

**CITY OF HERMANTOWN
UTILITY COMMISSION**
Thursday, January 18, 2024
5:30 PM Central

MEETING CONDUCTED IN PERSON & VIA ZOOM

CITY STAFF: *Paul Senst, Public Works Director; Trish Crego, Utility & Infrastructure Director*

VISITORS: *None*

1. **ROLL CALL**

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

2. **MINUTES**

A.Meeting Minutes from November 16, 2023 Utility Commission Meeting

Motion to approve Meeting Minutes from 11/16/2023. This motion, made by Robert McLachlan and seconded by Jim Samberg, Carried.

Bill Berg:	Yea
Councilor Andy Hjelle:	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 – *Noted a couple of overflows*

B. Utility Billings Happenings-

C. MN Department of Health- Water Sample Results

5. **PRESENTATIONS**

None

6. **OLD BUSINESS**

None

7. **NEW BUSINESS**

A. Election of Officers for 2024

Chairman: *Jim Samberg volunteered to fill the position of chairman*

Vice- Chairman: *Bill Berg volunteered to fill the position of vice-chairman*

Motion to approve the Election of Officers. This motion, made by Doug Kerfeld and seconded by Bill Berg, Carried.

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

Yea: 5, Nay: 0

B. Sewer Credit Request - Laura Lee Costley 5290 Lavaque Jct Rd

Motion to approve the Sewer Credit Request. This motion, made by Jim Samberg and seconded by Jim Samberg, Carried.

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

Yea: 5, Nay: 0

8. **REPORTS**

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

B. Public Works Director Report – *Paul added to his report with the information the they received plans for Hermantown Road Bridge today and the city plan is to put the plans out for bid in March.*

C. Utility & Infrastructure Director Report – *Trish added that staff will be asking the city council to approve the order of a feasibility study for Lightning Drive and Thunderchief Lane. Report placed on file.*

D. Water Loss Report – *Commission asked Paul why there was an increase. Paul stated that there is a lot of unknowns especially when it comes to not knowing when water main breaks actually start. He also stated that the new radios will help with earlier detection and other abnormalities. Finally, Paul said that between 5-10% is relatively normal and not a concern but it would be if it was anything over 15% loss. -Doug asked if there are other water main monitors that could be used to detect water loss. Paul stated that he didn't know of that kind of equipment at this time.*

E. WLSSD Monthly Flow - Rain Fall & Flow Report – *Mentioned concern about future fee increases when WLSSD rebuilds.*

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

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

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

9. **COMMISSION MEMBERS REPORT**

A. Jim Samberg - *None*

B. William Berg - *None*

C. Robert McLachlan - *None*

D. Doug Kerfeld – *Stated that there is a neighbor on Misty Morning that is wanting to build on the end of the cul-de-sac that they were disappointed to learn the utilities on existing drawings were shown but not built. Therefore, that owner may come to the commission asking for help in the extension in the spring.*

E. Councilor Andy Hjelle – *Asked about the water availability fee. Staff told him that it should be on one of the next two council agendas.*

10. **RECESS**

Motion made to adjourn meeting. This motion, made by Jim Samberg and seconded by Bill Berg, Carried.

Bill Berg: Yea
Councilor Andy Hjelle: Yea

Doug Kerfeld:	Yea
Robert McLachlan:	Yea
Jim Samberg:	Yea

Yea: 5, Nay: 0

Minutes Prepared By:

Utility Billing Clerk