

## **Resolution 2024-2**

WHEREAS, it has come to the attention of the City Council that there may be occasions hereafter when the City's council members, employees or others acting on behalf of the City are contacted by representatives of the media; and

WHEREAS, the council has determined after considering this issue that a proper procedure should be implemented and thereby avoid any confusion or misunderstanding by various comments being made on behalf of the City; now therefore,

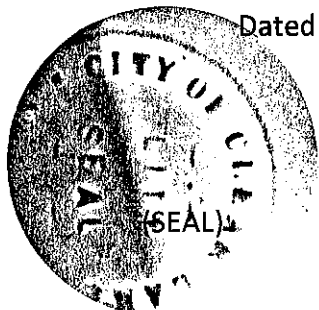
IT IS HEREBY RESOLVED as follows:

1. City Attorney has been designated as the only authorized spokesperson for the City of Clear Lake in the event of communications with the media. Therefore, if you receive contact from the media, then advise them that you cannot comment and refer them to the City Attorney. His telephone number is 605-874-2240;
2. In addition to referring members of the media to our designated contact person, you should notify your immediate supervisor immediately of any media contact;
3. The media representatives will understand that you cannot comment. They will appreciate a referral to someone who may or may not be able to answer their questions;
4. Whenever an incident occurs that could give rise to a claim against you or others of your fellow employees, then please notify everyone that they may receive contact from the media and that they must be aware of and follow this media policy;
5. You should never give into what is a natural urge to be helpful if you are contacted hereafter by the media. You must follow this policy and the procedures described herein;
6. You should be friendly and not defensive or evasive when advising members of the media that you are not able to comment;

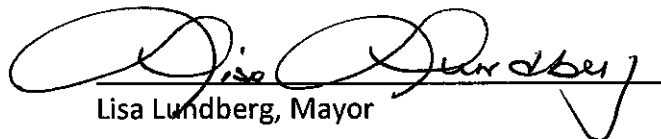
7. No comment means no comment. You do not need to explain or discuss any occurrence or event with the media unless you are authorized to do so as the designated spokesperson;
8. You must keep in mind that whatever you say will be viewed as an official statement on behalf of your employer and your co-workers. This is yet another reason to follow this policy by making no comment and directing the media representatives to the designated spokesperson;
9. If you are present during an Executive Session of the City Council where claims or litigation are discussed, then keep in mind that executive sessions are privileged, and that no record is made of these discussions, and that anyone present is absolutely forbidden to discuss the content of conversations which occurred during the course of an executive session.

If you have any questions about the application of this policy and its procedure, then please contact your immediate supervisor.

Dated this 8 day of January, 2024.



CITY OF CLEAR LAKE

  
Lisa Lundberg, Mayor

ATTEST:

  
Mary Krueger, Finance Officer