

MINUTES OF BOARD OF TRUSTEES: July 19, 2022
CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA

The regular board meeting was called to order by President Bale at 5:51 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)

Absent: Robert Wolfram, Jr.

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

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

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

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

Item #4. Approve June 21st, 2022 Board Meeting Minutes. Motion by Adams, second by Nelson to approve the June 21st, 2022 Board Meeting Minutes. Motion carried, all Trustees present voting 'aye'.

Item #5. WWTF Pretreatment Improvements – Pay Request #6. Hanson said the engineer denied the pay request, this was tabled until the next meeting.

Item #6. Attorney Discussion. Bale stated that himself and Hanson met with Matt Berry and Shelby Webb from Laird Law Firm to discuss the possibility of Laird Law Firm representing the Sanitary District. Laird will come up with a proposal and get back to the District in the near future, at which time they'd like to meet with the rest of the Board.

Item #7. Resolution 22-03. Voluntary Annexation Petition – Mason City Airport. Hanson said after a few issues and delays, all the paperwork is now in order for the Mason City Airport annexation. Motion by Nelson, second by Adams to approve Resolution 22-03, a Voluntary Annexation Petition – Mason City Airport. President Bale called the roll with the following results: Nelson, 'aye'; Adams, 'aye'; and Bale, 'aye'. Motion carried.

Item #8. Resolution 22-04, A Resolution Certifying Delinquent Sewer Accounts as a lien upon the real property serviced by a connection during FY 2022. Motion by Nelson, second by Adams to approve Resolution 22-04, A Resolution Certifying Delinquent Sewer Accounts as a lien upon the real property serviced by a connection during FY 2022. President Bale called the roll with the following results: Adams, 'aye'; Nelson, 'aye'; and Bale, 'aye'. Motion carried.

Item #9. Account Adjustments. Moore presented the Board with four accounts that were no longer collectible, amounting to \$961.74. Motion by Adams, second by Nelson to approve the account adjustments in the amount of \$961.74. Motion carried, all Trustees present voting 'aye'.

Item #10. Sludge Hauling Equipment Quotes. Hanson presented quotes for several different used tractors and sludge hauling tanks. Nelson requested a few more quotes on the sludge hauling tank. Hanson and the Board narrowed down the tractors to a 2018 Case IH in the amount of \$267,000 and a 2016 Case IH in the amount of \$257,000. Motion by Nelson, second by Adams to approve the purchase of either the 2016 or 2018 Case IH tractor pending a second review of each by Sanitary District staff with a not to exceed price of \$265,000.00. Motion carried, all Trustees present voting ‘aye’.

Item #11. Certificate of Deposit. Tabled until August.

Item #12. Pretreatment Gas Monitoring System Additional Equipment - \$425.00. Hanson noted that between the approval of the original contract and the signing of the official contract, a piece of safety equipment for the system needed to be replaced and was added to the contract. This safety light was never officially approved as part of the contract. Motion by Nelson, second by Adams to approve the additional \$425 for the safety light for the Pretreatment Gas Monitoring System. Motion carried, all Trustees present voting ‘aye’.

Item #13. Unfinished Business. No unfinished business to be discussed.

Item #14. Administrator’s report. Hanson gave quick updates on the parking lot expansion and rate study by Bolton and Menk. Hanson also discussed the need to have the Ordinances updated and fully re-written to include all the amendments over the years.

Item #15. Trustee’s Report. No report.

There being no further business to discuss, motion by Adams, second by Nelson to adjourn. Motion carried, all trustees present voting ‘aye’. Meeting adjourned at 7:10 p.m.

ATTEST:

Larry Adams, Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of July 19, 2022

Check #	Date	Vendor Name	Amount	Description
EFT	06/29/22	NET PAYROLL	18,810.73	06/29/22 NET PAYROLL
EFT	06/29/22	FEDERAL W/H	6,576.16	06/29/22 FEDERAL WITHHOLDING
EFT	06/29/22	IPERS W/H	12,663.52	06/29/22 IPERS WITHHOLDING
EFT	06/29/22	IA DEPT. REV.	3,608.00	06/29/22 STATE W/H
EFT	07/07/22	POSTMASTER	1,578.23	JUL BILL MAILING
EFT	07/13/22	NET PAYROLL	20,626.06	07/13/22 NET PAYROLL
EFT	07/13/22	FEDERAL W/H	7,140.19	07/13/22 FEDERAL WITHHOLDING
EFT	07/13/22	IA WORKFORCE DEVELOPMENT	146.07	1ST QTR 2022 UNEMPLOYMENT
EFT	07/13/22	IA DEPT. REV.	2,838.57	1ST QTR 2022 SALES TAX
26114	06/22/22	MASON CITY RED POWER	45,481.00	CASE TV370B SKID LOADER
26115	06/22/22	BDS EQUIPMENT	6,799.00	JENKINS 74" HARLEY RAKE
26116	06/28/22	IOWA ONE CALL	52.30	MAY LOCATE CHARGES
26117	06/28/22	ALLIANT ENERGY	157.62	ELECTRIC/GAS
26118	06/28/22	PLUMB SUPPLY CO.	41.62	PLANT SUPPLIES
26119	06/28/22	MUNICIPAL SUPPLY, INC.	559.80	1" METERS/COUPLERS
26120	06/28/22	SPILMAN, DENNIS	31.36	ON-CALL MILEAGE
26121	06/28/22	WELLMARK BCBS	13,037.80	HEALTH/DENTAL PREMIUMS

26122	06/28/22	FEDERAL EXPRESS	21.10	SHIPPING CHARGES
26123	06/28/22	FIVE STAR COOP	241.00	GRASS SEED
26124	06/28/22	BRIAN NETTLETON EXCAVATING	8,091.56	FORCE MAIN VALVE REPLACEMENT
26125	06/28/22	AVESIS	200.13	VISION INSURANCE PREMIUMS
26126	06/28/22	PUEGGEL, GRANT	363.59	2022 HSA DEDUCTIBLE REIMBURSEMENT
26127	06/28/22	CARDMEMBER SERVICES	(220.00)	AMAZON - RETURNED ITEM
26127	06/28/22	CARDMEMBER SERVICES	116.23	MENARDS - PLANT SUPPLIES
26127	06/28/22	CARDMEMBER SERVICES	55.40	MENARDS - PLANT SUPPLIES
26127	06/28/22	CARDMEMBER SERVICES	453.29	CLTEL - PHONE/INTERNET SERVICE
26127	06/28/22	CARDMEMBER SERVICES	95.72	FLEET FARM - PLANT SUPPLIES
26127	06/28/22	CARDMEMBER SERVICES	53.80	AMAZON - OFFICE SUPPLIES
26127	06/28/22	CARDMEMBER SERVICES	51.46	AMAZON - OFFICE SUPPLIES
26127	06/28/22	CARDMEMBER SERVICES	38.88	MENARDS - BLDG 35 ELECTRICAL SUPPLIES
26127	06/28/22	CARDMEMBER SERVICES	16.04	ZOOM - SUBSCRIPTION
26127	06/28/22	CARDMEMBER SERVICES	87.14	MICROSOFT - AZURE BACKUP SERVICES
26127	06/28/22	CARDMEMBER SERVICES	71.96	AMAZON - DIGESTER FLOATS
26127	06/28/22	CARDMEMBER SERVICES	7.88	ACE HARDWARE - SHOP SUPPLIES
26127	06/28/22	CARDMEMBER SERVICES	12.99	ACE HARDWARE - PLANT SUPPLIES
26127	06/28/22	CARDMEMBER SERVICES	901.86	HACH - LAB SUPPLIES
26127	06/28/22	CARDMEMBER SERVICES	15.95	AMAZON - OFFICE SUPPLIES
26127	06/28/22	CARDMEMBER SERVICES	15.98	AMAZON - OFFICE SUPPLIES
26127	06/28/22	CARDMEMBER SERVICES	1,662.93	MENARDS - SHELVING
26127	06/28/22	CARDMEMBER SERVICES	12.95	ACE HARDWARE - UV BLDG SUMP PUMP PARTS
26127	06/28/22	CARDMEMBER SERVICES	47.98	AMAZON - PLANT SUPPLIES
26127	06/28/22	CARDMEMBER SERVICES	235.56	AMAZON - BLDG 30 VFD FAN
26127	06/28/22	CARDMEMBER SERVICES	25.96	AMAZON - FILTERS
26127	06/28/22	CARDMEMBER SERVICES	21.99	ACE HARDWARE - SHOP SUPPLIES
26127	06/28/22	CARDMEMBER SERVICES	106.99	MICROSOFT - MS 365 SUBSCRIPTION
26127	06/28/22	CARDMEMBER SERVICES	434.67	MENARDS - GROUNDS MAINTENANCE SUPPLIES
26127	06/28/22	CARDMEMBER SERVICES	1,202.95	HACH - LAB SUPPLIES
26127	06/28/22	CARDMEMBER SERVICES	79.98	AMAZON - OFFICE SUPPLIES
26127	06/28/22	CARDMEMBER SERVICES	430.89	HACH - LAB SUPPLIES
26127	06/28/22	CARDMEMBER SERVICES	953.37	HACH - LAB SUPPLIES
26127	06/28/22	CARDMEMBER SERVICES	199.11	AMAZON - OFFICE SUPPLIES
26128	06/28/22	MOORE, ANGIE	300.00	JUNE CLEANING SERVICES
26129	06/28/22	CONSOLIDATED ENERGY	2,380.60	GASOLINE/DIESEL
26130	06/28/22	CULVER-HAHN ELECTRIC	150.00	ELECTRICAL COURSE
26131	06/28/22	SEUFFERLEIN, STEVEN	4,900.00	2022 HSA DEDUCTIBLE REIMBURSEMENT
26132	06/28/22	PRIMERICA LIFE INSURANCE	257.19	LIFE INSURANCE PREMIUMS
26133	06/07/22	BDS EQUIPMENT	1,198.00	SKID LOADER FORKS/TRAILER MOVER
26134	06/07/22	MID-IOWA SOLID WASTE EQUIP.	1,405.00	JET TRUCK NOZZLE/VARIABLE FLOW GUN
26135	07/06/22	BACON, STEVE	240.00	FY 2023 ANNUAL CELL PHONE STIPEND
26136	07/06/22	TUSHA, TED	240.00	FY 2023 ANNUAL CELL PHONE STIPEND
26137	07/06/22	SPILMAN, DENNIS	240.00	FY 2023 ANNUAL CELL PHONE STIPEND
26138	07/06/22	FIVE STAR COOP	462.50	SEED/FERTILIZER/WEED SPRAY
26139	07/06/22	FULLERTON, RON	240.00	FY 2023 ANNUAL CELL PHONE STIPEND
26140	07/06/22	PUEGGEL, GRANT	240.00	FY 2023 ANNUAL CELL PHONE STIPEND
26141	07/06/22	MOORE, TAYLOR	240.00	FY 2023 ANNUAL CELL PHONE STIPEND
26142	07/06/22	CONSOLIDATED ENERGY	131.50	LS#8 FUEL CAP
26143	07/06/22	HANSON, MITCHELL	240.00	FY 2023 ANNUAL CELL PHONE STIPEND
26144	07/06/22	HACK'S PEST CONTROL	45.00	JUNE PEST CONTROL
26145	07/06/22	MORROW, JUSTIN	240.00	FY 2023 ANNUAL CELL PHONE STIPEND
26146	07/06/22	NORTHWOOD SANITATION, LLC	175.00	JUNE GARBAGE/RECYCLING
26147	07/06/22	KEY ELEMENTS CONSULTING	155.00	WATER CONFERENCE - HANSON
26148	07/14/22	ALLIANT ENERGY	24,391.10	ELECTRIC/GAS
26149	07/14/22	MARCO, INC.	66.47	COPIER MAINTENANCE FEE
26150	07/14/22	BACON, STEVE	79.99	EMPLOYEE UNIFORMS/BOOTS REIMBURSEMENT
26151	07/14/22	SPILMAN, DENNIS	16.75	ON-CALL MILEAGE
26152	07/14/22	WOLFRAM, JR., ROBERT	53.82	FY 2022 MILEAGE
26153	07/14/22	SPRINGBROOK	598.50	JUNE WEB PYMT/CREDIT CARD FEES

26154	07/14/22	NELSON, TONY	13.62	FY 2022 MILEAGE
26155	07/14/22	HANSON, MITCHELL	77.22	MILEAGE REIMBURSEMENT
26156	07/14/22	BALE, MARK	24.49	FY 2022 MILEAGE
26157	07/14/22	ADAMS, LARRY	65.46	FY 2022 MILEAGE
			<u>195,122.53</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of July 19, 2022**

Check #	Date	Vendor Name	Amount	Description
PENDING	7/19/22	BOLTON & MENK	14,002.50	INFRASTRUCTURE UPGRADE ENGINEERING
PENDING	7/19/22	CC SCREEN PRINTING	309.00	UNIFORMS/EMBROIDERY
PENDING	7/19/22	EUROFINS TESTING	4,679.00	LAB TESTING
PENDING	7/19/22	GOODNATURE WORK STOP	579.90	EMPLOYEE BOOTS/UNIFORMS/SAFETY GEAR
PENDING	7/19/22	GUSTAVE A. LARSON	502.85	LS MOTOR EXHAUSTS/AC VOLT MOTOR
PENDING	7/19/22	IN CONTROL, INC.	22,062.59	SCADA UPGRADE PROJECT
PENDING	7/19/22	IN CONTROL, INC.	4,243.60	PRETREATMENT BLDG GAS DETECTION PROJ.
PENDING	7/19/22	LANDFILL OF NORTH IOWA	175.70	WASTE/GRIT DISPOSAL
PENDING	7/19/22	MID-AMERICA PUBLISHING CORP	204.93	PUBLICATIONS
PENDING	7/19/22	NAPA	228.97	PARTS/SUPPLIES
PENDING	7/19/22	NORTHLAND SECURITIES	1,250.00	GO BOND CONT. DISCLOSURE FILING
PENDING	7/19/22	SNAP-ON TOOLS	85.00	GRINDER REPAIRS
PENDING	7/19/22	TRUCK CENTER	354.91	JET TRUCK PARTS/REPAIRS
PENDING	7/19/22	UV DOCTOR LAMPS, LLC	1,465.36	UV BULBS - BLDG 30
PENDING	7/19/22	WHKS	4,309.78	PRETREATMENT BLDG IMPROV. PROJ. ENGIN.
PENDING	7/19/22	BILLION FORD	61.51	REFUND
PENDING	7/19/22	PIERCE, RICHARD	13.55	REFUND
			<u>54,529.15</u>	