



*City Council Memorandum*

**To: Mayor Fasbender & City Councilmembers**  
**From: Assistant City Administrator Kelly Murtaugh**  
**Date: May 2, 2022**  
**Item: Public Notice – Social Media Policy**

**Council Actions Requested:**

Approve Public Notice – Social Media Policy to be posted on the City website and social media platforms.

**Background Information:**

The website and social media are tools that the City uses to convey information in a one-way and two-way manner. The prior social media policy was outdated and needed to be replaced. This policy is a notice about the rights and responsibilities of the City and consumers of content on City sites. Using the League of Minnesota Cities model policy, this policy was reviewed and approved by Communication Coordinator Dawn Skelly as well as City Attorney Kori Land. Policies related to social media are recommended to be reviewed on an annual basis.

**Financial Impact:**

NA

**Committee Discussion:**

NA

**Attachments:**

- Public Notice – Social Media Policy



### **Public Notice – Social Media Policy**

The purpose of the City of Hastings' social media presence is to provide members of the community with information in more places and more ways than were traditionally available. All content of this site is public and is subject to disclosure pursuant to the Minnesota Government Data Practices Act. Please be aware that anything you post may survive deletion, whether by you or others. Do not post sensitive or personally identifiable information, such as social security numbers.

Following or "friending" persons or organizations is not an endorsement by the City and is only intended as a means of broadening communication. The City is not responsible for content found at links to third parties, nor the views or opinions expressed by third-party comments.

Please be advised that comments falling into the following category or categories may be removed:

- Obscene or pornographic content
- Direct threats to persons or property
- Material asserted to violate the intellectual property of another person
- Private, personal information about a person published without his/her consent
- Information that endangers the public by compromising a public safety security system
- Statutorily private, confidential, or nonpublic data
- Commercial promotions or spam
- Hyperlinks to material that falls into at least one of the foregoing categories

Should your comment be removed by the City and you believe it does not fall into one of the above categories, contact the Communications Coordinator in writing to explain how the comment does not fall into one of these categories.

Should you wish to challenge the legality of any portion of this notice or the City's social media policy, you may contact Assistant City Administrator in writing and explain the basis for the challenge in detail.

If you have any other questions about the City of Hastings' social media page, contact Dawn Skelly, Communications Coordinator at [dskelly@hastingsmn.gov](mailto:dskelly@hastingsmn.gov).

By accessing, using, or posting to this City of Hastings social media page, you acknowledge you have been advised of the foregoing.