

**MINUTES OF BOARD OF TRUSTEES: January 21, 2025
CLEAR LAKE SANITARY DISTRICT, CERRO GORDO COUNTY, IOWA**

The regular board meeting was called to order by President Bale immediately following the public hearing 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)
Larry Adams (Clerk)
Robert Wolfram, Jr.
Tracy Peterson (via phone)

Absent: Tony Nelson (Treasurer)

Also present: Mitch Hanson, Administrator (via phone)
Taylor Moore, Finance Director
Michelle Case, Billing Clerk
John Graupman, Bolton & Menk (via phone)
Nick Hollaar, John T Jones Construction (via phone)
Tim Vanderzanden, John T Jones Construction (via phone)
Tim Boland, John T Jones Construction (via phone)

Item #1. Resolution 25-01, a Resolution Instituting Proceedings to Take Additional Action for the Issuance of not to exceed \$1,500,000 General Obligation Capital Loan Notes. Motion by Peterson, second by Wolfram to approve Resolution 25-01, a Resolution Instituting Proceedings to Take Additional Action for the Issuance of not to exceed \$1,500,000 General Obligation Capital Loan Notes. President Bale called roll with the following results: Peterson, 'aye'; Wolfram, 'aye'; Adams, 'aye'; and Bale, 'aye'. Motion carried.

Item #2. Election of CLSD Board Officers. Motion by Wolfram to keep Bale as President, Nelson as Treasurer, Adams as Clerk, and himself and Peterson as Trustees. Motion carried, all Trustees present voting 'aye'.

Item #3. Opportunity for public to speak. No public comments.

Item #4. Consent Agenda:

- Approve December 2024 Financial Statement.
- Approve December 2024 Invoices.
- Approve December 17th, 2024 Board Meeting Minutes.

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

Item #5. Infrastructure Upgrade Project – Pay Request #22 \$79,313.27. Motion by Peterson, second by Wolfram to approve the Infrastructure Upgrade Project Pay Request #22 in the amount of \$79,313.27. Motion carried, all Trustees present voting 'aye'.

Item #6. Infrastructure Upgrade Project – Final Completion Date Discussion. Hollaar from John T Jones discussed what was remaining on the project, and discussed a substantial completion date of 4/24/2025 and a final completion date of 05/30/2025. Graupman and Hanson attested to this. Motion by Peterson, second by Adams to approve a substantial completion date of

04/24/2025 and a final completion date of 05/30/2025 for the Infrastructure Upgrade Project. Motion carried, all Trustees present voting 'aye'.

Item #7. Resolution 25-02, a Resolution Approving Official Statement. Motion by Adams, second by Wolfram to approve Resolution 25-02, a Resolution Approving Official Statement. President Bale called roll with the following results: Peterson, 'aye'; Wolfram, 'aye'; Adams, 'aye'; and Bale, 'aye'. Motion carried.

Item #8. New Shop Construction Project. Resolution 25-03, a Resolution approving Plans and Specification, Ordering Bids, Notice to Bidders, Fixing Amount of Bid Security, and Ordering the Administrator to Publish Notice and Fixing a date for Receiving Same, and for a Public Hearing on Plans, Specifications, Form of Contract and Estimate of Costs for the Construction of the "New Shop Construction Project" for the Clear Lake Sanitary District, Clear Lake, IA. This item was tabled until a future meeting.

Item #9. LS #2 Retaining Wall. Hanson presented a quote from Countryside Builders LLC for a retaining wall and concrete driveway at Lift Station #2 in the amount of \$132,381.25. Wolfram requested that the disposal of the existing generator pad and labor and materials for shrubbery be removed from the quote, dropping it to \$127,281.25 and then questioned the amount of \$8,500 for General Conditions. Motion by Peterson, second by Adams to approve with quote as modified per the discussions referred to as above. Motion carried, all Trustees present voting 'aye'.

Hanson exited at 6:21 p.m.

Item #10. Account Adjustment. Account #010530-005. Moore explained that this account is billed per barrels produced, a monthly report is typically received, and when it's not, it's estimated. Case added that at the end of the year this is compared to an annual report and adjustments are made and they're usually underbilled. This year happened to be overbilled and the customer is due a credit of \$890.58. Motion by Adams, second by Wolfram to approve the credit of \$890.58 for Account #010530-005. Motion carried, all Trustees present voting 'aye'.

Account #011748-000. Moore noted that this home has no meter and is up for sale, the owners have moved out of state, but is not a seasonal account. Moore also noted that this home, which is billed on a bedroom rate, has only been billed for two bedrooms, while the County is showing four. The Board directed Moore to adjust to seasonal while it's for sale, and adjust it to four bedrooms when the summer rate starts.

Peterson exited at 6:30 p.m.

Item #11. Unfinished Business. No unfinished business to be discussed.

Item #12. Administrator's Report. Bale indicated that a public hearing for the FY 2026 Budget needed to be set for February 18th, 2025. Moore stated he'd get that set and publish for that public hearing on February 6th, 2025. Moore stated that Hanson and himself had been discussing an hourly amount for televising and jetting in order to establish a 28E Agreement with the City of Clear Lake and possibly the County and the City of Ventura. The amount settled on was \$350/hour for both services. The Board agreed that this would be an appropriate amount to approach the City of Clear Lake with.

Item #13. Trustee's Report. No report.

There being no further business to discuss, motion by Adams, second by Wolfram to adjourn. Motion carried, all trustees present voting 'aye'. Meeting adjourned at 6:39 p.m.

ATTEST:

Larry Adams, Clerk

**Clear Lake Sanitary District
Standard Monthly Invoices already paid as of January 21, 2025**

Check #	Date	Vendor Name	Amount	Description
EFT	12/25/24	NET PAYROLL	29,511.41	12/25/24 NET PAYROLL
EFT	12/25/24	FEDERAL W/H	10,833.89	12/25/24 FEDERAL WITHHOLDING
EFT	12/25/24	IPERS W/H	11,926.05	12/25/24 IPERS WITHHOLDING
EFT	12/25/24	IA DEPT. REV.	3,670.30	12/25/24 STATE W/H
EFT	12/26/24	UMB CORP TRUST BANK	600.00	BOND AGENT FEES
EFT	12/26/24	IA WORKFORCE DEVELOPMENT	18.82	4TH QTR '24 UNEMPLOYMENT
EFT	01/06/25	POSTMASTER	1,973.68	JAN BILL MAILING
EFT	01/08/25	NET PAYROLL	31,332.37	01/08/25 NET PAYROLL
EFT	01/08/25	FEDERAL W/H	1,754.65	01/08/25 FEDERAL WITHHOLDING
EFT	01/14/25	IA DEPT. REV.	852.18	DEC '24 SALES TAX
27529	12/18/24	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
27530	12/18/24	WELLMARK BCBS	21,005.55	HEALTH/DENTAL INSURANCE PREMIUMS
27531	12/18/24	FULLERTON, RON	56.97	PARTS/SUPPLIES REIMBURSEMENT
27532	12/18/24	PEKIN LIFE INSURANCE	836.09	LIFE INSURANCE PREMIUMS
27533	12/18/24	OLLENBURG MOTORS, INC.	40,590.00	2025 CHEVY SILVERADO
27534	12/23/24	ALLIANT ENERGY	3,644.31	ELECTRIC/GAS
27535	12/23/24	FEDERAL EXPRESS	21.01	SHIPPING CHARGES
27536	12/23/24	ADVANTAGE ADMINISTRATORS	300.00	ANNUAL POP PLAN RENEWAL
27537	12/23/24	FIVE STAR SHOP SERVICE	215.85	SHOP PARTS/SUPPLIES
27538	12/23/24	PRIMERICA LIFE INSURANCE CO.	314.30	LIFE INSURANCE PREMIUMS
27539	01/03/25	BMC AGGREGATES LLC	28.01	SAND
27540	01/03/25	PLUMB SUPPLY COMPANY	218.42	BLDG 30 PROJECT PARTS
27541	01/03/25	MARCO, INC.	84.67	COPIER MAINTENANCE FEE
27542	01/03/25	CASE, MICHELLE	6,300.00	2024 DEDUCTIBLE REIMBURSEMENT
27543	01/03/25	LARRY ELWOOD CONSTRUCTION	13,459.00	TRUCK PLOW
27544	01/03/25	CARDMEMBER SERVICES	(100.99)	MENARDS - PARTS RETURNED
27544	01/03/25	CARDMEMBER SERVICES	42.37	ACE HARDWARE - SHOP SUPPLIES
27544	01/03/25	CARDMEMBER SERVICES	143.30	AMAZON - OFFICE SUPPLIES/CALENDARS
27544	01/03/25	CARDMEMBER SERVICES	258.00	FLEET FARM - SHOP TOOLS
27544	01/03/25	CARDMEMBER SERVICES	634.31	CLTEL - PHONE/INTERNET SERVICE
27544	01/03/25	CARDMEMBER SERVICES	195.37	MENARDS - IRON FILTER PARTS
27544	01/03/25	CARDMEMBER SERVICES	24.98	AMAZON - OFFICE SUPPLIES
27544	01/03/25	CARDMEMBER SERVICES	363.30	MENARDS - SHOP SUPPLIES
27544	01/03/25	CARDMEMBER SERVICES	17.11	ZOOM - SUBSCRIPTION FEES
27544	01/03/25	CARDMEMBER SERVICES	234.35	LANDS' END - UNIFORMS
27544	01/03/25	CARDMEMBER SERVICES	578.46	KLEEN-RITE - BLDG 30 PROJECT VALVES
27544	01/03/25	CARDMEMBER SERVICES	169.99	ACE HARDWARE - SHOP PUMP
27544	01/03/25	CARDMEMBER SERVICES	475.57	AMAZON - SHOP/OFFICE SUPPLIES
27544	01/03/25	CARDMEMBER SERVICES	1,063.99	NC LABS - LAB SUPPLIES
27544	01/03/25	CARDMEMBER SERVICES	772.95	FLEET FARM - SHOP STORAGE/SUPPLIES
27544	01/03/25	CARDMEMBER SERVICES	51.17	ACE HARDWARE - SHOP SUPPLIES
27544	01/03/25	CARDMEMBER SERVICES	728.96	MENARDS - BLDG 30 PROJECT PARTS
27544	01/03/25	CARDMEMBER SERVICES	19.34	ACE HARDWARE - SHOP SUPPLIES
27544	01/03/25	CARDMEMBER SERVICES	297.94	MENARDS - BLDG 30 PROJECT PARTS

27544	01/03/25	CARDMEMBER SERVICES	110.80	MENARDS - BLDG 30 PROJECT PARTS
27544	01/03/25	CARDMEMBER SERVICES	51.63	MICROSOFT - AZURE BACKUP SERVICES
27544	01/03/25	CARDMEMBER SERVICES	59.98	AMAZON - OFFICE SUPPLIES
27545	01/03/25	MOORE, ANGIE	350.00	DEC CLEANING SERVICES
27546	01/03/25	AMERICAN SOLUTIONS FOR BUSINESS	4,547.53	BILLING CARDS
27547	01/03/25	SPRINGBROOK	707.75	CREDIT CARD/WEB HOSTING FEES
27548	01/03/25	NORTHWOOD SANITATION	175.00	WASTE DISPOSAL SERVICE
27549	01/03/25	BACON, STEVE	2,000.00	2025 HSA SEED
27550	01/03/25	CASE, MICHELLE	2,000.00	2025 HSA SEED
27551	01/03/25	SPILMAN, DENNIS	2,000.00	2025 HSA SEED
27552	01/03/25	FULLERTON, RON	2,000.00	2025 HSA SEED
27553	01/03/25	PUEGGEL, GRANT	2,000.00	2025 HSA SEED
27554	01/03/25	MOORE, TAYLOR	2,000.00	2025 HSA SEED
27555	01/03/25	HANSON, MITCHELL	2,000.00	2025 HSA SEED
27556	01/03/25	MORROW, JUSTIN	2,000.00	2025 HSA SEED
27557	01/03/25	SEUFFERLEIN, STEVEN	2,000.00	2025 HSA SEED
27558	01/03/25	QUINN, MICHAEL	2,000.00	2025 HSA SEED
27559	01/10/25	ALLIANT ENERGY	3,224.62	ELECTRIC/GAS
27560	01/10/25	STATE HYGENIC LAB	215.00	LAB TESTING
27561	01/10/25	MUNICIPAL SUPPLY INC.	85.00	METER PARTS
27562	01/10/25	EUROFINS	2,249.50	LAB TESTING
27563	01/10/25	FULLERTON, RON	5,500.00	2025 DEDUCTIBLE REIMBURSEMENT
27564	01/10/25	CONSOLIDATED ENERGY	742.25	UNLEADED FUEL
27565	01/10/25	MORROW, JUSTIN	274.39	2024 DEDUCTIBLE REIMBURSEMENT
27566	01/10/25	CORE & MAIN LP	2,297.45	INFRASTRUCTURE PROJ. VALVE PARTS
27567	01/10/25	LAIRD LAW FIRM	1,250.00	JAN LEGAL SERVICES
27568	01/10/25	QUINN, MICHAEL	180.00	FY 2025 CELL PHONE ALLOWANCE
27569	01/10/25	JT MACHINE & TOOL	185.00	SERVICE TRUCK MAINTENANCE
			<u>227,817.62</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of January 21, 2025**

Check #	Date	Vendor Name	Amount	Description
PENDING	1/21/25	ALLIANT ENERGY	17,174.81	ELECTRIC/GAS
PENDING	1/21/25	ATURA	21,700.00	NEW SHOP PROJECT DESIGN/CONST. DOCS
PENDING	1/21/25	AVESIS	147.25	VISION INSURANCE PREMIUMS
PENDING	1/21/25	BOLTON & MENK	19,506.85	INFRAST. UPGRADE PROJ. CONST. SERVICES
PENDING	1/21/25	CONSOLIDATED ENERGY	2,074.80	DIESEL - GENERATORS/PLANT BARREL
PENDING	1/21/25	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	1/21/25	FASTENAL	42.42	BLDG 30 PROJECT PARTS
PENDING	1/21/25	GUSTAVE A. LARSON	502.50	PRETREATMENT BLDG HEATER ACTUATOR
PENDING	1/21/25	GWORKS	2,219.00	2025 PAYROLL SOFTWARE LICENSE
PENDING	1/21/25	INTERSTATE ALL BATTERY CENTER	450.90	BACKUP BATTERIES
PENDING	1/21/25	LANDFILL OF NORTH IOWA	37.00	WASTE/GRIT DISPOSAL
PENDING	1/21/25	NAPA	151.17	PARTS/SUPPLIES
PENDING	1/21/25	OLLENBURG MOTORS	150.00	FLOOR MATS
PENDING	1/21/25	PEKIN	538.39	LIFE INSURANCE PREMIUMS
PENDING	1/21/25	PETTY CASH	130.81	POSTAGE/SUPPLIES
PENDING	1/21/25	S&H ENVIRONMENTAL	3,275.00	INFRASTRUCTURE PROJ. - VALVE INSTALL
PENDING	1/21/25	XYLEM WATER SOLUTIONS	15,267.44	DIGESTER #2 & #3 AERATION SYSTEM
PENDING	1/21/25	FARMERS STATE BANK	57.00	REFUND
			<u>83,519.06</u>	