

**Clear Lake/Clearwater Sewer Authority
Meeting Agenda
Thursday, August 21, 2025
5:30 p.m. at Clear Lake City Hall**

**Call to Order
Roll Call**

- 1. Approval of Agenda**
- 2. Appoint New At-Large Member (MOTION)**
- 3. Public Forum**
- 4. Consent Agenda (MOTION)**
 - a. Approval of Minutes from May 22, 2025 Regular Meeting**
 - b. Approval of Claims/Accounts Payable for April 2025**
 - c. Approval of Claims/Accounts Payable for May 2025**
 - d. Approval of Claims/Accounts Payable for June 2025**
 - e. Approval of Claims/Accounts Payable for July 2025**
 - f. Q1-2025 Quarterly Budget Report**
 - g. Q2-2025 Quarterly Budget Report**
- 5. Old Business**
 - a. Consider On-call Pay Policy (MOTION)**
- 6. New Business**
 - a. Consider Amendment to Joint Powers Agreement (MOTION)**
 - b. Review 2026 Draft Budget Proposal**
 - c. Review Draft Director Contract Renewal**
 - d. Consider Quotes for Security Gate (MOTION)**
 - e. Consider Invoice for Correction of Flow Shortfalls (MOTION)**
- 7. Reports**
 - a. Board Reports**
 - b. Staff Reports**
 - c. FYI – Flow Report, Building Permit Reports, Surcharge Report**
- 8. Next Meeting Date**
 - a. Next Meeting November 20, 2025 at Wastewater Plant**
- 9. Adjournment**

To: Clear Lake/Clearwater Sewer Authority Board

From: Annita Smythe, Director

Re: August 21, 2025 Meeting Overview

1. Approval of Agenda
2. Appoint New At-Large Member (MOTION) **(page 4)**
Please see attached application for the vacant At-Large position.
3. Public Forum
4. Consent Agenda (MOTION) *(please see attached Consent Agenda items)*
 - a. Approval of Minutes from May 22, 2025 Regular Meeting **(page 6)**
 - b. Approval of Claims/Accounts Payable for April 2025 **(page 8)**
 - c. Approval of Claims/Accounts Payable for May 2025 **(page 9)**
 - d. Approval of Claims/Accounts Payable for June 2025 **(page 10)**
 - e. Approval of Claims/Accounts Payable for July 2025 **(page 11)**
 - f. Q1-2025 Quarterly Budget Report **(page 13)**
 - g. Q2-2025 Quarterly Budget Report **(page 16)**
5. Old Business
 - a. Consider On-call Pay Policy (MOTION)
Please see attached draft policy per the discussion at the last meeting. (page 19)
6. New Business
 - a. Consider Amendment to Joint Powers Agreement (MOTION) **(page 21)**
Please see proposed amendment to the JPA. The two cities would need to adopt as well. A board member requested that the At-Large term of office be amended to two years. I also updated the section about recruitment for this position, as the old language was outdated.
 - b. Review 2026 Draft Budget Proposal **(page 30)**
Please see attached draft budget for your review and consideration. Let me know if you have questions or proposed changes.
 - c. Review Draft Director Contract Renewal **(page 40)**
Please see attached proposed rates for the renewal of the Director contract, which expires after 2025. Once there is agreement on rates, I will bring back the full contract for approval at the next meeting.
 - d. Consider Quotes for Security Gate (MOTION) **(page 41)**
Please consider the attached quotes to place a secure gate at the entrance to the plant. Many cities are implementing security measures due to the current environment and recent attacks on government workers and facilities.
 - e. Consider Invoice for Correction of Flow Shortfalls (MOTION) **(page 44)**
Please see attached invoice showing the current amount owed due to shortfalls in the flow amounts reported by the city of Clear Lake. They evidently moved to a new reporting system in 2022 that was not set up correctly. A formula included a number that was hardcoded into the system rather than calculating each period. This has resulted in under-reporting of flows since mid-2022. The attached invoice shows the amounts needed to bring Clear Lake current for 2025. Staff are asking for Board direction on how to bill this shortfall for 2025 (deferred due date?) and what to do, if anything, about the amounts shorted in previous years.

7. Reports

a. Board Reports

b. Staff Reports

c. FYI - Flow Report, Building Permit Reports, Surcharge Report (page 48)

There is an FYI memo from Xcel Energy in your materials, notifying us that we will be moving to a different tier for rates next year. We believe this may result in higher energy bills.

8. Next Meeting Date

a. Next Meeting November 20, 2025 at Wastewater Facility at 5:30 p.m. (page 53)

I have included a copy of the 2025 schedule for your reference. The meetings at the Wastewater Facility are in the new shop building in the back, at the far end of the driveway.

9. Adjournment

DATA PRACTICES ADVISORY

We are required to provide the following information to you. Under Minnesota law, your name and home address are public information, which must be provided to anyone who requests it. If appointed to this board the following information will also be public: education and training background, employment history, volunteer work, and awards and honors. The information contained within this application will be utilized by the Cities and the Commission in their process to select a member at large. Therefore, all of the information in this application may be used in a public forum and may be reviewed in public. Failure to provide the requested information may result in your not being considered for an appointment.

PERSONAL INFORMATION

Name Thomas Plaggerman

Address _____

Phone (H) _____ (B) _____ (C) _____

E-mail _____

Resident of the City of Clearwater
Resident of an Adjacent Township Township Name Lynden

EXPERIENCE AND EDUCATION

Name of Employer: Clearwater Parts & Supply, Inc.

Occupation: Auto parts sales

Education: _____

Community Service/Activities: _____

Please list major responsibilities that you have had or currently have in a community project or organization or in your occupation:
Former Township Supervisor Chair Person, I ran the meetings for the Township for 2 years. I organized Clean Up days for the

Township for the last 5 years. Started our business from scratch 21 years ago. I maintain the coming and going
of the inventory.

Civic/Professional Organization Memberships: _____

ADDITIONAL INFORMATION (If additional space is needed please attach a separate piece of paper)

Please indicate why you are interested in serving on this Commission.

It was my impression that it is hard to find volunteers. I am available.

Identify what you believe are your strengths and assets that would make you the right person to serve on this Commission.

I like to think I have a decent head on my shoulders. I tend to see things from many points of view and am open
to listening to others.

CONFLICT OF INTEREST

Conflicts of interest may arise by the participation in any activity, recommended action, or decision from which you receive or could potentially receive direct or indirect personal financial gain, or other personal interest. In accordance with these definitions, do you have any legal or equitable interest in any business, however organized, which in the course of your participation in this Commission could give rise to a conflict of interest?

Yes No

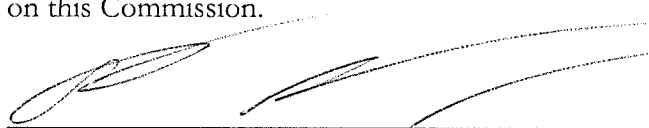
If yes, please provide details. If the situation arises that might possibly create a conflict, I would inform the
City Administrator.

You may attach a resume if you desire.

Thank you for your interest in serving on this Commission.

6/5/25

Date


Signature

**Clear Lake/Clearwater Sewer Authority
Regular Meeting Minutes
May 22, 2025**

CALL TO ORDER

Vice Chair Lawrence called the meeting to order at 5:36 p.m. at the Wastewater Facility.

ROLL CALL

Present: Vice Chair Lawrence, Members Nelson, and Member Everett.

Absent: Chair Goenner.

Staff Present: Director Smythe, Chief Operator Forsell, Treasurer Johnson.

Staff Absent: Operator Kirchenbauer.

Guest Present: Janel Bitzan, Creative Planning/Bergan KDV.

A quorum was declared present.

1. APPROVAL OF AGENDA

MOTION by Everett to approve Agenda as presented, seconded by Nelson, all voted aye. **MOTION CARRIED 3-0.**

2. PUBLIC FORUM

None.

3. CONSENT AGENDA

- a. **Approval of Minutes from January 16, 2025 Regular Meeting**
- b. **Approval of Minutes from March 20, 2025 Special Meeting**
- c. **Approval of Claims/Accounts Payable for December 2024**
- d. **Approval of Claims/Accounts Payable for January 2025**
- e. **Approval of Claims/Accounts Payable for February 2025**
- f. **Approval of Claims/Accounts Payable for March 2025**
- g. **Q4-2024 Quarterly Budget Report**
- h. **Res 2025-04 – Declining Waiver of Statutory Tort Limits**

MOTION by Nelson to approve the Consent Agenda as presented, seconded by Everett, all voted aye. **MOTION CARRIED 3-0.**

4. OLD BUSINESS

None.

5. NEW BUSINESS

a. 2024 Annual Audit Report – Janel Bitzan

Janel Bitzan from Creative Planning gave an overview of the annual audit report. The Sewer Authority received an “unmodified opinion”, which is the highest available. The only comment is the same one that is there every year related to a lack of segregation of duties. This is due to the small staff size. Members were encouraged to continue to review financial information.

b. Accepting Audit Report (MOTION)

MOTION by Lawrence to accept the 2024 audit report, seconded by Nelson, all voted aye. **MOTION CARRIED 3-0.**

c. Consider DRAFT Change to Joint Powers Agreement (MOTION)

Smythe explained the proposed change to the Joint Powers Agreement to change the date to submit the budget to match actual practice. Smythe noted that the two cities would also need to approve any changes.

MOTION by Lawrence to accept the proposed amendments to the Joint Powers Agreement, seconded by Nelson, all voted aye. **MOTION CARRIED 3-0.**

d. Consider Changes to Bylaws (MOTION)

Smythe gave an overview of the proposed changes to the bylaws. She explained that she proposed to remove unnecessary or duplicative language in some areas and to amend others to match actual practices.

MOTION by Everett to accept the proposed amendments to the bylaws, seconded by Lawrence, all voted aye. **MOTION CARRIED 3-0.**

e. Consider Request for On Call Pay

- Forsell explained the request for on call pay and outlined several factors unique to the plant, which is a class A facility and is one of only a handful of this plant type in the state. He stated that he or Kirchenbauer are basically on call all the time, as any issues must be handled by them. He also stated that he thinks the board should consider how to manage this for future staff.
- Smythe explained her memo on this topic, noting that many of the cities with policies also have union employees. Compensation rates and methods are all over the board.
- Members discussed possible options to address for future.
- Members generally supported the rate requested and asked for a written draft policy that would govern on call pay. Staff will bring a draft to the next meeting.

6. REPORTS

a. Board Reports

Vice Chair Lawrence presented the staff award from MPCA. Forsell stated it was a team effort and expressed his appreciation for how well the team works together.

b. Staff Reports

- Smythe noted that the flows for 2025 are again running lower than the previous year.
- Forsell reported that the old tanks have finally been sold per previous direction of the board.

c. FYI – Flow Report, Surcharge Report, Building Permit Reports

There were no questions on the reports.

7. NEXT MEETING DATE

Next meeting will be August 21, 2025 at Clear Lake City Hall.

8. ADJOURN

MOTION to adjourn by Lawrence, seconded by Nelson, all voted aye. **MOTION CARRIED 3-0.**

Meeting adjourned at 6:21 p.m.

ATTEST:

APPROVED:

Annita M. Smythe, Director

Tim Goenner, Chair



CLEAR LAKE/CLEARWATER SEWER AUTHORITY
CHECKS FOR MONTH - APRIL 2025

Check #	Vendor Name	Chk Date	Chk Amt	Source	Comment	Balance
					BEGINNING BALANCE	\$ 767,731.56
Deposit	APR 2025 INT	5/28/2025	\$ 156.65	APR 2025 INT	APRIL 2025 INTEREST	\$ 767,888.21
002046E	INTERNAL REVENUE SEI	4/9/2025	\$ (1,634.33)	PAYPER8_2025	FED TAX/SOC SEC/MED PAYROLL8	\$ 766,253.88
002047E	MN DEPT OF REVENUE	4/9/2025	\$ (268.53)	PAYPER8_2025	WITHHOLDING TAX PAYROLL8	\$ 765,985.35
002048E	PERA	4/9/2025	\$ (857.69)	PAYPER8_2025	PERA PAYROLL8	\$ 765,127.66
002049E	MNDCP RETIREMENT	4/9/2025	\$ (125.00)	PAYPER8_2025	MNDCP PAYROLL8	\$ 765,002.66
002050E	INTERNAL REVENUE SEI	4/23/2025	\$ (1,824.27)	PAYPER9_2025	FED TAX/SOC SEC/MED PAYROLL9	\$ 763,178.39
002051E	MN DEPT OF REVENUE	4/23/2025	\$ (380.39)	PAYPER9_2025	WITHHOLDING TAX PAYROLL9	\$ 762,798.00
002052E	PERA	4/23/2025	\$ (931.82)	PAYPER9_2025	PERA PAYROLL9	\$ 761,866.18
002053E	MNDCP RETIREMENT	4/23/2025	\$ (125.00)	PAYPER9_2025	MNDCP PAYROLL9	\$ 761,741.18
002067E	DELTA DENTAL	4/30/2025	\$ (82.30)	APR 25 EFT	DENTAL COVERAGE APR25	\$ 761,658.88
002068E	HEALTH PARTNERS	4/30/2025	\$ (2,210.42)	APR 25 EFT	MAY25 HEALTH INS	\$ 759,448.46
002069E	ALERUS	4/30/2025	\$ (4.00)	APR 25 EFT	APR25 HEALTH SAVINGS	\$ 759,444.46
7159	CENTRA SOTA COOPER.	4/17/2025	\$ (144.52)	041725 AP	AIR FILTERS	\$ 759,299.94
7160	FORSELL, JON	4/17/2025	\$ (647.25)	041725 AP	MORRELLS ENT BELTING FOR BAS	\$ 758,652.69
7161	HAWKINS INC	4/17/2025	\$ (20.00)	041725 AP	CHLORINE CYLINDER, SULFUR DIO	\$ 758,632.69
7162	IDEAL SERVICES, INC.	4/17/2025	\$ (765.00)	041725 AP	PREVENTATIVE MAINTENANCE	\$ 757,867.69
7163	NELSON SANITATION AN	4/17/2025	\$ (696.60)	041725 AP	CLEAN LIFT STATION	\$ 757,171.09
7164	PARTS CITY AUTO PART	4/17/2025	\$ (24.07)	041725 AP	CARB CLEANER, ANTI-SEIZE COMP	\$ 757,147.02
7165	QUEST ENGINEERING - I	4/17/2025	\$ (1,043.87)	041725 AP	J6-142-M201-M444	\$ 756,103.15
7166	TRI-COUNTY LUMBER	4/17/2025	\$ (1,838.41)	041725 AP	SHOP MEZZANINE SUPPLIES	\$ 754,264.74
7167	U.S. BANK	4/17/2025	\$ (653.33)	041725 AP	CC FUEL, SUPPLIES, TRAINING, RE	\$ 753,611.41
7168	UC LABORATORY	4/17/2025	\$ (1,328.44)	041725 AP	TESTING	\$ 752,282.97
7169	XCEL ENERGY	4/17/2025	\$ (6,941.29)	041725 AP	MAR25 ELECTRICITY/NAT GAS	\$ 745,341.68
500191-192E	PAYROLL 8	4/9/2025	\$ (4,169.00)	PAY20250108.00		\$ 741,172.68
500193-194E	PAYROLL 9	4/23/2025	\$ (4,482.76)	PAY20250109.00		\$ 736,689.92
			RECEIPTS	\$ 156.65		
			PAYROLL	\$ (8,651.76)		
			EXPENSES	\$ (22,546.53)		
				\$ (31,041.64)		



CLEAR LAKE/CLEARWATER SEWER AUTHORITY
CHECKS FOR MONTH - MAY 2025

Check #	Vendor Name	Chk Date	Chk Amt	Source	Comment	Balance
					BEGINNING BALANCE	\$ 736,689.92
Deposit	050125 REC	5/1/2025	\$ 66,138.72	050125 REC	FEB25 CL+CW, CL STAFF SHARE, M	\$ 802,828.64
Deposit	052225 REC	5/22/2025	\$ 68,535.27	052225 REC	MAR25 CL+CW, CC USE REIMB.	\$ 871,363.91
Deposit	MAY 2025 INT	6/4/2025	\$ 170.26	MAY 2025 INT	MAY 2025 INTEREST	\$ 871,534.17
002054E	INTERNAL REVENUE SEF	5/7/2025	\$ (1,634.33)	PAYPER10_2025	FED TAX/SOC SEC/MED PAYROLL10	\$ 869,899.84
002055E	MN DEPT OF REVENUE	5/7/2025	\$ (346.73)	PAYPER10_2025	WITHHOLDING TAX PAYROLL10	\$ 869,553.11
002056E	PERA	5/7/2025	\$ (857.69)	PAYPER10_2025	PERA PAYROLL10	\$ 868,695.42
002057E	MNDP RETIREMENT	5/7/2025	\$ (125.00)	PAYPER10_2025	MNDP PAYROLL10	\$ 868,570.42
002061E	INTERNAL REVENUE SEF	5/19/2025	\$ (1,196.33)	PAYPER10_2025	FED TAX/SOC SEC/MED PAYROLL10	\$ 867,374.09
002062E	MN DEPT OF REVENUE	5/19/2025	\$ (241.36)	PAYPER10_2025	WITHHOLDING TAX PAYROLL10.01	\$ 867,132.73
002063E	INTERNAL REVENUE SEF	5/21/2025	\$ (1,634.33)	PAYPER11_2025	FED TAX/SOC SEC/MED PAYROLL11	\$ 865,498.40
002064E	MN DEPT OF REVENUE	5/21/2025	\$ (322.93)	PAYPER11_2025	WITHHOLDING TAX PAYROLL11	\$ 865,175.47
002065E	PERA	5/21/2025	\$ (857.69)	PAYPER11_2025	PERA PAYROLL11	\$ 864,317.78
002066E	MNDP RETIREMENT	5/21/2025	\$ (125.00)	PAYPER11_2025	MNDP PAYROLL11	\$ 864,192.78
002074E	DELTA DENTAL	5/31/2025	\$ (82.30)	MAY 25 EFT	DENTAL COVERAGE MAY25	\$ 864,110.48
002075E	HEALTH PARTNERS	5/31/2025	\$ (2,210.42)	MAY 25 EFT	JUNE25 HEALTH INS	\$ 861,900.06
002076E	ALERUS	5/31/2025	\$ (4.00)	MAY 25 EFT	MAY25 HEALTH SAVINGS	\$ 861,896.06
002081E	LAKE CENTRAL BANK	5/20/2025	\$ (5,528.80)	BANK ERROR COR	BANK ERROR CASHING	\$ 856,367.26
	7170 CENTRAL MCGOWAN	5/1/2025	\$ (135.00)	050125 AP	DEPOSIT CYL MAINT FEE	\$ 856,232.26
	7171 CLEARWATER	5/1/2025	\$ (1,451.58)	050125 AP	MAR25 ADMIN SVCS	\$ 854,780.68
	7172 ELECTRIC MOTOR SERV	5/1/2025	\$ (59.06)	050125 AP	V-BELTS	\$ 854,721.62
	7173 FRONTIER	5/1/2025	\$ (313.20)	050125 AP	APR25 PHONE/INTERNET	\$ 854,408.42
	7174 HAWKINS INC	5/1/2025	\$ (1,906.36)	050125 AP	AZONE 15, ZETAG	\$ 852,502.06
	7175 JOES BOBCAT AND MOR	5/1/2025	\$ (500.00)	050125 AP	HAUL CONTAINERS TO EMR	\$ 852,002.06
	7176 NORTH CENTRAL LABOF	5/1/2025	\$ (705.80)	050125 AP	DR-300CL	\$ 851,296.26
	7177 PARTS CITY AUTO PART:	5/1/2025	\$ (182.21)	050125 AP	PREMIUM GRP 58	\$ 851,114.05
	7178 UC LABORATORY	5/1/2025	\$ (2,219.11)	051525 AP	TESTING	\$ 848,894.94
	7179 CHANDCO SYSTEMS INC	5/15/2025	\$ (1,053.51)	051525 AP	DRIVE MOUNT SEAL GASKET	\$ 847,841.43
	7180 DUNCAN CO.	5/15/2025	\$ (460.85)	051525 AP	MORIN REPAIR KIT	\$ 847,380.58
	7181 FORSELL, JON	5/15/2025	\$ (540.66)	051525 AP	EBAY MOLEKOTE O RING GREASE	\$ 846,839.92
	7182 HAWKINS INC	5/15/2025	\$ (40.00)	051525 AP	CHLORINE, SULFUR DIOXIDE	\$ 846,799.92
	7183 KRAEMER TRUCKING & E	5/15/2025	\$ (55.84)	051525 AP	WASHED SAND	\$ 846,744.08
	7184 PARTS CITY AUTO PART:	5/15/2025	\$ (17.96)	051525 AP	PAINT BRUSHES	\$ 846,726.12
	7185 SELECT ELECTRIC INC	5/15/2025	\$ (409.36)	051525 AP	ADD 2 LIGHTS IN SHOP BREAKROO	\$ 846,316.76
	7186 SHARETECH	5/15/2025	\$ (278.00)	051525 AP	JON VPN ISSUES	\$ 846,038.76
	7187 U.S. BANK	5/15/2025	\$ (514.96)	051525 AP	CC SUPPLIES, FUEL	\$ 845,523.80
	7188 XCEL ENERGY	5/15/2025	\$ (5,144.90)	051525 AP	APR 2025 ELECTRICITY	\$ 840,378.90
	7189 CENTRA SOTA COOPER/	5/28/2025	\$ (148.20)	052825 AP	AGMA 6 EP GEAR & ROCK DRILL 32	\$ 840,230.70
	7190 FRONTIER	5/28/2025	\$ (313.20)	052825 AP	MAY25 PHONE/INTERNET	\$ 839,917.50
	7191 PARTS CITY AUTO PART:	5/28/2025	\$ (9.98)	052825 AP	PAINT BRUSHES	\$ 839,907.52
500195E-500196E	PAYROLL10	5/7/2025	\$ (4,090.80)	PAY20250110.00		\$ 835,816.72
500197E	SUPP. PAYROLL10.01	5/19/2025	\$ (2,859.25)	PAY20250110.01		\$ 832,957.47
500198E-500199E	PAYROLL11	5/21/2025	\$ (4,194.60)	PAY20250111.00		\$ 828,762.87

RECEIPTS \$ 134,844.25
PAYROLL \$ (11,144.65)
EXPENSES \$ (31,626.65)
\$ 92,072.95



**CLEAR LAKE/CLEARWATER SEWER AUTHORITY
CHECKS FOR MONTH - JUNE 2025**

Check #	Vendor Name	Chk Date	Chk Amt	Source	Comment	Balance
					BEGINNING BALANCE	\$ 828,762.87
Deposit	CHK 10350 BANK ADJ	6/19/2025	\$5,528.80	CHK 10350	BANK ADJ TO FIX CHK	\$ 834,291.67
Deposit	062625 REC	6/26/2025	\$105,898.36	062625 REC	APR25 SEWER FLOW	\$ 940,190.03
Deposit	JUN 2025 INT	6/30/2025	\$171.53	JUN 2025 INT	JUNE 2025 INTEREST	\$ 940,361.56
002070E	INTERNAL REVENUE	6/4/2025	(\$2,003.43)	PAYPER12_202	FED TAX PAYROLL12	\$ 938,358.13
002071E	MN DEPT OF REVENUE	6/4/2025	(\$388.35)	PAYPER12_202	WITHHOLDING TAX	\$ 937,969.78
002072E	PERA	6/4/2025	(\$1,001.76)	PAYPER12_202	PERA PAYROLL12	\$ 936,968.02
002073E	MNDCP Retirement	6/4/2025	(\$125.00)	PAYPER12_202	MNDCP PAYROLL 12	\$ 936,843.02
002077E	INTERNAL REVENUE	6/18/2025	(\$1,648.67)	PAYPER13_202	FED TAX PAYROLL13	\$ 935,194.35
002078E	MN DEPT OF REVENUE	6/18/2025	(\$325.47)	PAYPER13_202	WITHHOLDING TAX	\$ 934,868.88
002079E	PERA	6/18/2025	(\$863.29)	PAYPER13_202	PERA PAYROLL13	\$ 934,005.59
002080E	MNDCP Retirement	6/18/2025	(\$125.00)	PAYPER13_202	MNDCP PAYROLL13	\$ 933,880.59
002086E	ALERUS	6/30/2025	(\$4.00)	JUNE_25_EFT	JUN25 HEALTH SAVINGS	\$ 933,876.59
002087E	HEALTH PARTNERS	6/30/2025	(\$2,210.42)	JUNE_25_EFT	JUL25 HEALTH INS	\$ 931,666.17
002088E	DELTA DENTAL	6/30/2025	(\$82.30)	JUNE_25_EFT	DENTAL COVERAGE	\$ 931,583.87
002089E	LAKE CENTRAL BANK	6/30/2025	(\$15.00)	063025 DEBIT	JUN25 ANN. BANK CARD	\$ 931,568.87
7126	CENTRA SOTA	2/6/2025	\$282.25	020625 AP	MAXTRON R&O ISO 68,	\$ 931,851.12
7192	CLEARWATER	6/19/2025	(\$2,191.83)	061925 AP	APR25 ADMIN SVCS	\$ 929,659.29
7193	ELECTRIC PUMP	6/19/2025	(\$6,190.62)	061925 AP	FLYGT PUMP NON CLOG	\$ 923,468.67
7194	FASTENAL COMPANY	6/19/2025	(\$106.19)	061925 AP	STD CAP PLT FLTR	\$ 923,362.48
7195	FRONTIER	6/19/2025	(\$313.20)	061925 AP	JUNE25 PHONE/INTERNET	\$ 923,049.28
7196	HAWKINS INC	6/19/2025	(\$8,688.43)	061925 AP	CHLORINE, SULFUR	\$ 914,360.85
7197	NORTH CENTRAL	6/19/2025	(\$310.63)	061925 AP	ACCUVAC AMPULES	\$ 914,050.22
7198	TEAM LAB	6/19/2025	(\$1,250.00)	061925 AP	GLYPHOSALTE	\$ 912,800.22
7199	U.S. BANK	6/19/2025	(\$324.26)	061925 AP	COBORNS PAPER	\$ 912,475.96
7200	ZENON ENVIRONMENTA	6/19/2025	(\$3,098.14)	061925 AP	PROGRAMMING	\$ 909,377.82
7201	CITY OF CLEARWATER	6/26/2025	(\$2,565.83)	062625 AP	MAY25 ADMIN SVCS	\$ 906,811.99
7202	LEAGUE OF MINNESOTA	6/26/2025	(\$4,747.00)	062625 AP	WORKERS COMP INS 25-	\$ 902,064.99
7203	NORTHLAND	6/26/2025	(\$935.00)	062625 AP	SPRING INSPECTION	\$ 901,129.99
7204	TEAM LAB	6/26/2025	(\$4,730.00)	062625 AP	MEGA BUGS PLUS	\$ 896,399.99
7205	VICTORY DOOR SYSTEM	6/26/2025	(\$386.00)	062625 AP	GARAGE DOOR REPAIR	\$ 896,013.99
7206	XCEL ENERGY	6/26/2025	(\$76.95)	062625 AP	MAY 2025 NAT GAS	\$ 895,937.04
500200E-500201E	PAYROLL12	6/4/2025	(\$4,720.88)	PAY20250112.0		\$ 891,216.16
500202E-500203E	PAYROLL13	6/18/2025	(\$4,218.14)	PAY20250113.0		\$ 886,998.02

RECEIPTS	\$111,598.69
PAYROLL	(\$8,939.02)
EXPENSES	(\$44,424.52)
	<u>\$ 58,235.15</u>



CLEAR LAKE/CLEARWATER SEWER AUTHORITY
CHECKS FOR MONTH - JULY 2025

Check #	Vendor Name	Chk Date	Chk Amt	Source	Comment	Balance
					BEGINNING BALANCE	\$ 886,998.02
Deposit	071725_REC	7/17/2025	\$59,487.72	071725_REC	SEWER SURCHARGE	\$ 946,485.74
Deposit	JUL 2025 INT	8/5/2025	\$190.38	JUL 2025 INT	JULY 2025 INTEREST	\$ 946,676.12
002082E	INTERNAL REVENUE	7/2/2025	(\$1,759.76)	PAPPER14_202	FED TAX PAYROLL14	\$ 944,916.36
002083E	MN DEPT OF REVENUE	6/26/2025	(\$345.16)	PAPPER14_202	WITHHOLDING TAX	\$ 944,571.20
002084E	MNDCP Retirement	6/26/2025	(\$125.00)	PAPPER14_202	MNDCP PAYROLL14	\$ 944,446.20
002085E	PERA	6/26/2025	(\$906.64)	PAPPER14_202	PERA PAYROLL14	\$ 943,539.56
002090E	INTERNAL REVENUE	7/15/2025	(\$1,753.80)	PAYPER15_202	FED TAX PAYROLL 15	\$ 941,785.76
002091E	MN DEPT OF REVENUE	7/15/2025	(\$344.11)	PAYPER15_202	WITHHOLDING TAX	\$ 941,441.65
002092E	MNDCP Retirement	7/15/2025	(\$125.00)	PAYPER15_202	MNDCP PAYROLL 15	\$ 941,316.65
002093E	PERA	7/15/2025	(\$904.31)	PAYPER15_202	PERA PAYROLL 15	\$ 940,412.34
002094E	MN DEPT OF REVENUE	7/24/2025	(\$279.36)	PAYPER15.1_20	WITHHOLDING TAX	\$ 940,132.98
002095E	INTERNAL REVENUE	7/24/2025	(\$1,440.38)	PAYPER15.1_20	FED TAX PAYROLL 15.1	\$ 938,692.60
002096E	PERA	7/28/2025	(\$936.94)	PAYPER16_202	PERA	\$ 937,755.66
002097E	MNDCP Retirement	7/28/2025	(\$125.00)	PAYPER16_202	MNDCP RETIREMENT	\$ 937,630.66
002098E	MN DEPT OF REVENUE	7/28/2025	(\$358.92)	PAYPER16_202	WHITHOLDING TAX	\$ 937,271.74
002099E	INTERNAL REVENUE	7/28/2025	(\$1,837.39)	PAYPER16_202	FEDERAL TAX	\$ 935,434.35
002100E	ALERUS	7/31/2025	(\$4.00)	JULY 25 EFT	JUL25 HEALTH SAVINGS	\$ 935,430.35
002101E	DELTA DENTAL	7/31/2025	(\$82.30)	JULY 25 EFT	DENTAL COVERAGE	\$ 935,348.05
002102E	HEALTH PARTNERS	7/31/2025	(\$2,210.42)	JULY 25 EFT	AUG25 HEALTH INS	\$ 933,137.63
	7207 CITY OF CLEARWATER	7/10/2025	(\$2,378.83)	071025_AP	JUN25 ADMIN, TREASURER SVCS	\$ 930,758.80
	7208 FORSELL, JON	7/10/2025	(\$23.00)	071025_AP	MPCA LICENSE RENEWAL	\$ 930,735.80
	7209 LIBERTY ELECTRIC CO II	7/10/2025	(\$177.70)	071025_AP	COOLING	\$ 930,558.10
	7210 UC LABORATORY	7/10/2025	(\$1,782.19)	071025_AP	TESTING	\$ 928,775.91
	7211 BERGAN KDV	7/18/2025	(\$14,700.00)	071825_AP	2024 AUDIT	\$ 914,075.91
	7212 GENERATOR SYSTEM	7/18/2025	(\$1,800.00)	071825_AP	MAJOR PM VISIT ON CAT	\$ 912,275.91
	7213 HAWKINS INC	7/18/2025	(\$30.00)	071825_AP	SULFUR DIOXIDE	\$ 912,245.91
	7214 MN POLLUTION CONTRC	7/18/2025	(\$1,450.00)	071825_AP	WATER PERMIT ANNUAL	\$ 910,795.91
	7215 U.S. BANK	7/18/2025	(\$1,718.47)	071825_AP	COBORNS FUEL	\$ 909,077.44
	7216 FRONTIER	7/24/2025	(\$312.79)	072425AP	JULY25 PHONE/INTERNET	\$ 908,764.65
	7217 IDEAL SERVICES, INC.	7/24/2025	(\$176.25)	072425AP	REPLACED EXHAUST	\$ 908,588.40
	7218 MINNESOTA VALLEY	7/24/2025	(\$418.25)	072425AP	MERCURY TESTING	\$ 908,170.15
	7219 PARTS CITY AUTO PART.	7/24/2025	(\$69.96)	072425AP	MOTOR OIL	\$ 908,100.19
	7220 UC LABORATORY	7/24/2025	(\$1,318.38)	072425AP	TESTING	\$ 906,781.81
	7221 C. EMERY NELSON, INC.	7/31/2025	(\$347.62)	073125_AP	INTAKE FILTER	\$ 906,434.19
	7222 MN MUNICIPAL UTILITIES	7/31/2025	(\$100.00)	073125_AP	2025 ANNUAL FEES	\$ 906,334.19
	7223 PARTS CITY AUTO PART.	7/31/2025	(\$13.77)	073125_AP	HARDWARE ONE PIECE	\$ 906,320.42
	7224 XCEL ENERGY	7/31/2025	(\$41.40)	073125_AP	JUN 2025 NAT GAS	\$ 906,279.02
500204E-200205E	PAYROLL14	7/2/2025	(\$4,320.61)	PAY20250114.0		\$ 901,958.41
500206E-500207E	PAYROLL15	7/16/2025	(\$4,350.82)	PAY20250115.0		\$ 897,607.59
500208E	PAYROLL15.1	7/25/2025	(\$3,141.17)	PAY20250115.0		\$ 894,466.42
500209E-500210E	PAYROLL16	7/30/2025	(\$4,448.12)	PAY20250116.0		\$ 890,018.30

RECEIPTS	\$59,678.10
PAYROLL	-\$16,260.72
EXPENSES	-\$40,397.10
	\$3,020.28

CLEAR LAKE SEWER AUTHORITY
***Cash Balances-Audit Summary©**

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Page 1

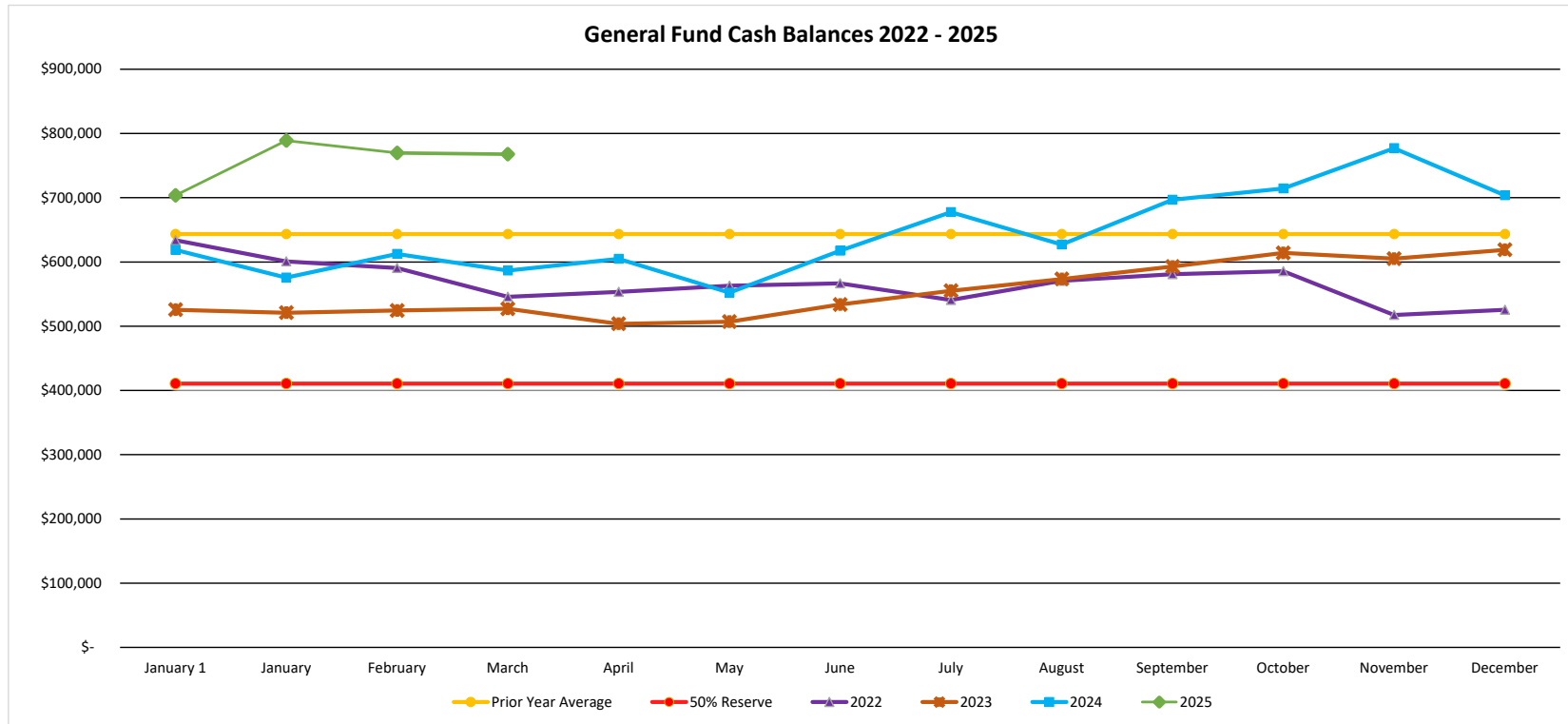
Current Period July 2025

Fund	General Ledger	-----Transactions-----				
10100 ASB						
101 GENERAL OPERATI						
			<u>Contra Entries</u>		<u>Cash Account used in the Transaction</u>	
GL Begin Bal	\$703,646.43	= - Disbursements	\$263,410.61	+ Transfers	\$0.00	Disbursements/(Receipts)
+ Debits	\$554,342.62	+ Receipts	\$523,950.54	+ Journal Entries	\$0.00	Includes Startup (if any)
- Credits	\$367,970.75			+ JE Payroll	(\$74,168.06)	
GL Balance	\$890,018.30			Transaction Balance	\$890,018.30	In Bal
301 CAPITAL IMPROVEM						
			<u>Contra Entries</u>		<u>Cash Account used in the Transaction</u>	
GL Begin Bal	\$0.00	= - Disbursements	\$0.00	+ Transfers	\$0.00	Disbursements/(Receipts)
+ Debits	\$0.00	+ Receipts	\$0.00	+ Journal Entries	\$0.00	Includes Startup (if any)
- Credits	\$0.00			+ JE Payroll	\$0.00	
GL Balance	\$0.00			Transaction Balance	\$0.00	In Bal
All Fund	GL Begin Bal	+ Receipts	- Disbursements	+ Journal Entries	+ JE Payroll	Balance
	\$703,646.43	\$523,950.54	\$263,410.61	\$0.00	(\$74,168.06)	\$890,018.30



CLCWSA

1st Quarter 2025
Quarterly Budget Report



General Fund

	YTD Budget	YTD Actual	Percent of YTD Budget	
Receipts				
Sewer Revenues	\$ 175,048	\$ 174,579	99.73 %	➡
Miscellaneous Revenue	-	5,009	-	⬆
Interest Earnings	325	472	145.2	⬆
Sewer Surcharge	29,940	33,590	112.2	⬆
Insurance Dividend	-	1,523	-	⬆
Sales of General Fixed Assets	-	2,500	-	⬆
	<u>\$ 205,313</u>	<u>\$ 217,673</u>	<u>106.0 %</u>	⬆

	YTD Budget	YTD Actual	Percent of YTD Budget	
Disbursements				
Wages	\$ 40,875	\$ 43,324	106.0 %	➡
Payroll Taxes	6,025	6,574	109.1	➡
Employee Expenses	10,925	14,323	131.1	⬇
Supplies/ Maintenance	29,125	43,114	148.0	⬇
Insurance	9,500	-	0.0	⬆
Administrative	2,425	1,329	54.8	⬆
Contracted Services	10,750	4,915	45.7	⬆
Utilities	24,625	27,202	110.5	⬇
Capital	37,500	12,807	34.2	⬆
Miscellaneous	-	-	-	
Depreciation	33,563	-	0.0	⬆
	<u>\$ 205,313</u>	<u>\$ 153,588</u>	<u>74.8</u>	⬆

Key

- ⬆ Varies more than 10% than budget positively
- ⬇ Varies more than 10% than budget negatively
- ➡ Within 10% of budget

Clear Lake/ Clearwater Sewer Authority

Statement of Revenue and Expenditures

Budget to Actual

For the Three Months Ended March 31, 2025

	Annual Budget	Budget through 3/31/2025	Actual Through 3/31/2025	Variance - Favorable (Unfavorable)	Percent of Budget through 3/31/2025
Revenues					
Sewer Revenues	\$ 700,190	\$ 175,048	\$ 174,579	\$ (468)	99.7 %
Miscellaneous Revenue	-	-	5,009	5,009	-
Interest Earnings	1,300	325	472	147	145.2
Sewer Surcharge Revenue	119,760	29,940	33,590	3,650	112.2
Insurance Dividends	-	-	1,523	1,523	-
Sales of General Fixed Assets	-	-	2,500	-	-
Total Revenues	821,250	205,313	217,673	9,860	106.0
Expenditures					
Wages	\$ 163,500	\$ 40,875	\$ 43,324	(2,449)	105.99
Payroll Taxes	24,100	6,025	6,574	(549)	109.11
Employee Expenses	43,700	10,925	\$14,323	(3,398)	131.10
Supplies/ Maintenance	116,500	29,125	43,114	(13,989)	148.03 1)
Insurance	38,000	9,500	\$0	9,500	-
Administrative	9,700	2,425	\$1,329	1,096	54.81
Contracted Services	43,000	10,750	\$4,915	5,835	45.72
Utilities	98,500	24,625	\$27,202	(2,577)	110.46
Capital	150,000	37,500	12,807	24,693	34.15 2)
Miscellaneous	-	-	-	-	-
Depreciation	134,250	33,563	-	33,563	- 3)
Total Expenditures	821,250	205,313	153,588	51,725	74.81
Excess Revenues (Expenditures)	\$ -	\$ -	\$ 64,085.12	\$ 61,585.12	

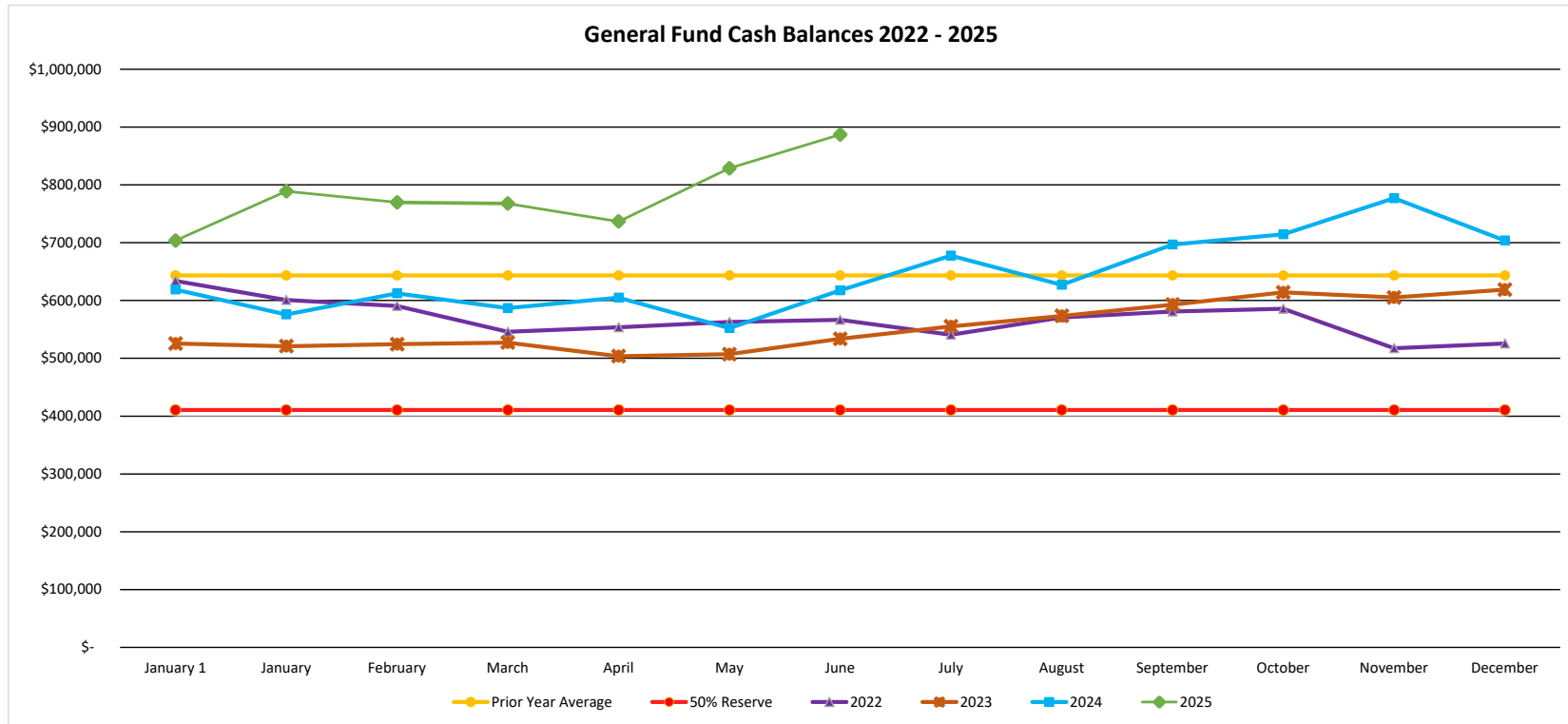
Item Explanation of items percentage received/expended less than 90% or greater than 110% and \$ variance greater than \$10,000.

- 1) \$15k in expenditures booked to Repairs was reclassified to Capital, will reflect on the Q2 budget report
- 2) Only capital expenditure so far has been a Rotary Lobe Pump in March, reclassification of 2 items will reflect on Q2 report
- 3) Depreciation recognized as an actual expense at year end (after audit)



CLCWSA

2nd Quarter 2025
Quarterly Budget Report



General Fund

	YTD Budget	YTD Actual	Percent of YTD Budget	
Receipts				
Sewer Revenues	\$ 350,095	\$ 370,875	105.94 %	➡
Miscellaneous Revenue	-	10,981	-	⬆
Interest Earnings	650	970	149.3	⬆
Sewer Surcharge	59,880	71,760	119.8	⬆
Insurance Dividend	-	1,523	-	⬆
Sales of General Fixed Assets	-	2,500	-	⬆
	<u>\$ 410,625</u>	<u>\$ 458,609</u>	<u>111.7 %</u>	⬆

	YTD Budget	YTD Actual	Percent of YTD Budget	
Disbursements				
Wages	\$ 81,750	\$ 85,672	104.8 %	➡
Payroll Taxes	12,050	12,690	105.3	➡
Employee Expenses	21,850	21,468	98.3	➡
Supplies/ Maintenance	58,250	57,915	99.4	➡
Insurance	19,000	4,747	25.0	⬆
Administrative	4,850	4,442	91.6	➡
Contracted Services	21,500	13,478	62.7	⬆
Utilities	49,250	39,938	81.1	⬆
Capital	75,000	34,906	46.5	⬆
Miscellaneous	-	-	-	
Depreciation	67,125	-	0.0	⬆
	<u>\$ 410,625</u>	<u>\$ 275,258</u>	<u>67.0</u>	⬆

Key

- ⬆ Varies more than 10% than budget positively
- ⬇ Varies more than 10% than budget negatively
- ➡ Within 10% of budget

Clear Lake/ Clearwater Sewer Authority

Statement of Revenue and Expenditures

Budget to Actual

For the Three Months Ended June 30, 2025

	Annual Budget	Budget through 6/30/2025	Actual Through 6/30/2025	Variance - Favorable (Unfavorable)	Percent of Budget through 6/30/2025	
Revenues						
Sewer Revenues	\$ 700,190	\$ 350,095	\$ 370,875	\$ 20,780	105.9	%
Miscellaneous Revenue	-	-	10,205	10,205	-	1)
Interest Earnings	1,300	650	970	320	149.3	
Sewer Surcharge Revenue	119,760	59,880	71,760	11,880	119.8	2)
Insurance Dividends	-	-	1,523	1,523	-	
Sales of General Fixed Assets	-	-	3,276	-	-	
Total Revenues	821,250	410,625	458,609	44,708	111.7	
Expenditures						
Wages	\$ 163,500	\$ 81,750	\$ 85,672	(3,922)	104.80	
Payroll Taxes	24,100	12,050	12,690	(640)	105.31	
Employee Expenses	43,700	21,850	\$21,468	382	98.25	
Supplies/ Maintenance	116,500	58,250	57,915	335	99.43	
Insurance	38,000	19,000	\$4,747	14,253	24.98	3)
Administrative	9,700	4,850	\$4,442	408	91.59	
Contracted Services	43,000	21,500	\$13,478	8,022	62.69	
Utilities	98,500	49,250	\$39,938	9,312	81.09	
Capital	150,000	75,000	34,906	40,094	46.54	4)
Miscellaneous	-	-	-	-	-	
Depreciation	134,250	67,125	-	67,125	-	5)
Total Expenditures	821,250	410,625	275,258	135,367	67.03	
Excess Revenues (Expenditures)	\$ -	\$ -	\$ 183,351.58	\$ 180,075.58		

Item Explanation of items percentage received/expended less than 90% or greater than 110% and \$ variance greater than \$10,000.

- 1) Miscellaneous Revenue consisted of Xcel Rebate, CL Staff Share
- 2) November Sewer Surcharge was collected in January 2025, making 2025 Revenue higher
- 3) Property Insurance annually paid in August
- 4) Only capital expenditure so far have been smaller capital items
- 5) Depreciation recognized as an actual expense at year end (after audit)

CLCWSA ON-CALL POLICY

DEFINITIONS

On-call Duty – Period when employees are expected to respond to calls or alarms outside of their normal work schedule due to an emergency or system-test for emergencies. This includes peak-time calls under the contract with Xcel Energy.

Call-back Pay - Call-back pay is earned when an employee is requested to return to work due to an emergency after he/she has left work or is on paid leave status. There is a two-hour pay minimum guaranteed for employees asked to return to work in an emergency. In addition, employees will be paid for any time worked from the time they receive the call till the completion of the emergency, even if it exceeds the two-hour minimum.

ON-CALL PROCEDURES

A. General

The Clear Lake/Clearwater Sewer Authority (CLCWSA) requires one full-time, regular, non-exempt CLCWSA employee to be assigned to On-Call Duty at all times outside of the wastewater department regular schedule. CLCWSA wastewater employees are scheduled for On-Call Duty on a rotating weekly basis. The CLCWSA Director or Chief Plant Operator will specify the exact hours the employee will cover On-call Duty. Switching on-call shifts is not allowed unless approved by the CLCWSA Director or Chief Plant Operator in advance.

B. Employee Responsibilities

1. Employees assigned to On-call Duty are free to continue with all their normal off-duty activities provided that they remain mentally and physically fit to perform their duties during the entire period of On-call Duty. Employees assigned to On-call Duty shall not consume alcoholic beverages.
2. Employees assigned to On-call Duty shall be able to arrive at CLCWSA within a half-hour or less driving the speed limit.
3. Employees assigned to On-call Duty who cannot immediately respond because of illness or other emergency must contact the CLCWSA Director or Chief Plant Operator as soon as they are aware that they will not be able to respond to On-call Duty.

C. Compensation

CLCWSA non-exempt wastewater employees shall receive compensation based on the average amount of time spent on On-call Duty during a regular pay period. Compensation will be based on a rate of \$20 per weekday and \$60 per weekend day/holiday spent on-call. In addition to the on-call pay, if the employee is called to duty during the on-call period, they will be paid a minimum of two (2) hours of compensation at one and a half (1.5) times their regular pay. If a

callback is required on a CLCWSA approved holiday, the employee shall receive a minimum of two (2) hours compensation at two and a half (2.5) times their regular pay. Hours paid will include time worked from the time the employee is notified till the completion of the emergency.

CALL-BACK PROCEDURES

A. General

If a CLCWSA wastewater employee is called back in to work outside of normal operating hours, whether or not the employee is performing On-call Duty, call-back procedures begin. Call-back pay begins from the time the employee receives the call to return to duty status and ends when the task is finished.

B. Employee Responsibilities

If an employee is called back in to work and the employee is not mentally and/or physically fit to perform the duties that they are being called back to perform they must notify the CLCWSA Director or Chief Plant Operator and must not report back to work.

C. Compensation

If a call-back is required on a non-holiday, the employee shall receive a minimum of two (2) hours of compensation at one and a half (1.5) times their regular pay. If a call-back is required on a CLCWSA approved holiday, the employee shall receive a minimum of two (2) hours compensation at two and a half (2.5) times their regular pay. Hours paid will include time worked from the time the employee is notified till the completion of the emergency.

CLEAR LAKE / CLEARWATER SEWER AUTHORITY

JOINT POWERS AGREEMENT

This Agreement is entered into by and between the City of Clear Lake, a Minnesota municipal corporation, and the City of Clearwater, a Minnesota municipal corporation.

Whereas, Minnesota Statutes section 471.59 provides that two or more governmental units may by agreements jointly exercise any power common to the contracting parties; and

Whereas, the City of Clear Lake and the City of Clearwater (collectively, “the Cities” or “the Parties”) previously entered into joint powers agreements entitled “Joint Power Agreement Between the Cities of Clear Lake, Minnesota and Clearwater, Minnesota” dated August 19, 2005, September 10, 2007, January 8, 2018, and July 11, 2022; and

Whereas, in light of events that occurred since the previous agreements were executed, the Cities desire to replace those agreements with a new agreement.

Now, therefore, in consideration of the promises and covenants contained herein, and in accordance with Minnesota Statutes section 471.59, the Cities agree as follows:

Article 1 Revocation

- 1.1 All previous agreements are hereby revoked by the Cities, declared null and void, and replaced in their entirety by this Agreement, dated this 9th day of June, 2025.

Article 2 Name

- 2.1 The joint powers entity governed by this Agreement shall continue to be known as the Clear Lake / Clearwater Sewer Authority (“the Sewer Authority”).

Article 3 Purpose

The purpose of this Agreement is as follows:

- 3.1 To provide an updated mechanism so that the Cities may continue to provide a safe, efficient and cost –effective means for jointly acquiring, maintaining and operating wastewater disposal facilities, and to do so in a manner that is fair and equitable to the citizens of each respective City, while adhering to all applicable local, state and federal regulations.
- 3.2 This Agreement is also intended to allow the joint powers entity to provide other similar or related services as determined by the governing board, and to incur obligations and debt in furtherance of the entity’s purpose, as allowed by Minnesota Statutes section 471.59 and other applicable law.

Article 4 Governance

- 4.1 Governing Board. A governing board shall be formed to oversee the operation of the Sewer Authority and shall be known as the Board.
 - 4.1.1 Membership. The Board shall be comprised of five members as follows:
 - 4.1.1.1 Mayor of the City of Clear Lake
 - 4.1.1.2 Mayor of the City of Clearwater
 - 4.1.1.3 Council member of the City of Clear Lake
 - 4.1.1.4 Council member of the City of Clearwater
 - 4.1.1.5 Member at Large of either City.
 - 4.1.2 Appointment. The respective city councils of each City shall appoint a single council member to the Board. The member at large shall be a resident or a business owner within the service area that is connected to the sanitary sewer system of either the City of Clear Lake or the City of Clearwater. This position shall serve as a member of the Board for the purpose of serving all customers within the service area and to protect the integrity of the entire system. The Director will manage the recruitment process and accept applications for the Member At Large position on behalf of the Board.~~An application process, approved by both City Councils will be required of this position. The application shall be forwarded to the Sewer Authority by the interested individual’s~~

~~respective City Clerk or City Administrator.~~ The Board will make the final determination to fill the position.

4.1.3 Terms.

- 4.1.3.1 The mayors of the respective Cities shall remain on the Board while they hold their respective City positions.
- 4.1.3.2 The two council members shall serve one-year terms beginning in January upon approval of their appointment by their respective city councils.
- 4.1.3.3 The Member at Large shall serve a two-year ~~one-year~~ term beginning at the first meeting of the Board in January.
- 4.1.3.4 All members who are on the Board as of the date this Agreement shall remain on the Board until the following January at which time they are to be reappointed or replaced pursuant to the provisions of this Agreement.
- 4.1.3.5 In the event of a mid-term council member vacancy, it shall be filled in the same manner as an appointment, as provided above. The appointed council member shall complete the term of the council members who vacated the Board position.
- 4.1.3.6 Term Limits – there shall be no term limits.

4.1.4 Voting Power. A quorum shall consist of no less than three Board members. Each member of the Sewer Authority Board shall have one vote, and all decisions shall be made by simple majority vote. Abstentions shall not be counted as votes cast for the purpose of this section. Proxy votes are not permitted.

4.2 By-laws. The Board may adopt bylaws to govern its operations. Such bylaws shall be consistent with this Agreement and applicable law.

4.3 Officers.

4.3.1 The Mayors of each City shall serve in the capacity of the Chair and the Vice Chair of the Board. These positions will rotate each year, from City to City. (Vice Chair becomes Chair, Chair becomes Vice Chair.) The Chair shall conduct Board meetings, and the Vice Chair shall assume the Chair's duties in his/her absence. The Chair and Vice Chair shall each

serve a one-year term beginning in January pursuant to them qualifying as an elected official within their respective City.

4.3.2 The Board shall have the authority to appoint such committees as it deems necessary to fulfill the purpose of the organization.

4.3.3 The Board may elect or appoint other officers as it deems necessary to conduct the affairs of the Sewer Authority.

4.4 Meetings. The Board shall comply with Minnesota Statutes Chapter 13D, Open Meeting Law. All meetings shall take place in either the City of Clear Lake or the City of Clearwater, unless otherwise approved by the Board in a public meeting and properly noticed as required by state law.

4.5 Compensation. Each member of the Board shall receive a stipend, to be paid at year end, in the month of December for each duly noticed Board meeting that they have attended during the calendar year. The amount of the stipend shall be set annually by the Board during the budgeting process, effective the preceding January. The stipend for all Board members shall be the responsibility of the Sewer Authority and shall not be paid by either city.

4.6

Article 5 Powers of the Board

5.1 General Powers. The Board is hereby authorized to exercise such authority and powers common to the Cities as is necessary and proper to fulfill its purposes and perform its duties. Such authority shall include the specific powers enumerated in this Agreement and in the bylaws, if any.

5.2 Specific Powers.

5.2.1 Contracts. The Board may enter into contracts necessary for the exercise of its duties and responsibilities to govern the Sewer Authority. The Board may take such action as is necessary to enforce such contracts. Contracts let and purchases made pursuant to this Agreement shall conform to the requirements applicable to contracts required by law.

5.2.2 Staff. The Board may employ staff and outside consultants as reasonably needed in furtherance of the Board's duties and in support of the Sewer Authority's purpose.

5.2.3 Budget. The Board shall develop and adopt an annual budget no later than August 31st of each year.

- 5.2.4 Insurance. The Board shall obtain liability and property insurance, and such other insurance as it deems necessary to indemnify the Board and its members for actions of the Board and its members arising out of this Agreement.
- 5.2.5 Debt. To the extent, and in the manner, allowed by Minnesota Statutes section 471.59, the Board may issue bonds or obligations under any law by which the Cities may issue such bonds or obligations, and use the proceeds to carry out the purposes of this Agreement.
- 5.2.6 Property Acquisition. The Board may acquire all real and personal property and equipment, including wastewater treatment facilities and related infrastructure, necessary to carry out the purposes of this Agreement.

Article 6 Staff

- 6.1 Chief Plant Operator. The Board shall hire a properly licensed wastewater facilities operator to operate and maintain the wastewater facilities in accordance with state and federal regulations.
- 6.2 Staff Positions. The Board may hire other staff as deemed necessary. The terms and conditions of employment for all staff shall be determined by the Board.

Article 7 Indemnification

- 7.1 Applicability. The Sewer Authority shall be considered a separate and distinct public entity to which the Parties have transferred all responsibility and control for actions taken pursuant to this Agreement. The Sewer Authority shall comply with all laws and rules that govern a public entity in the State of Minnesota and shall be entitled to the protections of Minnesota Statutes Chapter 466.
- 7.2 Indemnification and Hold Harmless. The Sewer Authority shall fully defend, indemnify and hold harmless the Parties against all claims, losses, liability, suites, judgments, costs and expenses by reason of the action or inaction of the Board and/or employees and /or the agents of the Sewer Authority. This agreement to indemnify and hold harmless does not

constitute a waiver by any party of limitations on liability provided under Minnesota Statutes section 466.04.

To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be shall be construed as a “cooperate activity” and it is the intent of the Parties that they be deemed a “single governmental unit” for the purposes of liability, all as set forth in Minnesota Statutes section 471.59, subdivision 1a(a). It is further provided that for purposes of that statute, each Party to this Agreement expressly declines responsibility for the acts or omissions of the other party.

The Parties of this Agreement are not liable for the acts or omissions of the other Parties to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Parties.

Article 8 Revenue

All user charges and assessments shall be collected by the Parties. The Sewer Authority shall bill, levy or assess the Parties as necessary to cover all costs associated with the acquisition, operation and maintenance of the wastewater facilities and related infrastructure. The Board shall determine the frequency of the periodic billings of the Parties as well as the method for calculating the charges. The Sewer Authority shall be strictly accountable for all funds and responsible for report to the Cities.

Article 9 Capacity

- 9.1 The wastewater facility as expanded and completed in 2011 and per the NPDES permit issued in 2018 contains a capacity of 360,000 gallons per day. This is equivalent to 1,440 units using the EDU (equivalent dwelling unit) as defined by the Met Council.
- 9.2 The City of Clear Lake and the City of Clearwater, having assumed debt for the expansion of the facility, have agreed to the division of the facility capacity as follows:

Clear Lake – 20%, which is the current equivalent of 288 units or 72,000 gallons per day.
Clearwater – 80%, which is the current equivalent of 1,152 units or 288,000 gallons per day.

- 9.3 Nothing herein shall prevent the Cities from entering into an agreement whereby one city surrenders or loans EDUs to the other. All such agreements shall be in writing and approved by both city councils. A copy of the agreement and a certified copy of each council's minutes demonstrating approval of the agreement shall be delivered to the Sewer Authority Director and retained on file.
- 9.4 Sewer Authority staff will monitor plant capacity on a regular basis and alert the Board if the capacity of either City becomes a concern.

Article 10 Significant Users

Significant users, which will be determined at the time that a commercial/industrial use is being proposed or expanded, shall be required to have Individual Control Mechanisms (ICM) in place.

An ICM shall be an agreement between the respective City and the Owner of the Significant User, ratified by the Sewer Authority Board, which outlines conditions of discharge to the wastewater facility. Such ICM is required to be in place prior to any discharge. The ICM may include all or some of the following:

- a. Testing and / or monitoring requirements;
- b. Limitations or requirements based on treatment needs;
- c. Fees based on flow;
- d. Fees based on treatment costs;
- e. Additional fees as deemed necessary based on the proposed use; or
- f. Installation and maintenance of devices required to protect the integrity of the system.

The ICM shall define:

- a. The calculations for the charges that are being imposed;
- b. Identify the responsibilities of those entering into the ICM;
- c. Triggering mechanisms that will result in amendments to the ICM;
- d. Fines that may be imposed due to violations or noncompliance of the ICM; and
- e. Manner in which an ICM may be revoked.

In the event that the Sewer Authority and/or the City find that the User is violating or not meeting the conditions of the ICM, the City has the right to impose fines, revoke the ICM, or impose additional restrictions and/or fees based on those findings.

Article 11
Term

This Agreement shall commence upon approval of the governing body of each Party, and shall remain in effect until (1) terminated by mutual consent of the Parties, (2) suspended or superseded by a subsequent agreement between the Parties, or (3) terminated by operation of law.

Article 12
Distribution of Property

In the event that this Agreement is terminated and the Sewer Authority ceases to exist as a septet entity, all real and personal property held by the Sewer authority shall be divided between the Parties in proportion to their historical financial contributions. Said division shall be proposed by the Board and approved by the Council of each City prior to cessation of the Sewer Authority. In the event an agreement cannot be reached, the matter shall be submitted to mediation, and if that is not successful, then it shall be decided by binding arbitration.

Executed by the City of Clear Lake this _____ day of _____, 2025

Mayor of Clear Lake

City Clerk

STATE OF MINNESOTA)
)ss.
COUNTY OF WRIGHT)

The forgoing agreement was acknowledged before me by the Mayor and City Clerk of the City of Clear Lake, Minnesota.

Notary Public

Executed by the City of Clearwater this _____ day of _____, 2025

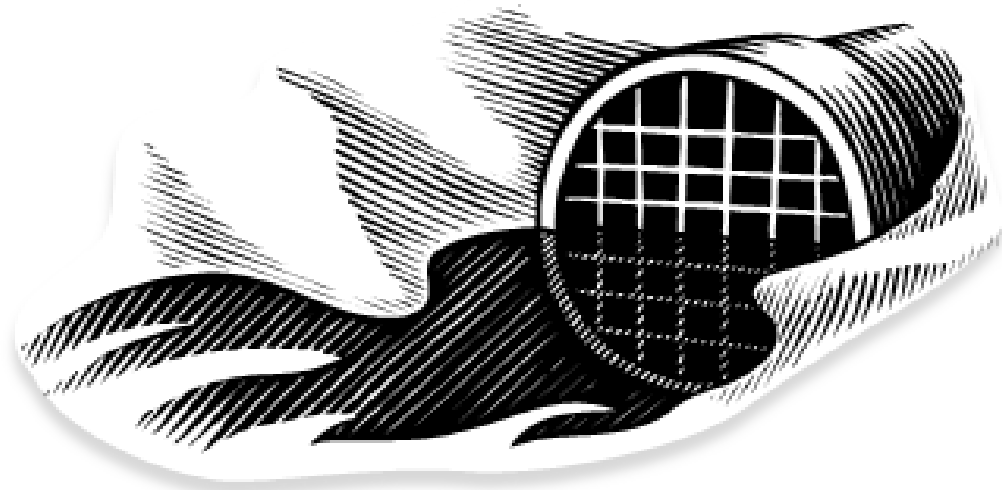
Mayor of Clearwater

City Administrator

STATE OF MINNESOTA)
)ss.
COUNTY OF WRIGHT)

The forgoing agreement was acknowledged before me by the Mayor and City Administrator of the City of Clearwater, Minnesota.

Notary Public



Clear Lake/Clearwater Sewer Authority

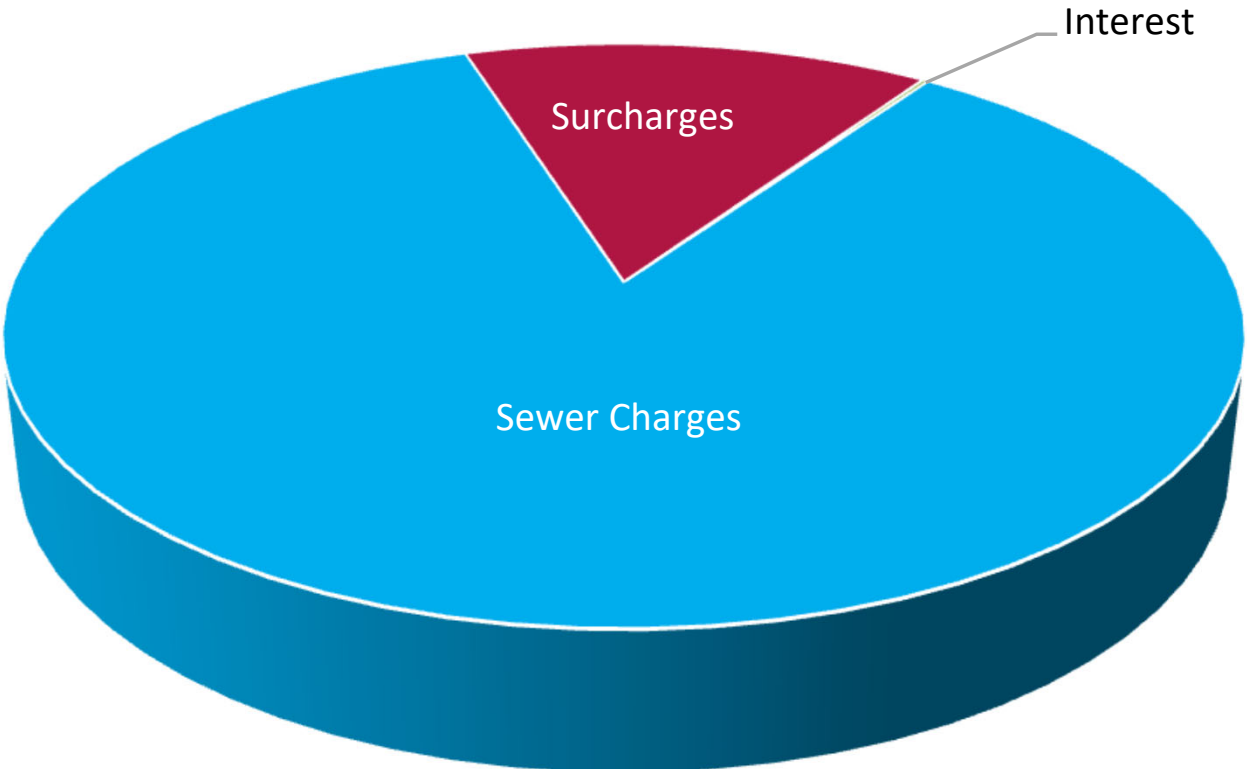
2026 Preliminary Budget

August 21, 2025

CLEAR LAKE/CLEARWATER SEWER AUTHORITY
2025 Final Budget - Revenue

Account	Description	2023 Actual	2024 Actual	2025 Actual YTD	2025 Budget	2026 Budget
R 101-41000-34000	Sewer Revenues	576,870	683,575	370,875	700,190	706,240
R 101-41000-34400	Sale of Sewer Sludge	-	-	-	-	-
R 101-41000-36200	Miscellaneous Revenues	1,954	1,431	10,981	-	-
R 101-41000-36210	Interest Earnings	1,385	1,601	970	1,300	1,500
R 101-41000-36220	Sewer Surcharges	115,270	119,320	71,760	119,760	119,760
R 101-41000-36230	Contributions and Donations	-	-	-	-	-
R 101-41000-36240	Insurance Dividends	814	-	1,523	-	-
R 101-41000-37000	State Aid	9	3,037	-	-	-
R 101-41000-39101	Sales of Fixed Assets	6,091	1,758	2,500	-	-
Total Revenues		702,393	810,722	458,609	821,250	827,500

2026 Revenue Budget

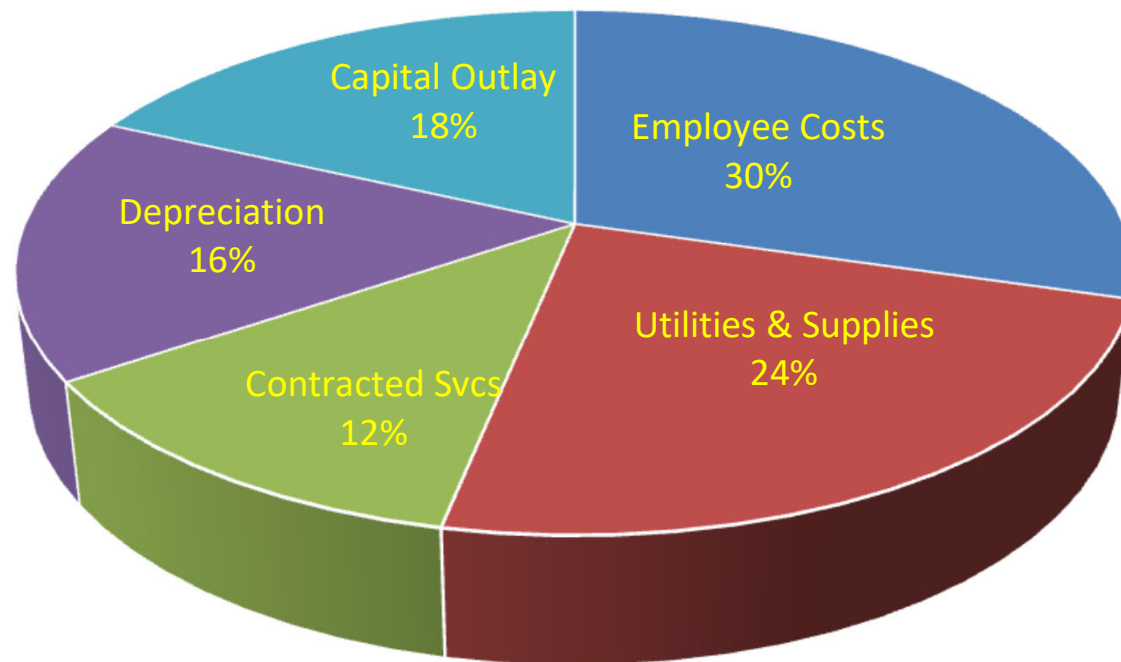


CLEAR LAKE/CLEARWATER SEWER AUTHORITY
2025 Final Budget - Expenditure

Account	Description	2023 Actual	2024 Actual	2025 Actual YTD	2025 Budget	2026 Budget
E 101-41000-100	Wages & Salaries - Board	3,150	2,550	-	4,800	4,800
E 101-41000-101	Full-Time Employees Regular	129,269	166,763	84,527	159,300	164,900
E 101-41000-102	Full-Time Employees Overtime	392	203	1,145	-	-
E 101-41000-103	Part-Time Employees	8,487	-	-	-	-
	Wages & Salaries	141,298	169,516	85,672	164,100	169,700
E 101-41000-120	Reimbursements	910	1,201	480	1,000	1,000
E 101-41000-121	PERA	12,988	12,770	6,136	11,900	12,400
E 101-41000-122	FICA & Medicare	10,381	12,136	6,554	12,200	12,600
E 101-41000-131	Employer Paid Health	21,379	27,781	13,263	33,400	30,700
E 101-41000-132	Employer Paid Health Savings	5,177	6,048	6,424	6,400	6,600
E 101-41000-133	Employer Paid Dental	1,132	1,571	547	1,600	1,000
E 101-41000-151	Workers Comp Insurance Prem	6,074	7,993	4,747	8,000	8,000
E 101-41000-208	Training and Instruction	1,027	1,407	755	1,200	1,200
E 101-41000-306	Physicals/DrugTesting	130	50	95	100	100
E 101-41000-331	Travel Expenses	-	-	-	100	100
E 101-41000-417	Uniform Allowance	968	251	100	1,000	1,000
	Employee Expenses	60,166	71,210	39,100	76,900	74,700
E 101-41000-321	Telephone	1,700	2,979	1,801	3,000	3,600
E 101-41000-381	Electric Utilities	75,731	64,481	28,350	78,000	70,000
E 101-41000-383	Gas Utilities	14,361	6,967	9,270	14,000	16,000
E 101-41000-384	Refuse/Garbage Disposal	3,439	4,870	517	3,500	2,500
	Utilities	95,231	79,297	39,938	98,500	92,100
E 101-41000-182	Bank Fees	70	15	15	100	100
E 101-41000-210	Operating Supplies (GENERAL)	17,908	8,945	7,765	17,000	16,000
E 101-41000-212	Motor Fuels	4,702	3,723	829	4,000	3,000

E 101-41000-213	Lubricants and Additives	753	335	520	1,000	1,000
E 101-41000-216	Chemicals	37,012	28,645	16,586	36,000	34,000
E 101-41000-400	Repairs & Maintenance (GENERAL)	39,518	13,784	24,642	39,000	45,000
E 101-41000-433	Dues and Subscriptions	1,993	1,990	540	2,000	4,500
	Supplies & Maintenance	101,956	57,437	50,897	99,100	103,600
E 101-41000-233	Waste Water Testing	17,431	19,894	7,473	18,000	18,000
E 101-41000-300	Professional Svcs (GENERAL)	1,662	165	2,583	1,500	1,500
E 101-41000-301	Auditing and Acctg Services	11,125	12,015	-	14,000	15,000
E 101-41000-302	Administrative Services	20,160	20,762	8,858	21,400	22,100
E 101-41000-303	Engineering Fees	-	-	-	600	600
E 101-41000-304	Legal Fees	360	-	-	600	600
E 101-41000-305	Treasurer Services	4,635	4,774	2,037	4,900	5,100
E 101-41000-309	Computer / Software	7,784	6,389	3,792	7,000	8,000
E 101-41000-352	General Notices and Publications	109	-	-	500	500
E 101-41000-362	General Liability Insurance	21,450	26,799	-	30,000	30,000
E 101-41000-416	Machinery Rentals	(4,470)	240	-	500	500
	Contracted Services	80,246	91,039	24,744	99,000	101,900
Total Operating Expenditures		478,897	468,498	240,351	537,600	542,000
E 101-41000-999	Depreciation	378,711	390,082	-	134,250	135,500
E 101-41000-500	Capital Outlay (GENERAL)	5,190	10,523	34,906	150,000	150,000
Total Capital Outlay & Depreciation		383,901	400,605	34,906	284,250	285,500
Total Expenditures		862,798	869,104	275,258	821,850	827,500
Change from Prior Year						0.7%
	Gain/(Loss)	(160,405)	(58,382)	183,352	(600)	-

2026 Expenditure Budget



Sewer Authority - Payroll Budget

Reflects a 3.5% COLA Adjustment

Position	Hours/Yr	2025 Rate	2026 Rate	Total Wages	Total Compensation
Chair		1,200.00	1,200.00	1,200.00	1,291.80
Vice Chair		900.00	900.00	900.00	968.85
Board Member		900.00	900.00	900.00	968.85
Board Member		900.00	900.00	900.00	968.85
Board Member		900.00	900.00	900.00	968.85
		4,800.00	4,800.00	4,800.00	5,167.20
Director	Contract	21,385.00	22,128.00	22,128.00	22,128.00
Treasurer	Contract	4,774.00	5,065.00	5,065.00	5,065.00
Chief Plant Operator	2,080	\$ 39.96	\$ 41.36	86,028.80	117,877.68
Plant Operator	2,080	\$ 36.62	\$ 37.91	78,852.80	110,298.16
				\$ 201,674.60	\$ 265,703.24

Sewer Authority 10-Year Capital Improvement Plan (CIP)

Items	Qty	Purchase	Useful Life	Replace	Prior Yrs Allocations	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036	Total
Cassettes - MBR 1	2	2022	10	2033	-	-	-	25,000	50,000	25,000	40,000	30,000	40,000	-	-	-	210,000
Cassettes - MBR 2	2	2024	10	2035	-	-	-	-	-	35,000	35,000	40,000	20,000	50,000	30,000	-	210,000
Cassettes - MBR 3	2	2011	10	2027	94,000	61,000	55,000	-	-	-	-	-	18,000	42,000	42,000	42,000	354,000
Cassettes - MBR 4	2	2011	10	2030	10,000	30,000	50,000	60,000	41,000	19,000	-	-	-	-	-	42,000	252,000
Feed Pump - Large	1	2024	3	2027	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	60,000
Feed Pump - Large (spare)	1	2022	7	2029	-	-	5,000	5,000	5,000	-	-	-	-	-	-	-	15,000
Feed Pump - Small	1	2022	5	2027	-	8,000	6,000	-	-	5,000	5,000	5,000	-	-	-	-	29,000
Feed Pump - Small	1	2023	5	2028	-	4,000	5,000	5,000	-	-	5,000	5,000	5,000	-	-	-	29,000
Feed Pump - Small (spares)	2	2022	10	2033	-	-	-	-	-	-	-	4,000	4,000	-	-	-	8,000
Production Pumps - MBR 1	1	2022	10	2032	-	-	-	-	-	5,000	5,000	5,000	-	-	-	-	15,000
Production Pumps - MBR 2	1	2023	10	2033	-	-	-	-	-	-	5,000	5,000	5,000	-	10,000	-	25,000
Production Pumps - MBR 3	1	?	10	2026	10,000	5,000	-	-	-	-	-	-	-	-	10,000	5,000	30,000
Production Pumps - MBR 4	1	?	10	2027	-	10,000	5,000	-	-	-	-	-	-	-	5,000	5,000	25,000
Non-pot Pump #1	1	2024	10	2034	-	-	-	-	-	-	-	-	-	14,000	-	-	14,000
Non-pot Pump #2	1	2024	10	2034	-	-	-	-	-	-	-	-	-	-	14,000	-	14,000
Grit Pump	1	2023	15	2038	-	-	-	-	-	-	-	-	-	-	5,000	5,000	10,000
Grinder Pump #1	1	2024	15	2039	-	-	-	-	-	-	-	-	-	-	-	5,000	5,000
Grinder Pump #2	1	2024	15	2039	-	-	-	-	-	-	-	-	-	-	-	5,000	5,000
Plant Drain Lift Station Pump	1	2022	10	2032	-	-	-	-	-	2,000	2,000	2,000	-	-	-	-	6,000
Outside Aeration Pump - MBR #2	1	2022	10	2032	-	-	-	-	-	5,000	5,000	5,000	-	-	-	-	15,000
Electric Heater	1	2022	15	2037	-	-	-	-	-	-	-	-	2,000	5,000	-	-	7,000
Toolcat	1	2019	15	2033	-	-	-	-	-	-	28,000	29,000	30,000	-	-	-	87,000
Brush Hog for Tool Cat	1	2019	15	2034	-	-	5,000	5,000	5,000	5,000	-	-	-	-	-	-	20,000
Snowblower for Tool Cat	1	2019	15	2034	-	-	-	2,000	2,000	3,000	-	-	-	-	-	-	7,000
Mower #1 - Zero Turn	1	2020	10	2030	5,000	5,000	5,000	5,000	5,000	5,000	-	-	-	-	-	-	30,000
Mower #2	1	2023	10	2033	-	-	-	-	-	-	5,000	5,000	5,000	-	-	-	15,000
Blower (15 HP) - MBR #1 & 2	4	2023	15	2038	-	-	-	-	-	-	-	-	-	-	5,000	5,000	10,000
Blower (15 HP) - MBR #1 & 2	4	2024	15	2039	-	-	-	-	-	-	-	-	-	-	5,000	5,000	10,000
Blower (15 HP) - MBR #3 & 4	4	2011	15	2026	-	14,000	-	-	-	-	-	-	-	-	-	-	14,000
Blower (15 HP) - MBR #3 & 4	4	2011	15	2027	-	-	5,000	10,000	5,000	-	-	-	-	-	-	-	20,000
Blower (15 HP) - Tanks	2	2019	20	2039	-	-	-	-	5,000	5,000	5,000	5,000	5,000	-	-	-	25,000
SCADA	1	2023	5-7	2028	-	-	-	6,000	-	-	-	-	6,000	-	-	-	12,000
Panel View Computer	1	2024	15	2039	-	-	-	-	-	-	-	-	-	-	-	-	-
Crane Truck	1	1984	15	2027	35,000	-	-	-	-	-	-	-	-	-	-	-	35,000
Plow Truck (Ford F250)	1	2019	10	2030	-	-	-	15,000	20,000	26,000	-	-	-	-	-	-	61,000
SpectraShield Lining	1	n/a	10	2024	42,000	-	-	-	-	-	-	-	-	-	-	-	42,000
Plant Upgrade	1	2008	40	2048	22,000	3,000	2,000	2,000	2,000	-	-	-	-	29,000	14,000	21,000	95,000
Building Maintenance	5	ongoing	15		10,000	5,000	2,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	62,000
					233,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	150,000	1,883,000

Flow Rate Calculation - Traditional Method

Total flow	Budget	Alternative #1	Alternative #2	Alternative #3	Total cost per thousand based on proposed Total Budget Expenditures				
					\$ 706,240.00	\$ 600,000.00	\$ 650,000.00	\$ 700,000.00	
55 million	\$ 706,240.00	\$ 600,000.00	\$ 650,000.00	\$ 700,000.00	\$ 12.84	\$ 10.91	\$ 11.82	\$ 12.73	per thousand
57 million	\$ 706,240.00	\$ 600,000.00	\$ 650,000.00	\$ 700,000.00	\$ 12.39	\$ 10.53	\$ 11.40	\$ 12.28	per thousand
60	\$ 706,240.00	\$ 600,000.00	\$ 650,000.00	\$ 700,000.00	\$ 11.77	\$ 10.00	\$ 10.83	\$ 11.67	per thousand
65	\$ 706,240.00	\$ 600,000.00	\$ 650,000.00	\$ 700,000.00	\$ 10.87	\$ 9.23	\$ 10.00	\$ 10.77	per thousand
70	\$ 706,240.00	\$ 600,000.00	\$ 650,000.00	\$ 700,000.00	\$ 10.09	\$ 8.57	\$ 9.29	\$ 10.00	per thousand
80	\$ 706,240.00	\$ 600,000.00	\$ 650,000.00	\$ 700,000.00	\$ 8.83	\$ 7.50	\$ 8.13	\$ 8.75	per thousand
90	\$ 706,240.00	\$ 600,000.00	\$ 650,000.00	\$ 700,000.00	\$ 7.85	\$ 6.67	\$ 7.22	\$ 7.78	per thousand
100	\$ 706,240.00	\$ 600,000.00	\$ 650,000.00	\$ 700,000.00	\$ 7.06	\$ 6.00	\$ 6.50	\$ 7.00	per thousand

Accounts - July 2025

Clear Lake	287
Clearwater	711

Estimated Surcharge Revenue

	\$ 34,440.00
	\$ 85,320.00
Total	\$ 119,760.00

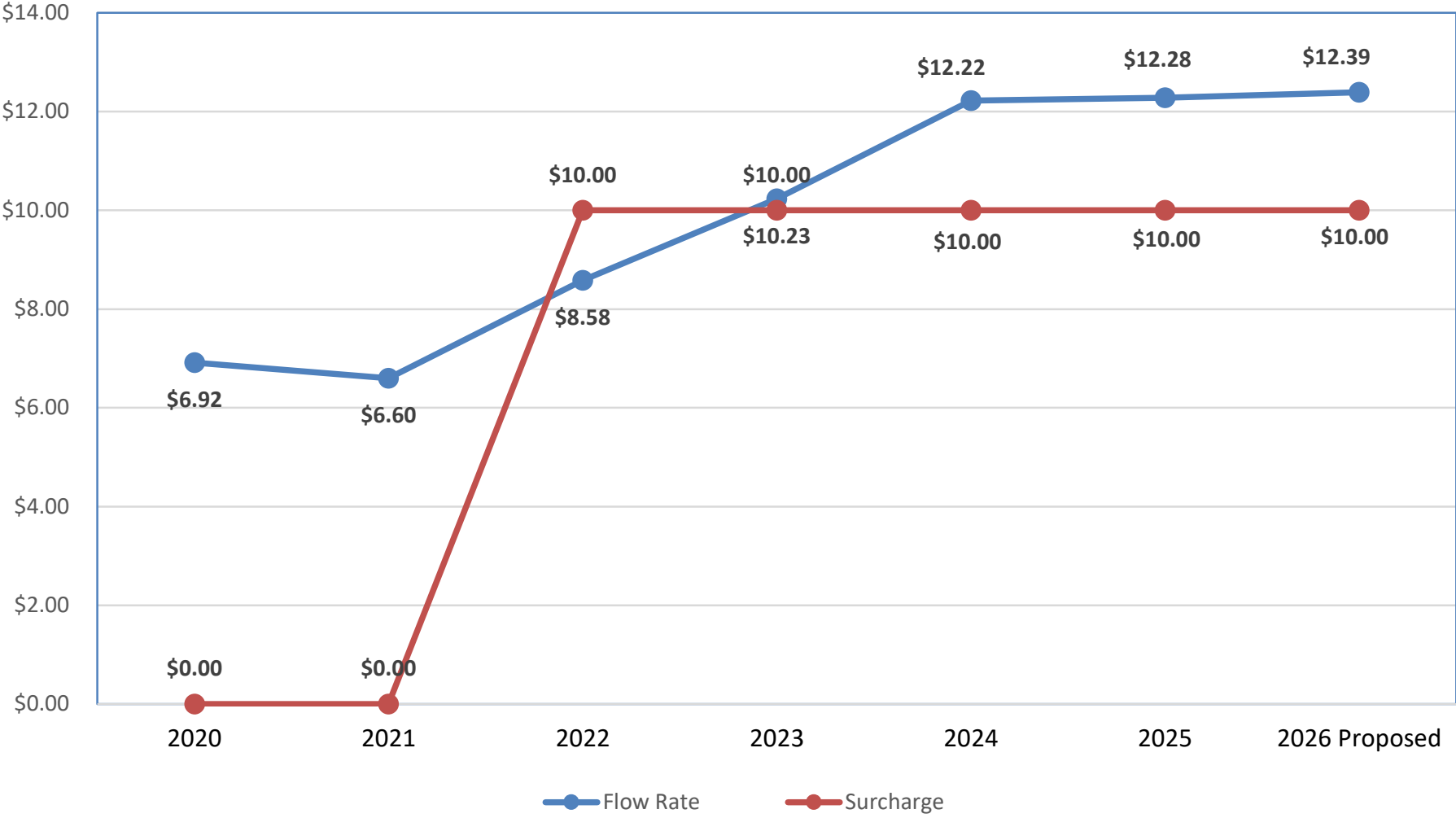
2025	
Current Flow Rate	
\$	12.28

2026	
Proposed Flow Rate	% Change
\$ 12.39	0.9%

Current Surcharge Rate	
\$	10.00
	per account

Proposed Surcharge Rate	% Change
\$ 10.00	0%
	per account

Rate History



Sewer Authority Billed Rates - Historical - Director

Change Date	2021	2022	2023	2024	2025
Monthly Amount	\$1,583	\$1,631	\$1,680	\$1,730	\$1,782
Annual (Rounded)	\$19,000	\$19,570	\$20,157	\$20,762	\$21,385
Change Rate		3.0%	3.0%	3.0%	3.0%

Approximate Share of Proposed

Clear Lake - 20%	\$ 316.60	\$ 326.20	\$ 336.00	\$ 346.00	\$ 356.40
Clearwater - 80%	\$ 1,266.40	\$ 1,304.80	\$ 1,344.00	\$ 1,384.00	\$ 1,425.60
	<u>\$ 1,583.00</u>	<u>\$ 1,631.00</u>	<u>\$ 1,680.00</u>	<u>\$ 1,730.00</u>	<u>\$ 1,782.00</u>

Sewer Authority Billed Rates - Proposed - Director

Change Date	2026	2027	2028	2029	2030
Monthly Amount	\$1,844	\$1,909	\$1,976	\$2,045	\$2,116
Annual	\$22,132	\$22,907	\$23,709	\$24,539	\$25,397
Change Rate		3.5%	3.5%	3.5%	3.5%

Approximate Share of Proposed

Clear Lake - 20%	\$ 368.87	\$ 381.78	\$ 395.15	\$ 408.98	\$ 423.29
Clearwater - 80%	\$ 1,475.50	\$ 1,527.14	\$ 1,580.59	\$ 1,635.91	\$ 1,693.17
	<u>\$ 1,844.37</u>	<u>\$ 1,908.92</u>	<u>\$ 1,975.74</u>	<u>\$ 2,044.89</u>	<u>\$ 2,116.46</u>

#1



Garage Door Store
900 W. Division Street
Waite Park, MN 56387
(320) 251-7000
gds-service@gdsmidwest.us

BILL TO
CLCWSA
6491 River Road Southeast
Clear Lake, MN 55319 USA

ESTIMATE 420824354	ESTIMATE DATE Jun 23, 2025
------------------------------	--------------------------------------

JOB ADDRESS
CLCWSA
6491 River Road Southeast
Clear Lake, MN 55319 USA

Job:

SERVICE	DESCRIPTION	QTY	PRICE	TOTAL
Furnish and Install	1- Liftmaster CSL24UL High Traffic Slide Gate Operator Photocell Model LMRRUL with protective hoods 5' resistive safety edge, Wireless Edge Monitored Kit Heater Kit, Remote 1- 25' Cantilever Gate, 6' High 3" Terminal Posts, 2" Line Post 1 5/8" Top Rail	1.00	\$16,500.00	\$16,500.00
	All Low Voltage Wiring and Electrical to be done by Others Concrete Pad for Gate Operator to be done by others			
	Material, Tax & Labor Included.			

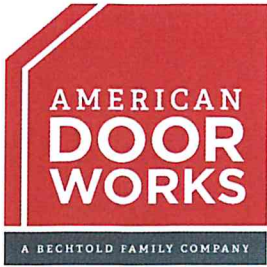
SUB-TOTAL	\$16,500.00
TAX	\$0.00
TOTAL	\$16,500.00

Thank you for your business!

CUSTOMER AUTHORIZATION

THIS IS AN ESTIMATE, NOT A CONTRACT FOR SERVICES. The summary above is furnished by Garage Door Store as a good faith estimate of work to be performed at the location described above and is based on our evaluation and does not include material price increases or additional labor and materials which may be required should unforeseen problems arise after the work has started. I understand that the final cost of the work may differ from the estimate, perhaps materially. THIS IS NOT A GUARANTEE OF THE FINAL PRICE OF WORK TO BE PERFORMED. I agree and authorize the work as summarized on these estimated terms, and I agree to pay the full amount for all work performed. Note : Preparation of openings and wiring of operators and controls BY OTHERS. Floors must be poured prior to installation of doors and operators.
Note : THIS ESTIMATE MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 DAYS.

#2



QUOTE

AMERICAN DOOR WORKS
PO Box 725, Waite Park MN 56387
Phone: 320-253-1310

Quote Nbr.: Q018674
Order Date: 6/30/2025
Valid Until: 7/21/2025
Sales Person: John Schumer
Customer ID: C000036848

ISSUED TO: CLCWSA - Clear Lake/Clearwater Sewer Plant 6491 River Rd S Clear Lake MN 55319	SHIP TO: CLCWSA - Clear Lake/Clearwater Sewer Plant 6491 River Rd S Clear Lake MN 55319	MAIN CUSTOMER CONTACT: Email: J.Forsellclcwsa@frontier.com Business 1:(612) 865-6283 Contact: John Forsell
---	---	---

Slide Gate Opener

ITEM	QTY.	UOM
LM INSL24ULMC Single Slide Gate Opener	1.00	EACH
Mounting Posts	1.00	EACH
Commercial Installation Labor	1.00	EACH
	0.00	
	0.00	
Single Slide Gate Opener w/ Heater	0.00	
(10) Remote Transmitters	0.00	
KPW250 Keyless Entry w/ Mounting Pedestal	0.00	
Mounting Posts for Opener	0.00	
Photo Eye Sensors + Reversing Edge	0.00	
Fire Access Box	0.00	
Installed	0.00	
	0.00	
	0.00	

Note: All electrical wiring including low voltage done by others

The pricing provided within this quote is based on current material costs and does not include any potential tariffs, surcharges, or other government-imposed fees. If our material suppliers adjust their pricing due to changes in tariffs, surcharges or other external factors beyond our control, American Door Works reserves the right to adjust our pricing accordingly. Any such adjustments will be communicated promptly, and a revised quote or change order will be provided for approval before proceeding with any further material supply.

Conditions based on American Door Works Installation:

1. Opening(s) preparation to be done by "other".
2. Quote/Order pricing based on working off of concrete floors. Dirt floors may result in additional charges.
3. Customer responsible for opening(s) & work area clear of any obstructions. Obstructed work areas and/or unprepared openings may result in additional charges.
4. ALL electrical work to be performed by "other".
5. 50% deposit required on all orders.

Signature: _____
Date: 6/30/2025

Subtotal:	13,929.00
Tax Total:	0.00
Total:	13,929.00

+ GATE \$4,775

\$18,704

Gate estimate

From: Jeff Storms (stormylandscaping@frontier.com)

To: j.forsellclwsa@frontier.com

Date: Tuesday, July 1, 2025 at 07:12 AM CDT

Install 1-25' cantilever gate 6'high ,2-11'by 4"posts set in concrete with 4 rollers , use existing 3 inch post for gate closure to be attached . \$4,775.00

Sent from my iPad

CLEAR LAKE SEWER AUTHORITY

6491 RIVER RD SE
 CLEAR LAKE MN 55319
 320-743-3111

Invoice

No. 00001176
 Date 8/5/2025

To: CLEAR LAKE
 PO BOX 298
 CLEAR LAKE MN 55319

Shipped	Ship Via	Terms	Contract	Contact	Customer PO#
Qty	Unit	Description		Unit Price	Amount
333		Sewer Flow-January		\$12.28	\$4,089.24
310		Sewer Flow-February		\$12.28	\$3,806.80
405		Sewer Flow-March		\$12.28	\$4,973.40
397		Sewer Flow-April		\$12.28	\$4,875.16
441		Sewer Flow-May		\$12.28	\$5,415.48
400		Sewer Flow-June		\$12.28	\$4,912.00

Special Instructions	SubTotal	Amount
January-June 2025 Corrected Sewer Flow - City of Clear Lake Rate: \$12.28 per 1,000 gallons	SubTotal	\$28,072.08
	Tax	\$0.00
	Shipping	\$0.00
	Total	\$28,072.08
	Due Date	

PAID \$0.00



Thank You !

CORRECT - Should have been

CLEAR LAKE/CLEARWATER SEWER AUTHORITY FLOW TOTALS

INFLUENT
Diff started

	CL 2021	CW 2021	CL 2022	CW 2022	CL 2023	CW 2023
January	0.953	4.352	0.884	3.916	0.748	4.265
February	0.870	3.975	0.788	3.606	0.716	3.468
March	0.994	4.450	0.946	3.870	0.833	3.748
April	0.988	4.272	0.905	3.870	0.81	3.990
May	1.000	4.632	0.946	4.463	0.801	4.145
June	0.932	4.872	0.744	4.531	0.749	4.008
July	0.917	4.377	0.783	4.511	0.716	4.088
August	0.892	5.077	0.744	4.709	0.762	4.017
September	0.849	5.132	0.772	4.222	0.749	3.748
October	0.888	4.832	0.759	3.693	0.753	4.003
November	0.860	3.610	0.750	3.601	0.782	3.816
December	0.859	3.972	0.77	3.703	0.77	3.916
Total	11.002	53.553	9.791	48.695	9.189	47.212
Average	0.917	4.463	0.816	4.058	0.766	3.934
High	1	5.132	0.946	4.709	0.833	4.265

Total 64.555 total 58.486 56.401
percent

	CL 2024	CW 2024	CL 2025	CW 2025	CL 2026	CW 2026
January	0.76	3.796	1.189	3.694		
February	0.793	3.586	1.075	3.360		
March	0.758	3.883	1.282	3.848		
April	0.751	3.896	1.282	3.069		
May	0.798	4.153	1.268	3.199		
June	0.754	4.193	1.236	3.159		
July	0.799	4.333				
August	0.804	3.839				
September	0.81	3.662				
October	0.81	3.854				
November	0.789	3.617				
December	0.832	3.669				
Total	9.458	46.481	7.332	20.329	0	0.000
Average	0.788	3.873	1.222	3.388	#DIV/0!	#DIV/0!
High	0.832	4.333	1.282	3.848	0	0.000

total 55.939 total 27.661 0.000
percent

CLEAR LAKE/CLEARWATER SEWER AUTHORITY FLOW TOTALS

OLD (Actual Billed Amounts)

	CL 2021	CW 2021	CL 2022	CW 2022	CL 2023	CW 2023
January	0.953	4.352	0.884	3.916	0.748	4.265
February	0.870	3.975	0.788	3.606	0.716	3.468
March	0.994	4.450	0.946	3.870	0.833	3.748
April	0.988	4.272	0.905	3.870	0.81	3.990
May	1.000	4.632	0.946	4.463	0.801	4.145
June	0.932	4.872	0.744	4.531	0.749	4.008
July	0.917	4.377	0.783	4.511	0.716	4.088
August	0.892	5.077	0.744	4.709	0.762	4.017
September	0.849	5.132	0.772	4.222	0.749	3.748
October	0.888	4.832	0.759	3.693	0.753	4.003
November	0.860	3.610	0.750	3.601	0.782	3.816
December	0.859	3.972	0.77	3.703	0.77	3.916
Total	11.002	53.553	9.791	48.695	9.189	47.212
Average	0.917	4.463	0.816	4.058	0.766	3.934
High	1	5.132	0.946	4.709	0.833	4.265

Total 64.555 total 58.486 56.401
percent

	CL 2024	CW 2024	CL 2025	CW 2025	CL 2026	CW 2026
January	0.76	3.796	0.855	3.694		
February	0.793	3.586	0.765	3.360		
March	0.758	3.883	0.876	3.848		
April	0.751	3.896	0.871	3.069		
May	0.798	4.153	0.841	3.199		
June	0.754	4.193	0.836	3.159		
July	0.799	4.333				
August	0.804	3.839				
September	0.81	3.662				
October	0.81	3.854				
November	0.789	3.617				
December	0.832	3.669				
Total	9.458	46.481	5.044	20.329	0	0.000
Average	0.788	3.873	0.841	3.388	#DIV/0!	#DIV/0!
High	0.832	4.333	0.876	3.848	0	0.000

total 55.939 total 25.373 0.000
percent

	CL 2021	CW 2021	CL 2022	CW 2022	CL 2023	CW 2023
January	0.953	4.352	0.884	3.916	0.748	4.265
February	0.870	3.975	0.788	3.606	0.716	3.468
March	0.994	4.450	0.946	3.870	0.833	3.748
April	0.988	4.272	0.905	3.870	0.81	3.990
May	1.000	4.632	0.946	4.463	0.801	4.145
June	0.932	4.872	0.744	4.531	0.749	4.008
July	0.917	4.377	0.783	4.511	0.716	4.088
August	0.892	5.077	0.744	4.709	0.762	4.017
September	0.849	5.132	0.772	4.222	0.749	3.748
October	0.888	4.832	0.759	3.693	0.753	4.003
November	0.860	3.610	0.750	3.601	0.782	3.816
December	0.859	3.972	0.77	3.703	0.77	3.916
Total	11.002	53.553	9.791	48.695	9.189	47.212
Average	0.917	4.463	0.816	4.058	0.766	3.934
High	1	5.132	0.946	4.709	0.833	4.265

Total 64.555 total 58.486 56.401
percent

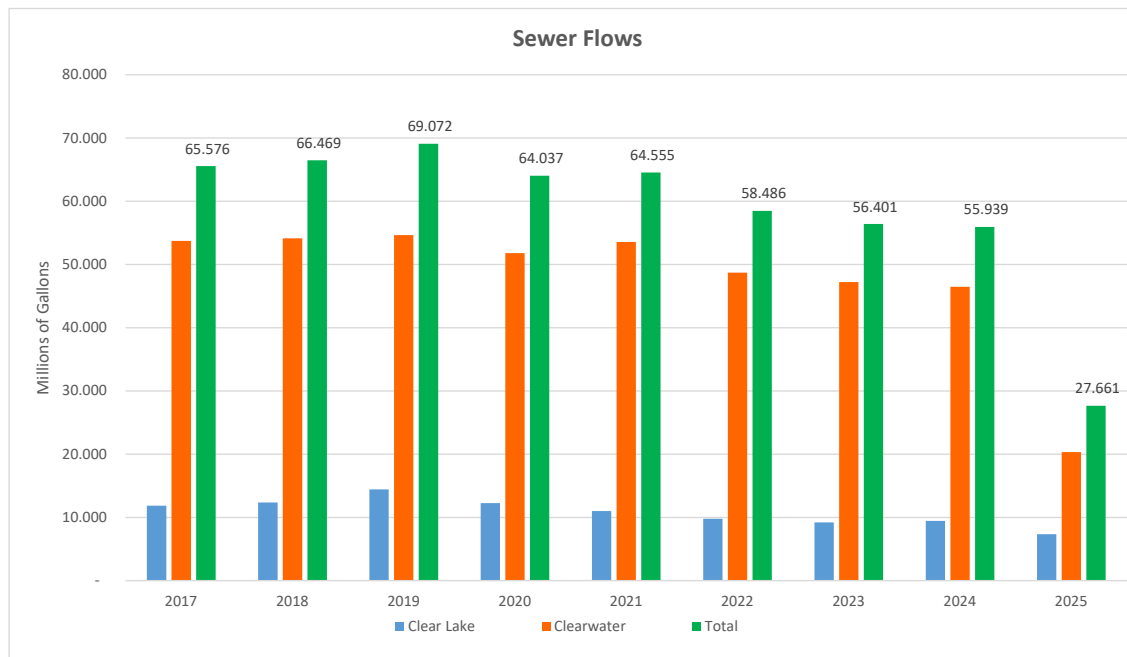
	CL 2024	CW 2024	CL 2025	CW 2025	CL 2026	CW 2026
January	0.76	3.796	0.333	3.694		
February	0.793	3.586	0.310	3.360		
March	0.758	3.883	0.405	3.848		
April	0.751	3.896	0.397	3.069		
May	0.798	4.153	0.441	3.199		
June	0.754	4.193	0.400	3.159		
July	0.799	4.333				
August	0.804	3.839				
September	0.81	3.662				
October	0.81	3.854				
November	0.789	3.617				
December	0.832	3.669				
Total	9.458	46.481	2.286	20.329	0	0.000
Average	0.788	3.873	0.381	3.388	#DIV/0!	#DIV/0!
High	0.832	4.333	0.441	3.848	0	0.000

total 55.939 total 22.615 0.000
percent

Annual Sewer Flow Data 2017-2025

millions of gallons

	<u>CL</u> <u>2017</u>	<u>CW</u> <u>2017</u>	<u>CL</u> <u>2018</u>	<u>CW</u> <u>2018</u>	<u>CL</u> <u>2019</u>	<u>CW</u> <u>2019</u>	<u>CL</u> <u>2020</u>	<u>CW</u> <u>2020</u>	<u>CL</u> <u>2021</u>	<u>CW</u> <u>2021</u>	<u>CL</u> <u>2022</u>	<u>CW</u> <u>2022</u>	<u>CL</u> <u>2023</u>	<u>CW</u> <u>2023</u>	<u>CL</u> <u>2024</u>	<u>CW</u> <u>2024</u>	<u>CL</u> <u>2025</u>	<u>CW</u> <u>2025</u>
January	0.981	4.848	1.056	4.611	1.094	4.414	1.199	4.534	0.953	4.352	0.884	3.916	0.748	4.265	0.760	3.796	1.189	3.694
February	0.925	4.252	0.917	4.379	0.991	4.527	1.004	4.369	0.870	3.975	0.788	3.606	0.716	3.468	0.793	3.586	1.075	3.360
March	1.008	4.664	1.062	4.716	2.076	5.333	1.086	4.632	0.994	4.450	0.946	3.870	0.833	3.748	0.758	3.883	1.282	3.848
April	0.993	4.549	1.029	4.561	1.099	4.442	1.028	4.035	0.988	4.272	0.905	3.870	0.810	3.990	0.751	3.896	1.282	3.069
May	1.047	4.976	1.035	4.583	1.174	4.557	1.037	4.267	1.000	4.632	0.946	4.463	0.801	4.145	0.798	4.153	1.268	3.199
June	0.958	4.599	1.031	4.331	1.148	4.552	0.999	4.287	0.932	4.872	0.744	4.531	0.749	4.008	0.754	4.193	1.236	3.159
July	0.990	4.399	1.045	4.768	1.102	4.699	1.011	4.590	0.917	4.377	0.783	4.511	0.716	4.088	0.799	4.333		
August	0.945	4.230	1.008	4.594	1.161	4.611	1.005	4.276	0.892	5.077	0.744	4.709	0.762	4.017	0.804	3.839		
September	0.903	4.157	0.996	4.289	1.108	4.409	0.996	4.188	0.849	5.132	0.772	4.222	0.749	3.748	0.810	3.662		
October	1.034	4.413	1.079	4.384	1.158	4.521	1.005	4.368	0.888	4.832	0.759	3.693	0.753	4.003	0.810	3.854		
November	1.043	4.182	1.017	4.278	1.135	4.185	0.940	4.178	0.860	3.610	0.750	3.601	0.782	3.816	0.789	3.617		
December	1.016	4.464	1.069	4.631	1.197	4.379	0.950	4.053	0.859	3.972	0.770	3.703	0.770	3.916	0.832	3.669		
Total	11.843	53.733	12.344	54.125	14.443	54.629	12.260	51.777	11.002	53.553	9.791	48.695	9.189	47.212	9.458	46.481	7.332	20.329
Average	0.987	4.478	1.029	4.510	1.204	4.552	1.022	4.315	0.917	4.463	0.816	4.058	0.766	3.934	0.788	3.873	1.222	3.388
High	1.047	4.976	1.079	4.768	2.076	5.333	1.199	4.632	1.000	5.132	0.946	4.709	0.833	4.265	0.832	4.333	1.282	3.848
Usage	18.06%	81.94%	18.57%	81.43%	20.91%	79.09%	19.15%	80.85%	17.04%	82.96%	16.74%	83.26%	16.29%	83.71%	16.91%	83.09%	26.51%	73.49%
Annual Capacity	26.280	105.120	26.280	105.120	26.280	105.120	26.280	105.120	26.280	105.120	26.280	105.120	26.280	105.120	26.280	105.120	26.280	105.120
% Capacity Used	45%	51%	47%	51%	55%	52%	47%	49%	42%	51%	37%	46%	35%	45%	36%	44%	28%	19%
Total	65.576	66.469	69.072	64.037	64.555	58.486	56.401	55.939	27.661									



17.23% 5 yr average - CL
82.77% 5 yr average - CW

Original reported rates not yet corrected.

BUILDING PERMITS 2025 MONTHLY REPORT

	ReRoof	Reside	Windows/Doors	Plumbing	Mechanical	Basement Finish	Addition/Alteration	Deck/Porch	Accessory Building	Fence	New Build - Residential	New Build - Commercial	Sign (Permanent)	Other*	TOTAL
JAN			4	2		1			1						8
FEB				3					1	1					5
MAR		1	1		2			1							5
APR	2	1	1	1		1	1	3	2	1		2	1		16
MAY	3	1		1			3		1			1			10
JUN			1	3			2		4			1			11
JUL	1		1	1		2		1	1	1			1		9
AUG															0
SEPT															0
OCT															0
NOV															0
DEC															0
Total	6	3	3	8	8	2	4	6	5	9	4	0	4	2	64

*OTHER	
January	
February	
March	
April	Demo
May	
June	
July	Fire Sprinklers
August	
September	
October	
November	
December	

2025 BUILDING PERMITS

PERMIT #	DATE	OWNER	LOCATION	PROJECT DESCRIPTION
1-25	1/13/2025	Brian Belkholm	8205 Natures Edge Rd	Addition
2-25	1/29/2025	Tony Jelen	8447 Center St	Reroof
3-25	2/5/2025	ICM Homes	7761 Gunner Dr	Dwelling
4-25	2/18/2025	Progressive Builders	7974 Hunter Lake Dr	Dwelling
5-25	3/5/2025	Joleen Krueger	7778 Trappers Ridge Dr	Demo
6-25	3/5/2025	Heartland Homes	8213 Natures Edge Rd	Dwelling and Garage
7-25	3/20/2025	Chase Ogburn	8390 Cherry St	Fence
8-25	3/20/2025	Jeremy Frey	8475 Center St	Comm Billboard
9-25	3/24/2025	LGI Homes	8396 Cherry St	Dwelling and Garage - Twin Home
10-25	3/24/2025	LGI Homes	8394 Cherry St	Dwelling and Garage - Twin Home
11-25	3/24/2025	LGI Homes	8390 Cherry St	Dwelling and Garage - Twin Home
12-25	3/24/2025	LGI Homes	8392 Cherry St	Dwelling and Garage - Twin Home
13-25	3/25/2025	Progressive Builders	7962 Hunter Lake Dr	Dwelling and Garage
14-25	3/30/2025	Steve Barthel	7981 Hunter Lake Dr	Dwelling and Garage
15-25	3/31/2025	Alan Arnold Corporation	7988 Front St	Commercial Reroof
16-25	3/28/2025	ICM Homes	7773 Gunner Dr	Dwelling and Garage
17-25	4/5/2025	Jean Knutson	8326 Walnut St	Fence
18-25	4/15/2025	Curt Cielinski	8001 Hunter Lake Dr	Dwelling and Garage
19-25	4/25/2025	LGI Homes	8365 Cherry St	Dwelling and Garage
20-25	4/25/2025	LGI Homes	8367 Cherry St	Dwelling and Garage
21-25	4/25/2025	LGI Homes	8357 Cherry St	Dwelling and Garage
22-25	4/25/2025	LGI Homes	8361 Cherry St	Dwelling and Garage
23-25	5/7/2025	Caleb Vekved	7710 Church St	Deck
24-25	5/27/2025	Adam Price Inc	8002 Hunter Lake Dr	Dwelling and Garage
25-25	7/2/2025	Randy Ives	8582 1st Ave E	Reroof
26-25	7/28/2025	Kenneth Linn	8185 Hunter Lake Dr	Reroof
27-25	7/7/2025	Kylie Malikowski	8748 Main Ave	Reroof
28-25	7/17/2025	Joe Clemence	8625 1st Ave W	Deck
29-25	7/4/2025	CL Farmers Elevator	7918 State St	Commercial Reroof
30-25	6/27/2025	ICM Homes	7751 Gunner Dr	Dwelling and Garage

Surcharge Tracking 2025

Clearwater Accounts

Dec 24	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	BOY	EOY	CHG	AVG	
715	713	714	714	713	715	716	718						715	0	-715	715	
\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	
\$ 7,150.00	\$ 7,130.00	\$ 7,140.00	\$ 7,140.00	\$ 7,130.00	\$ 7,150.00	\$ 7,160.00	\$ 7,180.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,150.00	\$ -	\$ (7,150.00)	\$ 4,398.46	
Total												\$ 57,180.00					

Clear Lake Accounts

Dec 24	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	BOY	EOY	CHG	AVG	
310	310	316	325	320	321	322	326						310	0	-310	320	
\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	
\$ 3,100.00	\$ 3,100.00	\$ 3,160.00	\$ 3,250.00	\$ 3,200.00	\$ 3,210.00	\$ 3,220.00	\$ 3,260.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,100.00	\$ -	\$ (3,100.00)	\$ 1,961.54	
Total												\$ 25,500.00					

Total Accounts

Dec 24	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	BOY	EOY	CHG	AVG	
1025	1023	1030	1039	1033	1036	1038	1044	0	0	0	0	0	1025	0	-1025	604	
\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	\$ 10.00	
\$ 10,250.00	\$ 10,230.00	\$ 10,300.00	\$ 10,390.00	\$ 10,330.00	\$ 10,360.00	\$ 10,380.00	\$ 10,440.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,250.00	\$ -	\$ (10,250.00)	\$ 6,360.00	
Total												\$ 82,680.00					

No Data provided.



Xcel Energy
P.O. Box 8
Eau Claire, WI 54702-0008
1-800-481-4700

BL203-1-1

AB 01 000860 19138 H 4 E



CLEARWATER WASTE TREATMENT
6491 RIVER RD SE
CLEAR LAKE MN 55319-9600

August 05, 2025

Service Address: 6491 River Rd Se
Clear Lake, MN 55319-9600
Account Number: 51-6183125-2

Dear Clearwater Waste Treatment:

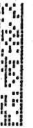
Starting with your next bill, your Xcel Energy gas rate will change to the Commercial Large Firm rate. Your actual yearly consumption has reached at least 6,000 therms for 12 consecutive months. Under our policies approved by the Minnesota Public Utilities Commission, the 6,000 therm threshold states the customer will be placed on the Commercial Large Firm rate in the next billing month.

If your actual yearly consumption is below 6,000 therms for 12 consecutive months, you will have the option to transfer to Small Commercial Firm service rate.

Please visit our web site at xcelenergy.com or call our Business Solutions Center at 1-800-481-4700 if you would like to apply for the Auto Pay Plan for Business, or if you have questions about this change to your account.

Sincerely,

Xcel Energy



Sewer Authority Meeting Schedule

Meetings are held at 5:30 p.m.

Meeting Schedule

January 16, 2025 – *Clearwater City Hall*

May 22, 2025 – *Wastewater Plant*

August 21, 2025 – *Clear Lake City Hall*

November 20, 2025 – *Wastewater Plant*