

CITY OF HERMANTOWN
UTILITY COMMISSION AGENDA – March 18, 2021

Because attendance at the regular meeting location is not entirely feasible due to the health pandemic, Hermantown's March 18, 2021, **UTILITY COMMISSION** Meeting will be conducted remotely.

The meeting will utilize the platform "Zoom" – which allows the public to view and/or hear the meeting from their phone or computer. Attendance is allowed at City Hall, with social distancing guidelines to be followed and masks required.

Topic: Utility Commission Meeting

Time: March 18, 2021 05:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83900194728>

Meeting ID: 839 0019 4728

One tap mobile

+13126266799,,83900194728# US (Chicago)

A few important tips regarding the Zoom platform:

- If your computer does not support audio, you can still watch the meeting on your computer and call in on your phone to hear the meeting
- It is a challenging situation for all of us, so grace and understanding are appreciated

**CITY OF HERMANTOWN
UTILITY COMMISSION AGENDA – March 18, 2021**

*CITY ADMINISTRATIVE BUILDING, 5105 MAPLE GROVE ROAD
5:30 PM – Via Zoom*

1. **ROLL CALL**
2. **MINUTES** – Approval or Correction
 - a. [February 18, 2021 regular meeting.](#)
3. **PUBLIC DISCUSSION** *(This is the time for which individuals can address the Commission about any item pertaining to utilities. The time limit is three minutes per person)*
4. **COMMUNICATIONS** (items of information only – any communication requiring action is provided under that item on the agenda)
 - a. **FROM:** [WLSSD](#)
TO: City of Hermantown
RE: Discharge Monitoring Report
 - b. **FROM:** [WLSSD](#)
TO: City of Hermantown
RE: 2021 Grant Application
5. **OLD BUSINESS**
6. **NEW BUSINESS**
 - a. [Paperless Bill / Autopay Sign Up Incentive](#)
 - b. [Proposed Past Due Process](#)
7. **REPORTS**
 - a. [Budget to Actual Expenditure Report](#)
 - b. [Public Works Utility Maintenance & Project Update Report](#)
 - c. [Water Loss Report](#)
 - d. [WLSSD Monthly Flow, Rain Fall & Flow](#)
 - e. [New Connections Report](#)
 - f. [Utility Billing Happenings](#)

8. COMMISSION MEMBERS REPORT

- a. Jim Samberg –
- b. William Berg –
- c. Robert McLachlan –
- d. Doug Kerfeld –
- e. Howard Jacobson
- f. Councilor Grant Hauschild -

9. RECESS

**CITY OF HERMANTOWN
UTILITY COMMISSION MEETING SUMMARY
February 18, 2021
5:30 PM**

This meeting was conducted via zoom by all participants

ROLL CALL Jim Samberg, William Berg, Doug Kerfeld, Rob McLachlan, Howard Jacobson, Councilor Grant Hauschild

ABSENT: None

VISITORS Kevin Orme, Director of Finance and Administration; Paul Senst, Director of Public Work; Lindsay Townsend, Utility Billing Clerk; John Mulder, City Administrator

MINUTES

Motion by Rob McLachlan, seconded by Jim Samberg to approve the minutes of January 21, 2021 regular meeting. All ayes, motions carried 5-0.

PUBLIC DISCUSSION: There were no members of the public present.

COMMUNICATIONS (items of information only – any communication requiring action is provided under that item on the agenda)

The following communications were read and placed on file:

- a.
 - FROM: Northland Consulting Engineers
 - TO: Hermantown City Council
 - RE: Lavaque Jct Water Main – MDH Permit

OLD BUSINESS – none

NEW BUSINESS

- a. WLSSD F.O.G. (Fats, Oils & Grease) & I&I Report
Report presented, Howard Jacobson questioned if the city has had issues in the past with blockage. Paul Senst reported that the city has not had issues in the past with blockage. There is one area near Menards, McDonalds & Sammy's Pizza that has potential to be a problem area that Public Works monitors regularly. Howard Jacobson also asked about if a restaurant is responsible for a grease blockage would the restaurant be responsible for costs of removing blockage. Paul Senst confirmed that the restaurant would be charged for fees to clear blockage caused by the restaurant. No action was taken.

b. Cable TV Extension

Request to approve us of Cable TV Funds for Mediacom “Field of Dreams” Broadband Expansion in the amount of \$39,250.00. Motion by Jim Samberg, seconded by Howard Jacobson. All ayes, motion carried 5-0.

REPORTS

- a. Budget to Actual Expenditure Report – Report was attached. Jim Samberg questioned Object #580 under Sewer Maintenance account #494500 under the Sewer Enterprise Fund #602. Kevin Orme informed commission this charge was for an E-1 Pump purchased for 5140 Morris Thomas Rd.
- b. Public Works Utility Maintenance & Project Update Report - Report was attached
- c. Water Loss Report – Report was attached
- d. WLSSD Monthly Flow, Rain Fall & Flow – Report was attached
- e. New Connections Report – Report was attached
- f. Utility Billing Happenings – Memo attached. Kevin Orme reported updated numbers for Utility Portal usage. 555 active accounts. 172 paperless billing customers. 68 automatic payment customers.

COMMISSION MEMBERS REPORT

- a. Jim Samberg: No Report – but requested annual report from January 21st 2021 meeting be emailed to commission. John Mulder will email report.
- b. William Berg: No Report
- c. Robert McLachlan: No Report
- d. Doug Kerfeld: No Report
- e. Howard Jacobson: No Report – but thanked Kevin Orme & Lindsay Townsend for work being done.
- f. Councilor Grant Hauschild: No Report

RECESS Motion by Jim Samberg, second by Bill Berg to adjourn. All ayes, motion carried 5-0. The meeting recessed at approximately 6:13pm.

Minutes prepared by:
Lindsay Townsend, Utility Billing Clerk



2626 Courtland Street
Duluth, MN 55806-1894
phone 218.722.3336
fax 218.727.7471
www.wlssd.com



Western Lake Superior Sanitary District

February 17, 2021

Minnesota Pollution Control Agency
520 Lafayette Road North
St. Paul, Minnesota 55155
ATTN: Discharge Monitoring Report

Dear Regulatory Authority;

This cover letter is a summary of Western Lake Superior Sanitary District's Wastewater Treatment Plant Report for January 2021 (as per NPDES/SDS permit MN0049786). An electronic copy of this month's report will be submitted to MPCA. If anyone would like a paper or electronic version of the attachments please contact WLSSD at (218) 722-3336.

The average daily flow to the plant in January was 28 MGD.

The average influent cBOD5 concentration was 239 mg/L and the average effluent concentration was 10 mg/L. The cBOD5 removal efficiency for the month of January was 96 percent. The average influent and effluent suspended solids concentrations were 206 mg/L and 3 mg/L, respectively, providing a monthly suspended solids removal rate of 99 percent.

For the month of January, the effluent phosphorus calendar month average concentration was 0.6 mg/L and the average mass was 63 kg/d, compared to the respective calendar month average limits of 1.0 mg/L and 115 kg/d.

For the month of January, the effluent's daily maximum mercury concentration was 2.4 ng/L and the monthly average was 2.1 ng/L. WLSSD's reissued NPDES permit stipulates Mercury discharge limitations of 5.8 ng/L for the calendar month average, and 7.4 ng/L for a daily maximum. In milligrams per day, the calendar month average limit is 1062 and the daily maximum limit is 1355. For the month of January, the calendar month average Mercury was 229 mg/d, and the daily maximum was 259 mg/d.

During the month of January, no sewage release occurred related to wet weather.

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February 17, 2021

The submittal also contains: a Sample Values Spreadsheet, Dmr Calculated Values Spreadsheet, and reports of sewage releases if applicable.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Bohren', with a stylized flourish at the end.

Marianne Bohren
Executive Director

MB/jlm

Attachments

CC: Ms. Alieca Johnson
Ms. Rhonda Peleski
Ms. Lori Stigers
Mr. Caleb Peterson
Mr. Derek Wolf
Mr. John Mulder



Clear Answers for Clean Water™

WLSSD NOTICE OF GRANT OPPORTUNITY

2021 Wastewater Services Planning Grant

INTRODUCTION

The Western Lake Superior (WLSSD) Wastewater Services Planning Grant is intended to allow eligible units of government, cities and towns to participate in the planning and implementation of certain wastewater projects within their boundaries.

FUNDING AVAILABLE

The maximum grant award amount when funds are available for each project is \$10,000. Program funding may vary from year to year. The grants are not intended to fund the entire efforts but rather will give some assistance to the units of government for projects or studies that qualify.

QUESTIONS AND ANSWERS

Please direct all questions to either Dan Belden, Senior Planner or Brandon Kohlts, Manager of Planning and Technical Services.

Phone: 218-722-3336

Email: dan.belden@wlssd.com or brandon.kohlts@wlssd.com

ELIGIBILITY REQUIREMENTS

To be eligible for review, a project must be submitted by cities, towns, sanitary districts and take place within the Western Lake Superior Sanitary District legislative boundaries and Wastewater Service Area.

Eligible Categories

The project must help achieve one or more of the following Planning priorities:

Table 1

Category	Goal
Wastewater Planning	On-site sewer system evaluation studies, Inventories of assets by age material, size, etc.
GIS Data Collection	Mapping of Wastewater Utilities, Data Collection
Regulatory Compliance	Projects or Studies related to inflow & Infiltration, mercury reduction, fats, oils and grease, etc.
Ordinance Updates	Sewer use related updates, I & I , FOG, Point of sale, etc.

OVERVIEW

INELIGIBLE PROJECTS

WLSSD cannot fund projects on private property or activities which support a private enterprise or projects not listed in Table 1. Funds are also not intended to be used for routine operations and maintenance types of activities.

PROJECT SCHEDULE

Application Deadline is March 31, 2021

District awards grant(s) on or before April 30, 2021

Determination of Eligibility and Completeness. Upon receipt of an application, the District shall determine:

- the eligibility of the applicant,
- the eligibility of the costs identified in the application,
- the eligibility of the project identified in the application, and
- the completeness of the application.

Notice of Determination. Within 30 days of receiving the application, the District shall notify the applicant if grant application will be awarded funds.

Once a project has been approved for grant funds from WLSSD the project may begin. No project or portion of such project that has started prior to approval of grant funds from WLSSD will be eligible for grant funds.

Completion of project must be no more than one year from date of approval to begin. This timeline shall include full submittal of final reports, products, and reimbursement request.

PROJECT REQUIREMENTS

- You will need to provide a minimum of 25% of the project costs as match. For example, if the total project costs are \$10,000, you may apply for a grant of \$7,500 and will need to provide \$2,500 match.
 - Your contribution must be in the form of cash. This cash contribution can come from one or more partners.

- Deliverable products include at a minimum:
 - Final summary report
 - Financial report and documentation
 - Products, as identified in the grant application

If your results/products include new GIS data, you will need to provide WLSSD with all data files.

You will need to retain all your financial records, supporting documents, logs and correspondence related to the project for a period of 7 years for auditing purposes.

PAYMENT/REIMBURSEMENT

WLSSD will reimburse project expenses at the end of the project. The grantee must make the initial outlays for the project and request reimbursement once the project is complete. Payments will be linked to project performance, and payment (partial or in whole) will be withheld if project reports/products are not delivered.

APPLICATION INSTRUCTIONS

PROCESS

1: Application Review

Applicant must submit application to the WLSSD via email, hand delivery or US Postal Service. You will receive confirmation of receipt of application via email or phone call.

All submitted applications will be screened by WLSSD Planning Staff for eligibility.

APPLICATION REQUIREMENTS

To be eligible your application must:

- Be on letter sized paper
- Include a completed Cover Sheet
- Include a budget table

Letters of Support

Letters of Support are not required. Letters from agencies and/or partners providing support or who benefit directly from the project are encouraged.

Appendices

WLSSD will accept appendices that directly support the application (for example: maps, charts, graphs, photographs, and excerpts from reports or plans).

APPLICATION FORMAT

You must submit an application cover sheet, a project narrative, and a budget.

PROJECT NARRATIVE

Your application must include the following information in the narrative of your application to be eligible for review. Please review these instructions to ensure that you are responding to each bulleted item in each section.

SECTION 1. PROJECT DESCRIPTION

Provide a brief overview of your proposed project. The Project Description should describe:

- Your proposed project's overarching goal(s).
- The need your project addresses.
- The activities you plan to implement.
- Identify any project collaborators and/or partners.
- Project maps

SECTION 2. RATIONALE

Make a compelling case for the problem, issue, or concern you hope to address. Include:

- The research/data that confirms the existence of the problem, issue or concern.
- The impact if the project were not funded now.

SECTION 3. PROJECT RESULTS

State the results you are expecting from the project during the grant period (bulleted list preferred). Your results must be specific, measurable, achievable, realistic, and time-driven. Include:

- How the results will address the problem, issue or concern outlined under "Rationale."
- How expected results will be measured (i.e. evaluated) during the grant period.
- The sustainability of your project:
 - For projects expected to continue beyond the grant period, describe:
 - What activities will continue?
 - How project activities will be sustained and how you will secure additional funds, if needed.
 - For projects that will stop at the end of the grant period, describe:
 - How this project will impact future services without requiring resources beyond the grant period.

SECTION 4. SCOPE OF WORK

Describe with specificity what you intend to do. Include:

- The steps/activities to achieve the "Results", including participants or partners.
- The outreach/education activities.
- A timeline of events:
 - Identify major project components.
 - Provide estimated dates of completion.

SECTION 5. BUDGET

Please include a budget table showing all expected expenses to include match.

APPLICATION FORM

The Application form must be complete and submitted with your application. The Application form is attached to this Notice of Grant Opportunity.

PROJECT TITLE: Keep it short (40 characters or less).

PROJECT LOCATION: Identify the location(s) where a majority of the project will occur.

PROJECT START DATE:

APPLICANT: Legal name. The organization that will receive and administer the grant award; may be an organization that serves as a “fiscal agent” on behalf of an eligible entity.

APPLICANT ADDRESS : (include City, State, and Zip)

MAILING ADDRESS IF DIFFERENT

APPLICANT CONTACT INFORMATION

OFFICIAL WITH AUTHORITY INFORMATION: Please provide the contact information for the person who has the legal authority to request and administer grant funds.

GRANT PROJECT CONTACT: Please complete if the grant coordinator/responsible party for grant implementation is someone other than the official with authority to request.

GRANT REQUEST, APPLICANT MATCH, AND TOTAL COST: Use round numbers.

WESTERN LAKE SUPERIOR SANITARY DISTRICT WASTEWATER SERVICES PLANNING GRANT



Completed application are to be submitted by March 31, 2021.

By mail:
 WLSSD Planning Department
 2626 Courtland Street
 Duluth, MN 55806

By Email:
 Dan Belden – dan.belden@wlssd.com
 Brandon Kohlts – brandon.kohlts@wlssd.com

1. Community Contact Information

Municipality: City of Hermantown		
Contact Name: Paul Senst	Phone: 218-729-3640	Email: psenst@hermantownmn.com
Address: 4971 Lightning Drive	City: Hermantown	State/Zip: MN 55811

2. Grant Applicant/Administration

Applicant Name: Paul Senst		
Company: City of Hermantown	Phone: 218-729-3600	Email: psenst@hermantownmn.com
Address: 5105 Maple Grove Road	City: Hermantown	State/Zip: MN 55811

3. Project Information

Title: Sanitary Sewer GIS data Collection	
Project Category (Select all that apply): GIS DATA COLLECTION	
Project Location (Attach maps/drawings that show project area if applicable): The project will take place in all sections of the City of Hermantown that are served by sanitary sewer collection system.	
Projected Start Date: 6/1/2021	Projected Completion Date: 12/1/2021

4. Funding Information

Funding Amount Requested	\$10,000.00
Applicant Match Provided	\$ 3,334.00
Total Project Costs	\$13,334.00

5. PROJECT DETAIL

Provide narrative of project's goals, the need(s) the project addresses, and outline the activities to be implemented:

Our project goal(s) are to collect the specific data points for all of our sanitary sewer system and our City Storm water system. To accomplish this goal, the City will hire a seasonal GIS/GPS technician/student to collect the data using existing City owned GPS equipment. This position will go systematically thru each section of the City and obtain exact GPS points on the center of each sanitary manhole, force-main valve pit, flushing station, and individual low-pressure force-main house shutoff at the ROW line. At the same time this position will collect the GPS coordinates on the ends of all storm water centerline culverts, driveway culverts, and storm catch-basins. Collecting this stormwater information will help to determine the proximity of any of sanitary manholes to stormwater sources that could be contributing to I&I in the Bayview basin.

After data collection is completed, this data will then be organized and integrated with our limited existing electronic data.

6. PROJECT RATIONALE

Describe rationale for completion of project, information that confirms the need for the project, and the impacts if the project was not funded:

The City of Hermantown's electronic coordinate data for the components of the sanitary sewer system is currently very limited. Within the last three years, the City has begun requiring private developers to provide GPS data on infrastructure they build as part of the City's system. All other record data is in hard copy paper maps. The City has collected some data on our own as time permits, but in order to create a comprehensive data set, the City needs to have a dedicated staff person to collect this data and enter it in the City's GIS system. This will allow the City to use the GIS/GPS data in the event of an emergency or providing it to engineering firms for maintenance and improvement purposes.

If the project is not funded, the City will continue to collect data, but at a slower rate. Without a comprehensive data set, our ability to respond will be limited and less efficient.

7. PROJECT RESULTS

How will the results of the project address issues outlined in the "Project Rationale" above? How will results be measured and evaluated?

Results will be measured by the number data collection points and the ability to show the data on maps. The number of data points will increase significantly, and the City will be able to show the number of points before and after the grant period. The City estimates that it has in excess for 790 sanitary manholes. The City does not have GPS points for most of those manholes. The Public Works Department will be in direct supervision of this individual Supervision will include daily monitoring of progress through each section of the City.

8. PROJECT SUSTAINABILITY

Describe what activities, if any, will continue following the completion of the project and how future project activities will be sustained and funded:

Upon the completion of this initial phase of work included in the grant, the City will have a comprehensive information data base. This database will be maintained going forward by requiring developers to submit GPS data on additions to the system, and resetting data points when the City performs maintenance and other improvements. Ongoing efforts will be funded through the annual budgets.

9. SCOPE OF WORK

Describe:

- Steps/activities to achieve desired project results and project participants and partners
- Project outreach/education activities
- Major project components/timelines for completion

Steps

- 1) Grant Application Submitted on or before 3/31/21
- 2) Start Solicitation for position 4/15/21
- 3) **Grant Received** 5/1/21
- 4) Start Data collection 6/1/21
- 5) **Data Collection Complete** 8/1/21
- 6) Data Organization 8/1/21-11/1/21
- 7) **Project Completion** 12/1/21

BOLD means a **MAJOR** Timeline event

10. PROJECT BUDGET

Include a budget table showing all expected project expenses including required minimum 25% match.

Budget:

2021 WLSSD Grant \$10,000.00 - Labor

2021 25% City Match \$ 3,334.00- Labor, vehicle, computer program(s)

Total Project Cost \$ 13,334.00

TO: Utility Commission
FROM: Lindsay Townsend – Utility
Billing Clerk



DATE: 3/10/2021 **Meeting Date:** 3/18/2021
SUBJECT: Paperless Bill/Portal Autopay **Agenda Item:** 6 a
Sign Up Incentive

REQUESTED ACTION

Request approval to offer citizens during the month of April 2021 a \$5 credit on their utility account for signing up for paperless billing and an additional \$5 for setting up automatic card payment through the Resident Utility Portal. Credits apply per citizen not per account.

BACKGROUND

Currently we have 196 people on paperless billing through the portal. By getting more people to sign up for this option it will end up saving the city money.

Currently we have 97 people signed up for autopay on the portal and 1193 customers set up with ACH direct debit from their bank account, which is completely separate from the portal.

Automatic payment is the easiest way for the city to be paid. This will hopefully reduce the number of late payments and reduce the number of properties with delinquent utility accounts at the end of the year that we have to certify to the county.

Automatic payments will also reduce processing time of mail in payments.

ATTACHMENTS

1. Incentive Insert (mailed with our bills)

UTILITY INCENTIVE

Two different \$5 incentives to lower your next utility bill!



\$

\$

Sign up for
PAPERLESS BILLING
and get \$5 off your
next utility bill.

\$

\$

\$

\$

Sign up for **AUTOMATIC
CREDIT/DEBIT CARD
PAYMENTS** and get \$5
off your next utility bill.

\$

\$

\$

\$

To claim this one-time Utility Incentive:

Go to www.hermantownmn.com/utilityportal

Set up your account during the month of April using your e-mail address and the Web ID from your most recent utility bill.

Questions? Or need help signing up?

Contact Lindsay Townsend, Utility Billing Clerk, at ltownsend@hermantownmn.com or at (218) 729-3609.

You must sign up in April to be eligible for this Utility Incentive

Utility Commission Agenda Report
March 18, 2021

TO: Utility Commission Members

FROM: Lindsay Townsend, Utility
Billing Clerk

DATE: March 11, 2021

Meeting Date: 3/18/2021

SUBJECT: Proposed Past Due Process

Agenda Item: 6 b



REQUESTED ACTION

We request commission member feedback on proposed past due process

BACKGROUND

We need to establish a process for past due accounts to help secure payment and reduce the number of accounts that need to be certified to the county in November. In 2020 we certified over 50 delinquent accounts to the county, in previous years it has been under 10 accounts.

Due to Covid and new Utility Billing Clerk, past due notices have not been being sent out on a regular basis. Process needs to be defined and followed.

Based on our research on how other Minnesota cities deal with delinquent accounts we are proposing the following general past due process for your feedback.

Due to Covid 19 municipalities in Minnesota are not allowed to shut off utilities but we feel during this time we are still able to send out past due notices to try to collect payment.

SOURCE OF FUNDS (if applicable)

ATTACHMENTS

1. Proposed Past Due Process
2. Past Due Notice Letter Example
3. Shut Off Notice Letter Example

Proposed Past Due Process

1. Past due notice letter sent out within 5 days after due date.
2. 30 days later if still not paid, send shut off notice letter.
 - 10 to 14 days to pay, appeal or make payment arrangements before shut off date.
 - Payment Arrangements – Pay at least 50% of total balance immediately, with the remainder paid within 30 days. Failure to comply with arrangement will result in disconnection after the 30 days.
3. During the 10 to 14 days City will attempt to contact customer via phone, email or in person visit by Public Works.
4. Day after the 10 to 14-day window Public Works disconnects at the curb stop. Shut off date cannot be on a Friday.
5. To reconnect customer must pay balance in full and \$50 reconnection fee per our fee schedule.



UTILITIES DEPARTMENT

Phone: (218) 729-3609 Fax: (218) 729-3620

Email: utility@hermantownmn.com

**Jim Nasium
123 Main St
Hermantown, MN 55811**

**Date: 3/11/2021
Utility Service: Water / Sewer
Service Address: 123 Main St**

Account #: 1234-00

Web ID: 1234

Past Due Balance: \$100.00

Total Balance Due: \$200.00

Last Payment Amount: \$25.00

Date Received: 6/20/2020

****PAST DUE NOTICE ****

The Utility Ordinance of the City of Hermantown states in part that all bills are due on or before the tenth (10th) of each month. Failure to pay in the required time may cause termination of service any time after this date.

When service is terminated, a disconnect/reconnect charge of \$50.00 plus the full amount owed on the account will be required before service is restored.

To avoid the extra charges and the inconvenience of a disconnection of your service, you are urged to promptly pay the total amount due as shown above.

Payments can be made at City Hall or online at: www.hermantownmn.com/utilityportal

If you have any questions regarding your account or need to make payment arrangements, please contact the City of Hermantown's Utility Department at (218) 729-3609.

**** IF YOU HAVE ALREADY REMITTED PAYMENT PLEASE DISREGARD THIS NOTICE ****



UTILITIES DEPARTMENT

Phone: (218) 729-3609 Fax: (218) 729-3620
Email: utility@hermantownmn.com

**Jim Nasium
123 Main St
Hermantown, MN 55811**

**Date: March 11, 2021
Services: Water & Sewer Utility
Service Address: 123 Main St**

Account #: 1234-00

Web ID: 1234

Past Due Balance: \$100.00

Total Balance Due: \$200.00

Last Payment Amount: \$25.00

Date Payment Received: 6/20/2020

**** SHUT – OFF NOTICE ****

The Utility Ordinance of the City of Hermantown states in part that all bills are due on or before the tenth (10th) of each month. Failure to pay in the required time may cause termination of service.

Our records indicate a past due balance on your utility account. Please remit payment for total balance due or make payment arrangements by 3/24/2021 or your service will be shut off on 3/25/2021.

If your service is disconnected, you will be required to pay the full balance of your account, plus a disconnect/reconnect fee of \$50.00 in order to have your service restored.

To avoid the extra charges and the inconvenience of a disconnection of your service, you are urged to promptly pay the total amount due shown above.

Payments can be made online at: www.hermantownmn.com/utilityportal

You have the right to protest this shut- off notice and have a hearing with the City of Hermantown. You have until 3/24/2021 to file written protest to City Hall or to make payment arrangements to avoid disconnection of service. To make payment arrangements please call our Utility Department 218-729-3609.

260 Cable TV Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (17) Committed
456100							
456101	Cable						
	101 Full-Time Employees - Regular	303.75	552.12	4,165.00	4,165.00	3,612.88	13 %
	121 PERA Contributions - Coordinated	24.02	43.67	312.00	312.00	268.33	14 %
	128 Social Security	18.94	34.43	258.00	258.00	223.57	13 %
	129 Medicare	4.42	8.04	60.00	60.00	51.96	13 %
	131 Health Insurance	60.11	157.72	906.00	906.00	748.28	17 %
	133 Life Insurance	0.65	1.19	9.00	9.00	7.81	13 %
	134 Disability Insurance	1.11	2.01	14.00	14.00	11.99	14 %
	136 MSRS	1.21	2.20	16.00	16.00	13.80	14 %
	151 Workers Compensation	0.00	0.00	6.00	6.00	6.00	%
	308 Legal Fees	0.00	0.00	300.00	300.00	300.00	%
	319 Contracted Services	625.00	1,250.00	7,500.00	7,500.00	6,250.00	17 %
	331 Travel Expense	16.62	30.27	0.00	0.00	-30.27	%
	361 General Liability Insurance	0.00	0.00	44.00	44.00	44.00	%
	404 Equipment Maintenance	0.00	4,581.01	1,000.00	1,000.00	-3,581.01	458 %
	Account Total:	1,055.83	6,662.66	14,590.00	14,590.00	7,927.34	46 %
	Account Group Total:	1,055.83	6,662.66	14,590.00	14,590.00	7,927.34	46 %
	Fund Total:	1,055.83	6,662.66	14,590.00	14,590.00	7,927.34	46 %

601 Water Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (17) Committed
494300	Water Distribution						
494300	Water Distribution						
101	Full-Time Employees - Regular	9,243.49	-9,073.12	161,050.00	161,050.00	170,123.12	-6 %
102	Full-Time Employees - Overtime	1,503.47	-79.85	12,537.00	12,537.00	12,616.85	-1 %
121	PERA Contributions - Coordinated	806.01	1,327.02	13,019.00	13,019.00	11,691.98	10 %
128	Social Security	638.63	1,042.81	10,762.00	10,762.00	9,719.19	10 %
129	Medicare	149.35	243.88	2,517.00	2,517.00	2,273.12	10 %
131	Health Insurance	3,451.75	10,186.12	72,063.00	72,063.00	61,876.88	14 %
133	Life Insurance	14.34	27.00	223.00	223.00	196.00	12 %
134	Disability Insurance	50.27	102.92	819.00	819.00	716.08	13 %
136	MSRS	12.00	21.86	130.00	130.00	108.14	17 %
151	Workers Compensation	0.00	0.00	7,009.00	7,009.00	7,009.00	%
212	Motor Fuels	290.52	507.57	3,000.00	3,000.00	2,492.43	17 %
216	Uniforms	0.00	77.55	500.00	500.00	422.45	16 %
221	General Supplies	0.00	267.91	5,000.00	5,000.00	4,732.09	5 %
228	Utility System Maint Supplies	1,337.41	1,537.40	4,000.00	4,000.00	2,462.60	38 %
314	Computer/Software Fees	0.00	0.00	3,750.00	3,750.00	3,750.00	%
315	School & Conference	45.80	91.45	3,500.00	3,500.00	3,408.55	3 %
319	Contracted Services	0.00	0.00	30,000.00	30,000.00	30,000.00	%
331	Travel Expense	0.00	0.00	750.00	750.00	750.00	%
361	General Liability Insurance	0.00	0.00	4,949.00	4,949.00	4,949.00	%
382	Water Purchases	0.00	63,119.01	711,000.00	711,000.00	647,880.99	9 %
404	Equipment Maintenance	502.50	502.50	5,000.00	5,000.00	4,497.50	10 %
405	Computer Maintenance	0.00	2,400.00	0.00	0.00	-2,400.00	%
406	Vehicle Maintenance	23.33	23.33	2,500.00	2,500.00	2,476.67	1 %
413	Equipment Rental	0.00	0.00	12,500.00	12,500.00	12,500.00	%
417	Uniform Rental	0.00	0.00	500.00	500.00	500.00	%
451	Dues & Subscriptions	0.00	676.00	700.00	700.00	24.00	97 %
470	Booster Pump Repairs	0.00	0.00	250.00	250.00	250.00	%
471	Water Line Repairs	3,840.08	4,992.98	25,000.00	25,000.00	20,007.02	20 %
472	Hydrant Repairs	0.00	0.00	29,500.00	29,500.00	29,500.00	%
540	Office Equip/Furnishings	0.00	0.00	1,000.00	1,000.00	1,000.00	%
542	Light Equipment	0.00	0.00	6,000.00	6,000.00	6,000.00	%
544	Motor Vehicles	0.00	0.00	165,000.00	165,000.00	165,000.00	%
580	Other Equipment	109,329.00	115,625.22	314,500.00	314,500.00	198,874.78	37 %
	Account Total:	131,237.95	193,619.56	1,609,028.00	1,609,028.00	1,415,408.44	12 %
	Account Group Total:	131,237.95	193,619.56	1,609,028.00	1,609,028.00	1,415,408.44	12 %
494400	Water Administration and General						
494400	Water Administration and General						
101	Full-Time Employees - Regular	5,773.05	-11,055.52	81,921.00	81,921.00	92,976.52	-13 %
102	Full-Time Employees - Overtime	0.00	0.00	505.00	505.00	505.00	%
121	PERA Contributions - Coordinated	441.25	802.01	6,182.00	6,182.00	5,379.99	13 %
128	Social Security	343.85	624.95	5,110.00	5,110.00	4,485.05	12 %
129	Medicare	80.46	146.20	1,195.00	1,195.00	1,048.80	12 %
131	Health Insurance	1,830.96	4,911.95	20,002.00	20,002.00	15,090.05	25 %
133	Life Insurance	9.69	17.68	156.00	156.00	138.32	11 %
134	Disability Insurance	18.96	34.10	355.00	355.00	320.90	10 %
136	MSRS	16.01	29.15	208.00	208.00	178.85	14 %
151	Workers Compensation	0.00	0.00	115.00	115.00	115.00	%
202	Printing Supplies	0.00	0.00	600.00	600.00	600.00	%

601 Water Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (17) Committed
301	Audit/Account Services	0.00	472.50	4,500.00	4,500.00	4,027.50	11 %
305	Engineer Fees	0.00	5,800.00	0.00	0.00	-5,800.00	%
308	Legal Fees	0.00	449.50	3,000.00	3,000.00	2,550.50	15 %
314	Computer/Software Fees	0.00	1,000.00	1,800.00	1,800.00	800.00	56 %
319	Contracted Services	7.24	912.93	3,200.00	3,200.00	2,287.07	29 %
321	Telephone	41.18	245.61	2,210.00	2,210.00	1,964.39	11 %
322	Internet	41.38	82.76	280.00	280.00	197.24	30 %
323	Gopher One Call Locates	23.49	97.62	1,550.00	1,550.00	1,452.38	6 %
325	Postage	94.75	104.75	3,675.00	3,675.00	3,570.25	3 %
331	Travel Expense	110.78	201.78	1,400.00	1,400.00	1,198.22	14 %
351	Legal Notices Publishing	0.00	0.00	600.00	600.00	600.00	%
361	General Liability Insurance	0.00	0.00	4,093.00	4,093.00	4,093.00	%
381	Electricity	0.00	1,049.39	6,850.00	6,850.00	5,800.61	15 %
383	Heating Gas	374.80	718.78	3,200.00	3,200.00	2,481.22	22 %
405	Computer Maintenance	267.26	7,908.87	14,964.00	14,964.00	7,055.13	53 %
420	Depreciation Expenses	0.00	0.00	200,000.00	200,000.00	200,000.00	%
720	Transfer Out	0.00	0.00	91,838.00	91,838.00	91,838.00	%
	Account Total:	9,475.11	14,555.01	459,509.00	459,509.00	444,953.99	3 %
	Account Group Total:	9,475.11	14,555.01	459,509.00	459,509.00	444,953.99	3 %
	Fund Total:	140,713.06	208,174.57	2,068,537.00	2,068,537.00	1,860,362.43	10 %

602 Sewer Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (17) Committed
494500	Sewer Maintenance						
494500	Sewer Maintenance						
	101 Full-Time Employees - Regular	7,056.52	-2,733.99	118,951.00	118,951.00	121,684.99	-2 %
	102 Full-Time Employees - Overtime	902.08	-208.43	9,118.00	9,118.00	9,326.43	-2 %
	121 PERA Contributions - Coordinated	596.89	960.14	9,605.00	9,605.00	8,644.86	10 %
	128 Social Security	471.64	752.87	7,940.00	7,940.00	7,187.13	9 %
	129 Medicare	110.28	176.03	1,857.00	1,857.00	1,680.97	9 %
	131 Health Insurance	2,681.83	7,220.41	52,944.00	52,944.00	45,723.59	14 %
	133 Life Insurance	9.78	17.77	168.00	168.00	150.23	11 %
	134 Disability Insurance	38.30	70.77	603.00	603.00	532.23	12 %
	136 MSRS	6.00	10.93	104.00	104.00	93.07	11 %
	151 Workers Compensation	0.00	0.00	5,237.00	5,237.00	5,237.00	%
	212 Motor Fuels	193.68	338.38	1,500.00	1,500.00	1,161.62	23 %
	216 Uniforms	0.00	77.55	350.00	350.00	272.45	22 %
	221 General Supplies	0.00	281.66	2,500.00	2,500.00	2,218.34	11 %
	228 Utility System Maint Supplies	0.00	0.00	2,500.00	2,500.00	2,500.00	%
	229 Lift Station Maintenance	4.18	4.18	15,000.00	15,000.00	14,995.82	%
	314 Computer/Software Fees	0.00	0.00	3,750.00	3,750.00	3,750.00	%
	315 School & Conference	45.80	91.45	1,500.00	1,500.00	1,408.55	6 %
	317 Personnel Testing, Physicals,	0.00	0.00	450.00	450.00	450.00	%
	319 Contracted Services	0.00	3,625.00	23,500.00	23,500.00	19,875.00	15 %
	331 Travel Expense	0.00	0.00	500.00	500.00	500.00	%
	351 Legal Notices Publishing	0.00	0.00	561.00	561.00	561.00	%
	361 General Liability Insurance	0.00	0.00	1,601.00	1,601.00	1,601.00	%
	385 Sewer Charges	41,026.00	82,052.00	564,000.00	564,000.00	481,948.00	15 %
	403 Road Maintenance	0.00	0.00	5,000.00	5,000.00	5,000.00	%
	404 Equipment Maintenance	502.50	1,912.21	5,500.00	5,500.00	3,587.79	35 %
	406 Vehicle Maintenance	0.00	53.91	2,500.00	2,500.00	2,446.09	2 %
	413 Equipment Rental	0.00	0.00	6,500.00	6,500.00	6,500.00	%
	451 Dues & Subscriptions	0.00	120.00	150.00	150.00	30.00	80 %
	460 Permits & Licenses	0.00	0.00	250.00	250.00	250.00	%
	475 Sewerline Repairs	0.00	2,600.00	15,000.00	15,000.00	12,400.00	17 %
	476 Lift Station Repairs Sewer	0.00	20.11	15,000.00	15,000.00	14,979.89	%
	477 I & I Maintenance	0.00	0.00	15,000.00	15,000.00	15,000.00	%
	478 Sewer Cleaning	0.00	0.00	45,000.00	45,000.00	45,000.00	%
	499 Miscellaneous	0.00	0.00	500.00	500.00	500.00	%
	540 Office Equip/Furnishings	0.00	0.00	750.00	750.00	750.00	%
	580 Other Equipment	0.00	6,175.00	2,500.00	2,500.00	-3,675.00	247 %
	590 Pumping Plant & Lift Stations	0.00	0.00	40,000.00	40,000.00	40,000.00	%
	Account Total:	53,645.48	103,617.95	977,889.00	977,889.00	874,271.05	11 %
	Account Group Total:	53,645.48	103,617.95	977,889.00	977,889.00	874,271.05	11 %
494900	Sewer Administration and General						
494900	Sewer Administration and General						
	101 Full-Time Employees - Regular	4,491.58	-8,039.61	72,140.00	72,140.00	80,179.61	-11 %
	102 Full-Time Employees - Overtime	0.00	0.00	505.00	505.00	505.00	%
	121 PERA Contributions - Coordinated	341.05	619.97	5,448.00	5,448.00	4,828.03	11 %
	128 Social Security	265.96	483.40	4,504.00	4,504.00	4,020.60	11 %
	129 Medicare	62.20	113.06	1,053.00	1,053.00	939.94	11 %
	131 Health Insurance	1,383.54	3,604.76	18,061.00	18,061.00	14,456.24	20 %
	133 Life Insurance	8.16	14.87	140.00	140.00	125.13	11 %

602 Sewer Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (17) Committed
134	Disability Insurance	15.19	27.32	323.00	323.00	295.68	8 %
136	MSRS	14.00	25.49	182.00	182.00	156.51	14 %
151	Workers Compensation	0.00	0.00	101.00	101.00	101.00	%
202	Printing Supplies	0.00	0.00	400.00	400.00	400.00	%
301	Audit/Account Services	0.00	472.50	4,500.00	4,500.00	4,027.50	11 %
305	Engineer Fees	0.00	0.00	1,000.00	1,000.00	1,000.00	%
308	Legal Fees	0.00	21.00	900.00	900.00	879.00	2 %
314	Computer/Software Fees	0.00	1,000.00	2,000.00	2,000.00	1,000.00	50 %
315	School & Conference	0.00	0.00	50.00	50.00	50.00	%
319	Contracted Services	10.86	916.54	300.00	300.00	-616.54	306 %
321	Telephone	34.99	229.78	2,100.00	2,100.00	1,870.22	11 %
322	Internet	62.07	124.14	700.00	700.00	575.86	18 %
323	Gopher One Call Locates	15.66	65.08	950.00	950.00	884.92	7 %
325	Postage	63.16	73.16	2,580.00	2,580.00	2,506.84	3 %
331	Travel Expense	55.38	100.87	880.00	880.00	779.13	11 %
351	Legal Notices Publishing	0.00	0.00	100.00	100.00	100.00	%
361	General Liability Insurance	0.00	0.00	4,736.00	4,736.00	4,736.00	%
381	Electricity	0.00	716.32	8,000.00	8,000.00	7,283.68	9 %
383	Heating Gas	234.24	449.23	2,400.00	2,400.00	1,950.77	19 %
405	Computer Maintenance	267.26	7,908.87	14,963.00	14,963.00	7,054.13	53 %
420	Depreciation Expenses	0.00	0.00	556,747.00	556,747.00	556,747.00	%
720	Transfer Out	0.00	0.00	67,944.00	67,944.00	67,944.00	%
	Account Total:	7,325.30	8,926.75	773,707.00	773,707.00	764,780.25	1 %
	Account Group Total:	7,325.30	8,926.75	773,707.00	773,707.00	764,780.25	1 %
495000	Transfer Out						
495000	Transfer Out						
	720 Transfer Out	0.00	0.00	99,125.00	99,125.00	99,125.00	%
	Account Total:	0.00	0.00	99,125.00	99,125.00	99,125.00	%
	Account Group Total:	0.00	0.00	99,125.00	99,125.00	99,125.00	%
	Fund Total:	60,970.78	112,544.70	1,850,721.00	1,850,721.00	1,738,176.30	6 %

603 Storm Water Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (17) Committed
441100	Storm Water						
441100	Storm Water						
	101 Full-Time Employees - Regular	5,899.62	-14,204.56	63,588.00	63,588.00	77,792.56	-22 %
	102 Full-Time Employees - Overtime	601.39	-70.92	2,046.00	2,046.00	2,116.92	-3 %
	121 PERA Contributions - Coordinated	491.77	787.19	4,923.00	4,923.00	4,135.81	16 %
	128 Social Security	387.21	616.31	4,069.00	4,069.00	3,452.69	15 %
	129 Medicare	90.55	157.08	952.00	952.00	794.92	17 %
	131 Health Insurance	1,936.34	5,757.62	19,197.00	19,197.00	13,439.38	30 %
	133 Life Insurance	11.20	20.14	112.00	112.00	91.86	18 %
	134 Disability Insurance	23.47	41.05	297.00	297.00	255.95	14 %
	136 MSRS	17.99	32.76	130.00	130.00	97.24	25 %
	151 Workers Compensation	0.00	0.00	1,592.00	1,592.00	1,592.00	%
	305 Engineer Fees	455.00	455.00	6,000.00	6,000.00	5,545.00	8 %
	308 Legal Fees	0.00	63.00	1,000.00	1,000.00	937.00	6 %
	310 Recording/Filing Fees	46.00	46.00	500.00	500.00	454.00	9 %
	314 Computer/Software Fees	0.00	1,000.00	0.00	0.00	-1,000.00	%
	319 Contracted Services	0.00	902.43	30,000.00	30,000.00	29,097.57	3 %
	325 Postage	0.00	0.00	500.00	500.00	500.00	%
	331 Travel Expense	55.38	100.87	300.00	300.00	199.13	34 %
	403 Road Maintenance	0.00	0.00	11,000.00	11,000.00	11,000.00	%
	413 Equipment Rental	0.00	0.00	10,000.00	10,000.00	10,000.00	%
	451 Dues & Subscriptions	0.00	1,100.00	2,000.00	2,000.00	900.00	55 %
	530 Improvements Other Than Bldgs	0.00	0.00	150,000.00	150,000.00	150,000.00	%
	550 Street Improvements	0.00	0.00	149,935.00	149,935.00	149,935.00	%
	720 Transfer Out	0.00	0.00	21,945.00	21,945.00	21,945.00	%
	Account Total:	10,015.92	-3,196.03	480,086.00	480,086.00	483,282.03	-1 %
	Account Group Total:	10,015.92	-3,196.03	480,086.00	480,086.00	483,282.03	-1 %
495000	Transfer Out						
495000	Transfer Out						
	720 Transfer Out	0.00	0.00	6,125.00	6,125.00	6,125.00	%
	Account Total:	0.00	0.00	6,125.00	6,125.00	6,125.00	%
	Account Group Total:	0.00	0.00	6,125.00	6,125.00	6,125.00	%
	Fund Total:	10,015.92	-3,196.03	486,211.00	486,211.00	489,407.03	-1 %

605 Street Lighting & Traffic Signalization

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (17) Committed
431100	Street Department						
431160	Street Lighting						
	227 Street Lights & Signs	0.00	0.00	5,000.00	5,000.00	5,000.00	%
	381 Electricity	0.00	2,942.60	28,000.00	28,000.00	25,057.40	11 %
	Account Total:	0.00	2,942.60	33,000.00	33,000.00	30,057.40	9 %
	Account Group Total:	0.00	2,942.60	33,000.00	33,000.00	30,057.40	9 %
	Fund Total:	0.00	2,942.60	33,000.00	33,000.00	30,057.40	9 %
	Grand Total:	212,755.59					
			0.00				
			327,128.50	4,453,059.00	4,453,059.00	4,125,930.50	7 %

**Public Works
Utility Maintenance Report**

Meeting Date:	3/18/2021	
Reporting Period:	From: 2/1/2021	To: 2/28/2020

1. Water Utility

- a. Project Update
 - i. Morris Thomas Relocate Hydrants, Watermain and Sanitary Sewer
 - 1. Resolution 2020-101-St. Louis County's State Aid Project No. 069-656-019 (Morris Thomas Road) Within The City of Hermantown
 - 2. In design and then bid stage w/ SLC Bids Due to SLC 4/1/21
 - ii. Peyton Acres
 - 1. No Change in February
 - iii. Lavaque Jct.
 - 1. Resolution 2021-25 Resolution Receiving Bids And Awarding Contract
 - 2. Ulland Bros. will be the contractor performing the work on the water main loop and fire hydrant relocation
 - 3. City involvement will be minimal except for coordinating shutdowns and inspecting the tie ins
- b. SCADA upgrades
 - i. SCADA is our water system and sanitary lift station computer monitoring system
 - 1. We were getting multiple "Alarm Calls" from our monitoring system.
 - a. Primex Upgrades via Computer and then the following:
 - b. 2/5/21 Primex (Our SCADA Company/Programmers) thought a PLC (programmable logic controller)(Computer Equipment) may be out wanted to try a few other items after an online upgrade.
 - c. 2/9/21 PLC is faulty and was replaced
 - i. No Problems since
 - c. Keeping an eye on a possible water service issue at 4295 Haines Road
 - i. Terrible heave in Haines road- could be water service to the Centurylink building on the East side of Haines related but unsure of at this time.

2. Sewer

- a. 1 Sewer blockage call
 - i. February 2nd
 - 1. +/- 4339 Jamie Dr.
 - a. Had to pump from 1 manhole to another
 - b. No sewage discharge
 - c. LOTS of Rags ('FULSHABLE Wipes)
 - d. Great Lakes Pipe Service Broke clog and cleaned remainder of line upstream and 1 MH below
 - 2. This is a LOW flow area, which makes the rags a BIG part of the problem

- b. Project Update
 - i. Section 24 Trunkline
 - 1. Resolution 2020-14-Trunk Sewer Spur Improvement District 448 Award USA Inc.- Eveleth, MN
 - 2. No Change in February
 - 3. Contract to be complete by June 30th, 2021
- c. Put together with help of John Mulder a Grant application to WLSSD for \$10,000 request for GIS Data Collection for our Sanitary and Storm water system.
 - i. Please see attached Grant Proposal

3. Stormwater

- a. Project Update
 - i. Swan Lake Road Bridge
 - 1. 2021-26 Resolution Receiving Bids And Awarding Contract For 2021 Road Improvement District No. 536 to Northland Constructors. Northland Constructors will be performing the work on the Box Culvert for the SLC Project

4. Looking Ahead

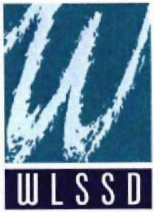
- a. 2020 Driveway Culvert replacement
- b. Steaming Driveway culverts for stormwater/meltwater movement
- c. Compiling ditches that will need to be cleaned in 2021
- d. Completing due diligence of cleaning and camera of sanitary sewer on Ugstad Road and Arrowhead Road looking forward to 2022 reconstruction of these roads making sure there is no sanitary sewer issues that need to be dealt with at that time. We will also look at fire hydrant location issues as the plans develop

City of Hermantown - 2021 Water Loss Report

	Duluth Billed (Gallons)	Hermantown Billed (Gallons)	Difference	Percent Difference	Water Main Breaks	Truck Fill/ Temp Meter	City Usage	Total Accounted	Total Unaccounted Gallons
Jan	14,008,544	13,130,447	878,097	6.3%	-	23,400	20,990	44,390	833,707
Feb	13,577,696	11,567,332	2,010,364	14.8%	1,145,000	7,900	13,972	1,166,872	843,492
Mar	-	-	-	#DIV/0!	-	-	-	-	-
Apr	-	-	-	#DIV/0!	-	-	-	-	-
May	-	-	-	#DIV/0!	-	-	-	-	-
Jun	-	-	-	#DIV/0!	-	-	-	-	-
Jul	-	-	-	#DIV/0!	-	-	-	-	-
Aug	-	-	-	#DIV/0!	-	-	-	-	-
Sep	-	-	-	#DIV/0!	-	-	-	-	-
Oct	-	-	-	#DIV/0!	-	-	-	-	-
Nov	-	-	-	#DIV/0!	-	-	-	-	-
Dec	-	-	-	#DIV/0!	-	-	-	-	-
	27,586,240	24,697,779	2,888,461	10.5%	1,145,000	31,300	34,962	1,211,262	1,677,199

Total Percent of Duluth Billed Unaccounted For:

6.08%



Clear Answers for Clean Water™

Western Lake Superior Sanitary District

2626 Courtland Street
 Duluth, MN 55806-1894
 (218) 722-3336

Account No.	8420
Invoice Date	02/28/2021

To: CITY OF HERMANTOWN
 5105 MAPLE GROVE ROAD
 HERMANTOWN MN 55811

Invoice	Trans Date	Due Date	PO	Desc	Quantity	Unit Rate	Amount
022821HER1	02/28/2021	03/15/2021		WASTEWATER CHARGES			42,613.00
022821HER2	02/28/2021	03/15/2021		2020 ADJUSTMENT			-1,587.00

Current	1-30 Days	31-60 Days	Over 60 Days	Amount Due
41,026.00	0.00	0.00	0.00	41,026.00

When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution. For inquiries please call WLS SD at 218-722-3336.

2021 FLOW AND LOADINGS
SUMMARY ONLY

City of Hermantown
Includes Bayview and Haines Road Metering Station

BOD Biochemical Oxygen Demand
SS Suspended Solids
FLOW Million Gallons per Day

MONTH	TOTAL	AVG	PEAK HR	TOTAL	AVG	TOTAL	AVG
	FLOW	FLOW	FLOW RATE	BOD	BOD	SS	SS
	MG	MGD	MGD	LBS	LBS/DAY	LBS	LBS/DAY
JANUARY	15.8166	0.5102	0.8312	26,823	865	33,767	1,089
FEBRUARY							
MARCH							
APRIL							
MAY							
JUNE							
JULY							
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							
TOTAL or AVG	15.8166	0.5102	Allocation	26,823	865	33,767	1,089
2021 BUDGET		0.6500	3.5300		1,150		1,100

Questions regarding Billing
In this summary form
should be directed to:
Cathy Remington
Director of Finance
Western Lake Superior Sanitary District
2626 Courtland Street
Duluth, MN 55806
Phone: (218) 740-4788
Fax: (218) 727-7471
Email: Cathy.Remington@wlssd.com

Data Verified by:
Julie Macor, Director of Environmental Services - (218) 740-4814
Grant Brown, Director of Information Services - (218) 740 - 4777
Western Lake Superior Sanitary District
2626 Courtland Street
Duluth, MN 55806
Fax: (218) 727-7471
Email: julie.macor@wlssd.com
Email: grant.brown@wlssd.com

Initialed By: JLM
Initialed By: GSB

2021 FLOW AND LOADINGS

BOD Biochemical Oxygen Demand

SUMMARY ONLY

**Hermantown
(Haines Road Metering Station)**

SS Suspended Solids

FLOW Million Gallons per Day

MONTH	TOTAL FLOW MG	AVG FLOW MGD	PEAK HR FLOW RATE MGD	TOTAL BOD LBS	AVG BOD LBS/DAY	TOTAL SS LBS	AVG SS LBS/DAY
JANUARY	9.2699	0.2990	0.5122	15,903	513	22,847	737
FEBRUARY							
MARCH							
APRIL							
MAY							
JUNE							
JULY							
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							
TOTAL or AVG	9.2699	0.2990		15,903	513	22,847	737

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Email: grant.brown@wlssd.com

Initialed By: JLM
Initialed By: GSB

2021 FLOW AND LOADINGS

SUMMARY ONLY

Bayview Interceptor
(City of Hermantown)

BOD Biochemical Oxygen Demand

SS Suspended Solids

FLOW Million Gallons per Day

MONTH	TOTAL FLOW MG	AVG FLOW MGD	PEAK HR FLOW RATE MGD	TOTAL BOD LBS	AVG BOD LBS/DAY	TOTAL SS LBS	AVG SS LBS/DAY
JANUARY	6.5467	0.2112	0.3787	10,920	352	10,920	352
FEBRUARY							
MARCH							
APRIL							
MAY							
JUNE							
JULY							
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							
TOTAL or AVG	6.5467	0.2112		10,920	352	10,920	352

Questions regarding Billing
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should be directed to:
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Western Lake Superior Sanitary District
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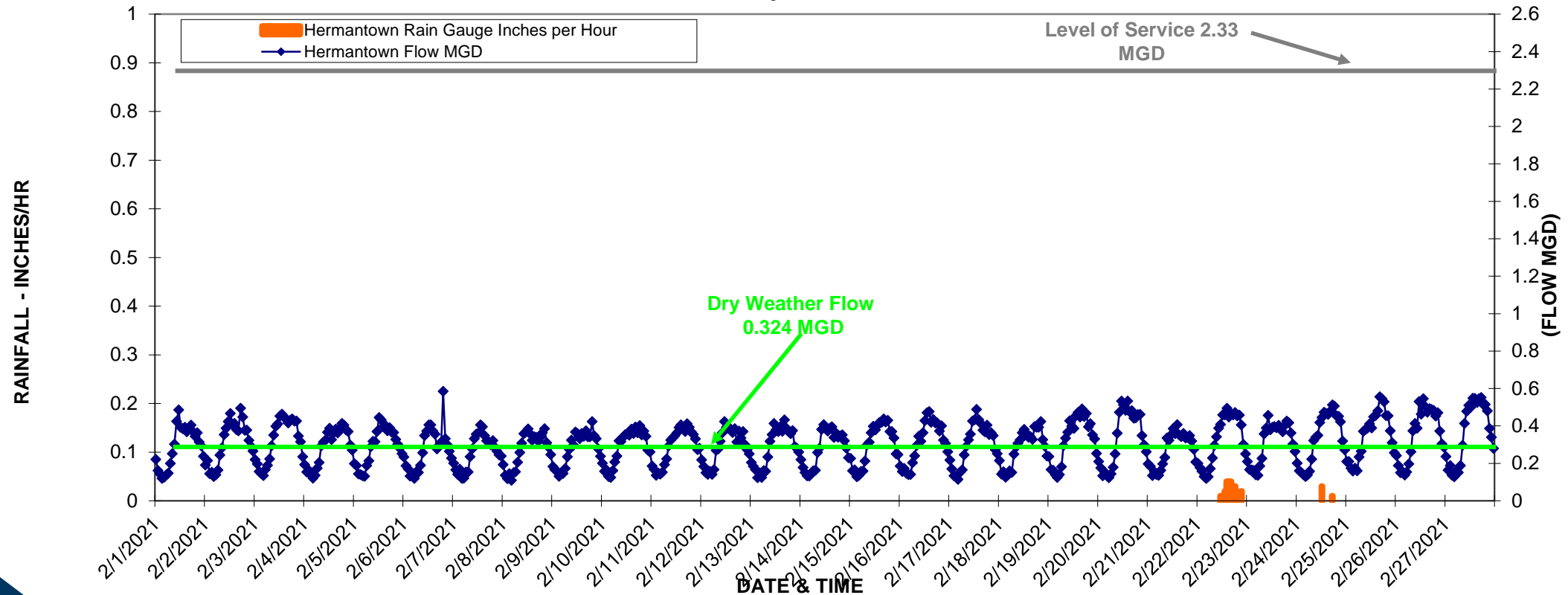
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Email: grant.brown@wlssd.com

Initialed By: *JLM*
Initialed By: *GSB*

Monthly Rain Fall & Flow Haines Road Station

Hermantown

Hermantown Flow - Haines Road
February 2021

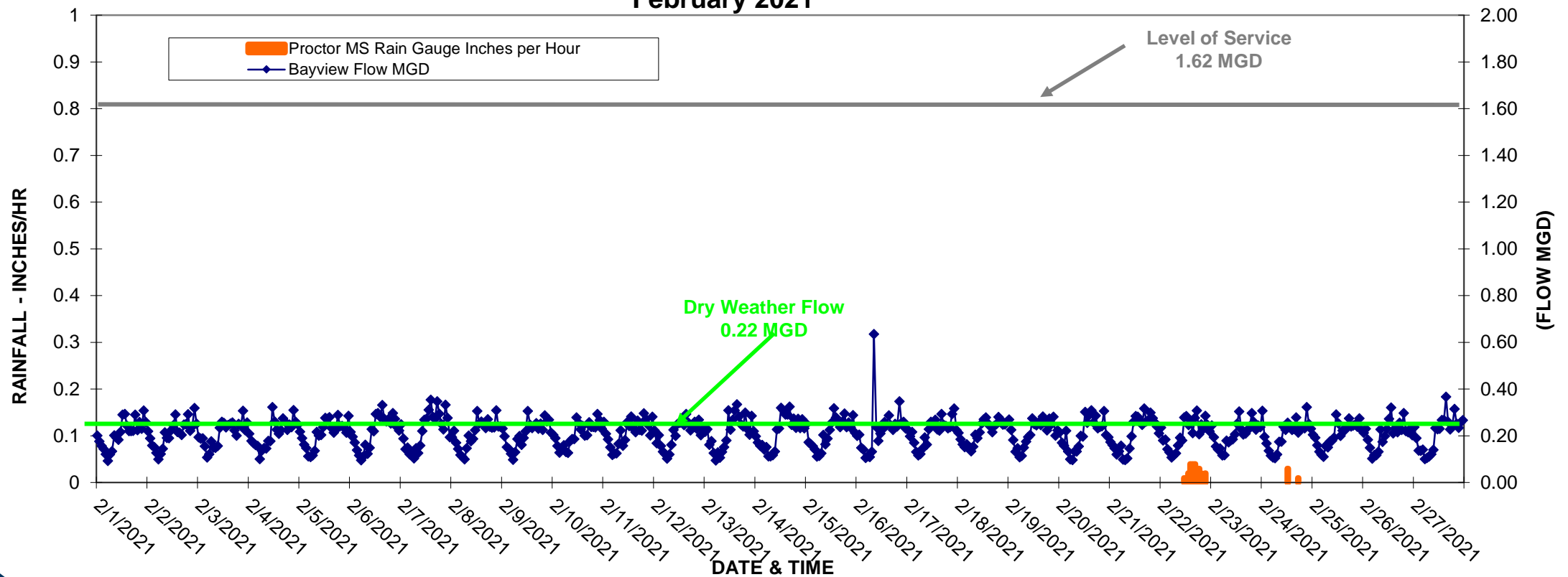


Working together to serve and build our community.

Monthly Rain Fall & Flow Bayview

Hermantown

**BAYVIEW METERING STATION
February 2021**

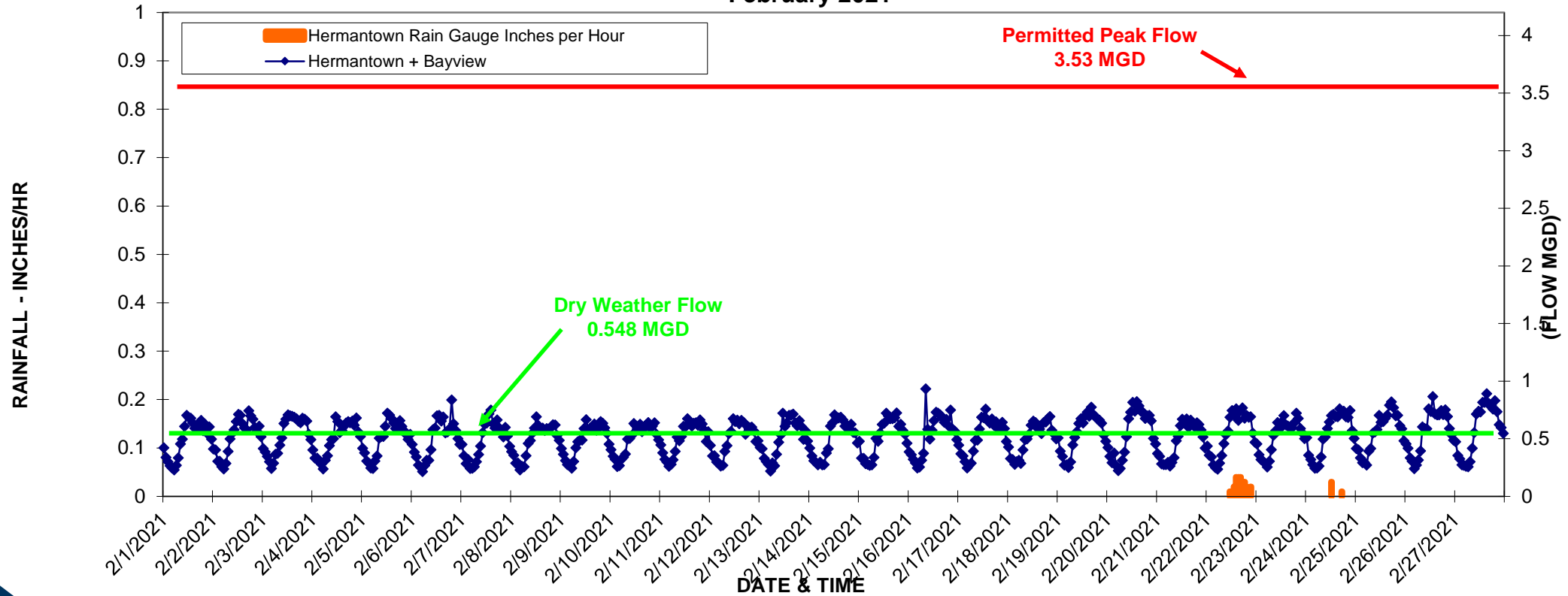


Working together to serve and build our community.

Monthly Rain Fall & Flow Combined

Hermantown

Hermantown Flow + Bayview February 2021



Working together to serve and build our community.

2021 Connection Applications Received

Application Signed Date	Address	Sewer	Water	Home Owner	New or Existing Home
1/6/2021	3691 Patriot Lane	x	x	Jay Zierden	New
1/28/2021	4995 W Arrowhead Rd	x	x	Les Adolphson	New
2/24/2021	4975 Thompson Rd		x	Thomas & Sharon Havron	Existing
3/3/2021	5064 Silver Leaf St	x	x	Jason & Rachel Wise	New
3/8/2021	4180 W Pond Dr.	x	x	David Rauschenfels	New

Utility Commission Agenda Report
March 18, 2021

TO: Utility Commission Members

FROM: Lindsay Townsend, Utility
Billing Clerk

DATE: March 10, 2021

Meeting Date: 03/18/2021

SUBJECT: Utility Billing Happenings

Agenda Item: 7 f



REQUESTED ACTION

BACKGROUND

- ❖ Of the 28 past due notices sent out last month 4 customers made partial payments and 5 customers paid in full.
- ❖ There are currently 117 accounts that have a past due status:
 - Past due 30 days: 57 accounts
 - Past due 60 days: 23 accounts
 - Past due 90 days: 11 accounts
 - Past due 120+ days: 26 accounts
- ❖ We currently have 637 active portal accounts, 196 paperless billing accounts and 97 accounts set up on automatic payment through the portal
- ❖ Ongoing Projects: Update Ordinances, Policies and Procedures – review and make improvements

SOURCE OF FUNDS (if applicable)

ATTACHMENTS