



WHERE COMMUNITY AND SPIRIT MEET®

## **WORK SESSION MINUTES**

A work session of the Kirkwood City Council was held on July 21, 2016, at 5:30 p.m. Present were Mayor Griffin, Council Members Duwe, Edman, Sears, and Ward. Also in attendance were Chief Administrative Officer Russell Hawes, Assistant Chief Administrative Officer Georgia Ragland, Public Information Officer Beth von Behren, and City Clerk Betty Montano. Council Member Luetzow was absent and excused.

## **APPROVAL OF WORK SESSION MINUTES**

Motion was made by Council Member Sears and seconded by Council Member Duwe to approve the meeting minutes of July 14, 2016. The minutes were unanimously approved.

## **STRATEGIC PLANNING RETREAT DISCUSSION**

Fred Falker, Strategic Plan Facilitator, was in attendance to present and discuss the upcoming Strategic Planning Retreat. A Power Point was presented. Some of the issues discussed are as follows:

- The Strategic Planning Retreat will take place on August 12<sup>th</sup> and August 13<sup>th</sup>.
- The goal of the retreat is to look at the core values and a new set of goals for the Strategic Plan.
- The Strategic Plan is a 5-year action plan that helps direct staff on where to invest time, resources, money and labor to achieve primary goals.
- Council Member Ward joined the meeting.
- Overview of the Planning Process:
  - Clarify & affirm mission, vision, and value
  - Discuss available environmental inputs
  - Strategic analysis, issue identification, and goal setting
  - Strategy formulation and action planning (staff)
  - Council review and approval
  - Write and implement plan
  - Monitor and reevaluate plan
- A discussion took place regarding the Mission Statement. Questions were raised regarding what certain terms in the Mission Statement mean.
- A discussion took place regarding the Vision Statement. Council Member Sears suggested the wording “one of the most” and “in the United States” be removed and the first sentence of the statement read as “Kirkwood will be the most livable community”. It was the consensus of the council to change the wording. Questions were raised regarding what certain terms in the Vision Statement mean.
- A glossary of what terms in the Mission Statement and Vision Statement mean, giving specific references for each will be added to the Plan.

The meeting was adjourned.

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Betty Montañó, MMC/MPCC  
City Clerk