

NORTH ZUMBRO SANITARY DISTRICT
Joint Powers Executive Committee Regular Meeting
January 8th, 2024
11:00 A.M.
Zumbrota City Council Chambers
Zumbrota, MN

I. CALL TO ORDER

II. ROLL CALL

TB___ EH___ MB___ BG___

JM___ TR___ SO___ MO___

BA___ CB___ RS___

III. ADOPT AGENDA _____

***CONSENT AGENDA _____**

ALL ITEMS LISTED WITH AN ASTERISK (*) ARE CONSIDERED ROUTINE OR NON-CONTROVERSIAL BY THE EXECUTIVE COMMITTEE AND WILL BE APPROVED BY ONE MOTION. THERE WILL BE NO SEPARATE DISCUSSION ON THESE ITEMS UNLESS A DIRECTOR OR ENGINEER SO REQUESTS, IN WHICH CASE THE ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND BE CONSIDERED IN ITS NORMAL SEQUENCE ON THE AGENDA.

***A) Executive Committee Minutes = 12/4/2024**

***B) Bills-Accounts Payable 11/23/2024 – 12/27/2024**

1. WHKS Invoice #53162 for \$107,303.82

2. City of Pine Island for Reimbursement of Legal Fees for

Land Acquisition – Invoice for \$2,905.00

***C) PFA Disbursement Request Form**

IV. PUBLIC COMMENTS

INDIVIDUALS MAY ADDRESS THE EXECUTIVE BOARD ABOUT ANY ITEM OF CONCERN. SPEAKERS MUST STATE THEIR NAME AND LIMIT THEIR REMARKS TO FIVE MINUTES. GENERALLY,

THE EXECUTIVE BOARD WILL NOT TAKE OFFICIAL ACTION ON
THESE ITEMS BUT MAY REFER THE MATTER TO STAFF FOR A
FUTURE REPORT OR DIRECT THAT THE MATTER BE
SCHEDULED FOR A FUTURE MEETING AGENDA.

V. OLD BUSINESS

- A) PFA Status on Funds**
- B) Bonding Bill Update**
- C) Website Update**
- D) Land Ownership (rent, maintenance, insurance, etc.)**
- E) Antidegradation Analysis – MPCA coordination**

VI. NEW BUSINESS

- A)**

VII. ADJOURN

Time: _____ Motion: _____ Second: _____

**NORTH ZUMBRO SANITARY DISTRICT
Joint Powers Executive Committee Meeting
Wednesday, December 4, 2024 11:00 A.M.
Zumbrota City Council Chambers
Zumbrota, MN**

CALL TO ORDER: Chair Elizabeth Howard.

PRESENT: Executive Committee Directors: Brian Grudem – Zumbrota, Elizabeth Howard – Pine Island, Terri Buck – Goodhue, and Michael Boulton – Wanamingo
Executive Committee Alternate Directors: Todd Roberts – Pine Island, Jason Mandelkow – Goodhue, and Stuart Ohr – Wanamingo, and Michael Olson – Zumbrota

ABSENT: None

ALSO PRESENT: Bill Angerman – WHKS, Glenn Gustafson – WHKS, Craig Britton – Widseth, Reese Sudtelgte – ISG, Brandon Theobald – WHKS, and Lisa Redepenning – Goodhue City Administrator.

ADOPT AGENDA: Boulton motioned to approve, seconded by Grudem. Passed 4-0-0.

CONSENT AGENDA: Buck motioned to approve, Seconded by Grudem. Consent Agenda Items include: November 6, 2024 Executive Committee Meeting Minutes, WHKS Invoice #52923 for \$117,642.42, and PFA Disbursement Request Form. Passed 4-0-0.

PUBLIC COMMENTS: None

OLD BUSINESS:

PFA Status on Funds – Howard stated that the funds had not been paid by the PFA for the month of November. Drew from PFA said that the funds would be paid December 6th and were late due to the Thanksgiving holiday. Howard stated that the City of Zumbrota annexation and plat fees portion of the reimbursement was improved and will be processed.

Bonding Bill Update – Howard stated that there was a lobbyist meeting with Winthrop & Weinstine on November 20th. The next meeting is scheduled on December 4th right after the JPA meeting. The House partisan divide is tied, which will lead to co-chair for committees. Representative Lee and Representative Franzen will be the capital investments co-chairs. An open house will be scheduled with area legislators and stakeholders get together at Zumbrota City Hall to discuss strategy for the upcoming session. Grudem stated NZSSD should request Federal funds through Congressionally Directed Spending. Grudem stated that there is an appetite by the legislators to have a bonding bill in 2025. There is thought with closely divided legislature that the work will go into a special session. Grudem stated that we may need to obtain the roughly \$44 million in multiple bonding bills.

Website and Logo Update – Britton stated that there were no updates with the website. There was a question as to when the website would need to go live. There are pro's and con's to having a live website. The legislators may wish to see a live page to show that the project is moving along. It would also be nice to have a location to place NZSSD information such as agendas, minutes, and plans/studies. Howard stated that the website should go live in January/February.

Land Ownership (rent, maintenance, insurance, etc.) – Grudem stated Jim Wendt would like to rent the land for 2025. Wendt stated that he rented the land across the road for \$150/acre. It was agreed that the cash rent price for the JPA would need to be justified, not artificially high or low. Angerman stated that the USDA Minnesota cash rent average was \$200/acre in 2023. Britton stated that the USDA 2023 cash rent average for Goodhue County was \$240/acre. Angerman stated that maintenance, such as weed control/mowing should be included with the cash rent. Howard volunteered to draft cash rental farm lease agreement and send to Bob

Vose of Kennedy & Graven for review. Howard suggested \$200/acre cash rent plus Wendt would be in charge of maintenance (weed control/mowing). Angerman suggested an annual lease with renewal options. Britton stated that there is around 38 acres of tillable farm land and that a final calculation would be sent to Howard. Grudem moved to approach Jim Wendt with \$240/acre cash rent with ability to negotiate maintenance (weed control/mowing) and go as low as \$200/acre cash rent, seconded by Buck. This would reflect somewhere between the USDA Minnesota and Goodhue County average, while factoring in maintenance (weed control/mowing). Passed 4-0-0.

NEW BUSINESS:

Antidegradation Analysis – MPCA coordination – Angerman stated that it is now on NZSSD to prove preliminary limits justification to show that they are reasonable and prudent. The BOD limit is 25, the TSS limit is 30, phosphorous limit is .4. NZSSD will need to apply for sulfide limit variance and chloride limit variance. Gustafson stated that an additional \$80 million facility would be needed to meet the sulfide and chloride limits. Angerman stated that the MPCA had never looked at a situation such as this. There is no model and that MPCA had to create the model. Angerman stated that the NZSSD would need to ask the MPCA to assist with analysis based upon their model.

JPA Insurance – The League of Minnesota Cities Insurance Trust (LMCIT) recommends that the JPA obtain its own insurance coverage through LMCIT or have one of the cities carry the JPA and pay upfront costs. The City could then bill back the JPA or the other cities. Howard stated that the JPA board and land should have insurance coverage. Boulton stated that the JPA could cover the cost of insurance off the land rent. Angerman stated that a similar JPA had yearly premiums of \$2,500. Howard stated that she would obtain a quote for stand-alone JPA insurance coverage through LCMIT.

*The next meeting will be January 8, 2025 at 11:00AM.

Adjourn: At 11:32AM a motion to adjourn was made by Boulton and seconded by Grudem. Passed 4-0-0.

Signed:

Attest:

Elizabeth Howard, Chair

Michael Boulton, Secretary



January 02, 2025
Project No: 09870.00
Invoice No: 53162

Elizabeth Howard
Executive Committee Chair
North Zumbro Joint Powers Sanitary Sewer District
250 South Main Street
Pine Island, MN 55963

Project 09870.00 North Zumbro Joint WWTF and Conveyance

Professional Engineering Services from November 23, 2024 through December 27, 2024

Phase	011	Project Management and Administration	
Technical Services			7,427.84
Total this Phase			\$7,427.84

Phase	013	Executive Committee Meetings	
Technical Services			2,067.04

Unit Billing

Co Vehicle Mileage			36.85
Total this Phase			\$2,103.89

Phase	021	Prepare Anti-Degradation Report	
Technical Services			6,791.68
Total this Phase			\$6,791.68

Phase	027	Establish Effluent Limits	
Technical Services			268.78
Total this Phase			\$268.78

Phase	042	Lift Stations and Force mains Topo Survey	
Technical Services			1,206.43
Total this Phase			\$1,206.43

Phase	071	Process Preliminary Design - WHKS Lead	
Technical Services			51,061.12
Total this Phase			\$51,061.12

Phase	073	Process Structural Preliminary Design	
Technical Services			3,091.20
Total this Phase			\$3,091.20

Phase	074	Proc. Elec. & Cntrl Instmt. Prlm Design	
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Please remit payment to: WHKS & Co., P.O. Box 1467 Mason City, IA 50402-1467

Project	09870.00	North Zumbro Joint WWTF and Conveyance	Invoice	53162
Technical Services				793.92
Total this Phase				\$793.92
Phase	081	Building Architectural PreliminaryDesign		
Technical Services				3,175.68
Total this Phase				\$3,175.68
Phase	083	Building Struct. Prelim Design - NPR		
Technical Services				168.64
Total this Phase				\$168.64
Phase	111	Additional EAW Services		
Services incurred by Stantec Consulting Services Inc. Per contract 2% administrative fee for subconsultant services.				
Consultants				
	Wideth Smith Nolting & Assoc., Inc.		363.00	
	Total Consultants	1.02 times	363.00	370.26
Total this Phase				\$370.26
Phase	200	Subconsultants		
Per contract 2% administrative fee for subconsultant services.				
Consultants				
	Wideth Smith Nolting & Assoc., Inc.		30,239.59	
	Total Consultants	1.02 times	30,239.59	30,844.38
Total this Phase				\$30,844.38
Billing Limits				
		Current	Prior	To-Date
Total Billings		107,303.82	1,499,384.36	1,606,688.18
Limit				8,638,950.00
Remaining				7,032,261.82
Total this Invoice				\$107,303.82
Billings to Date				
		Current	Prior	Total
Labor		76,052.33	928,037.51	1,004,089.84
Consultant		31,214.64	561,136.55	592,351.19
Expense		0.00	9,054.27	9,054.27
Expense - Unit		36.85	1,156.03	1,192.88
Totals		107,303.82	1,499,384.36	1,606,688.18

WIDSETH SMITH NOLTING & ASSOC., INC.
216 S MAIN ST
CROOKSTON, MN 56716
T. 218-281-6522

WIDSETH

INVOICE

WHKS & Co

ggustafson@whks.com
2905 Broadway Avenue S
Rochester, MN 55904

Invoice Number: 235132
Date: November 25, 2024
Project Number: 2023-11919

North Zumbro Sanitary District

For Professional Services Rendered Through: November 08, 2024

Between October 12th and November 8th, 2024

01 - Project Management and General Meetings

011 - Project Management and Administration	\$1,657.50
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Labor	\$1,657.50
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013 - Executive Committee Meetings	\$292.50
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Labor	\$292.50
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01 - Project Management and General Meetings Total: \$1,950.00

02 - MPCA Coordination/Permitting

022 - Pine Island	\$51.25
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Labor	\$51.25
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026 - Prepare EAW List Tasks	\$5,796.02
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Labor	\$5,145.00
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Mapping GPS Equipment	\$150.00
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Personal Vehicle Mileage	\$138.02
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Stantec Consulting Services Inc	\$363.00
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02 - MPCA Coordination/Permitting Total: \$5,847.27

04 - Topographical Survey

041 - Main Site Topo Survey	\$67.50
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Labor	\$67.50
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042 - Lift Stations and Force mains Topo Survey	\$19,560.32
Labor	\$19,378.75
Company Vehicle Mileage	\$181.57
04 - Topographical Survey Total:	\$19,627.82
 05 - Land Acquisition Assistance	
051 - Main Facility Land Acquisition Assistance	\$1,365.00
Labor	\$1,365.00
052 - Pine Island Lift Stations and Force mains Land Acquisition and Easement Assistance	\$92.50
Labor	\$92.50
05 - Land Acquisition Assistance Total:	\$1,457.50
 08 - WWTF Building Architecture, MEP, Structural	
081 - Building Architectural	\$1,010.00
Labor	\$1,010.00
083 - Building Structural Design - Non Process Related	\$320.00
Labor	\$320.00
08 - WWTF Building Architecture, MEP, Structural Total:	\$1,330.00
 10 - Force main and Local Collection System Design	
101 - Pine Island	\$390.00
Labor	\$390.00
10 - Force main and Local Collection System Design Total:	\$390.00
 Invoice Total	\$30,602.59

Invoice Number	2301625
Invoice Date	October 31, 2024
Purchase Order	227707080
Customer Number	223001
Project Number	227707080

Bill To

Wideth Smith Nolting
(WSN)
Accounts Payable
610 Filmore Street
Alexandria MN 56308
United States

Please Remit To

Stantec Consulting Services
Inc. (SCSI)
13980 Collections Center
Drive
Chicago IL 60693
United States

Project	Wideth Smith Nolting: Air Quality EAW Assistance for North Zumbro Sanitary District WWTP	
Project Manager	Taylor, Luke	For Period Ending
Current Invoice Total (USD)	363.00	October 11, 2024

Top Task	100	Air Quality EAW Assistance
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Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Swor, Kathryn R (Katie)	0.75	196.00	147.00
Taylor, Lucas N (Luke)	0.50	263.00	131.50
Subtotal Professional Services	<u>1.25</u>		<u>278.50</u>

Top Task Subtotal	Air Quality EAW Assistance	278.50
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Top Task	200	Calculate Potential and Projected Actual Emissions
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Professional Services

Category/Employee	Current Hours	Rate	Current Amount
Cronister, Samantha Helal (Sam)	0.50	169.00	84.50
Subtotal Professional Services	<u>0.50</u>		<u>84.50</u>

Top Task Subtotal	Calculate Potential and Projected Actual Emissions	84.50
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Total Fees & Disbursements	363.00
INVOICE TOTAL (USD)	363.00

Net Due in 30 Days or in accordance with terms of the contract

CITY OF PINE ISLAND
P.O. BOX 280
PINE ISLAND, MINNESOTA 55963
INVOICE
507-356-4591

IN ACCOUNT WITH

January 7th, 2024

North Zumbro Sanitary Sewer District
C/O City of Pine Island
PO Box 280
Pine Island, MN 55963

PAYMENT DUE TO CITY HALL UPON RECIEPT

DATE		DESCRIPTION	DEBIT		CREDIT		BALANCE	
12	2023	SITE ACQUISITION LEGAL FEES	\$570	00			\$570	00
1	2024	SITE ACQUISITION LEGAL FEES	\$237	50			\$807	50
2	2024	SANITARY SEWER DISTRICT LEGAL FEES	\$95	00			\$902	50
3	2024	SITE ACQUISITION LEGAL FEES	\$76	00			\$978	50
4	2024	SITE ACQUISITION LEGAL FEES	\$747	50			\$1,726	00
5	2024	SITE ACQUISITION LEGAL FEES	\$370	00			\$2,096	00
8	2024	SITE ACQUISITION LEGAL FEES	\$809	00			\$2,905	00
		TOTAL AMOUNT DUE					\$2,905	00

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

(612) 337-9300

41-1225694

January 22, 2024

Statement No. 179466

North Zumbro Sanitary Sewer District

c/o City of Pine Island
P.O. Box 280
Pine Island, MN 55963

Through December 31, 2023

NZ105-00002 Site Acquisition

570.00

Total Current Billing: 570.00

I declare, under penalty of law, that this account, claim or demand is just and correct and that no part of it has been paid.

DocuSigned by:

/s/ Robert J.V. Vose

7F634A5B78B1492
Signature of Claimant

CITY OF PINE ISLAND
Approved for payment by:

ERH
Account Code

NZSD

Page: 1

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

North Zumbro Sanitary Sewer

December 31, 2023

NZ105-00002 Site Acquisition

Through December 31, 2023

For All Legal Services As Follows:

			Hours	Amount
12/22/2023	RJV	Call with JPA reps regarding PA; revise PA; revise redlined revisions from JPA reps.	2.00	380.00
12/26/2023	RJV	Review further changes; e-mail updated copy to reps.	0.50	95.00
12/29/2023	RJV	Follow up on Uniform Act and associated questions; email group	0.50	95.00
Total Services:			\$	570.00

Total Services and Disbursements: \$ 570.00

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

(612) 337-9300

41-1225694

February 19, 2024

Statement No. 179811

North Zumbro Sanitary Sewer District

c/o City of Pine Island
P.O. Box 280
Pine Island, MN 55963

Through January 31, 2024

NZ105-00002 Site Acquisition

237.50

Total Current Billing: 237.50

I declare, under penalty of law, that this
account, claim or demand is just and
correct and that no part of it has been paid.

DocuSigned by:

/s/ Robert J.V. Vose

7F634A5B78BD492...
Signature of Claimant

CITY OF PINE ISLAND
Approved for payment by:
ERNA
Account Code
NZSSD

99528 \$ 3427⁰
3-19-24

Page: 1

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

North Zumbro Sanitary Sewer

January 31, 2024

NZ105-00002 Site Acquisition

Through January 31, 2024

For All Legal Services As Follows:

			Hours	Amount
1/12/2024	RJV	E-mail regarding revised PA	0.25	47.50
1/19/2024	RJV	Further revisions to easement.	0.25	47.50
1/25/2024	RJV	Call with Craig; reivew revised PA and exhibit.	0.75	142.50

Total Services: \$ 237.50

Total Services and Disbursements: \$ 237.50

99500

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

(612) 337-9300

41-1225694

March 14, 2024

Statement No. 180320



North Zumbro Sanitary Sewer District

c/o City of Pine Island
P.O. Box 280
Pine Island, MN 55963

Through February 29, 2024

NZ105-00001 Sanitary Sewer District

95.00

Total Current Billing: 95.00

I declare, under penalty of law, that this
account, claim or demand is just and
correct and that no part of it has been paid.

DocuSigned by:

/s/ Robert J.V. Vose

Signature of Claimant

CITY OF PINE ISLAND
Approved for payment by:

ECM
Account Code

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

North Zumbro Sanitary Sewer

February 29, 2024

NZ105-00001 Sanitary Sewer District

Through February 29, 2024

For All Legal Services As Follows:

			Hours	Amount
2/26/2024	RJV	Review JPA; respond to Elizabeth regarding fiscal agent agreement.	0.50	95.00
			Total Services:	\$ 95.00
			Total Services and Disbursements:	\$ 95.00

99449

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

(612) 337-9300

41-1225694

April 15, 2024

Statement No. 180799

North Zumbro Sanitary Sewer District

c/o City of Pine Island
P.O. Box 280
Pine Island, MN 55963

Through March 31, 2024

NZ105-00002 Site Acquisition

76.00

Total Current Billing: 76.00

I declare, under penalty of law, that this account, claim or demand is just and correct and that no part of it has been paid.

DocuSigned by:

/s/ Robert J.V. Vose

7F634A5B78BD492...
Signature of Claimant

CITY OF PINE ISLAND
Approved for payment by:

[Signature]

Account Code

Page: 1

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

North Zumbro Sanitary Sewer

March 31, 2024

NZ105-00002 Site Acquisition

Through March 31, 2024

For All Legal Services As Follows:

			Hours	Amount
3/26/2024	RJV	Review signed PA; follow up with staff	0.40	76.00
3/28/2024	PAT	Receive request for title work; phone conference with Steven Scheevel to discuss purchase price, proposed insured, and insurance amount; search tax rolls; email exchange with Jon Edstrom/Land Title with tax sheets, purchase agreement, and request for title commitment.	0.80	0.00
Total Services:			\$	76.00

Total Services and Disbursements: \$ 76.00

✓ 99395
\$5024.50

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

(612) 337-9300

41-1225694

May 14, 2024

Statement No. 181397

North Zumbro Sanitary Sewer District

c/o City of Pine Island
P.O. Box 280
Pine Island, MN 55963

Through April 30, 2024

NZ105-00002 Site Acquisition

747.50

Total Current Billing: 747.50

I declare, under penalty of law, that this
account, claim or demand is just and correct
and that no part of it has been paid.

DocuSigned by:

/s/ Robert J.V. Vose

7F634A5B78BD492...
Signature of Claimant

CITY OF PINE ISLAND
Approved for payment by:

ECM

Account Code

NZSSD

Page: 1

Kennedy & Graven, Chartered150 South Fifth Street, Suite 700
Minneapolis, MN 55402

North Zumbro Sanitary Sewer

April 30, 2024

NZ105-00002 Site Acquisition

Through April 30, 2024

For All Legal Services As Follows:

			Hours	Amount
4/17/2024	PAT	Phone conference with Lori/Land Title for follow-up on commitment ETA; phone conference with Bob Vose with progress report; email exchange with Jon Edstrom to request time frame	0.30	30.00
4/22/2024	PAT	Receive/review commitment and forward to Elizabeth Howard with request for seller/ attorney email addresses, confirm draft buyer title objection letter to be drafted by K & G	0.50	50.00
4/24/2024	PAT	Email exchanges with Elizabeth Howard with request for seller attorney (Jason Wagner) and trustees (Wendt) email addresses, and forward commitment accordingly	0.30	30.00
4/26/2024	PAT	Email exchanges with Elizabeth Howard with request for seller attorney (Jason Wagner) and trustees (Wendt) email addresses, and forward commitment accordingly	2.50	250.00
4/29/2024	PAT	Resume draft title objection letter; enter requirements, exceptions, and responses, complete and forward to Bob Vose for review	1.50	150.00
4/30/2024	RJV	Title objection letter preparation.	1.25	237.50

Total Services:	\$	747.50
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Total Services and Disbursements:	\$	747.50
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#99338

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

(612) 337-9300

41-1225694

June 12, 2024

Statement No. 181891

North Zumbro Sanitary Sewer District

c/o City of Pine Island
P.O. Box 280
Pine Island, MN 55963

Through May 31, 2024

NZ105-00002 Site Acquisition

370.00

Total Current Billing: 370.00

I declare, under penalty of law, that this
account, claim or demand is just and
correct and that no part of it has been paid.

DocuSigned by:

/s/ Robert J.V. Vose

7F634A5B78BD492...

Signature of Claimant

CITY OF PINE ISLAND
Approved for payment by:

ERT

Account Code

NZSSD

Page: 1

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

North Zumbro Sanitary Sewer

May 31, 2024

NZ105-00002 Site Acquisition

Through May 31, 2024

For All Legal Services As Follows:

			Hours	Amount
5/1/2024	PAT	Receive/implement Bob Vose edits and phone conference to discuss; revise title objection letter, forward to Bob Vose for 2nd review; make final revisions, forward to Elizabeth Howard for approval	1.20	120.00
5/6/2024	PAT	Receive/implement City suggested edits to buyer title objection letter, phone conference with Elizabeth Howard to discuss, and send out to Seller attorney Jason Wagner)	0.60	60.00
5/30/2024	RJV	Prepare amendment to PA	1.00	190.00
Total Services:			\$	370.00
Total Services and Disbursements:				\$ 370.00

ACH # 99184

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

(612) 337-9300

41-1225694

September 17, 2024

Statement No. 183514

North Zumbro Sanitary Sewer District

c/o City of Pine Island
P.O. Box 280
Pine Island, MN 55963

Through August 31, 2024

NZ105-00002 Site Acquisition

809.00

Total Current Billing: 809.00

I declare, under penalty of law, that this
account, claim or demand is just and correct
and that no part of it has been paid.

DocuSigned by:

/s/ Robert J.V. Vose

7F634A5B78BD492

Signature of Claimant

CITY OF PINE ISLAND
Approved for payment by:

ELR
Account Code

NZSSD

Page: 1

Kennedy & Graven, Chartered

150 South Fifth Street, Suite 700
Minneapolis, MN 55402

North Zumbro Sanitary Sewer

August 31, 2024

NZ105-00002 Site Acquisition

Through August 31, 2024

For All Legal Services As Follows:

			Hours	Amount
8/8/2024	RJV	Call with Elizabeth and Craig regarding closing issues	0.25	47.50
8/9/2024	PAT	Email exchange with Elizabeth Howard, receive request for next steps in closing process; email exchange with Sophia Wilcowksi/ Land Title closer to request same	0.20	20.00
8/12/2024	PAT	Email exchanges with closing team regarding Sophia Wilcowski response and next steps for closing procedure (904 4th St E)	0.10	10.00
8/13/2024	RJV	Review sample opinion letter to PFA; review Uniform Act and associated regulations; draft opinion letter to PFA; e-mail Elizabeth	3.00	570.00
8/16/2024	RJV	Follow up on opinion letter to PFA.	0.50	95.00
8/22/2024	RJV	E-mail with Craig regarding appraisal requirement.	0.35	66.50

Total Services: \$ 809.00

Total Services and Disbursements: \$ 809.00

Water Infrastructure Project Disbursement Request Form

Recipient - Contract ID: **North Zumbro SSD_SPAP_01**

Project Title: North Zumbro Sanitary District Project

Disbursement request details:

Request Number:

7

Amount:

\$117,642.42

notes:

Prepared by:

Elizabeth R. Howard

Authorized
by:

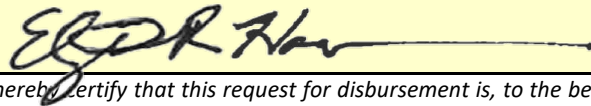
Name (print)

Elizabeth R. Howard

Title/phone

City Administrator - 507-356-4591 ext. 9

Sign/date



12/12/24

I hereby certify that this request for disbursement is, to the best of my knowledge and belief, true and accurate and made in accordance with the conditions of the project agreement, and that I am authorized to request disbursements on behalf of the recipient.

MPFA approvals:

MPFA Loan Officer	date	MPFA Executive Director	date
#N/A			

The remainder of this form is reserved for MPFA Disbursement Coding.

The Note for this project is: **N/A-grant only**

Loan Officer - please check this box IFF this is the final request on this project:

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MN Public Facilities Authority - Water Infrastructure Project Disbursement Request Form

Instructions

Disbursement requests must be received by PFA no later than the 15th of each month in order to be paid during that month. Generally, disbursements will be processed on the Wed following the 4th Tue. Recipients are advised to include a provision in their contracts specifying contractor deadlines for invoice submittal, so that local approval can be coordinated with the PFA disbursement schedule.

To request funds, an authorized official of the recipient entity must sign a completed Project Disbursement Request Form, to be submitted by mail, e-mail or fax (**ONLY ONE**) to your MPFA loan officer. Copies of invoices and supporting documents must be submitted with the request. Retain a copy of the request and all documentation for your files.

The request form contains a certification. Each certification relates to the request and related back-up for expenditures, as to accuracy and compliance with agreement conditions.

In addition, if the PFA project funding includes or may include federal monies, the certification also includes language regarding labor standards compliance. U. S. Department of Labor Davis Bacon regulations at 29CFR 5.5(a)(1) require that covered employees are properly paid the full amount of required wages and fringes, that workers are compensated for the type of work being performed according to the classification, and additional classifications, if needed, were sought and employees paid the approved rate. For full text of 29 CFR 5.5(a)(1) see hyperlink below:

[29 CFR 5.5\(a\)\(1\)](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&rgn=div5&view=text&node=29:1.1.1.1.6&idno=29#29:1.1.1.1.6.1.27.4)

<-- this is the hyperlink; below is the full web url:

<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&rgn=div5&view=text&node=29:1.1.1.1.6&idno=29#29:1.1.1.1.6.1.27.4>

If the Recipient has hired a consulting engineer or other consultant for labor standards compliance, obtain a signed and dated certification from that entity that states "To the best of our knowledge, the certified payroll records received in connection with invoice number (identify number) from (identify contractor(s)) are in compliance with the U.S. Department of Labor prevailing wage requirements of 29 CFR 5.5(a)(1)." Keep the signed certifications on file with the disbursement request.

The *Summary of Project Costs* form may be useful to track project costs through the disbursement phase. Please submit this form with the Disbursement Request Form and supporting documents.

Submit completed and signed the Project Disbursement Request Form and all supporting invoices and other documentation, by **ONLY ONE** of the following methods:

mail: Minnesota Public Facilities Authority
#N/A
332 Minnesota Street, W820
1st National Bank Building
Saint Paul, MN 55101-1378

OR e-mail: [#N/A](#)

OR fax: 651-296-8833

MN Public Facilities Authority

Project Disbursement Request - Summary of Project Costs

Recipient - Contract ID: **North Zumbro SSD_SPAP_01**

SPAP:	MPFA-SPAP-G-061-FY24	\$	10,000,000
		\$	10,000,000

note to recipient: complete the yellow-highlighted boxes below for each request:

The costs detailed below relate to **Project Disbursement Request #:**

7

Cost descriptions				Amounts
A.	Non-Construction:	Engineering		\$ 100,462.81
		Legal/Finance		\$ -
		Administration		\$ -
		Other		\$ 17,179.61
		Total Non-Construction		\$ 117,642.42
B.	Construction:	<u>Clean Water...</u>	<u>Drinking Water...</u>	
		Treatment Facilities	Treatment	\$ -
		Collector Systems	Transmission & Distribution	\$ -
		Interceptor	Source (Wells/surface water intakes)	\$ -
		Lift Station	Storage / Water Tower	\$ -
		Equipment	Other	\$ -
		Other		\$ -
		Total Construction		\$ -
C.	Total disbursement request (A + B):			\$ 117,642.42
D.	Total of previous requests submitted to PFA ** (see pg 2 for detail):			\$ 2,351,595.71
E.	Total requested to date (C + D):			\$ 2,469,238.13
F.	Original award total from above:			\$ 10,000,000.00
G.	Remaining un-drawn balance (F – E):			\$ 7,530,761.87

Notes:

page 2 may be used by the recipient for tracking past disbursement requests on this project

** History of payment requests submitted to PFA:

Req #	Dated	Notes	\$ amount Requested	\$ amount Paid by PFA
1	05/16/24		\$ 894,082.89	\$ 894,082.89
2	06/11/24		\$ 97,365.45	\$ 97,365.45
3	08/14/24		\$ 145,397.77	\$ 145,397.77
4	09/16/24		\$ 60,053.89	\$ 60,053.89
5	10/15/24		\$ 1,029,827.54	\$ 1,029,827.54
6	11/14/24		\$ 124,868.17	\$ 124,868.17
7	12/12/24		\$ 117,642.42	
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<i>total requested / paid prior to this request:</i>			<u>\$ 2,469,238.13</u>	<u>\$ 2,351,595.71</u>