

**Tremonton City Corporation
City Council Strategic Planning Session
January 13, 2009**

Members Present:

David Deakin
Roger Fridal
Lyle Holmgren
Jeff Reese
Byron Wood
Max Weese, Mayor
Rich Woodworth, City Manager
Darlene Hess, Recorder

City Council Strategic Planning Session

Mayor Weese called the January 13, 2009 City Council Strategic Planning Session to order at 5:30 p.m. The meeting was held in the City Public Works Building at 300 East 1200 South, Tremonton, Utah. With Mayor Weese, Councilmembers Deakin, Fridal, Holmgren, Reese, and Wood, Manager Rich Woodworth, Public Works Director Paul Fulgham, Police Chief David Nance, Judge Kevin Christensen, Senior Center Director Marion Layne, Fire Chief Steve Batis, Librarian Lorna Adams, Librarian Kim Griffiths, Food Pantry Director Kathy Newman, and Recorder Darlene Hess in attendance.

1. Opening Ceremony

Mayor Weese thanked everyone for attending the meeting and expressed his appreciation for their participation. Mayor Weese introduced Brian Muir as President of the James Madison Group. Mr. Muir founded the James Madison Group in 2002 as a Government Training Organization. Mayor Weese turned the meeting over to Mr. Muir.

2. Strategic Planning Work session

Mr. Muir stated that the James Madison Group is founded on the concepts and philosophy of President James Madison who once stated that the purpose of government is to “Refine and enlarge public views”.

Councilmember Reese became ill and left the meeting at 5:45 p.m.

Mr. Muir explained rules for the meeting as follows:

Be fully engaged
Participate and work as teams
Have a sense of humor
Maintain a relaxed atmosphere

Mr. Muir then separated the group into four teams and explained that their objective is to create, clarify, and/or update the City's Vision Mission Statement and long term goals, along with getting the residents and community involved. A Vision Statement is a future desired state for possible and future conditions. The teams were asked to write down Tremonton City's accomplishments. Mr. Muir then had each team read aloud their lists as he posted them for the group.

Mr. Muir asked the group to make a list of the City's values. The team's values were then read aloud as Mr. Muir posted them for the group.

Mr. Muir said that words paint a picture for the Vision Statement. Mr. Muir presented other Vision Statements from other cities and counties. The teams were then asked to write a Vision Statement for Tremonton City. He said they should put into words what they want the City to look like and become. The purpose of a Vision Statement is the practical application of values.

Councilmember Holmgren left the meeting at 6:45 p.m.

Mr. Muir had each team read aloud their Vision Statements. The teams then voted on their favorite from the group.

Librarian Lorna Adams left the meeting at 7:00 p.m.

Mr. Muir explained the purpose of a Mission Statement. Mission Statements should concisely describe the current focus of the team. The statement should be concise and easy to remember. The City has a current Mission Statement: "**Enhance the community values of Tremonton City by promoting a clean, safe, secure, educated and well-rounded environment for all citizens.**" _____

Mr. Muir explained "Strategic Goal Setting" with a SWOT outline:

S - Strengths
W - Weaknesses
O - Opportunities
T - Threats

Mr. Muir asked the teams to list the City's strengths and weaknesses which were then read aloud and posted for the group.

The teams were asked to list the Cities external opportunities and external threats. These items were also read aloud and posted for the group.

Mr. Muir explained the foundation of the vision/mission process as follows:

Vision
Mission
Long Term Goals
Intermediate Goals
Short Term Goals
People Completing Daily Tasks

Mr. Muir explained the seven steps to Strategic Goal-Setting as follows:

1. Research
2. Brainstorm
3. Extract
4. Formulate Ideas
5. Execute
6. Measure
7. Revise

“A goal is a dream with a deadline.”

Smart goals are:

1. Specific
2. Measurable
3. Ambitious
4. Realistic
5. Timely

Mr. Muir asked the teams to each select one opportunity and one threat from the lists and fill out the “Smart” Goals Preparation Format to solve or accomplish each item.

Mr. Muir explained the goal-setting process. These items also require feedback and occasional revisions:

Daily or weekly tasks: Action Plan
 Set individual goals
 Set Department Goals
 Set Organizational goals
 Review elected officials’ goals

The group was given the assignment to use the same opportunity and threat items as before,

and fill out the “Plan of Action” form. Each team was asked to select a team leader to compile the items their team wrote down and turn it into the City. Mr. Muir will compile the lists he had posted from the group and give those to the City as well. Team leaders selected were: Paul Fulgham, Roger Fridal, Marian Layne, and David Deakin.

At 9:10 p.m. Mayor Weese informed those present that the Council needed to discuss a personnel issue. He suggested the Council move to a closed session.

Motion by Councilmember Deakin to move to a closed session. Motion seconded by Councilmember Fridal. Vote: Councilmember Deakin - aye, Councilmember Fridal - aye, and Councilmember Wood - aye. Motion approved. Mayor Weese, who was conducting the meeting, signed a statement stating that the sole purpose for the closed meeting was for a strategy session to discuss the character, professional competence, or physical or mental health of an individual. No ordinance, resolution, rule, regulation, contract or appointment was made during the closed portion of the meeting.

Mayor Weese suggested the Council relocate to the Public Works Director’s Office for the closed session.

Motion by Councilmember Fridal to terminate the closed session and move back into an open meeting at 9:29 p.m. Motion seconded by Councilmember Wood. Vote: Councilmember Fridal - aye, Councilmember Wood - aye, and Councilmember Deakin - aye. Motion approved.

3. Adjournment

Motion by Councilmember Deakin to adjourn the meeting. Motion seconded by Councilmember Fridal. Vote: Councilmember Deakin - aye, Councilmember Fridal - aye, and Councilmember Wood - aye. Motion approved.

Meeting adjourned at 9:30 p.m.

The undersigned duly acting and appointed recorder for Tremonton City Corporation hereby certifies that the foregoing is a true and correct copy of the minutes for the City Council Strategic Planning Session held on the above referenced date. Minutes were taken by Shirley Colvin.

Darlene S. Hess, RECORDER