

MINUTES OF BOARD OF TRUSTEES: December 17, 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)
Tony Nelson (Treasurer)
Larry Adams (Clerk)
Robert Wolfram, Jr.
Tracy Peterson

Absent:

Also present: Mitch Hanson, Administrator
Taylor Moore, Finance Director
Chip Schultz, Northland Financial

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

Item #2. Consent Agenda:

- Approve November 2024 Financial Statement.
- Approve November 2024 Invoices.
- Approve November 19th, 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 #21 \$119,467.32. Motion by Nelson, second by Adams to approve the Infrastructure Upgrade Project Pay Request #21 in the amount of \$119,467.32. Motion carried, Bale, Nelson, Peterson, and Adams voting 'aye'; Wolfram voting 'nay.'

Item #4. Infrastructure Upgrade Project – Final Completion Date Discussion. Hanson discussed the conversation he had with John Graupman regarding completion date. No action taken.

Item #5. Bond Counsel Engagement Agreement – Ahlers & Cooney. Motion by Peterson, second by Nelson to approve the Bond Counsel Engagement Agreement with Ahlers & Cooney. Motion carried, all Trustees present voting 'aye'.

Item #6. Resolution 24-05. A Resolution fixing date for a meeting on the proposition to authorize a Loan Agreement and the issuance of Notes to evidence the obligations of the Sanitary District thereunder. Motion by Nelson, second by Adams to approve Resolution 24-05 setting a public hearing date for January 21st, 2025 at 5:30 p.m. President Bale called roll with the following results: Peterson, 'aye'; Nelson, 'aye'; Wolfram, 'aye'; Adams, 'aye'; and Bale, 'aye'. Motion carried

Item #7 Personnel Matters. Note: The Board reserves the right to go into closed session per Iowa Code 21.5(1)(i). To evaluate the professional competency of an individual whose appointment, hiring, performance or discharge is being considered when necessary to prevent needless and irreparable injury to that individual's reputation and that individual requests a closed session.

Motion by Peterson, second by Nelson to enter into closed session per Iowa Code 21.5(1)(i). Motion carried, all Trustees present voting 'aye'. Board entered into closed session at 6:28 p.m.

Motion by Wolfram, second by Peterson to return to open session. Motion carried, all Trustees present voting 'aye'. Board moved into open session at 6:55 p.m.

Item #8. Unfinished Business. No unfinished business to be discussed.

Item #9. Administrator's Report. Hanson discussed details on the new shop plans.

Item #13. Trustee's Report. Nelson noted that he'd be available on January 10th or 17th for a budget workshop. The Board set the budget workshop for Friday, January 17th, 2025 at 8:30 a.m.

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 7:05 p.m.

ATTEST:

Larry Adams, Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of December 17, 2024

Check #	Date	Vendor Name	Amount	Description
EFT	11/27/24	NET PAYROLL	27,385.41	11/27/24 NET PAYROLL
EFT	11/27/24	FEDERAL W/H	9,913.68	11/27/24 FEDERAL WITHHOLDING
EFT	11/27/24	IPERS W/H	11,828.59	11/27/24 IPERS WITHHOLDING
EFT	11/27/24	IA DEPT. REV.	3,301.50	11/27/24 STATE W/H
EFT	11/28/24	UMB CORP TRUST BANK	107,250.00	GO BOND INTEREST
EFT	12/06/24	POSTMASTER	1,982.46	DEC BILL MAILING
EFT	12/11/24	NET PAYROLL	29,689.42	12/11/24 NET PAYROLL
EFT	12/11/24	FEDERAL W/H	10,961.36	12/11/24 FEDERAL WITHHOLDING
EFT	12/13/24	IA DEPT. REV.	1,243.86	NOV '24 SALES TAX
27493	11/27/24	IOWA ONE CALL	98.10	LOCATE CHARGES
27494	11/27/24	ALLIANT ENERGY	9,708.44	ELECTRIC/GAS
27495	11/27/24	AVESIS	147.25	VISION INSURANCE PREMIUMS
27496	11/27/24	GUSTAVE A LARSON	719.25	BLOWER BLDG DAMPER MOTOR
27497	11/27/24	CARDMEMBER SERVICES	(78.40)	PRANA - UNIFORM RETURN
27497	11/27/24	CARDMEMBER SERVICES	836.61	CL TEL - PHONE/INTERNET SERVICE
27497	11/27/24	CARDMEMBER SERVICES	1,170.91	NORTH CENTRAL LABS - LAB SUPPLIES
27497	11/27/24	CARDMEMBER SERVICES	798.93	NORTH CENTRAL LABS - LAB SUPPLIES
27497	11/27/24	CARDMEMBER SERVICES	159.91	AMAZON - LAB GLOVES
27497	11/27/24	CARDMEMBER SERVICES	1,381.04	HACH - LAB SUPPLIES
27497	11/27/24	CARDMEMBER SERVICES	19.79	AMAZON - OFFICE SUPPLIES
27497	11/27/24	CARDMEMBER SERVICES	19.18	ACE HARDWARE - PLANT SUPPLIES
27497	11/27/24	CARDMEMBER SERVICES	1,589.98	IDEXX - LAB SUPPLIES
27497	11/27/24	CARDMEMBER SERVICES	2,199.00	HOME DEPOT - LASER LEVEL KIT
27497	11/27/24	CARDMEMBER SERVICES	17.11	ZOOM - SUBSCRIPTION FEES
27497	11/27/24	CARDMEMBER SERVICES	1,535.74	ZIEGLER - PLANT GENERATOR PARTS
27497	11/27/24	CARDMEMBER SERVICES	662.99	NORTH CENTRAL LABS - LAB SUPPLIES
27497	11/27/24	CARDMEMBER SERVICES	117.09	MENARDS - SHOP SUPPLIES
27497	11/27/24	CARDMEMBER SERVICES	219.39	WALMART - PLANT/OFFICE SUPPLIES
27497	11/27/24	CARDMEMBER SERVICES	557.02	AMAZON - SHOP/OFFICE SUPPLIES

27497	11/27/24	CARDMEMBER SERVICES	21.97	ACE HARDWARE - LS#1 PARTS
27497	11/27/24	CARDMEMBER SERVICES	14.44	AMAZON - SHOP SUPPLIES
27497	11/27/24	CARDMEMBER SERVICES	35.97	ACE HARDWARE - SHOP SUPPLIES
27497	11/27/24	CARDMEMBER SERVICES	56.97	ACE HARDWARE - SHOP SUPPLIES
27497	11/27/24	CARDMEMBER SERVICES	827.31	CUMMINS - PLANT GENERATOR BLOCK HEATER
27497	11/27/24	CARDMEMBER SERVICES	32.97	ACE HARDWARE - SHOP SUPPLIES
27497	11/27/24	CARDMEMBER SERVICES	140.93	MENARDS - SHOP SUPPLIES
27497	11/27/24	CARDMEMBER SERVICES	53.24	MICROSOFT - AZURE BACKUP SERVICES
27497	11/27/24	CARDMEMBER SERVICES	476.13	REALVNC - VNC SUBSCRIPTION
27498	11/27/24	MOORE, ANGIE	350.00	NOV CLEANING SERVICES
27499	11/27/24	HANSON, MITCHELL	171.71	2024 DEDUCTIBLE REIMBURSEMENT
27500	11/27/24	NORTHWOOD SANITATION	175.00	WASTE REMOVAL SERVICE
27501	11/27/24	LAIRD LAW FIRM	1,250.00	NOV LEGAL SERVICES
27502	11/27/24	IOWA FINANCE AUTHORITY	42,875.00	REVENUE BOND INTEREST
27503	12/11/24	ALLIANT ENERGY	14,982.67	ELECTRIC/GAS
27504	12/11/24	MARCO, INC.	84.67	COPIER MAINTENANCE FEE
27505	12/11/24	EUROFINS	2,700.00	LAB TESTING
27506	12/11/24	SPILMAN, DENNIS	VOID	2024 DEDUCTIBLE REIMBURSEMENT
27507	12/11/24	CONSOLIDATED ENERGY	416.20	LS #2 GENERATOR FUEL
27508	12/11/24	SPRINGBROOK LLC	663.10	CREDIT CARD/WEB HOSTING FEES
27509	12/11/24	LAIRD LAW FIRM	1,250.00	DEC LEGAL SERVICES
27510	12/11/24	XPO	334.63	SHIPPING FOR SBR#2 ACTUATOR
27511	12/11/24	SPILMAN, DENNIS	1,675.17	2024 DEDUCTIBLE REIMBURSEMENT
			<u>294,023.69</u>	

Clear Lake Sanitary District
Unpaid Invoices as of December 17, 2024

Check #	Date	Vendor Name	Amount	Description
PENDING	12/17/24	ALLIANT ENERGY	383.58	ELECTRIC/GAS
PENDING	12/17/24	BOLTON & MENK	14,276.50	INFRAST. UPGRADE PROJ. CONST. SERVICES
PENDING	12/17/24	CC SCREEN PRINTING	26.09	UNIFORMS/EMBROIDERY
PENDING	12/17/24	ECHO GROUP, INC.	1,423.43	BLDG 30 PROJECT PARTS
PENDING	12/17/24	GOODNATURE WORK STOP	409.94	EMPLOYEE BOOTS/UNIFORMS
PENDING	12/17/24	GUSTAVE A. LARSON	722.86	BLOWER BLDG DAMPER MOTOR
PENDING	12/17/24	IOWA STATE UNIVERSITY	110.00	COMMERCIAL PESTICIDE COURSE
PENDING	12/17/24	LARSEN PLUMBING & HEATING, INC.	3,770.97	ELECTRICAL ROOM HEATER/BOILER MAINT.
PENDING	12/17/24	MN-IOWA ELECTRIC MOTORS	985.10	PRETREATMENT BLDG EXHAUST FAN
PENDING	12/17/24	NAPA	9.99	PARTS/SUPPLIES
PENDING	12/17/24	PLUMB SUPPLY CO.	709.87	IRON FILTER PARTS
PENDING	12/17/24	SIOUX VALLEY ENVIRONMENTAL	141.00	THICKENER PARTS
PENDING	12/17/24	WOODFORD LUMBER & HOME CO.	28.99	SHOP SUPPLIES
PENDING	12/17/24	JANDEBEUR, ELLEN	4.86	REFUND
PENDING	12/17/24	RICHMAN, KENDRA & BRETT	6.39	REFUND
PENDING	12/17/24	YAGGY, RONALD REVOC. TRUST	2.08	REFUND
			<u>23,011.65</u>	