

**CITY OF CHILLICOTHE
CHILLICOTHE PUBLIC LIBRARY
MINUTES OF A SPECIAL MEETING
OCTOBER 5, 2013**

By order of Mayor Douglas P. Crew, all members of the Chillicothe City Council, City Attorney, Office Manager and the News Media, were notified by the City Clerk of this Special Meeting and the purpose of said meeting.

Date of the Special Meeting Notice was October 1, 2013.

The City Council of the City of Chillicothe, Peoria County, Illinois, met in Special Session October 5, 2013, at 7:45 A.M., with Mayor Douglas P. Crew presiding.

The Pledge of Allegiance, to the Flag of the United States of America, was recited.

Chairman Crew directed the Clerk to call Roll.

Present: Mayor Douglas P. Crew
City Clerk Sharon A. Crabel

Aldermen: Ronald Beaumont, Patricia Connor,
Danny Colwell, Dennis Gould,
Gary Sharp, James Thornton,
Melvin Witte

Also Present: City Attorney Michael Seghetti
Office Manager Denise Passage

Absent: Alderman Mike Hughes

Chairman Crew declared a Quorum present.

Chairman Crew announced that this was a Special Council Meeting, called by him, for the purpose of considering the following item:

- 1) Strategic Planning Session – Facilitator Ken Dawson

There were two citizens in the audience.

**CITY OF CHILLCOTHE
MINUTES OF A SPECIAL MEETING
OCTOBER 5, 2013**

Chairman Crew announced that anyone in the audience that would like to speak in regards to the said Agenda Item, please stand.

No public comments were made.

Chairman Crew thanked the Council members for submitting the information ahead of time, on what they felt were the five top priorities for the City that should change, or not change.

Chairman Crew stated that the said information was forwarded to Ken Dawson the City's facilitator.

Chairman Crew stated that he had also asked the five Department Heads for the same information, and had forwarded the information to Ken Dawson.

Chairman Crew stated that the Economic Development Director held a Downtown Business meeting with a Peoria County Economic Development Director in attendance, along with 29 people participating in that meeting, and did a SWOT analysis. Those items were also incorporated and forwarded to Ken Dawson.

Chairman Crew stated that he hopes that today will help the Council to prioritize and focus on the things that are important and urgent.

Chairman Crew stated that may mean that the Council may need to do things differently, and change.

Chairman Crew stated the revenue has to be part of today's discussion.

Chairman Crew introduced Ken Dawson, a Strategic Planning Consultant, along with his credentials.

Facilitator Ken Dawson appeared before the Council to start a working session.

Ken Dawson prepared a workbook, for the Council members, for this Strategic Planning Workshop, identifying our top priorities.

**CITY OF CHILLCOTHE
MINUTES OF A SPECIAL SESSION
OCTOBER 5, 2013**

Ken Dawson led the Council members in a half-day Strategic Planning Workshop to identify the major issues facing the City, to determine the resulting priorities that must be addressed and rank those to determine the top priorities the City must focus its resources, time and energy to address over the next several years.

Ken Dawson explained how demographics are a major issue for the City.

Three priorities clearly emerged as the top priorities the Council must focus its resources, time and energy to address over the next several years as follows:

- 1) Find ways to grow our residential and recreational assets.
- 2) Improve – extend/expand the City’s infrastructure to support future growth.
- 3) Clean-up and beautify our City to make it more appealing.

Nine major issues were identified and prioritized as follows:

- 1) Find ways to grow (residential area and infrastructure) (68 points)
- 2) Improve-extend/expand City infrastructure to support future growth (68 points)
- 3) Make City more appealing (clean-up and beautify) (55 points)
- 4) Create better community image/perception and involvement (40 points)
- 5) Improve/grow our recreational assets (28 points)
- 6) Grow through commercial development (26 points)
- 7) Improve City government processes & facilities (18 points)
- 8) Continue to enhance public safety services (15 points)
- 9) Leverage our small town environment/atmosphere (12 points)

Three other priorities that were supplementary or supportive priorities to the three top priorities and also aligned towards growth were as follows:

- 1) Create better community image/perception and involvement
- 2) Grow through commercial development
- 3) Leverage our small town environment/atmosphere

**CITY OF CHILLICOTHE
MINUTES OF A SPECIAL MEETING
OCTOBER 5, 2013**

Two remaining priorities were Enabling Priorities, which are things that enable the Council to focus on its Top Priorities as follows:

- 1) Improve City government processes & facilities
- 2) Continue to enhance public safety services

This workshop addressed the basic steps in the strategic planning that the Mayor and Council need to address as follows:

- 1) Clarify our mission & vision for the future of the City
- 2) Develop 3-5 action steps for each Top Priority
- 3) Assign ownership, time frame and deliverables
- 4) Provide regular accountability

The Council discussed developing eight next steps that the Mayor and Aldermen felt committed to pursue. The eight Action Steps were as follows:

- 1) Communicate results of this workshop to appropriate people, groups and public
- 2) Share priorities and get buy in from City Department Heads and staff
- 3) Identify where we need to assign responsibility for each top priority and determine how to develop our action steps
- 4) Every Council agenda will include report on at least one of our top priorities
- 5) Refine our vision for the City
- 6) Identify residential growth opportunities and develop a plan to prioritize and promote those opportunities
- 7) Establish priorities for recreational development
- 8) Look for funding and staffing means to support the priorities

Chairman Crew thanked Ken Dawson for all his work.

Chairman Crew stated that the Council can take issue with some of the information we received today, and there is nothing wrong with that.

**CITY OF CHILLCOTHE
MINUTES OF A SPECIAL MEETING
OCTOBER 5, 2013**

Chairman Crew announced that the Council has some work to do, if we want a little different outlook from what we have had.

Chairman Crew stated that he wants the Council to leave today with the idea that it is positive, and there are good things happening.

Chairman Crew stated that the Council is working together to make good things happen.

Chairman Crew announced that, there being no further business, the Special Council meeting adjourn at 11:49 A.M.

**Sharon A. Crabel
City Clerk**