

**CITY OF HERMANTOWN
UTILITY COMMISSION MEETING SUMMARY**

January 21, 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; Lars Waldner, Cable TV Coordinator; John Mulder, City Administrator

MINUTES

Motion by Jim Samberg, seconded Rob McLachlan by to approve the minutes of November 12, 2020 regular meeting with the correction of spelling Rob McLachlan's name. 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. 20-182
FROM: Mediacom
TO: City Officials
RE: Rate Adjustment

- b. 20-185
FROM: Dave Berg Consulting
TO: John Mulder, City Administrator
RE: Water and Sewer Bill Analysis

- c. 20-194
FROM: Todd Hagen & Kristina Norquist, Ehlers
TO: John Mulder, City Administrator
RE: Residential Water Bills & Water Consumption

- d.
FROM: WLSSD
TO: Regulatory Authority
RE: Discharge Monitoring Report

OLD BUSINESS – none

NEW BUSINESS

- a. Request to waive Late Fees – Beacon Bar Motion by Jim Samberg, second by Howard Jacobson to waive 50% of the late fee if the full amount was paid in full by the next due date of February 10th. All ayes, motion carried 5-0.
- b. Report and Presentation on Cable TV – Lars Waldner presented a report on the Cable TV noting that some of the equipment needed repairs. No action was taken.
- c. Report and Presentation – Annual Review – John Mulder gave a presentation of an overview of the Commission and a review of the year for the Utilities, including the results of the review of the high utility bills in 2020. No action was taken.
- d. Late Fees for January bill: Kevin Orme brought up the issue that since the City was changing the billing cycle with a new due date for payment which is earlier in the month, He recommended that the late fee be waived for the period between the new due date (Feb 10) and the previous date which would be closer to Feb 20th. Motion by Bill Berg, second by Jim Samberg to waive the late fees for that time period. All ayes, motion carried 5-0.

REPORTS

- a. Budget to Actual Expenditure Report – Report was attached
- b. Public Works Utility Maintenance Report- Report was attached
- c. Update on water billing complaints – Verbal Report as part of the Annual Review presentation prepared by John Mulder.
- d. Project and Policy Updates - John Mulder gave a verbal update, saying he was working on new way of reporting to keep the Utility Commission informed of the various projects and the milestones of those projects. Jim Samberg requested that the water loss report be included in that packet.
- e. Water and Sewer Applications Report - No Report was attached. Again, John Mulder reported that staff was looking at this process on how to report the applications, but it was not necessary for the Chair of the Commission to sign off on the applications.

COMMISSION MEMBERS REPORT

- a. Jim Samberg: Welcome to Councilor Grant Hauschild
- b. William Berg: No Report
- c. Robert McLachlan: No Report
- d. Doug Kerfeld: No Report
- e. Howard Jacobson: No Report
- f. Councilor Grant Hauschild: No Report -but thanked everyone for the welcome and looks forward to working with them and meeting them in person sometime in the future.

RECESS Motion by Jim Samberg, second by Bill Berg to adjourn. All ayes, motion carried 5-0. The meeting recessed at approximately 7:17.

Minutes prepared by:
John Mulder, City Administrator