

# **Town Council Workshop Meeting**

## **Minutes**

### **August 12, 2019**

The meeting was called to order at 6:10 pm.

#### **Roll Call**

Councilors De Lima, Johnson, Asherman, Kuhn, Trickett, and Hemphill were present and answering roll call. Councilor Cahan was absent.

#### **Item 1            Workshop to discuss the proposed agenda for the August 28, 2019 Town Council annual work planning retreat meeting**

Chair Kuhn stated that her goal for the retreat is to come out with a clear set of priorities.

Nathan Poore reviewed the retreat agenda. Craig Freshly of Good Group Decisions will facilitate the retreat. The morning portion of the retreat will be devoted to creating a work plan for executing the public engagement and planning resolution. The afternoon portion of the retreat will be devoted to the annual work plan. Over the next few weeks, Councilors will complete an exercise aimed at prioritizing the work plan items. Staff will average and then rank the Councilors' responses for review at retreat. The retreat will also include a discussion of the Council communications guidelines.

Mr. Poore provided directions for the work plan priorities exercise. Councilors will assign each of the work plan items a rank of 1 thru 4 based upon level of priority. Individual Councilors' rankings will be tallied in advance of the retreat. Councilors can send staff new items that they would like added to the work plan. Councilors were also provided lists of items that previous Councils had deemed "not now" or "no longer considered" as well as lists of items that were completed in prior years. Councilors can assign rankings to items on the "not now" and "no longer considered" lists if they would like to bring them back for consideration at the retreat. The Council will compile the final work plan at the retreat. Council members briefly discussed the impetus and status of some of the older items on the "not now," "no longer considered," and two completed lists. Councilors also discussed the status of different plans referenced in the work plan exercise such as the Bicycle and Pedestrian Plan and Capital Improvement Plan and the Council's role in implementation. Councilors also discussed ideas for gathering resident and staff input surrounding work plan priorities. Councilors also discussed the importance of considering committee workloads.

Councilors will review the communications guidelines document over the next week and send feedback to Mr. Poore.

#### **Adjourn**

Councilor Hemphill moved to adjourn; Councilor Trickett seconded. Motion carried 6-0.

The meeting adjourned at 7 pm.

Respectfully submitted,

Marguerite Fleming  
Recording Secretary