

MINUTES OF BOARD OF TRUSTEES: May 21, 2024
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) (via Zoom)
Tony Nelson (Treasurer)
Larry Adams (Clerk)
Robert Wolfram, Jr.
Tracy Peterson

Absent:

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

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

Item #2. Consent Agenda: Approve April 2024 Financial Statement.
Approve April 2024 Invoices.
Approve April 23rd, 2024 Board Meeting Minutes.

Motion by Peterson, second by Nelson to approve the Consent Agenda. Motion carried, all Trustees present voting 'aye'.

Item #3. Infrastructure Upgrade Project – Pay Request #14 \$179,250.70. Motion by Adams, second by Nelson to approve the Infrastructure Upgrade Project Pay Request #14 in the amount of \$179,250.70. Motion carried, all Trustees present voting 'aye'.

Item #4. Lift Station SCADA Improvement Project – Pay Request #10 \$858.00. Motion by Peterson, second by Wolfram to approve the Lift Station SCADA Improvement Project Pay Request #10 in the amount of \$858.00. Motion carried, all Trustees present voting 'aye'.

Item #5. Kinseth Hospitality Companies Parking Lease. Bale noted that the lease had been increased by \$50.00 per month and the terms reduced to one year. Motion by Adams, second by Nelson to approve the Kinseth Hospitality Companies Parking Lease. Motion carried, all Trustees present voting 'aye'.

Item #6. Utility Trailer Quote. Hanson presented a quote for a power tilt bumper pull deck-over trailer in the amount of \$15,600.00 from Tom Eischen Sales. Motion by Adams, second by Peterson to approve the quote from Tom Eischen Sales in the amount of \$15,600.00, subject to Hanson gathering another comparable quote. Motion carried, all Trustees present voting 'aye'.

Item #7. Certificate of Deposit. Motion by Nelson, second by Adams to formally approve the two year, 4.75%, \$250,000 CD with First Citizen's Bank that was approved via email. Motion carried, all Trustees present voting 'aye'.

Item #8. Unfinished Business. Hanson updated the Board on the current status of the Lift Station 2 project. Hanson also noted he's awaiting answers on the aeration equipment.

Item #9. Administrator's Report. Hanson said he received the final quotes on the filters for Alliant's Tertiary Building project, which came in at \$256,000. Moore stated that he's been looking into new payroll software options due to issues with the current software.

Item #10. Trustee's Report. Bale noted that he'd like to have another workshop in August in regards to long term planning. Bale also questioned whether or not South Shore Estates has been connected to the sewer. Wolfram inquired about DNR State Park base rates.

There being no further business to discuss, motion by Nelson, second by Wolfram to adjourn. Motion carried, all trustees present voting 'aye'. Meeting adjourned at 6:08 p.m.

ATTEST:

Larry Adams, Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of May 21, 2024

Check #	Date	Vendor Name	Amount	Description
EFT	05/01/24	NET PAYROLL	22,045.35	05/01/24 NET PAYROLL
EFT	05/01/24	FEDERAL W/H	7,823.23	05/01/24 FEDERAL WITHHOLDING
EFT	05/02/24	POSTMASTER	1,852.62	MAY BILL MAILING
EFT	05/14/24	IA DEPT. REV.	916.59	APR '24 SALES TAX
EFT	05/15/24	NET PAYROLL	25,902.86	05/15/24 NET PAYROLL
EFT	05/15/24	FEDERAL W/H	9,383.88	05/15/24 FEDERAL WITHHOLDING
27161	04/26/24	IOWA ONE CALL	31.50	LOCATE CHARGES
27162	04/26/24	ALLIANT ENERGY	645.28	ELECTRIC/GAS
27163	04/26/24	WELLMARK BCBS	17,387.65	HEALTH & DENTAL INSURANCE PREMIUMS
27164	04/26/24	CARDMEMBER SERVICES	(39.99)	AMAZON - LAB SUPPLIES RETURNED
27164	04/26/24	CARDMEMBER SERVICES	9.49	AMAZON - OFFICE SUPPLIES
27164	04/26/24	CARDMEMBER SERVICES	55.98	AMAZON - CAMERA TRUCK SUPPLIES
27164	04/26/24	CARDMEMBER SERVICES	416.48	THOMAS SCIENTIFIC - LAB SUPPLIES
27164	04/26/24	CARDMEMBER SERVICES	70.33	AMAZON - OFFICE SUPPLIES
27164	04/26/24	CARDMEMBER SERVICES	589.15	CLTEL - PHONE/INTERNET SERVICE
27164	04/26/24	CARDMEMBER SERVICES	17.11	ZOOM - SUBSCRIPTION FEES
27164	04/26/24	CARDMEMBER SERVICES	398.04	MENARDS - SOFTENER SALT/PLANT SUPPLIES
27164	04/26/24	CARDMEMBER SERVICES	1,625.18	IDEXX - LAB SUPPLIES
27164	04/26/24	CARDMEMBER SERVICES	1.92	ACE HARDWARE - SHOP SUPPLIES
27164	04/26/24	CARDMEMBER SERVICES	125.79	MIRROR REPORTER - LEGAL PUBLICATIONS
27164	04/26/24	CARDMEMBER SERVICES	472.98	AMAZON - TONER
27164	04/26/24	CARDMEMBER SERVICES	54.34	ACE HARDWARE - SHOP SUPPLIES
27164	04/26/24	CARDMEMBER SERVICES	163.00	AMAZON - SHOP SUPPLIES
27164	04/26/24	CARDMEMBER SERVICES	1,785.38	NC LABS - LAB SUPPLIES
27164	04/26/24	CARDMEMBER SERVICES	85.29	AMAZON - SHOP/OFFICE SUPPLIES
27164	04/26/24	CARDMEMBER SERVICES	114.56	AMAZON - OFFICE SUPPLIES
27164	04/26/24	CARDMEMBER SERVICES	102.45	USA BLUEBOOK - LAB GLOVES
27164	04/26/24	CARDMEMBER SERVICES	687.12	USA BLUEBOOK - LAB SUPPLIES
27164	04/26/24	CARDMEMBER SERVICES	54.14	MS AZURE - BACKUP SERVICES
27164	04/26/24	CARDMEMBER SERVICES	1,056.93	THOMAS SCIENTIFIC - LAB CHAIRS
27164	04/26/24	CARDMEMBER SERVICES	1,278.37	TROJAN TECH - BLDG 30 UV EQUIPMENT
27164	04/26/24	CARDMEMBER SERVICES	58.03	MIRROR REPORTER - LEGAL PUBLICATIONS
27165	04/26/24	MOORE, TAYLOR	374.08	24 DEDUCTIBLE REIMBURSEMENT
27166	04/26/24	MOORE, ANGIE	350.00	APRIL CLEANING SERVICES
27167	04/26/24	COUNTRYSIDE BUILDERS	2,145.00	LS #2 FOUNDATION REPAIR/LAB CEILING REPAIR

27168	04/26/24	SPRINGBROOK LLC	662.15	WEB HOSTING/CREDIT CARD FEES
27169	04/26/24	VELOCITY SPORT LLC	20.09	REFUND
27170	04/26/24	SHILL, SHAWN	6.84	REFUND
27171	04/30/24	AVESIS	206.15	VISION INSURANCE PREMIUMS
27172	04/30/24	HANSON, MITCHELL	639.62	24 DEDUCTIBLE REIMBURSEMENT
27173	04/30/24	FIRST CITIZEN'S BANK	250,000.00	CD PURCHASE
27174	04/30/24	NORTHWOOD SANITATION	175.00	WASTE DISPOSAL SERVICE
27175	05/07/24	MARCO, INC.	84.67	COPIER MAINTENANCE FEE
27176	05/07/24	MUNICIPAL SUPPLY	3,111.05	WATER METERS
27177	05/07/24	EUROFINS	3,537.00	LAB TESTING
27178	05/07/24	CONSOLIDATED ENERGY	1,220.43	GAS/OIL
27179	05/07/24	SPRINGBROOK LLC	644.10	WEB HOSTING/CREDIT CARD FEES
27180	05/07/24	LISA'S PEST CONTROL	45.00	PEST CONTROL SERVICE
27181	05/07/24	LAIRD LAW FIRM	2,500.00	LEGAL SERVICES
27182	05/14/24	ALLIANT ENERGY	13,496.15	ELECTRIC/GAS
27183	05/14/24	VAN METER, INC.	33.40	LS #5 PARTS
27184	05/14/24	PEKIN LIFE INSURANCE	626.82	LIFE INSURANCE PREMIUMS
27185	05/20/24	PMMIC INSURANCE	1,336.00	LS #5 UST INSURANCE PREMIUMS
27186	05/20/24	ELLIOT EQUIPMENT CO.	524,855.00	JET TRUCK - 2024 SUPER PRODUCTS CAMEL
			<u>901,239.58</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of May 21, 2024**

Check #	Date	Vendor Name	Amount	Description
PENDING	5/21/24	BOLTON & MENK	15,917.50	INFRAST. UPGRADE PROJ. CONST. SERVICES
PENDING	5/21/24	CERRO GORDO DEPT. OF HEALTH	110.00	EMPLOYEE VACCINATIONS
PENDING	5/21/24	FAREWAY	16.40	COFFEE/TEA
PENDING	5/21/24	GOODNATURE WORK STOP	199.96	EMPLOYEE BOOTS/UNIFORMS
PENDING	5/21/24	LANDFILL OF NORTH IOWA	179.45	WASTE/GRIT DISPOSAL
PENDING	5/21/24	MASON CITY RED POWER	32.00	310 MFD TRACTOR PARTS/SUPPLIES
PENDING	5/21/24	NAPA	196.96	PARTS/SUPPLIES
PENDING	5/21/24	NASSCO	326.12	PLANT SUPPLIES
PENDING	5/21/24	POTTER & BRANT PLC	18,000.00	FY '23 AUDIT FEES
PENDING	5/21/24	SPRINGBROOK	17,381.75	ANNUAL SOFTWARE SUBSCRIPTION FEES
PENDING	5/21/24	STATE HYGIENIC LABORATORY	42.50	LAB TESTING
			<u>52,402.64</u>	