

**MINUTES OF BOARD OF TRUSTEES: February 18, 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)  
Tony Nelson (Treasurer)  
Larry Adams (Clerk)  
Robert Wolfram, Jr.

Absent: Tracy Peterson

Also present: Mitch Hanson, Administrator (via phone)  
Taylor Moore, Finance Director  
Mark Kroemer, Architect, Atura Architecture  
Chris Terry, Core Real Estate.

Item #1. Opportunity for public to speak. Chris Terry introduced himself and discussed his apartment complex project, the 1200 Jade Apartments. Terry noted that when planning for the project he was unaware of base rate the Sanitary District charges, and that it would apply to each unit. Terry said that the base rate was not part of the estimate when budgeting the rental amounts for each unit. Terry said he takes full responsibility for missing the base rate, but wanted to reach out to see what options were available.

Item #2. Consent Agenda:

- Approve January 2025 Financial Statement.
- Approve January 2025 Invoices.
- Approve January 21<sup>st</sup>, 2025 Board Meeting Minutes.

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

Item #3. Infrastructure Upgrade Project – Pay Request #23 \$130,134.06. Motion by Nelson, second by Adams to approve the Infrastructure Upgrade Project Pay Request #23 in the amount of \$130,134.06. Motion carried, all Trustees present voting 'aye'.

Item #4. Alliant Tertiary Project Pay Request:

- Trojan Technologies #2 - \$180,812.00.
- Aqua Aerobics #1 - \$259,360.00.

Motion by Adams, second by Wolfram to approve the Alliant Tertiary Project Pay Requests as per the amounts listed. Motion carried, all Trustees present voting 'aye'.

Item #5. 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. Kroemer covered the results of the soil boring for the new location of the shop, noting that the new location should not require geopiers, and the project could move forward with bidding. Motion

by Nelson, second by Adams to approve Resolution 25-03. President Bale called roll with the following results: Nelson, 'aye'; Wolfram, 'aye'; Adams, 'aye'; and Bale, 'aye'. Motion carried.

Item #6. Resolution 25-04, a Resolution Approving FY 2026 Budget. Motion by Adams, second by Wolfram to approve Resolution 25-04. President Bale called roll with the following results: Nelson, 'aye'; Wolfram, 'aye'; Adams, 'aye'; and Bale, 'aye'. Motion carried.

Item #7. Account Adjustment. Account #015901-000. Hanson explained that there are two buildings on this property with different owners and a shared water line with one meter. The line between the two buildings froze and broke resulting in approximately 125,850 gallons of usage that did not go down the sewer. Motion by Nelson, second by Adams to approve the credit of \$387.62 for Account #015901-000. Motion carried, all Trustees present voting 'aye'.

Item #8. Jetting and Televising Pricing for Cities. Hanson noted that a price adjustment for televising and jetting for Clear Lake, Ventura, and Cerro Gordo County had been in the works for a couple meetings now, and upon some further research, Hanson believes the \$350/hour pricing as discussed at the previous meeting would a good price to settle on. Motion by Bale, second by Nelson to set the jetting and televising price to \$350/hour for the City of Clear Lake, City of Ventura and Cerro Gordo County. Motion carried, all Trustees present voting 'aye'.

Item #9. Unfinished Business. No unfinished business to be discussed.

Item #10. Administrator's Report. Hanson stated that a pump that was installed in 1996 from Lift Station #6 has gone out and will need to be replaced at some point in the near future. Hanson recommended replacing the other pump from 1996 at the same time. Hanson expects these pumps to cost approximately \$50,000 each. Moore said there was a CD coming due next week that will be deposited as discussed a few months ago when the previous CD was put out for bids.

- 1200 Jade Apartments. The Board directed Hanson to reach out to Chris Terry with Core Real Estate Group to have him present the Board with a formal request in regards to what he's looking for.

Item #11. Trustee's Report. No report.

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 6:50 p.m.

ATTEST:

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Larry Adams, Clerk

**Clear Lake Sanitary District**  
**Standard Monthly Invoices already paid as of February 18, 2025**

Check #	Date	Vendor Name	Amount	Description
EFT	01/22/25	NET PAYROLL	26,259.57	01/22/25 NET PAYROLL
EFT	01/22/25	FEDERAL W/H	9,251.12	01/22/25 FEDERAL WITHHOLDING
EFT	01/22/25	IPERS W/H	11,795.58	01/22/25 IPERS WITHHOLDING
EFT	01/22/25	IA DEPT. REV.	2,204.03	01/22/25 STATE W/H
EFT	01/24/25	CLB&T	100.99	DEPOSIT SLIP ORDER
EFT	02/04/25	POSTMASTER	1,982.46	JAN BILL MAILING
EFT	02/05/25	NET PAYROLL	26,970.33	02/05/25 NET PAYROLL

EFT	02/05/25	FEDERAL W/H	9,677.89	02/05/25 FEDERAL WITHHOLDING
27589	01/28/25	IOWA ONE CALL	1.10	ONE CALL CHARGES
27590	01/28/25	ALLIANT ENERGY	3,964.23	ELECTRIC/GAS
27591	01/28/25	WELLMARK BCBS	20,176.03	HEALTH/DENTAL INSURANCE PREMIUMS
27592	01/28/25	FEDERAL EXPRESS	16.67	SHIPPING CHARGES
27593	01/28/25	PEKIN LIFE INSURANCE	132.60	LIFE INSURANCE PREMIUMS
27594	01/28/25	CARDMEMBER SERVICES	(36.53)	KLEEN-RITE - SALES TAX CREDIT
27594	01/28/25	CARDMEMBER SERVICES	(2.33)	PRITCHARDS - SALES TAX CREDIT
27594	01/28/25	CARDMEMBER SERVICES	29.99	ACE HARDWARE - BLDG 30 PARTS
27594	01/28/25	CARDMEMBER SERVICES	52.20	NC LABS - LAB SUPPLIES
27594	01/28/25	CARDMEMBER SERVICES	15.98	ACE HARDWARE - SHOP SUPPLIES
27594	01/28/25	CARDMEMBER SERVICES	633.19	CLTEL - PHONE/INTERNET SERVICE
27594	01/28/25	CARDMEMBER SERVICES	408.05	MENARDS - BLDG 30 PROJECT PARTS
27594	01/28/25	CARDMEMBER SERVICES	17.11	ZOOM - SUBSCRIPTION FEES
27594	01/28/25	CARDMEMBER SERVICES	208.15	LED OUTFITTERS - TRUCK LIGHTBAR
27594	01/28/25	CARDMEMBER SERVICES	174.28	AMAZON - OFFICE/LAB SUPPLIES
27594	01/28/25	CARDMEMBER SERVICES	454.92	TRUCK SPECIALTIES - TRUCK BACKRACK
27594	01/28/25	CARDMEMBER SERVICES	35.62	PRITCHARDS - POWER STEERING CAP
27594	01/28/25	CARDMEMBER SERVICES	1,129.99	TRACTOR SUPPLY - NEW TRUCK TOOLBOX
27594	01/28/25	CARDMEMBER SERVICES	33.57	ACE HARDWARE - SHOP SUPPLIES
27594	01/28/25	CARDMEMBER SERVICES	44.97	FLEET FARM - OFFICE/SHOP SUPPLIES
27594	01/28/25	CARDMEMBER SERVICES	177.94	ACE HARDWARE - SHOP TOOLS
27594	01/28/25	CARDMEMBER SERVICES	99.78	MENARDS - SHOP SUPPLIES
27594	01/28/25	CARDMEMBER SERVICES	124.97	STAPLES - OFFICE SUPPLIES
27594	01/28/25	CARDMEMBER SERVICES	53.39	MICROSOFT - AZURE BACKUP SERVICES
27594	01/28/25	CARDMEMBER SERVICES	26.00	CERRO GORDO CO. - TRUCK REGISTRATION
27594	01/28/25	CARDMEMBER SERVICES	17.76	AMAZON - OFFICE SUPPLIES
27594	01/28/25	CARDMEMBER SERVICES	663.07	USA BLUEBOOK - 5/8 EQ PARTS
27594	01/28/25	CARDMEMBER SERVICES	60.91	MIRROR REPORTER - PUBLIC HEARING PUBLICATION
27594	01/28/25	CARDMEMBER SERVICES	44.97	ACE HARDWARE - LS #5 BULBS
27594	01/28/25	CARDMEMBER SERVICES	138.20	STAMPMAKER - OFFICE STAMPS
27594	01/28/25	CARDMEMBER SERVICES	38.24	MENARDS - SHOP SUPPLIES
27595	01/28/25	MOORE, ANGIE	350.00	JAN CLEANING SERVICES
27596	02/04/25	MARCO, INC.	84.67	COPIER MAINTENANCE FEE
27597	02/04/25	AVESIS	147.25	VISION INSURANCE PREMIUMS
27598	02/04/25	MOORE, TAYLOR	1,325.38	2025 DEDUCTIBLE REIMBURSEMENT
27599	02/04/25	SPRINGBROOK, LLC	703.95	CREDIT CARD/WEB HOSTING FEES
27600	02/04/25	NORTHWOOD SANITATION	175.00	JAN WASTE SERVICE
			<u>119,963.24</u>	

**Clear Lake Sanitary District  
Unpaid Invoices as of February 18, 2025**

Check #	Date	Vendor Name	Amount	Description
PENDING	2/18/25	ALLIANT ENERGY	20,784.02	ELECTRIC/GAS
PENDING	2/18/25	BOLTON & MENK	21,786.76	INFRAST. UPGRADE PROJ. CONST. SERVICES
PENDING	2/18/25	CAMPBELL SUPPLY CO.	919.99	GAS DETECTOR
PENDING	2/18/25	CASE, MICHELLE	150.00	VACUUM REIMBURSEMENT
PENDING	2/18/25	CC SCREEN PRINTING	46.47	UNIFORMS/EMBROIDERY
PENDING	2/18/25	CONSOLIDATED ENERGY	693.05	UNLEADED FUEL
PENDING	2/18/25	CORE & MAIN	645.00	BLDG 30 PROJECT PARTS
PENDING	2/18/25	CULVER-HAHN ELECTRIC	816.22	BLDG 30 PROJECT PARTS
PENDING	2/18/25	ECHO GROUP, INC.	49.27	LS #6 PARTS/BLDG 30 UV PARTS
PENDING	2/18/25	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	2/18/25	EUROFINS TESTING	3,594.00	LAB TESTING
PENDING	2/18/25	FASTENAL	657.10	BLDG 30 PROJECT PARTS/WATER
PENDING	2/18/25	FLOW CONTROL AUTOMATION	2,278.00	SBR #2 ACTUATOR MAINTENANCE
PENDING	2/18/25	GOODNATURE WORK STOP	384.96	EMPLOYEE BOOTS/UNIFORMS

PENDING	2/18/25	HANSON, MITCHELL	60.87	SHOP SUPPLIES REIMBURSEMENT
PENDING	2/18/25	IDEXX	489.36	LAB SUPPLIES
PENDING	2/18/25	JIM JOLLY SALES, INC.	376.98	LS #3 COUNTERWEIGHT ARM
PENDING	2/18/25	LAIRD LAW FIRM	1,250.00	LEGAL SERVICES
PENDING	2/18/25	MORROW, JUSTIN	36.00	TRAVEL REIMBURSEMENT
PENDING	2/18/25	MUNICIPAL SUPPLY INC	9,126.00	METER UPGRADE PROJ. SINGLE WIRE PORTS
PENDING	2/18/25	NAPA	69.95	PARTS/SUPPLIES
PENDING	2/18/25	R COMM WIRELESS	1,049.00	LS #1 & #3 RADIOS
PENDING	2/18/25	VAN WALL EQUIPMENT	8.36	LS #7 PARTS
PENDING	2/18/25	XYLEM WATER SOLUTIONS	16,362.96	DIGESTER #2 & #3 AERATION SYSTEM
PENDING	2/18/25	DOHLMAN, MICHAELA	3.32	REFUND
PENDING	2/18/25	LAKE TIME BREWERY	541.15	REFUND
PENDING	2/18/25	MEYER FAMILY TURKEY FARM, LLC	14.11	REFUND
			<u>82,286.62</u>	