

**CITY OF HERMANTOWN  
UTILITY COMMISSION**  
Thursday, July 20, 2023  
5:30 PM Central

**MEETING CONDUCTED IN PERSON & VIA ZOOM**

**CITY STAFF:**        *Paul Senst, Public Works Director; Lindsay Townsend, Utility Billing Clerk*

**VISITORS:**        *None*

1.    **ROLL CALL**

Bill Berg:                Present  
Howard Jacobson:       Present  
Doug Kerfeld:           Present  
Robert McLachlan:     Present  
Jim Samberg:            Present  
Councilor Andy Hjelle: Absent

2.    **MINUTES**

A. May 18th, 2023 Meeting Minutes

*(motion, roll call)*

*Motion made to approve the minutes from the May 18th, 2023 Utility Commission meeting. This motion, made by Jim Samberg and seconded by Bill Berg, Carried.*

Bill Berg:                Yea  
Councilor Andy Hjelle: Absent  
Howard Jacobson:       Yea  
Doug Kerfeld:           Yea  
Robert McLachlan:     Yea  
Jim Samberg:            Yea  
Yea: 5, Nay: 0

3.    **PUBLIC DISCUSSION**

*None*

4. **COMMUNICATIONS**

- A. WLSSD Discharge Monitoring Report
- B. MN Pollution Control Agency Permit - Okerstrom Rd Utility Improvements
- C. MN Department of Health - Okerstrom Rd Utility Improvements Approval
- D. WLSSD - Okerstrom Rd Utility Improvement Approval Letter
- E. MN Department of Health - Sanitary Survey Report for Hermantown Public Water System
- F. Utility Infrastructure Director - Trish Crego Starting July 24, 2023

5. **PRESENTATIONS**

*None*

6. **OLD BUSINESS**

*None*

7. **NEW BUSINESS**

**A. Water Availability Charge**

*(motion, roll call)*

*Motion to Table. This motion, made by Jim Samberg and seconded by Howard Jacobson, Tabled.*

Bill Berg:	Yea
Councilor Andy Hjelle:	Absent
Howard Jacobson:	Yea
Doug Kerfeld:	Yea
Robert McLachlan:	Yea
Jim Samberg:	Yea

Yea: 5, Nay: 0, Absent: 1

8. **REPORTS**

**A. Budget to Actual Expenditure Report**

*Howard questioned Fund 260 Account 456101 Object 308. Legal fees for the Mediacom Franchise Renewal.*

**B. Public Works Utility Maintenance & Project Report**

**C. Water Loss Report** - *New format for reporting water loss, we will be using the Haines Rd Booster station reading rather than the Comfort Systems Invoice. This way our cycle days will match to hopefully give us a clearer picture of our water loss.*

**D. WLSSD Monthly Flow - Rain Fall & Flow Report**

**E. New Connections Report**

**F. Utility Billing Happenings Report**

9. **COMMISSION MEMBERS REPORT**

- A. **Jim Samberg** - *None*
- B. **William Berg** - *None*
- C. **Robert McLachlan** - *None*
- D. **Doug Kerfeld** - *None*
- E. **Howard Jacobson** - *None*
- F. **Councilor Andy Hjelle** - *Absent*

10. **RECESS**

*(motion, roll call)*

Motion to adjourn at 6:27pm. This motion, made by Jim Samberg and seconded by Bill Berg, Carried.

Bill Berg:	Yea
Councilor Andy Hjelle:	Absent
Howard Jacobson:	Yea
Doug Kerfeld:	Yea
Robert McLachlan:	Yea
Jim Samberg:	Yea

Yea: 5, Nay: 0, Absent: 1

Minutes Prepared By:

  
Utility Billing Clerk