

Guide for Members of the Public Requesting Information

Yellow Medicine County

This document is required by Minnesota Statutes, section 13.03, subdivision 2(b).



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 Yellow Medicine 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 Yellow Medicine County keeps, make a written request. Make your written request for data to the appropriate individual listed on the Data Practices Contacts page provided in this guide. You may make your written request for data by mail, fax, or email, using the data request form found in this guide.

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

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

Yellow Medicine 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.

- LI If we do not have the data, we will notify you in writing as soon as reasonably possible.
- LI 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.
- LI 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 included in this guide. 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. Yellow Medicine County will prepare summary data if you make your request in writing and pay for the cost of creating the data. Upon receiving your written request – you may use the data request form included in this guide and we will respond within ten business days with the data or details of when the data will be ready and how much we will charge.

Yellow Medicine County Data Practices Contacts

Responsible Authority (RA)

Minnesota Rules 1205.0200 Subp. 14. Responsible authority in political subdivisions. In political subdivisions, the responsible authority shall be as follows, unless otherwise provided by state law:

A. For counties, each elected official of the county shall be the responsible authority for the official's office. An individual who is an employee of the county shall be appointed by the county board to be the responsible authority for any data administered outside the offices of elected officials.

RA for data outside of offices of elected officials:

**Peg Heglund, County Administrator,
415 9th Ave., Suite 102**

Granite Falls, MN 56241

Phone: (320) 564-5841

Fax: (320) 564-3670

[Email: peg.heglund@co.ym.mn.gov](mailto:peg.heglund@co.ym.mn.gov)

RA for elected Commissioner District I:

Commissioner Greg Renneke

415 9th Ave., Suite 102

Granite Falls, MN 56241

Phone: (320) 564-5841

Fax: (320) 564-3670

[Email: greg.renneke@co.ym.mn.gov](mailto:greg.renneke@co.ym.mn.gov)

RA for elected Commissioner District II:

Commissioner John Berends

415 9th Ave., Suite 102

Granite Falls, MN 56241

Phone: (320) 564-5841

Fax: (320) 564-3670

[Email: john.berends@co.ym.mn.gov](mailto:john.berends@co.ym.mn.gov)

RA for elected Commissioner District III:

Commissioner Gary Johnson

415 9th Ave., Suite 102

Granite Falls, MN 56241

Phone: (320) 564-5841

Fax: (320) 564-3670

[Email: gary.johnson@co.ym.mn.gov](mailto:gary.johnson@co.ym.mn.gov)

RA for elected Commissioner District IV:
Commissioner Ron Antony
415 9th Ave., Suite 102
Granite Falls, MN 56241
Phone: (320) 564-5841
Fax: (320) 564-3670
[Email: ron.antony@co.ym.mn.gov](mailto:ron.antony@co.ym.mn.gov)

RA for elected Commissioner District V:
Commissioner Louis Sherlin
415 9th Ave., Suite 102
Granite Falls, MN 56241
Phone: (320) 564-5841
Fax: (320) 564-3670
[Email: louis.sherlin@co.ym.mn.gov](mailto:louis.sherlin@co.ym.mn.gov)

RA for elected County Sheriff:
County Sheriff Bill Flaten
930 4th Street, Suite 1
Granite Falls, MN 56241
Phone: (320) 564-2130
Fax: (320) 564-2359
[Email: bill.flaten@co.ym.mn.gov](mailto:bill.flaten@co.ym.mn.gov)

RA for elected County Attorney:
County Attorney Keith Helgeson
868 Prentice Street
Granite Falls, MN 56241
Phone: (320) 564-5832
Fax: (320) 564-3231
[Email: keith.helgeson@co.ym.mn.gov](mailto:keith.helgeson@co.ym.mn.gov)

Minnesota Statute 13.46, Welfare Data: Subd. 10. Responsible authority.

(a) notwithstanding any other provision of this chapter to the contrary, the responsible authority for each component of the welfare system listed in subdivision 1, clause (c), shall be as follows: (2) the responsible authority of a county welfare agency is the director of the county welfare agency

RA for County Welfare Agency:
Rae Ann Keeler-Aus, County Family Services
Director
930 4th Street, Suite 4
Granite Falls, MN 56241
Phone: (320) 564-2211
Fax: (320) 564-4165
[Email: raeann.keeleraus@co.ym.mn.gov](mailto:raeann.keeleraus@co.ym.mn.gov)

Data Practices Designees

Designee for elected County Commissioner Offices:

Peg Heglund, County Administrator
415 9th Ave., Suite 102

Granite Falls, MN 56241

Phone: (320) 564-5841

Fax: (320) 564-3670

[Email: peg.heglund@co.ym.mn.gov](mailto:peg.heglund@co.ym.mn.gov)

Designee for County Assessor's Department:

Connie Erickson, County Assessor

415 9th Ave., Suite 102

Granite Falls, MN 56241

Phone: (320) 564-3628

Fax: (320) 564-3670

[Email: connie.erickson@co.ym.mn.gov](mailto:connie.erickson@co.ym.mn.gov)

**Designee for County Property & Public Services
Department:**

Janel Timm, Property & Public Services Director

415 9th Ave., Suite 102

Granite Falls, MN 56241

Phone: (320) 564-3132

Fax: (320) 564-3670

[Email: janel.timm@co.ym.mn.gov](mailto:janel.timm@co.ym.mn.gov)

Designee for County Ditch Department:

Christopher Balfany, Ditch Inspector

1000 10th Ave.

Clarkfield, MN 56223

Phone: (320) 669-1174

Fax: (320) 669-7525

[Email: christopher.balfany@co.ym.mn.gov](mailto:christopher.balfany@co.ym.mn.gov)

Designee for County Highway Department:

Andy Sander, County Engineer

1320 13th Street

Granite Falls, MN 56241

Phone: (320) 564-3331

Fax: (320) 564-2140

[Email: andy.sander@co.ym.mn.gov](mailto:andy.sander@co.ym.mn.gov)

Designee for Information Technology Department:
Dennis Pederson, Jr., County IT Coordinator
930 4th Street, Suite 4
Granite Falls, MN 56241
Phone: (320) 564-5840
Fax: (320) (320) 564-4165
[Email: dennis.pederson@co.ym.mn.gov](mailto:dennis.pederson@co.ym.mn.gov)

Designee for Maintenance Department:
Curt Johnson, Head Maintenance Engineer/Custodian
415 9th Avenue
Granite Falls, MN 56241
Phone: (320) 564-5884
Fax: (320) 564-2475
[Email: curt.johnson@co.ym.mn.gov](mailto:curt.johnson@co.ym.mn.gov)

Designee for Planning & Zoning Department:
Randy Jacobson, County Planning & Zoning Director
100 10th Ave., PO Box 675
Clarkfield, MN 56223
Phone: (320) 669-7524
Fax: (320) 669-7525
[Email: randy.jacobson@co.ym.mn.gov](mailto:randy.jacobson@co.ym.mn.gov)

Designee for Restorative Justice Department:
**Sharon Hendrichs, Restorative Justice
Coordinator** 415 9th Ave., Suite 102
Phone: (320) 564-5867
Fax: (320) 564-3762
[Email: sharon.hendrichs@co.ym.mn.gov](mailto:sharon.hendrichs@co.ym.mn.gov)

Designee for County Veterans Service:
Michelle Gatz, County VSO
415 9th Avenue
Granite Falls, MN 56241
Phone: (320) 564-3134
Fax: (320) 564-2475
[Email: michelle.gatz@co.ym.mn.gov](mailto:michelle.gatz@co.ym.mn.gov)

Data Practices Compliance Official

Peg Heglund, County Administrator

415 9th Ave., Suite 102

Granite Falls, MN 56241

Phone: (320) 564-5841

Fax: (320) 564-3670

[Email: peg.heglund@co.ym.mn.gov](mailto:peg.heglund@co.ym.mn.gov)

Copy Costs – Members of the Public

Yellow Medicine County

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

You must pay for the copies before we will give them to you.

The following provides information about the allowable charge when the data requester *is not the subject of the data*. The copy charges discussed are based on the requirements of Minnesota Statutes, section 13.03, subdivision 3(c). The chart below includes links to Minnesota Rules, Chapter 1205 and Commissioner of Administration Advisory Opinions that help interpret the requirements in the statute.

Note: In situations where specific charges are set by statute or rule, Yellow Medicine County will follow the applicable statutory language, rather than the requirements described in this document.

100 or Fewer Paper Copies – 25¢ Per Page

The charge for copies is 25¢ for each page copied, or 50¢ for a two-sided copy, if the request is for 100 or fewer pages of black and white, letter or legal sized paper copies. This charge is a flat rate.

Most Other Copies – Actual Cost

For copies of other data (more than 100 paper copies, photographs, data on a CD or DVD, data stored electronically, etc.), 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, 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. Minnesota Rules 1205.0300, subpart 4, and the chart below will also be used for guidance in determining actual cost.

May be included in actual cost	Rules & Opinion(s)	May <i>not</i> be included in actual cost	Rules & Opinion(s)
Employee time* to search for and retrieve data for copying	05-016	Employee time* to separate public from not public data	04-072
Employee time* to make copies	04-056	Operating expenses of copier (electricity, wear and tear, purchase, rental, etc.)	04-040, 04-072, 01-066
Cost of media (paper, CD ROMs, DVDs, etc.)	1205.0300, 04-040	Costs not related to copying (prepare fax cover sheet, invoice, etc.)	04-055
Mailing costs	1205.0300, 97-013	Obtaining and returning data to off-site storage	95-044
Employee time* to prepare copies (sort, label data, remove staples, paper clips, take data to copier)	1205.0300, 04-003	Sort or review data if not necessary for copying	04-072
Costs of reproduction that cannot be done by the entity (e.g., photographs)	95-044, 97-012	Sales tax	94-059, 99-024
		Verify accuracy of data	04-072
		Perform accounting functions	04-003
		Costs related to inspection	04-038

*The cost for employee time must be calculated based on the wages/salary (may include benefits) of the lowest-paid entity employee who could complete the task ([04-056](#)).

Chapter 13 does not allow an entity to charge a minimum fee for copies ([05-016](#)).

Yellow Medicine County Data Request Form – Members of the Public



Date of request:

I am requesting access to data in the following way:

Note: inspection is free but Yellow Medicine County will charge for copies of data.

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:

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.

Yellow Medicine County will respond to your request as soon as reasonably possible.