

**CITY OF HERMANTOWN
UTILITY COMMISSION MEETING SUMMARY
JULY 21, 2016
5:30 P.M.**

ROLL CALL: Jim Samberg, Rob McLachlan; William Berg; John Mulder, City Administrator; Councilor Darlene Koski; Paul Senst, Public Works Director; Janice Shepherd, Utility Billing Clerk

ABSENT: William Berg

VISITORS:

MINUTES

Motion made by Rob McLachlan, seconded by Councilor Koski to approve the minutes of the April 21, 2016 regular meeting. May 19, 2016 and June 16, 2016 meetings were cancelled. Motion carried.

PUBLIC DISCUSSION

OLD BUSINESS

NEW BUSINESS

- a. Motion made by Rob McLachlan, seconded by Councilor Koski approving recommendation to Council to establish sewer availability charges for 5068 Miller Trunk Hwy in the amount of \$17,863.00 and 5074 Miller Trunk Hwy in the amount of \$15,000.00. Motion carried.
- b. Motion made by Rob McLachlan, seconded by Councilor Koski approving a water credit in the amount of \$143.13 for John McGreevy. Motion carried.
- c. Motion made by Rob McLachlan, seconded by Councilor Koski approving recommendation to create a guideline that all hydrant meters must be read by Public Works and the City will remove and take possession of all hydrant meters during winter months from October 15 thru April 15. During that time, if water is needed customers must use the Truck Fill Station. Motion carried.
- d. Motion made by Rob McLachlan, seconded by Councilor Koski approving to pursue what can be done following the recommendation from our City Attorney on the possibility of revising our 1984 agreement in regards to the ownership of private lift stations to five residences on Arrowhead Road. Motion carried.
- e. Motion made by Rob McLachlan, seconded by Councilor Koski approving the use of credit card/direct debit and customer convenience fees through Egov Strategies. Motion carried.

REPORTS

The following reports were read and placed on file:

- a. Budget to Actual Expenditure Report
- b. Water Loss Report
- c. Maintenance Report
- d. Project and Policy Updates
- e. Water and Sewer Applications

COMMUNICATIONS

The following communications were read and placed on file:

Communication 16-87 from WLSSD to John Mulder, City Administrator regarding Western Lake Superior Sanitary District's Wastewater Treatment Plant Report for April 2016

Communication 16-99 from Braun Intertec to City of Hermantown regarding Cost Estimate for Construction Materials Testing Services (Stebner Road)

Communication 16-100 from WLSSD to David Bolf, City Engineer regarding Sanitary Sewer Extension – Stebner Road Reconstruction Project and Lightning Drive Extension

Communication 16-103 from Mediacom to City of Hermantown regarding TV channel line-up to all-digital

Communication 16-106 from John Mulder, City Administrator; David Bolf, City Engineer and Paul Senst, Public Works Director to FOG Producers regarding FOG Ordinance / Compliance

Communication 16-107 from Mediacom to City of Hermantown regarding June 29, 2016 Remaining Analog Channels will change to Digital Only signals

Communication 16-10U from David Bolf, City Engineer to Utility Commission Storm Water Utility Ordinance (Draft)

Communication 16-11U from John Mulder, City Administrator to Utility Commission Regarding Kolar Sewer Project No. 445 – Sewer Availability Charges

Communication 16-149 from WLSSD to John Mulder, City Administrator regarding Western Lake Superior Sanitary District's Wastewater Treatment Plant Report for May 2016

Communication 16-155 from John Mulder, City Administrator to BDP Enterprises, LLC Regarding Hwy 53 Sewer Agreement

Communication 16-157 from Mediacom to City of Hermantown regarding New Channels

Communication 16-12U from John McGreevy to Utility Commission regarding Reducing Water Bill

Communication 16-169 from WLSSD to Paul Senst, Public Works Director regarding Review of 2015-2016 Inflow & Infiltration (I & I) and Fats, Oils & Grease (FOG) Program

Communication 16-13U from Paul Senst, Public Works Director to Utility Commission Regarding Arrowhead Concrete Hydrant Meter

Communication 16-14U from Paul Senst, Public Works Director to Utility Commission Regarding City Owned Private Sewers to Residences

Communication 16-15U from Kevin Orme, Finance Director to Utility Commission Regarding Credit Cards

COMMISSION MEMBERS REPORT

Jim Samberg – No Report

Rob McLachlan – Made an observation that a sign is needed that the right lane ends abruptly on Loberg Ave near Fleet Farm

William Berg – Absent

RECESS

Motion made by Rob McLachlan, seconded by Councilor Koski to recess the meeting at 6:09pm.
Motion carried.

Rob McLachlan, Recording Secretary

Tape transcribed by:

Janice Shepherd, Utility Billing Clerk