

MINUTES OF BOARD OF TRUSTEES: October 21, 2025
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
Michael Moeller, Attorney, Laird Law Firm
Matt Steding, City Engineer, City of Clear Lake

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

Item #2. Consent Agenda:

- Approve September 2025 Financial Statement.
- Approve September 2025 Invoices.
- Approve September 16, 2025 Board Meeting Minutes.

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

Item #3. Maintenance Facility.

- Pay Request #6 - \$108,471.83. Motion by Peterson, second by Nelson to approve Pay Request #6 in the amount of \$108,471.83 to Steege Construction. Motion carried, all Trustees present voting 'aye'.
- Change Order #3 - \$16,592.00. Motion by Peterson, second by Adams to approve Change Order #3 in the amount of \$16,592.00. Motion carried, all Trustees present voting 'aye'.

Item #4. Voluntary Annexation Discussion. Hanson, Steding, Moeller and the Board discussed several parcels that need to be annexed. No action taken at this time.

Item #5. Certificate of Deposit. Moore stated that the CD purchased from CLBT in the amount of \$500,000 for 5 years at 3.906% was approved via email, but needed to be officially approved. Motion by Nelson, second by Adams to approve the CD purchase with CLBT for \$500,000, 5 years, at 3.906%. Motion carried, all Trustees present voting 'aye'.

Item #6. Resolution 25-14. A Resolution Certifying Delinquent Sewer Accounts as a lien upon the real property serviced by a connection during 2025. Motion by Adams, second by Wolfram to approve Resolution 25-14, a Resolution Certifying Delinquent Sewer Accounts as a lien upon the real property serviced by a connection during 2025. President Bale called the 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 Nelson, second by Peterson to move into closed session as per Iowa Code 21.5 (1)(i) at 6:27 PM. Motion carried, all Trustees present voting 'aye'.

Motion by Nelson, second by Peterson to move out of closed session as per Iowa Code 21.5 (1)(i) at 7:18 PM. Motion carried, all Trustees present voting 'aye'.

Item #8. Employee Wage Adjustment. The Board established adjustments to salaries and hourly wages for employees of the Clear Lake Sanitary District based upon cost of living and performance. This information is on file in the office of the Clear Lake Sanitary District. Motion by Adams, second by Wolfram to approve wage adjustments as per the schedule presented. Motion carried, all Trustees present voting 'aye'.

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

Item #10. Administrator's Report. Hanson discussed delaying the SCADA PC upgrades as the entire program would change and the cost came in at near \$50,000 to upgrade the computers and the program. Hanson believes we could wait two more years before upgrading and utilizing this budgeted amount to acquire some safety equipment needed around the facility. Hanson also discussed the concrete at Lift Station 2.

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

There being no further business to discuss, motion by Nelson, second by Peterson to adjourn. Motion carried, all trustees present voting 'aye'. Meeting adjourned at 7:39 p.m.

ATTEST:

Larry Adams, Clerk

Clear Lake Sanitary District
Standard Monthly Invoices already paid as of October 21, 2025

Check #	Date	Vendor Name	Amount	Description
EFT	09/17/25	NET PAYROLL	26,327.93	09/17/25 NET PAYROLL
EFT	09/17/25	FEDERAL W/H	9,263.76	09/17/25 FEDERAL WITHHOLDING
EFT	09/17/25	IPERS W/H	11,792.00	09/17/25 IPERS WITHHOLDING
EFT	09/17/25	IA DEPT. REV.	2,095.04	09/17/25 STATE W/H
EFT	09/22/25	CLB&T	500,000.00	5 YR CERTIFICATE OF DEPOSIT
EFT	09/26/25	IA WORKFORCE DEVELOPMENT	25.60	3RD QTR '25 UNEMPLOYMENT
EFT	10/01/25	NET PAYROLL	26,571.14	10/01/25 NET PAYROLL
EFT	10/01/25	NET BOARD PAYROLL	1,847.00	10/01/25 NET BOARD PAYROLL
EFT	10/01/25	FEDERAL W/H	9,339.87	10/01/25 FEDERAL WITHHOLDING
EFT	10/03/25	POSTMASTER	2,198.65	OCT BILL MAILING
EFT	10/15/25	NET PAYROLL	29,566.57	10/15/25 NET PAYROLL
EFT	10/15/25	FEDERAL W/H	10,190.19	10/15/25 FEDERAL WITHHOLDING

EFT	10/16/25	IA DEPT. REV.	1,297.58	SEPT '25 SALES TAX
27951	09/19/25	ALLIANT ENERGY	26,248.26	ELECTRIC/GAS
27952	09/19/25	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
27953	09/19/25	WELLMARK BCBS	20,590.79	HEALTH/DENTAL INSURANCE PREMIUMS
27954	09/19/25	PEKIN LIFE INSURANCE	571.54	LIFE INSURANCE PREMIUMS
27955	09/19/25	CONSOLIDATED ENERGY	1,736.50	DIESEL & UNLEADED FUEL
27956	09/19/25	CLEAR LAKE WILDLIFE UNIT	26.56	REFUND
27957	09/30/25	IOWA ONE CALL	122.10	LOCATE CHARGES
27958	09/30/25	ALLIANT ENERGY	3,045.04	ELECTRIC/GAS
27959	09/30/25	TUSHA, TED	14.72	MEAL REIMBURSEMENT
27960	09/30/25	SPILMAN, DENNIS	261.70	2025 DEDUCTIBLE REIMBURSEMENT
27961	09/30/25	AVESIS	167.08	VISION INSURANCE PREMIUMS
27962	09/30/25	PUEGGL, GRANT	577.71	2025 DEDUCTIBLE REIMBURSEMENT
27963	09/30/25	CARDMEMBER SERVICES	636.64	CLTEL - PHONE/INTERNET SERVICE
27963	09/30/25	CARDMEMBER SERVICES	18.18	ZOOM - SUBSCRIPTION FEES
27963	09/30/25	CARDMEMBER SERVICES	471.90	HACH - LAB SUPPLIES
27963	09/30/25	CARDMEMBER SERVICES	14,778.68	DELL - 2025 PC UPGRADE PROJECT
27963	09/30/25	CARDMEMBER SERVICES	250.00	SHL - LAB SYMPOSIUM REGISTRATIONS
27963	09/30/25	CARDMEMBER SERVICES	1,412.18	NC LABS - LAB SUPPLIES
27963	09/30/25	CARDMEMBER SERVICES	75.00	NIACC - CONFERENCE REGISTRATION
27963	09/30/25	CARDMEMBER SERVICES	148.78	HACH - LAB SUPPLIES
27963	09/30/25	CARDMEMBER SERVICES	36.98	ACE HARDWARE - THICKENER SKID PARTS
27963	09/30/25	CARDMEMBER SERVICES	91.78	AMAZON - PLANT/OFFICE SUPPLIES
27963	09/30/25	CARDMEMBER SERVICES	70.42	AMAZON - CAMERA TRUCK PARTS
27963	09/30/25	CARDMEMBER SERVICES	18.75	AMAZON - SHOP SUPPLIES
27963	09/30/25	CARDMEMBER SERVICES	571.74	HACH - LAB SUPPLIES
27963	09/30/25	CARDMEMBER SERVICES	180.76	HACH - LAB SUPPLIES
27963	09/30/25	CARDMEMBER SERVICES	66.94	MS AZURE - AZURE BACKUP SERVICES
27963	09/30/25	CARDMEMBER SERVICES	160.04	SPEEDWAY - SERVICE TRUCK FUEL
27963	09/30/25	CARDMEMBER SERVICES	1,594.14	IDEXX - LAB SUPPLIES
27964	09/30/25	GRP & ASSOCIATES	106.50	LAB WASTE DISPOSAL
27965	09/30/25	MOORE, ANGIE	350.00	SEPT CLEANING SERVICES
27966	09/30/25	NORTHWOOD SANITATION, LLC	175.00	WASTE DISPOSAL SERVICE
27967	09/30/25	QUINN, MICHAEL	145.69	2025 DEDUCTIBLE REIMBURSEMENT
27968	10/15/25	ALLIANT ENERGY	18,054.60	ELECTRIC/GAS
27969	10/15/25	EMC NATIONAL LIFE	93.72	LIFE INSURANCE PREMIUMS
27970	10/15/25	MARCO, INC.	104.87	COPIER MAINT. FEE
27971	10/15/25	EUROFINS	3,172.00	LAB TESTING
27972	10/15/25	SPILMAN, DENNIS	14.72	MEAL REIMBURSEMENT
27973	10/15/25	ADVANCE NETWORKING SERVICES	1,125.00	2025 PC UPGRADE PROJECT SETUP/INSTALL
27974	10/15/25	FIVE STAR COOP	297.79	WEED SPRAY
27975	10/15/25	MASON CITY RED POWER	745.10	CASE TRACTOR PARTS
27976	10/15/25	CONSOLIDATED ENERGY	1,860.72	DIESEL & UNLEADED FUEL
27977	10/15/25	SAM, LLC	2,640.00	GIS ANNUAL RENEWAL
27978	10/15/25	PRIMERICA LIFE INSURANCE	322.12	LIFE INSURANCE PREMIUMS
27979	10/15/25	LAIRD LAW FIRM	1,250.00	LEGAL SERVICES
27980	10/15/25	QUINN, MICHAEL	134.75	UNIFORM REIMBURSEMENT
			<u>735,146.54</u>	

**Clear Lake Sanitary District
Unpaid Invoices as of October 21, 2025**

Check #	Date	Vendor Name	Amount	Description
PENDING	10/21/25	ALLIANT ENERGY	502.19	ELECTRIC/GAS
PENDING	10/21/25	AQUA-AEROBIC SYSTEMS	134.83	SBR #1 & DIGESTER #3 PARTS
PENDING	10/21/25	ARMOR EQUIPMENT	378.91	JET TRUCK PARTS
PENDING	10/21/25	CC SCREEN PRINTING	309.67	UNIFORMS/EMBROIDERY
PENDING	10/21/25	CORE & MAIN	190.56	VALVE BOX PARTS

PENDING	10/21/25	CULVER-HAHN ELECTRIC	647.90	PLANT EQ PARTS
PENDING	10/21/25	ERA	320.43	LAB TESTING
PENDING	10/21/25	HOTSY	16,944.25	HOTSY UNIT FOR MAINT. FACILITY
PENDING	10/21/25	IN CONTROL, INC.	1,053.78	3 PHASE POWER MONITOR LS #9/SPARE
PENDING	10/21/25	MUNICIPAL SUPPLY INC	570.89	METERS
PENDING	10/21/25	NAPA	32.99	PARTS/SUPPLIES
PENDING	10/21/25	PMMIC	1,395.00	LS#8 UST INSURANCE PREMIUM
PENDING	10/21/25	SPRINGBROOK	732.45	CREDIT CARD/WEB HOSTING FEES
PENDING	10/21/25	UNITED RENTALS, INC.	111.00	PLANT EQ PARTS
PENDING	10/21/25	WHKS	731.25	MAINT. FACILITY CONCRETE TESTING
PENDING	10/21/25	WINCAN	5,300.00	ANNUAL WINCAN LICENSE RENEWAL
PENDING	10/21/25	WOODFORD LUMBER & HOME CO.	46.17	PLANT EQ PANEL PARTS
			<u>29,402.27</u>	