



Data Practices Policy: Requests for Public Data

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

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, electronic files, photographs, etc.

The law says 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 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 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 4-9. You may make your written request for data by mail, fax, or email, using the data request form on page 11.

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

- That you are making a request for public data under the Government 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 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 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 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 reasonable 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 you electronic copies (such as via email or USB Flash/Thumb Drive) upon request if we keep the data in electronic format. Information about copy charges is on page 10. We may also require you to pre-pay for the copies.

- 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 thirty (30) calendar 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.

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.) 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 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 created by removing identifying information about individuals from 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. Any costs incurred in preparation of summary data shall be borne by the requesting person. Carver County will take the below into consideration:

- Provide requesting person a cost estimate
- Collect funds prior to preparing summary data
- Charge no more than reasonable copying costs when the summary data being requested requires only copying and no other preparation
- The reasonable value to the entity and where appropriate reduce costs assessed to the requesting person

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@carvercountymn.gov
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@carvercountymn.gov
Tom Workman (District 2), email: tworkman@carvercountymn.gov
Matt Udermann (District 3), email: matt.udermann@carvercountymn.gov
Tim Lynch (District 4), email: tlynch@carvercountymn.gov
John Fahey (District 5), email: jfahey@carvercountymn.gov

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: Jennifer Tichey, Data Practices Compliance Official
604 East Fourth Street
Chaska, MN 55318

Email: CCPrivacyOfficer@carvercountymn.gov
Phone: 952-361-1400

County Sheriff

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

Jason Kamerud, 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 Kate Miner, Administrative Services Manager

606 East Fourth Street

Chaska, Minnesota 55318

Email: jkamerud@carvercountymn.gov and kminer@carvercountymn.gov

Phone: 952-361-1212

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 Koktavy, 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@carvercountymn.gov

Phone: 952-361-1525

Fax: 952-361-1536

Health and Human Services

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

Heather Goodwin, Health and Human Services Director

602 East Fourth Street

Chaska, Minnesota 55318

(designated by Minn. Stat. § 13.46, subd. 10)

First Street Center (includes services for School-Linked Collaborative Services)

Attn: Tara Boettcher, Administration Services Supervisor

First Street Center

540 East First Street

Waconia, MN 55387

Email: tboettcher@carvercountymn.gov

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, and Placement Prevention and Unification)

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

Email: [mselinge@carvercountymn.gov](mailto:m selinge@carvercountymn.gov)
Phone: 952-361-1661

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@carvercountymn.gov
Phone: 952-361-1466

Home and Community-Based Care (includes case management services, adult protection investigations and MnCHOICES Assessments))

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

Email: besch@carvercountymn.gov
Phone: 952-361-1999 (intake)

Income Support

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

Email: jkielas@carvercountymn.gov
Phone: 952-361-1710

Public Health

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

Email: rscott@carvercountymn.gov
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 Koktavy, 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@carvercountymn.gov
Phone: 952-361-1511

Property Assessment

Carver County Government Center
Attn: Ryan Johnson, County Assessor
600 East Fourth Street
Chaska, MN 55318

Email: rjohnson@carvercountymn.gov
Phone: 952-361-1973

Land Records

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

Email: klewis@carvercountymn.gov
Phone: 952-361-1920

Property Tax, Elections and License Centers

Carver County Government Center
Attn: Crystal Campos, Property Tax Manager and Kendra Olson, Elections and Licensing Manager
600 East Fourth Street
Chaska, MN 55318

Email: ccampos@carvercountymn.gov and kolson@carvercountymn.gov
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: Brad Hanzel, Environmental Services Department Manager
600 East Fourth Street
Chaska, MN 55318

Email: bhanzel@carvercountymn.gov
Phone: 952-361-1800

Facility Services

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

Email: bkath@carvercountymn.gov
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@carvercountymn.gov
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@carvercountymn.gov
Phone: 952-361-1817

Library

Carver County Library, Chaska Library
Attn: Jodi Edstrom, Library Director
3 City Hall Plaza
Chaska, MN 55318

Email: jedstrom@carvercountymn.gov
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@carvercountymn.gov
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 Kuktavy, 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@carvercountymn.gov
Phone: 952-466-5200

Veteran Services Office

The Responsible Authority for Veteran Services Office is:

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

Email: swalker@carvercountymn.gov
Phone: 952--442-2323

Note: Nick Kuktavy, 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. Jennifer Tichey, 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 Kuktavy or Jennifer Tichey 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. The legislature recognizes the balance between transparency and financial stewardship. Carver County shares the overall intent of the Government Data Practices Act of being a transparent government, while remaining good stewards of taxpayer dollars.

Carver County may require prepayment before searching and retrieving your request. You must pre-pay for any charges of the copies before we release the data to you. Carver County reserves the right to waive fees.

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.

More than 100 Paper Copies or Other Copy Formats– Actual Cost

For more than 100 paper copies or other copy formats, when a charge is not set by statute or rule, the charge is the actual cost of searching for and retrieving the data and making the copies or electronically transmitting (e.g., email) the data.

In determining the actual cost of making copies, we factor in employee time, the cost of the materials onto which we are copying the data (paper, USB Flash/Thumb Drive, etc.) and mailing or emailing 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, make copies, and mailing or electronically transmitting (e.g., email) the copies of data. The cost for employee time will be calculated based on the wages/salary (may include benefits) of the lowest-paid county employee who is qualified to complete the task.

Data Request Form – Requesting Public Data

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.