

## **Fertile City Council Minutes Special Meeting June 11, 2019**

The Fertile City Council held a special meeting on Tuesday, June 11, 2019 at 6 p.m. at the Community Center. Present were: Mayor Daniel Wilkens and Council members Stanton Wang, Todd Wise, and Reid Jensrud. Also present were City Administrator Lisa Liden and Public Works Director Kevin Nephew and Adrianna Temali-Smith, Dan Greensweig, and Pamela Whitmore with the League of MN Cities.

The meeting was called to order by Mayor Wilkens at 6:02 p.m. and the meeting began with introductions of those present.

Adrianna Temali-Smith, Education Manager for the League of MN Cities gave a short presentation on her role with the organization and an overview of the various training sessions that are offered through the League such as the annual Clerk's conference and the regional meetings.

Pamela Whitmore introduced herself and explained that she was working with Collaboration Services for the League and gave an overview of the services provided through her office including onsite training for City Councils and administrative staff.

Dan Greensweig, Administrator of the Insurance Trust introduced himself and explained that he had a history of working for and with smaller cities like Fertile so he knew the ins and outs of working in a small town.

Pamela Whitmore went over a PowerPoint presentation on the role of Council, the Mayor, and Administrative staff in a statutory city. Discussion was held on how meetings are run and how setting an agenda policy can keep meetings more concise by allowing Council to have access to information on agenda items prior to the meeting. Another item that was discussed was the public comment policy and whether the City had an established policy. Whitmore stated that she would send both sample agenda policies and public comment policies.

Discussion was also held on whether or not the City had a social media policy and/or any official City pages on social media. Mayor Wilkens explained that the City does not have an official City page but that Council member Widrig is administrator of the Fertile, MN page that mainly posts pictures and information on school events and other events in and around the City of Fertile. Pamela Whitmore explained that such a page could be misconstrued as being an "official" page for the City since its run by a member of Council and that precautions should be taken with posting on that page. She noted also that if the page could be deemed as an official City of Fertile page that no one can be blocked on the page.

One area that was also discussed was open meeting law. Whitmore explained that group texts and also group emails could be considered open meeting law violations and that Council should avoid communicating as a group outside of official meetings. Mayor Wilkens asked about three members of Council serving together on the Agassiz Environmental Learning Center Board.

Whitmore said that situations such as that can be quite common in smaller towns and that she recommended posting in the official posting location when the AELC Board meets and noting that three members of Council will be present but no City business will be up for discussion.

Mayor Wilkens inquired about other policy areas that he had questions on such as access to security cameras and also whether or not Council should have keys to city buildings and offices. Pamela Whitmore commented that she didn't know about those particular issues but she did caution that the Mayor and Council should not have access to the City office since some of the information in the office is considered non-public data.

The meeting was adjourned at 8:50 p.m. on a motion by Council member Wise.

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Daniel Wilkens, Mayor

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Lisa J. Liden, City Administrator