

# COMMITTEE OF THE WHOLE SESSION OF THE BLUE GRASS CITY COUNCIL

BLUE GRASS, IOWA

JUNE 13, 2017

The Blue Grass City Council met in special session, as a Committee of the Whole at 5:00 p.m. on the 13<sup>th</sup> day of June 2017, at the Blue Grass Public Safety Building, 606 W. Mayne Street., pursuant to law, with Mayor Timothy Brandenburg presiding. A pledge of allegiance and a moment of reflection were recognized. The following Council members present: Chuck Barton, Lisa Smith, Bonnie Strong, James Goodin and Brad Schutte. City Attorney William McCullough and guest speaker Jeff Schott, Director of Public Affairs was also in attendance.

**MAYORAL COMMENTS:** Mayor Brandenburg announced the following: “Welcome to your Blue Grass Committee of the Whole meeting. If you are not a member of the Fire, Ambulance, or Police Department, please turn off or silence your cell phones, pagers, etc. It is your right to be heard; however, please ask to be recognized by the Mayor. After being recognized, please stand and state your name and address. In an effort to keep the meeting on task, please limit your comments or concerns to several minutes. Please have the courtesy to allow the person speaking to finish uninterrupted. Thank you”.

Mayor Brandenburg commented to the audience that the topic to be discussed at this meeting was intended for discussion only and that no action would be taken as this meeting was a Committee of the Whole session only.

The Mayor presented the topic to be open for discussion and opened the meeting.

**Mediation:** The University of Iowa Director of Public Affairs Jeff Schott presented a power point presentation on “Teamwork and Effective Governance”. The presentation included the following topics: effective policy development; team concept in a City setting with a goal where elected officials and staff work together to achieve common objectives; key elements of effective teamwork; barriers to effective teamwork; key team elements on team goals and direction; team member roles and responsibilities such as the Mayor: presiding Officer at Council meetings, legislation-sign/veto/no action; Chief Executive Officer and certain appointments, spokesperson, informal duties, emergency powers; City Council: decision making-legislation, quorum, open meeting, adopting legislation, approve/amend/monitor budgets, adopt city policies, approve plans and programs, expenditures, contracts and appointments; shared governance rules: Mayor/Council: goal settings, priority setting, anticipate and focus on issues, determine vision and values, evaluate/review/monitor performance, listeners, educators, promoters, supporters, mobilizers, buffers, set tone for the City; City Clerk: Code of Iowa, Municipal Code, Council minutes, records, financial record-keeping, licenses and permits, supervision of employees appointed by Clerk, fiscal advice, annual budget-prepare and submit, business affairs and reports; City Staff: assure quality services and products are provided, manage/organize operations, personnel, budgets, implement decisions, plans, programs and policies, analyze issues, develop recommendations, evaluate services and citizen impact, solve problems, give out information, researchers/planners/preparers, shock absorbers; “roles and responsibilities” for all team members making sure that they understand and make clear the relationship between the Mayor, Council, City Clerk and Staff; key team elements, understanding and follow “rules of the game” such as comply with legal requirements of the open meetings law, public records law, gift law, conflict of interest law by practicing integrity and behave ethically, support decisions, respect the process, responsiveness, responsibility, recognize value and importance of individual contributions, depersonalize issues and differences trust each other’s abilities, listen carefully, honestly express viewpoints, insistence of civility, council meeting management, rules of procedure, council work sessions, roles of committees, boards and commissions, equal information to all members, confidentiality, chain-of-command, making promises,

making requests/giving direction to staff, periodically discuss and review roles and responsibilities of key team members, council orientation; processes-agenda development, information flow and meeting packets, goal and policy implementation review, program, project and financial monitoring and reports, complaint handling, performance reviews, intergovernmental relations, negotiations, legal services council orientation and others; open two-way communications, share information, agree on the way decisions are made, agree on the relevant information needed and try to ask for information prior to the beginning of the meeting. Council asked several questions and asked for further clarification on several of the topics discussed.

Mayor Timothy Brandenburg asked for further comments and/or discussion, since there were no other comments, the Mayor adjourned the meeting. Mayor and Council thanked Mr. Schott on his presentation. The meeting adjourned at 8:01 p.m.

Attest: Ann M. Schmidt, CMC, City Clerk/Financial Officer