

RESOLUTION 2011-05

CITY OF GRANT

WASHINGTON COUNTY, MINNESOTA

A RESOLUTION ADOPTING AMENDED WEBSITE POLICIES AND PROCEDURES FOR THE CITY OF GRANT

WHEREAS, the City of Grant maintains a website and the guidelines and regulations regarding the content and maintenance were first established by resolution 1999-05; and

WHEREAS, the City desires to amend the website policies and procedures by repealing resolution 2003-05 and replacing it with the new policies and procedures.

NOW THEREFORE BE IT RESOLVED THAT THE CITY OF GRANT HEREBY REPEALS RESOLUTION 2003-05 AND ADOPTS THE FOLLOWING WEBSITE POLICIES AND PROCEDURES FOR THE CITY OF GRANT:

PURPOSE: To provide clear guidelines and understanding regarding the jurisdiction, content, and maintenance of the Grant Web Site.

SITE OBJECTIVE: To support the City of Grant's Comprehensive Plan Goal Number 6 of more effectively communicating information to the citizens of Grant for their improved understanding of relevant issues and the development of a more participatory and cohesive community.

SCOPE: The Grant Web Site shall contain information that is housed in the Grant City Office and Places of Public Record and other information deemed appropriate by the Grant City Council.

JURISDICTION: Grant City Council has authority over the Grant Web Site. Any new content that does not fit within the current content guidelines must be approved by the City Council before being posted. Such approval will constitute an amendment to this policy such that further updates of this specific addition will not need further City Council approval.

Grant City Council has the authority to change the password(s) that allows altering information to the Grant Web Site. The City Clerk will maintain control of the password(s). Current Webmaster must be informed immediately of any changes. The Webmaster will be given the password(s) that allow inputting changes on the Web Site. These password(s) may change when a new Webmaster is appointed.

DOMAIN NAME: The domain name for the Grant Web Site is: WWW.CITYOFGRANT.COM.

SERVICE PROVIDER: The site is currently hosted by Comcast. This may change in the future as directed by the Grant City Council.

WEBMASTER: The Grant Web Site shall be updated and maintained by the designated Webmaster or by the City Clerk. The Webmaster candidate must be approved by City Council. A minimum of a one year commitment by the Webmaster will facilitate an efficiently run Web Site.

The Webmaster has the authority to change the password(s) as may be needed for security reasons and shall inform the City Clerk immediately when such a change has been made. The City Clerk also has the authority to change the password(s) when necessary and shall immediately notify the appropriate parties when such changes are made.

CONTENT: The Grant Web Site contains public information. This information has been collected from various sources including scanning from paper copies. Official copies may be obtained from the Grant City Clerk. The official copies shall always take precedence over the information found on this site or any other sites.

The Grant Web Site will not include information or links to commercial enterprises nor non-profit clubs and organizations unless specifically approved by Grant City Council.

Approved content includes:

The City of Grant
About Grant
Grant Newsletter
City Council
Council Members
Meetings and Agendas

Council Information Packet Contents.

Draft Meeting Minutes
Approved Meeting Minutes

Policy on Public Participation During Meetings
Planning Commission
Planning Commission Members,
Meetings and Agendas

Draft Planning Commission Meeting Minutes
Approved Meeting Minutes
Pending Applications including Planner Reports and Escrow Balances.

Draft Ordinances

Public Hearing Information
Administration
Applications and Permits (Information only! One can NOT submit applications electronically due to fees.)

Legal Notices
Ordinances and Resolutions
Documents (Checklist, Procedures Manual)
Grant City Office (hours, location, City Clerk)
Comprehensive Plan
Archived Minutes
Police Reports
Approved Financial Reports including annual City Audits
Grant Information NEW Last Site Update
City Services

Frequently Asked Questions

Road Inventory Information
Government Links
Voter Information (districts, polling place, etc.)
Schools (districts serving Grant and link to school Web Sites)
Survey Results

Meeting Calendar
Special Issues and Events
Community Information
Recreation
Waste and Recycling (current recycling schedules/providers)
Environmental Issues

Lost and Found Animals (including a link to www.petfinder.org)
Volunteering (opportunities in Grant and St. Croix Valley)
Twin Cities Weather

Personal information of Planning Commission Members and Grant City Council members including e-mail addresses and phone numbers will only be posted with the express permission of each individual involved.

FUTURE CONTENT: Additional topics must be presented to The Grant City Council for approval prior to being added to the Grant Web Site

TEMPORARY USES: City Council may authorize hosting Web Sites for other governmental organizations that are tied to Grant such as Watershed Districts or School Districts.

LINKS TO OTHER SITES: The Grant Web Site may provide links to government and related sites provided the sponsoring organization is non-profit and consistent with the goals and policies of the Grant Comprehensive Plan.

MAINTENANCE: The designated Webmaster and the City Clerk are the only persons authorized to maintain and update information to the Grant Web Site.

Best efforts will be made to update the Grant Web Site in a timely manner - usually within one week of receiving the information.

Back up copies of the Grant Web Site shall be maintained on a monthly basis.

SUBMISSION PROCEDURES: Electronic Submission for Web Site input is preferred. Information can be forwarded directly to the City Clerk to be forwarded. Paper copy can be received via fax, mail or hand delivery to the City Clerk to be forwarded to the Webmaster.

The City Clerk will e-mail public information as soon as it is available to the Webmaster for updating the Grant Web Site This information includes, but is not limited to: approved City Council Minutes, draft Planning Commission Minutes, Grant Newsletters once published, meeting agendas, meeting notices and public hearing notices, and ordinances/resolutions once passed by City Council motions. When appropriate, the City Clerk may post approved information directly to the Grant Web site. These items will not need additional City Council approval for updating the Web Site.

WHEREUPON, a vote being taken upon a motion by Council Member Bohnen and seconded by Council Member Fogelson, the following members voted in favor:

Mayor Thomas Carr, Council Members Bohnen, Fogelson, Huber and Potter

Ant the following members voted against:.

Adopted by the City Council of the City of Grant this 1st day of March, 2011.

Tom Carr, Mayor

ATTEST:, City Clerk