

MINUTES OF BOARD OF TRUSTEES: September 21, 2021
CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA

The regular board meeting was called to order by President Bale at 5:30 p.m. Bale indicated to those present that the meeting was being tape recorded for meeting minute generation purposes.

Trustees present: Mark Bale (President)
Tony Nelson (Vice President)
Larry Adams (Clerk)
Robert Wolfram, Jr.

Absent: Taylor Moore, Finance Director

Also present: Mitch Hanson, Administrator
Chip Shultz, Northland Public Finance (via phone)
Ron Davis, Property Owner

Item #1. Opportunity for public to speak. No public present.

Item #2. Adjustment of Board Officers. Motion by Adams, second by Wolfram to appoint Nelson as the Treasurer. Motion carried, all Trustees present voting 'aye'.

Item #3. Approve August 2021 Financial Statement. Motion by Wolfram, second by Nelson to approve the August 2021 Financial Statement. Motion carried all Trustees present voting 'aye'.

Item #4. Approve August 2021 Invoices. Motion by Nelson, second by Adams to approve the August 2021 Invoices. Motion carried, all Trustees present voting 'aye'.

Item #5. Approve August 17th, 2021 Board Meeting Minutes. Motion by Adams, second by Nelson to approve the August 17th, 2021 Board Meeting Minutes. Motion carried, all Trustees present voting 'aye'.

Item #6. SBR Inner Wall Project – Pay Request No. 15 \$36,967.92. Motion by Wolfram, second by Adams to approve Pay Request No. 15 in the amount of \$36,967.92. Motion carried, all Trustees present voting 'aye'.

Item #7. Davis Property Assessment on 240th St. The Board and Davis discussed the assessment from 1998 on the 20-acre parcel on 240th Street and the intent to split the property in half as it's being sold for development. The property has been zoned as agricultural, so the assessment has been deferred. The buyer of the property is requesting that the assessment on the parcel be split, however the buyer is buying and developing the front half of the parcel closest to the road. This would reclassify the property to residential, meaning the assessment is now due. No action taken by the Board.

Item #8. Infrastructure Upgrade Engineering Selection. The Board discussed the engineering firms that submitted their proposals. Motion by Nelson, second by Adams to select Bolton & Menk as the engineer for the Infrastructure Upgrade Project. Motion carried, all Trustees present voting 'aye'.

Item #9. Infrastructure Funding. Shultz phoned in to discuss the financing timeline options.

Item #10. Resolution 21-05. Not to exceed \$6,700,000 General Obligation Capital Loan Notes. A Resolution fixing date for a meeting on the proposition to authorize a Loan Agreement and the

issuance of Notes to evidence the obligations of the Sanitary District thereunder. Motion by Nelson, second by Wolfram to approve Resolution 21-05, a Resolution fixing date for a meeting on the proposition to authorize a Loan Agreement and the issuance of Notes to evidence the obligations of the Sanitary District thereunder, setting the date of the public hearing for October 21, 2021. President Bale called roll with the following results: Adams, 'aye'; Wolfram, 'aye'; Nelson, 'aye'; Bale, 'aye'.

Item #11. Resolution 21-06. A Resolution Establishing Authorized Bank Signatures. Hanson noted that the bank signatures need to be modified to include Moore, Hanson, and Nelson as the new Treasurer. Motion by Adams, second by Wolfram to approve Resolution 21-06, a Resolution Establishing Authorized Bank Signatures. President Bale called roll with the following results: Adams, 'aye'; Wolfram, 'aye'; Nelson, 'aye'; Bale, 'aye'.

Item #12. Employee Benefits. Hanson recommended sticking with the same plan this year, as the increase was roughly 5.9% which includes on plan changing from a single plan to a family plan. There may be another employee leaving the plan as well. Motion by Nelson, second by Adams to approve the Blue Cross Blue Shield Bronze Plan. Motion carried, all Trustees present voting 'aye'.

Item #13. Plant SCADA System Quote. Tabled.

Item #14. Unfinished Business. No unfinished business to be discussed.

Item #15. Administrator's Report. Hanson noted a transfer switch at Lift Station #8 needed to be replaced and that came in at around \$4,500.00.

Item #16. Trustee's Report.

- a. October Board Meeting – Rescheduled for October 21st, 2021 at 5:30 p.m.
- b. Board Vacancy. Bale noted that with Lothar Meyer's passing there is a vacancy on the Board. Bale thought maybe it's best at this time to forgo appointing someone to that position and just continue to think about individuals who might be a good fit. Adams recommended planting a tree at the District in memorial of Lothar Meyer.

There being no further business to discuss, motion by Nelson, second by Adams to adjourn. Motion carried, all trustees present voting 'aye'. Meeting adjourned at 7:09 p.m.

ATTEST:

Larry Adams, Clerk

**Clear Lake Sanitary District
Standard Monthly Invoices already paid as of September 21, 2021**

Check #	Date	Vendor Name	Amount	Description
EFT	08/25/21	NET PAYROLL	17,845.93	08/25/21 NET PAYROLL
EFT	08/25/21	FEDERAL W/H	6,270.10	08/25/21 FEDERAL WITHHOLDING
EFT	08/25/21	EMPLOYEE HSA CONTRIBUTIONS	70.00	08/25/21 EMPLOYEE HSA CONTRIBUTIONS
EFT	08/25/21	IPERS W/H	8,177.87	08/25/21 IPERS WITHHOLDING
EFT	08/25/21	IA DEPT. REV.	2,318.00	08/25/21 STATE W/H
EFT	09/01/21	POSTMASTER	1,589.33	SEPT BILL MAILING
EFT	09/08/21	NET PAYROLL	18,167.81	09/08/21 NET PAYROLL

EFT	09/08/21	FEDERAL W/H	6,349.85	09/08/21 FEDERAL WITHHOLDING
EFT	09/08/21	EMPLOYEE HSA CONTRIBUTIONS	70.00	09/08/21 EMPLOYEE HSA CONTRIBUTIONS
25655	08/23/21	ALLIANT ENERGY	1,538.00	ELECTRIC/GAS
25656	08/23/21	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
25657	08/23/21	WELLMARK BCBS	12,581.31	HEALTH INSURANCE PREMIUMS
25658	08/23/21	J&J MACHINING	595.00	BDLG 30 ACTUATOR DRIVE DRILL & TAP
25659	08/23/21	HOTSY EQUIPMENT	113.00	BREAKER SWITCH
25660	08/23/21	PRINCIPAL FINANCIAL	1,084.10	DENTAL INSURANCE PREMIUMS
25661	08/23/21	PEKIN LIFE INSURANCE	520.21	LIFE INSURANCE PREMIUMS
25662	08/23/21	BROWN SUPPLY CO.	145.52	DIGESTER #3 ELBOW & COUPLING
25663	08/31/21	IOWA ONE CALL	54.00	LOCATE CHARGES
25664	08/31/21	ALLIANT ENERGY	142.27	ELECTRIC/GAS
25665	08/31/21	SPILMAN, DENNIS	15.01	ON-CALL MILEAGE REIMBURSEMENT
25666	08/31/21	AVESIS	200.13	VISION INSURANCE PREMIUMS
25667	08/31/21	MIDWEST PIPE SUPPLY	3,270.00	RISERS/SEWER COVERS
25668	08/31/21	OFFICE ELEMENTS	79.80	PAPER
25669	08/31/21	INTERSTATE ALL BATTERY	22.50	PLANT DIALER BATTERIES
25670	08/31/21	CARDMEMBER SERVICES	584.92	MENARDS - PLANT SUPPLIES
25670	08/31/21	CARDMEMBER SERVICES	13.36	AMAZON - MEDICAL SUPPLIES
25670	08/31/21	CARDMEMBER SERVICES	169.04	NORTH CENTRAL LABS - LAB SUPPLIES
25670	08/31/21	CARDMEMBER SERVICES	58.94	AMAZON - CAMERA TRUCK PARTS
25670	08/31/21	CARDMEMBER SERVICES	477.09	CLTEL - PHONE/INTERNET SERVICE
25670	08/31/21	CARDMEMBER SERVICES	13.77	KRAMER - WASP SPRAY
25670	08/31/21	CARDMEMBER SERVICES	32.60	MENARDS - BLDG 30 CHLORINE LINE PARTS
25670	08/31/21	CARDMEMBER SERVICES	108.04	USA BLUEBOOK - BLDG 30 VALVE
25670	08/31/21	CARDMEMBER SERVICES	258.49	BEST BUY - SAMPLER REFRIGERATOR
25670	08/31/21	CARDMEMBER SERVICES	779.36	HACH - LAB SUPPLIES
25670	08/31/21	CARDMEMBER SERVICES	94.04	USA BLUEBOOK - PVC CHECK VALVE
25670	08/31/21	CARDMEMBER SERVICES	94.24	MS AZURE - BACKUP SERVICES
25670	08/31/21	CARDMEMBER SERVICES	37.97	KRAMER - PLANT SUPPLIES
25670	08/31/21	CARDMEMBER SERVICES	143.66	AMAZON - LOCATE PAINT
25670	08/31/21	CARDMEMBER SERVICES	131.56	AMAZON - SHOP SUPPLIES
25670	08/31/21	CARDMEMBER SERVICES	57.80	HACH - LAB SUPPLIES
25670	08/31/21	CARDMEMBER SERVICES	51.99	KRAMER - LAWN SEED
25670	08/31/21	CARDMEMBER SERVICES	174.64	AMAZON - FRAMES/OFFICE SUPPLIES
25670	08/31/21	CARDMEMBER SERVICES	1,310.00	IAWEA - ANNUAL CONFERENCE REGISTRATIONS
25670	08/31/21	CARDMEMBER SERVICES	764.94	NORTH CENTRAL LABS - LAB SUPPLIES
25671	08/31/21	MOORE, ANGIE	300.00	AUG CLEANING SERVICES
25672	08/31/21	CONSOLIDATED ENERGY	549.95	GASOLINE
25673	08/31/21	CULVER-HAHN ELECTRIC	59.06	BDLG 30 PARTS
25674	08/31/21	LMK TECHNOLOGIES	859.99	SADDLE KIT
25675	08/31/21	HACK'S PEST CONTROL	45.00	AUG PEST CONTROL
25676	08/31/21	FLOOR TO CEILING	315.57	BLINDS/INSTALL
25677	09/01/21	PRIMERICA LIFE INSURANCE	241.42	LIFE INSURANCE PREMIUMS
25678	09/02/21	SPILMAN, DENNIS	1,613.31	2021 DEDUCTIBLE REIMBURSEMENT
25679	09/16/21	ALLIANT ENERGY	18,797.99	ELECTRIC/GAS
25680	09/16/21	LANDFILL OF NORTH IOWA	433.70	GRIT/WASTE DISPOSAL
25681	09/16/21	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
25682	09/16/21	MARCO, INC.	59.10	COPIER MAINTENANCE FEE
25683	09/16/21	FEDERAL EXPRESS	86.79	SHIPPING CHARGES
25684	09/16/21	ABSOLUTE WASTE REMOVAL	128.75	WASTE DISPOSAL SERVICE
25685	09/16/21	GFG INSTRUMENTATION	429.26	GAS MONITOR REPAIRS
25686	09/16/21	PEKIN LIFE INSURANCE	520.21	LIFE INSURANCE PREMIUMS
25687	09/16/21	SPRINGBROOK	555.75	WEB PYMT/CREDIT CARD FEES
25688	09/16/21	INCONTROL, INC.	219.00	ENGINEERING SERVICES
			<u>111,978.48</u>	

Clear Lake Sanitary District
Unpaid Invoices as of September 21, 2021

Check #	Date	Vendor Name	Amount	Description
PENDING	9/21/21	CULVER-HAHN ELECTRIC	329.08	GATE ACTUATOR PARTS
PENDING	9/21/21	FASTENAL	48.88	DIGESTER/RAG SCREEN PARTS
PENDING	9/21/21	FEDERAL FIRE EQUIPMENT CO.	1,193.50	EXTINGUISHER INSPECTION/MAINT.
PENDING	9/21/21	GUSTAVE A. LARSON	116.81	THERMOSTAT
PENDING	9/21/21	INTERSTATE ALL BATTERY CENTER	97.60	LS BATTERIES/CORE RETURN
PENDING	9/21/21	MACQUEEN EQUIPMENT	4,895.00	WINCAN SOFTWARE/TRAINING
PENDING	9/21/21	MASON CITY RENTALS	198.40	TRENCHER RENTAL
PENDING	9/21/21	MID-AMERICA PUBLISHING CORP	435.70	PUBLICATIONS
PENDING	9/21/21	NAPA	28.02	PARTS/SUPPLIES
PENDING	9/21/21	PUEGGEL, GRANT	85.58	UNIFORMS REIMBURSEMENT
PENDING	9/21/21	R COMM WIRELESS	2,132.00	RADIOS/CHARGERS
PENDING	9/21/21	TEST AMERICA	3,132.00	LAB TESTING
PENDING	9/21/21	WHKS	1,297.44	PRETREATMENT BLDG IMPROV. PROJ. ENGIN.
PENDING	9/21/21	DONALDSON, AARON	1,252.17	REFUND
			<u>15,242.18</u>	