

**MINUTES OF BOARD OF TRUSTEES: May 20, 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.  
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 2025 Financial Statement.
- Approve April 2025 Invoices.
- Approve April 15<sup>th</sup>, 2025 Board Meeting Minutes.

Motion by Adams, second by Peterson to approve the Consent Agenda with the recommended amendments to the minutes and invoices, pulling the Bolton and Menk invoice and correcting the amount on another invoice. Motion carried, all Trustees present voting 'aye'.

Item #3. Lift Station #2 Landscaping Project.

- Pay Request #3 \$35,950.38. Motion by Peterson, second by Wolfram to approve Pay Request #3 in the amount of \$35,950.38 to Countryside Builders. Motion carried, all Trustees present voting 'aye'.
- Pay Request #4 Retainage \$6,364.06. Motion by Nelson, second by Adams to approve Pay Request #4 for the retainage in the amount of \$6,364.06 to Countryside Builders. Motion carried, all Trustees present voting 'aye'.

The Board directed Hanson to come up with a plan for the top of the wall at Lift Station #2, whether it be shrubs or a small fence.

Item #4. Maintenance Facility.

- Pay Request #1 \$20,056.40. Motion by Peterson, second by Nelson to approve Pay Request #1 in the amount of \$20,056.40 to Steege Construction. Motion carried, all Trustees present voting 'aye'.
- Change Order #1 \$2,095.00. Motion by Nelson, second by Adams to approve Change Order #1 for the Maintenance Facility project in the amount of \$2,095.00. Motion carried, all Trustees present voting 'aye'.

Item #5. Kinseth Hospitality Companies Parking Lease. Motion by Wolfram, second by Peterson to renew the 12-month parking lot lease with Kinseth Hospitality Companies in the amount of \$350.00 per month. Motion carried, all Trustees present voting 'aye'.

Item #6. Amendment to Ordinance No. 7 – Sewer Rate Increase. Motion by Nelson, second by Peterson to approve the first reading of the Amendment to Ordinance No. 7. President Bale called the roll with the following results: Wolfram, 'aye'; Adams, 'aye'; Bale, 'aye'; Peterson, 'aye'; and Nelson, 'aye'. Motion carried.

Item #7. Employee Wage Adjustment. Hanson informed the Board that Pueggel had passed his Grade 3 Wastewater exam and is eligible for a \$1.00 per hour raise due to that advancement. Motion by Peterson, second by Adams to approve the \$1.00 per hour raise for Pueggel for passing the Wastewater Grade 3 exam. Motion carried, all Trustees present voting 'aye'.

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

Item #9. Administrator's Report. Hanson stated that at the end of the landscaping project at Lift Station #2, a small crack had formed in the property owner's concrete driveway, as to which the District has an easement through. Hanson and Countryside Builders met with the homeowner to discuss a possible fix, whether to leave it and keep an eye on it, or to replace that 8x12 segment of concrete. The homeowner requested having the entire driveway replaced so that all the concrete would match. Hanson will keep the Board updated on the situation.

Hanson discussed the lack of a pay request for the Infrastructure Project as they were requesting a good portion of retainage, when there were still pages of checklist items left. Hanson said that he'd have a pay request for the May 28<sup>th</sup> special meeting.

Hanson updated the Board on the status of the shared Tertiary Building project with Alliant Energy. Moore noted that there would be a special meeting on May 28<sup>th</sup> for a budget amendment.

Item #10. Trustee's Report. Bale reminded the Board of the long-term planning meeting coming up in August.

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 6:40 p.m.

ATTEST:

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Larry Adams, Clerk

**Clear Lake Sanitary District**  
**Standard Monthly Invoices already paid as of May 20, 2025**

Check #	Date	Vendor Name	Amount	Description
EFT	04/16/25	NET PAYROLL	34,159.54	04/16/25 NET PAYROLL
EFT	04/16/25	FEDERAL W/H	12,021.64	04/16/25 FEDERAL WITHHOLDING
EFT	04/30/25	NET PAYROLL	26,897.14	04/30/25 NET PAYROLL
EFT	04/30/25	FEDERAL W/H	9,345.40	04/30/25 FEDERAL WITHHOLDING
EFT	04/30/25	IPERS W/H	17,851.25	04/30/25 IPERS WITHHOLDING
EFT	04/30/25	IA DEPT. REV.	3,472.42	04/30/25 STATE W/H

EFT	05/02/25	POSTMASTER	1,977.14	MAY BILL MAILING
EFT	05/14/25	NET PAYROLL	28,757.62	05/14/25 NET PAYROLL
EFT	05/14/25	FEDERAL W/H	10,036.76	05/14/25 FEDERAL WITHHOLDING
EFT	05/15/25	IA DEPT. REV.	920.00	APR '25 SALES TAX
27706	04/17/25	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
27707	04/17/25	PETTY CASH	121.07	POSTAGE/PETTY CASH REIMBURSEMENT
27708	04/17/25	BACON, STEVE	49.98	UNIFORM REIMBURSEMENT
27709	04/17/25	WELLMARK BCBS	20,590.79	HEALTH/DENTAL PREMIUMS
27710	04/17/25	PEKIN LIFE INSURANCE	571.54	LIFE INSURANCE PREMIUMS
27711	04/17/25	CONSOLIDATED ENERGY	734.93	UNLEADED FUEL
27712	04/17/25	SEUFFERLEIN, STEVEN	156.68	UNIFORM REIMBURSEMENT
27713	04/17/25	DICKINSON BRADSHAW	114.00	LEGAL FEES
27714	04/28/25	ALLIANT ENERGY	2,603.38	ELECTRIC/GAS
27715	04/28/25	NAPA	145.74	SHOP SUPPLIES
27716	04/28/25	NORTH IOWA COOPERATIVE	113.87	WEED SPRAY
27717	04/28/25	AVESIS	147.25	VISION INSURANCE PREMIUMS
27718	04/28/25	INTERSTATE ALL BATTERY CENTER	143.35	TRAILER BATTERY
27719	04/28/25	CARDMEMBER SERVICES	61.18	ACE HARDWARE - SHOP SUPPLIES
27719	04/28/25	CARDMEMBER SERVICES	634.29	CLTEL - PHONE/INTERNET SERVICE
27719	04/28/25	CARDMEMBER SERVICES	77.17	ACE HARDWARE - PLANT SUPPLIES
27719	04/28/25	CARDMEMBER SERVICES	17.11	ZOOM - SUBSCRIPTION FEES
27719	04/28/25	CARDMEMBER SERVICES	48.98	ACE HARDWARE - SHOP SUPPLIES
27719	04/28/25	CARDMEMBER SERVICES	46.96	FLEET FARM - COFFEE
27719	04/28/25	CARDMEMBER SERVICES	32.98	ACE HARDWARE - SHOP SUPPLIES
27719	04/28/25	CARDMEMBER SERVICES	415.71	HACH - LAB SUPPLIES
27719	04/28/25	CARDMEMBER SERVICES	139.39	AMAZON - OFFICE SUPPLIES
27719	04/28/25	CARDMEMBER SERVICES	911.30	AMAZON - SHOP/LAB/OFFICE/JET TRUCK SUPPLIES
27719	04/28/25	CARDMEMBER SERVICES	188.48	MENARDS - BLDG 30 PARTS
27719	04/28/25	CARDMEMBER SERVICES	53.22	FLEET FARM - BLDG 30 PARTS
27719	04/28/25	CARDMEMBER SERVICES	43.28	AMAZON - PORTABLE GENERATOR PARTS
27719	04/28/25	CARDMEMBER SERVICES	19.99	ACE HARDWARE - PORTABLE GENERATOR PARTS
27719	04/28/25	CARDMEMBER SERVICES	4,364.55	OLSON'S TRADING POST - NEW SHOP TOOLS
27719	04/28/25	CARDMEMBER SERVICES	169.00	WEF - HANSON WEF MEMBERSHIP
27719	04/28/25	CARDMEMBER SERVICES	360.00	WEF - LAB STANDARD METHODS BOOK
27719	04/28/25	CARDMEMBER SERVICES	5,914.53	HACH - SBR 3 & 4 DO PROBE REPLACEMENT
27719	04/28/25	CARDMEMBER SERVICES	6,104.84	CORE & MAIN - LAB EQUIPMENT
27719	04/28/25	CARDMEMBER SERVICES	17.99	ACE HARDWARE - SHOP SUPPLIES
27719	04/28/25	CARDMEMBER SERVICES	32.56	ACE HARDWARE - SHOP SUPPLIES
27719	04/28/25	CARDMEMBER SERVICES	140.00	IAWEA - CONFERENCE REGISTRATION
27719	04/28/25	CARDMEMBER SERVICES	68.14	MS AZURE - BACKUP SERVICES
27719	04/28/25	CARDMEMBER SERVICES	110.09	FEES
27720	04/28/25	MOORE, ANGIE	350.00	APR CLEANING SERVICES
27721	04/28/25	CONSOLIDATED ENERGY	1,239.50	DIESEL FUEL
27722	04/28/25	BOX5 MEDIA	2,319.00	ANNUAL WEBSITE AND EMAIL HOSTING
27723	04/28/25	DOUG'S SMALL ENGINE	121.28	MOWER FILTERS/OIL
27724	04/28/25	TROJAN TECHNOLOGIES	10,636.00	BLDG 30 PROJ PARTS
27725	05/13/25	IOWA ONE CALL	37.80	LOCATE CHARGES
27726	05/13/25	ALLIANT ENERGY	15,151.32	ELECTRIC/GAS
27727	05/13/25	LANDFILL OF NORTH IOWA	55.50	GRIT/WASTE DISPOSAL
27728	05/13/25	MARCO, INC.	104.87	COPIER MAINTENANCE FEE
27729	05/13/25	EUROFINS	2,650.00	LAB TESTING
27730	05/13/25	SPILMAN, DENNIS	3,631.35	2025 DEDUCTIBLE REIMBURSEMENT
27731	05/13/25	FULLERTON, RON	141.04	TRAILER PARTS REIMBURSEMENT
27732	05/13/25	GFG INSTRUMENTATION	229.90	GAS MONITOR REPAIRS/GAS
27733	05/13/25	GRP & ASSOCIATES	106.50	LAB WASTE DISPOSAL
27734	05/13/25	NORTHWOOD SANITATION	175.00	APR WASTE DISPOSAL
27735	05/13/25	LAIRD LAW FIRM	1,250.00	LEGAL SERVICES
27736	05/13/25	ECHO GROUP, INC.	81.19	ELECTRICAL SUPPLIES
27737	05/15/25	PMMIC	1,395.00	LS #5 UST INSURANCE PREMIUMS
			<u>230,672.20</u>	

**Clear Lake Sanitary District**  
**Unpaid Invoices as of May 20, 2025**

Check #	Date	Vendor Name	Amount	Description
PENDING	5/20/25	AHLERS & COONEY, P.C.	15,550.00	GO BOND SERIES 2025A LEGAL SERVICES
PENDING	5/20/25	ATURA	300.00	NEW SHOP CONSTRUCTION ADMIN.
PENDING	5/20/25	CORE & MAIN	68.40	SLUDGE TANK PARTS
PENDING	5/20/25	COUNTRYSIDE BUILDERS	2,135.36	LS #2 LANDSC. PROJ - 8" TILE INSTALL
PENDING	5/20/25	CULVER-HAHN ELECTRIC	420.68	DRIVEWAY LIGHT/ELECTRICAL CLASS
PENDING	5/20/25	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
PENDING	5/20/25	IDEXX	1,954.10	LAB SUPPLIES
PENDING	5/20/25	MERCYONE	162.00	EMPLOYEE DRUG SCREENINGS
PENDING	5/20/25	NAPA	117.40	PARTS/SUPPLIES
PENDING	5/20/25	NASSCO	268.85	PLANT SUPPLIES
PENDING	5/20/25	QUALITY PUMP & CONTROL	1,139.83	BLDG 30 FLOATS/ 5/8 EQ PARTS
PENDING	5/20/25	SPRINGBROOK	696.35	CREDIT CARD/WEB FEES
PENDING	5/20/25	SPRINGBROOK	18,250.84	ANNUAL SOFTWARE SUBSCRIPTION FEES
PENDING	5/20/25	THE TIRE EXPERTS	90.72	ENCLOSED TRAILER TIRE MOUNT
PENDING	5/20/25	GARRISON, DAVID	29.87	REFUND
PENDING	5/20/25	GRUVER, BROOKE	33.53	REFUND
PENDING	5/20/25	SCHNEIDER, KENNETH	1.73	REFUND
			<u>41,313.38</u>	