

**Minutes from the  
City Council Orientation Workshop  
Monday, January 25, 2010**

At 3:00 p.m., an Executive Session was held in the City Council Conference Room. City Council discussed a litigation matter pursuant to C.R.S. 24-6-402(4)(b). This session was recorded separately.

**Desired Outcomes:**

- To build a better understanding of the roles of the mayor, council, and manager in the governing process
- To build effective work relations among the mayor and city council for enhanced leadership and performance
- To clarify roles and relationships among the mayor and city council, and between council and staff.
- To articulate and agree on expectations of the mayor, council, manager and key staff
- Identify and prioritize issues, goals, and objectives for the coming year

**Roll Call.**

Present were Mayor Jim Woodward, Mayor Pro Tem Jill Wilson, Council Members Rick Gillit, Joe Jefferson, Bob McCaslin, Linda Olson and Randy Penn. Also present were City Manager Gary Sears, City Attorney Dan Brotzman, Deputy City Manager Mike Flaherty, Utilities/WWTP Director Stu Fonda, Parks and Recreation Director Jerrell Black, Police Chief Tom Vandermee, Fire Chief Mike Pattarozzi, IT Director Jeff Konishi, Municipal Court Administrator Tamara Wolfe, Public Works Director Rick Kahm, Financial and Administrative Director Frank Gryglewicz, Library Director Hank Long, Human Resources Director Sue Eaton and Community Development Director Alan White.

▶ At 3:45 p.m. Introduction and welcome by Mayor Woodward & City Manager Sears in

the Community Room

▶ Kathie Novak facilitated the meeting and discussed the Agenda and Agreement, Ground Rules for the Workshop. The ground rules included: honor time commitments, misery is optional, breaks/dinner, listen to understand, identify issues that we can agree on, honesty, no sniping and staying on task.

▶ Novak asked each Council Member “Why are we here? She also discussed “Sharing our vision?” Discussion ensued.

▶ Novak discussed “Setting the Stage” and The Council-Manager Team in Action: Obstacles & Aspirations. Discussion ensued.

▶ Working Dinner - Roles, Relationships, and Expectations. Discussion ensued.

▶ Council Working Agreements/Protocols

What is working? What do we do well?

What is not working? What could we do better?

What is missing? What needs action?

▶ Novak discussed City identification and prioritization of key issues, goals and objectives for 2010 & beyond. Discussion ensued.

▶ Next Steps – Mayor Woodward thanked Kathie Novak, City Council and Directors for their participation.

The meeting adjourned at 7:50 p.m.

