

**SUMMARY MINUTES OF THE  
COUNCIL RETREAT CITY COUNCIL MEETING  
PUBLISHED BY THE AUTHORITY OF THE CITY COUNCIL  
OF BLOOMINGTON, ILLINOIS  
FRIDAY, NOVEMBER 4, 2016; 2:45 P.M.**

The Council convened in a Special Retreat Session in the Central Illinois Regional Airport (CIRA) Conference 2<sup>nd</sup> Floor Conference Center, 3201 Cira Dr., Bloomington 61704 at 2:45 p.m., Saturday, November 4, 2016.

**1. CALL TO ORDER**

The Meeting was called to order by Mayor Renner who directed the City Clerk to call the roll and the following members answered present:

**2. ROLL CALL**

Aldermen: David Sage, Diana Hauman, Amelia Buragas, Joni Painter, Mboka Mwilambwe, Jim Fruin, Karen Schmidt, Scott Black (Absent), Kevin Lower and Mayor Tari Renner.

Staff Present: David Hales, City Manager; Steve Rasmussen, Assistant City Manager; Cherry Lawson, City Clerk.

**3. PUBLIC COMMENT**

Mayor Renner opened the floor to receive public comment.

No one came forward.

**4. RETREAT ACTIVITIES**

*I. Opening remarks, review of agenda, housekeeping.*

Mr. Hales provided opening remarks, reviewed items within the packed, thanked Diane Crutcher and Council and the three citizens for attending the off-site retreat meeting.

*II. Personality in-service*

Diane Crutcher, VP Center for Performance Development, Inc. and Retreat facilitator, provided Council networking activities to complete before the start of the meeting. During the two meetings her role will be in guiding the Council through a series of exercises to provoke thinking and capture those thoughts through process improvements and human dynamics. The

materials that Council were provided came from the IML Handbook, Leaving the Community; as well as materials from ICMA. She would not say it is 'best practice,' but what other cities are currently doing around the country who are facing the same dilemmas and opportunities that is faced in Bloomington.

Ms. Crutcher reviewed with Council the Keirsey Temperament Sorter II Personality Assessment that Council participated in, and stated the intent of the exercise is to let each other know where Council stands from a personality stance.

[4:01 PM – 4:13 PM] Break

Mayor Renner reconvened the meeting at 4:13 PM.

*III. Explore, agree on and commit to Council/Mayor/City Manager roles and high-level implementation/monitoring strategies/accountability partners.*

Ms. Crutcher introduced the next activity for discussion which deals with the roles of the Council/Mayor/City Manager and stated through her work and benchmarking, she developed a variety of options for the roles of the Mayor/Council Member and City Manager. She had found there to be official roles, but noticed that other entities had unofficial roles of the Mayor/Council and City Manager which are noted within the paperwork. She explained that the information contained within the packet is not a recommendation, more of a place marker for the Council to start a conversation. Ms. Crutcher asked the Council to review the lists and determine the appropriateness of their duties based upon their role, i.e., Mayor/Council/City Manager. Council would provide a consensus to the listing of official and unofficial roles in supporting the outcome of the discussions.

Council provided a consensus toward the following official and unofficial roles of the Mayor/Council Member and City Manager.

**MAYOR (also includes "Council Official Roles" below)**

**OFFICIAL ROLES:**

- Chair governing body meetings--parliamentary procedures and accomplishment of desired outcomes.
- Encourage and practice good communication with the citizens, media, other members of the governing body and the City Manager.
- Serve as a representative of the local government in many settings in the community with other local governments and at the state and national levels.
- Help create, maintain and strengthen the effectiveness of the Council.
- Encourage and support the community during a crisis.
- Participate in, staff and/or appoint as appropriate Commissions, Advisory Boards, etc. as allowed by ordinance and with advice and support of Council.

**COUNCIL MEMBER: OFFICIAL ROLES:**

- Help create, maintain and strengthen the effectiveness of the Council.
- Be well-informed about the City and its needs/wants.
- Regularly participate in all Council meetings.
- Establish a community vision.
- Develop long-term goals, priorities and objectives.
- Support the processes to implement goals, priorities and objectives.
- Adopt policies to guide local programs and services.
- Enact ordinances/local laws.
- Review and approve a comprehensive annual budget and capital improvement plan as well as periodic budget adjustments assuring that newly-established priorities/goals/objectives are appropriately funded.
- Hire, evaluate and oversee the City Manager.
- Represent the local government and the community at appropriate events.
- Follow media protocol.

**COUNCIL/MAYOR/CITY MANAGER OFFICIAL/UNOFFICIAL ROLES**

**MAYOR/COUNCIL: UNOFFICIAL ROLES:**

- Be a model of civility and cooperation to set the tone for civil discourse and productive problem-solving.
- Be a shaper of processes that connect citizens and their government in productive ways.
- Provide leadership that brings people together and builds trust.
- Reflect consistent energy, enthusiasm, commitment to work together and professional respect for one another.
- Practice a commitment to understanding each other's perspectives and to resolving conflicts while communicating comfortably and disagreeing openly and productively.
- When reprioritizing goals, assure that existing goals are assessed for what can move off the City staff's plate.
- Assess potential projects and decide on their worthiness before City staff are asked to explore further.
- Gain support from the ordinance-required number of Council Members on the appropriate "Council Member Request for Consideration" form before bringing an issue/opportunity to staff for further research/pursuit and/or before bringing to Council for consideration.

## **COUNCIL/MAYOR/CITY MANAGER OFFICIAL/UNOFFICIAL ROLES**

### **CITY MANAGER**

#### **ACCOMPLISHED THROUGH APPROPRIATE DELEGATION/ ACCOUNTABILITY/RESPONSIBILITY:**

- Carry out the policies adopted by elected officials.
- Oversee enforcement of city ordinances.
- Provide policy alternatives to support governing body action.
- Manage all local services assuring continuity of standards and policy implementation across all City departments.
- Adhere to national, state and local requirements for financial management, purchasing, public meetings, public records and ethical conduct.
- Prepare the annual operating budget and CIP for governing body action.
- Ensure fiscal responsibility and adherence to modern accounting practices.
- Direct the recruiting, hiring, training and supervising of City employees.
- Research and prepare materials to advise the governing body and for the governing body meeting agenda.
- Develop long-range operating plans with guidance from elected officials.
- Oversee local economic development including negotiation of development and revenue deals.
- Coordinate/research information sharing and action among elected officials, employees and citizens.
- Participate in and represent the local government at local, State, regional and national events.
- Anticipate municipal needs, conduct appropriate research and make recommendations to the local governing board accordingly.

## **COUNCIL/MAYOR/CITY MANAGER OFFICIAL/UNOFFICIAL ROLES** **MAYOR/COUNCIL: UNOFFICIAL ROLES:**

#### **WHEN SUPPORTING/INTERACTING WITH THE CITY MANAGER:**

- Respect his/her position, management expertise and time pressures.
- Learn how the local government works on a daily basis and how setting policy differs from carrying out programs and policies.
- Be well-informed on issues (actual and potential) facing Council.
- Follow agreed-upon protocol for interacting with City staff.
- Keep the City Manager well-informed about issues and concerns in the community.
- Discuss personnel/performance concerns privately rather than in a public meeting.

- Avoid public surprises.
- Value the local government staff, thanking them for their work, supporting them in their efforts to carry out policies and giving public praise routinely.
- Expect, permit, encourage and support City staff in saying “no” to Council Member requests.
- Use "My Bloomington" app to request information from any City staff member.
- Be supportive of different communication approaches with the City Manager which will depend on the criticality of the issue, the need to explore/clarify, the ready availability of pertinent people, etc.

Ms. Crutcher stated in her conversation with one of the Council group, the idea of the exercise was to define a decision making strategy, and not a problem identification strategy. She discuss the mechanics of identifying problem and determining the solution for the problem. The exercise provided is an opportunity to determine how best to resolve and provide resources without Council having to revisit. She asked Council to take some time to consider the model and determine whether this is a model that they would like to follow.

Council will start with the Council Meeting Structure Process on Saturday, November 5, 2016 beginning at 7:30 a.m. with a light breakfast and ready to start at 8:00 a.m.

### **Council Meeting Structure Process**

#### **5. ADJOURNMENT**

Mayor Renner asked for a motion to adjourn.

**Motion made by Alderman Schmidt, seconded by Alderman Lower to adjourn the meeting, at 5:30 PM.**

**Motion carried (Viva Voce).**

CITY OF BLOOMINGTON

ATTEST

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Tari Renner, Mayor

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Cherry L. Lawson, C.M.C., City Clerk