

AGENDA

1.0 GOVERNANCE

- 1.1 Call Meeting to Order
- 1.2 Pledge of Allegiance
- 1.3 Consider the Agenda
- 1.4 Recognition of Employee Longevity – Scott Thoreson, 32 Years
- 1.5 ERMU Scholarship

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

- 2.1 Check Register – April 2025
- 2.2 Regular Meeting Minutes – April 8, 2025
- 2.3 Policy Update - Utilities Performance Metric Incentive Compensation
- 2.4 2025 First Quarter Utilities Performance Metrics Scorecard Statistics
- 2.5 2025 First Quarter Delinquent Items
- 2.6 Governance Agenda Update

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

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

- 4.1 Commission Policy Review – G.4b – Information and Support to the Commission
- 4.2 ERMU Commission Eligibility Requirements

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

- 5.1 Financial Report – March 2025
- 5.2 Advanced Metering Infrastructure Update
- 5.3 ERMU Power Plant Update

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

- 6.1 Staff Updates
- 6.2 City Council Update
- 6.3 Future Planning (Announce the next regular meeting, special meeting, or planned quorum.)
 - a. Regular Commission Meeting – June 3, 2025 – **First Tuesday of the month**
 - b. 2025 Governance Agenda
- 6.4 Other Business (Items added during agenda approval.)

7.0 CLOSED SESSION (Requires a motion to close the meeting to the public and a motion to reopen after.)

- 7.1 Annual General Manager Performance Evaluation

Note: This meeting may be closed pursuant to Minn. Stat. § 13D.05, subd. 3(a) for the performance evaluation of Mark Hanson, ERMU General Manager.

8.0 ADJOURN REGULAR MEETING

TO: ERMU Commission	FROM: Mark Hanson – General Manager
MEETING DATE: May 13, 2025	AGENDA ITEM NUMBER: 1.4
SUBJECT: Recognition of Employee Longevity – Scott Thoreson, 32 Years	
ACTION REQUESTED: Recognize Scott Thoreson for 32 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:

Line Crew Foreperson Scott Thoreson has been an employee with ERMU since May 26, 1993, and, therefore, has earned the 32-year longevity pay benefit. We recognize Scott and all his contributions to the success of ERMU.

TO: ERMU Commission	FROM: Tony Mauren – Governance & Communications Manager
MEETING DATE: May 13, 2025	AGENDA ITEM NUMBER: 1.5
SUBJECT: ERMU Scholarship	
ACTION REQUESTED: None	

BACKGROUND:

Previously ERMU had partnered with Minnesota Municipal Utilities Association’s (MMUA) statewide scholarship program. With MMUA adapting its program, ERMU communications staff took the opportunity to update its own program, specifically focusing on improving response rates as well as supporting students seeking careers in electric, water, and/or conservation service fields. The program was also updated in 2025 to provide up to two \$1,000 awards annually.

Staff reviewed scholarship programs from various organizations and created an application that encourages students pursuing vocational, two-year, or four-year schools to apply. The traditional essay format was replaced with short-answer questions designed to provide insight into the applicant as an individual, their post-secondary education plans, and their understanding of municipal utilities’ role in the community.

DISCUSSION:

ERMU is excited to announce that Elk River High School seniors Andrew Madson and Owen Westberg have been selected as the recipients of the 2025 ERMU scholarships. Andrew will attend line school this fall, as he was drawn to the profession for its blend of physical work, problem-solving, and career stability. Andrew also participated in a line crew job shadow at ERMU recently. Owen Westberg plans to attend a four year university to pursue a degree in engineering, with a possible emphasis on electrical engineering, leveraging his strengths in math and science.

ERMU wishes both students the best as they pursue their goals in these vital fields.

ATTACHMENTS:

- ERMU Scholarship Application
- Scholarship Certificates



Elk River Municipal Utilities (ERMU) will award up to two students with a \$1,000 post-secondary education scholarship in 2025. The goal of this program is to provide financial assistance for those who plan to further their education towards a career in water, electric, or conservation related fields.

How to Apply for a Scholarship

(Available to high school seniors who are customers or have a legal guardian who is a customer of ERMU.)

- 1 Complete the front and back of this scholarship application.
 - 2 Provide a copy of the most recent education transcript before the deadline.
 - 3 Submit this scholarship application and recent education transcript before March 12, 2025, via mail or email.
 - 4 **Mail to:**
ERMU - Scholarship Committee
PO Box 430
Elk River, MN 55330
- OR Email** communications@ermumn.com

APPLICANT INFORMATION (please complete all information below)

Name _____ Phone _____ County _____
 Address _____ City _____ State _____ Zip _____
 Email _____ Graduation date _____

PARENT/LEGAL GUARDIAN INFORMATION

Name(s) _____ Phone _____
 Email _____

ELIGIBILITY

Applicant must be a high school senior who is a customer or have a legal guardian who is a customer of Elk River Municipal Utilities.

AWARD SELECTION

- A scholarship committee selected by Elk River Municipal Utilities reviews all qualifying applications and selects recipients.
- Recipients are chosen from all applications without regard to family financial circumstances, college choice, gender, race, ethnic origin, or religious preferences.
- Only qualifying applications will be considered.
- The two scholarship recipients will be notified by a representative of Elk River Municipal Utilities by May 1, 2025.

ACKNOWLEDGEMENT

- I acknowledge it is my responsibility to complete and submit the scholarship application by the required March 12, 2025, deadline.
- If granted a scholarship I understand that ERMU may use my name and photo for purposes of announcing winners of the utilities' scholarships.

ERMU SCHOLARSHIP APPLICATION QUESTIONS

What are your education plans? (Please check one.)

- ☐ Vocational-technical school ☐ 2-year community/junior college ☐ 4-year college/university

What are your career goals and why does this field interest you?

What courses in high school prepared you for your future plans?

What do you consider are your greatest strengths?

Who has had a significant influence on you? Describe that influence.

Elk River Municipal Utilities is a community-owned utility. Provide three examples of how a public power utility benefits the communities it serves.

2025

ELK RIVER MUNICIPAL UTILITIES SCHOLARSHIP

The Elk River Municipal Utilities \$1,000 Scholarship is Awarded to:

Andrew Madson

In recognition of submitting an outstanding application

John Dietz, Utilities Commission Chair



2025

ELK RIVER MUNICIPAL UTILITIES SCHOLARSHIP

The Elk River Municipal Utilities \$1,000 Scholarship is Awarded to:

Owen Westberg

In recognition of submitting an outstanding application

John Dietz, Utilities Commission Chair



CHECK REGISTER

April 2025

APPROVED BY:

John Dietz

Mary Stewart

Matt Westgaard

Nick Zerwas

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Payroll/Labor

Check Register Totals

04/11/2025 To 04/11/2025

Pays	Job	Amount	Hours
Gross Pay			
2	Reg Hours	165,451.45	3,172.25
3	Overtime	1,813.50	22.25
4	Double Time	0.00	0.00
5	On-Call/Stand-by	2,810.78	56.00
24	FLSA	0.00	0.00
25	Rest Time	0.00	0.00
10	Bonus Pay	361.44	6.00
18	Commissioner Reimb - Electric	600.00	0.00
104	Commission Stipend	60.00	0.00
VAC	Vacation Pay	20,353.77	318.75
SICK	Sick Pay	1,950.09	50.75
HOL	Holiday Pay	0.00	0.00
78	Retro Earnings	229.97	0.00
5-2	On-Call/Stand-by/OT	0.00	0.00
18A	Commissioner Reimb. - Water	150.00	0.00
104A	Commission Stipend - Water	15.00	0.00
PTOY	Personal Day - Year	402.24	8.00
3C	Overtime-Comp Time	522.90	6.00
4C	Double Time-Comp Time	142.36	2.00
CM3C	Overtime-Comp Time Adjusted	-522.90	-6.00
CM4C	Double Time-Comp Time Adjusted	-142.36	-2.00
COMP	Comp Time Taken	170.36	4.25
106	Longevity Pay	0.00	0.00
10W	Bonus Pay	0.00	0.00
Gross Pay Total:		194,368.60	3,638.25
Total Pays:		194,368.60	3,638.25

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Payroll/Labor

Check Register Totals

04/25/2025 To 04/25/2025

<u>Pays</u>	<u>Job</u>	<u>Amount</u>	<u>Hours</u>
Gross Pay			
2	Reg Hours	170,987.95	3,244.25
3	Overtime	522.59	5.75
4	Double Time	201.12	2.00
5	On-Call/Stand-by	2,684.92	56.00
24	FLSA	18.75	0.00
25	Rest Time	75.42	1.50
10	Bonus Pay	2,153.58	35.75
18	Commissioner Reimb - Electric	0.00	0.00
104	Commission Stipend	60.00	0.00
105	Perf. Metr. Distr.	0.00	0.00
VAC	Vacation Pay	11,390.24	196.75
SICK	Sick Pay	5,202.53	105.50
HOL	Holiday Pay	0.00	0.00
78	Retro Earnings	0.00	0.00
5-2	On-Call/Stand-by/OT	169.70	2.25
18A	Commissioner Reimb. - Water	0.00	0.00
104A	Commission Stipend - Water	15.00	0.00
PTOY	Personal Day - Year	506.09	10.50
3C	Overtime-Comp Time	364.18	4.25
4C	Double Time-Comp Time	0.00	0.00
CM3C	Overtime-Comp Time Adjusted	-364.18	-4.25
CM4C	Double Time-Comp Time Adjusted	0.00	0.00
COMP	Comp Time Taken	534.05	10.75
106	Longevity Pay	0.00	0.00
MIL	Military Pay - Calendar Year	1,271.36	32.00
10W	Bonus Pay	0.00	0.00
	Gross Pay Total:	<u>195,793.30</u>	<u>3,703.00</u>
	Total Pays:	195,793.30	3,703.00

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**Accounts Payable
Check Register**

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04/01/2025 To 04/30/2025

Bank Account: 1 - GENERAL FUND

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
2378 4/4/25	WIRE	5655	FISERV	CC FEES - MARCH 2025	1,986.05
				CC FEES - MARCH 2025	496.51
				CC FEES - MARCH 2025	575.85
				CC FEES - MARCH 2025	143.96
				CC FEES - MARCH 2025	1,135.49
				CC FEES - MARCH 2025	283.87
				CC FEES - MARCH 2025	62.23
				CC FEES - MARCH 2025	15.56
				CC FEES - MARCH 2025	740.81
				CC FEES - MARCH 2025	185.20
				CC FEES - MARCH 2025	3,592.66
				CC FEES - MARCH 2025	898.16
Total for Check/Tran - 2378:					10,116.35
Total for Bank Account - 1 :					(1) 10,116.35

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Accounts Payable Check Register

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
4735 4/1/25	WIRE	153	PERA (ELECTRONIC)	PERA EMPLOYEE CONTRIBUTION	10,572.71
				PERA CONTRIBUTIONS	12,199.28
				PERA EMPLOYEE CONTRIBUTION	1,977.55
				PERA CONTRIBUTIONS	2,281.81
Total for Check/Tran - 4735:					27,031.35
4736 4/1/25	WIRE	160	HCSP (ELECTRONIC)	HCSP EMPLOYEE CONTRIBUTIONS	2,350.54
				HCSP EMPLOYEE CONTRIBUTIONS	310.42
Total for Check/Tran - 4736:					2,660.96
4737 4/1/25	WIRE	161	MNDP (ELECTRONIC)	MNDP EE MANAGER CONTRIBUTIONS	343.58
				MNDP EMPLOYEE CONTRIBUTIONS	3,423.68
				MNDP EMPLOYER CONTRIBUTION	4,068.82
				MNDP EMPLOYER MGR CONTRIBUTION	576.21
				MNDP EE ROTH CONTRIBUTIONS	1,575.14
				MNDP EE ROTH MGR CONTRIBUTIONS	232.63
				MNDP EE MANAGER CONTRIBUTIONS	48.26
				MNDP EMPLOYEE CONTRIBUTIONS	287.73
				MNDP EMPLOYER CONTRIBUTION	691.53
				MNDP EMPLOYER MGR CONTRIBUTION	79.49
				MNDP EE ROTH CONTRIBUTIONS	403.80
				MNDP EE ROTH MGR CONTRIBUTIONS	31.23
Total for Check/Tran - 4737:					11,762.10
4738 4/1/25	WIRE	285	JOHN HANCOCK	W&A EMPLOYER CONTRIBUTION	1,553.51
				W&A MANAGER CONTRIBUTION	402.89
				WENZEL EMPLOYEE CONTRIBUTIONS	1,476.13
				WENZEL MANAGER CONTRIBUTIONS	278.34
				DEF COMP ROTH CONTRIBUTIONS W&A	1,044.14
				WENZEL EE ROTH MGR CONTRIBUTIONS	124.55
				W&A EMPLOYER CONTRIBUTION	339.56
				W&A MANAGER CONTRIBUTION	61.80
				WENZEL EMPLOYEE CONTRIBUTIONS	127.32

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				WENZEL MANAGER CONTRIBUTIONS	30.66
				DEF COMP ROTH CONTRIBUTIONS W&A	212.23
				WENZEL EE ROTH MGR CONTRIBUTIONS	31.14
				Total for Check/Tran - 4738:	5,682.27
4739 4/1/25	WIRE	598	MINNESOTA CHILD SUPPORT PAYMEN	CHILD SUPPORT	562.52
4740 4/1/25	WIRE	738	HEALTHEQUITY, INC	HSA EMPLOYEE CONTRIBUTION	2,732.39
				HSA EMPLOYEE CONTRIBUTION	447.96
				Total for Check/Tran - 4740:	3,180.35
4741 4/1/25	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	PAYROLL TAXES - FEDERAL & FICA	17,214.48
				PAYROLL TAXES - FEDERAL & FICA	23,379.44
				PAYROLL TAXES - FEDERAL & FICA	2,988.31
				PAYROLL TAXES - FEDERAL & FICA	4,358.88
				Total for Check/Tran - 4741:	47,941.11
4742 4/3/25	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	PAYROLL TAXES - STATE	7,400.26
				PAYROLL TAXES - STATE	1,339.19
				Total for Check/Tran - 4742:	8,739.45
4744 4/4/25	WIRE	166	ONLINE UTILITY EXCHANGE (ELECTR	UTILITY EXCHANGE REPORT	270.24
				UTILITY EXCHANGE REPORT	67.56
				Total for Check/Tran - 4744:	337.80
4745 4/8/25	WIRE	738	HEALTHEQUITY, INC	FSA CLAIM REIMBURSEMENTS - 164	153.85
				FSA CLAIM REIMBURSEMENTS - 164	38.46
				Total for Check/Tran - 4745:	192.31
4746 4/8/25	WIRE	738	HEALTHEQUITY, INC	ADMINISTRATIVE FEE INVOICE -APR 2025	133.00
				ADMINISTRATIVE FEE INVOICE -APR 2025	25.50
				Total for Check/Tran - 4746:	158.50
4750 4/10/25	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	PAYROLL TAXES - FEDERAL & FICA	829.95
				PAYROLL TAXES - FEDERAL & FICA	577.20
				PAYROLL TAXES - FEDERAL & FICA	17.05

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PAYROLL TAXES - FEDERAL & FICA	11.84
				Total for Check/Tran - 4750:	1,436.04
4751 4/14/25	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	PAYROLL TAXES - STATE	235.79
				PAYROLL TAXES - STATE	4.84
				Total for Check/Tran - 4751:	240.63
4752 4/11/25	WIRE	160	HCSP (ELECTRONIC)	HCSP EMPLOYEE CONTRIBUTIONS	2,341.47
				HCSP EMPLOYEE CONTRIBUTIONS	315.32
				Total for Check/Tran - 4752:	2,656.79
4753 4/11/25	WIRE	161	MNDGP (ELECTRONIC)	MNDGP EE MANAGER CONTRIBUTIONS	343.54
				MNDGP EMPLOYEE CONTRIBUTIONS	3,454.36
				MNDGP EMPLOYER CONTRIBUTION	3,901.00
				MNDGP EMPLOYER MGR CONTRIBUTION	576.12
				MNDGP EE ROTH CONTRIBUTIONS	1,625.10
				MNDGP EE ROTH MGR CONTRIBUTIONS	232.58
				MNDGP EE MANAGER CONTRIBUTIONS	48.30
				MNDGP EMPLOYEE CONTRIBUTIONS	267.05
				MNDGP EMPLOYER CONTRIBUTION	669.35
				MNDGP EMPLOYER MGR CONTRIBUTION	79.58
				MNDGP EE ROTH CONTRIBUTIONS	403.84
				MNDGP EE ROTH MGR CONTRIBUTIONS	31.28
				Total for Check/Tran - 4753:	11,632.10
4754 4/14/25	WIRE	285	JOHN HANCOCK	W&A EMPLOYER CONTRIBUTION	1,178.52
				W&A MANAGER CONTRIBUTION	407.49
				WENZEL EMPLOYEE CONTRIBUTIONS	1,605.49
				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	283.37
				W&A MANAGER CONTRIBUTION	62.95

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04/01/2025 To 04/30/2025

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				WENZEL EMPLOYEE CONTRIBUTIONS	129.17
				WENZEL MANAGER CONTRIBUTIONS	31.81
				DEF COMP ROTH CONTRIBUTIONS W&A	212.27
				WENZEL EE ROTH MGR CONTRIBUTIONS	31.14
				Total for Check/Tran - 4754:	5,393.80
4755 4/14/25	WIRE	598	MINNESOTA CHILD SUPPORT PAYMEN	CHILD SUPPORT	562.52
4756 4/14/25	WIRE	738	HEALTH EQUITY, INC	HSA EMPLOYEE CONTRIBUTION	2,716.42
				HSA EMPLOYEE CONTRIBUTION	433.95
				Total for Check/Tran - 4756:	3,150.37
4757 4/14/25	WIRE	153	PERA (ELECTRONIC)	LATE PAYMENT INTEREST 12/20/24	42.16
				LATE PAYMENT INTEREST 12/20/24	8.51
				PERA EMPLOYEE CONTRIBUTION	10,574.90
				PERA CONTRIBUTIONS	12,201.82
				PERA EMPLOYEE CONTRIBUTION	2,005.42
				PERA CONTRIBUTIONS	2,313.94
				Total for Check/Tran - 4757:	27,146.75
4758 4/15/25	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	PAYROLL TAXES - FEDERAL & FICA	17,115.32
				PAYROLL TAXES - FEDERAL & FICA	23,487.32
				PAYROLL TAXES - FEDERAL & FICA	3,123.04
				PAYROLL TAXES - FEDERAL & FICA	4,457.60
				Total for Check/Tran - 4758:	48,183.28
4760 4/17/25	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	PAYROLL TAXES - STATE	7,384.46
				PAYROLL TAXES - STATE	1,375.22
				Total for Check/Tran - 4760:	8,759.68
4763 4/18/25	MP	153	PERA (ELECTRONIC)	PERA EMPLOYEE CONTRIBUTION	7,557.18
				PERA CONTRIBUTIONS	8,719.81
				PERA EMPLOYEE CONTRIBUTION	1,477.49
				PERA CONTRIBUTIONS	1,704.79

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 4763:					19,459.27
4764 4/22/25	WIRE	738	HEALTHEQUITY, INC	FSA CLAIM REIMBURSEMENTS - 164	153.85
				FSA CLAIM REIMBURSEMENTS - 164	38.46
Total for Check/Tran - 4764:					192.31
4765 4/21/25	WIRE	738	HEALTHEQUITY, INC	FSA CLAIM REIMBURSEMENTS - 147	819.20
				FSA CLAIM REIMBURSEMENTS - 147	204.80
Total for Check/Tran - 4765:					1,024.00
4766 4/14/25	WIRE	9654	CARDMEMBER SERVICE	FIRST NATIONAL BANK VISA	11,837.05
				FIRST NATIONAL BANK VISA	12,660.04
Total for Check/Tran - 4766:					24,497.09
4768 4/24/25	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	PAYROLL TAXES - STATE	6,794.22
				PAYROLL TAXES - STATE	1,328.34
Total for Check/Tran - 4768:					8,122.56
4769 4/23/25	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	PAYROLL TAXES - FEDERAL & FICA	23,915.66
				PAYROLL TAXES - FEDERAL & FICA	17,788.42
				PAYROLL TAXES - FEDERAL & FICA	4,675.66
				PAYROLL TAXES - FEDERAL & FICA	3,477.78
Total for Check/Tran - 4769:					49,857.52
4771 4/22/25	WIRE	174	MINNESOTA REVENUE SALES TX (ELE	SALES AND USE TAX - MARCH 2025	183,920.28
				SALES AND USE TAX - MARCH 2025	-2.12
				SALES AND USE TAX - MARCH 2025	7,115.84
Total for Check/Tran - 4771:					191,034.00
4772 4/29/25	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	PAYROLL TAXES - FEDERAL & FICA	17,129.80
				PAYROLL TAXES - FEDERAL & FICA	23,338.70
				PAYROLL TAXES - FEDERAL & FICA	3,212.73
				PAYROLL TAXES - FEDERAL & FICA	4,827.08
Total for Check/Tran - 4772:					48,508.31
4773 4/29/25	WIRE	153	PERA (ELECTRONIC)	PERA EMPLOYEE CONTRIBUTION	10,549.24

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PERA CONTRIBUTIONS	12,172.22
				PERA EMPLOYEE CONTRIBUTION	1,965.82
				PERA CONTRIBUTIONS	2,268.26
				Total for Check/Tran - 4773:	26,955.54
4774 4/30/25	WIRE	160	HCSP (ELECTRONIC)	HCSP EMPLOYEE CONTRIBUTIONS	2,341.47
				HCSP EMPLOYEE CONTRIBUTIONS	308.59
				Total for Check/Tran - 4774:	2,650.06
4775 4/29/25	WIRE	161	MNDP (ELECTRONIC)	MNDP EE MANAGER CONTRIBUTIONS	343.58
				MNDP EMPLOYEE CONTRIBUTIONS	3,449.43
				MNDP EMPLOYER CONTRIBUTION	3,796.93
				MNDP EMPLOYER MGR CONTRIBUTION	576.16
				MNDP EE ROTH CONTRIBUTIONS	1,625.09
				MNDP EE ROTH MGR CONTRIBUTIONS	232.58
				MNDP EE MANAGER CONTRIBUTIONS	48.26
				MNDP EMPLOYEE CONTRIBUTIONS	271.98
				MNDP EMPLOYER CONTRIBUTION	673.42
				MNDP EMPLOYER MGR CONTRIBUTION	79.54
				MNDP EE ROTH CONTRIBUTIONS	403.85
				MNDP EE ROTH MGR CONTRIBUTIONS	31.28
				Total for Check/Tran - 4775:	11,532.10
4776 4/29/25	WIRE	285	JOHN HANCOCK	W&A EMPLOYER CONTRIBUTION	886.94
				W&A MANAGER CONTRIBUTION	407.49
				WENZEL EMPLOYEE CONTRIBUTIONS	1,494.96
				WENZEL MANAGER CONTRIBUTIONS	282.94
				DEF COMP ROTH CONTRIBUTIONS W&A	1,044.14
				WENZEL EE ROTH MGR CONTRIBUTIONS	124.55
				W&A EMPLOYER CONTRIBUTION	266.68
				W&A MANAGER CONTRIBUTION	62.95
				WENZEL EMPLOYEE CONTRIBUTIONS	129.17
				WENZEL MANAGER CONTRIBUTIONS	31.81

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Accounts Payable Check Register

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04/01/2025 To 04/30/2025

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				DEF COMP ROTH CONTRIBUTIONS W&A	212.23
				WENZEL EE ROTH MGR CONTRIBUTIONS	31.14
				Total for Check/Tran - 4776:	4,975.00
4777 4/29/25	WIRE	598	MINNESOTA CHILD SUPPORT PAYMEN	CHILD SUPPORT	589.75
4778 4/29/25	WIRE	738	HEALTHEQUITY, INC	HSA EMPLOYEE CONTRIBUTION	2,714.83
				HSA EMPLOYEE CONTRIBUTION	435.54
				Total for Check/Tran - 4778:	3,150.37
21504 4/3/25	DD	724	ALLEGiant UTILITY SERVICES, LLC	WATER METER INSTALL - 3/1 to 3/15/25	7,432.80
				WATER METER INSTALL - 3/1 to 3/15/25	-542.60
				WATER METER INSTALL	10,258.27
				WATER METER INSTALL	-748.87
				ELECTRIC METER INSTALL - 3/1 to 3/15/25	25,208.97
				ELECTRIC METER INSTALL - 3/1 to 3/15/25	-1,840.28
				Total for Check/Tran - 21504:	39,768.29
21505 4/3/25	DD	6	BEAUDRY OIL COMPANY	DIESEL	2,776.30
21506 4/3/25	DD	3667	ELFERING & ASSOCIATES	PROFESSIONAL SERVICES - FEB 2025	1,650.00
				PROFESSIONAL SERVICES - FEB 2025	150.00
				PROFESSIONAL SERVICES - FEB 2025	900.00
				PROFESSIONAL SERVICES - FEB 2025	675.00
				PROFESSIONAL SERVICES - FEB 2025	75.00
				Total for Check/Tran - 21506:	3,450.00
21507 4/3/25	DD	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 2 - ACCT 41038 - FEB 2025	163.72
				CYCLE 2 - ACCT 41038 - FEB 2025	8.62
				CYCLE 2 - INV GRP 413 - FEB 2025	100.00
				CYCLE 2 - INV GRP 413 - FEB 2025	531.71
				CYCLE 2 - INV GRP 436 - FEB 2025	2,842.59
				CYCLE 3 - INV GRP 395 - FEB 2025	10,217.11
				CYCLE 3 - INV GRP 414 - FEB 2025	100.00

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				CYCLE 3 - INV GRP 414 - FEB 2025	525.48
				Total for Check/Tran - 21507:	14,489.23
21508 4/3/25	DD	729	EPS, INC	OVERHEAD FIBER REPAIR	1,764.00
21509 4/3/25	DD	664	FRONTIER ENERGY, INC	CIP PROFESSIONAL SERVICES - FEB 2025	10,253.80
21510 4/3/25	DD	8469	KATHY A GREENBERG	Mileage-Office Supplies	13.89
				Mileage-Office Supplies	3.47
				Mileage-Office Supplies	3.47
				Postage	2.88
				Mileage-Office Supplies	0.87
				Postage	0.72
				Total for Check/Tran - 21510:	25.30
21511 4/3/25	DD	604	MARK HANSON	Schools and Meetings	498.97
21512 4/3/25	DD	809	HAWKINS, INC.	CHOLORINE CYLINDER RENTAL	180.00
21513 4/3/25	DD	5686	HYDROCORP	BACKFLOW DEVICE INSPECTION -MAR 2025	1,229.33
21514 4/3/25	DD	8897	RALPHIE'S MINNOCO	RALPHIE'S MINNOCO	59.81
21515 4/3/25	DD	610	WRIGHT HENNEPIN COOPERATIVE ELE	SECURITY - 1705 & 1435 MAIN ST	54.55
				SECURITY - 1705 & 1435 MAIN ST	7.79
				Total for Check/Tran - 21515:	62.34
21566 4/11/25	DD	11	CITY OF ELK RIVER	FRANCHISE CREDIT - FEB 2025	-736.66
				TRASH BILLED - MARCH 2025	165,375.36
				Total for Check/Tran - 21566:	164,638.70
21567 4/11/25	DD	728	ARCHER PLUMBING LLC	WATER METER REPAIR	1,700.00
21568 4/11/25	DD	5013	CARR'S TREE SERVICE, INC	TREE TRIMMING - 3/3/25	7,711.94
21569 4/11/25	DD	11	CITY OF ELK RIVER	ASSESSMENTS	190.00
				ASSESSMENTS	220.00

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				FUEL USAGE - FEB 2025	2,057.24
				FUEL USAGE - FEB 2025	652.09
				DOT INSPECTION - UNIT #75	130.00
				PARTS & LABOR FOR UNIT #24	-2.70
				PARTS & LABOR FOR UNIT #24	199.46
				DOT INSPECTION - UNIT #11	195.00
				DOT INSPECTION - UNIT #7	130.00
				PARTS & LABOR FOR UNIT #73	-17.10
				PARTS & LABOR FOR UNIT #73	364.14
				PARTS & LABOR FOR UNIT #6	-1.30
				PARTS & LABOR FOR UNIT #6	79.30
				PARTS & LABOR FOR UNIT #6	-0.06
				PARTS & LABOR FOR UNIT #6	4.16
				PARTS & LABOR FOR UNIT #21	-18.79
				PARTS & LABOR FOR UNIT #21	614.93
				DOT INSPECTION - UNIT #10	195.00
				PARTS & LABOR FOR UNIT #12	-3.36
				PARTS & LABOR FOR UNIT #12	176.18
				PARTS & LABOR FOR UNIT #15	1,350.71
				Total for Check/Tran - 21569:	6,514.90
21570 4/11/25	DD	36	CROW RIVER FARM EQUIP CO	MISC PARTS & SUPPLIES	13.04
21571 4/11/25	DD	626	JENNY FOSS	COFFEE MAKER	48.32
				COFFEE MAKER	12.08
				Total for Check/Tran - 21571:	60.40
21572 4/11/25	DD	6836	INNOVATIVE OFFICE SOLUTIONS LLC	OFFICE SUPPLIES	75.19
				OFFICE SUPPLIES	18.79
				OFFICE SUPPLIES	9.62
				OFFICE SUPPLIES	2.41
				Total for Check/Tran - 21572:	106.01

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21573 4/11/25	DD	330	METRO SALES, INC	COPIER MTC CONTRACT - 2/21 to 3/20/25	162.01
				COPIER MTC CONTRACT - 2/21 to 3/20/25	40.51
Total for Check/Tran - 21573:					202.52
21574 4/11/25	DD	1001	MINNESOTA MUNICIPAL POWER AGEN	Purchased Power - March 2025	1,528,869.92
				Purchased Power - March 2025	531,921.56
Total for Check/Tran - 21574:					2,060,791.48
21575 4/11/25	DD	7798	MATT SCHWARTZ	2025 APPA Rodeo Expenses	181.81
21576 4/11/25	DD	7940	SCHWEITZER ENGINEERING LABORAT	SOCKET CONTACT RECEPTACLE	788.04
21577 4/11/25	DD	618	PARKER THEISEN	LMC Cyber Event	60.06
				MMUA Cyber Event	20.16
				LMC Cyber Event	5.04
				MMUA Cyber Event	5.04
Total for Check/Tran - 21577:					90.30
21578 4/11/25	DD	135	WATER LABORATORIES INC	WATER TESTING - MARCH 2025	360.00
21625 4/17/25	DD	665	MICHAEL ATWOOD	CDL license	60.00
				Schools and Meetings	37.50
				Schools and Meetings	9.67
Total for Check/Tran - 21625:					107.17
21630 4/17/25	DD	496	WILLIAM COURTRIGHT	Dues & Subscriptions	19.00
				Schools and Meetings	44.00
Total for Check/Tran - 21630:					63.00
21632 4/17/25	DD	604	MARK HANSON	Schools and Meetings	466.67
21633 4/17/25	DD	4984	ANGELA HAUGE	Mileage	146.30
				Schools and Meetings	71.72
Total for Check/Tran - 21633:					218.02
21639 4/17/25	DD	618	PARKER THEISEN	Mileage	46.90
				Schools and Meetings	31.49

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				Schools and Meetings	7.87
				Total for Check/Tran - 21639:	86.26
21640 4/17/25	DD	753	NICK ZERWAS	APPA NATIONAL CONF AIRFARE - 189	606.67
21641 4/17/25	DD	728	ARCHER PLUMBING LLC	WATER METER REPAIRS	2,000.00
21642 4/17/25	DD	9	BORDER STATES ELECTRIC SUPPLY	WIRA	243,283.26
				Mtce of OH Primary	921.00
				MISC PARTS & SUPPLIES	866.13
				Mtce of OH Primary	86.73
				Mtce of OH Primary	84.67
				Mtce of URD Primary	105.35
				Mtce of URD Primary	494.51
				Mtce of URD Primary	237.18
				ELBOW ARRESTER	4,535.00
				WIRE	173,724.10
				Mtce of OH Primary	219.11
				MISC PARTS & SUPPLIES	-372.00
				Total for Check/Tran - 21642:	424,185.04
21643 4/17/25	DD	5013	CARR'S TREE SERVICE, INC	TREE TRIMMING - 3/10/25	8,401.74
21644 4/17/25	DD	7447	CENTRAL HYDRAULICS, INC.	PARTS & LABOR FOR UNIT #51	-8.07
				PARTS & LABOR FOR UNIT #51	842.56
				Total for Check/Tran - 21644:	834.49
21645 4/17/25	DD	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 4 - INV GRP 415 - MARCH 2025	175.00
				CYCLE 4 - INV GRP 415 - MARCH 2025	1,509.94
				CYCLE 4 - INV GRP 396 - MARCH 2025	295.07
				Total for Check/Tran - 21645:	1,980.01
21646 4/17/25	DD	809	HAWKINS, INC.	Water Chemicals	2,404.54
21647 4/17/25	DD	5310	HOTSY MINNESOTA	CAR WASH SUPPLIES	469.51

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				CAR WASH SUPPLIES	67.07
				Total for Check/Tran - 21647:	536.58
21648 4/17/25	DD	444	LANO EQUIPMENT, INC	PARTS & LABOR FOR UNIT #58	941.89
				PARTS & LABOR FOR UNIT #58	235.47
				Total for Check/Tran - 21648:	1,177.36
21649 4/17/25	DD	39	MMUA	UNDERGROUND SCHOOL - 142 190 05.06.2025	1,110.00
21650 4/17/25	DD	488	SUMMIT FIRE PROTECTION CO	FIRE EXTINGUISHER INSPECTION	1,732.94
				FIRE EXTINGUISHER INSPECTION	433.23
				Total for Check/Tran - 21650:	2,166.17
21698 4/24/25	DD	724	ALLEGiant UTILITY SERVICES, LLC	ELEC METER INSTALL - 3/16 to 3/31/25	24,409.97
				ELEC METER INSTALL - 3/16 to 3/31/25	-1,781.96
				Total for Check/Tran - 21698:	22,628.01
21699 4/24/25	DD	728	ARCHER PLUMBING LLC	WATER METER REPAIRS	300.00
21700 4/24/25	DD	8843	CAMPBELL KNUTSON	LEGAL SERVICES - MARCH 2025	1,407.19
				LEGAL SERVICES - MARCH 2025	351.80
				Total for Check/Tran - 21700:	1,758.99
21701 4/24/25	DD	5013	CARR'S TREE SERVICE, INC	TREE TRIMMING - 3/17/25	8,401.74
21702 4/24/25	DD	11	CITY OF ELK RIVER	SEWER BILLED - MARCH 2025	245,283.96
				REVENUE TRANSFER - MARCH 2025	118,061.79
				STORMWATER BILLED - MARCH 2025	56,947.14
				Total for Check/Tran - 21702:	420,292.89
21703 4/24/25	DD	7448	CRC	CUSTOMER SERVICE AFTER HOURS	2,571.48
				CUSTOMER SERVICE AFTER HOURS	642.87
				Total for Check/Tran - 21703:	3,214.35
21704 4/24/25	DD	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 1 - INV GRP 421 - MARCH 2025	5,650.73
				CYCLE 1 - ACCT 183 - MARCH 2025	1,450.45
				CYCLE 1 - INV GRP 101 - MARCH 2025	3,983.67

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				CYCLE 1 - INV GRP 101 - MARCH 2025	59.77
				CYCLE 1 - INV GRP 101 - MARCH 2025	725.88
				CYCLE 1 - INV GRP 101 - MARCH 2025	651.32
				CYCLE 1 - INV GRP 101 - MARCH 2025	181.47
				CYCLE 1 - INV GRP 325 - MARCH 2025	325.00
				CYCLE 1 - INV GRP 325 - MARCH 2025	16,448.35
				Total for Check/Tran - 21704:	29,476.64
21705 4/24/25	DD	91	GOPHER STATE ONE-CALL	LOCATES FOR - MARCH 2025	266.76
				LOCATES FOR - MARCH 2025	14.04
				Total for Check/Tran - 21705:	280.80
21706 4/24/25	DD	809	HAWKINS, INC.	Water Chemicals	1,426.33
21707 4/24/25	DD	39	MMUA	LINEMAN COLLEGE - 190 195	600.00
				2025 QTR SAFETY TRAINING	5,007.60
				2025 QTR jts TRAINING	2,241.25
				2025 QTR SAFETY TRAINING -City	6,259.50
				2025 QTR SAFETY TRAINING	1,251.90
				Total for Check/Tran - 21707:	15,360.25
21708 4/24/25	DD	9300	NISC	MISC INVOICE - MARCH 2025	702.93
				MISC INVOICE - MARCH 2025	175.73
				AGREEMENTS INVOICE - MARCH 2025	53.94
				AGREEMENTS INVOICE - MARCH 2025	776.62
				AGREEMENTS INVOICE - MARCH 2025	11,391.94
				AGREEMENTS INVOICE - MARCH 2025	260.00
				AGREEMENTS INVOICE - MARCH 2025	332.83
				AGREEMENTS INVOICE - MARCH 2025	2,554.75
				AGREEMENTS INVOICE - MARCH 2025	65.00
				PRINT SERVICES - MARCH 2025	527.29
				PRINT SERVICES - MARCH 2025	7,090.15
				PRINT SERVICES - MARCH 2025	225.98

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				PRINT SERVICES - MARCH 2025	1,772.53
				Total for Check/Tran - 21708:	25,929.69
21709 4/24/25	DD	130	RESCO	FIBERGLASS POLE	13,448.20
				Discount	-6.11
				Total for Check/Tran - 21709:	13,442.09
89078 4/3/25	CHK	4531	AT & T MOBILITY	CELL PHONES & iPad BILLING	93.19
				CELL PHONES & iPad BILLING	2,501.05
				CELL PHONES & iPad BILLING	39.94
				CELL PHONES & iPad BILLING	555.49
				Total for Check/Tran - 89078:	3,189.67
89079 4/3/25	CHK	9997	JAMES CARRIER	INACTIVE REFUND	158.21
89080 4/3/25	CHK	28	CINTAS	MATS & TOWELS	429.42
				MATS & TOWELS	61.35
				Total for Check/Tran - 89080:	490.77
89081 4/3/25	CHK	54	CORE & MAIN LP	METER COUPLINGS	749.00
89082 4/3/25	CHK	9997	HEATHER CROWE	INACTIVE REFUND	37.47
89083 4/3/25	CHK	723	DEM-CON COMPANIES, LLC	DUMPSTER	420.00
89084 4/3/25	CHK	8247	FERGUSON WATERWORKS #2516	MISC PARTS & SUPPLIES	470.25
				MISC PARTS & SUPPLIES - WELL #4	58.72
				MISC PARTS & SUPPLIES - WELL #4	-96.88
				Total for Check/Tran - 89084:	432.09
89085 4/3/25	CHK	9997	RACHAEL GEURKINK	INACTIVE REFUND	71.72
89086 4/3/25	CHK	9997	DANIEL GOREA	INACTIVE REFUND	51.10
89087 4/3/25	CHK	9997	RODGER HARRIS	INACTIVE REFUND	90.50
89088 4/3/25	CHK	9997	HP MINNESOTA I, LLC	Credit Balance Refund	248.43

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89089 4/3/25	CHK	9997	NANCY KALIHHER	INACTIVE REFUND	338.23
89090 4/3/25	CHK	9997	KALU DAYTON RIVER RD, LLC	INACTIVE REFUND	114.05
89091 4/3/25	CHK	444	LANO EQUIPMENT, INC	PARTS & LABOR FOR UNIT #58	1,345.98
				PARTS & LABOR FOR UNIT #58	336.49
				Total for Check/Tran - 89091:	1,682.47
89092 4/3/25	CHK	9997	TREVOR J LEGO	INACTIVE REFUND	30.19
89093 4/3/25	CHK	9997	LEWIS CUSTOM HOMES, INC	Credit Balance Refund	435.79
89094 4/3/25	CHK	8605	MARCO TECHNOLOGIES, LLC	ACE PROGRAM	1,421.17
				ACE PROGRAM	355.29
				Total for Check/Tran - 89094:	1,776.46
89095 4/3/25	CHK	145	MENARDS	COUPLER	2.15
				PARTS FOR RODEO	45.13
				WINDOW GLAZING	4.52
				PARTS FOR POWER PLANT WINDOW	10.98
				PACKING TAPE	20.48
				MISC PARTS & SUPPLIES	-45.22
				MISC PARTS & SUPPLIES	45.22
				Total for Check/Tran - 89095:	83.26
89096 4/3/25	CHK	9997	MINNE MADE AND MORE LLC	INACTIVE REFUND	181.94
89097 4/3/25	CHK	120	NAPA AUTO PARTS	PARTS FOR UNIT #75	18.86
				PARTS FOR UNIT #75	18.87
				Transportation Exp	45.74
				HYDRAULIC OIL	17.24
				WELDABLE PRIMER	59.78
				PARTS FOR UNIT #23	17.24
				3M SAFETY WALK	170.91
				OIL & FILTER - VALVE EXERCISER	33.68

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Total for Check/Tran - 89097:					382.32
89098 4/3/25	CHK	7169	PAYROLLORG	MEMBERSHIP RENEWAL - 144	244.00
				MEMBERSHIP RENEWAL - 144	61.00
Total for Check/Tran - 89098:					305.00
89099 4/3/25	CHK	811	PRIME ADVERTISING & DESIGN, INC.	Service Agreement	1,500.00
89100 4/3/25	CHK	3218	RDO EQUIPMENT CO.	PARTS FOR UNIT #56	674.24
89101 4/3/25	CHK	9997	JAMIE ROUX	INACTIVE REFUND	460.06
89102 4/3/25	CHK	9997	SFR AQUISITIONS 2, LLC.	INACTIVE REFUND	92.56
89103 4/3/25	CHK	848	SHERBURNE COUNTY PUBLIC WORKS	UTILITY PERMIT	100.00
89104 4/3/25	CHK	159	SHORT ELLIOTT HENDRICKSON INC	PROFESSIONAL SERVICES - FEB 2025	5,342.86
89105 4/3/25	CHK	9997	PIDA SIRATTANATRAY	INACTIVE REFUND	133.07
89106 4/3/25	CHK	6107	STUART C. IRBY CO.	BUSHING INSERT ELBOWS	1,395.00 17,607.00
Total for Check/Tran - 89106:					19,002.00
89107 4/3/25	CHK	3360	THE UPS STORE 5093	SHIPPING - OIL SAMPLES	17.53
89108 4/3/25	CHK	569	UNDERGROUND TOOLS, INC	PARTS FOR UNIT #56	2,650.00
89109 4/3/25	CHK	9997	SCOTT YACKLEY	INACTIVE REFUND	7.68
89112 4/8/25	CHK	668	GILLELAND CHEVROLET CADILLAC, I	Truck	57,002.50
89113 4/11/25	CHK	398	ALTEC INDUSTRIES, INC	ORANGE HARD BODY BUCKET - 4 5 8 11 21	538.08
89114 4/11/25	CHK	9997	MELISSA BARRINGER	Credit Balance Refund	261.02
89115 4/11/25	CHK	2920	BATTERIES PLUS BULBS	BATTERIES	8.58
89116 4/11/25	CHK	15	BK CORROSIONS, LLC	Anode	730.43

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89117 4/11/25	CHK	5224	BLUE CROSS BLUE SHIELD OF MINNES	VISION INSURANCE - May 2025	277.20
				VISION INSURANCE - May 2025	65.59
Total for Check/Tran - 89117:					342.79
89118 4/11/25	CHK	9997	CAPSTONE HOMES	Credit Balance Refund	120.45
89119 4/11/25	CHK	9997	CAPSTONE HOMES	Credit Balance Refund	113.73
89120 4/11/25	CHK	54	CORE & MAIN LP	RUBBER WASHER	51.78
				RUBBER WASHER	-3.78
				WATER METERS	9,015.82
				WATER METERS	-658.17
				Water Meter	10,765.93
				WATER METERS	-785.93
Total for Check/Tran - 89120:					18,385.65
89121 4/11/25	CHK	9997	ANDREW DAHLIN	Credit Balance Refund	146.62
89122 4/11/25	CHK	656	DGR ENGINEERING	PROFESSIONAL SERVICES - FEB 2025	3,969.00
89123 4/11/25	CHK	4252	ELK RIVER HEATING & AIR CONDITIONHVAC		2,250.00
89124 4/11/25	CHK	730	GREATAMERICA FINANCIAL SERVICESLEASE FOR COPIER AT PLANT		105.01
				LEASE FOR COPIER AT PLANT	26.26
Total for Check/Tran - 89124:					131.27
89125 4/11/25	CHK	9997	JOAN GREENE	Credit Balance Refund	63.39
89126 4/11/25	CHK	631	HEALTHPARTNERS	DENTAL EE INSURANCE - MAY 2025	844.91
				DENTAL ER INSURANCE - MAY 2025	2,285.53
				MEDICAL EE INSURANCE - MAY 2025	10,860.85
				MEDICAL ER INSURANCE - MAY 2025	59,375.55
				DENTAL EE INSURANCE - MAY 2025	113.21
				DENTAL ER INSURANCE - MAY 2025	588.83
				MEDICAL EE INSURANCE - MAY 2025	2,724.15
				MEDICAL ER INSURANCE - MAY 2025	15,340.67

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Total for Check/Tran - 89126:					92,133.70
89127 4/11/25	CHK	8605	MARCO TECHNOLOGIES, LLC	PRINTER MTC CONTRACT - 3/1 to 4/1/25	349.73
				PRINTER MTC CONTRACT - 3/1 to 4/1/25	87.43
Total for Check/Tran - 89127:					437.16
89128 4/11/25	CHK	145	MENARDS	POWER STRIPS	98.33
				POWER STRIPS	24.58
				MISC PARTS & SUPPLIES	11.84
				SCREWDRIVER & WASHERS	6.67
				MISC PARTS & SUPPLIES	34.55
				MISC PARTS & SUPPLIES	39.50
				REBATE	-39.49
				REBATE	-5.00
Total for Check/Tran - 89128:					170.98
89129 4/11/25	CHK	119	MINNESOTA COMPUTER SYSTEMS INC	COPIER MTC CONTRACT - 3/12 to 4/11/25	88.53
				COPIER MTC CONTRACT - 3/12 to 4/11/25	22.14
Total for Check/Tran - 89129:					110.67
89130 4/11/25	CHK	716	MOTION AUTOMATION INTELLIGENCE	SCADA	1,578.00
				SCADA	2,130.01
Total for Check/Tran - 89130:					3,708.01
89131 4/11/25	CHK	9997	NORTHVIEW, LLC.	Credit Balance Refund	128.48
89132 4/11/25	CHK	22	PLUNKETT'S PEST CONTROL, INC	PEST CONTROL - CHECK RODENT TRAPS	117.99
				PEST CONTROL - CHECK RODENT TRAPS	16.85
Total for Check/Tran - 89132:					134.84
89133 4/11/25	CHK	475	POOLWERX TWIN CITIES	WATER CHEMICALS	124.05
89134 4/11/25	CHK	811	PRIME ADVERTISING & DESIGN, INC.	MONTHLY HOSTING OF WEBSITE	40.00
				MONTHLY HOSTING OF WEBSITE	40.00
				MONTHLY HOSTING OF WEBSITE	20.00
Total for Check/Tran - 89134:					100.00

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
89135 4/11/25	CHK	8606	QUADIENT FINANCE USA, INC	POSTAGE MACHINE LEASE - 2/6 to 5/5/25	226.66
				POSTAGE MACHINE LEASE - 2/6 to 5/5/25	56.66
Total for Check/Tran - 89135:					283.32
89136 4/11/25	CHK	574	REPUBLIC SERVICES, INC	TRASH & RECYCLING	388.96
				TRASH & RECYCLING	2,021.22
				TRASH & RECYCLING	55.57
				TRASH & RECYCLING	288.74
				TRASH & RECYCLING	406.75
				TRASH & RECYCLING	72.00
				TRASH & RECYCLING	10.28
Total for Check/Tran - 89136:					3,243.52
89137 4/11/25	CHK	674	STAR ENERGY SERVICES LLC	PROFESSIONAL SERVICES - MARCH 2025	188.00
89138 4/11/25	CHK	6107	STUART C. IRBY CO.	Tags	604.47
				ONE FINGER MITTEN	-12.72
				ONE FINGER MITTEN	174.12
				Tape	1,648.33
				Tape	666.67
				Tape	620.28
				FAULT TRACKERS	39,550.00
				GLOVES	-161.40
Total for Check/Tran - 89138:					43,089.75
89139 4/11/25	CHK	9997	TH CONSTRUCTION OF ANOKA INC	Credit Balance Refund	126.01
89140 4/11/25	CHK	3360	THE UPS STORE 5093	OFFICE SUPPLIES	17.53
89141 4/11/25	CHK	375	VIKING ELECTRIC	GROUNDINF WIRE	-3.24
				GROUNDINF WIRE	44.33
				MISC PARTS & SUPPLIES	-1.32
				MISC PARTS & SUPPLIES	18.12
Total for Check/Tran - 89141:					57.89

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
89142 4/11/25	CHK	55	WESCO RECEIVABLES CORP.	Mtce of OH Primary	670.00
89143 4/17/25	CHK	725	A1 RENT IT	CHAIN SAW PARTS	112.79
89144 4/17/25	CHK	398	ALTEC INDUSTRIES, INC	PARTS & LABOR FOR UNIT #21	521.53
89145 4/17/25	CHK	1327	AUTOMATIC SYSTEMS CO	FIBER - WELL #4	1,786.25
89146 4/17/25	CHK	1253	B & B TRANSFORMER INC	TRANSFORMER REPAIRS	6,034.00
				TRANSFORMER REPAIRS	10,295.00
				Total for Check/Tran - 89146:	16,329.00
89147 4/17/25	CHK	9997	BARBARA BAKER	INACTIVE REFUND	173.43
89148 4/17/25	CHK	6138	BLUE EGG BAKERY	COOKIES FOR MEETINGS	97.60
				COOKIES FOR MEETINGS	24.40
				Total for Check/Tran - 89148:	122.00
89149 4/17/25	CHK	24	ELK RIVER PRINTING & VENTURE PRO	MANUAL METER READ REQUEST FORM	40.56
				MANUAL METER READ REQUEST FORM	17.39
				Total for Check/Tran - 89149:	57.95
89150 4/17/25	CHK	122	ELK RIVER WINLECTRIC	HEX NUT	3.26
				HEX NUT	-0.25
				HEX NUTS	-0.25
				HEX NUTS	3.26
				Total for Check/Tran - 89150:	6.02
89151 4/17/25	CHK	9997	RILEY GRUNZKE	INACTIVE REFUND	55.72
89152 4/17/25	CHK	9997	DARYL HERRMANN	INACTIVE REFUND	18.21
89153 4/17/25	CHK	9997	HPA CL2 LLC	INACTIVE REFUND	7.88
89154 4/17/25	CHK	784	JACKSON PLACE APARTMENTS	CIP - LIGHTING RETROFIT	189.42
89155 4/17/25	CHK	9997	BEELS KPELO	INACTIVE REFUND	36.02

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
89156 4/17/25	CHK	8605	MARCO TECHNOLOGIES, LLC	PRINTER MTC CONTRACT - 4/1 to 5/1/25	308.09
				PRINTER MTC CONTRACT - 4/1 to 5/1/25	77.02
Total for Check/Tran - 89156:					385.11
89157 4/17/25	CHK	188	MARTIES FARM SERVICE INC	GOPHER BAIT	-8.19
				GOPHER BAIT	112.17
Total for Check/Tran - 89157:					103.98
89158 4/17/25	CHK	145	MENARDS	MISC PARTS & SUPPLIES	10.66
				MISC PARTS & SUPPLIES	47.62
				MISC PARTS & SUPPLIES	11.82
				MISC PARTS & SUPPLIES	29.61
				MISC PARTS & SUPPLIES	-8.74
				MISC PARTS & SUPPLIES	-1.25
Total for Check/Tran - 89158:					89.72
89159 4/17/25	CHK	3218	RDO EQUIPMENT CO.	PARTS FOR UNIT #53	-8.40
				PARTS FOR UNIT #53	106.87
Total for Check/Tran - 89159:					98.47
89160 4/17/25	CHK	9997	KYLIE SEGER	INACTIVE REFUND	222.53
89161 4/17/25	CHK	9997	KERMIT SOLOMON	INACTIVE REFUND	67.07
89162 4/17/25	CHK	6107	STUART C. IRBY CO.	GLOVES	-40.61
				GLOVES	556.24
Total for Check/Tran - 89162:					515.63
89163 4/17/25	CHK	3360	THE UPS STORE 5093	SHIPPING - OIL SAMPLES	16.59
89164 4/17/25	CHK	9997	WINELL UREY	INACTIVE REFUND	84.23
89165 4/17/25	CHK	9997	VALUE HOMES LLC	INACTIVE REFUND	151.25
89166 4/17/25	CHK	9997	VILLAS AT FILLMORE HOA	Credit Balance Refund	1,871.12
89167 4/17/25	CHK	429	WALMAN OPTICAL	SAFETY GLASSES - 162	-25.67

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				SAFETY GLASSES - 162	351.67
				Total for Check/Tran - 89167:	326.00
89168 4/17/25	CHK	9997	WINDSTREAM ACCTS PAYABLE	Credit Balance Refund	234.82
89169 4/17/25	CHK	9997	WINDSTREAM ACCTS PAYABLE	Credit Balance Refund	250.92
89170 4/17/25	CHK	785	WYNDHAM GARDEN OTSEGO	CIP - REBATE	3,225.97
89171 4/17/25	CHK	663	CDW GOVERNMENT	iPad Program	1,265.43
				Total for Check/Tran - 89171:	1,265.43
89172 4/24/25	CHK	102	ABDO LLP	2024 AUDIT SERVICES	2,400.00
				2024 AUDIT SERVICES	600.00
				2024 AUDIT SERVICES	546.00
				Total for Check/Tran - 89172:	3,546.00
89173 4/24/25	CHK	2512	AMARIL UNIFORM COMPANY	Employee Clothing	-251.80
				Employee Clothing	-13.25
				Employee Clothing - 196	736.00
				Employee Clothing - 32	731.25
				Employee Clothing - 165	802.00
				Employee Clothing - 159	1,027.14
				Employee Clothing - 159	54.05
				Employee Clothing - 128	1,068.70
				Employee Clothing - 119	1,234.60
				Employee Clothing - 111	1,553.19
				EMPLOYEE CLOTHING - 193	647.81
				EMPLOYEE CLOTHING - 193	34.09
				EMPLOYEE CLOTHING - 135	911.00
				EMPLOYEE CLOTHING - 149	364.83
				EMPLOYEE CLOTHING - 149	19.20
				Employee Clothing- 178	795.19

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				Employee Clothing - 174	946.40
				Employee Clothing - 9	337.69
				EMPLOYEE CLOTHING - 152	763.33
				EMPLOYEE CLOTHING - 152	40.17
				EMPLOYEE CLOTHING - 172	1,027.20
				EMPLOYEE CLOTHING - 172	256.80
				EMPLOYEE CLOTHING - 157	1,128.50
				Total for Check/Tran - 89173:	14,214.09
89174 4/24/25	CHK	3982	CENTERPOINT ENERGY	NATURAL GAS & IRON REMOVAL	2,044.96
				NATURAL GAS & IRON REMOVAL	666.43
				Total for Check/Tran - 89174:	2,711.39
89175 4/24/25	CHK	5592	CITY OF DAYTON	2025 QTR 1 FRANCHISE FEES	2,566.05
89176 4/24/25	CHK	3498	CITY OF OTSEGO	2025 QTR 1 FRANCHISE FEES	18,559.18
89177 4/24/25	CHK	7509	DEPARTMENT OF MOTOR VEHICLES	REGISTRATION & PLATE FEE - UNIT #41	1,852.27
89178 4/24/25	CHK	7509	DEPARTMENT OF MOTOR VEHICLES	REGISTRATION & TITLE FEE - UNIT #78	3,942.02
89179 4/24/25	CHK	5204	DIVERSIFIED ADJUSTMENT SERVICE, I	COMMISSIONS DUE COLLECTION AGENCY	248.97
89180 4/24/25	CHK	8709	FAIRVIEW HEALTH SERVICES	RANDOM DRUG SCREENING - 135	115.00
89181 4/24/25	CHK	53	GREAT RIVER ENERGY	BATTERY BANK TESTING	583.50
				BATTERY BANK TESTING	583.50
				2025 QTR 1 CONNECTION SERVICES	1,875.00
				Total for Check/Tran - 89181:	3,042.00
89182 4/24/25	CHK	9997	TA HER	Credit Balance Refund	104.50
89183 4/24/25	CHK	9997	HP MINNESOTA I, LLC	Credit Balance Refund	171.05
89184 4/24/25	CHK	9997	LAWRENCE ESTATES INC	Credit Balance Refund	44.24
89185 4/24/25	CHK	9997	LENNAR HOMES	Credit Balance Refund	194.48

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
89186 4/24/25	CHK	9997	LENNAR HOMES	Credit Balance Refund	217.46
89187 4/24/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	251.84
89188 4/24/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	205.39
89189 4/24/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	211.51
89190 4/24/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	177.53
89191 4/24/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	158.90
89192 4/24/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	205.03
89193 4/24/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	211.83
89194 4/24/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	192.00
89195 4/24/25	CHK	9997	LGI HOMES, MN	Credit Balance Refund	201.88
89196 4/24/25	CHK	9997	ILIJA LITVINOV	Credit Balance Refund	122.37
89197 4/24/25	CHK	145	MENARDS	MISC PARTS & SUPPLIES	22.62
				MISC PARTS & SUPPLIES	9.56
				MISC PARTS & SUPPLIES	33.27
				MISC PARTS & SUPPLIES	20.30
Total for Check/Tran - 89197:					85.75
89198 4/24/25	CHK	716	MOTION AUTOMATION INTELLIGENCE SCADA		379.68
89199 4/24/25	CHK	633	MUTUAL OF OMAHA	ELEC LIFE INSURANCE - May 2025	216.81
				LIFE,STD & LTD INSURANCE - May 2025	2,470.11
				ELEC LIFE INSURANCE - May 2025	202.94
				LIFE,STD & LTD INSURANCE - May 2025	542.56
Total for Check/Tran - 89199:					3,432.42
89200 4/24/25	CHK	710	OTIS ELEVATOR COMPANY	Elevator	928.73
				Elevator	132.67

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Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 89200:					1,061.40
89201 4/24/25	CHK	630	PRINCETON RENTAL INC	TOOL RENTAL	127.56
89202 4/24/25	CHK	8141	SPEEDCUTTERS OUTDOOR MAINTENA	LAWN MOWING SERVICES	867.69
				LAWN MOWING SERVICES	2,155.57
Total for Check/Tran - 89202:					3,023.26
89203 4/24/25	CHK	6107	STUART C. IRBY CO.	Tape	620.28
89204 4/24/25	CHK	3360	THE UPS STORE 5093	SHIPPING - OIL SAMPLES	18.04
89205 4/24/25	CHK	8381	VERIFIED CREDENTIALS, LLC	BACKGROUND SCREENING - 196	67.50
89206 4/24/25	CHK	783	VICTORY CLEANING SERVICES	MONTHLY CLEANING - 1435 & 1705 MAIN ST	3,261.20
				MONTHLY CLEANING - 1435 & 1705 MAIN ST	465.88
Total for Check/Tran - 89206:					3,727.08
Total for Bank Account - 5 :					(215) 4,280,901.67
Grand Total :					(216) 4,291,018.02

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PARAMETERS ENTERED:**Check Date:** 04/01/2025 To 04/30/2025**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

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Payroll/Labor

Check Register Totals

04/08/2025 To 04/08/2025

<u>Pays</u>	<u>Job</u>	<u>Amount</u>	<u>Hours</u>
Gross Pay			
2	Reg Hours	0.00	0.00
VAC	Vacation Pay	0.00	0.00
HOL	Holiday Pay	0.00	0.00
106	Longevity Pay	3,850.00	0.00
	Gross Pay Total:	<u>3,850.00</u>	<u>0.00</u>
	Total Pays:	<u>3,850.00</u>	<u>0.00</u>

<u>Deductions</u>	<u>Amount</u>	
Employee Taxes		
MNS MN State Income Tax - Single	96.88	1,550.00
MNM MN State Income Tax - Married	143.75	2,300.00
SS-E Social Security	238.70	3,850.00
MD-E Medicare	55.82	3,850.00
FDMH FED MARRIED MULTIPLE JOBS W4 2020>	506.00	2,300.00
FDSN FED SINGLE - NO MULTI JOBS W4 2020>	341.00	1,550.00
Employee Tax Total:	<u>1,382.15</u>	

<u>Employer Taxes</u>	<u>Amount</u>	<u>Taxable Amt</u>
SS-R Social Security	238.70	3,850.00
MD-R Medicare	55.82	3,850.00
SUTA State Unemployment Tax	0.00	3,850.00
Employer Tax Total:	<u>294.52</u>	

<u>Taxes By Type</u>	<u>State</u>	<u>Amount</u>	<u>Taxable Amt</u>
FEDERAL INCOME		847.00	3,850.00
SOCIAL SECURITY		477.40	3,850.00
Medicare		111.64	3,850.00
STATE INCOME	MN	240.63	3,850.00
State Unemployment Tax	MN	0.00	3,850.00
Tax Total:		<u>1,676.67</u>	

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Payroll/Labor Check Register Totals

04/08/2025 To 04/08/2025

Net Pay: 2,467.85

Total Deposit Amount: 0.00

Total Check Amount: 2,467.85

Total Employees: 2

Total Direct Deposits: 0

Total Checks: 2

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Payroll/Labor

Check Register Totals

04/18/2025 To 04/18/2025

<u>Pays</u>	<u>Job</u>	<u>Amount</u>	<u>Hours</u>
Gross Pay			
2	Reg Hours	0.00	0.00
3	Overtime	0.00	0.00
4	Double Time	0.00	0.00
5	On-Call/Stand-by	0.00	0.00
24	FLSA	0.00	0.00
25	Rest Time	0.00	0.00
10	Bonus Pay	0.00	0.00
105	Perf. Metr. Distr.	138,995.18	0.00
VAC	Vacation Pay	0.00	0.00
SICK	Sick Pay	0.00	0.00
HOL	Holiday Pay	0.00	0.00
78	Retro Earnings	0.00	0.00
5-2	On-Call/Stand-by/OT	0.00	0.00
PTOY	Personal Day - Year	0.00	0.00
3C	Overtime-Comp Time	0.00	0.00
4C	Double Time-Comp Time	0.00	0.00
CM3C	Overtime-Comp Time Adjusted	0.00	0.00
CM4C	Double Time-Comp Time Adjusted	0.00	0.00
COMP	Comp Time Taken	0.00	0.00
106	Longevity Pay	0.00	0.00
10W	Bonus Pay	0.00	0.00
Gross Pay Total:		<u>138,995.18</u>	<u>0.00</u>
Total Pays:		<u>138,995.18</u>	<u>0.00</u>

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**Payroll/Labor
Check Register Totals****04/18/2025 To 04/18/2025**

Deductions		Amount
9	PERA/C	9,034.67
67	HCSP1	0.00
76	HCSP2	0.00
77	HCSP3	0.00
14	Def/MN	0.00
36	Def/Wenzel	0.00
17	Flex/Health	0.00
37	Flex/Dependent	0.00
21	Extra Life Insurance	0.00
30	Dental-Single	0.00
31	Dental-EE+1	0.00
32	Dental-Family	0.00
85	HSA/Single	0.00
86	HSA/Single+1	0.00
87	HSA/Family	0.00
92	HSA Contribution	0.00
23	Child Support	0.00
14A	Def/MN Roth	0.00
36A	Def/Wenzel Roth	0.00
50	Insurance Opt-Out	0.00
36B	Def/Wenzel Mgr %	0.00
14B	Def/MN-Mgr %	0.00
14C	Def/MN Roth Mgr%	0.00
55	Vision-Single	0.00
56	Vision-EE+1	0.00
58	Vision-Family	0.00
36C	Def/Wenzel Roth Mgr%	0.00
11	Elective Life Insurance	0.00
Deduction Total:		9,034.67

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Payroll/Labor Check Register Totals

04/18/2025 To 04/18/2025

Employee Taxes		Amount	Taxable Amt
FEDS	Federal Income - Single	6,325.57	28,752.67
FEDM	Federal Income Tax - Married	4,709.14	21,405.11
MNS	MN State Income Tax - Single	4,457.32	71,317.13
MNM	MN State Income Tax - Married	3,665.24	58,643.38
SS-E	Social Security	8,617.67	138,995.18
MD-E	Medicare	2,015.43	138,995.18
FDMH	FED MARRIED MULTIPLE JOBS W4 2020>	6,877.98	31,263.57
FEDH	FED HEAD OF HSLD NO MULTI JOBS W4 2020	0.00	0.00
FDSN	FED SINGLE - NO MULTI JOBS W4 2020>	8,219.75	37,362.44
FDMN	FED MARRIED - NO MULTI JOBS W4 2020>	2,458.88	11,176.72
Employee Tax Total:		47,346.98	

Employer Taxes		Amount	Taxable Amt
SS-R	Social Security	8,617.67	138,995.18
MD-R	Medicare	2,015.43	138,995.18
SUTA	State Unemployment Tax	0.00	138,995.18
Employer Tax Total:		10,633.10	

Benefits		Amount
30	Dental-Single	0.00
31	Dental-EE+1	0.00
32	Dental-Family	0.00
85	HSA/Single	0.00
86	HSA/EE+1	0.00
87	HSA/Family	0.00
9	PERA/C	9,034.67
59	Employer MN DC	0.00
60	Employer W&A DC	0.00
94	HSA Employer Contribution - Family Plan	0.00
95	HSA Employer Contribution - Single Plan	0.00
9-1	PERA - ER 1% CONTRIBUTION	1,389.93
58	Employer Mgr MN DC	0.00
60A	Employer Mgr W&A DC	0.00
Benefit Total:		10,424.60

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Payroll/Labor Check Register Totals

04/18/2025 To 04/18/2025

<u>Taxes By Type</u>	<u>State</u>	<u>Amount</u>	<u>Taxable Amt</u>
FEDERAL INCOME		28,591.32	129,960.51
SOCIAL SECURITY		17,235.34	138,995.18
Medicare		4,030.86	138,995.18
STATE INCOME	MN	8,122.56	129,960.51
State Unemployment Tax	MN	0.00	138,995.18
Tax Total:		<u>57,980.08</u>	

Net Pay: 82,613.53

Total Deposit Amount: 82,613.53

Total Check Amount: 0.00

Total Employees: 45

Total Direct Deposits: 45

Total Checks: 0

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

April 8, 2025

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

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

Others Present: Amy Schmidt, Attorney; Cal Portner, City Administrator; Justin Nilson, Partner with Abdo Solutions

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 April 8, 2025, agenda. Motion carried 5-0.

1.4 Resolution Recognizing 2025 Drinking Water Week

Mr. Ninow presented his memo on 2025 Drinking Water Week, occurring May 4-10. Explaining that this year's focus is exploring the science of safe water, advocating for infrastructure improvement, and promoting responsive stewardship.

Moved by Commissioner Zerwas and seconded by Commissioner Bell to adopt Resolution 25-2 Recognizing Drinking Water Week, May 4-10, 2025. Motion carried 5-0.

1.5 Resolution Recognizing 2025 Lineworker Appreciation Day

Mr. Sumstad presented his memo on 2025 Lineworker Appreciation Day. He explained that ERMU currently has 10 lineworkers, consisting of 8 journeymen and two apprentices, as well as a foreperson. Mr. Sumstad commended staff and the work they do.

Moved by Commissioner Stewart and seconded by Commissioner Westgaard to adopt Resolution 25-3 Recognizing Lineworkers and Designating April 18, 2025, as Lineworker Appreciation Day. Motion carried 5-0.

1.6 Recognition of Employee Longevity – Mike Tietz, 8 years; Chris Sumstad, 24 years

Mr. Geiser recognized Mr. Tietz and Mr. Sumstad for their respective longevity terms. Mr. Geiser explained that Mr. Tietz is a crucial member of the Advanced Metering Infrastructure project, as well as managing substations, infrastructure locates, technical services, and more. Mr. Geiser shared that Mr. Sumstad plays an important role in managing line crews, inventory, and daily responsibilities. Chair Dietz presented each staff member with the corresponding longevity payments. Both expressed their appreciation and there was a round of applause.

1.7 Recognition APPA Certificate of Excellence in Reliability

Mr. Tietz presented his memo which explained that the American Public Power Association (APPA) had recently honored 255 public power utilities with a certificate of excellence in reliability, of which ERMU was one. Mr. Tietz noted that ERMU's System Average Interruption Duration Index, which measures the average outage time per customer, was 42.083 minutes in comparison to an industry average of 148 minutes.

2.0 CONSENT AGENDA (Approved By One Motion)

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

2.1 Check Register – March 2025

2.2 Regular Meeting Minutes – March 11, 2025

2.3 Resolution Electing Not to Waive Statutory Tort Limits for Liability Insurance

2.4 Updated Travel Expense Guidelines

Motion carried 5-0.

3.0 OPEN FORUM

No one appeared for open forum.

4.0 POLICY & COMPLIANCE

4.1 2024 Financial Audit

Mr. Nilson from ABDO Solutions presented ERMU's 2024 audit results, which issued a clean, unmodified audit opinion and compliance with Minnesota state statutes. He also showcased charts comparing expenditures, receipts, cash balances, and debt obligations over the past four years. He detailed a key expenditure in the Electric fund which is purchased power. Within the water fund depreciation and operating costs were discussed as well as a modest drop in usage. There was discussion.

Commissioner Zerwas provided context from his experience with the state legislature, explaining how commonly small rural utilities rely on state funding for major projects. He stated his perspective that ERMU is in good position relative to others by having some funds available for projects. Mr. Hanson added that resilience and reliability are major contributor to a utility's financial stability, referring to the previously discussed reliability award.

Moved by Commissioner Stewart and seconded by Commissioner Bell to receive and file the 2024 Annual Financial Report. Motion carried 5-0.

4.2 2024 Year End Reserve Balance

Ms. Karpinski presented her memo which recommends that unrestricted reserve balances above target levels for the Electric Utility fund, calculated at \$3,026,233, be designated for electric service territory transfer costs, and capital infrastructure costs; and that unrestricted reserve balances for the Water Utility fund, calculated at \$8,538,018 be designated for current and future capital infrastructure costs.

Moved by Commissioner Westgaard and seconded by Commissioner Zerwas to designate unrestricted reserve balances above target levels for Electric and Water funds. Motion carried 5-0

4.3 Utilities Performance Incentive Compensation Distribution

Ms. Karpinski presented the memo which called for a 3% distribution to qualifying employees per the terms of the policy and based upon staff achieving all stated goals.

Staff explained that this was a \$140,000 budget item and that next year the maximum distribution will be reduced to 2% as part of the approved Wage & Benefit Committee recommendations in 2024.

Moved by Commissioner Zerwas and seconded by Commissioner Bell to award the Performance Metrics and Compensation Distribution of 3% to qualifying employees per the terms of the policy. Motion carried 5-0.

4.4 Commission Policy Review – G.4a – Succession of Leadership

Mr. Mauren presented his memo which proposed changes to the commission policy establishing that the interim acting general manager job description would effectively be the current general manager's job description until a special meeting is convened to establish the role description.

The memo also established the operations director as the primary successor and the administration director as the secondary successor.

Moved by Commissioner Zerwas and seconded by Commissioner Westgaard to approve recommended language updates. Motion carried 5-0.

4.5 Electric Vehicle Charger Discussion

In response to staff's question, the Commission expressed no interest in offering free energy through ERMU's currently owned EV chargers. They directed staff to hold discussions with local stakeholders (the Downtown Elk River Business Association and Rockwoods restaurant) to gauge their interest in taking over the chargers in the downtown Elk River parking lot and near the restaurant, respectively. If there is no interest the Commission directed staff to proceed with removing the chargers. ERMU will continue to operate a public charger at City Hall as a means to service its own EV.

5.0 BUSINESS ACTION

5.1 Financial Report – February 2025

Ms. Karpinski presented the financial report for February 2025. The report shows a profit of approximately \$412,000 with a profit margin of 5.6%. Both electric and water departments performed favorably compared to budget. Increased usage and sales helped contribute to favorable results in the electric and water budgets. There was discussion.

Moved by Commissioner Westgaard and seconded by Commissioner Stewart to receive the February 2025 Financial Report. Motion carried 5-0.

5.2 Annual Reliability Report

Mr. Tietz presented his memo which highlighted report data on ERMU's result from the 2024 eReliability Tracker. Mr. Tietz highlighted report data showing that tree contact caused 37% of outages in 2024, squirrels caused 26%, and vehicle accidents caused 9%. Mr. Tietz

explained that ERMU will continue its dedicated tree trimming program and commended staff and the utility's robust system for contributing to strong results.

Chair Dietz asked if ERMU is allowed to trim trees on private property. Staff explained that they will always communicate the need to trim trees with residents, but ERMU has the right to maintain plant growth in the right of way.

5.3 **Water Service Line Ownership**

Mr. Hanson presented his memo and invited the Commission to discuss what if any changes they'd like staff to pursue in water service line ownership. The topic had previously been covered in a discussion of the curb stop valve break during open forum at the December 2024 meeting and during business action at the February 2025 meeting. Mr. Hanson explained the potential iterations of ownership based on his research of 50 Minnesota municipal water utilities.

The four options discussed were to maintain status quo with customers owning service lines through the curb stop, maintain status quo but with a protection program, and ERMU owning the service line up to the curb stop with or without commercial exemption.

A review of insurance options and cost implications (annual costs approximately \$47,000–\$61,000 with additional deductible considerations) was provided. Mr. Hanson explained that ERMU would need to incur insurance costs over \$100,000 to break even and shared his opinion that this having costs over that amount were unlikely.

There was discussion around the relative infrequency of water service line breaks, generally occurring one to two times a year. Given this infrequency, Commissioner Stewart suggested that pursuing a change in policy could be an example of a "solution in search of a problem." The group also discussed the availability of the Dispute Resolution Committee to address individual cases.

The Commission reached consensus to continue with the current water service line ownership policy and revisit potential changes based on feedback from a future customer survey and the 2025 rate study. Accordingly, communications and finance staff will investigate pursuing the survey and the study.

5.4 **Advanced Metering Infrastructure Update**

Mr. Tietz explained that Allegiant has completed its portion of the residential work on the project due to intermittent water appointments and low inventory on electric meters, adding that ERMU staff will complete the rest of the installation work.

Residential water meter exchange work is approximately 92% complete with roughly 500 replacements remaining.

There have been 86 residential water repairs performed by Archer Plumbing totaling \$30,610.36, which is within the budgeted amount.

Commercial water meter work is approximately 45% complete.

Residential electric meter replacement is about 78% complete. Commercial electric meter replacements are pending delivery.

An estimated 85% of all AMI meters (11,689 electric, 5,224 water) are currently installed.

6.0 BUSINESS DISCUSSION

6.1 Staff Updates

The Commission discussed plans and travel arrangements for the APPA Summer Conference in New Orleans and the Minnesota Municipal Utilities Association Summer Conference in Rochester, MN.

ERMU is entering into an agreement with Summit Collection Agency beginning June 1, 2025, which is a change in service providers.

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 – May 13, 2025
- b. 2025 Governance Agenda

6.4 Other Business

Commissioner Bell shared that he would be moving to Florida in April 2025 which will require him to resign from the Commission. The Commission thanked him for his dedication over the years and wished him well.

7.0 ADJOURN REGULAR MEETING

Moved by Commissioner Zerwas and seconded by Commissioner Westgaard to adjourn the regular meeting of the Elk River Municipal Utilities Commission at 5:36 p.m. Motion carried 5-0.

Minutes prepared by Tony Mauren.

John J. Dietz, ERMU Commission Chair

Tina Allard, City Clerk

TO: ERMU Commission	FROM: Tony Mauren – Governance & Communications Manager
MEETING DATE: May 13, 2025	AGENDA ITEM NUMBER: 2.3
SUBJECT: Policy Update - Utilities Performance Metric Incentive Compensation	
ACTION REQUESTED: Approve recommended updates to policy	

BACKGROUND/DISCUSSION:

Recently staff noticed that the last paragraph of the ERMU Policy G.4g1 – Performance Metrics and Incentive Compensation established the following distribution process.

The UPMIC Performance Based Compensation Incentive distribution will be made to Qualifying Employees on the first payroll date after the thirty-day period following the date on which the Commission formally receives its annual auditor's report in an open meeting.

Per finance staff, this is not the current practice, as distributions are able to be made within two weeks of approval of the audit. Per counsel, there is no legal reason why the distribution would need to be provided as written. Legal counsel did recommend establishing a time window for distribution so staff would be able to expect the funds within a set period. In order to not unnecessarily delay distributions and establish that timeline, staff is proposing the following paragraph replace it.

The UPMIC Performance Based Compensation Incentive distribution will be made to Qualifying Employees within thirty days of the date on which the Commission formally receives its annual auditor's report in an open meeting.

ATTACHMENTS:

- Updated ERMU Policy - G.4g1 - Performance Metrics and Incentive Compensation

Section: Governance	Category: Delegation to Management Policies
Policy Reference: G.4g1	Policy Title: Performance Metrics and Incentive Compensation

1.0 PURPOSE AND SUMMARY

The successful performance of the ERMU is measured in terms of the Utilities’ ability to meet our strategic goals and mission. By improving our efficiency and level of performance in meeting our strategic goals and mission we can improve the delivery of value to our customers.

To create incentives for employees to take personal responsibility for accomplishment of the Utilities’ strategic goals and mission, the Utilities has established a Utilities Performance Metrics-based Incentive Compensation system (“UPMIC”). Through UPMIC the employees of ERMU will have an opportunity, as a group, to earn annual incentive compensation for each qualifying employee by contributing individually to the overall success of ERMU on a daily basis.

Under UPMIC, either all qualifying employees will earn an incentive compensation distribution in a given year, or none will. And not only will incentive compensation under UPMIC in that sense be an all or nothing proposition each year, but there will be an equal percentage share basis for all on which the incentive compensation will be paid out if earned. This appropriately reflects the reality that we all succeed, or fall short, together as a team.

To administer the UPMIC and measure objectively the level of performance that must be achieved for qualifying employees to earn incentive compensation, the attached UPMIC Performance Metrics Policy Scorecard (“Scorecard”) has been created. The Scorecard will be subject to revision annually based on the performance metrics adopted by the Commission annually for the coming year (“Performance Metrics”). By tracking and measuring the Performance Metrics and creating incentive for employees to achieve the goals the Metrics embody, the Utilities believes it will be better able to focus efforts and resources on becoming more efficient and successful in meeting our strategic goals and mission and delivering improved value to our customers.

2.0 UTILITIES PERFORMANCE METRICS SCORECARD

As reflected on the Scorecard, the Performance Metrics are divided into the following five categories: Safety, Reliability and Quality of Utility Services; Workforce Development; Financial Goals; Communications/Customer Service; and Strategic Plan. These categories are used to characterize the overall strategic goals and mission of ERMU.

Under the Performance Metrics, these five main categories are then divided into various weighted factors, or sub-categories. These sub-categories, their percentage weight, and the goal or target for each, shall be established by the Utilities Commission annually. The Performance Metrics as adopted are reflected in the attached Scorecard. As discussed above, the Performance Metrics and thus the Scorecard are subject to modification and adoption by the Commission annually, which will normally occur during the Utilities' budgeting process.

3.0 UTILITIES PERFORMANCE INCENTIVE COMPENSATION DISTRIBUTION CRITERIA

Under the UPMIC a Performance-Based Compensation Incentive, if earned, will be distributed to Qualifying Employees annually. The total amount available to be earned by Utilities employees as a Performance Based Compensation Incentive each year will be an amount up to 2% of the Utilities' total gross wages paid to Qualifying Employees during the Measurement Period.

The measuring period used to calculate how much, if any, of the Performance-Based Compensation Incentive the Utilities employees have earned will be the calendar year (the "Measurement Period"). After the Measurement Period is complete and the Commission has received its audit in the spring of the year following the Measurement Period, the Performance Metrics will be applied to determine whether the Performance-Based Compensation Incentive has been earned for the Measurement Period. In doing so, the performance of the Utilities in each sub-category will be reviewed. If the sub-category performance meets or exceeds the established goal, the sub-category will be scored with the designated percentage that will contribute to a total Performance Metrics Multiplier to be used as a factor in calculating the distribution earned, if any, as shown in the Scorecard ("Multiplier"). The Multiplier has a maximum factoring effect of 100%. The Multiplier is used to determine how much, if any, of the amount established by the Commission for the UPMIC Performance-Based Compensation Incentive has been earned in the Measurement Period. (For example, if the Multiplier equals 100%, the distribution would equal 2%. If the Multiplier equals 75%, the distribution would equal 1.5%.) In other words, the amount established by the Commission may be earned on an annual basis by the group of Qualifying Employees (as defined below in Section 4.0) in whole, in part, or not at all.

After the Multiplier is calculated on the Scorecard, the Performance Based Compensation Incentive earned, if any, will be distributed to Qualifying Employees. The total amount to be distributed as the Performance Based Compensation Incentive will be the product of: a) the Multiplier; and b) 2% of the Utilities' total gross wages paid to Qualifying Employees during the Measurement Period.

The percentage of the Performance Based Compensation Incentive awarded to each Qualifying Employee will be based on the gross wages of each Qualifying Employee during the Measurement Period. To each Qualifying Employee, the distribution would be allocated in a lump sum equal to the product of: a) the Multiplier; and b) 2% of that employee's gross wages paid during the Measurement Period. For example, if a Qualifying Employee's gross wages earned during the Measurement Period were equal to \$50,000 and the Multiplier was equal to 100%, the total distribution to that employee would be equal to: $\$50,000 \times 2\% \times 100\% = \1000 .

If the Utilities' margins are negative due to sudden and unforeseen material changes to the industry or customer base, the Commission reserves the right to withhold distribution of the Performance Based Compensation Incentive in any given year.

4.0 EMPLOYEE QUALIFICATIONS AND DISTRIBUTION OF THE INCENTIVE COMPENSATION

An employee of the Utilities will be eligible for participation in the Performance Metrics Incentive Compensation distribution if the employee meets the following eligibility requirements and is therefore a "Qualifying Employee" for purposes of this policy.

- a. The employee is in good standing with the Utilities. An employee would not be eligible while on disciplinary probation or a performance improvement action plan.
- b. The employee was a Full Time or Part Time employee during the Measurement Period. Seasonal, and Temporary employees are not eligible.

The UPMIC Performance Based Compensation Incentive distribution will be made to Qualifying Employees ~~on the first payroll date after the~~within thirty days ~~s-period following of~~ the date on which the Commission formally receives its annual auditor's report in an open meeting.

GP-3300714-v4

POLICY HISTORY:

Adopted	December 12, 2012
Revised	January 14, 2020
Revised	December 13, 2022, effective January 1, 2023
Revised	December 12, 2023, effective January 1, 2024
Revised	December 10, 2024, effective January 1, 2025
<u>Revised</u>	<u>May 13, 2025</u>

TO: ERMU Commission	FROM: Melissa Karpinski – Finance Manager
MEETING DATE: May 13, 2025	AGENDA ITEM NUMBER: 2.4
SUBJECT: 2025 First Quarter Utilities Performance Metrics Scorecard Statistics	
ACTION REQUESTED: None	

BACKGROUND:

Following the Commission’s adoption of the Performance Metrics program in December 2012 and the latest revision in 2024, we will be tracking the progress for 2025, to be awarded in 2026. This is a company performance-based program designed to incentivize employee commitment towards the company’s success. Divided into categories representing core values of the company and again into sub-categories that are quantifiable, this program is designed to track goals that require companywide support from the employees to continually achieve. When the employees work together as a team to achieve these goals, the company recognizes a corresponding increase in value to our customers.

DISCUSSION:

At close of the fiscal 2025 year, and completion of the audit, the final score card will be evaluated and presented to the Commission for awarding the related distribution in 2026. We will be tracking the progress of the company and the related score card quarterly throughout 2025. The first quarter scorecard is attached, with some notes for the first quarter results.

FINANCIAL IMPACT:

None, until awarded the following year.

ATTACHMENTS:

- Performance Metrics and Incentive Compensation Policy Scorecard 2025 - First Quarter

Elk River Municipal Utilities
G.4g1a - Performance Metrics and Incentive Compensation Policy Scorecard - 2025

Category	Percent	Sub-Category	Sub-Percent	Goal	Score	Awarded Multiplier Percent
Safety, Reliability and Quality of Utility Services	40	Water Quality Standards	5	Meet Requirements		
		Lead and Copper quality	5	90th percentile		
		Bacteria Detection	5	0 positive samples		
		CAIDI	5	<120 Min		
		SAIDI	5	<60 Min		
		SAIFI	5	<0.4		
		Line Loss	5	<5%		
		Water Loss	5	<12%		
Workforce Development	20	Employee Turnover	10	< 7.5%		
		Participation in Recommended and Mandatory Trainings	10	95%		
Financial Goals	20	Margins/Net Profit	15	> Budget		
		Inventory Accuracy	5	≥98%		
Communications/ Customer Service	10	Clean Energy Choice Program Participation	5	+30 net		
		Conservation Improvement Program	5	≥95%		
Strategic Plan	10	Dashboard Progress (Average)	10	≥50%		
				Total Multiplier:		

met requirement

met requirement

0 on target

48.913 on target

5.173 on target

0.106 on target

0.07% on target

6.30% on target

0% on target

90% off target

on target

99.99% on target

+5 off target

7.36% off target

66.67% on target

1.6%

Adopted December 12, 2012
Revised October 11, 2016
Revised December 17, 2019
Revised December 14, 2021
Revised December 13, 2022
Revised December 12, 2023
Revised December 10, 2024

TO: ERMU Commission	FROM: Melissa Karpinski – Finance Manager
MEETING DATE: May 13, 2025	AGENDA ITEM NUMBER: 2.5
SUBJECT: 2025 First Quarter Delinquent Items	
ACTION REQUESTED: Approve the 2025 first quarter delinquent items submitted.	

BACKGROUND:

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

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

DISCUSSION:

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

- The amounts listed for assessments culminate in the fourth quarter and include items previously submitted to other collection services, and if not collected, are removed, and assessed. The assessment amount for 2025 is \$0.00 as there has been no activity yet for this year.
- The amounts submitted **only** to Collection Agencies for 2025 is \$0.00. (Please note that amounts submitted to Revenue Recapture were also submitted to Collection Agencies.)

- The amounts submitted to Revenue Recapture were higher than the prior year. The Q1 2025 RR amount is \$3,379.27. We have collected a total of \$10,193.73 from RR in Q1 2025.
- Write Offs for Q1 2025 of \$3,097.48 which is slightly more than the prior year. \$2,821.84 of the Write Offs were due to the removal of old account balances due to a six-year limit mandated by the state.

The attached report listing shows those dollars submitted to both the Collection Agency and RR. The first quarter totals are \$3,379.27 broken down by provider are: \$3,054.88 for Electric, \$271.35 for Franchise Fees, \$41.58 for Sewer, \$8.18 for Water, and \$3.28 for Storm Water.

Our allowance for doubtful accounts (a reserve for bad debt/write offs) is \$25,605 or .05% uncollectible accounts per revenue dollar. According to the American Public Power Association's most recent published standard ratios (2021) the industry standard is between .15% and 1.49%. Interestingly, the Northern/Central Plains average is .15%. Our totals for the year are below the national average, at .03%.

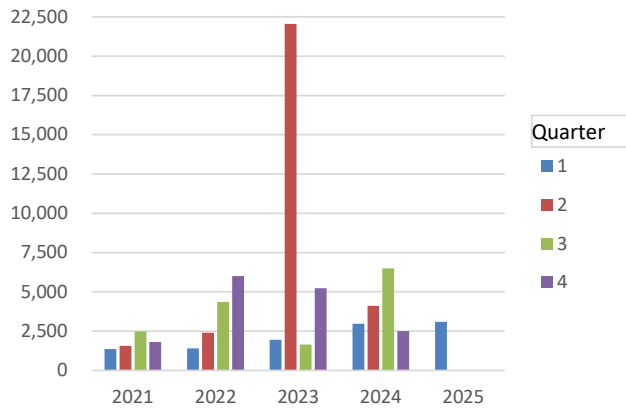
ATTACHMENTS:

- 2025 First Quarter Delinquent Items Comparison
- 2025 First Quarter Delinquent Items Submitted

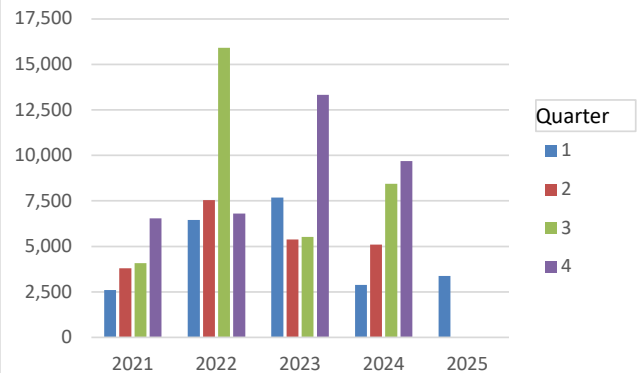
Delinquent Items Comparisons

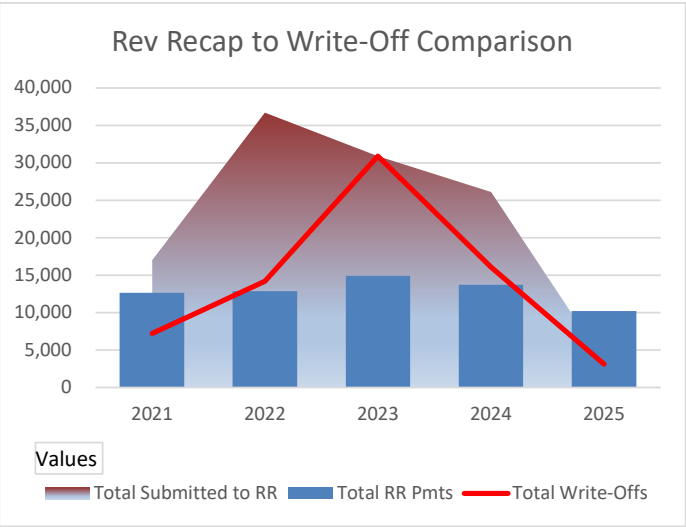
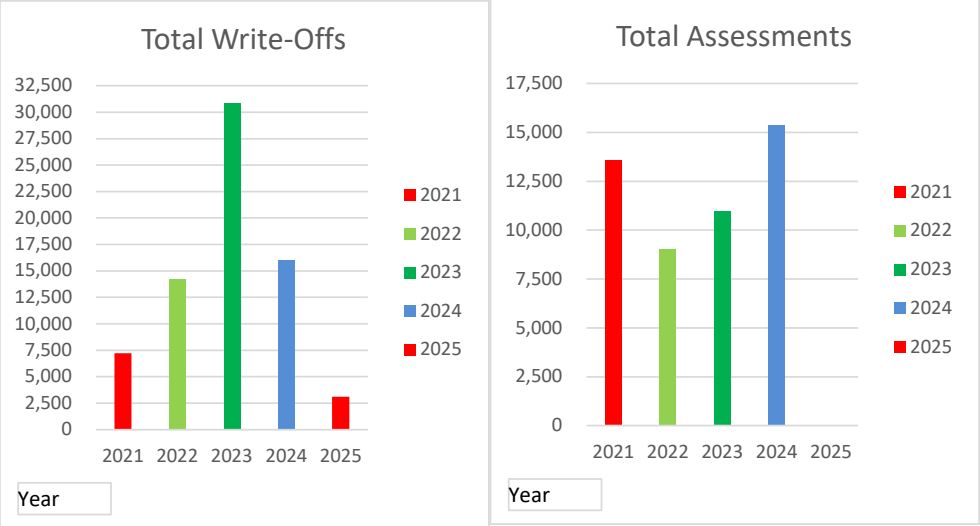
Year	Quarter	Assessments	Collection Agency	Revenue Recapture	Rev Recap/Coll Agen	Write-Offs	Rev Recap Pmts
2021	1	-	-	2,600.71	2,600.71	1,362.30	5,875.40
2021	2	-	-	3,802.55	3,802.55	1,559.69	1,841.70
2021	3	-	-	4,085.99	4,085.99	2,482.70	2,132.85
2021	4	13,572.01	-	6,532.49	6,532.49	1,819.22	2,784.22
2022	1	-	-	6,446.46	6,446.46	1,405.27	6,749.22
2022	2	-	-	7,547.92	7,547.92	2,402.70	3,648.77
2022	3	-	-	15,900.91	15,900.91	4,364.37	2,285.05
2022	4	9,042.25	-	6,796.66	6,796.66	6,008.66	167.94
2023	1	-	520.00	7,160.11	7,680.11	1,961.37	7,179.17
2023	2	-	-	5,379.18	5,379.18	22,049.08	3,449.26
2023	3	-	-	5,514.33	5,514.33	1,643.54	2,723.58
2023	4	10,994.99	465.14	12,853.33	13,318.47	5,222.43	1,564.65
2024	1	-	-	2,879.26	2,879.26	2,962.89	8,955.64
2024	2	-	-	5,095.50	5,095.50	4,102.00	3,166.13
2024	3	-	-	8,444.30	8,444.30	6,495.34	1,322.98
2024	4	15,379.59	-	9,691.36	9,691.36	2,498.27	258.83
2025	1			3,379.27	3,379.27	3,097.48	10,193.73
2025	2				-		
2025	3				-		
2025	4				-		

Quarterly Write-Offs by Year



Quarterly Amt's Submitted for Collection by Year





Sum of Total AR Provider	Agency B
1ERUE	3,054.88
2ERUW	8.18
3CTYS	41.58
6CTYF	271.35
7CTYS	3.28
Grand Total	3,379.27

TO: ERMU Commission	FROM: Tony Mauren – Governance & Communications Manager
MEETING DATE: May 13, 2025	AGENDA ITEM NUMBER: 2.6
SUBJECT: Governance Agenda	
ACTION REQUESTED: None	

BACKGROUND/ DISCUSSION:

Due to scheduling matters, staff is moving Governance Agenda item Review and Update Strategic Plan from the July commission meeting to the August commission meeting. This will allow adequate time to prepare the plan.

ATTACHMENTS:

- Updated 2025 Governance Agenda

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 - Review and Update Strategic Plan
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

TO: ERMU Commission	FROM: Tony Mauren – Governance & Communications Manager
MEETING DATE: May 13, 2025	AGENDA ITEM NUMBER: 4.1
SUBJECT: Commission Policy Review – G.4b – Information and Support to the Commission	
ACTION REQUESTED: Review the policy and provide comment	

BACKGROUND/DISCUSSION:

This month commissioners are reviewing policy G.4b – Information and Support to the Commission to make comments, ask questions, or recommend updates.

With policy G.4b, the Commission communicates its expectations for information and support from the General Manager.

Staff is not recommending any changes to the policy.

ATTACHMENTS:

- ERMU Policy – G.4b – Information and Support to the Commission

Section: Governance	Category: Delegation to Management Policies
Policy Reference: G.4b	Policy Title: Information and Support to the Commission

PURPOSE:

With this policy, the Commission communicates its expectations for information and support from the General Manager.

POLICY:

The General Manager shall not permit the Commission to be uninformed or unsupported in its work.

Consistent with this general statement, the General Manager shall:

1. Inform the Commission in a timely manner about ERMU's significant successes or shortcomings with respect to Commission policies, goals and other directives.
2. Submit timely, accurate, and understandable financial, operating and other monitoring data required by the Commission in a form that directly relates to the provisions of the Commission policies being monitored. (See ***Monitoring Performance of the General Manager Policy***)
3. Report in a timely manner any actual or anticipated instance of management noncompliance with Commission policies.
4. Inform the Commission about significant events and situations that are directly relevant to the Commission's policies, especially any changes which may materially alter assumptions that the Commission has used previously to establish policy and make other significant decisions.
5. Advise the Commission if, in the General Manager's opinion, the Commission is not in compliance with its own ***Governance Policies*** and ***Commission-Management Connection***

Policies, especially where Commission actions or behavior (individual or collective) are detrimental to the working relationship between the Commission and the General Manager.

6. Advise the Commission if, in the General Manager’s opinion, the Commission is unfocused in its work or out of step with ERMU’s strategic framework (vision, core purpose, core values, mission and strategic objectives) as stated in the **Authority and Purpose Policies**.
7. Bring before the Commission in a timely manner as many internal and external points of view, issues and alternatives as the Commission may need to deliberate effectively and make fully informed decisions.
8. Bring to the Commission, in support of the Commission’s deliberations and decision-making, the recommendation(s) of management, the rationale for those recommendations, and the process(es) by which those recommendations were developed.
9. Present information that is clear, concise, and in a form that differentiates among the purposes for which it is intended (i.e. monitoring, decision-making, business context, education, etc.). (See **Agenda Planning Policy**).
10. Provide appropriate methods and resources for official communications and other functions of the Commission, its officers, committees and independent advisors.
11. Communicate and work with the Commission as a whole, either directly or, as appropriate, through its officers and committees.
12. Supply for the agenda of any Commission meeting all matters that are required by law or contract to be approved by action of the Commission.

POLICY HISTORY:

Adopted June 13, 2017

TO: ERMU Commission	FROM: Mark Hanson – General Manager
MEETING DATE: May 13, 2025	AGENDA ITEM NUMBER: 4.2
SUBJECT: ERMU Commission Eligibility Requirements	
ACTION REQUESTED: Determine Eligibility Requirements for ERMU Commission Membership	

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. ERMU's bylaws were reviewed at the March 11, 2025, commission meeting. Since that time, however, City staff have identified an oversight regarding ERMU commission member eligibility requirements as updated by Ordinance 24-14.

During the update of the ordinance, eligibility requirements for the various city commissions were removed from city ordinance as part of an effort to shift meeting requirements to the respective commission/board's bylaws.

DISCUSSION:

Since ERMU's commission receives delegated authority from the City Council, best practice is to put commission eligibility requirements in city ordinance. In discussing next steps with City Administrator Cal Portner, it was determined the best course of action is to first discuss eligibility requirements with ERMU commission members, then bring proposed updates to the City Council for consideration when they revise the ordinance. The following ordinance requirements should be considered for implementation:

- All Commissioners shall be ERMU customers,
- Up to two commissioners may be City of Elk River Councilmembers,
- At least one, preferably two, commissioner(s) shall be ERMU water customers, and
- Up to one commissioner may live outside of Elk River city limits.

ERMU's bylaws are attached for review.

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: Melissa Karpinski – Finance Manager
MEETING DATE: May 13, 2025	AGENDA ITEM NUMBER: 5.1
SUBJECT: Financial Report – March 2025	
ACTION REQUESTED: Receive the March 2025 Financial Report	

DISCUSSION:

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

Electric

March year to date (YTD) electric kWh sales are up 3% from the prior year. For further breakdown:

- Residential usage is up 10%
- Small Commercial usage is up 7%
- Large Commercial usage is up 3%

For March 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

March YTD gallons of water sold are up 2% from the prior year. For further breakdown:

- Residential use is up 1%
- Commercial use is up 3%

For March 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 3.2025
- Electric Balance Sheet 3.2025
- Water Balance Sheet 3.2025
- Summary Electric Statement of Revenues, Expenses and Changes in Net Position 3.2025
- Summary Water Statement of Revenues, Expenses and Changes in Net Position 3.2025
- Graphs Prior Year and YTD 2025

- Detailed Electric Statement of Revenues, Expenses and Changes in Net Position 3.2025
- Detailed Water Statement of Revenues, Expenses and Changes in Net Position 3.2025
- Budget vs Actual Graphs – Electric and Water 3.2025

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

	<u>ELECTRIC</u>	<u>WATER</u>
ASSETS		
CURRENT ASSETS		
CASH	3,416,766	5,383,185
ACCOUNTS RECEIVABLE	2,734,264	5,056,696
INVENTORIES	2,279,871	50,508
PREPAID ITEMS	262,711	62,369
CONSTRUCTION IN PROGRESS	958,531	172,759
TOTAL CURRENT ASSETS	<u>9,652,144</u>	<u>10,725,517</u>
RESTRICTED ASSETS		
BOND RESERVE FUND	1,779,016	0
EMERGENCY RESERVE FUND	7,477,735	4,247,874
UNRESTRICTED RESERVE FUND	0	0
TOTAL RESTRICTED ASSETS	<u>9,256,750</u>	<u>4,247,874</u>
FIXED ASSETS		
PRODUCTION	795,920	17,177,471
LFG PROJECT	0	0
TRANSMISSION	2,305,024	0
DISTRIBUTION	54,613,645	30,835,173
GENERAL	25,491,391	1,548,813
FIXED ASSETS (COST)	<u>83,205,979</u>	<u>49,561,458</u>
LESS ACCUMULATED DEPRECIATION	<u>(37,396,577)</u>	<u>(24,257,095)</u>
TOTAL FIXED ASSETS, NET	<u>45,809,402</u>	<u>25,304,363</u>
INTANGIBLE ASSETS		
POWER AGENCY MEMBERSHIP BUY-IN	21,546,212	0
LOSS OF REVENUE INTANGIBLE	7,169,412	0
LESS ACCUMULATED AMORTIZATION	<u>(4,341,728)</u>	<u>0</u>
TOTAL INTANGIBLE ASSETS, NET	<u>24,373,896</u>	<u>0</u>
OTHER ASSETS AND DEFERRED OUTFLOWS	<u>322,181</u>	<u>61,420</u>
TOTAL ASSETS	<u><u>89,414,373</u></u>	<u><u>40,339,174</u></u>
LIABILITIES AND FUND EQUITY		
CURRENT LIABILITIES		
ACCOUNTS PAYABLE	4,438,394	347,316
SALARIES AND BENEFITS PAYABLE	1,184,864	167,535
DUE TO CITY	864,440	1,963
DUE TO OTHER FUNDS	0	0
NOTES PAYABLE-CURRENT PORTION	0	0
BONDS PAYABLE-CURRENT PORTION	480,000	65,000
UNEARNED REVENUE	14,490	188,234
TOTAL CURRENT LIABILITIES	<u>6,982,187</u>	<u>770,049</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	27,195,434	1,488,632
PENSION LIABILITIES	1,708,036	328,984
TOTAL LONG TERM LIABILITIES	<u>28,903,470</u>	<u>1,817,616</u>
TOTAL LIABILITIES	<u>35,885,658</u>	<u>2,587,665</u>
DEFERRED INFLOWS OF RESOURCES	<u>1,206,975</u>	<u>4,689,086</u>
FUND EQUITY		
CAPITAL ACCOUNT CONST COST	1,779,016	0
CONTRIBUTED CAPITAL	0	0
RETAINED EARNINGS	49,623,773	33,451,758
NET INCOME (LOSS) (THROUGH PREVIOUS MONTH)	918,952	(389,335)
TOTAL FUND EQUITY	<u>52,321,741</u>	<u>33,062,423</u>
TOTAL LIABILITIES & FUND EQUITY	<u><u>89,414,373</u></u>	<u><u>40,339,174</u></u>

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

	March 31, 2025	February 28, 2025	Current Month Change from Prior Month
ASSETS			
CURRENT ASSETS			
CASH	3,416,766	3,457,585	(40,819)
ACCOUNTS RECEIVABLE	2,734,264	2,477,100	257,164
INVENTORIES	2,279,871	2,056,354	223,517
PREPAID ITEMS	262,711	285,569	(22,858)
CONSTRUCTION IN PROGRESS	958,531	817,468	141,064
TOTAL CURRENT ASSETS	9,652,144	9,094,076	558,067
RESTRICTED ASSETS			
BOND RESERVE FUND	1,779,016	1,779,016	0
EMERGENCY RESERVE FUND	7,477,735	7,447,332	30,403
TOTAL RESTRICTED ASSETS	9,256,750	9,226,347	30,403
FIXED ASSETS			
PRODUCTION	795,920	795,920	0
TRANSMISSION	2,305,024	2,305,024	0
DISTRIBUTION	54,613,645	54,571,033	42,612
GENERAL	25,491,391	25,427,855	63,537
FIXED ASSETS (COST)	83,205,979	83,099,831	106,148
LESS ACCUMULATED DEPRECIATION	(37,396,577)	(37,212,969)	(183,608)
TOTAL FIXED ASSETS, NET	45,809,402	45,886,862	(77,460)
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	(4,341,728)	(4,286,050)	(55,678)
TOTAL INTANGIBLE ASSETS, NET	24,373,896	24,429,574	(55,678)
OTHER ASSETS AND DEFERRED OUTFLOWS	322,181	322,181	0
TOTAL ASSETS	89,414,373	88,959,040	455,333
LIABILITIES AND FUND EQUITY			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE	4,438,394	4,330,379	108,015
SALARIES AND BENEFITS PAYABLE	1,184,864	1,154,533	30,331
DUE TO CITY	864,440	771,861	92,579
BONDS PAYABLE-CURRENT PORTION	480,000	480,000	0
UNEARNED REVENUE	14,490	16,100	(1,610)
TOTAL CURRENT LIABILITIES	6,982,187	6,752,872	229,315
LONG TERM LIABILITIES			
BONDS PAYABLE, LESS CURRENT PORTION	27,195,434	27,200,423	(4,989)
PENSION LIABILITIES	1,708,036	1,708,036	0
TOTAL LONG TERM LIABILITIES	28,903,470	28,908,459	(4,989)
TOTAL LIABILITIES	35,885,658	35,661,331	224,326
DEFERRED INFLOWS OF RESOURCES	1,206,975	1,206,975	0
FUND EQUITY			
CAPITAL ACCOUNT CONST COST	1,779,016	1,779,016	0
RETAINED EARNINGS	49,623,773	49,623,773	0
NET INCOME (LOSS) (THROUGH PREVIOUS MONTH)	918,952	687,946	231,006
TOTAL FUND EQUITY	52,321,741	52,090,734	231,006
TOTAL LIABILITIES & FUND EQUITY	89,414,373	88,959,040	455,333

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

	March 31, 2025	February 28, 2025	Current Month Change from Prior Month
ASSETS			
CURRENT ASSETS			
CASH	5,383,185	5,442,440	(59,255)
ACCOUNTS RECEIVABLE	5,056,696	5,048,544	8,152
INVENTORIES	50,508	52,645	(2,137)
PREPAID ITEMS	62,369	58,521	3,849
CONSTRUCTION IN PROGRESS	172,759	107,320	65,439
TOTAL CURRENT ASSETS	10,725,517	10,709,470	16,047
RESTRICTED ASSETS			
EMERGENCY RESERVE FUND	4,247,874	4,240,274	7,601
TOTAL RESTRICTED ASSETS	4,247,874	4,240,274	7,601
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	(24,257,095)	(24,141,708)	(115,387)
TOTAL FIXED ASSETS, NET	25,304,363	25,419,750	(115,387)
INTANGIBLE ASSETS			
OTHER ASSETS AND DEFERRED OUTFLOWS	61,420	61,420	0
TOTAL ASSETS	40,339,174	40,430,913	(91,739)
LIABILITIES AND FUND EQUITY			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE	347,316	330,756	16,561
SALARIES AND BENEFITS PAYABLE	167,535	162,364	5,171
DUE TO CITY	1,963	1,531	432
BONDS PAYABLE-CURRENT PORTION	65,000	65,000	0
UNEARNED REVENUE	188,234	188,234	0
TOTAL CURRENT LIABILITIES	770,049	747,885	22,164
LONG TERM LIABILITIES			
BONDS PAYABLE, LESS CURRENT PORTION	1,488,632	1,489,186	(554)
PENSION LIABILITIES	328,984	328,984	0
TOTAL LONG TERM LIABILITIES	1,817,616	1,818,170	(554)
TOTAL LIABILITIES	2,587,665	2,566,055	21,610
DEFERRED INFLOWS OF RESOURCES	4,689,086	4,689,086	0
FUND EQUITY			
RETAINED EARNINGS	33,451,758	33,451,758	0
NET INCOME (LOSS) (THROUGH PREVIOUS MONTH)	(389,335)	(275,986)	(113,349)
TOTAL FUND EQUITY	33,062,423	33,175,772	(113,349)
TOTAL LIABILITIES & FUND EQUITY	40,339,174	40,430,913	(91,739)

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

	2025 MARCH	2025 YTD	2025 YTD BUDGET	YTD Budget Variance	2025 YTD Bud Var%	2025 ANNUAL BUDGET	2024 MARCH	2024 YTD	YTD VARIANCE	2024 v. 2025 Actual Var%	Variance Item
Electric Revenue											
Operating Revenue											
Elk River	2,932,844	9,129,629	9,403,005	(273,375)	(3)	41,085,728	2,806,404	8,646,774	482,856	6	
Otsego	314,315	969,707	932,189	37,518	4	4,073,730	271,338	865,727	103,979	12	
Rural Big Lake	17,884	57,087	58,560	(1,473)	(3)	231,863	15,402	52,197	4,890	9	
Dayton	23,526	71,642	68,736	2,906	4	281,987	18,682	61,599	10,043	16	
Public St & Hwy Lighting	23,885	69,651	65,250	4,401	7	261,000	21,722	65,129	4,522	7	
Other Electric Sales	400	1,200	1,200	0	0	4,800	400	1,200	0	0	
Total Operating Revenue	3,312,855	10,298,916	10,528,940	(230,024)	(2)	45,939,108	3,133,948	9,692,627	606,289	6	
Other Operating Revenue											
Interest/Dividend Income	38,776	117,652	87,500	30,152	34	350,000	(3,314)	47,722	69,930	147	(1)
Customer Penalties	19,053	64,043	71,250	(7,207)	(10)	285,000	19,028	60,776	3,266	5	
Connection Fees	13,429	30,738	37,500	(6,762)	(18)	150,000	4,020	116,871	(86,133)	(74)	(2)
Misc Revenue	96,361	370,959	236,875	134,084	57	972,500	253,637	386,607	(15,648)	(4)	(3)
Total Other Revenue	167,618	583,391	433,125	150,266	35	1,757,500	273,371	611,977	(28,586)	(5)	
Total Revenue	3,480,473	10,882,307	10,962,065	(79,758)	(1)	47,696,608	3,407,320	10,304,604	577,703	6	
Expenses											
Purchased Power	2,060,791	6,230,105	6,735,452	(505,348)	(8)	30,599,628	2,097,977	6,330,358	(100,253)	(2)	
Operating & Mtce Expense	28,379	85,476	112,250	(26,774)	(24)	341,000	29,738	80,830	4,646	6	(4)
Transmission Expense	2,412	8,377	19,000	(10,623)	(56)	76,000	4,889	15,479	(7,101)	(46)	
Distribution Expense	49,861	136,806	130,375	6,431	5	521,500	40,576	128,392	8,414	7	
Maintenance Expense	196,290	561,323	649,125	(87,802)	(14)	2,144,500	193,875	579,338	(18,015)	(3)	
Depreciation & Amortization	287,409	861,635	834,888	26,747	3	3,339,552	275,223	824,715	36,920	4	
Interest Expense	61,983	187,224	187,223	0	0	735,069	65,175	196,761	(9,537)	(5)	
Other Operating Expense	22,549	31,364	15,850	15,514	98	482,400	9,019	18,808	12,556	67	
Customer Accounts Expense	34,859	101,804	117,500	(15,696)	(13)	470,000	31,608	98,247	3,557	4	
Administrative Expense	329,236	1,221,714	1,306,458	(84,743)	(6)	4,783,849	333,649	1,121,041	100,673	9	
General Expense	37,849	111,312	159,950	(48,638)	(30)	639,800	53,306	118,072	(6,760)	(6)	(5)
Total Expenses(before Operating Transfers)	3,111,618	9,537,140	10,268,071	(730,931)	(7)	44,133,298	3,135,035	9,512,040	25,100	0	
Operating Transfer											
Operating Transfer/Other Funds	118,062	367,386	376,120	(8,734)	(2)	1,643,429	112,957	347,973	19,413	6	
Utilities & Labor Donated	19,786	58,829	66,250	(7,421)	(11)	265,000	17,797	55,265	3,563	6	
Total Operating Transfer	137,848	426,215	442,370	(16,156)	(4)	1,908,429	130,755	403,238	22,976	6	
Net Income Profit(Loss)	231,006	918,952	251,624	667,329	265	1,654,881	141,530	389,325	529,627	136	

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

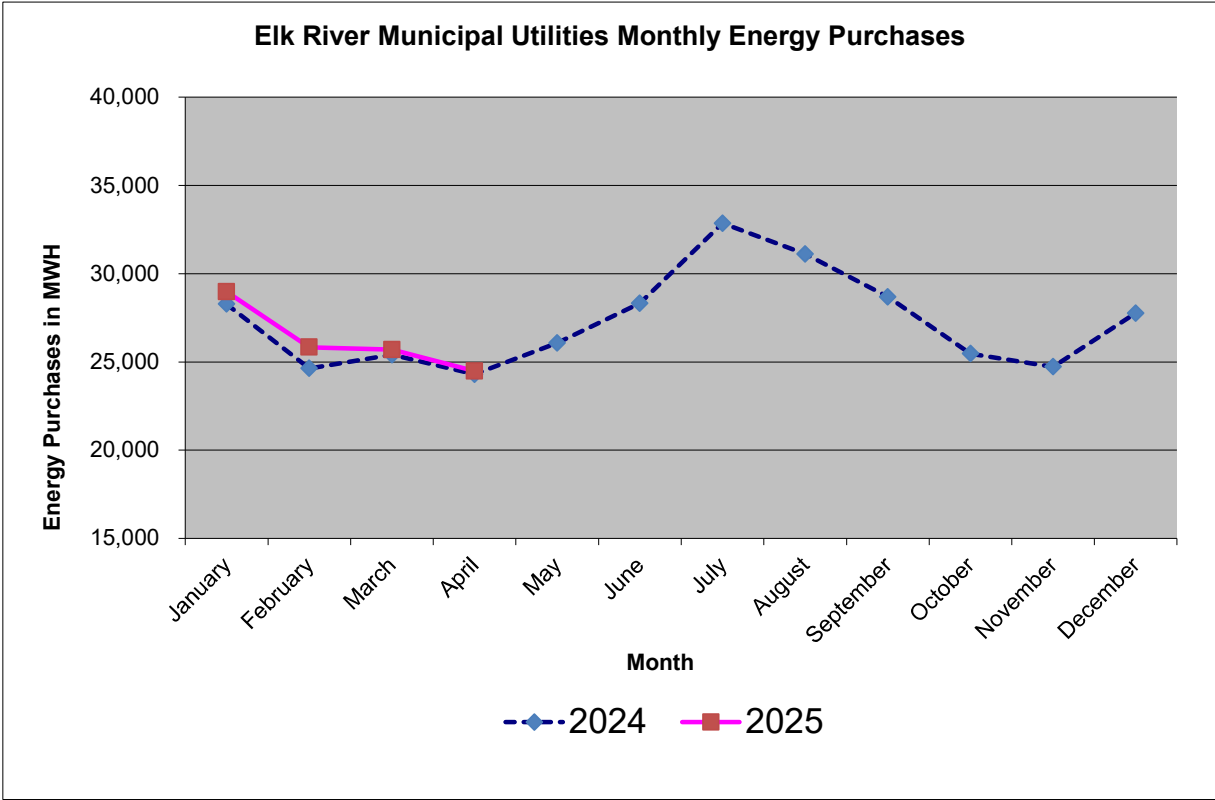
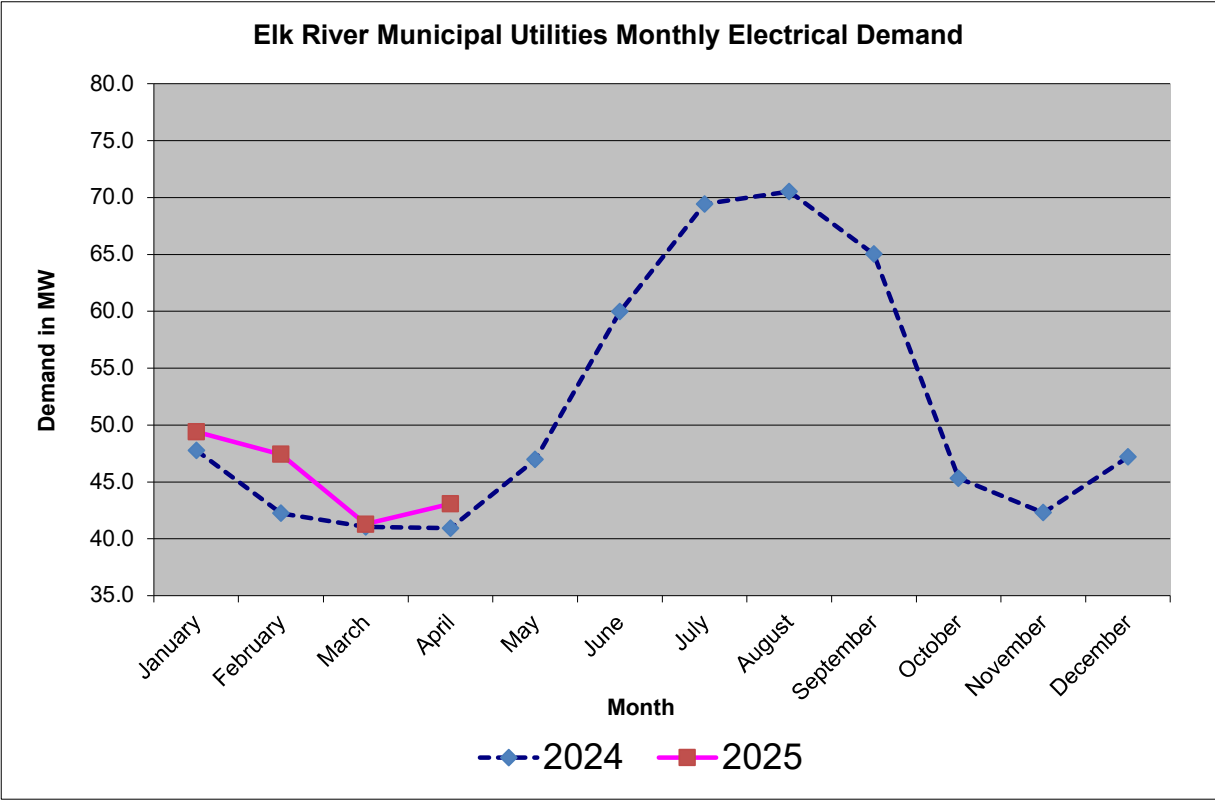
- (1) YTD budget variance is due to a conservative budget amount. PYTD variance is mainly due to more funds being invested with UBS and change in Fair Market Value.
- (2) PYTD variance due to large a large connection agreement in January 2024.
- (3) YTD budget variance is mainly due to Contributions from Customers having a large SOWs for transformer for additional service and/or upgrade.
- (4) YTD budget variance is mainly due to Mtce of Plant/Land (snow removal) having less labor than normal.
- (5) YTD budget variance is mainly due to timing of commercial rebates and having budget be an even spread.

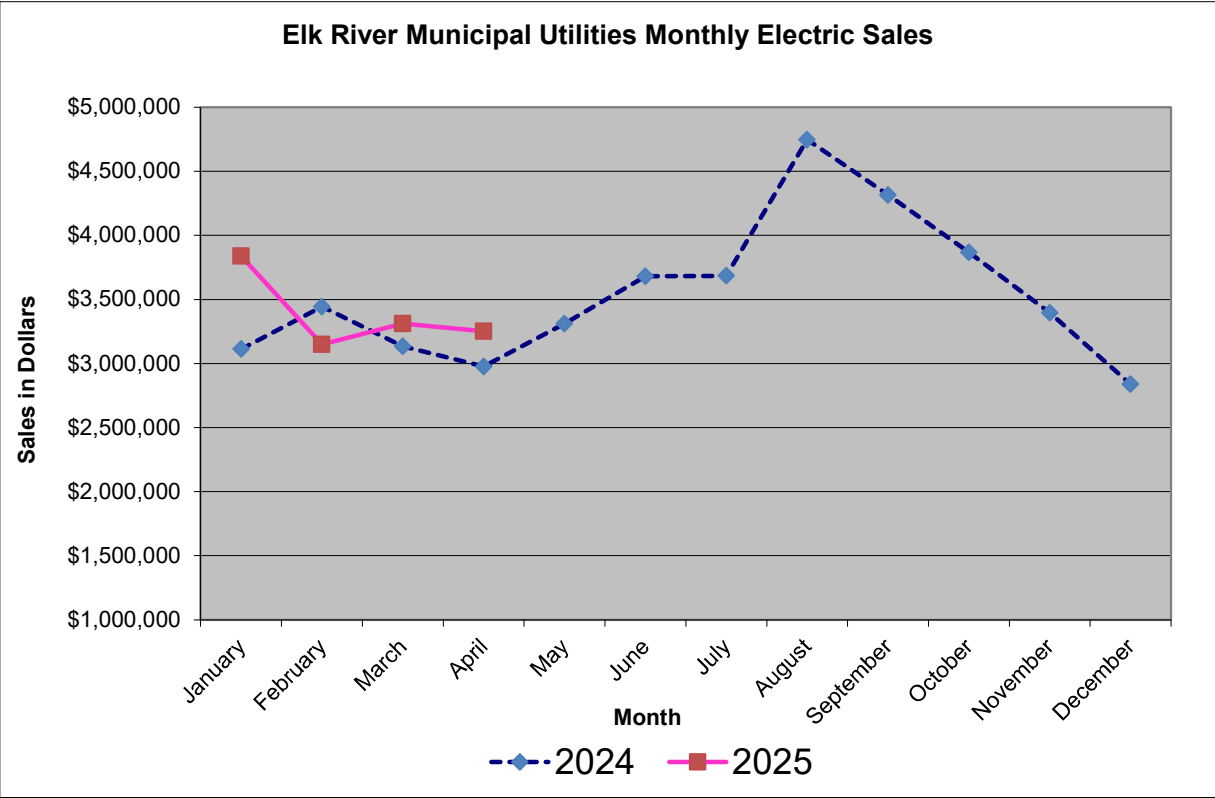
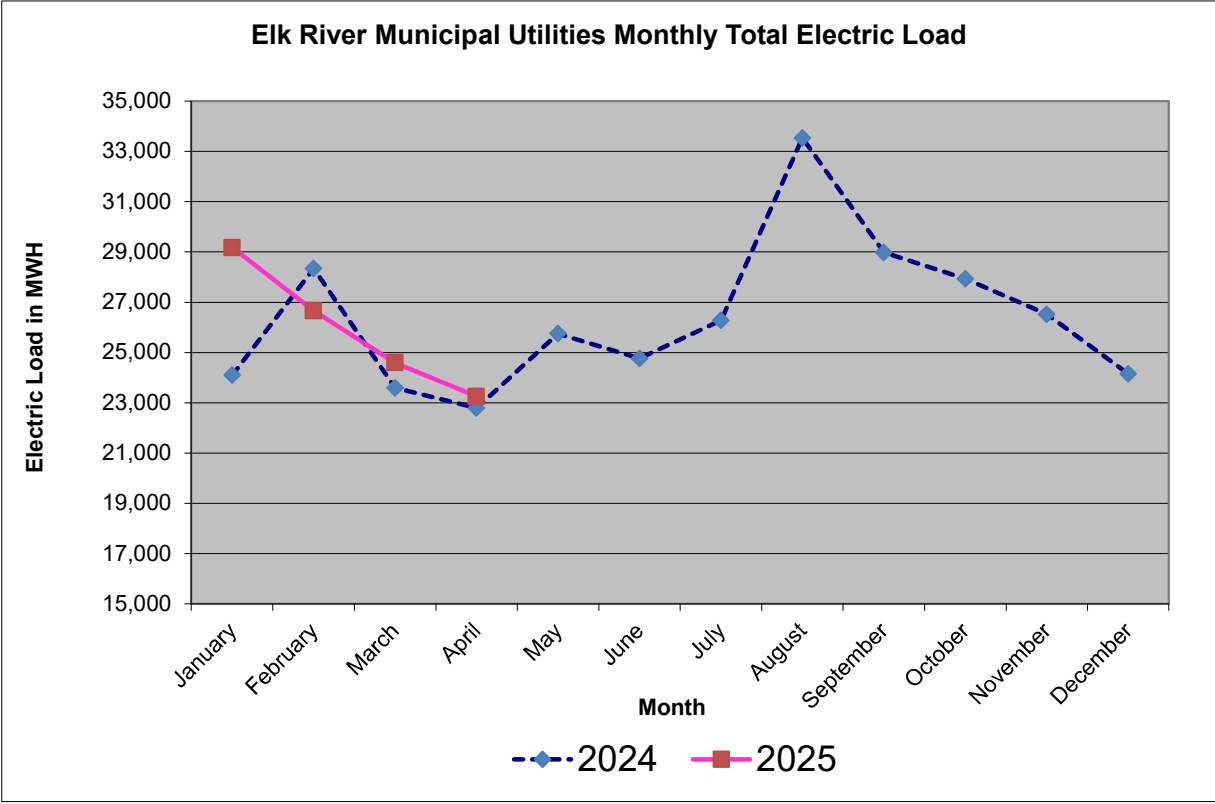
ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING MARCH 2025

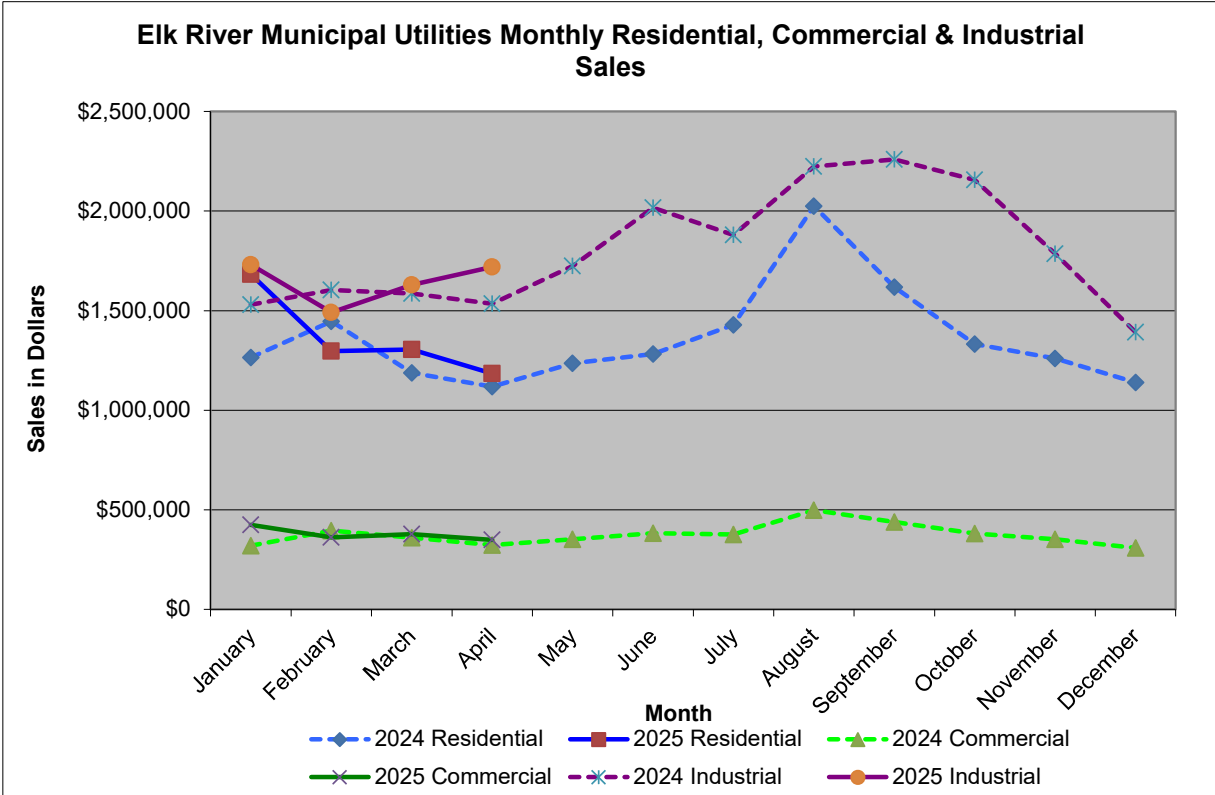
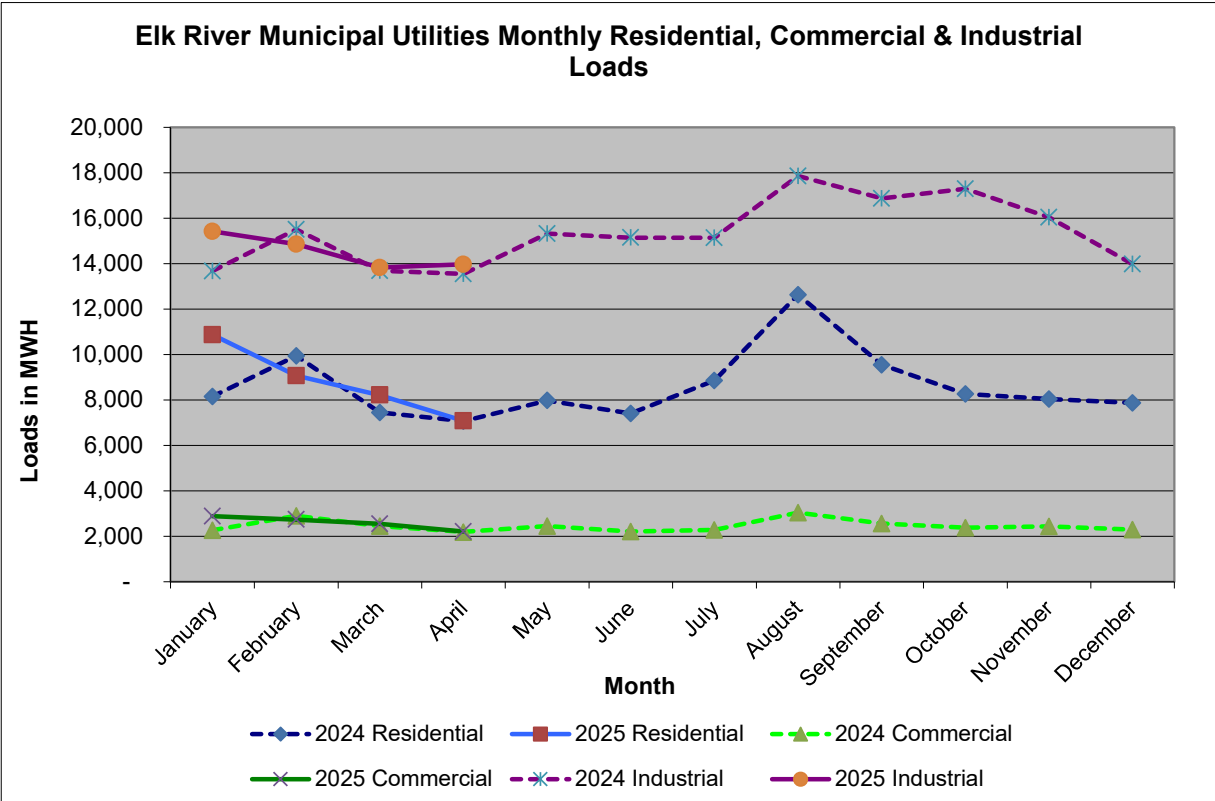
	2025 MARCH	2025 YTD	2025 YTD BUDGET	YTD Budget Variance	2025 YTD Bud Var%	2025 ANNUAL BUDGET	2024 MARCH	2024 YTD	YTD VARIANCE	2024 v. 2025 Actual Var%	Variance Item
Water Revenue											
Operating Revenue											
Water Sales	149,654	463,911	418,365	45,546	11	3,143,314	146,344	442,568	21,343	5	
Total Operating Revenue	149,654	463,911	418,365	45,546	11	3,143,314	146,344	442,568	21,343	5	
Other Operating Revenue											
Interest/Dividend Income	10,589	32,546	37,750	(5,204)	(14)	151,000	1,195	17,994	14,552	81	
Customer Penalties	1,069	6,855	7,000	(145)	(2)	28,000	608	5,613	1,242	22	
Connection Fees	51,394	99,835	79,625	20,210	25	318,500	34,469	143,933	(44,098)	(31)	(1)
Misc Revenue	975	4,327	3,900	427	11	426,100	1,791	3,771	556	15	
Total Other Revenue	64,026	143,564	128,275	15,289	12	923,600	38,063	171,310	(27,747)	(16)	
Total Revenue	213,680	607,475	546,640	60,835	11	4,066,914	184,407	613,879	(6,404)	(1)	
Expenses											
Production Expense	9,466	30,436	33,750	(3,314)	(10)	135,000	11,783	34,276	(3,840)	(11)	
Pumping Expense	40,936	146,446	168,038	(21,591)	(13)	672,150	40,015	124,611	21,835	18	(2)
Distribution Expense	66,223	138,761	133,425	5,336	4	459,660	30,512	85,329	53,432	63	(3)
Depreciation & Amortization	115,387	346,387	331,466	14,921	5	1,325,866	101,032	302,664	43,723	14	
Interest Expense	2,712	8,137	8,137	0	0	31,466	2,912	8,737	(600)	(7)	
Other Operating Expense	52	187	188	(1)	(1)	60,750	121	363	(176)	(48)	
Customer Accounts Expense	8,138	24,546	26,312	(1,766)	(7)	105,250	7,600	22,107	2,439	11	
Administrative Expense	83,643	301,294	322,979	(21,685)	(7)	1,199,700	76,347	263,368	37,926	14	
General Expense	471	615	3,063	(2,448)	(80)	12,250	61	184	431	234	
Total Expenses(before Operating Transfers)	327,028	996,810	1,027,358	(30,548)	(3)	4,002,092	270,383	841,639	155,171	18	
Operating Transfer											
Utilities & Labor Donated	0	0	500	(500)	(100)	2,000	0	0	0	0	
Total Operating Transfer	0	0	500	(500)	(100)	2,000	0	0	0	0	
Net Income Profit(Loss)	(113,349)	(389,335)	(481,218)	91,883	19	62,822	(85,976)	(227,760)	(161,575)	(71)	

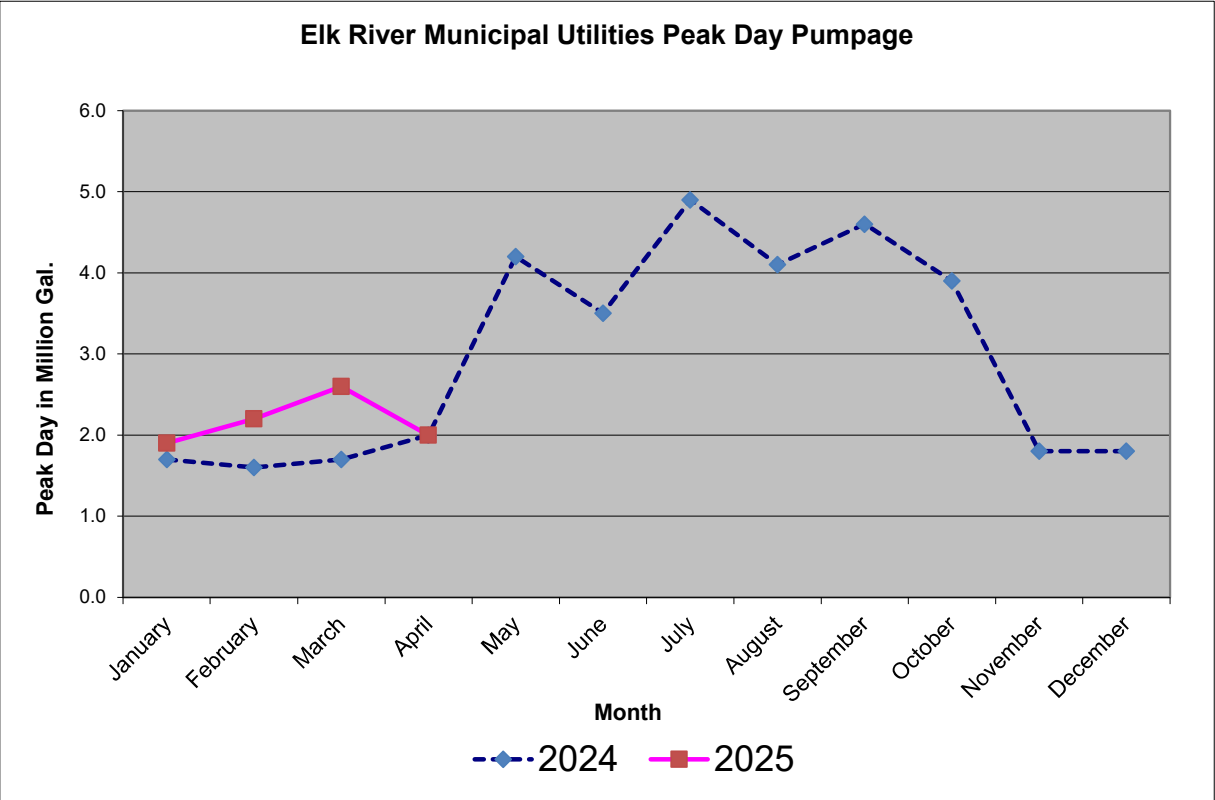
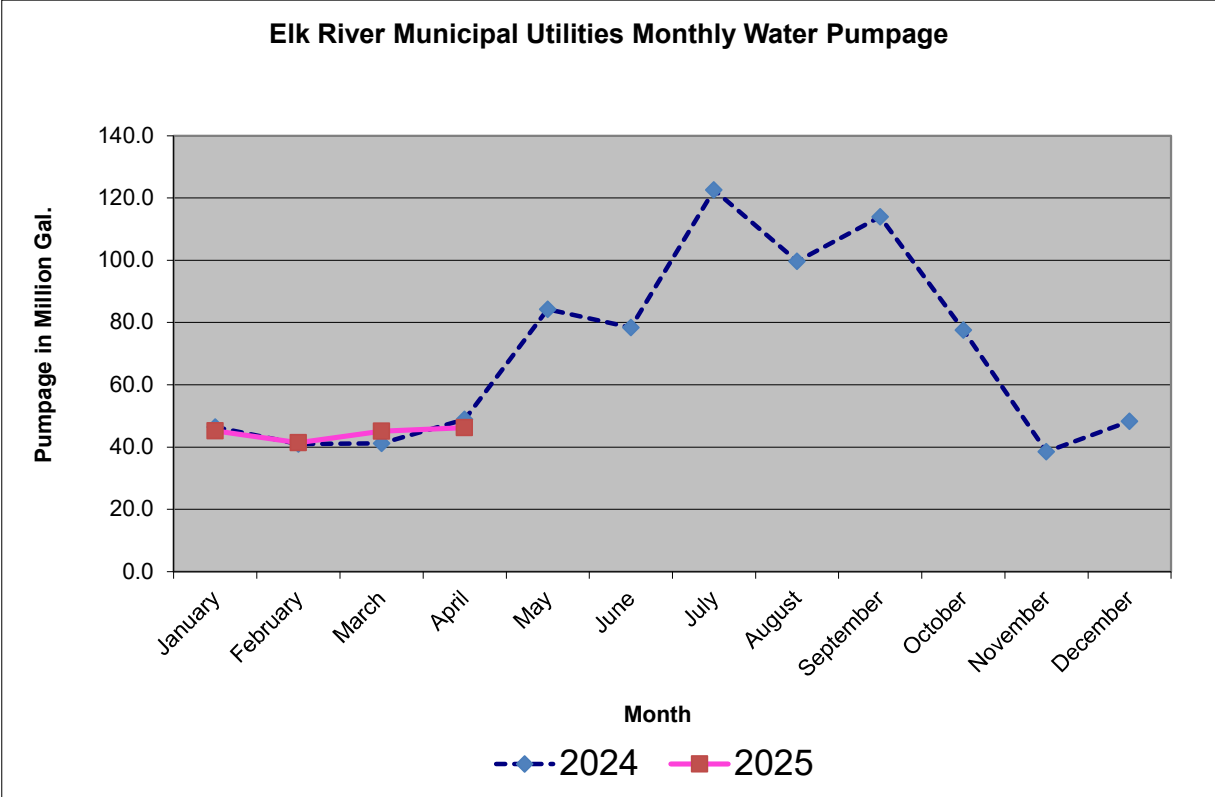
Item Variance of +/- \$15,000 and +/- 15%

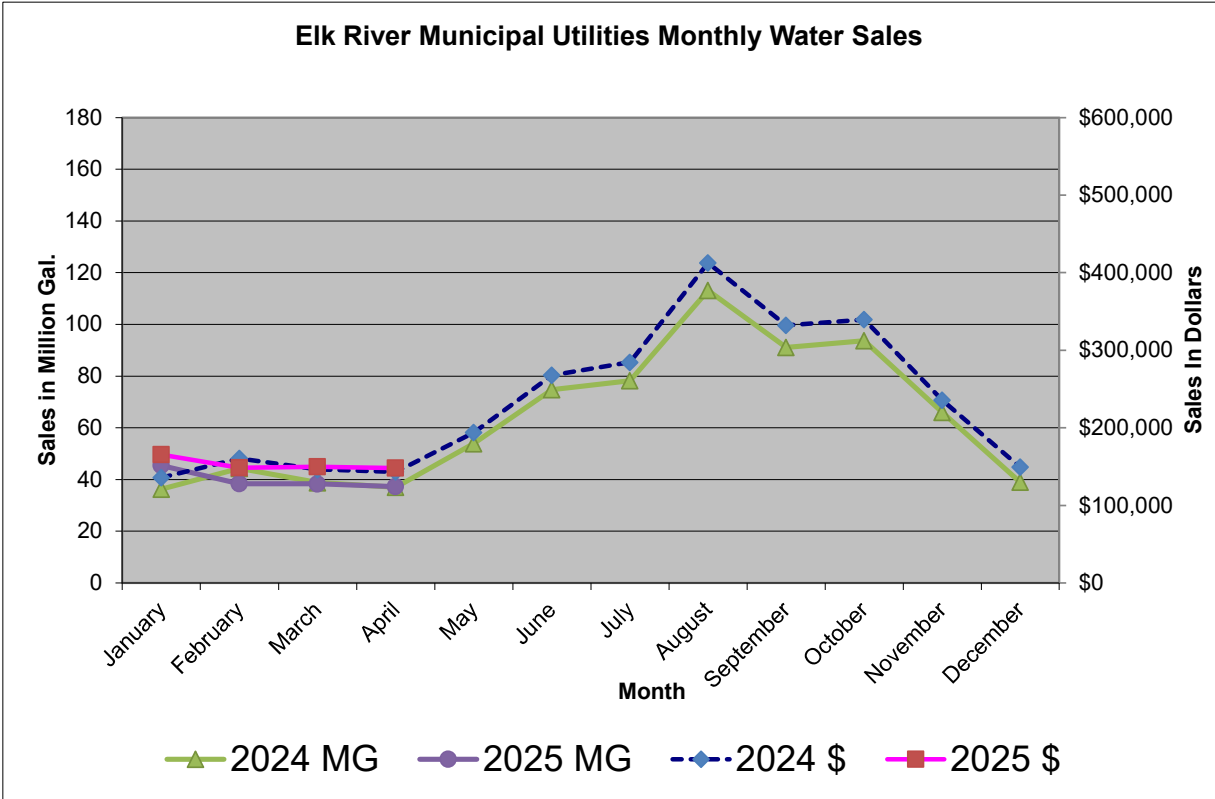
- (1) YTD variance is due to connection fees being budgeted conservatively. PYTD variance due to a couple of large connection agreements in 2024.
(2) PYTD variance is mainly due to new well planning and higher electric usage in 2025.
(3) PYTD variance is mainly due to two large watermain repairs in 2025.











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

		2025 MARCH	2025 YTD	2025 YTD BUDGET	2025 ANNUAL BUDGET	2025 YTD Bud Var%	2024 MARCH	2024 YTD	YTD VARIANCE	2024 v. 2025 Actual Var%
Electric Revenue										
Operating Revenue										
Elk River										
	ELECT SALES - ELK RIVER RESID	1,016,551	3,455,370	3,340,578	14,008,158	3	938,974	3,160,186	295,183	9
	ELECT SALES - ELK RIVER NON-D	274,616	880,663	864,865	3,561,584	2	270,319	821,004	59,658	7
	ELECT SALES - ELK RIVER DEMA	1,282,795	3,962,777	4,025,886	18,661,634	(2)	1,270,294	3,898,324	64,453	2
	PCA SALES REVENUE - ELK RIVE	116,363	287,705	378,331	1,522,421	(24)	99,760	246,741	40,963	17
	PCA SALES REVENUE - ELK RIVE	34,804	79,324	107,302	423,421	(26)	32,144	73,024	6,300	9
	PCA SALES REVENUE - ELK RIVE	207,711	463,788	686,040	2,908,507	(32)	194,911	447,491	16,296	4
	Total For Elk River:	2,932,843	9,129,629	9,403,004	41,085,728	(3)	2,806,404	8,646,773	482,855	6
Otsego										
	ELECT SALES - OTSEGO RESIDEN	118,895	385,302	363,162	1,546,756	6	104,536	353,940	31,361	9
	ELECT SALES - OTSEGO NON-DEM	38,229	119,620	102,282	499,327	17	31,424	102,955	16,665	16
	ELECT SALES - OTSEGO DEMAND	119,592	376,622	353,956	1,587,577	6	104,901	335,871	40,751	12
	PCA SALES REVENUE - OTSEGO R	13,444	32,046	42,497	168,103	(25)	10,894	26,782	5,264	20
	PCA SALES REVENUE - OTSEGO N	4,984	11,257	13,203	46,753	(15)	3,744	8,890	2,367	27
	PCA SALES REVENUE - OTSEGO D	19,168	44,855	57,086	225,212	(21)	15,837	37,285	7,569	20
	Total For Otsego:	314,315	969,706	932,189	4,073,730	4	271,338	865,727	103,979	12
Rural Big Lake										
	ELECT SALES - BIG LAKE RESIDE	15,857	52,104	51,804	199,359	1	13,750	47,949	4,154	9
	ELECT SALES - BIG LAKE NON-DE	164	508	573	4,810	(11)	163	507	1	0
	PCA SALES REVENUE - BIG LAKE	1,852	4,450	5,281	21,666	(16)	1,478	3,718	731	20
	PCA SALES REVENUE - BIG LAKE	10	23	900	6,026	(97)	9	21	1	9
	Total For Rural Big Lake:	17,884	57,087	58,559	231,863	(3)	15,401	52,197	4,889	9
Dayton										
	ELECT SALES - DAYTON RESIDEN	17,904	56,139	51,784	212,063	8	14,117	48,042	8,097	17
	ELECT SALES - DAYTON NON-DE	3,203	9,969	9,931	40,465	0	2,804	9,244	725	8
	PCA SALES REVENUE - DAYTON R	2,045	4,676	5,520	23,047	(15)	1,465	3,600	1,076	30
	PCA SALES REVENUE - DAYTON	372	855	1,500	6,410	(43)	294	712	143	20
	Total For Dayton:	23,526	71,641	68,736	281,986	4	18,681	61,599	10,042	16
Public St & Hwy Lighting										
	ELECT SALES - SEC LTS	23,885	69,650	65,250	261,000	7	21,722	65,129	4,521	7
	Total For Public St & Hwy Lighting:	23,885	69,650	65,250	261,000	7	21,722	65,129	4,521	7
Other Electric Sales										
	SUB-STATION CREDIT	400	1,200	1,200	4,800	0	400	1,200	0	0

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

	2025 MARCH	2025 YTD	2025 YTD BUDGET	2025 ANNUAL BUDGET	2025 YTD Bud Var%	2024 MARCH	2024 YTD	YTD VARIANCE	2024 v. 2025 Actual Var%
Electric									
Total For Other Electric Sales:	400	1,200	1,200	4,800	0	400	1,200	0	0
Total Operating Revenue	<u>3,312,854</u>	<u>10,298,916</u>	<u>10,528,939</u>	<u>45,939,108</u>	<u>(2)</u>	<u>3,133,948</u>	<u>9,692,626</u>	<u>606,289</u>	<u>6</u>
Other Operating Revenue									
Interest/Dividend Income									
INTEREST & DIVIDEND INCOME	38,776	117,651	87,500	350,000	34	(3,314)	47,722	69,929	147
Total For Interest/Dividend Income:	38,776	117,651	87,500	350,000	34	(3,314)	47,722	69,929	147
Customer Penalties									
CUSTOMER DELINQUENT PENALT	19,052	64,042	71,250	285,000	(10)	19,028	60,776	3,266	5
Total For Customer Penalties:	19,052	64,042	71,250	285,000	(10)	19,028	60,776	3,266	5
Connection Fees									
DISCONNECT & RECONNECT CHA	13,429	30,738	37,500	150,000	(18)	4,020	116,871	(86,133)	(74)
Total For Connection Fees:	13,429	30,738	37,500	150,000	(18)	4,020	116,871	(86,133)	(74)
Misc Revenue									
MISC ELEC REVENUE - TEMP CHG	880	2,420	624	2,500	287	220	660	1,760	267
STREET LIGHT	0	0	2,500	10,000	(100)	0	12,600	(12,600)	(100)
TRANSMISSION INVESTMENTS	46,471	157,460	150,000	600,000	5	45,148	146,431	11,028	8
MISC NON-UTILITY	7,420	19,394	27,500	110,000	(29)	9,026	27,673	(8,278)	(30)
GAIN ON DISPOSITION OF PROPER	6,255	22,755	0	25,000	0	0	0	22,755	0
CONTRIBUTIONS FROM CUSTOME	35,332	168,929	56,250	225,000	200	199,242	199,242	(30,313)	(15)
Total For Misc Revenue:	96,360	370,958	236,875	972,500	57	253,636	386,607	(15,648)	(4)
Total Other Revenue	<u>167,618</u>	<u>583,391</u>	<u>433,125</u>	<u>1,757,500</u>	<u>35</u>	<u>273,371</u>	<u>611,976</u>	<u>(28,585)</u>	<u>(5)</u>
Total For Total Other Revenue:	167,618	583,391	433,125	1,757,500	35	273,371	611,976	(28,585)	(5)
Total Revenue	<u>3,480,473</u>	<u>10,882,307</u>	<u>10,962,064</u>	<u>47,696,608</u>	<u>(1)</u>	<u>3,407,319</u>	<u>10,304,603</u>	<u>577,703</u>	<u>6</u>
Expenses									
Purchased Power									
PURCHASED POWER	1,528,869	4,884,552	4,966,279	23,315,290	(2)	1,514,966	4,722,596	161,956	3
ENERGY ADJUSTMENT CLAUSE	531,921	1,345,552	1,769,172	7,284,337	(24)	583,010	1,607,761	(262,209)	(16)
Total For Purchased Power:	2,060,791	6,230,104	6,735,452	30,599,628	(8)	2,097,977	6,330,357	(100,253)	(2)
Operating & Mtce Expense									
OPERATING SUPERVISION	11,733	39,150	37,500	150,000	4	11,085	34,278	4,872	14
NATURAL GAS	6,608	13,634	17,000	30,000	(20)	2,244	10,017	3,617	36
ELECTRIC & WATER CONSUMPTI	5,434	17,355	17,500	65,000	(1)	4,473	16,004	1,350	8

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

	2025 MARCH	2025 YTD	2025 YTD BUDGET	2025 ANNUAL BUDGET	2025 YTD Bud Var%	2024 MARCH	2024 YTD	YTD VARIANCE	2024 v. 2025 Actual Var%
Electric									
PLANT SUPPLIES & OTHER EXPEN	538	1,036	3,750	15,000	(72)	519	3,340	(2,304)	(69)
MISC POWER GENERATION EXPE	211	351	249	1,000	40	0	485	(133)	(28)
MAINTENANCE OF STRUCTURE -	839	5,208	5,000	20,000	4	542	1,854	3,353	181
MTCE OF PLANT ENGINES/GENER	97	298	1,250	5,000	(76)	500	1,566	(1,267)	(81)
MTCE OF PLANT/LAND IMPROVE	2,916	8,442	30,000	55,000	(72)	10,371	13,283	(4,841)	(36)
Total For Operating & Mtce Expense:	28,379	85,475	112,250	341,000	(24)	29,737	80,830	4,645	6
Transmission Expense									
TRANSMISSION MTCE AND EXPE	2,411	8,377	18,999	76,000	(56)	4,889	15,478	(7,101)	(46)
Total For Transmission Expense:	2,411	8,377	18,999	76,000	(56)	4,889	15,478	(7,101)	(46)
Distribution Expense									
REMOVE EXISTING SERVICE & M	0	166	500	2,000	(67)	0	0	166	0
SCADA EXPENSE	3,713	13,756	15,000	60,000	(8)	4,774	10,639	3,116	29
TRANSFORMER EXPENSE OH & U	971	3,391	6,249	25,000	(46)	813	4,658	(1,267)	(27)
MTCE OF SIGNAL SYSTEMS	221	221	750	3,000	(70)	149	349	(127)	(36)
METER EXPENSE - REMOVE & RE	242	726	375	1,500	94	0	241	485	202
TEMP SERVICE - INSTALL & REM	274	1,695	2,499	10,000	(32)	0	109	1,586	1,442
MISC DISTRIBUTION EXPENSE	44,437	116,848	105,000	420,000	11	34,838	112,394	4,453	4
Total For Distribution Expense:	49,860	136,806	130,374	521,500	5	40,575	128,392	8,414	7
Maintenance Expense									
MTCE OF STRUCTURES	9,945	29,499	23,000	92,000	28	8,905	19,747	9,751	49
MTCE OF SUBSTATIONS	482	1,075	11,250	45,000	(90)	0	6,402	(5,327)	(83)
MTCE OF SUBSTATION EQUIPME	6,096	12,876	37,500	150,000	(66)	6,907	29,122	(16,246)	(56)
MTCE OF OH LINES/TREE TRIM	34,728	136,688	188,000	300,000	(27)	48,074	184,262	(47,574)	(26)
MTCE OF OH LINES/STANDBY	4,357	11,154	12,500	50,000	(11)	3,097	10,277	876	9
MTCE OF OH PRIMARY	20,245	57,453	47,499	190,000	21	15,914	39,951	17,501	44
MTCE OF URD PRIMARY	43,185	86,189	75,000	300,000	15	30,523	31,892	54,297	170
LOCATE ELECTRIC LINES	4,941	14,066	31,250	125,000	(55)	7,621	16,937	(2,870)	(17)
LOCATE FIBER LINES	152	266	624	2,500	(57)	298	403	(137)	(34)
MTCE OF LINE TRANSFORMERS	8,370	16,199	18,750	75,000	(14)	3,802	8,687	7,511	86
MTCE OF STREET LIGHTING	1,201	11,693	17,250	69,000	(32)	5,053	17,949	(6,256)	(35)
MTCE OF SECURITY LIGHTING	1,209	6,579	6,249	25,000	5	906	4,906	1,673	34
MTCE OF METERS	508	2,996	20,000	80,000	(85)	5,286	19,153	(16,157)	(84)
VOLTAGE COMPLAINTS	1,045	2,183	3,000	12,000	(27)	1,070	1,070	1,113	104
SALARIES TRANSMISSION & DIST	2,360	8,505	9,000	36,000	(5)	2,326	7,486	1,019	14
ELECTRIC MAPPING	18,216	43,994	38,750	155,000	14	19,282	72,639	(28,645)	(39)

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

Electric		2025	2025	2025	2025	2025 YTD	2024	2024	YTD	2024 v. 2025
		MARCH	YTD	YTD BUDGET	ANNUAL BUDGET	Bud Var%	MARCH	YTD	VARIANCE	Actual Var%
	FIBER MAPPING	0	0	3,750	15,000	(100)	0	0	0	0
	MTCE OF OH SECONDARY	2,196	7,331	5,750	23,000	27	1,322	3,729	3,601	97
	MTCE OF URD SECONDARY	2,962	13,166	18,750	75,000	(30)	3,794	9,988	3,177	32
	TRANSPORTATION EXPENSE	34,085	99,404	81,249	325,000	22	29,688	94,727	4,677	5
	Total For Maintenance Expense:	196,290	561,322	649,125	2,144,500	(14)	193,874	579,337	(18,014)	(3)
Depreciation & Amortization										
	DEPRECIATION	231,730	694,601	667,853	2,671,415	4	219,545	657,680	36,920	6
	AMORTIZATION	55,677	167,033	167,034	668,136	0	55,677	167,033	0	0
	Total For Depreciation & Amortization:	287,408	861,635	834,887	3,339,551	3	275,223	824,714	36,920	4
Interest Expense										
	INTEREST EXPENSE - BONDS	66,971	202,189	202,189	794,932	0	70,163	211,726	(9,537)	(5)
	AMORTIZATION OF DEBT DISCOU	(4,988)	(14,965)	(14,965)	(59,863)	0	(4,988)	(14,965)	0	0
	Total For Interest Expense:	61,982	187,223	187,223	735,069	0	65,174	196,761	(9,537)	(5)
Other Operating Expense										
	EV CHARGING EXPENSE	171	573	350	1,400	64	179	586	(13)	(2)
	LOSS ON DISPOSITION OF PROP (C	18,258	18,258	0	160,000	0	4,105	4,105	14,152	345
	OTHER DONATIONS	0	217	500	2,000	(57)	0	0	217	0
	PENSION EXPENSE	0	0	0	259,000	0	0	0	0	0
	INTEREST EXPENSE - METER DEP	4,118	12,314	15,000	60,000	(18)	4,733	14,115	(1,801)	(13)
	Total For Other Operating Expense:	22,548	31,363	15,850	482,400	98	9,019	18,808	12,555	67
Customer Accounts Expense										
	METER READING EXPENSE	2,847	8,947	8,750	35,000	2	2,427	9,086	(139)	(2)
	DISCONNECT/RECONNECT EXPEN	66	66	2,499	10,000	(97)	399	2,271	(2,205)	(97)
	MISC CUSTOMER ACCOUNTS EXP	29,696	89,892	99,999	400,000	(10)	28,810	84,031	5,861	7
	BAD DEBT EXPENSE & RECOVER	2,248	2,898	6,249	25,000	(54)	(29)	2,857	40	1
	Total For Customer Accounts Expense:	34,859	101,804	117,499	470,000	(13)	31,607	98,246	3,557	4
Administrative Expense										
	SALARIES OFFICE & COMMISSION	78,894	238,011	271,250	1,085,000	(12)	70,369	217,921	20,090	9
	TEMPORARY STAFFING	0	0	999	4,000	(100)	0	0	0	0
	OFFICE SUPPLIES	5,210	19,583	33,750	135,000	(42)	5,808	22,748	(3,165)	(14)
	ELECTRIC & WATER CONSUMPTI	1,796	5,515	8,000	32,000	(31)	2,019	6,163	(647)	(11)
	BANK FEES	201	698	750	3,000	(7)	126	444	253	57
	LEGAL FEES	1,407	3,306	7,500	30,000	(56)	417	2,330	976	42
	AUDITING FEES	1,720	5,160	5,160	20,640	0	1,640	4,920	240	5
	INSURANCE	14,866	44,600	48,750	195,000	(9)	15,414	46,561	(1,961)	(4)

ELK RIVER MUNICIPAL UTILITIES
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FOR PERIOD ENDING MARCH 2025

		2025	2025	2025	2025	2025 YTD	2024	2024	YTD	2024 v. 2025
		MARCH	YTD	YTD BUDGET	ANNUAL BUDGET	Bud Var%	MARCH	YTD	VARIANCE	Actual Var%
Electric	UTILITY SHARE - DEFERRED COM	12,751	50,060	32,124	128,500	56	16,823	49,760	300	1
	UTILITY SHARE - MEDICAL/DENT	66,678	314,397	322,694	942,322	(3)	59,900	306,329	8,067	3
	UTILITY SHARE - PERA	25,775	78,596	80,375	321,500	(2)	23,728	73,472	5,124	7
	UTILITY SHARE - FICA	24,942	75,198	78,875	315,500	(5)	22,464	70,577	4,621	7
	EMPLOYEE SICK PAY	14,661	78,461	51,000	204,000	54	19,063	28,803	49,658	172
	EMPLOYEE HOLIDAY PAY	0	47,430	48,525	194,100	(2)	0	45,863	1,566	3
	EMPLOYEE VACATION & PTO PA	20,892	113,159	105,727	325,000	7	31,895	104,049	9,109	9
	UPMIC DISTRIBUTION	18,105	18,105	21,500	86,000	(16)	29,968	29,968	(11,862)	(40)
	LONGEVITY PAY	1,472	1,472	1,473	9,945	0	0	0	1,472	0
	CONSULTING FEES	0	21,220	59,750	239,000	(64)	7,603	17,320	3,900	23
	TELEPHONE	2,833	8,550	9,500	38,000	(10)	2,919	8,751	(200)	(2)
	ADVERTISING	970	3,405	5,000	20,000	(32)	1,003	4,032	(627)	(16)
	DUES & SUBSCRIPTIONS - FEES	15,022	39,553	38,002	152,009	4	8,499	23,091	16,462	71
	SCHOOLS & MEETINGS	20,168	52,631	73,000	292,333	(28)	13,137	55,395	(2,763)	(5)
	MTCE OF GENERAL PLANT & OFFI	865	2,595	2,750	11,000	(6)	845	2,535	60	2
	Total For Administrative Expense:	329,236	1,221,714	1,306,457	4,783,849	(6)	333,648	1,121,041	100,673	9
General Expense										
	CIP REBATES - RESIDENTIAL	6,400	22,053	22,689	90,758	(3)	6,140	19,610	2,443	12
	CIP REBATES - COMMERCIAL	2,364	4,329	27,999	112,000	(85)	16,580	16,580	(12,251)	(74)
	CIP - ADMINISTRATION	13,284	34,624	45,741	182,965	(24)	16,848	36,848	(2,223)	(6)
	CIP - MARKETING	3,568	14,263	12,808	51,235	11	3,005	8,632	5,630	65
	CIP - LABOR	8,898	26,445	33,455	133,822	(21)	7,699	26,722	(277)	(1)
	CIP REBATES - LOW INCOME	0	0	4,680	18,720	(100)	0	0	0	0
	CIP - LOW INCOME LABOR	872	2,580	2,499	10,000	3	780	2,367	212	9
	ENVIRONMENTAL COMPLIANCE	2,384	7,142	8,750	35,000	(18)	2,547	7,629	(487)	(6)
	MISC GENERAL EXPENSE	76	(126)	1,325	5,300	(110)	(295)	(320)	194	61
	Total For General Expense:	37,849	111,311	159,949	639,800	(30)	53,306	118,071	(6,759)	(6)
Total Expenses(before Operating Transfers)		3,111,618	9,537,140	10,268,071	44,133,298	(7)	3,135,035	9,512,040	25,100	0
Operating Transfer										
Operating Transfer/Other Funds										
	TRANSFER TO CITY ELK RIVER R	118,061	367,385	376,120	1,643,429	(2)	112,957	347,973	19,412	6
	Total For Operating Transfer/Other Funds:	118,061	367,385	376,120	1,643,429	(2)	112,957	347,973	19,412	6
Utilities & Labor Donated										
	UTILITIES & LABOR DONATED TO	19,786	58,828	66,249	265,000	(11)	17,797	55,265	3,563	6

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

		2025	2025	2025	2025	2025 YTD	2024	2024	YTD	2024 v. 2025
		MARCH	YTD	YTD	ANNUAL	Bud Var%	MARCH	YTD	VARIANCE	Actual Var%
Electric	Total For Utilities & Labor Donated:	19,786	58,828	66,249	265,000	(11)	17,797	55,265	3,563	6
	Total Operating Transfer									
	Total For Total Operating Transfer:	137,848	426,214	442,370	1,908,429	(4)	130,754	403,238	22,976	6
	Net Income Profit(Loss)	231,006	918,952	251,623	1,654,880	265	141,529	389,325	529,627	136

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

	2025 MARCH	2025 YTD	2025 YTD BUDGET	2025 ANNUAL BUDGET	2025 YTD Bud Var%	2024 MARCH	2024 YTD	YTD VARIANCE	2024 v. 2025 Actual Var%
Water									
Revenue									
Operating Revenue									
Water Sales									
WATER SALES RESIDENTIAL	90,133	282,611	262,083	1,768,457	8	88,891	273,843	8,768	3
WATER SALES COMMERCIAL	57,804	176,180	150,909	1,024,735	17	55,782	163,616	12,564	8
WATER SALES IRRIGATION	1,716	5,118	5,372	350,120	(5)	1,669	5,109	9	0
Total For Water Sales:	149,653	463,911	418,364	3,143,313	11	146,343	442,568	21,342	5
Total Operating Revenue	149,653	463,911	418,364	3,143,313	11	146,343	442,568	21,342	5
Total For Total Operating Revenue:	149,653	463,911	418,364	3,143,313	11	146,343	442,568	21,342	5
Other Operating Revenue									
Interest/Dividend Income									
INTEREST & DIVIDEND INCOME	10,588	32,546	37,500	150,000	(13)	1,195	17,994	14,551	81
OTHER INTEREST/MISC REVENUE	0	0	249	1,000	(100)	0	0	0	0
Total For Interest/Dividend Income:	10,588	32,546	37,749	151,000	(14)	1,195	17,994	14,551	81
Customer Penalties									
CUSTOMER PENALTIES	1,068	6,855	6,999	28,000	(2)	608	5,612	1,242	22
Total For Customer Penalties:	1,068	6,855	6,999	28,000	(2)	608	5,612	1,242	22
Connection Fees									
WATER/ACCESS/CONNECTION FE	39,600	79,200	63,750	255,000	24	30,080	126,230	(47,030)	(37)
CUSTOMER CONNECTION FEES	7,293	12,693	8,124	32,500	56	1,558	6,850	5,843	85
BULK WATER SALES/HYDRANT R	4,499	7,941	7,749	31,000	2	2,829	10,852	(2,910)	(27)
Total For Connection Fees:	51,393	99,835	79,624	318,500	25	34,468	143,932	(44,097)	(31)
Misc Revenue									
MISC NON-UTILITY	0	310	24	100	1,144	0	20	290	1,455
GAIN ON DISPOSITION OF PROPER	0	0	0	8,000	0	0	0	0	0
MISCELLANEOUS REVENUE	0	1,091	125	500	774	0	0	1,091	0
HYDRANT MAINTENANCE PROGR	975	2,925	3,750	15,000	(22)	1,790	3,750	(825)	(22)
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:	975	4,327	3,900	426,100	11	1,790	3,770	556	15
Total Other Revenue	64,025	143,563	128,274	923,600	12	38,062	171,310	(27,746)	(16)
Total For Total Other Revenue:	64,025	143,563	128,274	923,600	12	38,062	171,310	(27,746)	(16)

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

		2025 MARCH	2025 YTD	2025 YTD BUDGET	2025 ANNUAL BUDGET	2025 YTD Bud Var%	2024 MARCH	2024 YTD	YTD VARIANCE	2024 v. 2025 Actual Var%
Water										
	Total Revenue	<u>213,679</u>	<u>607,474</u>	<u>546,639</u>	<u>4,066,913</u>	<u>11</u>	<u>184,406</u>	<u>613,878</u>	<u>(6,404)</u>	<u>(1)</u>
Expenses										
	Production Expense									
	MTCE OF STRUCTURES	9,465	30,435	33,750	135,000	(10)	11,782	34,275	(3,839)	(11)
	Total For Production Expense:	<u>9,465</u>	<u>30,435</u>	<u>33,750</u>	<u>135,000</u>	<u>(10)</u>	<u>11,782</u>	<u>34,275</u>	<u>(3,839)</u>	<u>(11)</u>
	Pumping Expense									
	SUPERVISION	6,965	19,468	18,999	76,000	2	6,203	16,743	2,724	16
	ELECTRIC & GAS UTILITIES	14,630	60,711	77,499	310,000	(22)	17,271	54,604	6,107	11
	SAMPLING	845	4,877	6,037	24,150	(19)	1,007	3,497	1,379	39
	CHEMICAL FEED	2,960	8,040	12,500	50,000	(36)	1,678	5,706	2,334	41
	MTCE OF WELLS	13,267	50,388	50,000	200,000	1	13,538	43,204	7,184	17
	SCADA - PUMPING	2,267	2,959	3,000	12,000	(1)	315	854	2,105	247
	Total For Pumping Expense:	<u>40,936</u>	<u>146,446</u>	<u>168,037</u>	<u>672,150</u>	<u>(13)</u>	<u>40,014</u>	<u>124,610</u>	<u>21,835</u>	<u>18</u>
	Distribution Expense									
	MTCE OF WATER MAINS	48,386	54,693	43,749	175,000	25	3,396	7,656	47,036	614
	LOCATE WATER LINES	1,163	2,776	5,000	20,000	(44)	1,552	2,991	(215)	(7)
	MTCE OF WATER SERVICES	0	0	125	500	(100)	0	0	0	0
	WATER METER SERVICE	6,702	21,607	17,499	70,000	23	6,365	11,148	10,458	94
	BACKFLOW DEVICE INSPECTION	1,229	3,898	4,050	23,160	(4)	1,440	4,120	(221)	(5)
	MTCE OF CUSTOMERS SERVICE	3,126	8,525	8,750	35,000	(3)	2,708	8,206	318	4
	WATER MAPPING	1,909	13,704	4,250	17,000	222	3,471	7,902	5,801	73
	FIBER MAPPING	0	0	3,750	15,000	(100)	0	0	0	0
	MTCE OF WATER HYDRANTS - PU	552	7,134	5,499	22,000	30	9,940	10,910	(3,776)	(35)
	MTCE OF WATER HYDRANTS - PR	0	0	1,500	6,000	(100)	53	663	(663)	(100)
	WATER CLOTHING/PPE	837	916	3,750	15,000	(76)	177	577	339	59
	WAGES WATER	722	2,236	2,499	10,000	(11)	673	2,011	224	11
	TRANSPORTATION EXPENSE	1,591	3,230	6,000	24,000	(46)	730	2,884	346	12
	WATER PERMIT	0	20,037	27,000	27,000	(26)	0	26,255	(6,218)	(24)
	Total For Distribution Expense:	<u>66,222</u>	<u>138,761</u>	<u>133,425</u>	<u>459,660</u>	<u>4</u>	<u>30,511</u>	<u>85,329</u>	<u>53,432</u>	<u>63</u>
	Depreciation & Amortization									
	DEPRECIATION	115,386	346,387	331,466	1,325,865	5	101,031	302,664	43,723	14
	Total For Depreciation & Amortization:	<u>115,386</u>	<u>346,387</u>	<u>331,466</u>	<u>1,325,865</u>	<u>5</u>	<u>101,031</u>	<u>302,664</u>	<u>43,723</u>	<u>14</u>
	Interest Expense									
	INTEREST EXPENSE - BONDS	3,266	9,799	9,799	38,117	0	3,466	10,400	(600)	(6)
	AMORTIZATION OF DEBT DISCOU	(554)	(1,662)	(1,662)	(6,651)	0	(554)	(1,662)	0	0

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

Water		2025	2025	2025	2025	2025 YTD	2024	2024	YTD	2024 v. 2025
		MARCH	YTD	YTD BUDGET	ANNUAL BUDGET	Bud Var%	MARCH	YTD	VARIANCE	Actual Var%
	Total For Interest Expense:	2,712	8,137	8,137	31,466	0	2,912	8,737	(600)	(7)
	Other Operating Expense									
	LOSS ON DISPOSITION OF PROP (C	0	0	0	16,000	0	0	0	0	0
	DAM MAINTENANCE EXPENSE	0	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	156	187	750	(17)	120	362	(206)	(57)
	Total For Other Operating Expense:	52	186	187	60,750	(1)	120	362	(175)	(48)
	Customer Accounts Expense									
	METER READING EXPENSE	556	1,664	1,749	7,000	(5)	137	482	1,182	245
	MISC CUSTOMER ACCOUNTS EXP	7,581	22,881	24,500	98,000	(7)	7,462	21,624	1,256	6
	BAD DEBT EXPENSE & RECOVER	0	0	62	250	(100)	0	0	0	0
	Total For Customer Accounts Expense:	8,138	24,546	26,312	105,250	(7)	7,600	22,106	2,439	11
	Administrative Expense									
	SALARIES OFFICE & COMMISSION	23,451	70,162	72,000	288,000	(3)	20,666	63,839	6,322	10
	TEMPORARY STAFFING	0	0	249	1,000	(100)	0	0	0	0
	OFFICE SUPPLIES	2,434	5,853	7,500	30,000	(22)	1,321	4,652	1,201	26
	ELECTRIC & WATER CONSUMPTI	449	1,379	1,749	7,000	(21)	505	1,541	(161)	(11)
	BANK FEES	50	180	174	700	3	31	117	63	54
	LEGAL FEES	351	826	1,250	5,000	(34)	104	553	273	49
	AUDITING FEES	976	1,836	1,674	6,700	10	410	1,230	606	49
	INSURANCE	3,487	10,462	11,000	44,000	(5)	3,460	10,460	1	0
	UTILITY SHARE - DEFERRED COM	2,308	7,968	6,024	24,100	32	3,000	7,368	599	8
	UTILITY SHARE - MEDICAL/DENT	16,978	75,381	84,268	269,977	(11)	14,703	69,355	6,026	9
	UTILITY SHARE - PERA	4,856	15,204	17,124	68,500	(11)	4,620	14,144	1,060	8
	UTILITY SHARE - FICA	4,681	14,604	16,500	66,000	(11)	4,389	13,694	910	7
	EMPLOYEE SICK PAY	2,814	13,665	8,750	35,000	56	3,060	6,966	6,699	96
	EMPLOYEE HOLIDAY PAY	0	9,413	10,381	41,525	(9)	0	7,401	2,011	27
	EMPLOYEE VACATION & PTO PA	4,104	22,356	21,818	66,000	2	5,563	19,629	2,726	14
	UPMIC DISTRIBUTION	3,642	3,642	4,625	18,500	(21)	5,834	5,834	(2,191)	(38)
	WELLHEAD PROTECTION	0	0	510	2,000	(100)	0	0	0	0
	LONGEVITY PAY	77	77	78	2,130	0	0	0	77	0
	CONSULTING FEES	6,712	16,272	14,349	57,400	13	1,900	4,475	11,797	264
	TELEPHONE	638	1,913	1,875	7,500	2	709	2,127	(213)	(10)
	ADVERTISING	242	1,211	1,250	5,000	(3)	172	930	281	30
	DUES & SUBSCRIPTIONS - FEES	2,060	20,617	21,461	89,961	(4)	1,366	17,563	3,053	17

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

Water		2025	2025	2025	2025	2025 YTD	2024	2024	YTD	2024 v. 2025
		MARCH	YTD	YTD BUDGET	ANNUAL BUDGET	Bud Var%	MARCH	YTD	VARIANCE	Actual Var%
	SCHOOLS & MEETINGS	3,107	7,614	17,675	60,956	(57)	4,314	10,849	(3,234)	(30)
	MTCE OF GENERAL PLANT & OFFI	216	648	687	2,750	(6)	211	633	15	2
	Total For Administrative Expense:	83,643	301,294	322,979	1,199,699	(7)	76,347	263,368	37,926	14
General Expense										
	CIP REBATES - RESIDENTIAL	0	25	1,250	5,000	(98)	0	25	0	0
	CIP REBATES - COMMERCIAL	0	0	125	500	(100)	0	0	0	0
	CIP - MARKETING	0	0	500	2,000	(100)	0	0	0	0
	CIP - LABOR	0	0	624	2,500	(100)	0	0	0	0
	ENVIRONMENTAL COMPLIANCE	471	589	500	2,000	18	60	158	430	271
	MISC GENERAL EXPENSE	0	0	62	250	(100)	0	0	0	0
	Total For General Expense:	471	614	3,062	12,250	(80)	60	183	430	234
	Total Expenses(before Operating Transfers)	327,028	996,809	1,027,358	4,002,091	(3)	270,382	841,638	155,171	18
Operating Transfer										
Utilities & Labor Donated										
	WATER & LABOR DONATED TO CI	0	0	500	2,000	(100)	0	0	0	0
	Total Operating Transfer									
	Total For Total Operating Transfer:	0	0	500	2,000	(100)	0	0	0	0
	Net Income Profit(Loss)	(113,348)	(389,335)	(481,218)	62,821	19	(85,976)	(227,759)	(161,575)	(71)

Beginning Fiscal Period[YYYYMM]

202501

GL Division

All

Ending Fiscal Period[YYYYMM]

202503

GL Activity

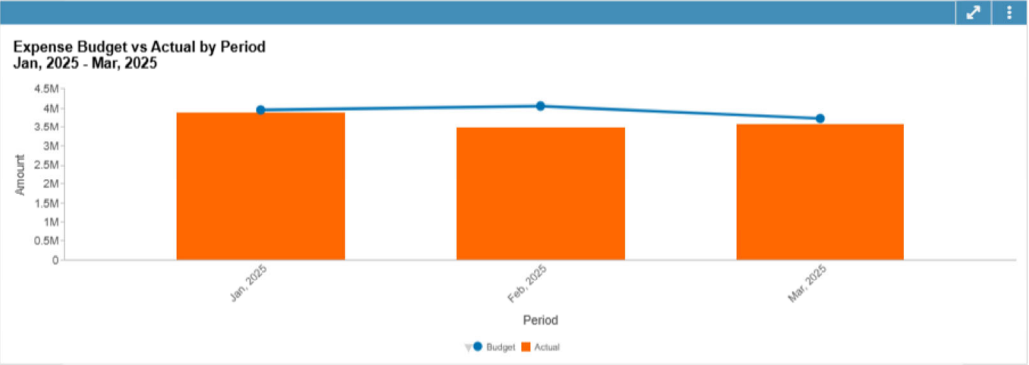
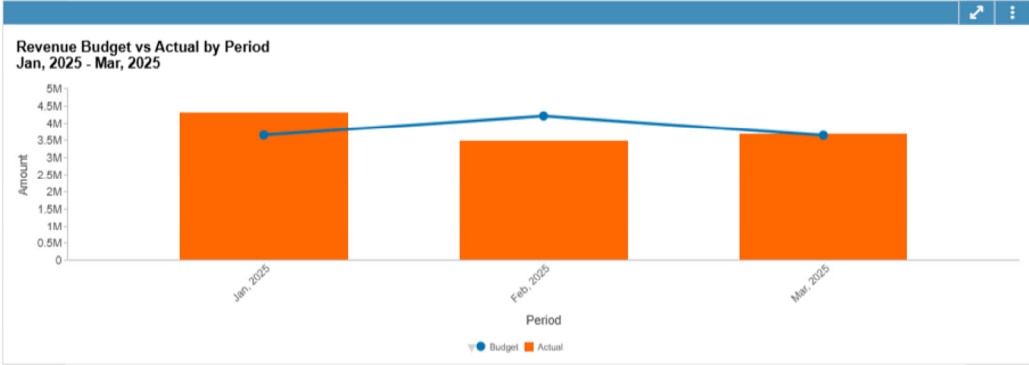
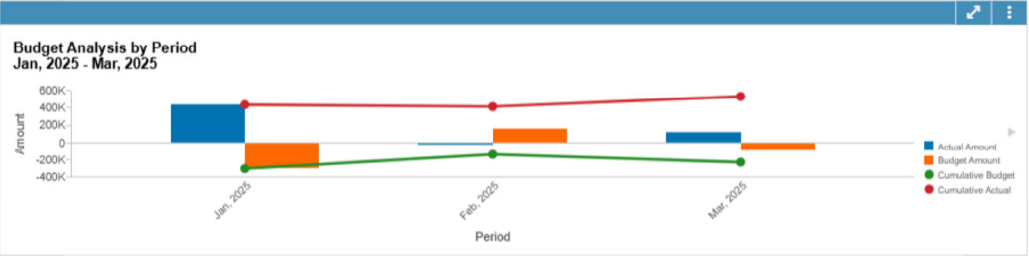
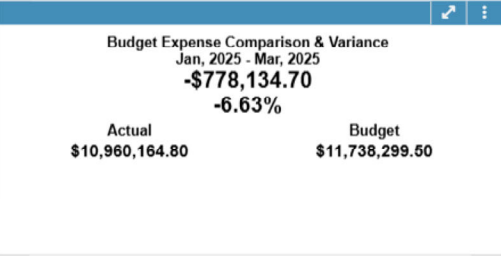
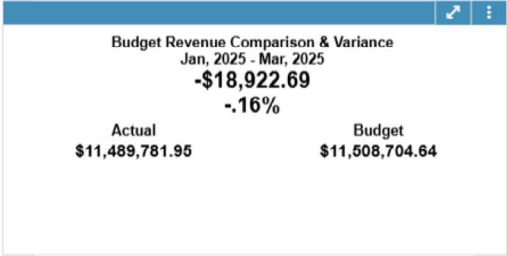
All

GL Department

All

Period Type

Closed Period



Beginning Fiscal Period[YYYYMM]

202501

Ending Fiscal Period[YYYYMM]

202503

GL Division

61 - Elk River Electric

GL Activity

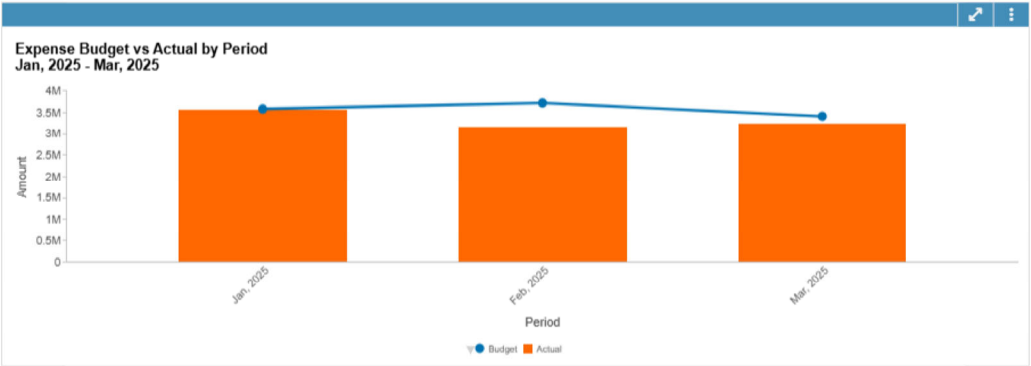
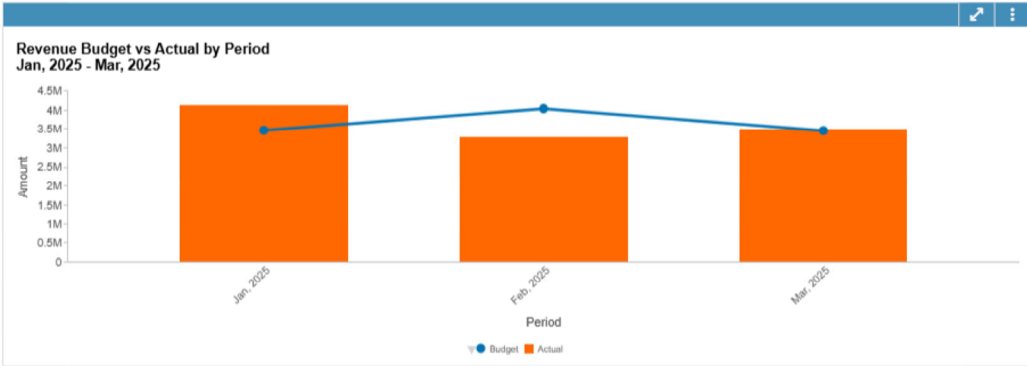
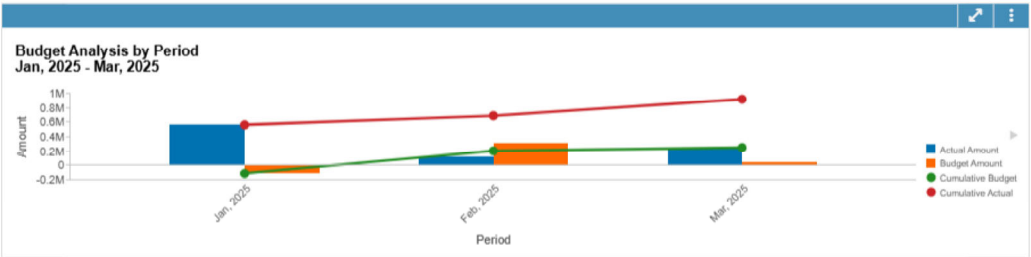
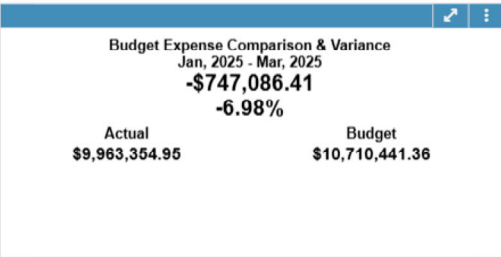
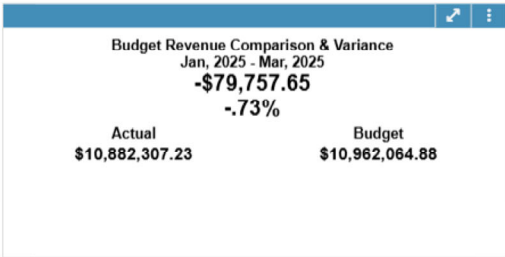
All

GL Department

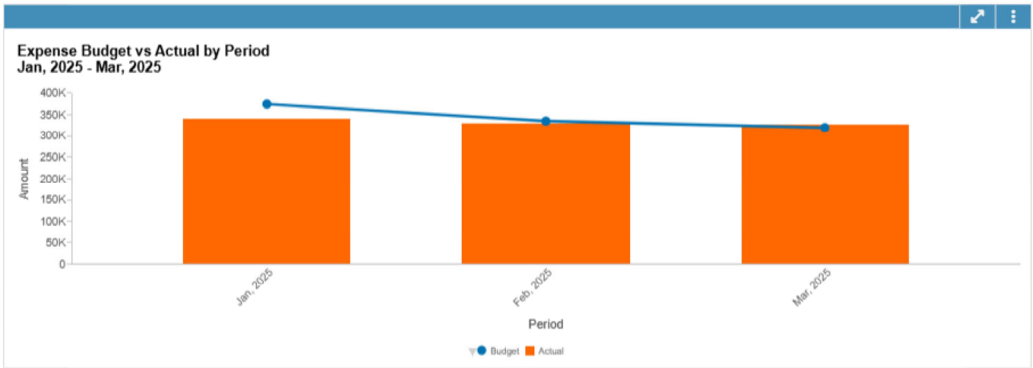
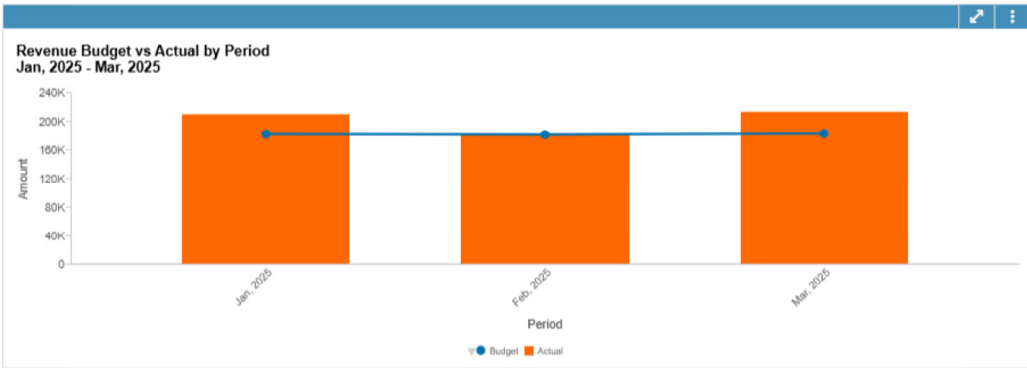
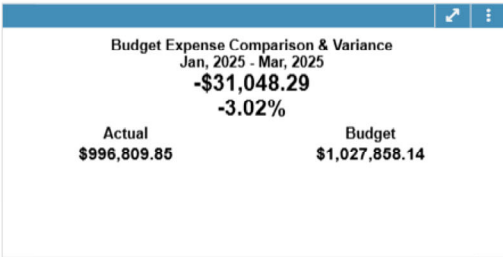
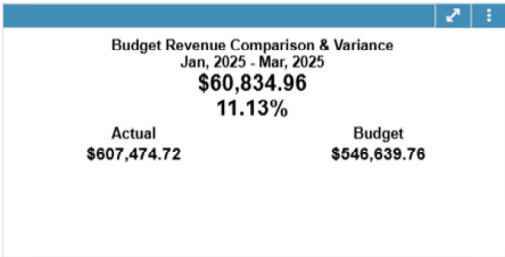
All

Period Type

Closed Period



Beginning Fiscal Period[YYYYMM]	GL Division	GL Department
202501	62 - Elk River Water	All
Ending Fiscal Period[YYYYMM]	GL Activity	Period Type
202503	All	Closed Period





March 2025 Financials

Report Highlights

March YTD Profit & Profit Margin %

Profit & Profit Margins % January 2025 – March 2025

\$529,617

4.61%

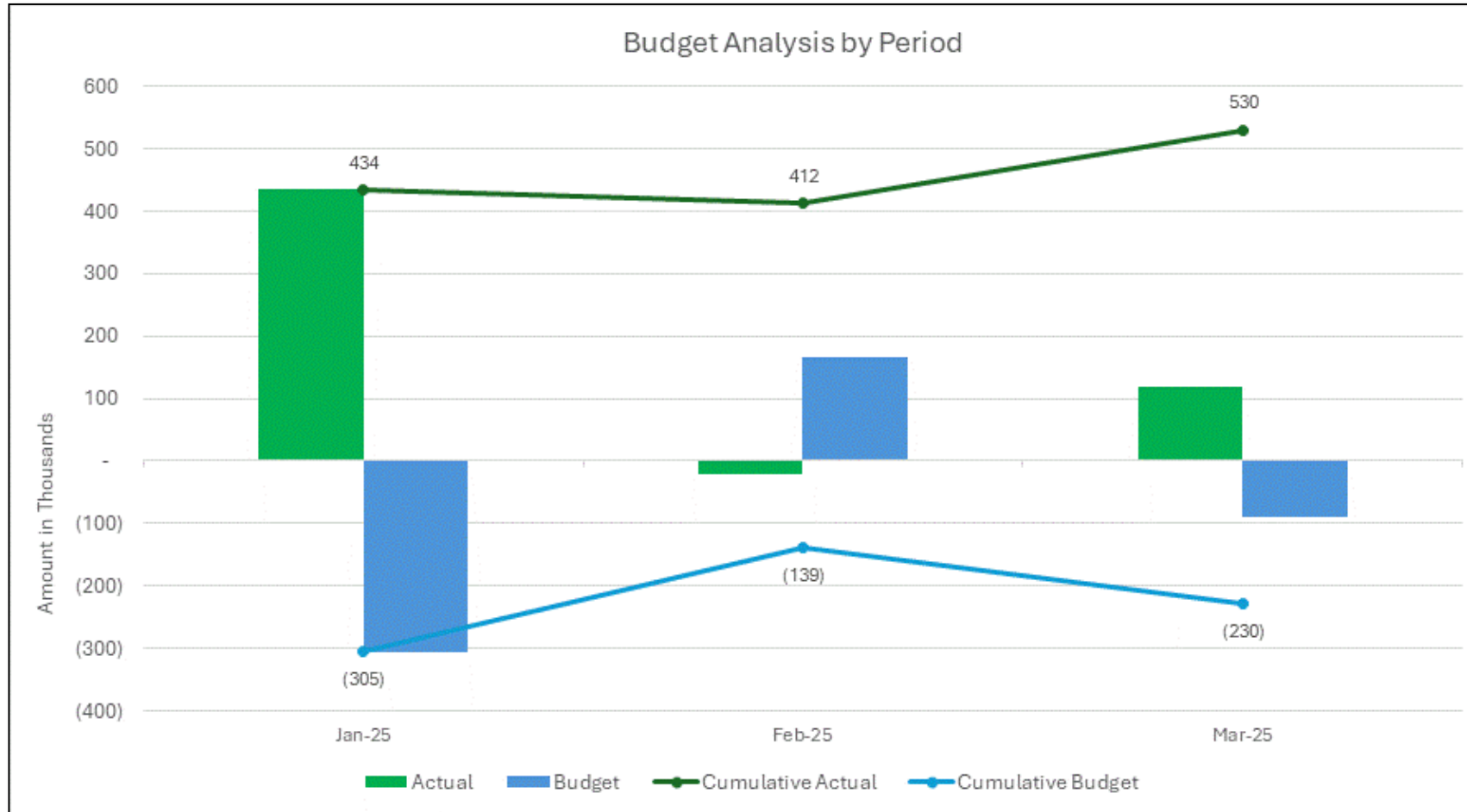
Revenue
\$11,489,782

Expense
\$10,960,165

Purpose: To show the overall health of the organization.

- YTD ERMU's revenue is exceeding expenses by \$530k
- Resulting in a profit margin of 4.61%

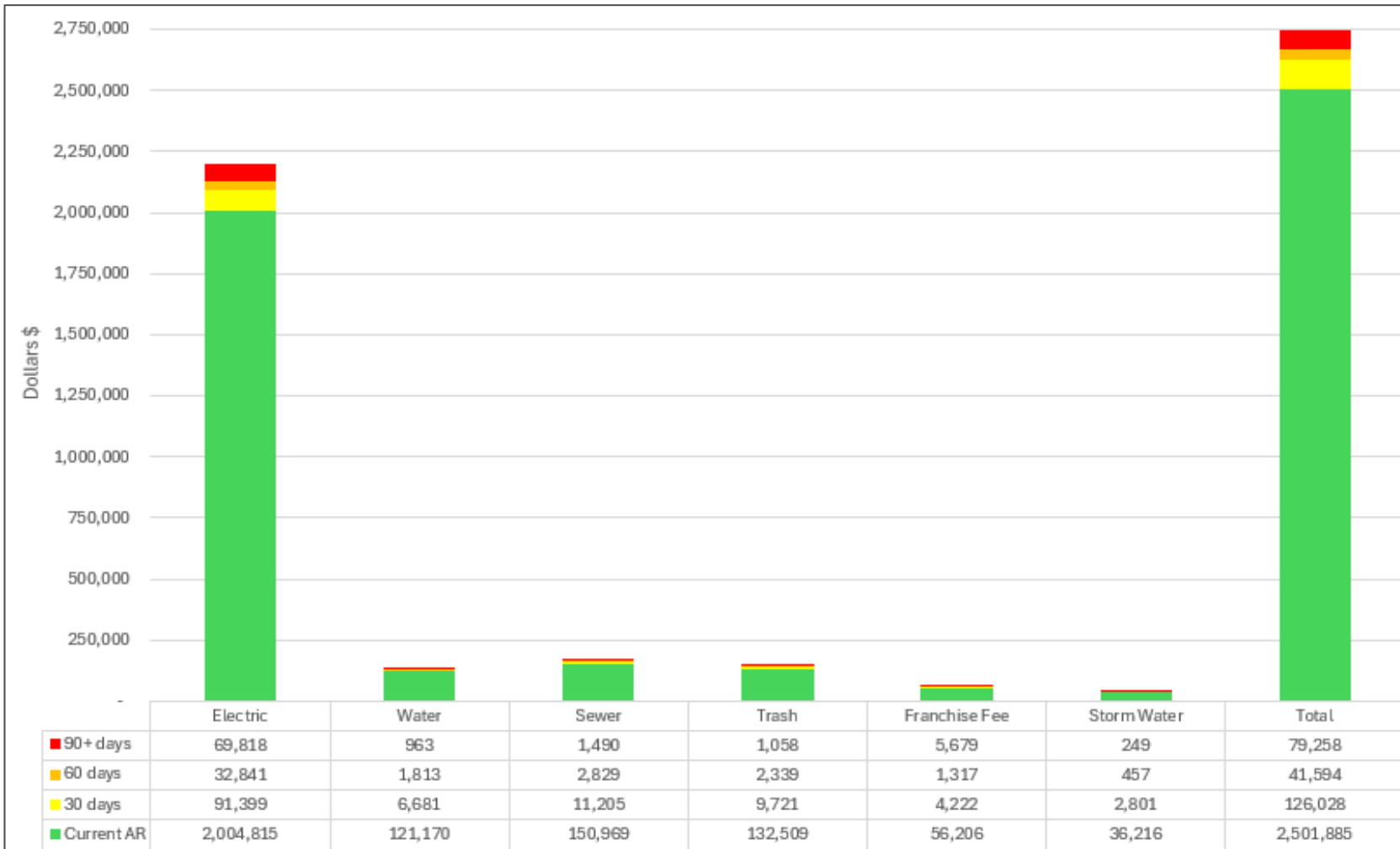
March YTD Actuals to Budget Comparison



Purpose: To illustrate the combined net position actuals versus budgeted amounts.

- Overall, ERMU is favorable to budget YTD
- ERMU has been favorable to budget each month except February

Accounts Receivable-Utility Aging 3/31/2025

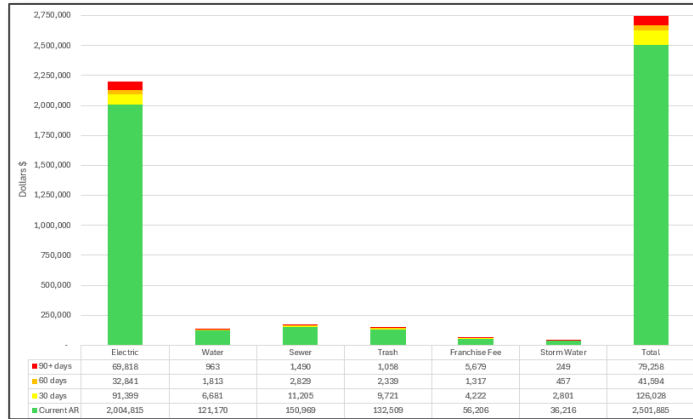


Purpose: an overview of outstanding payments from customers and how long they are past due.

- City services make up \$419k of total A/R balances of \$2.749M
- Over 90 days is only 2.9% of total A/R compared to 91% being current

**GREEN
IS
GOOD!**

Accounts Receivable-Utility Aging 3/31/2025



Note: Electric and water accounts receivable can be reviewed separately on the “Combined Balance Sheet” provided in the packet.

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

ASSETS

CURRENT ASSETS

CASH

ACCOUNTS RECEIVABLE

INVENTORIES

PREPAID ITEMS

CONSTRUCTION IN PROGRESS

TOTAL CURRENT ASSETS

ELECTRIC

WATER

3,416,766

2,734,264

2,279,871

262,711

958,531

9,652,144

5,383,185

5,056,696

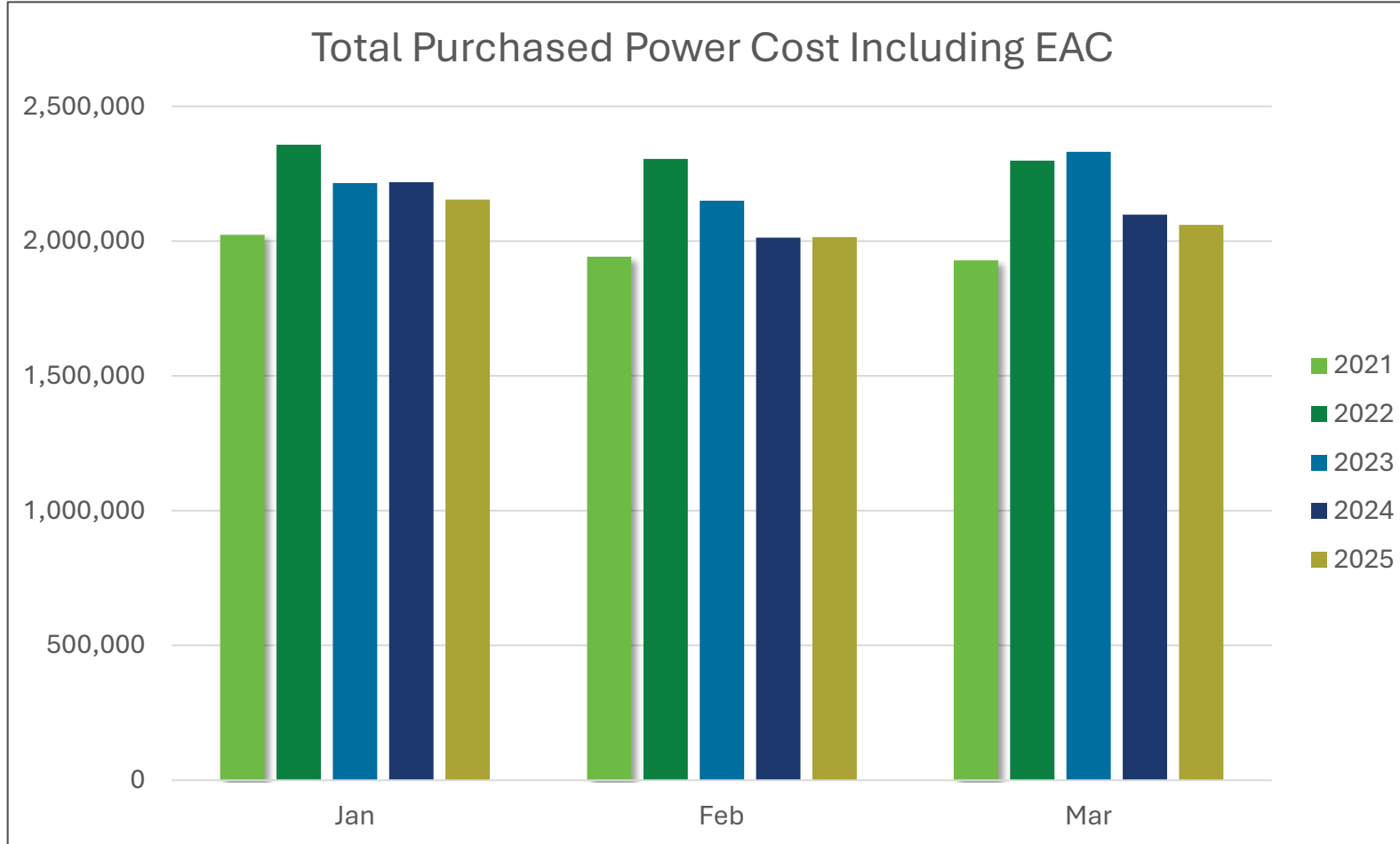
50,508

62,369

172,759

10,725,517

Electric Department – Purchased Power

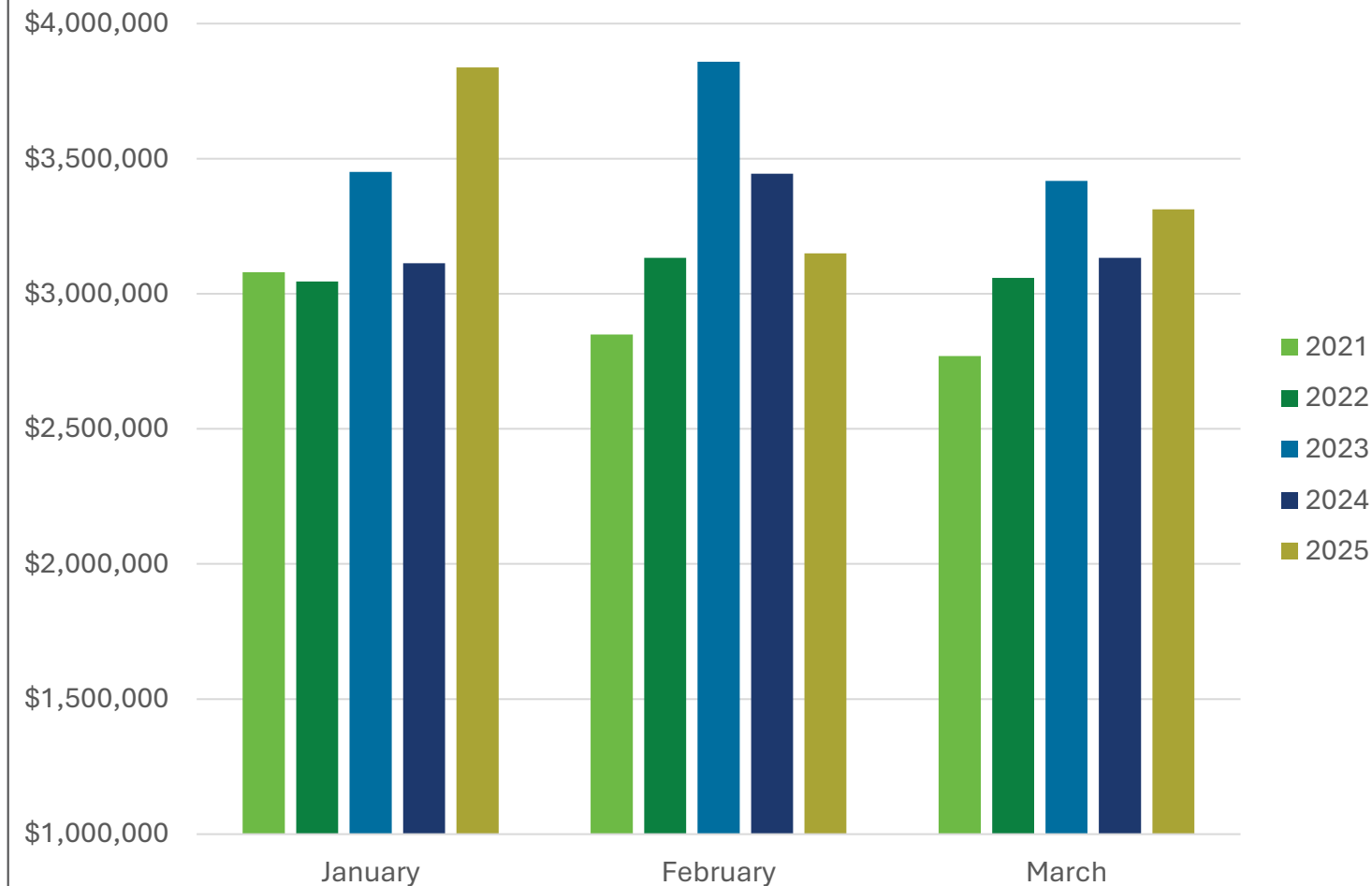


Purpose: To illustrate trends in purchased power costs.

- Purchased power 2025 YTD is approximately 63% of total expenses
- 2025 YTD purchased power is favorable to budget by 8%
- 2025 is trending to be like 2024. Note: YTD 2025 is \$100k less than 2024 due to lower EAC of \$262k partially offset by higher usage.

Electric Department – Electric Usage Sales

Monthly Electric Sales \$

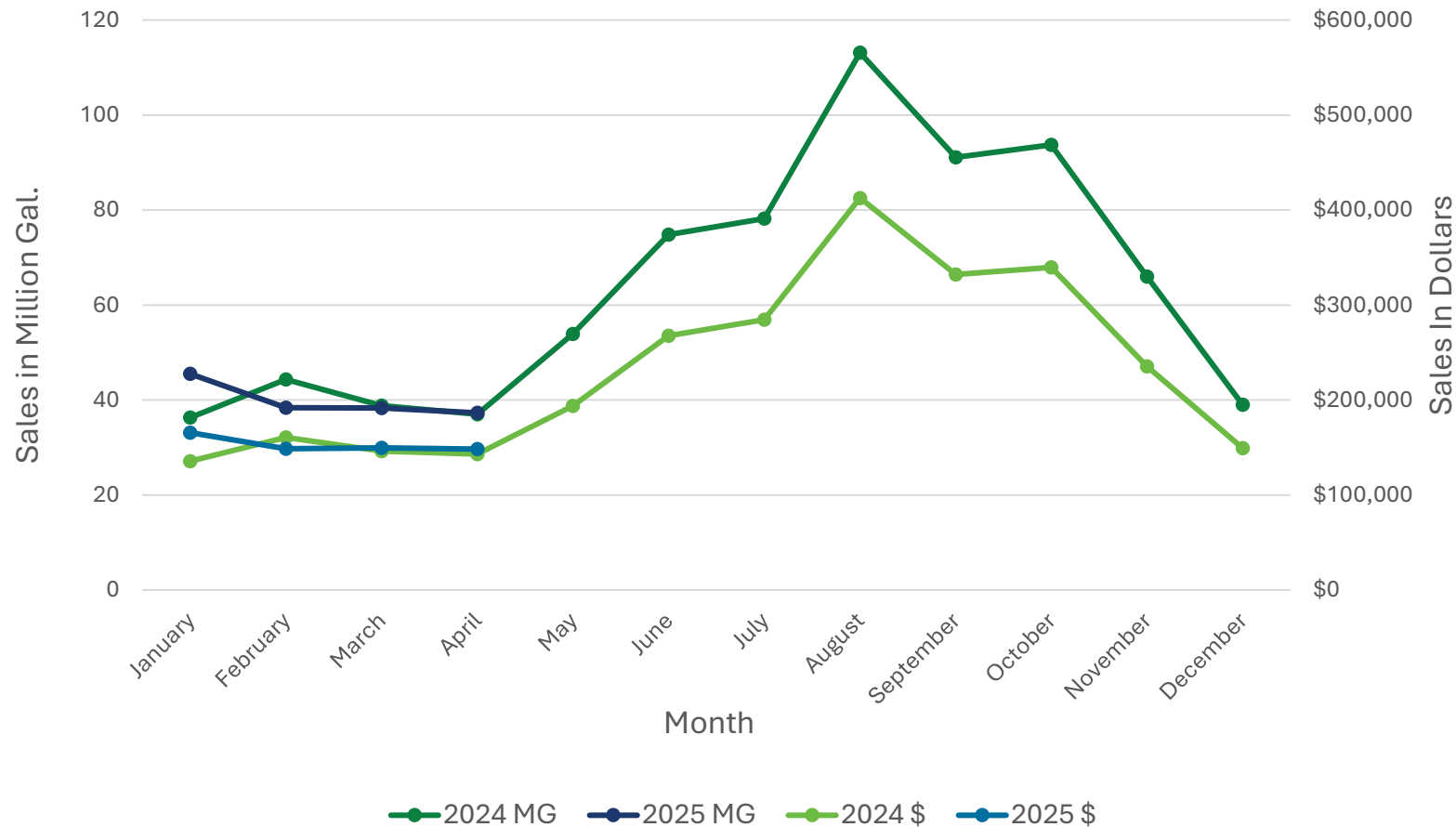


Purpose: To illustrate a 5-year comparison in electric usage sales.

- Usage can vary greatly from year to year with weather being a primary factor.
- Electric kWh usage is 5.6% higher in 2025 as compared to 2024.

Water Department – Water Usage Sales

Elk River Municipal Utilities Monthly Water Sales



Purpose: To illustrate trends and view comparisons in water usage sales.

- Usage can vary greatly from year to year based on a variety of factors such as weather.
- The water sales graph highlights both usage and revenue dollars.
- Water usage is up YTD 2.4% over prior year.
- Revenue is up YTD 4.8% over prior year due to increased usage and rates.



Thank You!

Melissa Karpinski, CPA - Finance Manager
mkarpinski@ermumn.com

TO: ERMU Commission	FROM: Mike Tietz – Technical Services Superintendent
MEETING DATE: May 13, 2025	AGENDA ITEM NUMBER: 5.2
SUBJECT: Advanced Metering Infrastructure Update	
ACTION REQUESTED: None	

DISCUSSION:

At the end of April, Allegiant completed 4,000 residential water meter replacements and 519 retrofits. With Allegiant having moved on from our project, ERMU staff are now working with customers to schedule and complete the remaining residential meter exchanges. The residential meter exchange is approximately 92% complete.

To date we have made 100 residential repairs utilizing master plumber Karsten Nelson (Archer Plumbing) with a running total of \$35,410.36 in repair costs. 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 completed 420 commercial meter replacements and 52 retrofits by the end of April. The commercial water meter exchange work is about 70% complete. Archer Plumbing will continue to do plumbing repairs and commercial meter replacements directly for ERMU.

Allegiant completed 9,586 residential electric meter replacements. Allegiant completed approximately 78% of the residential electric meter work. ERMU staff will complete the remaining residential meter exchanges that Allegiant was unable to replace along with the 3S, 4S & 2S-320A meters when they become available sometime in Q2 of 2025.

ERMU has a close-out meeting with Allegiant scheduled in May to finalize any outstanding items.

We are still waiting for the delivery of our commercial electric meters for the project. ERMU staff will replace all commercial electric meters and test current transformers/potential transformers during each visit to verify equipment is working correctly and accurately. We are still expecting these to be delivered in Q2 of 2025.

Overall, approximately 88% of the total available AMI meters have been installed.

This will be the final separated AMI update as I will continue to inform the Commission of the project's progress in my monthly staff update.

TO: ERMU Commission	FROM: Mark Hanson – General Manager
MEETING DATE: May 13, 2025	AGENDA ITEM NUMBER: 5.3
SUBJECT: ERMU Power Plant Update	
ACTION REQUESTED: Discuss project status	

BACKGROUND:

At the March 11, 2025, commission meeting, the Commission received a presentation by LEO A DALY Architects on potential layouts for a proposed conversion of the Elk River Municipal Utilities (ERMU) power plant to a history/education center. Staff retained the services of LEO A DALY to review the building's structural integrity, identify potential funding sources, explore potential design layouts, and estimate the potential construction costs. The Commission decommissioned the plant at their September 10, 2024, meeting via Resolution 24-10.

The Commission reached consensus on the following discussion points:

- Of the three layouts presented, they preferred the combined adult/child centric theme.
- The estimated \$1.0M - \$1.5M cost to convert the building (after offsets) was too much to spend at this time.
- The estimated offsets for grants/donations were likely optimistic, which effectively increases ERMU's estimated costs.
- The building should be preserved due to its architecture and historical significance to ERMU but converting it to another use is not feasible at this time.

Staff was directed to pursue the second phase of the preliminary review with LEO A DALY to fine-tune the layouts/estimates based on commission feedback and to create artist renderings of the facility for use in future discussions.

DISCUSSION:

Staff recommend additional planning/design efforts be paused until the larger assets identified below can be removed, including the engines. Once the engines are removed, staff will explore costs to level the concrete floor (fill in the engine foundations) and remove the interior conference room and office space. These efforts will enable the building to be used for indoor equipment and material storage. Estimates to convert the facility to a history/education center can then be re-evaluated since several of the larger expenses will have been completed. Staff will provide relevant updates as they are known.

- Since the March meeting, staff have had several conversations with representatives of Glencoe Light & Power (GLP) regarding the external fuel tanks and approximately 10,000 gallons of stored diesel fuel. GLP stated they expect to spend \$35,000 to transfer the storage tanks and fuel and another \$20,000 to \$25,000 to rehab and paint the tanks. These costs will be split between Glencoe and Janesville, another municipal utility, as they will each take one of the tanks. In recognizing these additional costs, ERMU staff has proposed a nominal price of \$500 per tank and \$1000 for the five-year-old fuel, pending ERMU Commission approval. The revenue will offset the cost to retrofit the external filling station so the engines' internal day tanks can be filled for demonstration purposes. Our legal counsel at Campbell Knutson has confirmed ERMU can sell directly to another municipal agency without using an open-bid process.
- Staff are also in talks with representatives of the Minnesota Municipal Power Association (MMPA) as they are interested in purchasing the plant's transformer and recloser. Both items are expected to be used in future renewable energy projects supporting ERMU's service territory. Staff have proposed the equipment be sold at their respective depreciated balances, pending ERMU commission approval. Campbell Knutson has confirmed that MMPA is considered a municipal agency.
- Staff will begin pursuing options for marketing the large engines in the coming months. One municipal utility has expressed interest in the largest engine but is not able to take it for three to five years. Updates will be provided as they are available.

Discussion Questions:

- Is it acceptable to the Commission to offer equipment assets to peer municipal utilities at potentially below market rate?
- Is it acceptable to the Commission to suspend planning efforts on the future of the power plant until after the larger equipment assets presented above are sold and removed?

ATTACHMENTS:

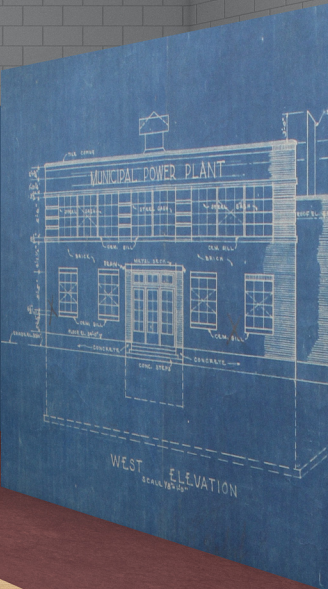
- ERMU Power Plant Renderings







Wire to wire, pole to pole, keeping the current in control.



TO: ERMU Commission	FROM: Mark Hanson – General Manager
MEETING DATE: May 13, 2025	AGENDA ITEM NUMBER: 6.1a
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- Water Superintendent Dave Ninow and I met with representatives from ISD 728 to discuss the possibility of constructing a water treatment plant on district-owned property at Twin Lakes Elementary School. This is an ideal location for the plant as ERMU will be drilling our next municipal drinking water well on the adjacent property, Fire Station #3. The conversation went well with the district representatives confirming a willingness to work with ERMU. They will discuss our request with the district superintendent and the school board. Two potential paths for moving forward include creating a utility easement on school property or selling the requested property to ERMU. Staff will continue to keep the Commission apprised as more detailed information becomes available.
- Staff continues to work on several lease agreements with cellular and fiber carriers. Verizon wants to add additional antennas to Auburn Tower, AT&T would like to install antennas at Freeport Tower, and both Verizon and Comcast have requested to attach fiber lines to our existing utility poles. Staff has worked with Campbell Knutson to update our standard lease agreement terms for each effort.
- Staff has had several meetings with Minnesota Municipal Power Agency (MMPA) representatives to coordinate upcoming project needs and timing. MMPA has already started work on their renewable natural gas project at the Waste Management Landfill site. Work on their solar site west of city limits is planned to begin next year.
- The MMPA Board of Directors met April 22, 2025, at the Faribault Energy Park in Faribault, MN and via videoconference. Commissioner Stewart and I attended. The public summary follows:
 - The Board reviewed the Agency's financial/operating performance for March 2025.
 - Participation in the residential Clean Energy Choice program increased by 57 customers. Customer penetration for the program is 6.2%.
 - The Board discussed the status of renewable projects the Agency is pursuing.

TO: ERMU Commission	FROM: Sara Youngs – Administrations Director
MEETING DATE: May 13, 2025	AGENDA ITEM NUMBER: 6.1b
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- Office walk-in traffic for April consisted of 122 customers, averaging 22 customers per week over the four-week period.
- ERMU disconnections for April: The Cold Weather Rule was in effect, meaning customers could not be disconnected until 30 days after they receive their disconnection notice.
 - Cycle 4 – 5 disconnections
 - Cycle 1 – 13 disconnections
 - Cycle 2 – 7 disconnections
 - Cycle 3 – 10 disconnections
 - Cycle 4 – 7 disconnections
- The Cold Weather Rule ended on April 30, 2025. Customers will receive one past due reminder and an automated phone call that they are subject to disconnection for nonpayment. Once a customer is disconnected, they must pay their full past due balance for services to be restored.
- During the month of April 2025, the customer service team entered 72 payment arrangements with customers. During April 2024 there were 40 payment arrangements.
- A substantial portion of staff time is currently devoted to the Advanced Metering Infrastructure (AMI) project, with customer service representatives actively making outbound calls to arrange water meter replacements.
- Currently there are ten active residential solar photovoltaic projects planned or under construction in the ERMU service territory.
- In the last 30 days combined, the level two chargers located downtown and in the parking lot in front of ERMU had 25 sessions and provided customers with 353 kWh of green energy.
- The administrations director, IT staff, and finance manager participated in a three-day training session focused on security permissions, conducted by the National Information Solutions Cooperative.

TO: ERMU Commission	FROM: Melissa Karpinski – Finance Manager
MEETING DATE: May 13, 2025	AGENDA ITEM NUMBER: 6.1c
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- The 2024 Utilities Performance Metric Incentive Compensation was processed and distributed to employees on April 18 via direct deposit.
- The Energy Information Administration (EIA) reports 860, 861, and 923 for 2024 have all been filed. These are federal reports that are required to be filed annually related to the output of our plant standby engines and fuel sources; our system distribution numbers in MW, revenues, and meters served; wind and solar participation; and reliability numbers.
- The Property & Casualty Insurance renewal application has been sent to the underwriter for the 2024-2025 year. There have been some follow-up questions that have been addressed.

TO: ERMU Commission	FROM: Tony Mauren – Governance & Communications Manager
MEETING DATE: May 13, 2025	AGENDA ITEM NUMBER: 6.1d
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- The bill inserts for May 2025 are a new approach to promoting our commercial and residential rebates by creating a one sheet that informs customers of all available rebates rather than sending the application for an individual program. Communications staff also employed a fun/eye catching image to make sure the insert stands out!
- In addition to the bill insert topic, social media posts this month feature the commission meeting notice, National Electrical Safety Month, [Drinking Water Week](#), the American Public Power Association’s Certificate of Excellence in Reliability, and more.
- In partnership with the Minnesota Municipal Utilities Association, ERMU hosted a free OSHA-approved training session on Chemical Hazards and Hazard Communication on April 29 at the field services building. Members of city maintenance staff attended.
- As part of ERMU’s ongoing education initiative, National Energy Foundation visited 4th-grade students in our service territory from April 29 to May 1. This initiative, introduced successfully in 2024, includes energy conservation presentations at Twin Lakes, Lincoln, Parker, and Meadowvale Elementary Schools. Each student also receives an energy saving kit to take home and teach their family what they have learned; Program picture below.



ATTACHMENTS:

- Bill Insert – Residential Rebates One Sheet
- Bill Insert – Commercial Rebates One Sheet



Know what's cool? Saving money with rebates from ERMU.

See details on back.



Elk River
Municipal Utilities

Whether you are building new or refreshing the old, it's easier than ever to **save money and energy** with rebates from ERMU.

- ▶ Appliance & Home Efficiency
- ▶ Lighting & Lighting Controls
- ▶ Electric Vehicle Charger
- ▶ HVAC Equipment
- ▶ Heat Pumps



VISIT **ERMUMN.COM**
OR **SCAN HERE TO**
LEARN MORE





Know what's cool? Saving money with rebates from ERMU.

See details on back.



Elk River
Municipal Utilities

ERMU partners with Frontier Energy to offer commercial **rebates and savings** to customers for categories such as:

- ▶ HVAC and Controls
- ▶ Data Centers / IT Equipment
- ▶ Food Service Equipment
- ▶ Refrigeration
- ▶ Specialized Lighting
- ▶ Industrial Processes

For more information on commercial rebates and/or energy audits, please contact Doug Eli with Frontier Energy at deli@frontierenergy.com or 763.222.3039.

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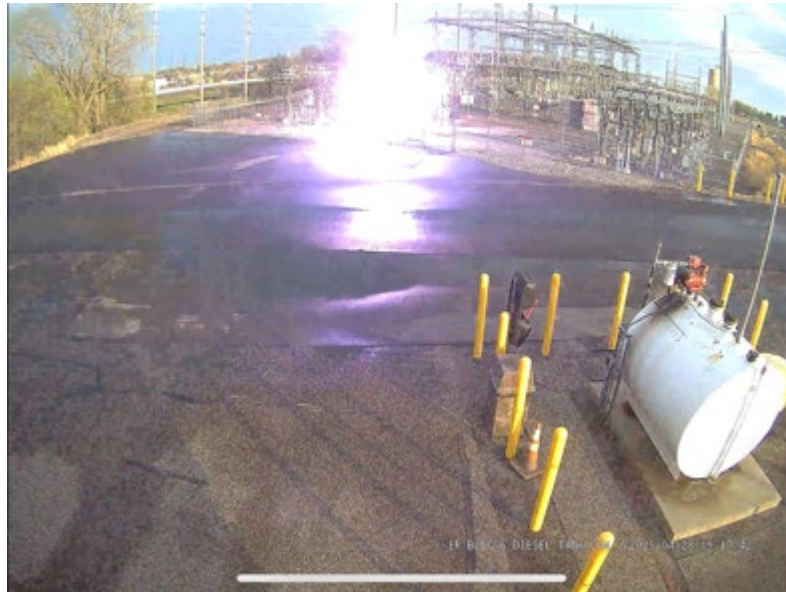


TO: ERMU Commission	FROM: Thomas Geiser – Operations Director
MEETING DATE: May 13, 2025	AGENDA ITEM NUMBER: 6.1e
SUBJECT: Staff Update	
ACTION REQUESTED: None	

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 62 are complete.
- The dehydration of the existing Cooper/Eaton switchgear has come to an end.
- Staff is still dealing with the lack of communication and action taken from the vendor on our recalled reclosers. We are waiting on all 30 units to be fixed as this time.
- I attended pre-construction meeting for Anna's Acres 2nd Addition in Otsego.
- ERMU staff have been working with Minnesota Municipal Power Agency on their landfill and solar projects.
- Construction season is in full swing.
- With the retirement of Line Crew Foreperson Scott Thoreson, Matt Schwartz and Mitch Girtz have been promoted from lead lineworkers to line crew forepersons and Matt Zipp and Alex Paschall have been promoted from lineworkers to lead lineworkers. All four promotions were effective Tuesday, April 29. Matt and Mitch bring a combined experience of over 25 years in a variety of positions within the lineworker field. With a combined 15 years of experience in linework, Matt Zipp and Alex also bring an impressive skillset and vast experience to their new roles. The promotion of a second line crew foreperson represents a change from past practice. This change supports expanded position responsibilities, including substation and transformer maintenance, as well as technical support for GIS/app systems. As Scott Thoreson prepares to depart in July, he will spend the next few months training and mentoring Matt and Mitch, ensuring a smooth leadership transition. There is no budget impact as the gap between Scott's retirement and our planned replacement of a lineworker in October/November will more than offset the incremental increase of a second foreperson.
- Our seasonal lineworkers will be starting on May 13.
- ERMU staff and I have had interviews for a GIS intern.
- I attended the Minnesota Municipal Utilities Association's Job Training & Safety Meeting in Marshall, MN, April 23-24.

- I attended the Lineworker Advisory Board Meeting, April 16, at the Wadena Technical School.
- Substation 14-4 lost power due to a squirrel getting into the high side of Feeder 41 which opened the high side breaker. This created approximately an 80-minute outage for 1441 customers. Repairs to 14-4 were completed the next day. Last known picture of the squirrel is below.



TO: ERMU Commission	FROM: Chris Sumstad – Electric Superintendent
MEETING DATE: May 13, 2025	AGENDA ITEM NUMBER: 6.1f
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- Installed 17 new residential services, which involves the connection of a secondary line once the customer requests service.
- Joe Schmidt, safety instructor from Minnesota Municipal Utilities Association, was here on April 24, and held a safety meeting for field staff on chainsaw operations.
- Crews finished tree trimming on April 15.
- The bore crew along with a line crew are currently working on replacing older open concentric wire in the Deerfield Addition in Elk River.
- Crews replaced 500 MCM underground wire at West substation, Feeder 71, from the sub out to the first pole. This was older wire due for replacement. A ganged switch was also installed at the pole replacing single blades.
- The second phase of the overhead rebuild on Feeder 65, north of our North substation was recently started.
- Crews along with the substation technician are in the process of changing out the controllers at our switched capacitor banks located at various locations on our overhead feeders. They are also confirming operations and performing any maintenance needed at each location.
- Crews are working on maintenance items we have identified through our equipment checks over the winter on both the overhead and underground system. We are also replacing fault indicators. These instruments are placed on the line, and blink if the fault has passed through, helping to pinpoint the location of the problem and reduce outage time. These instruments have a battery life of 15-20 years.

TO: ERMU Commission	FROM: Mike Tietz – Technical Services Superintendent
MEETING DATE: May 13, 2025	AGENDA ITEM NUMBER: 6.1g
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- In April, the locators processed 495 locate tickets. These consisted of 434 normal tickets, 1 emergency ticket, 37 updated tickets, 8 meets, 4 planning, 1 correction, and 10 cancellations. This resulted in a 133.5% increase in tickets from the previous month and a 2.7% increase from the prior April.
- Electrical technicians completed 638 service order tasks, updated the power bill, addressed customer meter issues and any off-peak concerns.
- The Advanced Metering Infrastructure residential water and electric meters continue to be installed in new services. The electrical technicians have been busy changing our current Automated Meter Reading meters to AMI for small non-demand commercial customers. Approximately 5,365 water meters and 11,981 electric meters are currently active within our AMI system.
- Staff has begun changing out capacitor back controllers throughout our system. We are replacing all seven over the next two weeks. These new controllers have communication ability to help us monitor statuses remotely along with integration into our future Conservation Voltage Reduction strategies.
- On April 30, staff completed a two-month long project of dehydrating and replacing oil in Cooper/Eaton Switchgear with their being high moisture levels in the oil. We believe this moisture is responsible for the faults we have experienced previously with these units. Staff successfully reconditioned 47 units, documenting the final moisture content of the reconditioned oil, pressure testing them for air leaks, and verifying the lid bolts were torqued properly. While this project to recondition the oil was a success, it is only a temporary fix as we work to replace these over the next few budget cycles.
- Our monthly peak was 43.42 MW on April 28, at 11:12am.

TO: ERMU Commission	FROM: Dave Ninow – Water Superintendent
MEETING DATE: May 13, 2025	AGENDA ITEM NUMBER: 6.1h
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

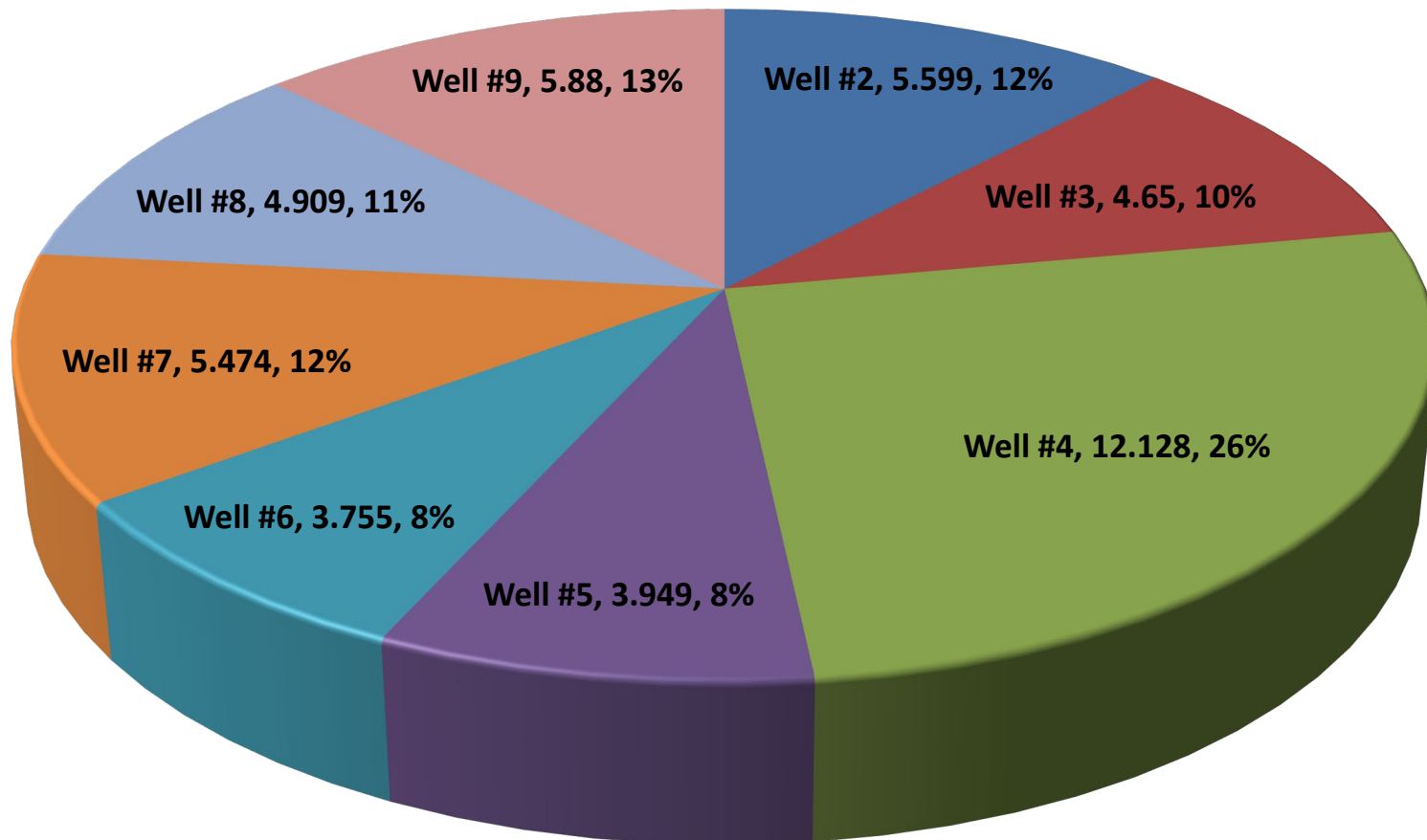
- Delivered seven new water meters, installed a Smart Point module, and took curb stop ties.
- Completed 20 BACTI/Total Chlorine Residual Samples
 - All confirmed negative for coliform bacteria
 - Bacteriological/Disinfectant Residual Monthly Report submitted to the Minnesota Department of Health (MDH)
- Completed 22 routine fluoride samples
 - All samples met the MDH standards
 - Submitted the MDH Fluoride Report
- Submitted Discharge Monitoring Report (DMR) for the Water Treatment Plants to the Minnesota Pollution Control Agency (MPCA).
- Submitted DMR for the Diesel Generation Plant to the MPCA.
- We plan to begin flushing hydrants the week of May 12 to better align with the water department's schedule and workload. Customers will be notified and a map with the zones and dates for flushing will be made public. Flushing is expected to take approximately six weeks. We are increasing the amount of time scheduled for flushing due to the number of fire hydrants now in the distribution system.
- ERMU staff have worked with city staff on water main valve maintenance in the Westwood neighborhood as part of the 2025 street rehab project. The subcontractor for the street project will excavate each valve in this area and replace corroded bolts holding the valve body together.
- The subcontractor performing the water main valve maintenance work inadvertently hit and damaged a residential water service line causing a leak at the end of Albany Street. The water main on that street needed to be shut down to perform repairs to the service line. Twelve houses were without water service for about three hours during the repair.
- To help maintain grassland and control woody plants around the backwash pond areas at each water treatment facility we are working with the city parks and fire department staff to preform prescribed burning of these areas.

- A resident on Xenia Avenue whose house is not connected to the municipal water system reached out to inquire about connecting. Currently there is no water main along Xenia Avenue to connect to. The resident indicated that they will be polling their neighbors to see if they would join in petitioning the City and ERMU to have water main installed along Xenia Avenue, York Avenue, and Second Street.
- Water Department staff continue to spend much of their time performing water meter exchanges for the Advanced Metering Infrastructure project.

ATTACHMENTS:

- April 2025 Pumping by Well

April 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