



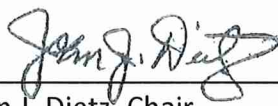
**SPECIAL MEETING NOTICE OF THE
ELK RIVER MUNICIPAL UTILITIES COMMISSION
- CHANGE OF MEETING LOCATION -**

**Tuesday, November 12, 2024
3:30 p.m.
Elk River Municipal Utilities Conference Room
13069 Orono Parkway
Elk River, Minnesota**

The purpose of the meeting is as follows:

- To consider and take action on agenda items listed on the attached agenda.

In accordance with State Statute, I hereby request the city clerk to post this notice at least three days prior to the meeting date. I further request the city clerk to notify each member of the Elk River Municipal Utilities Commission of this special meeting, in writing, at least one day before the meeting.



John J. Dietz, Chair

11/4/24
Date

I HEREBY CERTIFY, that this notice has been posted and that I have served this notice upon the members of the Elk River Municipal Utilities Commission by mail at least one day prior to the above-called Elk River Municipal Utilities Commission special meeting. In accordance with State Statute, this notice will be posted at least three days prior to the meeting date.



Mark Hanson, General Manager

11/5/2024
Date



NOTICE OF PUBLIC MEETING

MEETING OF THE ELK RIVER MUNICIPAL UTILITIES COMMISSION

**Tuesday, November 12, 2024, 3:30 p.m.
Elk River City Hall
13069 Orono Parkway
Elk River, Minnesota**

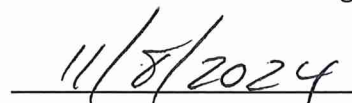
Notice is hereby given that the Elk River Municipal Utilities Commission will hold their scheduled monthly meeting on November 12, 2024, at 3:30 p.m., at the Elk River Municipal Utilities Conference Room, 13069 Orono Parkway, Elk River, MN.

One commissioner may participate via interactive television at the following locations, which shall be open and accessible to the public during the meeting:

Comfort Inn & Suites, 3900 Brendan Lane, Sioux Falls, SD 57107

I HEREBY CERTIFY, that this notice has been posted and that I have served this notice upon the members of the Elk River Municipal Utilities Commission by mail at least one day prior to the above-called Elk River Municipal Utilities Commission meeting.


Mark Hanson, General Manager


Date

AGENDA

1.00 GOVERNANCE

- 1.01 Call Meeting to Order
- 1.02 Pledge of Allegiance
- 1.03 Consider the Agenda
- 1.04 Recognition of Employee Longevity – Jeff Murray, 20 years

2.00 CONSENT (Routine items. No discussion. Approved by one motion.)

- 2.01 Check Register – October 2024
- 2.02 Special Meeting Minutes – October 8, 2024
- 2.03 2024 Third Quarter Utilities Performance Metrics Scorecard Statistics
- 2.04 2024 Third Quarter Year-to-Date Earned Sick and Safe Time Usage
- 2.05 2025 Wire Bid

3.00 OPEN FORUM (Non-agenda items for discussion. No action. Presenters must adhere to a time limit of 3 minutes.)

4.00 POLICY & COMPLIANCE (Policy review, policy development, and compliance monitoring.)

- 4.01 Commission Policy Review – G.3a – Controlling Authority
- 4.02 Competitive Rates Analysis

5.00 BUSINESS ACTION (Current business action requests and performance monitoring reports.)

- 5.01 Financial Report – September 2024
- 5.02 2025 Annual Business Plan: Rates and Review, Stakeholder Communication Plan, CIP Budget
- 5.03 2025 Utilities Fee Schedule
- 5.04 2024 Third Quarter Delinquent Items
- 5.05 2024 Assessments
- 5.06 Health Insurance Update
- 5.07 Wage & Benefits Committee Proposals
- 5.08 Financial Reserves & Investment Committee Update - Verbal
- 5.09 Information Security Committee Update – Verbal
- 5.10 Customer Satisfaction Survey
- 5.11 Energy City Committee Discussion
- 5.12 Advanced Metering Infrastructure Update
- 5.13 Amendment to Minnesota Municipal Power Agency Agreement

6.00 BUSINESS DISCUSSION (Future business planning, general updates, and informational reports.)

- 6.01 Staff Updates
 - 6.02 City Council Update
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- 6.03 Future Planning (Announce the next regular meeting, special meeting, or planned quorum.)
- a. Regular Commission Meeting – December 10, 2024
 - b. 2024 Governance Agenda
- 6.04 Other Business (Items added during agenda approval.)
- 7.00 CLOSED SESSION** (Requires a motion to close the meeting to the public and a motion to reopen after.)
- 7.01 RJM Construction Contract No. A133, Field Services Building Project Dispute Settlement
- Note: This meeting may be closed pursuant to Minn. Stat. § 13D.05, subd. 3(b) for a confidential attorney-client privileged discussion regarding settlement of potential claims against RJM Construction arising from Contract No. A133, for the field services building project.
- 8.00 ADJOURN REGULAR MEETING**

TO: ERMU Commission	FROM: Mark Hanson – General Manager
MEETING DATE: November 12, 2024	AGENDA ITEM NUMBER: 1.04
SUBJECT: Recognition of Employee Longevity – Jeff Murray, 20 Years	
ACTION REQUESTED: Recognize Jeff Murray for 20 years of service and award the Longevity Bonus paycheck.	

BACKGROUND:

In September 2021, the Commission approved a Longevity Pay benefit to be paid to qualifying, eligible employees based on their years of service according to the schedule below.

8 years	\$1,550
12 years	\$2,025
16 years	\$2,100
20 years	\$2,125
24 years	\$2,300
28 years	\$3,000
32 years	\$3,000

DISCUSSION:

Electrical Technician Jeff Murray has been an employee with ERMU since November 22, 2004, and, therefore, has earned the 20-year longevity pay benefit. We recognize Jeff and all his contributions to the success of ERMU through his service.

CHECK REGISTER

October 2024

APPROVED BY:

Paul Bell

John Dietz

Mary Stewart

Matt Westgaard

Nick Zerwas

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Payroll/Labor Check Register Totals

10/08/2024 To 10/08/2024

<u>Pays</u>	<u>Job</u>	<u>Amount</u>	<u>Hours</u>
Gross Pay			
2	Reg Hourly	0.00	0.00
3	Overtime	0.00	0.00
4	Double Time	0.00	0.00
5	On-Call/Stand-by	0.00	0.00
24	FLSA	0.00	0.00
25	Rest Time	0.00	0.00
105	Perf. Metr. Distr.	0.00	0.00
VAC	Vacation Pay	0.00	0.00
SICK	Sick Pay	0.00	0.00
HOL	Holiday Pay	0.00	0.00
5-2	On-Call/Stand-by/OT	0.00	0.00
106	Longevity Pay	2,025.00	0.00
Gross Pay Total:		2,025.00	0.00
Total Pays:		2,025.00	0.00

<u>Deductions</u>	<u>Amount</u>	
Employee Taxes		
FEDS Federal Income - Single	445.50	2,025.00
MNS MN State Income Tax - Single	126.56	2,025.00
SS-E Social Security	125.55	2,025.00
MD-E Medicare	29.36	2,025.00
Employee Tax Total:	726.97	

<u>Employer Taxes</u>	<u>Amount</u>	<u>Taxable Amt</u>
SS-R Social Security	125.55	2,025.00
MD-R Medicare	29.36	2,025.00
SUTA State Unemployment Tax	0.00	2,025.00
Employer Tax Total:	154.91	

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Payroll/Labor Check Register Totals

10/08/2024 To 10/08/2024

<u>Taxes By Type</u>	<u>State</u>	<u>Amount</u>	<u>Taxable Amt</u>
FEDERAL INCOME		445.50	2,025.00
SOCIAL SECURITY		251.10	2,025.00
Medicare		58.72	2,025.00
STATE INCOME	MN	126.56	2,025.00
State Unemployment Tax	MN	0.00	2,025.00
	Tax Total:	881.88	

Net Pay: 1,298.03

Total Deposit Amount: 0.00

Total Check Amount: 1,298.03

Total Employees: 1

Total Direct Deposits: 0

Total Checks: 1

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Payroll/Labor Check Register Totals

10/11/2024 To 10/11/2024

<u>Pays</u>	<u>Job</u>	<u>Amount</u>	<u>Hours</u>
Gross Pay			
2	Reg Hourly	112,662.58	2,475.75
20	Reg Salary	46,873.02	622.50
3	Overtime	3,779.04	44.00
4	Double Time	797.20	8.00
5	On-Call/Stand-by	2,949.34	56.00
24	FLSA	53.65	0.00
25	Rest Time	13.97	0.25
10	Bonus Pay	808.78	14.00
18	Commissioner Reimb - Electric	600.00	0.00
104	Commission Stipend	60.00	0.00
105	Perf. Metr. Distr.	0.00	0.00
VAC	Vacation Pay	10,437.93	219.50
SICK	Sick Pay	8,644.78	193.25
HOL	Holiday Pay	0.00	0.00
78	Retro Earnings	0.00	0.00
5-2	On-Call/Stand-by/OT	813.84	10.00
18A	Commissioner Reimb. - Water	150.00	0.00
10-3	Bonus Pay Overtime	0.00	0.00
104A	Commission Stipend - Water	15.00	0.00
PVT	Purchased Vacation Time	0.00	0.00
PTOY	Personal Day - Year	552.32	16.00
3C	Overtime-Comp Time	112.00	1.50
4C	Double Time-Comp Time	0.00	0.00
CM3C	Overtime-Comp Time Adjusted	-112.00	-1.50
CM4C	Double Time-Comp Time Adjusted	0.00	0.00
COMP	Comp Time Taken	1,512.26	30.75
106	Longevity Pay	0.00	0.00
10W	Bonus Pay	501.36	12.00
103W	Bonus Pay Overtime	0.00	0.00
Gross Pay Total:		<u>191,225.07</u>	<u>3,702.00</u>
Total Pays:		<u>191,225.07</u>	<u>3,702.00</u>

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Payroll/Labor Check Register Totals

10/25/2024 To 10/25/2024

<u>Pays</u>	<u>Job</u>	<u>Amount</u>	<u>Hours</u>
Gross Pay			
2	Reg Hourly	107,883.37	2,418.50
20	Reg Salary	37,776.99	512.00
3	Overtime	20,059.06	239.25
4	Double Time	3,726.72	32.00
5	On-Call/Stand-by	2,806.30	56.00
24	FLSA	70.58	0.00
25	Rest Time	232.92	4.00
10	Bonus Pay	3,148.47	54.50
105	Perf. Metr. Distr.	0.00	0.00
VAC	Vacation Pay	16,438.94	288.83
SICK	Sick Pay	9,368.47	171.92
HOL	Holiday Pay	0.00	0.00
78	Retro Earnings	0.00	0.00
5-2	On-Call/Stand-by/OT	649.49	7.75
10-3	Bonus Pay Overtime	0.00	0.00
PVT	Purchased Vacation Time	0.00	0.00
PTOY	Personal Day - Year	0.00	0.00
3C	Overtime-Comp Time	1,258.81	16.75
4C	Double Time-Comp Time	0.00	0.00
CM3C	Overtime-Comp Time Adjusted	-1,258.81	-16.75
CM4C	Double Time-Comp Time Adjusted	0.00	0.00
COMP	Comp Time Taken	1,490.21	28.00
106	Longevity Pay	0.00	0.00
10W	Bonus Pay	731.15	17.50
103W	Bonus Pay Overtime	0.00	0.00
Gross Pay Total:		<u>204,382.67</u>	<u>3,830.25</u>
Total Pays:		204,382.67	3,830.25

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**Accounts Payable
Check Register**

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10/01/2024 To 10/31/2024

Bank Account: 1 - GENERAL FUND

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
2372 10/4/24	WIRE	5655	FIRST DATA	CC FEES - SEPT 2024	534.54
				CC FEES - SEPT 2024	133.63
				CC FEES - SEPT 2024	2,575.44
				CC FEES - SEPT 2024	643.86
				CC FEES - SEPT 2024	1,175.19
				CC FEES - SEPT 2024	293.80
				CC FEES - SEPT 2024	82.27
				CC FEES - SEPT 2024	20.57
				CC FEES - SEPT 2024	776.39
				CC FEES - SEPT 2024	194.10
				CC FEES - SEPT 2024	6,689.45
				CC FEES - SEPT 2024	1,672.36
Total for Check/Tran - 2372:					14,791.60
Total for Bank Account - 1 :					(1) 14,791.60

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Accounts Payable Check Register

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
4525 10/1/24	WIRE	153	PERA (ELECTRONIC)	PERA EMPLOYEE CONTRIBUTION	10,029.82
				PERA CONTRIBUTIONS	11,572.88
				PERA EMPLOYEE CONTRIBUTION	2,057.03
				PERA CONTRIBUTIONS	2,373.50
Total for Check/Tran - 4525:					26,033.23
4526 10/1/24	WIRE	160	HCSP (ELECTRONIC)	HCSP EMPLOYEE CONTRIBUTIONS	2,177.62
				HCSP EMPLOYEE CONTRIBUTIONS	315.51
Total for Check/Tran - 4526:					2,493.13
4527 10/1/24	WIRE	161	MNDGP (ELECTRONIC)	MNDGP EE MANAGER CONTRIBUTIONS	330.36
				MNDGP EMPLOYEE CONTRIBUTIONS	3,101.56
				MNDGP EMPLOYER CONTRIBUTION	1,636.02
				MNDGP EMPLOYER MGR CONTRIBUTION	554.01
				MNDGP EE ROTH CONTRIBUTIONS	688.52
				MNDGP EE ROTH MGR CONTRIBUTIONS	223.65
				MNDGP EE MANAGER CONTRIBUTIONS	46.41
				MNDGP EMPLOYEE CONTRIBUTIONS	238.19
				MNDGP EMPLOYER CONTRIBUTION	158.67
				MNDGP EMPLOYER MGR CONTRIBUTION	76.47
				MNDGP EE ROTH CONTRIBUTIONS	384.42
				MNDGP EE ROTH MGR CONTRIBUTIONS	30.06
Total for Check/Tran - 4527:					7,468.34
4528 10/1/24	WIRE	285	JOHN HANCOCK	W&A EMPLOYER CONTRIBUTION	228.70
				W&A MANAGER CONTRIBUTION	387.40
				WENZEL EMPLOYEE CONTRIBUTIONS	1,453.98
				WENZEL MANAGER CONTRIBUTIONS	267.64
				DEF COMP ROTH CONTRIBUTIONS W&A	959.52
				WENZEL EE ROTH MGR CONTRIBUTIONS	119.76
				W&A EMPLOYER CONTRIBUTION	157.17
				W&A MANAGER CONTRIBUTION	59.42
				WENZEL EMPLOYEE CONTRIBUTIONS	111.19

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Accounts Payable Check Register

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				WENZEL MANAGER CONTRIBUTIONS	29.48
				DEF COMP ROTH CONTRIBUTIONS W&A	209.88
				WENZEL EE ROTH MGR CONTRIBUTIONS	29.94
Total for Check/Tran - 4528:					4,014.08
4529 10/1/24	WIRE	598	MINNESOTA CHILD SUPPORT PAYMEN	CHILD SUPPORT/LEVY	562.52
4530 10/2/24	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	PAYROLL TAXES - FEDERAL & FICA	17,123.07
				PAYROLL TAXES - FEDERAL & FICA	22,850.72
				PAYROLL TAXES - FEDERAL & FICA	3,072.10
				PAYROLL TAXES - FEDERAL & FICA	4,563.30
Total for Check/Tran - 4530:					47,609.19
4531 10/3/24	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	PAYROLL TAXES - STATE	7,268.91
				PAYROLL TAXES - STATE	1,407.07
Total for Check/Tran - 4531:					8,675.98
4532 10/3/24	WIRE	7463	FURTHER	HSA EMPLOYEE CONTRIBUTION	2,232.88
				HSA EMPLOYEE CONTRIBUTION	412.42
Total for Check/Tran - 4532:					2,645.30
4538 10/9/24	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	PAYROLL TAXES - FEDERAL & FICA	445.50
				PAYROLL TAXES - FEDERAL & FICA	309.82
Total for Check/Tran - 4538:					755.32
4539 10/9/24	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	PAYROLL TAXES - STATE	126.56
4540 10/9/24	WIRE	7463	FURTHER	FSA CLAIM REIMBURSEMENTS - 164	153.86
				FSA CLAIM REIMBURSEMENTS - 164	38.46
Total for Check/Tran - 4540:					192.32
4541 10/9/24	WIRE	166	ONLINE UTILITY EXCHANGE (ELECTR	UTILITY EXCHANGE REPORT - SEPT 2024	350.16
				UTILITY EXCHANGE REPORT - SEPT 2024	87.54
Total for Check/Tran - 4541:					437.70
4542 10/14/24	WIRE	7463	FURTHER	HSA EMPLOYEE CONTRIBUTION	2,232.67

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Accounts Payable Check Register

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				HSA EMPLOYEE CONTRIBUTION	412.63
				Total for Check/Tran - 4542:	2,645.30
4543 10/11/24	MP	153	PERA (ELECTRONIC)	PERA EMPLOYEE CONTRIBUTION	10,340.40
				PERA CONTRIBUTIONS	11,931.23
				PERA EMPLOYEE CONTRIBUTION	2,035.58
				PERA CONTRIBUTIONS	2,348.76
				Total for Check/Tran - 4543:	26,655.97
4544 10/15/24	WIRE	160	HCSP (ELECTRONIC)	HCSP EMPLOYEE CONTRIBUTIONS	2,223.59
				HCSP EMPLOYEE CONTRIBUTIONS	311.91
				Total for Check/Tran - 4544:	2,535.50
4545 10/15/24	WIRE	161	MNDP (ELECTRONIC)	MNDP EE MANAGER CONTRIBUTIONS	330.36
				MNDP EMPLOYEE CONTRIBUTIONS	3,099.99
				MNDP EMPLOYER CONTRIBUTION	1,279.82
				MNDP EMPLOYER MGR CONTRIBUTION	553.99
				MNDP EE ROTH CONTRIBUTIONS	688.49
				MNDP EE ROTH MGR CONTRIBUTIONS	223.63
				MNDP EE MANAGER CONTRIBUTIONS	46.41
				MNDP EMPLOYEE CONTRIBUTIONS	239.76
				MNDP EMPLOYER CONTRIBUTION	157.87
				MNDP EMPLOYER MGR CONTRIBUTION	76.49
				MNDP EE ROTH CONTRIBUTIONS	384.45
				MNDP EE ROTH MGR CONTRIBUTIONS	30.08
				Total for Check/Tran - 4545:	7,111.34
4546 10/15/24	WIRE	285	JOHN HANCOCK	W&A EMPLOYER CONTRIBUTION	183.42
				W&A MANAGER CONTRIBUTION	387.42
				WENZEL EMPLOYEE CONTRIBUTIONS	1,387.14
				WENZEL MANAGER CONTRIBUTIONS	267.66
				DEF COMP ROTH CONTRIBUTIONS W&A	959.52
				WENZEL EE ROTH MGR CONTRIBUTIONS	119.76

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Accounts Payable Check Register

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				W&A EMPLOYER CONTRIBUTION	145.82
				W&A MANAGER CONTRIBUTION	59.40
				WENZEL EMPLOYEE CONTRIBUTIONS	111.17
				WENZEL MANAGER CONTRIBUTIONS	29.46
				DEF COMP ROTH CONTRIBUTIONS W&A	209.88
				WENZEL EE ROTH MGR CONTRIBUTIONS	29.94
				Total for Check/Tran - 4546:	3,890.59
4547 10/15/24	WIRE	598	MINNESOTA CHILD SUPPORT PAYMEN	CHILD SUPPORT/LEVY	562.52
4549 10/16/24	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	PAYROLL TAXES - FEDERAL & FICA	17,309.60
				PAYROLL TAXES - FEDERAL & FICA	23,139.60
				PAYROLL TAXES - FEDERAL & FICA	3,023.36
				PAYROLL TAXES - FEDERAL & FICA	4,535.04
				Total for Check/Tran - 4549:	48,007.60
4550 10/17/24	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	PAYROLL TAXES - STATE	7,359.79
				PAYROLL TAXES - STATE	1,388.14
				Total for Check/Tran - 4550:	8,747.93
4551 10/17/24	WIRE	4532	TRACTOR SUPPLY CREDIT PLAN	TRACTOR SUPPLY	10.31
4554 10/22/24	WIRE	7463	FURTHER	ADMINISTRATIVE FEE INVOICE - OCT 2024	125.00
				ADMINISTRATIVE FEE INVOICE - OCT 2024	25.50
				Total for Check/Tran - 4554:	150.50
4555 10/22/24	WIRE	174	MINNESOTA REVENUE SALES TX (ELE	SALES AND USE TAX - SEPT 2024	236,176.89
				SALES AND USE TAX - SEPT 2024	-2.73
				SALES AND USE TAX - SEPT 2024	16,451.84
				Total for Check/Tran - 4555:	252,626.00
4558 10/15/24	WIRE	9654	CARDMEMBER SERVICE	FIRST NATIONAL BANK VISA	8,142.28
				FIRST NATIONAL BANK VISA	4,879.63
				Total for Check/Tran - 4558:	13,021.91
4559 10/23/24	WIRE	7463	FURTHER	FSA CLAIM REIMBURSEMENTS - 164	153.86

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Accounts Payable Check Register

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				FSA CLAIM REIMBURSEMENTS - 164	38.46
				Total for Check/Tran - 4559:	192.32
4560 10/29/24	WIRE	160	HCSP (ELECTRONIC)	HCSP EMPLOYEE CONTRIBUTIONS	2,456.07
				HCSP EMPLOYEE CONTRIBUTIONS	301.45
				Total for Check/Tran - 4560:	2,757.52
4561 10/29/24	WIRE	161	MNDP (ELECTRONIC)	MNDP EE MANAGER CONTRIBUTIONS	330.34
				MNDP EMPLOYEE CONTRIBUTIONS	3,112.93
				MNDP EMPLOYER CONTRIBUTION	1,341.31
				MNDP EMPLOYER MGR CONTRIBUTION	553.97
				MNDP EE ROTH CONTRIBUTIONS	877.49
				MNDP EE ROTH MGR CONTRIBUTIONS	223.63
				MNDP EE MANAGER CONTRIBUTIONS	46.43
				MNDP EMPLOYEE CONTRIBUTIONS	226.82
				MNDP EMPLOYER CONTRIBUTION	146.38
				MNDP EMPLOYER MGR CONTRIBUTION	76.51
				MNDP EE ROTH CONTRIBUTIONS	384.45
				MNDP EE ROTH MGR CONTRIBUTIONS	30.08
				Total for Check/Tran - 4561:	7,350.34
4562 10/29/24	WIRE	285	JOHN HANCOCK	W&A EMPLOYER CONTRIBUTION	40.00
				W&A MANAGER CONTRIBUTION	387.40
				WENZEL EMPLOYEE CONTRIBUTIONS	1,560.41
				WENZEL MANAGER CONTRIBUTIONS	267.64
				DEF COMP ROTH CONTRIBUTIONS W&A	1,034.52
				WENZEL EE ROTH MGR CONTRIBUTIONS	119.76
				W&A EMPLOYER CONTRIBUTION	110.00
				W&A MANAGER CONTRIBUTION	59.42
				WENZEL EMPLOYEE CONTRIBUTIONS	106.72
				WENZEL MANAGER CONTRIBUTIONS	29.48
				DEF COMP ROTH CONTRIBUTIONS W&A	209.88
				WENZEL EE ROTH MGR CONTRIBUTIONS	29.94

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Accounts Payable Check Register

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10/01/2024 To 10/31/2024

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 4562:					3,955.17
4563 10/29/24	WIRE	598	MINNESOTA CHILD SUPPORT PAYMEN	CHILD SUPPORT/LEVY	562.52
4564 10/29/24	WIRE	153	PERA (ELECTRONIC)	PERA EMPLOYEE CONTRIBUTION	11,317.56
				PERA CONTRIBUTIONS	13,058.70
				PERA EMPLOYEE CONTRIBUTION	1,967.32
				PERA CONTRIBUTIONS	2,270.00
Total for Check/Tran - 4564:					28,613.58
4565 10/30/24	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	PAYROLL TAXES - FEDERAL & FICA	20,996.94
				PAYROLL TAXES - FEDERAL & FICA	25,173.06
				PAYROLL TAXES - FEDERAL & FICA	2,894.15
				PAYROLL TAXES - FEDERAL & FICA	4,321.02
Total for Check/Tran - 4565:					53,385.17
4566 10/31/24	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	PAYROLL TAXES - STATE	8,415.76
				PAYROLL TAXES - STATE	1,329.29
Total for Check/Tran - 4566:					9,745.05
4567 10/30/24	WIRE	7463	FURTHER	HSA EMPLOYEE CONTRIBUTION	2,260.16
				HSA EMPLOYEE CONTRIBUTION	410.14
Total for Check/Tran - 4567:					2,670.30
20454 10/3/24	DD	11	CITY OF ELK RIVER	FUEL USAGE - AUGUST 2024	2,068.23
				FUEL USAGE - AUGUST 2024	807.89
				PARTS & LABOR FOR UNIT #21	-8.45
				PARTS & LABOR FOR UNIT #21	408.14
				LABOR FOR UNIT #12	65.00
				PARTS & LABOR FOR UNIT #23	-8.06
				PARTS & LABOR FOR UNIT #23	403.03
				PARTS & LABOR FOR UNIT #36	-1.52
				PARTS & LABOR FOR UNIT #36	82.54
				PARTS & LABOR FOR UNIT #36	-0.07

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				PARTS & LABOR FOR UNIT #36	4.33
				LABOR FOR UNIT #36	61.75
				LABOR FOR UNIT #36	3.25
				PARTS & LABOR FOR UNIT #25	-1.59
				PARTS & LABOR FOR UNIT #25	86.87
				PARTS & LABOR FOR UNIT #73	-29.49
				PARTS & LABOR FOR UNIT #73	729.10
				PARTS & LABOR FOR UNIT #30	-11.83
				PARTS & LABOR FOR UNIT #30	422.10
				PARTS & LABOR FOR UNIT #16	-5.23
				PARTS & LABOR FOR UNIT #16	656.65
				LABOR FOR UNIT #3	65.00
				PARTS & LABOR FOR UNIT #3	-16.11
				PARTS & LABOR FOR UNIT #3	383.22
				DISASTER RECOVERY FOR SERVERS	506.40
				DISASTER RECOVERY FOR SERVERS	126.60
Total for Check/Tran - 20454:					6,797.75
20455 10/3/24	DD	728	ARCHER PLUMBING LLC	WATER METER REPAIRS	750.00
20456 10/3/24	DD	25	ECM PUBLISHERS INC	CLASSIFIED AD - SYSTEM ENGINEER	313.83
20457 10/3/24	DD	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 2 - INV GRP 436 - AUG 2024	3,393.90
				CYCLE 2 - ACCT 41038 - AUG 2024	109.30
				CYCLE 2 - ACCT 41038 - AUG 2024	5.75
				CYCLE 2 - INV GRP 413 - AUG 2024	50.00
				CYCLE 2 - INV GRP 413 - AUG 2024	295.10
Total for Check/Tran - 20457:					3,854.05
20458 10/3/24	DD	671	FASTENAL COMPANY	PARTS & LABOR FOR UNIT #	23.38
20459 10/3/24	DD	626	JENNY FOSS	OFFICE SUPPLIES	17.85
				OFFICE SUPPLIES	4.47

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 20459:					22.32
20460 10/3/24	DD	664	FRONTIER ENERGY, INC	PROFESSIONAL SERVICES - AUG 2024	39,191.30
20461 10/3/24	DD	809	HAWKINS, INC.	Water Chemicals	2,056.00
20462 10/3/24	DD	8177	INK WIZARDS, INC.	SILK SCREEN SLEEVE BAGS	95.00
20463 10/3/24	DD	353	MELISSA KARPINSKI	Mileage - 2024 MIC	48.99
				Mileage-2024 MIC	12.25
Total for Check/Tran - 20463:					61.24
20464 10/3/24	DD	7826	KENNEDY & GRAVEN, CHARTERED	LEGAL SERVICES - AUGUST 2024	1,956.24
				LEGAL SERVICES - AUGUST 2024	279.46
Total for Check/Tran - 20464:					2,235.70
20465 10/3/24	DD	130	RESCO	RISER ARRESTER	1,522.75
				Transformer	19,132.00
				Transformer	19,132.00
				Discount	-19.13
				Drip Trays	208.15
				Discount	-0.10
Total for Check/Tran - 20465:					39,975.67
20466 10/3/24	DD	488	SUMMIT FIRE PROTECTION CO	2024 FIRE EXTINGUISHER INSPECTION	-9.62
				2024 FIRE EXTINGUISHER INSPECTION	910.22
				2024 FIRE EXTINGUISHER INSPECTION	-2.40
				2024 FIRE EXTINGUISHER INSPECTION	227.55
Total for Check/Tran - 20466:					1,125.75
20467 10/3/24	DD	609	SARA YOUNGS	2024 MIC UBER&MILEAGE-88 147 172 181 187	166.79
				2024 MIC UBER&MILEAGE-88 147 172 181 187	35.43
Total for Check/Tran - 20467:					202.22
20518 10/9/24	DD	724	ALLEGiant UTILITY SERVICES, LLC	WATER METER INSTALL - 9/1 to 9/15/24	22,711.87
				WATER METER INSTALL - 9/1 to 9/15/24	-1,657.99

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Total for Check/Tran - 20518:					21,053.88
20519 10/9/24	DD	6	BEAUDRY OIL COMPANY	DIESEL	1,542.00
20520 10/9/24	DD	3667	ELFERING & ASSOCIATES	PROFESSIONAL SERVICES - AUG 2024	507.50
				PROFESSIONAL SERVICES - AUG 2024	3,045.00
				PROFESSIONAL SERVICES - SEPT 2024	725.00
Total for Check/Tran - 20520:					4,277.50
20521 10/9/24	DD	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 3 - INV GRP 414 - AUG 2024	100.00
				CYCLE 3 - INV GRP 414 - AUG 2024	552.68
				CYCLE 3 - INV GRP 395 - AUG 2024	13,671.65
Total for Check/Tran - 20521:					14,324.33
20522 10/9/24	DD	809	HAWKINS, INC.	CHLORINE CYLINDER RENTALS	140.00
20523 10/9/24	DD	330	METRO SALES, INC	COPIER MTC CONTRACT - 8/21 to 9/20/24	165.07
				COPIER MTC CONTRACT - 8/21 to 9/20/24	41.26
Total for Check/Tran - 20523:					206.33
20524 10/9/24	DD	5056	PLAISTED COMPANIES, INC.	CLASS 5 GRAVEL	1.65
20525 10/9/24	DD	8897	RALPHIE'S MINNOCO	RALPHIE'S MINNOCO	70.61
20526 10/9/24	DD	618	PARKER THEISEN	2024 MIC MEAL - 172	35.53
				2024 MIC MEAL - 172	8.89
Total for Check/Tran - 20526:					44.42
20527 10/16/24	DD	728	ARCHER PLUMBING LLC	WATER METER REPAIRS - 5TH ST & BALDWIN	450.00
20528 10/16/24	DD	9	BORDER STATES ELECTRIC SUPPLY	COLD SHRINK SPLICE	-120.10
				Mtce of URD Primary	1,645.10
				Mtce of OH Primary	340.00
				HEX HEAD BARN SCREW	-6.70
				Lag Screws	91.70
				POLE KEY & SPLICE	2,187.70
				HARD HAT	-2.30

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				HARD HAT	31.34
				HORNET SPRAY	-9.70
				Wasp Spray	132.82
				COLD SHRINK SPLICE	1,618.80
				Mtce of OH Primary	287.50
				WASHER	-4.25
				5/8" Spring Washers	58.25
				RECLOSURE	195,776.46
				Total for Check/Tran - 20528:	202,026.62
20529 10/16/24	DD	11	CITY OF ELK RIVER	FRANCHISE FEE CREDIT - AUG 2024	-625.00
				TRASH BILLED - SEPT 2024	164,803.50
				Total for Check/Tran - 20529:	164,178.50
20530 10/16/24	DD	25	ECM PUBLISHERS INC	CIP - REBATE ADVERTISING BANNER	310.00
20531 10/16/24	DD	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 4 - INV GRP 415 - SEPT 2024	150.00
				CYCLE 4 - INV GRP 415 - SEPT 2024	1,409.48
				CYCLE 4 - INV GRP 396 - SEPT 2024	215.52
				Total for Check/Tran - 20531:	1,775.00
20532 10/16/24	DD	8469	KATHY A GREENBERG	Mileage - Annual Payroll Conf	45.02
				Mileage - Annual Payroll Conf	11.26
				Total for Check/Tran - 20532:	56.28
20533 10/16/24	DD	4984	ANGELA HAUGE	Schools and Meetings	15.01
20534 10/16/24	DD	809	HAWKINS, INC.	Water Chemicals	681.58
20535 10/16/24	DD	8083	JT SERVICES OF MINNESOTA	Mtce of Street Lighting	64.73
				Mtce of Street Lighting	155.34
				Total for Check/Tran - 20535:	220.07
20536 10/16/24	DD	417	LOCATORS & SUPPLIES INC.	EVERSOAK PADS	75.24
20537 10/16/24	DD	1001	MINNESOTA MUNICIPAL POWER AGEN	PURCHASED POWER - SEPT 2024	2,309,805.28

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				PURCHASED POWER - SEPT 2024	514,237.27
				Total for Check/Tran - 20537:	2,824,042.55
20538 10/16/24	DD	5056	PLAISTED COMPANIES, INC.	CLASS 5 & CRUSHED CONCRETE	177.08
20539 10/16/24	DD	130	RESCO	ELBOW JACKET SEAL	3,102.00
				Discount	-1.55
				Mtce of URD Primary	138.05
				Discount	-0.06
				Total for Check/Tran - 20539:	3,238.44
20540 10/16/24	DD	7940	SCHWEITZER ENGINEERING LABORAT	Controller	11,543.73
20541 10/16/24	DD	135	WATER LABORATORIES INC	WATER TESTING - SEPT 2024	360.00
20542 10/16/24	DD	610	WRIGHT HENNEPIN COOPERATIVE	ELESECURITY - WELL #4 & 1435 MAIN	27.27
				SECURITY - WELL #4 & 1435 MAIN	125.07
				Total for Check/Tran - 20542:	152.34
20633 10/24/24	DD	2512	AMARIL UNIFORM COMPANY	Employee Clothing - 195	-587.23
				EMPLOYEE CLOTHING - 195	587.23
				Total for Check/Tran - 20633:	0.00
20634 10/24/24	DD	55	WESCO RECEIVABLES CORP.	MISC PARTS & SUPPLIES	171.55
				MISC PARTS & SUPPLIES	-171.55
				Total for Check/Tran - 20634:	0.00
20635 10/24/24	DD	724	ALLEGiant UTILITY SERVICES, LLC	WATER METER INSTALL - 9/16 to 9/30/24	-166.24
				WATER METER INSTALL - 9/16 to 9/30/24	29,119.61
				WATER METER INSTALL - 9/16 to 9/30/24	-2,125.77
				Total for Check/Tran - 20635:	26,827.60
20636 10/24/24	DD	8843	CAMPBELL KNUTSON	LEGAL SERVICES - SEPT 2024	2,008.00
				LEGAL SERVICES - SEPT 2024	502.00
				Total for Check/Tran - 20636:	2,510.00
20637 10/24/24	DD	11	CITY OF ELK RIVER	SEWER BILLED - SEPT 2024	235,237.26

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				REVENUE TRANSFER - SEPT 2024	155,642.57
				STORMWATER BILLED - SEPT 2024	56,542.08
				Total for Check/Tran - 20637:	447,421.91
20638 10/24/24	DD	7448	CRC	CUSTOMER SERVICE AFTER HOURS	2,548.55
				CUSTOMER SERVICE AFTER HOURS	637.14
				Total for Check/Tran - 20638:	3,185.69
20639 10/24/24	DD	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 1 - ACCT 183 - SEPT 2024	666.66
				CYCLE 1 - INV GRP 101 - SEPT 2024	3,372.14
				CYCLE 1 - INV GRP 101 - SEPT 2024	125.24
				CYCLE 1 - INV GRP 101 - SEPT 2024	1,185.58
				CYCLE 1 - INV GRP 101 - SEPT 2024	532.23
				CYCLE 1 - INV GRP 101 - SEPT 2024	296.40
				CYCLE 1 - INV GRP 325 - SEPT 2024	325.00
				CYCLE 1 - INV GRP 325 - SEPT 2024	15,568.88
				CYCLE 1 - INV GRP 421 - SEPT 2024	6,905.52
				Total for Check/Tran - 20639:	28,977.65
20640 10/24/24	DD	626	JENNY FOSS	MINUTE TO WIN IT SUPPLIES	14.56
				MINUTE TO WIN IT SUPPLIES	3.63
				Total for Check/Tran - 20640:	18.19
20641 10/24/24	DD	91	GOPHER STATE ONE-CALL	LOCATES FOR - SEPT 2024	678.44
				LOCATES FOR - SEPT 2024	35.71
				Total for Check/Tran - 20641:	714.15
20642 10/24/24	DD	5686	HYDROCORP	BACKFLOW DEVICE INSPECTION - SEPT 2024	1,261.00
20643 10/24/24	DD	8177	INK WIZARDS, INC.	SILK SCREEN - SLEEVE & GLOVE BAGS	170.00
20644 10/24/24	DD	7826	KENNEDY & GRAVEN, CHARTERED	LEGAL SERVICES - IRS EXAM 2016A BONDS	675.00
20645 10/24/24	DD	9300	NISC	AGREEMENTS INVOICE - SEPT 2024	53.93
				AGREEMENTS INVOICE - SEPT 2024	758.70
				AGREEMENTS INVOICE - SEPT 2024	11,074.37

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Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				AGREEMENTS INVOICE - SEPT 2024	260.00
				AGREEMENTS INVOICE - SEPT 2024	325.15
				AGREEMENTS INVOICE - SEPT 2024	2,471.01
				AGREEMENTS INVOICE - SEPT 2024	65.00
				PRINT SERVICES - SEPT 2024	7,759.86
				PRINT SERVICES - SEPT 2024	1,764.51
				Total for Check/Tran - 20645:	24,532.53
20646 10/24/24	DD	130	RESCO	Transformer	63,141.67
				Discount	-31.57
				Total for Check/Tran - 20646:	63,110.10
20647 10/24/24	DD	7798	MATT SCHWARTZ	MUTUAL AID KISSIMMEE MEAL - 111	24.49
20648 10/24/24	DD	7940	SCHWEITZER ENGINEERING LABORAT	Controllor	390.00
20649 10/24/24	DD	628	VICTORY CLEANING SERVICES, LLC	MONTHLY CLEANING - 1435 MAIN	143.47
				MONTHLY CLEANING - 1435 MAIN	20.50
				MONTHLY CLEANING - 1705 MAIN ST	188.78
				MONTHLY CLEANING - 1705 MAIN ST	26.97
				MONTHLY CLEANING - 1435 MAIN	2,582.53
				MONTHLY CLEANING - 1435 MAIN	368.93
				Total for Check/Tran - 20649:	3,331.18
20650 10/24/24	DD	5541	MATTHEW S ZIPP	MUTUAL AID MEAL KISSIMMEE	21.49
20651 10/31/24	DD	728	ARCHER PLUMBING LLC	WATER METER REPAIRS	1,200.00
20652 10/31/24	DD	6	BEAUDRY OIL COMPANY	DIESEL	2,675.20
20653 10/31/24	DD	11	CITY OF ELK RIVER	QTR 3 FRANCHISE FEE	250,378.31
				QTR 3 FRANCHISE FEE-AUG	625.00
				QTR 3 FRANCHISE FEE-JULY	625.00
				QTR 3 FRANCHISE FEE-SEPT	625.00
				QTR 3 FRANCHISE FEE-WRITE OFF	-327.02

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				FRANCHISE FEE CREDIT - SEPT 2024	-625.00
				Total for Check/Tran - 20653:	251,301.29
20654 10/31/24	DD	3667	ELFERING & ASSOCIATES	PROFESSIONAL SERVICES - SEPT 2024	1,305.00
				PROFESSIONAL SERVICES - SEPT 2024	290.00
				PROFESSIONAL SERVICES - SEPT 2024	290.00
				PROFESSIONAL SERVICES - SEPT 2024	725.00
				Total for Check/Tran - 20654:	2,610.00
20655 10/31/24	DD	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 2 - INV GRP 436 - SEPT 2024	3,196.97
				CYCLE 2 - ACCT 41038 - SEPT 2024	105.76
				CYCLE 2 - ACCT 41038 - SEPT 2024	5.57
				CYCLE 2 - INV GRP 413 - SEPT 2024	50.00
				CYCLE 2 - INV GRP 413 - SEPT 2024	295.52
				Total for Check/Tran - 20655:	3,653.82
20656 10/31/24	DD	809	HAWKINS, INC.	Water Chemicals	494.41
20657 10/31/24	DD	323	JESSICA M HIBBARD	CIP HALLOWEEN EVENT - T SHIRT	22.99
20658 10/31/24	DD	7826	KENNEDY & GRAVEN, CHARTERED	LEGAL SERVICES - SEPT 2024	1,981.00
				LEGAL SERVICES - SEPT 2024	283.00
				Total for Check/Tran - 20658:	2,264.00
20659 10/31/24	DD	9300	NISC	MISC INVOICE - SEPT 2024	699.18
				Checks	152.05
				MISC INVOICE - SEPT 2024	174.79
				Checks	38.00
				Total for Check/Tran - 20659:	1,064.02
20660 10/31/24	DD	5056	PLAISTED COMPANIES, INC.	RECYCLED CONCRETE	1,401.78
				CRUSHED CONCRETE	233.24
				Total for Check/Tran - 20660:	1,635.02
20661 10/31/24	DD	130	RESCO	METER SOCKETS	1,981.86
				Discount	-0.99

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Total for Check/Tran - 20661:					1,980.87
20662 10/31/24	DD	603	ROYAL SUPPLY INC	CLEANING SUPPLIES	280.47
				CLEANING SUPPLIES	70.12
				CLOROX WIPES	41.42
				CLOROX WIPES	10.36
Total for Check/Tran - 20662:					402.37
20663 10/31/24	DD	9413	CHRISTY J SCHALLOCK	CIP HALLOWEEN EVENT T-SHIRT - 132	22.99
20664 10/31/24	DD	754	WISS, JANNEY, ELSTNER ASSOC, INC	SLAB EVALUATION - 1435 MAIN ST	6,643.44
				SLAB EVALUATION - 1435 MAIN ST	949.06
Total for Check/Tran - 20664:					7,592.50
88299 10/3/24	CHK	1	AMERICAN PUBLIC POWER ASSOCIATI	2023 APPA PRE-RALLY SEMINAR - 113 186	850.00
88300 10/3/24	CHK	2	AMERICAN WATER WORKS ASSOC	MEMBERSHIP RENEWAL - 11/24 to 10/25	2,312.00
88301 10/3/24	CHK	2920	BATTERIES PLUS BULBS	BATTERIES - FREEPORT TOWER	-0.77
				BATTERIES - FREEPORT TOWER	-7.65
				BATTERIES - FREEPORT TOWER	56.53
				BATTERIES	35.73
Total for Check/Tran - 88301:					83.84
88302 10/3/24	CHK	28	CINTAS	MATS & TOWELS	308.37
				MATS & TOWELS	44.06
Total for Check/Tran - 88302:					352.43
88303 10/3/24	CHK	572	EVERSPRING INN AND SUITES-MARSH	OVERHEAD SCHOOL HOTEL - 169	298.71
				OVERHEAD SCHOOL HOTEL - 171	298.71
				OVERHEAD SCHOOL HOTEL - 19	398.28
Total for Check/Tran - 88303:					995.70
88304 10/3/24	CHK	9999	FAHRNER ASPHALT SEALERS LLC	Hydrant Rental Deposit Refund	988.36
88305 10/3/24	CHK	5406	G R MECHANICAL PLUMBING & HEATI	RESTROOM REPAIR	1,410.76
				RESTROOM REPAIR	201.54

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Total for Check/Tran - 88305:					1,612.30
88306 10/3/24	CHK	5518	HIERLINGER SHOES	EMPLOYEE CLOTHING - 142 BOOTS	274.99
88307 10/3/24	CHK	6836	INNOVATIVE OFFICE SOLUTIONS LLC	OFFICE SUPPLIES	181.39
				OFFICE SUPPLIES	45.35
Total for Check/Tran - 88307:					226.74
88308 10/3/24	CHK	9997	TODD KILBURN	Credit Balance Refund	487.97
88309 10/3/24	CHK	8605	MARCO TECHNOLOGIES, LLC	OFFICE 365 - 8/24 to 9/23/24	1,035.59
				OFFICE 365 - 8/24 to 9/23/24	225.56
Total for Check/Tran - 88309:					1,261.15
88311 10/3/24	CHK	120	NAPA AUTO PARTS	PARTS FOR DRILL	100.30
				HYDRAULIC FLUID FOR DRILL	61.43
Total for Check/Tran - 88311:					161.73
88312 10/3/24	CHK	6149	OLD REPUBLIC SURETY GROUP	UTILITY PERMIT	250.00
88313 10/3/24	CHK	811	PRIME ADVERTISING & DESIGN, INC.	Service Agreement	1,500.00
88314 10/3/24	CHK	9161	SHERBURNE COUNTY AREA UNITED W	EMPLOYEE CONTRIBUTIONS	56.05
				EMPLOYEE CONTRIBUTIONS	13.95
Total for Check/Tran - 88314:					70.00
88315 10/3/24	CHK	159	SHORT ELLIOTT HENDRICKSON INC	PROFESSIONAL SERVICES - AUG 2024	436.00
				PROFESSIONAL SERVICES - AUG 2024	1,293.75
				PROFESSIONAL SERVICES - AUG 2024	2,754.67
Total for Check/Tran - 88315:					4,484.42
88316 10/3/24	CHK	8141	SPEEDCUTTERS OUTDOOR MAINTENA	LAWN MOWING SERVICES	867.69
				LAWN MOWING SERVICES	2,155.57
Total for Check/Tran - 88316:					3,023.26
88317 10/3/24	CHK	6107	STUART C. IRBY CO.	Meter Socket	1,812.30
				Bag	45.23

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				Hard Hat	235.33
				Tape	647.25
				Mitt	259.82
				Sleeve Bag	224.53
				Total for Check/Tran - 88317:	3,224.46
88318 10/3/24	CHK	375	VIKING ELECTRIC	DIGITAL AUTO TESTER	519.37
88319 10/3/24	CHK	55	WESCO RECEIVABLES CORP.	INTERRUPTER	62,596.16
				TRANSFORMER BOX PAD	13,350.58
				FEED-THRU INSERT	-979.98
				Total for Check/Tran - 88319:	74,966.76
88321 10/9/24	CHK	9997	LESTER ANDERSON	INACTIVE REFUND	137.87
88322 10/9/24	CHK	9997	EMILY ANGVALL	INACTIVE REFUND	69.63
88323 10/9/24	CHK	1327	AUTOMATIC SYSTEMS CO	RADIO REPAIR - WELL #3 & #8	-72.18
				RADIO REPAIR - WELL #3 & #8	1,473.85
				Total for Check/Tran - 88323:	1,401.67
88324 10/9/24	CHK	5224	BLUE CROSS BLUE SHIELD OF MINNESOTA	VISION INSURANCE - NOV 2024	284.72
				VISION INSURANCE - NOV 2024	70.99
				Total for Check/Tran - 88324:	355.71
88325 10/9/24	CHK	28	CINTAS	MATS & TOWELS	308.37
				MATS & TOWELS	44.06
				Total for Check/Tran - 88325:	352.43
88326 10/9/24	CHK	9997	JACOB CORDER	INACTIVE REFUND	145.36
88327 10/9/24	CHK	9997	DANE ALLEN HOMES	INACTIVE REFUND	104.55
88328 10/9/24	CHK	656	DGR ENGINEERING	PROFESSIONAL SERVICES - AUG 2024	15,323.00
88329 10/9/24	CHK	594	ELECTRIC PUMP	PUMP REPAIRS	1,301.00

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
88330 10/9/24	CHK	9997	RICHARD ELVERU	INACTIVE REFUND	439.33
88331 10/9/24	CHK	9997	JUSTIN FEMRITE	Credit Balance Refund	587.82
88332 10/9/24	CHK	8949	FS3 INC.	THREAD LUBE - UNIT #56	720.16
88333 10/9/24	CHK	9997	MICAH HELGERSON	INACTIVE REFUND	19.01
88334 10/9/24	CHK	737	HUBBELL POWER SYSTEMS, INC	Equipment	3,758.75
88335 10/9/24	CHK	6836	INNOVATIVE OFFICE SOLUTIONS LLC	OFFICE SUPPLIES	69.91
				OFFICE SUPPLIES	17.48
Total for Check/Tran - 88335:					87.39
88336 10/9/24	CHK	9997	CONOR MCCULLOUGH	INACTIVE REFUND	489.52
88337 10/9/24	CHK	145	MENARDS	MISC PARTS & SUPPLIES	16.71
				JOBPACK	10.78
				MISC PARTS & SUPPLIES	14.51
				SCREWDRIVER SET - UNIT #31	7.54
				MISC PARTS & SUPPLIES	67.44
				CABLE TIES	12.88
				TUBING & COUPLER	36.59
				REBATE	-9.74
				REBATE	-2.09
				REBATE	-38.04
				REBATE	-1.85
				REBATE	-8.51
				REBATE	-12.54
Total for Check/Tran - 88337:					93.68
88338 10/9/24	CHK	9997	BENJAMIN MILLER	INACTIVE REFUND	95.04
88339 10/9/24	CHK	16	MINNESOTA DEPT OF HEALTH	WATER OPERATOR RENEWAL - 157	23.00
88340 10/9/24	CHK	39	MMUA	T & O CONF - 9 32 152 186 12.2024	2,360.00

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				TRANSFORMER PRE-CONF - 119 195 11.2024	290.00
				LINEMAN COLLEGE #2 - 190	702.00
				TRANSFORMER SCHOOL - 119 195 11.2024	1,470.00
				T & O TRADE SHOW - 159 187	100.00
				Total for Check/Tran - 88340:	4,922.00
88341 10/9/24	CHK	573	NCPERS MINNESOTA	EXTRA LIFE INSURANCE - NOV 2024	224.80
				EXTRA LIFE INSURANCE - NOV 2024	15.20
				Total for Check/Tran - 88341:	240.00
88342 10/9/24	CHK	9997	PROMISE NGHE	INACTIVE REFUND	80.31
88343 10/9/24	CHK	43	NORTHERN TOOL	VACTRON - HOSE	76.13
88344 10/9/24	CHK	9997	OPEN DOOR LABS INC	Credit Balance Refund	211.12
88345 10/9/24	CHK	9997	MARIO ORTIZ	INACTIVE REFUND	130.20
88346 10/9/24	CHK	9997	KYLE PERCY	INACTIVE REFUND	20.33
88347 10/9/24	CHK	9997	SOREN PETERSON	INACTIVE REFUND	84.80
88348 10/9/24	CHK	9997	JESSICA PINK	INACTIVE REFUND	115.38
88349 10/9/24	CHK	811	PRIME ADVERTISING & DESIGN, INC.	MONTHLY HOSTING OF WEBSITE	40.00
				MONTHLY HOSTING OF WEBSITE	40.00
				MONTHLY HOSTING OF WEBSITE	20.00
				Total for Check/Tran - 88349:	100.00
88350 10/9/24	CHK	3218	RDO EQUIPMENT CO.	PARTS FOR UNIT #56	362.99
				PARTS FOR UNIT #61	-5.46
				PARTS FOR UNIT #61	69.39
				PARTS FOR UNIT #61	-10.57
				PARTS FOR UNIT #61	144.89
				PARTS FOR UNIT #61	-13.21
				PARTS FOR UNIT #61	180.90

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PARTS & LABOR FOR UNIT #56	567.60
				Total for Check/Tran - 88350:	1,296.53
88351 10/9/24	CHK	9997	APRIL SANDBERG	INACTIVE REFUND	164.95
88352 10/9/24	CHK	9997	SFR ACQUISITIONS I LLC	Credit Balance Refund	162.65
88353 10/9/24	CHK	674	STAR ENERGY SERVICES LLC	PROFESSIONAL SERVICES - SEPT 2024	67.50
88354 10/9/24	CHK	9997	ROSEMARY STROMMER	INACTIVE REFUND	57.72
88355 10/9/24	CHK	6107	STUART C. IRBY CO.	GLOVE TESTING - 195 Connector	44.28 457.80
				Total for Check/Tran - 88355:	502.08
88356 10/9/24	CHK	3360	THE UPS STORE 5093	OIL SAMPLES	136.22
88357 10/9/24	CHK	331	TRANSUNION	SKIP TRACING - AUG 2024 SKIP TRACING - AUG 2024	60.00 15.00
				Total for Check/Tran - 88357:	75.00
88358 10/9/24	CHK	375	VIKING ELECTRIC	CONTROL FUSES CONTROL FUSES	-9.12 124.92
				Total for Check/Tran - 88358:	115.80
88359 10/9/24	CHK	9997	MAVIS WEGNER	INACTIVE REFUND	86.13
88360 10/9/24	CHK	9997	NICOLE WESTHOLTER	INACTIVE REFUND	68.38
88361 10/9/24	CHK	9997	WOJO COMPANY LLC	INACTIVE REFUND	1,549.90
88362 10/16/24	CHK	9997	568 DODGE LLC	INACTIVE REFUND	250.05
88363 10/16/24	CHK	593	ABRA AUTOBODY & GLASS	PARTS & LABOR FOR UNIT #24	249.46
88364 10/16/24	CHK	1	AMERICAN PUBLIC POWER ASSOCIATI	eRELIABILITY TRACKER - 12/24 to 11/25	250.00
88365 10/16/24	CHK	301	BLACKS' LINEMAN SUPPLY, INC	HOIST HANDLE REPAIR	115.00

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
88366 10/16/24	CHK	9997	MELISSA BRUNS	INACTIVE REFUND	244.79
88367 10/16/24	CHK	54	CORE & MAIN LP	MISC PARTS & SUPPLIES	-4.24
				MISC PARTS & SUPPLIES	915.58
Total for Check/Tran - 88367:					911.34
88368 10/16/24	CHK	9997	JACOB DEMARRE	INACTIVE REFUND	325.53
88369 10/16/24	CHK	122	ELK RIVER WINLECTRIC	MISC PARTS & SUPPLIES	-2.11
				MISC PARTS & SUPPLIES	28.93
				MISC PARTS & SUPPLIES	-0.30
				MISC PARTS & SUPPLIES	4.13
				FUSEHOLDER & OFFSET	-15.22
				FUSEHOLDER	140.92
				OFFSET	67.43
				Misc Distribution Exp	204.71
				MISC PARTS & SUPPLIES	-14.95
Total for Check/Tran - 88369:					413.54
88370 10/16/24	CHK	9997	DANIEL HAACK	INACTIVE REFUND	543.20
88371 10/16/24	CHK	631	HEALTHPARTNERS	DENTAL EE INSURANCE - NOV 2024	786.07
				DENTAL ER INSURANCE - NOV 2024	2,122.79
				MEDICAL EE INSURANCE - NOV 2024	8,490.10
				MEDICAL ER INSURANCE - NOV 2024	50,523.97
				DENTAL EE INSURANCE - NOV 2024	106.80
				DENTAL ER INSURANCE - NOV 2024	555.82
				MEDICAL EE INSURANCE - NOV 2024	2,215.90
				MEDICAL ER INSURANCE - NOV 2024	13,370.53
Total for Check/Tran - 88371:					78,171.98
88372 10/16/24	CHK	9997	DAVID HEIFORT	INACTIVE REFUND	91.62
88373 10/16/24	CHK	9997	MARCIE HUBBART	INACTIVE REFUND	588.18

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
88374 10/16/24	CHK	755	KAHUNA WINDOW CLEANING	WINDOW CLEANING	-8.27
				Cleaning	1,783.64
				WINDOW CLEANING	-1.18
				Cleaning	254.80
Total for Check/Tran - 88374:					2,028.99
88375 10/16/24	CHK	9997	STANLEY KOCIEMBA	INACTIVE REFUND	157.66
88376 10/16/24	CHK	9997	DOUGLAS MATHISON	INACTIVE REFUND	450.59
88377 10/16/24	CHK	145	MENARDS	CLEAN AC FOR IT ROOM	16.47
				CLEAN AC FOR IT ROOM	2.35
				IRRIGATION METER PARTS	54.14
Total for Check/Tran - 88377:					72.96
88378 10/16/24	CHK	8454	MINNESOTA DEPT OF LABOR & INDUS	ELEVATOR ANNUAL OPERATOR	87.50
				ELEVATOR ANNUAL OPERATOR	12.50
Total for Check/Tran - 88378:					100.00
88379 10/16/24	CHK	39	MMUA	LINEMAN COLLEGE #1 - 195	702.00
88380 10/16/24	CHK	9997	BRITNY MUNZ	INACTIVE REFUND	85.44
88381 10/16/24	CHK	9997	SAM NELSON	INACTIVE REFUND	121.07
88382 10/16/24	CHK	630	PRINCETON RENTAL INC	CHAIN SAW PARTS	126.71
88383 10/16/24	CHK	575	Q MARKET RESEARCH	2024 FALL CUSTOMER SERVICE SURVEY	3,700.00
				2024 FALL CUSTOMER SERVICE SURVEY	925.00
Total for Check/Tran - 88383:					4,625.00
88384 10/16/24	CHK	574	REPUBLIC SERVICES, INC	TRASH & RECYCLING SERVICE - SEPT 2024	1,716.94
				TRASH & RECYCLING SERVICE - SEPT 2024	245.28
				TRASH & RECYCLING SERVICE - SEPT 2024	321.02
				TRASH & RECYCLING SERVICE - SEPT 2024	56.05
				TRASH & RECYCLING SERVICE - SEPT 2024	8.01

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 88384:					2,347.30
88385 10/16/24	CHK	9997	MINDY SHARP	INACTIVE REFUND	129.42
88386 10/16/24	CHK	9997	CHARLENE SNEVE	INACTIVE REFUND	36.03
88387 10/16/24	CHK	9997	ERIK SOLA	Credit Balance Refund	8.31
88388 10/16/24	CHK	6107	STUART C. IRBY CO.	Mtce of OH Primary	64.19
				Mtce of OH Primary	50.23
				Mtce of URD Primary	303.18
				Mtce of URD Primary	2,355.00
				Mtce of URD Secondary	524.70
				TRANSFORMER BARS & UTILCO COVERS	875.08
				Mtce of URD Primary	1,238.58
				Mtce of URD Primary	1,152.08
Total for Check/Tran - 88388:					6,563.04
88390 10/16/24	CHK	9997	TAMMY WETZELL	INACTIVE REFUND	227.38
88391 10/16/24	CHK	9997	JOHN WOOD	INACTIVE REFUND	149.85
88392 10/24/24	CHK	9997	THAVONE AKHAPHONG	INACTIVE REFUND	460.09
88393 10/24/24	CHK	398	ALTEC INDUSTRIES, INC	PARTS & LABOR FOR UNIT #21	12,422.02
88394 10/24/24	CHK	522	ALTERNATIVE TECHNOLOGIES, INC	OIL TEST & GAS ANALYSIS	3,212.00
88395 10/24/24	CHK	9997	MATT BONIN	INACTIVE REFUND	12.03
88396 10/24/24	CHK	5592	CITY OF DAYTON	2024 FRANCHISE FEES - QTR 3	2,605.49
88397 10/24/24	CHK	3498	CITY OF OTSEGO	2024 QTR 3 FRANCHISE FEES	18,048.33
88398 10/24/24	CHK	54	CORE & MAIN LP	PARTS FOR CURB STOP REPAIR	297.16
88399 10/24/24	CHK	9997	CALEB DELICH	INACTIVE REFUND	161.03

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
88400 10/24/24	CHK	9997	MADISON GAFFNEY	INACTIVE REFUND	71.64
88401 10/24/24	CHK	80	GRAINGER	AIR COMPRESSOR SWITCH - WELL #6	54.41
				AIR COMPRESSOR SWITCH - WELL #6	54.41
Total for Check/Tran - 88401:					108.82
88402 10/24/24	CHK	53	GREAT RIVER ENERGY	2024 QTR 3 CONNECTION SERVICES	1,875.00
88403 10/24/24	CHK	730	GREATAMERICA FINANCIAL SERVICES	LEASE FOR COPIER AT PLANT	105.01
				LEASE FOR COPIER AT PLANT	26.26
Total for Check/Tran - 88403:					131.27
88404 10/24/24	CHK	5341	HUBBARD ELECTRIC	METER INSTALL - 557 6TH ST	1,841.06
				METER INSTALL - 557 6TH ST	-74.62
				PUMP HOUSE HEATERS & DEF FLUID PUMP	-12.23
				PUMP HOUSE HEATERS & DEF FLUID PUMP	769.22
				PUMP HOUSE HEATERS & DEF FLUID PUMP	-15.91
				PUMP HOUSE HEATERS & DEF FLUID PUMP	57.39
				PUMP HOUSE HEATERS & DEF FLUID PUMP	1,056.72
Total for Check/Tran - 88404:					3,621.63
88405 10/24/24	CHK	756	KJ BRANDING	FSB WALL ART	29,616.95
				FSB WALL ART	-137.28
				FSB WALL ART	4,230.99
				FSB WALL ART	-19.61
Total for Check/Tran - 88405:					33,691.05
88406 10/24/24	CHK	48	LEAGUE OF MN CITIES INS TRUST	WORK COMP - 10/24 TO 10/25	47,938.37
				WORK COMP - 10/24 TO 10/25	12,393.63
Total for Check/Tran - 88406:					60,332.00
88407 10/24/24	CHK	9997	ALEXANDRU MATVEICIUC	INACTIVE REFUND	66.65
88408 10/24/24	CHK	9997	DALE MEIERHOFER	INACTIVE REFUND	186.04
88409 10/24/24	CHK	145	MENARDS	LUMBER FOR ERMCO TRANSFORMER	119.70

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				BOX MAT'L FOR ERMCO BRACELETS	43.13
				CURB STOP REPAIRS	86.30
				POSITION CONTROLLER	31.00
				WACO CAMERAS	36.66
				MISC PARTS & SUPPLIES	43.50
				Total for Check/Tran - 88409:	360.29
88410 10/24/24	CHK	520	MICHELS UTILITY SERVICES, INC	TRENCHING - ANNA'S ACRES	26,995.17
88411 10/24/24	CHK	633	MUTUAL OF OMAHA	ELEC LIFE INSURANCE - NOV 2024	217.53
				LIFE,STD & LTD INSURANCE - NOV 2024	2,512.95
				ELEC LIFE INSURANCE - NOV 2024	203.12
				LIFE,STD & LTD INSURANCE - NOV 2024	534.54
				LIFE,STD & LTD INSURANCE - OCT 2024	2,409.94
				ELEC LIFE INSURANCE - OCT 2024	217.53
				LIFE,STD & LTD INSURANCE - OCT 2024	551.22
				ELEC LIFE INSURANCE - OCT 2024	203.12
				Total for Check/Tran - 88411:	6,849.95
88412 10/24/24	CHK	3218	RDO EQUIPMENT CO.	PARTS FOR UNIT #59	-2.49
				PARTS FOR UNIT #59	31.73
				Total for Check/Tran - 88412:	29.24
88413 10/24/24	CHK	6107	STUART C. IRBY CO.	COLD SHRINK SPLICE	1,887.81
				Mtce of URD Primary	224.00
				Total for Check/Tran - 88413:	2,111.81
88414 10/24/24	CHK	9997	TALL PINES 2 LLC	Credit Balance Refund	212.36
88415 10/24/24	CHK	9997	ROBERT TAYLOR	INACTIVE REFUND	104.06
88416 10/24/24	CHK	9997	WILLIAM WITTHUHN	INACTIVE REFUND	193.62
88417 10/25/24	CHK	512	RJM CONSTRUCTION, LLC	PARTIAL RELEASE OF RETAINAGE	148,750.00
				PARTIAL RELEASE OF RETAINAGE	21,250.00

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 88417:					170,000.00
88418 10/29/24	CHK	758	KA COMMERCIAL TRUCKS, LLC	UNIT #6 BOX Truck 6	-95.00 10,248.13
Total for Check/Tran - 88418:					10,153.13
88419 10/31/24	CHK	398	ALTEC INDUSTRIES, INC	PARTS & LABOR FOR UNIT #5	2,684.53
88420 10/31/24	CHK	8079	BAYCOM, INC.	Toughbook	3,705.55
88421 10/31/24	CHK	483	CANVAS CRAFT, INC	REPAIR LIFTING TARP	100.00
88422 10/31/24	CHK	663	CDW GOVERNMENT	iPad iPad	9,320.98 393.37
Total for Check/Tran - 88422:					9,714.35
88423 10/31/24	CHK	3982	CENTERPOINT ENERGY	NATURAL GAS & IRON REMOVAL NATURAL GAS & IRON REMOVAL	359.82 105.28
Total for Check/Tran - 88423:					465.10
88424 10/31/24	CHK	549	CHARTER COMMUNICATIONS	OFFICE TELEPHONE OFFICE TELEPHONE	194.54 48.64
Total for Check/Tran - 88424:					243.18
88425 10/31/24	CHK	28	CINTAS	MATS & TOWELS MATS & TOWELS MATS & TOWELS MATS & TOWELS	429.42 61.35 429.42 61.35
Total for Check/Tran - 88425:					981.54
88426 10/31/24	CHK	54	CORE & MAIN LP	METER GASKET METER GASKET Meter METERS Meter METER	-2.33 31.92 3,166.18 -231.14 2,367.78 -172.84

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				Meter	1,052.76
				METERS	-76.85
				Total for Check/Tran - 88426:	6,135.48
88427 10/31/24	CHK	3173	DELL MARKETING LP	Monitor	775.51
				Monitor	775.50
				Total for Check/Tran - 88427:	1,551.01
88428 10/31/24	CHK	9999	ELITE UNDERGROUND	Hydrant Rental Deposit Refund	352.75
88429 10/31/24	CHK	5688	EXCEL AV GROUP	FSB LUNCHROOM AUDIO REPAIR	341.25
				FSB LUNCHROOM AUDIO REPAIR	48.75
				Total for Check/Tran - 88429:	390.00
88430 10/31/24	CHK	8247	FERGUSON WATERWORKS #2516	Blower	439.05
88431 10/31/24	CHK	33	ITRON INC	SOFTWARE MTC - 11/24 TO 10/25	7,573.48
				SOFTWARE MTC - 11/24 TO 10/25	1,893.37
				Total for Check/Tran - 88431:	9,466.85
88432 10/31/24	CHK	8605	MARCO TECHNOLOGIES, LLC	PRINTER MTC CONTRACT - 9/24 to 10/23/24	1,035.59
				PRINTER MTC CONTRACT - 9/24 to 10/23/24	225.56
				Total for Check/Tran - 88432:	1,261.15
88433 10/31/24	CHK	145	MENARDS	EXTERNAL FUEL TANK - UNIT #31	28.73
				MISC PARTS & SUPPLIES - 172	36.09
				AIR COMPRESSOR OIL	48.48
				WATER LINE FITTING	-8.29
				WATER LINE FITTING	-1.19
				Total for Check/Tran - 88433:	103.82
88434 10/31/24	CHK	120	NAPA AUTO PARTS	PARTS FOR UNIT #73	49.73
				PARTS FOR UNIT #73	61.62
				PARTS FOR UNIT #56	101.24
				Total for Check/Tran - 88434:	212.59

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
88435 10/31/24	CHK	43	NORTHERN TOOL	TRUCK BED GAS TANK - UNIT #31	874.51
				GAS TANK PARTS - UNIT #31	87.00
Total for Check/Tran - 88435:					961.51
88436 10/31/24	CHK	811	PRIME ADVERTISING & DESIGN, INC.	MONTHLY HOSTING OF WEBSITE	40.00
				MONTHLY HOSTING OF WEBSITE	40.00
				MONTHLY HOSTING OF WEBSITE	20.00
Total for Check/Tran - 88436:					100.00
88437 10/31/24	CHK	8606	QUADIENT FINANCE USA, INC	POSTAGE MACHINE LEASE - 8/6 to 11/5/24	226.66
				POSTAGE MACHINE LEASE - 8/6 to 11/5/24	56.66
				POST MACHINE INK	319.74
				POST MACHINE INK	79.94
Total for Check/Tran - 88437:					683.00
88438 10/31/24	CHK	6575	ROGERS PRINTING AND PROMOTIONA	TECH SERVICES DOOR HANGER	167.91
88439 10/31/24	CHK	159	SHORT ELLIOTT HENDRICKSON INC	PROFESSIONAL SERVICES - SEPT 2024	7,115.72
88440 10/31/24	CHK	8141	SPEEDCUTTERS OUTDOOR MAINTENA	LAWN MOWING SERVICES - OCT 2024	867.69
				LAWN MOWING SERVICES - OCT 2024	2,155.57
Total for Check/Tran - 88440:					3,023.26
88441 10/31/24	CHK	55	WESCO RECEIVABLES CORP.	Mtce of OH Primary	92.40
				Mounting Plate	89.65
Total for Check/Tran - 88441:					182.05
Total for Bank Account - 5 :					(244) 5,441,821.19
Grand Total :					(245) 5,456,612.79

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PARAMETERS ENTERED:**Check Date:** 10/01/2024 To 10/31/2024**Bank:** All**Vendor:** All**Check:****Journal:** All**Format:** All GL References/Amounts**Extended Reference:** No**Sort By:** Check/Transaction**Voids:** None**Payment Type:** All**Group By Payment Type:** No**Minimum Amount:** 0.00**Authorization Listing:** No**Credit Card Charges:** No

**ELK RIVER MUNICIPAL UTILITIES
SPECIAL MEETING OF THE UTILITIES COMMISSION
HELD AT UTILITIES CONFERENCE ROOM**

October 8, 2024

Members Present: Chair John Dietz, Vice Chair Mary Stewart, Commissioners Paul Bell, Matt Westgaard, and Nick Zerwas

ERMU Staff Present: Mark Hanson, General Manager
Sara Youngs, Administrations Director
Melissa Karpinski, Finance Manager
Tony Mauren, Governance & Communications Manager
Tom Geiser, Operations Director
Chris Sumstad, Electric Superintendent
Mike Tietz, Technical Services Superintendent
Dave Ninow, Water Superintendent
Megan Zachman, Human Resources Generalist
Jenny Foss, Communications & Administrative Coordinator
Parker Theisen, IT/OT Technician

Others Present: Jared Shepherd, Attorney; Cal Portner, City Administrator

1.0 GOVERNANCE

1.1 Call Meeting to Order

The regular meeting of the Utilities Commission was called to order at 3:30 p.m. by Chair Dietz.

1.2 Pledge of Allegiance

The Pledge of Allegiance was recited.

1.3 Consider the Agenda

Chair Dietz requested the addition of 5.4 – Energy City Commission Discussion to the agenda.

Moved by Commissioner Westgaard and seconded by Commissioner Stewart to approve the October 8, 2024, amended agenda. Motion carried 5-0

1.4 Recognition of Employee Longevity – Mitch Girtz, 12 years

Mr. Sumstad presented Mr. Girtz in recognition of his 12 years of service. Mr. Sumstad described Mr. Girtz as someone who takes pride in his work, is very skilled, and takes the time

to learn the organization's operations. He also noted that Mr. Girtz is counted on to be a mentor to the younger staff.

The Commission thanked Mr. Girtz for his service and there was a round of applause.

2.0 CONSENT AGENDA (Approved By One Motion)

Chair Dietz requested clarification on item 2.3, specifically asking if any financial transactions were involved in the property exchange between the City and ERMU. Mr. Shepard clarified that the exchange was purely a transfer of property, with no monetary value associated.

Moved by Commissioner Stewart and seconded by Commissioner Bell to approve the Consent Agenda as follows:

2.1 Check Register – September 2024

2.2 Regular Meeting Minutes – September 10, 2024

2.3 Resolution No. 24-11 - Approving Acquisition of Real Property from the City of Elk River – East Substation

Motion carried 5-0.

3.0 OPEN FORUM

No one appeared for open forum.

4.0 POLICY & COMPLIANCE

4.1 Commission Policy Review – G.3 – Commission – Management Roles

Mr. Mauren presented his memo regarding G.3 – Commission – Management Roles. There were no recommended changes from staff. Commissioners did not have any comments, questions, or changes.

5.0 BUSINESS ACTION

5.1 Financial Report – August 2024

Ms. Karpinski presented the August 2024 Financial Report.

Ms. Karpinski highlighted that August was a good month for both electric and water sales. She noted that the billing period in August included an extra week for three of the four cycles, therefore making a direct comparison between July and August less accurate.

Chair Dietz asked about the lower purchased power costs compared to the previous year. Ms. Karpinski attributed this to reduced energy usage, explaining that the Energy Adjustment Clause (EAC) charges fluctuate with consumption. She also pointed out that the actual EAC was slightly lower than budgeted.

Chair Dietz inquired whether water sales were expected to be lower than the previous year due to wetter weather. Mr. Ninow confirmed this, adding that water usage had decreased, and that the prior year was unusually dry, which had driven higher water consumption in 2023.

Moved by Commissioner Westgaard and seconded by Commissioner Stewart to receive the August 2024 Financial Report. Motion carried 5-0.

5.2 **2025 Annual Business Plan: Electric and Water Expenses**

Ms. Karpinski reviewed the 2025 Annual Business Plan: Electric and Water memo in which she reminded the Commission that the information presented is subject to updates. She noted that revisions will be made before final review as work continues on refining the revenue and rates details.

Chair Dietz asked if the budget included funds for the addition of an administrative employee. Ms. Karpinski confirmed it did.

Chair Dietz asked Mr. Geiser if the same contractor is used for tree trimming every year and if they work throughout the winter. Mr. Geiser explained that two to three bids are reviewed each year, and the selected contractor works all winter. Mr. Geiser noted that there are remaining funds in the 2024 budget, so they plan to bring the contractor on board in December, with work continuing into 2025.

Commissioner Westgaard asked if the new compensation plan was factored into 2025 budget presented. Ms. Karpinski confirmed it was.

Commissioner Westgaard also asked if plans for the decommissioning the power plant were included in the 2025 budget.

Mr. Hanson stated that only the preliminary architectural plan costs, estimated at \$60,000, were budgeted for 2025, as construction is not expected until 2026, pending commission approval.

5.3 **Advanced Metering Infrastructure Update**

Mr. Tietz reviewed the AMI updates outlined in his memo.

Chair Dietz asked if all seasonal irrigation meters will get a new AMI meter. Mr. Tietz confirmed that they would.

Mr. Tietz addressed recent issues with the electric meter distributor, explaining that a letter was sent expressing dissatisfaction with their service.

Mr. Hanson added that the letter, sent on Friday, October 4, was strongly worded and raised concerns about the distributor's lack of leadership and poor communication regarding the meter shortage.

Mr. Tietz mentioned that he plans to meet with the distributor's director of sales at the upcoming Xylem Reach Conference, taking place from October 13-16. He also explained that the distributor halted production due to a cleanliness issue with the electronics boards. The time frame of this suspected production issue coincided with when meters were delivered to ERMU.

Chair Dietz then asked if there was a warranty on the electric meters already received. Mr. Tietz confirmed that the meters are under warranty, and faulty units will be replaced. To date, 64 faulty meters have been returned under the warranty, but replacements have not yet been received.

Commissioner Westgaard inquired whether the warranty also covered installation costs. Mr. Tietz clarified that the warranty only covers the meter itself.

Mr. Hanson added that further discussions will be needed regarding labor costs associated with premature meter failures caused by the known issue.

Ms. Youngs mentioned that some faulty meters were identified before installation, and those already installed can be quickly detected through a daily dashboard review.

Commissioner Bell requested a review of the electric meter installation process, noting that his meter was replaced without prior notice, resulting in a power outage long enough to affect his clocks and electronic devices.

Mr. Tietz explained that, typically, a technician will knock on the door to inform the resident of the meter replacement. If there is no response and access to the meter is available, the technician will proceed with the replacement and leave a door hanger to confirm the completed upgrade.

Commissioner Stewart noted that her power was interrupted for only 10-15 seconds during her meter replacement.

Chair Dietz requested clarification on the \$300 cost associated with residential plumbing repairs under the AMI project. Mr. Tietz explained that this amount is the fee per job charged by the master plumber from Archer Plumbing, the contractor for the project.

Mr. Hanson clarified further that there are two situations in which additional labor is involved with a water meter changeout. If the resident does not have a shut off valve or the valve is leaking, the master plumber is called in for repairs. If the water meter cannot be replaced due to an access issue, the meter is flagged as "Return to Utility" (RTU), and ERMU staff address this issue.

There was discussion.

Chair Dietz requested that Mr. Tietz provide a follow-up report next month after further discussions with the electric meter distributor.

5.4 **Energy City Commission Discussion**

Chair Dietz initiated a discussion regarding the proposal to dissolve the Energy City Commission, based on feedback from City Council. The plan would transfer the body to ERMU's oversight, forming an Energy City Committee with a proposed start date of January 1, 2025.

Commissioner Stewart asked whether the City Council would still appoint a representative to the Committee. Chair Dietz clarified that the City Council would no longer be involved with Energy City.

Commissioner Bell requested to see a description of the Committee's duties before making any decisions.

Mr. Hanson noted that City Clerk Tina Allard is sending him the Energy City charter, which will be revised to reflect its transition from a commission to a committee.

Mr. Hanson also inquired whether the Commission would be interested in appointing a liaison to the proposed Energy City Committee, similar to other ERMU committees.

Commissioner Bell reiterated the need for more information before making a decision.

A discussion followed, with consensus that Energy City cannot continue in its current format and that the Committee must have a clearly defined purpose moving forward.

Mr. Hanson confirmed he would present a proposed committee outline at the November commission meeting for review.

6.0 BUSINESS DISCUSSION

6.1 Staff Updates

Mr. Hanson noted that the Wage & Benefits Committee (WBC) spoke in favor of presenting the proposed revisions to the Utilities Performance Metric Incentive Compensation scorecard to the full Commission in November as part of the formal WBC update. He also shared feedback from the City of North St. Paul, which has agreed to a 5.5% annual adjustment following negotiations. Although this figure has not yet been approved by their Council, if factored into ERMU's wage adjustment, it would increase the proposed adjustment from 3.67% to 3.85%.

Mr. Hanson further clarified proposed changes to the water department's organizational chart for 2025. These include adding a new water operator position and promoting an internal candidate to the role of lead water operator.

Ms. Youngs reminded the commission that October is Cybersecurity Awareness Month.

Mr. Mauren suggested moving the utility commission meetings in 2025 to either the utilities' large conference room or the Mississippi conference room at the field services building, with a final decision to be made in December. There was consensus among the Commission that the large conference room was a suitable location for future meetings.

Ms. Foss gave a summary of the National Drive Electric Week event held on October 3 at the Elk River Farmers Market. The event featured 16 electric vehicles and representatives from Tesla offering test drives. ERMU staff also created an interactive game connecting the market area to the EVs parked at First National Bank, which was well-received by attendees.

Mr. Geiser informed the commission that two ERMU lineworkers were deployed as part of a mutual aid effort from Minnesota, traveling to Kissimmee, Florida, ahead of Hurricane Milton.

Chair Dietz requested that the line crew attend the November meeting to share their mutual aid experience.

Mr. Sumstad added that MMUA is using the field services building for their tree trimming training this year.

6.2 City Council Update

Commissioner Westgaard presented a City Council update.

6.3 Future Planning

Chair Dietz announced the following:

- a. Special Commission Meeting – November 12, 2024
- b. 2024 Governance Agenda

6.5 **Other Business**

There was no other business.

7.0 **ADJOURN REGULAR MEETING**

Moved by Commissioner Bell and seconded by Commissioner Westgaard to adjourn the regular meeting of the Elk River Municipal Utilities Commission at 4:23 p.m. Motion carried 5-0.

Minutes prepared by Jenny Foss.

John J. Dietz, ERMU Commission Chair

Tina Allard, City Clerk

TO: ERMU Commission	FROM: Melissa Karpinski – Finance Manager
MEETING DATE: November 12, 2024	AGENDA ITEM NUMBER: 2.03
SUBJECT: 2024 Third Quarter Utilities Performance Metrics Scorecard Statistics	
ACTION REQUESTED: None	

BACKGROUND:

Following the Commission’s adoption of the Performance Metrics program in December 2012 and the latest revision in 2023, we will be tracking the progress for 2024, to be awarded in 2025. This is a company performance-based program designed to incentivize employee commitment towards the company’s success. Divided into categories representing core values of the company and again into sub-categories that are quantifiable, this program is designed to track goals that require companywide support from the employees to continually achieve. When the employees work together as a team to achieve these goals, the company recognizes a corresponding increase in value to our customers.

DISCUSSION:

At close of the fiscal 2024 year, and completion of the audit, the final scorecard will be evaluated and presented to the Commission for awarding the related distribution in 2025. We will be tracking the progress of the company and the related scorecard quarterly throughout 2024. The third quarter scorecard is attached, with some notes for the third quarter results.

FINANCIAL IMPACT:

None, until awarded the following year.

ATTACHMENTS:

- Performance Metrics and Incentive Compensation Score Card – 2024 3rd Quarter

Elk River Municipal Utilities
G.4g1a - Performance Metrics and Incentive Compensation Policy Score Card - 2024

Category	Percent	Sub-Category	Sub-Percent	Goal	Score	Awarded Multiplier Percentage	Notes	Current Result
Safety, Reliability and Quality of Utility Services	40	Water Quality Standards	5	Meet Requirements			met requirement	
		Lead and Copper quality	5	90th percentile			met requirement	90
		Bacteria Detection	5	0 positive samples			on target	0
		CAIDI	5	<120 Min			off target	128.806
		SAIDI	5	<90 Min			on target	40.459
		SAIFI	5	< 0.5			on target	0.314
		Line Loss	5	<5%			on target	4.6%
		Water Loss	5	<12%			off target	12.2%
Workforce Development	25	Clean Energy Choice Program Participation	5	+30 net			on target	32
		Employee Turnover	10	≤ 7.5%			on target	4%
		Participation in Recommended and Mandatory Trainings	10	≥ 95%			on target	96%
Financial Goals	35	Margins/Net Profit	20	≥ Budget			on target	
		Reserves	10	≥ Target			on target	
		Inventory Accuracy	5	≥ 95%			on target	99.8%
				Total Multiplier:				

Adopted December 12, 2012
Revised October 11, 2016
Revised December 17, 2019
Revised December 14, 2021
Revised December 13, 2022
Revised December 13, 2023

TO: ERMU Commission	FROM: Mark Hanson – General Manager
MEETING DATE: November 12, 2024	AGENDA ITEM NUMBER: 2.04
SUBJECT: 2024 Third Quarter Year-to-Date Earned Sick and Safe Time Usage	
ACTION REQUESTED: None	

BACKGROUND:

Effective January 1, 2024, the Minnesota Earned Sick and Safe Time (ESST) law requires Minnesota employers to provide paid leave to employees. The Commission adopted the policy at their December 2023 commission meeting. ERMU's adopted policy went beyond the minimum requirements of the ESST law by applying the eligibility criteria to all accrued sick time. Upon approving the policy, the Commission asked for quarterly updates on sick time usage through 2024.

DISCUSSION:

To track the usage between prior eligibility requirements and the new ESST provisions, sick time usage was categorized into the following requirements (family equivalent was used to track when care was needed for someone beyond the former eligibility requirements):

- Prior Eligibility Requirements:
 - Medical Care, Self or Family
 - Daycare Closure, Family
- New ESST Provisions
 - Work/School Closure, Self or Family
 - Medical Care, Family Equivalent
 - Daycare Closure, Family Equivalent
 - Work/School Closure, Family Equivalent
 - Funeral, Family Equivalent

2024 third quarter year-to-date, 2,073 hours of sick time were used. Of the total time, 1,953 hours were used for medical care of self or family members; 85.5 hours were used due to daycare closure; 16 hours were used due to school closure; 14 hours were used for medical care for family equivalent; and 4.5 hours were used for funeral matters. A total of 34.5 hours would have required vacation time prior to the adoption of ESST, which included the 16 hours used due to school closure, 14 hours used for medical care for family equivalent and 4.5 hours for funeral matters. For reference, 1,971.25 hours of sick time was used 2023 third quarter year-to-date.

TO: ERMU Commission	FROM: Thomas Geiser – Operations Director
MEETING DATE: November 12, 2024	AGENDA ITEM NUMBER: 2.05
SUBJECT: 2025 Wire Bid	
ACTION REQUESTED: Adopt Resolution 24-12 awarding contracts for 2025 Electric Cable Inventory	

BACKGROUND/ DISCUSSION:

On October 29, 2024, ERMU held two bid openings for 1/0 and 4/0 primary electric cable, respectively. The bid advertisement explained that both price and delivery times would be factors in determining the lowest responsible bidder.

- It appears that for 55,000 feet of 1/0 15 KV Primary URD – XLPE/TR or EPR, Border States of Albertville, MN is the lowest responsible bidder with Prysmian XLPE/TR at \$179,928.00, complying with the minimum qualifications for price and delivery time.
- It appears that for 68,750 feet of 4/0 15 KV Primary URD - EPR, Border States of Albertville, MN is the lowest responsible bidder with Southwire EPR at \$237,936.19, complying with the minimum qualifications for price and delivery time.

Staff is asking that the Commission adopt the attached resolution to award contracts.

FINANCIAL IMPACT:

This is budgeted within 2025 Capital Projects

ATTACHMENTS:

- Resolution No. 24-12 Awarding Contracts for 2025 Electric Cable Inventory

RESOLUTION NO. 24-12

BOARD OF COMMISSIONERS
ELK RIVER MUNICIPAL UTILITIES

A RESOLUTION AWARDING CONTRACTS FOR 2025 ELECTRIC CABLE INVENTORY

WHEREAS, pursuant to an advertisement for bids for Elk River Municipal Utilities 2025 electric cable inventory, bids were received, open, and tabulated according to State law, and the following bids were received complying with the advertisements:

55,000 feet of 1/0 15 KV Primary URD – XLPE/TR or EPR

Contractor	Wire Manufacturer	Wire Type	Total Bid	Delivery
Border States	Prysmian	XLPE	\$179,928.00	2/1/2025
Border States	Southwire	EPR	\$165,646.80	January 2025 (6-8 weeks)
Irby	Okonite	EPR	\$181,500.00	Late April 2025
Westco	CME	EPR	\$221,00.00	May 2025 (26 weeks)
Westco	CME	XLPE	\$158,400.00	October 2025 (46 weeks)
		EPR	\$182,600.00	October 2025 (46 weeks)
Resco	Prysmian	XLPE	\$186,965.55	Unspecified
		EPR	\$219,586.40	Unspecified
Resco	Prysmian	EPR	\$280,937.25	Unspecified

68,750 feet of 4/0 15 KV Primary URD - EPR

Contractor	Wire Manufacturer	Total Bid	Delivery
Border State	Prysmian	\$270,375.88	3/1/2025
Border States	Southwire	\$237,936.19	January 2025 (6-8 weeks)
Irby	Okonite	\$253,000.00	Late July 2025
Westco	LS Cable	\$307,312.50	May 2025 (26 weeks)
Westco	CME	\$257,812.50	October 2025 (46 weeks)
Resco	Prysmian	\$280,937.25	Unspecified
Resco	Prysmian	\$271,827.19	February 2025 (14 weeks)

WHEREAS, the advertisement for bids expressly noted that ERMU would consider both price and promptness of delivery in determining the lowest responsible bidder;

WHEREAS, it appears that for 55,000 feet of 1/0 15 KV Primary URD – XLPR/Tr or EPR, Border States of Albertville, MN is the lowest responsible bidder for XLPE/TR at \$179,928.00, complying with the minimum qualifications for price and delivery time; and

WHEREAS, it appears that for 68,750 feet of 4/0 15 KV Primary URD - EPR, Border States of Albertville, MN is the lowest responsible bidder for EPR at \$237,936.19, complying with the minimum qualifications for price and delivery time; and

WHEREAS, Staff recommends awarding the contracts for 1/0 Primary URD and 4/0 Primary URD to Border States of Albertville, Minnesota.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF ELK RIVER MUNICIPAL UTILITIES, BASED UPON THE FOREGOING RECITALS INCORPORATED HEREIN, AS FOLLOWS:

1. That the Chair and General Manager are authorized and directed to execute a contract with Border States for the bid of 55,000 feet of 1/0 15 KV Primary URD – XLPE/TR, in the amount of \$179,928.00.
2. That the Chair and General Manager are authorized and directed to execute a contract with Border States for the bid of 68,750 feet of 4/0 15 KV Primary URD - EPR in the amount of \$237,936.19.

This Resolution Passed and Adopted this 12th day of November 2024.

John J. Dietz, Chair

Mark Hanson, General Manager

TO: ERMU Commission	FROM: Tony Mauren – Governance & Communications Manager
MEETING DATE: November 12, 2024	AGENDA ITEM NUMBER: 4.01
SUBJECT: Commission Policy Review – G.3a – Controlling Authority	
ACTION REQUESTED: Review the policy and provide comment	

BACKGROUND/DISCUSSION:

This month commissioners are reviewing policy G.3a – Controlling Authority to make comments, ask questions, or recommend updates.

With policy G.3a, the Commission affirms that its authority to direct the General Manager resides only in an official action supported by the affirmative vote of a majority of a quorum of the Commission members during either a regular or a called special meeting.

Staff is not recommending any changes to the policy.

ATTACHMENTS:

- ERMU Policy – G.3a – Controlling Authority

Section: Governance	Category: Commission – Management Connection Policies
Policy Reference: G.3a	Policy Title: Controlling Authority

PURPOSE:

With this policy, the Commission affirms that its authority to direct the General Manager resides only in an official action supported by the affirmative vote of a majority of a quorum of the Commission members during either a regular or a called special meeting of the Commission.

POLICY:

Only decisions of the Commission acting as a legally authorized decision-making body are binding. Consistent with this general statement:

1. An individual Commission member or Commission committee cannot make decisions or recommendations, nor issue directives that are binding except in unusual instances when the Commission has acted to specifically authorize an individual Commission member or Commission committee to exercise such authority. This applies both during and outside of called meetings of the Commission.
2. When individual Commission members or Commission committees request information or assistance from management without first obtaining Commission authorization to do so, the General Manager may:
 - a. Respond as requested, notifying all other Commission members of the request and the response provided. The General Manager may, at his or her sole discretion, provide copies to all other Commission members of any documents provided in the response. (Note: Other Commission members may request copies of any documents provided in the response and the General Manager is expected to provide them promptly).
 - b. Refer the request to the Commission for consideration and direction before taking any action. The General Manager is not required to explain the basis for referring a request, but such basis could include a determination that the request may be sensitive or disruptive, or that it would require the expenditure of a material amount of staff time or funds that were not previously budgeted and scheduled for that purpose. (Note: the

Commission member making a request for information may also refer it to the Commission for consideration and direction, if the General Manager did not respond to the satisfaction of the Commission member.)

POLICY HISTORY:

Adopted May 9, 2017

TO: ERMU Commission	FROM: Mark Hanson – General Manager
MEETING DATE: November 12, 2024	AGENDA ITEM NUMBER: 4.02
SUBJECT: Competitive Rates Analysis	
ACTION REQUESTED: Approve the Competitive Rates Analysis	

BACKGROUND:

The Commission adopted the Competitive Rates Policy in December 2022. Per this policy, the general manager will provide an annual competitive rate analysis report to the Commission prior to rate setting for the following budget year.

DISCUSSION:

The report includes the following information:

1. Electric

- a. Report the blended \$/kWh effective electric rate data (total revenue collected/total kWh sold) as available through the U.S. Department of Energy, Energy Information Administration, Form EIA-861. The report shall include ten-year trend data graphing ERMU electric rates compared to neighboring competitor electric utilities. Recognizing that the data release lags one year, the intent of the report shall be to provide graphical trend data for long-term planning rather than short term comparisons. The report shall be provided to the Commission annually prior to rate setting for the following budget year.
- b. Report customer class rate analysis comparing ERMU electric rates to neighboring competitor electric utilities. The report shall include ten-year trend data graphing ERMU electric rates compared to neighboring competitor electric utilities. The intent of this is to show, from a customer perspective, how rate competitiveness would be perceived currently. The report shall include all rate classes or other unique customer types within rate classes.

2. Water

- a. Report tiered water rate comparisons, as available locally sourced. The report shall include data graphing ERMU water rates compared to neighboring water utilities. The intent of the report shall be to provide trend data for long-term planning rather than short-term comparisons.

- b. Report customer class rate analysis comparing ERMU water rates to neighboring communities, as available through regional Advanced Engineering and Environmental Services survey reports. The report shall include ten-year trend data graphing ERMU water rates compared to neighboring competitor water utilities. The intent of this is to show, from a customer perspective, how rate competitiveness would be perceived currently. The report shall include all rate classes.

The annual rate analysis report is attached for approval.

ATTACHMENTS:

- ERMU Policy – G.5b – Competitive Rates Policy
- Electric and Water Report with Graphs

COMMISSION POLICY

Section: Governance	Category: Results Policies
Policy Reference: G.5b	Policy Title: Competitive Rates

PURPOSE:

Competitive rates play a critical role in customer satisfaction, economic development opportunities, and business retention. The organization's ***Mission*** includes the statement that the services provided are "cost effective." And the organization's ***Fundamentals*** and ***Values*** both specify "competitiveness." These defining organizational position policies reflect the expectations of the customers, the consumer-owners. With this policy, the Commission recognizes the importance of remaining competitive through strategic short-term and long-term planning, budgeting, and rate design.

Consistent with all ***Results Policies***, the Commission shall establish clear expectations for producing the right results for the right people in the right way. With this policy the Commission affirms their commitment to the ***Organization Fundamentals Policies*** prioritizing financial and organization health by establishing reporting requirements regarding the competitiveness of rates.

POLICY:

To provide the Commission with the information needed, in a timely manner, for evaluation of rate competitiveness, the General Manager annually provides a rate competitive analysis report to the Commission prior to rate setting for the following budget year. The report shall include the following information:

1. Electric
 - a. Report the blended \$/kWh effective electric rate data (total revenue collected/total kWh sold) as available through the U.S. Department of Energy, Energy Information Administration, Form EIA-861. The report shall include ten-year trend data graphing ERMU electric rates compared to neighboring competitor electric utilities. Recognizing that the data release lags one year, the intent of the report shall be to provide graphical trend data for long term planning rather than short term comparisons. The report shall be provided to the Commission annually prior to rate setting for the following budget year.

- b. Report customer class rate analysis comparing ERMU electric rates to neighboring competitor electric utilities. The report shall include ten-year trend data graphing ERMU electric rates compared to neighboring competitor electric utilities. The intent of this is to show, from a customer perspective, how rate competitiveness would be perceived currently. The report shall include all rate classes or other unique customer types within rate classes.

2. Water

- a. Report tiered water rate comparisons, as available locally sourced. The report shall include data graphing ERMU water rates compared to neighboring water utilities. The intent of the report shall be to provide trend data for long term planning rather than short term comparisons.
- b. Report customer class rate analysis comparing ERMU water rates to neighboring communities, as available through regional AE2S survey reports. The report shall include ten-year trend data graphing ERMU water rates compared to neighboring competitor water utilities. The intent of this is to show, from a customer perspective, how rate competitiveness would be perceived currently. The report shall include all rate classes.

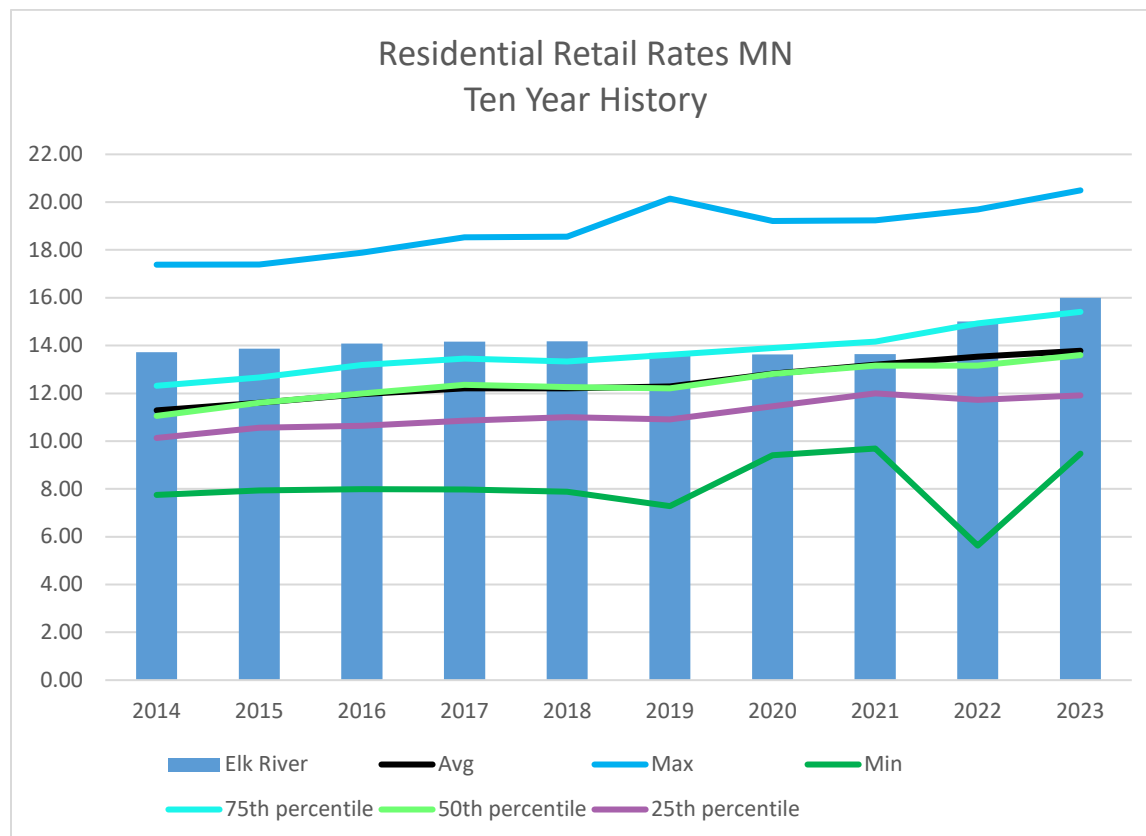
POLICY HISTORY:

Adopted December 13, 2022

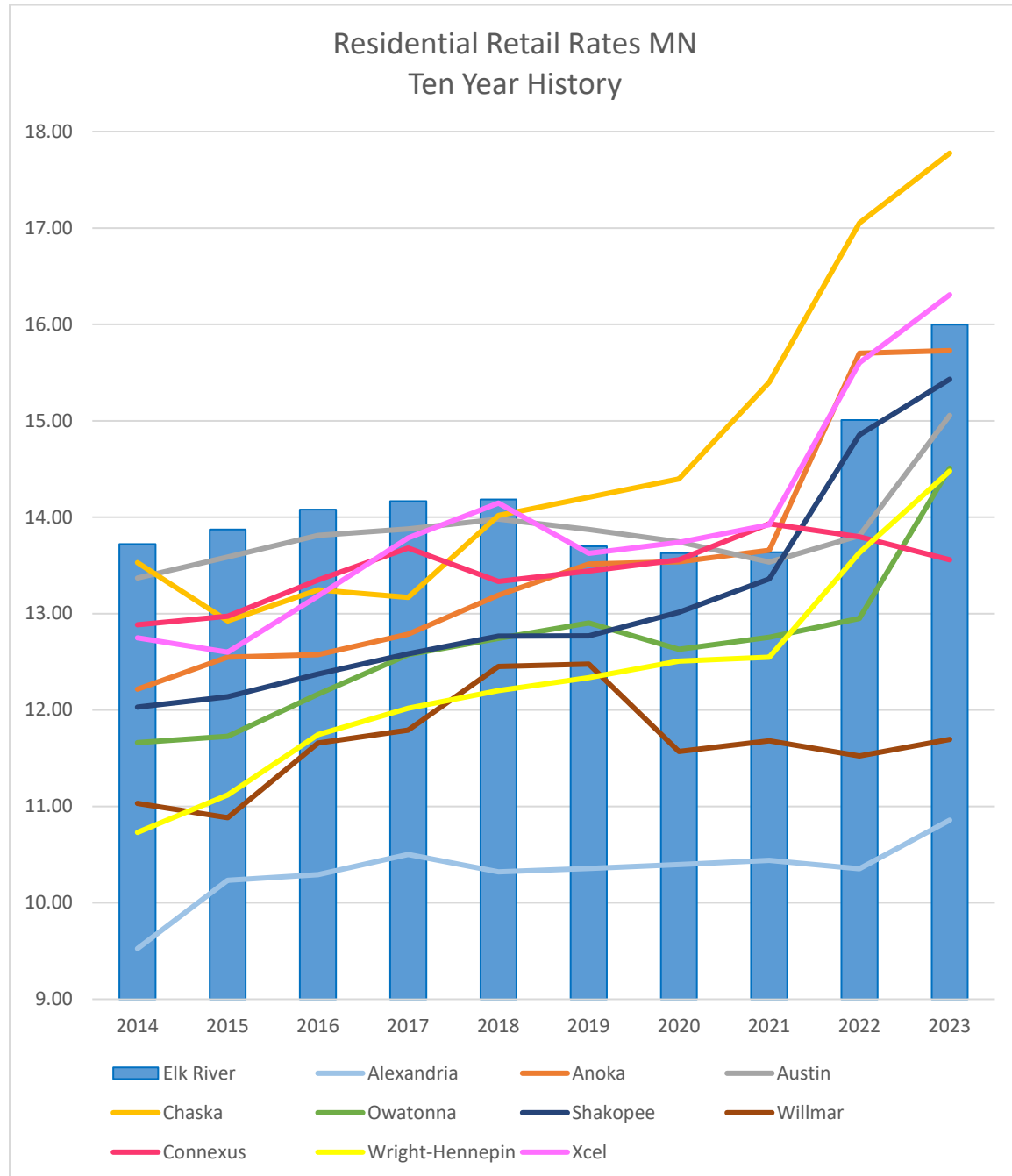
Elk River Municipal Utilities
Competitive Rate Comparisons
2014-2023 – Electric
2018-2024 - Water

Electric Residential Rates

Electric Residential Retail Rates for the state of Minnesota are represented in the graph below with ten years of history from 2014 to 2023. All information is obtained from the EIA annual reports. The rate is represented in cents per kWh and compares the minimum, maximum, 25th percentile, 50th percentile, and 75th percentile (represented in the line graphs) to Elk River Municipal Utilities (represented in the vertical bar graphs.) Since 2013 ERMU has been above the 75th percentile with exception of 2020-2021 being slightly below the 75th percentile.

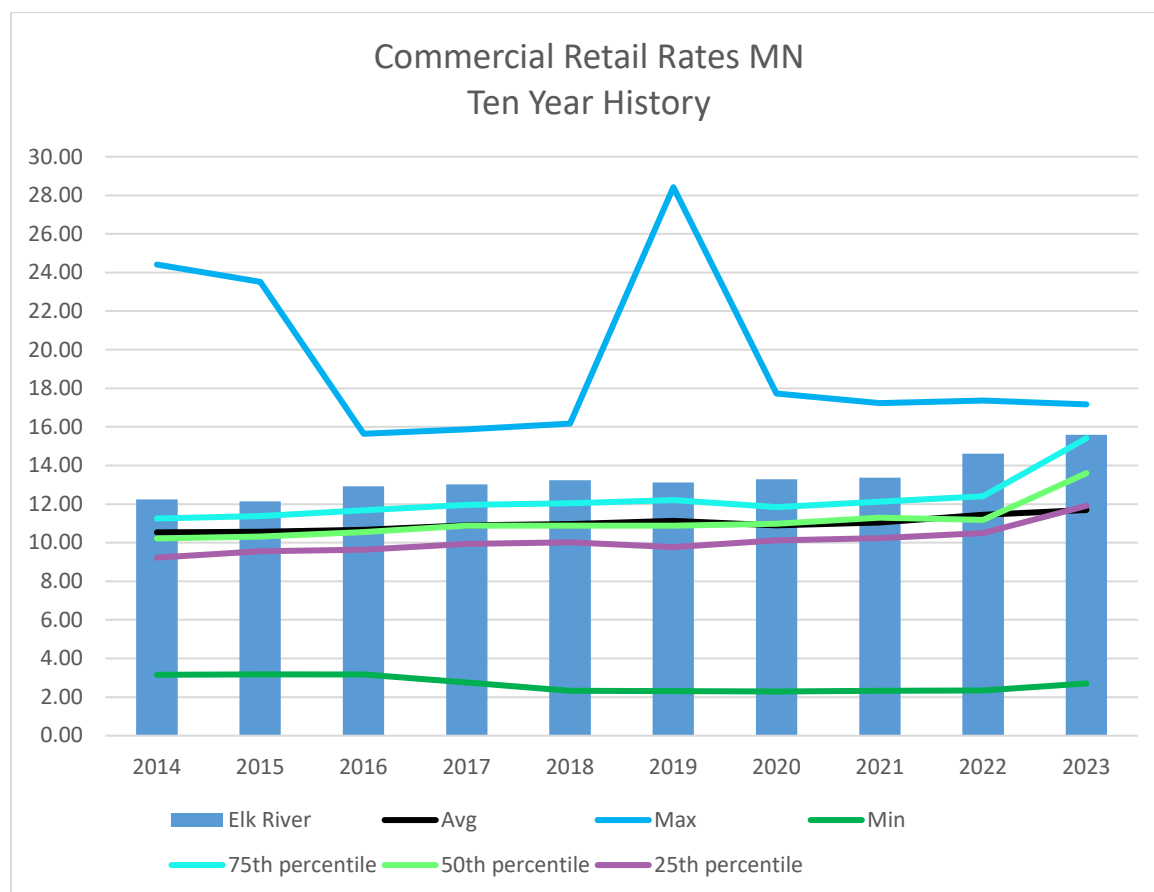


Electric Residential Retail Rates for peer utilities (selected for population size and meter counts, as well as the two neighboring Coops and the one IOU) in the state of Minnesota are represented in the graph below with ten years of history from 2014 to 2023. The rate is represented in cents per kWh and compares the rates of peer utilities to ERMU. Since 2018 ERMU has been moving from the top of the rates to more the mid-range of rates.

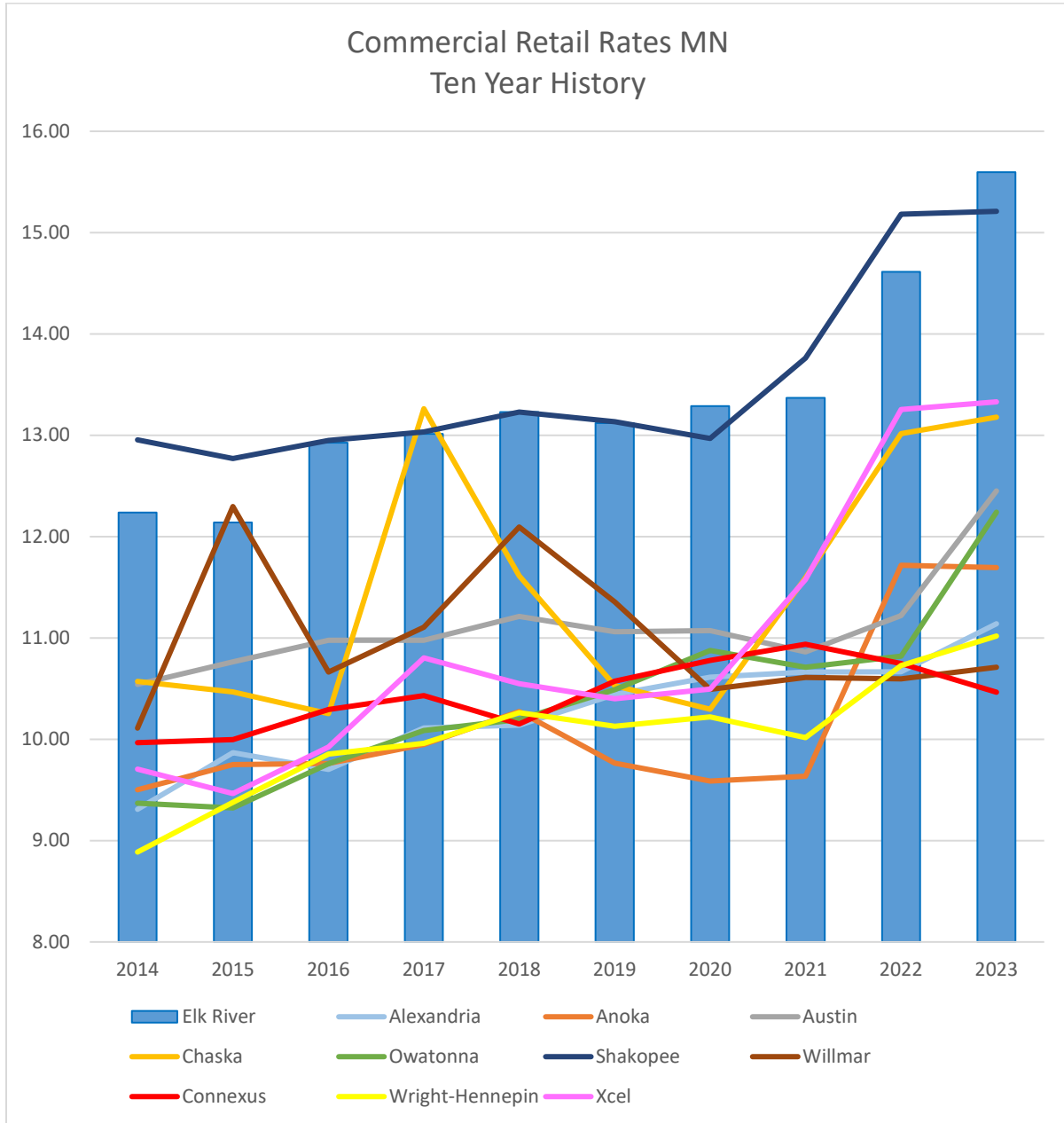


Electric Commercial Rates

Electric Commercial Retail Rates for the state of Minnesota are represented in the graph below with ten years of history from 2014 to 2023. All information is obtained from the EIA annual reports. The rate is represented in cents per kWh and compares the minimum, maximum, 25th percentile, 50th percentile, and 75th percentile (represented in the line graphs) to Elk River Municipal Utilities (represented in the vertical bar graphs.) ERMU has consistently been just above the 75th percentile.

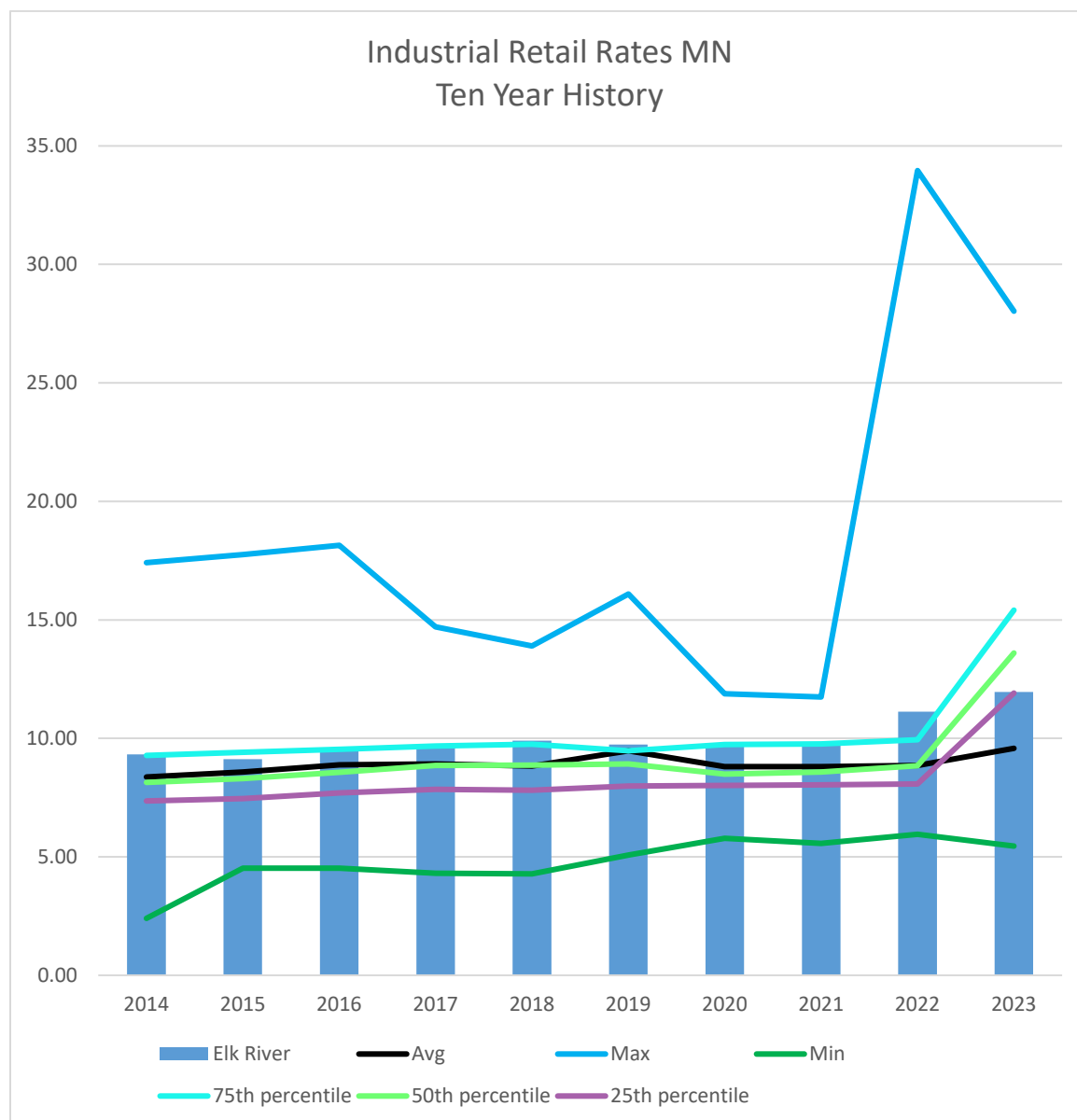


Electric Commercial Retail Rates for peer utilities (selected for population size and meter counts, as well as the two neighboring Coops and the one IOU) in the state of Minnesota are represented in the graph below with ten years of history from 2014 to 2023. The rate is represented in cents per kWh and compares the rates of peer utilities to ERMU. ERMU has consistently been near the top of the rates for commercial.

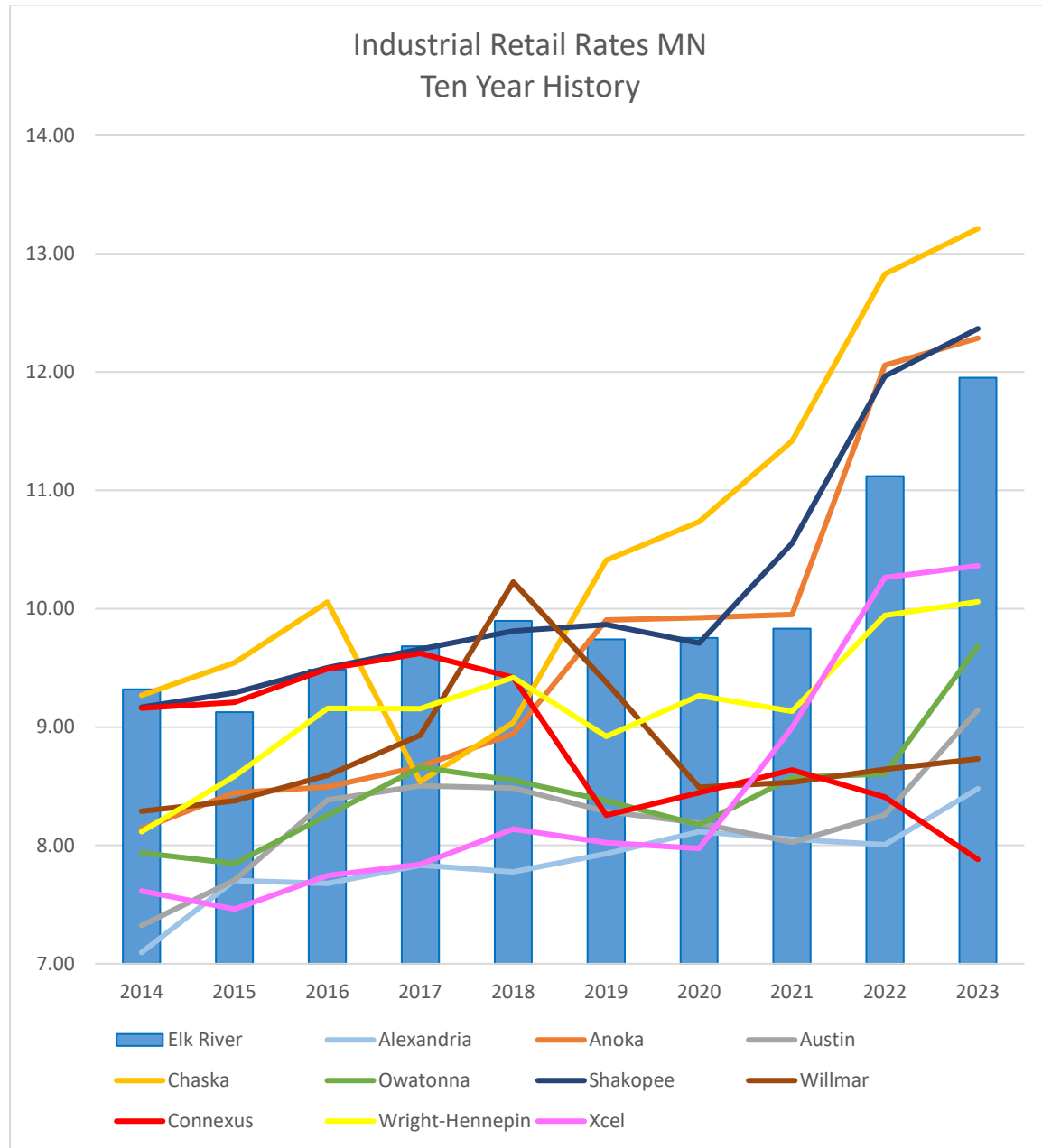


Electric Industrial Rates

Electric Industrial Retail Rates for the state of Minnesota are represented in the graph below with ten years of history from 2014 to 2023. All information is obtained from the EIA annual reports. The rate is represented in cents per kWh and compares the minimum, maximum, 25th percentile, 50th percentile, and 75th percentile (represented in the line graphs) to Elk River Municipal Utilities (represented in the vertical bar graphs.) ERMU has consistently been hovering around the 75th percentile with a drop to 25th percentile in 2023.

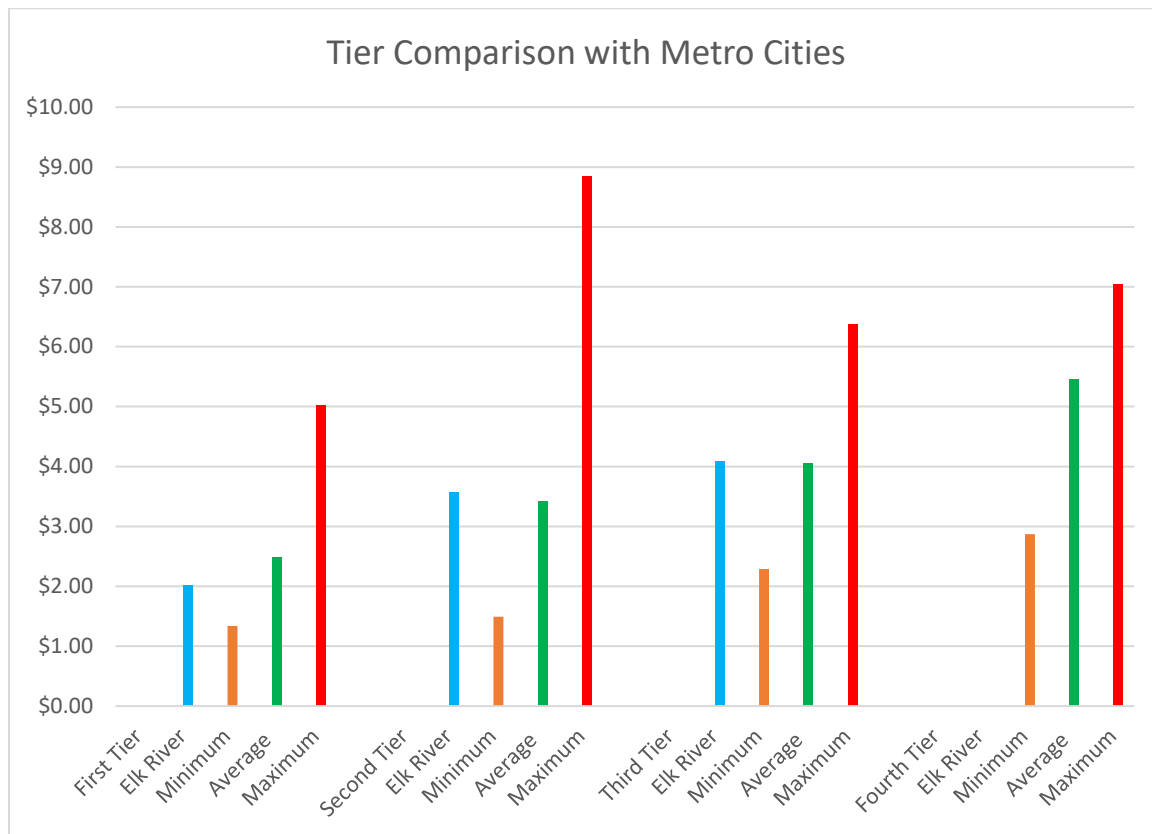


Electric Industrial Retail Rates for peer utilities (selected for population size and meter counts, as well as the two neighboring Coops and the one IOU) in the state of Minnesota are represented in the graph below with ten years of history from 2014 to 2023. The rate is represented in cents per kWh and compares the rates of peer utilities to ERMU. Since 2018 ERMU has moved from near the top of the rates to the middle of the range for industrial.



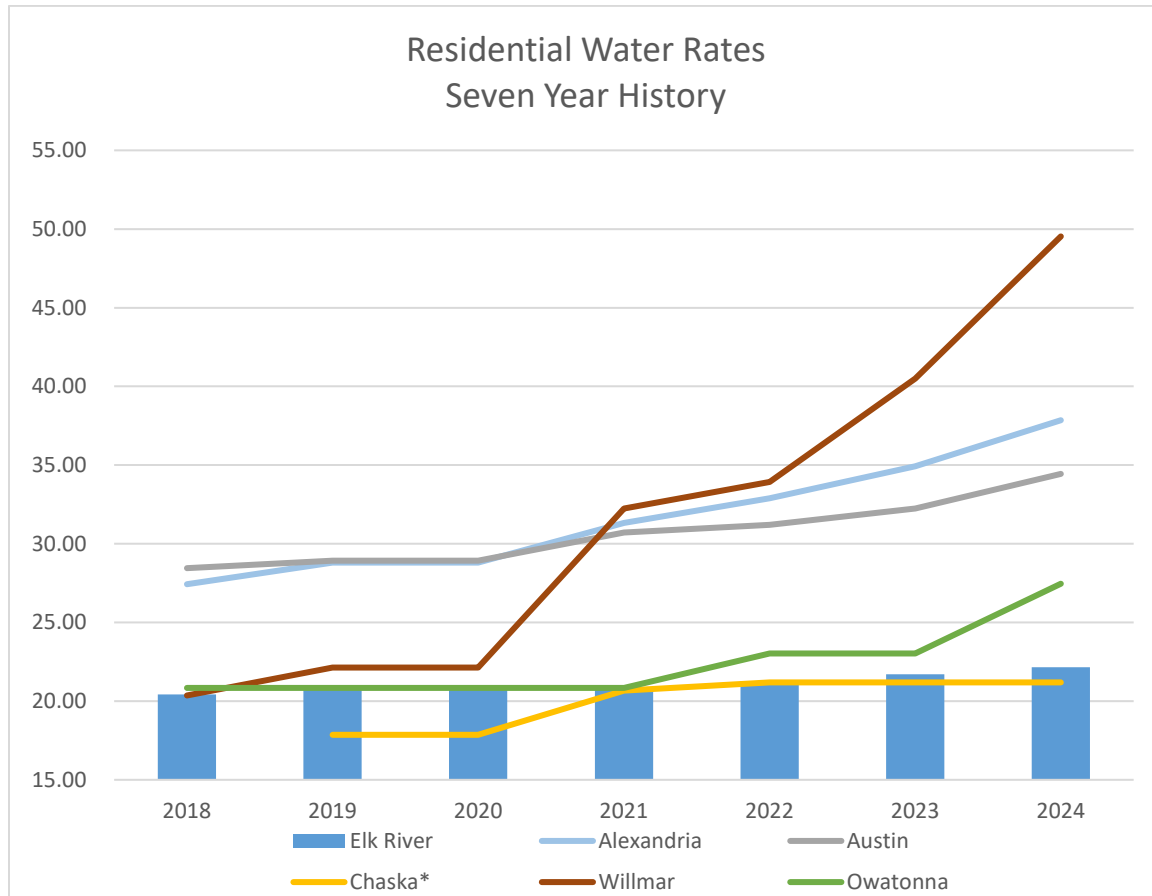
Water Rate Tiers

The graph below compares the tiers charged by Metro Cities in the state of Minnesota, with information gathered internally. The cities represented are St. Louis Park, Eden Prairie, Minnetonka, Maple Grove, Lakeville, Plymouth, Bloomington, Burnsville, Woodbury, Apple Valley, Edina, Chaska, Shakopee, Anoka, and Elk River. Some cities have four and five tiers, while ERMU only has three tiers. ERMU is below average in the first tier, above average in the second, and equal to average in the third tier.



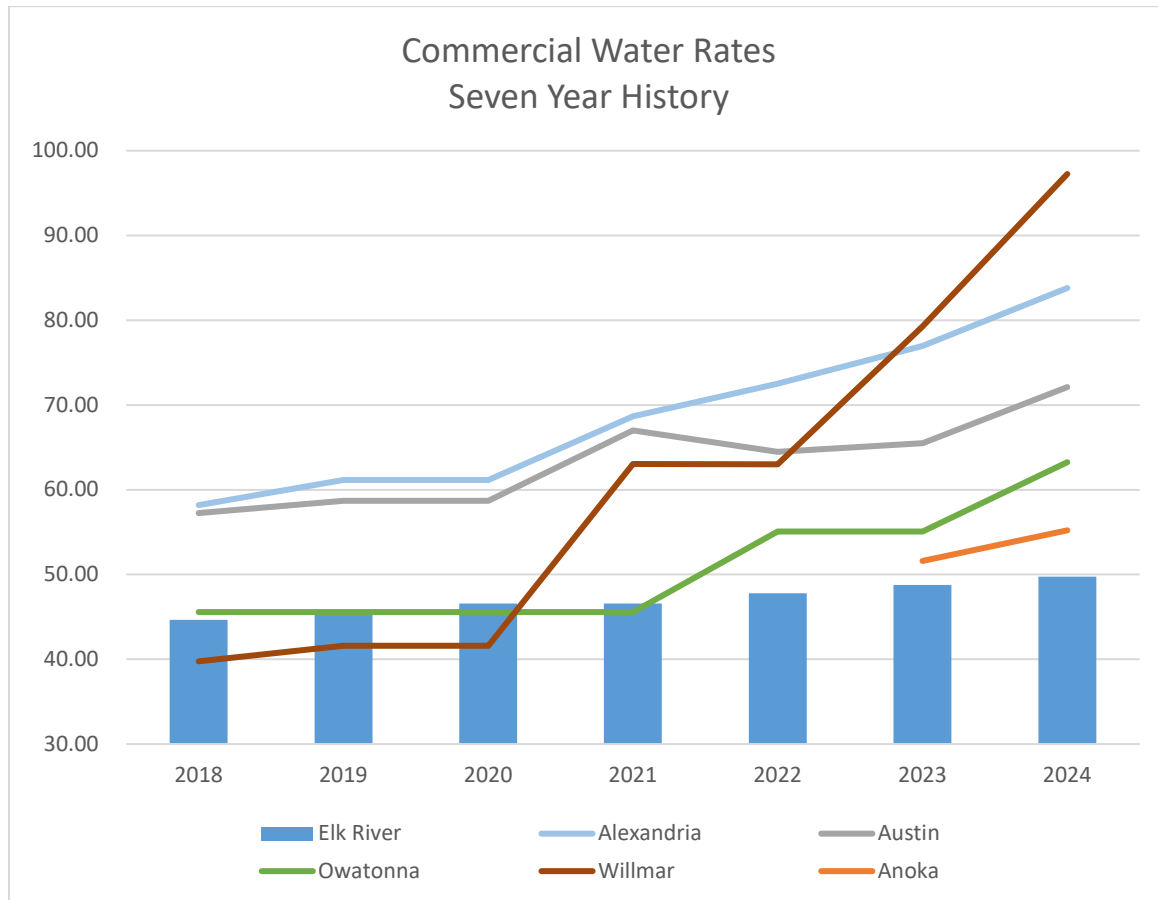
Water Residential Rates

Water Residential Retail Rates for peer utilities (selected for population size and meter counts) in the state of Minnesota are represented in the graph below with seven years of history from 2018 to 2024. All information is obtained from the Advanced Engineering and Environmental Services (AE2S) annual survey reports. The rate is represented as the charges for 6,000 gallons of residential water use per month. ERMU has consistently been near the bottom of the rates. *Note Chaska did not submit survey responses since 2022, so 2023-2024 is the same rate as 2022.



Water Commercial Rates

Water Commercial Retail Rates for peer utilities (selected for population size and meter counts) in the state of Minnesota are represented in the graph below with seven years of history from 2018 to 2024. All information is obtained from the Advanced Engineering and Environmental Services (AE2S) annual survey reports. The rate is represented as the charges for 18,000 gallons of commercial water use per month. ERMU has consistently been near the bottom of the rates.



TO: ERMU Commission	FROM: Melissa Karpinski – Finance Manager
MEETING DATE: November 12, 2024	AGENDA ITEM NUMBER: 5.01
SUBJECT: Financial Report – September 2024	
ACTION REQUESTED: Receive the September 2024 Financial Report	

DISCUSSION:

Please note that these are the preliminary *unaudited* financial statements.

Electric

September year to date (YTD) electric kWh sales are down 6% from the prior year. For further breakdown:

- Residential usage is down 6%
- Small Commercial usage is down 4%
- Large Commercial usage is down 6%

For September 2024, the Electric Department overall is ahead of prior YTD and favorable to budget YTD. Additional variance analysis can be found on the Summary Electric Statement of Revenues, Expenses and Changes in Net Position attachment.

Water

September YTD gallons of water sold are down 23% from the prior year. For further breakdown:

- Residential use is down 28%
- Commercial use is down 16%

For September 2024, the Water Department overall is behind prior YTD but favorable to budget YTD. Additional variance analysis can be found on the Summary Water Statement of Revenues, Expenses and Changes in Net Position attachment.

ATTACHMENTS:

- Balance Sheet 09.2024
- Electric Balance Sheet 09.2024
- Water Balance Sheet 09.2024
- Summary Electric Statement of Revenues, Expenses and Changes in Net Position 09.2024
- Summary Water Statement of Revenues, Expenses and Changes in Net Position 09.2024
- Graphs Prior Year and YTD 2024

- Detailed Electric Statement of Revenues, Expenses and Changes in Net Position 09.2024
- Detailed Water Statement of Revenues, Expenses and Changes in Net Position 09.2024
- Budget vs Actual Graphs – Combined Electric and Water 09.2024

**ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
COMBINED BALANCE SHEET
FOR PERIOD ENDING SEPTEMBER 2024**

	<u>ELECTRIC</u>	<u>WATER</u>
ASSETS		
CURRENT ASSETS		
CASH	5,819,975	5,638,588
ACCOUNTS RECEIVABLE	3,394,606	5,501,346
INVENTORIES	1,347,190	69,218
PREPAID ITEMS	198,444	48,498
CONSTRUCTION IN PROGRESS	2,397,675	3,165,245
TOTAL CURRENT ASSETS	<u>13,157,889</u>	<u>14,422,895</u>
RESTRICTED ASSETS		
BOND RESERVE FUND	1,779,016	0
EMERGENCY RESERVE FUND	7,307,146	4,205,227
UNRESTRICTED RESERVE FUND	0	0
TOTAL RESTRICTED ASSETS	<u>9,086,162</u>	<u>4,205,227</u>
FIXED ASSETS		
PRODUCTION	824,065	17,050,836
LFG PROJECT	0	0
TRANSMISSION	2,305,024	0
DISTRIBUTION	50,387,525	28,138,612
GENERAL	24,602,367	1,242,733
FIXED ASSETS (COST)	<u>78,118,980</u>	<u>46,432,181</u>
LESS ACCUMULATED DEPRECIATION	<u>(36,187,727)</u>	<u>(24,175,552)</u>
TOTAL FIXED ASSETS, NET	41,931,254	22,256,629
INTANGIBLE ASSETS		
POWER AGENCY MEMBERSHIP BUY-IN	21,546,212	0
LOSS OF REVENUE INTANGIBLE	6,223,278	0
LESS ACCUMULATED AMORTIZATION	<u>(4,007,660)</u>	<u>0</u>
TOTAL INTANGIBLE ASSETS, NET	23,761,830	0
OTHER ASSETS AND DEFERRED OUTFLOWS	690,058	126,311
TOTAL ASSETS	<u><u>88,627,193</u></u>	<u><u>41,011,062</u></u>
LIABILITIES AND FUND EQUITY		
CURRENT LIABILITIES		
ACCOUNTS PAYABLE	5,013,271	326,604
SALARIES AND BENEFITS PAYABLE	727,683	113,089
DUE TO CITY	885,668	2,871
DUE TO OTHER FUNDS	0	0
NOTES PAYABLE-CURRENT PORTION	0	0
BONDS PAYABLE-CURRENT PORTION	0	0
UNEARNED REVENUE	5,992	422,941
TOTAL CURRENT LIABILITIES	<u>6,632,614</u>	<u>865,506</u>
LONG TERM LIABILITIES		
OPEB LIABILITY	0	0
LFG PROJECT	0	0
DUE TO COUNTY	0	0
DUE TO CITY	0	0
BONDS PAYABLE, LESS CURRENT PORTION	28,215,365	1,556,957
PENSION LIABILITIES	2,720,477	500,450
TOTAL LONG TERM LIABILITIES	<u>30,935,842</u>	<u>2,057,407</u>
TOTAL LIABILITIES	<u>37,568,456</u>	<u>2,922,913</u>
DEFERRED INFLOWS OF RESOURCES	836,813	4,937,984
FUND EQUITY		
CAPITAL ACCOUNT CONST COST	1,779,016	0
CONTRIBUTED CAPITAL	0	0
RETAINED EARNINGS	46,802,217	33,120,013
NET INCOME (LOSS) (THROUGH PREVIOUS MONTH)	1,640,691	30,153
TOTAL FUND EQUITY	<u>50,221,924</u>	<u>33,150,166</u>
TOTAL LIABILITIES & FUND EQUITY	<u><u>88,627,193</u></u>	<u><u>41,011,062</u></u>

**ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
ELECTRIC BALANCE SHEET**

	<u>September 30, 2024</u>	<u>August 31, 2024</u>	<u>Current Month Change from Prior Month</u>
ASSETS			
CURRENT ASSETS			
CASH	5,819,975	4,815,497	1,004,478
ACCOUNTS RECEIVABLE	3,394,606	3,981,775	(587,169)
INVENTORIES	1,347,190	1,301,600	45,590
PREPAID ITEMS	198,444	232,178	(33,734)
CONSTRUCTION IN PROGRESS	2,397,675	2,150,374	247,302
TOTAL CURRENT ASSETS	<u>13,157,889</u>	<u>12,481,423</u>	<u>676,466</u>
RESTRICTED ASSETS			
BOND RESERVE FUND	1,779,016	1,779,016	0
EMERGENCY RESERVE FUND	7,307,146	7,274,898	32,248
TOTAL RESTRICTED ASSETS	<u>9,086,162</u>	<u>9,053,914</u>	<u>32,248</u>
FIXED ASSETS			
PRODUCTION	824,065	824,065	0
TRANSMISSION	2,305,024	2,305,024	0
DISTRIBUTION	50,387,525	50,349,261	38,264
GENERAL	24,602,367	24,629,229	(26,863)
FIXED ASSETS (COST)	<u>78,118,980</u>	<u>78,107,579</u>	<u>11,401</u>
LESS ACCUMULATED DEPRECIATION	<u>(36,187,727)</u>	<u>(35,995,185)</u>	<u>(192,542)</u>
TOTAL FIXED ASSETS, NET	<u>41,931,254</u>	<u>42,112,394</u>	<u>(181,141)</u>
INTANGIBLE ASSETS			
POWER AGENCY MEMBERSHIP BUY-IN	21,546,212	21,546,212	0
LOSS OF REVENUE INTANGIBLE	6,223,278	6,223,278	0
LESS ACCUMULATED AMORTIZATION	<u>(4,007,660)</u>	<u>(3,951,982)</u>	<u>(55,678)</u>
TOTAL INTANGIBLE ASSETS, NET	<u>23,761,830</u>	<u>23,817,508</u>	<u>(55,678)</u>
OTHER ASSETS AND DEFERRED OUTFLOWS	<u>690,058</u>	<u>690,058</u>	<u>0</u>
TOTAL ASSETS	<u><u>88,627,193</u></u>	<u><u>88,155,298</u></u>	<u><u>471,895</u></u>
LIABILITIES AND FUND EQUITY			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE	5,013,271	5,321,957	(308,686)
SALARIES AND BENEFITS PAYABLE	727,683	690,051	37,632
DUE TO CITY	885,668	810,977	74,691
UNEARNED REVENUE	5,992	7,990	(1,998)
TOTAL CURRENT LIABILITIES	<u>6,632,614</u>	<u>6,830,975</u>	<u>(198,361)</u>
LONG TERM LIABILITIES			
BONDS PAYABLE, LESS CURRENT PORTION	28,215,365	28,220,354	(4,989)
PENSION LIABILITIES	2,720,477	2,720,477	0
TOTAL LONG TERM LIABILITIES	<u>30,935,842</u>	<u>30,940,831</u>	<u>(4,989)</u>
TOTAL LIABILITIES	<u>37,568,456</u>	<u>37,771,805</u>	<u>(203,349)</u>
DEFERRED INFLOWS OF RESOURCES	<u>836,813</u>	<u>836,813</u>	<u>0</u>
FUND EQUITY			
CAPITAL ACCOUNT CONST COST	1,779,016	1,779,016	0
RETAINED EARNINGS	46,802,217	46,802,217	0
NET INCOME (LOSS) (THROUGH PREVIOUS MONTH)	1,640,691	965,446	675,245
TOTAL FUND EQUITY	<u>50,221,924</u>	<u>49,546,679</u>	<u>675,245</u>
TOTAL LIABILITIES & FUND EQUITY	<u><u>88,627,193</u></u>	<u><u>88,155,298</u></u>	<u><u>471,895</u></u>

**ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
WATER BALANCE SHEET**

	<u>September 30, 2024</u>	<u>August 31, 2024</u>	<u>Current Month Change from Prior Month</u>
ASSETS			
CURRENT ASSETS			
CASH	5,638,588	5,438,922	199,666
ACCOUNTS RECEIVABLE	5,501,346	5,486,738	14,607
INVENTORIES	69,218	56,166	13,052
PREPAID ITEMS	48,498	56,151	(7,652)
CONSTRUCTION IN PROGRESS	3,165,245	3,105,514	59,731
TOTAL CURRENT ASSETS	<u>14,422,895</u>	<u>14,143,490</u>	<u>279,405</u>
RESTRICTED ASSETS			
EMERGENCY RESERVE FUND	4,205,227	4,197,165	8,062
TOTAL RESTRICTED ASSETS	<u>4,205,227</u>	<u>4,197,165</u>	<u>8,062</u>
FIXED ASSETS			
PRODUCTION	17,050,836	17,050,836	0
DISTRIBUTION	28,138,612	28,138,612	0
GENERAL	1,242,733	1,242,733	0
FIXED ASSETS (COST)	<u>46,432,181</u>	<u>46,432,181</u>	<u>0</u>
LESS ACCUMULATED DEPRECIATION	<u>(24,175,552)</u>	<u>(24,075,450)</u>	<u>(100,102)</u>
TOTAL FIXED ASSETS, NET	<u>22,256,629</u>	<u>22,356,731</u>	<u>(100,102)</u>
INTANGIBLE ASSETS			
OTHER ASSETS AND DEFERRED OUTFLOWS	<u>126,311</u>	<u>126,311</u>	<u>0</u>
TOTAL ASSETS	<u><u>41,011,062</u></u>	<u><u>40,823,698</u></u>	<u><u>187,365</u></u>
LIABILITIES AND FUND EQUITY			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE	326,604	356,759	(30,154)
SALARIES AND BENEFITS PAYABLE	113,089	100,315	12,773
DUE TO CITY	2,871	1,313	1,558
UNEARNED REVENUE	422,941	334,127	88,815
TOTAL CURRENT LIABILITIES	<u>865,506</u>	<u>792,514</u>	<u>72,992</u>
LONG TERM LIABILITIES			
BONDS PAYABLE, LESS CURRENT PORTION	1,556,957	1,557,512	(554)
PENSION LIABILITIES	500,450	500,450	0
TOTAL LONG TERM LIABILITIES	<u>2,057,407</u>	<u>2,057,962</u>	<u>(554)</u>
TOTAL LIABILITIES	<u>2,922,913</u>	<u>2,850,475</u>	<u>72,438</u>
DEFERRED INFLOWS OF RESOURCES	<u>4,937,984</u>	<u>4,937,984</u>	<u>0</u>
FUND EQUITY			
RETAINED EARNINGS	33,120,013	33,120,013	0
NET INCOME (LOSS) (THROUGH PREVIOUS MONTH)	30,153	(84,775)	114,927
TOTAL FUND EQUITY	<u>33,150,166</u>	<u>33,035,238</u>	<u>114,927</u>
TOTAL LIABILITIES & FUND EQUITY	<u><u>41,011,062</u></u>	<u><u>40,823,698</u></u>	<u><u>187,365</u></u>

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING SEPTEMBER 2024

	2024 SEPTEMBER	2024 YTD	2024 YTD BUDGET	YTD Budget Variance	2024 YTD Bud Var%	2024 ANNUAL BUDGET	2023 SEPTEMBER	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%	Variance Item
Electric Revenue											
Operating Revenue											
Elk River	3,873,523	28,920,540	32,739,029	(3,818,489)	(12)	42,685,299	4,173,390	30,380,332	(1,459,792)	(5)	
Otsego	379,058	2,940,694	2,702,048	238,647	9	3,514,568	446,619	2,888,045	52,649	2	
Rural Big Lake	18,255	158,034	190,195	(32,160)	(17)	243,412	25,137	169,415	(11,381)	(7)	(1)
Dayton	23,926	195,315	229,781	(34,466)	(15)	292,752	31,935	210,453	(15,138)	(7)	
Public St & Hwy Lighting	21,732	195,497	195,000	497	0	260,000	21,611	194,201	1,296	1	
Other Electric Sales	400	3,600	3,600	0	0	4,800	400	3,600	0	0	
Total Operating Revenue	4,316,895	32,413,680	36,059,652	(3,645,972)	(10)	47,000,831	4,699,092	33,846,046	(1,432,366)	(4)	
Other Operating Revenue											
Interest/Dividend Income	44,810	276,985	63,750	213,235	334	85,000	4,668	71,135	205,850	289	(2)
Customer Penalties	29,770	208,444	213,750	(5,306)	(2)	285,000	39,991	234,808	(26,364)	(11)	
Connection Fees	11,025	263,407	101,250	162,157	160	135,000	15,470	100,356	163,051	162	(3)
Misc Revenue	235,565	1,314,313	762,000	552,313	72	1,016,000	114,657	1,005,468	308,845	31	(4)
Total Other Revenue	321,171	2,063,149	1,140,750	922,399	81	1,521,000	174,786	1,411,768	651,382	46	
Total Revenue	4,638,066	34,476,830	37,200,403	(2,723,573)	(7)	48,521,831	4,873,877	35,257,814	(780,984)	(2)	
Expenses											
Purchased Power	2,824,043	22,576,155	25,910,529	(3,334,373)	(13)	32,756,447	2,891,327	24,644,445	(2,068,289)	(8)	
Operating & Mtce Expense	19,184	195,055	270,300	(75,245)	(28)	369,000	17,757	249,492	(54,437)	(22)	(5)
Transmission Expense	2,890	40,857	54,000	(13,143)	(24)	72,000	5,406	49,431	(8,574)	(17)	
Distribution Expense	33,886	341,742	317,625	24,117	8	425,917	26,734	336,664	5,078	2	
Maintenance Expense	88,733	1,389,092	1,258,875	130,217	10	1,668,500	123,833	1,270,306	118,786	9	
Depreciation & Amortization	275,083	2,476,540	2,330,712	145,828	6	3,107,612	263,868	2,372,170	104,370	4	
Interest Expense	63,258	583,975	583,975	0	0	785,810	66,412	611,596	(27,621)	(5)	
Other Operating Expense	3,996	75,436	197,875	(122,439)	(62)	506,900	4,265	55,204	20,233	37	(6)
Customer Accounts Expense	40,622	324,467	329,250	(4,783)	(1)	439,000	36,129	322,308	2,160	1	
Administrative Expense	348,211	3,041,217	3,147,190	(105,974)	(3)	4,208,492	303,660	2,884,166	157,051	5	
General Expense	88,205	458,982	477,750	(18,767)	(4)	637,000	41,692	292,780	166,203	57	(7)
Total Expenses(before Operating Transfers)	3,788,111	31,503,519	34,878,081	(3,374,562)	(10)	44,976,679	3,781,084	33,088,560	(1,585,041)	(5)	
Operating Transfer											
Operating Transfer/Other Funds	155,643	1,163,133	1,309,561	(146,429)	(11)	1,707,412	167,632	1,254,081	(90,948)	(7)	
Utilities & Labor Donated	19,068	169,487	198,000	(28,513)	(14)	264,000	18,646	196,441	(26,954)	(14)	
Total Operating Transfer	174,710	1,332,620	1,507,561	(174,941)	(12)	1,971,412	186,278	1,450,522	(117,902)	(8)	
Net Income Profit(Loss)	675,245	1,640,691	814,761	825,931	101	1,573,740	906,515	718,732	921,959	128	

Item Variance of +/- \$25,000 and +/- 15%

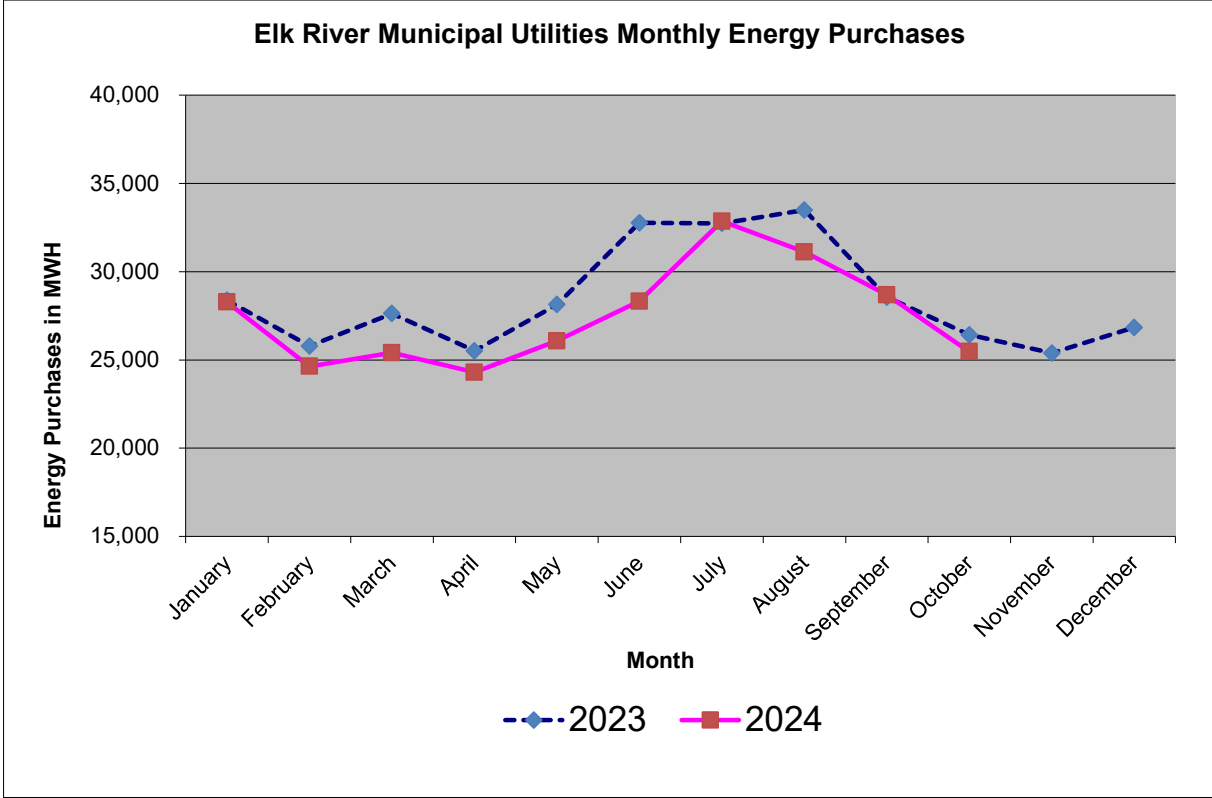
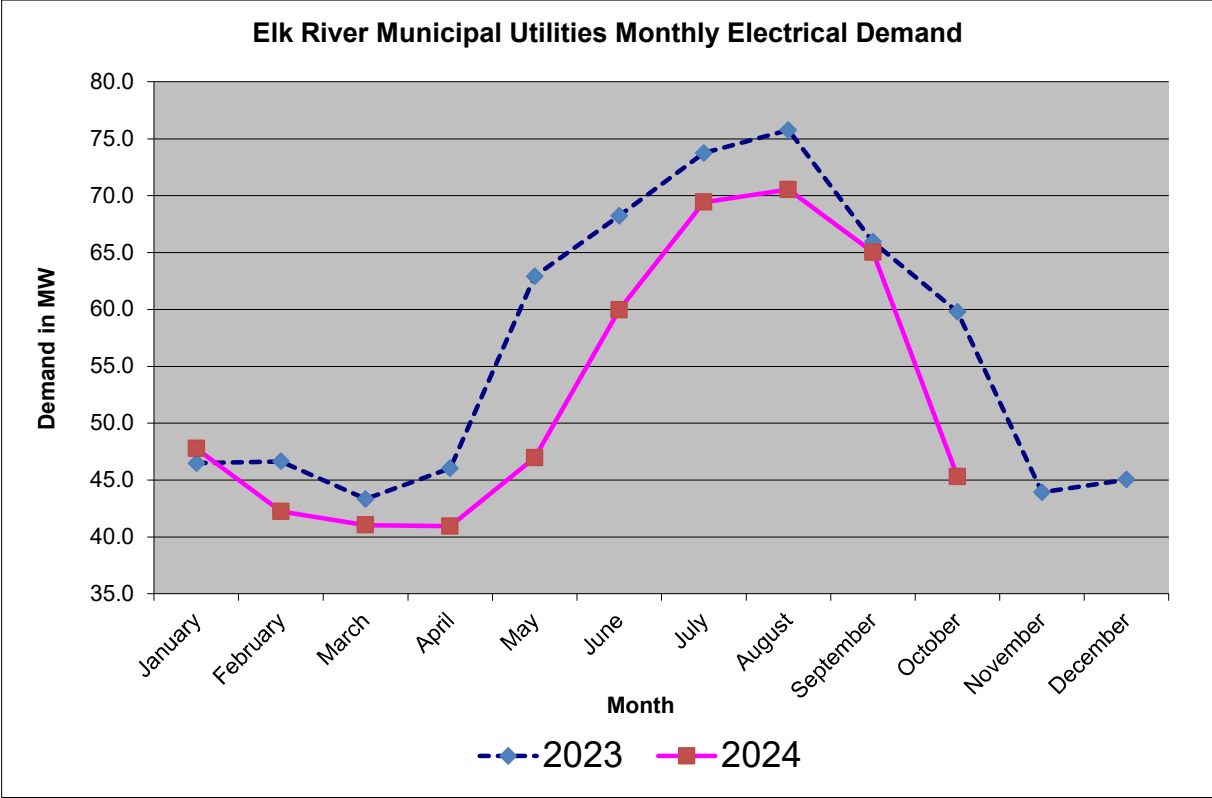
- (1) YTD budget variance is mainly due to Big Lake Residential usage.
- (2) PYTD variance is due to the change in Fair Market Value of Investments. YTD budget variance due to conservative estimate and more funds being invested with UBS in 2024.
- (3) YTD budget and PYTD variance due to large a large connection agreement in January and July 2024.
- (4) YTD budget and PTYD variance is mainly due to Contributions from Customers having a couple large SOWs for transformers for additional service and/or upgrade.
- (5) YTD budget variance and PYTD variance is due to most expense accounts being favorable to budget and less than prior year.
- (6) YTD budget variance is due to loss on disposition of property being budgeted for AMI project.
- (7) PYTD variance is due to professional services from Frontier Energy in 2024.

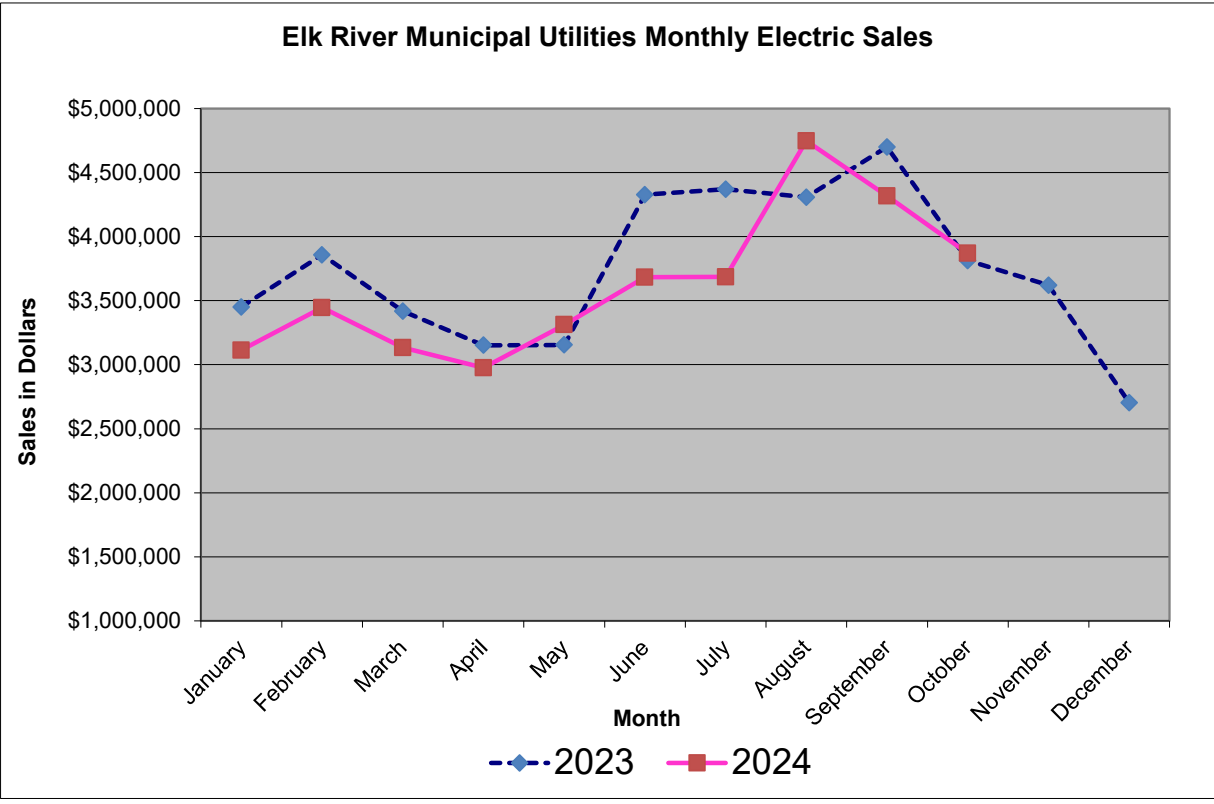
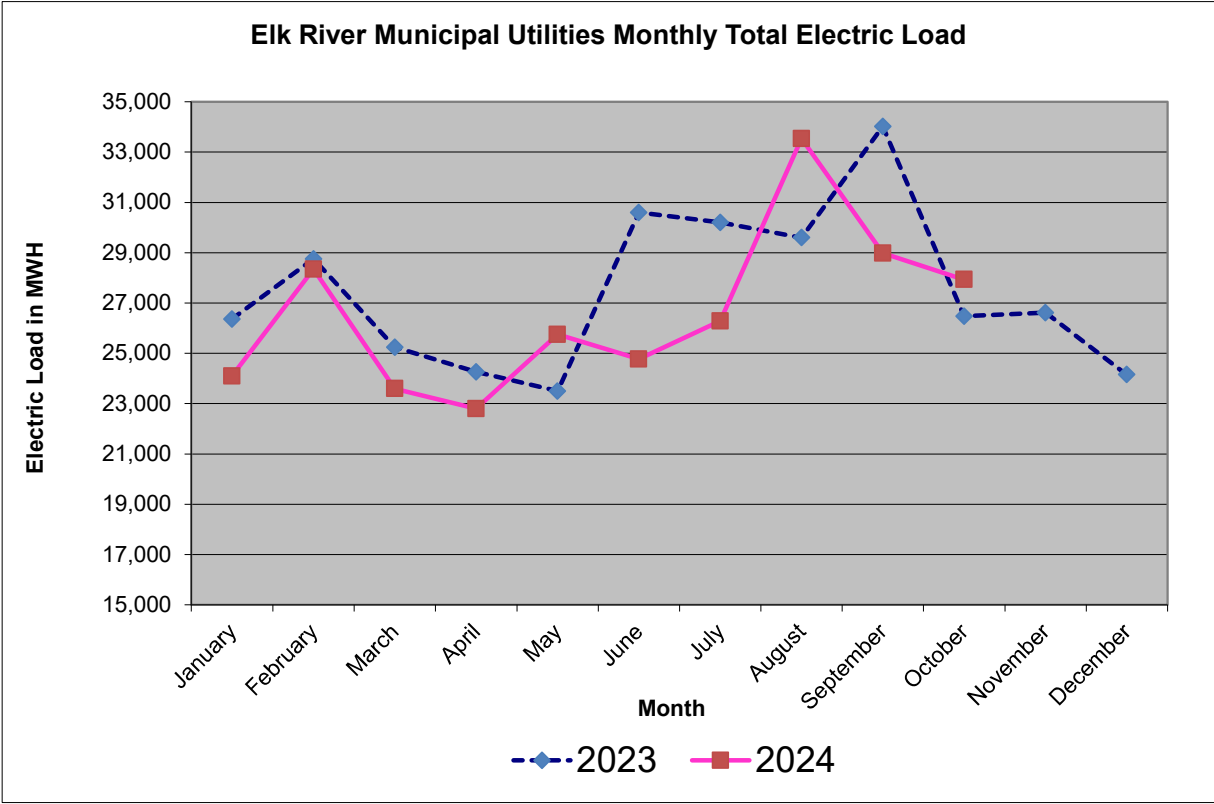
ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING SEPTEMBER 2024

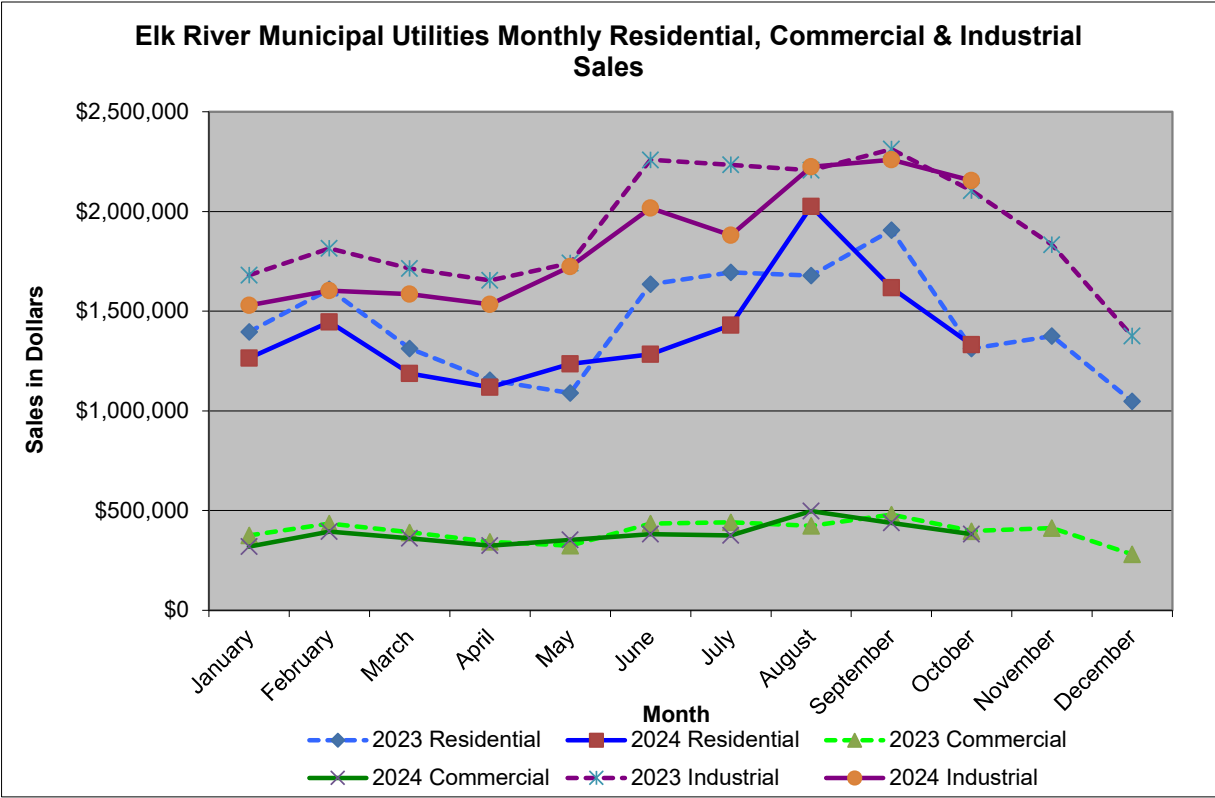
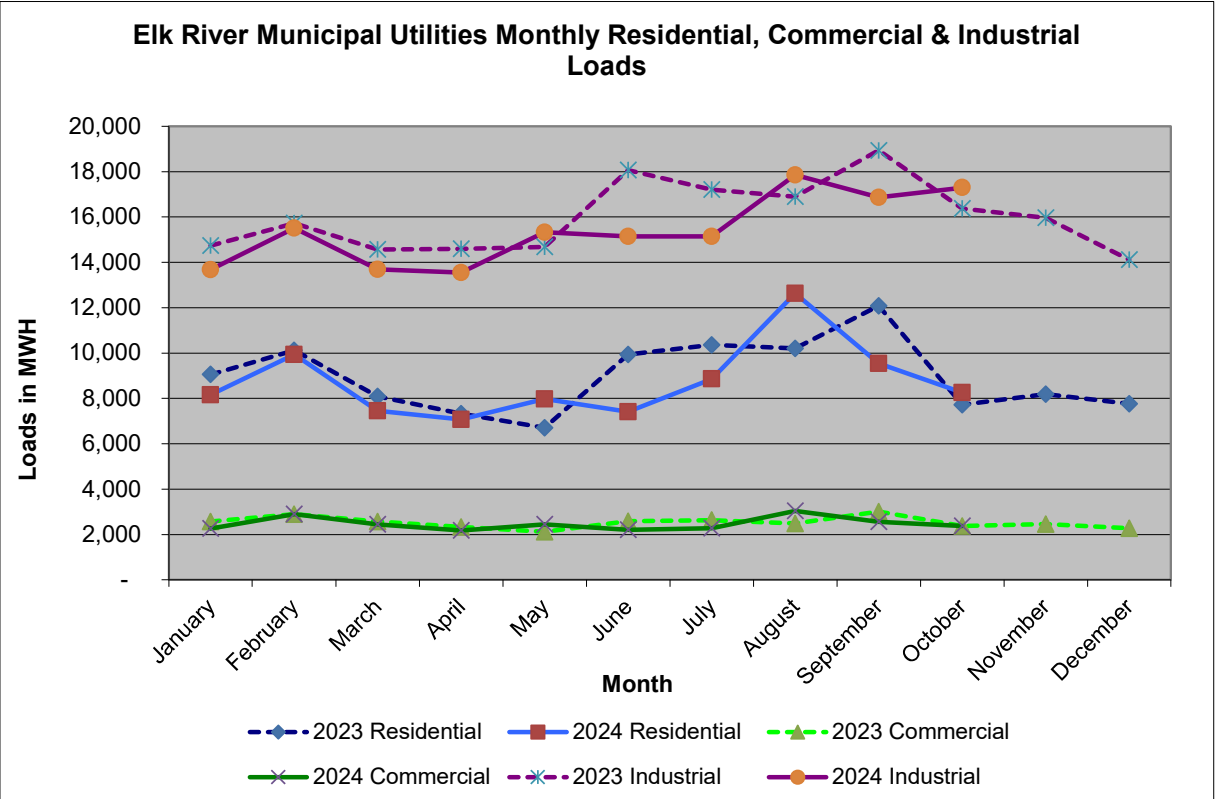
	2024 SEPTEMBER	2024 YTD	2024 YTD BUDGET	YTD Budget Variance	2024 YTD Bud Var%	2024 ANNUAL BUDGET	2023 SEPTEMBER	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%	Variance Item
Water Revenue											
Operating Revenue											
Water Sales	332,221	2,076,616	2,199,983	(123,367)	(6)	2,788,003	518,665	2,655,836	(579,220)	(22)	(1)
Total Operating Revenue	332,221	2,076,616	2,199,983	(123,367)	(6)	2,788,003	518,665	2,655,836	(579,220)	(22)	
Other Operating Revenue											
Interest/Dividend Income	12,724	84,579	31,125	53,454	172	41,500	2,891	30,987	53,592	173	(2)
Customer Penalties	2,980	18,229	18,750	(521)	(3)	25,000	3,250	17,531	698	4	
Connection Fees	55,970	405,582	191,250	214,332	112	255,000	32,560	168,205	237,377	141	(3)
Misc Revenue	1,001	10,394	11,663	(1,269)	(11)	618,786	3,935	14,451	(4,058)	(28)	
Total Other Revenue	72,675	518,784	252,788	265,996	105	940,286	42,636	231,175	287,609	124	
Total Revenue	404,896	2,595,400	2,452,770	142,629	6	3,728,289	561,302	2,887,011	(291,611)	(10)	
Expenses											
Production Expense	8,791	95,514	86,250	9,264	11	115,000	7,341	78,131	17,384	22	(4)
Pumping Expense	59,957	455,167	484,254	(29,087)	(6)	645,671	51,147	465,233	(10,066)	(2)	
Distribution Expense	28,006	269,825	324,905	(55,080)	(17)	422,250	20,878	263,287	6,538	2	(5)
Depreciation & Amortization	100,102	907,200	861,750	45,450	5	1,148,988	97,592	878,646	28,553	3	
Interest Expense	2,712	25,812	25,812	0	0	33,949	2,912	27,612	(1,800)	(7)	
Other Operating Expense	60	963	16,475	(15,512)	(94)	82,300	104	2,745	(1,783)	(65)	(6)
Customer Accounts Expense	9,028	71,713	68,812	2,900	4	91,750	7,666	66,073	5,639	9	
Administrative Expense	81,024	736,600	819,049	(82,449)	(10)	1,092,624	70,743	699,778	36,821	5	
General Expense	287	2,455	11,438	(8,983)	(79)	15,250	126	4,620	(2,165)	(47)	
Total Expenses(before Operating Transfers)	289,968	2,565,247	2,698,743	(133,497)	(5)	3,647,782	258,509	2,486,126	79,121	3	
Operating Transfer											
Utilities & Labor Donated	0	0	1,125	(1,125)	(100)	1,500	0	0	0	0	
Total Operating Transfer	0	0	1,125	(1,125)	(100)	1,500	0	0	0	0	
Net Income Profit(Loss)	114,927	30,153	(247,098)	277,251	112	79,007	302,793	400,886	(370,733)	(92)	

Item Variance of +/- \$15,000 and +/- 15%

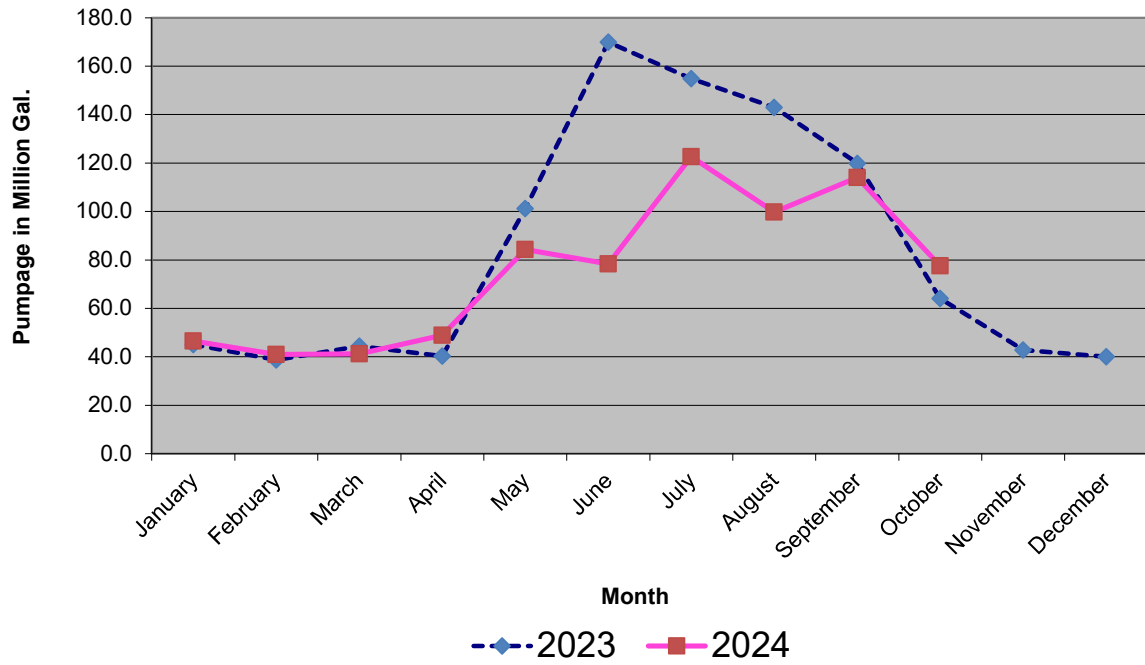
- (1) PYTD variance is due to decreased usage.
- (2) PYTD variance is due to the change in Fair Market Value of Investments. YTD budget variance due to conservative estimate and more funds being invested with UBS in 2024.
- (3) YTD budget and PYTD variance due to a few large connection agreements in 2024.
- (4) PYTD variance is due to increased labor for mtce of structures.
- (5) YTD budget variance is mainly due to the budget amount for Mtce of Water Mains having an even budget spread.
- (6) YTD budget variance is due time of loss on disposition of property for AMI project.



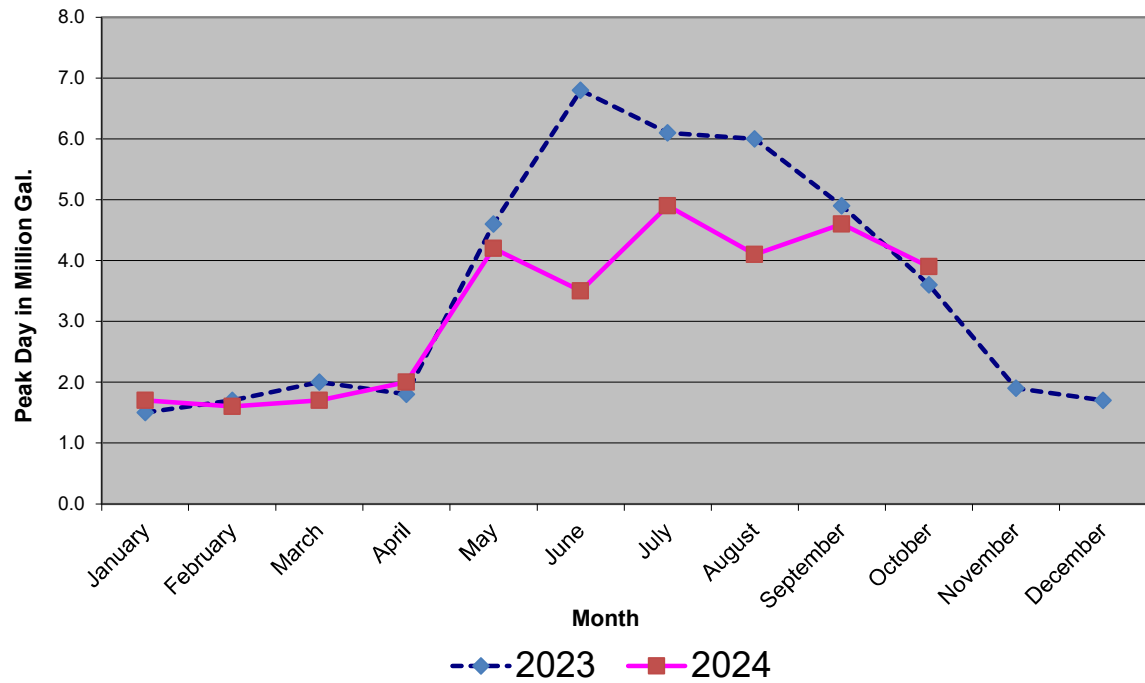


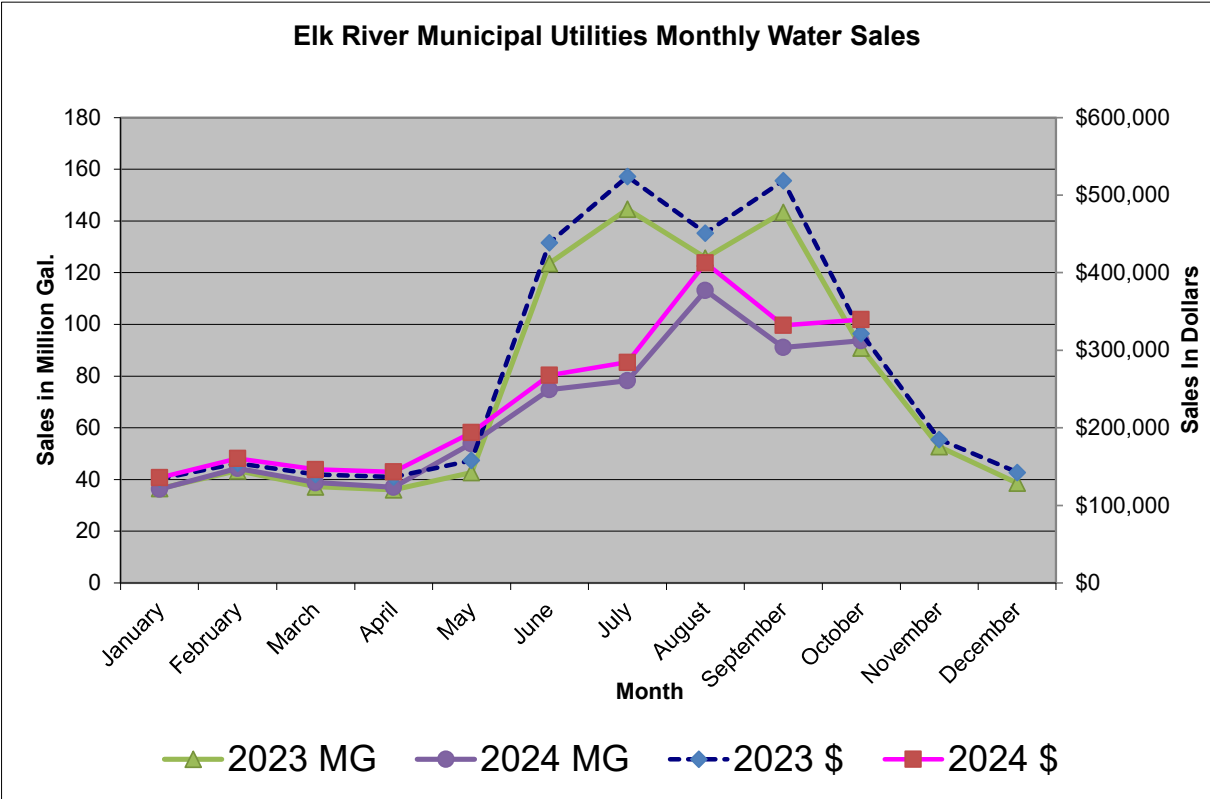


Elk River Municipal Utilities Monthly Water Pumpage



Elk River Municipal Utilities Peak Day Pumpage





ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING SEPTEMBER 2024

		2024 SEPTEMBER	2024 YTD	2024 YTD BUDGET	2024 ANNUAL BUDGET	2024 YTD Bud Var%	2023 SEPTEMBER	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%
Electric Revenue										
Operating Revenue										
Elk River										
	ELECT SALES - ELK RIVER RESID	1,272,399	10,134,370	11,026,345	14,221,539	(8)	1,553,511	10,679,678	(545,308)	(5)
	ELECT SALES - ELK RIVER NON-D	319,658	2,576,679	2,773,309	3,634,057	(7)	363,653	2,705,645	(128,965)	(5)
	ELECT SALES - ELK RIVER DEMA	1,815,849	13,428,286	15,175,086	19,965,865	(12)	1,974,795	14,322,025	(893,738)	(6)
	PCA SALES REVENUE - ELK RIVE	148,216	885,263	1,164,544	1,485,155	(24)	96,484	852,138	33,124	4
	PCA SALES REVENUE - ELK RIVE	38,188	242,299	318,058	408,036	(24)	22,882	228,831	13,468	6
	PCA SALES REVENUE - ELK RIVE	279,211	1,653,640	2,281,684	2,970,644	(28)	162,061	1,592,012	61,627	4
	Total For Elk River:	3,873,522	28,920,539	32,739,029	42,685,299	(12)	4,173,389	30,380,331	(1,459,791)	(5)
Otsego										
	ELECT SALES - OTSEGO RESIDEN	141,496	1,149,987	1,123,393	1,438,521	2	190,830	1,187,763	(37,775)	(3)
	ELECT SALES - OTSEGO NON-DEM	50,395	379,575	364,849	477,265	4	64,291	379,980	(404)	0
	ELECT SALES - OTSEGO DEMAND	142,969	1,137,680	868,656	1,154,078	31	161,654	1,075,446	62,234	6
	PCA SALES REVENUE - OTSEGO R	16,301	98,806	127,183	162,572	(22)	11,844	93,279	5,527	6
	PCA SALES REVENUE - OTSEGO N	6,164	35,987	46,377	58,535	(22)	4,196	32,827	3,159	10
	PCA SALES REVENUE - OTSEGO D	21,731	138,656	171,586	223,596	(19)	13,802	118,748	19,907	17
	Total For Otsego:	379,058	2,940,694	2,702,047	3,514,568	9	446,618	2,888,045	52,648	2
Rural Big Lake										
	ELECT SALES - BIG LAKE RESIDE	15,767	142,044	169,191	216,883	(16)	22,700	152,926	(10,882)	(7)
	ELECT SALES - BIG LAKE NON-DE	586	3,351	3,949	4,737	(15)	948	3,992	(640)	(16)
	PCA SALES REVENUE - BIG LAKE	1,834	12,378	16,639	21,268	(26)	1,428	12,203	174	1
	PCA SALES REVENUE - BIG LAKE	65	260	414	522	(37)	59	293	(32)	(11)
	Total For Rural Big Lake:	18,254	158,034	190,194	243,411	(17)	25,137	169,415	(11,380)	(7)
Dayton										
	ELECT SALES - DAYTON RESIDEN	18,131	151,346	177,231	224,525	(15)	25,582	164,602	(13,255)	(8)
	ELECT SALES - DAYTON NON-DE	3,351	28,666	31,642	41,609	(9)	4,503	30,633	(1,966)	(6)
	PCA SALES REVENUE - DAYTON R	2,084	12,908	17,594	22,385	(27)	1,583	12,844	63	0
	PCA SALES REVENUE - DAYTON	359	2,394	3,312	4,231	(28)	264	2,373	20	1
	Total For Dayton:	23,926	195,315	229,780	292,751	(15)	31,934	210,452	(15,137)	(7)
Public St & Hwy Lighting										
	ELECT SALES - SEC LTS	21,732	195,496	195,000	260,000	0	21,611	194,200	1,295	1
	Total For Public St & Hwy Lighting:	21,732	195,496	195,000	260,000	0	21,611	194,200	1,295	1
Other Electric Sales										
	SUB-STATION CREDIT	400	3,600	3,600	4,800	0	400	3,600	0	0

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING SEPTEMBER 2024

	2024 SEPTEMBER	2024 YTD	2024 YTD BUDGET	2024 ANNUAL BUDGET	2024 YTD Bud Var%	2023 SEPTEMBER	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%
Electric									
Total For Other Electric Sales:	400	3,600	3,600	4,800	0	400	3,600	0	0
Total Operating Revenue	<u>4,316,895</u>	<u>32,413,680</u>	<u>36,059,652</u>	<u>47,000,831</u>	<u>(10)</u>	<u>4,699,091</u>	<u>33,846,046</u>	<u>(1,432,365)</u>	<u>(4)</u>
Other Operating Revenue									
Interest/Dividend Income									
INTEREST & DIVIDEND INCOME	44,810	276,984	63,749	85,000	334	4,668	71,135	205,849	289
Total For Interest/Dividend Income:	44,810	276,984	63,749	85,000	334	4,668	71,135	205,849	289
Customer Penalties									
CUSTOMER DELINQUENT PENALT	29,770	208,444	213,750	285,000	(2)	39,991	234,808	(26,364)	(11)
Total For Customer Penalties:	29,770	208,444	213,750	285,000	(2)	39,991	234,808	(26,364)	(11)
Connection Fees									
DISCONNECT & RECONNECT CHA	11,025	263,407	101,250	135,000	160	15,470	100,356	163,051	162
Total For Connection Fees:	11,025	263,407	101,250	135,000	160	15,470	100,356	163,051	162
Misc Revenue									
MISC ELEC REVENUE - TEMP CHG	0	2,170	3,750	5,000	(42)	440	5,774	(3,604)	(62)
STREET LIGHT	0	23,400	7,500	10,000	212	0	1,800	21,600	1,200
TRANSMISSION INVESTMENTS	54,448	481,422	499,500	666,000	(4)	69,113	532,895	(51,473)	(10)
MISC NON-UTILITY	47,948	132,607	82,500	110,000	61	14,258	111,547	21,060	19
GAIN ON DISPOSITION OF PROPER	8,600	8,600	0	0	0	15,710	40,310	(31,710)	(79)
CONTRIBUTIONS FROM CUSTOME	124,568	666,113	168,750	225,000	295	15,135	313,139	352,973	113
Total For Misc Revenue:	235,565	1,314,313	762,000	1,016,000	72	114,656	1,005,468	308,845	31
Total Other Revenue	<u>321,171</u>	<u>2,063,149</u>	<u>1,140,750</u>	<u>1,521,000</u>	<u>81</u>	<u>174,785</u>	<u>1,411,767</u>	<u>651,381</u>	<u>46</u>
Total For Total Other Revenue:	321,171	2,063,149	1,140,750	1,521,000	81	174,785	1,411,767	651,381	46
Total Revenue	<u>4,638,066</u>	<u>34,476,829</u>	<u>37,200,402</u>	<u>48,521,831</u>	<u>(7)</u>	<u>4,873,877</u>	<u>35,257,813</u>	<u>(780,984)</u>	<u>(2)</u>
Expenses									
Purchased Power									
PURCHASED POWER	2,309,805	17,404,205	19,328,681	24,250,423	(10)	2,307,862	18,517,039	(1,112,834)	(6)
ENERGY ADJUSTMENT CLAUSE	514,237	5,171,949	6,581,847	8,506,023	(21)	583,464	6,127,404	(955,455)	(16)
Total For Purchased Power:	2,824,042	22,576,155	25,910,528	32,756,447	(13)	2,891,326	24,644,444	(2,068,289)	(8)
Operating & Mtce Expense									
OPERATING SUPERVISION	13,288	103,100	98,250	131,000	5	9,647	89,885	13,214	15
DIESEL OIL FUEL	0	159	7,499	10,000	(98)	174	3,854	(3,695)	(96)
NATURAL GAS	359	12,951	22,800	33,000	(43)	337	21,844	(8,892)	(41)

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
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	2024 SEPTEMBER	2024 YTD	2024 YTD BUDGET	2024 ANNUAL BUDGET	2024 YTD Bud Var%	2023 SEPTEMBER	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%
Electric									
ELECTRIC & WATER CONSUMPTI	4,038	41,515	50,500	66,000	(18)	4,301	47,884	(6,369)	(13)
PLANT SUPPLIES & OTHER EXPEN	614	7,215	11,250	15,000	(36)	1,769	25,957	(18,742)	(72)
MISC POWER GENERATION EXPE	0	501	6,000	8,000	(92)	97	3,717	(3,216)	(87)
MAINTENANCE OF STRUCTURE -	882	9,665	15,750	21,000	(39)	694	15,659	(5,993)	(38)
MTCE OF PLANT ENGINES/GENER	0	4,061	29,250	39,000	(86)	439	16,277	(12,215)	(75)
MTCE OF PLANT/LAND IMPROVE	0	15,882	29,000	46,000	(45)	296	24,409	(8,527)	(35)
Total For Operating & Mtce Expense:	19,183	195,054	270,300	369,000	(28)	17,757	249,491	(54,437)	(22)
Transmission Expense									
TRANSMISSION MTCE AND EXPE	2,889	40,857	54,000	72,000	(24)	5,405	49,431	(8,573)	(17)
Total For Transmission Expense:	2,889	40,857	54,000	72,000	(24)	5,405	49,431	(8,573)	(17)
Distribution Expense									
REMOVE EXISTING SERVICE & M	101	101	1,500	2,000	(93)	0	542	(441)	(81)
SCADA EXPENSE	5,049	36,850	33,750	45,000	9	6,103	39,731	(2,881)	(7)
TRANSFORMER EXPENSE OH & U	2,147	12,718	11,250	15,000	13	1,909	13,574	(855)	(6)
MTCE OF SIGNAL SYSTEMS	0	1,010	2,250	3,000	(55)	0	2,495	(1,485)	(60)
METER EXPENSE - REMOVE & RE	0	466	1,125	1,500	(58)	183	1,349	(883)	(65)
TEMP SERVICE - INSTALL & REM	116	338	5,249	7,000	(94)	433	5,739	(5,400)	(94)
MISC DISTRIBUTION EXPENSE	26,470	290,255	262,500	350,000	11	18,104	273,230	17,025	6
INTERCONNECTION CARRYING C	0	0	0	2,417	0	0	0	0	0
Total For Distribution Expense:	33,885	341,742	317,625	425,917	8	26,734	336,663	5,078	2
Maintenance Expense									
MTCE OF STRUCTURES	7,648	64,180	37,500	50,000	71	5,181	48,726	15,453	32
MTCE OF SUBSTATIONS	146	8,106	27,000	36,000	(70)	15,516	35,182	(27,075)	(77)
MTCE OF SUBSTATION EQUIPME	(6,838)	80,926	59,249	79,000	37	4,558	43,261	37,664	87
MTCE OF OH LINES/TREE TRIM	1,813	214,225	180,000	230,000	19	1,689	178,521	35,704	20
MTCE OF OH LINES/STANDBY	4,392	32,946	29,999	40,000	10	2,382	26,410	6,536	25
MTCE OF OH PRIMARY	21,689	135,767	127,500	170,000	6	16,112	121,318	14,449	12
MTCE OF URD PRIMARY	12,119	202,098	164,999	220,000	22	19,138	173,847	28,251	16
LOCATE ELECTRIC LINES	11,695	77,462	82,500	110,000	(6)	10,717	75,995	1,466	2
LOCATE FIBER LINES	256	2,157	1,125	1,500	92	0	269	1,887	699
MTCE OF LINE TRANSFORMERS	699	38,028	45,000	60,000	(15)	3,308	69,145	(31,117)	(45)
MTCE OF STREET LIGHTING	9,839	58,751	37,500	50,000	57	(2,031)	28,533	30,217	106
MTCE OF SECURITY LIGHTING	1,144	17,942	11,250	15,000	59	1,854	14,656	3,285	22
MTCE OF METERS	5,056	52,059	60,000	80,000	(13)	11,912	52,971	(911)	(2)
VOLTAGE COMPLAINTS	169	4,612	9,000	12,000	(49)	1,230	9,705	(5,092)	(52)

ELK RIVER MUNICIPAL UTILITIES
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	2024 SEPTEMBER	2024 YTD	2024 YTD BUDGET	2024 ANNUAL BUDGET	2024 YTD Bud Var%	2023 SEPTEMBER	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%
Electric									
SALARIES TRANSMISSION & DIST	2,921	22,940	22,500	30,000	2	2,239	20,921	2,019	10
ELECTRIC MAPPING	4,566	107,589	74,999	100,000	43	2,947	93,060	14,529	16
MTCE OF OH SECONDARY	1,966	15,650	18,749	25,000	(17)	1,571	19,322	(3,672)	(19)
MTCE OF URD SECONDARY	4,698	43,434	45,000	60,000	(3)	6,177	45,465	(2,031)	(4)
TRANSPORTATION EXPENSE	4,749	210,211	225,000	300,000	(7)	19,325	212,989	(2,778)	(1)
Total For Maintenance Expense:	88,733	1,389,091	1,258,875	1,668,500	10	123,833	1,270,305	118,786	9
Depreciation & Amortization									
DEPRECIATION	219,404	1,975,438	1,829,610	2,439,475	8	208,189	1,871,068	104,370	6
AMORTIZATION	55,677	501,101	501,102	668,136	0	55,677	501,101	0	0
Total For Depreciation & Amortization:	275,082	2,476,540	2,330,712	3,107,611	6	263,867	2,372,170	104,370	4
Interest Expense									
INTEREST EXPENSE - BONDS	68,246	628,871	628,871	845,673	0	71,400	656,492	(27,620)	(4)
AMORTIZATION OF DEBT DISCOU	(4,988)	(44,896)	(44,896)	(59,863)	0	(4,988)	(44,896)	0	0
Total For Interest Expense:	63,257	583,974	583,974	785,810	0	66,412	611,595	(27,620)	(5)
Other Operating Expense									
EV CHARGING EXPENSE	248	1,934	2,324	3,100	(17)	209	1,550	383	25
LOSS ON DISPOSITION OF PROP (C	(1,080)	3,025	155,800	155,800	(98)	0	13,073	(10,048)	(77)
OTHER DONATIONS	0	0	2,250	3,000	(100)	0	108	(108)	(100)
MUTUAL AID	0	27,519	0	0	0	0	4,415	23,103	523
PENSION EXPENSE	0	0	0	295,000	0	0	0	0	0
OTHER INTEREST EXPENSE	0	0	0	0	0	0	378	(378)	(100)
INTEREST EXPENSE - METER DEP	4,827	42,956	37,500	50,000	15	4,055	35,676	7,279	20
Total For Other Operating Expense:	3,996	75,436	197,875	506,900	(62)	4,264	55,203	20,232	37
Customer Accounts Expense									
METER READING EXPENSE	4,507	35,234	35,250	47,000	0	4,178	31,367	3,866	12
DISCONNECT/RECONNECT EXPEN	1,679	11,743	16,499	22,000	(29)	2,965	17,627	(5,883)	(33)
MISC CUSTOMER ACCOUNTS EXP	33,545	264,752	258,750	345,000	2	28,769	249,133	15,618	6
BAD DEBT EXPENSE & RECOVER	888	12,736	18,749	25,000	(32)	216	24,179	(11,442)	(47)
Total For Customer Accounts Expense:	40,622	324,467	329,249	439,000	(1)	36,129	322,307	2,159	1
Administrative Expense									
SALARIES OFFICE & COMMISSION	77,832	666,132	681,000	908,000	(2)	61,586	595,502	70,630	12
TEMPORARY STAFFING	0	0	2,999	4,000	(100)	0	0	0	0
OFFICE SUPPLIES	5,229	66,505	93,750	125,000	(29)	5,592	92,010	(25,505)	(28)
ELECTRIC & WATER CONSUMPTI	2,480	20,996	29,999	40,000	(30)	2,472	22,670	(1,674)	(7)
BANK FEES	207	2,028	1,874	2,500	8	115	1,346	681	51

ELK RIVER MUNICIPAL UTILITIES
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Electric									
LEGAL FEES	4,729	19,848	22,500	30,000	(12)	668	16,372	3,476	21
AUDITING FEES	1,640	13,960	16,499	22,000	(15)	1,623	15,569	(1,609)	(10)
INSURANCE	15,385	138,960	142,499	190,000	(2)	14,679	154,535	(15,575)	(10)
UTILITY SHARE - DEFERRED COM	5,669	97,955	90,000	120,000	9	7,008	99,957	(2,002)	(2)
UTILITY SHARE - MEDICAL/DENT	62,660	667,810	683,045	870,000	(2)	56,108	644,625	23,185	4
UTILITY SHARE - PERA	24,285	228,829	226,500	302,000	1	22,677	215,368	13,461	6
UTILITY SHARE - FICA	24,020	223,694	221,249	295,000	1	22,108	210,834	12,859	6
EMPLOYEE SICK PAY	11,395	122,922	123,750	165,000	(1)	6,623	114,758	8,164	7
EMPLOYEE HOLIDAY PAY	14,812	103,764	93,818	172,000	11	13,788	98,049	5,715	6
EMPLOYEE VACATION & PTO PA	22,829	260,486	211,181	275,000	23	31,242	219,258	41,227	19
UPMIC DISTRIBUTION	31,639	75,435	75,750	101,000	0	23,701	60,163	15,271	25
LONGEVITY PAY	0	2,920	2,920	6,964	0	0	12,868	(9,948)	(77)
CONSULTING FEES	6,643	40,307	73,199	97,600	(45)	(682)	2,732	37,574	1,375
TELEPHONE	(455)	22,878	28,500	38,000	(20)	2,974	27,839	(4,960)	(18)
ADVERTISING	663	9,640	14,249	19,000	(32)	1,848	10,914	(1,273)	(12)
DUES & SUBSCRIPTIONS - FEES	10,952	92,882	103,150	137,533	(10)	12,038	90,676	2,205	2
SCHOOLS & MEETINGS	24,744	155,652	199,000	274,894	(22)	16,481	169,084	(13,431)	(8)
MTCE OF GENERAL PLANT & OFFI	845	7,605	9,749	13,000	(22)	1,002	9,024	(1,419)	(16)
Total For Administrative Expense:	348,211	3,041,216	3,147,190	4,208,492	(3)	303,659	2,884,165	157,050	5
General Expense									
CIP REBATES - RESIDENTIAL	7,139	65,824	68,068	90,758	(3)	6,965	45,656	20,168	44
CIP REBATES - COMMERCIAL	54,327	98,271	83,999	112,000	17	11,420	54,432	43,839	81
CIP - ADMINISTRATION	10,611	143,085	137,223	182,965	4	487	11,024	132,060	1,198
CIP - MARKETING	2,956	38,979	38,426	51,235	1	7,118	33,920	5,059	15
CIP - LABOR	8,554	74,292	100,366	133,822	(26)	10,942	105,279	(30,986)	(29)
CIP REBATES - LOW INCOME	0	3,468	14,040	18,720	(75)	1,244	13,124	(9,656)	(74)
CIP - LOW INCOME LABOR	711	6,980	7,499	10,000	(7)	636	7,179	(199)	(3)
ENVIRONMENTAL COMPLIANCE	3,294	25,358	26,250	35,000	(3)	2,713	15,954	9,404	59
MISC GENERAL EXPENSE	610	2,720	1,874	2,500	45	163	6,208	(3,487)	(56)
Total For General Expense:	88,205	458,982	477,749	637,000	(4)	41,692	292,779	166,202	57
Total Expenses(before Operating Transfers)	3,788,110	31,503,518	34,878,080	44,976,678	(10)	3,781,084	33,088,559	(1,585,041)	(5)
Operating Transfer									
Operating Transfer/Other Funds									
TRANSFER TO CITY ELK RIVER R	155,642	1,163,132	1,309,561	1,707,411	(11)	167,632	1,254,080	(90,948)	(7)

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING SEPTEMBER 2024

	2024 SEPTEMBER	2024 YTD	2024 YTD BUDGET	2024 ANNUAL BUDGET	2024 YTD Bud Var%	2023 SEPTEMBER	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%
Electric									
Total For Operating Transfer/Other Funds:	155,642	1,163,132	1,309,561	1,707,411	(11)	167,632	1,254,080	(90,948)	(7)
Utilities & Labor Donated									
UTILITIES & LABOR DONATED TO	19,067	169,487	198,000	264,000	(14)	18,645	196,440	(26,953)	(14)
Total For Utilities & Labor Donated:	19,067	169,487	198,000	264,000	(14)	18,645	196,440	(26,953)	(14)
Total Operating Transfer									
Total For Total Operating Transfer:	174,710	1,332,619	1,507,561	1,971,411	(12)	186,278	1,450,521	(117,901)	(8)
Net Income Profit(Loss)	675,244	1,640,691	814,760	1,573,740	101	906,515	718,732	921,958	128

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING SEPTEMBER 2024

	2024 SEPTEMBER	2024 YTD	2024 YTD BUDGET	2024 ANNUAL BUDGET	2024 YTD Bud Var%	2023 SEPTEMBER	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%
Water									
Revenue									
Operating Revenue									
Water Sales									
WATER SALES RESIDENTIAL	171,174	1,150,332	1,280,038	1,595,403	(10)	269,218	1,510,556	(360,223)	(24)
WATER SALES COMMERCIAL	106,794	716,716	705,080	923,908	2	163,352	801,048	(84,332)	(11)
WATER SALES IRRIGATION	54,252	209,566	214,863	268,691	(2)	86,094	344,231	(134,664)	(39)
Total For Water Sales:	332,220	2,076,615	2,199,982	2,788,003	(6)	518,665	2,655,836	(579,220)	(22)
Total Operating Revenue	332,220	2,076,615	2,199,982	2,788,003	(6)	518,665	2,655,836	(579,220)	(22)
Total For Total Operating Revenue:	332,220	2,076,615	2,199,982	2,788,003	(6)	518,665	2,655,836	(579,220)	(22)
Other Operating Revenue									
Interest/Dividend Income									
INTEREST & DIVIDEND INCOME	12,724	84,020	29,999	40,000	180	2,891	30,443	53,576	176
OTHER INTEREST/MISC REVENUE	0	558	1,125	1,500	(50)	0	543	15	3
Total For Interest/Dividend Income:	12,724	84,578	31,124	41,500	172	2,891	30,987	53,591	173
Customer Penalties									
CUSTOMER PENALTIES	2,979	18,229	18,749	25,000	(3)	3,250	17,530	698	4
Total For Customer Penalties:	2,979	18,229	18,749	25,000	(3)	3,250	17,530	698	4
Connection Fees									
WATER/ACCESS/CONNECTION FE	47,979	363,264	150,000	200,000	142	29,190	141,905	221,358	156
CUSTOMER CONNECTION FEES	4,044	25,606	22,500	30,000	14	2,750	11,494	14,112	123
BULK WATER SALES/HYDRANT R	3,946	16,710	18,749	25,000	(11)	619	14,805	1,905	13
Total For Connection Fees:	55,969	405,581	191,250	255,000	112	32,559	168,205	237,376	141
Misc Revenue									
MISC NON-UTILITY	25	75	37	50	100	20	40	35	90
TRANSFER IN FROM CITY	0	0	0	230,000	0	0	0	0	0
GAIN ON DISPOSITION OF PROPER	0	0	0	0	0	2,940	2,940	(2,940)	(100)
MISCELLANEOUS REVENUE	0	716	375	500	91	0	258	458	177
HYDRANT MAINTENANCE PROGR	975	9,600	11,250	15,000	(15)	975	11,212	(1,611)	(14)
CONTRIBUTIONS FROM DEVELOP	0	0	0	65,000	0	0	0	0	0
WATER TOWER LEASE	0	0	0	308,236	0	0	0	0	0
Total For Misc Revenue:	1,000	10,393	11,662	618,786	(11)	3,935	14,451	(4,057)	(28)
Total Other Revenue	72,675	518,783	252,787	940,286	105	42,636	231,174	287,608	124
Total For Total Other Revenue:	72,675	518,783	252,787	940,286	105	42,636	231,174	287,608	124

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING SEPTEMBER 2024

	2024 SEPTEMBER	2024 YTD	2024 YTD BUDGET	2024 ANNUAL BUDGET	2024 YTD Bud Var%	2023 SEPTEMBER	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%
Water									
Total Revenue	404,895	2,595,399	2,452,770	3,728,289	6	561,301	2,887,011	(291,611)	(10)
Expenses									
Production Expense									
MTCE OF STRUCTURES	8,791	95,514	86,249	115,000	11	7,341	78,130	17,383	22
Total For Production Expense:	8,791	95,514	86,249	115,000	11	7,341	78,130	17,383	22
Pumping Expense									
SUPERVISION	6,557	53,025	50,625	67,500	5	5,319	46,606	6,419	14
ELECTRIC & GAS UTILITIES	23,969	196,016	251,378	335,171	(22)	23,564	247,879	(51,863)	(21)
SAMPLING	977	18,060	12,750	17,000	42	878	11,362	6,698	59
CHEMICAL FEED	2,877	30,001	39,750	53,000	(25)	6,970	40,277	(10,275)	(26)
MTCE OF WELLS	21,621	148,055	123,750	165,000	20	14,067	116,552	31,503	27
SCADA - PUMPING	3,954	10,006	6,000	8,000	67	347	2,553	7,452	292
Total For Pumping Expense:	59,956	455,166	484,253	645,671	(6)	51,146	465,232	(10,066)	(2)
Distribution Expense									
MTCE OF WATER MAINS	13,106	73,952	131,249	175,000	(44)	7,608	126,523	(52,570)	(42)
LOCATE WATER LINES	1,325	10,750	12,937	17,250	(17)	1,109	6,790	3,960	58
MTCE OF WATER SERVICES	0	0	375	500	(100)	0	240	(240)	(100)
WATER METER SERVICE	5,576	48,856	49,500	66,000	(1)	4,489	24,401	24,454	100
BACKFLOW DEVICE INSPECTION	1,378	15,569	16,217	20,000	(4)	1,638	15,368	201	1
MTCE OF CUSTOMERS SERVICE	2,727	24,655	24,750	33,000	0	2,495	22,570	2,085	9
WATER MAPPING	986	15,238	11,250	15,000	35	1,329	11,139	4,099	37
MTCE OF WATER HYDRANTS - PU	680	19,446	15,000	20,000	30	47	11,239	8,207	73
MTCE OF WATER HYDRANTS - PR	0	4,192	4,500	6,000	(7)	269	3,607	584	16
WATER CLOTHING/PPE	0	9,451	7,499	10,000	26	117	8,855	596	7
WAGES WATER	750	5,797	5,625	7,500	3	574	5,274	522	10
TRANSPORTATION EXPENSE	1,472	15,657	18,000	24,000	(13)	1,199	11,523	4,133	36
WATER PERMIT	0	26,255	28,000	28,000	(6)	0	15,752	10,502	67
Total For Distribution Expense:	28,006	269,824	324,904	422,250	(17)	20,877	263,286	6,537	2
Depreciation & Amortization									
DEPRECIATION	100,101	907,199	861,750	1,148,987	5	97,591	878,646	28,553	3
Total For Depreciation & Amortization:	100,101	907,199	861,750	1,148,987	5	97,591	878,646	28,553	3
Interest Expense									
INTEREST EXPENSE - BONDS	3,266	30,799	30,799	40,600	0	3,466	32,599	(1,800)	(6)
AMORTIZATION OF DEBT DISCOU	(554)	(4,988)	(4,988)	(6,651)	0	(554)	(4,988)	0	0

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING SEPTEMBER 2024

Water		2024	2024	2024	2024	2024 YTD	2023	2023	YTD	2023 v. 2024
		SEPTEMBER	YTD	YTD BUDGET	ANNUAL BUDGET	Bud Var%	SEPTEMBER	YTD	VARIANCE	Actual Var%
	Total For Interest Expense:	2,712	25,811	25,811	33,949	0	2,912	27,611	(1,800)	(7)
	Other Operating Expense									
	LOSS ON DISPOSITION OF PROP (C	0	0	14,000	14,000	(100)	0	0	0	0
	DAM MAINTENANCE EXPENSE	0	177	1,500	2,000	(88)	0	1,707	(1,530)	(90)
	PENSION EXPENSE	0	0	0	65,000	0	0	0	0	0
	OTHER INTEREST EXPENSE	0	0	0	0	0	0	94	(94)	(100)
	INTEREST EXPENSE - METER DEP	60	785	974	1,300	(19)	104	943	(157)	(17)
	Total For Other Operating Expense:	60	962	16,475	82,300	(94)	104	2,745	(1,782)	(65)
	Customer Accounts Expense									
	METER READING EXPENSE	617	3,746	1,874	2,500	100	216	1,619	2,126	131
	MISC CUSTOMER ACCOUNTS EXP	8,410	67,947	66,750	89,000	2	7,449	64,481	3,465	5
	BAD DEBT EXPENSE & RECOVER	0	19	187	250	(90)	0	(28)	47	168
	Total For Customer Accounts Expense:	9,028	71,712	68,812	91,750	4	7,665	66,073	5,639	9
	Administrative Expense									
	SALARIES OFFICE & COMMISSION	22,981	194,601	213,750	285,000	(9)	18,011	173,091	21,510	12
	TEMPORARY STAFFING	0	0	749	1,000	(100)	0	0	0	0
	OFFICE SUPPLIES	1,584	14,807	27,749	37,000	(47)	1,298	19,805	(4,997)	(25)
	ELECTRIC & WATER CONSUMPTI	620	5,251	8,250	11,000	(36)	618	5,667	(416)	(7)
	BANK FEES	51	522	450	600	16	28	349	173	50
	LEGAL FEES	785	3,877	6,750	9,000	(43)	119	3,461	415	12
	AUDITING FEES	410	4,036	4,500	6,000	(10)	405	4,438	(402)	(9)
	INSURANCE	3,555	31,507	32,249	43,000	(2)	3,303	41,057	(9,550)	(23)
	UTILITY SHARE - DEFERRED COM	899	16,339	15,750	21,000	4	1,793	17,440	(1,100)	(6)
	UTILITY SHARE - MEDICAL/DENT	15,545	158,803	170,909	220,000	(7)	13,579	160,131	(1,328)	(1)
	UTILITY SHARE - PERA	4,903	44,073	42,000	56,000	5	4,189	39,931	4,141	10
	UTILITY SHARE - FICA	4,734	43,570	40,500	54,000	8	3,972	38,636	4,933	13
	EMPLOYEE SICK PAY	2,641	22,704	21,750	29,000	4	2,349	20,677	2,026	10
	EMPLOYEE HOLIDAY PAY	3,126	19,096	17,454	32,000	9	2,700	17,362	1,733	10
	EMPLOYEE VACATION & PTO PA	4,041	47,494	40,000	52,000	19	4,936	38,121	9,373	25
	UPMIC DISTRIBUTION	6,274	16,027	15,750	21,000	2	4,683	10,967	5,059	46
	WELLHEAD PROTECTION	0	0	1,530	2,000	(100)	0	6,861	(6,861)	(100)
	LONGEVITY PAY	0	730	730	837	0	0	2,581	(1,851)	(72)
	CONSULTING FEES	1,456	10,521	34,425	45,900	(69)	112	8,026	2,495	31
	TELEPHONE	13	5,243	6,750	9,000	(22)	673	6,321	(1,077)	(17)
	ADVERTISING	87	2,525	3,750	5,000	(33)	462	3,403	(878)	(26)

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING SEPTEMBER 2024

	2024 SEPTEMBER	2024 YTD	2024 YTD BUDGET	2024 ANNUAL BUDGET	2024 YTD Bud Var%	2023 SEPTEMBER	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%
Water									
DUES & SUBSCRIPTIONS - FEES	1,222	59,942	66,100	88,114	(9)	1,236	53,793	6,148	11
SCHOOLS & MEETINGS	5,877	33,026	44,875	61,072	(26)	6,015	25,394	7,632	30
MTCE OF GENERAL PLANT & OFFI	211	1,899	2,324	3,100	(18)	250	2,256	(357)	(16)
Total For Administrative Expense:	81,024	736,599	819,048	1,092,623	(10)	70,742	699,778	36,821	5
General Expense									
CIP REBATES - RESIDENTIAL	223	820	3,750	5,000	(78)	74	1,185	(365)	(31)
CIP REBATES - COMMERCIAL	0	0	375	500	(100)	0	0	0	0
CIP - MARKETING	0	1,117	1,500	2,000	(26)	0	966	150	16
CIP - LABOR	0	0	3,750	5,000	(100)	0	1,288	(1,288)	(100)
ENVIRONMENTAL COMPLIANCE	63	517	1,874	2,500	(72)	52	1,203	(685)	(57)
MISC GENERAL EXPENSE	0	0	187	250	(100)	0	(24)	24	100
Total For General Expense:	287	2,454	11,437	15,250	(79)	125	4,619	(2,165)	(47)
Total Expenses(before Operating Transfers)	289,968	2,565,246	2,698,743	3,647,781	(5)	258,508	2,486,125	79,121	3
Operating Transfer									
Utilities & Labor Donated									
WATER & LABOR DONATED TO CI	0	0	1,125	1,500	(100)	0	0	0	0
Total Operating Transfer									
Total For Total Operating Transfer:	0	0	1,125	1,500	(100)	0	0	0	0
Net Income Profit(Loss)	114,927	30,152	(247,098)	79,007	112	302,793	400,885	(370,732)	(92)

Beginning Fiscal Period[YYYYMM]

202401

GL Division

All

Ending Fiscal Period[YYYYMM]

202409

GL Activity

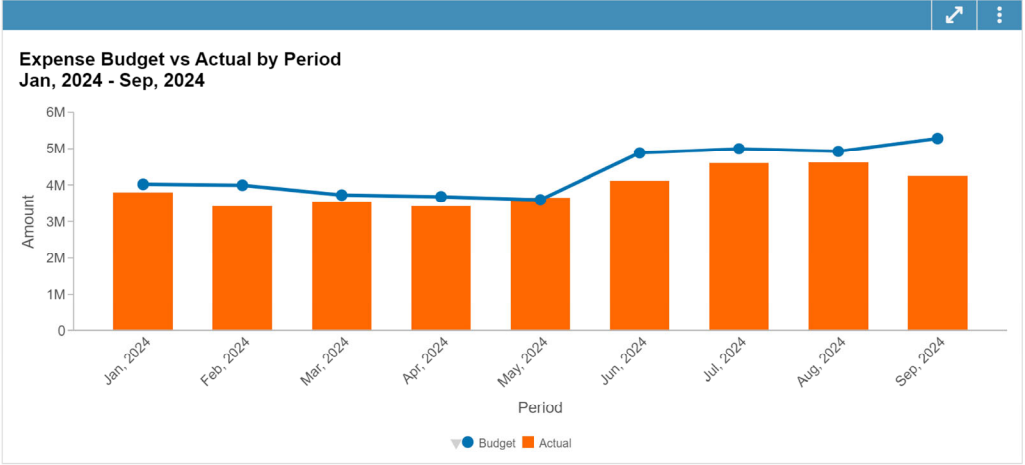
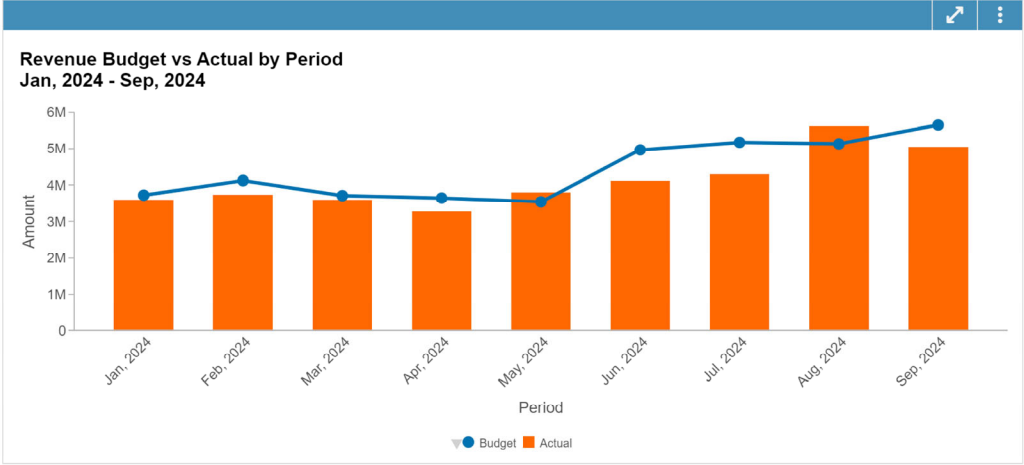
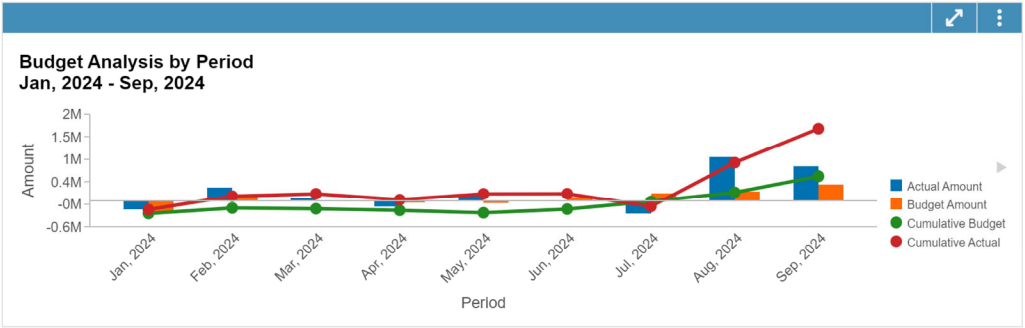
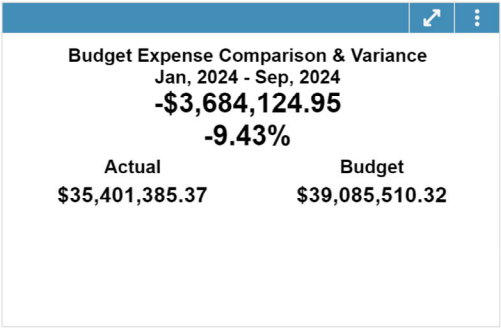
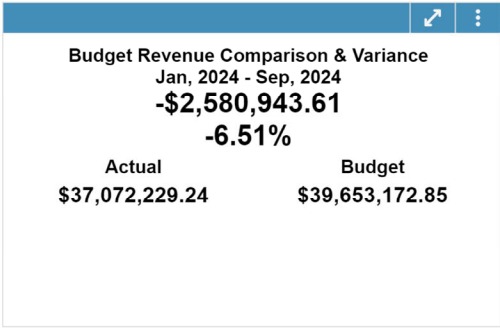
All

GL Department

All

Period Type

Closed Period



TO: ERMU Commission	FROM: Melissa Karpinski – Finance Manager
MEETING DATE: November 12, 2024	AGENDA ITEM NUMBER: 5.02
SUBJECT: 2025 Annual Business Plan: Rates and Review, Stakeholder Communication	
ACTION REQUESTED: None	

DISCUSSION:

In preparation for budget approval in December, staff continue to work through the budget process. Based on the wholesale power rate and projected expense increases and capital expenditures, a preliminary balanced budget and rates have been drafted.

Attached is the following information for your review. Additional budget details are available upon request. Please contact staff for additional information.

1. Electric Department Expense Budget – The 2025 forecast for electric expenses is a 2.1% decrease over the current year budget. Wholesale power costs make up about 67% of the operating budget. Our wholesale power provider, MMPA, is projecting a 0% rate increase for 2025. Without wholesale power costs, electric expenses are an 8.2% increase over the current year’s budget. Most notable increases are depreciation, material/labor for maintenance of substation equipment and maintenance of underground primary, contractors for tree trimming, and for increased labor and benefit expenses.

The budgeted Payment in Lieu of Taxes (PILOT) amount for 2025 is \$1.903 million. PILOT is comprised of \$1.638 million with the 4% of Elk River City’s sales calculation, and \$265k in donated utilities and labor.

Currently there is a 0% rate increase proposed. There will more than likely also be a Power Cost Adjustment (PCA) passed onto our customers throughout 2025. Currently we are budgeting for a PCA of 15.9 mils which is a very slight increase from the 2024 budget of 15.8 mils.

2. Water Department Expense Budget – The 2025 forecast for water expenses is a 9.4% increase over the current year’s budget. Most notable increases are increased costs for depreciation, material/labor for maintenance of wells and structures, and for increased labor and benefit expenses.

Current proposed rate increase for water:

- Tier 1 – 1%
- Tier 2 – 2%
- Tier 3 – 3%
- Monthly base rate – 2%

Staff would like to discuss with the Commission the communication plan to the customers for rates, etc.

ATTACHMENTS:

- Proposed Summary of 2025 Budgets
- Proposed 2025 Electric Revenue and Expense Budget
- Proposed 2025 Water Revenue and Expense Budget
- Proposed 2025 Electric Capital Budget
- Proposed 2025 Water Capital Budget
- Proposed 2025 Administration and Technical Services Capital Budgets
- Proposed 2025 Conservation Improvement Program Budget Summary

**ELK RIVER MUNICIPAL UTILITIES
SUMMARY OF YEAR 2024
BUDGETS**

ELECTRIC BUDGET SUMMARY

2025

ELECTRIC REVENUE	\$	47,532,450	
ELECTRIC EXPENDITURES		(45,960,483)	
ELECTRIC NET FOR CAPITAL		1,571,968	3.31% Margin
DEBT RETIREMENT		(990,000)	
NET LESS DEBT PRINCIPAL PMTS		581,968	
CAPITAL EQUIPMENT/CONSTRUCTION		(9,405,195)	
FUND FROM RESERVES		1,398,000 *	East Substation Design and Construction
FUND FROM RESERVES		750,000 *	Unidentified Feeders
FUND FROM RESERVES		375,000 *	Transformers and Meters
FUND FROM RESERVES		935,000 *	Territory Acquisition Areas 1&2, 3&4, 5&6, 7&8 Loss of Revenue
INTER-FUND BORROWING		2,125,000	AMI
NET		(3,240,227)	
DEPRECIATION		3,343,377	
NET TO RESERVES		103,150 *	Note that this is separate from above funding of draw on reserves

WATER BUDGET SUMMARY

2025

WATER REVENUE	\$	4,059,910	
WATER EXPENDITURES		(3,992,643)	
WATER NET FOR CAPITAL		67,267	1.66% Margin
DEBT RETIREMENT		(65,000)	
NET LESS DEBT PRINCIPAL PMTS		2,267	
CAPITAL EQUIPMENT/CONSTRUCTION		(5,735,705)	
FUND FROM RESERVES		2,400,000 *	New Wells
FUND FROM RESERVES		1,450,000 *	Water Main Construction (Upland/Meadowvale)
FUND FROM RESERVES		600,000 *	AMI
NET		(1,283,438)	
DEPRECIATION		1,329,082	
NET TO RESERVES		45,644 *	Note that this is separate from above funding of draw on reserves

* Currently, target reserves are met.

**ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
2025 ELECTRIC BUDGET**

	2025 Annual Budget	2024 Annual Budget	2023 Annual Actual	
Electric				
Revenue				
Operating Revenue				
Elk River				
440.4411 ELECT SALES - ELK RIVER RESIDENTIAL	14,008,158	14,221,539	13,774,416	
440.4412 ELECT SALES - ELK RIVER NON-DEMAND	3,561,585	3,634,058	3,545,392	
440.4413 ELECT SALES - ELK RIVER DEMAND	18,661,634	19,965,866	18,843,492	
440.4461 PCA SALES REVENUE - ELK RIVER RESIDENTIA	1,476,006	1,485,155	1,040,554	
440.4462 PCA SALES REVENUE - ELK RIVER NON-DEMAND	410,513	408,037	283,171	
440.4463 PCA SALES REVENUE - ELK RIVER DEMAND	2,819,833	2,970,644	1,998,310	
Total for Elk River:	40,937,730	42,685,299	39,485,335	
Otsego				
440.4416 ELECT SALES - OTSEGO RESIDENTIAL	1,546,756	1,438,521	1,520,947	
440.4417 ELECT SALES - OTSEGO NON-DEMAND	499,327	477,265	497,057	
440.4418 ELECT SALES - OTSEGO DEMAND	1,587,578	1,154,078	1,428,814	
440.4464 PCA SALES REVENUE - OTSEGO RESIDENTIAL	162,978	162,572	113,642	
440.4465 PCA SALES REVENUE - OTSEGO NON-DEMAND	45,328	58,535	41,419	
440.4466 PCA SALES REVENUE - OTSEGO DEMAND	218,346	223,597	150,238	
Total for Otsego:	4,060,313	3,514,568	3,752,117	
Rural Big Lake				
440.4421 ELECT SALES - BIG LAKE RESIDENTIAL	199,360	216,884	196,033	
440.4422 ELECT SALES - BIG LAKE NON-DEMAND	4,811	4,737	4,789	
440.4467 PCA SALES REVENUE - BIG LAKE RESIDENTIAL	21,006	21,268	14,868	
440.4468 PCA SALES REVENUE - BIG LAKE NON-DEMAND	5,842	522	340	
Total for Rural Big Lake:	231,019	243,412	216,030	
Dayton				
440.4431 ELECT SALES - DAYTON RESIDENTIAL	212,064	224,526	208,525	
440.4432 ELECT SALES - DAYTON NON-DEMAND	40,466	41,610	40,282	
440.4469 PCA SALES REVENUE - DAYTON RESIDENTIAL	22,345	22,385	15,521	
440.447 PCA SALES REVENUE - DAYTON NON-DEMAND	6,215	4,231	2,958	
Total for Dayton:	281,089	292,752	267,286	
Public St & Hwy Lighting				
440.4414 ELECT SALES - SEC LTS	260,000	260,000	259,191	
Total for Public St & Hwy Lighting:	260,000	260,000	259,191	
Other Electric Sales				
440.455 SUB-STATION CREDIT	4,800	4,800	4,800	
440.4554 RATE INCREASE	-	-	-	
Total for Other Electric Sales:	4,800	4,800	4,800	
Total for Operating Revenue:	45,774,950	47,000,831	43,984,759	-2.6%
Other Operating Revenue				
Interest/Dividend Income				
460.4691 INTEREST & DIVIDEND INCOME	350,000	85,000	158,309	
Total for Interest/Dividend Income:	350,000	85,000	158,309	
Customer Penalties				
470.4701 CUSTOMER DELINQUENT PENALTIES	285,000	285,000	308,374	
Total for Customer Penalties:	285,000	285,000	308,374	
Connection Fees				
470.4702 DISCONNECT & RECONNECT CHARGE	150,000	135,000	151,296	
Total for Connection Fees:	150,000	135,000	151,296	
Misc Revenue				
470.4703 MISC ELEC REVENUE - TEMP CHG	2,500	5,000	5,994	
470.4704 STREET LIGHT	10,000	10,000	6,300	
470.4715 TRANSMISSION INVESTMENTS	600,000	666,000	739,768	
470.4722 MISC NON-UTILITY	110,000	110,000	182,451	
470.4723 GAIN ON DISPOSITION OF PROPERTY	25,000	-	72,630	
470.4739 PERA PENSION REVENUE	-	-	337	
470.475 RENTAL PROPERTY INCOME	-	-	-	
470.477 CONTRIBUTIONS FROM CUSTOMERS	225,000	225,000	489,451	
470.478 CONTRIBUTIONS FROM GRANTS	-	-	-	
Total for Misc Revenue:	972,500	1,016,000	1,496,931	
Total Other Revenue				
Total for Total Other Revenue:	1,757,500	1,521,000	2,114,910	
Total Revenue	47,532,450	48,521,831	46,099,669	-2.0%
Expenses				
Purchased Power				
540.5551 PURCHASED POWER	23,315,291	24,250,424	23,416,660	
540.5553 ENERGY ADJUSTMENT CLAUSE	7,284,338	8,506,023	7,816,127	
Total for Purchased Power:	30,599,628	32,756,447	31,232,787	-1.9%
Operating & Mtce Expense				
540.5461 OPERATING SUPERVISION	150,000	131,000	120,165	
540.5471 DIESEL OIL FUEL	-	10,000	3,915	Plant de-commissioning
540.5472 NATURAL GAS	30,000	33,000	28,240	
540.5483 ELECTRIC & WATER CONSUMPTION - PLANT	65,000	66,000	62,628	
540.5484 PLANT SUPPLIES & OTHER EXPENSE	15,000	15,000	27,882	
540.5491 MISC POWER GENERATION EXPENSE	1,000	8,000	3,909	
540.5521 MAINTENANCE OF STRUCTURE - PLANT	20,000	21,000	19,304	

**ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
2025 ELECTRIC BUDGET**

Electric	2025 Annual Budget	2024 Annual Budget	2023 Annual Actual	
540.5531 MTCE OF PLANT ENGINES/GENERATORS	5,000	39,000	19,571	
540.5541 MTCE OF PLANT/LAND IMPROVEMENT	55,000	46,000	29,436	
Total for Operating & Mtce Expense:	341,000	369,000	315,050	
Transmission Expense				
560.562 TRANSMISSION MTCE AND EXPENSE	76,000	72,000	63,810	
Total for Transmission Expense:	76,000	72,000	63,810	
Distribution Expense				
580.5801 REMOVE EXISTING SERVICE & METERS	2,000	2,000	759	
580.5821 SCADA EXPENSE	60,000	45,000	53,498	
580.5831 TRANSFORMER EXPENSE OH & URD	25,000	15,000	19,018	
580.5851 MTCE OF SIGNAL SYSTEMS	3,000	3,000	2,667	
580.5861 METER EXPENSE - REMOVE & RESET	1,500	1,500	1,610	
580.5871 TEMP SERVICE - INSTALL & REMOVE	10,000	7,000	9,206	
580.5881 MISC DISTRIBUTION EXPENSE	420,000	350,000	345,140	
580.589 INTERCONNECTION CARRYING CHARGE	-	2,417	2,416	
Total for Distribution Expense:	521,500	425,917	434,314	
Maintenance Expense				
590.5911 MTCE OF STRUCTURES	92,000	50,000	71,216	
590.5921 MTCE OF SUBSTATIONS	45,000	36,000	40,623	
590.5922 MTCE OF SUBSTATION EQUIPMENT	150,000	79,000	79,615	
590.5931 MTCE OF OH LINES/TREE TRIM	300,000	230,000	225,909	Contractor - Jan-Apr, Nov-Dec
590.5932 MTCE OF OH LINES/STANDBY	50,000	40,000	36,654	
590.5933 MTCE OF OH PRIMARY	190,000	170,000	152,226	
590.5941 MTCE OF URD PRIMARY	300,000	220,000	214,304	
590.5943 LOCATE ELECTRIC LINES	125,000	110,000	105,451	
590.5944 LOCATE FIBER LINES	2,500	1,500	624	
590.5951 MTCE OF LINE TRANSFORMERS	75,000	60,000	83,650	
590.5961 MTCE OF STREET LIGHTING	69,000	50,000	48,781	
590.5962 MTCE OF SECURITY LIGHTING	25,000	15,000	18,471	
590.5971 MTCE OF METERS	80,000	80,000	69,871	
590.5972 VOLTAGE COMPLAINTS	12,000	12,000	10,389	
590.5981 SALARIES TRANSMISSION & DISTRIBUTION	33,000	30,000	28,029	
590.5985 ELECTRIC MAPPING	155,000	100,000	111,093	
590.5986 FIBER MAPPING	15,000	-	-	
590.5991 MTCE OF OH SECONDARY	23,000	25,000	26,387	
590.5992 MTCE OF URD SECONDARY	75,000	60,000	68,402	
590.5995 TRANSPORTATION EXPENSE	325,000	300,000	279,657	Increased labor and fuel costs
Total for Maintenance Expense:	2,141,500	1,668,500	1,671,352	
Depreciation & Amortization				
595.8031 DEPRECIATION	2,675,241	2,439,476	2,508,985	
595.8032 AMORTIZATION	668,136	668,136	668,135	
Total for Depreciation & Amortization:	3,343,377	3,107,612	3,177,120	
Interest Expense				
596.8071 INTEREST EXPENSE - BONDS	794,932	845,673	870,693	
597.8281 AMORTIZATION OF DEBT DISCOUNT/PREMIUM	(59,863)	(59,863)	(59,862)	
Total for Interest Expense:	735,069	785,810	810,831	
Other Operating Expense				
597.8165 EV CHARGING EXPENSE	1,400	3,100	6,552	
597.8213 LOSS ON DISPOSITION OF PROP (CAPITAL)	160,000	155,800	13,073	Meters (due to AMI)
597.8263 OTHER DONATIONS	2,000	3,000	108	
597.8265 MUTUAL AID	-	-	4,415	
597.8302 PENSION EXPENSE	259,000	295,000	211,616	GASB 68
597.8311 OTHER INTEREST EXPENSE	-	-	378	
597.8341 INTEREST EXPENSE - METER DEPOSITS	60,000	50,000	47,921	
Total for Other Operating Expense:	482,400	506,900	284,063	
Customer Accounts Expense				
900.9021 METER READING EXPENSE	35,000	47,000	43,805	
900.903 DISCONNECT/RECONNECT EXPENSE	10,000	22,000	20,348	
900.9051 MISC CUSTOMER ACCOUNTS EXPENSE UTILITY	400,000	345,000	340,258	
900.9061 BAD DEBT EXPENSE & RECOVERY	25,000	25,000	29,142	
Total for Customer Accounts Expense:	470,000	439,000	433,553	
Administrative Expense				
920.9201 SALARIES OFFICE & COMMISSION	1,080,000	908,000	792,284	Specialist, 4.54% wage adjustment 1/1
920.9205 TEMPORARY STAFFING	4,000	4,000	-	
920.9211 OFFICE SUPPLIES	135,000	125,000	113,010	
920.9212 ELECTRIC & WATER CONSUMPTION - OFFICE	32,000	40,000	27,148	
920.9213 BANK FEES	3,000	2,500	1,886	
920.9221 LEGAL FEES	30,000	30,000	20,028	
920.9231 AUDITING FEES	20,640	22,000	20,439	
920.9241 INSURANCE	195,000	190,000	201,330	
920.926 UTILITY SHARE - DEFERRED COMP	128,500	120,000	116,375	
920.9261 UTILITY SHARE - MEDICAL/DENTAL/DISABIL	942,322	870,000	824,442	19.5% projected medical ins increase
920.9262 UTILITY SHARE - PERA	325,000	302,000	286,887	
920.9263 UTILITY SHARE - FICA	320,000	295,000	280,348	
920.9264 EMPLOYEE SICK PAY	205,000	165,000	175,686	
920.9265 EMPLOYEE HOLIDAY PAY	195,000	172,000	168,236	
920.9266 EMPLOYEE VACATION & PTO PAY	325,000	275,000	279,368	
920.9267 UPMC DISTRIBUTION	129,000	101,000	88,867	

**ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
2025 ELECTRIC BUDGET**

		2025 Annual	2024 Annual	2023 Annual	
Electric		Budget	Budget	Actual	
920.929	LONGEVITY PAY	9,945	6,964	15,168	
920.9291	CONSULTING FEES	125,000	97,600	2,732	NISC, Rate Study, Power Plant, Arc Flash
920.9301	TELEPHONE	38,000	38,000	36,236	
920.9302	ADVERTISING	20,000	19,000	13,765	
920.9303	DUES & SUBSCRIPTIONS - FEES	146,859	137,534	124,702	
920.9305	SCHOOLS & MEETINGS	287,433	274,895	223,111	
920.9321	MTCE OF GENERAL PLANT & OFFICE HEATING	11,000	13,000	9,847	
Total for Administrative Expense:		4,707,699	4,208,492	3,821,895	
General Expense					
920.9269	CIP REBATES - RESIDENTIAL	90,758	90,758	60,902	
920.927	CIP REBATES - COMMERCIAL	112,000	112,000	71,268	
920.9271	CIP - ADMINISTRATION	182,965	182,965	27,286	
920.9272	CIP - MARKETING	51,235	51,235	36,225	
920.9273	CIP - LABOR	133,822	133,822	138,208	
920.9274	CIP REBATES - LOW INCOME	18,720	18,720	16,193	
920.9275	CIP - LOW INCOME LABOR	10,000	10,000	9,391	
920.9281	ENVIRONMENTAL COMPLIANCE	35,000	35,000	23,454	
920.9306	MISC GENERAL EXPENSE	5,300	2,500	5,108	
Total for General Expense:		639,800	637,000	388,035	
Total Expenses (before Operating Transfers)		44,057,974	44,976,679	42,632,810	-2.0%
Operating Transfer					
Operating Transfer/Other Funds					
597.8262	TRANSFER TO CITY ELK RIVER REVENUE	1,637,509	1,707,412	1,620,377	4% of Elk River Sales
Total for Operating Transfer/Other Funds:		1,637,509	1,707,412	1,620,377	
Utilities & Labor Donated					
597.8261	UTILITIES & LABOR DONATED TO CITY	265,000	264,000	253,563	
Total for Utilities & Labor Donated:		265,000	264,000	253,563	
Total Operating Transfer					
Total for Total Operating Transfer:		1,902,509	1,971,412	1,873,940	
Net Income Profit(Loss)		1,571,968	1,573,740	1,592,919	
Total Expense Including Purchased Power		45,960,483	46,948,091	44,506,750	
Budget Change Year over Year		-2.1%			
Total Expense Less Purchased Power		15,360,854	14,191,643	13,273,963	
Expense Budget Change Year over Year		8.2%			

**ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
2025 WATER BUDGET**

	2025 Annual Budget	2024 Annual Budget	2023 Annual Actual	
Water				
Revenue				
Operating Revenue				
Water Sales				
610.6101 Water Sales Residential	1,765,984	1,595,404	1,854,122	
610.6102 Water Sales Commercial	1,022,683	923,908	1,048,578	
610.6103 Water Sales Irrigation	347,644	268,691	402,446	
Total for Water Sales:	3,136,310	2,788,003	3,305,146	
Total Operating Revenue	3,136,310	2,788,003	3,305,146	
Total for Total Operating Revenue:	3,136,310	2,788,003	3,305,146	
Other Operating Revenue				
Interest/Dividend Income				
460.4691 Interest & Dividend Income	150,000	40,000	57,359	
460.4692 Other Interest/Misc Revenue	1,000	1,500	1,086	
Total for Interest/Dividend Income:	151,000	41,500	58,445	
Customer Penalties				
620.6301 Customer Penalties	28,000	25,000	23,117	
Total for Customer Penalties:	28,000	25,000	23,117	
Connection Fees				
620.6401 WATER/ACCESS/CONNECTION FEES	255,000	200,000	253,340	
620.6402 Customer Connection Fees	32,500	30,000	24,478	
620.6407 Bulk Water Sales/Hydrant Rental	31,000	25,000	31,255	
Total for Connection Fees:	318,500	255,000	309,073	
Misc Revenue				
470.4722 Misc Non-Utility	100	50	120	
470.4739 Pera Pension Revenue	-	-	62	
620.626 Transfer In From City	-	230,000	1,348,941	
620.6403 Miscellaneous Revenue	500	500	258	
620.6323 Gain On Disposition Of Property	8,000	-	2,940	
620.6404 HYDRANT MAINTENANCE PROGRAM - PRIVATE	15,000	15,000	14,493	
620.6405 Contributions from Developers	-	65,000	-	
620.6406 Water Tower Lease	327,500	308,236	327,431	Will recognize at year-end
620.6416 Lease Interest Revenue	75,000	-	74,992	Will recognize at year-end
Total for Misc Revenue:	426,100	618,786	1,769,237	
Total Other Revenue	923,600	940,286	2,159,872	
Total for Total Other Revenue:	923,600	940,286	2,159,872	
Total Revenue	4,059,910	3,728,289	5,465,018	
Expenses				
Production Expense				
700.7021 MTCE OF STRUCTURES	135,000	115,000	104,828	
Total for Production Expense:	135,000	115,000	104,828	
Pumping Expense				
710.7101 SUPERVISION	75,000	67,500	63,017	
710.7181 ELECTRIC & GAS UTILITIES	310,000	335,171	300,994	
710.7182 SAMPLING	24,150	17,000	17,430	
710.7183 CHEMICAL FEED	50,000	53,000	46,426	
710.722 MTCE OF WELLS	200,000	165,000	131,604	
710.723 SCADA - PUMPING	10,000	8,000	3,576	
Total for Pumping Expense:	669,150	645,671	563,047	
Distribution Expense				
730.7301 MTCE OF WATER MAINS	175,000	175,000	144,493	
730.7309 LOCATE WATER LINES	20,000	17,250	8,898	
730.7311 MTCE OF WATER SERVICES	500	500	240	
730.7312 WATER METER SERVICE	70,000	66,000	28,604	
730.7316 BACKFLOW DEVICE INSPECTION	23,160	20,000	19,146	Labor and software expense
730.7321 MTCE OF CUSTOMERS SERVICE	35,000	33,000	30,328	
730.7325 WATER MAPPING	17,000	15,000	17,752	
730.7326 FIBER MAPPING	15,000	-	-	
730.7331 MTCE OF WATER HYDRANTS - PUBLIC	20,000	20,000	16,331	
730.7332 MTCE OF WATER HYDRANTS - PRIVATE	7,000	6,000	3,665	

**ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
2025 WATER BUDGET**

	2025 Annual Budget	2024 Annual Budget	2023 Annual Actual	
Water				
730.7341 WATER CLOTHING/PPE	15,000	10,000	10,352	
730.7391 WAGES WATER	9,810	7,500	7,030	
730.7395 TRANSPORTATION EXPENSE	25,000	24,000	15,831	Increased labor and fuel costs
730.7399 WATER PERMIT	27,000	28,000	15,752	Increased summer water use fees
Total for Distribution Expense:	459,470	422,250	318,422	
Depreciation & Amortization				
595.8031 DEPRECIATION	1,329,082	1,148,988	1,174,752	
Total for Depreciation & Amortization:	1,329,082	1,148,988	1,174,752	
Interest Expense				
596.8071 INTEREST EXPENSE - BONDS	38,117	40,600	43,000	
597.8281 AMORTIZATION OF DEBT DISCOUNT/PREMIUM	(6,651)	(6,651)	(6,650)	
Total for Interest Expense:	31,466	33,949	36,350	
Other Operating Expense				
597.8213 LOSS ON DISPOSITION OF PROP (CAPITAL)	18,000	14,000	-	Meters (due to AMI)
597.8264 DAM MAINTENANCE EXPENSE	-	2,000	1,876	
597.8302 PENSION EXPENSE	44,000	65,000	19,334	GASB 68
597.8311 OTHER INTEREST EXPENSE	-	-	94	
597.8341 INTEREST EXPENSE - METER DEPOSITS	750	1,300	1,262	
Total for Other Operating Expense:	62,750	82,300	22,566	
Customer Accounts Expense				
900.9021 METER READING EXPENSE	7,000	2,500	2,238	
900.9051 MISC CUSTOMER ACCOUNTS EXPENSE UTILITY	98,000	89,000	86,429	
900.9061 BAD DEBT EXPENSE & RECOVERY	250	250	(28)	
Total for Customer Accounts Expense:	105,250	91,750	88,639	
Administrative Expense				
920.9201 SALARIES OFFICE & COMMISSION	279,000	285,000	230,045	Specialist, 4.54% wage adjustment 1/1
920.9205 TEMPORARY STAFFING	1,000	1,000	-	
920.9211 OFFICE SUPPLIES	30,000	37,000	24,421	
920.9212 ELECTRIC & WATER CONSUMPTION - OFFICE	7,000	11,000	6,787	
920.9213 BANK FEES	700	600	484	
920.9221 LEGAL FEES	5,000	9,000	4,375	
920.9231 AUDITING FEES	6,700	6,000	5,655	
920.9241 INSURANCE	45,000	43,000	51,107	
920.926 UTILITY SHARE - DEFERRED COMP	24,100	21,000	21,515	
920.9261 UTILITY SHARE - MEDICAL/DENTAL/DISABIL	269,977	220,000	202,874	19.5% projected medical ins increase
920.9262 UTILITY SHARE - PERA	69,000	56,000	52,775	
920.9263 UTILITY SHARE - FICA	65,000	54,000	50,873	
920.9264 EMPLOYEE SICK PAY	40,000	29,000	28,323	
920.9265 EMPLOYEE HOLIDAY PAY	42,000	32,000	30,911	
920.9266 EMPLOYEE VACATION & PTO PAY	66,000	52,000	48,487	
920.9267 UPMC DISTRIBUTION	27,500	21,000	16,347	
920.929 LONGEVITY PAY	2,130	837	2,581	
920.9268 WELLHEAD PROTECTION	2,000	2,000	6,861	
920.9291 CONSULTING FEES	36,000	45,900	10,266	AE2S, NISC, Rate Study, Power Plant
920.9301 TELEPHONE	8,250	9,000	8,249	
920.9302 ADVERTISING	5,000	5,000	4,116	
920.9303 DUES & SUBSCRIPTIONS - FEES	88,761	88,114	73,689	
920.9305 SCHOOLS & MEETINGS	60,857	61,073	36,453	
920.9321 MTCE OF GENERAL PLANT & OFFICE HEATING	2,750	3,100	2,461	
Total for Administrative Expense:	1,183,725	1,092,624	919,655	

**ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
2025 WATER BUDGET**

Water	2025 Annual Budget	2024 Annual Budget	2023 Annual Actual
General Expense			
920.9269 CIP REBATES - RESIDENTIAL	5,000	5,000	1,185
920.927 CIP REBATES - COMMERCIAL	500	500	-
920.9272 CIP - MARKETING	2,000	2,000	966
920.9273 CIP - LABOR	5,000	5,000	1,288
920.9281 ENVIRONMENTAL COMPLIANCE	2,000	2,500	1,364
920.9306 MISC GENERAL EXPENSE	250	250	(669)
Total for General Expense:	14,750	15,250	4,134
Total Expenses (before Operating Transfers)			
Operating Transfer			
Utilities & Labor Donated			
597.8261 WATER & LABOR DONATED TO CITY	2,000	1,500	-
Total Operating Transfer			
Total for Total Operating Transfer:	2,000	1,500	-
Net Income Profit(Loss)	67,267	79,007	2,232,625

Budget Change Year over Year -14.9%

Total Expense	3,992,643	3,649,282	3,232,393
Budget Change Year over Year	9.4%		

Elk River Municipal Utilities Business Plan/Budget
2025 Electric Department Capital Budget

Capital Construction Projects

	Cost	Description	
	\$ 25,000	Highway 169 redefine	
	\$ 100,000	198th Ave & Polk St OH to URD	
	\$ 125,000	Rebuild: Dodge Elk Hills and 190th wire replacement	
	\$ 125,000	Rebuild: 192nd Zane and Yale wire replacement	
	\$ 125,000	Rebuild: Kennedy and Lincoln wire replacement	
	\$ 250,000	Rebuild: Main and Gates OH to URD	
	\$ 100,000	Rebuild: 5th St and Line Ave	
	\$ 125,000	Cty Rd 44 Rebuild	
	\$ 200,000	Cty Rd 33	
	\$ 50,000	Otsego Street Lights	
	\$ 125,000	Waco Business Center Dr Recon	
Subtotal	\$ 1,350,000		

Capital Construction Substations

	Cost	Description	
	\$ 1,398,000	East Construction	Reserves
	\$ 35,000	North Recloser Controller Replacement	
	\$ 150,000	North Recloser Tank Replacement	
	\$ 21,000	West Bank #1 Recloser Controller Replacement	
	\$ 30,000	West Bank #1 Recloser Tank Replacement	
	\$ 28,000	West Bank #2 Recloser Controller Replacement	
	\$ 60,000	West Bank #2 Recloser Tank Replacement	
	\$ 50,000	SCADA Network Upgrades	
Subtotal	\$ 1,772,000		

Capital Construction Feeders

	Cost	Description	
	\$ 25,000	Feeder 71/72 Replace 500 MCM from reclosure to riser	
	\$ 150,000	Feeder 65 Rebuild OH from Landfill to North Sub	
	\$ 750,000	Unidentified Feeders	Reserves
Subtotal	\$ 925,000		

Capital Construction System

	Cost	Description	
	\$ 375,000	Transformers and Meters	Reserves
	\$ 2,125,000	AMI	Inter-Fund Borrowing
	\$ 350,000	New Development Distribution Installation	
	\$ 50,000	Street Lighting	
	\$ 75,000	Ongoing OH Equip Replacement (Poles, Switches, Cut-Outs)	
	\$ 150,000	Ongoing URD Equip Replacement (Switches, J-Boxes, Fuse Pads)	
	\$ 75,000	Fault Indicators Replacements	
Subtotal	\$ 3,200,000		

Capital Equipment Needs

	Cost	Description	
	\$ 335,000	Replace Digger Truck Vehicle #9	
	\$ 300,000	Replace Bucket Truck Vehicle #5	
	\$ 145,000	Replace Vactron #61	
	\$ 45,000	Replace Excavator #59	
	\$ 55,000	Trailer	
	\$ 12,800	Shared Equipment	
	\$ 151,145	Electric share of Administration	
	\$ 179,250	Electric Share of Technical Services	
Subtotal	\$ 1,223,195		

Capital Facilities & Misc Needs

	Cost	Description	
	\$ 935,000	Territory Acquisition - Loss of Revenue Pmt (2015 Contract - Area 1&2, 3&4, 5&6, 7&8)	Reserves
Subtotal	\$ 935,000		

Total Capital \$ 9,405,195

Electric Noteworthy Non-Recurring Expenses

	Cost	Description	
	\$ 10,500	Computers, iPads, Software, Accessories	
	\$ 15,000	Paint Truck	
	\$ 10,000	Tools	
	\$ 15,000	West Bank #2 Contractor Testing and Inspections	
	\$ 22,320	Electric share of Administration	
	\$ 15,675	Electric share of Technical Services	
Total	\$ 88,495		

Elk River Municipal Utilities Business Plan/Budget
2025 Water Department Capital Budget

Water Capital Construction Needs

	Cost	Description	
	\$ 175,000	Well #3 Generator	
	\$ 20,000	Well#6 Rehab	
	\$ 1,200,000	New Well #10	Reserves
	\$ 1,200,000	New Well #11	Reserves
	\$ 100,000	Facility Repair (Capital)	
	\$ 400,000	Freeport Booster Station	Reserves
	\$ 35,000	Gary St Tower Wash Outside of Tower	
	\$ 15,000	Placeholder for undetermined projects	
	\$ 39,500	SCADA upgrades	
	\$ 150,000	Fiber - Meadowvale & Freeport Boosters, Well #6	Reserves
	\$ 600,000	AMI	Reserves
	\$ 185,000	Hwy 169 Redefine	Reserves
	\$ 1,450,000	Water Main Construction (Upland/Meadowvale & City Rd project)	Reserves
Subtotal	\$ 5,569,500		

Capital Equipment Needs

	Cost	Description	
	\$ 3,200	Shared Equipment	
	\$ 130,000	Trucks #3 and Additional Truck for Water Dept.	
	\$ 32,255	Water share of Administration	
	\$ 750	Water Share of Technical Services	
Subtotal	\$ 163,005		

Total Capital \$ 5,735,705

Water Noteworthy Non-Recurring Expenses

	Cost	Description	
	\$ 10,300	Computers, iPads	
	\$ 10,000	Meters/ERT	
	\$ 10,000	Tools	
	\$ 5,580	Water share of Administration	
	\$ 825	Water share of Technical Services	
Total	\$ 36,705		

Elk River Municipal Utilities Business Plan/Budget
2025 Administration and Technical Services Departments Capital Budgets

Administration Capital Needs

	Cost	Description
	\$ 30,000	Hallway Display and Branding
	\$ 40,000	FSB Acoustics
	\$ 5,000	Network Switches/Misc (ERMU)
	\$ 75,000	Server upgrades
	\$ 6,000	Microsoft server upgrade (city shared)
	\$ 8,400	Enterprise Backup System (city shared)
	\$ 5,000	Team's Room - Admin Building
	\$ 14,000	Team's Room - FS Building
Subtotal	\$ 183,400	

Administration Noteworthy Non-Recurring Expenses

	Cost	Description
	\$ 27,900	Computers, iPads, Software, Accessories, Scanners, Printers - Upgrades
Subtotal	\$ 27,900	

Total Administration \$ 211,300

Technical Services Capital Needs

	Cost	Description
	\$ 125,000	Fiber Extension - East Sub
	\$ 40,000	Substation Security
	\$ 15,000	Thermal Imager Camera
Subtotal	\$ 180,000	

Technical Services Noteworthy Non-Recurring Expenses

	Cost	Description
	\$ 6,500	Computers, iPads, Software, Accessories - Upgrades
	\$ 10,000	Tools
Subtotal	\$ 16,500	

Total Technical Services \$ 196,500

Total Capital Items	\$ 363,400	
Total Non-Recurring Expenses	\$ 44,400	

2025 CIP Operating Budget

Required Spending and Savings Goals per State of MN

Total Spending Level 1.5% of GOR	\$ 634,500
Low Income Requirement .2% of Residential GOR	\$ 28,720
Energy Savings Goal (kWh)	4,994,857
Possible Distributed Renewable Generation Funds	\$ 8,000
Possible Research and Development Funds	\$ 18,000

Proposed CIP Budget 2025

Direct Labor	\$ 143,822
General & Administration	\$ 182,965
Advertising (Marketing)	\$ 51,235
Equipment	\$ -
Contract (Includes \$34,219 MN PUC Assessment)	\$ 35,000
Total	\$ 413,022

ERMU Rebates	\$ 221,478
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Total all Expenses and Rebates \$ 634,500

Total Estimated kWh Savings 4,994,857

Total Operating CIP Budget No Rebates Only Direct Costs

Direct Labor	\$ 143,822
General & Administration	\$ 182,965
Advertising (Marketing)	\$ 51,235
Contract (Includes \$34,219 MN PUC Assessment)	\$ 35,000
Total ERMU Operating Expenses	\$ 413,022

Total Rebate Budget

ERMU Self Funded (spend is dependant on kWh savings)	221,478
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Total Requested Budget

Direct Labor	\$ 143,822
General & Administrations	\$ 182,965
Advertising (Marketing)	\$ 51,235
Contract (Includes MN PUC Assessment)	\$ 35,000
ERMU Self Funded Rebates	\$ 221,478
Total Requested 2025 Budget	\$ 634,500

TO: ERMU Commission	FROM: Sara Youngs – Administrations Director
MEETING DATE: November 12, 2024	AGENDA ITEM NUMBER: 5.03
SUBJECT: 2025 Utilities Fee Schedule	
ACTION REQUESTED: Approve the 2025 Utilities Fee Schedule for Adoption into Ordinance by the City Council	

BACKGROUND:

Typically, the Elk River Municipal Utilities Commission approves the budget in December. In January, the rates and fees are published. Per legal counsel, ERMU's ability to collect on fees would be strengthened by having them listed as part of the City's Master Fee Schedule and adopted into city ordinance after being approved by the Commission.

DISCUSSION:

Annually ERMU staff reviews the proposed fees for the upcoming year. Proposed changes are outlined below and in red font on the attached fee schedule.

ELECTRIC FEES

After evaluation of our schedule of rates/aid to construction methodology, staff reviewed our current 2024 fee schedule to determine any necessary adjustments. Based on the review, staff is recommending the following changes:

Street Light – 30' Decorative Pole with 6' Arm and Cobra Fixture – A proposed increase from \$2,700 to \$3,400. The amount reflects labor and material cost increases, mostly pole costs.

Street Light – 23' Decorative Pole with Cobra Fixture – A proposed increase from \$1,800 to \$2,400. The amount reflects labor and material cost increases, mostly pole costs.

Street Light – 14' Decorative Pole with Cobra Fixture – A proposed increase from \$4,100 to \$5,500. The amount reflects labor and material cost increases, mostly pole costs.

Street Light – 14' Decorative Pole with Acorn Fixture - A proposed increase from \$5,300 to \$7,500. The amount reflects labor and material cost increases, mostly pole costs.

Meter Installation Fee (per individually metered apartment unit) – A proposed increase from \$22 to \$25. The amount reflects meter cost increases.

WATER FEES

Deposit for ¾" Hydrant Meter- A proposed increase from \$150 to \$175. The amount reflects meter cost increases.

Deposit for 2 ½ Hydrant Meter- A proposed increase from \$1,000 to \$1,500. The amount reflects meter cost increases.

Hydrant Water Sales – Units (per 1000 gallons)- A proposed increase from \$4.00 to \$4.16. The amount reflects the increase in operational costs, infrastructure maintenance, and water quality improvements.

ADMINISTRATIVE FEES

Billable Labor Markup- A proposed increase from 55% to 58%. The amount reflects increase in labor costs.

Billable Vehicle/Equipment (per employee per hour)- A proposed increase from \$45 to \$50. The amount reflects increase in labor and equipment costs.

FINANCIAL IMPACT:

The proposed fees have been added or adjusted to cover the cost of providing services to our customers.

ATTACHMENTS:

- Proposed 2025 Utilities Fee Schedule

Elk River Municipal Utilities			
Proposed 2025 Utilities Fee Schedule			
Fee Description	2024	Proposed 2025	Proposed Increase
ELECTRIC			
New Residential Electric Connection - Developer - Lot with ERMU water service	\$ 975.00	\$ 975.00	
New Residential Electric Connection - Developer - Lot without ERMU water service	\$ 1,475.00	\$ 1,475.00	
New Electric Connection	\$ 875.00	\$ 875.00	
New Wire Footages over 200' (per foot)	\$ 5.00	\$ 5.00	
New Service Frost Trenching (per foot)	\$ 6.00	\$ 6.00	
New Commercial & Industrial Electric Connection	50%	\$ 0.50	
Service Upgrades or Additions for Existing Customers	100%	\$ 1.00	
Minimum Temporary Electric Service Fee - Existing Transformer	\$ 220.00	\$ 220.00	
Minimum Temporary Electric Service Fee - Without Existing Transformer	\$ 850.00	\$ 850.00	
Grid Access Fee	\$ 5.56	\$ 5.56	
Street Light - 30' Decorative Pole with 6' Arm and Cobra Fixture	\$ 2,700.00	\$ 3,400.00	25.9%
Street Light - 23' Decorative Pole with Cobra Fixture	\$ 1,800.00	\$ 2,400.00	33.3%
Street Light - 14' Decorative Pole with Cobra Fixture	\$ 4,100.00	\$ 5,500.00	34.2%
Street Light - 14' Decorative Pole with Acorn Fixture	\$ 5,300.00	\$ 7,500.00	41.5%
Security Light - Wood Pole with Fixture	\$ 975.00	\$ 975.00	
Security Light - Existing Pole	\$ 350.00	\$ 350.00	
Pole Attachment Fee (per pole)	\$ 15.00	\$ 15.00	
Meter Installation Fee (per individually metered apartment unit)	\$ 22.00	\$ 25.00	13.6%
WATER			
Water Access Charge = Water Connection Charge + Water Availability Charge	\$ 3,990.00	\$ 3,990.00	
Water Connection Charge (Per Plumbing Unit) - Builder	\$ 3,600.00	\$ 3,600.00	
Water Availability Charge (Per Plumbing Unit) - Developer	\$ 390.00	\$ 390.00	
Abandoned Water Service (minimum)	\$ 6,000.00	\$ 6,000.00	
Backflow Preventer Device Non-Compliance (per month)	\$ 100.00	\$ 100.00	
Deposit for 3/4" Hydrant Meter	\$ 150.00	\$ 175.00	16.7%
Deposit for 2 1/2" Hydrant Meter	\$ 1,000.00	\$ 1,500.00	50.0%
Hydrant Water Sales - Rental (per week)	\$ 50.00	\$ 50.00	
Hydrant Water Sales - Units (per 1000 gallons)	\$ 4.00	\$ 4.16	4.0%
Hydrant Wrench	\$ 40.00	\$ 40.00	
Private Hydrant Maintenance Program Monthly Fee	\$ 5.00	\$ 5.00	
ADMINISTRATIVE			
Administrative Fee for Continued Submission of Checks After No-Check Notice Given	\$ 20.00	\$ 20.00	
Administrative Fee for Continued Submission of Payment After Account Closed	\$ 20.00	\$ 20.00	
Billable Cost of Materials Markup	15%	15%	
Billable Labor Markup	55%	58%	5.5%
Billable Vehicle / Equipment (per employee per hour)	\$ 45.00	\$ 50.00	11.1%
Commercial Application Fee	\$ 20.00	\$ 20.00	
Electric Service Disconnect/Trip Fee - Meter Technician	\$ 50.00	\$ 50.00	
Electric Service Disconnect/Trip Fee - Line Crew	\$ 150.00	\$ 150.00	
Water Service Disconnect/Trip Fee - Water Operator	\$ 100.00	\$ 100.00	
Manual Meter Reading Fee (per month)	\$ 50.00	\$ 50.00	
Additional Manual Meter Reading Fee (per month)	\$ 10.00	\$ 10.00	
Meter Tampering Fee	\$ 250.00	\$ 250.00	
Meter Testing Fee	\$ 50.00	\$ 50.00	
NSF Fee	\$ 30.00	\$ 30.00	
Penalty Amount	10%	10%	
Photocopies (per page)	\$ 0.25	\$ 0.25	
Red Tag Handling Fee	\$ 20.00	\$ 20.00	

TO: ERMU Commission	FROM: Melissa Karpinski – Finance Manager
MEETING DATE: November 12, 2024	AGENDA ITEM NUMBER: 5.04
SUBJECT: 2024 Third Quarter Delinquent Items	
ACTION REQUESTED: Approve the 2024 third quarter delinquent items submitted.	

BACKGROUND:

Third quarter delinquent items are presented for your review. We have previously reported on four different categories of delinquents as follows:

- Assessments are delays in collecting the money owed and are assessed to the property taxes in the fall. *Please note this number will only be presented in the fourth quarter.*
- Collections amounts are those we send to the collection agency to try and collect after we have exhausted all our internal collection efforts. We receive 70% of amounts collected after the agency receives their split.
- Revenue Recapture (RR) is the program through the state where funds are collected from individuals' tax refunds and remitted to us, with the balance (if any) remitted to the individual. It presents an opportunity to collect funds rather than splitting with a collection agency or having to write them off completely. There is a six-year limit for keeping items on RR and if uncollected at this time, amounts are removed and written off.
- Write Offs are amounts removed from the books with no further collection efforts being extended.

DISCUSSION:

I have for review recap comparisons with last year, identifying the categories and amounts for each quarter and the running totals. Regarding the third quarter totals:

- The amounts listed for assessments culminate in the fourth quarter and include items previously submitted to other collection services, and if not collected, are removed and assessed. The assessment amount for 2024 is \$0.00 as there has been no activity yet for this year.
- The amounts submitted **only** to Collection Agencies for 2024 is \$0.00. (Please note that amounts submitted to Revenue Recapture were also submitted to Collection Agencies.)

- The amounts submitted to Revenue Recapture were more than the prior year. The Q3 2024 RR amount is \$8,444.30. We have collected a total of \$1,322.98 from RR in Q3 2024.
- Write Offs for Q3 2024 of \$6,495.34 which is more than the prior year. The biggest impact to Write Offs is from the removal of old account balances due to a six-year limit mandated by the state. We have had to remove, and write off, a total of \$6,300.89 in Q3 2024 due to the statute of limitations. The remaining write-offs were due to a deceased customer balance of \$99.20 and small balances of \$95.25.

The attached report listing shows those dollars submitted to both the Collection Agency and RR. The third quarter totals are \$8,444.30. To break these totals down by provider, it is \$7,828.08 for Electric, \$614.82 for Franchise Fees, and \$1.40 for Storm Water.

Our allowance for doubtful accounts (a reserve for bad debt/write-offs) is \$25,605 or .05% uncollectible accounts per revenue dollar. According to the American Public Power Association's most recent published standard ratios (2021) the industry standard is between .15% and 1.49%. Interestingly, the Northern/Central Plains average is .15%. Our totals for the year are below the national average, at .04%.

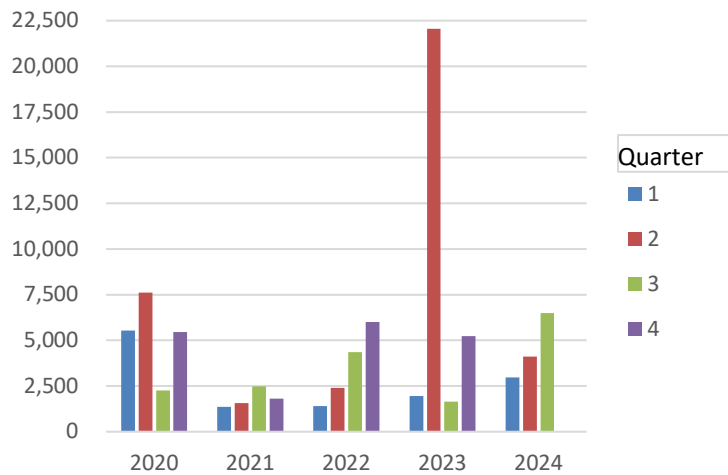
ATTACHMENTS:

- 2024 Third Quarter Delinquent Items Comparison
- 2024 Third Quarter Delinquent Items Submitted

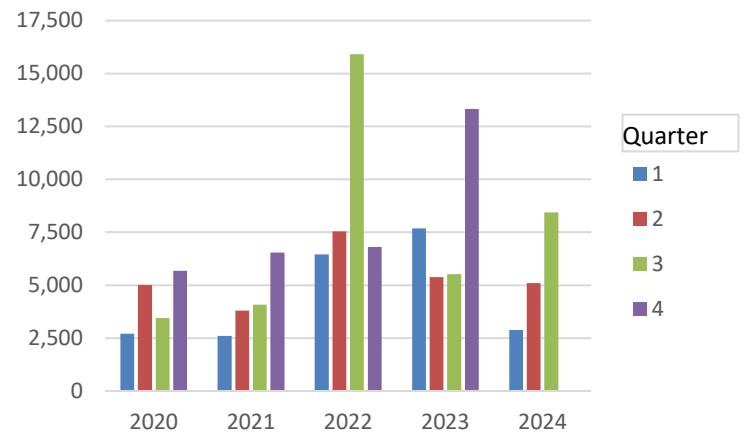
Delinquent Items Comparisons

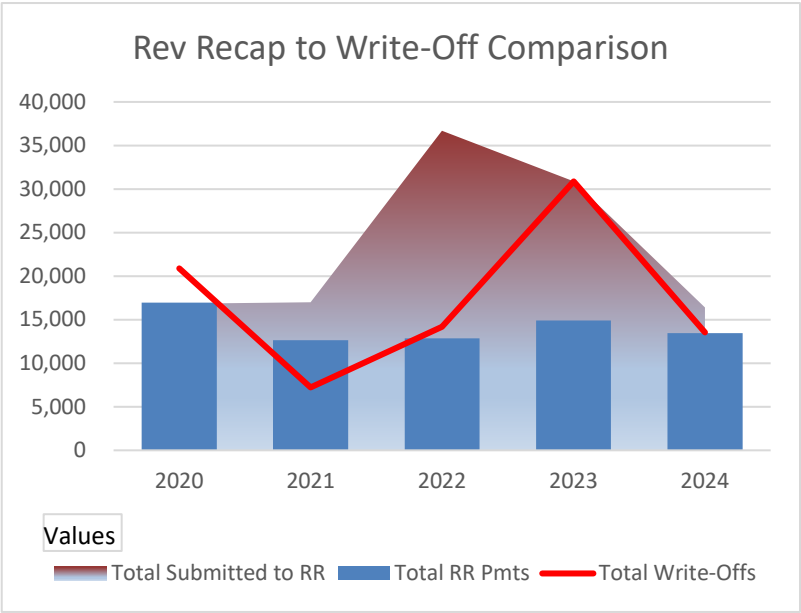
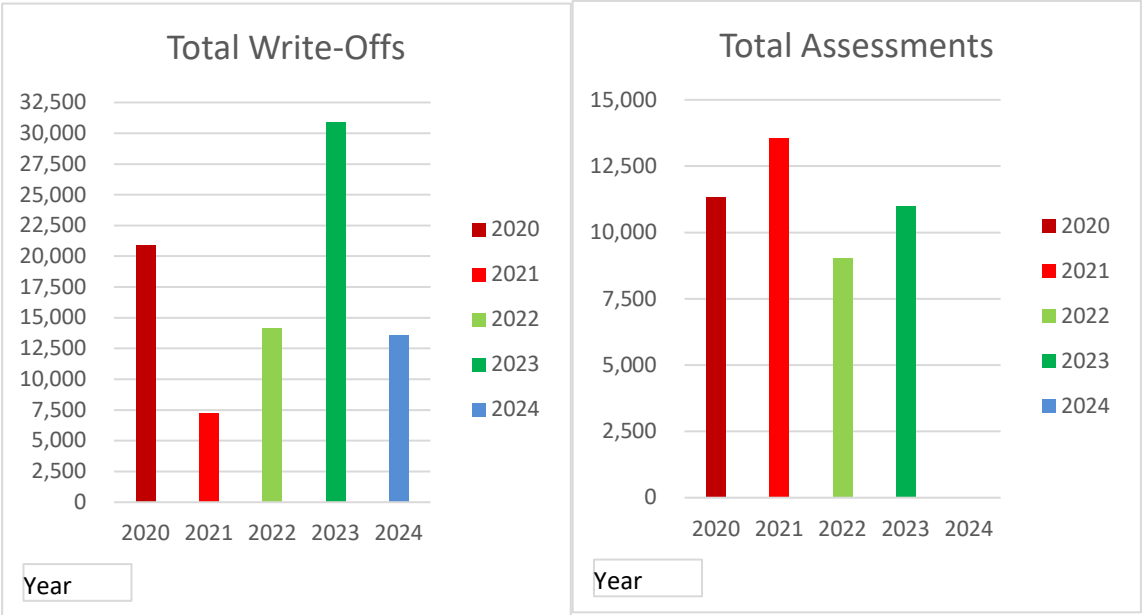
Year	Quarter	Assessments	Collection Agency	Revenue Recapture	Rev Recap/Coll Agen	Write-Offs	Rev Recap Pmts
2020	1	-	-	2,707.86	2,707.86	5,537.23	8,315.08
2020	2	-	-	5,016.46	5,016.46	7,621.65	5,203.80
2020	3	-	-	3,447.14	3,447.14	2,262.18	2,022.43
2020	4	11,324.36	-	5,668.90	5,668.90	5,464.99	1,424.25
2021	1	-	-	2,600.71	2,600.71	1,362.30	5,875.40
2021	2	-	-	3,802.55	3,802.55	1,559.69	1,841.70
2021	3	-	-	4,085.99	4,085.99	2,482.70	2,132.85
2021	4	13,572.01	-	6,532.49	6,532.49	1,819.22	2,784.22
2022	1	-	-	6,446.46	6,446.46	1,405.27	6,749.22
2022	2	-	-	7,547.92	7,547.92	2,402.70	3,648.77
2022	3	-	-	15,900.91	15,900.91	4,364.37	2,285.05
2022	4	9,042.25	-	6,796.66	6,796.66	6,008.66	167.94
2023	1	-	520.00	7,160.11	7,680.11	1,961.37	7,179.17
2023	2	-	-	5,379.18	5,379.18	22,049.08	3,449.26
2023	3	-	-	5,514.33	5,514.33	1,643.54	2,723.58
2023	4	10,994.99	465.14	12,853.33	13,318.47	5,222.43	1,564.65
2024	1	-	-	2,879.26	2,879.26	2,962.89	8,955.64
2024	2	-	-	5,095.50	5,095.50	4,102.00	3,166.13
2024	3	-	-	8,444.30	8,444.30	6,495.34	1,322.98
2024	4						

Quarterly Write-Offs by Year



Quarterly Amt's Submitted for Collection by Year





Sum of Total AR		Column Labels	
Row Labels	Both	Grand Total	
1ERUE	7,828.08	7,828.08	
6CTYF	614.82	614.82	
7CTYS	1.40	1.40	
Grand Total	8,444.30	8,444.30	

TO: ERMU Commission	FROM: Sara Youngs – Administrations Director
MEETING DATE: November 12, 2024	AGENDA ITEM NUMBER: 5.05
SUBJECT: 2024 Assessments	
ACTION REQUESTED: Approve 2024 Assessments Listing totaling \$15,379.59 to provide to City Council for assessment on property taxes.	

BACKGROUND:

Per State Statute, delinquent services can be assessed to property taxes for water, sewer, stormwater, trash, and qualifying electric and franchise fee services.

DISCUSSION:

Attached is a listing of proposed assessments for customers with outstanding balances that remain unpaid for the above noted services. The assessment total for 2024 is \$15,379.59. The City Council would need to approve the assessments and take them to the County for the actual assessment on property taxes. The City Council will receive this listing for approval at their November 19 meeting, pending our Commission's approval.

All services are aggregated together on the listing attachment to show the total per property ID. The totals per service are reflected at the bottom of the listing. For your reference, the total assessments in 2023 were \$10,994.99.

ATTACHMENTS:

- 2024 Assessments Listing

2024 Assessment Listing

<u>Service Address</u>	<u>Property ID</u>	<u>Total</u>
10018 179TH AVE NW	75-731-0102	394.90
10034 190TH AVE NW	75-847-0425	294.17
10039 189TH AVE NW	75-869-0514	181.69
10049 189TH AVE NW	75-869-0512	509.05
10112 188TH AVE NW	75-905-0515	77.69
10608 172ND LN NW	75-719-0304	9.78
10627 184TH CT NW	75-681-0326	352.41
10647 184TH AVE NW	75-681-0352	144.22
10726 190TH AVE NW	75-768-0505	295.32
10773 186TH CIR NW	75-742-0260	253.95
10783 190TH LN NW	75-908-0205	407.32
10790 190TH LN NW	75-908-0110	418.49
11068 191ST AVE NW	75-516-0435	184.42
1111 4TH ST NW DOWNSTAIRS	75-408-0540	6.01
1111 4TH ST NW UPSTAIRS	75-408-0540	128.21
11149 187TH AVE NW	75-669-0110	325.11
11161 190TH AVE NW	75-522-0240	71.46
11213 190TH AVE NW	75-516-0390	132.43
11537 197TH AVE NW	75-510-0175	133.32
11834 194TH AVE NW	75-431-0408	415.78
11964 192ND AVE NW	75-428-0240	43.53
12158 197TH CT NW	75-699-0125	416.91
12249 191ST AVE NW	75-519-0125	172.33
12434 193RD LN NW	75-650-0310	452.42
13130 192 1/2 LN NW	75-573-0212	182.90
13296 MISSISSIPPI RD NW	75-005-2110	120.31
17101 NIXON DR NW	75-719-2405	30.87
17119 OLSON CT NW	75-719-2504	234.36
17991 NAPLES ST NW	75-478-0125	25.74
18047 CONCORD ST NW	75-697-0256	715.31
18070 NIXON ST NW	75-744-0110	124.98
18085 VANCE CIR NW	75-710-0122	14.13
18129 QUINCY CT NW	75-646-0138	149.80
18214 IRONTON ST NW	75-565-0404	324.29
18304 TYLER ST NW	75-647-0114	570.89
18317 TYLER ST NW	75-647-0212	448.53
18542 TROTT BROOK PKWY NW	75-692-0306	108.13
18602 SALEM ST NW	75-901-0260	184.28
18603 OGDEN ST NW	75-884-0305	377.44
18650 QUEEN CIR NW	75-623-0512	340.05
18692 YANKTON ST NW	75-463-0150	280.19
18736 ALBANY ST NW	75-493-0160	112.21
18872 FILLMORE ST NW	75-905-0315	424.74
19054 ZANE ST NW	75-522-0210	391.40

19121 JOHNSON ST NW	75-839-0235	92.11
19157 DODGE ST NW	75-532-0262	314.29
19336 OXFORD ST NW	75-428-0206	136.87
19355 DODGE ST NW	75-538-0214	53.22
19360 DODGE ST NW	75-538-0112	119.95
19440 HOLT ST NW	75-431-0428	458.80
19825 POLK ST NW	75-513-0230	669.34
20211 AUBURN ST NW	75-508-0235	63.78
20295 TWIN LAKES RD NW - FARM HOME	75-124-1202	34.45
220 XENIA AVE NW DOWN	75-413-0810	6.73
319 3RD ST NW	75-438-0130	72.38
384 BALDWIN AVE NW	75-423-0160	254.96
429 LINE AVE NW	75-134-4116	193.00
441 UPLAND AVE NW	75-773-0110	59.98
530 JACKSON AVE NW	75-412-0120	66.03
567 4TH ST NW	75-405-1930	50.04
604 RAILROAD DR NW	75-405-1150	91.34
608 RAILROAD DR NW	75-405-1150	104.71
829 WATSON AVE NW	75-436-0140	426.52
847 VERNON AVE NW	75-425-0260	140.26
911 PROCTOR AVE NW	75-419-0070	776.67
9833 187TH LN NW	75-890-0245	142.59
9981 TWIN LAKES PKWY NW	75-905-0250	70.10
Grand Total		\$15,379.59

Total Electric and Franchise Assessment	\$7,097.01
Total Water Assessment	\$2,862.65
Total Sewer Assessment	\$2,853.57
Total Trash Assessment	\$2,140.57
Total Stormwater Assessment	\$425.79
Grand Total	\$15,379.59

TO: ERMU Commission	FROM: Mark Hanson – General Manager
MEETING DATE: November 12, 2024	AGENDA ITEM NUMBER: 5.06
SUBJECT: Health Insurance Update	
ACTION REQUESTED: Approve the 2025 ERMU employee benefits offering including a continued employer contribution to health savings accounts.	

BACKGROUND:

Four years ago, ERMU moved to a health savings account (HSA) qualifying, high deductible health insurance plan (HDHP). With the move to the HDHP, the Wage & Benefits Committee recommended that ERMU provide an 85% employer paid contribution to premiums and an employer funded HSA in an amount that equates to 85% of an employee's deductible. At the time of this change, it was agreed, the Commission would review the employer HSA contribution annually.

DISCUSSION:

As part of our benefit broker's regular process, our group was reviewed by other top health insurance companies in the small group market. Through the benefits renewal process, we learned all three major carriers are increasing rates significantly. Our current health insurer, HealthPartners, is increasing rates by 19.5%. The resultant budget impact of \$147,800 was included in the 2025 budget.

Blue Cross/Blue Shield (BC/BS) is increasing by 13.5% but has a higher deductible. Medica is increasing by 9.4% but has a higher deductible, a significantly higher out-of-pocket maximum, and copays on non-generic prescriptions until you reach your out-of-pocket maximum. See chart below:

Company	HealthPartners	BC/BS	Medica
Deductible (Single/Family)	\$2500/\$5000	\$2700/\$5400	\$2700/\$5400
Out-of-Pocket Maximum	\$5000	\$5400	\$6800
Increase	19.5%	13.5%	9.4%
Projected Budget Impact	\$147,800	\$102,500	\$70,800

Advantages/disadvantages (pros/cons) to each plan are listed on the next page:

HealthPartners

- Pros: Most inclusive network for care and prescriptions
Offers the lowest deductible and the lowest out-of-pocket maximum
Includes vision and preventative dental care for children (ages 0-18)
Current provider so no impact to HR/Payroll or employees to change insurers
25% discount on dental insurance saves roughly \$11K if bundled with health insurance
Lower deductible saves approximately \$12K on HSA contributions.
- Cons: Most expensive of the three plans

Blue Cross/Blue Shield

- Pros: Represents middle ground on price and deductible/out of pocket maximum
- Cons: Higher deductible and out-of-pocket maximum than HealthPartners
Does not include CVS Pharmacy Network
Includes vision but not dental care for children ages 0-18
Change in plans would require staff time to update HR/Payroll records
Does not offer a bundle discount for dental

Medica

- Pros: Cheapest of the three plans
- Cons: Highest deductible and significantly higher out of pocket maximum (family = \$1800)
Most prescriptions continue to have a co-pay until the out-of-pocket maximum
Includes vision but not dental care for children ages 0-18
Change in plans would require staff time to update HR/Payroll records
Does not offer a bundle discount for dental

SUMMARY:

After reviewing the pros/cons listed above, staff recommend staying with HealthPartners for our health and dental plans for another year. As our current provider, they have been easy to work with and would minimize staff time needed for open enrollment updates. Blue Cross/Blue Shield represents a middle ground in cost versus coverage but may not be worth the increased deductibles and reduced pharmacy network, especially after accounting for HealthPartners' savings on dental and HSA contributions. Lastly, although the cheapest plan, Medica represents the most risk to those requiring specialty drugs as their annual costs would increase by \$1800 due to Medica's higher out-of-pocket maximum and prescription co-pays after meeting the deductible.

If HealthPartners is selected as our 2025 health insurer, the 2025 HSA contribution would remain \$2,125 for single coverage, and \$4,250 for family coverage. The 2025 monthly premiums for medical coverage would be \$143 for single, \$286 for single +1, and \$429 for family coverage.

TO: ERMU Commission	FROM: Mark Hanson - General Manager
MEETING DATE: November 12, 2024	AGENDA ITEM NUMBER: 5.07
SUBJECT: Wage & Benefits Committee Proposed 2025 Adjustments	
ACTION REQUESTED: Approve the 2025 Wage and Benefits Adjustments, effective January 1, 2025. • Set a 2025 wage adjustment • Set the 2025 UPMIC scorecard criteria and goals • Rescind the Purchased Vacation Time policy	

BACKGROUND:

Wage & Benefits Committee (WBC) meetings were held on September 23 and October 8, 2024, to review possible wage and benefits adjustments for 2025. The September 23 agenda included four items for discussion:

1. Annual Staff Presentation
2. Annual Wage Adjustment Process
3. Utilities Performance Metric Incentive Compensation (UPMIC) Policy
4. Review of Purchased Vacation (PVT) Time Policy

Staff representatives opened their September 23 remarks by expressing their appreciation for the review and approval of the company-wide compensation study. They went on to make only one request for 2025: an annual wage adjustment for all employees equal to the average lineworker adjustment within the seven “metro average” utilities (Anoka, Chaska, Great River Energy, North St. Paul, Shakopee, Wright Hennepin Electric, and Connexus).

At the October 8 meeting, General Manager Mark Hanson presented a revised organizational chart reflecting the addition of a water operator position and the conversion of an existing water operator to a lead water operator.

DISCUSSION:

2025 Wage Adjustment (*motion/direction required*): At the October 8 meeting, the average adjustment for the seven metro average utilities was computed as 3.85% with a “best guess” adjustment used for one of the seven utilities. The Committee supported bringing forward the 3.85% adjustment for commission consideration. Since the October 8 meeting, the adjustment for the last utility has been vetted and confirmed. The average adjustment for the seven metro utilities is now at 4.54%. As in years past, the metro average is presented as a data point for use

by the Commission in setting the annual wage adjustment. The Commission retains the flexibility to set the annual wage adjustment at any amount it deems appropriate.

Annual Wage Adjustment Process (*information only*): The Committee discussed the need for ERMU to adopt a consistent, market-based practice for computing the annual wage adjustment. Such a practice would keep our wages slightly above the market midpoint as was desired by the Commission when discussing the recently approved compensation study. The Committee discussed applying the lineworker metro average adjustment to all employees since it was a local area average that was specific to the utility industry. It was discussed that some years the metro average would lag other market indicators such as the Consumer Price Index or the cost of inflation, while other years it would be higher. Overall, history has demonstrated that the metro average and the market indices tend to balance out over time. The Committee was split, some members felt the applicability of the metro average made it the ideal choice for a consistent practice while others felt locking into a consistent practice was too limiting. The consensus was the metro average was a reasonable starting point, but definitive use should not be assumed as extenuating circumstances may require adjustments.

UPMIC Policy and Scorecard Updates (*motion/direction required*): Over the course of the two WBC meetings, several updates to the UPMIC were discussed to ensure the UPMIC measures are reasonable and achievable. The proposed scorecard (attached) includes the recommended adjustments. These updates include:

- Implementation of a two-tier system, with standard goals awarded at 2% and stretch goals awarded at 3%
- Introduction of more challenging goals for two electric criteria (SAIDI and SAIFI) and the inventory accuracy criteria
- Addition of a Strategic Planning (Dashboard Progress) criteria
- Addition of a Conservation Improvement Program (CIP) criteria
- Removal of the Financial Reserves criteria

Review of Purchased Vacation (PVT) Time Policy (*motion/direction needed*): The Committee discussed rescinding the PVT Policy. The PVT policy and its record-keeping can be confusing and recent changes in the accrual of vacation hours have offset the need for it. The Committee determined the policy should be rescinded.

Revised organizational chart (*information only*): The Committee reviewed a revised organizational chart reflecting an additional water operator position and the conversion of an existing water operator position to a lead water operator. The changes are needed in anticipation of drilling two new water wells in 2025 that would be followed by up to two new water treatment plants. The Committee supported the recommended updates to the organizational chart.

ATTACHMENTS:

- 2025 Proposed UPMIC Scorecard
- 2024 ERMU Organizational Chart

Wage & Benefits Committee Discussion

Proposed UPMIC Changes

Category	Percent	Sub-Category	Sub-%	Current Goal	2% Standard Goal	3% Stretch Goal	Notes/Comments
Safety, Reliability and Quality of Utility Services	40	Water Quality Standards	5	Meet Requirements	Meet Requirements	Not Included	Lowered Standard Goal Lowered Standard Goal
		Lead and Copper quality	5	90th percentile	90th percentile	95th percentile	
		Bacteria Detection	5	0 positive samples	0 positive samples	Not Included	
		CAIDI	5	<120 Min	<120 Min	<100	
		SAIDI	5	<90 Min	<60 Min	<40	
		SAIFI	5	< 0.5	<0.4	<0.3	
		Line Loss	5	<5%	<5%	<4%	
Workforce Development	(25) 20	Clean Energy Choice Program- Participation	5	+30 net	+30 net	+45 net	Moved to Communications/ Customer Service
		Employee Turnover	10	< 7.5%	< 7.5%	< 6%	
		Participation in Recommended and Mandatory Trainings	10	> 95%	95%	98%	
Financial Goals	(25) 20	Reserves	10	-> Target	-> Target	-5% -> Target	Deleted Sub-% dropped from 20 to 15 Raised Standard Goal
		Margins/Net Profit	15	> Budget	> Budget	≥1.5%; ≤3.5%	
		Inventory Accuracy	5	> 95%	≥98%	≥99%	
Communications/Customer Service	10	Clean Energy Choice Program Participation	5	+30 net	+30 net	+40 net	New
		Conservation Improvement Program	5	New	≥95%	≥100%	
Strategic Plan	10	Dashboard Progress (Average)	10	New	≥50%	≥75%	New
100		100					



2024 Organizational Chart

Last Updated November 5, 2024
45 of 48 FTE

Electric & Water Customers

Utilities Commission

General Manager

Human Resources Generalist

Operations Director

Finance Manager

Administrations Director

GIS/Mapping Coordinator

Accountant

AP & Payroll Specialist

IT/OT Technician

Governance & Communications Manager

Communications & Administrative Coordinator

Water Superintendent

Technical Services Superintendent

Electric Superintendent

Water Operations Foreperson

System Engineer (vacant)

Line Crew Foreperson

Lead Water Operator (vacant)

Substation Apparatus Technician

Lead Lineworker

Lineworker

Water Operator

Electrician/Electrical Technician

Lead Lineworker

Lineworker

Water Operator

Electrical Technician

Lead Lineworker

Lineworker

Water Utility Worker

Locator

Lead Lineworker

Lineworker

Locator

Lineworker

Lineworker

Lineworker

Field Crew Foreperson

Lead Bore Rig Operator

Bore Rig Operator

Inventory & Procurement Foreperson

Inventory & Procurement Assistant

Billing Specialist

Credit & Collections Specialist

Administrative Specialist (vacant)

Lead Customer Service Representative

Customer Service Representative

Customer Service Representative

Customer Service Representative

TO: ERMU Commission	FROM: Tony Mauren – Governance & Communications Manager
MEETING DATE: November 12, 2024	AGENDA ITEM NUMBER: 5.10
SUBJECT: Customer Satisfaction Survey	
ACTION REQUESTED: Receive the Customer Satisfaction Survey Report – Q3 – 2024	

BACKGROUND:

In December of 2019, the Commission voted to replace the customer satisfaction survey component of the Utilities Performance Metric and Incentive Compensation (UPMIC) scorecard due to low response rates from ERMU’s internal efforts for data. As an organization, ERMU places high value on customer feedback, so staff researched and pursued alternative approaches to track satisfaction.

In December of 2021, ERMU entered into a contract with Q Market Research (QMR) to survey ERMU’s residential customers, seeking to measure overall satisfaction with services and programs. The survey also focused on key topics including reliability, value, ease of doing business, quality, customer concerns, and communications. Initially QMR was contracted to distribute two rounds of 1,000 surveys in 2022, each consisting of 500 emails and 500 letters. With a goal of reaching as many customers as possible prior to the implementation of Advanced Metering Infrastructure (AMI), that distribution was increased to two rounds of about 2,500 surveys in 2023 and two rounds in 2024, again evenly divided between emails and letters

DISCUSSION:

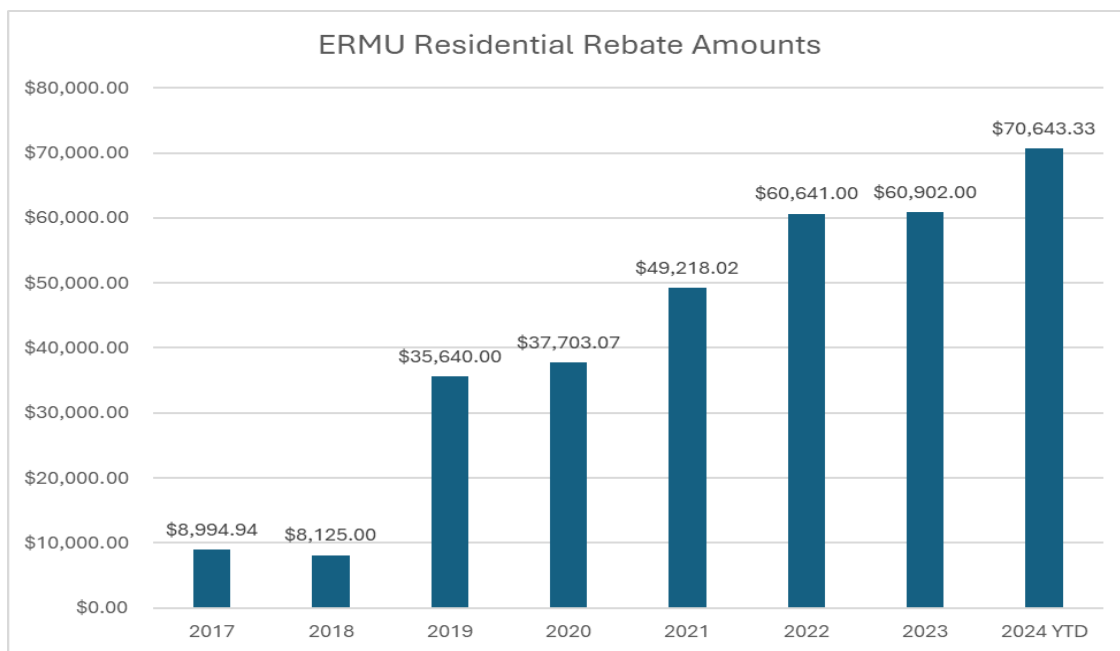
For the Q3 - 2024 distribution surveys were sent on September 1 to a total of 1514 residential customers, receiving 126 responses, a response rate of 8.3%. This distribution was the last to be undertaken until the completion of AMI when staff will work to recraft the questions based on the update to service. As the number of unreached residential customers has decreased, it has become necessary to select individuals throughout the service territory rather than more definable regions as before.

Key findings in this round include that overall satisfaction with ERMU is generally high, scoring 6.3 out of 7; ERMU’s Net Promoter Score (NPS) jumped back into the “Excellent” range, 54.7; ERMU gets medium-strong grades for community involvement and trending upwards, 7.8 out of 10; the communications experience with ERMU is highly positive and consistent over time,

8.4 out of 10; Satisfaction remains consistently high, 8.6 out of 10; and Value for the money has improved significantly, 7.6 out of 10.

Q Market Research staff made particular note of the responses received about rates, stating “Usually, I see lots of complaining about rates, fees, extra charges, etc. This is the first time and first utility where half the comments were that the fees are fair and provide value. Amazing. I’d be curious to know if you have been using the newsletter [ERMU’s highest rated medium] to talk about your rate increases or give a context for them.” As we discussed for Stakeholder Communications in item 5.02 of this meeting, staff is deliberate about and dedicated to educating the public on the state of ERMU’s rates in multiple platforms.

Commissioners may remember from the report in June of this year that all the utilities that QMR provides services to have received feedback that some customers are unaware of the rebate offerings, including a large Minnesota municipal utility who specifically created survey questions to get to the bottom of the issue. ERMU has employed several new initiatives to resolve the matter including billboards, newspaper ads, as well as adapting the newsletter and website homepage to highlight rebates. Staff also simplified and redesigned rebate flyers/webpages and incorporated QR codes that support online submissions. The communications department will continue to find ways to reach customers, but valuable context can be found in the chart below. It shows the residential rebate amounts since 2017, which is when we separated them from commercial rebates in our accounting. There has been healthy growth over time, suggesting we are in fact reaching new customers. Even with this information, staff will continue to find new ways to communicate opportunities to customers.



NOTE: Combining all previous distributions, this survey has been sent to 10,707 residential customers with 1,156 completed and returned. This is a response rate of 10.8% which meets QMR’s target rate for achieving a significant sample size.

FINANCIAL IMPACT:

\$4,625 for this distribution and analysis of surveys, a budgeted item.

ATTACHMENTS:

- Customer Satisfaction Survey Report – Q3 – 2024

Elk River Municipal Utilities Customer Satisfaction Survey Fall - 2024

Prepared for:



Fall 2024
October 2024

Prepared by:



www.qmarketresearch.com

Elk River Municipal Utilities

Customer Satisfaction Survey – Fall 2024

Background

Elk River Municipal Utilities (ERMU) is seeking to obtain feedback from their residential customers to measure overall levels of satisfaction with services and programs provided, as well as capture needs and perceptions regarding communication satisfaction and community involvement. As part of this study, Elk River Municipal Utilities will focus on these key areas:

1. Net Promoter Score (likely to recommend)
2. ERMU as a utility provider overall
3. Reliability of the utility services received from ERMU
4. Ease of doing business with ERMU
5. ERMU's efforts to be environmentally friendly
6. ERMU's efficiency rebate programs
7. ERMU's ability to handle customer requests
8. ERMU's efforts to be involved in the community
9. Overall satisfaction with ERMU staff
10. Overall value for the money with ERMU
11. Preferred contact methods with ERMU
12. Customer demographics

Survey Methodology

The survey was sent to a total of 1,514 ERMU customers. Of them, 816 ERMU customers received a mail survey. This list of randomly selected customers was provided by ERMU. The mailed survey provided a postage-paid, return envelope addressed to Q Market Research. The survey also contained a web link and QR code to allow the respondent to complete the survey on a computer or mobile device. An email invite was also sent to 698 ERMU customers to complete the same survey from their computer or mobile device.

No incentives were offered for participation.

Data Collection

The Fall 2024 survey included 816 mailed surveys to ERMU customers and 698 emailed surveys to ERMU customers. Both mail and email surveys were sent on Sept. 1, 2024, and data collection was closed on October 1, 2024. 91 mail responses were received, and 35 email responses were received. In total, 126 responses were received (mail and email), at an overall 8.3% response rate (and are statistically valid at a 95% confidence level to within +/- 9%). This is considered an average response rate for this type of survey. Data collection is summarized below:

Medium	Sent	Returned	Response rate
Email	698	35	5.0%
Mail	816	91	11.2%
Total	1514	126	8.3%

Executive Summary: Fall 2024

Key Finding 1: Overall satisfaction with ERMU is generally high.

ERMU gets a 6.3 for overall satisfaction out of 7 by customers, largely based on high scores for reliability and ease of doing business. The lowest score among the satisfaction ratings is 5.8 for the efficiency rebate programs. Scores have remained largely consistent over three years. It's worth noting that a significant number of residents (nearly 60) made positive comments about customer service and overall satisfaction.

Key Finding 2: The Net Promoter Score in Q3 2024 has jumped back into the “excellent” range.

ERMU's Q3 2024 NPS increased to 54.7 (scores above 50 are in the “excellent” range). This is up from 39.6 (scores 0-49.9 are in the “good” range) in Q1 2024. NPS is a broadly recognized measure of overall customer satisfaction. Based on customer comments in this report (see p. 8), most residents report “zero issues,” and like what they call friendly and dependable service. A small number were concerned about rates and prices. Some customers (10) noted that ERMU was the only choice, partly as a matter of fact, but some said that competition would bring down rates. Details in the report.

Key Finding 3: ERMU gets medium-strong grades for involvement in the community, and the score is trending upward.

Respondents rated ERMU 7.8 out of 10 for efforts to be involved in the community in Q3 2024, compared with 7.5 in Q1 2024, so the measure is up slightly.

Key Finding 4: The communications experience with ERMU is highly positive and has been consistent over time.

Overall, customers rated communications with ERMU through customer service staff at 8.4 out of 10, which is high, and very consistent over the past 2+ years (range is 8.2- 8.5). Customer service staff are characterized as knowledgeable and helpful by 22 written comments, with only 3 respondents registering complaints. The customer newsletter, followed by the ERMU website and local newspaper, are highly relied on by customers for information about ERMU. There was a moderate interest in adding a text chat.

Key Finding 5: Satisfaction with ERMU staff remains consistently high.

Over the past 6 surveys (over 3 years), satisfaction with staff remains high, with Q3 2024 registering 8.6 out of 10, consistent with past trends. 21 residents lauded their experience with staff in open-ended comments.

Key Finding 6: Value for the money has improved significantly since Q1 2024

Overall, customers rated ERMU's value for the money at 7.6 in Q3 2024, compared to 6.9 in Q1 2024. Not only did residents rate value higher, but in comments half talked about rates as fair, reasonable and competitive. This is a change from past surveys, which were critical of fees, except for Q1, 2022.

Demographics are included at the end of the report.

All verbatims are included at the end of the report, organized by question.

A list of customers who want to be contacted by ERMU is provided separately.

Detailed Findings

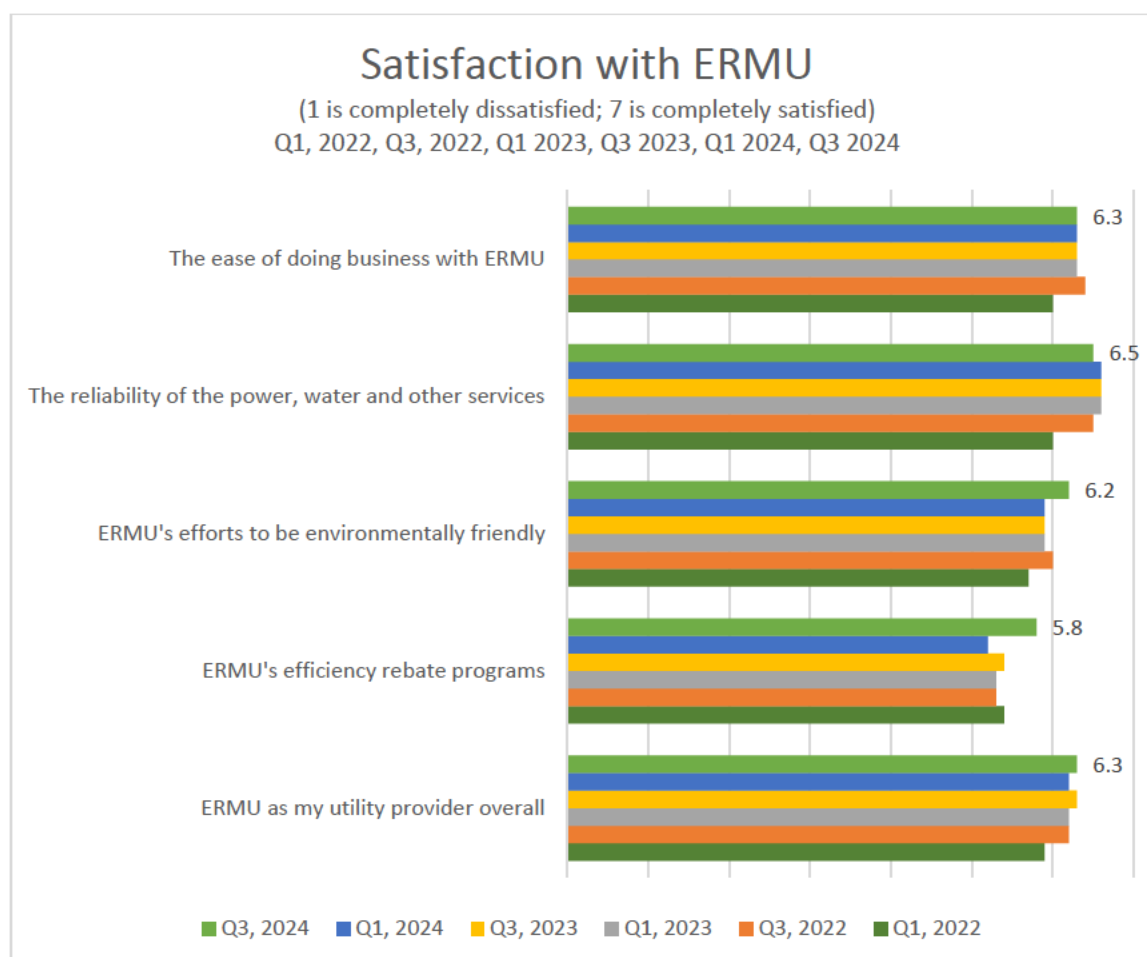
Satisfaction Indicators consistent and high

“Reliability of ERMU’s Service” (6.5), “The ease of doing business with ERMU” (6.3), and “ERMU as my utility provider overall” (6.3) were the highest scoring satisfaction measures, out of a possible 1 to 7 score, where 7 is completely satisfied. The lowest satisfaction measure was “ERMU’s efficiency rebate programs” at 5.8.

The factors measured were:

1. Ease of doing business with ERMU
2. Reliability of the power, water and other services you receive from ERMU
3. ERMU’s efforts to be environmentally friendly
4. ERMU’s efficiency rebate programs
5. ERMU as my utility provider overall

The graph below compares the values for Q1 2022, Q3 2022, Q1 2023, Q3 2023, Q1 2024 and Q3 2024. Scores over time are generally consistent.



Verbatims on Overall Satisfaction/Dissatisfaction

Respondents were then asked, “Why did you give us these satisfaction ratings.” Respondents answered with both positive and negative comments. The majority of responses (59) were positive! High costs are of concern to small segment. Some Q3 2024 common responses include:

Number of Responses	Issue	Positive or Negative	Typical Response
59	Satisfied with customer service, utility services	Positive	--Everything works --Great garbage pickup --Solar panel installation great --Great customer service --Great crew work --Completely satisfied
8	Expensive, fees too high	Negative	--Expensive --Appalled at increased costs --Customer charge is a joke
8	Service not good	Negative	--Asked for two recycling bins, not fulfilled --Emphasis on rebates and environment is overkill --No follow up on dead tree removal --Rebate didn't apply --Don't like power outages

Other:

--Be greener

Representative Quotes:

“Have had good, consistent service. Billing app is wonderful, easy to use and provides great info, e.g. comparable usages year to year. Rebates are not as applicable to most people, but glad to have them. I have never been able to get a rebate, bad timing I guess.”

“Tree trimmed over power line promptly at [REDACTED] Power restored promptly after a storm at [REDACTED] at another residence I own.”

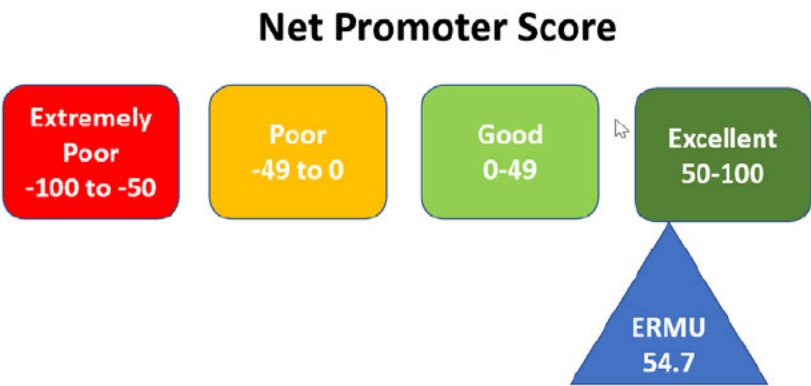
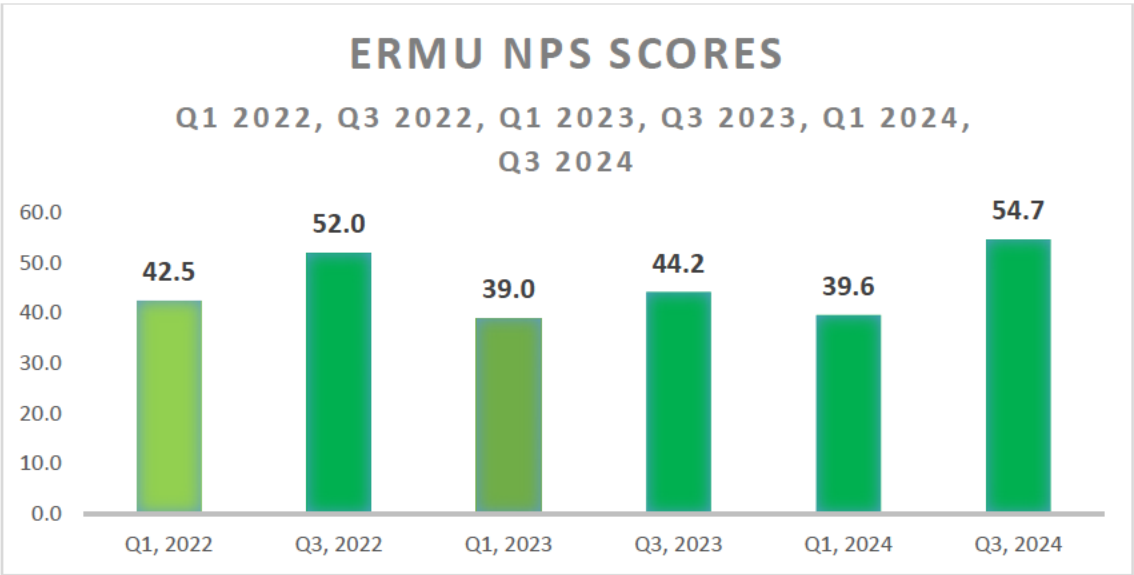
“We have always had excellent customer service each time we have ever called. All the staff is so friendly...like talking to a friend.”

All responses recorded at the end of the report.

Net Promoter Score: “Excellent Range”

Respondents were asked: ‘How likely is it that you would recommend ERMU as a utility provider, even though we are the only local electric and water utility?’ Using the results from the question, the Net Promoter Score was calculated. Scores can range from -100 to +100. A score of 0 to 49.9 is considered good and a score of 50 or above is considered excellent.

In Q3, 2024, the NPS for ERMU was 54.7, up from Q1 2024 of 39.6 and recovering back into the “excellent” range, similar to Q3 2022. The NPS for ERMU for six consecutive quarters is shown in the table below.



The Net Promoter Score (NPS) is calculated by taking the percentage of those who respond that are the most satisfied (rated a 9 or 10, or promoters) and subtracting the percent of those who are the least satisfied (rated a 0 to 6, or detractors). Those scoring a 7 or 8 are considered “neutral.” The NPS is a widely used benchmark.

Verbatims on Why NPS Score is Given

Respondents were asked why they gave ERMU a particular NPS score (promoter or detractor). A significant 36 respondents wrote positive comments. Their full responses for Q3 2024 are at the end of the report, but common responses were:

Number of Responses	Issue	Positive or Negative	Typical Response
36	No problems, satisfied	Positive	--Like service --Rates are fair --Zero issues --Friendly --Dependable --Power outages are taken care of
10	Only choice	Neutral or negative	--It's just a fact
5	Expensive	Negative	--High cost of rates, fees --Rates have been increasing

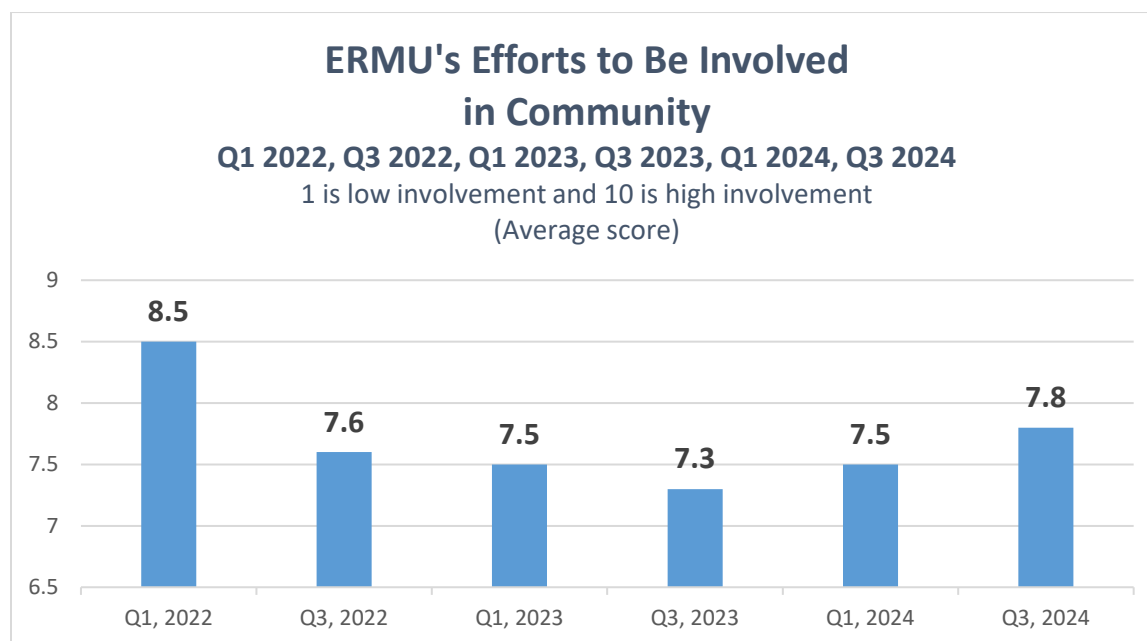
Other comments:

- I didn't want a smart meter, and I think the decision was forced.
- Rebates never seem to apply.
- Poor communication with customer service.

All verbatims for this question are at the end of the report.

Efforts to be involved in the community has a stable rating

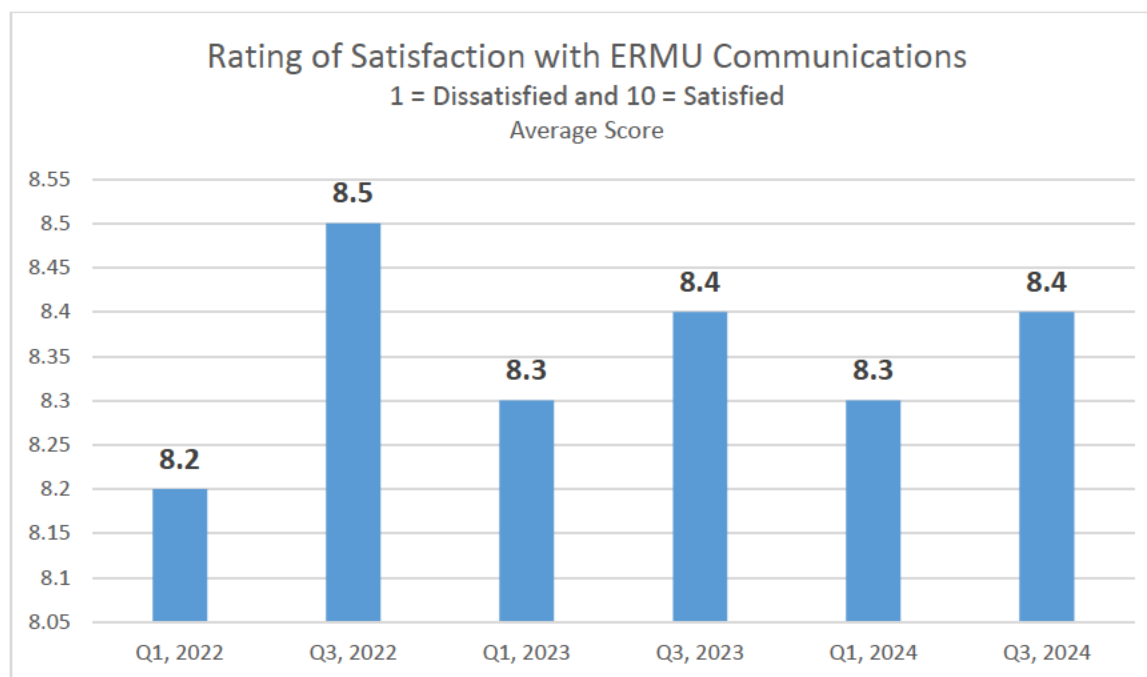
Respondents to the survey were asked: “Please rate ERMU’s efforts to be involved in the community” where 1 is low involvement and 10 is high involvement. The average scores are shown in the chart below. The average score for this measure was 7.8 in Q3 2024, up slightly from 7.5 in Q1 2024. The trend has been to recover somewhat upward, but steady, after a high measurement in Q1, 2022.



Communication Experience with ERMU Past 12 Months

The communications experience is rated very high and remains consistent

54.6% of respondents had not communicated with ERMU in Q3 2024 and 45.4% had communicated. If customers had interacted, they were asked to rate their satisfaction with the interaction on a scale of 1 to 10, where 10 is satisfied and 1 is dissatisfied. Their responses are shown in the chart below. In Q3 2024, the average interaction score was 8.4 out of 10, up slightly from the Q1 2024 rating of 8.3.



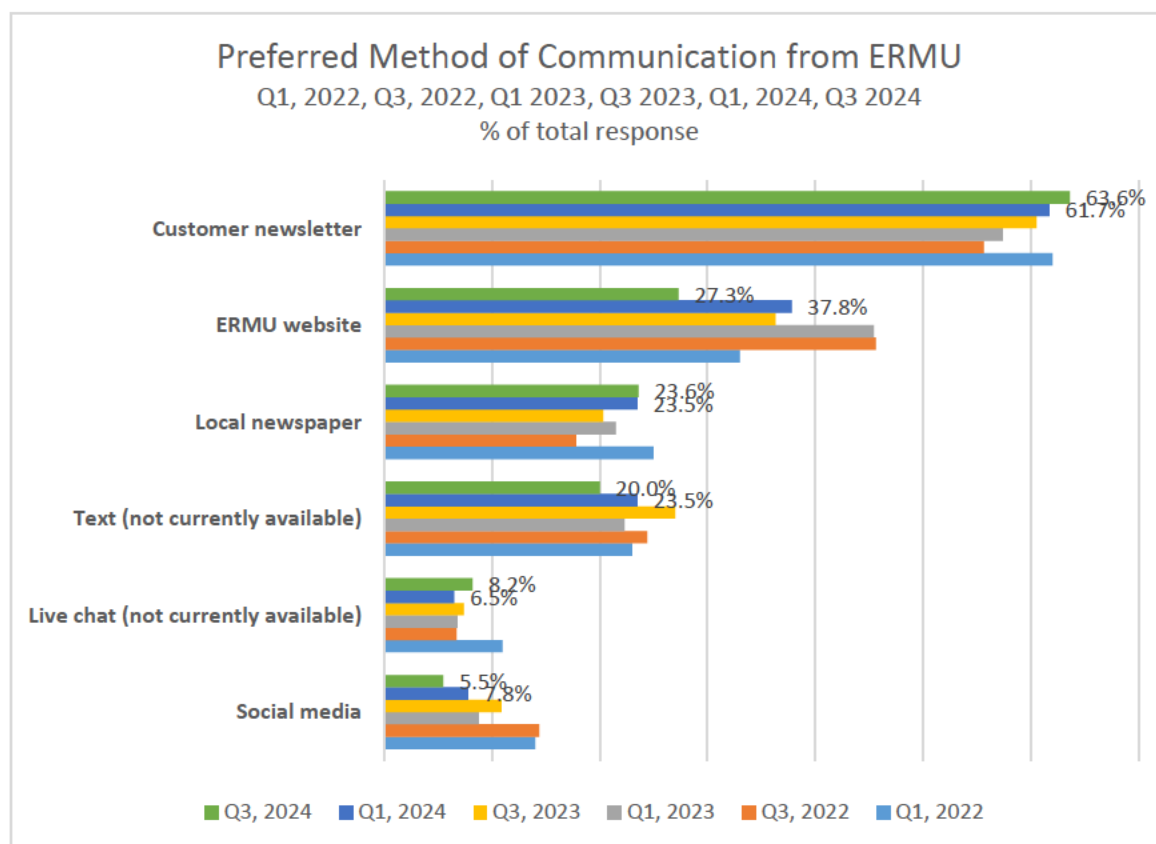
Verbatims on Interaction with ERMU

Respondents were asked to describe their interaction with ERMU. Responses were overwhelmingly positive.

Number of Responses		Issue	Positive or Negative	Typical Response
22		Staff were helpful and positive	Positive	--Helpful --Fast --Knowledgeable --Friendly --Good tree trimming --Fast outage response
3		Staff or payment issues	Negative	--I had to pay for the water valve (\$350) --Grouchy customer service person --They didn't get back to me

ERMU customer newsletter is the most preferred method of communication

Respondents were asked: “How would you like ERMU to communicate with you? Check your top 3.” Shown in the chart below, the customer newsletter is the most preferred way (with 63.6% of respondents selecting this option), and the ERMU website comes in second (27.3%). “Local Newspaper” and “Text” are nearly tied for the third preferred way. These preferences are mostly consistent across five surveys.



Social media mentions Q3, 2024

Facebook, 4 mentions

Instagram, 1 mention

Nextdoor, 1 mention

Other mentions Q3, 2024

Email, 2 mentions

Phone call if needed, 3 mentions

Voicemail, 1 mention

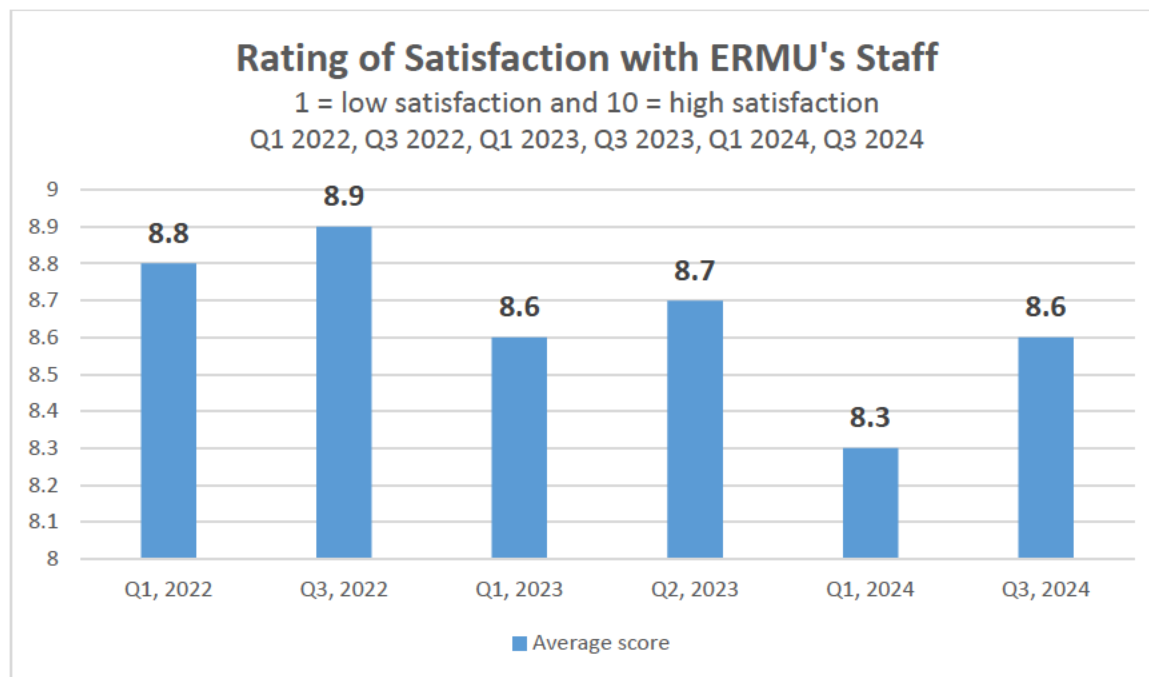
In Person, 1 mention

Mail, 1 mention

Radio, TV, 1 mention

Level of Satisfaction with ERMU Staff slightly up, but stable overall

Customers were asked to rate their level of satisfaction with ERMU's staff, on a scale of 1 to 10, where 10 is high satisfaction and 1 is low satisfaction. Their responses are shown in the chart below. The average staff satisfaction score in Q3 2024 is 8.6, up slightly compared to 8.3 in Q1 2024.



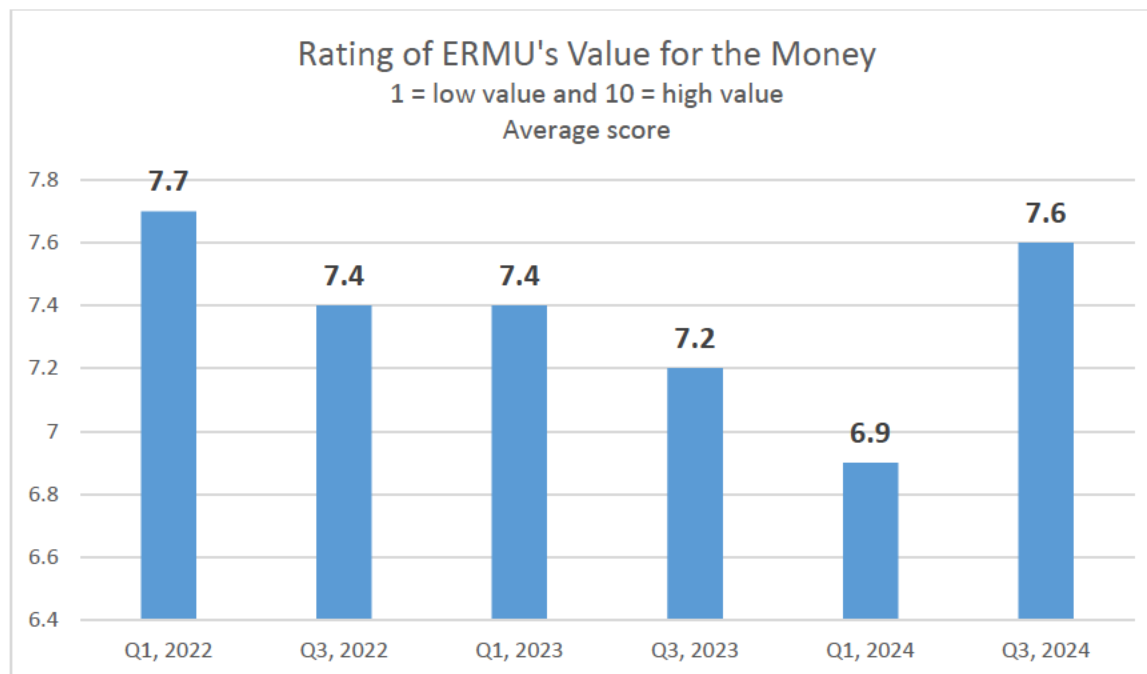
Verbatims on "Satisfaction with ERMU Staff"

Respondents were asked why they gave this staff satisfaction rating in Q3 2024. The vast majority of comments about staff were positive!

Number of Responses	Issue	Positive or Negative	Typical Response
21	Staff helpful	Positive	--Kind --Responsive --Professional --Nice --Polite --Helpful --Friendly --Courteous
2	Dissatisfied with interaction	Negative	--Didn't get back to me --Could have been friendlier

Rating of ERMU's Value for the Money improves to 2022 levels

Customers were asked to rate ERMU's value for the money on a scale of 1 to 10, where 10 is high value and 1 is low value. Their responses are shown in the chart below. The average score for Q3 2024 was 7.6, up significantly from Q1 2024. This is a significant turnaround, with many residents mentioning that the rates accurately reflect value.



Verbatims on "Value for the Money"

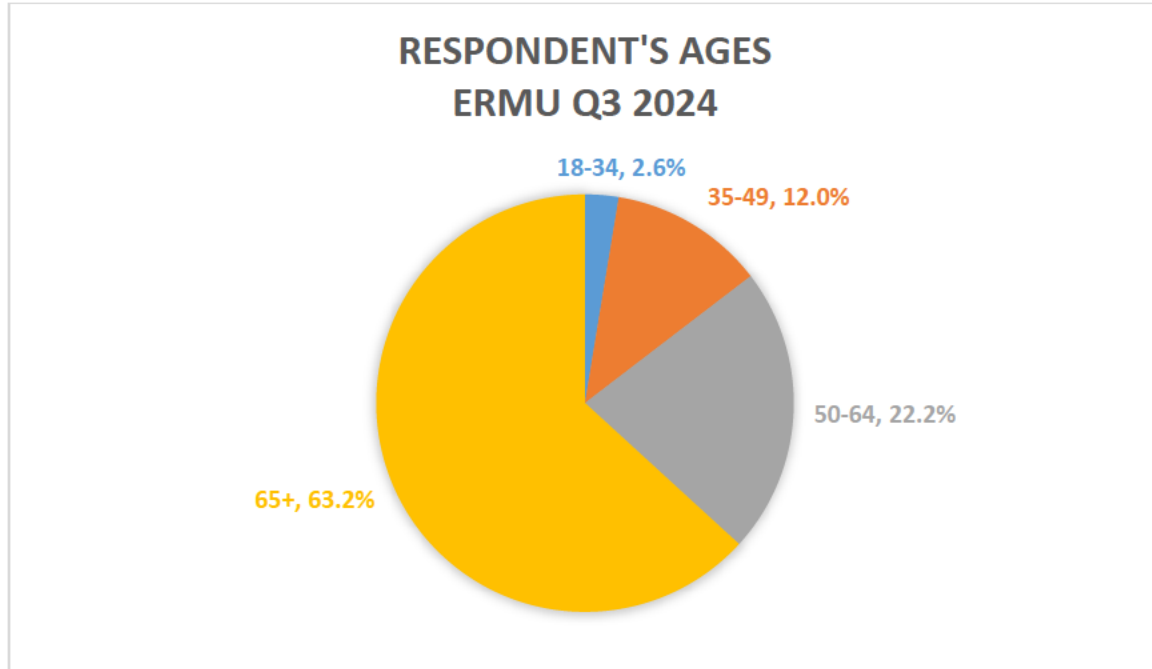
Respondents were asked why they gave this rating around value for the money. Responses were mixed. While many said rates were too high, a similar number of respondents said they thought rates were reasonable and fair!

Number of Responses	Issue	Positive or Negative	Typical Response
12	Rates too high	Negative	--Overpriced --Don't live in town, but paying for them
11	Rates are reasonable	Positive	--Seems fair --Reasonable --Competitive --High value

Demographics

Age: High participation across age groups, with largest participation ages 65+

The chart below breaks down the percentages of respondents to the survey by age in Q3, 2024. The high response rate of customers ages 50 and older is typical for utility respondents, with lower responses among younger customers. This Q3 2024 survey also had a high response rate in the ages 35-49 category.



ERMU Q3 2024 Actual Survey



We want to hear from you!

At Elk River Municipal Utilities (ERMU), a top priority is the satisfaction of our electric and water customers. You have been randomly selected to give feedback. Your response is important and helps us provide exceptional service and value to you.

You can also complete this survey online! Go to <http://surveys.qmarketresearch.com/s3/ERMUQ324> or scan this QR code with your smartphone.

Please return this survey by Tuesday, October 1, in the postage paid envelope.



1. First, please rate your level of satisfaction with ERMU in the following areas: (check the appropriate box)

	Completely Satisfied	Mostly Satisfied	Somewhat Satisfied	Neither Satisfied nor Dissatisfied	Somewhat Dissatisfied	Mostly Dissatisfied	Completely Dissatisfied
The ease of doing business with ERMU	☐	☐	☐	☐	☐	☐	☐
The reliability of the power, water, and other services you receive from ERMU	☐	☐	☐	☐	☐	☐	☐
ERMU's efforts to be environmentally friendly	☐	☐	☐	☐	☐	☐	☐
ERMU's efficiency rebate programs	☐	☐	☐	☐	☐	☐	☐
ERMU as a utility provider overall	☐	☐	☐	☐	☐	☐	☐

Why did you give these ratings?

2. How likely is it that you would recommend ERMU as an electric and water utility provider?

Please circle: (not at all likely) 0 1 2 3 4 5 6 7 8 9 10 (extremely likely)

Why did you give this rating? _____

Please see other side!

ERMUMN.COM | 763.441.2020 | 13069 ORONO PARKWAY | PO BOX 430 | ELK RIVER, MN 55330-0430

3. Please rate ERMU's efforts to be involved in the community:

Please circle a number: (low involvement) 1 2 3 4 5 6 7 8 9 10 (high involvement)

4. Have you communicated with ERMU in the past 12 months?

☐ Yes ☐ No

If yes, how satisfied were you with the interaction?

Please circle a number: (highly dissatisfied) 1 2 3 4 5 6 7 8 9 10 (highly satisfied)

Why did you give this rating? _____

5. How would you like ERMU to communicate with you? (check top 3)

☐ ERMU website	☐ Social media: (which do you use?) _____
☐ Customer newsletter	☐ Text: (not currently available)
☐ Local newspaper	☐ Other: _____
☐ Live chat (not currently available)	

6. Please rate your level of satisfaction with ERMU staff:

Please circle a number: (low satisfaction) 1 2 3 4 5 6 7 8 9 10 (high satisfaction)

Why did you give this rating? _____

7. Please rate ERMU's value for the money:

Please circle a number: (low value) 1 2 3 4 5 6 7 8 9 10 (high value)

Why did you give this rating? _____

8. Please tell us a little about yourself:

Age: ☐ 18-34 ☐ 35-49 ☐ 50-64 ☐ 65+

9. Would you like ERMU to contact you regarding your comments in the survey?

Yes: ☐ No: ☐

If yes, please provide your name, email and phone number.

First Name _____ Last Name _____

Email _____ Phone Number _____ - _____ - _____

Address _____

ERMUMN.COM | 763.441.2020 | 13069 ORONO PARKWAY | PO BOX 430 | ELK RIVER, MN 55330-0430

END OF Q3 2024 REPORT

TO: ERMU Commission	FROM: Mark Hanson – General Manager
MEETING DATE: November 12, 2024	AGENDA ITEM NUMBER: 5.11
SUBJECT: Energy City Committee Discussion	
ACTION REQUESTED: Provide Direction on Energy City Committee Purpose and Makeup	

BACKGROUND:

In 1996, the City of Elk River applied to the Minnesota Environmental Initiative (MEI) to become a program of Energy Alley and officially became Energy City. In June 2005, the city established the Energy City Commission (ECC) after the State of Minnesota informed the city that MEI was likely dissolving.

In recent years, the City has faced challenges in maintaining membership on the Commission, which can have up to 11 members per ordinance. Additionally, the Commission has had difficulty identifying and budgeting for projects. Given the wealth of information on sustainable energy, including recent legislative developments, city staff have recommended that the Council disband the ECC and reconstitute it as an ERMU committee.

For reference, the stated purpose of the ECC is to *promote the City of Elk River as a hub of energy technology, energy manufacturing, energy demonstrations, recycling, use of green products and education*. Its stated responsibilities include:

1. Aid, create, promote, endorse, sponsor, and facilitate energy related demonstrations.
2. Work for the continuing education of the public with respect to energy technology, energy manufacturing, energy demonstrations, recycling, use of green products and education.
3. Solicit gifts and contributions to be made to the City and assist in the preparation of applications for grant funds for the purpose of energy technology, energy manufacturing, energy demonstrations, recycling, use of green products and education.
4. Such other responsibilities as the city council shall assign from time to time.

DISCUSSION:

ERMU staff support the reassignment of the ECC as an ERMU Committee, but recommend several changes to its structure, purpose, and responsibilities.

Regarding structure, the current 11-member structure of the ECC specifically lists career fields for each of the members. Staff recommends leaving membership open to all career fields, while reducing membership to four-to-six volunteers (plus one staff liaison). Direction is needed with regard to whether the Commission desires a commission liaison as well.

Regarding purpose, staff recommend the following updates to the stated purpose: *to promote ERMU as a leader in energy and water reliability, sustainability, and conservation.*

Regarding responsibilities, staff recommend the following updates to the stated responsibilities:

1. Aid, create, promote, and facilitate energy and water related demonstrations at community events and similar educational opportunities.
2. Work for the continuing education of the public with respect to energy and water reliability, sustainability, and conservation.
3. Solicit gifts, grants, and contributions to be made to ERMU to support energy and water related educational activities.
4. Such other responsibilities as ERMU shall assign.

The ECC would not have a separate budget, but their activities could be funded with Conservation Improvement Program funds if appropriate.

NEXT STEPS:

If the Commission is supportive of re-establishing the ECC as an ERMU committee, staff will update the information presented with any direction received, update existing ECC members with the proposed actions, and present the necessary information at the December 2024 commission meeting to officially establish the ERMU Energy City Committee with a January 1, 2025, effective date.

TO: ERMU Commission	FROM: Mike Tietz – Technical Services Superintendent
MEETING DATE: November 12, 2024	AGENDA ITEM NUMBER: 5.12
SUBJECT: Advanced Metering Infrastructure Update	
ACTION REQUESTED: None	

DISCUSSION:

As of November 4, Allegiant has completed 2,578 residential water meter replacements and 306 retrofits. Allegiant's goal is to maintain four water technicians working during the duration of our project. The residential water meter exchange work is approximately 57% complete.

To date we have made 37 residential repairs utilizing master plumber Karsten Nelson (Archer Plumbing) with a running total of \$12,685.36 in repair costs. This is about a 1.44% repair rate based on the total number of installed water meters. In April 2024, the Commission voted to absorb these residential costs at an estimate of \$300 per job for approximately 100-150 homes, totaling between \$30-\$45K.

Allegiant's commercial meter subcontractor (Archer Plumbing) has completed 38 commercial meter replacements and 22 retrofits as of November 4. The commercial water meter exchange work is about 15% complete.

Staff continues to replace seasonal irrigation meters with new Advanced Metering Infrastructure meters as time allows. There are about 12 remaining to be exchanged.

Our distributor notified us on October 21 that approximately 2,350 residential electric meters were scheduled to ship from Sensus on October 31. During the Xylem Reach conference in Atlanta, I met with senior representatives from both Sensus and Core & Main to address the supply chain issues and collaborate on finding an acceptable resolution. The meeting in Atlanta was productive, as we have received the shipment of November's and December's deliveries for a total of 4,704 electric meters.

Allegiant began with a soft launch of installing electric meters on November 5. Initially, they will have two technicians and expect to exchange between 700 and 1,000 meters per technician each month.

TO: ERMU Commission	FROM: Mark Hanson – General Manager
MEETING DATE: November 12, 2024	AGENDA ITEM NUMBER: 5.13
SUBJECT: Amendment to Minnesota Municipal Power Agency Agreement	
ACTION REQUESTED: Approve ERMU Resolution 24-13 Amending the MMPA Agency Agreement	

BACKGROUND:

Minnesota Municipal Power Agency (MMPA) is requesting approval of the attached agency amendment regarding weighted voting to their power sales agreement with ERMU.

Weighted voting totals are used for specific actions of the MMPA Representatives, such as approving new members and approving the issuance of debt. Currently, each MMPA member gets one weighted vote, plus another vote for every 5,000 Megawatt-hours (MWh) it purchases from MMPA in a year. The current weighted voting totals for 2024 are attached for reference.

DISCUSSION:

The MMPA Board of Directors identified an issue with the current weighted voting definition. A member could receive a disproportionate number of votes from sales to a large customer if MMPA invested capital to provide transmission and distribution service to the customer, rather than the member.

MMPA's Representatives approved an amendment to MMPA's Agency Agreement changing how weighted votes are calculated. The amendment would exclude Megawatt-hours delivered to a customer when MMPA has made the investment in transformation or other facilities to directly serve the customer, rather than the member.

NEXT STEPS:

MMPA's Agency Agreement requires approval by two thirds of members' governing bodies. This means that approval is needed by the Elk River City Council in addition to the ERMU Commission. ERMU staff will work with city staff to facilitate the council approval process.

ATTACHMENTS:

- MMPA Member Voting Totals, 2024
- MMPA Resolution 2024-01 (Amending Agency Agreement – Weighted Voting Totals)
- ERMU Resolution 24-13 Amendment to MMPA Agency Agreement

MMPA Member Voting Totals - 2024

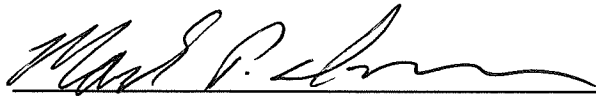
Source: Agency Agreement, MMPA

	2023 MWh Purchases	Allocation of Votes to Members				%
		One Vote	Additional Votes	Subtotal	Weighted Vote	Allocation of Votes
		(1)	(2)		(3)	
Anoka	274,011	1	54	55	55	14.03%
Arlington	22,036	1	4	5	5	1.28%
Brownton	4,994	1	0	1	1	0.26%
Buffalo	126,652	1	25	26	26	6.63%
Chaska	422,930	1	84	85	85	21.68%
East Grand Forks	89,355	1	17	18	18	4.59%
Elk River	341,682	1	68	69	69	17.60%
Le Sueur	89,251	1	17	18	18	4.59%
North St. Paul	75,181	1	15	16	16	4.08%
Olivia	6,698	1	1	2	2	0.51%
Shakopee	461,469	1	92	93	93	23.72%
Winthrop	16,675	1	3	4	4	1.02%
Total	1,930,931	12	380	392	392	100.00%

- (1) Each Member is allocated one vote.
- (2) Each Member is allocated "one additional vote for each full 5,000 megawatt hours of electric energy purchased from the Agency by the Member during such Member's most recent fiscal year".
- (3) If votes allocated to any Member pursuant to clauses (1) and (2) of Member Agreement "would equal or exceed the total number of votes allocated to all other Members, its allocation of votes shall be reduced to one vote less than those allocated to all other Members".

APPROVED BY BOARD OF DIRECTORS

SECRETARY


Mark Hanson

DATE:

1/23/2024

MINNESOTA MUNICIPAL POWER AGENCY (THE "AGENCY")

RESOLUTION **2024-01** OF THE REPRESENTATIVES OF THE AGENCY

WHEREAS, the Board of Directors has recommended an amendment to the Agency Agreement, and

WHEREAS, The Representatives of the Agency have discussed and studied the proposed amendment to the Agency Agreement and are collectively of the opinion that the proposed change to the Agency Agreement is necessary and appropriate and will facilitate the goal of the Agency to provide economic and reliable power to its members; and

WHEREAS, in accordance with Section 9(L) of the Agency Agreement (i) at least two-thirds of the Representatives of the Agency, each casting one vote and (ii) at least two-thirds of the total number of votes capable of being cast by all Representatives in accordance with the currently effective weighted voting formula approve the following amendment.

NOW THEREFORE BE IT RESOLVED by the Representatives of the Minnesota Municipal Power Agency:

1. That the Agency Agreement be amended by changing Section 9(C) to read as follows:

9(C) Voting. Except as otherwise expressly provided in this Agency Agreement, each action at any meeting of the Representatives shall be taken by a majority of the votes cast on the question by the Representatives present, each exercising a number of votes allocated to the Member he or she represents as follows (referred to herein as a "weighted vote"):

(1) one vote; plus

(2) one additional vote for each full 5,000 megawatt hours of electric energy purchased from the Agency by the Member during such Member's most recent fiscal year. Any electric energy purchased from the Agency during the Member's most recent fiscal year to serve a customer where the Agency (a) has invested in transformation or other facilities to serve said customer and (b) is providing electric power and energy to the Member to serve the customer pursuant to a special rate structure (such as a transmission transformed contract) shall be excluded from the additional vote calculation in the preceding sentence; plus

- (3) if the votes allocated to any Member pursuant to clauses (1), and (2) would equal or exceed the total number of votes allocated to all other Members, its allocation of votes shall be reduced to one vote less than those allocated to all other Members.

The allocation of votes to each member shall be made in accordance with the formula outlined above as soon as practicable after the beginning of each Fiscal Year. The allocation shall be made by the Secretary of the Municipal Power Agency based upon ~~a certificate of the Commission or Representative of the Member~~ the Municipal Power Agency's billing files, and such allocation shall be verified by the Board of Directors. Each such allocation shall remain effective until such time as a new allocation is made for the next Fiscal Year.

2. That each Member be provided with a proposed resolution of approval and concurrence to be adopted by the Member's City Council and (as appropriate) Utility Commission.
3. That this resolution, together with the concurring resolutions of City Councils and Utility Commissions of Members, be filed with the Secretary of State of the State of Minnesota.

FOR ADOPTION:

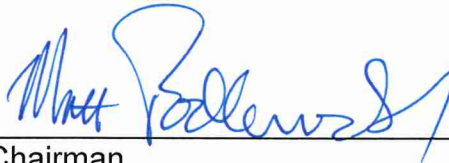
Anoka, Buffalo, Chaska, East Grand Forks, Elk River, Le Sueur, Shakopee, Winthrop

AGAINST ADOPTION:

None

Absent: Arlington, Brainerd, North St. Paul, Olivia

Adopted and passed this 22nd day of October, 2024.



Chairman

ATTEST:



Secretary

RESOLUTION NO. 24-13
BOARD OF COMMISSIONERS
ELK RIVER MUNICIPAL UTILITIES

A RESOLUTION APPROVING AMENDMENT TO MMPA AGENCY AGREEMENT

WHEREAS, Elk River Municipal Utilities is a member of the Minnesota Municipal Power Agency (“MMPA”); and

WHEREAS, that relationship is defined by the MMPA Agency Agreement dated May 28, 2013; and

WHEREAS, the Board of Directors has identified an issue with the current weighted voting system; and

WHEREAS, on October 22, 2024, the Board of Directors approved Resolution 2024-01 to amend section 9(c) of the Agency Agreement (“Amendment Resolution”); and

WHEREAS, in order for the amendment to be effective, each member’s City Council and controlling Utility Commission must also approve the amendment.

WHEREAS, ERMU wishes to approve and concur with amendment on voting and the Amendment Resolution.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF ELK RIVER MUNICIPAL UTILITIES, BASED UPON THE FOREGOING RECITALS INCORPORATED HEREIN, AS FOLLOWS:

1. The Commission approves and concurs with the Amendment Resolution and its proposed amendment to Section 9(c) of the Agency Agreement.

This Resolution Passed and Adopted this 12th day of November, 2024.

John J. Dietz, Chair

Mark Hanson, General Manager

TO: ERMU Commission	FROM: Mark Hanson – General Manager
MEETING DATE: November 12, 2024	AGENDA ITEM NUMBER: 6.01a
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- I spoke with City Manager Cal Portner and Community Development Director Zach Carlton about the electric billing for home occupation properties. The City has identified ten home occupations with approved Conditional Use Permits (CUPs). Both city staff and ERMU have reviewed these properties and are satisfied with the current billing approach. Moving forward, any new home occupation applications will be evaluated if additional services are requested for the property.
- Princeton Public Utilities’ tour of our power plant had to be rescheduled due to the inclement weather event last week. I am currently working with their general manager to select a date. They continue to express interest in Engines 3 and 4. We are still waiting on the proposal from LEO A Daly regarding a high-level review of costs to convert the building to administrative space conducive to potential repurposing as a history/education center.
- The Minnesota Municipal Power Agency (MMPA) Board of Directors met October 22, 2024, at Chaska City Hall in Chaska, Minnesota and via videoconference. Commissioner Stewart and I attended. The public summary follows:
 - The Board reviewed the Agency’s operating and financial performance for September 2024.
 - Clean Energy Choice program participation increased from 5.8% to 5.9%.
 - The Board discussed the status of renewable projects the Agency is pursuing.
 - The MMPA Representatives met following the Board meeting and approved an amendment to MMPA’s Agency Agreement that would change how weighted vote totals are calculated. Approval of two thirds of governing bodies of MMPA member communities is required for this amendment to take effect.

TO: ERMU Commission	FROM: Sara Youngs – Administrations Director
MEETING DATE: November 12, 2024	AGENDA ITEM NUMBER: 6.01b
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- Office walk-in traffic for October consisted of 170 customers, averaging 42 customers per week over the four-week period.
- ERMU disconnections for October: The Cold Weather Rule is in effect, meaning customers cannot be disconnected until 30 days after they receive their disconnection notice.
 - Cycle 4 – 1 disconnection
- In the last 30 days, combined the level two charger located downtown and in the parking lot in front of ERMU had 54 sessions and provided customers with 1.3 MWh of green energy.
- The Administrations Director participated in the American Public Power Association's (APPA) Customer Connection Conference in Louisville from October 28-30, 2024. This event offered valuable insights into ERMU's strengths and future opportunities. Key highlights included:
 - Customer engagement strategies
 - Technology integration
 - Regulatory updates
- IT staff is currently focused on completing the transition of the water SCADA system to fiber transmission, with six of the eight locations successfully transitioned. They are also finalizing the agenda for the Information Security Committee meeting scheduled for November 12, 2024, prior to the commission meeting. In addition to these tasks, IT is working with APPA on a grant opportunity along with their daily activities.
- Our credit & collections specialist ran the processes to separate the assessable amounts from all applicable accounts. Our accounting department then prepared the final spreadsheets with those amounts for presentation in the commission packet and to be sent to the city. This process really is a collaborative effort every year.
- Currently there are seven active residential solar photovoltaic projects planned or under construction in the ERMU service territory.

TO: ERMU Commission	FROM: Melissa Karpinski – Finance Manager
MEETING DATE: November 12, 2024	AGENDA ITEM NUMBER: 6.01c
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- Staff continues efforts compiling 2025 budget information.
- Workers' compensation policy audit is scheduled for November 6.
- The Financial Reserves & Investment Committee is having its annual meeting before the November commission meeting.
- The auditors from Abdo will be performing preliminary audit work on December 5. Typically, preliminary audit work involves Inventory observations, accounts payable testing, and review of the year's meeting minutes. The 2024 audit field work is scheduled for February 20-21. The audit will be completed utilizing either a hybrid method or a fully remote method.

TO: ERMU Commission	FROM: Tony Mauren – Governance & Communications Manager
MEETING DATE: November 12, 2024	AGENDA ITEM NUMBER: 6.01d
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- In November there are two bill inserts being sent. The first going to all accounts is the attached Customer Privacy Notice which is required to be sent out annually and explains how we protect customers' personal information. Residential electric customers will also receive the attached Energy-Efficient Lighting Rebate flyer.
- In addition to bill insert topics, social media posts this month feature a variety of topics including the commission meeting notice, the availability of the Lead Service Line Inventory Tracking Tool for ERMU's water distribution system, ERMU's involvement in the American Public Power Association's (APPA) Customer Connections Conference, the Veterans Day closure, and more.
- The APPA Customer Connections Conference was held in Louisville, KY October 28-30 and there were two notable events related to ERMU at this year's conference. First, Jenny Foss presented as part of a three-person panel with Mary Malone from Questline Digital and Lisa Stowe from Westfield Gas + Electric/Whip City Fiber about the significant impact small teams can make through communications and community engagement. Second, ERMU's communications team was recognized with the APPA Excellence in Communications Award of Merit for its [Public Power Week](#) video. Accepting the award on behalf of the utility were Jenny Foss and Sara Youngs. Key highlights from the conference included:
 - Insights on AI and where the technology is headed (especially in the field of communications).
 - Networking opportunities with other utilities to share best practices.
 - A powerful closing keynote from Liz Murray, author of Homeless to Harvard.
- Utility Dive has published its article [Seasonal Strategies: How Utilities Are Engaging Customers Year-Round](#) which features an interview with our own Communications Coordinator Jenny Foss.

- KJ Branding completed wall art installation at the field services building on October 16. Thank you to the ERMU Wall Art Committee (Jenny F., Curt A., Angela, Tom, and Sara) for their time and great input. A big thank you also to KJ Branding who showed great care in the design work and conducted a very efficient installation process over about a day and a half. We look forward to the next phase for the downstairs area in 2025.
- October 25 brought another successful Downtown Elk River Trick-or-Treat! Pre-event estimates were for 5-7,000 people to attend and that certainly seems plausible given the strong promotion and fantastic weather. Staff really looks forward to connecting with residents, supporting city events, and showing why it is great to be a public power community!

ATTACHMENTS:

- Bill Insert – Customer Privacy Notice
- Bill Insert – Energy-Efficient Lighting Rebate Flyer

In order to provide you service, we need to collect and use certain data on our customers. Under state law, data on our customers is generally classified as private data. The legal terminology when the data subject is not an individual person is "nonpublic", but the effect is the same: The data is accessible to the subject of the data but not the general public. The law also requires us to tell you the purpose and intended use of the data we request, whether you may refuse or are legally required to provide the requested data, the consequences of providing or refusing to provide the data, and the identity of other persons or entities that are authorized to access that data. Please read this notice carefully to understand what we do.

FACTS	WHAT DOES ELK RIVER MUNICIPAL UTILITIES DO WITH YOUR PERSONAL INFORMATION?
Why?	All utilities need to obtain and share customers' personal information to run their business. We collect this data to properly identify you and the services you receive, to bill you for those services, collect payments, and report to state and federal authorities. If you do not provide the information, we will be unable to provide you with the requested services. We will share the information you provide only as necessary to provide the services, to obtain payment, and to report to other governmental authorities as required.
What?	The types of personal information we collect and share depend on the product or service you have with us. This information can include: • Social Security number and income • Account balances and payment history • Credit history and credit scores • Financial banking information and/or credit card information
How?	When you are no longer our customer, we continue to retain and share your information as described in this notice. In the section below we list the reasons Elk River Municipal Utilities chooses to obtain and share, and whether you can limit this sharing.

Reasons we can share your personal information	Does Elk River Municipal Utilities share?	Can you limit this sharing?
For our everyday business purposes - such as to process your transactions, maintain your account(s), respond to court orders and legal investigations, or report to credit bureaus	Yes	No
For our marketing purposes - to offer our products and services to you	Yes	No
For joint marketing with other financial companies	No	No
For our affiliates' everyday business purposes - information about your transactions and experiences	No	No
For our affiliates' everyday business purposes - information about your credit worthiness	No	No
For our affiliates to market to you	No	No
For our nonaffiliates to market to you	No	No

Who we are

Who is providing this notice?

Elk River Municipal Utilities

What we do

How does Elk River Municipal Utilities protect my personal information?

To protect your personal information from unauthorized access and use, we use security measures that comply with federal and state law. These measures include computer safeguards and secured files and buildings.

How does Elk River Municipal Utilities collect my personal information?

We collect your personal information, for example, when you:

- Open a utility account
- Pay your bill

We also collect your personal information from others, such as credit bureaus, affiliates, or other companies.

Why can't I limit all sharing?

Federal law gives you the right to limit only:

- Sharing for affiliates' everyday business purposes — information about your creditworthiness
- Affiliates from using your information to market to you
- Sharing for nonaffiliates to market to you

State laws and individual companies may give you additional rights to limit sharing.

Definitions

Affiliates

Companies related by common ownership or control. They can be financial and nonfinancial companies.

Nonaffiliates

Companies not related by common ownership or control. They can be financial and nonfinancial companies.

Joint marketing

A formal agreement between nonaffiliated financial companies that together market financial products or services to you.

- Elk River Municipal Utilities does not have joint marketing arrangements

Other important information

Elk River Municipal Utilities is already very limited on what data can be shared due to Government Data Practices Law.



- LED Lighting
- Outdoor LED Fixtures
- LED Holiday Lighting
- Custom Lighting
- Lighting Controls

See back for details regarding specific rebate requirements.



With ERMU's energy-efficient lighting rebates we make it easier to save energy and money on **ENERGY STAR®** certified LED products and lighting controls. Lighting rebates provide customers a cost-effective solution to reduce their electricity bills and environmental impact by upgrading to energy-efficient lighting.

How to Receive a Rebate

(Valid for customers of Elk River Municipal Utilities only. Rebates come in the form of a bill credit.)

- 1 Complete the front and back of this rebate form.
- 2 Include a copy of the original itemized sales receipt and/or invoice for each qualifying product
- 3 A copy of energy guide label containing ENERGY STAR® Symbol or denotation if applicable.
- 4 Mail or bring to
Elk River Municipal Utilities
ATTN Rebate Program
13069 Orono Pkwy NW, Elk River, MN 55330
OR Email customerservice@ermumn.com



CUSTOMER INFORMATION (please complete all information below)

Name _____ Phone _____ County _____
 Install Address _____ City _____ State _____ Zip _____
 Email _____ Account # _____
 Building Type (select one) ☐ Single Family ☐ Multi Family

RETAILER / CONTRACTOR / INSTALLER INFORMATION

Company Name _____ Phone _____ Email Address _____
 Mailing Address _____ City _____ State _____ Zip _____

CERTIFICATIONS AND SIGNATURE

I hereby certify that

- The information contained in this application is accurate and complete.
- All installation is complete, and the unit(s) is operational prior to submitting application.
- All rules of this rebate program have been followed.

I agree to verification of equipment installation which may include a site inspection by a program or utility representative. I understand that I am not allowed to receive more than one rebate from this program on any piece of equipment. I agree to indemnify, defend, hold harmless and release ERMU from any claims, damages, liabilities, costs and expenses (including reasonable attorney's fees) arising from or relating to the removal, disposal, installation or operation of any equipment or related materials in connection with the programs described in this application, including any incidental, special or consequential damages.

ERMU reserves the right to reject any rebate application submitted as a result of work performed by a contractor who has failed to adhere to the terms and conditions established for the rebate program.

Homeowner Signature _____ Print Name _____ Date _____

LIGHTING THAT QUALIFIES FOR REBATES (Rebate forms must be received within 90 days of purchase)

LED LIGHTING (Screw-in bulbs only)

(Must be ENERGY STAR® certified, LED lights. For other types of lights, fill out Outdoor Fixtures, Holiday Lighting, or Customer Lighting below as applicable)

REBATE: \$2 / BULB

(Not to exceed 50% of cost)

Quantity _____ Lumens _____ New Lighting Watts _____

Space Type (select one) ☐ Interior Living Quarters ☐ Multi Family Common Area ☐ Exterior/Unconditioned Space

HVAC (select one) ☐ Heating Only ☐ Heating and Cooling ☐ Exterior/Unconditioned

Date of Installation _____

OUTDOOR LED FIXTURES

(Must be ENERGY STAR® certified, LED lights)

REBATE: Up to \$15 / FIXTURE

(Not to exceed 50% of fixture cost)

Quantity _____ Date of Install _____

LED HOLIDAY LIGHTING

(Must be ENERGY STAR® certified, LED lights)

REBATE: \$10 / STRING

(Not to exceed 50% of cost of string)

Quantity of String Lights _____ Quantity of Lights per String _____

LED Lighting Type (select one) ☐ LED Mini Holiday Lights ☐ LED C7 Holiday Lights ☐ LED C9 Holiday Lights

Date of Installation _____

CUSTOM LIGHTING

(Must be ENERGY STAR® certified, LED lights)

REBATE: \$0.20 / WATT REDUCED

(Not to exceed 50% of lamp/fixture cost)

Quantity _____ Previous Lighting Watts _____ New Lighting Watts _____

Space Type (select one) ☐ Interior Living Quarters ☐ Multi Family Common Area ☐ Exterior/Unconditioned Space

HVAC (select one) ☐ Heating Only ☐ Heating and Cooling ☐ Exterior/Unconditioned

Date of Installation _____

LIGHTING CONTROLS

(Must be ENERGY STAR® certified, LED lights)

REBATE: \$15 / CONTROL

(Not to exceed 50% of cost of control)

Total Connect Lighting Load (kW. If in watts, divide watts by 1,000 to get kW) _____

Space Type (select one) ☐ Interior Living Quarters ☐ Multi Family Common Area ☐ Exterior/Unconditioned Space

HVAC (select one) ☐ Heating Only ☐ Heating and Cooling ☐ Exterior/Unconditioned

Date of Installation _____

TO: ERMU Commission	FROM: Thomas Geiser – Operations Director
MEETING DATE: November 12, 2024	AGENDA ITEM NUMBER: 6.01e
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- Working through the second round of maps for the new GIS mapping system that we plan to move forward with in the future. Maps 1 through 30 are complete.
- Attending Advanced Metering Infrastructure meetings weekly with other ERMU staff.
- Working through 2025 projects and equipment/material needs.
- Working with staff on our future East substation project.
- Working with staff to review Pole Attachment Agreements.
- Working with staff to review the Security/Streetlight Service Agreements and 2025 Utilities Fee Schedule.
- Starting the design process of the Highway 169 overhead rebuild from the North substation to the landfill. We will be replacing the poles and the 4/0 aluminum-conductor steel-reinforced (ACSR) cable with new poles and 336 ACSR. This will take a few winters to complete.
- Working with staff on the Otsego Streetlight audit.
- Reviewing Verizon pole attachment agreements, they are planning a fiber loop from the Parrish Avenue bridge up Main Street, along Mississippi Road to Waco Street, down Business Center Drive, over to Gary Street then following Highway 10 back to Main Street.
- With the mild weather, staff is starting an underground rebuild project that was planned for spring of 2025. There are a few projects that were scheduled for 2024 that never developed, so we will utilize those funds.

TO: ERMU Commission	FROM: Chris Sumstad – Electric Superintendent
MEETING DATE: November 12, 2024	AGENDA ITEM NUMBER: 6.01f
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- Installed 24 new residential services, which involves the connection of a secondary line once the customer requests service.
- Joe Schmidt, Safety Instructor from Minnesota Municipal Utilities Association (MMUA), was here September 25-26 and held safety meetings for all staff on fire safety and fire extinguishers.
- New three-phase services were installed at Heritage Millwork and Collins Towing.
- The bore crew assisted with soil prep at the new East substation location. Over 3,200 tons of Class 5 gravel was brought in to build the substation pad and driveway.
- We have started work extending Feeder 42 as well as installing new service to Great River Energy's old refuse-derived fuel site. These are directly south of the new East substation.
- Jay Reading, MMUA Assistant Director of Technical Services, was here on October 2 and held a Job Training & Safety session on accidents and safety culture.
- Crews finished the rebuild jobs at the 185th Avenue and Pinewood Golf Course areas. We replaced both open concentric primary and overhead primary with new underground cable.
- Replaced the three regulators going into Dayton. These devices maintain voltage levels and require maintenance after a set amount of operations. We also lowered the controls to the ground for future ease of operation.
- Crews are taking care of map auditing tasks when they get a chance, aiding in the construction of the GIS mapping system.
- We will be starting some maintenance and upgrades at West Substation, Bank 1 in November.
- We are planning winter work which involves an overhead rebuild on Feeder 65 from the North substation towards the landfill, and lining up tree trimming locations.
- Inventory & procurement staff have been busy cleaning up the yards and buildings with the construction season winding down and winter coming.

TO: ERMU Commission	FROM: Mike Tietz – Technical Services Superintendent
MEETING DATE: November 12, 2024	AGENDA ITEM NUMBER: 6.01g
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- In October, locators processed 506 locate tickets. These consisted of 400 normal tickets, 2 emergency tickets, 66 updated tickets, 15 cancellations, 8 meets, 2 boundary surveys, 10 corrections, and 3 non-excavations. This resulted in a 7.0% decrease in tickets from the previous month and a 9.1% increase from the prior October.
- Electrical technicians completed 164 service order tasks, updated the power bill, addressed customer meter issues and any off-peak concerns.
- The Advanced Metering Infrastructure (AMI) residential water meters and residential electric meters continue to be installed in new services. The electrical technicians have been busy changing out the current Automated Meter Reading meters for AMI around the system and recently completed the meter installations at several different apartment buildings. Approximately 2,500 water meters and 1,600 electric meters are currently active within our AMI system.
- For the month of October, staff did not run generators at the power plant.
- Staff completed rough grade at the East substation site. Staff also completed the replacement of the Load Tap Changer position sensor at the North substation.
- Jeff Murray and I attended the Xylem Reach Conference in Atlanta, GA, October 13-16. There was a lot of knowledge gained from the conference sessions and opportunities to network with our peers from across the country. We truly appreciate the opportunity to attend this conference and would appreciate being able to attend again in the future.
- Our monthly peak was 46.49 MW on October 1 at 3:41 p.m.

TO: ERMU Commission	FROM: Dave Ninow – Water Superintendent
MEETING DATE: November 12, 2024	AGENDA ITEM NUMBER: 6.01h
SUBJECT: Staff Update	
ACTION REQUESTED: None	

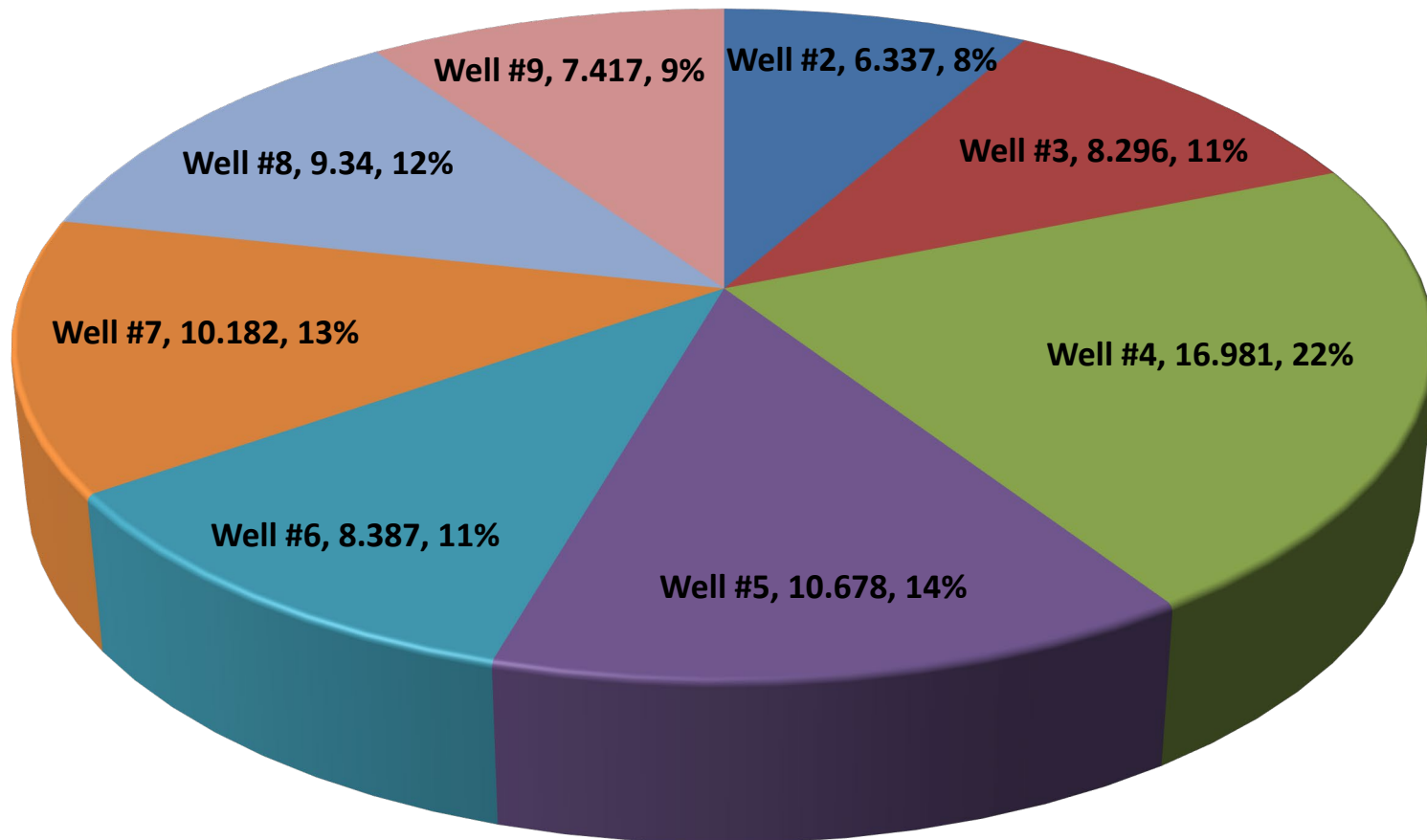
DISCUSSION:

- Delivered 16 new water meters, installed a Smart Point radio transceiver module, and took curb stop ties.
- Completed 20 BACTI/Total Chlorine Residual Samples
 - All confirmed negative for Coliform Bacteria.
 - Bacteriological/Disinfectant Residual Monthly Report submitted to the MDH
- Completed 23 routine fluoride samples
 - All samples met MDH standards
 - Submitted MDH Fluoride Report
- Brenteson Companies assisted us with installation of an air release valve on the water main in the cul-de-sac of 196th Circle and a manhole structure over it. The air relief valve will ensure that any entrained air in the water system is automatically released to eliminate issues that have been identified in this area of excessive air in residential plumbing. Water service to residents was not interrupted for the installation.
- The initial service line material inventory of all service connections in the water distribution system submitted to MDH has been reviewed and approved. Public water systems must provide notification to consumers of the availability of the service line materials inventory. Public water systems must also provide notification to consumers that are served by galvanized service lines requiring replacement and material unknown service lines. Notifications will be provided by the November 15 deadline.
- SEH staff is test pumping an ERMU monitoring well located on 198th Avenue to determine potential flow capacity and water quality of a future municipal well at that site.

ATTACHMENTS:

- October 2024 Pumping by Well

October 2024 Monthly Pumping By Well



Values Are Displayed in Millions of Gallons (Well #, Gallons Pumped, Percentage of Pumping)

TO: ERMU Commission	FROM: Mark Hanson – General Manager
MEETING DATE: November 12, 2024	AGENDA ITEM NUMBER: 7.01 – Closed Session
SUBJECT: RJM Construction Contract No. A133, Field Services Building Project Dispute Settlement	
ACTION REQUESTED: Approve Proposed Closeout Agreement	

BACKGROUND:

The \$12.3 million Field Services Building construction contract with RJM Construction LLC is nearing final closeout. All punch list items have been completed. At the August 2024 Commission Meeting, direction was given for ERMU staff and legal counsel to work with RJM’s attorney to narrow down mutually acceptable settlement terms to close out the contract.

As of the August commission update, ERMU had been retaining \$250,000 from RJM’s final invoice. There were several issues that factored into the retainage amount: the variability in the concrete floor thickness and rebar placement (approximately \$120,000), the default of the steel contractor (approximately \$37,000), and the failure of RJM to submit complete closeout documentation (approximately \$123,000).

DISCUSSION:

RJM submitted the attached proposed settlement agreement on Monday, November 11, 2024. Staff will present the proposed agreement in a closed session. After the agreement has been discussed, the Commission will need to adjourn the closed session, reopen the commission meeting, and vote on the proposed agreement.

ATTACHMENT:

- Proposed Project Settlement Agreement – RJM Construction

PROJECT CLOSEOUT AGREEMENT

THIS AGREEMENT ("Agreement") is effective as on the date of execution by both parties ("Effective Date") and is entered into and signed in counterparts by the following Parties:

- 1) Elk River Municipal Utilities, Elk River, Minnesota (hereinafter sometimes referred to as the "ERMU"); and
- 2) RJM Construction LLC, a Minnesota Limited Liability Company ("RJM").

The parties above are hereinafter individually referred to as a "Party," and collectively referred to as "the Parties."

RECITALS

A. ERMU hired RJM as the construction manager at risk to carry out a building construction project for the Elk River Municipal Utilities Field Facility ("Project").

B. The Parties seek to close out the Project but acknowledge that certain matters arising out of the Project remain in dispute. The Parties seek to avoid litigation and settle these remaining issues to close out the Project through a compromise binding settlement as set forth below.

FOR GOOD AND VALUABLE CONSIDERATION, the Parties agree as follows:

1. BINDING EFFECT.

The terms of this Agreement shall be binding upon and enforceable against and shall inure to the benefit of the Parties hereto, their successors, assigns, insurers, sureties, individual shareholders, employees, and elected representatives of the Parties.

2. CONSIDERATION.

Each of the Parties agrees to accept the following consideration and perform the following acts to close out the Project, upon full execution of this Agreement:

A. The Parties agree that ERMU holds \$80,000.00 in Project retainage as of the effective date of this Agreement. Within 30 days of the Effective Date, ERMU shall release RJM \$56,181.00 of said retainage in full final Project payment to RJM. ERMU shall retain and use at its sole discretion the \$23,819.00 remainder in partial recovery of contingency funds pursuant to the Project agreement and in partial reimbursement of costs incurred to review the building concrete floor deficiencies. The Parties agree that such release to RJM shall be in the form of a Project final payment using the AIA forms for the Project and executed by the Parties as required.

B. RJM shall promptly assign to ERMU, all RJM's right, title and interest, that it represents it holds in full and is enforceable, to that certain Sherburne County District Court Judgment on Court file no, 71-CV-22-48, duly entered and filed in favor of RJM against Thornberg Erecting and Steel Services, Inc. on November 1, 2022 in the amount of \$486,424.76 for Thornberg's contract default as a subcontractor on the Project. RJM shall concurrently transmit to ERMU general counsel all deposition transcripts, transcript exhibits, other relevant asset discovery documents, recorded liens and other information in RJM's possession or control to aid ERMU in its efforts to recover partially or in full, the judgment amount, plus statutory accrued interest against Thornberg or other party as may be allowed by Minnesota law. Upon assignment, ERMU agrees that its actions to pursue recovery of said judgment are at its sole discretion, expense and use from any recovery.

RJM makes no warranty regarding the existence of recoverable Thornberg assets in satisfaction of said judgment.

C. RJM shall defend, indemnify, and hold ERMU and the City of Elk River harmless from and against any third-party claims, actions, or administrative proceedings of any kind for damages, fines or penalties of any kind arising out of any RJM subcontractor failure to submit Project IC 134s for filing with the Minnesota Department of Revenue. Upon receipt of notice of any such third-party action, including a proceeding by a governmental agency, ERMU shall tender the defense to RJM within a reasonable time so as not to compromise any defense or legal position RJM may have in arguing dismissal or denial of such claim, action, or administrative proceeding. Similarly, RJM shall defend, indemnify, and hold ERMU harmless from and against any claim for Project payment by Ultra Concrete or other RJM Project subcontractor or vendor arising out of the Project.

D. RJM agrees to seal cracks in the vehicle storage bay identified in the WJE Report No. 2024-4800 dated September 20, 2024, with said work to be covered by the warranty in section 2(E).

E. RJM agrees to warrant the performance of all Project building concrete floor areas in accordance with the Project agreement plans and specifications from the date of full execution of this Agreement through October 31, 2029 ("Warranty Period"). RJM agrees that promptly upon receipt of written notice of any concrete floor crack that measures 30 mils or greater, RJM, at its sole expense, shall fill, or cause to be filled, said cracks with high-quality sealant pursuant to applicable industry standards. This includes repairing, or replacing as necessary, the sealant in the cracks that have previously been filled but have failed due to continued crack growth or product failure. Any crack or sealant repair during

the last year of the Warranty Period is warranted for one year after the repair completion. RJM shall repair any major slab failure per the recommendation of a third-party engineering firm retained by RJM at its expense, and approved by ERMU. A major slab failure includes, but is not limited to, cracking greater than one quarter (1/4) inch such that load transfer is no longer assured; pumping of any slab section(s); slab faulting or shifting greater than one quarter (1/4) inch. The Parties agree that if a crack in the epoxy coated sections of the floor widens to one eighth (1/8) of an inch or greater during the Warranty Period, RJM, at its own expense, will require the original installer, or qualified contractor if the original installer is no longer in business, to re-evaluate such cracks and recommend appropriate corrective action. RJM further agrees that prior to any repairs to concrete slab cracks in excess of one quarter (1/4) inch or epoxy flooring cracks in excess of one eighth (1/8) inch, RJM will engage a qualified third-party engineering firm at RJM's expense, approved by ERMU, to review the subject distressed area and recommend the appropriate corrective action. RJM shall repair per the engineering firm recommendations and be responsible to pay for such corrective action.

3. RELEASE OF CLAIMS.

A. In consideration of this Agreement, the sufficiency of which is hereby acknowledged, and subject to the terms of paragraph 3(E) below., the Parties, on behalf of themselves and their respective insurers, sureties, successors, assigns, affiliates, agents, subsidiaries, dealers and distributors, officers, directors, elected or appointed representatives employees, and shareholders, of each, hereby mutually release and forever discharge each other, and their respective insurers, sureties, successors, assigns, affiliates, agents, subsidiaries, dealers and distributors, officers, directors, elected or appointed

representatives, employees, and shareholders, of each, from any and all claims, demands, causes of action, and damages arising out of the Released Claims ("the Released Claims"). The Released Claims shall include all damages of whatever kind or nature, whether known or unknown, foreseen, or unforeseen, arising out of the Released Claims.

B. Subject to the terms of paragraph 3(E), the Parties agree that the following constitute the Released Claims:

(1) Any RJM claim for damages arising out of the Project, or further Project payment to RJM in addition to its receipt of the retainage release amount in paragraph 2 A (1).

(2) Any RJM claim for additional retainage or interest on retainage.

(3) Any ERMU claim against RJM based on or related to subcontractor default insurance coverage or disclosure of deductibles to such coverage, and RJM use of the Project contingency.

(4) Any ERMU claims for damages arising out of or related to alleged defects in labor and/or materials supplied to the Project and known to ERMU as of the Effective Date, including, but not limited to, claims related to the installation of concrete slabs and epoxy flooring.

C. The Parties acknowledge that no promise or inducement has been made or offered except as set forth herein, and that the parties execute this Agreement without reliance upon representations or statements by anyone as to the nature and extent of the losses, injuries or damages or the possible consequences thereof.

D. The Parties agree that if any of them brings a contribution or indemnity action for the same claims released by this Agreement against any third person/party who is not a party to this Agreement, the Party bringing such an action shall indemnify, defend, and hold harmless the other Parties from any claims asserted by such third person/party.

E. RJM agrees that ERMU expressly retains hereby its rights to enforce the terms of this Agreement, and its rights under the Project agreement and applicable Minnesota law not expressly released hereby, specifically including but not limited to, claims for defective Project work or materials not discovered by ERMU as of the effective date of this Agreement or breach of the warranty in Section 2(E) above. ERMU further represents that, as of the Effective Date, and after due investigation it is unaware of any claims for defective work or materials not referenced in this Agreement.

4. NO ADMISSION OF LIABILITY.

The Parties recognize and agree that this settlement is the compromise of disputed Project issues and that the consideration paid or accepted hereunder is not intended, nor shall it be construed by anyone to be, an admission of fault or liability by or on behalf of either of the Parties, by whom all such fault or liability is expressly denied; said Parties intending by this settlement to avoid litigation and buy their peace.

5. ENTIRE AGREEMENT.

The Parties further understand and agree that this document contains the entire Agreement between the Parties with respect Project closeout, and that the terms of this Agreement are contractual and not a mere recital. This Agreement shall be binding upon signing of both signatures pages, in counterpart, below by the person or persons authorized to sign on behalf of the Party.

ELK RIVER MUNICIPAL UTILITIES

Date: _____

By _____

Its _____

ELK RIVER MUNICIPAL UTILITIES

Date: _____

By _____

Its _____

Date: Nov. 11, 2024

RJM CONSTRUCTION LLC

By

Its

General Counsel of V.P. for Risk Management

Tuesday, January 9: • Annual Review of Committee Charters	Tuesday, February 13: • Review Strategic Plan and 2023 Annual Business Plan Results
Tuesday, March 12: • Oath of Office • Election of Officers • Annual Commissioner Orientation and Review Governance Responsibilities and Role	Tuesday, April 9: • Audit of 2023 Financial Report • Financial Reserves Allocations • Review 2023 Performance Metrics
Tuesday, May 14: • Annual General Manager Performance Evaluation and Goal Setting	Tuesday, June 4: • Annual Commission Performance Evaluation
Tuesday, July 9: • Review and Update Strategic Plan	Tuesday, August 13: • Annual Business Plan – Review Proposed 2025 Travel, Training, Dues, Subscriptions, and Fees Budget
Tuesday, September 10: • Annual Business Plan – Review Proposed 2025 Capital Projects Budget	Tuesday, October 8: • Annual Business Plan – Review Proposed 2025 Expenses Budget
Tuesday, November 12: • Annual Business Plan - Review Proposed 2025 Rates and Other Revenue • Adopt 2025 Fee Schedule • 2025 Stakeholder Communication Plan	Tuesday, December 10: • Adopt 2025 Official Depository and Delegate Authority for Electronic Funds Transfers • Designate Official 2025 Newspaper • Approve 2025 Regular Meeting Schedule • Adopt 2025 Governance Agenda • Adopt 2025 Annual Business Plan