

MINUTES OF BOARD OF TRUSTEES: March 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) (via Zoom)
Tony Nelson (Treasurer)
Robert Wolfram, Jr.
Tracy Peterson

Absent: Larry Adams (Clerk)

Also present: Mitch Hanson, Administrator
Taylor Moore, Finance Director
Michelle Case, Billing Clerk
Michael Moeller, Attorney, Laird Law Firm
Chip Schultz, Northland Securities
Kristi Brant, CPA, Potter & Brant (via Zoom)
Mark Kroemer, Architect, Atura Architecture
Chris Terry, Core Real Estate

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

Item #2. Consent Agenda:

- Approve February 2025 Financial Statement.
- Approve February 2025 Invoices.
- Approve February 18th, 2025 Board Meeting Minutes.

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

Item #3. 1200 Jade Apartments. Chris Terry discussed his proposal of a reduced base rate charge until a certificate of occupancy is obtained. Moeller expressed to the Board that something like this should be done by way of an Ordinance change, should they want to go that route for apartment building constructions. Bale indicated that the Board, Moeller and Hanson will discuss further to possibly come up with a change to the Ordinance to accommodate some sort of fee waiver during construction or a fee reimbursement once a certificate of occupancy is obtained by the contractor. This item was tabled.

Item #4. Maintenance Facility Project.

- Resolution 25-05, A Resolution approving Contract, Bonds and Insurance Coverage for the Maintenance Facility Project. Kroemer went through the bid tab, noting that Steege Construction had the lowest responsible bid at a base bid of \$1,328,600. Hanson noted that instead of Alternates #1 and #2 the District should look at boring under the road to connect to the manhole across the street for the sewer connection. The Board decided against Alternate #3 as well, requesting that other options are looked at in regards to a fire alarm system. Motion by Peterson, second by Nelson to approve Resolution 25-05, A Resolution approving Contract, Bonds and Insurance Coverage for the Maintenance Facility Project with Steege Construction's base bid of \$1,328,600. President Bale called

the roll with the following results: Peterson, ‘aye’; Nelson, ‘aye’; Wolfram, ‘nay’; and Bale, ‘aye’. Motion carried.

Item #5. Maintenance Facility Project – Determination of Project Financing Amount. Schultz covered a couple different routes the Board could take in terms of the financing amount. The Board directed Schultz to proceed with the presented amount of \$1,485,665.00 for the financing. The Board also set a special meeting for further action regarding the financing for Monday, March 24, 2025 at 12:00 p.m.

Item #6. FY 2024 Audit. Brant presented the highlights of the Fiscal Year 2024 Audit. Motion by Peterson, second by Wolfram to approve the Fiscal Year 2024 Audit. Motion carried, all Trustees present voting ‘aye’.

Item #7. Infrastructure Upgrade Project – Pay Request #24 \$33,223.32. Motion by Nelson, second by Peterson to approve the Infrastructure Upgrade Project Pay Request #24 in the amount of \$33,223.32. Motion carried, all Trustees present voting ‘aye’.

Item #8. Alliant Tertiary Project Pay Request:

- Endress Hauser #2 - \$3,422.88.
- In Control #1 - \$22,273.75.

Motion by Peterson, second by Nelson to approve the Alliant Tertiary Project Pay Requests as per the amounts listed. Motion carried, all Trustees present voting ‘aye’.

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

Item #10. Administrator’s Report. Hanson noted that the landscaping at Lift Station #2 is set to begin as soon as the weather clears.

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 7:13 p.m.

ATTEST:

Larry Adams, Clerk

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

Check #	Date	Vendor Name	Amount	Description
EFT	02/12/25	IA DEPT. REV.	760.86	JAN '25 SALES TAX
EFT	02/19/25	NET PAYROLL	26,256.97	02/19/25 NET PAYROLL
EFT	02/19/25	FEDERAL W/H	9,250.28	02/19/25 FEDERAL WITHHOLDING
EFT	02/19/25	IPERS W/H	11,791.19	02/19/25 IPERS WITHHOLDING
EFT	02/19/25	IA DEPT. REV.	2,080.54	02/19/25 STATE W/H
EFT	03/05/25	NET PAYROLL	27,038.68	03/05/25 NET PAYROLL
EFT	03/05/25	FEDERAL W/H	9,661.46	03/05/25 FEDERAL WITHHOLDING
EFT	02/04/25	POSTMASTER	1,977.87	MAR BILL MAILING
EFT	01/14/25	IA DEPT. REV.	890.62	FEB '25 SALES TAX
27632	02/28/25	ALLIANT ENERGY	6,040.90	ELECTRIC/GAS

27633	02/28/25	WELLMARK BCBS	20,590.79	HEALTH/DENTAL INSURANCE PREMIUMS
27634	02/28/25	GFG INSTRUMENTATION	244.72	GAS DETECTOR CALIBRATION
27635	02/28/25	PEKIN LIFE INSURANCE	571.54	LIFE INSURANCE PREMIUMS
27636	02/28/25	CARDMEMBER SERVICES	135.95	USA BLUEBOOK - 5/8 EQ PARTS
27636	02/28/25	CARDMEMBER SERVICES	111.97	ULINE - SHOP GLOVES
27636	02/28/25	CARDMEMBER SERVICES	635.09	CLTEL - PHONE/INTERNET SERVICE
27636	02/28/25	CARDMEMBER SERVICES	144.57	USA BLUEBOOK - BLDG 30 PROJECT PARTS
27636	02/28/25	CARDMEMBER SERVICES	2,216.72	HACH - LAB SUPPLIES
27636	02/28/25	CARDMEMBER SERVICES	41.88	PERKINS - WORKSHOP MEALS
27636	02/28/25	CARDMEMBER SERVICES	17.11	ZOOM - SUBSCRIPTION FEES
27636	02/28/25	CARDMEMBER SERVICES	199.48	AMAZON - OFFICE/PLANT SUPPLIES
27636	02/28/25	CARDMEMBER SERVICES	116.79	USA BLUEBOOK - JET TRUCK PARTS
27636	02/28/25	CARDMEMBER SERVICES	183.08	AMAZON - PRINTER
27636	02/28/25	CARDMEMBER SERVICES	433.14	HACH - LAB SUPPLIES
27636	02/28/25	CARDMEMBER SERVICES	90.97	ACE HARDWARE - SHOP SUPPLIES
27636	02/28/25	CARDMEMBER SERVICES	291.42	MENARDS - SOFTENER SALT
27636	02/28/25	CARDMEMBER SERVICES	149.16	AMAZON - OFFICE SUPPLIES
27636	02/28/25	CARDMEMBER SERVICES	1,396.01	NC LABS - LAB SUPPLIES
27636	02/28/25	CARDMEMBER SERVICES	52.20	NC LABS - LAB SUPPLIES
27636	02/28/25	CARDMEMBER SERVICES	30.00	CENTRAL LOCK - REKEY LOCK CYLINDERS
27636	02/28/25	CARDMEMBER SERVICES	433.70	USA BLUEBOOK - JET TRUCK PARTS
27636	02/28/25	CARDMEMBER SERVICES	17.99	ACE HARDWARE - SHOP SUPPLIES
27636	02/28/25	CARDMEMBER SERVICES	82.94	MENARDS - SHOP SUPPLIES
27636	02/28/25	CARDMEMBER SERVICES	395.35	THOMAS SCIENTIFIC - LAB SUPPLIES
27636	02/28/25	CARDMEMBER SERVICES	32.94	ACE HARDWARE - SHOP SUPPLIES
27636	02/28/25	CARDMEMBER SERVICES	9.14	ACE HARDWARE - BLDG 30 PROJECT PARTS
27636	02/28/25	CARDMEMBER SERVICES	179.00	AMAZON - PRIME MEMBERSHIP RENEWAL
27636	02/28/25	CARDMEMBER SERVICES	38.21	MENARDS - SHOP SUPPLIES
27636	02/28/25	CARDMEMBER SERVICES	49.99	ACE HARDWARE - LADDER
27636	02/28/25	CARDMEMBER SERVICES	121.78	USA BLUEBOOK - BLDG 30 BISULFITE LINE
27636	02/28/25	CARDMEMBER SERVICES	3,534.01	IDEXX - LAB SUPPLIES
27636	02/28/25	CARDMEMBER SERVICES	476.69	STAPLES - ELECTRICAL DRAWING PRINTS
27636	02/28/25	CARDMEMBER SERVICES	45.58	MIRROR REPORTER - PUBLIC HEARING PUBLICATION
27636	02/28/25	CARDMEMBER SERVICES	3,058.29	THOMAS SCIENTIFIC - LAB EQUIPMENT
27636	02/28/25	CARDMEMBER SERVICES	185.93	QUALITY INN - CONFERENCE LODGING
27636	02/28/25	CARDMEMBER SERVICES	470.00	IRW ASSOC. - CONFERENCE REGISTRATION
27636	02/28/25	CARDMEMBER SERVICES	254.99	FLEET FARM - SHOP SUPPLIES
27636	02/28/25	CARDMEMBER SERVICES	14.97	ACE HARDWARE - LAB SUPPLIES
27636	02/28/25	CARDMEMBER SERVICES	247.56	AMAZON - SHOP SUPPLIES
27636	02/28/25	CARDMEMBER SERVICES	3,601.84	CORE & MAIN - LAB OVEN
27636	02/28/25	CARDMEMBER SERVICES	229.00	FLEET FARM - SHOP SUPPLIES
27636	02/28/25	CARDMEMBER SERVICES	299.99	AMERICAN WATER COLLEGE - CLASS REGISTRATION
27636	02/28/25	CARDMEMBER SERVICES	53.16	MS AZURE - BACKUP SERVICES
27636	02/28/25	CARDMEMBER SERVICES	165.00	IAWEA - MEMBERSHIP & CONFERENCE REGISTRATION
27636	02/28/25	CARDMEMBER SERVICES	150.00	IAWEA - MEMBERSHIPS
27636	02/28/25	CARDMEMBER SERVICES	565.90	ERA - LAB TESTING
27637	02/28/25	MOORE, TAYLOR	3,784.69	2025 DEDUCTIBLE REIMBURSEMENT
27638	02/28/25	MOORE, ANGIE	350.00	FEB CLEANING SERVICES
27639	02/04/25	MERCYONE OCCUPATIONAL HEALTH	81.00	EMPLOYEE SCREENING
27640	02/04/25	NORTHWOOD SANITATION	175.00	WASTE DISPOSAL SERVICE
27641	03/07/25	IOWA ONE CALL	20.80	LOCATE CHARGES
27642	03/07/25	ALLIANT ENERGY	3,062.73	ELECTRIC/GAS
27643	03/07/25	MARCO, INC.	84.67	COPIER MAINTENANCE FEE
27644	03/07/25	EUROFINS	2,504.00	LAB TESTING
27645	03/07/25	FEDERAL EXPRESS	40.31	SHIPPING CHARGES
27646	03/07/25	J&J MACHINING	714.54	LS #8 PARTS
27647	03/07/25	FULLERTON, RON	1,050.00	2025 DEDUCTIBLE REIMBURSEMENT
27648	03/07/25	AVESIS	147.25	MAR VISION INSURANCE PREMIUMS
27649	03/07/25	GRP & ASSOCIATES	106.50	LAB WASTE DISPOSAL
27650	03/07/25	SPRINGBROOK HOLDING CO.	673.55	WEB HOSTING/CREDIT CARD FEES

27651	03/07/25	ENDRESS HAUSER, INC.	3,422.88	BLDG 30 UPGRADE PROJECT
27652	03/07/25	VAN WALL EQUIPMENT	10.45	GENERATOR PARTS
27653	03/07/25	LAIRD LAW FIRM	1,250.00	MAR LEGAL SERVICES
27654	03/07/25	ECHO GROUP INC.	338.58	BLDG 30 PROJECT PARTS
			<u>155,932.86</u>	

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

Check #	Date	Vendor Name	Amount	Description
PENDING	3/18/25	ALLIANT ENERGY	15,432.07	ELECTRIC/GAS
PENDING	3/18/25	ATURA	5,500.00	NEW SHOP PROJECT DESIGN/CONST. DOCS
PENDING	3/18/25	BOLTON & MENK	15,701.00	INFRAST. UPGRADE PROJ. CONST. SERVICES
PENDING	3/18/25	CULVER-HAHN ELECTRIC	328.02	BLDG 30 PROJECT PARTS
PENDING	3/18/25	FAREWAY	111.72	LAB WATER
PENDING	3/18/25	INTERSTATE ALL BATTERY CENTER	2,415.10	GENERATOR/TRACTOR/BACKUP BATTERIES
PENDING	3/18/25	NAPA	91.99	PARTS/SUPPLIES
PENDING	3/18/25	NASSCO	330.27	PLANT SUPPLIES
			<u>39,910.17</u>	