



NOTICE OF PUBLIC MEETING

MEETING OF THE ELK RIVER MUNICIPAL UTILITIES COMMISSION

**Tuesday, February 11, 2025, 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 February 11, 2025, 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:

28103 Perdido Beach Boulevard, Suite B914, Orange Beach, AL, 36561

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

2/4/25

Date

AGENDA

1.0 GOVERNANCE

- 1.1 Call Meeting to Order
- 1.2 Pledge of Allegiance
- 1.3 Consider the Agenda

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

- 2.1 Check Register – January 2025
- 2.2 Regular Meeting Minutes – January 14, 2025
- 2.3 Cogeneration and Small Power Production Tariff – Schedule 1, 2, and 3

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

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

- 4.1 Commission Policy Review – G.3d – Monitoring Performance of the General Manager
- 4.2 Commission Policy Review – G.3e – General Manager Performance Planning and Evaluation
- 4.3 General Manager Evaluation Questions Update
- 4.4 Annual Safety Report

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

- 5.1 Financial Report – December 2024
- 5.2 2024 Fourth Quarter Delinquent Items
- 5.3 Strategic Plan and 2024 Annual Business Plan Results
- 5.4 Water Service Line Ownership
- 5.5 Advanced Metering Infrastructure Update

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

- 6.1 Staff Update
- 6.2 City Council Update
- 6.3 Future Planning (Announce the next regular meeting, special meeting, or planned quorum.)
 - a. Regular Commission Meeting – March 11, 2025
 - b. 2025 Governance Agenda
- 6.4 Other Business (Items added during agenda approval.)

7.0 ADJOURN REGULAR MEETING

CHECK REGISTER

January 2025

APPROVED BY:

Paul Bell

John Dietz

Mary Stewart

Matt Westgaard

Nick Zerwas

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Payroll/Labor Check Register Totals

01/03/2025 To 01/03/2025

<u>Pays</u>	<u>Job</u>	<u>Amount</u>	<u>Hours</u>
Gross Pay			
2	Reg Hours	104,959.24	2,121.00
3	Overtime	1,367.63	16.25
4	Double Time	193.40	2.00
5	On-Call/Stand-by	2,984.24	56.00
24	FLSA	38.70	0.00
10	Bonus Pay	1,675.33	29.00
18	Commissioner Reimb - Electric	600.00	0.00
104	Commission Stipend	60.00	0.00
VAC	Vacation Pay	24,910.07	441.00
SICK	Sick Pay	11,345.33	200.00
HOL	Holiday Pay	35,832.94	704.00
5-2	On-Call/Stand-by/OT	349.54	4.25
18A	Commissioner Reimb. - Water	150.00	0.00
104A	Commission Stipend - Water	15.00	0.00
PTOY	Personal Day - Year	701.08	20.00
10W	Bonus Pay	2,214.34	53.00
	Gross Pay Total:	<u>187,396.84</u>	<u>3,646.50</u>
	Total Pays:	<u>187,396.84</u>	<u>3,646.50</u>

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Payroll/Labor Check Register Totals

01/17/2025 To 01/17/2025

<u>Pays</u>	<u>Job</u>	<u>Amount</u>	<u>Hours</u>
Gross Pay			
2	Reg Hours	145,580.49	2,780.75
3	Overtime	472.70	6.25
4	Double Time	2,193.47	18.25
5	On-Call/Stand-by	2,778.16	56.00
24	FLSA	5.92	0.00
25	Rest Time	22.77	0.50
10	Bonus Pay	1,749.86	29.00
VAC	Vacation Pay	14,019.77	247.00
SICK	Sick Pay	6,723.08	125.15
HOL	Holiday Pay	19,081.27	360.00
5-2	On-Call/Stand-by/OT	45.44	0.50
PTOY	Personal Day - Year	1,655.32	24.00
3C	Overtime-Comp Time	456.43	6.75
4C	Double Time-Comp Time	1,587.03	15.25
CM3C	Overtime-Comp Time Adjusted	-456.43	-6.75
CM4C	Double Time-Comp Time Adjusted	-1,587.03	-15.25
10W	Bonus Pay	1,252.68	29.00
Gross Pay Total:		<u>195,580.93</u>	<u>3,676.40</u>
Total Pays:		195,580.93	3,676.40

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Payroll/Labor

Check Register Totals

01/31/2025 To 01/31/2025

Pays	Job	Amount	Hours
Gross Pay			
2	Reg Hours	156,986.83	2,956.00
3	Overtime	779.25	10.25
4	Double Time	799.72	6.75
5	On-Call/Stand-by	2,975.88	56.00
24	FLSA	9.92	0.00
25	Rest Time	0.00	0.00
10	Bonus Pay	301.70	5.00
18	Commissioner Reimb - Electric	0.00	0.00
104	Commission Stipend	60.00	0.00
VAC	Vacation Pay	7,347.58	140.04
SICK	Sick Pay	5,511.31	102.50
HOL	Holiday Pay	19,093.75	360.00
78	Retro Earnings	120.96	0.00
5-2	On-Call/Stand-by/OT	87.15	1.00
18A	Commissioner Reimb. - Water	0.00	0.00
104A	Commission Stipend - Water	15.00	0.00
PTOY	Personal Day - Year	1,380.56	26.50
3C	Overtime-Comp Time	112.91	1.25
4C	Double Time-Comp Time	870.66	8.25
CM3C	Overtime-Comp Time Adjusted	-112.91	-1.25
CM4C	Double Time-Comp Time Adjusted	-870.66	-8.25
10W	Bonus Pay	0.00	0.00
Gross Pay Total:		<u>195,469.61</u>	<u>3,664.04</u>
Total Pays:		195,469.61	3,664.04

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**Accounts Payable
Check Register**

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01/01/2025 To 01/31/2025

Bank Account: 1 - GENERAL FUND

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
2375 1/6/25	WIRE	5655	FIRST DATA	CC FEES - DEC 2024	2,168.37
				CC FEES - DEC 2024	542.09
				CC FEES - DEC 2024	15.96
				CC FEES - DEC 2024	3.99
				CC FEES - DEC 2024	540.54
				CC FEES - DEC 2024	135.14
				CC FEES - DEC 2024	1,038.90
				CC FEES - DEC 2024	259.72
				CC FEES - DEC 2024	68.41
				CC FEES - DEC 2024	17.10
				CC FEES - DEC 2024	15.96
				CC FEES - DEC 2024	3.99
				CC FEES - DEC 2024	664.65
				CC FEES - DEC 2024	166.16
				CC FEES - DEC 2024	3,786.34
				CC FEES - DEC 2024	946.59
Total for Check/Tran - 2375:					10,373.91
Total for Bank Account - 1 :					(1) 10,373.91

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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
4632 1/6/25	WIRE	8605	MARCO TECHNOLOGIES, LLC	PRINTER MTC CONTRACT - 12/1 to 1/1/25	321.97
				PRINTER MTC CONTRACT - 12/1 to 1/1/25	80.49
Total for Check/Tran - 4632:					402.46
4634 1/3/25	WIRE	160	HCSP (ELECTRONIC)	2024 EXCESS SICK - 9 32 59	9,025.70
				2024 EXCESS SICK - 9 32 59	99.06
Total for Check/Tran - 4634:					9,124.76
4635 1/7/25	WIRE	153	PERA (ELECTRONIC)	PERA EMPLOYEE CONTRIBUTION	10,198.81
				PERA CONTRIBUTIONS	11,767.86
				PERA EMPLOYEE CONTRIBUTION	1,928.37
				PERA CONTRIBUTIONS	2,225.06
Total for Check/Tran - 4635:					26,120.10
4636 1/7/25	WIRE	160	HCSP (ELECTRONIC)	HCSP EMPLOYEE CONTRIBUTIONS	2,256.50
				HCSP EMPLOYEE CONTRIBUTIONS	302.45
Total for Check/Tran - 4636:					2,558.95
4637 1/7/25	WIRE	285	JOHN HANCOCK	W&A EMPLOYER CONTRIBUTION	2,447.66
				W&A MANAGER CONTRIBUTION	387.40
				WENZEL EMPLOYEE CONTRIBUTIONS	1,413.11
				WENZEL MANAGER CONTRIBUTIONS	267.64
				DEF COMP ROTH CONTRIBUTIONS W&A	1,034.55
				WENZEL EE ROTH MGR CONTRIBUTIONS	119.76
				W&A EMPLOYER CONTRIBUTION	321.05
				W&A MANAGER CONTRIBUTION	59.42
				WENZEL EMPLOYEE CONTRIBUTIONS	111.20
				WENZEL MANAGER CONTRIBUTIONS	29.48
				DEF COMP ROTH CONTRIBUTIONS W&A	209.85
				WENZEL EE ROTH MGR CONTRIBUTIONS	29.94
Total for Check/Tran - 4637:					6,431.06
4638 1/7/25	WIRE	598	MINNESOTA CHILD SUPPORT PAYMEN	CHILD SUPPORT	562.52

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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
4639 1/7/25	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	PAYROLL TAXES - FEDERAL & FICA	15,994.06
				PAYROLL TAXES - FEDERAL & FICA	22,453.82
				PAYROLL TAXES - FEDERAL & FICA	2,765.72
				PAYROLL TAXES - FEDERAL & FICA	4,277.72
Total for Check/Tran - 4639:					45,491.32
4640 1/8/25	WIRE	161	MNDCP (ELECTRONIC)	MNDCP EE MANAGER CONTRIBUTIONS	330.22
				MNDCP EMPLOYEE CONTRIBUTIONS	3,382.94
				MNDCP EMPLOYER CONTRIBUTION	4,338.17
				MNDCP EMPLOYER MGR CONTRIBUTION	554.01
				MNDCP EE ROTH CONTRIBUTIONS	955.23
				MNDCP EE ROTH MGR CONTRIBUTIONS	223.79
				MNDCP EE MANAGER CONTRIBUTIONS	46.55
				MNDCP EMPLOYEE CONTRIBUTIONS	236.81
				MNDCP EMPLOYER CONTRIBUTION	640.52
				MNDCP EMPLOYER MGR CONTRIBUTION	76.47
				MNDCP EE ROTH CONTRIBUTIONS	403.71
				MNDCP EE ROTH MGR CONTRIBUTIONS	29.92
Total for Check/Tran - 4640:					11,218.34
4641 1/8/25	WIRE	738	HEALTH EQUITY, INC	HSA EMPLOYEE CONTRIBUTION	3,622.73
				HSA EMPLOYEE CONTRIBUTION	468.03
				2025 HSA ER CONTRIBUTIONS	115,812.50
				2025 HSA ER CONTRIBUTIONS	24,437.50
				ADMINISTRATIVE FEE INVOICE - JAN 2024	133.00
				ADMINISTRATIVE FEE INVOICE - JAN 2024	25.50
Total for Check/Tran - 4641:					144,499.26
4642 1/8/25	WIRE	166	ONLINE UTILITY EXCHANGE (ELECTR	UTILITY EXCHANGE REPORT - DEC 2024	330.72
				UTILITY EXCHANGE REPORT - DEC 2024	82.68
Total for Check/Tran - 4642:					413.40
4644 1/9/25	WIRE	160	HCSP (ELECTRONIC)	HCSP EMPLOYEE CONTRIBUTIONS	2,236.47

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				HCSP EMPLOYEE CONTRIBUTIONS	319.88
				Total for Check/Tran - 4644:	2,556.35
4645 1/9/25	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	PAYROLL TAXES - STATE	6,966.45
				PAYROLL TAXES - STATE	1,279.48
				Total for Check/Tran - 4645:	8,245.93
4646 1/10/25	WIRE	730	GREATAMERICA FINANCIAL SERVICES	LEASE FOR COPIER AT PLANT	105.01
				LEASE FOR COPIER AT PLANT	26.26
				Total for Check/Tran - 4646:	131.27
4647 1/10/25	WIRE	549	CHARTER COMMUNICATIONS	OFFICE TELEPHONE	194.54
				OFFICE TELEPHONE	48.64
				Total for Check/Tran - 4647:	243.18
4649 1/14/25	WIRE	7463	FURTHER	FSA CLAIM REIMBURSEMENTS- 119 147 164	5,486.40
				FSA CLAIM REIMBURSEMENTS- 119 147 164	121.60
				Total for Check/Tran - 4649:	5,608.00
4650 1/15/25	WIRE	824	HOME DEPOT CREDIT SERVICES	HOME DEPOT	131.74
				HOME DEPOT	85.38
				Total for Check/Tran - 4650:	217.12
4651 1/14/25	WIRE	153	PERA (ELECTRONIC)	PERA EMPLOYEE CONTRIBUTION	10,006.43
				PERA CONTRIBUTIONS	12,078.02
				PERA EMPLOYEE CONTRIBUTION	1,992.08
				PERA CONTRIBUTIONS	2,405.33
				Total for Check/Tran - 4651:	26,481.86
4653 1/22/25	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	PAYROLL TAXES - FEDERAL & FICA	16,732.24
				PAYROLL TAXES - FEDERAL & FICA	23,278.54
				PAYROLL TAXES - FEDERAL & FICA	3,096.39
				PAYROLL TAXES - FEDERAL & FICA	4,704.28
				Total for Check/Tran - 4653:	47,811.45
4654 1/23/25	WIRE	153	PERA (ELECTRONIC)	PERA EMPLOYEE CONTRIBUTION	10,587.41

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PERA CONTRIBUTIONS	12,216.23
				PERA EMPLOYEE CONTRIBUTION	2,125.32
				PERA CONTRIBUTIONS	2,452.31
				Total for Check/Tran - 4654:	27,381.27
4655 1/23/25	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	PAYROLL TAXES - STATE	7,339.81
				PAYROLL TAXES - STATE	1,454.40
				Total for Check/Tran - 4655:	8,794.21
4656 1/23/25	WIRE	160	HCSP (ELECTRONIC)	HCSP EMPLOYEE CONTRIBUTIONS	2,339.15
				HCSP EMPLOYEE CONTRIBUTIONS	333.79
				Total for Check/Tran - 4656:	2,672.94
4657 1/23/25	WIRE	161	MNDP (ELECTRONIC)	MNDP EE MANAGER CONTRIBUTIONS	343.58
				MNDP EMPLOYEE CONTRIBUTIONS	3,440.29
				MNDP EMPLOYER CONTRIBUTION	4,395.39
				MNDP EMPLOYER MGR CONTRIBUTION	576.16
				MNDP EE ROTH CONTRIBUTIONS	955.10
				MNDP EE ROTH MGR CONTRIBUTIONS	232.58
				MNDP EE MANAGER CONTRIBUTIONS	48.26
				MNDP EMPLOYEE CONTRIBUTIONS	271.12
				MNDP EMPLOYER CONTRIBUTION	674.96
				MNDP EMPLOYER MGR CONTRIBUTION	79.54
				MNDP EE ROTH CONTRIBUTIONS	403.84
				MNDP EE ROTH MGR CONTRIBUTIONS	31.28
				Total for Check/Tran - 4657:	11,452.10
4658 1/23/25	WIRE	285	JOHN HANCOCK	W&A EMPLOYER CONTRIBUTION	2,479.76
				W&A MANAGER CONTRIBUTION	407.49
				WENZEL EMPLOYEE CONTRIBUTIONS	1,435.66
				WENZEL MANAGER CONTRIBUTIONS	282.94
				DEF COMP ROTH CONTRIBUTIONS W&A	1,044.10
				WENZEL EE ROTH MGR CONTRIBUTIONS	124.55

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				W&A EMPLOYER CONTRIBUTION	328.79
				W&A MANAGER CONTRIBUTION	62.95
				WENZEL EMPLOYEE CONTRIBUTIONS	116.52
				WENZEL MANAGER CONTRIBUTIONS	31.81
				DEF COMP ROTH CONTRIBUTIONS W&A	212.27
				WENZEL EE ROTH MGR CONTRIBUTIONS	31.14
				Total for Check/Tran - 4658:	6,557.98
4659 1/23/25	WIRE	598	MINNESOTA CHILD SUPPORT PAYMEN	CHILD SUPPORT	562.52
4660 1/23/25	WIRE	738	HEALTHEQUITY, INC	HSA EMPLOYEE CONTRIBUTION	3,616.37
				HSA EMPLOYEE CONTRIBUTION	481.00
				Total for Check/Tran - 4660:	4,097.37
4662 1/14/25	WIRE	9654	CARDMEMBER SERVICE	FIRST NATIONAL BANK VISA	4,422.00
				FIRST NATIONAL BANK VISA	227.01
				Total for Check/Tran - 4662:	4,649.01
4663 1/22/25	WIRE	174	MINNESOTA REVENUE SALES TX (ELE	SALES AND USE TAX - DEC 2024	173,946.05
				SALES AND USE TAX - DEC 2024	-1.41
				SALES AND USE TAX - DEC 2024	7,343.36
				Total for Check/Tran - 4663:	181,288.00
4665 1/28/25	WIRE	7463	FURTHER	FSA CLAIM REIMBURSEMENTS - 167	5,000.00
21045 1/3/25	DD	191	AMERICAN PAYMENT CENTERS	DROP BOX CHARGES - 2025 QTR 1	224.38
				DROP BOX CHARGES - 2025 QTR 1	56.10
				Total for Check/Tran - 21045:	280.48
21046 1/3/25	DD	728	ARCHER PLUMBING LLC	WATER METER REPAIR - 1017 MAIN	300.00
21047 1/3/25	DD	11	CITY OF ELK RIVER	PARTS & LABOR FOR UNIT #14	-50.55
				PARTS & LABOR FOR UNIT #14	877.68
				PARTS & LABOR FOR UNIT #14	-2.66
				PARTS & LABOR FOR UNIT #14	46.19
				PARTS & LABOR FOR UNIT #21	-21.27

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PARTS & LABOR FOR UNIT #21	307.59
				PARTS & LABOR FOR UNIT #33	-1.81
				PARTS & LABOR FOR UNIT #33	86.70
				PARTS & LABOR FOR UNIT #33	-0.10
				PARTS & LABOR FOR UNIT #33	4.57
				PARTS & LABOR FOR UNIT #5	-11.01
				PARTS & LABOR FOR UNIT #5	475.85
				PARTS & LABOR FOR UNIT #5	-5.71
				PARTS & LABOR FOR UNIT #5	305.82
				PARTS & LABOR FOR UNIT #4	-5.71
				PARTS & LABOR FOR UNIT #4	370.86
				PARTS & LABOR FOR UNIT #66	-2.22
				PARTS & LABOR FOR UNIT #66	290.48
				PARTS & LABOR FOR UNIT #65	-2.62
				PARTS & LABOR FOR UNIT #65	295.82
				PARTS & LABOR FOR UNIT #9	386.65
				PARTS & LABOR FOR UNIT #16	-12.30
				PARTS & LABOR FOR UNIT #16	298.57
				PARTS & LABOR FOR UNIT #8	-5.71
				PARTS & LABOR FOR UNIT #8	338.34
				FUEL USAGE - NOV 2024	1,869.46
				FUEL USAGE - NOV 2024	576.17
Total for Check/Tran - 21047:					6,409.08
21048 1/3/25	DD	493	ELK RIVER GAS, INC	KEROSENE - UNIT #50 & #61	73.06
21049 1/3/25	DD	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 1 - INV GRP 421 - NOV 2024	4,710.40
				CYCLE 1 - ACCT 183 - NOV 2024	1,593.51
				CYCLE 1 - INV GRP 101 - NOV 2024	3,284.92
				CYCLE 1 - INV GRP 101 - NOV 2024	79.15
				CYCLE 1 - INV GRP 101 - NOV 2024	575.84
				CYCLE 1 - INV GRP 101 - NOV 2024	536.95

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				CYCLE 1 - INV GRP 101 - NOV 2024	143.96
				CYCLE 1 - INV GRP 325 - NOV 2024	325.00
				CYCLE 1 - INV GRP 325 - NOV 2024	15,524.51
				CYCLE 2 - ACCT 41038 - NOV 2024	113.24
				CYCLE 2 - ACCT 41038 - NOV 2024	5.96
				CYCLE 2 - INV GRP 413 - NOV 2024	50.00
				CYCLE 2 - INV GRP 413 - NOV 2024	274.04
				CYCLE 2 - INV GRP 436 - NOV 2024	2,448.52
				Total for Check/Tran - 21049:	29,666.00
21050 1/3/25	DD	671	FASTENAL COMPANY	NUTS & BOLTS	24.21
				MISC PARTS & SUPPLIES	78.37
				PARTS FOR UNIT #4	0.09
				Total for Check/Tran - 21050:	102.67
21051 1/3/25	DD	664	FRONTIER ENERGY, INC	CIP PROFESSIONAL SERVICES - NOV 2024	10,211.31
21052 1/3/25	DD	404	GARAGE DOOR STORE	REMOTES & PROGRAMMING	-211.54
				REMOTES & PROGRAMMING	3,877.79
				REMOTES & PROGRAMMING	-30.22
				REMOTES & PROGRAMMING	553.97
				Total for Check/Tran - 21052:	4,190.00
21053 1/3/25	DD	846	HACH COMPANY	SAMPLING SUPPLIES	-54.34
				SAMPLING SUPPLIES	761.54
				Total for Check/Tran - 21053:	707.20
21054 1/3/25	DD	809	HAWKINS, INC.	Water Chemicals	1,203.08
21055 1/3/25	DD	8083	JT SERVICES OF MINNESOTA	LIGHT POLE	1,872.98
				GREEN LED	4,951.46
				Total for Check/Tran - 21055:	6,824.44
21056 1/3/25	DD	7826	KENNEDY & GRAVEN, CHARTERED	LEGAL SERVICES - NOV 2024	767.64
				LEGAL SERVICES - NOV 2024	109.66

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 21056:					877.30
21057 1/3/25	DD	444	LANO EQUIPMENT, INC	PARTS & LABOR FOR UNIT #73	593.74
21058 1/3/25	DD	423	MARY STEWART	MMPA MTG MEAL - 151	75.16
21059 1/3/25	DD	628	VICTORY CLEANING SERVICES, LLC	MONTHLY CLEANING - 1435 MAIN	2,439.05
				MONTHLY CLEANING - 1435 MAIN	348.44
				MONTHLY CLEANING - 1705 MAIN	188.78
				MONTHLY CLEANING - 1705 MAIN	26.97
Total for Check/Tran - 21059:					3,003.24
21060 1/9/25	DD	724	ALLEGiant UTILITY SERVICES, LLC	MOBILIZATION FEE - 12/1 to 12/20/24	5,000.00
21061 1/9/25	DD	728	ARCHER PLUMBING LLC	WATER METER REPAIR	500.00
21062 1/9/25	DD	5013	CARR'S TREE SERVICE, INC	TREE TRIMMING - 12/9/24	7,870.76
21063 1/9/25	DD	11	CITY OF ELK RIVER	FRANCHISE FEE CREDIT - NOV 2024	-625.00
				TD&I REIMBURSEMENT	201,862.42
				TD&I REIMBURSEMENT	79,444.00
				TD&I REIMBURSEMENT	42,465.00
				TD&I REIMBURSEMENT	26,040.00
Total for Check/Tran - 21063:					349,186.42
21064 1/9/25	DD	36	CROW RIVER FARM EQUIP CO	MISC PARTS & SUPPLIES	101.38
21065 1/9/25	DD	3667	ELFERING & ASSOCIATES	PROFESSIONAL SERVICES - NOV 2024	290.00
				PROFESSIONAL SERVICES - NOV 2024	1,087.50
				PROFESSIONAL SERVICES - NOV 2024	1,667.50
				PROFESSIONAL SERVICES - NOV 2024	797.50
Total for Check/Tran - 21065:					3,842.50
21066 1/9/25	DD	493	ELK RIVER GAS, INC	KEROSENE	73.75
21067 1/9/25	DD	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 3 - INV GRP 414 - NOV 2024	100.00
				CYCLE 3 - INV GRP 414 - NOV 2024	533.43

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				CYCLE 3 - INV GRP 395 - NOV 2024	8,901.38
				Total for Check/Tran - 21067:	9,534.81
21068 1/9/25	DD	671	FASTENAL COMPANY	MISC PARTS & SUPPLIES	65.60
21069 1/9/25	DD	404	GARAGE DOOR STORE	GARAGE DOOR - REPLACE CABLES	597.63
				GARAGE DOOR - REPLACE CABLES	85.37
				GARAGE DOOR REPAIR	3,405.50
				GARAGE DOOR REPAIR	486.50
				Total for Check/Tran - 21069:	4,575.00
21070 1/9/25	DD	5550	GEARED UP APPAREL	EMPLOYEE RECOGNITION - 59	51.06
				EMPLOYEE RECOGNITION - 59	2.69
				Total for Check/Tran - 21070:	53.75
21071 1/9/25	DD	809	HAWKINS, INC.	CHRLORINE CYLINDER RENTAL	180.00
21072 1/9/25	DD	5310	HOTSY MINNESOTA	WASH BAY REPAIRS	705.26
				WASH BAY REPAIRS	100.74
				Total for Check/Tran - 21072:	806.00
21073 1/9/25	DD	6836	INNOVATIVE OFFICE SOLUTIONS LLC	OFFICE SUPPLIES	60.15
				OFFICE SUPPLIES	15.04
				Total for Check/Tran - 21073:	75.19
21074 1/9/25	DD	330	METRO SALES, INC	COPIER MTC CONTRACT - 11/21 to 12/20/24	163.70
				COPIER MTC CONTRACT - 11/21 to 12/20/24	40.93
				Total for Check/Tran - 21074:	204.63
21075 1/9/25	DD	1001	MINNESOTA MUNICIPAL POWER AGEN	PURCHASED POWER - DEC 2024	1,677,510.67
				PURCHASED POWER - DEC 2024	290,124.57
				Total for Check/Tran - 21075:	1,967,635.24
21076 1/9/25	DD	8897	RALPHIE'S MINNOCO	RALPHIE'S MINNOCO	115.96
21077 1/9/25	DD	130	RESCO	Transformer	19,713.33
				Discount	-9.86

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				Transformer	65,525.00
				Discount	-32.76
				Total for Check/Tran - 21077:	85,195.71
21078 1/9/25	DD	135	WATER LABORATORIES INC	WATER TESTING - DEC 2024	360.00
21079 1/9/25	DD	610	WRIGHT HENNEPIN COOPERATIVE ELE	SECURITY - 1705 & 1435 MAIN ST	54.55
				SECURITY - 1705 & 1435 MAIN ST	7.79
				Total for Check/Tran - 21079:	62.34
21125 1/16/25	DD	9	BORDER STATES ELECTRIC SUPPLY	Cap Bank	12,970.58
				Cap Banks	1,852.94
				Cable	364.56
				SPLIT BOLT	-25.30
				Mtce of URD Primary	346.40
				LITHIUM BATTERY	-19.87
				LITHIUM BATTERY	272.19
				SUPPLYTRAX ANNUAL SUPPORT	889.98
				SUPPLYTRAX ANNUAL SUPPORT	-64.98
				Cable	4,628.26
				Sensor	2,429.42
				Cable	661.18
				Sensor	347.06
				Total for Check/Tran - 21125:	24,652.42
21126 1/16/25	DD	5013	CARR'S TREE SERVICE, INC	TREE TRIMMING - 12-16-24	8,038.88
21127 1/16/25	DD	11	CITY OF ELK RIVER	TRASH BILLED - DEC 2024	164,444.28
21128 1/16/25	DD	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 4 - INV GRP 396 - DEC 2024	224.56
				CYCLE 4 - INV GRP 415 - DEC 2024	150.00
				CYCLE 4 - INV GRP 415 - DEC 2024	1,528.69
				Total for Check/Tran - 21128:	1,903.25
21129 1/16/25	DD	809	HAWKINS, INC.	Gas Meter	17,258.75

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				Water Chemicals	375.97
				Total for Check/Tran - 21129:	17,634.72
21130 1/16/25	DD	130	RESCO	ELBOW ARRESTER	4,140.00
21131 1/23/25	DD	724	ALLEGiant UTILITY SERVICES, LLC	WATER METER INSTALL - 12/16 to 12/31/24	2,297.82
				WATER METER INSTALL - 12/16 to 12/31/24	-167.74
				ELEC METER INSTALL - 12/16 to 12/31/24	16,856.77
				ELEC METER INSTALL - 12/16 to 12/31/24	-1,230.56
				Total for Check/Tran - 21131:	17,756.29
21132 1/23/25	DD	728	ARCHER PLUMBING LLC	WATER METER REPAIR	300.00
21133 1/23/25	DD	9	BORDER STATES ELECTRIC SUPPLY	Mtce of OH Primary	101.72
21134 1/23/25	DD	8843	CAMPBELL KNUTSON	LEGAL SERVICES - DEC 2024	1,011.20
				LEGAL SERVICES - DEC 2024	252.80
				Total for Check/Tran - 21134:	1,264.00
21135 1/23/25	DD	5013	CARR'S TREE SERVICE, INC	TREE TRIMMING - 12/23/24	4,080.91
				TREE TRIMMING - 12/30/24	6,240.35
				Total for Check/Tran - 21135:	10,321.26
21136 1/23/25	DD	7447	CENTRAL HYDRAULICS, INC.	PARTS & LABOR FOR UNIT #55	-11.79
				PARTS & LABOR FOR UNIT #55	476.08
				Total for Check/Tran - 21136:	464.29
21137 1/23/25	DD	11	CITY OF ELK RIVER	SEWER BILLED - DEC 2024	232,326.45
				SEWER W/O BILLED - DEC 2024	-0.89
				REVENUE TRANSFER - DEC 2024	102,355.10
				STORMWATER BILLED - DEC 2024	56,720.71
				STORMWATER W/O BILLED - DEC 2024	-8.74
				Total for Check/Tran - 21137:	391,392.63
21138 1/23/25	DD	7448	CRC	CUSTOMER SERVICE AFTER HOURS	2,471.74
				CUSTOMER SERVICE AFTER HOURS	617.94

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Total for Check/Tran - 21138:					3,089.68
21139 1/23/25	DD	4926	EHLERS & ASSOCIATES, INC.	ELEC REV BONDS 2016A - PAYING AGENT FEE	475.00
				ELEC REV BONDS 2018A - PAYING AGENT FEE	475.00
				ELEC REV BONDS 2021B - PAYING AGENT FEE	475.00
				WATER REV BONDS 2021C - PAYING AGENT FEE	475.00
Total for Check/Tran - 21139:					1,900.00
21140 1/23/25	DD	91	GOPHER STATE ONE-CALL	LOCATES FOR - DEC 2024	144.92
				LOCATES FOR - DEC 2024	7.63
Total for Check/Tran - 21140:					152.55
21141 1/23/25	DD	809	HAWKINS, INC.	Water Chemicals	3,052.38
21142 1/23/25	DD	5686	HYDROCORP	BACKFLOW DEVICE INSPECTION - DEC 2024	1,261.00
21143 1/23/25	DD	8083	JT SERVICES OF MINNESOTA	CARLON FLEX	4,490.29
				BULBS	180.59
Total for Check/Tran - 21143:					4,670.88
21144 1/23/25	DD	9300	NISC	PRINT INVOICE - DEC 2024	9,123.98
				PRINT INVOICE - DEC 2024	2,092.64
				MISC INVOICE - DEC 2024	868.16
				MISC INVOICE - DEC 2024	217.04
				AGREEMENTS INVOICE - DEC 2024	53.92
				AGREEMENTS INVOICE - DEC 2024	766.40
				AGREEMENTS INVOICE - DEC 2024	11,154.22
				AGREEMENTS INVOICE - DEC 2024	260.00
				AGREEMENTS INVOICE - DEC 2024	328.45
				AGREEMENTS INVOICE - DEC 2024	2,495.24
				AGREEMENTS INVOICE - DEC 2024	70.09
Total for Check/Tran - 21144:					27,430.14
21145 1/23/25	DD	628	VICTORY CLEANING SERVICES, LLC	MONTHLY CLEANING - 1435 MAIN	2,295.58
				MONTHLY CLEANING - 1435 MAIN	327.94

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				MONTHLY CLEANING - 1705 MAIN	188.78
				MONTHLY CLEANING - 1705 MAIN	26.97
				Total for Check/Tran - 21145:	2,839.27
21192 1/30/25	DD	728	ARCHER PLUMBING LLC	WATER VALVE REPAIR	300.00
				WATER METER REPAIRS - 716 JACKSON	300.00
				Total for Check/Tran - 21192:	600.00
21193 1/30/25	DD	11	CITY OF ELK RIVER	FRANCHISE FEE CR - DEC 2024	-625.00
				FRANCHISE FEE ASSESS 2020	3.78
				FRANCHISE FEE ASSESS 2023	199.04
				FRANCHISE FEE - 2024 QTR 4	243,509.15
				FRANCHISE FEE METERED - 2024 QTR 4	1,875.00
				FRANCHISE FEE WO - 2024 QTR 4	-152.59
				Total for Check/Tran - 21193:	244,809.38
21194 1/30/25	DD	3667	ELFERING & ASSOCIATES	PROFESSIONAL SERVICES - DEC 2024	72.50
				PROFESSIONAL SERVICES - DEC 2024	217.50
				PROFESSIONAL SERVICES - DEC 2024	725.00
				PROFESSIONAL SERVICES - DEC 2024	72.50
				Total for Check/Tran - 21194:	1,087.50
21195 1/30/25	DD	493	ELK RIVER GAS, INC	KEROSENE	66.59
21196 1/30/25	DD	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 1 - INV GRP 421 - DEC 2024	5,818.79
				CYCLE 1 - ACCT 183 - DEC 2024	1,349.09
				CYCLE 1 - ACCT 183 - DEC 2024	325.00
				CYCLE 1 - ACCT 183 - DEC 2024	16,072.04
				CYCLE 1 - INV GRP 101 - DEC 2024	5,521.26
				CYCLE 1 - INV GRP 101 - DEC 2024	98.52
				CYCLE 1 - INV GRP 101 - DEC 2024	953.82
				CYCLE 1 - INV GRP 101 - DEC 2024	928.83
				CYCLE 1 - INV GRP 101 - DEC 2024	238.44
				Total for Check/Tran - 21196:	31,305.79

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21197 1/30/25	DD	671	FASTENAL COMPANY	Redd Locate Paint	389.88
21198 1/30/25	DD	404	GARAGE DOOR STORE	GATE REPAIRS	148.75
				GATE REPAIRS	21.25
Total for Check/Tran - 21198:					170.00
21199 1/30/25	DD	6836	INNOVATIVE OFFICE SOLUTIONS LLC	OFFICE SUPPLIES	132.70
				OFFICE SUPPLIES	32.37
				OFFICE SUPPLIES	4.40
				OFFICE SUPPLIES	1.10
Total for Check/Tran - 21199:					170.57
21200 1/30/25	DD	8083	JT SERVICES OF MINNESOTA	Cleaner	807.77
				Wipe	2,313.06
				LED STREET LIGHT	8,705.51
Total for Check/Tran - 21200:					11,826.34
21201 1/30/25	DD	417	LOCATORS & SUPPLIES INC.	Glasses Cleaner	29.21
				Safety Glasses	195.15
				Glasses Cleaner	7.31
				Safety Glasses	48.78
Total for Check/Tran - 21201:					280.45
21202 1/30/25	DD	603	ROYAL SUPPLY INC	SHOP SUPPLIES	496.44
				SHOP SUPPLIES	124.11
Total for Check/Tran - 21202:					620.55
21203 1/30/25	DD	628	VICTORY CLEANING SERVICES, LLC	MONTHLY CLEANING - 1435 MAIN	143.47
				MONTHLY CLEANING - 1435 MAIN	20.50
				MONTHLY CLEANING - 1435 MAIN	143.47
				MONTHLY CLEANING - 1435 MAIN	20.50
				MONTHLY CLEANING - 1435 MAIN	143.47
				MONTHLY CLEANING - 1435 MAIN	20.50
				MONTHLY CLEANING - 1705 MAIN ST	94.40

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				MONTHLY CLEANING - 1705 MAIN ST	13.48
				Total for Check/Tran - 21203:	599.79
88633 1/3/25	CHK	4531	AT & T MOBILITY	CELL PHONES & iPad BILLING	72.07
				CELL PHONES & iPad BILLING	2,546.94
				CELL PHONES & iPad BILLING	30.88
				CELL PHONES & iPad BILLING	555.32
				Total for Check/Tran - 88633:	3,205.21
88634 1/3/25	CHK	5024	BURSCHVILLE CONSTRUCTION, INC	HWY 10 HYDRANT INSTALLATION	38,200.00
88635 1/3/25	CHK	3982	CENTERPOINT ENERGY	NATURAL GAS & IRON REMOVAL - NOV 2024	2,501.85
				NATURAL GAS & IRON REMOVAL - NOV 2024	582.53
				Total for Check/Tran - 88635:	3,084.38
88636 1/3/25	CHK	76	CONNEXUS ENERGY	CTY RD 12 INTERCONNECTION CHARGE	2,416.49
88637 1/3/25	CHK	54	CORE & MAIN LP	Electric Meters	117,001.23
				AMI ELECTRIC METERS	-8,541.23
				Total for Check/Tran - 88637:	108,460.00
88638 1/3/25	CHK	656	DGR ENGINEERING	PROFESSIONAL SERVICES - NOV 2024	12,674.50
88639 1/3/25	CHK	9997	GRANITE SHORES APARTMENTS	Credit Balance Refund	12,833.70
88640 1/3/25	CHK	53	GREAT RIVER ENERGY	O&M POINTS & ANNUAL LICENSING FEE	30,087.04
88641 1/3/25	CHK	48	LEAGUE OF MN CITIES INS TRUST	WORK COMP AUDIT BALANCE - 10/23 to 10/24	2,846.18
				WORK COMP AUDIT BALANCE - 10/23 to 10/24	371.82
				Total for Check/Tran - 88641:	3,218.00
88642 1/3/25	CHK	520	MICHELS UTILITY SERVICES, INC	TRENCHING - BRADFORD PARK	23,175.54
88643 1/3/25	CHK	633	MUTUAL OF OMAHA	LIFE,STD & LTD INSURANCE - JAN 2025	2,468.70
				ELEC LIFE INSURANCE - JAN 2025	219.09
				LIFE,STD & LTD INSURANCE - JAN 2025	544.45
				ELEC LIFE INSURANCE - JAN 2025	203.51

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Total for Check/Tran - 88643:					3,435.75
88644 1/3/25	CHK	159	SHORT ELLIOTT HENDRICKSON INC	PROFESSIONAL SERVICES - NOV 2024	4,974.96
88645 1/9/25	CHK	102	ABDO LLP	2024 AUDIT SERVICES	5,280.00
				2024 AUDIT SERVICES	1,320.00
Total for Check/Tran - 88645:					6,600.00
88646 1/9/25	CHK	766	ACE HARDWARE	GAS CAN	-1.92
				GAS CAN	27.90
Total for Check/Tran - 88646:					25.98
88647 1/9/25	CHK	398	ALTEC INDUSTRIES, INC	PARTS & LABOR FOR UNIT #10	259.44
88648 1/9/25	CHK	522	ALTERNATIVE TECHNOLOGIES, INC	OIL SAMPLES - NOV 2024	82.50
88649 1/9/25	CHK	2512	AMARIL UNIFORM COMPANY	Employee Clothing - 195	-165.77
				Employee Clothing - 111	274.50
				Employee Clothing - 177	130.50
Total for Check/Tran - 88649:					239.23
88650 1/9/25	CHK	9997	NICKI BAKER	INACTIVE REFUND	355.22
88651 1/9/25	CHK	9997	PAULA BAKER	INACTIVE REFUND	665.00
88652 1/9/25	CHK	9997	TASHA BALDWIN	INACTIVE REFUND	63.24
88653 1/9/25	CHK	2920	BATTERIES PLUS BULBS	PARTS FOR UNIT #55	196.82
88654 1/9/25	CHK	9997	TODD BIALON	INACTIVE REFUND	15.81
88655 1/9/25	CHK	9997	BJ BAAS BUILDERS INC	INACTIVE REFUND	155.95
88656 1/9/25	CHK	5224	BLUE CROSS BLUE SHIELD OF MINNES	VISION INSURANCE - FEB 2025	298.21
				VISION INSURANCE - FEB 2025	70.85
Total for Check/Tran - 88656:					369.06
88657 1/9/25	CHK	9997	REBECCA BRIDGES	INACTIVE REFUND	97.64

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88658 1/9/25	CHK	9997	BRET BROWN	INACTIVE REFUND	104.63
88659 1/9/25	CHK	314	CAER FOOD SHELF	INACTIVE ACCOUNTS - DONATION	10.36
88660 1/9/25	CHK	9997	MARGARET CASWELL	INACTIVE REFUND	192.26
88662 1/9/25	CHK	9997	PAMELA CHRISTIANSON	INACTIVE REFUND	247.38
88663 1/9/25	CHK	28	CINTAS	MATS & TOWELS	429.42
				MATS & TOWELS	61.35
Total for Check/Tran - 88663:					490.77
88664 1/9/25	CHK	9997	PATRICIA CLARDY	INACTIVE REFUND	52.95
88665 1/9/25	CHK	54	CORE & MAIN LP	LID PLUG	-0.31
				LID PLUG	66.99
				METER COUPLINGS	749.00
Total for Check/Tran - 88665:					815.68
88666 1/9/25	CHK	9997	KELLY CORNELL	INACTIVE REFUND	79.60
88667 1/9/25	CHK	9997	CTW GROUP INC	INACTIVE REFUND	132.69
88669 1/9/25	CHK	9997	TAUHEEDAH DILLARD	INACTIVE REFUND	51.78
88670 1/9/25	CHK	9997	RICHARD DISCHINGER	INACTIVE REFUND	115.30
88671 1/9/25	CHK	9997	SARAH DRAGT	INACTIVE REFUND	22.59
88672 1/9/25	CHK	9997	DRAKE CONSTRUCTION INC	INACTIVE REFUND	196.90
88673 1/9/25	CHK	517	EAST SIDE OIL COMPANIES, INC	OIL PICK UP	45.00
				OIL PICK UP	45.00
Total for Check/Tran - 88673:					90.00
88674 1/9/25	CHK	8247	FERGUSON WATERWORKS #2516	MISC PARTS & SUPPLIES	233.97
88675 1/9/25	CHK	9997	JULIE FIELDS	INACTIVE REFUND	56.30

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88676 1/9/25	CHK	9997	PATRICIA GLIDDEN	INACTIVE REFUND	32.18
88677 1/9/25	CHK	689	GLOBAL INDUSTRIAL	Containment Scale	330.33 1,414.80
Total for Check/Tran - 88677:					1,745.13
88678 1/9/25	CHK	80	GRAINGER	MISC PARTS & SUPPLIES	-124.79
				MISC PARTS & SUPPLIES	124.79
				MISC PARTS & SUPPLIES	125.58
88680 1/9/25	CHK	9997	DAVID HELD	INACTIVE REFUND	119.96
88681 1/9/25	CHK	5341	HUBBARD ELECTRIC	REPLACED UNIT HEATER	1,336.62
88682 1/9/25	CHK	9997	GARRICK KING	INACTIVE REFUND	90.86
88683 1/9/25	CHK	9997	KL MN 1, LLC	INACTIVE REFUND	115.69
88684 1/9/25	CHK	9997	LEWIS CUSTOM HOMES, INC	Credit Balance Refund	113.91
88685 1/9/25	CHK	9997	LEWIS CUSTOM HOMES, INC	Credit Balance Refund	198.28
88686 1/9/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	101.67
88687 1/9/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	105.36
88688 1/9/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	57.31
88689 1/9/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	134.58
88690 1/9/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	88.66
88691 1/9/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	200.50
88692 1/9/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	216.23
88693 1/9/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	69.29
88694 1/9/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	10.93

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88695 1/9/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	150.22
88696 1/9/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	127.18
88697 1/9/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	65.92
88698 1/9/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	199.71
88699 1/9/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	219.96
88700 1/9/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	146.59
88701 1/9/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	224.29
88702 1/9/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	135.75
88703 1/9/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	184.91
88704 1/9/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	144.10
88705 1/9/25	CHK	9997	YORDANI LLUVERES	INACTIVE REFUND	127.67
88706 1/9/25	CHK	8605	MARCO TECHNOLOGIES, LLC	OFFICE 365 - 11/24 to 12/23/24	1,035.59
				OFFICE 365 - 11/24 to 12/23/24	225.56
Total for Check/Tran - 88706:					1,261.15
88707 1/9/25	CHK	145	MENARDS	TIMER - BOOT DRYER	8.62
				CABLE TIES	25.83
				MISC PARTS & SUPPLIES	1.62
				VACTRON HOSE	16.33
				MISC PARTS & SUPPLIES	47.18
				MISC PARTS & SUPPLIES	28.31
				MISC PARTS & SUPPLIES	65.03
				MISC PARTS & SUPPLIES	22.47
				MISC PARTS & SUPPLIES	49.58
				WATER SOFTENER PELLETS	351.77
				WATER SOFTENER PELLETS	87.94

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				MISC PARTS & SUPPLIES	42.99
				MISC PARTS & SUPPLIES	16.14
				MISC PARTS & SUPPLIES	39.49
				REBATE	-11.47
				REBATE	-2.51
				REBATE	-0.46
				REBATE	-0.12
				MISC PARTS & SUPPLIES	101.04
				MISC PARTS & SUPPLIES	19.48
				MISC PARTS & SUPPLIES	-25.22
Total for Check/Tran - 88707:					884.04
88708 1/9/25	CHK	716	MOTION AUTOMATION INTELLIGENCE	Conf	457.44
				Switch	1,081.71
Total for Check/Tran - 88708:					1,539.15
88709 1/9/25	CHK	120	NAPA AUTO PARTS	MOTOR TUNE-UP	27.48
				MISC PARTS & SUPPLIES	22.49
				MISC PARTS & SUPPLIES	32.08
				OIL FILTER	31.20
				PARTS FOR UNIT #62	54.19
				PARTS FOR UNIT #59	54.19
				AIR FILTER - UNIT #55	-56.50
				AIR FILTER - UNIT #55	56.50
				MISC PARTS & SUPPLIES	29.45
				FUSES - UNIT #31	2.82
				MISC PARTS & SUPPLIES	7.76
				PARTS FOR RTX 1250 PLOW	215.49
Total for Check/Tran - 88709:					477.15
88710 1/9/25	CHK	9997	REBECCA O'BRIEN	INACTIVE REFUND	99.07
88711 1/9/25	CHK	9997	ORYYX, LLC.	INACTIVE REFUND	21.57

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
88712 1/9/25	CHK	9997	APRIL PLANTENBERG	INACTIVE REFUND	75.35
88713 1/9/25	CHK	22	PLUNKETT'S PEST CONTROL, INC	PEST CONTROL - 1705 MAIN PEST CONTROL - 1705 MAIN	117.99 16.85
Total for Check/Tran - 88713:					134.84
88714 1/9/25	CHK	475	POOLWERX TWIN CITIES	CHLORINE	550.16
88715 1/9/25	CHK	811	PRIME ADVERTISING & DESIGN, INC.	MONTHLY HOSTING OF WEBSITE MONTHLY HOSTING OF WEBSITE MONTHLY HOSTING OF WEBSITE Service Agreement	40.00 40.00 20.00 1,500.00
Total for Check/Tran - 88715:					1,600.00
88716 1/9/25	CHK	9997	PATRICIA PROFANT	INACTIVE REFUND	82.07
88717 1/9/25	CHK	9997	HEATHER PURTLE	INACTIVE REFUND	476.97
88718 1/9/25	CHK	9997	GEOFF PUTZ	INACTIVE REFUND	88.70
88719 1/9/25	CHK	8606	QUADIENT FINANCE USA, INC	POSTAGE POSTAGE	841.08 210.27
Total for Check/Tran - 88719:					1,051.35
88720 1/9/25	CHK	3218	RDO EQUIPMENT CO.	PARTS FOR UNIT #55 PARTS FOR UNIT #55 NOZZLE - UNIT #50 NOZZLE - UNIT #50	-2.80 35.63 -14.30 181.99
Total for Check/Tran - 88720:					200.52
88721 1/9/25	CHK	9997	AMANDA REINERT	INACTIVE REFUND	118.52
88722 1/9/25	CHK	9997	KATE SCHWARTZ	INACTIVE REFUND	199.82
88723 1/9/25	CHK	9997	ALICIA SCOTT	INACTIVE REFUND	158.73
88724 1/9/25	CHK	9997	SFR ACQUISITIONS 6 LLC	INACTIVE REFUND	560.31

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
88725 1/9/25	CHK	9161	SHERBURNE COUNTY AREA UNITED W	EMPLOYEE CONTRIBUTIONS	48.00
				EMPLOYEE CONTRIBUTIONS	12.00
Total for Check/Tran - 88725:					60.00
88726 1/9/25	CHK	9997	IHOR STARUSHKIN	INACTIVE REFUND	59.98
88727 1/9/25	CHK	6107	STUART C. IRBY CO.	ARRESTER BRACKET	745.00
				Mtce of URD Primary	984.90
				Mtce of OH Primary	216.24
Total for Check/Tran - 88727:					1,946.14
88728 1/9/25	CHK	9997	JON TILLMANN	INACTIVE REFUND	200.51
88729 1/9/25	CHK	331	TRANSUNION	SKIP TRACING - NOV 2024	60.00
				SKIP TRACING - NOV 2024	15.00
Total for Check/Tran - 88729:					75.00
88730 1/9/25	CHK	9997	TRILOGY PROPERTIES OF MN, INC	Credit Balance Refund	162.19
88731 1/9/25	CHK	222	UC LABORATORY	OIL SAMPLES	16.17
				WELL TESTING	741.19
Total for Check/Tran - 88731:					757.36
88732 1/9/25	CHK	9999	VEIT	Hydrant Rental Deposit Refund	836.03
88733 1/9/25	CHK	375	VIKING ELECTRIC	EXPANSION COUPLING	-7.41
				EXPANSION COUPLING	101.57
				MISC PARTS & SUPPLIES	-1.94
				MISC PARTS & SUPPLIES	26.61
Total for Check/Tran - 88733:					118.83
88734 1/9/25	CHK	375	VIKING ELECTRIC	EXPANSION COUPLING & TAP	-45.47
				EXPANSION COUPLING & TAP	477.56
				EXPANSION COUPLING & TAP	145.16
Total for Check/Tran - 88734:					577.25
88735 1/9/25	CHK	9997	CARIN VOIGT	INACTIVE REFUND	902.33

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
88736 1/9/25	CHK	9997	ANN WALETZKO	INACTIVE REFUND	150.58
88737 1/9/25	CHK	9997	JONAH WALZ	INACTIVE REFUND	84.24
88738 1/9/25	CHK	9997	SWANA WAUNA	INACTIVE REFUND	33.11
88739 1/9/25	CHK	55	WESCO RECEIVABLES CORP.	MISC PARTS & SUPPLIES	2,485.02
				MISC PARTS & SUPPLIES	2,485.02
				COLD SHRINK KIT	5,126.67
				TIE WIRE	787.50
				Mtce of OH Primary	276.00
Total for Check/Tran - 88739:					11,160.21
88740 1/9/25	CHK	9997	ADAM WISE	INACTIVE REFUND	78.85
88742 1/16/25	CHK	122	ELK RIVER WINLECTRIC	PVC	-3.91
				PVC	53.45
				RING	-3.92
				RING	53.72
Total for Check/Tran - 88742:					99.34
88743 1/16/25	CHK	729	EPS, INC	Enclosure	640.00
				Material	374.34
				Post	1,000.00
				Splicing	490.00
				Wire	686.00
				SPLICING	-27.34
Total for Check/Tran - 88743:					3,163.00
88744 1/16/25	CHK	80	GRAINGER	PIPE, ELBOW & COUPLING	125.58
88745 1/16/25	CHK	730	GREATAMERICA FINANCIAL SERVICES	LEASE FOR COPIER AT PLANT	105.01
				LEASE FOR COPIER AT PLANT	26.26
Total for Check/Tran - 88745:					131.27

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
88746 1/16/25	CHK	631	HEALTHPARTNERS	DENTAL EE INSURANCE - FEB 2025	834.40
				DENTAL ER INSURANCE - FEB 2025	2,254.00
				MEDICAL EE INSURANCE - FEB 2025	10,288.85
				MEDICAL ER INSURANCE - FEB 2025	58,878.72
				DENTAL EE INSURANCE - FEB 2025	113.21
				DENTAL ER INSURANCE - FEB 2025	588.83
				MEDICAL EE INSURANCE - FEB 2025	2,724.15
				MEDICAL ER INSURANCE - FEB 2025	15,087.92
Total for Check/Tran - 88746:					90,770.08
88747 1/16/25	CHK	659	HOLLAN IRRIGATION INC	LAWN SPRINKLER REPAIR	-4.56
				LAWN SPRINKLER REPAIR	967.51
Total for Check/Tran - 88747:					962.95
88748 1/16/25	CHK	719	JONNY POPS	CIP - LIGHTING REBATE	11,223.27
88749 1/16/25	CHK	145	MENARDS	MISC PARTS & SUPPLIES	18.51
				PVC COUPLER	4.09
Total for Check/Tran - 88749:					22.60
88750 1/16/25	CHK	119	MINNESOTA COMPUTER SYSTEMS INC	COPIER MTC CONTRACT-12/12/24 to 1/11/25	136.83
				COPIER MTC CONTRACT-12/12/24 to 1/11/25	34.21
Total for Check/Tran - 88750:					171.04
88751 1/16/25	CHK	40	MINNESOTA RURAL WATER ASSOC	MRWA TECHNICAL CONF - 136	350.00
88752 1/16/25	CHK	9999	NEW LOOK CONTRACTING	MR Refund	151.30
88753 1/16/25	CHK	8606	QUADIENT FINANCE USA, INC	POSTAGE MACHINE LEASE - 11/24 to 2/25	226.66
				POSTAGE MACHINE LEASE - 11/24 to 2/25	56.66
Total for Check/Tran - 88753:					283.32
88754 1/16/25	CHK	5225	QUESTLINE	CIP NEWSLETTERS	9,563.84
88755 1/16/25	CHK	3218	RDO EQUIPMENT CO.	PARTS FOR UNIT #55	-14.99
				PARTS FOR UNIT #55	190.86

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 88755:					175.87
88756 1/16/25	CHK	574	REPUBLIC SERVICES, INC	TRASH & RECYCLING - DEC 2024	1,987.36
				TRASH & RECYCLING - DEC 2024	283.91
				TRASH & RECYCLING - DEC 2024	179.40
				TRASH & RECYCLING - DEC 2024	401.36
				TRASH & RECYCLING - DEC 2024	72.87
				TRASH & RECYCLING - DEC 2024	10.41
Total for Check/Tran - 88756:					2,935.31
88757 1/16/25	CHK	7237	SUSA	2025 MEMBERSHIP RENEWAL - 136	125.00
88758 1/16/25	CHK	769	TOP SPOT LLC	CIP - LIGHTING REBATE	1,111.02
88759 1/16/25	CHK	3396	WRIGHT COUNTY HWY DEPT	UTILITY PERMIT	100.00
88760 1/16/25	CHK	3396	WRIGHT COUNTY HWY DEPT	UTILITY PERMIT	150.00
88761 1/23/25	CHK	938	B & E RECYCLING STATION, INC	RECYCLE DEHUMIDIFIER	20.00
88762 1/23/25	CHK	662	BENEFIT EXTRAS, INC	COBRA RENEWAL FEE - 2025	300.00
				COBRA RENEWAL FEE - 2025	75.00
Total for Check/Tran - 88762:					375.00
88763 1/23/25	CHK	3982	CENTERPOINT ENERGY	NATURAL GAS & IRON REMOVAL	5,810.85
				NATURAL GAS & IRON REMOVAL	1,184.57
Total for Check/Tran - 88763:					6,995.42
88764 1/23/25	CHK	5592	CITY OF DAYTON	2024 QTR 4 FRANCHISE FEES	2,294.62
88765 1/23/25	CHK	3498	CITY OF OTSEGO	2024 QTR 4 FRANCHISE FEE	17,488.28
88766 1/23/25	CHK	54	CORE & MAIN LP	METER	4,559.19
				METER	-332.82
				Water Meter	4,670.99
				METERS	-340.99
Total for Check/Tran - 88766:					8,556.37

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
88767 1/23/25	CHK	767	DAVE PERKINS CONTRACTING, INC	AMI WATER METER REPAIR	16,050.00
88768 1/23/25	CHK	5249	DRIVER & VEHICLE SERVICES	CRASH REPORT - 169 & 33	5.00
88769 1/23/25	CHK	4459	DVS RENEWAL	TAB RENEWAL - UNIT #60	21.25
				TAB RENEWAL - UNIT #51	24.25
Total for Check/Tran - 88769:					45.50
88770 1/23/25	CHK	9997	JOLYNN MARTIN	Credit Balance Refund	100.00
88772 1/23/25	CHK	145	MENARDS	MISC PARTS & SUPPLIES	19.35
				MISC PARTS & SUPPLIES	316.12
				SPRAY PAINT	5.48
Total for Check/Tran - 88772:					340.95
88773 1/23/25	CHK	39	MMUA	2025 MEMBER DUES	35,917.00
88774 1/23/25	CHK	633	MUTUAL OF OMAHA	ELEC LIFE INSURANCE - FEB 2025	216.81
				LIFE,STD & LTD INSURANCE - FEB 2025	2,468.70
				ELEC LIFE INSURANCE - FEB 2025	202.94
				LIFE,STD & LTD INSURANCE - FEB 2025	540.64
Total for Check/Tran - 88774:					3,429.09
88775 1/23/25	CHK	573	NCPERS MINNESOTA	EXTRA LIFE INSURANCE-BAL JAN & FEB 2025	319.20
				EXTRA LIFE INSURANCE-BAL JAN & FEB 2025	48.80
Total for Check/Tran - 88775:					368.00
88776 1/23/25	CHK	3218	RDO EQUIPMENT CO.	PARTS FOR UNIT #50	-9.10
				PARTS FOR UNIT #50	115.81
				OIL FILTER - UNIT #70	-3.28
				OIL FILTER - UNIT #70	41.63
Total for Check/Tran - 88776:					145.06
88777 1/23/25	CHK	848	SHERBURNE COUNTY PUBLIC WORKS	LATH BUNDLES	500.00
88778 1/23/25	CHK	6107	STUART C. IRBY CO.	Sterling Keys	1,907.23
				WIRE	2,259.79

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 88778:					4,167.02
88779 1/23/25	CHK	9997	EDWARD STUDNISKI	Credit Balance Refund	87.48
88780 1/23/25	CHK	5035	VISION METERING, LLC	Meter	2,220.00
88781 1/23/25	CHK	55	WESCO RECEIVABLES CORP.	SECONDARY PEDESTAL BUSHING COVER	23,473.95 3,138.75
Total for Check/Tran - 88781:					26,612.70
88782 1/30/25	CHK	328	1ST AYD CORPORATION	PARTS CLEANER	246.81
88783 1/30/25	CHK	549	CHARTER COMMUNICATIONS	OFFICE TELEPHONE OFFICE TELEPHONE	193.96 48.49
Total for Check/Tran - 88783:					242.45
88784 1/30/25	CHK	28	CINTAS	MATS & TOWELS MATS & TOWELS MATS & TOWELS MATS & TOWELS	429.42 61.35 429.42 61.35
Total for Check/Tran - 88784:					981.54
88785 1/30/25	CHK	656	DGR ENGINEERING	PROFESSIONAL SERVICES - DEC 2024	12,935.50
88786 1/30/25	CHK	2789	E.H. RENNER & SONS, INC	WELL #3 rehab	23,693.94
88787 1/30/25	CHK	517	EAST SIDE OIL COMPANIES, INC	WASTE OIL PICK UP	45.00
88788 1/30/25	CHK	729	EPS, INC	Material Rack Splice Splicing	830.00 175.00 1,505.00 250.00
Total for Check/Tran - 88788:					2,760.00
88789 1/30/25	CHK	8247	FERGUSON WATERWORKS #2516	Air Valve MISC PARTS & SUPPLIES Air Release Valve	1,154.00 418.79 677.33

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 88789:					2,250.12
88790 1/30/25	CHK	53	GREAT RIVER ENERGY	2024 QTR 4 CONNECTION SERVICES	1,875.00
88791 1/30/25	CHK	145	MENARDS	MISC PARTS & SUPPLIES	13.55
				MISC PARTS & SUPPLIES	3.66
				MISC PARTS & SUPPLIES	2.74
				TREE TRIMMING RAKES	28.03
				MISC PARTS & SUPPLIES	39.06
Total for Check/Tran - 88791:					87.04
88792 1/30/25	CHK	39	MMUA	EMERGENCY PREPAREDNESS - 9 32 119	1,275.00
				LEGIS CONF - 164 186 189	996.00
				LEGIS CONF - 164 186 189	249.00
Total for Check/Tran - 88792:					2,520.00
88793 1/30/25	CHK	120	NAPA AUTO PARTS	MISC PARTS & SUPPLIES	79.82
				CHAINSAW PART - UNIT #4	14.55
				CHOKE SPRAY	7.00
				PARTS FOR UNIT #73	101.74
				PARTS FOR UNIT #73	39.54
Total for Check/Tran - 88793:					242.65
88794 1/30/25	CHK	630	PRINCETON RENTAL INC	CHAINSAW REPAIR	29.33
				EAR MUFFS	18.35
Total for Check/Tran - 88794:					47.68
88795 1/30/25	CHK	615	REVOLT ELECTRICAL SERVICES, INC.	WEST SUBSTATION SERVICE	8,386.00
88796 1/30/25	CHK	9997	SFR ACQUISITIONS I LLC	Credit Balance Refund	307.02
88797 1/30/25	CHK	159	SHORT ELLIOTT HENDRICKSON INC	PROFESSIONAL SERVICES - DEC 2024	587.50
				PROFESSIONAL SERVICES - DEC 2024	4,562.29
Total for Check/Tran - 88797:					5,149.79
88798 1/30/25	CHK	307	ST CLOUD STATE UNIVERSITY	2025 MCFOA CONF - 164etings	316.00

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				2025 MCFOA CONF - 164	79.00
Total for Check/Tran - 88798:					395.00
88799 1/30/25	CHK	3360	THE UPS STORE 5093	SHIPPING	13.39
88800 1/30/25	CHK	9997	VALUE HOMES LLC	Credit Balance Refund	177.30
88801 1/30/25	CHK	55	WESCO RECEIVABLES CORP.	Mtce of OH Primary	200.75
Total for Bank Account - 5 :					(260) 4,670,310.01
Grand Total :					(261) 4,680,683.92

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PARAMETERS ENTERED:**Check Date:** 01/01/2025 To 01/31/2025**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
January 14, 2025**

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

Remote Members: Commissioner Paul Bell participated in the meeting via interactive television as he was out of the state at the time of the meeting.

ERMU Staff Present: Mark Hanson, General Manager
Sara Youngs, Administrations Director
Melissa Karpinski, Finance Manager
Tony Mauren, Governance & Communications Manager
Tom Geiser, Operations Director
Dave Ninow, Water Superintendent
Chris Sumstad, Electric Superintendent
Mike Tietz, Technical Services Superintendent
Jenny Foss, Communications & Administrative Coordinator

Others Present: Jared Shepherd, Attorney;

1.0 GOVERNANCE

1.1 Oath of Office- Matt Westgaard

1.2 Call Meeting to Order

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

1.3 Pledge of Allegiance

The Pledge of Allegiance was recited.

1.4 Consider the Agenda

Moved by Commissioner Westgaard and seconded by Commissioner Stewart to approve the January 14, 2025, agenda. Motion carried 5-0.

2.0 CONSENT AGENDA (Approved By One Motion)

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

2.1 Check Register – December 2024

2.2 Special Meeting Minutes – December 10, 2024

Motion carried 5-0.

3.0 OPEN FORUM

No one appeared for open forum.

4.0 POLICY & COMPLIANCE

4.1 Commission Policy Review – G.3c – General Manager Accountability

Mr. Mauren presented his memo regarding G.3c – General Manager Accountability. There were no recommended changes from staff.

Chair Dietz asked if the Commission had any authority over employee hiring and firing.

Mr. Shepherd referenced bullet point two under G.3c, which states: “The Commission as a body and the Commission members individually will refrain from evaluating, either formally or informally, the job performance of any employee other than the General Manager.” He clarified that if there is an issue with an employee, the concern should be addressed as an issue with the general manager's oversight and management of the situation.

Mr. Mauren noted that the policy does not prohibit commissioners from asking general questions or requesting information from staff other than the general manager when appropriate to streamline communication.

Mr. Hanson added that regardless of who raises concerns, the general manager or the Commission, it is the general manager's responsibility to address them, which will then be part of the general manager's performance evaluation. He clarified that employee matters follow a communication process with the Commission but the actual hiring and firing falls under the authority of the general manager.

4.2 Annual Review of Committee Charters

Mr. Mauren presented the Annual Review of Committee Charters for commission review to determine if any changes are required. He noted the only update to these policies during the last calendar year was approved in February 2024, aligning the Dispute Resolution Committee language with other charters by stating all meetings will follow Open Meeting Law.

Chair Dietz asked if the Dispute Resolution Committee had ever been used. Mr. Mauren replied it had not.

Chair Dietz questioned the need for the Committee if it has never been utilized.

Mr. Hanson commented that he should have used the Dispute Resolution Committee in a recent issue involving a business owner and their Advanced Metering Infrastructure (AMI) water meter changeout but believed it was only intended for billing issues.

Commissioner Westgaard asked if the Dispute Resolution Committee is limited to customer issues.

Mr. Hanson clarified the language is currently for customer disputes and asked if there was interest in changing the language.

The Commission chose not to make any changes at this time.

Ms. Youngs added that while the Committee is in place for billing disputes, its lack of use reflects the organization's success in resolving issues with customers before dispute resolution becomes necessary.

Commissioner Westgaard asked when names will be assigned to the committees. Mr. Mauren confirmed that it will take place in March.

5.0 BUSINESS ACTION

5.1 Financial Report – November 2024

Ms. Karpinski presented the November 2024 Financial Report, highlighting strong performance in both electric and water. She noted that the Energy Adjustment Clause from the Minnesota Municipal Power Association was slightly under the budgeted rate for the year. She also stated that increased connection fees and interest income from investments helped offset lower electric and water usage.

There was discussion regarding revenue loss due to lack of water usage.

Ms. Karpinski stated that budgeting for water is based on a multi-year average and noted that over \$300K from the water tower lease will be recognized in December.

Commissioner Westgaard requested clarification on the variance to the budget under Other Operating Expenses for both electric and water.

Ms. Karpinski explained that the variance was due to a loss from the disposition of property related to AMI meters.

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

5.2 **Advanced Metering Infrastructure Update**

Mr. Tietz provided a thorough review of his AMI update.

Chair Dietz asked for clarification regarding which budget was impacted by the \$16,000 approved for the commercial curb stop repair discussed at the December meeting.

Mr. Hanson explained that the expense was charged to the overall AMI project budget, not the commission approved funds allocated for residential repairs within the project.

Mr. Tietz stated that he received information just prior to the commission meeting that the first shipment of polyphase meters will arrive in March.

Chair Dietz inquired about the overtime installation option related to the AMI project citing a recent conversation he had with a local business owner.

Mr. Hanson clarified that the overtime installation option is available for commercial customers who specifically request it, with those customers responsible for the overtime costs. It is not an option that is offered by the utility or its approved contractor.

Commissioner Westgaard asked if it was normal for a multi-use building to have only one meter. Mr. Ninow confirmed that it is per ERMU policy.

6.0 **BUSINESS DISCUSSION**

6.1 **Staff Updates**

Mr. Hanson previewed infrastructure ownership comparison data that he will present in full at the February commission meeting. Of the 50 cities reviewed, 21 are similar to ERMU, while 29 differ in that the city owns infrastructure up to the curb stop.

Mr. Mauren confirmed that commission meetings start at 3:30 p.m. He clarified that the 3:00 p.m. meeting invite start time includes a 30-minute buffer for conference room setup. He stated that he would update future invites to avoid confusion.

Mr. Mauren also asked if the Commission finds value in the mid-month update and commission meeting recap. The Commission confirmed both are appreciated and requested they continue.

Mr. Geiser reported on two recent incidents in which a car hit a utility pole causing power outages. He commended staff for restoring service quickly and safely.

Mr. Tietz noted that the first 10 of 30 reclosers affected by the manufacturer safety alert have been returned.

Mr. Ninow announced that members of the National Weather Service will visit ERMU on January 29 to present staff with an award recognizing 75 years of partnership on the Cooperative Observer Program (COOP) Weather Station.

6.2 **City Council Update**

Chair Dietz provided a city council update.

6.3 **Future Planning**

Chair Dietz announced the following:

- a. Regular Commission Meeting – February 11, 2025
- b. 2025 Governance Agenda

6.5 **Other Business**

Commissioner Westgaard asked for a status update on the power plant project.

Mr. Hanson confirmed the project is still with the architect and he hopes to have a proposal to bring forward in February.

Commissioner Westgaard also asked about the status of home occupation utility rates.

Mr. Hanson stated that the utility would follow the City's decision, as directed by the Commission. He added that lengthy discussions with city staff concluded with the City deciding not to make any changes at this time. There was discussion.

Chair Dietz commended Mr. Geiser and his crew for their work in removing two trees on Main Street at the Field Services Building

7.0 **ADJOURN REGULAR MEETING**

Moved by Commissioner Zerwas and seconded by Commissioner Westgaard to adjourn the regular meeting of the Elk River Municipal Utilities Commission at 4:18 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: Sara Youngs – Administrations Director
MEETING DATE: February 11, 2025	AGENDA ITEM NUMBER: 2.3
SUBJECT: Cogeneration and Small Power Production Tariff - Schedules 1 and 2	
ACTION REQUESTED: Adopt by resolution the ERMU Cogeneration and Small Power Production Tariff – Schedules 1 and 2	

BACKGROUND:

Every municipal electric utility should have a policy reflecting the expectations and obligations of the utility and customers who seek to interconnect their own electric generation facilities with the distribution system. For ERMU these facilities consist of wind or solar photovoltaic systems that are less than 40kW.

To allow for consistency over all municipals in the state, ERMU staff continues to use models established by the Minnesota Public Utilities Commission and modified by the Minnesota Municipal Utilities Association (MMUA) and Minnesota Municipal Power Agency (MMPA). The policies were adopted by the Commission at the February 13, 2018, commission meeting, and revised policies were adopted at the May 14, 2019, commission meeting.

DISCUSSION:

The policies and rules outline that, at least annually, the Commission will review and adopt Schedules 1 and 2 of the Cogeneration and Small Power Production Tariff. The two schedules reflect the average retail rates for the applicable class of customer and the method of reimbursement selected by the customer owning the distributed generation facility. Attached are the updated schedules for 2025.

ATTACHMENTS:

- Resolution No. 25-1 - ERMU Cogeneration and Small Power Production Tariff

RESOLUTION NO. 25-1

BOARD OF COMMISSIONERS
ELK RIVER MUNICIPAL UTILITIES

**A RESOLUTION APPROVING THE UPDATED COGENERATION AND SMALL POWER
PRODUCTION TARIFF FOR ELK RIVER MUNICIPAL UTILITIES**

WHEREAS, the Rules Governing the Interconnection of Cogeneration and Small Power Production Facilities (“Rules”) with Elk River Municipal Utilities (“ERMU”) and Minnesota Statutes Section 216B.164 (“Statute”) require ERMU to file a Cogeneration and Small Power Production Tariff with ERMU Commission annually; and

WHEREAS, the statute and the Rules require the information contained in schedules 1, 2 and 3 described in Exhibit A to this Resolution; and

WHEREAS, these filings shall be maintained at ERMU offices and shall be made available for public inspection during normal business hours.

THEREFORE, BE IT RESOLVED that the Elk River Municipal Utilities Commission approves the Cogeneration and Small Power Production Tariff attached as Exhibit A to this Resolution for transactions following the date of adoption stated below.

This Resolution Passed and Adopted this 11th day of February 2025.

John Dietz, Chair

Mark Hanson, General Manager

EXHIBIT A

COGENERATION AND SMALL POWER PRODUCTION TARIFF

TARIFF

Pursuant to its Rules Governing the Interconnection of Cogeneration and Small Power Production Facilities, Elk River Municipal Utilities (“Utility”) establishes and/or updates its Cogeneration and Small Power Production Tariff (“Tariff”) for billing and sales transactions following the date of Tariff approval as follows.

The Tariff shall consist of the following three schedules.

SCHEDULE 1.

Calculation of average retail utility energy rates for each utility customer class.

SCHEDULE 2.

Rates at which Utility purchases energy and capacity from the wholesale supplier from which purchases may first be avoided.

SCHEDULE 3.

Utility's adopted interconnection process, or “distributed generation tariff” adopted in compliance with Minnesota Statutes Section 216B.1611, subd. 3(2), including standard contract forms to be used with customers interconnecting qualifying facilities as well as general technical interconnection and interoperability requirements.

SCHEDULE 1 - AVERAGE RETAIL UTILITY ENERGY RATE

Average Retail Utility Energy Rate: Available to any Qualifying Facility of less than 40 kW capacity that does not select either Roll Over Credits, Simultaneous Purchase and Sale Billing or Time of Day rates.

Utility shall bill Qualifying Facilities for any excess of energy supplied by Utility above energy supplied by the Qualifying Facility during each billing period according to Utility's applicable rate schedule. Utility shall pay the customer for the energy generated by the Qualifying Facility that exceeds that supplied by Utility during a billing period at the "average retail utility energy rate."

"Average retail utility energy rate" means, for any class of utility customer, the quotient of the total annual class revenue from sales of electricity minus the annual revenue resulting from fixed charges, divided by the annual class kilowatt-hour sales. Data from the most recent 12-month period available shall be used in the computation.

"Average retail utility energy rates" are as follows:

Customer Class	2025 Average Retail Utility Energy Rate
Residential	\$0.1397 / kWh
Commercial Non-Demand	\$0.1273 / kWh
Commercial Demand	\$0.0824 / kWh
Large Industrial Demand	\$0.0813 / kWh

Starting January 2024, a monthly Grid Access Fee will be applied to all interconnection applications. Please refer to the Elk River Municipal Utilities Fee Schedule for the approved amounts.

SCHEDULE 2 – WHOLESALE SUPPLY RATES

Wholesale Supply Rates: A “non-generating utility” must list the rates at which it purchases energy and capacity. If the utility has more than one wholesale supplier, the rates listed are of that supplier from which purchases may first be avoided.

	<u>Energy (\$/kWh)</u>	<u>Capacity (\$/kWh)</u>	<u>REC (\$/kWh)</u>
Summer Months (June-Sept)	0.0586	0	0
On Peak	0.0342	0	0
Off Peak	0.0455	0	0
All Hours		0	0
Winter Months (Oct-May)		0	0
On Peak	0.0502	0	0
Off Peak	0.0378	0	0
All Hours	0.0436	0	0
		0	0
Annual (January-December)	0.0442	0	0

SCHEDULE 3 – INTERCONNECTION PROCESS

Interconnection Process: In order to provide for coordinated interconnection of customer-owned distributed energy resources and comply with Minnesota Statutes Section 216B.1611, subd. 3(2), Utility has adopted the “Minnesota Municipal Interconnection Process (M-MIP) 2022” as recognized by the Minnesota Municipal Utilities Association Board of Directors at its February 9, 2022, meeting and made publicly available at mmua.org.

General technical requirements may be found in the Minnesota Technical Interconnection and Interoperability Requirements (TIIR) as adopted by the Minnesota Public Utilities Commission on January 22, 2020 as part of DOCKET NO. E-999/CI-16-521.

For utility-specific safety standards, required operating procedures for interconnected operations, and the functions to be performed by any control and protective apparatus, please contact Utility for its Technical Specifications Manual (TSM).

TO: ERMU Commission	FROM: Tony Mauren – Governance & Communications Manager
MEETING DATE: February 11, 2025	AGENDA ITEM NUMBER: 4.1
SUBJECT: Commission Policy Review – G.3d – Monitoring Performance of the General Manager	
ACTION REQUESTED: Review the policy and provide comment	

BACKGROUND/DISCUSSION:

This month commissioners are reviewing two policies, beginning with G.3d – Monitoring Performance of the General Manager.

With policy G.3d, the Commission will ensure that it routinely and thoroughly monitors the General Manager’s job performance by comparing ERMU’s accomplishments with the Commission’s **Results Policies** (policies G.5a-b) and by comparing ERMU’s operational conduct with the specific delegations and limits established by the Commission’s **Delegation to Management Policies** (G.4a-r), and consistent with **Authority and Purpose Policies** (G.1a-g).

Staff has redlined one potential update to section number four, which calls for a biennial Governance Agenda. When the commission policy restructuring occurred in 2017 the consultant initially established a rolling two year Governance Agenda. By December of 2018 the Commission voted to switch to an annual cycle. Accordingly, staff recommends changing the word “biennial” to “annual.”

ATTACHMENTS:

- Updated - ERMU Policy – G.3d – Monitoring Performance of the General Manager

Section: Governance	Category: Commission – Management Connection Policies
Policy Reference: G.3d	Policy Title: Monitoring Performance of the General Manager

PURPOSE:

With this policy, the Commission describes the manner in which it will routinely monitor the performance of the General Manager.

POLICY:

The Commission will ensure that it routinely and thoroughly monitors the General Manager's job performance. The performance of the General Manager will be measured by comparing ERMU's accomplishments with the Commission's ***Results Policies*** and by comparing ERMU's operational conduct with the specific delegations and limits established by the Commission's ***Delegation to Management Policies***, and consistent with ***Authority and Purpose Policies***.

Consistent with this general statement:

1. Monitoring is the periodic review of objective, relevant, timely and accurate information that allows the Commission to determine the extent to which Commission policies are being carried out. Information that does not do this is not considered monitoring information and should not be a focus of the Commission.
2. The Commission will acquire the monitoring information it needs by either or both of the following methods:
 - a. By internal report, in which the General Manager provides compliance information directly to the Commission.
 - b. By external report, in which an objective external party, selected by the Commission, gathers information for the Commission. At the Commission's discretion, the external party may also evaluate compliance with Commission policies and report this information to the Commission.

3. Regardless of the method(s) employed, the standard for compliance with any policy shall be whether or not the General Manager made a reasonable interpretation of the Commission policy being monitored following its adoption.
4. The Commission will regularly monitor compliance with ***Results Policies*** and ***Delegation to Management Policies*** according to the schedule approved by the Commission in its ~~biennial~~ annual Governance Agenda. The General Manager will recommend a schedule using monitoring methods and frequencies. The Commission may monitor a policy at any time by any method.

POLICY HISTORY:

Adopted May 9, 2017
Revised February 11, 2025

TO: ERMU Commission	FROM: Tony Mauren – Governance & Communications Manager
MEETING DATE: February 11, 2025	AGENDA ITEM NUMBER: 4.2
SUBJECT: Commission Policy Review – G.3e – General Manager Performance Planning and Evaluation	
ACTION REQUESTED: Review the policy and provide comment	

BACKGROUND/DISCUSSION:

This month commissioners are also reviewing policy G.3e – General Manager Performance Planning and Evaluation to make comments, ask questions, or recommend updates. Staff is requesting review of an additional policy this month as it directly applies to agenda item 4.3 General Manager Evaluation Questions Update.

With policy G.3e, the Commission describes the manner in which it will routinely establish performance expectations for and evaluate the performance of the General Manager.

Staff is recommending one redlined update on the attached policy, implementing more inclusive language.

ATTACHMENTS:

- ERMU Policy – G.3e – General Manager Performance Planning and Evaluation

Section: Governance	Category: Commission – Management Connection Policies
Policy Reference: G.3e	Policy Title: General Manager Performance Planning and Evaluation

PURPOSE:

With this policy, the Commission describes the manner in which it will routinely establish performance expectations for and evaluate the performance of the General Manager.

POLICY:

During the second quarter of each fiscal year, the Commission will evaluate the General Manager's performance for the preceding fiscal year and establish performance expectations for the next fiscal year. The General Manager's performance will be evaluated by comparing the organization's results and methods, as well as the General Manager's personal performance and conduct in relation to Commission policies and other expectations, as established and communicated by the Commission for the time period that coincides with the immediately preceding fiscal year. The Commission will conduct its evaluation within the boundaries of the Commission's policies and its Employment Agreement with the General Manager. The Commission is responsible for the performance of the General Manager and may evaluate the General Manager's performance at any time the Commission determines that it is in the best interests of ERMU to do so.

The evaluation of the General Manager will be based on:

1. ERMU's operational performance and conduct in comparison to the Commission's ***Results Policies*** and ***Delegation to Management Policies***, and consistent with ***Authority and Purpose Policies***.
2. ERMU's operational and fiscal performance and conduct in comparison to the ERMU ***Strategic Plan, Annual Business Plan*** (with budget), ***Financial Plan***, and any other critical success factors established by the Commission. The General Manager shall propose with each ***Annual Business Plan*** the specific performance criteria that represent his/her their reasonable interpretation of the Commission's performance expectations for the following fiscal year. The Commission and General Manager will discuss and agree in advance on the criteria to be used.

3. The General Manager’s personal performance and conduct in interactions with the Commission, the Commission’s independent advisors, customers, elected officials, employees, regulators, and representatives of other allied organizations or any other area deemed appropriate by the Commission and communicated to the General Manager.

POLICY HISTORY:

Adopted May 9, 2017
Revised February 11, 2025

TO: ERMU Commission	FROM: Tony Mauren – Governance & Communications Manager
MEETING DATE: February 11, 2025	AGENDA ITEM NUMBER: 4.3
SUBJECT: General Manager Evaluation Questions Update	
ACTION REQUESTED: Adopt updated general manager evaluation questions	

BACKGROUND:

As presented in the previous agenda item, Commission Policy G.3e General Manager Performance Planning and Evaluation describes the manner in which the Commission will routinely establish performance expectations for and evaluate the performance of the General Manager. A component of that effort is the annual general manager evaluation which calls on the Commission to assess staff's operational and fiscal performance, as well as general conduct.

During the June 4, 2024 meeting, the Commission had consensus to adapt the annual general manager evaluation in a manner similar to the recently adapted commissioner evaluation. Key changes requested were to reduce the number of questions and encourage detailed written comments that offer valuable context for the scores provided.

DISCUSSION:

Staff reviewed the original evaluation questions and worked to refine them by combining similar topics, rewriting/abridging questions, and removing redundancies, all while seeking minimal loss to the breadth of topics. The first attachment demonstrates the process for question refinement; the color coding shows how and where previous questions and concepts were brought forward to a new set of questions which are presented cleanly in the second attachment. Ultimately the number of questions went from 54 to 30 with 7 of those being open-ended comments for the respective categories.

Following a review of the proposed questions in the second attachment, staff requests the Commission adopt questions for the new survey. Per the Governance Agenda, results will be presented during a closed session of the June 3, 2025 meeting.

ATTACHMENTS:

- Process for General Manager Evaluation Questions Update
- Proposed General Manager Evaluation Questions

2025 GENERAL MANAGER EVALUATION REWRITE PROCESS

Commitment to Customer Service

- Q2: Shows diplomacy, respect and sensitivity in dealing with citizens and customers
- Q3: Demonstrates care and concern about the quality of service to citizens and customers
- Q4: Responds to citizens and customers in a timely and appropriate manner
- Q5: Maintains good working relationship with citizens and customers
- Q6: Views complaints as an opportunity to creatively solve issues and responds with composure to criticism and/or complaints
- Q7: Comments
-

Commitment to Customer Service Rewrite:

1. Demonstrates diplomacy, respect, and care in all interactions with customers.
 2. Provides timely and appropriate responses to customer complaints while maintaining strong, positive relationships.
 3. Views complaints as opportunities for constructive problem-solving and handles criticism with composure.
 4. Comments
-

Communications

- Q8: Communicates appropriately in spoken and written word
- Q9: Demonstrates good listening skills
- Q10: Shares information accurately and in a timely manner
- Q11: Respects confidentiality and privacy of others
- Q12: Is receptive to feedback and other opinions
- Q13: Communicates expectations to others effectively
- Q14: Comments
-

Communications Rewrite:

5. Communicates thoughts and expectations through effective written, verbal, and non-verbal communication.
 6. Shares accurate, timely information while respecting confidentiality and privacy of others.
 7. Demonstrates active listening skills and is receptive to feedback and differing opinions.
 8. Comments
-

Behavioral Expectations

Q15: Is flexible and exhibits a willingness and ability to adjust to changing conditions or priorities

Q16: Takes initiative to identify and act on problems

Q17: Leads by example and is involved in continuous learning

Q18: Is responsive to others ["Respectful to"] needs or requests (i.e. citizens, developers, employees, etc.)

Q19: Is able to deal constructively with conflict. Focuses on the situation or issue, not the person

Q20: Is able to independently generate new thoughts and ideas ["innovation"]

Q21: Demonstrates respect for employees, citizens, developers and others. Maintains self-confidence and self-esteem of others.

Q22: Is able to solve problems and make decisions ["Takes initiative...responding"]

Q23: Works effectively with others. Maintains constructive relationships with department heads and employees.

Q24: Comments

Behavioral Expectations Rewrite:

9. Takes initiative to identify issues and exhibits flexibility when responding to changing conditions or priorities.

10. Respects staff and stakeholders in resolving conflicts constructively.

11. Fosters collaborative relationships with staff and stakeholders to create an environment of continuous learning and innovation.

12. Comments:

Personnel Administration

Q25: Cooperates with and supports department heads to accomplish team goals

Q26: Performs the basics of supervision (i.e. Completes reviews, conducts staff meetings, provides regular feedback to employees, etc.)

Q27: Analyzes situations and considers alternatives before making decisions [CUT: Redundant to question 9]

Q28: Addresses employee issues in an appropriate manner, place and time

Q29: Takes timely and appropriate disciplinary action

Q30: Recognizes and encourages positive employee actions and behaviors

Q31: Comments

Personnel Administration Rewrite:

13. Supports leadership in accomplishing strategic goals while effectively performing daily supervisory duties, including staff meetings, reviews, and feedback.

14. Addresses personnel issues and responds with thoughtful, timely decisions when disciplinary action is required.

15. Recognizes and encourages positive employee actions and behaviors.

16. Comments:

Management

Q32: Manages, monitors and makes effective use of money, materials and human resources

Q33: Assesses, evaluates and effectively delegates authorization and responsibility in accordance with employees' capabilities to make the best use of their talents, skills and knowledge

Q34: Keeps others informed on issues that affect the city

Q35: Observes rules and regulations (i.e. Data Privacy Act, Personnel Policies, OSHA, etc.)

Q36: Understands issues from a utility wide and departmental point of view

Q37: Complies with all statutes, rules, policies, procedures and reporting requirements in a timely and accurate manner

Q38: Comments

Management Rewrite:

17. Delegates responsibility and authorization in accordance with staff capabilities, knowledge, and talents, making effective use of money, material, and human capital.

18. Understands issues affecting the utility at both broad and specific levels and communicates those issues effectively to staff and stakeholders.

19. Complies with statutes, rules, regulations, and policy requirements.

20. Comments:

Leadership

Q39: Provides leadership to organizational efforts with the city and serves as a role model

Q40: Willingly helps others to reach their potential ["encourages staff development"]. Identifies and creates opportunities to help others in acquiring and developing their skills and abilities ["encourages staff development"].

Q41: Promotes a positive, constructive and supportive work environment

Q42: Fosters goodwill and represents the city in a professional manner

Q43: Effectively plans for both long-term and short-term needs of the city.

Q44: Utilizes employees in a manner which recognizes and develops their skills and training ["encourages staff development"].

Q45: Empowers others to explore creative ways to complete job responsibilities [Cut: covered in question 11]

Q46: Encourages the expression of differing points of view [Cut: Covered in question 7]
Q47: Aligns employee performance toward a shared organizational and city vision
Q48: Comments

Leadership Rewrite:

- 21. Models positive leadership by creating a supportive work environment that encourages staff development and achieves organizational goals.**
 - 22. Effectively plans for short- and long-term needs of the utility and aligns staff performance with those needs.**
 - 23. Fosters goodwill and represents the utility in a professional manner.**
 - 24. Comments:
-

Open-Ended Questions

- Q49: What should this employee START doing to be more effective?
 - Q50: What should this employee STOP doing to be more effective?
 - Q51: What should this employee CONTINUE doing to be more effective?
 - Q52: What do you see as this person's greatest strength?
 - Q53: What do you see as this person's greatest need for improvement?
 - Q54: Overall comments
-

Open-Ended Questions Rewrite:

- 25. What specific practices should this employee develop to increase their impact?**
- 26. What specific practices should this employee reduce to increase their impact?**
- 27. What specific practices are already working well for this employee?**
- 28. What are this employee's most valuable contributions to the organization?**
- 29. Where does this person have the greatest potential for growth?**
- 30. Overall comments:**

2025 GENERAL MANAGER EVALUATION REWRITE

Commitment to Customer Service

1. Demonstrates diplomacy, respect, and care in all interactions with customers.
 2. Provides timely and appropriate responses to customer complaints while maintaining strong, positive relationships.
 3. Views complaints as opportunities for constructive problem-solving and handles criticism with composure.
 4. Comments
-

Communications

5. Communicates thoughts and expectations through effective written, verbal, and non-verbal communication.
 6. Shares accurate, timely information while respecting confidentiality and privacy of others.
 7. Demonstrates active listening skills and is receptive to feedback and differing opinions.
 8. Comments
-

Behavioral Expectations

9. Takes initiative to identify issues and exhibits flexibility when responding to changing conditions or priorities.
 10. Respects staff and stakeholders in resolving conflicts constructively.
 11. Fosters collaborative relationships with staff and stakeholders to create an environment of continuous learning and innovation.
 12. Comments:
-

Personnel Administration

13. Supports leadership in accomplishing strategic goals while effectively performing daily supervisory duties, including staff meetings, reviews, and feedback.
 14. Addresses personnel issues and responds with thoughtful, timely decisions when disciplinary action is required.
 15. Recognizes and encourages positive employee actions and behaviors.
 16. Comments:
-

Management

17. Delegates responsibility and authorization in accordance with staff capabilities, knowledge, and talents, making effective use of money, material, and human capital.
 18. Understands issues affecting the utility at both broad and specific levels and communicates those issues effectively to staff and stakeholders.
 19. Complies with statutes, rules, regulations, and policy requirements.
 20. Comments:
-

Leadership

- 21.** Models positive leadership by creating a supportive work environment that encourages staff development and achieves organizational goals.
 - 22.** Effectively plans for short- and long-term needs of the utility and aligns staff performance with those needs.
 - 23.** Fosters goodwill and represents the utility in a professional manner.
 - 24.** Comments:
-

Open-Ended Questions

- 25.** What specific practices should this employee develop to increase their impact?
 - 26.** What specific practices should this employee reduce to increase their impact?
 - 27.** What specific practices are already working well for this employee?
 - 28.** What are this employee's most valuable contributions to the organization?
 - 29.** Where does this employee have the greatest potential for growth?
 - 30.** Overall comments:
-

TO: ERMU Commission	FROM: Mark Hanson – General Manager
MEETING DATE: February 11, 2025	AGENDA ITEM NUMBER: 4.4
SUBJECT: 2024 Annual Safety Report	
ACTION REQUESTED: None	

BACKGROUND:

Minnesota Rules Chapter 7826 Public Utilities Commission Electric Utility Standards cover safety, reliability, service, and reporting requirements. Per 7826.0100(A), municipal utilities are exempt from these requirements. However, the Elk River Municipal Utilities Commission adopted several parts of this chapter as a Distribution Reliability Standard policy. This policy includes an Annual Safety Report requirement. The policy requires ERMU to “file an annual safety performance report with its local governing body. The report will include summaries of all reports filed with the Occupational Safety and Health Administration (OSHA) and the Occupational Safety and Health Division of the Minnesota Department of Labor and Industry during the calendar year.” Elk River Municipal Utilities only files OSHA’s Form 300A.

DISCUSSION:

In 2024, there were two (2) recordable cases which resulted in zero (0) days away from work. Attached is OSHA’s Form 300A that has been filed. It is a summary of (recordable) work-related injuries and illnesses during the year. Also attached is OSHA’s Form 300A from 2023 for reference.

ATTACHMENTS:

- 2024 OSHA Form 300A (Submitted 1/31/2025)
- 2023 OSHA Form 300A (Submitted 1/31/2024 and amended 2/6/2024)

OSHA's Form 300A (Rev. 04/2004)

Summary of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it.
Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader.

Year 20 24



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

All establishments covered by Part 1904 must complete this Summary page, even if no work-related injuries or illnesses occurred during the year. Remember to review the Log to verify that the entries are complete and accurate before completing this summary.

Using the Log, count the individual entries you made for each category. Then write the totals below, making sure you've added the entries from every page of the Log. If you had no cases, write "0."

Employees, former employees, and their representatives have the right to review the OSHA Form 300 in its entirety. They also have limited access to the OSHA Form 301 or its equivalent. See 29 CFR Part 1904.35, in OSHA's recordkeeping rule, for further details on the access provisions for these forms.

Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>0</u>	<u>0</u>	<u>2</u>
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>0</u>	<u>0</u>
(K)	(L)

Injury and Illness Types

Total number of . . . (M)			
(1) Injuries	<u>1</u>	(4) Poisonings	<u>0</u>
(2) Skin disorders	<u>0</u>	(5) Hearing loss	<u>1</u>
(3) Respiratory conditions	<u>0</u>	(6) All other illnesses	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name Elk River Municipal Utilities

Street 13069 Orono Parkway

City Elk River State MN Zip 55330

Industry description (e.g., *Manufacture of motor truck trailers*)

Municipal Utility - Electric and Water

North American Industrial Classification (NAICS), if known (e.g., 336212)

221122

Employment information (If you don't have these figures, see the Worksheet on the next page to estimate.)

Annual average number of employees 45

Total hours worked by all employees last year 81,896.59

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

[Signature] Title General Manager

Phone (763) 441-2020 Date January 31, 2025

Reset

Summary of Work-Related Injuries and Illnesses

Note: You can type input into this form and save it.
Because the forms in this recordkeeping package are "fillable/writable" PDF documents, you can type into the input form fields and then save your inputs using the free Adobe PDF Reader.

Year 20 23



U.S. Department of Labor
Occupational Safety and Health Administration

Form approved OMB no. 1218-0176

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Number of Cases

Total number of deaths	Total number of cases with days away from work	Total number of cases with job transfer or restriction	Total number of other recordable cases
<u>0</u>	<u>1</u>	<u>0</u>	<u>5</u>
(G)	(H)	(I)	(J)

Number of Days

Total number of days away from work	Total number of days of job transfer or restriction
<u>5</u>	<u>49</u>
(K)	(L)

Injury and Illness Types

Total number of ... (M)			
(1) Injuries	<u>6</u>	(4) Poisonings	<u>0</u>
(2) Skin disorders	<u>0</u>	(5) Hearing loss	<u>0</u>
(3) Respiratory conditions	<u>0</u>	(6) All other illnesses	<u>0</u>

Post this Summary page from February 1 to April 30 of the year following the year covered by the form.

Public reporting burden for this collection of information is estimated to average 58 minutes per response, including time to review the instructions, search and gather the data needed, and complete and review the collection of information. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number. If you have any comments about these estimates or any other aspects of this data collection, contact: US Department of Labor, OSHA Office of Statistical Analysis, Room N-3644, 200 Constitution Avenue, NW, Washington, DC 20210. Do not send the completed forms to this office.

Establishment information

Your establishment name Elk River Municipal Utilities

Street 13069 Orono Parkway

City Elk River State MN Zip 55330

Industry description (e.g., *Manufacture of motor truck trailers*)

Municipal Utility - Electric and Water

North American Industrial Classification (NAICS), if known (e.g., 336212)

221122

Employment information (If you don't have these figures, see the Worksheet on the next page to estimate.)

Annual average number of employees 46

Total hours worked by all employees last year 84,026.00

Sign here

Knowingly falsifying this document may result in a fine.

I certify that I have examined this document and that to the best of my knowledge the entries are true, accurate, and complete.

[Signature]
Company executive

General Manager
Title

Phone 763-441-2020

Date February 6, 2024

Reset

TO: ERMU Commission	FROM: Melissa Karpinski – Finance Manager
MEETING DATE: February 11, 2025	AGENDA ITEM NUMBER: 5.1
SUBJECT: Financial Report – December 2024	
ACTION REQUESTED: Receive the December 2024 Financial Report	

DISCUSSION:

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

Electric

December year to date (YTD) electric kWh sales are down 4% from the prior year. For further breakdown:

- Residential usage is down 4%
- Small Commercial usage is down 3%
- Large Commercial usage is down 4%

For December 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

December YTD gallons of water sold are down 16% from the prior year. For further breakdown:

- Residential use is down 20%
- Commercial use is down 13%

For December 2024, the Water Department overall is behind prior YTD and unfavorable to budget YTD (year-end entry for water tower attachment revenue has not been posted yet). Additional variance analysis can be found on the Summary Water Statement of Revenues, Expenses and Changes in Net Position attachment.

ATTACHMENTS:

- Balance Sheet 12.2024
- Electric Balance Sheet 12.2024
- Water Balance Sheet 12.2024
- Summary Electric Statement of Revenues, Expenses and Changes in Net Position 12.2024
- Summary Water Statement of Revenues, Expenses and Changes in Net Position 12.2024

- Graphs Prior Year and YTD 2024
- Detailed Electric Statement of Revenues, Expenses and Changes in Net Position 12.2024
- Detailed Water Statement of Revenues, Expenses and Changes in Net Position 12.2024
- Budget vs Actual Graphs – Combined Electric and Water 12.2024

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

	<u>ELECTRIC</u>	<u>WATER</u>
ASSETS		
CURRENT ASSETS		
CASH	5,508,725	5,847,299
ACCOUNTS RECEIVABLE	2,162,381	5,435,291
INVENTORIES	1,637,838	56,846
PREPAID ITEMS	252,217	56,336
CONSTRUCTION IN PROGRESS	2,263,494	1,092,947
TOTAL CURRENT ASSETS	<u>11,824,655</u>	<u>12,488,719</u>
RESTRICTED ASSETS		
BOND RESERVE FUND	1,779,016	0
EMERGENCY RESERVE FUND	7,393,332	4,226,774
UNRESTRICTED RESERVE FUND	0	0
TOTAL RESTRICTED ASSETS	<u>9,172,348</u>	<u>4,226,774</u>
FIXED ASSETS		
PRODUCTION	824,065	17,172,651
LFG PROJECT	0	0
TRANSMISSION	2,305,024	0
DISTRIBUTION	52,617,602	30,354,171
GENERAL	25,401,305	1,553,633
FIXED ASSETS (COST)	<u>81,147,995</u>	<u>49,080,455</u>
LESS ACCUMULATED DEPRECIATION	<u>(36,852,268)</u>	<u>(24,489,598)</u>
TOTAL FIXED ASSETS, NET	<u>44,295,727</u>	<u>24,590,857</u>
INTANGIBLE ASSETS		
POWER AGENCY MEMBERSHIP BUY-IN	21,546,212	0
LOSS OF REVENUE INTANGIBLE	6,223,278	0
LESS ACCUMULATED AMORTIZATION	<u>(4,174,694)</u>	<u>0</u>
TOTAL INTANGIBLE ASSETS, NET	<u>23,594,796</u>	<u>0</u>
OTHER ASSETS AND DEFERRED OUTFLOWS	<u>690,058</u>	<u>126,311</u>
TOTAL ASSETS	<u><u>89,577,584</u></u>	<u><u>41,432,660</u></u>
LIABILITIES AND FUND EQUITY		
CURRENT LIABILITIES		
ACCOUNTS PAYABLE	4,558,327	452,009
SALARIES AND BENEFITS PAYABLE	878,182	129,806
DUE TO CITY	1,027,238	149,746
DUE TO OTHER FUNDS	(112,881)	112,881
NOTES PAYABLE-CURRENT PORTION	0	0
BONDS PAYABLE-CURRENT PORTION	990,000	65,000
UNEARNED REVENUE	4,305	459,500
TOTAL CURRENT LIABILITIES	<u>7,345,170</u>	<u>1,368,942</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	27,210,400	1,490,295
PENSION LIABILITIES	2,720,477	500,450
TOTAL LONG TERM LIABILITIES	<u>29,930,877</u>	<u>1,990,745</u>
TOTAL LIABILITIES	<u>37,276,047</u>	<u>3,359,687</u>
DEFERRED INFLOWS OF RESOURCES	<u>836,813</u>	<u>4,937,984</u>
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)	2,883,492	14,977
TOTAL FUND EQUITY	<u>51,464,724</u>	<u>33,134,990</u>
TOTAL LIABILITIES & FUND EQUITY	<u><u>89,577,584</u></u>	<u><u>41,432,660</u></u>

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

	December 31, 2024	November 30, 2024	Current Month Change from Prior Month
ASSETS			
CURRENT ASSETS			
CASH	5,508,725	5,599,803	(91,078)
ACCOUNTS RECEIVABLE	2,162,381	3,124,603	(962,222)
INVENTORIES	1,637,838	1,746,242	(108,403)
PREPAID ITEMS	252,217	255,641	(3,424)
CONSTRUCTION IN PROGRESS	2,263,494	3,281,158	(1,017,663)
TOTAL CURRENT ASSETS	<u>11,824,655</u>	<u>14,007,446</u>	<u>(2,182,791)</u>
RESTRICTED ASSETS			
BOND RESERVE FUND	1,779,016	1,779,016	0
EMERGENCY RESERVE FUND	7,393,332	7,362,685	30,647
TOTAL RESTRICTED ASSETS	<u>9,172,348</u>	<u>9,141,701</u>	<u>30,647</u>
FIXED ASSETS			
PRODUCTION	824,065	824,065	0
TRANSMISSION	2,305,024	2,305,024	0
DISTRIBUTION	52,617,602	51,039,597	1,578,005
GENERAL	25,401,305	24,838,418	562,886
FIXED ASSETS (COST)	<u>81,147,995</u>	<u>79,007,104</u>	<u>2,140,891</u>
LESS ACCUMULATED DEPRECIATION	<u>(36,852,268)</u>	<u>(36,629,962)</u>	<u>(222,306)</u>
TOTAL FIXED ASSETS, NET	<u>44,295,727</u>	<u>42,377,142</u>	<u>1,918,585</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>(4,174,694)</u>	<u>(4,119,016)</u>	<u>(55,678)</u>
TOTAL INTANGIBLE ASSETS, NET	<u>23,594,796</u>	<u>23,650,474</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>89,577,584</u></u>	<u><u>89,866,821</u></u>	<u><u>(289,237)</u></u>
LIABILITIES AND FUND EQUITY			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE	4,558,327	4,937,743	(379,416)
SALARIES AND BENEFITS PAYABLE	878,182	805,044	73,138
DUE TO CITY	1,027,238	757,985	269,254
DUE TO OTHER FUNDS	(112,881)	0	(112,881)
BONDS PAYABLE-CURRENT PORTION	990,000	0	990,000
UNEARNED REVENUE	4,305	1,998	2,308
TOTAL CURRENT LIABILITIES	<u>7,345,170</u>	<u>6,502,769</u>	<u>842,401</u>
LONG TERM LIABILITIES			
BONDS PAYABLE, LESS CURRENT PORTION	27,210,400	28,205,388	(994,989)
PENSION LIABILITIES	2,720,477	2,720,477	0
TOTAL LONG TERM LIABILITIES	<u>29,930,877</u>	<u>30,925,865</u>	<u>(994,989)</u>
TOTAL LIABILITIES	<u>37,276,047</u>	<u>37,428,634</u>	<u>(152,587)</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)	2,883,492	3,020,141	(136,650)
TOTAL FUND EQUITY	<u>51,464,724</u>	<u>51,601,374</u>	<u>(136,650)</u>
TOTAL LIABILITIES & FUND EQUITY	<u><u>89,577,584</u></u>	<u><u>89,866,821</u></u>	<u><u>(289,237)</u></u>

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

	December 31, 2024	November 30, 2024	Current Month Change from Prior Month
ASSETS			
CURRENT ASSETS			
CASH	5,847,299	5,822,103	25,197
ACCOUNTS RECEIVABLE	5,435,291	5,492,763	(57,472)
INVENTORIES	56,846	66,147	(9,301)
PREPAID ITEMS	56,336	58,894	(2,558)
CONSTRUCTION IN PROGRESS	1,092,947	3,348,085	(2,255,138)
TOTAL CURRENT ASSETS	<u>12,488,719</u>	<u>14,787,991</u>	<u>(2,299,272)</u>
RESTRICTED ASSETS			
EMERGENCY RESERVE FUND	4,226,774	4,219,152	7,622
TOTAL RESTRICTED ASSETS	<u>4,226,774</u>	<u>4,219,152</u>	<u>7,622</u>
FIXED ASSETS			
PRODUCTION	17,172,651	17,087,067	85,584
DISTRIBUTION	30,354,171	28,171,542	2,182,628
GENERAL	1,553,633	1,249,095	304,538
FIXED ASSETS (COST)	<u>49,080,455</u>	<u>46,507,705</u>	<u>2,572,750</u>
LESS ACCUMULATED DEPRECIATION	<u>(24,489,598)</u>	<u>(24,375,690)</u>	<u>(113,909)</u>
TOTAL FIXED ASSETS, NET	<u>24,590,857</u>	<u>22,132,015</u>	<u>2,458,841</u>
INTANGIBLE ASSETS			
OTHER ASSETS AND DEFERRED OUTFLOWS	<u>126,311</u>	<u>126,311</u>	<u>0</u>
TOTAL ASSETS	<u><u>41,432,660</u></u>	<u><u>41,265,469</u></u>	<u><u>167,191</u></u>
LIABILITIES AND FUND EQUITY			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE	452,009	422,358	29,651
SALARIES AND BENEFITS PAYABLE	129,806	122,406	7,400
DUE TO CITY	149,746	2,250	147,496
DUE TO OTHER FUNDS	112,881	0	112,881
BONDS PAYABLE-CURRENT PORTION	65,000	0	65,000
UNEARNED REVENUE	459,500	455,414	4,086
TOTAL CURRENT LIABILITIES	<u>1,368,942</u>	<u>1,002,428</u>	<u>366,514</u>
LONG TERM LIABILITIES			
BONDS PAYABLE, LESS CURRENT PORTION	1,490,295	1,555,849	(65,554)
PENSION LIABILITIES	500,450	500,450	0
TOTAL LONG TERM LIABILITIES	<u>1,990,745</u>	<u>2,056,299</u>	<u>(65,554)</u>
TOTAL LIABILITIES	<u>3,359,687</u>	<u>3,058,727</u>	<u>300,960</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)	14,977	148,745	(133,769)
TOTAL FUND EQUITY	<u>33,134,990</u>	<u>33,268,758</u>	<u>(133,769)</u>
TOTAL LIABILITIES & FUND EQUITY	<u><u>41,432,660</u></u>	<u><u>41,265,469</u></u>	<u><u>167,191</u></u>

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

	2024 DECEMBER	2024 YTD	2024 YTD BUDGET	YTD Budget Variance	2024 YTD Bud Var%	2024 ANNUAL BUDGET	2023 DECEMBER	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%	Variance Item
Electric Revenue											
Operating Revenue											
Elk River	2,541,317	37,980,291	42,685,299	(4,705,008)	(11)	42,685,299	2,433,461	39,485,338	(1,505,047)	(4)	
Otsego	245,050	3,837,844	3,514,568	323,276	9	3,514,568	220,975	3,752,121	85,723	2	
Rural Big Lake	14,047	203,394	243,412	(40,018)	(16)	243,412	13,068	216,032	(12,638)	(6)	(1)
Dayton	16,648	252,159	292,752	(40,593)	(14)	292,752	15,042	267,288	(15,129)	(6)	
Public St & Hwy Lighting	21,832	260,838	260,000	838	0	260,000	21,674	259,192	1,646	1	
Other Electric Sales	400	4,800	4,800	0	0	4,800	400	4,800	0	0	
Total Operating Revenue	2,839,294	42,539,326	47,000,831	(4,461,505)	(9)	47,000,831	2,704,619	43,984,771	(1,445,445)	(3)	
Other Operating Revenue											
Interest/Dividend Income	25,830	338,144	85,000	253,144	298	85,000	46,659	158,310	179,834	114	(2)
Customer Penalties	24,752	295,143	285,000	10,143	4	285,000	19,454	308,374	(13,231)	(4)	
Connection Fees	19,307	317,234	135,000	182,234	135	135,000	11,135	151,296	165,938	110	(3)
Misc Revenue	67,420	1,570,994	1,016,000	554,994	55	1,016,000	233,040	1,496,934	74,060	5	(4)
Total Other Revenue	137,309	2,521,516	1,521,000	1,000,516	66	1,521,000	310,289	2,114,915	406,601	19	
Total Revenue	2,976,602	45,060,842	48,521,831	(3,460,990)	(7)	48,521,831	3,014,908	46,099,685	(1,038,844)	(2)	
Expenses											
Purchased Power	1,967,635	28,590,698	32,756,447	(4,165,749)	(13)	32,756,447	2,142,668	31,232,788	(2,642,090)	(8)	
Operating & Mtce Expense	27,807	266,782	369,000	(102,218)	(28)	369,000	27,441	315,056	(48,273)	(15)	(5)
Transmission Expense	2,693	48,623	72,000	(23,377)	(32)	72,000	4,445	63,811	(15,188)	(24)	
Distribution Expense	34,667	427,240	425,917	1,323	0	425,917	31,133	434,319	(7,079)	(2)	
Maintenance Expense	179,664	1,842,552	1,668,500	174,052	10	1,668,500	155,462	1,671,362	171,190	10	
Depreciation & Amortization	277,984	3,308,116	3,107,612	200,504	6	3,107,612	275,138	3,177,121	130,995	4	
Interest Expense	63,258	773,748	785,810	(12,062)	(2)	785,810	66,412	810,832	(37,083)	(5)	
Other Operating Expense	5,025	117,735	506,900	(389,165)	(77)	506,900	215,919	279,687	(161,952)	(58)	(6)
Customer Accounts Expense	32,013	430,396	439,000	(8,604)	(2)	439,000	34,764	433,554	(3,159)	(1)	
Administrative Expense	353,312	4,037,296	4,208,492	(171,196)	(4)	4,208,492	345,892	3,821,906	215,390	6	
General Expense	48,059	577,176	637,000	(59,824)	(9)	637,000	34,755	388,038	189,139	49	(7)
Total Expenses(before Operating Transfers)	2,992,118	40,420,362	44,976,679	(4,556,317)	(10)	44,976,679	3,334,029	42,628,472	(2,208,110)	(5)	
Operating Transfer											
Operating Transfer/Other Funds	102,355	1,527,629	1,707,412	(179,783)	(11)	1,707,412	98,038	1,620,378	(92,748)	(6)	
Utilities & Labor Donated	18,779	229,359	264,000	(34,642)	(13)	264,000	18,464	253,564	(24,205)	(10)	
Total Operating Transfer	121,134	1,756,988	1,971,412	(214,424)	(11)	1,971,412	116,502	1,873,941	(116,953)	(6)	
Net Income Profit(Loss)	(136,650)	2,883,492	1,573,740	1,309,751	83	1,573,740	(435,623)	1,597,272	1,286,220	81	

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

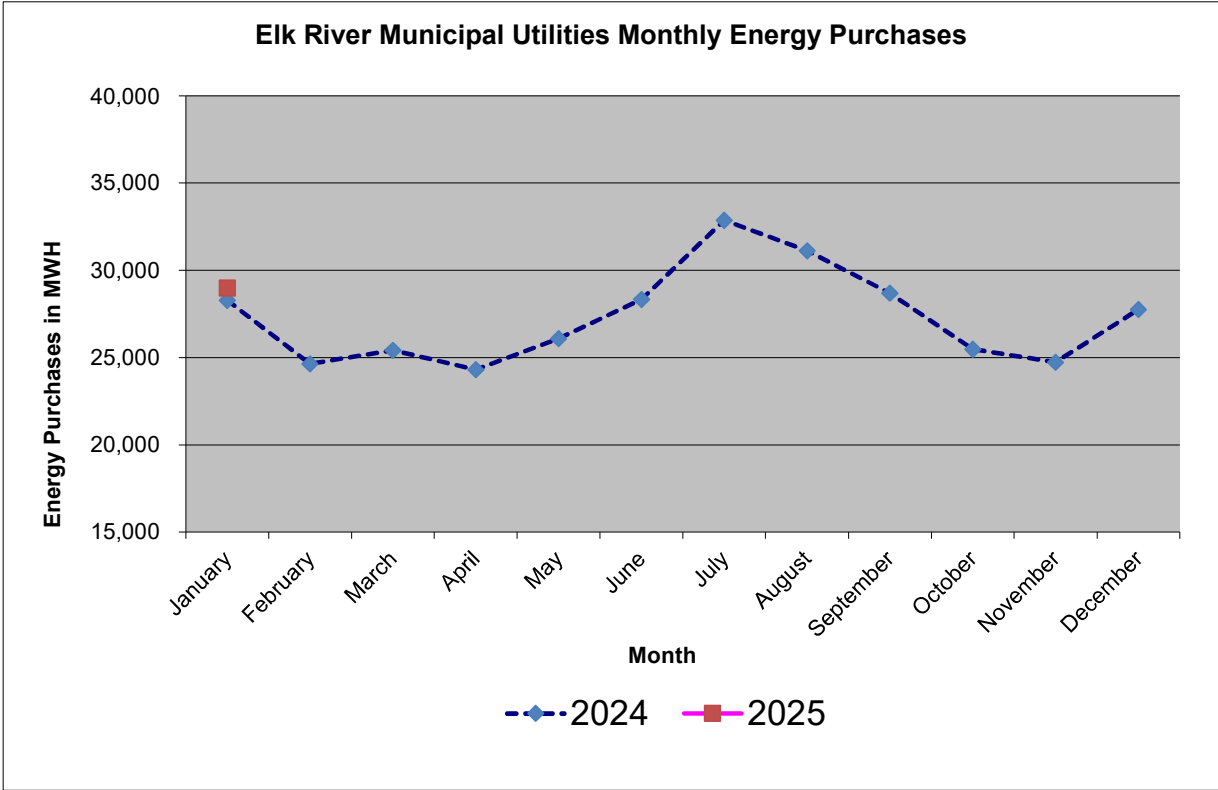
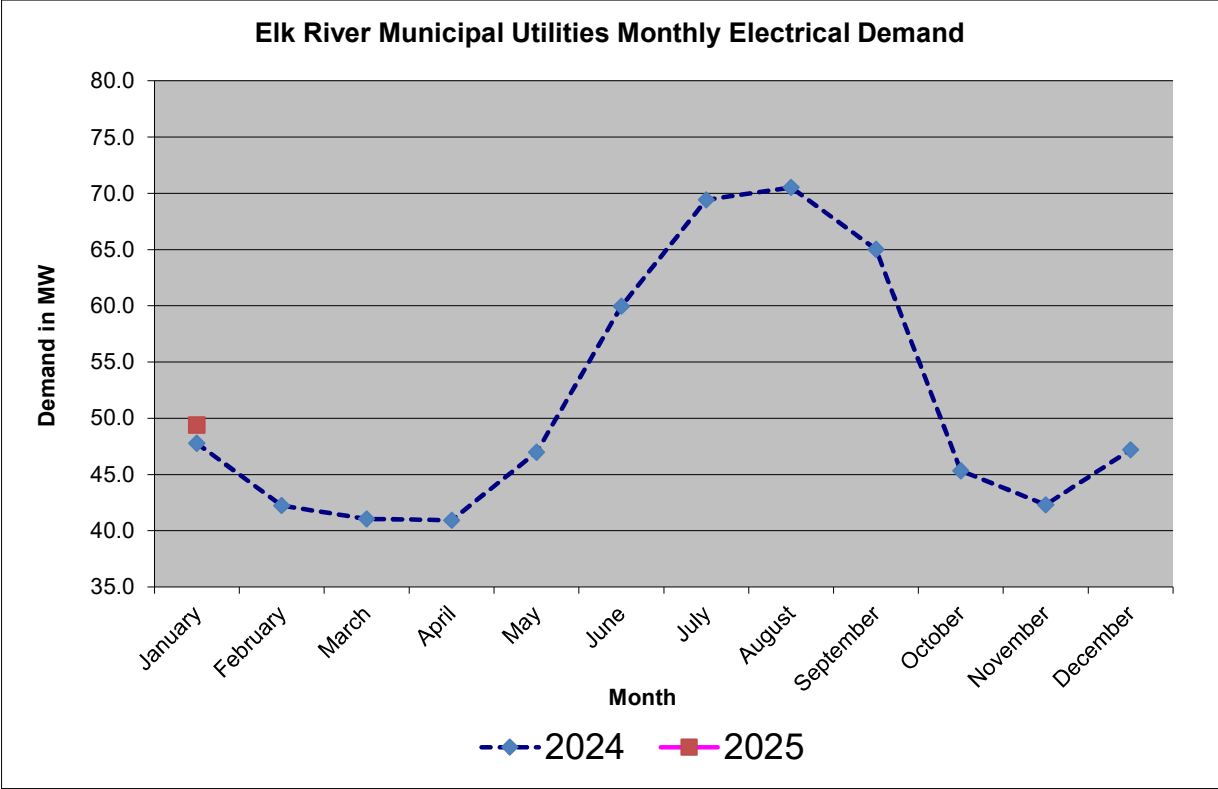
- (1) YTD budget variance is mainly due to Big Lake Residential usage.
- (2) PYTD variance is due to the change in Fair Market Value of Investments. YTD budget variance due to conservative estimate and more funds being invested with UBS in 2024.
- (3) YTD budget and PYTD variance due to large a large 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 timing of GASB pension entry and for loss on disposition of property being budgeted for AMI project (2024 entry has not been made yet).
- (7) PYTD variance is due to professional services from Frontier Energy in 2024.

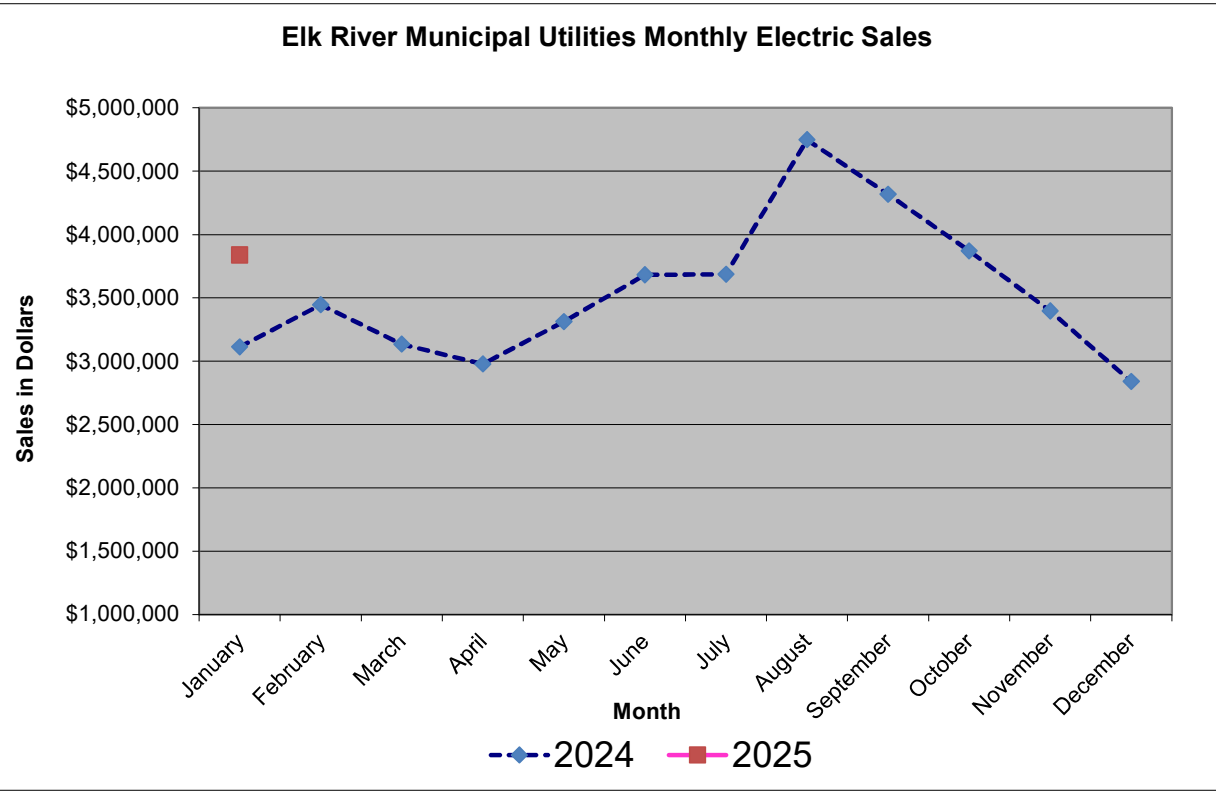
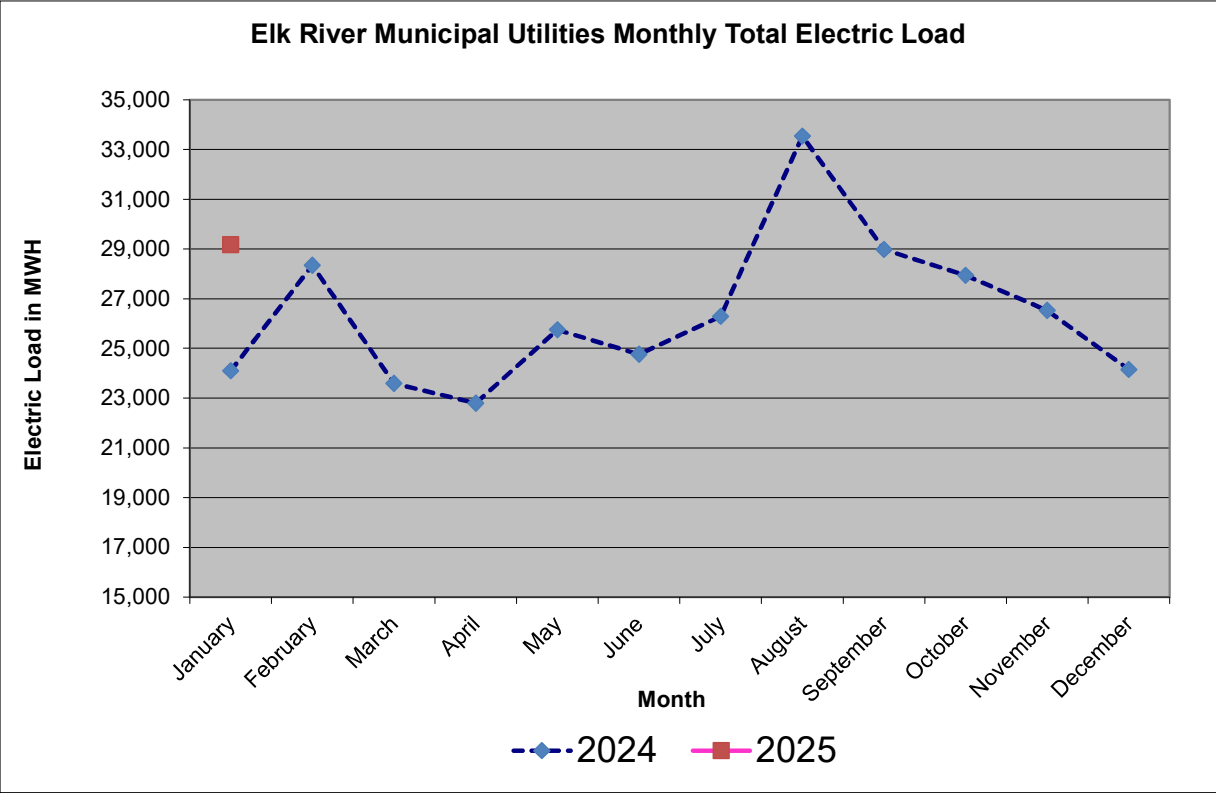
ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING DECEMBER 2024

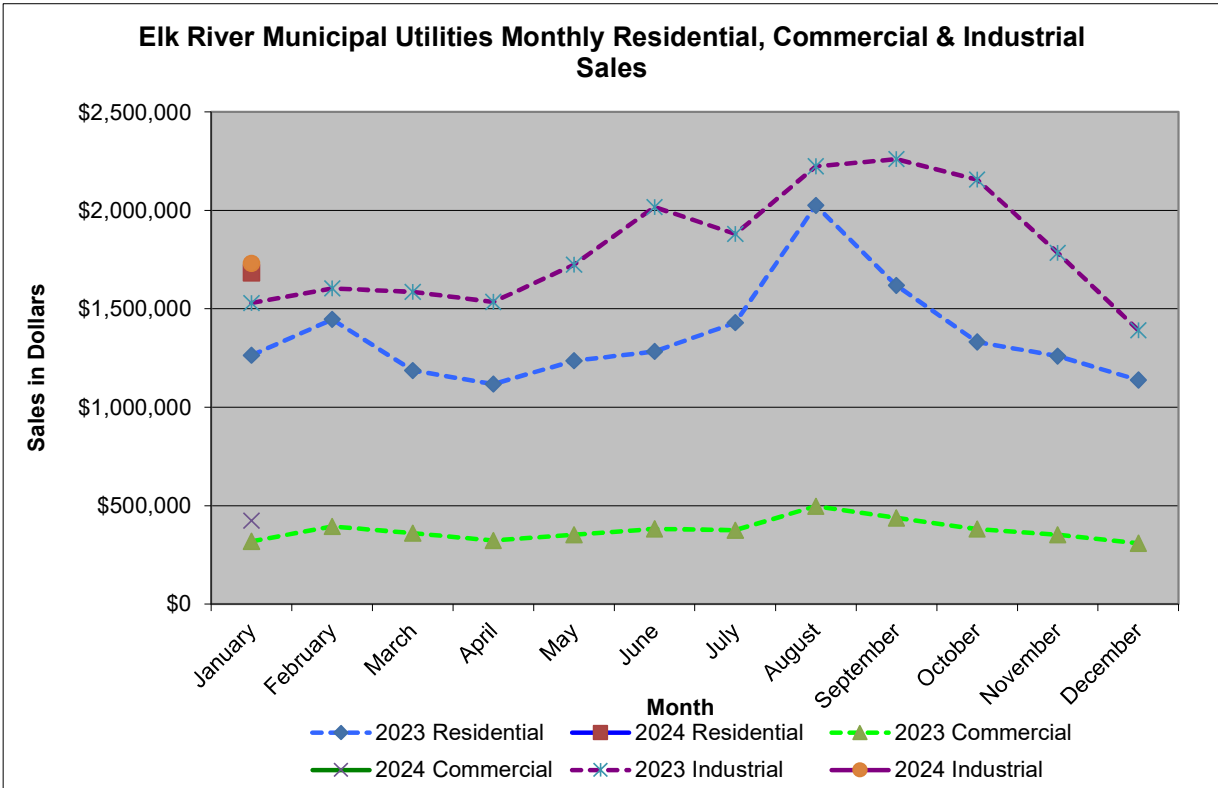
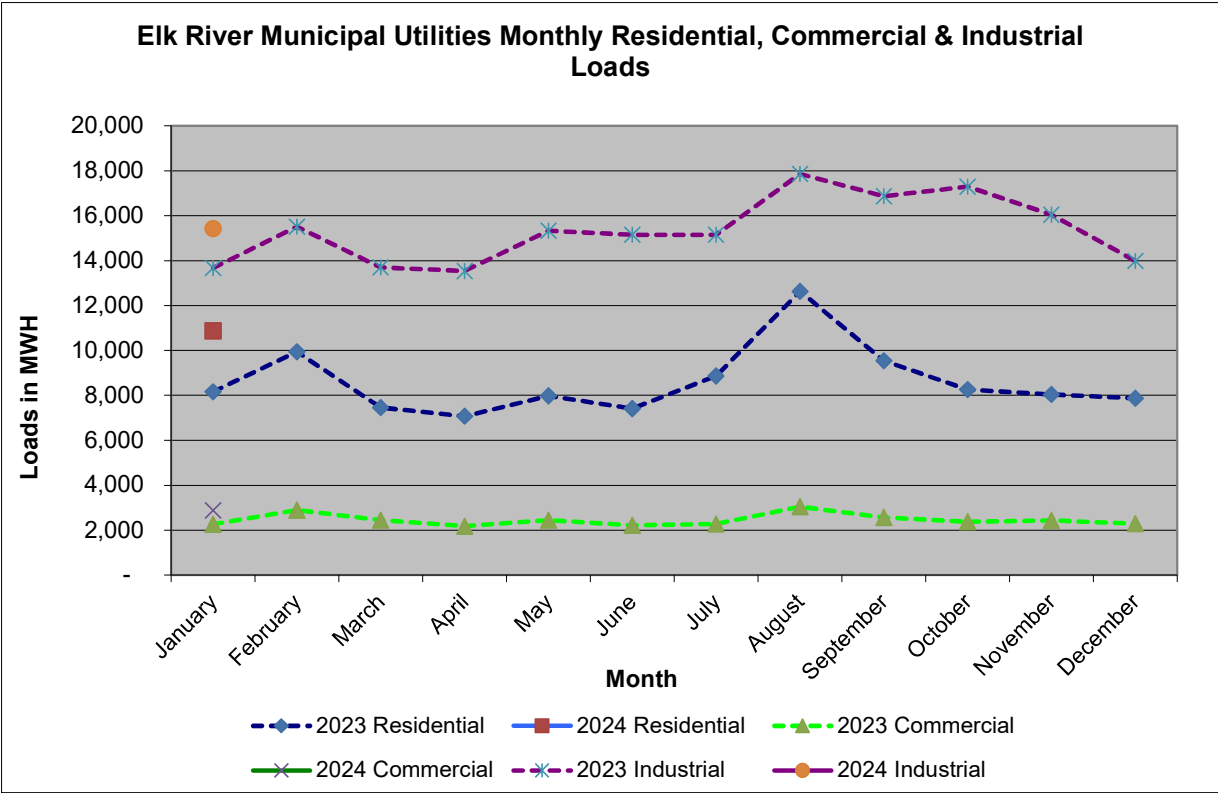
	2024 DECEMBER	2024 YTD	2024 YTD BUDGET	YTD Budget Variance	2024 YTD Bud Var%	2024 ANNUAL BUDGET	2023 DECEMBER	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%	Variance Item
Water											
Revenue											
Operating Revenue											
Water Sales	149,275	2,803,602	2,788,003	15,598	1	2,788,003	142,554	3,305,147	(501,546)	(15)	(1)
Total Operating Revenue	149,275	2,803,602	2,788,003	15,598	1	2,788,003	142,554	3,305,147	(501,546)	(15)	
Other Operating Revenue											
Interest/Dividend Income	8,861	105,560	41,500	64,060	154	41,500	13,726	58,447	47,113	81	(2)
Customer Penalties	4,928	31,102	25,000	6,102	24	25,000	961	23,118	7,984	35	
Connection Fees	47,694	550,407	255,000	295,407	116	255,000	25,351	309,075	241,332	78	(3)
Misc Revenue	1,824	14,187	618,786	(604,599)	(98)	618,786	1,752,402	1,769,239	(1,755,051)	(99)	(4)
Total Other Revenue	63,307	701,256	940,286	(239,030)	(25)	940,286	1,792,441	2,159,877	(1,458,622)	(68)	
Total Revenue	212,581	3,504,857	3,728,289	(223,432)	(6)	3,728,289	1,934,994	5,465,025	(1,960,167)	(36)	
Expenses											
Production Expense	10,006	118,775	115,000	3,775	3	115,000	9,176	104,829	13,946	13	
Pumping Expense	73,249	638,375	645,671	(7,296)	(1)	645,671	25,688	563,051	75,324	13	
Distribution Expense	45,808	380,158	422,250	(42,092)	(10)	422,250	13,004	318,427	61,731	19	(5)
Depreciation & Amortization	113,909	1,221,246	1,148,988	72,259	6	1,148,988	100,974	1,174,753	46,493	4	
Interest Expense	2,712	33,949	33,949	0	0	33,949	2,912	36,349	(2,400)	(7)	
Other Operating Expense	16,334	17,683	82,300	(64,617)	(79)	82,300	19,441	22,568	(4,884)	(22)	(6)
Customer Accounts Expense	7,682	96,615	91,750	4,865	5	91,750	7,866	88,640	7,975	9	
Administrative Expense	76,474	980,188	1,092,624	(112,436)	(10)	1,092,624	71,792	919,666	60,522	7	
General Expense	176	2,891	15,250	(12,359)	(81)	15,250	(597)	4,136	(1,245)	(30)	
Total Expenses(before Operating Transfers)	346,350	3,489,881	3,647,782	(157,901)	(4)	3,647,782	250,256	3,232,418	257,463	8	
Operating Transfer											
Utilities & Labor Donated	0	0	1,500	(1,500)	(100)	1,500	0	0	0	0	
Total Operating Transfer	0	0	1,500	(1,500)	(100)	1,500	0	0	0	0	
Net Income Profit(Loss)	(133,769)	14,977	79,007	(64,031)	(81)	79,007	1,684,739	2,232,607	(2,217,630)	(99)	

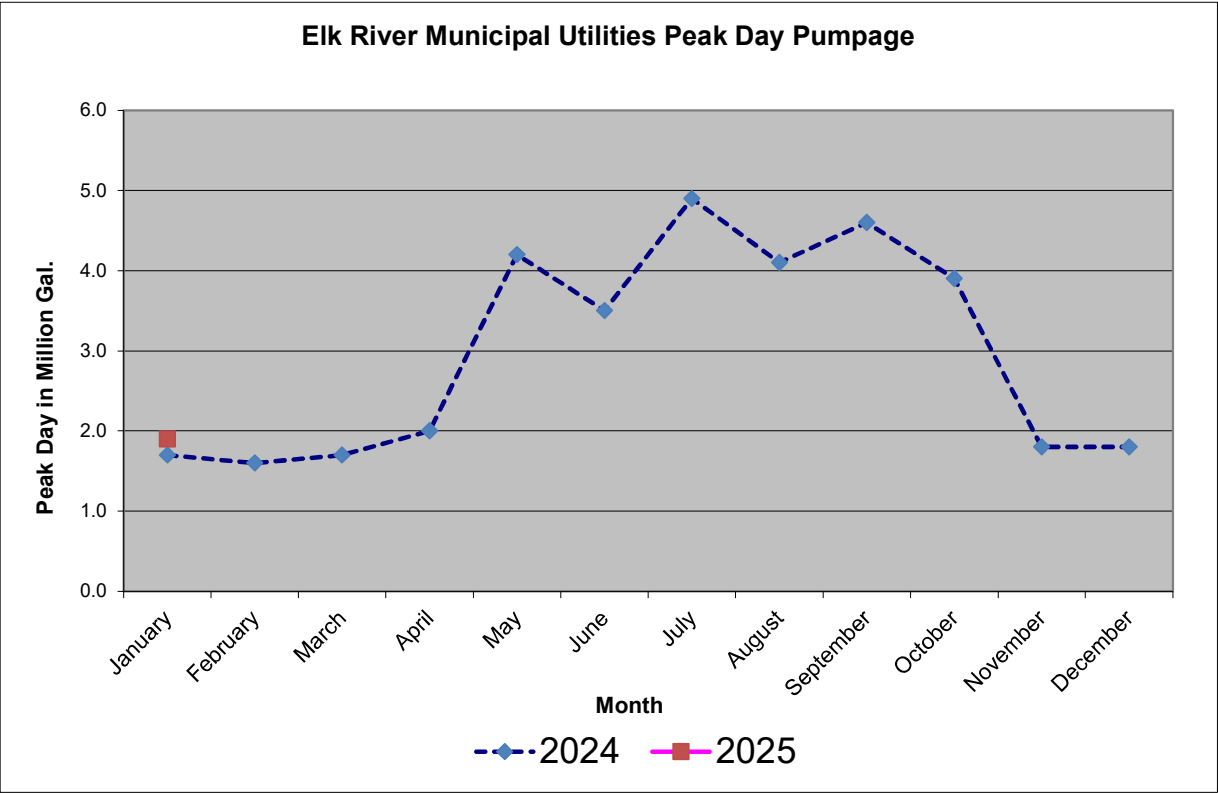
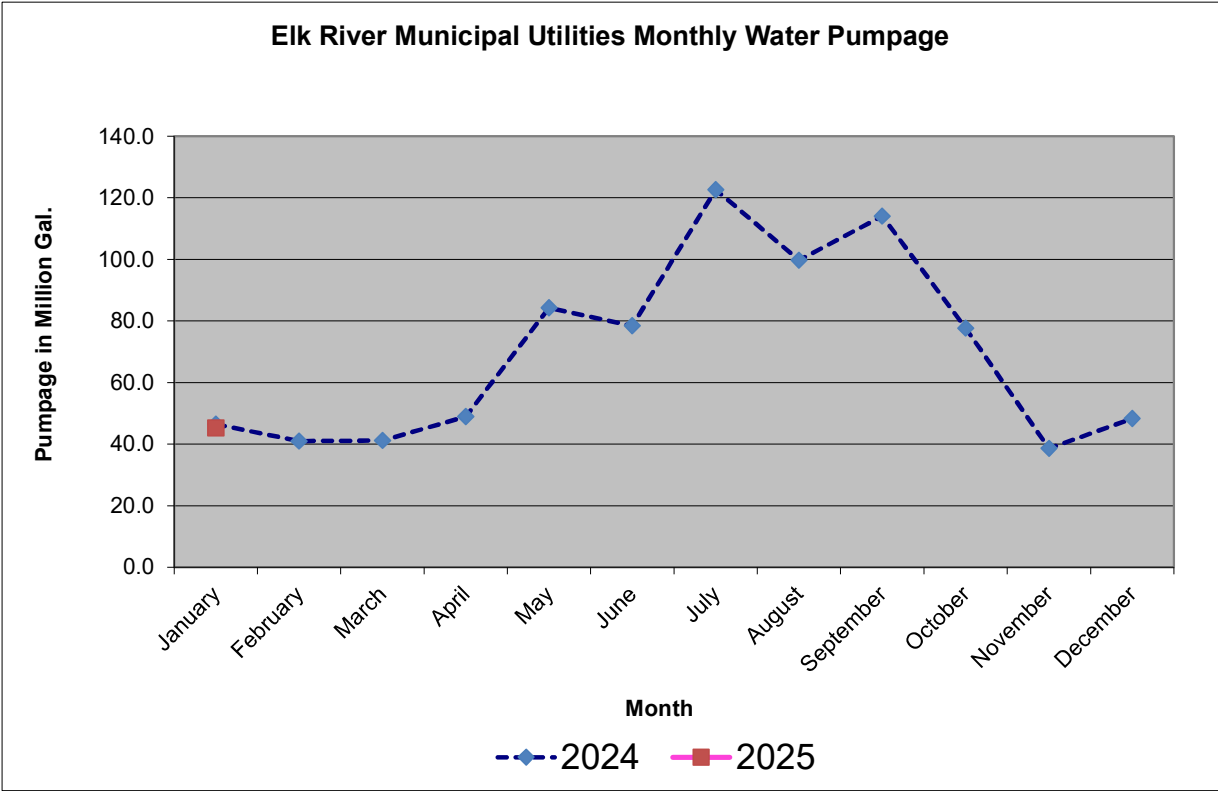
Item Variance of +/- \$15,000 and +/- 15%

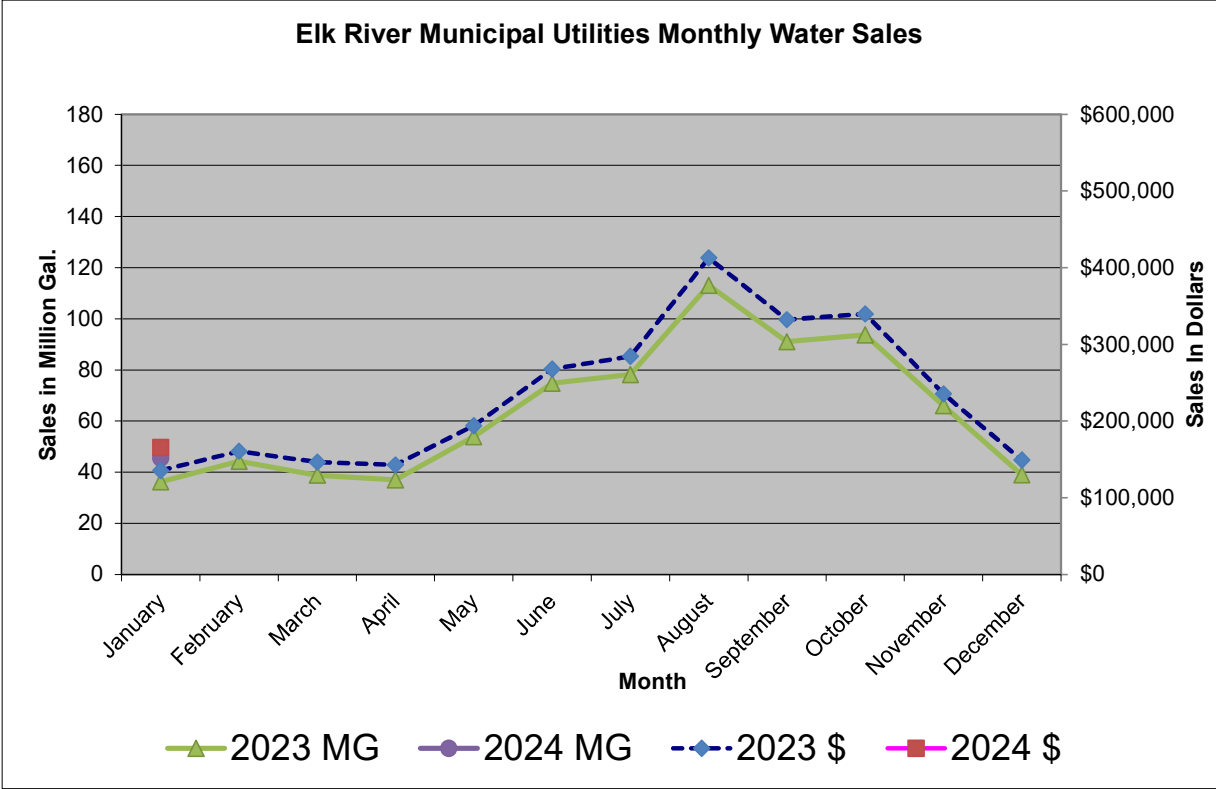
- (1) PYTD variance is due to decreased usage.
- (2) PYTD variance is due to the change in Fair Market Value of Investments. YTD budget variance due to conservative estimate and more funds being invested with UBS in 2024.
- (3) YTD budget and PYTD variance due to a few large connection agreements in 2024.
- (4) YTD budget and PYTD variance due to timing of entries for year-end (entries not yet posted for 2024).
- (5) PYTD variance is due to water meter service expenses from AMI project in 2024.
- (6) YTD budget variance is due to timing of loss on disposition of property for AMI project. Entry has not been posted for 2024 yet.











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

		2024 DECEMBER	2024 YTD	2024 YTD BUDGET	2024 ANNUAL BUDGET	2024 YTD Bud Var%	2023 DECEMBER	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%
Electric Revenue										
Operating Revenue										
Elk River										
	ELECT SALES - ELK RIVER RESID	1,003,205	13,251,717	14,221,539	14,221,539	(7)	925,842	13,774,416	(522,699)	(4)
	ELECT SALES - ELK RIVER NON-D	252,628	3,380,961	3,634,057	3,634,057	(7)	234,339	3,545,392	(164,431)	(5)
	ELECT SALES - ELK RIVER DEMA	1,285,482	18,070,331	19,965,865	19,965,865	(9)	1,273,278	18,843,492	(773,160)	(4)
	PCA SALES REVENUE - ELK RIVE	0	1,025,603	1,485,155	1,485,155	(31)	0	1,040,554	(14,951)	(1)
	PCA SALES REVENUE - ELK RIVE	0	281,654	408,036	408,036	(31)	0	283,171	(1,517)	(1)
	PCA SALES REVENUE - ELK RIVE	0	1,970,023	2,970,644	2,970,644	(34)	0	1,998,310	(28,286)	(1)
	Total For Elk River:	2,541,316	37,980,290	42,685,299	42,685,299	(11)	2,433,461	39,485,337	(1,505,046)	(4)
Otsego										
	ELECT SALES - OTSEGO RESIDEN	105,702	1,507,482	1,438,521	1,438,521	5	94,436	1,520,947	(13,465)	(1)
	ELECT SALES - OTSEGO NON-DEM	33,551	502,611	477,265	477,265	5	24,282	497,057	5,553	1
	ELECT SALES - OTSEGO DEMAND	105,796	1,506,462	1,154,078	1,154,078	31	102,255	1,428,814	77,648	5
	PCA SALES REVENUE - OTSEGO R	0	115,205	162,572	162,572	(29)	0	113,642	1,563	1
	PCA SALES REVENUE - OTSEGO N	0	42,530	58,535	58,535	(27)	0	41,419	1,110	3
	PCA SALES REVENUE - OTSEGO D	0	163,550	223,596	223,596	(27)	0	150,238	13,312	9
	Total For Otsego:	245,050	3,837,844	3,514,568	3,514,568	9	220,974	3,752,121	85,723	2
Rural Big Lake										
	ELECT SALES - BIG LAKE RESIDE	13,882	184,523	216,883	216,883	(15)	12,930	196,033	(11,510)	(6)
	ELECT SALES - BIG LAKE NON-DE	164	4,255	4,737	4,737	(10)	137	4,789	(533)	(11)
	PCA SALES REVENUE - BIG LAKE	0	14,317	21,268	21,268	(33)	0	14,868	(550)	(4)
	PCA SALES REVENUE - BIG LAKE	0	297	522	522	(43)	0	340	(43)	(13)
	Total For Rural Big Lake:	14,046	203,394	243,411	243,411	(16)	13,068	216,031	(12,637)	(6)
Dayton										
	ELECT SALES - DAYTON RESIDEN	13,834	196,738	224,525	224,525	(12)	12,485	208,525	(11,787)	(6)
	ELECT SALES - DAYTON NON-DE	2,813	37,666	41,609	41,609	(9)	2,556	40,282	(2,615)	(6)
	PCA SALES REVENUE - DAYTON R	0	14,964	22,385	22,385	(33)	0	15,521	(557)	(4)
	PCA SALES REVENUE - DAYTON	0	2,789	4,231	4,231	(34)	0	2,958	(168)	(6)
	Total For Dayton:	16,647	252,158	292,751	292,751	(14)	15,041	267,288	(15,129)	(6)
Public St & Hwy Lighting										
	ELECT SALES - SEC LTS	21,831	260,837	260,000	260,000	0	21,673	259,191	1,645	1
	Total For Public St & Hwy Lighting:	21,831	260,837	260,000	260,000	0	21,673	259,191	1,645	1
Other Electric Sales										
	SUB-STATION CREDIT	400	4,800	4,800	4,800	0	400	4,800	0	0

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
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FOR PERIOD ENDING DECEMBER 2024

	2024 DECEMBER	2024 YTD	2024 YTD BUDGET	2024 ANNUAL BUDGET	2024 YTD Bud Var%	2023 DECEMBER	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%
Electric									
Total For Other Electric Sales:	400	4,800	4,800	4,800	0	400	4,800	0	0
Total Operating Revenue									
	2,839,293	42,539,325	47,000,831	47,000,831	(9)	2,704,619	43,984,770	(1,445,444)	(3)
Other Operating Revenue									
Interest/Dividend Income									
INTEREST & DIVIDEND INCOME	25,830	338,144	85,000	85,000	298	46,659	158,309	179,834	114
Total For Interest/Dividend Income:	25,830	338,144	85,000	85,000	298	46,659	158,309	179,834	114
Customer Penalties									
CUSTOMER DELINQUENT PENALT	24,751	295,142	285,000	285,000	4	19,454	308,374	(13,231)	(4)
Total For Customer Penalties:	24,751	295,142	285,000	285,000	4	19,454	308,374	(13,231)	(4)
Connection Fees									
DISCONNECT & RECONNECT CHA	19,307	317,234	135,000	135,000	135	11,135	151,296	165,938	110
Total For Connection Fees:	19,307	317,234	135,000	135,000	135	11,135	151,296	165,938	110
Misc Revenue									
MISC ELEC REVENUE - TEMP CHG	0	2,830	5,000	5,000	(43)	0	5,994	(3,164)	(53)
STREET LIGHT	0	23,400	10,000	10,000	134	0	6,300	17,100	271
TRANSMISSION INVESTMENTS	55,672	625,244	666,000	666,000	(6)	100,323	739,768	(114,524)	(15)
MISC NON-UTILITY	11,747	219,986	110,000	110,000	100	19,271	182,451	37,534	21
GAIN ON DISPOSITION OF PROPER	0	8,600	0	0	0	21,620	72,630	(64,030)	(88)
PERA PENSION REVENUE	0	0	0	0	0	337	337	(337)	(100)
CONTRIBUTIONS FROM CUSTOME	0	690,933	225,000	225,000	207	91,488	489,451	201,481	41
Total For Misc Revenue:	67,419	1,570,994	1,016,000	1,016,000	55	233,040	1,496,934	74,059	5
Total Other Revenue									
	137,308	2,521,515	1,521,000	1,521,000	66	310,288	2,114,914	406,601	19
Total For Total Other Revenue:	137,308	2,521,515	1,521,000	1,521,000	66	310,288	2,114,914	406,601	19
Total Revenue									
	2,976,602	45,060,841	48,521,831	48,521,831	(7)	3,014,907	46,099,685	(1,038,843)	(2)
Expenses									
Purchased Power									
PURCHASED POWER	1,677,510	22,154,018	24,250,423	24,250,423	(9)	1,611,485	23,416,660	(1,262,642)	(5)
ENERGY ADJUSTMENT CLAUSE	290,124	6,436,680	8,506,023	8,506,023	(24)	531,182	7,816,127	(1,379,447)	(18)
Total For Purchased Power:	1,967,635	28,590,698	32,756,447	32,756,447	(13)	2,142,668	31,232,788	(2,642,089)	(8)
Operating & Mtce Expense									
OPERATING SUPERVISION	9,979	137,835	131,000	131,000	5	9,133	120,165	17,670	15
DIESEL OIL FUEL	0	159	10,000	10,000	(98)	60	3,915	(3,755)	(96)

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
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FOR PERIOD ENDING DECEMBER 2024

Electric	2024	2024	2024	2024	2024 YTD	2023	2023	YTD	2023 v. 2024
	DECEMBER	YTD	YTD BUDGET	ANNUAL BUDGET	Bud Var%	DECEMBER	YTD	VARIANCE	Actual Var%
NATURAL GAS	5,810	21,926	33,000	33,000	(34)	3,322	28,240	(6,313)	(22)
ELECTRIC & WATER CONSUMPTI	6,870	58,033	66,000	66,000	(12)	5,439	62,628	(4,595)	(7)
PLANT SUPPLIES & OTHER EXPEN	966	9,756	15,000	15,000	(35)	953	27,882	(18,126)	(65)
MISC POWER GENERATION EXPE	0	640	8,000	8,000	(92)	141	3,909	(3,268)	(84)
MAINTENANCE OF STRUCTURE -	498	13,914	21,000	21,000	(34)	1,608	19,304	(5,390)	(28)
MTCE OF PLANT ENGINES/GENER	0	4,177	39,000	39,000	(89)	2,348	19,571	(15,394)	(79)
MTCE OF PLANT/LAND IMPROVE	3,681	20,339	46,000	46,000	(56)	4,432	29,436	(9,097)	(31)
Total For Operating & Mtce Expense:	27,806	266,782	369,000	369,000	(28)	27,441	315,055	(48,273)	(15)
Transmission Expense									
TRANSMISSION MTCE AND EXPE	2,693	48,622	72,000	72,000	(32)	4,445	63,810	(15,187)	(24)
Total For Transmission Expense:	2,693	48,622	72,000	72,000	(32)	4,445	63,810	(15,187)	(24)
Distribution Expense									
REMOVE EXISTING SERVICE & M	0	352	2,000	2,000	(82)	217	759	(407)	(54)
SCADA EXPENSE	8,868	51,049	45,000	45,000	13	4,997	53,498	(2,449)	(5)
TRANSFORMER EXPENSE OH & U	1,062	17,031	15,000	15,000	14	1,749	19,018	(1,987)	(10)
MTCE OF SIGNAL SYSTEMS	293	2,223	3,000	3,000	(26)	0	2,667	(443)	(17)
METER EXPENSE - REMOVE & RE	0	466	1,500	1,500	(69)	149	1,610	(1,144)	(71)
TEMP SERVICE - INSTALL & REM	207	650	7,000	7,000	(91)	0	9,206	(8,556)	(93)
MISC DISTRIBUTION EXPENSE	21,819	353,049	350,000	350,000	1	21,603	345,140	7,908	2
INTERCONNECTION CARRYING C	2,416	2,416	2,417	2,417	0	2,416	2,416	0	0
Total For Distribution Expense:	34,666	427,239	425,917	425,917	0	31,133	434,318	(7,079)	(2)
Maintenance Expense									
MTCE OF STRUCTURES	12,523	90,596	50,000	50,000	81	11,320	71,216	19,380	27
MTCE OF SUBSTATIONS	8,386	26,504	36,000	36,000	(26)	850	40,623	(14,118)	(35)
MTCE OF SUBSTATION EQUIPME	8,520	88,541	79,000	79,000	12	9,448	79,615	8,926	11
MTCE OF OH LINES/TREE TRIM	30,638	245,908	230,000	230,000	7	31,565	225,909	19,998	9
MTCE OF OH LINES/STANDBY	3,943	43,616	40,000	40,000	9	3,179	36,654	6,962	19
MTCE OF OH PRIMARY	17,013	174,965	170,000	170,000	3	10,253	152,226	22,739	15
MTCE OF URD PRIMARY	14,279	284,922	220,000	220,000	30	5,199	214,304	70,617	33
LOCATE ELECTRIC LINES	4,656	100,233	110,000	110,000	(9)	5,382	105,451	(5,217)	(5)
LOCATE FIBER LINES	219	3,182	1,500	1,500	112	202	624	2,558	410
MTCE OF LINE TRANSFORMERS	5,047	65,534	60,000	60,000	9	11,156	83,650	(18,116)	(22)
MTCE OF STREET LIGHTING	18,267	83,909	50,000	50,000	68	5,750	48,781	35,128	72
MTCE OF SECURITY LIGHTING	2,985	24,067	15,000	15,000	60	1,795	18,471	5,595	30
MTCE OF METERS	1,243	57,807	80,000	80,000	(28)	6,965	69,871	(12,063)	(17)

ELK RIVER MUNICIPAL UTILITIES
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FOR PERIOD ENDING DECEMBER 2024

	2024 DECEMBER	2024 YTD	2024 YTD BUDGET	2024 ANNUAL BUDGET	2024 YTD Bud Var%	2023 DECEMBER	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%
Electric									
VOLTAGE COMPLAINTS	524	6,937	12,000	12,000	(42)	317	10,389	(3,452)	(33)
SALARIES TRANSMISSION & DIST	2,473	31,044	30,000	30,000	3	2,162	28,029	3,015	11
ELECTRIC MAPPING	15,070	134,998	100,000	100,000	35	9,473	111,093	23,904	22
MTCE OF OH SECONDARY	1,820	21,933	25,000	25,000	(12)	2,576	26,387	(4,454)	(17)
MTCE OF URD SECONDARY	4,720	58,324	60,000	60,000	(3)	10,629	68,402	(10,078)	(15)
TRANSPORTATION EXPENSE	27,330	299,522	300,000	300,000	0	27,230	279,657	19,865	7
Total For Maintenance Expense:	179,663	1,842,551	1,668,500	1,668,500	10	155,461	1,671,361	171,189	10
Depreciation & Amortization									
DEPRECIATION	222,306	2,639,980	2,439,475	2,439,475	8	219,459	2,508,985	130,995	5
AMORTIZATION	55,677	668,135	668,136	668,136	0	55,677	668,135	0	0
Total For Depreciation & Amortization:	277,984	3,308,115	3,107,611	3,107,611	6	275,137	3,177,120	130,995	4
Interest Expense									
INTEREST EXPENSE - BONDS	68,246	833,610	845,673	845,673	(1)	71,400	870,693	(37,083)	(4)
AMORTIZATION OF DEBT DISCOU	(4,988)	(59,862)	(59,863)	(59,863)	0	(4,988)	(59,862)	0	0
Total For Interest Expense:	63,257	773,748	785,810	785,810	2	66,412	810,831	(37,083)	(5)
Other Operating Expense									
EV CHARGING EXPENSE	210	2,661	3,100	3,100	(14)	200	2,173	488	22
LOSS ON DISPOSITION OF PROP (C	(75)	2,950	155,800	155,800	(98)	0	13,073	(10,123)	(77)
OTHER DONATIONS	0	0	3,000	3,000	(100)	0	108	(108)	(100)
MUTUAL AID	0	54,540	0	0	0	0	4,415	50,124	1,135
PENSION EXPENSE	0	0	295,000	295,000	(100)	211,616	211,616	(211,616)	(100)
OTHER INTEREST EXPENSE	0	0	0	0	0	0	378	(378)	(100)
INTEREST EXPENSE - METER DEP	4,889	57,582	50,000	50,000	15	4,102	47,921	9,660	20
Total For Other Operating Expense:	5,024	117,734	506,900	506,900	77	215,918	279,686	(161,952)	(58)
Customer Accounts Expense									
METER READING EXPENSE	3,355	47,697	47,000	47,000	1	3,893	43,805	3,892	9
DISCONNECT/RECONNECT EXPEN	0	11,844	22,000	22,000	(46)	977	20,348	(8,504)	(42)
MISC CUSTOMER ACCOUNTS EXP	28,337	355,651	345,000	345,000	3	29,189	340,258	15,393	5
BAD DEBT EXPENSE & RECOVER	319	15,202	25,000	25,000	(39)	703	29,142	(13,939)	(48)
Total For Customer Accounts Expense:	32,012	430,395	439,000	439,000	(2)	34,764	433,554	(3,158)	(1)
Administrative Expense									
SALARIES OFFICE & COMMISSION	66,180	885,000	908,000	908,000	(3)	64,275	792,284	92,716	12
TEMPORARY STAFFING	0	0	4,000	4,000	(100)	0	0	0	0
OFFICE SUPPLIES	3,627	95,725	125,000	125,000	(23)	5,833	113,010	(17,284)	(15)
ELECTRIC & WATER CONSUMPTI	(814)	24,245	40,000	40,000	(39)	292	27,148	(2,902)	(11)

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
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	2024 DECEMBER	2024 YTD	2024 YTD BUDGET	2024 ANNUAL BUDGET	2024 YTD Bud Var%	2023 DECEMBER	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%
Electric									
BANK FEES	214	2,845	2,500	2,500	14	288	1,886	958	51
LEGAL FEES	2,733	35,361	30,000	30,000	18	546	20,028	15,333	77
AUDITING FEES	1,640	18,880	22,000	22,000	(14)	1,623	20,439	(1,559)	(8)
INSURANCE	8,184	183,582	190,000	190,000	(3)	15,440	201,330	(17,747)	(9)
UTILITY SHARE - DEFERRED COM	3,481	111,229	120,000	120,000	(7)	5,588	116,375	(5,145)	(4)
UTILITY SHARE - MEDICAL/DENT	56,087	829,167	870,000	870,000	(5)	60,569	824,442	4,724	1
UTILITY SHARE - PERA	25,960	308,017	302,000	302,000	2	23,607	286,887	21,129	7
UTILITY SHARE - FICA	25,754	300,170	295,000	295,000	2	23,288	280,348	19,822	7
EMPLOYEE SICK PAY	47,493	195,319	165,000	165,000	18	35,618	175,686	19,633	11
EMPLOYEE HOLIDAY PAY	30,105	179,076	172,000	172,000	4	27,845	168,236	10,840	6
EMPLOYEE VACATION & PTO PA	23,559	331,860	275,000	275,000	21	20,364	279,368	52,491	19
UPMIC DISTRIBUTION	37,105	112,540	101,000	101,000	11	28,703	88,867	23,673	27
LONGEVITY PAY	0	6,963	6,964	6,964	0	0	15,168	(8,205)	(54)
CONSULTING FEES	0	40,307	97,600	97,600	(59)	0	2,732	37,574	1,375
TELEPHONE	2,250	30,987	38,000	38,000	(18)	2,423	36,236	(5,249)	(14)
ADVERTISING	2,035	14,071	19,000	19,000	(26)	552	13,765	305	2
DUES & SUBSCRIPTIONS - FEES	9,856	122,327	137,533	137,533	(11)	19,373	124,702	(2,374)	(2)
SCHOOLS & MEETINGS	7,078	199,541	274,894	274,894	(27)	10,840	223,111	(23,569)	(11)
MTCE OF GENERAL PLANT & OFFI	777	10,072	13,000	13,000	(23)	(1,182)	9,847	225	2
Total For Administrative Expense:	353,312	4,037,296	4,208,492	4,208,492	(4)	345,892	3,821,905	215,390	6
General Expense									
CIP REBATES - RESIDENTIAL	7,799	92,938	90,758	90,758	2	3,828	60,902	32,036	53
CIP REBATES - COMMERCIAL	12,334	111,001	112,000	112,000	(1)	16,836	71,268	39,733	56
CIP - ADMINISTRATION	16,593	180,070	182,965	182,965	(2)	500	27,286	152,784	560
CIP - MARKETING	1,137	47,032	51,235	51,235	(8)	(1,218)	36,225	10,807	30
CIP - LABOR	7,270	98,214	133,822	133,822	(27)	9,773	138,208	(39,993)	(29)
CIP REBATES - LOW INCOME	294	3,762	18,720	18,720	(80)	3,068	16,193	(12,431)	(77)
CIP - LOW INCOME LABOR	724	9,264	10,000	10,000	(7)	645	9,391	(127)	(1)
ENVIRONMENTAL COMPLIANCE	2,034	31,460	35,000	35,000	(10)	2,496	23,454	8,006	34
MISC GENERAL EXPENSE	(128)	3,431	2,500	2,500	37	(1,175)	5,108	(1,676)	(33)
Total For General Expense:	48,059	577,176	637,000	637,000	(9)	34,754	388,037	189,138	49
Total Expenses(before Operating Transfers)	2,992,117	40,420,362	44,976,678	44,976,678	(10)	3,334,029	42,628,472	(2,208,110)	(5)

Operating Transfer

Operating Transfer/Other Funds

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

	2024 DECEMBER	2024 YTD	2024 YTD BUDGET	2024 ANNUAL BUDGET	2024 YTD Bud Var%	2023 DECEMBER	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%
Electric									
TRANSFER TO CITY ELK RIVER R	102,355	1,527,629	1,707,411	1,707,411	(11)	98,037	1,620,377	(92,748)	(6)
Total For Operating Transfer/Other Funds:	102,355	1,527,629	1,707,411	1,707,411	(11)	98,037	1,620,377	(92,748)	(6)
Utilities & Labor Donated									
UTILITIES & LABOR DONATED TO	18,779	229,358	264,000	264,000	(13)	18,464	253,563	(24,205)	(10)
Total For Utilities & Labor Donated:	18,779	229,358	264,000	264,000	(13)	18,464	253,563	(24,205)	(10)
Total Operating Transfer									
Total For Total Operating Transfer:	121,134	1,756,987	1,971,411	1,971,411	(11)	116,502	1,873,941	(116,953)	(6)
Net Income Profit(Loss)	(136,649)	2,883,491	1,573,740	1,573,740	83	(435,623)	1,597,271	1,286,219	81

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

	2024 DECEMBER	2024 YTD	2024 YTD BUDGET	2024 ANNUAL BUDGET	2024 YTD Bud Var%	2023 DECEMBER	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%
Water Revenue									
Operating Revenue									
Water Sales									
WATER SALES RESIDENTIAL	90,863	1,556,933	1,595,403	1,595,403	(2)	87,842	1,854,122	(297,189)	(16)
WATER SALES COMMERCIAL	53,955	967,171	923,908	923,908	5	52,088	1,048,578	(81,406)	(8)
WATER SALES IRRIGATION	4,456	279,496	268,691	268,691	4	2,622	402,446	(122,950)	(31)
Total For Water Sales:	149,274	2,803,601	2,788,003	2,788,003	1	142,553	3,305,147	(501,545)	(15)
Total Operating Revenue	149,274	2,803,601	2,788,003	2,788,003	1	142,553	3,305,147	(501,545)	(15)
Total For Total Operating Revenue:	149,274	2,803,601	2,788,003	2,788,003	1	142,553	3,305,147	(501,545)	(15)
Other Operating Revenue									
Interest/Dividend Income									
INTEREST & DIVIDEND INCOME	8,302	104,442	40,000	40,000	161	13,183	57,359	47,082	82
OTHER INTEREST/MISC REVENUE	558	1,117	1,500	1,500	(26)	543	1,086	30	3
Total For Interest/Dividend Income:	8,861	105,559	41,500	41,500	154	13,726	58,446	47,113	81
Customer Penalties									
CUSTOMER PENALTIES	4,927	31,102	25,000	25,000	24	961	23,117	7,984	35
Total For Customer Penalties:	4,927	31,102	25,000	25,000	24	961	23,117	7,984	35
Connection Fees									
WATER/ACCESS/CONNECTION FE	38,056	477,998	200,000	200,000	139	18,000	253,340	224,657	89
CUSTOMER CONNECTION FEES	6,725	44,469	30,000	30,000	48	1,836	24,478	19,991	82
BULK WATER SALES/HYDRANT R	2,911	27,938	25,000	25,000	12	5,514	31,255	(3,316)	(11)
Total For Connection Fees:	47,693	550,406	255,000	255,000	116	25,350	309,074	241,332	78
Misc Revenue									
MISC NON-UTILITY	0	95	50	50	92	0	120	(24)	(20)
PERA PENSION REVENUE	0	0	0	0	0	62	62	(62)	(100)
TRANSFER IN FROM CITY	0	0	230,000	230,000	(100)	1,348,941	1,348,941	(1,348,941)	(100)
GAIN ON DISPOSITION OF PROPER	0	0	0	0	0	0	2,940	(2,940)	(100)
MISCELLANEOUS REVENUE	0	716	500	500	43	0	258	458	177
HYDRANT MAINTENANCE PROGR	1,823	13,374	15,000	15,000	(11)	975	14,493	(1,118)	(8)
CONTRIBUTIONS FROM DEVELOP	0	0	65,000	65,000	(100)	0	0	0	0
WATER TOWER LEASE	0	0	308,236	308,236	(100)	327,431	327,431	(327,431)	(100)
LEASE INTEREST REVENUE	0	0	0	0	0	74,992	74,992	(74,992)	(100)
Total For Misc Revenue:	1,823	14,187	618,786	618,786	(98)	1,752,401	1,769,238	(1,755,051)	(99)
Total Other Revenue									

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

	2024 DECEMBER	2024 YTD	2024 YTD BUDGET	2024 ANNUAL BUDGET	2024 YTD Bud Var%	2023 DECEMBER	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%
Water									
	63,306	701,255	940,286	940,286	(25)	1,792,440	2,159,877	(1,458,621)	(68)
Total For Total Other Revenue:	63,306	701,255	940,286	940,286	(25)	1,792,440	2,159,877	(1,458,621)	(68)
Total Revenue	212,581	3,504,857	3,728,289	3,728,289	(6)	1,934,994	5,465,024	(1,960,167)	(36)
Expenses									
Production Expense									
MTCE OF STRUCTURES	10,006	118,774	115,000	115,000	3	9,176	104,828	13,946	13
Total For Production Expense:	10,006	118,774	115,000	115,000	3	9,176	104,828	13,946	13
Pumping Expense									
SUPERVISION	5,393	69,969	67,500	67,500	4	4,860	63,017	6,951	11
ELECTRIC & GAS UTILITIES	23,359	256,685	335,171	335,171	(23)	18,661	300,994	(44,309)	(15)
SAMPLING	1,837	21,964	17,000	17,000	29	1,086	17,430	4,533	26
CHEMICAL FEED	1,759	38,920	53,000	53,000	(27)	3,525	46,426	(7,505)	(16)
MTCE OF WELLS	37,761	236,998	165,000	165,000	44	(2,868)	131,604	105,393	80
SCADA - PUMPING	3,138	13,837	8,000	8,000	73	422	3,576	10,260	287
Total For Pumping Expense:	73,248	638,375	645,671	645,671	(1)	25,687	563,051	75,324	13
Distribution Expense									
MTCE OF WATER MAINS	2,575	97,522	175,000	175,000	(44)	2,348	144,493	(46,970)	(33)
LOCATE WATER LINES	565	13,728	17,250	17,250	(20)	441	8,898	4,830	54
MTCE OF WATER SERVICES	0	0	500	500	(100)	0	240	(240)	(100)
WATER METER SERVICE	28,512	100,494	66,000	66,000	52	235	28,604	71,890	251
BACKFLOW DEVICE INSPECTION	1,440	19,532	20,000	20,000	(2)	1,123	19,146	385	2
MTCE OF CUSTOMERS SERVICE	2,979	33,583	33,000	33,000	2	2,586	30,328	3,254	11
WATER MAPPING	8,162	25,858	15,000	15,000	72	2,015	17,752	8,105	46
MTCE OF WATER HYDRANTS - PU	780	22,736	20,000	20,000	14	2,990	16,331	6,405	39
MTCE OF WATER HYDRANTS - PR	0	4,990	6,000	6,000	(17)	0	3,665	1,325	36
WATER CLOTHING/PPE	0	9,528	10,000	10,000	(5)	224	10,352	(824)	(8)
WAGES WATER	469	7,617	7,500	7,500	2	526	7,030	587	8
TRANSPORTATION EXPENSE	322	18,310	24,000	24,000	(24)	511	15,831	2,479	16
WATER PERMIT	0	26,255	28,000	28,000	(6)	0	15,752	10,502	67
Total For Distribution Expense:	45,807	380,158	422,250	422,250	(10)	13,003	318,426	61,731	19
Depreciation & Amortization									
DEPRECIATION	113,908	1,221,246	1,148,987	1,148,987	6	100,973	1,174,752	46,493	4
Total For Depreciation & Amortization:	113,908	1,221,246	1,148,987	1,148,987	6	100,973	1,174,752	46,493	4
Interest Expense									

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

Water	2024	2024	2024	2024	2024 YTD	2023	2023	YTD	2023 v. 2024
	DECEMBER	YTD	YTD BUDGET	ANNUAL BUDGET	Bud Var%	DECEMBER	YTD	VARIANCE	Actual Var%
INTEREST EXPENSE - BONDS	3,266	40,600	40,600	40,600	0	3,466	43,000	(2,400)	(6)
AMORTIZATION OF DEBT DISCOU	(554)	(6,650)	(6,651)	(6,651)	0	(554)	(6,650)	0	0
Total For Interest Expense:	2,712	33,949	33,949	33,949	0	2,912	36,349	(2,400)	(7)
Other Operating Expense									
LOSS ON DISPOSITION OF PROP (C	0	0	14,000	14,000	(100)	0	0	0	0
LOSS ON DISPOSITION OF PROP (N	16,271	16,271	0	0	0	0	0	16,271	0
DAM MAINTENANCE EXPENSE	0	444	2,000	2,000	(78)	0	1,876	(1,431)	(76)
PENSION EXPENSE	0	0	65,000	65,000	(100)	19,334	19,334	(19,334)	(100)
OTHER INTEREST EXPENSE	0	0	0	0	0	0	94	(94)	(100)
INTEREST EXPENSE - METER DEP	62	967	1,300	1,300	(26)	107	1,262	(295)	(23)
Total For Other Operating Expense:	16,334	17,683	82,300	82,300	(79)	19,441	22,567	(4,884)	(22)
Customer Accounts Expense									
METER READING EXPENSE	573	5,549	2,500	2,500	122	200	2,238	3,311	148
MISC CUSTOMER ACCOUNTS EXP	7,107	91,045	89,000	89,000	2	7,665	86,429	4,615	5
BAD DEBT EXPENSE & RECOVER	0	19	250	250	(92)	0	(28)	47	171
Total For Customer Accounts Expense:	7,681	96,614	91,750	91,750	5	7,865	88,639	7,974	9
Administrative Expense									
SALARIES OFFICE & COMMISSION	19,334	258,534	285,000	285,000	(9)	18,457	230,045	28,488	12
TEMPORARY STAFFING	0	0	1,000	1,000	(100)	0	0	0	0
OFFICE SUPPLIES	785	23,419	37,000	37,000	(37)	1,313	24,421	(1,002)	(4)
ELECTRIC & WATER CONSUMPTI	(206)	6,061	11,000	11,000	(45)	73	6,787	(725)	(11)
BANK FEES	53	726	600	600	21	72	484	242	50
LEGAL FEES	252	5,708	9,000	9,000	(37)	136	4,375	1,332	30
AUDITING FEES	410	5,266	6,000	6,000	(12)	405	5,655	(389)	(7)
INSURANCE	1,465	40,122	43,000	43,000	(7)	2,991	51,107	(10,984)	(21)
UTILITY SHARE - DEFERRED COM	561	18,628	21,000	21,000	(11)	1,371	21,515	(2,887)	(13)
UTILITY SHARE - MEDICAL/DENT	14,801	202,666	220,000	220,000	(8)	14,111	202,874	(207)	0
UTILITY SHARE - PERA	5,051	59,326	56,000	56,000	6	4,231	52,775	6,551	12
UTILITY SHARE - FICA	5,085	58,185	54,000	54,000	8	4,077	50,873	7,312	14
EMPLOYEE SICK PAY	3,476	33,020	29,000	29,000	14	3,811	28,323	4,696	17
EMPLOYEE HOLIDAY PAY	6,153	34,537	32,000	32,000	8	5,423	30,911	3,626	12
EMPLOYEE VACATION & PTO PA	3,996	59,901	52,000	52,000	15	3,667	48,487	11,413	24
UPMIC DISTRIBUTION	7,544	23,571	21,000	21,000	12	5,379	16,347	7,224	44
WELLHEAD PROTECTION	0	0	2,000	2,000	(100)	0	6,861	(6,861)	(100)
LONGEVITY PAY	0	836	837	837	0	0	2,581	(1,745)	(68)

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

	2024 DECEMBER	2024 YTD	2024 YTD BUDGET	2024 ANNUAL BUDGET	2024 YTD Bud Var%	2023 DECEMBER	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%
Water									
CONSULTING FEES	4,924	16,316	45,900	45,900	(64)	1,260	10,266	6,050	59
TELEPHONE	478	7,024	9,000	9,000	(22)	584	8,249	(1,225)	(15)
ADVERTISING	508	3,632	5,000	5,000	(27)	138	4,116	(483)	(12)
DUES & SUBSCRIPTIONS - FEES	1,315	77,760	88,114	88,114	(12)	3,818	73,689	4,071	6
SCHOOLS & MEETINGS	284	42,421	61,072	61,072	(31)	763	36,453	5,967	16
MTCE OF GENERAL PLANT & OFFI	197	2,518	3,100	3,100	(19)	(295)	2,461	56	2
Total For Administrative Expense:	76,474	980,187	1,092,623	1,092,623	(10)	71,791	919,665	60,521	7
General Expense									
CIP REBATES - RESIDENTIAL	120	1,090	5,000	5,000	(78)	0	1,185	(95)	(8)
CIP REBATES - COMMERCIAL	0	0	500	500	(100)	0	0	0	0
CIP - MARKETING	0	1,117	2,000	2,000	(44)	0	966	150	16
CIP - LABOR	0	0	5,000	5,000	(100)	0	1,288	(1,288)	(100)
ENVIRONMENTAL COMPLIANCE	55	683	2,500	2,500	(73)	47	1,364	(680)	(50)
MISC GENERAL EXPENSE	0	0	250	250	(100)	(644)	(669)	669	100
Total For General Expense:	175	2,891	15,250	15,250	(81)	(597)	4,136	(1,245)	(30)
Total Expenses(before Operating Transfers)	346,349	3,489,880	3,647,781	3,647,781	(4)	250,255	3,232,417	257,462	8
Operating Transfer									
Utilities & Labor Donated									
WATER & LABOR DONATED TO CI	0	0	1,500	1,500	(100)	0	0	0	0
Total Operating Transfer									
Total For Total Operating Transfer:	0	0	1,500	1,500	(100)	0	0	0	0
Net Income Profit(Loss)	(133,768)	14,976	79,007	79,007	(81)	1,684,738	2,232,606	(2,217,630)	(99)

Beginning Fiscal Period[YYYYMM]

202401

GL Division

All

GL Department

All

Ending Fiscal Period[YYYYMM]

202412

GL Activity

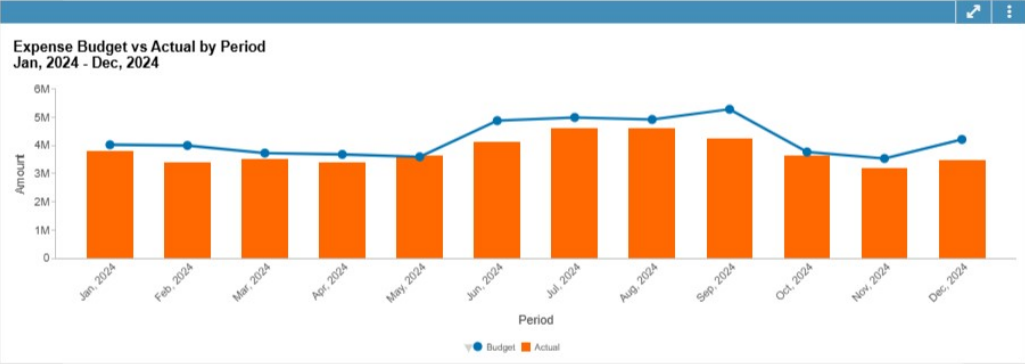
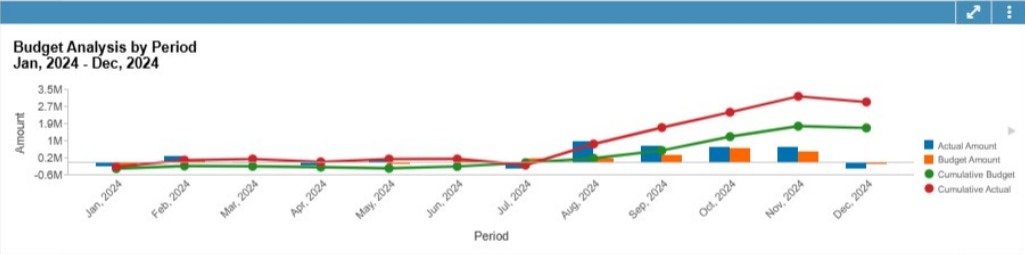
All

Period Type

Closed Period

Budget Revenue Comparison & Variance		
Jan, 2024 - Dec, 2024		
-\$2,747,414.28		
-5.71%		
Actual	Budget	
\$45,376,515.25	\$48,123,929.53	

Budget Expense Comparison & Variance		
Jan, 2024 - Dec, 2024		
-\$4,179,008.35		
-9.01%		
Actual	Budget	
\$42,207,628.93	\$46,386,637.28	



TO: ERMU Commission	FROM: Melissa Karpinski – Finance Manager
MEETING DATE: February 11, 2025	AGENDA ITEM NUMBER: 5.2
SUBJECT: 2024 Fourth Quarter Delinquent Items	
ACTION REQUESTED: Approve the 2024 Fourth quarter delinquent items submitted.	

BACKGROUND:

Fourth 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 is 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:

Presented for review are comparisons with last year, identifying the categories and amounts for each quarter and the running totals. Regarding the year end 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 \$15,379.59. This is higher than average compared to the last few years.
- The amounts submitted **only** to Collection Agencies for 2024 is \$0. (Please note that amounts submitted to Revenue Recapture were also submitted to Collection Agencies.)
- The amounts submitted to Revenue Recapture were less than the prior year. The 2024 RR amount is \$26,110.42. We have collected a total of \$13,703.58 from RR in 2024.

- Write-Offs for 2024 of \$16,058.50 which is less than the prior year. The biggest impact to the Write-Offs is due to the removal of items from the RR program due to a six-year limit mandated by the state. We have had to remove, and write off, a total of \$15,199.60 due to six-year statute of limitation in 2024.

The attached report listing shows those dollars submitted to both the Collection Agency and RR. The fourth quarter totals are \$9,691.36. To break these totals down by provider, it is \$8,696.54 for Electric, \$595.44 for Franchise Fees, \$207.92 for Sewer, \$85.09 for Trash, \$77.02 for Water, and \$29.35 for Storm Water.

The amount for fourth quarter Write-Offs is \$2,498.27 which includes: amounts removed from RR meeting the six-year limit with the state program of \$1,958.69, other of \$228.58, bankruptcy of \$204.68, deceased of \$57.83, and small balances of \$48.49.

Our allowance for doubtful accounts (a reserve for bad debt/write-offs) is \$25,605 or 0.05% uncollectible accounts per revenue dollar. According to the American Public Power Association's most recent published standard ratios (2021), the industry standard is between 0.15% and 1.49%. Interestingly, the Northern/Central Plains average is 0.15%. Our totals for the year are below the national average, at 0.03%.

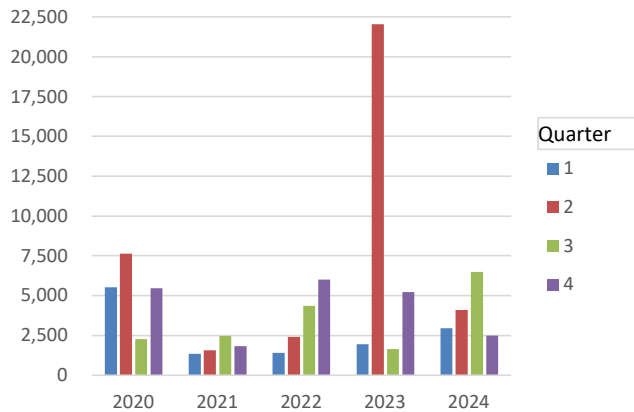
ATTACHMENTS:

- 2024 Fourth Quarter Delinquent Items Comparison
- 2024 Fourth Quarter Delinquent Items Submitted

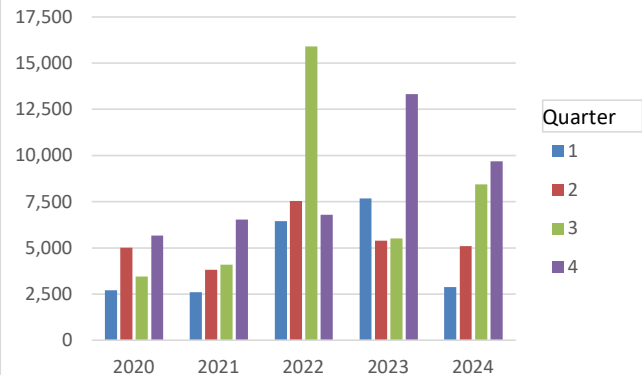
Delinquent Items Comparisons

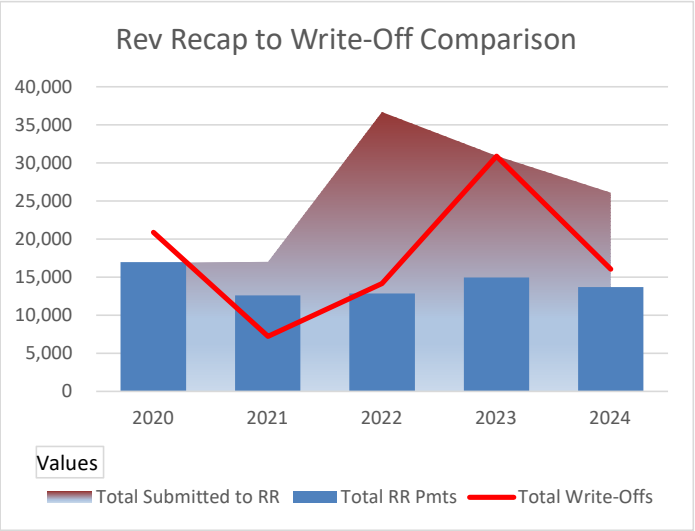
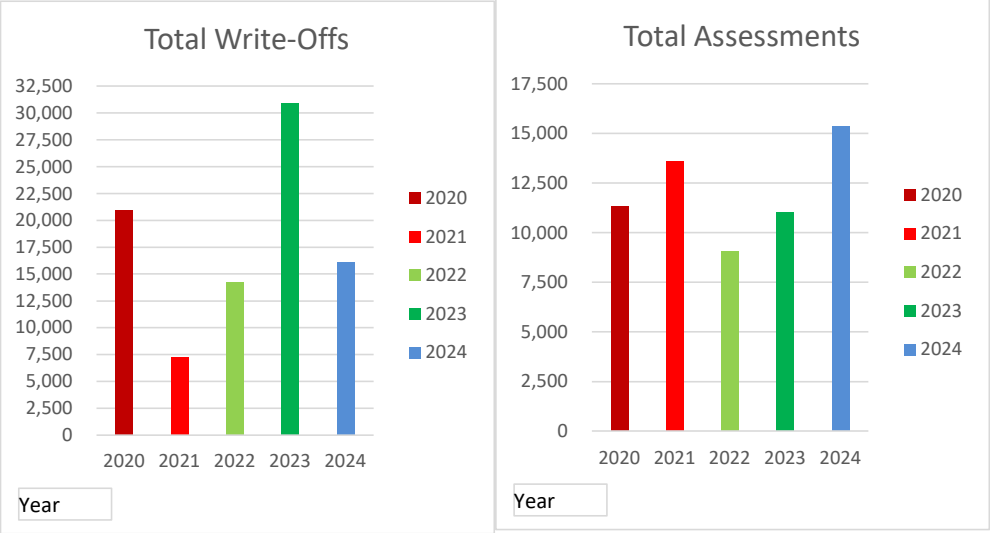
Year	Quarter	Assessments	Collection Agency	Revenue Recapture	Rev Recap/Coll Agen	Write-Offs	Rev Recap Pmts
2020	1	-	-	2,707.86	2,707.86	5,537.23	8,315.08
2020	2	-	-	5,016.46	5,016.46	7,621.65	5,203.80
2020	3	-	-	3,447.14	3,447.14	2,262.18	2,022.43
2020	4	11,324.36	-	5,668.90	5,668.90	5,464.99	1,424.25
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	15,379.59	-	9,691.36	9,691.36	2,498.27	258.83

Quarterly Write-Offs by Year



Quarterly Amt's Submitted for Collection by Year





Agency	B
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Row Labels	Sum of Total AR
1ERUE	\$ 8,696.54
2ERUW	\$ 77.02
3CTYS	\$ 207.92
4CTYT	\$ 85.09
6CTYF	\$ 595.44
7CTYS	\$ 29.35
Grand Total	\$ 9,691.36

TO: ERMU Commission	FROM: Mark Hanson – General Manager
MEETING DATE: February 11, 2025	AGENDA ITEM NUMBER: 5.3
SUBJECT: Strategic Plan and 2024 Annual Business Plan Results	
ACTION REQUESTED: Discussion on the effectiveness of the Strategic Plan and the Annual Business Plan as organizational health assessment tools; discussion on progress toward organizational goals.	

BACKGROUND:

In August 2017, the Commission adopted a comprehensive manual of governance policies based on the Carver Model of governance. Included in those governance policies is Governance Policy G.2c Agenda Planning. This policy notes that in the first quarter “The Commission and Management will review ERMU’s current Strategic Plan along with the results of the Annual Business Plan for the preceding fiscal year.” This annual review was confirmed and scheduled through the Commission’s adoption of the 2025 Governance Agenda.

DISCUSSION:

The Strategic Plan consists of Governance Policies G.1c-g. These policies are summarized in the attached planning themes handout. The Strategic Plan also includes a dashboard of initiatives, a management tool to track project preparation for budget consideration, oversee implemented projects, track initiative prioritization, and manage overall productivity and resource utilization. The Strategic Plan establishes long-term goals and provides a roadmap to get there.

The Annual Business Plan consists of the budget and the schedule of rates. It is a tool used to measure organizational performance, analyze risks, and provide actionable information. It provides short-term data for evaluating potential adjustments as an organization moves toward the long-term goals established by its strategic plan.

Review of the 2024 Strategic Plan:

All policies, decisions, initiatives, and tasks should be in direct line with ERMU’s Mission. All planning is conducted through a process which categorizes initiatives under commission-adopted planning themes aligned with our mission, vision, fundamentals, and values. This framework clearly defines how ERMU is expected to operate.

As an all-encompassing, multi-year plan, not every initiative will be completed each year. Some initiatives are simply too large and complex to complete in a year. Others were put on hold so

focus could be put on higher priority issues. A list of highlights, challenges, and results from the 2024 initiatives is attached.

Review of the 2024 Annual Business Plan:

The purpose of reviewing the 2024 Annual Business Plan is to evaluate the budget itself as a risk management tool in addition to a financial performance tool. By evaluating the budget as a risk management tool, staff will be better able to provide monthly information and reports to help the commission evaluate the organization's health, direction, and risks.

Overall electric utility performance for 2024 was positive in a year where usage was down due to weather. Unaudited financials indicate that revenues were unfavorable to budget by 7% but expenses were favorable to budget by 10% (mostly due to purchased power), for a 6% margin overall. With capital projects, reserve uses, bonding, and depreciation, we outperformed budgeted reserves contributions.

Overall water utility performance for 2024 was positive given the decreased usage due to the weather. Unaudited financials indicate that revenues were unfavorable to budget by 6% and expenses were favorable to budget by 4%, for a 0.4% margin overall. If you factor in additional revenue that will get posted for water tower attachments, capital projects, reserve uses, bonding, and depreciation, we outperformed budgeted reserves contributions.

An overview of 2024 budget versus actual (unaudited) for both electric and water is provided in the attached summary.

Summary:

The results and progress from the organization's 2024 Strategic and Annual Business Plans were very positive. While it is good to recognize our successes, the discussion should not end there.

These two plans also serve as tools for the Commission to use in providing governance, establishing policy, and managing risk. They should evolve with the Commission's informational needs to effectively evaluate and govern the organization.

DISCUSSION QUESTIONS:

Staff desires commission feedback regarding the results of our 2024 Strategic and Annual Business Plans and the effectiveness of these tools in providing meaningful information. Are these tools providing the information needed to effectively:

- Lead the organization toward our mission, vision, and goals?
- Evaluate the organization's health and take corrective action when needed?
- Manage the strategic and financial risks to the organization?

ATTACHMENTS:

- ERMU Mission/Vision/Fundamentals/Values/Themes
- Highlights, Challenges, and Results from the 2024 Strategic Plan Initiatives
- ERMU Summary Comparison 2024 Budget vs Actual (Unaudited)

OUR MISSION

To provide our customers with safe, reliable, cost-effective and quality long-term electric and water utility services. To communicate and educate our customers in the use of utility services, programs, policies and future plans. These products and services will be provided in an environmentally and financially responsible manner.

OUR VISION

Provide exceptional services and value to those we serve.

OUR FUNDAMENTALS

Safety, Reliability and Quality of Utility Services.

Customer Service and Employee Development.

Competitive Rates, and Financial and Organizational Health.

OUR VALUES



INTEGRITY

Honest, accountable and united in all that we do.



QUALITY

Services that reflect excellence, dependability and expertise.



COMMUNICATION

Respectful and engaged interactions that are timely and clear.



SAFETY

A culture that protects our customers, employees, and assets.



COMPETITIVE

Provide the best value for the services we deliver.

OUR PLANNING THEMES

THEME 1 | **COMMUNICATION**

Improve the effectiveness of our communications inside the organization, with our customers and with the community.

THEME 2 | **PERSONNEL AND GOVERNANCE**

Develop our most valuable and vulnerable assets - our commissioners, employees, leaders, and future leaders.

THEME 3 | **STRATEGIC THINKING**

Create a culture of strategic thinking and ensure line of sight from mission to vision.

THEME 4 | **TECHNOLOGY**

Implement the prudent use of technology to improve efficiency and increase customer choice, communication and value.

THEME 5 | **GROWTH**

Assess the growth curve to make decisions regarding organizational change.

THEME 6 | **PROCESS, MEASUREMENT AND FINANCIAL HEALTH**

Improve processes and measurement to better determine and report efficiency and effectiveness of organization and to ensure financial and organizational health.

Highlights, Challenges, and Results from the 2024 Strategic Plan Initiatives

- Disaster Recovery Plan – Tom Geiser

While the plan is to never have to use one, you can never say “never.” Staff has been gathering plans from other municipalities (Owatonna, Shakopee) and comparing them to what ERMU has in place. We have also worked with City staff, Elk River Police Department, and Elk River Fire Department on planning out weather-related disaster scenarios. ERMU staff have additionally been attending Minnesota Municipal Utilities Association’ (MMUA) Emergency Preparedness and Restoration Conferences over the last few years. Our participation in recent mutual aid efforts in Florida have made the need for these plans abundantly clear and having this disaster recovery plan is an invaluable resource. It also helps ERMU with its aim to achieve the American Public Power Association’s Reliable Public Power Provider Diamond designation.

- Highway 169 Redefine Project – Chris Sumstad

After many meetings with MNDOT and their engineering contractors in 2020, ERMU developed the plans to remove, relocate, and install new electrical infrastructure at all intersections along the Redefine project. Our field work began in 2021, giving us a full year to relocate before actual road construction began in 2022. The bore crew started in June of 2021, installing 500 mcm underground wire along the west side of 197th Avenue, with the line crews right behind terminating the new wire and removing overhead service. This continued with crews moving south to 193rd Avenue, School Street and eventually Main Street. The work generally involved installing new 500 mcm underground feeder wire and removing or relocating the 336 mcm overhead wires. 2021 showcased great teamwork amongst ERMU employees and the dedication and drive to complete the work. With the ERMU construction mostly done in 2021, the years of actual road construction between 2022-2024 consisted of ERMU installing new services to feed Highway 169 traffic signals, cameras, and lights. ERMU crews were also called on for the occasional wire repair or relocation. Overall, the work went smoothly considering the large scope of this project. MndOT, Ames Construction, and all sub-contractors involved were great to work with.

- Planning for future Wells, Treatment and Storage in NE area – Dave Ninow

As Elk River continues to grow there is increasing demand on the municipal water system. The Northeast & Northwest Urban Service Area Expansion Study done in 2023 looked at the growth of the city and the need for the municipal water system to grow with it. This initiative is to plan for additional water system infrastructure to meet the increasing demand. In 2024 we worked with Elfering & Associates and Short Elliott Hendrickson to submit applications to the DNR for three new municipal well sites. With the DNR’s preliminary assessments we were approved to proceed to well design and construction. We are currently developing plans for two wells and water treatment facilities that will need to be submitted to the Minnesota Department of Health for review before going out to obtain bids for construction.

- Financial Reports – Redesign - Melissa Karpinski

As custom financials will not be supported in the near future, we are working on developing new financial reports using National Information Solutions Cooperative's (NISC) new Microsoft Excel add-on tool. This will simplify the process of making changes, as it will be Excel-based rather than requiring programming through NISC. Additionally, creating new reports will be easier since we can handle it independently.

- Advanced Metering Infrastructure Project – Mike Tietz and Sara Youngs

In 2024, ERMU made significant progress on its Advanced Metering Infrastructure (AMI) project, aimed at upgrading electric and water meters across our service area. The project, which began in 2023, reached key milestones such as selecting Core and Main as the distributor for the Sensus FlexNet AMI system and Allegiant Utility Services as the installer for the meters. Although supply chain issues delayed electric meter replacements until November 2024, water meter replacements began successfully on May 3, 2024.

The AMI project will enhance ERMU's ability to collect near real-time data, improve operational efficiency, and provide customers with accurate billing through remote readings and two-way communication. Customers will also gain greater control over their usage through the SmartHub portal, where they can access detailed consumption data. As part of ERMU's commitment to modernizing infrastructure and improving service reliability, the AMI project aligns with industry standards while maintaining cost-effectiveness for our customers. Throughout 2024, we've kept customers informed via our website, social media, newsletters, and bill inserts.

Looking ahead, ERMU plans to engage with Dave Berg in the fall of 2025 for a rate study that will evaluate time-of-use rates based on actual data, helping us meet the evolving needs of our community.

The completion of the AMI project in 2025 will also support the launch of our Conservation Voltage Reduction (CVR) program. This will help reduce wholesale power demand costs by lowering voltage at our substations during peak demand, using real-time system feedback from AMI meters to ensure compliance with American National Standards Institute requirements for service voltages.

- Field Service Building Wall Art – Tony Mauren

Having completed construction on a state of the art field services building, staff felt it was important to create a facility that represents more than just a place where people work. With the help of a staff-stakeholder committee, we sought to accomplish that by developing aesthetic elements that speak to the significance of the work that ERMU does. Attached are images of the five wall art installations that were completed in October 2024, which in turn serve as a visual narrative of ERMU's history, highlight major achievements, and communicate a sense of pride to staff and visitors. With this project we honor the past, celebrate the present, and seek to inspire the future.

Photos—Field Services Building Wall Art—Completed



Entryway



Elk Conference Room

Photos—Field Services Building Wall Art—Completed



Stairway



Cubicle Area

Photos—Field Services Building Wall Art—Completed



Training Room

ELK RIVER MUNICIPAL UTILITIES SUMMARY OF YEAR 2024
BUDGET vs ACTUAL (UNAUDITED)

ELECTRIC BUDGET SUMMARY	2024 Budget		2024 Actual	
ELECTRIC REVENUE	\$ 48,521,831		\$ 45,060,841	
ELECTRIC EXPENDITURES	<u>(46,948,091)</u>		<u>(42,177,349)</u>	
ELECTRIC NET FOR CAPITAL	1,573,740	3.24%	2,883,492	6.40%
DEBT RETIREMENT	(955,000)		(955,000)	
NET LESS DEBT PRINCIPAL PMTS	618,740		1,928,492	
CAPITAL EQUIPMENT/CONSTRUCTION	(11,163,890)		(7,368,941)	
FUND FROM RESERVES	100,000 *	County Rd 35 Feeder to Waco	- *	
FUND FROM RESERVES	370,840 *	Otsego Transformer Replacement	429,408 *	
FUND FROM RESERVES	700,000 *	Data Center Feeder	- *	
FUND FROM RESERVES	750,000 *	Unidentified Feeders	97,749 *	
FUND FROM RESERVES	1,150,000 *	East Substation Design and Construction	166,809 *	
FUND FROM RESERVES	1,250,000 *	Territory Acquisition	1,405,721 *	
BONDING or INTER-FUND BORROWING	3,125,000 *	AMI	1,939,978 *	
BONDING	<u>-</u>		<u>-</u>	
NET	(3,099,310)		(1,400,783)	
DEPRECIATION	<u>3,107,612</u>		<u>3,308,116</u>	
NET TO RESERVES	<u>\$ 8,302 *</u>		<u>\$ 1,907,333 *</u>	
WATER BUDGET SUMMARY	2024 Budget		2024 Actual	
WATER REVENUE	\$ 3,728,289		\$ 3,504,857	
WATER EXPENDITURES	<u>(3,649,282)</u>		<u>(3,489,880)</u>	
WATER NET FOR CAPITAL	79,007	2.12%	14,977	0.43%
DEBT RETIREMENT	<u>(60,000)</u>		<u>(60,000)</u>	
NET LESS DEBT PRINCIPAL PMTS	19,007		(45,023)	
CAPITAL EQUIPMENT/CONSTRUCTION	(4,121,950)		(2,621,844)	
FUND FROM RESERVES	2,400,000 *	AMI	1,806,587 *	
FUND FROM RESERVES	950,000	Water Main Construction		
BONDING	<u>-</u>		<u>-</u>	
NET	(752,943)		(860,280)	
DEPRECIATION	<u>1,148,988</u>		<u>1,221,246</u>	
NET TO RESERVES	<u>\$ 396,045 *</u>		<u>\$ 360,966 *</u>	

* Currently, target reserves are met.

TO: ERMU Commission	FROM: Mark Hanson – General Manager
MEETING DATE: February 11, 2024	AGENDA ITEM NUMBER: 5.4
SUBJECT: Water Service Line Ownership	
ACTION REQUESTED: Discuss possible policy changes to ERMU’s water service line ownership	

BACKGROUND:

At the December 2024 meeting, commission members directed staff to survey water service line ownership policies of various cities. Staff selected 50 cities and identified their respective ownership policies. Cities were selected based on a desire to get a diverse sample set while still including cities with similar attributes such as Minnesota Municipal Power Association membership, Minnesota Municipal Utilities Association membership, size, and regional proximity.

For ERMU’s customers, property owners own and are responsible for their entire water service line, from the main to their home or business. Per city ordinance, the same is true for sanitary sewer service lines. The surveyed cities, however, described four different types of ownership for water service lines:

- The property owner owns the entire service line (current ERMU policy)
- The city owns the service line from the main through (including) the curb stop valve
- The city offers a protection program (repair fund) to assist owners with repair costs
- The city differentiates between residential and commercial properties

Water service line breaks are relatively rare but can be expensive. Such repairs typically cost anywhere from \$3,000 to \$30,000+ depending on the amount of restoration work needed. Water service line repairs often involve older homes/businesses with owners who may have limited resources, making it difficult for them to absorb these unexpected costs.

DISCUSSION:

Frequencies and Costs of Service Line Breaks:

Based on historical averages over the last eight years, ERMU experiences roughly two water service line breaks (leaks) per year. Most of the breaks occur at the curb stop valve. With roughly 5,650 total water customers, repairing two service line breaks per year at an assumed \$8000 repair cost would average out to an increase of \$0.25/month per account.

The bigger financial impact, however, is the need to replace service lines from the main through the curb stop when doing water main replacement projects. This is a common practice for utilities that own the service line through the curb stop valve because it minimizes the potential of having to cut into a freshly paved road to repair/replace a broken service line. These costs are estimated at \$3,000 per service line. On average, ERMU would replace approximately 45 service line connections per year as part of a water main replacement project, adding another \$2.00/month per account.

Differentiating the frequencies and costs described above by residential versus commercial accounts yields the following averages:

Break Repair	Residential	Commercial
Customer Accounts	5,100	550
Breaks per Year	2	0.33
Average Cost per Break	\$6,000	\$12,000
Average Cost/Month/Account	\$0.20	\$0.60

Curb Stop to Main Replacement	Residential	Commercial
Customer Accounts	5,100	550
Services per Year	40	5
Average Cost per Break	\$3,000	\$6,000
Average Cost/Month/Account	\$2.00	\$4.50

Totals	Residential	Commercial
Monthly Break Cost	\$0.20	\$0.50
Monthly Replacement Cost	\$2.00	\$3.80
Total Monthly Cost/Account	\$2.20	\$5.10

Possible Ownership Options:

Listed below are the typical options for ownership/responsibility of water service lines. The chart summarizes the surveyed data for each option. The advantages and disadvantages of each option are listed after the table.

- 1) Status Quo: The property owner owns the entire service line (24 cities/50 surveyed)
- 2) Modified Status Quo: No change to ownership, but ERMU implements a service line protection program to cover repair costs (3/24).
- 3) ERMU owns from the main through the Curb Stop for all properties (26/50)
- 4) ERMU owns from the main through the Curb Stop for residential properties only (3/50)

Option	Overall	Metro	MMPA	MMUA	Size	Regional
Main Only*	24/50	9/28	3/5	9/16	18/33	6/12
Protection Program	3/24	0/9	0/3	3/96	3/18	1/6
Through Curb Stop	26/50	19/28	2/5	7/16	15/33	6/12
Residential Only*	3/50	1/28	0/5	2/16	2/33	1/12

*Includes those cities offering a protection program.

Option 1, Status Quo. The property owner owns the entire service line (24/50).

Advantages: The simplest approach to managing service lines. Customers would have the option to distribute their repair/replacement costs over 10 years by having their repair costs assessed to their property.

Disadvantages: Can place a financial burden on customers that need to repair/replace their water service line. Despite numerous “Who Owns What” communications, most customers don’t realize they are responsible for service line costs.

Option 2: Modified Status Quo. No change to ownership, but ERMU implements a service line protection program to cover repair costs (3/24).

Advantages: No change to City Ordinance/ERMU Water Rules (the property owner will still own the entire service line). The implementation of a protection program provides a funding source for water service line repairs without impacting rates. Additionally, it can be crafted to control ERMU’s liability while still easing the financial burden on customers. Whether to implement a cap to limit/share repair responsibility, whether to include the entire service line or just through the curb stop, and whether to limit eligible line size are all examples of how ERMU can control its financial exposure. It can also include an opt-out option if desired. Allows for the option to not include customers who are behind on their payments.

Disadvantage: Since it’s a separate fee (not included in the water rates) some customers may see it as a lack of transparency. For comparison, Austin Utilities charges \$3.00/month for their water service fund program. Owatonna Public Utilities charges \$0.99/month for their service line protection program. Information on both programs is attached. Austin’s water service fund covers service lines 100% up to two-inch and at 50% for service lines larger than two-inch. Owatonna limits their program to residential customers only.

Option 3: ERMU owns from main through Curb Stop for all properties (26/50).

Advantages: Simple and consistent implementation that mirrors most of the 50 cities surveyed. Offers protection to all customers, regardless of type, size, or location. The added risk associated with covering all properties could be further controlled by using a tiered structure based on service line size.

Disadvantages: Likely represents the most expensive option as it represents the greatest financial exposure. Rates would need to increase to cover the increased exposure. Since the increased costs would be recovered through increased rates, there is no opt out option.

Option 4: ERMU owns from main through Curb Stop for residential properties only (3/50).

Advantages: Offers protection to residential customers while avoiding the higher cost potential associated with commercial properties. The majority of residential properties have one-inch or smaller lines that connect to water mains located under low-volume residential roads. Commercial/industrial properties can have service lines that are considerably longer and larger that connect to water mains under higher-volume collector roads. Larger lines and connections under higher-volume roads can significantly increase repair costs.

Disadvantages: Smaller business owners, with line sizes similar to residential properties, may be upset over the lack of consistency with residential properties.

FINANCIAL:

Financial exposure will depend on what, if any, changes are made to our current policy. If ERMU takes on the added responsibility of funding service line repairs/replacement from the main through the curb stop valve, residential costs would increase by approximately \$2.20/month. Costs for commercial customers would increase by approximately \$5.00/month. Depending on the selected program, these amounts would be recovered through either a service fee or a rate increase. Calculating the final amounts would be part of our 2025 rate study, planned for the third quarter of 2025.

Note: The amounts presented are estimates only, they are not intended to cap our expenses. If we adopt a plan that increases our financial responsibility, we will have to treat all eligible customers the same, even if the total annual costs exceed our budget estimates.

NEXT STEPS:

Staff requires commission direction on which, if any, policy changes they would like to pursue for approval at a future commission meeting.

ATTACHMENTS:

- City Survey – Water Service Line Ownership

Service Line Ownership Table of Results

Column1	City	Main Only	Main Thru Curbstop	Residential Only	Protection Program	Metro	Regional	Size	MMUA	MMPA	Source	Notes
1	Albertville	Yes					Yes	Yes			Code	9-2-7: The consumer or owner shall be responsible for maintaining the service pipe from the curb stop valve into the building served.
2	Andover		Yes			Yes		Yes			Website	About Our System: The....owner is responsible from the valve outside the home to the meter and everything after.
3	Anoka	Yes				Yes	Yes	Yes	Yes	Yes	Rules	RULES AND REGULATIONS, Section 2000
4	Austin*	Yes			Yes			Yes	Yes		Website	*Who Owns What: The customer will retain ownership of water service lines from the corporation stop to the meter, but Water Service Fund will cover costs of all repairs if account is current.
5	Big Lake	Yes					Yes	Yes			Code	Section 800.09: All persons taking water shall keep their own service pipes, stop cocks, and apparatus in good repair and protected from frost, at their own risk and expense, from the water main through the end of the service pipe inside the house or building.
6	Blaine		Yes			Yes					Code	Section 86-105a: The service pipe from the building to the curb stop and the connection thereto shall be the property of the applicant and must be protected and maintained by the applicant.
7	Bloomington		Yes			Yes					Code	Section 11.14: It shall be the responsibility of the owner to maintain the service pipe from the curb box into the house or building.
8	Brooklyn Center	Yes				Yes		Yes			Code	Section 4-201.7: After the initial connection to the curb stop, the property owner shall thereafter be liable for all repair or grade adjustments to his water service line between the street main and the building being served.
9	Brooklyn Park		Yes			Yes					Code	Chapter 100, section 100.15: The stop cock, box and cover must be installed by the owner at the owner's expense, becomes the property of the city, and must be maintained by the city so as to be safe and accessible at all times.
10	Buffalo		Yes				Yes	Yes	Yes	Yes		Section 48-257a: The consumer owns the service line to the curb box/gate valve, including the connections to such devices on the owner's side.
11	Burnsville		Yes			Yes					Website	Water FAQs: The City owns the water shutoff in your yard within the right of way, typically located about 10 feet behind the City-owned curb. The City also owns the water service line between the shutoff and the water main in the street
12	Chanhassen	Yes				Yes		Yes			Website	Water FAQs: It is the responsibility of the homeowner to maintain the service line to the structure being served, including the curb box.
13	Chaska		Yes			Yes		Yes	Yes	Yes	Code	Section 7.12.010Q: It shall be the responsibility of the consumer or owner to maintain the service pipe from the structure side of the curb box or service valve into the house or building.
14	Coon Rapids		Yes			Yes					Code	Section 13-211: The stop box and cover at the watermain and boulevard or street are the property of the City and must be readily accessible. Section 13-212: The service pipe to the watermain and the connections thereto are the property of the user, and must be protected and maintained by the user.
15	Crystal		Yes			Yes		Yes			Code	Section 715.17: The consumer or owner must maintain the service pipe from the building side of the curb stop or building side of the building gate valve into the house or building.
16	Dayton		Yes				Yes	Yes			Code	Section 52.014a: It shall be the responsibility of the owner or other account holder to maintain the service pipe from the curb box into the house or building.
17	Delano	Yes					Yes	Yes	Yes		Website	Water Service Issues: Water service lines are owned and maintained by the property owner, from and including the home or business's connection to the water main.
18	Detroit Lakes		Yes					Yes	Yes		Website	Water Ordinance, 403.09: The Water Department will maintain water services from the main to, and including the curb stop, or the property line, whichever is the closest to the main, free of charge to the customer.
19	Duluth		Yes								Code	Section 48-120: Services to be maintained by department to curb stop only
20	Eagan		Yes			Yes					Code	Section 3.20-2: It is the responsibility of the consumer or owner to maintain the service pipe from the curbstop into the house or other building.
21	East Grand Forks	Yes						Yes	Yes		Website	Water Lines: The "curb stop" is the property and responsibility of the property owner.
22	Eden Prairie		Yes			Yes					Website	Water FAQs: Property owners are responsible for all water piping located on their property. This includes all the water piping inside the building and the underground water service to the property line.
23	Edina		Yes			Yes					Code	Section 28-91: The water service line from the curb stop....is owned by and shall be maintained by the owner of the property serviced by such service line.
24	Fridley	Yes				Yes		Yes			Code	Section: 402.06: The occupant or user of such premises shall be liable for all repairs required to any water line or any sewer lines necessary for connection of the premises from the main to the premises.
25	Glencoe	Yes						Yes	Yes		Code	Section 203.04: All persons taking water shall keep their own service pipes, curb stops, stop cocks and apparatus in good repair and protected from frost, at their own risk and expense. Section 203.07: No claim shall be made against the City by reason of breaking or freezing of any service pipe or service cock; nor if from any cause the supply of water shall fail.
26	Golden Valley		Yes			Yes		Yes			Code	Section 28-29b: It is the responsibility of the consumer or owner to maintain the service pipe from the curb stop into the house or other building.
27	Hopkins	Yes				Yes		Yes			Website	Water & Sewer/Mtce and Repairs: Property owners are responsible for the water service from the house or structure to the water main in the street, including the corporation stop at the water main and curb stop at the right-of way line.
28	Hutchinson	Yes						Yes	Yes		Website	Water FAQs: the property owner is responsible for the water service line from the water main in the street up to the water meter in the property.
29	Mankato	Yes						Yes			Website	Water Main Repairs: The homeowner is responsible for their water service line from the City water main to their home.
30	Maple Grove		Yes			Yes					Code	Section 34-41: The stop box and cover at the water main and boulevard are the property of the city, and all persons are forbidden to interfere with them. Section 34-42a: The service pipe to the water main and the connections thereto shall be the property of the user.

Service Line Ownership Table of Results

Column1	City	Main Only	Main Thru Curbstop	Residential Only	Protection Program	Metro	Regional	Size	MMUA	MMPA	Source	Notes
31	Minneapolis	Yes				Yes					Code	Section 509.410b: The water service line shall be owned by the property it serves, and each piece of the water service line shall be maintained and kept in good operating condition by the property owner.
32	Minnetonka		Yes			Yes					Code	Section 1200.060: The stop cock at main and property or curb line, together with box and cover, are the property of the city. Section 1200.075/3: The service pipe to the watermain beginning at the corporation connection belongs to the owner of the premises and must be protected and maintained by the owner.
33	Monticello	Yes					Yes	Yes			Website	Water Service Line Responsibility: Customer is responsible for the water service line from the home to the corporation stop.
34	Moorhead		Yes					Yes	Yes		Rules	Section 2045.1.2: MPS owns....all water service materials that include, but are not limited to, service piping to the curb stop, curb stops.
35	New Hope	Yes				Yes		Yes			Website	Water meters, valves, service lines, stop boxes, and corporation stops are the sole responsibility of the property owner.
36	North St. Paul	Yes				Yes		Yes	Yes	Yes	Code	Title V, Section 57.05b: Sewer and water service from a building to the connection at the main are owned by the property owners and they are responsible for all repairs and maintenance except for the operation of the curbstop.
37	Osseo		Yes			Yes		Yes			Code	Section 51.20a: It shall be the responsibility of the user or owner to maintain the service pipe from the curb shut-off into the house or structure.
38	Otsego	Yes					Yes	Yes			Website	FAQs: It is the responsibility of the homeowner to maintain the service line from the street water main into and including plumbing within the structure being served.
39	Owattona*	Yes		Yes	Yes			Yes	Yes		Website	Water Service Line Protection Program
40	Plymouth		Yes			Yes					Code	Section 720.25: It is the responsibility of the owner or occupant to maintain the service pipe from the curb box into the house or building.
41	Princeton*	Yes		Yes	Yes		Yes	Yes	Yes		Rules	Section 104: The property owner owns the water service and it is the responsibility of the property owner to maintain. Beginning January 1, 2018, PPU has a Service Line Protection policy in force and will begin charging a monthly fee for the protection.
42	Ramsey		Yes				Yes	Yes			Code	Section 58-117: The service pipe to the stop box (curb stop) and the connection thereto shall be the property of the customer and must be protected and maintained by the customer.
43	Rochester	Yes							Yes		Rules	Section 401: The property owner owns the water service, and is responsible for its repair, maintenance or replacement.
44	Rogers		Yes			Yes	Yes	Yes			Code	Chapter 46-II-2, Section 46-48: The service pipe from the building to the curb stop and the connections to the curb stop shall be the responsibility of the property owner.
45	Shakopee	Yes				Yes		Yes	Yes	Yes	Website	Water Service Information: The homeowner's responsibility for the water service line is everything in the home out to and including the connection to the water main out in the street.
46	St. Cloud	Yes									Website	WATER SERVICE RESPONSIBILITY: Homeowners are responsible for their service lines. A service line is provided to each home for drinking water supply. Repair of any service leak is the responsibility of the property owner.
47	St. Louis Park		Yes	Yes		Yes					Code	Sec. 32-202.: The property owner shall be responsible for repairing any leaks in the service pipeline to the property, except that the city shall be responsible for leaks in the service line to a single-family dwelling between the main and the shutoff.
48	St. Michael		Yes				Yes	Yes			Code	Title V, Section 50.07: The water service line from the curb stop is owned by and shall be maintained by the owner of the property serviced by such service line.
49	St. Paul		Yes			Yes					Code	Title XI, Section 87.03e: The water utility will, in accordance with its standards and without cost to the property owner, repair and maintain the street service connections which it has installed.
50	Willmar	Yes						Yes	Yes		Website	Website search produced service line of america brochure stating property owner owns from building to main.
242633281233165												

TO: ERMU Commission	FROM: Mike Tietz – Technical Services Superintendent
MEETING DATE: February 11, 2025	AGENDA ITEM NUMBER: 5.5
SUBJECT: Advanced Metering Infrastructure Update	
ACTION REQUESTED: None	

DISCUSSION:

As of February 3, Allegiant has completed 4,016 residential water meter replacements and 447 retrofits. With the slowdown in appointments, Allegiant will reduce staffing to two water technicians working for the remainder of our project. ERMU began contacting customers via call capture and direct mail postcards to inform them about scheduling appointments. Customers were notified that their meter must be replaced by April 1 to avoid incurring additional fees. The residential water meter exchange work is approximately 72.5% complete.

To date we have made 67 residential repairs utilizing master plumber Karsten Nelson (Archer Plumbing) with a running total of \$23,610.36 in repair costs. This is about a 1.55% 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 112 commercial meter replacements and 32 retrofits as of February 3. The commercial water meter exchange work is about 31% complete.

As of February 3, Allegiant has completed 5,335 residential electric meter replacements. Due to an inventory delay, Allegiant will be reducing staff to two technicians on the project. Both electric technicians are able to provide backup for the water technicians. The residential electric meter exchange work is about 46% completed. Installations are being performed Monday through Friday from 8:00 a.m. to 4:30 p.m. and Saturdays from 10:00 a.m. to 2:00 p.m.

We have been informed the remainder of our residential electric meters will arrive around the end of February. We have received 24 first article commercial electric meters and we are testing and verifying that the meter programming is correct. ERMU staff will be utilized for all commercial installations. Overall, approximately 64% of the total available Advanced Metering Infrastructure meters have been installed.

TO: ERMU Commission	FROM: Mark Hanson – General Manager
MEETING DATE: February 11, 2025	AGENDA ITEM NUMBER: 6.1a
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- The Minnesota Department of Natural Resources (MNDNR) has provided us with a preliminary assessment in response to our permit request to drill three new wells. The assessment authorizes us to move forward with designing the new wells but cautions us that we may need to install observation wells and conduct an aquifer test to determine if the new wells will impact other nearby users.
- Water Superintendent Dave Ninow and I are working with the Minnesota Department of Health (MDH), the Minnesota Rural Water Association, and the MNDNR to explore the potential of a \$50,000 grant to construct monitoring wells through MDH's Accelerated Implementation Grant.
- On January 27 and 28, Commissioner Zerwas, Tony Mauren, and I attended Minnesota Municipal Utilities Association's (MMUA) Legislative Conference. MMUA's advocacy staff, along with membership, identified several legislative priorities and accompanying "asks" as described in the attached flyer. We had separate visits with Senator Lucero, Representative Novotny, and Representative Hudson to review the priorities and answer any questions. All three were supportive of our position and accompanying asks.
- As a reminder, Commissioner Zerwas, Commissioner Bell, Governance & Communications Manager Tony Mauren, and I will be attending the 2025 APPA Legislative Rally in Washington DC, February 24-27.
- The Minnesota Municipal Power Agency (MMPA) Board of Directors met January 21, 2025, at Chaska City Hall in Chaska, Minnesota and via videoconference. Commissioner Stewart and I attended. The public summary follows:
 - The Board reviewed the financial and operating performance for December 2024.
 - Participation in the residential Clean Energy Choice program increased by 43 customers. Customer penetration for the program is at 6.0%.
 - The Board was informed that MMPA received a \$4.19 million direct payment of an investment tax credit for the renewable natural gas project at the Agency's Hometown BioEnergy facility.
 - The Board discussed the status of renewable projects the Agency is pursuing.

ATTACHMENTS:

- MMUA 2025 State Legislative Priorities



2025 State Legislative Priorities

The MMUA Board of Directors has given direction as to how MMUA will address a list of issues that may arise during the 2025 legislative session. The following is a summary of the issues, provided in the order of priority assigned by the Board.

Issue Discussed	Requested Legislative Action
Nuclear moratorium	Repeal the statutory restriction on the siting of new nuclear electric generating facilities in Minnesota.
Reform net metering statutes	Amend current law to: a) establish a more equitable compensation process b) reduce the total size of generating facilities eligible for net metering from 40 kilowatts to 20 kilowatts c) require facilities to be sized to 105 percent of the load served.
PFAS remediation challenges	Treat municipal utilities as a conduit—and not a source—of PFAS. Any new treatment mandates need to identify adequate funding resources so that utilities are not forced to raise their rates.
Bonding bill	Pass a bonding bill that adequately funds projects and programs so that municipal utilities can make needed improvements, repairs, and upgrades.
Minnesota's Earned Sick and Safe Time (ESST) Law	Clarify and modify ESST leave mandates to address staffing issues experienced by employers including municipal utilities.
Exempt sales to cryptocurrency related data mining operations from Energy Conservation and Optimization Act (ECO) calculations	Clarify that the exemption of sales to cryptocurrency data centers from ECO plans begins the first year the threshold is met and is thereafter permanent.
Modify Cold Weather Rule (CWR) notice requirements	Authorize more efficient options for providing required CWR notices.
Electric vehicle charging stations	Clarify that it is acceptable for third parties to charge customers for the use of a charging station so long as the power to the charging station comes from the utility within whose service territory the station is located.
Telecommunications installation safety training	Exempt utility workers already trained in directional boring from the 2024 mandate on telecommunication line installers.
Lead and copper service lines replacement	Provide funding and limit liability for utility-installed lead and copper line replacements.

TO: ERMU Commission	FROM: Sara Youngs – Administrations Director
MEETING DATE: February 11, 2025	AGENDA ITEM NUMBER: 6.1b
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- Office walk-in traffic for January consisted of 162 customers, averaging 32 customers per week over the five-week period.
- ERMU disconnections for January: The Cold Weather Rule is in effect, meaning customers cannot be disconnected until 30 days after they receive their disconnection notice.
 - Cycle 1 – 10 disconnections
 - Cycle 2 – 3 disconnections
 - Cycle 3 – 6 disconnections
 - Cycle 4 – 6 disconnections
- During the month of January 2025, the customer service team entered 56 payment arrangements with customers. During January 2024 there were 50 payment arrangements.
- A significant amount of staff time is dedicated to the Advanced Metering Infrastructure project, including daily follow-ups with customers and coordination with both internal and external teams. Over the past two weeks, additional efforts have been focused on reaching out to 800 water customers who have not yet scheduled their meter replacement. This included two rounds of a call campaign, resulting in 186 customers scheduling their replacement. Customers who have not scheduled their replacement by February 4, 2025, will receive a postcard the following week. The postcard will inform them that if they do not schedule by April 1, 2025, additional service fees will apply.
- Currently there are eight active residential solar photovoltaic projects planned or under construction in the ERMU service territory.
- In the last 30 days, combined the level two charger located downtown and in the parking lot in front of ERMU had 31 sessions and provided customers with 776 kWh of green energy.
- The IT staff is occupied with their usual tasks, and when not assisting with help desk issues, they are concentrating on large-scale projects such as SCADA upgrades.

TO: ERMU Commission	FROM: Melissa Karpinski – Finance Manager
MEETING DATE: February 11, 2025	AGENDA ITEM NUMBER: 6.1c
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- Bond payments totaling \$939,078.13 and due January 31 have been paid. The bonds we have are the bonds from 2016 and 2018 for our Minnesota Municipal Power Agency (MMPA) buy-in maturing in 2036 and 2048, respectively; 2021 electric bond and 2021 water bond for the new field services building maturing in 2051 and 2041, respectively.
- The accounting department has been busy preparing for the 2024 annual audit. Our auditors from Abdo will be completing the audit field work on February 20-21.
- Continued work with new GL Financial Statement Reporting tool.
- We have received a lot of our annual surveys that will be completed in the upcoming months.

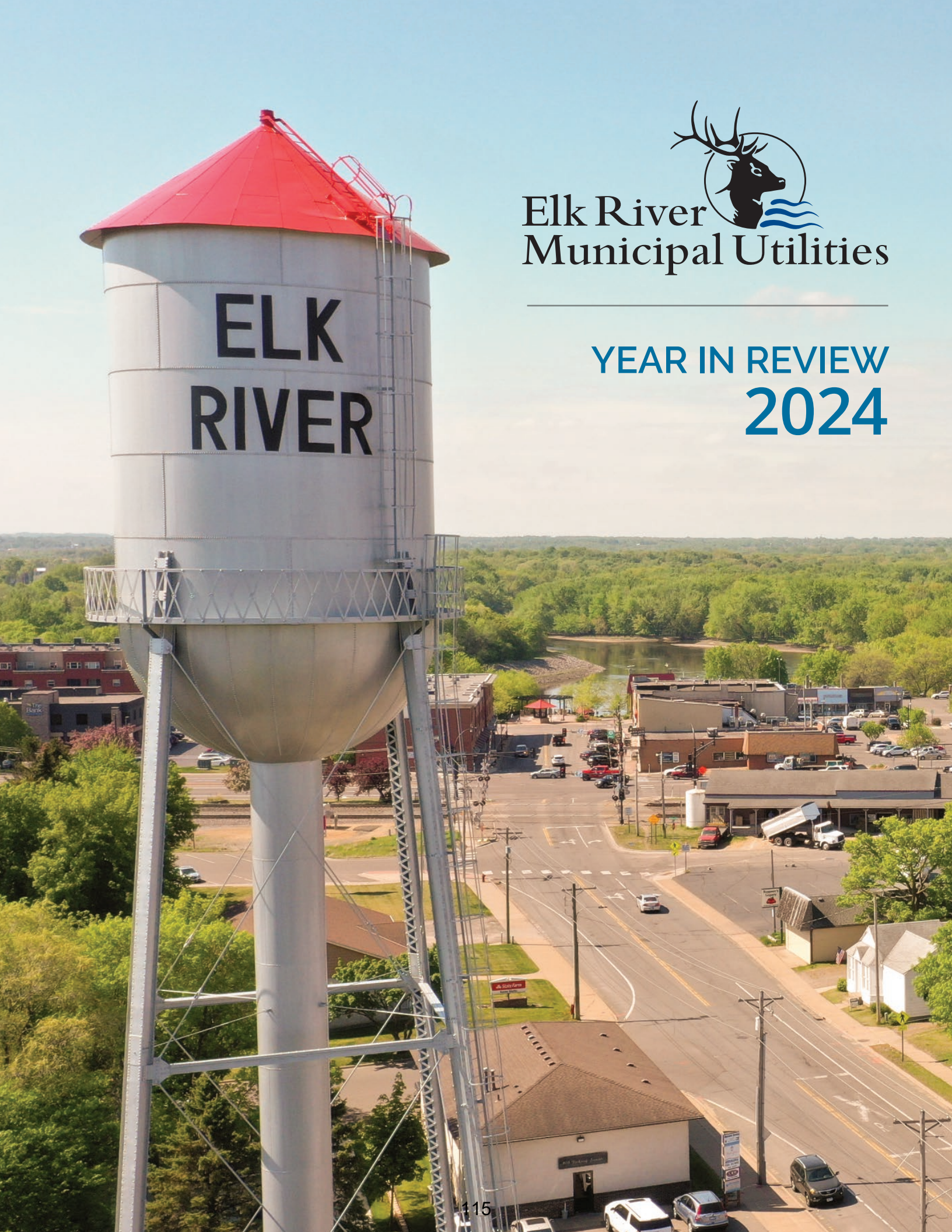
TO: ERMU Commission	FROM: Tony Mauren – Governance & Communications Manager
MEETING DATE: February 11, 2025	AGENDA ITEM NUMBER: 6.1d
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- The bill insert for February 2025 is the attached 2024 Year in Review which will be sent to all customers. This is one of the most involved inserts that staff produces every year and our Communications & Administrative Coordinator Jenny Foss once again did an excellent job encapsulating the major efforts in 2024 as well as presenting them in a very positive and professional manner.
- In addition to the bill insert topic, social media posts this month feature the commission meeting notice, Presidents' Day office closures, Valentine's Day, ERMU's partnership with National Weather Service, and an employee promotion.
- Attached is a running list of the communications that have been disseminated as part of the Advanced Metering Infrastructure project. This information may be helpful in the event that a customer reaches out to discuss how and when they were informed of the project.

ATTACHMENTS:

- Bill Insert – ERMU 2024 Year in Review
- AMI Communications Timeline 2023-2025



Elk River
Municipal Utilities

YEAR IN REVIEW
2024

COMMUNITY CONNECTIONS



A MESSAGE FROM THE GENERAL MANAGER

As I reflect on 2024, one central theme stands out: **connections**. From collaborating with peer utilities to advancing our infrastructure and engaging with our community, these efforts underscore our commitment as your hometown, locally operated, public utility.

In 2024, we supported mutual aid efforts with publicly owned hometown utilities in Anoka, MN, Kissimmee, FL, and Orlando, FL; and with Connexus Energy, a cooperative utility in Ramsey, MN. While incredibly important for those receiving the support, these initiatives also offered our crews invaluable experience in managing real-world, large-scale storm response. This hands-on training has strengthened our safety protocols, operational procedures, and communication strategies - ensuring we're ready to restore essential services when needed most.

In 2024 we saw the completion of the 169 Redefine project that required a significant team effort over a three year period. Additionally, our multi-year Advanced Metering Infrastructure (AMI) project took a big step forward in 2024. By November, over half of the 5,800 water meters in town were upgraded, and the replacement of nearly 13,000 electric meters commenced after overcoming supply chain delays. These upgrades enhance how we connect with customers, providing near real-time usage insights accessible via your SmartHub account - empowering you and our customer service team with actionable information.

This year, we prioritized outreach through educational programs in schools, community events, and digital platforms like social media and our website. Our focus was on linking you with money-saving rebates, conservation tips, and opportunities to participate in our Clean Energy Choice program which fosters sustainability and renewable energy use.

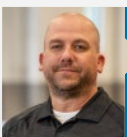
It is clear that 2024 has been a year of growth and meaningful progress. Every effort reflects our dedication to building and maintaining strong connections with you, our valued customers. Thank you for trusting us in all that we do to serve you and keep our community connected.

- Mark Hanson, P.E., General Manager

169 REDEFINE PROJECT SUCCESSFULLY COMPLETED

As stated in a recent news release from the City of Elk River, the ambitious 169 Redefine project, a three-year, \$124 million transformation of Highway 169 into a freeway, has been successfully completed, marking a significant milestone for the community. It delivered four new interchanges, enhanced pedestrian access, upgraded essential underground infrastructure, and improved access points for the Elk River community.

ERMU worked closely with city staff, the Minnesota Department of Transportation, Ames Construction, and WSB Engineering on this project. The transformation required significant electric relocation and water infrastructure upgrades.



"Staff did an amazing job meeting project deadlines throughout the entire process." - **Tom Geiser**, Director of Operations, ERMU



"In 2021, we replaced 2,800 feet of water main while MnDOT's contractor handled the

remaining 1,400 feet during the roadway reconstruction. Our crew coordinated closely with theirs on shutdowns, customer notifications, inspections, and testing, ensuring the project was well-organized and successful. Replacing the water main addressed pipe relocation needs from changes in road elevation and infrastructure, improved water distribution, and enhanced system redundancy for better flow in the system."

- **Dave Ninow**,
Water Superintendent,
ERMU



"In 2021, before road construction began, we completed most of our work, thanks to the

teamwork at ERMU. The road project itself went smoother than expected, a testament to MnDOT and the contractors collaborating effectively to solve problems and keep the project on track."

- **Chris Sumstad**,
Electric Superintendent,
ERMU

COMMUNITY SUPPORT

ERMU ANSWERS MUTUAL AID CALL IN RESPONSE TO HURRICANES

Mutual aid is at the heart of what public power does. At its core, it's about neighbors helping neighbors - even when our neighbor is a fellow utility hundreds (or thousands) of miles away. The American Public Power Association (APPA), together with state and regional public power utilities and organizations, coordinates the mutual aid network for the nation's public power utilities. Utilities like ERMU that want to give and/or receive help for power restoration after a disaster sign up for this network. When (and even before) a major disaster hits a utility's territory and the utility knows that its own crews and equipment won't be enough to restore power quickly, it calls for mutual aid.

After Hurricanes Helene and Milton devastated much of Florida this past year, ERMU was proud to answer the call and be a part of the APPA mutual aid effort. A crew from ERMU was part of a larger contingent that departed from Rochester, MN to Kissimmee, FL and later moved on to assist lineworkers in Orlando. Helping other communities during challenging times is a true privilege.



ERMU LENDS A HELPING HAND ASSISTING LOCAL UTILITIES

On August 26 and 27, severe thunderstorms caused power outages for residents in our service area and nearby communities. Once power was fully restored to ERMU customers, crews were dispatched to assist Connexus Energy and Anoka Municipal Utilities, where outages were more extensive. In one unique instance, ERMU lineworkers had to row their way to a Connexus pole that needed repair for a downed line.

In 2024 the strength of our systems were tested, and our customers can take comfort in knowing they are served by a robust and resilient network of utilities.



Connexus Energy
August 31

...

Who can relate to the difficulties of rowing a boat sometimes? Well, that's what this past week has felt like for our members, and well, all of us quite frankly.

As we head into the morning, our crews as well as guest crews, are out to finish up the outages left from storms last week. Broken pole replacement is the name of the game today. We have 64 members left, with around 20 separate incidents. We are very hopeful all of these will be wrapped up today.

All 7,000 members that were newly affected by outages last night have been restored. A very large tree decided to give way in the middle of the night and take out a Great River Energy transmission line. Our staff was able to back feed from other substations to get all 7,000 members back in about 4 hours. Grateful for that - but the timing could not have been worse - like rowing a boat upstream.

As for the picture, this is actually a guest crew from Elk River Muni helping us out this week. Another demonstration of the level of effort and dedication it takes to repair downed lines (hard to see in the photo).

We are extremely grateful for all of the support, patience, generosity and kindness members and the community has given to us this week. Thank you doesn't seem like enough - but THANK YOU.

Connexus Energy Facebook post from Aug. 31, 2024



COMMUNITY EVENTS

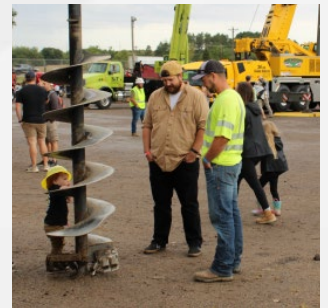


"THINK! ENERGY" PROGRAM ENLIGHTENS STUDENTS

In the spring of 2024, Elk River Municipal Utilities (ERMU) collaborated with the National Energy Foundation to present an engaging educational program for fourth graders in the ERMU service area, including Meadowvale, Lincoln, Parker, and Twin Lakes Elementary Schools. With materials designed by teachers for teachers to align with Minnesota science standards, this initiative ensured an interactive and practical learning experience. The program explored different energy types, how energy reaches homes, and ways to use it efficiently. Students received take home energy-saving kits to apply what they learned and share conservation tips with their families.

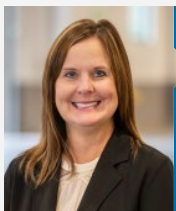
BUILDING COMMUNITY CONNECTIONS: ERMU'S EVENT HIGHLIGHTS 2024

ERMU continued to foster meaningful community connections, taking part in a variety of events throughout 2024. From the Sherburne County Fair Parade and Night to Unite to the Downtown Trick-or-Treat and Day of the Dozers, ERMU demonstrated its commitment to being a community partner. As a customer-owned public power utility, there is a strong sense of pride being able to give back to the community ERMU serves.



AMI PROJECT TAKES CENTER STAGE IN 2024

ERMU took a major step forward in the multi-year Advanced Metering Infrastructure (AMI) project with the assistance of ERMU's approved AMI installation vendor, Allegiant Utility Services. Installation of the new AMI water meters began in March 2024. To date, half of the ERMU water service territory's meters have been upgraded. In November 2024, installation of the AMI electric meters began. The new AMI meters offer near real-time data that improves service responsiveness, supports operational efficiencies, and provides detailed, accurate billing information. These enhancements empower customers with greater insight into their utility usage. As the project continues into 2025, customers are encouraged to visit our website at ERMUMN.COM for project information and FAQs.



"AMI improves customer service by giving near real-time, accurate data that helps ERMU respond faster and provide more accurate billing. It's all about providing customers with more transparency and an improved experience."

- Sara Youngs, Administrations Director, ERMU

AMI Communication Timeline

Introduction to AMI (November 2023 – December 2023)

November 2023

- AMI Project FAQ Page: A dedicated FAQ page for the AMI project was launched on ERMU's website with continuous updates provided throughout the project.
- Customer Notification: All customers received a one-third sheet insert introducing AMI with their November billing statement.
- Newsletter and Social Media:
 - Introductory AMI information was shared in ERMU's monthly e-newsletter, *The Connector*.
 - A social media post on November 1 introduced AMI to customers via LinkedIn, Facebook, Instagram, and Twitter.

December 2023

- The Current Newsletter: Introductory AMI information was included in the winter edition of *The Current*, distributed with customers' December billing statements.
- Social Media Post: A follow-up post on December 4 directed customers to *The Current* for more details.

AMI Installation Updates (March 2024 – November 2024)

March 2024

- The Current Newsletter: An AMI installation update was included in the spring edition of *The Current* and distributed with customers' March billing statements.
- Social Media Post: A March 4 post directed customers to *The Current* for more information.

May 2024

- Appointment Letters: Water meter installation appointment letters were mailed to customers in stages beginning May 3.

- The Current Newsletter: Information about SmartHub and how it enhances account management was included in the summer edition of *The Current*.
- Social Media Post: A May 3 AMI installation update was provided via Facebook, Instagram, and Twitter.

July 2024

- Appointment Letters: A second round of water meter installation appointment letters was mailed on July 3.

September – October 2024

- Appointment Letters: Water meter installation appointment letters continued to be mailed to customers in stages.

November 2024

- Customer Reminder: All customers received a one-third sheet insert reminding them about the AMI project and providing electric meter installation information, included with their November billing statements.
- Social Media Post: A November 13 post provided an AMI installation update via Facebook, Instagram, and Twitter.

Final Push for Water Appointments and Electric Notifications (December 2024 – February 2025)

December 2024

- The Current Newsletter: An article about the benefits of AMI meters was featured in the winter edition of *The Current*.
 - Note: Customers in billing cycle 1 received the insert in their January 2025 billing due to a distribution issue.
- Social Media Post: A December 2 post highlighted the winter edition of *The Current* on LinkedIn, Facebook, Instagram, and Twitter.

January 2025

- Call Campaign: A call campaign targeted approximately 800 residential customers who had not yet scheduled their water meter installation appointments:
 - 300 calls were made on January 27, with the remainder placed on January 28.
- Social Media Posts:
 - January 22: A reminder post about residential electric meter installations (Facebook only).
 - January 31: A post featuring Allegiant staff alongside an Allegiant co-branded truck (Facebook only).

February 2025

- Direct Mail Postcard: A postcard was sent on February 11 to all remaining residential water customers who had not scheduled their meter replacement appointments.
- Call Campaigns:
 - February 2: Calls notified cycle 2 customers that Allegiant would be in their area for electric meter replacements.
 - February 9: Calls notified cycle 3 customers of upcoming electric meter replacements.

TO: ERMU Commission	FROM: Thomas Geiser – Operations Director
MEETING DATE: February 11, 2025	AGENDA ITEM NUMBER: 6.1e
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 60 are complete.
- Diversified inspected our line trucks during the week of January 20.
- ERMU has chosen Leidos Engineering for our third-party reviews on all pole attachments.
- ERMU has chosen DGR Engineering for its 2025 Fault Current/Fuse Coordination Study.
- Tuesday, January 28 a vehicle struck a regulator bank along Highway 10, east of Broadway Pizza, requiring crews to shut down the feeder for ten minutes. The accident started a grass fire as well, picture below.
- On Sunday, January 26, ERMU had another Cooper/Eaton Switchgear failure.
- Ordering material for the 2025 construction season.
- Working with JonnyPops on their third service needs.



TO: ERMU Commission	FROM: Chris Sumstad – Electric Superintendent
MEETING DATE: February 11, 2025	AGENDA ITEM NUMBER: 6.1f
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- Installed eight 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, was here on January 29 and 30 and held safety meetings on annually required topics: A Workplace Accident and Injury Reduction program, Bloodborne Pathogens, Personal Protective Equipment, and Employee Right To Know.
- The City's Fleet Maintenance Division started performing our annual DOT inspections on our trucks and trailers. This process continues through March.
- We are planning for the spring start to the construction season by lining up our jobs. We are seeing some new commercial projects and plans for at least one housing development.
- The final connections for the Heritage Mill transformer took place last week.
- Staff is finalizing some plans on underground primary placement and a transformer install during the month of March at the JonnyPops location.
- Rebuild of overhead Feeder 65, north of our North Substation along Highway 169 is in progress. This rebuild will extend to the landfill in four phases.
- Working on annual performance reviews with employees.
- Replaced two streetlight poles in Elk River this month that were casualties of the weather and vehicles.
- The month of January is always busy for the inventory staff as they close the work orders from the previous year.

TO: ERMU Commission	FROM: Mike Tietz –Technical Services Superintendent
MEETING DATE: February 11, 2025	AGENDA ITEM NUMBER: 6.1g
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- In January, locators processed 121 locate tickets. These consisted of 67 normal tickets, 9 emergency tickets, 33 updated tickets, 4 meets, 2 boundary surveys, 4 cancellations and 2 non-excavations. This resulted in a 7.1% increase in tickets from the previous month and a 30.1% increase from the prior January.
- Electrical technicians completed 324 service order tasks, updated the power bill, addressed customer meter issues and any off-peak concerns.
- Staff continues to research the geospatial location requirements mandated by the State. Current work practices will have to change to accommodate this requirement, but we are trying to get a solution in place before the start of the construction season.
- 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 our Automated Meter Reading to AMI meters for off-peak around the system. Approximately 4,600 water meters and 8,300 electric meters are currently active within our AMI system.
- On January 26, there was another catastrophic failure of a Cooper/Eaton switchgear. This is a major safety concern for us, and we are taking immediate steps to abate this issue by dehydrating the oil. Staff are preparing a trailer-mounted oil collection system that will be used to transport the contaminated oil to our maintenance bay where we will have a rented vacuum dehydrator recondition the oil overnight before being used in another switchgear. This should bring the moisture levels down to an acceptable level. Picture below.
- Connexus Energy discontinued use of their feeder tie at Station 14 sub on January 23.
- Our monthly peak was 50.80 MW on January 20 at 5:35pm.



UTILITIES COMMISSION MEETING

TO: ERMU Commission	FROM: Dave Ninow – Water Superintendent
MEETING DATE: February 11, 2025	AGENDA ITEM NUMBER: 6.1h
SUBJECT: Staff Update	
ACTION REQUESTED: None	

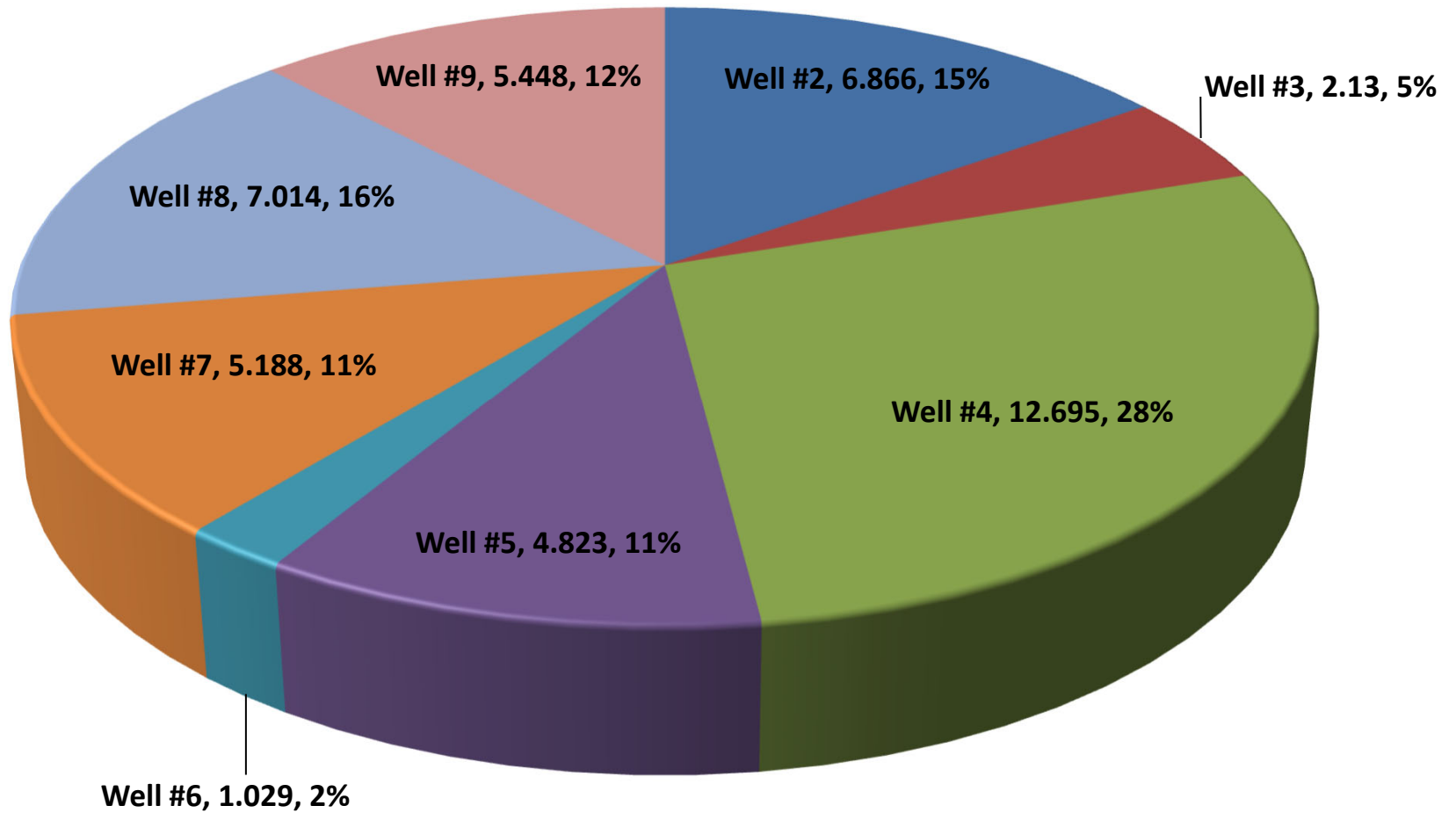
DISCUSSION:

- Delivered a water meter, installed a Smart Point module, and took curb stop ties for 7 new water services
- Completed 20 BACTI/Total Chlorine Residual Samples
 - All confirmed negative for Coliform Bacteria
 - Bacteriological/Disinfectant Residual Monthly Report submitted to the MDH
- Completed 21 routine fluoride samples
 - All samples met MDH standards
 - Submitted MDH Fluoride Report
- Submitted Discharge Monitoring Report (DMR) to the Minnesota Pollution Control Agency (MPCA) for the Water Treatment Plants.
- Submitted DMR to the MPCA for the Diesel Generation Plant.
- Completed and submitted the Water Treatment Plant Residual Solids Annual Report to the MPCA.
- The pump, motor, shaft, and pipes that were removed from well #3 for preventive maintenance and inspection have been reinstalled. The existing sections of pipe were worn and needed to be replaced with new pipes.
- Work on switching the water Supervisory Control and Data Acquisition (SCADA) system from radio communication to fiber optic communication utilizing our fiber ring continues. The controls for well #4 are now switched over to fiber communications.
- Water Operator Derek Palmer was offered and has accepted the lead water operator position.
- A job posting for an additional water operator has been advertised. The additional water operator position is identified in the 2025 budget.
- The water operators continue to perform preventive maintenance on the water treatment plants. We are also repairing or upgrading any items requiring attention.

ATTACHMENTS:

- January 2025 Pumping by Well

January 2025 Monthly Pumping By Well



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

Tuesday, January 14: • Annual Review of Committee Charters	Tuesday, February 11: • Review Strategic Plan and 2024 Annual Business Plan Results
Tuesday, March 11: • Oath of Office • Election of Officers • Annual Commissioner Orientation and Review Governance Responsibilities and Role	Tuesday, April 8: • Audit of 2024 Financial Report • Financial Reserves Allocations • Review 2024 Performance Metrics
Tuesday, May 13: • Annual General Manager Performance Evaluation and Goal Setting	Tuesday, June 3: • Annual Commission Performance Evaluation
Tuesday, July 8: • Review and Update Strategic Plan	Tuesday, August 12: • Annual Business Plan – Review Proposed 2026 Travel, Training, Dues, Subscriptions, and Fees Budget
Tuesday, September 9: • Annual Business Plan – Review Proposed 2026 Capital Projects Budget	Tuesday, October 14: • Annual Business Plan – Review Proposed 2026 Expenses Budget
Wednesday, November 12: • Annual Business Plan - Review Proposed 2026 Rates and Other Revenue • Adopt 2026 Fee Schedule • 2026 Stakeholder Communication Plan	Tuesday, December 9: • Adopt 2026 Official Depository and Delegate Authority for Electronic Funds Transfers • Designate Official 2026 Newspaper • Approve 2026 Regular Meeting Schedule • Adopt 2026 Governance Agenda • Adopt 2026 Annual Business Plan