



Hermantown Utility Commission - Thursday, November 16, 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, November 16, 2023 at 5:30 PM Central
Council Chambers, City Hall - Hermantown Governmental Services Building**

1. ROLL CALL

2. MINUTES

Approval or Correction

A. Meeting Minutes from September 21, 2023 Utility Commission Meeting

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

B. WLSSD - Stebner Park Sewer Extension

9

5. PRESENTATIONS

City Department Heads may give reports if necessary

6. OLD BUSINESS

7. NEW BUSINESS

8. REPORTS

A. **Budget to Actual Expenditure Report**

10

B. **Public Works Director Report**

17

C. **Utility & Infrastructure Director Report**

19

D. **Water Loss Report**

27

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

28

F. **Comfort Systems Invoice**

39

G. **New Connections Report**

41

H. **Utility Billing Happenings Report** 2

42

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)

**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 1st 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



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



Western Lake Superior Sanitary District

October 9, 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 September 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 September was 40.37 MGD.

The average influent cBOD5 concentration was 209 mg/L and the average effluent concentration was 6.3 mg/L. The cBOD5 removal efficiency for the month of September was 97 percent. The average influent and effluent suspended solids concentrations were 240 mg/L and 6.9 mg/L, respectively, providing a monthly suspended solids removal rate of 97 percent.

For the month of September, the effluent phosphorus calendar month average concentration was 0.6 mg/L and the average mass was 108.1 kg/d, compared to the respective calendar month average limits of 0.8 mg/L and 97.5 kg/d.

For the month of September, the effluent's average mercury concentration was 1.5 ng/L and the daily maximum was 1.6 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 September, the calendar month average mercury was 197 mg/d, and the daily maximum was 228 mg/d.

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October 9, 2023

From September 23, 2023 to September 25, 2023 the WLSSD service area experienced a rain event that overwhelmed portions of the collections system. The rain was most pronounced on September 24, 2023 with plant influent flow over 100 MGD, compared to the wet weather design flow of 48.4 MGD. During this event 4 releases were reported to the Duty Officer. Please see attached release reports. During the rain event WLSSD bypassed the multi media filters. Bypass was to protect the infrastructure of the plant during the elevated flows, and did not lead to noncompliance. Per MPCA Enforcement Specialist, Mackenzie Wilkinson-Hanson direction, the Duty Officer was notified of bypass. Please review attached Bypass report.

The submittal contains: Cover Letter, Sample Values Spreadsheet, DMR Calculated Values Spreadsheet, Quarter 3 DMR Spreadsheet, MMF Bypass Report (1), Release Report (4)

Sincerely,

A handwritten signature in black ink, appearing to read 'Marianne Bohren', with a long horizontal flourish extending to the right.

Marianne Bohren
Executive Director

MB/AP

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

23-156

rec'd
9/27/23

Western Lake Superior Sanitary District

September 26, 2023

Mr. Corey Mathisen
Minnesota Pollution Control Agency
520 Lafayette Road
St. Paul, MN 55155

Re: Sanitary Sewer Extension –Stebner Park Sanitary Sewer Main Extension
Dear Mr. Mathisen:

The Western Lake Superior Sanitary District Board approved the above sewer extension project for the above sanitary sewer extension at its September 25, 2023; Board Meeting.

Enclosed are the completed MPCA and WLSSD forms and a set of project plans. Also enclosed is a check from Northland Consulting Engineers LLP in the amount of \$310.00 to cover processing fees.

Should you or your staff have any questions regarding the project, please contact the project engineers or Dan Belden, Senior Planner, at WLSSD at (218) 740-4774.

Sincerely,

A handwritten signature in black ink, appearing to read 'Marianne Bohren', written over a horizontal line.

Marianne Bohren
Executive Director

Enclosure

cc: David Bolf
John Mulder

260 Cable TV Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (83) Commit
456100							
456101	Cable						
101	Full-Time Employees - Regular	325.34	3,333.49	4,445.00	4,445.00	1,111.51	75 %
103	Part-Time Employees - Regular	550.00	5,500.00	6,815.00	6,815.00	1,315.00	81 %
121	PERA Contributions -	25.64	262.72	333.00	333.00	70.28	79 %
128	Social Security	54.51	551.49	698.00	698.00	146.51	79 %
129	Medicare	12.76	129.10	163.00	163.00	33.90	79 %
131	Health Insurance	100.54	840.45	966.00	966.00	125.55	87 %
133	Life Insurance	0.66	6.39	8.00	8.00	1.61	80 %
134	Disability Insurance	1.20	11.70	14.00	14.00	2.30	84 %
136	MSRS	3.60	36.95	47.00	47.00	10.05	79 %
151	Workers Compensation	0.00	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	170.35	0.00	0.00	-170.35	%
404	Equipment Maintenance	0.00	0.00	14,000.00	14,000.00	14,000.00	%
	Account Total:	1,090.87	12,117.04	28,006.00	28,006.00	15,888.96	43 %
	Account Group Total:	1,090.87	12,117.04	28,006.00	28,006.00	15,888.96	43 %
	Fund Total:	1,090.87	12,117.04	28,006.00	28,006.00	15,888.96	43 %

601 Water Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (83) Commit
494300 Water Distribution							
494300 Water Distribution							
101	Full-Time Employees - Regular	10,988.66	53,743.64	166,463.00	166,463.00	112,719.36	32 %
102	Full-Time Employees - Overtime	0.00	13,219.68	12,020.00	12,020.00	-1,199.68	110 %
103	Part-Time Employees - Regular	0.00	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 -	824.14	7,353.67	13,386.00	13,386.00	6,032.33	55 %
128	Social Security	651.44	5,898.67	11,066.00	11,066.00	5,167.33	53 %
129	Medicare	152.35	1,379.66	2,588.00	2,588.00	1,208.34	53 %
131	Health Insurance	6,012.93	46,425.92	78,100.00	78,100.00	31,674.08	59 %
133	Life Insurance	13.32	118.59	205.00	205.00	86.41	58 %
134	Disability Insurance	50.86	411.14	932.00	932.00	520.86	44 %
136	MSRS	30.00	307.51	390.00	390.00	82.49	79 %
151	Workers Compensation	0.00	5,821.26	7,381.00	7,381.00	1,559.74	79 %
212	Motor Fuels	536.68	6,059.76	4,500.00	4,500.00	-1,559.76	135 %
216	Uniforms	0.00	411.80	500.00	500.00	88.20	82 %
219	Other Operating Equipment	0.00	11,920.00	15,500.00	15,500.00	3,580.00	77 %
221	General Supplies	207.62	5,593.31	5,500.00	5,500.00	-93.31	102 %
228	Utility System Maint Supplies	0.00	39,361.19	34,000.00	34,000.00	-5,361.19	116 %
314	Computer/Software Fees	0.00	0.00	3,750.00	3,750.00	3,750.00	%
315	School & Conference	37.52	139.76	2,500.00	2,500.00	2,360.24	6 %
317	Personnel Testing, Physicals,	0.00	122.50	0.00	0.00	-122.50	%
319	Contracted Services	42.78	881.75	22,000.00	22,000.00	21,118.25	4 %
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	80,740.97	755,550.85	960,000.00	960,000.00	204,449.15	79 %
404	Equipment Maintenance	169.11	1,053.79	4,000.00	4,000.00	2,946.21	26 %
406	Vehicle Maintenance	19.54	161.36	2,000.00	2,000.00	1,838.64	8 %
413	Equipment Rental	0.00	430.00	7,500.00	7,500.00	7,070.00	6 %
417	Uniform Rental	0.00	0.00	500.00	500.00	500.00	%
451	Dues & Subscriptions	200.00	921.00	700.00	700.00	-221.00	132 %
470	Booster Pump Repairs	0.00	0.00	250.00	250.00	250.00	%
471	Water Line Repairs	3,402.59	57,731.10	40,000.00	40,000.00	-17,731.10	144 %
472	Hydrant Repairs	1,897.90	30,803.57	15,000.00	15,000.00	-15,803.57	205 %
	Account Total:	105,978.41	1,064,285.97	1,416,437.00	1,416,437.00	352,151.03	75 %
	Account Group Total:	105,978.41	1,064,285.97	1,416,437.00	1,416,437.00	352,151.03	75 %
494400 Water Administration and General							
494400 Water Administration and General							
101	Full-Time Employees - Regular	7,744.91	45,688.67	90,273.00	90,273.00	44,584.33	51 %
102	Full-Time Employees - Overtime	0.00	205.39	565.00	565.00	359.61	36 %
121	PERA Contributions -	587.11	5,050.57	6,770.00	6,770.00	1,719.43	75 %
128	Social Security	449.65	3,934.78	5,597.00	5,597.00	1,662.22	70 %
129	Medicare	105.16	920.25	1,309.00	1,309.00	388.75	70 %
131	Health Insurance	3,945.74	27,868.05	30,935.00	30,935.00	3,066.95	90 %
133	Life Insurance	21.53	131.90	155.00	155.00	23.10	85 %
134	Disability Insurance	29.52	288.97	409.00	409.00	120.03	71 %
136	MSRS	71.99	520.62	702.00	702.00	181.38	74 %
151	Workers Compensation	0.00	271.25	134.00	134.00	-137.25	202 %
201	Office Supplies	446.28	537.17	200.00	200.00	-337.17	269 %

601 Water Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (83) Commit
202	Printing Supplies	0.00	154.49	250.00	250.00	95.51	62 %
216	Uniforms	0.00	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	1,190.11	10,173.91	12,000.00	12,000.00	1,826.09	85 %
305	Engineer Fees	-8,480.00	524.70	10,000.00	10,000.00	9,475.30	5 %
308	Legal Fees	0.00	412.00	4,000.00	4,000.00	3,588.00	10 %
314	Computer/Software Fees	0.00	2,288.67	3,700.00	3,700.00	1,411.33	62 %
315	School & Conference	0.00	0.00	1,000.00	1,000.00	1,000.00	%
319	Contracted Services	579.24	6,316.70	10,000.00	10,000.00	3,683.30	63 %
321	Telephone	359.35	2,836.27	5,000.00	5,000.00	2,163.73	57 %
322	Internet	94.76	424.42	460.00	460.00	35.58	92 %
323	Gopher One Call Locates	156.33	1,066.80	1,100.00	1,100.00	33.20	97 %
325	Postage	151.19	409.46	450.00	450.00	40.54	91 %
331	Travel Expense	83.08	869.47	1,300.00	1,300.00	430.53	67 %
351	Legal Notices Publishing	0.00	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	618.78	8,112.14	8,500.00	8,500.00	387.86	95 %
383	Heating Gas	38.91	2,445.94	4,900.00	4,900.00	2,454.06	50 %
405	Computer Maintenance	0.00	18,787.67	22,595.00	22,595.00	3,807.33	83 %
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	0.00	5.00	0.00	0.00	-5.00	%
499	Miscellaneous	0.00	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:	8,193.64	156,547.98	582,770.00	582,770.00	426,222.02	27 %
	Account Group Total:	8,193.64	156,547.98	582,770.00	582,770.00	426,222.02	27 %
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:	114,172.05	1,220,833.95	2,030,957.00	2,030,957.00	810,123.05	60 %

602 Sewer Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (83) 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	7,448.56	40,022.73	123,086.00	123,086.00	83,063.27	33 %
	102 Full-Time Employees - Overtime	0.00	7,389.40	8,742.00	8,742.00	1,352.60	85 %
	103 Part-Time Employees - Regular	0.00	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 -	558.64	5,271.90	9,887.00	9,887.00	4,615.10	53 %
	128 Social Security	442.48	4,227.43	8,173.00	8,173.00	3,945.57	52 %
	129 Medicare	103.46	988.55	1,911.00	1,911.00	922.45	52 %
	131 Health Insurance	3,780.40	31,849.22	57,371.00	57,371.00	25,521.78	56 %
	133 Life Insurance	10.17	95.36	154.00	154.00	58.64	62 %
	134 Disability Insurance	34.52	317.69	686.00	686.00	368.31	46 %
	136 MSRS	30.00	307.51	312.00	312.00	4.49	99 %
	151 Workers Compensation	0.00	4,348.84	5,516.00	5,516.00	1,167.16	79 %
	212 Motor Fuels	357.78	4,039.83	1,500.00	1,500.00	-2,539.83	269 %
	216 Uniforms	0.00	411.80	500.00	500.00	88.20	82 %
	219 Other Operating Equipment	0.00	11,920.00	15,000.00	15,000.00	3,080.00	79 %
	221 General Supplies	14.46	14.46	0.00	0.00	-14.46	%
	228 Utility System Maint Supplies	0.00	24,006.08	5,000.00	5,000.00	-19,006.08	480 %
	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	37.51	484.73	1,000.00	1,000.00	515.27	48 %
	317 Personnel Testing, Physicals,	0.00	122.50	450.00	450.00	327.50	27 %
	319 Contracted Services	0.00	8,244.50	20,000.00	20,000.00	11,755.50	41 %
	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	46,175.00	433,449.00	669,000.00	669,000.00	235,551.00	65 %
	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	200.00	460.00	150.00	150.00	-310.00	307 %
	460 Permits & Licenses	0.00	0.00	250.00	250.00	250.00	%
	475 Sewerline Repairs	0.00	3,890.47	15,000.00	15,000.00	11,109.53	26 %
	476 Lift Station Repairs Sewer	0.00	8,405.80	12,500.00	12,500.00	4,094.20	67 %
	477 I & I Maintenance	0.00	0.00	15,000.00	15,000.00	15,000.00	%
	478 Sewer Cleaning	3,950.00	37,200.00	40,000.00	40,000.00	2,800.00	93 %
	495 Property Damage Reimb. by	0.00	1,200.00	0.00	0.00	-1,200.00	%
	590 Pumping Plant & Lift Stations	0.00	33,713.00	40,000.00	40,000.00	6,287.00	84 %
	Account Total:	63,142.98	677,418.84	1,096,031.00	1,096,031.00	418,612.16	62 %
	Account Group Total:	63,142.98	677,418.84	1,096,031.00	1,096,031.00	418,612.16	62 %

602 Sewer Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (83) Commit
494900 Sewer Administration and General							
494900	Sewer Administration and General						
101	Full-Time Employees - Regular	7,744.91	45,688.70	90,273.00	90,273.00	44,584.30	51 %
102	Full-Time Employees - Overtime	0.00	205.38	565.00	565.00	359.62	36 %
121	PERA Contributions -	587.11	5,050.57	6,770.00	6,770.00	1,719.43	75 %
128	Social Security	449.65	3,934.78	5,597.00	5,597.00	1,662.22	70 %
129	Medicare	105.16	920.25	1,309.00	1,309.00	388.75	70 %
131	Health Insurance	3,533.24	26,218.09	30,935.00	30,935.00	4,716.91	85 %
133	Life Insurance	21.53	131.90	155.00	155.00	23.10	85 %
134	Disability Insurance	29.52	288.97	409.00	409.00	120.03	71 %
136	MSRS	71.99	520.62	702.00	702.00	181.38	74 %
151	Workers Compensation	0.00	271.25	134.00	134.00	-137.25	202 %
201	Office Supplies	446.28	537.15	200.00	200.00	-337.15	269 %
202	Printing Supplies	0.00	154.48	300.00	300.00	145.52	51 %
216	Uniforms	0.00	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	1,190.12	10,173.89	12,000.00	12,000.00	1,826.11	85 %
305	Engineer Fees	0.00	270.00	2,500.00	2,500.00	2,230.00	11 %
308	Legal Fees	0.00	684.25	2,000.00	2,000.00	1,315.75	34 %
314	Computer/Software Fees	0.00	2,224.27	3,000.00	3,000.00	775.73	74 %
315	School & Conference	0.00	0.00	1,000.00	1,000.00	1,000.00	%
319	Contracted Services	579.24	6,316.70	10,000.00	10,000.00	3,683.30	63 %
321	Telephone	229.23	1,996.18	5,000.00	5,000.00	3,003.82	40 %
322	Internet	142.14	636.63	850.00	850.00	213.37	75 %
323	Gopher One Call Locates	104.22	711.20	900.00	900.00	188.80	79 %
325	Postage	100.80	264.65	450.00	450.00	185.35	59 %
331	Travel Expense	83.08	869.46	1,300.00	1,300.00	430.54	67 %
351	Legal Notices Publishing	0.00	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	687.46	7,779.66	8,500.00	8,500.00	720.34	92 %
383	Heating Gas	24.32	1,528.69	4,900.00	4,900.00	3,371.31	31 %
405	Computer Maintenance	0.00	16,463.67	22,595.00	22,595.00	6,131.33	73 %
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	0.00	5.00	0.00	0.00	-5.00	%
499	Miscellaneous	0.00	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:	16,130.00	148,444.65	814,796.00	814,796.00	666,351.35	18 %
	Account Group Total:	16,130.00	148,444.65	814,796.00	814,796.00	666,351.35	18 %
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:	79,272.98	825,863.49	2,107,577.00	2,107,577.00	1,281,713.51	39 %

603 Storm Water Enterprise Fund

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (83) Commit
441100	Storm Water						
441100	Storm Water						
101	Full-Time Employees - Regular	7,955.91	46,144.82	67,129.00	67,129.00	20,984.18	69 %
102	Full-Time Employees - Overtime	0.00	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 -	598.80	5,317.12	5,173.00	5,173.00	-144.12	103 %
128	Social Security	465.28	4,192.32	4,276.00	4,276.00	83.68	98 %
129	Medicare	108.83	980.39	1,000.00	1,000.00	19.61	98 %
131	Health Insurance	4,559.16	32,701.71	25,436.00	25,436.00	-7,265.71	129 %
133	Life Insurance	16.41	112.21	103.00	103.00	-9.21	109 %
134	Disability Insurance	32.90	322.17	335.00	335.00	12.83	96 %
136	MSRS	48.00	361.56	390.00	390.00	28.44	93 %
151	Workers Compensation	0.00	1,458.83	1,727.00	1,727.00	268.17	84 %
201	Office Supplies	274.80	274.80	0.00	0.00	-274.80	%
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	44,089.25	20,000.00	20,000.00	-24,089.25	220 %
308	Legal Fees	0.00	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	0.00	2,125.53	1,500.00	1,500.00	-625.53	142 %
319	Contracted Services	6,915.34	24,528.22	30,000.00	30,000.00	5,471.78	82 %
325	Postage	0.00	123.69	500.00	500.00	376.31	25 %
331	Travel Expense	27.70	283.92	300.00	300.00	16.08	95 %
351	Legal Notices Publishing	0.00	260.70	0.00	0.00	-260.70	%
403	Road Maintenance	3,333.00	35,967.45	11,000.00	11,000.00	-24,967.45	327 %
405	Computer Maintenance	0.00	2,860.52	0.00	0.00	-2,860.52	%
413	Equipment Rental	0.00	16,024.08	20,000.00	20,000.00	3,975.92	80 %
451	Dues & Subscriptions	0.00	820.00	2,000.00	2,000.00	1,180.00	41 %
510	Land Acquisition	0.00	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:	24,336.13	308,713.51	676,098.00	676,098.00	367,384.49	46 %
	Account Group Total:	24,336.13	308,713.51	676,098.00	676,098.00	367,384.49	46 %
	Fund Total:	24,336.13	308,713.51	676,098.00	676,098.00	367,384.49	46 %

605 Street Lighting & Traffic Signalization

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Current Appropriation	Available Appropriation	% (83) 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	3,180.84	30,552.90	38,000.00	38,000.00	7,447.10	80 %
	Account Total:	3,180.84	31,113.07	43,000.00	43,000.00	11,886.93	72 %
	Account Group Total:	3,180.84	31,113.07	43,000.00	43,000.00	11,886.93	72 %
	Fund Total:	3,180.84	31,113.07	43,000.00	43,000.00	11,886.93	72 %
	Grand Total:	222,052.87					
			0.00				
			2,398,641.06	4,885,638.00	4,885,638.00	2,486,996.94	49 %

**Public Works
Utility Maintenance Report**

Meeting Date:	11/16/2023			
Reporting Period:	From:	9/1/2023	To:	10/31/2023

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
- 3. Bids let
 - a. Awarded to Northern Interstate Construction
 - b. Plan to start week of 11/6

b. **Irrigation meter plan for 2023**

- i. Plan approved, will be publicized in May
- ii. 5 will be available in 2024 again

c. **Watermain Repairs**

- i. Repaired Main Break on Morris Thomas Road

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
- 3. Project is 95% complete a little sidewalk and driveway aprons remain to be poured

c. Cleared most Easements with mulcher

d. Lift Stations-

- i. Will be cleaned in Early Nov.

e. Sewer Plugs/Cleaning

- i. Small plug on Portland/Johnson Spur

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. Drive way culverts replaced
 - i. 3

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
 - 1. Interviewed 3
 - a. Offered position toNO ONE
 - i. Relisting

5. Looking Ahead to 2024

- a. I&I in lift stations being quantified and prioritized
- b. Lift Station upgrade for Data and programming issues
 - i. Finishing
- c. Water Radios Upgrade
 - i. 1st 750 are supposed to be here SHORTLY...
- d. Benson Road Culvert- State Approvals

TO: Utility Commission Members



FROM: Trish Crego, Utility and Infrastructure Director

DATE: 11/9/2023

Meeting Date: 11/16/2023

SUBJECT: Utility & Infrastructure Director Report

Agenda Item:

-
- The City approved the project bid for the installation Stebner Park Utility Extension and awarded the contract to Northern Interstate Construction Inc. for \$344,170.00
 - The Stebner Park Utility Extension is on schedule sanitary sewer and water shall be install this fall but not connected until spring of 2024. In addition, we will bid and award the road and stormwater reconstruction in the spring.
 - The City approved at contract for the installation of Gas facilities by Minnesota Energy Resources Corporation (MERC). Along Morris Thomas Road between Dana Road and Stebner Road in the City of Hermantown, County of St Louis, State of MN.

Bid Tabulation
Stebner Park Utility Extension
District # 544

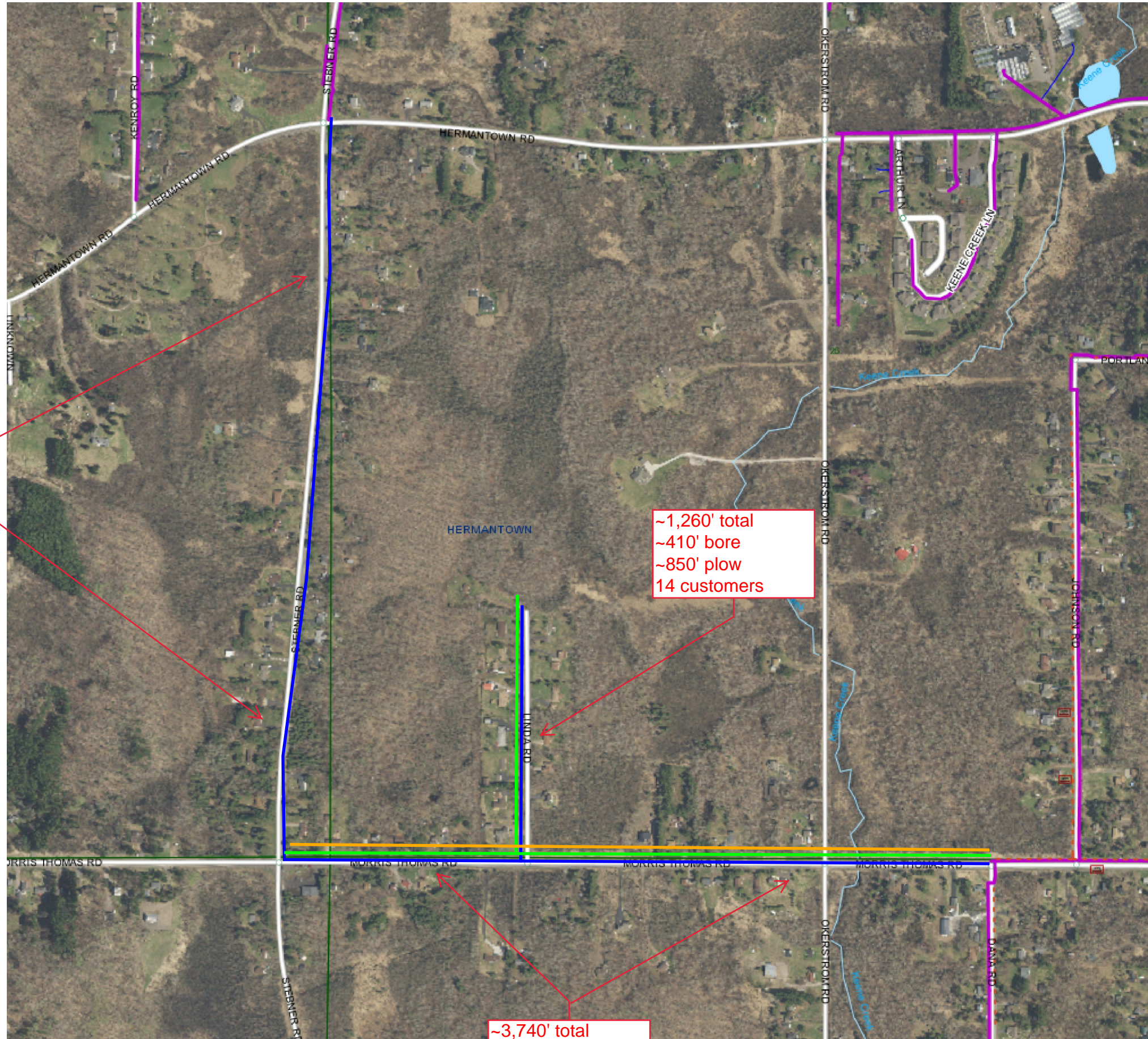


Date: 10/12/2023

Time: 10:00 AM

NCE Project No. 23-8013

	Bidder	Bid Bond Present	Responsible contractor form	Non- Collusion Affidavit	Acknowledges addendums	Bid Amount
1	TNT Construction Group,LLC	X	X	X	X	\$411,800.00
2	Utility Systems of America	X	X	X	X	\$425,467.00
3	Veit & Company, Inc.	X	X	X	X	\$378,807.55
4	Northland Constructors	X	X	X	X	\$394,200.00
5	G M Contracting, Inc					
6	KTM Paving	X	X	X	X	\$377,500.00
7	Kuechle Underground Inc.					
8	KGM Contractors, Inc.					
9	Ulland	X	X	X	X	\$419,217.50
10	Northern Interstate Construction, Inc.	X	X	X	X	\$344,170.00
Engineer's Estimate						\$400,000.00



Scenario A ———
 ~9,000'
 76 total customers

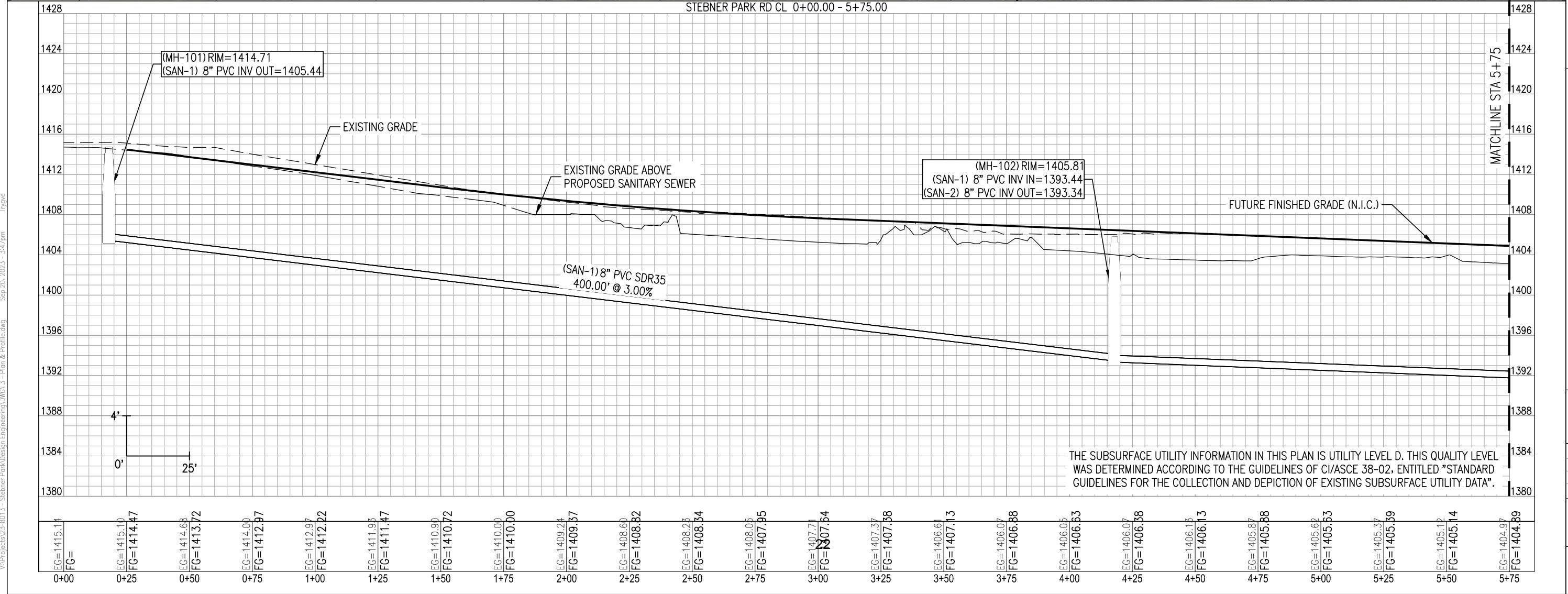
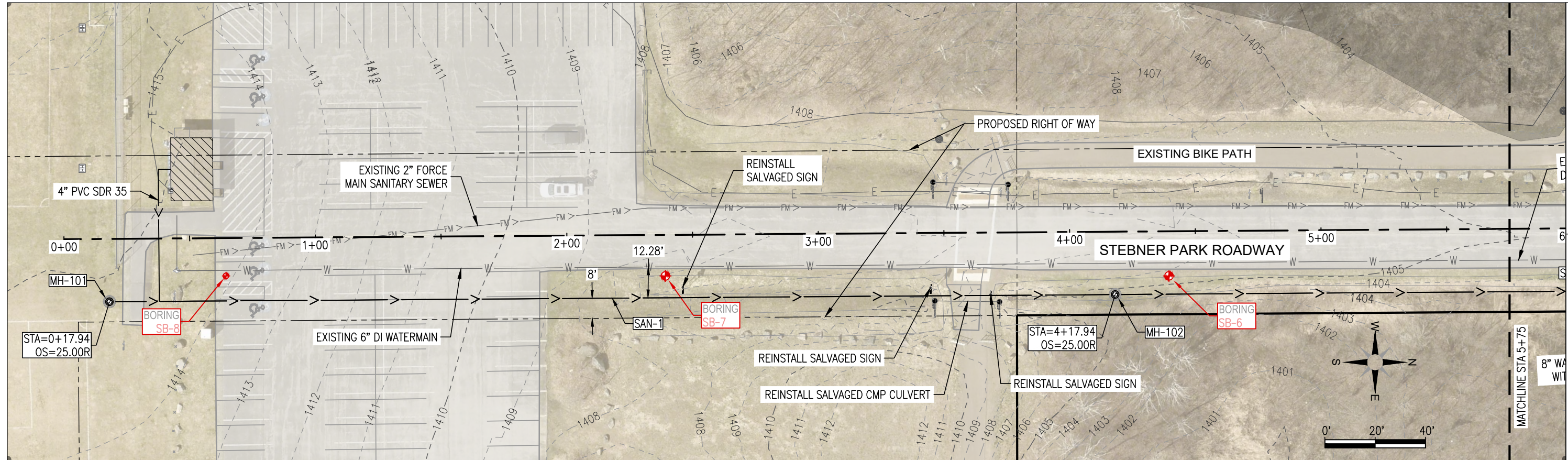
Scenario B ———
 ~5,000'
 38 total customers

Scenario C ———
 ~3,740'
 24 total customers

~4,000'
 all bore
 38 customers

~1,260' total
 ~410' bore
 ~850' plow
 14 customers

~3,740' total
 ~2,060' bore
 ~1,680' plow
 24 customers



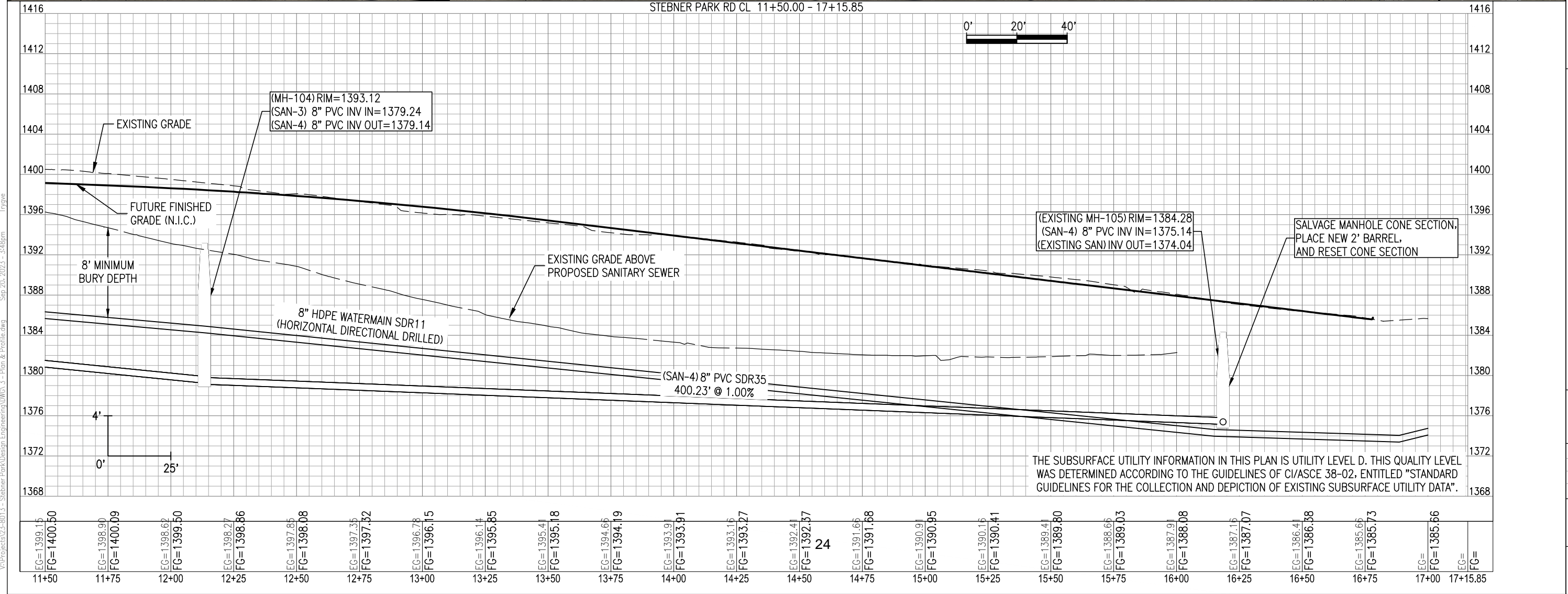
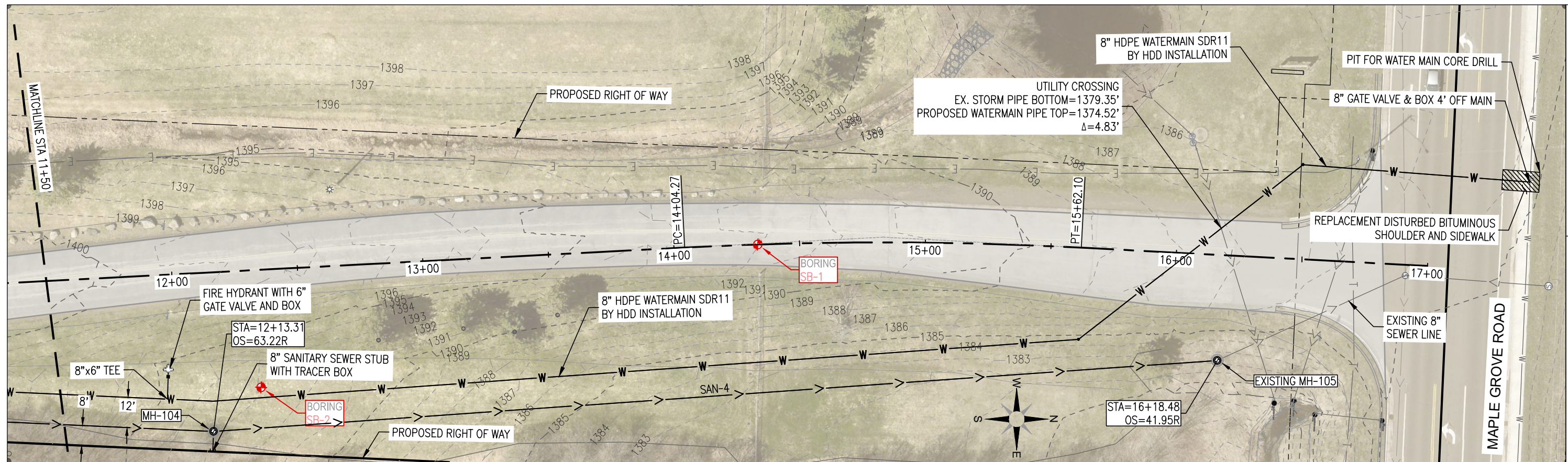
THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY LEVEL D. THIS QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA".

STEBNER PARK
UTILITY EXTENSION
HERMANTOWN MN, 55811

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.
09/21/23
Lic. No: 40926
Engineer: DAVID G. BULLF, P.E.

revision

Proj: 23-8013
Date: 09/21/23
Drawn: TLL
Checked: DGB



I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.
 09/21/23
 Lic. No: 40926
 Engineer: DAVID G. BULLF, P.E.

revision	

Proj: 23-8013
 Date: 09/21/23
 Drawn: TLL
 Checked: DGB



Distribution Facilities Installation Agreement

District G96

Work Request/Revision 3365646

This contract is for the installation of Gas facilities entered into on 9/29/2023 (Contract date) between City of Hermantown (Customer) and Minnesota Energy Resources Corporation (MERC). Site Address/Location Morris Thomas Road in the City of Hermantown, County of St Louis, State of MN.

MERC agrees to install facilities and provide service in accordance with all appropriate regulations and tariffs as filed with the Public Utilities Commission of Minnesota (PUC). MERC furthermore agrees to render service to the Customer at such point on the premise as has been mutually determined and agreed upon. The Customer agrees to comply with all terms and conditions as stated on Page 2 of this contract, including the commencement date of Minimum Charges, and all appropriate MERC tariffs on file with the PUC.

Customer's Contribution in Aid of Construction* \$0

*This amount is owed by the customer after Minnesota Energy Resources' investment in the project. Any required payment must be sent with the signed agreement in order for your project to proceed.

This agreement [X] does [] does not include the cost of the service(s) all the way to the meter. When it does not, additional charges may be forthcoming for excess footage beyond 75 feet from your property line.

Allowances are determined by MERC's extension rule policies that have been approved by the PUC.

I have read, understand, and agree to the terms and conditions of this contract

Customer Signature: [Signature] Date 10-27-2023
Mailing Address: 5105 Maple Grove Road, Hermantown MN, 55811

Minnesota Energy Resources signature: [Signature] Date: 9/29/23

Return contract and contribution to: Minnesota Energy Resources
Attn: Contract Coordinator
2685 145th Street West
Rosemount, MN 55068

Or email signed contract (no contribution only) to: MERC-Contracts@minnesotaenergyresources.com

ADDITIONAL TERMS AND CONDITIONS

1. This Contract is not effective until signed by both Company and the Customer. If the Customer fails to return the Contract to Company within sixty days of the Company signature date or contract date, the Contract offer is null and void.
2. The payment calculation of this Contract is subject to change if the Customer causes a construction delay, there is change in scope, or actions by governmental authorities cause a calculation change. Any change shall be reviewed with the Customer prior to construction and a new feasibility study will be run and a new Contract shall be executed. If during construction, the Company encounters unanticipated abnormal conditions, such as rock or frost outside of the normal winter construction period of December 1 to April 1, the customer shall be responsible for these additional costs.
3. As a condition of receiving service, the Customer agrees to grant the Company, at no cost, an easement for the necessary construction, operation, and maintenance of any portion of the extension necessary to serve the Customer.
4. The Customer further understands that their structure must comply with the applicable State and Federal Conservation Code and any other applicable codes and that any noncompliance in future inspections by the Company may be grounds for disconnection of service.
5. If the service to the Customer is part of a project designed to serve several customers from one extension, it is understood that this Contract will be binding on the parties hereto only when and if the Company secures sufficient contracts to warrant, in Company's sole discretion, the construction of the project.
6. All the terms and conditions of this Contract shall extend to and be binding upon the heirs, executors, administrators, successors, and assigns of the parties hereto. If the Customer leases, sells, or otherwise disposes of the property herein described, he shall complete the payments according to this Contract unless he shall have secured an assumption of his remaining obligations under this Contract, satisfactory to and approved by the Company.
7. Whether stated or not, a special facilities charge will be applied during the Winter Construction period, as stated in the Company's approved tariffs.
8. Any lawn restoration or surface repair on private property, as a result of this installation, shall be the Customer's responsibility.
9. The Customer, irrespective of subsequent change of ownership, shall provide at no expense to the Company, soil graded within six inches of the finished grade prior to installation of facilities. Survey stakes indicating property lines shall be installed by the Customer at no expense to the Company prior to installation of facilities. The Company shall be notified in advance of any change in grade levels. Any and all costs incurred as a result of such grade changes shall be at the expense of the Customer.
10. The Customer agrees to provide the Company, or its authorized contractor, the location, within 24", of all underground facilities such as those for the transmission of electricity, water, cable TV, sewer, telephone, gas or fuel which are owned by the Customer on the premises, and which may be encountered by the Company or its authorized contractor during the proposed installation of the facilities. If the Customer is unable to locate an underground facility, or fails to provide the location of any underground facility, or if the underground facility in question is encountered more than 24" from the location identified by the Customer, the Customer shall defend, indemnify, and hold the Company harmless as well as its agents, employees, assigns, affiliates, officers, administrators, predecessors, successors, subsidiaries, members and managers from and against any claim, action, proceeding, liability, loss, damage, cost or expense including, without limitation attorneys' fees, arising out of or in connection with the Customer's use of service.
11. By signing this document the Customer agrees that Minnesota Energy Resources will be the natural gas service provider of choice for this project.
12. If any provision of this Contract is found to be invalid or unenforceable by any court, such provision shall be ineffective only to the extent that it is in contravention of applicable laws without invalidating the remaining provision of the Contract.
13. This Contract shall be governed by and construed in accordance with the internal laws of the State of Minnesota.
14. The Customer and the Company hereby agree to abide by and be subject to the rules, regulations, and schedules of the Company as filed with and approved by the Minnesota Public Utility Commission from time to time, as well as the rules and regulations of the Minnesota Administrative Code.
15. In the event of a conflict between this Contract and the Company's approved tariffs, the tariffs shall prevail.
16. Beginning the date the gas meter serving the Customer is installed, or 180 days after the gas service line serving the Customer is installed, whichever is earlier, the Customer will be billed the applicable Minimum Charge. The determination of the rate schedule the Customer is expected to take service under shall be in Company's sole discretion.
17. Within the boundaries of the Customer's development project area, the Customer shall be responsible for all necessary environmental compliance actions including the installation, inspection, maintenance and removal of all soil erosion and sediment control best management practices (BMPs). The Company is responsible for repairing any BMPs damaged by Company or Company's contractor during Company's installation activities as well as the Company's necessary environmental compliance actions outside of the Customer's development project area.

City of Hermantown - 2023 Water Loss Report

Reading Date	Haines Rd	Hermantown	Usage Diff	Percent Difference	Water			City Usage	Total Accounted	Total Unaccounted Gallons	Percent Unaccounted
	Booster Station (Gallons)	Billed (Gallons)			Main Breaks	Truck Fill Station	Temp Meter				
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	17,324,181	15,805,048	1,519,133	8.8%	135,000	39,900	222,694	22,783	420,377	1,098,756	6.3%
10/13/2023	13,521,805	12,261,395	1,260,410	9.3%		51,800	10,148	28,819	90,767	1,169,643	8.7%
11/15/2023			-						-	-	
12/15/2023			-						-	-	
	162,758,868	146,356,992	16,401,876		1,580,000	431,000	590,585	219,468	2,821,053	13,580,823	8.3%
Total Percent of Water from Booster Station Unaccounted For:										8.3%	



Clear Answers for Clean Water™

Western Lake Superior Sanitary District

2626 Courtland Street
 Duluth, MN 55806-1894
 (218) 722-3336

Account No.	8420
Invoice Date	10/31/2023

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

Invoice	Trans Date	Due Date	PO	Desc	Quantity	Unit Rate	Amount
103123HER1	10/31/2023	11/15/2023		WASTEWATER CHARGES			49,838.00
103123HER2	10/31/2023	11/15/2023		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	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	11.1020	0.3581	0.5558	18,600	600	19,406	626
AUGUST	10.2152	0.3295	0.8261	16,244	524	20,429	659
SEPTEMBER	12.9576	0.4319	2.0987	16,560	552	17,520	584
OCTOBER							
NOVEMBER							
DECEMBER							
TOTAL or AVG	112.6088	0.4125		165,996	608	181,091	663

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: BLK
Initialed By: [Signature]

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	33.7519	1.1250	2.6199	40,258	1,342	42,748	1,425
MAY	23.6642	0.7633	1.2499	36,642	1,182	38,440	1,240
JUNE	18.5062	0.6168	1.3066	30,396	1,013	34,056	1,135
JULY	17.7229	0.5717	0.8691	29,644	956	30,450	982
AUGUST	16.2774	0.5251	1.0512	26,356	850	30,541	985
SEPTEMBER	20.6273	0.6876	2.5887	29,353	979	30,313	1,011
OCTOBER							
NOVEMBER							
DECEMBER							
TOTAL or AVG	184.8809	0.6772	Allocation	286,546	1,050	301,641	1,105
2023 BUDGET		0.6500	3.8000		1,150		1,100

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Initialed By: BLK
Initialed By: GB

2023 FLOW AND LOADINGS
SUMMARY ONLY

Bayview Interceptor
(City of Hermantown)

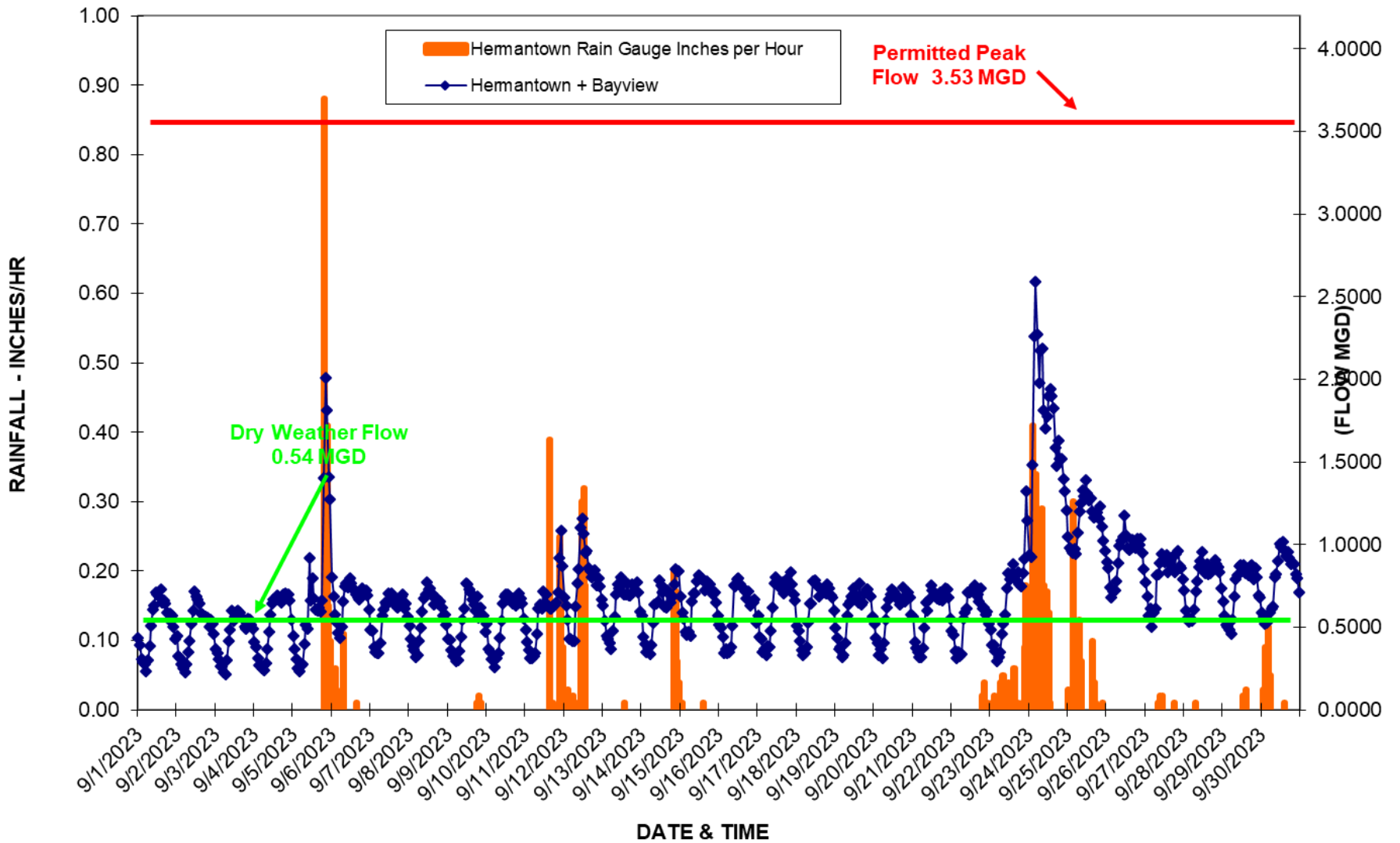
BOD Biochemical Oxygen Demand
SS Suspended Solids
FLOW Million Gallons per Day

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	12.8406	0.4280	0.6406	21,418	714	21,418	714
MAY	9.7758	0.3153	0.5497	16,306	526	16,306	526
JUNE	7.0540	0.2351	0.4183	11,766	392	11,766	392
JULY	6.6209	0.2136	0.3478	11,044	356	11,044	356
AUGUST	6.0622	0.1956	0.3273	10,112	326	10,112	326
SEPTEMBER	7.6697	0.2557	0.6483	12,793	427	12,793	427
OCTOBER							
NOVEMBER							
DECEMBER							
TOTAL or AVG	72.2721	0.2647		120,550	442	120,550	442

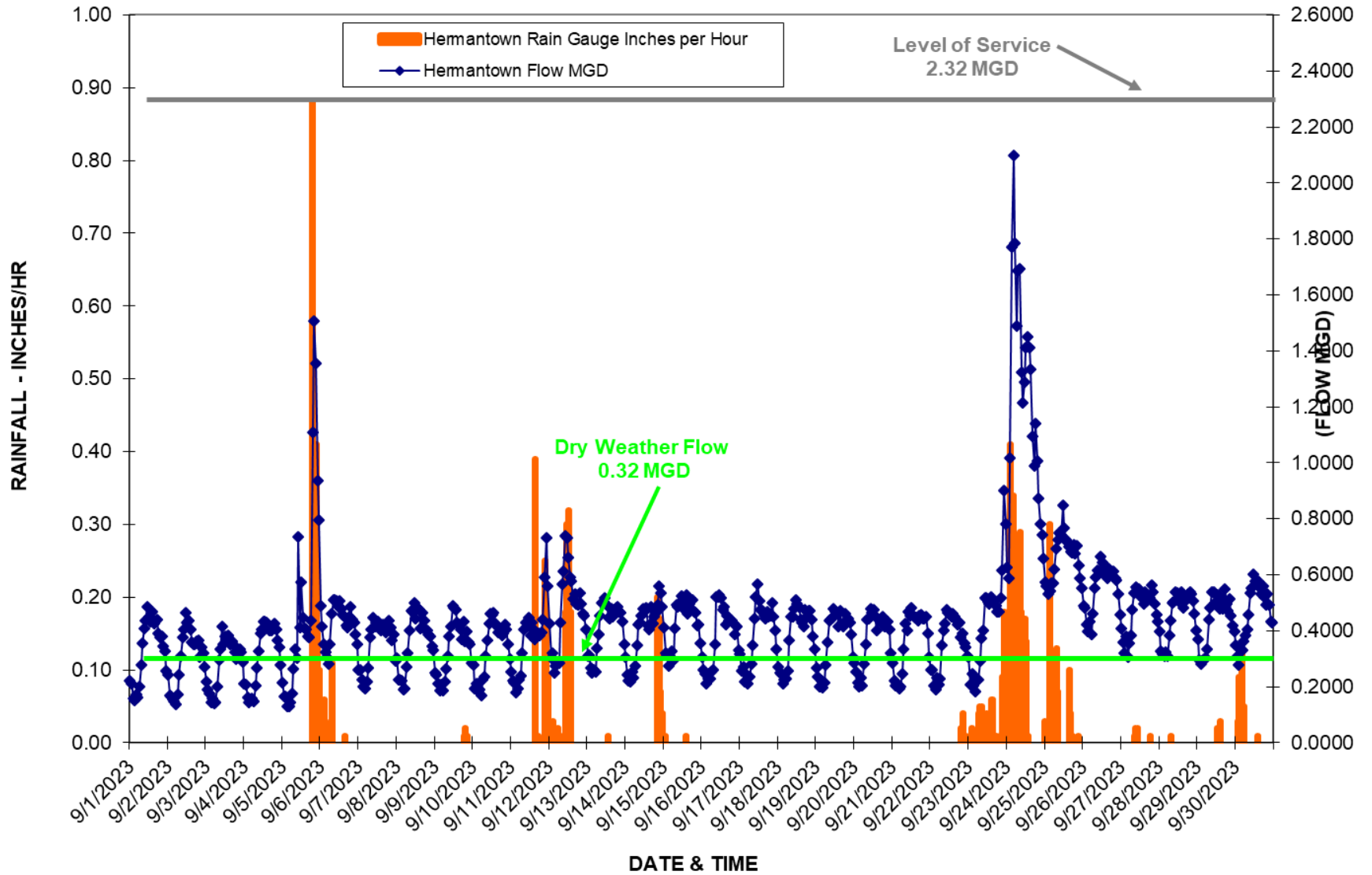
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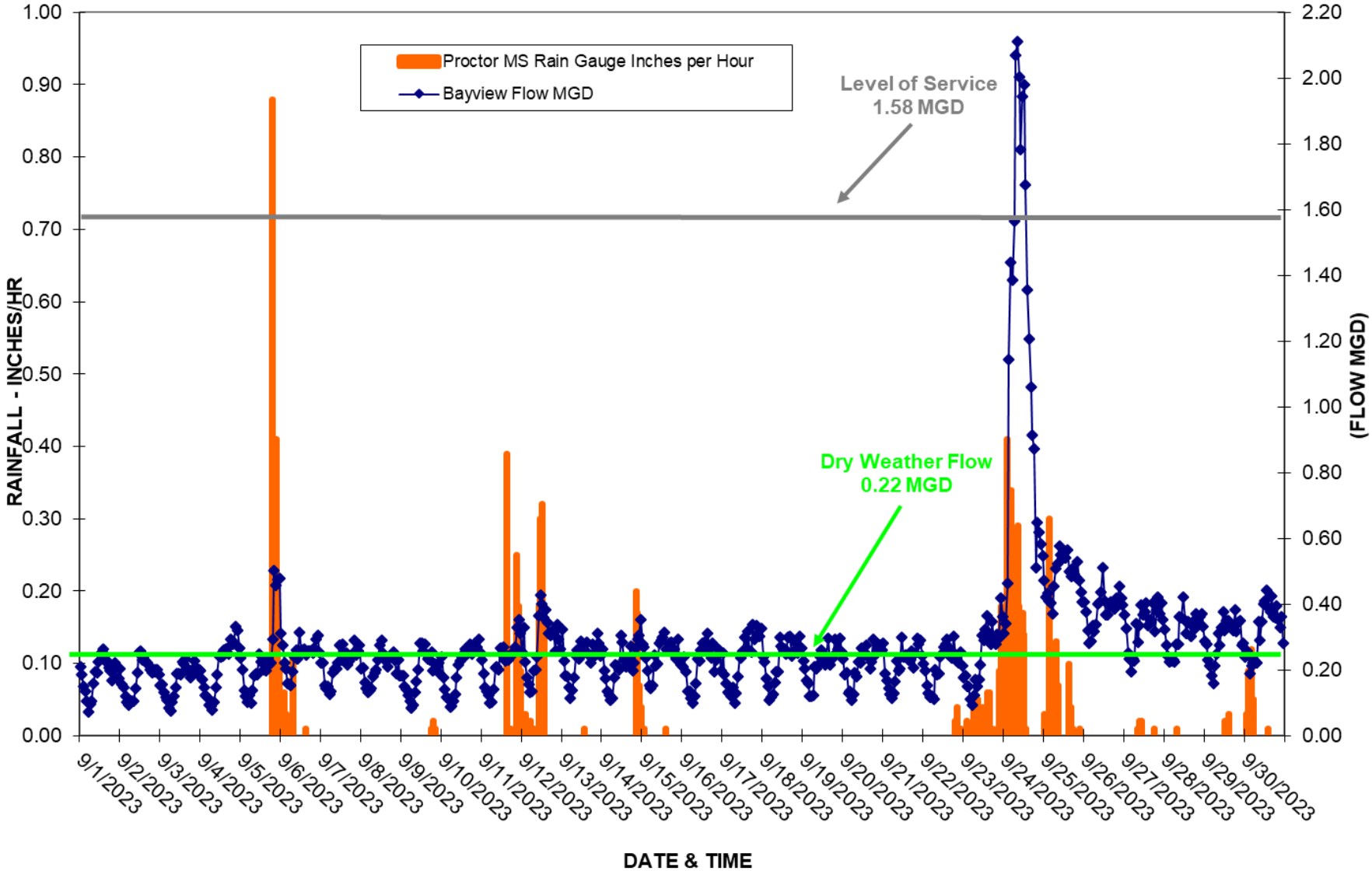
Hermantown Flow + Bayview September 2023



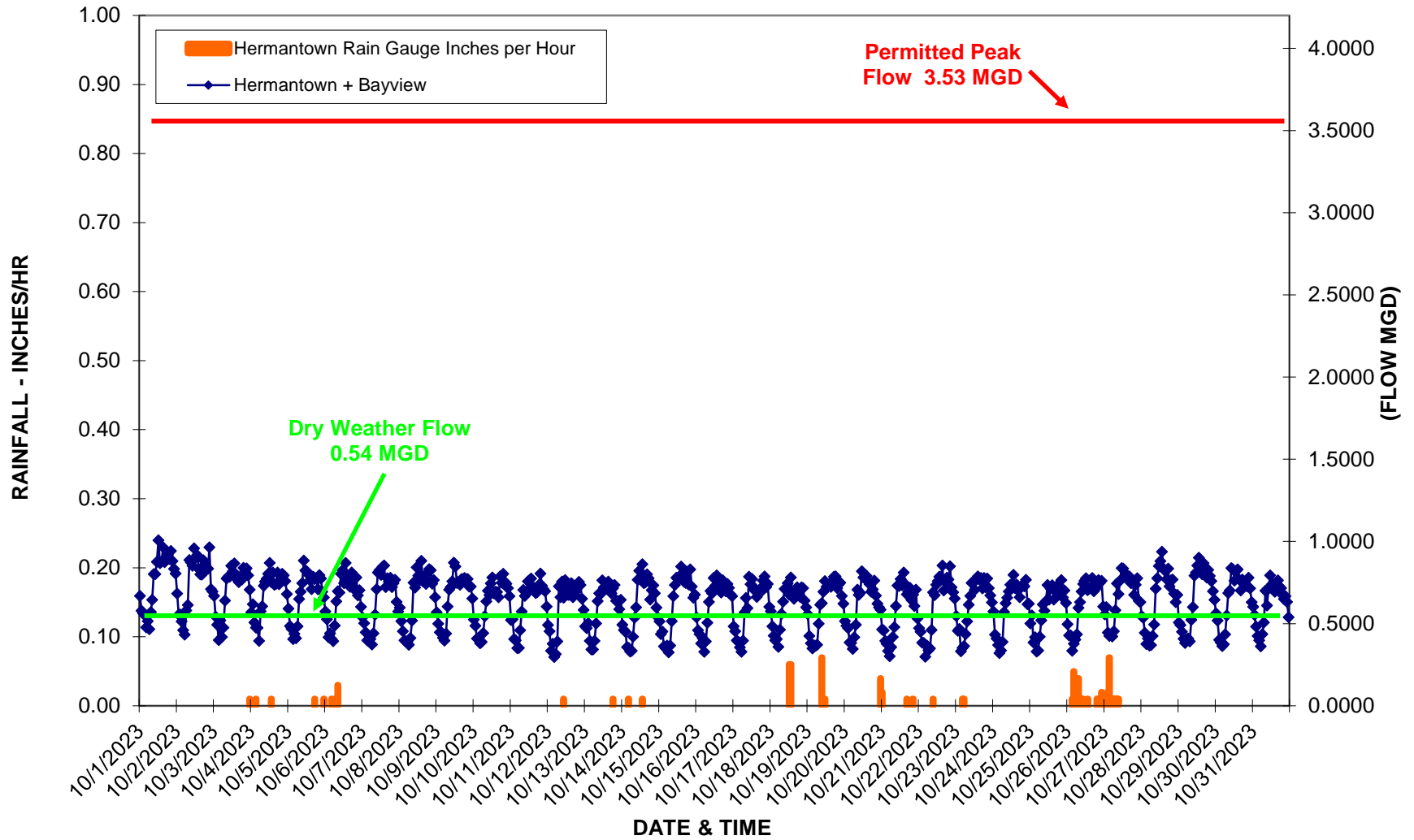
Hermantown Flow - Haines Road September 2023



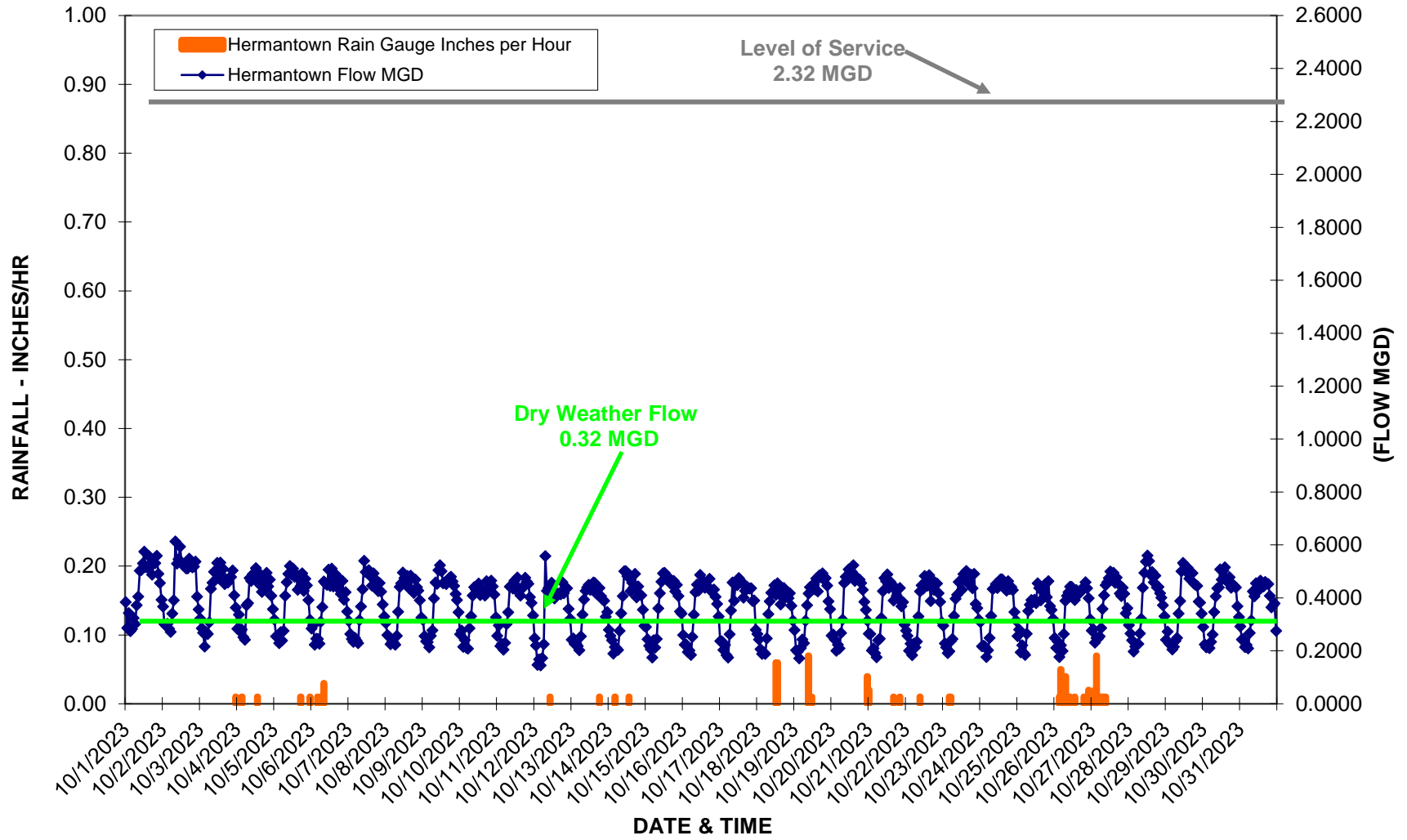
BAYVIEW METERING STATION September 2023



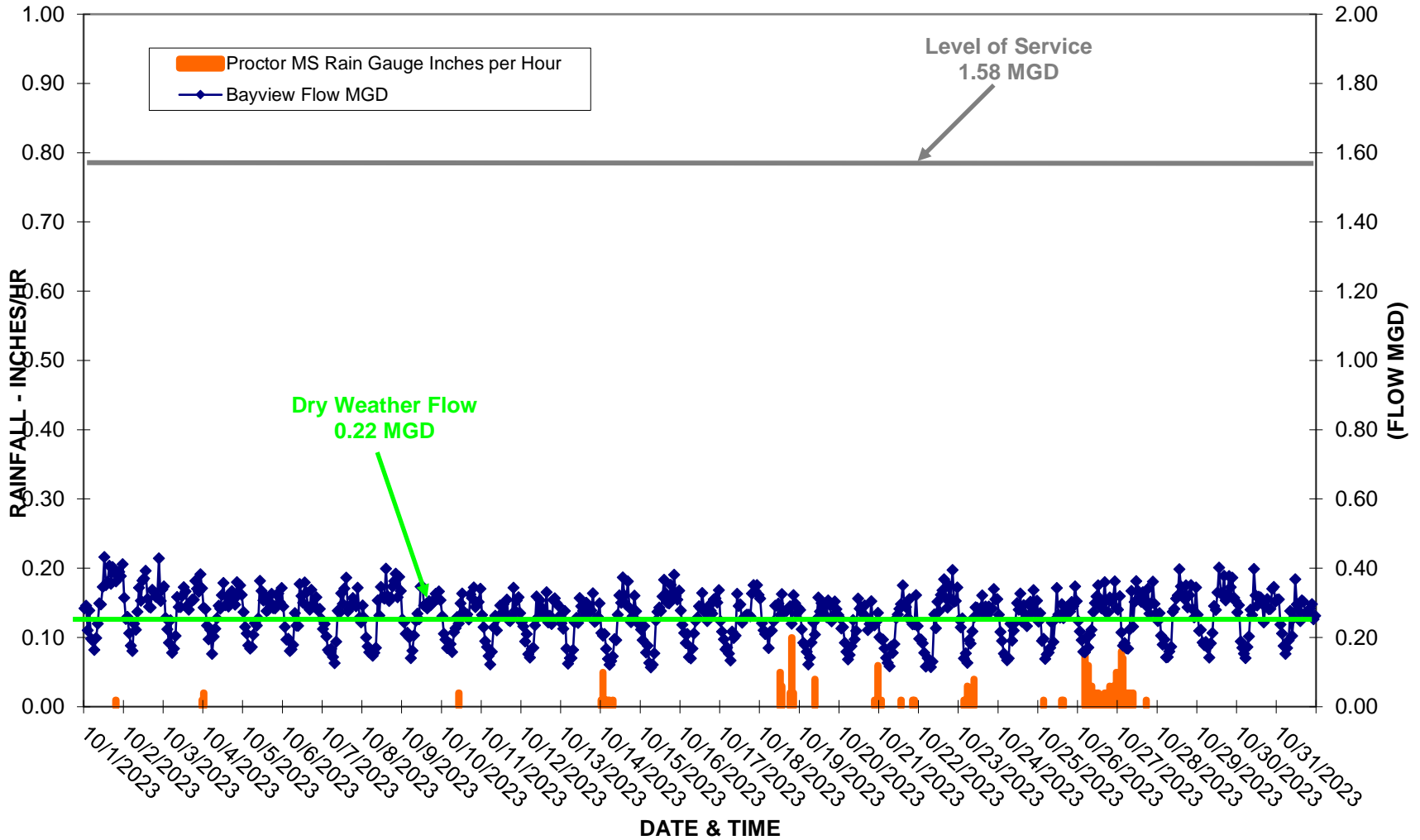
Hermantown Flow + Bayview October 2023



Hermantown Flow - Haines Road October 2023



BAYVIEW METERING STATION October 2023





Clear Answers for Clean Water™

Western Lake Superior Sanitary District

2626 Courtland Street
 Duluth, MN 55806-1894
 (218) 722-3336

Account No.	8421
Invoice Date	10/15/2023

To: CITY OF HERMANTOWN
 ATTN: JANICE SHEPERD
 5105 MAPLE GROVE ROAD
 HERMANTOWN MN 55811

Invoice	Trans Date	Due Date	PO	Desc	Quantity	Unit Rate	Amount
101523HERDWA	10/15/2023	12/01/2023		2ND HALF DISTRICT WIDE ALLOCAT			17,874.00

Current	1-30 Days	31-60 Days	Over 60 Days	Amount Due
17,874.00	0.00	0.00	0.00	17,874.00

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.

Account No.	Due Date	Amount Due
230516840-001	9/29/2023	99,509.17

Service Address	Remit Address
4335 Haines RD DULUTH, MN 55811	CITY OF DULUTH COMFORTSYSTEMS PO BOX 860643
IF MAILING PAYMENT PLEASE INCLUDE THIS STUB MINNEAPOLIS, MN 55486-0643	

Mailing Address

CITY OF HERMANTOWN
5105 MAPLE GROVE RD
HERMANTOWN, MN 558110



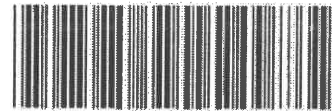
Account No.	Service Address
230516840-001	4335 Haines RD

Service Period	Meter Readings
----------------	----------------

Service Period	WATER & SEWER						
8/2/2023 - 9/1/2023	Meter No.	Read Dates	Days	Previous	Current	Usage	Unit Of Measure
	B50012997	8/1/2023 9/1/2023	31	743,406	769,558	26,152	CCFW

Previous Balance	89,294.77
Penalties	0.00
Adjustments	0.00
Payments Received	(89,294.77)
Balance at Billing	0.00
Current Billing	
Charge Code	Amount
WATER FIXED CHG	131.57
WATER	99,377.60
Current Charges	99,509.17
Balance Due	99,509.17
Due Date	9/29/2023

Balance Due will be Bank Drafted.



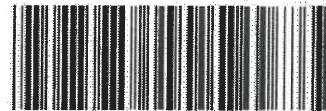
AUGUST IS CATCH UP MONTH FOR BUDGET BILLING. TO START A NEW BUDGET IN SEPTEMBER, ACCOUNTS MUST BE AT A ZERO BALANCE

ACCOUNT NO.	Due Date	Amount Due
230516840-001	10/31/2023	80,740.97

Service Address	Remit Address
4335 Haines RD DULUTH, MN 55811	CITY OF DULUTH COMFORTSYSTEMS PO BOX 860643 MINNEAPOLIS, MN 55486-0643

Mailing Address

CITY OF HERMANTOWN
5105 MAPLE GROVE RD
HERMANTOWN, MN 558110



Account No.	Service Address
230516840-001	4335 Haines RD

Service Period	Meter Readings
----------------	----------------

Service Period	WATER & SEWER					
9/2/2023 - 10/2/2023	Meter No.	Read Dates	Days	Previous	Current	Usage Unit Of Measure
	B50012997	9/1/2023 10/2/2023	31	769,558	790,771	21,213 CCFW

Previous Balance

99,509.17

Penalties

0.00

Adjustments

0.00

Payments Received

(99,509.17)

Balance at Billing

0.00

Current Billing

Charge Code	Amount
WATER FIXED CHG	131.57
WATER	80,609.40

Current Charges

80,740.97

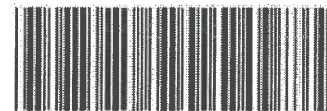
Balance Due will be Bank Drafted.

Balance Due

80,740.97

Due Date

10/31/2023



BE SAFE! CALL 811 BEFORE YOU DIG FOR UTILITY MARKING. THIS SERVICE IS FREE

Pending New Connections

Address	Service Type	Owner
3645 Haines Rd	Sewer	Tim Carlson
3837 Stebner Rd	Water & Sewer	Titan Premier
3880 Getchell Rd	Water & Sewer	Billman Construction
3923 Teal Ln	Water & Sewer	Allan & Kathleen Axtell
3926 Teal Ln	Water & Sewer	Roger & Sharon Lindberg
3932 Teal Ln	Water & Sewer	Travis & Marissa Klingeisen
3935 Teal Ln	Water & Sewer	Ryan Bodie & Jake Stainbrook
3938 Teal Ln	Water & Sewer	Joshua & Holly Luedtke
3941 Teal Ln	Water & Sewer	Donald & Linda Gilbert
3971 Sterling Pond Place	Water - Irrigation	Erik Blair
4001 Getchell Rd	Water & Sewer	Billman Construction
4017 Getchell Rd	Water & Sewer	Legacy Custom Homes
4059 Ugstad Rd	Water & Sewer	Clear Vision Builders
4061 Ugstad Rd	Water & Sewer	Clear Vision Builders
4110 Lavaque Rd	Water & Sewer	Oppidan (Pillars of Htown)
4170 Jefferson Dr	Water & Sewer	Brian Kregness
4324 Thielke Circle	Water & Sewer	3W Properties
4330 Thielke Circle	Water & Sewer	Titan Premier
4375 Grouse Ridge Dr	Water & Sewer	Derek Grover
4858 Hermantown Rd	Water & Sewer	Robert Doblal
4885 Peyton Dr	Water & Sewer	Thomas & Stephanie Lantry
4889 Peyton Dr	Water & Sewer	Easy Housing
4891 Peyton Dr	Water & Sewer	Easy Housing
4970 Lightning Dr	Water & Sewer	Brett Kolquist Trucking
4974 Anderson Rd	Water & Sewer	Joe Jerulle
5146 Country Rd	Sewer	Mark Youngren
4466 Ugstad Rd	Sewer	P&R Properties

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
5120 Hermantown Rd	Russ Bradley
5122 Hermantown Rd	Russ Bradley
5315 Sunnyview Rd	Eirish Petronela
5186 Hermantown Rd	Titan Premier

TO: Utility Commission Members



FROM: Lindsay Townsend, Utility
Billing Clerk

DATE: 11/9/2023

Meeting Date: 11/16/2023

SUBJECT: Utility Billing Happenings

Agenda Item: 8G

-
- Utility Portal Update: 1645 accounts, 527 paperless, 526 autopay
 - Past Due Water/Sewer Accounts as of November 9, 2023
 - 120 days – 0 accts
 - 90 days – 2 accts
 - 60 days – 9 accts
 - 30 days – 55 accts
 - On October 2nd, 64 “Pending Assessment Notice” letters were mailed to delinquent utility customers. As of today (11/9/23) 19 of these customers have paid their delinquent balance. 45 accounts are on schedule to be certified to St. Louis County.
 - Since the Sewer Availability Charge was put in place in March of 2022 there has been 7 connections made where that \$5,000 availability was due. There are currently 3 properties on the pending connection list that will also have this charge when they connect.
 - City Ordinance only has requirements to connect to the sewer system. Not water.

930.03.3. Service Connection Required. The owner of any house or building of any character wherein or whereon Wastewater develops or occurs is hereby required at the owner's expense to install suitable Wastewater collection facilities therein or thereon.

In the case of new construction or new use the owner shall install a suitable Building Sewer and connect the Building Sewer directly with the Public Sewer in accordance with the provisions of this section at the time of construction. In the case of an existing house or building such connection shall be made when any of the following occur:

930.03.3.1. The existing Onsite Wastewater Disposal System on such property is determined to be failing, based on inspection by the St. Louis County Health Department pursuant to St. Louis County Ordinance 55, Section 6.

930.03.3.2. The house or building is remodeled to add bedroom(s), and/or bathrooms, and/or additional kitchen facilities.

930.03.3.3. The ownership of the property is transferred from one owner to another so as to require a point of sale inspection pursuant to St. Louis County Ordinance 55, Section 6 and the point of sale inspection indicates that the Onsite Wastewater Disposal System is noncompliant.

The foregoing connections shall be required provided that the Public Sewer is located within an easement or right of way adjoining the property and within 400 feet of the house or building to be connected to the Public Sewer.

930.04.6. Availability of Public Sewers and Abandonment of ISTS. When and whenever Public Sewer becomes available to a property and such property is required to connect to the Public Sewer under Section 930.03 and such property is served by an Onsite Wastewater Disposal System, use of the Onsite Wastewater Disposal System must be discontinued, and a service connection must be made to the Public Sewer within 90 days of receiving written notification that Public Sewer is available from the City and any septic tanks, cesspools, and similar Onsite Wastewater Disposal Systems must be abandoned and dealt with in accordance with current requirements of the County, the MPCA and all other regulatory agencies at the property owner's sole expense, unless such Onsite Wastewater Disposal System is legally incorporated into the design of the Building Sewer.