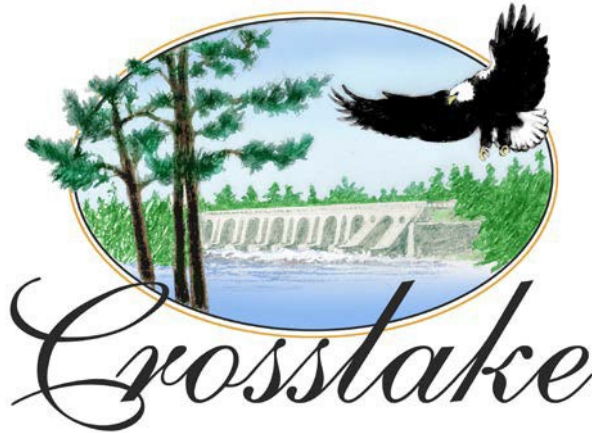




CITY OF CROSSLAKE

CROW WING COUNTY STATE
OF MINNESOTA

13888 DAGGETT BAY ROAD
CROSSLAKE, MN 56442

DATA PRACTICES POLICY FOR THE PUBLIC

August 1, 2026

Phone: 218/692-2688
Fax: 218/692-2687
City email: cityclerk@cityofcrosslake.gov

Your Right to See Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data means all recorded information a government entity has, including paper, e-mail, flash drives, CDs, DVDs, photographs, etc.

The law also says that the City of Crosslake must keep all government data in a way that makes it easy for you to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Request Public Data

You can ask to look at (inspect) data at our offices, or ask for copies of public data that we keep.

You can make a written data request by hand-delivery, mail or email to the Responsible Authority or Designee, using the attached data request form.

If you do not use the data request form, your request should:

- Say that you are making a request for public data under the Government Data Practices Act (Minnesota Statutes, Chapter 13)
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.

You are not required to identify yourself or explain the reason for your data request. However, you may need to provide us with some personal information for practical reasons (for example: if you want us to mail copies to you, you need to provide us with an address or P.O. Box). If we do not understand your request and have no way to contact you, we cannot respond to your request.

How We Will Respond to Your Data Request

Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting. If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have that data, but we are not allowed to give it to you, we will tell you as soon as reasonably possible and identify the law that prevents us from providing the data.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
 - Arrange a date, time and place for you to inspect the data at our offices; or
 - You may choose to pick up your copies, or we will mail or email them to you. We will provide electronic copies (such as email or flash drive) upon request, if we keep the data in that format and we can reasonably make a copy. Charges for data requests must be pre-paid, before any copies of data are released.

- Response time may be impacted by the size and/or complexity of your request, and also by the number of requests you make in a given period of time.
- Following our response, if you do not make arrangements within 5 business days to inspect the data or pay for the copies, we will conclude that you no longer want the data and will consider your request closed.

Requests for Summary Data

Summary data are statistical records or reports created by removing identifying information about individuals from entirely private or confidential data. We will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data. You may use the attached data request form to request summary data. We will respond to your request within ten business days with the data or details of when the data will be ready and how much we will charge you.

DATA PRACTICES CONTACTS

Responsible Authority/Compliance Official:

Charlene Nelson, City Clerk
13888 Daggett Bay Road
Crosslake, MN 56442
Phone: 218/692-2688
Email: cityclerk@cityofcrosslake.gov

Designees:

Administration Department
Lori Conway
Phone: 218/692-2688
Email: lconway@cityofcrosslake.gov

Public Works Department
Patrick Wehner
Phone: 218/692-2748
Email: pwehner@cityofcrosslake.gov

Planning & Zoning Department
Jody Grund
Phone: 218/692-2689
Email: jgrund@cityofcrosslake.gov

Parks & Recreation Department
TJ Graumann
Phone: 218/692-4271
Email: tgraumann@cityofcrosslake.gov

Police Department
Jake Maier
Phone: 218/692-2222
Email: jmaier@cityofcrosslake.gov

Fire Department
Chip Lohmiller
Phone: 218/692-2688
Email: chief1@crosslake.net

Copy Costs – When You Request Public Data

Minnesota Statutes, Section 13.03, subdivision 3© allows us to charge for copies.

Pre-payment is mandatory for all copy requests for which fees are charged. Additionally, if a data request will result in voluminous numbers of documents, the City may ask for a deposit prior to copying data.

Copy Charge: \$0.25 per 8.5 x 11 black and white copy; \$0.50 per 11 x 17 black and white copy. \$1.00 per color copy. \$10.00 per USB video copy.

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies or electronically transmitting the data.

In determining the actual cost of making copies, we include employee time, the cost of the materials onto which we are copying the data (paper, USB, etc), and mailing costs (if any). If your request is for copies of data that we cannot copy ourselves, such as photographs, we will charge you the actual cost we must pay an outside vendor for the copies.

Please note: the cost of employee time to search for data, retrieve data, and make copies should generally not exceed those of the lowest-paid employee who can complete the task performed. However, if, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage.