

**CITY OF HERMANTOWN  
UTILITY COMMISSION**  
Thursday, September 21, 2023  
5:30 PM Central

**MEETING CONDUCTED IN PERSON & VIA ZOOM**

**CITY STAFF:** Kevin Orme, Director of Finance & Administration; Lindsay Townsend, Utility Billing Clerk; John Mulder, City Administrator; Trish Crego, Utility & Infrastructure Director

**VISITORS:**

1. **ROLL CALL**

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

2. **MINUTES**

Motion to approve the minutes for the July 20, 2023 Utility Commission Meeting. This motion, made by Jim Samberg and seconded by Howard Jacobson, Carried.  
Yea: 5, Nay: 0, Absent: 1

A. July 20th 2023 Meeting Minutes

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

3. **PUBLIC DISCUSSION**

*No public present*

4. **COMMUNICATIONS**

A. WLSSD Discharge Monitoring Report – *Report placed on file*

5. **PRESENTATIONS**

**A.2024 Budget**

Kevin Orme, Director of Finance and Administration

*Kevin presented the rate increases for the water, sewer and stormwater rates for 2024. Informed the commission that Duluth will be increasing our water rates, but we won't know what that increase is until after the 1<sup>st</sup> of the year. Duluth did warn that we could see an increase of 10% or more. Water rates will increase 4.5%, Sewer rates will increase 2% and stormwater rates will increase 3.5%.*

6. **OLD BUSINESS**

**A. Water Availability Charge**

Motion to change the Water Availability Charge to \$2,500. This motion, made by Jim Samberg and seconded by Bill Berg, Carried.

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

Yea: 5, Nay: 0, Absent: 1

7. **NEW BUSINESS**

*None*

8. **REPORTS**

**A. Budget to Actual Expenditure Report – Report placed on file.**

**B. Public Works Utility Maintenance & Project Report – Report placed on file.**

**C. Water Loss Report – Rob informed of possible issue with formulas on the report. Will make appropriate changes before next meeting. Report placed on file.**

**D. WLSSD Monthly Flow - Rain Fall & Flow Report – Report placed on file.**

**E. Comfort Systems Invoice – Report placed on file.**

**F. New Connections Report – Report placed on file.**

**G. Utility Billing Happenings Report – Report placed on file.**

9. **COMMISSION MEMBERS REPORT**

A. **Jim Samberg** – *Welcome! To Andy Hjelle and Trish Crego*

B. **William Berg** – *No report*

C. **Robert McLachlan** - *No report*

D. **Doug Kerfeld** - *Absent*

E. **Howard Jacobson** - *No report*

F. **Councilor Andy Hjelle** - *No report*

10. **RECESS**

Motion to end the Utility Commission meeting at 6:22pm. This motion, made by Jim Samberg and seconded by Howard Jacobson, Carried.

Bill Berg:	Yea
Councilor Andy Hjelle:	Yea
Howard Jacobson:	Yea
Doug Kerfeld:	Absent
Robert McLachlan:	Yea
Jim Samberg:	Yea
Yea: 5, Nay: 0, Absent: 1	

Minutes Prepared By:

  
Lindsay Townsend, Utility Billing Clerk