



Hermantown Utility Commission - Thursday, May 18, 2023

Hermantown's Utility Commission meeting will include both remote access and in-person access to Council Chambers. The remote access will be available through the platform, "Zoom," which allows the public to view and participate in the meeting via phone or computer. Interested parties can also choose to attend the Utility Commission meetings in person at City Hall.

Hermantown City Hall
5105 Maple Grove Rd
Hermantown, MN 55811

Remote access to the Utility Commission Meeting via Zoom:

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

Meeting ID number: 839 3725 2217

Passcode: 576504

Dial In: 312-626-6799

**CITY OF HERMANTOWN
UTILITY COMMISSION AGENDA**

**Thursday, May 18, 2023 at 5:30 PM Central
Council Chambers, City Hall - Hermantown Governmental Services Building**

1. **ROLL CALL**
2. **MINUTES**
Approval or Correction
 - A. January 19, 2023 Meeting Minutes 4
(motion, roll call)
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**
 - A. WLSSD Discharge Monitoring Report 6
 - B. WLSSD 2022 Wastewater Adjustments 12
5. **PRESENTATIONS**
City Department Heads may give reports if necessary
6. **OLD BUSINESS**
This is the time for individuals to address the Council about any item not on the agenda. The time limit is three minutes per person.
7. **NEW BUSINESS**
 - A. **3749 Johnson Rd - Sewer Credit Request** **16**
(motion, roll call)
 - B. **5206 W. Arrowhead Rd. - Sewer Credit Request** **17**
(motion, roll call)
 - C. **3609 Copley Rd - Sewer Credit Request** **18**
(motion, roll call)
8. **REPORTS**

A. Budget to Actual Expenditure Report	19
B. Public Works Utility Maintenance & Project Report	26
C. Water Loss Report	28
D. WLSSD Monthly Flow - Rain Fall & Flow Report	29
E. New Connections Report	37
F. Utility Billing Happenings Report	38
9. COMMISSION MEMBERS REPORT	
A. Jim Samberg -	
B. William Berg -	
C. Robert McLachlan -	
D. Doug Kerfeld -	
E. Howard Jacobson -	
F. Councilor Brian LaBlanc -	
10. RECESS	
<i>(motion, roll call)</i>	

**CITY OF HERMANTOWN
UTILITY COMMISSION MEETING SUMMARY
January 19, 2023
5:30 PM**

This meeting was conducted in person and via Zoom.

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

ABSENT: *Rob McLachlan, Councilor Brian LaBlanc*

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

MINUTES

Motion by Howard Jacobson to approve minutes of the November 17, 2022 meeting, seconded by William Berg. All ayes, motion carried.

PUBLIC DISCUSSION: *There were no members of the public present.*

COMMUNICATIONS (items of information only – any communication requiring action is provided under that item on the agenda)

- a. WLSSD Discharge Monitoring Report – Report was attached.*
- b. MN Department of Health Sample Analysis Results – Report was attached.*

PRESENTATIONS

None

OLD BUSINESS

None

NEW BUSINESS

None

REPORTS

- a. Budget to Actual Expenditure Report – Report was attached.*
- b. Public Works Utility Maintenance & Project Update Report - Report was attached. Paul brought up the Irrigation Grant program and suggested it be a new business item for next meeting.*
- c. Water Loss Report – Report was attached*
- d. WLSSD Monthly Flow, Rain Fall & Flow – Report was attached.*
- e. New Connections Report – Report was attached.*
- f. Utility Billing Happenings – Memo attached.*

COMMISSION MEMBERS REPORT

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

RECESS *Motion by Jim Samberg to adjourn, seconded by William Berg. All ayes, motion carried. The meeting recessed at approximately 5:59 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

February 10, 2023

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 January 2023 (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 January was 31 MGD.

The average influent cBOD5 concentration was 223 mg/L and the average effluent concentration was 6.1 mg/L. The cBOD5 removal efficiency for the month of January was 97 percent. The average influent and effluent suspended solids concentrations were 237 mg/L and 1.2 mg/L, respectively, providing a monthly suspended solids removal rate of 98 percent.

For the month of January, the effluent phosphorus calendar month average concentration was 0.3 mg/L and the average mass was 31 kg/d, compared to the respective calendar month average limits of 1.0 mg/L and 115 kg/d.

For the month of January, the effluent's average mercury concentration was 1.1 ng/L and the daily maximum was 1.1 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 January, the calendar month average mercury was 127 mg/d, and the daily maximum was 128 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 January, a contractor (Minger) working on the Cloquet pump station reported 2 wastewater releases to the Duty Officer: 1/9/23 (case #210561) and 1/24/23 (case #210860). As per MPCA (Mackenzie Wilkenson-Hanson), WLSSD is not required to report these releases.

Page 2

February 10, 2023

The submittal contains: Cover Letter, Sample Values Spreadsheet, DMR Calculated Values Spreadsheet, and a Release Report.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Bohren' with a stylized flourish at the end.

Marianne Bohren *FOR 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



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

Western Lake Superior Sanitary District

March 16, 2023

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 February 2023 (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 February was 34 MGD.

The average influent cBOD5 concentration was 199 mg/L and the average effluent concentration was 6.3 mg/L. The cBOD5 removal efficiency for the month of February was 97 percent. The average influent and effluent suspended solids concentrations were 216 mg/L and 2.1 mg/L, respectively, providing a monthly suspended solids removal rate of 98 percent.

For the month of February, the effluent phosphorus calendar month average concentration was 0.4 mg/L and the average mass was 54 kg/d, compared to the respective calendar month average limits of 1.0 mg/L and 115 kg/d.

For the month of February, the effluent's average mercury concentration was 0.8 ng/L and the daily maximum was 1.0 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 February, the calendar month average mercury was 96 mg/d, and the daily maximum was 121 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.

Page 2

March 16, 2023

The 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', with a long horizontal line extending to the right.

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



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

Western Lake Superior Sanitary District

April 17, 2023

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 March 2023 (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 March was 36 MGD.

The average influent cBOD5 concentration was 210 mg/L and the average effluent concentration was 7 mg/L. The cBOD5 removal efficiency for the month of March was 97 percent. The average influent and effluent suspended solids concentrations were 173 mg/L and 3 mg/L, respectively, providing a monthly suspended solids removal rate of 97 percent.

For the month of March, the effluent phosphorus calendar month average concentration was 0.3 mg/L and the average mass was 44 kg/d, compared to the respective calendar month average limits of 1.0 mg/L and 115 kg/d.

For the month of March, the effluent's average mercury concentration was 1.3 ng/L and the daily maximum was 1.8 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 March, the calendar month average mercury was 169 mg/d, and the daily maximum was 242 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.

Page 2

April 17, 2023

The 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', with a stylized flourish at the end.

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



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

Western Lake Superior Sanitary District

February 3, 2023

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

Subject: 2022 Wastewater Treatment Year-End Adjustments

Dear Mr. Mulder:

At the close of each year, we notify our wastewater treatment users of the year-end adjustment based on the actual flow and load data, and treatment costs.

For 2022, the WLSSD Board has approved total wastewater charges of \$28,649,023 as shown in the attached comparison of billed (budget) to required charges (actual) for 2022. Each wastewater user will receive additional charges or credits based upon their actual flows and loads as compared to budget. This amount will be spread evenly over the 12-month period in 2023.

Attached is a table summarizing the 2022 billing as compared to the 2022 required actual. For Hermantown the total year-end adjustment for 2022 is a credit of \$43,955 and will be included as a \$3,663/month credit on your 2023 monthly billing.

Please contact me at 740-4805 if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. Bohren', with a large, stylized 'B' at the end.

Marianne Bohren
Executive Director

Attachment

2022 Year End Adjustment

	BILLED 2022	REQUIRED 2022	YEAR-END ADJUSTMENT
DULUTH	9,368,535	9,860,240	\$491,705
CLOQUET	1,053,638	881,815	(\$171,823)
PROCTOR	341,820	314,835	(\$26,985)
HERMANTOWN	578,737	534,782	(\$43,955)
ESKO	162,337	154,856	(\$7,481)
SCANLON	136,329	120,311	(\$16,018)
CARLTON	117,347	118,670	\$1,323
RICE LAKE	54,023	47,729	(\$6,294)
TWIN LAKE	96,707	57,737	(\$38,970)
PIKE LAKE	82,205	76,009	(\$6,196)
KNIFE RIVER	\$19,976	19,189	(\$787)
OLIVER	18,215	15,297	(\$2,918)
THOMSON	9,874	8,454	(\$1,420)
WRENSHALL	24,209	25,279	\$1,070
JAY COOKE	2,515	3,198	\$683
MIDWAY	4,902	5,740	\$838
MPCA LANDFILL	9,049	9,568	\$519
UNUSED	-	-	\$0
DULUTH/NORTH SHORE	48,068	47,650	(\$418)
MUNICIPALITIES SUBTOTAL	12,128,486	12,301,357	\$172,871
SAPPI	14,012,530	13,969,161	(\$43,369)
GEORGIA PACIFIC	19,881	19,881	\$0
USG	1,026,891	957,431	(\$69,460)
ST PAPER 1	1,264,991	1,215,779	(\$49,212)
SPECIALTY MINERALS	196,244	185,412	(\$10,832)
INDUSTRIES SUBTOTAL	16,520,537	\$16,347,666 13	(\$172,871)
TOTAL DISTRICT	\$28,649,023	\$28,649,023	(\$0)

**2022 Year End Adjustment
Wastewater Unit Costs**

<u>VOLUME</u>	<u>BUDGET 2022</u>	<u>REQUIRED 2022</u>	<u>% CHANGE</u>
FLOW (MGD)	33.53	33.72	0.57%
BOD (LBS/DAY)	61,964	70,791	14.25%
SUSPENDED SOLIDS (LBS/DAY)	39,774	52,217	31.28%
 <u>O & M UNIT COSTS</u>			
FLOW (COST/1000 GAL)	\$0.6415	\$0.7296	13.73%
PEAK FLOW	\$0.0315	\$0.0226	-28.38%
BOD (COST/LB)	\$0.2055	\$0.1991	-3.11%
SUSPENDED SOLIDS (COST/LB)	\$0.3189	\$0.2673	-16.16%
 <u>O & M + DEBT SERVICE UNIT COSTS</u>			
FLOW (COST/1000 GAL)	\$0.8614	\$0.9495	10.22%
PEAK FLOW	\$0.0851	\$0.0725	-14.84%
BOD (COST/LB)	\$0.2580	\$0.2515	-2.50%
SUSPENDED SOLIDS (COST/LB)	\$0.3781	\$0.3262	-13.73%
DOMESTIC EQUIV (COST/1000GAL)	\$2.0075	\$1.9857	-1.09%

Western Lake Superior Sanitary District
 Billing Detail
 2022 Year End Adjustment

Line No.	Class of Service	Budget Basis	Operating Expenses, based on Budgeted Flows and Loads					Debt Svc - based on Permitted Flows and Loads					TOTAL	
			Flow	Billable Peak Flow	BOD	TSS	TOTAL	FLOW	PEAK FLOW	TOTAL FLOW	BOD	TSS		TOTAL
Municipalities: Duluth-														
1	Duluth	Budget	\$3,286,316	\$629,706	\$999,526	\$1,756,685	\$6,672,233	\$1,376,066	\$992,215	\$2,368,281	\$323,794	\$495,932	\$3,188,007	\$9,860,240
2	Cloquet	Budget	\$251,349	\$22,001	\$102,417	\$201,985	\$577,752	\$112,433	\$85,979	\$198,412	\$37,083	\$68,567	\$304,062	\$881,815
3	Proctor	Budget	\$102,867	\$15,615	\$34,090	\$55,034	\$207,607	\$48,415	\$32,384	\$80,798	\$11,328	\$15,101	\$107,228	\$314,835
4	Hermantown	Budget	\$175,511	\$8,603	\$77,558	\$102,456	\$364,127	\$58,777	\$47,116	\$105,893	\$29,521	\$35,241	\$170,655	\$534,782
5	Esko	Budget	\$46,973	\$9,685	\$19,117	\$29,761	\$105,537	\$18,516	\$14,801	\$33,317	\$6,616	\$9,386	\$49,320	\$154,856
6	Scanlon	DE	\$41,115	\$3,416	\$18,753	\$25,175	\$88,459	\$11,466	\$10,845	\$22,310	\$4,563	\$4,979	\$31,852	\$120,311
7	Carlton	Budget	\$40,183	\$7,323	\$11,630	\$17,857	\$76,993	\$21,167	\$13,259	\$34,425	\$3,093	\$4,158	\$41,677	\$118,670
8	Rice Lake	DE	\$14,193	\$1,518	\$6,469	\$8,684	\$30,864	\$6,842	\$4,817	\$11,660	\$2,467	\$2,738	\$16,864	\$47,729
9	Twin Lake	Budget	\$9,320	\$1,420	\$10,612	\$12,783	\$34,136	\$7,217	\$5,951	\$13,169	\$5,009	\$5,423	\$23,601	\$57,737
10	Pike Lake	DE	\$25,004	\$2,068	\$11,412	\$15,320	\$53,804	\$8,685	\$6,722	\$15,407	\$3,232	\$3,565	\$22,204	\$76,009
11	Knife River	DE	\$5,672	\$1,027	\$2,617	\$3,513	\$12,828	\$2,081	\$2,477	\$4,558	\$851	\$952	\$6,361	\$19,189
12	Oliver	DE	\$4,660	\$693	\$2,108	\$2,830	\$10,291	\$1,914	\$1,491	\$3,405	\$761	\$841	\$5,007	\$15,297
13	Thomson	DE	\$1,971	\$675	\$872	\$1,171	\$4,689	\$1,412	\$1,076	\$2,488	\$613	\$664	\$3,765	\$8,454
14	Wrenshall	DE	\$7,962	\$1,118	\$3,634	\$4,879	\$17,593	\$3,115	\$1,994	\$5,108	\$1,225	\$1,352	\$7,686	\$25,279
15	Jay Cooke	DE	\$586	\$480	\$291	\$390	\$1,747	\$518	\$436	\$954	\$229	\$268	\$1,451	\$3,198
16	Midway	DE	\$1,198	\$24	\$727	\$781	\$2,730	\$1,385	\$762	\$2,147	\$384	\$480	\$3,010	\$5,740
17	MPCA Landfill	DE	\$985	\$112	\$436	\$585	\$2,119	\$3,317	\$1,524	\$4,841	\$1,220	\$1,389	\$7,449	\$9,568
18	Unused	DE	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
19	North Shore	DE	\$13,421	\$2,740	\$6,106	\$8,196	\$30,464	\$6,177	\$5,865	\$12,042	\$2,424	\$2,721	\$17,186	\$47,650
21	Totals-Municipalities		\$4,029,286	\$708,225	\$1,308,376	\$2,248,084	\$8,293,972	\$1,689,502	\$1,229,713	\$2,919,215	\$434,413	\$653,758	\$4,007,386	\$12,301,357
Industrials-														
22	Georgia Pacific		\$0	\$0	\$0	\$0	\$0	\$4,748	\$1,852	\$6,600	\$10,679	\$2,603	\$19,881	\$19,881
23	Sappi		\$4,618,848	\$73,087	\$3,645,426	\$2,288,871	\$10,626,232	\$1,314,177	\$443,920	\$1,758,097	\$1,075,091	\$509,741	\$3,342,929	\$13,969,161
24	ST Paper 1		\$140,946	\$39,402	\$27,331	\$37,958	\$245,636	\$335,236	\$145,790	\$481,026	\$434,539	\$54,579	\$970,143	\$1,215,779
25	USG		\$138,789	\$6,392	\$164,128	\$448,270	\$757,580	\$48,766	\$22,155	\$70,921	\$44,341	\$84,589	\$199,851	\$957,431
27	Specialty Minerals		\$52,672	\$555	\$363	\$72,012	\$125,603	\$21,775	\$9,112	\$30,887	\$166	\$28,757	\$59,810	\$185,412
28	Totals-Industrials		\$4,951,256	\$119,436	\$3,837,248	\$2,847,111	\$11,755,051	\$1,724,703	\$622,829	\$2,347,532	\$1,564,815	\$680,267	\$4,592,614	\$16,347,666
30	Totals-All Users		\$8,980,542	\$827,661	\$5,145,624	\$5,095,195	\$20,049,023	\$3,414,205	\$1,852,542	\$5,266,747	\$1,999,228	\$1,334,025	\$8,600,000	\$28,649,023

TO: Utility Commission Members



FROM: Lindsay Townsend, Utility
Billing Clerk

DATE: May 11, 2023

Meeting Date: 05/18/2023

SUBJECT: Motley – 3749 Johnson Rd
Sewer Credit Request

Agenda Item: 7a

REQUESTED ACTION

Request approval of a sewer discount for Mike & Robin Motley.

BACKGROUND

After January 2023 readings were gathered it was discovered that the usage at 3749 Johnson Rd. was much higher than normal. Public Works went to the home and discovered that the outside faucet had froze and broke and water had been flowing onto the little sidewalk on the side of the house. This was discovered on January 20th, which means that this water usage affects two billing cycles. The average normal usage is 800 gallons. January usage was 33,500 gallons and February usage was 12,300 gallons.

January: $33,500 - 800 = 32,700 / 1000 = 32.7 * \$10.66 = \$348.58$

February: $12,300 - 800 = 11,500 / 1000 = 11.5 * \$10.66 = \$122.59$

Total Sewer Credit Request: \$471.17

TO: Utility Commission Members



FROM: Lindsay Townsend, Utility
Billing Clerk

DATE: May 12, 2023

Meeting Date: 05/18/2023

SUBJECT: Zierden – 5206 W Arrowhead Rd. Sewer Credit Request
Agenda Item: 7c

REQUESTED ACTION

Request approval of a sewer discount for Jay Zierden’s rental property at 5206 W. Arrowhead Rd.

BACKGROUND

After reading meters on April 14, we discovered that the property at 5206 W. Arrowhead Rd had an abnormally high amount of usage. Between March 15th and April 14th 99,500 gallons went through the meter. Bob from Public Works went to the home and discovered that the outside faucet had been on full blast leaving a big hole in the ground from the force of the water. Bob spoke to the residents and they said that they had discovered the outside faucet was on just a few days prior, they think that it was frozen and then thawed resulting in the non-stop water flow.

Average usage is 2,400 gallons.

$99,500 - 2,400 = 97,100$ estimated gallons that went into the yard.

$97,100 / 1000 = 97.1 * \$10.66 = \$1,035.09$

\$1,035.09 requested sewer credit.

TO: Utility Commission Members



FROM: Lindsay Townsend, Utility
Billing Clerk

DATE: May 11, 2023

Meeting Date: 05/18/2023

SUBJECT: Dahl – Sewer Credit Request
3609 Copley Rd

Agenda Item: 7d

REQUESTED ACTION

Request approval of a sewer credit for Ronald Dahl’s property at 3609 Copley Rd.

BACKGROUND

After meters were read on April 14th higher than normal usage was discovered after Public Works investigated and spoke with the homeowner it was discovered that the outside spicket had froze and broke and water had been running into the back yard of the home.

Average usage at this property is 2700 gallons. During this billing cycle 17,400 gallons went through the meter.

$17,400 - 2,700 = 14,700$ estimated gallons that did not go down the sewer system

$14,700 / 1000 = 14.7 * \$10.66 = \156.70

Please consider approval of a sewer credit in the amount of **\$156.70**

260 Cable TV Fund

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
456100							
456101	Cable						
	101 Full-Time Employees - Regular	325.34	1,218.75	0.00	1,218.75	4,445.00	3,226.25
	103 Part-Time Employees - Regular	550.00	2,200.00	0.00	2,200.00	6,815.00	4,615.00
	121 PERA Contributions - Coordinated	25.64	96.05	0.00	96.05	333.00	236.95
	128 Social Security	54.50	213.58	0.00	213.58	698.00	484.42
	129 Medicare	12.76	49.99	0.00	49.99	163.00	113.01
	131 Health Insurance	100.54	387.21	0.00	387.21	966.00	578.79
	133 Life Insurance	0.65	2.46	0.00	2.46	8.00	5.54
	134 Disability Insurance	1.20	4.50	0.00	4.50	14.00	9.50
	136 MSRS	3.62	13.53	0.00	13.53	47.00	33.47
	151 Workers Compensation	8.50	8.50	0.00	8.50	17.00	8.50
	308 Legal Fees	0.00	841.35	0.00	841.35	500.00	-341.35
	331 Travel Expense	16.62	62.32	0.00	62.32	0.00	-62.32
	404 Equipment Maintenance	0.00	0.00	0.00	0.00	14,000.00	14,000.00
	Account Total:	1,099.37	5,098.24	0.00	5,098.24	28,006.00	22,907.76
	Account Group Total:	1,099.37	5,098.24	0.00	5,098.24	28,006.00	22,907.76
	Fund Total:	1,099.37	5,098.24	0.00	5,098.24	28,006.00	22,907.76

601 Water Enterprise Fund

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
494300	Water Distribution						
494300	Water Distribution						
	101 Full-Time Employees - Regular	5,288.29	-9,902.80	0.00	-9,902.80	166,463.00	176,365.80
	102 Full-Time Employees - Overtime	1,113.71	5,978.59	0.00	5,978.59	12,020.00	6,041.41
	121 PERA Contributions - Coordinated	480.13	2,037.17	0.00	2,037.17	13,386.00	11,348.83
	128 Social Security	382.17	1,621.00	0.00	1,621.00	11,066.00	9,445.00
	129 Medicare	89.42	379.17	0.00	379.17	2,588.00	2,208.83
	131 Health Insurance	4,763.39	18,753.27	0.00	18,753.27	78,100.00	59,346.73
	133 Life Insurance	8.74	37.07	0.00	37.07	205.00	167.93
	134 Disability Insurance	28.02	127.13	0.00	127.13	932.00	804.87
	136 MSRS	30.01	112.51	0.00	112.51	390.00	277.49
	151 Workers Compensation	3,690.50	3,690.50	0.00	3,690.50	7,381.00	3,690.50
	212 Motor Fuels	727.04	1,778.99	0.00	1,778.99	4,500.00	2,721.01
	216 Uniforms	95.99	208.49	0.00	208.49	500.00	291.51
	219 Other Operating Equipment	0.00	0.00	0.00	0.00	15,500.00	15,500.00
	221 General Supplies	533.93	1,100.60	0.00	1,100.60	5,500.00	4,399.40
	228 Utility System Maint Supplies	0.00	5,713.82	0.00	5,713.82	34,000.00	28,286.18
	314 Computer/Software Fees	0.00	0.00	0.00	0.00	3,750.00	3,750.00
	315 School & Conference	0.00	136.81	0.00	136.81	2,500.00	2,363.19
	319 Contracted Services	0.00	0.00	0.00	0.00	22,000.00	22,000.00
	331 Travel Expense	560.91	876.36	0.00	876.36	750.00	-126.36
20	351 Legal Notices Publishing	0.00	0.00	0.00	0.00	250.00	250.00
	361 General Liability Insurance	2,353.09	2,378.09	0.00	2,378.09	4,706.00	2,327.91
	382 Water Purchases	77,583.17	222,785.91	0.00	222,785.91	960,000.00	737,214.09
	404 Equipment Maintenance	0.00	855.14	0.00	855.14	4,000.00	3,144.86
	406 Vehicle Maintenance	0.00	141.82	0.00	141.82	2,000.00	1,858.18
	413 Equipment Rental	0.00	0.00	0.00	0.00	7,500.00	7,500.00
	417 Uniform Rental	0.00	0.00	0.00	0.00	500.00	500.00
	451 Dues & Subscriptions	0.00	521.00	0.00	521.00	700.00	179.00
	470 Booster Pump Repairs	0.00	0.00	0.00	0.00	250.00	250.00
	471 Water Line Repairs	0.00	10,201.16	0.00	10,201.16	40,000.00	29,798.84
	472 Hydrant Repairs	0.00	0.00	0.00	0.00	15,000.00	15,000.00
	Account Total:	97,728.51	269,531.80	0.00	269,531.80	1,416,437.00	1,146,905.20
	Account Group Total:	97,728.51	269,531.80	0.00	269,531.80	1,416,437.00	1,146,905.20
494400	Water Administration and General						
494400	Water Administration and General						
	101 Full-Time Employees - Regular	5,970.83	1,618.93	0.00	1,618.93	90,273.00	88,654.07
	102 Full-Time Employees - Overtime	0.00	169.52	0.00	169.52	565.00	395.48
	121 PERA Contributions - Coordinated	454.06	1,702.12	0.00	1,702.12	6,770.00	5,067.88
	128 Social Security	355.31	1,337.09	0.00	1,337.09	5,597.00	4,259.91
	129 Medicare	83.11	312.67	0.00	312.67	1,309.00	996.33
	131 Health Insurance	3,091.66	11,630.60	0.00	11,630.60	30,935.00	19,304.40
	133 Life Insurance	10.78	40.37	0.00	40.37	155.00	114.63
	134 Disability Insurance	29.52	111.98	0.00	111.98	409.00	297.02
	136 MSRS	42.00	157.53	0.00	157.53	702.00	544.47
	151 Workers Compensation	67.00	67.00	0.00	67.00	134.00	67.00
	201 Office Supplies	0.00	0.00	0.00	0.00	200.00	200.00
	202 Printing Supplies	0.00	0.00	0.00	0.00	250.00	250.00
	301 Audit/Account Services	0.00	1,022.25	0.00	1,022.25	6,750.00	5,727.75
	303 Banking Fees	933.66	3,701.98	0.00	3,701.98	12,000.00	8,298.02

601 Water Enterprise Fund

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
305	Engineer Fees	0.00	8,734.70	0.00	8,734.70	10,000.00	1,265.30
308	Legal Fees	0.00	768.00	0.00	768.00	4,000.00	3,232.00
314	Computer/Software Fees	12.60	35.83	0.00	35.83	3,700.00	3,664.17
315	School & Conference	0.00	0.00	0.00	0.00	1,000.00	1,000.00
319	Contracted Services	3.47	1,689.04	0.00	1,689.04	10,000.00	8,310.96
321	Telephone	39.88	880.76	0.00	880.76	5,000.00	4,119.24
322	Internet	47.38	92.76	0.00	92.76	460.00	367.24
323	Gopher One Call Locates	0.00	84.27	0.00	84.27	1,100.00	1,015.73
325	Postage	80.90	80.90	0.00	80.90	450.00	369.10
331	Travel Expense	83.08	311.55	0.00	311.55	1,300.00	988.45
351	Legal Notices Publishing	0.00	874.50	0.00	874.50	1,800.00	925.50
361	General Liability Insurance	6,439.01	6,439.01	0.00	6,439.01	12,878.00	6,438.99
381	Electricity	1,069.96	3,606.23	0.00	3,606.23	8,500.00	4,893.77
383	Heating Gas	529.15	1,604.79	0.00	1,604.79	4,900.00	3,295.21
405	Computer Maintenance	1,929.27	12,673.16	0.00	12,673.16	22,595.00	9,921.84
420	Depreciation Expenses	0.00	0.00	0.00	0.00	236,000.00	236,000.00
451	Dues & Subscriptions	0.00	0.00	0.00	0.00	50.00	50.00
720	Transfer Out	0.00	0.00	0.00	0.00	102,988.00	102,988.00
	Account Total:	21,272.63	59,747.54	0.00	59,747.54	582,770.00	523,022.46
	Account Group Total:	21,272.63	59,747.54	0.00	59,747.54	582,770.00	523,022.46
49500	Transfer Out						
495000	Transfer Out						
	720 Transfer Out	0.00	0.00	0.00	0.00	31,750.00	31,750.00
	Account Total:	0.00	0.00	0.00	0.00	31,750.00	31,750.00
	Account Group Total:	0.00	0.00	0.00	0.00	31,750.00	31,750.00
	Fund Total:	119,001.14	329,279.34	0.00	329,279.34	2,030,957.00	1,701,677.66

602 Sewer Enterprise Fund

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
432500	Sewer Improvements						
432500	Sewer Improvements						
	550 Street Improvements	0.00	0.00	0.00	0.00	165,000.00	165,000.00
	Account Total:	0.00	0.00	0.00	0.00	165,000.00	165,000.00
	Account Group Total:	0.00	0.00	0.00	0.00	165,000.00	165,000.00
494500	Sewer Maintenance						
494500	Sewer Maintenance						
	101 Full-Time Employees - Regular	4,957.71	-4,034.11	0.00	-4,034.11	123,086.00	127,120.11
	102 Full-Time Employees - Overtime	2,411.17	3,618.55	0.00	3,618.55	8,742.00	5,123.45
	121 PERA Contributions - Coordinated	552.65	1,684.86	0.00	1,684.86	9,887.00	8,202.14
	128 Social Security	439.27	1,340.89	0.00	1,340.89	8,173.00	6,832.11
	129 Medicare	102.71	313.52	0.00	313.52	1,911.00	1,597.48
	131 Health Insurance	3,930.94	14,008.77	0.00	14,008.77	57,371.00	43,362.23
	133 Life Insurance	9.65	33.37	0.00	33.37	154.00	120.63
	134 Disability Insurance	32.40	108.00	0.00	108.00	686.00	578.00
	136 MSRS	30.01	112.51	0.00	112.51	312.00	199.49
	151 Workers Compensation	2,758.00	2,758.00	0.00	2,758.00	5,516.00	2,758.00
	212 Motor Fuels	484.69	1,185.99	0.00	1,185.99	1,500.00	314.01
	216 Uniforms	95.99	208.49	0.00	208.49	500.00	291.51
	219 Other Operating Equipment	0.00	0.00	0.00	0.00	15,000.00	15,000.00
	221 General Supplies	-176.46	0.00	0.00	0.00	0.00	0.00
	228 Utility System Maint Supplies	176.46	176.46	0.00	176.46	5,000.00	4,823.54
	229 Lift Station Maintenance	0.00	0.00	0.00	0.00	10,000.00	10,000.00
	314 Computer/Software Fees	0.00	0.00	0.00	0.00	5,650.00	5,650.00
	315 School & Conference	0.00	206.81	0.00	206.81	1,000.00	793.19
	317 Personnel Testing, Physicals,	0.00	0.00	0.00	0.00	450.00	450.00
	319 Contracted Services	0.00	3,260.00	0.00	3,260.00	20,000.00	16,740.00
	325 Postage	0.00	0.00	0.00	0.00	40.00	40.00
	331 Travel Expense	0.00	84.48	0.00	84.48	250.00	165.52
	361 General Liability Insurance	1,201.26	1,201.26	0.00	1,201.26	2,403.00	1,201.74
	385 Sewer Charges	0.00	138,525.00	0.00	138,525.00	669,000.00	530,475.00
	403 Road Maintenance	0.00	0.00	0.00	0.00	15,000.00	15,000.00
	404 Equipment Maintenance	0.00	2,119.64	0.00	2,119.64	5,500.00	3,380.36
	406 Vehicle Maintenance	0.00	0.00	0.00	0.00	2,500.00	2,500.00
	413 Equipment Rental	0.00	0.00	0.00	0.00	3,500.00	3,500.00
	451 Dues & Subscriptions	60.00	60.00	0.00	60.00	150.00	90.00
	460 Permits & Licenses	0.00	0.00	0.00	0.00	250.00	250.00
	475 Sewerline Repairs	90.47	90.47	0.00	90.47	15,000.00	14,909.53
	476 Lift Station Repairs Sewer	0.00	40.35	0.00	40.35	12,500.00	12,459.65
	477 I & I Maintenance	0.00	0.00	0.00	0.00	15,000.00	15,000.00
	478 Sewer Cleaning	0.00	2,300.00	0.00	2,300.00	40,000.00	37,700.00
	590 Pumping Plant & Lift Stations	0.00	0.00	0.00	0.00	40,000.00	40,000.00
	Account Total:	17,156.92	169,403.31	0.00	169,403.31	1,096,031.00	926,627.69
	Account Group Total:	17,156.92	169,403.31	0.00	169,403.31	1,096,031.00	926,627.69

22

602 Sewer Enterprise Fund

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
494900	Sewer Administration and General						
494900	Sewer Administration and General						
	101 Full-Time Employees - Regular	5,970.83	1,618.94	0.00	1,618.94	90,273.00	88,654.06
	102 Full-Time Employees - Overtime	0.00	169.52	0.00	169.52	565.00	395.48
	121 PERA Contributions - Coordinated	454.06	1,702.12	0.00	1,702.12	6,770.00	5,067.88
	128 Social Security	355.31	1,337.09	0.00	1,337.09	5,597.00	4,259.91
	129 Medicare	83.11	312.67	0.00	312.67	1,309.00	996.33
	131 Health Insurance	2,679.16	10,805.63	0.00	10,805.63	30,935.00	20,129.37
	133 Life Insurance	10.78	40.37	0.00	40.37	155.00	114.63
	134 Disability Insurance	29.52	111.98	0.00	111.98	409.00	297.02
	136 MSRS	42.00	157.53	0.00	157.53	702.00	544.47
	151 Workers Compensation	67.00	67.00	0.00	67.00	134.00	67.00
	201 Office Supplies	0.00	0.00	0.00	0.00	200.00	200.00
	202 Printing Supplies	0.00	0.00	0.00	0.00	300.00	300.00
	301 Audit/Account Services	0.00	1,022.25	0.00	1,022.25	6,750.00	5,727.75
	303 Banking Fees	933.65	3,701.98	0.00	3,701.98	12,000.00	8,298.02
	305 Engineer Fees	0.00	0.00	0.00	0.00	2,500.00	2,500.00
	308 Legal Fees	0.00	60.00	0.00	60.00	2,000.00	1,940.00
	314 Computer/Software Fees	12.60	35.84	0.00	35.84	3,000.00	2,964.16
	315 School & Conference	0.00	0.00	0.00	0.00	1,000.00	1,000.00
	319 Contracted Services	3.47	1,689.03	0.00	1,689.03	10,000.00	8,310.97
	321 Telephone	34.05	659.44	0.00	659.44	5,000.00	4,340.56
	322 Internet	71.07	139.14	0.00	139.14	850.00	710.86
	323 Gopher One Call Locates	0.00	56.18	0.00	56.18	900.00	843.82
	325 Postage	45.60	45.60	0.00	45.60	450.00	404.40
	331 Travel Expense	83.08	311.55	0.00	311.55	1,300.00	988.45
	351 Legal Notices Publishing	0.00	0.00	0.00	0.00	300.00	300.00
	361 General Liability Insurance	6,439.01	6,439.01	0.00	6,439.01	12,878.00	6,438.99
	381 Electricity	835.98	2,899.47	0.00	2,899.47	8,500.00	5,600.53
	383 Heating Gas	330.72	1,002.98	0.00	1,002.98	4,900.00	3,897.02
	405 Computer Maintenance	1,929.27	11,548.16	0.00	11,548.16	22,595.00	11,046.84
	420 Depreciation Expenses	0.00	0.00	0.00	0.00	525,000.00	525,000.00
	720 Transfer Out	0.00	0.00	0.00	0.00	57,524.00	57,524.00
	Account Total:	20,410.27	45,933.48	0.00	45,933.48	814,796.00	768,862.52
	Account Group Total:	20,410.27	45,933.48	0.00	45,933.48	814,796.00	768,862.52
495000	Transfer Out						
495000	Transfer Out						
	720 Transfer Out	0.00	0.00	0.00	0.00	31,750.00	31,750.00
	Account Total:	0.00	0.00	0.00	0.00	31,750.00	31,750.00
	Account Group Total:	0.00	0.00	0.00	0.00	31,750.00	31,750.00
	Fund Total:	37,567.19	215,336.79	0.00	215,336.79	2,107,577.00	1,892,240.21

603 Storm Water Enterprise Fund

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
441100	Storm Water						
441100	Storm Water						
	101 Full-Time Employees - Regular	10,367.98	2,177.08	0.00	2,177.08	67,129.00	64,951.92
	102 Full-Time Employees - Overtime	1,069.85	1,878.80	0.00	1,878.80	2,129.00	250.20
	121 PERA Contributions - Coordinated	859.90	1,850.90	0.00	1,850.90	5,173.00	3,322.10
	128 Social Security	676.75	1,460.86	0.00	1,460.86	4,276.00	2,815.14
	129 Medicare	158.24	341.56	0.00	341.56	1,000.00	658.44
	131 Health Insurance	6,077.11	13,941.95	0.00	13,941.95	25,436.00	11,494.05
	133 Life Insurance	14.38	36.69	0.00	36.69	103.00	66.31
	134 Disability Insurance	57.53	123.87	0.00	123.87	335.00	211.13
	136 MSRS	30.01	112.54	0.00	112.54	390.00	277.46
	151 Workers Compensation	863.50	863.50	0.00	863.50	1,727.00	863.50
	221 General Supplies	1,146.18	1,146.18	0.00	1,146.18	100.00	-1,046.18
	301 Audit/Account Services	0.00	100.00	0.00	100.00	0.00	-100.00
	305 Engineer Fees	0.00	5,309.00	0.00	5,309.00	20,000.00	14,691.00
	308 Legal Fees	0.00	583.75	0.00	583.75	1,500.00	916.25
	310 Recording/Filing Fees	0.00	92.00	0.00	92.00	500.00	408.00
	314 Computer/Software Fees	0.00	0.00	0.00	0.00	1,500.00	1,500.00
	319 Contracted Services	0.00	6,571.70	0.00	6,571.70	30,000.00	23,428.30
	325 Postage	123.69	123.69	0.00	123.69	500.00	376.31
	331 Travel Expense	27.70	103.87	0.00	103.87	300.00	196.13
24	351 Legal Notices Publishing	0.00	247.50	0.00	247.50	0.00	-247.50
	403 Road Maintenance	1,182.50	4,875.50	0.00	4,875.50	11,000.00	6,124.50
	405 Computer Maintenance	0.00	1,861.50	0.00	1,861.50	0.00	-1,861.50
	413 Equipment Rental	0.00	0.00	0.00	0.00	20,000.00	20,000.00
	451 Dues & Subscriptions	0.00	820.00	0.00	820.00	2,000.00	1,180.00
	530 Improvements Other Than Bldgs	0.00	0.00	0.00	0.00	279,000.00	279,000.00
	550 Street Improvements	0.00	0.00	0.00	0.00	181,000.00	181,000.00
	720 Transfer Out	0.00	0.00	0.00	0.00	21,000.00	21,000.00
	Account Total:	22,655.32	44,622.44	0.00	44,622.44	676,098.00	631,475.56
	Account Group Total:	22,655.32	44,622.44	0.00	44,622.44	676,098.00	631,475.56
	Fund Total:	22,655.32	44,622.44	0.00	44,622.44	676,098.00	631,475.56

605 Street Lighting & Traffic Signalization

Account	Object	Expended Current Month	Expended YTD	Encumbered YTD	Committed YTD	Current Appropriation	Available Appropriation
431100	Street Department						
431160	Street Lighting						
	227 Street Lights & Signs	0.00	0.00	0.00	0.00	5,000.00	5,000.00
	319 Contracted Services	0.00	560.17	0.00	560.17	0.00	-560.17
	381 Electricity	3,376.46	10,859.25	0.00	10,859.25	38,000.00	27,140.75
	Account Total:	3,376.46	11,419.42	0.00	11,419.42	43,000.00	31,580.58
	Account Group Total:	3,376.46	11,419.42	0.00	11,419.42	43,000.00	31,580.58
	Fund Total:	3,376.46	11,419.42	0.00	11,419.42	43,000.00	31,580.58
	Grand Total:	183,699.48	605,756.23	0.00	605,756.23	4,885,638.00	4,279,881.77

**Public Works
Utility Maintenance Report**

Meeting Date:	5/18/2023			
Reporting Period:	From:	3/1/2023	To:	4/30/2023

1. Water Utility

- a. Project Update
 - i. Peyton Acres
 - a. Start Phase C in 2023
 - i. Looking to start in Late May or Early June.
 - b. Planning for Phase 2 to start late '23 or Early '24
 - b. Valve Replacement on Haines/Arrowhead intersection
 - i. Work to be 2023 Quoted work after March 9th Bids w/SLC
 - ii. Putting information together in June.
 - 1. Work will have to be in 2023 due to Valve availability
 - 2. Will be done in Conjunction w/ SLC Haines Road Project
 - a. Valve is ON HAND in OUR SHOP
 - b. Valve will be done by Northland Constructors
 - i. Work to be done mid to late June
 - c. Irrigation meter plan for 2023
 - i. Plan approved, will be publicized in May
 - ii. 5 will be available in 2023 again
 - d. Watermain Breaks
 - i. 3873 Haines Rd
 - ii. 3609 Getchell Rd
 - e. 2nd Connection to Duluth Supply
 - i. Will be @ Haines/Anderson Road
 - ii. Will get pipe connection from Duluth into CoH ROW in 2023 and work on full connection in near future
 - iii. TO be done in conjunction w/SLC & Haines Road work
 - 1. Have Tapping T in hand
 - 2. Work will be done by KTM during Haines Road Reconstruction Probably Mid June

2. Sewer

- a. Project Update
 - i. Planning 2023 Sanitary sewer cleaning
 - 1. Lift Stations Early June for Spring 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
 - 2. Plans being finished will advertise for bid starting on 5/18/23

- c. Lift Stations
- d. Sewer Plugs/Cleaning

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.
 - c. Design options were explored and a Traditional Bridge will be designed due to ledge rock
- b. LOTS OF Run off issues with Quick melt in mid-April.
 - i. Almost had a lift station overtaken
 - ii. 6-8 Roadway culverts ruined
 - iii. Roadway washouts on shoulders.
 - iv. Applying for State disaster funding along with SLC

4. Other Notes

- a. **Bob Miller Leaving PW Dept. May 16th**
 - i. Will need to replace this position soon.

5. Looking Ahead in 2023

- a. Haines Road Sanitary sewer repairs
- b. 2023 Sanitary Cleaning
- c. I&I in lift stations being quantified and prioritized
- d. Lift Station upgrade for Data and programming issues

City of Hermantown - 2023 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	14,764,024	13,379,396	(418,106)	9.4%	110,000	8,400	21,776	140,176	1,244,452
Feb	14,340,656	11,325,335	1,617,905	21.0%	370,000	10,300	18,460	398,760	2,616,561
Mar	14,189,560	11,616,714	430,249	18.1%	120,000	7,400	19,738	147,138	2,425,708
Apr	15,245,736	13,521,628	(845,102)	11.3%	-	10,100	18,596	28,696	1,695,412
May	-	#DIV/0!	#DIV/0!	#DIV/0!	-	-	-	-	-
Jun	-	#DIV/0!	#DIV/0!	#DIV/0!	-	-	-	-	-
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!	#DIV/0!	-	-	-	-	-
	58,539,976	#DIV/0!	#DIV/0!		600,000	36,200	78,570	714,770	7,982,133

Total Percent of Duluth Billed Unaccounted For:	13.64%
---	--------



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	04/30/2023

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

Invoice	Trans Date	Due Date	PO	Desc	Quantity	Unit Rate	Amount
043023HER1	04/30/2023	05/15/2023		WASTEWATER CHARGES			49,838.00
043023HER2	04/30/2023	05/15/2023		2022 ADJUSTMENT			-3,663.00

Current	1-30 Days	31-60 Days	Over 60 Days	Amount Due
46,175.00	0.00	0.00	0.00	46,175.00

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.

2023 FLOW AND LOADINGS
SUMMARY ONLY

Hermantown
(Haines Road Metering Station)

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

MONTH	TOTAL FLOW MG	AVG FLOW MGD	PEAK HR FLOW RATE MGD	TOTAL BOD LBS	AVG BOD LBS/DAY	TOTAL SS LBS	AVG SS LBS/DAY
JANUARY	10.2329	0.3301	0.5446	18,135	585	21,948	708
FEBRUARY	10.2411	0.3658	0.6349	18,284	653	18,116	647
MARCH	11.6081	0.3745	0.6189	20,367	657	17,918	578
APRIL							
MAY							
JUNE							
JULY							
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							
TOTAL or AVG	32.0821	0.3565		56,786	631	57,982	644

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

2023 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	17.6506	0.5694	0.9120	30,508	984	34,321	1,107
FEBRUARY	17.3755	0.6206	1.1086	30,184	1,078	30,016	1,072
MARCH	19.3049	0.6228	0.9390	33,205	1,071	30,756	992
APRIL							
MAY							
JUNE							
JULY							
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							
TOTAL or AVG	54.3310	0.6037	Allocation	93,897	1,043	95,093	1,057
2023 BUDGET		0.6500	3.8000		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: SJS

2023 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	7.4177	0.2393	0.4209	12,373	399	12,373	399
FEBRUARY	7.1344	0.2548	0.4881	11,900	425	11,900	425
MARCH	7.6968	0.2483	0.3974	12,838	414	12,838	414
APRIL							
MAY							
JUNE							
JULY							
AUGUST							
SEPTEMBER							
OCTOBER							
NOVEMBER							
DECEMBER							
TOTAL or AVG	22.2489	0.2472		37,111	412	37,111	412

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

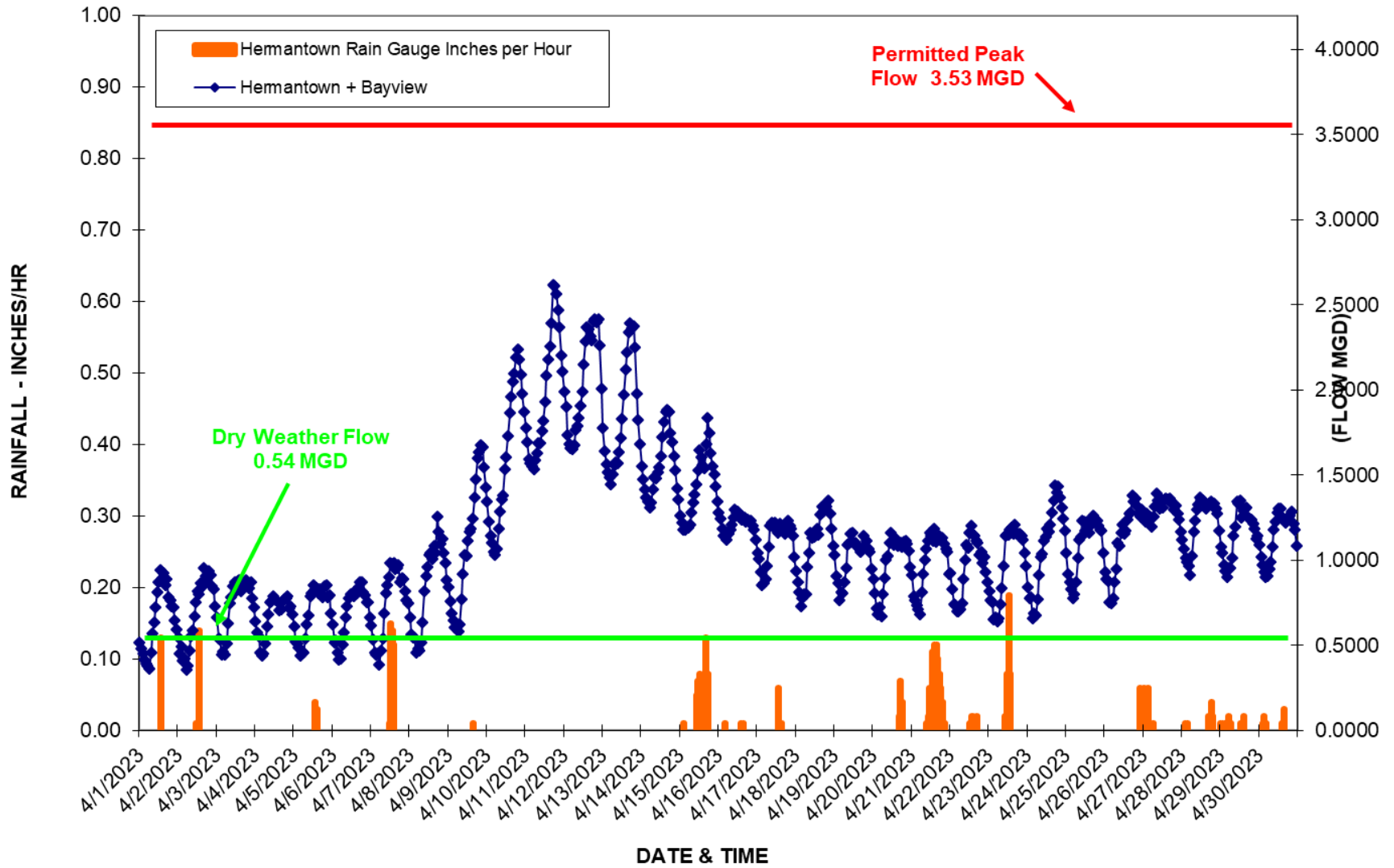
Email: julie.macor@wlssd.com

Email: grant.brown@wlssd.com

Initialed By: JLM

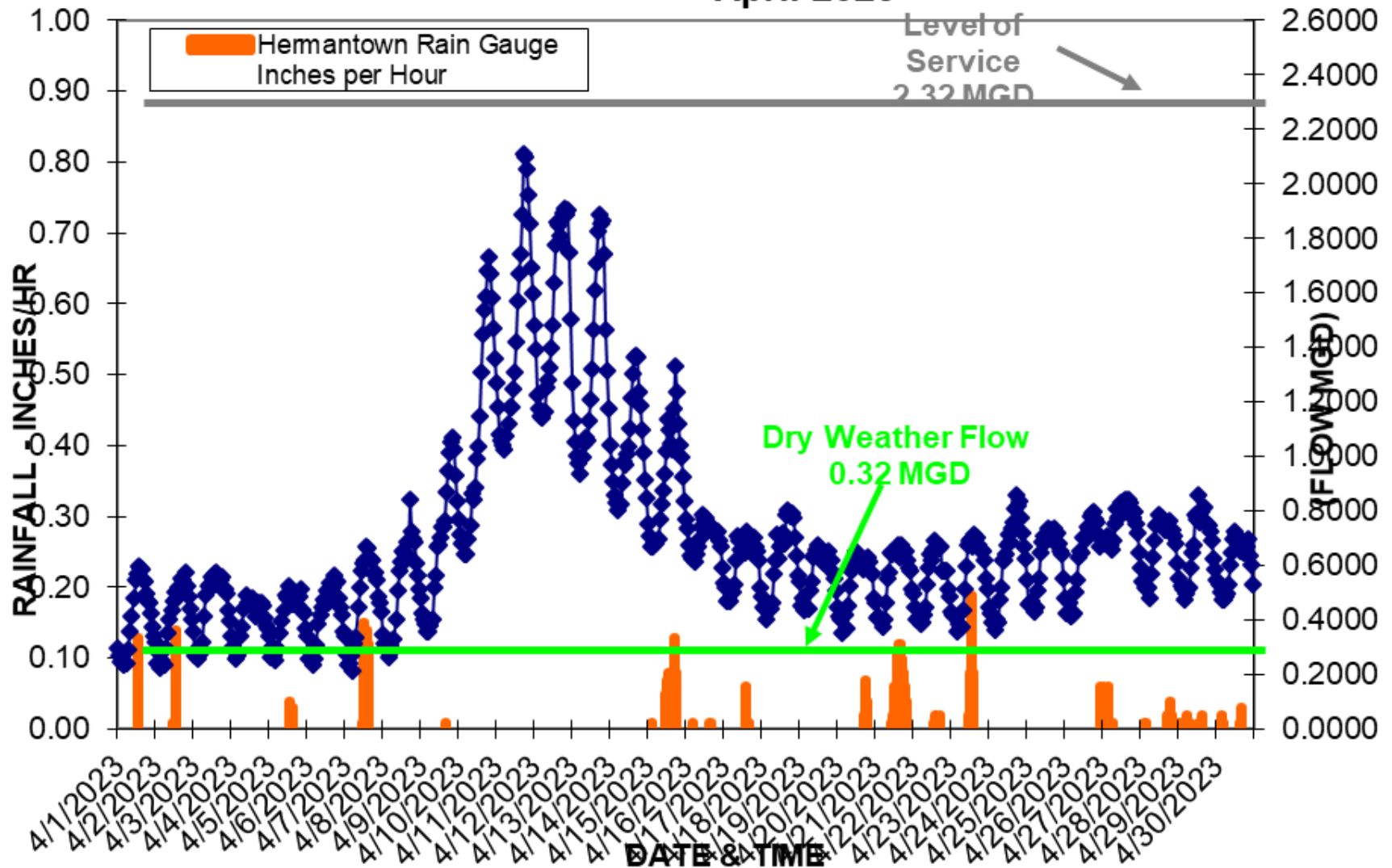
Initialed By: GB

Hermantown Flow + Bayview April 2023



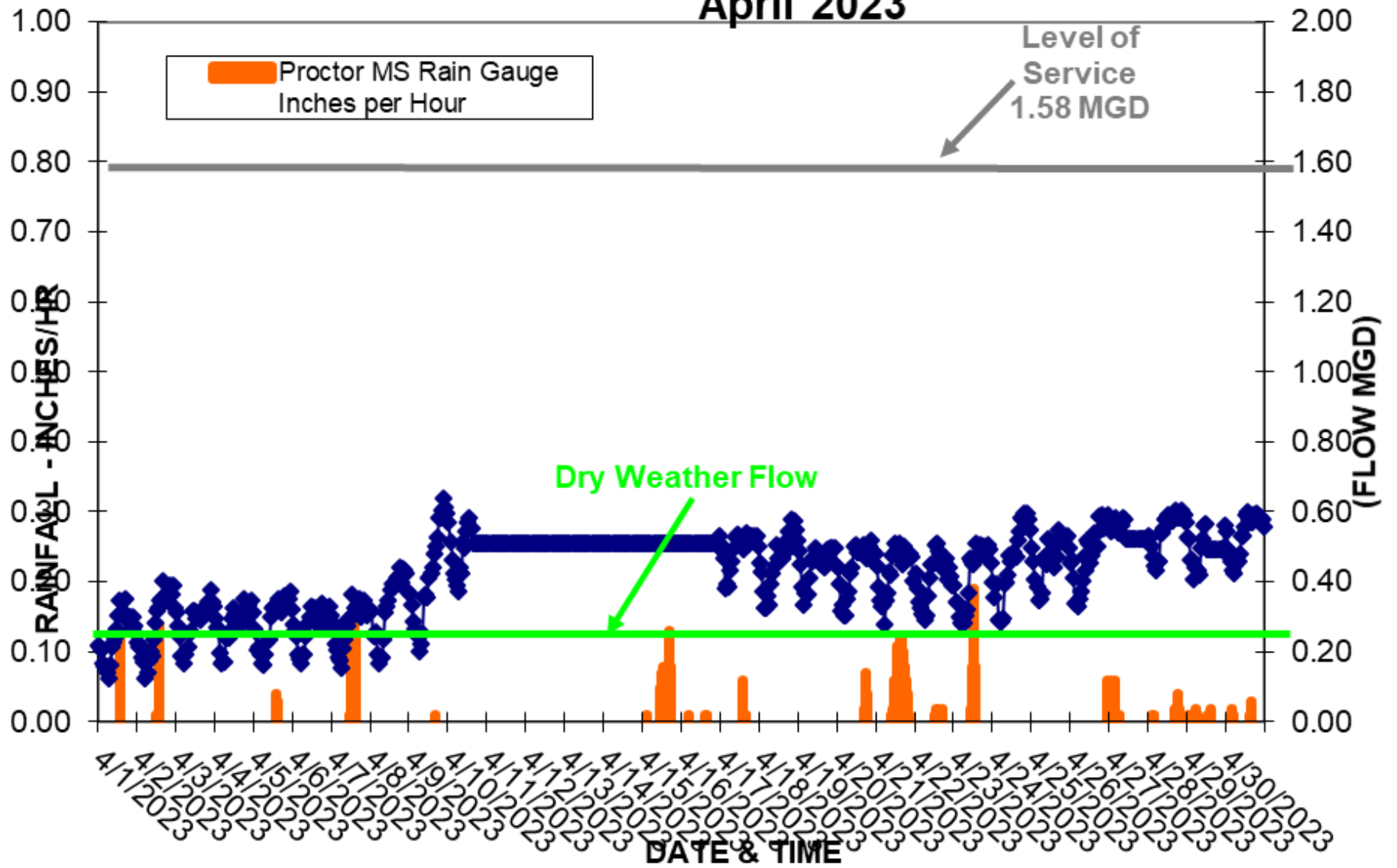
Hermantown Flow - Haines Road

April 2023



BAYVIEW METERING STATION

April 2023



Pending New Connections

Address	Owner
4059 Ugstad Rd	Clear Vision Builders
4061 Ugstad Rd	Clear Vision Builders
4427 Sugar Maple Dr	Dave & Andrea Engstrom
4375 Grouse Ridge Dr	Derek Grover
5197 Miller Trunk Hwy	Midnight Pools
5142 Morris Thomas Rd	Robb Stauber
4974 Anderson Rd	Joe Jerulle
4432 Sugar Maple Dr	Robert & Marlene Greenly
4013 Getchell Rd	Cole Pueringer
4774 Morris Thomas Rd	Ronald & Cynthia Abernethy
5183 W. Arrowhead Rd	Jay Zierden
5185 W. Arrowhead Rd	Jay Zierden
4888 Peyton Drive	Chris Kibler
4110 Lavaque Rd	Oppidan (Pillars of Htown)
4219 Timber Ridge Ln	Timber Ridge (Shop/Garage)
5179 W. Arrowhead Rd	Jay Zierden
5177 W. Arrowhead Rd	Jay Zierden
5229 Maple Grove Rd	Mark Gerard
4858 Hermantown Rd	Robert Doblal
5175 W. Arrowhead Rd	Jason Bramstedt
4891 Peyton Drive	Easy Housing
3730 Stebner Rd (Twin Home A)	Soumis
3734 Stebner Rd (Twin Home B)	Soumis
3738 Stebner Rd SFD	Soumis
3956 Woodduck Ln	Dave & Mary Larsen
4475 Sugar Maple Dr	Billman Construction
5278 Twin Pines St	Jesse Stokke / Darren Weets
5280 Twin Pines St	Jesse Stokke / Darren Weets

TO: Utility Commission Members



FROM: Lindsay Townsend, Utility
Billing Clerk

DATE: 05/12/2023

Meeting Date: 05/18/2023

SUBJECT: Utility Billing Happenings

Agenda Item: 8f

-
- Utility Portal Update: 1531 accounts, 502 paperless, 476 autopay
 - Past Due Accounts as of May 12: 87 accts (84 accounts last month)

120 days – 1 accts (Previous month: 3)
90 days – 19 acct (Previous month: 3)
60 days – 0 accts (Previous month: 12)
30 days – 67 accts (Previous month: 66)

- Currently we have about 400 accounts on the AMI system. The last three months the readings were uploaded to Utility Billing with no issues. Yay!
- We have received one irrigation meter grant application so far.
- Our City attorney is currently working on making an update to our Ordinance. This update will give the City flexibility to continue to follow our past due procedure or certify delinquent water accounts to St. Louis County. Our past due procedure has been working, as customers have been paying their bills when they receive their shut off notice. Below is the small change that is happening.

Current wording: All delinquent accounts shall be certified to St. Louis County to be paid on the following year's property taxes.

New wording: Delinquent accounts may be certified to St. Louis County to be paid on the following year's property taxes.

- Updated the Delinquent Utility Certification Procedure. Attached.

Handbook for the City of Hermantown		
Policy –		X Procedure
Date Adopted October 6, 2014	Title: Certification of Delinquent Utility Bills on Property Taxes	Section: Public Works
Revision Dates:		Page: 1 of 6

Purpose:

Annually the City submits to the County a number of delinquent utility accounts to be certified on the land owner’s property taxes. This happens when a utility customer does not pay their utility bill in a timely manner. In order to ensure collection, the City submits the amount to St. Louis County and that amount is then placed on the property tax bill. The amount is then collected with taxes and then paid to the City.

Ordinance References:

- Stormwater 910.11
- Sewer 920.06.3; 930.09.6
- Water 940.10

Process:

In September of each year, the City Council adopts a resolution for the preparation of assessment roll (Attachment A) with a list of delinquent utility accounts as of September 30th of the current year.

Utility customers on the list are notified (Pending Assessment Letter – Attachment B) and are given a deadline to pay the amount listed to prevent the amount from possibly being put on their property taxes. Customers may request a hearing in front of the Utility Commission at their next scheduled meeting.

If payment is not received by the deadline, city staff will recommend accounts to certify. The City Council adopts a revised resolution (Attachment C) typically at the second City Council meeting in November of each year for all those who will be certified. Those accounts are then certified to St. Louis County. A letter notifying property owner of the assessment is sent (Final Assessment Notice – Attachment D)

Administrative Fee:

An administrative fee will be added to the amount certified. The amount of the administrative fee is set and reviewed by the City Council as part of the Fee schedule.

Handbook for the City of Hermantown		
Policy –		X Procedure
Date Adopted October 6, 2014	Title: Certification of Delinquent Utility Bills on Property Taxes	Section: Public Works
Revision Dates:		Page: 2 of 6

(Attachment A)

Resolution Directing Preparation of Assessment Roll

**RESOLUTION DIRECTING PREPARATION OF ASSESSMENT ROLL
FOR DELINQUENT UTILITY CHARGES**

WHEREAS, the City of Hermantown City Code Section 940.10 allows delinquent water charges to be certified to the County Auditor each year; and

WHEREAS, City of Hermantown City Code Section 920.06.3 and 930.09.6 allows delinquent sewer charges to be certified to the County Auditor each year; and

WHEREAS, City of Hermantown City Code Section 910.11 allows delinquent stormwater charges to be certified to the County Auditor each year; and

WHEREAS, such utility charges; and

WHEREAS, there are individuals and businesses in the City of Hermantown with delinquent utility charges as of the date of this resolution.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hermantown, Minnesota as follows:

1. The City Clerk, with the assistance of the Utility Billing Clerk, shall prepare an assessment roll covering all delinquent water, sewer and stormwater utility accounts that are delinquent as of September 30, 20xx.
2. Such notice shall be in substantially the following form: (see attachment B)
3. Such notice shall be sent first class mail to the owner of the premises. Such notice shall be sent to the address of such owner as determined from the records of the St. Louis County Auditor. After mailing an Affidavit of Mailing shall be prepared by the person mailing such notices.
4. The Hermantown Utility Commission will conduct hearings on any requests for hearings at the **October or November UC meeting** at such times to be selected by the Commission and, following such hearing(s) the Utility Commission shall make a recommendation to the City Council prior to the second City Council meeting in **November**.

Handbook for the City of Hermantown		
Policy –		X Procedure
Date Adopted October 6, 2014	Title: Certification of Delinquent Utility Bills on Property Taxes	Section: Public Works
Revision Dates:		Page: 3 of 6

Councilor _____ introduced the foregoing resolution and moved its adoption.

The motion for the adoption of such resolution was seconded by Councilor and, upon a vote being taken thereon, the following voted in favor thereof:

and the following voted in opposition thereto:

WHEREUPON, such resolution was declared duly passed and adopted.

Handbook for the City of Hermantown		
Policy –		X Procedure
Date Adopted October 6, 2014	Title: Certification of Delinquent Utility Bills on Property Taxes	Section: Public Works
Revision Dates:		Page: 4 of 6

(Attachment B)



UTILITY DEPARTMENT
5105 Maple Grove Road, Hermantown, MN 55811
Phone: (218) 729-3600 Email: utility@hermantownmn.com

October 3, 2022

Service Address:	Resident Name:
Web ID:	Account #:
Parcel ID:	Delinquent Balance:
Current Charges:	Total Balance:

RE: PENDING ASSESSMENT NOTICE

Dear Customer:

The above-referenced "service address" has a delinquent balance of \$x.xx as of September 30, 20xx. The delinquency balance may include charges for water use; sewer use, and stormwater charges and/or miscellaneous charges due to the Utility Department.

You are further advised that unless the total amount of such delinquency is paid by November X, 20XX, the City Council of the City of Hermantown may certify such amount including the administrative fee of \$100 to the St. Louis County Auditor on an assessment roll. Such amount will then be collected with your real estate taxes that are payable in 20XX.

You are further advised that you may request a hearing be held before such charges are certified to the St. Louis County Auditor. Any request for a hearing must be made in writing and received by the City Clerk prior to "Date of next UC meeting".

If a hearing is requested, it will be held on Date of next UC meeting by the Hermantown Utility Commission at Hermantown City Hall, 5105 Maple Grove Road, Hermantown, MN 55811, at 5:30 p.m.

If you have any questions regarding this matter, please call the City of Hermantown Utility Department at (218) 729-3600.

Sincerely,

City Clerk
City of Hermantown

Handbook for the City of Hermantown		
Policy –		X Procedure
Date Adopted October 6, 2014	Title: Certification of Delinquent Utility Bills on Property Taxes	Section: Public Works
Revision Dates:		Page: 5 of 6

(Attachment C)

Resolution Adopting Assessment Roll

**RESOLUTION ADOPTING ASSESSMENT ROLL
FOR DELINQUENT UTILITY CHARGES FOR 20__**

WHEREAS, pursuant to Hermantown City Code Section 910.11; 920.06.3; 930.09.6 940.10 the City Clerk has prepared an Assessment Roll for delinquent Utility charges through September 30, 20xx; and

WHEREAS, the individuals responsible for the payment of such accounts have been duly notified of the intent of the City to certify such accounts to the County Auditor to be paid with the real estate taxes on the property served payable in 20xx; and

WHEREAS, the City Council has met, heard and passed upon all objections to the proposed assessment roll for the delinquent utility charges for 20xx, and made amendments to the assessment roll as it deemed just and reasonable under the circumstances.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Hermantown, Minnesota, as follows:

1. Such proposed assessment, a copy of which is attached hereto and made a part hereof, is hereby accepted and shall constitute an assessment against the lands named therein.
2. Such assessments shall be paid in full with general taxes for the year 20xx, collectable with the taxes of 20xx.
3. The City Clerk shall forthwith transmit a certified duplicate copy of this assessment to the County Auditor to be extended on the tax list of the County.

Councilor _____ introduced the foregoing resolution and moved its adoption.

The motion for the adoption of such resolution was seconded by Councilor _____ and, upon a vote being taken thereon the following voted in favor thereof:

and the following voted in opposition thereto:

WHEREUPON, such resolution was declared duly passed and adopted.

Handbook for the City of Hermantown		
Policy –		X Procedure
Date Adopted October 6, 2014	Title: Certification of Delinquent Utility Bills on Property Taxes	Section: Public Works
Revision Dates:		Page: 6 of 6

(Attachment D)



UTILITY DEPARTMENT
5105 Maple Grove Road, Hermantown, MN 55811
Phone: (218) 729-3600 Email: utility@hermantownmn.com

November 22, 2022

NAME
ADDRESS
HERMANTOWN MN 55811

Property Address:	Administrative Fee:
Customer Name:	Delinquent Utilities:
Parcel ID:	Certified to St. Louis County Auditor:

RE: FINAL ASSESSMENT NOTICE

Dear Property Owner:

A “Pending Assessment Notice” letter was recently mailed to you with details on needing to bring your delinquent utility account current. Our records show this did not happen by the deadline of November 4, 2022. The delinquent balance may have included charges for water use, sewer use, and stormwater fees and/or miscellaneous charges due to the Utility Department.

This is to notify you that the assessment roll for delinquent utilities was adopted by the City Council on November 21, 2022. The City Council has certified such amounts, including the administrative fee, to the St. Louis County Auditor. Such amounts will be collected with your real estate taxes that are payable in 2023. This delinquent amount is no longer reflected on your City of Hermantown utility account but will be part of your 2023 St. Louis County property tax statement.

Sincerely,

City Clerk
City of Hermantown