



Guide for Members of the Public Requesting Information

This document is required by Minnesota Statutes, sections 13.025 and 13.03.

Right to Access Public Data

The 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, CD-ROMs, photographs, etc.

The Data Practices Act also provides that Carver County 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 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 Carver County keeps, make a written request. Make your written request for data to the appropriate individual listed in the Data Practices Contacts document on pages 4-11. You may make your written request for data by mail, fax or email, using the data request form on page 13.

If you choose not to use the data request form, your written request should include:

- that you, as a member of the public, are making a request for data under the Data Practices Act, Minnesota Statutes, Chapter 13;
- whether you would like to look at the data, get copies of the data, or both; and
- a clear description of the data you would like to inspect or have copied.

Carver County 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 begin processing your request.

How we Respond to a Data Request

Upon receiving your written request, we 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 in writing as soon as reasonably possible and state which specific law says the data are not public.
- 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
- provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail or fax them to you. If you want us to send you the copies, you will need to provide us with an address or fax number. We will provide electronic copies (such as email or CD-ROM) upon request if we keep the data in electronic format. Information about copy charges is on page 7. We also will arrange for you to pre-pay for the copies.

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 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.) If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, the 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. Carver County will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data.

Carver County Data Practices Contacts

County Administration

The Responsible Authority for any data administered outside of the offices of the elected officials for Carver County, or as otherwise designated by statute is:

Nick Kuktavy, Assistant County Administrator
602 East Fourth Street
Chaska, Minnesota 55318

County Administration

Attn: David Hemze, County Administrator
Carver County Government Center-Human Services Building
602 East Fourth Street
Chaska, MN 55318

Email: dhemze@co.carver.mn.us

Phone: 952-361-1510

County Commissioners

Each elected county commissioner is the Responsible Authority for their office.
(designated by Minnesota Administrative Rules 1205.0200 subp. 14 A)

Carver County Government Center-Human Services Building
602 East Fourth Street
Chaska, MN 55318

Gayle Degler (District 1), email: gdegler@co.carver.mn.us

Tom Workman (District 2), email: tworkman@co.carver.mn.us

Randy Maluchnik (District 3), email: rmaluchnik@co.carver.mn.us

Tim Lynch (District 4), email: tlynch@co.carver.mn.us

James Ische (District 5), email: jische@co.carver.mn.us

County Attorney

The Responsible Authority for Carver County Attorney's Office is:

Mark Metz, County Attorney
604 East Fourth Street
Chaska, Minnesota 55318

(designated by Minnesota Administrative Rules 1205.0200 subp. 14 A)

Carver County Attorney's Office

Carver County Government Center

Attn: Thom Haines, Data Practices Compliance Official

604 East Fourth Street

Chaska, MN 55318

Email: CCPrivacyOfficer@co.carver.mn.us

Phone: 952-361-1400

County Sheriff

The Responsible Authority for Carver County Sheriff's Office is:

Jason Kamerud, Carver County Sheriff

606 East Fourth Street

Chaska, Minnesota 55318

(designated by Minnesota Administrative Rules 1205.0200 subp. 14 A)

Carver County Sheriff's Office

Carver County Government Center

Attn: Jason Kamerud, Sheriff and Tamera Froemming, Administrative Services Manager

606 East Fourth Street

Chaska, Minnesota 55318

Email: jkamerud@co.carver.mn.us and tfroemming@co.carver.mn.us

Phone: 952-361-1212

Court Services/Probation

The Responsible Authority for any data administered outside of the offices of the elected officials for Carver County, or as otherwise designated by statute is:

Nick Koktavy, Assistant County Administrator

602 East Fourth Street

Chaska, Minnesota 55318

Court Services/Probation

Carver County Government Center

Attn: Eric Johnson, Court Services Director

MN First Judicial District

604 East Fourth Street

Chaska, MN 55318

Email: ejohnson@co.carver.mn.us

Phone: 952-361-1466

Employee Relations

The Responsible Authority for any data administered outside of the offices of the elected officials for Carver County, or as otherwise designated by statute is:

Nick Koltavy, Assistant County Administrator
602 East Fourth Street
Chaska, Minnesota 55318

Employee Relations

Carver County Government Center-Administration Building
Attn: Kerie Anderka, Employee Relations Director
600 East Fourth Street
Chaska, MN 55318

Email: employeerelations@co.carver.mn.us

Phone: 952-361-1525

Fax: 952-361-1536

Health and Human Services

The Responsible Authority for Carver County Health and Human Services is:

Rod Franks, Carver County Health and Human Services Director
602 East Fourth Street
Chaska, Minnesota 55318
(designated by Minn. Stat. § 13.46, subd. 10)

First Street Center

Attn: Tara Boettcher, Administration Services Supervisor
540 East First Street
Waconia, MN 55387

Email: tboettcher@co.carver.mn.us

Phone: 952-442-4437

To obtain copies of your medical records or for questions or concerns about the release of your health information, please contact First Street Center at 952-442-4437

Child and Family (includes services for Child Protection, Child and Adolescent Mental Health, Out of Home Placement, Placement Prevention and Unification, and School-Linked Collaborative Services)

Carver County Government Center
Attn: Michelle Selinger, Child and Family Manager
602 East Fourth Street
Chaska, MN 55318

Email: mselinge@co.carver.mn.us

Phone: 952-361-1600

Home and Community-Based Care (includes case management services, adult protection investigations and operates the Encore adult day services program)

Carver County Government Center
Attn: Brian Esch, Home and Community Based Care Manager
600 East Fourth Street
Chaska, MN 55318

Email: besch@co.carver.mn.us
Phone: 952-361-1999

Income Support

Carver County Government Center
Attn: Kate Probert, Income Support Manager
602 East Fourth Street
Chaska, MN 55318

Email: kprobert@co.carver.mn.us
Phone: 952-361-1713

Public Health

Carver County Government Center
Attn: Dr. Richard Scott, Deputy Division Director
600 East Fourth Street, 2nd Floor
Chaska, MN 55318

Email: rscott@co.carver.mn.us
Phone: 952-361-1329
Fax: 952-361-1360

To obtain copies of your medical records, or for questions or concerns about the release of your health information, please contact Public Health Records at 952-361-1329

Property and Financial Services

The Responsible Authority for any data administered outside of the offices of the elected officials for Carver County, or as otherwise designated by statute is:

Nick Koltavy, Assistant County Administrator
602 East Fourth Street
Chaska, Minnesota 55318

Financial Services

Carver County Government Center
Attn: Mary Kaye Wahl, Assistant Director of Financial Services
600 East Fourth Street
Chaska, MN 55318

Email: mwahl@co.carver.mn.us
Phone: 952-361-1511

Property Assessment

Carver County Government Center
Attn: Keith Kern, County Assessor
600 East Fourth Street
Chaska, MN 55318

Email: kkern@co.carver.mn.us
Phone: 952-361-1967

Land Records

Carver County Government Center
Attn: Kathy Smith, Land Records Manager
600 East Fourth Street
Chaska, MN 55318

Email: ksmith@co.carver.mn.us
Phone: 952-361-1930

Property Tax, Elections and License Centers

Carver County Government Center
Attn: Crystal Campos, Taxation Supervisor and Kendra Olson, Elections and Customer Service Supervisor
600 East Fourth Street
Chaska, MN 55318

Email: ccampos@co.carver.mn.us and kolson@co.carver.mn.us
Phone: 952-361-1910

Public Services

The Responsible Authority for any data administered outside of the offices of the elected officials for Carver County, or as otherwise designated by statute is:

Nick Kuktavy, Assistant County Administrator
604 East Fourth Street
Chaska, Minnesota 55318

Environmental Services

Carver County Government Center
Attn: Greg Boe, Environmental Services Department Manager
600 East Fourth Street
Chaska, MN 55318

Email: gboe@co.carver.mn.us
Phone: 952-361-1800

Facility Services

Carver County Government Center
Attn: Jim Kuchelmeister, Facilities Department Manager
600 East Fourth Street
Chaska, MN 55318

Email: JKuchelmeister@co.carver.mn.us
Phone: 952-361-1584

Information Technology

Carver County Government Center
Attn: Pete Henschel, Chief Information Officer
604 East Fourth Street Chaska, MN 55318

Email: phenschel@co.carver.mn.us
Phone: 952.361.1549

Land Management

Carver County Government Center
Attn: Jason Mielke, Land Use Manager
600 East Fourth Street
Chaska, MN 55318

Email: jmielke@co.carver.mn.us
Phone: 952-361-1817

Library

Carver County Library, Chaska Library
Attn: Heidi Hoks, Library Director
3 City Hall Plaza
Chaska, MN 55318

Email: hhoks@co.carver.mn.us
Phone: 952-227-7601

Planning and Water Management

Carver County Government Center
Attn: Paul Moline, Department Manager
600 East Fourth Street
Chaska, MN 55318

Email: PMoline@co.carver.mn.us
Phone: 952-361-1825

Public Works (includes Parks)

The Responsible Authority for any data administered outside of the offices of the elected officials for Carver County, or as otherwise designated by statute is:

Nick Koltavy, Assistant County Administrator
602 East Fourth Street
Chaska, Minnesota 55318

Public Works

Attn: Francis Kerber, Administrative Services Manager
11360 Hwy 212, Suite 1
Cologne, MN 55322

Email: carvercountypw@co.carver.mn.us
Phone: 952-466-5200

Veteran Services Office

The Responsible Authority for Veteran Services Office is:

Daniel Tengwall, Veteran Services Office
(designated by Minn. Stat. 197.603)
Carver County Government Center
Attn: Daniel Tengwall, Veteran Services Officer
600 East Fourth Street
Chaska, MN 55318

Email: dtengwall@co.carver.mn.us
Phone: 952-361-442-2323

Note: Nick Koltavy, Assistant County Administrator, is the Data Practices Responsible Authority for any data administered outside of the office of the elected officials for Carver County or as otherwise designated by statute. Thomas Haines, Assistant County Attorney, is the Compliance Official for all data administered outside of the office of the elected officials for Carver County or administered by Responsible Authorities otherwise designated by statute. Nick Koltavy or Thomas Haines will update this page from time to time with department specific contact information to assist data requestors. Other changes to this document require County Board approval.

Copy Costs – Members of the Public

Carver County

Minnesota Statutes, section 13.03, subdivision 3(c) allows Carver County to charge for copies of data. You must pay for any charges of the copies before we give them to you.

For 100 or Fewer Paper Copies – 25 Cents per Page

100 or fewer pages of black and white letter or legal size paper copies cost 25¢ for a one-sided copy or 50¢ for a two-side copy.

Most Other Types of Copies – Actual Cost

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.

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

Carver County will charge the requestor the cost of employee time to search for data, retrieve data, and make copies. The cost for employee time will be calculated based on the wages/salary (may include benefits) of the lowest-paid entity employee who could complete the task. 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.

Data Request Form – Members of the Public

Carver County

Date of request: _____

I am requesting access to data in the following way:

Note: Inspection is free, but Carver County charges for copies.

Inspection

Copies

Both Inspection and Copies

These are the data I am requesting:

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

Contact Information

Name: _____

Address: _____

Phone Number: _____ Email address: _____

You do not have to provide any of the above contact information. However, if you want us to mail you copies of data, we will need some type of contact information. In addition, if we do not understand your request and need to get clarification from you, without contact information we will not be able to begin processing your request until you contact us.

Carver County will respond to your request as soon as reasonably possible.