

**NORTH ZUMBRO SANITARY SEWER DISTRICT**  
**Joint Powers Executive Committee Regular Meeting**  
**November 5<sup>th</sup>, 2025**  
**11:00 A.M.**  
**Zumbrota City Council Chambers**  
**Zumbrota, MN**

**I. CALL TO ORDER**

**II. ROLL CALL**

LR\_\_\_ EH \_\_\_ MB\_\_\_ BG \_\_\_\_\_

JM\_\_\_ TR\_\_\_\_\_ SO\_\_\_\_\_ JM \_\_\_\_\_

BA\_\_\_ CB\_\_\_\_\_ RS \_\_\_ GG \_\_\_ BT \_\_\_\_\_

**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 – 10/1/2025**
- \*B) Bills-Accounts Payable 9/20/2025 – 10/24/2025**
  - 1. WHKS Invoice #55942 for \$268,265.24**
- \*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) Bonding Bill Update**

**a. House Bonding Committee visit 11/6/2025**

**B) Congressional Directed Spending**

**C) Wendt Watermain Easement**

**D) Regulatory Meetings**

**a. MPCA EAW, Anti-deg, NPDES permit – 11/5/2025**

**E) MN PFA Payment Update**

**VI. NEW BUSINESS**

**A) City of Red Wing Inquiry**

**VII. ADJOURN**

Time: \_\_\_\_\_ Motion: \_\_\_\_\_ Second: \_\_\_\_\_

**NORTH ZUMBRO SANITARY DISTRICT  
Joint Powers Executive Committee Meeting  
Wednesday, October 1, 2025 11:00 A.M.  
Zumbrota City Council Chambers  
Zumbrota, MN**

**CALL TO ORDER:** Chair Elizabeth Howard.

**PRESENT:** Executive Committee Directors: Elizabeth Howard – Pine Island, Brian Grudem – Zumbrota, Lisa Redepinning – Goodhue, and Michael Boulton – Wanamingo  
Executive Committee Alternate Directors: Jason Mandelkow – Goodhue, Stuart Ohr – Wanamingo, and substitute Jeff Meyers - Zumbrota

**ABSENT:** Executive Committee Directors: None  
Executive Committee Alternate Directors: Todd Robertson – Pine Island

**ALSO PRESENT:** Bill Angerman – WHKS, Craig Britton – Widseth, Reese Sudtelgte – ISG, and Brandon Theobald – WHKS

**ADOPT AGENDA:** Grudem motioned to approve the agenda, seconded by Redepinning. Passed 4-0-0.

**CONSENT AGENDA:** Boulton motioned to approve, Seconded by Grudem. Consent Agenda Items include: September 3, 2025 Executive Committee Meeting Minutes, WHKS Invoice #55577 for \$239,799.75, and PFA Disbursement Request Form. Passed 4-0-0.

**PUBLIC COMMENTS:** None

**OLD BUSINESS:**

**Bonding Bill Update – Senate Bonding Tour – September 17<sup>th</sup>** - Howard stated that the Senate Capital Investments Committee presentation went well. The committee members were quite positive on the project, including Chair Pappas. Chair Pappas requested to visit the future site location after the presentation. Grudem road on the bus and pointed out the future site location. Angerman asked if follow ups would be helpful. Boulton stated that follow ups could wait since both the Senate and House Capital Investment Committees were still conducting visits. Howard asked if a House visit should be requested through the committee co-chairs. Boulton stated that Representative Mary Franson (R) and Representative Fue Lee (DFL) are the co-chairs, but that Representative Allen is a member of the committee. Boulton will reach out to Representative Allen on a potential House visit. Administrator had reached out to Boulton with the date and time. Howard stated she had written up a brief press release, as suggested by Boulton, on the Senate Capital Investment Committee Visit. Howard stated that the committee members should review draft and make necessary changes. Boulton stated that everyone on the photo should be identified for the story. Boulton stated that three of the four lobbyist agreement approval resolutions had been approved. Boulton stated that Wanamingo is the last, which will consider approval at the October 20<sup>th</sup> Council meeting. Boulton stated that the lobbyist contract for 2025-2025 will be for \$35,000. This is a decrease from the \$36,750 contract from the last three years. Howard stated that each cities' executed contracts should be sent back to Karen Rudeen from Winthrop & Weinstine.

**Congressional Directed Spending** – Howard stated that was no update since last month. The \$1 million congressionally directed spending request is in the appropriation process.

**Wendt Watermain Easement** – Angerman stated that Grudem had met with Jim Wendt, who is agreeable with the watermain easement. Angerman stated that the proposed easement documents have been prepared to align the easement with the future road. Grudem needs to meet with Jim Wendt to go over the proposed easement documents. If everything is agreed upon Bob Vose can draft the legal documents for the easement.

**CWSRF 2026/2027 IUP change** – Angerman stated that the MN PFA is projecting that the eligible loan fund requests exceed State funding. Corey Hower and the State MPCA have to go back to projects to ask if construction will occur in 2026. The NZSSD is scheduled to bid in fall 2026 with construction to start in roughly December 2026. It is advantageous to push back construction one month, into 2027. Angerman said that this change in timing will not affect PSIG funding in 2026.

**Regulatory Meetings – MPCA EAW, Anti-deg, NPDES permit – 10/13/2025** – Britton will attend the monthly MPCA EAW meeting. The meeting will discuss where the project is at on the permits. They will discuss MPCA comments on the details. Angerman stated that both the Anti-deg and NPDES have been submitted. The MPCA have provided comments, and the engineer team have resubmitted. There is nothing controversial or problematic on the agenda. The project is moving along well on the regulatory side and will be on schedule to be ready to be built.

**MN PFA Payment Update** - Howard and Angerman have a meeting with Drew Brooksbank and his boss Steve Walter on October 1<sup>st</sup> at 2:00PM. Since July the PFA disbursements have been shorted from the request on the \$10 million grant from 2023. In July \$162,117.49 was requested while \$147,140.89 was disbursed. In August \$265,266.74 was requested while \$280,207.84 was disbursed. In September \$240,143.27 was requested while \$212,378.85 was disbursed. Howard state that \$239,799.75 will be requested in October. Howard asked the MN PFA why the costs were not eligible and pushed for reasoning. Howard stated that the MN PFA had stated that meeting and travel would not be reimbursed. Howard stated that if MN PFA would not fully reimburse that the Cities would be responsible for the excess costs. Angerman stated that the email response from MN PFA stated that the threshold would be if the expenses would not be bonded for by the City that they should not be reimbursed. Angerman stated that all expenses that have been submitted would be bonded for by the Cities as part of the project expense. Angerman suggested getting less detailed in the expense reimbursement if MN PFA is hung up on semantics.

**NEW BUSINESS:**

**MMB Capital Requests October 17<sup>th</sup> Deadline** – Boulton stated that all the final information is due for the 2026 Capital Requests to MMB by October 17<sup>th</sup>. Angerman stated that the application was originally submitted in June. Boulton stated that he would make sure that all necessary information has been submitted.

\*The next meeting will be November 5, 2025 at 11:00AM.

**Adjourn:** At 11:22AM a motion to adjourn was made by Redepenning and seconded by Grudem. Passed 4-0-0.

Signed:

Attest:

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Elizabeth Howard, Chair

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Michael Boulton, Secretary



engineers + planners + land surveyors

2905 South Broadway  
Rochester, MN 55904-5515  
Phone: 507.288.3923  
Federal ID: 42-0943938

November 04, 2025

Project No: 09870.00

Invoice No: 55942

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 September 20, 2025 through October 24, 2025**

Phase 026 Prepare EAW  
**Technical Services 277.76**

**Total this Phase \$277.76**

Phase 053 Zumbrota LS & FM Land Acquis. & Easmt.  
**Technical Services 1,308.00**

**Total this Phase \$1,308.00**

Phase 071 Process Preliminary Design - WHKS Lead  
**Technical Services 112,348.80**

**Total this Phase \$112,348.80**

Phase 073 Process Structural Preliminary Design  
**Technical Services 15,437.12**

**Total this Phase \$15,437.12**

Phase 075 Site Pipg & Grdg Plan Main Fac. Pre Des  
**Technical Services 2,702.40**

**Total this Phase \$2,702.40**

Phase 083 Building Struct. Prelim Design - NPR  
**Technical Services 442.40**

**Total this Phase \$442.40**

Phase 093 Wanamingo Lift Station Prelim. Design  
**Technical Services 1,277.44**

**Total this Phase \$1,277.44**

Phase 102 Zumbrota Conveyance Preliminary Design  
**Technical Services 833.28**

**Total this Phase \$833.28**

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	55942
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Phase	103	Wanamingo Force Main Preliminary Design		
<b>Technical Services</b>				<b>12,345.76</b>
			<b>Total this Phase</b>	<b>\$12,345.76</b>

Phase	111	Additional EAW Services		
Services incurred by Stantec Consulting Services Inc. Per contract 2% administrative fee for subconsultant services.				
<b>Consultants</b>				
Widseth Smith Nolting & Assoc., Inc			4,548.00	
	<b>Total Consultants</b>	<b>1.02 times</b>	<b>4,548.00</b>	<b>4,638.96</b>
			<b>Total this Phase</b>	<b>\$4,638.96</b>

Phase	200	Subconsultants		
Per contract 2% administrative fee for subconsultant services.				
<b>Consultants</b>				
Empire Pipe Services			13,275.75	
I & S Group, Inc.			50,760.00	
Widseth Smith Nolting & Assoc., Inc.			50,330.25	
	<b>Total Consultants</b>	<b>1.02 times</b>	<b>114,366.00</b>	<b>116,653.32</b>
			<b>Total this Phase</b>	<b>\$116,653.32</b>

<b>Billing Limits</b>	<b>Current</b>	<b>Prior</b>	<b>To-Date</b>	
Total Billings	268,265.24	3,370,186.11	3,638,451.35	
Limit			8,638,950.00	
Remaining			5,000,498.65	
			<b>Total this Invoice</b>	<b>\$268,265.24</b>

<b>Billings to Date</b>	<b>Current</b>	<b>Prior</b>	<b>Total</b>
Labor	146,972.96	2,271,631.82	2,418,604.78
Consultant	121,292.28	1,085,350.96	1,206,643.24
Expense	0.00	10,937.27	10,937.27
Expense - Unit	0.00	2,266.06	2,266.06
<b>Totals</b>	<b>268,265.24</b>	<b>3,370,186.11</b>	<b>3,638,451.35</b>

**INVOICE**

Empire Pipe Services  
415 Truman St  
North Mankato, MN 56003-2138

office@empire-pipe.com  
+1 (507) 388-2895



J  
P  
T  
9870  
103 - Wanamingo FM  
03 - Plans

BA

ZUMBROTA, CITY OF:4604 - Televis 4th Street

Bill to  
WHKS & CO.  
2905 Broadway Ave S.  
Rochester, MN 55904  
Attn: Scott Huneke

**Invoice details**

Invoice no.: 4604  
Invoice date: 08/28/2025

Description	Qty	Rate	Amount
Gravity Sanitary Sewer Inspection & Services Locate for Forced-Main Installation in the cities of Wanamingo & Zumbrota, MN			
Wanamingo, MN			
Minimal Mobilization	1	\$500.00	\$500.00
Televis Existing 8" Sanitary Sewer	2108	\$1.70	\$3,583.60
Zumbrota, MN			
Mobilization - No Charge- already on site	1	\$0.00	\$0.00
Televis Existing 8" Sanitary Sewer	5571	\$1.65	\$9,192.15
<b>Total</b>			<b>\$13,275.75</b>

Est 2150

Est 5460

Est 13,164



**I & S Group, Inc.**  
 115 E. Hickory St.  
 Suite 300  
 Mankato, MN 56001  
 507-387-6651  
 www.ISGinc.com

WHKS  
 1412 6th St SW  
 PO Box 1467  
 Mason City, IA 50402-1467

Invoice Number 124247  
 Date 09/30/2025

**Project 23-30164 North Zumbro  
 Sanitary Sewer District WWTF -  
 Goodhue, MN**

Progress billing for professional services provided through date of invoice

Invoice Dates: September 1, 2025 - September 30, 2025

Description	Current Billed
<b>Phase 6: Demolition &amp; Abandon Existing Sites</b>	
6.4 Goodhue Demolition & Abandon Existing Sites	\$ 200.00
<b>Phase 7: Preliminary &amp; Final Plant Design WHKS lead</b>	
7.1 Process Design	\$ 2,200.00
7.4 Process Electrical & Control Instrumentation	\$ 17,500.00
<b>Phase 9: Lift Station Design</b>	
9.4 Goodhue	\$ 19,845.00
<b>Phase 10: Forcemain &amp; Local Collection System Design</b>	
10.4 Forcemain and Local Collection System Design	\$ 11,015.00
	<b>\$ 50,760.00</b>
<b>Invoice Amount</b>	<b>\$50,760.00</b>

Payment Terms: Net 30 days from invoice date. Past due balances are subject to late fees in the amount of 1.5% per month.  
 If you have a question regarding your invoice or are interested in receiving invoices electronically, please e-mail AR@ISGinc.com

**Automated Clearing House (ACH) Instructions**

**Account Name: I&S Group, Inc.**  
**ABA/Routing Number: 073000642**  
**Account Number: 2348642289**  
**Send Remittance to: AR@ISGinc.com**

Aging Summary

Invoice Number	Invoice Date	0 - 30	31 - 60	61-90	Over 90	Balance
121521	7/31/2025	\$0.00	\$0.00	\$51,775.00	\$0.00	\$51,775.00



**I & S Group, Inc.**  
115 E. Hickory St.  
Suite 300  
Mankato, MN 56001  
507-387-6651  
[www.ISGInc.com](http://www.ISGInc.com)

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124188	8/31/2025	\$68,496.00	\$0.00	\$0.00	\$0.00	\$68,496.00
124247	9/30/2025	\$50,760.00				\$50,760.00
Total Outstanding		\$119,256.00	\$0.00	\$51,775.00	\$0.00	\$171,031.00

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



## INVOICE

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

Invoice Number: 241582  
Date: October 31, 2025  
Project Number: 2023-11919

North Zumbro Sanitary District

For Professional Services Rendered Through: October 10, 2025

Between September 13th, 2025 and October 10th, 2025

### 02 - MPCA Coordination/Permitting

026 - Prepare EAW List Tasks	\$10,189.00
Labor	\$5,401.00
General Expense	\$240.00
Stantec Consulting Services Inc	\$4,548.00

02 - MPCA Coordination/Permitting Total: \$10,189.00

### 04 - Topographical Survey

042 - Lift Stations and Forcemains Topo Survey	\$5,140.00
Labor	\$5,140.00

04 - Topographical Survey Total: \$5,140.00

### 08 - WWTF Building Architecture, MEP, Structural

081 - Building Architectural	\$9,629.00
Labor	\$9,629.00
082 - Mechanical, Electrical, Plumbing	\$15,368.75
Labor	\$15,368.75
083 - Building Structural Design - Non Process Related	\$1,755.00
Labor	\$1,755.00

08 - WWTF Building Architecture, MEP, Structural Total: \$26,752.75

09 - Lift Station Design

091 - Pine Island Lift Station Design	\$894.00
Labor	\$894.00

09 - Lift Station Design Total: \$894.00

10 - Forcemain and Local Collection System Design

101 - Pine Island	\$9,840.00
Labor	\$9,840.00
102 - Zumbrota	\$660.00
Labor	\$660.00
103 - Wanamingo	\$701.25
Labor	\$701.25
104 - Goodhue	\$701.25
Labor	\$701.25

10 - Forcemain and Local Collection System Design Total: \$11,902.50

Historical Billings to Date

	Previously Billed	Current Billing	Billed To Date
<b>Labor</b>	\$650,661.50	\$50,090.25	\$700,751.75
<b>Outside Consultants</b>	\$139,806.65	\$4,548.00	\$144,354.65
<b>Reimbursable</b>	\$4,153.00	\$240.00	\$4,393.00
	\$794,621.15	\$54,878.25	\$849,499.40

**Invoice Total** **\$54,878.25**



INVOICE

Invoice Number 2476492  
Invoice Date November 3, 2025  
Customer Number 223001  
Project Number 227706915

<b>Bill To</b> Widseth Smith Nolting (WSN) Accounts Payable 610 Filmore Street Alexandria MN 56308 United States	<b><u>EFT/ACH Remit To (Preferred)</u></b> Stantec Consulting Services Inc. (SCSI) Bank of America ABA No. : 111000012 Account No: 3752096026 Email Remittance: eff@stantec.com	<b>Alternative Remit To</b> Stantec Consulting Services Inc. (SCSI) 13980 Collections Center Drive Chicago IL 60693 United States Federal Tax ID 11-2167170
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**Project Description:** North Zumbro Sanitary District - Alternate Route

<b>Stantec Project Manager:</b>	Julin, Angela
<b>Authorization Amount:</b>	\$60,425.00
<b>Authorization Previously Billed:</b>	\$31,015.65
<b>Authorization Budget Remaining:</b>	\$26,488.10
<b>Authorization Billed to Date:</b>	\$33,936.90
<b>Current Invoice Due:</b>	\$2,921.25
<b>For Period Ending:</b>	August 29, 2025

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<b>Contact Name :</b>	Mike Pederson
<b>Contact Job Title :</b>	Director of Environmental Services
<b>Invoice email :</b>	mike.pederson@widseth.com
<b>Client contact email :</b>	mike.pederson@widseth.com

**Net due upon payment from end client or in accordance with terms of the contract**  
**Stantec will not change our banking information. If you receive a request noting our banking information has changed, please contact your Stantec Project Manager**

INVOICE

Invoice Number

2476492

Project Number

227706915

**Top Task 100**

**Archaeological Survey**

**Professional Services**

**Billing Level**

	<b>Date</b>	<b>Hours</b>	<b>Rate</b>	<b>Current Amount</b>
<b>Archaeology Crew Lead</b>				
Harris, Adam Lawrence	2025-08-12	0.25	95.00	23.75
Harris, Adam Lawrence	2025-08-13	10.00	95.00	950.00
Witt, Claire	2025-08-12	1.00	95.00	95.00
Witt, Claire	2025-08-13	10.50	95.00	997.50
		<b>21.75</b>		<b>2,066.25</b>
<b>GIS Analyst</b>				
Seibel, Josh D (Josh)	2025-08-07	2.50	120.00	300.00
Seibel, Josh D (Josh)	2025-08-08	1.25	120.00	150.00
Seibel, Josh D (Josh)	2025-08-11	0.25	120.00	30.00
		<b>4.00</b>		<b>480.00</b>
<b>Principal Investigator</b>				
Julin, Angela	2025-08-11	1.00	125.00	125.00
Julin, Angela	2025-08-14	2.00	125.00	250.00
		<b>3.00</b>		<b>375.00</b>
				<b>Professional Services Subtotal</b>
		<b>28.75</b>		<b>2,921.25</b>

**Top Task 100 Total**

**2,921.25**

Total Fees & Disbursements

\$2,921.25

**INVOICE TOTAL (USD)**

**\$2,921.25**

Please contact Kyera Tessier if you have any questions concerning this invoice.

[E-mail: Kyera.Tessier@Stantec.com](mailto:Kyera.Tessier@Stantec.com)

**\*\* PLEASE INCLUDE AN INVOICE # WITH PAYMENT \*\***

*Thank you.*

**Invoice Number** 2458897  
**Invoice Date** September 26, 2025  
**Purchase Order** 227707080  
**Customer Number** 223001  
**Project Number** 227707080

<b>Bill To</b> Widsath Smith Nolting (WSN) Accounts Payable 610 Filmore Street Alexandria MN 56308 United States	<b><u>EFT/ACH Remit To (Preferred)</u></b> Stantec Consulting Services Inc. (SCSI) Bank of America ABA No. : 111000012 Account No: 3752096026 Email Remittance: eft@stantec.com	<b>Alternative Remit To</b> Stantec Consulting Services Inc. (SCSI) 13980 Collections Center Drive Chicago IL 60693 United States
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**Project** **Widsath Smith Nolting: Air Quality EAW Assistance for North Zumbro Sanitary District WWTP**  
 Project Manager Taylor, Luke For Period Ending **September 19, 2025**  
 Current Invoice Total (USD) 1,626.75

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**Top Task 400 Prepare a Technical Memorandum of the Assessment and MPCA Forms**

**Professional Services**

Category/Employee	Current Hours	Rate	Current Amount
Cronister, Samantha Helal (Sam)	2.25	189.00	425.25
Kuphal, Stephanie Lynn	1.00	214.00	214.00
<b>Subtotal Professional Services</b>	3.25		639.25

Top Task Subtotal Prepare a Technical Memorandum of the Assessment and MPCA Forms 639.25

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**Top Task 500 Complete Air Dispersion Modeling**

**Professional Services**

Category/Employee	Current Hours	Rate	Current Amount
Cronister, Samantha Helal (Sam)	4.50	189.00	850.50
Taylor, Lucas N (Luke)	0.50	274.00	137.00
<b>Subtotal Professional Services</b>	5.00		987.50

Top Task Subtotal Complete Air Dispersion Modeling 987.50

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<b>Total Fees &amp; Disbursements</b>	1,626.75
<b>INVOICE TOTAL (USD)</b>	<b>1,626.75</b>

**Net due upon payment from end client or in accordance with terms of the contract**  
**Stantec will not change our banking information. If you receive a request noting our banking information has changed, please contact your Stantec Project Manager**

INVOICE



Remit To:

MN Dept of Natural Resources  
500 Lafayette RD, Box 10  
St Paul MN 55155

WIDSETH SMITH NOLTING INC 610 FILLMORE ST ALEXANDRIA MN 56308	Invoice# : 235531 Dated : 16-OCT-25 GL Date : 16-OCT-25 Due : 15-NOV-25
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Reference ID : Daniel McInnis

Description	Quantity	Price	Amount
North Zumbro Sanitary District MCE #: 2025-00612	1	240.00	240.00
Sales Tax			\$0.00
Total Due			\$240.00

For questions, please contact Toni Burt at 651-259-5108 or [toni.burt@state.mn.us](mailto:toni.burt@state.mn.us). Interest may be charged on past due invoices at the rate determined by the state of MN. Pursuant to M.S.604.113, checks returned for non-payment will be charged a \$30 service charge and may subject to additional civil penalties.

WIDSETH SMITH NOLTING INC  
610 FILLMORE ST  
ALEXANDRIA MN 56308

Invoice# : 235531  
Dated : 16-OCT-25  
Due : 15-NOV-25

Internal Note:ECO Invoices  
Please detach and return this portion with payment of \$240.00



**MINNESOTA**

**PUBLIC FACILITIES AUTHORITY**

### 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: **18** Amount: **\$268,265.24**

notes:

Prepared by: **Elizabeth R. Howard**

Authorized by: Name (print) **Elizabeth R. Howard**

Title/phone **City Administrator - 507-356-4591 ext. 9**

Sign/date  **11/05/25**

*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:

# MN Public Facilities Authority - Water Infrastructure Project Disbursement Request Form

## Instructions

Disbursement requests must be received by PFA no later than the 15<sup>th</sup> 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\(a\)\(1\)](#)

<-- 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 #:** 18

Cost descriptions	Amounts																								
<b>A. Non-Construction:</b> Engineering Legal/Finance Administration Other  Total Non-Construction	<span style="border: 1px solid black; padding: 2px;">\$ 263,626.28</span> <span style="border: 1px solid black; padding: 2px;">\$ -</span> <span style="border: 1px solid black; padding: 2px;">\$ 4,638.96</span> <span style="border: 1px solid black; padding: 2px;">\$ 268,265.24</span>																								
<b>B. Construction:</b> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Clean Water...</u></th> <th style="text-align: left;"><u>Drinking Water...</u></th> <th></th> </tr> </thead> <tbody> <tr> <td>Treatment Facilities</td> <td>Treatment</td> <td style="text-align: right;"><span style="border: 1px solid black; padding: 2px;">\$ -</span></td> </tr> <tr> <td>Collector Systems</td> <td>Transmission &amp; Distribution</td> <td style="text-align: right;"><span style="border: 1px solid black; padding: 2px;">\$ -</span></td> </tr> <tr> <td>Interceptor</td> <td>Source (Wells/surface water intakes)</td> <td style="text-align: right;"><span style="border: 1px solid black; padding: 2px;">\$ -</span></td> </tr> <tr> <td>Lift Station</td> <td>Storage / Water Tower</td> <td style="text-align: right;"><span style="border: 1px solid black; padding: 2px;">\$ -</span></td> </tr> <tr> <td>Equipment</td> <td>Other</td> <td style="text-align: right;"><span style="border: 1px solid black; padding: 2px;">\$ -</span></td> </tr> <tr> <td>Other</td> <td></td> <td style="text-align: right;"><span style="border: 1px solid black; padding: 2px;">\$ -</span></td> </tr> <tr> <td colspan="2" style="text-align: right;">Total Construction</td> <td style="text-align: right;"><span style="border: 1px solid black; padding: 2px;">\$ -</span></td> </tr> </tbody> </table>	<u>Clean Water...</u>	<u>Drinking Water...</u>		Treatment Facilities	Treatment	<span style="border: 1px solid black; padding: 2px;">\$ -</span>	Collector Systems	Transmission & Distribution	<span style="border: 1px solid black; padding: 2px;">\$ -</span>	Interceptor	Source (Wells/surface water intakes)	<span style="border: 1px solid black; padding: 2px;">\$ -</span>	Lift Station	Storage / Water Tower	<span style="border: 1px solid black; padding: 2px;">\$ -</span>	Equipment	Other	<span style="border: 1px solid black; padding: 2px;">\$ -</span>	Other		<span style="border: 1px solid black; padding: 2px;">\$ -</span>	Total Construction		<span style="border: 1px solid black; padding: 2px;">\$ -</span>	
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Total Construction		<span style="border: 1px solid black; padding: 2px;">\$ -</span>																							
<b>C. Total disbursement request (A + B):</b>	<span style="border: 1px solid black; padding: 2px;">\$ 268,265.24</span>																								
<b>D. Total of previous requests submitted to PFA ** (see pg 2 for detail):</b>	<span style="border: 1px solid black; padding: 2px;">\$ 4,325,594.96</span>																								
<b>E. Total requested to date (C + D):</b>	<span style="border: 1px solid black; padding: 2px;">\$ 4,593,860.20</span>																								
<b>F. Original award total from above:</b>	<span style="border: 1px solid black; padding: 2px;">\$ 10,000,000.00</span>																								
<b>G. Remaining un-drawn balance (F – E):</b>	<span style="border: 1px solid black; padding: 2px;">\$ 5,406,139.80</span>																								

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	\$ 117,642.42
8	01/16/25		\$ 110,208.82	\$ 110,208.82
9	02/05/25		\$ 152,346.73	\$ 152,346.73
10	03/07/25		\$ 201,612.18	\$ 201,612.18
11	04/01/25		\$ 127,879.70	\$ 127,879.70
12	05/06/25		\$ 202,153.06	\$ 202,153.06
13	06/04/25		\$ 183,347.99	\$ 183,347.99
14	07/02/25		\$ 162,117.49	\$ 147,140.89
15	08/05/25		\$ 265,266.74	\$ 280,207.84
16	09/03/25		\$ 230,143.27	\$ 212,378.85
17	10/01/25		\$ 239,080.77	\$ 239,080.77
18	11/05/25		\$ 268,265.24	
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<b><i>total requested / paid prior to this request:</i></b>			<b>\$ 4,611,660.12</b>	<b>\$ 4,325,594.96</b>

**From:** [Prall, Kelsey](#)  
**To:** [Elizabeth Howard](#)  
**Subject:** Red Wing WWTP  
**Date:** Thursday, October 23, 2025 12:19:17 PM  
**Attachments:** [image001.png](#)

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Hi Elizabeth,

Thanks for the conversation. I look forward to hearing from you and the executive committee of the NZSD.

Kelsey



**Kelsey Prall | Deputy Director - Utilities**

Public Works Department | Utilities Division

City of Red Wing | [redwingmn.gov](http://redwingmn.gov)

229 Tyler Road North | Red Wing, MN 55066

Office: 651.385.5112 | Cell: 651.380.1038