

CITY OF HERMANTOWN
UTILITY COMMISSION AGENDA – November 18, 2021

Hermantown’s November 18, 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: October 21, 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

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

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

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

1. **ROLL CALL**
2. **MINUTES** – Approval or Correction
 - a. [October 21, 2021 regular meeting.](#)
3. **PUBLIC DISCUSSION** *(This is the time for which individuals can address the Commission about any item pertaining to utilities. The time limit is three minutes per person)*
4. **COMMUNICATIONS** *(items of information only – any communication requiring action is provided under that item on the agenda)*
5. **PRESENTATIONS** *(Department Heads may give reports if necessary)*
6. **OLD BUSINESS**
 - a. [Stormwater Ordinance, presented by John Mulder 10/21/2021](#)
 - b. [Sewer Trunkline Availability Charges, presented by John Mulder 10/21/2021](#)
7. **NEW BUSINESS**
 - a. [Sewer Discount – Essentia Health Wellness Center/YMCA](#)
8. **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](#)

9. **COMMISSION MEMBERS REPORT**

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

10. **RECESS**

**CITY OF HERMANTOWN
UTILITY COMMISSION MEETING SUMMARY
October 21, 2021
5:30 PM**

This meeting was conducted in person and via Zoom.

ROLL CALL *Jim Samberg, Howard Jacobson, Doug Kerfeld, Rob McLachlan, Counselor Grant Hauschild*

ABSENT: *William Berg*

VISITORS *John Mulder, City Administrator; Kevin Orme, Director of Finance and Administration; Paul Senst, Public Works Director; Lindsay Townsend, Utility Billing Clerk; Preston with JPJ Engineering*

MINUTES

Motion by Howard Jacobson to approve minutes of the August 19, 2021 meeting, seconded by Jim Samberg. 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. WLSSD 2022 Budget Letter – placed on file*
- c. Minnesota Dept of Health Sanitary Survey Report – placed on file*
- d. Utility & Infrastructure Manager Position – placed on file*

PRESENTATIONS

- a. Stormwater Ordinance: Presented by John Mulder*
- b. Sewer Trunkline Availability Charges: Presented by John Mulder*

OLD BUSINESS

None

NEW BUSINESS

- a. Kaski – Utility Extension: Doug Kerfeld brought up the issue on the plans that the line was not showing it going all the way to the north property line. Per City policy this needs to happen, this was confirmed by Paul Senst and John Mulder that the line will have to be extended to the north property line of the parcel.*
- b. Irrigation Meter Grant Program: John Mulder presented this idea to the commission. We are not sure of the response that we will get from residents but want to try it in 2022. Motion made by Jim Samberg to bring to City Council, Rob McLachlan seconds. 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: *Absent*
- c. Robert McLachlan: *No report.*
- d. Doug Kerfeld: *No report*
- e. Howard Jacobson: *No report.*
- f. Councilor Grant Hauschild: *Shared with the commission briefly the information that Kevin Orme had presented to City Council in regards to property taxes and how Hermantown compares to our neighboring cities. Statistically Hermantown has been lower compared to other cities in our area.*

RECESS Motion by Jim Samberg to adjourn, second by Rob McLachlan. All ayes, motion carried. The meeting recessed at approximately 7:12pm.

Minutes prepared by:
Lindsay Townsend, Utility Billing Clerk

TO: Utility Commission Members
FROM: John Mulder, City Administrator
DATE: November 10, 2021
SUBJECT: Sewer Discount for Wellness Center



Meeting Date: 11/18/21

REQUESTED ACTION

Approval of a sewer discount for the YMCA / Essentia Wellness Center

BACKGROUND

As you can see from the attached, the Wellness Center has had a substantial jump in water usage. A leak was discovered in the pool. Staff recommends a sewer discount in the amount of \$13,915.65. This figure was determined by following our one month Sod Discount sewer credit procedure which credits the sewer portion of the bill for one month's high water usage.

The average water usage over the prior 3 months was 679,000 gallons. Their high usage month was 2,050,000 gallons so that is 1,371,000 more than their last 3 months average. $1,371,000/1000 = 1371$. $1371 * 10.15 = \$13,915.65$.

ATTACHMENTS

Essentia Wellness Center Water Usage History

Customer Name: ESSENTIA WELLNESS CENTER / YMCA
Account: 3354-00
Route - Meter: 22-3354 From 1-2019 to 11-2021
Service Address: 4289 UGSTAD RD
Mtr Id - Type - Size: 90904504 B 3.00"

Meter Serial #:

(Readings in Actual Units)

AP-Year	Reading	Reading Date	Monthly Usage	YTD Usage	Reading Type
10-2021	10714000	10/18/2021	2050000	8211000	HANDHELD
09-2021	8664000	09/16/2021	1062000	6161000	HANDHELD
08-2021	7602000	08/17/2021	523000	5099000	HANDHELD
07-2021	7079000	07/15/2021	451000	4576000	HANDHELD
06-2021	6628000	06/17/2021	548000	4125000	HANDHELD
05-2021	6080000	05/17/2021	1063000	3577000	HANDHELD

260 Cable TV Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (Commit
456100							
456101	Cable						
	101 Full-Time Employees - Regular	303.74	3,133.93	4,165.00	4,165.00	1,031.07	75 %
	121 PERA Contributions -	24.02	247.87	312.00	312.00	64.13	79 %
	128 Social Security	18.94	196.37	258.00	258.00	61.63	76 %
	129 Medicare	4.42	45.88	60.00	60.00	14.12	76 %
	131 Health Insurance	60.10	751.09	906.00	906.00	154.91	83 %
	133 Life Insurance	0.66	6.44	9.00	9.00	2.56	72 %
	134 Disability Insurance	1.12	10.91	14.00	14.00	3.09	78 %
	136 MSRS	1.20	12.38	16.00	16.00	3.62	77 %
	151 Workers Compensation	0.00	6.00	6.00	6.00	0.00	100 %
	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	0.00	5,625.00	7,500.00	7,500.00	1,875.00	75 %
	331 Travel Expense	16.62	171.54	0.00	0.00	-171.54	%
	361 General Liability Insurance	0.00	48.00	44.00	44.00	-4.00	109 %
	404 Equipment Maintenance	0.00	4,581.01	1,000.00	1,000.00	-3,581.01	458 %
	Account Total:	430.82	26,750.98	14,590.00	14,590.00	-12,160.98	183 %
	Account Group Total:	430.82	26,750.98	14,590.00	14,590.00	-12,160.98	183 %
	Fund Total:	430.82	26,750.98	14,590.00	14,590.00	-12,160.98	183 %

601 Water Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (Commit
471000	Debt Service						
471000	Debt Service						
	303 Banking Fees	0.00	1.70	0.00	0.00	-1.70	%
	Account Total:	0.00	1.70	0.00	0.00	-1.70	%
	Account Group Total:	0.00	1.70	0.00	0.00	-1.70	%
492200	Insurance						
492200	Insurance						
	361 General Liability Insurance	1,026.43	1,026.43	0.00	0.00	-1,026.43	%
	Account Total:	1,026.43	1,026.43	0.00	0.00	-1,026.43	%
	Account Group Total:	1,026.43	1,026.43	0.00	0.00	-1,026.43	%
494300	Water Distribution						
494300	Water Distribution						
	101 Full-Time Employees - Regular	13,520.35	86,868.28	161,050.00	161,050.00	74,181.72	54 %
	102 Full-Time Employees - Overtime	716.45	7,371.31	12,537.00	12,537.00	5,165.69	59 %
	103 Part-Time Employees - Regular	128.37	479.13	0.00	0.00	-479.13	%
	121 PERA Contributions -	1,067.76	9,081.38	13,019.00	13,019.00	3,937.62	70 %
	128 Social Security	849.14	7,215.38	10,762.00	10,762.00	3,546.62	67 %
	129 Medicare	198.60	1,687.44	2,517.00	2,517.00	829.56	67 %
	131 Health Insurance	5,369.12	53,856.53	72,063.00	72,063.00	18,206.47	75 %
	133 Life Insurance	19.56	161.90	223.00	223.00	61.10	73 %
	134 Disability Insurance	75.12	601.81	819.00	819.00	217.19	73 %
	136 MSRS	12.00	123.86	130.00	130.00	6.14	95 %
	151 Workers Compensation	0.00	7,185.00	7,009.00	7,009.00	-176.00	103 %
	212 Motor Fuels	455.63	3,870.14	3,000.00	3,000.00	-870.14	129 %
	216 Uniforms	0.00	432.73	500.00	500.00	67.27	87 %
	221 General Supplies	663.08	3,725.56	5,000.00	5,000.00	1,274.44	75 %
	228 Utility System Maint Supplies	635.40	33,571.67	4,000.00	4,000.00	-29,571.67	839 %
	314 Computer/Software Fees	120.00	2,520.00	3,750.00	3,750.00	1,230.00	67 %
	315 School & Conference	942.88	1,693.51	3,500.00	3,500.00	1,806.49	48 %
	317 Personnel Testing, Physicals,	0.00	108.50	0.00	0.00	-108.50	%
	319 Contracted Services	6,259.00	6,259.00	30,000.00	30,000.00	23,741.00	21 %
	325 Postage	11.40	11.40	0.00	0.00	-11.40	%
	331 Travel Expense	0.00	323.55	750.00	750.00	426.45	43 %
	361 General Liability Insurance	0.00	5,396.00	4,949.00	4,949.00	-447.00	109 %
	382 Water Purchases	98,814.90	703,539.20	711,000.00	711,000.00	7,460.80	99 %
	404 Equipment Maintenance	0.00	3,935.25	5,000.00	5,000.00	1,064.75	79 %
	406 Vehicle Maintenance	456.20	504.53	2,500.00	2,500.00	1,995.47	20 %
	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	203.00	962.58	700.00	700.00	-262.58	138 %
	460 Permits & Licenses	0.00	298.00	0.00	0.00	-298.00	%
	470 Booster Pump Repairs	210.00	220.94	250.00	250.00	29.06	88 %
	471 Water Line Repairs	13,437.57	66,406.09	25,000.00	25,000.00	-41,406.09	266 %
	472 Hydrant Repairs	107.96	13,306.32	29,500.00	29,500.00	16,193.68	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	149,425.50	258,754.50	314,500.00	314,500.00	55,745.50	82 %

601 Water Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (Commit
Account Total:		293,698.99	1,335,246.49	1,609,028.00	1,609,028.00	273,781.51	83 %
Account Group Total:		293,698.99	1,335,246.49	1,609,028.00	1,609,028.00	273,781.51	83 %
494400	Water Administration and General						
494400	Water Administration and General						
101	Full-Time Employees - Regular	5,819.48	37,605.99	81,921.00	81,921.00	44,315.01	46 %
102	Full-Time Employees - Overtime	0.00	129.04	505.00	505.00	375.96	26 %
111	Severance Pay - Vacation/Sick	0.00	244.81	0.00	0.00	-244.81	%
121	PERA Contributions -	444.75	4,531.74	6,182.00	6,182.00	1,650.26	73 %
128	Social Security	348.58	3,570.19	5,110.00	5,110.00	1,539.81	70 %
129	Medicare	81.54	835.20	1,195.00	1,195.00	359.80	70 %
131	Health Insurance	1,646.93	21,981.18	20,002.00	20,002.00	-1,979.18	110 %
133	Life Insurance	11.07	109.54	156.00	156.00	46.46	70 %
134	Disability Insurance	24.29	228.46	355.00	355.00	126.54	64 %
136	MSRS	16.02	165.22	208.00	208.00	42.78	79 %
151	Workers Compensation	0.00	120.00	115.00	115.00	-5.00	104 %
201	Office Supplies	0.00	15.50	0.00	0.00	-15.50	%
202	Printing Supplies	0.00	286.69	600.00	600.00	313.31	48 %
301	Audit/Account Services	0.00	4,039.88	4,500.00	4,500.00	460.12	90 %
303	Banking Fees	0.00	5,186.98	0.00	0.00	-5,186.98	%
305	Engineer Fees	130.00	7,172.50	0.00	0.00	-7,172.50	%
308	Legal Fees	671.83	4,204.33	3,000.00	3,000.00	-1,204.33	140 %
314	Computer/Software Fees	0.00	3,294.94	1,800.00	1,800.00	-1,494.94	183 %
315	School & Conference	0.00	250.00	0.00	0.00	-250.00	%
319	Contracted Services	500.98	5,168.07	3,200.00	3,200.00	-1,968.07	162 %
321	Telephone	235.73	1,905.12	2,210.00	2,210.00	304.88	86 %
322	Internet	45.38	418.46	280.00	280.00	-138.46	149 %
323	Gopher One Call Locates	137.70	1,035.15	1,550.00	1,550.00	514.85	67 %
325	Postage	0.00	347.26	3,675.00	3,675.00	3,327.74	9 %
331	Travel Expense	131.41	1,164.04	1,400.00	1,400.00	235.96	83 %
351	Legal Notices Publishing	0.00	490.75	600.00	600.00	109.25	82 %
361	General Liability Insurance	0.00	6,815.00	4,093.00	4,093.00	-2,722.00	167 %
381	Electricity	616.04	8,369.32	6,850.00	6,850.00	-1,519.32	122 %
383	Heating Gas	48.06	1,484.18	3,200.00	3,200.00	1,715.82	46 %
405	Computer Maintenance	0.00	18,903.80	14,964.00	14,964.00	-3,939.80	126 %
420	Depreciation Expenses	0.00	0.00	200,000.00	200,000.00	200,000.00	%
434	Employee Recognition	0.00	73.98	0.00	0.00	-73.98	%
451	Dues & Subscriptions	0.00	50.00	0.00	0.00	-50.00	%
720	Transfer Out	0.00	0.00	91,838.00	91,838.00	91,838.00	%
Account Total:		10,909.79	140,197.32	459,509.00	459,509.00	319,311.68	31 %
Account Group Total:		10,909.79	140,197.32	459,509.00	459,509.00	319,311.68	31 %
494500	Sewer Maintenance						
494500	Sewer Maintenance						
471	Water Line Repairs	0.00	4.98	0.00	0.00	-4.98	%
Account Total:		0.00	4.98	0.00	0.00	-4.98	%
Account Group Total:		0.00	4.98	0.00	0.00	-4.98	%
Fund Total:		305,635.21	1,476,476.92	2,068,537.00	2,068,537.00	592,060.08	71 %

602 Sewer Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (Commit
471000	Debt Service						
471000	Debt Service						
	303 Banking Fees	0.00	0.07	0.00	0.00	-0.07	%
	Account Total:	0.00	0.07	0.00	0.00	-0.07	%
	Account Group Total:	0.00	0.07	0.00	0.00	-0.07	%
492200	Insurance						
492200	Insurance						
	361 General Liability Insurance	684.28	684.28	0.00	0.00	-684.28	%
	Account Total:	684.28	684.28	0.00	0.00	-684.28	%
	Account Group Total:	684.28	684.28	0.00	0.00	-684.28	%
494500	Sewer Maintenance						
494500	Sewer Maintenance						
	101 Full-Time Employees - Regular	8,486.43	62,928.96	118,951.00	118,951.00	56,022.04	53 %
	102 Full-Time Employees - Overtime	434.81	5,181.38	9,118.00	9,118.00	3,936.62	57 %
	103 Part-Time Employees - Regular	71.27	121.03	0.00	0.00	-121.03	%
	121 PERA Contributions -	669.10	6,289.17	9,605.00	9,605.00	3,315.83	65 %
	128 Social Security	530.71	4,973.20	7,940.00	7,940.00	2,966.80	63 %
	129 Medicare	124.10	1,162.94	1,857.00	1,857.00	694.06	63 %
	131 Health Insurance	3,377.77	36,682.72	52,944.00	52,944.00	16,261.28	69 %
	133 Life Insurance	11.68	103.99	168.00	168.00	64.01	62 %
	134 Disability Insurance	47.11	414.76	603.00	603.00	188.24	69 %
	136 MSRS	6.00	61.94	104.00	104.00	42.06	60 %
	151 Workers Compensation	0.00	5,366.00	5,237.00	5,237.00	-129.00	102 %
	212 Motor Fuels	303.76	2,580.10	1,500.00	1,500.00	-1,080.10	172 %
	216 Uniforms	0.00	432.73	350.00	350.00	-82.73	124 %
	221 General Supplies	272.69	2,621.15	2,500.00	2,500.00	-121.15	105 %
	228 Utility System Maint Supplies	1,689.83	1,689.83	2,500.00	2,500.00	810.17	68 %
	229 Lift Station Maintenance	3,752.85	8,632.03	15,000.00	15,000.00	6,367.97	58 %
	314 Computer/Software Fees	120.00	120.00	3,750.00	3,750.00	3,630.00	3 %
	315 School & Conference	942.88	1,294.48	1,500.00	1,500.00	205.52	86 %
	317 Personnel Testing, Physicals,	0.00	108.50	450.00	450.00	341.50	24 %
	319 Contracted Services	1,312.50	14,318.75	23,500.00	23,500.00	9,181.25	61 %
	325 Postage	0.00	40.22	0.00	0.00	-40.22	%
	331 Travel Expense	0.00	80.64	500.00	500.00	419.36	16 %
	351 Legal Notices Publishing	0.00	0.00	561.00	561.00	561.00	%
	361 General Liability Insurance	0.00	1,746.00	1,601.00	1,601.00	-145.00	109 %
	385 Sewer Charges	19,249.50	407,733.00	564,000.00	564,000.00	156,267.00	72 %
	403 Road Maintenance	0.00	0.00	5,000.00	5,000.00	5,000.00	%
	404 Equipment Maintenance	0.00	4,755.61	5,500.00	5,500.00	744.39	86 %
	406 Vehicle Maintenance	0.00	53.91	2,500.00	2,500.00	2,446.09	2 %
	413 Equipment Rental	0.00	183.00	6,500.00	6,500.00	6,317.00	3 %
	451 Dues & Subscriptions	120.00	240.00	150.00	150.00	-90.00	160 %
	460 Permits & Licenses	0.00	298.00	250.00	250.00	-48.00	119 %
	475 Sewerline Repairs	0.00	9,147.54	15,000.00	15,000.00	5,852.46	61 %
	476 Lift Station Repairs Sewer	0.00	10,583.17	15,000.00	15,000.00	4,416.83	71 %
	477 I & I Maintenance	9,768.00	9,933.76	15,000.00	15,000.00	5,066.24	66 %
	478 Sewer Cleaning	0.00	28,515.97	45,000.00	45,000.00	16,484.03	63 %
	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	%

602 Sewer Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (Commit
580	Other Equipment	0.00	24,267.00	2,500.00	2,500.00	-21,767.00	971 %
590	Pumping Plant & Lift Stations	8,985.78	42,907.87	40,000.00	40,000.00	-2,907.87	107 %
	Account Total:	60,276.77	695,569.35	977,889.00	977,889.00	282,319.65	71 %
	Account Group Total:	60,276.77	695,569.35	977,889.00	977,889.00	282,319.65	71 %
494900	Sewer Administration and General						
494900	Sewer Administration and General						
101	Full-Time Employees - Regular	4,556.17	29,940.31	72,140.00	72,140.00	42,199.69	42 %
102	Full-Time Employees - Overtime	0.00	96.91	505.00	505.00	408.09	19 %
111	Severance Pay - Vacation/Sick	0.00	139.89	0.00	0.00	-139.89	%
121	PERA Contributions -	345.89	3,511.18	5,448.00	5,448.00	1,936.82	64 %
128	Social Security	271.00	2,762.72	4,504.00	4,504.00	1,741.28	61 %
129	Medicare	63.39	646.18	1,053.00	1,053.00	406.82	61 %
131	Health Insurance	1,278.53	16,427.30	18,061.00	18,061.00	1,633.70	91 %
133	Life Insurance	9.32	87.65	140.00	140.00	52.35	63 %
134	Disability Insurance	19.66	183.28	323.00	323.00	139.72	57 %
136	MSRS	14.01	144.51	182.00	182.00	37.49	79 %
151	Workers Compensation	0.00	113.00	101.00	101.00	-12.00	112 %
201	Office Supplies	0.00	15.49	0.00	0.00	-15.49	%
202	Printing Supplies	0.00	286.68	400.00	400.00	113.32	72 %
301	Audit/Account Services	0.00	4,039.87	4,500.00	4,500.00	460.13	90 %
303	Banking Fees	0.00	5,186.94	0.00	0.00	-5,186.94	%
305	Engineer Fees	260.00	2,567.50	1,000.00	1,000.00	-1,567.50	257 %
308	Legal Fees	896.50	4,790.00	900.00	900.00	-3,890.00	532 %
314	Computer/Software Fees	0.00	3,224.03	2,000.00	2,000.00	-1,224.03	161 %
315	School & Conference	0.00	0.00	50.00	50.00	50.00	%
319	Contracted Services	502.78	5,186.12	300.00	300.00	-4,886.12	*** %
321	Telephone	215.64	1,781.58	2,100.00	2,100.00	318.42	85 %
322	Internet	68.07	571.43	700.00	700.00	128.57	82 %
323	Gopher One Call Locates	91.80	690.10	950.00	950.00	259.90	73 %
325	Postage	0.00	193.53	2,580.00	2,580.00	2,386.47	8 %
331	Travel Expense	86.33	602.55	880.00	880.00	277.45	68 %
351	Legal Notices Publishing	0.00	103.25	100.00	100.00	-3.25	103 %
361	General Liability Insurance	0.00	7,136.00	4,736.00	4,736.00	-2,400.00	151 %
381	Electricity	541.40	5,559.92	8,000.00	8,000.00	2,440.08	69 %
383	Heating Gas	30.04	927.63	2,400.00	2,400.00	1,472.37	39 %
405	Computer Maintenance	0.00	18,903.04	14,963.00	14,963.00	-3,940.04	126 %
420	Depreciation Expenses	0.00	0.00	556,747.00	556,747.00	556,747.00	%
434	Employee Recognition	0.00	73.98	0.00	0.00	-73.98	%
451	Dues & Subscriptions	0.00	50.00	0.00	0.00	-50.00	%
720	Transfer Out	0.00	0.00	67,944.00	67,944.00	67,944.00	%
	Account Total:	9,250.53	115,942.57	773,707.00	773,707.00	657,764.43	15 %
	Account Group Total:	9,250.53	115,942.57	773,707.00	773,707.00	657,764.43	15 %
495000	Transfer Out						
495000	Transfer Out						
720	Transfer Out	0.00	0.00	99,125.00	99,125.00	99,125.00	%
	Account Total:	0.00	0.00	99,125.00	99,125.00	99,125.00	%
	Account Group Total:	0.00	0.00	99,125.00	99,125.00	99,125.00	%

11/05/21
16:16:18

CITY OF HERMANTOWN, MN
Statement of Expenditure - Budget vs. Actual Report
For the Accounting Period: 10 / 21

Page: 6 of 8
Report ID: B100

602 Sewer Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (Commit
	Fund Total:	70,211.58	812,196.27	1,850,721.00	1,850,721.00	1,038,524.73	44 %

603 Storm Water Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (Commit
441100	Storm Water						
441100	Storm Water						
	101 Full-Time Employees - Regular	5,878.25	36,293.01	63,588.00	63,588.00	27,294.99	57 %
	102 Full-Time Employees - Overtime	158.11	2,267.45	2,046.00	2,046.00	-221.45	111 %
	103 Part-Time Employees - Regular	0.00	249.81	0.00	0.00	-249.81	%
	111 Severance Pay - Vacation/Sick	0.00	139.89	0.00	0.00	-139.89	%
	121 PERA Contributions -	456.91	4,785.30	4,923.00	4,923.00	137.70	97 %
	128 Social Security	359.62	3,800.54	4,069.00	4,069.00	268.46	93 %
	129 Medicare	84.13	901.81	952.00	952.00	50.19	95 %
	131 Health Insurance	1,799.47	27,167.28	19,197.00	19,197.00	-7,970.28	142 %
	133 Life Insurance	12.33	119.30	112.00	112.00	-7.30	107 %
	134 Disability Insurance	27.55	271.27	297.00	297.00	25.73	91 %
	136 MSRS	18.00	185.75	130.00	130.00	-55.75	143 %
	151 Workers Compensation	0.00	1,627.00	1,592.00	1,592.00	-35.00	102 %
	305 Engineer Fees	790.00	2,155.00	6,000.00	6,000.00	3,845.00	36 %
	308 Legal Fees	0.00	335.00	1,000.00	1,000.00	665.00	34 %
	310 Recording/Filing Fees	0.00	158.00	500.00	500.00	342.00	32 %
	314 Computer/Software Fees	120.00	3,118.36	0.00	0.00	-3,118.36	%
	319 Contracted Services	494.10	5,472.55	30,000.00	30,000.00	24,527.45	18 %
	325 Postage	0.00	0.00	500.00	500.00	500.00	%
	331 Travel Expense	55.38	571.60	300.00	300.00	-271.60	191 %
	403 Road Maintenance	1,584.18	36,754.25	11,000.00	11,000.00	-25,754.25	334 %
	404 Equipment Maintenance	0.00	537.78	0.00	0.00	-537.78	%
	413 Equipment Rental	0.00	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	%
	Account Total:	11,838.03	146,696.95	480,086.00	480,086.00	333,389.05	31 %
	Account Group Total:	11,838.03	146,696.95	480,086.00	480,086.00	333,389.05	31 %
471000	Debt Service						
471000	Debt Service						
	303 Banking Fees	0.00	1.71	0.00	0.00	-1.71	%
	Account Total:	0.00	1.71	0.00	0.00	-1.71	%
	Account Group Total:	0.00	1.71	0.00	0.00	-1.71	%
495000	Transfer Out						
495000	Transfer Out						
	720 Transfer Out	0.00	0.00	6,125.00	6,125.00	6,125.00	%
	Account Total:	0.00	0.00	6,125.00	6,125.00	6,125.00	%
	Account Group Total:	0.00	0.00	6,125.00	6,125.00	6,125.00	%
	Fund Total:	11,838.03	146,698.66	486,211.00	486,211.00	339,512.34	30 %

605 Street Lighting & Traffic Signalization

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (Commit
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	2,770.74	24,250.48	28,000.00	28,000.00	3,749.52	87 %
	Account Total:	2,770.74	24,250.48	33,000.00	33,000.00	8,749.52	73 %
	Account Group Total:	2,770.74	24,250.48	33,000.00	33,000.00	8,749.52	73 %
	Fund Total:	2,770.74	24,250.48	33,000.00	33,000.00	8,749.52	73 %
	Grand Total:	390,886.38					
			0.00				
			2,486,373.31	4,453,059.00	4,453,059.00	1,966,685.69	56 %

**Public Works
Utility Maintenance Report**

Meeting Date:	11/18/2021			
Reporting Period:	From:	10/1/2021	To:	10/31/2021

1. Water Utility

- a. Project Update
 - i. Peyton Acres
 - 1. NO Change in September
 - ii. Hwy 53 Water Tower Recoating
 - 1. Plans being developed for bid in early 2022
- b. 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
- c. Water Main work
 - i. Valve Leak @ Hwy 53 and Walmart- lots of water loss
 - 1. May have to bill Wal-Mart
 - ii. Repaired hydrant at Hermantown Road and Stebner
 - iii. Replaced hydrant at Lindahl Rd and Arrowhead Road
 - iv. Repaired Curbstop stand pipe Copley Road
 - v. Repaired Curbstop stand pipe on Morris Thomas Road
- d. Irrigation meter plan for 2022

2. Sewer

- a. Project Update
 - i. Planning 2022 Sanitary sewer cleaning

3. Stormwater

- a. Project Update
 - i. Curb along Portland Road
 - 1. Complete by JMF construction
- b. Misc. Stormwater Happenings
 - i. Installed 3 culverts for homeowners at their residences
 - 1. 1 on Hermantown Road
 - 2. 1 on Thompson Road
 - 3. 1 on Almquist Road

4. Looking Ahead to 2022

- a. 2022 Driveway Culvert replacements
- b. 2022 Hawk Circle Water Tower Recoating
- c. RFP for Water Radio switch to AMI
- d. EPA Disaster Response certification- 2nd part to R&R report due 12/30/2021

City of Hermantown - 2021 Water Loss Report

	Duluth Billed (Gallons)	Hermantown Billed (Gallons)	Difference	Percent Difference	Water Main Breaks	Truck Fill/ Temp Meter	City Usage	Total Accounted	Total Unaccounted Gallons
Jan	14,008,544	13,130,447	878,097	6.3%	-	23,400	20,990	44,390	833,707
Feb	13,577,696	11,567,332	2,010,364	14.8%	1,145,000	7,900	13,972	1,166,872	843,492
Mar	12,871,584	12,712,351	159,233	1.2%	50,000	20,900	17,470	88,370	70,863
Apr	14,606,944	13,255,683	1,351,261	9.3%	210,000	27,100	11,818	248,918	1,102,343
May	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%	-	95,900	33,513	129,413	720,781
Aug	21,032,264	19,647,740	1,384,524	6.6%	506,000	275,482	22,120	803,602	580,922
Sep	18,422,492	17,133,360	1,289,132	7.0%	200,000	93,300	13,771	307,071	982,061
Oct	21,272,372	15,189,810	6,082,562	28.6%	6,940,000	38,800	20,744	6,999,544	(916,982)
Nov	-	-	-	#DIV/0!	-	-	-	-	-
Dec	-	-	-	#DIV/0!	-	-	-	-	-
	165,407,484	151,219,022	14,188,462	8.6%	9,289,700	728,754	194,684	10,213,138	3,975,323

Total Percent of Duluth Billed Unaccounted For:

2.40%



Clear Answers for Clean Water™

Western Lake Superior Sanitary District

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

Account No.	8420
Invoice Date	10/31/2021

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

Invoice	Trans Date	Due Date	PO	Desc	Quantity	Unit Rate	Amount
103121HER1	10/31/2021	11/15/2021		WASTEWATER CHARGES			42,613.00
103121HER2	10/31/2021	11/15/2021		2020 ADJUSTMENT			-1,587.00

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

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

2021 FLOW AND LOADINGS				BOD Biochemical Oxygen Demand			
SUMMARY ONLY				SS Suspended Solids			
Hermantown							
(Haines Road Metering Station)							
				FLOW Million Gallons per Day			
	TOTAL	AVG	PEAK HR	TOTAL	AVG	TOTAL	AVG
MONTH	FLOW	FLOW	FLOW RATE	BOD	BOD	SS	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	16,802	542
JUNE	10.6220	0.3541	0.5556	18,720	624	17,430	581
JULY	10.3429	0.3336	0.8856	17,484	564	16,027	517
AUGUST	10.3449	0.3337	0.5698	19,933	643	19,437	627
SEPTEMBER	10.4452	0.3482	0.6516	17,730	591	17,070	569
OCTOBER							
NOVEMBER							
DECEMBER							
TOTAL or AVG	97.0039	0.3553		161,734	592	159,021	582

<p>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</p>	<p>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</p> <p>Initialed By: <u>TLM</u> Initialed By: <u>[Signature]</u></p>
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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	16.4616	0.5310	1.2175	27,690	893	26,233	846
AUGUST	16.2866	0.5254	0.8027	29,844	963	29,348	947
SEPTEMBER	16.6735	0.5558	0.8956	28,119	937	27,459	915
OCTOBER							
NOVEMBER							
DECEMBER							
TOTAL or AVG	165.9832	0.6080	Allocation	276,791	1,014	274,078	1,004
2021 BUDGET		0.6500	3.5300		1,150		1,100

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

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

Initialed By: JLM
Initialed By: GB

2021 FLOW AND LOADINGS
SUMMARY ONLY

Bayview Interceptor
(City of Hermantown)

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

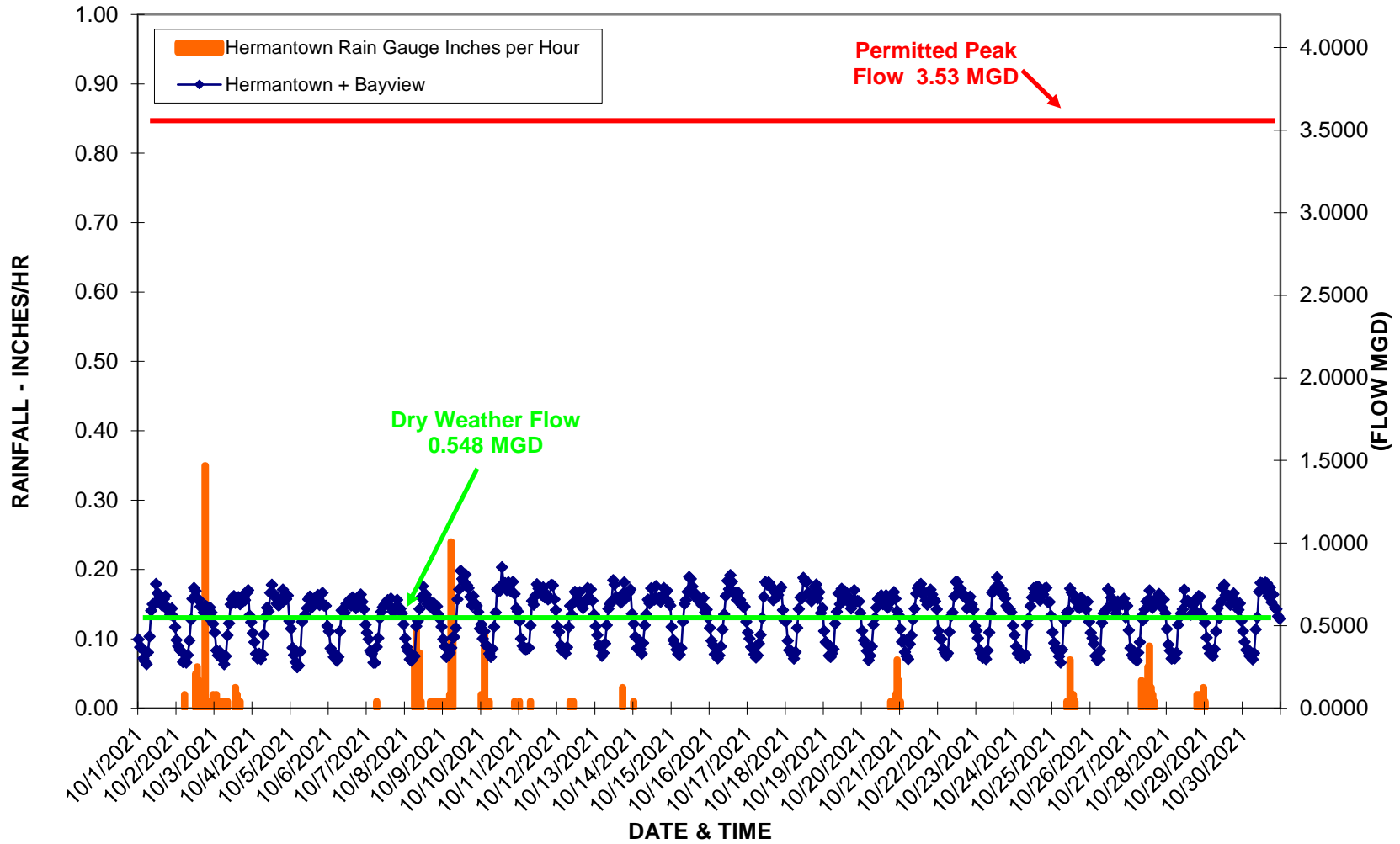
MONTH	TOTAL	AVG	PEAK HR	TOTAL	AVG	TOTAL	AVG
	FLOW	FLOW	FLOW RATE	BOD	BOD	SS	SS
	MG	MGD	MGD	LBS	LBS/DAY	LBS	LBS/DAY
JANUARY	6.5467	0.2112	0.3787	10,920	352	10,920	352
FEBRUARY	5.9565	0.2127	0.6357	9,935	355	9,935	355
MARCH	10.7015	0.3452	1.1283	17,850	576	17,850	576
APRIL	12.5573	0.4186	1.4354	20,946	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	6.1187	0.1974	0.4169	10,206	329	10,206	329
AUGUST	5.9417	0.1917	0.3422	9,911	320	9,911	320
SEPTEMBER	6.2283	0.2076	0.4274	10,389	346	10,389	346
OCTOBER							
NOVEMBER							
DECEMBER							
TOTAL or AVG	68.9793	0.2527		115,057	421	115,057	421

Questions regarding Billing
In this summary form
should be directed to:
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Director of Finance
Western Lake Superior Sanitary District
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Duluth, MN 55806
Phone: (218) 740-4788
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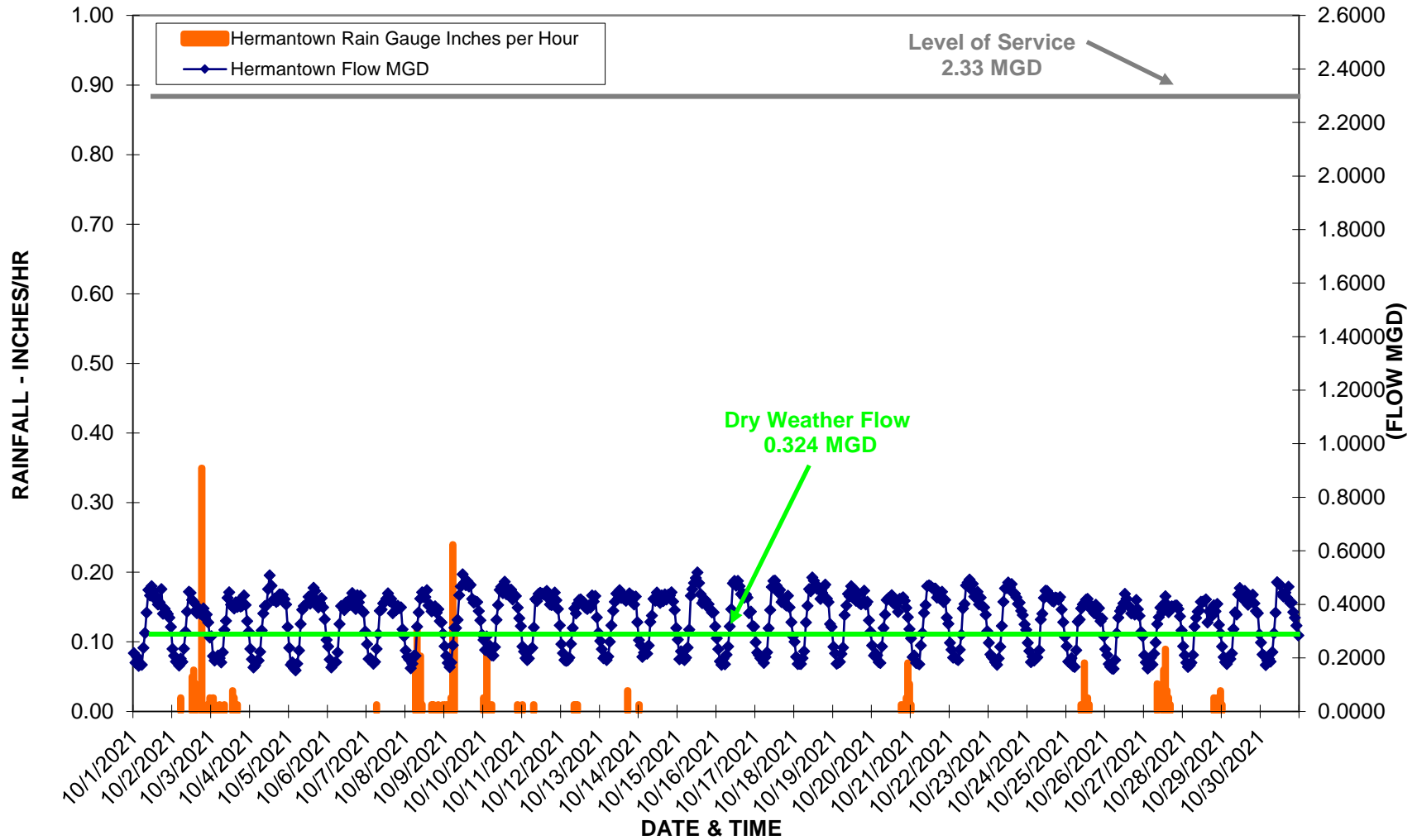
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Hermantown Flow + Bayview October 2021

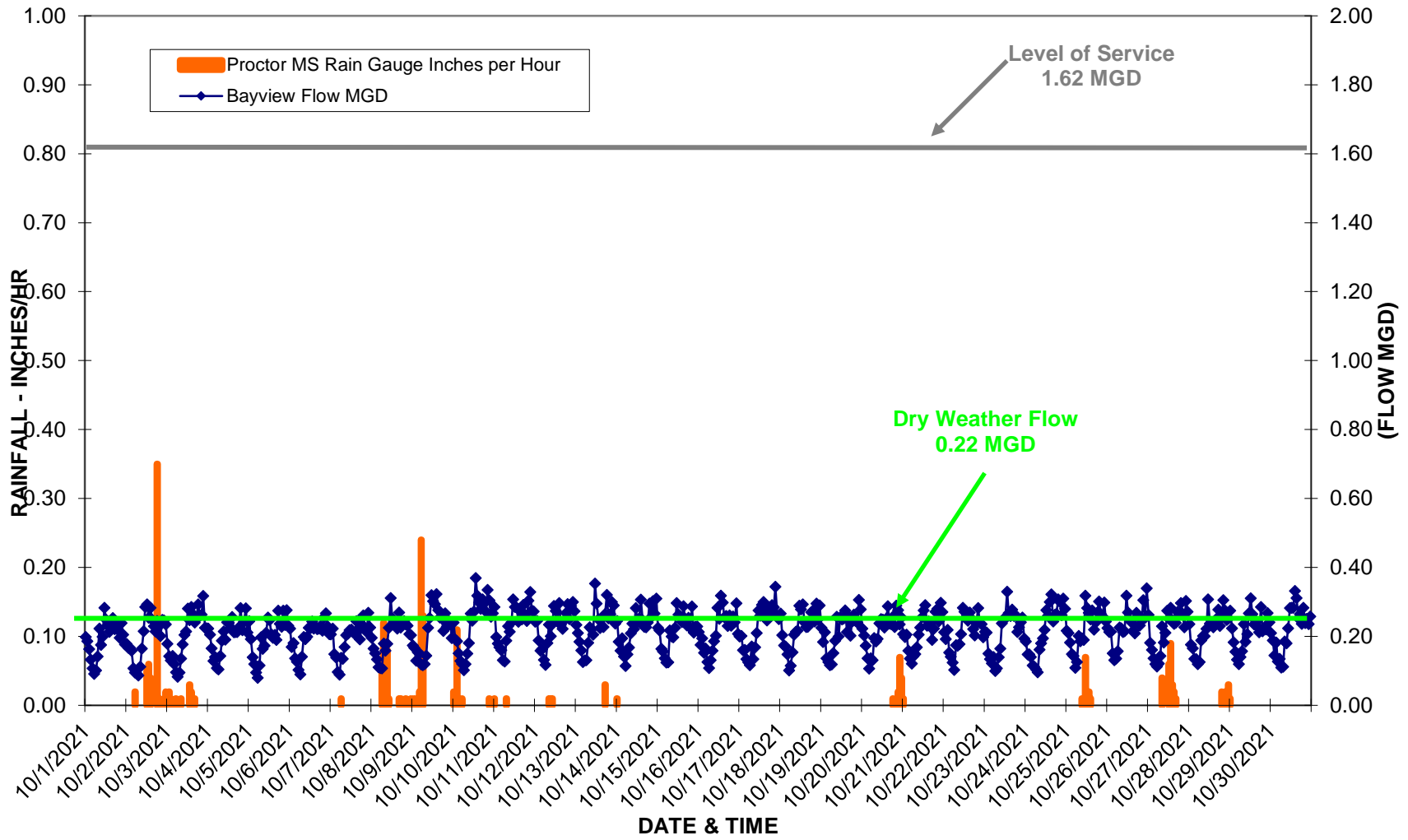


Hermantown Flow - Haines Road

October 2021



BAYVIEW METERING STATION October 2021



2021 New 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
8/27/2021	3883 Okerstrom Rd	x	x	Jason Bramstadt	New
9/2/2021	5236 Lavaque Jct Rd		x	Casey Macdonell	Existing
9/27/2021	4185 Jefferson Dr	x	x	Garret Suihkonen	New
9/28/2021	4324 Ugstad Rd	x	x	Amber Olson	New
10/7/2021	3959 Peyton Lane	x	x	Scott Antcliff	New

10/8/2021	4348 Stebner RD	x	x	David Kolquist	New
10/26/2021	4978 Marko Dr	x	x	Rob Irving	New
11/5/2021	4319 Sugar Maple Dr	x	x	O'Bey Construction	New

TO: Utility Commission Members



FROM: Lindsay Townsend, Utility
Billing Clerk

DATE: November 10, 2021

Meeting Date: 11/18/2021

SUBJECT: Utility Billing Happenings

Agenda Item: 8f

-
- December Utility Commission meeting is cancelled. Next meeting will be January 20, 2022.
 - Utility Portal Update: 1,106 accounts, 423 paperless, 300 autopay (Last month: 1085 accounts, 418 paperless, 292 autopay)
 - Past Due Accounts as of October 13: 82 accts (72 accounts last month)
 - 120 days – 4 accts (Previous month: 2)
 - 90 days – 3 accts (Previous month: 6)
 - 60 days – 12 accts (Previous month: 6)
 - 30 days – 63 accts (Previous month: 58)
 - On October 1 Pending Assessment letters for Delinquent Utilities went out to 157 customers (67 monthly & 90 semi-annual). Customers have until November 12, 2021 to pay their past due balance to avoid being certified to St. Louis County to have the balance be collected with their 2022 property taxes.

As of November 10, there are 69 customers left to pay from the 157 that received letters.
12 monthly customers and 57 semi-annual stormwater only customers.