



*City Council Memorandum*

**To: Mayor Fasbender & City Councilmembers**  
**From: City Administrator Dan Wietecha**  
**Date: February 16, 2021**  
**Item: Data Practices Responsible Authority and Compliance Official**

**Council Action Requested:**

Approve Resolution Appointing a Responsible Authority and Assigning Duties

**Background Information:**

State statute requires the City to appoint a single employee as its Responsible Authority for the collection, use, and dissemination of government data. State statute also requires the City to appoint a Data Practices Compliance Official to address questions or concerns regarding the Minnesota Government Data Practices Act. The Responsible Authority may also serve as the Compliance Official.

In consultation with Administrative Services Coordinator Julie Flaten (who has served in these two roles) and City Attorney Dan Fluegel, I recommend that I be appointed to these two roles. These appointments are intended to be temporary until a new Assistant City Administrator / Human Resources Director is hired this spring. The attached resolution is based on a model resolution from the League of Minnesota Cities.

**Financial Impact:**

None

**Committee Discussion:**

Not applicable

**Attachment:**

- Resolution Appointing a Responsible Authority and Assigning Duties

**CITY OF HASTINGS  
DAKOTA COUNTY, MINNESOTA**

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPOINTING A RESPONSIBLE AUTHORITY AND ASSIGNING DUTIES**

**WHEREAS**, Minnesota Statutes, section 13.02, subdivision 16, as amended, requires that the City of Hastings appoint one person as the Responsible Authority to administer the requirements for collection, storage, use, and dissemination of data on individuals within the City and,

**WHEREAS**, the Hastings City Council shares concern expressed by the Legislature on the responsible use of all City data and wishes to satisfy this concern by immediately appointing an administratively qualified Responsible Authority as required under the statute

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HASTINGS, MINNESOTA AS FOLLOWS:**

The City appoints City Administrator Dan Wietecha as the Responsible Authority for the purposes of meeting all requirements of Minnesota Statutes, chapter 13 as amended, and with rules as lawfully promulgated by the commissioner of Administration.

**FURTHER, BE IT RESOLVED**, the Responsible Authority shall require the requesting party to pay the actual cost of making, certifying, and compiling copies and of preparing summary data, as allowed by Minnesota Statutes, chapter 13 and by Minnesota Rules, chapter 1205, as amended.

**FURTHER, BE IT RESOLVED**, the Responsible Authority shall also serve as the Data Practices Compliance Official for the purposes of Minnesota Statutes, section 13.05.

Passed by the City Council of Hastings, Minnesota this 16th day of February, 2021.

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Mayor Mary Fasbender

Attested:

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City Clerk Erica Henderson