

TENTATIVE AGENDA  
OTTUMWA CITY COUNCIL & DEPARTMENT HEAD RETREAT  
FACILITATED BY ELIZABETH HANSEN OF  
MIDWEST MUNICIPAL CONSULTING

SPECIAL MEETING NO. 34  
Bridge View Center, 102 Church St.

November 14, 2020  
9:00 A.M.-12:00 P.M.

ROLL CALL: Council Member Meyers, Berg, Dalbey, Roe, Stevens and Mayor Lazio.

APPROVAL OF THE AGENDA

- |               |                                                                                                                                                                                                                                                                     |
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| 8:45 – 9:00   | Check-in – Informal Visiting                                                                                                                                                                                                                                        |
| 9:00- 9:05    | Opening Remarks – Mayor and City Administrator                                                                                                                                                                                                                      |
| 9:05 – 10:00  | “Working as a Team – The Challenge of Public Sector Leadership”<br><u>Focus:</u><br>a. Review Agenda<br>b. Housekeeping and Basic Principles<br>c. Objectives and expectations for the session<br>d. Enhancing Communication                                        |
| 10:00 – 10:45 | “Working as a Team – Reviewing Progress, Values, and Issues”<br><u>Focus:</u><br>a. Review Recent City Accomplishments (2018-20)<br>b. Review of the City’s Mission and Values Statements<br>c. Review and consensus on Issues, Concerns, Opportunities, and Trends |
| 10:45 – 11:40 | “Working as a Team – Providing Direction”<br><u>Focus:</u><br>a. Updating the City's Goals Program<br>b. Ranking of Priorities for 2021-23                                                                                                                          |
| 11:40 – 11:50 | “Working as a Team – Preliminary Planning and Clarifying Roles”<br><u>Focus:</u><br>a. Knowing and fulfilling Roles and Responsibilities                                                                                                                            |
| 11:50 – 12:00 | Summary and Wrap Up Comments<br><u>Focus:</u><br>a. Results - Report to the City Administrator by November 16, 2020<br>b. Development of Action Plan by City Administrator                                                                                          |

**\*\*No formal action will occur during the above referenced meeting. Results from this meeting will be incorporated into a formalized Action Plan that will be adopted at a future City Council Meeting.**



CITY OF  
OTTUMWA

**FAX COVER SHEET**

City of Ottumwa

DATE: 11/10/2020 TIME: 3:00 PM NO. OF PAGES 2  
(Including Cover Sheet)

TO: News Media CO: \_\_\_\_\_

FAX NO: \_\_\_\_\_

FROM: Christina Reinhard

FAX NO: 641-683-0613 PHONE NO: 641-683-0620

MEMO: Tentative Agenda for the Ottumwa City Council & Department Head Retreat  
Facilitated by Elizabeth Hansen of Midwest Municipal Consulting to be held on 11/14/2020 at  
Bridge View Center, 102 Church Street.

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