

**MINUTES OF BOARD OF TRUSTEES: June 21, 2022**  
**CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA**

The regular board meeting was called to order by President Bale at 5:31 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 (Treasurer)  
Larry Adams (Clerk)  
Robert Wolfram, Jr.

Absent:

Also present: Mitch Hanson, Administrator  
Taylor Moore, Finance Director

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

Item #2. Approve May 2022 Financial Statement. Motion by Nelson, second by Adams to approve the May 2022 Financial Statement. Motion carried all Trustees present voting 'aye'.

Item #3. Approve May 2022 Invoices. Motion by Wolfram, second by Adams to approve the May 2022 Invoices. Motion carried, all Trustees present voting 'aye'.

Item #4. Approve May 17<sup>th</sup>, 2022 Board Meeting Minutes. Motion by Nelson, second by Wolfram to approve the May 17<sup>th</sup>, 2022 Board Meeting Minutes. Motion carried, all Trustees present voting 'aye'.

Item #5. Amendment to Ordinance No. 7 – Sewer Rate Increase. Hanson noted that a 4% increase was budgeted previous and that is the increase used in the Amendment to Ordinance No. 7. Motion by Adams, second by Nelson to approve the first reading of the Amendment to Ordinance No. 7, increasing the monthly sewer rates by 4%. President Bale called roll with the following results: Adams, 'aye'; Wolfram, 'aye'; Nelson, 'aye'; and Bale, 'aye'. Motion carried. Motion by Nelson, second by Wolfram to waive the second and third readings of the Amendment to Ordinance No. 7. President Bale called roll with the following results: Adams, 'aye'; Wolfram, 'aye'; Nelson, 'aye'; and Bale, 'aye'. Motion carried.

Item #6. WWTF Pretreatment Improvements – Pay Request #5 \$18,453.75. Motion by Nelson, second by Adams to approve the Pretreatment Improvement Project Pay Request #5 in the amount of \$18,453.75. Motion carried, all Trustees present voting 'aye'.

Item #7. WWTF Pretreatment Improvements – Change Order #2 \$17,972.97. Motion by Nelson, second by Wolfram to approve the Pretreatment Improvement Project Pay Request #5 in the amount of \$17,972.97. Motion carried, all Trustees present voting 'aye'.

Item #8. Hydroseeder and Supplies Quote – Affordable Remodeling & Repair - \$6,000.00. Hanson stated that he found this deal online, after being informed by the manufacturer that there won't be any new units made this year due to the inability to get the required parts. This is a used unit that was only used a couple times and comes with some required supplies. Motion by Adams, second by Wolfram to approve the Hydroseeder and Supplies from Affordable Remodeling & Repair in the amount of \$6,000.00. Motion carried, all Trustees present voting 'aye'.

Item #9. Harley Rake Quote – BDS Equipment - \$6,799.00. Hanson said this Harley Rake was about \$3,000.00 cheaper than any other he could find. Motion by Nelson, second by Wolfram to approve the Harley Rake quote from BDS Equipment in the amount of \$6,799.00. Motion carried, all Trustees present voting ‘aye’.

Item #10. Parking Lot Expansion Quote - \$15,426.00. At the May meeting the Board requested an additional quote, Hanson presented one from North Iowa Sand & Gravel which came in about \$3,100.00 lower than last month’s quote from Heartland Asphalt. Hanson also mentioned that included in the quote was excavation of sand and dirt, which the District could do themselves and save roughly \$2,800.00 off the presented quote. Motion by Adams, second by Wolfram to approve the quote from North Iowa Sand & Gravel in the amount of \$15,426.00. Motion carried, all Trustees present voting ‘aye’.

Item #11. Certificate of Deposit. Moore said that there’s a CD coming due next week from FSB in the amount of \$107,000.00. Rates are currently still low, the Board directed Moore to cash in the CD and check rates again next month with the other CD coming in due in July.

Item #12. Lab Update Engineering Contract. No action taken.

Item #13. Unfinished Business. Hanson discussed the Sand County Foundation briefly. The Board indicated they’d like to meet with them at the next meeting.

Item #14. Administrator’s report. Hanson expressed the need to have an attorney on retainer for meetings and general questions that arise. Hanson stated that the airport annexation will be approved in Mason City this evening and then it’ll be on next month’s agenda for approval.

Moore exited at 6:45 p.m.

Hanson said the facility plan for the Infrastructure Project have been completed and submitted to the DNR and now Bolton & Menk is working on the design plans. Hanson discussed tractor options for sludge hauling. Hanson stated that the District needs a rate study on pricing for waste strength, so that when new industries come to town, like the new distillery, there’s a solid foundation for pricing based upon BOD strength. Hanson has already had brief conversations with Bolton and Menk regarding this.

Item #15. Trustee’s Report. Bale discussed the results of the employee meetings with the rest of the Board.

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 7:29 p.m.

ATTEST:

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Larry Adams, Clerk

**Clear Lake Sanitary District**  
**Standard Monthly Invoices already paid as of June 21, 2022**

Check #	Date	Vendor Name	Amount	Description
EFT	05/18/22	NET PAYROLL	18,612.60	05/18/22 NET PAYROLL
EFT	05/18/22	FEDERAL W/H	6,476.73	05/18/22 FEDERAL WITHHOLDING
EFT	05/18/22	IPERS W/H	8,499.48	05/18/22 IPERS WITHHOLDING
EFT	05/18/22	IA DEPT. REV.	2,402.00	05/18/22 STATE W/H
EFT	05/26/22	UMB CORP TRUST BANK	132,331.10	GO BOND INTEREST PYMT

EFT	06/01/22	NET PAYROLL	18,369.87	06/01/22 NET PAYROLL
EFT	06/01/22	FEDERAL W/H	6,373.41	06/01/22 FEDERAL WITHHOLDING
EFT	06/07/22	POSTMASTER	1,577.41	JUN BILL MAILING
EFT	06/15/22	NET PAYROLL	19,397.98	06/15/22 NET PAYROLL
EFT	06/15/22	FEDERAL W/H	6,786.89	06/15/22 FEDERAL WITHHOLDING
26064	05/25/22	IOWA ONE CALL	49.00	LOCATE CHARGES
26065	05/25/22	ALLIANT ENERGY	2,720.52	ELECTRIC/GAS
26066	05/25/22	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
26067	05/25/22	TUSHA, TED	31.36	ON-CALL MILEAGE
26068	05/25/22	SPILMAN, DENNIS	15.68	ON-CALL MILEAGE
26069	05/25/22	WELLMARK BCBS	13,037.80	HEALTH INSURANCE PREMIUMS
26070	05/25/22	AVESIS	200.13	VISION INSURANCE PREMIUMS
26071	05/25/22	PUEGGEL, GRANT	23.40	ON-CALL MILEAGE
26072	05/25/22	PEKIN LIFE INSURANCE	520.21	LIFE INSURANCE PREMIUMS
26073	05/25/22	CARDMEMBER SERVICES	(18.99)	AMAZON - RETURNED ITEM
26073	05/25/22	CARDMEMBER SERVICES	7.50	AMAZON - OFFICE SUPPLIES
26073	05/25/22	CARDMEMBER SERVICES	395.92	AMAZON - CPU MOUNTS
26073	05/25/22	CARDMEMBER SERVICES	78.66	AMAZON - OFFICE SUPPLIES
26073	05/25/22	CARDMEMBER SERVICES	451.95	CLTEL - PHONE/INTERNET SERVICE
26073	05/25/22	CARDMEMBER SERVICES	20.91	WALMART - PLANT SUPPLIES
26073	05/25/22	CARDMEMBER SERVICES	29.95	ACE HARDWARE - WALL HOOKS
26073	05/25/22	CARDMEMBER SERVICES	16.04	ZOOM - SUBSCRIPTION FEES
26073	05/25/22	CARDMEMBER SERVICES	89.77	MICROSOFT - AZURE BACKUP
26073	05/25/22	CARDMEMBER SERVICES	99.24	MENARDS - SHOP TOOLS/ADMIN BLDG
26073	05/25/22	CARDMEMBER SERVICES	75.35	ACE HARDWARE - PLANT/SHOP SUPPLIES
26073	05/25/22	CARDMEMBER SERVICES	73.47	ACE HARDWARE - SHOP SUPPLIES
26073	05/25/22	CARDMEMBER SERVICES	29.99	AMAZON - OFFICE SUPPLIES
26073	05/25/22	CARDMEMBER SERVICES	329.00	HR SIMPLE - HR MANUALS
26073	05/25/22	CARDMEMBER SERVICES	33.76	ACE HARDWARE - PLANT SUPPLIES
26073	05/25/22	CARDMEMBER SERVICES	44.99	ACE HARDWARE - SHOP SUPPLIES
26073	05/25/22	CARDMEMBER SERVICES	1,296.61	AMAZON - OFFICE SUPPLIES
26073	05/25/22	CARDMEMBER SERVICES	764.75	HACH - LAB SUPPLIES
26073	05/25/22	CARDMEMBER SERVICES	128.27	DROPBOX - ANNUAL SUBSCRIPTION
26073	05/25/22	CARDMEMBER SERVICES	110.94	USA BLUEBOOK - COUPLING INSERT
26073	05/25/22	CARDMEMBER SERVICES	74.99	ACE HARDWARE - SHOP SUPPLIES
26073	05/25/22	CARDMEMBER SERVICES	5.99	ACE HARDWARE - OFFICE SUPPLIES
26073	05/25/22	CARDMEMBER SERVICES	1,353.13	ERA - LAB TESTING
26073	05/25/22	CARDMEMBER SERVICES	19.99	HARBOR FREIGHT - SHOP SUPPLIES
26073	05/25/22	CARDMEMBER SERVICES	369.99	AMAZON - CONTROL OFFICE LAPTOP
26073	05/25/22	CARDMEMBER SERVICES	30.98	ACE HARDWARE - SHOP SUPPLIES
26073	05/25/22	CARDMEMBER SERVICES	124.46	AMAZON - PLANT SUPPLIES
26073	05/25/22	CARDMEMBER SERVICES	53.98	AMAZON - SHOP SUPPLIES
26073	05/25/22	CARDMEMBER SERVICES	25.93	MENARDS - OFFICE SUPPLIES
26073	05/25/22	CARDMEMBER SERVICES	157.29	THERMOWORKS - LAB THERMOMETERS
26073	05/25/22	CARDMEMBER SERVICES	17.98	ACE HARDWARE - SHOP BLDG MAINT.
26073	05/25/22	CARDMEMBER SERVICES	816.65	AMAZON - SHOP TOOLS
26073	05/25/22	CARDMEMBER SERVICES	30.00	IA SECRETARY OF STATE - NOTARY RENEWAL
26073	05/25/22	CARDMEMBER SERVICES	29.97	AMAZON - PLANT SUPPLIES
26073	05/25/22	CARDMEMBER SERVICES	1,287.21	AMAZON - CONTROL OFFICE LAPTOPS/OFFICE SUPPLIES
26073	05/25/22	CARDMEMBER SERVICES	458.83	AMAZON - BLDG 30 PARTS
26073	05/25/22	CARDMEMBER SERVICES	220.00	AMAZON - BLDG 30 PARTS
26073	05/25/22	CARDMEMBER SERVICES	55.17	ACE HARDWARE - PLANT SUPPLIES
26073	05/25/22	CARDMEMBER SERVICES	47.75	ACE HARDWARE - SHOP SUPPLIES
26074	05/25/22	MERCYONE	78.00	EMPLOYEE SCREENING
26075	05/25/22	IN CONTROL, INC.	19,194.25	SCADA/BLDG 30 SCADA PROJECT/SCADA PC
26076	06/07/22	ALLIANT ENERGY	2,866.38	ELECTRIC/GAS
26077	06/07/22	MARCO, INC.	66.47	COPIER MAINTENANCE FEE
26078	06/07/22	SPILMAN, DENNIS	3,493.74	2022 HSA DEDUCTIBLE REIMBURSEMENT
26079	06/07/22	DJ GONGOL & ASSOCIATES	1,217.21	BLDG 30 PUMP IMPELLER
26080	06/07/22	MOORE, ANGIE	300.00	MAY CLEANING SERVICES

26081	06/07/22	SPRINGBROOK	574.75	WEB PYMT/CREDIT CARD FEES
26082	06/07/22	HACK'S PEST CONTROL	45.00	PEST CONTROL
26083	06/07/22	NASSCO	97.77	CLEANING SUPPLIES
26084	06/07/22	PRIMERICA LIFE INSURANCE	257.19	LIFE INSURANCE PREMIUMS
26085	06/07/22	FLOOR TO CEILING	15,983.93	ADMIN BLDG CARPET/TILE/WINDOW SHADES
26086	06/07/22	NORTHWOOD SANITATION	590.00	WASTE DISPOSAL SERVICE
26088	06/16/22	ALLIANT ENERGY	17,884.49	ELECTRIC/GAS
26089	06/16/22	POSTMASTER	592.00	STAMPS
26090	06/16/22	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
26091	06/16/22	TUSHA, TED	31.36	ON-CALL MILEAGE
26092	06/16/22	OFFICE ELEMENTS	3,573.45	CONTROL OFFICE/LAB OFFICE FURNITURE
26093	06/16/22	PEKIN LIFE INSURANCE	520.21	LIFE INSURANCE PREMIUMS
26094	06/16/22	CONSOLIDATED ENERGY	1,260.78	GASOLINE/KEROSENE
			<u>315,478.36</u>	

**Clear Lake Sanitary District  
Unpaid Invoices as of June 21, 2022**

Check #	Date	Vendor Name	Amount	Description
PENDING	6/21/22	BOLTON & MENK	1,710.00	INFRASTRUCTURE UPGRADE ENGINEERING
PENDING	6/21/22	CULVER-HAHN ELECTRIC	341.50	DIGESTER 1 MIXER PARTS
PENDING	6/21/22	EUROFINS TESTING	2,780.00	LAB TESTING
PENDING	6/21/22	FAREWAY	45.99	PLANT/OFFICE SUPPLIES
PENDING	6/21/22	GRABINSKI LAW FIRM	1,575.00	LEGAL SERVICES
PENDING	6/21/22	IA COMMUNITIES POOL ADMIN.	55,276.00	PROPERTY INSURANCE 7/22 - 6/23
PENDING	6/21/22	IMWCA	6,552.00	WORKERS COMP PREMIUM 7/22 - 6/23
PENDING	6/21/22	IN CONTROL, INC.	15,086.50	SCADA UPGRADE PROJECT
PENDING	6/21/22	LANDFILL OF NORTH IOWA	133.00	WASTE/GRIT DISPOSAL
PENDING	6/21/22	MASON CITY RENTALS	214.45	HARLEY RAKE RENTAL
PENDING	6/21/22	MID-AMERICA PUBLISHING CORP	217.86	PUBLICATIONS
PENDING	6/21/22	MUNICIPAL SUPPLY INC	1,114.50	METERS
PENDING	6/21/22	NAPA	11.99	PARTS/SUPPLIES
PENDING	6/21/22	POSTMASTER	122.00	ANNUAL PO BOX FEE
PENDING	6/21/22	SIOUX VALLEY ENVIRONMENTAL	4,392.00	ACRYLIC POLYMER
PENDING	6/21/22	WHKS	5,303.66	PRETREATMENT BLDG IMPROV. PROJ. ENGIN.
PENDING	6/21/22	WOODFORD LUMBER & HOME CO.	55.14	SHOP SUPPLIES
PENDING	6/21/22	HANSON, CHRISTOPHER	14.65	REFUND
			<u>94,946.24</u>	