

CITY OF MINNETRISTA



CITY COUNCIL AGENDA ITEM

Subject: Americans with Disabilities Act (ADA) Study Approval

Prepared By: Jasper Kruggel, City Administrator

Meeting Date: September 21, 2026

Issue: Staff requests Council approval of a proposal from Kraus-Anderson Construction Company for an ADA accessibility study of City facilities, consistent with Council direction at the August 17, 2026 Work Session.

Background: The City has carried an ADA improvements line item in its Capital Improvement Plan since 2015. The City has not, however, had a formal assessment identifying which barriers exist or what they would cost to correct. An ADA study will produce that inventory and allow Council to program projects in the CIP based on priority and budget.

Kraus-Anderson, in partnership with Wold Architects, proposes to assess City Hall, the Public Safety building, and the Public Safety Garage. Wold will conduct site walkthroughs and staff interviews, identify conditions that may not meet ADA requirements, and deliver an executive report with findings and recommended improvements. Kraus-Anderson will then prepare rough-order-of-magnitude cost estimates, including anticipated timeframes and escalation factors, for use in CIP programming. The work is expected to take six to eight weeks from kickoff.

The lump-sum fee is \$5,000, funded from existing facility budgets.

Why this matters: An ADA study gives the City a documented inventory of accessibility barriers in its facilities and a realistic cost to fix them. Although Minnetrista's size exempts it from the written transition plan requirement, its obligation to make services accessible and its exposure to complaints are the same as any larger city. A completed study turns unknown liabilities into a prioritized, budgeted work list, demonstrates good faith if a complaint or DOJ inquiry arises, and lets Council make informed decisions about facility improvements rather than reacting to a claim after the fact.

Next Steps: Following completion of the study, staff will present the findings and cost estimates to Council for prioritization and inclusion in the Capital Improvement Plan.

Attachments:

Mission Statement:

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.

1. Kraus-Anderson ADA Study and Preconstruction Estimation Services Proposal, dated September 15, 2026

Staff Recommendation: Approve the proposal and designate the City Administrator as the City's single point of contact, responsible for coordinating facility access, staff interviews, and timely responses to the consultant.

Requested Action: Motion to approve the Kraus-Anderson ADA study proposal in the amount of \$5,000 and designate the City Administrator as the City's point of contact.

Mission Statement:

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KRAUS-ANDERSON®

Kraus-Anderson Construction Company
501 S. 8th Street, Minneapolis, MN 55404



MINNETRISTA
MINNESOTA

ADA Study and Preconstruction Estimation Services Proposal for City of Minnetrista

September 15, 2026

OBJECTIVE

The City of Minnetrista is seeking a proposal to complete an ADA accessibility study of City Hall and its Public Safety facilities. Kraus-Anderson and Wold Architects have teamed to provide these services and review the identified facilities for ADA compliance. Wold will complete the ADA study, and Kraus-Anderson will provide preconstruction estimating services for improvements required at the specified facilities.

SCOPE OF WORK

The ADA study and cost estimating services will include the following facilities:

Facility Name	Approx. Total SF
City Hall: 7701 County Rd 110 W	11,000 SF
Public Safety: 7651 County Rd 110 W	16,000 SF
Public Safety Garage	6,200 SF

ADA Study

Wold will review the specified facilities, including conducting a walkthrough and site interview with the City of Minnetrista. Wold will identify conditions that may not meet applicable ADA accessibility requirements and provide recommendations to address identified issues. Wold will also assist with conceptual development of potential solutions. An executive report summarizing findings and recommendations will be provided to the City for review.

Preconstruction Estimating Services

Kraus-Anderson will review Wold's recommendations and provide cost estimating services to develop an approximate budget for addressing identified ADA accessibility issues. Kraus-Anderson will review the impacted areas and prepare rough-order-of-magnitude project estimates. The estimates will include anticipated project timeframes and, as appropriate, potential cost escalation factors based on the projected timing of the work.

PROJECT DELIVERABLES

At the conclusion of the project, the City of Minnetrista will be presented with access to KA's portal, inclusive of the following:

Name	Description
Executive report	Summary of the key findings from site visits, and recommendations for ADA improvements to the facility including client personnel interviewed
Allowable Cost Analysis	Pre-Construction High-Level Estimating to better understand the city's financial capacity for the Adequacy Study Preparation

*Deliverables will be provided via Kraus-Anderson's online portal and accessible and downloadable for up to one (1) year from date of initiation of project.

SCHEDULE

Based upon the scope of services, we anticipate an FCA for the proposed facilities to require 6-8 Weeks from the date of the initial kickoff meeting.

FEE

We propose to furnish all labor, material, Workers' Compensation, all liability insurance, and to pay all state, federal and local taxes to provide this assessment for a lump sum fee **\$5,000**.

EXCLUSIONS

The following is a list of exclusions, not included in the scope of services.

- Bulk printing of reports and findings

CLIENT RESPONSIBILITIES

To deliver a successful project, the Client agrees to provide the following information in order to support this engagement.

- Designate a single point of contact (SPOC) who will be responsible for:
 - Identify, schedule, and confirm availability of Client subject matter experts, facilities staff, end-users, and management for onsite interviews and meetings.
 - Provide access to the facility as needed.
- Provide documentation as needed throughout the project, such as drawings, diagrams, inventories, current cost data, and various reports.
- Ensure client interviews and review meetings are attended to avoid project delays and costs.
- Provide information, decisions, and approvals within three (3) working days of the request or otherwise agreed upon.

ACCEPTANCE

This proposal will be deemed accepted as the Work Order for the project upon receipt of a signed original or copy thereof. If this proposal correctly states our agreement, please sign below:

In witness whereof, the parties hereto have caused their duly authorized representatives to enter into this agreement effective as of the date set forth below.

CITY OF MINNETRISTA

KRAUS-ANDERSON

By:

By:

Date: / /

Date: / /

PROJECT ASSUMPTIONS

- The purpose of this project is to define current facilities conditions, provide framework for space planning efforts and strategy, not to execute the strategy. The actual execution is expected to be a follow-on engagement to be discussed upon the presentation of the strategy and approval by the Client.
- The scope of work was proposed solely to meet the needs of KA's Client.
- KA's evaluations and opinions of cost estimates are only as of the date the walk-through performed, documentation reviewed, and interviews conducted. KA does not guarantee any cost estimates provided as part of the facilities assessment.
- Conditions at a property and the estimated costs to remedy them can change significantly over a relatively short period of time due to levels of maintenance, wear, and tear, acts of nature and other factors.
- KA shall not be liable for any unintended usage of this report by another party.
- No facility assessment can wholly eliminate uncertainty regarding the potential for physical deficiencies and the performance of a property's building.
- There is an inherent subjective nature of opinions as to such issues as original workmanship, quality of original installation, and estimating the remaining useful life of any given component or system.
- KA's facility assessment was designed to reduce, but not eliminate the uncertainty regarding the potential for component or system failure, within reasonable limits of time and cost, and no warranty is expressed or implied regarding the design, operation or safety of any building system or component by KA's performance of the facility assessment.
- The facility assessment is intended to be a non-intrusive assessment.
- No destructive testing will be completed and concealed areas, such as inside, plenums, behind walls or within machinery, were not accessed (unless specifically noted)
- KA makes no representations regarding exterior insulation and finishing systems (EIFS), curtain walls or other building skin conditions that would not be readily observable and, therefore, outside the scope of this assignment (unless specifically included).
- The facility assessment does not constitute a design, regulatory or code compliance audit of the building systems that may be present at the Property.
- KA is not performing the facilities assessment in the capacity of a design professional. Where any changes or repairs to existing building systems are contemplated, Client agrees to retain the services of a licensed design professional to evaluate/design any such changes or repairs.
- KA's fee for the facilities assessment includes a reasonable allowance for risk. Client agrees that KA's aggregate liability for all claims arising from the facilities assessment will not exceed the fee paid to KA or \$50,000, whichever is greater, and Client agrees to indemnify KA from any liability in excess of such amount.
- Testing, measuring, or preparing calculations for any system or component to determine adequacy, capacity, or compliance with any standard is outside the scope of work.
- Information in this report, concerning past and current physical concerns, maintenance and replacement activities, and condition of spaces not observed or viewable, is from sources deemed to be reliable, including, but not limited to interviews with property owners, operators and tenants, interviews with municipal agencies and vendors; however, no representation or warranty is made as to the accuracy thereof.
- KA will have no ongoing obligation to obtain and include information that was not reasonably ascertainable, practically reviewable or provided to KA in a reasonable timeframe to formulate an opinion and complete the assessment by the agreed upon due date.

- While the general environmental setting of the property is described, this assessment is not intended to be a formal flood plain or wetland determination, and no warranty with respect thereto is expressed or implied.
- Any fungi or mold reference included in the final report does not constitute a professional mold inspection and is not based upon any sampling, testing and/or abatement.
- KA merely notes the visual presence or absence of fungi or mold while in the course of preparing this report.