

**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