



Hermantown Utility Commission - Thursday, September 21, 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=QzFUWEJtSUJJL1R4RkNwbVNwVXd4UT09>

Meeting ID number: 839 3725 2217

Passcode: 576504

Dial In: 312-626-6799

**CITY OF HERMANTOWN
UTILITY COMMISSION AGENDA**

**Thursday, September 21, 2023 at 5:30 PM Central
Council Chambers, City Hall - Hermantown Governmental Services Building**

1. **ROLL CALL**
2. **MINUTES**
Approval or Correction
 - A. July 20th 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 7
5. **PRESENTATIONS**
City Department Heads may give reports if necessary
 - A. **2024 Budget** 9
Kevin Orme, Director of Finance and Administration
6. **OLD BUSINESS**
 - A. Water Availability Charge 31
7. **NEW BUSINESS**
8. **REPORTS**
 - A. **Budget to Actual Expenditure Report** 35
 - B. **Public Works Utility Maintenance & Project Report** 42
 - C. **Water Loss Report** 45
 - D. **WLSSD Monthly Flow - Rain Fall & Flow Report** 46
 - E. **Comfort Systems Invoice** 56

F. **New Connections Report** 57

G. **Utility Billing Happenings Report** 58

9. **COMMISSION MEMBERS REPORT**

A. **Jim Samberg -**

B. **William Berg -**

C. **Robert McLachlan -**

D. **Doug Kerfeld -**

E. **Howard Jacobson -**

F. **Councilor Andy Hjelle -**

10. **RECESS**

(motion, roll call)

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)

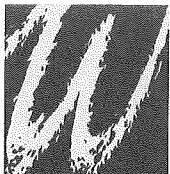
Motion to adjourn at 6:27pm. This motion, made by Jim Samberg and seconded by Bill Berg, Carried.

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



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

WLSSD

Western Lake Superior Sanitary District

August 11, 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 July 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 July was 32 MGD.

The average influent cBOD5 concentration was 202 mg/L and the average effluent concentration was 4.8 mg/L. The cBOD5 removal efficiency for the month of July was 98 percent. The average influent and effluent suspended solids concentrations were 229 mg/L and 2.3 mg/L, respectively, providing a monthly suspended solids removal rate of 98 percent.

For the month of July, the effluent phosphorus calendar month average concentration was 0.6 mg/L and the average mass was 73 kg/d, compared to the respective calendar month average limits of 1.0 mg/L and 115 kg/d.

For the month of July, the effluent's average mercury concentration was 1.3 ng/L and the daily maximum was 1.4 ng/L. The NPDES permit limits for mercury are 5.2 ng/L calendar month average and 6.5 ng/L daily maximum. In milligrams per day, the calendar month average limit is 953 and the daily maximum limit is 1191. For the month of July, the calendar month average mercury was 158 mg/d, and the daily maximum was 178 mg/d.

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August 11, 2023

The submittal contains: Cover Letter, Sample Values Spreadsheet, DMR Calculated Values Spreadsheet.

Sincerely,

A handwritten signature in black ink, appearing to read "Marianne Bohren". The signature is fluid and cursive, with a large initial "M" and "B".

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

Fund 260 - Cable Television Fund

Accounts for the revenues and expenditures associated with administering a franchise agreement with Mediacom to provide cable television to Hermantown residents. The current franchise fee charge is 5% of a resident's Mediacom cable television bill.

Budget Commentary:

Administration staff salary and benefits plus salary for an intern are allocated to the Cable Fund.

Budget Detail

CITY OF HERMANTOWN, MN
Revenue Budget Report -- MultiYear Actuals
For the Year: 2024

260 Cable TV Fund

Account	Actuals				Current Budget 2023	% Rec. 2023	Prelim. Budget 24	Budget Change 24	Final Budget 24	% Old Budget 24
	2020	2021	2022	2023						
318100 Franchise Fees	37,970	40,807	41,882	17,621	40,000	44%	41,000		41,000	103%
Group:	37,970	40,807	41,882	17,621	40,000	44%	41,000	0	41,000	103%
362100 Investment Interest										
362100 Investment Interest	2,097	1,369	3,107	-527	250	***%	250		250	100%
362120 Interest - Interfund	6,000	6,000	2,000		6,000	0%			0	0%
362160 Gain (Loss) on Sale of	609	-2,246	-9,696		0	0%			0	0%
Group:	8,706	5,123	-4,589	-527	6,250	-8%	250	0	250	4%
362400 911 Signs										
362415 Other Insurance		1	1		0	0%			0	0%
Group:		1	1		0	0%	0	0	0	0%
Fund:	46,676	45,931	37,294	17,094	46,250	37%	41,250	0	41,250	89%

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2024

260 Cable TV Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2020	2021	2022	2023	Budget	Exp.	Budget	Changes	Budget	Budget
		2020	2021	2022	2023	2023	2023	24	24	24	24
456101	Cable										
101	Full-Time Employees - Reg	3,792	3,959	4,113	2,845	4,445	64%	4,583		4,583	103%
103	Part-Time Employees - Reg			6,050	4,400	6,815	65%	6,815		6,815	100%
121	PERA Contributions - Coor	301	313	325	224	333	67%	344		344	103%
128	Social Security	239	249	634	452	698	65%	707		707	101%
129	Medicare	56	58	148	106	163	65%	165		165	101%
131	Health Insurance	842	811	896	708	966	73%	1,006		1,006	104%
132	Health Care Savings Plan/	84	46	94		0	0%			0	0%
133	Life Insurance	8	8	8	5	8	63%	8		8	100%
134	Disability Insurance	13	13	14	10	14	71%	15		15	107%
136	MSRS	16	16	45	32	47	68%	62		62	132%
151	Workers Compensation	6	6	12	13	17	76%	17		17	100%
308	Legal Fees	28			1,261	500	252%	500		500	100%
314	Computer/Software Fees		11,915			0	0%			0	0%
319	Contracted Services	7,500	5,625	37,790		0	0%	2,000		2,000	*****%
331	Travel Expense	217	217	217	145	0	***%			0	0%
361	General Liability Insuran	51	48	26		0	0%			0	0%
404	Equipment Maintenance		4,581			14,000	0%	14,000		14,000	100%
	Account:	13,153	27,865	50,372	10,201	28,006	36%	30,222	0	30,222	108%
	Fund:	13,153	27,865	50,372	10,201	28,006	36%	30,222	0	30,222	108%

Enterprise Funds

Fund 601 - Water Enterprise Fund

This fund accounts for the activity of providing water services to the public. The Hermantown Utility Department is responsible for the distribution of treated water. The City purchases all drinkable water from the City of Duluth. In 2018, the City switched to a Tier System for billing water rates, broken down by Residential, Multi-Family, Commercial and Irrigation.

Utility Commission/Water Department Objectives

- To consider and make recommendations to the City Council with respect to improvements to be constructed and financed pursuant to Chapter 429 of the Minnesota Statutes.
- To administer the public utilities provided by the City of Hermantown
- To perform such other functions as made by resolution of the City Council delegated to it.
- Provide an adequate supply of water. Current city water storage includes a 150,000 gallon elevated storage tank at Ugstad Road/Arrowhead Road and a 600,000 gallon elevated storage tank at Ugstad Road/Hwy 53. These two tanks have sufficient capacity to provide for two days of average daily demand if the city should lose its water supply.
- The city's current water system also includes 64.647 miles of water mains and 543 hydrants for fire control.
- The Public Works Director is responsible for leading the maintenance of city water mains.

The City's water system includes: One 150,000 Gallon Water Tower, One 600,000 Gallon Water Tower, and a Booster Pumping Station

Age of System	62 Years
Total Miles of Water Main Added From 1960 to 1990	46 Miles
Total Miles Added From 1990 to 2001	6.5 Miles
Total Miles Added From 2001 to 2003	1.68 Miles
Total Miles Added From 2003 to 2011	8.547 Miles
Total Miles Added From 2012 to 2015	.92 Miles
Total Miles Added From 2016 to 2023	.7 Miles
Total Miles of Water Main	64.647 Miles

Total Number of Fire Hydrants Added 1960 to 1990	351
Total Number of New Fire Hydrants 1990 to 2001	55
Total Number of New Fire Hydrants 2001 to 2003	19
Total Number of New Fire Hydrants 2003 to 2012	102
Total Number of New Fire Hydrants 2013 to 2015	8
Total Number of New Fire Hydrants 2016 to 2023	9
Total Fire Hydrants	543

Rate Proposal

	2023	2024	Usage in Gallons - Tier Breaks
Tier 1	8.82	9.22	Up to 2500 Gallons
Tier 2	10.15	10.61	Between 2500 – 4500 Gallons
Tier 3	11.16	11.66	Over 4500 Gallons
Tier 1	10.16	10.61	All Usage
Tier 2	10.16	10.61	All Usage
Tier 3	10.16	10.61	All Usage
Tier 1	9.12	9.53	Up to 20,000 Gallons
Tier 2	9.59	10.02	Between 20,000 – 50,000 Gallons
Tier 3	10.54	11.01	Over 50,000 Gallons
Tier 1	11.16	11.66	All Usage
Tier 2	11.16	11.66	All Usage
Tier 3	11.16	11.66	All Usage

Monthly Service Charge

Meter	2023	2024
5/8" to 1"	9.73	10.17
1 1/4"	14.60	15.26
1 1/2"	14.60	15.26
2"	36.50	38.14
3"	42.58	44.49
4"	54.75	57.21
6"	79.01	82.63

Authorized Personnel

The Water Enterprise, Sewer Enterprise, and Storm Water funds includes authorized personnel as follows; Utility Clerk, Utility and Infrastructure Director, and Utility Workers.

The wages for these employees are split between the Water, Sewer, and Storm Water Funds.

Budget Commentary

In the 2024 Budget there is \$71,447 transferred out for debt service and \$25,000 for part of a one ton Extended Cab truck.

Budget Detail

CITY OF HERMANTOWN, MN
Revenue Budget Report -- MultiYear Actuals
For the Year: 2024

601 Water Enterprise Fund

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2020	2021	2022	2023	Budget	Rec.	Budget	Change	Budget	Budget
	2020	2021	2022	2023	2023	2023	24	24	24	24
341000 Other Income										
341070 Assessment Search	9,823	7,855	4,845	2,553	6,200	41%	3,500		3,500	56%
Group:	9,823	7,855	4,845	2,553	6,200	41%	3,500	0	3,500	56%
361300 Penalties & Interest										
361300 Penalties & Interest	52	9	49	1	0	***%			0	0%
Group:	52	9	49	1	0	***%	0	0	0	0%
362100 Investment Interest										
362100 Investment Interest	42,152	26,432	59,123	-9,628	10,000	-96%	10,000		10,000	100%
362150 Interest Income/City	190	17			0	0%			0	0%
362160 Gain (Loss) on Sale of	10,756	-43,492	-177,136		0	0%			0	0%
Group:	53,098	-17,043	-118,013	-9,628	10,000	-96%	10,000	0	10,000	100%
362200 Park Field Rental Fees										
362250 City Property Lease	48,520	51,031	53,669	3,355	54,536	6%	54,600		54,600	100%
Group:	48,520	51,031	53,669	3,355	54,536	6%	54,600	0	54,600	100%
362400 911 Signs										
362415 Other Insurance		855	1,161		0	0%			0	0%
362430 Refund & Reimbursement				389	0	***%			0	0%
Group:		855	1,161	389	0	***%	0	0	0	0%
362900 Flex Plan Revenue Over/Short										
362990 Miscellaneous Revenue	13,190	4,316	8,126	7,441	6,000	124%	5,000		5,000	83%
Group:	13,190	4,316	8,126	7,441	6,000	124%	5,000	0	5,000	83%
371400 Metered Water Sales										
371400 Metered Water Sales	1,421,117	1,706,759	1,595,069	1,092,381	1,622,400	67%	1,647,360		1,647,360	102%
371450 Metered-Truck Fill	4,496	4,800	5,471	4,625	4,400	105%	5,500		5,500	125%
Group:	1,425,613	1,711,559	1,600,540	1,097,006	1,626,800	67%	1,652,860	0	1,652,860	102%
371500 Water Hookups										
371500 Water Hookups	28,700	21,500	22,900	17,550	22,000	80%	21,000		21,000	95%
371550 Water Service Line	134				0	0%			0	0%
Group:	28,834	21,500	22,900	17,550	22,000	80%	21,000	0	21,000	95%
371700										
371710 Service Charge	244,380	266,389	283,481	182,039	290,784	63%	305,760		305,760	105%
371720 Front Foot Water Cash	5,525	1,574		-520	500	***%	400		400	80%
379999 Late Fee	6,485	10,055	11,089	6,793	7,000	97%	7,500		7,500	107%

CITY OF HERMANTOWN, MN
Revenue Budget Report -- MultiYear Actuals
For the Year: 2024

601 Water Enterprise Fund

Account	Actuals				Current Budget 2023	% Rec. 2023	Prelim. Budget 24	Budget Change 24	Final Budget 24	% Old Budget 24
	2020	2021	2022	2023						
391010 Sale of General Fixed		5,298			0	0%			0	0%
392010 Transfers In	148,158	207,375	6,000		6,000	0%	6,000		6,000	100%
Group:	404,548	490,691	300,570	188,312	304,284	62%	319,660	0	319,660	105%
394000 Contributed Capital										
394000 Contributed Capital	285,858	498,957	581,779		0	0%			0	0%
Group:	285,858	498,957	581,779		0	0%	0	0	0	0%
Fund:	2,269,536	2,769,730	2,455,626	1,306,979	2,029,820	64%	2,066,620	0	2,066,620	102%

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2024

601 Water Enterprise Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%
		2020	2021	2022	2023	Budget	Exp.	Budget	Changes	Budget	Old
		2020	2021	2022	2023	2023	2023	24	24	24	24
471000	Debt Service										
303	Banking Fees	104	2			0	0%			0	0%
	Account:	104	2			0	***%	0	0	0	0%
494300	Water Distribution										
101	Full-Time Employees - Reg	122,121	152,988	126,380	38,110	166,463	23%	172,962		172,962	104%
102	Full-Time Employees - Ove	9,148	16,773	22,542	13,220	12,020	110%	20,900		20,900	174%
103	Part-Time Employees - Reg	858	493	942	405	0	***%			0	0%
111	Severance Pay - Vacation/			10,696	14,805	0	***%			0	0%
121	PERA Contributions - Coor	-71,580	79,359	11,567	6,181	13,386	46%	14,540		14,540	109%
128	Social Security	8,023	9,568	9,248	4,968	11,066	45%	12,019		12,019	109%
129	Medicare	1,876	2,238	2,163	1,162	2,588	45%	2,811		2,811	109%
131	Health Insurance	87,568	67,396	61,721	38,532	78,100	49%	81,651		81,651	105%
132	Health Care Savings Plan/	440	337			0	0%			0	0%
133	Life Insurance	187	199	165	99	205	48%	216		216	105%
134	Disability Insurance	618	749	675	335	932	36%	1,066		1,066	114%
136	MSRS	38	156	349	263	390	67%	520		520	133%
151	Workers Compensation	6,301	7,185	7,371	5,821	7,381	79%	7,960		7,960	108%
212	Motor Fuels	2,733	4,785	6,729	4,677	4,500	104%	7,000		7,000	156%
216	Uniforms	454	483	535	290	500	58%	600		600	120%
219	Other Operating Equipment				11,920	15,500	77%	5,000		5,000	32%
221	General Supplies	948	4,988	5,571	4,458	5,500	81%	6,000		6,000	109%
228	Utility System Maint Supp		26,495	37,727	13,647	34,000	40%	39,000		39,000	115%
314	Computer/Software Fees		2,520	2,500		3,750	0%	4,000		4,000	107%
315	School & Conference	416	2,903	1,167	64	2,500	3%	2,500		2,500	100%
317	Personnel Testing, Physic	109	109	109		0	0%			0	0%
319	Contracted Services		6,609	830		22,000	0%	5,000		5,000	23%
321	Telephone			1,304		0	0%	1,304		1,304	*****%
325	Postage	14	38	15		0	0%			0	0%
331	Travel Expense		401	234	876	750	117%	500		500	67%
351	Legal Notices Publishing					250	0%	250		250	100%
361	General Liability Insuran	6,567	6,422	5,275	2,378	4,706	51%	5,884		5,884	125%
382	Water Purchases	728,548	940,120	893,851	575,301	960,000	60%	1,069,200		1,069,200	111%
404	Equipment Maintenance	5,908	3,935	1,333	885	4,000	22%	4,000		4,000	100%
406	Vehicle Maintenance	1,740	1,092	242	142	2,000	7%	2,000		2,000	100%
413	Equipment Rental		367		115	7,500	2%	7,500		7,500	100%
417	Uniform Rental					500	0%	500		500	100%
451	Dues & Subscriptions	496	963	590	721	700	103%	700		700	100%
460	Permits & Licenses	3,250	319	1,552		0	0%	1,500		1,500	*****%
470	Booster Pump Repairs	375	221			250	0%	250		250	100%
471	Water Line Repairs	21,980	77,699	42,452	30,037	40,000	75%	40,000		40,000	100%
472	Hydrant Repairs	20,091	13,360	6,904	26,252	15,000	175%	15,000		15,000	100%
540	Office Equip/Furnishings	421				0	0%			0	0%
544	Motor Vehicles	-31				0	0%			0	0%
580	Other Equipment	31,258	149,426	4,467		0	0%			0	0%
	Account:	990,875	1,580,696	1,267,206	795,664	1,416,437	56%	1,532,333	0	1,532,333	108%

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2024

601 Water Enterprise Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2020	2021	2022	2023	Budget	Exp.	Budget	Changes	Budget	Budget
		2020	2021	2022	2023	2023	2023	24	24	24	24
494400	Water Administration and General										
101	Full-Time Employees - Reg	80,108	72,877	75,414	34,082	90,273	38%	108,750		108,750	120%
102	Full-Time Employees - Ove	352	369	349	205	565	36%	602		602	107%
111	Severance Pay - Vacation/	4,293	245			0	0%			0	0%
121	PERA Contributions - Coord	-39,718	32,602	5,696	4,171	6,770	62%	8,156		8,156	120%
128	Social Security	4,990	4,527	4,487	3,259	5,597	58%	6,743		6,743	120%
129	Medicare	1,167	1,059	1,050	762	1,309	58%	1,577		1,577	120%
131	Health Insurance	19,140	23,628	26,805	22,522	30,935	73%	38,239		38,239	124%
132	Health Care Savings Plan/	563	307	630		0	0%			0	0%
133	Life Insurance	142	134	132	100	155	65%	206		206	133%
134	Disability Insurance	284	283	350	245	409	60%	522		522	128%
135	Unemployment Insurance		3,332			0	0%			0	0%
136	MSRS	220	208	526	413	702	59%	1,248		1,248	178%
151	Workers Compensation	110	120	130	271	134	202%	763		763	569%
201	Office Supplies	48	211	107	91	200	46%	200		200	100%
202	Printing Supplies	672	316	64	154	250	62%	300		300	120%
209	Computer Equipment	271				0	0%			0	0%
216	Uniforms				78	0	***%			0	0%
221	General Supplies		1,491		382	0	***%			0	0%
301	Audit/Account Services	2,798	4,758	3,893	6,116	6,750	91%	8,550		8,550	127%
303	Banking Fees		6,454	9,823	7,798	12,000	65%	13,000		13,000	108%
305	Engineer Fees	2,100	7,563	30,260	9,005	10,000	90%	11,000		11,000	110%
308	Legal Fees	250	4,354	3,658	412	4,000	10%	4,000		4,000	100%
314	Computer/Software Fees	3,322	3,564	2,996	2,276	3,700	62%	2,100		2,100	57%
315	School & Conference		250			1,000	0%	1,000		1,000	100%
319	Contracted Services	3,839	6,922	16,461	5,157	10,000	52%	10,000		10,000	100%
321	Telephone	2,529	2,499	3,987	2,158	5,000	43%	5,000		5,000	100%
322	Internet	485	555	549	282	460	61%	470		470	102%
323	Gopher One Call Locates	1,882	1,292	1,085	673	1,100	61%	1,100		1,100	100%
325	Postage	4,621	452	247	130	450	29%	450		450	100%
331	Travel Expense	1,566	1,459	1,083	745	1,300	57%	1,300		1,300	100%
351	Legal Notices Publishing	573	635	1,235	1,724	1,800	96%	2,000		2,000	111%
361	General Liability Insuran	2,646	6,815	11,206	8,191	12,878	64%	12,103		12,103	94%
370	Interest Expense			132		0	0%			0	0%
381	Electricity	7,504	9,162	8,847	6,829	8,500	80%	10,500		10,500	124%
383	Heating Gas	2,050	2,229	4,198	2,363	4,900	48%	4,900		4,900	100%
405	Computer Maintenance	8,770	20,233	14,358	17,617	22,595	78%	32,380		32,380	143%
420	Depreciation Expenses	217,314	236,556	245,650		236,000	0%	250,000		250,000	106%
434	Employee Recognition Prog		74	100	100	0	***%			0	0%
451	Dues & Subscriptions	50	50	75	50	50	100%	75		75	150%
460	Permits & Licenses			44	5	0	***%			0	0%
499	Miscellaneous		128		44	0	***%			0	0%
720	Transfer Out	69,403	91,838	91,749		102,988	0%	71,447		71,447	69%
	Account:	404,344	549,551	567,376	138,410	582,770	24%	608,681	0	608,681	104%
495000	Transfer Out										
720	Transfer Out	54,299		17,500		31,750	0%	25,000		25,000	79%
	Account:	54,299		17,500		31,750	0%	25,000	0	25,000	79%
	Fund:	1,449,622	2,130,249	1,852,082	934,074	2,030,957	46%	2,166,014	0	2,166,014	107%

Fund 602 - Sewer Enterprise Fund

Sewer fund accounts for the activity of providing sewer disposal services to the public. The Hermantown Utility Department is responsible for the collection of sanitary sewer waste. The Western Lake Superior Sanitary District purifies sanitary sewer waste. The rates are set by the Utility Commission and voted by resolution or motion by the City Council.

Objectives

- Provide adequate sanitary sewer operations, the city's sewer system consists of 70.85 miles of sewer mains but continues to expand based upon neighborhood petitions requesting an extension of services.
- The Public Works Director is responsible for leading the maintenance of city sewer mains.

Age of System	52 Years
Total Miles of Low Pressure Force main to 2014	7.31 Miles
Total Miles of Sewer Main Added From 1970 to 1990	24 Miles
Total Miles Added From 1990 to 2001	13 Miles
Total Miles Added From 2001 to 2003	6.68 Miles
Total Miles Added From 2003 to 2010	15.62 Miles
Total Miles Added From 2010 to 2012	1.30 Miles
Total Miles Added From 2012 to 2015	.46 Miles
Total Miles Added From 2016 to 2023	2.98 Miles
Total Miles of Sewer Main	70.85 Miles

Total Number of Manholes Added 1970 to 2001	270
Total Number of Manholes Added 2001 to 2002	123
Total Number of Manholes Added 2002 to 2010	354
Total Number of Manholes Added 2010 to 2012	27
Total Number of Manholes Added 2012 to 2015	16
Total Number of Manholes Added 2016 to 2023	18
Total Manholes	802

Rate Proposal – (Per 1,000 gallons)

	<u>2023</u>	<u>2024</u>	<u>Notes</u>
Residential	10.66	10.87	
Multi-Family	10.66	10.87	
Commercial	10.66	10.87	
Flat Rate	38.07	38.83	
Flat Rate	47.97	48.93	
Service Charge	3.40	3.47	Monthly

Authorized Personnel

The Water Enterprise and Sewer Enterprise fund includes authorized personnel as follows; Utility Clerk, Utility and Infrastructure Director, and Utility Workers. The wages for these employees are split between the Water, Sewer, and Storm Water Funds.

Budget Commentary

In the 2024 Budget there is \$25,326 transferred out for debt service and \$25,000 for part of a one ton Extended Cab truck.

Budget Detail

CITY OF HERMANTOWN, MN
Revenue Budget Report -- MultiYear Actuals
For the Year: 2024

602 Sewer Enterprise Fund

Account	Actuals				Current Budget 2023	% Rec. 2023	Prelim. Budget 24	Budget Change 24	Final Budget 24	% Old Budget 24
	2020	2021	2022	2023						
341000 Other Income										
341070 Assessment Search	9,823	7,540	4,845	2,553	5,500	46%	3,600		3,600	65%
Group:	9,823	7,540	4,845	2,553	5,500	46%	3,600	0	3,600	65%
361300 Penalties & Interest										
361300 Penalties & Interest		61	48	1	0	***%			0	0%
Group:		61	48	1	0	***%	0	0	0	0%
362100 Investment Interest										
362100 Investment Interest	41,818	28,696	59,034	-10,082	5,000	***%	10,000		10,000	200%
362150 Interest Income/City	2,934	1,942	1,643	923	1,600	58%	1,300		1,300	81%
362160 Gain (Loss) on Sale of	12,418	-46,936	-185,491		0	0%			0	0%
Group:	57,170	-16,298	-124,814	-9,159	6,600	***%	11,300	0	11,300	171%
362400 911 Signs										
362415 Other Insurance		641	972		0	0%			0	0%
Group:		641	972		0	0%	0	0	0	0%
362900 Flex Plan Revenue Over/Short										
362990 Miscellaneous Revenue	8,394		38,070	47,738	0	***%			0	0%
Group:	8,394		38,070	47,738	0	***%	0	0	0	0%
371700										
371710 Service Charge	78,502	84,247	88,570	55,720	89,421	62%	91,800		91,800	103%
Group:	78,502	84,247	88,570	55,720	89,421	62%	91,800	0	91,800	103%
372400 Sewer Usage										
372400 Sewer Usage	1,483,601	1,611,148	1,648,963	1,069,274	1,690,200	63%	1,694,400		1,694,400	100%
Group:	1,483,601	1,611,148	1,648,963	1,069,274	1,690,200	63%	1,694,400	0	1,694,400	100%
372500 Sewer Hookups										
372500 Sewer Hookups	43,185	31,100	75,779	22,845	32,000	71%	32,000		32,000	100%
Group:	43,185	31,100	75,779	22,845	32,000	71%	32,000	0	32,000	100%
372700										
372710 Sewer Permits	3,925	5,020	4,725	1,750	3,500	50%	2,200		2,200	63%
372715 Sewer Capacity	2,068	6,881	3,948	526	700	75%	700		700	100%
372720 Front Foot Cash	38,862				0	0%			0	0%
379999 Late Fee	5,763	9,063	9,665	6,296	7,000	90%	7,500		7,500	107%
391010 Sale of General Fixed		3,369			0	0%			0	0%
Group:	50,618	24,333	18,338	20,572	11,200	77%	10,400	0	10,400	93%

CITY OF HERMANTOWN, MN
Revenue Budget Report -- MultiYear Actuals
For the Year: 2024

602 Sewer Enterprise Fund

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2020	2021	2022	2023	Budget 2023	Rec. 2023	Budget 24	Change 24	Budget 24	Budget 24
394000 Contributed Capital										
394000 Contributed Capital	3,390,796	478,274	9,868			0 0%				0 0%
Group:	3,390,796	478,274	9,868			0 0%	0	0		0 0%
Fund:	5,122,089	2,221,046	1,760,639	1,197,544	1,834,921	65%	1,843,500	0	1,843,500	100%

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2024

602 Sewer Enterprise Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2020	2021	2022	2023	Budget	Exp.	Budget	Changes	Budget	Budget
						2023	2023	24	24	24	24
432500	Sewer Improvements										
550	Street Improvements					165,000	0%			0	0%
	Account:					165,000	0%	0	0	0	0%
471000	Debt Service										
303	Banking Fees	4				0	0%			0	0%
	Account:	4				0	***%	0	0	0	0%
494500	Sewer Maintenance										
101	Full-Time Employees - Reg	91,831	107,275	102,410	29,360	123,086	24%	127,878		127,878	104%
102	Full-Time Employees - Ove	5,782	11,050	12,765	7,389	8,742	85%	15,200		15,200	174%
103	Part-Time Employees - Reg	138	121	587	191	0	***%			0	0%
111	Severance Pay - Vacation/			6,418	8,883	0	***%			0	0%
121	PERA Contributions - Coor	-51,304	50,061	8,816	4,472	9,887	45%	10,731		10,731	109%
128	Social Security	5,655	6,471	7,043	3,589	8,173	44%	8,871		8,871	109%
129	Medicare	1,323	1,513	1,647	839	1,911	44%	2,075		2,075	109%
131	Health Insurance	56,243	51,884	44,475	26,835	57,371	47%	59,978		59,978	105%
132	Health Care Savings Plan/	264	245			0	0%			0	0%
133	Life Insurance	117	127	136	80	154	52%	162		162	105%
134	Disability Insurance	460	509	517	266	686	39%	784		784	114%
136	MSRS	19	79	349	263	312	84%	416		416	133%
151	Workers Compensation	4,716	5,366	5,505	4,349	5,516	79%	5,943		5,943	108%
212	Motor Fuels	1,822	3,190	4,486	3,118	1,500	208%	5,000		5,000	333%
216	Uniforms	454	483	535	290	500	58%	5,000		5,000	1000%
219	Other Operating Equipment				11,920	15,000	79%	2,500		2,500	17%
221	General Supplies	1,628	3,155	3,496	604	0	***%			0	0%
228	Utility System Maint Supp	4,562	3,763	5,968	355	5,000	7%	6,000		6,000	120%
229	Lift Station Maintenance	11,593	8,765	7,729	29	10,000	0%	10,000		10,000	100%
308	Legal Fees	2,067				0	0%			0	0%
310	Recording/Filing Fees	25				0	0%			0	0%
314	Computer/Software Fees		120			5,650	0%	5,000		5,000	88%
315	School & Conference	644	2,504	1,117	409	1,000	41%	1,500		1,500	150%
317	Personnel Testing, Physic	109	109	154		450	0%	450		450	100%
319	Contracted Services	27,057	17,755	7,030	6,368	20,000	32%	20,000		20,000	100%
325	Postage	36	40			40	0%	40		40	100%
331	Travel Expense	161	369	534	84	250	34%	600		600	240%
361	General Liability Insuran	2,635	2,430	2,146	1,201	2,403	50%	2,086		2,086	87%
385	Sewer Charges	573,130	564,176	644,235	341,099	669,000	51%	735,900		735,900	110%
403	Road Maintenance					15,000	0%	15,000		15,000	100%
404	Equipment Maintenance	6,744	6,020	5,058	4,649	5,500	85%	5,000		5,000	91%
406	Vehicle Maintenance	5,444	54			2,500	0%			0	0%
413	Equipment Rental		467	141		3,500	0%	3,500		3,500	100%
451	Dues & Subscriptions		240		260	150	173%	150		150	100%
460	Permits & Licenses	2,250	298	1,648		250	0%	1,500		1,500	600%
475	Sewerline Repairs	80	9,148	32,399	3,890	15,000	26%	15,000		15,000	100%
476	Lift Station Repairs Sewe	9,944	15,983	11,997	8,378	12,500	67%	12,500		12,500	100%
477	I & I Maintenance		13,444			15,000	0%	15,000		15,000	100%
478	Sewer Cleaning	36,531	29,916	17,640	27,125	40,000	68%	40,000		40,000	100%

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2024

602 Sewer Enterprise Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	%	
		2020	2021	2022	2023	Budget	Exp.	Budget	Changes	Budget	Budget	
495	Property Damage Reimb. by				1,200	0	***%				0	0%
540	Office Equip/Furnishings	421				0	0%				0	0%
580	Other Equipment	26,917	24,267	4,467		0	0%				0	0%
590	Pumping Plant & Lift Stat		42,908			40,000	0%	40,000			40,000	100%
	Account:	829,498	984,305	941,448	497,495	1,096,031	45%	1,173,764	0		1,173,764	107%
494900	Sewer Administration and General											
101	Full-Time Employees - Reg	64,933	61,996	75,284	34,082	90,273	38%	108,750			108,750	120%
102	Full-Time Employees - Ove	254	277	349	205	565	36%	602			602	107%
111	Severance Pay - Vacation/	3,219	140			0	0%				0	0%
121	PERA Contributions - Coor	-31,233	23,704	5,686	4,171	6,770	62%	8,156			8,156	120%
128	Social Security	3,869	3,517	4,480	3,259	5,597	58%	6,743			6,743	120%
129	Medicare	905	823	1,048	762	1,309	58%	1,577			1,577	120%
131	Health Insurance	14,129	17,706	24,627	21,285	30,935	69%	38,239			38,239	124%
132	Health Care Savings Plan/	281	153	315		0	0%				0	0%
133	Life Insurance	120	108	131	100	155	65%	206			206	133%
134	Disability Insurance	241	229	350	245	409	60%	522			522	128%
135	Unemployment Insurance		3,332			0	0%				0	0%
136	MSRS	194	182	525	413	702	59%	1,248			1,248	178%
151	Workers Compensation	96	113	130	271	134	202%	763			763	569%
201	Office Supplies	48	211	107	91	200	46%	200			200	100%
202	Printing Supplies	527	316	64	154	300	51%	310			310	103%
209	Computer Equipment	271				0	0%				0	0%
216	Uniforms				78	0	***%				0	0%
221	General Supplies		1,491			0	0%				0	0%
301	Audit/Account Services	2,798	4,758	3,893	6,116	6,750	91%	8,550			8,550	127%
303	Banking Fees		6,454	9,823	7,798	12,000	65%	12,000			12,000	100%
305	Engineer Fees	240	2,568	1,240	270	2,500	11%	2,500			2,500	100%
308	Legal Fees	250	5,671	1,214	431	2,000	22%	2,500			2,500	125%
314	Computer/Software Fees	3,322	3,493	2,937	2,212	3,000	74%	2,000			2,000	67%
315	School & Conference					1,000	0%	1,000			1,000	100%
319	Contracted Services	113	6,944	16,003	5,157	10,000	52%	12,000			12,000	120%
321	Telephone	2,372	2,364	4,984	1,550	5,000	31%	4,500			4,500	90%
322	Internet	727	776	824	423	850	50%	850			850	100%
323	Gopher One Call Locates	1,255	861	724	449	900	50%	900			900	100%
325	Postage	3,105	264	165	78	450	17%	450			450	100%
331	Travel Expense	802	759	1,083	745	1,300	57%	1,300			1,300	100%
351	Legal Notices Publishing	219	248	266	20	300	7%	300			300	100%
361	General Liability Insuran	3,267	7,136	11,207	8,191	12,878	64%	15,627			15,627	121%
370	Interest Expense			132		0	0%				0	0%
381	Electricity	8,297	6,790	10,629	6,390	8,500	75%	9,500			9,500	112%
383	Heating Gas	1,281	1,393	2,624	1,477	4,900	30%	4,500			4,500	92%
405	Computer Maintenance	8,770	20,232	13,983	15,293	22,595	68%	29,951			29,951	133%
420	Depreciation Expenses	503,649	515,627	545,000		525,000	0%	560,000			560,000	107%
434	Employee Recognition Prog		74	100	100	0	***%	100			100	****%
451	Dues & Subscriptions	50	50	50	50	0	***%	50			50	*****%
460	Permits & Licenses	38		5	5	0	***%				0	0%
499	Miscellaneous				44	0	***%				0	0%

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2024

602 Sewer Enterprise Fund

Account	Object	Actuals				Current Budget 2023	% Exp. 2023	Prelim. Budget 24	Budget Changes 24	Final Budget 24	% Old Budget 24
		2020	2021	2022	2023						
720	Transfer Out	56,853	67,944	56,260		57,524	0%	25,326		25,326	44%
	Account:	655,262	768,704	796,242	121,915	814,796	15%	861,220	0	861,220	106%
495000	Transfer Out	188,158	113,545	17,500		31,750	0%	25,000		25,000	79%
720	Transfer Out	188,158	113,545	17,500		31,750	0%	25,000	0	25,000	79%
	Fund:	1,672,922	1,866,554	1,755,190	619,410	2,107,577	29%	2,059,984	0	2,059,984	98%

Fund 603 – Storm Water Enterprise Fund

This fund accounts for the activity of managing and maintaining our storm water system. The City has a state permit under the MS4 (Municipal separate storm sewer system) which includes roads with drainage systems, municipal streets, catch basins, curbs, gutters, ditches, man-made channels, or storm drains. It is the City's responsibility under this permit to monitor and maintain these elements to insure that they are functioning properly and treating and capturing storm water. The Storm Water Utility Fee provides funds for this system. The rates are voted by resolution or motion by the City Council.

Objectives

- Funds will be used to undertake new infrastructure improvements as well as to maintain the existing storm water system. In 2024 in addition to maintaining the existing storm water system the City plans on using storm water fees for the following.
 - Pay for storm water improvements while implementing the City's Road Improvement plan
- The Public Works Director is responsible for leading the maintenance of City owned storm water systems.
- The Community Development Director is responsible for the inspection of private systems and the coordination with property owners on the upkeep of their systems.

Budget Commentary

In 2024 there is a rate increase from \$8 to \$8.28 per ERU per month being proposed.

Transfers out are applied to debt payments in the debt service funds. The 2024 Transfers Out for debt total \$26,687

Also included in the Storm Water budget are the following capital items:

Hermantown Road Stormwater improvements = \$200,000

Hermantown Road Bridge = \$150,000 (Part of project)

Budget Detail

CITY OF HERMANTOWN, MN
Revenue Budget Report -- MultiYear Actuals
For the Year: 2024

603 Storm Water Enterprise Fund

Account	Actuals				Current Budget 2023	% Rec. 2023	Prelim. Budget 24	Budget Change 24	Final Budget 24	% Old Budget 24
	2020	2021	2022	2023						
322100 Building Permits										
322120 SWPP and Stormwater Mgmt	2,692	3,546	450		500	0%	500		500	100%
Group:	2,692	3,546	450		500	0%	500	0	500	100%
336300 Other Grants & Aids										
336300 Other Grants & Aids				70,000	0	***%			0	0%
Group:				70,000	0	***%	0	0	0	0%
361300 Penalties & Interest										
361300 Penalties & Interest		72	116	32	0	***%			0	0%
Group:		72	116	32	0	***%	0	0	0	0%
362100 Investment Interest										
362100 Investment Interest	1,524	1,837	3,671	-623	0	***%			0	0%
362160 Gain (Loss) on Sale of	-1,342	-2,661	-11,460		0	0%			0	0%
Group:	182	-824	-7,789	-623	0	***%	0	0	0	0%
362400 911 Signs										
362415 Other Insurance		191	168		0	0%			0	0%
Group:		191	168		0	0%	0	0	0	0%
362900 Flex Plan Revenue Over/Short										
362990 Miscellaneous Revenue	643		12,896		0	0%			0	0%
Group:	643		12,896		0	0%	0	0	0	0%
372700										
372750 Stormwater Fee	386,154	413,492	407,664	301,231	451,000	67%	480,000		480,000	106%
379999 Late Fee	1,903	4,552	2,962	3,634	3,000	121%	3,500		3,500	117%
Group:	388,057	418,044	410,626	304,865	454,000	67%	483,500	0	483,500	106%
394000 Contributed Capital										
394000 Contributed Capital	243,505				0	0%			0	0%
Group:	243,505				0	0%	0	0	0	0%
Fund:	635,079	421,029	416,467	374,274	454,500	82%	484,000	0	484,000	106%

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2024

603 Storm Water Enterprise Fund

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2020	2021	2022	2023	Budget	Exp.	Budget	Changes	Budget	Budget
441100	Storm Water										
101	Full-Time Employees - Reg	71,853	76,562	59,462	34,556	67,129	51%	79,331		79,331	118%
102	Full-Time Employees - Ove	3,756	6,207	8,236	3,946	2,129	185%	4,151		4,151	195%
103	Part-Time Employees - Reg		250			0	0%			0	0%
111	Severance Pay - Vacation/	3,219	140	4,279	5,922	0	***%			0	0%
121	PERA Contributions - Coor	38,350	30,496	5,229	4,445	5,173	86%	6,239		6,239	121%
128	Social Security	4,420	5,026	4,151	3,512	4,276	82%	5,157		5,157	121%
129	Medicare	1,024	1,188	971	821	1,000	82%	1,206		1,206	121%
131	Health Insurance	41,451	35,001	29,184	26,710	25,436	105%	30,223		30,223	119%
132	Health Care Savings Plan/	457	122	315		0	0%			0	0%
133	Life Insurance	171	147	105	88	103	85%	137		137	133%
134	Disability Insurance	449	341	321	273	335	81%	425		425	127%
136	MSRS	173	233	365	290	390	74%	728		728	187%
151	Workers Compensation	1,105	1,627	1,695	1,459	1,727	84%	2,224		2,224	129%
221	General Supplies		686		1,683	100	***%			0	0%
301	Audit/Account Services				100	0	***%	5,700		5,700	****%
305	Engineer Fees	10,500	6,068	22,668	35,290	20,000	176%	20,000		20,000	100%
308	Legal Fees	1,032	454	264	632	1,500	42%	1,500		1,500	100%
310	Recording/Filing Fees	184	158	46	92	500	18%	500		500	100%
314	Computer/Software Fees	750	3,118	2,937	2,126	1,500	142%	1,500		1,500	100%
319	Contracted Services	627	15,621	16,767	16,670	30,000	56%	60,000		60,000	200%
325	Postage			83	124	500	25%	500		500	100%
331	Travel Expense	724	716	361	242	300	81%	300		300	100%
351	Legal Notices Publishing			177	261	0	***%	200		200	****%
403	Road Maintenance	14,303	36,808	49,272	32,634	11,000	297%	50,000		50,000	455%
404	Equipment Maintenance		538			0	0%			0	0%
405	Computer Maintenance	1,716			2,259	0	***%	7,080		7,080	****%
413	Equipment Rental	18,046	18,046	28,291	15,494	20,000	77%	20,000		20,000	100%
420	Depreciation Expenses		10,835	10,835		0	0%			0	0%
451	Dues & Subscriptions	1,740	1,740	1,954	820	2,000	41%	2,000		2,000	100%
510	Land Acquisition				500	0	***%			0	0%
530	Improvements Other Than B				76,890	279,000	28%	150,000		150,000	54%
550	Street Improvements					181,000	0%	200,000		200,000	110%
580	Other Equipment	2,352				0	0%			0	0%
720	Transfer Out		31,189	21,473		21,000	0%	26,687		26,687	127%
	Account:	218,402	283,317	269,441	267,839	676,098	40%	675,788	0	675,788	100%
471000	Debt Service										
303	Banking Fees	104	2			0	0%			0	0%
	Account:	104	2			0	***%	0	0	0	0%
495000	Transfer Out										
720	Transfer Out	8,369	80,076	1,496		0	0%			0	0%
	Account:	8,369	80,076	1,496		0	***%	0	0	0	0%
	Fund:	226,875	363,395	270,937	267,839	676,098	40%	675,788	0	675,788	100%

Fund 605 - Street Lighting & Traffic Signalization Fund

Street Lighting fund was created to account for the activity of lighting and signalizing public streets. The City is responsible for the expenditures to maintain the traffic signals to control traffic flow at the following intersections: Cirrus Drive & Hwy 53, Ugstad & 53, Lavaque & 53, Arrowhead & 53, Mall Drive & 53, Haines Rd & Hermantown Road, Maple Grove & Loberg, and Maple Grove & Stebner. A monthly franchise fee is charged to electric power customers through MN Power to residents at a rate of \$2 per month.

Other revenue includes a portion of the gas franchise fees paid by gas customers of MN Energy Resources. Forty percent of the gas franchise fee goes to the General Fund while the remaining sixty percent is budgeted in the Street Lighting & Traffic Signalization Fund.

Also included in the franchise fees is Minnesota Power.

Budget Detail

CITY OF HERMANTOWN, MN
Revenue Budget Report -- MultiYear Actuals
For the Year: 2024

605 Street Lighting & Traffic Signalization

Account	Actuals				Current	%	Prelim.	Budget	Final	% Old
	2020	2021	2022	2023	Budget	Rec.	Budget	Change	Budget	Budget
	2020	2021	2022	2023	2023	2023	24	24	24	24
318100 Franchise Fees	137,343	139,542	142,916	71,787	139,000	52%	142,000		142,000	102%
Group:	137,343	139,542	142,916	71,787	139,000	52%	142,000	0	142,000	102%
362100 Investment Interest										
362100 Investment Interest	4,732	3,440	7,696	-1,306	1,000	***%	1,000		1,000	100%
362120 Interest - Interfund	22,000	22,000	22,000		22,000	0%	22,000		22,000	100%
362160 Gain (Loss) on Sale of	1,382	-5,577	-24,023		0	0%			0	0%
Group:	28,114	19,863	5,673	-1,306	23,000	-6%	23,000	0	23,000	100%
362400 911 Signs										
362410 Insurance Recoveries	4,250				0	0%			0	0%
Group:	4,250				0	0%	0	0	0	0%
362900 Flex Plan Revenue Over/Short										
362990 Miscellaneous Revenue	4,358				0	0%			0	0%
Group:	4,358				0	0%	0	0	0	0%
Fund:	174,065	159,405	148,589	70,481	162,000	44%	165,000	0	165,000	102%
Grand Total:	8,247,445	5,617,141	4,818,615	2,966,372	4,527,491		4,600,370	0	4,600,370	

CITY OF HERMANTOWN, MN
Expenditure Budget Report -- MultiYear Actuals
For the Year: 2024

605 Street Lighting & Traffic Signalization

Account	Object	Actuals				Current	%	Prelim.	Budget	Final	% Old
		2020	2021	2022	2023	Budget	Exp.	Budget	Changes	Budget	Budget
		2020	2021	2022	2023	2023	2023	24	24	24	24
431150	Street Improvements										
	227 Street Lights & Signs	29,399				0	0%			0	0%
	305 Engineer Fees	355				0	0%			0	0%
	Account:	29,754				0	***%	0	0	0	0%
431160	Street Lighting										
	227 Street Lights & Signs	10,252	5,282	3,358		5,000	0%	5,000		5,000	100%
	308 Legal Fees			520		0	0%			0	0%
	319 Contracted Services				560	0	***%	40,000		40,000	*****%
	381 Electricity	29,207	29,964	42,101	23,998	38,000	63%			0	0%
	495 Property Damage Reimb. by	5,250				0	0%			0	0%
	Account:	44,709	35,246	45,979	24,558	43,000	57%	45,000	0	45,000	105%
	Fund:	74,463	35,246	45,979	24,558	43,000	57%	45,000	0	45,000	105%
											%
Grand Total:		3,437,035	4,423,309	3,974,560	1,856,082	4,885,638		4,977,008	0	4,977,008	

TO: Utility Commission Members
FROM: John Mulder, City Administrator



DATE: July 12, 2023 **Meeting Date:** 7/20/2023
SUBJECT: Water Availability Charge **Agenda Item:** 7a

REQUESTED ACTION

Approve a recommendation to the City Council establishing a Water Availability Charge

BACKGROUND

In 2022, the City Council adopted a new Sewer Availability Policy and charge following the completion of the Section 24 Sewer Trunk line. It is recommended that the City now adopt a water availability policy similar to the Sewer Availability policy.

Attached is marked version of the Sewer Availability Policy showing how the Water Availability Policy would look. The policy would look very similar to the sewer policy, and would reflect value of water to landowners.

SOURCE OF FUNDS (if applicable)

ATTACHMENTS

DRAFT Water Availability Charge

Handbook for the City of Hermantown		
X Policy – Resolution 2022-30		Procedure
Date Adopted 3/21/2022	Title: Water Sewer Availability Charges	Section: Public Works
Revision Dates:		Page: 1 of 3

Purpose: The purpose of this policy is to establish availability charges to the City Water Sewer. Availability charges are intended to provide revenue to the City to care for the overall Water sanitary sewer system by recognizing the value of the Water sewer to the affected property owner.

Definitions

~~**Trunk Sewer:** A major sewer line built by the City with the intent of opening up an area for sewer, but not intended for individual service connections that receive wastewater flows from collector sewers (mains). A trunk sewer carries wastewater via a direct connection to the Bayview metering station. The trunk sewer line is built by the City using a competitive bid process to provide sewer to an unsewered area funded by City Sales Tax Revenue.~~

~~———**Trunk Sewer Spurs:** Sewer mains connected to a segment of a trunk line built by the City with the intention of serving as a sewer main in the future. Usually built at the same time as a segment of trunk line. Trunk sewer spurs are built by the City off of the trunk sewer to provide future sewer to an unsewered area.~~

Water Sewer Mains: Collector pipes built with the specific intent of allowing individual service lines to be connected to them. Water Sewer mains are typically built by developers to provide Water sewer to newly created lots and are meant to have individual service lines connected to it from the homes on those lots. A Water sewer main could also be built by the City through a competitive bid process in response to a petition from existing homeowners.

Service lines: Lines connecting a residence or business to a Water sewer main. The pipe is meant only to serve one building.

Connections to Trunk Sewer

- ~~1. **Individual residential connections** to the trunk sewer are discouraged. However, in certain circumstances they may be the best alternative as determined solely by the City. In those cases, the availability charge will be \$5,000 for single family, twin homes, or triplexes.~~
- ~~2. **Commercial or multifamily connections.** For commercial or multifamily housing units (greater than triplexes), the availability charge will be one half (1/2) of the WLSSD Capacity Allocation Fee (CAF).~~

Handbook for the City of Hermantown		
X Policy – Resolution 2022-30		Procedure
Date Adopted 3/21/2022	Title: <u>Water Sewer</u> -Availability Charges	Section: Public Works
Revision Dates:		Page: 2 of 3

Connections to Trunk Sewer Spurs

In cases where the City builds a trunk sewer spur off the trunk sewer, the City will calculate the availability charge using a formula based on the total project's costs and linear feet of the trunk sewer spur connected during that construction (total project costs / total linear feet = cost per foot). The cost per foot times the linear feet of the city-built trunk sewer spur will be the availability charge to connect to that trunk sewer spur.

Each time the City constructs a sewer main off the trunk sewer, it will calculate the availability charge for that sewer main. The City may charge the entire availability charge to the developer or may determine a prorated share if it is anticipated that several users will benefit from the trunk sewer spur. The City Council will set the availability charge for that trunk sewer spur by resolution based on Resolution 2013-06.

Connection of the system

The City Water sewer mains have generally been funded by either developers or assessments.

Developer Built: In the case where a developer has built a Water sewer-main and then turned it over to the City, the costs of those Water sewer mains were born by the developer and passed on to the individuals buying the platted lots as part of the purchase of the lots. Developers will not be charged an availability charge when they build a new Water sewer main or extend an existing Water sewer main for multiple lots provided they turnover ownership of the Water sewer-main upon completion and passed an inspection by the City Engineer. If the City incurred costs to provide a stub to the end of a right of way for a future Water sewer main, the developer will have to pay the costs of that stub.

The original lots in a platted subdivision will be not be assessed or charged an availability charge. However, if any lot is further subdivided, the new lot(s) will be charged an availability charge of \$5,000.

Assessed Properties: In cases, where the City builds a Water sewer-main through the assessment process, the City will establish availabilities at the time of the assessment hearing.

Future Connections: Every connection to the system will have an availability charge of \$5,000 except in the following conditions:

- a. Each original lot in a subdivision: Original lots created through the subdivision process will not have an availability charge.

Handbook for the City of Hermantown		
X Policy – Resolution 2022-30		Procedure
Date Adopted 3/21/2022	Title: <u>Water</u> Sewer-Availability Charges	Section: Public Works
Revision Dates:		Page: 3 of 3

- b. Each assessed lot: In cases where a lot has been assessed for the cost of a Water ~~sewer~~ main but has not yet connected; the initial connection will have no charge.
- c. Lots with specific availabilities listed in the resolution at the time of creating the original assessment or availability.

DRAFT

260 Cable TV Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (67) Commit
456100							
456101	Cable						
	101 Full-Time Employees - Regular	325.34	2,682.81	4,445.00	4,445.00	1,762.19	60 %
	103 Part-Time Employees - Regular	550.00	4,400.00	6,815.00	6,815.00	2,415.00	65 %
	121 PERA Contributions -	25.64	211.43	333.00	333.00	121.57	63 %
	128 Social Security	54.50	442.24	698.00	698.00	255.76	63 %
	129 Medicare	12.76	103.54	163.00	163.00	59.46	64 %
	131 Health Insurance	63.04	676.87	966.00	966.00	289.13	70 %
	133 Life Insurance	0.64	5.08	8.00	8.00	2.92	64 %
	134 Disability Insurance	1.20	9.31	14.00	14.00	4.69	67 %
	136 MSRS	3.60	29.74	47.00	47.00	17.26	63 %
	151 Workers Compensation	4.55	13.05	17.00	17.00	3.95	77 %
	308 Legal Fees	0.00	1,261.35	500.00	500.00	-761.35	252 %
	331 Travel Expense	16.62	137.11	0.00	0.00	-137.11	%
	404 Equipment Maintenance	0.00	0.00	14,000.00	14,000.00	14,000.00	%
	Account Total:	1,057.89	9,972.53	28,006.00	28,006.00	18,033.47	36 %
	Account Group Total:	1,057.89	9,972.53	28,006.00	28,006.00	18,033.47	36 %
	Fund Total:	1,057.89	9,972.53	28,006.00	28,006.00	18,033.47	36 %

601 Water Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (67) Commit
494300	Water Distribution						
494300	Water Distribution						
101	Full-Time Employees - Regular	12,227.39	33,425.25	166,463.00	166,463.00	133,037.75	20 %
102	Full-Time Employees - Overtime	1,825.68	13,219.68	12,020.00	12,020.00	-1,199.68	110 %
103	Part-Time Employees - Regular	236.56	404.95	0.00	0.00	-404.95	%
111	Severance Pay - Vacation/Sick	0.00	14,805.09	0.00	0.00	-14,805.09	%
121	PERA Contributions -	1,053.99	5,829.81	13,386.00	13,386.00	7,556.19	44 %
128	Social Security	842.06	4,691.94	11,066.00	11,066.00	6,374.06	42 %
129	Medicare	196.93	1,097.42	2,588.00	2,588.00	1,490.58	42 %
131	Health Insurance	5,546.31	36,650.08	78,100.00	78,100.00	41,449.92	47 %
133	Life Insurance	17.74	91.95	205.00	205.00	113.05	45 %
134	Disability Insurance	75.01	309.42	932.00	932.00	622.58	33 %
136	MSRS	30.00	247.52	390.00	390.00	142.48	63 %
151	Workers Compensation	2,130.76	5,821.26	7,381.00	7,381.00	1,559.74	79 %
212	Motor Fuels	684.75	4,677.36	4,500.00	4,500.00	-177.36	104 %
216	Uniforms	81.25	289.74	500.00	500.00	210.26	58 %
219	Other Operating Equipment	0.00	11,920.00	15,500.00	15,500.00	3,580.00	77 %
221	General Supplies	190.60	4,458.25	5,500.00	5,500.00	1,041.75	81 %
228	Utility System Maint Supplies	354.93	13,647.26	34,000.00	34,000.00	20,352.74	40 %
314	Computer/Software Fees	0.00	0.00	3,750.00	3,750.00	3,750.00	%
315	School & Conference	38.48	63.82	2,500.00	2,500.00	2,436.18	3 %
319	Contracted Services	0.00	0.00	22,000.00	22,000.00	22,000.00	%
331	Travel Expense	0.00	876.36	750.00	750.00	-126.36	117 %
351	Legal Notices Publishing	0.00	0.00	250.00	250.00	250.00	%
361	General Liability Insurance	0.00	2,378.09	4,706.00	4,706.00	2,327.91	51 %
382	Water Purchases	89,294.77	575,300.71	960,000.00	960,000.00	384,699.29	60 %
404	Equipment Maintenance	0.00	884.68	4,000.00	4,000.00	3,115.32	22 %
406	Vehicle Maintenance	0.00	141.82	2,000.00	2,000.00	1,858.18	7 %
413	Equipment Rental	0.00	115.00	7,500.00	7,500.00	7,385.00	2 %
417	Uniform Rental	0.00	0.00	500.00	500.00	500.00	%
451	Dues & Subscriptions	0.00	721.00	700.00	700.00	-21.00	103 %
470	Booster Pump Repairs	0.00	0.00	250.00	250.00	250.00	%
471	Water Line Repairs	11,862.79	30,037.12	40,000.00	40,000.00	9,962.88	75 %
472	Hydrant Repairs	4,044.45	26,251.91	15,000.00	15,000.00	-11,251.91	175 %
	Account Total:	130,734.45	788,357.49	1,416,437.00	1,416,437.00	628,079.51	56 %
	Account Group Total:	130,734.45	788,357.49	1,416,437.00	1,416,437.00	628,079.51	56 %
494400	Water Administration and General						
494400	Water Administration and General						
101	Full-Time Employees - Regular	7,724.93	30,219.46	90,273.00	90,273.00	60,053.54	33 %
102	Full-Time Employees - Overtime	0.00	205.39	565.00	565.00	359.61	36 %
121	PERA Contributions -	585.63	3,877.91	6,770.00	6,770.00	2,892.09	57 %
128	Social Security	444.03	3,034.49	5,597.00	5,597.00	2,562.51	54 %
129	Medicare	103.84	709.70	1,309.00	1,309.00	599.30	54 %
131	Health Insurance	2,925.17	21,330.70	30,935.00	30,935.00	9,604.30	69 %
133	Life Insurance	10.76	83.47	155.00	155.00	71.53	54 %
134	Disability Insurance	29.50	229.96	409.00	409.00	179.04	56 %
136	MSRS	72.01	376.60	702.00	702.00	325.40	54 %
151	Workers Compensation	204.25	271.25	134.00	134.00	-137.25	202 %
201	Office Supplies	16.24	90.89	200.00	200.00	109.11	45 %
202	Printing Supplies	0.00	154.49	250.00	250.00	95.51	62 %

601 Water Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (67) Commit
216	Uniforms	78.23	78.23	0.00	0.00	-78.23	%
221	General Supplies	0.00	382.49	0.00	0.00	-382.49	%
301	Audit/Account Services	0.00	6,115.80	6,750.00	6,750.00	634.20	91 %
303	Banking Fees	1,314.26	7,798.16	12,000.00	12,000.00	4,201.84	65 %
305	Engineer Fees	0.00	9,004.70	10,000.00	10,000.00	995.30	90 %
308	Legal Fees	0.00	412.00	4,000.00	4,000.00	3,588.00	10 %
314	Computer/Software Fees	2,202.44	2,276.17	3,700.00	3,700.00	1,423.83	62 %
315	School & Conference	0.00	0.00	1,000.00	1,000.00	1,000.00	%
319	Contracted Services	562.41	5,157.33	10,000.00	10,000.00	4,842.67	52 %
321	Telephone	68.68	2,158.48	5,000.00	5,000.00	2,841.52	43 %
322	Internet	0.00	282.28	460.00	460.00	177.72	61 %
323	Gopher One Call Locates	149.04	673.14	1,100.00	1,100.00	426.86	61 %
325	Postage	0.00	129.64	450.00	450.00	320.36	29 %
331	Travel Expense	83.08	703.31	1,300.00	1,300.00	596.69	54 %
351	Legal Notices Publishing	33.00	1,724.25	1,800.00	1,800.00	75.75	96 %
361	General Liability Insurance	0.00	8,190.69	12,878.00	12,878.00	4,687.31	64 %
381	Electricity	562.56	6,829.14	8,500.00	8,500.00	1,670.86	80 %
383	Heating Gas	30.23	2,362.85	4,900.00	4,900.00	2,537.15	48 %
405	Computer Maintenance	0.00	17,616.84	22,595.00	22,595.00	4,978.16	78 %
420	Depreciation Expenses	0.00	0.00	236,000.00	236,000.00	236,000.00	%
434	Employee Recognition	0.00	100.00	0.00	0.00	-100.00	%
451	Dues & Subscriptions	0.00	50.00	50.00	50.00	0.00	100 %
460	Permits & Licenses	5.00	5.00	0.00	0.00	-5.00	%
499	Miscellaneous	43.75	43.75	0.00	0.00	-43.75	%
720	Transfer Out	0.00	0.00	102,988.00	102,988.00	102,988.00	%
Account Total:		17,249.04	132,678.56	582,770.00	582,770.00	450,091.44	23 %
Account Group Total:		17,249.04	132,678.56	582,770.00	582,770.00	450,091.44	23 %
495000	Transfer Out						
495000	Transfer Out						
720	Transfer Out	0.00	0.00	31,750.00	31,750.00	31,750.00	%
Account Total:		0.00	0.00	31,750.00	31,750.00	31,750.00	%
Account Group Total:		0.00	0.00	31,750.00	31,750.00	31,750.00	%
Fund Total:		147,983.49	921,036.05	2,030,957.00	2,030,957.00	1,109,920.95	45 %

602 Sewer Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (67) Commit
432500	Sewer Improvements						
432500	Sewer Improvements						
	550 Street Improvements	0.00	0.00	165,000.00	165,000.00	165,000.00	%
	Account Total:	0.00	0.00	165,000.00	165,000.00	165,000.00	%
	Account Group Total:	0.00	0.00	165,000.00	165,000.00	165,000.00	%
494500	Sewer Maintenance						
494500	Sewer Maintenance						
	101 Full-Time Employees - Regular	5,800.42	26,120.97	123,086.00	123,086.00	96,965.03	21 %
	102 Full-Time Employees - Overtime	601.32	7,389.40	8,742.00	8,742.00	1,352.60	85 %
	103 Part-Time Employees - Regular	46.21	191.21	0.00	0.00	-191.21	%
	111 Severance Pay - Vacation/Sick	0.00	8,883.05	0.00	0.00	-8,883.05	%
	121 PERA Contributions -	480.13	4,229.26	9,887.00	9,887.00	5,657.74	43 %
	128 Social Security	381.30	3,397.51	8,173.00	8,173.00	4,775.49	42 %
	129 Medicare	89.18	794.49	1,911.00	1,911.00	1,116.51	42 %
	131 Health Insurance	2,362.85	25,600.92	57,371.00	57,371.00	31,770.08	45 %
	133 Life Insurance	9.91	75.01	154.00	154.00	78.99	49 %
	134 Disability Insurance	32.65	248.66	686.00	686.00	437.34	36 %
	136 MSRS	30.00	247.52	312.00	312.00	64.48	79 %
	151 Workers Compensation	1,590.84	4,348.84	5,516.00	5,516.00	1,167.16	79 %
	212 Motor Fuels	456.50	3,118.24	1,500.00	1,500.00	-1,618.24	208 %
	216 Uniforms	81.25	289.74	500.00	500.00	210.26	58 %
	219 Other Operating Equipment	0.00	11,920.00	15,000.00	15,000.00	3,080.00	79 %
	221 General Supplies	0.00	604.00	0.00	0.00	-604.00	%
	228 Utility System Maint Supplies	178.62	355.08	5,000.00	5,000.00	4,644.92	7 %
	229 Lift Station Maintenance	0.00	29.40	10,000.00	10,000.00	9,970.60	%
	314 Computer/Software Fees	0.00	0.00	5,650.00	5,650.00	5,650.00	%
	315 School & Conference	38.48	408.81	1,000.00	1,000.00	591.19	41 %
	317 Personnel Testing, Physicals,	0.00	0.00	450.00	450.00	450.00	%
	319 Contracted Services	0.00	6,367.50	20,000.00	20,000.00	13,632.50	32 %
	325 Postage	0.00	0.00	40.00	40.00	40.00	%
	331 Travel Expense	0.00	84.48	250.00	250.00	165.52	34 %
	361 General Liability Insurance	0.00	1,201.26	2,403.00	2,403.00	1,201.74	50 %
	385 Sewer Charges	0.00	341,099.00	669,000.00	669,000.00	327,901.00	51 %
	403 Road Maintenance	0.00	0.00	15,000.00	15,000.00	15,000.00	%
	404 Equipment Maintenance	0.00	4,648.64	5,500.00	5,500.00	851.36	85 %
	406 Vehicle Maintenance	0.00	0.00	2,500.00	2,500.00	2,500.00	%
	413 Equipment Rental	0.00	0.00	3,500.00	3,500.00	3,500.00	%
	451 Dues & Subscriptions	0.00	260.00	150.00	150.00	-110.00	173 %
	460 Permits & Licenses	0.00	0.00	250.00	250.00	250.00	%
	475 Sewerline Repairs	2,725.00	3,890.47	15,000.00	15,000.00	11,109.53	26 %
	476 Lift Station Repairs Sewer	220.00	8,377.86	12,500.00	12,500.00	4,122.14	67 %
	477 I & I Maintenance	0.00	0.00	15,000.00	15,000.00	15,000.00	%
	478 Sewer Cleaning	1,525.00	27,125.00	40,000.00	40,000.00	12,875.00	68 %
	495 Property Damage Reimb. by	0.00	1,200.00	0.00	0.00	-1,200.00	%
	590 Pumping Plant & Lift Stations	0.00	0.00	40,000.00	40,000.00	40,000.00	%
	Account Total:	16,649.66	492,506.32	1,096,031.00	1,096,031.00	603,524.68	45 %
	Account Group Total:	16,649.66	492,506.32	1,096,031.00	1,096,031.00	603,524.68	45 %

602 Sewer Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (67) Commit
494900	Sewer Administration and General						
494900	Sewer Administration and General						
101	Full-Time Employees - Regular	7,724.93	30,219.49	90,273.00	90,273.00	60,053.51	33 %
102	Full-Time Employees - Overtime	0.00	205.38	565.00	565.00	359.62	36 %
121	PERA Contributions -	585.63	3,877.91	6,770.00	6,770.00	2,892.09	57 %
128	Social Security	444.03	3,034.49	5,597.00	5,597.00	2,562.51	54 %
129	Medicare	103.84	709.70	1,309.00	1,309.00	599.30	54 %
131	Health Insurance	2,925.17	20,093.24	30,935.00	30,935.00	10,841.76	65 %
133	Life Insurance	10.76	83.47	155.00	155.00	71.53	54 %
134	Disability Insurance	29.50	229.96	409.00	409.00	179.04	56 %
136	MSRS	72.01	376.60	702.00	702.00	325.40	54 %
151	Workers Compensation	204.25	271.25	134.00	134.00	-137.25	202 %
201	Office Supplies	16.23	90.87	200.00	200.00	109.13	45 %
202	Printing Supplies	0.00	154.48	300.00	300.00	145.52	51 %
216	Uniforms	78.23	78.23	0.00	0.00	-78.23	%
301	Audit/Account Services	0.00	6,115.80	6,750.00	6,750.00	634.20	91 %
303	Banking Fees	1,314.26	7,798.14	12,000.00	12,000.00	4,201.86	65 %
305	Engineer Fees	0.00	270.00	2,500.00	2,500.00	2,230.00	11 %
308	Legal Fees	0.00	430.50	2,000.00	2,000.00	1,569.50	22 %
314	Computer/Software Fees	2,138.03	2,211.77	3,000.00	3,000.00	788.23	74 %
315	School & Conference	0.00	0.00	1,000.00	1,000.00	1,000.00	%
319	Contracted Services	562.41	5,157.33	10,000.00	10,000.00	4,842.67	52 %
321	Telephone	45.78	1,550.41	5,000.00	5,000.00	3,449.59	31 %
322	Internet	0.00	423.42	850.00	850.00	426.58	50 %
323	Gopher One Call Locates	99.36	448.76	900.00	900.00	451.24	50 %
325	Postage	0.00	78.10	450.00	450.00	371.90	17 %
331	Travel Expense	83.08	703.30	1,300.00	1,300.00	596.70	54 %
351	Legal Notices Publishing	19.80	19.80	300.00	300.00	280.20	7 %
361	General Liability Insurance	0.00	8,190.69	12,878.00	12,878.00	4,687.31	64 %
381	Electricity	720.18	6,390.38	8,500.00	8,500.00	2,109.62	75 %
383	Heating Gas	18.89	1,476.76	4,900.00	4,900.00	3,423.24	30 %
405	Computer Maintenance	0.00	15,292.84	22,595.00	22,595.00	7,302.16	68 %
420	Depreciation Expenses	0.00	0.00	525,000.00	525,000.00	525,000.00	%
434	Employee Recognition	0.00	99.99	0.00	0.00	-99.99	%
451	Dues & Subscriptions	0.00	50.00	0.00	0.00	-50.00	%
460	Permits & Licenses	5.00	5.00	0.00	0.00	-5.00	%
499	Miscellaneous	43.75	43.75	0.00	0.00	-43.75	%
720	Transfer Out	0.00	0.00	57,524.00	57,524.00	57,524.00	%
	Account Total:	17,245.12	116,181.81	814,796.00	814,796.00	698,614.19	14 %
	Account Group Total:	17,245.12	116,181.81	814,796.00	814,796.00	698,614.19	14 %
495000	Transfer Out						
495000	Transfer Out						
720	Transfer Out	0.00	0.00	31,750.00	31,750.00	31,750.00	%
	Account Total:	0.00	0.00	31,750.00	31,750.00	31,750.00	%
	Account Group Total:	0.00	0.00	31,750.00	31,750.00	31,750.00	%
	Fund Total:	33,894.78	608,688.13	2,107,577.00	2,107,577.00	1,498,888.87	29 %

603 Storm Water Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (67) Commit
441100	Storm Water						
441100	Storm Water						
	101 Full-Time Employees - Regular	6,330.23	30,906.90	67,129.00	67,129.00	36,222.10	46 %
	102 Full-Time Employees - Overtime	333.18	3,945.78	2,129.00	2,129.00	-1,816.78	185 %
	111 Severance Pay - Vacation/Sick	0.00	5,922.03	0.00	0.00	-5,922.03	%
	121 PERA Contributions -	501.80	4,170.06	5,173.00	5,173.00	1,002.94	81 %
	128 Social Security	384.92	3,299.86	4,276.00	4,276.00	976.14	77 %
	129 Medicare	90.01	771.65	1,000.00	1,000.00	228.35	77 %
	131 Health Insurance	2,649.93	25,402.10	25,436.00	25,436.00	33.90	100 %
	133 Life Insurance	9.23	76.18	103.00	103.00	26.82	74 %
	134 Disability Insurance	29.36	256.38	335.00	335.00	78.62	77 %
	136 MSRS	48.00	265.56	390.00	390.00	124.44	68 %
	151 Workers Compensation	595.33	1,458.83	1,727.00	1,727.00	268.17	84 %
	221 General Supplies	0.00	1,682.66	100.00	100.00	-1,582.66	*** %
	301 Audit/Account Services	0.00	100.00	0.00	0.00	-100.00	%
	305 Engineer Fees	0.00	35,289.50	20,000.00	20,000.00	-15,289.50	176 %
	308 Legal Fees	48.00	631.75	1,500.00	1,500.00	868.25	42 %
	310 Recording/Filing Fees	0.00	92.00	500.00	500.00	408.00	18 %
	314 Computer/Software Fees	2,125.53	2,125.53	1,500.00	1,500.00	-625.53	142 %
	319 Contracted Services	3,633.93	16,669.87	30,000.00	30,000.00	13,330.13	56 %
	325 Postage	0.00	123.69	500.00	500.00	376.31	25 %
	331 Travel Expense	27.70	228.52	300.00	300.00	71.48	76 %
	351 Legal Notices Publishing	13.20	260.70	0.00	0.00	-260.70	%
	403 Road Maintenance	2,062.00	32,634.45	11,000.00	11,000.00	-21,634.45	297 %
	405 Computer Maintenance	0.00	2,259.32	0.00	0.00	-2,259.32	%
	413 Equipment Rental	0.00	15,494.08	20,000.00	20,000.00	4,505.92	77 %
	451 Dues & Subscriptions	0.00	820.00	2,000.00	2,000.00	1,180.00	41 %
	510 Land Acquisition	500.00	500.00	0.00	0.00	-500.00	%
	530 Improvements Other Than Bldgs	0.00	76,890.00	279,000.00	279,000.00	202,110.00	28 %
	550 Street Improvements	0.00	0.00	181,000.00	181,000.00	181,000.00	%
	720 Transfer Out	0.00	0.00	21,000.00	21,000.00	21,000.00	%
	Account Total:	19,382.35	262,277.40	676,098.00	676,098.00	413,820.60	39 %
	Account Group Total:	19,382.35	262,277.40	676,098.00	676,098.00	413,820.60	39 %
	Fund Total:	19,382.35	262,277.40	676,098.00	676,098.00	413,820.60	39 %

605 Street Lighting & Traffic Signalization

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (67) Commit
431100	Street Department						
431160	Street Lighting						
	227 Street Lights & Signs	0.00	0.00	5,000.00	5,000.00	5,000.00	%
	319 Contracted Services	0.00	560.17	0.00	0.00	-560.17	%
	381 Electricity	3,202.18	23,997.97	38,000.00	38,000.00	14,002.03	63 %
	Account Total:	3,202.18	24,558.14	43,000.00	43,000.00	18,441.86	57 %
	Account Group Total:	3,202.18	24,558.14	43,000.00	43,000.00	18,441.86	57 %
	Fund Total:	3,202.18	24,558.14	43,000.00	43,000.00	18,441.86	57 %
	Grand Total:	205,520.69	0.00	1,826,532.25	4,885,638.00	3,059,105.75	37 %

**Public Works
Utility Maintenance Report**

Meeting Date:	9/21/2023			
Reporting Period:	From:	7/1/2023	To:	8/31/2023

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
- c. Work on Phase C completed and tested out.

ii. **Stebner Park Water/Sanitary Sewer extension**

- 1. Plans to be out for bid 9/21
- 2. To be completed in late 2023

b. **Irrigation meter plan for 2023**

- i. Plan approved, will be publicized in May
- ii. 5 will be available in 2023 again
 - 1. 5 of these meters are spoken for and 5 are installed

c. **Watermain Repairs**

- i. Repaired or replaced 5 mainline valves
- ii. Replaced 3 hydrants and valves
- iii. Dug 3 corp./curb-stop leaks

d. **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
 - 3. WORK COMPLETED

e. **Bi-Annual Water Audit/Survey will be done 7/19-21**

- i. 5 leaks that were all @ a corp. or curb-stop
- ii. All fixed

2. Sewer

a. **Project Update**

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
 - a. Plans Advertised and Opened

- b. Veit Companies is Contracor
- c. Project to start 7/17
- d. Project for pipe work is nearly complete as of 9/1.
- e. Oak Ridge Lift station to go off line week of 9/11

- c. Lift Stations-
 - i. Telemetry upgrades coming week of 9/11/23
 - ii. Oak Ridge Lift Station to go OFF-LINE week of 9/11/23
- d. Sewer Plugs/Cleaning
 - i. None noted

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. Culverts replaced on 5 Corners Road
- c. Birch Valley Centerline Culvert replaced
- d. Drive way culverts replaced
 - i. 5187 Hermantown Rd
 - ii. 5194 Hermantown Rd
 - iii. 4004 Ugstad Rd
- e. Rebuilt Dike on Corner of Falcon & Ugstad for Stormwater pond

4. Other Notes

- a. **Bob Miller Leaving PW Dept. May 16th**
 - i. Will need to replace this position soon.
 - ii. Position will Open week of 7/24 for applications
 - iii. Position Advertised thru 8/31
 - iv. Eligible Applicants interviewed week of 10/2

5. Looking Ahead to 2023

- a. Haines Road Sanitary sewer repairs
- b. I&I in lift stations being quantified and prioritized

- c. Lift Station upgrade for Data and programming issues
- d. Easement clearing/mowing televising of trunkline below Keene Creek Park- Sept. of '23

City of Hermantown - 2023 Water Loss Report

Reading Date	Haines Rd	Hermantown	Usage Diff	Percent Difference	Water				Total Accounted	Total	
	Booster Station (Gallons)	Billed (Gallons)			Main Breaks	Truck Fill Station	Temp Meter	City Usage		Unaccounted Gallons	Percent Unaccounted
1/17/2023	16,143,022	12,961,290	3,181,732	19.7%	110,000	8,400		21,776	140,176	3,041,556	18.8%
2/16/2023	15,252,692	12,943,240	2,309,452	15.1%	370,000	10,300		18,460	398,760	1,910,692	12.5%
3/16/2023	13,449,519	12,046,963	1,402,556	10.4%	120,000	7,400		19,738	147,138	1,255,418	9.3%
4/18/2023	15,199,293	12,676,526	2,522,767	16.6%		10,100		18,596	28,696	2,494,071	16.4%
5/15/2023	12,478,996	13,025,344	(546,348)	-4.4%		28,000		25,177	53,177	(599,525)	-4.8%
6/15/2023	20,308,514	18,706,475	1,602,039	7.9%	400,000	177,600	18,769	17,228	613,597	988,442	4.9%
7/14/2023	18,680,290	17,259,456	1,420,834	7.6%	10,000	52,200	17,756	27,429	107,385	1,313,449	7.0%
8/15/2023	20,400,556	18,671,255	1,729,301	8.5%	435,000	45,300	321,218	19,462	820,980	908,321	4.5%
9/15/2023			-						-	-	
10/16/2023			-						-	-	
11/15/2023			-						-	-	
12/15/2023			-						-	-	
	131,912,882		10,472,198						2,309,909	8,162,289	6.2%
Total Percent of Water from Booster Station Unaccounted For:										6.19%	



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	07/31/2023

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

Invoice	Trans Date	Due Date	PO	Desc	Quantity	Unit Rate	Amount
073123HER1	07/31/2023	08/15/2023		WASTEWATER CHARGES			49,838.00
073123HER2	07/31/2023	08/15/2023		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														
<p style="text-align: center;">Hermantown (Haines Road Metering Station)</p>														
<p style="text-align: right;">BOD Biochemical Oxygen Demand SS Suspended Solids FLOW Million Gallons per Day</p>														
MONTH	TOTAL FLOW	MG	AVG FLOW	MGD	PEAK-HR FLOW	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	20.9113		0.6970		2.1099		18,840		628		21,330		711	
MAY	13.8884		0.4480		0.7602		20,336		656		22,134		714	
JUNE	11.4522		0.3817		0.9995		18,630		621		22,290		743	
JULY														
AUGUST														
SEPTEMBER														
OCTOBER														
NOVEMBER														
DECEMBER														
TOTAL or AVG	78.3340		0.4328				114,592		633		123,736		684	

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@wlsssd.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@wlsssd.com
 Email: grant.brown@wlsssd.com
 Initialed By: *BLK*
 Initialed By: *SLD*

2023 FLOW AND LOADINGS												
SUMMARY ONLY												
<p style="text-align: center;">City of Hermantown (Includes Bayview and Haines Road Metering Station)</p>												
MONTH	TOTAL FLOW			PEAK HR FLOW RATE			TOTAL BOD			TOTAL SS		
	MG	MGD	MGD	MGD	MGD	MGD	LBS	LBS	LBS	LBS	LBS	LBS
JANUARY	17.6506	0.5694	0.9120	0.9120	30,508	34,321	984	34,321	1,107			
FEBRUARY	17.3755	0.6206	1.1086	1.1086	30,184	30,016	1,078	30,016	1,072			
MARCH	19.3049	0.6228	0.9390	0.9390	33,205	30,756	1,071	30,756	992			
APRIL	33.7519	1.1250	2.6199	2.6199	40,258	42,748	1,342	42,748	1,425			
MAY	23.6642	0.7633	1.2499	1.2499	36,642	38,440	1,182	38,440	1,240			
JUNE	18.5062	0.6168	1.3066	1.3066	30,396	34,056	1,013	34,056	1,135			
JULY												
AUGUST												
SEPTEMBER												
OCTOBER												
NOVEMBER												
DECEMBER												
TOTAL or AVG	130.2533	0.7196	Allocation	Allocation	201,193	210,337	1,112	210,337	1,162			
2023 BUDGET		0.6500	3.8000	3.8000			1,150		1,100			

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

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
Initiated By: Blk
Initiated By: [Signature]

Questions regarding Billing
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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


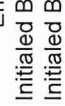
2023 FLOW AND LOADINGS											
SUMMARY ONLY											
<p style="text-align: center;">Bayview Interceptor (City of Hermantown)</p>											
<p style="text-align: right;">BOD Biochemical Oxygen Demand SS Suspended Solids FLOW Million Gallons per Day</p>											
MONTH	TOTAL FLOW	AVG FLOW	PEAK HR FLOW RATE	TOTAL BOD	AVG BOD	TOTAL LBS	AVG LBS/DAY	TOTAL SS	AVG SS	TOTAL LBS	AVG LBS/DAY
	MG	MGD	MGD	LBS	LBS/DAY	LBS	LBS/DAY	LBS	LBS/DAY	LBS	LBS/DAY
JANUARY	7,4177	0.2393	0.4209	12,373	399	12,373	399	12,373	399	12,373	399
FEBRUARY	7,1344	0.2548	0.4881	11,900	425	11,900	425	11,900	425	11,900	425
MARCH	7,6968	0.2483	0.3974	12,838	414	12,838	414	12,838	414	12,838	414
APRIL	12,8406	0.4280	0.6406	21,418	714	21,418	714	21,418	714	21,418	714
MAY	9,7758	0.3153	0.5497	16,306	526	16,306	526	16,306	526	16,306	526
JUNE	7,0540	0.2351	0.4183	11,766	392	11,766	392	11,766	392	11,766	392
JULY											
AUGUST											
SEPTEMBER											
OCTOBER											
NOVEMBER											
DECEMBER											
TOTAL or AVG	51.9193	0.2868		86,601	478	86,601	478	86,601	478	86,601	478

Questions regarding Billing

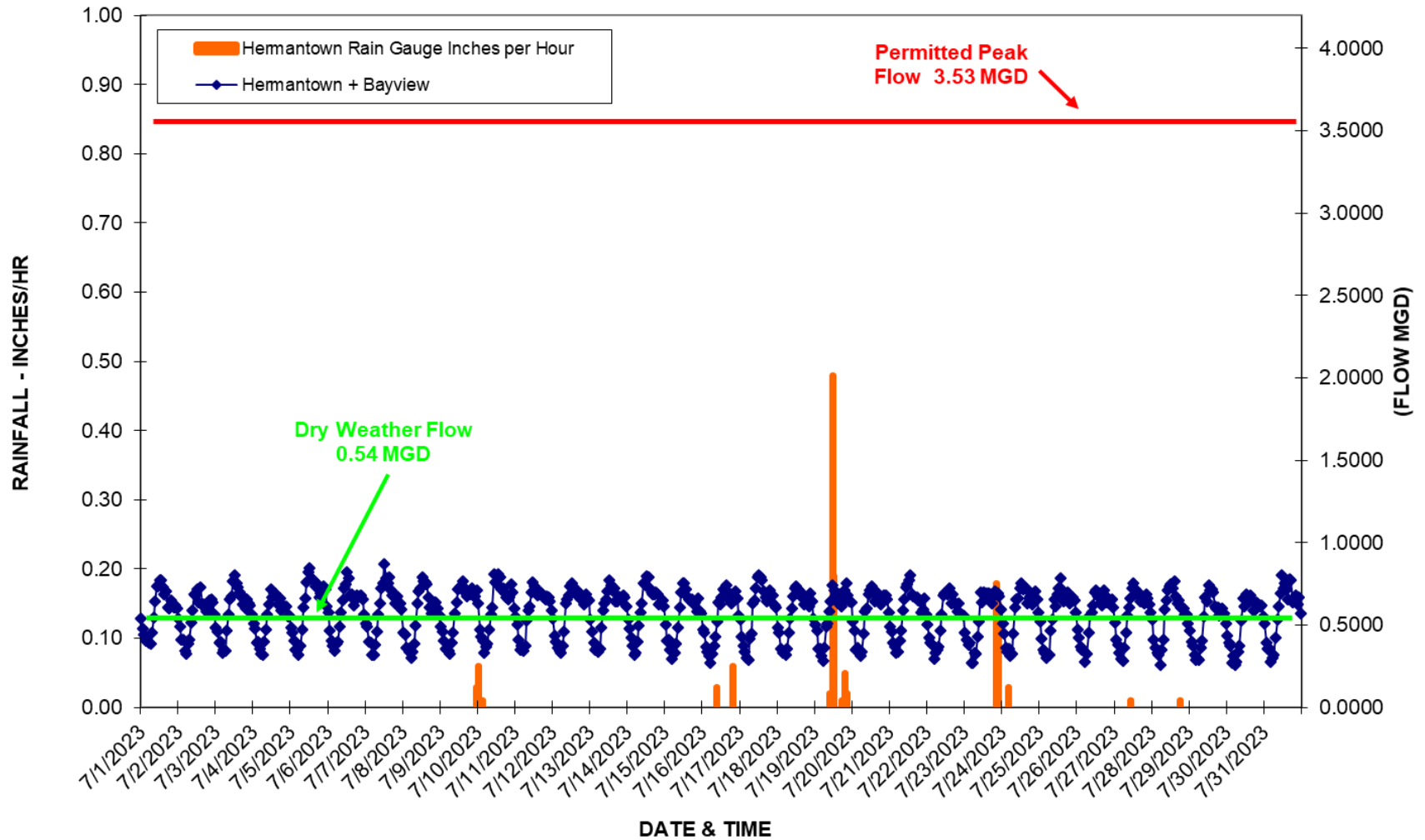
In this summary form should be directed to:

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@wlsd.com

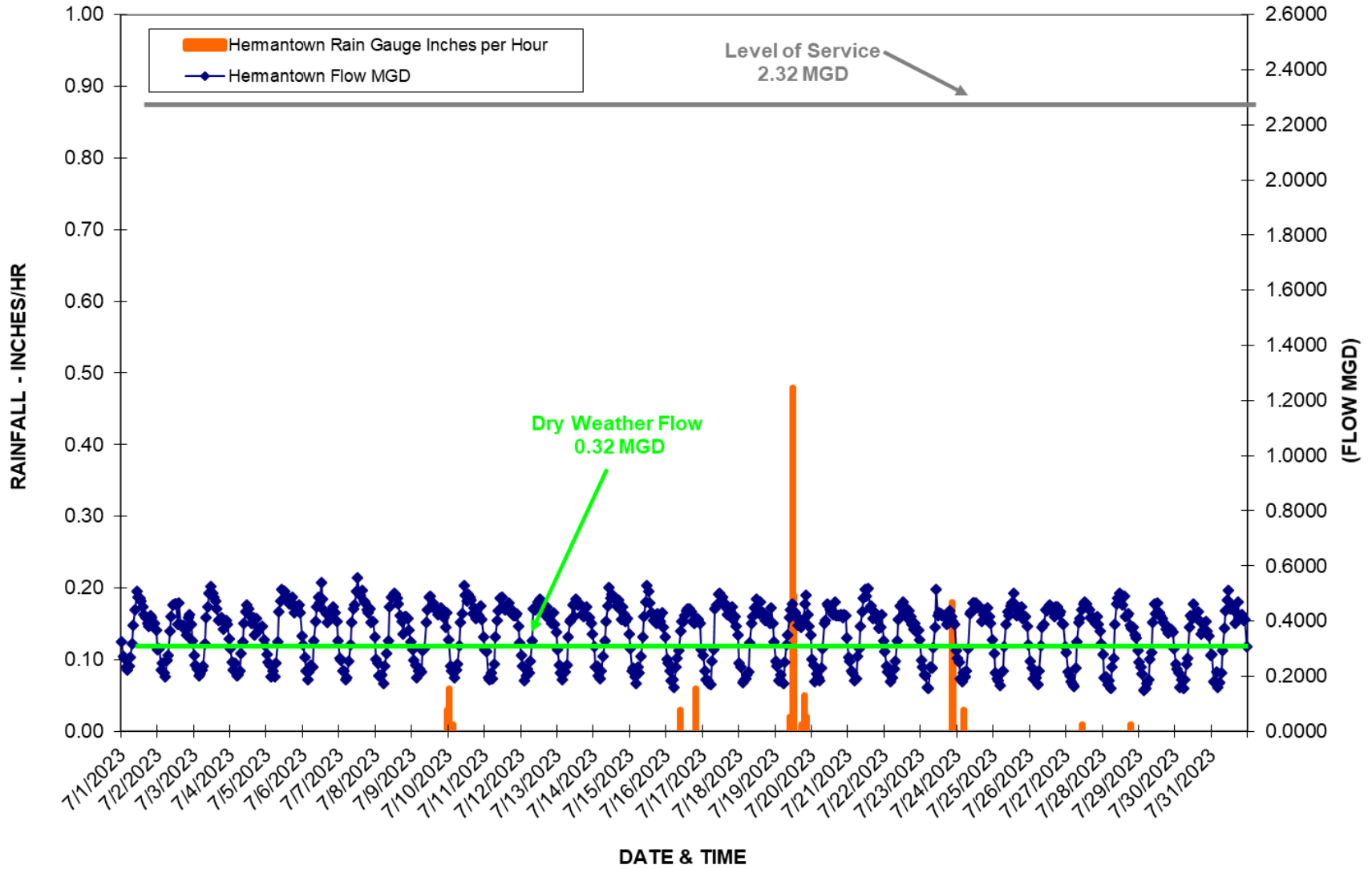
Data Verified by:

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@wlsd.com
 Email: grant.brown@wlsd.com
 Initialed By: 
 Initialed By: 

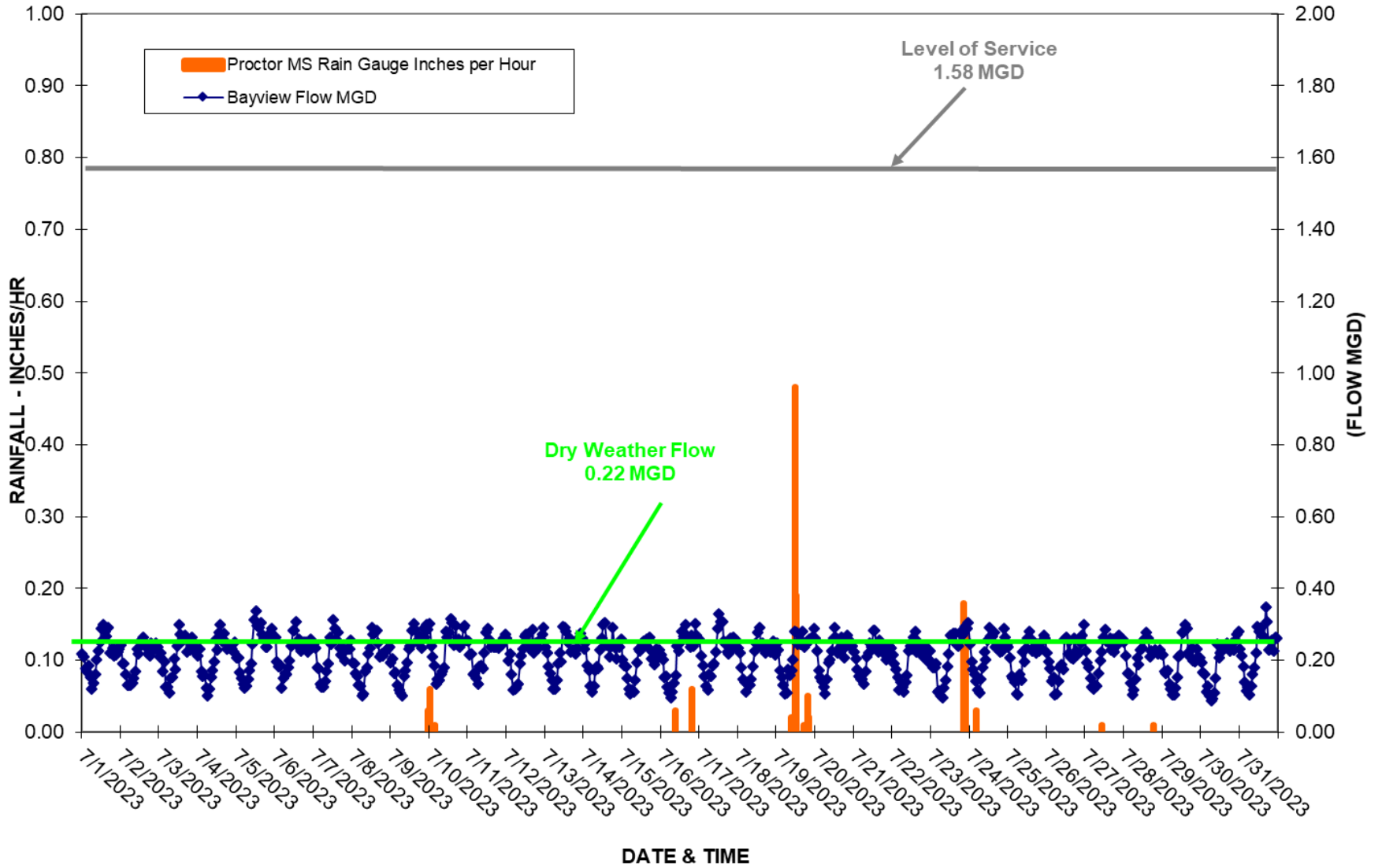
Hermantown Flow + Bayview July 2023



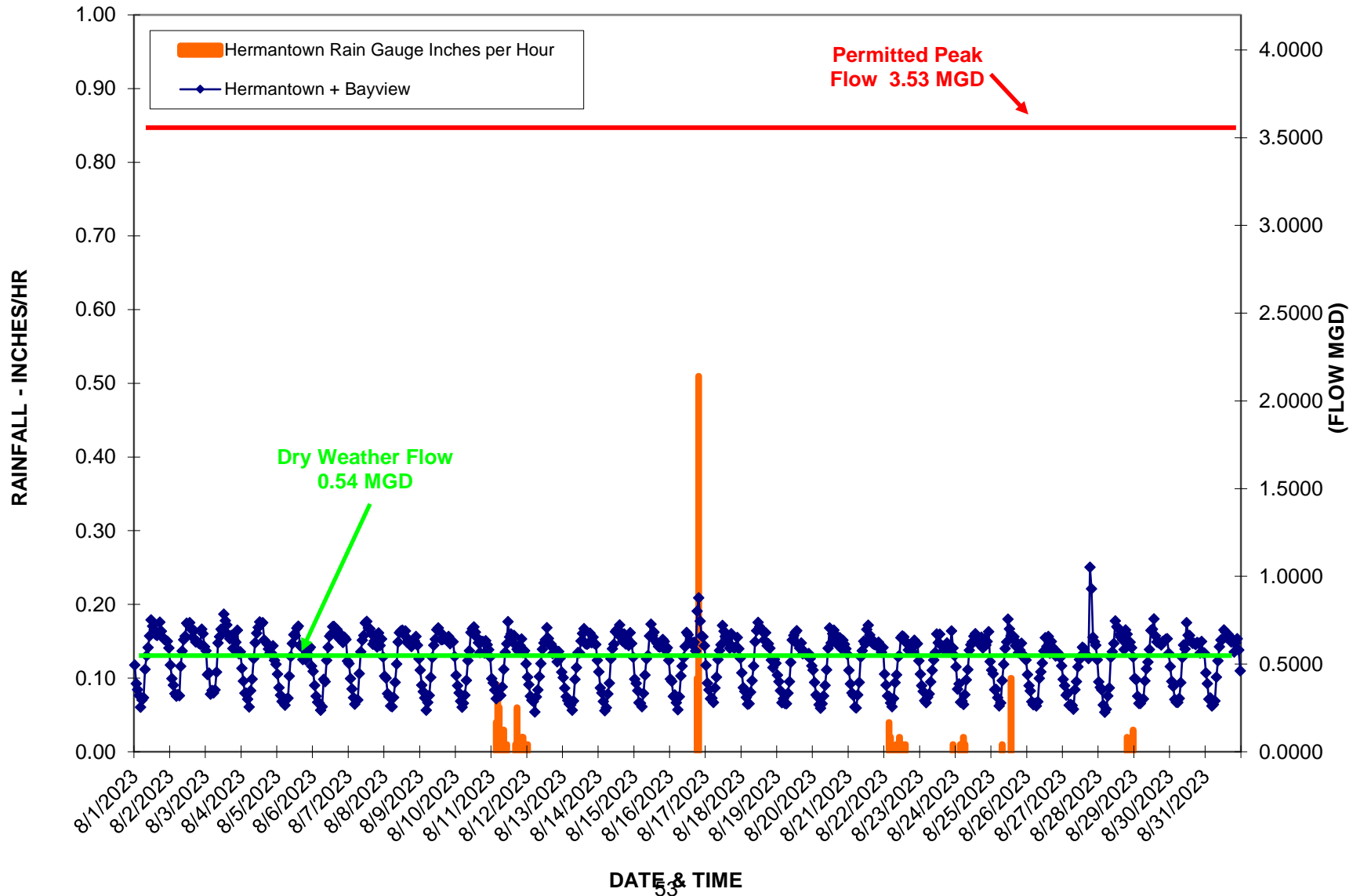
Hermantown Flow - Haines Road July 2023



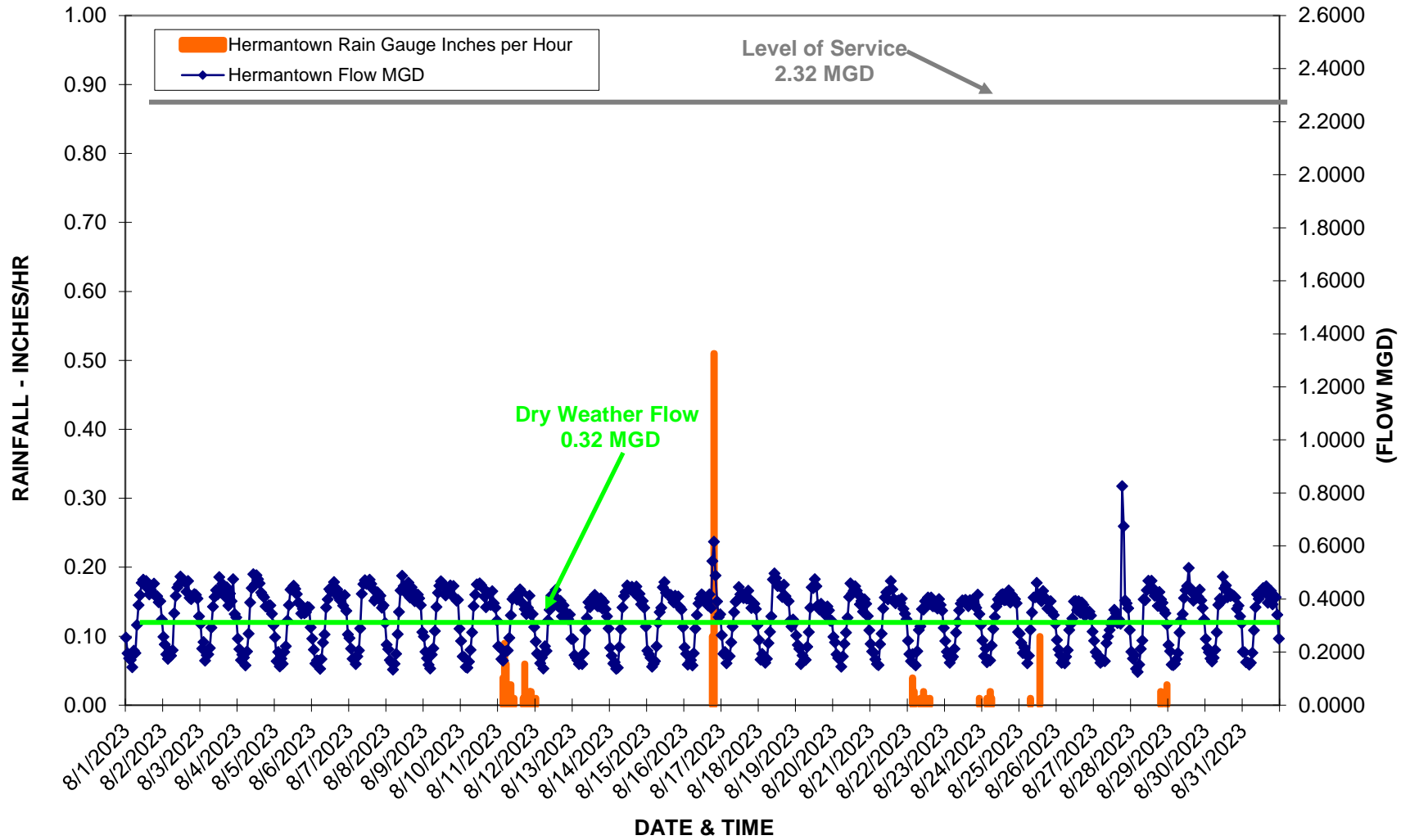
BAYVIEW METERING STATION July 2023



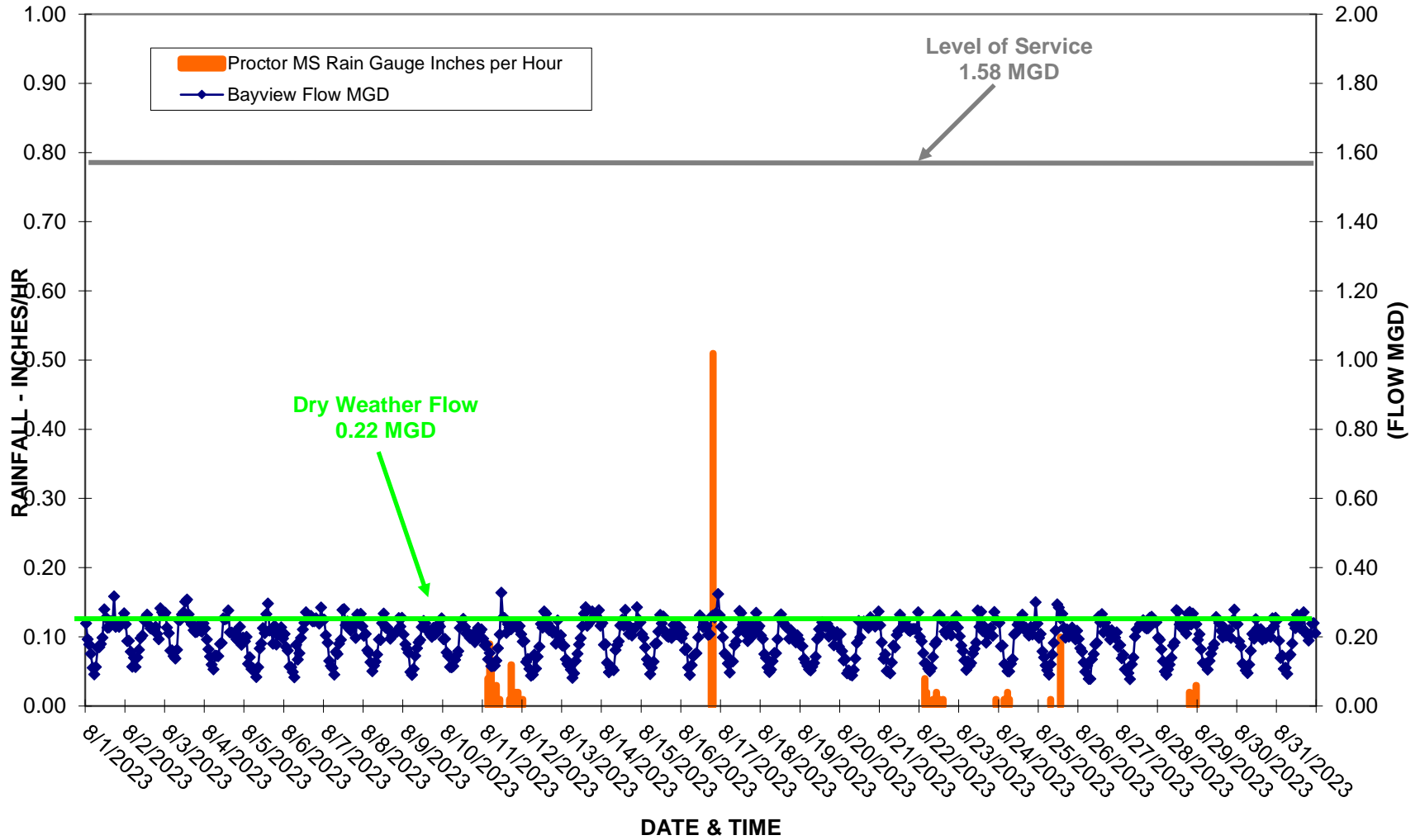
Hermantown Flow + Bayview August 2023



Hermantown Flow - Haines Road August 2023



BAYVIEW METERING STATION August 2023





Comfort Systems

Serving the City of Duluth

000065

Account No.	Service Address	Billing Date
230516840-001	4335 HAINES RD	08/08/2023

Service Period	Meter Readings
07/04/2023 - 08/01/2023	

	Meter No	Read Dates	Days	Previous	Current	Rate	Usage	Unit of Measure
51 OUTSIDE CITY HERMANTOWN USER CHG	B50012997	07/03/2023-08/01/2023	28	719942	743406	3.800	23464	CCFW
Previous Balance	\$114,522.97							
Penalties	\$0.00							
Adjustments	\$0.00							
Payments Received	\$114,522.97 CR							
Balance at Billing	\$0.00							
Current Billing								

RECEIVED

AUG 14 2023



Charge Code	Amount
WATER FIXED CHG.....	131.57
WATER	89163.20

AUGUST IS CATCH UP MONTH FOR BUDGET BILLING. TO START A NEW BUDGET IN SEPTEMBER, ACCOUNTS MUST BE AT A ZERO BALANCE

Current Charges	\$89,294.77	Amount Due will be Bank Drafted
Balance Due	\$89,294.77	
Due Date	Amount Due	
08/29/2023	\$89,294.77	

Account No.	Due Date	Amount Due	Amount Paid
230516840-001	08/29/2023	\$89,294.77	

Service Address
 4335 HAINES RD
 DULUTH MN 55811

Mailing Address **IF MAILING PAYMENT PLEASE INCLUDE THIS STUB**

CITY OF HERMANTOWN
 5105 MAPLE GROVE RD
 HERMANTOWN MN 558110

000065_0000

CITY OF DULUTH COMFORT SYSTEMS
 PO BOX 860643
 MINNEAPOLIS, MN 55486-0643

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
4974 Anderson Rd	Joe Jerulle
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
4891 Peyton Drive	Easy Housing
3956 Woodduck Ln	Dave & Mary Larsen
5278 Twin Pines St	Jesse Stokke / Darren Weets
5280 Twin Pines St	Jesse Stokke / Darren Weets
3645 Haines Rd (Sewer)	Tim Carlson
4330 Thielke Circle	Titan Premier
4001 Getchell Rd	Billman Construction
4017 Getchell Rd	Legacy Custom Homes
4889 Peyton Dr	Easy Housing
3545 Haines Rd (Sewer)	Clyde Royer
5112 Miller Trunk Hwy	Caribou Coffee
4970 Lightning Dr	Brett Kolquist Trucking
4170 Jefferson Dr	Kregness

Pending New Stormwater Accounts

Address	Owner
4651 Lavaque Bypass Rd	Aaron & Stacy Pohjola
5842 Morris Thomas Rd	Mark & Elizabeth Ames
5454 Maple Grove Rd	Benjamin Tessier
4284 Birch Valley Rd	Trisha Crace

TO: Utility Commission Members



FROM: Lindsay Townsend, Utility
Billing Clerk

DATE: 9/14/2023

Meeting Date: 09/21/2023

SUBJECT: Utility Billing Happenings

Agenda Item: 8G

-
- Utility Portal Update: 1619 accounts, 523 paperless, 512 autopay
 - Past Due Water/Sewer Accounts as of September 14, 2023
 - 120 days – 0 accts
 - 90 days – 11 accts
 - 60 days – 38 accts
 - 30 days – 0 accts
 - On September 29th reports will be ran to determine which accounts have delinquent utilities. “Pending Assessment” notices will be mailed on October 2nd
 - Currently there are about 63 stormwater accounts that have a past due balance greater than \$25.00. Of these 63 about 20 of them have never paid the stormwater utility since it was implemented. The stormwater fee has been certified to SLC every year for those customers.
 - Response to question from last meeting on Budget vs Actual report under Cable TV fund account 308 Legal Fees. These fees were the legal fees for the renewal of the franchise agreement with Mediacom.
 - All five irrigation meters from the grant program have been installed and new accounts have been created in Utility Billing.