

CITY OF HERMANTOWN
UTILITY COMMISSION AGENDA – May 20, 2021

Because attendance at the regular meeting location is not entirely feasible due to the health pandemic, Hermantown’s May 20, 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: May 20, 2021 05:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/88136816921?pwd=S1hPTzF6Mk1sNXF6a3YvV1pDMnJKdz09>

Meeting ID: 881 3681

6921 Passcode: 882817

One tap mobile

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Dial by your location

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Meeting ID: 881 3681 6921

Passcode: 882817

Find your local number: <https://us02web.zoom.us/j/88136816921?pwd=S1hPTzF6Mk1sNXF6a3YvV1pDMnJKdz09>

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 – May 20, 2021**

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

1. **ROLL CALL**
2. **MINUTES** – Approval or Correction
 - a. April 15, 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)
5. **OLD BUSINESS**
(none)
6. **NEW BUSINESS**
 - a. Sod Discount/Credit Memo
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**

April 15, 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: Jim Samberg, William Berg arrived late.

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 Howard Jacobson to correct spelling of his last name and approve minutes of March 18, 2021, seconded by Rob McLachlan to correct and approve the minutes of March 18, 2021 regular meeting. All ayes, motions carried.

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. 2020 Drinking Water Report
 - Published in Hermantown Star on April 15, 2021

Howard Jacobson asked if the City of Hermantown chlorinates the water after it comes from Duluth. Paul Senst informed the commission that the city does not chlorinate the water.

OLD BUSINESS – none

NEW BUSINESS

a. Water Conservation Kits

Kevin Orme presented about teaming up with Minnesota Energy to host a drive up/stop in event at City Hall to hand out free water conservation kits provided by Minnesota Energy. Commission agreed it was a good idea. Motion by Howard Jacobson to approve event, seconded by Rob McLachlan. All Ayes, motion carried.

b. Bel Air Sewer Credit Request

Manager of Bel Air Manor requests a sewer credit on behalf of one of their tenants who had a leak in their mobile home. Motion by Rob McLachlan to approve sewer credit request in the amount of \$832.30, seconded by Howard Jacobson. All Ayes, motion carried.

REPORTS

- a. Budget to Actual Expenditure Report – Report was attached. Rob asked what the \$11,914.56 under *Computer Software Fees* was for. Kevin informed commission it was for equipment for the Hermantown school to repair their cable TV equipment.
- b. Public Works Utility Maintenance & Project Update Report - Report was attached. Paul mentioned that there will be upcoming communication with the commission in regards to new water meter radios.
- 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

COMMISSION MEMBERS REPORT

- a. Jim Samberg: Absent.
- b. William Berg: No report. Mentioned the importance of keeping the broadband issues in sight.
- c. Robert McLachlan: No report.
- d. Doug Kerfeld: No report.
- e. Howard Jacobson: No report. Informed commission about his meeting with John Mulder and Paul Sens to learn more about the City's utilities.
- f. Councilor Grant Hauschild: Grant spoke about the broadband task force that is going to be made to help with broadband issues.

RECESS Motion by Rob McLachlan, second by William Berg to adjourn. All ayes, motion carried. The meeting recessed at approximately 6:11pm.

Minutes prepared by:
Lindsay Townsend, Utility Billing Clerk

TO: Utility Commission Members



FROM: Lindsay Townsend, Utility
Billing Clerk

DATE: May 13, 2021

Meeting Date: 5/20/21

SUBJECT: Sewer credits based on lost
water

Agenda Item: 6a

REQUESTED ACTION

Discuss current ordinances and handbook procedures and provide feedback going forward

BACKGROUND

As we previously informed you, the Director of Finance and Administration Kevin Orme and I are taking a comprehensive look at our current ordinances, policies, procedures, forms, and applications. We then plan to update, change, and make these better. This is a long-term project and we are currently in the initial stages. As we head into the summer months we would like some clarity on the below issue which we will incorporate into the revised ordinances, handbooks, and online forms and applications.

Per the City ordinance sewer charges are based on water usage. There is no provision in the current City Ordinance to issue sewer credits for excess water usage. In the City Handbook (see copied section on the next page) it is clear the City does not give sewer credits based on water through outside faucets. (filling swimming pools, watering lawns, etc) The handbook, therefore, seems to be contrary to the recent practice in the area of sod discounts. We would like to discuss and get your feedback so we can have clarity on this going forward in the areas of watering lawns, putting in sod, filling swimming pools, etc.

Handbook for the City of Hermantown		
Policy –		X Procedure
Date Adopted: March 4, 2013	Title: Utility Charge Refunds	Section: Public Works
Revision Dates:		Page: 1 of 2

Refunds for Sewer Charges based on lost water:

Refunds for sewer charges for water leaks on the private side of the water meter will only be considered if the amount of the loss can be determined with some certainty by the Utility Commission or Utility Department. Any amount refunded will be deducted from the Utility bill. Refunds will only be for the sewer charge for the estimated water loss. Charges for the water will not be refunded, as the City had already paid for the water.

No refunds for Sewer charges for water through outside faucets

The Utility Commission will not refund water or sewer charges for people who use outside faucets to water lawns or make a claim that the water was not disposed of the through the sewer, regardless of how the water was used. (Watering a lawn or filling a swimming pool)

ATTACHMENTS

260 Cable TV Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (33) Committed
456100							
456101	Cable						
	101 Full-Time Employees - Regular	303.74	1,159.60	4,165.00	4,165.00	3,005.40	28 %
	121 PERA Contributions - Coordinated	24.02	91.71	312.00	312.00	220.29	29 %
	128 Social Security	18.94	72.54	258.00	258.00	185.46	28 %
	129 Medicare	4.42	16.94	60.00	60.00	43.06	28 %
	131 Health Insurance	97.60	315.42	906.00	906.00	590.58	35 %
	133 Life Insurance	0.66	2.51	9.00	9.00	6.49	28 %
	134 Disability Insurance	1.12	4.25	14.00	14.00	9.75	30 %
	136 MSRS	1.20	4.60	16.00	16.00	11.40	29 %
	151 Workers Compensation	0.00	3.00	6.00	6.00	3.00	50 %
	308 Legal Fees	0.00	0.00	300.00	300.00	300.00	%
	314 Computer/Software Fees	0.00	11,914.56	0.00	0.00	-11,914.56	%
	319 Contracted Services	625.00	2,500.00	7,500.00	7,500.00	5,000.00	33 %
	331 Travel Expense	16.62	63.51	0.00	0.00	-63.51	%
	361 General Liability Insurance	0.00	22.00	44.00	44.00	22.00	50 %
	404 Equipment Maintenance	0.00	4,581.01	1,000.00	1,000.00	-3,581.01	458 %
	Account Total:	1,093.32	20,751.65	14,590.00	14,590.00	-6,161.65	142 %
	Account Group Total:	1,093.32	20,751.65	14,590.00	14,590.00	-6,161.65	142 %
	Fund Total:	1,093.32	20,751.65	14,590.00	14,590.00	-6,161.65	142 %

601 Water Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (33) Committed
471000	Debt Service						
471000	Debt Service						
	303 Banking Fees	0.00	1.70	0.00	0.00	-1.70	%
	Account Total:	0.00	1.70	0.00	0.00	-1.70	%
	Account Group Total:	0.00	1.70	0.00	0.00	-1.70	%
494300	Water Distribution						
494300	Water Distribution						
	101 Full-Time Employees - Regular	9,246.97	10,293.07	161,050.00	161,050.00	150,756.93	6 %
	102 Full-Time Employees - Overtime	522.11	442.26	12,537.00	12,537.00	12,094.74	4 %
	121 PERA Contributions - Coordinated	732.66	2,818.63	13,019.00	13,019.00	10,200.37	22 %
	128 Social Security	577.64	2,221.49	10,762.00	10,762.00	8,540.51	21 %
	129 Medicare	135.10	519.52	2,517.00	2,517.00	1,997.48	21 %
	131 Health Insurance	6,385.16	20,380.97	72,063.00	72,063.00	51,682.03	28 %
	133 Life Insurance	14.47	56.75	223.00	223.00	166.25	25 %
	134 Disability Insurance	50.95	208.73	819.00	819.00	610.27	25 %
	136 MSRS	12.00	45.86	130.00	130.00	84.14	35 %
	151 Workers Compensation	0.00	3,505.00	7,009.00	7,009.00	3,504.00	50 %
	212 Motor Fuels	480.58	988.15	3,000.00	3,000.00	2,011.85	33 %
	216 Uniforms	50.00	127.55	500.00	500.00	372.45	26 %
	221 General Supplies	1,742.25	2,025.77	5,000.00	5,000.00	2,974.23	41 %
	228 Utility System Maint Supplies	20,976.75	22,671.66	4,000.00	4,000.00	-18,671.66	567 %
	314 Computer/Software Fees	0.00	0.00	3,750.00	3,750.00	3,750.00	%
	315 School & Conference	92.33	576.58	3,500.00	3,500.00	2,923.42	16 %
	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	2,474.00	4,949.00	4,949.00	2,475.00	50 %
	382 Water Purchases	67,893.73	190,856.07	711,000.00	711,000.00	520,143.93	27 %
	404 Equipment Maintenance	3,129.17	3,631.67	5,000.00	5,000.00	1,368.33	73 %
	405 Computer Maintenance	0.00	2,400.00	0.00	0.00	-2,400.00	%
	406 Vehicle Maintenance	0.00	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 %
	460 Permits & Licenses	0.00	293.00	0.00	0.00	-293.00	%
	470 Booster Pump Repairs	0.00	0.00	250.00	250.00	250.00	%
	471 Water Line Repairs	488.88	9,411.46	25,000.00	25,000.00	15,588.54	38 %
	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	0.00	115,625.22	314,500.00	314,500.00	198,874.78	37 %
	Account Total:	112,530.75	392,272.74	1,609,028.00	1,609,028.00	1,216,755.26	24 %
	Account Group Total:	112,530.75	392,272.74	1,609,028.00	1,609,028.00	1,216,755.26	24 %
494400	Water Administration and General						

601 Water Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (33) Committed
494400	Water Administration and General						
	101 Full-Time Employees - Regular	5,783.88	493.70	81,921.00	81,921.00	81,427.30	1 %
	102 Full-Time Employees - Overtime	0.00	13.58	505.00	505.00	491.42	3 %
	121 PERA Contributions - Coordinated	442.10	1,685.83	6,182.00	6,182.00	4,496.17	27 %
	128 Social Security	344.55	1,315.97	5,110.00	5,110.00	3,794.03	26 %
	129 Medicare	80.60	307.86	1,195.00	1,195.00	887.14	26 %
	131 Health Insurance	3,080.89	9,823.90	20,002.00	20,002.00	10,178.10	49 %
	133 Life Insurance	13.77	41.17	156.00	156.00	114.83	26 %
	134 Disability Insurance	26.98	80.03	355.00	355.00	274.97	23 %
	136 MSRS	16.00	61.15	208.00	208.00	146.85	29 %
	151 Workers Compensation	0.00	57.00	115.00	115.00	58.00	50 %
	202 Printing Supplies	0.00	0.00	600.00	600.00	600.00	%
	301 Audit/Account Services	2,520.00	2,992.50	4,500.00	4,500.00	1,507.50	67 %
	303 Banking Fees	661.01	1,088.92	0.00	0.00	-1,088.92	%
	305 Engineer Fees	0.00	5,800.00	0.00	0.00	-5,800.00	%
	308 Legal Fees	0.00	512.50	3,000.00	3,000.00	2,487.50	17 %
	314 Computer/Software Fees	0.00	1,025.20	1,800.00	1,800.00	774.80	57 %
	319 Contracted Services	659.58	2,076.32	3,200.00	3,200.00	1,123.68	65 %
	321 Telephone	204.84	661.60	2,210.00	2,210.00	1,548.40	30 %
	322 Internet	45.38	169.52	280.00	280.00	110.48	61 %
	323 Gopher One Call Locates	46.14	143.76	1,550.00	1,550.00	1,406.24	9 %
	325 Postage	41.95	146.70	3,675.00	3,675.00	3,528.30	4 %
	331 Travel Expense	110.78	423.34	1,400.00	1,400.00	976.66	30 %
	351 Legal Notices Publishing	387.75	387.75	600.00	600.00	212.25	65 %
	361 General Liability Insurance	0.00	2,046.00	4,093.00	4,093.00	2,047.00	50 %
	381 Electricity	768.99	2,775.49	6,850.00	6,850.00	4,074.51	41 %
	383 Heating Gas	180.69	1,142.88	3,200.00	3,200.00	2,057.12	36 %
	405 Computer Maintenance	0.00	8,531.89	14,964.00	14,964.00	6,432.11	57 %
	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:	15,415.88	43,804.56	459,509.00	459,509.00	415,704.44	10 %
	Account Group Total:	15,415.88	43,804.56	459,509.00	459,509.00	415,704.44	10 %
	Fund Total:	127,946.63	436,079.00	2,068,537.00	2,068,537.00	1,632,458.00	21 %

602 Sewer Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (33) Committed
471000	Debt Service						
471000	Debt Service						
	303 Banking Fees	0.00	0.07	0.00	0.00	-0.07	%
	Account Total:	0.00	0.07	0.00	0.00	-0.07	%
	Account Group Total:	0.00	0.07	0.00	0.00	-0.07	%
494500	Sewer Maintenance						
494500	Sewer Maintenance						
	101 Full-Time Employees - Regular	7,833.18	12,679.68	118,951.00	118,951.00	106,271.32	11 %
	102 Full-Time Employees - Overtime	565.27	356.84	9,118.00	9,118.00	8,761.16	4 %
	121 PERA Contributions - Coordinated	629.90	2,158.59	9,605.00	9,605.00	7,446.41	22 %
	128 Social Security	495.53	1,696.57	7,940.00	7,940.00	6,243.43	21 %
	129 Medicare	115.88	396.71	1,857.00	1,857.00	1,460.29	21 %
	131 Health Insurance	4,767.51	14,898.90	52,944.00	52,944.00	38,045.10	28 %
	133 Life Insurance	10.87	39.03	168.00	168.00	128.97	23 %
	134 Disability Insurance	43.82	156.01	603.00	603.00	446.99	26 %
	136 MSRS	6.00	22.93	104.00	104.00	81.07	22 %
	151 Workers Compensation	0.00	2,619.00	5,237.00	5,237.00	2,618.00	50 %
	212 Motor Fuels	320.38	658.76	1,500.00	1,500.00	841.24	44 %
	216 Uniforms	50.00	127.55	350.00	350.00	222.45	36 %
	221 General Supplies	1,257.16	1,538.82	2,500.00	2,500.00	961.18	62 %
	228 Utility System Maint Supplies	0.00	0.00	2,500.00	2,500.00	2,500.00	%
	229 Lift Station Maintenance	0.00	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	43.32	177.57	1,500.00	1,500.00	1,322.43	12 %
	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	801.00	1,601.00	1,601.00	800.00	50 %
	385 Sewer Charges	41,026.00	164,104.00	564,000.00	564,000.00	399,896.00	29 %
	403 Road Maintenance	0.00	0.00	5,000.00	5,000.00	5,000.00	%
	404 Equipment Maintenance	159.00	2,226.61	5,500.00	5,500.00	3,273.39	40 %
	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	293.00	250.00	250.00	-43.00	117 %
	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	14,890.50	14,890.50	45,000.00	45,000.00	30,109.50	33 %
	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	18,092.00	24,267.00	2,500.00	2,500.00	-21,767.00	971 %
	590 Pumping Plant & Lift Stations	0.00	0.00	40,000.00	40,000.00	40,000.00	%
	Account Total:	90,306.32	250,532.27	977,889.00	977,889.00	727,356.73	26 %
	Account Group Total:	90,306.32	250,532.27	977,889.00	977,889.00	727,356.73	26 %

602 Sewer Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (33) Committed
494900	Sewer Administration and General						
494900	Sewer Administration and General						
	101 Full-Time Employees - Regular	4,499.54	944.89	72,140.00	72,140.00	71,195.11	1 %
	102 Full-Time Employees - Overtime	0.00	10.19	505.00	505.00	494.81	2 %
	121 PERA Contributions - Coordinated	341.63	1,302.90	5,448.00	5,448.00	4,145.10	24 %
	128 Social Security	266.42	1,017.64	4,504.00	4,504.00	3,486.36	23 %
	129 Medicare	62.30	237.99	1,053.00	1,053.00	815.01	23 %
	131 Health Insurance	2,221.10	7,209.38	18,061.00	18,061.00	10,851.62	40 %
	133 Life Insurance	8.17	31.20	140.00	140.00	108.80	22 %
	134 Disability Insurance	21.18	63.69	323.00	323.00	259.31	20 %
	136 MSRS	14.00	53.49	182.00	182.00	128.51	29 %
	151 Workers Compensation	0.00	50.00	101.00	101.00	51.00	50 %
	202 Printing Supplies	0.00	0.00	400.00	400.00	400.00	%
	301 Audit/Account Services	2,520.00	2,992.50	4,500.00	4,500.00	1,507.50	67 %
	303 Banking Fees	661.00	1,088.90	0.00	0.00	-1,088.90	%
	305 Engineer Fees	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	308 Legal Fees	33.00	129.50	900.00	900.00	770.50	14 %
	314 Computer/Software Fees	0.00	1,014.40	2,000.00	2,000.00	985.60	51 %
	315 School & Conference	0.00	0.00	50.00	50.00	50.00	%
	319 Contracted Services	661.39	2,083.55	300.00	300.00	-1,783.55	695 %
	321 Telephone	195.09	624.14	2,100.00	2,100.00	1,475.86	30 %
	322 Internet	68.07	254.28	700.00	700.00	445.72	36 %
	323 Gopher One Call Locates	30.76	95.84	950.00	950.00	854.16	10 %
	325 Postage	27.97	101.13	2,580.00	2,580.00	2,478.87	4 %
	331 Travel Expense	55.38	211.63	880.00	880.00	668.37	24 %
	351 Legal Notices Publishing	0.00	0.00	100.00	100.00	100.00	%
	361 General Liability Insurance	0.00	2,367.00	4,736.00	4,736.00	2,369.00	50 %
	381 Electricity	587.17	2,018.12	8,000.00	8,000.00	5,981.88	25 %
	383 Heating Gas	112.93	714.29	2,400.00	2,400.00	1,685.71	30 %
	405 Computer Maintenance	0.00	8,531.89	14,963.00	14,963.00	6,431.11	57 %
	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:	12,387.10	33,148.54	773,707.00	773,707.00	740,558.46	4 %
	Account Group Total:	12,387.10	33,148.54	773,707.00	773,707.00	740,558.46	4 %
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:	102,693.42	283,680.88	1,850,721.00	1,850,721.00	1,567,040.12	15 %

603 Storm Water Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (33) Committed
419100	Community Development						
419100	Community Development						
	305 Engineer Fees	910.00	910.00	0.00	0.00	-910.00	%
	Account Total:	910.00	910.00	0.00	0.00	-910.00	%
	Account Group Total:	910.00	910.00	0.00	0.00	-910.00	%
441100	Storm Water						
441100	Storm Water						
	101 Full-Time Employees - Regular	5,949.78	-2,718.05	63,588.00	63,588.00	66,306.05	-4 %
	102 Full-Time Employees - Overtime	129.79	69.06	2,046.00	2,046.00	1,976.94	3 %
	121 PERA Contributions - Coordinated	460.17	1,667.54	4,923.00	4,923.00	3,255.46	34 %
	128 Social Security	360.91	1,310.07	4,069.00	4,069.00	2,758.93	32 %
	129 Medicare	84.42	319.34	952.00	952.00	632.66	34 %
	131 Health Insurance	3,989.40	11,502.93	19,197.00	19,197.00	7,694.07	60 %
	133 Life Insurance	11.39	42.25	112.00	112.00	69.75	38 %
	134 Disability Insurance	29.86	91.90	297.00	297.00	205.10	31 %
	136 MSRS	18.00	68.75	130.00	130.00	61.25	53 %
	151 Workers Compensation	0.00	796.00	1,592.00	1,592.00	796.00	50 %
	305 Engineer Fees	0.00	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	92.00	500.00	500.00	408.00	18 %
	314 Computer/Software Fees	0.00	1,014.40	0.00	0.00	-1,014.40	%
	319 Contracted Services	652.71	2,052.08	30,000.00	30,000.00	27,947.92	7 %
	325 Postage	0.00	0.00	500.00	500.00	500.00	%
	331 Travel Expense	55.38	211.63	300.00	300.00	88.37	71 %
	403 Road Maintenance	488.87	488.87	11,000.00	11,000.00	10,511.13	4 %
	413 Equipment Rental	14,000.00	14,000.00	10,000.00	10,000.00	-4,000.00	140 %
	451 Dues & Subscriptions	640.00	1,740.00	2,000.00	2,000.00	260.00	87 %
	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:	26,916.68	33,266.77	480,086.00	480,086.00	446,819.23	7 %
	Account Group Total:	26,916.68	33,266.77	480,086.00	480,086.00	446,819.23	7 %
471000	Debt Service						
471000	Debt Service						
	303 Banking Fees	0.00	1.71	0.00	0.00	-1.71	%
	Account Total:	0.00	1.71	0.00	0.00	-1.71	%
	Account Group Total:	0.00	1.71	0.00	0.00	-1.71	%
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:	27,826.68	34,178.48	486,211.00	486,211.00	452,032.52	7 %

605 Street Lighting & Traffic Signalization

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (33) 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	2,727.12	8,510.53	28,000.00	28,000.00	19,489.47	30 %
	Account Total:	2,727.12	8,510.53	33,000.00	33,000.00	24,489.47	26 %
	Account Group Total:	2,727.12	8,510.53	33,000.00	33,000.00	24,489.47	26 %
	Fund Total:	2,727.12	8,510.53	33,000.00	33,000.00	24,489.47	26 %
	Grand Total:	262,287.17					
			0.00				
			783,200.54	4,453,059.00	4,453,059.00	3,669,858.46	18 %

**Public Works
Utility Maintenance Report**

Meeting Date:	5/20/2021	
Reporting Period:	From: 4/1/2021	To: 4/30/2021

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. Project is Bid and awarded to Northland Constructors
 - a. This is a SLC lead project
 - b. Construction Start 7/1/2021 +/-
 - c. SLC is pushing to start sooner.
 - ii. Peyton Acres
 - 1. No Change in April
 - iii. Lavaque Jct.
 - 1. Resolution 2021-25 Resolution Receiving Bids And Awarding Contract
 - 2. No Change in
 - a. Construction Start 5/10/2021
 - iv. 2021 Water Leak Survey
 - 1. Scheduled for June 14+/- with Water Conservation Services

2. Sewer

- a. 2022 Ugstad Road Project
 - i. Sanitary Sewer cleaned and televised in the Jobsite area in March
 - 1. Awaiting final reports
 - a. Great Lakes Pipe Service Performed this service
 - b. No repairs or problems of concern
- b. Sanitary sewer issues in the Dahl, Jamie, Joey, Joshua neighborhood
 - i. Several small plugs
 - ii. Will be cleaned and televised the week of May 10, 2021 to see if there are issues here or random clogging
- c. 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 April
 - 3. Contract to be complete by June 30th, 2021
- d. 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. Grant Proposal submitted on March 3/19 and awaiting Questions and hopeful award
- ii. Awarded Grant by WLSSD
 - 1. Hermantown City Council accepted grant on 5/3
 - 2. Have solicitation out to UMD GIS Students for position fulfilment

3. Stormwater

- a. Street Sweeping started 4/8/2021 and concluded 5/7/2021
 - i. Performed again by our own staff and done in a timely efficient manner
- b. 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
 - 2. Project to start 5/17
 - 3. Box Culvert work 6/7/21

4. Looking Ahead

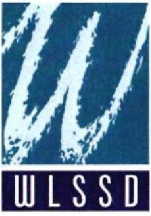
- a. 2021 Driveway Culvert replacement
 - i. 2 on list already
- b. Compiling ditches that will need to be cleaned in 2021

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	12,871,584	12,712,351	159,233	1.2%	50,000	20,900	17,470	88,370	70,863
Apr	14,606,944	13,255,683	1,351,261	9.3%	210,000	27,100	11,818	248,918	1,102,343
May	-	-	-	#DIV/0!	-	-	-	-	-
Jun	-	-	-	#DIV/0!	-	-	-	-	-
Jul	-	-	-	#DIV/0!	-	-	-	-	-
Aug	-	-	-	#DIV/0!	-	-	-	-	-
Sep	-	-	-	#DIV/0!	-	-	-	-	-
Oct	-	-	-	#DIV/0!	-	-	-	-	-
Nov	-	-	-	#DIV/0!	-	-	-	-	-
Dec	-	-	-	#DIV/0!	-	-	-	-	-
	55,064,768	50,665,813	4,398,955	8.0%	1,405,000	79,300	64,250	1,548,550	2,850,405

Total Percent of Duluth Billed Unaccounted For:

4.80%



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	04/30/2021

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

Invoice	Trans Date	Due Date	PO	Desc	Quantity	Unit Rate	Amount
043021HER1	04/30/2021	05/15/2021		WASTEWATER CHARGES			42,613.00
043021HER2	04/30/2021	05/15/2021		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 WLSSD 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	14.4651	0.5166	0.9316	24,075	860	23,123	826
MARCH	23.7652	0.7666	2.1324	37,473	1,209	38,620	1,246
APRIL							
MAY							
JUNE							
JULY							
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							
TOTAL or AVG	54.0469	0.6005	Allocation	88,371	982	95,510	1,061
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: JSB

2021 FLOW AND LOADINGS				BOD Biochemical Oxygen Demand			
SUMMARY ONLY				SS Suspended Solids			
Hermantown				FLOW Million Gallons per Day			
(Haines Road Metering Station)							
MONTH	TOTAL FLOW	AVG FLOW	PEAK HR FLOW RATE	TOTAL BOD	AVG BOD	TOTAL SS	AVG SS
	MG	MGD	MGD	LBS	LBS/DAY	LBS	LBS/DAY
JANUARY	9.2699	0.2990	0.5122	15,903	513	22,847	737
FEBRUARY	8.5086	0.3039	0.5846	14,140	505	13,188	471
MARCH	13.0637	0.4214	1.0742	19,623	633	20,770	670
APRIL							
MAY							
JUNE							
JULY							
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							
TOTAL or AVG	30.8422	0.3427		49,666	552	56,805	631

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 should be directed to:
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 Director of Finance
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 Email: julie.macor@wlssd.com
 Email: grant.brown@wlssd.com

Initialed By: JLM
 Initialed By: JSB

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	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	6.5467	0.2112	0.3787	10,920	352	10,920	352
FEBRUARY	5.9565	0.2127	0.6357	9,935	355	9,935	355
MARCH	10.7015	0.3452	1.1283	17,850	576	17,850	576
APRIL							
MAY							
JUNE							
JULY							
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							
TOTAL or AVG	23.2047	0.2578		38,705	430	38,705	430

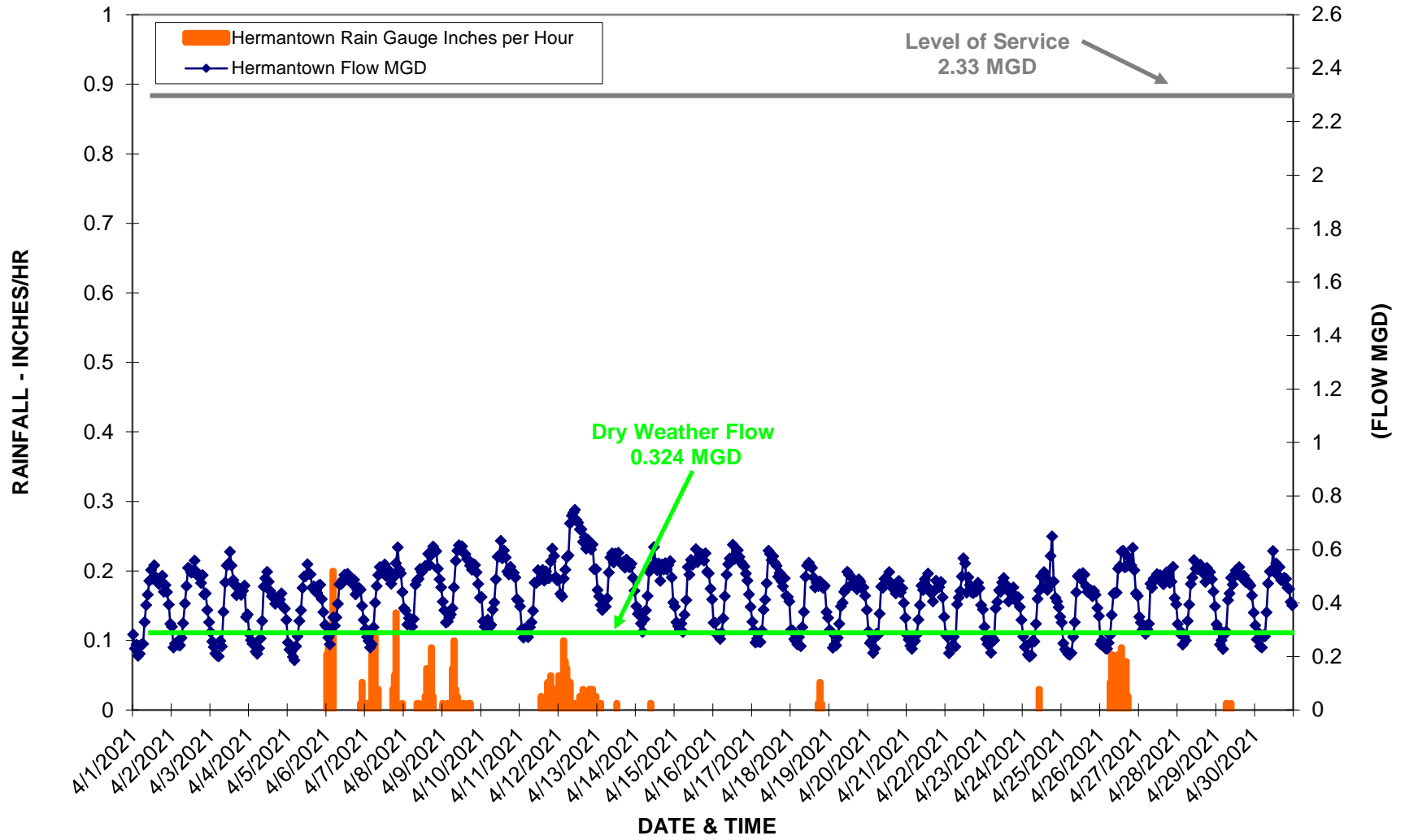
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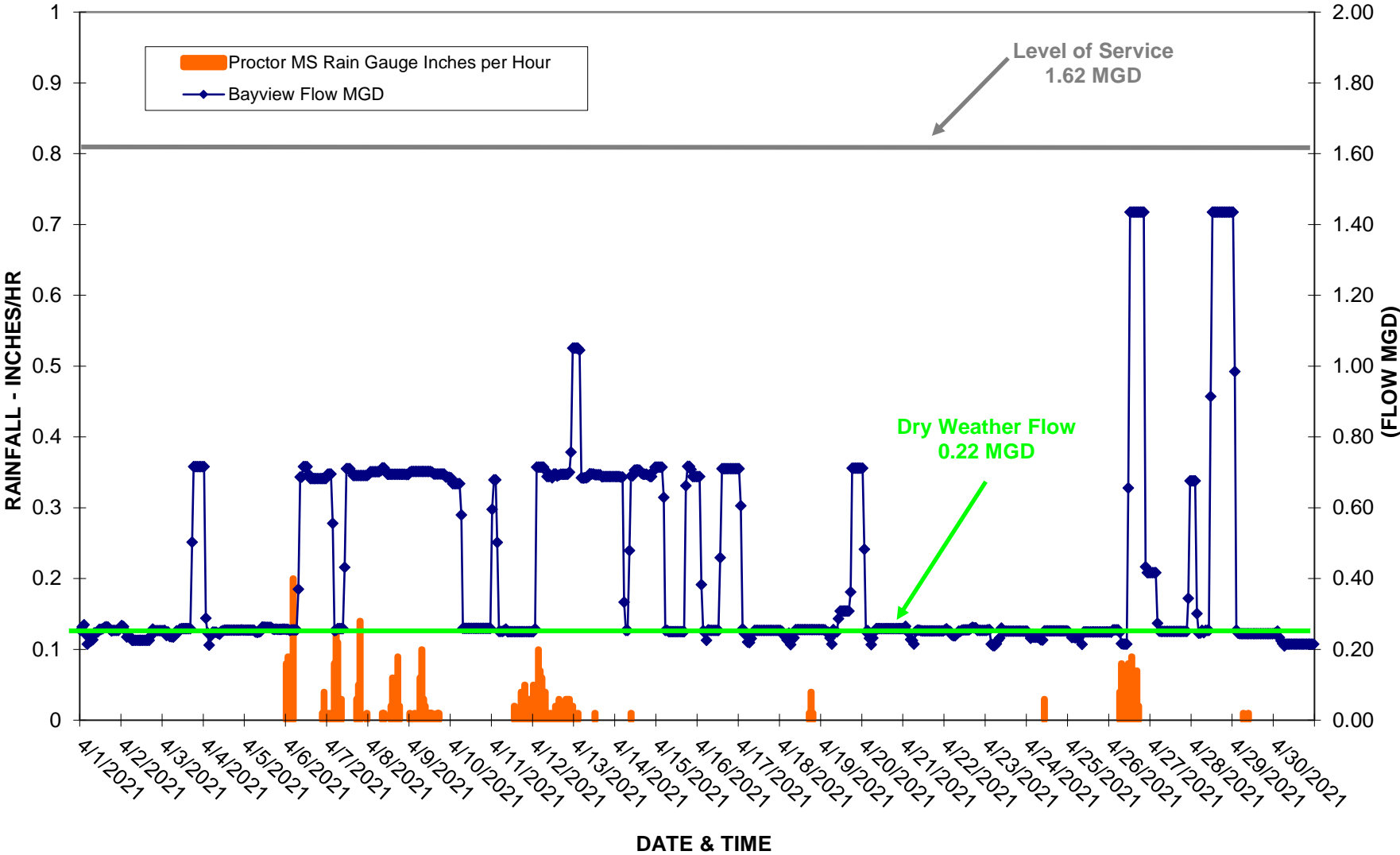
Hermantown Flow - Haines Road

April 2021

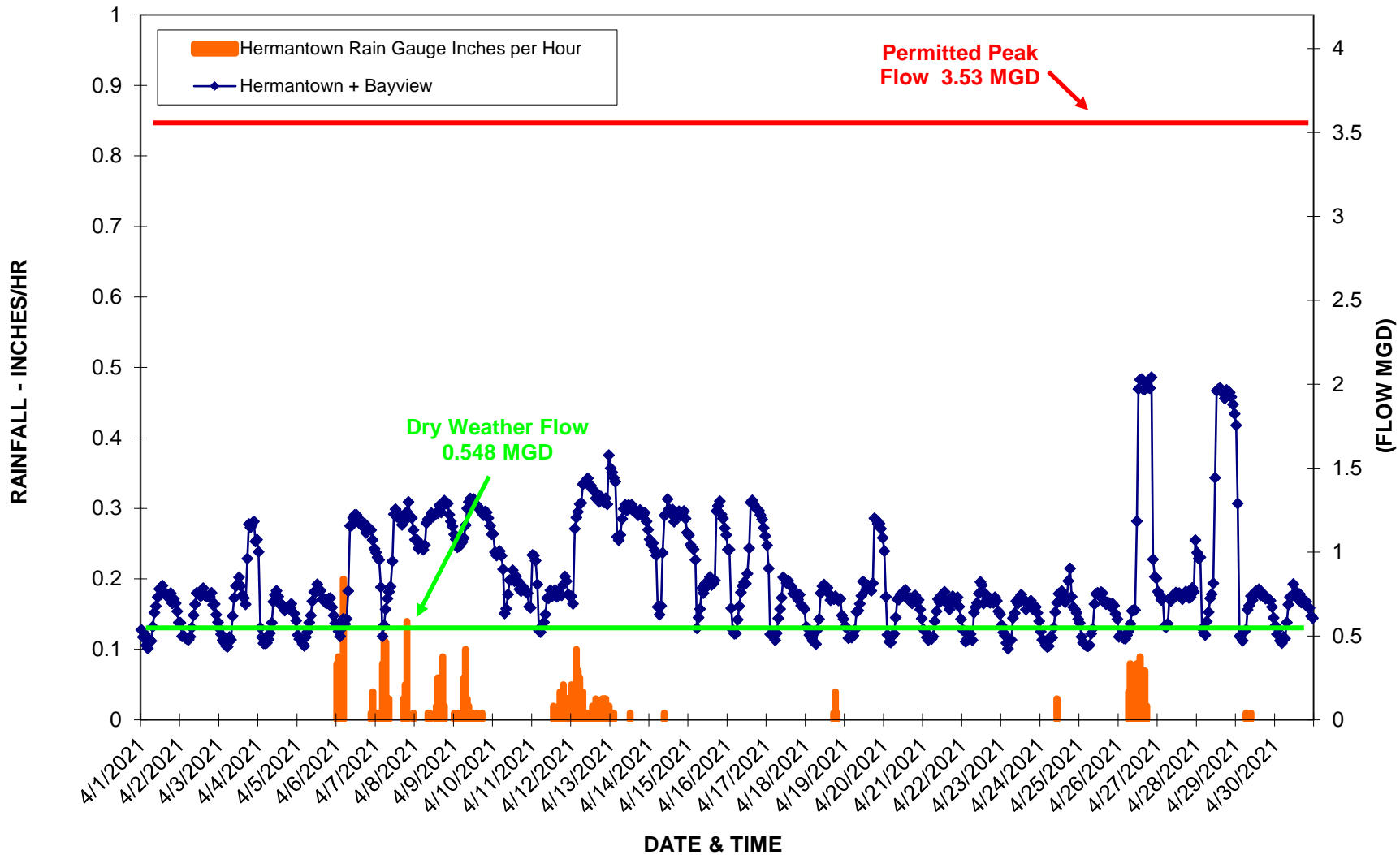


BAYVIEW METERING STATION

April 2021



Hermantown Flow + Bayview April 2021



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
3/15/2021	4720 Morris Thomas Rd		x	Shelley & Evan Wingness	Existing
3/31/2021	4059 Ugstad Rd	x	x	Clear Vision Builders	New
3/31/2021	4061 Ugstad Rd	x	x	Clear Vision Builders	New
3/31/2021	4063 Ugstad Rd	x	x	Clear Vision Builders	New
3/31/2021	4065 Ugstad Rd	x	x	Clear Vision Builders	New
4/15/2021	5085 Hermantown Rd	x	x	A-Lign Properties	New
4/15/2021	5087 Hermantown Rd	x	x	A-Lign Properties	New
4/15/2021	5091 Hermantown Rd	x	x	A-Lign Properties	New
4/15/2021	5093 Hermantown Rd	x	x	A-Lign Properties	New
4/29/2021	3690 Patriot Lane	x	x	Jay Zierden	New
4/29/2021	3692 Patriot Lane	x	x	Jay Zierden	New
4/29/2021	3694 Patriot Lane	x	x	Jay Zierden	New

TO: Utility Commission Members



FROM: Lindsay Townsend, Utility
Billing Clerk

DATE: May 11, 2021

Meeting Date: 5/20/2021

SUBJECT: Utility Billing Happenings

Agenda Item: 7f

- Water Conservation Kit walk in/drive thru event set for June 11, 2021 from 8am to 4pm
- We did not receive any phone calls with questions or concerns in regards to the 2020 Drinking Water Report that was printed in the Hermantown Star last month.
- Utility Incentive Participation:

Service	Customers	Amount
Paperless Billing (\$5)	106	\$530.00
Automatic Payment (\$5)	168	\$840.00
Total	274	\$1,370.00

- Utility Portal Update: 885 accounts, 374 paperless, 214 autopay (Previous month: 778 accounts, 310 paperless, 166 autopay)
- Past Due Accounts: 107 accts (181 accounts last month)
120 days – 10 accts (Previous month: 15)
90 days – 8 accts (Previous month: 8)
60 days – 13 accts (Previous month: 14)
30 days – 78 accts (Previous month: 144)
- Joe Wicklund, the City's Communications Director has lined up social media posts in regards to water usage as summer is approaching. Every couple of weeks he will have a new post on Facebook. We are hoping to provide resources and knowledge to residents about their bills as we enter the statistically higher water usage summer months.
- Ongoing Projects: Update Ordinances, Policies & Procedures
Started this project, met with City attorney on May 12, 2021.