

**THE SPECIAL WORK SESSION OF THE THIRTY-NINTH COUNCIL OF THE CITY OF BERKLEY, MICHIGAN WAS CALLED TO ORDER AT 3:38 PM ON WEDNESDAY, FEBRUARY 8, 2023 BY MAYOR DEAN**

***PRESENT:***

Councilmember Steve Baker  
Mayor Pro Tem Ross Gavin  
Councilmember Dennis Hennen  
Councilmember Jessica Vilani  
Mayor Bridget Dean

***OTHER STAFF PRESENT:***

City Manager Matthew Baumgarten  
City Clerk Victoria Mitchell

***APPROVAL OF AGENDA:***

Councilmember Baker moved to approve the Agenda  
Seconded by Councilmember Vilani  
Ayes: Gavin, Hennen, Vilani, Baker, and Dean  
Nays: None  
Motion Approved.

***PLEDGE OF ALLEGIANCE***

***PUBLIC COMMENT:***

None

***REGULAR AGENDA:***

**STRATEGIC PLANNING:** Matter of conducting a strategic planning work session with JADE Strategies, Inc.

Jocelyn Davis of JADE Strategies, Inc. introduced herself to Council and provided her resume.

Ms. Davis outlined the objectives of the session and reviewed the agenda.

The session began with an icebreaker.

Ms. Davis reviewed the advantages of planning.

Ms. Davis helped the group create rules of engagement and explained what that means and why that is important. The rules included: levity, honesty, listening to understand, assuming everyone has good intentions, speaking your mind, being open-minded, transparency/inclusion, level of respect, not talking over someone, coming prepared, etc.

There was a pause to resolve technical issues.

Ms. Davis reviewed a model of sustainable progress which included vision, expertise, motivation, blueprint, resources, and ongoing evaluation.

Ms. Davis explained they are going to work on vision.

Ms. Davis reviewed the meaning of this quote, "Servant leadership is a philosophy and set of practices that enriches the lives of individuals, builds better organizations, and ultimately creates a more just and caring community." Dr. Martin Luther King Jr.

Ms. Davis conducted an exercise where councilmembers chose the top three soft-skill qualities they believe are the most important in effective servant leadership. She reviewed the definition of servant leadership.

Ms. Davis then asked what are the characteristics of a successful organization. Answers included shared vision, transparency, a place where people feel valued, ongoing assessment and improvement, energy and efforts align with everyone's vision, continuing education, stable finances, recognition, cool logo/effective marketing, growth, personal mental health, a plan, and "the six."

Ms. Davis said organizational health will one day surpass all other disciplines in business as the greatest opportunity for improvement and competitive advantage. She went over the differences between a SMART organization and a HEALTHY organization.

Ms. Davis reviewed a collaborative culture. She said trust is the foundation and is about being vulnerable. Next is healthy conflict, commitment meaning that you have buy-in, accountability and finally focusing on results.

A recess was called at 4:50 pm and the work session resumed at 4:58 pm.

Ms. Davis began a strategic planning exercise/assessment. The assignment goals were looking at environment assessment (external), culture assessment (internal), stakeholder engagement, action planning, and evaluation.

Ms. Davis went over her method of strategic planning following questions from Councilmember Baker. They discussed the master plan vision statement and how it applies. They discussed a values statement. She discussed the difference between an overall organizational mission and an internal mission statement.

Ms. Davis went over strategy, vision, and tactics. Ms. Davis discussed the process timeline including future meetings with the city council, staff, focus group, staff, and then finally council/staff. The process is expected to conclude in May.

Ms. Davis led a group exercise. Categories included challenges, partners, stakeholders, positive trends, opportunities, and negative trends. Councilmembers along with Mr. Baumgarten went around the room and wrote down their thoughts for each category. Ms. Davis then asked everyone to go around the room and place stickers on the top ideas per category/page that they identified with.

Councilmember Gavin exited at 5:36 p.m.

Ms. Davis asked what they thought of the exercise. She then let them know their information would be compiled and interpreted by her.

Ms. Davis asked questions including how does the City of Berkley serve? And what do stakeholders value about the City of Berkley? Some of the answers include the reliability of services and safety, stability, solid foundation, accessibility to leaders and staff, cool logo, being personable, accessible geography/size, and service.

Ms. Davis covered what would come next in the process. She asked what would be a good date to meet for a second City Council strategic workshop. She also discussed the next step for discussion and action. They all discussed dates that may work for the next session.

Ms. Davis closed the meeting asking for an ah-ha moment. She discussed how the information would be framed for the future.

**ADJOURNMENT:**

Councilmember Vilani moved to adjourn the Special Meeting at 6:21 p.m.  
Seconded by Councilmember Hennen  
Ayes: Hennen, Vilani, Baker, and Dean  
Nays: None  
Motion Approved.

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Bridget Dean, Mayor

**ATTEST:**

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Victoria Mitchell, City Clerk