



**Carver County Board of Commissioners
October 21, 2025
Board Meeting**

The County Board Room is open to the public

This meeting will be broadcast live at:
<https://youtube.com/@CarverCountyMN>

- 9:00 a.m. 1. **CONVENE**
- 1.1. Pledge of allegiance
- 1.2. Public comments that relate to an item on the agenda may be heard when that agenda item is discussed. Please limit your public comments to five minutes or less.
- Individuals unable to attend in person can provide public comments by email at admin-contact@carvercountymn.gov
- 1.3. Agenda review and adoption
- 1.4. Approve October 7, 2025 minutes 3-4
- 1.5. Community Announcements
- 9:20 a.m. 2. **CONSENT AGENDA**
- 2.1. Appointment to Mental Health Advisory Committee5
- 2.2. Extension MOA Amendment 6-7
- 2.3. Resolution Defining 2026 Voluntary 4-Day Work Week Program..... 8-11
- 2.4. Resolution Defining 2026 Voluntary Furlough Program 12-16
- 2.5. Entrance Gate Replacement & Construction at Lake Minnewashta Regional Park..... 17-18
- 2.6. Amendment No. 1 to Construction Contract with UrbanEdge Solutions & Supply..... 19-20
- 2.7. Coney Island Historical & Cultural Resources Interpretive Plan..... 21-44
- 2.8. Amendment to Cooperative Construction Agmt. for the Highway 41/10 Project with the State of MN & City of Chaska – No. 1055714-1..... 45-46
- 2.9 FMLA Leave Yeat Review and Policy Update Authorization 47-48

2.10 Review Health & Human Services and Commissioner Warrants

9:30 a.m. 3. **REGULAR SESSION**

3.1. Resolution of Support for Suburban Transit Provider 49-52

9:45 a.m. 4. **COUNTY ADMINISTRATOR REPORT**

9:50 a.m. 5. **CLOSED SESSION**

5.1. Closed session for potential property acquisition adjacent to
Baylor Regional Park..... 53

10:05 a.m. 6. **ADJOURN REGULAR SESSION**

10:05 a.m. 7. **WORK SESSION**

10:05 a.m. 7.1 Baylor Regional Park Long Range Plan Update54

10:45 a.m. 7.2 League of Women Voters' 2024 Post Election Review 55-69

UPCOMING MEETINGS AND EVENTS

October 21, 2025	1:00 p.m.	Years of Service and Retiree Recognition Event (EOC, 604 East 4th St, Chaska)
October 28, 2025	9:00 a.m.	Board Work Session
	1:00 p.m.	Highway 41/10 Ribbon Cutting (Location TBD)
November 4, 2025	9:00 a.m.	Board Meeting
November 6, 2025	1:00 p.m.	Back Up Date: Highway 41/10 Ribbon Cutting (Location TBD)
November 18, 2025	9:00 a.m.	Board Meeting
	1:30 p.m.	Family Resource Center (FRC) Grand Opening & Ribbon Cutting (Chaska Moravian Church, 115 East 4th St., Chaska)
November 25, 2025	9:00 a.m.	Board Work Session
	6:00 p.m.	2026 Levy & Budget Hearing
December 2, 2025	9:00 a.m.	Board Meeting
December 7-10, 2025		AMC Annual Conference (DoubleTree by Hilton, 7800 Normandale Blvd, Mpls)
December 16, 2025	7:30 a.m.	Legislative Breakfast (Chanhassen Legion, 290 Lake Dr. E, Chanhassen MN)
	10:00 a.m.	Board Meeting
January 6, 2026	9:00 a.m.	Board Organizational Session

Carver County

Board of Commissioners

Regular Session Minutes
October 7, 2025

A Regular Session of the Carver County Board of Commissioners was held in the County Government Center, Chaska, on October 7, 2025. Chair Tom Workman convened the session at 9:00 a.m.

Members present: Tom Workman, Tim Lynch, John P. Fahey, Matt Udermann and Lisa Anderson.

Lisa Anderson moved, Tim Lynch seconded, to approve the agenda. Motion carried unanimously.

John P. Fahey moved, Matt Udermann seconded, to approve the minutes of the September 23, 2025, Special Session. Motion carried unanimously.

Lisa Anderson moved, Tim Lynch seconded, to approve the following consent agenda items:

Approved utilization of public safety funds in the amount of \$28,080 to purchase CaseCracker hardware and software.

Approved a New Annual Liquor License for Green Fox Grille LLC

Authorized Towards Zero Deaths (TZD) Resolution 68-25.

Approved the fishing pier grant for Lake Waconia Regional Park and authorize the Board Chair and County Administrator to sign upon completion of the contract review process.

Approved a Joint Powers Agreement with the City of Waconia for the Highway 92 Project – Little Avenue Area Phase 1 (Little Avenue Realignment) and authorize the County Board Chair and County Administrator to execute the agreement, pending finalization of the contract review process.

Approved a Joint Powers with the City of Carver for a joint study on County Highway 11 and County Highway 40 subject to the completion of the contract review process.

Adopted resolution 69-25 for the County to Resolution Authorizing the County to: 1. Enter into a Purchase Agreement to Sell the Residential Real Property at PID #04.0080901, for the Highway 212 Project - Dahlgren Phase. 2. Close the real estate transaction and take any actions reasonably necessary to complete the Closing.

Approved a professional services agreement with Minger Construction Co for \$40,960.00 for Highway 61 Storm Sewer Manhole Replacement, pending finalization of the contract review process.

Adopted the Findings of Fact and issue Order #PZ20250036 for the issuance of a Conditional Use Permit.

Approved a Professional Services Agreement with Wm. Mueller and Sons, Inc. pending finalization of the contract review process.

Approved the recommended Employee Relations Division reorganization.

Approved funding for the purchase of console furniture for the master control workstation in the jail.

Approved the 1-Day to 4-Day Temporary On-Sale Liquor License application for the Chaska Rotary Club for Saturday, November 08, 2025, and Sunday, November 09, 2025.

Approved the Property & Finance Division Re-organization staffing changes.

Reviewed September 26, 2025, Community Social Services' actions/Commissioners' warrants in the amount of \$283,614.40; reviewed October 3, 2025, Community Social Services' actions/Commissioners' warrants in the amount of \$284,679.45.

Motion carried unanimously.

Nathan Jesson, MICA Executive Director, shared updates on legislative engagement, reviewed Carver County's Net Tax Capacity share, and discussed Carver County's Program Aid increasing from 4.88 to 5.67 million in 2026. Amber Backhaus, MICA Transportation Liaison, reported \$8M in new funding for the Local Government Road Wetland Replacement Program, with Carver County eligible for up to \$1.5 million. Nancy Silesky, MICA HHS Liaison, noted progress in SSIS, MnChoices, and DCT, and addressed ongoing state-to-county cost shifts. Emilio Lamba, AMC Policy Analyst, covered changes and proposals in corrections, juvenile justice, supervision, 911 funding, and emergency management. Rachel Sosnowchik, MICA Environment Liaison, reported limited policy changes but active work on battery and e-waste issues. Jesson concluded with updates on correctional pensions, budget forecasts, special elections, and the "One Big Beautiful Bill Act." County Attorney Mark Metz highlighted legislative involvement and County Attorney Association priorities.

COUNTY ADMINISTRATOR REPORT – Dave Hemze, Day 7 of the federal government shutdown: At this time, there are minimal impacts on the County. Transportation and Health & Human Services programs will have the biggest impact.

Tim Lynch moved, Matt Udermann seconded, to adjourn the Regular Session at 10:41 a.m. and go into a work session to discuss the Commercial Property Assessed Clean Energy (C-PACE) Loan Program Update. Motion carried unanimously 5-0.

Dave Hemze
County Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Appointment to Mental Health Advisory Committee
RBA Number: 2025-2233
Department: County Administration
Contact: Krista Willaert, Executive Assistant, Administration, 952-361-1503
Presenter:
Contract Name & Number:
Meeting Date: October 21, 2025
Item Type: Consent

Strategic Initiative:
People Are Our strength: Building, developing, and sustaining a team of leaders at all levels.

Background/Justification:
There are currently 3 openings on the Mental Health Advisory Committee. 1 of these openings is at-large and 2 are mandated openings.

Action Requested:
Motion to appoint Lorelee Iverson as a mandated Mental Health Advisory Committee Member.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Extension MOA Amendment
RBA Number: 2025-2238
Department: Public Services
Contact: Nick Koktavy, Assistant County Administrator
Presenter:
Contract Name & Number: Nick Koktavy
Meeting Date: October 21, 2025
Item Type: Consent

Strategic Initiative:
Taxpayer Value and Customer Service: Providing the best value and optimal customer service.

Background/Justification:
Carver County and the University of Minnesota entered into an MOA for 2025-2027 to provide local Extension programs including 4H, Agriculture, Finance, and Master Gardener. To meet the 2026 budget goals, the Carver County Extension Committee voted to reduce the amount of short-term temporary casual program staff (internships) that are in the MOA for 2026 and 2027. For 2026, it will reduce the internship amount from \$19,220 to \$11,660 which is a reduction of \$7,560.

Action Requested:
Motion to approve amendment to the 2025-2027 MOA with the University of Minnesota for Extension Services.

Fiscal Impact:	
Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

The amendment will lower the 2026 Extension MOA by \$7,560 to meet the budget goals as presented in the County Administrator's recommended preliminary 2026 budget and Board adopted preliminary 2026 levy.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Resolution Defining 2026 Voluntary 4-Day Work Week Program

RBA Number: 2025-2241

Department: Employee Relations

Contact: Kerie Anderka, Employee Relations Division Director,
952-361-1570

Presenter:

Contract Name & Number:

Meeting Date: October 21, 2025

Item Type: Consent

Strategic Initiative:

Taxpayer Value and Customer Service: Providing the best value and optimal customer service.

Background/Justification:

Due to ongoing budget constraints and rising fiscal pressures, the County has explored alternative strategies to save County levy funds. One option is the implementation of a Voluntary 4-Day Work Week for certain positions, which offers eligible employees the ability to reduce their designated FTE from 1.00 to 0.80 in 2026 subject to division approval.

This approach helps achieve budget savings through reduced salary costs while offering increased flexibility to staff and preserving continuity of operations.

The action requested is adoption of the Resolution establishing and defining the 4-Day Work Week Program.

Action Requested:

Motion to adopt the Resolution establishing and defining the 4-Day Work Week Program and authorize the County Administrator to execute the Memoranda of

Agreement with the applicable Unions and Association regarding participation in the Voluntary 4-Day Work Week Program.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

The Administrator's Recommended Preliminary 2026 Budget includes a savings estimate of **\$50k** from voluntary furlough and reduced work week programs. Actual 2026 savings will depend on the level of voluntary employee participation. The Administrators Recommended Final 2026 Budget and Levy will be updated to reflect the fiscal impact based on actual employee participation in the 2026 voluntary furlough and reduced work week programs.

Attachments:

1. Voluntary 4-Day Work Week Program Resolution

**BOARD OF COUNTY COMMISSIONERS
CARVER COUNTY, MINNESOTA**

Resolution Establishing the 2026 Voluntary 4-Day Work Week Program

DATE _____ RESOLUTION NO. _____

MOTION BY COMMISSIONER _____ SECONDED BY COMMISSIONER _____

WHEREAS, Carver County is committed to maintaining financial stability and operational efficiency; and

WHEREAS, the current economic conditions necessitate cost-saving measures to ensure the long-term sustainability of the organization; and

WHEREAS, the County Board recognizes the importance of minimizing the impact on employees while addressing budgetary constraints; and

WHEREAS, a voluntary four-day work week program allows eligible employees in certain positions, subject to Division Director discretion, to reduce their scheduled hours from 1.00 Full-Time Equivalent (FTE) to a 0.80 FTE while maintaining coverage of services; and

THEREFORE, BE IT RESOLVED, that effective upon passage of this resolution, the Carver County Board of Commissioners hereby establishes a Voluntary 4-Day Work Week Program with the following provisions:

1. Program Participation:
 - a. Participation in the Voluntary 4-Day Work Week Program is voluntary. Employees interested in participating in the Voluntary 4-Day Work Week Program must submit a request form for approval. Submission of a request form does not guarantee participation, and the request may be denied based on operational or business needs.
 - b. The Voluntary 4-Day Work Week Program excludes individuals in the following positions: elected positions, division directors, licensed peace officer positions, detention deputies, detention sergeants, assistant jail administrator, jail commander, public safety telecommunicators, public safety communication systems coordinator, public safety answering point supervisors, and emergency communications manager.
2. Eligibility:
 - a. Eligible employees may request to reduce their designated FTE from 1.00 to 0.80.
 - b. Participation is subject to Division Director approval. Division Director review shall include but not be limited to consideration of feasibility in relation to County business and service requirements. Participation will not be approved for positions where it would reasonably be anticipated to create significant reductions in the public receiving the services they need; in areas where granting such reduction in work hours reduces or eliminates revenue to the degree that the reduction in work hours does not result in overall cost savings; or if participation is anticipated to result in the payment of overtime to another employee. Participation may be denied based on other business, service, or operational considerations as determined by the Division Director.

3. Compensation and Benefits:

- a. Employees participating in the Voluntary 4-Day Work Week Program will have their pay and applicable benefits (e.g. accruals, holidays) prorated to reflect the reduced schedule, consistent with existing polices, collective bargaining agreements, and legal requirements.

BE IT FURTHER RESOLVED, that the Voluntary 4-Day Work Week Program will remain in effect from 1/12/2026 – 12/27/2026. Upon conclusion of the Voluntary 4-Day Work Week Program term, the participant shall revert to their original 1.00 FTE unless the Voluntary 4-Day Work Week Program is offered and an additional term approved subject to a review process, or the position is subject to other business/status changes outside the scope of this Voluntary 4-Day Work Week Program.

BE IT FURTHER RESOLVED, Carver County reserves the right to modify or discontinue the Voluntary 4-Day Work Week Program based on operational needs.

BE IT FURTHER RESOLVED, that the Employee Relations Director shall seek to secure the agreement of the applicable exclusive representatives (Union or Association) of Carver County employees in order to offer the Voluntary 4-Day Work Week Program to their members.

YES	ABSENT	NO

STATE OF MINNESOTA
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 21st day of October, 2025, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this _____ day of October 2025

County Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Resolution Defining 2026 Voluntary Furlough Program
RBA Number: 2025-2243
Department: Employee Relations
Contact: Kerie Anderka, Employee Relations Division Director,
952-361-1570
Presenter:
Contract Name & Number:
Meeting Date: October 21, 2025
Item Type: Consent

Strategic Initiative:

Taxpayer Value and Customer Service: Providing the best value and optimal customer service.

Background/Justification:

Due to ongoing budget constraints and rising fiscal pressures, the County has explored alternative strategies to save County levy funds. One option is the implementation of a Voluntary Furlough Program, which offers eligible employees the opportunity to take unpaid leave on a scheduled basis. The Program would allow employees to take a defined number of days off work without pay while keeping their benefits in place. Granting furlough time off would work much like current leave with employees requesting it and needing supervisory approval when scheduling the time off. Such leave would not be approved in situations where granting the leave is reasonably anticipated to: result in overtime payments to other employees, diminish grant or other revenue streams to the extent that overall cost savings are not achieved, or create significant service delivery issues.

This approach allows the County to achieve meaningful budget savings while minimizing the impact on staffing levels, retaining qualified workers and organizational expertise, and preserving County provided services.

The action requested is adoption of the Resolution establishing and defining the

Voluntary Furlough Program.

Action Requested:

Motion to adopt the Resolution establishing and defining the Voluntary Furlough Program and authorize the County Administrator to execute the Memoranda of Agreement with the applicable Unions and Association regarding participation in the Voluntary Furlough Program.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

The Administrator's Recommended Preliminary 2026 Budget includes a savings estimate of **\$50k** from voluntary furlough and reduced work week programs. Actual 2026 savings will depend on the level of voluntary employee participation. The Administrators Recommended Final 2026 Budget and Levy will be updated to reflect the fiscal impact based on actual employee participation in the 2026 voluntary furlough and reduced work week programs.

Attachments:

1. Voluntary Furlough Program Resolution

**BOARD OF COUNTY COMMISSIONERS
CARVER COUNTY, MINNESOTA**

Resolution Establishing the 2026 Voluntary Furlough Program

DATE _____ RESOLUTION NO. _____
MOTION BY COMMISSIONER _____ SECONDED BY COMMISSIONER _____

WHEREAS, Carver County is committed to maintaining financial stability and operational efficiency; and

WHEREAS, the current economic conditions necessitate cost-saving measures to ensure the long-term sustainability of the organization; and

WHEREAS, the County Board recognizes the importance of minimizing the impact on employees while addressing budgetary constraints; and

WHEREAS, the County Board intends to provide up to twelve (12) days of furlough leave to eligible employees with the opportunity to support cost-saving measures, by voluntarily reducing paid work time through participation in a furlough program while maintaining their employment and benefit status; and

THEREFORE, BE IT RESOLVED, that effective upon passage of this resolution, the Carver County Board of Commissioners hereby establishes a Voluntary Furlough Program with the following provisions:

1. Program Participation:
 - a. Participation in the Voluntary Furlough Program is voluntary. Employees interested in participating must submit a request form for approval. Submission of a request form does not guarantee participation, and the request may be denied based on operational or business needs.
 - b. The Voluntary Furlough Program excludes individuals in the following positions: elected positions, division directors, licensed peace officer positions, detention deputies, detention sergeants, assistant jail administrator, jail commander, public safety telecommunicators, public safety communication systems coordinator, public safety answering point supervisors, and emergency communications manager.
 - c. Participation in the Voluntary Furlough Program is subject to Division Director approval. Participation will not be approved for positions where it would reasonably be anticipated to create significant reductions in the public receiving the services they need; in areas where granting such leave reduces or eliminates revenue to the degree that the furlough does not result in overall cost savings; or if the furlough would result in the payment of overtime to another employee. Participation may be denied based on other business, service, or operational considerations as determined by the Division Director.
2. Unpaid Time Off Work:
 - a. Interested employees may elect up to 12 days of unpaid furlough to be taken in 2026. This election is subject to Division Director approval. For full-time employees a furlough day shall

be defined as eight (8) hours. For permanent part-time employees, a furlough day shall be prorated based on their budgeted FTE.

- b. Employees who are approved to participate in the Voluntary Furlough Program shall be bound to the specific furlough days approved for them and shall be required to complete all approved furlough days on or before December 31, 2026.
- c. The unpaid furlough day cannot be substituted with the use of accrued leave balances (e.g. PTO, accrued Flex-Time usage, etc.).
- d. Employees may not work additional hours to offset the furlough day during the week or pay period in which the furlough day occurs.

3. Scheduling the Furlough Days:

- a. Employees must coordinate with their supervisor to schedule the furlough days. Supervisors should make efforts to coordinate scheduling of furlough days with the employee, to identify mutually agreeable dates as reasonably feasible, while maintaining the Voluntary Furlough Program priorities in mind.
- b. Furlough days shall be scheduled so that no more than one furlough day is taken per calendar month; and ensuring the employee's total furlough election is scheduled and completed within calendar year 2026. An adjustment to these scheduling expectations must be approved by the Division Director and Employee Relations.
- c. Divisions/Departments/Units may set guidelines to ensure coverage and minimize disruption to operations.
- d. The furlough days shall be scheduled so that they do not create significant reductions in the public receiving the services they need or result in the payment of overtime to another employee.

4. Impact on Benefits:

- a. Employee benefits (health insurance) will not be affected by participating in the Voluntary Furlough Program.
- b. The unpaid furlough days will not impact seniority, leave accruals, probationary periods, or employment status.

BE IT FURTHER RESOLVED, that the Voluntary Furlough Program will remain in effect from 1/1/2026 – 12/31/2026.

BE IT FURTHER RESOLVED, Carver County reserves the right to modify or discontinue the Voluntary Furlough Program based on operational needs at any time.

BE IT FURTHER RESOLVED, that the Employee Relations Director shall seek to secure the agreement of the applicable exclusive representatives (Union or Association) of Carver County employees in order to offer the Voluntary Furlough Program to their members.

YES	ABSENT	NO

STATE OF MINNESOTA
COUNTY OF CARVER

I, David Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 21st day of October, 2025, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this _____ day of October 2025

_____ County Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Entrance Gate Replacement & Construction at Lake Minnewashta Regional Park

RBA Number: 2025-2231

Department: Public Works - Parks

Contact: Martin Walsh, Parks Director, 952-361-1570

Presenter: Martin Walsh, Parks Director

Contract Name & Number: 25-461 PSA with Barnum Gate Services for Entrance Gate at LM - 2025

Meeting Date: October 21, 2025

Item Type: Consent

Strategic Initiative:

Our Physical Assets: Proactive planning for and maintaining our infrastructure and physical assets.

Background/Justification:

The County has utilized electrically powered, automated entrance gates at its park areas since approximately 2015 when the park caretaker model was terminated. The gate system manages access to the park in relation to operational hours as defined in the County Ordinance.

In general, the transition to automated gates has been a successful improvement for managing access into park areas. The style of gate mechanics currently used is the horizontal/swinging motion of the gate arms. Since being installed, there have been some issues with consistent operation due to failed electronic components and hardware, vandalism, and reduced reliability with this style of gate.

Earlier in the year, a vehicle collision with the gate resulted in significant damage to the Lake Minnewashta Regional Park gate, resulting in an inoperable condition. The damages were processed through an MCIT insurance claim in the amount of \$11,530.

An assessment of what other metro park agencies are implementing for gate operations has been performed. Three Rivers Park District, Anoka & Dakota Counties have moved to vertical style entrance gates, where longer-term reliability is the benefit.

Given the issues with the horizontal gate system, the system's age, replacement with a vertical style gate would be the most cost-effective longer-term operation.

Two quotes have been obtained; JC Enterprises \$68,650 and Barnum Gate Services \$64,140. Barnum Gate Services is the lower proposal and is the preferred contractor in the metro for this work, installing most of the entrance gates found within the Regional Park & Trail system.

Action Requested:

Motion to approve a professional services agreement with Barnum Gate Services for the amount of \$64,140 for replacement and construction of a new electronic entrance gate system at Lake Minnewashta Regional Park upon completion of the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
Parks General Fund, Site & Grounds Improvements (6610)	\$52,610.00
MCIT Insurance Claim	\$11,530.00

Related Fiscal/FTE Comments:

Included in current budget.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Amendment No. 1 to Construction Contract with UrbanEdge Solutions & Supply

RBA Number: 2025-2234

Department: Public Works - Parks

Contact: Martin Walsh, Parks Director, 952-361-1570

Presenter: Martin Walsh, Parks Director

Contract Name & Number: 25-463 Construction Contract for the CSAH 10 Trailhead Construction and DRRT Repair Project with UrbanEdge Solutions & Supply LLC - Amendment 1

Meeting Date: October 21, 2025

Item Type: Consent

Strategic Initiative:

Our Physical Assets: Proactive planning for and maintaining our infrastructure and physical assets.

Background/Justification:

Two change orders have been processed for this project. Change order #1 for \$54,666.50 is for additional repairs of 1,130 feet of trail (each side) near Goose Lake Road. Change order #2 for \$18,744.59 is to add 200 feet of drain tile to alleviate future seepage into the County Road 10 parking lot and install displaced signage. Original contract amount \$567,849.10. Total change order amount \$73,411.09. Total contract amount with change orders #1 and #2 \$641,260.19

Action Requested:

Motion to approve amendment No.1 to the contract with UrbanEdge Solutions & Supply LLC subject to completion of the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:
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CCRRA	\$73,411.09
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Related Fiscal/FTE Comments:

Increase contract amount with UbranEdge by \$73,411.09. Total contract amount with change orders #1 and #2 \$641,260.19.

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Coney Island Historical & Cultural Resources Interpretive Plan

RBA Number: 2025-802

Department: Public Works - Parks

Contact: Samuel Pertz, Parks & Trails Supervisor, 952-466-5253

Presenter: Samuel Pertz, Parks & Trails Supervisor

Contract Name & Number:

Meeting Date: October 21, 2025

Item Type: Consent

Strategic Initiative:
Our Physical Assets: Proactive planning for and maintaining our infrastructure and physical assets.

Background/Justification:
The planning process to guide public interpretive opportunities for Coney Island is complete. The plan outlines the general themes, areas on the site and possible types of interpretive features that might be implemented. The plan provides an implementation table/schedule and approximate costing that will be used as the County proceeds with design and installation in the future.

The Park Commission reviewed this plan at the July 2025 meeting.

Action Requested:
Motion to approve and adopt the Coney Island historical & cultural resources interpretive plan.

Fiscal Impact:

Funding:	Amount Budgeted:
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Related Fiscal/FTE Comments:

Attachments:

1. 100% IP Final



106GROUP

Connecting People + Place + Time

CONEY ISLAND OF THE WEST LAKE WACONIA REGIONAL PARK

Interpretive Plan: 100% Final

August 8, 2025



SUBMITTED TO:

Sam Pertz, Parks and Trails Supervisor
Carver County Parks and Recreation
11360 Hwy 212, Suite 2
Cologne, MN 55322

SUBMITTED BY:

106 Group
550 Vandalia St, Suite 102
St. Paul, Minnesota 55114

PREPARED BY:

Heather Hoagland, Project Manager
Allison Neaton, Sr. Project Manager
Alyssa Rupp, Graphic Designer
Maggie Schmidt, Interpretive Planner
Max Chavez, Architectural Historian

June 2025

All images by 106 Group or from Carver County Parks unless otherwise noted.

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Introduction

Site Overview

Before the chilly waters of Lake Waconia froze for the winter, 106 Group visited 31-acre Coney Island of the West (“Coney Island”) on Wednesday, November 13, 2024, for an initial interpretive planning site visit. The goal of this visit was to familiarize ourselves with the site and review any existing interpretive programming or media currently in use at the site, with an emphasis on determining desired visitor experiences.

Accompanied by Carver County Parks project lead, Sam Pertz, and a parks facility member who operated the watercraft, the interpretive planning team departed the recently constructed Waterfront Pavilion and Paradise Commons. After a 10-minute boat ride across the lake, a prominent trailhead welcomed the team to Coney Island. This trailhead is an acknowledgement of the Norm and Ann Hoffman Family Foundation, the most recent owners of the island who supported the initial project funding. The sign provides a general overview of the island’s history, from its pre-contact cultural history, resort development, and private ownership to becoming the newest addition to Lake Waconia Regional Park. As rain started to fall, the team embarked on an aggregate trail covered by a thick layer of slick, freshly fallen leaves, into seemingly undisturbed woods. Yet with a closer look, evidence of the island’s layered past quietly emerged along the trail: remnants of cement roadways and the crumbling stone foundations of private cabins and hotel buildings. Adding to the intrigue, an early 1900s light fixture, laced in cobwebs, stoically marked the island’s past as a summer resort. Only traces of the island’s current inhabitants—a fresh pile of deer scat and the flutter of a barred owl through the canopy—were visible amid the overgrowth.



Though it has fallen into disrepair after its final residents vacated the island in the 1960s, Coney Island of the West is listed on the National Register of Historic Places. Its history extends back thousands of years—evidenced by fragments of stone tools, animal and fish bones, and ceramic sherds—when Indigenous people inhabited the land that is now known as Carver County, Minnesota. The island itself, likely a stop for short-term hunting and camping, is within Dakota Homeland.¹ However, it has shifted ownership numerous times over the past century.

¹ SMSC orthography has been selected for this report, but this should be confirmed with advisors.



From the 1880s to the 1940s, it drew both entrepreneurs and tourists from across Minnesota and beyond, beckoning summer crowds with spirited community dances, outdoor concerts, Sunday meals, bowling, and fishing spots. Both working class families and wealthy elites flocked to the island, mainly by train. For a brief stint in the early 1900s, even the University of Minnesota football team crossed the waters of Lake Waconia to hold pre-season football camp activities in a spacious green field on the east side of the island.²

Interpreting these layers of stories, representing a crossroads of history on the island over thousands of years, is part of a broader vision for the future Lake Waconia Regional Park, which features the second-largest lake in the Twin Cities metropolitan area. The park, including Coney Island of the West, contains 164 acres on the southern shore of Lake Waconia, and is open to the public from 6 a.m. to 10 p.m. daily. Current facilities on the island include picnic grounds on the west end, known as Amblard's Point, and an aggregate trail that facilitates access to lake views, picnic tables, grills, a dock, and historic ruins. Five extensive archaeology phases began in 2016, funded by state bonding with a match by Carver County in Minnesota, with construction following in 2019.³ Long-term planning efforts were updated and authorized in 2016 for Lake Waconia Regional Park to include Coney Island in the Regional Park System.⁴⁵

² Waconia Heritage Association, *Waconia Paradise of the Northwest* (Texas: Taylor Publishing Company, 1986), 11-71; 85-111; 223.

³ Sam Pertz, "Introduction to Coney Island of the West," (Paradise Commons, Lake Waconia Regional Park, March 10, 2025).

⁴ Read, K. (2019, September 5). Old ruins, ancient artifacts unearthed at Waconia park land. *The Star Tribune*. [Old ruins, ancient artifacts unearthed at Waconia park land](#).

⁵ Waconia Heritage Association, *Waconia Paradise of the Northwest* (Texas: Taylor Publishing Company, 1986), 11-71; 85-111; 223.

Project Overview

As part of the long-range planning process, 106 Group was contracted in Fall 2024 to support interpretive planning for Coney Island. The interpretive plan phase, funded in part by the Minnesota Historical and Cultural Heritage Grants program (also known as “Legacy grants”), extends through June 2025. In addition to the November 2024 site visit, the 106 Group team returned to Lake Waconia Regional Park in March 2025 to conduct two initial stakeholder workshops in Paradise Commons with local historians, archaeologists, and residents from nearby Waconia. Representatives from local organizations included Carver County Historical Society, Waconia Lions Club, and the Waconia Heritage Association. Working together to imagine future visitor experiences on Coney Island, workshop participants rotated through a series of open-house style activities to brainstorm potential topics, amenities, and storylines. The discussions also helped participants explore potential strategies for communicating interpretive messages on the site. During the workshop, many shared fond memories and personal connections to Coney Island.



An Indigenous advisory group, required by grant funding, was expected to participate through review of the drafts along with participants of the stakeholder workshops. The project team coordinated with Javi Avalos, a representative from the Shakopee Mdewakanton Sioux Community, to distribute project information to potential community partners, with options to either participate in stakeholder workshops or draft reviews. Mr. Avalos completed a review and provided feedback on the 50% Draft Plan; however, the project team was unable to recruit additional participants at the current date.

Interpretive Planning Overview

The results of preliminary efforts, including the site tour, a survey of available historical and archaeological research, and workshop discussions, have informed this first draft of an interpretive plan for Coney Island. Think of an interpretive plan as a living communication document. Our purpose is to ensure that visitors can experience the island and its resources in meaningful, clear, cohesive, and energetic ways. Through these efforts, interpretive planning can introduce audiences to the depth, intrigue, and ongoing legacy of Coney Island. Planners collaborate with stakeholders to define what stories to tell, how to tell them to select audiences, and why we are doing it in the first place. These parameters create an interpretive framework, a living road map for future planning and design efforts at Coney Island. This



framework guides choices for implementation, with options such as interpretive trail waysides, guided tours, or even digital experiences. The ultimate purpose of interpretive planning is to use stories to inspire meaningful experiences, creating stronger connections between Carver County Parks and its visitors.

Deliverable Summary

The 90% Draft Plan deliverable is an interpretive plan near completion. Drawing from and building upon the park's existing long-range plan will provide clear guidance to Carver County Parks staff as they develop interpretive programming and media. This 90% Draft Plan provides the following:

- Revisions to Interpretive Framework
- Implementation Matrix (preliminary costs)

Next Steps

106 Group will submit the 90% Draft Plan to project lead Sam Pertz, who will then distribute the PDF to workshop participants and other advisors with instructions for review. All stakeholder feedback should be returned to Sam Pertz, compiled in a Word Document, and reconciled—with any disagreements resolved by Carver County Parks—before returning consolidated feedback to 106 Group by July 25, 2025. Clear direction is important to help the interpretive planning team make any requested edits and revisions to the Final 100% Plan.

Coney Island Interpretive Plan					
Task	Deliverable	Work	Review	Nov 4, 2024	Day
				Deadline	
Kickoff and Site Visit	Kickoff			Nov 4, 2024	Mon
	Site Visit	9		Nov 13, 2024	Wed
	Assemble Advisory Panel	93		Feb 14, 2025	Fri
	Onsite Workshop	24		Mar 10, 2025	Mon
50% Draft IP	Interpretive Plan 50%	46		Apr 25, 2025	Fri
	Review		28	May 23, 2025	Fri
90% Draft IP	Interpretive Plan 90%	35		Jun 27, 2025	Fri
	Review		28	Jul 25, 2025	Fri
Final IP and Closeout	Interpretive Plan 100%	14		Aug 8, 2025	Fri
	Closeout			Aug 8, 2025	Fri
				Aug 8, 2025	

Foundations

Why are we doing this project?

At its core, interpretive planning is about creating a strategy to tell meaningful stories. An interpretive framework, which includes a mission, goals, and objectives, defines the parameters of the experience or storytelling and makes audience-focused recommendations that deeply engage visitors of all backgrounds. After this framework is approved, we can begin to connect our purpose to storytelling to connect visitors to the cultural and historical significance of Coney Island.

Mission Statement

The purpose of the Carver County Parks and Recreation Department is to provide a variety of quality recreational experiences, services, and lands that meet the needs of the residents of Carver County and Carver County Regional Park users.⁶

Institutional Goals

These goals articulate what Carver County wants to accomplish with this project:

- 1** To increase access to interpretive stories of Coney Island.
Regardless of physical access (via boat) to the site itself, a goal is to create pathways for residents and area visitors to learn about the history of Coney Island.⁷
- 2** To establish Coney Island as an educational site of ongoing archaeological study.
Only the southern half of the island has been comprehensively surveyed, with over 4,000 artifacts found, but lingering research questions remain. *Note: Interpretation will likely reference areas where comprehensive archeology has been performed. This Interpretive Plan will be updated when further archaeology on the northern half of the site is completed.*
- 3** To promote stewardship of the island, including protection of cultural heritage resources.
This includes developing interpretive strategies that can be minimally staffed (or unstaffed) and are resistant to vandalism and/or damage from visitor use.

Visitor Experience Goals

These goals summarize meaningful experiences that Carver County wishes to foster for its visitors:

- 1** Visitors will connect the layers of Coney Island's history to present-day activities at the park, including their own lives.
- 2** Visitors will find seasonal connections to the stories of Coney Island.

⁶ "Parks & Recreation." Carver County Minnesota. Accessed March 21, 2025. [Parks & Recreation | Carver County, MN](#)

⁷ Note that reliable ferry service to the island is not yet available as of this writing. Access to the island is via personal watercraft. The State of Minnesota Department of Natural Resources watercraft access is open to the public. This facility offers two boarding docks, portable biffs, and parking.

Heavy use of the island is observed in winter due to removal of access barriers; however, summer is likely the strongest season for visitation.

3 Visitors will recognize the importance of archaeology as a tool for studying the past.

The long-range plan for Waconia Regional Park, completed in 2016, highlighted strong public interest for interpretive opportunities on Coney Island as part of the menu of amenities and activities that all site visitors can enjoy.

Audiences

Target Audiences

Target audiences can help focus content and design decisions. These groupings can be organized by age, gender, background, and ethnicity. Even motivations for visiting—such as fishing, kayaking, or finding a place to simply unwind and relax—add layers to interpretive planning. These categories could deepen, expand, and evolve with future community engagement and interpretive opportunities for Coney Island, but we can utilize a preliminary understanding to set the stage.

Currently, Carver County Parks welcomes about 1.8 million visitors per year, with about 400,000 unique visitors to Waconia Regional Park. By policy, any regional facility in the Twin Cities metro system aims to attract visitors from regional geographics, not just local communities. However, for the purposes of this Interpretive Plan, it is helpful to build an understanding of target audiences by considering likely visitors in nearby Waconia, Minnesota, which is broadly represented by the following demographics of Carver County as a whole:



Of these residents living near Lake Waconia Regional Park, multigenerational groups—including families—can utilize a variety of amenities, including:

- Beaches
- Boat launch
- Canoe, kayak, paddleboard rentals and storage
- Events and activities
- Hiking and walking
- Picnic areas
- Indoor space
- Sledding hill (winter only)

Visitor Types

Expanding on these demographics, museum researcher John Falk’s categories of museum visitors—including explorers, facilitators, experience seekers, professional hobbyists, and rechargers—can help us begin to anticipate what Coney Island visitors might want to experience along a casual stroll, a lunchtime walk, or a longer stay at the park.⁸ For this project, we anticipate that most recreational visitors will fall into the Explorers and Experience Seekers categories.

Explorers are in search of new, exciting, and unfamiliar stories.

This visitor type is most likely motivated to:

- Attend a guided tour.
- Look for key highlights and main points, rather than focus on reading every interpretive panel.
- Seek out interesting, bite-sized facts that spark their curiosity.

Experience seekers, often tourists, desire to see a place through a recreation-specific lens.

This visitor type is most likely motivated to:

- Set up a kayaking tour.
- Plan a picnic on the island.
- Take pictures of the landscape.
- Stop by the Paradise Commons to cool off and use the restrooms.



⁸ Falk, John. "An Identity-Centered Approach to Understanding Museum Learning." Curator 49.2 (2006). [An Identity-Centered Approach to Understanding Museum Learning](#)

Interpretive Framework

What stories will we include?

As the blueprint for future interpretation, a set of complementary themes provides structure and clarity to planning efforts. These messages help define what a story is about—and importantly, what it is not about. The main theme, also known as a Big Idea, is a clear statement that defines our overall storytelling approach. After their experience at Coney Island, visitors should be able to summarize the island's main story in one sentence. A series of subthemes and topics help support and strengthen this core message. Rounding out the framework, a set of interpretive principles defines the overall approach and tone for future interpretive strategies and storytelling recommendations.

BIG IDEA

**Traces of human life—from Coney Island's earliest
Indigenous residents to vacationers in the early 1900s—
reveal an island of memories.**



Dakota Gathering

Coney Island, on Dakota Homeland, was a site of trade, hunting, and fishing, especially in the fall.



Community Celebration

From the 1880s to 1940s, the island was a gathering place to share meals, dances, and community celebrations.



Labor and Leisure

Members of wealthy and working classes—including generations of immigrants—lived, worked, and vacationed on Coney Island during its heyday as a summer resort.

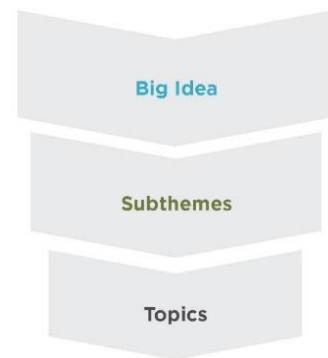


Island Ecology

Opportunities abound for creating outdoor memories every season at Coney Island.

Subthemes and Topics

An interpretive framework creates a nested structure of ideas. Each layer adds specificity of content but is supported and informed by the layer above. The Big Idea is expanded into conceptual subthemes. Supporting the subthemes are content-driven topics that dive into more specific stories and histories of Coney Island.



Subtheme 1 – Dakota Gathering



- Waconia is a Dakota place name, meaning “fountain” or “spring.”⁹
- Archaeological surveys have revealed evidence of Indigenous people hunting, fishing, and trading here for thousands of years.¹⁰
 - Tools include Knife River flint, a trade item that was transported over Minnesota from west to east, as well as Prairie du Chien and Grand Meadow chert.
 - Includes shell-tempered ceramics.
 - Food sources include black bear paw tarsals, as well as other bones of animals such as beaver, bison, deer, badger, otter, raccoon, snapping turtle, and great blue heron. Fish remains include native species (e.g., crappie, bluegill, and largemouth bass). Plant food sources include wild rice and corn.
- Coney Island was a meeting point for many communities and Indigenous people over thousands of years.

Subtheme 2 – Community Celebration



- Newspaper accounts and historical photographs detail the bustling tourism of Lake Waconia.¹¹
 - Tourists attended organized events at Lake Waconia and Coney Island such as picnics, ball games, concerts, and patriotic celebrations, traveling by weekend or specially commissioned trains.
 - U of M Football Team held spring training and team building from 1903 to 1905.

⁹ Minnesota Historical Society, “Waconia.” Accessed March 17, 2025. [Waconia | The U.S.-Dakota War of 1862](#)

¹⁰ Wolf, Kelly, and Steven Blondo. “Phase II Historic Evaluation of the Coney Island of the West National Register of Historic Places Listing, Waconia, Carver County, Minnesota.” August 2017. [Phase II Historic Evaluation of the Coney Island of the West National Register of Historic Places Listing, Waconia, Carver County, Minnesota - DocsLib.](#)

¹¹ Waconia Heritage Association, *Waconia Paradise of the Northwest* (Texas: Taylor Publishing Company, 1986), 11-71; 85-111; 223.

- Lake Waconia Regional Park and Coney Island are a place for contemporary Dakota communities to gather.

Subtheme 3 – Labor and Leisure



- Archaeological surveys have revealed evidence of immigrant families and laborers living and working on the island resort, including structural foundations of private homes, cabins, and public hotels.¹²
- European American immigrants and entrepreneurs purchased plots and developed the island over time:
 - Lambert Naegele purchased the island in 1884 and named it Coney Island of the West; the original streets and avenues were named after prominent German authors.
 - The Zeglin Family, including German immigrant Reinhold Zeglin, operated a resort on the island from 1888 to the late 1930s.
 - Emile Amblard, a French wine salesman who was known as the “Duke of Clearwater Lake,” constructed several seasonal villas on the island around 1911.
- Cooks, cleaners, and island staff—including women—helped keep the hotels running during busy summer months, especially before indoor plumbing.¹³

Subtheme 4 – Island Ecology



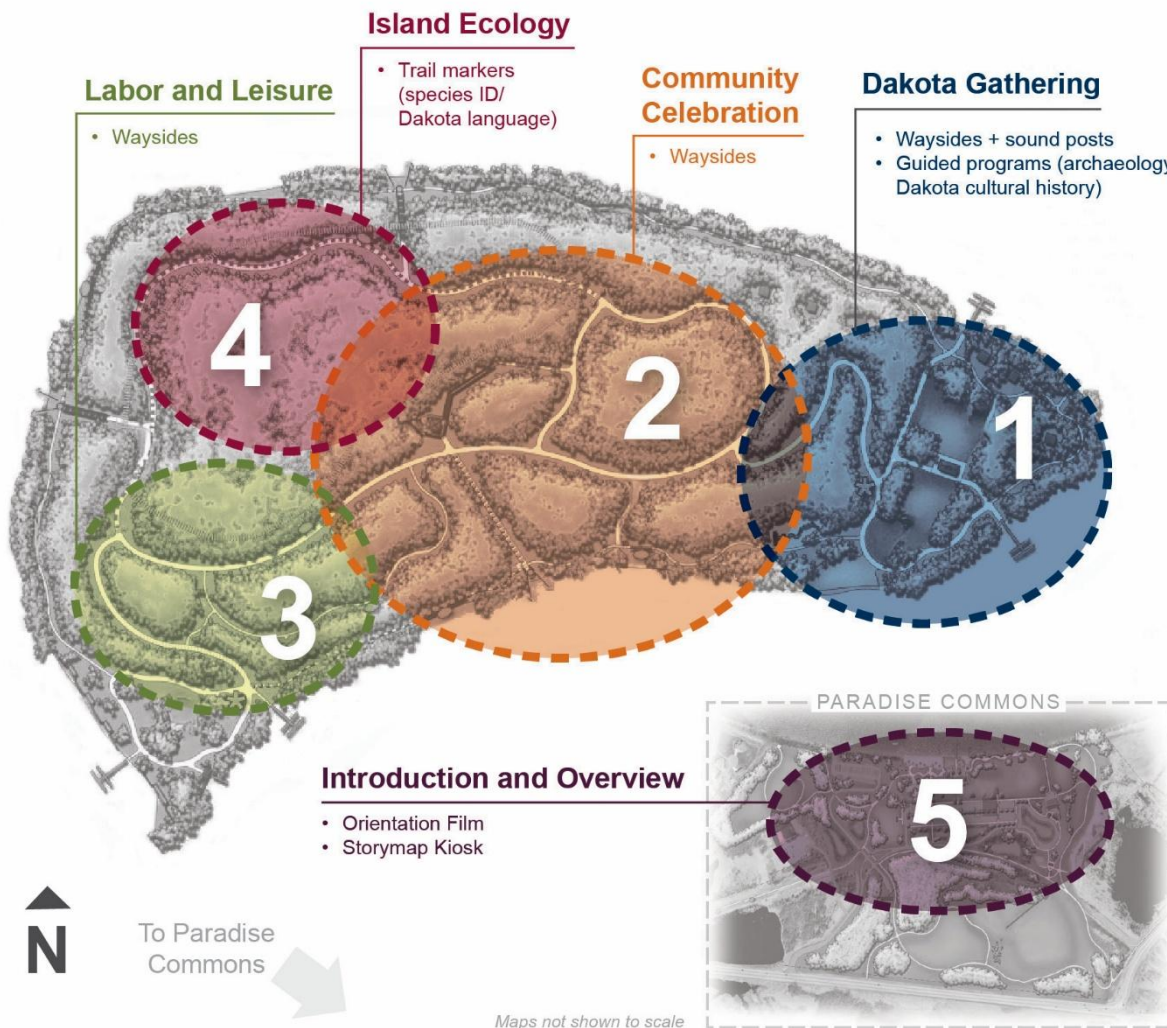
- There are both historical and contemporary Dakota connections to plants and wildlife (i.e., species identification in the Dakota language).
- Create your own memories at Coney Island. Each season, you can explore:
 - Nature hikes
 - Birdwatching
 - Kayaking
 - Fishing
 - Picnics
 - Camping
 - Snowmobiling

¹² Wolf, Kelly, and Steven Blondo. “Phase II Historic Evaluation of the Coney Island of the West National Register of Historic Places Listing, Waconia, Carver County, Minnesota.” August 2017. [Phase II Historic Evaluation of the Coney Island of the West National Register of Historic Places Listing, Waconia, Carver County, Minnesota - DocsLib.](#)

¹³ Waconia Heritage Association, *Waconia Paradise of the Northwest* (Texas: Taylor Publishing Company, 1986), 11-71; 85-111; 223.

Zone Map

During the interpretive planning stage, zone maps use color-coded bubbles to show general relationships between themes, topics, or interpretive strategies in a geographic location. For the 90% Draft Plan, the zone map also shows prioritization of certain themes—in this instance, “Community Celebration” as a central sub-theme with prominent focus. Note: Future interpretive planning might show a relationship between Coney Island and the mainland parcel.



Interpretive Strategies

How will we tell these stories?

Interpretive strategies create a descriptive set of qualities that describe the overall mood, tone, and approach to storytelling. These qualities support the themes and topics selected for Coney Island. The four strategies below begin to define the approach to interpretation but only represent an initial menu of options. Other strategies might be considered or determined more practical as implementation is planned in the future. Each strategy is described on the first page with a set of inspiration images on the following page. The inspiration images are intended to help you visualize how the strategy might come to life on Coney Island of the West.



Interpretive Strategy 1: Approachable Archaeology

Thousands of artifacts were recovered from Coney Island in recent surveys. Much like puzzle pieces, these artifacts help us learn about a deeper, layered past. As a methodology, archaeology can often provide evidence for a good story. But as a specialized, academic discipline, archaeology is not often the main driver for connecting with general audiences. Coney Island is a unique opportunity, however, to see “a site of ruins” come to life. The island’s recent and extensive archaeological surveys to recover and analyze material and faunal remains, as well as upcoming studies of remaining sections on northern parts of the island, have established this place as a site of ongoing curiosity. It is also a place where only traces of human activity—stone tools, crumbling foundations, patches of cement roadways—remain. To fill in these storytelling gaps between historical time periods, we recommend exploring educational resources geared toward younger visitors to introduce basic concepts, such as an excavation of stratigraphic layers.¹⁴ As a high-level introduction to archaeology, interpretive waysides (signage) with artifact reproductions, such as durable bronze tactiles, can create new ways of exploring the island for everyone—not just visitors with disabilities.

Recommendations & Inspiration Images

Below and on the following page, key recommendations (in captions) are accompanied by an example of this interpretive strategy in action.



Guided programs or tours with an archaeologist, or dual programs with a Dakota community member
Diamond Point Park, Bemidji, MN

¹⁴ American Museum of Natural History. “Archaeology.” Accessed March 27, 2025. [Archaeology for Kids: OLogy | AMNH](#)



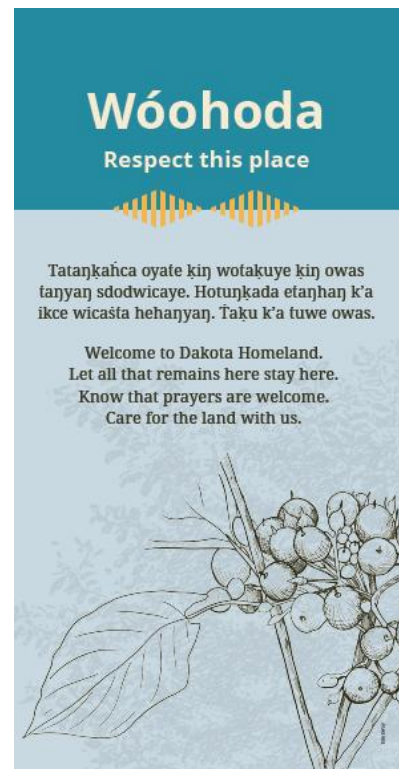
Artifact reproductions using bronze tactile models
Thomas Jefferson's Poplar Forest, Lynchburg, VA



Durable, graffiti-resistant interpretive waysides
Thomas Jefferson's Poplar Forest, Lynchburg, VA



Colorful graphics illustrate basic archeological concepts, such as layers of soil called "stratigraphy"
National Museum of Qatar, Doha, Qatar



Stewardship signs discourage disturbance of sensitive areas
Wakan Tipi Center, St. Paul, MN

Interpretive Strategy 2: Making Memories

At the interpretive planning workshop on March 10, 2025, participants began by sharing personal connections to Coney Island. Some shared stories of kayaking around the island with their families or walking across the ice during winter holidays. Others recalled childhood adventures of heading out on the boat to locate a prime fishing spot. These reflections evoke a sense of warmth and lightness, much like telling a delightful story with family and friends around a campfire. Personable and conversational interpretation—utilizing first-person quotations, memories, and scrapbook style storytelling—can build relevance to families' experiences at Coney Island.

Recommendations & Inspiration Images

Below and on the following page, key recommendations (in captions) are accompanied by an example of this interpretive strategy in action.



Summer vacation scrapbook design style like these examples from *Scrapbook Love Story* exhibit
Walther Collection, Neu-Ulm, Germany (left and above)



Augmented reality effect created in online formats by graphic overlays of historic imagery on top of modern landscapes
Kansas City Historic Trail (above)

Historic photographs etched onto tempered glass create ghosted images of the past
Hampton Plantation, Santee, SC (right)



Interpretive Strategy 3: Building Access

The best practices in interpretive planning prioritize accessibility for visitors of all abilities, including the analysis of facilities and locations that best meet visitor experience needs.¹⁵ Without reliable boat or ferry service at Coney Island, visitors with limited physical mobility—such as wheelchair users, aging adults, or new parents with infants or small children—may not find a boat trip feasible to explore the site’s stories. Though interpretive planning efforts focus on the 31-acre Coney Island, we recommend also exploring interpretive strategies that transcend those geographic boundaries to extend access to all. Digital options, such as interactive GIS StoryMaps, have a lot of potential for visitors to dig deeper into archaeological and historical use evidence recorded on the island. Sound stations with recordings of the human voice—especially in different languages, such as Dakota—could also be a great strategy to incorporate personal connections for low vision visitors, both on the island and along the park shore. This strategy may also encourage visitors to share their own memories at the park today.

Recommendations & Inspiration Images

Below and on the following page, key recommendations (in captions) are accompanied by an example of this interpretive strategy in action.

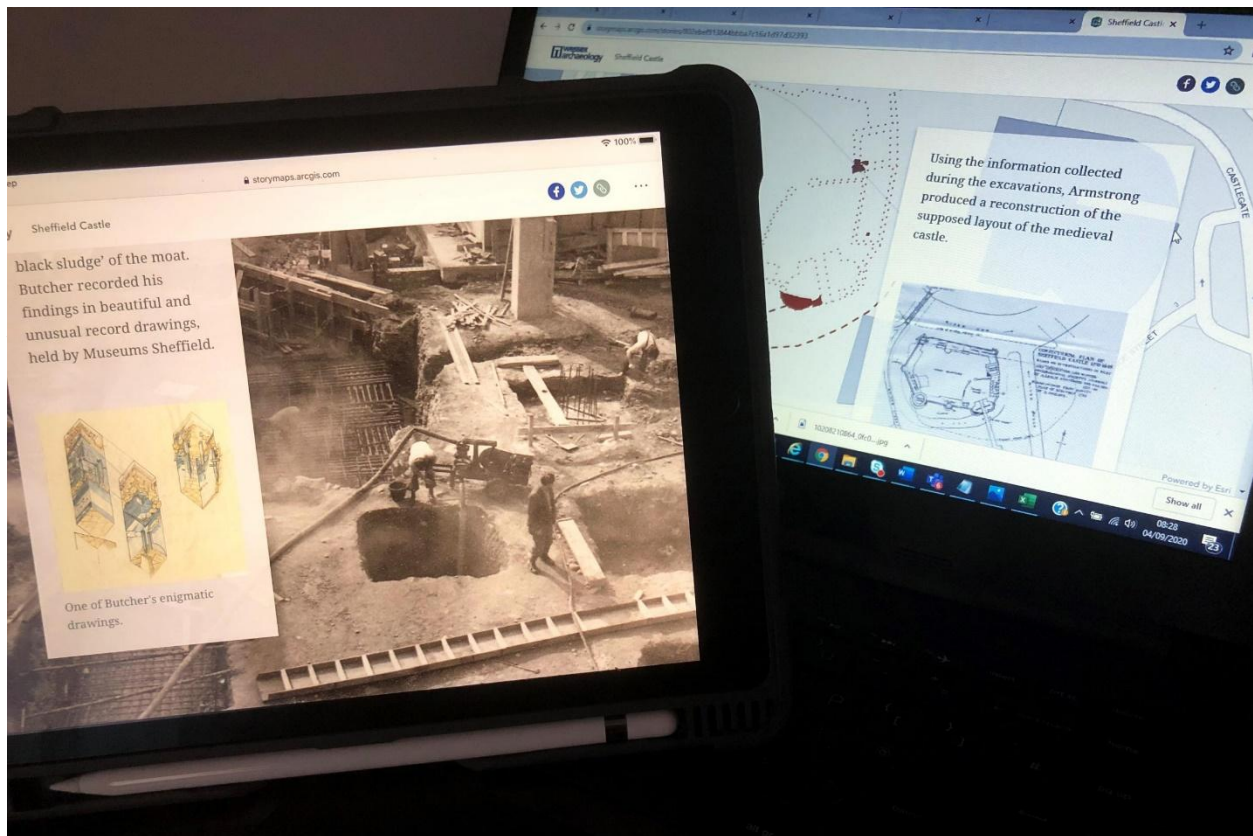


A welcome and orientation video, screened in Paradise Commons, provides access to visitors who can’t get to the island and provides an overview of the history
The Witte Museum, San Antonio, TX

Sound posts create auditory experiences on the trail, from bird calls to first-person accounts of life on the island
BlackBox AV sound post



¹⁵ Harpers Ferry Center, “Planning for Interpretation and Visitor Experience,” 1998, <https://www.nps.gov/subjects/hfc/upload/interp-visitor-exper.pdf>, accessed March 27, 2025.



Interactive digital GIS StoryMap, hosted on the Carver County Parks website, features photographs of 3D artifacts, historic photographs, historic maps, and newspapers *Wessex Archeology* (top)

The StoryMap is also available onsite via an accessible touchscreen kiosk, located at the Paradise Commons *Blackbox AV* (right)



Implementation Matrix

How can we plan ahead?

Preliminary costs and approximate production timelines are provided for interpretive strategies presented in this Interpretive Plan. The purpose of this matrix is to plan out the next steps of sharing Coney Island's incredible history with your visitors, organized by overall cost and level of effort. Given current political uncertainties and rising costs, the ballpark figures provided should be considered valid for up to six months. Carver County Parks is encouraged to use the estimates below as a general planning tool, while seeking updated information and vendor quotes as needed for implementation.

Strategy	Cost Per Unit	Qty.	Total Cost	Production Timeline	Notes
Solar-powered Sound Stations	\$5,000	2	\$11,500	12-15 months	<i>Includes labor for sound editing, stipends for Dakota language translation, hardware, and installation. Costs assume 2 sound stations.</i>
Storymap Kiosk	\$15,000	1	\$15,000	8-12 months	<i>Includes production labor and hardware/digital kiosk. Does not include website or licensing fees (by Carver County Parks).</i>
Interpretive Trail Markers	\$2250	15	\$33,750	8-10 months	<i>Includes labor for interpretive writing, graphic design, stipends for Dakota language translation, image acquisition, fabrication, and installation. Assumes approximately 6"x 12" trail markers.</i>
Interpretive Waysides	\$8,000	10	\$80,000	10-12 months	<i>Includes labor for interpretive writing, graphic design, image acquisition, fabrication, and installation. Assumes approximately 24"x 36" waysides.</i>
Tactiles (to be installed on Interpretive Waysides)	\$5,000 to \$25,000	7	\$68,000	10-12 months	<i>Tactile costs range depending on size and material: smaller resin artifact reproductions can be as low as \$6,000, while larger bronze wayfinding tables (such as geographical representation of Coney Island) can reach up to \$25,000. Longevity is material-dependent.</i> <i>Total cost assumes six 6"x 6" bronze tactiles with raised lettering and braille, and one 20"x20" tabletop map.</i>
Orientation Film	\$80,000—\$115,000	1	\$80,000—\$115,000	12+ months	<i>Costs assume an approximately 8-minute orientation film. Production fees assume script writing, custom footage, image acquisition, voiceover, and hardware (including accessibility options).</i>



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Amendment to Cooperative Construction Agmt. for the Highway 41/10 Project with the State of MN & City of Chaska - No. 1055714-1

RBA Number: 2025-2237

Department: Public Works - Program Delivery

Contact: Darin Mielke, Assistant Public Works Director/Deputy County Engineer, 952-466-5222

Presenter:

Contract Name & Number: Amendment to Cooperative Construction Agmt. for the Highway 41/10 - 25-465

Meeting Date: October 21, 2025

Item Type: Consent

Strategic Initiative:

Our Physical Assets: Proactive planning for and maintaining our infrastructure and physical assets.

Background/Justification:

The board approved a cooperative construction agreement with MnDOT for the project on November 5th, 2024. The agreement outlines cost share and maintenance responsibilities for work within Trunk Highway right of way (Highway 41 in this case).

The original agreement provided the State TED grant funding for construction only. To fully utilize all the grant funds (state and federal) on the project and minimize the local share, the county asked that the TED funds be used for right-of-way acquisition and engineering as well as construction.

This amendment provides for the use of TED Funds for trunk highway eligible right-of-way acquisition costs and trunk highway eligible engineering costs.

Action Requested:

Motion to approve an amendment to a Cooperative Construction Agreement with the

State of Minnesota and the City of Chaska for the Highway 41/10 Project, pending finalization of the contract review process.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

NA

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: FMLA Leave Year Review and Policy Update Authorization

RBA Number: 2025-2251

Department: Employee Relations

Contact: Kerie Anderka, Employee Relations Division Director, 952-361-1570

Presenter:

Contract Name & Number:

Meeting Date: October 21, 2025

Item Type: Consent

Strategic Initiative:

Taxpayer Value and Customer Service: Providing the best value and optimal customer service.

Background/Justification:

In preparation for the implementation of the Minnesota Paid Leave (MNPL) law, effective January 1, 2026, the County continues to review current policies and procedures to ensure consistency and compliance with both federal and state requirements.

With regard to the federal Family Medical Leave Act law, the County reserves the right to determine and modify the method used to calculate the 12-month FMLA leave year, consistent with applicable federal and state laws. The County may select from any of the four methods permitted under the FMLA regulations, including:

- The calendar year;
- Any fixed 12-month period (e.g., fiscal year or anniversary date);
- A 12-month period measured forward from the date an employee first takes FMLA leave; or
- A “rolling” 12-month period measured backward from the date an employee takes

FMLA leave.

The County may change the designated 12-month leave year method by providing at least 60 days' advance written notice to employees.

The County is currently reviewing its FMLA leave year method and will continue to monitor legal developments, operational needs, and the implementation of the Minnesota Paid Leave (MNPL) law to determine whether a change to the FMLA year would better support consistency and operational efficiency, since in many cases, FMLA and MNPL may run concurrently under the law.

Action Requested:

Motion to delegate authority to the Employee Relations Director with approval of the County Administrator, to modify the County's FMLA leave year if, upon completion of Employee Relations' review, it is determined that such a change would better align with the administration of the MNPL law and support overall consistency and operational efficiency. If the FMLA year is modified, Employee Relations will update the Family and Medical Leave Act Policy accordingly to reflect the change and ensure compliance with all applicable laws.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

NA

Attachments:

None



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Resolution of Support for Suburban Transit Providers
RBA Number: 2025-2242
Department: Public Works - Administration
Contact: Lyndon Robjent, Public Works Division Director / County Engineer, 952-466-5206
Presenter:
Contract Name & Number:
Meeting Date: October 21, 2025
Item Type: Consent

Strategic Initiative:

Taxpayer Value and Customer Service: Providing the best value and optimal customer service.

Background/Justification:

The cities of Chanhassen, Eden Prairie, Chaska, Victoria, and Carver are currently served by Southwest Transit. Southwest Transit has been consistently recognized for its efficiency, innovation, and customer satisfaction, and has successfully adapted service levels and innovations to meet the unique needs of southwest suburban communities. The opt-out transit model has allowed cities like Chanhassen, Eden Prairie, Chaska, Victoria, and Carver to maintain local oversight, ensuring accountability, flexibility, and a direct connection to the residents who rely on and fund the service.

A proposal under consideration of the Minnesota Legislature aims to eliminate suburban transit agencies and consolidate transit operations under Metro Transit, effectively removing local control and potentially diminishing service quality and responsiveness for suburban communities.

A one-size-fits-all regional model could limit the ability of Southwest Transit to respond to changing demographics, employment patterns, and ridership preferences in communities like Chanhassen, Eden Prairie, Chaska, Victoria, and Carver. Local

control is essential for ensuring responsible use of taxpayer dollars, timely innovation, and equitable service tailored to specific community needs.

SouthWest Transit is requesting the County to:

- Encourage the Minnesota Legislature, the Governor, and the Metropolitan Council to continue working in partnership with suburban transit communities to preserve and strengthen a transit system that respects local governance, builds on past success, and reflects the diverse needs of the region.
- Not support any proposal to eliminate opt-out transit services, recognizing their essential role in providing responsive, high-quality transportation for our residents.
- Urge legislation that supports fair and equitable distribution of sales tax.

Action Requested:

Motion to adopt a resolution of support for suburban transit providers.

Fiscal Impact:

Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

NA

Attachments:

1. SW Transit Support - resolution

BOARD OF COUNTY COMMISSIONERS CARVER COUNTY, MINNESOTA

Date: October 21, 2025

Resolution No: _____

Motion by Commissioner: _____

Seconded by Commissioner: _____

WHEREAS, the Cities of Chanhassen, Eden Prairie, Chaska, Victoria, and Carver are currently served by Southwest Transit, a high-performing, locally governed transit agency;

WHEREAS, Southwest Transit has been consistently recognized for its efficiency, innovation, and customer satisfaction, and has successfully adapted service levels and innovations to meet the unique needs of southwest suburban communities;

WHEREAS, the opt-out transit model has allowed cities like Chanhassen, Eden Prairie, Chaska, Victoria, and Carver to maintain local oversight, ensuring accountability, flexibility, and a direct connection to the residents who rely on and fund the service;

WHEREAS, a proposal under consideration of the Minnesota Legislature aims to eliminate suburban transit agencies and consolidate transit operations under Metro Transit, effectively removing local control and potentially diminishing service quality and responsiveness for suburban communities;

WHEREAS, a one-size-fits-all regional model could limit the ability of Southwest Transit to respond to changing demographics, employment patterns, and ridership preferences in communities like Chanhassen, Eden Prairie, Chaska, Victoria, and Carver;

WHEREAS, local control is essential for ensuring responsible use of taxpayer dollars, timely innovation, and equitable service tailored to specific community needs;

NOW, THEREFORE, BE IT RESOLVED BY THE CARVER COUNTY BOARD OF COMMISSIONERS:

We encourage the Minnesota Legislature, the Governor, and the Metropolitan Council to continue working in partnership with suburban transit communities to preserve and strengthen a transit system that respects local governance, builds on past success, and reflects the diverse needs of the region. Therefore the Carver County Board of Commissioners:

- Does not support any proposal to eliminate opt-out transit services, recognizing their essential role in providing responsive, high-quality transportation for our residents
- Urges legislation that supports fair and equitable distribution of sales tax

ADOPTED by the Carver County Board of Commissioners on the 21st day of October 2025.

YES

ABSENT

NO

STATE OF MINNESOTA
COUNTY OF CARVER

I, Dave Hemze, duly appointed and qualified County Administrator of the County of Carver, State of Minnesota, do hereby certify that I have compared the foregoing copy of this resolution with the original minutes of the proceedings of the Board of County Commissioners, Carver County, Minnesota, at its session held on the 21st day of October, 2025, now on file in the Administration office, and have found the same to be a true and correct copy thereof.

Dated this 21st day of October, 2025.

Dave Hemze

County Administrator



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Closed session for potential property acquisition adjacent to Baylor Regional Park

RBA Number: 2025-2240

Department: Public Works - Parks

Contact: Samuel Pertz, Parks & Trails Supervisor, 952-466-5253

Presenter: Samuel Pertz, Parks & Trails Supervisor

Contract Name & Number:

Meeting Date: October 21, 2025

Item Type: Closed Session

Strategic Initiative:
Our Physical Assets: Proactive planning for and maintaining our infrastructure and physical assets.

Background/Justification:
At the July 1, 2025 County Board meeting, direction was provided to staff to obtain information regarding the approximate property valuation for two parcels that adjoin the current Baylor Regional Park boundary. County Right of Way employees assisted in analyzing the two parcels and will provide information to the board.

Action Requested:
Motion to enter into closed session pursuant to MN Statute Section 13D.05, Subd 3 (c)(1-3) to review confidential appraisal data of the real properties at the NE corner of CR33 and CR135, Norwood Young America, MN (PID #020340600) and a portion of the property on the west side of CR135 north of intersection 102nd St., Norwood Young America, MN (PID #020270910).

Fiscal Impact:

Funding:	Amount Budgeted:
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Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: Baylor Regional Park Long Range Plan Update
RBA Number: 2025-2112
Department: Public Works - Parks
Contact: Samuel Pertz, Parks & Trails Supervisor, 952-466-5253
Presenter: Samuel Pertz, Parks & Trails Supervisor
Contract Name & Number:
Meeting Date: October 21, 2025
Item Type: Work Session

Strategic Initiative:
Our Physical Assets: Proactive planning for and maintaining our infrastructure and physical assets.

Background/Justification:
An update to the County Board is planned within the project schedule for October which will deliver a complete summary of community engagement outcomes and interests. Additionally, two conceptual diagrams for the programming of built and natural assets within the park will be presented to the Board to allow for direction on a preferred concept to be provided.

Action Requested:
No action is requested at this time. Staff are looking to update the Board on the planning progress and seek direction on initial concept diagrams.

Fiscal Impact:	
Funding:	Amount Budgeted:



Carver County Board of Commissioners
Request for Board Action

Agenda Item Name: League of Women Voters' 2024 Post Election Review
RBA Number: 2025-2162
Department: County Administration
Contact: Dave Hemze, County Administrator, 952-361-1526
Presenter: Dave Hemze, County Administrator
Contract Name & Number:
Meeting Date: October 21, 2025
Item Type: Work Session

Strategic Initiative:
Taxpayer Value and Customer Service: Providing the best value and optimal customer service.

Background/Justification:
League of Women Voters representatives Audrey Kramer and Sarah Carlson will present the annual Minnesota 2024 Post-Election Review. The statutorily required Post-Election Review is conducted in every county and involves election officials hand-counting paper ballots. A summary is attached.

Action Requested:
None.

Fiscal Impact:	
Funding:	Amount Budgeted:

Related Fiscal/FTE Comments:

Attachments:

1. PER Report 2024



Minnesota's 2024 Post-Election Review

Observations and Analysis
August 2025

League of Women Voters of Minnesota
75 W Fifth Street, Suite 315
Saint Paul MN 55102
(651) 224-5445
info@lwvmn.org

Acknowledgements

LWVMN is honored to take on the work begun by Citizens For Election Integrity Minnesota (CEIMN), who organized non-partisan observations of Minnesota's post-election audit since they were first implemented in 2006. We are extremely grateful to CEIMN Founder, Mark Halvorson, and former CEIMN Board member, Kathy Bonnifield, for sharing their invaluable knowledge and time for organizing a trusted, statewide observation program. For a list of CEIMN's comprehensive reports, please visit lwvmn.org/per.

This report was made possible thanks to the **over 150 LWVMN trained volunteers who observed the 2024 Post-Election Review (PER) in 43 of Minnesota's 87 counties**. Volunteers gained a deeper understanding of Minnesota's transparent election verification process and provided a factual record of its accuracy. Lastly, we express our deep appreciation to Minnesota's election officials, who welcomed us as observers and conducted free and fair elections for all voters.

The League of Women Voters is proud to be nonpartisan, neither supporting nor opposing any candidates or political parties at any level of government, but always working on vital issues of concern to members and the public. Our mission is to empower voters and defend democracy at the local, state, and national levels through advocacy, education, and litigation. We work to protect and expand voting rights and ensure everyone is represented in our democracy.

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LWVMN 2024 PER Observers

I. Introduction

Following every general election Minnesota conducts a post-election audit, also known as the Post-Election Review (PER), to check the accuracy of the voting machines. The PER is held in every county and involves election officials hand-counting paper ballots

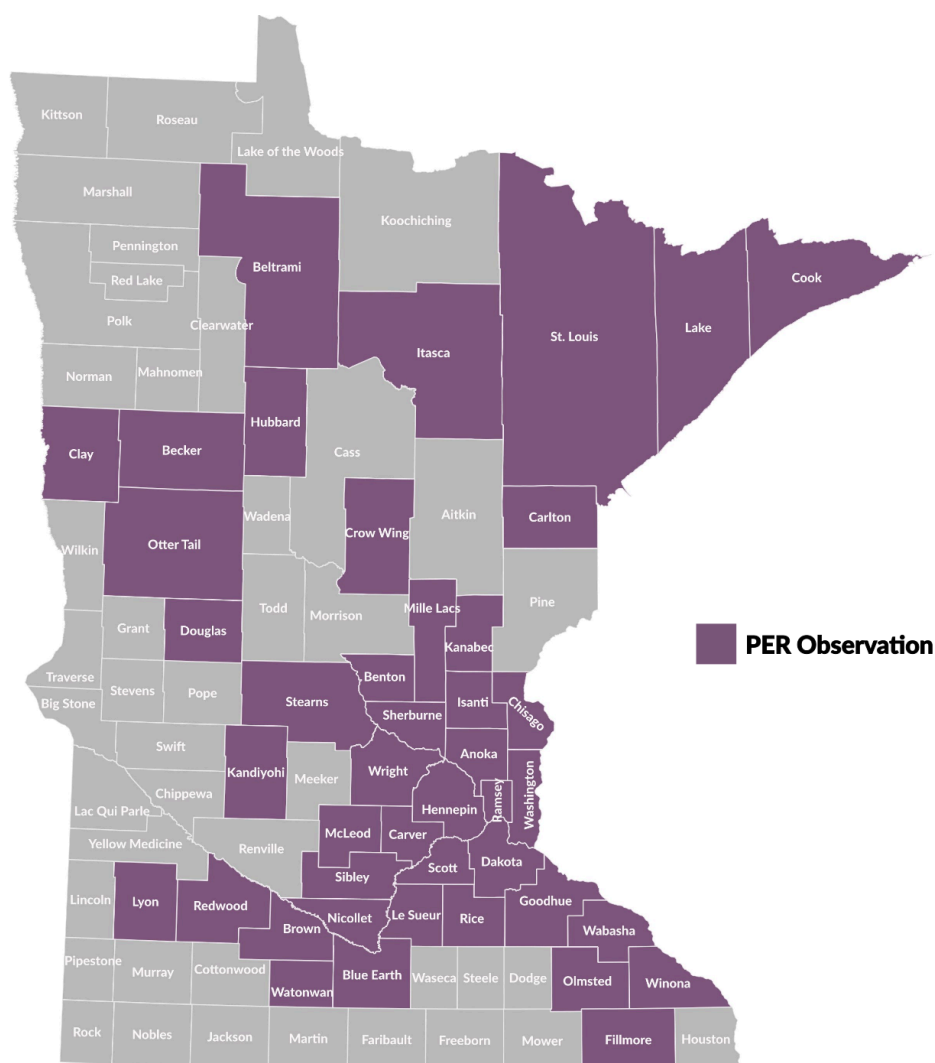
Minnesota's 2024 Post-Election Review

lwvmn.org/per.

from randomly selected precincts and comparing the totals to the corresponding Election Day voting machine totals.

Through detailed reports from independent observers along with feedback from election administrators, **the PER provides information to improve our election processes while allowing the public an opportunity to witness our election safeguards.**

In 2024, 160 volunteers with the League of Women Voters of Minnesota (LWVMN) observed the Post-Election Review in 43 of 87 MN Counties. This report aims to summarize and make recommendations based on our observations. **In short, LWVMN observers reported that each county conducted the meeting in a transparent manner, and the hand counts matched the machine tabulation with only a few discrepancies.**



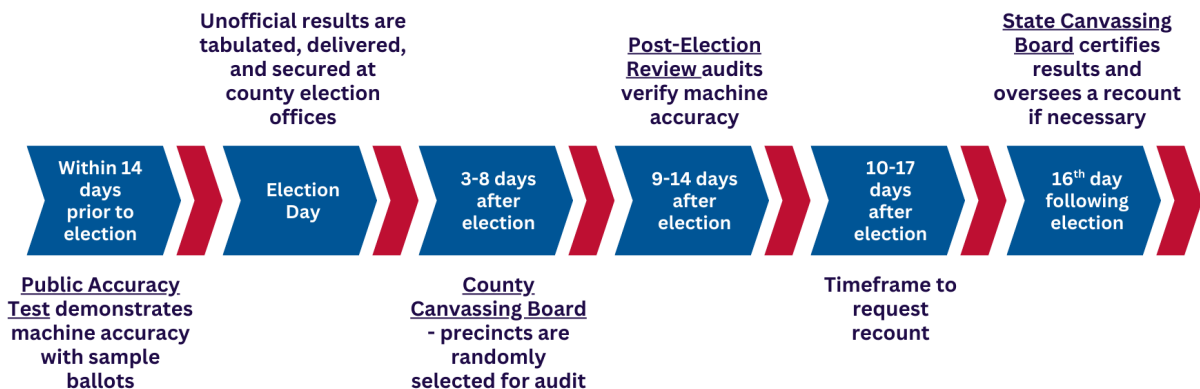
II. Minnesota's 2024 Post-Election Review (PER)

A. How does the PER work?

The County Canvassing Board first meets to compare precinct and county numbers and investigate any discrepancies before randomly selecting the precincts to be reviewed. The window for completing the PER was changed to 9-14 days for the 2024 election to ensure presidential electors can be certified in a timely manner. Please learn more about the election certification timeline from our blog and the graphic below:

lwvmn.org/league-news/2024/11/10.

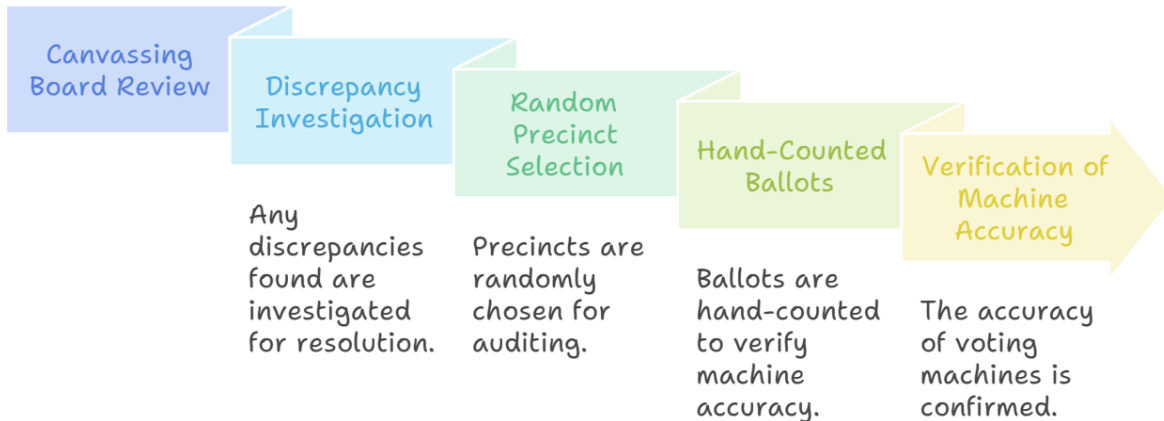
Election Certification Timeline



Minnesota law clearly spells out the duties and responsibilities for county election administrators, or designated election officials, to conduct the PER. Except in Hennepin County, where deputy election officials complete this process, party-balanced election judges will handle, sort, and count the ballots. Ballot counters must agree to each candidate's total before it is checked against the machine's tabulation by the head election official. If the numbers do not align, the process repeats itself, and any differences are investigated and explained before being properly documented in the final report that is then certified by the State Canvassing Board.¹

¹ "Office of the State of Minnesota Secretary of State." *Mn.gov*, 2025, www.sos.mn.gov/elections-voting/how-elections-work/canvassing-boards/. Accessed 1 Aug. 2025.

Post-Election Review Process



In 2024, the races audited were U.S. President, U.S. Senate and U.S. Representatives. The Office of the MN Secretary of State has a complete list of the precincts reviewed and results: sos.mn.gov/elections-voting/how-elections-work/post-election-reviews/.

B. Summary of Volunteer Observations

All LWVMN volunteer observers agreed to be “Nonpartisan Observers” and attended a virtual training session with instructions on how to document the process (see V. Appendix). The observations were mostly conducted in teams of 3-4 and ranged from 1.5 to 8 hours, except in Hennepin County which took two days.

In two counties, observers documented that counting teams were not kept unaware of the official results before conducting the audit, which did not follow the Post Election Review Guide from the Office of the MN Secretary of State (pg 13).² In another county, observers reported that PER officials didn’t reseal the boxes containing the ballot envelopes. In a couple counties observers reported being unable to hear the teams counting each precinct and visibility of each step. There were no significant disruptions or barriers to viewing reported.

Most volunteers reported positive results. One first-time observer who observed in Redwood and Sibley Counties shared that the first election administrator “did everything by the book”, and at the second location, she felt even more welcomed and gratified by the whole experience. An observer in Lake County affirmed her confidence in MN’s

² “2022 Post-Election Review Guide.” Office of the Secretary of State, 2024. <https://www.sos.state.mn.us/media/2701/post-election-review-guide.pdf>.

election process by noting that officials followed clear laws to achieve a perfect match. Alice Anderson and Barbara Benson wrote in the Alexandria Echo Press: “The process demonstrated the meticulous care taken to ensure election integrity. As observers, we left with full confidence in the accuracy of the results. (Auditor/Treasurer Vicki) Doehling noted that every election using tabulators in Douglas County has been “spot on.”³

C. 2024 Election Certification Challenges

In 2024, two counties, Scott and Sherburne, faced substantive questions about their vote counting and reporting processes.⁴ Both counties conducted transparent recounts with party-balanced election judges and observers to assure the accuracy of the results.⁵

In Sherburne County, Administrator Bruce Messelt provided a detailed explanation to County Commissioners on the reporting error that was made, highlighting how the election review process works to catch errors.⁶ Max Hailperin, an elections systems expert, shared how human errors are caught in the election process:

“The elections process, as a process, is designed to be much more resilient and free from errors than the individual actions within it. We’re constantly making errors and we’re constantly catching errors and fixing them. It is because the process is designed with the recognition that humans carrying out complicated processes do err. So there is a lot of cross checking and a lot of double checking and a lot of redundancy.”⁷

³ “Letter: Election Process Demonstrated the Meticulous Care Taken to Ensure Election Integrity.” Alexandria Echo Press, December 4, 2024. <https://www.echopress.com/opinion/letters/letter-election-process-demonstrated-the-meticulous-care-taken-to-ensure-election-integrity>.

⁴ Witte, Michelle. “What’s Happening in Scott & Sherburne Counties?” League of Women Voters Minnesota (LWVMN), November 19, 2024. <https://www.lwvmn.org/league-news/2024/11/19>.

⁵ Streukens, Sam. “Recounts Completed, Update on Scott County.” League of Women Voters Minnesota (LWVMN), December 11, 2024. <https://www.lwvmn.org/league-news/2024/12/7>.

⁶ “11/19/2024 Sherburne County Board Meeting.” YouTube, 2024. <https://www.youtube.com/watch?v=ZRTXEzuiuDiw&t=1197s>.

⁷ Callaghan, Peter. “Minnesota County Vote Reporting Errors ‘unfortunate’ but Happen.” MinnPost, November 13, 2024. <https://www.minnpost.com/elections/2024/11/vote-count-reporting-errors-in-scott-sherburne-unfortunate-but-can-happen-says-elections-systems-expert/>.

In Scott County, 20 absentee ballots were inadvertently thrown out before being counted by the absentee ballot board in Shakopee, MN. Max commented on exactly what went wrong and how it can be rectified in a *Minnesota Reformer* commentary.⁸

An even more precise account of what went wrong appeared subsequently in the district court's "Findings of Fact, Conclusions of Law, and Order."⁹ This document concludes that the discarded ballots would not have changed the outcome, and it also includes an explanation of the investigation and the process failure the investigation uncovered.

Motivated by the experience in Shakopee, the 2025 legislature enacted statutory improvements.¹⁰ In summary, the laws that govern the election certification process help prevent and correct errors from happening, but these laws must continually be improved to ensure that every vote is properly counted.

III. Recommendations

One county did not reseal the ballot cases according to the observer reports. However, the PER guide on page 13 states: *After counting, the ballots must be resealed in the transfer case.* In two counties the counting teams were not kept unaware of the results before conducting the audit. Page 25 of the PER guide states: *The post-election review official should not share the results totals with those conducting the count so that they remain unaware of the results during the counting process.*

Therefore, we recommend that Election Administrators continue to follow the procedures laid out in the Post Election Review Guide.

In one county, observers reported that the table was too small for three groups of counting teams, and the room was not well set up for public viewing. We recommend continuing to ensure that the public can observe the Post-Election Review process to build trust in the accuracy of our elections.

⁸ Hailperin, Max. "The Missing Shakopee Ballots: What Happened, What Should Have Happened and What Should Happen Now?" *Minnesota Reformer*, 2024.
<https://minnesotareformer.com/2024/12/02/the-missing-shakopee-ballots-what-should-have-happened-and-what-should-happen-now/>.

⁹ State of Minnesota District Court, County of Scott. (2024, December 17). Findings of fact, conclusions of law, and order (Court File No. 70-CV-24-17210, Aaron Paul v. Brad Tabke). Minnesota Judicial Branch.
<https://mncourts.gov/media/migration/high-profile-cases/findings-of-fact%2C-conclusions-of-law-and-order.pdf>

¹⁰ Minnesota Legislature. (2025). Laws of Minnesota 2025, chapter 39, art. 8, §§ 33–34. Office of the Revisor of Statutes. Retrieved from <https://www.revisor.mn.gov/laws/2025/0/39/laws.8.33.0#laws.8.33.0>

IV. Conclusion

Understanding and remedying the causes of errors in Scott and Sherburne County taught us more about how elections are reported and conducted. Moreover, county staff provided a transparent process where anyone can observe the election certification process as documented in our blog.¹¹

Based on volunteer observations and reviewing the Post-Election Review results, the accuracy of voting machines in Minnesota were verified. We hope that this report can dispel any election misinformation and reinforce confidence for voters that Minnesota's elections are transparent and accurate. For more information on how post-election tabulation audits are conducted in other states, please visit [VerifiedVoting.org](https://www.verifiedvoting.org).

¹¹ Streukens, Sam, and Michelle Witte. "Elections & Voting - Minnesota Voter Blog." League of Women Voters Minnesota (LWVMN), December 18, 2024.
<https://www.lwvmn.org/league-news/category/Elections+%26+Voting>.

V. Appendix

A. Observer Code of Conduct

1) Maintain strict impartiality at all times. I will not express or exhibit any bias or preference in relation to parties, candidates or any issue in contention in the election process. I will not wear or display partisan or candidate symbols.

2) Not obstruct the audit process. I will undertake my duties in an unobtrusive manner and not interfere with the counting process. I will not touch the ballots.

3) Maintain accuracy of observations. I will base my responses for the reporting forms on my personal observations and/or factual and verifiable evidence. I will not draw conclusions prematurely.

4) Limit any comments to the media to information about the observation goals and the role of observers and inform media about any intended post-election statements to be issued by the leadership on behalf of the observer teams.

5) Maintain professional behavior. I will maintain professional behavior towards everyone who is in the audit location, including other observers and election staff. I recognize that my role is to neither challenge nor advise.

6) Take responsibility for my own safety and the safe keeping of my property. As a volunteer with LWVMN, I will hold LWVMN harmless for any and all injury or loss I may incur while acting as a volunteer for LWVMN, including, but not limited to, while in transit to a volunteer activity and during participation in such volunteer activities.

This Code of Conduct is based on the Code of Conduct for International Election Observers which has been endorsed by over 20 groups including the United States Association of Former Members of Congress and the Organization for Security and Cooperation in Europe.

B. Observation Questionnaire

General Observation Questions

1. County and Precincts Observed -
2. Observation Date -
3. Time of Site Arrival -

4. Time of PER Completion -
5. Was the meeting being recorded? (please mark all that apply)
 1. Yes, a member of the public
 2. Yes, at the request of the election administrator (county)
 3. Yes, a member of the media
 4. No, I was unable to or did not observe any recording devices
6. *If you answered "yes" above, please describe—including if the recording devices focused on the entire room, including or excluding observers, or focused just on the counting teams. If the media was there, please try to learn which outlet they represented.
7. How many election officials were in the room, including all ballot counters?
8. Was there any designated security? If so, what presence did they have inside or outside of the room?
9. Please give a brief description of the other members of the public present. How many people were there (not including the election workers)? Did they identify themselves as representing the media, a political party, or another entity or nonprofit? How long did they stay?
10. Before entering the room the audit was conducted in, did you notice any signs, fliers, people, etc. about the election/ election integrity? This includes outside the building as well as inside the building but outside the room." If you didn't notice anything, write "NA"
11. Within 15 minutes of arrival, how would you describe the environment in the room using three words?
12. Were you and/or other members of the public close enough to see the marks on the ballots?
 1. Yes
 2. No
 3. Sometimes (please describe in question 13)
13. Please provide additional information about the room set-up. Were there chairs for everyone? Did people have to stand outside or in the back? Did you face any viewing obstructions?

14. Did you witness any threatening behavior or ever feel uncomfortable as an observer? If yes, please describe.

Audit Procedures and Chain of Custody

1. Actual Start Time of the Meeting/Procedures
2. Could you clearly hear the election administrator announce the start of the audit and procedures? If so, what information did they provide? (e.g. counting teams, precincts being counted, transferring of ballots). If you answered no, please describe (for example, they didn't announce the start and procedures or the room was too noisy or you arrived later and were not able to observe this).
3. Did the election administrator announce the meeting rules and/or post them somehow? If yes, please briefly describe how they shared the information (announcement at the beginning of the procedures, announcements throughout procedure, written posting--if so, describe the location and how easy it was to read it. Additionally, what were the meeting rules? (e.g. no public comments, consequences for interfering)
4. Did you observe the transfer of ballots by at least two individuals?
 1. Yes
 2. No
 3. Yes, but only one person
5. Were the seals intact on the ballot envelope/containers when they were delivered?
 1. Yes
 2. No
 3. Couldn't see whether seals were intact.
6. Did the election administrator clearly announce they were reviewing the seals?
 1. Yes
 2. No, they announced this but it was hard to hear/ wasn't clear.
 3. No, I didn't observe them announcing it.
7. *Please provide other information/general observations about the start time, chain of custody, adherence to stated meeting rules, conduct of people in the room.

Sorting and Counting

1. How many judges counted each precinct?
2. Could you hear members of the counting team discuss what they were doing?
 1. Yes
 2. No
 3. Sometimes
3. Ballot counters: please mark all that apply.
 1. Ballots were sorted in groups of 25 and stacked crosswise
 2. Ballot counters checked each other's work
 3. Ballots were sorted using the two-person protocol
 4. The head election official was informed of questionable, incomplete, or stray marks that might have affected how the ballot counter read the ballot
 5. Two team members were present when the count totals were entered on the ballot summary sheet
 6. Election administrators announced to the public what was entered on the ballot summary sheet
4. *If you marked (d) that election judges found a questionable, incomplete or stray mark that may have affected how the ballot was read, please mark all that apply.
 1. The head election official was informed of the issue and reviewed the ballot with another election official to determine how it was likely read by the ballot counter
 2. Two election officials announced to the public what they were doing
 3. You understood the issue and/or were able to see the ballot
 4. The head election explained the ruling and reasoning behind it
 5. Two election officials documented their determination
 6. The documentation was attached to the ballot
5. Were teams kept unaware of the official results before beginning the audit?
 1. Yes
 2. No
6. Were there any public questions allowed during your observation? If yes, please describe. For example, how many questions were there, what did the questions focus on, who asked the questions (e.g. the media, other observers), if there was a response, who responded to the questions, etc. Please be as specific as possible.

7. Were there any disruptions that slowed down or delayed the counting of the ballots? If yes, please describe where the issue arose and how it was handled.
8. *Please provide any other information/your general observations about the sorting and counting procedures.

Post-Counting Procedures/Audit Escalation

1. After the ballots were counted, were they returned to envelopes/ containers?
 1. Yes
 2. No
 3. Did not observe
2. Were the ballot envelopes resealed?
 1. Yes
 2. No
 3. Did not observe
3. Were you able to view the original polling place voting machine results tape from Election Day?
 1. Yes
 2. No
 3. Did not observe
4. Were you able to view the original absentee ballot results tape or summary statements from Election Day?
 1. Yes
 2. No
 3. Did not observe
5. At the beginning of this observation, we asked you to describe the environment in the room using three words. What are the three words you would describe during the counting and closing? Note: they do not need to be new words if the environment was the same at the beginning/ ending of the PER
6. Did election administrators indicate a further audit was needed?