



## **Council Agenda Item 25-0601R**

**MEETING DATE:** July 21, 2025

**SUBJECT/TITLE:** RESOLUTION APPOINTING ALYSSA DENHAM, PROVISIONAL CITY CLERK, AS THE RESPONSIBLE AUTHORITY FOR THE PURPOSES OF THE MINNESOTA GOVERNMENT DATA PRACTICES ACT

**SUBMITTED BY:** City Administration

**RECOMMENDATION:** Approve

**BOARD/COMMISSION/COMMITTEE RECOMMENDATION:** N/A

**PREVIOUS COUNCIL ACTIONS:** Over the past several years, the city council has through numerous resolutions designated members of the administration as the responsible authority for the city.

**BACKGROUND:** The purpose of this resolution is to designate Alyssa Denham, who is currently serving as the city's provisional city clerk, as the responsible authority as required by the Minnesota Government Data Practices Act. Under the Minnesota Government Data Practices Act, the city is required to designate an individual who is responsible for the collection, use, and dissemination of any set of data on individuals, government data or summary data, unless otherwise provided by law. The statute requires this designation to be completed by the governing body, which for cities would be the city council. The statute also requires the city's data policies to be updated no later than August 1st of each year. The updates need to include any changes in personnel. In the past, the city council has designated either the city administrator or the city clerk as the responsible authority. Since the city clerk's office is responsible for processing all data requests (other than those requests for law enforcement data), it makes sense to designate someone in the clerk's office as the responsible authority.

**BUDGET/FISCAL IMPACT:** N/A

**OPTIONS:**

**NECESSARY ACTION:** Approval of the resolution as this action must be completed by August 1, 2025.

**ATTACHMENTS:**