



CITY COUNCIL SPECIAL TRAINING MEETING

A special meeting of the Coleraine City Council was held on Monday, May 21st at 3:00 p.m. in the council chambers. Members present: Mayor Jim Hagen, Councilpersons Peggy Smith, Mary Drewes, Ryan Stish, Jeff Troumbly, and City Clerk-Treasurer Briana Anderson. Special guest was Pamela Whitmore, J.D. from the League of Minnesota Cities.

The purpose of the meeting was to hear a presentation from Whitmore, who works with the Research Department, on staff roles, council roles, governance, and to have open dialogue.

A power point presentation was given along with attendee discussion.

Points covered with a suggestion of further review/training for understanding:

- Data practices
 - Open meeting laws, role of committees and commissions
 - Specificity in closing a meeting – state and document statutory reason meeting is being closed
 - What is public data? What is private data? What may become public data later? If question, who decides?
- Emergency meetings – generally may not close an emergency meeting – allow attorney to determine. Most often, emergency meetings are for some kind of natural disaster.
- Closed meetings – know when you can, process to follow, when and if information could become public
- Always post if a quorum is possible
- Council as a whole sets policy and makes decisions; follows policy or relooks at it if council decides
- Staff follows directives of council as a whole; knows what happens if directives are not followed
- What process and policy do you use to see your directives are followed through?
 - What process and policy is in place if staff doesn't follow through or things are not getting done?
- Anticipate issues and have polices in place before issue arises

The meeting dispersed at 5:27 p.m.


Jim Hagen, Mayor


Briana Anderson, Clerk-Treasurer