

CITY OF HERMANTOWN
UTILITY COMMISSION AGENDA – November 17, 2022

Hermantown’s November 17, 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: November 17, 2022 05:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83937252217?pwd=QzFUWEJtSUJlL1R4RkNwbVNwVXd4UT09>

Meeting ID: 839 3725 2217

Passcode: 576504

Dial by your location

+1 312 626 6799 US (Chicago)

**CITY OF HERMANTOWN
UTILITY COMMISSION AGENDA – November 17, 2022**

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

1. **ROLL CALL**
2. **MINUTES** – Approval or Correction
 - a. [October 20, 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)*
 - a. [SEH – Water Modeling Results](#)
6. **OLD BUSINESS**
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](#)
 - 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 20, 2022
5:30 PM**

This meeting was conducted in person and via Zoom.

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

ABSENT: *William Berg, Councilor Grant Hauschild*

VISITORS *Kevin Orme, Director of Finance & Administration; Todd Hagen-Ehlers, Senior Municipal Advisor; Lindsay Townsend, Utility Billing Clerk;*

MINUTES

Motion by Jim Samberg to approve minutes of the August 18, 2022 meeting, seconded by Rob McLachlan. 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. WLSSD 2023 Budget Letter – Letter was attached.*

PRESENTATIONS

- a. Utility Rate Study – Ehlers – Todd Hagen, Senior Municipal Advisor*
- b. 2023 Budget – Kevin Orme, Director of Finance and Administration*

OLD BUSINESS

None

NEW BUSINESS

- a. Sewer Credit Request – Chad Wood, 3748 Alexander Rd. – Jim Samberg motion to approve a sewer credit in the amount of \$341.12, seconded by Howard Jacobson. All ayes, motion carried*

REPORTS

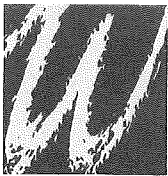
- a. Budget to Actual Expenditure Report – Report was attached.*
- b. Public Works Utility Maintenance & Project Update Report - Report was attached.*
- c. Water Loss Report – Report was attached*
- d. WLSSD Monthly Flow, Rain Fall & Flow – Report was attached.*
- e. New Connections Report – Report was attached.*
- f. Utility Billing Happenings – Memo attached. Lindsay Townsend brought up the possibility of a future “New Business” item in regards to certification of delinquent utilities to St. Louis County.*

COMMISSION MEMBERS REPORT

- a. Jim Samberg: *Jim touched on his comment from last meeting in regards to the stormwater fund. He clarified that he would like to see the fund build more before using the funds as they are coming in. Jim also brought up as a discussion item about the possibility of raising the tier 1 water usage to 3,000 gallons. Kevin Orme, stated he will reach out to Ehlers to see how this would impact the water fund. Will report back next month.*
- b. William Berg: *Absent.*
- c. Robert McLachlan: *No report.*
- d. Doug Kerfeld: *No report.*
- e. Howard Jacobson: *No report.*
- f. Councilor Grant Hauschild: *Absent.*

RECESS *Motion by Jim Samberg to adjourn, seconded by Rob McLachlan. All ayes, motion carried. The meeting recessed at approximately 6:38 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

October 12, 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 September 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 September was 32 MGD.

The average influent cBOD5 concentration was 191 mg/L and the average effluent concentration was 4.7 mg/L. The cBOD5 removal efficiency for the month of September was 97 percent. The average influent and effluent suspended solids concentrations were 207 mg/L and 0.73 mg/L, respectively, providing a monthly suspended solids removal rate of 98 percent.

For the month of September, the effluent phosphorus calendar month average concentration was 0.3 mg/L and the average mass was 36 kg/d, compared to the respective calendar month average limits of 1.0 mg/L and 115 kg/d.

For the month of September, the effluent's average mercury concentration was 1.4 ng/L and the daily maximum was 1.6 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 September, the calendar month average mercury was 181 mg/d, and the daily maximum was 182 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.

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October 12, 2022

This submittal contains: Cover Letter, Sample Values Spreadsheet and a DMR
Calculated Values Spreadsheet.

Sincerely,

A handwritten signature in black ink, appearing to read 'Marianne Bohren', written in a cursive style.

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	315.80	3,244.26	4,282.00	4,282.00	1,037.74	76 %
	103 Part-Time Employees - Regular	550.00	4,950.00	0.00	0.00	-4,950.00	%
	121 PERA Contributions -	24.93	256.08	321.00	321.00	64.92	80 %
	128 Social Security	53.80	510.40	266.00	266.00	-244.40	192 %
	129 Medicare	12.60	119.51	62.00	62.00	-57.51	193 %
	131 Health Insurance	99.61	834.37	944.00	944.00	109.63	88 %
	133 Life Insurance	0.66	6.41	8.00	8.00	1.59	80 %
	134 Disability Insurance	1.21	11.78	13.00	13.00	1.22	91 %
	136 MSRS	3.61	35.25	20.00	20.00	-15.25	176 %
	151 Workers Compensation	8.50	11.50	6.00	6.00	-5.50	192 %
	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	16.62	170.95	0.00	0.00	-170.95	%
	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:	1,087.34	10,176.51	14,974.00	14,974.00	4,797.49	68 %
	Account Group Total:	1,087.34	10,176.51	14,974.00	14,974.00	4,797.49	68 %
	Fund Total:	1,087.34	10,176.51	14,974.00	14,974.00	4,797.49	68 %

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	10,738.66	70,046.09	169,097.00	169,097.00	99,050.91	41 %
102	Full-Time Employees - Overtime	106.85	13,894.98	12,687.00	12,687.00	-1,207.98	110 %
103	Part-Time Employees - Regular	545.78	941.83	0.00	0.00	-941.83	%
111	Severance Pay - Vacation/Sick	0.00	10,696.28	19,387.00	19,387.00	8,690.72	55 %
121	PERA Contributions -	813.40	9,025.06	13,634.00	13,634.00	4,608.94	66 %
128	Social Security	671.48	7,219.67	12,473.00	12,473.00	5,253.33	58 %
129	Medicare	157.02	1,688.33	2,917.00	2,917.00	1,228.67	58 %
131	Health Insurance	7,458.55	56,089.46	76,877.00	76,877.00	20,787.54	73 %
133	Life Insurance	12.64	134.73	205.00	205.00	70.27	66 %
134	Disability Insurance	49.49	557.17	904.00	904.00	346.83	62 %
136	MSRS	30.00	266.64	1,307.00	1,307.00	1,040.36	20 %
151	Workers Compensation	3,690.50	7,370.50	7,360.00	7,360.00	-10.50	100 %
212	Motor Fuels	611.38	4,808.54	3,000.00	3,000.00	-1,808.54	160 %
216	Uniforms	0.00	413.21	500.00	500.00	86.79	83 %
221	General Supplies	31.97	2,542.77	5,500.00	5,500.00	2,957.23	46 %
228	Utility System Maint Supplies	7,575.72	39,904.19	39,000.00	39,000.00	-904.19	102 %
314	Computer/Software Fees	0.00	2,500.00	3,750.00	3,750.00	1,250.00	67 %
315	School & Conference	44.52	492.06	2,500.00	2,500.00	2,007.94	20 %
317	Personnel Testing, Physicals,	0.00	108.50	0.00	0.00	-108.50	%
319	Contracted Services	830.00	830.00	30,000.00	30,000.00	29,170.00	3 %
321	Telephone	0.00	1,303.94	0.00	0.00	-1,303.94	%
331	Travel Expense	143.16	143.16	750.00	750.00	606.84	19 %
351	Legal Notices Publishing	0.00	0.00	250.00	250.00	250.00	%
361	General Liability Insurance	2,353.09	5,275.09	5,843.00	5,843.00	567.91	90 %
382	Water Purchases	78,427.04	686,835.51	740,000.00	740,000.00	53,164.49	93 %
404	Equipment Maintenance	1,178.81	1,178.81	4,000.00	4,000.00	2,821.19	29 %
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	590.00	700.00	700.00	110.00	84 %
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	1,977.10	39,377.54	40,000.00	40,000.00	622.46	98 %
472	Hydrant Repairs	11.99	3,663.16	14,500.00	14,500.00	10,836.84	25 %
580	Other Equipment	275.34	275.34	5,000.00	5,000.00	4,724.66	6 %
	Account Total:	117,734.49	968,433.86	1,222,391.00	1,222,391.00	253,957.14	79 %
	Account Group Total:	117,734.49	968,433.86	1,222,391.00	1,222,391.00	253,957.14	79 %
494400 Water Administration and General							
494400 Water Administration and General							
101	Full-Time Employees - Regular	5,720.97	39,064.55	90,116.00	90,116.00	51,051.45	43 %
102	Full-Time Employees - Overtime	27.96	165.04	574.00	574.00	408.96	29 %
121	PERA Contributions -	437.43	4,483.23	6,759.00	6,759.00	2,275.77	66 %
128	Social Security	342.99	3,523.18	5,587.00	5,587.00	2,063.82	63 %
129	Medicare	80.23	824.06	1,307.00	1,307.00	482.94	63 %
131	Health Insurance	3,015.55	25,039.06	32,643.00	32,643.00	7,603.94	77 %
133	Life Insurance	10.77	107.40	170.00	170.00	62.60	63 %
134	Disability Insurance	29.15	284.80	395.00	395.00	110.20	72 %
135	Unemployment Insurance	0.00	-3,332.00	0.00	0.00	3,332.00	%

601 Water Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (Commit
136	MSRS	41.99	410.12	728.00	728.00	317.88	56 %
151	Workers Compensation	67.00	130.00	125.00	125.00	-5.00	104 %
201	Office Supplies	0.00	98.94	50.00	50.00	-48.94	198 %
202	Printing Supplies	0.00	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	910.61	8,087.55	7,200.00	7,200.00	-887.55	112 %
305	Engineer Fees	5,679.81	22,394.00	3,000.00	3,000.00	-19,394.00	746 %
308	Legal Fees	6.25	3,485.28	4,000.00	4,000.00	514.72	87 %
314	Computer/Software Fees	0.00	2,996.14	3,700.00	3,700.00	703.86	81 %
315	School & Conference	0.00	0.00	1,000.00	1,000.00	1,000.00	%
319	Contracted Services	4,560.00	13,711.91	16,120.00	16,120.00	2,408.09	85 %
321	Telephone	-309.75	3,442.71	2,510.00	2,510.00	-932.71	137 %
322	Internet	0.00	412.40	400.00	400.00	-12.40	103 %
323	Gopher One Call Locates	0.00	866.73	1,200.00	1,200.00	333.27	72 %
325	Postage	0.00	136.51	622.00	622.00	485.49	22 %
331	Travel Expense	83.08	854.54	1,480.00	1,480.00	625.46	58 %
351	Legal Notices Publishing	0.00	1,234.62	600.00	600.00	-634.62	206 %
361	General Liability Insurance	5,755.51	11,206.01	9,537.00	9,537.00	-1,669.01	118 %
381	Electricity	497.79	6,143.71	7,000.00	7,000.00	856.29	88 %
383	Heating Gas	0.00	2,980.81	3,000.00	3,000.00	19.19	99 %
405	Computer Maintenance	1,634.59	14,357.78	19,278.00	19,278.00	4,920.22	74 %
420	Depreciation Expenses	0.00	0.00	220,000.00	220,000.00	220,000.00	%
434	Employee Recognition	100.00	100.00	0.00	0.00	-100.00	%
451	Dues & Subscriptions	0.00	50.00	0.00	0.00	-50.00	%
460	Permits & Licenses	0.00	43.50	0.00	0.00	-43.50	%
720	Transfer Out	0.00	0.00	91,749.00	91,749.00	91,749.00	%
	Account Total:	28,691.93	167,258.82	538,100.00	538,100.00	370,841.18	31 %
	Account Group Total:	28,691.93	167,258.82	538,100.00	538,100.00	370,841.18	31 %
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:	146,426.42	1,135,692.68	1,777,991.00	1,777,991.00	642,298.32	64 %

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	8,606.75	59,623.22	124,923.00	124,923.00	65,299.78	48 %
	102 Full-Time Employees - Overtime	64.12	8,220.62	9,227.00	9,227.00	1,006.38	89 %
	103 Part-Time Employees - Regular	0.00	586.92	0.00	0.00	-586.92	%
	111 Severance Pay - Vacation/Sick	0.00	6,417.77	14,100.00	14,100.00	7,682.23	46 %
	121 PERA Contributions -	650.33	6,982.29	10,061.00	10,061.00	3,078.71	69 %
	128 Social Security	510.51	5,578.87	9,192.00	9,192.00	3,613.13	61 %
	129 Medicare	119.38	1,304.71	2,150.00	2,150.00	845.29	61 %
	131 Health Insurance	5,236.09	41,011.12	56,482.00	56,482.00	15,470.88	73 %
	133 Life Insurance	10.61	112.50	154.00	154.00	41.50	73 %
	134 Disability Insurance	38.47	434.11	665.00	665.00	230.89	65 %
	136 MSRS	30.00	266.64	962.00	962.00	695.36	28 %
	151 Workers Compensation	2,758.00	5,505.00	5,494.00	5,494.00	-11.00	100 %
	212 Motor Fuels	407.58	3,205.67	1,500.00	1,500.00	-1,705.67	214 %
	216 Uniforms	0.00	413.21	500.00	500.00	86.79	83 %
	221 General Supplies	98.60	3,495.50	2,500.00	2,500.00	-995.50	140 %
	228 Utility System Maint Supplies	0.00	703.41	2,500.00	2,500.00	1,796.59	28 %
	229 Lift Station Maintenance	0.00	7,728.50	10,000.00	10,000.00	2,271.50	77 %
	314 Computer/Software Fees	0.00	0.00	5,650.00	5,650.00	5,650.00	%
	315 School & Conference	44.51	992.05	1,000.00	1,000.00	7.95	99 %
	317 Personnel Testing, Physicals,	0.00	153.50	450.00	450.00	296.50	34 %
	319 Contracted Services	1,301.25	5,077.50	20,000.00	20,000.00	14,922.50	25 %
	331 Travel Expense	0.00	443.07	250.00	250.00	-193.07	177 %
	361 General Liability Insurance	1,201.26	2,146.26	1,890.00	1,890.00	-256.26	114 %
	385 Sewer Charges	18,712.00	466,112.00	619,000.00	619,000.00	152,888.00	75 %
	403 Road Maintenance	0.00	0.00	5,000.00	5,000.00	5,000.00	%
	404 Equipment Maintenance	0.00	3,793.50	5,500.00	5,500.00	1,706.50	69 %
	406 Vehicle Maintenance	0.00	0.00	2,500.00	2,500.00	2,500.00	%
	413 Equipment Rental	0.00	140.52	3,500.00	3,500.00	3,359.48	4 %
	451 Dues & Subscriptions	0.00	0.00	150.00	150.00	150.00	%
	460 Permits & Licenses	69.00	115.00	250.00	250.00	135.00	46 %
	475 Sewerline Repairs	0.00	32,398.68	45,000.00	45,000.00	12,601.32	72 %
	476 Lift Station Repairs Sewer	0.00	11,997.11	5,000.00	5,000.00	-6,997.11	240 %
	477 I & I Maintenance	0.00	0.00	15,000.00	15,000.00	15,000.00	%
	478 Sewer Cleaning	1,245.00	7,295.00	40,000.00	40,000.00	32,705.00	18 %
	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	43,245.56	40,000.00	40,000.00	-3,245.56	108 %
	Account Total:	41,103.46	725,499.81	1,115,550.00	1,115,550.00	390,050.19	65 %
	Account Group Total:	41,103.46	725,499.81	1,115,550.00	1,115,550.00	390,050.19	65 %

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	5,720.99	38,934.04	90,116.00	90,116.00	51,181.96	43 %
102	Full-Time Employees - Overtime	27.96	165.05	574.00	574.00	408.95	29 %
121	PERA Contributions -	437.43	4,473.41	6,759.00	6,759.00	2,285.59	66 %
128	Social Security	342.99	3,515.56	5,587.00	5,587.00	2,071.44	63 %
129	Medicare	80.23	822.30	1,307.00	1,307.00	484.70	63 %
131	Health Insurance	2,603.05	22,861.25	32,643.00	32,643.00	9,781.75	70 %
133	Life Insurance	10.77	107.13	170.00	170.00	62.87	63 %
134	Disability Insurance	29.15	284.30	395.00	395.00	110.70	72 %
135	Unemployment Insurance	0.00	-3,332.00	0.00	0.00	3,332.00	%
136	MSRS	41.99	409.55	728.00	728.00	318.45	56 %
151	Workers Compensation	67.00	130.00	125.00	125.00	-5.00	104 %
201	Office Supplies	0.00	98.94	25.00	25.00	-73.94	396 %
202	Printing Supplies	0.00	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	910.61	8,087.51	7,200.00	7,200.00	-887.51	112 %
305	Engineer Fees	0.00	1,240.00	2,000.00	2,000.00	760.00	62 %
308	Legal Fees	6.25	1,054.75	2,000.00	2,000.00	945.25	53 %
314	Computer/Software Fees	0.00	2,937.43	3,700.00	3,700.00	762.57	79 %
315	School & Conference	0.00	0.00	1,000.00	1,000.00	1,000.00	%
319	Contracted Services	4,560.00	13,253.41	12,620.00	12,620.00	-633.41	105 %
321	Telephone	-449.67	4,540.16	2,510.00	2,510.00	-2,030.16	181 %
322	Internet	0.00	618.58	400.00	400.00	-218.58	155 %
323	Gopher One Call Locates	0.00	577.82	1,200.00	1,200.00	622.18	48 %
325	Postage	0.00	83.08	622.00	622.00	538.92	13 %
331	Travel Expense	83.08	854.54	960.00	960.00	105.46	89 %
351	Legal Notices Publishing	0.00	265.58	0.00	0.00	-265.58	%
361	General Liability Insurance	5,755.51	11,207.01	9,537.00	9,537.00	-1,670.01	118 %
381	Electricity	703.61	8,056.90	8,000.00	8,000.00	-56.90	101 %
383	Heating Gas	0.00	1,863.02	2,000.00	2,000.00	136.98	93 %
405	Computer Maintenance	1,259.59	13,982.78	19,278.00	19,278.00	5,295.22	73 %
420	Depreciation Expenses	0.00	0.00	556,747.00	556,747.00	556,747.00	%
434	Employee Recognition	100.00	100.00	0.00	0.00	-100.00	%
451	Dues & Subscriptions	0.00	50.00	0.00	0.00	-50.00	%
460	Permits & Licenses	0.00	5.00	0.00	0.00	-5.00	%
720	Transfer Out	0.00	0.00	56,260.00	56,260.00	56,260.00	%
	Account Total:	22,290.54	141,203.34	831,613.00	831,613.00	690,409.66	17 %
	Account Group Total:	22,290.54	141,203.34	831,613.00	831,613.00	690,409.66	17 %
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:	63,394.00	866,703.15	2,015,613.00	2,015,613.00	1,148,909.85	43 %

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	8,054.21	27,650.41	64,487.00	64,487.00	36,836.59	43 %
	102 Full-Time Employees - Overtime	78.60	5,250.67	2,108.00	2,108.00	-3,142.67	249 %
	111 Severance Pay - Vacation/Sick	0.00	4,278.50	1,762.00	1,762.00	-2,516.50	243 %
	121 PERA Contributions -	612.06	4,152.10	4,974.00	4,974.00	821.90	83 %
	128 Social Security	481.18	3,287.75	4,221.00	4,221.00	933.25	78 %
	129 Medicare	112.49	768.92	987.00	987.00	218.08	78 %
	131 Health Insurance	5,089.72	27,579.27	25,229.00	25,229.00	-2,350.27	109 %
	133 Life Insurance	11.96	86.48	104.00	104.00	17.52	83 %
	134 Disability Insurance	44.69	267.96	309.00	309.00	41.04	87 %
	136 MSRS	29.97	282.46	514.00	514.00	231.54	55 %
	151 Workers Compensation	863.50	1,694.50	1,662.00	1,662.00	-32.50	102 %
	305 Engineer Fees	525.00	28,879.88	10,000.00	10,000.00	-18,879.88	289 %
	308 Legal Fees	77.00	264.00	1,500.00	1,500.00	1,236.00	18 %
	310 Recording/Filing Fees	0.00	46.00	500.00	500.00	454.00	9 %
	314 Computer/Software Fees	0.00	2,937.43	1,500.00	1,500.00	-1,437.43	196 %
	319 Contracted Services	455.00	6,515.73	30,000.00	30,000.00	23,484.27	22 %
	325 Postage	0.00	82.68	500.00	500.00	417.32	17 %
	331 Travel Expense	27.70	284.91	300.00	300.00	15.09	95 %
	351 Legal Notices Publishing	0.00	177.05	0.00	0.00	-177.05	%
	403 Road Maintenance	7,662.50	21,155.62	11,000.00	11,000.00	-10,155.62	192 %
	413 Equipment Rental	0.00	28,290.98	20,000.00	20,000.00	-8,290.98	141 %
	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:	24,125.58	165,813.30	465,130.00	465,130.00	299,316.70	36 %
	Account Group Total:	24,125.58	165,813.30	465,130.00	465,130.00	299,316.70	36 %
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:	24,125.58	165,813.30	466,626.00	466,626.00	300,812.70	36 %

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	%
	308 Legal Fees	0.00	520.00	0.00	0.00	-520.00	%
	381 Electricity	3,398.93	32,097.58	28,000.00	28,000.00	-4,097.58	115 %
	550 Street Improvements	0.00	0.00	96,000.00	96,000.00	96,000.00	%
	Account Total:	3,398.93	32,617.58	129,000.00	129,000.00	96,382.42	25 %
	Account Group Total:	3,398.93	32,617.58	129,000.00	129,000.00	96,382.42	25 %
	Fund Total:	3,398.93	32,617.58	129,000.00	129,000.00	96,382.42	25 %
	Grand Total:	238,432.27					
			0.00				
			2,211,003.22	4,404,204.00	4,404,204.00	2,193,200.78	50 %

**Public Works
Utility Maintenance Report**

Meeting Date:	10/20/2022			
Reporting Period:	From:	9/1/2022	To:	9/30/2022

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.
 - iii. Phase 1 A putting 2 houses online in July
 - iv. Phase 1 B Sanitary and Water completed
 - 1. Testing to be completed in early August
 - a. Testing Completed and passed
 - v. Phase B Complete for Utilities and most road work
 - d. Possibly start Phase C in 2022
 - i. Doubtful as of 11/9
 - 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
 - v. ALL WORK COMPLETE IN JULY
 - 1. Water Back online August 1st, 2022
 - 2. Punchlist being completed in early August
 - a. Punchlist Completed
 - d. Awaiting Final pay app and paperwork
- b. Valve Replacement on Haines/Arrowhead intersection
 - i. Work to be 2022 Quoted work
 - ii. Putting information together in June.
 - 1. Early July Quote Date
 - 2. Have to do AFTER Hwy 53 Tower is Back on line
 - 3. Work will have to be in 2023 due to Valve availability

- c. Irrigation meter plan for 2022
 - i. Plan approved, Has been publicized
 - ii. Have 5 Applications to Date
 - 1. 4 Meters are installed
- d. Watermain Breaks
 - i. Leaking Valve and Hydrant @ Gordy's Farm Market
- 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 began in mid-June
 - 2. All requested info to SEH in July
 - 3. Expected information back to City of Hermantown in Oct.
 - a. Had mtg. on 10/6
 - b. Initial Model Complete
 - c. Nov. Commission mtg. presentation

2. Sewer

- a. Project Update
 - i. Planning 2023 Sanitary sewer cleaning
 - 1. Lift Stations Early Nov. for Fall Cleaning
- b. Trunkline Spur
 - i. Oak Ridge Drive Spur
 - 1. Looks like we will be going down Okerstrom road and tie into the Okerstrom/Anderson Road Manhole
- c. Lift Stations
 - i. Fall Cleanings completed

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
 - ii. Design Started in July
 - iii. Wetland Delineation completed in August
 - iv. Soil Borings coming in Sept.
 - v. Soil Borings completed in early Oct.
- b. 8 Driveway and Centerline culverts to be completed in Oct.

4. Other Notes

5. Looking Ahead to 2023

- a. Haines Road Sanitary sewer repairs
- b. Oak Ridge Trunk Sewer Spur Planning – RFP from NCE to City Council on 8/15

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	18,305,804	16,948,520	1,357,284	7.4%	10,000	109,835	18,296	138,131	1,219,153
Aug	19,062,032	17,026,600	2,035,432	10.7%	80,000	86,622	23,071	189,693	1,845,739
Sep	16,565,956	15,684,021	881,935	5.3%	-	81,481	21,666	103,147	778,788
Oct	16,133,612	14,208,089	1,925,523	11.9%	5,000	56,322	12,253	73,575	1,851,948
Nov	-	#DIV/0!	#DIV/0!	#DIV/0!	-	-	-	-	-
Dec	-	#DIV/0!	-	#DIV/0!	-	-	-	-	-
	156,777,808	#DIV/0!	#DIV/0!	#DIV/0!	1,333,000	522,126	189,235	2,044,361	9,684,362

Total Percent of Duluth Billed Unaccounted For:	5.00%
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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	10/31/2022

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

Invoice	Trans Date	Due Date	PO	Desc	Quantity	Unit Rate	Amount
103122HER1	10/31/2022	11/15/2022		WASTEWATER CHARGES			48,228.00
103122HER2	10/31/2022	11/15/2022		2021 ADJUSTMENT			-596.00

Current	1-30 Days	31-60 Days	Over 60 Days	Amount Due
47,632.00	0.00	0.00	0.00	47,632.00

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.

2022 FLOW AND LOADINGS
SUMMARY ONLY

Hermantown
(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	10.0509	0.3242	0.5802	18,197	587	16,802	542
FEBRUARY	9.0304	0.3225	0.6012	16,604	593	14,616	522
MARCH	11.3384	0.3658	0.6572	19,158	618	17,422	562
APRIL	16.2736	0.5425	1.1272	21,900	730	23,460	782
MAY	16.2176	0.5231	1.1274	20,894	674	17,329	559
JUNE	12.9876	0.4329	0.7700	19,770	659	19,860	662
JULY	12.2030	0.3936	0.6350	19,933	643	17,980	580
AUGUST	11.5186	0.3716	1.4430	17,701	571	17,887	577
SEPTEMBER	10.6353	0.3545	0.6150	17,220	574	17,160	572
OCTOBER							
NOVEMBER							
DECEMBER							
TOTAL or AVG	110.2554	0.4039		171,377	628	162,516	595

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

2022 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	17.2962	0.5579	0.9161	30,282	977	28,887	932
FEBRUARY	15.0769	0.5384	0.8587	26,690	953	24,702	882
MARCH	19.2182	0.6200	1.1177	32,302	1,042	30,566	986
APRIL	28.8160	0.9606	1.6875	42,821	1,427	44,381	1,479
MAY	28.5881	0.9221	1.6792	41,528	1,340	37,963	1,225
JUNE	21.8277	0.7276	1.2083	34,515	1,151	34,605	1,154
JULY	19.7969	0.6386	0.9523	32,600	1,052	30,647	989
AUGUST	18.5405	0.5981	1.7032	29,414	949	29,600	955
SEPTEMBER	17.4505	0.5817	0.9505	28,588	953	28,528	951
OCTOBER							
NOVEMBER							
DECEMBER							
TOTAL or AVG	186.6110	0.6836	Allocation	298,738	1,094	289,877	1,062
2022 BUDGET		0.6500	3.8000		1,150		1,100

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Email: grant.brown@wlssd.com

Initialed By: JLM
Initialed By: [Signature]

2022 FLOW AND LOADINGS
SUMMARY ONLY

Bayview Interceptor
(City of Hermantown)

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

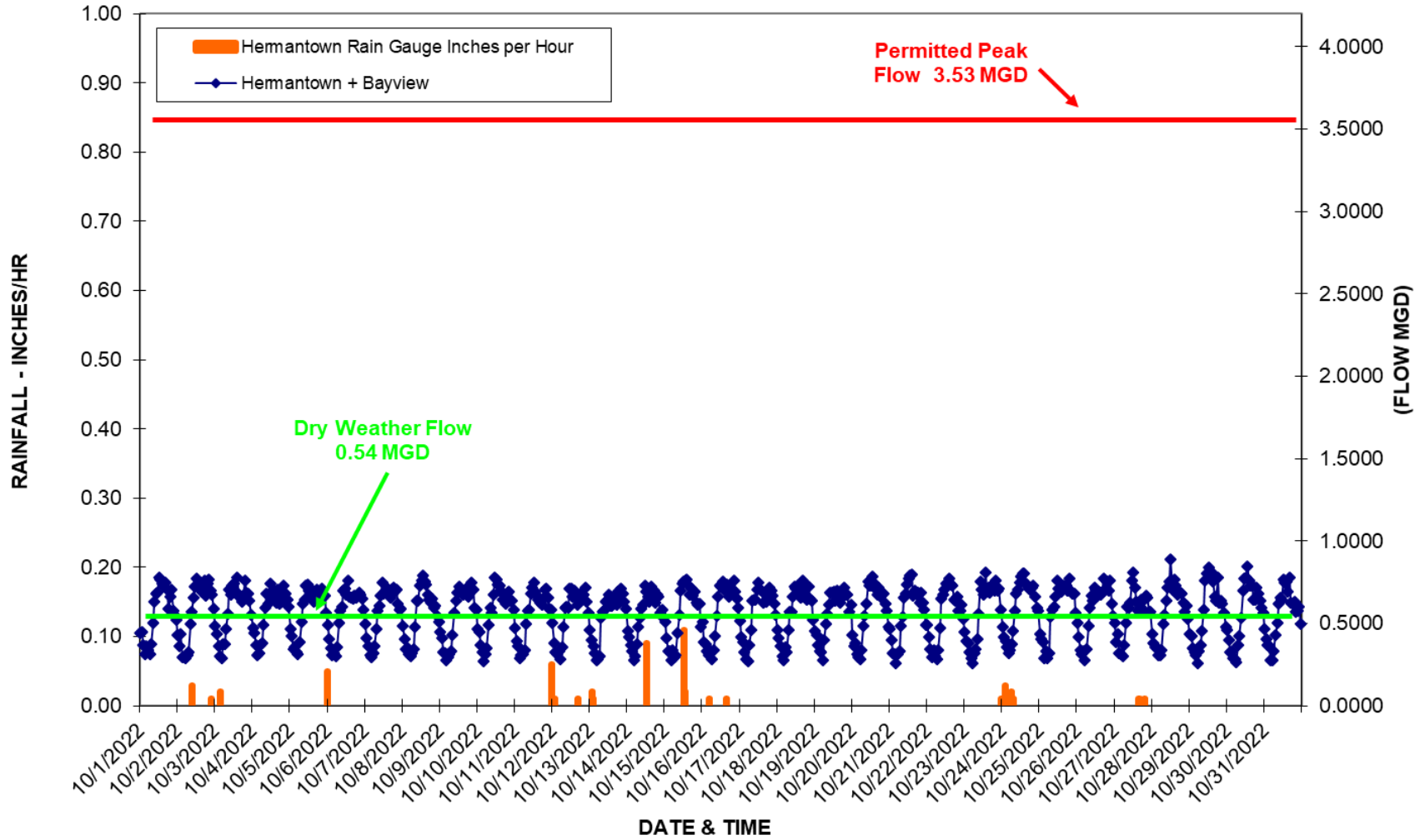
MONTH	TOTAL	AVG	PEAK HR	TOTAL	AVG	TOTAL	AVG
	FLOW	FLOW	FLOW RATE	BOD	BOD	SS	SS
	MG	MGD	MGD	LBS	LBS/DAY	LBS	LBS/DAY
JANUARY	7.2453	0.2337	0.3959	12,085	390	12,085	390
FEBRUARY	6.0465	0.2159	0.3602	10,086	360	10,086	360
MARCH	7.8798	0.2542	0.4606	13,144	424	13,144	424
APRIL	12.5424	0.4181	0.7106	20,921	697	20,921	697
MAY	12.3705	0.3990	0.6818	20,634	666	20,634	666
JUNE	8.8401	0.2947	0.5271	14,745	492	14,745	492
JULY	7.5939	0.2450	0.4185	12,667	409	12,667	409
AUGUST	7.0219	0.2265	0.4326	11,713	378	11,713	378
SEPTEMBER	6.8152	0.2272	0.4089	11,368	379	11,368	379
OCTOBER							
NOVEMBER							
DECEMBER							
TOTAL or AVG	76.3556	0.2797		127,361	467	127,361	467

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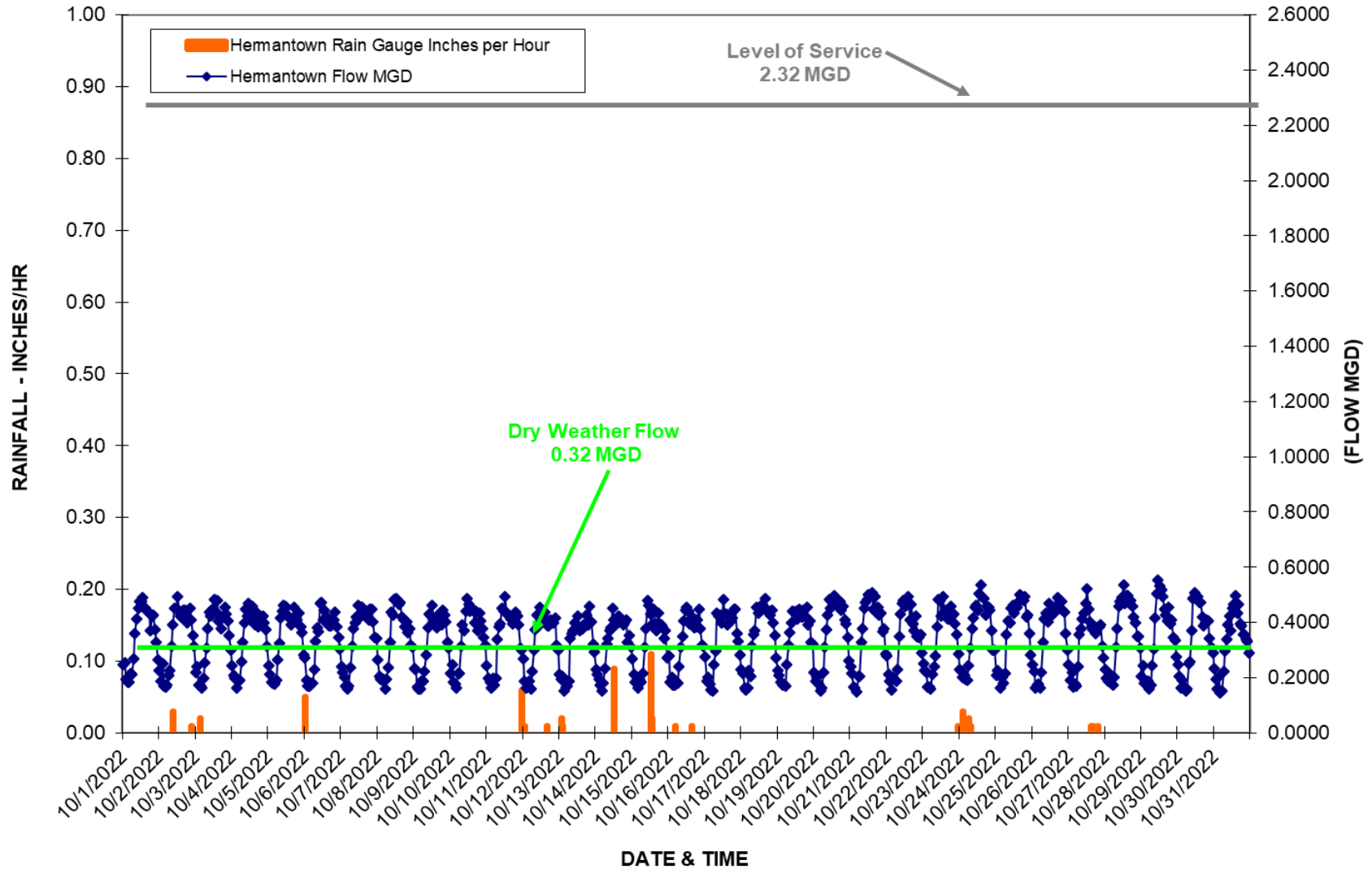
Initialed By: 
Initialed By: 

Hermantown Flow + Bayview October 2022

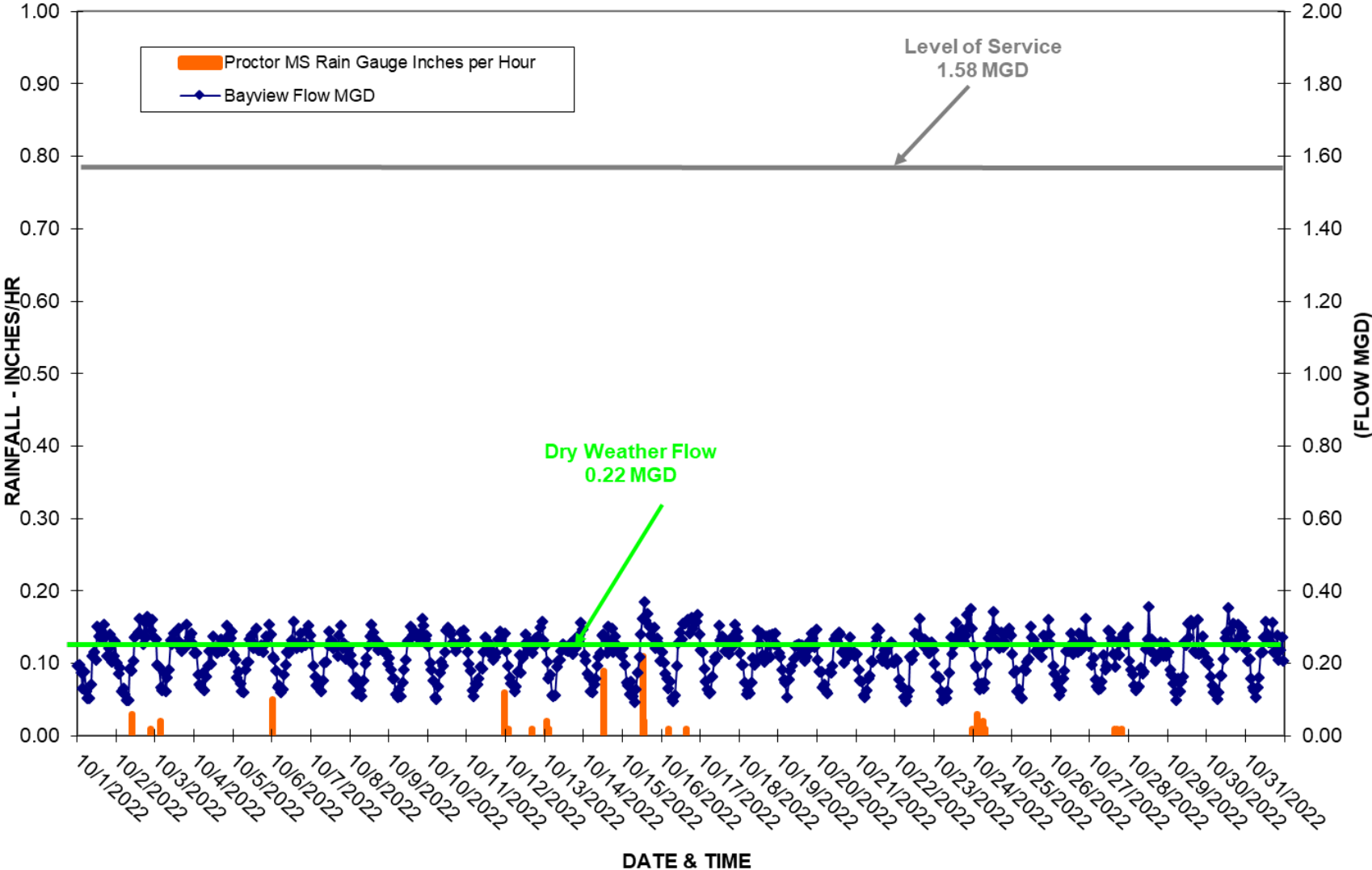


Hermantown Flow - Haines Road

October 2022



BAYVIEW METERING STATION October 2022



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	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
7/12/2022	5662 Seville Rd	x		Haley & Jacob Walkowiak	Existing
8/5/2022	5197 Miller Trunk Hwy	x	x	Midnight Sun Pools	New
9/1/2022	3965 Haines Rd	x	x	Reed Elling	Existing
9/6/2022	3960 Peyton Lane	x	x	Weets Brothers	New
9/9/2022	5068 Miller Trunk Hwy	x	x	Urshan Properties	Existing
9/21/2022	514x Morris Thomas Rd	x	x	Robb Stauber	New
10/3/2022	5276 Twin Pines St	x	x	Robert Murphey	New
10/27/2022	4334 Thielke Circle	x	x	Chris & Amanda Robbins	New
10/28/2022	5352 Truman Dr	x	x	Ross & Katie Peterson	New
11/1/2022	3964 Peyton Lane	x	x	Reinking	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
3967 Peyton Lane	Obey Construction	yes	yes	No	No
4319 Sugar Maple Dr	Obey Construction	No	Yes	No	No
4467 Sugar Maple Dr	Billman	yes	yes	No	No
4469 Sugar Maple Dr	Billman	yes	yes	No	No
5352 Truman Dr	Ross & Katie Peterson	yes	yes	No	No
4427 Sugar Maple Dr	Dave & Andrea Engstrom	no	no	no	no
4005 Getchell Rd		no	no	no	no
4375 Grouse Ridge Dr	Derek Grover	no	no	no	no
4301 Thielke Circle	Titan Premier	no	no	no	no
3965 Haines Rd	Reed Elling	yes	yes	yes	no
5197 Miller Trunk Hwy	Midnight Pools	yes	yes	no	no
514X Morris Thomas Rd	Robb Stauber	no	yes	no	no
4974 Anderson Rd	Joe Jerulle	no	no	no	no
4432 Sugar Maple Dr		no	no	no	no
4013 Getchell Rd	Cole Pueringer	no	no	no	no
4774 Morris Thomas Rd		yes	no	no	no

TO: Utility Commission Members



FROM: Lindsay Townsend, Utility Billing Clerk

DATE: November 10, 2022

Meeting Date: 11/17/2022

SUBJECT: Utility Billing Happenings

Agenda Item: 8f

-
- Utility Portal Update: 1412 accounts, 481 paperless, 425 autopay (Last month: 1384 accounts, 475 paperless, 410 autopay)
 - Past Due Accounts as of November 10th: 94 accts (51 accounts last month)
120 days – 0 accts (Previous month: 1)
90 days – 9 accts (Previous month: 14)
60 days – 1 accts (Previous month: 35)
30 days – 84 accts (Previous month: 1)
 - 8 Shut Off notices delivered on 10/17. All accounts were paid, no shut offs performed
 - Delinquent utility payment deadline was November 4th. We had 8 monthly accounts and 71 semi annual accounts not pay by that deadline. These accounts will be certified to SLC to be collected with 2023 property taxes. In 2021 there were 10 monthly accounts and 76 semi annual accounts sent to SLC.
 - **Last meeting follow up:** Raising the usage in tier 1 from 2500 gallons to 3000 gallons.

If we raised tier one to 3000 gallons this is what it would mean:

It would only affect the higher users because more of their usage would be captured in the lower tier. The lowest users who conserve would not get a break.

The City would lose \$123,000 in revenues from 2023-2031 without raising rates more. The tiers would look like this.

For the tiers as is:

Tier 1 – 44.3% of res single family

Tier 2 – 37.8%

Tier 3 – 18%

For adjusted tiers:

Tier 1 – 56.8% of res single family

Tier 2 – 25.3%

Tier 3 – 18%