

NORTH ZUMBRO SANITARY DISTRICT
Joint Powers Executive Committee Regular Meeting
June 26th, 2024
9:00 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 = 6/5/2024**

***B) Bills-Accounts Payable 5/25/2024 – 6/14/2024**

1. WHKS Invoice #51494 for \$48,520.39

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 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) Land Purchase Agreement

- a. Extension of Due Diligence Period**
- b. Preliminary and Final Plat Public Hearing (Zumbrota P&Z) – July 9th**
- c. Annexation Public Hearing (Zumbrota City Council) – July 18th**
- d. Preliminary and Final Plat Approval (Zumbrota City Council) – July 18th**

B) Bonding Bill Update

C) Website and Logo Update

D) Facility Plan Update

VI. NEW BUSINESS

A)

VII. ADJOURN

Time: _____ Motion: _____ Second: _____

NORTH ZUMBRO SANITARY DISTRICT
Joint Powers Executive Committee Special Meeting
Wednesday, June 5, 2024 11:00 A.M.
Zumbrota City Council Chambers
Zumbrota, MN

CALL TO ORDER: Chair Elizabeth Howard.

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

ABSENT: Executive Committee Alternate Director: Jason Mandelkow - Goodhue

ALSO PRESENT: Bill Angerman – WHKS, Glenn Gustafson – WHKS, Brandon Theobald – WHKS, and
Craig Britton – Widseth, and Reese Sudtelgte - ISG.

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

CONSENT AGENDA: Boulton motioned to approve, Seconded by Grudem. Consent Agenda Items include:
April 30, 2024 Executive Committee Meeting Minutes and WHKS Invoices for \$97,365.45. Passed 4-0-0.

PUBLIC COMMENTS: None

OLD BUSINESS:

Land Purchase Agreement – Extension of Due Diligence Period – Howard stated that the period is proposed to be extended by 90 days, with a closing before September 13, 2024. Grudem moved to approve the purchase agreement extension, seconded by Buck. Passed 4-0-0.

Preliminary and Final Plat Public Hearing (Zumbrota P & Z) - July 9th – Angerman stated that Community Development Coordinator and NZSSD Staff handling. Grudem did not believe that NZSSD Executive Committee members needed to attend. Angerman stated that NZSSD is responsible for fees and permits. The sewer plant utilities would be self-contained within the parcel.

Annexation Public Hearing (Zumbrota City Council) – July 18th – Zumbrota City Council will set the public hearing date at the June 6th meeting. The parcel would be platted into four lots. NZSSD will be purchasing Lot 1 Block 1. Angerman asked if anyone had an idea for the subdivision name. Boulton stated that the Wendt family may want to name the subdivision Wendt Addition or something of significance. The executive board agreed to defer to the Wendt family to name the subdivision. Angerman asked if there was an alternative if the Wendt family had no choice. Boulton suggested the North Zumbro Addition. The executive board agreed.

Preliminary and Final Plat Approval (Zumbrota City Council) – July 18th - Angerman stated that the meeting will be same meeting as the annexation. The sale of the property can occur after the annexation and preliminary/final plats are approved.

Bonding Bill Update – Howard stated that there was no bonding bill passed by the legislature or signed into law for 2024. The end of the 2024 Minnesota Legislative session turned politically partisan. There has been no discussion regarding a special session. We will need to prepare for a 2025 session capital improvements request moving forward. Angerman stated that the State programs, such as PSIG (Point Source Implementation Grant) were not funded due to a lack of a bonding bill. Angerman stated that the 2025 request should also highlight the need to fund the PSIG program. Howard stated that the area legislators should be contacted for an end of the session update and strategy for the 2025 legislative session. Boulton will plan to touch base with Senator Jasinski and Representative Daniels. Grudem will speak with Senator Drazkowski and Representative Jacob. Buck will speak with Representative Altendorf. Grudem asked when a new lobbying contract with Winthrop & Winestine would be needed. Howard stated that a contract would not be necessary until January. Boulton stated that a contract would not be needed until after the 2024 general elections. Boulton stated that their will

be a number of new members due to retirements along with some incumbents losing their seats. Boulton stated that the timing of a lobbying contract with Winthrop & Winesine might be better at the end of November.

Website and Logo Update – Britton stated that options for a North Zumbro Sanitary District letterhead and envelopes with the new logo. The letterhead and envelope logo options were included in the agenda packet. Howard stated that she wished to see the logo centered on top with the names of the cities on the bottom of the letterhead. The executive committee members agreed. Boulton stated that the envelopes should only have the logo listed and not the cities. The executive committee agreed. Britton stated that www.northzumbro.com had been purchased as the website domain name. Angerman recommended to purchase www.nzssd.com as well. This, or other domains, could be re-routed to the website. The domain name costs are less than \$10. Britton brought up a basic layout of the proposed website and asked for thoughts. Howard stated that a basic website with a document library is a good start for a website. As the project moves forward other items can be added.

NEW BUSINESS:

Intended Use Plan Applications, due 6/7/2024 – Angerman stated that we were planning on signing and submitting the application. However, we are now going to wait until 2025. The State staff is changing and would like us to hold off on submitting the Intended Use Plan until 2025. Gustafson stated that the engineers would be pushing the State to approve the facilities plan. Angerman stated the Congressionally Directed Spending is tied to having an approved Facilities Plan.

Facility Plan MPCA Comments for Pine Island and Goodhue – Angerman stated that the MPCA has provided Pine Island and Goodhue facility plan comments. Gustafson stated that the MPCA has requested that the shared breakdown for each community conveyance based off peak flow cost be provided in a table. The MPCA is also requested evaluation of each sewer treatment plant facility. Angerman also stated that the MPCA does not want to assume bonding bill dollars in the Facility Plans.

Engineering Invoice for Bonding Bill Assistance – WHKS Invoice #50999 for \$9,370.23 – Angerman stated that a portion of the billing would not be covered because it involves lobbying or funding efforts. Howard recommended dividing the costs among the four cities. Boulton stated that the costs would be \$2,342.56 per city. Angerman stated that \$894,000 has been covered by the State, to date. Buck stated that the invoice needs to be paid. Grudem stated that there should not be a problem with Zumbrota paying their share. Howard stated that Pine Island will pay the WHKS Invoice for \$9,370.23 and send out invoices to Goodhue, Wanamingo, and Zumbrota for \$2,342.56 each.

*The next meeting will be June 26, 2024 at 9:00AM.

Adjourn: At 11:41AM a motion to adjourn was made by Boulton and seconded by Grudem. Passed 4-0-0.

Signed:

Elizabeth Howard, Chair

Attest:

Michael Boulton, Secretary



June 21, 2024
Project No: 09870.00
Invoice No: 51494

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 May 25, 2024 through June 14, 2024

Phase 011 Project Management and Administration
Technical Services 14,023.20

Reimbursable Expenses

Mileage & Transport 28.14
Total Reimbursables 28.14 28.14
Total this Phase \$14,051.34

Phase 013 Executive Committee Meetings
Technical Services 1,696.86
Total this Phase \$1,696.86

Phase 014 Technical Committee Meetings
Technical Services 167.38
Total this Phase \$167.38

Phase 022 Pine Island Facilities Plan
Technical Services 264.64
Total this Phase \$264.64

Phase 023 Zumbrota/District Facilities Plan
Technical Services 9,891.36
Total this Phase \$9,891.36

Phase 024 Wanamingo Facilities Plan
Technical Services 3,153.92
Total this Phase \$3,153.92

Phase 025 Goodhue Facilities Plan
Technical Services 264.64
Total this Phase \$264.64

Phase 051 Main Facility Land Acquisition Assistanc

Project	09870.00	North Zumbro Joint WWTF and Conveyance	Invoice	51494
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Technical Services	4,055.35
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Total this Phase	\$4,055.35
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Phase 200 Subconsultants
Per contract 2% administrative fee for subconsultant services.

Consultants

Widseth Smith Nolting & Assoc., Inc.		14,681.27	
Total Consultants	1.02 times	14,681.27	14,974.90
	Total this Phase		\$14,974.90

Billing Limits

	Current	Prior	To-Date
Total Billings	48,520.39	1,000,818.57	1,049,338.96
Limit			8,500,000.00
Remaining			7,450,661.04
		Total this Invoice	\$48,520.39

Billings to Date

	Current	Prior	Total
Labor	33,517.35	581,663.99	615,181.34
Consultant	14,974.90	416,670.71	431,645.61
Expense	28.14	1,605.89	1,634.03
Expense - Unit	0.00	877.98	877.98
Totals	48,520.39	1,000,818.57	1,049,338.96

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: 231190
Date: May 31, 2024
Project Number: 2023-11919

North Zumbro Sanitary District

For Professional Services Rendered Through: May 10, 2024

Between April 13th and May 10th, 2024

01 - Project Management and General Meetings

011 - Project Management and Administration	\$1,560.00
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Labor	\$1,560.00
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013 - Executive Committee Meetings	\$292.50
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Labor	\$292.50
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017 - Public Outreach	\$1,245.75
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Labor	\$1,245.75
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01 - Project Management and General Meetings Total:	\$3,098.25
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02 - MPCA Coordination/Permitting

022 - Pine Island	\$292.50
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Labor	\$292.50
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026 - Prepare EAW List Tasks	\$7,530.59
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Labor	\$6,990.00
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General Expense	\$273.34
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Company Vehicle Mileage	\$117.25
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Mapping GPS Equipment	\$150.00
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02 - MPCA Coordination/Permitting Total:	\$7,823.09
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04 - Topographical Survey

042 - Lift Stations and Force mains Topo Survey	\$1,696.18
Labor	\$1,660.00
Company Vehicle Mileage	\$36.18
04 - Topographical Survey Total:	\$1,696.18

05 - Land Acquisition Assistance

051 - Main Facility Land Acquisition Assistance	\$1,170.00
Labor	\$1,170.00
05 - Land Acquisition Assistance Total:	\$1,170.00

10 - Force main and Local Collection System Design

101 - Pine Island	\$477.50
Labor	\$477.50
102 - Zumbrota	\$231.25
Labor	\$231.25
103 - Wanamingo	\$185.00
Labor	\$185.00
10 - Force main and Local Collection System Design Total:	\$893.75

Invoice Total	\$14,681.27
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