

**CITY OF ZUMBROTA  
COUNCIL MEETING MINUTES  
JANUARY 2, 2025  
6:00 P.M.  
TOWN HALL**

Pursuant to due call and notice thereof, Mayor Todd Hammel called the Zumbrota City Council to order at 6:00 PM. PRESENT: Council members Bob Prigge, Joan Bucher, Kevin Amundson and Fred Raasch. Others present: Public Works Director Mike Olson, City Administrator Brian Grudem, Police Chief Pat Callahan, Officer Tyler Evenson, Community Development Director Kurt Meister, City Attorney Mike Flaherty (remote), citizen Michael Stumm, and NewsRecord reporter Peter Grimsrud.

**AMENDMENTS/ADOPTION OF AGENDA**

Change the month at the top of the agenda from December to January.

**MOTION** Prigge, second Amundson to adopt the agenda. Approved 5-0-0

**SWEARING IN OF MAYOR AND COUNCIL MEMBERS**

City Administrator Grudem swore in Todd Hammel as Mayor.

Fred Raasch and Bob Prigge were sworn in by Mayor Todd Hammel.

**ACCOUNTS PAYABLE:**

**MOTION** Prigge, second Amundson to approve the accounts payable of \$36,151.49. Approved 5-0-0

**PUBLIC COMMENT**

Mayor Hammel thanked Officer Tyler Evenson for the three plus years he spent as a police officer here in Zumbrota.

**CONSENT AGENDA:**

- a. Minutes-12/19/2024 Regular Meeting
- b. Resolution 2025-01 Depositories – Frandsen Bank and Trust & SBB Wanamingo
- c. Resolution 2025-02 Publication – News Record
- d. Resolution 2025-03 Designating Signers for Banking – Hammel, Prigge & Grudem
- c. Resolution 2025-05 Designating 2025 Polling Place

**MOTION** Amundson, second Bucher to approve the consent agenda. Approved 5-0-0 by roll-call vote

**PUBLIC HEARING**

**9-A. FEE SCHEDULE**

Mayor Hammel opened the public hearing at 6:08 pm. There was one public comment, Citizen Michael Stumm asked why the storm water fee, and the street lighting fees are not on the taxes rather than fees. City Attorney Flaherty noted that it is legally allowable for the city to impose fees to raise revenue. Citizen Stumm also asked, why did the storm water fee increase 100% from \$3.00 to \$6.00. Mayor Hammel noted that the increase was suggested by our financial advisor a couple years ago, we have been increasing gradually but getting further behind on needed stormwater projects, so the decision was made to do a bigger increase this year so we can start working on these projects. Council had some discussion, and they will consider this when we begin the 2026 budget discussions. The hearing was closed at 6:07 pm.

## UNFINISHED BUSINESS

### 10-A. Ordinance 2025-01 2025 Fee Schedule

**MOTION** Prigge, second Bucher to approve Ordinance 2025-01 2025 Fee Schedule. Approved 5-0-0.

#### CITY OF ZUMBROTA

#### FEE SCHEDULE

2025

Item	Fees
<b>Building &amp; Zoning Fees*</b>	
Conditional Use Permit Application	\$350
Interim Use Permit Application	\$350
Variance Application	\$350
Rezone Request Application	\$350
Zoning Ord. Amendment Application	\$350
Preliminary Plat Review Application	\$500 + \$50 per lot
Final Plat Review Application	\$500 (waived on subd of 5 lots or less)
Annexation Request Application	\$500 plus MN Planning Fees (\$400 - waived on requests of 5 acres or less)
Minor Subdivision Application	\$350
Street/Alley/Utility Vacation Application	\$350
Zoning Permit Application	\$75
Commercial Site Plan Review	Actual cost for Engineer and other consultant fees
Roofing Permit	\$50
Siding Permit	\$50
Demolition Permit	\$50
Mechanical Permit	\$50
Window Permit	\$50
Manufactured Home	\$50

**\* All Zoning Applications subject to applicable publishing and recording fees in addition to above**

ATV/UTV/Golf Cart Permit	\$15
Dog Licenses	\$15; \$10 if neutered or spayed
Dog Running at Large	\$30 licensed; \$40 unlicensed
Special Assessment Search	\$30
Research Records	\$30/hour
Business Subsidy Application	\$100
Zoning Ordinance	
CD	\$40
Paper	\$.10 per page; \$.15 per double side page
NSF Check	\$30
Returned ACH FEE	\$15
Meeting Room Usage	\$50
Cigarette Licenses	\$75

Eddible Cannabinoid License	\$2,300
3.2% Malt Liquor:	
On Sale	\$100
Off Sale	\$20
One Day	\$25
Liquor License	
On Sale	\$2,300
Off Sale	\$240
One Day	\$25
Sunday	\$200
Wine	\$200
Club	\$300
Consumption and Display (Set-up)	\$100
Solicitor/Peddler Permit	\$100
Water Hookup Fee	\$825
Sewer Hookup Fee	\$825
Water Availability Charge	\$1750 per acre
Sewer Availability Charge	\$1750 per acre
Water Minimum	\$9.54
Sewer Minimum	\$18.42
Water Rate	\$2.81
Conservation Water Rate Residential	>9000 gallons / or \$3.06
Conservation Water Sprinkler Rate	\$4.10
Sewer Rate	\$5.03
Water Infrastructure Charge (All Accounts)- per thousand	\$0.90
Water Reconnection Fee	\$125
Bulk Water	\$26.50 for 1st 1,000 gals; \$6.36 per thousand thereafter
Water Bypassing and Tampering Fee	\$1,000 plus possible criminal citation
Water Meter	3/4" \$340.00- 1" \$450.00 Others @ Cost
Industrial wastewater fees and charges:Per permit(s)	BOD's -\$40.76 per 100 pounds TSS - \$59.57 per 100 Pounds BOD Penalty Rate \$4.50/lb TSS Penalty Rate \$4.50/lb 6 or More Violations per Month BOD/ TSS \$7.50 /lb
Bio-solid Storage fee	\$0.11 per gallon
Bio-solid Storage fee - full process	
Civil Defense Fee	\$50.00 per Lot (New Developments) Residential
Civil Defense Fee	\$250.00 per Gross Acre Ind/Com
Building Permit Violation	25% of Permit or \$100.00 whichever is Greater
Car Lockout Fee	\$20.00
Mowing	\$100 minimum or \$75/hr whichever is greater
Refuse Collection Fee	\$400.00 Annually
Dangerous Dog fee	\$500.00 Annually
Storm Water Fee	\$3.00

Street Light Fee	\$4.25
Impound Fee	\$30.00 Per Day

**Park & Pool Fees**

Seasonal Camp Site Fees	\$1430.00 annually
Shelter Fee	\$150.00 + separate check damage deposit \$150.00 (held)
Primitive Camping Fee- no hook-ups	\$25.00
Electrical/Water Sites	\$40.00 per unit per night
Electrical/Water/Sewer Sites	\$50.00
Non-Guest Waste Station Use	\$15.00
Daily Fee	\$2.50
Pool Parties	\$95.00
Family Membership Resident	\$85.00
Family Membership Non-Resident	\$95.00
Individual Membership Resident	\$50.00
Individual Membership Non-Resident	\$55.00
Lessons	\$40.00 with Membership
Lessons	\$45.00 without Membership

**NEW BUSINESS**

**11-A. 2024 ANNUAL APPOINTMENTS**

The Council reviewed the following Mayor's appointments:

**CITY OF ZUMBROTA  
2025 APPOINTMENTS BY MAYOR**

<u><b>ASSIGNMENT</b></u>	<u><b>TERM</b></u>
<u>Acting Mayor</u> Bob Prigge	annual appointment
<u>Streets &amp; Sidewalks</u> Bob Prigge, Fred Raasch	annual appointment
<u>Water Department/WWTP and Collection System</u> Joan Bucher	annual appointment
<u>Police</u> Todd Hammel	annual appointment
<u>Fire Board</u> Todd Hammel	annual appointment
<u>City Owned Buildings and Property</u> Mayor and Entire Council	annual appointment

City Attorneys

Flaherty & Hood – Civil  
Goodhue County - Criminal

annual appointment  
annual appointment

Area Ambulance Association

Beth Stumm, Kevin Amundson

annual appointment

Memorial Day Directors

Todd Hammel - Chair  
Organization Representatives

annual appointment  
annual appointment

Emergency Management

Emergency Services Board

annual appointment

Cable Board

Mayor and Entire Council

annual appointment

Rubbish Disposal & Recycling

Mayor and Entire Council

annual appointment

**ASSIGNMENT**

**TERM**

Animal Control

Public Works & Police Department

annual appointment

Safety Director

MMUA Regional Safety Director

annual appointment

Garbage, Weed Control

Police Department

annual appointment

Park Board

Bob Prigge, Council Liaison, ex-officio  
Mary Goplen  
Mike Schulte  
Troy Ness  
Aaron Wichman  
Kayla Gifford

annual appointment  
2<sup>nd</sup> term ends 12-31-26  
2<sup>nd</sup> term ends 12-31-25  
2<sup>nd</sup> term ends 12-31-26  
1<sup>st</sup> term ends 12-31-26  
2<sup>nd</sup> term ends 12-31-26

Economic Development Authority (EDA)

Todd Hammel, Council  
Joan Bucher, Council  
Tina Hostager, Citizen at Large  
Lindsey Raasch, Citizen at Large

annual appointment  
annual appointment  
1<sup>st</sup> term ends 12-31-28  
2<sup>nd</sup> term ends 12-31-29

Dave Dahlen, Citizen at Large  
Brian Haugen, Citizen at Large  
Bob Hawley, Citizen at Large

1<sup>st</sup> term ends 12-31-27  
2<sup>nd</sup> term ends 12-31-28  
1<sup>st</sup> term ends 12-31-28

Library Board

Bob Prigge (Council Liaison)  
Beth Arendt (Wabasha Co.)  
Cheryl Beacom (Zumbrota)  
Patti Budensiek (Goodhue County)  
Debra Cage (Goodhue Co.)  
Janice Carr (Zumbrota)  
Jim Wendt (Zumbrota)  
Dorothy Witter (Zumbrota)

3<sup>rd</sup> term ends 12/31/27  
3<sup>rd</sup> term ends 12/31/26  
1<sup>st</sup> term ends 12/31/27  
2<sup>nd</sup> term ends 12/31/25  
2<sup>nd</sup> term ends 12/31/25  
1<sup>st</sup> term ends 12/31/25  
1<sup>st</sup> term ends 12/31/26

**ASSIGNMENT**

**TERM**

Planning Commission

Open  
Fred Raasch  
Beverly Weness  
Connie Boyd  
Bev Holzhau  
Kim Jensen  
Tom Steger  
Community Development Director/Zoning Administrator  
Brian Grudem, City Administrator

annual appointment  
annual appointment (Council Appt.)  
annual appointment  
annual appointment  
annual appointment  
annual appointment  
annual appointment,  
ex-officio  
ex officio

Emergency Services Board

Mayor and City Council  
John Olson, Fire Department Chief  
Patrick Callahan, Police Chief  
Ambulance Service Director  
Brian Grudem, City Administrator, ex officio

annual appointment  
annual appointment  
annual appointment  
annual appointment  
annual appointment

Building Inspector

SAFEbuilt

annual appointment

Committee for Ordinance Definition and Enforcement (CODE)

Brian Grudem, City Administrator  
Todd Hammel, Mayor  
Police Chief or Representative  
Kevin Amundson  
Beverly Weness (Planning Commission)  
Marci Berka  
Susan Griffith

ex officio  
annual appointment  
annual appointment  
annual appointment  
1<sup>st</sup> term ends 12/31/2026  
1<sup>st</sup> term ends 12/31/2026  
1<sup>st</sup> term ends 12/31/2026

**MOTION** Bucher, second Amundson to approve the 2025 Mayor's appointments. Approved 5-0-0.

#### **11-B. COUNCIL MEETING DATE ADJUSTMENTS**

Grudem explained that city hall will be getting new flooring January 16<sup>th</sup> – 20<sup>th</sup>. Grudem requested to move the next meeting in January to the 23<sup>rd</sup>. Also, closing city hall the afternoon of January 16<sup>th</sup> and morning of Friday January 17<sup>th</sup>. Mayor Hammel requested that we are still available to answer phones. Kim and Miranda have the capability to answer phones remotely.

**MOTION** Prigge, second Bucher to move the January 16<sup>th</sup> meeting to January 23<sup>rd</sup> because of the new flooring project in city hall.

Approved 5-0-0.

#### **11-C. RESOLUTION 2025-4 TRESTLE BRIDGE LOCAL COST SHARE AND OPERATION AND MAINTENANCE**

The City of Zumbrota will apply for a Transportation Alternatives Grant to help fund the replacement of the trestle bridge. Since we are a city of under 5,000 people, we need the county to host the money, the commissioners passed a resolution accepting this responsibility. This resolution is acknowledging that all costs associated with the bridge reconstruction will be the city's responsibility. Councilmember Raasch asked about what can be done in the short term, Grudem responded that we are looking at possible repairs and the options will be presented to council when the study is complete and we have costs for consideration.

**MOTION** Prigge, second Bucher to approve Resolution 2025-4 Trestle Bridge Local Cost Share and Operation and Maintenance. Approved 5-0-0 by roll-call vote.

#### **11-D. HANNENBERGER VIOLATION**

Chief Callahan presented a violation for a nuisance. Accumulation of trash, this is a repeat offender, staff has worked with the citizen many times over the years to clean up her property but it has not happened. Staff would like to abate the problem at her expense. This was for information for the council. Mrs. Hannenberger said that she would welcome the opportunity to have us bring someone in to clean it up.

#### **11-E. BITTER CREEK STORM MANAGEMENT POND REPAIR CONTRIBUTION NORD**

Grudem spoke about The Bitter Creek Storm Management Pond system, it is vital to mitigate flooding within the City of Zumbrota. There are several of these ponds that will need work in the coming years, the city has participated in cost sharing for one other pond repair so far.

**MOTION** Prigge, Second Amundson to approve a 5% cost share contribution up to \$3,512.63 for repair of the Spillway Pipe for the retention pond located at 46480 180th Ave. Approved 5-0-0

#### **11-F. SALE OF TWO CROSSWALK LIGHTS**

Public Works Director Mike Olson requested to sell two rectangular hanging crosswalk lights that staff found in storage at the shop. With the Rectangular Rapid Flashing Beacon project commencing in the spring, we will no longer need the rectangular hanging crosswalk lights.

**MOTION** Bucher, Second Amundson to approve the sale of two rectangular hanging crosswalk lights. Approved 5-0-0

#### **11-G. SALE OF THE OLD SKID LOADER BROOM**

Public Works Director Mike Olson requested to sell the old Skid Loader Broom. Mike explained that we bought a new broom and no longer need this one. We will not sell this one until we have the new one.

**MOTION** Amundson, Second Bucher to approve the sale of the old Skid Loader Broom. Approved 5-0-0

## **COMMENTS**

**City Administrator Brian Grudem** informed the Council the North Zumbro Sanitary District will have a meeting with local legislator here in Zumbrota on Tuesday January 7<sup>th</sup> at 11:00am to discuss strategy for the 2025 bonding session.

The next pool committee meeting is Monday January 6<sup>th</sup> right after the Park Board meeting.

### **City attorney Mike Flaherty**

Mike noted that he is a process for abatement that we will want to follow on the Hannenberger property as far as getting written consent to go on to her property to clean it up.

### **Police Chief Callahan**

The new squad will be delivered on Friday January 3<sup>rd</sup>. We can use the components we bought for the last explorer that we never received. Chief thanked Tyler for his effort as a police officer for the city of Zumbrota.

### **Council Member Kevin Amundson**

Said the Zumbrota Area Ambulance will be sending out per capita assessments out. They received the one-time funding help from the state in the amount of \$165,251.74, from the state of Minnesota Ambulance Aid bill.

The meeting was adjourned at 7:14 pm.

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City Administrator Brian Grudem