

**Clear Lake/Clearwater Sewer Authority
Meeting Agenda
Thursday, November 20, 2025
5:30 p.m. at Wastewater Facility**

**Call to Order
Roll Call**

- 1. Approval of Agenda**
- 2. Public Forum**
- 3. Consent Agenda (MOTION)**
 - a. Approval of Minutes from August 21, 2025 Regular Meeting**
 - b. Approval of Claims/Accounts Payable for August 2025**
 - c. Approval of Claims/Accounts Payable for September 2025**
 - d. Approval of Claims/Accounts Payable for October 2025**
 - e. Q3-2025 Quarterly Budget Report**
- 4. Old Business**
 - a. Approval of Director Contract Renewal (MOTION)**
 - b. Proposal for Payment of Contract Flow Shortfalls (MOTION)**
- 5. New Business**
 - a. Approval of 2026 Budget (MOTION)**
 - b. Res 2025-05 – Authorizing Signatories for Sewer Authority Accounts (MOTION)**
 - c. Approval of Meeting Schedule for 2026 (MOTION)**
- 6. Reports**
 - a. Board Reports**
 - b. Staff Reports**
 - c. FYI – Flow Report, Surcharge Report, Building Permit Reports**
- 7. Next Meeting Date**
 - a. Next Meeting January 22, 2026 at Clearwater City Hall**
- 8. Adjournment**

To: Clear Lake/Clearwater Sewer Authority Board

From: Annita Smythe, Director

Re: November 20, 2025 Meeting Overview

1. Approval of Agenda
2. Public Forum
3. Consent Agenda (MOTION) *(please see attached Consent Agenda items)*
 - a. Approval of Minutes from August 21, 2025 Regular Meeting **(page 3)**
 - b. Approval of Claims/Accounts Payable for August 2025 **(page 6)**
 - c. Approval of Claims/Accounts Payable for September 2025 **(page 7)**
 - d. Approval of Claims/Accounts Payable for October 2025 **(page 8)**
 - e. Q3-2025 Quarterly Budget Report **(page 12)**
4. Old Business
 - a. Approval of Director Contract Renewal (MOTION) **(page 15)**
Please see attached Director Contract renewal for approval. The Clearwater City Council increased the payment increment for each year to 4% due to inflationary concerns. This item was discussed at the last meeting.
 - b. Proposal for Payment of Contract Flow Shortfalls (MOTION) **(page 20)**
Please see attached invoices showing the revised sewer flows and payment amounts owed for 2022-2025 due to the error correction discussed at the last meeting. Discussion on how to address this was deferred so that the Clear Lake board members could consult with their city council. Chief Operator Forsell explained the issue and steps taken to prevent future recurrence to the Clear Lake City Council at their meeting on September 2, 2025. Staff are looking for direction from the board as to how to proceed on this item.
5. New Business
 - a. Approval of 2026 Budget (MOTION) **(page 25)**
Please see attached proposal for the 2026 budget.
 - b. Res 2025-05 – Authorizing Signatories for Sewer Authority Accounts (MOTION) **(page 35)**
Due to the change of Treasurer and board members, we need to update our bank signatories. Please see attached resolution outlining these changes for consideration.
 - c. Approval of Meeting Schedule for 2026 (MOTION) **(page 36)**
Please see attached proposed meeting schedule for 2026 for consideration.
6. Reports
 - a. Board Reports
 - b. Staff Reports **(page 37)**
 - c. FYI - Flow Report, Surcharge Report, Building Permit Reports **(page 38)**
7. Next Meeting Date
 - a. Next Meeting January 22, 2026 at Clearwater City Hall
8. Adjournment

**Clear Lake/Clearwater Sewer Authority
Regular Meeting Minutes
August 21, 2025**

CALL TO ORDER

Chair Goenner called the meeting to order at 5:34 p.m. at the Clear Lake City Hall.

ROLL CALL

Present: Chair Geonner, Members Nelson and Everett.

Absent: Vice Chair Lawrence.

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

Staff Absent: Operator Kirchenbauer.

Guest Present: None.

A quorum was declared present.

1. APPROVAL OF AGENDA

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

2. APPOINT NEW AT-LARGE MEMBER

MOTION by Nelson to appoint Tom Plaggerman to the Board as the At-Large Member, seconded by Everett, all voted aye. **MOTION CARRIED 3-0.**

Member Plaggerman joined the meeting in progress at 5:36 p.m.

3. PUBLIC FORUM

None.

4. CONSENT AGENDA

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

- **MOTION** by Everett to approve the Consent Agenda as presented, seconded by Nelson, all voted aye. **MOTION CARRIED 4-0.**

5. OLD BUSINESS

a. Consider On-call Pay Policy

- Smythe and Forsell gave an overview of the proposed policy, following the direction of the Board at the last meeting. Chair Goenner asked if this item was in the budget and if the costs could be covered. Staff noted it was not in the budget for 2025 but could be covered by shifting the timing of planned purchases. Expenses overall are below budget year-to-date.

- **MOTION** by Everett to approve the on-call pay policy as proposed, seconded by Plaggerman, all voted aye. **MOTION CARRIED 4-0.**

6. NEW BUSINESS

a. **Consider Amendment to Joint Powers Agreement**

- Smythe gave an overview of the amendment requested by Chair Goenner to extend the At-Large term to two years and the update to reflect current recruitment practices. She also noted that the two cities will also need to approve this item.
- **MOTION** by Goenner to approve, seconded by Nelson, all voted aye. **MOTION CARRIED 4-0.**

b. **Review 2026 Draft Budget Proposal**

- Smythe gave an overview of the draft budget proposal and asked Members to share feedback prior to the next meeting.

c. **Review Draft Director Contract Renewal**

- Smythe explained the proposed rates for the Director Contract Renewal and asked Members to share feedback prior to the next meeting. She noted that the Clearwater City Council has not yet seen this proposal.

d. **Consider Quotes for Security Gate**

- Forsell explained the quotes for a new security gate at the entrance to the plant. Staff noted the increasing security concerns related to hackers and to the attacks on lawmakers earlier this year. These factors, along with the remote location of the plant, explained staff's concerns that more security would be prudent. Members asked if there are cameras at the plant, staff confirmed that there are some but none at the gate.
- **MOTION** by Nelson to accept the low quote from GDS for a security gate, seconded by Everett, all voted aye. **MOTION CARRIED 4-0.**

e. **Consider Invoice for Correction of Flow Shortfalls**

- Forsell explained the flow shortfalls reported to the Sewer Authority by the City of Clear Lake, resulting in a billing shortfall owed to Sewer Authority of around \$28,000 for 2025, and approximately another \$150,000 since 2022 when the shortfalls began. He detailed the methodology used to detect the errors and how it was found and explained why it was not identified sooner. He also outlined steps taken to prevent recurrence. He stated that because of the small flow amounts coming from Clear Lake compared to Clearwater, the percentages that were off were very small, but grew over time with housing growth in Clear Lake. If Clearwater had been off, the amounts would have shown up much sooner because Clearwater's flows are such a large percentage of the total. He noted that both cities were newly calibrated by MRWA to confirm where the error occurred.
- Members spent time discussing the issue and asking further questions about internal practices. Staff noted that Clear Lake should have a surplus in their sewer fund, as utilities are normally billed based on water pumped. So, residents would have been charged for the flows, the amounts were just not reported/submitted to the Sewer Authority. Staff explained what practices could have helped detect the issues sooner, such as the DNR reconciliation report that shows water pumped versus billed, along with regular calibration of the pump system. Clear Lake Members expressed concern that their auditors did not seem to identify this issue and also seemed confused about why calibration wasn't occurring. Staff explained that both cities are members of MRWA, and that MRWA provides this service.
- Clear Lake Members would like to discuss this issue with their city council before the Sewer Authority Board makes a decision on how to address. Members agreed to revisit this issue at the November meeting.

7. REPORTS

a. **Board Reports**

None.

b. Staff Reports

Forsell reported that the root cleaning and slip-lining of the line to the river is starting soon.

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

- Smythe noted that a new building permit report was received from Clear Lake.
- There were no questions on the reports.

8. NEXT MEETING DATE

Next meeting will be November 20, 2025 at the Wastewater Facility.

9. ADJOURN

MOTION to adjourn by Everett, seconded by Nelson, all voted aye. **MOTION CARRIED 4-0.** Meeting adjourned at 6:51 p.m.

ATTEST:

APPROVED:

Annita M. Smythe, Director

Tim Goenner, Chair

DRAFT



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

Check #	Vendor Name	Chk Date	Chk Amt	Source	Comment	Balance
					BEGINNING BALANCE	\$ 890,018.30
Deposit	081425 REC	8/14/2025	\$60,539.24	081425 REC	SEWER FLOW JUN25	\$ 950,557.54
Deposit	AUG 2025 INT	8/31/2025	\$194.79	AUG 2025 INT	AUGUST 2025 INTEREST	\$ 950,752.33
002103E	MN DEPT OF REVENUE	8/13/2025	(\$322.93)	PAYPER17 2025	WITHOLDING TAX	\$ 950,429.40
002104E	INTERNAL REVENUE	8/13/2025	(\$1,634.33)	PAYPER17 2025	FEDERAL TAX	\$ 948,795.07
002105E	PERA	8/13/2025	(\$857.69)	PAYPER17 2025	PERA PAYROLL17	\$ 947,937.38
002106E	MNDCP Retirement	8/13/2025	(\$125.00)	PAYPER17 2025	MNDCP PAYROLL17	\$ 947,812.38
002107E	INTERNAL REVENUE	8/27/2025	(\$1,677.33)	PAYPER18_202	FEDERAL TAX	\$ 946,135.05
002108E	MN DEPT OF REVENUE	8/27/2025	(\$330.55)	PAYPER18_202	WITHOLDING TAX	\$ 945,804.50
002109E	MNDCP Retirement	8/27/2025	(\$125.00)	PAYPER18_202	MNDCP PAYROLL18	\$ 945,679.50
002110E	PERA	8/27/2025	(\$874.47)	PAYPER18_202	PERA PAYROLL18	\$ 944,805.03
002111E	DELTA DENTAL	8/31/2025	(\$84.44)	AUG_25_EFT	DENTAL COVERAGE	\$ 944,720.59
002112E	HEALTH PARTNERS	8/31/2025	(\$2,210.42)	AUG_25_EFT	SEP25 HEALTH INS	\$ 942,510.17
002113E	ALERUS	8/31/2025	(\$4.00)	AUG_25_EFT	AUG25 HEALTH SAVINGS	\$ 942,506.17
	7225 CITY OF CLEARWATER	8/14/2025	(\$2,378.83)	081425_AP	JUL25 ADMIN SVCS	\$ 940,127.34
	7226 U.S. BANK	8/14/2025	(\$1,319.51)	081425_AP	COBORNS GREEN	\$ 938,807.83
	7227 UC LABORATORY	8/14/2025	(\$1,318.38)	081425_AP	TESTING	\$ 937,489.45
	7228 USABLUEBOOK	8/14/2025	(\$138.44)	081425_AP	BULK SILICON TUBING	\$ 937,351.01
500211E	PAYROLL17	8/13/2025	(\$4,114.60)	PAY20250117.0		\$ 933,236.41
500213E	PAYROLL18	8/27/2025	(\$4,225.24)	PAY20250118.0		\$ 929,011.17
			RECEIPTS	\$60,734.03		
			PAYROLL	-\$8,339.84		
			EXPENSES	-\$13,401.32		
				\$38,992.87		



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

Check #	Vendor Name	Chk Date	Chk Amt	Source	Comment	Balance
					BEGINNING BALANCE	\$ 929,011.17
Deposit	092925_REC	9/29/2025	\$89,699.44	092925_REC	AUG25 SEWER	\$ 1,018,710.61
Deposit	SEP 2025 INT	10/7/2025	\$186.60	SEP 2025 INT	SEPTEMBER 2025	\$ 1,018,897.21
002114E	INTERNAL REVENUE	9/10/2025	(\$1,871.02)	PAYPER19_202	FEDERAL TAX	\$ 1,017,026.19
002115E	MN DEPT OF REVENUE	9/10/2025	(\$364.88)	PAYPER19_202	WITHOLDING TAX	\$ 1,016,661.31
002116E	MNDP Retirement	9/10/2025	(\$125.00)	PAYPER19_202	MNDP PAYROLL19	\$ 1,016,536.31
002117E	PERA	9/10/2025	(\$950.07)	PAYPER19_202	PERA PAYROLL19	\$ 1,015,586.24
002119E	INTERNAL REVENUE	9/24/2025	(\$1,878.18)	PAYROLL20_25	FEDERAL TAX	\$ 1,013,708.06
002120E	MN DEPT OF REVENUE	9/24/2025	(\$366.15)	PAYROLL20_25	WITHOLDING TAX	\$ 1,013,341.91
002121E	MNDP Retirement	9/24/2025	(\$125.00)	PAYROLL20_25	MNDP PAYROLL20	\$ 1,013,216.91
002122E	PERA	9/24/2025	(\$952.87)	PAYROLL20_25	PERA PAYROLL20	\$ 1,012,264.04
002123E	INTERNAL REVENUE	9/23/2025	(\$362.41)	PAYROLL19.1-	FEDERAL TAX	\$ 1,011,901.63
002124E	MN DEPT OF REVENUE	9/23/2025	(\$62.23)	PAYROLL19.1-	WITHOLDING TAX	\$ 1,011,839.40
002125E	MNDP Retirement	9/23/2025	(\$125.00)	PAYROLL19.1-	MNDP PAYROLL19.1	\$ 1,011,714.40
002126E	PERA	9/23/2025	(\$240.80)	PAYROLL19.1-	PERA PAYROLL19.1	\$ 1,011,473.60
002127E	HEALTH PARTNERS	9/29/2025	(\$2,210.42)	Sep_25_EFT_	OCT25 HEALTH INS	\$ 1,009,263.18
002128E	ALERUS	9/29/2025	(\$4.00)	Sep_25_EFT_	SEP25 HEALTH SAVINGS	\$ 1,009,259.18
002129E	DELTA DENTAL	9/29/2025	(\$84.44)	Sep_25_EFT_	DENTAL COVERAGE	\$ 1,009,174.74
7229	BEAUDRY OIL & PROPANE	9/5/2025	(\$1,431.66)	090525_AP	GENERATOR OIL	\$ 1,007,743.08
7230	ELECTRIC PUMP	9/5/2025	(\$1,325.00)	090525_AP	SAND FILTER PUMP	\$ 1,006,418.08
7231	FASTENAL COMPANY	9/5/2025	(\$106.19)	090525_AP	VENT AIR FILTERS	\$ 1,006,311.89
7232	FRONTIER	9/5/2025	(\$332.79)	090525_AP	AUG25 PHONE/INTERNET	\$ 1,005,979.10
7233	HAWKINS INC	9/5/2025	(\$301.47)	090525_AP	SULFUR DIOXIDE	\$ 1,005,677.63
7234	MIDWEST FLO CAL LLC	9/5/2025	(\$595.31)	090525_AP	CALIBRATE INFLUENT	\$ 1,005,082.32
7235	PREFERRED CONTROLS	9/5/2025	(\$2,436.25)	090525_AP	SEPTIC GUARD LIFT	\$ 1,002,646.07
7236	UC LABORATORY	9/5/2025	(\$1,318.38)	090525_AP	TESTING	\$ 1,001,327.69
7237	VESSCO, INC.	9/5/2025	(\$236.36)	090525_AP	BLEACH INJECTION	\$ 1,001,091.33
7238	XCEL ENERGY	9/5/2025	(\$75.96)	090525_AP	JUL 2025 NAT GAS	\$ 1,001,015.37
7239	CLEARWATER	9/10/2025	\$0.00	091025_AP	FEB25 TREASURER CREDIT CORRECTION	\$ 1,001,015.37
7240	CITY OF CLEARWATER	9/29/2025	(\$2,378.83)	092925_AP	AUG25 ADMIN SVCS	\$ 998,636.54
7241	ELECTRIC MOTOR SERVICE	9/29/2025	(\$220.70)	092925_AP	EXHAUST FAN MOTOR	\$ 998,415.84
7242	FORSELL, JON	9/29/2025	(\$20.46)	092925_AP	EBAY VFD FAN REIMB	\$ 998,395.38
7243	FRONTIER	9/29/2025	(\$358.89)	092925_AP	SEP25 PHONE/INTERNET	\$ 998,036.49
7244	HAWKINS INC	9/29/2025	(\$30.00)	092925_AP	SULFUR DIOXIDE	\$ 998,006.49
7245	LEAGUE OF MN CITIES	9/29/2025	(\$28,871.00)	092925_AP	PROPERTY/CASUALTY	\$ 969,135.49
7246	NORTH CENTRAL	9/29/2025	(\$200.59)	092925_AP	ACCUVAC AMPULES,	\$ 968,934.90
7247	NORTHLAND	9/29/2025	(\$310.00)	092925_AP	MAU REPAIR	\$ 968,624.90
7248	U.S. BANK	9/29/2025	(\$1,348.09)	092925_AP	RUNNUNGS WORK	\$ 967,276.81
7249	UC LABORATORY	9/29/2025	(\$2,451.38)	092925_AP	TESTING	\$ 964,825.43
7250	XCEL ENERGY	9/29/2025	(\$91.66)	092925_AP	AUG25 NAT GAS	\$ 964,733.77
7251	ZIEGLER INC	9/29/2025	(\$4,126.74)	092925_AP	GENERATOR REPAIR	\$ 960,607.03
500215E	PAYROLL19	9/10/2025	(\$4,503.38)	PAY20250119.0		\$ 956,103.65
500217E	PAYROLL19.1	9/23/2025	(\$1,190.14)	PAY20250119.0		\$ 954,913.51
500219E	PAYROLL20	9/24/2025	(\$4,555.11)	PAY20250120.0		\$ 950,358.40

RECEIPTS	\$89,886.04
PAYROLL	(\$10,248.63)
EXPENSES	(\$58,290.18)
	\$21,347.23



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

Check #	Vendor Name	Chk Date	Chk Amt	Source	Comment	Balance
					BEGINNING BALANCE	\$ 950,358.40
Deposit	103125_REC	10/31/2025	\$19,060.68	103125_REC	SEP25 SEWER FLOW	\$ 969,419.08
Deposit	103125INT	10/31/2025	\$156.90	103125INT	OCTOBER 2025 INTEREST	\$ 969,575.98
002130E	INTERNAL REVENUE	10/7/2025	(\$1,840.55)	PAYPER21_202	FEDERAL TAX	\$ 967,735.43
002131E	MN DEPT OF REVENUE	10/7/2025	(\$359.48)	PAYPER21_202	WITHOLDING TAX	\$ 967,375.95
002132E	MNDP Retirement	10/7/2025	(\$125.00)	PAYPER21_202	MNDP PAYROLL21	\$ 967,250.95
002133E	PERA	10/7/2025	(\$938.18)	PAYPER21_202	PERA PAYROLL21	\$ 966,312.77
002134E	INTERNAL REVENUE	10/22/2025	(\$1,806.52)	PAYPER22_25	FEDERAL TAX PAYROLL	\$ 964,506.25
002135E	MN DEPT OF REVENUE	10/22/2025	(\$353.45)	PAYPER22_25	WHITHOLDING TAX	\$ 964,152.80
002136E	MNDP Retirement	10/22/2025	(\$125.00)	PAYPER22_25	MNDP PAYROLL 22	\$ 964,027.80
002137E	PERA	10/22/2025	(\$924.89)	PAYPER22_25	PERA PAYROLL 22	\$ 963,102.91
002142E	ALERUS	10/31/2025	(\$4.00)	OCT_25_EFT	OCT25 HEALTH SAVINGS	\$ 963,098.91
002143E	DELTA DENTAL	10/31/2025	(\$84.44)	OCT_25_EFT	DENTAL COVERAGE	\$ 963,014.47
002144E	HEALTH PARTNERS	10/31/2025	(\$2,210.42)	OCT_25_EFT	NOV25 HEALTH INS	\$ 960,804.05
7252	ANDERSON-CRANE	10/15/2025	(\$594.38)	101525_AP	KANAFLEX HOSE,	\$ 960,209.67
7253	FORSELL, JON	10/15/2025	(\$312.38)	101525_AP	EBAY CONTROL CARDS	\$ 959,897.29
7254	HAWKINS INC	10/15/2025	(\$7,672.57)	101525_AP	ALUMINUM SULFATE	\$ 952,224.72
7255	KENNEDY & GRAVEN,	10/15/2025	(\$720.00)	101525_AP	GENERAL LEGAL	\$ 951,504.72
7256	PREFERRED CONTROLS	10/15/2025	(\$588.00)	101525_AP	AIR HANDLER REPAIR,	\$ 950,916.72
7257	TRI-COUNTY LUMBER	10/15/2025	(\$120.05)	101525_AP	QUICKCRETE	\$ 950,796.67
7258	U.S. BANK	10/15/2025	(\$2,151.26)	101525_AP	MENARDS METAL	\$ 948,645.41
7259	VISU-SEWER, LLC	10/15/2025	(\$21,384.00)	101525_AP	LINER REPAIR	\$ 927,261.41
7260	XCEL ENERGY	10/15/2025	(\$28,819.76)	101525_AP	MAY-AUG 2025	\$ 898,441.65
7261	CITY OF CLEARWATER	10/31/2025	(\$2,378.83)	103025_AP	SEP25 ADMIN SVCS	\$ 896,062.82
7262	CONTINENTAL RESEARCH	10/31/2025	(\$272.00)	103025_AP	AERO MULTI PACK	\$ 895,790.82
7263	FASTENAL COMPANY	10/31/2025	(\$378.51)	103025_AP	FURNACE/VENT FILTERS	\$ 895,412.31
7264	FRONTIER	10/31/2025	(\$348.05)	103025_AP	SEPT25 PHONE/INTERNET	\$ 895,064.26
7265	GARAGE DOOR STORE	10/31/2025	(\$16,500.00)	103025_AP	ENTRY GATE	\$ 878,564.26
7266	HAWKINS INC	10/31/2025	(\$375.15)	103025_AP	AZONE 15, METER TUBE	\$ 878,189.11
7267	PARTS CITY AUTO PARTS	10/31/2025	(\$35.99)	103025_AP	5GAL LEVER ACTION	\$ 878,153.12
7268	PREFERRED CONTROLS	10/31/2025	(\$439.00)	103025_AP	VEOLIA VPN INSTALL	\$ 877,714.12
7269	TEAM LAB	10/31/2025	(\$3,107.50)	103025_AP	MEGA BUGS PLUS	\$ 874,606.62
7270	UC LABORATORY	10/31/2025	(\$1,318.38)	103025_AP	TESTING	\$ 873,288.24
500221E	PAYROLL21	10/8/2025	(\$4,453.31)	PAY20250121.0		\$ 868,834.93
500223E	PAYROLL22	10/22/2025	(\$4,437.41)	PAY20250122.0		\$ 864,397.52

RECEIPTS	\$19,217.58
PAYROLL	(\$8,890.72)
EXPENSES	(\$96,287.74)
	(\$85,960.88)

CITY OF CLEARWATER
***Cash Balances-Audit Summary©**

11/13/25 9:15 AM

Page 1

Current Period October 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	\$431,389.85	+ Transfers	\$0.00	Disbursements/(Receipts)
+ Debits	\$737,090.38	+ Receipts	\$693,788.19	+ Journal Entries	\$0.00	Includes Startup (if any)
- Credits	\$576,339.29			+ JE Payroll	(\$101,647.25)	
GL Balance	\$864,397.52			Transaction Balance	\$864,397.52	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	\$693,788.19	\$431,389.85	\$0.00	(\$101,647.25)	\$864,397.52

CITY OF CLEARWATER
***Revenue Guideline©**

11/13/25 9:18 AM

Page 1

Current Period: October 2025

			2025	2025	October	2025	% of YTD
			YTD Budget	YTD Amt	MTD Amt	YTD Balance	Budget
GENERAL OPERATING FUND							
Active	R 101-41000-34000	Sewer Revenues	\$700,190.00	\$440,360.90	\$15,730.68	\$259,829.10	62.89%
Active	R 101-41000-34400	Sale of Sewer Slu	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-41000-36200	Miscellaneous Re	\$0.00	\$1,418.80	\$0.00	-\$1,418.80	0.00%
Active	R 101-41000-36210	Interest Earnings	\$1,300.00	\$1,699.14	\$156.90	-\$399.14	130.70%
Active	R 101-41000-36220	Sewer Surcharge	\$119,760.00	\$86,340.00	\$3,330.00	\$33,420.00	72.09%
Active	R 101-41000-36230	Contributions and	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-41000-36240	Insurance Divide	\$0.00	\$3,094.00	\$0.00	-\$3,094.00	0.00%
Active	R 101-41000-37000	State Pension Ai	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 101-41000-39101	Sales of General	\$0.00	\$8,272.00	\$0.00	-\$8,272.00	0.00%
Active	R 101-41000-39200	Operating Transf	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total GENERAL OPERATING FUND			<u>\$821,250.00</u>	<u>\$541,184.84</u>	<u>\$19,217.58</u>	<u>\$280,065.16</u>	<u>65.90%</u>
Report Total			\$821,250.00	\$541,184.84	\$19,217.58	\$280,065.16	65.90%

CITY OF CLEARWATER
***Expenditure Guideline©**

11/13/25 9:18 AM

Page 1

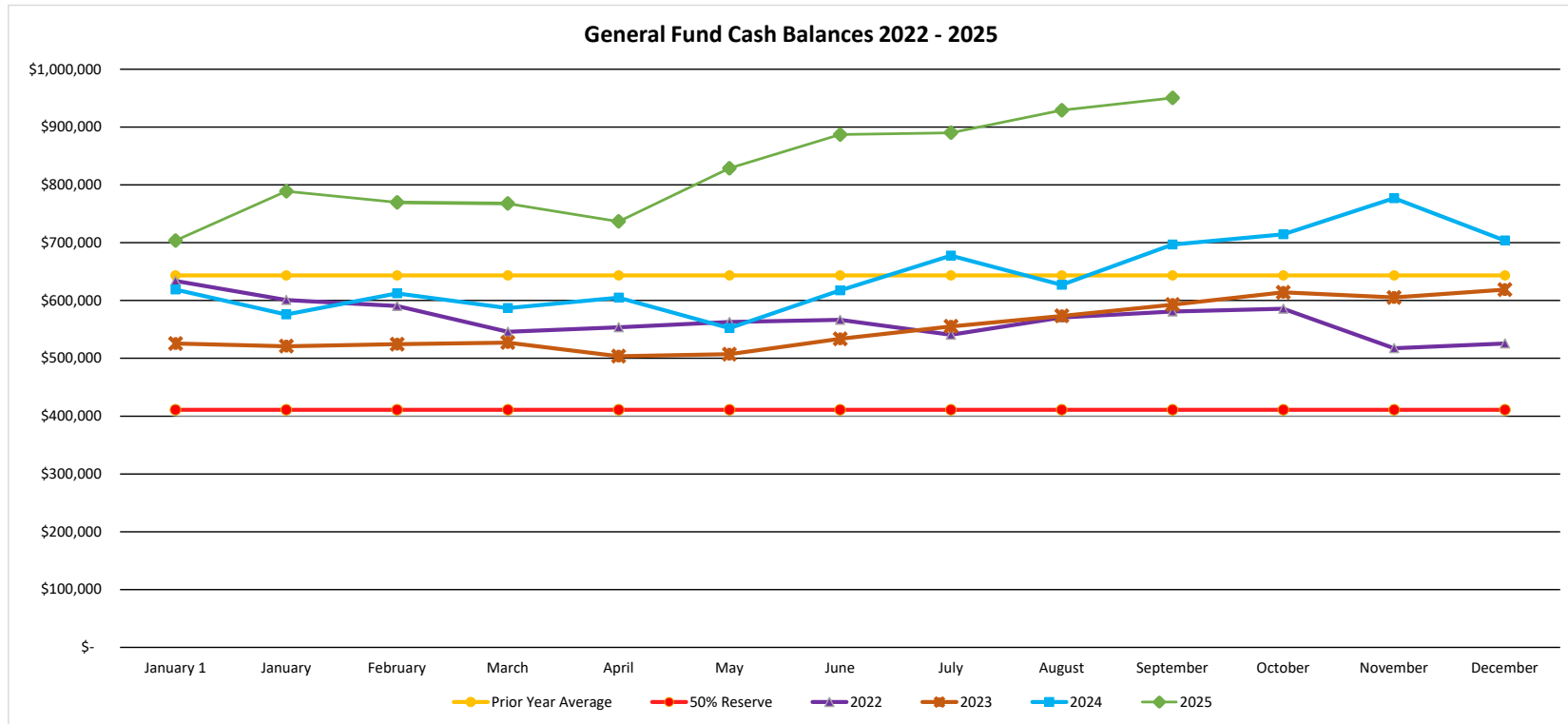
Current Period: October 2025

			2025	2025	October	Enc	2025	% of YTD
			YTD Budget	YTD Amt	MTD Amt	Current	YTD Balance	Budget
GENERAL OPERATING FUND								
Active	E 101-41000-100	Wages and Salar	\$4,800.00	\$0.00	\$0.00	\$0.00	\$4,800.00	0.00%
Active	E 101-41000-101	Full-Time Emplo	\$159,300.00	\$115,057.66	\$13,172.80	\$0.00	\$44,242.34	72.23%
Active	E 101-41000-102	Full-Time Emplo	\$0.00	\$2,828.71	\$134.87	\$0.00	-\$2,828.71	0.00%
Active	E 101-41000-103	Part-Time Emplo	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41000-120	Reimbursements	\$1,000.00	\$600.00	\$40.00	\$0.00	\$400.00	60.00%
Active	E 101-41000-121	PERA	\$11,900.00	\$10,682.61	\$998.08	\$0.00	\$1,217.39	89.77%
Active	E 101-41000-122	FICA	\$12,200.00	\$11,536.90	\$1,018.04	\$0.00	\$663.10	94.56%
Active	E 101-41000-131	Employer Paid H	\$33,400.00	\$22,104.20	\$2,210.42	\$0.00	\$11,295.80	66.18%
Active	E 101-41000-132	Employer Paid H	\$6,400.00	\$6,440.00	\$4.00	\$0.00	-\$40.00	100.63%
Active	E 101-41000-133	Employer Paid D	\$1,600.00	\$882.43	\$84.44	\$0.00	\$717.57	55.15%
Active	E 101-41000-140	Unemployment C	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	E 101-41000-151	Worker s Comp I	\$8,000.00	\$8,057.00	\$0.00	\$0.00	-\$57.00	100.71%
Active	E 101-41000-182	Bank Fees	\$100.00	\$15.00	\$0.00	\$0.00	\$85.00	15.00%
Active	E 101-41000-208	Training and Inst	\$1,200.00	\$915.00	\$160.00	\$0.00	\$285.00	76.25%
Active	E 101-41000-210	Operating Suppli	\$17,000.00	\$11,996.31	\$2,973.58	\$0.00	\$5,003.69	70.57%
Active	E 101-41000-212	Motor Fuels	\$4,000.00	\$1,525.55	\$141.86	\$0.00	\$2,474.45	38.14%
Active	E 101-41000-213	Lubricants and A	\$1,000.00	\$580.40	\$0.00	\$0.00	\$419.60	58.04%
Active	E 101-41000-216	Chemicals and C	\$36,000.00	\$27,697.39	\$11,155.22	\$0.00	\$8,302.61	76.94%
Active	E 101-41000-233	Waste Water Te	\$18,000.00	\$15,893.64	\$1,318.38	\$0.00	\$2,106.36	88.30%
Active	E 101-41000-300	Professional Srv	\$1,500.00	\$3,178.02	\$0.00	\$0.00	-\$1,678.02	211.87%
Active	E 101-41000-301	Auditing and Acc	\$14,000.00	\$14,700.00	\$0.00	\$0.00	-\$700.00	105.00%
Active	E 101-41000-302	Administrative se	\$21,400.00	\$16,038.89	\$1,782.08	\$0.00	\$5,361.11	74.95%
Active	E 101-41000-303	Engineering Fee	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0.00%
Active	E 101-41000-304	Legal Fees	\$600.00	\$720.00	\$720.00	\$0.00	-\$120.00	120.00%
Active	E 101-41000-305	Treasurer Servic	\$4,900.00	\$3,687.58	\$409.75	\$0.00	\$1,212.42	75.26%
Active	E 101-41000-306	Physicals/DrugT	\$100.00	\$170.00	\$0.00	\$0.00	-\$70.00	170.00%
Active	E 101-41000-309	Computer / Softw	\$7,000.00	\$7,446.52	\$439.00	\$0.00	-\$446.52	106.38%
Active	E 101-41000-321	Telephone	\$3,000.00	\$3,193.09	\$348.05	\$0.00	-\$193.09	106.44%
Active	E 101-41000-331	Travel Expenses	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0.00%
Active	E 101-41000-352	General Notices	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-41000-362	Property Ins	\$30,000.00	\$49,005.00	\$0.00	\$0.00	-\$19,005.00	163.35%
Active	E 101-41000-381	Electric Utilities	\$78,000.00	\$56,915.11	\$28,564.78	\$0.00	\$21,084.89	72.97%
Active	E 101-41000-383	Gas Utilities	\$14,000.00	\$9,734.43	\$254.98	\$0.00	\$4,265.57	69.53%
Active	E 101-41000-384	Refuse/Garbage	\$3,500.00	-\$927.09	\$187.00	\$0.00	\$4,427.09	-26.49%
Active	E 101-41000-400	Repairs & Maint	\$39,000.00	\$34,312.62	\$1,177.13	\$0.00	\$4,687.38	87.98%
Active	E 101-41000-416	Machinery Rental	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0.00%
Active	E 101-41000-417	Uniform Allowan	\$1,000.00	\$198.42	\$0.00	\$0.00	\$801.58	19.84%
Active	E 101-41000-433	Dues and Subscr	\$2,000.00	\$1,473.00	\$0.00	\$0.00	\$527.00	73.65%
Active	E 101-41000-500	Capital Outlay (G	\$150,000.00	\$72,790.37	\$37,884.00	\$0.00	\$77,209.63	48.53%
Active	E 101-41000-999	Depreciation Exp	\$134,250.00	\$0.00	\$0.00	\$0.00	\$134,250.00	0.00%
Total GENERAL OPERATING FUND			\$821,850.00	\$509,448.76	\$105,178.46	\$0.00	\$312,401.24	61.99%
Report Total			\$821,850.00	\$509,448.76	\$105,178.46	\$0.00	\$312,401.24	61.99%



CLCWSA

3rd Quarter 2025
Quarterly Budget Report



General Fund

	YTD Budget	YTD Actual	Percent of YTD Budget	
Receipts				
Sewer Revenues	\$ 525,143	\$ 424,630	80.86 %	➡
Miscellaneous Revenue	-	11,786	-	⬆
Interest Earnings	975	1,542	158.2	⬆
Sewer Surcharge	89,820	83,010	92.4	⬆
Insurance Dividend	-	1,523	-	⬆
Sales of General Fixed Assets	-	4,276	-	⬆
	<u>\$ 615,938</u>	<u>\$ 526,767</u>	<u>85.5 %</u>	⬆

	YTD Budget	YTD Actual	Percent of YTD Budget	
Disbursements				
Wages	\$ 123,075	\$ 104,579	85.0 %	⬆
Payroll Taxes	18,075	20,203	111.8	⬇
Employee Expenses	32,775	28,443	86.8	⬆
Supplies/ Maintenance	87,375	75,438	86.3	⬆
Insurance	28,500	57,062	200.2	⬇
Administrative	7,275	8,666	119.1	⬇
Contracted Services	32,250	35,413	109.8	➡
Utilities	73,875	39,561	53.6	⬆
Capital	112,500	34,906	31.0	⬆
Miscellaneous	-	-	-	
Depreciation	100,688	-	0.0	⬆
	<u>\$ 616,388</u>	<u>\$ 404,270</u>	<u>65.6</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 September 30, 2025

	Annual Budget	Budget through 9/30/2025	Actual Through 9/30/2025	Variance - Favorable (Unfavorable)	Percent of Budget through 9/30/2025
Revenues					
Sewer Revenues	\$ 700,190	\$ 525,143	\$ 424,630	\$ (100,512)	80.9 1
Miscellaneous Revenue	-	-	1,419	1,419	-
Interest Earnings	1,300	975	1,542	567	158.2
Sewer Surcharge Revenue	119,760	89,820	83,010	(6,810)	92.4
Insurance Dividends	-	-	3,094	3,094	-
Sales of General Fixed Assets	-	-	8,272	-	-
Total Revenues	821,250	615,938	521,967	(102,242)	84.7
Expenditures					
Wages	\$ 164,100	\$ 123,075	\$ 104,579	18,496	84.97 2
Payroll Taxes	24,100	18,075	20,203	(2,128)	111.78
Employee Expenses	43,700	32,775	\$28,443	4,332	86.78
Supplies/ Maintenance	116,500	87,375	75,438	11,937	86.34 3
Insurance	38,000	28,500	\$57,062	(28,562)	200.22
Administrative	9,700	7,275	\$8,666	(1,391)	119.11
Contracted Services	43,000	32,250	\$35,413	(3,163)	109.81
Utilities	98,500	73,875	\$39,561	34,314	53.55 5
Capital	150,000	112,500	34,906	77,594	31.03 6
Miscellaneous	-	-	-	-	-
Depreciation	134,250	100,688	-	100,688	-
Total Expenditures	821,850	616,388	404,270	212,117	65.59
Excess Revenues (Expenditures) *	\$ (600.00) *	\$ (450.00) *	\$ 117,696.96	\$ 109,874.96	

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

- 1) Timing difference
- 2) Reverse 2024 Audit Salaries Payable
- 3) Timing Difference
- 4) Property Insurance annually paid in August
- 5) Timing Difference
- 6) Capital Expenditures have been smaller capital items
- 7) Depreciation recognized as an actual expense at year end (after audit)



**City of Clearwater
Sewer Authority Director Services Contract**

This AGREEMENT is made on _____ between the City of Clearwater “City”, a Minnesota Municipal Corporation organized and existing under the laws of the State of Minnesota and the Clear Lake/Clearwater Joint Sewer Authority “Authority”, a Joint Powers entity organized and existing under the laws of the State of Minnesota pursuant to a Joint Powers Agreement between the cities of Clear Lake and Clearwater, Minnesota.

Section I: RECITALS

- A. City agrees to provide Sewer Authority Director services for the Authority. These services are outlined in the Authority’s approved job description for Sewer Authority Director attached herein as **Exhibit A**. This job description may be modified from time to time by the Authority’s Board of Directors. The Authority will provide to the City an updated copy of the Sewer Authority Director job description at such times as amendments to the description are approved.

- B. Authority agrees to purchase Sewer Authority Director services from the City pursuant to the approved Sewer Authority Director job description outlined in **Exhibit A** at the rates outlined in the next section.

Section II: TERMS OF CONTRACT

IN CONSIDERATION OF MUTUAL COVENANTS CONTAINED HEREIN, City and Authority agree as follows:

- A. This contract for services shall commence on January 1, 2026 and will be effective for five years unless terminated by either party upon 30 days written notice.

- B. City shall provide services pursuant to the Sewer Authority Director job description attached as **Exhibit A**. The City shall allocate sufficient resources to ensure that the requirements of the job description are completed in a timely fashion. If the job description is amended at any time during the contract, Authority shall provide City with the amended job description in writing. The amended job description shall constitute an amendment to this Agreement which shall be effective as of the date signed by both parties.

- C. The City Administrator/Clerk/Treasurer shall serve in the role of Sewer Authority Director under this Agreement. If City determines at any point that another position will

fill the role of Sewer Authority Director, City shall provide sufficient information to Authority to confirm that the new position meets the qualifications of the Sewer Authority Director.

D. City will receive compensation from the Authority as follows:

Year	2026	2027	2028	2029	2030
Monthly Amount	\$1,853	\$1,927	\$2,005	\$2,085	\$2,168
Annual	\$22,239	\$23,129	\$24,054	\$25,016	\$26,017

E. City shall invoice the Authority monthly.

F. This contract includes the full Agreement between the parties and shall only be amended by a written agreement signed by all parties.

CITY OF CLEARWATER

SEWER AUTHORITY

Andrea Lawrence Wheeler, Mayor

Tim Goenner, Chair

Annita M. Smythe, City Administrator

Annita M. Smythe, Director

Date

Date

Exhibit A

Clear Lake Clearwater Sewer Authority Job Description

Position Title:	Sewer Authority Director
Reports To:	Sewer Authority Board
Supervises:	All Sewer Authority Staff
FLSA Status:	Contracted (Exempt)

Position Summary:

This position acts as the Chief Executive Officer for the Sewer Authority and is accountable to the Sewer Authority for the day-to-day operation of the sewer organization, including the supervision of employees and contracted staff, and ensuring the implementation of Sewer Authority policies.

Essential Functions of the Position

The listed examples may not include all duties performed.

Sewer Authority Assistance

- Attend Sewer Authority meetings, preparation of agendas, minutes, and organize and maintain accurate and complete records of all official sewer documents.
- Ensure that all necessary notices of meetings and ordinances are published and/or posted as required by law.
- Assist the Sewer Authority in the coordination and administration of sewer policies and procedures; research and assist in the development of solutions to problems.
- Handles all correspondence on behalf of the Sewer Authority.
- Research information for implementing laws and rules or developing programs and policies as directed by the Sewer Authority.

Representative of the Sewer Authority to the Public

- Serves as Public Information Officer for the Sewer Authority.
- Maintains contact with federal, state, and county agencies in regard to local relationships between the Sewer Authority and other agencies.
- Represents the Sewer Authority to other agencies, organizations, and citizens.
- Builds and strengthens relationships with the community.

Financial

- Responsible for oversight of all financial records and reporting requirements of the Sewer Authority.
- Prepares the annual operating budget and capital improvement program plan budget, with input from the Sewer Authority and department heads.
- Monitors expenditures and receipts during the fiscal year.
- Assists outside auditing firm with the annual audit.
- Responsible for the investment of sewer funds, and ensuring the best return, as allowed by statute.
- Work with financial advisors on Sewer Authority bond issues; complete all necessary paperwork and reports as required. Ensure that all bond payments are made in a timely manner.

- Responsible for evaluating rates, ensuring that appropriate fees are charged to cover debt and operation and maintenance of the utility facilities.

Personnel and Payroll

- Acts as the Human Resource Manager for the Sewer Authority.
- Responsible for the management and oversight of all employee benefits.
- Leads the selection process for new employees and recommends hiring criteria.
- Ensures accountability of employees and alignment of department activities with sewer policies and directives.
- Makes recommendations for competitive wages to attract and retain competent employees.
- Responsible for performance evaluations of sewer employees.

Other

- Prepare or direct development of Requests for Proposals and Bids as required for projects or purchases as directed by the Sewer Authority.
- Responsible for seeking applicable grants and funding sources available to the Sewer Authority.
- Oversee contract personnel and consultants as directed by the Sewer Authority.
- Assist in coordination of sewer projects.

Knowledge, Skills, and Abilities

- Considerable knowledge of municipal financial management including investment of funds, accounting, payroll procedures, billing practices, records management and financial record keeping.
- Considerable knowledge of laws, rules, and regulations affecting Sewer Authority government.
- Knowledge of human resource management.
- Working knowledge of data privacy as it relates to the release of Sewer Authority data.
- High level of skill in operating office equipment including operation computer payroll and accounting systems with speed and accuracy.
- Excellent writing and interpersonal communication skills.
- Considerable ability to handle public contact with a high degree of tact, courtesy, confidentiality, and sound judgment.
- Highly developed problem-solving skills.
- Demonstrated spreadsheet, database, and word processing skills.
- Strong organizational skills with attention to detail and accuracy.
- Considerable ability to analyze information and develop alternatives for consideration.
- Considerable ability to work independently as well as part of a team.
- Considerable ability to take initiative and manage multiple projects efficiently.
- Considerable ability to work with multiple deadlines and diverse responsibilities.

Minimum Qualifications

- Three years of experience as a department head level supervisor or above.
- Five years of progressively responsible financial management experience.
- Five years public sector administrative experience if no Bachelor's degree in public administration, business or related field; three years' experience of public sector if in combination with a Bachelor's degree.
- MN Driver's License.

Special Working Conditions

Work is light to moderate, requiring sitting for extended periods, and variably frequent rising, walking, standing and bending. This position is required to have hand and arm dexterity adequate to allow for extensive use of keyboards, to talk and hear with enough proficiency to allow for communicating by phone or in person, and to have adequate vision to accommodate frequent viewing of computer screens and printed reports. This position requires lifting and/or moving up to 10 pounds frequently, and infrequently lifting or moving up to 25 pounds. The noise level is usually low to moderate.

***The work environment and physical demands described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

***The functions, criteria, and qualifications are intended only as an illustration of various types of work performed and are not all-inclusive. The job description does not constitute an employment agreement and is subject to change as the needs of the Sewer Authority and the requirements of the position change.**

CLEAR LAKE SEWER AUTHORITY

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

Invoice

No. 00001181 Date 9/5/2025

To: CLEAR LAKE
 PO BOX 298
 CLEAR LAKE MN 55319

Shipped	Ship Via	Terms	Contract	Contact	Customer PO#
Qty	Unit	Description		Unit Price	Amount
345		Sewer Flow-June 2022		\$8.58	\$2,960.10
272		Sewer Flow-July 2022		\$8.58	\$2,333.76
337		Sewer Flow-August 2022		\$8.58	\$2,891.46
336		Sewer Flow-September 2022		\$8.58	\$2,882.88
318		Sewer Flow-October 2022		\$8.58	\$2,728.44
311		Sewer Flow-November 2022		\$8.58	\$2,668.38
309		Sewer Flow-December 2022		\$8.58	\$2,651.22

Special Instructions	SubTotal	Amount
June-December 2022 Corrected Sewer Flow - City of Clear Lake Rate: \$8.58 per 1,000 gallons		\$19,116.24
	Tax	\$0.00
	Shipping	\$0.00
	Total	\$19,116.24
	Due Date	

PAID \$0.00



ThankYou!

CLEAR LAKE SEWER AUTHORITY

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

Invoice

No. 00001182 Date 9/5/2025

To: CLEAR LAKE
 PO BOX 298
 CLEAR LAKE MN 55319

Shipped	Ship Via	Terms	Contract	Contact	Customer PO#
Qty	Unit	Description		Unit Price	Amount
299		Sewer Flow-January 2023		\$10.23	\$3,058.77
291		Sewer Flow-February 2023		\$10.23	\$2,976.93
350		Sewer Flow-March 2023		\$10.23	\$3,580.50
427		Sewer Flow-April 2023		\$10.23	\$4,368.21
427		Sewer Flow-May 2023		\$10.23	\$4,368.21
433		Sewer Flow-June 2023		\$10.23	\$4,429.59
355		Sewer Flow-July 2023		\$10.23	\$3,631.65
353		Sewer Flow-August 2023		\$10.23	\$3,611.19
336		Sewer Flow-September 2023		\$10.23	\$3,437.28
324		Sewer Flow-October 2023		\$10.23	\$3,314.52
320		Sewer Flow-November 2023		\$10.23	\$3,273.60
301		Sewer Flow-December 2023		\$10.23	\$3,079.23

Special Instructions		
January-December 2023 Corrected Sewer Flow - City of Clear Lake Rate: \$10.23 per 1,000 gallons	SubTotal	\$43,129.68
	Tax	\$0.00
	Shipping	\$0.00
	Total	\$43,129.68
	Due Date	

PAID \$0.00



Thank You !

CLEAR LAKE SEWER AUTHORITY

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

Invoice

No. 00001183 Date 9/5/2025

To: CLEAR LAKE
 PO BOX 298
 CLEAR LAKE MN 55319

Shipped	Ship Via	Terms	Contract	Contact	Customer PO#
Qty	Unit	Description		Unit Price	Amount
308		Sewer Flow-January 2024		\$12.22	\$3,763.76
265		Sewer Flow-February 2024		\$12.22	\$3,238.30
331		Sewer Flow-March 2024		\$12.22	\$4,044.82
335		Sewer Flow-April 2024		\$12.22	\$4,093.70
375		Sewer Flow-May 2024		\$12.22	\$4,582.50
348		Sewer Flow-June 2024		\$12.22	\$4,252.56
357		Sewer Flow-July 2024		\$12.22	\$4,362.54
359		Sewer Flow-August 2024		\$12.22	\$4,386.98
355		Sewer Flow-September 2024		\$12.22	\$4,338.10
345		Sewer Flow-October 2024		\$12.22	\$4,215.90
340		Sewer Flow-November 2024		\$12.22	\$4,154.80
341		Sewer Flow-December 2024		\$12.22	\$4,167.02
Special Instructions				SubTotal	\$49,600.98
January-December 2024 Corrected Sewer Flow - City of Clear Lake Rate: \$12.22 per 1,000 gallons				Tax	\$0.00
				Shipping	\$0.00
				Total	\$49,600.98
				Due Date	

PAID \$0.00



Thank You !

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		\$28,072.08
	Tax	\$0.00
	Shipping	\$0.00
	Total	\$28,072.08
	Due Date	

PAID \$0.00



ThankYou!

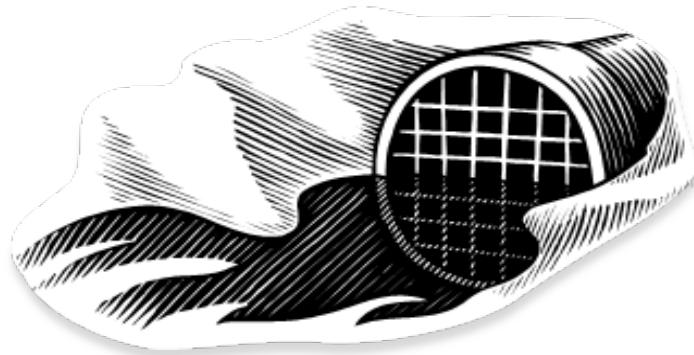
Amount to be billed difference

	CL 2021	CW 2021	CL 2022	CW 2022	CL 2023	CW 2023
January	0.953	4.352	0.884	3.916	0.299	4.265
February	0.870	3.975	0.788	3.606	0.291	3.468
March	0.994	4.450	0.946	3.870	0.35	3.748
April	0.988	4.272	0.905	3.870	0.427	3.990
May	1.000	4.632	0.946	4.463	0.427	4.145
June	0.932	4.872	0.345	4.531	0.433	4.008
July	0.917	4.377	0.272	4.511	0.355	4.088
August	0.892	5.077	0.337	4.709	0.353	4.017
September	0.849	5.132	0.336	4.222	0.336	3.748
October	0.888	4.832	0.318	3.693	0.324	4.003
November	0.860	3.610	0.311	3.601	0.32	3.816
December	0.859	3.972	0.309	3.703	0.301	3.916
Total	11.002	53.553	6.697	48.695	4.216	47.212
Average	0.917	4.463	0.558	4.058	0.351	3.934
High	1	5.132	0.946	4.709	0.433	4.265

Total 64.555 total 55.392 51.428
percent

	CL 2024	CW 2024	CL 2025	CW 2025	CL 2026	CW 2026
January	0.308	3.796	0.333	3.694		
February	0.265	3.586	0.310	3.360		
March	0.331	3.883	0.405	3.848		
April	0.335	3.896	0.397	3.069		
May	0.375	4.153	0.441	3.199		
June	0.348	4.193	0.400	3.159		
July	0.357	4.333				
August	0.359	3.839				
September	0.355	3.662				
October	0.345	3.854				
November	0.34	3.617				
December	0.341	3.669				
Total	4.059	46.481	2.286	20.329	0	0.000
Average	0.338	3.873	0.381	3.388	#DIV/0!	#DIV/0!
High	0.375	4.333	0.441	3.848	0	0.000

total 50.540 total 22.615 0.000
percent



Clear Lake/Clearwater Sewer Authority

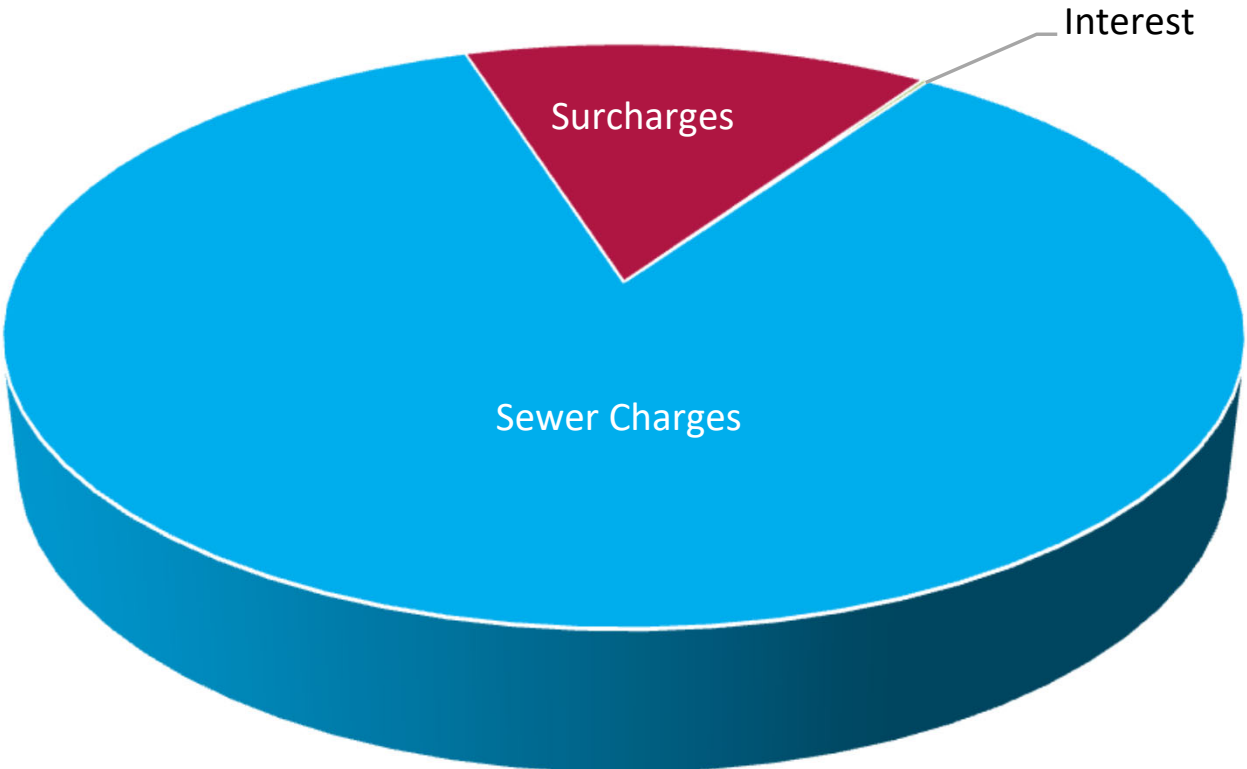
2026 Final Budget

November 20, 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	440,361	700,190	706,240
R 101-41000-34400	Sale of Sewer Sludge	-	-	-	-	-
R 101-41000-36200	Miscellaneous Revenues	1,954	1,431	1,419	-	-
R 101-41000-36210	Interest Earnings	1,385	1,601	1,699	1,300	1,500
R 101-41000-36220	Sewer Surcharges	115,270	119,320	86,340	119,760	119,760
R 101-41000-36230	Contributions and Donations	-	-	-	-	-
R 101-41000-36240	Insurance Dividends	814	-	3,094	-	-
R 101-41000-37000	State Aid	9	3,037	-	-	-
R 101-41000-39101	Sales of Fixed Assets	6,091	1,758	8,272	-	-
	Total Revenues	702,393	810,722	541,185	821,250	827,500

2026 Revenue Budget

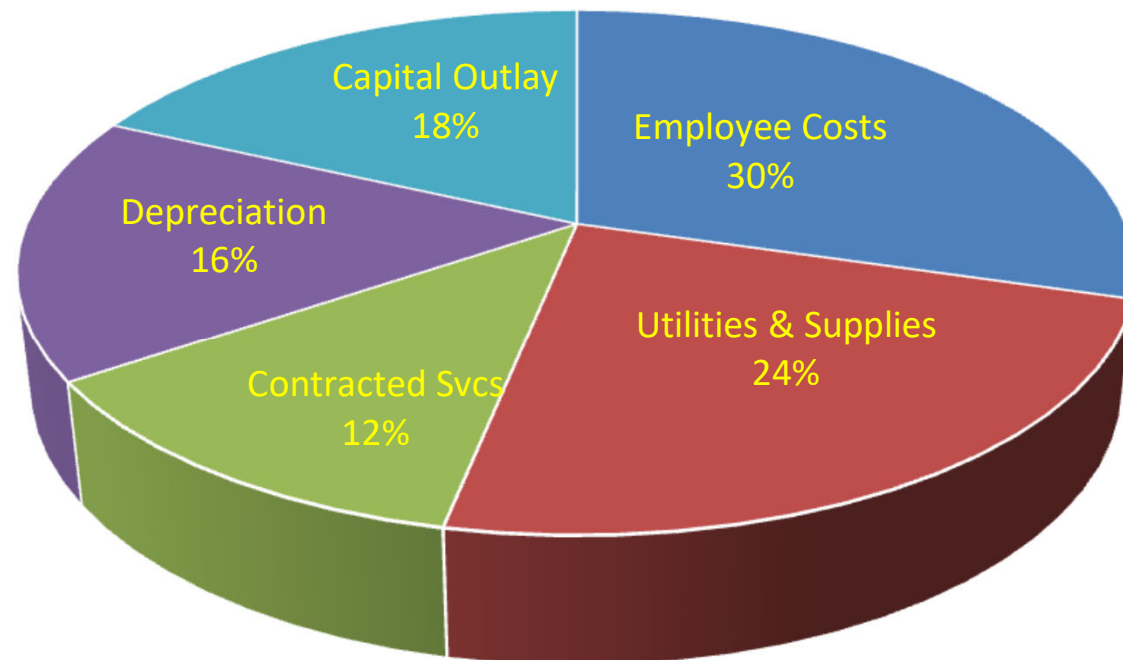


CLEAR LAKE/CLEARWATER SEWER AUTHORITY
2025 Final Budget - Expenditure

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	115,058	159,300	164,900
E 101-41000-102	Full-Time Employees Overtime	392	203	2,829	-	-
E 101-41000-103	Part-Time Employees	8,487	-	-	-	-
	Wages & Salaries	141,298	169,516	117,886	164,100	169,700
E 101-41000-120	Reimbursements	910	1,201	600	1,000	1,000
E 101-41000-121	PERA	12,988	12,770	10,683	11,900	12,400
E 101-41000-122	FICA & Medicare	10,381	12,136	11,537	12,200	12,600
E 101-41000-131	Employer Paid Health	21,379	27,781	22,104	33,400	30,700
E 101-41000-132	Employer Paid Health Savings	5,177	6,048	6,440	6,400	6,600
E 101-41000-133	Employer Paid Dental	1,132	1,571	882	1,600	1,000
E 101-41000-151	Workers Comp Insurance Prem	6,074	7,993	8,057	8,000	8,000
E 101-41000-208	Training and Instruction	1,027	1,407	915	1,200	1,200
E 101-41000-306	Physicals/DrugTesting	130	50	170	100	100
E 101-41000-331	Travel Expenses	-	-	-	100	100
E 101-41000-417	Uniform Allowance	968	251	198	1,000	1,000
	Employee Expenses	60,166	71,210	61,587	76,900	74,700
E 101-41000-321	Telephone	1,700	2,979	3,193	3,000	3,600
E 101-41000-381	Electric Utilities	75,731	64,481	56,915	78,000	70,000
E 101-41000-383	Gas Utilities	14,361	6,967	9,734	14,000	16,000
E 101-41000-384	Refuse/Garbage Disposal	3,439	4,870	(927)	3,500	2,500
	Utilities	95,231	79,297	68,916	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	11,996	17,000	16,000
E 101-41000-212	Motor Fuels	4,702	3,723	1,526	4,000	3,000

E 101-41000-213	Lubricants and Additives	753	335	580	1,000	1,000
E 101-41000-216	Chemicals	37,012	28,645	27,697	36,000	34,000
E 101-41000-400	Repairs & Maintenance (GENERAL)	39,518	13,784	34,313	39,000	45,000
E 101-41000-433	Dues and Subscriptions	1,993	1,990	1,473	2,000	4,500
	Supplies & Maintenance	101,956	57,437	77,600	99,100	103,600
E 101-41000-233	Waste Water Testing	17,431	19,894	15,894	18,000	18,000
E 101-41000-300	Professional Svcs (GENERAL)	1,662	165	3,178	1,500	1,500
E 101-41000-301	Auditing and Acctg Services	11,125	12,015	14,700	14,000	15,000
E 101-41000-302	Administrative Services	20,160	20,762	16,039	21,400	22,100
E 101-41000-303	Engineering Fees	-	-	-	600	600
E 101-41000-304	Legal Fees	360	-	720	600	600
E 101-41000-305	Treasurer Services	4,635	4,774	3,688	4,900	5,100
E 101-41000-309	Computer / Software	7,784	6,389	7,447	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	49,005	30,000	30,000
E 101-41000-416	Machinery Rentals	(4,470)	240	-	500	500
	Contracted Services	80,246	91,039	110,670	99,000	101,900
Total Operating Expenditures		478,897	468,498	436,658	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	72,790	150,000	150,000
Total Capital Outlay & Depreciation		383,901	400,605	72,790	284,250	285,500
Total Expenditures		862,798	869,104	509,449	821,850	827,500
Change from Prior Year						0.7%
	Gain/(Loss)	(160,405)	(58,382)	31,736	(600)	-

2026 Expenditure Budget



Sewer Authority - Payroll Budget

Reflects a 3.5% COLA Adjustment

Position	Hours/Yr	2025 Rate	2026 Rate	Total Wages	Taxes & Benefits	Total Compensation
Chair		1,200.00	1,200.00	1,200.00	91.80	1,291.80
Vice Chair		900.00	900.00	900.00	68.85	968.85
Board Member		900.00	900.00	900.00	68.85	968.85
Board Member		900.00	900.00	900.00	68.85	968.85
Board Member		900.00	900.00	900.00	68.85	968.85
		4,800.00	4,800.00	4,800.00	367.20	5,167.20
Director	Contract	21,385.00	22,128.00	22,128.00	n/a	22,128.00
Treasurer	Contract	4,774.00	5,065.00	5,065.00	n/a	5,065.00
Chief Plant Operator	2,080	\$ 39.96	\$ 41.36	86,028.80	31,848.88	117,877.68
Plant Operator	2,080	\$ 36.62	\$ 37.91	78,852.80	31,445.36	110,298.16
				\$ 201,674.60	\$ 64,028.64	\$ 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	34,000	55,000	-	-	-	-	-	18,000	42,000	42,000	42,000	327,000
Cassettes - MBR 4	2	2011	10	2030	10,000	30,000	20,000	60,000	41,000	19,000	-	-	-	-	-	42,000	222,000
Feed Pump - Large	1	2024	3	2027	5,000	5,000	7,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	62,000
Feed Pump - Large (spare)	1	2022	7	2029	-	-	5,000	5,000	5,000	-	-	-	-	-	-	-	15,000
Feed Pump - Small	1	2022	5	2027	-	14,000	-	-	-	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	1	2023	15	2038	-	-	-	-	-	-	-	-	-	-	5,000	5,000	10,000
Grit Pump #2	1		15	2027	-	-	30,000	-	-	-	-	-	-	-	-	-	30,000
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	1	2022	10	2032	-	-	-	-	-	2,000	2,000	2,000	-	-	-	-	6,000
Plant Drain Lift Station Pump #2	1	?	10		-	-	-	-	-	2,000	2,000	2,000	-	-	-	-	6,000
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	-	16,000	-	-	-	-	-	-	-	-	-	-	16,000
Blower (15 HP) - MBR #3 & 4	4	2011	15	2027	-	-	10,000	10,000	5,000	-	-	-	-	-	-	-	25,000
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	13,000	-	-	-	-	-	-	-	-	-	-	55,000
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	1,000	5,000	5,000	8,000	8,000	8,000	5,000	5,000	5,000	5,000	70,000
Geotube Biosolid Bags	2		5	2026	-	6,000	-	-	-	-	-	-	-	-	-	-	6,000
					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

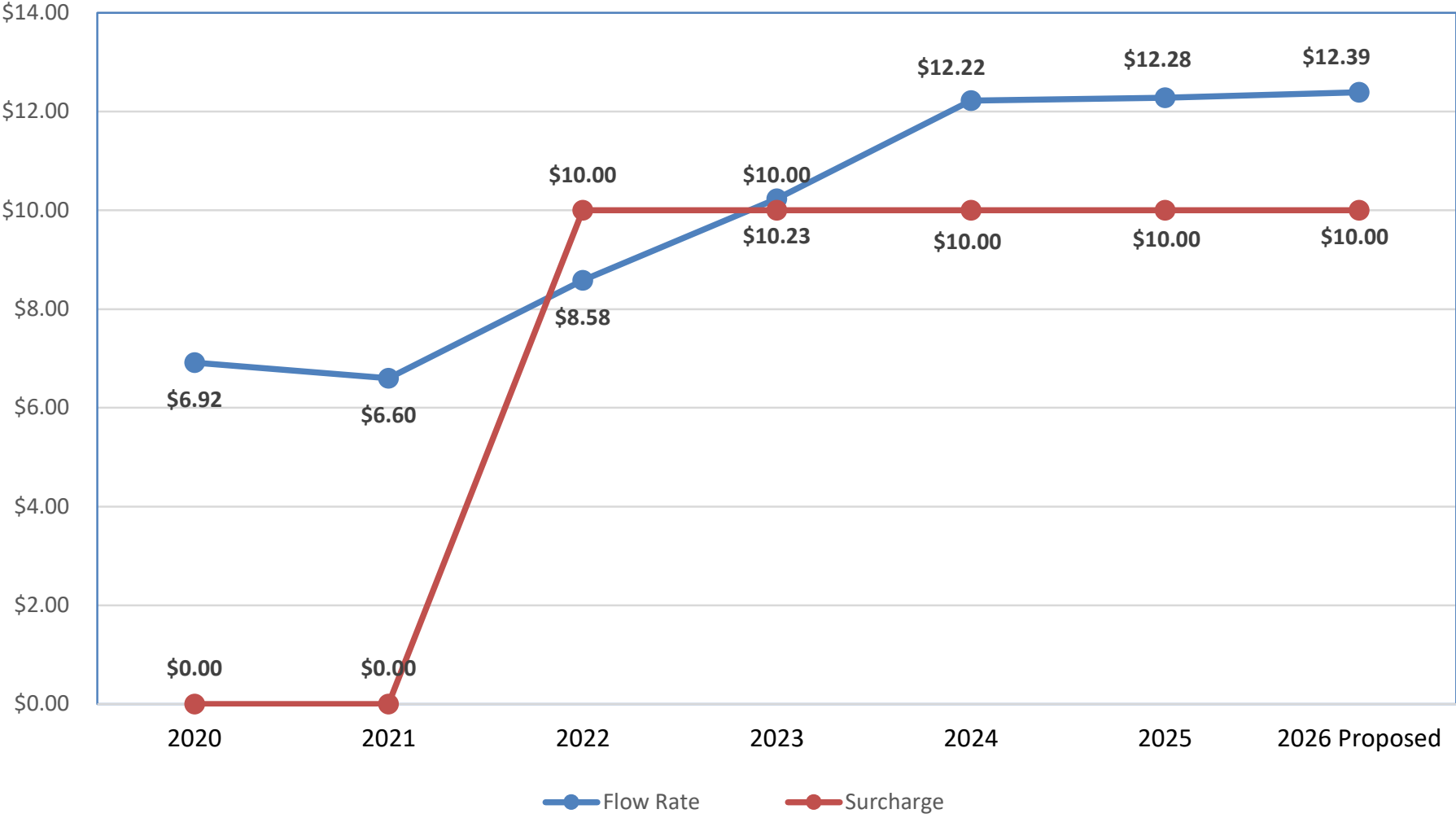
Current Surcharge Rate
\$ 10.00 per account

2026

Proposed Flow Rate	% Change
\$ 12.39	0.9%

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

Rate History



CLEAR LAKE/CLEARWATER SEWER AUTHORITY

**RESOLUTION 2025-05
AUTHORIZING SIGNATORIES**

BE IT RESOLVED that the Clear Lake/Clearwater Sewer Authority hereby approves the following authorized signatories for all funds owned, managed, or maintained by the Clear Lake/Clearwater Sewer Authority:

Tim Goenner, Sewer Authority Chair
Chad Nelson, Sewer Authority Board Member
Andrea Lawrence, Sewer Authority Vice-Chair
Annita Smythe, Sewer Authority Director
Maci Hill, Sewer Authority Treasurer.

BE IT FURTHER RESOLVED that all signatories previously approved are hereby repealed and replaced by those listed in this Resolution 2025-05.

BE IT FURTHER RESOLVED that checks issued by the Clear Lake/Clearwater Sewer Authority shall require at least two signatures, one of which shall be a staff person and one of which shall be a board member.

Board Members voting in favor:

Opposed or Abstained:

Adopted by the Clear Lake/Clearwater Sewer Authority this 20th day of November, 2025.

ATTEST:

APPROVED BY:

Annita M. Smythe, Director

Tim Goenner, Chair

Sewer Authority Meeting Schedule

Meetings are held at 5:30 p.m.

Meeting Schedule

January 22, 2026 – *Clearwater City Hall*

May 21, 2026 – *Wastewater Plant*

August 20, 2026 – *Clear Lake City Hall*

November 19, 2026 – *Clearwater City Hall*

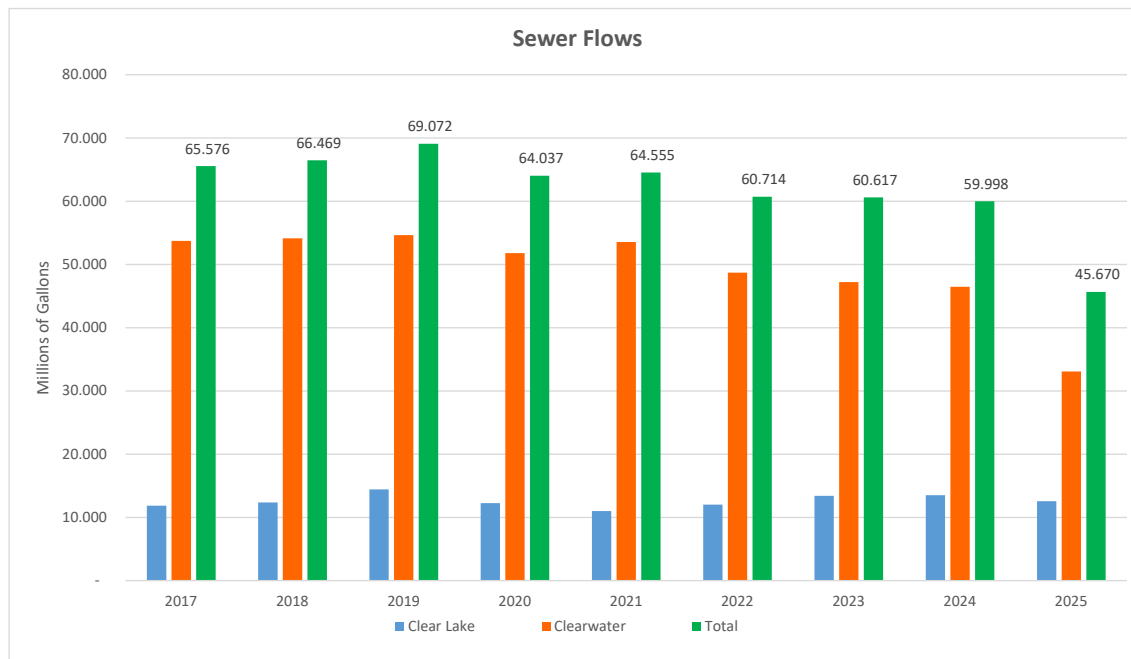
CLCWSA 2025 Projects and Updates

1. Effluent discharge pipelining project completed.
2. Plant entry electric security gate installed.
3. Pond bio-solids sonar mapping project completed.
Started Bio-bacteria program to reduce bio-solids depth. We will sonar the pond every 2 years to monitor progress.
4. Completed and started new MPCA Discharge Permit. Updated Mercury Minimization Plan and developed a Nitrogen Management Plan. The new permit is good till January 31,2030.
5. Back-up Emergency Generator required a new voltage regulator \$4,126.
6. New Back-up Dialer was installed. This system will notify operators of an alarm if main system fails or if internet is down.
7. Sold 2 non-current blowers from 2018 Plant upgrade.
8. New KSB #2 small aeration tank pump to be installed.

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	1.047	4.265	1.068	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	1.007	3.468	1.058	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	1.183	3.748	1.089	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	1.237	3.990	1.086	3.896	1.268	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	1.228	4.145	1.173	4.153	1.282	3.199
June	0.958	4.599	1.031	4.331	1.148	4.552	0.999	4.287	0.932	4.872	1.089	4.531	1.182	4.008	1.102	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	1.055	4.511	1.071	4.088	1.156	4.333	1.415	3.248
August	0.945	4.230	1.008	4.594	1.161	4.611	1.005	4.276	0.892	5.077	1.081	4.709	1.115	4.017	1.163	3.839	1.32	3.241
September	0.903	4.157	0.996	4.289	1.108	4.409	0.996	4.188	0.849	5.132	1.108	4.222	1.085	3.748	1.165	3.662	1.282	2.996
October	1.034	4.413	1.079	4.384	1.158	4.521	1.005	4.368	0.888	4.832	1.077	3.693	1.077	4.003	1.155	3.854	1.229	3.278
November	1.043	4.182	1.017	4.278	1.135	4.185	0.940	4.178	0.860	3.610	1.061	3.601	1.102	3.816	1.129	3.617		
December	1.016	4.464	1.069	4.631	1.197	4.379	0.950	4.053	0.859	3.972	1.079	3.703	1.071	3.916	1.173	3.669		
Total	11.843	53.733	12.344	54.125	14.443	54.629	12.260	51.777	11.002	53.553	12.019	48.695	13.405	47.212	13.517	46.481	12.578	33.092
Average	0.987	4.478	1.029	4.510	1.204	4.552	1.022	4.315	0.917	4.463	1.002	4.058	1.117	3.934	1.126	3.873	1.258	3.309
High	1.047	4.976	1.079	4.768	2.076	5.333	1.199	4.632	1.000	5.132	1.108	4.709	1.237	4.265	1.173	4.333	1.415	3.848
Usage	18.06%	81.94%	18.57%	81.43%	20.91%	79.09%	19.15%	80.85%	17.04%	82.96%	19.80%	80.20%	22.11%	77.89%	22.53%	77.47%	27.54%	72.46%
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%	46%	46%	51%	45%	51%	44%	48%	31%
Total	65.576	66.469	69.072	64.037	64.555	60.714	60.617	59.998	45.670									



20.13% 5 yr average - CL
79.87% 5 yr average - CW

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	718	718	718			715	0	-715	716		
\$ 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	\$ 7,180.00	\$ 7,180.00	\$ 7,180.00	\$ -	\$ -	\$ 7,150.00	\$ -	\$ (7,150.00)	\$ 6,055.38		
												Total	\$ 71,570					

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	334	333	331			310	0	-310	323.8		
\$ 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	\$ 3,340.00	\$ 3,330.00	\$ 3,310.00	\$ -	\$ -	\$ 3,100.00	\$ -	\$ (3,100.00)	\$ 2,729.23		
												Total	\$ 32,380					

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	1052	1051	1049	0	0	1025	0	-1025	866		
\$ 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	\$ 10,520.00	\$ 10,510.00	\$ 10,490.00	\$ -	\$ -	\$ 10,250.00	\$ -	\$ (10,250.00)	\$ 8,784.62		
												Total	\$ 103,950					

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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	3		1	1	3			1	4						13
SEPT				1			1								2
OCT	3	1	3	2	3		1	2		1			2		18
NOV															0
DEC															0
Total	11	5	7	12	14	2	5	9	6	14	4	0	4	4	97

*OTHER	
January	
February	
March	
April	Demo
May	
June	
July	Fire Sprinklers. Correction was made as residing project that was submitted as reroof 8/25/25 KAG
August	
September	
October	Solar. Fire Alarm
November	
December	

2025 BUILDING PERMITS - Clear Lake

PERMIT #	DATE	OWNER	LOCATION	PROJECT DESCRIPTION	VALUATION
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	
31-25	8/18/2025	Shelly Gohman	8386 Walnut St	Deck	
32-25	9/8/2025	Austin Turner	8058 Mallard Ct	Reroof	\$ 1,000.00
33-25	9/8/2025	Taylor Weimer	8140 Natures Edge Rd	Reroof	\$ 1,000.00
34-25	9/15/2025	Vincent Snyder	8766 Main Ave	Reside	\$ 1,000.00
35-35	9/17/2025	Emily Weiss	7933 Church St	Modify Garage	\$ 10,000.00
36-25	9/22/2025	Devon Theis	8735 1st Ave E	Deck	\$ 10,000.00
37-25	9/22/2025	Laura Dunlap	7953 State St	Reside	\$ 1,000.00
38-25	9/25/2025	LGI Homes	7698 Birch St	Dwelling and Garage	\$ 287,000.00
39-25	9/25/2025	LGI Homes	7706 Birch St	Dwelling and Garage	\$ 287,000.00
40-25	9/25/2025	LGI Homes	7700 Birch St	Dwelling and Garage	\$ 335,000.00
41-25	9/25/2025	LGI Homes	7708 Birch St	Dwelling and Garage	\$ 335,000.00
42-25	9/25/2025	LGI Homes	7704 Birch St	Dwelling and Garage	\$ 365,000.00
43-25	9/25/2025	LGI Homes	7710 Birch St	Dwelling and Garage	\$ 365,000.00
44-25	10/4/2025	LGI Homes	7711 Birch St	Dwelling and Garage	\$ 365,000.00
45-25	10/4/2025	LGI Homes	7707 Birch St	Dwelling and Garage	\$ 287,000.00
46-25	10/4/2025	LGI Homes	7703 Birch St	Dwelling and Garage	\$ 320,000.00
47-25	10/4/2025	LGI Homes	7715 Birch St	Dwelling and Garage	\$ 330,000.00
48-25	10/4/2025	LGI Homes	7709 Birch St	Dwelling and Garage	\$ 335,000.00
49-25	10/4/2025	LGI Homes	7705 Birch St	Dwelling and Garage	\$ 365,000.00