

Nicollet County Board of Commissioners Meeting



January 25, 2022

Nicollet County Government Center 501 South Minnesota Avenue, St. Peter, MN 56082

Commissioners: Marie Dranttel- Board Chair; Jack Kolars- Vice Chair; John Luepke; Terry Morrow

- 9:00 a.m.** Call Board of Commissioners Meeting to Order: Chair Dranttel
1. Flag Pledge
 2. Silence Your Cell Phones
 3. Approval of Agenda

Consent Agenda

1. [Approval of January 4, 2022 Board Minutes](#)
2. [2021 Natural Resources Block Grant Financial Reports](#)
3. [Approval of Minnesota State Law Library Agreement](#)
4. [Out of State Travel – National Coalition Academy](#)
5. [End of Probations](#)
6. Approval of Bills

Public Appearances

- 9:05 a.m.** Health and Human Services
1. [Adult Mental Health Initiatives Reform: Letter to Support Advocacy Efforts](#)
- 9:10 a.m.** Property Services
1. [December 20, 2021 Planning & Zoning Advisory Commission Meeting](#)
- 9:15 a.m.** Public Services
1. [Consider Resolution to Apply for Funding for Help America Vote Grant](#)
- 9:20 a.m.** Community Corrections
1. [Grant \(Subsidy\) Contract with the State and Nicollet County](#)
- 9:30 a.m.** Public Works
1. [Intersection Control Evaluation Report Presentation: CSAH 5/Broadway/Sunrise Drive](#)
 2. [Consider Out of State Travel](#)
- 10:05 a.m.** Administration
1. [Resolution Reappointing Assistant Veterans Services Officer](#)
 2. [2021 Budget Change Request](#)

Vision Statement

Setting the standard for providing superior and efficient county government services through leadership, accountability and innovation to a growing and diverse society.

**Leadership. Efficiency. Accountability.
Innovation. Integrity.**

Mission Statement

Providing efficient services with innovation and accountability

Nicollet County Board of Commissioners Meeting



January 25, 2022

Nicollet County Government Center 501 South Minnesota Avenue, St. Peter, MN 56082

Commissioners: Marie Dranttel- Board Chair; Jack Kolars- Vice Chair; John Luepke; Terry Morrow

10:15 a.m. Human Resources

The following portion of the meeting is closed for labor negotiations pursuant to Minnesota State Statutes Chapter 13D.03.

1. 2022 Non-Licensed Law Enforcement Collective Bargaining Agreement

County Attorney Update

Chair's Report

Commissioner Committee Reports

Commissioners Meetings & Conferences

Approve Per Diems and Expenses

Adjourn Board of Commissioners Meeting

10:30 a.m. Call Drainage Authority Meeting to Order:

Drainage Authority Agenda Items

1. Consent Agenda

a. Approval of January 4, 2022 Drainage Authority Minutes

Adjourn Drainage Authority Meeting

Notice of Scheduled Meetings

The following is a notice of scheduled meetings. Pursuant to Minnesota Statute 13D.04, this notice of meetings also serves as notice of regular and special meetings of the Nicollet County Board of Commissioners. Meetings with a quorum of Nicollet County Board of Commissioners expected to attend is noted with an asterisk (*).

Questions or comments regarding any Nicollet County meeting and requests to participate in any meeting can be directed to Mandy Landkamer, Nicollet County Administrator, at 507-934-7074 or mandy.landkamer@co.nicollet.mn.us.

January 25 – Board of Commissioners Meeting, 9 a.m.; Nicollet County Board Room, St. Peter *

January 25 – Drainage Authority Meeting, 9 a.m.; Nicollet County Board Room, St. Peter *

January 27 – Board of Commissioners Meeting with local legislators, 9:30 a.m.; Nicollet County Board Room, St. Peter*

February 2 – St. Peter Liaison Meeting, 10:30 a.m.; Nicollet County Board Room, St. Peter

February 8 – Board of Commissioners Meeting, 9 a.m.; Nicollet County Board Room, St. Peter *

February 8 – Drainage Authority Meeting, 9 a.m.; Nicollet County Board Room, St. Peter *

February 15 – Individual Department Head Meeting – Finance, 8:15 a.m.; Nicollet County Board Room, St. Peter*

February 15 – County Board Workshop, 9:30 a.m.; Nicollet County Board Room, St. Peter*

February 22 – Board of Commissioners Meeting, 9 a.m.; Nicollet County Board Room, St. Peter *

February 22 – Drainage Authority Meeting, 9 a.m.; Nicollet County Board Room, St. Peter *

February 28 – Board of Adjustment & Appeals/Planning & Zoning Advisory Commission Meeting, 7:00 p.m.; Nicollet County Board Room, St. Peter*

February 22 – Drainage Authority Meeting, 9 a.m.; Nicollet County Board Room, St. Peter *

March 2 & 3 – AMC Legislative Conference; InterContinental Hotel, St. Paul, MN

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OFFICIAL PROCEEDINGS OF THE
BOARD OF COUNTY COMMISSIONERS FOR
NICOLLET COUNTY, MINNESOTA
JANUARY 4, 2022

The Nicollet County Board of Commissioners met in regular session on Tuesday, January 4, 2022, at 9:00 a.m. Commissioners Marie Dranttel, Terry Morrow, Jack Kolars, and John Luepke were present. Also present were County Administrator Mandy Landkamer, County Attorney Michelle Zehnder Fischer and Recording Secretary Sarah Frahm.

Election of Officers

Commissioner Morrow asked for nominations for Board Chair for 2022. Motion by Commissioner Luepke and seconded by Commissioner Kolars to nominate Commissioner Dranttel for the position of Chair of the Nicollet County Board for 2022. Commissioner Morrow asked three times for additional nominations and no other nominations were made. Motion carried unanimously.

Chair Dranttel then asked for nominations for Board Vice Chair. Motion by Commissioner Morrow and seconded by Commissioner Dranttel to nominate Commissioner Kolars for the position of Vice Chair of the Nicollet County Board for 2022. Commissioner Dranttel asked three times for additional nominations and no other nominations were made. Commissioner Morrow moved that the nominations be closed and Commissioner Luepke seconded. Motion carried unanimously.

Approval of Agenda

Motion by Commissioner Luepke and seconded by Commissioner Kolars to approve the agenda with the addition of the Purchase of Service Agreement: 2022 Brown County Evaluation Center, Inc. Commissioner Morrow moved that the item be added to the consent agenda and Commissioner Kolars seconded. Motion carried unanimously. Commissioner Morrow then moved to approve the agenda and the motion was seconded by Commissioner Kolars. Motion carried with all voting in favor.

Consent Agenda

Motion by Commissioner Morrow and seconded by Commissioner Luepke to approve the consent agenda items as follows:

1. December 14, 2021 Board Meeting Minutes;
2. 2022 Solid Waste Collection and Transportation License Applicants
3. CVSO Operational Enhancement Grant Program Resolution for FY2022
4. Resolution to Delegate EFT Authority
5. South Central Community-Based Initiative 2022 Purchase of Service Agreement
6. 2022 Master Contract for MFIP/DWP and Notice of Funds Available
7. Resolution Approving the Official Newspaper for Publications in 2022
8. Publication of Transportation Advertisement for Bids on the Nicollet County Website
9. 2022 Gopher Bounty
10. 2022 Board Meeting and Workshop Schedule
11. End of Probations for Anthony Engesser, HCBS Case Manager; and Abby Alonso, Eligibility Worker
12. Approval of the Commissioner Warrants as presented for the following amounts:
General Revenue Fund - \$34,324.37, Road & Bridge Fund - \$37,897.69, Human

Services Fund - \$66,459.30, and acknowledge review of the Auditor's Warrants. Motion carried with all voting in favor on a roll call vote.

Public Appearances

Mike Stevenson appeared on behalf of the Nicollet Conservation Club with concerns about Chronic Wasting disease becoming an issue for the deer population in the area. He would like the Commission to think about putting a new ban on deer farms until there is more direction from the MN legislature. Jeff Holmin, a former deer farm owner, also spoke regarding this issue and shared similar concerns.

Public Works and Attorney

Eminent Domain Proceedings for County Road 15 Reconstruction

The reconstruction of County Road 15 requires the acquisition of right of way for completion of the project. Public Works Director Greenwood and Assistant Public Works Director Hawbaker have commenced the process for acquisition of right of way parcels, however, it may be necessary to initiate eminent domain proceedings for certain parcels. Motion by Commissioner Morrow and seconded by Commissioner Kolars to authorize the hiring of outside counsel to assist the County Attorney's Office with commencing the necessary proceedings to acquire property for the road project.

Administration

Resolution Setting the Minimum Salary for the County Sheriff and Attorney

Motion by Commissioner Kolars and seconded by Commissioner Luepke to approve the resolution setting the minimum salary for the County Sheriff and Attorney. Motion carried with all voting in favor on a roll call vote.

Amendment to the 2022 Elected Officials Compensation and Per Diem Resolution

The proposed amended resolution includes a 2.5% increase for County Commissioners, a 3.5% increase for elected department heads, and no change in the per diem rate of \$70 per day. Motion by Commissioner Morrow and seconded by Commissioner Luepke to approve the amendment to the 2022 Elected Officials Compensation and Per Diem Resolution. Motion carried with all voting in favor on a roll call vote.

Resolution Establishing the 2022 Committee and Board Assignments and Meetings that Qualify for a Per Diem Payment

The 2022 Committee and Board Assignments and Meetings were discussed to determine if any changes were needed to the proposed list. Motion by Commissioner Morrow and seconded by Commissioner Kolars to approve the resolution establishing the 2022 Committee and Board Assignments and Meetings that Qualify for a Per Diem Payment. Motion carried with all voting in favor on a roll call vote.

County Attorney Update

Attorney Zehnder-Fischer shared information from a recent school-related stakeholders meeting she attended. Mental health is still the biggest issue in the school-age population, often with co-occurring chemical dependency issues. These issues are also occurring within the community at large.

Chair's Report

Commissioner Committee Reports

The Commissioners reported on various meetings and activities, including:

Commissioner Jack Kolars

- Highway 14 Committee
- Greater Mankato Growth
- Traverse de Sioux
- Minnesota Valley Action Council (MVAC)
- Union mediation

Commissioner John Luepke

- Highway 14 Committee
- Nicollet and Brown County Historical Society

Approve Per Diems and Expenses

Motion by Commissioner Luepke and seconded by Commissioner Kolars to approve the expenses and per diems for the meetings noted above during the Commissioner Reports and/or as submitted on approved expense reports, and authorize payment of those expenses and per diems by the Finance Office. Motion carried with all voting in favor.

Adjourn

Motion by Commissioner Morrow and seconded by Commissioner Luepke to adjourn the meeting. Motion carried with all voting in favor. The meeting adjourned at 9:36 a.m.

MARIE DRANTTEL, CHAIR
BOARD OF COMMISSIONERS

ATTEST:

MANDY LANDKAMER
CLERK TO THE BOARD

Nicollet County Board of Commissioners
Board Meeting Agenda Item



Agenda Item:								
2021 Natural Resources Block Grant Financial Reports								
Primary Originating Division/Dept.: PPSP - Property Services Contact: Pete Otterness Title: PSD Manager Amount of Time Requested 5 minutes Presenter: Title:	Meeting Date: 01/25/2022 Item Type: Consent Agenda (Select One)							
		Attachments: ☒ Yes ☐ No						
County Strategy: Programs and Services - deliver value-added quality services (Select One)								
BACKGROUND/JUSTIFICATION: Acknowledgment of the 2021 Natural Resources Block Grant Agreements financial reports for Local Water Management, SSTS, Shoreland, And Wetland Conservation Act activities. Total grant dollars spent in 2021 - \$50,885.								
Supporting Documents: ☐ Attached ☒ In Signature Folder ☐ None								
Prior Board Action Taken on this Agenda Item: ☐ Yes ☒ No If "yes", when? (provide year; mm/dd/yy if known)								
Approved by County Attorney's Office: ☐ Yes ☐ No ☒ N/A								
ACTION REQUESTED: Acknowledgment of the 2021 NRBG financial reports for the above activities in the amount of \$50,885.								
FISCAL IMPACT: Included in current budget (Select One) If "Other", specify	FUNDING County Dollars = <table style="width: 100%;"> <tr> <td style="width: 50%;">Grant</td> <td style="width: 50%; text-align: right;">\$50,885</td> </tr> <tr> <td style="text-align: center;">(Select One)</td> <td></td> </tr> <tr> <td>Total</td> <td style="text-align: right;">\$50,885</td> </tr> </table>		Grant	\$50,885	(Select One)		Total	\$50,885
Grant	\$50,885							
(Select One)								
Total	\$50,885							
FTE IMPACT: No FTE change (Select One) If "Increase or "Decrease" specify: Related Financial/FTE Comments:								



Financial Report

WCA-NRBG 2021

Grant Title: 2021 - Wetland Conservation Act - NRBG (Nicollet County)

Grant ID: P21-6756

Organization: Nicollet County

Grant Revenue	Amount
Total Awarded	\$16,447.00

Grant Expenditures

Grant Activity Category	Amount
Regulations/Ordinances/Enforcement	\$16,447.00
Total Spent	\$16,447.00
Returned Amount	\$0.00
Balance Remaining	\$0.00
Percent Spent	100%

This is to certify that the information is a true and accurate representation of the grant program accounts for the 2021 - Wetland Conservation Act - NRBG (Nicollet County)- Nicollet County. We believe our records are complete and subject to an audit.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

Please complete and upload this form to the grant attachments tab in eLINK.

If returning program funds, please use the Returned Check form.

Make checks payable and mail to:
Board of Water and Soil Resources
520 Lafayette Road N.
St. Paul, MN 55155



Financial Report

Shoreland-NRBG 2021

Grant Title: 2021 - Shoreland-NRBG (Nicollet County)

Grant ID: P21-6927

Organization: Nicollet County

Grant Revenue	Amount
Total Awarded	\$2,682.00

Grant Expenditures

Grant Activity Category	Amount
Administration/Coordination	\$2,682.00
Total Spent	\$2,682.00
Returned Amount	\$0.00
Balance Remaining	\$0.00
Percent Spent	100%

This is to certify that the information is a true and accurate representation of the grant program accounts for the 2021 - Shoreland-NRBG (Nicollet County)- Nicollet County. We believe our records are complete and subject to an audit.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

Please complete and upload this form to the grant attachments tab in eLINK.

If returning program funds, please use the Returned Check form.

Make checks payable and mail to:
Board of Water and Soil Resources
520 Lafayette Road N.
St. Paul, MN 55155



Financial Report

SSTS-NRBG 2021

Grant Title: 2021 - Septic Treatment Systems - NRBG (Nicollet County)

Grant ID: P21-3066

Organization: Nicollet County

Grant Revenue	Amount
Total Awarded	\$18,600.00

Grant Expenditures

Grant Activity Category	Amount
Administration/Coordination	\$18,600.00
Total Spent	\$18,600.00
Returned Amount	\$0.00
Balance Remaining	\$0.00
Percent Spent	100%

This is to certify that the information is a true and accurate representation of the grant program accounts for the 2021 - Septic Treatment Systems - NRBG (Nicollet County)- Nicollet County. We believe our records are complete and subject to an audit.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

Please complete and upload this form to the grant attachments tab in eLINK.

If returning program funds, please use the Returned Check form.

Make checks payable and mail to:
Board of Water and Soil Resources
520 Lafayette Road N.
St. Paul, MN 55155



Financial Report

LWM-NRBG 2021

Grant Title: 2021 - Local Water Management - NRBG (Nicollet County)

Grant ID: P21-6582

Organization: Nicollet County

Grant Revenue	Amount
Total Awarded	\$13,156.00

Grant Expenditures

Grant Activity Category	Amount
Administration/Coordination	\$13,156.00
Total Spent	\$13,156.00
Returned Amount	\$0.00
Balance Remaining	\$0.00
Percent Spent	100%

This is to certify that the information is a true and accurate representation of the grant program accounts for the 2021 - Local Water Management - NRBG (Nicollet County)- Nicollet County. We believe our records are complete and subject to an audit.

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE

Please complete and upload this form to the grant attachments tab in eLINK.

If returning program funds, please use the Returned Check form.

Make checks payable and mail to:
Board of Water and Soil Resources
520 Lafayette Road N.
St. Paul, MN 55155

Nicollet County Board of Commissioners
Board Meeting Agenda Item



Agenda Item:

Approval of Minnesota State Law Library County Law Library Program Agreement

Primary Originating Division/Dept.: Law Library Committee

Meeting Date: 01/25/2022

Contact: Michelle Zehnder Fischer Title: County Attorney

Item Type:
(Select One) Consent Agenda

Amount of Time Requested: minutes

Presenter: Michelle Zehnder Fischer Title: County Attorney

Attachments: ☒ Yes ☐ No

County Strategy:
(Select One)

Programs and Services - deliver value-added quality services

BACKGROUND/JUSTIFICATION:

This contract is for professional law library services between the Minnesota State Law Library and the Nicollet County Law Library for the period of March 1, 2022 through February 28, 2023. This contract is similar to the contract used in past years.

The total cost of the contract is \$300 and it is funded by Law Library funds.

Supporting Documents: ☒ Attached ☐ In Signature Folder ☐ None

Prior Board Action Taken on this Agenda Item: ☐ Yes ☒ No

If "yes", when? (provide year; mm/dd/yy if known)

Approved by County Attorney's Office: ☒ Yes ☐ No ☐ N/A

ACTION REQUESTED:

Authorize County Attorney Zehnder Fischer to sign the contract on behalf of the County

FISCAL IMPACT: Other
(Select One)

FUNDING
County Dollars =

If "Other", specify: Funded with library funds

Other County library funds
(Select One)

FTE IMPACT: No FTE change
(Select One)

Total: 300

If "Increase or "Decrease," specify:

Related Financial/FTE Comments:



**MINNESOTA STATE LAW LIBRARY
COUNTY LAW LIBRARY PROGRAM AGREEMENT**

This contract is for professional law library services between the Minnesota State Law Library, address below ("State Law Library") and the Nicollet County Law Library, address 501 South Minnesota Ave., St. Peter, MN 56082 ("County Law Library").

1. SERVICES

By written acceptance below, the State Law Library agrees to perform the following work for County Law Library:

Initial choice below:



Tier 1:

Provide print copies of: *Minnesota Statutes* (market value \$280) and *Minnesota Rules* (market value \$310), to be sent as they are published. This includes interim year supplements.

- Brief phone and/or email assistance with any or all of the following: collection development/maintenance, fees, policies and procedures, hiring, vendor questions, billing issues, and other related library management issues.

OR

Tier 2:

- All tier 1 services
- One annual on-site visit to a County Law Library location by the State Law Librarian or designee.
- Evaluation of library's print and electronic resource contracts. Written recommendations will be provided.
- Evaluation of existing print collection. Written recommendations for additions or weeding will be provided.
- Access to a toll free phone number to the State Law Library reference desk, which can be posted in the County Law Library for use by County Law Library patrons and/or staff.
- Advice on setting up and maintaining a legal clinic, if desired.
- Advice on law library budget, including a review of current expenses.
- Creation of, or the annual updating of, a resource list of free and trustworthy internet legal research resources for Minnesota, including local municipalities.
- Creation of, or the annual updating of, a social and legal service provider list specific to the county.
- If desired, assistance collaborating with the local public library for shared collection, shared services, research training or other cooperative partnerships.
- Attendance at a Law Library Board of Trustees meeting – via phone, or during in-person visit.
- Guidance on changing law library fees/fines.
- Guidance on a law library move or remodel

2. CONSIDERATION

As consideration for the aforementioned services, the County Law Library agrees to pay the State Law Library according to the following schedule:

Tier 1: \$300 per year

OR

Tier 2: 3% of the County Law Library's annual civil fee and criminal fine revenue or \$2000, whichever is lower.

As a means of ascertaining the appropriate Tier 2 fee, the State Law Library will obtain an income report from State Court Administration for the fiscal year (July 1 – June 30) immediately preceding this agreement.

The payment of the *Tier 2* fee by the County Law Library may be aggregated and paid quarterly or semi-annually at the discretion of the County Law Library.

Indicate billing preference (applies to *Tier 2 only*):

_____ Quarterly _____ Semi-Annually _____ Annually

Payment is due within 30 days after receipt of the invoice, unless other arrangements are made. Failure to pay the fee may result in the termination of services.

3. TERM OF AGREEMENT

This Contract shall be effective on March 1, 2022, and shall remain in effect until February 28, 2023.

4. CANCELLATION

This Contract may be cancelled only by written agreement of the parties.

5. AUTHORIZED REPRESENTATIVE.

The State's authorized representative for purposes of administration of this contract is Liz Reppe, State Law Librarian. Mailing address: Minnesota State Law Library, G25 Minnesota Judicial Center, 25 Rev. Dr. Martin Luther King Blvd., St. Paul, MN 55155.

6. AMENDMENT

Any amendments to this agreement shall be in writing, and shall be executed by the same parties who executed the original agreement, or their successors in office.

7. JURISDICTION AND VENUE

This agreement is governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of this agreement, or breach thereof, will be in the state or federal court with competent jurisdiction in Ramsey County, Minnesota.

6. INTERPRETATION; INTEGRATION

Failure by either Party at any time to enforce any of the provisions of this contract or any right or remedy available under this contract or at law or in equity, or to exercise any option in this contract, shall not constitute a waiver of such provision, right, remedy or option or in any way affect the validity of this contract. The waiver of any default by either Party shall not be deemed a continuing waiver, but shall apply solely to the instance to which such waiver is directed. Every provision of this contract shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this contract so construed is held by a court of competent jurisdiction to be invalid, illegal or otherwise unenforceable, such provision shall be deemed severed from this contract, and all other provisions shall remain in full

force and effect. This contract sets forth the entire agreement and understanding between the Parties regarding the subject matter of the contract and supersedes any prior representations, statements, proposals, negotiations, discussions, understandings, or agreements regarding the same subject matter; provided that all terms and conditions of all preexisting contracts or agreements between the parties shall continue in full force and effect except as supplemented, modified or superseded by this contract.

7. LIABILITY

The County Law Library and the State Law Library agree that each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other and the results thereof. The County Law Library liability shall be governed by Minnesota Statutes, Section 466.04, and the State Law Library liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.735, and other applicable law.

The County Law Library must sign its approval in the designated signature block and return the two original signed Agreements to the address indicated in section 5 above, prior to the commencement of services. The State Law Library will remit an executed copy to the County Law Library once all signatures have been obtained.

I. COUNTY LAW LIBRARY:

Person signing attests that he or she is legally authorized to bind County Law Library under applicable by-laws, articles, resolutions, or ordinance.

Signed:
Printed Name: Michelle M. Zehnder Fischer
Title: Nicollet County Attorney
Date:

II. STATE LAW LIBRARY: (authorized signature)

By:
Title: State Law Librarian
Date:

COUNTY LAW LIBRARY CONTACT (To whom and where we should send library resources and email.)

Please indicate if *contracts* should be sent elsewhere.

Contact's Name:	Carol Weikle
Address: (If different from address listed above)	501 South Minnesota Ave. St. Peter, MN 56082
Email	carol.weikle@courts.state.mn.us
Phone	507-550-7040

Nicollet County Board of Commissioners Board Meeting Agenda Item



Agenda Item:

Out of State Travel: National Coalition Academy

Primary Originating Division/Dept.: Health and Human Services

Meeting Date: 01/25/2022

Contact: Cassie Sassenberg

Title: HHS Director

Item Type:
(Select One) Consent Agenda

Amount of Time Requested: minutes

Presenter:

Title:

Attachments: ☐ Yes ☒ No

County Strategy:

(Select One)

Programs and Services - deliver value-added quality services

BACKGROUND/JUSTIFICATION:

In 2021, Nicollet County received a Drug-Free Communities (DFC) grant that allowed us to hire a substance abuse prevention coalition coordinator. DFC Recipients are required to attend and complete a National Coalition Academy (NCA) during their Year 1 funding. Each coalition must have a two-person team attend all three weeks of the NCA unless the coalition graduated from the NCA in the past. One person must remain the same for all 3 weeks. This person will be our coordinator, Derrek Harju. The other person can change and will initially be Bree Allen. The location available to our staff is Bellevue, WA. Coalitions must attend all three weeks of the same location selected. All expenses are covered by the DFC grant. The academy dates are as follows:

Week 1: March 14 – 17, 2022

Week 2: June 6 – 9, 2022

Week 3: August 22 – 25, 2022

The National Coalition Academy (NCA) is a comprehensive training program developed by CADCA's National Coalition Institute and teaches leaders "what they need to know" (the core competencies) and "what their team needs to do" (the essential processes) to establish or maintain a highly effective anti-drug coalition. The NCA is designed specifically for coalition staff and volunteer leadership. It combines three weeks of classroom training, three reinforcement on-line sessions and access to a web-based workstation. The Academy's training curriculum is organized within SAMHSA's Strategic Prevention Framework. By the end of the training, coalitions will have developed five essential products.

Supporting Documents: ☐ Attached ☐ In Signature Folder ☒ None

Prior Board Action Taken on this Agenda Item: ☐ Yes ☒ No

If "yes", when? (provide year; mm/dd/yy if known)

Approved by County Attorney's Office: ☐ Yes ☐ No ☒ N/A

ACTION REQUESTED:

Approval of Out of State Travel for the DFC Coordinator and an additional HHS staff member

FISCAL IMPACT: Included in current budget
(Select One)

FUNDING

County Dollars = 0

If "Other", specify:

Grant

Total Cost

(Select One)

FTE IMPACT: No FTE change
(Select One)

Total:

If "Increase or "Decrease," specify:

Related Financial/FTE Comments:

Nicollet County Board of Commissioners
Board Meeting Agenda Item



Agenda Item: End of Probations		
Primary Originating Division/Dept.: Human Resources Contact: Kristy Larson Title: HR Director Amount of Time Requested minutes Presenter: Kristy Larson Title: HR Director		Meeting Date: 01/25/2022 Item Type: (Select One) Consent Agenda
		Attachments: ☒ Yes ☐ No
County Strategy: (Select One) Facilities and Space - preserve, maintain and build our assets		
BACKGROUND/JUSTIFICATION: Health & Human Services Director Cassie Sassenberg has requested the end of probation for Rebecca DeYonge, HCBS Case Manager, effective February 2, 2022.		
Supporting Documents: ☐ Attached ☒ In Signature Folder ☐ None		
Prior Board Action Taken on this Agenda Item: ☒ Yes ☐ No If "yes", when? (provide year; mm/dd/yy if known)		
Approved by County Attorney's Office: ☐ Yes ☐ No ☒ N/A		
ACTION REQUESTED: Grant end of probationary status		
FISCAL IMPACT: Other (Select One) If "Other", specify		FUNDING County Dollars = Grant (Select One)
FTE IMPACT: No FTE change (Select One) If "Increase or "Decrease" specify: Related Financial/FTE Comments:		Total

Nicollet County Board of Commissioners

Board Meeting Agenda Item



Agenda Item: Adult Mental Health Initiatives Reform: Letter to Support Advocacy Efforts		
Primary Originating Division/Dept.: Health and Human Services		Meeting Date: 01/25/2022
Contact: Cassie Sassenberg	Title: HHS Director	Item Type: (Select One) Regular Agenda
Amount of Time Requested: 5 minutes		
Presenter: Cassie Sassenberg	Title: HHS Director	Attachments: ☒ Yes ☐ No
County Strategy: (Select One) Programs and Services - deliver value-added quality services		
BACKGROUND/JUSTIFICATION: The Department of Human Services (DHS) is creating a formula to reform funding for Adult Mental Health Initiatives. This reform would have a significant impact on the availability of preventive and community-based mental health services locally, regionally, and in 32 counties across the state. At this time, the estimated reduction to our regional funding is 37% or roughly \$1.6 million. In response to the proposed reform, the South Central Community Based Initiative (SCCBI) Joint Powers Board has developed a letter for our senators and representatives to share concerns and advocate for our funding to remain stable.		
Supporting Documents: ☒ Attached ☐ In Signature Folder ☐ None		
Prior Board Action Taken on this Agenda Item: ☐ Yes ☒ No If "yes", when? (provide year; mm/dd/yy if known)		
Approved by County Attorney's Office: ☐ Yes ☐ No ☒ N/A		
ACTION REQUESTED: Commissioner Signatures for Proposed Reform Letter		
FISCAL IMPACT: Other (Select One) If "Other", specify: 2025/2026 Reductions in Grant		FUNDING County Dollars = Other (Select One)
FTE IMPACT: No FTE change (Select One)		Total:
If "Increase or "Decrease," specify: Related Financial/FTE Comments:		

Nicollet County Board of Commissioners
Board Meeting Agenda Item



Agenda Item:		
December 20, 2021 Planning & Zoning Advisory Commission Meeting		
Primary Originating Division/Dept.: PPSP - Property Services	Meeting Date: 01/25/2022	
Contact: Mandy Landkamer Title: County Administrator	Item Type: Regular Agenda (Select One)	
Amount of Time Requested 5 minutes		
Presenter: Title:	Attachments: ☒ Yes ☐ No	
County Strategy: Programs and Services - deliver value-added quality services (Select One)		
BACKGROUND/JUSTIFICATION: Consideration of the following conditional use permit request and findings of fact document: 1) Herbert Chilman - Three-year review of mineral extraction permit - No public comments or testimony received.		
Supporting Documents: ☒ Attached ☐ In Signature Folder ☐ None		
Prior Board Action Taken on this Agenda Item: ☒ Yes ☐ No		
If "yes", when? (provide year; mm/dd/yy if known) 2018		
Approved by County Attorney's Office: ☐ Yes ☐ No ☒ N/A		
ACTION REQUESTED: Approval of conditional use permit and attached findings of facts.		
FISCAL IMPACT: No fiscal impact (Select One) If "Other", specify	FUNDING County Dollars = Other (Select One)	
FTE IMPACT: No FTE change (Select One) If "Increase or "Decrease" specify: Related Financial/FTE Comments:	Total	



Planning & Zoning Advisory Commission

MINUTES

JUNE 21, 2021

9:00 PM

NICOLLET COUNTY
GOVERNMENT CENTER

BOARD MEMBERS	David Hermanson ☒ Chair	David Wendinger ☒ Vice Chair	Marie Dranttel ☒ Commissioner
	Justin Laven ☒	Ron Regenscheid ☒	Terry Morrow ☐ Commissioner, Alternate
ABSENT EXCUSED	David Hermanson ☐ Chair	David Wendinger ☐ Vice Chair	Marie Dranttel ☐ Commissioner
	Justin Laven ☐	Ron Regenscheid ☐	Terry Morrow ☐ Commissioner, Alternate
ABSENT	David Hermanson ☐ Chair	David Wendinger ☐ Vice Chair	Marie Dranttel ☐ Commissioner
	Justin Laven ☐	Ron Regenscheid ☐	Terry Morrow ☐ Commissioner, Alternate
STAFF PRESENT	Property and Public Services Director Mandy Landkamer ☒		
	Deputy Zoning Administrator/Planner Jon Hammel ☒		
	Assistant County Attorney Megan E. Gaudette Coryell ☒		
	Other Staff ☐		

REVIEW OF CANCELLATIONS & ADDITIONS		None.	
MOTION TO APPROVE MINUTES OF APRIL 19, 2021		APPROVE ☒	APPROVE WITH REVISIONS ☐
1ST	David Hermanson ☐ Chair	David Wendinger ☒ Vice Chair	Marie Dranttel ☐ Commissioner
	Justin Laven ☐	Ron Regenscheid ☐	Terry Morrow ☐ Commissioner, Alternate
2ND	David Hermanson ☐ Chair	David Wendinger ☐ Vice Chair	Marie Dranttel ☐ Commissioner
	Justin Laven ☒	Ron Regenscheid ☐	Terry Morrow ☐ Commissioner, Alternate
VOTE TO APPROVE MINUTES		PASS ☒	FAIL ☐ VOTE: 5-0
PUBLIC APPEARANCES		None.	

PUBLIC HEARINGS:

APPLICANT: JANA AND JAMES MOEDING/JERALD AND PHYLLIS KUEHN REVOCABLE TRUST

FILE: PLN21-26

DESCRIPTION: ESTABLISH A COMMERCIAL BREEDING KENNEL

APPLICANT COMMENT James and Jana Moeding and Jerald and Phyllis Kuehn were present.

PUBLIC COMMENT None.

PUBLIC TESTIMONY None.

MOTION

APPROVE WITH AMENDED CONDITIONS, THE
LAST SENTENCE ON CONDITION #7 IS TO READ
"THE APPLICANT MUST INSTALL A HOLDING
TANK WITHIN 12 MONTHS OF TAKING
OWNERSHIP OF THE PROPERTY" ☒

DENY ☐

1ST

David Hermanson ☐ **Chair**
David Wendinger ☒ **Vice Chair**

Marie Dranttel ☐ **Commissioner**

Terry Morrow ☐ **Commissioner, Alternate**

Justin Laven ☐ Ron Regenscheid ☐

Dave Ubel ☐

2ND

David Hermanson ☐ **Chair**
David Wendinger ☐ **Vice Chair**

Marie Dranttel ☐ **Commissioner**

Terry Morrow ☐ **Commissioner, Alternate**

Justin Laven ☒ Ron Regenscheid ☐

Dave Ubel ☐

Mrs. Moeding noted the proposal stated a holding tank would be put on the property at a later date. She noted they did not own the property yet and could not enter into a pumping contract until after the purchase of the property.

Dranttel asked what the ordinance said regarding waste. Landkamer quoted that the onsite facility shall be designed to accommodate all waste from the kennel, including hosing and clean up.

Landkamer noted that if the intention was to put in a holding tank at a later date, then condition #7 would need to be amended. Dranttel suggested adding a time limit to the condition.

Landkamer noted that past kennel permits had required holding tanks.

COMMISSIONER DISCUSSION

VOTE TO APPROVE REQUEST

PASS ☒

FAIL ☐

VOTE: 5-0

MOTION TO ADOPT FINDINGS OF FACT

1ST

David Hermanson ☐ **Chair**
David Wendinger ☐ **Vice Chair**

Marie Dranttel ☒ **Commissioner**

Terry Morrow ☐ **Commissioner, Alternate**

Justin Laven ☐ Ron Regenscheid ☐

Dave Ubel ☐

2ND

David Hermanson ☐ **Chair**
David Wendinger ☒ **Vice Chair**

Marie Dranttel ☐ **Commissioner**

Terry Morrow ☐ **Commissioner, Alternate**

Justin Laven ☐ Ron Regenscheid ☐

Dave Ubel ☐

VOTE TO ADOPT FINDINGS OF FACT

PASS ☒

FAIL ☐

VOTE: 5-0

APPLICANT: BRIAN MOCK

FILE: PLN21-23

DESCRIPTION: AFTER-THE-FACT CONDITIONAL USE PERMIT FOR A LEVEL 2 HOME OCCUPATION SOUND AND LIGHTING BUSINESS

APPLICANT COMMENT

Brian Mock was present. Mock asked for clarification on conditions #10 and #11. Hammel explained that any time businesses have employees or are open to the public, review by a design professional is required per the Department of Labor and Industry.

PUBLIC COMMENT

None.

PUBLIC TESTIMONY

None.

MOTION

APPROVE WITH CONDITIONS ☒

DENY ☐

1STDavid Hermanson ☐
ChairDavid Wendinger ☐
Vice ChairMarie Dranttel ☐ **Commissioner**Terry Morrow ☐ **Commissioner, Alternate**Justin Laven ☒Ron Regenscheid ☐Dave Ubel ☐2NDDavid Hermanson ☐
ChairDavid Wendinger ☒
Vice ChairMarie Dranttel ☐ **Commissioner**Terry Morrow ☐ **Commissioner, Alternate**Justin Laven ☐Ron Regenscheid ☐Dave Ubel ☐**COMMISSIONER DISCUSSION**

Laven stated the county does not have someone to review new homes for building code and asked why it was required in this case. Dranttel noted the difference between commercial and residential development. Laven said he felt hog barns were commercial and no one inspects them. Hammel noted there was an exemption for ag structures. Landkamer stated the county follows the direction of the Department of Labor and Industry standards. Hammel noted the conditions are the same as those attached to previous home occupation permits.

VOTE TO APPROVE REQUESTPASS ☒FAIL ☐

VOTE: 5-0

MOTION TO ADOPT FINDINGS OF FACT1STDavid Hermanson ☐
ChairDavid Wendinger ☒
Vice ChairMarie Dranttel ☐ **Commissioner**Terry Morrow ☐ **Commissioner, Alternate**Justin Laven ☐Ron Regenscheid ☐Dave Ubel ☐2NDDavid Hermanson ☐
ChairDavid Wendinger ☐
Vice ChairMarie Dranttel ☐ **Commissioner**Terry Morrow ☐ **Commissioner, Alternate**Justin Laven ☒Ron Regenscheid ☐Dave Ubel ☐**VOTE TO ADOPT FINDINGS OF FACT**PASS ☒FAIL ☐

VOTE: 5-0

OTHER:**OLD BUSINESS**

None.

OTHER BUSINESS

None.

REVIEW OF PERMITS

None.

COMMUNICATIONS

None

MOTION TO ADJOURN

8:53 P.M.

1STDavid Hermanson ☐
ChairDavid Wendinger ☐
Vice ChairMarie Dranttel ☐ **Commissioner**Terry Morrow ☐ **Commissioner, Alternate**Justin Laven ☐Ron Regenscheid ☒Dave Ubel ☐2NDDavid Hermanson ☐
ChairDavid Wendinger ☒
Vice ChairMarie Dranttel ☐ **Commissioner**Terry Morrow ☐ **Commissioner, Alternate**Justin Laven ☐Ron Regenscheid ☐Dave Ubel ☐**VOTE TO ADJOURN**PASS ☒FAIL ☐

VOTE: 5-0

DAVID HERMANSON,
CHAIR*David Hermanson*

DATE

11-15-2021

MANDY LANDKAMER,
COUNTY ADMINISTRATOR*Mandy Landkamer*

DATE

11-15-2021

Nicollet County Planning and Zoning Advisory Commission



December 20, 2021

**The meeting will begin following the adjournment of the
Nicollet County Board of Adjustment and Appeals Meeting**

Doors Open at 6:45 PM

County Board Room, Nicollet County Government Center, 501 South Minnesota Avenue, Saint Peter MN 56082

Copies of the meeting agenda and packet are available on the Nicollet County website at:

<https://mn-nicolletcounty.civicplus.com/AgendaCenter>

Questions or comments regarding the meeting can be directed to Mandy Landkamer, Property Services Director, at 507-934-7074, or mandy.landkamer@co.nicollet.mn.us.

-
1. Call to Order
 2. Roll Call
 3. Review of Cancellations and Additions
 4. Approval of Minutes: June 21, 2021
 5. Public Appearances
 6. **PUBLIC HEARING PLN 21-39**
Applicant/Owner: Herbert Chilman
Request: Three-year review of mineral extraction permit
Location: Part of the West ½ of the Southwest ¼ of Section 5-110-26 in Traverse Township
Parcel Number: 12.105.0610
 7. Review Permits
 8. Old Business
 9. Other Business
 10. Communications: *County Board meets January 4, 2022*
 11. Adjourn

Mission Statement

Providing efficient services
with innovation and
accountability.

Leadership. Efficiency. Accountability.
Innovation. Integrity.

www.co.nicollet.mn.us

Vision Statement

Setting the standard for providing superior
and efficient county government services
through leadership, accountability and
innovation to a growing and diverse society.



Planning & Zoning Advisory Commission

MINUTES

DECEMBER 20, 2021

7:00 PM

NICOLLET COUNTY
GOVERNMENT CENTER

BOARD MEMBERS	David Hermanson ☒ Chair	David Wendinger ☒ Vice Chair	Marie Dranttel ☐ Commissioner
	Justin Laven ☒	Ron Regenscheid ☒	Terry Morrow ☐ Commissioner, Alternate
ABSENT EXCUSED	David Hermanson ☐ Chair	David Wendinger ☐ Vice Chair	Marie Dranttel ☒ Commissioner
	Justin Laven ☐	Ron Regenscheid ☐	Terry Morrow ☐ Commissioner, Alternate
ABSENT	David Hermanson ☐ Chair	David Wendinger ☐ Vice Chair	Marie Dranttel ☐ Commissioner
	Justin Laven ☐	Ron Regenscheid ☐	Terry Morrow ☐ Commissioner, Alternate
STAFF PRESENT	County Administrator Mandy Landkamer ☒		
	Assistant County Attorney Megan E. Gaudette Coryell ☒		
	Property Services Manager, Pete Otterness		
	Other Staff ☐		

REVIEW OF CANCELLATIONS & ADDITIONS		None	
MOTION TO APPROVE MINUTES OF JUNE 21, 2021		APPROVE ☒	APPROVE WITH REVISIONS ☐
1ST	David Hermanson ☐ Chair	David Wendinger ☒ Vice Chair	Marie Dranttel ☐ Commissioner
	Justin Laven ☐	Ron Regenscheid ☐	Terry Morrow ☐ Commissioner, Alternate
2ND	David Hermanson ☐ Chair	David Wendinger ☐ Vice Chair	Marie Dranttel ☐ Commissioner
	Justin Laven ☐	Ron Regenscheid ☐	Terry Morrow ☐ Commissioner, Alternate
VOTE TO APPROVE MINUTES		PASS ☒	FAIL ☐ VOTE:5-0
PUBLIC APPEARANCES	None		

PUBLIC HEARINGS:

HERBERT CHILMAN

PLN21-39

THREE-YEAR REVIEW OF MINERAL EXTRACTION PERMIT

APPLICANT COMMENT	Fred Miller appeared on Herb Chilman's behalf		
PUBLIC COMMENT	None		
PUBLIC TESTIMONY	None		
PUBLIC PARTICIPATION	None		
MOTION	APPROVE WITH CONDITIONS ☒		DENY ☐
1ST	David Hermanson ☐ Chair	David Wendinger ☐ Vice Chair	Marie Dranttel ☐ Commissioner Terry Morrow ☐ Commissioner, Alternate
	Justin Laven ☐	Ron Regenscheid ☐	Dave Ubel ☐
2ND	David Hermanson ☐ Chair	David Wendinger ☐ Vice Chair	Marie Dranttel ☐ Commissioner Terry Morrow ☐ Commissioner, Alternate
	Justin Laven ☐	Ron Regenscheid ☐	Dave Ubel ☐
COMMISSIONER DISCUSSION	PC Regenscheid inquired about future plans for the pit. Mr. Miller responded that a couple of contractors have inquired although the access is narrow and could not accommodate a semi entering or exiting the site.		
VOTE TO APPROVE REQUEST	PASS ☒	FAIL ☐	VOTE: 5-0
FINDINGS OF FACT			
MOTION TO ADOPT FINDINGS			
1ST	David Hermanson ☐ Chair	David Wendinger ☐ Vice Chair	Marie Dranttel ☐ Commissioner Terry Morrow ☐ Commissioner, Alternate
	Justin Laven ☒	Ron Regenscheid ☐	Dave Ubel ☐
2ND	David Hermanson ☐ Chair	David Wendinger ☒ Vice Chair	Marie Dranttel ☐ Commissioner Terry Morrow ☐ Commissioner, Alternate
	Justin Laven ☐	Ron Regenscheid ☐	Dave Ubel ☐
VOTE TO ADOPT FINDINGS	PASS ☒	FAIL ☐	VOTE: 5-0

OTHER:

OLD BUSINESS	None.		
OTHER BUSINESS	Administrator congratulated David Wendinger for reaching his maximum term limits and thanked him for his service over the last 9 years. Landkamer also thanked Ron Regenscheid for his service over the last two years. Mr. Regenscheid's resigned his position, effective following the adjournment of the meeting.		
REVIEW OF PERMITS	The permits for November were reviewed.		
COMMUNICATIONS	None.		
MOTION TO ADJOURN			
1ST	David Hermanson ☐ Chair	David Wendinger ☒ Vice Chair	Marie Dranttel ☐ Commissioner Terry Morrow ☐ Commissioner, Alternate
	Justin Laven ☐	Ron Regenscheid ☐	Dave Ubel ☐
2ND	David Hermanson ☐ Chair	David Wendinger ☐ Vice Chair	Marie Dranttel ☐ Commissioner Terry Morrow ☐ Commissioner, Alternate
	Justin Laven ☒	Ron Regenscheid ☐	Dave Ubel ☐

DAVID HERMANSON,
CHAIR

DATE

MANDY LANDKAMER,
COUNTY
ADMINISTRATOR

DATE

CONDITIONAL USE PERMIT

**THREE-YEAR REVIEW OF
MINERAL EXTRACTION PERMIT**

HERBERT CHILMAN

PLN21-39

**NICOLLET COUNTY
PLANNING & ZONING ADVISORY COMMISSION**

SUBJECT:	Conditional Use Permit, PLN21-39
APPLICANT/ PROPERTY OWNER:	Herbert Chilman
LOCATION:	Part of the W1/2 of the SW1/4, Section 5-110-26, Traverse Township
PARCEL:	12.105.0610
EXISTING ZONING:	Agricultural Preservation
HEARING DATE:	December 20, 2021
COUNTY BOARD:	January 4, 2022

REQUEST

The applicant has submitted a request for a three-year review of a conditional use permit for mineral extraction – the mining, crushing, and stockpiling of gravel.

EXISTING LAND USE

The site contains 113.49 acres. The property contains the existing mining area, a reclaimed mining area, cropland, and woodland. Most of the site is zoned Agricultural Preservation. The northern portion of the site is bluffland, which is zoned Conservancy. Mining is a conditional use in both the Agricultural Preservation and Conservancy districts.

SURROUNDING LAND USE

The site is located approximately one-quarter of a mile west of the City of Saint Peter on the east side of State Highway 22. The surrounding land uses are a mix of natural environment, agricultural, and municipal. Rogers, or Robarts, Creek is located roughly 600 feet north of the property.

PROJECT DESCRIPTION

The gravel pit was originally permitted in October of 1988. The original permit was for a 100 acre mine. At that time, 40 acres of the site had been mined over a period of about 100 years. Thirty-eight acres of the 40 acre area have been naturally reclaimed. This leaves an actively mined/not-yet-reclaimed area of two acres. The remaining 60 acres of the originally permitted 100 acres may be mined in the future per County standards.

The operation is an open pit gravel mine. However, no mining activity has occurred onsite for approximately 33 years.

Access:

The site has a direct existing access onto Minnesota Trunk Highway 22. In 1988, the Minnesota Department of Transportation (MNDOT) requested the relocation of the access onto Highway 22. The relocated access is intended to improve sight distances and reduce the existing skewed approach. The original permit and all subsequent permits have included a condition that the relocated access be installed and the existing access abandoned prior to any mined materials being removed from the site.

Appearance:

The gravel pit is generally not visible from Highway 22 at this time.

Blasting:

No blasting will occur at the site.

Bond:

Per Section 725.2(4.B) of the Nicollet County Zoning Ordinance, a bond in the amount of at least \$5,000 per actively mined and not yet reclaimed acres shall be valid for a period of not less than one year beyond the expiration date of the permit. However, the operation is considered preexisting and no changes to the operation are being proposed. As such, the bond amount will remain at \$2,500 per acre, for a total bond amount of \$5,000. The applicant presently has a \$5,000 letter of credit in place with Woodforest National Bank.

Dust, Noise, and Odor Control:

When necessary, roads would be treated with water to control dust.

Hours of Operation:

The operation would adhere to the standard operating hours of 7AM to 7PM. Deviation from this standard is allowed for emergencies and equipment repair. Any such deviation requires notification be made to Nicollet County Property Services.

Reclamation Plan:

An End Use Plan is on file with Environmental Services. The intent is for the site to be naturally reclaimed for wildlife habitat.

Water:

Stormwater collects in the bottom of the mine and is allowed to filter naturally into the ground.

Waste Disposal:

No hazardous substances, such as engine oil, hydraulic oil, anti-freeze, or other maintenance fluids, would be stored onsite. All garbage would be removed on a daily basis.

- The area surrounding the mine is predominantly agricultural.
 - Within approximately one mile of the site, there are five other mines.
- 5. The requested use is consistent with the Nicollet County Land Use Ordinances.**
- It meets the applicable standards and requirements found in Sections 602 and 724 of the Zoning Ordinance for mining operations in the Agricultural Preservation zoning district.
- 6. The requested use is not in conflict with the Nicollet County Comprehensive Plan.**
- The comprehensive plan states mineral extraction provides vital jobs for residents and revenue for local businesses.
- 7. The requested use will not create an unreasonably adverse effect because of noise, odor, glare, or general unsightliness, for nearby property owners.**
- No blasting will occur onsite.
 - The applicant will apply water to control dust.
 - The operation appears to be typical for mines within the county.
- 8. The requested use is reasonably related to the existing land use and environment.**
- There are five other mines within one mile of the site.
 - The mine is within a predominantly agricultural area.
- 9. There are no apparent unreasonable health risks posed to neighbors or the public in general.**
- The operation appears to be typical for mines within the county.
 - The proposal meets the applicable county and state standards for mining operations.
 - The applicant is required to obtain a National Pollutant Discharge Elimination System permit from the Minnesota Pollution Control Agency.
- 10. The requested use will/will not have an adverse effect upon public health, safety and welfare due to the following other factors:**
- The request is proposed to meet the mining standards, with no apparent adverse effects to the public health, safety, and welfare.

RECOMMENDATIONS

Staff recommends that if the conditional use permit for applicant and property owner Herbert Chilman is recommended for approval, the following conditions be attached:

1. The applicant undertakes the project according to the plans and specifications submitted to the county with the application.
2. The permit will be periodically reviewed by the county to assure compliance with the permit and permit conditions.
3. The county may enter onto the premises at reasonable times and in a reasonable manner to insure the permit holder is in compliance with the conditions and all other applicable statutes, rules, and ordinances.
4. The conditional use permit to mine, crush, and stockpile gravel shall be reviewed in December 2024.
5. Any acreage increase in the active mining area will require the applicant to submit an additional or amended letter of credit covering the amount of actively mined acres in excess of 2 acres.
6. The applicant shall relocate the existing Trunk Highway 22 site access to directly across from 410th Street prior to the removal of any mined material. The applicant must have MNDOT approval prior to access relocation.
7. Any solid waste deposited at the site shall be promptly removed from the subject property and properly disposed.
8. The applicant shall maintain the existing gate at the site entrance to help prevent accumulation of solid waste.

Parcel No: 12.105.0610

Map No: 1405300010

MINNESOTA POLLUTION CONTROL AGENCY STANDARDS

In order to operate, the applicant is required to have a National Pollutant Discharge Elimination System permit from the Minnesota Pollution Control Agency. Verification the applicant has a valid NPDES permit must be submitted to Property Services prior to commencement of mineral extraction activities on the property.

NEIGHBOR NOTIFICATION

Property owners were notified of the request per the standards of Section 505 of the Zoning Ordinance and Minnesota State Statute 394.26.

REVIEW

An aerial review was completed by staff. The granting of a conditional use permit from Sections 603 and 724 of the Zoning Ordinance would seem to meet the necessary requirements set forth in Section 505.1 "Criteria for Granting Conditional Use Permits".

CONDITIONAL USE PERMIT CRITERIA

- 1. Given the nature of the land, the requested use is compatible with the general welfare, public health and safety.**
 - The operation meets the applicable standards of the Zoning Ordinance for mines in the Agricultural Preservation zoning district.
 - The operation must meet the applicable Minnesota Pollution Control Agency standards for mines.
- 2. The requested use will not create an unreasonably excessive burden on the existing roads or utilities.**
 - The proposal appears to be typical of mining operations within the County.
 - The size and function of the facility is not unreasonable for the location.
- 3. The requested use is compatible with the surrounding area and will not significantly depreciate nearby properties.**
 - There are five other mines within approximately one mile of the site.
 - The mine is within a predominantly agricultural area.
- 4. The structure and the use shall have an appearance that will not have an unreasonably adverse effect on nearby properties.**
 - The operation appears to be typical for mines within the county.

Applicant/Property Owner: Herbert Chilman

PLN21-39

ATTACHMENT A – Application

ATTACHMENT B – Location Map

ATTACHMENT C – Site Aerial

ATTACHMENT D – Mining Checklist

ATTACHMENT E – Map A – Existing Conditions

ATTACHMENT F – Map B – Proposed Conditions

ATTACHMENT G – Map C – End Use Plan

ATTACHMENT H – Neighbor Notification List

ATTACHMENT I – Criteria for Conditional Use Permit



PROPERTY SERVICES DIVISION
501 SOUTH MINNESOTA AVENUE, SAINT PETER MN 56082
507-934-7070

PLANNING & ZONING ADVISORY COMMISSION
APPLICATION

Total Fees: \$446.00

Map#: 1405300010

Parcel#:

Permit#: PLN21-00039

Date: October 28, 2021

Applicant: Herbert Chilman, , 7907 Roos Road, Houston MN 77036

Phone: 713-771-4972

Owner: Herbert Chilman, 7907 Roos Road, Houston MN 77036

Property Address: 40553 State Hwy 22, St Peter MN 56082

Abbreviated Legal Description:

Township: Traverse

Record Type: Conditional Use

Category: Mineral Extraction

Project Description: Three-year review of conditional use permit for mineral extraction

Planning Commission Hearing Date: 12/20/2021

Board of Commissioners Date: 01/04/2022

See Mineral Checklist

APPLICANT SIGNATURE

DATE

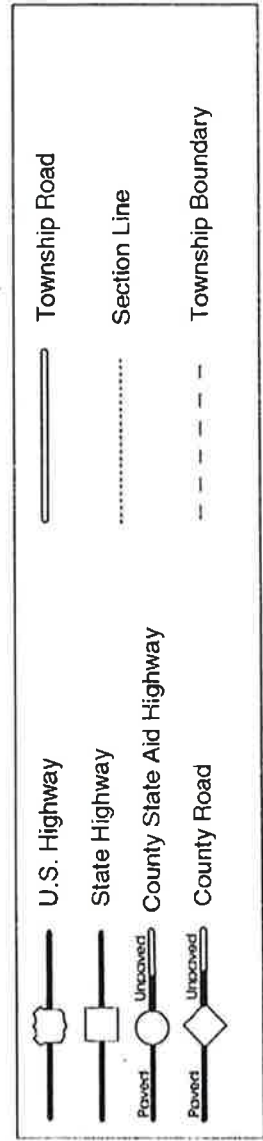
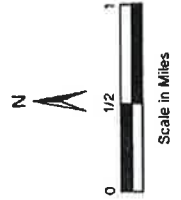
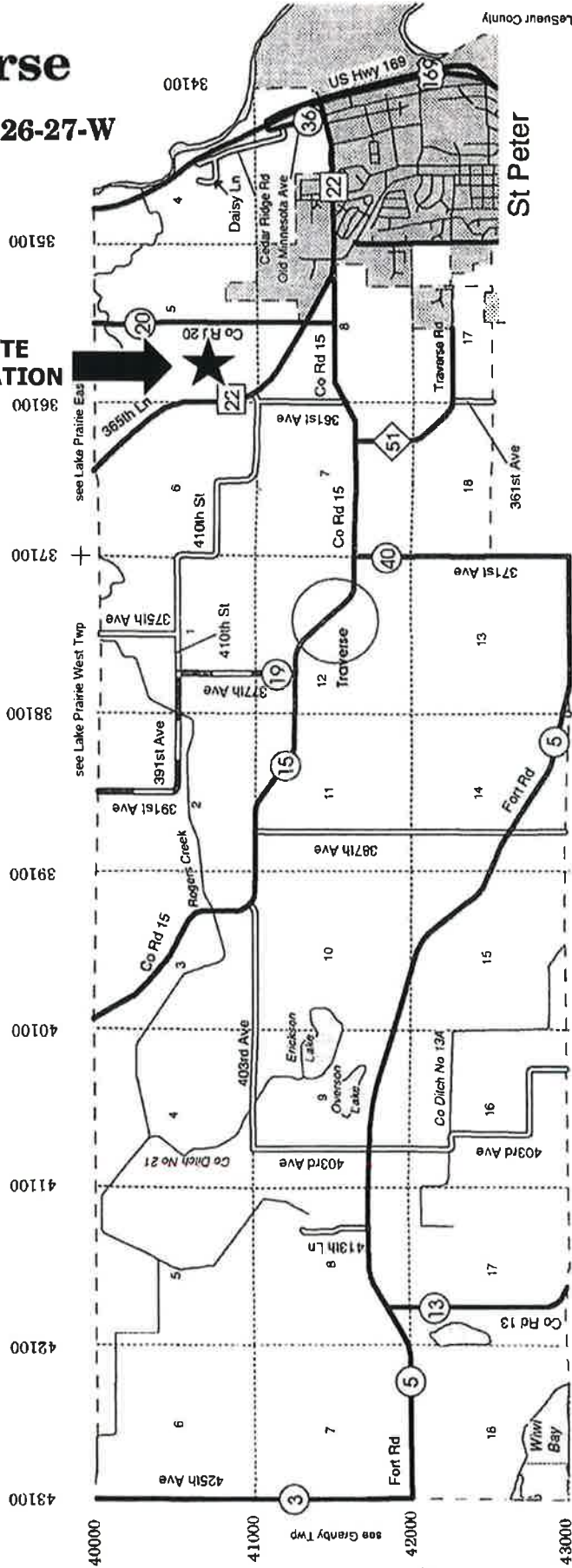
Attachment A
Application

 **COPY**

Traverse

T-110-N R-26-27-W

**SITE
LOCATION**



Attachment B
Location Map



Gravel Pit

N

Disclaimer: The information herein is intended to be a true representation of available records. However, there is no guarantee to the user as to the accuracy, suitability, or reliability of this data for any purpose. Property Services division of Nicollet County assumes no responsibility for actual or consequential damage incurred as a result of any user's reliance on this data.

Attachment C
Aerial



MINERAL EXTRACTION CHECKLIST

The following information is required to be provided for a conditional use permit application. Additional information may be required, as determined necessary by the Zoning Administrator and per Section 724 of the Zoning Ordinance.

NUMBER OF ACRES AS FOLLOWS:

2 Acres being mined or used for mining purposes (stockpiles, equipment storage, haul roads, etc).

See MAP Acres permitted and remaining to be mined in future phases.

See MAP Acres where land reclamation has occurred.

See MAP Acres not permitted to be mined (non-mining related acres).

113.49 Total acreage of property.

RECEIVED

OCT 12 2021

Nicollet County Admin

TONNAGE OF MATERIAL REMOVED:

0 Tons of material removed from site over the past three (3) years, or since last permit renewal date.

Include a copy of the renewed **BOND** or **LETTER OF CREDIT** for the site. Continuation letters must to be sent to the Property Services Office on years when the permit is not scheduled for renewal.

PLEASE PRINT:

Property Owner: HERB CHILMAN

Owner's Address: 7907 ROSS RD, HOUSTON, TX 77036
MAILING ADDRESS: 1759 DES JARDINES ST HOUSTON TX 77023

Contractor working the site: NONE

Contractor's address: _____

Contractor's phone number: _____

Date: 10-1-2021

Applicant (Landowner or Contractor) Signature: Herb Chilman

Parcel No. 12-105-0610

Map No. 14-05-300-010

Revised 11-29-18 JH

Attachment D
Mineral Extraction Checklist

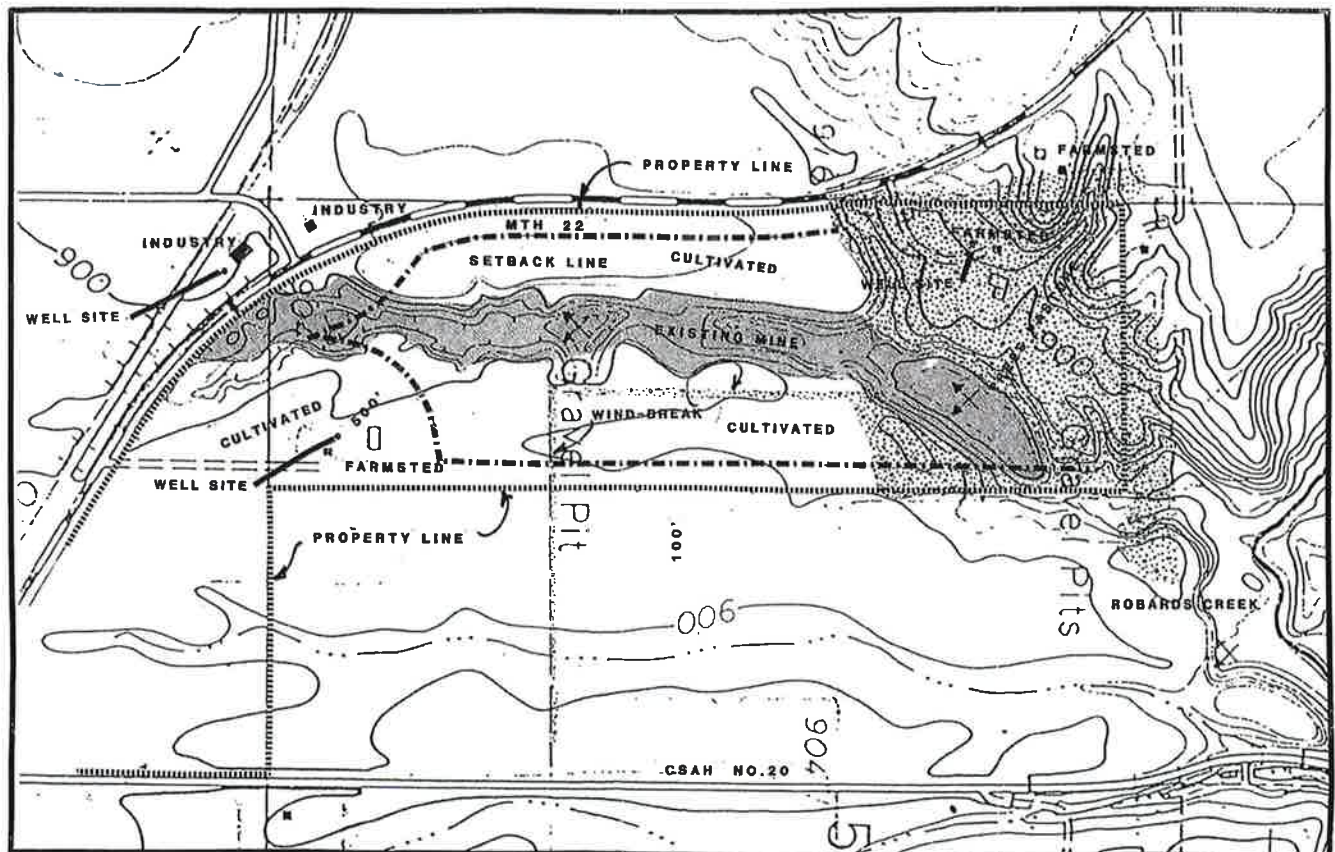
Mission Statement

Providing efficient services
with innovation and accountability.

**Leadership. Efficiency.
Accountability. Innovation.
Integrity.**

Vision Statement

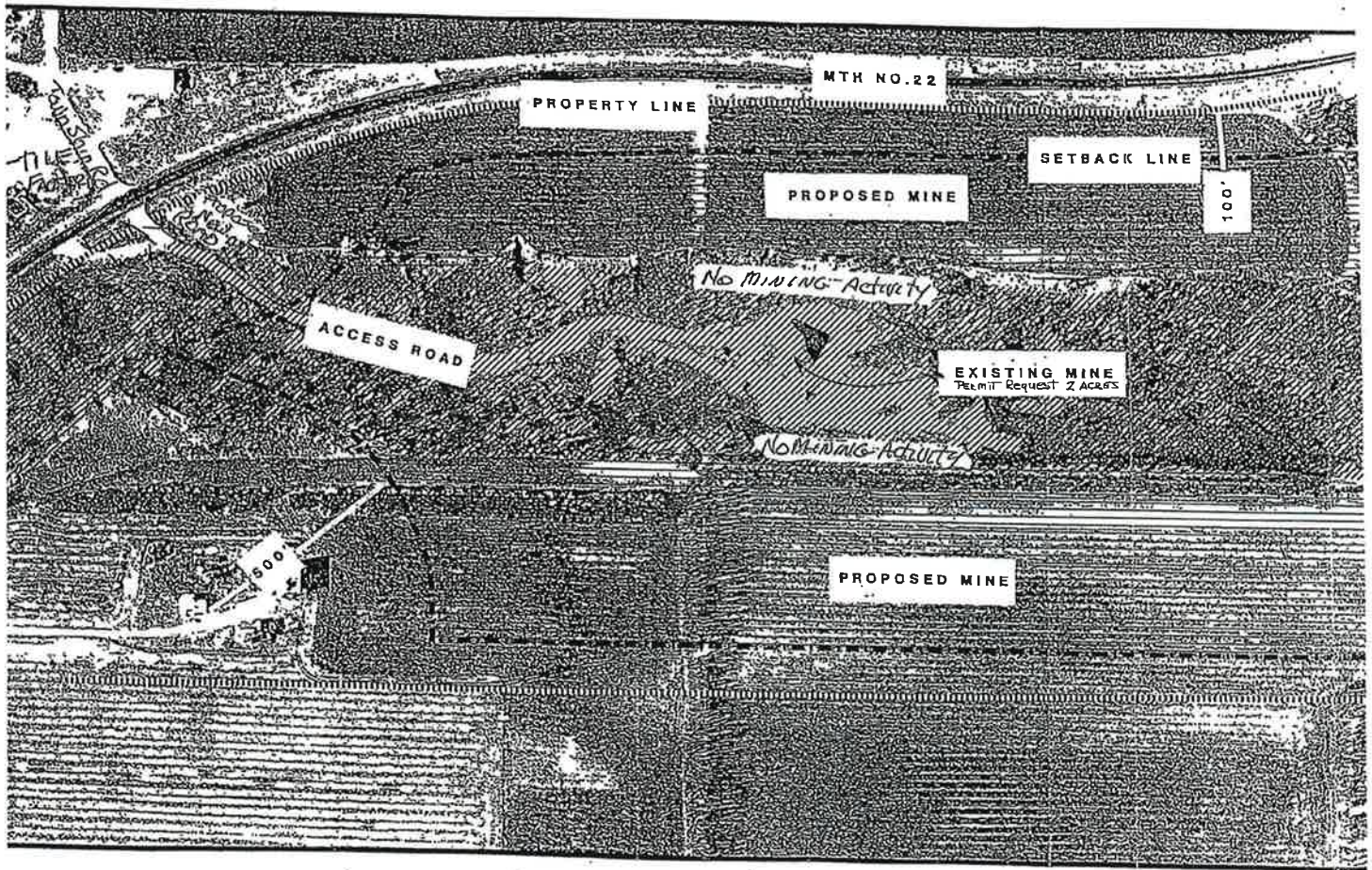
Setting the standard for providing superior and
efficient county government services through
leadership, accountability and innovation to a
growing and diverse society.



20' CONTOUR INTERVAL SCALE-1"=400' MAP A
EXISTING CONDITIONS

Attachment E
Map A - Existing Conditions

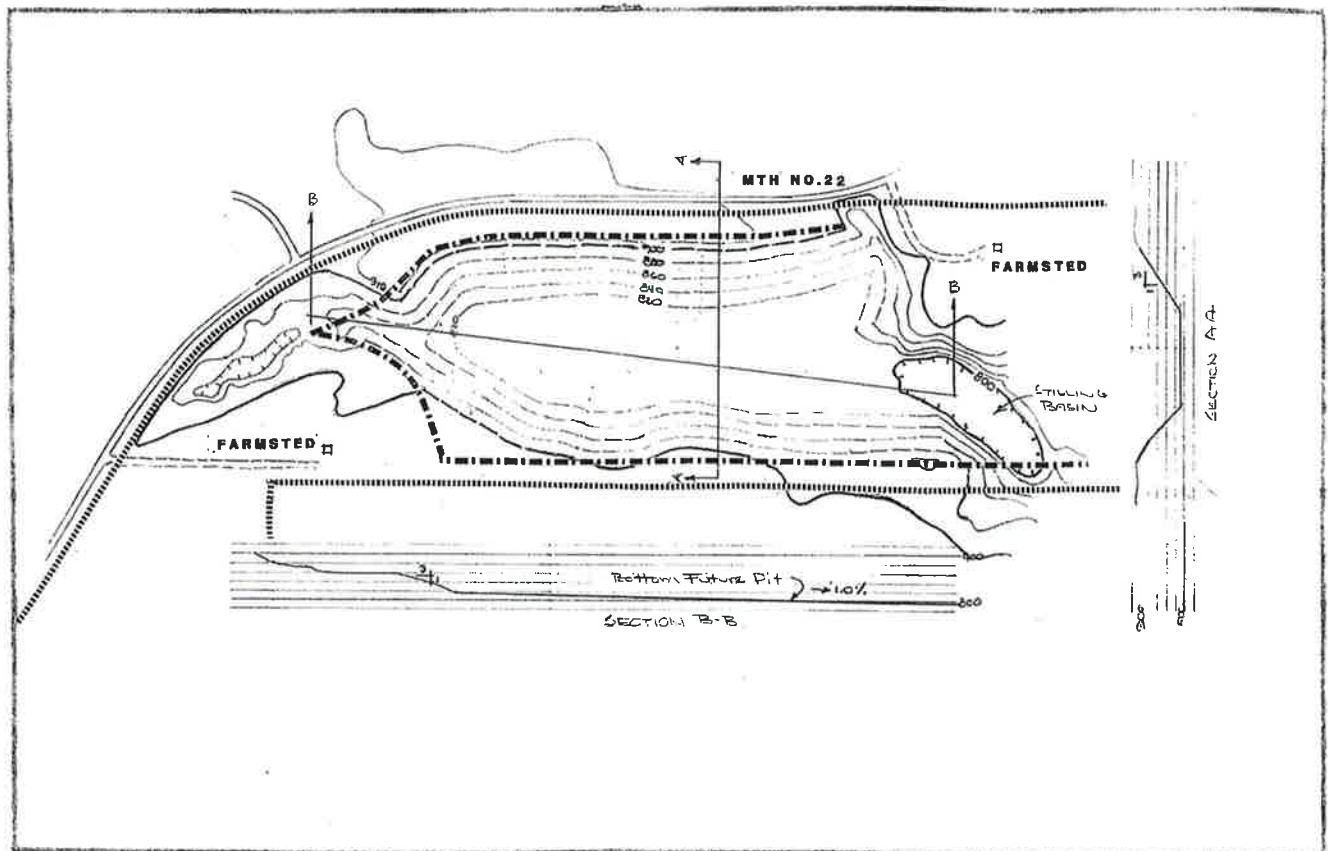
MAP #1



SCALE-1"=200'

MAP B
PROPOSED OP.

Attachment F
Map B - Proposed Conditions



20' CONTOUR INTERVAL SCALE-1":400'

MAP C
END USE PLAN

Attachment G
Map C - End Use Plan



**NICOLLET COUNTY PLANNING AND ZONING ADVISORY COMMISSION
CRITERIA FOR GRANTING A CONDITIONAL USE PERMIT**

Name of Applicant/ Herbert Chilman
Property Owner: Herbert Chilman

Date: December 20, 2021

File #: PLN21-39

Use Requested: Three-year review of conditional use permit for mineral extraction

FINDINGS OF FACT

Authority for issuance of conditional use permits is derived from Minnesota State Statute §394.301 and Nicollet County Zoning Ordinance, Section 505. The conditional use must maintain the health, safety, morals, and general welfare of the community.

1. Given the nature of the land, the requested use is compatible with the general welfare, public health and safety.

	YES	NO	ABSTAINED	ABSENT	WHY:
David Hermanson	☒	☐	☐	☐	The operation meets the applicable standards and setbacks of the Zoning Ordinance for mines.
David Wendinger	☒	☐	☐	☐	
Justin Laven	☒	☐	☐	☐	
Marie Dranttel	☐	☐	☐	☒	
Ron Regenscheid	☒	☐	☐	☐	
Dave Ubel	☒	☐	☐	☐	

2. The requested use will not create an unreasonably excessive burden on the existing roads or utilities.

	YES	NO	ABSTAINED	ABSENT	WHY:
David Hermanson	☒	☐	☐	☐	The size of the facility is not unreasonable for the current infrastructure. As operated, this is a typical mine within the county.
David Wendinger	☒	☐	☐	☐	
Justin Laven	☒	☐	☐	☐	
Marie Dranttel	☐	☐	☐	☒	
Ron Regenscheid	☒	☐	☐	☐	
Dave Ubel	☒	☐	☐	☐	

3. The requested use is compatible with the surrounding area and will not significantly depreciate nearby properties.

	YES	NO	ABSTAINED	ABSENT	WHY:
David Hermanson	☒	☐	☐	☐	There are five other mines within one mile of the current site.
David Wendinger	☒	☐	☐	☐	
Justin Laven	☒	☐	☐	☐	
Marie Dranttel	☐	☐	☐	☒	
Ron Regenscheid	☒	☐	☐	☐	
Dave Ubel	☒	☐	☐	☐	

4. The structure and the use shall have an appearance that will not have an unreasonably adverse effect on nearby properties.

	YES	NO	ABSTAINED	ABSENT
David Hermanson	☒	☐	☐	☐
David Wendinger	☒	☐	☐	☐
Justin Laven	☒	☐	☐	☐
Marie Dranttel	☐	☐	☐	☒
Ron Regenscheid	☒	☐	☐	☐
Dave Ubel	☒	☐	☐	☐

WHY:

The gravel pit is generally not visible from Hwy 22 at this time. The pit meets the minimum lot size for the Conservancy District and is considered a typical mine in the county.

5. The requested use is consistent with the Nicollet County Land Use Ordinances.

	YES	NO	ABSTAINED	ABSENT
David Hermanson	☒	☐	☐	☐
David Wendinger	☒	☐	☐	☐
Justin Laven	☒	☐	☐	☐
Marie Dranttel	☐	☐	☐	☒
Ron Regenscheid	☒	☐	☐	☐
Dave Ubel	☒	☐	☐	☐

WHY:

The request meets all standards in section 602 and 724 of the Zoning Ordinance.

6. The requested use is not in conflict with the Nicollet County Comprehensive Plan.

	YES	NO	ABSTAINED	ABSENT
David Hermanson	☒	☐	☐	☐
David Wendinger	☒	☐	☐	☐
Justin Laven	☒	☐	☐	☐
Marie Dranttel	☐	☐	☐	☒
Ron Regenscheid	☒	☐	☐	☐
Dave Ubel	☒	☐	☐	☐

WHY:

The request will provide vital jobs, revenue, and tax base for the county.

7. The requested use will not create an unreasonably adverse effect because of noise, odor, glare, or general unsightliness, for nearby property owners.

	YES	NO	ABSTAINED	ABSENT
David Hermanson	☒	☐	☐	☐
David Wendinger	☒	☐	☐	☐
Justin Laven	☒	☐	☐	☐
Marie Dranttel	☐	☐	☐	☒
Ron Regenscheid	☒	☐	☐	☐
Dave Ubel	☒	☐	☐	☐

WHY:

The mine does not require blasting on site to remove materials. Water will be utilized to address dust control if needed.

8. The requested use is reasonably related to the existing land use and environment.

	YES	NO	ABSTAINED	ABSENT	WHY:
David Hermanson	☒	☐	☐	☐	There are five other mines within one mile of the site and the area is predominantly agricultural in nature.
David Wendinger	☒	☐	☐	☐	
Justin Laven	☒	☐	☐	☐	
Marie Dranttel	☐	☐	☐	☒	
Ron Regenscheid	☒	☐	☐	☐	
Dave Ubel	☒	☐	☐	☐	

9. There are no apparent unreasonable health risks posed to neighbors or the public in general.

	YES	NO	ABSTAINED	ABSENT	WHY:
David Hermanson	☒	☐	☐	☐	The applicant is required to obtain a NPDES permit from the MPCA for operation of the mine and related mining activities. The mine meets the applicable county and state standards for operation.
David Wendinger	☒	☐	☐	☐	
Justin Laven	☒	☐	☐	☐	
Marie Dranttel	☐	☐	☐	☒	
Ron Regenscheid	☒	☐	☐	☐	
Dave Ubel	☒	☐	☐	☐	

10. The requested use will/will not (Circle One) have an adverse effect upon public health, safety and welfare due to the following other factors:

	YES	NO	ABSTAINED	ABSENT	WHY:
David Hermanson	☒	☐	☐	☐	Will not – There are no apparent adverse effects to the public health, safety, and welfare of the general public.
David Wendinger	☒	☐	☐	☐	
Justin Laven	☒	☐	☐	☐	
Marie Dranttel	☐	☐	☐	☒	
Ron Regenscheid	☒	☐	☐	☐	
Dave Ubel	☒	☐	☐	☐	

SPECIAL CONDITIONS ARE LISTED ON THE RECORDED CONDITIONAL USE PERMIT AND IN THE RECORD

THE NICOLLET COUNTY PLANNING AND ZONING ADVISORY COMMISSION:

(☒ APPROVES) (☐ DENIES)

THE REQUESTED CONDITIONAL USE PERMIT

This decision is based on:

- ☒ Application
- ☒ Staff Report
- ☒ Pictures
- ☒ Information received at public hearing

Viewed by Members of Board:

- ☐ Hermanson
- ☐ Wendinger
- ☐ Laven
- ☐ Dranttel
- ☐ Regenscheid
- ☐ Ubel

Facts supporting the answer to each question above are hereby certified as the Findings of the Nicollet County Planning and Zoning Advisory Commission.

Date: _____ Chair: _____

Traverse Township Clerk
Helen Wenner
41416 403rd Avenue
St Peter, MN 56082

City of St Peter
Russ Wille
227 South Front Street
St. Peter, MN 56082

MILLER DENNIS M & JULIE L
36526 410TH ST
SAINT PETER MN 56082

OLMANSON BARBARA F
40497 COUNTY RD 20
SAINT PETER MN 56082

ANGIES INVESTMENTS LLC
41030 361ST AVE
SAINT PETER MN 56082

VANHECKE JONES R
40306 STATE HIGHWAY 22
SAINT PETER MN 56082

SODERLUND WILLIAM A JR & BETH A
40293 STATE HWY 22
PO BOX 492
SAINT PETER MN 56082

TROCKE PETER J & WANDA A
40301 STATE HIGHWAY 22
SAINT PETER MN 56082

TIMMERMAN WALTER J & CONNIE J
40392 STATE HIGHWAY 22
SAINT PETER MN 56082

MILLER GARY A & JOANN L
40415 STATE HWY 22
SAINT PETER MN 56082

CONLON JAMES A & KATHRYN A
CONLON FAMILY IRREVOCABLE TRUST
40297 STATE HIGHWAY 22
SAINT PETER MN 56082

SELY FRANKLIN P
40557 STATE HIGHWAY 22
SAINT PETER MN 56082

CODY AND SONS INC
508 CHARFIELD LN
BELLE PLAINE MN 56011

CARLETON COMPANIES INC
15892 STATE HWY 22
GOOD THUNDER MN 56037

CHILMAN HERBERT S JR
1754 DES JARDINES
PO BOX 230172
HOUSTON TX 77023

KING KEVIN & DEBRA M
23527 COUNTY RD 40
NEVIS MN 56467

KOESTER VERNON H & GLORIA A
41301 STATE HIGHWAY 22
SAINT PETER MN 56082

WALTER WILLIS JOSEPH
40512 COUNTY RD 20
SAINT PETER MN 56082

MCCABE AMBROSE & SCHELLI
REVOCABLE TRUST
40497 COUNTY ROAD 20
SAINT PETER MN 56082

BAKKER BRADLEY W & KIMBERLY J
40535 COUNTY ROAD 20
SAINT PETER MN 56082

DRANTTEL MARIE
34697 DAISY LN
SAINT PETER MN 56082

GANSEN NICHOLAS J
40999 COUNTY RD 20
SAINT PETER MN 56082

FIERST RONALD C & NANCY A
40953 COUNTY ROAD 20
SAINT PETER MN 56082

GANSEN LEE A & JEAN R
40999 COUNTY ROAD 20
SAINT PETER MN 56082

WILLETTE MEGAN
41063 COUNTY ROAD 20
SAINT PETER MN 56082

12/8/2021 - 2:40 PM



Permit Form

RECORD ID	RECORD TYPE	DESCRIPTION	ADDRESS	OWNER NAME
BLD21-00253	Renewable Energy Permit	Installation of a Small Solar Energy System. Max capacity 38.5 KW(AC) Ground Mounted 168 collectors 5 inverters. See submitted attachments.	46454 370TH ST NICOLLET, MN 56074	ANTHONY PETER
BLD21-00254	Structure Permit	Construct a 80'x132' Pole Shed for farm storage	35389 575TH LN LAFAYETTE, MN 56054	PLATZ BRUCE R
BLD21-00255	SSTS Permit	Install 1500 gallon holding tank for RV	49619 443RD AVE N MANKATO, MN 56003	COX ADAM LEO
BLD21-00256	SSTS Permit	Replace septic system for a 4 bedroom house. New Tanks and New Mound soil treatment area. Old tank must be properly abandoned/	50464 506TH ST COURTLAND, MN 56021	HUFFER CAROLYN TRUST
BLD21-00257	Structure Permit	Construct a 700 sq foot open shed with fiberglass hoop style roof for personal storage, dirt floor.	60950 FORT RD NEW ULM, MN 56073	HILLESHEIM JEREMY R AND STACEY L HILLESHEIM
BLD21-00258	SSTS Permit	New Septic system for a new 4 bedroom house. Must be out of the floodplain elevation of 757'. Site only requires 1 septic location due to age of parcel	0	LEONARD DAVID C REVOCABLE TRUST
BLD21-00259	Sign Permit	Installation of temporary signage due to the HWY 14 construction. Sign will be mounted on stand alone posts. Sign must be removed within 45 days after the full closure of Hwy 14. Applicant must apply for new permanent sign if a sign is desired to be installed after the HWY 14 construction is complete.	45638 561ST AVE NEW ULM, MN 56073	MN VALLEY LUTH HIGH SCHOOL & ASSN
BLD21-00260	Structure Permit	After the Fact permit to construct a 5x16 house addition to the south, a 26x26 attached garage to the north of the existing garage and a 10x24 covered porch attached to the existing garage. Total of 996 Sq Ft of addition. Project cost \$137,100.00 Remodel of house to become a 4 bedroom house. New septic system installation required within 1 year of this permit issuance. Setbacks reduced by Variance PLN21-00032	62208 COUNTY ROAD 21 NEW ULM, MN 56073	GIESEKE PATRICK E & SHANA E GIESEKE
BLD21-00261	Structure Permit	Construct a new 18x24 detached shed for personal storage. Concrete Floor. No Plumbing, No heat at this time	50833 BIRCH BLUFF DR N MANKATO, MN 56003	DUEHLMAYER RONALD I & LORI J DUEHLMAYER

Nicollet County Board of Commissioners
Board Meeting Agenda Item



Agenda Item:

Consider Resolution to Apply for Funding for Help America Vote Grant

Primary Originating Division/Dept.: Public Services

Meeting Date: 01/25/2022

Contact: Jaci Kopet

Title: Public Services



Item Type:
(Select One) Regular Agenda

Amount of Time Requested 5 minutes

Presenter: Jaci Kopet

Title: Public Services



Attachments: ☒ Yes ☐ No

County Strategy:
(Select One) Financial Security - prudent use of taxpayer resources

BACKGROUND/JUSTIFICATION:

During its 2021 1st Special Session, the Minnesota Legislature, via Chapter 11, Article 1, Sec. 41, authorized the distribution of \$3 million from federal Help America Vote Act (HAVA) appropriations as grants to political subdivisions. Per statute, these funds must be used to "improve accessibility," "implement security improvements for elections systems," and/or for "funding other activities to improve the security of elections."

The county is qualified to receive \$20,000 flat-rate per county + \$.29 per Voting Age Population as captured by the 2020 U.S. Census. The HAVA Grants Program does not require counties to match any amount of funding to be eligible to receive a grant award amount.

Attached is a resolution for your consideration to allow Nicollet County to apply for these funds.

Supporting Documents: ☒ Attached ☐ In Signature Folder ☐ None

Prior Board Action Taken on this Agenda Item: ☒ Yes ☐ No

If "yes", when? (provide year; mm/dd/yy if known)

Approved by County Attorney's Office: ☐ Yes ☐ No ☒ N/A

ACTION REQUESTED:

Approval to apply for the election HAVA grant

FISCAL IMPACT: Other
(Select One)

If "Other", specify

FUNDING
County Dollars =

Grant
(Select One)

FTE IMPACT: No FTE change
(Select One)

If "Increase or "Decrease" specify:

Total

Related Financial/FTE Comments:

**NICOLLET COUNTY, MINNESOTA
RESOLUTION APPROVING NICOLLET COUNTY'S APPLICATION FOR FUNDING
FROM THE HELP AMERICA VOTE ACT (HAVA) GRANT**

WHEREAS, during Minnesota's 2021 1st Special Session, the MN Legislature, via Chapter 12, Article 1, Sec 41, directed the distribution of \$3 million from federal Help America Vote Act (HAVA) appropriations as grants to political subdivisions; and

WHEREAS, these funds must be used to improve accessibility to, implement security improvements for elections systems for, and/or fund other activities to improve the security of, federal elections and regularly scheduled state elections; and

WHEREAS, Nicollet County has taken cyber security very seriously in previous years by actively providing a framework for identification, detection, protection, response and recovery from threats; and

WHEREAS, the County will be committed to continue to invest in cyber security through collaboration and innovation to meet the challenges of the future; and

WHEREAS, Nicollet County shall initially be eligible for the maximum HAVA grant amount of \$20,000 flat rate per county plus \$.287 per Voting Age Population as captured by the 2020 U.S. Census; and

WHEREAS, to receive funding from the 2022 Help America Vote Act (HAVA) grant, counties must submit an application to the Minnesota Secretary of State before January 31, 2022;

NOW THEREFORE BE IT RESOLVED, Nicollet County approves its application for funding from the Help America Vote Grant; and

BE IT FURTHER RESOLVED, the County certifies that any funds awarded from the 2022 Help America Vote Act (HAVA) Grant will be used to improve accessibility to, implement security improvements for election systems and/or fund other activities to improve the security of federal and regularly scheduled state elections.

Adopted this 25th day of January 2022

NICOLLET COUNTY BOARD OF COMMISSIONERS

Marie Dranttel, Board Chair

ATTEST:

Mandy Landkamer, County Administrator

Nicollet County Board of Commissioners

Board Meeting Agenda Item



Agenda Item:

Grant (Subsidy) Contract with the State and Nicollet County

Primary Originating Division/Dept.: Community Corrections

Meeting Date: 01/25/2022

Contact: Rich Molitor

Title: Director

Item Type: Regular Agenda
(Select One)

Amount of Time Requested: 10 minutes

Presenter: Rich Molitor

Title: Director

Attachments: ☒ Yes ☐ No

County Strategy:
(Select One)

Programs and Services - deliver value-added quality services

BACKGROUND/JUSTIFICATION:

The State of Minnesota requires this grant contract for Community Corrections for the subsidy that is received from the state that is used as part of Community Correction's yearly budget. As part of the contract the state requires the completion of a Comprehensive Plan Report when a county initially becomes a Community Corrections Act County and then every 2 years after that.

Supporting Documents: ☒ Attached ☐ In Signature Folder ☐ None

Prior Board Action Taken on this Agenda Item: ☐ Yes ☒ No

If "yes", when? (provide year; mm/dd/yy if known)

Approved by County Attorney's Office: ☐ Yes ☐ No ☒ N/A

ACTION REQUESTED:

Approval and signing of the contract

FISCAL IMPACT: Included in current budget
(Select One)

If "Other", specify:

FUNDING
County Dollars =

State
(Select One)

FTE IMPACT: No FTE change
(Select One)

Total:

If "Increase or "Decrease," specify:

Related Financial/FTE Comments:

**STATE OF MINNESOTA
GRANT CONTRACT AGREEMENT**

This grant contract agreement is between the State of Minnesota, acting through its Commissioner of Corrections ("State") and **Nicollet County, 501 South Minnesota Avenue, St. Peter, MN 56082** ("Grantee"). State and Grantee may be referred to jointly as "Parties."

Recitals

1. Under Minnesota Statutes Chapter §401, §241.31 and Minnesota Rule Chapter §2905 the STATE is empowered to enter into this grant contract agreement.
2. The STATE is in need of support to provide community-based correctional supervision and programming as detailed in the Community Corrections Act.
3. The GRANTEE represents that it is duly qualified and agrees to perform all services described in this grant contract agreement to the satisfaction of the State. Pursuant to Minn.Stat. §16B.98, Subd.1, the Grantee agrees to minimize administrative costs as a condition of this grant contract agreement.

Grant Contract Agreement

1 Term of Grant Contract Agreement

- 1.1 Effective date:** Effective Date: January 1, 2022, or the date the State obtains all required signatures under Minn. Stat. § Minn. Stat. §16B.98, Subd. 5, whichever is later.
- 1.2 Expiration date:**
December 31, 2023, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 Survival of Terms**
The following clauses survive the expiration or cancellation of this grant contract agreement: 8. Liability; 9. State Audits; 10. Government Data Practices; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15 Data Disclosure.

2 Grantee's Duties

The Grantee, who is not a state employee, will:

Comply with required grants management policies and procedures set forth through Minn.Stat. §16B.97, Subd. 4 (a) (1). Grantee shall comply with Minn. Stat. §401.01 through §401.16 and Minn. Rule §2905.0100 through §2905.1200 and perform duties and submit deliverables as follows:

2.1 Comprehensive Plan:

- (a) Shall be furnished to the State every four (4) years; Commissioner of Corrections shall provide the format.
- (b) Deliver programs and services outlined in the Grantee's current Comprehensive Plan, which is attached and incorporated into this grant contract agreement as Exhibit A.

2.2 Interim Plan:

- (a) Shall be furnished during the years not requiring a full Comprehensive Plan; next Interim Plan due March 1, 2023.
- (b) Shall include a narrative describing any changes in services and/or programming, changes made to the strategic plan, and/or any problems or concerns Grantee is experiencing.
- (c) Must report on newly developed standardized outcomes.

2.3 Outcomes Reporting:

- (a) Shall furnish standardized outcome report by March 1st of each year and shall include outcomes from the subsequent calendar year including the year the next Comprehensive Plan is due.
- (b) Outcome Reporting period of July 1, 2022 – December 31, 2022, is due by March 1, 2023.

2.4 Training:

- (a) Grantee shall use a sum of no less than the equivalent of two percent (2%) of the total grant contract agreement to develop and implement training and educational programs. This requirement shall be achieved by the grantee's staff responsible for direct community supervision of clients attending a minimum of forty (40) hours of training each year, ten (10) hours of which must be dedicated to Evidence-Based Practices. Grantee may demonstrate the training requirement detailing training plans and requirements in the Comprehensive Plan.

3 Time

The Grantee must comply with all the time requirements described in this grant contract agreement. In the performance of this grant contract agreement, time is of the essence.

4 Consideration and Payment**4.1 Consideration.**

- (a) The State will pay the Grantee monthly for all services performed under this grant contract agreement as outlined in the Two-year Budget, which is attached and incorporated into this grant contract agreement as Exhibit B. Grantee will be compensated as follows:

(b) Compensation

The Grantee will be paid as follows:

Year 1 (1/1/22 – 12/31/22)	\$583,018
Year 2 (1/1/23 – 12/31/23)	\$583,018

(c) Travel Expenses

Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB).

(d) Total Obligation

The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed **\$1,166,036**.

4.2 Payment**(a) Invoices**

To remain eligible for payment Grantee must submit quarterly electronic statements using the Department of Corrections financial reporting extranet portal.

(b) Unexpended Funds

The Grantee must promptly return to the State any unexpended funds that have not been accounted for annually in a financial report to the State due at grant contract agreement closeout.

4.3 Contracting and Bidding Requirements

Per [Minn. Stat. §471.345](#), grantees that are municipalities as defined in Subd. 1 must follow the law.

- (a) For projects that include construction work of \$25,000 or more, prevailing wage rules apply per [Minn. Stat. §§177.41](#) through [177.44](#). These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

- (b) The grantee must not contract with vendors who are suspended or debarred in Minnesota:
<http://www.mmd.admin.state.mn.us/debarredreport.asp>

5 Conditions of Payment

All services provided by the Grantee under this grant contract agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state,

or local law.

6 Authorized Representative

The State's Authorized Representative is **Rubina Khan, Grants Specialist, PH: 651-363-4392, Email: Rubina.Khan@state.mn.us**, or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is **Richard Molitor, Director, Nicollet County Community Corrections, PH: 507-934-7884, Email: rich.molitor@co.nicollet.mn.us**. If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

7 Assignments, Amendments, Waivers and Grant Contract Agreement Complete

7.1 Assignment

The Grantee shall neither assign nor transfer any rights or obligations under this grant contract agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant contract agreement, or their successors in office.

7.2 Amendments

Any amendments to this grant contract agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

7.3 Waiver

If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.

7.4 Grant Contract Agreement Complete

This grant contract agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

8 Liability

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract agreement.

9 State Audits

Under Minn. Stat. §16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant contract agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10 Government Data Practices

The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request

shall comply with applicable law

11 Workers Compensation

The Grantee certifies that it is in compliance with [Minn. Stat. §176.181](#), Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12 Publicity and Endorsement

12.1 Publicity

Any publicity regarding the subject matter of this grant contract must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.

12.2 Endorsement

The Grantee must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

Minnesota law, without regard to its choice-of-law provisions, governs this grant contract agreement. Venue for all legal proceedings out of this grant contract, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination

14.1 Termination for Cause

The State may terminate this grant contract if the State finds that there has been a failure by the Grantee to comply with the provision of Minnesota State Chapter 401.

14.2 Termination for Insufficient Funding

The State may immediately terminate this grant contract if:

(a) It does not obtain funding from the Minnesota Legislature

(b) Or, if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro-rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the contract is terminated because of the decision of the Minnesota Legislature, or other funding sources, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15 Data Disclosure

Under Minn. Stat. § 270C.65, Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies, and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

16 Inclusions by Reference

All statutes referenced in this grant contract agreement are incorporated by reference.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15

Signed: Funds have already been encumbered

Date: _____

SWIFT Contract/PO No(s). _____

2. GRANTEE

The Grantee certifies that the appropriate person(s) has executed the grant contract on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: Director

Date: _____

By: _____

Title: _____

Date: _____

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

Distribution: Agency
Grantee
State's Authorized Representative

Nicollet County Community Corrections



2020-2021
Comprehensive Plan

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MISSION STATEMENT AND PHILOSOPHY

The fundamental purpose of the Probation Department is to achieve reduction in the incidence and impact of crime and delinquency in our communities. The department works to do this by promoting the public interest and safety through control of offender antisocial behavior and unlawful acts; by providing habilitation and reintegration services directed at offering offenders opportunities to become law-abiding; by utilizing restorative justice practices to re-establish the fabric of individuals and communities; and by ensuring the delivery of a diverse range of opportunities which contribute to the building of positive developmental assets that change behavior, leading to enriched, productive living for individuals, families, and the community.

VISION

To reduce recidivism within our Criminal Justice System. Our goal is to work with our local stakeholders and others Minnesota Correctional Agencies to promote positive change amongst the people we work with.

HIGHLIGHTS/ACCOMPLISHMENTS

On July 1st, 2020, the Nicollet County Board of Commissioners unanimously voted to transition to a Community Corrections delivery system. The departmental goal is to provide a balance of field supervision, evidence-based case management and community safety. We strive to protect the public by: working closely with other law enforcement agencies; providing essential services that allow the criminal justice system to work; holding offenders accountable to conditions of release; supervising offenders to help them become law-abiding citizens and lessen the likelihood of them committing new crimes; and helping victims and communities achieve justice through victim restitution, community service and other restorative justice programs.

- Implemented Mark Carey Guide training on the 10 Steps to Risk Reduction to become more effective in reducing risk with the clientele we serve.
- In 2006 Drug Court (Treatment Court) was implemented by Brown, Nicollet and Watonwan Counties. Treatment Court was specifically designed and staffed to handle cases involving drug-abusing offenders through an intensive, judicially monitored program of drug treatment and rehabilitation services to enhance public safety and to stop the cycle of substance abuse and related criminal activity.
- Project Nighthawk – beginning in May of 2005 Project Nighthawk joins probation agents and law enforcement in partnership to ensure compliance of court orders through random home visits to hold clients accountable to probation and pretrial release conditions, such as drug and alcohol testing and curfew.
- Pretrial supervision – developed in 2006. Any client who is subject court ordered release conditions is placed in this program, and the client's compliance with conditions are monitored by a Pretrial Agent.
- In 2019 a new pretrial assessment tool, MNPAT, was implemented to provide non-biased and consistent information statewide for judges to make decisions regarding release and to enable better analyze of pretrial outcomes.
- Truancy Agent – In 2012 this position was funded through a grant. The Truancy Agent works directly in the schools to reduce truancy numbers and to initiate contact with the students at the first sign of attendance problems.

- Juvenile Community Work Service Program – For over 20 years, juveniles have been assigned to do community work service, either through Juvenile Court or the Diversion process, to work on projects throughout the county under the supervision of an adult crew leader. This program also provides the opportunity for restitution obligations to be satisfied.
- Ocular Drug Testing – Implemented in 2018. Ocular testing can detect drugs from the distinct markings imprinted in the pupil. This non-invasive way of testing saves time and money.
- STS – Sentence to Serve has been in place in Nicollet County for over 30 years. STS is a jail alternative program, designed to enable offenders to repay the community for harm incurred by an offender. The program is also an opportunity for offenders to meet financial obligations imposed by the court as part of a sentence.
- Gender Responsive Supervision – This specialized supervision of female clientele was implemented to better serve this population. Staff are trained in WRNA (Women's Risk Needs Assessment), which is specifically designed for system-impacted women.
- IDA – The Impaired Driving Assessment is a risk tool for DWI offenders that was developed by the American Probation and Parole Association in 2014-15. Nicollet and Brown Counties were among four sites across the United States that provided data on DWI offenders that aided in the development of this instrument. Since inception of the IDA, Nicollet County Probation has used it to assess DWI offenders and has utilized it as a guide to determine supervision levels. Additionally, the IDA is used in determining client service needs, responsivity to community supervision, areas of focus in community supervision, and identifying the traffic safety concerns related to the offense.
- Thinking for a Change/Cognitive Behavioral Change Program – In 2011 probation agents were trained in the T4C Version 3.1 Curriculum and facilitate this program for the Brown/Nicollet/Watonwan Treatment Court participants.

OUR HISTORY

Nicollet County, named in honor of French explorer Joseph N. Nicollet, lies in south central Minnesota the County is composed of five cities and thirteen townships. The county commissioners originally established nine townships in Nicollet County. Several years later, four more townships were created. By 1859, there were fifteen school districts in Nicollet County. The first railroad came St. Peter in 1868.

State Capitol

The state capitol was nearly moved to St. Peter from St. Paul. However, territorial legislator Joseph Rollette absconded with the bill that would make St. Peter the state capitol, spending his time holed up in a hotel gambling and drinking until the bill expired.

County Courthouse

In 1856, a petition was submitted to move the County Courthouse from Traverse des Sioux to St. Peter. The petition was thrown out because some names were duplicates, some were non-residents, and some were deceased persons, along with other various reasons. In 1858, the petition was resubmitted and passed by a vote of 457 to 301, and the courthouse was built in St. Peter. Construction of the present courthouse was started in 1880 and completed the following year. An addition to the courthouse was built in 1976. Following damage from a tornado in March of 1998, a remodeling and addition project took place in 1999-2000

Geography

The County closely resembles an isosceles triangle with 104.6 miles of Minnesota River front. Within the 280,866.22 total acres in the county, almost 245,000 acres is farmland with 24,000 acres of forest land and 12,000 acres of wetland.

Demographics

- Established in 1853
- Covers 467 square miles
- Population of 33,575 residents in 2016
- 1st Congressional District
- 104.6 miles of Minnesota river front
- 5 Cities: St. Peter, North Mankato, Nicollet, Lafayette, Courtland

<i>Population</i>	Nicollet County	Minnesota
2018 Population	33,783	5,611,179
Population per square mile	75.3	66.6
Land area in square miles	448.6	79,626.74
Under age 9, percent	13%	13%
Under age 18, percent	22%	23%
Over age 65, percent	15%	15.9%
Female, percent	50%	50.2%
Veterans (number)	1,734	319,438

<i>Race 2018</i>		
White	92.5%	84.1%
Black	3.1%	6.8%
Native American	0%	1.4%
Asian	1.8%	5.1%
Two or More Races	1.9%	2.5%

<i>Housing</i>		
Housing Units 2018	13,433	2,456,064
Homeownership 2013-2017	74%	71.6%
Median home value of owner occupied housing units	\$182,100	\$199,700

<i>Income and Poverty</i>		
Per capita money income in past 12 months	\$31,225	\$34,712
Median household income, 2013-2017	\$65,027	\$65,699
Persons below poverty	9.6%	9.6%

CRIME RATES

Reported Crime

According to the Department of Public Safety's 2020 Uniform Crime Report, Nicollet County's overall crime rate per 100,000 inhabitants is 487. Reported offenses are broken into two categories. The Uniform Crime Report defines Part I offenses include serious crime, such as criminal homicide, rape, robbery, aggravated assault, burglary, larceny, motor vehicle theft, arson, human trafficking, and cargo theft. Part II offenses include less serious crime, such as other assaults, forgery and counterfeiting, fraud, embezzlement, stolen property crimes, vandalism, weapons, prostitution, sex offenses, drug abuse, gambling, offenses against family and children, driving under the influence, liquor laws, drunkenness, disorderly conduct, and vagrancy. Juvenile Part II offenses are a separate category.

The table below shows reported Part I and Part II, and Juvenile Part II crimes for Minnesota, Nicollet County, and the Fifth Judicial District. The Fifth Judicial District consists of 15 counties in Southern, Minnesota.

Table 1. Crime Rates per 100,000 Inhabitants, 2020

	<u>Part I</u>	<u>Part II</u>	<u>Juvenile Offenses</u>	<u>Combined</u>
Minnesota	2,384	3,087	24	5,495
Nicollet County	47	372	12	487
5th Judicial District	1,163	2627	5	3,795

Minnesota Department of Public Safety 2020 Uniform Crime Report

Table 2. Nicollet County Law Enforcement Arrests

	<u>Part I</u>	<u>Part II</u>	<u>Juvenile Offenses</u>	<u>Combined</u>
Nicollet Co Sheriff	13	155	14	182
North Mankato PD	15	93	30	138
St. Peter Police PD	19	124	24	167

Minnesota Department of Public Safety 2020 Uniform Crime Report

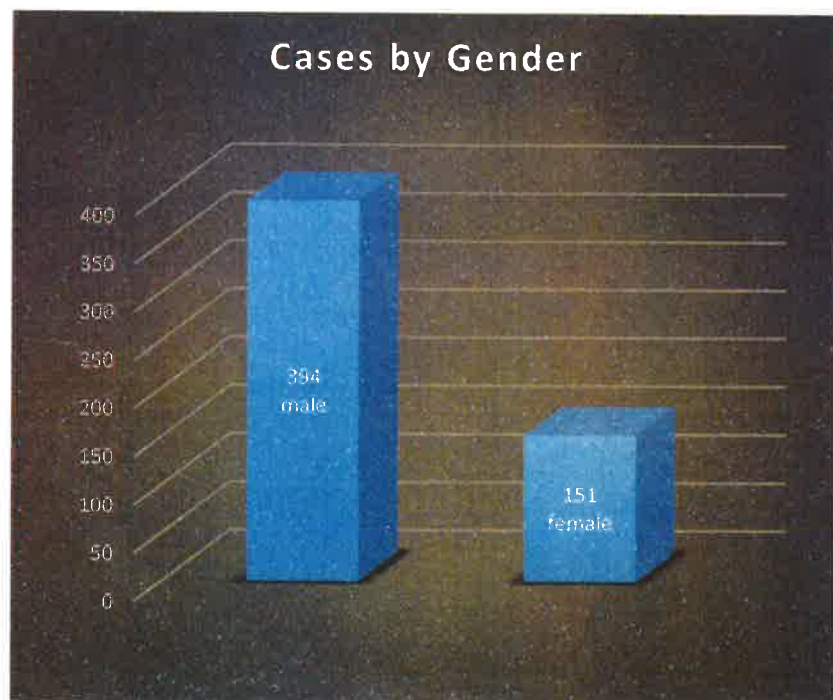
Table 3. Race Data, Probation Survey 2020

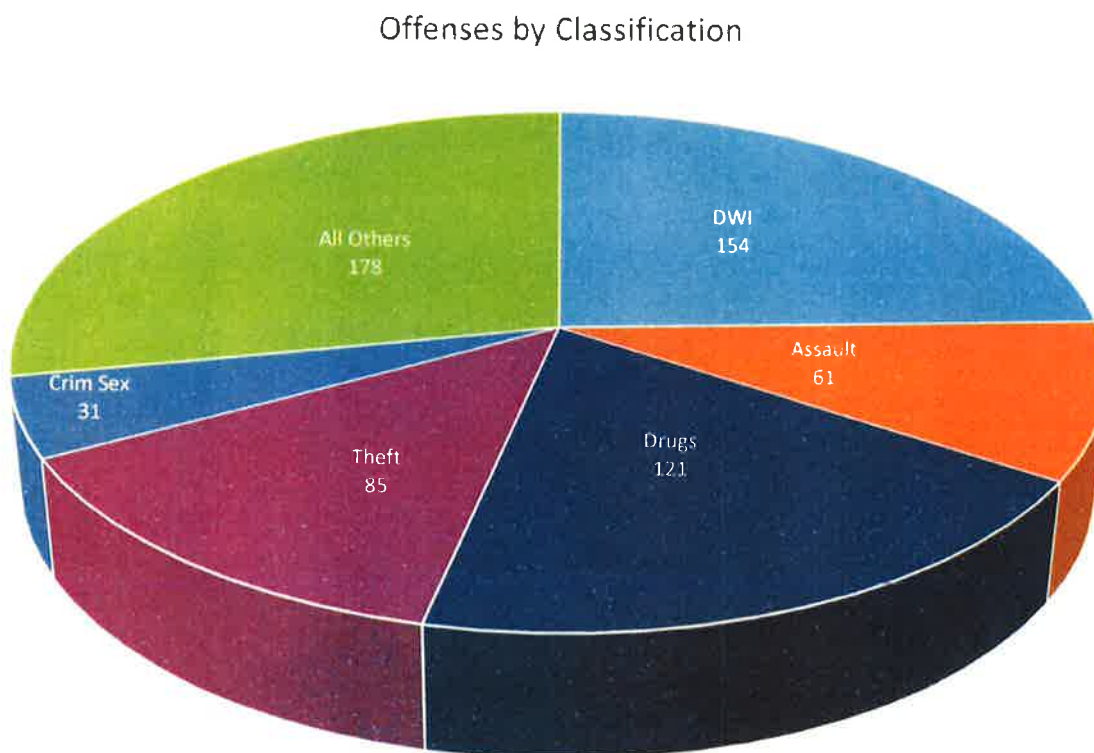
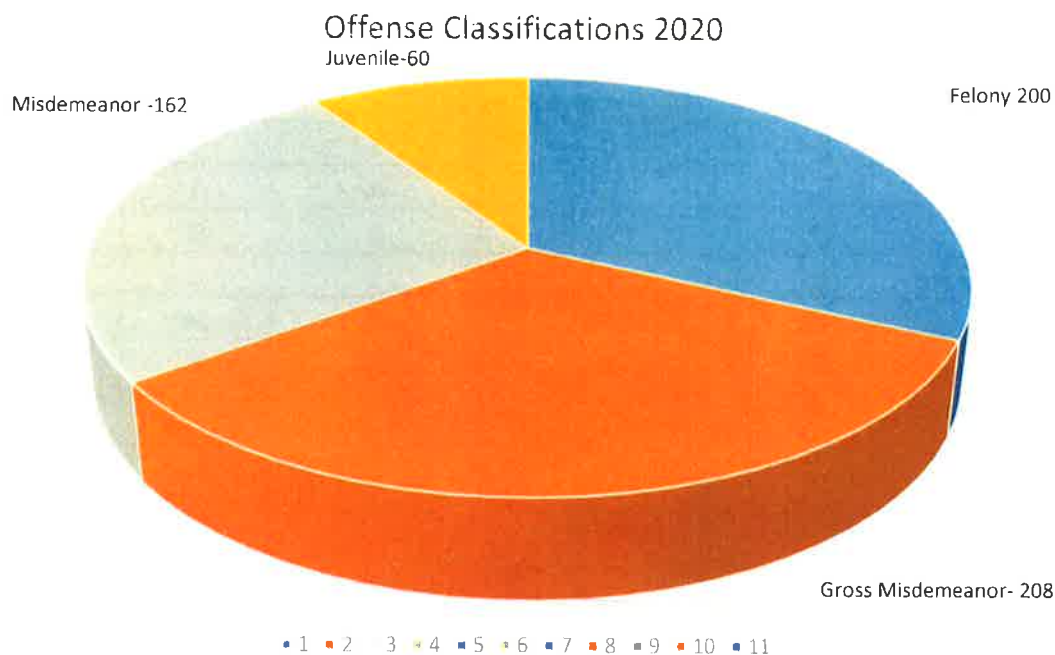
	<u>Felony</u>	<u>Gross Misdemeanor</u>	<u>Misdemeanor</u>	<u>Juvenile</u>	<u>Combined</u>
Asian	1	0	1	0	2
Black	16	13	20	1	50
Hispanic	12	11	2	0	25
Native American	3	3	1	0	7
White	138	118	65	14	335
Other/Unknown	12	42	72	25	151

2020 Probation Survey Report

PROBATION SURVEY REPORTS

The following graphs represents 2020 Probation Survey Reports data and only displays offenders on active probation supervision and is not inclusive of duties by probation agents regarding supervised release, pre-sentence, pretrial, diversion or monitoring cases.





Source: Minnesota 2020 Probation Survey

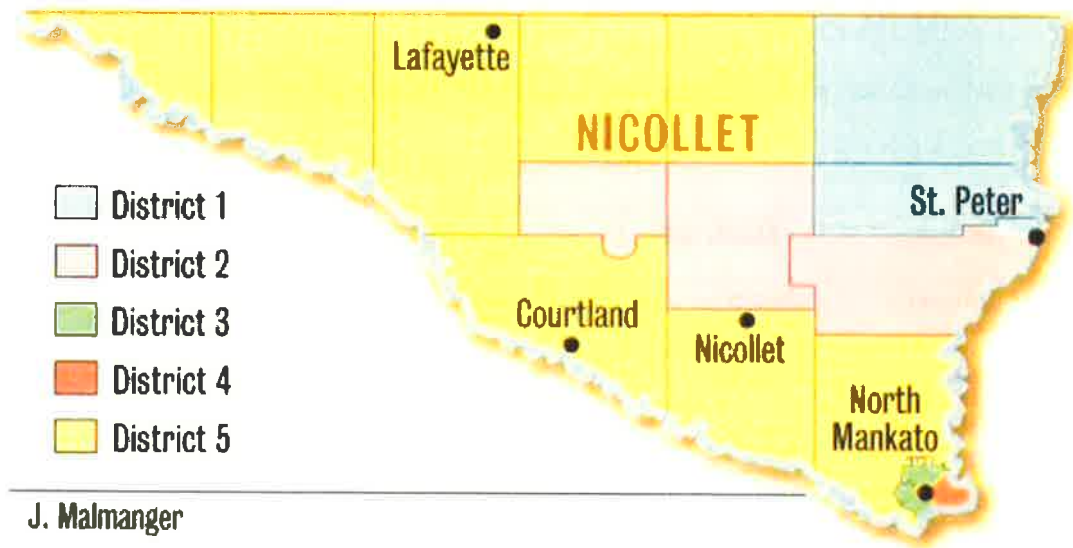
POLITICAL SYSTEM

There are 5 members of the County Board and each represent 1 of 5 districts:

Commissioners

<i>Name</i>	<i>District</i>	<i>Email</i>	<i>Phone</i>
Marie Dranttel	District 1	dranttel@hickorytech.net	507-327-4706
Terry Morrow	District 2	terry.morrow@co.nicollet.mn.us	507-327-8226
Vacant	District 3		
Jack Kolars	District 4	jandj1@hickorytech.net	507-327-9987
John Luepke	District 5	john.luepke@co.nicollet.mn.us	507-359-2703





About the Commission

The Nicollet County Board is comprised of five elected county commissioners who set policy, approve a budget and establish overall goals for Nicollet County. A commissioner's term of office is four years.

Meetings occur on the second and 4th Tuesday of every month at 9:00 am at the Government center located at: 501 South Minnesota Avenue, St. Peter MN 56082

JUDICIARY CHAMBERS

Judge Allison L. Krehbiel
Fifth Judicial District Judge

Judge Todd W. Westphal
Fifth Judicial District Judge



ADVISORY BOARD MEMBERS

- | | |
|-----------------------------|--|
| 1. Terry Morrow | Nicollet County Board of Commissioners |
| 2. Allison Krehbiel | Fifth Judicial District Judge |
| 3. Rich Molitor | Nicollet County Community Corrections Director |
| 4. Michelle Zehnder Fischer | Nicollet County Attorney |
| 5. Brandy Brink | Citizen Representative |
| 6. Affey Sigat | Ethnic Minority Member/Education |
| 7. Cassandra Sassenberg | Health and Human Services Director |
| 8. Dave Lange | Nicollet County Sherriff |
| 9. Scott Cutcher | State Public Defender |

**Any advisory board member may substitute with a designee

ORGANIZATION AND DESCRIPTION OF SERVICES

The Nicollet County Board of Commissioners, through the County Administrator, is responsible for the overall management of Nicollet County Community Corrections.

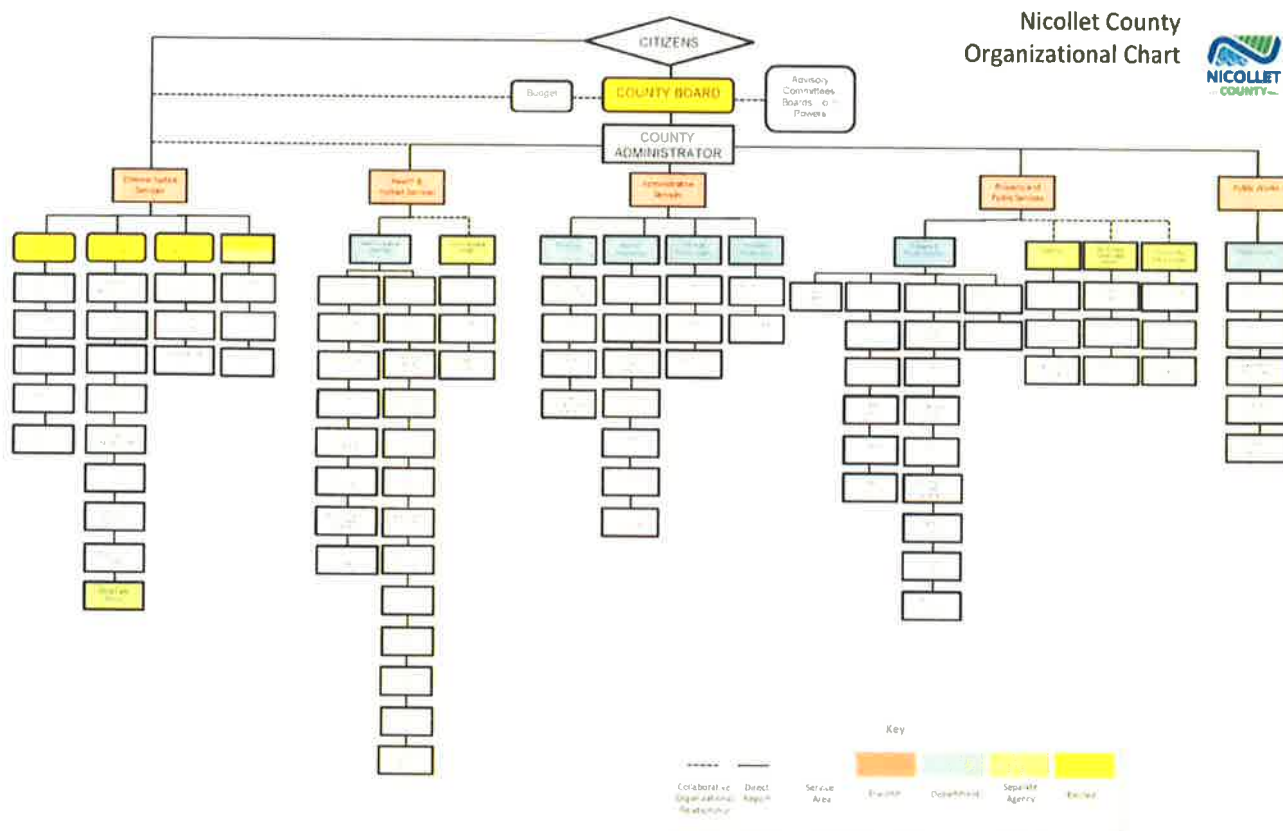
An Advisory Board, appointed by the County Board, involves citizens in the correctional planning. The Advisory Board provides input for the County Board, the Judiciary, the County Administrator, and the Corrections Director for the purposes of the annual Comprehensive Plan. Members are encouraged to be involved in program planning, evaluation, and development.

The Nicollet County District Court advises the County Board and the Community Corrections Director. The judges of the District Court are, along with our correctional clients, the key clientele the Department of Community Corrections strives to serve.

The Director of Nicollet County Community Corrections has the daily responsibility for the operation of the department. The director serves as the staff liaison to the advisory board, and provides program and budget information on a regular basis.

Corrections management staff provide oversight and direct and monitor all aspects of the department. Management is also responsible for administering the comprehensive plan under the direction of the advisory board. Corrections acts as a liaison to other agencies. Corrections directs offender supervision and programming. Corrections performs a variety of other functions, including; personnel functions, planning, research, budget preparation and financial reporting.

The support unit of Corrections provides receptionist duties. In addition, the support staff also collects offender fees, processes departmental invoices, maintains records in CSTS and the department's electronic document management system, assists in the preparation of financial and data reports, provides inventory management, and provides support services for all department staff.



MINNESOTA DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS ACT
COMPREHENSIVE PLAN BUDGET
(nearest dollar)

County/Group: Nicollet

Budget Year: 2021

Consolidated Budget

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				749,874
Service & Contractual				203,300
Travel				6,600
Training				3,090
Supplies & Materials				11,575
Capital Outlays				0
*Other Services (specify below)				0
Direct Budgeted Expenses	282,235	530,501	159,938	972,674
Use of State Institutions	0	0	0	0
Total Budgeted Expenses	282,235	530,501	159,938	972,674

Staff Training Budget (minimum requirement = 2% of Subsidy)

5,645

Minimum County/Group Level of Spending Current Year:

Percent of County budget

0%

For Internal Use Only:

Fiscal Services Grant Administrator Approval & Date

Date Notified Grants Administrator

MINNESOTA DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS ACT
COMPREHENSIVE PLAN BUDGET
(nearest dollar)

County/Group: NicolletBudget Year: 2021**Budget for Subsidy Program: Administration**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				203,649
Service & Contractual				63,531
Travel				
Training				
Supplies & Materials				3,617
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses		270,797		270,797
Use of State Institutions				0
Total Budgeted Expenses	-	270,797	-	270,797

Budget for Subsidy Program: Training

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				6,600
Training				3,090
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses	5,645	4,010		9,655
Use of State Institutions				0
Total Budgeted Expenses	5,645	4,010	-	9,655

Budget for Subsidy Program: Adult Facilities

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

Budget for Subsidy Program: Adult Services

MINNESOTA DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS ACT
COMPREHENSIVE PLAN BUDGET
(nearest dollar)

County/Group: NicolletBudget Year: 2021

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

Budget for Subsidy Program: Court & Field Services

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				546,225
Service & Contractual				139,769
Travel				
Training				
Supplies & Materials				7,958
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses	276,590	255,694	159,938	692,222
Use of State Institutions				0
Total Budgeted Expenses	276,590	255,694	159,938	692,222

Budget for Subsidy Program: Evaluation Services

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

Budget for Subsidy Program: Jail Programs

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				

MINNESOTA DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS ACT
COMPREHENSIVE PLAN BUDGET
(nearest dollar)

County/Group: Nicollet

Budget Year: 2021

Budget for Subsidy Program: Other-

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

*OTHER SERVICES (FUNDING SOURCE SPECIFIED)		
Program Name	Description	Amount
CPO Reimbursement		106,672
REAM Grant		3,000
Client Fees		16,650
Miscellaneous Reimbursements		7,500
School Contract		10,116
Local Collaborative		16,000
	Total	159,938

NOTES:

2020 REVENUE

Source	Revenue	Percentage
CPO Reimbursement	\$206,081.00	55.7%
Caseload Reduction	\$74,293.43	20.1%
Collaborative	\$31,081.36	8.4%
Client Fees	\$27,981.43	7.6%
School Contract	\$19,967.36	5.4%
Miscellaneous Reimbursements	\$9,105.91	2.5%
REAM Grant	\$1,584.00	.4%
TOTAL	\$370,094.56	

2020 EXPENDITURES

	Expenditures	Percentage
Administration-Salary & Benefits	\$1,214,347.90	95.8%
Professional Services/Leases	\$37,621.55	2.9%
Supplies	\$11,843.98	.9%
Mileage/Miscellaneous	\$3,692.33	.3%
TOTAL	\$1,267,505.60	

COMMUNITY CORRECTIONS STAFF

Administration

Molitor, Richard

Probation Director

Adult Corrections

Chadderdon, Betsy

Career Agent

Doyen, Cara

Senior Agent

Dwyer, James

Senior Agent

Henrichs, Curt

Career Agent

Jackson, Nathan

Senior Agent

Olson, Kevin

Corrections Agent

Otto, Jessica

Career Agent

Ruffing, Deanna

Career Agent

Stolt, Kevin

STS Crew Leader

Juvenile Corrections

Borchert, Brett

Corrections Agent

Dennis, Greg

Juvenile Crew Leader

Johnson, Ashley

Career Agent

Mohr, Brook

Career Agent

Support Staff

Anderley, Samantha

Administrative Assistant

Shepherd, Stacy

Administrative Assistant

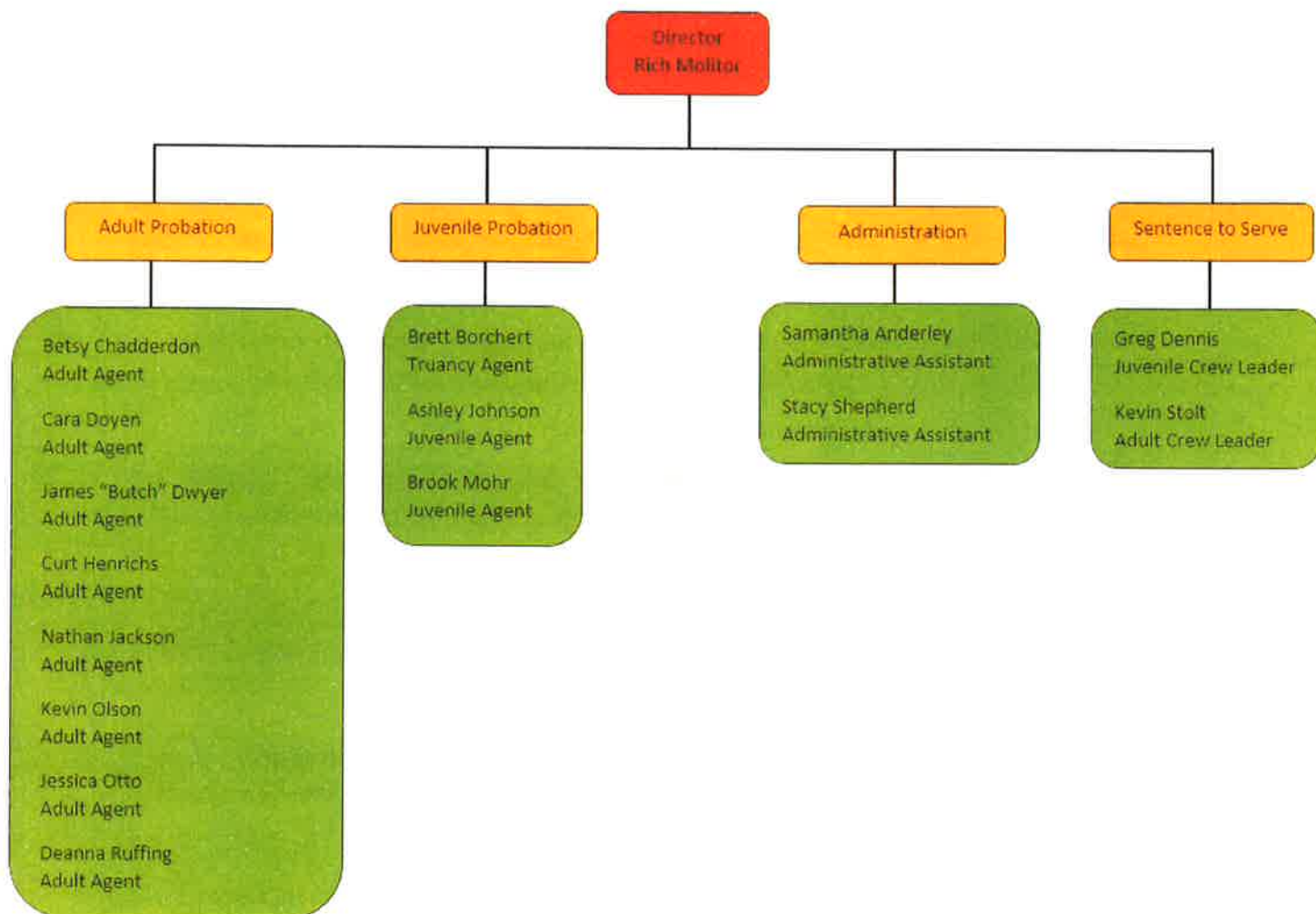
Full Time Equivalent by Program Area

<i>Program Area</i>	<i>Description</i>	<i>FTE's</i>
Supervisory	Director is employed as the Department Head to oversee the correctional operations in Nicollet County and serve as the liaison with the CCA Advisory Board, Nicollet County Board of Commissioners and stakeholders.	1.00
Administrative	Administrative Assistants provide services and operational procedures of intake and office management of files and agent/client communications.	1.60
Specialty Court Agent	Corrections Agent who provide full-time services to the Nicollet County Treatment Court.	1.00
Adult Probation Services	Corrections Agents who supervise adult offenders sentenced to probation in Nicollet County and supervised release offenders accepted to supervision in Nicollet County.	7.00
Juvenile Probation Services	Corrections Agents who supervise and provide services to juveniles sentenced to or placed under the supervision of probation and diversion in Nicollet County.	3.00
Work Service Crew Leaders	Crew Leaders supervise both adult and juvenile work crews out in the public.	1.60

SALARY

Position/Name	Annual Salary	FTE Count
Director		1.00
Rich Molitor	\$111,705.78	
Career Agents		6.00
Betsy Chadderdon	\$84,468.80	
Curt Henrichs	\$84,468.80	
Ashley Johnson	\$84,468.80	
Brook Mohr	\$84,468.80	
Jessica Otto	\$84,468.80	
Deanna Ruffing	\$84,468.80	
Senior Agents		3.00
Cara Doyen	\$63,627.00	
James Dwyer	\$63,104.00	
Nate Jackson	\$73,299.20	
Corrections Agents		2.00
Brett Borchert	\$55,307.20	
Kevin Olson	\$63,627.20	
Administrative Assistants		1.60
Samantha Anderley	\$36,030.26	
Stacy Shepherd	\$44,844.80	
Work Crew Leaders		1.60
Gregory Dennis	\$34,482.24	
Kevin Stolt	\$61,110.40	

Nicollet County Community Corrections Organizational Chart





**RESOLUTION APPROVING THE COMMUNITY CORRECTIONS
ACT AS THE NICOLLET COUNTY CORRECTIONAL
SERVICE DELIVERY SYSTEM**



WHEREAS, Minnesota has three correctional delivery systems for the supervision of offenders on parole, probation and supervised release; and

WHEREAS, Nicollet County currently operates under the County Probation Officer (CPO) system as provided for in Minnesota Statute 244.19; and

WHEREAS, key stakeholders in Nicollet County conducted a thorough policy analysis of the three delivery systems in 2016 and 2020; and

WHEREAS, this analysis evaluated the three delivery systems and how each relates to Nicollet County's organizational direction and its mission, vision and core values; and

WHEREAS, Minnesota Statute Chapter 401 allows counties over 30,000 in population to deliver correctional services under the Community Corrections Act (CCA) system; and

WHEREAS, Nicollet County's 2010 US Census population was 32,727 and the Minnesota State Demographer's 2018 estimated population for the County was 34, 189; and

WHEREAS, Pursuant to Minnesota Statute 401.08, the formation of a corrections advisory board under the CCA will enhance collaboration in the delivery of correctional services; and

WHEREAS, a county must notify the Minnesota Department of Corrections Commissioner by June 30, 2020 in order to transition to the CCA service delivery system on July 1, 2021.

NOW, THEREFORE, BE IT RESOLVED, the Nicollet County Board of Commissioners hereby approves changing Nicollet County's correctional service delivery from the County Probation Officer system to the Community Corrections Act system; and

BE IT FURTHER RESOLVED, the Nicollet County Board of Commissioners also directs the Nicollet County Administrator to notify the Minnesota Department of Corrections Commissioner by June 30, 2020 of Nicollet County's intent to change to the CCA delivery system; and

BE IT FURTHER RESOLVED, the Nicollet County Board of Commissioners also directs the Nicollet County Administrator to begin facilitating a transition to the CCA delivery system immediately with the intent to officially provide correctional services under the CCA on July 1, 2021.

Dated this 14th day of April, 2020

 4-28-2020

John Luepke, Chair
Nicollet County Board of Commissioners

ATTEST:



Ryan Krosch
County Administrator and Clerk to the Board

STAFF TRAINING

Nicollet County strives to utilize modern correction approaches and maintain training levels for staff consistent with best practice. To reinforce this philosophy, the Department's pay system recognizes years of service, completion of training requirements, and program innovation and development. We attempt to maximize limited training resources by facilitating in-house training when it is possible and by collaborating with outside agencies in training of evidence-based practices (EBP). Agents are required to complete a minimum of forty hours of training per year.

Department-Evidence Based Practices

The department uses Evidence Based Practices (EBPs). EBP's focus on reducing offender risk and addressing offender needs, which in turn reduces new crime and improves public safety. Of the many available approaches to community supervision, a few core principles stand out as proven risk reduction strategies. Though not all the principles are supported by the same weight of evidence, each has been proven to influence positive behavior change.

Motivational Interviewing

Probation agents use motivational interviewing (MI) techniques to facilitate and engage intrinsic motivation within the offender to change behavior. MI is a goal-oriented, client-centered counseling style for eliciting behavior change by helping offenders to explore and resolve ambivalence. All probation agents are trained in MI and will receive ongoing MI booster trainings.

Risk/Needs Assessment

The Level of Service/Case Management Inventory (LS/CMI) is a risk/needs assessment tool which assesses recidivism risk factors including criminal history, education/employment, relationships, substance abuse and criminal attitudes.

A LS/CMI with a pre-screen score of three or more, is initially completed upon Intake by probation agents to help identify, risk, offender programming needs, sentencing recommendations, and supervision assignment. High risk offenders receive individual case management while medium/low risk offenders, scoring 11-19, are assigned to "Moderate/Low Risk Unit". Offenders scoring 20-27, are assigned to the "Traditional Unit" and offenders with risk scores 28 and above will be assigned to the "Enhanced Unit." The LS/CMI assists supervising probation agents with case planning goals and supervision strategies. Reassessments are initially required one year after sentencing and/or prior to any change in supervision level.

Additionally, quality assurance for all LS/CMI's is completed by supervisors prior to the assessment being posted on the statewide system.

The Youth Level of Service/Case Management Inventory (YLS/CMI pre-screen and YLS/CMI 2.0) are validated risk/needs assessment tools that assess risk and need factors for youth, including legal history, family circumstances, education/employment, peer relationships, substance abuse, leisure/recreation, personality/behavior, and attitudes/orientation. The YLS/CMI pre-screen, and YLS/CMI 2.0 with a pre-screen score of three or more, is completed on all delinquent youth ordered to complete a pre-disposition report and/or placed on probation to our department. The YLS/CMI is used in the pre-disposition phase to determine a youth's risk to re-offend and assist with programming and disposition recommendations to the Court. It is used post-disposition to assign an appropriate level of supervision, and assist the supervising probation agent with case planning. Reassessments are initially required six months from disposition, annually thereafter. They may be conducted more often if there is a significant change in the youth's circumstances. All YLS/CMI 2.0 assessments and reassessments are reviewed and posted by a supervisor designated to provide quality assurance.

Case Plans

Case plans are written documents that are time and goal driven, dynamic in nature, and focus on addressing the criminogenic needs of the offender. The plan guides the offender and the probation agent toward targeted activities and outcomes. Case plans are completed with juvenile and adult offenders who score high, or above (20+) on the risk/needs assessment. Case plans are reviewed with the offender at least monthly.

Carey Guides

Research demonstrates that traditional methods of supervision are often ineffective in reducing recidivism among adult and juvenile offenders. For behavior change and recidivism reduction to be possible, offenders must understand the personal and environmental factors contributing to their offending behavior and be taught the skills they need to make positive changes in the future.

The Carey Group is a national consulting firm that provides training and technical assistance for justice and correctional professionals and community groups. The Carey Group developed 33 practical, easy-to-use handbooks to help corrections professionals deliver EBP to offenders with whom they are working. Twelve Guides address criminogenic needs and focus on case management issues.

All probation agents are trained in the effective use of Carey Guides and utilize them with high risk offenders as part of the case planning process.

Cognitive Restructuring

Thinking For a Change is a cognitive-behavioral program governed by a simple, straightforward principle, namely, that thinking (internal behavior) controls actions (external behavior). Therefore, it is necessary to target offenders' thinking to change their actions that lead to criminal conduct. Thinking for a Change is appropriate for a wide range of offenders. Some offenders engage in criminal conduct because they are under socialized and thus lack a repertoire of pro-socially acceptable responses to events in their daily lives. This often takes the form of aggressive acts but can also be manifested in withdrawn behaviors, or other anti-social behaviors such as those associated with drug and alcohol abuse. Other offenders engage in planned and deliberate criminal acts supported by strong antisocial attitudes and beliefs. Their way of thinking supports and justifies the serious offenses they commit. Behavior change cannot take place for these individuals until they become aware of their thinking and see a reason to change. When deciphering which offenders are appropriate for cognitive restructuring courses probation agents will refer based upon; offenders scoring high-risk in the anti-social attitudes and anti-social pattern domains on the LS/CMI; criminal history; and history of noncompliance as criteria for referral to Thinking for a Change programming.

Volunteers and Interns

Nicollet County Community Corrections offers a structured intern and volunteer program for qualified applicants. All applicants must complete an application, oral interview, background check and abide by all Nicollet County and department policies and procedures.

PROGRAM DESCRIPTIONS

Adult Supervision

Resources provided to offenders by the differentiating units may include, but are not limited to: community work service/ adult work crew, mental health services, alcohol/drug education, chemical dependency treatment, sex offender treatment, parenting classes, individual counseling, anger management programming, domestic abuse programming, driver improvement classes, impact/ awareness panels, and/ or cognitive restructuring programming.

Probation Supervision Statistics

Caseloads - Open Clients at Year-End					
	Probation	Felony	Gross Misd	Misdemeanor	Petty Misd.
2020	836	384	249	188	1

Agent Investigative Work Statistics

ADULT BY TYPE	2018
PSI	77
Bail Evaluation	86
Violations Reports	78

Pretrial Release Program

The Pretrial Supervision Program was fully developed and started in 2006. Any client who is placed on pretrial release with conditions is placed in this program and their conditions are supervised by a probation agent. These include offenders arrested for felony, gross misdemeanor, or misdemeanor offenses.

Nicollet County Probation completes a MNPAT (MN Pretrial Assessment/Bail Evaluation) on in-custody defendants who have been charged with an offense that is considered a felony, gross misdemeanor, or misdemeanor level crime of violence in Minnesota. The pretrial bail evaluation is completed prior to the defendant's initial appearance in court. The evaluation contains information about the defendant and a screening scale that is helpful to the district court judge in determining the defendant's risk to him/herself or the community. The pretrial evaluation also provides information to the District Court to set effective conditions if/when the defendant is released from custody, which may include: No use or possession of alcohol or

non-prescribed mood altering substances, remain law abiding, not to leave the State of Minnesota, attend all court hearings unless otherwise notified or no contact with any alleged victim(s).

Adult Diversion

Nicollet County Community Corrections diversion under Minnesota Statute 401.065 and in collaboration with the Nicollet County Attorney's Office. When signing the diversion agreement, the defendant waives their right to a speedy trial, acknowledges responsibility for the offense with which he/she is charged, and must agree to comply with the conditions of the contract. Conditions are established by the prosecuting attorney. Failure to comply with the conditions and complete the contract is cause to refer back to the prosecuting authority.

Purpose: Minnesota statute 401.065, subd.2

The purposes of the program include:

1. To provide eligible defendants with an alternative to confinement and a criminal conviction;
2. To reduce the costs and caseload burdens on district courts in the criminal justice system;
3. To minimize recidivism among diverted defendants;
4. To promote the collection or restitution to the victim of the defendants crime, and to develop responsible alternatives to the criminal justice system for eligible defendants.

Enhanced Supervision

The enhanced unit is comprised of agents that specialize in domestic, gender specific, very high/ high risk, or sex offender caseload. These caseloads are designed to have smaller numbers of offenders to allow for increased supervision of each individual and to enable greater focus on criminogenic needs and case plans of that individual. These caseloads are designed to supervise offenders with LS/CMI scores (28+), crimes of violence, sexual assault, and a history of supervision failures. The goal of these caseloads is to keep offenders in the community by focusing on the offenders' needs and to hold them accountable to provide public safety to the community.

Gender Specific

Nicollet County Community Corrections has designed an enhanced/high-risk "female specific" caseload supervised in the Enhanced Unit. Currently the department has one probation agent assigned to the female specific caseload. The gender specific agent uses Evidence Based Practices to enhance motivation and to assist in client change. The probation agent completes the Women's Risk/Need Assessment (WRNA) after a client has been placed on the caseload. This assessment was designed to identify women specific criminogenic needs along with strengths.

Traditional Supervision

Traditional supervision includes offenders who have been placed on probation and/ or who have been released from prison. Typically, offenders in this unit have been assessed at high risk (20-27) per the LS/CMI assessment tool. Probation agents supervise offenders based on risk and criminogenic needs. These contacts may occur at the Community Corrections department, the offender's home, employment, or in the community, and may take place during non-traditional hours including nights, weekends, and holidays. Agents employ evidence-based strategies to promote positive behavior change by establishing professional rapport, utilizing motivational Interviewing (MI) strategies and creating an individual offender case plan.

Moderate/ Low Risk Supervision

Offenders who have been assessed moderate-low risk (11-19) per the LS/CMI will be required to have contact with their probation agent bi-monthly, quarterly, or as needed. These contacts occur at Community Corrections meeting facilities and may take place during non-traditional hours including evenings. Probation agents verify residence and employment status and address any barriers an offender may be having with completing their court-ordered conditions. The goal with these offenders, after court conditions are completed, is to then decrease level of supervision.

Administrative Supervision

Offenders who have been placed on unsupervised probation/monitoring are also monitored by the department, to assure compliance with the court-ordered conditions and to verify that they remain law abiding.

Brown Nicollet Watonwan Treatment Court

As a collaboration between Brown, Nicollet and Watonwan Counties, treatment court serves residents at exceptionally high risk of continued chemical usage. Treatment court programs are rigorous, requiring intensive supervision that includes frequent drug testing and appearances before the judge, routine contact with probation and checks done by law enforcement, and attendance at sober support meetings. Along with those things, there are long-term regimens of treatment, mental health and recovery services. This level of supervision allows the program to actively support the recovery process and to react swiftly to impose sanctions or to reinstate criminal proceedings when participants cannot comply with the program. Treatment Court can be used in lieu of jail and or prison, and an offender typically requires 18-24 months to complete the program successfully.

The mission of the BNW Treatment Court is: "To enhance public safety by holding offenders accountable for their actions, while assisting them to achieve long-term recovery and become productive members of the community through a collaborative multi-disciplinary team approach."

Adult Programming

- Sentence to Serve
- Counseling/Therapy
- Community Support Groups
- Electronic Monitoring/Alcohol/GPS
- Cognitive Skills Classes
- Drug testing
- Mental Health Screening/Assessment
- Chemical Dependency Assessment
- Chemical Dependency Treatment
- MADD Panels
- Domestic Violence Programming
- Driving With Care Classes
- Sex Offender Programming
- Anger Management

Offender Housing

Nicollet County Community Corrections currently does not receive the Intensive Supervision (ISR) Grant, thus we do not supervise Level III sex offenders. Adult residential services for ISR offenders who reside in Nicollet County are supervised by the Minnesota Department of Corrections (DOC). Funding is also determined and facilitated in these cases by the DOC for emergency house and hotel stays. Nicollet County currently has various housing options available for probationers and supervised releasees.

Culturally Specific

Although the department does not have the resources nor do the numbers currently justify a need for specialized caseloads for minorities, the department consistently looks for culturally specific training opportunities for staff. As part of our utilization of EBPs, agents assess risk, responsivity and criminogenic needs when making referrals to outside agencies. For offenders not proficient in the English language, probation agents utilize language interpretation through interpreters or the Language Line to help ensure clear and effective communication. Referrals for other languages are made to accommodate groups when such services are available.

Juvenile Supervision

Pre-disposition, the juvenile unit monitors juveniles with court-ordered, pretrial release conditions, completes court-ordered reports to assist the court in making informed, evidence based decisions, and provides information and coverage for detention hearings as needed.

Post-disposition, the unit supervises juveniles placed on probation or parole for offenses ranging from petty-misdemeanors to felonies. The youth assigned to the juvenile unit can range in age from ten to twenty-one, if designated extended jurisdiction juvenile (EJJ). The unit utilizes the Youth Level of Service/Case Management Inventory (YLS/CMI) risk/needs assessment for all delinquents to determine their level of supervision and to assist in case planning. Delinquents are assigned to a probation agent and stay with that agent throughout the duration of their supervision. Probation agents work collaboratively with the juvenile, their family, school staff, Health and Human Services and service providers to provide support and accountability in an effort to improve outcomes for the youth and his/her family.

A mental health screening is completed pursuant to Minnesota Statute and is a brief questionnaire to detect potential mental health problems. The unit utilizes the Problem-Oriented Screen Instrument for Teenagers (POSIT) tool to determine mental health concerns of adolescents. This tool assists probation agents in assessing whether a youth could benefit from a referral to a mental health professional, and whether a mental health professional trained in trauma focused-cognitive behavioral therapy is warranted. Research shows that early identification and intervention improves the quality of life for children and their families with reduced cost of services.

The juvenile unit utilizes a variety of community-based resources to address the juvenile's risk and needs while under supervision. These resources include, but are not limited to: community work service/juvenile work crew, anger management programming, cognitive restructuring, independent living, theft prevention, drug/alcohol education, impact panels, social skills, and various chemical dependency and mental health services.

When community-based services are not appropriate, or do not meet the juvenile's needs, an out-of-home placement may be considered. Out-of-home placement options vary in length and range from non-secure foster care to a secure juvenile correctional facility.

Caseloads - Open Clients at Year-End						
	Probation	Felony	Gross Misd	Misdemeanor	Petty Misd.	CHIPS
2020	78	10	8	30	15	14

Diversion

Nicollet County Community Corrections works collaboratively with the County Attorney's Office, which typically refers all first time, low-level offenses for pre-charge diversion. Successful completion of the diversion program allows the juvenile to avoid prosecution, the formal court process, and a legal record. Diverting low risk juveniles from the formal court process can improve outcomes and reduce costs while holding youth accountable. The requirements of a diversion may include: an education program, restitution, community work service, apology letter, evaluation(s) and/or counseling.

Truancy Court Program

Building upon the lessons learned from local, state, and national specialty court programs, the Nicollet County Truancy Court (NCTC) serves students ages 12-18 to address the underlying causes of truancy. The NCTC reinforces the need for and value of education through efforts from the schools, courts, local government agencies, mental health and CD counselors, families,

and the community. The NCTC will provide both sanctions and incentives to students with the goal of improving the students' school attendance with the result of increasing academic achievement and reducing the child's risk of involvement in the juvenile or adult criminal justice system.

The NCTC will use a 90 day (minimum), process to address habitual truancy. The phases of the program will reinforce not only the legal obligation to attend school, but also the long-term value of education. A case plan will be developed for each student, and any appropriate referrals for assessments or counseling will be made. Parents/guardians will also be expected to participate in the NCTC to build families' ability to reinforce the importance of education.

NCTC Eligibility

The NCTC will serve students who are:

1. Age 12-18
2. Enrolled in school
3. "Habitual Truants"
4. Referred by a school official

Students who are referred to NCTC for truancy will have the option to participate in a diversion truancy program lasting between 90 and 180 days if they choose to participate. The diversion program is an attempt to rectify attendance issues with students while giving them the opportunity to avoid the court process or potentially longer periods of supervision. While on diversion for truancy, students meet regularly with the truancy agent and discuss barriers to attendance and to utilize problem solving skills and case planning to improve attendance. Students may have community service hours assigned, or have electronic devices confiscated by the truancy agent if attendance issues continue as alternative options in lieu of moving the case to court.

Students will not be eligible for the diversion if they

1. Decline to participate
2. Have been referred to NCTC for truancy in the past
3. Are already on supervised juvenile probation at the time of the NCTC referral

The truancy agent utilizes similar resources to address a juvenile's risks and needs with the intent of improving regular class attendance. Outside factors that contribute to school attendance are considered to include: if a curfew needs to be set, if mental health needs are being addressed, rules of the home are being followed, and assessing if there is chemical use that is affecting the juvenile. Incentives to improve attendance include a reduction in community service hours and decreased level of supervision from the truancy agent. Infractions

can result in additional court appearances, additional referrals, increased community service hours, electronic home monitoring and out of home placement if deemed necessary.

Juvenile Programming

- Juvenile Work Crew/Community Service
- Chemical Health Assessments
- Counseling/Therapy
- Electronic Monitoring/Alcohol/GPS
- Sex Offender Programming
- Chemical Education Classes
- Chemical Dependency Treatment
- Early Offender Program
- MADD Panel
- Drug Testing
- Mental Health Screening

OUT OF HOME PLACEMENTS

Until 2020, the Probation Department's out-of-home placement expenses were included in the Health and Human Services' budget. The department provided input regarding probation placements as part of the Out of Home Placement Team. The Out of Home Placement Team consists of probation staff, social workers and chemical health assessor. In 2020, 12 juveniles were placed out of the home from Nicollet County Probation and 7 different facilities were used.

GRANTS, SUBSIDIES AND REIMBURSEMENTS

REAM

Nicollet County Community Corrections has been awarded the Remote Electronic Alcohol Monitor (REAM) grant from the Department of Corrections since the early 2000s . This grant allows the cost of alcohol monitoring be subsidized. The grant pays 75% of the cost and the participants pays 25%. All REAM grant participants must be charged/convicted of an impaired driving offense and meet income requirements.

Nicollet County Family Collaborative

Nicollet County Community Corrections receives money from the Family Collaborative to provide part of the funding for the Truancy Agent position.

St. Peter Schools Truancy Agent Contract

Nicollet County Community Corrections has a contract with the St. Peter School District to provide part of the funding for the Truancy Agent position. The agent is expected to spend at least an average of a full time equivalent .4 position on school related matters during the months that schools are in session.

Juvenile Work Crew Contact with Blue Earth County

Nicollet County Community Corrections provides juvenile work crew services for juveniles who reside in Blue Earth County.

5th Judicial District Contract for Treatment Court Surveillance Officer Position

Nicollet County Community Corrections and Brown County Probation has a contact with the 5th Judicial District to provide funding for the Treatment Court Surveillance Officer.

Sex Offender Assessment

A fund for psychosexual evaluations provided to the Court for clients who have been convicted or charged with eligible offenses from the Department of Corrections.

Polygraph Tests

A fund for polygraphs that are mandatory conditions of supervision for clients on probation, supervised release or pretrial release as a supervision tool from the Department of Corrections.

Contracts

Securus Technologies Satellite Tracking of People LLC

This agreement provides electronic monitoring services for both juvenile and adult offenders.

BI Inc.

This agreement provides electronic monitoring systems and components for use by Federal, State and County Corrections Agencies.

OUTCOME PERFORMANCE MEASURES

Beginning in February 1997, Minnesota's three delivery systems (CCA, DOC, CPO) in collaboration with the Minnesota Corrections Association (MCA), completed the first Correctional Outcomes Measures Report. The goal of this report was to identify and track uniform outcome measures for the various probation agencies throughout the State. The group identified four performance measures that were designed to meet the following correctional objectives:

1. Offenders will be law abiding;
2. Victims will be financially restored;
3. Offenders who are court ordered to perform certain obligations will abide by the court order;
4. Agencies will assist offenders with change.

Prior to our conversion to a Community Corrections Act County in July 2021, Nicollet County did not collect or monitor any performance outcome data. Throughout 2022 and 2023, Nicollet County Corrections will begin to collect and analyze performance data in accordance to the four objectives mentioned above. The findings will be presented beginning with the 2023-2024 Nicollet County Community Corrections Comp Plan.

STRAGTIC PLAN/GOALS

Nicollet County Community Corrections continues to look for ways to improve practice. The strategic plan is one way that we track progress and share our intentions with our stakeholders. We have consulted with other departments and researched which measures we are currently able to gather data and report on. Moving forward, we will be able to track the data from year to year and evaluate results.

1. **Provide staff with training and resources they need to effectively perform their jobs and to remain safe while doing their work.** We will focus on providing effective safety training for our staff while working in our offices and out in the field.
2. **Enhance public safety and client success through the effective implementation of a Practice Model, Evidence Based Practices (EBP) and the delivery of integrated services.** Additionally, we will also focus on providing culturally competent programs and services.
3. **Regularly review the emerging needs of our clients and families to ensure we provide the appropriate programming and services to meet their needs.** Through research and data analysis, we will regularly review the demographics, programs and service needs of clients and families to meet their changing needs and complexities, and we will engage partners in the criminal justice system, the community service division and the community in this effort.
4. **Measure our work, focusing on the reduction in recidivism for clients under our supervision and participating in our programs and the effectiveness of our program.** We will assist clients by providing the programming and services needed to meet court-ordered conditions, and will assist clients in obtaining the services they need to successfully re-enter the community from jail or prison and/or develop/maintain a healthy, stable lifestyle in the community, thus achieving self-sufficiency.

MINNESOTA DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS ACT
COMPREHENSIVE PLAN BUDGET
(nearest dollar)

County/Group: Nicollet County

Budget Year: 2022

Consolidated Budget

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				1,583,461
Service & Contractual				400,644
Travel				17,450
Training				12,160
Supplies & Materials				24,100
Capital Outlays				0
*Other Services (specify below)				0
Direct Budgeted Expenses	583,018	1,355,622	99,174	2,037,814
Use of State Institutions	0	0	0	0
Total Budgeted Expenses	583,018	1,355,622	99,174	2,037,814

Minimum County/Group Level of Spending Current Year:

195,911

Percent of County budget

For Internal Use Only:

Fiscal Services Grant Administrator Approval & Date

Date Notified Grants Administrator

MINNESOTA DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS ACT
COMPREHENSIVE PLAN BUDGET
(nearest dollar)

County/Group: Nicollet County

Budget Year: 2022

Budget for Subsidy Program: Administration

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				433,334
Service & Contractual				125,201
Travel				
Training				
Supplies & Materials				7,531
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses		566,066		566,066
Use of State Institutions				0
Total Budgeted Expenses	-	566,066	-	566,066

Budget for Subsidy Program: Training

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				17,450
Training				12,160
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses	11,660	17,950		29,610
Use of State Institutions				0
Total Budgeted Expenses	11,660	17,950	-	29,610

Budget for Subsidy Program: Adult Facilities

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

MINNESOTA DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS ACT
COMPREHENSIVE PLAN BUDGET
(nearest dollar)

County/Group: Nicollet County

Budget Year: 2022

Budget for Subsidy Program: Adult Services

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

Budget for Subsidy Program: Court & Field Services

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				1,150,127
Service & Contractual				275,443
Travel				
Training				
Supplies & Materials				16,569
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses	571,358	771,606	99,174	1,442,138
Use of State Institutions				0
Total Budgeted Expenses	571,358	771,606	99,174	1,442,138

Budget for Subsidy Program: Evaluation Services

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

MINNESOTA DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS ACT
COMPREHENSIVE PLAN BUDGET
(nearest dollar)

County/Group: Nicollet County

Budget Year: 2022

Budget for Subsidy Program: Jail Programs

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

Budget for Subsidy Program: Juvenile Facilities

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

Budget for Subsidy Program: Juvenile Services

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

MINNESOTA DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS ACT
COMPREHENSIVE PLAN BUDGET
(nearest dollar)

County/Group: Nicollet County

Budget Year: 2022

Budget for Subsidy Program: Residential Programming

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

Budget for Subsidy Program: Non-Residential Programming

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

Budget for Subsidy Program: Parole Services

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

MINNESOTA DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS ACT
COMPREHENSIVE PLAN BUDGET
(nearest dollar)

County/Group: Nicollet County

Budget Year: 2022

Budget for Subsidy Program: Probation Services

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

Budget for Subsidy Program: Service & Contractual

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

Budget for Subsidy Program: Specialty Court (Drug, DWI, ETC)

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

MINNESOTA DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS ACT
COMPREHENSIVE PLAN BUDGET
(nearest dollar)

County/Group: Nicollet County

Budget Year: 2022

Budget for Subsidy Program: Supervised Release Services

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

Budget for Subsidy Program: Other-

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

***OTHER SERVICES (FUNDING SOURCE SPECIFIED)**

Program Name	Description	Amount
Total		99,174

NOTES:

MINNESOTA DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS ACT
COMPREHENSIVE PLAN BUDGET
(nearest dollar)

County/Group: Nicollet

Budget Year: 2023

Consolidated Budget

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				1,631,567
Service & Contractual				400,644
Travel				17,450
Training				12,160
Supplies & Materials				24,100
Capital Outlays				0
*Other Services (specify below)				0
Direct Budgeted Expenses	583,018	1,403,728	99,174	2,085,920
Use of State Institutions	0	0	0	0
Total Budgeted Expenses	583,018	1,403,728	99,174	2,085,920

Minimum County/Group Level of Spending Current Year:

Percent of County budget

0%

For Internal Use Only:

Fiscal Services Grant Administrator Approval & Date

Date Notified Grants Administrator

MINNESOTA DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS ACT
COMPREHENSIVE PLAN BUDGET
(nearest dollar)

County/Group: NicolletBudget Year: 2023**Budget for Subsidy Program: Administration**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				453,156
Service & Contractual				125,201
Travel				
Training				
Supplies & Materials				7,531
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses		585,888		585,888
Use of State Institutions				0
Total Budgeted Expenses	-	585,888	-	585,888

Budget for Subsidy Program: Training

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				17,450
Training				12,160
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses	11,660	17,950		29,610
Use of State Institutions				0
Total Budgeted Expenses	11,660	17,950	-	29,610

Budget for Subsidy Program: Adult Facilities

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

MINNESOTA DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS ACT
COMPREHENSIVE PLAN BUDGET
(nearest dollar)

County/Group: NicolletBudget Year: 2023**Budget for Subsidy Program: Adult Services**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

Budget for Subsidy Program: Court & Field Services

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				1,178,411
Service & Contractual				275,443
Travel				
Training				
Supplies & Materials				16,569
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses	571,358	799,890	99,174	1,470,422
Use of State Institutions				0
Total Budgeted Expenses	571,358	799,890	99,174	1,470,422

Budget for Subsidy Program: Evaluation Services

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

MINNESOTA DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS ACT
COMPREHENSIVE PLAN BUDGET
(nearest dollar)

County/Group: Nicollet

Budget Year: 2023

Budget for Subsidy Program: Jail Programs

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

Budget for Subsidy Program: Juvenile Facilities

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

Budget for Subsidy Program: Juvenile Services

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

MINNESOTA DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS ACT
COMPREHENSIVE PLAN BUDGET
(nearest dollar)

County/Group: Nicollet

Budget Year: 2023

Budget for Subsidy Program: Residential Programming

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

Budget for Subsidy Program: Non-Residential Programming

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

Budget for Subsidy Program: Parole Services

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

MINNESOTA DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS ACT
COMPREHENSIVE PLAN BUDGET
(nearest dollar)

County/Group: NicolletBudget Year: 2023**Budget for Subsidy Program: Probation Services**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

Budget for Subsidy Program: Service & Contractual

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

Budget for Subsidy Program: Specialty Court (Drug, DWI, ETC)

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

MINNESOTA DEPARTMENT OF CORRECTIONS
COMMUNITY CORRECTIONS ACT
COMPREHENSIVE PLAN BUDGET
(nearest dollar)

County/Group: NicolletBudget Year: 2023**Budget for Subsidy Program: Supervised Release Services**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

Budget for Subsidy Program: Other-

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
Total Budgeted Expenses	-	-	-	0

***OTHER SERVICES (FUNDING SOURCE SPECIFIED)**

Program Name	Description	Amount
Total		99,174

NOTES:

Nicollet County Board of Commissioners
Board Meeting Agenda Item



Agenda Item:

Intersection Control Evaluation Report Presentation-CSAH 5/Broadway/Sunrise Drive

Primary Originating Division/Dept.: Public Works-Highway

Meeting Date: 01/25/2022

Contact: Seth Greenwood, P.E.

Title: PWD/County Engineer

Item Type: Regular Agenda
(Select One)

Amount of Time Requested: 30 minutes

Presenter: Seth Greenwood, Ross
Tillman, Pete Moulton

Title: PWD/County Engineer

Attachments: ☒ Yes ☐ No

County Strategy:
(Select One)

Facilities and Space - preserve, maintain and build our assets

BACKGROUND/JUSTIFICATION:

Since the construction of the new St. Peter High School, continued residential development on St. Peter's western limits, and the planned construction of a new Fire Hall at the intersection of CSAH 5 & Sunrise Drive, the intersection of CSAH 5/Sunrise Drive was identified by the City as having a need for an Intersection Control Evaluation (ICE) Study to evaluate current and future traffic safety and volume issues. The City of St Peter hired Bolton and Menk to complete the ICE study. The completed ICE study is attached for your review. Ross Tillman with Bolton and Menk and Pete Moulton, St Peter PW Director, will be presenting the findings, results, and recommendation of the ICE Study.

The City of St. Peter has also received a \$1.25 million LRIP grant for improvements to the CSAH 5/Broadway/Sunrise Drive intersection in 2022. The ICE Study is to help identify what those improvements are.

Supporting Documents: ☒ Attached

☐ In Signature Folder

☐ None

Prior Board Action Taken on this Agenda Item:

☒ Yes

☐ No

If "yes", when? (provide year; mm/dd/yy if known)

Approved by County Attorney's Office:

☐ Yes

☐ No

☒ N/A

ACTION REQUESTED:

Informational

FISCAL IMPACT: Other
(Select One)

If "Other", specify:

FUNDING

County Dollars =

State

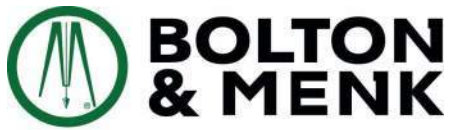
(Select One)

FTE IMPACT: No FTE change
(Select One)

Total:

If "Increase or "Decrease," specify:

Related Financial/FTE Comments:



Real People. Real Solutions.

Intersection Control Evaluation Report

Broadway Avenue and Sunrise Drive

Saint Peter, MN

January 3, 2022

Submitted by:

Bolton & Menk, Inc.

12224 Nicollet Avenue

Burnsville, MN 55337

P: 952-890-0509

F: 952-890-8065

Certification

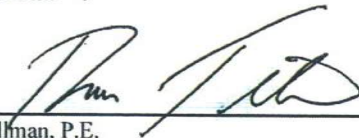
Intersection Control Evaluation Report

Broadway Avenue and Sunrise Drive

in

Saint Peter, Nicollet County, Minnesota

I hereby certify that this report was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota.

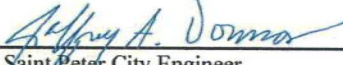


Ross Tillman, P.E.

59612
Reg. No.

1/3/2022
Date

APPROVED:



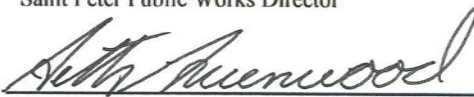
Saint Peter City Engineer

1/10/2022
Date



Saint Peter Public Works Director

1/11/2022
Date



Nicollet County Engineer

1-13-2022
Date

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Executive Summary

The intersection of Broadway Avenue/CSAH 5 and Sunrise Drive is centrally located in the City of Saint Peter. The All-Way Stop Control intersection serves all modes of transportation and has a significant importance considering the close proximity to Saint Peter High school, North Elementary school, John Ireland School, Saint Peter Middle School, and Gustavus Adolphus College.

Traffic patterns have changed with the recent construction of Saint Peter High School west of the intersection on CSAH 5. The intersection is currently experiencing operation concerns which are anticipated to get worse with planned and proposed developments to the west and north. Additionally, the City of Saint Peter is planning on building a new fire station in the northwest quadrant of the intersection.

The intersection currently has one lane of approach in all directions. Pedestrian facilities and crossings are present on each side of each leg of the intersection. The northwest and northeast quadrants are currently vacant, the northeast quadrant is residential properties, and the southeast quadrant contains a parking lot for a nearby park. The intersection is within the normal, expected range for expected crashes when compared to similar intersections statewide. Traffic delay operations appear to be within acceptable levels of service, however, during peak times of the day, some extending traffic queues occur. There is frequent pedestrian and bicycle use at the intersection and in general these users are accommodated with little delay.

The All-Way Stop Control is anticipated to fail with forecasted traffic volumes. Multiple alternatives were evaluated and mitigation to a traffic signal or roundabout is anticipated to provide a safety and delay improvement when compared to the existing condition. Planning level concepts were developed for both alternatives to complete a Benefit-Cost (B/C) Analysis. Both alternatives proved to have a positive B/C ratio, however, the single lane roundabout has a greater safety and delay benefit over the project life resulting in the higher B/C ratio of 6.07.

A single lane roundabout is recommended at the study intersection. This alternative has the greater B/C ratio and would provide system consistency along Broadway Avenue/CSAH 5 with the recently constructed roundabout at the Saint Peter High School. Implementation of a roundabout is anticipated to have a construction and right-of-way acquisition cost of approximately \$1.57 million.

Existing Conditions

Broadway Avenue/CSAH 5¹ is a two-lane roadway generally providing an east-west connection from Saint Peter High School to TH 169 in Saint Peter, MN. At the intersection with Sunrise Drive, the west leg of Broadway Avenue (CSAH 5) is maintained by Nicollet County, has a speed limit of 45 mph and serves 4,600 vehicles per day. The east leg of the intersection is maintained by the City of Saint Peter, has a speed limit of 30 mph and serves 4,900 vehicles per day. Sunrise Drive is a two-lane roadway maintained by the City of Saint Peter, has a speed limit of 30 mph, and serves up to 3,650 vehicles per day at the intersection with Broadway Avenue.

The intersection is All-Way Stop Controlled (AWSC) with one lane of approach in all directions. Sunrise Drive is a Bike Route and pedestrian crossings are provided on all legs of the intersection connecting the sidewalks/trails present on both sides of each roadway. **Figure A** shows the intersection location and its proximity to many schools including: Saint Peter High School, Saint Peter Middle School, North Elementary School, John Ireland School, and Gustavus Adolphus College. **Figure B** shows a recent aerial view of the intersection.

Figure A: Project Location Map



Source: Google Maps

¹ The west leg of the intersection is Broadway Ave/CSAH 5 while the east leg is Broadway Ave. The report generalizes the intersection throughout most text, graphics, and figures as Broadway Ave at Sunrise Dr.

Figure B: Broadway Ave and Sunrise Dr Intersection



Source: Google Maps

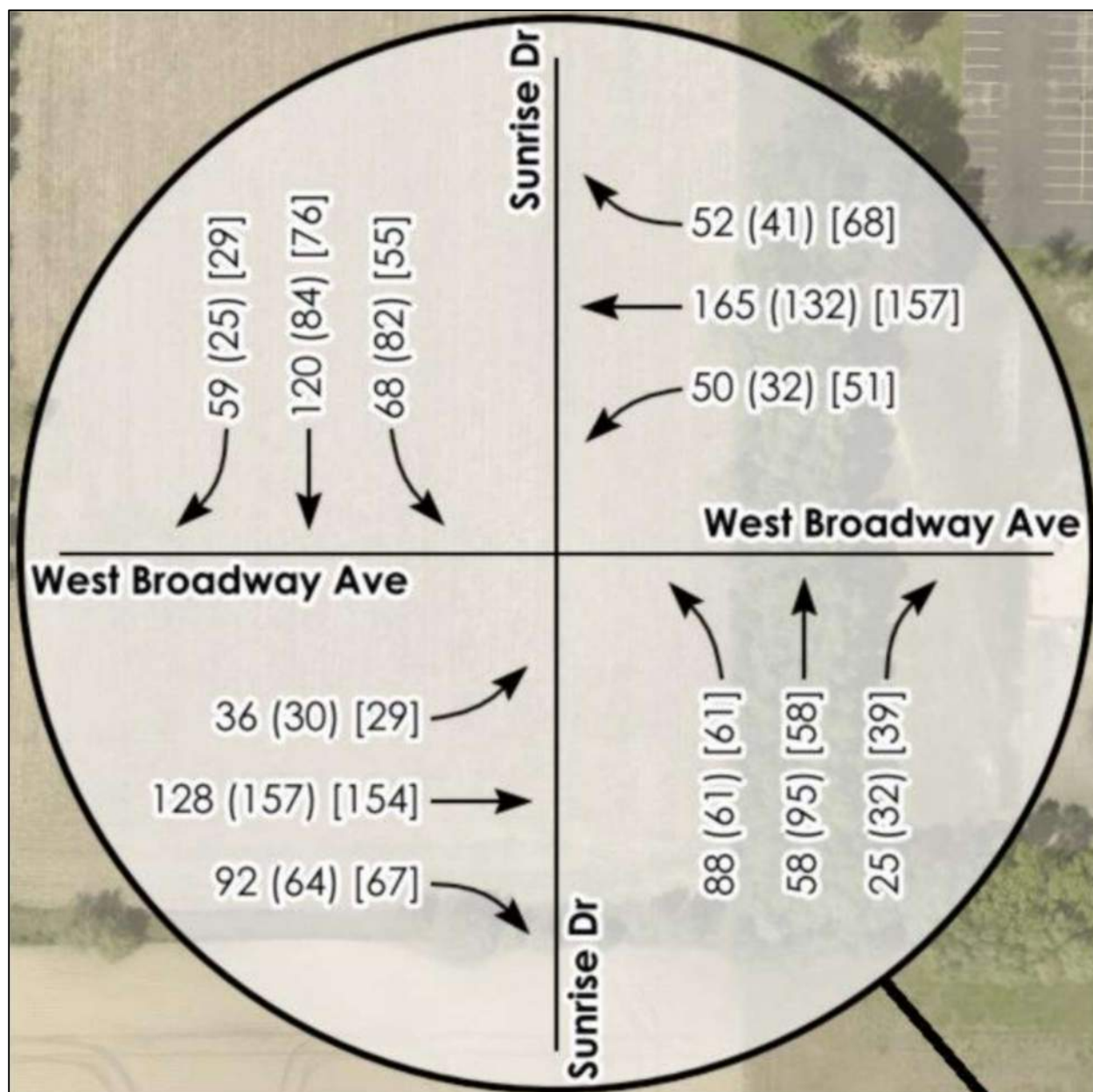
Data Collection

Traffic data was collected at the Broadway Avenue and Sunrise Drive intersection in September 2021, over two normal weekdays. Twenty-four hour turning movement counts were completed to determine the AM, School Release and PM peak hours of traffic used for operations analysis. The peak hours are defined:

AM	7:30am to 8:30am
School Release	3:15pm to 4:15pm
PM	5:00pm to 6:00pm

Existing Peak Hour turning movement counts are shown in **Figure C**. Traffic count details and Average Annual Daily Traffic (AADT), can be found in **Appendix A**.

Figure C: Existing Peak Hour Turning Movements



Legend



Turning Movement Counts



AM (School Release) [PM]

Safety Analysis

Crash data was obtained from the Minnesota Department of Transportation for the last ten years of available data (2012-2021). Crash data is classified by severity:

- F – Fatal
- A – Incapacitating Injury
- B – Non-Incapacitating Injury
- C – Possible Injury
- PDO – Property Damage Only

Table 1 details crash rates for the intersection and **Table 2** details the crash severities and types. The statewide average and critical crash rates are compared to similar type intersections statewide in respect to entering volume, traffic control, environment, and speed limits. The *statewide average* is the average observed rate for similar type intersections and the *critical rate* is the rate at which an intersection is considered unsafe. An intersection crash rate greater than the critical rate indicates that the intersection operates outside the expected normal range.

Table 1: Intersection Crash Rates (2012-2021)

Total Crashes (2012-21)	Crash Rate		
	Intersection Crash Rate	Statewide Average	Critical Rate
5	0.21	0.35	0.68

Table 2: Crash Severity and Crash Type

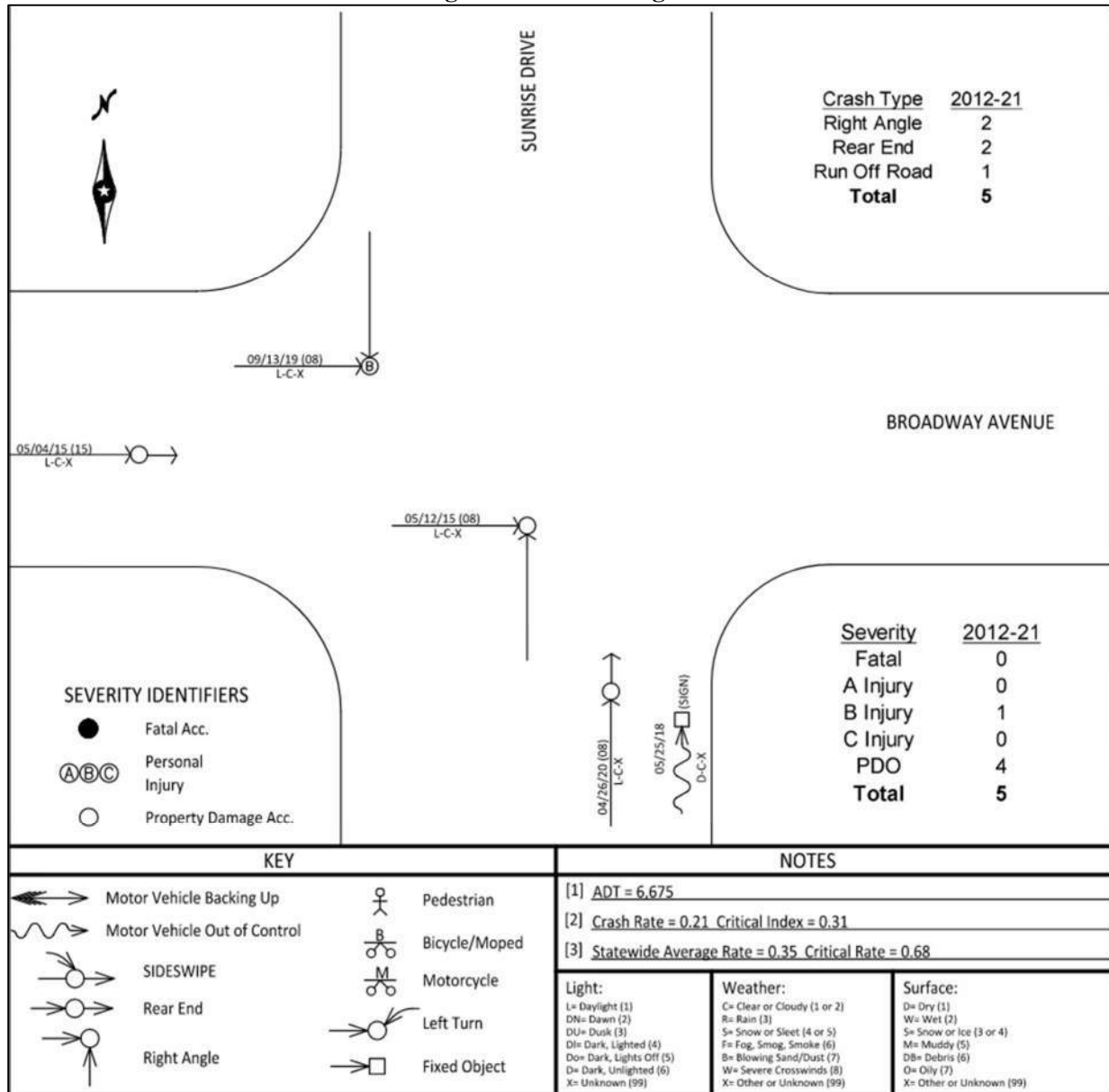
Crash Severity					Crash Type		
F	A	B	C	PDO	Right Angle Crashes	Rear End Crashes	Run Off Road
0	0	1	0	4	2	2	1

The intersection crash rate of 0.21 is below the statewide average and the critical rate for similar type intersections. Most crashes (four of five) resulted in property damage only. There was one non-incapacitating injury crash recorded. No discernable pattern of crash types at the intersection is noticeable with two right angle crashes, two rear end crashes and one run off the road crash. There were no pedestrian or bicycle crashes recorded in the ten-year analysis period.

Although not directly indicated in the actual crash data, city staff reports the intersection still experiences vehicles running, or rolling, through the stop signs with near misses resulting. To draw more attention to the stop signs, the County installed reflectors on the east and west approach stop signs in 2015. However, even with the reflectors, city staff have still reported close calls from vehicles running the stop signs.

Figure D shows the crash diagram for the intersection. Additional crash details can be found in **Appendix B**.

Figure D: Crash Diagram



Warrant Analysis

Traffic Signal and All-Way Stop Control (AWSC) warrant analyses were completed using the 24-hour turning movement count data for the intersection.

Traffic signal warrants have been developed as national guidelines to promote continuity of traffic control devices and ensure that traffic signals are installed at intersections that would benefit from their use. The Minnesota Manual of Uniform Traffic Control Devices (MnMUTCD) Chapter 4C states that the investigation of the need for a traffic control signal shall include an analysis of the applicable factors contained in ten traffic signal warrants. A traffic signal should not be installed unless one or more of the warrants can be met, however the satisfaction of a traffic signal warrant or warrants shall not in itself require the installation of a traffic signal. Furthermore, a traffic signal should not be installed unless an engineering study indicates that the traffic control signal will improve the overall safety and operation of the intersection. Finally, the signal should not disrupt the progressive flow of traffic.

The MnMUTCD identifies criteria that should be considered in an engineering study for the installation of an AWSC. However, the ultimate decision to install an all-way stop control should be based on an engineering study. Similar to signal warrants, AWSC warrants consider multiple criteria including traffic volumes, crash history, pedestrian conflicts, and the surrounding environment. Further guidance and detailed information are provided in the MnMUTCD

Roundabouts are typically justified by MnDOT if the intersection meets traffic signal or AWSC warrants.

Table 3 summarizes each warrant, required hours needed to satisfy the warrant, and the hours satisfied using the traffic data collected as part of this evaluation. Satisfied warrants are highlighted in green. Additional details regarding each warrant can be found in the MnMUTCD (Chapter 4C). Additional evaluation results can be found in **Appendix C**.

Table 3: Traffic Control Signal Warrant Results

Warrant		Required Hours	Satisfied Hours
1A	Eight-Hour Vehicular Volume (Minimum Volume)	8	4
1B	Eight-Hour Vehicular Volume (Interruption of Traffic)	8	1
2	Four-Hour Vehicular Volume	4	4
3	Peak Hour	1	0
4	Pedestrian Volume	Not Satisfied	
5	School Crossing	Potentially Satisfied	
6	Coordinated Signal System	Not Applicable	
7	Crash Experience	8	8
8	Roadway Network	Not Satisfied	
9	Intersection Near a Grade Crossing	Not Applicable	
-	All Way Stop Control (AWSC)	8	10

The existing traffic volumes satisfy Warrant 2 (Four-Hour Vehicular Volume) and the AWSC Warrant. Warrant 7 (Crash Experience) is satisfied in regard to traffic volume but does not meet the necessary crash history (five or more crashes in a 12-month period) and therefore is not satisfied.

Warrant 5 is potentially satisfied due to the proximity to Saint Peter High School. The MnMUTCD states that this warrant only considers “Schoolchildren”, defined as elementary to high school students, and therefore does not consider the nearby college students. The data collected did not meet the outlined pedestrian volumes to satisfy this warrant, but it is possible future pedestrian volumes would.

Existing Operations Analysis

An operations analysis was completed for the AM, School Release and PM peak hours using the existing turning movement counts. The operational analysis results are described as a Level of Service (LOS) ranging from A to F. These letters serve to describe a range of operating conditions for different types of facilities. Levels of Service are calculated based on the Highway Capacity Manual 6th Edition, which base the level of service on traffic control delay. For example, a LOS A means the intersection is performing well with short traffic delays. As intersection traffic delays increase, the LOS for the intersection decreases to a B, C, D, E or F, with F representing the greatest delay.

Control delay is the delay experienced by vehicles slowing down as they are approaching the intersection, the wait time at the intersection, and the time for the vehicle to speed up through the intersection and enter into the traffic stream. The average intersection control delay is a volume weighted average of delay experienced by all motorists entering the intersection on all intersection approaches. Level of service D is commonly taken as an acceptable design year LOS.

The level of service and its associated intersection delay for a signalized and unsignalized intersection is presented below. The delay threshold for unsignalized intersections is lower compared to signalized intersections, which accounts for the fact that people expect a higher level of service when at a stop-controlled intersection. Roundabout intersections are evaluated based on which control it is being compared against. For this study, control delay per vehicle for a roundabout was evaluated utilizing unsignalized intersection parameters since the existing intersection is unsignalized. **Table 4** details the control delay level of service thresholds for signalized and unsignalized intersections.

Table 4: Level of Service Criteria

LOS	Signalized	Unsignalized
	Control Delay per Vehicle (sec.)	Control Delay per Vehicle (sec)
A	≤10	≤10
B	> 10 and ≤ 20	> 10 and ≤ 15
C	> 20 and ≤ 35	> 15 and ≤ 25
D	> 35 and ≤ 55	> 25 and ≤ 35
E	> 55 and ≤ 80	> 35 and ≤ 50
F	> 80	> 50

The Existing All-Way Stop Control (AWSC) was analyzed using Synchro/SimTraffic and methods within the Highway Capacity Manual to determine measures of effectiveness.

All movement, approaches and overall intersection delays currently operate at a LOS B or better with the existing turning movements. The AWSC model has average queues of 50 to 75 feet (two to three vehicles) for all directions during the peak hours of the day. The maximum queues range from 100 to 200 feet (four to eight vehicles) during the peak hours of the day.

Field evaluations show longer traffic queuing during the School Release peak than detailed in **Table 5**. The eastbound approach queue has a “rolling queue” that can extend between 400 and 700 feet on occasion. This traffic seems to be slowly moving together on approach to the intersection as opposed to being completely stopped. This difference is considered for future alternative analysis and evaluation.

Table 5: Existing Operation

		Traffic Delay (sec/veh)				Traffic Queuing (feet)		
Time	Approach	Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Avg	Max
		L	T	R				
AM Peak	EB	10 - B	14 - B	7 - A	12 - B	11 - B	75	175
	WB	13 - B	14 - B	9 - A	13 - B		75	200
	NB	9 - A	10 - B	6 - A	9 - A		75	150
	SB	11 - B	12 - B	9 - A	12 - B		75	175
School Release	EB	8 - A	14 - B	8 - A	12 - B	9 - A	75	150
	WB	9 - A	10 - B	5 - A	9 - A		50	125
	NB	8 - A	10 - B	7 - A	9 - A		75	125
	SB	8 - A	9 - A	6 - A	9 - A		75	125
PM Peak	EB	9 - A	12 - B	6 - A	11 - B	8 - A	50	125
	WB	8 - A	10 - B	6 - A	9 - A		75	150
	NB	7 - A	8 - A	5 - A	7 - A		50	100
	SB	7 - A	9 - A	5 - A	8 - A		50	100

Additional traffic operations details can be found in **Appendix D**.

Non-Motorized Movements

Pedestrian and Bicycle movements were collected with the traffic data. **Figure E** details the daily pedestrian crossing movements for each leg of the intersection. **Table 6** details the daily bicycle turning movements at the intersection.

In general, there are relatively low volumes of pedestrians and bicyclist using this intersection during data collection. A total of 178 pedestrians and/or bicyclist were shown crossing at the intersection within the crosswalks. A total of 11 bicyclist navigated the intersection using the drive lanes throughout the day of data collection. The most concentrated time of use by pedestrians is before and after school with school aged children walking or biking to school. In general, most non-motorized users are alone or in groups of two.

The existing AWSC provides opportunities for pedestrians to cross with little delay, even during peak traffic hours of the day. Bicyclist should also be able to comfortably merge with vehicular traffic under the AWSC. It appears that pedestrian and bicycle movements have sufficient opportunities to cross either roadway under current traffic volumes.

Figure E: Daily Pedestrian Crossing Volumes

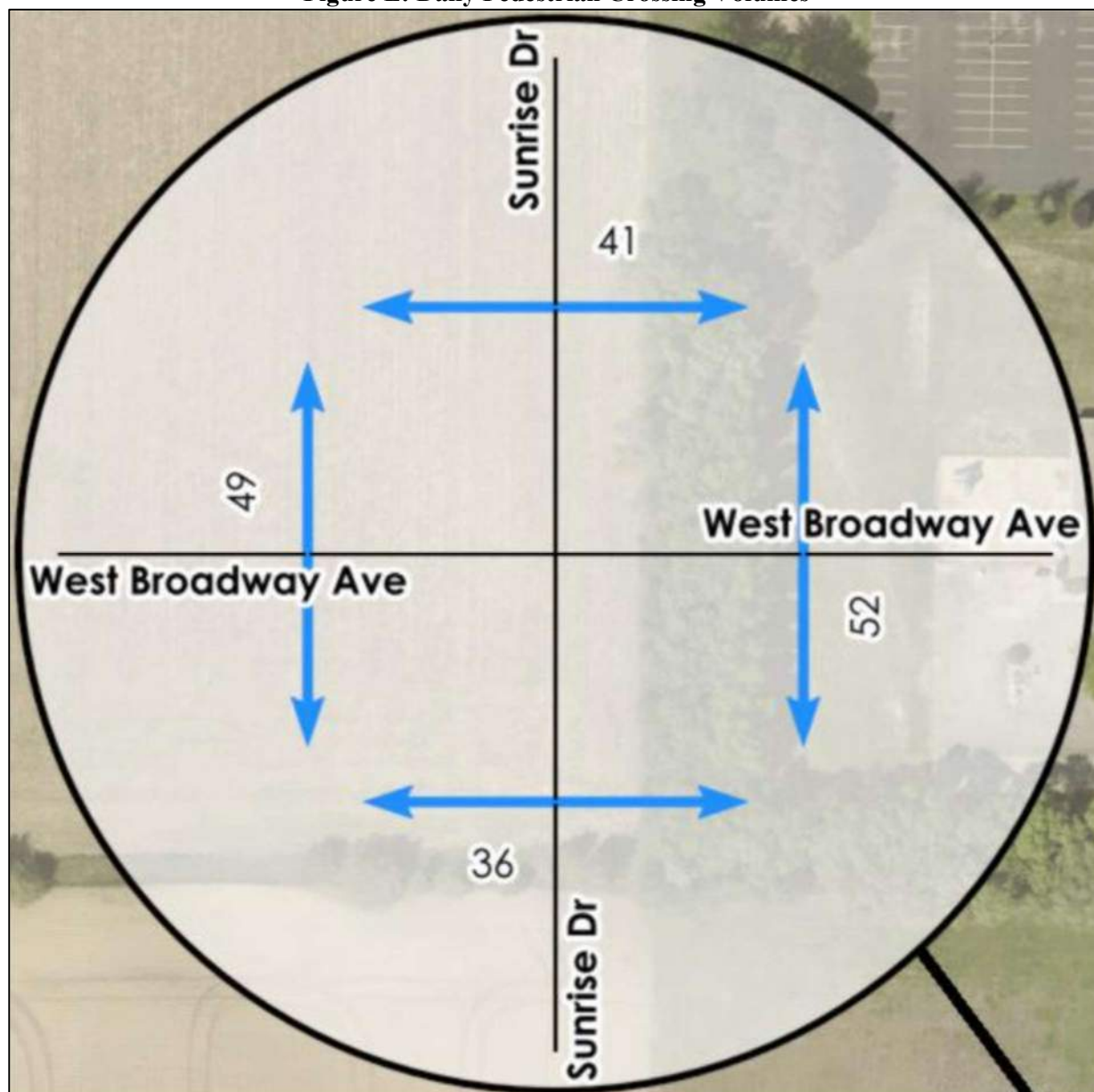


Table 6: Daily Bicycle Movements

Southbound			Westbound			Northbound			Eastbound			Total
Left Turns	Straight Through	Right Turns	Left Turns	Straight Through	Right Turns	Left Turns	Straight Through	Right Turns	Left Turns	Straight Through	Right Turns	
0	1	0	0	3	0	3	1	0	0	1	2	11

Pedestrian and bicycle volumes typically have large fluctuations depending on the weather, time of year, events, etc. Therefore, it is possible that at times, pedestrian and bicycle traffic is far greater than what was observed during data collection. Given the proximity to multiple school and park facilities, in addition to the potential development opportunities near the intersection, these volumes could greatly change and should be monitored in the future.

Future Conditions

Traffic Forecasting

Future traffic volumes for 2041 were developed based on the past and anticipated growth near the intersection. Historical traffic volumes were reviewed and considered for the forecast, however, the new Saint Peter High School has drastically impacted traffic patterns in recent years. Furthermore, a large area west and northwest of the intersection of Broadway Avenue and Sunrise Drive is zoned for future residential development, some of which has already commenced.

Trip generation calculations were completed based on the ITE Trip Generation Manual (10th Edition) for the zoned areas designated for residential development. The calculated new trips were adjusted based on the historical and anticipated number of homes in Saint Peter based on actual growth trends. Overall, the intersection is anticipated to gain approximately 12,500 vehicles per day when approaching full development of residential areas, which was adjusted down 20% to 10,000 vehicles per day by 2041 (accounting for the past growth trends)². The new trips were distributed through the intersection based on current traffic patterns and engineering judgement. **Table 7** details the most recent daily traffic volumes from the recently completed data collection and the anticipated 2041 daily traffic volumes. The associated yearly growth rate for each leg is also shown.

Table 7: Future AADT

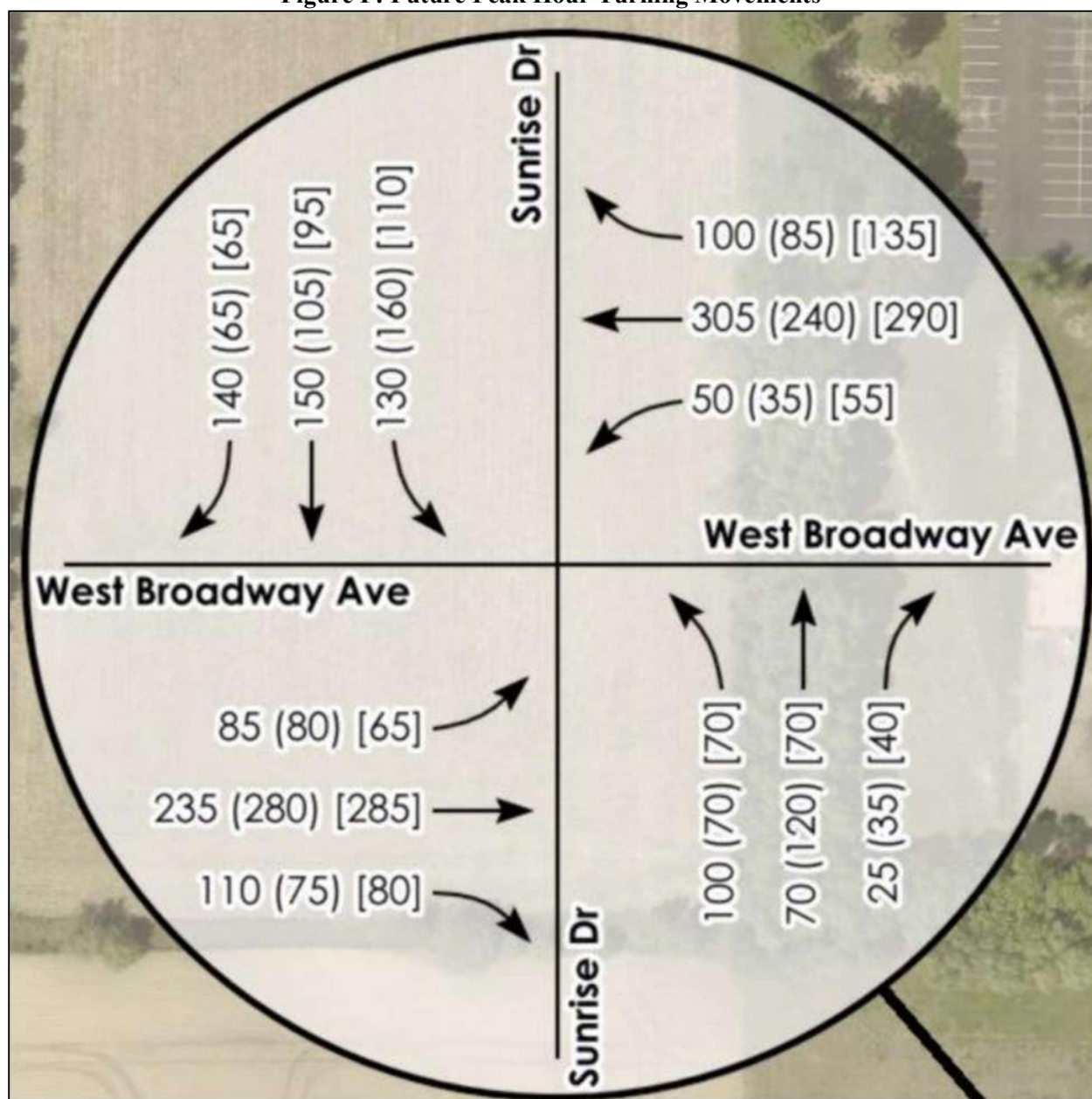
Street	Leg	2021	2041	Growth Rate
Sunrise Drive	North	3600	6200	2.76%
	South	3650	4200	0.70%
Broadway Avenue	West	4600	7900	2.74%
	East	4900	8500	2.79%

The south leg is anticipated to have less growth than the other three approaches. Development south of the intersection is anticipated to be negligible and therefore less traffic growth is anticipated on the south leg of the intersection. Future turning movements used for traffic operations evaluations are detailed in **Figure F**.

Additional traffic forecasting information, including trip generation calculations and assumptions, are found in **Appendix E**.

² Based on the high-level assessment prepared for this study, the overall area could generate almost 31,000 trips per day overall with full build out. This entire volume will not utilize the study intersection based on the intersection location within the city and roadway network, therefore through trip assignment and engineering judgement this total was reduced to a full build out potential of 12,500 trips per day using the study intersection. A further reduction of 20% was applied to bring this total to 10,000 new trips per day using the study intersection to normalize this growth to a pace consistent with past years.

Figure F: Future Peak Hour Turning Movements



Legend



Turning Movement Counts

← AM (School Release) [PM]

Future Traffic Operations (No Build)

The operational results for the existing AWSC with future traffic volumes are shown in **Table 8**. The data represents no intersection improvements.

Table 8: Future Operations (No Build)

		Traffic Delay (sec/veh)				Traffic Queuing (feet)		
Time	Approach	Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Avg	Max
		L	T	R				
AM Peak	EB	57 - F	60 - F	52 - F	58 - F	66 - F	250	975
	WB	110 - F	102 - F	97 - F	102 - F		450	1600
	NB	22 - C	22 - C	18 - C	22 - C		100	300
	SB	58 - F	58 - F	52 - F	57 - F		250	950
School Release	EB	170 - F	173 - F	161 - F	171 - F	84 - F	675	1600
	WB	62 - F	60 - F	59 - F	60 - F		250	725
	NB	17 - C	20 - C	16 - C	19 - C		100	225
	SB	32 - D	31 - D	29 - D	32 - D		150	375
PM Peak	EB	70 - F	73 - F	69 - F	72 - F	48 - E	325	975
	WB	59 - F	57 - F	57 - F	58 - F		300	775
	NB	10 - B	12 - B	8 - A	11 - B		75	125
	SB	16 - C	17 - C	13 - B	16 - C		100	175

The current AWSC is anticipated to have LOS E or F during the peak hours of the day with the future traffic volumes. The eastbound and westbound approach is anticipated to have LOS F during each peak hour and the southbound approach is anticipated to have LOS F during the AM peak hour. Average traffic queues are anticipated to be the longest for the eastbound and westbound approaches, possibly extending 675 feet for eastbound traffic during School Release. Maximum Traffic queues are anticipated to be severe for various approaches depending on time of the day.

Furthermore, the eastbound queues, specifically during the School Release peak, would be expected to be longer than shown in **Table 8** due to the differences shown between the existing models and field evaluations. Additional traffic operations details can be found in **Appendix D**.

Alternative Traffic Evaluation

Traffic operation measures of effectiveness were used to screen potential alternatives to be considered for further analysis. The following intersection alternatives were evaluated for traffic operations:

- All-Way Stop Control with Right Turn Lanes
- All-Way Stop Control with Left Turn Lanes
- Signal with Left Turn Lanes
- Single Lane Roundabout

The AWSC analysis with turn lanes includes adding turn lanes (either right or left) for the eastbound, westbound, and southbound approaches but not the northbound approach. The signal evaluation includes left turn lanes with protected/permitted phasing for all approaches. The AWSC and Signalized alternatives were analyzed using Synchro/SimTraffic and methods within the Highway Capacity Manual (HCM) to determine measures of effectiveness. The roundabout evaluation was based on HCM equations and ARCADY (Assessment of Roundabout Capacity and Delay) analysis.

All-Way Stop Control (with Right Turn Lanes):

The operational results for an AWSC with right turn lanes on the eastbound, westbound, and southbound approaches with the existing and future traffic volumes are shown in **Tables 9 and 10**.

Table 9: 2021 AWSC (RTL) Operations

		Traffic Delay (sec/veh)				Traffic Queuing (feet)				
Time	Approach	Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left/Through		Right Turn	
		L	T	R			Avg	Max	Avg	Max
AM Peak	EB	10 - B	13 - B	4 - A	10 - B	10 - B	50	125	25	75
	WB	11 - B	13 - B	4 - A	11 - B		75	150	25	75
	NB	10 - B	12 - B	8 - A	11 - B		75	150	75	150
	SB	10 - B	12 - B	5 - A	10 - B		75	150	50	75
School Release	EB	8 - A	14 - B	4 - A	11 - B	9 - A	50	150	25	50
	WB	10 - B	10 - B	3 - A	9 - A		50	125	25	75
	NB	9 - A	10 - B	7 - A	10 - B		75	125	75	125
	SB	8 - A	10 - B	4 - A	9 - A		75	125	25	50
PM Peak	EB	9 - A	12 - B	3 - A	10 - B	8 - A	50	100	25	50
	WB	8 - A	10 - B	3 - A	8 - A		50	125	25	75
	NB	7 - A	9 - A	6 - A	8 - A		50	125	50	125
	SB	8 - A	9 - A	3 - A	8 - A		50	100	25	50

Table 9 shows that the overall intersection operates with LOS A or B, and all movements operate with LOS B or better during the peak hours. All queues are acceptable during all peak hours.

Table 10: 2041 AWSC (RTL) Operations

		Traffic Delay (sec/veh)				Traffic Queuing (feet)				
Time	Approach	Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left/Through		Right Turn	
		L	T	R			Avg	Max	Avg	Max
AM Peak	EB	44 - E	46 - E	10 - B	37 - E	42 - E	175	625	75	350
	WB	81 - F	80 - F	31 - D	69 - F		300	1475	100	400
	NB	31 - D	31 - D	26 - D	31 - D		100	375	100	375
	SB	32 - D	32 - D	10 - B	25 - D		125	400	75	225
School Release	EB	124 - F	136 - F	62 - F	122 - F	60 - F	500	1325	175	400
	WB	32 - D	34 - D	7 - A	28 - D		125	350	50	150
	NB	25 - D	32 - D	29 - D	30 - D		125	300	125	300
	SB	33 - D	32 - D	6 - A	28 - D		125	350	50	150
PM Peak	EB	62 - F	63 - F	24 - C	57 - F	30 - D	250	850	100	350
	WB	28 - D	26 - D	6 - A	21 - C		125	325	50	100
	NB	13 - B	13 - B	9 - A	13 - B		75	150	75	150
	SB	15 - C	16 - C	6 - A	14 - B		75	150	50	100

Table 10 shows that the overall intersection operates with LOS F during the School Release hour and LOS E during the AM Peak hour. At least one approach is anticipated to have LOS F during the peak hours. Traffic queues for the eastbound and westbound approaches are anticipated to be unacceptable during the peak hours.

All-Way Stop Control (with Left Turn Lanes):

The operational results for an AWSC with left turn lanes on the eastbound, westbound, and southbound approaches with the existing and future traffic volumes are shown in **Tables 11 and 12**.

Table 11: 2021 AWSC (LTL) Operations

		Traffic Delay (sec/veh)				Traffic Queuing (feet)				
Time	Approach	Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left Turn		Through/Right	
		L	T	R			Avg	Max	Avg	Max
AM Peak	EB	7 - A	13 - B	6 - A	10 - B	10 - B	25	50	50	100
	WB	7 - A	12 - B	7 - A	11 - B		25	50	75	125
	NB	10 - B	10 - B	7 - A	10 - B		75	150	75	150
	SB	8 - A	12 - B	9 - A	11 - B		50	100	75	150
School Release	EB	6 - A	14 - B	8 - A	12 - B	9 - A	25	50	75	150
	WB	7 - A	10 - B	5 - A	9 - A		25	75	50	100
	NB	8 - A	10 - B	7 - A	9 - A		75	125	75	125
	SB	7 - A	9 - A	5 - A	8 - A		50	100	50	100
PM Peak	EB	6 - A	12 - B	5 - A	10 - B	8 - A	25	50	50	100
	WB	7 - A	9 - A	5 - A	8 - A		25	75	50	125
	NB	8 - A	9 - A	6 - A	8 - A		50	100	50	100
	SB	6 - A	8 - A	4 - A	7 - A		25	75	50	100

Table 11 shows that the overall intersection operates with LOS A or B and all movements operate with LOS B or better during the peak hours. All queues are acceptable during all peak hours.

Table 12: 2041 AWSC (LTL) Operations

		Traffic Delay (sec/veh)				Traffic Queuing (feet)				
Time	Approach	Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left Turn		Through/Right	
		L	T	R			Avg	Max	Avg	Max
AM Peak	EB	14 - B	38 - E	29 - D	32 - D	42 - E	75	300	150	475
	WB	41 - E	80 - F	76 - F	76 - F		75	400	350	1600
	NB	32 - D	32 - D	25 - D	32 - D		100	400	100	400
	SB	13 - B	24 - C	20 - C	20 - C		50	175	100	300
School Release	EB	60 - F	115 - F	106 - F	104 - F	55 - F	150	400	425	1275
	WB	16 - C	46 - E	45 - E	43 - E		50	275	175	600
	NB	27 - D	35 - E	32 - D	33 - D		125	300	125	300
	SB	14 - B	13 - B	9 - A	13 - B		75	125	75	125
PM Peak	EB	13 - B	34 - D	29 - D	30 - D	25 - D	50	225	150	500
	WB	13 - B	37 - E	35 - E	34 - D		50	275	175	525
	NB	12 - B	13 - B	9 - A	12 - B		75	125	75	125
	SB	10 - B	13 - B	8 - A	11 - B		50	100	75	100

Table 12 shows that the overall intersection operates with LOS F during the School Release hour and LOS E during the AM Peak hour. At least one approach is anticipated to have LOS F during the peak hours. Traffic queues for the eastbound and westbound approaches are anticipated to be unacceptable during the peak hours.

Signal (with Left Turn Lanes):

The operational results for a Signal with left turn lanes with the existing and future traffic volumes are shown in **Tables 13 and 14**.

Table 13: 2021 Signal Operations

		Traffic Delay (sec/veh)				Traffic Queuing (feet)				
Time	Approach	Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left Turn		Through/Right	
		L	T	R			Avg	Max	Avg	Max
AM Peak	EB	8 - A	11 - B	5 - A	9 - A	13 - B	25	50	50	125
	WB	10 - B	10 - B	6 - A	10 - B		25	75	75	175
	NB	18 - B	17 - B	7 - A	17 - B		50	125	50	125
	SB	14 - B	27 - C	17 - B	22 - C		50	125	100	200
School Release	EB	6 - A	11 - B	4 - A	9 - A	11 - B	25	50	50	175
	WB	8 - A	8 - A	3 - A	7 - A		25	75	50	125
	NB	15 - B	19 - B	10 - B	16 - B		50	100	75	150
	SB	16 - B	17 - B	8 - A	16 - B		50	100	50	125
PM Peak	EB	8 - A	8 - A	4 - A	7 - A	10 - B	25	50	50	100
	WB	8 - A	7 - A	4 - A	7 - A		25	75	50	125
	NB	16 - B	17 - B	7 - A	15 - B		50	100	50	100
	SB	14 - B	20 - C	8 - A	16 - B		25	100	75	125

Table 13 shows that the overall intersection operates with LOS B and all movements operate with LOS C or better during the peak hours. All queues are acceptable during all peak hours.

Table 14: 2041 Signal Operations

		Traffic Delay (sec/veh)				Traffic Queuing (feet)				
Time	Approach	Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left Turn		Through/Right	
		L	T	R			Avg	Max	Avg	Max
AM Peak	EB	20 - C	16 - B	10 - B	16 - B	26 - C	50	150	100	275
	WB	16 - B	24 - C	18 - B	22 - C		50	225	175	525
	NB	40 - D	33 - C	18 - B	35 - D		75	225	75	175
	SB	26 - C	49 - D	36 - D	38 - D		100	275	175	425
School Release	EB	11 - B	14 - B	8 - A	13 - B	19 - B	50	100	100	250
	WB	12 - B	12 - B	8 - A	12 - B		25	75	100	225
	NB	21 - C	39 - D	25 - C	32 - C		50	100	100	250
	SB	32 - C	27 - C	14 - B	27 - C		100	225	100	175
PM Peak	EB	13 - B	12 - B	7 - A	12 - B	15 - B	50	125	75	225
	WB	12 - B	12 - B	9 - A	12 - B		25	75	100	250
	NB	21 - C	26 - C	13 - B	22 - C		50	100	75	150
	SB	22 - C	26 - C	14 - B	22 - C		75	150	75	175

Table 14 shows that the overall intersection operates with LOS B or C during the peak hours. All movement delays are anticipated to operate at LOS D or better. The maximum queues for the westbound and southbound approaches are extending beyond the left turn lane but average queues are anticipated to be acceptable.

Single Lane Roundabout:

The operational results for a single lane roundabout with the existing and future traffic volumes are shown in **Tables 15 and 16**.

Table 15: 2021 Roundabout Operations

Time	Approach	Traffic Delay (sec/veh)		Traffic Queuing (feet)	
		Approach (Delay - LOS)	Intersection (Delay - LOS)	Avg	Max
AM Peak	EB	12 - B	11 - B	75	175
	WB	13 - B		75	200
	NB	9 - A		75	150
	SB	12 - B		75	175
School Release	EB	12 - B	9 - A	75	150
	WB	9 - A		50	125
	NB	9 - A		75	125
	SB	9 - A		75	125
PM Peak	EB	11 - B	8 - A	50	125
	WB	9 - A		75	150
	NB	7 - A		50	100
	SB	8 - A		50	100

Table 15 shows that the overall intersection operates LOS A or B. All movements operate with LOS B or better during the peak hours. All queues are acceptable during all peak hours.

Table 16: 2041 Roundabout Operations

Time	Approach	Traffic Delay (sec/veh)		Traffic Queuing (feet)	
		Approach (Delay - LOS)	Intersection (Delay - LOS)	Avg	Max
AM Peak	EB	17 - C	22 - C	-	150
	WB	20 - C		-	200
	NB	11 - B		-	50
	SB	36 - E		-	250
School Release	EB	21 - C	16 - C	-	200
	WB	12 - B		-	100
	NB	16 - C		-	75
	SB	11 - B		-	75
PM Peak	EB	16 - C	13 - B	-	150
	WB	12 - B		-	100
	NB	10 - B		-	50
	SB	10 - B		-	50

Table 16 shows that the overall intersection operates with B or C during the peak hours. All movement delays are anticipated to operate at LOS C or better, except for the southbound approach during the AM Peak hour which is anticipated to operate at LOS E. The maximum queues are anticipated to be acceptable with the longest traffic queue of 250 feet, or about 10 vehicles, at the southbound approach.

Alternative Evaluation Summary:

Based on the traffic operations evaluation, the AWSC alternatives are not anticipated to have acceptable traffic operations with the future traffic volumes. However, the signal and roundabout alternatives both are anticipated to have acceptable traffic operations with existing and future traffic volumes. The signal and the roundabout alternatives were evaluated further for safety improvement, pedestrian accommodations, and benefit-cost analysis. Additional traffic operations details can be found in **Appendix D**.

Safety Evaluation

The signal and roundabout alternatives were evaluated using the Safety Performance for Intersection Control Evaluation (SPICE) Tool developed by the US Department Federal Highway Administration (FHWA). This tool evaluates predictive safety performance for alternatives based primarily on Safety Performance Functions (SPFs) and Crash Modification Factors (CMFs) from the AASHTO Highway Safety Manual and the FHWA Crash Modification Clearinghouse.

The SPICE tool considers intersection type, opening and design year, facility types, number of legs, roadway AADT, and other geometric inputs. The crash prediction calculations are provided for the total number of crashes expected in the Opening Year and Design Year, as well as the total crashes anticipated during the project's lifecycle. The evaluations present anticipated total crashes as well as fatal and injury crashes. **Table 17** details the crash prediction summary.

Table 17: Crash Prediction Summary

Alternative	Crash Type	Opening Year (2021)	Design Year (2041)	Total Project Life Crashes
Signal	Total	0.59	1.12	17.80
	Fatal & Injury	0.19	0.36	5.74
Roundabout	Total	0.48	0.78	13.16
	Fatal & Injury	0.06	0.11	1.79

The signal alternative is predicted to have more crashes during the initial opening year, design year, and throughout the project life. Furthermore, the signal is anticipated to have over three times the number of fatal and injury crashes throughout the project life. The SPICE summary output is included in **Appendix F**.

Pedestrian Evaluation

The average delay for the signal and roundabout alternatives was calculated for pedestrians crossing each leg of the intersection. The method to determine pedestrian delay differs between signalized crossings and unsignalized crossings.

Pedestrian Signal Analysis

Pedestrian delay at a signalized intersection crossing depends on the cycle length. A pedestrian at a traffic signal knows that eventually there will be an opportunity to cross the intersection safely. In general, pedestrians tend to be understanding that some delay is likely to occur at a signal. The Highway Capacity Manual (HCM) states that pedestrians generally become impatient when the delay they experience is greater than 30 seconds and there is a high likelihood of not complying with the signal indication.

The coordinated cycle length was optimized for each peak hour based on the anticipated traffic volumes. The walk time for pedestrians crossing was assumed to be 7 seconds for all evaluations. The pedestrian delay is the difference between the cycle length and the walk time divided by two. The average pedestrian delay for a signal is shown in **Table 18**.

Table 18: Signalized Pedestrian Average Delay

Time	Average Pedestrian Delay (sec/ped)
Open Year (2021)	17
Design Year (2041)	22

The average delay at the signal alternative is anticipated to be less than 30 seconds and acceptable to pedestrians.

Pedestrian Roundabout Analysis

Pedestrian delay at a roundabout is calculated based on methodology from the 6th edition of the HCM. Pedestrians at a roundabout crossing must determine when there is an adequate gap in traffic to safely cross. Many variables influence the average pedestrian delay including geometry, traffic volume, and anticipated yield rate of drivers when encountering pedestrians.

The HCM defines the LOS levels based on pedestrian delay as shown in **Table 19**.

Table 19: Pedestrian Delay and LOS (HCM)

LOS	Control Delay (sec/ped)	Comments
A	0-5	Usually no conflicting traffic
B	5-10	Occasionally some delay due to conflicting traffic
C	10-20	Delay noticeable to pedestrians, but not inconveniencing
D	20-30	Delay noticeable/irritating, increased chance of risk-taking
E	30-45	Delay approaches tolerance level, risk-taking likely
F	>45	Delay exceeds tolerance level, high chance of risk-taking

The average delay was calculated for pedestrians crossing each leg of the intersection with each alternative design. The National Cooperative Highway Research Program (NCHRP) Report 572 indicates that the average yield rate of drivers at a single lane roundabout is 83%. The average pedestrian delay for a roundabout is shown in **Table 20**.

Table 20: Roundabout Pedestrian Average Delay

Time	Average Pedestrian Delay (sec/ped)
Open Year (2021)	6
Design Year (2041)	6

According to the HCM, pedestrians at the roundabout alternative would be anticipated to have a LOS B or “occasionally some delay due to conflicting traffic.” Pedestrians at the roundabout would be anticipated to have less delay on average compared to the signal, however, both alternatives are anticipated to have acceptable LOS for pedestrians. Detailed pedestrian LOS calculation worksheets are included in **Appendix G**.

Benefit-Cost Analysis

A cost-benefit analysis was completed to show a fiscal comparison of the two alternatives. Using standard values from the Office of Investment Management, dollars were associated with safety and delay benefits anticipated with the design alternatives.

Safety Benefit

Crash reduction factors for the alternatives were taken from the Crash Modifications Factors (CMF) Clearinghouse. The reduction factors were used in combination with the standard Highway Safety Improvement Project (HSIP) B/C worksheet to generate benefits associated with crash reductions. A traffic growth rate of 2.3% was determined comparing the existing and future traffic volumes. Additionally, a discount rate of 0.7% and a project lifespan of 20 years was assumed based on MnDOT Benefit-Cost Analysis and HSIP guidance. Crash data from the last 10 years was analyzed. The present value cost of safety benefits are shown in **Table 21**.

Table 21: Safety Benefit

Alternative	Safety Benefit
Signal	\$ 260,695
Roundabout	\$ 481,282

The roundabout is anticipated to have a higher safety benefit. CMF details and HSIP calculations sheets are shown in **Appendix H**.

Delay Benefit

Intersection improvements should provide a delay benefit generated from travel-time savings and vehicle operating cost savings. Delay benefit accounts for potential traffic operation improvements for the entire operation of an alternative throughout all times of the day. Therefore, to estimate full day traffic delay, hourly approach count volumes for the highest volume 13-hours of the day were compared to the AM, School Release and PM peak hours as a percentage. Hours between 6am and 12pm were compared to the AM peak while hours between 12pm and 7pm were compared to the PM peak, except for the School Release Peak. This breakdown was determined by looking at the traffic counts over the course of the collected 24-hr turning movement counts. The hourly volume percentage breakdowns are shown in **Table 22**. New Synchro models were created for 50% of the peak hour volumes.

Table 22: Hourly Volume Breakdown

Hour	Percentage of Peak Hour	Peak Hour
6AM	50%	AM
7AM	100%	AM
8AM	100%	AM
9AM	50%	AM
10AM	50%	AM
11AM	50%	AM
12PM	50%	AM
1PM	50%	PM
2PM	50%	PM
3PM	100%	School Release

4PM	100%	PM
5PM	100%	PM
6PM	50%	PM

The 24-hr count was used to determine what percentage of the total volume was occurring during the highest volume time period (6am to 7pm). The traffic counts showed that 84% of the daily traffic was occurring from 6am to 7pm. Therefore, the following equation was used to calculate the total daily delay accounting for the remaining 16% of daily traffic.

$$\text{Total Daily Delay} = \frac{5*(50\% \text{ AM Delay}) + 2*(100\% \text{ AM Delay}) + 1*(\text{School Release Delay}) + 3*(50\% \text{ PM Delay}) + 2*(100\% \text{ PM Delay})}{0.84}$$

Text within the parenthesis represent the total delay output for the Broadway Avenue and Sunrise Drive intersection in hours. Additionally, the values of auto delay and truck delay are different and are computed separately by using the counted truck percentage of 4.4%.

Benefits from the reduction of delay were computed for the alternatives by comparing the total delay values for the improvement alternative to the no build alternative. The total benefit over the 20-year analysis period can be determined using the 2021 and 2041 benefits. Assuming the delay benefits increased over the analysis period with a discount rate of 0.7%, the following formula was used to convert to a present value total delay benefit:

$$\text{Total Delay Benefit} = (\text{2021 Benefit}) + 18.6 * (\text{2021 Benefit}) + 172.2 * \frac{(\text{2041 Benefit} - \text{2021 Benefit})}{20}$$

The formula was developed by assuming a uniform series of the 2021 benefit over the 20-year analysis period with the addition of a uniform gradient benefit (the additional benefit gained every year until the full 2041 benefit is reached). See **Table 23** for the total delay benefits for each alternative. Delay Benefits are based on the total intersection delay. The signal alternative delay was calculated using SimTraffic modeling outputs and the roundabout alternative delay was calculated using HCM calculations via Synchro. In general, the HCM delay calculations produce a conservative delay estimate for roundabouts when compared to other modeling software. For example, ARCADY simulations for this intersection estimate less delay compared to the HCM calculations. Therefore, the roundabout delay benefit is likely conservative and could see more delay benefit over its lifespan.

Table 23: Delay Benefit

Alternative	Delay Benefit
Signal	\$ 6,536,942
Roundabout	\$ 9,043,413

The roundabout is anticipated to have a greater delay benefit over the 20-year analysis period although both alternatives are anticipated to have positive delay benefits compared to the existing AWSC.

Cost-Benefit Summary

The present value of both safety and delay benefits are summarized in **Table 24** along with concept-level cost estimates and the benefit to cost ratio. Concept-level cost estimates include construction cost and anticipated ROW cost for the alternatives. Engineering fees are not included in the Cost-Benefit analysis.

A Benefit-Cost (B/C) ratio greater than one indicates the project cost is less than the anticipated benefit from the investment. A B/C ratio lower than one, or a negative ratio, indicates the anticipated benefit does not offset the cost.

Table 24: Cost-Benefit Summary

Alternative	Safety Benefit	Delay Benefit	Construction Cost	ROW Cost	Total Cost	B/C Ratio
Signal	\$ 260,695	\$ 6,536,942	\$ 1,446,000	\$ 10,000	\$ 1,456,000	4.67
Roundabout	\$ 481,282	\$ 9,043,413	\$ 1,339,000	\$ 230,000	\$ 1,569,000	6.07

Notes:

Total cost does not include any applicable engineering fee.

The construction cost for each alternative is within 10% of each other, however, the roundabout is anticipated to require \$220,000 more in ROW Cost. In total, the roundabout is anticipated to be \$113,000 more in total cost. Yet, the roundabout has a greater safety and delay benefit over the project life resulting in the higher B/C Ratio of 6.07. The signal alternative is still also anticipated to have a positive benefit with a B/C ratio of 4.67.

The signal alternative concept figure is shown in **Figure G**. The signal alternative utilizes much of the existing roadway foundation where possible. The east and south legs of the intersection were assumed to be milled and overlaid with roadway widening to maintain the existing shoulder width and turning radii through quadrants of the intersection. The north leg of the signal was assumed to be fully reconstructed as this roadway is anticipated to be reconstructed in the near future, along with the development of a new fire hall in the northwest quadrant of the intersection. Sidewalk and trails were assumed to be reconstructed where necessary to maintain the existing boulevard widths through the intersection resulting in some permanent ROW acquisition. The ROW cost shown in **Table 24** does not account for temporary grading easements that may be required to reconstruct the trails and sidewalks.

The roundabout alternative concept figure is shown in **Figure H**. To provide an even comparison between the two alternatives, it has been assumed that the east and south legs of the intersection are milled and overlaid to a common matchline where reconstruction is not required. The north leg of the roundabout was assumed to be fully reconstructed as this roadway is anticipated to be reconstructed in the near future, along with the development of a new fire hall in the northwest quadrant of the intersection. The roundabout alternative was developed for a Local Road Improvement Program (LRIP) funding application. This roundabout design is similar to the recently constructed roundabout at the Saint Peter High School Entrance to the west and meets MnDOT's guidance for single lane roundabouts. Full reconstruction is assumed on each leg of the intersection as determined necessary to achieve these design guidelines. Further design refinement will be required during the final design process. This includes refining the outside geometry based on the desired design vehicle, analyzing the fastest path for all movements, tailoring splitter island lengths to the specifics of each approach (likely lengthening the west splitter island), and refining alignment and profiles based on collected survey. The preliminary estimate for this analysis is based on the general nature of the project known at this time. Permanent ROW acquisition is likely in the northwest, southwest and southeast quadrants of the intersection, however, the City of Saint Peter already owns the northwest parcel and therefore no cost was assumed for this acquisition. The ROW cost shown does not account for temporary grading easements that may be required to realign each leg of the roadway and reconstruct sidewalks and trails in each quadrant.

Cost estimate details are shown in **Appendix I**.

Figure G: Signal Alternative Concept

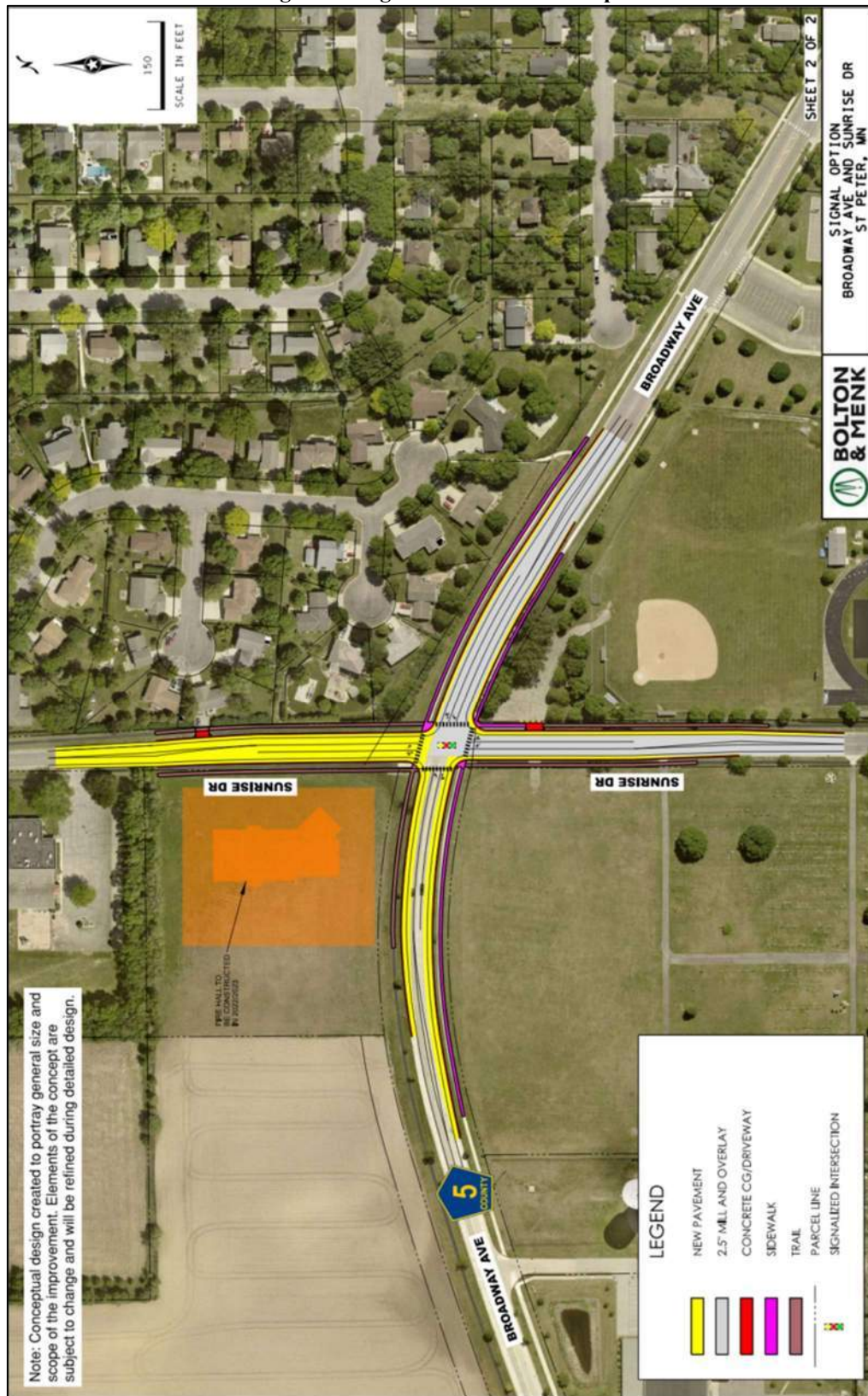


Figure H: Roundabout Alternative Concept



Evaluation Matrix

The alternative evaluations are summarized in the evaluation matrix shown in **Table 25**. Some additional information is included in the evaluation. Engineering cost is included in the Total Cost, and vehicle to pedestrian conflict points were also added to the evaluation. Green shading indicates a positive or improved evaluation, yellow shading indicated as less than desirable evaluation, but still acceptable, and red shading indicates unacceptable evaluation.

The evaluation matrix shows that both alternatives have positive impacts compared to the no build alternative. The roundabout alternative has a higher total cost and more ROW acquisition than the signal. The signal has more pedestrian to vehicle conflict points and has a slightly longer average pedestrian delay. While both alternatives are anticipated to have improved safety and delay operations, the roundabout is expected to have less crashes and a greater operational benefit over the project life.

Table 25: Evaluation Matrix

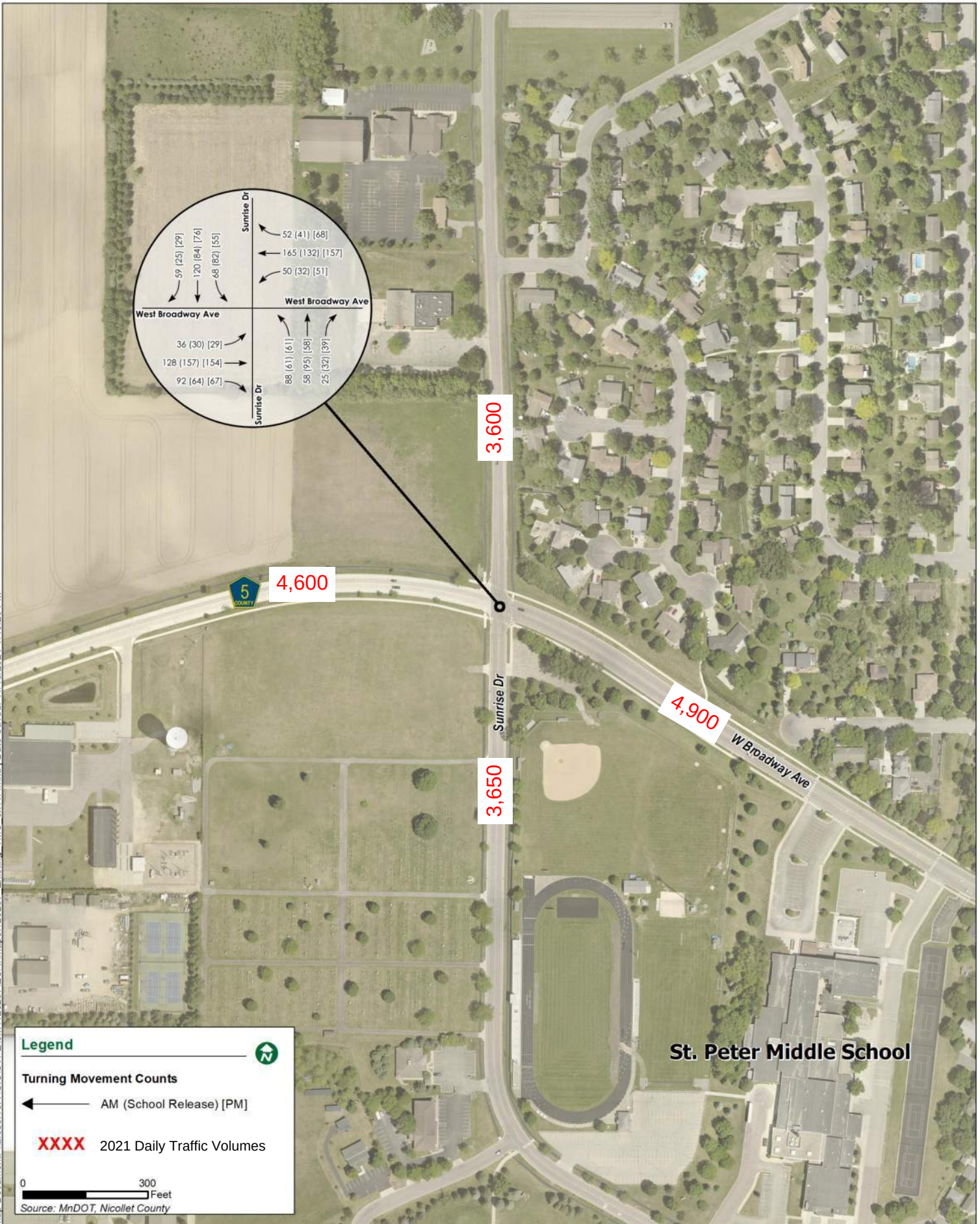
Criteria		No Build	Signal	Roundabout	
Total Cost (2021 Dollars)*		\$ -	\$ 1,745,000	\$ 1,837,000	
Benefit-Cost Ratio		-	4.67	6.07	
Right of Way Acquisition		None	Minor	Partial	
Average Pedestrian Delay		-	19 seconds	6 seconds	
Vehicle-Pedestrian Conflict Points		8	12	8	
Signal Warrant Met		-	Met Today	Met Today	
Intersection Level of Service (AM/School Release/PM)	Program	SimTraffic	SimTraffic	Synchro	Arcady
	2021	(B/A/A)	(B/B/B)	(A/A/A)	(A/A/A)
	2041	(F/F/E)	(C/B/B)	(C/C/B)	(A/A/A)
Anticipated Number of Total Crashes (Total Project Lifecycle 20 years)		-	17.8	13.16	
Anticipated Number of Fatal/Injury Crashes (Total Project Lifecycle 20 years)		-	5.74	1.79	

*Total cost includes construction, engineering, and right-of-way acquisition costs.

Recommendation

The roundabout alternative is recommended at the intersection of Broadway Avenue/CSAH 5 and Sunrise Drive. This alternative has a greater Benefit-Cost Ratio and would provide system consistency along Broadway Avenue with the recently constructed roundabout at the Saint Peter High School Entrance. Furthermore, the roundabout is anticipated to operate more effectively, and provide a safer environment for all users, when compared to the other alternatives.

Appendix A







Bolton and Menk, Inc.

Broadway Ave and Sunrise Dr
St. Peter, Minnesota
48-hour Count
September 14-15, 2021

File Name : 09-14-2021_09-15-2021
Site Code :
Start Date : 9/14/2021
Page No : 1

Groups Printed- Cars + - Trucks

	Sunrise Dr Southbound					Broadway Ave Westbound					Sunrise Dr Northbound					Broadway Ave Eastbound					
Start Time	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Int. Total
12:00 AM	0	2	2	0	4	0	0	0	0	0	0	1	0	0	1	0	1	0	0	1	6
12:15 AM	0	2	2	0	4	0	0	1	0	1	0	2	0	0	2	0	0	0	0	0	7
12:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:45 AM	1	1	0	0	2	0	1	0	0	1	0	0	0	0	0	0	0	0	0	0	3
Total	1	5	4	0	10	0	1	1	0	2	0	3	0	0	3	0	1	0	0	1	16
01:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	1
01:15 AM	0	2	0	0	2	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	3
01:30 AM	0	0	0	0	0	0	1	0	0	1	0	0	0	0	0	0	0	1	0	1	2
01:45 AM	0	0	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1
Total	0	2	1	0	3	0	1	0	0	1	0	1	0	0	1	1	0	1	0	2	7
02:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
02:15 AM	0	0	0	0	0	1	0	0	0	1	0	0	0	0	0	0	1	0	0	1	2
02:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	1	0	0	0	1	0	0	1	0	1	0	1	0	0	1	3
03:00 AM	0	0	0	0	0	0	0	0	0	0	1	0	0	0	1	0	1	0	0	1	2
03:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	1	0	1	0	0	0	0	0	1
03:45 AM	0	1	0	0	1	0	1	1	0	2	1	0	0	0	1	0	1	0	0	1	5
Total	0	1	0	0	1	0	1	1	0	2	2	0	1	0	3	0	2	0	0	2	8
04:00 AM	0	0	1	0	1	0	0	0	0	0	1	1	0	0	2	0	1	0	0	1	4
04:15 AM	0	0	0	0	0	0	3	0	0	3	0	1	1	0	2	0	0	0	0	0	5
04:30 AM	1	2	0	0	3	2	3	0	0	5	0	1	1	0	2	0	3	0	0	3	13
04:45 AM	0	5	2	0	7	0	0	3	0	3	0	0	0	0	0	1	1	0	0	2	12
Total	1	7	3	0	11	2	6	3	0	11	1	3	2	0	6	1	5	0	0	6	34
05:00 AM	0	0	2	0	2	0	4	0	0	4	0	0	1	0	1	1	2	0	0	3	10
05:15 AM	0	2	1	0	3	0	3	1	0	4	0	0	1	0	1	0	3	1	0	4	12
05:30 AM	2	3	4	0	9	1	1	1	0	3	0	2	0	1	3	3	5	1	0	9	24
05:45 AM	1	4	0	0	5	1	6	6	0	13	0	0	1	0	1	1	6	0	0	7	26
Total	3	9	7	0	19	2	14	8	0	24	0	2	3	1	6	5	16	2	0	23	72
06:00 AM	2	1	1	0	4	1	12	2	0	15	0	0	0	0	0	2	6	1	0	9	28
06:15 AM	1	10	5	0	16	2	9	3	0	14	0	4	2	0	6	2	5	2	0	9	45
06:30 AM	2	8	4	1	15	8	11	4	0	23	0	4	4	3	11	3	19	2	0	24	73
06:45 AM	2	5	4	0	11	10	14	8	0	32	0	4	3	0	7	4	10	7	0	21	71
Total	7	24	14	1	46	21	46	17	0	84	0	12	9	3	24	11	40	12	0	63	217
07:00 AM	4	7	7	1	19	2	11	6	2	21	3	5	2	0	10	1	8	4	0	13	63
07:15 AM	10	22	10	0	42	9	7	3	1	20	0	5	4	0	9	8	17	6	0	31	102
07:30 AM	12	26	20	1	59	14	29	11	0	54	2	5	14	0	21	11	25	10	0	46	180

Bolton and Menk, Inc.

Broadway Ave and Sunrise Dr
St. Peter, Minnesota
48-hour Count
September 14-15, 2021

File Name : 09-14-2021_09-15-2021
Site Code :
Start Date : 9/14/2021
Page No : 2

Groups Printed- Cars + - Trucks

	Sunrise Dr Southbound					Broadway Ave Westbound					Sunrise Dr Northbound					Broadway Ave Eastbound					
Start Time	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Int. Total
07:45 AM	13	32	17	2	64	18	32	19	0	69	6	17	14	0	37	23	35	6	0	64	234
Total	39	87	54	4	184	43	79	39	3	164	11	32	34	0	77	43	85	26	0	154	579
08:00 AM	15	37	19	1	72	9	39	13	5	66	9	20	25	4	58	30	23	8	0	61	257
08:15 AM	19	25	12	2	58	11	65	7	1	84	8	16	35	0	59	28	45	12	0	85	286
08:30 AM	2	15	13	0	30	10	11	6	0	27	4	5	2	2	13	11	29	5	0	45	115
08:45 AM	3	9	7	0	19	8	22	18	0	48	2	9	3	0	14	9	19	3	0	31	112
Total	39	86	51	3	179	38	137	44	6	225	23	50	65	6	144	78	116	28	0	222	770
09:00 AM	7	5	7	3	22	2	18	3	0	23	4	6	7	0	17	2	11	2	0	15	77
09:15 AM	2	13	9	1	25	7	14	2	0	23	4	1	2	0	7	4	20	5	0	29	84
09:30 AM	2	11	8	1	22	7	6	2	0	15	1	4	2	0	7	0	13	0	0	13	57
09:45 AM	1	15	2	0	18	12	15	11	0	38	7	11	4	0	22	6	16	3	0	25	103
Total	12	44	26	5	87	28	53	18	0	99	16	22	15	0	53	12	60	10	0	82	321
10:00 AM	2	7	4	0	13	8	6	5	1	20	4	7	5	1	17	5	15	3	0	23	73
10:15 AM	6	15	4	0	25	12	12	10	2	36	3	7	7	1	18	4	17	3	0	24	103
10:30 AM	1	12	8	0	21	1	11	3	0	15	8	8	4	1	21	1	13	2	0	16	73
10:45 AM	3	7	6	0	16	16	13	7	1	37	3	12	4	2	21	9	11	8	0	28	102
Total	12	41	22	0	75	37	42	25	4	108	18	34	20	5	77	19	56	16	0	91	351
11:00 AM	2	4	8	0	14	6	9	5	0	20	6	8	3	0	17	6	13	5	0	24	75
11:15 AM	1	11	11	0	23	4	13	5	1	23	3	10	6	1	20	3	9	4	0	16	82
11:30 AM	2	11	11	0	24	15	20	4	0	39	3	11	7	0	21	11	18	4	0	33	117
11:45 AM	6	12	9	1	28	8	19	5	0	32	6	11	5	0	22	7	20	9	0	36	118
Total	11	38	39	1	89	33	61	19	1	114	18	40	21	1	80	27	60	22	0	109	392
12:00 PM	1	16	13	2	32	11	15	8	0	34	12	18	5	1	36	7	22	2	2	33	135
12:15 PM	8	13	4	3	28	10	10	11	0	31	12	18	10	1	41	6	10	1	0	17	117
12:30 PM	0	11	9	0	20	4	22	5	0	31	4	18	2	0	24	4	25	1	0	30	105
12:45 PM	0	15	14	0	29	9	16	9	0	34	4	15	3	3	25	4	20	3	0	27	115
Total	9	55	40	5	109	34	63	33	0	130	32	69	20	5	126	21	77	7	2	107	472
01:00 PM	1	9	11	1	22	15	8	5	1	29	6	10	7	0	23	4	14	4	0	22	96
01:15 PM	3	12	8	0	23	8	14	9	0	31	2	10	4	0	16	7	8	1	0	16	86
01:30 PM	2	9	18	0	29	7	17	6	3	33	4	9	4	0	17	5	14	0	0	19	98
01:45 PM	4	9	3	0	16	9	16	4	0	29	6	13	4	1	24	2	18	4	0	24	93
Total	10	39	40	1	90	39	55	24	4	122	18	42	19	1	80	18	54	9	0	81	373
02:00 PM	2	13	8	0	23	4	20	1	0	25	5	6	3	0	14	4	21	1	0	26	88
02:15 PM	4	10	8	3	25	14	16	7	0	37	8	8	8	0	24	5	27	7	0	39	125
02:30 PM	5	11	11	0	27	5	19	3	0	27	9	5	7	0	21	9	22	7	0	38	113
02:45 PM	3	12	6	1	22	8	27	5	0	40	9	16	13	2	40	22	22	6	0	50	152
Total	14	46	33	4	97	31	82	16	0	129	31	35	31	2	99	40	92	21	0	153	478

Bolton and Menk, Inc.

Broadway Ave and Sunrise Dr
St. Peter, Minnesota
48-hour Count
September 14-15, 2021

File Name : 09-14-2021_09-15-2021
Site Code :
Start Date : 9/14/2021
Page No : 3

Groups Printed- Cars + - Trucks

	Sunrise Dr Southbound					Broadway Ave Westbound					Sunrise Dr Northbound					Broadway Ave Eastbound					
Start Time	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Int. Total
03:00 PM	11	22	9	1	43	9	25	11	0	45	6	16	9	3	34	7	15	4	0	26	148
03:15 PM	8	25	12	0	45	17	33	7	2	59	8	15	10	0	33	13	38	4	0	55	192
03:30 PM	9	23	26	1	59	8	30	6	5	49	14	36	17	0	67	28	63	10	0	101	276
03:45 PM	2	11	22	3	38	12	28	5	5	50	9	22	15	2	48	7	36	8	0	51	187
Total	30	81	69	5	185	46	116	29	12	203	37	89	51	5	182	55	152	26	0	233	803
04:00 PM	6	25	22	0	53	4	41	14	1	60	1	22	19	0	42	16	20	8	0	44	199
04:15 PM	9	20	10	0	39	10	53	18	0	81	17	23	20	0	60	8	24	5	0	37	217
04:30 PM	4	26	18	1	49	10	45	12	0	67	10	21	13	0	44	7	23	5	0	35	195
04:45 PM	9	24	12	1	46	23	38	9	2	72	13	22	11	0	46	12	22	8	0	42	206
Total	28	95	62	2	187	47	177	53	3	280	41	88	63	0	192	43	89	26	0	158	817
05:00 PM	8	26	16	0	50	24	44	14	0	82	12	15	14	0	41	16	23	4	0	43	216
05:15 PM	9	15	16	1	41	23	45	10	0	78	14	14	16	0	44	18	27	4	0	49	212
05:30 PM	8	15	6	1	30	14	34	10	1	59	8	14	19	1	42	13	45	7	0	65	196
05:45 PM	4	20	17	0	41	7	34	17	0	58	5	15	12	0	32	20	59	14	0	93	224
Total	29	76	55	2	162	68	157	51	1	277	39	58	61	1	159	67	154	29	0	250	848
06:00 PM	4	5	11	1	21	13	33	3	2	51	5	19	15	2	41	8	32	11	0	51	164
06:15 PM	18	23	13	1	55	6	22	7	6	41	8	13	12	0	33	11	23	11	0	45	174
06:30 PM	5	20	7	3	35	10	31	13	0	54	14	18	19	0	51	6	19	3	0	28	168
06:45 PM	12	8	6	0	26	9	29	6	1	45	8	11	10	1	30	7	16	5	0	28	129
Total	39	56	37	5	137	38	115	29	9	191	35	61	56	3	155	32	90	30	0	152	635
07:00 PM	2	12	6	1	21	9	13	5	2	29	2	10	12	0	24	9	47	13	0	69	143
07:15 PM	1	10	9	0	20	7	15	6	0	28	7	7	12	2	28	18	51	7	0	76	152
07:30 PM	4	9	5	1	19	13	20	5	1	39	10	21	7	0	38	6	19	8	0	33	129
07:45 PM	6	6	7	1	20	14	20	1	2	37	5	8	3	0	16	5	14	10	0	29	102
Total	13	37	27	3	80	43	68	17	5	133	24	46	34	2	106	38	131	38	0	207	526
08:00 PM	4	18	8	0	30	8	8	3	0	19	7	8	8	0	23	5	16	2	0	23	95
08:15 PM	2	3	1	0	6	5	10	3	0	18	1	3	4	1	9	3	11	5	0	19	52
08:30 PM	3	3	0	0	6	3	10	1	3	17	14	21	14	0	49	6	25	3	0	34	106
08:45 PM	0	3	1	0	4	6	11	3	0	20	7	9	4	0	20	4	22	12	0	38	82
Total	9	27	10	0	46	22	39	10	3	74	29	41	30	1	101	18	74	22	0	114	335
09:00 PM	7	4	10	0	21	4	12	2	1	19	6	5	3	0	14	2	8	3	0	13	67
09:15 PM	4	0	1	0	5	5	7	1	0	13	2	9	4	0	15	3	4	1	0	8	41
09:30 PM	6	4	1	0	11	2	11	3	0	16	2	3	3	0	8	11	38	13	0	62	97
09:45 PM	0	2	3	0	5	0	7	3	0	10	1	4	5	0	10	6	18	11	0	35	60
Total	17	10	15	0	42	11	37	9	1	58	11	21	15	0	47	22	68	28	0	118	265
10:00 PM	2	4	2	0	8	1	6	2	0	9	2	10	3	0	15	3	9	8	0	20	52
10:15 PM	0	2	2	0	4	3	3	1	0	7	1	4	2	0	7	0	2	1	0	3	21
10:30 PM	0	2	1	0	3	0	5	2	0	7	0	1	1	0	2	0	1	2	0	3	15

Bolton and Menk, Inc.

Broadway Ave and Sunrise Dr
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File Name : 09-14-2021_09-15-2021
Site Code :
Start Date : 9/14/2021
Page No : 4

Groups Printed- Cars + - Trucks

	Sunrise Dr Southbound					Broadway Ave Westbound					Sunrise Dr Northbound					Broadway Ave Eastbound					
Start Time	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Int. Total
10:45 PM	0	0	2	0	2	3	1	1	0	5	1	2	1	0	4	1	4	0	0	5	16
Total	2	8	7	0	17	7	15	6	0	28	4	17	7	0	28	4	16	11	0	31	104
11:00 PM	0	0	1	0	1	0	2	0	0	2	1	0	0	0	1	0	1	1	0	2	6
11:15 PM	0	2	0	0	2	1	1	1	0	3	1	1	1	0	3	1	3	0	0	4	12
11:30 PM	0	0	0	0	0	1	0	0	0	1	1	0	0	0	1	0	0	1	0	1	3
11:45 PM	0	0	2	0	2	1	0	0	0	1	1	0	0	0	1	0	1	0	0	1	5
Total	0	2	3	0	5	3	3	1	0	7	4	1	1	0	6	1	5	2	0	8	26
12:00 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:15 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:30 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12:45 AM	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Grand Total	325	876	619	41	1861	594	1368	453	52	2467	394	767	559	36	1756	556	1444	366	2	2368	8452
Apprch %	17.5	47.1	33.3	2.2		24.1	55.5	18.4	2.1		22.4	43.7	31.8	2.1		23.5	61	15.5	0.1		
Total %	3.8	10.4	7.3	0.5	22	7	16.2	5.4	0.6	29.2	4.7	9.1	6.6	0.4	20.8	6.6	17.1	4.3	0	28	
Cars +	313	868	594	21	1796	581	1307	431	26	2345	371	751	537	26	1685	549	1358	349	2	2258	8084
% Cars +	96.3	99.1	96	51.2	96.5	97.8	95.5	95.1	50	95.1	94.2	97.9	96.1	72.2	96	98.7	94	95.4	100	95.4	95.6
Trucks	12	8	25	20	65	13	61	22	26	122	23	16	22	10	71	7	86	17	0	110	368
% Trucks	3.7	0.9	4	48.8	3.5	2.2	4.5	4.9	50	4.9	5.8	2.1	3.9	27.8	4	1.3	6	4.6	0	4.6	4.4

Bolton and Menk, Inc.

Broadway Ave and Sunrise Dr
St. Peter, Minnesota
48-hour Count
September 14-15, 2021

File Name : 09-14-2021_09-15-2021
Site Code :
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	Sunrise Dr Southbound					Broadway Ave Westbound					Sunrise Dr Northbound					Broadway Ave Eastbound					
Start Time	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Int. Total
Peak Hour Analysis From 12:00 AM to 12:00 PM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 07:30 AM																					
07:30 AM	12	26	20	1	59	14	29	11	0	54	2	5	14	0	21	11	25	10	0	46	180
07:45 AM	13	32	17	2	64	18	32	19	0	69	6	17	14	0	37	23	35	6	0	64	234
08:00 AM	15	37	19	1	72	9	39	13	5	66	9	20	25	4	58	30	23	8	0	61	257
08:15 AM	19	25	12	2	58	11	65	7	1	84	8	16	35	0	59	28	45	12	0	85	286
Total Volume	59	120	68	6	253	52	165	50	6	273	25	58	88	4	175	92	128	36	0	256	957
% App. Total	23.3	47.4	26.9	2.4		19	60.4	18.3	2.2		14.3	33.1	50.3	2.3		35.9	50	14.1	0		
PHF	.776	.811	.850	.750	.878	.722	.635	.658	.300	.813	.694	.725	.629	.250	.742	.767	.711	.750	.000	.753	.837

Bolton and Menk, Inc.

Broadway Ave and Sunrise Dr
St. Peter, Minnesota
48-hour Count
September 14-15, 2021

File Name : 09-14-2021_09-15-2021
Site Code :
Start Date : 9/14/2021
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	Sunrise Dr Southbound					Broadway Ave Westbound					Sunrise Dr Northbound					Broadway Ave Eastbound					
Start Time	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Int. Total
Peak Hour Analysis From 01:00 PM to 04:00 PM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 03:15 PM																					
03:15 PM	8	25	12	0	45	17	33	7	2	59	8	15	10	0	33	13	38	4	0	55	192
03:30 PM	9	23	26	1	59	8	30	6	5	49	14	36	17	0	67	28	63	10	0	101	276
03:45 PM	2	11	22	3	38	12	28	5	5	50	9	22	15	2	48	7	36	8	0	51	187
04:00 PM	6	25	22	0	53	4	41	14	1	60	1	22	19	0	42	16	20	8	0	44	199
Total Volume	25	84	82	4	195	41	132	32	13	218	32	95	61	2	190	64	157	30	0	251	854
% App. Total	12.8	43.1	42.1	2.1		18.8	60.6	14.7	6		16.8	50	32.1	1.1		25.5	62.5	12	0		
PHF	.694	.840	.788	.333	.826	.603	.805	.571	.650	.908	.571	.660	.803	.250	.709	.571	.623	.750	.000	.621	.774

Bolton and Menk, Inc.

Broadway Ave and Sunrise Dr
St. Peter, Minnesota
48-hour Count
September 14-15, 2021

File Name : 09-14-2021_09-15-2021
Site Code :
Start Date : 9/14/2021
Page No : 13

	Sunrise Dr Southbound					Broadway Ave Westbound					Sunrise Dr Northbound					Broadway Ave Eastbound					
Start Time	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Right	Thru	Left	Peds	App. Total	Int. Total
Peak Hour Analysis From 04:00 PM to 11:45 PM - Peak 1 of 1																					
Peak Hour for Entire Intersection Begins at 05:00 PM																					
05:00 PM	8	26	16	0	50	24	44	14	0	82	12	15	14	0	41	16	23	4	0	43	216
05:15 PM	9	15	16	1	41	23	45	10	0	78	14	14	16	0	44	18	27	4	0	49	212
05:30 PM	8	15	6	1	30	14	34	10	1	59	8	14	19	1	42	13	45	7	0	65	196
05:45 PM	4	20	17	0	41	7	34	17	0	58	5	15	12	0	32	20	59	14	0	93	224
Total Volume	29	76	55	2	162	68	157	51	1	277	39	58	61	1	159	67	154	29	0	250	848
% App. Total	17.9	46.9	34	1.2		24.5	56.7	18.4	0.4		24.5	36.5	38.4	0.6		26.8	61.6	11.6	0		
PHF	.806	.731	.809	.500	.810	.708	.872	.750	.250	.845	.696	.967	.803	.250	.903	.838	.653	.518	.000	.672	.946

Appendix B

Intersection Safety Screening

Intersection: Broadway Avenue and Sunrise Drive



Crash Data, 2012-2021.

Crashes by Crash Severity	
Fatal	0
Incapacitating Injury	0
Non-incapacitating Injury	1
Possible Injury	0
Property Damage	4
Total Crashes	5

Intersection Characteristics	
Entering Volume	6,675
Traffic Control	All stop
Environment	Urban
Speed Limit	45 mph

Annual crash cost = \$20,040

Statewide Comparison

All Way Stop

Total Crash Rate	
Observed	0.21
Statewide Average	0.35
Critical Rate	0.68
Critical Index	0.31

Fatal & Serious Injury Crash Rate	
Observed	0.00
Statewide Average	0.60
Critical Rate	4.67
Critical Index	0.00

The observed crash rate is the number of crashes per million entering vehicles (MEV). The critical rate is a statistical comparison based on similar intersections statewide. An observed crash rate greater than the critical rate indicates that the intersection operates outside the expected, normal range. The critical index reports the magnitude of this difference.

The observed total crash rate for this period is 0.21 per MEV; this is 69% below the critical rate. Based on similar statewide intersections, an additional 12 crashes over the ten years would indicate this intersection operates outside the normal range.

The observed fatal and serious injury crash rate for this period is 0.00 per 100 MEV; this is 100% below the critical rate. The intersection operates within the normal range.



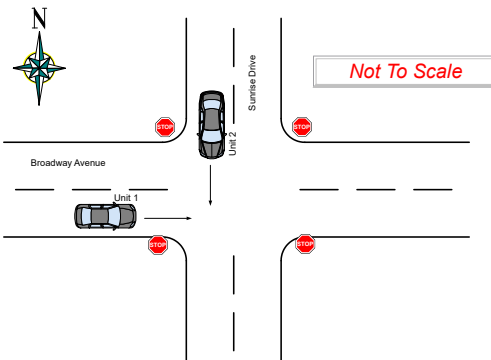
Crash Detail Report - Short Form

Broadway and Sunrise

Report Version 1.0
February 2020

INCIDENT ID 00747027	ROUTE SYS 04-CSAH	ROUTE NUM 0005	MEASURE 40.701	ROUTE NAME BROADWAY			ROUTE ID 0400006594970005-I		COUNTY 52-Nicollet		CITY Saint Peter	
INTERSECT WITH			# VEH 2	# KILL 0	DATE 09/13/19	TIME 07:58	DAY Fri	LAT 44.331688	LONG -93.969560	UTM X 422700.7	UTM Y 4909170.8	WORK ZONE TYPE NOT APPLICABLE
BASIC TYPE Other		CRASH SEVERITY B - Minor Injury			FIRST HARMFUL Motor Vehicle In Transport				LIGHT CONDITION Daylight		WEATHER PRIMARY Cloudy	

Unit Type	Unit 1	Unit 2	Unit 3	Unit 4
Vehicle Type	Motor Vehicle in Transport	Motor Vehicle in Transport		
Direction of Travel	Passenger Car	Passenger Car		
Maneuver	Eastbound	Southbound		
Age/Sex	Moving Forward	Moving Forward		
Physical Cond	22 F	22 M		
Contributing Factor 1	Apparently Normal	Apparently Normal		
	No Clear Contributing Action	No Clear Contributing Action		

OFFICER SKETCH	NARRATIVE
	UNIT 1 TRAVELING EAST ON BROADWAY AVENUE AND TRIED TO APPLY BRAKES AT THE STOP SIGN AT SUNRISE DRIVE AND STRUCK UNIT 2 WHICH WAS SOUTHBOUND ON SUNRISE DRIVE THROUGH BROADWAY AVENUE. ALLINA EMS DISPATCHED FOR THE DRIVER OF UNIT 2 WHO HAD RIB PAIN. DRIVER OF UNIT 2 SIGNED OFF WITH ALLINA EMS AND I TRANSPORTED MALE TO THE ER. BOTH VEHICLES WERE TOWED BY VON ESSENS. UNIT 1 WAS TOWED BECAUSE OF ITS DEFECTIVE BRAKES AND UNIT 2 WAS TOWED DUE TO AN APPARENT BENT PASSENGER SIDE FRONT AXLE.

INCIDENT ID	ROUTE SYS	ROUTE NUM	MEASURE	ROUTE NAME		ROUTE ID		COUNTY		CITY		
00902447	05-MSAS	0106	0.217	SUNRISE DR		0500023965170106-I		52-Nicollet		Saint Peter		
INTERSECT WITH			# VEH	# KILL	DATE	TIME	DAY	LAT	LONG	UTM X	UTM Y	WORK ZONE TYPE
			2	0	04/26/21	08:19	Mon	44.331321	-93.969452	422708.8	4909130.0	NOT APPLICABLE
BASIC TYPE		CRASH SEVERITY			FIRST HARMFUL				LIGHT CONDITION		WEATHER PRIMARY	
Rear End		N - Prop Damage Only			Motor Vehicle In Transport				Daylight		Clear	

Unit Type	Unit 1	Unit 2	Unit 3	Unit 4
Vehicle Type	Motor Vehicle in Transport	Motor Vehicle in Transport		
Direction of Travel	Pickup	Passenger Van (Seats Installed)		
Maneuver	Northbound	Northbound		
Age/Sex	Vehicle Stopped or Stalled in	Moving Forward		
Physical Cond	41 M	47 M		
Contributing Factor 1	Apparently Normal	Apparently Normal		
	No Clear Contributing Action	Driver Distracted		

OFFICER SKETCH	NARRATIVE
	V1 WAS FACING NB WAITING IN A CONGESTED INTERSECTION UNTIL IT WAS HIS TURN TO GO THROUGH THE INTERSECTION. THE INTERSECTION WAS CONTROLLED BY 4-WAY STOP SIGNS. IT IS TYPICAL FOR THIS INTERSECTION TO BE CONGESTED DURING THIS HOUR AS SCHOOL DROP OFF ARE OCCURRING. V2 WAS ALSO FACING NB AT THE INTERSECTION WAITING DIRECTLY BEHIND V1. DRIVER OF V2 THEN BEGAN READING MESSAGES ON HIS CELL PHONE AND BEGAN DRIVING THE VEHICLE FORWARD. WHEN D2 LOOKED UP HE SAW V1 STOPPED HOWEVER, IT WAS TOO LATE FOR V2 TO STOP ULTIMATELY CAUSING THE COLLISION. DRIVER OF V2 ADMITTED TO USING HIS CELL PHONE WHILE DRIVING AND CAUSING THE CRASH. HE WAS THEN CITED FOR SUCH.



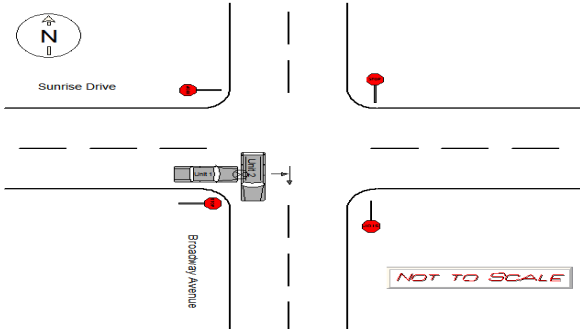
Crash Detail Report - Short Form

Broadway and Sunrise

Report Version 1.0
February 2020

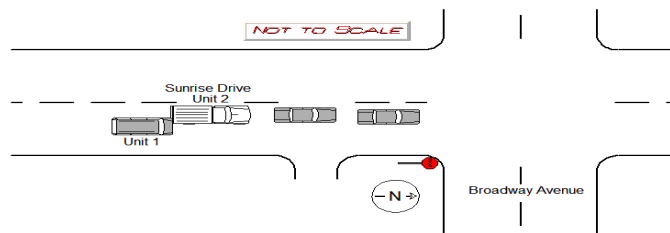
INCIDENT ID	ROUTE SYS	ROUTE NUM	MEASURE	ROUTE NAME			ROUTE ID		COUNTY		CITY	
11056879	05-MSAS	0106	0.243	Broadway Avenue			0500023965170106-I		52-Nicollet		Saint Peter	
INTERSECT WITH			# VEH	# KILL	DATE	TIME	DAY	LAT	LONG	UTM X	UTM Y	WORK ZONE TYPE
			2	0	05/12/15	07:52	Tue	44.331689	-93.969482	422707.0	4909171.0	NOT APPLICABLE
BASIC TYPE		CRASH SEVERITY			FIRST HARMFUL				LIGHT CONDITION		WEATHER PRIMARY	
Angle		N - Prop Damage Only			Motor Vehicle In Transport				Daylight		Clear	

Unit Type	Unit 1	Unit 2	Unit 3	Unit 4
Vehicle Type	0	Motor Vehicle in Transport		
Direction of Travel	Passenger Car	Sport Utility Vehicle		
Maneuver	Northbound	Eastbound		
Age/Sex	PED FAIL YLD ROW	Moving Forward		
Physical Cond	80 M	54 F		
Contributing Factor 1	Apparently Normal	Apparently Normal		

OFFICER SKETCH	NARRATIVE
	ON THE ABOVE DATE AND APPROXIMATE TIME, UNIT 2 WAS TRAVELING THROUGH THE 4 WAY INTERSECTION AT SUNRISE/BROADWAY WHEN IT WAS BROADSIDED BY UNIT 1. UNIT 2 STOPPED AT THE STOP SIGN AND PROCEEDED TO TRAVEL THROUGH THE INTERSECTION, HAVING THE RIGHT OF WAY. UNIT 1 STOPPED AT THE SIGN AND PROCEEDED TO TRAVEL THROUGH THE INTERSECTION WHEN UNIT 2 WAS DIRECTLY IN FRONT OF UNIT 1. UNIT 1 BROADSIDED UNIT 2 WHILE ATTEMPTING TO TURN EAST ONTO BROADWAY FROM SUNRISE DR. NO ONE WAS INJURED STEMMING FROM THIS CRASH.

INCIDENT ID	ROUTE SYS	ROUTE NUM	MEASURE		ROUTE NAME			ROUTE ID		COUNTY		CITY
11056072	05-MSAS	0106	0.257		Sunrise Drive			0500023965170106-I		52-Nicollet		Saint Peter
INTERSECT WITH			# VEH	# KILL	DATE	TIME	DAY	LAT	LONG	UTM X	UTM Y	WORK ZONE TYPE
100 F S Broadway Avenue			2	0	05/04/15	15:15	Mon	44.331887	-93.969484	422707.0	4909193.0	NOT APPLICABLE
BASIC TYPE		CRASH SEVERITY			FIRST HARMFUL				LIGHT CONDITION		WEATHER PRIMARY	
Rear End		N - Prop Damage Only			Motor Vehicle In Transport				Daylight		Clear	

Unit Type	Unit 1	Unit 2	Unit 3	Unit 4
Vehicle Type	Motor Vehicle in Transport	Motor Vehicle in Transport		
Direction of Travel	VAN OR MINIVAN	Pickup		
Maneuver	Northbound	Northbound		
Age/Sex	Moving Forward	VEH STOPPED IN TRAFFIC		
Physical Cond	17 F	36 M		
Contributing Factor 1	Apparently Normal	Apparently Normal		
Contributing Factor 2	Inattentive/Distracted (Talking)	No Clear Contributing Action		

OFFICER SKETCH	NARRATIVE
	VEHICLE #2, HEADED NORTHBOUND. STOPPED IN TRAFFIC DUE TO STOP SIGN SEVERAL VEHICLES AHEAD OF #2. VEHICLE #1 ALSO NORTHBOUND BEHIND #2. DRIVER #1 STATED SHE LOOKED DOWN, DID NOT NOTICE THAT VEHICLE #2 HAD STOPPED. LEFT FRONT OF VEHICLE #1 STRUCK RIGHT REAR OF VEHICLE #2. NO CHARGES PENDING.



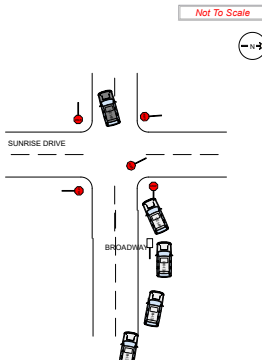
Crash Detail Report - Short Form

Broadway and Sunrise

Report Version 1.0
February 2020

INCIDENT ID	ROUTE SYS	ROUTE NUM	MEASURE	ROUTE NAME		ROUTE ID		COUNTY		CITY		
00599587	05-MSAS	0115	0.010	BROADWAY AVE		0500023965170115-I		52-Nicollet		Saint Peter		
INTERSECT WITH			# VEH	# KILL	DATE	TIME	DAY	LAT	LONG	UTM X	UTM Y	WORK ZONE TYPE
			1	0	05/25/18	02:00	Fri	44.331675	-93.969281	422722.9	4909169.2	NOT APPLICABLE
BASIC TYPE		CRASH SEVERITY			FIRST HARMFUL				LIGHT CONDITION		WEATHER PRIMARY	
Single Vehicle Run Off Road		N - Prop Damage Only			Roadway Sign or Sign Structure				Dark (Str Lights On)		Cloudy	

Unit Type	Unit 1	Unit 2	Unit 3	Unit 4
Vehicle Type	Motor Vehicle in Transport			
Direction of Travel	Sport Utility Vehicle			
Maneuver	Westbound			
Age/Sex	Other			
Physical Cond	27 M			
Contributing Factor 1	Unknown			
	Operated Motor Vehicle: Care			

OFFICER SKETCH	NARRATIVE
	ON 05-25-18 AT 0202 HOURS RESIDENT REPORTED HEARING A CRASH AT BROADWAY AND SUNRISE. HE REPORTED SOMEONE RUNNING WB TOWARD CATHOLIC CHURCH. RO IS AT 1711 WOOD DUCK STREET IN THE SAME DIRECTION AS CATHOLIC CHURCH. UPON ARRIVAL NO ONE WAS AROUND THE VEHICLE AND LIGHTS WERE STILL ON. VEH#1 HAD FLUID LEAKING FROM THE FRONT END AND THE RIGHT FRONT TIRE WAS BROKEN OFF THE AXLE. THE SKY LIGHT WINDOW WAS SHATTERED AND THE WINDSHIELD IN THE RIGHT FRONT CORNER WAS SMASHED. VON ESSEN TOWING WAS CALLED TO SCENE. I TOOK PHOTOS OF THE VEHICLE AND THE MARKS WHERE IT LEFT BROADWAY WB APPROXIMATELY 200 FEET EAST OF INTERSECTION. VEH#1 WAS TRAVELING WB ON BROADWAY WHEN IT LEFT THE ROAD AND TOOK OUT A SCHOOL SIGN, DROVE AROUND ANOTHER SIGN AND THEN COLLIDED WITH THE STOP SIGN. THE TWO SIGNS WERE SHEARED OFF. AN OPEN CAN OF BUSCH LIGHT WAS FOUND IN THE

Selection Filter:

WORK AREA: County('659497') - SPATIAL FILTER APPLIED

Analyst:

Notes:

Ross Tillman

10 year

Appendix C



BOLTON & MENK

Real People. Real Solutions.

2021 Traffic Volumes SIGNAL WARRANTS ANALYSIS FOR Broadway Ave and Sunrise Dr (Minor Street Rights are Not Included)

LOCATION: St. Peter, MN
COUNTY: Nicollete
REF. POINT:
DATE: 10/13/2021
OPERATOR: MPN

Speed	Approach Description	Lanes
45	Major App1: EB Broadway Ave	1
30	Major App3: WB Broadway Ave	1
30	Minor App2: NB Sunrise Dr	1
30	Minor App4: SB Sunrise Dr	1

0.70 FACTOR USED?

YES

POPULATION < 10,000?

No

EXISTING SIGNAL ?

No

THRESHOLDS 1A/1B:

350/525

105/52

105/52

HOUR	MAJOR APP. 1	MAJOR APP. 3	TOTAL 1+3	MAJOR 1A/1B	MINOR APP. 2	MINOR 2 1A/1B	MINOR APP. 4	MINOR 4 1A/1B	MET SAME 1A/1B
0:00 - 1:00	1	2	3	/	3	/	10	/	/
1:00 - 2:00	2	1	3	/	1	/	3	/	/
2:00 - 3:00	1	1	2	/	1	/	0	/	/
3:00 - 4:00	2	2	4	/	3	/	1	/	/
4:00 - 5:00	6	11	17	/	6	/	11	/	/
5:00 - 6:00	23	24	47	/	5	/	19	/	/
6:00 - 7:00	63	84	147	/	21	/	45	/	/
7:00 - 8:00	154	161	315	/	77	/X	180	X/X	/
8:00 - 9:00	222	219	441	X/	138	X/X	176	X/X	X/
9:00 - 10:00	82	99	181	/	53	/X	82	/X	/
10:00 - 11:00	91	104	195	/	72	/X	75	/X	/
11:00 - 12:00	109	113	222	/	79	/X	88	/X	/
12:00 - 13:00	105	130	235	/	121	X/X	104	/X	/
13:00 - 14:00	81	118	199	/	79	/X	89	/X	/
14:00 - 15:00	153	129	282	/	97	/X	93	/X	/
15:00 - 16:00	233	191	424	X/	177	X/X	180	X/X	X/
16:00 - 17:00	158	277	435	X/	192	X/X	185	X/X	X/
17:00 - 18:00	250	276	526	X/X	158	X/X	160	X/X	X/X
18:00 - 19:00	152	182	334	/	152	X/X	132	X/X	/
19:00 - 20:00	207	128	335	/	104	/X	77	/X	/
20:00 - 21:00	114	71	185	/	100	/X	46	/	/
21:00 - 22:00	118	57	175	/	47	/	42	/	/
22:00 - 23:00	31	28	59	/	28	/	17	/	/
23:00 - 24:00	8	7	15	/	6	/	5	/	/

Met (Hr) Required (Hr)

Warrant 1A	4	8	Not satisfied
Warrant 1B	1	8	Not satisfied
Warrant 2	4	4	Satisfied
Warrant 3	0	1	Not satisfied
Warrant 7	8	8	Satisfied, check accident record

ALL WAY STOP WARRANT

LOCATION: St. Peter, MN

COUNTY: Nicollete

REF. POINT:

DATE: 10/13/2021

OPERATOR: MPN

0.70 FACTOR USED? Yes

Speed	Approach Description	Lanes
45	Major App1: EB Browadway Ave	1
30	Major App3: WB Broadway Ave	1
30	Minor App2: NB Sunrise Dr	1
30	Minor App4: SB Sunrise Dr	1

HOUR	MAJOR APP. 1	MAJOR APP. 3	MINOR APP. 2	MINOR APP. 4	210	140	WARRANT MET
					MAJOR TOTAL Σ (APP. 1 & APP. 3)	MINOR TOTAL APP. 2 + APP. 4	
0:00 - 1:00	1	2	3	10	3	13	/
1:00 - 2:00	2	1	1	3	3	4	/
2:00 - 3:00	1	1	1	0	2	1	/
3:00 - 4:00	2	2	3	1	4	4	/
4:00 - 5:00	6	11	6	11	17	17	/
5:00 - 6:00	23	24	5	19	47	24	/
6:00 - 7:00	63	84	21	45	147	66	/
7:00 - 8:00	154	161	77	180	315	257	X/X
8:00 - 9:00	222	219	138	176	441	314	X/X
9:00 - 10:00	82	99	53	82	181	135	/
10:00 - 11:00	91	104	72	75	195	147	/X
11:00 - 12:00	109	113	79	88	222	167	X/X
12:00 - 13:00	105	130	121	104	235	225	X/X
13:00 - 14:00	81	118	79	89	199	168	/X
14:00 - 15:00	153	129	97	93	282	190	X/X
15:00 - 16:00	233	191	177	180	424	357	X/X
16:00 - 17:00	158	277	192	185	435	377	X/X
17:00 - 18:00	250	276	158	160	526	318	X/X
18:00 - 19:00	152	182	152	132	334	284	X/X
19:00 - 20:00	207	128	104	77	335	181	X/X
20:00 - 21:00	114	71	100	46	185	146	/X
21:00 - 22:00	118	57	47	42	175	89	/
22:00 - 23:00	31	28	28	17	59	45	/
23:00 - 24:00	8	7	6	5	15	11	/

Allway Stop Warrant: Met (Hr) 10 Required (Hr) 8 Satisfied

REMARKS:

Appendix D

			AM Peak																	
			Traffic Volumes (veh)				Traffic Delay (sec/veh)				Traffic Queuing (feet)									
Scenario	Control	Approach	Modeled Volumes				Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left Turn			Through			Right Turn		
			L	T	R	Total	L	T	R			Storage	Avg	Max	Link Length	Avg	Max	Storage	Avg	Max
Existing	Stop	EB	36	138	93	267	10 - B	14 - B	7 - A	12 - B	11 - B	-	75	175	1968	75	175	-	75	175
		WB	49	180	59	288	13 - B	14 - B	9 - A	13 - B		-	75	200	1646	75	200	-	75	200
		NB	99	59	29	187	9 - A	10 - B	6 - A	9 - A		-	75	150	1069	75	150	-	75	150
		SB	71	133	58	262	11 - B	12 - B	9 - A	12 - B		-	75	175	1397	75	175	-	75	175

			School Release																	
			Traffic Volumes (veh)				Traffic Delay (sec/veh)				Traffic Queuing (feet)									
Scenario	Control	Approach	Modeled Volumes				Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left Turn			Through			Right Turn		
			L	T	R	Total	L	T	R			Storage	Avg	Max	Link Length	Avg	Max	Storage	Avg	Max
Existing	Stop	EB	31	174	77	282	8 - A	14 - B	8 - A	12 - B	9 - A	-	75	150	1968	75	150	-	75	150
		WB	38	126	46	210	9 - A	10 - B	5 - A	9 - A		-	50	125	1646	50	125	-	50	125
		NB	65	100	37	202	8 - A	10 - B	7 - A	9 - A		-	75	125	1069	75	125	-	75	125
		SB	90	86	25	201	8 - A	9 - A	6 - A	9 - A		-	75	125	1397	75	125	-	75	125

			PM Peak																	
			Traffic Volumes (veh)				Traffic Delay (sec/veh)				Traffic Queuing (feet)									
Scenario	Control	Approach	Modeled Volumes				Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left Turn			Through			Right Turn		
			L	T	R	Total	L	T	R			Storage	Avg	Max	Link Length	Avg	Max	Storage	Avg	Max
Existing	Stop	EB	30	174	70	274	9 - A	12 - B	6 - A	11 - B	8 - A	-	50	125	1968	50	125	-	50	125
		WB	55	160	70	285	8 - A	10 - B	6 - A	9 - A		-	75	150	1646	75	150	-	75	150
		NB	72	55	41	168	7 - A	8 - A	5 - A	7 - A		-	50	100	1069	50	100	-	50	100
		SB	55	85	32	172	7 - A	9 - A	5 - A	8 - A		-	50	100	1397	50	100	-	50	100

			AM Peak																	
			Traffic Volumes (veh)				Traffic Delay (sec/veh)				Traffic Queuing (feet)									
Alternative	Control	Approach	Modeled Volumes				Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left Turn			Through			Right Turn		
			L	T	R	Total	L	T	R			Storage	Avg	Max	Link Length	Avg	Max	Storage	Avg	Max
2041	Stop	EB	90	255	108	453	57 - F	60 - F	52 - F	58 - F	66 - F	-	250	975	1968	250	975	-	250	975
		WB	51	323	118	492	110 - F	102 - F	97 - F	102 - F		-	450	1600	1646	450	1600	-	450	1600
		NB	111	79	31	221	22 - C	22 - C	18 - C	22 - C		-	100	300	1069	100	300	-	100	300
		SB	143	157	143	443	58 - F	58 - F	52 - F	57 - F		-	250	950	1397	250	950	-	250	950

			School Release																	
			Traffic Volumes (veh)				Traffic Delay (sec/veh)				Traffic Queuing (feet)									
Alternative	Control	Approach	Modeled Volumes				Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left Turn			Through			Right Turn		
			L	T	R	Total	L	T	R			Storage	Avg	Max	Link Length	Avg	Max	Storage	Avg	Max
2041	Stop	EB	85	321	82	488	170 - F	173 - F	161 - F	171 - F	84 - F	-	675	1600	1968	675	1600	-	675	1600
		WB	36	253	94	383	62 - F	60 - F	59 - F	60 - F		-	250	725	1646	250	725	-	250	725
		NB	73	127	40	240	17 - C	20 - C	16 - C	19 - C		-	100	225	1069	100	225	-	100	225
		SB	167	108	67	342	32 - D	31 - D	29 - D	32 - D		-	150	375	1397	150	375	-	150	375

			PM Peak																	
			Traffic Volumes (veh)				Traffic Delay (sec/veh)				Traffic Queuing (feet)									
Alternative	Control	Approach	Modeled Volumes				Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left Turn			Through			Right Turn		
			L	T	R	Total	L	T	R			Storage	Avg	Max	Link Length	Avg	Max	Storage	Avg	Max
2041	Stop	EB	79	314	81	474	70 - F	73 - F	69 - F	72 - F	48 - E	-	325	975	1968	325	975	-	325	975
		WB	55	309	140	504	59 - F	57 - F	57 - F	58 - F		-	300	775	1646	300	775	-	300	775
		NB	76	71	39	186	10 - B	12 - B	8 - A	11 - B		-	75	125	1069	75	125	-	75	125
		SB	120	95	70	285	16 - C	17 - C	13 - B	16 - C		-	100	175	1397	100	175	-	100	175

			AM Peak																	
			Traffic Volumes (veh)				Traffic Delay (sec/veh)				Traffic Queuing (feet)									
Alternative	Control	Approach	Modeled Volumes				Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left Turn			Through			Right Turn		
			L	T	R	Total	L	T	R			Storage	Avg	Max	Link Length	Avg	Max	Storage	Avg	Max
Existing	Stop	EB	37	141	93	271	10 - B	13 - B	4 - A	10 - B	10 - B	-	50	125	1955	50	125	300	25	75
		WB	52	179	58	289	11 - B	13 - B	4 - A	11 - B		-	75	150	1646	75	150	300	25	75
		NB	99	58	29	186	10 - B	12 - B	8 - A	11 - B		-	75	150	1069	75	150	-	75	150
		SB	72	135	57	264	10 - B	12 - B	5 - A	10 - B		-	75	150	1395	75	150	300	50	75

			School Release																	
			Traffic Volumes (veh)				Traffic Delay (sec/veh)				Traffic Queuing (feet)									
Alternative	Control	Approach	Modeled Volumes				Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left Turn			Through			Right Turn		
			L	T	R	Total	L	T	R			Storage	Avg	Max	Link Length	Avg	Max	Storage	Avg	Max
Existing	Stop	EB	32	174	75	281	8 - A	14 - B	4 - A	11 - B	9 - A	-	50	150	1955	50	150	300	25	50
		WB	37	125	46	208	10 - B	10 - B	3 - A	9 - A		-	50	125	1646	50	125	300	25	75
		NB	66	100	36	202	9 - A	10 - B	7 - A	10 - B		-	75	125	1069	75	125	-	75	125
		SB	90	86	25	201	8 - A	10 - B	4 - A	9 - A		-	75	125	1395	75	125	300	25	50

			PM Peak																	
			Traffic Volumes (veh)				Traffic Delay (sec/veh)				Traffic Queuing (feet)									
Alternative	Control	Approach	Modeled Volumes				Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left Turn			Through			Right Turn		
			L	T	R	Total	L	T	R			Storage	Avg	Max	Link Length	Avg	Max	Storage	Avg	Max
Existing	Stop	EB	30	174	70	274	9 - A	12 - B	3 - A	10 - B	8 - A	-	50	100	1955	50	100	300	25	50
		WB	55	160	69	284	8 - A	10 - B	3 - A	8 - A		-	50	125	1646	50	125	300	25	75
		NB	72	55	41	168	7 - A	9 - A	6 - A	8 - A		-	50	125	1069	50	125	-	50	125
		SB	55	85	32	172	8 - A	9 - A	3 - A	8 - A		-	50	100	1395	50	100	300	25	50

			AM Peak														
			Traffic Volumes (veh)				Traffic Delay (sec/veh)				Traffic Queuing (feet)						
Alternative	Control	Approach	Modeled Volumes				Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left/Through			Right Turn		
			L	T	R	Total	L	T	R			Link Length	Avg	Max	Storage	Avg	Max
2041	Stop	EB	89	256	109	454	44 - E	46 - E	10 - B	37 - E	42 - E	1955	175	625	300	75	350
		WB	49	338	123	510	81 - F	80 - F	31 - D	69 - F		1646	300	1475	300	100	400
		NB	112	80	29	221	31 - D	31 - D	26 - D	31 - D		1069	100	375	-	100	375
		SB	146	153	144	443	32 - D	32 - D	10 - B	25 - D		1395	125	400	300	75	225

School Release																	
			Traffic Volumes (veh)				Traffic Delay (sec/veh)				Traffic Queuing (feet)						
Alternative	Control	Approach	Modeled Volumes				Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left/Through			Right Turn		
			L	T	R	Total	L	T	R			Link Length	Avg	Max	Storage	Avg	Max
2041	Stop	EB	84	322	78	484	124 - F	136 - F	62 - F	122 - F	60 - F	1955	500	1325	300	175	400
		WB	36	248	95	379	32 - D	34 - D	7 - A	28 - D		1646	125	350	300	50	150
		NB	70	125	43	238	25 - D	32 - D	29 - D	30 - D		1069	125	300	-	125	300
		SB	169	109	65	343	33 - D	32 - D	6 - A	28 - D		1395	125	350	300	50	150

PM Peak																	
			Traffic Volumes (veh)				Traffic Delay (sec/veh)				Traffic Queuing (feet)						
Alternative	Control	Approach	Modeled Volumes				Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left/Through			Right Turn		
			L	T	R	Total	L	T	R			Link Length	Avg	Max	Storage	Avg	Max
2041	Stop	EB	77	312	82	471	62 - F	63 - F	24 - C	57 - F	30 - D	1955	250	850	300	100	350
		WB	54	309	140	503	28 - D	26 - D	6 - A	21 - C		1646	125	325	300	50	100
		NB	76	71	38	185	13 - B	13 - B	9 - A	13 - B		1069	75	150	-	75	150
		SB	121	95	70	286	15 - C	16 - C	6 - A	14 - B		1395	75	150	300	50	100

			AM Peak																	
			Traffic Volumes (veh)				Traffic Delay (sec/veh)				Traffic Queuing (feet)									
Alternative	Control	Approach	Modeled Volumes				Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left Turn			Through			Right Turn		
			L	T	R	Total	L	T	R			Storage	Avg	Max	Link Length	Avg	Max	Storage	Avg	Max
Existing	Stop	EB	34	138	92	264	7 - A	13 - B	6 - A	10 - B	10 - B	300	25	50	1960	50	100	-	50	100
		WB	51	177	60	288	7 - A	12 - B	7 - A	11 - B		300	25	50	1638	75	125	-	75	125
		NB	98	61	29	188	10 - B	10 - B	7 - A	10 - B		-	75	150	1061	75	150	-	75	150
		SB	72	133	58	263	8 - A	12 - B	9 - A	11 - B		300	50	100	1389	75	150	-	75	150

			School Release																	
			Traffic Volumes (veh)				Traffic Delay (sec/veh)				Traffic Queuing (feet)									
Alternative	Control	Approach	Modeled Volumes				Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left Turn			Through			Right Turn		
			L	T	R	Total	L	T	R			Storage	Avg	Max	Link Length	Avg	Max	Storage	Avg	Max
Existing	Stop	EB	32	175	78	285	6 - A	14 - B	8 - A	12 - B	9 - A	300	25	50	1960	75	150	-	75	150
		WB	38	127	46	211	7 - A	10 - B	5 - A	9 - A		300	25	75	1638	50	100	-	50	100
		NB	64	101	36	201	8 - A	10 - B	7 - A	9 - A		-	75	125	1061	75	125	-	75	125
		SB	91	85	23	199	7 - A	9 - A	5 - A	8 - A		300	50	100	1389	50	100	-	50	100

			PM Peak																	
			Traffic Volumes (veh)				Traffic Delay (sec/veh)				Traffic Queuing (feet)									
Alternative	Control	Approach	Modeled Volumes				Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left Turn			Through			Right Turn		
			L	T	R	Total	L	T	R			Storage	Avg	Max	Link Length	Avg	Max	Storage	Avg	Max
Existing	Stop	EB	30	175	71	276	6 - A	12 - B	5 - A	10 - B	8 - A	300	25	50	1960	50	100	-	50	100
		WB	54	162	69	285	7 - A	9 - A	5 - A	8 - A		300	25	75	1638	50	125	-	50	125
		NB	72	55	41	168	8 - A	9 - A	6 - A	8 - A		-	50	100	1061	50	100	-	50	100
		SB	55	85	32	172	6 - A	8 - A	4 - A	7 - A		300	25	75	1389	50	100	-	50	100

			AM Peak														
			Traffic Volumes (veh)				Traffic Delay (sec/veh)				Traffic Queuing (feet)						
Alternative	Control	Approach	Modeled Volumes				Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left Turn			Through/Right		
			L	T	R	Total	L	T	R			Storage	Avg	Max	Link Length	Avg	Max
2041	Stop	EB	90	261	110	461	14 - B	38 - E	29 - D	32 - D	42 - E	300	75	300	1960	150	475
		WB	50	332	121	503	41 - E	80 - F	76 - F	76 - F		300	75	400	1638	350	1600
		NB	111	78	30	219	32 - D	32 - D	25 - D	32 - D		-	100	400	1061	100	400
		SB	145	155	143	443	13 - B	24 - C	20 - C	20 - C		300	50	175	1389	100	300

School Release																	
			Traffic Volumes (veh)				Traffic Delay (sec/veh)				Traffic Queuing (feet)						
Alternative	Control	Approach	Modeled Volumes				Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left Turn			Through/Right		
			L	T	R	Total	L	T	R			Storage	Avg	Max	Link Length	Avg	Max
2041	Stop	EB	86	323	79	488	60 - F	115 - F	106 - F	104 - F	55 - F	300	150	400	1960	425	1275
		WB	37	252	95	384	16 - C	46 - E	45 - E	43 - E		300	50	275	1638	175	600
		NB	70	124	42	236	27 - D	35 - E	32 - D	33 - D		-	125	300	1061	125	300
		SB	170	110	65	345	14 - B	13 - B	9 - A	13 - B		300	75	125	1389	75	125

PM Peak																	
			Traffic Volumes (veh)				Traffic Delay (sec/veh)				Traffic Queuing (feet)						
Alternative	Control	Approach	Modeled Volumes				Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left Turn			Through/Right		
			L	T	R	Total	L	T	R			Storage	Avg	Max	Link Length	Avg	Max
2041	Stop	EB	77	313	82	472	13 - B	34 - D	29 - D	30 - D	25 - D	300	50	225	1960	150	500
		WB	54	309	140	503	13 - B	37 - E	35 - E	34 - D		300	50	275	1638	175	525
		NB	76	71	38	185	12 - B	13 - B	9 - A	12 - B		-	75	125	1061	75	125
		SB	121	97	70	288	10 - B	13 - B	8 - A	11 - B		300	50	100	1389	75	100

Broadway and Sunrise
Existing
Signal (LTL)

Table 13 Details

			AM Peak																	
			Traffic Volumes (veh)				Traffic Delay (sec/veh)				Traffic Queuing (feet)									
Alternative	Control	Approach	Modeled Volumes				Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left Turn			Through			Right Turn		
			L	T	R	Total	L	T	R			Storage	Avg	Max	Link Length	Avg	Max	Storage	Avg	Max
Existing	Signalized	EB	39	151	97	287	8 - A	11 - B	5 - A	9 - A	13 - B	300	25	50	1960	50	125	-	50	125
		WB	58	203	69	330	10 - B	10 - B	6 - A	10 - B		300	25	75	1638	75	175	-	75	175
		NB	111	59	29	199	18 - B	17 - B	7 - A	17 - B		300	50	125	1061	50	125	-	50	125
		SB	73	134	67	274	14 - B	27 - C	17 - B	22 - C		300	50	125	1389	100	200	-	100	200

			School Release																	
			Traffic Volumes (veh)				Traffic Delay (sec/veh)				Traffic Queuing (feet)									
Alternative	Control	Approach	Modeled Volumes				Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left Turn			Through			Right Turn		
			L	T	R	Total	L	T	R			Storage	Avg	Max	Link Length	Avg	Max	Storage	Avg	Max
Existing	Signalized	EB	31	172	75	278	6 - A	11 - B	4 - A	9 - A	11 - B	300	25	50	1960	50	175	-	50	175
		WB	37	137	46	220	8 - A	8 - A	3 - A	7 - A		300	25	75	1638	50	125	-	50	125
		NB	68	94	36	198	15 - B	19 - B	10 - B	16 - B		300	50	100	1061	75	150	-	75	150
		SB	93	83	25	201	16 - B	17 - B	8 - A	16 - B		300	50	100	1389	50	125	-	50	125

			PM Peak																	
			Traffic Volumes (veh)				Traffic Delay (sec/veh)				Traffic Queuing (feet)									
Alternative	Control	Approach	Modeled Volumes				Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left Turn			Through			Right Turn		
			L	T	R	Total	L	T	R			Storage	Avg	Max	Link Length	Avg	Max	Storage	Avg	Max
Existing	Signalized	EB	30	172	69	271	8 - A	8 - A	4 - A	7 - A	10 - B	300	25	50	1960	50	100	-	50	100
		WB	54	164	68	286	8 - A	7 - A	4 - A	7 - A		300	25	75	1638	50	125	-	50	125
		NB	73	57	41	171	16 - B	17 - B	7 - A	15 - B		300	50	100	1061	50	100	-	50	100
		SB	55	84	32	171	14 - B	20 - C	8 - A	16 - B		300	25	100	1389	75	125	-	75	125

Broadway and Sunrise
2041
Signal (LTL)

Table 14 Details

			AM Peak														
			Traffic Volumes (veh)				Traffic Delay (sec/veh)				Traffic Queuing (feet)						
Alternative	Control	Approach	Modeled Volumes				Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left Turn			Through/Right		
			L	T	R	Total	L	T	R			Storage	Avg	Max	Link Length	Avg	Max
2041	Signalized	EB	98	267	118	483	20 - C	16 - B	10 - B	16 - B	26 - C	300	50	150	1960	100	275
		WB	59	361	115	535	16 - B	24 - C	18 - B	22 - C		300	50	225	1638	175	525
		NB	121	86	30	237	40 - D	33 - C	18 - B	35 - D		300	75	225	1061	75	175
		SB	157	157	147	461	26 - C	49 - D	36 - D	38 - D		300	100	275	1389	175	425

			School Release														
			Traffic Volumes (veh)				Traffic Delay (sec/veh)				Traffic Queuing (feet)						
Alternative	Control	Approach	Modeled Volumes				Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left Turn			Through/Right		
			L	T	R	Total	L	T	R			Storage	Avg	Max	Link Length	Avg	Max
2041	Signalized	EB	86	318	80	484	11 - B	14 - B	8 - A	13 - B	19 - B	300	50	100	1960	100	250
		WB	35	255	92	382	12 - B	12 - B	8 - A	12 - B		300	25	75	1638	100	225
		NB	72	129	42	243	21 - C	39 - D	25 - C	32 - C		300	50	100	1061	100	250
		SB	168	104	65	337	32 - C	27 - C	14 - B	27 - C		300	100	225	1389	100	175

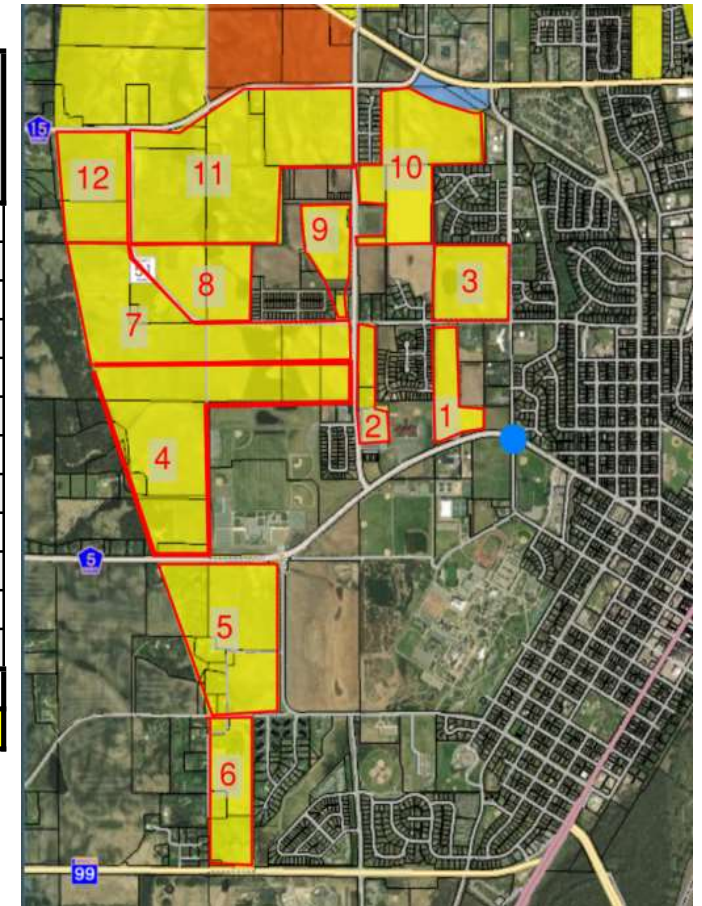
			PM Peak														
			Traffic Volumes (veh)				Traffic Delay (sec/veh)				Traffic Queuing (feet)						
Alternative	Control	Approach	Modeled Volumes				Movement (Delay - LOS)			Approach (Delay - LOS)	Intersection (Delay - LOS)	Left Turn			Through/Right		
			L	T	R	Total	L	T	R			Storage	Avg	Max	Link Length	Avg	Max
2041	Signalized	EB	77	315	81	473	13 - B	12 - B	7 - A	12 - B	15 - B	300	50	125	1960	75	225
		WB	57	307	141	505	12 - B	12 - B	9 - A	12 - B		300	25	75	1638	100	250
		NB	77	72	38	187	21 - C	26 - C	13 - B	22 - C		300	50	100	1061	75	150
		SB	123	94	69	286	22 - C	26 - C	14 - B	22 - C		300	75	150	1389	75	175

Appendix E

4	DU/AC	Low Density Single Family Housing ITE 210
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Zone	Area (acres)	Dwelling Units	Daily Trips	Trip Reduction (percent)			New Trips (percent)	New Trips at Intersection
				North	South	West		
1	22.25	89	934	25%	5%	5%	65%	610
2	20	80	847	25%	5%	5%	65%	550
3	37	148	1491	25%	0%	0%	75%	1120
4	150	600	5406	25%	5%	5%	65%	3510
5	85	340	3206	0%	45%	5%	50%	1600
6	44	176	1749	0%	75%	5%	20%	350
7	93	372	3482	40%	5%	5%	50%	1740
8	46	184	1822	40%	5%	5%	50%	910
9	24	96	1001	40%	5%	5%	50%	500
10	79	316	2997	75%	5%	5%	15%	450
11	166	664	5934	75%	5%	5%	15%	890
12	51	204	2004	75%	5%	5%	15%	300
Total	817	3269	30873				New Trips	12530
Est. Household Increase		2600					adjusted for Historical Growth	10000

Trip Reduction accounts for New Trips that are NOT anticipated to travel through the Sunrise/Broadway



Appendix F

Safety Performance for Intersection Control Evaluation Tool					
Results					
Summary of crash prediction results for each alternative					
Project Information					
Project Name:	ICE		Intersection Type	At-Grade Intersections	
Intersection:	Broadway Avenue and Sunrise Drive		Opening Year	2021	
Agency:	Saint Peter		Design Year	2041	
Project Reference:			Facility Type	On Urban and Suburban Arterial	
City:	Saint Peter		Number of Legs	4-leg	
State:	MN				
Date:	11/11/2021				
Analyst:					
Crash Prediction Summary					
Control Strategy	Crash Type	Opening Year	Design Year	Total Project Life Cycle	AADT Within Prediction Range?
1-lane Roundabout	Total	0.48	0.78	13.16	N/A
	Fatal & Injury	0.06	0.11	1.79	
All Way Stop	Total	No SPF	No SPF	No SPF	N/A
	Fatal & Injury	No SPF	No SPF	No SPF	
Traffic Signal	Total	0.59	1.12	17.80	Yes
	Fatal & Injury	0.19	0.36	5.74	

Appendix G

Highway Capacity Manual (HCM)

Pedestrian Level of Service (LOS) at Uncontrolled Crossing Locations Intersection and Mid-Block Crossings

Crossing Location:	Broadway Ave and Sunrise Dr	Date:	11/11/2021
City, State:	Saint Peter, MN	Scenario:	Roundabout 2041 AM Peak
Reviewer(s):	Michael P Narow	Crossing	West Leg
Project Number:		ID #:	

The following is the base information needed to complete the analysis.

If this is a one-stage crossing, use only Crossing 1.

If this is a two-stage crossing, each stage must be evaluated separately using Crossing 1 and Crossing 2.

Crossing 1: Eastbound Enter

Evaluation Inputs:

L = crosswalk length (ft)
 S_p = average pedestrian walking speed (ft/s)
 t_s = pedestrian start-up and end clearance time (s)
 V = vehicular hourly volume (veh/hr)
 v_p = pedestrian flow rate (ped/s)
 v = vehicular flow rate (veh/s) = $V/3600$
 W_c = crosswalk width (ft)
 N = number of through lanes crossed (Integer)

defaults:	
S_p =	3.5
t_s =	3.0
v_p =	0*
v =	$V/3600$
W_c =	8.0
N =	$\text{INT}(L/11)$

Input Table:	
L =	17
S_p =	3.5
t_s =	3
V =	430
v_p =	0.00
v =	0.119
W_c =	8.0
N =	1

*no platooning observed

Crossing 2: Westbound Exit

Evaluation Inputs:

L = crosswalk length (ft)
 S_p = average pedestrian walking speed (ft/s)
 t_s = pedestrian start-up and end clearance time (s)
 V = vehicular hourly volume (veh/hr)
 v_p = pedestrian flow rate (ped/s)
 v = vehicular flow rate (veh/s) = $V/3600$
 W_c = crosswalk width (ft)
 N = number of through lanes crossed (Integer)

(only used for two-stage crossings)

defaults:	
S_p =	3.5
t_s =	3.0
v_p =	0*
v =	$V/3600$
W_c =	8.0
N =	$\text{INT}(L/11)$

Input Table:	
L =	15
S_p =	3.5
t_s =	3
V =	545
v_p =	0.00
v =	0.151
W_c =	8.0
N =	1

*no platooning observed

Crossing Treatment Yield Rate

M_y = motorist yield rate (decimal)

Input Table:	
M_y =	83%

Entering data into the tables above will populate the evaluation tables in Microsoft Excel.

Results:

Average Delay	5.8	sec/ped
LOS	B	

Step 3 Determine Pedestrian Delay

pg. 18-68

$$d_p = \frac{(C - g_{walk,mi})^2}{2C}$$

where

d_p = the pedestrian delay (s/p)

$g_{walk,mi}$ = effective walk time for the phase serving the minor/major-street through movement (s)

C = cycle length (s)

Example

West		
Inputs:		units
C	65	s
$g_{walk,mi}$	15	s
Outputs:		
d_{pa}	19.2	s/p

East		
Inputs:		units
L_{cb}	65	s
$g_{walk,mj}$	15	s
Outputs:		
d_{pb}	19.2	s/p

North		
Inputs:		units
L_{cc}	65	s
$g_{walk,mi}$	10	s
Outputs:		
d_{pc}	23.3	s/p

South		
Inputs:		units
L_{cd}	65	s
$g_{walk,mj}$	15	s
Outputs:		
d_{pd}	19.2	s/p

The Pedestrian Delay, d_p , applies equally to both directions of travel along the crosswalk

*in general, pedestrians become impatient when the experience delays in excess of 30 s/p, and there is a high likely hood of their not complying with the signal indication.

in contrast, pedestrians are very likely to comply if their expected delay is less than 10 s/p

	C	$g_{walk,mi}$				Pedestrian Delay (s/p)				Average Delay (s/p)
		West	East	North	South	West	East	North	South	
2021 AM		65	18	18	18	18	17.0	17.0	17.0	17.0
SR		65	18	18	18	18	17.0	17.0	17.0	17.0
PM		65	18	18	18	18	17.0	17.0	17.0	17.0
2041 AM		80	18	18	18	18	24.0	24.0	24.0	24.0
SR		75	18	18	18	18	21.7	21.7	21.7	21.7
PM		70	18	18	18	18	19.3	19.3	19.3	19.3

Appendix H

Traffic Safety Benefit-Cost Calculation

Highway Safety Improvement Program (HSIP) Reactive Project

**A. Roadway Description**

Route	_____	District	_____	County	Nicollet
Begin RP	_____	End RP	_____	Miles	_____
Location	Intersection of Broadway Avenue and Sunrise Drive, Saint Peter, MN				

B. Project Description

Proposed Work	Install Signal		
Project Cost*	\$1,446,000	Installation Year	2022
Project Service Life	20 years	Traffic Growth Factor	2.3%

* exclude Right of Way from Project Cost

C. Crash Modification Factor

0.61	Fatal (K) Crashes	Reference	CMF ID: 7848
0.61	Serious Injury (A) Crashes		
0.61	Moderate Injury (B) Crashes	Crash Type	All
0.61	Possible Injury (C) Crashes		
0.61	Property Damage Only Crashes		www.CMFclearinghouse.org

D. Crash Modification Factor (optional second CMF)

	Fatal (K) Crashes	Reference	_____
	Serious Injury (A) Crashes		
	Moderate Injury (B) Crashes	Crash Type	_____
	Possible Injury (C) Crashes		
	Property Damage Only Crashes		www.CMFclearinghouse.org

E. Crash Data

Begin Date	1/1/2012	End Date	11/1/2021	10 years
Data Source	MnDOT			
Crash Severity	All	< optional 2nd CMF >		
K crashes	0			
A crashes	0			
B crashes	1			
C crashes	0			
PDO crashes	4			

F. Benefit-Cost Calculation

\$260,695	Benefit (present value)	B/C Ratio = 0.19
\$1,446,000	Cost	

Proposed project expected to reduce 1 crashes annually, 0 of which involving fatality or serious injury.

F. Analysis Assumptions

Crash Severity	Crash Cost
K crashes	\$13,300,000
A crashes	\$750,000
B crashes	\$230,000
C crashes	\$120,000
PDO crashes	\$13,000

Link: mndot.gov/planning/program/appendix_a.html

Real Discount Rate 0.7%
 Traffic Growth Rate 2.3%
 Project Service Life 20 years

G. Annual Benefit

Crash Severity	Crash Reduction	Annual Reduction	Annual Benefit
K crashes	0.00	0.00	\$0
A crashes	0.00	0.00	\$0
B crashes	0.39	0.04	\$9,115
C crashes	0.00	0.00	\$0
PDO crashes	1.56	0.16	\$2,061

\$11,176

H. Amortized Benefit

<u>Year</u>	<u>Crash Benefits</u>	<u>Present Value</u>
2022	\$11,176	\$11,176
2023	\$11,433	\$11,353
2024	\$11,696	\$11,534
2025	\$11,965	\$11,717
2026	\$12,240	\$11,903
2027	\$12,521	\$12,092
2028	\$12,809	\$12,284
2029	\$13,104	\$12,479
2030	\$13,405	\$12,678
2031	\$13,714	\$12,879
2032	\$14,029	\$13,084
2033	\$14,352	\$13,292
2034	\$14,682	\$13,503
2035	\$15,019	\$13,717
2036	\$15,365	\$13,935
2037	\$15,718	\$14,157
2038	\$16,080	\$14,382
2039	\$16,450	\$14,610
2040	\$16,828	\$14,842
2041	\$17,215	\$15,078
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0

Total = \$260,695

Traffic Safety Benefit-Cost Calculation

Highway Safety Improvement Program (HSIP) Reactive Project

**A. Roadway Description**

Route	_____	District	_____	County	Nicollet
Begin RP	_____	End RP	_____	Miles	_____
Location	Intersection of Broadway Avenue and Sunrise Drive, Saint Peter, MN				

B. Project Description

Proposed Work	Install Roundabout		
Project Cost*	\$1,339,000	Installation Year	2022
Project Service Life	20 years	Traffic Growth Factor	2.3%

* exclude Right of Way from Project Cost

C. Crash Modification Factor

0.28	Fatal (K) Crashes	Reference	CMF ID: 206
0.28	Serious Injury (A) Crashes		
0.28	Moderate Injury (B) Crashes	Crash Type	All
0.28	Possible Injury (C) Crashes		
0.28	Property Damage Only Crashes		www.CMFclearinghouse.org

D. Crash Modification Factor (optional second CMF)

	Fatal (K) Crashes	Reference	_____
	Serious Injury (A) Crashes		
	Moderate Injury (B) Crashes	Crash Type	_____
	Possible Injury (C) Crashes		
	Property Damage Only Crashes		www.CMFclearinghouse.org

E. Crash Data

Begin Date	1/1/2012	End Date	11/1/2021	10 years
Data Source	MnDOT			
Crash Severity	All	< optional 2nd CMF >		
K crashes	0			
A crashes	0			
B crashes	1			
C crashes	0			
PDO crashes	4			

F. Benefit-Cost Calculation

\$481,282	Benefit (present value)	B/C Ratio = 0.36
\$1,339,000	Cost	

Proposed project expected to reduce 1 crashes annually, 0 of which involving fatality or serious injury.

F. Analysis Assumptions

Crash Severity	Crash Cost
K crashes	\$13,300,000
A crashes	\$750,000
B crashes	\$230,000
C crashes	\$120,000
PDO crashes	\$13,000

Link: mndot.gov/planning/program/appendix_a.html

Real Discount Rate 0.7%
 Traffic Growth Rate 2.3%
 Project Service Life 20 years

G. Annual Benefit

Crash Severity	Crash Reduction	Annual Reduction	Annual Benefit
K crashes	0.00	0.00	\$0
A crashes	0.00	0.00	\$0
B crashes	0.72	0.07	\$16,827
C crashes	0.00	0.00	\$0
PDO crashes	2.88	0.29	\$3,804

\$20,632

H. Amortized Benefit

Year	Crash Benefits	Present Value
2022	\$20,632	\$20,632
2023	\$21,106	\$20,960
2024	\$21,592	\$21,293
2025	\$22,088	\$21,631
2026	\$22,596	\$21,975
2027	\$23,116	\$22,324
2028	\$23,648	\$22,679
2029	\$24,192	\$23,039
2030	\$24,748	\$23,405
2031	\$25,317	\$23,777
2032	\$25,900	\$24,155
2033	\$26,495	\$24,538
2034	\$27,105	\$24,928
2035	\$27,728	\$25,324
2036	\$28,366	\$25,727
2037	\$29,018	\$26,135
2038	\$29,686	\$26,551
2039	\$30,369	\$26,973
2040	\$31,067	\$27,401
2041	\$31,782	\$27,837
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0
0	\$0	\$0

Total = \$481,282



CMF / CRF Details

CMF ID: 7848

Install a traffic signal

Description:

Prior Condition: Stop-Controlled Intersections

Category: Intersection traffic control

Study: [*Validation and Application of Highway Safety Manual \(Part D\) in Florida, Abdel-Aty et al., 2014*](#)

Star Quality Rating:



[\[View score details\]](#)

Crash Modification Factor (CMF)

Value:

0.61

Adjusted Standard Error:

Unadjusted Standard Error:

0.06

Crash Reduction Factor (CRF)

Value:

39 (This value indicates a **decrease** in crashes)

Adjusted Standard Error:

Unadjusted Standard Error:	6
-----------------------------------	---

Applicability	
Crash Type:	All
Crash Severity:	All
Roadway Types:	Not specified
Number of Lanes:	
Road Division Type:	
Speed Limit:	
Area Type:	Urban
Traffic Volume:	
Time of Day:	All
<i>If countermeasure is intersection-based</i>	
Intersection Type:	Not specified
Intersection Geometry:	4-leg
Traffic Control:	Stop-controlled
Major Road Traffic Volume:	
Minor Road Traffic Volume:	

Development Details	
Date Range of Data Used:	2005 to 2009
Municipality:	
State:	FL

Country:	USA
Type of Methodology Used:	2
Sample Size Used:	

Other Details	
Included in Highway Safety Manual?	No
Date Added to Clearinghouse:	Mar-08-2016
Comments:	The number of crashes in the after period were not reported in this study, however, they have been recorded as 300 to give 10 points as a benefit of doubt for one or more of the following: (1) number of miles/sites in the reference/treatment group, (2) number of crashes in the references/treatment group, (3) reporting AADTs for the aggregate dataset but not for the disaggregate dataset used for CMF development.

This site is funded by the U.S. Department of Transportation Federal Highway Administration and maintained by the University of North Carolina Highway Safety Research Center

The information contained in the Crash Modification Factors (CMF) Clearinghouse is disseminated under the sponsorship of the U.S. Department of Transportation in the interest of information exchange. The U.S. Government assumes no liability for the use of the information contained in the CMF Clearinghouse. The information contained in the CMF Clearinghouse does not constitute a standard, specification, or regulation, nor is it a substitute for sound engineering judgment.



CMF / CRF Details

CMF ID: 206

Conversion of stop-controlled intersection into single-lane roundabout

Description:

Prior Condition: *No Prior Condition(s)*

Category: Intersection geometry

Study: [Observational Before-After Study of the Safety Effect of U.S. Roundabout Conversions Using the Empirical Bayes Method, Persaud et al., 2001](#)

Star Quality Rating:



Crash Modification Factor (CMF)

Value:

0.28

Adjusted Standard Error:

0.11

Unadjusted Standard Error:

0.06

Crash Reduction Factor (CRF)

Value:

72 (This value indicates a **decrease** in crashes)

Adjusted Standard Error:

11

Unadjusted Standard Error:	6
-----------------------------------	---

Applicability	
Crash Type:	All
Crash Severity:	All
Roadway Types:	Not specified
Number of Lanes:	
Road Division Type:	
Speed Limit:	
Area Type:	Urban
Traffic Volume:	
Time of Day:	

<i>If countermeasure is intersection-based</i>	
Intersection Type:	Roadway/roadway (not interchange related)
Intersection Geometry:	Not specified
Traffic Control:	Stop-controlled
Major Road Traffic Volume:	
Minor Road Traffic Volume:	

Development Details	
Date Range of Data Used:	
Municipality:	
State:	

Country:	
Type of Methodology Used:	2
Sample Size Used:	

Other Details	
Included in Highway Safety Manual?	No
Date Added to Clearinghouse:	Dec-01-2009
Comments:	

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Appendix I

Signal Option

St Peter, MN

11/21/2021

Item		Unit	Total Qty	Unit Price	Total Cost
MAJOR ROADWAY ITEMS (NOTES 1-3, 6)					
	REMOVE BITUMINOUS PAVEMENT	SY	3,697	\$ 7.00	\$ 25,900
	REMOVE CURB AND GUTTER	LF	3,704	\$ 5.00	\$ 18,600
	EXCAVATION - COMMON	CY	4,532	\$ 11.00	\$ 49,900
	AGGREGATE BASE (CV) CLASS 5Q	CY	1,671	\$ 25.00	\$ 41,800
	SELECT GRANULAR EMBANKMENT (CV)	CY	1,607	\$ 40.00	\$ 64,300
	CONCRETE PAVEMENT 7.0"	SY	1,882	\$ 67.00	\$ 126,200
	TYPE SP 9.5 WEARING COURSE MIX (4,F)	TONS	199	\$ 81.00	\$ 16,200
	TYPE SP 12.5 WEARING COURSE MIX (4,F)	TONS	2,028	\$ 81.00	\$ 164,400
	MILL 2.5"	SY	6,450	\$ 3.00	\$ 19,400
	CURB AND GUTTER B424	LF	4,653	\$ 20.00	\$ 93,100
	4" CONCRETE WALK	SF	9,182	\$ 6.00	\$ 55,100
	Subtotal				\$ 675,000
	All Roadway Construction Subtotal				\$ 675,000
SPECIAL LUMP SUM CONSTRUCTION ITEMS					
	TRAFFIC SIGNAL SYSTEM	LS	1	\$ 330,000.00	\$ 330,000
(5)	LIGHTING	LS	1	\$ 50,000.00	\$ 50,000
(4)	URBAN DRAINAGE	LS	1	\$ 100,000.00	\$ 100,000
	Subtotal				\$ 480,000
PERCENTAGE ITEMS					
	MOBILIZATION		5%	of all roadway	\$ 33,800
	MISC REMOVALS (SIGNS, TREES, ETC.)		2%	of all roadway	\$ 13,500
	SIGNING & PAVEMENT MARKINGS		3%	of all roadway	\$ 20,300
	TURF ESTABLISHMENT AND EROSION CONTROL		5%	of all roadway	\$ 33,800
	LANDSCAPING/STREETSCAPE		3%	of all roadway	\$ 20,300
	TRAFFIC CONTROL/STAGING		5%	of all roadway	\$ 33,800
	CONTINGENCY FOR MISSING ITEMS		20%	of all roadway	\$ 135,000
	Subtotal				\$ 291,000
Construction Cost (2021 Dollars)					\$ 1,446,000
Anticipated Right-of-Way Cost (2021 Dollars)					\$ 10,000
Engineering Cost (2021 Dollars)					\$ 289,000
Total Cost (2021 Dollars)					\$ 1,745,000

Notes:

- Concrete road pavement section assumed is 7 inch pavement, 11 inch aggregate base.
- Bituminous road pavement section assumed is 6 inch bituminous pavement, 6 inch aggregate base, and 12 inch sand.
- Trail pavement section assumed is 3 inch bituminous pavement and 4 inch aggregate base
- Storm sewer estimate is 15% of roadway construction costs
- Includes wire, conduit, source of power, base, etc. Assuming MnDOT's LED-40 foot standard poles
- Design assumes mill and overlay for the east leg of Broadway and the south leg of Sunrise. Concrete widening along the west leg of Broadway, and full bituminous reconstruction on the north leg of Sunrise.

Roundabout Option

St Peter, MN

11/22/2021

Item		Unit	Total Qty	Unit Price	Total Cost
MAJOR ROADWAY ITEMS (NOTES 1-3)					
	REMOVE BITUMINOUS PAVEMENT	SY	5,870	\$ 7.00	\$ 41,100
	REMOVE CURB AND GUTTER	LF	1,980	\$ 5.00	\$ 9,900
	EXCAVATION - COMMON	CY	5,050	\$ 11.00	\$ 55,600
	COMMON EMBANKMENT (CV)	CY	1,290	\$ 22.00	\$ 28,400
	AGGREGATE BASE (CV) CLASS 5	CY	1,770	\$ 25.00	\$ 44,300
	SELECT GRANULAR EMBANKMENT (CV)	CY	2,260	\$ 40.00	\$ 90,400
	CONCRETE PAVEMENT 7.0"	SY	1,675	\$ 67.00	\$ 112,300
	TYPE SP 9.5 WEARING COURSE MIX (4,F)	TONS	50	\$ 81.00	\$ 4,100
	TYPE SP 12.5 WEARING COURSE MIX (4,F)	TONS	2,000	\$ 81.00	\$ 162,000
	MILL 2.5"	SY	3,285	\$ 3.00	\$ 9,900
	CURB AND GUTTER B624	LF	5,015	\$ 20.00	\$ 100,300
	4" CONCRETE WALK	SF	17,055	\$ 6.00	\$ 102,400
	Subtotal				\$ 761,000
	All Roadway Construction Subtotal				\$ 761,000
SPECIAL LUMP SUM CONSTRUCTION ITEMS					
(5)	LIGHTING	LS	1	\$ 100,000.00	\$ 100,000
(4)	URBAN DRAINAGE	LS	1	\$ 150,000.00	\$ 150,000
	Subtotal				\$ 250,000
PERCENTAGE ITEMS					
	MOBILIZATION		5%	of all roadway	\$ 38,100
	MISC REMOVALS (SIGNS, TREES, ETC.)		2%	of all roadway	\$ 15,300
	SIGNING & PAVEMENT MARKINGS		3%	of all roadway	\$ 22,900
	TURF ESTABLISHMENT AND EROSION CONTROL		5%	of all roadway	\$ 38,100
	LANDSCAPING/STREETSCAPE		3%	of all roadway	\$ 22,900
	TRAFFIC CONTROL/STAGING		5%	of all roadway	\$ 38,100
	CONTINGENCY FOR MISSING ITEMS		20%	of all roadway	\$ 152,200
	Subtotal				\$ 328,000
Construction Cost (2021 Dollars)					\$ 1,339,000
Anticipated Right-of-Way Cost (2021 Dollars)					\$ 230,000
Engineering Cost (2021 Dollars)					\$ 268,000
Total Cost (2021 Dollars)					\$ 1,837,000

Notes:

- Concrete road pavement section assumed is 7 inch pavement, 11 inch aggregate base.
- Local road pavement section assumed is 6 inch bituminous pavement, 6 inch aggregate base, and 12 inch sand.
- Trail pavement section assumed is 3 inch bituminous pavement and 4 inch aggregate base
- Storm sewer estimate is 20% of roadway construction costs
- Includes wire, conduit, source of power, base, etc. Assuming MnDOTs LED-40 foot standard poles
- Design assumes full reconstruction where alignments vary, as well as a mill and overlay along the east and south legs to a common matchline with the signal option, along with full reconstruction on the north leg to a common matchline with the signal option.

Nicollet County Board of Commissioners
Board Meeting Agenda Item



Agenda Item:

Consider Out of State Travel

Primary Originating Division/Dept.: Public Works

Meeting Date: 01/25/2022

Contact: Seth Greenwood, P.E.

Title: PWD/County Engineer

Item Type:
(Select One) Regular Agenda

Amount of Time Requested: 5 minutes

Presenter: Seth Greenwood, P.E.

Title: PWD/County Engineer

Attachments: ☒ Yes ☐ No

County Strategy:

(Select One)

Facilities and Space - preserve, maintain and build our assets

BACKGROUND/JUSTIFICATION:

The American Traffic Safety Services Association (ATTSA) "How To Conference" is an annual conference that addresses the selection, inspection, or maintenance of all types of pavement markings, signs, and temporary traffic controls. Matt Holicky, Sign Technician/HEO and Mike Suska, Highway Maintenance Manager would be attending this conference. The conference is March 14-16, 2022 and is held in Fargo, ND. The total estimated cost of attending this conference approximately \$1,000 (includes lodging, registration, and meals). The cost of attending this conference is included in the PW 2022 budget and will utilize local levy funds.

Supporting Documents: ☒ Attached

☐ In Signature Folder

☐ None

Prior Board Action Taken on this Agenda Item:

☒ Yes

☐ No

If "yes", when? (provide year; mm/dd/yy if known)

Approved by County Attorney's Office:

☐ Yes

☐ No

☒ N/A

ACTION REQUESTED:

Approve out-of-state travel request.

FISCAL IMPACT: Included in current budget
(Select One)

If "Other", specify:

FUNDING

County Dollars = \$1,000

State

(Select One)

FTE IMPACT: No FTE change
(Select One)

Total: \$1,000

If "Increase or "Decrease," specify:

Related Financial/FTE Comments:



Northland Chapter of ATSSA
American Traffic Safety Services Association
15 Riverside Parkway
Fredericksburg, VA 22406-1077

meetings@atssa.com • 540-368-1701

REGISTER TODAY! • [ATSSA.com/HowTo](https://atssa.com/HowTo)



Northland “How To” Conference 2022

Celebrating 30 Years

Who Should Attend?

This conference is a must for roadway safety infrastructure industry professionals involved in the selection, inspection, or maintenance of all types of pavement markings, traffic signs, and temporary (work zone) traffic control, including:

- Field personnel
- Field supervisors
- Designers of both permanent and temporary traffic control
- State, county and local agency personnel
- Contractors
- Consulting engineers
- Traffic control device and material manufacturers
- Work zone traffic control supervisors

Attend over 20 sessions
that focus on real-world
roadway safety issues

Plus, the Preconference
Workshop on March 14

Registration Fees:

\$165 Pre-registered by March 4, 2022

\$195 Registered after March 4, 2022

Included in Your Fee: Entrance into the exhibit hall, featuring over 50 displays of the latest in roadway safety products and services, workshops led by federal, state, and local industry professionals, breakfast, lunch, breaks and exhibitor reception and 30th anniversary celebration.

Hotel Information:

Delta Hotels by Marriott™ Fargo - 701-277-9000

\$134 Conventional Room | \$154 Two Room Suite

Room rates will be available until February 18, 2022

REGISTER TODAY! • [ATSSA.com/HowTo](https://atssa.com/HowTo)
meetings@atssa.com • 540-368-1701





AGENDA

Northland "How To" Training & Education Workshop 2022

March 14-16, 2022 • Fargo, N.D.

Monday, March 14

Noon - 4 p.m.

12:30 - 4:30 p.m.

REGISTRATION OPEN
PRECONF. WORKSHOP

Pavement Marking Workshop

The Northland Chapter of ATSSA is offering this course at no additional cost to those who are registered for the "How To" Workshop. The course is intended for you to share your knowledge with other attendees and industry experts on materials, equipment, operations and traffic safety. This workshop will cover all aspects of pavement markings where agencies, manufacturers, and industry experts discuss trends, issues, spaces, best practices and more.

Tuesday, March 15

7 a.m. - 4:30 p.m.

7:30 - 8:30 a.m.

REGISTRATION
EXHIBITS OPEN (Breakfast)

GENERAL SESSION 1 8:30 - 9:30 a.m.



1. The High Way: Ongoing Challenges of Impaired Driving & the Impacts of Legalization Part I

In this session, participants will learn about the impacts of cannabis legalization on impaired driving and the challenges this presents for the

DUI system. Covering a variety of topics such as poly-substance impairment - SFST, ARDIE, DRE, oral fluid testing, law enforcement phlebotomy, toxicology, cannabis impairment detection workshops (Green Labs). Discussion will also include THC Isomers such as Delta 6, 7, 8, 9, 10, 11 and the impacts of CBD. Darrin Grondel is the vice president of government relations and safety for Responsibility.org, which launched their newest endeavor, the National Alliance to Stop Impaired Driving (NASID), with a focus on multiple substance impaired driving. NASID is a broad coalition of stakeholders working in a public/private partnership to end all forms of impaired driving through improved data and detection, innovative programs and technologies and system reform.

9:35 - 10:20 a.m.

BREAKOUT SESSIONS

2. Pavement Marking Inspection

To make pavement markings last and function well, there are a lot of elements to keep track of. This session will have expert panel members discuss what to look for when installing grooves and pavement markings, as well as inspecting the final product. Audience discussion will be highly encouraged.

3. NDDOT Safety Corridors

A new approach at getting North Dakota closer to Vision Zero.

4. Daytime Process for Sign Retroreflectivity

North Dakota unveils the Burke County daytime process for the evaluation of sign retroreflectivity.

10:20 - 10:50 a.m.

10:50 - 11:35 a.m.

EXHIBITS OPEN (Coffee Break)
BREAKOUT SESSIONS

5. Intelligent Work Zones

NDDOT's first IWZ was deployed in 2019. How did things go? What could be improved upon? Was it useful? Come find out! Also, South Dakota has been using queue warning systems and variable speed limits in work zones. Come hear more about them.

6. Skin Cancer: It's a Hot Topic!

Skin cancer is on the rise in the U.S. Learn about the dangers of UV exposure from the sun and tanning beds. Sun safety is always in season, and it's important to protect your skin from sun damage throughout the year, no matter the weather. Exposure to the sun can cause sunburn, skin aging, eye damage and skin cancer, the most common of all cancers.

7. Sign Truck Show and Tell

Hear the highlights from some of the sign trucks being used around the region and have an opportunity to view the truck and its features.

11:35 a.m. - 1 p.m.

EXHIBITS OPEN (Lunch)

GENERAL SESSION 2 1 - 2 p.m.



8. A Review and Evaluation of Work Zone Enhancements on the I-35 Twin Ports Interchange Project in Duluth, MN

The first year of traffic control on the Twin Ports Interchange Project on I-35 has the most severe impact on motorists due to single lane traffic in

each direction, rebounding tourist traffic and resumption of special events. In response, the District added many work zone enhancements. This session will detail the extra traffic control efforts, evaluate their effectiveness and review crash and operational data.

2:05 - 2:50 p.m.

BREAKOUT SESSIONS

9. MASH Update 2020: Where Are We and Where Are We Going

An update on the implementation of MASH from a national perspective.

10. Blue Light Special

States will talk about laws they have for blue lights on certain work vehicles.

11. Minnesota Work Zone Training

This session will provide an update on the Minnesota Multi-faceted Statewide Work Zone Training initiative and answer questions on, "What training is offered? What training is needed? How is the training made available?" We will cover the latest on those who are seeking training on Fundamental Work Zone skills, Flaggers, Basic & Advanced Traffic Control knowledge, Traffic Control Supervisor, TTC Plan Designers and more!

2:50 - 3:20 p.m.

3:20 - 4:05 p.m.

EXHIBITS OPEN (Coffee Break)
BREAKOUT SESSIONS

12. (Retro)Reflections on Pavement Markings: Practices for Each State

State DOT representatives will discuss what they are doing for pavement marking installation on construction and with maintenance forces.

13. SD LTAP Work Zone Training

Work zone do's and don'ts for local agencies.

14. CDL Updates

This session will cover any new updates for CDL drivers provided by law enforcement from Minnesota, South Dakota and North Dakota.

GENERAL SESSION 3

4:05 - 4:50 p.m.



15. The High Way: Ongoing Challenges of Impaired Driving & the Impacts of Legalization Part II

In this session, participants will learn about the impacts of cannabis legalization on impaired driving and the challenges this presents for the

DUI system. This presentation will cover a variety of topics focusing on poly-substance impairment - SFST, ARDIE, DRE, oral fluid testing, law enforcement phlebotomy, toxicology, cannabis impairment detection workshops (Green Labs). Discussion will also include THC Isomers such as Delta 6, 7, 8, 9, 10, 11 and the impacts of CBD.

4:50 - 6:30 p.m.

WELCOME RECEPTION

Come mingle with old friends and meet new acquaintances with cocktails and dinner at this annual event.

6:30 - 10:00 p.m.

30TH ANNIVERSARY PARTY

Northland ATSSA is celebrating 30 years of the How To. It's time to light this party up! Fun will be had by all with black light games and other activities where you can challenge your friends. There is no better way to socialize and have fun and GLOW! Be sure to sign up for this free event in advance so we can reserve a t-shirt in your size! Sponsorship opportunities are available for this exciting event, email Pamala.Bouchard@atssa.com.

Wednesday, March 16

7:30 - 10 a.m.

7:30 - 8:30 a.m.

8:30 - 9:15 a.m.

REGISTRATION
EXHIBITS OPEN (Breakfast)
BREAKOUT SESSIONS

16. I Love a Rainy Night, It's Such a Beautiful Sight; I can See the Stripe!

Pavement markings are notoriously hard to see in wet conditions, particularly at night. There are standards in place to measure the retro of pavement markings in wet conditions, but there hasn't been any information available for what the wet retro ought to be. MnDOT has been installing wet reflective pavement markings over the past few years and has struggled with this question. MnDOT worked with the Texas Transportation Institute to determine what levels are appropriate through a human factors study. This session will highlight the results of the study and MnDOT's next steps.

17. MnDOT's AFAD with TMA

This session includes an introduction to a new device that help aide in the protection of flaggers. The device is an attachment to a Truck or Trailer Mounted Attenuator (TMA), called the Flagger TMA. It takes the flagger off the road and puts them in the seat of a protection truck, while allowing them to control the flow of traffic using a sign paddle that rotates and a full color matrix message board to interact with the approaching vehicles. This device was purchased by MnDOT to solve two

problems: the first was to get the flaggers out of harms way. And the second was to allow for a moving work zone, yet still have functionality similar to that of an AFAD.

18. Reducing Lane Departure One Cable Barrier at a Time

North Dakota installed their first high tension cable guardrail this past construction season. MnDOT and SDDOT both have these systems in place today. This session will include a brief overview from NDDOT on how the projects went, what are some areas of improvement on future projects, and some positive take aways from the project. This session will also include John Guevara from Brifen USA, providing maintenance tips and information about the system.

9:15 - 10 a.m.

BREAKOUT SESSIONS

19. MASH: A Tri-State Perspective

SDDOT, MnDOT, NDDOT representatives will provide a state by state status of the implementation and compliance to MASH.

20. The Ins and Outs of Striping Roundabouts

Sharing all the "Ins and Outs" of striping roundabouts: from traffic control set-ups to different pavement marking materials and installation methods.

21. Big Changes to MnDOT Signing Practices

Changes are coming related to signs on Minnesota's State Highway System. MnDOT is publishing a new Standard Sign and Marking Summary, a new Standard Sign and Marking Manual and a new SignCAD version. The crashworthy requirements for sign structures on the National Highway System changed at the beginning of 2020. These have led to new Signing Standard Plans. This session will introduce the attendees to new standards and guidance, as well as explaining why these were needed.

10 - 10:30 a.m.

EXHIBITS OPEN (Coffee Break)

GENERAL SESSION 4 10:30 a.m. - Noon



22. Connected and Automated Vehicles

MnDOT is heavily involved in connected and autonomous vehicle (CAV) efforts. There are big challenges in converting a road system to work well with CAVs.

MnDOT is conducting research and creating peer exchanges to discover how to prepare the road system to effectively guide CAVs. This session will go over what MnDOT has learned and how the agency will continue to learn to make the road system CAV ready.

Cancellation Policy:

Full Registration fee will be refunded if cancellation is received by March 4, 2022. No refunds after March 4, 2022. No-Shows will not be refunded. All refunds will be made after the conference.

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Nicollet County Board of Commissioners
Board Meeting Agenda Item



Agenda Item:		
Resolution Reappointing Assistant Veterans Services Officer		
Primary Originating Division/Dept.: Administration	Meeting Date: 01/25/2022	
Contact: Mandy Landkamer Title: County Administrator	Item Type: Regular Agenda (Select One)	
Amount of Time Requested 5 minutes		
Presenter: Mandy Landkamer Title: County Administrator	Attachments: ☒ Yes ☐ No	
County Strategy: Programs and Services - deliver value-added quality services (Select One)		
BACKGROUND/JUSTIFICATION: As per Minn. Stat. 197.60, I am requesting consideration of the attached resolution reappointing Assistant Veterans Service Officer Mr. Gerald Dotson, for another four (4) year term. Mr. Dotson's term will be from January 8, 2022 through January 7, 2026. Mr. Dotson's continues to satisfy requirements as per statute.		
Supporting Documents: ☐ Attached ☒ In Signature Folder ☐ None		
Prior Board Action Taken on this Agenda Item: ☒ Yes ☐ No		
If "yes", when? (provide year; mm/dd/yy if known) January 2018		
Approved by County Attorney's Office: ☐ Yes ☐ No ☒ N/A		
ACTION REQUESTED:		
Approval of the Resolution Re-appoint Assistant Veterans Services Officer		
FISCAL IMPACT: Included in current budget (Select One) If "Other", specify	FUNDING County Dollars = Other (Select One)	
FTE IMPACT: No FTE change (Select One) If "Increase or "Decrease" specify: Related Financial/FTE Comments:	Total	



**RESOLUTION REAPPOINTING THE NICOLLET COUNTY
ASSISTANT VETERANS SERVICE OFFICER**



WHEREAS, Minn. Stat. §197.60 states that counties may appoint an assistant veterans service officer; and

WHEREAS, Minn. Stat. §197.601 states that an assistant county veterans service officer shall be a resident of Minnesota, a citizen of the United States and a veteran as defined by Minn. Stat. §197.447; and

WHEREAS, on January 8, 2018, the Nicollet County Board of Commissioners appointed Mr. Gerald Dotson to the position of Nicollet County Assistant Veterans Service Officer; and

WHEREAS, as allowed for in Minn. Stat. §197.60, subdivision. 2, the Board of Commissioner made Mr. Dotson's current appointment for a period of four (4) years, from January 8, 2018 through January 7, 2022; and

WHEREAS, Minn. Stat. §163.07, Subdivision 2 states that "All reappointments shall be for a term of four years"; and

WHEREAS, Mr. Dotson's annual performance evaluations have all met or exceeded expectation ratings.

NOW, THEREFORE BE IT RESOLVED, that on January 25, 2022, the Nicollet County Board of Commissioners does hereby take official action to reappoint Mr. Gerald Dotson to a four (4) year term as Nicollet County Assistant Veterans Service Officer effective January 8, 2022 through January 7, 2026.

Dated this 25th day of January, 2022

Marie Dranttel, Chair
Nicollet County Board of Commissioners

ATTEST:

Mandy Landkamer
County Administrator/Clerk to the Board

Nicollet County Board of Commissioners
Board Meeting Agenda Item



Agenda Item:

2021 Budget Change Request

Primary Originating Division/Dept.: Administration

Meeting Date: 01/25/2022

Contact: Mandy Landkamer Title: County Administrator

Item Type: Regular Agenda
(Select One)

Amount of Time Requested 5 minutes

Presenter: Mandy Landkamer Title: County Administrator

Attachments: ☒ Yes ☐ No

County Strategy: Financial Security - prudent use of taxpayer resources
(Select One)

BACKGROUND/JUSTIFICATION:

Consideration of the attached budget change request to address the use of Fund Balance Reserves associated with the purchase of property located at 1301 Marshall Street, St. Peter, MN 56082.

Supporting Documents: ☐ Attached ☒ In Signature Folder ☐ None

Prior Board Action Taken on this Agenda Item: ☒ Yes ☐ No

If "yes", when? (provide year; mm/dd/yy if known) November 2021

Approved by County Attorney's Office: ☐ Yes ☐ No ☒ N/A

ACTION REQUESTED:

Approve the budget change request for the use of Fund Balance Reserves.

FISCAL IMPACT: NOT in current budget
(Select One)

FUNDING
County Dollars = \$802,583.50

If "Other", specify

Other
(Select One)

FTE IMPACT: No FTE change
(Select One)

Total \$802,583.50

If "Increase or "Decrease" specify:

Related Financial/FTE Comments:

Property Purchase

Budget Change Request Form

Requestor Information

Department: Administration

Department Head: Mandy Landkamer

Date: 01/25/2022

Expenditure Reallocation Request

Account Number

Account NameAmount
Added

Amount
Reduced

Reason for Change Request:

Additional Appropriation Request

Account Number

Account Name

Revenue
Amount
Requested

Expenditure
Amount
Requested

01.118.6601

Grounds Acquisition_____

\$802,583.50

Total

\$802,583.50

Reason for Change Request:

Purchase of property located at 1301 Marshall Street, St Peter, MN 56082

Approval/Denial

☐ Approved☐ Denied

Date: _____

Administrator/Chair Signature: _____

Attach any additional information desired to support/clarify your request.

Nicollet County Board of Commissioners
Board Meeting Agenda Item



Agenda Item:

Non-Licensed Law Enforcement Collective Bargaining Agreement for 2022

Primary Originating Division/Dept.: Human Resources

Meeting Date: 01/25/2022

Contact: Kristy Larson Title: HR Director

Item Type: Regular Agenda
(Select One)

Amount of Time Requested 15 minutes

Presenter: Kristy Larson Title: HR Director

Attachments: ☐ Yes ☒ No

County Strategy: Programs and Services - deliver value-added quality services
(Select One)

BACKGROUND/JUSTIFICATION:

This portion of the meeting is closed for labor negotiations pursuant to Minnesota Statutes Chapter 13D.03 to discuss the Non-Licensed Law Enforcement Collective Bargaining Agreement for 2022.

Supporting Documents: ☐ Attached ☒ In Signature Folder ☐ None

Prior Board Action Taken on this Agenda Item: ☐ Yes ☒ No

If "yes", when? (provide year; mm/dd/yy if known)

Approved by County Attorney's Office: ☐ Yes ☐ No ☒ N/A

ACTION REQUESTED:

Approve the Non-Licensed Law Enforcement Collective Bargaining Agreement for 2022

FISCAL IMPACT: No fiscal impact
(Select One)

If "Other", specify

FUNDING
County Dollars =

Grant
(Select One)

FTE IMPACT: No FTE change
(Select One)

If "Increase or "Decrease" specify:

Total

Related Financial/FTE Comments:

OFFICIAL PROCEEDINGS OF THE NICOLLET
COUNTY DRAINAGE AUTHORITY
JANUARY 4, 2022

The Nicollet County Drainage Authority met in regular session on Tuesday, January 4, 2022, at 9:37 a.m. with Chair Dranttel presiding. Commissioners John Luepke, Jack Kolars, and Terry Morrow were also present. Also present were County Administrator Mandy Landkamer, Property & Public Services Director Jaci Kopet, County Attorney Michelle Zehnder Fischer, and Recording Secretary Sarah Frahm.

Agenda

Motion by Commissioner Morrow and seconded by Commissioner Luepke to approve the agenda. Motion carried with all voting in favor.

Consent Agenda

Motion by Commissioner Morrow and seconded by Commissioner Luepke to approve the consent agenda items as follows: approval of the December 14, 2021 Drainage Authority minutes. Motion carried with all voting in favor.

Set Public Hearing Date for CD79 for Final Acceptance of Improvement Project Contract & Levy

Motion by Commissioner Kolars and seconded by Commissioner Luepke to set the public hearing date for the CD79 Final Acceptance Project Contract & Levy for Tuesday, February 8, 2022 at 10:00 a.m. in the Nicollet County Board Room. Motion carried with all voting in favor.

At 10:00 a.m., the meeting moved to a closed session for attorney-client privileged communication to discuss threatened litigation pursuant to MN Statute 13D. The Drainage Authority meeting was reopened at 10:32 a.m.

County Ditch 86A Request for Mediation involving Lametti and Sons, Inc.

Motion by Commissioner Kolars and seconded by Commissioner Dranttel to consider the request for mediation between Lametti & Sons and the Nicollet County Drainage Authority. Commissioner Luepke recused himself at this time, as he owns property on 86A. Motion carried 3-0, with Commissioner Luepke abstaining.

Adjourn

Motion by Commissioner Morrow and seconded by Commissioner Luepke to adjourn the Drainage Authority Meeting. Motion carried with all voting in favor.

Chair Dranttel adjourned the meeting at 10:35 a.m.

MARIE DRANTTEL, CHAIR
BOARD OF COMMISSIONERS

ATTEST:

MANDY LANDKAMER
CLERK TO THE BOARD