

City Council Item

June 24, 2024



Item	Resolution 2024-XX: Appoint Data Practices Responsible Authority	
File No.		Item No: E.20
Agenda Section	<u>CONSENT AGENDA</u>	
Prepared By	Jenny Potter, City Clerk	
Reviewed By	Laurie Hokkanen	

<u>SUGGESTED ACTION</u>	
"The Chanhassen City Council adopts a resolution appointing City Clerk Jenny Potter as the City's Data Practices Responsible Authority effective June 24, 2024."	
Motion Type	Simple Majority Vote of members present
Strategic Priority	Operational Excellence

SUMMARY

The Minnesota Government Data Practices Act (“MGDPA”), provides that the City Clerk is the Responsible Authority for the collection, use, and dissemination of any set of data on individuals, government data, or summary data, unless another individual has been appointed by the City Council. The MGDPA also requires that the city appoint a compliance official, who is responsible for responding to questions or concerns regarding problems in obtaining access to data or other data practices problems.

BACKGROUND

City Clerk, Kim Meuwissen has retired and formerly held the position of Responsible Authority. Jenny Potter has taken the City Clerk position and the city desires to appoint her to act as the Responsible Authority pursuant to the MGDPA. Assistant City Manager Matt Unmacht, will continue to act as the Compliance Official.

DISCUSSION

BUDGET

N/A

RECOMMENDATION

It is recommended that the City Council appoint City Clerk Jenny Potter as the City's Data Practices Responsible Authority effective June 24, 2024. The City Clerk is directed to update Chanhassen's Data Practice policies and Data Request form with this information.

ATTACHMENTS

[Resolution Appointing Responsible Authority for Data Practices](#)