

MINUTES OF BOARD OF TRUSTEES: June 17, 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
John Graupman, Bolton & Menk

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

Item #2. Consent Agenda:

- Approve May 2025 Financial Statement.
- Approve May 2025 Invoices.
- Approve May 20th and May 28th, 2025 Board Meeting Minutes.

Motion by Nelson, second by Adams to approve the Consent Agenda with the recommended amendments to the minutes. Motion carried, all Trustees present voting 'aye'.

Item #3. Tertiary Upgrade Project.

- In Control Pay Request #3 \$4,454.75.
- Electric Pump Pay Request #1 and #2 \$435,960.00.

Motion by Nelson, second by Wolfram to approve In Control Pay Request #3 in the amount of \$4,454.75 and Electric Pump Pay Requests #1 and #2 in the amount of \$435,960.00 for the Tertiary Building Upgrade Project. Motion carried, all Trustees present voting 'aye'.

Item #4. Maintenance Facility.

- Pay Request #2 \$100,657.28. Motion by Peterson, second by Adams to approve Pay Request #2 in the amount of \$100,657.28 to Steege Construction. Motion carried, all Trustees present voting 'aye'.

Item #5. Infrastructure Upgrade Project.

This item was discussed after Item #7 as the Board was waiting for Graupman's arrival.

Graupman covered the outstanding items on the project, the missing O&M Manuals and In Control needing to get paid. Graupman explained that John T Jones agreed on starting the warranty period in May 2025, so the warranty on the project will run through May 2027.

- Change Order #2 (\$276,245.00). Motion by Nelson, second by Peterson to approve Change Order #2, a credit, in the amount of \$276,245.00. Motion carried, all Trustees present voting 'aye'.
- Pay Request #27 Retainage \$109,008.37. Motion by Adams, second by Nelson to approve Pay Request #27 for the retainage in the amount of \$109,008.37 to John T Jones Construction, pending the receipt of the O&M manuals and consent of surety for In Control. Motion carried, all Trustees present voting 'aye'.

Item #6. EIFS Repair Project.

- Pay Request #2 \$109,820.30. Motion by Adams, second by Nelson to approve Pay Request #2 in the amount of \$109,820.30 to Countryside Builders, LLC, holding the check until the end of June when the project is nearer to completion. Motion carried, all Trustees present voting 'aye'.
- Pay Request #3 \$6,003.70. This was tabled until the next meeting.

Item #7. ICAP – Property Insurance Renewal. Motion by Peterson, second by Nelson to approve the property insurance renewal from ICAP, pending some questions to be answered by LeFevre regarding liability coverages. Motion carried, all Trustees present voting 'aye'.

John Graupman entered at 5:55 p.m.

Item #8. Resolution 25-12. A Resolution Certifying Delinquent Sewer Accounts as a lien upon the real property serviced by a connection during FY 2025. Motion by Nelson, second by Adams to Resolution 25-12. President Bale called the roll with the following results: Peterson, 'aye'; Nelson, 'aye'; Wolfram, 'aye'; Adams, 'aye'; and Bale, 'aye'. Motion carried.

Item #9. Amendment to Ordinance No. 7 – Sewer Rate Increase. Motion by Nelson, second by Peterson to approve the second reading of the Amendment to Ordinance No. 7. President Bale called the roll with the following results: Peterson, 'aye'; Nelson, 'aye'; Wolfram, 'aye'; Adams, 'aye'; and Bale, 'aye'. Motion carried.

Motion by Adams, second by Wolfram to waive the third reading of the Amendment to Ordinance No. 7. President Bale called the roll with the following results: Peterson, 'aye'; Nelson, 'aye'; Wolfram, 'aye'; Adams, 'aye'; and Bale, 'aye'. Motion carried.

Item #10. UTV Quote. Motion by Adams, second by Wolfram to approve the quote for a Polaris Ranger 1500 to replace the Kubota from Mason City Powersports in the amount of \$41,188.99 less the trade in value of the Kubota. Motion carried, all Trustees present voting 'aye'.

Item #11. Unfinished Business. Moore noted that the 1200 Jade Street Apartments have received their Certificate of Occupancy and are due their credit as per Resolution 25-10. Moore noted, however, that upon completion of the construction, the name changed on the account. The Board directed Moore and Hanson to reach out to the attorney in regards to the name change.

Item #12. Administrator's Report. Hanson stated that he had spoken with Great Lake Sanitary District regarding some potential upcoming legislation what would prevent Sanitary District's from taxing for GO Debt and for Administrative Fees. Bale recommended that a meeting be set up with local representatives to see what can be done to avoid losing taxation capabilities.

Hanson said that the elbow in the aeration system in digester #2 has failed again. The tank has been drained and the elbow will be replaced with a stainless-steel elbow this time in hopes of

preventing this from happening again. Hanson also stated that he received quotes for a new gate opener for the main gate that would have app control capabilities instead of regular openers.

Hanson noted that the repairs of the old shop is on the budget for next fiscal year and wanted to know what direction the Board wanted to go. After some discussion the Board recommended waiting until January to make sure that the new maintenance facility is finished before starting in on the old shop.

Moore noted that the July 15th meeting for July would not work for himself nor Hanson, and requested that the regular meeting be moved to later in July. The Board agreed that July 22nd at 5:30 p.m. would work for the regular July meeting.

Item #10. 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 7:16 p.m.

ATTEST:

Larry Adams, Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of June 17, 2025

Check #	Date	Vendor Name	Amount	Description
EFT	05/28/25	NET PAYROLL	27,313.11	05/28/25 NET PAYROLL
EFT	05/28/25	FEDERAL W/H	9,496.11	05/28/25 FEDERAL WITHHOLDING
EFT	05/28/25	IPERS W/H	11,789.94	05/28/25 IPERS WITHHOLDING
EFT	05/28/25	IA DEPT. REV.	2,118.54	05/28/25 STATE W/H
EFT	05/29/25	UMB CORP TRUST BANK	842,250.00	GO BOND PRINCIPAL & INTEREST
EFT	06/03/25	IA FINANCE AUTHORITY	406,875.00	REV LOAN PRINCIPAL & INTEREST
EFT	06/04/25	POSTMASTER	1,987.26	JUNE BILL MAILING
EFT	06/11/25	NET PAYROLL	28,938.11	06/11/25 NET PAYROLL
EFT	06/11/25	FEDERAL W/H	10,114.78	06/11/25 FEDERAL WITHHOLDING
EFT	06/11/25	IA DEPT. REV.	977.42	MAY '25 SALES TAX
27756	05/22/25	WELLMARK BCBS	20,590.79	HEALTH/DENTAL PREMIUMS
27757	05/22/25	FEDERAL EXPRESS	450.44	SLUDGE SAMPLES
27758	05/22/25	PEKIN LIFE INSURANCE	571.54	LIFE INSURANCE PREMIUMS
27759	05/22/25	BOLTON & MENK, INC.	19,297.00	INFRASTRUCTURE UPG. PROJ. CONST. SERVICES
27763	05/29/25	ALLIANT ENERGY	2,260.49	ELECTRIC/GAS
27764	05/29/25	AVESIS	147.25	VISION INSURANCE PREMIUMS
27765	05/29/25	CARDMEMBER SERVICES	85.85	LAB THERMOMETER
27765	05/29/25	CARDMEMBER SERVICES	19.98	ACE HARDWARE - BLDG 30 PARTS
27765	05/29/25	CARDMEMBER SERVICES	3,053.70	NC LABS - LAB SUPPLIES
27765	05/29/25	CARDMEMBER SERVICES	633.53	CLTEL - PHONE/INTERNET SERVICE
27765	05/29/25	CARDMEMBER SERVICES	18.97	TRACTOR SUPPLY - THICKENER PARTS
27765	05/29/25	CARDMEMBER SERVICES	14.34	ACE HARDWARE - THICKENER PARTS
27765	05/29/25	CARDMEMBER SERVICES	12.79	MENARDS - THICKENER PARTS
27765	05/29/25	CARDMEMBER SERVICES	17.11	ZOOM - SUBSCRIPTION FEES
27765	05/29/25	CARDMEMBER SERVICES	15.76	ACE HARDWARE - BLDG 35 PARTS
27765	05/29/25	CARDMEMBER SERVICES	189.83	SECRETLAB - OFFICE CHAIR COVERS
27765	05/29/25	CARDMEMBER SERVICES	128.27	DROPBOX - ANNUAL SUBSCRIPTION
27765	05/29/25	CARDMEMBER SERVICES	19.99	ACE HARDWARE - PLANT SUPPLIES
27765	05/29/25	CARDMEMBER SERVICES	9.99	ACE HARDWARE - SHOP SUPPLIES

27765	05/29/25	CARDMEMBER SERVICES	30.00	IA SECRETARY OF STATE - NOTARY RENEWAL
27765	05/29/25	CARDMEMBER SERVICES	16.99	ACE HARDWARE - REFRIGERATOR FILTER
27765	05/29/25	CARDMEMBER SERVICES	53.42	MIRROR REPORTER - LEGAL PUBLICATIONS
27765	05/29/25	CARDMEMBER SERVICES	299.98	TRADING POST - NEW MAINT. FACILITY TOOLS
27765	05/29/25	CARDMEMBER SERVICES	147.68	MENARDS - BLDG 30 PARTS
27765	05/29/25	CARDMEMBER SERVICES	146.35	FLEET FARM - ENCLOSED TRAILER PARTS/REPAIRS
27765	05/29/25	CARDMEMBER SERVICES	140.99	AMAZON - LAB/OFFICE SUPPLIES
27765	05/29/25	CARDMEMBER SERVICES	5.59	ACE HARDWARE - BLDG 30 PARTS
27765	05/29/25	CARDMEMBER SERVICES	8.15	ACE HARDWARE - BLDG 30 PARTS
27765	05/29/25	CARDMEMBER SERVICES	22.15	ACE HARDWARE - 5/8 EQ PARTS
27765	05/29/25	CARDMEMBER SERVICES	30.00	IA SECRETARY OF STATE - NOTARY RENEWAL
27765	05/29/25	CARDMEMBER SERVICES	64.96	MICROSOFT AZURE - BACKUP SERVICES
27765	05/29/25	CARDMEMBER SERVICES	12.58	ACE HARDWARE - SHOP SUPPLIES
27765	05/29/25	CARDMEMBER SERVICES	39.96	ACE HARDWARE - LOCATE PAINT
27766	05/29/25	MOORE, ANGIE	350.00	MAY CLEANING SERVICES
27767	05/29/25	CONSOLIDATED ENERGY	1,030.19	UNLEADED FUEL/FUEL TANK HOSE
27768	05/29/25	NORTHWOOD SANITATION	175.00	MAY WASTE DISPOSAL SERVICE
27769	06/12/25	IOWA ONE CALL	65.80	LOCATE CHARGES
27770	06/12/25	ALLIANT ENERGY	15,297.72	ELECTRIC/GAS
27771	06/12/25	MARCO, INC.	104.87	COPIER MAINTENANCE FEE
27772	06/12/25	SPILMAN, DENNIS	18.76	ON-CALL MILEAGE
27773	06/12/25	INTERSTATE BATTERY CENTER	239.10	LS #6 BATTERY/BACKUP BATTERIES
			<u>1,407,698.13</u>	

Clear Lake Sanitary District
Unpaid Invoices as of June 17, 2025

Check #	Date	Vendor Name	Amount	Description
PENDING	6/17/25	AQUA-AEROBIC SYSTEMS	42,537.85	SBR #4 MIXER & DECANter
PENDING	6/17/25	ATURA	1,349.24	MAINT. FACILITY CONSTRUCTION ADMIN.
PENDING	6/17/25	BOLTON & MENK	17,422.75	INFRAST. UPGRADE PROJ. CONST. SERVICES
PENDING	6/17/25	CLEAR LAKE MIRROR REPORTER	83.00	ANNUAL SUBSCRIPTION
PENDING	6/17/25	DON'S BODY SHOP	973.45	TRUCK #2 REPAIRS
PENDING	6/17/25	EUROFINS TESTING	3,432.00	LAB TESTING
PENDING	6/17/25	FIVE STAR CO-OP	635.64	WEED SPRAY
PENDING	6/17/25	IMWCA	19,165.00	WORKERS COMP ANNUAL PREMIUMS
PENDING	6/17/25	LAIRD LAW FIRM	1,250.00	LEGAL SERVICES
PENDING	6/17/25	LARSEN PLUMBING & HEATING, INC.	681.27	ADMIN BLDG CONDENSER FAN REPLACEMENT
PENDING	6/17/25	NAPA	202.87	PARTS/SUPPLIES
PENDING	6/17/25	POPP EXCAVATING, INC.	26,350.00	MAINT. FACILITY SEWER INSTALL
PENDING	6/17/25	POSTMASTER	144.00	ANNUAL PO BOX FEE
PENDING	6/17/25	POTTER & BRANT PLC	20,000.00	FY '24 AUDIT FEES
PENDING	6/17/25	SPRINGBROOK	690.65	CREDIT CARD/WEB FEES
PENDING	6/17/25	THE TIRE EXPERTS	58.88	MOWER TIRE REPAIR
PENDING	6/17/25	HAMMES, SAMUEL	8.18	REFUND
PENDING	6/17/25	NELSON, STEVEN & KATHLEEN	29.57	REFUND
PENDING	6/17/25	TICHY, JOHN & MARILYN	26.88	REFUND
			<u>135,041.23</u>	