

CITY OF HERMANTOWN
UTILITY COMMISSION AGENDA – July 21, 2022

Hermantown’s July 21, 2022, **UTILITY COMMISSION** Meeting will be conducted in person with remote connection available via Zoom.

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: July 21, 2022 05:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83937252217?pwd=QzFUWEJtSUJlR4RkNwbVNwVXd4UT09>

Meeting ID: 839 3725 2217

Passcode: 576504

Dial by your location

+1 312 626 6799 US (Chicago)

**CITY OF HERMANTOWN
UTILITY COMMISSION AGENDA – July 21, 2022**

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

1. **ROLL CALL**
2. **MINUTES** – Approval or Correction
 - a. [June 16, 2022 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. [WLSSD Discharge Monitoring Report](#)
5. **PRESENTATIONS** *(Department Heads may give reports if necessary)*
6. **OLD BUSINESS**
 - a. [Utility Commission Meeting Frequency Discussion](#)
7. **NEW BUSINESS**
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 – report not attached](#)
 - 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**

June 16, 2022

5:30 PM

This meeting was conducted in person and via Zoom.

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

ABSENT: *William Berg*

VISITORS *Paul Senst, Public Works Director; Lindsay Townsend, Utility Billing Clerk*

MINUTES

Motion by Rob McLachlan to approve minutes of the May 19, 2022 meeting, seconded by Howard Jacobson. 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 Report – Report was attached.*
- b. Sewer Availability Charge Policy – Commission requested review by John Mulder to be more specific on page 2 first paragraph to define who is “the City”. Is that Utility Commission? Public Works Director? City Engineer?*
- c. WLSSD I & I Program Assessment – Report was attached.*

PRESENTATIONS

none

OLD BUSINESS

none

NEW BUSINESS

- a. Utility Commission Meeting Frequency – Discussed having UC meetings every other month possibly starting in 2023 on the odd numbered months as a one-year trial. Questions came up about Special Meetings and what would need to be done to notify the public. More research needs to be done on Open Meeting Laws to make sure we are compliant. Motion by Jim Samberg to table the discussion until next meeting, Howard Jacobson seconded. All ayes. Motion carried to table.*
- b. AEOA Water Assistance Program – AEOA has a new water assistance program as they were awarded funds from the State of MN due to Covid-19. The program assists low income families with their water/sewer utility bill. Jim Samberg motion to approve the City of Hermantown*

getting set up as a vendor with AEOA, 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: *Absent*
- c. Robert McLachlan: *No report.*
- d. Doug Kerfeld: *Absent.*
- e. Howard Jacobson: *No report.*
- f. Councilor Grant Hauschild: *Informed commission that the City of Hermantown was not approved for LGA or Bonding from the state. Also, two council members term is ending soon and there have been 4 applicants from the community for those positions*

RECESS Motion by Jim Samberg to adjourn, seconded by Rob McLachlan. All ayes, motion carried. The meeting recessed at approximately 6:29 pm.

Minutes prepared by:
Lindsay Townsend, Utility Billing Clerk



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



Western Lake Superior Sanitary District

June 8, 2022

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 May 2022 (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 May was 45 MGD.

The average influent cBOD5 concentration was 192 mg/L and the average effluent concentration was 11 mg/L. The cBOD5 removal efficiency for the month of May was 94 percent. The average influent and effluent suspended solids concentrations were 187 mg/L and 13 mg/L, respectively, providing a monthly suspended solids removal rate of 93 percent.

For the month of May, the effluent phosphorus calendar month average concentration was 0.3 mg/L and the average mass was 49 kg/d, compared to the respective calendar month average limits of 1.0 mg/L and 115 kg/d.

For the month of May, the effluent's daily maximum mercury concentration was 5.3 ng/L and the monthly average was 4.8 ng/L. WLSSD's NPDES permit which expired May 31, 2021, stipulated mercury 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. For the month of May, the calendar month average mercury was 722 mg/d, and the daily maximum was 804 mg/d.

WLSSD proactively submitted a notification letter to the MPCA on May 6, 2021 that identified and discussed the NPDES/SDS permit compliance challenges it faced meeting mercury limits without a variance.

In May a non-wastewater release of foam occurred from a manhole. This release was unrelated to wet weather. The release report is attached.

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June 8, 2022

This submittal contains: a Sample Values Spreadsheet, a DMR Calculated Values Spreadsheet, and a release report.

Sincerely,

A handwritten signature in black ink, appearing to read 'Marianne Bohren', with a stylized flourish below it.

Marianne Bohren
Executive Director

MB/jaf

Attachments

CC: Ms. Alieca Johnson
Ms. Rhonda Peleski
Ms. Lori Stigers
Mr. Caleb Peterson
Mr. Derek Wolf
Mr. John Mulder

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	158.25	1,824.13	4,282.00	4,282.00	2,457.87	43 %
	103 Part-Time Employees - Regular	550.00	2,750.00	0.00	0.00	-2,750.00	%
	121 PERA Contributions -	12.49	143.99	321.00	321.00	177.01	45 %
	128 Social Security	43.98	284.38	266.00	266.00	-18.38	107 %
	129 Medicare	10.30	66.60	62.00	62.00	-4.60	107 %
	131 Health Insurance	31.11	511.17	944.00	944.00	432.83	54 %
	133 Life Insurance	0.32	3.78	8.00	8.00	4.22	47 %
	134 Disability Insurance	0.61	6.96	13.00	13.00	6.04	54 %
	136 MSRS	0.61	6.95	20.00	20.00	13.05	35 %
	151 Workers Compensation	0.00	3.00	6.00	6.00	3.00	50 %
	308 Legal Fees	0.00	0.00	500.00	500.00	500.00	%
	319 Contracted Services	0.00	0.00	7,500.00	7,500.00	7,500.00	%
	331 Travel Expense	8.31	96.16	0.00	0.00	-96.16	%
	361 General Liability Insurance	0.00	26.00	52.00	52.00	26.00	50 %
	404 Equipment Maintenance	0.00	0.00	1,000.00	1,000.00	1,000.00	%
	Account Total:	815.98	5,723.12	14,974.00	14,974.00	9,250.88	38 %
	Account Group Total:	815.98	5,723.12	14,974.00	14,974.00	9,250.88	38 %
	Fund Total:	815.98	5,723.12	14,974.00	14,974.00	9,250.88	38 %

601 Water Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (Commit)
494300	Water Distribution						
494300	Water Distribution						
101	Full-Time Employees - Regular	4,443.00	17,706.69	169,097.00	169,097.00	151,390.31	10 %
102	Full-Time Employees - Overtime	292.09	6,299.64	12,687.00	12,687.00	6,387.36	50 %
103	Part-Time Employees - Regular	16.56	33.11	0.00	0.00	-33.11	%
111	Severance Pay - Vacation/Sick	0.00	0.00	19,387.00	19,387.00	19,387.00	%
121	PERA Contributions -	355.12	4,529.93	13,634.00	13,634.00	9,104.07	33 %
128	Social Security	281.40	3,589.39	12,473.00	12,473.00	8,883.61	29 %
129	Medicare	65.80	839.37	2,917.00	2,917.00	2,077.63	29 %
131	Health Insurance	1,751.96	31,700.20	76,877.00	76,877.00	45,176.80	41 %
133	Life Insurance	6.60	78.24	205.00	205.00	126.76	38 %
134	Disability Insurance	26.19	313.71	904.00	904.00	590.29	35 %
136	MSRS	15.00	131.63	1,307.00	1,307.00	1,175.37	10 %
151	Workers Compensation	0.00	3,680.00	7,360.00	7,360.00	3,680.00	50 %
212	Motor Fuels	0.00	2,005.65	3,000.00	3,000.00	994.35	67 %
216	Uniforms	0.00	250.72	500.00	500.00	249.28	50 %
221	General Supplies	128.89	458.37	5,500.00	5,500.00	5,041.63	8 %
228	Utility System Maint Supplies	1,780.99	13,274.97	39,000.00	39,000.00	25,725.03	34 %
308	Legal Fees	0.00	1,507.53	0.00	0.00	-1,507.53	%
314	Computer/Software Fees	0.00	2,500.00	3,750.00	3,750.00	1,250.00	67 %
315	School & Conference	0.00	238.51	2,500.00	2,500.00	2,261.49	10 %
319	Contracted Services	0.00	0.00	30,000.00	30,000.00	30,000.00	%
321	Telephone	0.00	1,303.94	0.00	0.00	-1,303.94	%
331	Travel Expense	0.00	0.00	750.00	750.00	750.00	%
351	Legal Notices Publishing	0.00	0.00	250.00	250.00	250.00	%
361	General Liability Insurance	0.00	2,922.00	5,843.00	5,843.00	2,921.00	50 %
382	Water Purchases	72,135.08	346,276.24	740,000.00	740,000.00	393,723.76	47 %
404	Equipment Maintenance	0.00	0.00	4,000.00	4,000.00	4,000.00	%
406	Vehicle Maintenance	0.00	242.05	2,000.00	2,000.00	1,757.95	12 %
413	Equipment Rental	0.00	0.00	7,500.00	7,500.00	7,500.00	%
417	Uniform Rental	0.00	0.00	500.00	500.00	500.00	%
451	Dues & Subscriptions	0.00	567.00	700.00	700.00	133.00	81 %
460	Permits & Licenses	0.00	19.25	0.00	0.00	-19.25	%
470	Booster Pump Repairs	0.00	0.00	250.00	250.00	250.00	%
471	Water Line Repairs	2,221.25	10,398.18	40,000.00	40,000.00	29,601.82	26 %
472	Hydrant Repairs	0.00	1,145.48	14,500.00	14,500.00	13,354.52	8 %
540	Office Equip/Furnishings	0.00	143.90	0.00	0.00	-143.90	%
580	Other Equipment	0.00	0.00	5,000.00	5,000.00	5,000.00	%
	Account Total:	83,519.93	452,155.70	1,222,391.00	1,222,391.00	770,235.30	37 %
	Account Group Total:	83,519.93	452,155.70	1,222,391.00	1,222,391.00	770,235.30	37 %
494400	Water Administration and General						
494400	Water Administration and General						
101	Full-Time Employees - Regular	2,856.72	13,290.56	90,116.00	90,116.00	76,825.44	15 %
102	Full-Time Employees - Overtime	0.00	18.09	574.00	574.00	555.91	3 %
121	PERA Contributions -	217.39	2,511.05	6,759.00	6,759.00	4,247.95	37 %
128	Social Security	170.13	1,964.90	5,587.00	5,587.00	3,622.10	35 %
129	Medicare	39.79	459.57	1,307.00	1,307.00	847.43	35 %
131	Health Insurance	913.93	15,415.49	32,643.00	32,643.00	17,227.51	47 %
133	Life Insurance	10.64	64.17	170.00	170.00	105.83	38 %
134	Disability Insurance	14.17	164.84	395.00	395.00	230.16	42 %

601 Water Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (Commit
135	Unemployment Insurance	0.00	-3,332.00	0.00	0.00	3,332.00	%
136	MSRS	15.01	161.05	728.00	728.00	566.95	22 %
151	Workers Compensation	0.00	63.00	125.00	125.00	62.00	50 %
201	Office Supplies	0.00	98.94	50.00	50.00	-48.94	198 %
202	Printing Supplies	63.74	63.74	500.00	500.00	436.26	13 %
301	Audit/Account Services	0.00	3,892.50	6,750.00	6,750.00	2,857.50	58 %
303	Banking Fees	0.00	3,244.16	7,200.00	7,200.00	3,955.84	45 %
305	Engineer Fees	0.00	3,205.00	3,000.00	3,000.00	-205.00	107 %
308	Legal Fees	0.00	1,748.00	4,000.00	4,000.00	2,252.00	44 %
314	Computer/Software Fees	0.00	1,000.00	3,700.00	3,700.00	2,700.00	27 %
315	School & Conference	0.00	0.00	1,000.00	1,000.00	1,000.00	%
319	Contracted Services	3.62	6,371.80	16,120.00	16,120.00	9,748.20	40 %
321	Telephone	29.37	1,137.17	2,510.00	2,510.00	1,372.83	45 %
322	Internet	0.00	184.14	400.00	400.00	215.86	46 %
323	Gopher One Call Locates	0.00	277.86	1,200.00	1,200.00	922.14	23 %
325	Postage	32.99	99.95	622.00	622.00	522.05	16 %
331	Travel Expense	41.54	480.68	1,480.00	1,480.00	999.32	32 %
351	Legal Notices Publishing	0.00	1,234.62	600.00	600.00	-634.62	206 %
361	General Liability Insurance	0.00	4,767.00	9,537.00	9,537.00	4,770.00	50 %
381	Electricity	403.75	3,965.39	7,000.00	7,000.00	3,034.61	57 %
383	Heating Gas	0.00	2,779.88	3,000.00	3,000.00	220.12	93 %
405	Computer Maintenance	0.00	9,948.20	19,278.00	19,278.00	9,329.80	52 %
420	Depreciation Expenses	0.00	0.00	220,000.00	220,000.00	220,000.00	%
460	Permits & Licenses	0.00	38.50	0.00	0.00	-38.50	%
720	Transfer Out	0.00	0.00	91,749.00	91,749.00	91,749.00	%
	Account Total:	4,812.79	75,318.25	538,100.00	538,100.00	462,781.75	14 %
	Account Group Total:	4,812.79	75,318.25	538,100.00	538,100.00	462,781.75	14 %
495000	Transfer Out						
495000	Transfer Out						
720	Transfer Out	0.00	0.00	17,500.00	17,500.00	17,500.00	%
	Account Total:	0.00	0.00	17,500.00	17,500.00	17,500.00	%
	Account Group Total:	0.00	0.00	17,500.00	17,500.00	17,500.00	%
	Fund Total:	88,332.72	527,473.95	1,777,991.00	1,777,991.00	1,250,517.05	30 %

602 Sewer Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (Commit
432500	Sewer Improvements						
432500	Sewer Improvements						
	550 Street Improvements	0.00	0.00	50,950.00	50,950.00	50,950.00	%
	Account Total:	0.00	0.00	50,950.00	50,950.00	50,950.00	%
	Account Group Total:	0.00	0.00	50,950.00	50,950.00	50,950.00	%
494500	Sewer Maintenance						
494500	Sewer Maintenance						
	101 Full-Time Employees - Regular	3,931.73	18,872.04	124,923.00	124,923.00	106,050.96	15 %
	102 Full-Time Employees - Overtime	175.26	3,776.59	9,227.00	9,227.00	5,450.41	41 %
	103 Part-Time Employees - Regular	59.70	59.70	0.00	0.00	-59.70	%
	111 Severance Pay - Vacation/Sick	0.00	0.00	14,100.00	14,100.00	14,100.00	%
	121 PERA Contributions -	308.01	3,592.70	10,061.00	10,061.00	6,468.30	36 %
	128 Social Security	246.82	2,851.03	9,192.00	9,192.00	6,340.97	31 %
	129 Medicare	57.73	666.77	2,150.00	2,150.00	1,483.23	31 %
	131 Health Insurance	1,514.41	23,390.98	56,482.00	56,482.00	33,091.02	41 %
	133 Life Insurance	5.98	66.51	154.00	154.00	87.49	43 %
	134 Disability Insurance	22.58	250.90	665.00	665.00	414.10	38 %
	136 MSRS	15.00	131.63	962.00	962.00	830.37	14 %
	151 Workers Compensation	0.00	2,747.00	5,494.00	5,494.00	2,747.00	50 %
	212 Motor Fuels	0.00	1,337.09	1,500.00	1,500.00	162.91	89 %
	216 Uniforms	0.00	250.72	500.00	500.00	249.28	50 %
	221 General Supplies	0.00	244.99	2,500.00	2,500.00	2,255.01	10 %
	228 Utility System Maint Supplies	0.00	0.00	2,500.00	2,500.00	2,500.00	%
	229 Lift Station Maintenance	0.00	960.00	10,000.00	10,000.00	9,040.00	10 %
	314 Computer/Software Fees	0.00	0.00	5,650.00	5,650.00	5,650.00	%
	315 School & Conference	0.00	738.51	1,000.00	1,000.00	261.49	74 %
	317 Personnel Testing, Physicals,	0.00	45.00	450.00	450.00	405.00	10 %
	319 Contracted Services	0.00	2,086.25	20,000.00	20,000.00	17,913.75	10 %
	331 Travel Expense	0.00	443.07	250.00	250.00	-193.07	177 %
	361 General Liability Insurance	0.00	945.00	1,890.00	1,890.00	945.00	50 %
	385 Sewer Charges	0.00	256,872.00	619,000.00	619,000.00	362,128.00	41 %
	403 Road Maintenance	0.00	0.00	5,000.00	5,000.00	5,000.00	%
	404 Equipment Maintenance	0.00	2,529.00	5,500.00	5,500.00	2,971.00	46 %
	406 Vehicle Maintenance	0.00	0.00	2,500.00	2,500.00	2,500.00	%
	413 Equipment Rental	0.00	0.00	3,500.00	3,500.00	3,500.00	%
	451 Dues & Subscriptions	0.00	0.00	150.00	150.00	150.00	%
	460 Permits & Licenses	0.00	46.00	250.00	250.00	204.00	18 %
	475 Sewerline Repairs	20,369.55	20,369.55	45,000.00	45,000.00	24,630.45	45 %
	476 Lift Station Repairs Sewer	473.44	5,484.58	5,000.00	5,000.00	-484.58	110 %
	477 I & I Maintenance	0.00	0.00	15,000.00	15,000.00	15,000.00	%
	478 Sewer Cleaning	0.00	0.00	40,000.00	40,000.00	40,000.00	%
	499 Miscellaneous	0.00	0.00	7,500.00	7,500.00	7,500.00	%
	580 Other Equipment	0.00	0.00	47,500.00	47,500.00	47,500.00	%
	590 Pumping Plant & Lift Stations	0.00	0.00	40,000.00	40,000.00	40,000.00	%
	Account Total:	27,180.21	348,757.61	1,115,550.00	1,115,550.00	766,792.39	31 %
	Account Group Total:	27,180.21	348,757.61	1,115,550.00	1,115,550.00	766,792.39	31 %

602 Sewer Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (Commit
494900	Sewer Administration and General						
494900	Sewer Administration and General						
101	Full-Time Employees - Regular	2,856.75	13,159.99	90,116.00	90,116.00	76,956.01	15 %
102	Full-Time Employees - Overtime	0.00	18.10	574.00	574.00	555.90	3 %
121	PERA Contributions -	217.41	2,501.23	6,759.00	6,759.00	4,257.77	37 %
128	Social Security	170.11	1,957.27	5,587.00	5,587.00	3,629.73	35 %
129	Medicare	39.80	457.78	1,307.00	1,307.00	849.22	35 %
131	Health Insurance	913.96	14,062.68	32,643.00	32,643.00	18,580.32	43 %
133	Life Insurance	10.65	63.89	170.00	170.00	106.11	38 %
134	Disability Insurance	14.17	164.34	395.00	395.00	230.66	42 %
135	Unemployment Insurance	0.00	-3,332.00	0.00	0.00	3,332.00	%
136	MSRS	15.01	160.48	728.00	728.00	567.52	22 %
151	Workers Compensation	0.00	63.00	125.00	125.00	62.00	50 %
201	Office Supplies	0.00	98.94	25.00	25.00	-73.94	396 %
202	Printing Supplies	63.74	63.74	400.00	400.00	336.26	16 %
301	Audit/Account Services	0.00	3,892.50	6,750.00	6,750.00	2,857.50	58 %
303	Banking Fees	0.00	3,244.13	7,200.00	7,200.00	3,955.87	45 %
305	Engineer Fees	0.00	1,240.00	2,000.00	2,000.00	760.00	62 %
308	Legal Fees	0.00	847.00	2,000.00	2,000.00	1,153.00	42 %
314	Computer/Software Fees	0.00	1,000.00	3,700.00	3,700.00	2,700.00	27 %
315	School & Conference	0.00	0.00	1,000.00	1,000.00	1,000.00	%
319	Contracted Services	5.43	5,909.67	12,620.00	12,620.00	6,710.33	47 %
321	Telephone	19.58	2,397.72	2,510.00	2,510.00	112.28	96 %
322	Internet	0.00	276.20	400.00	400.00	123.80	69 %
323	Gopher One Call Locates	0.00	185.24	1,200.00	1,200.00	1,014.76	15 %
325	Postage	22.00	66.64	622.00	622.00	555.36	11 %
331	Travel Expense	41.54	480.68	960.00	960.00	479.32	50 %
351	Legal Notices Publishing	0.00	265.58	0.00	0.00	-265.58	%
361	General Liability Insurance	0.00	4,768.00	9,537.00	9,537.00	4,769.00	50 %
381	Electricity	935.29	5,167.63	8,000.00	8,000.00	2,832.37	65 %
383	Heating Gas	0.00	1,737.44	2,000.00	2,000.00	262.56	87 %
405	Computer Maintenance	0.00	9,948.20	19,278.00	19,278.00	9,329.80	52 %
420	Depreciation Expenses	0.00	0.00	556,747.00	556,747.00	556,747.00	%
720	Transfer Out	0.00	0.00	56,260.00	56,260.00	56,260.00	%
	Account Total:	5,325.44	70,866.07	831,613.00	831,613.00	760,746.93	9 %
	Account Group Total:	5,325.44	70,866.07	831,613.00	831,613.00	760,746.93	9 %
495000	Transfer Out						
495000	Transfer Out						
720	Transfer Out	0.00	0.00	17,500.00	17,500.00	17,500.00	%
	Account Total:	0.00	0.00	17,500.00	17,500.00	17,500.00	%
	Account Group Total:	0.00	0.00	17,500.00	17,500.00	17,500.00	%
	Fund Total:	32,505.65	419,623.68	2,015,613.00	2,015,613.00	1,595,989.32	21 %

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	2,337.90	3,573.54	64,487.00	64,487.00	60,913.46	6 %
	102 Full-Time Employees - Overtime	116.83	2,396.88	2,108.00	2,108.00	-288.88	114 %
	111 Severance Pay - Vacation/Sick	0.00	0.00	1,762.00	1,762.00	1,762.00	%
	121 PERA Contributions -	185.16	2,122.88	4,974.00	4,974.00	2,851.12	43 %
	128 Social Security	145.86	1,674.45	4,221.00	4,221.00	2,546.55	40 %
	129 Medicare	34.12	391.68	987.00	987.00	595.32	40 %
	131 Health Insurance	822.87	15,641.57	25,229.00	25,229.00	9,587.43	62 %
	133 Life Insurance	5.98	49.17	104.00	104.00	54.83	47 %
	134 Disability Insurance	12.87	141.89	309.00	309.00	167.11	46 %
	136 MSRS	12.95	127.79	514.00	514.00	386.21	25 %
	151 Workers Compensation	0.00	831.00	1,662.00	1,662.00	831.00	50 %
	305 Engineer Fees	13,650.00	14,765.00	10,000.00	10,000.00	-4,765.00	148 %
	308 Legal Fees	0.00	187.00	1,500.00	1,500.00	1,313.00	12 %
	310 Recording/Filing Fees	0.00	0.00	500.00	500.00	500.00	%
	314 Computer/Software Fees	0.00	1,000.00	1,500.00	1,500.00	500.00	67 %
	319 Contracted Services	0.00	2,545.84	30,000.00	30,000.00	27,454.16	8 %
	325 Postage	0.53	77.38	500.00	500.00	422.62	15 %
	331 Travel Expense	13.85	160.26	300.00	300.00	139.74	53 %
	351 Legal Notices Publishing	0.00	177.05	0.00	0.00	-177.05	%
	403 Road Maintenance	0.00	371.98	11,000.00	11,000.00	10,628.02	3 %
	413 Equipment Rental	0.00	13,774.42	20,000.00	20,000.00	6,225.58	69 %
	451 Dues & Subscriptions	0.00	1,880.00	2,000.00	2,000.00	120.00	94 %
	530 Improvements Other Than Bldgs	0.00	0.00	200,000.00	200,000.00	200,000.00	%
	550 Street Improvements	0.00	0.00	60,000.00	60,000.00	60,000.00	%
	720 Transfer Out	0.00	0.00	21,473.00	21,473.00	21,473.00	%
	Account Total:	17,338.92	61,889.78	465,130.00	465,130.00	403,240.22	13 %
	Account Group Total:	17,338.92	61,889.78	465,130.00	465,130.00	403,240.22	13 %
495000	Transfer Out						
495000	Transfer Out						
	720 Transfer Out	0.00	0.00	1,496.00	1,496.00	1,496.00	%
	Account Total:	0.00	0.00	1,496.00	1,496.00	1,496.00	%
	Account Group Total:	0.00	0.00	1,496.00	1,496.00	1,496.00	%
	Fund Total:	17,338.92	61,889.78	466,626.00	466,626.00	404,736.22	13 %

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	3,156.97	19,066.51	28,000.00	28,000.00	8,933.49	68 %
	550 Street Improvements	0.00	0.00	96,000.00	96,000.00	96,000.00	%
	Account Total:	3,156.97	19,066.51	129,000.00	129,000.00	109,933.49	15 %
	Account Group Total:	3,156.97	19,066.51	129,000.00	129,000.00	109,933.49	15 %
	Fund Total:	3,156.97	19,066.51	129,000.00	129,000.00	109,933.49	15 %
	Grand Total:	142,150.24	0.00	4,404,204.00	4,404,204.00	3,370,426.96	23 %

**Public Works
Utility Maintenance Report**

Meeting Date:	7/21/2022			
Reporting Period:	From:	6/1/2022	To:	6/30/2022

1. Water Utility

- a. Project Update
 - i. Peyton Acres
 - 1. NO Change in May
 - a. They are planning on their phase 1B in 2022
 - b. This is approx. 10 more lots
 - c. Looking into a possible additional phase in 2022
 - i. June 13th Start
 - ii. Started Mid June w/ Phase 1B for an additional 10 lots.
 - ii. Hwy 53 Water Tower Recoating
 - 1. Osseo Construction- Low Responsible Bidder
 - a. Contracts are signed
 - b. Meeting on 3/16
 - c. Work started on 4/25
 - i. Water tower is offline and sandblasting is starting 5/16 or before
 - ii. Blasting interior 100% Complete
 - iii. Blasting Exterior 100% Complete
 - iv. Waiting on Finish Coat Of Epoxy to arrive July 17
 - ii. Putting information together in June.
 - 1. Early July Quote Date
 - 2. Have to do AFTER Hwy 53 Tower is Back on line
- c. Irrigation meter plan for 2022
 - i. Plan approved, Has been publicized
 - ii. Have 3 Applications to Date
 - 1. 2 Meters are installed
- d. Watermain Breaks
 - i. Hermantown Rd & Stebner intersection
 - 1. 12" main radial Crack
 - 2. Waiting on Ground to heal from water saturation before patching
 - a. Patch Completed June 29th
- e. Water System Modeling
 - i. NCE put together RFP
 - ii. RFP's back
 - iii. Recommend SEH Inc. to City Council on 4/18
 - iv. SEH started process
 - 1. Data Collection beginning in Mid June

2. Sewer

- a. Project Update
 - i. Planning 2022 Sanitary sewer cleaning
 - 1. Lift Stations Mid June for Spring Cleaning
- b. Lift Stations
 - i. Planning on upgrading Radar Road lift station in 2022
 - 1. Pumps ordered
 - a. Week of August 29th Installation
 - ii. Looking into an annual inspection on all pumps by a 3rd party
 - 1. Checking budget for 2022, but will more than likely work with Electric pump to do this inspection annually for a cost of about \$5,000+/-
 - a. Will be working with Electric Pump on this
 - i. Work to begin late Aug./Early Sept.
- c. Sanitary Sewer Repair coming on July 6th on Stebner Road by Church

3. Stormwater

- a. Project Update
 - i. Bridge inspection on Hermantown Road Bridge near 5 Corners by LHB
 - 1. Completed and a report will be presented by David Bolf @ 2/7/22 Council mtg.
 - a. Report will state the bridge should be replaced as part of the 2023 Road Improvement plan on Hermantown Road
 - b. RFP for design services to be solicited by the City of Hermantown in May
 - i. LHB Awarded design contract for Bridge

4. Other Notes

- a. New Hire to started on 6/20- Drake Condon
- b. New Contractor guidelines for Hookups etc.
 - i. See info in provided
 - ii. Make PW & U more efficient

5. Looking Ahead to 2022

- a. Haines Road Sanitary sewer repairs
- b. 2022 Driveway Culvert replacements- 7 to Date
- c. Oak Ridge Trunk Sewer Spur Planning



May 25, 2022

Contractors -

To better serve our community members and provide quality support across our staff, we are instituting a few changes regarding Utilities procedures. These changes are immediate and will allow for clearer communication, better execution of needs, and improved service going forward.

The following procedures are now in place regarding Utility Services:

- There will be NO service hookups performed on Fridays
- Utilities services will NOT be turned on during Fridays
- Minimum 24-hour notice is needed to schedule a hookup and/ or meter install
- Scheduling is done through our Utility email address utility@hermantownmn.com.

To request an appointment please send an email to utility@hermantownmn.com with the following information:

- Contractor Name
- Jobsite Address
- Service Needed
- Onsite contact name and phone number

You will receive a reply email with your appointment date and time.

Additionally, any testing of utilities/new services need to be completed by 3:30 p.m. on Monday through Thursday, or fees will be applied per City Ordinance as necessary and appropriate.

While these changes may take a bit to grow accustomed to, we are confident they will make for smoother, stronger processes going forward. We appreciate your understanding and patience.

If you have questions about these changes, please feel free to contact our Public Works Director.

Thank you,

Paul Senst
Public Works Director
psenst@hermantownmn.com
218.729.3640

Lindsay Townsend
Utility Billing Clerk
ltownsend@hermantownmn.com
218.729.3609

Working together to serve and build our community.

5105 Maple Grove Road, Hermantown, MN 55811
218-729-3600 hermantownmn.com

City of Hermantown - 2022 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	15,494,072	14,395,819	1,098,253	7.1%	398,000	35,366	16,930	450,296	647,957
Feb	13,843,236	12,925,752	917,484	6.6%	-	8,100	18,806	26,906	890,578
Mar	13,102,716	11,919,815	1,182,901	9.0%	460,000	24,200	16,797	500,997	681,904
Apr	14,988,424	13,230,700	1,757,724	11.7%	-	20,000	19,256	39,256	1,718,468
May	14,446,872	13,890,460	556,412	3.9%	340,000	12,100	15,290	367,390	189,022
Jun	14,835,084	14,819,309	15,775	0.1%	40,000	88,100	26,870	154,970	(139,195)
Jul	-	#DIV/0!	#DIV/0!	#DIV/0!	-	-	-	-	-
Aug	-	#DIV/0!	#DIV/0!	#DIV/0!	-	-	-	-	-
Sep	-	#DIV/0!	#DIV/0!	#DIV/0!	-	-	-	-	-
Oct	-	#DIV/0!	#DIV/0!	#DIV/0!	-	-	-	-	-
Nov	-	#DIV/0!	#DIV/0!	#DIV/0!	-	-	-	-	-
Dec	-	#DIV/0!	-	#DIV/0!	-	-	-	-	-
	86,710,404	#DIV/0!	#DIV/0!	#DIV/0!	1,238,000	187,866	113,949	1,539,815	3,988,734

Total Percent of Duluth Billed Unaccounted For:	4.60%
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2022 New Connection Applications Received

Application Signed Date	Address	Sewer	Water	Home Owner or Contractor	New or Existing Home
4/5/2022	3967 Peyton Lane	x	x	Easy Housing of Duluth	New
4/18/2022	4467 Sugar Maple Dr	x	x	Billman	New
4/18/2022	4469 Sugar Maple Dr	x	x	Billman	New
5/5/2022	4165 Jefferson Dr	x	x	Gilbert Contracting	New

Pending Hook Ups

Address	Owner	Paid	Signed App	Horn Delivered	Meter Installed
4059 Ugstad Rd	Clear Vision Builders	Yes	Yes	No	No
4061 Ugstad Rd	Clear Vision Builders	Yes	Yes	No	No
4990 Trails End Dr	David & Sherry Johnson	No	No	No	No
3959 Peyton Lane	Scott Antcliff / Billman Construction	No	Yes	No	No
3964 Peyton Lane	Ryan Reinking	No	No	No	No
3960 Peyton Lane	Weets Brothers	No	No	No	No
3967 Peyton Lane	Easy Housing of Duluth	No	yes	No	No
3963 Peyton Lane	Mike Vankessel	No	No	No	No
4319 Sugar Maple Dr	Obey Construction	No	Yes	No	No
4334 Theilke Circle	Christopher Robbins	No	No	No	No
4467 Sugar Maple Dr	Billman	yes	yes	No	No
4469 Sugar Maple Dr	Billman	yes	yes	No	No
5274 Twin Pines St	Jesse Stokke	no	no	No	No
5276 Twin Pines St	Jesse Stokke	no	no	No	No

TO: Utility Commission Members



FROM: Lindsay Townsend, Utility Billing Clerk

DATE: July 7, 2022

Meeting Date: 07/21/2022

SUBJECT: Utility Billing Happenings

Agenda Item: 8f

- Utility Portal Update: 1,314 accounts, 461 paperless, 379 autopay (Last month: 1291 accounts, 459 paperless, 375 autopay)
- Past Due Accounts as of July 6: 101 accts (51 accounts last month)
120 days – 2 accts (Previous month: 3)
90 days – 6 accts (Previous month: 15)
60 days – 18 accts (Previous month: 0)
30 days – 75 accts (Previous month: 33)
- 9 Shut Off notices delivered on 6/17/2022.
- Sewer Availability Charge Policy – John Mulder informed me that “the City” in the policy refers to the City Administrator.
- One meter remaining in the 2022 Irrigation Meter Grant Program

Gallons Billed History

