

**CITY OF HERMANTOWN
UTILITY COMMISSION MEETING SUMMARY
FEBRUARY 20, 2020
5:30 P.M.**

ROLL CALL: Jim Samberg, Rob McLachlan, William Berg, Doug Kerfeld; Eric Albrecht, John Mulder, City Administrator; Councilor John Geissler; Paul Senst, Public Works Director and Janice Shepherd, Utility Billing Clerk

ABSENT: Eric Albrecht, Councilor John Geissler and Paul Senst, Public Works Director

VISITORS:

MINUTES

Motion made by Rob McLachlan, seconded by William Berg to approve the minutes of the January 16, 2020 regular meeting.

PUBLIC DISCUSSION

- a. Scott Mercier was not present to request permission to extend utilities from the end of Twin Pines Street to his property off of Ugstad Road
- b. Grant Forsyth was present on behalf of Peace in Christ Lutheran Church to find out the status of the 2019 Maple Grove Road Sewer Petition

OLD BUSINESS

NEW BUSINESS

- a. Motion made by Jim Samberg, seconded by William Berg denying Susan Anderson's request to remove late fee incurred from July 1, 2019 Stormwater Bill. The City had already waived the late fee she would have incurred in the month of July and was given till August 20, 2019 to pay but the City did not receive her payment until October 4, 2019. Motion carries.
- b. Motion made by Rob McLachlan, seconded by Jim Samberg approving Scott Mercier's request to extend utilities using the existing Public Easement from the end of Twin Pines Street to his property on Ugstad Road and for the City Administration to draft up a Utility Agreement including an appropriate cost to connect into the City's Sewer System and be presented at next months meeting for final approval. Motion carries.
- c. Motion made by Jim Samberg, seconded by William Berg approving Sewer Discount request from Bel Air Mobile Manor for January and February based on average usage due to a Watermain Break that did not enter the Sewer System. Motion carries.

- d. Motion made by Jim Samberg, seconded by Rob McLachlan approving Sewer Discount request from Allen Mensinger for January and February based on using average usage due to an outside faucet leaking that did not enter the sewer system. Motion carries.
- e. Grant Forsyth was informed by the John Mulder, City Administrator that a Feasibility Study was done for the Maple Grove Road Sewer Petition and the cost came in way too expensive for the Council to recommend moving forward on this project. Formal letters will be mailed to all the property owners that were involved sometime next week.

REPORTS

The following reports were read and placed on file:

- a. Budget to Actual Expenditure Report
- b. Water Loss Report
- c. Public Works Utility Maintenance Report
- d. Project and Policy Updates (*No Action Required – Informational*)

City Council adopted the following Resolutions:

- 2020-12 Resolution Awarding Contract For 2020 Ford F350 Chassis To Boyer Ford Trucks, Inc. In The Amount Of \$36,356.80 And The Truck Body To Truck Utilities, Inc. In The Amount Of \$28,044.00 Plus Applicable Taxes
- 2020-13 Resolution Approving Pay Request Number 1 To George Bougalis & Sons, Co. In The Amount Of \$28,479.63
- 2020-14 Resolution Receiving Bids And Awarding Contract For Section 24 Trunk Sewer Spur Improvement District No. 448 In The Amount Of \$4,209,784.30
- 2020-19 Resolution Awarding Contract For A 2020 Stanley 310 Tractor Mounted Hydraulic Jack Hammer To McCoy Construction & Forestry In The Amount Of \$18,665.00 Plus Applicable Taxes and Fees
- 2020-22 Resolution Approving Pay Request Number 2 To George Bougalis & Sons, Co. In The Amount Of \$137,796.97
- 2020-24 Resolution Authorizing And Directing Mayor And City Clerk To Execute And Deliver A Master Services Agreement For Professional Services With Braun Intertec Corporation And Engineering Partners, Inc.
- 2020-26 Resolution Approving Authorization For Professional Services For Construction Materials Testing Services By Braun Intertec Corporation

- e. Water and Sewer Applications

COMMUNICATIONS

The following communications were read and placed on file:

Communication 20-10 from MN Department of Health (MDH) to City Council regarding Sanitary Survey Report for Hermantown Public Water System (PWS), St. Louis County

Communication 20-11 from Minnesota Pollution Control Agency to City of Hermantown Regarding Permit for Construction and Operation of a Disposal System

Communication 20-19 from WLSSD to John Mulder, City Administrator regarding Western Lake Superior Sanitary District's Wastewater Treatment Plant Report for December, 2019

Communication 20-28 from WLSSD to City of Hermantown regarding 2019 Wastewater Treatment Year-End Adjustments

Communication 20-002U from Paul Senst, Public Works Director to Utility Commission Regarding Facility Inspections Annual Report

Communication 20-003U from Paul Senst, Public Works Director to Utility Commission Collection System Inflow & Infiltration (I & I) and Fats, Oils and Grease (FOG) Program Report

Communication 20-004U from Susan Anderson to Council regarding Stormwater Penalty Removal Request

Communication 20-005U from David Bolf, City Engineer to Utility Commission Regarding Utility Extension Request from Scott Mercier

Communication 20-006U from City Council to Utility Commission regarding Ordinance 2020-02 Adding New Section 920.05.1A, Certificate of Building Sewer Compliance

Communication 20-007U from Janice Shepherd, Utility Billing Clerk to Utility Commission regarding Bel Air Mobile Manor Request Sewer Discount due Water Break

Communication 20-008U from Janice Shepherd, Utility Billing Clerk to Utility Commission regarding Allen Mensinger Request Sewer Discount for Outside Faucet Leaking

COMMISSION MEMBERS REPORT

Jim Samberg – No Report

Rob McLachlan – Reported there is a Section of Hermantown Road near Getchell Road and the Union Cemetery that is caving in

William Berg – Would like a Residential Representative from Mediacom be invited to an upcoming meeting to give another report

Doug Kerfeld – No Report

Eric Albrecht – Absent

Councilor John Geissler – Absent

RECESS

Motion made by Jim Samberg, seconded by William Berg to recess the meeting at 6:36pm. Motion carried.

William Berg, Recording Secretary

Tape transcribed by: _____
Janice Shepherd, Utility Billing Clerk