

**CITY OF HERMANTOWN  
UTILITY COMMISSION AGENDA – August 19, 2021**

Hermantown’s August 19, 2021, **UTILITY COMMISSION** Meeting will be conducted in person with remote connection available.

The meeting will utilize the platform “Zoom” – which allows the public to view and/or hear the meeting from their phone or computer.

Topic: Utility Commission Meeting

Time: August 19, 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

+13126266799,,88136816921#,,,,\*882817# US (Chicago)

+16465588656,,88136816921#,,,,\*882817# US (New York)

Dial by your location

+1 312 626 6799 US (Chicago)

Meeting ID: 881 3681 6921

Passcode: 882817

Find your local number: <https://us02web.zoom.us/j/kbcRZiKp0p>

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 – August 19, 2021**

*CITY ADMINISTRATIVE BUILDING, 5105 MAPLE GROVE ROAD  
5:30 PM – In Person and Zoom*

1. **ROLL CALL**
2. **MINUTES** – Approval or Correction
  - a. July 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)
  - a. Duluth Water Rate Information
  - b. WLSSD Discharge Monitoring
  - c. WLSSD 2022 Budget & Public Hearings
  - d. WLSSD Capacity Allocation Permit
5. **OLD BUSINESS** (*None*)
6. **NEW BUSINESS**
  - a. 2022 Utility Budget
  - b. Ronald Johnson Sewer Discount Request 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  
July 15, 2021  
5:30 PM  
This meeting was conducted in person and via Zoom.**

**ROLL CALL** Jim Samberg, William Berg, Howard Jacobson, Doug Kerfeld

**ABSENT:** Rob McLachlan, Counselor Grant Hauschild

**VISITORS** Kevin Orme, Director of Finance and Administration; Paul Senst, Public Works Director and Lindsay Townsend, Utility Billing Clerk

**MINUTES**

Motion by Jim Samberg to approve minutes of the June 17, 2021 meeting, seconded by William Berg. All ayes, motion 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)

- a. *WLSSD Discharge Monitoring – placed on file*
- b. *Water System Leak Survey Report 2021 – placed on file*

**OLD BUSINESS**

- a. *Utility Ordinance – Clean copy of updated utility ordinance was provided to commission. Commission supports changes made and approves for reading to City Council on August 2, 2021 and August 16, 2021.*

**NEW BUSINESS**

- a. *Proposed Fee Schedule Changes for 2022 – Jim Samberg asked when the Duluth increase contract is up. Kevin Orme is going to get a copy of the contract for next meeting for review. Jim Samberg also asked about the reasoning behind raising rates for contractor licenses and permits. Paul Senst explained that in the last couple of years helping contractors has become more extensive and the rate increase will help with covering the cost of the Public Works employees time to accommodate the contractors. Jim Samberg also had a question about the “Assessment Construction Administrative Fee” which is listed at 3.5% for 2021. Need to ask John Mulder about this fee for 2022. Will be reporting back at the August 19, 2021 Utility Commission Meeting. Motion by Jim Samberg to approve proposed fee schedule changes for 2022, seconded by Howard Jacobson. All ayes, motion carried.*

## REPORTS

- a. Budget to Actual Expenditure Report – *Report was attached.*
- 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*

## COMMISSION MEMBERS REPORT

- a. Jim Samberg: *No report.*
- b. William Berg: *No report.*
- c. Robert McLachlan: *Absent.*
- d. Doug Kerfeld: *No report*
- e. Howard Jacobson: *No report.*
- f. Councilor Grant Hauschild: *Absent*

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

Minutes prepared by:  
Lindsay Townsend, Utility Billing Clerk

**RESOLUTION NO. 18PUC-003**

**RESOLUTION AMENDING RESOLUTION 17PUC-004  
ESTABLISHING WATER RATES TO MODIFY RATES  
CHARGED TO POLITICAL SUBDIVISIONS EFFECTIVE  
MAY 1, 2018.**

RESOLVED by the Duluth Public Utilities Commission (the "Commission") that the Commission hereby makes the following Finds of Fact:

- 1.) On September 19, 2017, the Commission approved 17PUC-004 establishing rates to be charged to all customers of the water utility of the city of Duluth including those customers constituting political subdivisions outside the city as set forth in Section 3 of said resolution.
- 2.) That upon further study, it has been determined that the rates established for political subdivisions outside the city of Duluth do not reasonably reflect the cost of providing water service to them and that those rates should be modified as hereinafter set forth.

FURTHER RESOLVED, that effective with the water meter readings after April 30, 2018, Section 3 of 17PUC-004 establishing the rates to be charged to customers of the water utility of the city of Duluth which are political subdivisions outside the city shall be amended as follows:

3. Political Subdivisions outside City:

Rates charged for water furnished to political subdivisions outside the corporate limits of the city will be by individual contract, and such customers shall be charged the following per 100 cubic feet (CCF):

Political Subdivision	Effective May 1, 2018	Effective January 1, 2019	Effective January 1, 2020	Effective January 1, 2021	Effective January 1, 2022	Effective January 1, 2023
Hermantown	\$3.02	\$3.42	\$3.58	\$3.75	\$3.93	\$4.11
Proctor	\$3.02	\$3.86	\$4.04	\$4.23	\$4.43	\$4.64
City of Rice Lake	\$3.02	\$3.30	\$3.45	\$3.62	\$3.79	\$3.97

Approved by the DPUC:

March 20, 2018

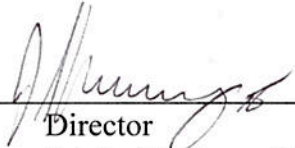
(date)

Submitted to City Council:  
(where appropriate)

March 21, 2018

(date)

ATTEST:

  
\_\_\_\_\_  
Director  
Public Works and Utilities  
City of Duluth

**STATEMENT OF PURPOSE:**

This resolution amends volumetric charges for political subdivisions outside Duluth city limits as of May 1<sup>st</sup>. Revised rates reflect their share of costs, including capital expenses, based on consumption. Political subdivisions will still be subject to annual 4.7% increases through 2023 as approved by Resolution No. 17PUC-004 and any subsequent increases approved by the Commission unless otherwise stated.

This resolution sets water rates effective with meter readings after April 30, 2018.

# COUNCIL

00-0745R

RESOLUTION AUTHORIZING AN AGREEMENT WITH THE CITY OF HERMANTOWN FOR THE SALE OF A MAXIMUM DAILY AVERAGE OF 75,000 CUBIC FEET OF WATER.

BY COUNCILOR FENA:

RESOLVED that the proper city officials are hereby authorized and directed to execute an agreement with the city of Hermantown authorizing the sale of a maximum daily average of 75,000 cubic feet of water to Hermantown for a consideration as set forth in the rate schedule of said agreement; said agreement filed as Public Document No. 00-1113-27. Monies received under this contract shall be deposited in the Water Utility Fund No. 510.

Resolution 00-0745 was unanimously adopted.

Approved NOV 13 2000  
Gay E. Dwyer MAYOR

Approved:

R Larson  
Department Director

Approved for presentation to council:

[Signature]  
Administrative Assistant

Approved as to form:

John E. Smedley  
Attorney  
ATTY. JES:nmj 10/31/00

Approved:

Genevieve A. Stark  
Auditor

STATEMENT OF PURPOSE: The current rate structure for the cities of Proctor and Hermantown and town of Rice Lake was established by a 1978 water rate study. Periodically, since then, rates have been increased to compensate for inflation and water system improvements.



Discussion in early 1997 with our neighboring municipalities led to the department contracting with Progressive Consulting Engineers (PCE) in May, 1997 to perform a cost of service water rate study. The study was commissioned to determine the city of Duluth's revenue requirements from the cities of Proctor and Hermantown and town of Rice Lake. The study was performed in cooperation with PCE and the four municipalities. The rates (on page 5) in each contract are the result of the 1997 study which was recently updated in January, 2000 by PCE. based on historic water usage, the water rates reflect the system cost of providing service to Proctor, Hermantown and Rice Lake. Each agreement is for a term of 10 years and contains rate adjustment mechanisms for adjusting the rates over time.

**COUNCIL COPY**

**WATER SERVICE AGREEMENT**

To City Council NOV 13 2000  
Pub. Doc. No. 00-1113-27

BETWEEN THE CITY OF DULUTH AND THE CITY OF HERMANTOWN

THIS AGREEMENT, made this \_\_\_\_ Day of \_\_\_\_\_, 2000, by and between the CITY OF DULUTH, a municipal corporation of St. Louis County, Minnesota, hereinafter called "Duluth", and the CITY OF HERMANTOWN, a municipal corporation of St. Louis County, Minnesota, hereinafter called "Hermantown".

In consideration of the mutual covenants herein contained, the parties hereto agree as follows:

1. Scope of Agreement.

A. That for a period of ten (10) years from the date of execution of this Agreement, Duluth agrees to sell water to Hermantown up to a maximum daily average of 75,000 cubic feet during any thirty (30) day period or should the City of Duluth institute daily readings of the City of Hermantown's water meter then up to a maximum daily amount of 75,000 cubic feet during any twenty-four (24) hour period, from its water supply system; and Hermantown agrees to pay for such water in accordance with water rates established by resolution of the Duluth City Council. No change in the water rates applicable to Hermantown shall be adopted until after notice of such proposed change is given to Hermantown.

Delivery of water in excess of the above amounts, on a permanent basis, is contingent upon Hermantown paying for its share of the necessary system improvements as determined by a water study.

B. Hermantown may request the purchase of water in excess of the maximums specified in paragraph A., above, by filing an application with the Director of Public Works and Utilities requesting an additional water supply. Such Director shall permit the sale of such additional water to Hermantown if he is satisfied that the sale of such additional water will in no way impair or affect the ability or efficiency of Duluth's water utility, using the existing water utility system, to supply the demands of its inhabitants for water to be used for domestic, commercial, industrial or firefighting purposes, including a reservation for potential future commercial and industrial expansion. If any such request by Hermantown for additional water supply is granted by Duluth, the water rates applicable to Hermantown shall be adjusted to reflect the costs of any system

changes necessitated by the increased demand for water by Hermantown.

C. Notwithstanding the provisions of paragraphs A. And B. above, Hermantown agrees that it is subject to the terms of any water allocation plan established by Duluth to cope with water shortages which may be experienced in the future, and agrees that the amount of water it may be permitted to purchase from the Duluth water utility may be reduced in accordance with such an allocation plan. Duluth agrees that any such water allocation plan will treat Hermantown in the same manner as areas in the City of Duluth that are in the proximity of Hermantown and are at the same general altitude.

2. Hermantown to Provide Its Own Distribution Facilities. For the reception by Hermantown of the water to be supplied by Duluth, Hermantown hereby agrees that it shall, at its own cost and expense, design, plan, lay, install, construct, maintain and keep in repair all water mains and other facilities which it needs to receive the water which it distributes and sells to its customers.

3. Measurement of Water, and Payment Therefor. All water supplied by Duluth to Hermantown under this Agreement shall be measured by and through suitable water meters owned by the City of Duluth.

Hermantown, or any duly authorized agent thereof, shall have the right, upon reasonable notice given to the Director of Public Works and Utilities of Duluth, to inspect and check such meters during business hours of the water utility.

A statement shall be submitted monthly by Duluth to Hermantown for water delivered during the preceding month; and payment thereafter shall be made by Hermantown on or before the payment due date specified on the statement. Such payments shall be credited to the Public Utility Fund.

4. Hermantown Facilities Must Conform with State and City Regulations. Hermantown shall design, plan, lay, install, construct, maintain and keep in repair its facilities for the distribution and supply of water to its inhabitants so that such facilities shall at all times strictly conform with all rules and regulations issued or promulgated by the Minnesota Department of Health, and the laws of the State of Minnesota. Hermantown shall file with the Chief Engineer - Utilities, of Public Works and Utilities of Duluth a certificate or other written evidence of the approval of such facilities as required from time to time by the Minnesota Department of Health.

5. Cross Connections Between Hermantown Water Supply and Other Sources of Supply Forbidden. Hermantown shall not allow, suffer or permit any person to make a direct cross connection or to allow one to exist for any purpose whatsoever between Hermantown's water supply and any other source of supply in Hermantown or cause a cross connection to be made or one to exist between its water supply and any piping system transporting water from any other source of supply whatsoever which has been subjected to contamination by storage in an unsanitary container, such as uncovered and improperly constructed pools, reservoirs, storage tanks and standpipes. Hermantown supply lines discharging to improperly constructed pools, reservoirs, storage tanks, standpipes and unsanitary containers or piping shall be piped in such a manner as to prevent the discharge or siphoning back of the water or material therein contained into the Hermantown supply line. There shall be no physical provision for any connection which is prohibited by Chapter 48 of the Legislative Code of the City of Duluth.

6. Hermantown to Adopt and Enforce Certain Regulations. Hermantown shall adopt and strictly enforce all such resolutions, ordinances or regulation, as the case may be, as may be necessary to give full effect to the stipulations contained in paragraph 5, next above, and shall specifically enforce all regulations in the State Plumbing Code and Minnesota Department of Health public water supply regulations relating to backflow preventers and other anti-siphonage devices.

7. Duluth Not to Be Liable for Failure to Supply Water Under Certain Conditions. Duluth shall exercise due diligence in operating its water utility, and if it be prevented from delivering water wholly or in part, or Hermantown be prevented from receiving water wholly or in part, by any cause not reasonable within its control, including, without limiting the generality of the foregoing, fire, explosion, flood, strike, unavoidable accident, rupture of pipe resulting from temperature change or ground disturbances, Federal or State interference, the parties hereto agree (except in case of a practically total suspension of their respective operations) diligently to put their respective works in condition again to supply or to receive water, as the case may be. Neither Duluth nor Hermantown shall be liable for any damage or loss resulting from such interruption or suspension.

8. Liability for Negligence. Hermantown shall indemnify and hold Duluth harmless from any and all loss of damage sustained, and from any and all liability incurred by Duluth, by reason of any act of Hermantown, its agents or employees, in the receiving, use or application of such water after the water reaches Hermantown facilities, unless the same shall be

due to the negligence of Duluth, its agents or employees; and Duluth shall indemnify and hold Hermantown harmless from any and all loss or damage sustained, and from any and all liability incurred by Hermantown, by reason of any act on the part of Duluth, its agents or employees, in the distribution, use or delivery of such water prior to reaching Hermantown's facilities, unless the same be due to the negligence of Hermantown, its agents or employees.

9. Termination of Agreement. If Hermantown shall for ninety (90) consecutive days default in the payment for water billed to it by Duluth, as hereinabove specified, Duluth may at its option shut off such supply of water, and it may, after the lapse of such ninety (90) day period, and without further notice to Hermantown terminate this Agreement. Failure or neglect on the part of Duluth either to shut off the supply of water or to terminate this Agreement, as in this paragraph specified, shall not be deemed to be an abandonment or waiver by, or an estoppel against, Duluth to proceed with appropriate action at law or suit in equity to enforce against Hermantown the collection of any monies due or to become due to Duluth under the terms of this Agreement. Delinquent payments shall bear interest at the rate of sixteen percent (16%) per annum from date of billing.

10. Renewal of Agreement. This Agreement shall be automatically renewed on a year to year basis at the end of the ten (10) year period provided for in paragraph 1A., above, unless terminated by either party by giving notice in writing at least twelve (12) months prior to the next yearly period.

11. Rates. (a) The phase-in dates and accompanying percentage rate decreases are as follows:

	12/1/00	12/1/01		TOTAL
First 100,000 cu.ft.:	-6%	-2%	=	-8%
100,000-300,000 cu.ft.:	-6%	-2%	=	-8%
300,000+ cu.ft.:	-6%	-2%	=	-8%

NOTE: See Rate Implementation Schedule (on the next page) for actual rates.

(b) The rate implementation schedule is as follows:

PROGRESSIVE CONSULTING ENGINEERS  
 COST OF WATER SERVICE STUDY  
 1997  
 CITY OF HERMANTOWN  
 WATER RATE IMPLEMENTATION SCHEDULE

	Current Rate	12/1/00	12/1/01
First 100,000 cu.ft.: (Step 1)	<u>1/2/97</u> 1.96	1.84	1.80
Next 200,000 cu.ft.: (Step 2)	1.74	1.63	1.60
Over 300,000 cu.ft.: (Step 3)	1.57	1.47	1.44

(c) Any additional rate adjustments during the term of this contract, unless preceded by a cost of service/rate study, shall not be any percentage more or less for the City of Hermantown than for the general rate for the City of Duluth.

(d) The City of Duluth will continue to use generally accepted accounting principles for accurately determining costs, including the allocation of costs of other City departments that affect the Water Fund.

12. Notices. Notices to Hermantown under this Agreement shall be mailed to, or personally delivered to, the City Clerk, City Hall, City of Hermantown, Minnesota; and notices to Duluth shall be mailed to, or personally delivered to, the Director of Public Works and Utilities of the City of Duluth, 414 West First Street, Duluth, Minnesota.

This Agreement shall be binding upon and inure to the benefit of the respective successors and assigns of Duluth and Hermantown.

IN WITNESS WHEREOF, the parties hereto have executed the Agreement the day and year first above written.

Countersigned:

CITY OF DULUTH

By \_\_\_\_\_  
City Auditor

By \_\_\_\_\_  
Its Mayor

Attest: \_\_\_\_\_  
Its Clerk

Approved as to form this \_\_\_\_\_  
day of \_\_\_\_\_, 2000

By SM 10-13-00  
City Attorney

CITY OF HERMANTOWN

By [Signature]  
Its Mayor

Attest: [Signature]  
Its Clerk



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



## Western Lake Superior Sanitary District

July 20, 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 June 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 June was 33 MGD.

The average influent cBOD5 concentration was 188 mg/L and the average effluent concentration was 5.2 mg/L. The cBOD5 removal efficiency for the month of June was 97 percent. The average influent and effluent suspended solids concentrations were 196 mg/L and 3.5 mg/L, respectively, providing a monthly suspended solids removal rate of 98 percent.

For the month of June, the effluent phosphorus calendar month average concentration was 0.5 mg/L and the average mass was 61 kg/d, compared to the respective calendar month average limits of 1.0 mg/L and 115 kg/d.

For the month of June, the effluent's daily maximum mercury concentration was 1.2 ng/L and the monthly average was 1.0 ng/L. In milligrams per day, the calendar month average mercury was 127 mg/d, and the daily maximum was 143 mg/d. Permit requirements for mercury were met for the month of June.

WLSSD's NPDES permit expired May 31, 2021, and included a mercury variance with 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 was 1062 and the daily maximum limit was 1355. WLSSD applied for a mercury variance on October 20, 2019 with permit reapplication.

On June 1, 2021 per section 5.4.53 of the expired permit, limits became effective for the daily maximum and monthly average concentrations of total mercury in the effluent; e.g. 3.2 and 1.8 ng/L respectively. WLSSD proactively submitted a notification letter to the MPCA on May 6, 2021 that identified and discussed the NPDES/SDS permit compliance challenges it was going to face in meeting the new mercury limits.



Page 2

July 20, 2021

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

Sincerely,



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



2626 Courtland Street  
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phone 218.722.3336  
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21-137

Rec'd  
8-2-21

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**Western Lake Superior Sanitary District**

July 29, 2021

City of Hermantown  
Mr. John Mulder, City Administrator  
5105 Maple Grove Rd  
Hermantown, MN 55811

**Re: WLSSD 2022 Budget and Notice of September 13, 2021 Capital Budget and Solid Waste Management Fee Public Hearings**

Dear Mr. Mulder,

The District is developing its budget for calendar year 2022. This process will involve a detailed analysis of needed capital improvements as well as projected operating budgets to support current and planned solid waste and wastewater operating programs.

Enclosed is a copy of the 2022 budgeting schedule that will be followed by District Board and staff over the next few months. As you can see, this process will involve input and review by the WLSSD Board and Committee of the Whole at several key points. You are invited to attend or send representatives to these meetings. The specific date and time of the meetings will be established well in advance of the actual meetings. Should this schedule be changed, you will be promptly notified by mail. **This letter also serves as notice that the public hearings on the Solid Waste Management Fee and the wastewater capital budget in an amount not to exceed \$21,854,000 will be held on September 13, 2021 beginning at 4 pm in the WLSSD Board Room located at 2626 Courtland Street, Duluth.**

If you have any questions regarding the budgeting process, please feel free to contact me at 740-4788, or by e-mail at [cathy.remington@wlssd.com](mailto:cathy.remington@wlssd.com).

Sincerely,

Cathy A. Remington  
Director of Finance



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

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## **Western Lake Superior Sanitary District 2022 Budget Schedule**

**August 18 (Wednesday) – Finance Committee Meeting to review the 2022 O&M and draft of Wastewater and Solid Waste Capital budgets**

**August 23 (Monday) – Committee of the Whole Meeting to review the 2022 O&M and draft Wastewater and Solid Waste Capital budgets**

**September 8 (Wednesday) – If needed, Finance Committee review of the O&M and Capital budgets**

**September 13 (Monday) – Public Hearing on Solid Waste Management Fee**

**September 13 (Monday) - Public Hearing on Capital Budget (must be held before projects are authorized)**

**September 22 (Wednesday) – Finance Committee review of the total District budget**

**September 27 (Monday) – Committee of the Whole review of the total District budget**

**September 27 (Monday) – Certification to County Auditors of the Solid Waste Management Fee**

**September 27 (Monday) – 2022 Budget Approved by WLSSD Board**

– Latest date for approval is Friday, October 29, 2021



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

21-139

Rec'd  
8-4-21

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## Western Lake Superior Sanitary District

August 2, 2021

Re: Capacity Allocation Permit (2022-2026) Reissuance for Review and Signature

Dear Mr. John Mulder:

As you are aware, your Capacity Allocation Permit for 2016 – 2020 is set to expire. Your existing permit was extended to 12/31/21 due to the COVID-19 pandemic but has now been reevaluated for the next permit period of 2022-2026. District staff has reviewed the existing allocation permit limits against your actual flows and loads and have updated permit limits accordingly for 2022 – 2026. These permit limits represent the maximum discharge of flow, peak flow, biochemical oxygen demand (BOD) and total suspended solids (TSS) allocated to you based upon total WLSSD facility capacity. These allocations also form the basis for debt service payments.

The enclosed packet includes:

- 1) A copy of the WLSSD Capacity Allocation Ordinance.
- 2) Your historic allocations for the period of 2011-2015 and 2016-2021, your historic flow and loads for 2015-2020, and your proposed allocation limits for 2022 – 2026.
- 3) A Capacity Allocation Permit for 2022 – 2026 with proposed flows and loads for your review.
- 4) Special conditions related to your permit.

If you do not have changes to the proposed allocations, please sign the enclosed permit and return by mail no later than **August 31, 2021**. If you have changes to the proposed allocations, have questions upon review of the enclosed information or wish to meet individually with District staff in this regard, please contact Dan Belden at 218-740-4774 or Sam Lobby at 218-740-4787 prior to August 11, 2021.

Sincerely,

Marianne Bohren  
Executive Director

**WASTEWATER TREATMENT  
CAPACITY ALLOCATION ORDINANCE  
As Amended, August 28, 2017**

**SECTION 1  
Authority and General Provisions**

**Section 1.1. Authority.**

This Ordinance is adopted by the Western Lake Superior Sanitary District ("District") pursuant to Chapter 458D, and other provisions of Minnesota Law and is declared necessary for the efficient, economic and safe operation of the Treatment Works and for the protection of the health, safety, and general welfare of the public throughout the District.

**Section 1.2. Purpose.**

The Treatment Works have limited or finite capacity, both in a physical sense and from the standpoint of achieving acceptable wastewater treatment. The purpose of the rules and regulations established in this Ordinance is to recognize the finite capacity of the Treatment Works and to provide a system of allocating on a periodic basis that capacity among Users. This will allow the District to comply with provisions of its National Pollutant Discharge Elimination System permit and other provisions of applicable state and federal law.

**Section 1.3. Definitions.**

All terms in this Ordinance shall have the meaning hereinafter established, unless otherwise expressly provided or clearly indicated by the context:

**Act** - The Federal Water Pollution Control Act (PL92-500), also known as the Clean Water Act, as amended, 33 U.S.C. 1251, et. seq.

**Actual Biochemical Oxygen Demand (BOD)** - The total quantity of Biochemical Oxygen Demand (BOD) discharged by a User during a calendar day (24-hour period) in pounds based on measurement determined and recorded by WLSSD.

**Actual Flow** - The total quantity of Wastewater discharged by a User during a calendar day (24-hour period) in million gallons per day (MGD) based on measurement determined and recorded by WLSSD.

**Actual Peak Flow** - The highest one-hour wastewater flow rate measured in million gallons per day (MGD) actually discharged by a User within any

individual clock hour (60-minute average) of any calendar day (24-hour period) based on measurement determined and recorded by WLSSD.

Actual Total Suspended Solids (TSS) - The total quantity of Total Suspended Solids (TSS) discharged by a User during a calendar day (24-hour period) in pounds based on measurement determined and recorded by WLSSD.

Agreement, Capacity Allocation - The Capacity Allocation Agreement ("Agreement") is that Agreement (also known as a Participation Agreement) previously made between the District and a User to permit the User to discharge a Permitted Share of Flow or Load to the Treatment Works.

Average Dry Weather Flow - The flow in a sanitary sewer during periods of dry weather in which the sanitary sewer is under minimum influence of inflow and infiltration. The average daily flow in the month of January is typically used.

Board (or WLSSD Board) - The governing body of the WLSSD.

BOD - Five (5) day Biochemical Oxygen Demand of Wastewater, as determined under standard laboratory procedures as set forth in the latest edition of Standard Methods for the Examination of Water and Wastewater, published jointly by the American Public Health Association, the American Water Works Association and the Water Environment Federation. BOD is measured in milligrams per liter and is monitored as pounds discharged during a calendar day (twenty-four (24) hours).

Debt Service - The principal and interest necessary to pay bonded indebtedness and any other indebtedness of the District.

Debt Service Costs - All costs incurred by the District in paying Debt Service.

Design Capacity - Capacity of the Treatment Works to collect and treat Wastewater consistent with all requirements of the Act, the NPDES Permit and all other requirements established by the Board and otherwise without incurring unreasonable operating expense or causing damage to the Treatment Works. The listed specifications for Flow, TSS and BOD (plant design capacity) and Peak Flow (present hydraulic capacity as documented in the April 2001 Effluent Quality Plan) represent the maximum amount of capacity that can be permitted without compromising plant performance. Current plant capacity specifications are as follows:

Flow – 48.4 Million gallons per day (MGD)  
Peak Flow – 100.0 Million gallons per day (MGD)  
TSS – 112,000 lbs/day  
BOD – 121,000 lbs/day

Plant capacity specifications can, and may, be modified should capital investment or aging infrastructure expand or reduce plant capacity.

Director - The person occupying the position of Executive Director of the District or the designee of the Executive Director.

Discontinued User - A User that goes out of business or otherwise discontinues discharging Wastewater to the District.

Flow - The total quantity of Wastewater discharged during a calendar day (24 hours) to the Treatment Works.

Influent - Wastewater entering the Treatment Works.

Load - Quantities of Wastewater components such as BOD and TSS, or other constituents that may be established from time to time for the Treatment Works.

NPDES Permit - A discharge permit issued to the District for operation of its wastewater treatment facilities pursuant to the National Pollutant Discharge Elimination System established under the Act.

Operation and Maintenance Costs - The cost of operation, maintenance and administration of the Treatment Works, together with, unless otherwise apportioned by the District, costs expended by the District for pollution prevention, the District's planning functions, and the District's regulatory programs, together with capital costs not funded with borrowed funds. Operation and Maintenance Costs do not include Debt Service and Debt Service Costs.

Operation and Maintenance Rate (or O & M Rate) - The separate rates established by the Board from time to time applicable to Flow; BOD, TSS or other constituents, respectively.

Permit - Means the permit issued by the District to the User for an Allotted Share of Peak Flow, Flow and components of Load to the User, and defining such other conditions for discharge to the Treatment Works as determined by the District, as described in Section 3 hereof.

Permitted Biochemical Oxygen Demand (BOD) - The total quantity of Biochemical Oxygen Demand (BOD) allowed to be discharged by a User during a calendar day (24-hour period) measured in pounds.

Permitted Flow - The total quantity of Wastewater allowed to be discharged by a User during a calendar day (24-hour period) under normal conditions measured in million gallons per day (MGD).

**Permitted Peak Flow** – The highest one-hour wastewater flow rate measured in million gallons per day (MGD) allowable per User within any individual clock hour (60-minute average) of any calendar day (24-hour period) as identified in the User's Capacity Allocation Permit. This value is determined by averaging on a five-year basis the Average Dry Weather Flow for each municipal customer and applying the wet weather Municipal Peak Flow Standards (attached) as included in the WLSSD Comprehensive Wastewater Services Plan. For industrial customers the Permitted Peak Flow rate is based upon the remaining hydraulic capacity of the WLSSD system.

**Permitted Share** - The quantity of Permitted Flow, Permitted Peak Flow, Permitted BOD and Permitted TSS that are allowed or allotted a User in the manner provided for in this Ordinance.

**Permitted Total Suspended Solids (TSS)** – The total quantity of Total Suspended Solids (TSS) allowed to be discharged by a User during a calendar day (24-hour period) measured in pounds.

**Residuals Disposal** - The disposal of solids and associated liquids removed from Wastewater.

**TSS** - Total Suspended Solids of Wastewater as determined under laboratory procedures set forth in the latest edition of Standard Methods for the Examination of Water and Wastewater, published jointly by the American Public Health Association, the American Water Works Association, and the Water Environment Federation. TSS is measured in milligrams per liter and is monitored as pounds discharged for a calendar day (twenty-four (24) hours).

**Treatment Works** - The entire wastewater system operated by the District including, but not limited to, the interceptors, pumping stations, sampling and flow monitoring stations, the wastewater treatment plant, effluent discharge and Residuals Disposal facilities and any other equipment of the District in any way connected with or utilized in the treatment of Wastewater.

**User** - The cities of Duluth, Proctor, Hermantown, Cloquet, Carlton, Rice Lake, Scanlon and Wrenshall, the townships of Midway, Thomson and Twin Lakes, Jay Cooke State Park, the Pike Lake Area Wastewater Collection System, the Duluth North Shore Sanitary District, the Village of Oliver, Wisconsin, and the Knife River-Larsmont Sanitary District. Any other person, firm, corporation or other entity or organization of any kind or nature, whether a municipal or local governmental entity or a state or federal entity, agency or subdivision which discharges directly to the Treatment Works and is not a customer of another governmental entity.

**Wastewater** - The words "wastewater" and "sewage" are used interchangeably herein and have the following meaning: all liquid or water-carried waste products from whatever source derived, together with such



groundwater infiltration and surface water inflow as may be present, which enters or is intended to enter the Treatment Works.

Wastewater Collection System - The network of interceptor sewers owned and operated by the WLSSD.

WLSSD (or District) - The Western Lake Superior Sanitary District, a public corporation and political subdivision of the State of Minnesota, existing under the authority of Chapter 458D.

## **SECTION 2 Regulations**

### **Section 2.1. Establishment of Treatment Capacity Allocation System.**

No User shall discharge to the Treatment Works any quantity of Wastewater without first obtaining a Permit from the District pursuant to the requirements and provisions of this Ordinance.

### **Section 2.2. Board Allocates Treatment Capacity.**

A. Allocation. The Board, in its discretion, shall on a periodic basis in the manner and subject to the limitations set forth in this Ordinance, provide for the allocation of capacity of the Treatment Works among the Users. In allocating capacity, the Board may take into account the Permitted Share of all Users during the previous five years, projected or anticipated increases in Actual Flow, Actual Peak Flow, Actual TSS and Actual BOD of all Users, the anticipated requirements of potential new Users and such other factors as in the judgment of the Board will fairly allocate capacity among both current and potential Users. The Board may afford each User the opportunity to present information about the User's anticipated capacity needs during the period of the Permit. The District shall make a preliminary allocation of capacity to apply during the period of the Permit and advise each User of that preliminary allocation. The User may accept such allocation or request a higher or lower allocation. Thereafter the Board shall make a final allocation determination specifying the Permitted Share of each User, which shall be incorporated in the User's Permit.

B. Board Reallocation During Permit Period. If, during the period a Permit is in effect, the Board determines that during the balance of the Permit period the User will not utilize all of its Permitted Share and determines that another User or potential User has need for capacity, or the Board determines that the User is frequently exceeding its Permitted Share, the Board shall have the right but not the obligation to adjust the User's Permitted Share up or down consistent with the Board's new findings as to the User's Permitted Share for the balance of the period of the Permit. Prior to making a determination as allowed hereunder, the Board shall afford the existing User the opportunity to present

information about that User's capacity needs during the balance of the period of the Permit. The Board may, to the extent that the Design Capacity of the Treatment Works allows, assign the User an increased Permitted Share for the remainder of the Permit period or for a new Permit period.

C. User Requested Capacity Adjustment. During the period of the Permit, any User that projects a significant increase or decrease in Flow and Load from the User's Permitted Share may petition the Board for an increase or decrease in Permitted Share. The petition shall include sufficient factual information to enable the Board to determine the User's Permitted Share needs, the parameters thereof, and such other information as to the User's process as may be requested by the Board. The Board may, to the extent that the Design Capacity of the Treatment Works allows, modify the User's Permitted Share for the remainder of the Permit period or for a new Permit period.

D. Correction of Errors. If during the period of the Permit the District concludes that the User's Permitted Share was calculated in error, the Board may correct the error and adjust the User's Permitted Share. The maximum period of a retroactive adjustment is up to twelve months from the date of correction of the error. The period of retroactive adjustment shall be determined in the discretion of the Director.

E. New Users. Potential new Users may petition the Board for Permitted Share. The petition shall contain the information specified in Subsection 2.2.C. above. The Board, in acting on such petition, shall follow the procedure set forth in Subsection 2.2.C. above.

**Section 2.3. Discharge in Accordance with Allocation.** All Users shall be permitted to discharge Flow and Load to a maximum of the User's Permitted Share at the O & M Rates then in effect.

**Section 2.4. Cost Apportionment.** The Board will adopt a cost apportionment policy establishing a framework for apportioning Operation and Maintenance Costs and Debt Service Costs among the Users, which policy may be modified from time to time.

A. Allocation of Operation and Maintenance Costs. The Board will implement the cost apportionment policy by resolution, specifically prescribing the method of apportioning Operation and Maintenance Costs among all of the Users of the Treatment Works. The District will apportion Operation and Maintenance Costs among the Users based upon the operation and maintenance component of the District's cost apportionment policy. Such apportionment shall be based upon each User's Permitted Share, subject to the discretion of the Director.

B. Allocation of Debt Service and Debt Service Costs. The Board will adopt a resolution implementing the cost apportionment policy and specifically prescribing the method of apportioning Debt Service and Debt Service Costs among all of the Users of the Treatment Works. Each User shall, at a minimum, be responsible for that portion of District Debt Service incurred or for which the District became obligated during the period of each particular Capacity Allocation Agreement or Permit equal to the User's Permitted Share as assigned to the User for that period (whether or not such User actually discharges Flows and Loads to the maximum of the User's Permitted Share).

C. Continuing Debt Service Obligation of Discontinued User. A Discontinued User shall continue to pay its share of Debt Service until all Debt Service Costs for debt existing at the time of the start of such User's first Capacity Allocation Agreement or Permit and all debt incurred during the subsequent period during which such User discharged Wastewater to the Treatment Works has been paid. The Discontinued User shall have no ownership interest in or rights to the unused capacity upon which the Discontinued User pays Debt Service. If there is another User that requires capacity the Board may, but shall not be required to, reallocate all or a portion of the Permitted Share of the Discontinued User to such other User and to make adjustments in the Debt Service obligation of the Discontinued User to the extent deemed reasonable and appropriate by the Board.

#### **Section 2.5. User Operating Upsets.**

A. Any User that experiences an upset in operations that places the User in a temporary state of noncompliance with this Ordinance or its Permit shall inform the Director immediately upon first awareness of commencement of the upset.

B. Where such information is given orally, a written follow-up report may be requested by the Director and shall be filed by the User with the District within five (5) days, providing the following:

- (1) Description of the upset, the cause thereof and the upset's impact on a User's compliance status;
- (2) Duration of noncompliance, including exact dates and times of noncompliance, and if the noncompliance continues, the time by which compliance is reasonably expected to occur; and
- (3) All steps taken or to be taken to reduce, eliminate, and prevent reoccurrence of such an upset or other conditions of noncompliance.

**SECTION 3**  
**Capacity Allocation Permit**

**Section 3.1. Permit Required.**

All Users now existing, together with any person, firm, corporation or other entity, whether municipal or otherwise, which hereafter becomes a User, are required to obtain a Permit from the District.

**Section 3.2. Permit Provisions.**

A. The Permit shall be subject to all provisions of this Ordinance and all other regulations and applicable fees established by the District. Permits shall be made for a specified time period, not to exceed five (5) years.

B. The Permit shall specifically include the following conditions as applicable:

(1) The User's Permitted Share of Flow and Load.

(2) Requirements for notification to the Director of any substantial change in the volume or characteristics of the Wastewater constituents being introduced to the District Treatment Works;

(3) Other conditions as deemed appropriate by the District to insure compliance with this Ordinance.

**Section 3.3. Permit Modifications.**

The terms and conditions of a Permit may be subject to modification by the Board pursuant to Section 2.2.

**Section 3.4. Permit Transfer.**

A. Permits are made with a specific User for a specific operation and are not assignable to another User or transferrable to any other entity or to any other location without prior written approval of the Board.

B. In the event there is a pending change in the ownership of the property, operations or premises for which a Permit applies, the owner shall notify the District of the pending change in ownership, and shall notify the expected owner of the provisions of the Permit and the rules and regulations contained herein.

C. A new owner shall petition the Board for a Permitted Share pursuant to Subsection 2.2.E. The Board may continue in effect the existing

Permit until its expiration date, subject to such modification as the Board determines to be required, or issue a new Permit.

## **SECTION 4 Enforcement**

### **Section 4.1 Suspension of Service.**

A. The Director may suspend or limit wastewater treatment service and the quantity of Flow and Load which may be discharged by a particular User or Users when the Director determines that such suspension or limitation is necessary in order to stop an actual or threatened discharge by the User which may present an endangerment to the health or welfare of persons, an endangerment to the environment, interfere with the operation of the Treatment Works, or cause the District to violate any condition of its NPDES Permit.

B. Any User notified of the suspension or reduction in wastewater treatment service or a reduction in the Flow and Load which may be discharged shall, within a reasonable period of time as determined by the Director, cease or reduce discharges to the Treatment Works. If determined to be necessary by the Director, the District may sever the sewer connection of the User to prevent or minimize damage to the Treatment Works or endangerment to any individuals.

C. The Director shall reinstate the wastewater treatment service or Permit upon proof by the User of the elimination of the non-complying discharge.

D. The provisions of Sections 4.3, 4.4 and 4.5 do not apply to a suspension of service under Section 4.1.

### **Section 4.2. Violation.**

A violation of this Ordinance occurs if the User:

- A. Fails to factually report the User's Flow or Load;
- B. Fails to report significant changes in the User's Flow or Load;
- C. Violates any conditions of the Permit; or
- D. Fails to comply with any of the provisions of this Ordinance, or applicable District, state and federal regulations.

### **Section 4.3. Notice of Violation.**

Whenever the Director finds that any User has violated this Ordinance, the Director shall serve or cause to be served upon such User a written notice stating

the nature of the alleged violation, any penalty to be imposed as a result of the violation, and any other proposed enforcement action. Service may be made on any agent, officer, or authorized representative of a User or by mail to the address of the User. Within thirty (30) days of the date of the notice, the User shall respond to the allegations in writing to the Director.

**Section 4.4. Order.**

After receipt of User's written response, the Director shall issue an administrative order ("Order") which shall include:

- A. a concise statement of the facts constituting the violation;
- B. reference to the provision of the Permit, this Ordinance, or applicable District, state and federal regulation that was violated;
- C. a statement of the amount of the civil penalty as provided in Section 5.2, any civil liability to be imposed as provided in Section 5.3, and any other enforcement action imposed as a result of the violation; and
- D. actions that must be taken by the User to comply with the Order.

**Section 4.5. Show Cause Hearing.**

If the Director's Order or a suspension of service under Section 4.1 requires the User to take an action, and the User does not timely comply, the Director may order any User which causes or allows such prohibited conduct to show cause before the Board why further enforcement action should not be taken. A written notice shall be served on the User specifying the time and place of a hearing to be held by the Board regarding the violation, the reasons why the enforcement action is being taken, and the proposed enforcement action. Notice of the hearing shall be served no less than ten (10) days before the hearing. Service may be made on any agent, officer, or authorized representative of a User or by mail to the address of the User. Proceedings of the hearing shall be considered by the Board which shall then issue a decision or order with respect to the alleged improper activities of the User. The decision or order of the Board shall be the final administrative determination.

**Section 4.6. Judicial Enforcement Proceedings.**

Following the entry of a decision or order by the Director under Sections 4.1 or 4.4, or the Board under Section 4.5, the attorney for the District may, following authorization of such action by the Board, commence an action for appropriate legal and/or equitable relief.

**Section 4.7. Appeals.**

Any person affected by any decision or order made by the Director in interpreting or administering the provisions of this Ordinance may file with the Director a written notice of appeal within ten (10) days after receipt of the decision or order of the Director. The appeal shall be heard and considered by the Board utilizing such procedure as the Board may establish. Notice of a scheduled hearing before the Board shall be mailed to the appealing User by the Director. The decision by the Board on such appeal shall be the final administrative determination.

**Section 4.8. Performance Bond.**

The Director may decline to reissue a Permit to any User which has failed to comply with the provisions of this Ordinance, any District orders, or a previous Capacity Allocation Agreement or Permit, unless such User first deposits a satisfactory bond, in a form acceptable by the District, payable to the District, in an amount determined by the Director to be necessary to achieve consistent compliance.

**SECTION 5  
Penalties**

**Section 5.1. Remedies Nonexclusive.**

The remedies provided for in this Ordinance are not exclusive. The Director may take any, all, or any combination of these actions against any User that is in violation of the Ordinance. However, the Director may take other action against any User when the circumstances warrant such action.

**Section 5.2. Civil Penalties.**

A. Any person who willfully or negligently violates any provision of this Ordinance or any provision of a Permit shall be subject to a civil penalty in an amount to be determined in the discretion of the Director but not more than \$1,000 for each violation.

B. Any person who continues any violation of any provision of this Ordinance or any provisions of a Permit beyond the time limit provided for in the Director's written notice of violation shall be subject to payment of a civil penalty in an amount to be determined in the discretion of the Director but not more than \$1,000 for each violation.

C. Each day in which a violation referred to in either Subsections 5.2 A. or B. continues shall be deemed a separate offense.

D. The civil penalty provided for hereunder may be recovered by the District in a civil proceeding in the State District Court.

**Section 5.3. Civil Liability.**

Any person discharging waste in violation of this Ordinance or of any provision or condition of a Permit shall be subject to civil liability to the District for any or all of the following:

- (1) The added costs to the District of handling the improper discharge;
- (2) The costs incurred by the District in correcting the violation, in repairing damage to the Treatment Works, and in cleanup of the unauthorized discharge; or
- (3) Any costs or penalties imposed upon the District by regulatory authorities by reason of the violating discharge.

The civil liability provided for hereunder may be recovered by the District in a civil proceeding in the State District Court.

**Section 5.4. Injunctions.**

Any violation of this Ordinance or any provision or condition of any Permit which causes, or threatens to cause, an imminent endangerment to the health or welfare of a person, an endangerment to the environment, or interference with the operation of the District's Treatment Works may be enjoined by the District as provided by law.

**Section 5.5. Interest.**

Interest at the rate established in Minn. Stat. § 549.09 begins to accrue on penalties under Section 5 of this Ordinance on the 31st day after the Order with the penalty was mailed or delivered to the User.

**SECTION 6  
Charges and Fees**

The District may adopt charges and fees to be imposed upon Users which may include:

- (1) Fees to recover costs incurred by the Board in establishing and maintaining the Capacity Allocation System and in issuing the Permits or renewals;



- (2) Fees for appeals; and
- (3) Other charges the District may deem necessary to carry out the requirements contained herein.

**SECTION 7**  
**Effective Date and Severability**

**Section 7.1. Severability.**

If any provision, paragraph, word, or section of this Ordinance is invalidated or held to be unconstitutional by a court of competent jurisdiction, the remaining provisions, paragraphs, words, or sections shall not be affected and shall continue in full force and effect.

**Section 7.2. Conflicts.**

All other ordinances and parts of other ordinances previously adopted by the District that are inconsistent or conflicting with any part of this Ordinance are hereby repealed to the extent of such inconsistency or conflict, except that nothing herein is intended to repeal or in any way modify the requirements of the Industrial Pretreatment Ordinance originally adopted by the Board on June 17, 1985, and revised and amended from time to time thereafter.

**Section 7.3. Adoption and Effective Date.**

This Capacity Allocation Ordinance was originally approved and adopted by the Western Lake Superior Sanitary District on the 30th day of October, 1995 and revised and amended from time to time thereafter. This Amended Ordinance shall be effective upon publication in a newspaper of general circulation in the District.

**WESTERN LAKE SUPERIOR  
SANITARY DISTRICT**

By: Ruth Janke  
Ruth Janke

Its: Chair

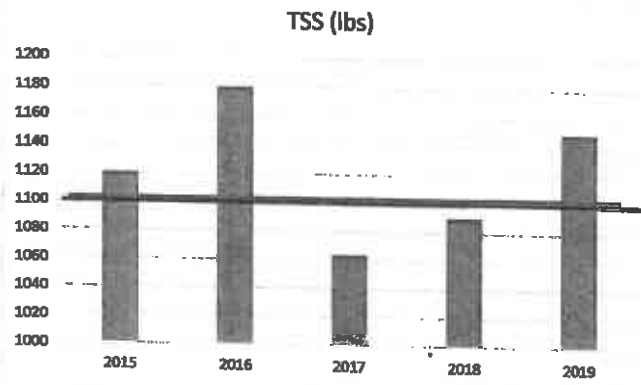
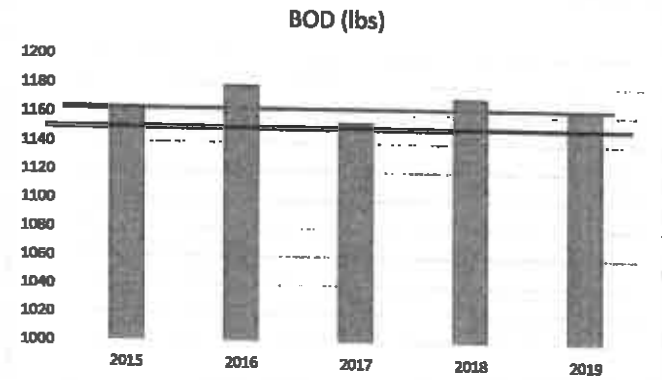
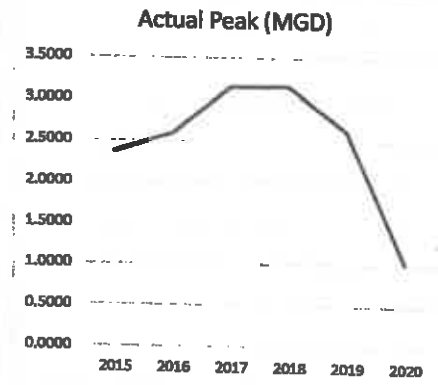
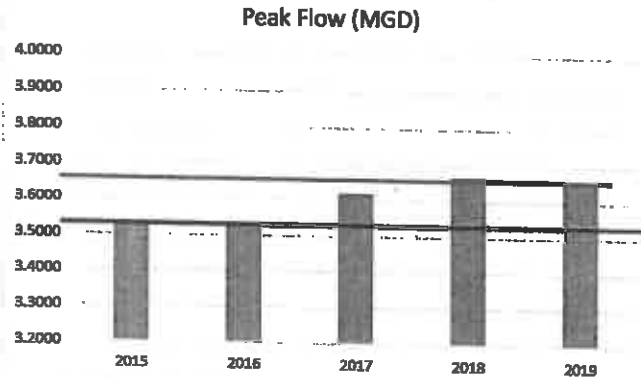
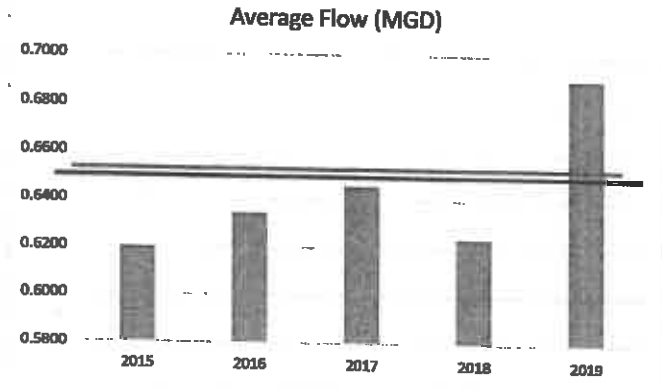
By: Dave Manderfeld  
Dave Manderfeld

Its: Secretary

### City of Hermantown

#### Historical Data

Measure	2015	2016	2017	2018	2019	2020	2021 Budget	2017-19 Avg	2011-2015 Allocation	2016-2021 Allocation	Proposed 2022-2026 Allocation
Average Flow (MGD)	0.6199	0.6345	0.6459	0.6241	0.6905	0.3730	0.6500	0.6535	0.7600	0.7600	0.7600
Peak Flow (MGD)	3.5300	3.5300	3.6200	3.6700	3.6600	3.8000	3.5300	3.6500	1.2820	3.5300	3.8000
BOD (lbs)	1165	1180	1155	1172	1164	605	1150	1164	1617	1600	1600
TSS (lbs)	1120	1180	1064	1091	1150	646	1100	1102	2036	1600	1600
Actual Peak (MGD)	2.3772	2.5866	3.1471	3.1603	2.6226	1.0166		2.9767			1600



**WESTERN LAKE SUPERIOR SANITARY DISTRICT  
WASTEWATER TREATMENT CAPACITY ALLOCATION**

**PERMIT**

This Wastewater Treatment Capacity Allocation Permit is issued as of the 1st day of January, 2022, by the Sanitary Board of the Western Lake Superior Sanitary District (the "District") to the City of Hermantown, Minnesota (the "User").

**User is authorized to discharge wastewater to the District Treatment Works only in accordance with the limitations, monitoring requirements, and other provisions and conditions set forth herein.**

**RECITALS**

A. Pursuant to its Enabling Legislation, now codified as Minn. Stat. Chapter 458D, the District has adopted an amended Wastewater Treatment Capacity Allocation Ordinance on August 28, 2017, a copy of which is attached hereto as Exhibit A (the "Allocation Ordinance").

B. Section 2.1 of the Allocation Ordinance prohibits any User from discharging wastewater to the District's Treatment Works without first obtaining a Wastewater Treatment Capacity Allocation Permit.

**PERMIT CONDITIONS**

1. Permitted Share. The User's Permitted Share of the capacity of the District's Treatment Works is as follows:

<u>Parameter</u>	<u>Discharge Limit</u>
Permitted Flow (MGD)	0.760
Permitted Peak Flow (MGD)	3.800
Permitted Biochemical Oxygen Demand (BOD) (lb./day)	1,600
Permitted Total Suspended Solids (TSS) (lb./day)	1,600

User's permitted share may be reallocated by the District in accordance with the Allocation Ordinance.

2. Term. The term of this permit shall commence on January 1, 2022 and terminate on December 31, 2026. At least one hundred eighty (180) calendar days prior to the expiration of the term of this Permit, User will submit to the District an application for reissuance of its capacity allocation with information concerning the User's anticipated capacity needs during the succeeding five year period. In addition, the permit may be modified at any time in accordance with Section 2.2 of the Allocation Ordinance.

3. Payment of Charges/Cost Recovery. The User shall pay for its wastewater discharges to the Treatment Works in accordance with the District's Cost Apportionment Policy and District resolutions implementing such Cost Apportionment Policy and the Allocation Ordinance, as either may be amended from time to time. The Cost Apportionment Policy allocates operating and maintenance costs and Debt Service Costs (the principal and interest to pay long term District indebtedness for capital construction) to participating local units of government and large industrial customers directly connected to the Treatment Works, based on the User's share (Flow and Load) of the use of the Treatment Works. The Debt Service Costs are spread out over the period of the debt.

4. Monitoring and Reporting. User shall monitor its wastewater discharges to the Treatment Works and report the results of such monitoring to the District, all in accordance with Exhibit B.

5. Special Reports. User shall submit to the District such additional reports as the District may reasonably request from time to time.

6. Change in Wastewater Discharge. The User shall immediately notify the District's Director, or his or her designee, of any known substantial change in the volume or characteristics of wastewater discharged by User to the Treatment Works, other than a change in volume caused by a wet weather event.

7. Inspection. The District may enter User's premises during normal business hours for the purpose of inspecting User's monitoring and sampling equipment and procedures, conducting its own sampling and monitoring of User's wastewater discharge and inspecting and copying User's books, records, documents, memoranda, reports, correspondence and any summaries thereof relating to monitoring, sampling and chemical analysis of User's wastewater discharge made by or on behalf of User.

8. Compliance and Enforcement User will comply with all of the provisions of the Allocation Ordinance and this Permit.

9. Pretreatment Neither the Allocation Ordinance nor this Permit in any way abrogates the District's Industrial Pretreatment Ordinance or the User's Industrial Wastewater Discharge Permit, if any, both of which remain in full force and effect.

10. Nonassignability. The User may not assign or transfer any rights pursuant to this Permit, except as provided in Section 3.4 of the Allocation Ordinance.

11. User Signature. This permit is only valid if executed by an authorized representative of User.

12. Additional Conditions. Exhibit B, if attached, contains additional conditions that the User must meet when discharging wastewater pursuant to this Permit.

13. Miscellaneous. Nothing in this Permit shall be construed to abrogate, annul or modify the authority vested in the District by Minn. Stat., Chapter 458D, or the Allocation Ordinance, as the same may be amended from time to time. Capitalized terms used but not defined in this Permit shall have the definition given them in the Allocation Ordinance.

I am a duly authorized representative of User and verify that User will comply with the terms and conditions of the Permit and the District ordinances and regulations concerning wastewater discharges.

USER: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

**SANITARY BOARD OF THE  
WESTERN LAKE SUPERIOR  
SANITARY DISTRICT**

By \_\_\_\_\_

Print Name Marianne Bohren

Title Executive Director

## Exhibit B

### Special Conditions for Hermantown:

1. **Sampling and Monitoring:** The District will provide and maintain facilities and perform analyses for determination of flow and loads. BOD and TSS loads will be determined by averaging results of 24-hour composite samples collected by the District personnel.
2. For Bayview, BOD and TSS loads will be determined by applying standard domestic sewage concentrations to measured flows.

## Fund 260 - Cable Television Fund

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Accounts for the revenues and expenditures associated with administering a franchise agreement with Mediacom to provide cable television to Hermantown residents. The current franchise fee charge is 5% of a resident's Mediacom cable television bill. Hermantown High School is the site of the control room for the local cable channel.

### **Budget Commentary**

The Cable TV Coordinator is a contracted position. Administration staff salary and benefits are allocated to the Cable Fund for administration of the Fund.

### **Budget Detail**

08/02/21  
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CITY OF HERMANTOWN, MN  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2022

Page: 1 of 7  
Report ID: B250

260 Cable TV Fund

Account	Actuals				Current Budget 2021	% Rec. 2021	Prelim. Budget 22	Budget Change 22	Final Budget 22	% Old Budget 22
	2018	2019	2020	2021						
318100 Franchise Fees										
318100 Franchise Fees	38,256	38,688	37,970		38,500	0%	38,500		38,500	100%
Group:	38,256	38,688	37,970		38,500	0%	38,500	0	38,500	100%
362100 Investment Interest										
362100 Investment Interest	2,567	2,661	2,097	-181	500	-36%	500		500	100%
362120 Interest - Interfund	6,000	6,000	6,000		6,000	0%	6,000		6,000	100%
362160 Gain (Loss) on Sale of	-894	1,672	609		0	0%			0	0%
Group:	7,673	10,333	8,706	-181	6,500	-3%	6,500	0	6,500	100%
Fund:	45,929	49,021	46,676	-181	45,000	0%	45,000	0	45,000	100%



CITY OF HERMANTOWN, MN  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2022

260 Cable TV Fund

Account	Object	Actuals				Current Budget 2021	% Exp. 2021	Prelim. Budget 22	Budget Changes 22	Final Budget 22	% Old Budget 22
		2018	2019	2020	2021						
456101	Cable										
101	Full-Time Employees - Reg	5,485	4,462	3,792	2,223	4,165	53%	4,282	4,282	103%	
111	Severance Pay - Vacation/		752			0	0%		0	0%	
121	PERA Contributions - Coord	423	351	301	176	312	56%	321	321	103%	
128	Social Security	340	293	239	139	258	54%	266	266	103%	
129	Medicare	80	69	56	33	60	55%	62	62	103%	
131	Health Insurance	1,544	1,126	842	533	906	59%	944	944	104%	
132	Health Care Savings Plan/		40	84		0	0%		0	0%	
133	Life Insurance	15	11	8	4	9	44%	8	8	89%	
134	Disability Insurance	25	18	13	8	14	57%	13	13	93%	
136	MSRS		11	16	9	16	56%	20	20	125%	
151	Workers Compensation	6	6	6	3	6	50%	6	6	100%	
308	Legal Fees	125	115	28		300	0%	500	500	167%	
314	Computer/Software Fees				11,915	0	***%		0	0%	
319	Contracted Services	11,250	7,500	7,500	4,375	7,500	58%	7,500	7,500	100%	
331	Travel Expense	219	217	217	122	0	***%		0	0%	
361	General Liability Insuran	58	58	51	22	44	50%	52	52	118%	
404	Equipment Maintenance	2,858			4,581	1,000	458%	1,000	1,000	100%	
	Account:	22,428	15,029	13,153	24,143	14,590	165%	14,974	0	14,974	103%
	Fund:	22,428	15,029	13,153	24,143	14,590	165%	14,974	0	14,974	103%

## **Enterprise Funds**

In 2018, the City switched to a tiered system for billing water rates, broken down by Residential, Multi-Family, Commercial, and Irrigation.

For those residential sewer customers who do not have water service, they are charged a flat rate because the City does not measure the amount of sewage they use.

There is a slight increase in water and sewer rates in 2022.

### **Fund 601 - Water Enterprise Fund**

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This fund accounts for the activity of providing water services to the public. The Hermantown Utility Department is responsible for the distribution of treated water. The City purchases all drinkable water from the City of Duluth.

#### **Objectives**

- To consider and make recommendations to the City Council with respect to improvements to be constructed and financed pursuant to Chapter 429 of the Minnesota Statutes
- To administer the public utilities provided by the City of Hermantown
- To perform such other functions as made by resolution of the City Council delegated to it
- Provide an adequate supply of water. Current city water storage includes a 150,000 gallon elevated storage tank at Ugstad Road/Arrowhead Road and a 600,000 gallon elevated storage tank at Ugstad Road/Hwy 53. These two tanks have sufficient capacity to provide for two days of average daily demand if the city should lose its water supply
- The city's current water system also includes 63.647 miles of water mains and 543 hydrants for fire control
- The Public Works Director is responsible for leading the maintenance of city water mains

<b>Water Rates – Per 1,000 Gallons</b>				
<b>Residential</b>	Tier 1	<b>2021</b>	<b>2022</b>	<b>Usage in Gallons - Tier Breaks</b> Up to 2500 Gallons Between 2500 – 4500 Gallons Over 4500 Gallons
	Tier 2	8.15	8.48	
	Tier 3	9.38	9.76	
<b>Multi-Family</b>	Tier 1	10.32	10.73	All Usage
	Tier 2	9.38	9.76	All Usage
	Tier 3	9.38	9.76	All Usage
<b>Commercial</b>	Tier 1	8.43	8.77	Up to 20,000 Gallons Between 20,000 – 50,000 Gallons Over 50,000 Gallons
	Tier 2	8.87	9.23	
	Tier 3	9.74	10.13	
<b>Irrigation</b>	Tier 1	10.32	10.73	All Usage
	Tier 2	10.32	10.73	All Usage
	Tier 3	10.32	10.73	All Usage

<b>Meter Size</b>	<b>Monthly Service Charge</b>	
	<b>2021</b>	<b>2022</b>
5/8"-1"	9.00	9.36
1 1/4"	13.50	14.04
1 1/2"	13.50	14.04
2"	33.75	35.10
3"	39.37	40.94
4"	50.62	52.64
6"	73.11	76.03

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CITY OF HERMANTOWN, MN  
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601 Water Enterprise Fund

Account	Actuals				Current Budget 2021	% Rec. 2021	Prelim. Budget 22	Budget Change 22	Final Budget 22	% Old Budget 22
	2018	2019	2020	2021						
321900 Misc Licenses										
321990 Other Licenses & Permits		1,000			0	0%			0	0%
Group:		1,000			0	0%	0	0	0	0%
341000 Other Income										
341070 Assessment Search	4,793	4,455	9,823	4,355	4,700	93%	6,000		6,000	128%
Group:	4,793	4,455	9,823	4,355	4,700	93%	6,000	0	6,000	127%
361300 Penalties & Interest										
361300 Penalties & Interest	11	16	52	-30	0	***%			0	0%
Group:	11	16	52	-30	0	***%	0	0	0	0%
362100 Investment Interest										
362100 Investment Interest	59,217	70,539	42,152	-3,588	15,000	-24%	10,000		10,000	67%
362150 Interest Income/City	399	338	190	10	0	***%			0	0%
362160 Gain (Loss) on Sale of	-20,539	43,904	10,756		0	0%			0	0%
Group:	39,077	114,781	53,098	-3,578	15,000	-24%	10,000	0	10,000	66%
362200 Park Field Rental Fees										
362250 City Property Lease	44,083	50,868	48,520		50,868	0%	53,018		53,018	104%
Group:	44,083	50,868	48,520		50,868	0%	53,018	0	53,018	104%
362900 Flex Plan Revenue Over/Short										
362990 Miscellaneous Revenue	10,825	11,657	13,190	9,300	10,000	93%	15,000		15,000	150%
Group:	10,825	11,657	13,190	9,300	10,000	93%	15,000	0	15,000	150%
371400 Metered Water Sales										
371400 Metered Water Sales	1,228,637	1,262,773	1,421,117	708,738	1,372,800	52%	1,435,200		1,435,200	105%
371450 Metered-Truck Fill	2,732	3,611	4,496	2,510	3,500	72%	1,000		1,000	29%
Group:	1,231,369	1,266,384	1,425,613	711,248	1,376,300	52%	1,436,200	0	1,436,200	104%
371500 Water Hookups										
371500 Water Hookups	21,300	25,000	28,700	11,700	25,000	47%	25,000		25,000	100%
371550 Water Service Line	773		134		0	0%			0	0%
Group:	22,073	25,000	28,834	11,700	25,000	47%	25,000	0	25,000	100%
371700										
371710 Service Charge	228,116	242,990	244,380	120,687	256,103	47%	274,560		274,560	107%
371720 Front Foot Water Cash	8,940	3,720	5,525	1,590	6,200	26%	4,000		4,000	65%
379999 Late Fee	12,756	12,393	6,485	4,862	7,000	69%	7,000		7,000	100%
391010 Sale of General Fixed				1,997	0	***%			0	0%

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CITY OF HERMANTOWN, MN  
Revenue Budget Report -- MultiYear Actuals  
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601 Water Enterprise Fund

Account	Actuals				Current Budget 2021	% Rec. 2021	Prelim. Budget 22	Budget Change 22	Final Budget 22	% Old Budget 22
	2018	2019	2020	2021						
392010 Transfers In	2,000	44,500	148,158	207,375	207,375	100%	2,000		2,000	1%
Group:	251,812	303,603	404,548	336,511	476,678	71%	287,560	0	287,560	60%
394000 Contributed Capital										
394000 Contributed Capital	639	559,139	285,858			0%			0	0%
Group:	639	559,139	285,858			0%	0	0	0	0%
Fund:	1,604,682	2,336,903	2,269,536	1,069,506	1,958,546	55%	1,832,778	0	1,832,778	93%

CITY OF HERMANTOWN, MN  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2022

Account	Object	Actuals				Current Budget 2021	% Exp. 2021	Prelim. Budget 22	Budget Changes 22	Final Budget 22	% Old Budget 22
		2018	2019	2020	2021						
<b>601 Water Enterprise Fund</b>											
471000	Debt Service										
303	Banking Fees			104	2	0	***%			0	0%
	Account:			104	2	0	***%	0	0	0	0%
494300	Water Distribution										
101	Full-Time Employees - Reg	124,872	120,924	122,121	50,937	161,050	32%	169,097		169,097	105%
102	Full-Time Employees - Ove	13,932	19,704	9,148	4,412	12,537	35%			12,687	101%
103	Part-Time Employees - Reg	1,137	1,016	858	265	0	***%			0	0%
111	Severance Pay - Vacation/					0	0%	19,387		19,387	*****%
121	PERA Contributions - Coor	16,236	13,443	-71,580	6,165	13,019	47%	13,634		13,634	105%
128	Social Security	8,232	8,655	8,023	4,901	10,762	46%	12,473		12,473	116%
129	Medicare	1,925	2,024	1,876	1,146	2,517	46%	2,917		2,917	116%
131	Health Insurance	58,874	115,158	87,568	36,455	72,063	51%	76,877		76,877	107%
132	Health Care Savings Plan/	444	125	440		0	0%			0	0%
133	Life Insurance	175	203	187	108	223	48%	205		205	92%
134	Disability Insurance	662	694	618	396	819	48%	904		904	110%
136	MSRS			38	88	130	68%	1,307		1,307	1005%
151	Workers Compensation	3,252	4,886	6,301	3,505	7,009	50%	7,360		7,360	105%
212	Motor Fuels	4,210	3,566	2,733	2,283	3,000	76%	3,000		3,000	100%
216	Uniforms	297	462	454	363	500	73%	500		500	100%
221	General Supplies	4,185	4,501	948	2,986	5,000	60%	5,500		5,500	110%
228	Utility System Maint Supp				31,375	4,000	784%	39,000		39,000	975%
314	Computer/Software Fees				2,400	3,750	64%	3,750		3,750	100%
315	School & Conference	1,451	432	416	708	3,500	20%	2,500		2,500	71%
317	Personnel Testing, Physic	109	109	109		0	0%			0	0%
319	Contracted Services					30,000	0%	30,000		30,000	100%
325	Postage			14		0	0%			0	0%
331	Travel Expense	564				750	0%	750		750	100%
351	Legal Notices Publishing					0	0%	250		250	*****%
361	General Liability Insuran	7,120	8,086	6,567	2,474	4,949	50%	5,843		5,843	118%
382	Water Purchases	619,063	615,631	728,548	421,429	711,000	59%	740,000		740,000	104%
404	Equipment Maintenance	1,188	2,807	5,908	3,632	5,000	73%	4,000		4,000	80%
406	Vehicle Maintenance	18	958	1,740	23	2,500	1%	2,000		2,000	80%
413	Equipment Rental	11,704	852			12,500	0%	7,500		7,500	60%
417	Uniform Rental	53				500	0%	500		500	100%
451	Dues & Subscriptions	648	717	496	760	700	109%	700		700	100%
460	Permits & Licenses	48		3,250	293	0	***%			0	0%
470	Booster Pump Repairs	407	105	375	11	250	4%	250		250	100%
471	Water Line Repairs	52,860	44,187	21,980	34,652	25,000	139%	40,000		40,000	160%
472	Hydrant Repairs	2,439	5,186	20,091	13,167	29,500	45%	14,500		14,500	49%
499	Miscellaneous	90	1			0	0%			0	0%
540	Office Equip/Furnishings	1,796	25,913	421		1,000	0%			0	0%
542	Light Equipment					6,000	0%			0	0%
544	Motor Vehicles			-31	54,775	165,000	33%	17,500		17,500	11%
580	Other Equipment	14,272	8,739	31,258	109,329	314,500	35%	5,000		5,000	2%
	Account:	952,263	1,009,084	990,875	789,038	1,609,028	49%	1,239,891	0	1,239,891	77%

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Account	Object	Actuals				Current Budget	% Exp. 2021	Prelim. Budget 22	Budget Changes 22	Final Budget 22	% Old Budget 22
		2018	2019	2020	2021						
494400	Water Administration and General										
101	Full-Time Employees - Reg	91,420	75,376	80,108	20,295	81,921	25%	90,116	90,116	110%	
102	Full-Time Employees - Ove	477	366	352	86	505	17%	574	574	114%	
111	Severance Pay - Vacation/		352	4,293	245	0	***%		0	0%	
121	PERA Contributions - Coor	6,722	7,225	-39,718	3,205	6,182	52%	6,759	6,759	109%	
128	Social Security	5,441	4,650	4,990	2,529	5,110	49%	5,587	5,587	109%	
129	Medicare	1,272	1,087	1,167	592	1,195	50%	1,307	1,307	109%	
131	Health Insurance	17,661	17,324	19,140	15,849	20,002	79%	32,643	32,643	163%	
132	Health Care Savings Plan/		71	269	563	0	0%		0	0%	
133	Life Insurance	181	156	142	76	156	49%	170	170	109%	
134	Disability Insurance	444	326	284	156	355	44%	395	395	111%	
136	MSRS		146	220	117	208	56%	728	728	350%	
151	Workers Compensation	85	109	110	57	115	50%	125	125	109%	
201	Office Supplies			48	16	0	***%	50	50	****%	
202	Printing Supplies	1,695	338	672	201	600	34%	500	500	83%	
209	Computer Equipment			271		0	0%		0	0%	
301	Audit/Account Services	4,016	5,297	2,798	4,040	4,500	90%	6,750	6,750	150%	
302	Assessors Fees	4	7			0	0%		0	0%	
303	Banking Fees				2,926	0	***%	7,200	7,200	****%	
305	Engineer Fees		243	2,100	6,545	0	***%	3,000	3,000	****%	
308	Legal Fees	10,662	-483	250	3,006	3,000	100%	4,000	4,000	133%	
314	Computer/Software Fees	1,125	2,781	3,322	1,251	1,800	70%	3,700	3,700	206%	
315	School & Conference					0	0%	1,000	1,000	****%	
319	Contracted Services	3,181	2,641	3,839	4,142	3,200	129%	16,120	16,120	504%	
321	Telephone	2,482	2,730	2,529	1,469	2,210	66%	2,510	2,510	114%	
322	Internet	112	281	485	261	280	93%	400	400	143%	
323	Gopher One Call Locates	1,442	1,869	1,882	762	1,550	49%	1,200	1,200	77%	
325	Postage	3,162	4,347	4,621	241	3,675	7%	622	622	17%	
331	Travel Expense	1,228	1,598	1,566	811	1,400	58%	1,480	1,480	106%	
351	Legal Notices Publishing	326	611	573	388	600	65%	600	600	100%	
361	General Liability Insuran	1,366	1,285	2,646	2,734	4,093	67%	9,537	9,537	233%	
381	Electricity	7,183	6,179	7,504	5,131	6,850	75%	7,000	7,000	102%	
383	Heating Gas	2,689	3,201	2,050	1,387	3,200	43%	3,000	3,000	94%	
405	Computer Maintenance	9,117	9,525	8,770	10,405	14,964	70%	19,278	19,278	129%	
420	Depreciation Expenses	224,044	192,416	217,314		200,000	0%	220,000	220,000	110%	
432	Bad Debts	285				0	0%		0	0%	
434	Employee Recognition Prog				74	0	***%		0	0%	
451	Dues & Subscriptions			50		0	0%		0	0%	
598	Loss on Sale of Equipment		38			0	0%		0	0%	
720	Transfer Out	66,594	65,697	69,403	91,838	91,838	100%	107,634	107,634	117%	
	Account:	464,487	407,987	404,344	180,835	459,509	39%	553,985	553,985	121%	
494500	Sewer Maintenance										
471	Water Line Repairs				5	0	***%		0	0%	
	Account:				5	0	***%	0	0	0%	
495000	Transfer Out										
720	Transfer Out	40,000	100,333	54,299		0	0%		0	0%	
	Account:	40,000	100,333	54,299		0	***%	0	0	0%	
	Fund:	1,456,750	1,517,404	1,449,622	969,880	2,068,537	47%	1,793,876	1,793,876	87%	

## Fund 602 - Sewer Enterprise Fund

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Sewer fund accounts for the activity of providing sewer disposal services to the public. The Hermantown Utility Department is responsible for the collection of sanitary sewer waste. The Western Lake Superior Sanitary District purifies sanitary sewer waste.

### Objectives

- Provide adequate sanitary sewer operations. The city's sewer system consists of 70.158 miles of sewer mains but continues to expand based upon neighborhood petitions requesting an extension of services.
- The Public Works Director is responsible for leading the maintenance of city sewer mains.

### Sewer Rates - Per 1,000 Gallons

		2021	2022	Notes
<b>Residential</b>	Tier 1	10.15	10.40	
<b>Multi-Family</b>	Tier 1	10.15	10.40	
<b>Commercial</b>	Tier 1	10.15	10.40	
<b>Flat Rate*</b>	Tier 1	25.37	31.21	Residential Average – 3,000 Gallons
<b>Flat Rate</b>	Tier 1	45.66	46.80	Commercial Average – 4,500 Gallons
<b>Service Charge</b>		3.24	3.32	Monthly

\*2021 rate based on 2500 gallons



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602 Sewer Enterprise Fund

Account	Actuals				Current Budget 2021	% Rec. 2021	Prelim. Budget 22	Budget Change 22	Final Budget 22	% Old Budget 22
	2018	2019	2020	2021						
341000 Other Income										
341070 Assessment Search	4,793	4,455	9,823	4,355	5,500	79%	5,500		5,500	100%
Group:	4,793	4,455	9,823	4,355	5,500	79%	5,500	0	5,500	100%
361300 Penalties & Interest										
361300 Penalties & Interest		34		22	0	***%			0	0%
Group:		34		22	0	***%	0	0	0	0%
362100 Investment Interest										
362100 Investment Interest	63,501	75,285	41,818	-3,700	10,000	-37%	5,000		5,000	50%
362150 Interest Income/City	1,752	2,104	2,934	1,008	1,900	53%	1,600		1,600	84%
362160 Gain (Loss) on Sale of	-21,948	46,842	12,418		0	0%			0	0%
Group:	43,305	124,231	57,170	-2,692	11,900	-23%	6,600	0	6,600	55%
362900 Flex Plan Revenue Over/Short										
362990 Miscellaneous Revenue			8,394		0	0%			0	0%
Group:			8,394		0	0%	0	0	0	0%
371700										
371710 Service Charge	74,471	77,408	78,502	37,989	83,259	46%	85,485		85,485	103%
Group:	74,471	77,408	78,502	37,989	83,259	46%	85,485	0	85,485	102%
372400 Sewer Usage										
372400 Sewer Usage	1,332,732	1,370,864	1,483,601	731,421	1,466,500	50%	1,528,000		1,528,000	104%
Group:	1,332,732	1,370,864	1,483,601	731,421	1,466,500	50%	1,528,000	0	1,528,000	104%
372500 Sewer Hookups										
372500 Sewer Hookups	26,800	31,600	43,185	19,100	30,000	64%	31,000		31,000	103%
Group:	26,800	31,600	43,185	19,100	30,000	64%	31,000	0	31,000	103%
372700										
372710 Sewer Permits	2,885	3,420	3,925	3,770	3,150	120%	3,200		3,200	102%
372715 Sewer Capacity	3,459	1,542	2,068	6,242	1,650	378%	800		800	48%
372720 Front Foot Cash	25,169	6,300	38,862		13,000	0%			0	0%
379999 Late Fee	12,008	11,075	5,763	4,359	5,200	84%	5,200		5,200	100%
391010 Sale of General Fixed				1,075	0	***%			0	0%
Group:	43,521	22,337	50,618	15,446	23,000	67%	9,200	0	9,200	40%

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CITY OF HERMANTOWN, MN  
Revenue Budget Report -- MultiYear Actuals  
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602 Sewer Enterprise Fund

Account	Actuals				Current Budget 2021	% Rec. 2021	Prelim. Budget 22	Budget Change 22	Final Budget 22	% Old Budget 22
	2018	2019	2020	2021						
394000 Contributed Capital										
394000 Contributed Capital	299,017	1,124,668	3,390,796		0	0%			0	0%
Group:	299,017	1,124,668	3,390,796		0	0%	0	0	0	0%
Fund:	1,824,639	2,755,597	5,122,089	805,641	1,620,159	50%	1,665,785	0	1,665,785	102%

CITY OF HERMANTOWN, MN  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2022

Account	Object	Actuals				Current Budget 2021	% Exp. 2021	Prelim. Budget 22	Budget Changes 22	Final Budget 22	% Old Budget 22
		2018	2019	2020	2021						
602 Sewer Enterprise Fund											
432500	Sewer Improvements										
550	Street Improvements					0	0%	50,950		50,950	*****
	Account:					0	***%	50,950	0	50,950	*****
471000	Debt Service										
303	Banking Fees			4		0	0%			0	0%
	Account:			4		0	***%	0	0	0	0%
494500	Sewer Maintenance										
101	Full-Time Employees - Reg	96,561	82,540	91,831	39,581	118,951	33%	124,923		124,923	105%
102	Full-Time Employees - Ove	8,801	11,039	5,782	3,233	9,118	35%	9,227		9,227	101%
103	Part-Time Employees - Reg	392	201	138	21	0	***%			0	0%
111	Severance Pay - Vacation/					0	0%	14,100		14,100	*****
121	PERA Contributions - Coor	12,326	9,079	-51,304	4,392	9,605	46%	10,061		10,061	105%
128	Social Security	6,228	5,767	5,655	3,473	7,940	44%	9,192		9,192	116%
129	Medicare	1,457	1,349	1,323	812	1,857	44%	2,150		2,150	116%
131	Health Insurance	44,092	79,671	56,243	25,465	52,944	48%	56,482		56,482	107%
132	Health Care Savings Plan/	296	75	264		0	0%			0	0%
133	Life Insurance	135	127	117	71	168	42%	154		154	92%
134	Disability Insurance	492	455	460	281	603	47%	665		665	110%
136	MSRS			19	44	104	42%	962		962	925%
151	Workers Compensation	3,699	3,353	4,716	2,619	5,237	50%	5,494		5,494	105%
212	Motor Fuels	2,807	2,378	1,822	1,522	1,500	101%	1,500		1,500	100%
216	Uniforms	297	462	454	363	350	104%	500		500	143%
221	General Supplies	3,113	2,932	1,628	1,721	2,500	69%	2,500		2,500	100%
228	Utility System Maint Supp			4,562		2,500	0%	2,500		2,500	100%
229	Lift Station Maintenance	7,420	11,008	11,593	4,879	15,000	33%	10,000		10,000	67%
305	Engineer Fees		8,342			0	0%			0	0%
308	Legal Fees		1,263	2,067		0	0%			0	0%
310	Recording/Filing Fees		205	25		0	0%			0	0%
314	Computer/Software Fees					0	0%			0	0%
315	School & Conference	1,048	602	644	309	3,750	0%	5,650		5,650	151%
317	Personnel Testing, Physic	439	109	109		1,500	21%	1,000		1,000	67%
319	Contracted Services	16,544	12,128	27,057	11,381	450	0%	450		450	100%
325	Postage			36		23,500	48%	20,000		20,000	85%
331	Travel Expense	122	428	161		0	0%			0	0%
351	Legal Notices Publishing		561			500	0%	250		250	50%
361	General Liability Insuran	2,615	3,523	2,635	801	561	0%			0	0%
385	Sewer Charges	518,495	539,350	573,130	306,432	1,601	50%	1,890		1,890	118%
403	Road Maintenance					5,000	54%	564,000		564,000	100%
404	Equipment Maintenance	6,311	5,598	6,744	3,491	5,000	0%	5,000		5,000	100%
406	Vehicle Maintenance	223	1,095	5,444	54	5,500	63%	5,500		5,500	100%
413	Equipment Rental	11,390	7,781		183	2,500	2%	2,500		2,500	100%
451	Dues & Subscriptions	100	100		120	6,500	3%	3,500		3,500	54%
460	Permits & Licenses	94	289	2,250	293	150	80%	150		150	100%
475	Sewerline Repairs	13,481	2,544	80	8,997	250	117%	250		250	100%
				80	8,997	15,000	60%	45,000		45,000	300%

CITY OF HERMANTOWN, MN  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2022

Account Object	Actuals				Current Budget 2021	% Exp. 2021	Prelim. Budget 22	Budget Changes 22	Final Budget 22	% Old Budget 22
	2018	2019	2020	2021						
476 Lift Station Repairs Sewe	23,065	12,759	9,944	482	15,000	3%	5,000		5,000	33%
477 I & I Maintenance	10,450	676			15,000	0%	15,000		15,000	100%
478 Sewer Cleaning	11,915	37,350	36,531	19,647	45,000	44%	40,000		40,000	89%
499 Miscellaneous		379			500	0%	7,500		7,500	1500%
510 Land Acquisition		573			0	0%			0	0%
540 Office Equip/Furnishings	1,796	2,450	421		750	0%			0	0%
544 Motor Vehicles					0	0%	17,500		17,500	*****
580 Other Equipment	304		26,917	24,267	2,500	971%	7,500		7,500	300%
590 Pumping Plant & Lift Stat		17,632			40,000	0%	80,000		80,000	200%
Account:	806,508	866,173	829,498	464,934	977,889	48%	1,078,050	0	1,078,050	110%
494900 Sewer Administration and General										
101 Full-Time Employees - Reg	61,017	56,420	64,933	16,426	72,140	23%	90,116		90,116	125%
102 Full-Time Employees - Ove	318	272	254	65	505	13%	574		574	114%
111 Severance Pay - Vacation/		352	3,219	140	0	***			0	0%
121 PERA Contributions - Coor	4,487	5,359	-31,233	2,483	5,448	46%	6,759		6,759	124%
128 Social Security	3,631	3,508	3,869	1,956	4,504	43%	5,587		5,587	124%
129 Medicare	849	821	905	457	1,053	43%	1,307		1,307	124%
131 Health Insurance	11,779	12,773	14,129	11,787	18,061	65%	32,643		32,643	181%
132 Health Care Savings Plan/	47	134	281		0	0%			0	0%
133 Life Insurance	121	126	120	60	140	43%	170		170	121%
134 Disability Insurance	292	252	241	124	323	38%	395		395	122%
136 MSRS		122	194	103	182	57%	728		728	400%
151 Workers Compensation	66	88	96	50	101	50%	125		125	124%
201 Office Supplies			48	15	0	***	25		25	*****
202 Printing Supplies	1,104	257	527	201	400	50%	400		400	100%
209 Computer Equipment			271		0	0%			0	0%
301 Audit/Account Services	4,016	5,297	2,798	4,040	4,500	90%	6,750		6,750	150%
302 Assessors Fees	4				0	0%			0	0%
303 Banking Fees				2,926	0	***	7,200		7,200	*****
305 Engineer Fees		3,115	240	1,420	1,000	142%	2,000		2,000	200%
308 Legal Fees	60	271	250	2,623	900	291%	2,000		2,000	222%
314 Computer/Software Fees	1,125	2,781	3,322	1,240	2,000	62%	3,700		3,700	185%
315 School & Conference					50	0%	1,000		1,000	2000%
319 Contracted Services	1,148	4,100	113	4,155	300	***	12,620		12,620	4207%
321 Telephone	2,005	2,446	2,372	1,381	2,100	66%	2,510		2,510	120%
322 Internet	168	421	727	391	700	56%	400		400	57%
323 Gopher One Call Locates	961	1,246	1,255	508	950	53%	1,200		1,200	126%
325 Postage	2,073	2,898	3,105	123	2,580	5%	622		622	24%
331 Travel Expense	817	813	802	405	880	46%	960		960	109%
351 Legal Notices Publishing	27	45	219		100	0%			0	0%
361 General Liability Insuran	1,366	1,585	3,267	3,055	4,736	65%	9,537		9,537	201%
381 Electricity	8,176	7,608	8,297	3,963	8,000	50%	8,000		8,000	100%
383 Heating Gas	1,680	2,001	1,281	867	2,400	36%	2,000		2,000	83%
405 Computer Maintenance	9,117	9,525	8,770	10,404	14,963	70%	19,278		19,278	129%
420 Depreciation Expenses	529,103	491,433	503,649		556,747	0%	556,747		556,747	100%
432 Bad Debts	598	407			0	0%			0	0%
434 Employee Recognition Prog				74	0	***			0	0%
451 Dues & Subscriptions			50		0	0%			0	0%

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CITY OF HERMANTOWN, MN  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2022

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Account	Object	Actuals				Current Budget 2021	% Exp. 2021	Prelim. Budget 22	Budget Changes 22	Final Budget 22	% Old Budget 22
		2018	2019	2020	2021						
460	Permits & Licenses			38		0	0%		0	0%	
720	Transfer Out	55,262	54,609	56,853	67,944	67,944	100%	56,260	56,260	83%	
	Account:	701,417	671,085	655,262	139,386	773,707	18%	831,613	0	831,613	107%
495000	Transfer Out										
720	Transfer Out	48,500	63,333	188,158	99,125	99,125	100%	17,500	17,500	18%	
	Account:	48,500	63,333	188,158	99,125	99,125	100%	17,500	0	17,500	18%
	Fund:	1,556,425	1,600,591	1,672,922	703,445	1,850,721	38%	1,978,113	0	1,978,113	107%
	Grand Total:	1,556,425	1,600,591	1,672,922	703,445	1,850,721		1,978,113	0	1,978,113	

## **Fund 603 – Storm Water Fund**

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This fund accounts for the activity of managing and maintaining our storm water system. The City has a state permit under the MS4 (Municipal separate storm sewer system) which includes roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains. It is the City's responsibility under this permit to monitor and maintain these elements to ensure that they are functioning properly and treating and capturing storm water. The Storm water Utility Fee provides funds for this system. The rates are set by the Utility Commission and voted by resolution or motion by the City Council.

### **Objectives**

- Funds will be used to undertake new infrastructure improvements as well as to maintain the existing storm water system. In 2022 in addition to maintaining the existing storm water system the City plans on using storm water fees for the following.
  - Pay for storm water improvements while implementing the City's Road Improvement plan
- The Public Works Director is responsible for leading the maintenance of City owned storm water systems.
- The Community Development Director is responsible for the inspection of private systems and the coordination with property owners on the upkeep of their systems.

### **Budget Commentary**

Transfers out are applied to debt payments in the debt service funds. The 2022 Transfers Out for debt total \$21,473.

Also included in the Storm Water budget are the following capital items:

Lindhahl Road Bridge = \$200,000

Richard and Lindgren road improvements = \$60,000

CITY OF HERMANTOWN, MN  
Revenue Budget Report -- MultiYear Actuals  
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603 Storm Water Enterprise Fund

Account	Actuals				Current Budget 2021	% Rec. 2021	Prelim. Budget 22	Budget Change 22	Final Budget 22	% Old Budget 22
	2018	2019	2020	2021						
322100 Building Permits										
322120 SWPP and Stormwater Mgmt			2,692	3,546	0	***%			0	0%
Group:			2,692	3,546	0	***%	0	0	0	0%
362100 Investment Interest										
362100 Investment Interest			1,524		0	0%			0	0%
362160 Gain (Loss) on Sale of			-1,342		0	0%			0	0%
Group:			182		0	0%	0	0	0	0%
362900 Flex Plan Revenue Over/Short										
362990 Miscellaneous Revenue			643		0	0%			0	0%
Group:			643		0	0%	0	0	0	0%
372700										
372750 Stormwater Fee		434,342	386,154	204,009	438,804	46%	410,670		410,670	94%
379999 Late Fee		5,462	1,903	2,898	1,000	290%	1,500		1,500	150%
Group:		439,804	388,057	206,907	439,804	47%	412,170	0	412,170	93%
394000 Contributed Capital										
394000 Contributed Capital			243,505		0	0%			0	0%
Group:			243,505		0	0%	0	0	0	0%
Fund:		439,804	635,079	210,453	439,804	48%	412,170	0	412,170	93%

CITY OF HERMANTOWN, MN  
Expenditure Budget Report -- MultiYear Actuals  
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603 Storm Water Enterprise Fund

Account	Object	Actuals				Current Budget 2021	% Exp. 2021	Prelim. Budget 22	Budget Changes 22	Final Budget 22	% Old Budget 22
		2018	2019	2020	2021						
441100	Storm Water										
101	Full-Time Employees - Reg	11,658	95,958	71,853	16,930	63,588	27%	64,487	64,487	101%	
102	Full-Time Employees - Ove	189	5,679	3,756	1,348	2,046	66%	2,108	2,108	103%	
103	Part-Time Employees - Reg				250	0	***%		0	0%	
111	Severance Pay - Vacation/		352	3,219	140	0	***%	1,762	1,762	****%	
121	PERA Contributions - Coor	889	6,972	38,350	3,252	4,923	66%	4,974	4,974	101%	
128	Social Security	705	5,629	4,420	2,590	4,069	64%	4,221	4,221	104%	
129	Medicare	165	1,316	1,024	619	952	65%	987	987	104%	
131	Health Insurance	3,926	57,787	41,451	18,812	19,197	98%	25,229	25,229	131%	
132	Health Care Savings Plan/		184	457		0	0%		0	0%	
133	Life Insurance	15	176	171	80	112	71%	104	104	93%	
134	Disability Insurance	66	402	449	176	297	59%	309	309	104%	
136	MSRS		104	173	132	130	102%	514	514	395%	
151	Workers Compensation		309	1,105	796	1,592	50%	1,662	1,662	104%	
202	Printing Supplies	720				0	0%		0	0%	
221	General Supplies	236				0	0%		0	0%	
302	Assessors Fees		50			0	0%		0	0%	
305	Engineer Fees	42,387	19,346	10,500	1,365	6,000	23%	10,000	10,000	167%	
308	Legal Fees	3,823	1,568	1,032	63	1,000	6%	1,500	1,500	150%	
310	Recording/Filing Fees		138	184	92	500	18%	500	500	100%	
314	Computer/Software Fees		828	750	1,014	0	***%	1,500	1,500	****%	
319	Contracted Services	6,196	39,353	627	3,654	30,000	12%	30,000	30,000	100%	
325	Postage	816	337			500	0%	500	500	100%	
331	Travel Expense	4	769	724	405	300	135%	300	300	100%	
351	Legal Notices Publishing	563	261			0	0%		0	0%	
403	Road Maintenance	28,938		14,303	489	11,000	4%	11,000	11,000	100%	
404	Equipment Maintenance				538	0	***%		0	0%	
405	Computer Maintenance		3,723	1,716		0	0%		0	0%	
413	Equipment Rental	1,001	6,998	18,046	18,046	10,000	180%	20,000	20,000	200%	
451	Dues & Subscriptions	1,720	1,739	1,740	1,740	2,000	87%	2,000	2,000	100%	
530	Improvements Other Than B		-4,178			150,000	0%	200,000	200,000	133%	
550	Street Improvements					149,935	0%	60,000	60,000	40%	
580	Other Equipment			2,352		0	0%		0	0%	
720	Transfer Out				21,945	21,945	100%	21,473	21,473	98%	
	Account:	104,017	245,800	218,402	94,476	480,086	20%	465,130	0	465,130	97%
471000	Debt Service										
303	Banking Fees			104	2	0	***%		0	0%	
	Account:			104	2	0	***%	0	0	0%	
495000	Transfer Out										
720	Transfer Out			8,369	6,125	6,125	100%		0	0%	
	Account:			8,369	6,125	6,125	100%	0	0	0%	
	Fund:	104,017	245,800	226,875	100,603	486,211	21%	465,130	0	465,130	96%



## **Fund 605 - Street Lighting & Traffic Signalization Fund**

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Street Lighting Fund was created to account for the activity of lighting and signalizing public streets. The City is responsible for the expenditures to maintain the traffic signals to control traffic flow at the following intersections: Cirrus Drive & Hwy 53, Ugstad & 53, Lavaque & 53, Arrowhead & 53, Loberg Ave & 53, Haines Rd & Hermantown Road, Maple Grove & Loberg, and Maple Grove & Stebner. A monthly franchise fee is charged through MN Power to residents at a rate of \$2 per month.

Other revenue includes a portion of the gas franchise fees paid by gas customers of MN Energy Resources. Forty percent of the gas franchise fee goes to the General Fund while the remaining sixty percent is budgeted in the Street Lighting & Traffic Signalization Fund.

Also include in the franchise fees is Minnesota Power.

CITY OF HERMANTOWN, MN  
Revenue Budget Report -- MultiYear Actuals  
For the Year: 2022

605 Street Lighting & Traffic Signalization

Account	Actuals				Current Budget 2021	% Rec. 2021	Prelim. Budget 22	Budget Change 22	Final Budget 22	% Old Budget 22
	2018	2019	2020	2021						
318100 Franchise Fees										
318100 Franchise Fees	133,388	135,326	137,343	69,167	136,000	51%	137,000		137,000	101%
Group:	133,388	135,326	137,343	69,167	136,000	51%	137,000	0	137,000	100%
362100 Investment Interest										
362100 Investment Interest	5,005	6,635	4,732	-410	1,000	-41%	1,000		1,000	100%
362120 Interest - Interfund	22,000	22,000	22,000		22,000	0%	22,000		22,000	100%
362160 Gain (Loss) on Sale of	-1,753	4,111	1,382		0	0%			0	0%
Group:	25,252	32,746	28,114	-410	23,000	-2%	23,000	0	23,000	100%
362400 911 Signs										
362410 Insurance Recoveries			4,250		0	0%			0	0%
Group:			4,250		0	0%	0	0	0	0%
362900 Flex Plan Revenue Over/Short										
362990 Miscellaneous Revenue			4,358		0	0%			0	0%
Group:			4,358		0	0%	0	0	0	0%
Fund:	158,640	168,072	174,065	68,757	159,000	43%	160,000	0	160,000	100%
Grand Total:	3,633,890	5,749,397	8,247,445	2,154,176	4,222,509		4,115,733	0	4,115,733	

CITY OF HERMANTOWN, MN  
Expenditure Budget Report -- MultiYear Actuals  
For the Year: 2022

605 Street Lighting & Traffic Signalization

Account	Object	Actuals				Current Budget 2021	% Exp. 2021	Prelim. Budget 22	Budget Changes 22	Final Budget 22	% Old Budget 22
		2018	2019	2020	2021						
431150	Street Improvements										
	227 Street Lights & Signs	8,380		29,399		0 0%				0 0%	
	305 Engineer Fees			355		0 0%				0 0%	
	420 Depreciation Expenses	1,049				0 0%				0 0%	
	Account:	9,429		29,754		0 ***%	0	0		0 0%	
431160	Street Lighting										
	227 Street Lights & Signs	5,569	73,781	10,252		5,000 0%	5,000		5,000	100%	
	381 Electricity	29,583	25,500	29,207	16,124	28,000 58%	28,000		28,000	100%	
	495 Property Damage Reimb. by			5,250		0 0%				0 0%	
	550 Street Improvements					0 0%	96,000		96,000	*****%	
	Account:	35,152	99,281	44,709	16,124	33,000 49%	129,000	0	129,000	391%	
	Fund:	44,581	99,281	74,463	16,124	33,000 49%	129,000	0	129,000	391%	
										%	
	Grand Total:	3,184,201	3,478,105	3,437,035	1,758,155	4,453,059	4,360,593	0	4,360,593		

City of Hermantown, Minnesota  
**Capital Improvement Plan**  
 2022 thru 2026

**PROJECTS & FUNDING SOURCES BY DEPARTMENT**

Department	Project #	Priority	2022	2023	2024	2025	2026	Total
<b>City Hall</b>								
Server	CH-22-004	2	25,000	25,000				50,000
General Fund			25,000	25,000				50,000
<b>City Hall Total</b>			<b>25,000</b>	<b>25,000</b>				<b>50,000</b>
<b>Community Development</b>								
Hermantown Marketplace Sign	CD-23-001	2		125,000				125,000
HEDA				125,000				125,000
Fichtner Fields Restructure	PK-19-001	2					700,000	700,000
Park Dedication Fund							700,000	700,000
<b>Community Development Total</b>				<b>125,000</b>			<b>700,000</b>	<b>825,000</b>
<b>Police</b>								
ARMER Radio Replacement	PD-23-001	1		137,000				137,000
General Fund				137,000				137,000
Squad/Body Worn Cameras	PD-24-001	1			130,000			130,000
General Fund					130,000			130,000
Video Server	PD-24-002	2			20,000			20,000
General Fund					20,000			20,000
Squads	PD-Squads	1	115,000	115,000	115,000	115,000	115,000	575,000
General Fund			115,000	115,000	115,000	115,000	115,000	575,000
<b>Police Total</b>			<b>115,000</b>	<b>252,000</b>	<b>265,000</b>	<b>115,000</b>	<b>115,000</b>	<b>862,000</b>
<b>Public Works</b>								
Motor Grader LEASE	PW&U-21-002	1	60,970	60,970	60,970	60,970	60,970	304,850
General Fund			60,970	60,970	60,970	60,970	60,970	304,850
Tandem Plow Truck	PW&U-22-001	1	150,000	160,000				310,000
General Fund			150,000	160,000				310,000
Repairs and Recoat of Hwy 53 Water Tower	PW&U-22-002	1	505,425					505,425
Sales Tax			505,425					505,425
1 Ton Truck	PW&U-22-003	1	72,500					72,500
General Fund			37,500					37,500
Sewer Fund			17,500					17,500
Water Fund			17,500					17,500
Water Meter Radio Conversion to AMI	PW&U-22-005	1	325,000	325,000				650,000
Sales Tax			325,000	325,000				650,000
Seal Coat/Stripe Fichtner Fields Parking Lots	PW&U-22-007	1			45,000			45,000
General Fund					45,000			45,000
1 Ton Dirt Service Truck	PW&U-23-001	1		90,000				90,000
General Fund				45,000				45,000
Sewer Fund				22,500				22,500
Water Fund				22,500				22,500

Department	Project #	Priority	2022	2023	2024	2025	2026	Total
Steamer Trailer	PW&U-23-003	1					52,500	52,500
<i>General Fund</i>							26,250	26,250
<i>Storm Water</i>							26,250	26,250
Hotmix/Pothole Trailer	PW&U-23-004	1					58,118	58,118
<i>General Fund</i>							58,118	58,118
1 Ton Ext Cab Truck	PW&U-23-006	1		72,500				72,500
<i>General Fund</i>				37,500				37,500
<i>Sewer Fund</i>				17,500				17,500
<i>Water Fund</i>				17,500				17,500
Tracked Skidsteer	PW&U-24-001	2			97,500			97,500
<i>General Fund</i>					48,750			48,750
<i>Sewer Fund</i>					24,375			24,375
<i>Storm Water</i>					24,375			24,375
Replacement of existing 12' Mower	PW&U-24-002	2			80,000			80,000
<i>General Fund</i>					80,000			80,000
Purchase of a water truck	PW&U-24-004	1			125,000			125,000
<i>General Fund</i>					62,500			62,500
<i>Storm Water</i>					62,500			62,500
Tandem Plow Truck	PW&U-25-001	1				275,000		275,000
<i>General Fund</i>						275,000		275,000
Add New 624 loader to Fleet	PW&U-25-002	1				275,000		275,000
<i>General Fund</i>						175,000		175,000
<i>Sewer Fund</i>						50,000		50,000
<i>Water Fund</i>						50,000		50,000
Rubber Tire Loader	PW&U-26-001	1					170,000	170,000
<i>General Fund</i>							100,000	100,000
<i>Water Fund</i>							70,000	70,000
Lindahl Road Bridge	STW-21-2021	2	200,000					200,000
<i>Storm Water</i>			200,000					200,000
Lift Stations	SW-17-1	2	40,000	40,000	40,000	40,000		160,000
<i>Sewer Fund</i>			40,000	40,000	40,000	40,000		160,000
<b>Public Works Total</b>			<b>1,353,895</b>	<b>748,470</b>	<b>448,470</b>	<b>650,970</b>	<b>341,588</b>	<b>3,543,393</b>

### Streets

Chip Seal Projects	Chip Sealing	1	249,000	180,000		180,000	180,000	789,000
<i>Bonds General Fund</i>			153,500				180,000	333,500
<i>State Aid - MSA</i>			95,500	180,000		180,000		455,500
Lindgren and Richard Ave	ST-22-001	2	1,925,752					1,925,752
<i>Bonds General Fund</i>			776,802					776,802
<i>Sales Tax</i>			192,000					192,000
<i>Sewer Fund</i>			50,950					50,950
<i>State Grants</i>			730,000					730,000
<i>Storm Water</i>			80,000					80,000
<i>Street Light Fund</i>			96,000					96,000
Ugstad Super Project	ST-22-002	2	3,780,000					3,780,000
<i>State Aid - MSA</i>			3,780,000					3,780,000
Lightning Dr and Thunder Chief and Getchell	ST-22-003	1		1,864,462				1,864,462
<i>Assessment</i>				165,750				165,750
<i>Bonds General Fund</i>				1,512,268				1,512,268
<i>Storm Water</i>				186,446				186,446
Old Midway	ST-23-001	2		781,334				781,334
<i>Assessment</i>				331,500				331,500
<i>Bonds General Fund</i>				449,834				449,834
Hermantown Rd - Midway to Ugstad	ST-23-002	2		1,581,649				1,581,649
<i>Assessment</i>				428,000				428,000
<i>Bonds General Fund</i>				1,152,649				1,152,649

Department	Project #	Priority	2022	2023	2024	2025	2026	Total
Hermantown Rd - Hwy 2 Midway	ST-23-003	2		838,274				838,274
Assessment				204,780				204,780
Bonds General Fund				633,524				633,524
Hermantown Road Bridge	ST-23-004	2		100,000				100,000
Storm Water				100,000				100,000
Thompson Rd	ST-24-001	2					525,736	525,736
Assessment							331,600	331,600
Bonds General Fund							194,236	194,236
Weakwood Rd	ST-24-002	2					222,392	222,392
Assessment							87,780	87,780
Bonds General Fund							134,642	134,642
Stabner- Morris Thomas to Maple Grove	ST-24-003	1			1,250,000			1,250,000
State Aid - MSA					1,250,000			1,250,000
Lindahl Rd	ST-24-004	1			250,000			250,000
Assessment					158,000			158,000
Bonds General Fund					94,000			94,000
Birch Valley Rd	ST-25-001	2					444,785	444,785
Assessment							158,000	158,000
Bonds General Fund							286,785	286,785
Getchell Road	ST-25-002	2				1,978,010		1,978,010
Assessment						195,000		195,000
Bonds General Fund						1,585,209		1,585,209
Storm Water						197,801		197,801
Getchell Rd Stab-Morris Thomas	ST-26-001	2					1,889,310	1,889,310
Assessment							480,000	480,000
Bonds General Fund							834,310	834,310
Sewer Fund							250,000	250,000
Storm Water							75,000	75,000
Water Fund							250,000	250,000
<b>Streets Total</b>			<b>5,954,752</b>	<b>5,345,719</b>	<b>1,500,000</b>	<b>2,158,010</b>	<b>3,282,223</b>	<b>18,220,704</b>
<b>GRAND TOTAL</b>			<b>7,448,647</b>	<b>6,486,189</b>	<b>2,213,470</b>	<b>2,923,980</b>	<b>4,418,811</b>	<b>23,501,097</b>

**TO:** Utility Commission Members



**FROM:** Lindsay Townsend, Utility  
Billing Clerk

**DATE:** August 12, 2021

**Meeting Date:** 8/19/2021

**SUBJECT:** Ronald Johnson Sewer Credit  
Request

**Agenda Item:** 6b

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## REQUESTED ACTION

Approve a sewer credit for Ronald Johnson at 4837 Oak Ridge Dr

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## BACKGROUND

Ron Johnson accidentally left his hose running watering his flowers for about 10 days straight. During the July usage cycle, he used 42,200 gallons of water.

Ron's average usage over the last year has been 3600 gallons per month.  $42,200 - 3,600 = 38,600$  more gallons used during July cycle. The sewer charge on that 38,600 gallons was \$391.79.

Please consider a sewer credit in the amount of \$391.79. Thank you.

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## ATTACHMENT

A handwritten note on a white background with a thin border. The text is written in black ink and reads: 'Ronald Johnson 4837 Oak Ridge Dr 428-9591 7/26/21 I forgot to shut my hose off that was watering the flowers. My son calculated it was running for approx 10 days. It was all outside usage + didn't go through the sewer. Thanks for your consideration Ron Johnson'.

Ronald Johnson 4837 Oak Ridge Dr  
428-9591 7/26/21  
I forgot to shut my hose off  
that was watering the flowers.  
My son calculated it was  
running for approx 10 days.  
It was all outside usage +  
didn't go through the sewer.  
Thanks for your consideration  
Ron Johnson

260 Cable TV Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% ( 58) Committed
456100							
456101	Cable						
	101 Full-Time Employees - Regular	455.62	2,222.71	4,165.00	4,165.00	1,942.29	53 %
	121 PERA Contributions - Coordinated	36.04	175.80	312.00	312.00	136.20	56 %
	128 Social Security	28.68	139.32	258.00	258.00	118.68	54 %
	129 Medicare	6.70	32.55	60.00	60.00	27.45	54 %
	131 Health Insurance	97.62	533.27	906.00	906.00	372.73	59 %
	133 Life Insurance	0.65	4.46	9.00	9.00	4.54	50 %
	134 Disability Insurance	1.10	7.57	14.00	14.00	6.43	54 %
	136 MSRS	1.80	8.79	16.00	16.00	7.21	55 %
	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	4,375.00	7,500.00	7,500.00	3,125.00	58 %
	331 Travel Expense	24.93	121.68	0.00	0.00	-121.68	%
	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 %
	<b>Account Total:</b>	<b>1,278.14</b>	<b>24,141.72</b>	<b>14,590.00</b>	<b>14,590.00</b>	<b>-9,551.72</b>	<b>165 %</b>
	<b>Account Group Total:</b>	<b>1,278.14</b>	<b>24,141.72</b>	<b>14,590.00</b>	<b>14,590.00</b>	<b>-9,551.72</b>	<b>165 %</b>
	<b>Fund Total:</b>	<b>1,278.14</b>	<b>24,141.72</b>	<b>14,590.00</b>	<b>14,590.00</b>	<b>-9,551.72</b>	<b>165 %</b>



601 Water Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% ( 58) Committed
471000	Debt Service						
471000	Debt Service						
	303 Banking Fees	0.00	1.70	0.00	0.00	-1.70	%
	<b>Account Total:</b>	<b>0.00</b>	<b>1.70</b>	<b>0.00</b>	<b>0.00</b>	<b>-1.70</b>	<b>%</b>
	<b>Account Group Total:</b>	<b>0.00</b>	<b>1.70</b>	<b>0.00</b>	<b>0.00</b>	<b>-1.70</b>	<b>%</b>
494300	Water Distribution						
494300	Water Distribution						
	101 Full-Time Employees - Regular	20,607.50	50,936.95	161,050.00	161,050.00	110,113.05	32 %
	102 Full-Time Employees - Overtime	1,752.46	4,412.45	12,537.00	12,537.00	8,124.55	35 %
	103 Part-Time Employees - Regular	208.13	265.19	0.00	0.00	-265.19	%
	121 PERA Contributions - Coordinated	1,677.00	6,164.67	13,019.00	13,019.00	6,854.33	47 %
	128 Social Security	1,353.24	4,901.01	10,762.00	10,762.00	5,860.99	46 %
	129 Medicare	316.48	1,146.18	2,517.00	2,517.00	1,370.82	46 %
	131 Health Insurance	8,425.14	36,455.05	72,063.00	72,063.00	35,607.95	51 %
	133 Life Insurance	20.07	107.51	223.00	223.00	115.49	48 %
	134 Disability Insurance	77.67	396.46	819.00	819.00	422.54	48 %
	136 MSRS	18.00	87.86	130.00	130.00	42.14	68 %
	151 Workers Compensation	0.00	3,505.00	7,009.00	7,009.00	3,504.00	50 %
	212 Motor Fuels	540.58	2,283.33	3,000.00	3,000.00	716.67	76 %
	216 Uniforms	0.00	362.55	500.00	500.00	137.45	73 %
	221 General Supplies	146.88	2,985.53	5,000.00	5,000.00	2,014.47	60 %
	228 Utility System Maint Supplies	7,655.22	31,374.56	4,000.00	4,000.00	-27,374.56	784 %
	314 Computer/Software Fees	2,400.00	2,400.00	3,750.00	3,750.00	1,350.00	64 %
	315 School & Conference	48.38	707.66	3,500.00	3,500.00	2,792.34	20 %
	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	81,704.33	421,429.07	711,000.00	711,000.00	289,570.93	59 %
	404 Equipment Maintenance	0.00	3,631.67	5,000.00	5,000.00	1,368.33	73 %
	405 Computer Maintenance	-2,400.00	0.00	0.00	0.00	0.00	%
	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	37.58	759.58	700.00	700.00	-59.58	109 %
	460 Permits & Licenses	0.00	293.00	0.00	0.00	-293.00	%
	470 Booster Pump Repairs	10.94	10.94	250.00	250.00	239.06	4 %
	471 Water Line Repairs	3,810.17	34,652.34	25,000.00	25,000.00	-9,652.34	139 %
	472 Hydrant Repairs	9,581.10	13,166.73	29,500.00	29,500.00	16,333.27	45 %
	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	54,775.00	165,000.00	165,000.00	110,225.00	33 %
	580 Other Equipment	-6,296.22	109,329.00	314,500.00	314,500.00	205,171.00	35 %
	<b>Account Total:</b>	<b>131,694.65</b>	<b>789,036.62</b>	<b>1,609,028.00</b>	<b>1,609,028.00</b>	<b>819,991.38</b>	<b>49 %</b>
	<b>Account Group Total:</b>	<b>131,694.65</b>	<b>789,036.62</b>	<b>1,609,028.00</b>	<b>1,609,028.00</b>	<b>819,991.38</b>	<b>49 %</b>

601 Water Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% ( 58) Committed
494400	Water Administration and General						
494400	Water Administration and General						
	101 Full-Time Employees - Regular	8,345.53	20,294.72	81,921.00	81,921.00	61,626.28	25 %
	102 Full-Time Employees - Overtime	72.44	86.02	505.00	505.00	418.98	17 %
	111 Severance Pay - Vacation/Sick Leave	0.00	244.81	0.00	0.00	-244.81	%
	121 PERA Contributions - Coordinated	643.78	3,205.35	6,182.00	6,182.00	2,976.65	52 %
	128 Social Security	511.27	2,528.63	5,110.00	5,110.00	2,581.37	49 %
	129 Medicare	119.61	591.57	1,195.00	1,195.00	603.43	50 %
	131 Health Insurance	2,634.15	15,848.55	20,002.00	20,002.00	4,153.45	79 %
	133 Life Insurance	11.05	76.34	156.00	156.00	79.66	49 %
	134 Disability Insurance	24.27	155.58	355.00	355.00	199.42	44 %
	136 MSRS	24.01	117.17	208.00	208.00	90.83	56 %
	151 Workers Compensation	0.00	57.00	115.00	115.00	58.00	50 %
	201 Office Supplies	0.00	15.50	0.00	0.00	-15.50	%
	202 Printing Supplies	0.00	201.05	600.00	600.00	398.95	34 %
	301 Audit/Account Services	0.00	4,039.88	4,500.00	4,500.00	460.12	90 %
	303 Banking Fees	644.65	2,926.32	0.00	0.00	-2,926.32	%
	305 Engineer Fees	130.00	6,415.00	0.00	0.00	-6,415.00	%
	308 Legal Fees	903.25	3,005.75	3,000.00	3,000.00	-5.75	100 %
	314 Computer/Software Fees	0.00	1,250.86	1,800.00	1,800.00	549.14	69 %
	319 Contracted Services	1,088.94	4,141.86	3,200.00	3,200.00	-941.86	129 %
	321 Telephone	197.57	1,431.39	2,210.00	2,210.00	778.61	65 %
	322 Internet	0.00	214.90	280.00	280.00	65.10	77 %
	323 Gopher One Call Locates	130.41	762.18	1,550.00	1,550.00	787.82	49 %
	325 Postage	-51.65	241.44	3,675.00	3,675.00	3,433.56	7 %
	331 Travel Expense	166.17	811.07	1,400.00	1,400.00	588.93	58 %
	351 Legal Notices Publishing	0.00	387.75	600.00	600.00	212.25	65 %
	361 General Liability Insurance	688.00	2,734.00	4,093.00	4,093.00	1,359.00	67 %
	381 Electricity	939.07	5,130.89	6,850.00	6,850.00	1,719.11	75 %
	383 Heating Gas	26.71	1,387.48	3,200.00	3,200.00	1,812.52	43 %
	405 Computer Maintenance	187.50	10,405.23	14,964.00	14,964.00	4,558.77	70 %
	420 Depreciation Expenses	0.00	0.00	200,000.00	200,000.00	200,000.00	%
	434 Employee Recognition Program/Wellness	73.98	73.98	0.00	0.00	-73.98	%
	720 Transfer Out	0.00	0.00	91,838.00	91,838.00	91,838.00	%
	<b>Account Total:</b>	<b>17,510.71</b>	<b>88,782.27</b>	<b>459,509.00</b>	<b>459,509.00</b>	<b>370,726.73</b>	<b>19 %</b>
	<b>Account Group Total:</b>	<b>17,510.71</b>	<b>88,782.27</b>	<b>459,509.00</b>	<b>459,509.00</b>	<b>370,726.73</b>	<b>19 %</b>
494500	Sewer Maintenance						
494500	Sewer Maintenance						
	471 Water Line Repairs	4.98	4.98	0.00	0.00	-4.98	%
	<b>Account Total:</b>	<b>4.98</b>	<b>4.98</b>	<b>0.00</b>	<b>0.00</b>	<b>-4.98</b>	<b>%</b>
	<b>Account Group Total:</b>	<b>4.98</b>	<b>4.98</b>	<b>0.00</b>	<b>0.00</b>	<b>-4.98</b>	<b>%</b>
	<b>Fund Total:</b>	<b>149,210.34</b>	<b>877,825.57</b>	<b>2,068,537.00</b>	<b>2,068,537.00</b>	<b>1,190,711.43</b>	<b>42 %</b>

602 Sewer Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% ( 58) Committed
471000	Debt Service						
471000	Debt Service						
	303 Banking Fees	0.00	0.07	0.00	0.00	-0.07	%
	<b>Account Total:</b>	<b>0.00</b>	<b>0.07</b>	<b>0.00</b>	<b>0.00</b>	<b>-0.07</b>	<b>%</b>
	<b>Account Group Total:</b>	<b>0.00</b>	<b>0.07</b>	<b>0.00</b>	<b>0.00</b>	<b>-0.07</b>	<b>%</b>
494300	Water Distribution						
494300	Water Distribution						
	221 General Supplies	-34.86	0.00	0.00	0.00	0.00	%
	<b>Account Total:</b>	<b>-34.86</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>%</b>
	<b>Account Group Total:</b>	<b>-34.86</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>%</b>
494500	Sewer Maintenance						
494500	Sewer Maintenance						
	101 Full-Time Employees - Regular	11,922.37	39,581.31	118,951.00	118,951.00	79,369.69	33 %
	102 Full-Time Employees - Overtime	1,258.37	3,233.11	9,118.00	9,118.00	5,884.89	35 %
	103 Part-Time Employees - Regular	21.25	21.25	0.00	0.00	-21.25	%
	121 PERA Contributions - Coordinated	988.53	4,391.93	9,605.00	9,605.00	5,213.07	46 %
	128 Social Security	792.67	3,472.68	7,940.00	7,940.00	4,467.32	44 %
	129 Medicare	185.36	812.05	1,857.00	1,857.00	1,044.95	44 %
	131 Health Insurance	4,674.05	25,464.73	52,944.00	52,944.00	27,479.27	48 %
	133 Life Insurance	10.60	70.61	168.00	168.00	97.39	42 %
	134 Disability Insurance	42.17	281.37	603.00	603.00	321.63	47 %
	136 MSRS	9.00	43.94	104.00	104.00	60.06	42 %
	151 Workers Compensation	0.00	2,619.00	5,237.00	5,237.00	2,618.00	50 %
	212 Motor Fuels	360.38	1,522.22	1,500.00	1,500.00	-22.22	101 %
	216 Uniforms	0.00	362.55	350.00	350.00	-12.55	104 %
	221 General Supplies	181.74	1,720.56	2,500.00	2,500.00	779.44	69 %
	228 Utility System Maint Supplies	0.00	0.00	2,500.00	2,500.00	2,500.00	%
	229 Lift Station Maintenance	0.00	4,879.18	15,000.00	15,000.00	10,120.82	33 %
	314 Computer/Software Fees	0.00	0.00	3,750.00	3,750.00	3,750.00	%
	315 School & Conference	48.38	308.63	1,500.00	1,500.00	1,191.37	21 %
	317 Personnel Testing, Physicals,	0.00	0.00	450.00	450.00	450.00	%
	319 Contracted Services	4,280.00	11,381.25	23,500.00	23,500.00	12,118.75	48 %
	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	306,431.50	564,000.00	564,000.00	257,568.50	54 %
	403 Road Maintenance	0.00	0.00	5,000.00	5,000.00	5,000.00	%
	404 Equipment Maintenance	0.00	3,491.11	5,500.00	5,500.00	2,008.89	63 %
	406 Vehicle Maintenance	0.00	53.91	2,500.00	2,500.00	2,446.09	2 %
	413 Equipment Rental	183.00	183.00	6,500.00	6,500.00	6,317.00	3 %
	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	169.39	8,996.79	15,000.00	15,000.00	6,003.21	60 %
	476 Lift Station Repairs Sewer	324.00	482.04	15,000.00	15,000.00	14,517.96	3 %
	477 I & I Maintenance	0.00	0.00	15,000.00	15,000.00	15,000.00	%
	478 Sewer Cleaning	650.00	19,646.64	45,000.00	45,000.00	25,353.36	44 %
	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	24,267.00	2,500.00	2,500.00	-21,767.00	971 %

602 Sewer Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% ( 58) Committed
	590 Pumping Plant & Lift Stations	0.00	0.00	40,000.00	40,000.00	40,000.00	%
	<b>Account Total:</b>	<b>67,127.26</b>	<b>464,932.36</b>	<b>977,889.00</b>	<b>977,889.00</b>	<b>512,956.64</b>	<b>48 %</b>
	<b>Account Group Total:</b>	<b>67,127.26</b>	<b>464,932.36</b>	<b>977,889.00</b>	<b>977,889.00</b>	<b>512,956.64</b>	<b>48 %</b>
494900	Sewer Administration and General						
494900	Sewer Administration and General						
	101 Full-Time Employees - Regular	6,547.20	16,425.96	72,140.00	72,140.00	55,714.04	23 %
	102 Full-Time Employees - Overtime	54.34	64.53	505.00	505.00	440.47	13 %
	111 Severance Pay - Vacation/Sick Leave	0.00	139.89	0.00	0.00	-139.89	%
	121 PERA Contributions - Coordinated	501.38	2,482.65	5,448.00	5,448.00	2,965.35	46 %
	128 Social Security	397.86	1,955.72	4,504.00	4,504.00	2,548.28	43 %
	129 Medicare	93.05	457.40	1,053.00	1,053.00	595.60	43 %
	131 Health Insurance	1,965.88	11,787.31	18,061.00	18,061.00	6,273.69	65 %
	133 Life Insurance	9.35	59.66	140.00	140.00	80.34	43 %
	134 Disability Insurance	19.70	124.29	323.00	323.00	198.71	38 %
	136 MSRS	20.99	102.50	182.00	182.00	79.50	56 %
	151 Workers Compensation	0.00	50.00	101.00	101.00	51.00	50 %
	201 Office Supplies	0.00	15.49	0.00	0.00	-15.49	%
	202 Printing Supplies	0.00	201.04	400.00	400.00	198.96	50 %
	301 Audit/Account Services	0.00	4,039.87	4,500.00	4,500.00	460.13	90 %
	303 Banking Fees	644.65	2,926.29	0.00	0.00	-2,926.29	%
	305 Engineer Fees	130.00	1,550.00	1,000.00	1,000.00	-550.00	155 %
	308 Legal Fees	903.25	2,622.75	900.00	900.00	-1,722.75	291 %
	314 Computer/Software Fees	0.00	1,240.07	2,000.00	2,000.00	759.93	62 %
	315 School & Conference	0.00	0.00	50.00	50.00	50.00	%
	319 Contracted Services	1,090.74	4,154.50	300.00	300.00	-3,854.50	*** %
	321 Telephone	182.69	1,348.77	2,100.00	2,100.00	751.23	64 %
	322 Internet	0.00	322.35	700.00	700.00	377.65	46 %
	323 Gopher One Call Locates	86.94	508.12	950.00	950.00	441.88	53 %
	325 Postage	-75.73	122.99	2,580.00	2,580.00	2,457.01	5 %
	331 Travel Expense	83.07	405.46	880.00	880.00	474.54	46 %
	351 Legal Notices Publishing	0.00	0.00	100.00	100.00	100.00	%
	361 General Liability Insurance	688.00	3,055.00	4,736.00	4,736.00	1,681.00	65 %
	381 Electricity	609.28	3,963.34	8,000.00	8,000.00	4,036.66	50 %
	383 Heating Gas	16.69	867.18	2,400.00	2,400.00	1,532.82	36 %
	405 Computer Maintenance	187.50	10,404.48	14,963.00	14,963.00	4,558.52	70 %
	420 Depreciation Expenses	0.00	0.00	556,747.00	556,747.00	556,747.00	%
	434 Employee Recognition Program/Wellness	73.98	73.98	0.00	0.00	-73.98	%
	720 Transfer Out	0.00	0.00	67,944.00	67,944.00	67,944.00	%
	<b>Account Total:</b>	<b>14,230.81</b>	<b>71,471.59</b>	<b>773,707.00</b>	<b>773,707.00</b>	<b>702,235.41</b>	<b>9 %</b>
	<b>Account Group Total:</b>	<b>14,230.81</b>	<b>71,471.59</b>	<b>773,707.00</b>	<b>773,707.00</b>	<b>702,235.41</b>	<b>9 %</b>
495000	Transfer Out						
495000	Transfer Out						
	720 Transfer Out	0.00	0.00	99,125.00	99,125.00	99,125.00	%
	<b>Account Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>99,125.00</b>	<b>99,125.00</b>	<b>99,125.00</b>	<b>%</b>
	<b>Account Group Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>99,125.00</b>	<b>99,125.00</b>	<b>99,125.00</b>	<b>%</b>
	<b>Fund Total:</b>	<b>81,323.21</b>	<b>536,404.02</b>	<b>1,850,721.00</b>	<b>1,850,721.00</b>	<b>1,314,316.98</b>	<b>29 %</b>

603 Storm Water Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% ( 58) Committed
441100	Storm Water						
441100	Storm Water						
	101 Full-Time Employees - Regular	8,557.37	16,930.24	63,588.00	63,588.00	46,657.76	27 %
	102 Full-Time Employees - Overtime	629.26	1,348.22	2,046.00	2,046.00	697.78	66 %
	103 Part-Time Employees - Regular	191.34	249.81	0.00	0.00	-249.81	%
	111 Severance Pay - Vacation/Sick Leave	0.00	139.89	0.00	0.00	-139.89	%
	121 PERA Contributions - Coordinated	695.24	3,251.62	4,923.00	4,923.00	1,671.38	66 %
	128 Social Security	565.33	2,590.49	4,069.00	4,069.00	1,478.51	64 %
	129 Medicare	132.20	618.76	952.00	952.00	333.24	65 %
	131 Health Insurance	3,878.41	18,811.80	19,197.00	19,197.00	385.20	98 %
	133 Life Insurance	12.94	79.62	112.00	112.00	32.38	71 %
	134 Disability Insurance	30.40	175.99	297.00	297.00	121.01	59 %
	136 MSRS	26.99	131.74	130.00	130.00	-1.74	101 %
	151 Workers Compensation	0.00	796.00	1,592.00	1,592.00	796.00	50 %
	305 Engineer Fees	0.00	1,365.00	6,000.00	6,000.00	4,635.00	23 %
	308 Legal Fees	0.00	63.00	1,000.00	1,000.00	937.00	6 %
	310 Recording/Filing Fees	66.00	158.00	500.00	500.00	342.00	32 %
	314 Computer/Software Fees	0.00	1,014.40	0.00	0.00	-1,014.40	%
	319 Contracted Services	1,452.05	4,466.97	30,000.00	30,000.00	25,533.03	15 %
	325 Postage	0.00	0.00	500.00	500.00	500.00	%
	331 Travel Expense	83.07	405.46	300.00	300.00	-105.46	135 %
	403 Road Maintenance	0.00	488.87	11,000.00	11,000.00	10,511.13	4 %
	404 Equipment Maintenance	0.00	537.78	0.00	0.00	-537.78	%
	413 Equipment Rental	2,023.00	18,046.00	10,000.00	10,000.00	-8,046.00	180 %
	451 Dues & Subscriptions	0.00	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	%
	<b>Account Total:</b>	<b>18,343.60</b>	<b>73,409.66</b>	<b>480,086.00</b>	<b>480,086.00</b>	<b>406,676.34</b>	<b>15 %</b>
	<b>Account Group Total:</b>	<b>18,343.60</b>	<b>73,409.66</b>	<b>480,086.00</b>	<b>480,086.00</b>	<b>406,676.34</b>	<b>15 %</b>
471000	Debt Service						
471000	Debt Service						
	303 Banking Fees	0.00	1.71	0.00	0.00	-1.71	%
	<b>Account Total:</b>	<b>0.00</b>	<b>1.71</b>	<b>0.00</b>	<b>0.00</b>	<b>-1.71</b>	<b>%</b>
	<b>Account Group Total:</b>	<b>0.00</b>	<b>1.71</b>	<b>0.00</b>	<b>0.00</b>	<b>-1.71</b>	<b>%</b>
495000	Transfer Out						
495000	Transfer Out						
	720 Transfer Out	0.00	0.00	6,125.00	6,125.00	6,125.00	%
	<b>Account Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>6,125.00</b>	<b>6,125.00</b>	<b>6,125.00</b>	<b>%</b>
	<b>Account Group Total:</b>	<b>0.00</b>	<b>0.00</b>	<b>6,125.00</b>	<b>6,125.00</b>	<b>6,125.00</b>	<b>%</b>
	<b>Fund Total:</b>	<b>18,343.60</b>	<b>73,411.37</b>	<b>486,211.00</b>	<b>486,211.00</b>	<b>412,799.63</b>	<b>15 %</b>

605 Street Lighting & Traffic Signalization

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% ( 58) 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	2,627.96	16,124.37	28,000.00	28,000.00	11,875.63	58 %
	<b>Account Total:</b>	<b>2,627.96</b>	<b>16,124.37</b>	<b>33,000.00</b>	<b>33,000.00</b>	<b>16,875.63</b>	<b>49 %</b>
	<b>Account Group Total:</b>	<b>2,627.96</b>	<b>16,124.37</b>	<b>33,000.00</b>	<b>33,000.00</b>	<b>16,875.63</b>	<b>49 %</b>
	<b>Fund Total:</b>	<b>2,627.96</b>	<b>16,124.37</b>	<b>33,000.00</b>	<b>33,000.00</b>	<b>16,875.63</b>	<b>49 %</b>
	<b>Grand Total:</b>	<b>252,783.25</b>					
			0.00				
			1,527,907.05	4,453,059.00	4,453,059.00	2,925,151.95	34 %

**Public Works  
Utility Maintenance Report**

<b>Meeting Date:</b>	8/19/2021	
<b>Reporting Period:</b>	From: 7/1/2021	To: 7/31/2021

**1. Water Utility**

- a. Project Update
  - i. Morris Thomas Relocate Hydrants, Water main 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 7/6/2021
      - c. Utility work to Start 8/10/21
      - d. Decided to add in a valve to this project to give better isolation if the event of a water break etc. @ this job location under Keene's Creek
  - ii. Peyton Acres
    - 1. Change in July
      - a. Stormwater pond reworked
  - iii. Lavaque Jct.
    - 1. Resolution 2021-25 Resolution Receiving Bids And Awarding Contract
    - 2. No Change in
      - a. Construction Start 5/10/2021
      - b. Water tied in @ Lavaque Road
      - c. Sanitary manhole lowering coming Week of 8/9/21
- b. Repaired hydrant internal workings/parts on 8 hydrants
- c. Valve Replacement on Haines/Arrowhead intersection @ same time as some Costco work in the intersection
  - i. Valve is a 1960's vintage and nut has fallen off top closing mechanism
    - 1. Work to be performed by Bougalis & Sons
- d. HYDRANT POLICY
  - i. Please see attached for draft hydrant policy

**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. Project Update
  - i. Section 24 Trunkline

1. Resolution 2020-14-Trunk Sewer Spur Improvement District 448 Award USA Inc.- Eveleth, MN
  2. Project is substantially complete
  3. Punchlist being completed by USA Inc.
- c. GIS Data Collection for our Sanitary and Storm water system.
- i. Trying to fill position- No Success
  - ii. Awarded Grant by WLSSD
    1. Hermantown City Council accepted grant on 5/3
    2. Gave Grant back to WLSSD
    3. Will reapply for 2022 and be able to start working with UMD sooner on this for student
- d. Cleaned Sanitary Trunkline from Okerstrom/Section 24 tie in down to Morris Thomas Road
- i. Spurred by a blockage near Keene Creek Townhomes
  - ii. Will clean remaining section of Trunkline AFTER relocation under Keene Creek work is completed

### 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
    2. Project to start 5/17
    3. Box Culvert work 6/7/21
    4. Duluth has been doing there cut overs for their extension up Swan Lake Road.
      - a. Completed
  - ii. Arrowhead Road curb heave in 2 locations
    1. 1 by Essentia Clinic and 1 by Arrowhead 3 Lift Station
    2. Obtaining pricing
    3. Hope to complete work in August of 2021
      - a. work awarded to HMI
      - i. work to start on week of 8/16/21

### 4. Looking Ahead

- a. Final Hydrant repairs/Relocations for 2021
- b. 2021 Driveway Culvert replacement
  - i. 6 on list already
- c. Ditch cleaning 2021



<b>Handbook for the City of Hermantown</b>		
<b>Policy</b>		<b>X Procedure</b>
<b>Date Adopted 6/15/17</b>	<b>Title: Fire Hydrant Use &amp; Reporting</b>	<b>Section: Public Works</b>
<b>Revision Dates:</b>		<b>Page: 1 of 1</b>

**Purpose:** The purpose of this procedure is to regulate the use and reporting of the use of fire hydrants. The proper use and reporting of use is critical for the proper maintenance of fire hydrants within the City.

**Definitions:**

**Use:** For the purposes of this policy, use is defined as anytime a fire hydrant is opened for any purpose.

**Fire Department Use:** is defined anytime the Fire Department opens a hydrant for any reason, including allowing other Fire Departments to use the hydrants for Fire Department related use.

**Use:** Only the Fire Department and Public Works Department are authorized to use City fire hydrants. The Public Works Department may authorize the use by others under certain circumstance and for specific time and purpose (see **Metered Use**).

The use of the fire hydrants is for city business only. Individuals in the Fire Department or Public Works Departments may not use the fire hydrants for their personal use.

The use of hydrants by the Fire Departments to haul water for private use (including the filling of swimming pools or irrigation) is limited to only Hermantown Fire Department volunteers acting on behalf of the Hermantown Fire Department. The Department is responsible to provide a bill and collect the appropriate amount from the customer and the monies for the water purchase given to the Utility Billing Clerk along with a volume of water purchased to keep our records for water usage correct. All other private usage including non-firefighting uses by outside agencies should be done through the truck fill station at the Hermantown Community Building (old City Hall) @ 5255 Maple Grove Road.

**Metered Use:** Outside parties may be given permission to use fire hydrants only when a meter has been installed by the Public Works Department and the user has agreed to pay for all usage of the water from that hydrant. Metered use is only allowed from April 15 to October 15, with water meter request paper work filled out and a deposit check on file @ Hermantown City Hall.

**Reporting:** Whenever a fire hydrant is used it must be reported to the Public Works Department as soon as possible. Reporting should be via phone call or text to 218 391-0065.

**Cold Weather Usage:** Whenever a fire hydrant is used when temperatures are below 32 degrees Fahrenheit, the hydrant must be pumped dry as soon as the usage is completed. This must be done by the Hermantown Fire Department or Fire department that is using the hydrant and then reported to Hermantown Public Works.

## 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	14,614,424	15,186,801	(572,377)	-3.9%	60,000	54,043	14,444	128,487	(700,864)
Jun	17,417,180	16,661,709	755,471	4.3%	178,700	91,929	25,842	296,471	459,000
Jul	17,583,984	16,733,790	850,194	4.8%	-	254,282	33,513	287,795	562,399
Aug	-	-	-	#DIV/0!	-	-	-	-	-
Sep	-	-	-	#DIV/0!	-	-	-	-	-
Oct	-	-	-	#DIV/0!	-	-	-	-	-
Nov	-	-	-	#DIV/0!	-	-	-	-	-
Dec	-	-	-	#DIV/0!	-	-	-	-	-
	104,680,356	99,248,112	5,432,244	5.2%	1,643,700	479,554	138,049	2,261,303	3,170,941

Total Percent of Duluth Billed Unaccounted For:

3.03%



Clear Answers for Clean Water™

**WLSSD**

**Western Lake Superior Sanitary District**

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

Account No.	8420
Invoice Date	07/31/2021

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

Invoice	Trans Date	Due Date	PO	Desc	Quantity	Unit Rate	Amount
073121HER1	07/31/2021	08/15/2021		WASTEWATER CHARGES			42,613.00
073121HER2	07/31/2021	08/15/2021		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	<b>41,026.00</b>

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	25.4288	0.8477	2.0419	39,276	1,309	36,396	1,213
MAY	19.7894	0.6384	1.2138	33,639	1,085	30,570	986
JUNE	17.2964	0.5766	0.8556	29,853	995	28,563	952
JULY							
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							
<b>TOTAL or AVG</b>	<b>116.5615</b>	<b>0.6440</b>	Allocation	<b>191,139</b>	<b>1,056</b>	<b>191,039</b>	<b>1,055</b>
<b>2021 BUDGET</b>		<b>0.6500</b>	<b>3.5300</b>		<b>1,150</b>		<b>1,100</b>

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: GAB

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	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	12.8715	0.4291	0.7488	18,330	611	15,450	515
MAY	11.5352	0.3721	0.6592	19,871	641	16802	542
JUNE	10.6220	0.3541	0.5556	18720	624	17430	581
JULY							
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							
<b>TOTAL or AVG</b>	<b>65.8709</b>	<b>0.3639</b>		<b>106,587</b>	<b>589</b>	<b>106,487</b>	<b>588</b>

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

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**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: SLM  
 Initialed By: [Signature]



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	12.5573	0.4186	1.4354	20,946	698	20,946	698
MAY	8.2542	0.2663	0.6388	13,768	444	13,768	444
JUNE	6.6744	0.2225	0.3721	11,133	371	11,133	371
JULY							
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							
<b>TOTAL or AVG</b>	<b>50.6906</b>	<b>0.2801</b>		<b>84,552</b>	<b>467</b>	<b>84,552</b>	<b>467</b>

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:   
Initialed By: 

## 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
4/28/2021	4320 Theilke Circle	x	x	Kevin Kuklis	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
5/3/2021	4449 Sugar Maple Dr	x	x	Dan Wallin	New
5/3/2021	4451 Sugar maple Dr	x	x	Dwayne Haapanen	New
6/23/2021	5298 Miller Trunk Hwy (Apts)	x	x	P & R Properties	New
7/8/2021	4327 Thielke Circle	x	x	Travis & Brittany Hedley	New
7/13/2021	4990 Knotty Wood Ct	x	x	DNJ Properties	New
7/16/2021	4061 Haines Rd (Garage Service)	x	x	Andrew Gamache	Existing
7/20/2021	3759 Lavaque Rd	x	x	Greg Johnson	New
7/29/2021	5340 Truman Dr	x	x	Easy Housing of Duluth	New
8/9/2021	4155 Richard Ave	x	x	Patriot Properties	New

**TO:** Utility Commission Members



**FROM:** Lindsay Townsend, Utility  
Billing Clerk

**DATE:** August 12, 2021

**Meeting Date:** 8/19/2021

**SUBJECT:** Utility Billing Happenings

**Agenda Item:** 7f

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- Water Conservation Kits still available at City Hall for residents to pick up.
  - Utility Portal Update: 1,015 accounts, 402 paperless, 265 autopay (Last month: 977 accounts, 393 paperless, 244 autopay)
  - Past Due Accounts as of August 12: 71 accts (130 accounts last month)  
120 days – 9 accts (Previous month: 8)  
90 days – 0 accts (Previous month: 8)  
60 days – 13 accts (Previous month: 16)  
30 days – 49 accts (Previous month: 99)
  - 21 Shut off notices delivered. Shut off date is August 24, if accounts are not paid by August 23. As of today (8/11/21) there have been 9 accounts paid.
  - We have 813 semi annual stormwater only customers. First half of the year charge was due on July 20, 2021. Currently there are 224 customers that have not paid.
  - Duluth Water Rate update: Several years ago, the City requested Duluth to review their proposed water rate increase. At that time Duluth was charging different rates to each City it provided water to. Based on feedback, Duluth changed the water rates to be equal for each City and then indicated those City's water rates would be going up 4.7% per year through 2023. As we have been raising rates 4% since then, we have been losing .7% per year and absorbing that into our Water Fund.
  - Upcoming Projects: Once the ordinance updates are finalized, we plan to make changes to documents in the City of Hermantown Handbook to make sure they are in line with the new ordinance updates. The first two that we will work on are the "Sewer Trunkline Connections" and "Utility Availability Charges" procedures.