

**CITY OF GRANT
WASHINGTON COUNTY, MINNESOTA**

RESOLUTION 2005-123

**A RESOLUTION ADOPTING A POLICY
FOR HANDLING THE CITY'S RECORDED MEDIA**

WHEREAS, the City Council of the City of Grant works with the local cable access to provide video taping services and cablecasts of regular City Council and Planning Commission meetings;

WHEREAS, the City Council of the City of Grant wants to make video recordings of its meetings available for the public; and

WHEREAS, the City Council of the City of Grant wishes to adopt a policy for determining who has access to and is responsible for handling the City's recorded media, including distribution and storage of the such media.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Grant that the following Policy for Handling the City's Recorded Media be adopted:

1. The City Council shall appoint a cable liaison to communicate with and coordinate schedules with the local cable access provider and cable access representative responsible for recording the meetings.
2. After a recorded meeting is adjourned, the cable access representative shall give all VHS tapes, DVDs and any other recorded media to the City Clerk. The cable access representative shall also submit an invoice for his/her time spent recording the meeting.
 - a. In the City Clerk's absence, the Acting Clerk shall be responsible for collecting and delivering all recorded media to the City Clerk in the City Office.
 - b. If the Acting Clerk is not available to collect and deliver the tape, the Presiding Officer shall be responsible for collecting and delivering all recorded media to the City Clerk in the City Office.
 - c. At no time shall anyone other than the City Clerk, Acting Clerk, Presiding Officer or off-site storage personnel use or possess the master VHS tape, master DVD or any other recorded media.
3. The City Clerk shall deliver a recorded copy of the meeting to the Wildwood Branch of the Washington County Public Library System located at 763 Stillwater Road in Mahtomedi, Minnesota within three (3) days of the meeting. The library staff will process the tape/DVD and make it available for public use.
4. The City Clerk shall broadcast the meeting via the cablecast system/software located at the City Office at 111 Wildwood Road in Willernie, Minnesota within three (3) days of the meeting.
5. All master tapes, DVDs and recorded media shall be stored in the City Office and off-site storage location and maintained pursuant to the City's current records and retention schedule.

6. The Data Practices Compliance Official shall handle all requests for recorded media and prepare copies of the City's recorded media for citizens upon request pursuant to the City's Data Practices Policy.
7. The City shall obtain and maintain the necessary audio and video equipment to support this policy.
8. The City Clerk shall send an invoice to the local cable access organization for reimbursement of expenses paid to the cable access representative on a quarterly basis.
9. These policies and procedures are effective from and after the date of their adoption unless repealed or amended by further action of the City Council of the City of Grant.

WHEREUPON, a vote being taken upon a motion by Ms. Linner to adopt the resolution and seconded by Mr. Gangnon, the following members voted in favor: Mr. Gangnon, Ms. Linner, and Ms. Levitz. The following voted against: Ms. Schwarze and Ms. Kraemer.

WHEREUPON, said resolution was declared duly passed this 6th day of September, 2005.

Timothy D. Gangnon, Mayor

ATTEST:

Bart Cedergren, Acting Clerk