Elk River Municipal Utilities

# NOTICE OF PUBLIC MEETING

## MEETING OF THE ELK RIVER MUNICIPAL UTILITIES COMMISSION

**Tuesday, March 11, 2025, 3:30 p.m.**
**Elk River City Hall**
**13069 Orono Parkway**
**Elk River, Minnesota**

Notice is Hereby Given that the Elk River Municipal Utilities Commission will hold their scheduled monthly meeting on March 11, 2025, at 3:30 p.m., at the Elk River Municipal Utilities Conference Room, 13069 Orono Parkway, Elk River, MN.

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

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

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

Mark Hanson, General Manager

March 4, 2025
Date

Elk River Municipal Utilities

## UTILITIES COMMISSION MEETING

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

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

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

**ATTACHMENTS:**

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

**State of Minnesota**
**County of Sherburne**
**City of Elk River**

# OATH OF OFFICE

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

_____
John Dietz

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

_____
Person Administering Oath

**State of Minnesota**
**County of Sherburne**
**City of Elk River**

# OATH OF OFFICE

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

_____
Mary Stewart

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

_____
Person Administering Oath

Elk River Municipal Utilities

**REGULAR MEETING OF THE UTILITIES COMMISSION**
**March 11, 2025, 3:30 P.M.**
**Utilities Conference Room**

# AGENDA

**1.0 GOVERNANCE**

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

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

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

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

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

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

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

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

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

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

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

**7.0 ADJOURN REGULAR MEETING**

Elk River Municipal Utilities

**UTILITIES COMMISSION MEETING**

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

**BACKGROUND:**

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

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

**DISCUSSION:**

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

Elk River Municipal Utilities

**UTILITIES COMMISSION MEETING**

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

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

In 2024 the officers were:

Chair – John Dietz
Vice Chair – Mary Stewart

**ATTACHMENTS:**

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

Elk River Municipal Utilities

# COMMISSION POLICY

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

**PURPOSE:**

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

**POLICY:**

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

Chair

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

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

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

2. The authority of the Chair is limited to Commission decision-making that falls within areas covered by Commission policies on ***Governance*** and ***Commission-Management Connection***, except where the Commission specifically delegates portions of this same authority to others. The Commission authorizes the Chair to use any reasonable interpretation of the provisions in these policies in the discharge of duties.

    a. The Commission empowers the Chair to call and schedule all special meetings, set all meeting agendas, and preside over all Commission meetings with all of the commonly accepted power of that position (e.g., Ruling, recognizing, handling disagreements and unacceptable behaviors, etc).

    b. The Commission empowers the Chair, exercising reasonable discretion, to control the conduct of all meetings. This includes, but is not limited to, determining the time to be devoted to any particular matter before the Commission, whether any person in attendance may address the Commission on any subject and the order or duration of any presentations or comments permitted, closure of discussion on any matter before the Commission, and expulsion of any person whose conduct is disruptive. The Commission may, by a motion and majority vote of the Commissioners present, overrule the Chair on decisions related to the conduct of meetings.

    c. For purposes of meeting management, the Commission adopts the Rules contained in the current edition of ***Robert's Rules of Order Newly Revised*** for all situations to which they are applicable and in which they are not inconsistent with ERMU's bylaws, policies and any special rules of order that the Commission may adopt.

    d. The Commission authorizes the Chair to execute official documents on its behalf.

    e. The Commission empowers the Chair to organize the work of the Commission, and to assign specific tasks to Commission members and to Committees established by the Commission. Specifically, the Commission empowers the Chair to schedule and coordinate the annual process for performance planning and evaluation of the General Manager.

    f. The Chair has no authority to make decisions about policies created by the Commission within the ***Results*** and ***Delegations to Management*** policy areas. As a result, the Chair has no authority to supervise or direct the General Manager.

    g. The Chair may represent the Commission to outside parties in announcing Commission-stated positions and in stating decisions and interpretations of Commission policy within the areas delegated by the Commission. The Chair will report to the Commission, as

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

i. Communications must be consistent with ERMU's core purpose, core values, and mission, and with the role and authority of the Commission as set forth by Commission policies.

ii. Communications must, as far as practical, represent the collective wisdom or position of the Commission.

iii. Communications must be limited to deliberations already conducted, actions taken, or decisions made. Communications must not be speculative in nature.

h. The Chair may delegate the authority granted in this policy to others (e.g. Vice-Chair), but remains accountable for its use.

Vice-Chair

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

Secretary

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

1. Notices of Commission meetings, meeting agendas, and supporting materials are prepared and distributed as required by Policy;

2. Appropriate written records of Commission meetings are prepared and distributed to all Commission members and the General Manager three (3) days prior to the next Commission meeting;

3. Resolutions and other official actions of the Commission are prepared and executed in proper form; and

4. Written records of Commission meetings, including resolutions and other official actions are archived in secure location(s) and disposed of in compliance with applicable laws and regulations.

**POLICY HISTORY:**

Adopted May 9, 2017

Elk River Municipal Utilities

**UTILITIES COMMISSION MEETING**

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

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

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

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

**Wage & Benefits Committee – 2 appointments; one being Chair**
Currently appointed: John Dietz – Chair and Mary Stewart

**Financial Reserves & Investment Committee – 2 appointments; one being Chair**
Currently appointed: Matt Westgaard – Chair and Nick Zerwas

**Information Security Committee – 1 appointment**
Currently appointed: Mary Stewart

**Dispute Resolution Committee – 2 appointments; one being Chair**
Currently appointed: Matt Westgaard – Chair and Paul Bell

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

Elk River Municipal Utilities

# COMMISSION POLICY

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

**PURPOSE:**

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

**POLICY:**

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

Consistent with this general statement:

1. The Commission will use committees sparingly and only for as long as required to accomplish its purposes. Committees may be appropriate in circumstances where the Commission recognizes the need for more in-depth review of information and issues, and where a committee is the best way to make effective and efficient use of available Commission member expertise and time. Committees may also be appropriate where it is necessary or desirable for the Commission to visibly demonstrate regulatory compliance or accountability to its stakeholders (e.g. Financial Reserves and Investments Committee).

2. Committees ordinarily will assist the Commission in the following specific ways by:

    a. Monitoring organization performance metrics and related information;

    b. Preparing policy alternatives and their implications for Commission deliberation and action;

c. Determining the level of compliance with existing Commission policies and evaluating the results of policy compliance or non-compliance.

3. When the Commission creates a committee, it will develop and approve by resolution a written committee charter that sets forth the purposes, duration, expected outcomes, leadership, membership, delegated authority, available resources, and other information needed for the committee to function successfully. The General Manager will designate management/staff committee members if so requested. The Commission, by majority vote, will appoint Commission members to committees and remove or replace them, as appropriate. The Commission, by majority vote, will also appoint, remove, and replace a Committee Chair, Vice-Chair and any other positions of leadership that the Commission determines appropriate.

4. The Commission recognizes that appointments to a Committee provide opportunities for learning and Governance development. Accordingly, the Commission endeavors to appoint Commission members to committee leadership positions who do not already hold a Commission office.

5. The Commission will review the committee charter and performance of any standing committee at least annually to determine if changes are required or if the committee is still required.

6. Commission committees may not convene a meeting that includes a quorum of the Commission.

7. Commission committees may not speak or act for the Commission except when formally given such authority for specific and time-limited purposes. Expectations and authorities will be carefully stated in order not to conflict with authority delegated to the General Manager or Commission Chair.

8. Commission committees may not exercise authority over management and staff employees. The General Manager is accountable to the whole Commission and is not required to obtain approval of any Commission committee before taking an executive action.

9. Commission committees will avoid relating to or identifying with discrete parts of the organization rather than the whole. A Commission committee that has helped the Commission create policy on a particular subject will not be used to monitor organizational performance on that same subject, except with specific Commission approval.

**POLICY HISTORY:**

Adopted May 9, 2017

Elk River Municipal Utilities

# COMMISSION POLICY

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

**PURPOSE:**

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

**MEMBERSHIP:**

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

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

**ROLE OF THE COMMITTEE CHAIR:**

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

**AUTHORITY:**

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

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

**SPECIFIC DUTIES:**

1. At the request of the Commission, research and analyze topics related to employee compensation and benefits.

2. Annually perform market benchmarking and evaluate wages. The Committee shall present options and make recommendations regarding cost of living adjustments and pay plan structure modifications to the Commission for their consideration.

3. Review insurance policies and evaluate policy renewals related to employee benefit insurances. The Committee shall present options and make recommendations regarding these insurance policies to the Commission for their consideration.

4. Evaluate wage and benefit requests from employees. Present and make recommendations to the Commission as appropriate.

5. Review submittal information pertaining to pay equity compliance requirements and present options and make recommendations to the Commission as appropriate.

6. Record minutes of Committee meetings. Committee meeting minutes shall be subject to applicable data retention law and policies.

**SCHEDULE:**

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

**TERMINATION:**

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

**POLICY HISTORY:**

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

Elk River Municipal Utilities

# COMMISSION POLICY

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

**PURPOSE:**

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

**MEMBERSHIP:**

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

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

**ROLE OF THE COMMITTEE CHAIR:**

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

**AUTHORITY:**

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

**SPECIFIC DUTIES:**

1. At the request of the Commission, research and analyze topics related to financial reserves and investments.

2. On a periodic basis, the Committee will review the Investment Policies, investment balances, and the various investment instruments for return, liquidity, and diversification. The Committee may present options and make recommendations to the Commission for their consideration.

3. Annually, when the Commission designates the official depository for the year, it should provide for the Finance Manager to recommend that additional depositories be designated for the purpose of investing funds.

4. On behalf of the Commission and Committee, new investments will be authorized by the Finance Manager, with the funds actually being transferred via a check produced by the A/P Specialist, and recorded in the check register detail presented at the regular Commission meetings. Investments that mature shall be reinvested by the Finance Manager. All investing will be transacted working with the investment firm(s) or bank(s) for the best rate of return within the constraints of the Management Investment Policy. In the event that the Finance Manager is unable to conduct the above investment responsibilities, the General Manager has the authority to act in his/her absence.

5. On a periodic basis, the Committee will review the Financial Reserves Policies and reserve balances. The Committee may present options and make recommendations to the Commission for their consideration.

**SCHEDULE:**

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

**TERMINATION:**

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

**POLICY HISTORY:**

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

Elk River Municipal Utilities

# COMMISSION POLICY

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

**PURPOSE:**

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

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

**MEMBERSHIP:**

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

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

**ROLE OF THE COMMITTEE CHAIR:**

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

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

**AUTHORITY:**

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

**SPECIFIC DUTIES:**

1. Policies and Procedures: Assist ERMU and the City in the development of information security related policies. Review effectiveness of information security policy implementations. Identify and recommend how to handle non-compliance. Assist with the development of information security related procedures, standards, guidelines, and baselines to the ERMU and the City. At least annually, provide timely reports including recommendations regarding effectiveness of polices and procedures to ERMU and City leadership teams.

2. Risk Assessment: Review industry appropriate information security trends to maintain an up-to-date perspective on related risks and industry's best practice risk mitigation methods. Identify significant threats and vulnerabilities. Assess the adequacy and coordination of the implementation of information security controls. Recommend methodologies and processes for information security. Evaluate ongoing related legal and regulatory compliance changes. Review incident information and recommend follow-up actions. At least annually, provide timely reports including recommendation regarding risks assessment to ERMU and City leadership teams.

3. Budget Development: Develop data needed for thorough evaluation of proposed information security initiatives for budget preparation and consideration. Information shall include options, risk evaluation, resource requirements, implementation timelines, and costs. At least annually and coordinating with their respective budgeting process schedules, provide timely reports regarding information security initiatives proposed for consideration to ERMU and City leadership teams.

4. Education and Awareness: Function as an information security program champion providing clear direction and unity in ERMU and City leadership teams' support for approved security initiatives and policies. Develop and implement plans and programs to maintain information security awareness. Promote information security education, training, and awareness throughout ERMU and the City.

**SCHEDULE:**

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

**TERMINATION:**

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

**POLICY HISTORY:**

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

Elk River Municipal Utilities

# COMMISSION POLICY

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

**PURPOSE:**

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

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

**MEMBERSHIP:**

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

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

**ROLE OF THE COMMITTEE CHAIR:**

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

special rules of order that the Commission may adopt.

**AUTHORITY:**

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

**SPECIFIC DUTIES:**

1. After a formal request is submitted for a qualifying customer dispute, the Committee will schedule a hearing, either in person or virtual, within a reasonable amount of time.

2. Through the hearing, the Committee will allow the customer to communicate relevant information and request dispute resolution which may require policy creation, revision, or exemption.

3. The Committee is required to verify all information and data; and the Committee will review the Customer's account history and other relevant information.

4. And as needed, the Committee shall research industry best practices related to the dispute.

5. The Committee is authorized to engage legal counsel for legal review and recommendations.

6. The Committee will make a determination whether resolution can be provided within the authorities assigned through this policy; and if so, the Committee will provide written summary of the dispute and the authorized resolution for implementation by management.

7. When no action is taken by the Committee toward resolution, the Committee will determine whether the request warrants further consideration by the Commission, in which case the Committee will present a summary of the dispute to the Commission and a make recommendation. In the event that no action is taken by the Committee, and the Committee has determined that the dispute does not warrant further consideration or advancement to the Commission, the Committee shall summarize their finding in a report to be provide to the customer and placed on file.

8. The Committee shall record minutes of all Committee meetings. Committee meeting minutes shall be subject to applicable data retention law and policies.

**SCHEDULE:**

The Committee shall meet on an as-needed basis.

**TERMINATION:**

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

**POLICY HISTORY:**

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

# CHECK REGISTER

**February 2025**

**APPROVED BY:**

_____

**Paul Bell**

_____

**John Dietz**

_____

**Mary Stewart**

_____

**Matt Westgaard**

_____

**Nick Zerwas**

03/03/2025 9:36:30 am



# Payroll/Labor
# Check Register Totals

## 02/14/2025 To 02/14/2025

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

03/03/2025 9:37:11 am



# Payroll/Labor
# Check Register Totals

## 02/28/2025 To 02/28/2025

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

03/03/2025 9:35:41 AM

# Accounts Payable
# Check Register



## 02/01/2025 To 02/28/2025

**Bank Account: 1 - GENERAL FUND**

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

# Accounts Payable
# Check Register

## 02/01/2025 To 02/28/2025

**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

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

# Accounts Payable
# Check Register

## 02/01/2025 To 02/28/2025

**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

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

# Accounts Payable
# Check Register

## 02/01/2025 To 02/28/2025

**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

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

02/01/2025 To 02/28/2025

**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

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

# Accounts Payable
# Check Register

## 02/01/2025 To 02/28/2025

**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

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

# Accounts Payable
# Check Register

## 02/01/2025 To 02/28/2025

**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

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

# Accounts Payable
# Check Register

## 02/01/2025 To 02/28/2025

**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

| Check / Tran | Date | Pmt Type | Vendor | Vendor Name | Reference | | Amount |
|---|---|---|---|---|---|---|---|
| | | | | | | **Total for Check/Tran - 21268:** | 0.00 |
| 21269 | 2/13/25 | DD | 728 | ARCHER PLUMBING LLC | WATER METER REPAIR - AUBURN | | 300.00 |
| 21270 | 2/13/25 | DD | 211 | JENNY S BIORN | Dues & Subscriptions | | 304.00 |
| | | | | | Dues & Subscriptions | | 76.00 |
| | | | | | | **Total for Check/Tran - 21270:** | 380.00 |
| 21271 | 2/13/25 | DD | 11 | CITY OF ELK RIVER | 2024 SHERBURNE CTY PARADE SUPPLIES | | -0.43 |
| | | | | | 2024 SHERBURNE CTY PARADE SUPPLIES | | 205.78 |
| | | | | | PARTS & LABOR FOR UNIT #16 | | -21.83 |
| | | | | | PARTS & LABOR FOR UNIT #16 | | 688.92 |
| | | | | | PARTS & LABOR FOR UNIT #14 | | -11.21 |
| | | | | | PARTS & LABOR FOR UNIT #14 | | 308.09 |
| | | | | | PARTS & LABOR FOR UNIT #14 | | -0.60 |
| | | | | | PARTS & LABOR FOR UNIT #14 | | 16.22 |
| | | | | | PARTS & LABOR FOR UNIT #10 | | 261.57 |
| | | | | | PARTS & LABOR FOR UNIT #32 | | -1.16 |
| | | | | | PARTS & LABOR FOR UNIT #32 | | 47.44 |
| | | | | | PARTS & LABOR FOR UNIT #32 | | -0.05 |
| | | | | | PARTS & LABOR FOR UNIT #32 | | 34.06 |
| | | | | | PARTS & LABOR FOR UNIT #7 | | -4.34 |
| | | | | | PARTS & LABOR FOR UNIT #7 | | 156.86 |
| | | | | | PARTS & LABOR FOR UNIT #31 | | -19.41 |
| | | | | | PARTS & LABOR FOR UNIT #31 | | 525.95 |
| | | | | | PARTS & LABOR FOR UNIT #16 | | -1.39 |
| | | | | | PARTS & LABOR FOR UNIT #16 | | 213.93 |
| | | | | | 2024 SHERBURNE CTY PARADE LOLLIPOPS | | -5.62 |
| | | | | | 2024 SHERBURNE CTY PARADE LOLLIPOPS | | 76.82 |
| | | | | | FUEL USAGE - DEC 2024 | | 2,106.43 |
| | | | | | FUEL USAGE - DEC 2024 | | 542.14 |
| | | | | | | **Total for Check/Tran - 21271:** | 5,118.17 |

# Accounts Payable
# Check Register

## 02/01/2025 To 02/28/2025

**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

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

# Accounts Payable
# Check Register

## 02/01/2025 To 02/28/2025

**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

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

# Accounts Payable
# Check Register

## 02/01/2025 To 02/28/2025

**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

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

# Accounts Payable
# Check Register

## 02/01/2025 To 02/28/2025

**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

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

# Accounts Payable
# Check Register

## 02/01/2025 To 02/28/2025

**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

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

# Accounts Payable
# Check Register

## 02/01/2025 To 02/28/2025

**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

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

# Accounts Payable
# Check Register

## 02/01/2025 To 02/28/2025

**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

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

# Accounts Payable
# Check Register

## 02/01/2025 To 02/28/2025

**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

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

# Accounts Payable
# Check Register

## 02/01/2025 To 02/28/2025

**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

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

# Accounts Payable
# Check Register

## 02/01/2025 To 02/28/2025

**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

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

# Accounts Payable
# Check Register

## 02/01/2025 To 02/28/2025

**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

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

# Accounts Payable
# Check Register

## 02/01/2025 To 02/28/2025

**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

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

# Accounts Payable
# Check Register

## 02/01/2025 To 02/28/2025

**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

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

# Accounts Payable
# Check Register

## 02/01/2025 To 02/28/2025

**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

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

# Accounts Payable
# Check Register

## 02/01/2025 To 02/28/2025

**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

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

# Accounts Payable
# Check Register

## 02/01/2025 To 02/28/2025

**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

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

# Accounts Payable
# Check Register

## 02/01/2025 To 02/28/2025

**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

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

# Accounts Payable
# Check Register

## 02/01/2025 To 02/28/2025

**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

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

# Accounts Payable
# Check Register

## 02/01/2025 To 02/28/2025

**Bank Account: 5 - GENERAL FUND WITHDRAWALS**

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

# Accounts Payable
# Check Register

**PARAMETERS ENTERED:**

| | |
|---|---|
| **Check Date:** | 02/01/2025 To 02/28/2025 |
| **Bank:** | All |
| **Vendor:** | All |
| **Check:** | |
| **Journal:** | All |
| **Format:** | All GL References/Amounts |
| **Extended Reference:** | No |
| **Sort By:** | Check/Transaction |
| **Voids:** | None |
| **Payment Type:** | All |
| **Group By Payment Type:** | No |
| **Minimum Amount:** | 0.00 |
| **Authorization Listing:** | No |
| **Credit Card Charges:** | No |

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

**February 11, 2025**

| | |
|---|---|
| Members Present: | Chair John Dietz, Vice Chair Mary Stewart, Commissioners Matt Westgaard, and Nick Zerwas |
| Remote Members: | Commissioner Paul Bell participated in the meeting via interactive television as he was out of state at the time of the meeting. |
| Members Absent: | Commissioner Nick Zerwas |
| ERMU Staff Present: | Mark Hanson, General Manager<br>Sara Youngs, Administrations Director<br>Melissa Karpinski, Finance Manager<br>Tony Mauren, Governance & Communications Manager<br>Tom Geiser, Operations Director<br>Chris Sumstad, Electric Superintendent<br>Mike Tietz, Technical Services Superintendent<br>Megan Zachman, HR Generalist |
| Others Present: | Jared Shepherd, Attorney; Cal Portner |

## 1.0 GOVERNANCE

### 1.1 Call Meeting to Order

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

### 1.2 Pledge of Allegiance

The Pledge of Allegiance was recited.

### 1.3 Consider the Agenda

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

## 2.0 CONSENT AGENDA (Approved By One Motion)

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

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

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

**Motion carried 4-0.**

## 3.0 OPEN FORUM

No one appeared for open forum.

## 4.0 POLICY & COMPLIANCE

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

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

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

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

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

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

### 4.3 General Manager Evaluation Questions Update

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

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

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

4.4 **2024 Annual Safety Report**

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

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

## 5.0 BUSINESS ACTION

5.1 **Financial Report – December 2024**

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

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

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

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

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

5.2 **2024 Fourth Quarter Delinquent Items**

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

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

5.3 **Strategic Plan and 2024 Annual Business Plan Results**

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

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

5.4 **Water Service Line Ownership**

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

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

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

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

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

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

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

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

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

5.5 **Advanced Metering Infrastructure Update**

Mr. Tietz presented his memo.

## 6.0 BUSINESS DISCUSSION

6.1 **Staff Updates**

Mr. Hanson shared his upcoming schedule.

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

6.2 **City Council Update**

Chair Dietz provided a city council update.

6.3 **Future Planning**

Chair Dietz announced the following:

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

6.5 **Other Business**

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

## 7.0 ADJOURN REGULAR MEETING

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

Minutes prepared by Tony Mauren.

_____

John J. Dietz, ERMU Commission Chair

_____

Tina Allard, City Clerk

Elk River Municipal Utilities

**UTILITIES COMMISSION MEETING**

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

**BACKGROUND:**

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

**DISCUSSION:**

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

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

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

Elk River Municipal Utilities

**UTILITIES COMMISSION MEETING**

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

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

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

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

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

**COMMISSIONER POLICY AND REFERENCE GUIDE UPDATES:**

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

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

**ATTACHMENTS:**

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

Elk River Municipal Utilities

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

**POLICY**

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

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

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

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

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

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

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

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

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

**REFERENCE GUIDE**

**2025 Governance Agenda –** No changes from the previous year.

**2025 Organizational Chart –** Changes from 2024 include:

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

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

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

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

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

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

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

Elk River Municipal Utilities

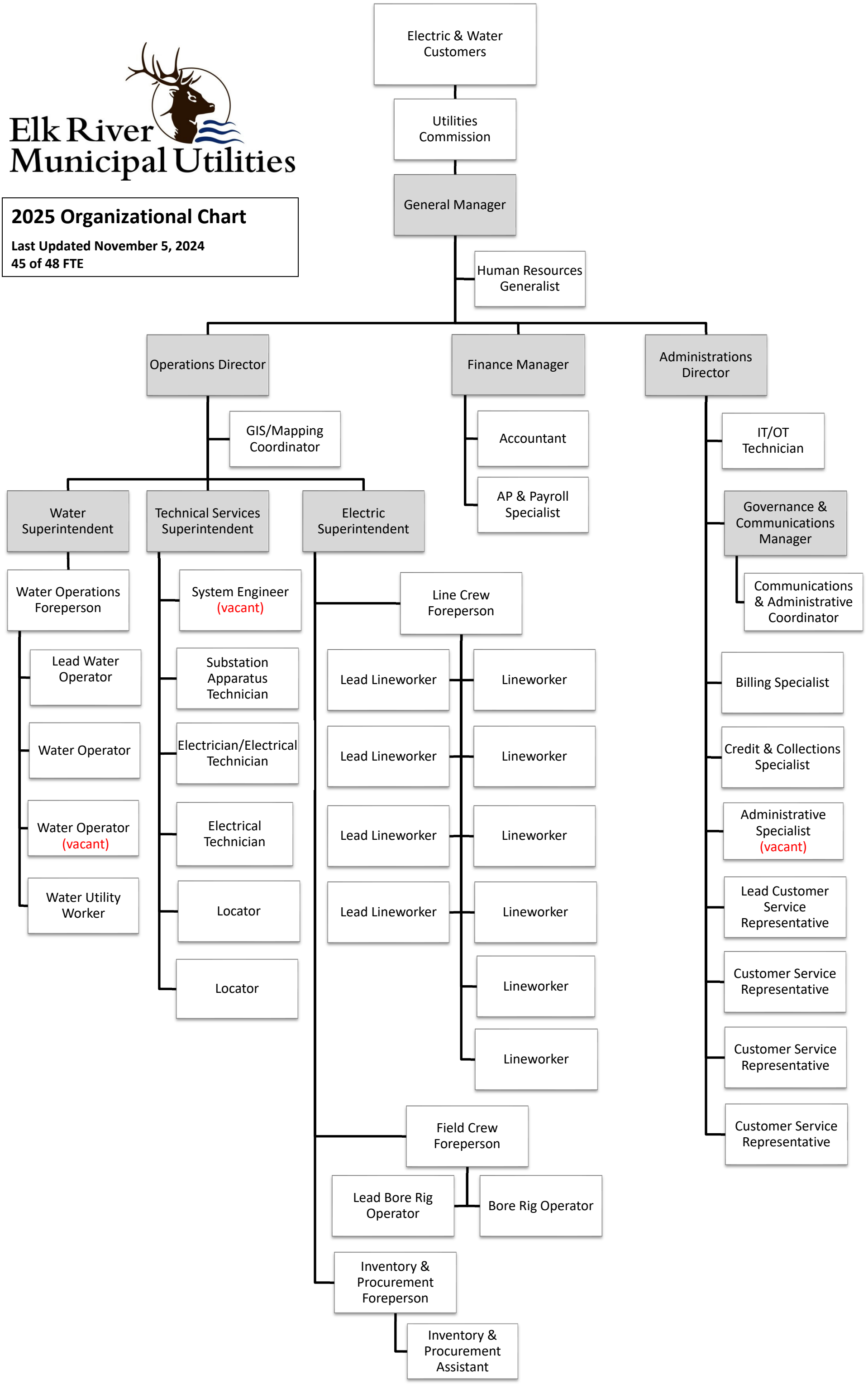
# 2025 GOVERNANCE AGENDA

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

Elk River Municipal Utilities

## 2025 Organizational Chart

**Last Updated November 5, 2024**
**45 of 48 FTE**



# Utilities Commission Members

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

**John Dietz, Utilities Chair**
Council Representative
Email: jdietz@ermumn.com
Term Expires: 02/29/28

**Mary Stewart, Utilities Vice Chair**
Email: mstewart@ermumn.com
Term Expires: 02/29/28

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

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

# 2025 Utilities Commission Meeting Schedule

**January**

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

**February**

| S | M | T | W | T | F | S |
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | |

**March**

| S | M | T | W | T | F | S |
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| | | | | | | 1 |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

**April**

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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

**May**

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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

**June**

| S | M | T | W | T | F | S |
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| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

**July**

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

**August**

| S | M | T | W | T | F | S |
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| | | | | | 1 | 2 |
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

**September**

| S | M | T | W | T | F | S |
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| | 1 | 2 | 3 | 4 | 5 | 6 |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | | | | |

**October**

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| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

**November**

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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

**December**

| S | M | T | W | T | F | S |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

**NOTE: ALL DATES ARE SUBJECT TO CHANGE**

Commission meetings are held the second Tuesday of each month and begin at 3:30 p.m.
Commission meetings are held at the ERMU Office, 13069 Orono Parkway, Elk River, MN, unless otherwise posted.
The June meeting will be held on the first Tuesday of the month to ensure a quorum with commissioners expected to attend a conference.
The November meeting will be held on the second Wednesday of the month due to the Veterans Day holiday.

**Holidays**

Jan 1 - New Year's Day
Jan 20 - Martin Luther King Jr. Day
Feb 17 - Presidents' Day
May 26 - Memorial Day
June 19 - Juneteenth
July 4 - Independence Day
Sept 1 - Labor Day
Nov 11 - Veterans Day
Nov 27 - Thanksgiving
Nov 28 - Day after Thanksgiving
Dec 24 - Christmas Eve
Dec 25 - Christmas Day

# 2025 UPCOMING EVENTS

**Sherburne County Parade**

July 18, 2025

**MMPA Annual Meeting**

TBD

**MMUA Summer Conference**

August 18-20, 2025 - Rochester, MN

Elk River Municipal Utilities

**Travel Expense Guidelines for Commissioners**

**Meals**

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

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

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

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

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

**Mileage**

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

**Compensation**

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

PRESENTED AT MEETING - FRONTIER ENERGY

FRONTIER energy

Elk River Municipal Utilities

# Energy Conservation Programs

Update March 11, 2025

# Overview

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

FRONTIER energy

# Highlights - 2024

PRESENTED AT MEETING - FRONTIER ENERGY

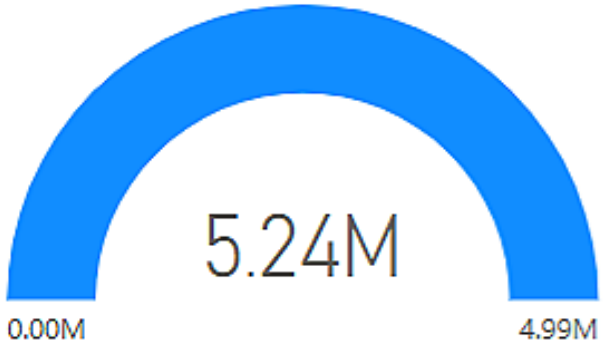
- Achieved the Total Energy Savings Goal for the first time in seven years.
- Total Spending per kWh Delivered was 15% less than previous 8-year average.
  - 2024 results: $0.108 spent per kWh delivered.
  - 2016-2023 average: $0.127 spent per kWh delivered.
- ERMU had 599 recipients and $207,368 in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

FRONTIER energy

# 2024 Energy Conservation Program Results

PRESENTED AT MEETING - FRONTIER ENERGY

## 1.5% Energy Savings Goal




## 1.5% Spending

## Program-Level Results

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

## Measure-Level Results

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

# 2024 Commercial and Industrial Projects

**PRESENTED AT MEETING - FRONTIER ENERGY**

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

FRONTIER energy

# Commercial/Industrial Highlights

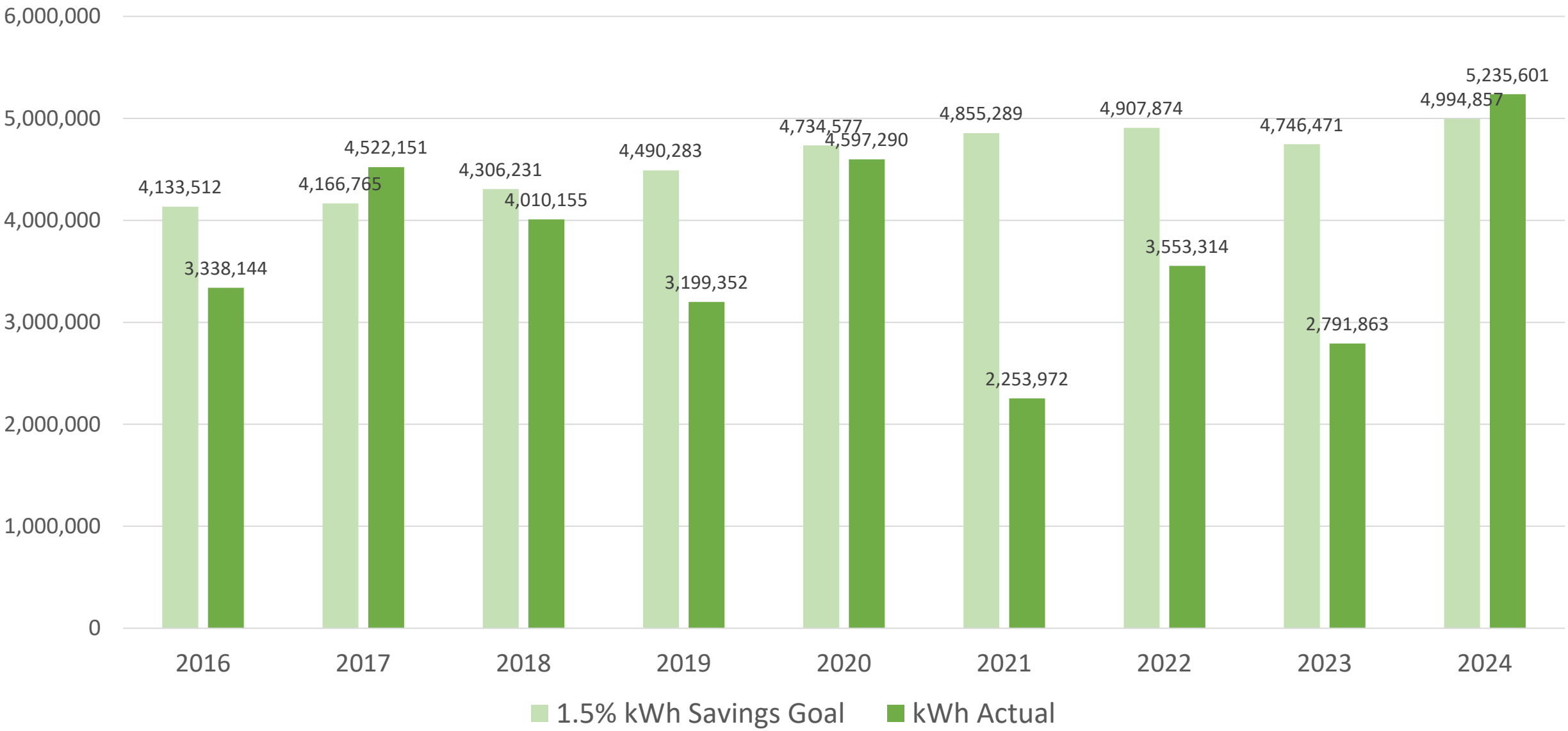
- Multifamily
  - Clear Sky Apartments, Delta Apartments
  - Pullman Place Cooperative
    - Pullman Place – initially reached out with questions on furnace tune ups and resulted in a detailed multifamily energy audit with direct install and rebates.
- Commercial
  - Furniture and Things – frequency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

# Commercial/Industrial Highlights

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

PRESENTED AT MEETING - FRONTIER ENERGY

# Annual kWh Energy Savings – 1.5% vs. Achieved

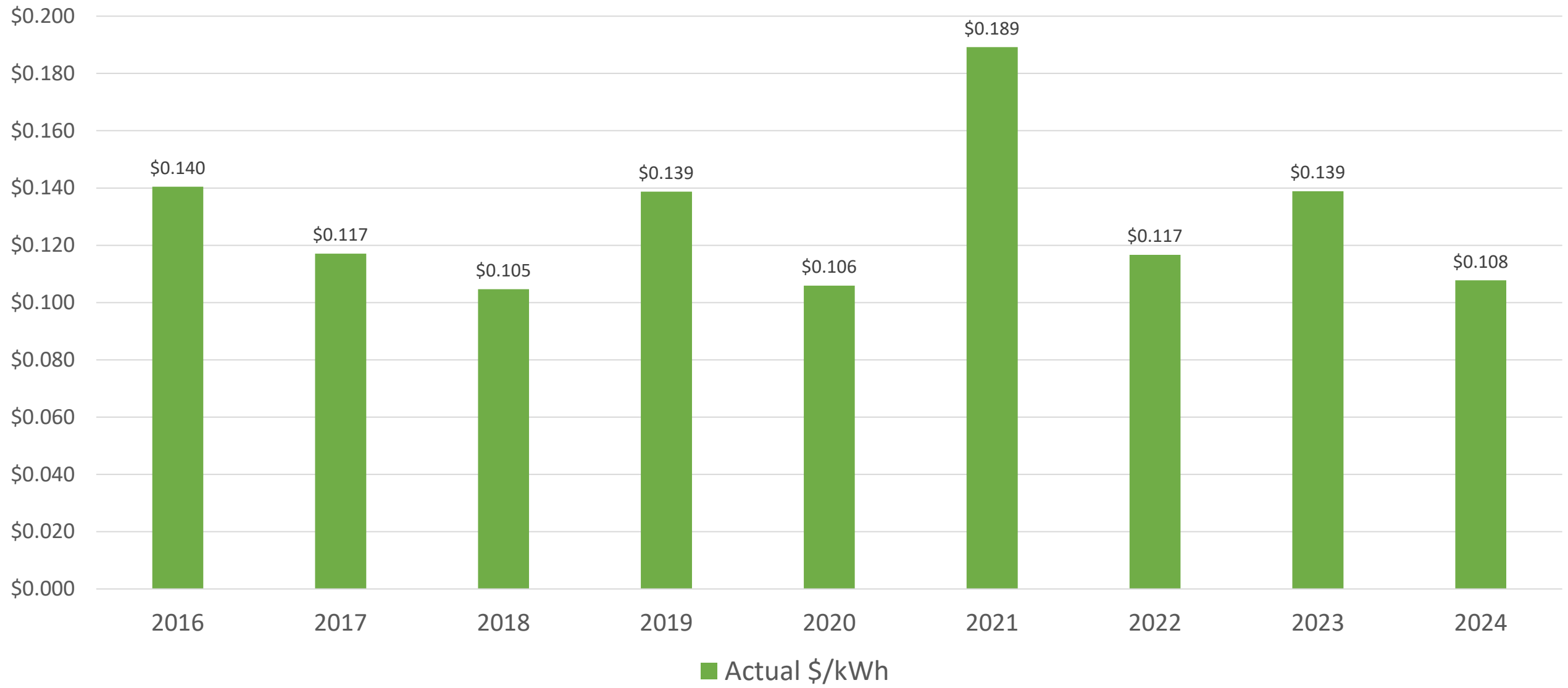


PRESENTED AT MEETING - FRONTIER ENERGY

# Annual Spending – 1.5% vs. Actual

PRESENTED AT MEETING - FRONTIER ENERGY

# Annual Program Performance - $ Spend / kWh Delivered



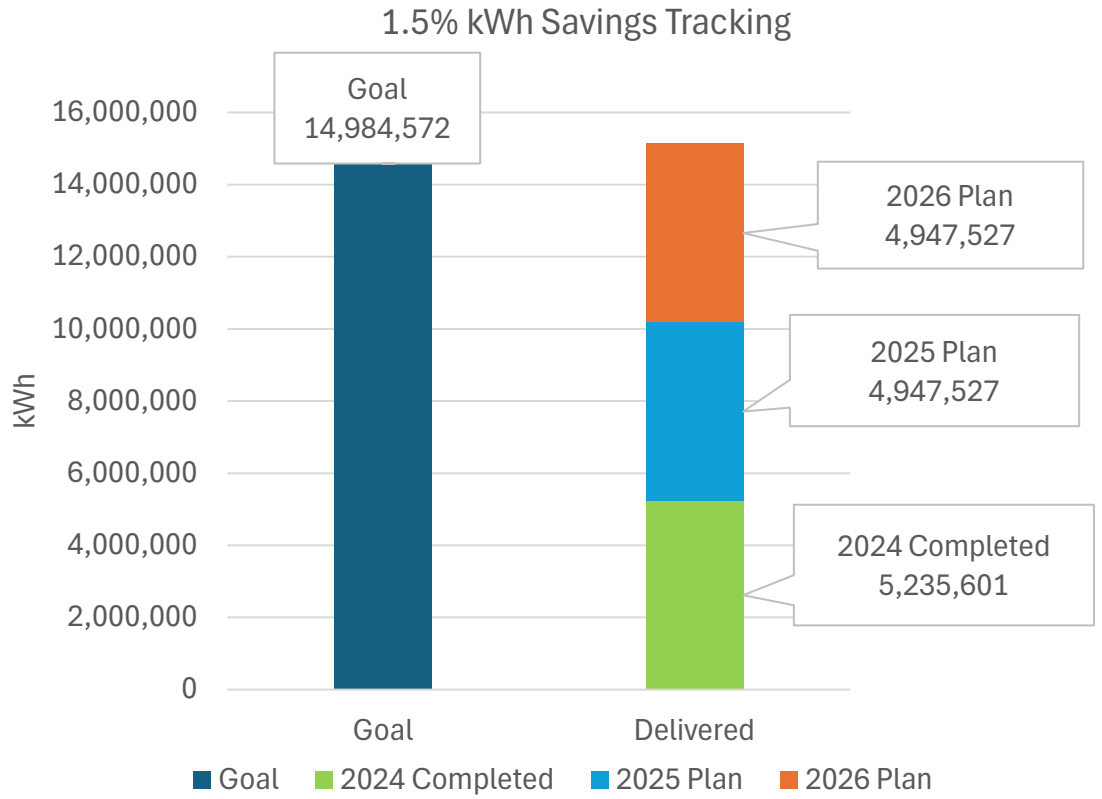
# ECO Programs – 2024-2026 Goals

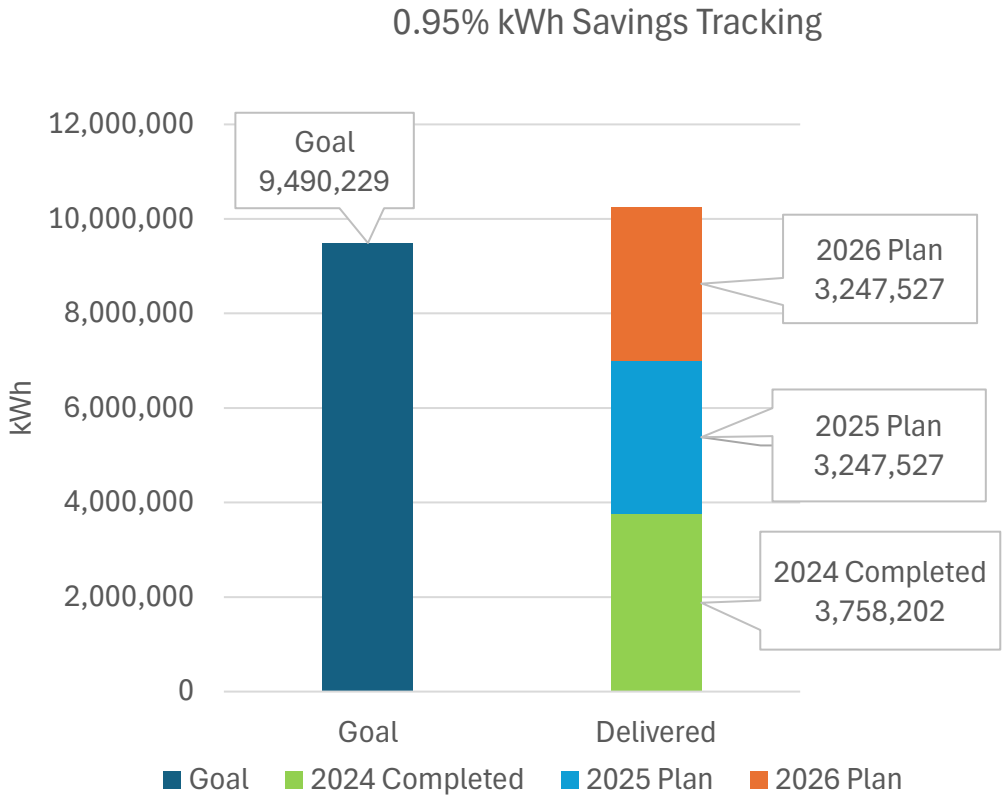
- Minnesota Statute 216B.2403

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

PRESENTED AT MEETING - FRONTIER ENERGY

# ECO 2024-2026 Tracking – Energy Savings

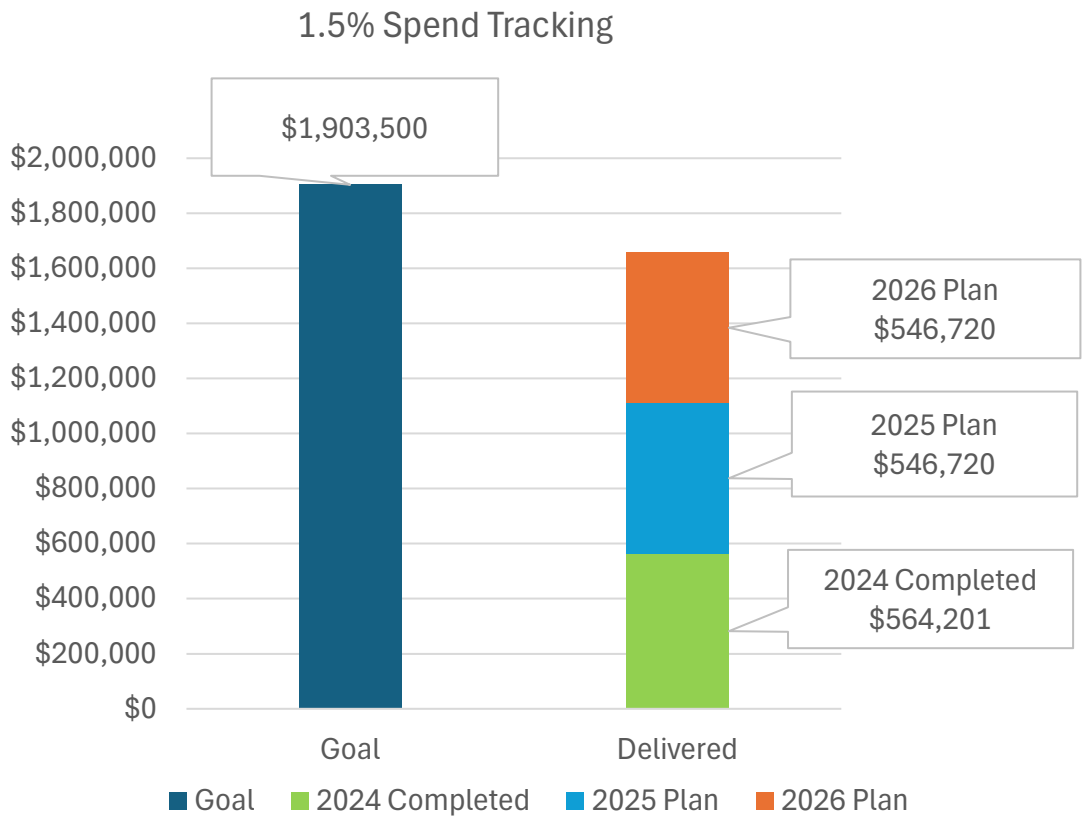


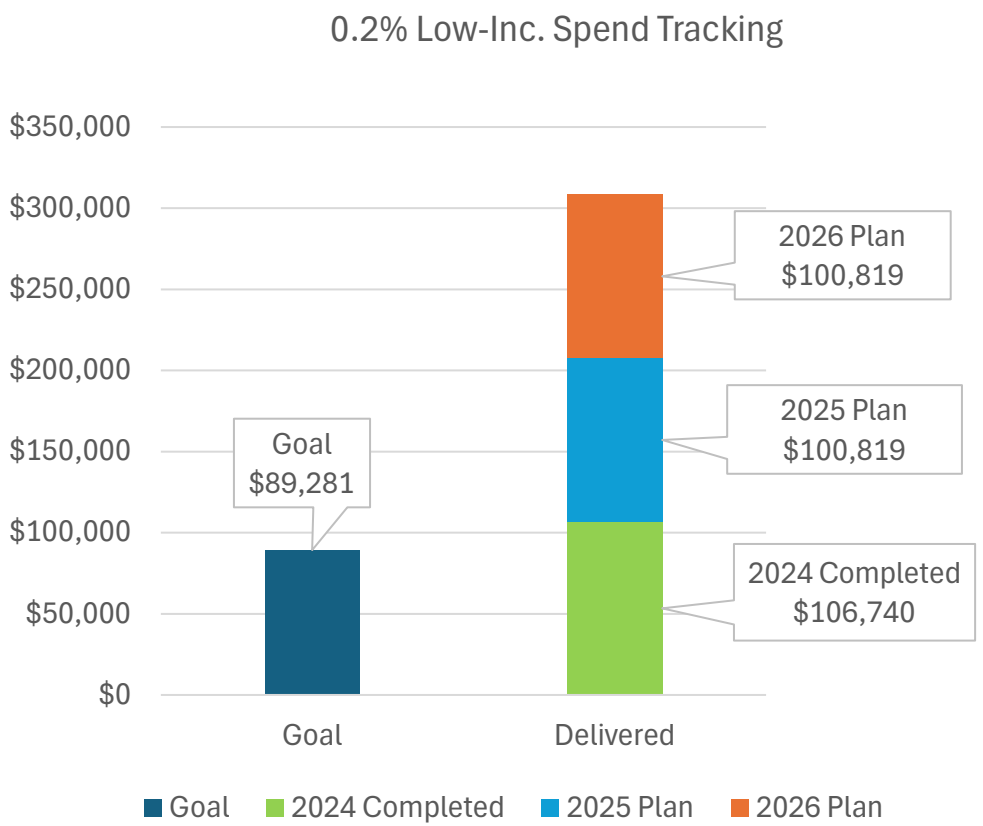




FRONTIER energy

PRESENTED AT MEETING - FRONTIER ENERGY

# ECO 2024-2026 Tracking – Spending




FRONTIER energy

PRESENTED AT MEETING - FRONTIER ENERGY

# Frontier Energy's Services for ERMU

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

FRONTIER energy

# Keys to Frontier Energy's Success

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

# Questions

Elk River Municipal Utilities

# Communications 2025

PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.

## BUILDING CONNECTIONS: THE POWER OF COMMUNICATIONS

Jenny Foss
Communications & Administrative Coordinator, ERMU

Elk River Municipal Utilities

# Why Communication Matters

PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.

## Mission

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

Elk River Municipal Utilities

# Why Communication Matters

PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.

## Values

Respectful and engaged interactions that are timely and clear.

Elk River Municipal Utilities

# Why Communication Matters

PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.

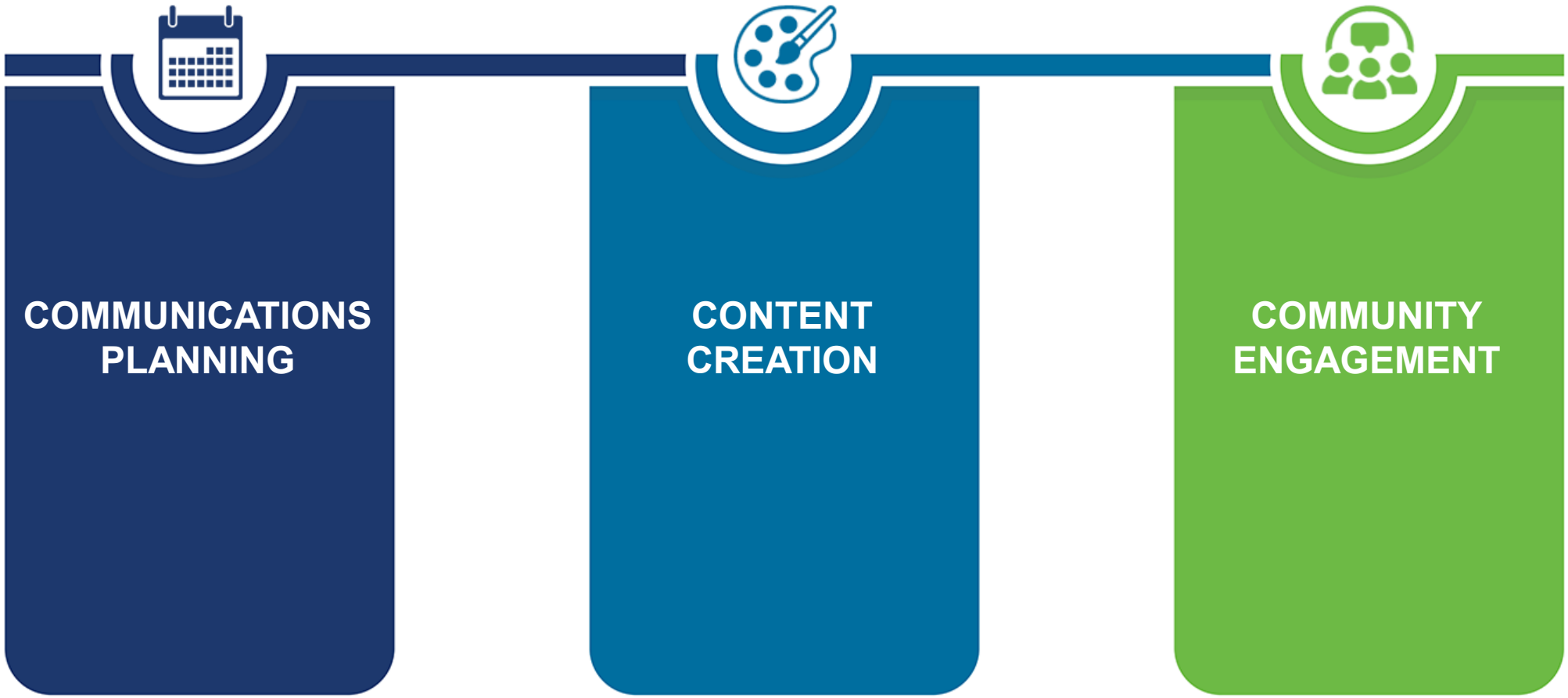
## Goal

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

Elk River Municipal Utilities

# Communications Overview

**PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.**



Elk River Municipal Utilities

# Communications Overview

**PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.**

## COMMUNICATIONS PLANNING

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

Elk River Municipal Utilities

# Communications Planning

## ERMU Communications Schedule

**PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.**

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

## Communication Priorities

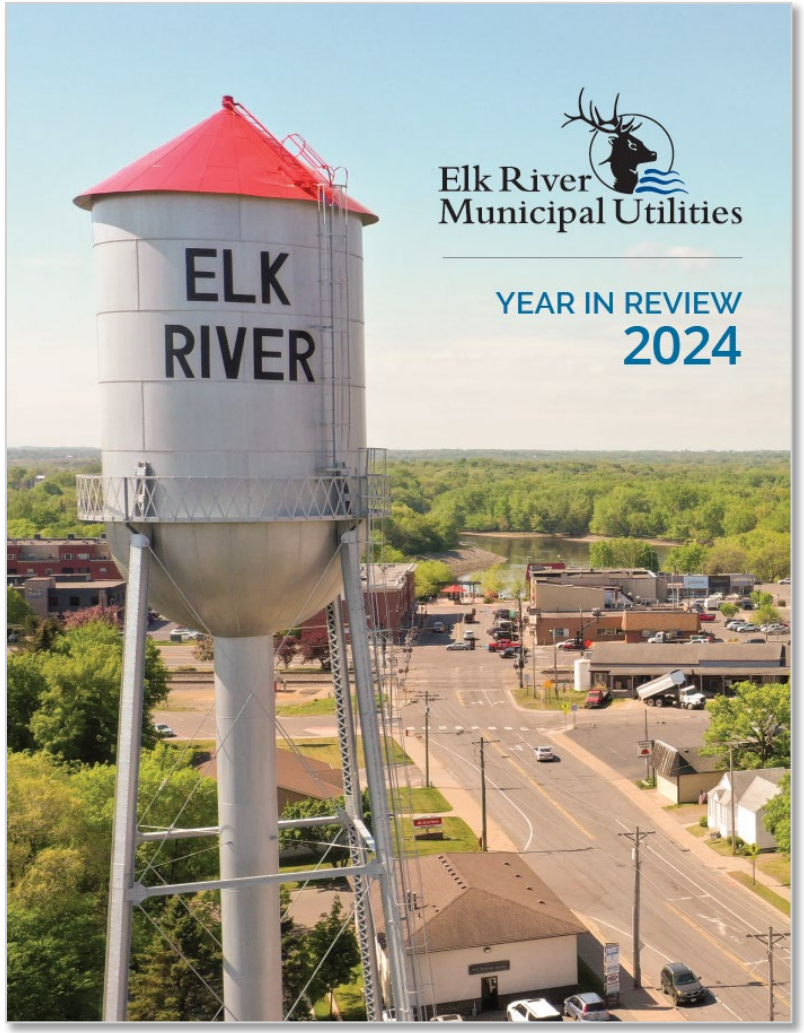
- Newsletters
- Social Media
- Bill Inserts / Messaging
- Website

## Monthly Topic Reminders

- Events
- Holidays
- Recurring messages
- New items

# Communications Planning

## Annual Newsletter "Year In Review" PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.



COMMUNITY **CONNECTIONS**

### A MESSAGE FROM THE GENERAL MANAGER

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

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

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

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

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

*- Mark Hanson, P.E., General Manager*

### 169 REDEFINE PROJECT SUCCESSFULLY COMPLETED

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

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

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

169 REDEFINE

*"In 2021, we replaced 2,800 feet of water main while MnDOT's contractor handled the remaining 1,400 feet during the roadway reconstruction. Our crew coordinated closely with theirs on shutdowns, customer notifications, inspections, and testing, ensuring the project was well-organized and successful. Replacing the water main addressed pipe relocation needs from changes in road elevation and infrastructure, improved water distribution, and enhanced system redundancy for better flow in the system."*

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

*"In 2021, before road construction began, we completed most of our work, thanks to the teamwork at ERMU. The road project itself went smoother than expected, a testament to MnDOT and the contractors collaborating effectively to solve problems and keep the project on track."*

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

COMMUNITY **SUPPORT**

**ERMU ANSWERS MUTUAL AID CALL IN RESPONSE TO HURRICANES**

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

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



**ERMU LENDS A HELPING HAND ASSISTING LOCAL UTILITIES**

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

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

Connexus Energy
August 31

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

As we head into the morning, our crews as well as guest crews, are out to finish up the outages left. Overnight, we've been working hard to get them in the name of the week today. We have 64 members left, with around 30 separate incidents. We are very hopeful all of these will be wrapped up today.

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

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

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

Connexus Energy Facebook post from Aug. 31, 2024



COMMUNITY **EVENTS**

**"THINK! ENERGY" PROGRAM ENLIGHTENS STUDENTS**

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

**BUILDING COMMUNITY CONNECTIONS:** ERMU'S EVENT HIGHLIGHTS 2024

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

**AMI PROJECT TAKES CENTER STAGE IN 2024**

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

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

13069 Orono Parkway, PO Box 430 | Elk River, MN 55330 | 763.441.2020 | www.ERMUMN.com

# Communications Planning

## Quarterly Newsletter “The Current”

**PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.**

Elk River Municipal Utilities

SPRING 2025

### THE CURRENT

**DISCOVER SAVINGS WITH ERMU**

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

**RESIDENTIAL**

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

**COMMERCIAL**

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

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

## Electric Rates Held for Second Consecutive Year

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

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

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

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

## Water and Electric Meter Replacements Continue

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

### 2024 ERMU STATISTICS

**ELECTRIC DEPARTMENT**

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

**WATER DEPARTMENT**

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

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

SPRING 2025

### THE CURRENT

RP3 RELIABLE PUBLIC POWER PROVIDER

**DRINKING WATER WEEK MAY 4-10**

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

811

**SPRING PROJECTS? CALL BEFORE YOU DIG**

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

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

## ERMU Honored by National Weather Service

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

## Lineworker Appreciation Day

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

## Residential Solar Installation: What to Know

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

## Connect and Save with SmartHub

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

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

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

WE WELCOME YOUR QUESTIONS AND COMMENTS: **ERMUMN.COM | 763.441.2020**

# Communications Planning

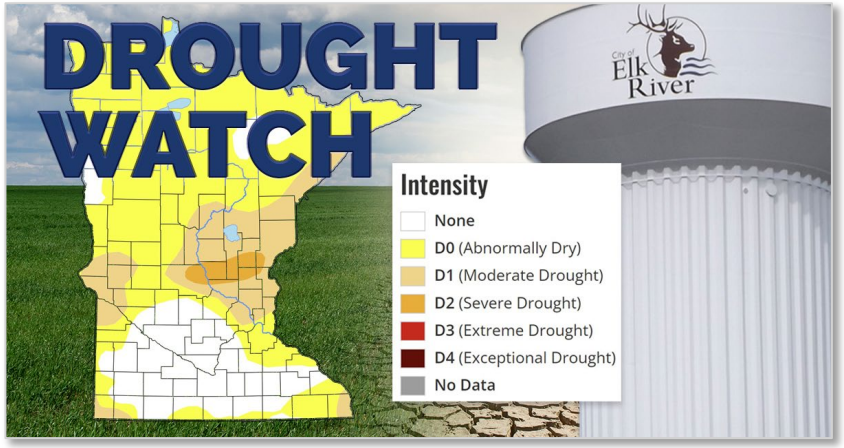
## Internal Communications “The Recharge” PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.

Elk River Municipal Utilities

# Communications Planning

## Social Media

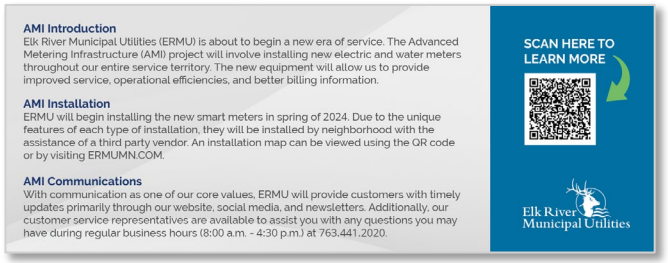
**PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.**



# Communications Planning

## Bill Inserts

**PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.**

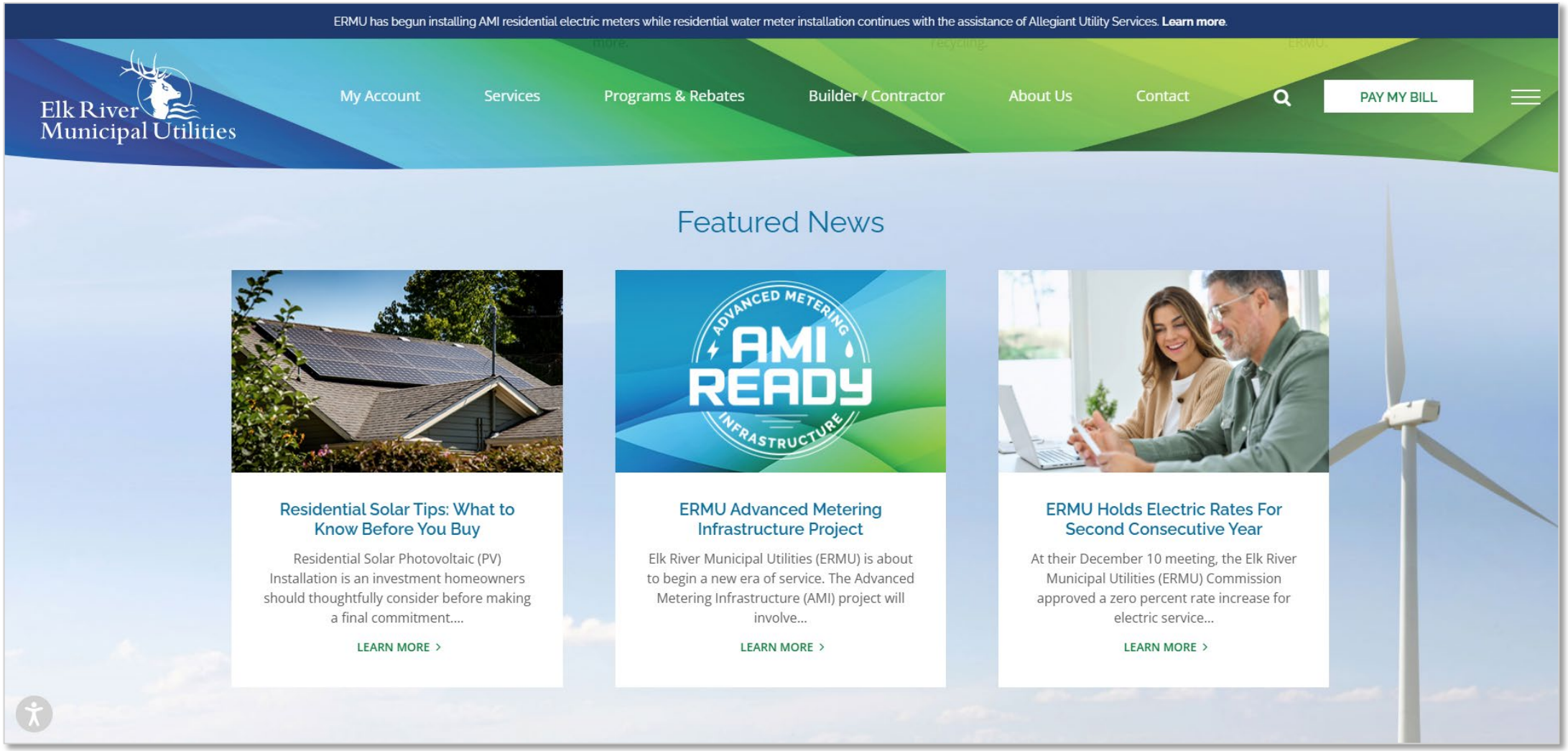



**68% of ERMU customers receive a paper bill.**

# Communications Planning

## Website

**PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.**



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# Communications Overview

**PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.**

## CONTENT CREATION

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

Elk River Municipal Utilities

# Content Creation

**PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.**

## ERMU LOGO **DOS AND DON'TS**

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

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

**DO** use on a colored background

**DO** use on a photo that is quiet

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

**DO NOT** distort logo

**DO NOT** adjust icon or text placement

**DO NOT** use drop-shadows

**DO NOT** alter the size of the icon

**DO NOT** change logo font

**DO NOT** outline logo

13

## FONT **FAMILIES**

**MARKETING FONT** (MARKETING AND MEDIA COMMUNICATIONS)

### Raleway

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

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

**MARKETING NUMBERS FONT** (MARKETING AND MEDIA COMMUNICATIONS)

### Open Sans

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

0 1 2 3 4 5 6 7 8 9

**STANDARD BUSINESS FONT** (STANDARD BUSINESS COMMUNICATIONS)

### Calibri

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

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

0 1 2 3 4 5 6 7 8 9

14

## COLORS

**PRIMARY COLORS**

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

| ERMU LOGO BLUE | ERMU BLUE | ERMU GREEN |
|---|---|---|
| **PANTONE** - 288C | **PANTONE** - 307C | **PANTONE** - 348C |
| **CMYK** - 100, 87, 27, 19 | **CMYK** - 100, 50, 19, 2 | **CMYK** - 88, 26, 100, 12 |
| **RGB** - 29, 56, 109 | **RGB** - 0, 110, 159 | **RGB** - 11, 128, 64 |
| **HEX** - 1d386d | **HEX** - 006e9f | **HEX** - 0b8040 |

**EXTENDED COLORS**

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

| PURPLE | LIGHT GREEN | YELLOW GREEN | GRAY |
|---|---|---|---|
| **PANTONE** - 2735C | **PANTONE** - 360C | **PANTONE** - 398C | **PANTONE** - 446C |
| **CMYK** - 100, 98, 20, 8 | **CMYK** - 62, 2,100, 0 | **CMYK** - 37, 26, 100, 2 | **CMYK** - 0, 0, 0, 85 |
| **RGB** - 45, 47,119 | **RGB** - 109, 186, 69 | **RGB** - 169, 164, 53 | **RGB** - 77, 77, 79 |
| **HEX** - 2d2f77 | **HEX** - 6dba45 | **HEX** - a9a435 | **HEX** - 4d4d4f |

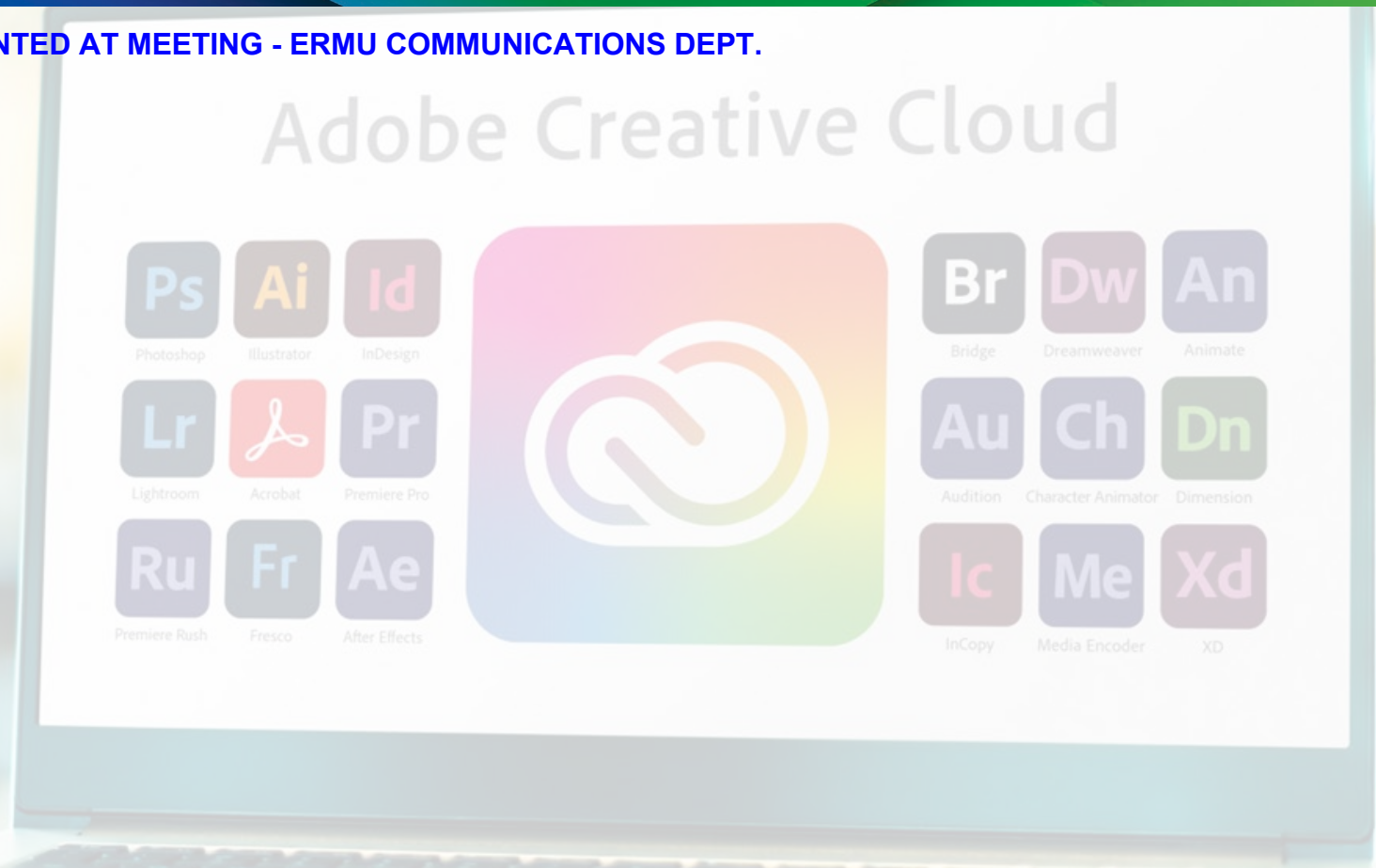
Elk River Municipal Utilities

# Content Creation

**PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.**

ed2go

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



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# Content Creation

PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.

## Public Power Week 2024

Elk River Municipal Utilities

# Content Creation

**PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.**

DRONE PILOT Ground School

FEDERAL AVIATION ADMINISTRATION

FAA Part 107

Elk River Municipal Utilities

# Communications Process

**PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.**

**COMMUNITY ENGAGEMENT**

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

Elk River Municipal Utilities

# Community Engagement

**PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.**

Elk River Municipal Utilities

City of Elk River

SHERBURNE COUNTY

Children's MINNESOTA

Elk River Municipal Utilities

# Community Engagement

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Elk River Municipal Utilities

# Community Engagement

**PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.**

Most relevant

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

1y Like Reply 1

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

1y Like Reply 1

# Overcoming Challenges

PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.

## REBATE PROGRAMS

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

**Action:**

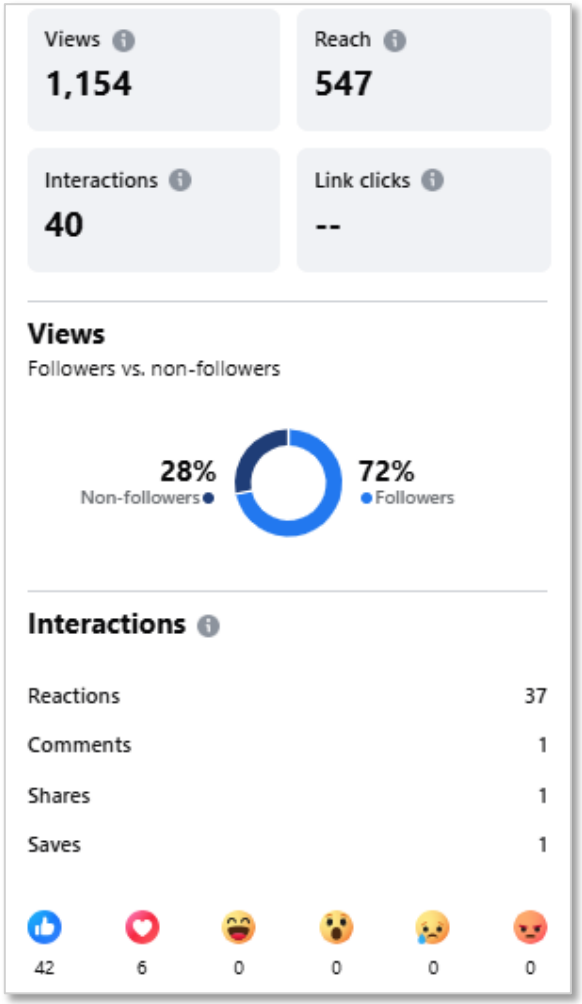
- Streamlined rebate categories and created new rebate flyers.
- Updated the website to mirror the flyers and created an online form option.
- Utilized a QR code for easy access to information.
- Increased messaging across all platforms.

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

# Overcoming Challenges

PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.

## CUSTOMER ATTITUDES



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

**Action:**

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

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

Elk River Municipal Utilities

# Overcoming Challenges

PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.

## AMI PROJECT

**Challenge:** User engagement with communications.

**Action:**

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

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

# Recognition

**PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.**

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

Elk River Municipal Utilities

# Thank You

**PRESENTED AT MEETING - ERMU COMMUNICATIONS DEPT.**


## Jenny Foss

Communications & Administrative Coordinator

Elk River Municipal Utilities (ERMU)

jfoss@ermumn.com | ERMUMN.COM | 763.635.1330


@elkrivermunicipalutilities

@ermu_mn

Elk River Municipal Utilities

@ERMU_MN

Elk River Municipal Utilities

**UTILITIES COMMISSION MEETING**

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

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

**DISCUSSION:**
ERMU's bylaws are attached for review.

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

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

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

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

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

**ATTACHMENTS:**
- ERMU Policy – G.1a – Bylaws

Elk River Municipal Utilities

# 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

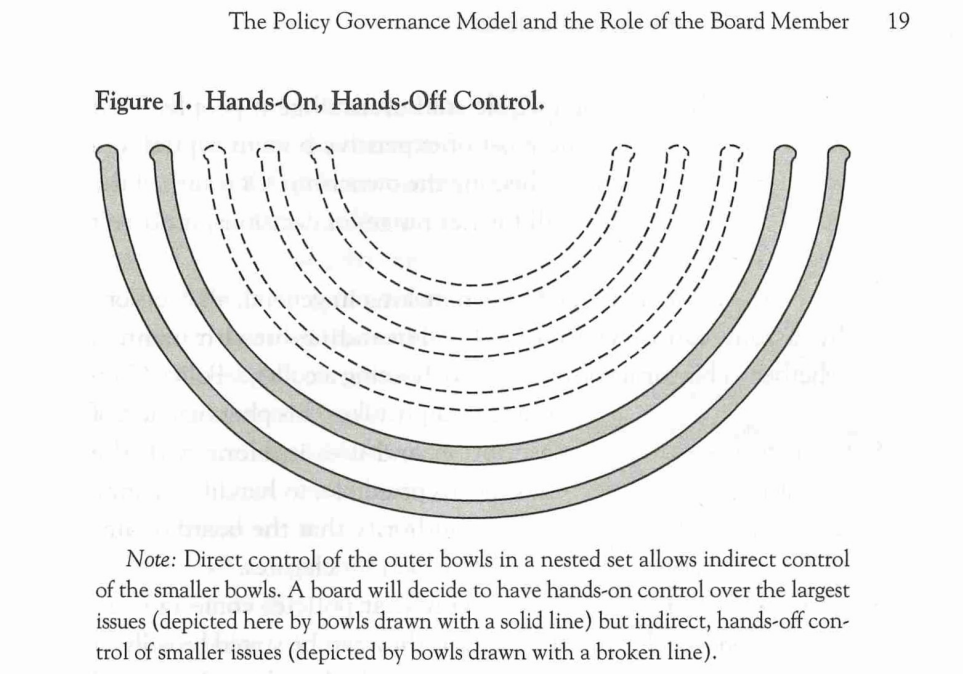
Elk River Municipal Utilities

**UTILITIES COMMISSION MEETING**

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

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

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



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

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

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

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

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

Staff is not recommending any changes to this policy.

**ATTACHMENTS:**

- ERMU Policy – G.4 – Corporate Limitations

Elk River Municipal Utilities

# COMMISSION POLICY

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

**PURPOSE:**

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

**POLICY:**

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

**POLICY HISTORY:**

Adopted June 13, 2017

Elk River Municipal Utilities

**UTILITIES COMMISSION MEETING**

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

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

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

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

The objectives of the presentation/discussion are:

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

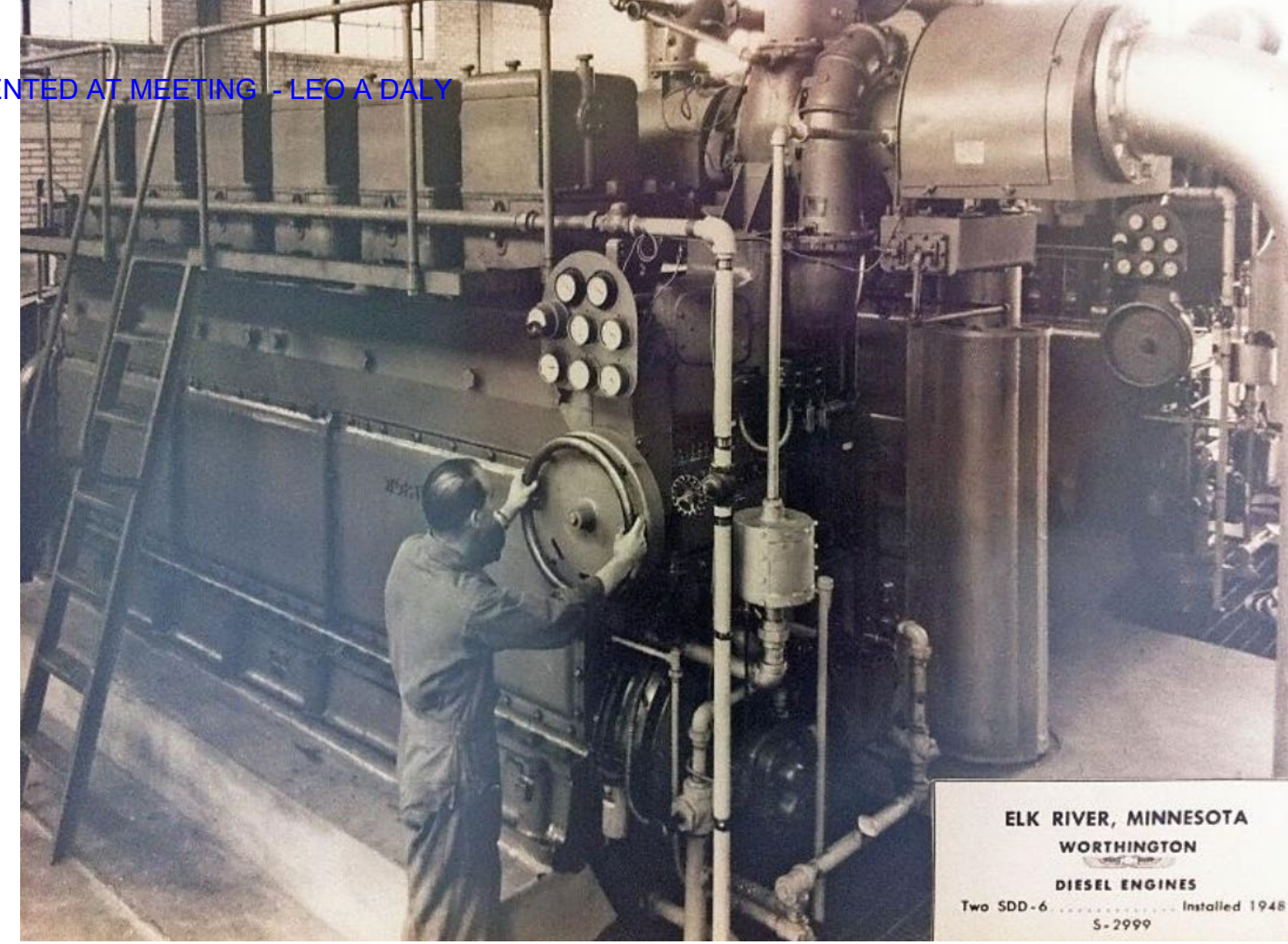
3) Review the potential construction costs, offsets (e.g. grants, donations, sale of equipment), and resulting net financial commitment range.
4) Reach consensus and provide direction on whether to commit to the next step of the pre-design assessment. The next step would include: determining a building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

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

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

LEO A DALY

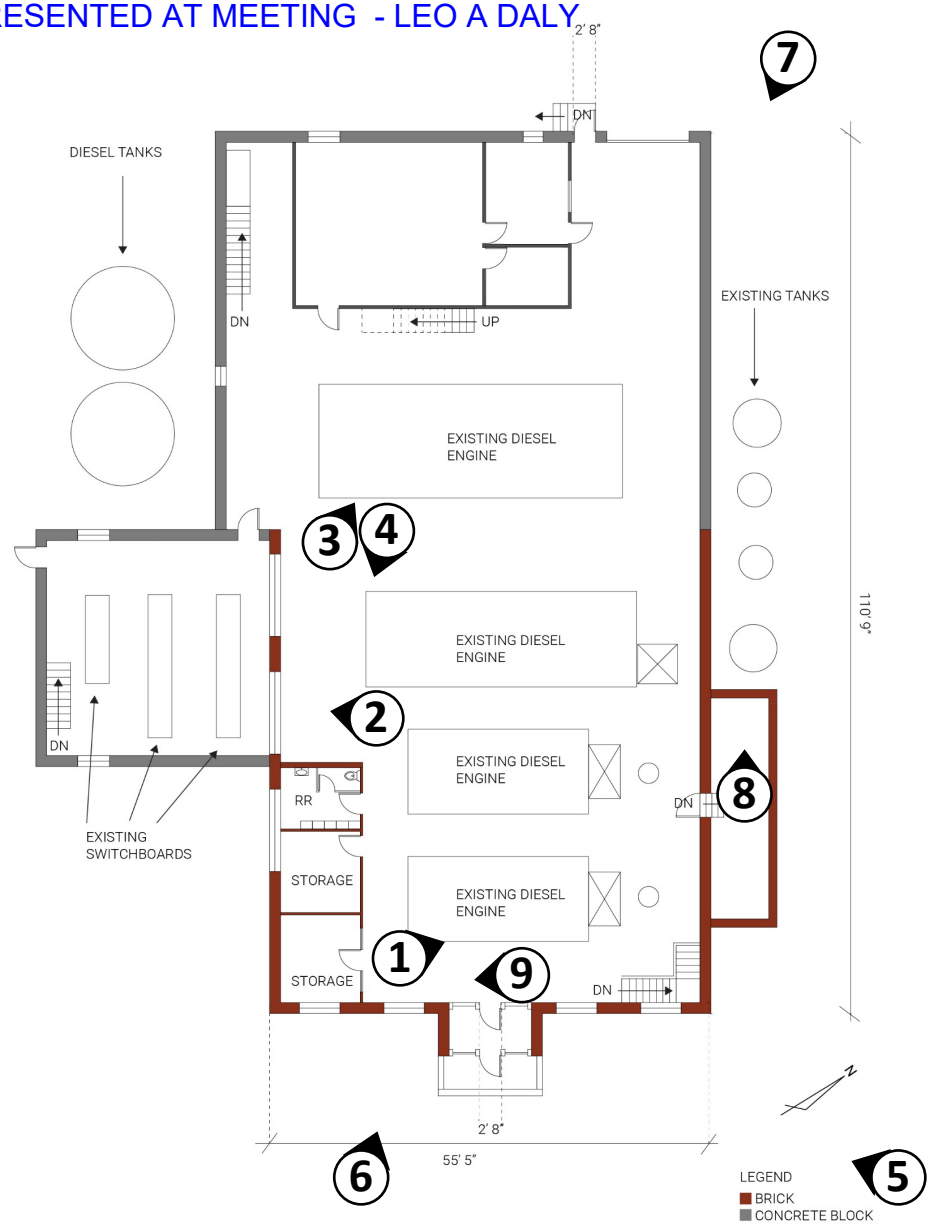
PRESENTED AT MEETING - LEO A DALY

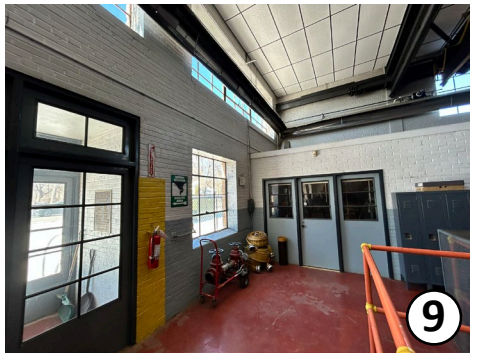



# ERMU Diesel Plant Pre-Design Assessment

Elk River Municipal Utilities

PRESENTED AT MEETING - LEO A DALY

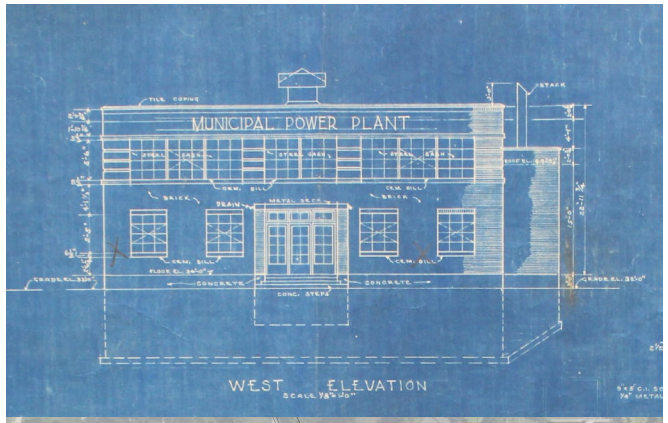


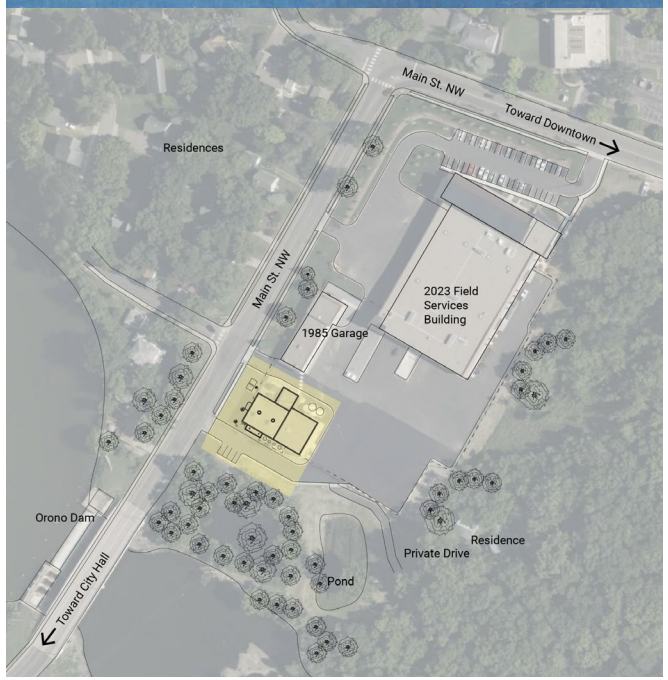



LEO A DALY

# Scope of Work

PRESENTED AT MEETING - LEO A DALY




## Preliminary evaluation

- Historic features
- Evaluation of renovations required to bring building up to code
- Rough Order of Magnitude Cost

## Space Programming, Financing, & Grants

- Space program, bubble diagrams
- Project funding

## Next Steps

# What We Did

PRESENTED AT MEETING - LEO A DALY

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

## Code Analysis

- Restrooms
- ADA entrance
- Mechanical systems

## Historic Analysis

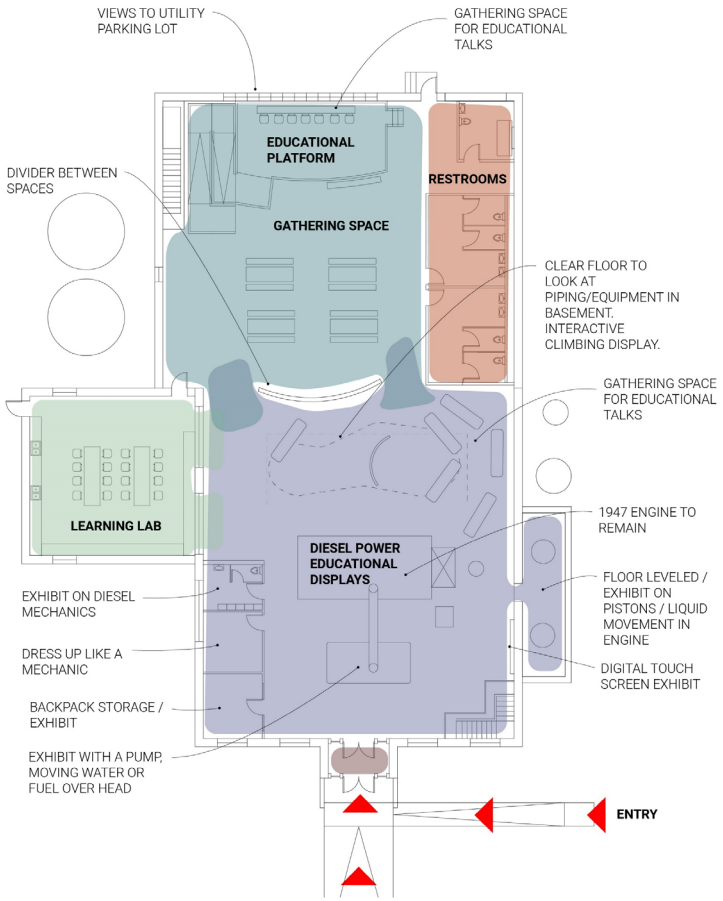
- Should be eligible for listing in the National Register – need SHPO determination

## Options for Programming

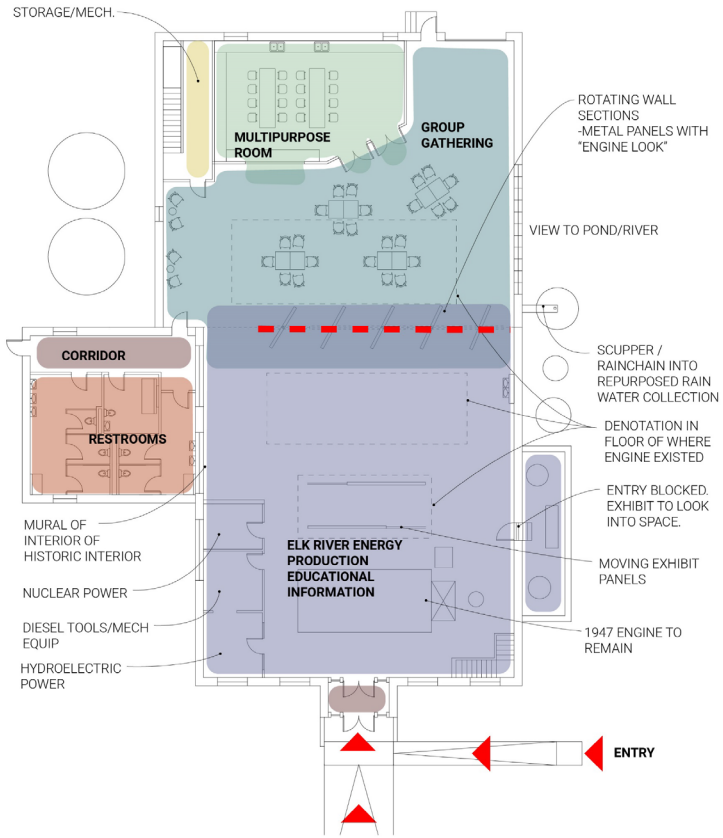
- Adult-centric
- Child-centric
- Combined Adult & Child-centric

# Child Centric – Adult Centric - Combined

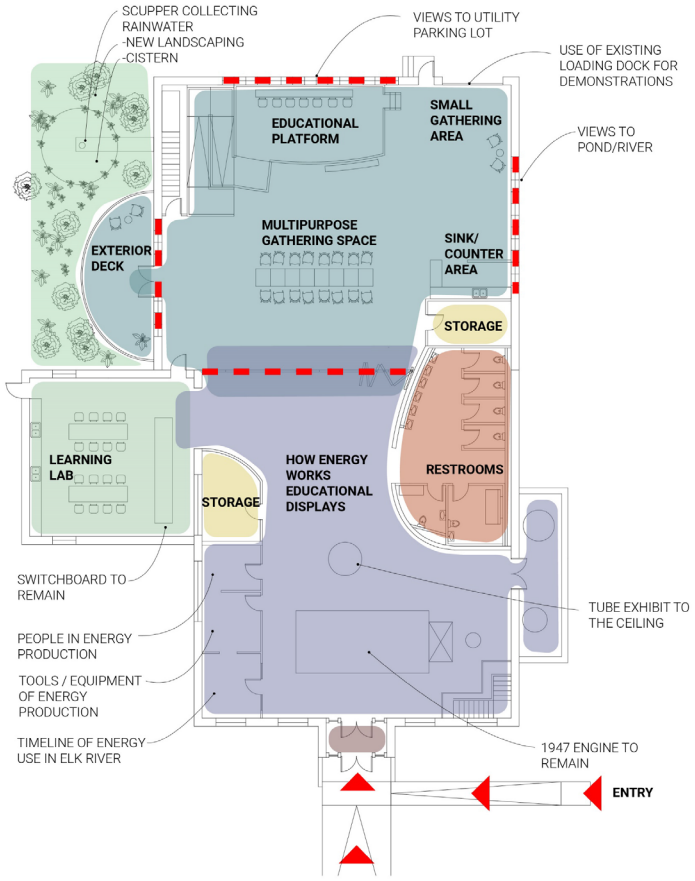
PRESENTED AT MEETING - LEO A DALY




CHILD CENTRIC PROGRAM ITERATION




ADULT CENTRIC PROGRAM ITERATION




COMBINED CHILD AND ADULT PROGRAM ITERATION

# Cost Estimate

PRESENTED AT MEETING - LEO A DALY

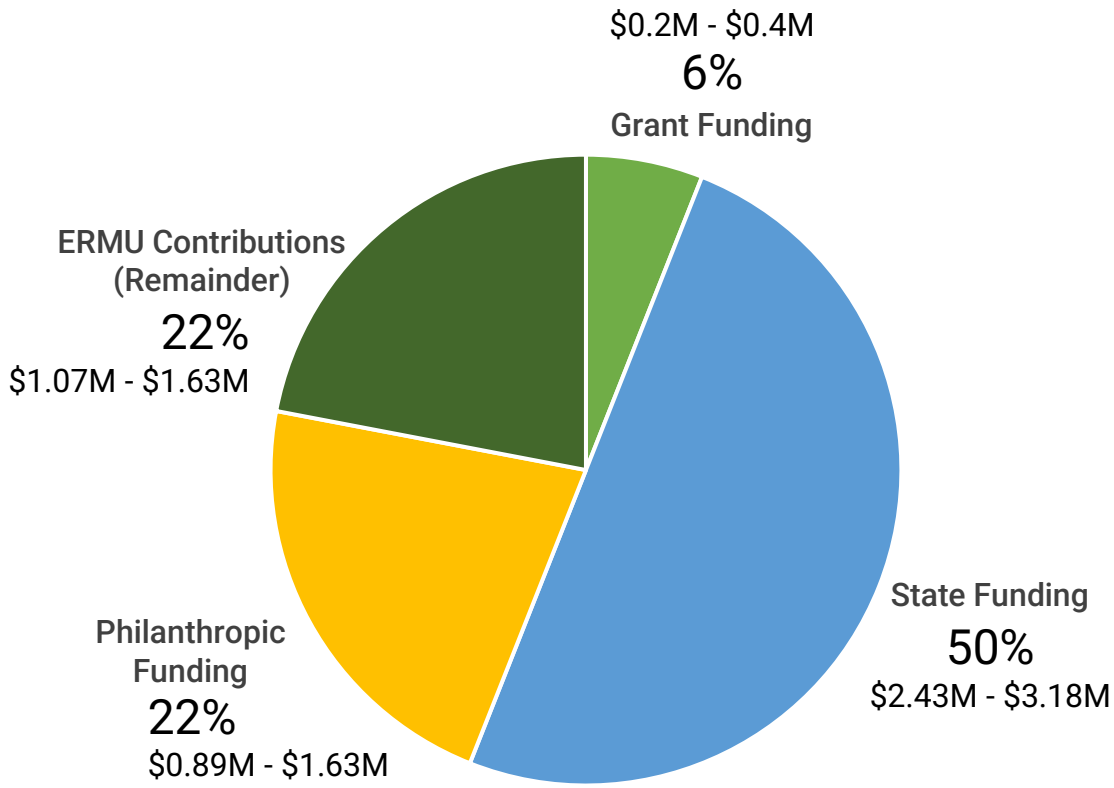
## Estimate – $4,860,000 - $7,430,000*

*This is an all-in number, including…

*Construction Costs (Base Bid and Alternates)*

*Soft Costs (30% of Construction)*

*5% escalation (Compounding annually through 2026)*




## Funding Sources

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

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

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

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

# Next Steps

PRESENTED AT MEETING - LEO A DALY

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

## Possible Timeline

SCHEDULE

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

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

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

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

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

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

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

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

MARCH 2025

Elk River Municipal Utilities

LEO A DALY

## Project Team

ELK RIVER MUNICIPAL UTILITES

Mark Hanson, General Manager

Mike Tietz, Technical Services Superintendent

Tony Mauren, Governance and Communications Manager

LEO A DALY

Andrew Ransavage, Computer Animation Specialist

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## Table of Contents

**Executive Summary** ..... 4
**Basis for Need** ..... 6
**Existing Conditions** ..... 8
**Renovation Narrative** ..... 10
**Educational Building Inspiration Images** ..... 12
**Space Program** ..... 13
**Code Analysis** ..... 17
**Scope of the Work** ..... 17
**Possible Partnerships** ..... 17
**Possible Funding Sources** ..... 18
**Example Funding Sources & Timeline** ..... 22
**Cost Estimate** ..... 23
**Appendix A: Code Analysis Tables** ..... 26

## Executive Summary

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

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

### Project Vision

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

### Design Opportunities

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

### Funding & Partnerships

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

## Implementation Considerations

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

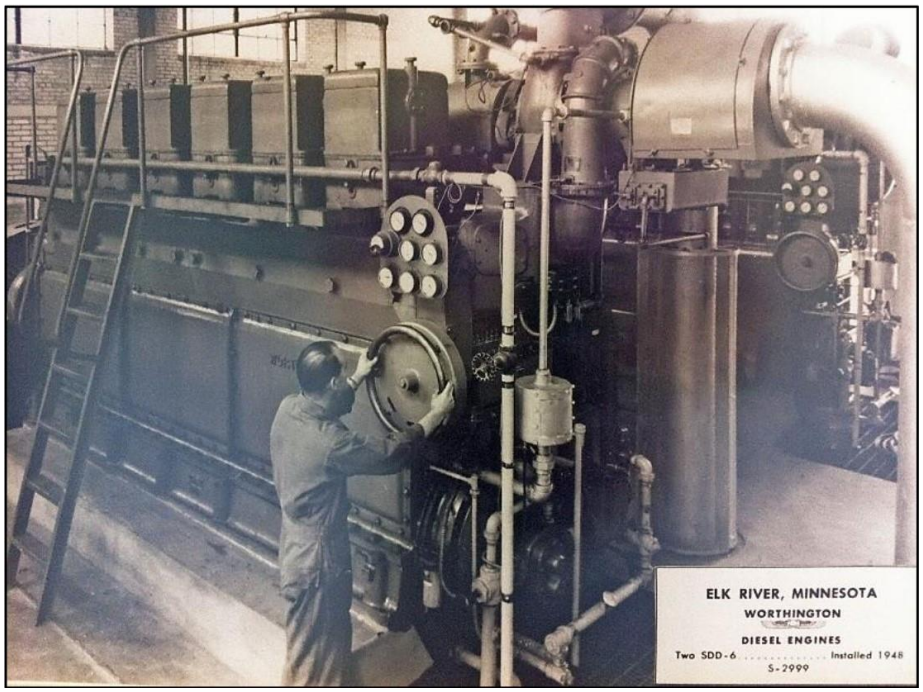
## Next Steps

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

## Basis for Need

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

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



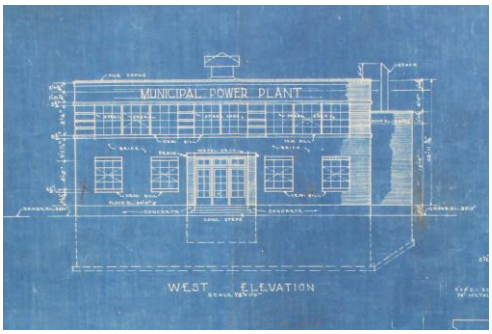

1947 Diesel engine. Image from Peterson, Rachel et. al., "A History of Elk River Municipal Utilities: A Century of Service, A Future of Growth, 1915-2015," Hess, Roise and Company, 2015, p. 16.

## Historic Narrative

The location of the ERMU Power Plant along Main St. NW has a long history of power generation. The Elk River Power and Light company was incorporated in 1915 with a goal of building a power plant and dam along the Elk River.[1] The project was completed and operational in 1916. This included a 30-foot by 30-foot plant on a poured concrete foundation that housed the 200-horsepower turbine. The 256-foot-long, straight-crested, reinforced-concrete gravity dam extended to the southwest of the plant. This created the reservoir and became the first power generation for Elk River.[2] This powered the streetlights and many additional businesses as time when on. In 1924, Elk River was connected by a 30,000-volt line that ran from Monticello to St Cloud and then to Dayton.[3] The Elk River Power and Light Company was sold from a private owner to the village of Elk River in 1945. The hydroelectric plant proved to be outdated and under-capacity for Elk River at the time. The Council for the Utilities decided to request bids for two 750-horsepower, 550-kilowatt diesel engines to be the system's main power source with the hydroelectric as a back-up.[4] Construction began on a new Plant in July 1947 and after the diesel engines arrived, the new plant was producing power by February 1948.[5]

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

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




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

[1] Peterson, Rachel et. al., "A History of Elk River Municipal Utilities: A Century of Service, A Future of Growth, 1915-2015," Hess, Roise and Company, 2015, p. 6.
[2] Peterson, "A History…", p. 7.
[3] Ibid. p. 11.
[4] Ibid. p. 14.
[5] Ibid. p. 16.
[6] Ibid. p. 18.
[7] Ibid. p. 20.
[8] Ibid. p. 21.

## Existing Conditions

### Site

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

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

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

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

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

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

[9] Peterson, "A History…", p. 21.

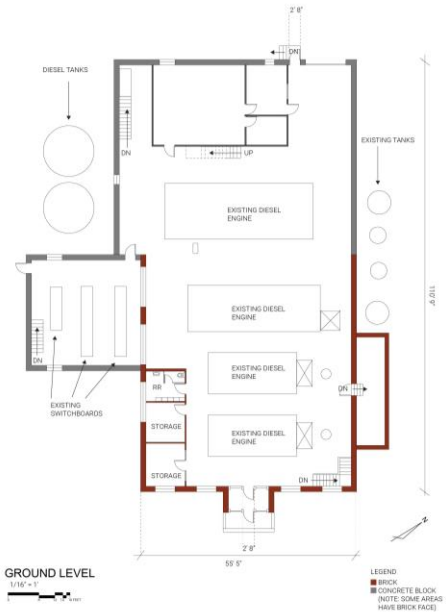
## Power Plant Description

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

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

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

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




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

[10] Ibid. p. 15.

## Renovation Narrative

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

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

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

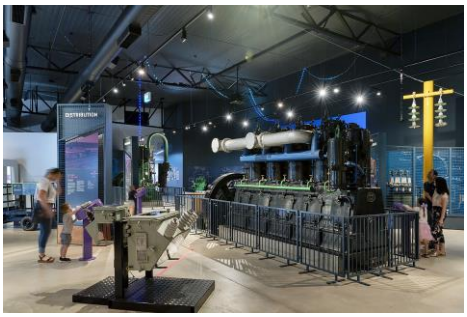
| Building Element/ Opportunity | Considerations | Comments |
|---|---|---|
| Whole Building | Removal of Building | Frees up space for additional parking and eliminates maintenance needs, but removes a significant part of Elk River's history and its connection to the community. |
| Four (4) Large Diesel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

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

## Educational Building Inspiration Images

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

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



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

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

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

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

## Space Program

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

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

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

| | | ADULT CENTERED ITERATION | CHILD CENTERED ITERATION | COMBINED CHILD AND ADULT ITERATION |
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| | Existing Spaces (as is) (sq. ft.) | Recommended Program (sq. ft.) | | |
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| Corridor | | 150 | | |
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| Multipurpose Gathering | | 2,048 | 1,743 | 1,973 |
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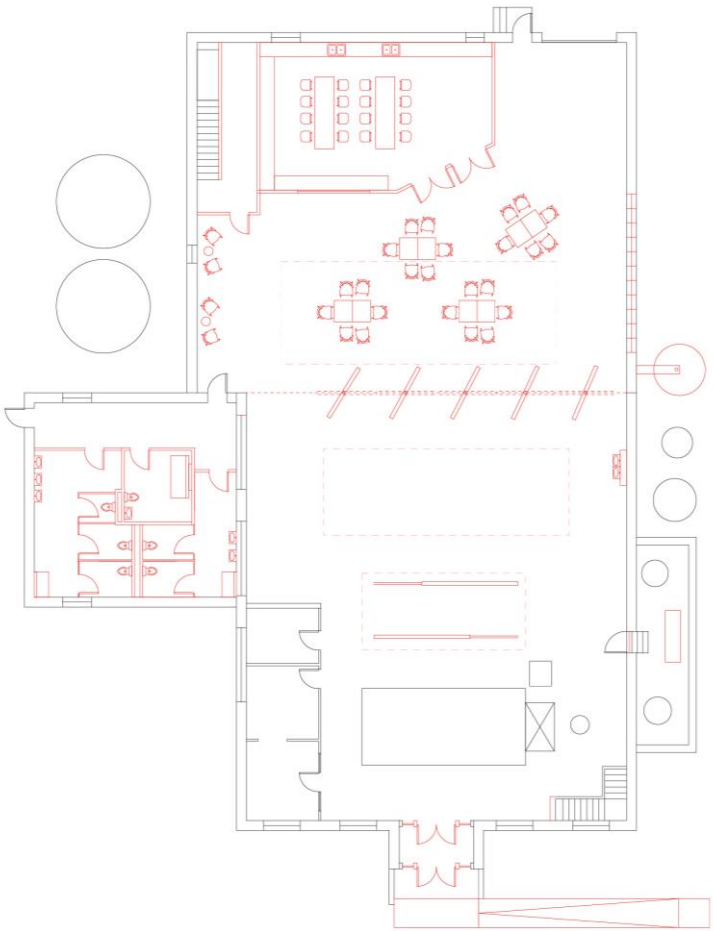
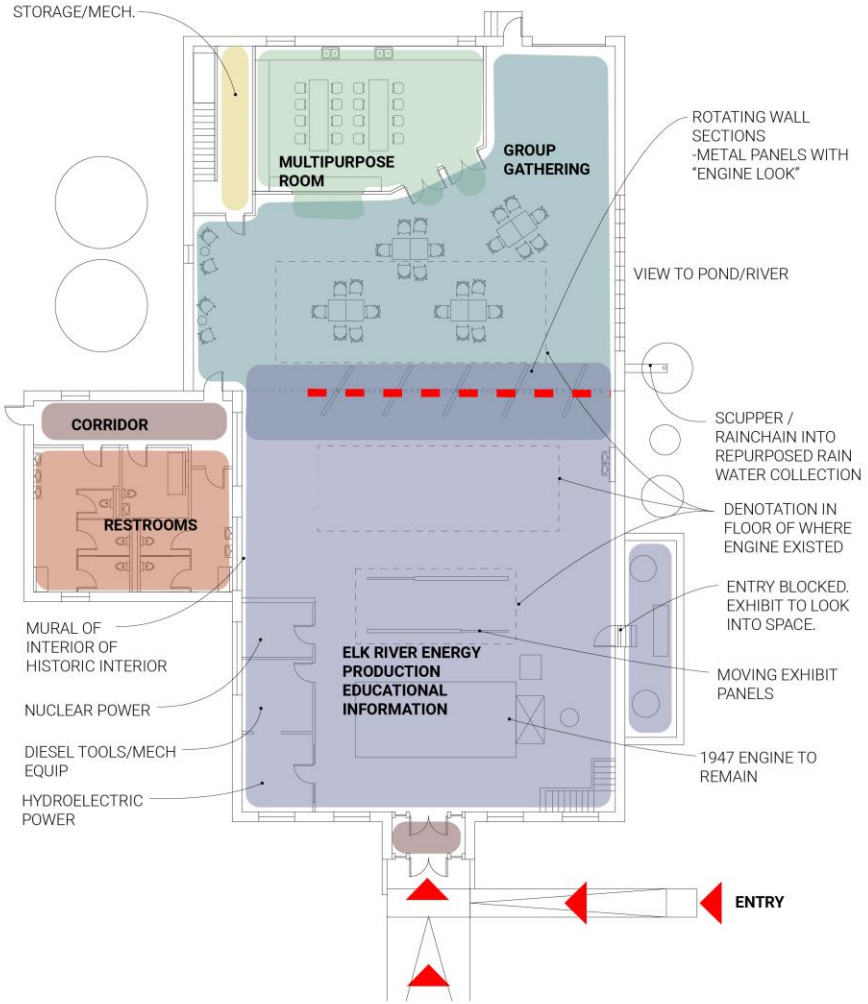
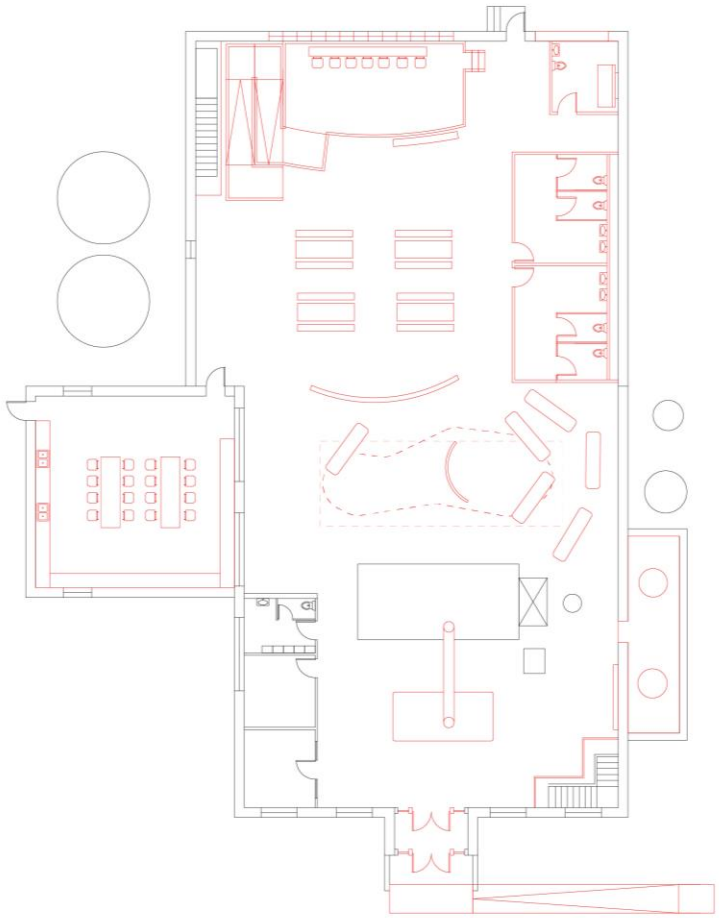


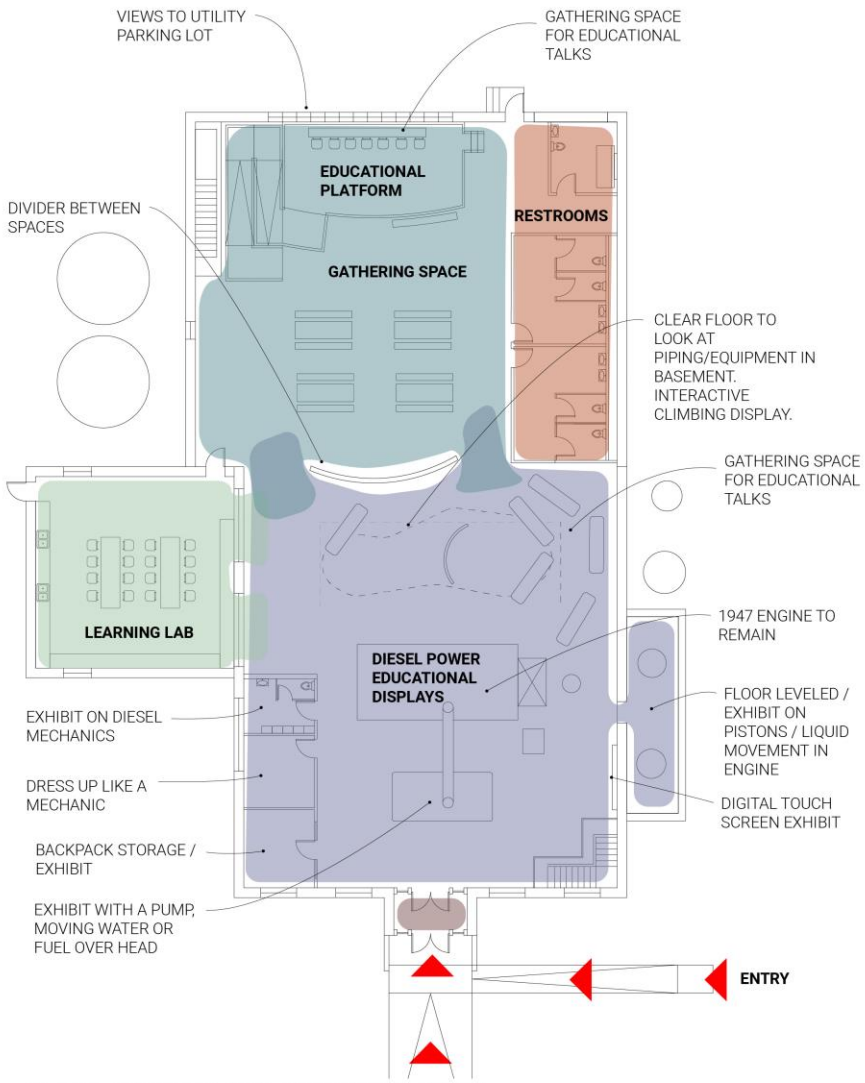
ADULT CENTRIC LAYOUT




ADULT CENTRIC PROGRAM ITERATION

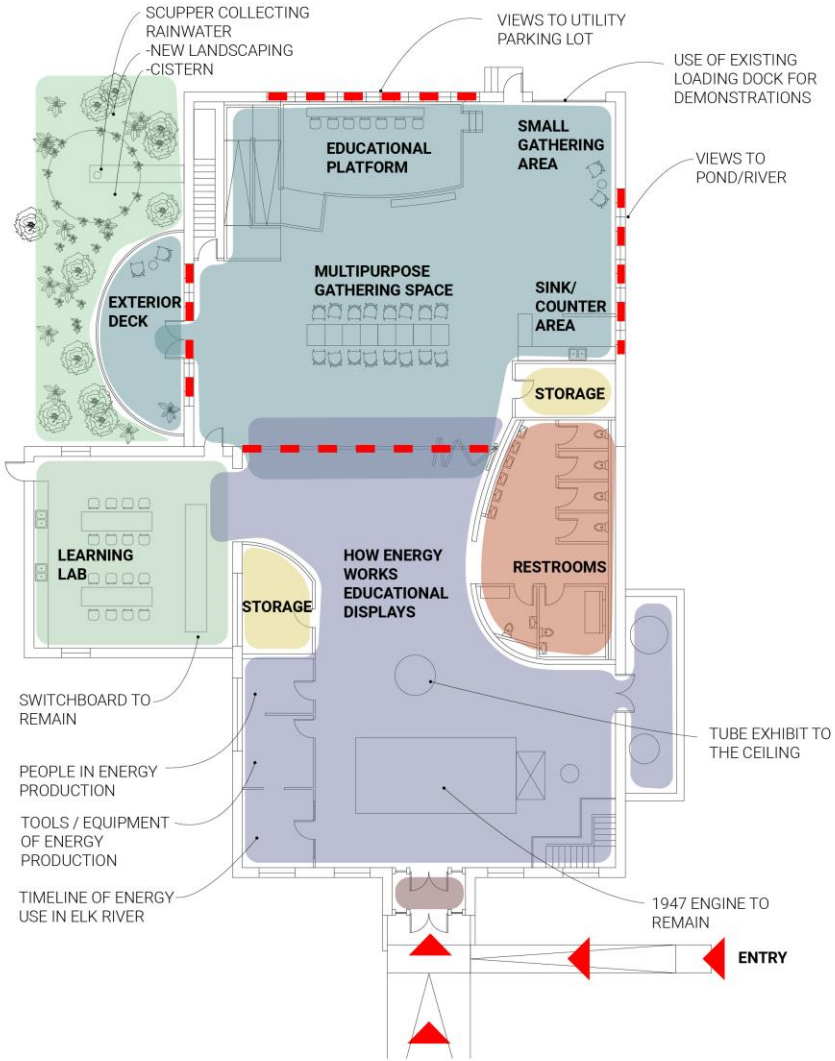


CHILD CENTRIC LAYOUT




CHILD CENTRIC PROGRAM ITERATION

COMBINED CHILD AND ADULT LAYOUT




COMBINED CHILD AND ADULT PROGRAM ITERATION

## Code Analysis

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

### Parking

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

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

### Mechanical Systems

A new mechanical system will be needed to make the building occupiable. This could be basement air handling units that include louvers to the exterior. Ventilation to the exterior to provide fresh air is a requirement of mechanical systems. Ductwork and chases may be necessary within the main structure to circulate the air. The building could include passive cooling by opening windows when necessary. Deciding whether to provide heating and cooling or just heating will affect the cost of the system. The potential of needing to meet the State of Minnesota B3 guidelines will also affect the type of mechanical system for the building.[11]

## Scope of the Work

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

## Possible Partnerships

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

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

## Possible Funding Sources

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

### HISTORIC ELIGIBILITY BASED

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

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

Possible Grants and Possible Funding Ranges:

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

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

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

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

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

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

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

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

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

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

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

*Timeline:* Due date unknown, possibly rolling.

## GENERAL FUNDING OPTIONS

**Minnesota General Obligation Bond**

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

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

Amount: Unknown

*Timeline:* Pre-Design Review (Manual[14]) / Lobbying / Meet B3 Requirements[15].

[13] Minnesota Management and Budget. "Bonding". Accessed February 28, 2025 from https://mn.gov/mmb/debt-management/bonding/. / MN House Research. "Capital Investment and State Bonding." February 2025. Accessed February 28, 2025 from https://www.house.mn.gov/hrd/pubs/stbonding.pdf.
[14] Minnesota Department of Administration. "PresDesign Manual for Capital Budget Projects." Sixth Edition – November 2015. Accessed February 28, 2025 from https://mn.gov/mmb-stat/documents/budget/capital-budget/RECS-CS-Pre-Design-Manual-6th-Edition.pdf.
[15] B3 Home. Accessed February 27, 2025 from https://www.b3mn.org/.

## Minnesota Capital Project General Fund Appropriation

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

Example: Arts and Cultural Heritage Fund Appropriation - Grant[17]. Laws of Minnesota 2017, chapter 91, article 4, section 2, subdivision 4.[18] (6) Grants - Litchfield Opera House - $50,000 / Fairmont Opera House - $250,000. 2023 –

(c) **Grants**

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

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

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

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

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

19

*Amount: Unknown*

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

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

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

[16] Minnesota Management and Budget. "Capital Projects." Accessed February 28, 2025 from https://mn.gov/mmb/debt-management/capital-projects/.
[17] 2024 Minnesota Statutes. Chapter 129D, Section 17. "129D.17 Arts and Cultural Heritage Fund." Accessed Friday February 28, 2025 from https://www.revisor.mn.gov/statutes/2024/cite/129D.17?highlight=%5B%7B%22term%22%3A%22Arts%20and%20Cultural%20Heritage%20Fund%22%2C%22type%22%3A%22all%22%7D%5D.
[18] Minnesota Session Laws, 2017. Chapter 91 – H.F.No. 707 Article 4, Arts and Cultural Heritage Fund. Accessed February 28, 2025 from https://www.revisor.mn.gov/laws/2017/0/Session+Law/Chapter/91/.
[19] Minnesota Session Laws, 2023. Chapter 40 – H.F.No. 1999 Article 4, Arts and Cultural Heritage Fund. Accessed February 28, 2025 from https://www.revisor.mn.gov/laws/2023/0/40/#laws.4.3.0.
[20] Minnesota Management and Budget. "Capital Budget FAQ". Accessed February 28, 2025 from https://mn.gov/mmb/budget/capital-budget/faq.jsp.

**Local Bond**

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

*Amount:* Unknown

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

**T-Mobile Hometown Grants[23]**

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

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

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

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

## PHILANTHROPIC

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

## SUMMARY

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

[21] MN House Research. "Capital Investment and State Bonding." February 2025. Accessed February 28, 2025 from https://www.house.mn.gov/hrd/pubs/stbonding.pdf.
[22] 2024 Minnesota Statutes. "475.58 Obligations; Elections to Determine Issue." Accessed February 28, 2025 from https://www.revisor.mn.gov/statutes/cite/475.58. / League of Minnesota Cities. "Handbook for Minnesota Cities: Chapter 23 Debt and Borrowing." 2023 revisions. Accessed February 28, 2025, from https://www.lmc.org/wp-content/uploads/documents/Debt-and-Borrowing.pdf.
[23] T-mobile. "Hometown Grants". Accessed February 28, 2025 from https://www.t-mobile.com/brand/hometown-grants#FAQs.

## Example Funding Sources & Timeline

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

SCHEDULE

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

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

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

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

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

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

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

## Cost Estimate

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

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

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

These costs have been listed below:

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

Included in that “Base Bid” scope are the following considerations:

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

The Alternates are as follows:

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

# Appendix A: Code Analysis Tables

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

| Code Analysis for All Iterations | | |
|---|---|---|
| Height of building (east short =13.25' /1971 south = 23' /1948 = 23'/ west short = 15') | | 50' |
| Sq. Ft. of Building | | 11,500 sq ft |
| Table 601 Fire Rating | | 1 hour |
| Maximum Travel Distance (unsprinklered) | | 75' (building is approx. 55' wide) |
| Maximum Common Path of Egress Travel | | 75' |
| Minimum Length of Dead-End Corridor | | 35' |
| Minimum Door Width | | 32"-48" |
| Minimum Corridor Width | | 36" (accessible) |
| Minimum Stair Width | | 36" |
| Accessibility | | Ramps not steeper than 1:20 exterior entrance |
| | | |
| Mezzanine | | N/A with updated design |
| | | |
| Sprinklers | | Not required |
| | | |
| Parking (1 of every 6 must be accessible for van) // Elk River Code (*https://library.municode.com/mn/elk_river/codes/code_of_ordinances?nodeId=COOR_CH30LADERE_ARTVIZO_DIV5SURE_SDIIIPALOVEPECI_S30-903MINUPASP*) - one space for every 300 sq feet of gross floor area | | 7671/300 = 26 // 5 accessible |
| | | |
| **Codes Used** | | |
| 2020 Minnesota Conservation Code for Existing Buildings | | Level 3 - the work area exceeds 50 percent of the building area (section 604) |
| 2020 Minnesota Accessibility Code | | |
| Consideration of the Secretary of the Interior's Standards for the Treatment of Historic Properties | | |
| 2018 International Existing Building Code (IEBC) | | |

Elk River Municipal Utilities

**UTILITIES COMMISSION MEETING**

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

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

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

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

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

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

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

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

**ATTACHMENTS:**

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

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

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

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

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

| | January 31, 2025 | December 31, 2024 | Current Month Change from |
|---|---|---|---|
| **ASSETS** | | | |
| CURRENT ASSETS | | | |
| CASH | 3,785,335 | 5,621,609 | (1,836,274) |
| ACCOUNTS RECEIVABLE | 3,388,163 | 2,164,673 | 1,223,490 |
| INVENTORIES | 1,802,519 | 1,637,838 | 164,681 |
| PREPAID ITEMS | 287,614 | 252,217 | 35,398 |
| CONSTRUCTION IN PROGRESS | 449,008 | 323,516 | 125,492 |
| TOTAL CURRENT ASSETS | 9,712,640 | 9,999,853 | (287,213) |
| RESTRICTED ASSETS | | | |
| BOND RESERVE FUND | 1,779,016 | 1,779,016 | 0 |
| EMERGENCY RESERVE FUND | 7,422,281 | 7,393,332 | 28,949 |
| TOTAL RESTRICTED ASSETS | 9,201,297 | 9,172,348 | 28,949 |
| FIXED ASSETS | | | |
| PRODUCTION | 795,920 | 795,920 | 0 |
| TRANSMISSION | 2,305,024 | 2,305,024 | 0 |
| DISTRIBUTION | 54,511,927 | 54,484,540 | 27,387 |
| GENERAL | 25,418,510 | 25,401,305 | 17,206 |
| FIXED ASSETS (COST) | 83,031,381 | 82,986,788 | 44,593 |
| LESS ACCUMULATED DEPRECIATION | (36,982,070) | (36,782,599) | (199,471) |
| TOTAL FIXED ASSETS, NET | 46,049,310 | 46,204,189 | (154,879) |
| 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 | (4,230,372) | (4,174,694) | (55,678) |
| TOTAL INTANGIBLE ASSETS, NET | 24,485,252 | 24,540,930 | (55,678) |
| OTHER ASSETS AND DEFERRED OUTFLOWS | 690,058 | 690,058 | 0 |
| **TOTAL ASSETS** | 90,138,556 | 90,607,378 | (468,821) |
| **LIABILITIES AND FUND EQUITY** | | | |
| CURRENT LIABILITIES | | | |
| ACCOUNTS PAYABLE | 5,247,488 | 5,392,384 | (144,896) |
| SALARIES AND BENEFITS PAYABLE | 1,119,925 | 1,179,875 | (59,950) |
| DUE TO CITY | 818,774 | 1,144,737 | (325,963) |
| BONDS PAYABLE-CURRENT PORTION | 480,000 | 990,000 | (510,000) |
| UNEARNED REVENUE | 17,710 | 4,305 | 13,405 |
| TOTAL CURRENT LIABILITIES | 7,683,897 | 8,711,301 | (1,027,404) |
| LONG TERM LIABILITIES | | | |
| BONDS PAYABLE, LESS CURRENT PORTION | 27,205,411 | 27,210,400 | (4,989) |
| PENSION LIABILITIES | 2,720,477 | 2,720,477 | 0 |
| TOTAL LONG TERM LIABILITIES | 29,925,888 | 29,930,877 | (4,989) |
| **TOTAL LIABILITIES** | 37,609,785 | 38,642,178 | (1,032,393) |
| DEFERRED INFLOWS OF RESOURCES | 836,813 | 836,813 | 0 |
| FUND EQUITY | | | |
| CAPITAL ACCOUNT CONST COST | 1,779,016 | 1,779,016 | 0 |
| RETAINED EARNINGS | 49,349,370 | 46,802,217 | 2,547,153 |
| NET INCOME (LOSS) (THROUGH PREVIOUS MONTH) | 563,572 | 2,547,154 | (1,983,582) |
| TOTAL FUND EQUITY | 51,691,958 | 51,128,386 | 563,571 |
| **TOTAL LIABILITIES & FUND EQUITY** | 90,138,556 | 90,607,378 | (468,822) |

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

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

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

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

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

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

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

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

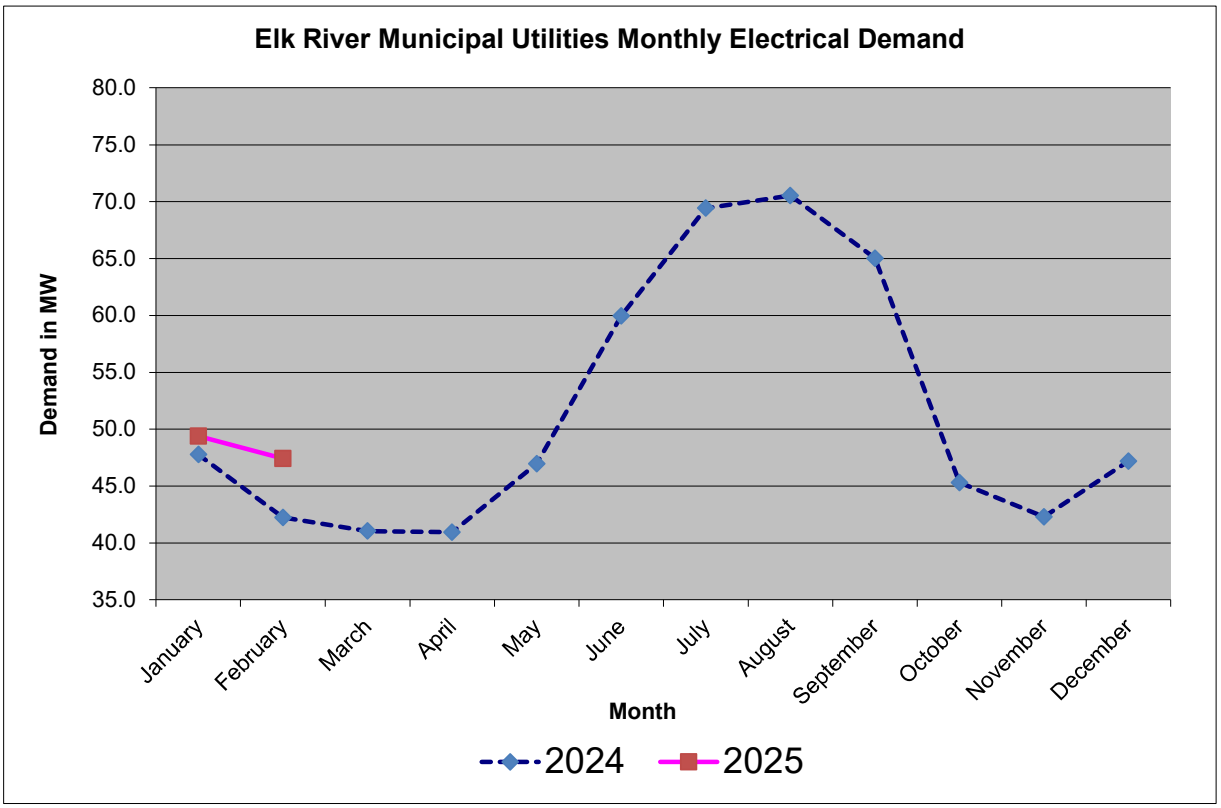
(4) Budget and PTYD variance is mainly due to Contributions from Customers having a large SOWs for transformer for additional service and/or upgrade.

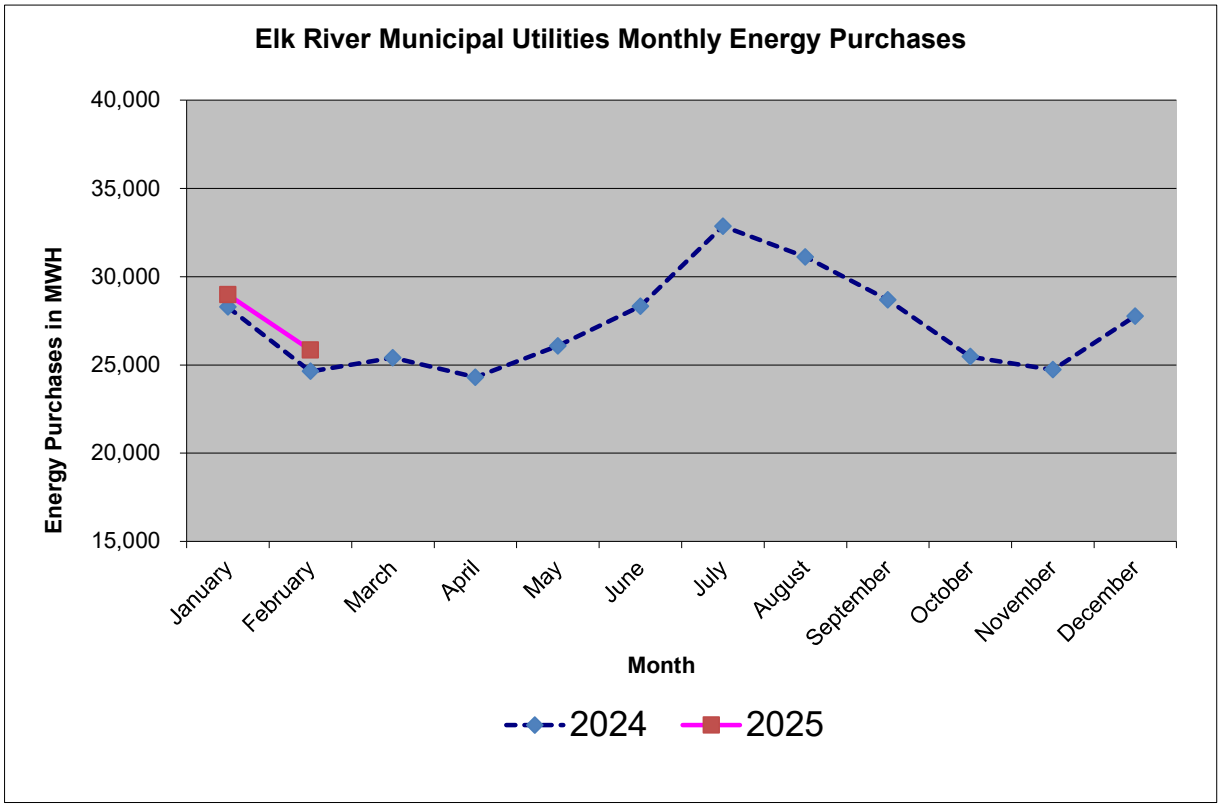
ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING JANUARY 2025

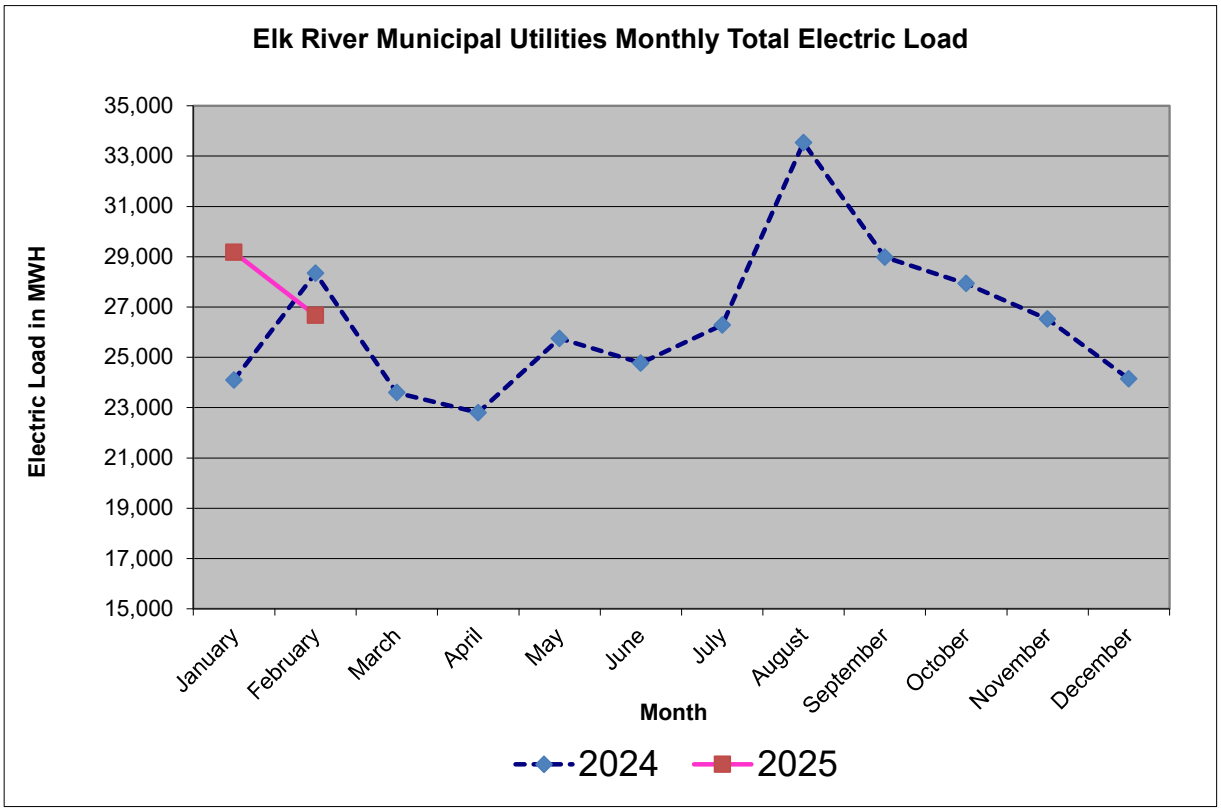
| Water | 2025 JANUARY | 2025 YTD | 2025 YTD BUDGET | YTD Budget Variance | 2025 YTD Bud Var% | 2025 ANNUAL BUDGET | 2024 JANUARY | 2024 YTD | YTD VARIANCE | 2024 v. 2025 Actual Var% | Variance Item |
|---|---|---|---|---|---|---|---|---|---|---|---|
| **Revenue** | | | | | | | | | | | |
| **Operating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

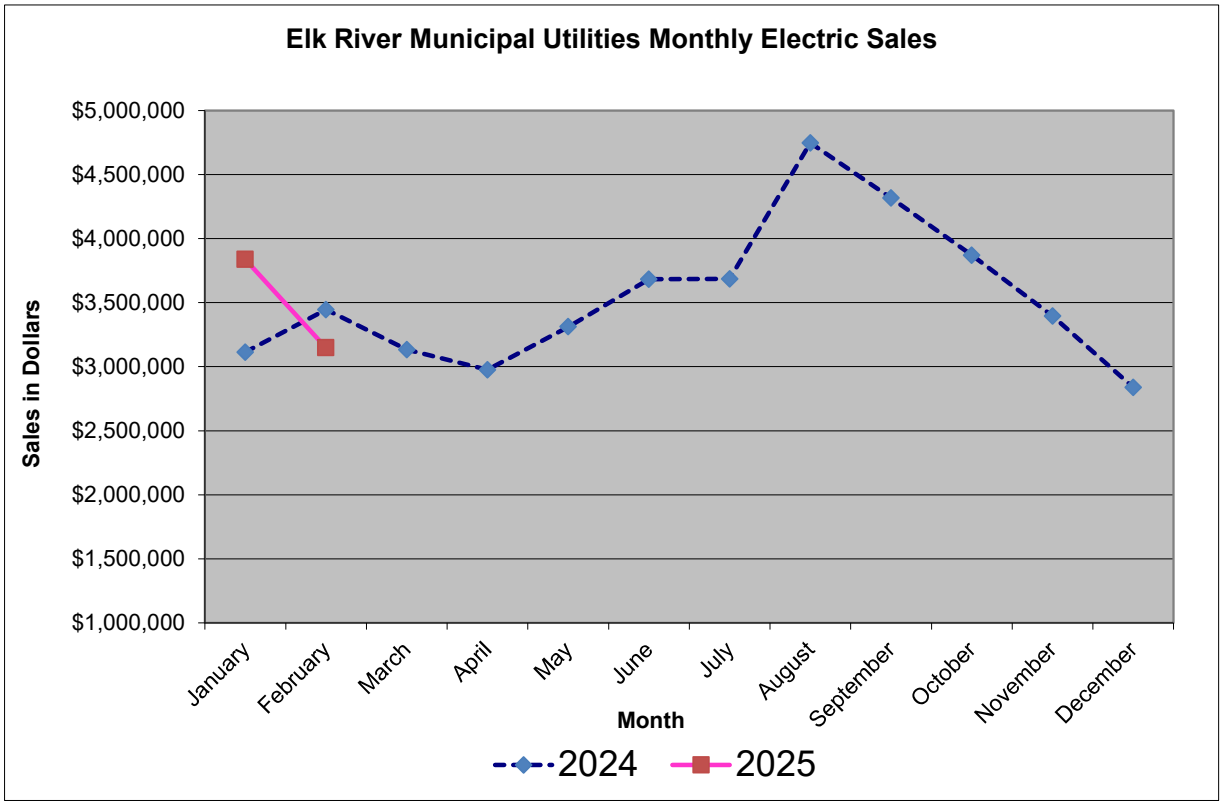
Item Variance of +/- $15,000 and +/- 15%

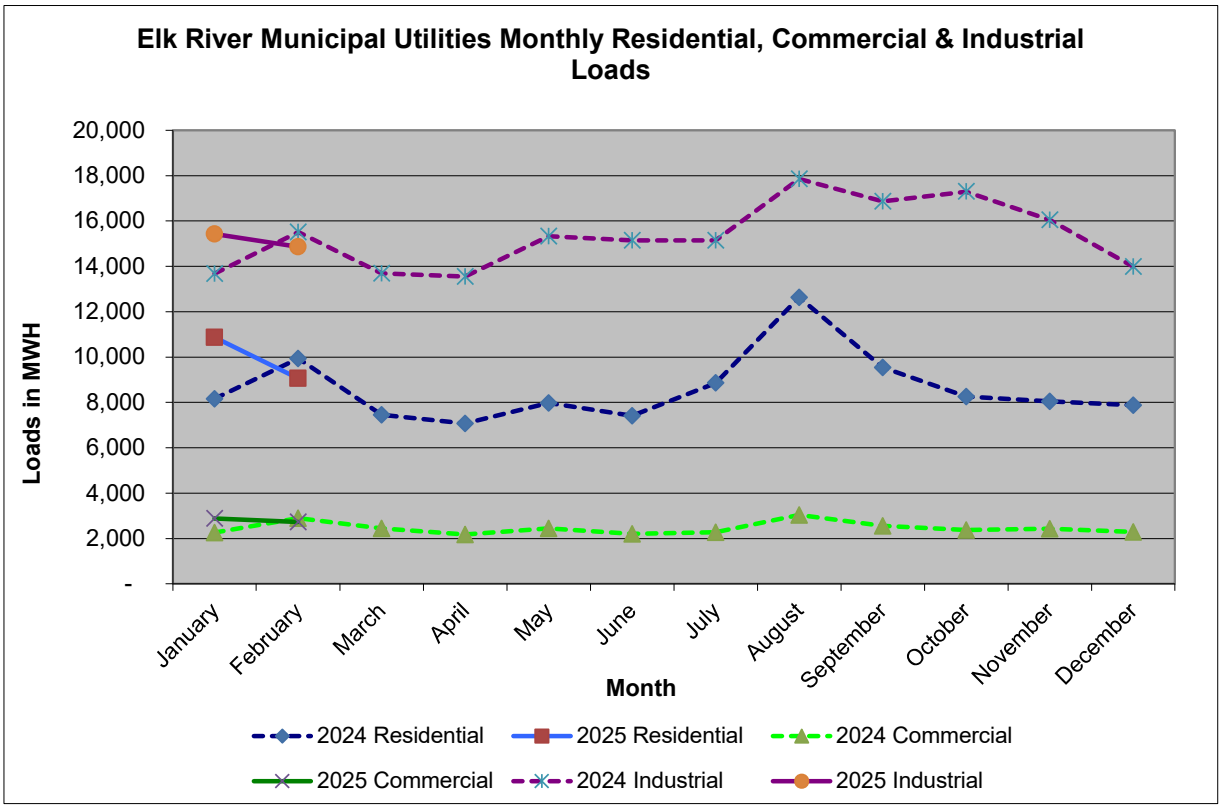
(1) Budget and PYTD variance is due to increased usage.
(2) PYTD variance due to a couple of large connection agreements in 2024.
(3) Budget variance is mainly due to timing of water meter permit.
(4) PYTD variance is due to increased consulting fees and sick pay (accrual change).

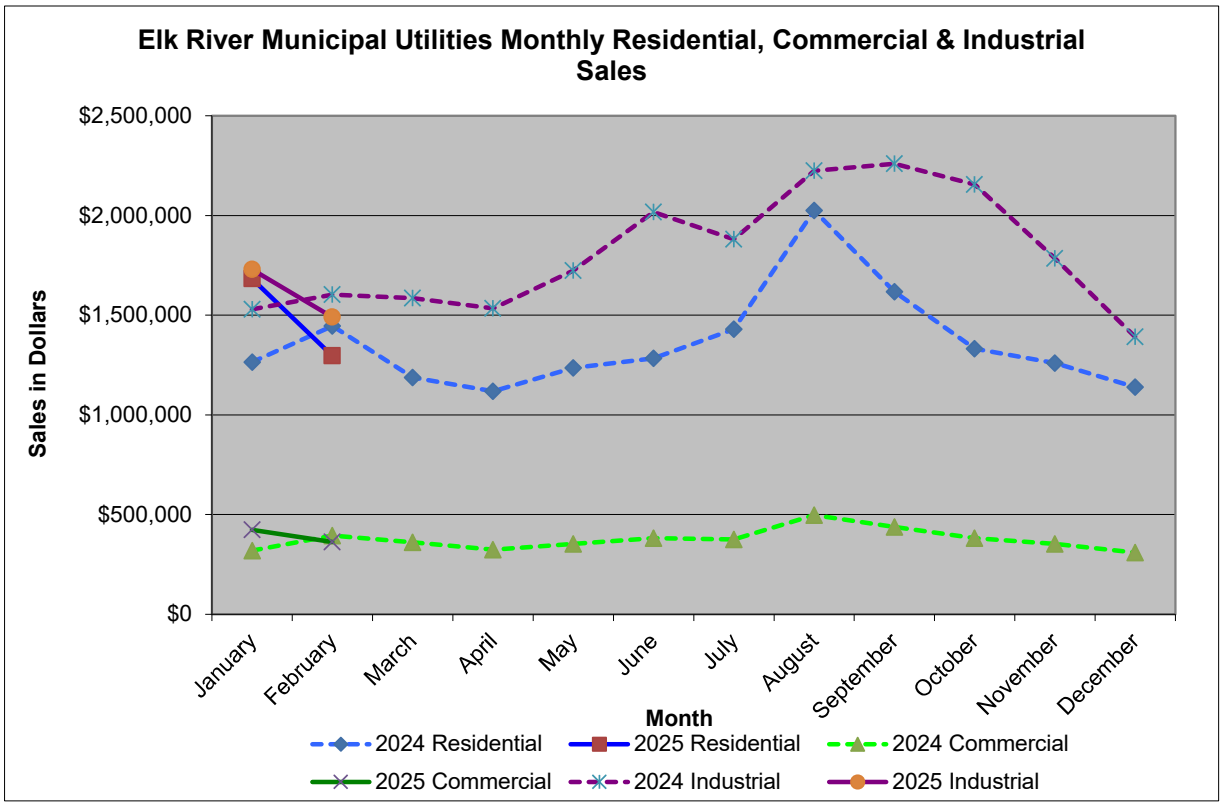

Elk River Municipal Utilities Monthly Electrical Demand
80.0
75.0
70.0
65.0
60.0
55.0
50.0
45.0
40.0
35.0
Demand in MW
January
February
March
April
May
June
July
August
September
October
November
December
Month
2024
2025

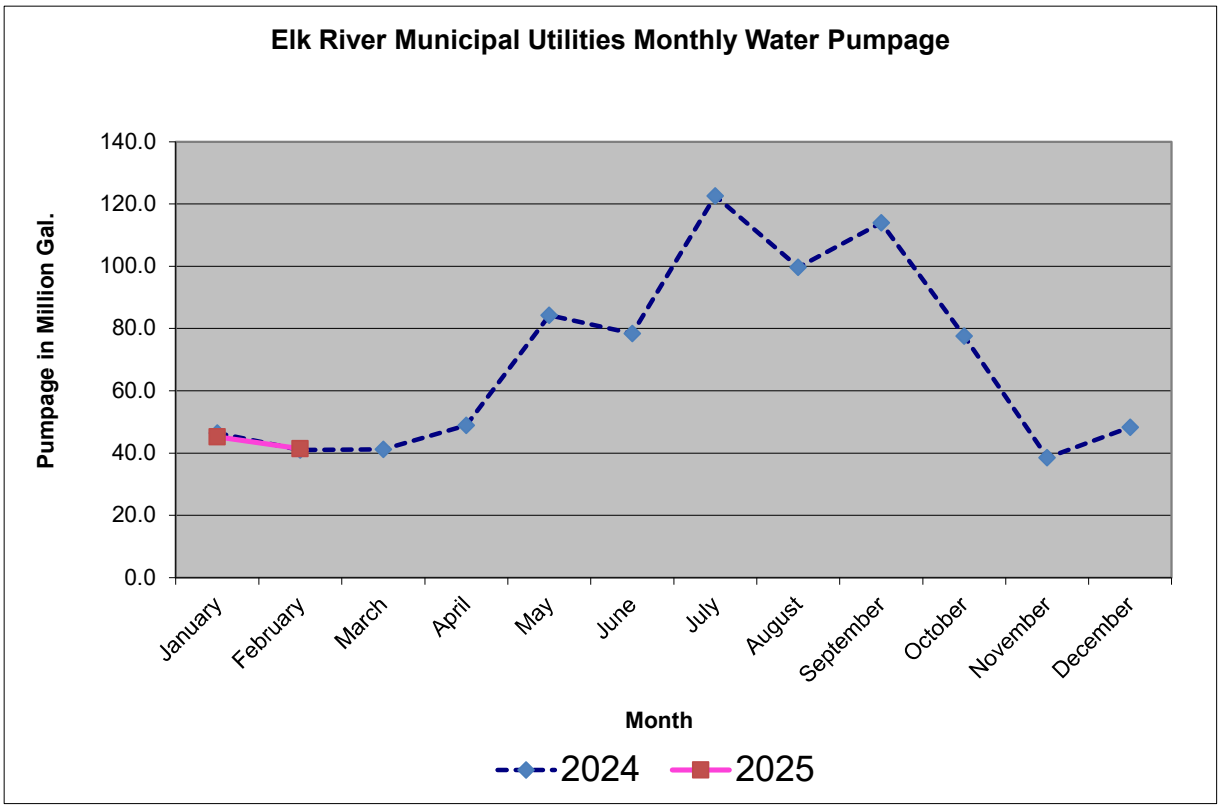

Elk River Municipal Utilities Monthly Energy Purchases
40,000
35,000
30,000
25,000
20,000
15,000
Energy Purchases in MWH
January
February
March
April
May
June
July
August
September
October
November
December
Month
2024
2025

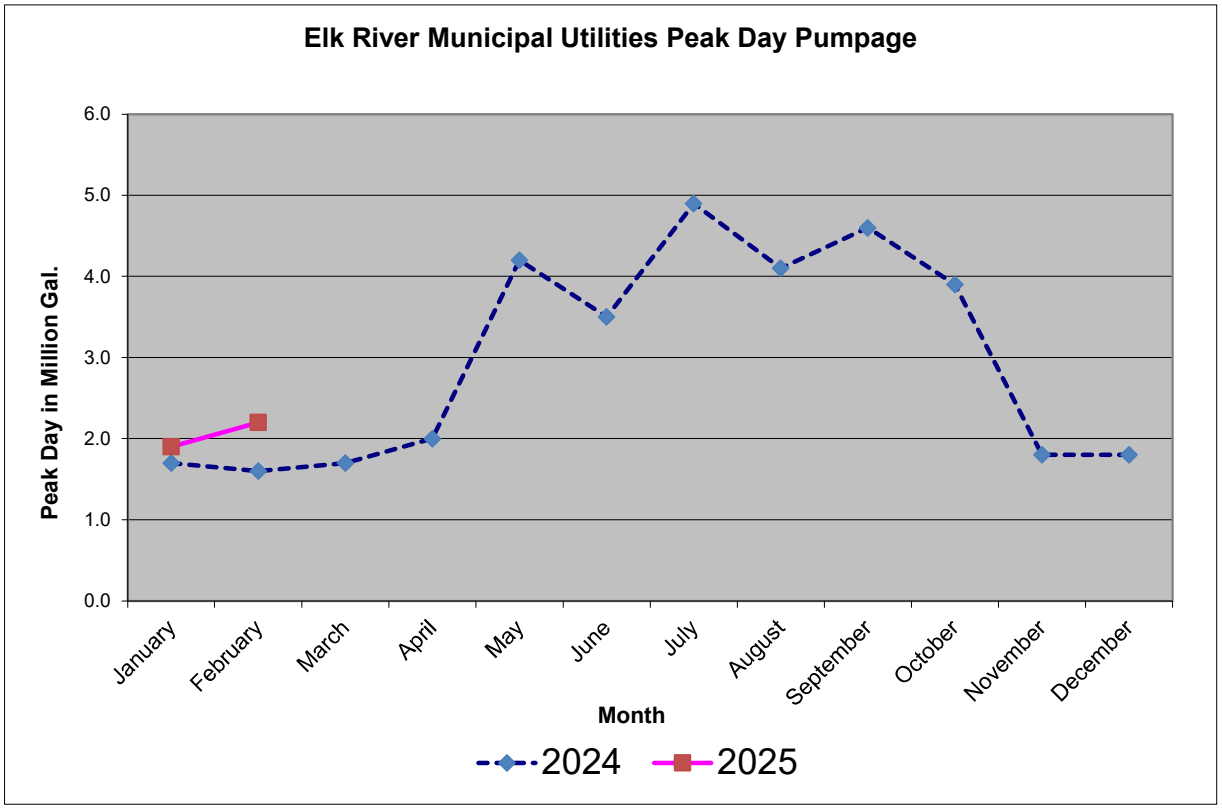

Elk River Municipal Utilities Monthly Total Electric Load
Electric Load in MWH
35,000
33,000
31,000
29,000
27,000
25,000
23,000
21,000
19,000
17,000
15,000
January
February
March
April
May
June
July
August
September
October
November
December
Month
2024
2025

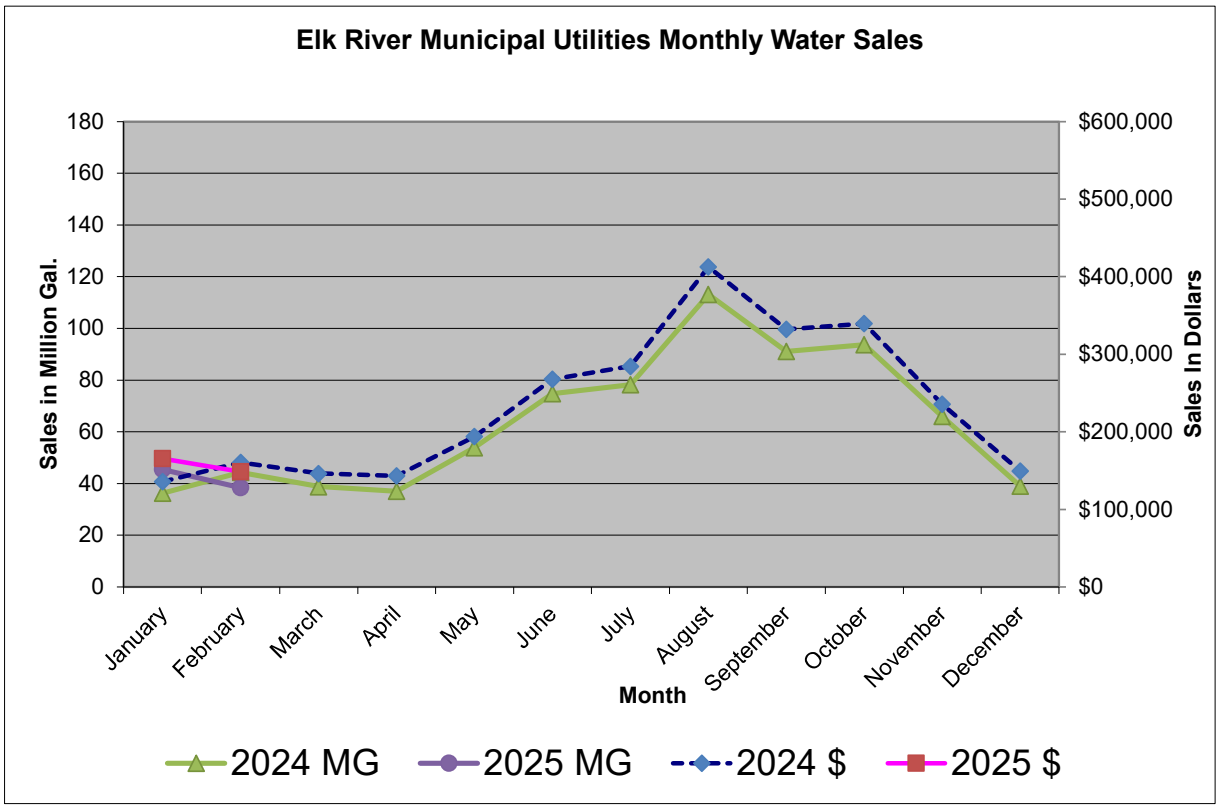

Elk River Municipal Utilities Monthly Electric Sales
Sales in Dollars
$5,000,000
$4,500,000
$4,000,000
$3,500,000
$3,000,000
$2,500,000
$2,000,000
$1,500,000
$1,000,000
January
February
March
April
May
June
July
August
September
October
November
December
Month
2024
2025


Elk River Municipal Utilities Monthly Residential, Commercial & Industrial Loads
Loads in MWH
20,000
18,000
16,000
14,000
12,000
10,000
8,000
6,000
4,000
2,000
-
January
February
March
April
May
June
July
August
September
October
November
December
Month
2024 Residential
2025 Residential
2024 Commercial
2025 Commercial
2024 Industrial
2025 Industrial


Elk River Municipal Utilities Monthly Residential, Commercial & Industrial Sales
Sales in Dollars
$2,500,000
$2,000,000
$1,500,000
$1,000,000
$500,000
$0
January
February
March
April
May
June
July
August
September
October
November
December
Month
2024 Residential
2025 Residential
2024 Commercial
2025 Commercial
2024 Industrial
2025 Industrial


Elk River Municipal Utilities Monthly Water Pumpage
Pumpage in Million Gal.
140.0
120.0
100.0
80.0
60.0
40.0
20.0
0.0
January
February
March
April
May
June
July
August
September
October
November
December
Month
2024
2025


Elk River Municipal Utilities Peak Day Pumpage
Peak Day in Million Gal.
6.0
5.0
4.0
3.0
2.0
1.0
0.0
January
February
March
April
May
June
July
August
September
October
November
December
Month
2024
2025


Elk River Municipal Utilities Monthly Water Sales
Sales in Million Gal.
180
160
140
120
100
80
60
40
20
0
$600,000
$500,000
$400,000
$300,000
$200,000
$100,000
$0
Sales In Dollars
January
February
March
April
May
June
July
August
September
October
November
December
Month
2024 MG
2025 MG
2024 $
2025 $

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

| Beginning Fiscal Period[YYYYMM] | GL Division | GL Department |
|---|---|---|
| 202501 | All | All |

| Ending Fiscal Period[YYYYMM] | GL Activity | Period Type |
|---|---|---|
| 202501 | All | Closed Period |

**Budget Revenue Comparison & Variance**
**Jan, 2025 - Jan, 2025**

**$675,336.26**

**18.51%**

| Actual | Budget |
|---|---|
| $4,324,180.03 | $3,648,843.77 |

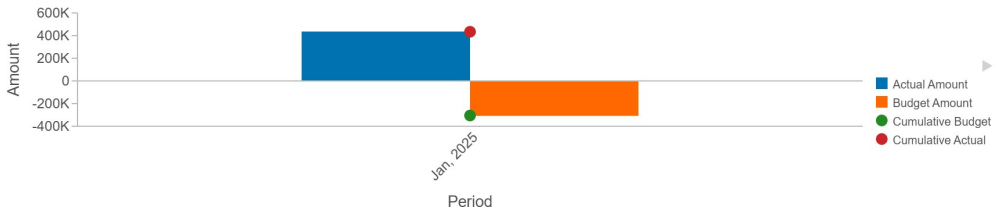
**Budget Expense Comparison & Variance**
**Jan, 2025 - Jan, 2025**

**-$63,822.92**

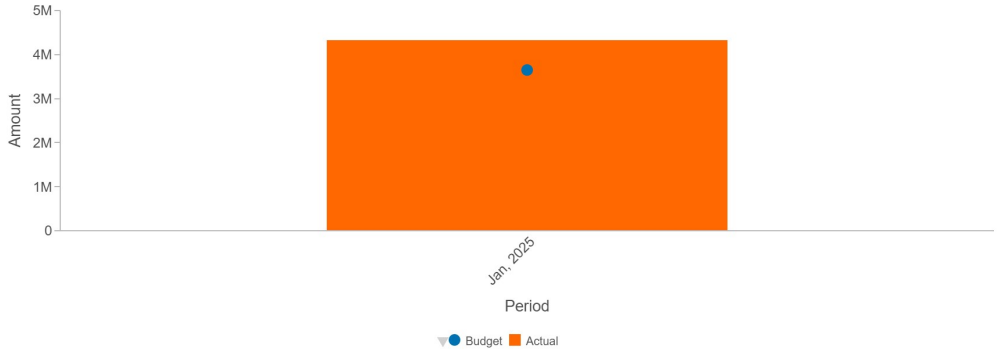
**-1.61%**

| Actual | Budget |
|---|---|
| $3,890,072.57 | $3,953,895.49 |

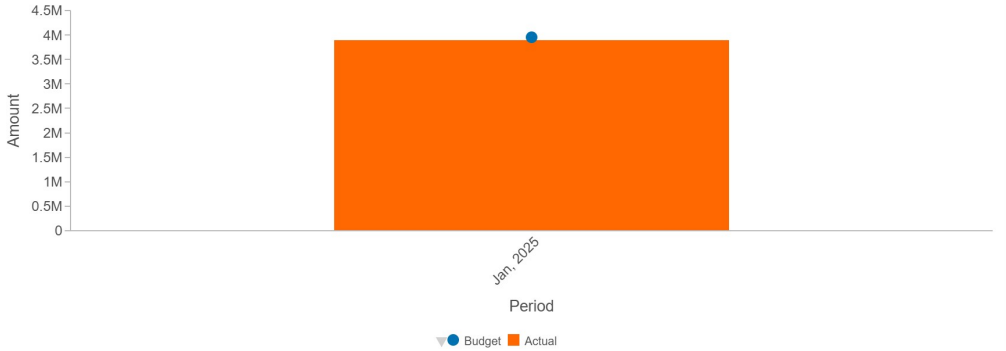
**Budget Analysis by Period**
**Jan, 2025 - Jan, 2025**




**Revenue Budget vs Actual by Period**
**Jan, 2025 - Jan, 2025**




**Expense Budget vs Actual by Period**
**Jan, 2025 - Jan, 2025**



Elk River Municipal Utilities

**UTILITIES COMMISSION MEETING**

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

**DISCUSSION:**

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

To date we have made 71 residential repairs utilizing master plumber Karsten Nelson (Archer Plumbing) with a running total of $25,010.36 in repair costs. This is about a 1.82% repair rate based on the total number of installed water meters. In April 2024, the Commission voted to absorb these residential costs at an estimate of $300 per job for approximately 100-150 homes, totaling between $30-$45K.

Allegiant's commercial meter subcontractor (Archer Plumbing) has completed 200 commercial water meter replacements and 27 retrofits as of March 4. The commercial water meter exchange work is about 37.5% complete.

As of March 4, Allegiant has completed 7,010 residential electric meter replacements. Allegiant will have two technicians on the project until they complete the installations. The residential electric meter exchange work is about 57% complete. Installations are being performed Monday through Friday from 8:00 a.m. to 4:30 p.m. and Saturdays from 10:00 a.m. to 2:00 p.m. We received the remainder (2,116) of our 2S-200A residential electric meters on February 28.

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

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

Elk River Municipal Utilities

# UTILITIES COMMISSION MEETING

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

**DISCUSSION:**

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

**ATTACHMENTS:**

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

MMUA
Minnesota Municipal Utilities Association

# 2025 Federal Legislative Priorities

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

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

*Hometown services. Hometown strengths. Hometown solutions.*

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Minnesota Municipal Power Agency

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**2024 Year in Review Summary**

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

Elk River Municipal Utilities

**UTILITIES COMMISSION MEETING**

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

**DISCUSSION:**

- Office walk-in traffic for February consisted of 124 customers, averaging 31 customers per week over the four-week period.
- ERMU disconnections for February: The Cold Weather Rule is in effect, meaning customers cannot be disconnected until 30 days after they receive their disconnection notice.
    - Cycle 1 – No disconnections due to cold weather.
    - Cycle 2 – No disconnections due to cold weather.
    - Cycle 3 – No disconnections due to cold weather.
    - Cycle 4 – 9 disconnections.
- During the month of February 2025, the customer service team entered 43 payment arrangements with customers. During February 2024 there were 38 payment arrangements.
- A significant amount of staff time is dedicated to the Advanced Metering Infrastructure project, including daily follow-ups with customers and coordination with both internal and external teams. Ongoing communication efforts aim to ensure water customers schedule their meter replacements by April 1, 2025, to avoid additional service fees.
- Staff completed a street and security light audit for residential and commercial customers in Otsego, Dayton, and Elk River. Phase two, focusing on city-billed lights, will begin in fall 2025.
- An audit of customer accounts in Otsego was completed to verify accurate billing of franchise fees.
- The annual Minnesota Public Utilities Commission report, Distributed Energy Resource Docket 25-10, has been submitted.
- IT staff continue collaborating with Marco on security initiatives for 2025.
- Currently there are eight active residential solar photovoltaic projects planned or under construction in the ERMU service territory.
- In the last 30 days, combined the level two charger located downtown and in the parking lot in front of ERMU had 28 sessions and provided customers with 408 kWh of green energy.

Elk River Municipal Utilities

**UTILITIES COMMISSION MEETING**

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

**DISCUSSION:**

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

Elk River Municipal Utilities

**UTILITIES COMMISSION MEETING**

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

**DISCUSSION:**

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

**ATTACHMENTS:**

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

Elk River Municipal Utilities

SPRING 2025

THE CURRENT

# Electric Rates Held for Second Consecutive Year

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

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

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

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

# Water and Electric Meter Replacements Continue

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

## 2024 ERMU STATISTICS

### ELECTRIC DEPARTMENT

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

### WATER DEPARTMENT

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

### DISCOVER SAVINGS WITH ERMU

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

**RESIDENTIAL**

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

**COMMERCIAL**

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

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

SPRING 2025
# THE CURRENT

## ERMU Honored by National Weather Service

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

## Lineworker Appreciation Day

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

## Residential Solar Installation: What to Know

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

## Connect and Save with SmartHub

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

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

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

### DRINKING WATER WEEK MAY 4-10

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

### SPRING PROJECTS? CALL BEFORE YOU DIG

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

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

# URGENT NOTICE!

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

**Next Step**

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

**866.925.8048**

# ELECTRIC METER INSTALLATION

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

SCAN HERE FOR PROJECT DETAILS

Elk River Municipal Utilities

Elk River Municipal Utilities

## AMI Communication Timeline

**Introduction to AMI (November 2023 – December 2023)**

November 2023

- AMI Project FAQ Page: A dedicated FAQ page for the AMI project was launched on ERMU's website with continuous updates provided throughout the project.
- Customer Notification: All customers received a 1/3 sheet insert introducing AMI with their November billing statement.
- Newsletter and Social Media:
    - Introductory AMI information was shared in ERMU's monthly e-newsletter, *The Connector.*
    - A social media post on November 1 introduced AMI to customers via LinkedIn, Facebook, Instagram, and Twitter.

December 2023

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

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**AMI Installation Updates (March 2024 – November 2024)**

March 2024

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

May 2024

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

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

July 2024

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

September – October 2024

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

November 2024

- Customer Reminder: All customers received a 1/3 sheet insert reminding them about the AMI project and providing electric meter installation information, included with their November billing statements.
- Social Media Post: A November 13 post provided an AMI installation update via Facebook, Instagram, and Twitter.

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

December 2024

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

January 2025

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

February 2025

- Direct Mail Postcard: A postcard was sent on February 11 to all remaining residential water customers who had not scheduled their meter replacement appointments.
- Call Campaigns:
    - February 2: Calls notified cycle 2 customers that Allegiant would be in their area for electric meter replacements.
    - February 9: Calls notified cycle 3 customers of upcoming electric meter replacements.
    - February 27: There were 275 calls made reminding customers that water appointments must be scheduled by April 1 to avoid additional service fees, starting at $50 per month.

March 2025

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

Elk River Municipal Utilities

**UTILITIES COMMISSION MEETING**

| | |
|---|---|
| **TO:**<br>ERMU Commission | **FROM:**<br>Thomas Geiser – Operations Director |
| **MEETING DATE:**<br>March 11, 2025 | **AGENDA ITEM NUMBER:**<br>6.1e |
| **SUBJECT:**<br>Staff Update | |
| **ACTION REQUESTED:**<br>None | |

**DISCUSSION:**

- Working through the second round of maps for the new GIS mapping system that we plan to move forward with in the future. Maps 1 through 60 are complete.
- The dehydration of the existing Cooper/Eaton switchgear is going well.
- We are still addressing the ongoing lack of communication and action regarding the recalled reclosers. At this time, we are waiting for all 30 of our units to be repaired.
- Staff attended the Minnesota Municipal Utilities Association's Emergency Preparedness Restoration Conference in St Cloud, February 19-20. It was a very good conference.
- A runaway axle off a truck hit a transformer off County Road 1 on Monday, February 24 causing an outage for 16 homes.

Elk River Municipal Utilities

**UTILITIES COMMISSION MEETING**

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

**DISCUSSION:**

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

Elk River Municipal Utilities

**UTILITIES COMMISSION MEETING**

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

**DISCUSSION:**

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

Elk River Municipal Utilities

**UTILITIES COMMISSION MEETING**

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

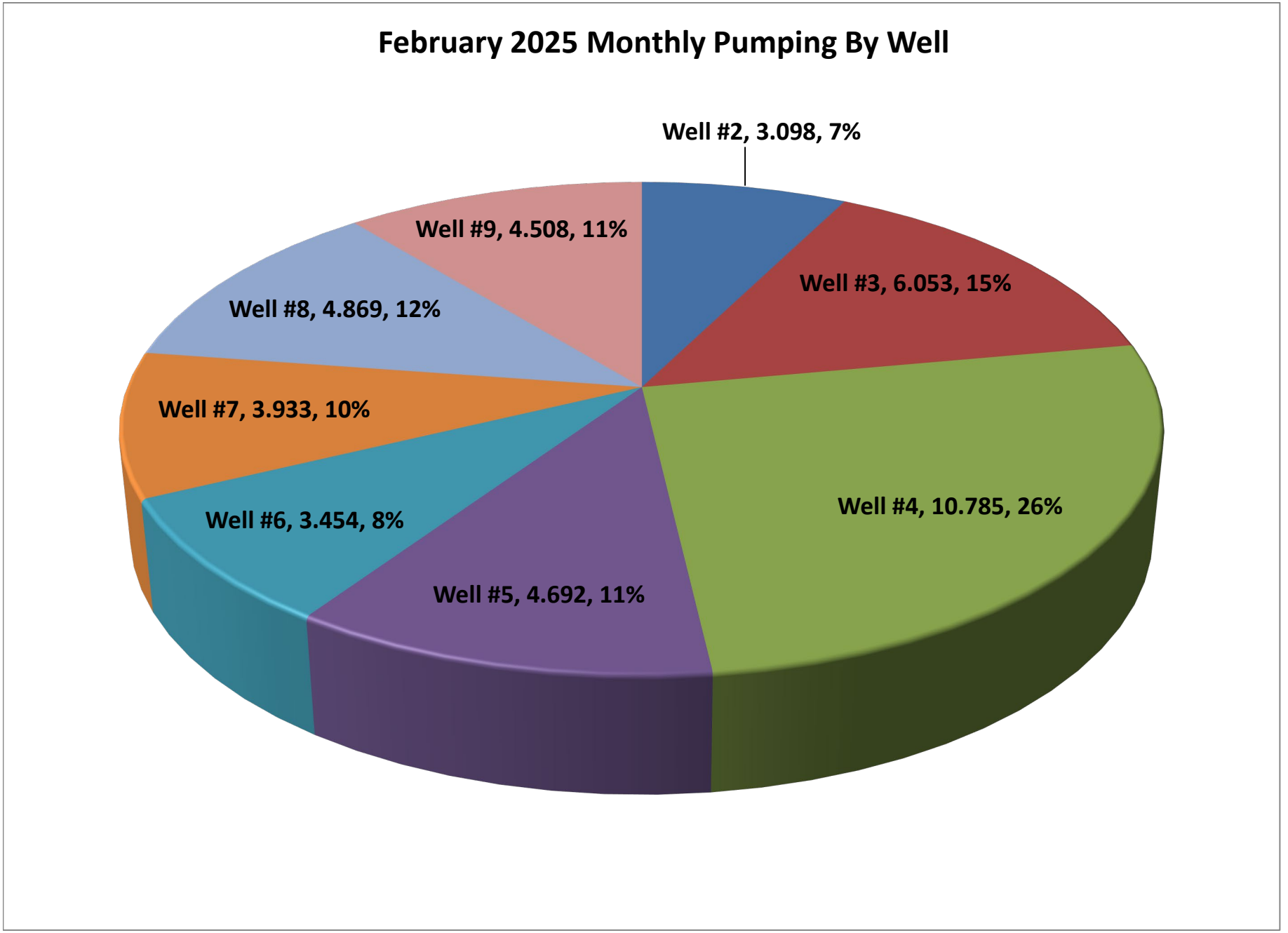
**DISCUSSION:**

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

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

**ATTACHMENTS:**

- February 2025 Pumping by Well




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

Elk River Municipal Utilities

# 2025 GOVERNANCE AGENDA

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