



NOTICE OF PUBLIC MEETING

MEETING OF THE ELK RIVER MUNICIPAL UTILITIES COMMISSION

**Tuesday, March 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 March 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:

520 N Capitol St. NW, Washington, D.C., 20001

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

March 4, 2025

Date

TO: ERMU Commission	FROM: Tony Mauren – Governance & Communications Manager
MEETING DATE: March 11, 2025	AGENDA ITEM NUMBER: 1.1
SUBJECT: Oath of Office	
ACTION REQUESTED: Administer the Oath of Office to John Deitz and Mary Stewart	

BACKGROUND/DISCUSSION:

Members appointed by the City Council to the Utilities Commission must take and sign an oath of office before exercising any of their powers.

Staff will administer the oath to John Dietz and Mary Stewart.

ATTACHMENTS:

- Oath of Office – John Dietz
- Oath of Office – Mary Stewart



OATH OF OFFICE

I, John Dietz, do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, will support the City Code and laws of the City of Elk River, and to discharge faithfully the duties of the Utilities Commission of the City of Elk River, Minnesota, to the best of my judgment and ability, so help me God.

John Dietz

Subscribed and sworn to before me this _____ day of _____, 2025.

Person Administering Oath



OATH OF OFFICE

I, Mary Stewart, do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, will support the City Code and laws of the City of Elk River, and to discharge faithfully the duties of the Utilities Commission of the City of Elk River, Minnesota, to the best of my judgment and ability, so help me God.

Mary Stewart

Subscribed and sworn to before me this _____ day of _____, 2025.

Person Administering Oath

AGENDA

1.0 GOVERNANCE

- 1.1 Oath of Office – John Dietz & Mary Stewart
- 1.2 Call Meeting to Order
- 1.3 Pledge of Allegiance
- 1.4 Consider the Agenda
- 1.5 Recognition of Employee Longevity – Jon McLean, 8 years
- 1.6 2025 Election of Officers – Chair and Vice Chair
- 1.7 2025 Committee Appointments
 - a. Commission Committees Policy
 - b. Wage & Benefits Committee
 - c. Financial Reserves & Investment Committee
 - d. Information Security Committee
 - e. Dispute Resolution Committee

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

- 2.1 Check Register – February 2025
- 2.2 Regular Meeting Minutes – February 11, 2025
- 2.3 2024 Fourth Quarter YTD Earned Sick And Safe Time Usage

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 Annual Commission Orientation
 - a. Frontier Energy Presentation
 - b. ERMU Communications Department Presentation
- 4.2 Annual Commission Bylaw and Attendance Policy Review
- 4.3 Commission Policy Review – G.4 – Corporate Limitations

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

- 5.1 ERMU Power Plant Project Update
- 5.2 Financial Report – January 2025
- 5.3 Advanced Metering Infrastructure Updated

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

- 6.1 Staff Update
- 6.2 City Council Update
- 6.3 American Public Power Association Legislative Rally Update - Verbal

- 6.4 Future Planning (Announce the next regular meeting, special meeting, or planned quorum.)
 - a. Regular Commission Meeting – April 8, 2025
 - b. 2025 Governance Agenda
- 6.5 Other Business (Items added during agenda approval.)

7.0 ADJOURN REGULAR MEETING

TO: ERMU Commission	FROM: Mark Hanson – General Manager
MEETING DATE: March 11, 2025	AGENDA ITEM NUMBER: 1.5
SUBJECT: Recognition of Employee Longevity – Jon McLean, 8 years	
ACTION REQUESTED: Recognize Jon McLean for 8 years of service and award the Longevity Bonus paycheck	

BACKGROUND:

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

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

DISCUSSION:

Jon McLean has been an employee with ERMU since March 11, 2017, and, therefore, has earned the 8-year longevity pay benefit. We recognize Jon and all his contributions to the success of ERMU through his service.

TO: ERMU Commission	FROM: Tony Mauren – Governance & Communications Manager
MEETING DATE: March 11, 2025	AGENDA ITEM NUMBER: 1.6
SUBJECT: 2025 Election of Officers – Chair and Vice Chair	
ACTION REQUESTED: Elect by motion the Commission Chair and Vice Chair	

BACKGROUND/DISCUSSION:

Per ERMU policy, the offices of the ERMU Commission include a Chair, Vice-Chair, and a Secretary. The Commission elects the Chair and Vice-Chair to one-year terms annually during its regular meeting in the month of March. The office of Secretary is held by the General Manager; however, the General Manager may appoint another employee as Secretary, with the concurrence of the Commission. Attached for reference is the Commission Officer Roles, Responsibilities, and Succession Policy.

In 2024 the officers were:

Chair – John Dietz

Vice Chair – Mary Stewart

ATTACHMENTS:

- ERMU Policy – G.2f - Commission Officer Roles, Responsibilities, and Succession

COMMISSION POLICY

Section: Governance	Category: Governance Policies
Policy Reference: G.2f	Policy Title: Commission Officer Roles, Responsibilities, and Succession

PURPOSE:

With this policy, the Commission communicates the functions for which ERMU's officers are accountable and the limits of authority that the Commission delegates to its officers.

POLICY:

The offices of the ERMU Commission include a Chair, a Vice-Chair, and a Secretary. The Commission elects the Chair and Vice Chair to one-year terms each year during its regular meeting in the month of March. An officer's term begins that day and expires without action of the Commission upon resignation or death of the officer or upon failure of the officer to comply with the criteria necessary to hold the office. An officer's term is extended without action of the Commission until a successor is duly elected. Any Commission member is eligible for office at any time; however, a Commission member nominated for the position of Chair will normally have served at least one term as Vice-Chair. The office of Secretary is held by the General Manager; however, the General Manager may appoint another employee as Secretary, with the concurrence of the Commission.

Chair

The Chair is accountable to the Commission for the integrity of the Commission's governance process. The Commission authorizes the Chair to call and schedule special meetings, set its meeting agendas, preside over its meetings and, with limitations, represent the Commission to outside parties. The Commission expects the Chair to set and maintain a friendly and productive tone for all meetings, encouraging full participation of all Commission members, effective deliberation and decision-making, and constructive resolution of disagreements. More specifically:

1. The expected result of the Chair's function is that the Commission behaves in a manner that is consistent with its own policies and in full compliance with those obligations that others, with legitimate authority, impose on it from outside the organization. The Chair, by planning

the Commission's governance and meeting agendas will ensure that the Commission addresses those matters which, according to Commission policy, clearly belong to the Commission to determine, not to the General Manager. The Chair, by presiding over Commission meetings, will ensure that deliberation and decision-making at Commission meetings will be fair, open, and thorough, but also timely, orderly, and to the point.

2. The authority of the Chair is limited to Commission decision-making that falls within areas covered by Commission policies on **Governance** and **Commission-Management Connection**, except where the Commission specifically delegates portions of this same authority to others. The Commission authorizes the Chair to use any reasonable interpretation of the provisions in these policies in the discharge of duties.
 - a. The Commission empowers the Chair to call and schedule all special meetings, set all meeting agendas, and preside over all Commission meetings with all of the commonly accepted power of that position (e.g., Ruling, recognizing, handling disagreements and unacceptable behaviors, etc).
 - b. The Commission empowers the Chair, exercising reasonable discretion, to control the conduct of all meetings. This includes, but is not limited to, determining the time to be devoted to any particular matter before the Commission, whether any person in attendance may address the Commission on any subject and the order or duration of any presentations or comments permitted, closure of discussion on any matter before the Commission, and expulsion of any person whose conduct is disruptive. The Commission may, by a motion and majority vote of the Commissioners present, overrule the Chair on decisions related to the conduct of meetings.
 - c. For purposes of meeting management, the Commission adopts the Rules contained in the current edition of **Robert's Rules of Order Newly Revised** for all situations to which they are applicable and in which they are not inconsistent with ERMU's bylaws, policies and any special rules of order that the Commission may adopt.
 - d. The Commission authorizes the Chair to execute official documents on its behalf.
 - e. The Commission empowers the Chair to organize the work of the Commission, and to assign specific tasks to Commission members and to Committees established by the Commission. Specifically, the Commission empowers the Chair to schedule and coordinate the annual process for performance planning and evaluation of the General Manager.
 - f. The Chair has no authority to make decisions about policies created by the Commission within the **Results** and **Delegations to Management** policy areas. As a result, the Chair has no authority to supervise or direct the General Manager.
 - g. The Chair may represent the Commission to outside parties in announcing Commission-stated positions and in stating decisions and interpretations of Commission policy within the areas delegated by the Commission. The Chair will report to the Commission, as

soon as practical, any communications made on behalf of the Commission. Representation of the Commission to outside parties is subject to the following limitations:

- i. Communications must be consistent with ERMU's core purpose, core values, and mission, and with the role and authority of the Commission as set forth by Commission policies.
 - ii. Communications must, as far as practical, represent the collective wisdom or position of the Commission.
 - iii. Communications must be limited to deliberations already conducted, actions taken, or decisions made. Communications must not be speculative in nature.
- h. The Chair may delegate the authority granted in this policy to others (e.g. Vice-Chair), but remains accountable for its use.

Vice-Chair

The principal function of the Commission Vice-Chair is to prepare for the office of Chair and to take over the functions of the Chair when the Chair is unavailable, or otherwise at the request of the Chair.

Secretary

The principal function of the Commission Secretary is to ensure that:

1. Notices of Commission meetings, meeting agendas, and supporting materials are prepared and distributed as required by Policy;
2. Appropriate written records of Commission meetings are prepared and distributed to all Commission members and the General Manager three (3) days prior to the next Commission meeting;
3. Resolutions and other official actions of the Commission are prepared and executed in proper form; and
4. Written records of Commission meetings, including resolutions and other official actions are archived in secure location(s) and disposed of in compliance with applicable laws and regulations.

POLICY HISTORY:

Adopted May 9, 2017

TO: ERMU Commission	FROM: Tony Mauren – Governance & Communications Manager
MEETING DATE: March 11, 2025	AGENDA ITEM NUMBER: 1.7
SUBJECT: 2025 Committee Appointments	
ACTION REQUESTED: Appoint by motion the Committee members	

BACKGROUND/DISCUSSION:

Per ERMU policy, the Commission shall appoint committee members annually following the election of officers during the regular meeting in the month of March. The Commission shall also appoint committee chairs at that time. All appointments are for a one-year term.

There are currently four Commission committees: the Wage & Benefits Committee, the Financial Reserves & Investment Committee, the Information Security Committee, and the Dispute Resolution Committee.

After gauging interest in who would like to serve on each committee, the following committee appointments should be made:

Wage & Benefits Committee – 2 appointments; one being Chair

Currently appointed: John Dietz – Chair and Mary Stewart

Financial Reserves & Investment Committee – 2 appointments; one being Chair

Currently appointed: Matt Westgaard – Chair and Nick Zerwas

Information Security Committee – 1 appointment

Currently appointed: Mary Stewart

Dispute Resolution Committee – 2 appointments; one being Chair

Currently appointed: Matt Westgaard – Chair and Paul Bell

ATTACHMENTS:

- Commission Policy – G.2g – Commission Committees
- Commission Policy – G.2g1 - Wage & Benefits Committee Charter
- Commission Policy – G.2g2 – Financial Reserves & Investment Committee Charter
- Commission Policy – G.2g3 – Information Security Committee Charter
- Commission Policy – G.2g4 – Dispute Resolution Committee Charter

COMMISSION POLICY

Section: Governance	Category: Governance Policies
Policy Reference: G.2g	Policy Title: Commission Committees

PURPOSE:

With this policy, the Commission establishes and communicates its purposes and the means by which it creates and empowers committees to assist the Commission in its work. This policy applies to any group formed by Commission action, whether or not it is called a committee and whether or not the group includes Commission members. It does not apply to committees formed under the authority of the General Manager.

POLICY:

Commission committees, when created, will be used to reinforce the wholeness of the Commission and never to interfere with the delegation of authority from the Commission to the General Manager or to any officer of the Commission. Commission committees will not have direct involvement with current management and staff employee functions.

Consistent with this general statement:

1. The Commission will use committees sparingly and only for as long as required to accomplish its purposes. Committees may be appropriate in circumstances where the Commission recognizes the need for more in-depth review of information and issues, and where a committee is the best way to make effective and efficient use of available Commission member expertise and time. Committees may also be appropriate where it is necessary or desirable for the Commission to visibly demonstrate regulatory compliance or accountability to its stakeholders (e.g. Financial Reserves and Investments Committee).
2. Committees ordinarily will assist the Commission in the following specific ways by:
 - a. Monitoring organization performance metrics and related information;
 - b. Preparing policy alternatives and their implications for Commission deliberation and action;

- c. Determining the level of compliance with existing Commission policies and evaluating the results of policy compliance or non-compliance.
3. When the Commission creates a committee, it will develop and approve by resolution a written committee charter that sets forth the purposes, duration, expected outcomes, leadership, membership, delegated authority, available resources, and other information needed for the committee to function successfully. The General Manager will designate management/staff committee members if so requested. The Commission, by majority vote, will appoint Commission members to committees and remove or replace them, as appropriate. The Commission, by majority vote, will also appoint, remove, and replace a Committee Chair, Vice-Chair and any other positions of leadership that the Commission determines appropriate.
4. The Commission recognizes that appointments to a Committee provide opportunities for learning and Governance development. Accordingly, the Commission endeavors to appoint Commission members to committee leadership positions who do not already hold a Commission office.
5. The Commission will review the committee charter and performance of any standing committee at least annually to determine if changes are required or if the committee is still required.
6. Commission committees may not convene a meeting that includes a quorum of the Commission.
7. Commission committees may not speak or act for the Commission except when formally given such authority for specific and time-limited purposes. Expectations and authorities will be carefully stated in order not to conflict with authority delegated to the General Manager or Commission Chair.
8. Commission committees may not exercise authority over management and staff employees. The General Manager is accountable to the whole Commission and is not required to obtain approval of any Commission committee before taking an executive action.
9. Commission committees will avoid relating to or identifying with discrete parts of the organization rather than the whole. A Commission committee that has helped the Commission create policy on a particular subject will not be used to monitor organizational performance on that same subject, except with specific Commission approval.

POLICY HISTORY:

Adopted May 9, 2017

COMMISSION POLICY

Section: Governance	Category: Governance Policies
Policy Reference: G.2g1	Policy Title: Wage & Benefits Committee Charter

PURPOSE:

The Wage and Benefits Committee exists to help the Commission develop and maintain a pay plan structure and benefits package that are market competitive, help promote employee retention, and to help the Commission make informed decisions which provide value to the customers through fair labor expenses. This Committee also exists to help the Commission with succession planning and review pay equity compliance.

MEMBERSHIP:

The Committee shall be comprised of two Commissioners, the General Manager, the Administrations Director, and the Operations Director. At no time shall there be a quorum of the Commission on the Committee.

The Commission shall appoint Committee members annually following the Commission election of officers during the March Regular Commission meeting. The Commission shall also appoint the Committee Chair at that time.

ROLE OF THE COMMITTEE CHAIR:

The primary role of the Committee Chair is to run the Committee meetings. The Committee will adhere to the Current edition of ***Robert's Rules of Order Newly Revised*** for all situations to which they are applicable and are not inconsistent with ERMU's bylaws, policies, and any special rules of order that the Commission may adopt. Committee meetings may be open or closed in accordance with Open Meeting Law.

AUTHORITY:

Except as established in this Committee Charter, the authority of the Committee is limited to the purpose of research and recommendation to the Commission. The Committee, at the discretion and through formal action of the Commission, may be empowered beyond the role of research

and recommendation such that it is consistent with the ***Organizational Core Purpose*** policies and the ***Commission Committees*** policy.

SPECIFIC DUTIES:

1. At the request of the Commission, research and analyze topics related to employee compensation and benefits.
2. Annually perform market benchmarking and evaluate wages. The Committee shall present options and make recommendations regarding cost of living adjustments and pay plan structure modifications to the Commission for their consideration.
3. Review insurance policies and evaluate policy renewals related to employee benefit insurances. The Committee shall present options and make recommendations regarding these insurance policies to the Commission for their consideration.
4. Evaluate wage and benefit requests from employees. Present and make recommendations to the Commission as appropriate.
5. Review submittal information pertaining to pay equity compliance requirements and present options and make recommendations to the Commission as appropriate.
6. Record minutes of Committee meetings. Committee meeting minutes shall be subject to applicable data retention law and policies.

SCHEDULE:

At a minimum, the Committee shall meet on a quarterly basis.

TERMINATION:

The Committee shall exist until at such time formal action of the Commission is taken to dissolve the Committee.

POLICY HISTORY:

Adopted	May 9, 2017
Revised	February 14, 2023
Revised	January 9, 2024

Section: Governance	Category: Governance Policies
Policy Reference: G.2g2	Policy Title: Financial Reserves & Investment Committee Charter

PURPOSE:

The Financial Reserves & Investment Committee exists to help the Commission develop and maintain industry appropriate financial reserves and investment policies.

MEMBERSHIP:

The Committee shall be comprised of two Commissioners, the General Manager, and the Finance Manager. At no time shall there be a quorum of the Commission on the Committee.

The Commission shall appoint Committee members annually following the Commission election of officers during the March Regular Commission meeting. The Commission shall also appoint the Committee Chair at that time.

ROLE OF THE COMMITTEE CHAIR:

The primary role of the Committee Chair is to run the Committee meetings. The Committee will adhere to the Current edition of *Robert's Rules of Order Newly Revised* for all situations to which they are applicable and are not inconsistent with ERMU's bylaws, policies, and any special rules of order that the Commission may adopt. Committee meetings may be open or closed in accordance with Open Meeting Law.

AUTHORITY:

Except as established in this Committee Charter, the authority of the Committee is limited to the purpose of research and recommendation to the Commission. The Committee, at the discretion and through formal action of the Commission, may be empowered beyond the role of research and recommendation such that it is consistent with the *Organizational Core Purpose* policies and the *Commission Committees* policy.

SPECIFIC DUTIES:

1. At the request of the Commission, research and analyze topics related to financial reserves and investments.
2. On a periodic basis, the Committee will review the Investment Policies, investment balances, and the various investment instruments for return, liquidity, and diversification. The Committee may present options and make recommendations to the Commission for their consideration.
3. Annually, when the Commission designates the official depository for the year, it should provide for the Finance Manager to recommend that additional depositories be designated for the purpose of investing funds.
4. On behalf of the Commission and Committee, new investments will be authorized by the Finance Manager, with the funds actually being transferred via a check produced by the A/P Specialist, and recorded in the check register detail presented at the regular Commission meetings. Investments that mature shall be reinvested by the Finance Manager. All investing will be transacted working with the investment firm(s) or bank(s) for the best rate of return within the constraints of the Management Investment Policy. In the event that the Finance Manager is unable to conduct the above investment responsibilities, the General Manager has the authority to act in his/her absence.
5. On a periodic basis, the Committee will review the Financial Reserves Policies and reserve balances. The Committee may present options and make recommendations to the Commission for their consideration.

SCHEDULE:

At a minimum, the Committee shall meet on an annual basis.

TERMINATION:

The Committee shall exist until at such time formal action of the Commission is taken to dissolve the Committee.

POLICY HISTORY:

Adopted	May 9, 2017
Revised	July 14, 2020
Revised	January 9, 2024

Section: Governance	Category: Governance Policies
Policy Reference: G.2g3	Policy Title: Information Security Committee Charter

PURPOSE:

Information security is managing risks to the confidentiality, integrity, and availability of information using administrative, physical, and technical controls.

The Information Security Committee exists to help develop and maintain industry appropriate information security policies and oversight. Because of shared hardware and resources, there exists an overlap and shared risk for ERMU and the City of Elk River (City) operations. Although governed autonomously, this shall be an advisory Committee to both the ERMU and the City.

MEMBERSHIP:

This Committee shall be comprised of equal representation from ERMU and the City. From ERMU this committee shall include a Commissioner and the General Manager. The General Manager will appoint three additional members, at least one of whom will be a manager and at least one will be an information technology employee. From the City this committee shall include a Councilmember and the City Administrator. The City Administrator will appoint three additional members, at least one of whom will be a manager and at least one will be an information technology employee. At no time shall there be a quorum of the Commission or the Council on the Committee.

The Commission shall appoint ERMU's Committee member representatives annually following the Commission election of officers during the March Regular Commission meeting. The Council shall appoint its member annually. The Committee shall elect a chair annually. The General Manager and the City Administrator shall serve as the authorized reporting representatives for their respective governing bodies.

ROLE OF THE COMMITTEE CHAIR:

The primary role of the Committee Chair is to run the Committee meetings and act as committee secretary. The Committee will adhere to the Current edition of *Robert's Rules of Order Newly*

Revised for all situations to which they are applicable and are not inconsistent with ERMU's bylaws, policies, and any special rules of order that the Commission may adopt; and similarly, the Committee action shall not be inconsistent with applicable laws and policies which regulate the City of Elk River. Committee meetings may be open or closed in accordance with Open Meeting Law.

AUTHORITY:

Except as established in this Committee Charter, the authority of the Committee is limited to the purpose of research and recommendation to ERMU and the City.

SPECIFIC DUTIES:

1. **Policies and Procedures:** Assist ERMU and the City in the development of information security related policies. Review effectiveness of information security policy implementations. Identify and recommend how to handle non-compliance. Assist with the development of information security related procedures, standards, guidelines, and baselines to the ERMU and the City. At least annually, provide timely reports including recommendations regarding effectiveness of policies and procedures to ERMU and City leadership teams.
2. **Risk Assessment:** Review industry appropriate information security trends to maintain an up-to-date perspective on related risks and industry's best practice risk mitigation methods. Identify significant threats and vulnerabilities. Assess the adequacy and coordination of the implementation of information security controls. Recommend methodologies and processes for information security. Evaluate ongoing related legal and regulatory compliance changes. Review incident information and recommend follow-up actions. At least annually, provide timely reports including recommendation regarding risks assessment to ERMU and City leadership teams.
3. **Budget Development:** Develop data needed for thorough evaluation of proposed information security initiatives for budget preparation and consideration. Information shall include options, risk evaluation, resource requirements, implementation timelines, and costs. At least annually and coordinating with their respective budgeting process schedules, provide timely reports regarding information security initiatives proposed for consideration to ERMU and City leadership teams.
4. **Education and Awareness:** Function as an information security program champion providing clear direction and unity in ERMU and City leadership teams' support for approved security initiatives and policies. Develop and implement plans and programs to maintain information security awareness. Promote information security education, training, and awareness throughout ERMU and the City.

SCHEDULE:

At a minimum, the Committee shall meet on an annual basis.

TERMINATION:

The Committee shall exist as a joint effort between ERMU and the City until at such time either the Commission or Council dissolve the joint nature of the Committee.

POLICY HISTORY:

Established	August 8, 2017
Revised	November 12, 2019
Revised	February 14, 2023
Revised	January 9, 2024

COMMISSION POLICY

Section: Governance	Category: Governance Policies
Policy Reference: G.2g4	Policy Title: Dispute Resolution Committee Charter

PURPOSE:

The Dispute Resolution Committee exists to provide customers an alternative dispute resolution option for circumstances which: require action beyond the authority assigned through the ***Delegation to Management Policies***; require policy creation, revision, or exception; have exhausted the established utilities procedures and/or protocol; and involves customer protected data for which the customer prefers addressing the issue through a meeting closed to the public.

For qualifying customer disputes, the Committee will provide: an informal hearing in accordance with Open Meeting Law allowing the customers to communicate the concern; recess and reconvene as needed to conduct appropriate research and/or deliberate; make a determination within parameters established through the ***Commission Policies*** and within the authorities delegated through this policy; and report and/or make recommendations to the Commission as required.

MEMBERSHIP:

The Committee shall be comprised of five members, three appointed annually and two which vary with each dispute. The three members appointed annually shall include two Commissioners and the General Manager. At no time shall there be a quorum of the Commission on the Committee. The Committee shall also include the director and the manager most directly involved in the dispute.

The Commission shall appoint Committee members annually following the Commission election of officers during the March Regular Commission meeting. The Commission shall also appoint the Committee Chair at that time.

ROLE OF THE COMMITTEE CHAIR:

The primary role of the Committee Chair is to run the Committee meetings. The Committee will adhere to the Current edition of ***Robert's Rules of Order Newly Revised*** for all situations to which they are applicable and are not inconsistent with ERMU's bylaws, policies, and any

special rules of order that the Commission may adopt.

AUTHORITY:

Except as established in this Committee Charter, the authority of the Committee is limited to the purpose of dispute resolution within the authorities delegated to management through the Commission Policies, research related to customer disputes or complaints, and recommendations to the Commission. The Committee, at the discretion and through formal action of the Commission, may be empowered beyond the role as outlined in this policy such that it is consistent with the *Organizational Core Purpose* policies and the *Commission Committees* policy.

SPECIFIC DUTIES:

1. After a formal request is submitted for a qualifying customer dispute, the Committee will schedule a hearing, either in person or virtual, within a reasonable amount of time.
2. Through the hearing, the Committee will allow the customer to communicate relevant information and request dispute resolution which may require policy creation, revision, or exemption.
3. The Committee is required to verify all information and data; and the Committee will review the Customer's account history and other relevant information.
4. And as needed, the Committee shall research industry best practices related to the dispute.
5. The Committee is authorized to engage legal counsel for legal review and recommendations.
6. The Committee will make a determination whether resolution can be provided within the authorities assigned through this policy; and if so, the Committee will provide written summary of the dispute and the authorized resolution for implementation by management.
7. When no action is taken by the Committee toward resolution, the Committee will determine whether the request warrants further consideration by the Commission, in which case the Committee will present a summary of the dispute to the Commission and a make recommendation. In the event that no action is taken by the Committee, and the Committee has determined that the dispute does not warrant further consideration or advancement to the Commission, the Committee shall summarize their finding in a report to be provide to the customer and placed on file.
8. The Committee shall record minutes of all Committee meetings. Committee meeting minutes shall be subject to applicable data retention law and policies.

SCHEDULE:

The Committee shall meet on an as-needed basis.

TERMINATION:

The Committee shall exist until at such time formal action of the Commission is taken to dissolve the Committee.

POLICY HISTORY:

Adopted	January 12, 2021
Revised	February 14, 2023
Revised	February 13, 2024

CHECK REGISTER

February 2025

APPROVED BY:

Paul Bell

John Dietz

Mary Stewart

Matt Westgaard

Nick Zerwas

03/03/2025 9:36:30 am

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Payroll/Labor

Check Register Totals

02/14/2025 To 02/14/2025

<u>Pays</u>	<u>Job</u>	<u>Amount</u>	<u>Hours</u>
Gross Pay			
2	Reg Hours	175,467.34	3,299.50
3	Overtime	3,261.82	38.50
4	Double Time	0.00	0.00
5	On-Call/Stand-by	2,918.32	56.00
24	FLSA	115.36	0.00
25	Rest Time	173.92	4.00
10	Bonus Pay	1,629.18	27.00
18	Commissioner Reimb - Electric	600.00	0.00
104	Commission Stipend	0.00	0.00
VAC	Vacation Pay	6,651.92	124.50
SICK	Sick Pay	5,060.52	99.75
HOL	Holiday Pay	0.00	0.00
78	Retro Earnings	0.00	0.00
5-2	On-Call/Stand-by/OT	1,154.74	13.25
18A	Commissioner Reimb. - Water	150.00	0.00
104A	Commission Stipend - Water	0.00	0.00
PTOY	Personal Day - Year	1,435.68	27.00
3C	Overtime-Comp Time	3,050.13	43.00
4C	Double Time-Comp Time	0.00	0.00
CM3C	Overtime-Comp Time Adjusted	-3,050.13	-43.00
CM4C	Double Time-Comp Time Adjusted	0.00	0.00
10W	Bonus Pay	0.00	0.00
Gross Pay Total:		<u>198,618.80</u>	<u>3,689.50</u>
Total Pays:		<u>198,618.80</u>	<u>3,689.50</u>

03/03/2025 9:37:11 am

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Payroll/Labor

Check Register Totals

02/28/2025 To 02/28/2025

<u>Pays</u>	<u>Job</u>	<u>Amount</u>	<u>Hours</u>
Gross Pay			
2	Reg Hours	160,081.16	2,996.75
3	Overtime	681.86	8.75
4	Double Time	484.44	4.00
5	On-Call/Stand-by	2,897.72	56.00
24	FLSA	27.48	0.00
25	Rest Time	0.00	0.00
10	Bonus Pay	0.00	0.00
18	Commissioner Reimb - Electric	0.00	0.00
104	Commission Stipend	60.00	0.00
VAC	Vacation Pay	6,551.66	131.73
SICK	Sick Pay	3,067.78	64.75
HOL	Holiday Pay	19,093.75	360.00
78	Retro Earnings	0.00	0.00
5-2	On-Call/Stand-by/OT	245.60	2.75
18A	Commissioner Reimb. - Water	0.00	0.00
104A	Commission Stipend - Water	15.00	0.00
PTOY	Personal Day - Year	1,679.36	32.00
3C	Overtime-Comp Time	935.72	12.00
4C	Double Time-Comp Time	142.36	2.00
CM3C	Overtime-Comp Time Adjusted	-935.72	-12.00
CM4C	Double Time-Comp Time Adjusted	-142.36	-2.00
10W	Bonus Pay	0.00	0.00
	Gross Pay Total:	<u>194,885.81</u>	<u>3,656.73</u>
	Total Pays:	<u>194,885.81</u>	<u>3,656.73</u>

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02/01/2025 To 02/28/2025**Bank Account: 1 - GENERAL FUND**

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
2376 2/4/25	WIRE	5655	FIRST DATA	CC FEES - JAN 2025	1,971.20
				CC FEES - JAN 2025	492.80
				CC FEES - JAN 2025	3,433.65
				CC FEES - JAN 2025	858.41
				CC FEES - JAN 2025	579.50
				CC FEES - JAN 2025	144.87
				CC FEES - JAN 2025	974.56
				CC FEES - JAN 2025	243.64
				CC FEES - JAN 2025	54.50
				CC FEES - JAN 2025	13.63
				CC FEES - JAN 2025	682.91
				CC FEES - JAN 2025	170.73
Total for Check/Tran - 2376:					9,620.40
Total for Bank Account - 1 :					(1) 9,620.40

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
4667 2/3/25	WIRE	153	PERA (ELECTRONIC)	PERA EMPLOYEE CONTRIBUTION	10,638.80
				PERA CONTRIBUTIONS	12,275.55
				PERA EMPLOYEE CONTRIBUTION	2,061.83
				PERA CONTRIBUTIONS	2,379.04
Total for Check/Tran - 4667:					27,355.22
4668 2/3/25	WIRE	160	HCSP (ELECTRONIC)	HCSP EMPLOYEE CONTRIBUTIONS	2,366.29
				HCSP EMPLOYEE CONTRIBUTIONS	324.63
Total for Check/Tran - 4668:					2,690.92
4669 2/3/25	WIRE	161	MNDP (ELECTRONIC)	MNDP EE MANAGER CONTRIBUTIONS	343.58
				MNDP EMPLOYEE CONTRIBUTIONS	3,446.75
				MNDP EMPLOYER CONTRIBUTION	4,201.84
				MNDP EMPLOYER MGR CONTRIBUTION	576.16
				MNDP EE ROTH CONTRIBUTIONS	955.09
				MNDP EE ROTH MGR CONTRIBUTIONS	232.58
				MNDP EE MANAGER CONTRIBUTIONS	48.26
				MNDP EMPLOYEE CONTRIBUTIONS	264.66
				MNDP EMPLOYER CONTRIBUTION	668.51
				MNDP EMPLOYER MGR CONTRIBUTION	79.54
				MNDP EE ROTH CONTRIBUTIONS	403.85
				MNDP EE ROTH MGR CONTRIBUTIONS	31.28
Total for Check/Tran - 4669:					11,252.10
4670 2/3/25	WIRE	285	JOHN HANCOCK	W&A EMPLOYER CONTRIBUTION	2,481.96
				W&A MANAGER CONTRIBUTION	407.49
				WENZEL EMPLOYEE CONTRIBUTIONS	1,555.67
				WENZEL MANAGER CONTRIBUTIONS	282.94
				DEF COMP ROTH CONTRIBUTIONS W&A	1,044.12
				WENZEL EE ROTH MGR CONTRIBUTIONS	124.55
				W&A EMPLOYER CONTRIBUTION	328.97
				W&A MANAGER CONTRIBUTION	62.95
				WENZEL EMPLOYEE CONTRIBUTIONS	116.72

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				WENZEL MANAGER CONTRIBUTIONS	31.81
				DEF COMP ROTH CONTRIBUTIONS W&A	212.25
				WENZEL EE ROTH MGR CONTRIBUTIONS	31.14
				Total for Check/Tran - 4670:	6,680.57
4671 2/3/25	WIRE	598	MINNESOTA CHILD SUPPORT PAYMEN	CHILD SUPPORT	562.52
4676 2/4/25	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	PAYROLL TAXES - FEDERAL & FICA	17,704.63
				PAYROLL TAXES - FEDERAL & FICA	24,039.82
				PAYROLL TAXES - FEDERAL & FICA	3,132.24
				PAYROLL TAXES - FEDERAL & FICA	4,722.90
				Total for Check/Tran - 4676:	49,599.59
4677 2/5/25	WIRE	738	HEALTH EQUITY, INC	FSA CLAIM REIMBURSEMENTS - 164	307.70
				FSA CLAIM REIMBURSEMENTS - 164	76.92
				Total for Check/Tran - 4677:	384.62
4678 2/6/25	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	PAYROLL TAXES - STATE	7,665.14
				PAYROLL TAXES - STATE	1,470.19
				Total for Check/Tran - 4678:	9,135.33
4679 2/6/25	WIRE	738	HEALTH EQUITY, INC	HSA EMPLOYEE CONTRIBUTION	3,621.46
				HSA EMPLOYEE CONTRIBUTION	475.91
				Total for Check/Tran - 4679:	4,097.37
4681 2/10/25	WIRE	166	ONLINE UTILITY EXCHANGE (ELECTR	UTILITY EXCHANGE REPORT - JAN 2025	255.12
				UTILITY EXCHANGE REPORT - JAN 2025	63.78
				Total for Check/Tran - 4681:	318.90
4682 2/11/25	WIRE	738	HEALTH EQUITY, INC	FSA CLAIM REIMBURSEMENTS - 164	153.85
				FSA CLAIM REIMBURSEMENTS - 164	38.46
				Total for Check/Tran - 4682:	192.31
4683 2/10/25	WIRE	738	HEALTH EQUITY, INC	ADMINISTRATIVE FEE INVOICE - FEB 2025	133.00
				ADMINISTRATIVE FEE INVOICE - FEB 2025	25.50
				Total for Check/Tran - 4683:	158.50

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
4687 2/19/25	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	PAYROLL TAXES - FEDERAL & FICA	17,493.51
				PAYROLL TAXES - FEDERAL & FICA	23,868.02
				PAYROLL TAXES - FEDERAL & FICA	3,049.97
				PAYROLL TAXES - FEDERAL & FICA	4,674.10
Total for Check/Tran - 4687:					49,085.60
4688 2/19/25	WIRE	160	HCSP (ELECTRONIC)	HCSP EMPLOYEE CONTRIBUTIONS	2,373.84
				HCSP EMPLOYEE CONTRIBUTIONS	331.49
Total for Check/Tran - 4688:					2,705.33
4689 2/19/25	WIRE	161	MNDP (ELECTRONIC)	MNDP EE MANAGER CONTRIBUTIONS	343.58
				MNDP EMPLOYEE CONTRIBUTIONS	3,436.26
				MNDP EMPLOYER CONTRIBUTION	4,291.35
				MNDP EMPLOYER MGR CONTRIBUTION	576.16
				MNDP EE ROTH CONTRIBUTIONS	1,055.09
				MNDP EE ROTH MGR CONTRIBUTIONS	232.58
				MNDP EE MANAGER CONTRIBUTIONS	48.26
				MNDP EMPLOYEE CONTRIBUTIONS	275.15
				MNDP EMPLOYER CONTRIBUTION	679.00
				MNDP EMPLOYER MGR CONTRIBUTION	79.54
				MNDP EE ROTH CONTRIBUTIONS	403.85
				MNDP EE ROTH MGR CONTRIBUTIONS	31.28
Total for Check/Tran - 4689:					11,452.10
4690 2/19/25	WIRE	285	JOHN HANCOCK	W&A EMPLOYER CONTRIBUTION	1,780.56
				W&A MANAGER CONTRIBUTION	407.49
				WENZEL EMPLOYEE CONTRIBUTIONS	1,533.30
				WENZEL MANAGER CONTRIBUTIONS	282.94
				DEF COMP ROTH CONTRIBUTIONS W&A	1,044.10
				WENZEL EE ROTH MGR CONTRIBUTIONS	124.55
				W&A EMPLOYER CONTRIBUTION	328.99
				W&A MANAGER CONTRIBUTION	62.95
				WENZEL EMPLOYEE CONTRIBUTIONS	141.62

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				WENZEL MANAGER CONTRIBUTIONS	31.81
				DEF COMP ROTH CONTRIBUTIONS W&A	212.27
				WENZEL EE ROTH MGR CONTRIBUTIONS	31.14
				Total for Check/Tran - 4690:	5,981.72
4691 2/19/25	WIRE	598	MINNESOTA CHILD SUPPORT PAYMEN	CHILD SUPPORT	562.52
4692 2/19/25	WIRE	738	HEALTHEQUITY, INC	HSA EMPLOYEE CONTRIBUTION	2,915.20
				HSA EMPLOYEE CONTRIBUTION	482.17
				Total for Check/Tran - 4692:	3,397.37
4694 2/20/25	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	PAYROLL TAXES - STATE	7,587.89
				PAYROLL TAXES - STATE	1,429.45
				Total for Check/Tran - 4694:	9,017.34
4695 2/14/25	WIRE	9654	CARDMEMBER SERVICE	FIRST NATIONAL BANK VISA	15,008.23
				FIRST NATIONAL BANK VISA	1,352.45
				Total for Check/Tran - 4695:	16,360.68
4696 2/24/25	WIRE	738	HEALTHEQUITY, INC	FSA CLAIM REIMBURSEMENTS - 147	360.00
				FSA CLAIM REIMBURSEMENTS - 147	90.00
				Total for Check/Tran - 4696:	450.00
4697 2/21/25	WIRE	174	MINNESOTA REVENUE SALES TX (ELE	SALES AND USE TAX - JAN 2025	231,878.96
				SALES AND USE TAX - JAN 2025	-0.61
				SALES AND USE TAX - JAN 2025	6,637.65
				Total for Check/Tran - 4697:	238,516.00
4698 2/25/25	WIRE	738	HEALTHEQUITY, INC	FSA CLAIM REIMBURSEMENTS - 164	153.85
				FSA CLAIM REIMBURSEMENTS - 164	38.46
				Total for Check/Tran - 4698:	192.31
4703 2/28/25	WIRE	153	PERA (ELECTRONIC)	PERA EMPLOYEE CONTRIBUTION	10,607.91
				PERA CONTRIBUTIONS	12,239.92
				PERA EMPLOYEE CONTRIBUTION	2,054.76
				PERA CONTRIBUTIONS	2,370.88

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 4703:					27,273.47
21204 2/7/25	DD	724	ALLEGiant UTILITY SERVICES, LLC	ELECTRIC METER INSTALL-11/1 to 11/15/24	35,812.11
				ELECTRIC METER INSTALL-11/1 to 11/15/24	-2,614.33
				AMI - ELEC & WATER METER INSTALL	15,488.18
				AMI - ELEC & WATER METER INSTALL	-1,130.66
				AMI - ELEC & WATER METER INSTALL	16,306.47
				AMI - ELEC & WATER METER INSTALL	-1,190.39
				ELEC & WATER METER INSTALL-12/1 to 12/15	24,953.18
				ELEC & WATER METER INSTALL-12/1 to 12/15	-1,821.62
				ELEC & WATER METER INSTALL-12/1 to 12/15	18,712.21
				ELEC & WATER METER INSTALL-12/1 to 12/15	-1,366.01
				WATER METER INSTALL - 1/1 to 1/15/25	2,286.22
				WATER METER INSTALL - 1/1 to 1/15/25	-166.90
				WATER METER INSTALL	-83.12
				ELEC METER INSTALL - 1/1 to 1/15/25	20,830.03
				ELEC METER INSTALL - 1/1 to 1/15/25	-1,520.62
				WATER METER INSTALL - 1/1 to 1/15/25	19,576.09
				WATER METER INSTALL - 1/1 to 1/15/25	-1,429.09
				WATER METER INSTALL	-166.24
				WATER METER INSTALL	-83.12
				WATER METER INSTALL - 12/1 to 12/15/24	-83.12
Total for Check/Tran - 21204:					142,309.27
21205 2/7/25	DD	728	ARCHER PLUMBING LLC	WATER METER REPAIRS - GATES AVE	300.00
21206 2/7/25	DD	6	BEAUDRY OIL COMPANY	DIESEL	2,539.51
				UNLEADED FUEL	2,635.42
Total for Check/Tran - 21206:					5,174.93
21207 2/7/25	DD	11	CITY OF ELK RIVER	TRASH BILLED - JAN 2025	163,681.02
21208 2/7/25	DD	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 2 - ACCT 41038 - DEC 2024	179.72
				CYCLE 2 - ACCT 41038 - DEC 2024	9.46

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				CYCLE 2 - INV GRP 413 - DEC 2024	50.00
				CYCLE 2 - INV GRP 413 - DEC 2024	352.96
				CYCLE 2 - INV GRP 436 - DEC 2024	3,169.13
				Total for Check/Tran - 21208:	3,761.27
21209 2/7/25	DD	729	EPS, INC	Spice Fiber	67,511.42
				SPLICING	-4,928.42
				Total for Check/Tran - 21209:	62,583.00
21210 2/7/25	DD	671	FASTENAL COMPANY	UNIT #4 BOLT CUTTERS	0.88
				UNIT #4 BOLT CUTTERS	0.32
				Blue Locate Paint	105.06
				Total for Check/Tran - 21210:	106.26
21211 2/7/25	DD	809	HAWKINS, INC.	CHLORINE CYLINDER RENTAL	160.00
21212 2/7/25	DD	5686	HYDROCORP	BACKFLOW DEVICE INSPECTION - JAN 2025	1,229.33
21213 2/7/25	DD	444	LANO EQUIPMENT, INC	PARTS FOR UNIT #73	37.89
				PARTS FOR UNIT #73	-336.86
				PARTS FOR UNIT #73	257.78
				PARTS FOR UNIT #73	336.86
				Total for Check/Tran - 21213:	295.67
21214 2/7/25	DD	358	OLSEN CHAIN & CABLE, INC.	PIPE CHOKER SLING - UNIT #5	-17.93
				PIPE CHOKER SLING - UNIT #5	245.60
				Total for Check/Tran - 21214:	227.67
21215 2/7/25	DD	460	DEREK S PALMER	POSTAGE - SAMPLES	6.00
21216 2/7/25	DD	5056	PLAISTED COMPANIES, INC.	FILL SAND	74.62
21217 2/7/25	DD	135	WATER LABORATORIES INC	SAMPLING - JAN 2025	360.00
21268 2/13/25	DD	122	ELK RIVER WINLECTRIC	MISC PARTS & SUPPLIES	715.79
				MISC PARTS & SUPPLIES - 339721 01	-1.79
				MISC PARTS & SUPPLIES - 339721 01	-714.00

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 21268:					0.00
21269 2/13/25	DD	728	ARCHER PLUMBING LLC	WATER METER REPAIR - AUBURN	300.00
21270 2/13/25	DD	211	JENNY S BIORN	Dues & Subscriptions	304.00
					76.00
Total for Check/Tran - 21270:					380.00
21271 2/13/25	DD	11	CITY OF ELK RIVER	2024 SHERBURNE CTY PARADE SUPPLIES	-0.43
					205.78
					-21.83
					688.92
					-11.21
					308.09
					-0.60
					16.22
					261.57
					-1.16
					47.44
					-0.05
					34.06
					-4.34
					156.86
					-19.41
					525.95
					-1.39
					213.93
					-5.62
					76.82
					2,106.43
					542.14
Total for Check/Tran - 21271:					5,118.17

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
21272 2/13/25	DD	36	CROW RIVER FARM EQUIP CO	MISC PARTS & SUPPLIES	138.94
				MISC PARTS & SUPPLIES	105.42
Total for Check/Tran - 21272:					244.36
21273 2/13/25	DD	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 3 - INV GRP 414 - DEC 2024	100.00
				CYCLE 3 - INV GRP 414 - DEC 2024	678.10
				CYCLE 3 - INV GRP 395 - DEC 2024	12,005.97
Total for Check/Tran - 21273:					12,784.07
21274 2/13/25	DD	671	FASTENAL COMPANY	MISC PARTS & SUPPLIES	2.61
				MISC PARTS & SUPPLIES - UNIT #53	0.92
Total for Check/Tran - 21274:					3.53
21275 2/13/25	DD	664	FRONTIER ENERGY, INC	CIP PROFESSIONAL SERVICES - DEC 2024	16,590.02
21276 2/13/25	DD	7826	KENNEDY & GRAVEN, CHARTERED	LEGAL SERVICES - DEC 2024	1,722.50
21277 2/13/25	DD	444	LANO EQUIPMENT, INC	STUMP GRINDER RENTAL	324.38
21278 2/13/25	DD	330	METRO SALES, INC	COPIER MTC CONTRACT -12/21/24 to 1/20/25	169.89
				COPIER MTC CONTRACT -12/21/24 to 1/20/25	42.47
Total for Check/Tran - 21278:					212.36
21279 2/13/25	DD	1001	MINNESOTA MUNICIPAL POWER AGEN	PURCHASED POWER - JAN 2025	1,754,429.60
				PURCHASED POWER - JAN 2025	400,267.74
Total for Check/Tran - 21279:					2,154,697.34
21280 2/13/25	DD	8897	RALPHIE'S MINNOCO	RALPHIE'S MINNOCO	203.08
21281 2/13/25	DD	603	ROYAL SUPPLY INC	SHOP SUPPLIES	616.83
				SHOP SUPPLIES	154.21
Total for Check/Tran - 21281:					771.04
21282 2/20/25	DD	6	BEAUDRY OIL COMPANY	ULTRAPURE DEF	231.38
21283 2/20/25	DD	9	BORDER STATES ELECTRIC SUPPLY	Heat Shrink	261.06
				Warranty	1,694.08

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 21283:					1,955.14
21284 2/20/25	DD	8843	CAMPBELL KNUTSON	LEGAL SERVICES - JAN 2025	577.20
				LEGAL SERVICES - JAN 2025	144.30
Total for Check/Tran - 21284:					721.50
21285 2/20/25	DD	5013	CARR'S TREE SERVICE, INC	TREE TRIMMING - 1/6/25	7,987.60
				TREE TRIMMING - 1/13/25	7,995.74
				Tree Trimming - 1/20/25	4,386.19
				TREE TRIMMING - 1/27/2025	8,215.67
Total for Check/Tran - 21285:					28,585.20
21286 2/20/25	DD	7448	CRC	CUSTOMER SERVICE AFTER HOURS	3,040.97
				CUSTOMER SERVICE AFTER HOURS	760.24
Total for Check/Tran - 21286:					3,801.21
21287 2/20/25	DD	36	CROW RIVER FARM EQUIP CO	MISC PARTS & SUPPLIES	7.84
21288 2/20/25	DD	25	ECM PUBLISHERS INC	WATER OPERATOR CLASSIFIED AD	50.00
21289 2/20/25	DD	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 4 - INV GRP 396 - JAN 2025	279.26
				CYCLE 4 - INV GRP 415 - JAN 2025	150.00
				CYCLE 4 - INV GRP 415 - JAN 2025	1,507.32
Total for Check/Tran - 21289:					1,936.58
21290 2/20/25	DD	91	GOPHER STATE ONE-CALL	LOCATES FOR - JAN 2025	197.55
				LOCATES FOR - JAN 2025	10.40
Total for Check/Tran - 21290:					207.95
21291 2/20/25	DD	809	HAWKINS, INC.	Water Chemicals	818.66
21292 2/20/25	DD	3419	MCDOWALL COMPANY	2025 ROOF INSPECTIONS-GARAGE&PLANT 25	780.00
				2025 ROOF INSPECTIONS - WELLS 1.25-12.25	950.00
				2025 ROOF INSPECTIONS-GARAGE&PLANT 25	70.00
Total for Check/Tran - 21292:					1,800.00
21293 2/20/25	DD	9300	NISC	PRINT SERVICES - JAN 2025	9,204.05

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PRINT SERVICES - JAN 2025	877.86
				PRINT SERVICES - JAN 2025	2,300.71
				AGREEMENTS INVOICE - JAN 2025	53.94
				AGREEMENTS INVOICE - JAN 2025	776.62
				AGREEMENTS INVOICE - JAN 2025	11,391.94
				AGREEMENTS INVOICE - JAN 2025	260.00
				AGREEMENTS INVOICE - JAN 2025	332.83
				AGREEMENTS INVOICE - JAN 2025	2,554.75
				AGREEMENTS INVOICE - JAN 2025	65.00
				MISC INVOICE - JAN 2025	1,716.33
				MISC INVOICE - JAN 2025	179.07
				Total for Check/Tran - 21293:	29,713.10
21294 2/20/25	DD	628	VICTORY CLEANING SERVICES, LLC	MONTHLY CLEANING - 1435 MAIN ST	3,072.42
				MONTHLY CLEANING - 1435 MAIN ST	438.91
				MONTHLY CLEANING - 1705 MAIN	188.78
				MONTHLY CLEANING - 1705 MAIN	26.97
				Total for Check/Tran - 21294:	3,727.08
21341 2/27/25	DD	39	MMUA	SUBSTATION SCHOOL - 167	-555.00
				SUBSTATION SCHOOL - 177	-555.00
				SUBSTATION SCHOOL - 167 177	1,110.00
				Total for Check/Tran - 21341:	0.00
21342 2/27/25	DD	11	CITY OF ELK RIVER	REVENUE TRANSFER - JAN 2025	136,320.49
				STORMWATER BILLED - JAN 2025	56,716.02
				SEWER BILLED - JAN 2025	235,962.82
				Total for Check/Tran - 21342:	428,999.33
21343 2/27/25	DD	724	ALLEGiant UTILITY SERVICES, LLC	WATER METER INSTALL - 1/16 to 1/31/25	17,469.96
				WATER METER INSTALL - 1/16 to 1/31/25	-1,275.32
				WATER METER INSTALL - 2/1 to 2/15/25	9,799.84
				WATER METER INSTALL - 2/1 to 2/15/25	-715.40

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				WATER METER INSTALL - 2/1 to 2/15/25	15,026.30
				WATER METER INSTALL - 2/1 to 2/15/25	-1,096.94
				ELECTRIC METER INSTALL - 2/1 to 2/17/25	10,736.98
				ELECTRIC METER INSTALL - 2/1 to 2/17/25	-783.82
				WATER METER INSTALL - 1/16 to 1/31/25	17,068.58
				WATER METER INSTALL - 1/16 to 1/31/25	-1,246.02
				WATER METER INSTALL - 1/16 to 1/31/25	-83.12
				ELECTRIC METER INSTALL - 1/16 to 1/31/25	25,247.10
				ELECTRIC METER INSTALL - 1/16 to 1/31/25	-1,843.07
Total for Check/Tran - 21343:					88,305.07
21344 2/27/25	DD	728	ARCHER PLUMBING LLC	WATER METER REPAIRS	800.00
21345 2/27/25	DD	6	BEAUDRY OIL COMPANY	LUMINOL	4,532.00
21346 2/27/25	DD	5013	CARR'S TREE SERVICE, INC	TREE TRIMMING - 2/3/2025	8,439.71
21347 2/27/25	DD	7447	CENTRAL HYDRAULICS, INC.	PARTS FOR OIL DEHYDRATING	819.78
21348 2/27/25	DD	11	CITY OF ELK RIVER	2024 CONTINUING DISCLOSURE	1,320.00
				2024 CONTINUING DISCLOSURE	440.00
				2024 SHARED COSTS	116,179.01
				2024 SHARED COSTS	29,044.76
				2024 SHARED COSTS	64,242.21
Total for Check/Tran - 21348:					211,225.98
21349 2/27/25	DD	778	DSC COMMUNICATIONS	BATTERY	263.22
				BATTERY	65.81
Total for Check/Tran - 21349:					329.03
21350 2/27/25	DD	25	ECM PUBLISHERS INC	WATER OPERATOR AD	310.50
21351 2/27/25	DD	3667	ELFERING & ASSOCIATES	PROFESSIONAL SERVICES - JAN 2025	1,950.00
				PROFESSIONAL SERVICES - JAN 2025	900.00
				PROFESSIONAL SERVICES - JAN 2025	295.00

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Total for Check/Tran - 21351:					3,145.00
21352 2/27/25	DD	493	ELK RIVER GAS, INC	KEROSENE	59.08
21353 2/27/25	DD	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 1 - INV GRP 421 - JAN 2025	5,627.24
				CYCLE 1 - ACCT 183 - JAN 2025	1,454.87
				CYCLE 1 - INV GRP 101 - JAN 2025	4,495.01
				CYCLE 1 - INV GRP 101 - JAN 2025	83.99
				CYCLE 1 - INV GRP 101 - JAN 2025	802.41
				CYCLE 1 - INV GRP 101 - JAN 2025	764.90
				CYCLE 1 - INV GRP 101 - JAN 2025	200.60
				CYCLE 1 - INV GRP 325 - JAN 2025	325.00
				CYCLE 1 - INV GRP 325 - JAN 2025	16,469.23
				CYCLE 2 - ACCT 41038 - JAN 2025	177.37
				CYCLE 2 - ACCT 41038 - JAN 2025	9.33
				CYCLE 2 - INV GRP 413 - JAN 2025	50.00
				CYCLE 2 - INV GRP 413 - JAN 2025	273.70
				CYCLE 2 - ACCT 49995 - JAN 2025	52.50
				CYCLE 2 - ACCT 49995 - JAN 2025	274.36
				CYCLE 2 - ACCT 49996 - JAN 2025	52.50
				CYCLE 2 - ACCT 49996 - JAN 2025	291.00
				CYCLE 2 - INV GRP 436 - JAN 2025	2,380.15
Total for Check/Tran - 21353:					33,784.16
21354 2/27/25	DD	8469	KATHY A GREENBERG	Office Supplies	16.88
				Office Supplies	2.58
Total for Check/Tran - 21354:					19.46
21355 2/27/25	DD	809	HAWKINS, INC.	Water Chemicals	669.89
				CHLORINE CYLINDER RENTAL	140.00
Total for Check/Tran - 21355:					809.89
21356 2/27/25	DD	6836	INNOVATIVE OFFICE SOLUTIONS LLC	OFFICE SUPPLIES	36.43
				OFFICE SUPPLIES	16.30

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				OFFICE SUPPLIES	1.53
				OFFICE SUPPLIES	0.38
				OFFICE SUPPLIES	98.12
				OFFICE SUPPLIES	24.16
				OFFICE SUPPLIES	138.92
				OFFICE SUPPLIES	34.73
				Total for Check/Tran - 21356:	350.57
21357 2/27/25	DD	8083	JT SERVICES OF MINNESOTA	STREET LIGHT BASE COVER	949.92
21358 2/27/25	DD	444	LANO EQUIPMENT, INC	Bruch Cutter	9,344.46
21359 2/27/25	DD	39	MMUA	EMERGENCY PREPAREDNESS - 186	425.00
21360 2/27/25	DD	358	OLSEN CHAIN & CABLE, INC.	TRUCK SLINGS	91.50
88802 2/7/25	CHK	4531	AT & T MOBILITY	CELL PHONES & iPad BILLING	97.26
				CELL PHONES & iPad BILLING	2,547.62
				CELL PHONES & iPad BILLING	41.68
				CELL PHONES & iPad BILLING	555.49
				Total for Check/Tran - 88802:	3,242.05
88803 2/7/25	CHK	5224	BLUE CROSS BLUE SHIELD OF MINNESOTA	VISION INSURANCE - MARCH 2025	291.38
				VISION INSURANCE - MARCH 2025	65.59
				Total for Check/Tran - 88803:	356.97
88804 2/7/25	CHK	76	CONNEXUS ENERGY	2024 LOSS OF REVENUE-AREA 1	513,185.38
				2024 LOSS OF REVENUE-AREA 2	159,896.30
				2024 LOSS OF REVENUE-AREA 3 & 4	127,929.87
				2024 LOSS OF REVENUE-AREA 5 & 6	111,059.14
				2024 LOSS OF REVENUE-AREA 7 & 8	34,062.51
				Total for Check/Tran - 88804:	946,133.20
88805 2/7/25	CHK	5249	DRIVER & VEHICLE SERVICES	CRASH REPORT - HWY 10	5.00
88806 2/7/25	CHK	8605	MARCO TECHNOLOGIES, LLC	OFFICE 365 - 12/24/24 to 1/23/25	1,035.59

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				OFFICE 365 - 12/24/24 to 1/23/25	225.56
				Total for Check/Tran - 88806:	1,261.15
88807 2/7/25	CHK	331	TRANSUNION	SKIP TRACING - DEC 2024	60.00
				SKIP TRACING - DEC 2024	15.00
				Total for Check/Tran - 88807:	75.00
88808 2/7/25	CHK	3405	US POSTAL SERVICE	AMI POSTCARD MAILING	253.12
88809 2/13/25	CHK	725	A1 RENT IT	SAWCHAIN	53.92
				CHAINSAW SUPPLIES	44.15
				Total for Check/Tran - 88809:	98.07
88810 2/13/25	CHK	766	ACE HARDWARE	FASTENERS - UNIT #73	-0.33
				FASTENERS - UNIT #73	4.91
				Total for Check/Tran - 88810:	4.58
88811 2/13/25	CHK	2512	AMARIL UNIFORM COMPANY	Employee Clothing - 128	366.29
88812 2/13/25	CHK	2	AMERICAN WATER WORKS ASSOC	2025 MEMBERSHIP DUES - 63	83.00
				2025 MEMBERSHIP - 162	83.00
				Total for Check/Tran - 88812:	166.00
88813 2/13/25	CHK	9997	AMES CONSTRUCTION	Credit Balance Refund	182.28
88814 2/13/25	CHK	9997	AMES CONSTRUCTION	Credit Balance Refund	134.47
88815 2/13/25	CHK	9997	AMES CONSTRUCTION	Credit Balance Refund	249.82
88816 2/13/25	CHK	1327	AUTOMATIC SYSTEMS CO	SERVICE - WELL #6	1,786.25
				SERVICE - WELL #7	451.25
				PROGRAMMING - WELL #5, 7, 8, 9	4,308.75
				SERVICE - WELLS #3,4,8,7,9	2,391.25
				SERVICE WELL #7	1,126.25
				Total for Check/Tran - 88816:	10,063.75
88817 2/13/25	CHK	9997	SHONA BAKER	Credit Balance Refund	204.26

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88818 2/13/25	CHK	2920	BATTERIES PLUS BULBS	BATTERIES	172.68
88819 2/13/25	CHK	8215	BROTHERS FIRE & SECURITY	REPLACED SMOKE DETECTOR - 1435 MAIN	456.33
				REPLACED SMOKE DETECTOR - 1435 MAIN	65.19
Total for Check/Tran - 88819:					521.52
88820 2/13/25	CHK	7003	BURNDY LLC	Tool	539.38
88821 2/13/25	CHK	773	CAL-TEX ELECTRIC, INC	CIP - LIGHTING RETROFIT	1,489.90
88822 2/13/25	CHK	9997	CAPSTONE HOMES	Credit Balance Refund	107.20
88823 2/13/25	CHK	9997	EDWARD CARTER	INACTIVE REFUND	242.05
88824 2/13/25	CHK	28	CINTAS	MATS & TOWELS	429.42
				MATS & TOWELS	61.35
Total for Check/Tran - 88824:					490.77
88825 2/13/25	CHK	54	CORE & MAIN LP	AMI	897.99
				REMOTE WIRE	-61.43
				AMI	41.24
Total for Check/Tran - 88825:					877.80
88826 2/13/25	CHK	9997	SAWYER DAHLBERG	INACTIVE REFUND	94.97
88827 2/13/25	CHK	9997	ABIGAIL DEWITT	INACTIVE REFUND	73.17
88828 2/13/25	CHK	517	EAST SIDE OIL COMPANIES, INC	WASTE OIL PICK-UP	45.00
88829 2/13/25	CHK	9192	ELK RIVER CUB FOODS	SNACKS FOR SAFETY MEETING	55.06
				SNACKS FOR SAFETY MEETING	13.76
Total for Check/Tran - 88829:					68.82
88830 2/13/25	CHK	9997	ELK RIVER EXTERIORS	INACTIVE REFUND	64.54
88831 2/13/25	CHK	9997	ELIZABETH FISCHER	INACTIVE REFUND	72.84
88832 2/13/25	CHK	340	FURNITURE AND THINGS	CIP - LIGHTING RETROFIT	475.02

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88833 2/13/25	CHK	9997	GATHERWELL	Credit Balance Refund	383.32
88834 2/13/25	CHK	9997	KARLA GILBERT	Credit Balance Refund	11.54
88835 2/13/25	CHK	9997	KARLA GILBERT	Credit Balance Refund	428.41
88836 2/13/25	CHK	9997	GRACELAND OTSEGO HOLDINGS LLC	Credit Balance Refund	250.00
88837 2/13/25	CHK	730	GREATAMERICA FINANCIAL SERVICES	LEASE FOR COPIER AT PLANT	125.81
			LEASE FOR COPIER AT PLANT		31.46
Total for Check/Tran - 88837:					157.27
88838 2/13/25	CHK	9997	MICHELLE HAGERTY	INACTIVE REFUND	216.47
88839 2/13/25	CHK	631	HEALTHPARTNERS	DENTAL EE INSURANCE - MAR 2025	865.93
				DENTAL ER INSURANCE - MAR 2025	2,348.59
				MEDICAL EE INSURANCE - MAR 2025	11,146.85
				MEDICAL ER INSURANCE - MAR 2025	60,107.87
				DENTAL EE INSURANCE - MAR 2025	113.21
				DENTAL ER INSURANCE - MAR 2025	588.83
				MEDICAL EE INSURANCE - MAR 2025	2,724.15
				MEDICAL ER INSURANCE - MAR 2025	15,340.67
Total for Check/Tran - 88839:					93,236.10
88840 2/13/25	CHK	9997	HHH PEDIATRIC THERAPY	INACTIVE REFUND	240.48
88841 2/13/25	CHK	9997	HP MINNESOTA I, LLC	Credit Balance Refund	212.48
88842 2/13/25	CHK	9997	JOHNSON HOUSE PROPERTIES LLC	Credit Balance Refund	200.56
88843 2/13/25	CHK	9997	JOPLIN ST LLC	Credit Balance Refund	213.87
88844 2/13/25	CHK	9997	REBECCA LAMBERT	INACTIVE REFUND	100.00
88845 2/13/25	CHK	9997	LEGACY HOME SCHOOL LLC	INACTIVE REFUND	330.50
88846 2/13/25	CHK	9997	LENNAR HOMES	Credit Balance Refund	138.73

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88847 2/13/25	CHK	9997	LENNAR HOMES	Credit Balance Refund	128.84
88848 2/13/25	CHK	9997	LENNAR HOMES	Credit Balance Refund	132.47
88849 2/13/25	CHK	9997	LENNAR HOMES	Credit Balance Refund	124.32
88850 2/13/25	CHK	9997	LEWIS CUSTOM HOMES, INC	Credit Balance Refund	175.61
88851 2/13/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	3,157.63
88852 2/13/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	3,312.26
88853 2/13/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	5,085.76
88854 2/13/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	3,681.70
88855 2/13/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	135.33
88856 2/13/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	1,734.51
88857 2/13/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	1,821.70
88858 2/13/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	188.37
88859 2/13/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	4,316.38
88860 2/13/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	4,043.48
88861 2/13/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	1,631.30
88862 2/13/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	1,589.46
88863 2/13/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	1,523.31
88864 2/13/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	518.46
88865 2/13/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	4,362.78
88866 2/13/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	186.98
88867 2/13/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	251.10

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88868 2/13/25	CHK	9997	VERNA LUNDGREN	INACTIVE REFUND	179.53
88869 2/13/25	CHK	8605	MARCO TECHNOLOGIES, LLC	PRINTER MTC CONTRACT - 1/1 to 2/1/25	308.09
				PRINTER MTC CONTRACT - 1/1 to 2/1/25	77.02
Total for Check/Tran - 88869:					385.11
88870 2/13/25	CHK	145	MENARDS	MISC PARTS & SUPPLIES	20.48
				MISC PARTS & SUPPLIES	8.62
				MISC PARTS & SUPPLIES	19.29
				PATCH CABLE	14.69
				COFFEEMAKER	-13.88
				COFFEEMAKER	13.88
				MISC PARTS & SUPPLIES	13.34
				MISC PARTS & SUPPLIES - UNIT #61	7.54
				MISC PARTS & SUPPLIES - UNIT #61	4.29
				MISC PARTS & SUPPLIES	24.47
				REBATE	-13.77
				MISC PARTS & SUPPLIES	3.66
				MISC PARTS & SUPPLIES	-9.09
Total for Check/Tran - 88870:					93.52
88871 2/13/25	CHK	245	MIDWEST OVERHEAD CRANE	OVERHEAD CRANE INSPECTION	780.01
				OVERHEAD CRANE INSPECTION	195.00
Total for Check/Tran - 88871:					975.01
88872 2/13/25	CHK	119	MINNESOTA COMPUTER SYSTEMS INC	COPIER MTC CONTRACT - 1/12 to 2/11/25	83.50
				COPIER MTC CONTRACT - 1/12 to 2/11/25	20.87
Total for Check/Tran - 88872:					104.37
88873 2/13/25	CHK	349	MINNESOTA EQUIPMENT INC	FILTER KIT - UNIT #68	109.76
88874 2/13/25	CHK	120	NAPA AUTO PARTS	PARTS FOR UNIT #47	24.26
				PARTS FOR SALTER	16.18
				PARTS FOR UNIT #47	23.58

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				PARTS FOR UNIT #54	104.21
				Total for Check/Tran - 88874:	168.23
88875 2/13/25	CHK	573	NCPERS MINNESOTA	EXTRA LIFE INSURANCE - MARCH 2025	358.40
				EXTRA LIFE INSURANCE - MARCH 2025	41.60
				Total for Check/Tran - 88875:	400.00
88876 2/13/25	CHK	43	NORTHERN TOOL	WASH BAY PARTS	99.92
				WASH BAY PARTS	14.27
				WASH BAY PARTS	4.74
				WASH BAY PARTS	0.69
				Total for Check/Tran - 88876:	119.62
88877 2/13/25	CHK	5223	NUTRIEN AG SOLUTIONS	PARTS FOR UNIT #53	-4.72
				PARTS FOR UNIT #53	511.10
				Total for Check/Tran - 88877:	506.38
88878 2/13/25	CHK	475	POOLWERZ TWIN CITIES	CHLORINE	550.14
88879 2/13/25	CHK	811	PRIME ADVERTISING & DESIGN, INC.	MONTHLY HOSTING OF WEBSITE	40.00
				MONTHLY HOSTING OF WEBSITE	40.00
				MONTHLY HOSTING OF WEBSITE	20.00
				Service Agreement	1,500.00
				Total for Check/Tran - 88879:	1,600.00
88880 2/13/25	CHK	630	PRINCETON RENTAL INC	CHAINSAW BUFFER	9.40
88881 2/13/25	CHK	9997	ROGER PRYDE	INACTIVE REFUND	52.40
88882 2/13/25	CHK	574	REPUBLIC SERVICES, INC	TRASH & RECYCLING - JAN 2025	2,408.66
				TRASH & RECYCLING - JAN 2025	151.03
				TRASH & RECYCLING - JAN 2025	344.09
				TRASH & RECYCLING - JAN 2025	403.04
				TRASH & RECYCLING - JAN 2025	72.86
				TRASH & RECYCLING - JAN 2025	10.42
				Total for Check/Tran - 88882:	3,390.10

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88883 2/13/25	CHK	9997	ROCHESTER STREET COMMERCIAL LL	Credit Balance Refund	195.68
88884 2/13/25	CHK	9997	DAVID ROUSE	INACTIVE REFUND	45.39
88885 2/13/25	CHK	9997	GREG SCHROEDER	Credit Balance Refund	7.93
88886 2/13/25	CHK	159	SHORT ELLIOTT HENDRICKSON INC	PROFESSIONAL SERVICES - DEC 2024	6,317.58
88887 2/13/25	CHK	674	STAR ENERGY SERVICES LLC	PROFESSIONAL SERVICES - JAN 2025	188.00
88888 2/13/25	CHK	6107	STUART C. IRBY CO.	warning tag	1,201.89
				Mtce of URD Primary	911.54
				Mtce of OH Primary	205.50
				Mtce of OH Primary	198.00
				Mtce of OH Primary	367.50
Total for Check/Tran - 88888:					2,884.43
88889 2/13/25	CHK	3360	THE UPS STORE 5093	SHIPPING - OIL SAMPLES	14.14
88890 2/13/25	CHK	9997	TERRY TIGGES	INACTIVE REFUND	100.40
88891 2/13/25	CHK	9997	TIPSY CHICKEN	INACTIVE REFUND	120.90
88892 2/13/25	CHK	8523	TRI CAP	CIP LOW INCOME - MICEK	294.12
88893 2/13/25	CHK	5743	UNIVERSITY OF MINNESOTA TWIN CIT	2024 SCHOLARSHIP - ROBINSON 5964835	1,000.00
88894 2/13/25	CHK	9997	VIVID TAN LLP	Credit Balance Refund	2,048.97
88895 2/13/25	CHK	429	WALMAN OPTICAL	SAFETY GLASSES - 149	-34.64
				SAFETY GLASSES - 149	474.49
				SAFETY GLASSES - 149	-0.01
				SAFETY GLASSES - 149	23.16
				SAFETY GLASSES - 128	-30.33
				SAFETY GLASSES - 128	415.33
Total for Check/Tran - 88895:					848.00

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88896 2/13/25	CHK	55	WESCO RECEIVABLES CORP.	FIBERGLASS X ARM	6,053.25
				BASEMENT	1,651.32
				INSERT FEED-THRU	2,725.32
				WIRE	103,177.26
Total for Check/Tran - 88896:					113,607.15
88897 2/20/25	CHK	398	ALTEC INDUSTRIES, INC	PARTS & LABOR FOR UNIT #5	4,368.99
88898 2/20/25	CHK	2	AMERICAN WATER WORKS ASSOC	2025 MEMBERSHIP - 186	252.00
88899 2/20/25	CHK	8215	BROTHERS FIRE & SECURITY	ANNUAL MONITORING - WELL #7 2/25-1/26	539.38
88900 2/20/25	CHK	9997	MARK BUKOSKEY	INACTIVE REFUND	146.49
88901 2/20/25	CHK	122	ELK RIVER WINLECTRIC	WIRE	43,397.31
				WIRE	-3,168.06
				CABLE	-13.37
				CABLE	183.17
Total for Check/Tran - 88901:					40,399.05
88902 2/20/25	CHK	9997	ERIK GRUHLKE	INACTIVE REFUND	75.87
88903 2/20/25	CHK	9997	JASON GUSTAFSON	INACTIVE REFUND	90.10
88904 2/20/25	CHK	9997	TONI HAWKS	INACTIVE REFUND	103.58
88905 2/20/25	CHK	9997	HP MINNESOTA I, LLC	Credit Balance Refund	180.84
88906 2/20/25	CHK	5341	HUBBARD ELECTRIC	FSB ELECTRICAL SERVICES	-32.83
				FSB ELECTRICAL SERVICES	1,292.39
				FSB ELECTRICAL SERVICES	-4.69
				FSB ELECTRICAL SERVICES	184.62
Total for Check/Tran - 88906:					1,439.49
88907 2/20/25	CHK	9997	MATTHEW HUSTAD	INACTIVE REFUND	74.35
88908 2/20/25	CHK	9997	IH2 PROPERTY ILLINOIS LP	Credit Balance Refund	105.52

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88909 2/20/25	CHK	567	KURITA AMERICA INC	Treatment Plant Well 6	3,050.00
88910 2/20/25	CHK	775	LAKE AREA ROOFING & CONSTRUCTION	ROOF PENETRATION - CELLULAR BOOSTER	1,088.12
				ROOF PENETRATION - CELLULAR BOOSTER	155.45
Total for Check/Tran - 88910:					1,243.57
88911 2/20/25	CHK	8605	MARCO TECHNOLOGIES, LLC	PRINTER MTC CONTRACT - 2/1 to 3/1/25	308.09
				PRINTER MTC CONTRACT - 2/1 to 3/1/25	77.02
Total for Check/Tran - 88911:					385.11
88912 2/20/25	CHK	145	MENARDS	MISC PARTS & SUPPLIES	21.86
				MISC PARTS & SUPPLIES	19.27
Total for Check/Tran - 88912:					41.13
88913 2/20/25	CHK	704	MINNESOTA BACKFLOW PROS LLC	CALIBRATE BACKFLOW DEVICE TESTING KITS	210.50
88914 2/20/25	CHK	39	MMUA	2025 Q1 JTS TRAINING	2,241.25
				2025 Q1 SAFETY TRAINING	5,007.60
				2025 Q1 SAFETY TRAINING (City)	6,259.50
				2025 Q1 SAFETY TRAINING	1,251.90
Total for Check/Tran - 88914:					14,760.25
88915 2/20/25	CHK	705	NATIONAL ENERGY FOUNDATION	2025 ENERGY EDUCATION KITS	7,306.00
88916 2/20/25	CHK	9997	JEROME PATTERSON	INACTIVE REFUND	197.03
88917 2/20/25	CHK	9997	ROCHELLE PAUL	INACTIVE REFUND	32.15
88918 2/20/25	CHK	3218	RDO EQUIPMENT CO.	PARTS FOR UNIT #53	-1.28
				PARTS FOR UNIT #53	16.31
Total for Check/Tran - 88918:					15.03
88919 2/20/25	CHK	6107	STUART C. IRBY CO.	Tags	329.64
				GLOVES & TESTING	-43.66
				GLOVES & TESTING	1,534.93
				RATCHET HANDLE	87.43
Total for Check/Tran - 88919:					1,908.34

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
88920 2/20/25	CHK	9997	VILAMONE TRAN	INACTIVE REFUND	195.12
88921 2/20/25	CHK	331	TRANSUNION	SKIP TRACING - JAN 2025	60.00
				SKIP TRACING - JAN 2025	15.00
Total for Check/Tran - 88921:					75.00
88922 2/20/25	CHK	375	VIKING ELECTRIC	MISC PARTS & SUPPLIES	465.81
88923 2/20/25	CHK	55	WESCO RECEIVABLES CORP.	CABINET	2,407.32
				INTERRUPTER	46,947.12
Total for Check/Tran - 88923:					49,354.44
88924 2/20/25	CHK	907	ZIEGLER INC.	Mini Excavator	33,206.45
88925 2/27/25	CHK	766	ACE HARDWARE	FASTENERS - UNIT #21	-0.10
				FASTENERS - UNIT #21	1.48
Total for Check/Tran - 88925:					1.38
88926 2/27/25	CHK	772	ALLIED BENNETT GROUP	CONTAINMENT TRAY	-39.97
				Containment Bag	547.52
Total for Check/Tran - 88926:					507.55
88927 2/27/25	CHK	398	ALTEC INDUSTRIES, INC	SQUEEZE BOTTLE	413.54
				PARTS & LABOR FOR UNIT #21	717.80
Total for Check/Tran - 88927:					1,131.34
88928 2/27/25	CHK	771	ANDERSON PROCESS	Dehydrator	7,326.36
88929 2/27/25	CHK	2920	BATTERIES PLUS BULBS	FLOOR SWEEPER BATTERIES	276.09
				FLOOR SWEEPER BATTERIES	39.44
				BATTERIES - GENERATOR	9.65
				BATTERIES - GENERATOR	57.12
Total for Check/Tran - 88929:					382.30
88930 2/27/25	CHK	3982	CENTERPOINT ENERGY	NATURAL GAS & IRON REMOVAL	5,963.28
				NATURAL GAS & IRON REMOVAL	1,313.05

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 88930:					7,276.33
88931 2/27/25	CHK	549	CHARTER COMMUNICATIONS	OFFICE TELEPHONE	197.38
				OFFICE TELEPHONE	49.34
Total for Check/Tran - 88931:					246.72
88932 2/27/25	CHK	28	CINTAS	MATS & TOWELS	429.42
				MATS & TOWELS	61.35
Total for Check/Tran - 88932:					490.77
88933 2/27/25	CHK	9997	VLADISLAV CIRLAN	Credit Balance Refund	45.83
88934 2/27/25	CHK	3173	DELL MARKETING LP	Desktop	2,036.76
				Desktop	509.18
Total for Check/Tran - 88934:					2,545.94
88935 2/27/25	CHK	656	DGR ENGINEERING	PROFESSIONAL SERVICES - JAN 2025	5,755.50
88936 2/27/25	CHK	517	EAST SIDE OIL COMPANIES, INC	WASTE OIL PICKUP	45.00
88937 2/27/25	CHK	9192	ELK RIVER CUB FOODS	DONUTS FOR SAFETY MEETING-DIGGERS	25.96
88938 2/27/25	CHK	24	ELK RIVER PRINTING & VENTURE PRO	AMI WATER POSTCARDS	278.98
88939 2/27/25	CHK	8247	FERGUSON WATERWORKS #2516	MOD KIT	-345.64
				Kit	4,784.64
Total for Check/Tran - 88939:					4,439.00
88940 2/27/25	CHK	824	HOME DEPOT CREDIT SERVICES	HOME DEPOT	120.23
				HOME DEPOT	53.91
Total for Check/Tran - 88940:					174.14
88941 2/27/25	CHK	5341	HUBBARD ELECTRIC	WIRED DUPLEX RECEPTACLE FOR SCALE	-16.55
				WIRED DUPLEX RECEPTACLE FOR SCALE	741.66
				WIRED DUPLEX RECEPTACLE FOR SCALE	-2.36
				WIRED DUPLEX RECEPTACLE FOR SCALE	105.94
Total for Check/Tran - 88941:					828.69

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
88942 2/27/25	CHK	48	LEAGUE OF MN CITIES INS TRUST	LIABILITY INSURANCE - 2024 QTR 4	30,934.65
				LIABILITY INSURANCE - 2024 QTR 4	6,932.35
Total for Check/Tran - 88942:					37,867.00
88943 2/27/25	CHK	9997	LENNAR HOMES	Credit Balance Refund	146.73
88944 2/27/25	CHK	9997	LENNAR HOMES	Credit Balance Refund	192.55
88945 2/27/25	CHK	8605	MARCO TECHNOLOGIES, LLC	PRINTER MTC CONTRACT - 1/24 to 2/23/25	1,035.59
				PRINTER MTC CONTRACT - 1/24 to 2/23/25	225.56
Total for Check/Tran - 88945:					1,261.15
88946 2/27/25	CHK	145	MENARDS	MISC PARTS & SUPPLIES	9.09
				MISC PARTS & SUPPLIES	199.67
				MISC PARTS & SUPPLIES	8.61
				PVC CAP	8.92
				PARTS FOR OIL CART	68.04
				PARTS FOR OIL CART	3.39
				MISC PARTS & SUPPLIES	37.90
				MISC PARTS & SUPPLIES	110.31
				MISC PARTS & SUPPLIES	14.13
				MISC PARTS & SUPPLIES	28.06
				MISC PARTS & SUPPLIES	14.00
				MISC PARTS & SUPPLIES - WELL 3 & 4	48.51
Total for Check/Tran - 88946:					550.63
88947 2/27/25	CHK	349	MINNESOTA EQUIPMENT INC	MISC PARTS & SUPPLIES	197.89
88948 2/27/25	CHK	633	MUTUAL OF OMAHA	ELEC LIFE INSURANCE - MARCH 2025	216.81
				LIFE,STD & LTD INSURANCE - MARCH 2025	2,468.70
				ELEC LIFE INSURANCE - MARCH 2025	202.94
				LIFE,STD & LTD INSURANCE - MARCH 2025	543.78
Total for Check/Tran - 88948:					3,432.23
88949 2/27/25	CHK	120	NAPA AUTO PARTS	PARTS FOR UNIT #68	15.08

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PARTS FOR UNIT #68	10.92
				PARTS FOR GENERATOR	17.04
				PARTS FOR UNIT #27	10.05
				PARTS FOR UNIT #52	112.38
				PARTS FOR UNIT #52	6.46
				Total for Check/Tran - 88949:	171.93
88950 2/27/25	CHK	43	NORTHERN TOOL	10W30 OIL	63.58
88951 2/27/25	CHK	9997	KARLA REISER	Credit Balance Refund	182.70
88952 2/27/25	CHK	159	SHORT ELLIOTT HENDRICKSON INC	SERVICE LINE INVENTORY - JAN 2025	2,030.24
88953 2/27/25	CHK	6107	STUART C. IRBY CO.	SLEEVE TESTING	30.22
				Warning Tag	1,088.56
				Total for Check/Tran - 88953:	1,118.78
88954 2/27/25	CHK	3360	THE UPS STORE 5093	SHIPPING - RETURN	49.94
88955 2/27/25	CHK	543	USABLUBOOK	TRANSLUCENT TUBING	238.88
88956 2/27/25	CHK	375	VIKING ELECTRIC	POLE AMP	225.30
88957 2/27/25	CHK	55	WESCO RECEIVABLES CORP.	CRIMP	1,063.00
				DEADBREAK STUD	1,362.58
				FIBERGLASS X ARM	2,094.63
				Total for Check/Tran - 88957:	4,520.21
88958 2/27/25	CHK	9997	WINDSTREAM ACCTS PAYABLE	Credit Balance Refund	431.38
				Total for Bank Account - 5 :	(242) 5,400,412.27
				Grand Total :	(243) 5,410,032.67

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PARAMETERS ENTERED:**Check Date:** 02/01/2025 To 02/28/2025**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**

February 11, 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 state at the time of the meeting.

Members Absent: Commissioner Nick Zerwas

ERMU Staff Present: Mark Hanson, General Manager
Sara Youngs, Administrations Director
Melissa Karpinski, Finance Manager
Tony Mauren, Governance & Communications Manager
Tom Geiser, Operations Director
Chris Sumstad, Electric Superintendent
Mike Tietz, Technical Services Superintendent
Megan Zachman, HR Generalist

Others Present: Jared Shepherd, Attorney; Cal Portner

1.0 GOVERNANCE

1.1 Call Meeting to Order

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

1.2 Pledge of Allegiance

The Pledge of Allegiance was recited.

1.3 Consider the Agenda

Moved by Commissioner Westgaard and seconded by Commissioner Stewart to approve the February 11, 2025, agenda. Motion carried 4-0.

2.0 CONSENT AGENDA (Approved By One Motion)

Commissioner Stewart recommended a wording change on page 45 of the meeting packet, within the language of item 2.3 Cogeneration and Small Power Production Tariff. She suggested it read “Effective January 2024” rather than “Starting January 2024” as this was the second year of referenced Grid Access Fee. Staff said they would make the change.

Moved by Commissioner Stewart and seconded by Commissioner Westgaard to approve the following Consent Agenda with the recommended changes:

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

Motion carried 4-0.

3.0 OPEN FORUM

No one appeared for open forum.

4.0 POLICY & COMPLIANCE

4.1 Commission Policy Review – G.3d – Monitoring Performance of the General Manager

Mr. Mauren presented his policy review noting the Commission would be looking at two policies this month as they both build on the General Manager Evaluation which was to be discussed later in the meeting. Mr. Mauren noted one recommended change where the policy refers to a biannual governance agenda which has since become an annual agenda. There was consensus to make the change. There were no other recommended changes.

Moved by Commissioner Bell and seconded by Commissioner Stewart to adopt updated policy G.3d – Monitoring Performance of the General Manager language. Motion carried 4-0.

4.2 Commission Policy Review – G.3e – General Manager Performance Planning and Evaluation

Mr. Mauren then presented the second policy which establishes the means for evaluating the general manager's performance. Mr. Mauren noted one recommended change opting for the term "their" in place of "his/her" to make the language gender neutral. There was consensus to make the change. There were no other recommended changes

Moved by Commissioner Westgaard and seconded by Commissioner Stewart to adopt updated policy G.3e – General Manager Performance Planning and Evaluation language. Motion carried 4-0.

4.3 General Manager Evaluation Questions Update

Mr. Mauren presented his memo on updated questions to the general manager evaluation. Mr. Mauren also raised a point brought by Commissioner Stewart that it may help in the simplification of the survey by moving from a 5-point scale (Far Exceeds

Expectations, Exceeds Expectations, Meets Expectations, Improvement Necessary, Unacceptable) to a 3-point scale (Exceeds Expectations, Meets Expectations, Needs Improvement). There was discussion. Ultimately there was consensus to adopt the 3-point scale suggested by Commissioner Stewart. The Commission also stated their intention to continue focusing on providing written comments to add context to the scores.

Moved by Commissioner Stewart and seconded by Commissioner Westgaard to adopt updated general manager evaluation questions and the 3-point scoring scale. Motion carried 4-0.

4.4 **2024 Annual Safety Report**

Mr. Hanson presented his memo with the attached OSHA Form 300A which reported two recordable safety incidents with zero days away from work. Mr. Hanson explained one incident was a slip and fall and the other was a documented case of progressive hearing loss. Mr. Hanson credited managers for making ERMU a safe place to work. There was discussion.

Ms. Zachman explained that in response to the hearing loss case, Minnesota Municipal Utilities Association provided additional hearing protection as well as a device that tracks decibels in the staff work environment to better understand the source of the issue.

5.0 **BUSINESS ACTION**

5.1 **Financial Report – December 2024**

Ms. Karpinski presented her memo which showed unaudited totals for December 2024, explaining that ERMU had ended the year strong.

Ms. Karpinski noted that while water is not favorable to budget ERMU is due water tower attachment payments of over \$300,000.

Chair Dietz noted with footnote 7 on page 69 that the funds to pay for Frontier Energy for their commercial rebate support at \$189,139 potentially exceeded what might be required for full time staff to perform the duties. Staff explained that historically it has been a challenge to meet the state mandated energy savings through staff efforts alone and that Frontier has helped ERMU meet that requirement. Staff also explained that meeting state limits reduces ERMU's conservation expenditure requirement which saves the organization money. Ms. Youngs elaborated that Frontier provides technical skills and strengthens relationships with commercial customers in a way that current staffing would not be able to.

There was discussion about the end of year state of the electric budget.

Moved by Commissioner Stewart and seconded by Commissioner Westgaard to receive the December 2024 Financial Report. Motion carried 4-0.

5.2 2024 Fourth Quarter Delinquent Items

Ms. Karpinski shared her memo which shows that write offs were close to average in 2024, and credited ERMU's collection specialist with managing delinquent accounts well.

Moved by Commissioner Bell and seconded by Commissioner Westgaard to approve the 2024 fourth quarter delinquent items submitted. Motion carried 4-0.

5.3 Strategic Plan and 2024 Annual Business Plan Results

Mr. Hanson presented his memo and asked individual managers to speak to their item listed on the attachment labelled Highlights, Challenges, and Results from the 2024 Strategic Plan Initiatives.

The Commission shared their appreciation for the presentation, stating they felt the summary provided the information they needed to assess the organization's performance in strategic initiatives.

5.4 Water Service Line Ownership

Mr. Hanson presented his memo and report on different models of ownership around the state and invited the commission to discuss possible policy changes to ERMU's water service line ownership.

Chair Dietz shared his understanding that there is no requirement that the City's water service line ownership mirror sewer service line ownership. There was discussion.

After being asked, Mr. Hanson estimated there could be one commercial service line failure every 2 to 3 years on average.

Mr. Hanson explained the best practice for utilities who own their water connection is to proactively replace them whenever they are exposed by projects such as road repair. These replacements can cost approximately \$3,000 each and in an average year ERMU may encounter 45 exposed connections.

Chair Dietz asked if ERMU's insurance policy could be adjusted to help with repair or replacement costs should the utilities decide to take ownership of the curb stop. Staff said they would look into that possibility.

Mr. Portner informed the Commission that water main is not insured. There was discussion.

Chair Dietz asked if ERMU has previously assessed repair costs to customers. Staff responded that they had.

Mr. Hanson recentered the conversation, asking the group if they are interested in socializing costs and reminding them that this is a presentation of information that does not require immediate action.

There was consensus to delay action on the topic and bring it back for review in 60 days to allow further consideration. Final points include that these are large changes to policy for relatively infrequent events and that ERMU has a Dispute Resolution Committee that allows the organization to be responsive to unique circumstances that may arise.

5.5 **Advanced Metering Infrastructure Update**

Mr. Tietz presented his memo.

6.0 **BUSINESS DISCUSSION**

6.1 **Staff Updates**

Mr. Hanson shared his upcoming schedule.

The Commission was provided physical copies of the 2024 Year in Review with extra copies to be provided to the City Council.

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 – March 11, 2025
- b. 2025 Governance Agenda

6.5 **Other Business**

Ms. Youngs shared that the annual commission orientation would occur during the March meeting.

7.0 **ADJOURN REGULAR MEETING**

Moved by Commissioner Westgaard and seconded by Commissioner Stewart to adjourn the regular meeting of the Elk River Municipal Utilities Commission at 5:52 p.m. Motion carried 4-0.

Minutes prepared by Tony Mauren.

John J. Dietz, ERMU Commission Chair

Tina Allard, City Clerk

TO: ERMU Commission	FROM: Mark Hanson – General Manager
MEETING DATE: March 11, 2025	AGENDA ITEM NUMBER: 2.3
SUBJECT: 2024 Fourth Quarter Year-to-Date Earned Sick and Safe Time Usage	
ACTION REQUESTED: None	

BACKGROUND:

Effective January 1, 2024, the Minnesota Earned Sick and Safe Time (ESST) law requires Minnesota employers to provide paid leave to employees. The Commission adopted the policy at their December 2023 commission meeting. ERMU's adopted policy went beyond the minimum requirements of the ESST law by applying the eligibility criteria to all accrued sick time. Upon approving the policy, the Commission asked for quarterly updates on sick time usage through 2024. This will be the last update provided as effective January 1, 2025, the updated ESST law now applies to all accrued sick time.

DISCUSSION:

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

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

2024 fourth quarter year-to-date, 3146.5 hours of sick time were used. Of the total time, 2934 hours were used for medical care of self or family members; 145.5 hours were used due to daycare closure; 16 hours were used due to school closure; 14 hours were used for medical care for family equivalent; and 21 hours were used for funeral matters. A total of 51 hours would have required vacation time prior to the adoption of ESST, which included the 16 hours used due to school closure, 14 hours used for medical care for family equivalent and 21 hours for funeral matters. For reference, 2586 hours of sick time were used 2023 fourth quarter year-to-date.

TO: ERMU Commission	FROM: Tony Mauren – Governance & Communications Manager
MEETING DATE: March 11, 2025	AGENDA ITEM NUMBER: 4.1
SUBJECT: Annual Commissioner Orientation	
ACTION REQUESTED: None	

BACKGROUND:

Commission Policy G.2d – Commission Member Role, Responsibilities, and Orientation describes the role and responsibilities of commissioners operating as a governing body in accordance with applicable law. The Commission also establishes its expectations for the orientation of new commission members.

As stated in the policy, “The ERMU Commission is committed to excellent governance. This requires that individual Commissioners be well-informed about ERMU, its customers and stakeholders, the utility business, prudent financial management, and the Commission’s own governance structure and processes.” Consistent with this commitment and commission policies, an annual orientation program for new and existing commission members was implemented in 2018.

This year’s orientation will offer a presentation from Frontier Energy with updates on ERMU’s Conservation Improvement Program as well as a presentation from staff on ERMU’s Communication efforts.

Attached is a review and summary of the Commission Policy manual and Reference Guide updates from the previous 12 months. Please note that these updates are published as they are approved throughout the year.

COMMISSIONER POLICY AND REFERENCE GUIDE UPDATES:

1. Updated Commission Policies
 - G.2c – Agenda Planning
 - G.2e – Commission Member Conduct
 - G.4f1 – Employee Handbook
 - G.4g1 – Performance Metrics and Incentive Compensation Policy
 - G.3d – Monitoring Performance of the General Manager
 - G.3e – General Manager Performance Planning and Evaluation

2. Updates to Commission Reference Guide

- 2025 Governance Agenda
- 2025 ERMU Organizational Chart
- 2025 ERMU Staff Roster - *On file with the Governance Manager*
- 2025 Utilities Commission Member Listing
- 2025 Utilities Commission Meeting Schedule
- 2025 Upcoming Events
- 2025 Travel Expense Guidelines for Commissioners

ATTACHMENTS:

- Summary Commission Policy and Reference Guide Updates for 2025
- Updated Reference Guide items listed above

SUMMARY COMMISSION POLICY AND REFERENCE GUIDE UPDATES FROM THE PREVIOUS 12 MONTHS

POLICY

G.2c – Agenda Planning – March 12, 2024 – Commission approved updated language to bring the policy’s stated schedule in line with the current Commission Governance Agenda.

G.2e – Commission Member Conduct – May 14, 2024 – Commission approved language requiring commissioners to be compliance with the City’s commissioner attendance policy.

G.4f1 – Employee Handbook – July 9, 2024 –The changes are:

- Revise Date in footer and on cover page.
- Revise Table of Contents and page numbers.
- Eliminate gendered language.
- Update “marijuana” to “cannabis” to match current legal terminology.
- Update “Employer” with “the Utilities” for consistency throughout handbook.
- Revise Section 3. Equal Employment Opportunity, to include language from the Crown Act.
- Revise Section 5. Harassment Prohibited, to include language from the Crown Act, language on types of harassment, scope of policy, and the employee’s reporting responsibility.
- Revise Section 6. Business Conduct, to include added employee expectation.
- Revise Section 13. Commitment to a Drug and Alcohol-Free Workplace, to reflect the new cannabis legalization.
- Revise Section 14. Exposure to Hazardous Substances, to update the Minn Stat. referenced.
- Revise Section 17. Supplemental Employment, to include added employee expectations.
- Revise Section 19. Attendance, to update language that aligns with ERMU’s revised Paid Sick Leave Policy.
- Revise Section 20. Discipline, Dismissal & Layoff, to add language about Policy’s intent.
- Revise Section 22. Performance Reviews, to update language on Performance Metrics Incentive eligibility.
- Revise Section 23. Work Hours, Overtime, and Compensatory Time, to add language on eligibility.
- Revise Section 37. Night Work and Rest Time, to include updated paid rest time amounts earned for night work.
- Revise Section 40. Vacation, to include updated vacation accruals.
- Revise Section 43. Paid Sick Leave, to include all new provisions of Minnesota’s new Employee Sick and Safe Time law.
- Revise Section 44. Employee Clothing, to update the annual clothing allowance for office staff.
- Revise Section 45. Health Care Savings Plan, to add the percentage of paid sick leave conversion to post-employment HCSP at time of retirement.
- Revise Section 46. 457 Deferred Compensation, to remove language on the Governor’s salary cap (repealed 2023).

- Revise Section 47. Health Insurance Coverage, to reflect cost increase.
- Add Section 55. The Family and Medical Leave Act.
- Remove Section 56. Minnesota Sick Family Member or Safety Leave (*section has been replaced with Paid Sick and Safe Time (section 43). The underlying statute has been repealed*).
- Revise Section 63. Bereavement Leave, to include more inclusive language for relations that qualify for three days of leave and a one-day tier for aunts, uncles, cousins, nieces and nephews.
- Revise Section 66. Paid Leave Donation, to remove Finance Manager as approver.

G.4g1 – Performance Metrics and Incentive Compensation – December 10, 2024 – Commission approved the following:

- Reduction of the maximum percentage awarded from 3% to 2%.
- Introduction of more challenging goals for two electric criteria (SAIDI and SAIFI) and the inventory accuracy criteria.
- Addition of a Strategic Plan Category, including a Dashboard Progress Sub-Category.
- Addition of a Communication/Customer Service Category, including Clean Energy Choice Program Participation and Conservation Improvement Program (CIP) Sub-Categories.
- Removal of the Financial Reserves criteria.

G.3d – Monitoring Performance of the General Manager – February 11, 2025 – The Commission approved a correction to the policy which refers to a biennial governance agenda which has since been changed to an annual governance agenda.

G.3e – General Manager Performance Planning and Evaluation – February 11, 2025 – The Commission approved a wording change from “...his/her reasonable interpretation...” to “their reasonable interpretation...” to utilize gender neutral language.

REFERENCE GUIDE

2025 Governance Agenda – No changes from the previous year.

2025 Organizational Chart – Changes from 2024 include:

- With the departure of the engineering manager, the IT/OT technician was moved under the administrations director while the GIS/mapping technician is now under the operations director. This also creates a vacant system engineer position which will work under the technical services superintendent as an individual contributor.
- The re-establishment of a lead water operator position and internal promotion created a vacant water operator position which has been posted.
- The formerly titled and vacant conservation & key accounts specialist position under the administrations director has been re-titled as administrative specialist.

2025 ERMU Staff Roster – *On file with the governance & communications manager.*

2025 Utilities Commission Member Listing – No change for 2025. This document provides contact information and terms for commission members.

2025 Utilities Commission Meeting Schedule – Commission meetings, with two exceptions in 2025, will take place at 3:30 p.m. on the second Tuesday of each month in the Utilities Conference Room.

- The June 2025 meeting will be held on the first Tuesday of the month at the regular time and place to ensure a quorum, with commissioners expected to attend a conference during the regular date.
- The November 2025 meeting will be held on the second Wednesday of the month due to the Veterans Day office closure.

2024 Upcoming Events – The Sherburne County Parade is scheduled for Saturday, July 18; The Minnesota Municipal Power Agency Annual Meeting date and location is to be determined; The Minnesota Municipal Utilities Association’s Summer Conference is scheduled for August 18-20 in Rochester.

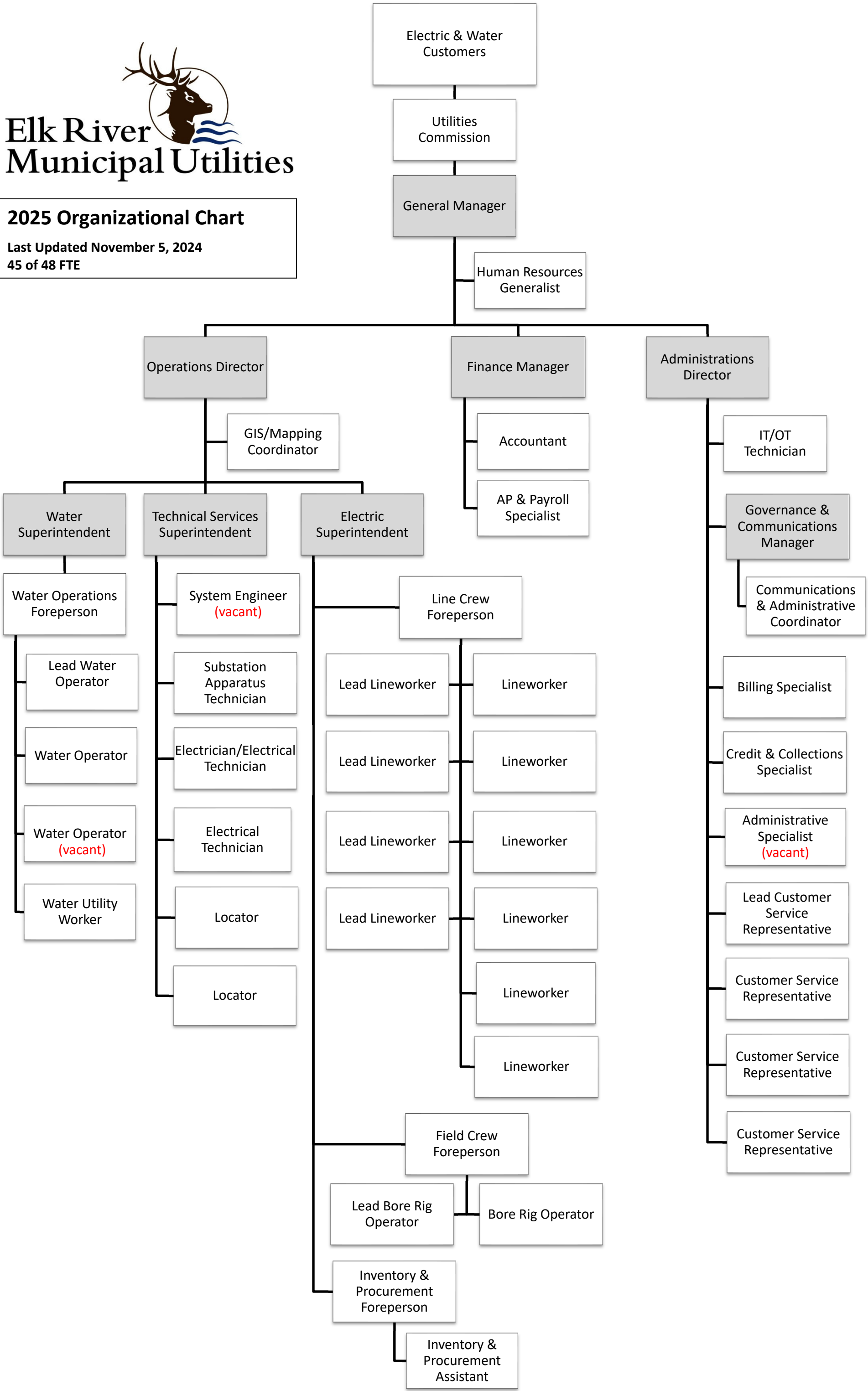
2025 Travel Expense Guidelines – The only change is an increase in the business mileage reimbursement rate from 67 cents to 70 cents.

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



2025 Organizational Chart

Last Updated November 5, 2024
45 of 48 FTE



Utilities Commission Members

Paul Bell

Email: pbell@ermumn.com
Term Expires: 02/28/27

John Dietz, Utilities Chair

Council Representative
Email: jdietz@ermumn.com
Term Expires: 02/29/28

Mary Stewart, Utilities Vice Chair

Email: mstewart@ermumn.com
Term Expires: 02/29/28

Matt Westgaard

Council Representative
Email: mwestgaard@ermumn.com
Term Expires: 02/28/26

Nick Zerwas

Email: nzerwas@ermumn.com
Term Expires: 02/28/26

2025

Utilities Commission Meeting Schedule

January							April							July							October						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4			1	2	3	4	5			1	2	3	4	5				1	2	3	4
5	6	7	8	9	10	11	6	7	8	9	10	11	12	6	7	8	9	10	11	12	5	6	7	8	9	10	11
12	13	14	15	16	17	18	13	14	15	16	17	18	19	13	14	15	16	17	18	19	12	13	14	15	16	17	18
19	20	21	22	23	24	25	20	21	22	23	24	25	26	20	21	22	23	24	25	26	19	20	21	22	23	24	25
26	27	28	29	30	31		27	28	29	30				27	28	29	30	31			26	27	28	29	30	31	

February							May							August							November						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1					1	2	3						1	2							1
2	3	4	5	6	7	8	4	5	6	7	8	9	10	3	4	5	6	7	8	9	2	3	4	5	6	7	8
9	10	11	12	13	14	15	11	12	13	14	15	16	17	10	11	12	13	14	15	16	9	10	11	12	13	14	15
16	17	18	19	20	21	22	18	19	20	21	22	23	24	17	18	19	20	21	22	23	16	17	18	19	20	21	22
23	24	25	26	27	28		25	26	27	28	29	30	31	24	25	26	27	28	29	30	23	24	25	26	27	28	29
														31							30						

March							June							September							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1	1	2	3	4	5	6	7		1	2	3	4	5	6		1	2	3	4	5	6
2	3	4	5	6	7	8	8	9	10	11	12	13	14	7	8	9	10	11	12	13	7	8	9	10	11	12	13
9	10	11	12	13	14	15	15	16	17	18	19	20	21	14	15	16	17	18	19	20	14	15	16	17	18	19	20
16	17	18	19	20	21	22	22	23	24	25	26	27	28	21	22	23	24	25	26	27	21	22	23	24	25	26	27
23	24	25	26	27	28	29	29	30						28	29	30					28	29	30	31			
30	31																										

NOTE: ALL DATES ARE SUBJECT TO CHANGE

Commission meetings are held the second Tuesday of each month and begin at 3:30 p.m.

Commission meetings are held at the ERMU Office, 13069 Orono Parkway, Elk River, MN, unless otherwise posted.

 The June meeting will be held on the first Tuesday of the month to ensure a quorum with commissioners expected to attend a conference.
 The November meeting will be held on the second Wednesday of the month due to the Veterans Day holiday.

Holidays

Jan 1 - New Year's Day

Jan 20 - Martin Luther King Jr. Day

Feb 17 - Presidents' Day

May 26 - Memorial Day

June 19 - Juneteenth

July 4 - Independence Day

Sept 1 - Labor Day

Nov 11 - Veterans Day

Nov 27 - Thanksgiving

Nov 28 - Day after Thanksgiving

Dec 24 - Christmas Eve

Dec 25 - Christmas Day

Sherburne County Parade

July 18, 2025

MMPA Annual Meeting

TBD

MMUA Summer Conference

August 18-20, 2025 - Rochester, MN



Travel Expense Guidelines for Commissioners

Meals

Food allowances are actual expenditures for meals and gratuity, excluding alcoholic beverages. When employees travel and incur expenses to be reimbursed for meals, please use the following guidelines for spending. This spending amount is based on the IRS established “per diem” amounts for general spending of travelling individuals. **Itemized receipts must be submitted for reimbursement.**

When travelling for the entire day, the maximum to be reimbursed per day is \$55. That can be distributed as \$10 for breakfast, \$20 for lunch, and \$25 for dinner. This distribution per day is variable, as long as the maximum is not exceeded. For example, if \$5 is spent on breakfast, \$30 could be spent on dinner. If there are multiple days involved, the distribution per days is also variable. For example, if \$45 is spent one day, \$65 could be spent the next day.

If you are travelling for a partial day, and only one or two meals are involved, please use the guideline amounts per meal: \$10 for breakfast, \$20 for lunch, and \$25 for dinner.

If you are at an event where the meal is provided and included in the fee for the event, please have that meal unless there are extenuating circumstances why you cannot (such as allergies to certain foods.)

Additionally, the IRS has established per diems for specific geographic areas of high cost. High cost areas are \$76 per day, versus \$55. So the per diem amount is different for Washington, DC (a designated high cost area) than Elk River, MN. If you are travelling to areas outside of Minnesota, and are concerned you may be visiting a high cost area, please feel free to visit the IRS website for a listing of these areas.

Mileage

The 2025 business mileage reimbursement rate is 70 cents per mile. Reimbursement requests should indicate the points of travel, business reason and the miles eligible for reimbursement. Mileage reimbursement requests should be sent to Accounts Payable either separately or as part of a larger travel reimbursement request.

Compensation

Members of the Commission representing ERMU at meetings/conferences that are in addition to the commission meetings will receive a \$75 per day stipend.



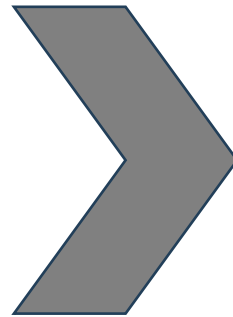
Energy Conservation Programs

Update March 11, 2025



Overview

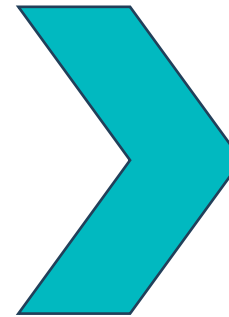
- Highlights
- 2024 Results
 - Commercial/Industrial Customers
 - Past Results and 2024-2026 Progress
 - How we serve ERMU and your customers



2024



2025



2026

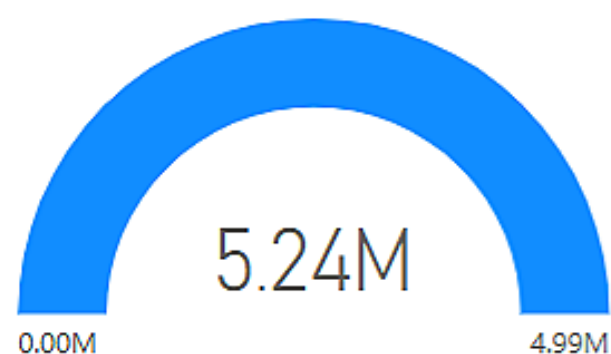
Highlights - 2024

PRESENTED AT MEETING - FRONTIER ENERGY

- Achieved the Total Energy Savings Goal for the first time in seven years.
- Total Spending per kWh Delivered was 15% less than previous 8-year average.
 - 2024 results: \$0.108 spent per kWh delivered.
 - 2016-2023 average: \$0.127 spent per kWh delivered.
- ERMU had 599 recipients and \$207,368 in direct rebates back to customers.
- \$500,000+ in projected annual utility cost savings for your customers.
- 50+ commercial and industrial customer interactions.
 - Audits, utility bill questions, recommendations and cost savings analysis, rebates and other programs, solar questions, working with contractors, general energy conservation advice.
- P3 Software and energy savings tracking system commissioning completed.

2024 Energy Conservation Program Results

1.5% Energy Savings Goal



1.5% Spending



Program-Level Results

PRESENTED AT MEETING - FRONTIER ENERGY

Program Name	Participants	kWh Savings	Spend Amount
Residential Programs	579	302,786	\$249,873
Regulatory Costs	11	0	\$28,054
Low-Income	11	0	\$8,540
Electric Vehicle Program	25	1,352,002	\$16,100
Electric Utility Infrastructure	3	125,397	\$0
Distributed and Renewable	6	0	\$3,172
Commercial Programs	69	3,455,416	\$258,463
Total	704	5,235,601	\$564,201

Measure-Level Results

Measure Name	Participants	kWh Savings	Spend Amount
Residential Rebate - Variable Speed Pool Pump	1	183	\$200
Residential Rebate - Secondary Refrigerator/Freezer Removal	48	39,588	\$4,800
Residential Rebate - Replacement Furnace with ECM Blower	107	26,536	\$16,050
Residential Rebate - Refrigerator	14	592	\$490
Residential Rebate - Programmable Thermostat with Electric Heating Only	69	15,283	\$2,760
Residential Rebate - Outdoor Fixtures	4	2,772	\$225
Residential Rebate - Lighting Controls	2	70,099	\$170
Residential Rebate - LED Lighting	8	1,334	\$283
Residential Rebate - LED Holiday Lighting	3	162	\$168
Residential Rebate - Heat Pump Water Heater	4	3,507	\$1,700
Residential Rebate - Freezer	3	137	\$105
Residential Rebate - Electric Vehicle Charger	25	1,352,002	\$16,100
Residential Rebate - Efficient Air Conditioning	45	15,131	\$5,750
Residential Rebate - Dishwasher	48	4,571	\$1,920
Residential Rebate - Dehumidifier	12	2,656	\$420
Residential Rebate - Custom Lighting	2	2,121	\$382
Total	704	5,235,601	\$564,201

2024 Commercial and Industrial Projects

PRESENTED AT MEETING - FRONTIER ENERGY

Customer	Description	Count	Submitted Date	Rebate Amount	kW Savings	kWh Savings
Wings Financial Credit Union	Parking Lot Lighting Retrofit	1	03/11/24	\$518.77	3.38	14,822
Furniture & Things	Interior Lighting	2	03/19/24	\$90.40	0.55	2,583
Fantastic Sams	Interior Lighting	3	03/20/24	\$304.79	2.65	8,708
Jonny Pops	Interior & Exterior Lighting Retrofit	4	03/25/24	\$4,029.70	37.65	115,134
Clear Sky Apartments	New Construction	5	03/25/24	\$11,637.22	26.89	224,958
Product Design Services	Remodel	6	04/05/24	\$4,646.99	35.40	132,771
Sonic	Refrigeration	7	05/23/24	\$41.20	0.00	1,177
United Health Group	Lighting Controls	8	06/28/24	\$20,193.09	52.42	576,946
Timron Precision Gear	Lighting & Heat Pump	9	07/09/24	\$636.89	3.66	11,806
Guardian Angels Homes	Lighting	10	08/05/24	\$169.62	1.68	4,846
Guardian Angels Care Center	Lighting	11	08/05/24	\$108.69	1.08	3,106
Cowboy Jacks	Lighting	12	08/05/24	\$466.03	3.04	13,315
Enterprise Rent-A-Car	Lighting	13	08/06/24	\$18.06	0.12	516
Gym 365	Lighting	14	08/07/24	\$1,083.22	3.74	30,949
United Health Group	UPS 2	15	08/13/24	\$17,340.04	56.56	495,430
United Health Group	UPS 4	16	08/13/24	\$17,714.62	57.78	506,132
Delta Apts - 1	New Construction	17	08/13/24	\$9,130.47	57.96	253,369
Delta Apts - 2	New Construction	18	08/13/24	\$9,131.47	57.96	253,369
Furniture & Things	Lighting	19	09/05/24	\$601.66	3.51	17,190
Distinctive Iron	Compressed Air	20	09/05/24	\$410.06	-0.26	11,716
Furniture & Things	Lighting	21	11/18/24	\$395.51	2.58	11,300
Top Spot	Lighting	22	12/16/24	\$1,111.02	5.63	31,743
Jonny Pops	HVAC & VFD	23	12/20/24	\$11,223.27	6.41	320,664
City of Elk River	Streetlighting, Well Pumps	24	12/30/24	\$0.00		412,865
Total:				\$111,002.79	420.4	3,455,415

Commercial/Industrial Highlights

- Multifamily
 - Clear Sky Apartments, Delta Apartments
 - Pullman Place Cooperative
 - Pullman Place – initially reached out with questions on furnace tune ups and resulted in a detailed multifamily energy audit with direct install and rebates.
- Commercial
 - Furniture and Things – frequency of applications
 - Top Spot – shop remodel and office remodel
 - Product Design Services – energy audit, remodel project, energy rebate
 - Deano's Collision – energy analysis
 - Wyndham Garden Otsego – energy audit

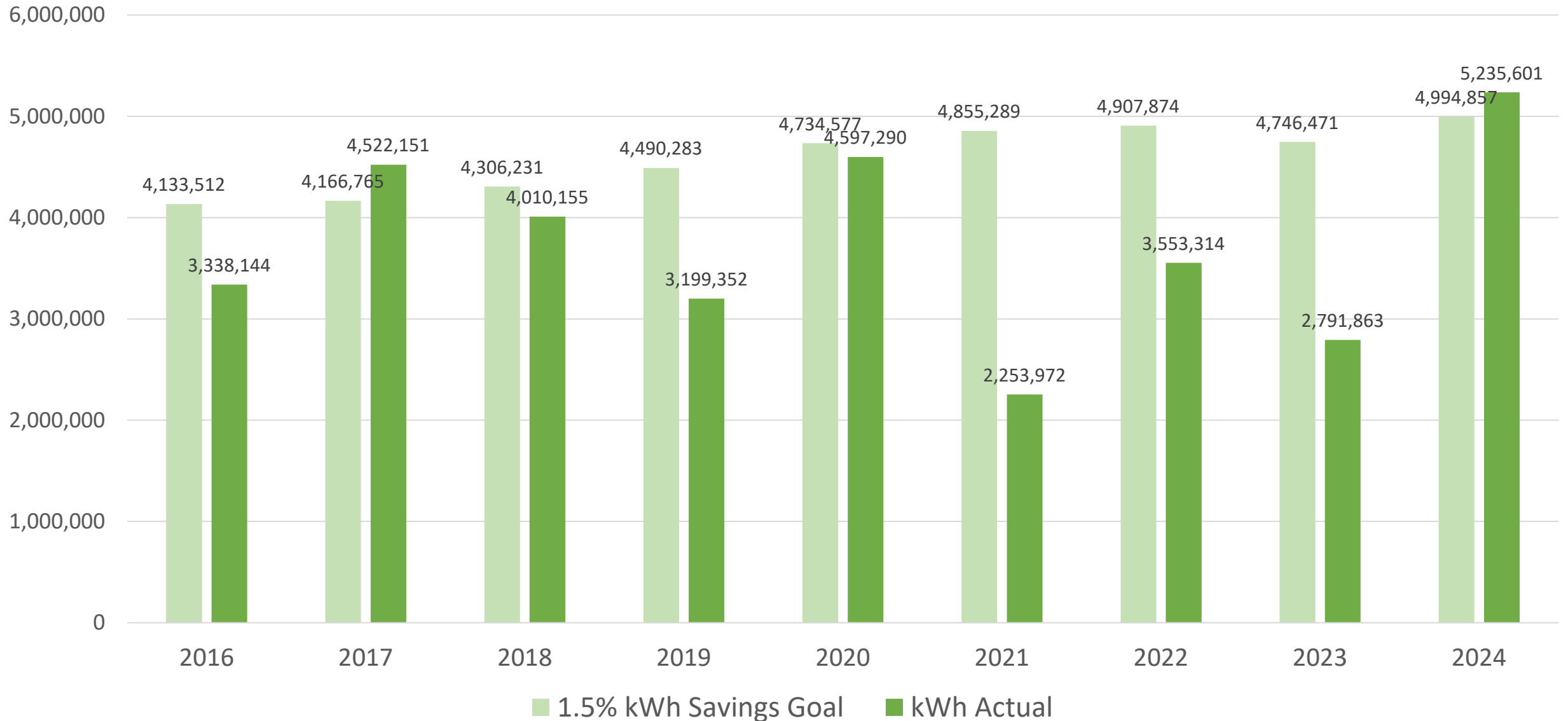
Commercial/Industrial Highlights

- Industrial

- Jonny Pops – energy audit and process efficiency projects.
 - Recirculating chiller water reduced energy use per popsicle by 10%.
- UHG – UPS system, exhaust System, lighting controls.
 - Air balancing projects saved 40% of HVAC fan power
- Target Tech – VFDs and HVAC controls.
- Heritage Millwork – New construction energy efficiency, dust collector VFD controls.
 - We were able to recommend more efficient equipment choices with rebates
- Timron – solar audit and energy rebate.

PRESENTED AT MEETING - FRONTIER ENERGY

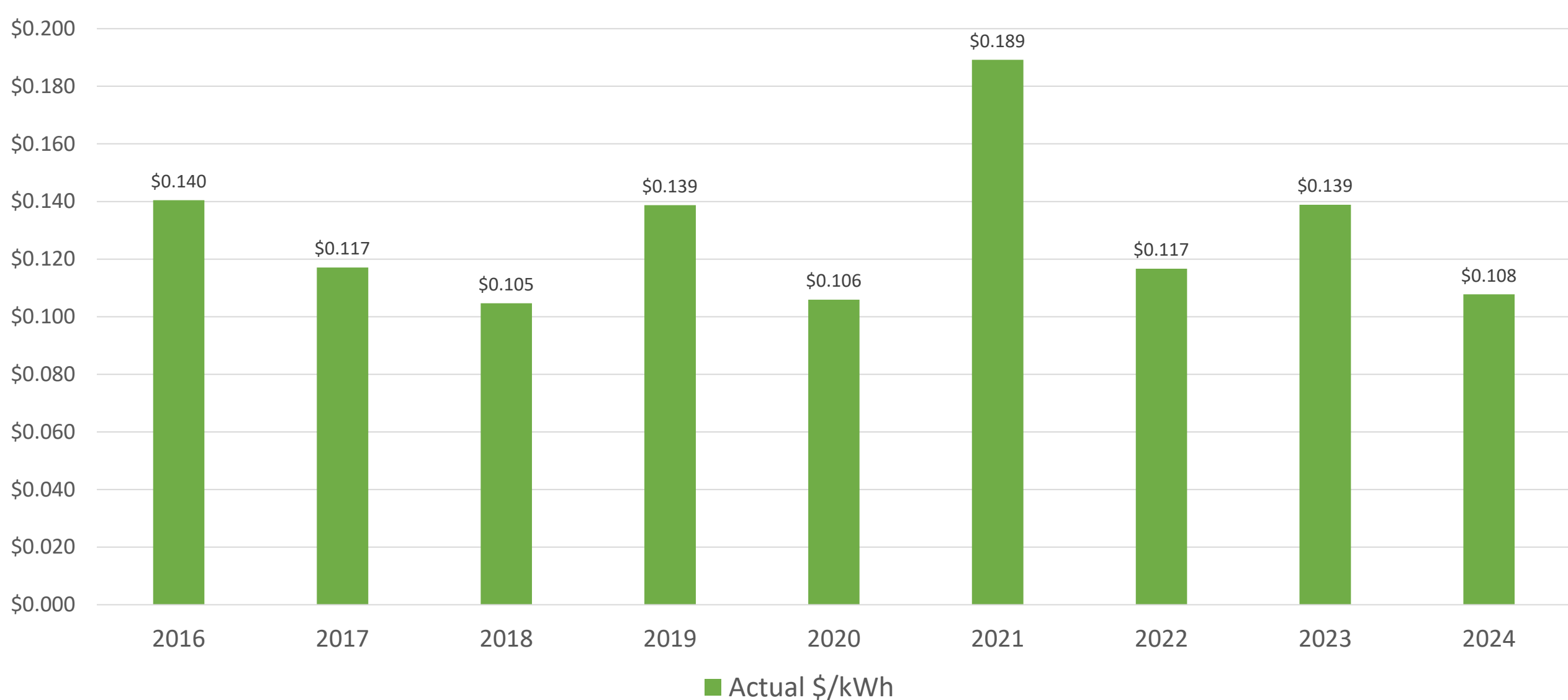
Annual kWh Energy Savings – 1.5% vs. Achieved



Annual Spending – 1.5% vs. Actual



Annual Program Performance - \$ Spend / kWh Delivered



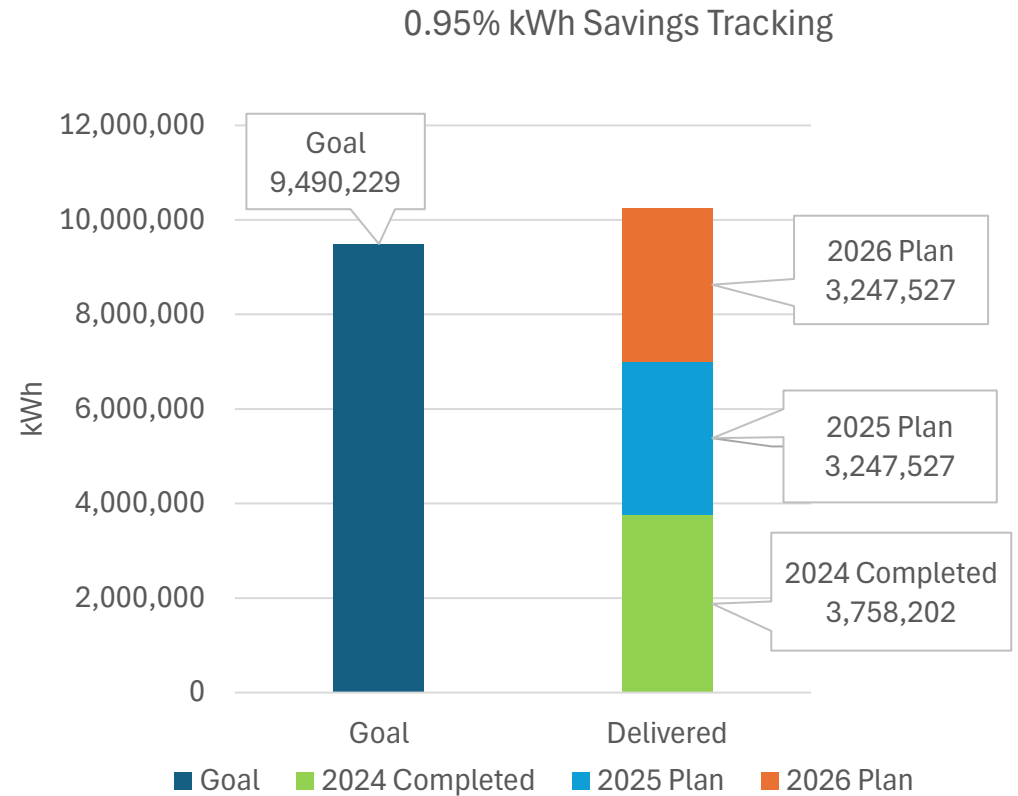
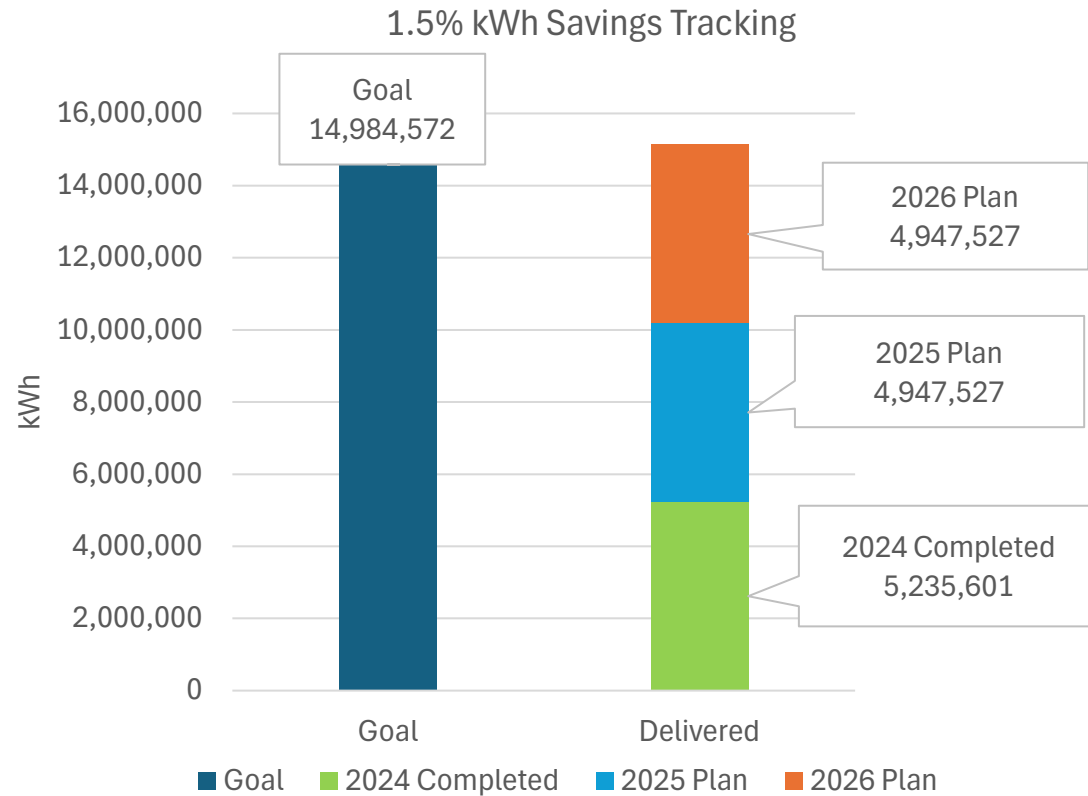
ECO Programs – 2024-2026 Goals

- Minnesota Statute 216B.2403

Baseline Requirements for Cooperatives and Municipalities

Program Year	Overall Savings Rqmt, kWh 1.5% of:	Energy Conservation Rqmt, kWh 0.95% of:	Total Spending 1.5% of:	Low-Income Spending Rqmt 0.2% of:
2024-2026	2020-2022 average sales	2020-2022 average sales	2022 GOR	2020-2022 average residential GOR
Annual Goal	4,994,857	3,163,410	\$634,500	\$29,760
3-Year Total Goal	14,984,572	9,490,229	\$1,903,500	\$89,281

ECO 2024-2026 Tracking – Energy Savings

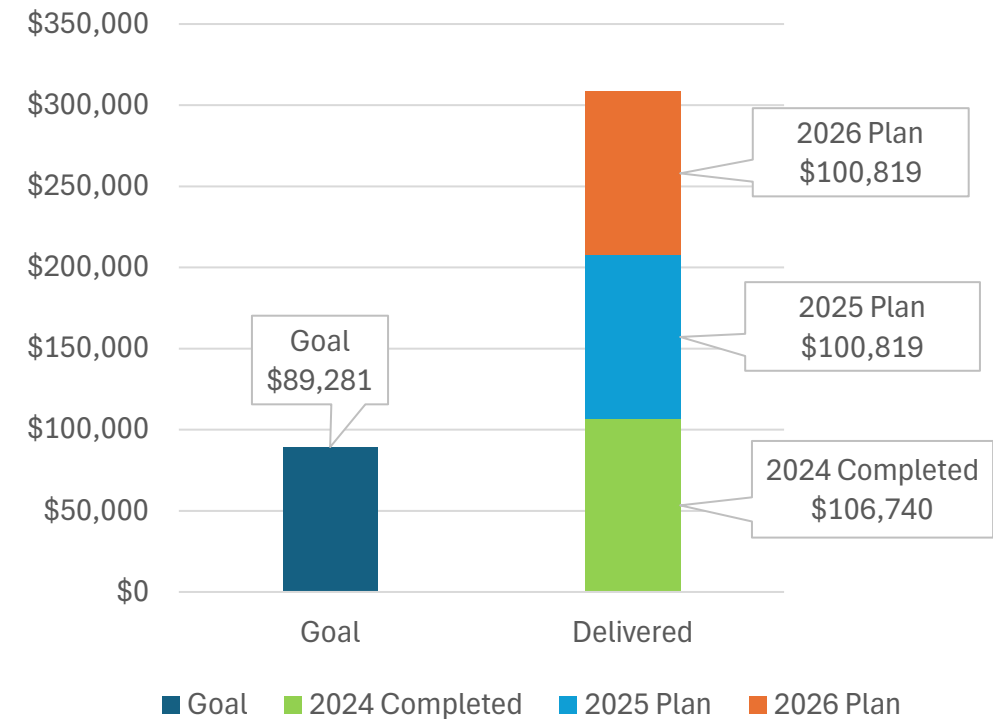


ECO 2024-2026 Tracking – Spending

1.5% Spend Tracking



0.2% Low-Inc. Spend Tracking



Frontier Energy's Services for ERMU

- Deliver cost effective energy savings.
- Energy Managers on call for your customers.
 - Audits, recommendations and cost savings analysis, utility bill questions, solar questions, working with contractors, general energy conservation advice, rebates, grants, and other funding.
 - We take pride in customer service.
- P3 tracking software
 - All documentation and savings calculations captured and tracked in a single hub.
- Annual reporting and compliance.
- Assist with rebate forms, marketing, program design.
- Wide area of expertise.
- Attend Department of Commerce meetings and keep ERMU informed.

Keys to Frontier Energy's Success

- Tracking and achieving goals.
- Communication.
- Customer service.
- Documentation.
- Knowledge.
 - We are experts on energy conservation and state rules.
- Advocates of ERMU's services to your customers.
- Available for commercial and industrial customer energy audits and assist ERMU customers with energy-related questions and analysis.

Questions

Communications 2025

PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.

BUILDING CONNECTIONS: THE POWER OF COMMUNICATIONS

Jenny Foss

Communications & Administrative Coordinator, ERMU



Why Communication Matters

PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.

Mission

To communicate and educate our customers in the use of utility services, programs, policies, and future plans.



Why Communication Matters

PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.

Values

Respectful and engaged interactions that are timely and clear.



Why Communication Matters

PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.

Goal

Improve the customer experience and strengthen customer connections while contributing to the success of the organization.



Communications Overview

PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.



**COMMUNICATIONS
PLANNING**



**CONTENT
CREATION**



**COMMUNITY
ENGAGEMENT**

Communications Overview

PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.



COMMUNICATIONS PLANNING

- Schedule
- Priorities
 - Newsletters
 - Social Media
 - Bill Inserts
 - Website



Communications Planning

PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.

ERMU Communications Schedule

JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC
The Recharge	The Recharge	The Recharge	The Recharge	The Recharge	The Recharge	The Recharge	The Recharge	The Recharge	The Recharge	The Recharge	The Recharge
Year in Review		The Current			The Current			The Current			The Current
Social Media	Social Media	Social Media	Social Media	Social Media	Social Media	Social Media	Social Media	Social Media	Social Media	Social Media	Social Media
Bill Inserts	Bill Inserts	Bill Inserts	Bill Inserts	Bill Inserts	Bill Inserts	Bill Inserts	Bill Inserts	Bill Inserts	Bill Inserts	Bill Inserts	Bill Inserts
Website	Scholarships	SEP Week	Safe Digging	WQR	Safety Camp	County Parade	Night to Unite	CWR	PPW / CSW		Holiday Lights
	Job Shadow Day		Severe Weather Awareness	Electrical Safety Month	WQR			Day of the Dozers	Downtown Trick-or-Treat		Update flyers
			Lineworker Appreciation						Orono Dam Inspection		Job Shadow Day

Communication Priorities

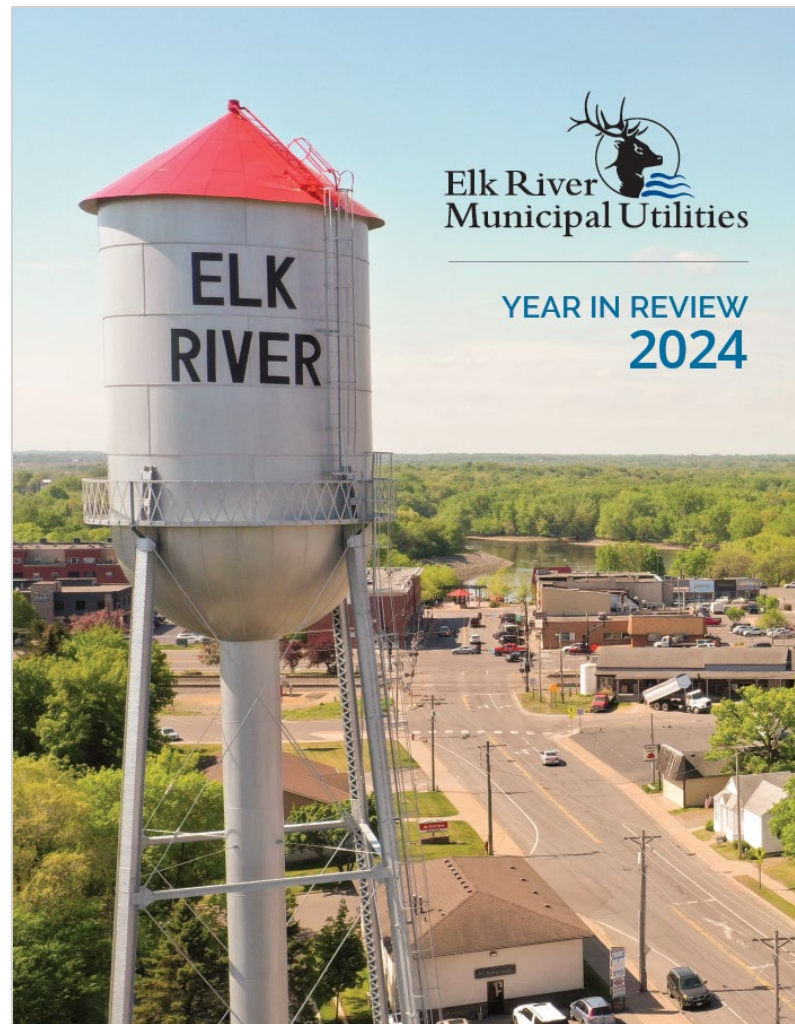
- Newsletters
- Social Media
- Bill Inserts / Messaging
- Website

Monthly Topic Reminders

- Events
- Holidays
- Recurring messages
- New items

Communications Planning

Annual Newsletter “Year In Review” PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.




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, PE, 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: it's to serve. 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 offer 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 Snowbirds in Orlando. Helping other communities during challenging times is a true privilege.

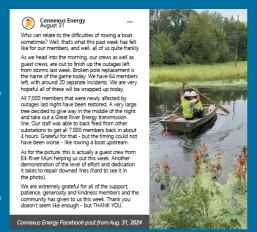


ERMU LENDS A HELPING HAND ASSISTING LOCAL UTILITIES

On August 26 and 27, several hundred miles caused power outages for residents in our service area and nearby communities. Quick power was fully restored.

As ERMU customers, crews were dispatched to assist Connexus Energy and Anoka Municipal Utility, where outages were more extensive in one unique instance. ERMU immediately had to go the 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.



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 ERMU service areas, including Hewlettville, Lakota, Parker, and Twin Lakes Elementary Schools. With materials designed by teachers to align with Minnesota science standards, this initiative provided 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 tips 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 the Downtown Truck-or-Treat and Day of the Quince, 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 Service. 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 begins. 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 ERMU.MN.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 about providing customers with more transparency and an improved experience."

- Sara Young, Administrations Director, ERMU

Quarterly Newsletter "The Current" PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.



Elk River Municipal Utilities

SPRING 2025

THE CURRENT



REBATES

DISCOVER SAVINGS WITH ERMU

Saving money, decreasing energy usage, and conserving resources has never been easier with programs and rebates from ERMU. Take a closer look at the many ways residential and commercial customers can save.

RESIDENTIAL

- > Appliance and Home Efficiency
- > Electric Vehicle Charger
- > Heat Pumps
- > HVAC Equipment
- > Lighting and Lighting Controls

COMMERCIAL

- > Lighting
- > HVAC
- > VFD and ASD Drives
- > Other Equipment
- > Custom Grants

Click the "Programs & Rebates" tab at ERMUMN.COM to learn more or simply scan the QR code below.



Electric Rates Held for Second Consecutive Year

Elk River Municipal Utilities (ERMU) is excited to announce that the utilities commission approved a zero percent increase in electric rates for 2025. Maintaining electric rates for the second consecutive year reflects ERMU's ongoing efforts to provide reliable, affordable electricity to its customers.

"As a publicly owned utility, ERMU is committed to supporting the well-being of the community," said General Manager Mark Hanson. "Holding electric rates would not have been possible without the dedication of our commission members, the hard work of our staff, and the competitive pricing provided by the Minnesota Municipal Power Agency, ERMU's wholesale power supplier. Collectively, these groups understand that every dollar that stays with our customers strengthens the homes and business we serve."

Elk River Municipal Utilities also continues to invest in infrastructure improvements, technological advancements, and operational efficiencies. By carefully managing resources and exploring innovative solutions, ERMU upholds its mission to deliver high-quality services while keeping rates affordable.

The commission also approved a two percent increase to the base water rate and a stratified increase of 1 percent for tier one, 2 percent for tier two, and 3 percent for tier three usage to encourage conservation and to cover operating expenses needed to maintain the high-quality water services customers depend on.



Water and Electric Meter Replacements Continue

Water and electric meters continue to be replaced throughout ERMU's service territory with the help of Allegiant Utility Services, our Advanced Metering Infrastructure (AMI) installation contractor. Residential water customers must schedule their water meter replacement by April 1 to avoid additional service fees, which start at \$50 per month. Electric meter changeouts do not require an appointment, as the meters are located outside the property. Prior to electric meter installation, technicians will knock on the door. If there is no answer, work will proceed as long as the meter is accessible and technicians will leave a door hanger indicating service was either completed or if additional steps are needed. Visit ERMUMN.COM for project details.

2024 ERMU STATISTICS

ELECTRIC DEPARTMENT	WATER DEPARTMENT
Energy Sales: 316,756,062 kWh	Water Sales: 775,275,000 gallons
Peak Demand: 71 MW	Peak Day Usage: 4,928,000 gallons
Electric Meters: 13,466	Customers: 5,708
Miles of Electric Lines: 646 (84.2 percent is underground)	Miles of Water Main: 127

SPRING 2025

THE CURRENT



ERMU Honored by National Weather Service

For over 75 years, ERMU has partnered with the National Weather Service (NWS) through the Cooperative Observer Program Weather Station, helping track the Elk River area's climate history. The first weather observation was recorded by ERMU staff on August 1, 1949, and the collaboration continues today. On January 29, NWS meteorologists visited ERMU's Field Services Building to present an award to water department staff, recognizing this long-standing partnership and its vital contribution to local climate data.



Lineworker Appreciation Day



Friday, April 18, 2025, marks National Lineworker Appreciation Day, a day dedicated to recognizing the brave and hardworking men and women who keep our communities powered and connected. Through day or night, and in all types of weather, lineworkers work tirelessly to ensure electricity reaches our homes, schools, and businesses. Their courage and dedication often go unnoticed, but their contributions are truly invaluable.

Residential Solar Installation: What to Know

Residential Solar Photovoltaic (PV) Installation is an investment homeowners should thoughtfully consider before making a final commitment. If you're considering home installation, make an informed decision with important residential solar tips available on our website. Simply go to the Featured News section at ERMUMN.COM and learn what to know before you buy. At ERMU, we are here to help our customers make informed decisions. Please contact us if you have any questions.



Connect and Save with SmartHub

With near real-time data provided by the new smart meters currently being installed throughout ERMU's service territory, you will have access to detailed graphs that allow you to monitor your utility usage 24/7 and look for ways to conserve and save.

You can also pay your bill, set up automatic payments, and contact ERMU with service issues quickly and easily online or on your mobile device.

Learn more about the many benefits of managing your ERMU account with SmartHub by visiting ERMUMN.COM and search "Manage Your Account" or scan the QR code to download the mobile app.




811

SPRING PROJECTS? CALL BEFORE YOU DIG

Whether it's a small project or a large home improvement, every digging project should begin with a call to 811, the national call-before-you-dig phone number.

Every six minutes, an underground utility line is damaged because someone decided to dig without first calling 811. The risk of injury or even death is serious, as are the costs for repairs or fines. Whether you're putting in a fence, planting a tree, or building a deck, locating your lines before you dig can really save you!

Communications Planning

Internal Communications “The Recharge” PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.



Communications Planning

Social Media

PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.

Discover savings with ERMU rebates!

- Appliance & Home Efficiency
- Lighting & Lighting Controls
- HVAC Equipment
- Heat Pumps
- EV Charger



Sherburne County Fair Parade | July 20 at 10:00 a.m.



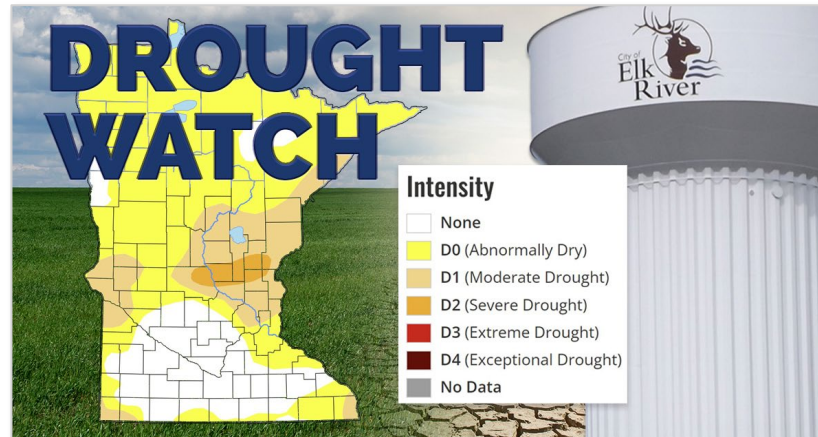
Your hometown
utilities locators.



DROUGHT WATCH

Intensity

- None
- D0 (Abnormally Dry)
- D1 (Moderate Drought)
- D2 (Severe Drought)
- D3 (Extreme Drought)
- D4 (Exceptional Drought)
- No Data



RATES
2025



Elk River
Municipal Utilities



Communications Planning

Bill Inserts

PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.



SMARTHUB'S
AUTO PAY PROGRAM



WHAT IS SMARTHUB?

SmartHub is a web and mobile app that allows you to take control of all aspects of your utility account. Pay your bill, set up automatic payments, manage your use, and contact ERMU with service issues quickly and easily online or on your mobile device.

WHAT IS SMARTHUB'S AUTO PAY PROGRAM?

SmartHub's Auto Pay Program helps you save time, avoid service interruptions, and eliminate late fees by allowing you to set up automatic payments using your preferred method (credit, debit, checking, or savings) while still letting you view your itemized bill.



EASY PROGRAM SIGN UP

Existing SmartHub users can simply go to their account, select the Auto Pay Program option, and follow the prompts, while new users can create a SmartHub account using the QR code, then follow the prompts.



CHOOSE YOUR PAYMENT METHOD

Set up your preferred secure payment method and let account management do the rest.

- Credit
- Debit
- Checking
- Savings



SAVE TIME & REDUCE STRESS

With SmartHub's Auto Pay Program, you will still be able to view an itemized bill each month, but you won't need to take time to schedule a payment. Rest assured, your bill will be taken care of on its due date.

New signups to SmartHub's Auto Pay Program will receive a one-time \$5.00 credit!





**APPLIANCE AND HOME EFFICIENCY
RESIDENTIAL REBATES**

Clothes Dryer • Clothes Washer • Dehumidifier • Dishwasher • New Refrigerator/Freezer • Recycled Refrigerator/Freezer • Air Purifier • Ceiling Fan • Ceiling Fan with LED Light • Tier II Power Strip • Smart Irrigation Controller Installation • Toilet • Variable Speed Pool Pumps



See back for details regarding specific rebate requirements.

ERMU makes it easier to save energy and money on ENERGY STAR®-certified and WaterSense-labeled products with appliance and home efficiency rebates. When you purchase rebate-qualifying products, you'll conserve natural resources by using less energy and water. This not only helps to reduce long-term utility rates but also controls energy costs.

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

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

OR
SCAN HERE to submit documents online.



CUSTOMER INFORMATION (please complete all information below)

Name _____ Phone _____ County _____

Install Address _____ City _____ State _____ Zip _____

Email _____ Account # _____

RETAILER / CONTRACTOR / INSTALLER INFORMATION

Company Name _____ Phone _____ Email Address _____

Mailing Address _____ City _____ State _____ Zip _____

CERTIFICATIONS AND SIGNATURE

I hereby certify that:

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

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

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

Homeowner Signature _____ Print Name _____ Date _____



Am I ready...

- ▶ To have immediate access to my near real-time electric and water usage data?
- ▶ To have more control over my utility usage based on AMI's near real-time data?
- ▶ To save money by reacting to my AMI data and adjusting my electric and water usage based on AMI's near real-time data?
- ▶ To be informed with prompt communication in the event of a disruption of electric or water service?

AMI Introduction

Elk River Municipal Utilities (ERMU) is about to begin a new era of service. The Advanced Metering Infrastructure (AMI) project will involve installing new electric and water meters throughout our entire service territory. The new equipment will allow us to provide improved service, operational efficiencies, and better billing information.

AMI Installation

ERMU will begin installing the new smart meters in spring of 2024. Due to the unique features of each type of installation, they will be installed by neighborhood with the assistance of a third party vendor. An installation map can be viewed using the QR code or by visiting ERMUMN.COM.

AMI Communications

With communication as one of our core values, ERMU will provide customers with timely updates primarily through our website, social media, and newsletters. Additionally, our customer service representatives are available to assist you with any questions you may have during regular business hours (8:00 a.m. - 4:30 p.m.) at 763.441.2020.

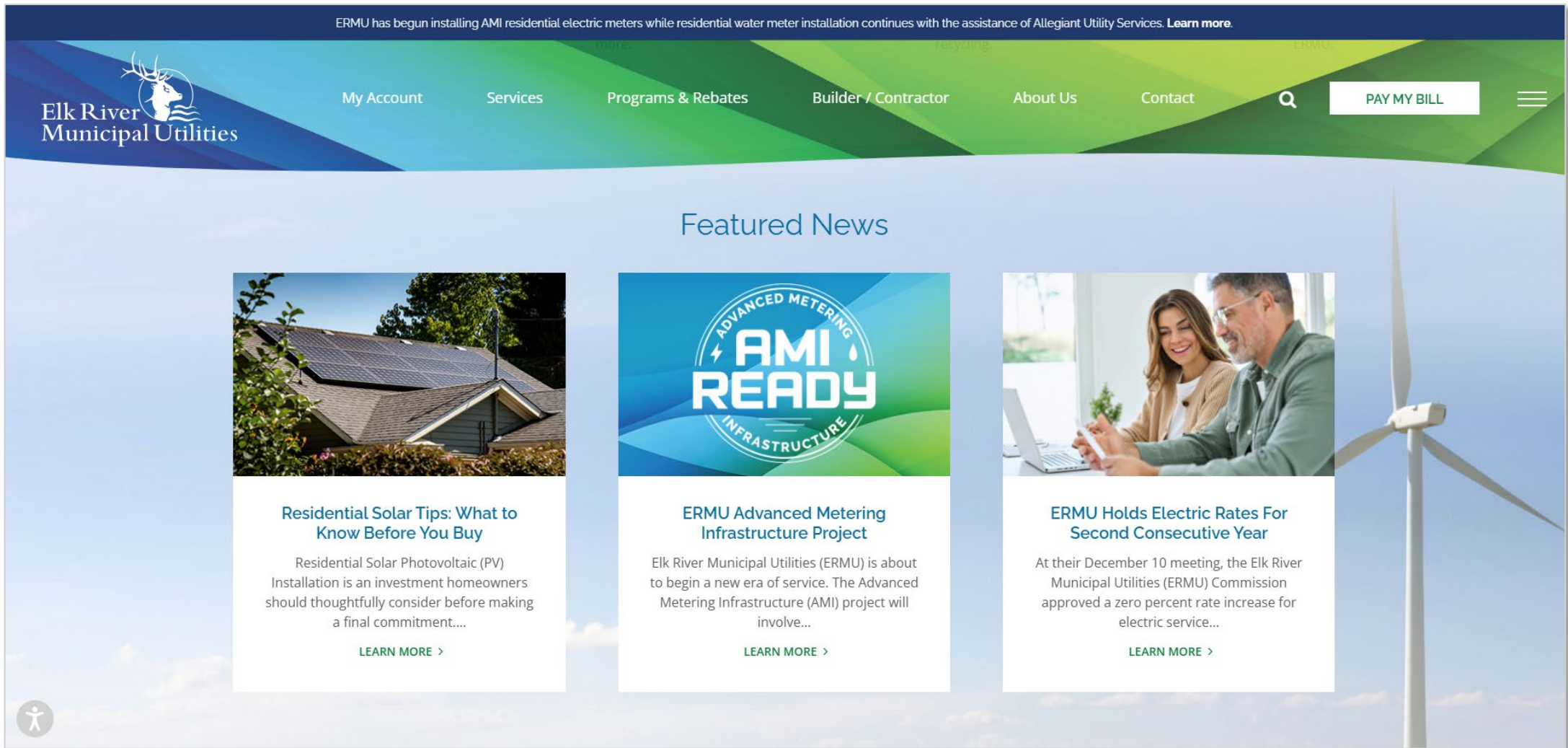
SCAN HERE TO LEARN MORE




**68% of ERMU
customers receive a
paper bill.**

Website

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Communications Overview

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CONTENT CREATION

- Style Guide
- Adobe CC
 - Education
- PPW Video
- Drone Footage

Content Creation

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ERMU LOGO DOS AND DON'TS

If using the logo on a colored background, the color choice must be one that creates sufficient contrast for legibility.

If the logo must be used on a photographic background, the image chosen should have a clean and darker area for logo placement.



DO use on a colored background



DO use on a photo that is quiet



Tone-on-tone approved for
NON FLAME-RESISTANT CLOTHING ONLY



DO NOT distort logo



DO NOT adjust icon or text placement



DO NOT use drop-shadows



DO NOT alter the size of the icon



DO NOT change logo font



DO NOT outline logo

13

FONT FAMILIES

MARKETING FONT (MARKETING AND MEDIA COMMUNICATIONS)

Raleway

The typeface selected for marketing and media communications can complement the logo or clash with it. Typography represents a professional, quality communication of the brand's image. The Raleway font family has been chosen for marketing and media applications.

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

MARKETING NUMBERS FONT (MARKETING AND MEDIA COMMUNICATIONS)

Open Sans

Open Sans Regular is a secondary font, complementary to Raleway, used for numbers within marketing and media communications. The baseline for all numbers in Open Sans is consistent, whereas the numbers in the Raleway font shift up and down. This shifting can become distracting. Attention must be paid to match the font weights with each other.

0 1 2 3 4 5 6 7 8 9

STANDARD BUSINESS FONT (STANDARD BUSINESS COMMUNICATIONS)

Calibri

To ensure consistency across all other everyday business communications, the Calibri font family has been chosen. The recommended font size is 11 point for body text. Headline font sizes can be larger. Typical business applications include, but are not limited to: letters, memos, reports, policies, agendas, meeting minutes, resolutions, templates, emails, and PowerPoint presentations.

Aa Bb Cc Dd Ee Ff Gg Hh Ii Jj Kk Ll Mm Nn Oo Pp Qq Rr Ss Tt Uu Vv Ww Xx Yy Zz

0 1 2 3 4 5 6 7 8 9

14

COLORS

PRIMARY COLORS

The primary color scheme is used in the logo as well as all printed materials including, but not limited to, stationery, newsletters, rate sheets, annual reports, and additional graphics.

ERMU LOGO BLUE



PANTONE - 288C
CMYK - 100, 87, 27, 19
RGB - 29, 56, 109
HEX - 1d386d

ERMU BLUE



PANTONE - 307C
CMYK - 100, 50, 19, 2
RGB - 0, 110, 159
HEX - 006e9f

ERMU GREEN



PANTONE - 348C
CMYK - 88, 26, 100, 12
RGB - 11, 128, 64
HEX - 0b8040

EXTENDED COLORS

The secondary color scheme is intended to complement or enhance the primary colors. The secondary colors are the preferred use for value icons and statements as well as planning themes.

PURPLE



PANTONE - 2735C
CMYK - 100, 98, 20, 8
RGB - 45, 47, 119
HEX - 2d2f77

LIGHT GREEN



PANTONE - 360C
CMYK - 62, 2, 100, 0
RGB - 109, 186, 69
HEX - 6dba45

YELLOW GREEN



PANTONE - 398C
CMYK - 37, 26, 100, 2
RGB - 169, 164, 53
HEX - a9a435

GRAY



PANTONE - 446C
CMYK - 0, 0, 0, 85
RGB - 77, 77, 79
HEX - 4d4d4f

Content Creation

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- Designed to meet workforce demand.
- Developed by industry experts.
- Delivered through top colleges and universities.



Content Creation

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Public Power Week 2024



Content Creation

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FAA Part 107

Communications Process

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COMMUNITY ENGAGEMENT

- Partnerships
 - Local
- Experts
 - NEF
- Event Host
 - Open House

Community Engagement

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Community Engagement



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Community Engagement

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ERMU OPEN HOUSE | AUGUST 24, 2023



Most relevant ▾



WOW , what a beautiful facility. This is what our utility's people needed for so long. We have a great group of outdoor workers that do a great job taking care of our community. Hat's off to them!! Thanks to all of you for your service!

1y Like Reply



It was nice to meet you, chat, learn some cool stuff and see the new building! Thank you!!

1y Like Reply



Overcoming Challenges

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REBATE PROGRAMS



Challenge: Satisfaction surveys repeatedly indicated customers were unaware we offered rebates.

Action:

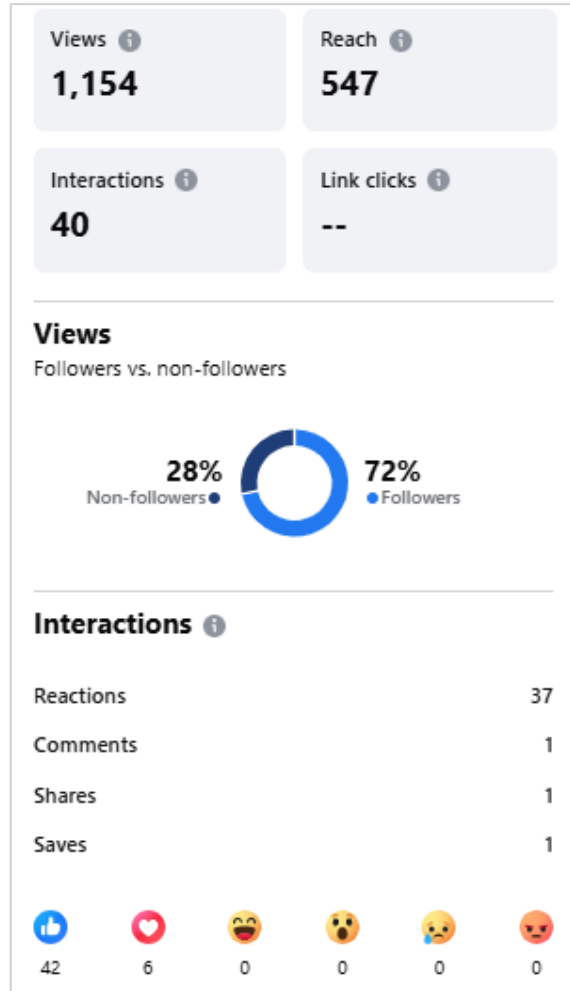
- Streamlined rebate categories and created new rebate flyers.
- Updated the website to mirror the flyers and created an online form option.
- Utilized a QR code for easy access to information.
- Increased messaging across all platforms.

Result: We saw a significant increase in rebate program participation in 2024.

Overcoming Challenges

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CUSTOMER ATTITUDES



Challenge: Transform attitudes of the utility from simply a billing entity to a community partner.

Action:

- Respond to feedback from the customer satisfaction surveys.
- Utilize images of staff and the community to strengthen personal connections.
- Increase community engagement.
- Communicate openly and honestly to build trust.

Result: Measuring an increase in engagement across platforms and noticing examples of utility advocacy from the public.

Overcoming Challenges

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AMI PROJECT



Challenge: User engagement with communications.

Action:

- Communicate project details clearly and often using various channels.
- Continually update and promote the website FAQ page.
- NEW: Utilized call capture and a direct mail postcard.

Result: We confirmed reach of over 500 residential water customers in under two weeks where previous efforts did not result in engagement.

Recognition

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- Invited to present at industry conferences.
- Contributed to articles for:
 - Utility Dive
 - Questline Digital
 - MMUA
 - APPA
- Received the APPA Excellence in Communications Awards in each of the following years:
 - 2021
 - 2023
 - 2024

Thank You

PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.

Jenny Foss

Communications & Administrative Coordinator

Elk River Municipal Utilities (ERMU)

jfoss@ermumn.com | ERMUMN.COM | 763.635.1330



@elkrivermunicipalutilities



@ermu_mn



Elk River Municipal Utilities



@ERMU_MN



TO: ERMU Commission	FROM: Tony Mauren – Governance & Communications Manager
MEETING DATE: March 11, 2025	AGENDA ITEM NUMBER: 4.2
SUBJECT: Annual Commission Bylaw and Attendance Policy Review	
ACTION REQUESTED: None	

BACKGROUND:

On June 3, 2024, the City Council adopted City Ordinance 24-14 - Amending Chapter 2, Article V, Boards and Commissions of the City of Elk River, Minnesota, City Code, which includes a provision that all City of Elk River commissions will review their bylaws annually. City staff has also requested commissioners receive their respective body's attendance policies.

DISCUSSION:

ERMU's bylaws are attached for review.

Conditions of compliant attendance are the following:

Members are expected to maintain a suitable attendance record. Attendance is vital to community board service and City Council expectations. Because attendance is important, the City Council has adopted the following attendance policy:

Members shall be automatically removed for lack of attendance. Lack of attendance is defined as:

- *Regularly Scheduled Monthly Commissions: missing three (3) regularly scheduled meetings during a calendar year without an excused absence or missing 50% of Regular and Special Meetings with or without an excused absence during a calendar year.*

An absence may be excused if the staff liaison or Office of the City Clerk are notified no later than 12 p.m. (noon) on the day of the scheduled meeting.

Participation for less than three-fourths (3/4) of a meeting shall be considered an absence. Members removed pursuant to this paragraph shall not continue to serve on the board. A member may appeal termination by requesting a hearing before the City Council within 10 days of notice of termination.

ATTACHMENTS:

- ERMU Policy – G.1a – Bylaws

COMMISSION POLICY

Section: Governance	Category: Authorities and Purpose Policies
Policy Reference: G.1a	Policy Title: Bylaws

ARTICLE I – AUTHORITY

Section 1. The Village of Elk River Water, Light, Power and Building Commission was created on July 11, 1947, by resolution adopted by the Village of Elk River Trustees.

Section 2. Pursuant to Minnesota Statutes, Section 412.331, adopted in 1949, any water, light, power and building commission then in existence was required to thereafter operate as a public utilities commission under Minnesota Statutes, Sections 412.321 to 412.391. The Village of Elk River Water, Light, Power and Building Commission became Elk River Municipal Utilities.

Section 3. Elk River Municipal Utilities is a public utilities commission operating pursuant to and subject to Minnesota Statutes, Sections 412.321 to 412.391 and Elk River City Code Sections 2-271 to 2-276.

ARTICLE II – JURISDICTION

Section 1. Elk River Municipal Utilities has jurisdiction over:

- A. The City of Elk River Municipal electric utility; and
- B. The City of Elk River water utility.

ARTICLE III – COMMISSION MEMBERSHIP

Section 1. Pursuant to Laws of Minnesota 2016, Chapter 97 – House File No. 2718, and Elk River City Code Section 2-271, the Elk River Municipal Utilities Commission shall consist of five members. No more than two members may also serve as City Council members.

Section 2. Commissioners shall be appointed by the City Council to staggered terms.

Section 3. Each Commissioner shall serve for a term of three years and until a successor is appointed and qualified.

Section 4. Commissioners shall comply with the City's conflict of interest ordinance, Elk River City Code Sections 2-131 to 2-135.

Section 5. No member of the Commission shall receive a salary except as fixed by the City Council.

ARTICLE IV – OFFICERS

Section 1. The Commission shall annually choose a president from among its members. The president shall be designated the Chair of the Commission and shall perform such duties as shall be delegated to the Chair in the Commission's adopted policies

Section 2. The Commission may also annually appoint a Vice-Chair of the Commission who shall perform such duties as shall be delegated to the Vice-Chair in the Commission's adopted policies. The Vice-Chair shall preside at meetings of the Commission if the Chair is absent.

Section 3. The Commission shall also appoint a Secretary for an indefinite term. The Secretary need not be a member of the Commission and shall perform such duties as shall be delegated to the Secretary in the Commission's adopted policies.

Section 4. The Commission shall have the power to revoke a Commission member's appointment as Chair or Vice-Chair, and appoint a replacement Chair or Vice Chair, if the Commission determines, by a vote of a majority of its members, to do so. The Commission shall also have the power to replace the Secretary at any time by a vote of the majority of its members.

ARTICLE V – MEETINGS

Section 1. The Commission shall hold at least one regular meeting each month, on the day and at the time designated by the Commission from time to time. Regular meetings shall be noticed as required by Minnesota Statutes.

Section 2. The Commission may hold special meetings from time to time at the request of the Chair or the request of two other Commissioners. Special meetings shall be noticed as required by Minnesota Statutes.

Section 3. A majority of the Commissioners shall constitute a quorum for the transaction of business, and the votes of a majority of the Commissioners present shall be sufficient to adopt any motion or resolution. The votes of members on any action shall be taken by ayes and nays recorded in the minutes.

Section 4. Commission meetings are open to the public unless closed as authorized by Minnesota Statutes, and shall be governed by Roberts Rules of Order, latest revised edition, for

all situations to which they apply and in which they are not inconsistent with these Bylaws, the Commission's adopted Policies, and any special rules of order that the Commission may adopt..

ARTICLE VI – POWERS

Section 1. The Commission shall have all of the powers enumerated in Minnesota Statutes, Section 412.361 and, except as provided in the Bylaws and the Commission's adopted Policies, shall exercise those powers on its own behalf.

ARTICLE VII – GENERAL MANAGER

Section 1. The Commission shall have the power to appoint a General Manager, whose responsibilities, duties, limits of authority and accountability to the Commission shall be set forth in these Bylaws and as designated by the Commission from time to time in its adopted Policies.

Section 2. The General Manager shall have the authority to implement the Commission's powers under Minnesota Statutes, Section 412.361, Subds. 1 and 2 to enter into contracts for the operation of the utility and to employ all necessary help for the management and operation of the public utility, by entering into contracts and employing personnel consistent with the Commission's adopted budget and pay plan. However, all contracts requiring public bidding, all contracts falling under Minnesota Statutes, Section 412.361, Subds. 3, 4 and 5, and all contracts required by the Commission's adopted Policies to be approved by the Commission, shall be approved by the Commission.

Section 3. If the position of the General Manager is vacant, the Commission may designate another to perform all or some of the General Manager's duties.

ARTICLE VIII – FINANCES, FUNDS AND REPORTS

Section 1. The Commission shall maintain the funds, conduct the audits and make the reports required by Minnesota Statutes, Sections 412.371 and 412.381.

ARTICLE IX – APPLICATION AND AMENDMENT

Section 1. In the event that any provision of these Bylaws is or may be in conflict with the laws of any governmental body or power having jurisdiction over the Elk River Municipal Utilities Commission, or over the subject matter to which such provision of these Bylaws applies or may apply, such provision of these Bylaws shall be inoperative to the extent only that the operation thereof unavoidably conflicts with such law and shall in all other respects be in full force and effect.

Section 2. These Bylaws may be amended by the Commission at any regular meeting by a majority vote of the entire Commission, provided the proposed amendment is on the agenda and made public no later than three days before the meeting.

Section 3. In addition to these Bylaws, the Commission may adopt, from time to time, Governance Policies (adopted Policies) that are not inconsistent with these Bylaws.

BYLAW HISTORY:

Adopted June 13, 2017

TO: ERMU Commission	FROM: Tony Mauren – Governance & Communications Manager
MEETING DATE: March 11, 2025	AGENDA ITEM NUMBER: 4.3
SUBJECT: Commission Policy Review – G.4 – Corporate Limitations	
ACTION REQUESTED: Review the policy and provide comment	

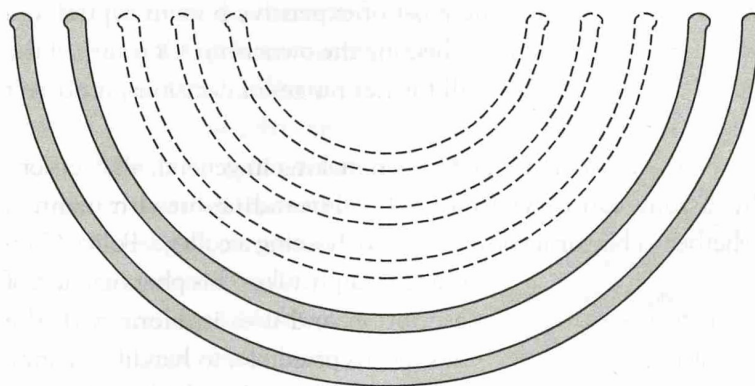
BACKGROUND/DISCUSSION:

This month commissioners are reviewing policy G.4 – Corporate Limitations to make comments, ask questions, or recommend updates.

With policy G.4, the Commission describes, at a high level, the limits that it places on the general manager to determine how staff conform to commission policies in the management and operation of ERMU. It may be helpful to think of commission governance as a set of nested bowls where the body establishes the widest parameters for staff to operate within. For example, this policy establishes an expectation that the general manager will not perform nor allow actions that are unlawful, imprudent, or in violation of business/professional ethics.

The Policy Governance Model and the Role of the Board Member 19

Figure 1. Hands-On, Hands-Off Control.



Note: Direct control of the outer bowls in a nested set allows indirect control of the smaller bowls. A board will decide to have hands-on control over the largest issues (depicted here by bowls drawn with a solid line) but indirect, hands-off control of smaller issues (depicted by bowls drawn with a broken line).

Carver, John and Miriam. *The Policy Governance Model*. Jossey-Bass, 2009. Pg. 19.

Subsequent policies in section G.4, so called “Delegation to Management policies” place more specific limits on the prerogatives of the general manager.

Staff is not recommending any changes to this policy.

ATTACHMENTS:

- ERMU Policy – G.4 – Corporate Limitations

COMMISSION POLICY

Section: Governance	Category: Delegation to Management Policies
Policy Reference: G.4	Policy Title: Corporate Limitations

PURPOSE:

With this policy, the Commission describes, at a high level, the limits that it places on the General Manager to determine the methods by which management and staff conform to Commission policies in the management and operation of ERMU. Other policies in this series place more specific limits on the prerogatives of the General Manager with respect to specific functions of management

POLICY:

The General Manager shall not cause or intentionally allow any practice, decision, action or circumstance within the ERMU organization that is unlawful, imprudent, or in violation of commonly accepted business and professional ethics.

POLICY HISTORY:

Adopted June 13, 2017

TO: ERMU Commission	FROM: Mark Hanson – General Manager
MEETING DATE: March 11, 2025	AGENDA ITEM NUMBER: 5.1
SUBJECT: ERMU Power Plant Project Update	
ACTION REQUESTED: Discuss project status	

BACKGROUND:

At the August 13, 2024, commission meeting, the Commission discussed the future of the Elk River Municipal Utilities (ERMU) power plant. ERMU has maintained the existing power plant since its construction in 1947. Since 1978, however, ERMU has met all its power generation needs through a cooperative purchasing agency. Since then, the plant has been maintained for auxiliary purposes only.

All five of ERMU's substations are connected to multiple transmission lines and we have multiple distribution tie-lines between our substations providing highly resilient back-feeding capabilities. As such, due to the age and condition of the engines and their relatively low value as back-up operational assets, staff proposed the plant be decommissioned, the salvageable assets be sold, and the building be repurposed, potentially as a history/education center. The Commission officially decommissioned the plant at their September 10, 2024, meeting via Resolution 24-10 - Authorizing the Decommission of the ERMU Power Plant.

DISCUSSION:

Staff retained the services of LEO A DALY Architects to review the building's structural integrity for repurposing as a potential history/education center, identify potential funding sources, explore potential design layouts, and estimate the potential construction costs. LEO A DALY will be presenting the results of their work to date at the meeting.

The objectives of the presentation/discussion are:

- 1) Reach consensus and provide direction on the desired audience for a potential history/education center (students/children, organizations/adults, or a combination of both). The intended audience will influence the design layout.
- 2) Reach consensus and provide direction on the prioritization of costs vs architectural value. It will be considerably more expensive to keep the architectural features of the building such that it could be listed on the national register of historic places.

- 3) Review the potential construction costs, offsets (e.g. grants, donations, sale of equipment), and resulting net financial commitment range.
- 4) Reach consensus and provide direction on whether to commit to the next step of the pre-design assessment. The next step would include: determining a building layout, refining the cost estimates, and developing sufficient architectural renderings to pursue possible grant funding. Consulting fees for this next step are \$15,000.
- 5) Reach consensus and provide direction on the desired financial recovery for the larger plant assets such as the fuel tanks, engines/generators, and power distribution equipment. Similarly, is the Commission interested in engaging with the City on a potential combined historical focus.

NEXT STEPS:

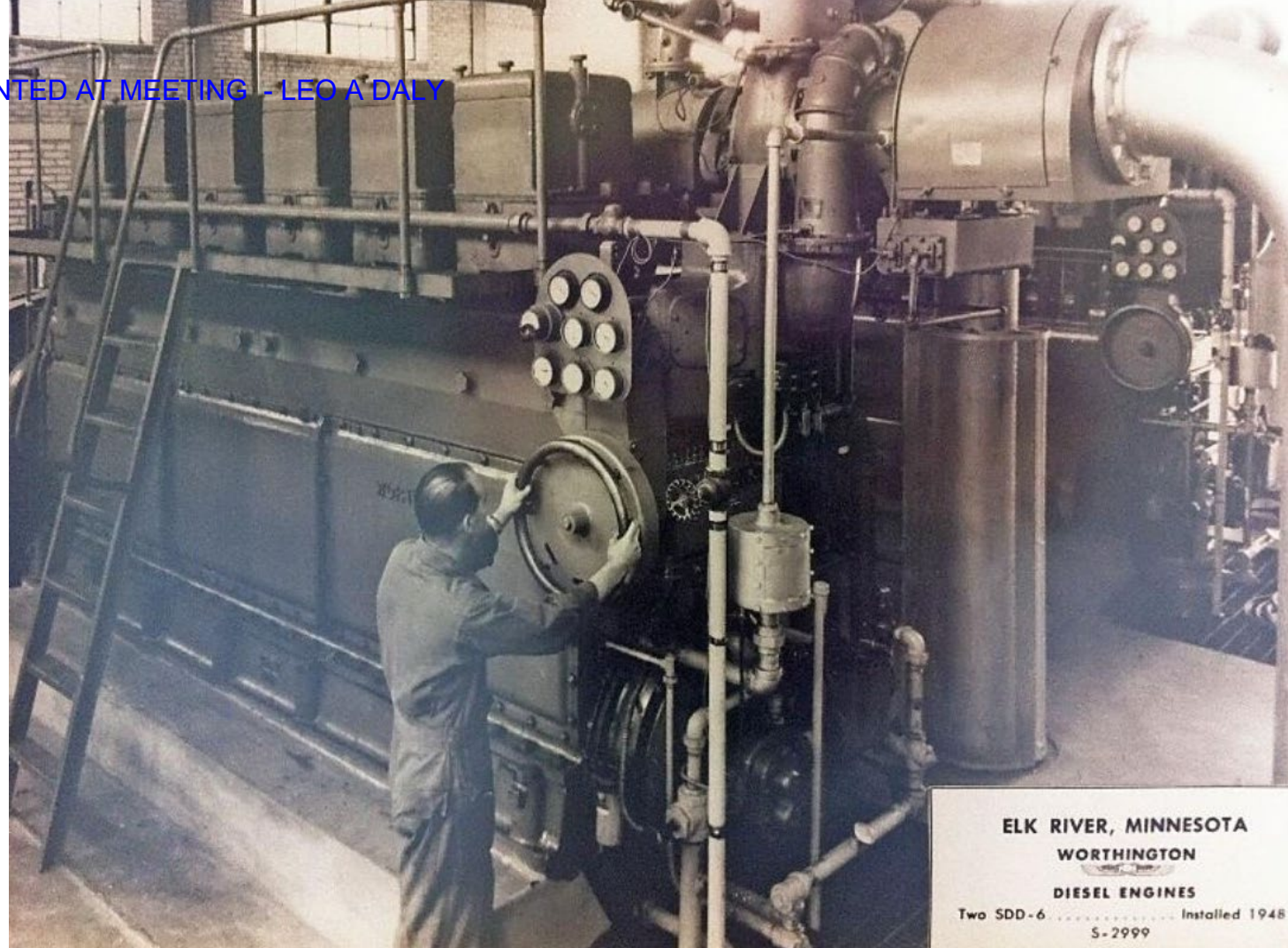
If desired, staff will continue working with LEO A Daly to complete Phase 2 of the pre-design assessment and pursue potential funding opportunities. Additionally, staff will continue working with peer agencies to dispose of the large equipment such as the fuel tanks, engines, and distribution equipment.

ATTACHMENT:

- The Elk River Municipal Utilities Power Plant Building Pre-Design Assessment

LEO A DALY

PRESENTED AT MEETING - LEO A DALY



ERMU Diesel Plant Pre-Design Assessment





1



4



2



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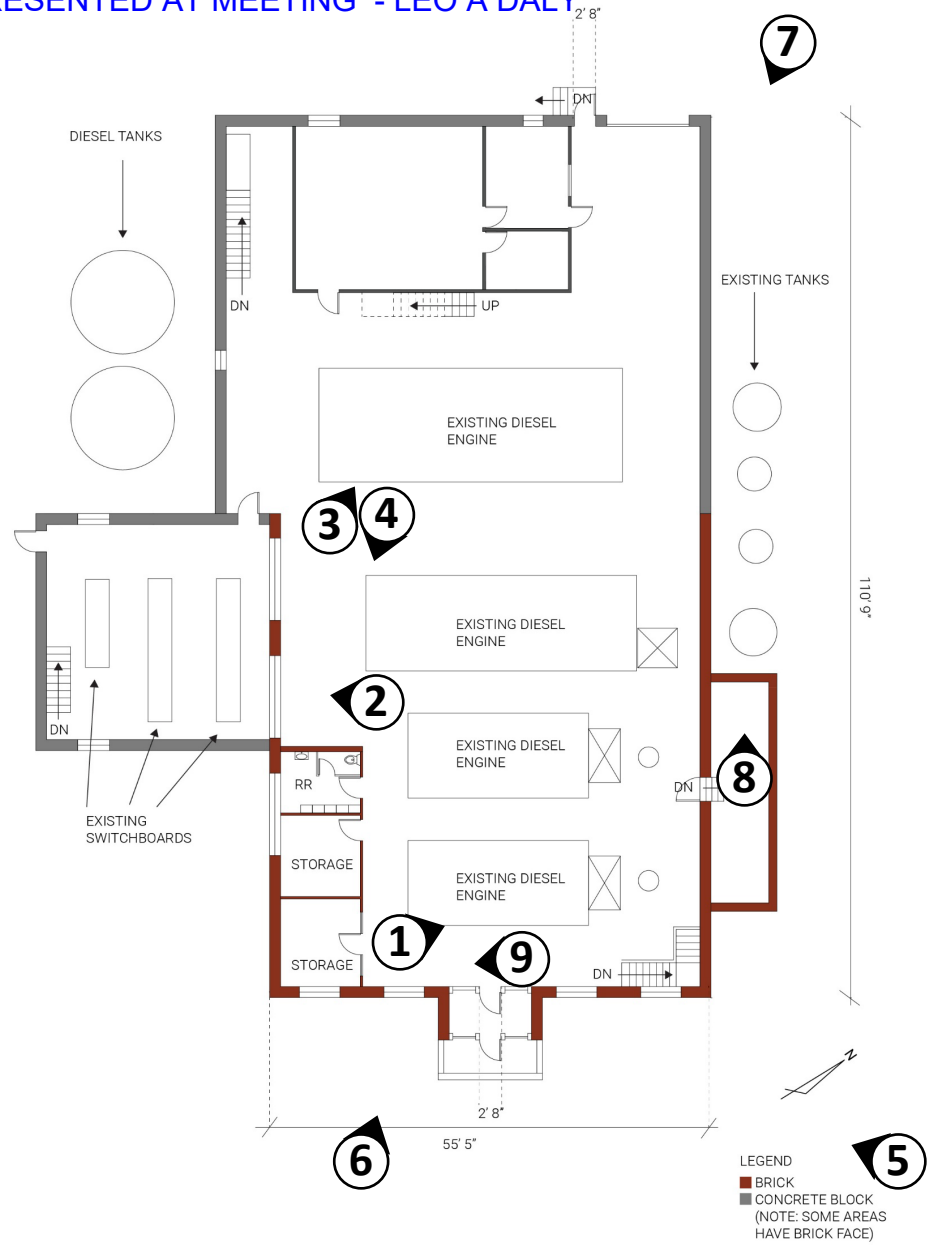


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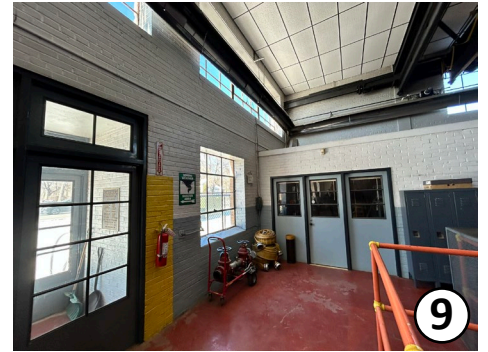
PRESENTED AT MEETING - LEO A DALY



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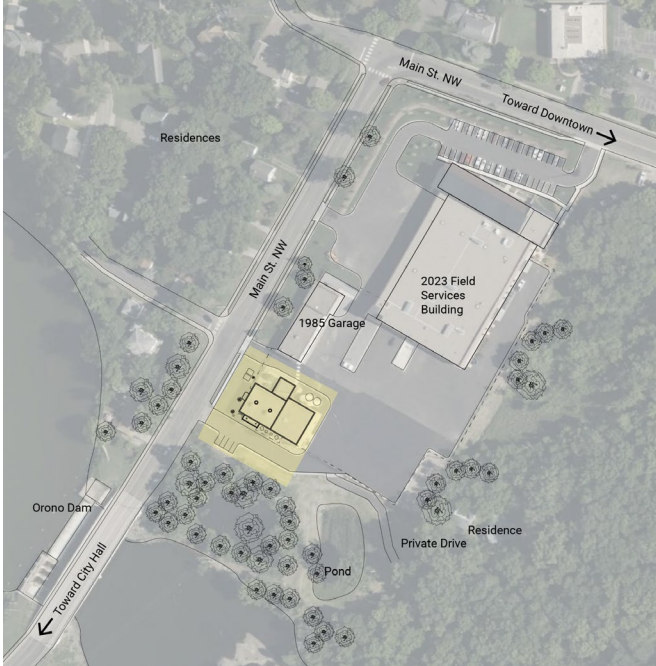


8



9

PRESENTED AT MEETING - LEO A DALY



Historic features

Rough Order of Magnitude Cost

Space program, bubble diagrams

Project funding

LEO A DALY

What We Did

PRESENTED AT MEETING - LEO A DALY

		ADULT CENTERED ITERATION	CHILD CENTERED ITERATION	COMBINED CHILD AND ADULT ITERATION
	Existing Spaces (as is) (sq. ft.)	Recommended Program (sq. ft.)		
Restrooms	77	580	701	572
Vestibule	60	60	60	60
Corridor		150		
Storage		134		241
Multipurpose Room	208	621		
Learning Lab	482		740	740
Educational Platform			331	331
Educational Displays		2,798	2,758	2,245
Multipurpose Gathering		2,048	1,743	1,973
Smaller Gathering Area				287
Exterior Deck				270
Switchboard room	751			
Main Engine Room with Engines	5,235			
TOTAL	6,813 sq. ft.	6,391 sq. ft.	6,333 sq. ft.	6,719 sq. ft.
OTHER SPACES				
Landscaping				1,128
Main Engine Room Removing Engine Area (Engines approx. 1581 sq. ft.)	4,138			
Mezzanine (above back addition)	903			
Roofs (all)	8,198			
Basement (full)	7,997			
Basement (minus engine foundations 1492 sq. ft.)	6,505			

Code Analysis

- Restrooms
- ADA entrance
- Mechanical systems

Historic Analysis

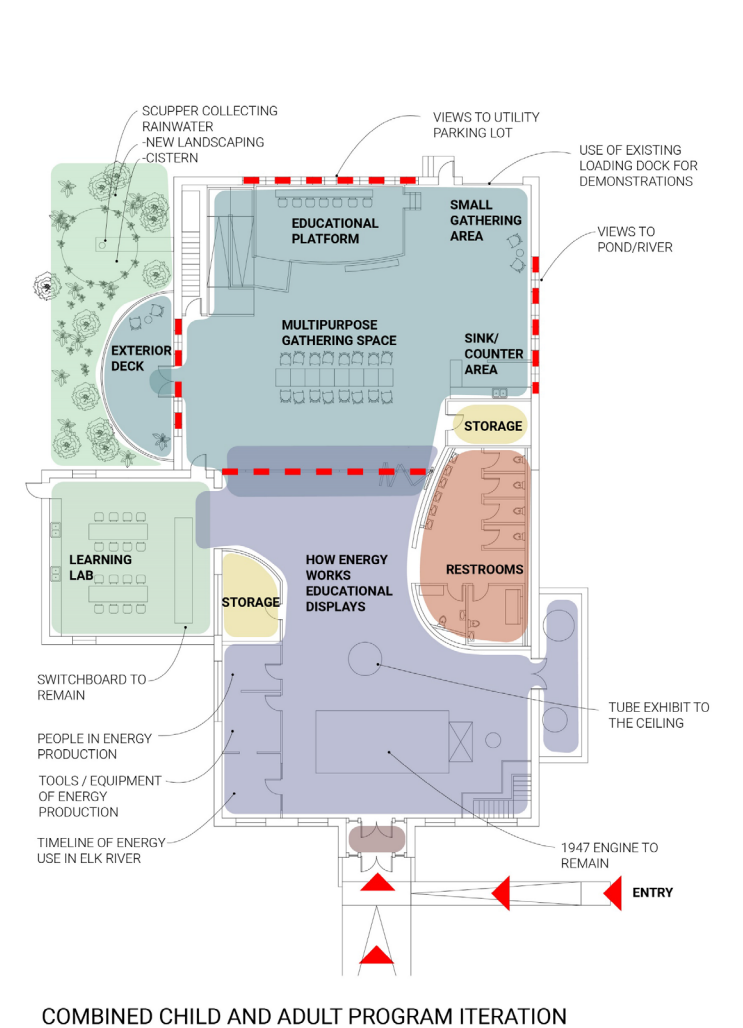
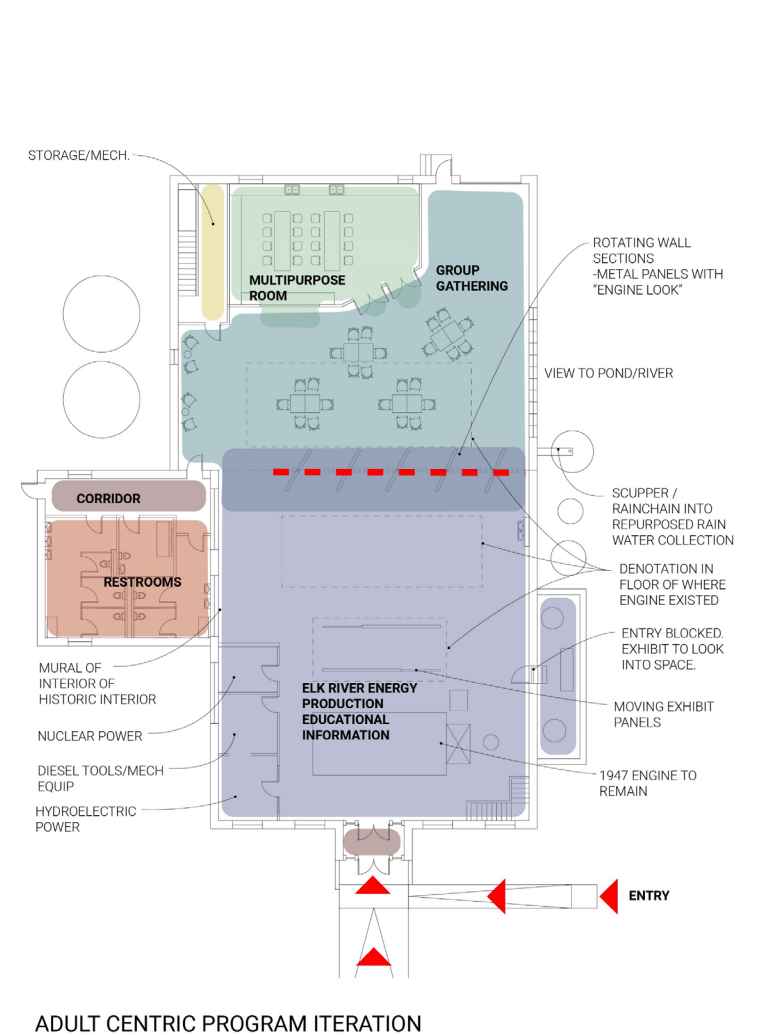
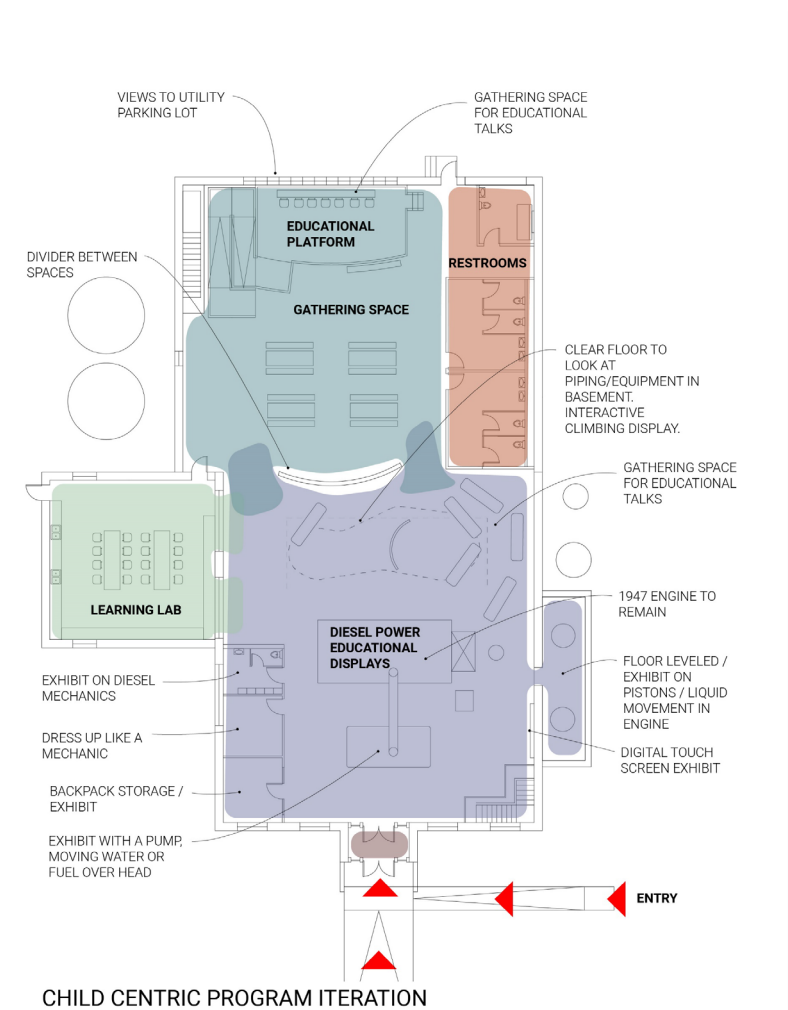
Should be eligible for listing in the National Register – need SHPO determination

Options for Programming

- Adult-centric
- Child-centric
- Combined Adult & Child-centric

Child Centric – Adult Centric - Combined

PRESENTED AT MEETING - LEO A DALY



Cost Estimate

PRESENTED AT MEETING - LEO A DALY

Estimate – \$4,860,000 - \$7,430,000*

*This is an all-in number, including...

Construction Costs (Base Bid and Alternates)

Soft Costs (30% of Construction)

5% escalation (Compounding annually through 2026)

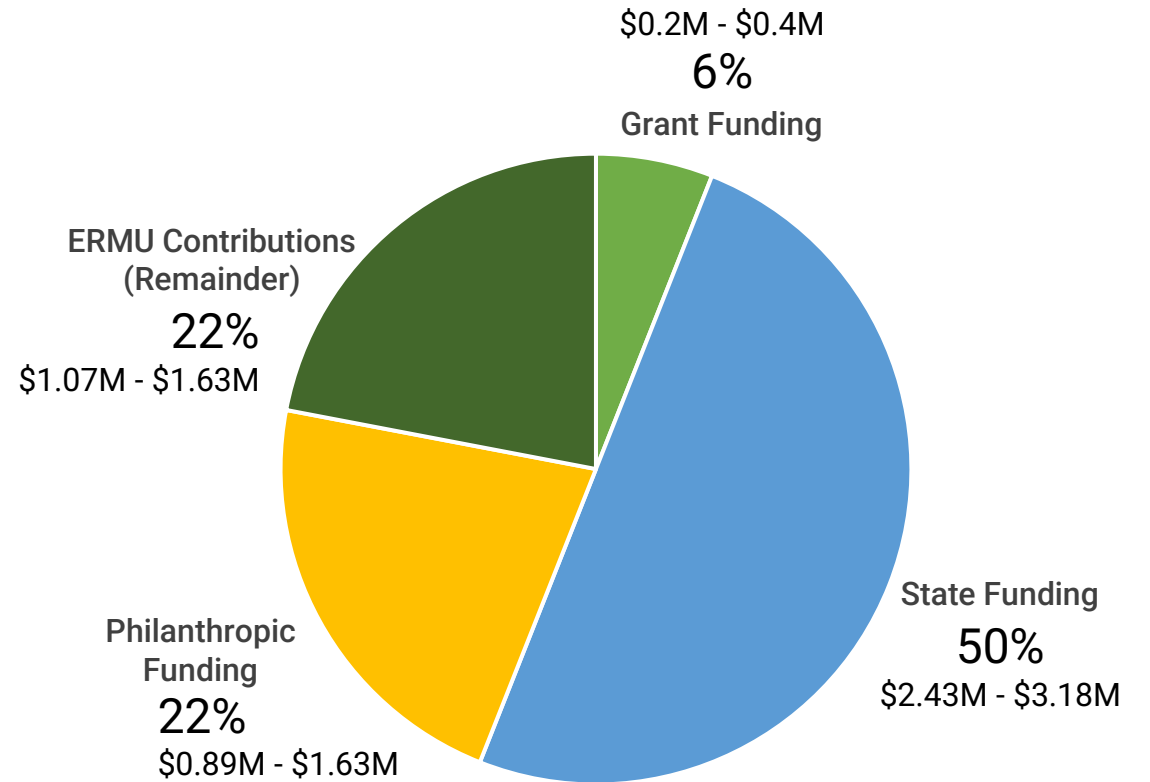
Funding Sources

Grants - \$200,000 - \$400,000 (6%)

State Funding - \$2,430,000 - \$3,175,000 (max. 50%)

Philanthropic - \$892,500 - \$1,627,500 (22%)

ERMU Contributions (Remainder) - \$1,069,200 - \$1,634,600 (22%)



Next Steps

PRESENTED AT MEETING - LEO A DALY

- Refine One (1) Layout & Create Renderings
- Refine Cost Estimate

Possible Timeline

SCHEDULE

Pre-Design Report:	March 2025
Grant Application for National Register Listing:	Aug. 2025 – Oct. 2025 (2 months)
National Register Research:	Dec. 2025 – June 2026 (6 months)
National Register Approval / Listings:	June 2026 – Dec. 2026 (6+ months)

***The items below would be moved out by a year or more if choosing to do a MN Legacy Grant or Bonding Process. ***

Design Documents:	June 2026 – Dec. 2026 (6 months)
Bidding & Award:	Jan. 2027
Construction:	Feb. 2027 – July 2027 (6 months)
Occupancy:	Aug. 2027

***Below is if using the State Bonding for Design & Construction. ***

Official Pre-Design Report:	March 2025 – July 2025 (3 months)
Meeting with Representatives:	July 2025 – December 2025 (6 months)
Bonding Bill Inclusion and Passage:	May 2026
Design Documents:	June 2026 – December 2026 (7 months)
Bidding & Award:	Jan. 2027
Construction:	February 2027 – July 2027 (6 months)
Occupancy:	Aug. 2027

***Below is if using the Legacy Grants for Design & Construction. ***

Grant Application of Documents Grant:	March 2027 – June 2027 (2 months)
Design Documents:	Jan. 2028 – May 2028 (5 months)
Grant Application of Construction Dollars:	May – June 2028 (1 month)
Bidding & Award:	Jan. 2029
Construction:	February 2029 – July 2029 (6 months)
Occupancy:	Aug. 2029



The Elk River Municipal Utilities Power Plant Building Pre-Design Assessment

MARCH 2025



LEO A DALY

Project Team

ELK RIVER MUNICIPAL UTILITIES

Mark Hanson, General Manager

Mike Tietz, Technical Services Superintendent

Tony Mauren, Governance and Communications Manager

LEO A DALY

Andrew Ransavage, Computer Animation Specialist

Cindy McCleary, AIA

Isaac Karley, AIA

Joseph Bower, AIA

Julia Larson, Designer

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Executive Summary	4
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Renovation Narrative	10
Educational Building Inspiration Images	12
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Executive Summary

The Elk River Municipal Utilities (ERMU) Diesel Power Plant has been a local landmark of energy production and innovation since its construction in 1948. With its recent decommissioning, no longer serving the energy needs of the City and its residents, ERMU is interested in giving this building back to the community. Driven by a vision to repurpose this industrial relic into a vibrant educational and community hub, ERMU has engaged LEO A DALY to develop a Pre-Design report, charting the course for this transformative journey.

Located on the same property as ERMU's new flagship building, the power plant serves as a symbol of Elk River's evolving energy story – from its origins in hydroelectric power and diesel, to wind and solar, as well as ERMU's electrical and water operations of today. The building's historical character and its collection of original engines offers a one-of-a-kind opportunity to provide perspective on where the City has been and where it's going.

Project Vision

This report identifies potential ideas to repurpose the decommissioned plant into a dynamic and flexible space, designed to meet the needs of today's community. The project's vision centers around one of the original engines, which once drove energy production. Now, this engine will drive the storytelling, transforming from the building's functional heart to its narrative core. It symbolizes the plant's past purpose and its new role in sharing Elk River's energy evolution.

Design Opportunities

To provide ERMU with a range of choices, we have developed three distinct options for how the story of the power plant can be told through its architecture and remodeled spaces. These options offer varying approaches to the project, both narratively and cost-wise, ensuring that ERMU can select a path that aligns with their vision and budget. This flexibility will aid in garnering community support, attracting donors, and securing funding sources, while also empowering ERMU to make decisions that align best with how this project can and will serve the community.

Funding & Partnerships

To realize the vision for the ERMU Diesel Power Plant, various funding options are available, including state and federal grants, philanthropic contributions, and community donors. Our design and the renderings in this report aim to showcase the project's potential and provide a compelling narrative to attract funding and partnerships. By leveraging these visualizations, ERMU can effectively communicate the project's transformative impact, generating excitement and buy-in from potential donors. The opportunity for layered funding sources offers financial flexibility, ensuring the project can be financed from multiple avenues.

Implementation Considerations

Partnering with Gardner Builders, the budget for the ERMU Deisel Power Plant project is structured to provide clarity and flexibility, with a base scope covering essential tasks such as selective interior demolition, mezzanine removal, restroom upgrades, plumbing reroutes, ADA entrance upgrades, and the removal of three diesel engines. The alternates allow ERMU to adjust their approach based on available funds and project goals, ensuring financial adaptability. This flexibility enables ERMU to manage costs effectively while pursuing the vision of creating a vibrant educational and community space.

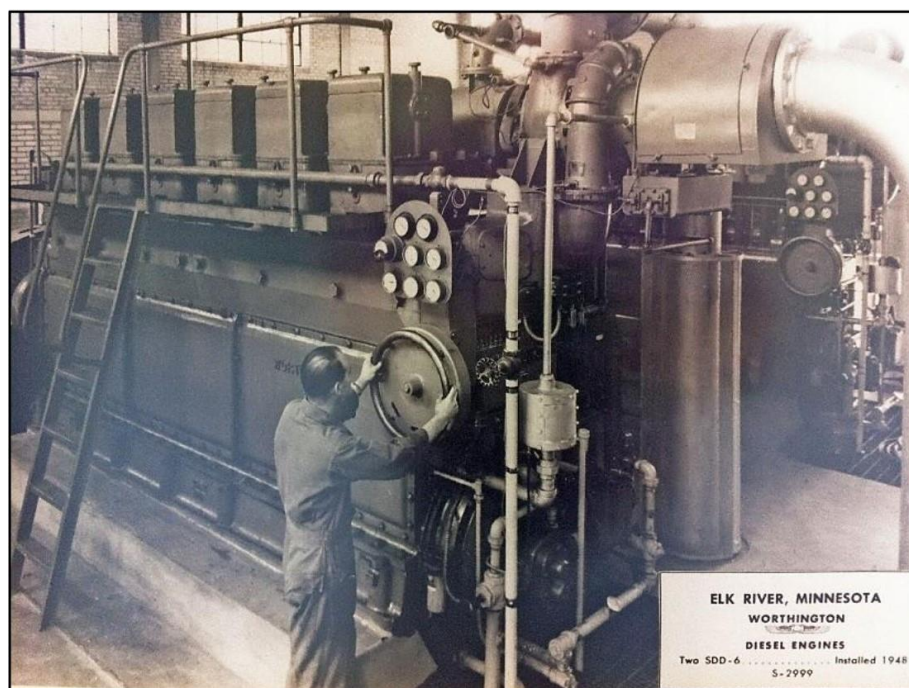
Next Steps

This Pre-Design Report marks the first step toward a transformative future for the ERMU Deisel Power Plant. Our hope is that the information provided enables ERMU to make an informed decision on whether to pursue this opportunity further, and to see a path for how that might be achieved. We are excited about the potential this project holds and are grateful for the opportunity to help envision what's possible. Thank you for allowing us to be part of this journey.

Basis for Need

The Elk River Municipal Utilities (ERMU) intends to determine the potential for, and costs associated with the adaptive reuse of the ERMU Power Plant building. The ERMU Power Plant is located at 1705 Main St. NW in Elk River, MN. It currently contains four decommissioned diesel engines and other equipment associated with the power plant's previous use and is at a prominent location along Main St. NW on the ERMU campus. The ERMU Commission adopted Resolution 24-10 on September 10, 2024 to officially decommission the ERMU power plant.

This report will identify a range of design and funding options in response to the desire to adaptively reuse the building as an educational and gathering space for ERMU and the Elk River community. The goal of the adaptive reuse is to use one of the existing engines, other equipment, and the existing building space itself to tell a story about the history of power generation in Elk River. This story is unique to Minnesota, following ERMU's transition from hydroelectric and diesel to wind and solar power, as well as ERMU's electric and water operations. Today, ERMU serves approximately 13,700 electric and 5,700 water customers. Repurposing the Diesel Plant would be an opportunity to celebrate the history that led to ERMU's operations today, as well as being good stewards to support the Elk River community.



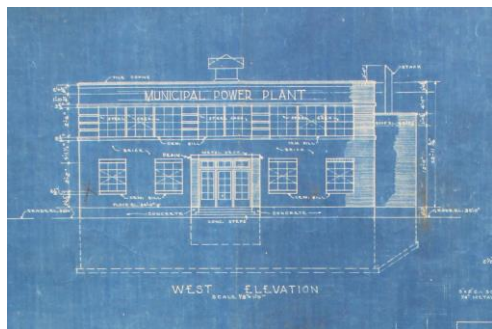
1947 Diesel engine. Image from Peterson, Rachel et. al., "A History of Elk River Municipal Utilities: A Century of Service, A Future of Growth, 1915-2015," Hess, Roise and Company, 2015, p. 16.

Historic Narrative

The location of the ERMU Power Plant along Main St. NW has a long history of power generation. The Elk River Power and Light company was incorporated in 1915 with a goal of building a power plant and dam along the Elk River.¹ The project was completed and operational in 1916. This included a 30-foot by 30-foot plant on a poured concrete foundation that housed the 200-horsepower turbine. The 256-foot-long, straight-crested, reinforced-concrete gravity dam extended to the southwest of the plant. This created the reservoir and became the first power generation for Elk River.² This powered the streetlights and many additional businesses as time went on. In 1924, Elk River was connected by a 30,000-volt line that ran from Monticello to St Cloud and then to Dayton.³ The Elk River Power and Light Company was sold from a private owner to the village of Elk River in 1945. The hydroelectric plant proved to be outdated and under-capacity for Elk River at the time. The Council for the Utilities decided to request bids for two 750-horsepower, 550-kilowatt diesel engines to be the system's main power source with the hydroelectric as a back-up.⁴ Construction began on a new Plant in July 1947 and after the diesel engines arrived, the new plant was producing power by February 1948.⁵

The community continued to grow, and the Utilities decided to expand, generating capacity by buying a dual-fuel, 3,000-kilowatt engine from Cooper-Bessemer. This engine ran primarily on natural gas but could be switched to diesel if needed.⁶ Power demand continued to rise each year. The Commission decided to purchase a 16-cylinder dual-fuel unit from the Worthington Corporation for a 5,000-kilowatt engine.⁷ This meant almost doubling the size of the power plant which included a contract to Magney Construction for the building expansion. At this time, in 1971, the hydroelectric plant was retired. The engine arrived in the summer of 1972 and continued use until 1978 which it was maintained for auxiliary purposes.⁸

Since 1978 ERMU has used cooperative purchasing agency for energy needs. The power plant was periodically used to make sure the engines could still run and was used only for auxiliary purposes.



West Elevation. "Municipal Power Plant Elk River – Minnesota." Toltz, King & Day, Inc. April 8, 1947. Drawings supplied by ERMU.

¹ Peterson, Rachel et. al., "A History of Elk River Municipal Utilities: A Century of Service, A Future of Growth, 1915-2015," Hess, Roise and Company, 2015, p. 6.

² Peterson, "A History...", p. 7.

³ Ibid. p. 11.

⁴ Ibid. p. 14.

⁵ Ibid. p. 16.

⁶ Ibid. p. 18.

⁷ Ibid. p. 20.

⁸ Ibid. p. 21.

Existing Conditions

Site

The site consists of a 60,000 sq. ft. field services building for the municipal utilities division completed in 2023. This building houses vehicle and storage space, offices, open-office work area, restrooms, and locker rooms.

A paved area surrounds the Diesel Power Plant on all facades except the west façade which includes a grassy front entrance. This paved area consists of a north and south entrance drive from Main St. NW. The south paved area also includes a small, paved parking area. The paved area to the east of the building connects to a loading dock in the back of the building. The northeast paved area includes a large parking area for utilities vehicles and a drive area leading to the loading docks of the new public utilities division building. Access to the areas east and north of the building are fenced in.

To the southeast of the property, there is a driveway leading to a private property.

The overlook of the dam is across the road to the southwest of the building. Currently there are no crosswalks to that area, and there is a plaque on the concrete foundation where the old hydroelectric plant once stood.

In 1985, a new garage/warehouse facility was added to the site north of the diesel power plant.⁹ This building still exists and consists of six garage doors and is currently storage space.



(Left) 1947 Diesel Engine. Image by LEO A DALY on October 11, 2024. (Right) Brick interior partitions. Image by LEO A DALY on October 11, 2024.

⁹ Peterson, "A History...", p. 21.

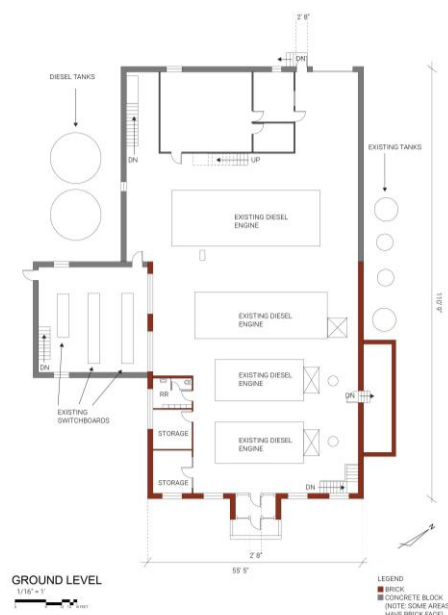
Power Plant Description

The Elk River Diesel Power Plant was built primarily within two time periods and using slightly different construction methods. The west section, completed in 1948, is constructed with a poured concrete foundation and features brick masonry mass walls above grade. The east section was completed in 1971 and features concrete block back-up walls with brick veneer, atop pour foundation walls. The roofs of both sections are flat, with small parapets and scuppers to facilitate water flow.

The fenestration for the 1948 building includes operable aluminum windows with a total of twelve equally sized lights. These windows need some repair. The exterior detailing matches that of the streamlined modern movement with horizontal lines of brick and the entrance pipe railing having a curved detail. The interior of the power plant includes the engine room, switchboard room, lunchroom, office, conference room, bathroom, storage spaces, mezzanine, and basement. The floor is a painted poured concrete, with the east interior partitions being constructed of brick and the west interior partitions constructed of stud and drywall framing.

The contractor for the structure was listed as Howard Purtell of St. Paul, MN.¹⁰ The architects listed on the drawings are Toltz, King & Day, Inc. of St. Paul, MN. Toltz, King & Day, Inc. is the precursor to the current TKDA architecture firm located in multiple cities including Saint Paul, MN. Some of their more prominent structures they designed are the Robert Street Bridge in St. Paul, MN built 1926 and multiple county courthouses in MN such as the Aitkin County Courthouse and Jail built in 1929.

Overall, the structure is in good condition with high potential for reuse.



Floor Plan of the Existing Structure. Not to scale. By LEO A DALY.

¹⁰ Ibid. p. 15.

Renovation Narrative

The goal of the proposed project is to convert the use of the building to a business / educational occupancy. This means the use becomes primarily a place for education and gathering of community members. The diesel engines are decommissioned and will be cleared of hazardous material before public use. All but one of the engines are to be removed, which will remain to serve as a future educational display. Removing these engines will also require the removal of any associated components that would affect the life-safety of the occupants of the space.

Overall, the shell of the building is recommended to remain intact, except for the potential of adding of windows and entrances. The roof is proposed to remain intact within the base project, but you will see that the budget provides an add-alternate for a new roof. The basement, which currently houses auxiliary equipment for the diesel engines, will be cleaned of hazardous materials, with equipment either removed or repurposed, and converted into secured storage, as outlined in the potential building impacts table on the following pages.

The table below lists out some of the major design and operational decisions that affected our approach to the renovation options you see in the following pages. For a more detailed list of the scope of work and preliminary costs associated, see the Cost Estimate portion of this report.

Building Element/ Opportunity	Considerations	Comments
Whole Building	Removal of Building	Frees up space for additional parking and eliminates maintenance needs, but removes a significant part of Elk River's history and its connection to the community.
Four (4) Large Diesel Engines in Building	Remove 2–3 engines (in pieces or through the wall)	Removing engines requires creating large wall openings, which could become opportunities to add windows and improve natural daylight.
Aluminum Windows	Restore existing windows	Preserves the historic character while improving operability and passive cooling potential.
One toilet and lavatory	Add restrooms	Required by code for public occupancy.
No permanent staff onsite	No staff permanently assigned to the Diesel Plant	Periods of no onsite presence, which may impact security and operations.
No accessible entrances	Add accessible entrance	Necessary to meet building code and improve inclusivity.
Building not listed in the National Register of Historic Places (NRHP)	Listing the building in the NRHP	Enables access to historic preservation funding but introduces additional design review requirements.

Create more opportunities for gathering	Add a multiuse space	Allows flexibility for events, lab use, and food events like potlucks.
Stud-framed buildout with mezzanine does not meet code	Remove	Does not meet code. Removal allows for space to be re-utilized
Small parking lot (southwest)	Add parking, ADA spaces, and and get approval to park on the street for events	Increases parking capacity and accessibility, as required by code.
No connection to old hydro pad	Create access	Strengthens public connection to Elk River's energy history.
Mechanical system	Upgrade systems	Improves comfort, efficiency, and code compliance.
No rainwater reuse	Add catchment system/landscaping	Demonstrates sustainable water reuse and stormwater management.

Educational Building Inspiration Images



Owatonna Public Utilities, Power Plant Repurposing. Image by LEO A DALY. Owatonna, Minnesota, August 2015.



Boss Display. Children's Museum of Cleveland. Cleveland, OH. From <https://www.bosdisplay.com/childrens-museum-of-cleveland>.



Manjimup Heritage Park. Power Up Electricity Museum. Manjimup, Western Australia. <https://manjimupheritagepark.com.au/attraction/power-up-museum/#>.



Waterloo Regional Museum. Kitchener, Ontario, Canada. Glass Floor, from Jockimo Architectural Glass Products, <https://www.jockimo.com/component/igallery/glass-flooring-treads/waterloo-regional-museum?Itemid=2164>.



National Museum of Industrial History. Bethlehem, Pennsylvania. From ArtGuild. <https://www.artguildinc.com/project/national-museum-industrial-history/>.



New Learning Kitchen at the Oliver Kelley Farm visitor center in Elk River, MN. Image from Historical Society <https://www.twincities.com/2017/05/01/oliver-kelley-would-be-floored-his-historic-farm-reopens-after-major-renovation/>

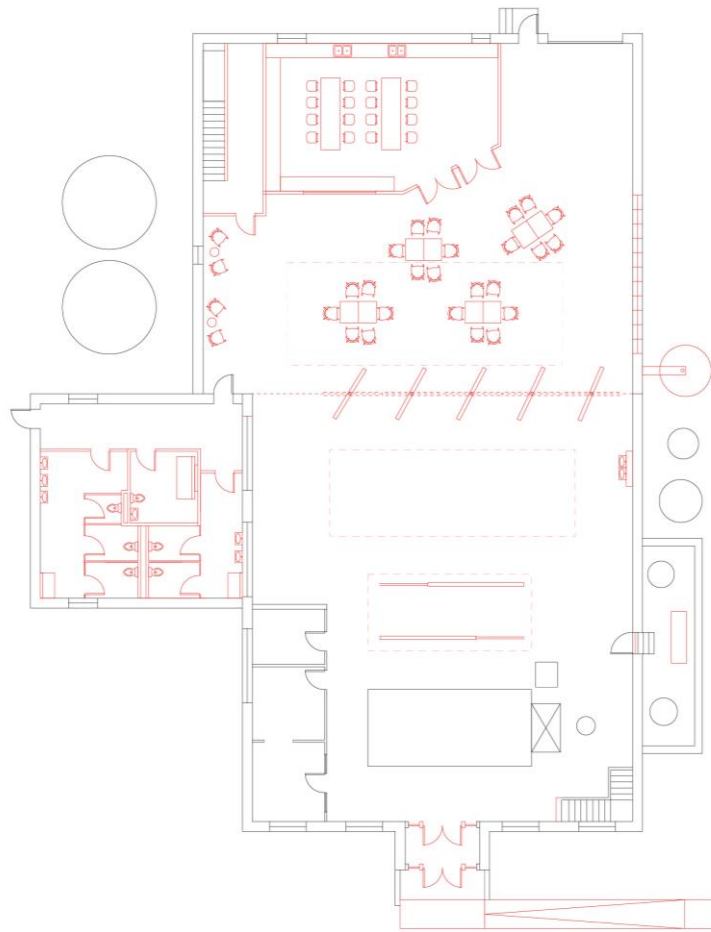
Space Program

The proposed interventions on the ERMU Diesel Plant are focused on three iterations:

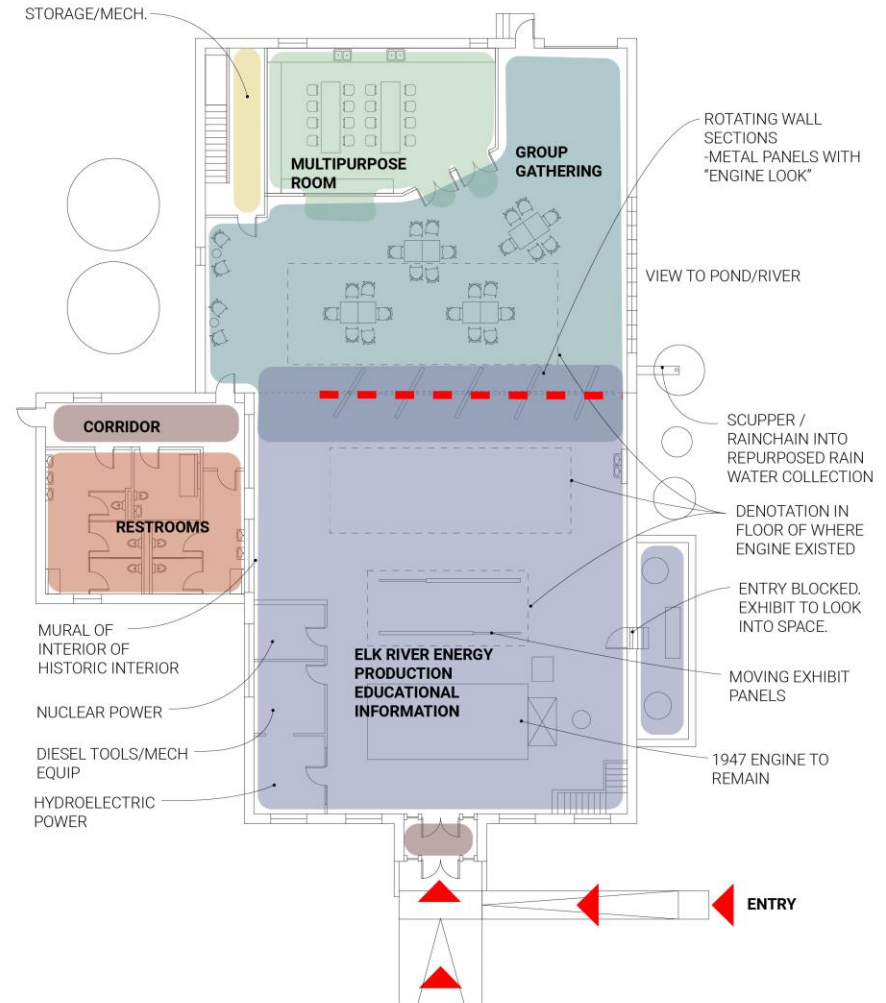
1. Adult-centric Programming
2. Children-centric Programming
3. Combined Adult and Child centered programming

These three iteration focuses were chosen to show how this space could be a direct benefit to the community, not just as a static education center but a dynamic space that could be inhabited at difference capacities and at different times of day and year. The goal of the space programming is to imagine what could be in order to determine if moving forward with saving the building is viable for the community. The colors on the left-most column correspond to the same colors and space names as diagrammed in the subsequent floor plans.

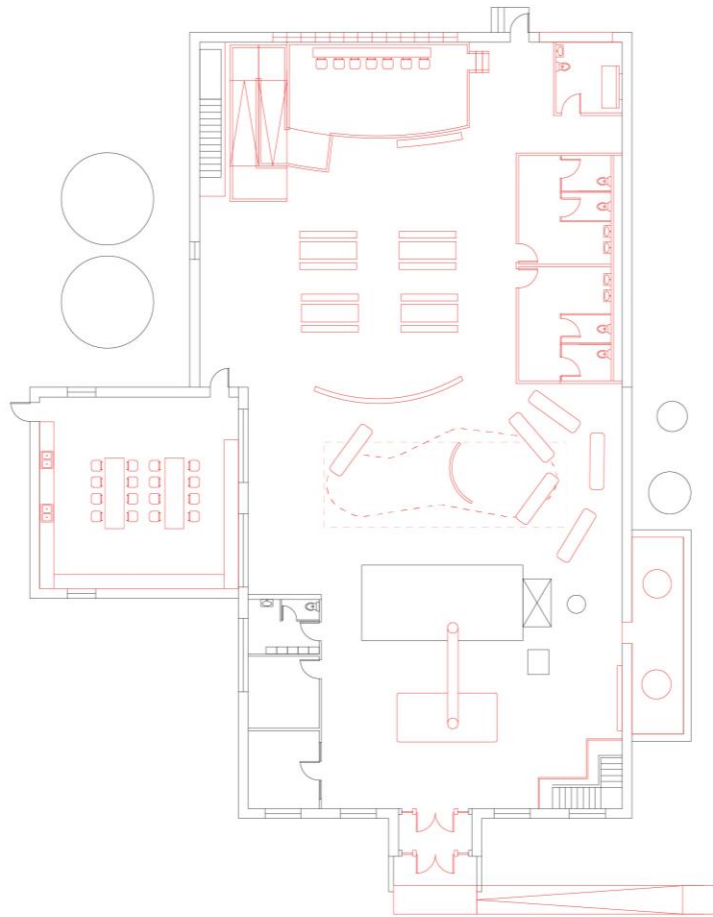
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Main Engine Room Removing Engine Area (Engines approx. 1581 sq. ft.)	4,138			
Mezzanine (above back addition)	903			
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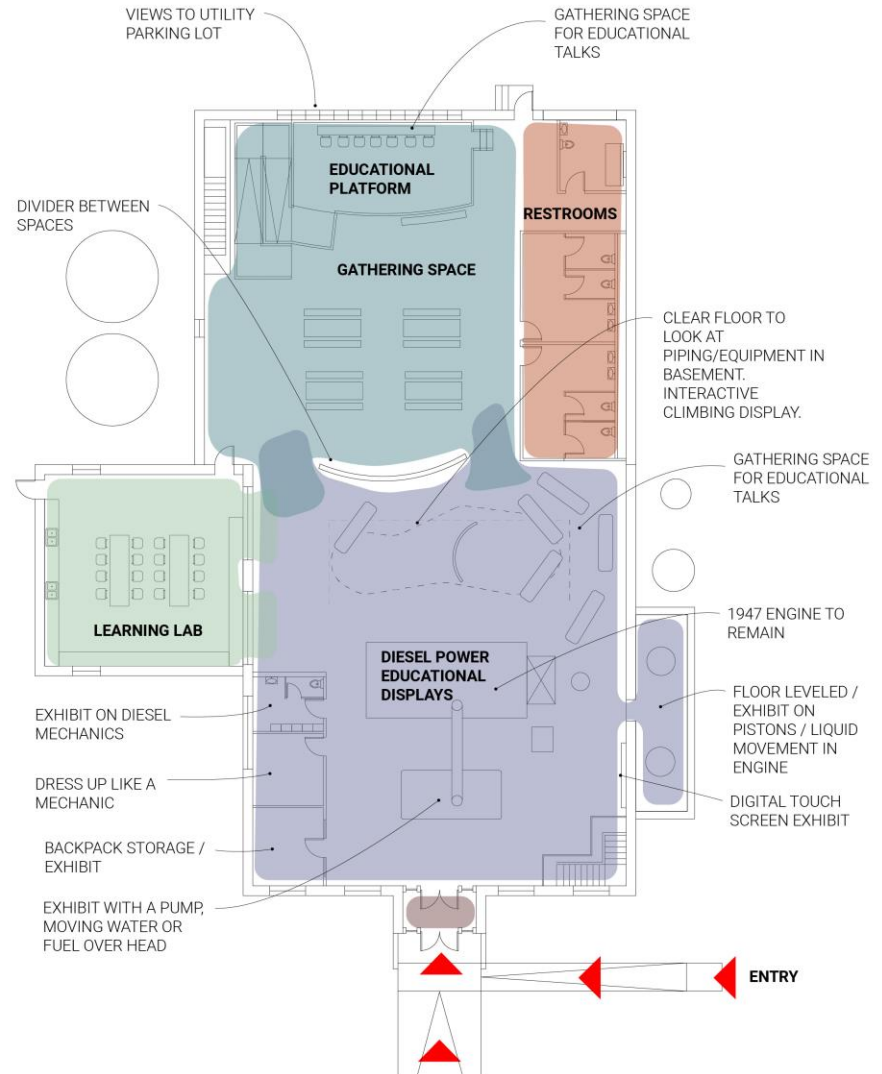
ADULT CENTRIC LAYOUT



ADULT CENTRIC PROGRAM ITERATION



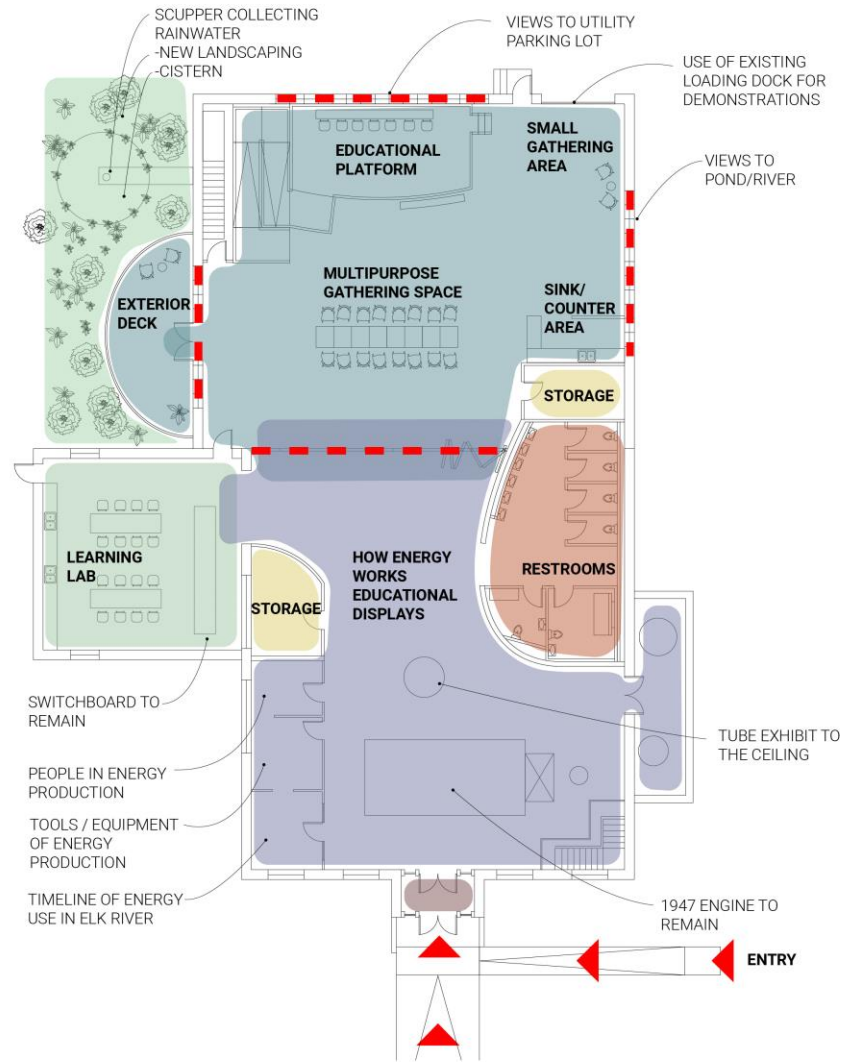
CHILD CENTRIC LAYOUT



CHILD CENTRIC PROGRAM ITERATION



COMBINED CHILD AND ADULT LAYOUT



COMBINED CHILD AND ADULT PROGRAM ITERATION

Code Analysis

The use of the ERMU Diesel Power Plant will go through a change of occupancy from a Factory use to a Business space. This requires different codes to comply with the life, safety, and welfare of its occupants. The codes generally reviewed for this Pre-Design are 2020 Minnesota Conservation Code for Existing Buildings, 2020 Minnesota Accessibility Code, 2018 International Existing Building Code, Elk River Minnesota Code, and consideration of the Secretary of the Interior's Standards for the Treatment of Historic Properties if the owner anticipates listing it in the National Register of Historic Places.

Parking

The ERMU Power plant is in a zoned R1 Subdivision. For parking it does say for a community center, "adequate parking shall be provided based on the uses contained within the community center and as required in this subdivision" and that one parking space for every 300 square feet is also listed.

Per the site visit, the parking could be at a parking lot across the river and just have ADA spots next to the building (see image map). The buses should be able to pull out in front of the structure.

Mechanical Systems

A new mechanical system will be needed to make the building occupiable. This could be basement air handling units that include louvers to the exterior. Ventilation to the exterior to provide fresh air is a requirement

of mechanical systems. Ductwork and chases may be necessary within the main structure to circulate the air. The building could include passive cooling by opening windows when necessary. Deciding whether to provide heating and cooling or just heating will affect the cost of the system. The potential of needing to meet the State of Minnesota B3 guidelines will also affect the type of mechanical system for the building.¹¹

Scope of the Work

The Scope of Work includes selective interior demolition, mezzanine removal, restroom upgrades, ADA upgrades, and the removal of three diesel engines. Additionally, alternates such as interior fit-up, re-roofing, educational displays, signage, window replacement and restoration, landscaping, mechanical units, and parking stalls provide flexibility to adjust the project based on available funds and goals, ensuring effective cost management and the creation of a vibrant community space. See the Budget Estimate portion of this Report for an expanded definition.

Possible Partnerships

- Municipal committee gatherings
- Schools to partner about utility management education
- Local historic organizations – planned tours, Sherburne County Historic Center
- Local Athletic Associations & "Friends of..." organization gatherings
- Arts Organizations for hosting exhibitions

¹¹ B3 Home. Accessed February 27, 2025 from <https://www.b3mn.org/>.

Possible Funding Sources

The following summary shows possible funding sources. The first grouping is specifically regarding if the building is listed in or determined eligible for the National Register of Historic Places. The National Register is an official list of places worthy of preservation in the United States. This list opens up opportunities for grant funding and tax credits based on an owner's tax status.¹²

HISTORIC ELIGIBILITY BASED

Legacy Grants – for eligible and listed properties in the National Register of Historic Places.

This is a competitive grant program focused on preserving Minnesota's history and culture. Because ERMU is a unit of local government, it would be eligible to apply for this grant.

Possible Grants and Possible Funding Ranges:

- National Register Property Evaluation
 - *Amount:* This would be a small grant, up to \$10,000.
 - *Timeline:* Awarded twice per year. Would include the research and writing a report and submittal to the State Historic Preservation Office for determination of eligibility.
- National Register Designation
 - *Amount:* This would be a small grant, up to \$10,000 or a large grant over \$10,000.
 - *Timeline:* Awarded twice per year for small grants and once per year for large grants. Would include the research and writing a nomination form and submittal to the State Historic Preservation Office at multiple times for determination. Then submittal to the National Park Service for official listing in the Register.
- Historic Properties Grant: Predevelopment or Construction
 - Once the property is listed on the National Register, it is eligible for the Historic Properties Grant. This can be for Construction Documents or Construction Work.
 - *Amount:* This would be a large grant over \$10,000 and usually up to \$300,000. This would require other funding input from the owner.
 - *Timeline:* Awarded once per year. Would include funds to execute the work. Reviews by the Minnesota Historical Society Design Reviewers would come at set intervals. It would also need State Historic Preservation Office Reviews at set intervals.
 - Would take about 9 months to be awarded and done once per year with awards determined in December.

Historic Tax Credit – State & National Credits – Most likely not eligible

Description: 20% state and federal tax credit for qualified historic rehabilitations. The property must be listed in the National Register of Historic Places. Work must meet the Secretary of the Interior's Standards for Rehabilitation. The project must be *income-producing* and not tax-exempt. The building must be depreciable or used in a business for the production or income.

¹² National Park Service, "What is the National Register of Historic Places?", accessed February 27, 2025 from <https://www.nps.gov/subjects/nationalregister/what-is-the-national-register.htm>.

Amount: 20% state tax credit and 20% federal tax credit

Timeline: This includes a submittal to the State Historic Preservation Office before work begins.

Jeffris Family Foundation: Jeffris Heartland Fund and/or Capital Campaign Challenge Grant

Description: For the preparation of a Historic Structure Report, leading toward a capital fund drive with a community-centered component. OR A capital campaign and restoration project through the submittal of an [Historic Structure Report](#) prepared by a qualified preservation professional.

Property individually listed on or have documentation that it is individually eligible for the National Register of Historic Places.

Example: Grant County Courthouse Murals in Elbow Lake, MN - \$90,000 of \$333,000

Amount: HSR Grants will be made in the range of \$5,000 to \$50,000 to cover 50% the cost of an [Historic Structure Report](#), and must be matched dollar-for-dollar with cash from sources unrelated to the Jeffris Family. Challenge Grants can be made in the range of \$50,000 to \$1 million, although a range of \$250,000 to \$500,000 is more common. Grantees must be capable of matching the grant amount 2-to-1 and on an all-or-nothing basis. Match can be in the form of cash, liquid securities and pledges for up to three years.

Timeline: Due date unknown, possibly rolling.

GENERAL FUNDING OPTIONS

Minnesota General Obligation Bond

Description: The proceeds from the sale of General Obligation bonds are used to pay the cost of building the capital projects that are approved by the Legislature.¹³

Property must be publicly owned and used for a public purpose.

Amount: Unknown

Timeline: Pre-Design Review (Manual¹⁴) / Lobbying / Meet B3 Requirements¹⁵.

¹³ Minnesota Management and Budget. "Bonding". Accessed February 28, 2025 from <https://mn.gov/mmb/debt-management/bonding/>. / MN House Research. "Capital Investment and State Bonding." February 2025. Accessed February 28, 2025 from <https://www.house.mn.gov/hrd/pubs/stbonding.pdf>.

¹⁴ Minnesota Department of Administration. "PresDesign Manual for Capital Budget Projects." Sixth Edition – November 2015. Accessed February 28, 2025 from <https://mn.gov/mmb-stat/documents/budget/capital-budget/RECS-CS-Pre-Design-Manual-6th-Edition.pdf>.

¹⁵ B3 Home. Accessed February 27, 2025 from <https://www.b3mn.org/>.

Minnesota Capital Project General Fund Appropriation

Description: The Minnesota Legislature appropriates state funding for a variety of capital projects. Funding may be approved through the state bonding bill or other state appropriation bills and may come from bond proceeds or from the state general fund.¹⁶

Example: Arts and Cultural Heritage Fund Appropriation - Grant¹⁷. Laws of Minnesota 2017, chapter 91, article 4, section 2, subdivision 4.¹⁸ (6) Grants - Litchfield Opera House - \$50,000 / Fairmont Opera House - \$250,000. 2023 –

(c) Grants

(1) \$100,000 the first year is for a grant to the Litchfield Opera House to repair and update the Litchfield Opera House;

(2) \$275,000 the first year is for a grant to the Dakota County Historical Society to upgrade and improve the Lawshe Memorial Museum;

(3) \$500,000 the first year is for a grant to Olmsted County Historical Society to rehabilitate the historic George Stoppel stone house and barn and to construct an accessible pathway to the farmstead;

(4) \$100,000 the first year is for a grant to the Minnesota Transportation Museum for programming at the historical Jackson Street Roundhouse in St. Paul to preserve and share the history and culture of railroads in Minnesota; and

(5) \$250,000 the first year is for a grant to Special Guerrilla Units Veterans and Families of USA, Inc. to collect, document, archive, preserve, and make available to the public Hmong Special Guerrilla Units veterans' histories and for programming and educational efforts to teach the public about their history serving as proxy soldiers for the United States during the Secret War in Laos.

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Amount: Unknown

Timeline: Collecting project information, evaluating requests, transmitting requests to the Legislature, facilitating the Governor's decision-making process, publishing the Governor's capital budget, selling bonds, and assisting with implementation issues following enactment of a bonding bill.²⁰

Submissions of local government and political subdivision capital budget requests are due mid-June, in odd-numbered years. Final edits are due mid-October, in odd-numbered years. The Governor submits a proposed capital budget to the Legislature in January of even-numbered years. For the 2022 capital budget, key dates for local governments and political subdivisions are:

Year	Timeframe	Action
2021	June 18	Deadline for all local government capital project submissions in CBS.
	June - October	MMB staff review requests and conduct site visits as needed.
	July 15	Local government capital budget requests published and submitted to the Legislature.
	October 15	Deadline for final edits to local government capital projects in CBS.
2022	January 18	Local government final capital budget requests and Governor's recommended capital budget published and submitted to Legislature.

¹⁶ Minnesota Management and Budget. "Capital Projects." Accessed February 28, 2025 from <https://mn.gov/mmb/debt-management/capital-projects/>.

¹⁷ 2024 Minnesota Statutes. Chapter 129D, Section 17. "129D.17 Arts and Cultural Heritage Fund." Accessed Friday February 28, 2025 from <https://www.revisor.mn.gov/statutes/2024/cite/129D.17?highlight=%5B%7B%22term%22%3A%22Arts%20and%20Cultural%20Heritage%20Fund%22%2C%22type%22%3A%22all%22%7D%5D>.

¹⁸ Minnesota Session Laws, 2017. Chapter 91 – H.F.No. 707 Article 4, Arts and Cultural Heritage Fund. Accessed February 28, 2025 from <https://www.revisor.mn.gov/laws/2017/0/Session+Law/Chapter/91/>.

¹⁹ Minnesota Session Laws, 2023. Chapter 40 – H.F.No. 1999 Article 4, Arts and Cultural Heritage Fund. Accessed February 28, 2025 from <https://www.revisor.mn.gov/laws/2023/0/40/#laws.4.3.0>.

²⁰ Minnesota Management and Budget. "Capital Budget FAQ". Accessed February 28, 2025 from <https://mn.gov/mmb/budget/capital-budget/faq.jsp>.

Local Bond

Description: Referendum required unless the project is in the local government's adopted capital improvement plan. Are and remain publicly owned.²¹

Amount: Unknown

Timeline: Need to be voted on and approved by majority of electors voting.²²

T-Mobile Hometown Grants²³

Description: Hometown Grants are intended to build, rebuild, or refresh community spaces that help foster local connections in your town. Projects should be shovel-ready, physical builds or improvements that can be completed within 12 months of receiving Hometown Grants funding.

- Examples of eligible projects include but are not limited to: adaptive uses of older and historic buildings into community gathering spaces, improvements to outdoor parks or trails, and technology projects for the public library.
- Funds may **not** be used for: engineering and architectural plans or fees, salaries or annual operating expenses, or reimbursement for projects that are already completed.

Amount: Grants are up to \$50K per town.

Timeline: Recipients are selected and awarded on a quarterly basis. Selected winners will provide status updates on their projects at 6 and 12 months.

PHILANTHROPIC

This could be for specific components such as educational displays, murals, artwork, landscaping, or for full rooms such as a named learning lab or gathering area after a specific person.

SUMMARY

LEGACY GRANTS – UP TO \$350,000 (DIVIDED OUT)
JEFFRIS FAMILY FOUNDATION - MATCHING UP TO 1/3 OF COST
MINNESOTA GENERAL OBLIGATION BOND –UNKNOWN
MINNESOTA CAPITAL PROJECT GENERAL FUND APPROPRIATION - UNKNOWN
LOCAL BOND - UNKNOWN
T-MOBILE HOMETOWN GRANTS – UP TO \$50,000

²¹ MN House Research. "Capital Investment and State Bonding." February 2025. Accessed February 28, 2025 from <https://www.house.mn.gov/hrd/pubs/stbonding.pdf>.

²² 2024 Minnesota Statutes. "475.58 Obligations; Elections to Determine Issue." Accessed February 28, 2025 from <https://www.revisor.mn.gov/statutes/cite/475.58>. / League of Minnesota Cities. "Handbook for Minnesota Cities: Chapter 23 Debt and Borrowing." 2023 revisions. Accessed February 28, 2025, from <https://www.lmc.org/wp-content/uploads/documents/Debt-and-Borrowing.pdf>.

²³ T-mobile. "Hometown Grants". Accessed February 28, 2025 from <https://www.t-mobile.com/brand/hometown-grants#FAQs>.

Example Funding Sources & Timeline

The schedule below indicates hypothetical key project phases and time frame for listing the building in the National Register and completing the project. This assumes grant writing and fundraising throughout the process.

SCHEDULE

Pre-Design Report:	March 2025
Grant Application for National Register Listing:	Aug. 2025 – Oct. 2025 (2 months)
National Register Research:	Dec. 2025 – June 2026 (6 months)
National Register Approval / Listings:	June 2026 – Dec. 2026 (6+ months)

****The items below would be moved out by a year or more if choosing to do a MN Legacy Grant or Bonding Process. ****

Design Documents:	June 2026 – Dec. 2026 (6 months)
Bidding & Award:	Jan. 2027
Construction:	Feb. 2027 – July 2027 (6 months)
Occupancy:	Aug. 2027

****Below is if using the State Bonding for Design & Construction. ****

Official Pre-Design Report:	March 2025 – July 2025 (3 months)
Meeting with Representatives:	July 2025 – December 2025 (6 months)
Bonding Bill Inclusion and Passage:	May 2026
Design Documents:	June 2026 – December 2026 (7 months)
Bidding & Award:	Jan. 2027
Construction:	February 2027 – July 2027 (6 months)
Occupancy:	Aug. 2027

****Below is if using the Legacy Grants for Design & Construction. ****

Grant Application of Documents Grant:	March 2027 – June 2027 (2 months)
Design Documents:	Jan. 2028 – May 2028 (5 months)
Grant Application of Construction Dollars:	May – June 2028 (1 month)
Bidding & Award:	Jan. 2029
Construction:	February 2029 – July 2029 (6 months)
Occupancy:	Aug. 2029

Cost Estimate

LEO A DALY worked with Gardner Builders to provide a preliminary construction cost estimate. These numbers are reflected in the 'Base Bid Subtotal' and 'Add Alternates Subtotal' in the table below. Collectively, we elected to show a range of costs, to help communicate and plan for the variability of costs associated with getting pricing this early in the process.

Additionally, it will be necessary for ERMU to plan for 'Projected Soft Costs' in order to complete the full picture of the cost of a project. We typically plan for this to be around 30% of construction costs. These include costs associated with items like permitting and regulatory requirements; fixtures, furniture, and equipment; legal and administrative costs; professional services; and historic preservation costs.

It is also important to note that these estimates which build up the 'Base Bid' and 'Add Alternates' are sourced considering the 2025 market. They do not account for future cost escalation, which has typically ranged between 3% and 5% per year, annually compounded, calculated to the mid-point of construction. Thus, the table below reflects a 5% escalation calculated through the construction year identified on the schedule previously provided in this report.

These costs have been listed below:

	Low	High
Base Bid Subtotal	\$ 1,750,000	\$ 2,500,000
Add Alternates Subtotal	\$ 1,815,000	\$ 2,945,000
Total Construction Cost	\$ 3,565,000	\$ 5,445,000
Projected Soft Costs (30%)	\$ 1,069,500	\$ 1,633,500
Total Project Cost (2025)	\$ 4,634,500	\$ 7,078,500
Total Project Cost (2026)	\$ 4,866,225	\$ 7,432,425
Total Project Cost (2027)	\$ 5,109,536	\$ 7,804,046
Total Project Cost (2028)	\$ 5,365,013	\$ 8,194,249
Total Project Cost (2029)	\$ 5,633,264	\$ 8,603,961

Included in that "Base Bid" scope are the following considerations:

- Overall selective interior demo and removal of existing mezzanine.
- Allowance for Men's/Women's Restroom Group - Assumes standard floor tile, wall tile wainscot, partitions, restroom specialties, exhaust, plumbing fixtures/accessories, power and lighting.
- Plumbing - Misc. reroute/demo of plumbing fixtures, drains and pipe.
- ADA Entrance Upgrade - Assumes (2) new double door storefront entrance doors, associated storefront glazing, and 200 SF of concrete sidewalk/ramping and associated covered walkway.
- Demo and removal of existing mechanical and electrical power and devices
 - Assumes removing 3 of the 4 diesel engines.
- Demo of portion of exterior wall for engine removal.
- Removal of (3) existing engine "pads"
- Removal of (3) existing engines (includes associated crane/rigging)
 - Assumes exterior exhaust piping, structures, mufflers, etc. are to remain for historical esthetic purposes. Please see alt's.
- Steel decking and concrete infill of (3) existing pits.
- Infill exterior wall after engines are removed (assumes infilling with CMU/brick)
- Misc. paint throughout
- Polished flooring on 1st floor only (no new flooring @ basement level)
- (1) new stair set; all other stair sets to remain.
- (2) new constant volume 20-ton rooftop units (one to serve 1st floor and one to serve basement)
- New electrical panel, misc. lighting and convenience outlets per code. Assumes reusing existing building service.
- No sitework assumed in base bid (see alternates)
- No fire protection or fire alarm included in base bid (see alternates)
- No work to existing structural included.
- No work to the enclosure, other than to remove existing engines.
- No new buildout included in base bid (see alternates).

The Alternates are as follows:

Alternate #1	Allowance for interior finishes and buildout of main floor only (assumes roughly 7,700 SF).	ADD \$750,000 - \$1,350,000
Alternate #2	Allowance for educational displays.	ADD \$100,000 - \$200,000
Alternate #3	Allowance for signage and signage related lighting.	ADD \$50,000 - \$100,000
Alternate #4	Allowance to provide (1) additional 20 Ton RTU (adds 1 new zone).	ADD \$30,000 - \$50,000
Alternate #5	Allowance to include fire protection (wet system), if required by code.	ADD \$75,000 - \$110,000
Alternate #6	Allowance to include fire alarm, if required by code.	ADD \$25,000 - \$40,000
Alternate #7	Curtainwall glazing at 20' x 20' opening (to remove engines) in lieu of filling back in with CMU/brick.	ADD \$30,000 - \$50,000
Alternate #8a	Allowance to restore existing windows in lieu of existing to remain (assumes roughly 575 SF).	ADD \$125,000 - \$175,000
Alternate #8b	Allowance to replace existing windows in lieu of existing to remain (assumes roughly 575 SF).	ADD \$100,000 - \$150,000
Alternate #9	Allowance for tuckpoint restoration of full existing building façade (assumes roughly 8,000 SF).	ADD \$175,000 - \$250,000
Alternate #10	Allowance to reroof existing structure (assumes roughly 7,700 SF).	ADD \$200,000 - \$250,000
Alternate #11	Allowance for an additional ADA entrance upgrade (per each). Assumes (2) new double door storefront entrance doors, associated storefront glazing, and 200 SF of concrete sidewalk/ramping and associated covered walkway.	ADD \$150,000 - \$200,000
Alternate #12	Allowance for (4) new parking stalls (assumes restriping in existing paved areas in not achievable).	ADD \$20,000 - \$40,000
Alternate #13	Allowance for landscaping upgrades.	ADD \$10,000 - \$40,000
Alternate #14	Allowance to dispose of exterior exhaust piping/tanks.	ADD \$75,000 - \$90,000

Appendix A: Code Analysis Tables

Code Analysis for each Iteration							
	Current	New / Notes / Code	ADULT CENTERED ITERATION		CHILD CENTERED ITERATION	COMBINED CHILD AND ADULT ITERATION	
Original Construction Date	1948						
Occupancy Classification(s)	F-1	A-3 / Unprotected / Type 5 - A	B Business	S-1	B Business	B Business	S-1
Floor Area per Occupant			150 ft sq gross	300 ft sq gross	150 ft sq gross	150 ft sq gross	300 ft sq gross
Total Floor Area Proposed			6931	134	6333	6478	241
Total Occupants			47	1	43	44	1
TOTAL PEOPLE			48		43	45	
Water Closets (halved) MN Building Code 2902.1 - 1 per 125 - men / 1 per 65 - women // one accessible		Urinals substituted for not more than 2/3s of required water closets	1 for men / 2 for women		1 for men / 2 for women	1 for men / 2 for women	
Lavatories		1 per 200	1 in each		1 in each	1 in each	
Drinking Fountains		1 per 500	1		1	1	
Service Sink for Maintenance		1	1		1	1	
Means of Egress (occupant load served by such component by a means of egress capacity factor of 0.2 inch (5.1 mm) per occupant.)			9.6"		8.6"	9"	

Code Analysis for All Iterations	
Height of building (east short =13.25' /1971 south = 23' /1948 = 23' / west short = 15')	50'
Sq. Ft. of Building	11,500 sq ft
Table 601 Fire Rating	1 hour
Maximum Travel Distance (unsprinklered)	75' (building is approx. 55' wide)
Maximum Common Path of Egress Travel	75'
Minimum Length of Dead-End Corridor	35'
Minimum Door Width	32"-48"
Minimum Corridor Width	36" (accessible)
Minimum Stair Width	36"
Accessibility	Ramps not steeper than 1:20 exterior entrance
Mezzanine	N/A with updated design
Sprinklers	Not required
Parking (1 of every 6 must be accessible for van) // Elk River Code (https://library.municode.com/mn/elk_river/codes/code_of_ordinances?nodelid=COOR_CH30LADERE_ARTVIZO_DIV5SURE_SDIIIPALOVEPECL_S30-903MINUPASP) - one space for every 300 sq feet of gross floor area	7671/300 = 26 // 5 accessible
Codes Used	
2020 Minnesota Conservation Code for Existing Buildings	Level 3 - the work area exceeds 50 percent of the building area (section 604)
2020 Minnesota Accessibility Code	
Consideration of the Secretary of the Interior's Standards for the Treatment of Historic Properties	
2018 International Existing Building Code (IEBC)	

TO: ERMU Commission	FROM: Melissa Karpinski – Finance Manager
MEETING DATE: March 11, 2025	AGENDA ITEM NUMBER: 5.2
SUBJECT: Financial Report – January 2025	
ACTION REQUESTED: Receive the January 2025 Financial Report	

DISCUSSION:

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

Electric

January year to date (YTD) electric kWh sales are up 21% from the prior year. For further breakdown:

- Residential usage is up 33%
- Small Commercial usage is up 27%
- Large Commercial usage is up 13%

For January 2025, 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

January YTD gallons of water sold are up 25% from the prior year. For further breakdown:

- Residential use is up 25%
- Commercial use is up 25%

For January 2025, the Water Department overall is behind prior YTD but favorable to budget YTD. Additional variance analysis can be found on the Summary Water Statement of Revenues, Expenses and Changes in Net Position attachment.

ATTACHMENTS:

- Balance Sheet 1.2025
- Electric Balance Sheet 1.2025
- Water Balance Sheet 1.2025
- Summary Electric Statement of Revenues, Expenses and Changes in Net Position 1.2025
- Summary Water Statement of Revenues, Expenses and Changes in Net Position 1.2025
- Graphs Prior Year and YTD 2025
- Detailed Electric Statement of Revenues, Expenses and Changes in Net Position 1.2025

- Detailed Water Statement of Revenues, Expenses and Changes in Net Position 1.2025
- Budget vs Actual Graphs – Combined Electric and Water 1.2025

**ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
COMBINED BALANCE SHEET
FOR PERIOD ENDING JANUARY 2025**

	<u>ELECTRIC</u>	<u>WATER</u>
ASSETS		
CURRENT ASSETS		
CASH	3,785,335	5,589,227
ACCOUNTS RECEIVABLE	3,388,163	5,340,852
INVENTORIES	1,802,519	54,597
PREPAID ITEMS	287,614	52,331
CONSTRUCTION IN PROGRESS	449,008	65,435
TOTAL CURRENT ASSETS	<u>9,712,640</u>	<u>11,102,441</u>
RESTRICTED ASSETS		
BOND RESERVE FUND	1,779,016	0
EMERGENCY RESERVE FUND	7,422,281	4,234,011
UNRESTRICTED RESERVE FUND	0	0
TOTAL RESTRICTED ASSETS	<u>9,201,297</u>	<u>4,234,011</u>
FIXED ASSETS		
PRODUCTION	795,920	17,177,471
LFG PROJECT	0	0
TRANSMISSION	2,305,024	0
DISTRIBUTION	54,511,927	30,835,173
GENERAL	25,418,510	1,548,813
FIXED ASSETS (COST)	<u>83,031,381</u>	<u>49,561,458</u>
LESS ACCUMULATED DEPRECIATION	<u>(36,982,070)</u>	<u>(24,026,289)</u>
TOTAL FIXED ASSETS, NET	<u>46,049,310</u>	<u>25,535,168</u>
INTANGIBLE ASSETS		
POWER AGENCY MEMBERSHIP BUY-IN	21,546,212	0
LOSS OF REVENUE INTANGIBLE	7,169,412	0
LESS ACCUMULATED AMORTIZATION	<u>(4,230,372)</u>	<u>0</u>
TOTAL INTANGIBLE ASSETS, NET	<u>24,485,252</u>	<u>0</u>
OTHER ASSETS AND DEFERRED OUTFLOWS	690,058	126,311
TOTAL ASSETS	<u><u>90,138,556</u></u>	<u><u>40,997,931</u></u>
LIABILITIES AND FUND EQUITY		
CURRENT LIABILITIES		
ACCOUNTS PAYABLE	5,247,488	361,411
SALARIES AND BENEFITS PAYABLE	1,119,925	156,339
DUE TO CITY	818,774	95,020
DUE TO OTHER FUNDS	0	0
NOTES PAYABLE-CURRENT PORTION	0	0
BONDS PAYABLE-CURRENT PORTION	480,000	65,000
UNEARNED REVENUE	17,710	496,471
TOTAL CURRENT LIABILITIES	<u>7,683,897</u>	<u>1,174,242</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	27,205,411	1,489,740
PENSION LIABILITIES	2,720,477	500,450
TOTAL LONG TERM LIABILITIES	<u>29,925,888</u>	<u>1,990,190</u>
TOTAL LIABILITIES	<u>37,609,785</u>	<u>3,164,432</u>
DEFERRED INFLOWS OF RESOURCES	836,813	4,937,984
FUND EQUITY		
CAPITAL ACCOUNT CONST COST	1,779,016	0
CONTRIBUTED CAPITAL	0	0
RETAINED EARNINGS	49,349,370	33,024,979
NET INCOME (LOSS) (THROUGH PREVIOUS MONTH)	563,572	(129,464)
TOTAL FUND EQUITY	<u>51,691,958</u>	<u>32,895,515</u>
TOTAL LIABILITIES & FUND EQUITY	<u><u>90,138,556</u></u>	<u><u>40,997,931</u></u>

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

	January 31, 2025	December 31, 2024	Current Month Change from
ASSETS			
CURRENT ASSETS			
CASH	3,785,335	5,621,609	(1,836,274)
ACCOUNTS RECEIVABLE	3,388,163	2,164,673	1,223,490
INVENTORIES	1,802,519	1,637,838	164,681
PREPAID ITEMS	287,614	252,217	35,398
CONSTRUCTION IN PROGRESS	449,008	323,516	125,492
TOTAL CURRENT ASSETS	<u>9,712,640</u>	<u>9,999,853</u>	<u>(287,213)</u>
RESTRICTED ASSETS			
BOND RESERVE FUND	1,779,016	1,779,016	0
EMERGENCY RESERVE FUND	7,422,281	7,393,332	28,949
TOTAL RESTRICTED ASSETS	<u>9,201,297</u>	<u>9,172,348</u>	<u>28,949</u>
FIXED ASSETS			
PRODUCTION	795,920	795,920	0
TRANSMISSION	2,305,024	2,305,024	0
DISTRIBUTION	54,511,927	54,484,540	27,387
GENERAL	25,418,510	25,401,305	17,206
FIXED ASSETS (COST)	<u>83,031,381</u>	<u>82,986,788</u>	<u>44,593</u>
LESS ACCUMULATED DEPRECIATION	<u>(36,982,070)</u>	<u>(36,782,599)</u>	<u>(199,471)</u>
TOTAL FIXED ASSETS, NET	<u>46,049,310</u>	<u>46,204,189</u>	<u>(154,879)</u>
INTANGIBLE ASSETS			
POWER AGENCY MEMBERSHIP BUY-IN	21,546,212	21,546,212	0
LOSS OF REVENUE INTANGIBLE	7,169,412	7,169,412	0
LESS ACCUMULATED AMORTIZATION	<u>(4,230,372)</u>	<u>(4,174,694)</u>	<u>(55,678)</u>
TOTAL INTANGIBLE ASSETS, NET	<u>24,485,252</u>	<u>24,540,930</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>90,138,556</u></u>	<u><u>90,607,378</u></u>	<u><u>(468,821)</u></u>
LIABILITIES AND FUND EQUITY			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE	5,247,488	5,392,384	(144,896)
SALARIES AND BENEFITS PAYABLE	1,119,925	1,179,875	(59,950)
DUE TO CITY	818,774	1,144,737	(325,963)
BONDS PAYABLE-CURRENT PORTION	480,000	990,000	(510,000)
UNEARNED REVENUE	17,710	4,305	13,405
TOTAL CURRENT LIABILITIES	<u>7,683,897</u>	<u>8,711,301</u>	<u>(1,027,404)</u>
LONG TERM LIABILITIES			
BONDS PAYABLE, LESS CURRENT PORTION	27,205,411	27,210,400	(4,989)
PENSION LIABILITIES	2,720,477	2,720,477	0
TOTAL LONG TERM LIABILITIES	<u>29,925,888</u>	<u>29,930,877</u>	<u>(4,989)</u>
TOTAL LIABILITIES	<u>37,609,785</u>	<u>38,642,178</u>	<u>(1,032,393)</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	49,349,370	46,802,217	2,547,153
NET INCOME (LOSS) (THROUGH PREVIOUS MONTH)	563,572	2,547,154	(1,983,582)
TOTAL FUND EQUITY	<u>51,691,958</u>	<u>51,128,386</u>	<u>563,571</u>
TOTAL LIABILITIES & FUND EQUITY	<u><u>90,138,556</u></u>	<u><u>90,607,378</u></u>	<u><u>(468,822)</u></u>

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

	January 31, 2025	December 31, 2024	Current Month Change from
ASSETS			
CURRENT ASSETS			
CASH	5,589,227	5,734,416	(145,189)
ACCOUNTS RECEIVABLE	5,340,852	5,457,052	(116,201)
INVENTORIES	54,597	56,846	(2,249)
PREPAID ITEMS	52,331	56,336	(4,005)
CONSTRUCTION IN PROGRESS	65,435	2,482	62,953
TOTAL CURRENT ASSETS	11,102,441	11,307,132	(204,691)
RESTRICTED ASSETS			
EMERGENCY RESERVE FUND	4,234,011	4,226,774	7,237
TOTAL RESTRICTED ASSETS	4,234,011	4,226,774	7,237
FIXED ASSETS			
PRODUCTION	17,177,471	17,177,471	0
DISTRIBUTION	30,835,173	30,835,173	0
GENERAL	1,548,813	1,548,813	0
FIXED ASSETS (COST)	49,561,458	49,561,458	0
LESS ACCUMULATED DEPRECIATION	(24,026,289)	(23,910,708)	(115,582)
TOTAL FIXED ASSETS, NET	25,535,168	25,650,750	(115,582)
INTANGIBLE ASSETS			
OTHER ASSETS AND DEFERRED OUTFLOWS	126,311	126,311	0
TOTAL ASSETS	40,997,931	41,310,967	(313,035)
LIABILITIES AND FUND EQUITY			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE	361,411	422,911	(61,499)
SALARIES AND BENEFITS PAYABLE	156,339	166,375	(10,036)
DUE TO CITY	95,020	243,473	(148,453)
BONDS PAYABLE-CURRENT PORTION	65,000	65,000	0
UNEARNED REVENUE	496,471	459,500	36,971
TOTAL CURRENT LIABILITIES	1,174,242	1,357,259	(183,017)
LONG TERM LIABILITIES			
BONDS PAYABLE, LESS CURRENT PORTION	1,489,740	1,490,295	(554)
PENSION LIABILITIES	500,450	500,450	0
TOTAL LONG TERM LIABILITIES	1,990,190	1,990,745	(554)
TOTAL LIABILITIES	3,164,432	3,348,004	(183,571)
DEFERRED INFLOWS OF RESOURCES	4,937,984	4,937,984	0
FUND EQUITY			
RETAINED EARNINGS	33,024,979	33,120,013	(95,034)
NET INCOME (LOSS) (THROUGH PREVIOUS MONTH)	(129,464)	(95,034)	(34,430)
TOTAL FUND EQUITY	32,895,515	33,024,979	(129,464)
TOTAL LIABILITIES & FUND EQUITY	40,997,931	41,310,967	(313,036)

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING JANUARY 2025

	2025 JANUARY	2025 YTD	2025 YTD BUDGET	YTD Budget Variance	2025 YTD Bud Var%	2025 ANNUAL BUDGET	2024 JANUARY	2024 YTD	YTD VARIANCE	2024 v. 2025 Actual Var%	Variance Item
Electric											
Revenue											
Operating Revenue											
Elk River	3,390,409	3,390,409	2,970,848	419,560	14	41,085,728	2,784,059	2,784,059	606,350	22	(1)
Otsego	374,443	374,443	290,566	83,877	29	4,073,730	271,702	271,702	102,741	38	(2)
Rural Big Lake	22,359	22,359	18,342	4,017	22	231,863	16,516	16,516	5,843	35	
Dayton	27,087	27,087	21,225	5,862	28	281,987	19,160	19,160	7,927	41	
Public St & Hwy Lighting	21,866	21,866	21,750	116	1	261,000	21,668	21,668	198	1	
Other Electric Sales	400	400	400	0	0	4,800	400	400	0	0	
Total Operating Revenue	3,836,564	3,836,564	3,323,131	513,433	15	45,939,108	3,113,506	3,113,506	723,058	23	
Other Operating Revenue											
Interest/Dividend Income	26,207	26,207	29,167	(2,959)	(10)	350,000	47,245	47,245	(21,038)	(45)	
Customer Penalties	24,110	24,110	23,750	360	2	285,000	20,145	20,145	3,965	20	
Connection Fees	32,534	32,534	12,500	20,034	160	150,000	91,385	91,385	(58,851)	(64)	(3)
Misc Revenue	193,667	193,667	78,125	115,542	148	972,500	79,906	79,906	113,761	142	(4)
Total Other Revenue	276,518	276,518	143,542	132,976	93	1,757,500	238,682	238,682	37,837	16	
Total Revenue	4,113,082	4,113,082	3,466,673	646,409	19	47,696,608	3,352,187	3,352,187	760,895	23	
Expenses											
Purchased Power	2,154,697	2,154,697	2,151,019	3,678	0	30,599,628	2,218,997	2,218,997	(64,300)	(3)	
Operating & Mtce Expense	29,987	29,987	40,417	(10,430)	(26)	341,000	27,467	27,467	2,520	9	
Transmission Expense	3,164	3,164	6,333	(3,169)	(50)	76,000	5,559	5,559	(2,395)	(43)	
Distribution Expense	48,601	48,601	43,458	5,143	12	521,500	43,594	43,594	5,007	11	
Maintenance Expense	202,463	202,463	222,708	(20,245)	(9)	2,144,500	209,197	209,197	(6,734)	(3)	
Depreciation & Amortization	287,650	287,650	278,296	9,354	3	3,339,552	274,095	274,095	13,555	5	
Interest Expense	63,258	63,258	63,258	0	0	735,069	66,412	66,412	(3,154)	(5)	
Other Operating Expense	4,402	4,402	5,283	(881)	(17)	482,400	4,867	4,867	(465)	(10)	
Customer Accounts Expense	35,125	35,125	39,167	(4,041)	(10)	470,000	33,153	33,153	1,973	6	
Administrative Expense	519,700	519,700	535,862	(16,162)	(3)	4,783,849	467,515	467,515	52,185	11	
General Expense	44,312	44,312	53,317	(9,005)	(17)	639,800	32,280	32,280	12,032	37	
Total Expenses(before Operating Transfers)	3,393,360	3,393,360	3,439,119	(45,758)	(1)	44,133,298	3,383,137	3,383,137	10,223	0	
Operating Transfer											
Operating Transfer/Other Funds	136,320	136,320	118,834	17,487	15	1,643,429	112,061	112,061	24,259	22	
Utilities & Labor Donated	19,830	19,830	22,083	(2,253)	(10)	265,000	18,821	18,821	1,009	5	
Total Operating Transfer	156,150	156,150	140,917	15,233	11	1,908,429	130,883	130,883	25,268	19	
Net Income Profit(Loss)	563,572	563,572	(113,363)	676,934	597	1,654,881	(161,833)	(161,833)	725,404	448	

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

(1) PYTD budget variance is mainly due to increased usage.

(2) Budget and PYTD budget variance is mainly due to increased usage.

(3) PYTD variance due to large a large connection agreement in January 2024.

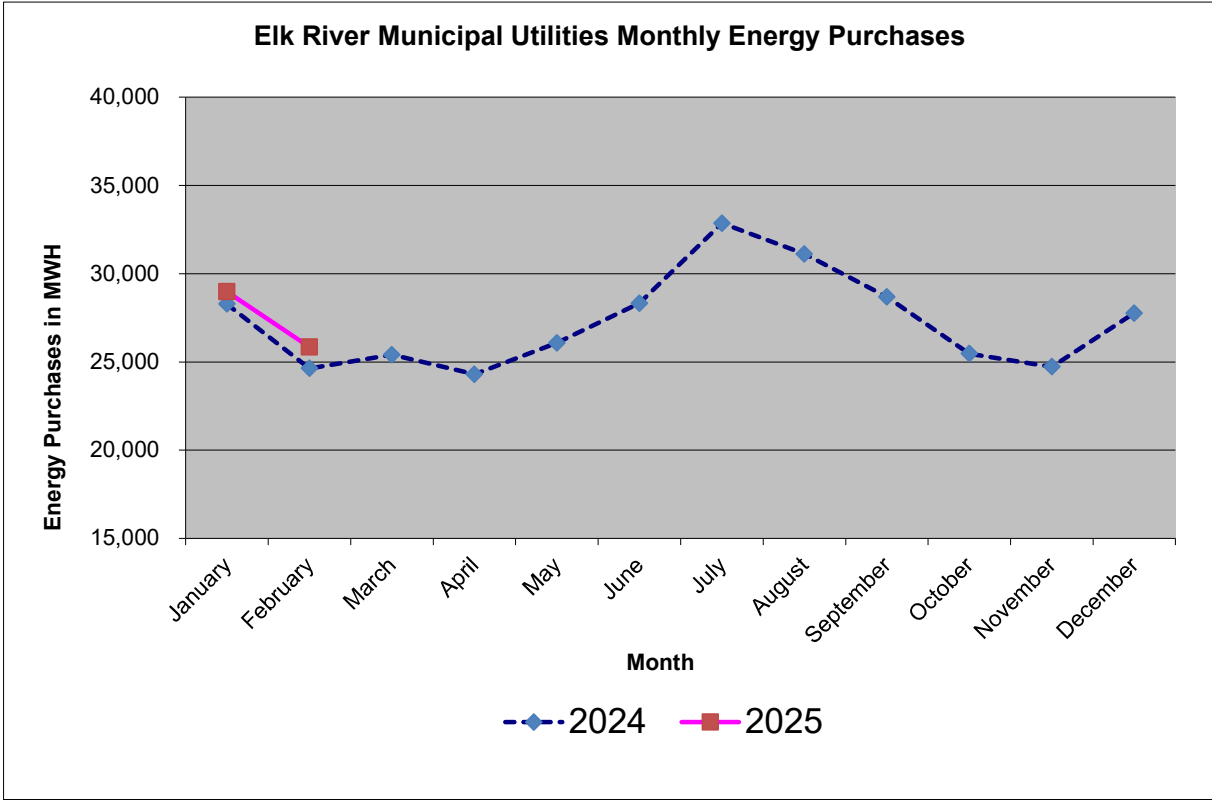
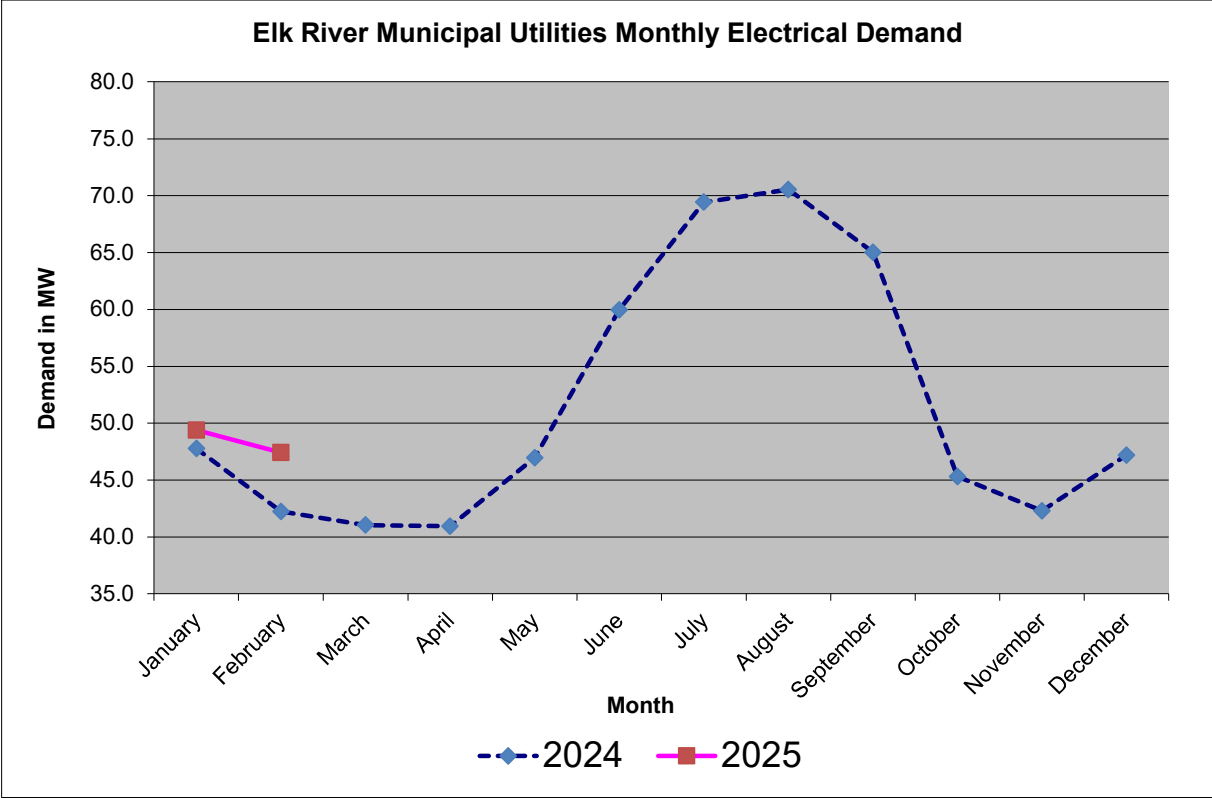
(4) Budget and PTYD variance is mainly due to Contributions from Customers having a large SOWs for transformer for additional service and/or upgrade.

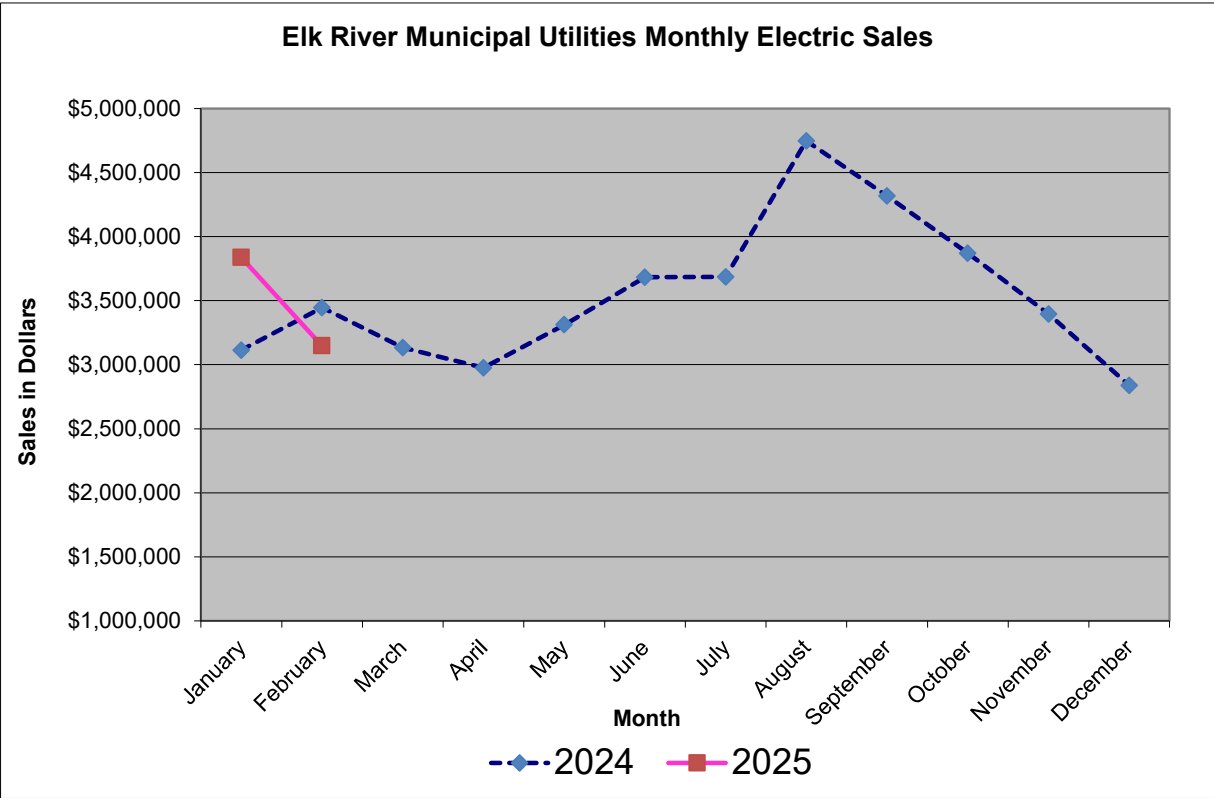
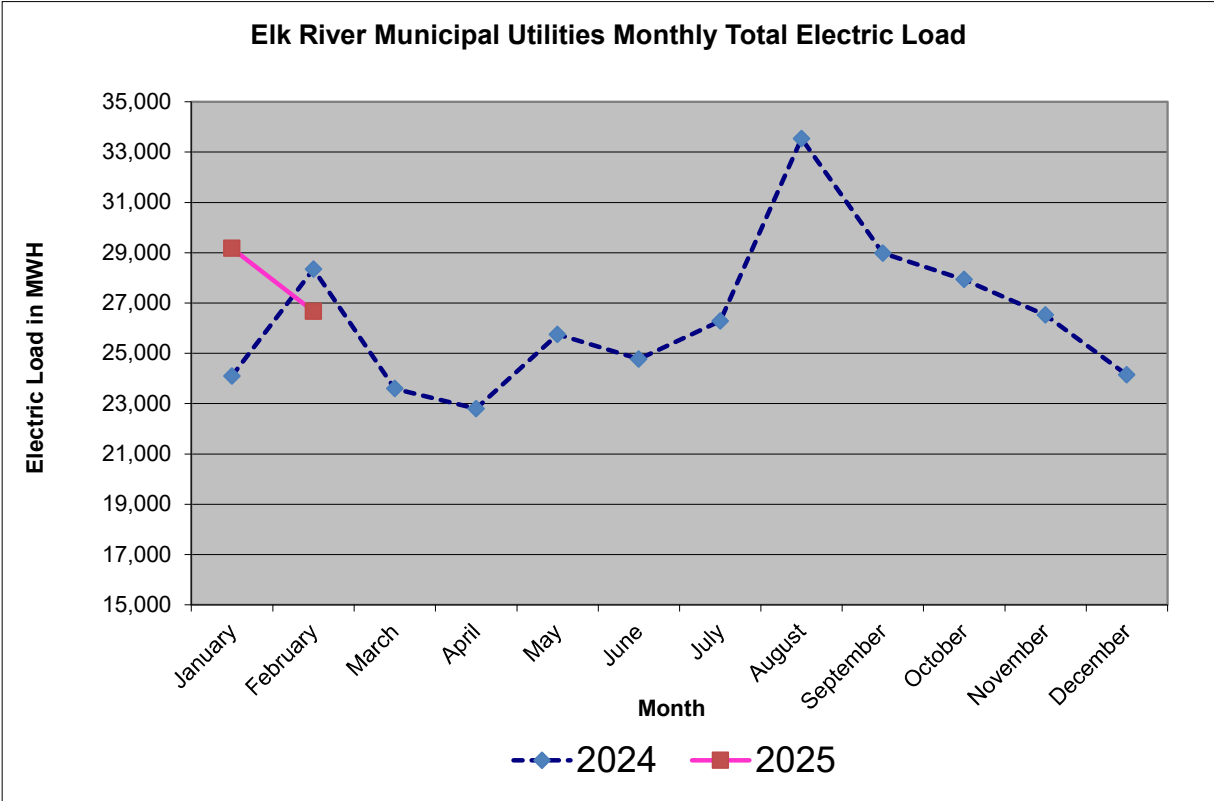
ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING JANUARY 2025

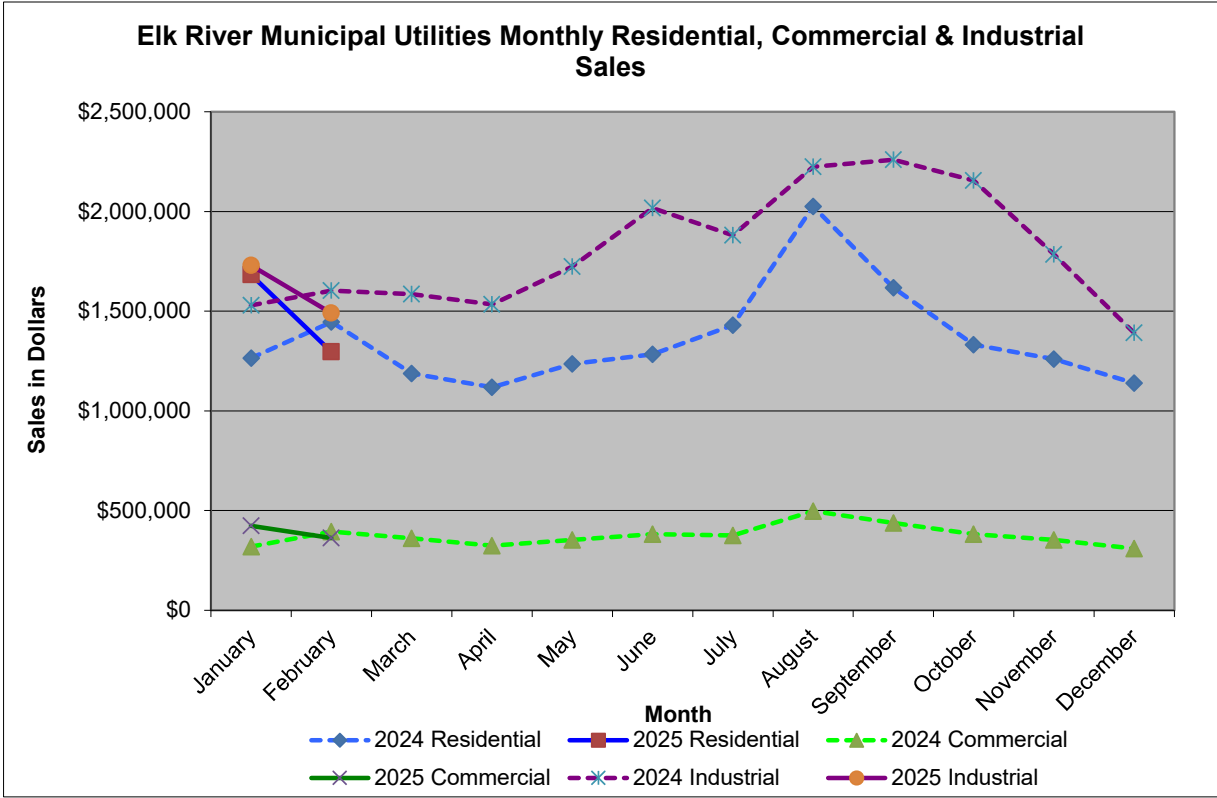
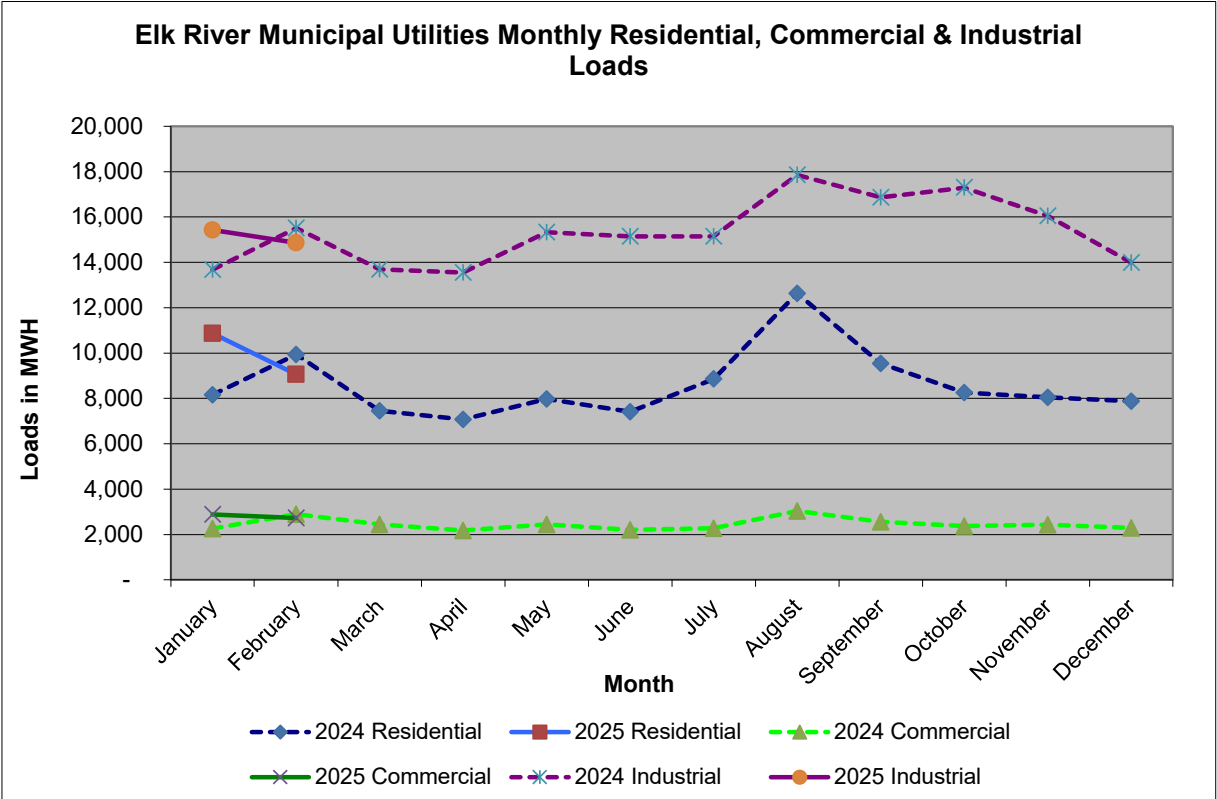
	2025 JANUARY	2025 YTD	2025 YTD BUDGET	YTD Budget Variance	2025 YTD Bud Var%	2025 ANNUAL BUDGET	2024 JANUARY	2024 YTD	YTD VARIANCE	2024 v. 2025 Actual Var%	Variance Item
Water											
Revenue											
Operating Revenue											
Water Sales	165,649	165,649	139,412	26,237	19	3,143,314	135,638	135,638	30,011	22	(1)
Total Operating Revenue	165,649	165,649	139,412	26,237	19	3,143,314	135,638	135,638	30,011	22	
Other Operating Revenue											
Interest/Dividend Income	7,898	7,898	12,583	(4,685)	(37)	151,000	13,839	13,839	(5,941)	(43)	
Customer Penalties	4,583	4,583	2,333	2,249	96	28,000	2,367	2,367	2,215	94	
Connection Fees	31,682	31,682	26,542	5,141	19	318,500	89,938	89,938	(58,256)	(65)	(2)
Misc Revenue	1,286	1,286	1,300	(15)	(1)	426,100	994	994	292	29	
Total Other Revenue	45,449	45,449	42,758	2,691	6	923,600	107,138	107,138	(61,689)	(58)	
Total Revenue	211,098	211,098	182,171	28,927	16	4,066,914	242,776	242,776	(31,679)	(13)	
Expenses											
Production Expense	11,288	11,288	11,250	38	0	135,000	12,142	12,142	(853)	(7)	
Pumping Expense	54,138	54,138	56,013	(1,874)	(3)	672,150	47,387	47,387	6,752	14	
Distribution Expense	26,607	26,607	62,130	(35,523)	(57)	459,660	15,727	15,727	10,881	69	(3)
Depreciation & Amortization	115,582	115,582	110,489	5,093	5	1,325,866	100,743	100,743	14,839	15	
Interest Expense	2,712	2,712	2,712	0	0	31,466	2,912	2,912	(200)	(7)	
Other Operating Expense	83	83	63	20	32	60,750	121	121	(38)	(31)	
Customer Accounts Expense	8,623	8,623	8,771	(148)	(2)	105,250	7,133	7,133	1,489	21	
Administrative Expense	121,462	121,462	121,245	217	0	1,199,700	103,041	103,041	18,421	18	(4)
General Expense	66	66	1,021	(955)	(94)	12,250	61	61	5	8	
Total Expenses(before Operating Transfers)	340,562	340,562	373,693	(33,131)	(9)	4,002,092	289,267	289,267	51,295	18	
Operating Transfer											
Utilities & Labor Donated	0	0	167	(167)	(100)	2,000	0	0	0	0	
Total Operating Transfer	0	0	167	(167)	(100)	2,000	0	0	0	0	
Net Income Profit(Loss)	(129,464)	(129,464)	(191,689)	62,225	32	62,822	(46,490)	(46,490)	(82,974)	(178)	

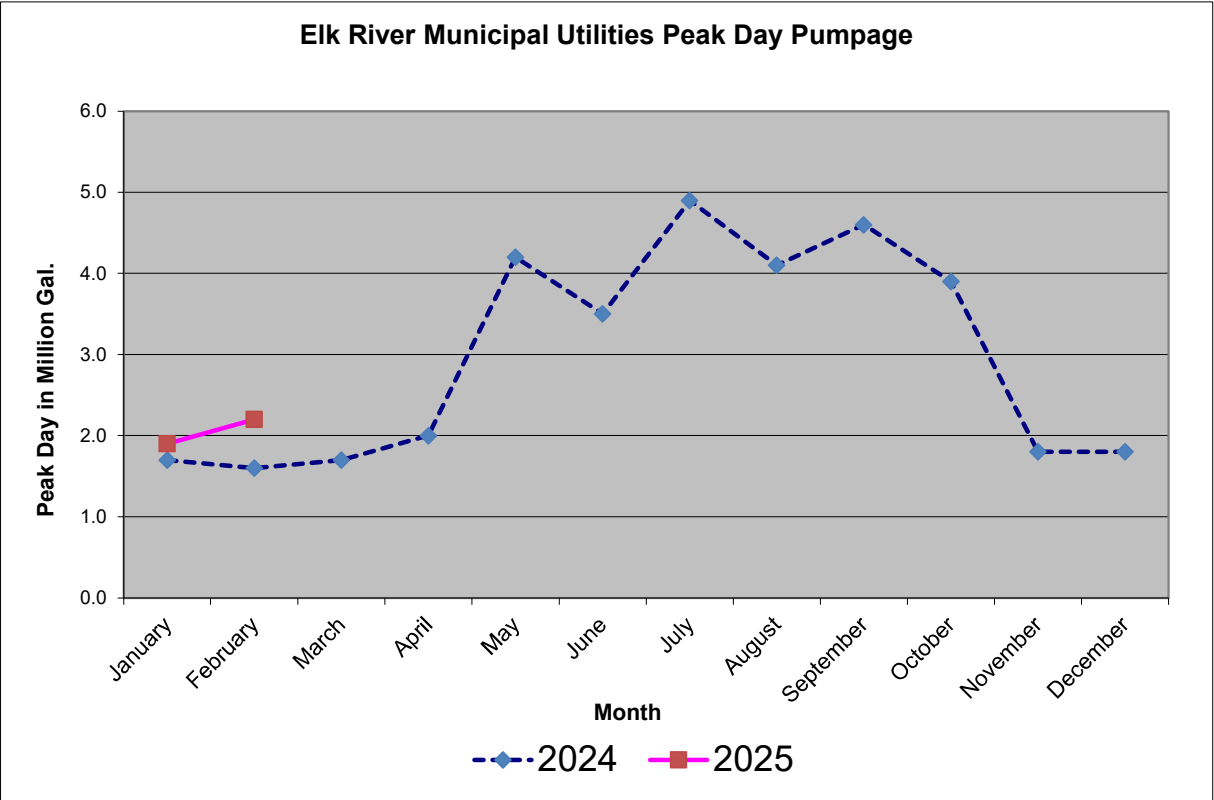
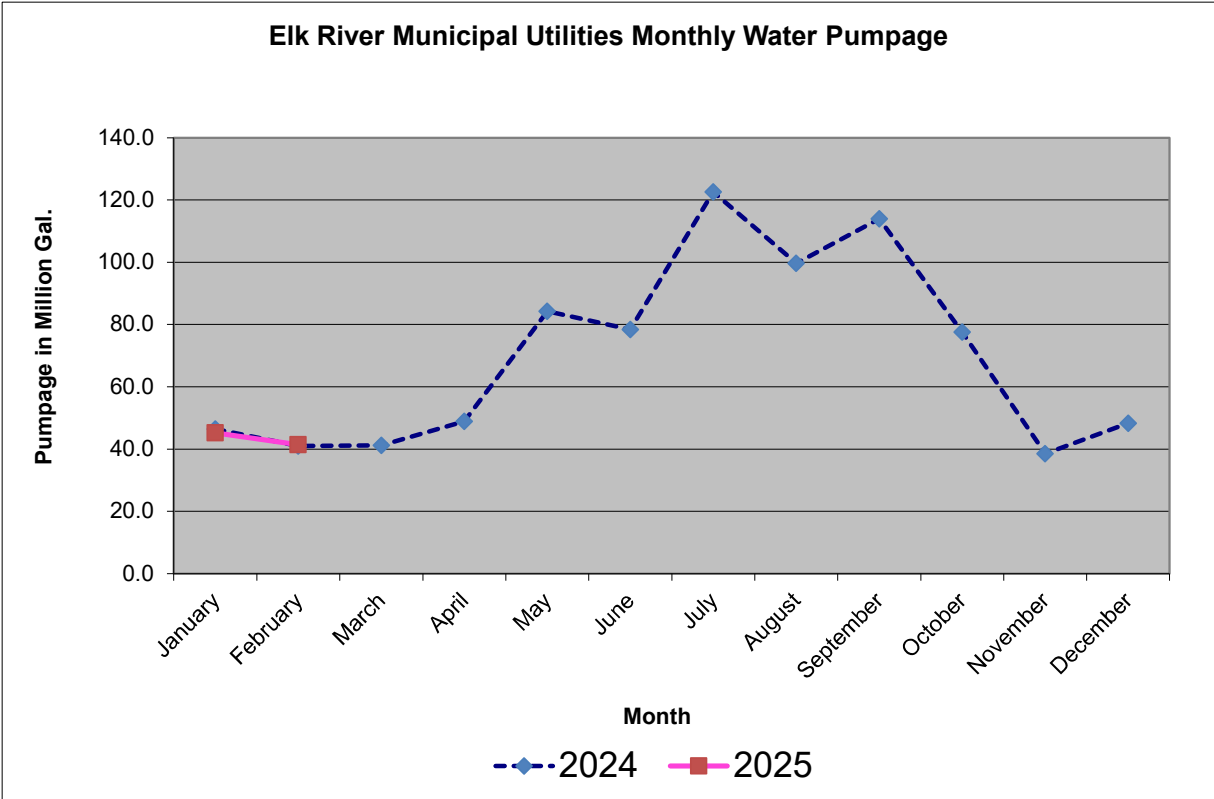
Item Variance of +/- \$15,000 and +/- 15%

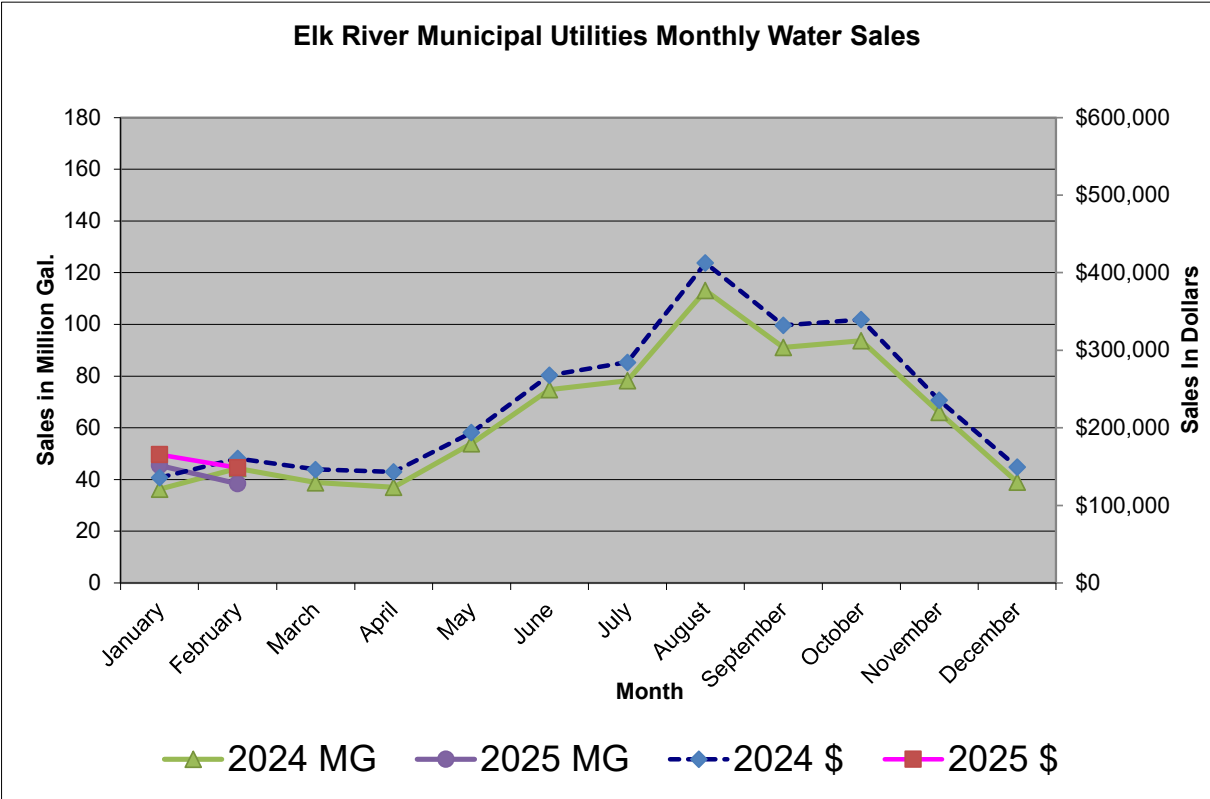
- (1) Budget and PYTD variance is due to increased usage.
- (2) PYTD variance due to a couple of large connection agreements in 2024.
- (3) Budget variance is mainly due to timing of water meter permit.
- (4) PYTD variance is due to increased consulting fees and sick pay (accrual change).











ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING JANUARY 2025

		2025 JANUARY	2025 YTD	2025 YTD BUDGET	2025 ANNUAL BUDGET	2025 YTD Bud Var%	2024 JANUARY	2024 YTD	YTD VARIANCE	2024 v. 2025 Actual Var%
Electric Revenue										
Operating Revenue										
Elk River										
	ELECT SALES - ELK RIVER RESID	1,317,058	1,317,058	1,072,965	14,008,158	23	1,015,025	1,015,025	302,033	30
	ELECT SALES - ELK RIVER NON-D	310,163	310,163	249,192	3,561,584	24	236,554	236,554	73,608	31
	ELECT SALES - ELK RIVER DEMA	1,337,655	1,337,655	1,288,727	18,661,634	4	1,247,893	1,247,893	89,762	7
	PCA SALES REVENUE - ELK RIVE	156,018	156,018	120,802	1,522,421	29	93,737	93,737	62,280	66
	PCA SALES REVENUE - ELK RIVE	40,067	40,067	31,945	423,421	25	25,611	25,611	14,455	56
	PCA SALES REVENUE - ELK RIVE	229,445	229,445	207,215	2,908,507	11	165,236	165,236	64,209	39
	Total For Elk River:	3,390,408	3,390,408	2,970,848	41,085,728	14	2,784,058	2,784,058	606,349	22
Otsego										
	ELECT SALES - OTSEGO RESIDEN	145,738	145,738	113,883	1,546,756	28	110,992	110,992	34,746	31
	ELECT SALES - OTSEGO NON-DEM	42,990	42,990	31,110	499,327	38	31,314	31,314	11,675	37
	ELECT SALES - OTSEGO DEMAND	139,580	139,580	108,698	1,587,577	28	103,144	103,144	36,436	35
	PCA SALES REVENUE - OTSEGO R	16,966	16,966	13,569	168,103	25	9,851	9,851	7,114	72
	PCA SALES REVENUE - OTSEGO N	5,684	5,684	4,823	46,753	18	3,162	3,162	2,522	80
	PCA SALES REVENUE - OTSEGO D	23,482	23,482	18,480	225,212	27	13,237	13,237	10,245	77
	Total For Otsego:	374,443	374,443	290,566	4,073,730	29	271,702	271,702	102,740	38
Rural Big Lake										
	ELECT SALES - BIG LAKE RESIDE	19,795	19,795	16,170	199,359	22	14,967	14,967	4,827	32
	ELECT SALES - BIG LAKE NON-DE	180	180	184	4,810	(2)	163	163	17	11
	PCA SALES REVENUE - BIG LAKE	2,370	2,370	1,686	21,666	41	1,377	1,377	992	72
	PCA SALES REVENUE - BIG LAKE	12	12	300	6,026	(96)	7	7	4	50
	Total For Rural Big Lake:	22,359	22,359	18,342	231,863	22	16,516	16,516	5,842	35
Dayton										
	ELECT SALES - DAYTON RESIDEN	20,583	20,583	15,873	212,063	30	14,726	14,726	5,856	40
	ELECT SALES - DAYTON NON-DE	3,668	3,668	3,088	40,465	19	2,875	2,875	793	28
	PCA SALES REVENUE - DAYTON R	2,394	2,394	1,762	23,047	36	1,300	1,300	1,094	84
	PCA SALES REVENUE - DAYTON	441	441	500	6,410	(12)	258	258	183	71
	Total For Dayton:	27,087	27,087	21,224	281,986	28	19,159	19,159	7,927	41
Public St & Hwy Lighting										
	ELECT SALES - SEC LTS	21,866	21,866	21,750	261,000	1	21,668	21,668	198	1
	Total For Public St & Hwy Lighting:	21,866	21,866	21,750	261,000	1	21,668	21,668	198	1
Other Electric Sales										
	SUB-STATION CREDIT	400	400	400	4,800	0	400	400	0	0

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING JANUARY 2025

	2025 JANUARY	2025 YTD	2025 YTD BUDGET	2025 ANNUAL BUDGET	2025 YTD Bud Var%	2024 JANUARY	2024 YTD	YTD VARIANCE	2024 v. 2025 Actual Var%
Electric									
Total For Other Electric Sales:	400	400	400	4,800	0	400	400	0	0
Total Operating Revenue	<u>3,836,564</u>	<u>3,836,564</u>	<u>3,323,131</u>	<u>45,939,108</u>	<u>15</u>	<u>3,113,505</u>	<u>3,113,505</u>	<u>723,058</u>	<u>23</u>
Other Operating Revenue									
Interest/Dividend Income									
INTEREST & DIVIDEND INCOME	26,207	26,207	29,166	350,000	(10)	47,245	47,245	(21,037)	(45)
Total For Interest/Dividend Income:	26,207	26,207	29,166	350,000	(10)	47,245	47,245	(21,037)	(45)
Customer Penalties									
CUSTOMER DELINQUENT PENALT	24,110	24,110	23,750	285,000	2	20,145	20,145	3,964	20
Total For Customer Penalties:	24,110	24,110	23,750	285,000	2	20,145	20,145	3,964	20
Connection Fees									
DISCONNECT & RECONNECT CHA	32,534	32,534	12,500	150,000	160	91,385	91,385	(58,851)	(64)
Total For Connection Fees:	32,534	32,534	12,500	150,000	160	91,385	91,385	(58,851)	(64)
Misc Revenue									
MISC ELEC REVENUE - TEMP CHG	440	440	208	2,500	112	440	440	0	0
STREET LIGHT	0	0	0	10,000	0	12,600	12,600	(12,600)	(100)
TRANSMISSION INVESTMENTS	60,152	60,152	50,000	600,000	20	55,897	55,897	4,254	8
MISC NON-UTILITY	6,338	6,338	9,166	110,000	(31)	10,968	10,968	(4,630)	(42)
GAIN ON DISPOSITION OF PROPER	16,500	16,500	0	25,000	0	0	0	16,500	0
CONTRIBUTIONS FROM CUSTOME	110,236	110,236	18,750	225,000	488	0	0	110,236	0
Total For Misc Revenue:	193,666	193,666	78,125	972,500	148	79,906	79,906	113,760	142
Total Other Revenue	<u>276,518</u>	<u>276,518</u>	<u>143,541</u>	<u>1,757,500</u>	<u>93</u>	<u>238,681</u>	<u>238,681</u>	<u>37,836</u>	<u>16</u>
Total For Total Other Revenue:	276,518	276,518	143,541	1,757,500	93	238,681	238,681	37,836	16
Total Revenue	<u>4,113,082</u>	<u>4,113,082</u>	<u>3,466,673</u>	<u>47,696,608</u>	<u>19</u>	<u>3,352,187</u>	<u>3,352,187</u>	<u>760,894</u>	<u>23</u>
Expenses									
Purchased Power									
PURCHASED POWER	1,754,429	1,754,429	1,605,183	23,315,290	9	1,709,921	1,709,921	44,507	3
ENERGY ADJUSTMENT CLAUSE	400,267	400,267	545,835	7,284,337	(27)	509,075	509,075	(108,807)	(21)
Total For Purchased Power:	2,154,697	2,154,697	2,151,019	30,599,628	0	2,218,997	2,218,997	(64,299)	(3)
Operating & Mtce Expense									
OPERATING SUPERVISION	14,102	14,102	12,500	150,000	13	11,443	11,443	2,659	23
NATURAL GAS	5,963	5,963	7,000	30,000	(15)	4,885	4,885	1,077	22
ELECTRIC & WATER CONSUMPTI	5,949	5,949	7,500	65,000	(21)	6,743	6,743	(793)	(12)

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING JANUARY 2025

		2025	2025	2025	2025	2025 YTD	2024	2024	YTD	2024 v. 2025
		JANUARY	YTD	YTD BUDGET	ANNUAL BUDGET	Bud Var%	JANUARY	YTD	VARIANCE	Actual Var%
Electric	PLANT SUPPLIES & OTHER EXPEN	84	84	1,250	15,000	(93)	1,959	1,959	(1,874)	(96)
	MISC POWER GENERATION EXPE	0	0	83	1,000	(100)	140	140	(140)	(100)
	MAINTENANCE OF STRUCTURE -	2,406	2,406	1,666	20,000	44	792	792	1,614	204
	MTCE OF PLANT ENGINES/GENER	0	0	416	5,000	(100)	552	552	(552)	(100)
	MTCE OF PLANT/LAND IMPROVE	1,479	1,479	10,000	55,000	(85)	950	950	528	56
	Total For Operating & Mtce Expense:	29,986	29,986	40,416	341,000	(26)	27,467	27,467	2,519	9
Transmission Expense										
	TRANSMISSION MTCE AND EXPE	3,163	3,163	6,333	76,000	(50)	5,558	5,558	(2,394)	(43)
	Total For Transmission Expense:	3,163	3,163	6,333	76,000	(50)	5,558	5,558	(2,394)	(43)
Distribution Expense										
	REMOVE EXISTING SERVICE & M	108	108	166	2,000	(35)	0	0	108	0
	SCADA EXPENSE	6,329	6,329	5,000	60,000	27	2,952	2,952	3,377	114
	TRANSFORMER EXPENSE OH & U	1,225	1,225	2,083	25,000	(41)	1,031	1,031	193	19
	MTCE OF SIGNAL SYSTEMS	0	0	250	3,000	(100)	139	139	(139)	(100)
	METER EXPENSE - REMOVE & RE	0	0	125	1,500	(100)	241	241	(241)	(100)
	TEMP SERVICE - INSTALL & REM	623	623	833	10,000	(25)	0	0	623	0
	MISC DISTRIBUTION EXPENSE	40,314	40,314	35,000	420,000	15	39,229	39,229	1,084	3
	Total For Distribution Expense:	48,601	48,601	43,458	521,500	12	43,594	43,594	5,007	11
Maintenance Expense										
	MTCE OF STRUCTURES	13,499	13,499	7,666	92,000	76	4,725	4,725	8,774	186
	MTCE OF SUBSTATIONS	592	592	3,750	45,000	(84)	3,902	3,902	(3,309)	(85)
	MTCE OF SUBSTATION EQUIPME	3,155	3,155	12,500	150,000	(75)	16,059	16,059	(12,903)	(80)
	MTCE OF OH LINES/TREE TRIM	53,812	53,812	69,000	300,000	(22)	68,239	68,239	(14,426)	(21)
	MTCE OF OH LINES/STANDBY	3,338	3,338	4,166	50,000	(20)	3,935	3,935	(597)	(15)
	MTCE OF OH PRIMARY	32,632	32,632	15,833	190,000	106	15,420	15,420	17,212	112
	MTCE OF URD PRIMARY	10,063	10,063	25,000	300,000	(60)	(8,250)	(8,250)	18,313	222
	LOCATE ELECTRIC LINES	3,758	3,758	10,416	125,000	(64)	3,480	3,480	278	8
	LOCATE FIBER LINES	76	76	208	2,500	(63)	0	0	76	0
	MTCE OF LINE TRANSFORMERS	3,534	3,534	6,250	75,000	(43)	2,425	2,425	1,109	46
	MTCE OF STREET LIGHTING	7,090	7,090	5,750	69,000	23	8,501	8,501	(1,410)	(17)
	MTCE OF SECURITY LIGHTING	4,299	4,299	2,083	25,000	106	1,771	1,771	2,528	143
	MTCE OF METERS	1,231	1,231	6,666	80,000	(82)	7,116	7,116	(5,884)	(83)
	VOLTAGE COMPLAINTS	542	542	1,000	12,000	(46)	0	0	542	0
	SALARIES TRANSMISSION & DIST	3,157	3,157	3,000	36,000	5	2,604	2,604	553	21
	ELECTRIC MAPPING	15,771	15,771	12,916	155,000	22	30,979	30,979	(15,207)	(49)

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
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FOR PERIOD ENDING JANUARY 2025

Electric		2025	2025	2025	2025	2025 YTD	2024	2024	YTD	2024 v. 2025
		JANUARY	YTD	YTD BUDGET	ANNUAL BUDGET	Bud Var%	JANUARY	YTD	VARIANCE	Actual Var%
	FIBER MAPPING	0	0	1,250	15,000	(100)	0	0	0	0
	MTCE OF OH SECONDARY	2,694	2,694	1,916	23,000	41	1,409	1,409	1,284	91
	MTCE OF URD SECONDARY	6,916	6,916	6,250	75,000	11	3,709	3,709	3,206	86
	TRANSPORTATION EXPENSE	36,293	36,293	27,083	325,000	34	43,166	43,166	(6,872)	(16)
	Total For Maintenance Expense:	202,463	202,463	222,708	2,144,500	(9)	209,197	209,197	(6,734)	(3)
Depreciation & Amortization										
	DEPRECIATION	231,972	231,972	222,617	2,671,415	4	218,417	218,417	13,554	6
	AMORTIZATION	55,677	55,677	55,678	668,136	0	55,677	55,677	0	0
	Total For Depreciation & Amortization:	287,650	287,650	278,295	3,339,551	3	274,095	274,095	13,554	5
Interest Expense										
	INTEREST EXPENSE - BONDS	68,246	68,246	68,246	794,932	0	71,400	71,400	(3,154)	(4)
	AMORTIZATION OF DEBT DISCOU	(4,988)	(4,988)	(4,988)	(59,863)	0	(4,988)	(4,988)	0	0
	Total For Interest Expense:	63,257	63,257	63,257	735,069	0	66,412	66,412	(3,154)	(5)
Other Operating Expense										
	EV CHARGING EXPENSE	203	203	116	1,400	74	207	207	(4)	(2)
	LOSS ON DISPOSITION OF PROP (C	0	0	0	160,000	0	0	0	0	0
	OTHER DONATIONS	126	126	166	2,000	(25)	0	0	126	0
	PENSION EXPENSE	0	0	0	259,000	0	0	0	0	0
	INTEREST EXPENSE - METER DEP	4,072	4,072	5,000	60,000	(19)	4,660	4,660	(587)	(13)
	Total For Other Operating Expense:	4,402	4,402	5,283	482,400	(17)	4,867	4,867	(465)	(10)
Customer Accounts Expense										
	METER READING EXPENSE	3,446	3,446	2,916	35,000	18	3,672	3,672	(226)	(6)
	DISCONNECT/RECONNECT EXPEN	0	0	833	10,000	(100)	1,341	1,341	(1,341)	(100)
	MISC CUSTOMER ACCOUNTS EXP	31,478	31,478	33,333	400,000	(6)	26,897	26,897	4,580	17
	BAD DEBT EXPENSE & RECOVER	199	199	2,083	25,000	(90)	1,240	1,240	(1,040)	(84)
	Total For Customer Accounts Expense:	35,125	35,125	39,166	470,000	(10)	33,152	33,152	1,972	6
Administrative Expense										
	SALARIES OFFICE & COMMISSION	83,083	83,083	90,416	1,085,000	(8)	75,278	75,278	7,805	10
	TEMPORARY STAFFING	0	0	333	4,000	(100)	0	0	0	0
	OFFICE SUPPLIES	5,403	5,403	11,250	135,000	(52)	4,557	4,557	846	19
	ELECTRIC & WATER CONSUMPTI	1,873	1,873	2,666	32,000	(30)	2,146	2,146	(272)	(13)
	BANK FEES	288	288	250	3,000	15	135	135	152	113
	LEGAL FEES	577	577	2,500	30,000	(77)	1,264	1,264	(687)	(54)
	AUDITING FEES	1,720	1,720	1,720	20,640	0	1,640	1,640	80	5
	INSURANCE	14,866	14,866	16,250	195,000	(9)	15,414	15,414	(547)	(4)

ELK RIVER MUNICIPAL UTILITIES
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Electric	2025	2025	2025	2025	2025 YTD	2024	2024	YTD	2024 v. 2025
	JANUARY	YTD	YTD BUDGET	ANNUAL BUDGET	Bud Var%	JANUARY	YTD	VARIANCE	Actual Var%
UTILITY SHARE - DEFERRED COM	23,052	23,052	10,708	128,500	115	17,288	17,288	5,763	33
UTILITY SHARE - MEDICAL/DENT	182,364	182,364	185,000	942,322	(1)	186,534	186,534	(4,169)	(2)
UTILITY SHARE - PERA	28,269	28,269	26,791	321,500	6	26,121	26,121	2,147	8
UTILITY SHARE - FICA	26,685	26,685	26,291	315,500	1	25,252	25,252	1,433	6
EMPLOYEE SICK PAY	29,671	29,671	17,000	204,000	75	(3,137)	(3,137)	32,809	1,046
EMPLOYEE HOLIDAY PAY	31,491	31,491	32,350	194,100	(3)	30,692	30,692	798	3
EMPLOYEE VACATION & PTO PA	67,680	67,680	57,000	325,000	19	49,557	49,557	18,123	37
UPMIC DISTRIBUTION	0	0	0	86,000	0	0	0	0	0
LONGEVITY PAY	0	0	0	9,945	0	0	0	0	0
CONSULTING FEES	0	0	19,916	239,000	(100)	2,033	2,033	(2,033)	(100)
TELEPHONE	2,876	2,876	3,166	38,000	(9)	2,911	2,911	(34)	(1)
ADVERTISING	1,320	1,320	1,666	20,000	(21)	1,632	1,632	(312)	(19)
DUES & SUBSCRIPTIONS - FEES	11,773	11,773	12,667	152,009	(7)	7,492	7,492	4,280	57
SCHOOLS & MEETINGS	5,837	5,837	17,000	292,333	(66)	19,856	19,856	(14,018)	(71)
MTCE OF GENERAL PLANT & OFFI	865	865	916	11,000	(6)	845	845	20	2
Total For Administrative Expense:	519,700	519,700	535,862	4,783,849	(3)	467,515	467,515	52,184	11
General Expense									
CIP REBATES - RESIDENTIAL	11,714	11,714	7,563	90,758	55	7,025	7,025	4,689	67
CIP REBATES - COMMERCIAL	0	0	9,333	112,000	(100)	0	0	0	0
CIP - ADMINISTRATION	11,083	11,083	15,247	182,965	(27)	10,000	10,000	1,083	11
CIP - MARKETING	9,020	9,020	4,269	51,235	111	813	813	8,207	1,008
CIP - LABOR	9,232	9,232	11,151	133,822	(17)	11,050	11,050	(1,817)	(16)
CIP REBATES - LOW INCOME	0	0	1,560	18,720	(100)	0	0	0	0
CIP - LOW INCOME LABOR	921	921	833	10,000	11	863	863	57	7
ENVIRONMENTAL COMPLIANCE	2,382	2,382	2,916	35,000	(18)	2,547	2,547	(164)	(6)
MISC GENERAL EXPENSE	(44)	(44)	441	5,300	(110)	(20)	(20)	(23)	(120)
Total For General Expense:	44,312	44,312	53,316	639,800	(17)	32,279	32,279	12,032	(37)
Total Expenses(before Operating Transfers)	3,393,360	3,393,360	3,439,118	44,133,298	(1)	3,383,137	3,383,137	10,222	0
Operating Transfer									
Operating Transfer/Other Funds									
TRANSFER TO CITY ELK RIVER R	136,320	136,320	118,833	1,643,429	15	112,061	112,061	24,259	22
Total For Operating Transfer/Other Funds:	136,320	136,320	118,833	1,643,429	15	112,061	112,061	24,259	22
Utilities & Labor Donated									
UTILITIES & LABOR DONATED TO	19,829	19,829	22,083	265,000	(10)	18,821	18,821	1,008	5

ELK RIVER MUNICIPAL UTILITIES
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Electric		2025	2025	2025	2025	2025 YTD	2024	2024	YTD	2024 v. 2025
		JANUARY	YTD	YTD	ANNUAL	Bud Var%	JANUARY	YTD	VARIANCE	Actual Var%
	Total For Utilities & Labor Donated:	19,829	19,829	22,083	265,000	(10)	18,821	18,821	1,008	5
	Total Operating Transfer									
	Total For Total Operating Transfer:	156,150	156,150	140,917	1,908,429	11	130,882	130,882	25,267	19
	Net Income Profit(Loss)	563,571	563,571	(113,362)	1,654,880	597	(161,832)	(161,832)	725,404	448

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	2025 JANUARY	2025 YTD	2025 YTD BUDGET	2025 ANNUAL BUDGET	2025 YTD Bud Var%	2024 JANUARY	2024 YTD	YTD VARIANCE	2024 v. 2025 Actual Var%
Water									
Revenue									
Operating Revenue									
Water Sales									
WATER SALES RESIDENTIAL	101,257	101,257	87,662	1,768,457	16	87,481	87,481	13,776	16
WATER SALES COMMERCIAL	62,704	62,704	49,997	1,024,735	25	46,521	46,521	16,183	35
WATER SALES IRRIGATION	1,686	1,686	1,752	350,120	(4)	1,635	1,635	51	3
Total For Water Sales:	165,648	165,648	139,412	3,143,313	19	135,638	135,638	30,010	22
Total Operating Revenue	165,648	165,648	139,412	3,143,313	19	135,638	135,638	30,010	22
Total For Total Operating Revenue:	165,648	165,648	139,412	3,143,313	19	135,638	135,638	30,010	22
Other Operating Revenue									
Interest/Dividend Income									
INTEREST & DIVIDEND INCOME	7,898	7,898	12,500	150,000	(37)	13,839	13,839	(5,940)	(43)
OTHER INTEREST/MISC REVENUE	0	0	83	1,000	(100)	0	0	0	0
Total For Interest/Dividend Income:	7,898	7,898	12,583	151,000	(37)	13,839	13,839	(5,940)	(43)
Customer Penalties									
CUSTOMER PENALTIES	4,582	4,582	2,333	28,000	96	2,367	2,367	2,215	94
Total For Customer Penalties:	4,582	4,582	2,333	28,000	96	2,367	2,367	2,215	94
Connection Fees									
WATER/ACCESS/CONNECTION FE	25,200	25,200	21,250	255,000	19	78,149	78,149	(52,949)	(68)
CUSTOMER CONNECTION FEES	3,151	3,151	2,708	32,500	16	3,765	3,765	(614)	(16)
BULK WATER SALES/HYDRANT R	3,330	3,330	2,583	31,000	29	8,022	8,022	(4,692)	(58)
Total For Connection Fees:	31,682	31,682	26,541	318,500	19	89,937	89,937	(58,255)	(65)
Misc Revenue									
MISC NON-UTILITY	310	310	8	100	3,788	20	20	290	1,455
GAIN ON DISPOSITION OF PROPER	0	0	0	8,000	0	0	0	0	0
MISCELLANEOUS REVENUE	0	0	41	500	(100)	0	0	0	0
HYDRANT MAINTENANCE PROGR	975	975	1,250	15,000	(22)	973	973	1	0
WATER TOWER LEASE	0	0	0	327,500	0	0	0	0	0
LEASE INTEREST REVENUE	0	0	0	75,000	0	0	0	0	0
Total For Misc Revenue:	1,285	1,285	1,300	426,100	(1)	993	993	291	29
Total Other Revenue	45,448	45,448	42,758	923,600	6	107,138	107,138	(61,689)	(58)
Total For Total Other Revenue:	45,448	45,448	42,758	923,600	6	107,138	107,138	(61,689)	(58)

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		2025	2025	2025	2025	2025 YTD	2024	2024	YTD	2024 v. 2025
		JANUARY	YTD	YTD BUDGET	ANNUAL BUDGET	Bud Var%	JANUARY	YTD	VARIANCE	Actual Var%
Water										
	Total Revenue	<u>211,097</u>	<u>211,097</u>	<u>182,170</u>	<u>4,066,913</u>	<u>16</u>	<u>242,776</u>	<u>242,776</u>	<u>(31,678)</u>	<u>(13)</u>
Expenses										
Production Expense										
	MTCE OF STRUCTURES	11,288	11,288	11,250	135,000	0	12,141	12,141	(853)	(7)
	Total For Production Expense:	<u>11,288</u>	<u>11,288</u>	<u>11,250</u>	<u>135,000</u>	<u>0</u>	<u>12,141</u>	<u>12,141</u>	<u>(853)</u>	<u>(7)</u>
Pumping Expense										
	SUPERVISION	6,832	6,832	6,333	76,000	8	6,186	6,186	645	10
	ELECTRIC & GAS UTILITIES	20,449	20,449	25,833	310,000	(21)	20,137	20,137	311	2
	SAMPLING	890	890	2,012	24,150	(56)	1,775	1,775	(885)	(50)
	CHEMICAL FEED	4,031	4,031	4,166	50,000	(3)	2,238	2,238	1,792	80
	MTCE OF WELLS	21,585	21,585	16,666	200,000	30	16,731	16,731	4,853	29
	SCADA - PUMPING	349	349	1,000	12,000	(65)	315	315	33	11
	Total For Pumping Expense:	<u>54,138</u>	<u>54,138</u>	<u>56,012</u>	<u>672,150</u>	<u>(3)</u>	<u>47,386</u>	<u>47,386</u>	<u>6,751</u>	<u>14</u>
Distribution Expense										
	MTCE OF WATER MAINS	2,727	2,727	14,583	175,000	(81)	2,402	2,402	325	14
	LOCATE WATER LINES	703	703	1,666	20,000	(58)	508	508	194	38
	MTCE OF WATER SERVICES	0	0	41	500	(100)	0	0	0	0
	WATER METER SERVICE	3,656	3,656	5,833	70,000	(37)	3,963	3,963	(306)	(8)
	BACKFLOW DEVICE INSPECTION	1,229	1,229	1,350	23,160	(9)	1,261	1,261	(31)	(3)
	MTCE OF CUSTOMERS SERVICE	2,887	2,887	2,916	35,000	(1)	2,940	2,940	(52)	(2)
	WATER MAPPING	8,254	8,254	1,416	17,000	482	1,564	1,564	6,689	428
	FIBER MAPPING	0	0	1,250	15,000	(100)	0	0	0	0
	MTCE OF WATER HYDRANTS - PU	5,549	5,549	1,833	22,000	203	539	539	5,009	928
	MTCE OF WATER HYDRANTS - PR	0	0	500	6,000	(100)	0	0	0	0
	WATER CLOTHING/PPE	79	79	1,250	15,000	(94)	399	399	(320)	(80)
	WAGES WATER	782	782	833	10,000	(6)	664	664	117	18
	TRANSPORTATION EXPENSE	737	737	2,000	24,000	(63)	1,481	1,481	(744)	(50)
	WATER PERMIT	0	0	26,655	27,000	(100)	0	0	0	0
	Total For Distribution Expense:	<u>26,607</u>	<u>26,607</u>	<u>62,130</u>	<u>459,660</u>	<u>(57)</u>	<u>15,726</u>	<u>15,726</u>	<u>10,880</u>	<u>69</u>
Depreciation & Amortization										
	DEPRECIATION	115,581	115,581	110,488	1,325,865	5	100,742	100,742	14,838	15
	Total For Depreciation & Amortization:	<u>115,581</u>	<u>115,581</u>	<u>110,488</u>	<u>1,325,865</u>	<u>5</u>	<u>100,742</u>	<u>100,742</u>	<u>14,838</u>	<u>15</u>
Interest Expense										
	INTEREST EXPENSE - BONDS	3,266	3,266	3,266	38,117	0	3,466	3,466	(200)	(6)
	AMORTIZATION OF DEBT DISCOU	(554)	(554)	(554)	(6,651)	0	(554)	(554)	0	0

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Water		2025	2025	2025	2025	2025 YTD	2024	2024	YTD	2024 v. 2025
		JANUARY	YTD	YTD BUDGET	ANNUAL BUDGET	Bud Var%	JANUARY	YTD	VARIANCE	Actual Var%
	Total For Interest Expense:	2,712	2,712	2,712	31,466	0	2,912	2,912	(200)	(7)
Other Operating Expense										
	LOSS ON DISPOSITION OF PROP (C	0	0	0	16,000	0	0	0	0	0
	DAM MAINTENANCE EXPENSE	30	30	0	0	0	0	0	30	0
	PENSION EXPENSE	0	0	0	44,000	0	0	0	0	0
	INTEREST EXPENSE - METER DEP	52	52	62	750	(17)	120	120	(68)	(57)
	Total For Other Operating Expense:	82	82	62	60,750	32	120	120	(38)	(31)
Customer Accounts Expense										
	METER READING EXPENSE	569	569	583	7,000	(2)	190	190	378	199
	MISC CUSTOMER ACCOUNTS EXP	8,053	8,053	8,166	98,000	(1)	6,943	6,943	1,110	16
	BAD DEBT EXPENSE & RECOVER	0	0	20	250	(100)	0	0	0	0
	Total For Customer Accounts Expense:	8,622	8,622	8,770	105,250	(2)	7,133	7,133	1,489	21
Administrative Expense										
	SALARIES OFFICE & COMMISSION	24,476	24,476	24,000	288,000	2	21,880	21,880	2,596	12
	TEMPORARY STAFFING	0	0	83	1,000	(100)	0	0	0	0
	OFFICE SUPPLIES	1,324	1,324	2,500	30,000	(47)	1,074	1,074	249	23
	ELECTRIC & WATER CONSUMPTI	468	468	583	7,000	(20)	536	536	(68)	(13)
	BANK FEES	77	77	58	700	34	33	33	44	129
	LEGAL FEES	144	144	416	5,000	(65)	287	287	(142)	(50)
	AUDITING FEES	430	430	558	6,700	(23)	410	410	20	5
	INSURANCE	3,487	3,487	3,666	44,000	(5)	3,460	3,460	27	1
	UTILITY SHARE - DEFERRED COM	3,355	3,355	2,008	24,100	67	2,200	2,200	1,154	52
	UTILITY SHARE - MEDICAL/DENT	41,680	41,680	43,000	269,977	(3)	39,947	39,947	1,732	4
	UTILITY SHARE - PERA	5,556	5,556	5,708	68,500	(3)	4,942	4,942	614	12
	UTILITY SHARE - FICA	5,309	5,309	5,500	66,000	(3)	4,797	4,797	511	11
	EMPLOYEE SICK PAY	5,125	5,125	2,916	35,000	76	1,956	1,956	3,168	162
	EMPLOYEE HOLIDAY PAY	6,257	6,257	6,920	41,525	(10)	4,493	4,493	1,764	39
	EMPLOYEE VACATION & PTO PA	14,008	14,008	12,000	66,000	17	10,277	10,277	3,731	36
	UPMIC DISTRIBUTION	0	0	0	18,500	0	0	0	0	0
	WELLHEAD PROTECTION	0	0	170	2,000	(100)	0	0	0	0
	LONGEVITY PAY	0	0	0	2,130	0	0	0	0	0
	CONSULTING FEES	4,880	4,880	4,783	57,400	2	508	508	4,371	861
	TELEPHONE	637	637	625	7,500	2	712	712	(75)	(11)
	ADVERTISING	380	380	416	5,000	(9)	408	408	(28)	(7)
	DUES & SUBSCRIPTIONS - FEES	2,403	2,403	1,600	89,961	50	866	866	1,536	177

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING JANUARY 2025

	2025 JANUARY	2025 YTD	2025 YTD BUDGET	2025 ANNUAL BUDGET	2025 YTD Bud Var%	2024 JANUARY	2024 YTD	YTD VARIANCE	2024 v. 2025 Actual Var%
Water									
SCHOOLS & MEETINGS	1,243	1,243	3,500	60,956	(64)	4,034	4,034	(2,791)	(69)
MTCE OF GENERAL PLANT & OFFI	216	216	229	2,750	(6)	211	211	5	2
Total For Administrative Expense:	121,462	121,462	121,244	1,199,699	0	103,041	103,041	18,420	18
General Expense									
CIP REBATES - RESIDENTIAL	0	0	416	5,000	(100)	0	0	0	0
CIP REBATES - COMMERCIAL	0	0	41	500	(100)	0	0	0	0
CIP - MARKETING	0	0	166	2,000	(100)	0	0	0	0
CIP - LABOR	0	0	208	2,500	(100)	0	0	0	0
ENVIRONMENTAL COMPLIANCE	65	65	166	2,000	(60)	60	60	5	8
MISC GENERAL EXPENSE	0	0	20	250	(100)	0	0	0	0
Total For General Expense:	65	65	1,020	12,250	(94)	60	60	5	8
Total Expenses(before Operating Transfers)	340,561	340,561	373,692	4,002,091	(9)	289,266	289,266	51,295	18
Operating Transfer									
Utilities & Labor Donated									
WATER & LABOR DONATED TO CI	0	0	166	2,000	(100)	0	0	0	0
Total Operating Transfer									
Total For Total Operating Transfer:	0	0	166	2,000	(100)	0	0	0	0
Net Income Profit(Loss)	(129,464)	(129,464)	(191,688)	62,821	32	(46,490)	(46,490)	(82,973)	(178)

Beginning Fiscal Period[YYYYMM]

202501

GL Division

All

GL Department

All

Ending Fiscal Period[YYYYMM]

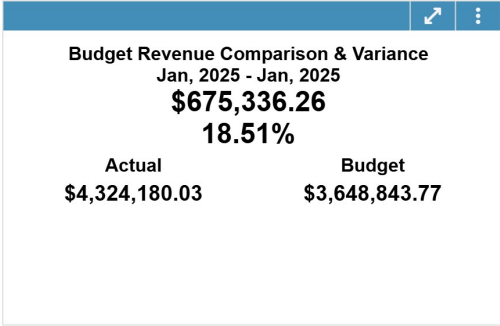
202501

GL Activity

All

Period Type

Closed Period



TO: ERMU Commission	FROM: Mike Tietz – Technical Services Superintendent
MEETING DATE: March 11, 2025	AGENDA ITEM NUMBER: 5.3
SUBJECT: Advanced Metering Infrastructure Update	
ACTION REQUESTED: None	

DISCUSSION:

As of March 4, Allegiant has completed 3,904 residential water meter replacements (corrected number for February report is 3,693) and 491 retrofits. Allegiant has reduced staffing to two water technicians working on our project. Based on the current appointments, Allegiant will be done at the end of March unless we can fill the schedule. The residential water meter exchange work is approximately 88.3% complete.

To date we have made 71 residential repairs utilizing master plumber Karsten Nelson (Archer Plumbing) with a running total of \$25,010.36 in repair costs. This is about a 1.82% 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 200 commercial water meter replacements and 27 retrofits as of March 4. The commercial water meter exchange work is about 37.5% complete.

As of March 4, Allegiant has completed 7,010 residential electric meter replacements. Allegiant will have two technicians on the project until they complete the installations. The residential electric meter exchange work is about 57% complete. 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 received the remainder (2,116) of our 2S-200A residential electric meters on February 28.

I must note that there was a \$75 adder for all commercial meters that was just recently discovered that was not accounted for in the original bid pricing. This will add about \$64,000 to the overall electric project. ERMU staff will be utilized for all commercial installations.

Overall, approximately 71% of the total available AMI meters have been installed.

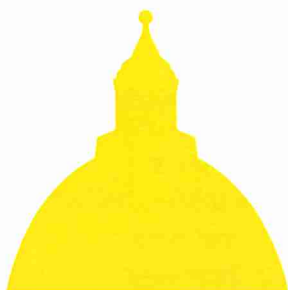
TO: ERMU Commission	FROM: Mark Hanson – General Manager
MEETING DATE: March 11, 2025	AGENDA ITEM NUMBER: 6.1a
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- The League of Minnesota Cities Insurance Trust denied the adjacent homeowner’s claim for our water main break at 175th Street and Polk Avenue. The adjustor said there was no negligence in our maintenance practices nor our response to the break. The leak and the road have both been repaired, although the road will need to be repaved in the spring when the asphalt plants open. The adjustor estimates the homeowner may have upwards of \$10K-\$15K in landscape and structural repairs that will likely not be covered by his insurance.
- Commissioner Zerwas, Commissioner Bell, Governance & Communications Manager Tony Mauren, and I attended the 2025 American Public Power Association’s (APPA) Legislative Rally in Washington, D.C., February 24-27. APPA offered great sessions on their recommended legislative priorities. The entire Minnesota Municipal Utilities Association (MMUA) delegation met with Senators Klobuchar and Smith on Wednesday morning, both senators were very supportive of our priorities (attached). In the afternoon, the ERMU contingent had a great meeting with Congressman Emmer. He reassured us he was supportive of our top three asks (tax free municipal bonding, elective pay, and permitting reform) and would work to gain additional support in the House.
- The Minnesota Municipal Power Agency (MMPA) Board of Directors met February 18, 2025, at Chaska City Hall in Chaska, Minnesota and via videoconference. Commissioner Stewart and I attended. The public summary follows:
 - Management reviewed 2024 performance. A presentation summary is attached.
 - The Board reviewed the Agency’s financial/operating performance for January 2025.
 - Participation in the residential Clean Energy Choice program increased by 36 customers. Customer penetration for the program is 6.0%.
 - The Board discussed the status of renewable projects the Agency is pursuing.
 - The amendment to MMPA’s Agency Agreement regarding the calculation of weighted voting totals has been filed with the Minnesota Secretary of State’s Office.

ATTACHMENTS:

- MMUA Federal Legislative Priorities
- MMPA's 2024 Year in Review Summary



2025 Federal Legislative Priorities

Issue Discussed	Requested Legislative Action
Municipal bonds	Protect and continue the current tax exemption for municipal bonds. Bonding is the primary way local governments finance infrastructure. Current law exempts the interest paid on municipal bonds from being subject to federal taxes and has provided this exemption since the US federal tax code was developed in 1913. This makes municipal bonds more attractive to investors, and it collectively saves local governments billions of dollars each year. Subjecting municipal bonds to taxes would amount to being a tax imposed on local government and would increase the costs of projects. These increases would be passed on to customers through increased utility rates, higher taxes, enhanced user fees, and other added costs.
Support direct/elective pay tax credits	Preserve and protect “direct pay,” aka “elective pay,” tax credits as authorized by Congress in 2022. This tool helps level the playing field for municipal utilities looking to invest in clean energy. Under direct pay, all sectors of the electricity industry—private investor-owned utilities (IOUs), rural electric cooperatives, and municipal utilities—have access to these new tax credits that provide financial incentives to promote a wide array of clean energy solutions. These resources include nuclear, carbon capture, battery storage, hydro, and other renewable energy infrastructure.
Public finance	Complete the modernization of public finance laws. Our priorities include (1) restoring the authority to use advance refunding bonds which will save municipal utilities millions of dollars in interest rates, (2) increasing the threshold under which a lender remains a small issuer from \$10 million to \$30 million, thus allowing smaller lending institutions to remain competitive at the local level, and (3) exempting public finance bonds and grants to local governments from sequestration and recission, which will help protect stability and encourage investment in our communities.
Taxes on nonprofits	Oppose additional taxing of nonprofits. Nonprofit entities are currently exempt from most federal income taxes. They do currently pay federal taxes on unrelated business income (UBIT), and they pay many other forms of tax as well. Additional taxing of nonprofits will increase costs, which in turn will likely reduce the services they can offer for the greater good. Further taxing of entities like MMUA that assist local governments amounts to taxing the local units because they will have to pay more for the specialized services offered by the nonprofit. These expenses will, in turn, be passed on to ratepayers, indirectly increasing their taxes through higher utility bills.
Permitting reform	Support bipartisan permitting reform legislation. We urge Congress to approve bipartisan legislation that (1) streamlines federal regulations and permits for energy projects across the country, (2) allows new energy infrastructure, including pipelines and transmission, and (3) reduces judicial review guidelines.

Issue Discussed	Summary of Discussion
Lead service lines replacement	Repeal the mandate to replace lead service lines by 2037 or pass legislation that makes compliance feasible. While municipal utilities believe everyone should have safe drinking water, the current federal mandate creates an under-funded requirement and exposes utilities to increased liability for property damage incurred during a switch out. Estimated costs are several times higher than the \$15 billion currently budgeted to help local governments offset the expense of replacing lead service lines. Alternatively, make the deadline attainable by (1) providing full funding to replace existing lead pipes, and (2) pass immunity protections to hold utilities harmless for damages that may occur to property and structures as a result of the excavation and related work required to switch out the service lines.
Workforce incentives	Sign onto and support the Freedom to Invest in Tomorrow's Workforce Act. HR 1151 has enjoyed broad bipartisan support in the past, including having Rep. Finstad as a co-author. Now is the time to get it passed and signed into law. Workforce shortage is a widespread problem for utilities, especially those located in less populated areas. HR 1151 is legislation that would allow more flexibility in how the proceeds of a 529 Savings Plan can be spent. For the first time 529 funds could be used for expenses related to training in middle-skill jobs that may require a certificate or license but not a college degree or graduate education. These skilled trade jobs make up the majority of utility jobs. Passing this legislation will help train workers for these essential positions. We encourage the Senate to reintroduce comparable and complementary legislation such as was authored and/or sponsored by Sen. Klobuchar in the 118th Congress including S.83—American Apprenticeship Act, S.722—Freedom to Invest in Tomorrow's Workforce Act, and S.3816—Skills Investment Act of 2024.

Hometown services. Hometown strengths. Hometown solutions.

2024 Year in Review Summary

- Rates 8% Lower than Competitive Benchmark
- Generated Carbon Free Energy Equal to 48% of Energy Needs
- Began Development of Two Solar Projects
- Received \$4.2 Million Direct Pay of Investment Tax Credit for Hometown BioEnergy Renewable Natural Gas Project
- Net Income of \$23 Million
- Unrestricted Cash Increased by \$11 Million Because of Two Large Land Purchases for Solar Projects
- 2025 Budget Average Rate to Members Equal to 2024
- January and February 2025 Rates Equal than Budget

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

DISCUSSION:

- Office walk-in traffic for February consisted of 124 customers, averaging 31 customers per week over the four-week period.
- ERMU disconnections for February: The Cold Weather Rule is in effect, meaning customers cannot be disconnected until 30 days after they receive their disconnection notice.
 - Cycle 1 – No disconnections due to cold weather.
 - Cycle 2 – No disconnections due to cold weather.
 - Cycle 3 – No disconnections due to cold weather.
 - Cycle 4 – 9 disconnections.
- During the month of February 2025, the customer service team entered 43 payment arrangements with customers. During February 2024 there were 38 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. Ongoing communication efforts aim to ensure water customers schedule their meter replacements by April 1, 2025, to avoid additional service fees.
- Staff completed a street and security light audit for residential and commercial customers in Otsego, Dayton, and Elk River. Phase two, focusing on city-billed lights, will begin in fall 2025.
- An audit of customer accounts in Otsego was completed to verify accurate billing of franchise fees.
- The annual Minnesota Public Utilities Commission report, Distributed Energy Resource Docket 25-10, has been submitted.
- IT staff continue collaborating with Marco on security initiatives for 2025.
- 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 28 sessions and provided customers with 408 kWh of green energy.

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

DISCUSSION:

- The 2024 audit field work completed on February 20-21 went smoothly. We are currently waiting for our adjusting journal entries and the draft of our annual financial reports.
- We have heard that our file has been closed for the 2016A bond examination/audit. It was determined that no action be taken as there were no negative findings and everything was in order.
- Continued work on annual surveys and reports.

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

DISCUSSION:

- The bill inserts for March 2025 include the attached spring 2025 edition of The Current newsletter sent to all customers and an Advanced Metering Infrastructure (AMI) project notice sent to residential customers. The reminder encourages those who still need to schedule a water meter replacement to do so and lets all customers know that electric meter replacements are continuing. Also attached is a running list of the communications that have been disseminated as part of the AMI project.
- In addition to the bill insert topic, social media posts this month feature the commission meeting notice, the benefits of SmartHub, HVAC rebate opportunities, information about ERMU crews participating in American Public Power Association’s Lineworkers Rodeo, and more.
- This month members of the State Records Retention Task Force chose research topics to pursue and bring results back to the group for updates to the General Records Retention Schedule for Minnesota Cities. I will be researching potential updates to public safety records retention and assessing specific state statutes’ impact on the schedule.
- I will be attending the Minnesota Clerks & Finance Officers Association annual conference, March 19-21 in Brooklyn Center.
- Staff is asking commissioners to please keep an eye on their email as they plan to send the link for the general manager performance evaluation the day after this meeting. Thank you for completing this (recently shortened) survey by the end of the month so we can move on to commissioner performance evaluation which will be sent as a link on April 1. Staff appreciates your timely response to these surveys as it makes it possible to carefully compile and present the data.

ATTACHMENTS:

- Bill Insert – The Current – Spring 2025
- Bill Insert – AMI Water Meter Exchange Appointment Reminder
- AMI Communications Timeline 2023-2025



DISCOVER SAVINGS WITH ERMU

Saving money, decreasing energy usage, and conserving resources has never been easier with programs and rebates from ERMU. Take a closer look at the many ways residential and commercial customers can save.

RESIDENTIAL

- > Appliance and Home Efficiency
- > Electric Vehicle Charger
- > Heat Pumps
- > HVAC Equipment
- > Lighting and Lighting Controls

COMMERCIAL

- > Lighting
- > HVAC
- > VFD and ASD Drives
- > Other Equipment
- > Custom Grants

Click the "Programs & Rebates" tab at ERMUMN.COM to learn more or simply scan the QR code below.



Electric Rates Held for Second Consecutive Year

Elk River Municipal Utilities (ERMU) is excited to announce that the utilities commission approved a zero percent increase in electric rates for 2025. Maintaining electric rates for the second consecutive year reflects ERMU's ongoing efforts to provide reliable, affordable electricity to its customers.

"As a publicly owned utility, ERMU is committed to supporting the well-being of the community," said General Manager Mark Hanson. "Holding electric rates would not have been possible without the dedication of our commission members, the hard work of our staff, and the competitive pricing provided by the Minnesota Municipal Power Agency, ERMU's wholesale power supplier. Collectively, these groups understand that every dollar that stays with our customers strengthens the homes and business we serve."

Elk River Municipal Utilities also continues to invest in infrastructure improvements, technological advancements, and operational efficiencies. By carefully managing resources and exploring innovative solutions, ERMU upholds its mission to deliver high-quality services while keeping rates affordable.

The commission also approved a two percent increase to the base water rate and a stratified increase of 1 percent for tier one, 2 percent for tier two, and 3 percent for tier three usage to encourage conservation and to cover operating expenses needed to maintain the high-quality water services customers depend on.



Water and Electric Meter Replacements Continue



Water and electric meters continue to be replaced throughout ERMU's service territory with the help of Allegiant Utility Services, our Advanced Metering Infrastructure (AMI) installation contractor. Residential water customers must schedule their water meter replacement by April 1 to avoid additional service fees, which start at \$50 per month. Electric meter changeouts

do not require an appointment, as the meters are located outside the property. Prior to electric meter installation, technicians will knock on the door. If there is no answer, work will proceed as long as the meter is accessible and technicians will leave a door hanger indicating service was either completed or if additional steps are needed. Visit ERMUMN.COM for project details.

2024 ERMU STATISTICS

ELECTRIC DEPARTMENT

Energy Sales **316,756,062 kWh**
Peak Demand **71 MW**
Electric Meters **13,466**
Miles of Electric Lines **646**
(84.2 percent is underground)

WATER DEPARTMENT

Water Sales **775,275,000 gallons**
Peak Day Usage **4,928,000 gallons**
Customers **5,708**
Miles of Water Main **127**



DRINKING WATER WEEK MAY 4-10

ERMU and utilities across the nation are partnering with the American Water Works Association to celebrate "Drinking Water Week" from May 4-10. This week is an important time to recognize and appreciate what it takes to ensure that high-quality drinking water is always there when you need it. Follow us on social media to learn more.



SPRING PROJECTS? CALL BEFORE YOU DIG

Whether it's a small project or a large home improvement, every digging project should begin with a call to 811, the national call-before-you-dig phone number.

Every six minutes, an underground utility line is damaged because someone decided to dig without first calling 811. The risk of injury or even death is serious, as are the costs for repairs or fines. Whether you're putting in a fence, planting a tree, or building a deck, locating your lines before you dig can really save you!

ERMU Honored by National Weather Service

For over 75 years, ERMU has partnered with the National Weather Service (NWS) through the Cooperative Observer Program Weather Station, helping track the Elk River area's climate history. The first weather observation was recorded by ERMU staff on August 1, 1949, and the collaboration continues today. On January 29, NWS meteorologists visited ERMU's Field Services Building to present an award to water department staff, recognizing this long-standing partnership and its vital contribution to local climate data.



Lineworker Appreciation Day



Friday, April 18, 2025, marks National Lineworker Appreciation Day, a day dedicated to recognizing the brave and hardworking men and women who keep our communities powered and connected. Through day or night, and in all types of weather, lineworkers work tirelessly to ensure electricity reaches our homes, schools, and businesses. Their courage and dedication often go unnoticed, but their contributions are truly invaluable.

Residential Solar Installation: What to Know

Residential Solar Photovoltaic (PV) Installation is an investment homeowners should thoughtfully consider before making a final commitment. If you're considering home installation, make an informed decision with important residential solar tips available on our website. Simply go to the Featured News section at ERMUMN.COM and learn what to know before you buy. At ERMU, we are here to help our customers make informed decisions. Please contact us if you have any questions.



Connect and Save with SmartHub

With near real-time data provided by the new smart meters currently being installed throughout ERMU's service territory, you will have access to detailed graphs that allow you to monitor your utility usage 24/7 and look for ways to conserve and save.

You can also pay your bill, set up automatic payments, and contact ERMU with service issues quickly and easily online or on your mobile device.

Learn more about the many benefits of managing your ERMU account with SmartHub by visiting ERMUMN.COM and search "Manage Your Account" or scan the QR code to download the mobile app.





URGENT NOTICE!

Residential water customers who have not scheduled their water meter replacement appointment must do so by April 1, 2025, to avoid additional service fees, starting at \$50 per month.

Next Step

- ☒ Call Allegiant Utility Services, ERMU's approved project contractor, to schedule your free appointment.

 **866.925.8048**
143

ELECTRIC METER INSTALLATION

ERMU continues to install AMI residential electric meters with the assistance of Allegiant Utility Services. Prior to installation, technicians will knock on your door. If there is no answer, work will proceed as long as the meter is accessible, and technicians will leave a door hanger indicating service was either completed or if additional steps are needed.



SCAN HERE FOR
PROJECT DETAILS



Elk River
Municipal Utilities

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 1/3 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 1/3 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.
 - February 27: There were 275 calls made reminding customers that water appointments must be scheduled by April 1 to avoid additional service fees, starting at \$50 per month.

March 2025

- Customer Reminder: All customers received a 1/3 sheet insert reminding them about the AMI water meter appointment scheduling deadline and providing electric meter installation information, included with their March billing statements.

TO: ERMU Commission	FROM: Thomas Geiser – Operations Director
MEETING DATE: March 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.
- The dehydration of the existing Cooper/Eaton switchgear is going well.
- We are still addressing the ongoing lack of communication and action regarding the recalled reclosers. At this time, we are waiting for all 30 of our units to be repaired.
- Staff attended the Minnesota Municipal Utilities Association’s Emergency Preparedness Restoration Conference in St Cloud, February 19-20. It was a very good conference.
- A runaway axle off a truck hit a transformer off County Road 1 on Monday, February 24 causing an outage for 16 homes.



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

DISCUSSION:

- Installed five new residential services, which involves the connection of a secondary line once the customer requests service.
- Joe Schmidt, safety instructor from Minnesota Municipal Utilities Association (MMUA), was here on February 26 and 27 and held safety meetings on hazardous energy control and job hazard analysis.
- I attended the Emergency Preparedness Conference hosted by MMUA, February 19-20, in St. Cloud.
- Finished annual reviews with employees this past month.
- Good luck to Matt Schwartz, Alex Paschall, and Alex Bernier as they compete in the American Public Power Association's Lineworkers Rodeo on March 29 in Roseville, California.
- We switched out the Waco substation this past Monday, March 3. Six feeders will be backfed from alternate sources while Great River Energy performs their needed work. We will also be doing some substation maintenance of our own during this time.
- A vehicle exited Highway 169 near the landfill and destroyed an underground electrical junction box on Saturday, March 1. This caused an outage for four customers.
- Jay Reading, job training and safety Instructor from MMUA, was here on February 24 and went over digger derrick training. This was the first of three trainings on digger derricks he will present in 2025.
- The bore crew is currently working on installing approximately 1600 feet of three phase primary for another service to Jonny Pops located near Business Center Drive.

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

DISCUSSION:

- In February, the locators processed 111 locate tickets. These consisted of 82 normal tickets, 7 emergency tickets, 18 updated tickets, 1 meet, 1 planning, and 2 cancellations. This resulted in an 8.3% decrease in tickets from the previous month and a 0.9% increase from the prior February.
- Staff continues to research the GPS solutions from locating equipment vendors. The locators are currently demoing the Subsite unit from Ditch Witch. We will also plan on demoing the unit from Radio Detection when it becomes available.
- Electrical technicians completed 98 service order tasks, updated the power bill, addressed customer meter issues and any off-peak concerns.
- The Advanced Metering Infrastructure (AMI) residential water meters and residential electric meters continue to be installed in new services. The electrical technicians have been busy changing out our Automated Meter Reading meters to AMI for off-peak around the system. Approximately 5000 water meters and 9000 electric meters are currently active within our AMI system.
- Staff have successfully completed oil replacement/dehydration on seven switchgears so far utilizing the trailer-mounted oil collection system. Contaminated oil is reconditioned overnight and then used in another switchgear the next day. Tests of oil in completed units shows the moisture levels returning to acceptable levels. We are looking at extending the timeframe on this project to recondition the oil on as many switchgear as possible by the end of March.
- Our monthly peak was 49.45 MW on February 17 at 12:04pm.

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

DISCUSSION:

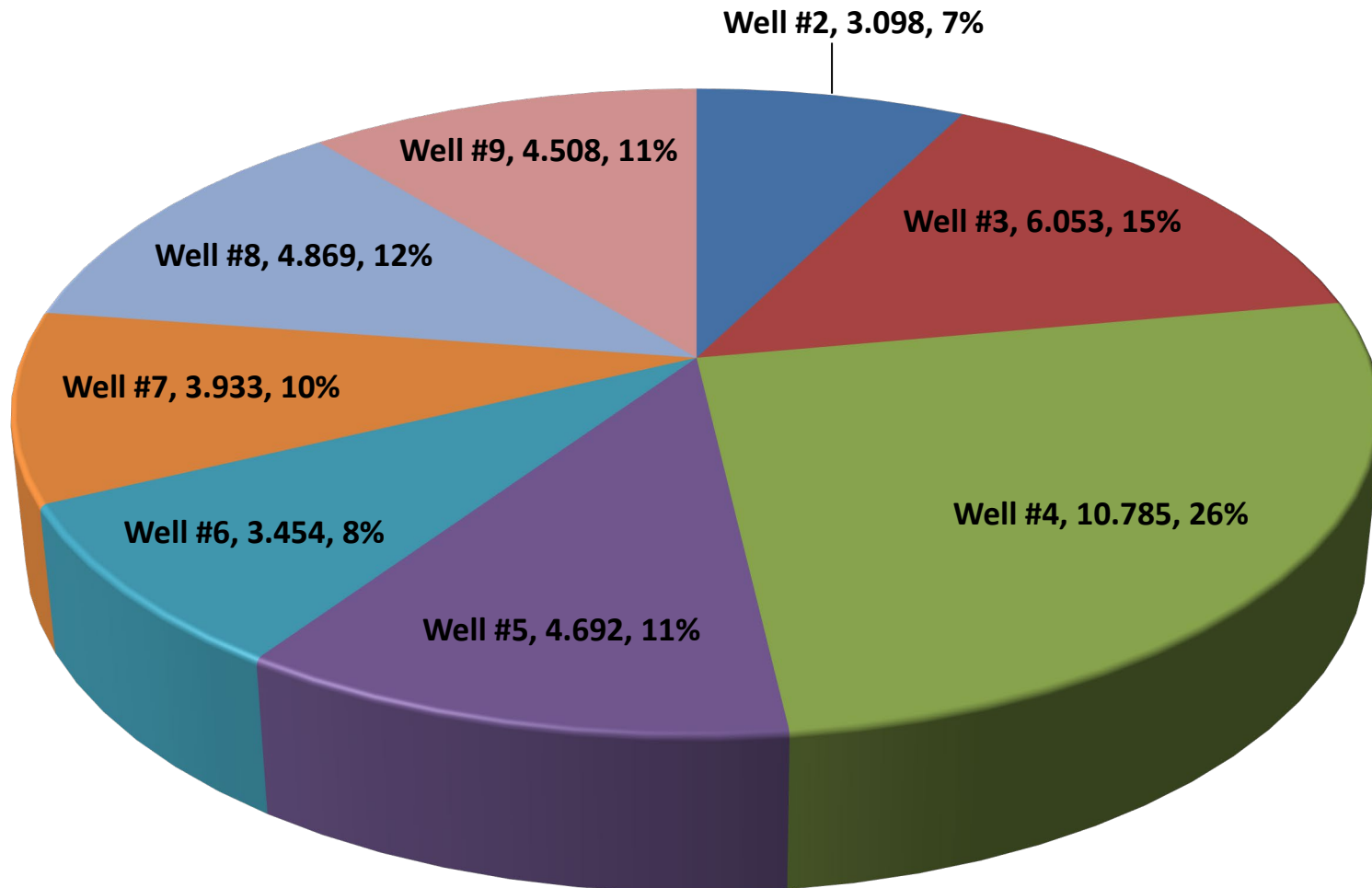
- Delivered a water meter, installed a Smart Point module, and took curb stop ties for 4 new water services.
- Completed 20 BACTI/Total Chlorine Residual Samples
 - All confirmed negative for Coliform Bacteria
 - Bacteriological/Disinfectant Residual Monthly Report submitted to the MDH
- Completed 19 routine fluoride samples
 - All samples met MDH standards
 - Submitted MDH Fluoride Report
 - Completed one MDH validation fluoride sample
- Submitted Discharge Monitoring Report (DMR) for the diesel generation plant to the Minnesota Pollution Control Agency.
- Submitted Tier II Annual Reports to the Department of Homeland Security for the diesel generation plant and all the water treatment plants.
- The Safe Drinking Water Act (SDWA) mandates the EPA to issue a list of unregulated contaminants to be monitored by public water systems (PWS) every five years. The fifth Unregulated Contaminant Monitoring Rule (UCMR 5), published in 2021, requires sample collection for 30 chemical contaminants between 2023 and 2025. UCMR 5 aims to improve the understanding of the occurrence and levels of 29 per- and polyfluoroalkyl substances (PFAS) and lithium in the nation's drinking water systems. In August 2024, water samples were collected from each Elk River municipal well for UCMR 5 testing. We have received the results, and we are pleased to report that no contaminants were detected in any of these samples.
- The repair of the 12" water main stub on Polk Street was successfully completed on Monday, February 24. Upon investigation, it appears that a deteriorated coupling nut, which connected the threaded rod holding the pipe plug in place, failed and caused the leak. The plug was reinstalled with new hardware and reinforced with concrete blocking to help it remain in place.
- The water operators have spent much of their time performing annual preventive maintenance on the water treatment plants.

- On February 25, the Minnesota Department of Health (MDH) district engineer conducted a sanitary survey of the Elk River municipal water system. All community water systems (CWS) are subject to sanitary surveys by MDH every 18 months. These surveys evaluate the adequacy of the water source, facilities, equipment, operation, and maintenance to ensure safe drinking water distribution. The survey found that there are no issues with the water system that need to be addressed.
- Lead Water Operator Derek Palmer and I attended the 41st annual Minnesota Rural Water Association technical conference in St Cloud. Some of the topics covered at the conference were lead and copper rule revision updates, PFAS updates, source water protection, and cybersecurity.

ATTACHMENTS:

- February 2025 Pumping by Well

February 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