CITY OF NISSWA
AGENDA – CITY COUNCIL SPECIAL MEETING
WEDNESDAY, JULY 15, 2026 – 10:00 AM
NISSWA CITY HALL

A. Call to Order

B. Grand View Lodge Approval of using City Land (Council Action)

C. Data Practices Policy – Charging Fees (Council Action)

D. Adjourn

From:	Dawn Southworth
To:	Maggi Wentler
Subject:	Grand View request to utilize the city"s lot off 371 for parking
Date:	Thursday, June 18, 2026 9:36:42 AM
Attachments:	image217872.png image737581.png image693320.png image742612.png

---

Good Morning Maggie,

I am writing on behalf of Grand View Lodge to request permission to utilize the City's lot (former Mill's lot) located off Highway 371for parking on the following dates:

- Wednesday, July 2, from 3:00 PM to 10:30 PM
- Wednesday, July 16, from 3:00 PM to 10:30 PM

We appreciate the opportunity to use this space and understand the importance of maintaining the lot during and after our events. The property will ensure that all trash is collected and properly disposed of following use.

Additionally, we understand the City's requirement for a Certificate of Insurance (COI) and will ensure that a current COI is on file with the City prior to the requested dates.

Please let us know if there are any additional requirements or forms that need to be completed to secure approval. We appreciate your consideration and look forward to your response.

Thank you for your time and assistance.

Sincerely,

Dawn Southworth
Managing Director

O: 218-967-8671 Ext. 1671
Dawn.Southworth@grandviewlodge.com
https://www.grandviewlodge.com/
23521 Nokomis Ave
Nisswa, MN, 56468

Reservations: 866-801-2951



GRAND VIEW

- LODGE -

NISSWA · MINNESOTA

To: City Council

Prepared by: Maggi Wentler, Interim City Administrator

Date: 06/25/2026

Item: Data Practices Policy – Charging Fees

Action Requested:

Motion to authorize staff to charge and collect fees for public data requests in accordance with the City's adopted Data Practices Policy.

Background:

The City has experienced a significant increase in requests for public data and records in recent years. While the City's Data Practices Policy authorizes the collection of fees for staff time, materials, and other costs associated with fulfilling data requests, previous administration practice has been to waive these charges and provide records at no cost to requestors.

As the volume and complexity of requests continue to grow, the staff time required to research, compile, review, redact, and distribute records has increased substantially. These costs are currently absorbed by the City's operating budget and ultimately borne by local taxpayers.

Data Request Activity

The number of data requests received by the City over the past five years is as follows:

Year	Number of Requests
2020	2
2021	15
2022	15
2023	13
2024	21
2025	31
2026 (YTD)	25

Budget Impact:

Implementing the fee structure already established in City policy will allow the City to recover a portion of the actual costs incurred and help ensure that general tax revenues are directed toward core municipal services.

Attachments:

Data Practice Policy

Data Practices Policy

For

Members of the Public

Adopted by the City Council of Nisswa, Minnesota

April 18, 2018
Amended: September 16, 2020
Amended: August 17, 2021
Amended: October 21, 2025

Section 1

Right to Access 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 is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

The Government Data Practices Act also provides that the City of Nisswa must keep all government data in a way that makes it easy for you, as a member of the public, 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 Government 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 Make a Data Request

To look at data or request copies of data that the City keeps, the City requires a written request. Make your request for data to the appropriate individual listed in the Data Practices Contacts on page 4. You may make your request for data by filling out a form provided by the City (also attached to this Policy) and sending it by email, U.S. mail, or by hand-delivering it to the City.

Please be sure that your written data request is as clear and detailed as possible. If the City does not understand your request, the City may ask you for clarification. The City cannot begin processing your data request if you do not provide the requested clarification.

In addition, if your request is so broad that it yields voluminous data, the City may ask if there is more specific data you seek. The City may also ask whether you wish to inspect the data at City offices prior to making copies, or require a deposit for actual costs of providing the copies. (See **Section 3** for information on copy costs and payment.)

The City cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to process your request.

How We Respond to a Data Request

Upon receiving your request, the City will work to process it.

- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible and state which specific law says the data are not public or cannot be disclosed.
- 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 to inspect data, for free, if your request is to look at the data, or
    - notify you in writing that the data is available for pickup at City Hall and the corresponding fees, if any, that you must pay prior to the City releasing the data.
        - If you want us to send the copies through the mail, you will need to provide us with an address and remit any/all fees before the City will mail the data.

We may provide electronic copies (such as email or CD-R/USB) upon request if we keep the data in electronic format.

Please see Section 3, so that you understand how the City calculates costs for copies and your obligations regarding payment of copies. You will be responsible to pre-pay for the cost of copies prior to receipt of the copies. In addition, if a deposit is required as described in Section 1, *How to Make a Data Request*, you must pay the deposit before the City will begin working on your data request.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.

In addition, the Government Data Practices Act does not require us to answer questions that are not requests for data.

Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to 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. Upon receiving your written request – you may use the data request form on page 6 – we will respond as soon as reasonably possible with the data or details of when the data will be ready and how much we will charge.

Section 2

Data Practices Contacts

Responsible Authority

Maggi Wentler,
Finance Specialist/Interim City Admin.
5442 City Hall St, PO Box 410
Nisswa, MN 56468
Tel: 218-963-4444
Email: maggi@cityofnisswa.gov

Data Practices Compliance Official

Maggi Wentler
Finance Specialist/Interim City Admin.
5442 City Hall St, PO Box 410
Nisswa, MN 56468
Tel: 218-963-4444
Email: maggi@cityofnisswa.gov

Data Practices Designee(s)

Maggi Wentler
Finance Specialist/Interim City Admin.
5442 City Hall St, PO Box 410
Nisswa, MN 56468
Tel: 218-963-4444
Email: maggi@cityofnisswa.gov

Todd Szymanski
Chief of Police
5442 City Hall St, PO Box 410
Nisswa, MN 56468
Tel: 218-963-4301
Email: todd@cityofnisswa.gov

Shawn Bailey
Fire Chief
5442 City Hall St, PO Box 410
Nisswa, MN 56468
Tel: 218-963-4444
Email: nisswafd@cityofnisswa.gov

Section 3

Copy Costs and Payment – Members of the Public

The City of Nisswa charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

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. If the cost of providing the copies is less than the deposit amount, you will receive a refund of the unused deposit amount. If the cost of providing the copies exceeds the deposit amount, you are responsible for the remaining balance before the copies will be provided to you. You must pay the deposit amount before the City will begin working on your request.

Copy Charge (per side): $.10 per B/W copy; $.25 per Color copy, standard 8.5" x 11" paper
Fax Charge: $1.00 per page
CD-R or USB with audio copy of meeting or electronic copy of files: $15.00 per disk/USB

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 (e.g. sending the data by email).

In determining the actual cost of making copies, the City considers factors including but not limited to:

- Staff time to:
  - retrieve documents (except when the subject of the data is making the request);
  - make, certify and compile copies;
  - sort and label documents only if necessary to identify the data to be copied ;
  - remove staples or paper clips;
  - **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;
- Materials (paper, copier ink, staples, magnetic tapes, CD's or DVD's, thumb drives, etc.);
- Special costs associated with making copies from computerized data, such as writing or modifying a computer program to format data;
- Mailing costs; and/or
- Costs to pay an outside vendor (including transportation to and from the vendor) if your request is for copies of data that we cannot reproduce ourselves, such as photographs.

INFORMATION DISCLOSURE REQUEST

Minnesota Government Data Practices Act

A. Completed by Requestor

REQUESTER NAME (Last, First, M.):	DATE OF REQUEST:
STREET ADDRESS:	PHONE NUMBER:
CITY, STATE, ZIP CODE:	SIGNATURE:

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form:

I AM REQUESTING ACCESS TO THE DATA IN THE FOLLOWING MANNER:

____ Inspection

____Copies

Paper_____Pick up_____ Mail_____
Email_____Other_____

Email address: _____

____Both inspection and copies

Paper_____Pick up_____Mail _____
Email_____Other _____

B. Completed by the City of Nisswa

INFORMATION CLASSIFIED AS: ☐ PUBLIC ☐ NON-PUBLIC ☐ PRIVATE ☐ PROTECTED NON-PUBLIC ☐ CONFIDENTIAL	ACTION: ☐ APPROVED ☐ APPROVED IN PART (explain below) ☐ DENIED (explain below)

CITY CLERK REMARKS OR BASIS FOR DENIAL INCLUDING STATUTE SECTION:

_____

_____

MINNESOTA CLASSIFICATION CODE:

COPYING CHARGES/ASSOCIATED COSTS: ☐ NONE ☐ DEPOSIT $_____ ☐ _____ Pages x_____=_____ ☐ Actual Cost: _____	IDENTITY VERIFIED FOR PRIVATE INFORMATION: ☐ IDENTIFICATION: DRIVER'S LICENSE, STATE I.D., etc. ☐ COMPARISON WITH SIGNATURE ON FILE ☐ PERSONAL KNOWLEDGE ☐ OTHER: _____

CITY CLERK SIGNATURE: _____ DATE: _____

DEPARTMENT SIGNATURE: _____ DATE:_____	DEPARTMENT REMARKS:

Make check/money order payable to: City of Nisswa

If mailed, return form: City of Nisswa, Attn: Finance Specialist/Interim City Admin., 5442 City Hall Street, PO Box 410, Nisswa MN 56468, or email form to maggi@cityofnisswa.gov