

AGENDA

1.0 GOVERNANCE

- 1.1 Call Meeting to Order
- 1.2 Pledge of Allegiance
- 1.3 Consider the Agenda
- 1.4 Recognition of Employee Longevity – Angela Hauge, 16 years

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

- 2.1 Check Register – June 2023
- 2.2 Regular Meeting Minutes – June 13, 2023

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

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

- 4.1 Commission Policy Review – G.1g – Planning Themes
- 4.2 Annual Commission Performance Self-Evaluation
- 4.3 Annual Strategic Plan Review

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

- 5.1 Financial Report – May 2023
- 5.2 Field Services Facility Expansion Project
- 5.3 Otsego Transformer Bid

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

- 6.1 Staff Updates
- 6.2 City Council Update
- 6.3 Future Planning (Announce the next regular meeting, special meeting, or planned quorum.)
 - a. Regular Commission Meeting – August 8, 2023
 - b. Quorum – Sherburne County Parade – July 22, 2023
 - c. Quorum – MMPA Annual Meeting and Dinner – July 25, 2023
 - d. 2023 Governance Agenda
- 6.4 Other Business (Items added during agenda approval.)

7.0 ADJOURN REGULAR MEETING

TO: ERMU Commission	FROM: Mark Hanson – General Manager
MEETING DATE: July 11, 2023	AGENDA ITEM NUMBER: 1.4
SUBJECT: Recognition of Employee Longevity – Angela Hauge, 16 years	
ACTION REQUESTED: Recognize Angela Hauge for 16 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:

Angela Hauge has been an employee with ERMU since 6/11/2007 and, therefore, has earned the 16-year longevity pay benefit. We recognize Angela and all her contributions to the success of ERMU through her service.

CHECK REGISTER

June 2023

APPROVED BY:

Paul Bell

John Dietz

Mary Stewart

Matt Westgaard

Nick Zerwas

07/03/2023 7:54:08 am

Page: 1

Payroll/Labor Check Register Totals

06/09/2023 To 06/09/2023

<u>Pays</u>	<u>Job</u>	<u>Amount</u>	<u>Hours</u>
Gross Pay			
2	Reg Hourly	98,949.05	2,355.75
20	Reg Salary	36,218.76	588.00
3	Overtime	1,748.19	22.50
4	Double Time	949.28	8.50
5	On-Call/Stand-by	2,541.64	56.00
24	FLSA	25.82	0.00
25	Rest Time	0.00	0.00
10	Bonus Pay	109.14	2.00
18	Commissioner Reimb - Electric	600.00	0.00
104	Commission Stipend	60.00	0.00
105	Perf. Metr. Distr.	-74.59	0.00
VAC	Vacation Pay	11,994.12	262.69
SICK	Sick Pay	1,477.04	34.25
HOL	Holiday Pay	15,899.36	344.00
78	Retro Earnings	0.00	0.00
5-2	On-Call/Stand-by/OT	730.80	9.25
18A	Commissioner Reimb. - Water	150.00	0.00
10-3	Bonus Pay Overtime	0.00	0.00
104A	Commission Stipend - Water	15.00	0.00
PVT	Purchased Vacation Time	0.00	0.00
PTOY	Personal Day - Year	657.68	16.00
3C	Overtime-Comp Time	1,273.32	18.00
4C	Double Time-Comp Time	1,508.43	14.50
CM3C	Overtime-Comp Time Adjusted	-1,273.32	-18.00
CM4C	Double Time-Comp Time Adjusted	-1,508.43	-14.50
COMP	Comp Time Taken	776.16	17.75
106	Longevity Pay	0.00	0.00
MIL	Military Pay - Calendar Year	0.00	0.00
10W	Bonus Pay	0.00	0.00
	Gross Pay Total:	<u>172,827.45</u>	<u>3,716.69</u>
	Total Pays:	<u>172,827.45</u>	<u>3,716.69</u>

07/03/2023 7:54:50 am

Page: 1

Payroll/Labor Check Register Totals

06/23/2023 To 06/23/2023

<u>Pays</u>	<u>Job</u>	<u>Amount</u>	<u>Hours</u>
Gross Pay			
2 Reg Hourly		98,765.72	2,392.50
20 Reg Salary		37,046.98	601.50
3 Overtime		1,513.48	19.75
4 Double Time		2,766.50	26.50
5 On-Call/Stand-by		2,610.86	56.00
24 FLSA		46.53	0.00
25 Rest Time		119.72	2.75
10 Bonus Pay		436.56	8.00
105 Perf. Metr. Distr.		0.00	0.00
VAC Vacation Pay		9,378.14	196.50
SICK Sick Pay		1,568.16	37.00
HOL Holiday Pay		16,287.20	352.00
78 Retro Earnings		0.00	0.00
5-2 On-Call/Stand-by/OT		449.53	5.50
10-3 Bonus Pay Overtime		0.00	0.00
PVT Purchased Vacation Time		0.00	0.00
PTOY Personal Day - Year		850.24	16.00
3C Overtime-Comp Time		1,107.61	15.50
4C Double Time-Comp Time		807.88	8.00
CM3C Overtime-Comp Time Adjusted		-1,107.61	-15.50
CM4C Double Time-Comp Time Adjusted		-807.88	-8.00
COMP Comp Time Taken		1,294.08	26.00
106 Longevity Pay		0.00	0.00
MIL Military Pay - Calendar Year		0.00	0.00
10W Bonus Pay		0.00	0.00
Gross Pay Total:		<u>173,133.70</u>	<u>3,740.00</u>
Total Pays:		173,133.70	3,740.00

07/03/2023 7:53:19 AM

Accounts Payable Check Register

Page 1

06/01/2023 To 06/30/2023

Bank Account: 1 - GENERAL FUND

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
2347 6/5/23	WIRE	5655	FIRST DATA	CC FEES - MAY 2023	1,513.58
				CC FEES - MAY 2023	378.39
				CC FEES - MAY 2023	517.35
				CC FEES - MAY 2023	129.34
				CC FEES - MAY 2023	726.84
				CC FEES - MAY 2023	181.71
				CC FEES - MAY 2023	28.51
				CC FEES - MAY 2023	7.13
				CC FEES - MAY 2023	521.61
				CC FEES - MAY 2023	130.40
				CC FEES - MAY 2023	4,339.42
				CC FEES - MAY 2023	1,084.85
Total for Check/Tran - 2347:					9,559.13
2348 6/5/23	WIRE	5631	AMERICAN EXPRESS	ACH FEES - MAY 2023	163.40
				ACH FEES - MAY 2023	40.85
Total for Check/Tran - 2348:					204.25
Total for Bank Account - 1 :					(2) 9,763.38

07/03/2023 7:53:19 AM

Accounts Payable Check Register

Page 2

06/01/2023 To 06/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
3966 6/1/23	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	PAYROLL TAXES - STATE	6,116.18
				PAYROLL TAXES - STATE	1,058.06
Total for Check/Tran - 3966:					7,174.24
3968 6/2/23	WIRE	824	HOME DEPOT CREDIT SERVICES	HOME DEPOT	175.11
				HOME DEPOT	39.10
Total for Check/Tran - 3968:					214.21
3969 6/2/23	WIRE	651	WILSON & COMPANY, INC	INSPECTION & FLAGGING SERVICES	3,600.00
3971 6/6/23	WIRE	166	ONLINE UTILITY EXCHANGE (ELECTR	UTILITY EXCHANGE REPORT - MAY 2023	345.84
				UTILITY EXCHANGE REPORT - MAY 2023	86.46
Total for Check/Tran - 3971:					432.30
3973 6/6/23	WIRE	7463	FURTHER	FSA CLAIM REIMBURSEMENTS - 164	153.86
				FSA CLAIM REIMBURSEMENTS - 164	38.46
Total for Check/Tran - 3973:					192.32
3976 6/14/23	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	PAYROLL TAXES - FEDERAL & FICA	214.76
				PAYROLL TAXES - FEDERAL & FICA	149.36
				PAYROLL TAXES - FEDERAL & FICA	14,295.41
				PAYROLL TAXES - FEDERAL & FICA	21,199.06
				PAYROLL TAXES - FEDERAL & FICA	1,907.55
				PAYROLL TAXES - FEDERAL & FICA	3,485.88
Total for Check/Tran - 3976:					41,252.02
3977 6/13/23	WIRE	153	PERA (ELECTRONIC)	PERA EMPLOYEE CONTRIBUTION	9,390.60
				PERA CONTRIBUTIONS	10,835.29
				PERA EMPLOYEE CONTRIBUTION	1,587.33
				PERA CONTRIBUTIONS	1,831.55
Total for Check/Tran - 3977:					23,644.77
3978 6/13/23	WIRE	160	HCSP (ELECTRONIC)	HCSP EMPLOYEE CONTRIBUTIONS	1,998.99
				HCSP EMPLOYEE CONTRIBUTIONS	255.98
Total for Check/Tran - 3978:					2,254.97

07/03/2023 7:53:19 AM

Accounts Payable Check Register

Page 3

06/01/2023 To 06/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
3979 6/13/23	WIRE	161	MNDP (ELECTRONIC)	MNDP EE MANAGER CONTRIBUTIONS	273.72
				MNDP EMPLOYEE CONTRIBUTIONS	3,778.34
				MNDP EMPLOYER CONTRIBUTION	2,307.27
				MNDP EMPLOYER MGR CONTRIBUTION	461.45
				MNDP EE ROTH CONTRIBUTIONS	883.49
				MNDP EE ROTH MGR CONTRIBUTIONS	187.73
				MNDP EE MANAGER CONTRIBUTIONS	38.50
				MNDP EMPLOYEE CONTRIBUTIONS	343.93
				MNDP EMPLOYER CONTRIBUTION	352.94
				MNDP EMPLOYER MGR CONTRIBUTION	63.33
				MNDP EE ROTH CONTRIBUTIONS	184.45
				MNDP EE ROTH MGR CONTRIBUTIONS	24.83
Total for Check/Tran - 3979:					8,899.98
3980 6/13/23	WIRE	285	JOHN HANCOCK	W&A EMPLOYER CONTRIBUTION	1,022.63
				W&A MANAGER CONTRIBUTION	449.58
				WENZEL EE ROTH MGR CONTRIBUTIONS	126.54
				WENZEL EMPLOYEE CONTRIBUTIONS	1,532.79
				WENZEL MANAGER CONTRIBUTIONS	323.04
				DEF COMP ROTH CONTRIBUTIONS W&A	776.96
				W&A EMPLOYER CONTRIBUTION	221.72
				W&A MANAGER CONTRIBUTION	34.32
				WENZEL EMPLOYEE CONTRIBUTIONS	62.52
				WENZEL MANAGER CONTRIBUTIONS	34.32
				DEF COMP ROTH CONTRIBUTIONS W&A	169.20
Total for Check/Tran - 3980:					4,753.62
3981 6/13/23	WIRE	598	MINNESOTA CHILD SUPPORT PAYMEN	CHILD SUPPORT/LEVY	562.52
3982 6/14/23	WIRE	7463	FURTHER	FSA CLAIM REIMBURSEMENTS - 172	16.00
				FSA CLAIM REIMBURSEMENTS - 172	4.00
				FSA CLAIM REIMBURSEMENTS - 168	360.00

07/03/2023 7:53:19 AM

Accounts Payable Check Register

Page 4

06/01/2023 To 06/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 3982:					380.00
3983 6/15/23	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	PAYROLL TAXES - STATE	61.01
				PAYROLL TAXES - STATE	6,386.13
				PAYROLL TAXES - STATE	957.24
Total for Check/Tran - 3983:					7,404.38
3984 6/15/23	WIRE	160	HCSP (ELECTRONIC)	TERMED EE HCSP PAYOUT - 180	863.93
3985 6/15/23	WIRE	7463	FURTHER	HSA EMPLOYEE CONTRIBUTION	2,535.01
				HSA EMPLOYEE CONTRIBUTION	394.16
Total for Check/Tran - 3985:					2,929.17
3986 6/15/23	WIRE	9654	CARDMEMBER SERVICE	FIRST NATIONAL BANK VISA	14,010.19
				FIRST NATIONAL BANK VISA	2,921.47
Total for Check/Tran - 3986:					16,931.66
3987 6/16/23	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	PAYROLL TAXES - FEDERAL & FICA	1,227.60
				PAYROLL TAXES - FEDERAL & FICA	853.76
				PAYROLL TAXES - FEDERAL & FICA	477.40
				PAYROLL TAXES - FEDERAL & FICA	332.02
Total for Check/Tran - 3987:					2,890.78
3988 6/20/23	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	PAYROLL TAXES - STATE	348.76
				PAYROLL TAXES - STATE	135.64
Total for Check/Tran - 3988:					484.40
3989 6/21/23	WIRE	7463	FURTHER	ADMINISTRATIVE FEE INVOICE - JUNE 2023	127.20
				ADMINISTRATIVE FEE INVOICE - JUNE 2023	25.30
Total for Check/Tran - 3989:					152.50
3990 6/21/23	WIRE	7463	FURTHER	FSA CLAIM REIMBURSEMENTS - 172	153.86
				FSA CLAIM REIMBURSEMENTS - 172	38.46
Total for Check/Tran - 3990:					192.32
3992 6/21/23	WIRE	174	MINNESOTA REVENUE SALES TX (ELE	SALES AND USE TAX - MAY 2023	167,854.75
				SALES AND USE TAX - MAY 2023	-1.62

07/03/2023 7:53:19 AM

Accounts Payable Check Register

Page 5

06/01/2023 To 06/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
SALES AND USE TAX - MAY 2023					5,069.87
Total for Check/Tran - 3992:					172,923.00
3993 6/21/23	WIRE	3936	WORLD VISION	World Vision Contributions	34.81
				World Vision Contributions	5.19
Total for Check/Tran - 3993:					40.00
3995 6/26/23	WIRE	153	PERA (ELECTRONIC)	PERA EMPLOYEE CONTRIBUTION	9,449.52
				PERA CONTRIBUTIONS	10,903.27
				PERA EMPLOYEE CONTRIBUTION	1,619.22
				PERA CONTRIBUTIONS	1,868.33
Total for Check/Tran - 3995:					23,840.34
3996 6/26/23	WIRE	160	HCSP (ELECTRONIC)	HCSP EMPLOYEE CONTRIBUTIONS	2,002.43
				HCSP EMPLOYEE CONTRIBUTIONS	261.65
Total for Check/Tran - 3996:					2,264.08
3997 6/26/23	WIRE	161	MNDP (ELECTRONIC)	MNDP EE MANAGER CONTRIBUTIONS	273.72
				MNDP EMPLOYEE CONTRIBUTIONS	3,781.94
				MNDP EMPLOYER CONTRIBUTION	2,131.07
				MNDP EMPLOYER MGR CONTRIBUTION	461.50
				MNDP EE ROTH CONTRIBUTIONS	883.54
				MNDP EE ROTH MGR CONTRIBUTIONS	187.78
				MNDP EE MANAGER CONTRIBUTIONS	38.50
				MNDP EMPLOYEE CONTRIBUTIONS	340.33
				MNDP EMPLOYER CONTRIBUTION	329.14
				MNDP EMPLOYER MGR CONTRIBUTION	63.28
				MNDP EE ROTH CONTRIBUTIONS	184.40
				MNDP EE ROTH MGR CONTRIBUTIONS	24.78
Total for Check/Tran - 3997:					8,699.98
3998 6/26/23	WIRE	285	JOHN HANCOCK	W&A EMPLOYER CONTRIBUTION	1,023.11
				W&A MANAGER CONTRIBUTION	450.43
				WENZEL EE ROTH MGR CONTRIBUTIONS	126.54

07/03/2023 7:53:19 AM

Accounts Payable Check Register

Page 6

06/01/2023 To 06/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				WENZEL EMPLOYEE CONTRIBUTIONS	1,570.79
				WENZEL MANAGER CONTRIBUTIONS	323.89
				DEF COMP ROTH CONTRIBUTIONS W&A	776.93
				W&A EMPLOYER CONTRIBUTION	221.89
				W&A MANAGER CONTRIBUTION	34.55
				WENZEL EMPLOYEE CONTRIBUTIONS	62.66
				WENZEL MANAGER CONTRIBUTIONS	34.55
				DEF COMP ROTH CONTRIBUTIONS W&A	169.23
				Total for Check/Tran - 3998:	4,794.57
3999 6/26/23	WIRE	598	MINNESOTA CHILD SUPPORT PAYMEN	CHILD SUPPORT/LEVY	562.52
4000 6/27/23	WIRE	7463	FURTHER	HSA EMPLOYEE CONTRIBUTION	2,462.59
				HSA EMPLOYEE CONTRIBUTION	391.58
				Total for Check/Tran - 4000:	2,854.17
4001 6/28/23	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	PAYROLL TAXES - FEDERAL & FICA	14,401.61
				PAYROLL TAXES - FEDERAL & FICA	21,341.98
				PAYROLL TAXES - FEDERAL & FICA	1,968.90
				PAYROLL TAXES - FEDERAL & FICA	3,539.80
				Total for Check/Tran - 4001:	41,252.29
4002 6/28/23	WIRE	7463	FURTHER	FSA CLAIM REIMBURSEMENTS - 172	185.95
				FSA CLAIM REIMBURSEMENTS - 172	46.49
				Total for Check/Tran - 4002:	232.44
4003 6/29/23	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	PAYROLL TAXES - STATE	6,456.34
				PAYROLL TAXES - STATE	992.67
				Total for Check/Tran - 4003:	7,449.01
18299 6/1/23	DD	5203	CHRISTOPHER KERZMAN	CLASS & SUMMIT MILEAGE	285.58
18300 6/1/23	DD	618	PARKER THEISEN	LEADERSHIP SNACKS & MILEAGE	38.38
				LEADERSHIP SNACKS & MILEAGE	9.60
				Total for Check/Tran - 18300:	47.98

07/03/2023 7:53:19 AM

Accounts Payable Check Register

Page 7

06/01/2023 To 06/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
18353 6/9/23	DD	5458	LUCAS HAAFTEN	COMPETENT PERSON WKSP MEALS - 165	59.99
18354 6/9/23	DD	246	JEREMY LINDBERG	COMPETENT PERSON WKSP MEALS - 135	49.88
18401 6/22/23	DD	8469	KATHY A GREENBERG	PARADE CANDY	157.67
85825 6/1/23	CHK	3982	CENTERPOINT ENERGY	NATURAL GAS & IRON REMOVAL	1,490.33
				NATURAL GAS & IRON REMOVAL	479.59
Total for Check/Tran - 85825:					1,969.92
85826 6/1/23	CHK	656	DGR ENGINEERING	PROFESSIONAL SERIVCES-OTSEGO SUBSTATION	14,468.89
85827 6/1/23	CHK	9997	DSF PROPERTIES LLC	Credit Balance Refund	69.04
85828 6/1/23	CHK	3667	ELFERING & ASSOCIATES	PROFESSIONAL SERVICES - APRIL 2023	350.00
				WATER MODELING - APRIL 2023	910.00
				PROFESSIONAL SERVICES - APRIL 2023	7,210.00
				PROFESSIONAL SERVICES - APRIL 2023	560.00
Total for Check/Tran - 85828:					9,030.00
85829 6/1/23	CHK	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 2 - ACCT 436 - APRIL 2023	2,386.39
85830 6/1/23	CHK	9997	HP MINNESOTA I, LLC	Credit Balance Refund	229.76
85832 6/1/23	CHK	9997	LGI HOMES, MN	Credit Balance Refund	197.27
85833 6/1/23	CHK	9997	LGI HOMES, MN	Credit Balance Refund	188.39
85834 6/1/23	CHK	9997	LGI HOMES, MN	Credit Balance Refund	135.23
85835 6/1/23	CHK	9997	LGI HOMES, MN	Credit Balance Refund	159.27
85836 6/1/23	CHK	9997	LGI HOMES, MN	Credit Balance Refund	156.62
85837 6/1/23	CHK	9997	SHURI NWUNASI	Credit Balance Refund	200.95
85838 6/1/23	CHK	811	PRIME ADVERTISING & DESIGN, INC.	MONTHLY HOSTING OF WEBSITE	40.00
				MONTHLY HOSTING OF WEBSITE	40.00
				MONTHLY HOSTING OF WEBSITE	20.00

07/03/2023 7:53:19 AM

Accounts Payable Check Register

Page 8

06/01/2023 To 06/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 85838:					100.00
85839 6/1/23	CHK	3218	RDO EQUIPMENT CO.	PARTS FOR UNIT #61	-37.77
				PARTS FOR UNIT #61	517.40
Total for Check/Tran - 85839:					479.63
85840 6/1/23	CHK	9997	JAMES SORENSON	Credit Balance Refund	281.32
85841 6/1/23	CHK	9997	TRANEICIA SYLVESTER	Credit Balance Refund	50.81
85842 6/1/23	CHK	1074	WINDSTREAM	OFFICE TELEPHONE	108.48
				OFFICE TELEPHONE	34.95
				OFFICE TELEPHONE	27.12
Total for Check/Tran - 85842:					170.55
85843 6/9/23	CHK	11	CITY OF ELK RIVER	PFRANCHISE FEE CREDIT - APRIL 2023	-699.17
				TRASH BILLED - MAY 2023	160,999.76
Total for Check/Tran - 85843:					160,300.59
85844 6/9/23	CHK	4531	AT & T MOBILITY	CELL PHONES & iPad BILLING	19.00
				CELL PHONES & iPad BILLING	2,532.41
				CELL PHONES & iPad BILLING	562.72
Total for Check/Tran - 85844:					3,114.13
85845 6/9/23	CHK	9997	RENDA BAIRD	INACTIVE REFUND	35.14
85846 6/9/23	CHK	6	BEAUDRY OIL COMPANY	DIESEL	3,376.80
85847 6/9/23	CHK	9997	GAYLE BEHREND	INACTIVE REFUND	80.33
85848 6/9/23	CHK	9997	ZACHARY BERNDT	Credit Balance Refund	148.31
85849 6/9/23	CHK	9997	SHIRLEY BERRYHILL	INACTIVE REFUND	7.32
85850 6/9/23	CHK	9997	JESSICA BESCH	Credit Balance Refund	226.50
85851 6/9/23	CHK	9997	HARRIET BESTMAN	Credit Balance Refund	265.99

07/03/2023 7:53:19 AM

Accounts Payable Check Register

Page 9

06/01/2023 To 06/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
85852 6/9/23	CHK	5224	BLUE CROSS BLUE SHIELD OF MINNES	HEALTH EE INSURANCE - JULY 2023	8,453.80
				HEALTH ER INSURANCE - JULY 2023	49,084.52
				VISION INSURANCE - JULY 2023	331.49
				HEALTH EE INSURANCE - JULY 2023	2,038.20
				HEALTH ER INSURANCE - JULY 2023	10,767.13
				VISION INSURANCE - JULY 2023	103.81
Total for Check/Tran - 85852:					70,778.95
85853 6/9/23	CHK	6138	BLUE EGG BAKERY	COOKIES FOR MEETINGS	8.40
				COOKIES FOR MEETINGS	2.10
Total for Check/Tran - 85853:					10.50
85854 6/9/23	CHK	9997	JESSICA BRUDER	INACTIVE REFUND	129.31
85855 6/9/23	CHK	11	CITY OF ELK RIVER	DOT INSPECTION - UNIT #49	100.00
				DOT INSPECTION - UNIT #21	100.00
				PARTS & LABOR FOR UNIT #33	-1.88
				PARTS & LABOR FOR UNIT #33	63.76
				PARTS & LABOR FOR UNIT #33	-0.11
				PARTS & LABOR FOR UNIT #33	3.36
				PARTS & LABOR FOR UNIT #33	57.00
				PARTS & LABOR FOR UNIT #33	3.00
				PARTS & LABOR FOR UNIT #48	100.00
				PARTS & LABOR FOR UNIT #67	100.00
				PARTS & LABOR FOR UNIT #67	-1.07
				PARTS & LABOR FOR UNIT #67	94.65
				PARTS & LABOR FOR UNIT #12	-13.32
				PARTS & LABOR FOR UNIT #12	362.37
				PARTS & LABOR FOR UNIT #45	100.00
				PARTS & LABOR FOR UNIT #47	100.00
				PARTS & LABOR FOR UNIT #47	-1.79
				PARTS & LABOR FOR UNIT #47	144.62

07/03/2023 7:53:19 AM

Accounts Payable Check Register

Page 10

06/01/2023 To 06/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PARTS & LABOR FOR UNIT #19	-1.58
				PARTS & LABOR FOR UNIT #19	61.70
				DOT INSPECTION - UNIT #43	100.00
				PARTS & LABOR FOR UNIT #43	-14.82
				PARTS & LABOR FOR UNIT #43	202.99
				PARTS & LABOR FOR UNIT #43.	100.00
				PARTS & LABOR FOR UNIT #35	-1.34
				PARTS & LABOR FOR UNIT #35	56.24
				PARTS & LABOR FOR UNIT #35	-0.06
				PARTS & LABOR FOR UNIT #35	2.95
				PARTS & LABOR FOR UNIT #2	-1.51
				PARTS & LABOR FOR UNIT #2	58.63
				PARTS & LABOR FOR UNIT #2	-0.07
				PARTS & LABOR FOR UNIT #2	3.07
				PARTS & LABOR FOR UNIT #36	-0.12
				PARTS & LABOR FOR UNIT #36	20.52
				PARTS & LABOR FOR UNIT #36	1.07
				PARTS & LABOR FOR UNIT #34	-2.09
				PARTS & LABOR FOR UNIT #34	88.66
				LABOR FOR UNIT #29	40.00
				PARTS & LABOR FOR UNIT #22	-0.40
				PARTS & LABOR FOR UNIT #22	45.40
				UNIT #1 STICKERS & RECEIVING SIGNS	-9.18
				RECEIVING SIGNS	311.37
				UNIT #1 STICKERS	54.45
				UNIT #1 STICKERS & RECEIVING SIGNS	-2.30
				RECEIVING SIGNS	77.84
				UNIT #1 STICKERS	13.61
				FUEL USAGE - APRIL 2023	2,591.75
				FUEL USAGE - APRIL 2023	721.37
Total for Check/Tran - 85855:					5,828.74

07/03/2023 7:53:19 AM

Accounts Payable Check Register

Page 11

06/01/2023 To 06/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
85856 6/9/23	CHK	2404	CORNERSTONE AUTO RESOURCE	LABOR FOR UNIT #36	113.95
				LABOR FOR UNIT #36	6.00
				PARTS & LABOR FOR UNIT #16	579.18
Total for Check/Tran - 85856:					699.13
85857 6/9/23	CHK	3173	DELL MARKETING LP	PO 14866 - PAY CORRECT VENDOR	3,179.11
85858 6/9/23	CHK	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 3 - INV GRP 395 - APRIL 2023	11,672.10
				CYCLE 3 - ACCT 37747 - APRIL 2023	10.79
				CYCLE 3 - INV GRP 414 - APRIL 2023	124.17
				CYCLE 3 - INV GRP 414 - APRIL 2023	593.73
Total for Check/Tran - 85858:					12,400.79
85859 6/9/23	CHK	671	FASTENAL COMPANY	Red Locate Paint	682.29
				MISC PARTS & SUPPLIES	147.11
Total for Check/Tran - 85859:					829.40
85860 6/9/23	CHK	9997	DONOVAN GOOSSEN	INACTIVE REFUND	154.84
85861 6/9/23	CHK	64	GRANITE ELECTRONICS INC	RADIO PARTS	197.63
85862 6/9/23	CHK	9997	JOSHUA HARRISON	Credit Balance Refund	74.02
85863 6/9/23	CHK	308	HASSAN SAND & GRAVEL	PULVERIZED TOPSOIL	63.86
				Discount	-1.19
Total for Check/Tran - 85863:					62.67
85864 6/9/23	CHK	809	HAWKINS, INC.	CHLORINE CYLINDER RENTAL	90.00
85865 6/9/23	CHK	6836	INNOVATIVE OFFICE SOLUTIONS LLC	OFFICE SUPPLIES	7.23
				OFFICE SUPPLIES	1.81
Total for Check/Tran - 85865:					9.04
85866 6/9/23	CHK	8083	JT SERVICES OF MINNESOTA	FIBERGLASS POLE	26,402.42
85867 6/9/23	CHK	653	KING SIGNS, GRAPHICS & IMAGING, LLC	Cable System	364.10
				Frames	582.55

07/03/2023 7:53:19 AM

Accounts Payable Check Register

Page 12

06/01/2023 To 06/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				Installation	215.76
				Plaque	420.73
				Wall Display	129.46
				Cable System	91.02
				Frames	145.64
				Installation	53.94
				Plaque	105.18
				Wall Display	32.36
				Total for Check/Tran - 85867:	2,140.74
85868 6/9/23	CHK	9997	MARSHA LANDERS	Credit Balance Refund	59.69
85869 6/9/23	CHK	5453	LANDFORM PROFESSIONAL SERVICES,	PROFESSIONAL SERVICES - APRIL 2023	1,165.94
				PROFESSIONAL SERVICES - APRIL 2023	166.56
				Total for Check/Tran - 85869:	1,332.50
85870 6/9/23	CHK	9997	JAMES LARSON	INACTIVE REFUND	126.97
85871 6/9/23	CHK	5537	LATHROP GPM LLP	LEGAL SERVICES - APRIL 2023	180.00
				LEGAL SERVICES - APRIL 2023	45.00
				Total for Check/Tran - 85871:	225.00
85872 6/9/23	CHK	9997	DAISY MAY	INACTIVE REFUND	120.87
85873 6/9/23	CHK	3419	MCDOWALL COMPANY	WELL #7 ROOF REPAIRS	3,632.50
85874 6/9/23	CHK	145	MENARDS	MISC PARTS & SUPPLIES	24.30
				POTHOLE PATCH	55.95
				Total for Check/Tran - 85874:	80.25
85875 6/9/23	CHK	16	MINNESOTA DEPT OF HEALTH	Dues & Subscriptions	13,714.00
85876 6/9/23	CHK	1001	MINNESOTA MUNICIPAL POWER AGEN	PURCHASED POWER - MAY 2023	1,850,523.23
				PURCHASED POWER - MAY 2023	789,267.51
				Total for Check/Tran - 85876:	2,639,790.74

07/03/2023 7:53:19 AM

Accounts Payable Check Register

Page 13

06/01/2023 To 06/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
85877 6/9/23	CHK	39	MMUA	REGIONAL WORKSHOP - 32	200.00
85878 6/9/23	CHK	9997	TERESA OTT	INACTIVE REFUND	7.82
85879 6/9/23	CHK	9997	LOGAN PAIGE	INACTIVE REFUND	278.55
85880 6/9/23	CHK	22	PLUNKETT'S PEST CONTROL, INC	SPRING & FALL INSECT PROGRAM	1,420.12
				SPRING & FALL INSECT PROGRAM	202.87
Total for Check/Tran - 85880:					1,622.99
85881 6/9/23	CHK	811	PRIME ADVERTISING & DESIGN, INC.	COMMISSIONER PHOTOS	118.99
				COMMISSIONER PHOTOS	29.75
Total for Check/Tran - 85881:					148.74
85882 6/9/23	CHK	3796	PRO-TEC DESIGN, INC	PROFESSIONAL SERVICES	66.94
				PROFESSIONAL SERVICES	9.56
Total for Check/Tran - 85882:					76.50
85883 6/9/23	CHK	9997	JONATHAN PUFFER	Credit Balance Refund	221.26
85884 6/9/23	CHK	8606	QUADIENT FINANCE USA, INC	POSTAGE	800.00
				POSTAGE	200.00
Total for Check/Tran - 85884:					1,000.00
85885 6/9/23	CHK	8897	RALPHIE'S MINNOCO	RALPHIE'S MINNOCO	54.76
85886 6/9/23	CHK	9997	BOB REHBERG	INACTIVE REFUND	491.41
85887 6/9/23	CHK	130	RESCO	Drip Trays	184.90
				Discount	-0.09
Total for Check/Tran - 85887:					184.81
85888 6/9/23	CHK	9997	DANIELLE SAMUELS	INACTIVE REFUND	341.79
85889 6/9/23	CHK	9997	HEIDI SCHWARTZ	INACTIVE REFUND	340.70
85890 6/9/23	CHK	7940	SCHWEITZER ENGINEERING LABORAT	Transceivers	2,129.60

07/03/2023 7:53:19 AM

Accounts Payable Check Register

Page 14

06/01/2023 To 06/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
85891 6/9/23	CHK	8141	SPEEDCUTTERS OUTDOOR MAINTENA	LAWN MOWING SERVICES - MAY 2023	867.43
				LAWN MOWING SERVICES - MAY 2023	2,366.19
Total for Check/Tran - 85891:					3,233.62
85892 6/9/23	CHK	9997	ROY STEIN	Credit Balance Refund	82.29
85893 6/9/23	CHK	331	TRANSUNION	SKIP TRACING - APRIL 2023	60.00
				SKIP TRACING - APRIL 2023	15.00
Total for Check/Tran - 85893:					75.00
85894 6/9/23	CHK	222	UC LABORATORY	WATER SAMPLING - GENERATOR	16.17
85895 6/9/23	CHK	3739	US BANK	ELEC REV 2021B - ADMIN FEES 5/23 to 4/24	500.00
85896 6/9/23	CHK	8808	WATER CONSERVATION SERVICE, INC.	WATER LEAK - TWIN LAKES & 171ST	346.38
85897 6/9/23	CHK	135	WATER LABORATORIES INC	WATER TESTING - MAY 2023	270.00
85898 6/9/23	CHK	9997	THOMAS WECKMAN	INACTIVE REFUND	62.74
85899 6/9/23	CHK	9997	SHAWNA WELLMAN	INACTIVE REFUND	67.30
85900 6/9/23	CHK	610	WRIGHT HENNEPIN COOPERATIVE ELE	SECURITY - WELL #8 1435 MAIN ST	29.71
				SECURITY - WELL #8 1435 MAIN ST	443.73
Total for Check/Tran - 85900:					473.44
85901 6/9/23	CHK	9997	MICHAEL ZENDER	Credit Balance Refund	270.87
85907 6/15/23	CHK	275	3X GEAR	WATER RODEO T-SHIRTS	175.67
				WATER RODEO T-SHIRTS	289.33
Total for Check/Tran - 85907:					465.00
85908 6/15/23	CHK	9997	SAMUEL ALADEMOMI	INACTIVE REFUND	320.28
85909 6/15/23	CHK	2512	AMARIL UNIFORM COMPANY	EMPLOYEE CLOTHING - 190	345.56
85910 6/15/23	CHK	9997	B & W INVESTMENTS	Credit Balance Refund	251.08
85911 6/15/23	CHK	6	BEAUDRY OIL COMPANY	UNLEADED FUEL	2,210.15

07/03/2023 7:53:19 AM

Accounts Payable Check Register

Page 15

06/01/2023 To 06/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
85912 6/15/23	CHK	9999	BERWALD ROOFING	Hydrant Rental Deposit Refund	975.84
85913 6/15/23	CHK	9	BORDER STATES ELECTRIC SUPPLY	DEADEND AL SIDE OPENING	463.50
				Press	4,462.44
				Wireholder	122.28
				WIRE	2,483.69
				WIRE	-181.31
				WIRE	2,113.84
				WIRE	-154.32
				FUSE HOLDER	1,212.77
				FIBER OPTIC CABLE	245.04
				TRACKER FAULT	15,400.20
				Tool Repair	3,062.50
				Tool Repair	1,156.25
				MISC PARTS & SUPPLIES	-8.19
				Mtce of OH Primary	112.19
				Mtce of URD Primary	3,287.00
Total for Check/Tran - 85913:					33,777.88
85914 6/15/23	CHK	9997	MICHAEL CARLON	INACTIVE REFUND	411.33
85915 6/15/23	CHK	54	CORE & MAIN LP	Penta Socket	647.72
85916 6/15/23	CHK	9999	DR&G SERVICES	Hydrant Rental Deposit Refund	840.77
85917 6/15/23	CHK	25	ECM PUBLISHERS INC	A/C TUNE-UP ADS	310.00
85918 6/15/23	CHK	9192	ELK RIVER CUB FOODS	COOKIES FOR SAFETY MEETINGS	17.18
				COOKIES FOR SAFETY MEETINGS	4.30
Total for Check/Tran - 85918:					21.48
85919 6/15/23	CHK	4252	ELK RIVER HEATING & AIR CONDITIONWELL #9 SERVICE		181.25
85920 6/15/23	CHK	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 4 - INV GRP 415 - MAY 2023	150.00
				CYCLE 4 - INV GRP 415 - MAY 2023	1,369.90

07/03/2023 7:53:19 AM

Accounts Payable Check Register

Page 16

06/01/2023 To 06/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				CYCLE 4 - INV GRP 396 - MAY 2023	273.13
				Total for Check/Tran - 85920:	1,793.03
85921 6/15/23	CHK	122	ELK RIVER WINLECTRIC	CRIMPING TOOL	-2.83
				CRIMPING TOOL	38.71
				PVC CAP	21.55
				PVC CAP	-1.57
				CONDUIT	2,177.48
				CONDUIT	-43.19
				Oxide Paste	105.00
				PVC Glue	230.00
				Mtce of OH Primary	709.91
				GFI OUTLET REPAIR	-3.29
				Misc Distribution Exp	45.05
				WEATHER SERVICE EQUIP	-8.85
				WEATHER SERVICE EQUIP	121.34
				WEATHER SERVICE EQUIP	-1.27
				WEATHER SERVICE EQUIP	17.34
				WEATHER SERVICE EQUIP	-1.89
				Misc Distribution Exp	25.79
				WEATHER SERVICE EQUIP	-0.27
				Misc Distribution Exp	3.68
				MISC PARTS & SUPPLIES	187.54
				MISC PARTS & SUPPLIES	-13.69
				BOLTS	-18.40
				Misc Distribution Exp	252.04
				Total for Check/Tran - 85921:	3,840.18
85922 6/15/23	CHK	572	EVERSPRING INN AND SUITES-MARSH	COMPETENT PERSON WORKSHOP - 135	99.57
				COMPETENT PERSON WORKSHOP - 165	99.57
				Total for Check/Tran - 85922:	199.14

07/03/2023 7:53:19 AM

Accounts Payable Check Register

Page 17

06/01/2023 To 06/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
85923 6/15/23	CHK	8709	FAIRVIEW HEALTH SERVICES	DOT DRUG SCREENING - 9 32 165	205.00
				DOT DRUG SCREENING - 157	115.00
Total for Check/Tran - 85923:					320.00
85924 6/15/23	CHK	671	FASTENAL COMPANY	HARDWARE FOR TRANSFORMERS	246.99
				MISC PARTS & SUPPLIES	4.42
				MISC PARTS & SUPPLIES	2.34
Total for Check/Tran - 85924:					253.75
85925 6/15/23	CHK	9997	DAVID GOTSCH	INACTIVE REFUND	153.50
85926 6/15/23	CHK	9997	KAREN HAMPTON	INACTIVE REFUND	295.25
85927 6/15/23	CHK	308	HASSAN SAND & GRAVEL	PULVERIZED TOPSOIL - BIN STOCK	319.29
85928 6/15/23	CHK	809	HAWKINS, INC.	Water Chemicals	636.94
85929 6/15/23	CHK	631	HEALTH PARTNERS	DENTAL EE INSURANCE - JUNE 2023	982.16
				DENTAL ER INSURANCE - JUNE 2023	2,660.30
				DENTAL EE INSURANCE - JUNE 2023	129.11
				DENTAL ER INSURANCE - JUNE 2023	673.49
Total for Check/Tran - 85929:					4,445.06
85930 6/15/23	CHK	5341	HUBBARD ELECTRIC	FIELD SERVICES BLDG	755.90
				FIELD SERVICES BLDG	822.09
				FIELD SERVICES BLDG - BILLED TO RJM	-822.09
Total for Check/Tran - 85930:					755.90
85931 6/15/23	CHK	5670	HVACREDU.NET	Website Support	375.00
85932 6/15/23	CHK	8083	JT SERVICES OF MINNESOTA	Mtce of Street Lighting	686.51
85933 6/15/23	CHK	9999	JULIAN M JOHNSON CONSTRUCTION	Hydrant Rental Deposit Refund	848.97
85934 6/15/23	CHK	9997	PAUL LACY	INACTIVE REFUND	414.42
85935 6/15/23	CHK	5537	LATHROP GPM LLP	LEGAL SERVICES - MAY 2023	400.00

07/03/2023 7:53:19 AM

Accounts Payable Check Register

Page 18

06/01/2023 To 06/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				LEGAL SERVICES - MAY 2023	100.00
				Total for Check/Tran - 85935:	500.00
85936 6/15/23	CHK	9997	LENNAR HOMES	Credit Balance Refund	115.57
85937 6/15/23	CHK	9997	LENNAR HOMES	Credit Balance Refund	95.40
85938 6/15/23	CHK	9997	LENNAR HOMES	Credit Balance Refund	61.19
85939 6/15/23	CHK	9997	LENNAR HOMES	Credit Balance Refund	82.30
85940 6/15/23	CHK	9997	KATRINA LINTON	INACTIVE REFUND	70.81
85941 6/15/23	CHK	417	LOCATORS & SUPPLIES INC.	Red Locate Flags	653.23
				White Flags	617.60
				Total for Check/Tran - 85941:	1,270.83
85942 6/15/23	CHK	9999	MASTEC NORTH AMERICA INC	Hydrant Rental Deposit Refund	892.55
85943 6/15/23	CHK	145	MENARDS	REBATE	-68.05
				MISC PARTS & SUPPLIES	42.04
				PARTS FOR CENTER GATE	9.55
				PARTS FOR CENTER GATE	1.36
				MISC PARTS & SUPPLIES	13.98
				MISC PARTS & SUPPLIES	56.93
				PARTS FOR WEATHER SERVICE EQUIP	75.76
				PARTS FOR WEATHER SERVICE EQUIP	10.83
				Total for Check/Tran - 85943:	142.40
85944 6/15/23	CHK	330	METRO SALES, INC	COPIER MTC CONTRACT - 4/21 to 5/20/23	168.49
				COPIER MTC CONTRACT - 4/21 to 5/20/23	42.13
				Total for Check/Tran - 85944:	210.62
85945 6/15/23	CHK	119	MINNESOTA COMPUTER SYSTEMS INC	COPIER MTC - 5/12 to 6/11/23	123.11
				COPIER MTC - 5/12 to 6/11/23	30.78
				Total for Check/Tran - 85945:	153.89

07/03/2023 7:53:19 AM

Accounts Payable Check Register

Page 19

06/01/2023 To 06/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
85946 6/15/23	CHK	9997	SUSAN MIREAULT	INACTIVE REFUND	77.47
85947 6/15/23	CHK	9997	PARENT CUSTOM HOMES, LLC	INACTIVE REFUND	200.41
85948 6/15/23	CHK	5056	PLAISTED COMPANIES, INC.	GRANITE	1,254.04
				GRANITE	1,062.09
Total for Check/Tran - 85948:					2,316.13
85949 6/15/23	CHK	811	PRIME ADVERTISING & DESIGN, INC.	BUSINESS CARDS - 187	47.79
				BUSINESS CARDS - 187	2.51
Total for Check/Tran - 85949:					50.30
85950 6/15/23	CHK	3218	RDO EQUIPMENT CO.	NOZZLE - UNIT #61	-25.20
				NOZZLE - UNIT #61	345.20
				PARTS FOR UNIT #50	-1.53
				PARTS FOR UNIT #50	20.94
Total for Check/Tran - 85950:					339.41
85951 6/15/23	CHK	574	REPUBLIC SERVICES, INC	TRASH & RECYCLING SERVICE - MAY 2023	1,078.72
				TRASH & RECYCLING SERVICE - MAY 2023	269.68
				TRASH & RECYCLING - MAY 2023	252.54
				TRASH & RECYCLING - MAY 2023	40.04
				TRASH & RECYCLING - MAY 2023	10.00
Total for Check/Tran - 85951:					1,650.98
85952 6/15/23	CHK	512	RJM CONSTRUCTION, LLC	FIELD SERVICES BLDG - DRAW #22	127,705.48
85953 6/15/23	CHK	9997	DYLAN SCHREIFELS	INACTIVE REFUND	273.17
85954 6/15/23	CHK	6107	STUART C. IRBY CO.	Tape	2,345.20
				100 AMP FUSE	4,440.00
				ANIMAL GUARD	1,125.82
Total for Check/Tran - 85954:					7,911.02
85955 6/15/23	CHK	9997	TAKEOFF NUTRITION	INACTIVE REFUND	350.70

07/03/2023 7:53:19 AM

Accounts Payable Check Register

Page 20

06/01/2023 To 06/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
85956 6/15/23	CHK	9999	VISU-SEWER, INC	Hydrant Rental Deposit Refund	767.42
85957 6/22/23	CHK	398	ALTEC INDUSTRIES, INC	PARTS & LABOR FOR UNIT #9	2,119.61
85958 6/22/23	CHK	191	AMERICAN PAYMENT CENTERS	DROP BOX CHARGES - 2023 QTR 3	224.38
				DROP BOX CHARGES - 2023 QTR 3	56.10
				Total for Check/Tran - 85958:	280.48
85959 6/22/23	CHK	9997	BD INVESTORS	Credit Balance Refund	101.51
85960 6/22/23	CHK	8843	CAMPBELL KNUTSON	LEGAL SERVICES - MAY 2023	1,983.54
				LEGAL SERVICES - MAY 2023	495.88
				Total for Check/Tran - 85960:	2,479.42
85961 6/22/23	CHK	3982	CENTERPOINT ENERGY	Natural Gas	335.78
				Natural Gas	103.92
				Total for Check/Tran - 85961:	439.70
85962 6/22/23	CHK	11	CITY OF ELK RIVER	SEWER BILLED - MAY 2023	219,158.01
				STORMWATER BILLED - MAY 2023	53,070.80
				REVENUE TRANSFER - MAY 2023	114,710.59
				Total for Check/Tran - 85962:	386,939.40
85963 6/22/23	CHK	54	CORE & MAIN LP	MISC PARTS & SUPPLIES	163.49
				RISER & BOX TOP	404.26
				Total for Check/Tran - 85963:	567.75
85964 6/22/23	CHK	7448	CRC	CUSTOMER SERVICE FOR AFTER HOURS	2,214.84
				CUSTOMER SERVICE FOR AFTER HOURS	553.71
				Total for Check/Tran - 85964:	2,768.55
85965 6/22/23	CHK	5204	DIVERSIFIED ADJUSTMENT SERVICE, I	COMMISSIONS DUE COLLECTION AGENCY	114.21
85966 6/22/23	CHK	25	ECM PUBLISHERS INC	CSR CLASSIFIED AD	201.92
				CSR CLASSIFIED AD	50.48
				Total for Check/Tran - 85966:	252.40

07/03/2023 7:53:19 AM

Accounts Payable Check Register

Page 21

06/01/2023 To 06/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
85967 6/22/23	CHK	9997	FDC MN LLC	Credit Balance Refund	210.37
85968 6/22/23	CHK	8949	FS3 INC.	MISC PARTS & SUPPLIES	1,218.51
				Locate Post	1,698.95
Total for Check/Tran - 85968:					2,917.46
85969 6/22/23	CHK	91	GOPHER STATE ONE-CALL	LOCATES FOR - MAY 2023	820.80
				LOCATES FOR - MAY 2023	43.20
Total for Check/Tran - 85969:					864.00
85970 6/22/23	CHK	809	HAWKINS, INC.	Water Chemicals	538.61
85971 6/22/23	CHK	631	HEALTH PARTNERS	DENTAL EE INSURANCE - JULY 2023	960.07
				DENTAL ER INSURANCE - JULY 2023	2,607.30
				DENTAL EE INSURANCE - JULY 2023	109.28
				DENTAL ER INSURANCE - JULY 2023	600.75
Total for Check/Tran - 85971:					4,277.40
85972 6/22/23	CHK	824	HOME DEPOT CREDIT SERVICES	HOME DEPOT	115.38
				HOME DEPOT	230.72
Total for Check/Tran - 85972:					346.10
85973 6/22/23	CHK	5686	HYDROCORP	Backflow Device Inspection - May 2023	1,123.00
85974 6/22/23	CHK	8083	JT SERVICES OF MINNESOTA	BREAKAWAY BASE	2,701.41
				Mtce of Street Lighting	320.99
Total for Check/Tran - 85974:					3,022.40
85975 6/22/23	CHK	8605	MARCO TECHNOLOGIES, LLC	PRINTER MTC CONTRACT - 6/1 to 7/1/23	308.09
				PRINTER MTC CONTRACT - 6/1 to 7/1/23	77.02
Total for Check/Tran - 85975:					385.11
85976 6/22/23	CHK	145	MENARDS	GREAT STUFF	10.73
				MISC PARTS & SUPPLIES	15.53
Total for Check/Tran - 85976:					26.26
85977 6/22/23	CHK	7293	MINNESOTA DEPT OF COMMERCE	2024 Q1 CIP INDIRECT ASSESSMENT	7,534.06

07/03/2023 7:53:19 AM

Accounts Payable Check Register

Page 22

06/01/2023 To 06/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
85978 6/22/23	CHK	7445	MINNESOTA UNEMPLOYMENT INSURANCE	INTEREST CHARGES-QTR 4 2022 & QTR 1 2023	352.80
				INTEREST CHARGES-QTR 4 2022 & QTR 1 2023	655.20
Total for Check/Tran - 85978:					1,008.00
85979 6/22/23	CHK	8796	MOBILE VEHICLE INTEGRATION	PARTS & LABOR FOR UNIT #1	-30.76
				PARTS & LABOR FOR UNIT #1	673.55
				PARTS & LABOR FOR UNIT #1	-7.70
				PARTS & LABOR FOR UNIT #1	63.00
				PARTS & LABOR FOR UNIT #1	105.39
Total for Check/Tran - 85979:					803.48
85980 6/22/23	CHK	633	MUTUAL OF OMAHA	ANCILLARY INSURANCE - JULY 2023	2,398.88
				ELEC LIFE INSURANCE - JULY 2023	292.16
				ANCILLARY INSURANCE - JULY 2023	459.79
				ELEC LIFE INSURANCE - JULY 2023	143.64
Total for Check/Tran - 85980:					3,294.47
85981 6/22/23	CHK	573	NCPERS MINNESOTA	EXTRA LIFE INSURANCE - JULY 2023	192.00
				EXTRA LIFE INSURANCE - JULY 2023	16.00
Total for Check/Tran - 85981:					208.00
85982 6/22/23	CHK	9300	NISC	PRINT SERVICES - MAY 2023	5,927.52
				PRINT SERVICES - MAY 2023	2,130.46
				PRINT SERVICES - MAY 2023	1,481.88
				MISC INVOICE - MAY 2023	626.60
				MISC INVOICE - MAY 2023	640.00
				MISC INVOICE - MAY 2023	156.64
				MISC INVOICE - MAY 2023	160.00
				AGREEMENTS INVOICE - MAY 2023	53.94
				AGREEMENTS INVOICE - MAY 2023	10,854.83
				AGREEMENTS INVOICE - MAY 2023	220.00
				AGREEMENTS INVOICE - MAY 2023	2,425.23
				AGREEMENTS INVOICE - MAY 2023	55.00

07/03/2023 7:53:19 AM

Accounts Payable Check Register

Page 23

06/01/2023 To 06/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				Checks	240.16
				Checks	60.04
				Total for Check/Tran - 85982:	25,032.30
85983 6/22/23	CHK	358	OLSEN CHAIN & CABLE, INC.	LEG BRIDLE	-14.43
				LEG BRIDLE	197.57
				Total for Check/Tran - 85983:	183.14
85984 6/22/23	CHK	7898	POWER SYSTEM ENGINEERING, INC.	PROFESSIONAL SERVICES - MREA GRANT	1,500.00
85985 6/22/23	CHK	811	PRIME ADVERTISING & DESIGN, INC.	Marketing	1,440.00
85986 6/22/23	CHK	3218	RDO EQUIPMENT CO.	CHIPPER BLADE SHARPENING	-14.66
				CHIPPER BLADE SHARPENING	286.16
				Total for Check/Tran - 85986:	271.50
85987 6/22/23	CHK	9997	BEN ROUSE	Credit Balance Refund	164.75
85988 6/22/23	CHK	6107	STUART C. IRBY CO.	Pedistal Bar	2,166.99
85989 6/22/23	CHK	9997	SUPERIOR STEEL ERECTORS LLC	Credit Balance Refund	210.27
85990 6/22/23	CHK	657	THE TICK TERMINATOR LLC	BUG SPRAY	-1.79
				BUG SPRAY	204.81
				Total for Check/Tran - 85990:	203.02
85991 6/22/23	CHK	8948	TRYCO LEASING INC.	LEASE FOR COPIER AT PLANT	85.49
				LEASE FOR COPIER AT PLANT	21.37
				Total for Check/Tran - 85991:	106.86
85992 6/22/23	CHK	8381	VERIFIED CREDENTIALS, LLC	BACKGROUND SCREENING - 190	80.50
85993 6/22/23	CHK	628	VICTORY CLEANING SERVICES, LLC	MONTHLY CLEANING @ OLD BLDG - MAY 2023	188.78
				MONTHLY CLEANING @ OLD BLDG - MAY 2023	26.97
				MONTHLY CLEANING FOR THE PLANT-MAY 2023	3,114.90
				MONTHLY CLEANING FOR THE PLANT-MAY 2023	444.98
				Total for Check/Tran - 85993:	3,775.63

07/03/2023 7:53:19 AM

Accounts Payable Check Register

Page 24

06/01/2023 To 06/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
85994 6/22/23	CHK	3535	WATSON COMPANY	PARADE CANDY	-0.38
				PARADE CANDY	255.83
				PARADE CANDY	-0.10
				PARADE CANDY	63.96
Total for Check/Tran - 85994:					319.31
85995 6/22/23	CHK	55	WESCO RECEIVABLES CORP.	SINGLE PHASE CABINET	2,407.32
85996 6/27/23	CHK	109	4IMPRINT, INC	PENS	485.46
				OPEN HOUSE FOOTBALLS	876.72
				OPEN HOUSE FOOTBALLS	125.24
Total for Check/Tran - 85996:					1,487.42
85997 6/27/23	CHK	9999	ASTECH CORP	Hydrant Rental Deposit Refund	918.44
85998 6/27/23	CHK	549	CHARTER COMMUNICATIONS	OFFICE TELEPHONE	152.70
				OFFICE TELEPHONE	38.18
Total for Check/Tran - 85998:					190.88
85999 6/27/23	CHK	28	CINTAS	MATS & TOWELS	234.73
				MATS & TOWELS	33.54
Total for Check/Tran - 85999:					268.27
86000 6/27/23	CHK	54	CORE & MAIN LP	PIPE	7,170.93
				RISER	274.07
Total for Check/Tran - 86000:					7,445.00
86001 6/27/23	CHK	25	ECM PUBLISHERS INC	OTSEGO TRANSFORMER BID AD	286.60
86002 6/27/23	CHK	3667	ELFERING & ASSOCIATES	PROFESSIONAL SERVICES - MAY 2023	140.00
				PROFESSIONAL SERVICES - MAY 2023	280.00
Total for Check/Tran - 86002:					420.00
86003 6/27/23	CHK	4252	ELK RIVER HEATING & AIR CONDITIONAC	TUNE-UP - WELL #8	150.00
86004 6/27/23	CHK	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 1 - ACCT 183 - MAY 2023	1,207.00
				CYCLE 1 - INV GRP 101 - MAY 2023	3,334.51

07/03/2023 7:53:19 AM

Accounts Payable Check Register

Page 25

06/01/2023 To 06/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				CYCLE 1 - INV GRP 101 - MAY 2023	90.08
				CYCLE 1 - INV GRP 101 - MAY 2023	1,521.90
				CYCLE 1 - INV GRP 101 - MAY 2023	514.27
				CYCLE 1 - INV GRP 101 - MAY 2023	380.47
				CYCLE 1 - INV GRP 325 - MAY 2023	375.00
				CYCLE 1 - INV GRP 325 - MAY 2023	15,856.84
				CYCLE 1 - INV GRP 421 - MAY 2023	8,658.17
				Total for Check/Tran - 86004:	31,938.24
86005 6/27/23	CHK	24	ELK RIVER PRINTING & VENTURE PRO	SIGNATURE STAMP	28.57
				SIGNATURE STAMP	7.14
				Total for Check/Tran - 86005:	35.71
86006 6/27/23	CHK	671	FASTENAL COMPANY	MISC PARTS & SUPPLIES	65.74
86007 6/27/23	CHK	8247	FERGUSON WATERWORKS #2516	LOCKING RING	-5.26
				LOCKING RING	72.14
				VALVE SEAT	775.40
				VALVE SEAT	-56.60
				Total for Check/Tran - 86007:	785.68
86008 6/27/23	CHK	809	HAWKINS, INC.	Water Chemicals	1,500.53
86009 6/27/23	CHK	8083	JT SERVICES OF MINNESOTA	CORRUGATED CONDUIT	16,612.75
86010 6/27/23	CHK	9999	JULIAN M JOHNSON CONSTRUCTION	Hydrant Rental Deposit Refund	942.17
86011 6/27/23	CHK	48	LEAGUE OF MN CITIES INS TRUST	2023 PROPERTY & CASUALTY - QTR 1	31,266.49
				2023 PROPERTY & CASUALTY - QTR 1	6,740.51
				Total for Check/Tran - 86011:	38,007.00
86012 6/27/23	CHK	9997	LGI HOMES, MN	Credit Balance Refund	202.33
86013 6/27/23	CHK	9997	LGI HOMES, MN	Credit Balance Refund	214.84
86014 6/27/23	CHK	145	MENARDS	PARTS FOR BOOT WASHER	39.40

07/03/2023 7:53:19 AM

Accounts Payable Check Register

Page 26

06/01/2023 To 06/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PARTS FOR BOOT WASHER	5.63
				SPRINKLER PARTS	34.34
				MISC PARTS & SUPPLIES	117.91
				Total for Check/Tran - 86014:	197.28
86015 6/27/23	CHK	8141	SPEEDCUTTERS OUTDOOR MAINTENA	LAWN MOWING SERVICES - JUNE 2023	867.69
				LAWN MOWING SERVICES - JUNE 2023	2,365.93
				Total for Check/Tran - 86015:	3,233.62
86016 6/27/23	CHK	9999	TERRY BROS., INC	Hydrant Rental Deposit Refund	945.21
86017 6/27/23	CHK	3360	THE UPS STORE 5093	OFFICE SUPPLIES	11.98
86018 6/27/23	CHK	8523	TRI CAP	CIP LOW INCOME - HH#819755 SILA	427.50
				CIP LOW INCOME - 772407 PAJAI VUE	7,182.00
				Total for Check/Tran - 86018:	7,609.50
86019 6/27/23	CHK	628	VICTORY CLEANING SERVICES, LLC	1705 MAIN ST DEEP CLEAN	897.52
				MONTHLY CLEANING FOR OLD BLDG-APR 2023	188.78
				MONTHLY CLEANING FOR OLD BLDG-APR 2023	26.97
				MONTHLY CLEANING FOR THE PLANT-APR 2023	2,831.72
				MONTHLY CLEANING FOR THE PLANT-APR 2023	404.53
				Total for Check/Tran - 86019:	4,349.52
86020 6/27/23	CHK	9997	MARJORIE ZACHARDA	Credit Balance Refund	55.88
				Total for Bank Account - 5 :	(226) 4,162,810.55
				Grand Total :	(228) 4,172,573.93

07/03/2023

7:53:19 AM

Accounts Payable Check Register

Page 27

PARAMETERS ENTERED:**Check Date:** 06/01/2023 To 06/30/2023**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
REGULAR MEETING OF THE UTILITIES COMMISSION
HELD AT THE UPPERTOWN CONFERENCE ROOM**

June 13, 2023

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

Members Absent: Commissioner Paul Bell

ERMU Staff Present: Mark Hanson, General Manager
Sara Youngs, Administrations Director
Melissa Karpinski, Finance Manager
Tony Mauren, Governance & Communications Manager
Tom Geiser, Operations Director
Chris Sumstad, Electric Superintendent
Mike Tietz, Technical Services Superintendent
Dave Ninow, Water Superintendent
Chris Kerzman, Engineering Manager
Jenny Foss, Communications & Administrative Coordinator
Parker Theisen, IT/OT Technician
Jessica Hibbard, Customer Service Representative
Theresa Olek, Customer Service Representative
Curt Wark, Lead Lineworker
Jeremy Lindberg, Bore Rig Operator

Others Present: Jared Shepherd, Attorney

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

There were no additions or corrections to the agenda. Mr. Hanson did address new language that will now be included under 3.0 Open Forum informing presenters they must adhere to a three-minute time limit. Moving forward Chair Dietz will remind presenters of this rule and Mr. Mauren will be the official timekeeper.

Moved by Commissioner Westgaard and seconded by Commissioner Stewart to approve the June 13, 2023, agenda. Motion carried 4-0.

1.4 Recognition of Employee Longevity

In September 2021, the Commission approved a Longevity Pay benefit to be paid to qualifying, eligible employees based on their years of service. Lead Lineworker Curt Wark, Customer Service Representative Jessica Hibbard, Customer Service Representative Theresa Olek, Bore Rig Operator Jeremy Lindberg, and Water Superintendent Dave Ninow each earned the 8-year longevity pay benefit.

Chair Dietz presented each employee with their award while the individual's direct supervisor shared a few words as to how they contribute to the success of the organization.

Mr. Sumstad introduced Mr. Wark as one of the company's lead lineworkers who is a hard-working Elk River native that ERMU is happy to have on the crew.

Mr. Wark stated he was happy to be at ERMU and that the time has gone by fast.

Ms. Youngs described Ms. Hibbard as a very thorough customer service representative who is extremely helpful when working with customers. Ms. Youngs also mentioned Ms. Hibbard recently completed the Elk River Area Chamber of Commerce Community Leadership program and received an award for being most likely to ask a good question from her peers.

Ms. Youngs commended Ms. Olek for her thoroughness as a customer service representative and noted she always has a smile on her face when working with customers. Ms. Youngs shared that Ms. Olek is set to retire this July and thanked her for her years of service.

Mr. Sumstad introduced Mr. Lindberg as being part of ERMU's bore crew who operates the directional drill rig. Mr. Sumstad also commented on the important role Mr. Lindberg plays in the shop during the winter months welding, fabricating, and repairing equipment.

Mr. Geiser thanked Mr. Ninow for his eight years of service, noting four years have been as ERMU's water superintendent.

A round of applause was given to all Longevity Pay recipients.

Commissioner Stewart congratulated Ms. Olek on her retirement and stated she was looking forward to many more years of service from the remaining four recipients.

2.0 CONSENT AGENDA (Approved By One Motion)

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

2.1 Check Register – May 2023

2.2 Regular Meeting Minutes – May 9, 2023

2.3 Summary of General Manager Performance Evaluation

2.4 Compensation Report

2.5 Advanced Metering Infrastructure System Master Agreement – Core & Main

Motion carried 4-0.

3.0 OPEN FORUM

No one appeared for open forum.

4.0 POLICY & COMPLIANCE

4.1 Commission Policy Review – G.1f – Organizational Fundamentals

Mr. Mauren asked the commission if they had any questions, changes, or comments regarding G.1f – Organizational Fundamentals. The commission did not.

Mr. Mauren stated that he would provide a comprehensive summary of the G.1 policy manual section at the July commission meeting.

Commissioner Westgaard stated he appreciated that there will be an overall review of the section before moving on.

4.2 Employee Handbook Annual Updates

Ms. Zachman presented her memo detailing the regular annual update of the ERMU Employee Handbook, noting there were 11 minor changes which were made by legal counsel and reviewed by management.

Commissioner Westgaard asked if there were any additional costs incurred in awarding the Longevity Pay benefit in the month of the recipients anniversary date since it may require a separate check run. Ms. Karpinski replied there were no additional costs.

Chair Dietz asked if staff could look into consolidating legal services by having Campbell Knutson also review the employee handbook in the future as opposed to having it done by a second firm.

Attorney Shepherd stated that Campbell Knutson could provide that service.

Mr. Hanson said he would take this request as an action item and report back.

Moved by Commissioner Zerwas and seconded by Commissioner Stewart to adopt the revised ERMU Employee Handbook. Motion carried 4-0.

5.0 BUSINESS ACTION

5.1 Financial Report – April 2023

Ms. Karpinski stated electric finances are favorable to budget ahead of prior YTD. She added that water finances are favorable to budget but behind prior YTD.

Chair Dietz asked if snow removal is taken care of internally or if there is an outside vendor. Ms. Karpinski explained it is handled internally during regular business hours and coded to the snow removal general ledger account.

Chair Dietz asked a clarifying question about the energy audit expense for the Furniture & Things Community Event Center. Staff explained that ERMU absorbed the cost of the audit and added it to the Donated Labor to the City line.

Commissioner Stewart requested clarification as to why, according to the financial graphs, electric demand and purchasing is trending up but electric load is trending down when it was her understanding they usually trend together. Mr. Tietz stated he would look into this further and report back.

Mr. Tietz presented the review of the Miscellaneous Power Generation expense which falls under the Operating and Maintenance expense category. He explained this expense consists mostly of the water and oil samples taken for testing related to the engines and the labor to operate them. Permitting to run the engines is expensed through this account as well.

Mr. Ninow presented the review of the Chemical Feed expense which falls under the Water Pumping Expense category. He explained this account is used to purchase chemicals for water treatment and filtration.

Moved by Commissioner Westgaard and seconded by Commissioner Stewart to receive the April 2023 Financial Report. Motion carried 4-0.

5.2 **Field Services Facility Expansion Project Update**

Mr. Kerzman reported that after meeting with RJM Construction on the remainder of final scoping items, the contract cost increase looked to be \$160.29. He added that final documentation of this cost increase agreement will be brought to the next month's commission meeting.

Mr. Kerzman stated asphalt work is finishing up this week, irrigation repairs have been made, and grass seed has been planted.

Chair Dietz asked clarifying questions about the asphalt, landscaping, and steps on the west side of the building leading down to the lower level entrance. Staff responded.

5.3 **Field Services Facility Open House Update**

Ms. Foss presented an open house planning status update for the event occurring Thursday, August 24, 4-8 p.m. She reported the required special event permit application has been approved by the City. The open house planning committee continues to meet monthly to ensure all tasks are completed on time. There is a coordinated effort with staff to ensure all areas on the logistics map are covered. The communications team has a plan in place to market the event through a variety of platforms beginning around mid-July.

Chair Dietz asked if staff would be paid overtime to run the event. Mr. Hanson confirmed that they would.

Ms. Youngs requested closure of the administration offices at 3:30 p.m. on the day of the event so that staff can be ready to go at the field service building at 4 p.m. Customers would be informed of the early closure and the phones will be set to roll over to the after-hours call center. The Commission approved this request.

The Commission requested a personal invitation be sent to former commissioner Al Nadeau and other special guests.

6.0 **BUSINESS DISCUSSION**

6.1 **Staff Updates**

Ms. Youngs reported 80 applications were received for the open customer service representative position and four have been scheduled for an interview.

Mr. Mauren explained there will be a quorum notice at the July commission meeting for the Sherburne County Fair Parade on July 22 and the upcoming Minnesota Municipal Power Agency Annual Summer Meeting at Wild Marsh Golf Club in Buffalo, MN on July 25.

Commissioner Stewart asked if the letter received from the National Weather Service was related to the set-up of a new weather station at the field services building. Mr. Ninow explained it was a transfer from the old building to the new building.

6.2 **City Council Update**

Commissioner Westgaard provided an update from the City Council meetings which have covered commission interviews, a nuisance ordinance update, a tax increment financing extension, review of a gambling license, and city parks restrooms updates.

Chair Dietz asked Mr. Tietz if he could present an introduction to Advanced Metering Infrastructure to the City Council so they have a better understanding of the project. Mr. Tietz offered to give a presentation to the council and answer questions they may have in person.

6.3 **Future Planning**

Chair Dietz announced the following:

- a. Regular Commission Meeting – July 11, 2023
- b. 2023 Governance Agenda

6.5 **Other Business**

Mr. Mauren informed the commission they would be receiving the commissioner self-evaluation survey via email at the conclusion of this commission meeting. He added results would be presented at the July commission 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 4:06 p.m. Motion carried 4-0.

Minutes prepared by Jenny Foss.

John J. Dietz, ERMU Commission Chair

Tina Allard, City Clerk

TO: ERMU Commission	FROM: Tony Mauren – Governance & Communications Manager
MEETING DATE: July 11, 2023	AGENDA ITEM NUMBER: 4.1
SUBJECT: Policy Review – G.1g – Planning Themes	
ACTION REQUESTED: Review the policy and provide any feedback	

BACKGROUND/DISCUSSION:

This month commissioners are reviewing policy G.1g – Planning Themes to make comments, ask questions, or recommend updates.

Planning themes are used to prioritize initiatives, schedule and budget required resources, and create a clear line of sight between mission and vision to task and initiative.

The Commission adopts and commits to govern in a manner consistent with the following planning themes which are defined in the attached policy:

- Communication
- Personnel and Governance
- Strategic Thinking
- Technology
- Growth
- Process, Measurement, and Financial Health

With this policy, the Commission has reviewed all the Authority and Purposes Policies (section G.1) in the manual. This section consists of interrelated policies that build on and support each other. To review:

- G.1a – Bylaws – Establishes the Commission’s authority, jurisdiction, membership, roles, meeting requirements, powers, and financial responsibilities.
- G.1b – Organizational Core Purpose – Establishes criteria for measuring results and success by adopting a mission statement, a vision statement, organizational values, and organizational fundamentals. The Commission also commits to develop policies and prioritize initiatives that align with the planning themes.
- G.1c – Mission Statement – Communicates both internally and externally the day to day purpose for the organization’s existence.

- G.1d – Vision Statement – Communicates both internally and externally where the organization aspires to be.
- G.1e – Organizational Values – Set the tone for organizational culture and establishes expectations to guide policy development and organizational behavior.
- G.1f – Organizational Fundamentals – Create foundational concepts on which to build the organization and provide guidance for achieving its mission and vision.
- G.1g – Planning Themes – As stated above, prioritize initiatives, schedule and budget required resources, and create a clear line of sight between mission and vision to task and initiative.

Looking forward, staff intends to begin the process of reviewing policies in section G.1 for potential updates. This necessary review is established by the Organizational Core Purpose policy which states, “Just as the economy, industry, and community evolve and change, the organizational core purpose must also evolve and change. The organization must establish and maintain a review process of their organizational core purpose for sustainable success.” As the Organizational Core Purpose policy establishes our mission, vision, values, fundamentals, and themes, these too fall under that review. This process will be part of a 2024 Strategic Plan initiative.

ATTACHMENTS:

- ERMU Policy – G.1g – Planning Themes
- ERMU Mission, Vision, Values, Fundamentals, Planning Themes

Section: Governance	Category: Authority and Purpose Policies
Policy Reference: G.1g	Policy Title: Planning Themes

PURPOSE:

Providing transparency and a clear connection between the organizational mission and vision to initiative and task, is an important leadership guide to make sure resources are contributed towards meaningful work. Line of sight between mission and task also helps to create a positive work environment where employees can identify the value of their efforts in achieving the organizational goals. Planning themes are used to prioritize initiatives, schedule and budget required resources, and create a clear line of sight between mission and task. With this policy the Commission acknowledges the importance of planning in a manner consistent with the organizational mission and vision such that the organizations resources are being used responsibly for meaningful work.

POLICY:

The Commission adopts and commits to govern in a manner consistent with the following planning themes:

- Theme 1: Communication – Improve the effectiveness of our communications inside the organization, with our customers, and with the community.
- Theme 2: Personnel and Governance – Develop our most valuable and vulnerable assets....our commissioners, employees, leaders, and future leaders.
- Theme 3: Strategic Thinking – Create a culture of strategic thinking and ensure line of sight from mission to vision.
- Theme 4: Technology – Implement the prudent use of technology to improve efficiency and increase customer choice, communication, and value.
- Theme 5: Growth – Assess the growth curve to make decisions regarding organizational change.

Theme 6: Process, Measurement, and Financial Health – Improve processes and measurement to better determine and report efficiency and effectiveness of organization and to ensure financial and organizational health.

POLICY HISTORY:

Adopted May 9, 2017

OUR MISSION

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

OUR VISION

Provide exceptional services and value to those we serve.

OUR FUNDAMENTALS

Safety, Reliability and Quality of Utility Services.

Customer Service and Employee Development.

Competitive Rates, and Financial and Organizational Health.

OUR VALUES



INTEGRITY

Honest, accountable and united in all that we do.



QUALITY

Services that reflect excellence, dependability and expertise.



COMMUNICATION

Respectful and engaged interactions that are timely and clear.



SAFETY

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



COMPETITIVE

Provide the best value for the services we deliver.

OUR PLANNING THEMES

THEME 1 | **COMMUNICATION**

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

THEME 2 | **PERSONNEL AND GOVERNANCE**

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

THEME 3 | **STRATEGIC THINKING**

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

THEME 4 | **TECHNOLOGY**

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

THEME 5 | **GROWTH**

Assess the growth curve to make decisions regarding organizational change.

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

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

TO: ERMU Commission	FROM: Mark Hanson – General Manager
MEETING DATE: July 11, 2023	AGENDA ITEM NUMBER: 4.2
SUBJECT: Annual Commission Performance Self-Evaluation	
ACTION REQUESTED: None	

BACKGROUND/DISCUSSION:

Per the Governance Policy G.2c Agenda Planning and consistent with 2023 Governance Agenda adopted by the Commission in 2022, the Commission conducts a formal self-evaluation of their own performance in the third quarter of each fiscal year. Per policy, “following this evaluation, the commission, with support from the General Manager, will arrange for governance education for the next fiscal year, including education related to the determination of desired results.”

The intention of the Commission holding themselves accountable through a self-evaluation process is to develop a culture of excellent governance. The Commission will work with the general manager regarding budgeting and planning to address specific needs or gaps identified, such as training. These may include or be related to governance, legal requirements, or specific knowledge and skills required for decision-making related to upcoming initiatives and/or results-oriented goals.

The 2023 commission performance self-evaluation survey results are attached for commission review and discussion. As requested, this year’s survey results include answer statistics for years 2021 through 2023. Also included are overall cumulative scores derived from the following assignment of points for each answer:

- 5 points = Strongly Agree
- 4 points = Agree
- 3 points = Neither agree nor disagree
- 2 points = Disagree
- 1 point = Strongly disagree

ATTACHMENTS:

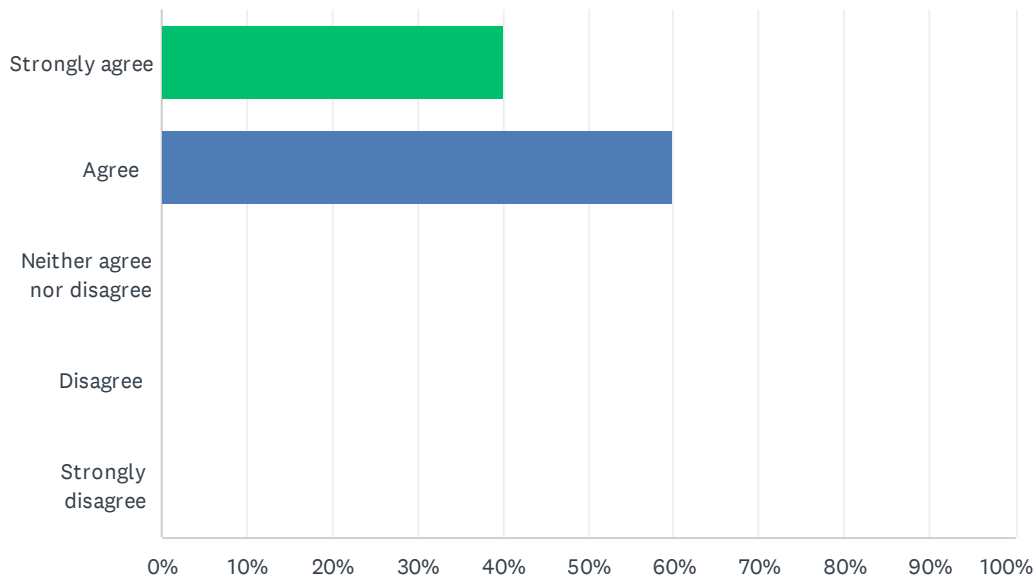
- 2023 Commission Performance Self-Evaluation Survey Results



2023
Commission Performance
Self-Evaluation

Q1 Organizational Purpose: The Authority and Purpose Policies category in ERMU's Commission Governance Policies provides clearly defined guidelines and direction for decisions and planning. When making decisions on immediate action items and when planning for future needs the commission's decisions consistently align with the organizational purpose, mission, vision, and values.

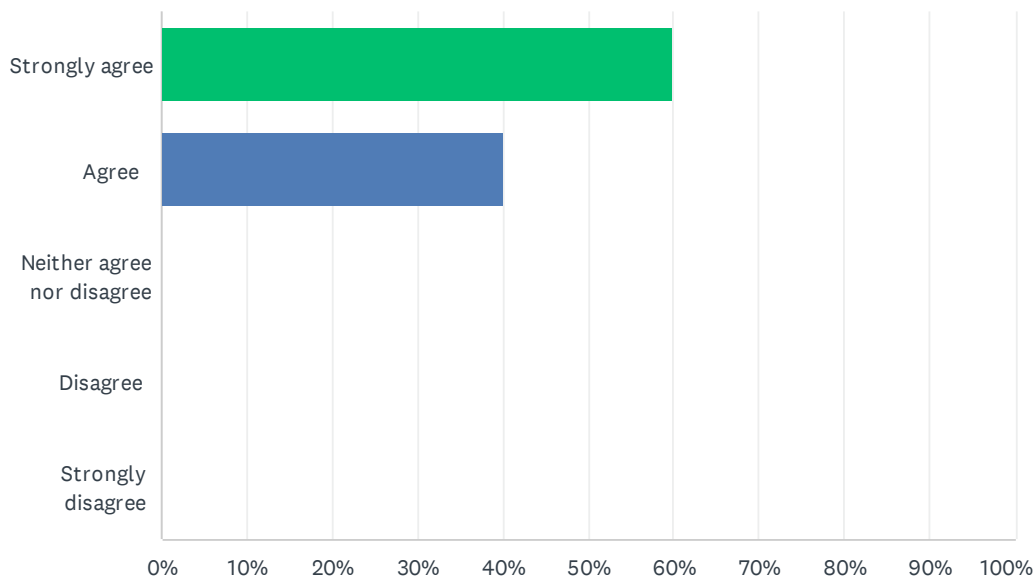
Answered: 5 Skipped: 0



ANSWER CHOICES	2023	2022	2021
Strongly agree - 5 points	40%	60%	40%
Agree - 4 points	60%	40%	60%
Neither agree nor disagree - 3 points	0%	0%	0%
Disagree - 2 points	0%	0%	0%
Strongly disagree - 1 point	0%	0%	0%
CUMULATIVE SCORES	22	23	22
COMMENTS ON ORGANIZATIONAL PURPOSE			
There are no responses.			

Q2 Commission Purpose: As adopted in Commission Policy G.2 Commission Purpose and consistent with policy G.4e Core Customer Services, the commission's principal purpose is to ensure that the organization achieves the desired results for the intended beneficiaries at acceptable costs through acceptable means. In other words, the commission achieves the right things for the right people at the right costs in the right way. The commission has consistently demonstrated compliance with this policy through governance and oversight.

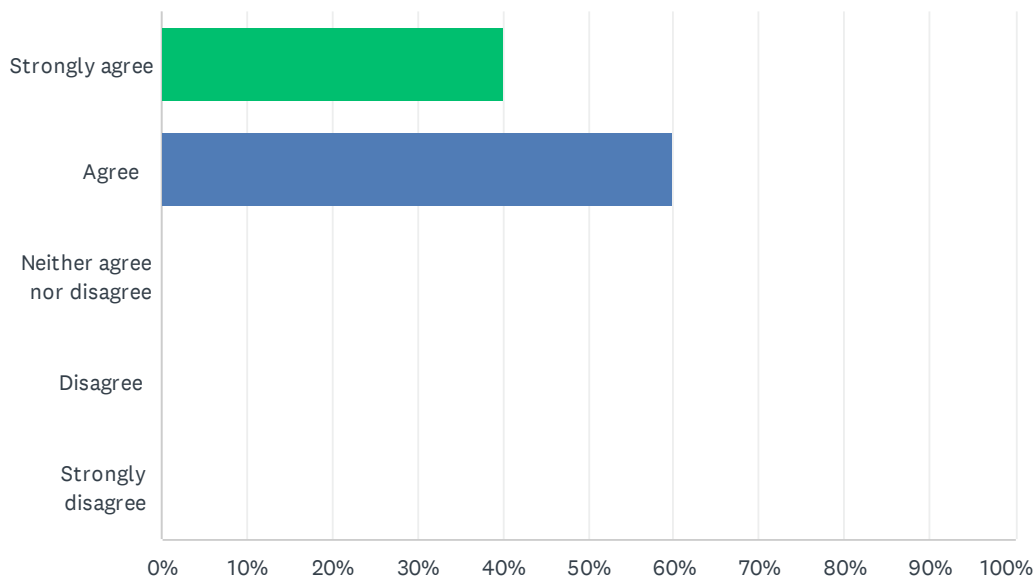
Answered: 5 Skipped: 0



ANSWER CHOICES	2023	2022	2021
Strongly agree - 5 points	60%	40%	40%
Agree - 4 points	40%	60%	60%
Neither agree nor disagree - 3 points	0%	0%	0%
Disagree - 2 points	0%	0%	0%
Strongly disagree - 1 point	0%	0%	0%
CUMULATIVE SCORES	23	22	22
COMMENTS ON COMMISSION PURPOSE			
There are no responses.			

Q3 Relationship with the City: Although governed autonomously from the City of Elk River, ERMU is part of the city government. The commission and council have aligned responsibilities to serve the community. The commission has demonstrated alignment with the council in ways that realized opportunities for greater value while maintaining their fiduciary responsibilities to ERMU customers through both action and support consistent with Commission Governance Policy G.2a Commission – City Council Relationship and Roles.

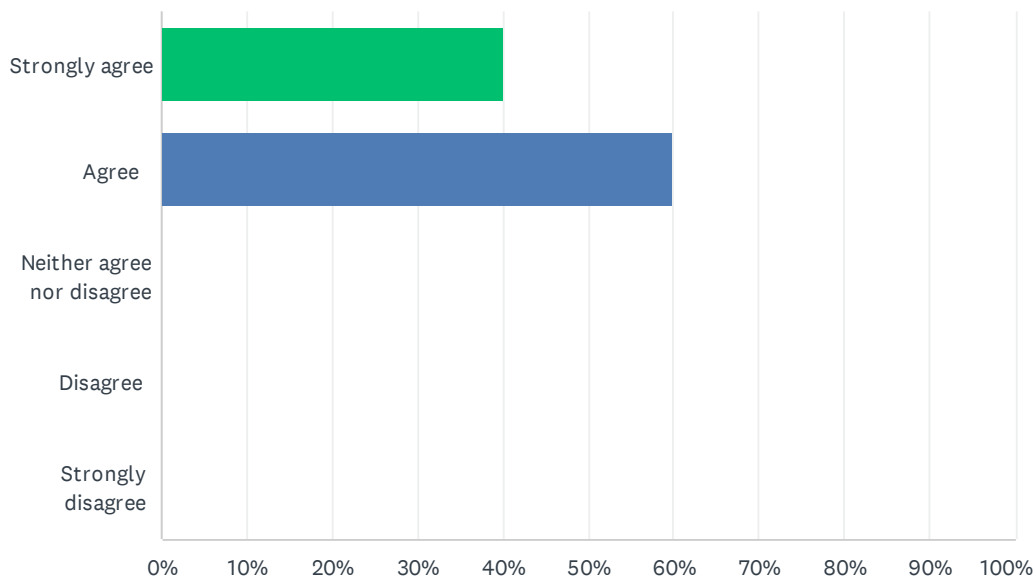
Answered: 5 Skipped: 0



ANSWER CHOICES	2023	2022	2021
Strongly agree - 5 points	40%	40%	60%
Agree - 4 points	60%	60%	40%
Neither agree nor disagree - 3 points	0%	0%	0%
Disagree - 2 points	0%	0%	0%
Strongly disagree - 1 point	0%	0%	0%
CUMULATIVE SCORES	22	22	23
COMMENTS ON RELATIONSHIP WITH THE CITY			
There are no responses.			

Q4 Preparedness: Consistent with policy G.2b Governing Style, Commission members devote appropriate attention, time, and energy to governing effectively by taking advantage of opportunities for continuing education, development, and industry networking; and, commission members are present and engaged during official meetings prepared to perform their assigned duties, participate in discussion, and make decisions in a manner consistent with policy G.2e Commission Member Conduct.

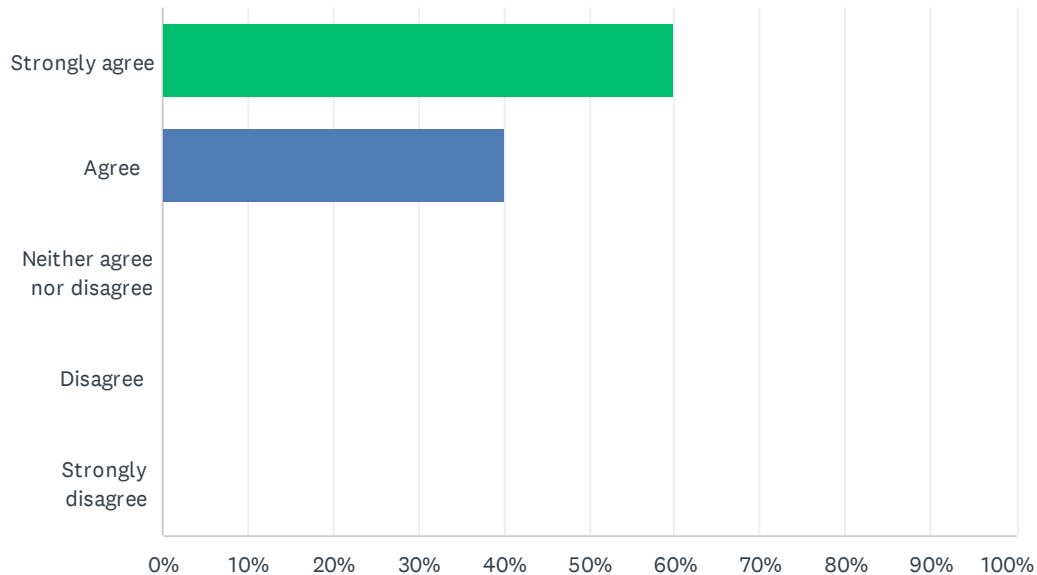
Answered: 5 Skipped: 0



ANSWER CHOICES	2023	2022	2021
Strongly agree - 5 points	40%	40%	20%
Agree - 4 points	60%	60%	80%
Neither agree nor disagree - 3 points	0%	0%	0%
Disagree - 2 points	0%	0%	0%
Strongly disagree - 1 point	0%	0%	0%
CUMULATIVE SCORES	22	22	21
COMMENTS ON PREPAREDNESS			
There are no responses.			

Q5 Ethics: Commissioners demonstrate behavior consistent with ERMU's standards of high ethical conduct and governing style as adopted in the Commission Governance Policies including policies G.2b Governing Style and G.2e Commission Member Conduct.

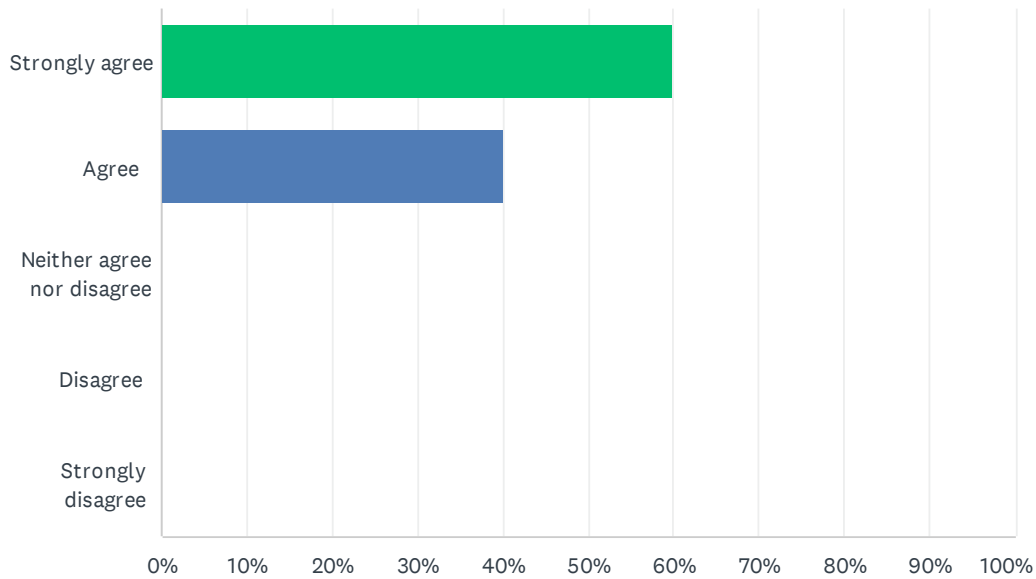
Answered: 5 Skipped: 0



ANSWER CHOICES	2023	2022	2021
Strongly agree - 5 points	60%	60%	60%
Agree - 4 points	40%	40%	40%
Neither agree nor disagree - 3 points	0%	0%	0%
Disagree - 2 points	0%	0%	0%
Strongly disagree - 1 point	0%	0%	0%
CUMULATIVE SCORES	23	23	23
COMMENTS ON ETHICS			
There are no responses.			

Q6 Process: Official meetings are conducted professionally consistent with Robert's Rules of Order; and, commission members' demonstrated behavior is consistent with the defined officer roles and responsibilities adopted in policy G.2f Commission Officer Roles, Responsibilities and Succession.

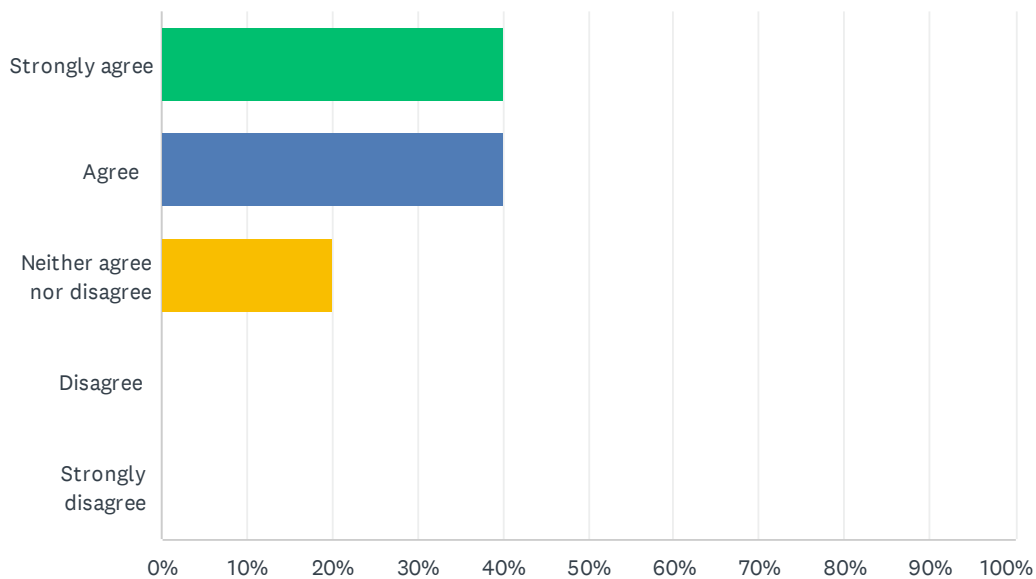
Answered: 5 Skipped: 0



ANSWER CHOICES	2023	2022	2021
Strongly agree - 5 points	60%	60%	80%
Agree - 4 points	40%	40%	20%
Neither agree nor disagree - 3 points	0%	0%	0%
Disagree - 2 points	0%	0%	0%
Strongly disagree - 1 point	0%	0%	0%
CUMULATIVE SCORES	23	23	24
COMMENTS ON PROCESS			
There are no responses.			

Q7 One Voice: It is the responsibility of the commission to engage in discussion to fully explore topics to make the best decisions possible with the information available at the time. Even if the commission does not have consensus, it is the responsibility of the commission to support the majority vote of a quorum of the commission members on any official action of the commission body. The commission body's actions demonstrate "one voice" consistent with adopted Commission Governance Policy G.3a Controlling Authority.

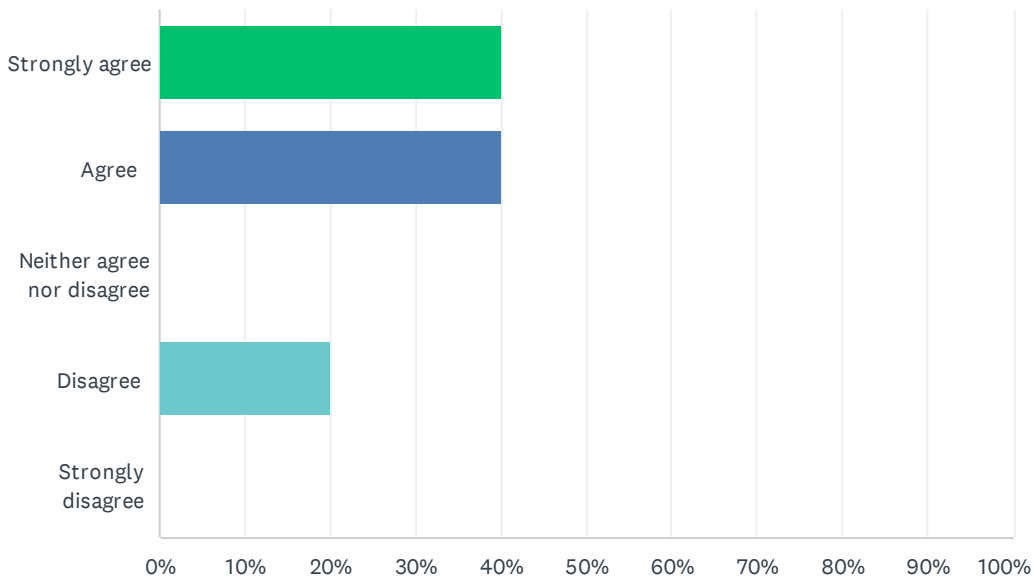
Answered: 5 Skipped: 0



ANSWER CHOICES	2023	2022	2021
Strongly agree - 5 points	40%	20%	20%
Agree - 4 points	40%	60%	60%
Neither agree nor disagree - 3 points	20%	20%	20%
Disagree - 2 points	0%	0%	0%
Strongly disagree - 1 point	0%	0%	0%
CUMULATIVE SCORES	21	20	20
COMMENTS ON ONE VOICE			
There are no responses.			

Q8 One Direct Report: The commission body has one direct report. As adopted in Commission Governance Policy G.3c General Manager Accountability, the commission as a body and the commission members individually will never give direction to anyone other than the General Manager, and will refrain from evaluating, either formally or informally, the job performance of any employee other than the General Manager.

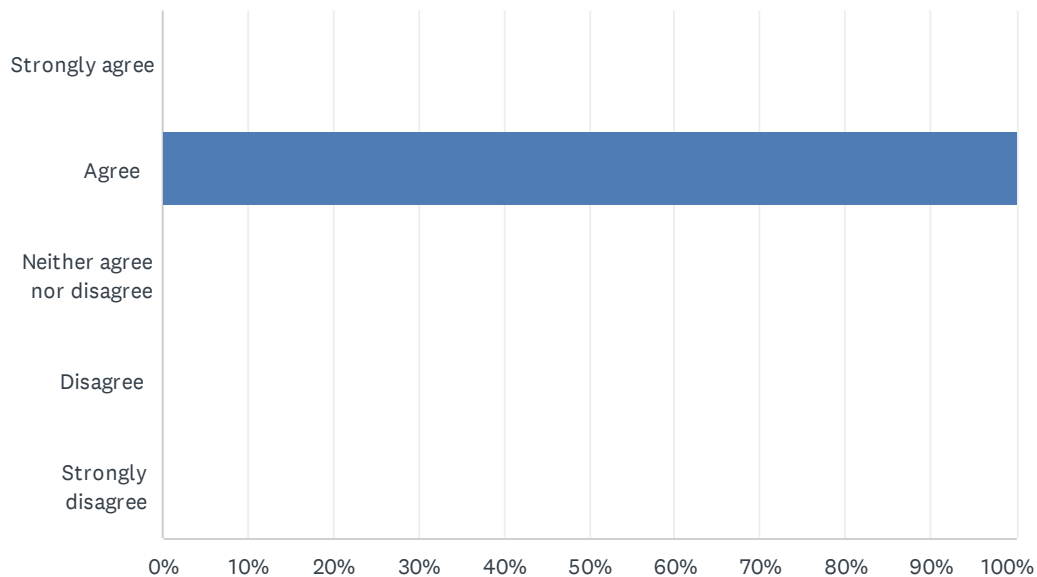
Answered: 5 Skipped: 0



ANSWER CHOICES	2023	2022	2021
Strongly agree - 5 points	40%	40%	40%
Agree - 4 points	40%	40%	40%
Neither agree nor disagree - 3 points	0%	20%	0%
Disagree - 2 points	20%	0%	20%
Strongly disagree - 1 point	0%	0%	0%
CUMULATIVE SCORES	20	21	20
COMMENTS ON ONE DIRECT REPORT			
There are no responses.			

Q9 Organizational Performance: The commission effectively monitors organizational performance utilizing either internal or external methods measuring performance against expected outcomes (for example, the annual budget) and clearly defined goals (for example, the Utilities Performance Metrics Scorecard) as established in Commission Governance Policy G.3d Monitoring Performance of the General Manager and G.5 Goals and Results.

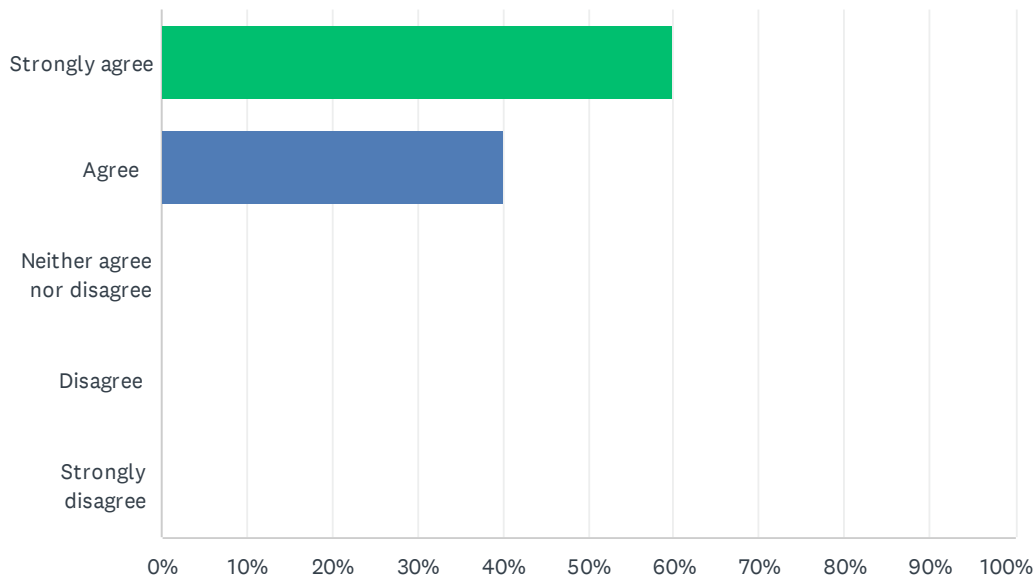
Answered: 5 Skipped: 0



ANSWER CHOICES	2023	2022	2021
Strongly agree - 5 points	0%	40%	60%
Agree - 4 points	100%	60%	40%
Neither agree nor disagree - 3 points	0%	0%	0%
Disagree - 2 points	0%	0%	0%
Strongly disagree - 1 point	0%	0%	0%
CUMULATIVE SCORES	20	22	23
COMMENTS ON ORGANIZATIONAL PERFORMANCE			
There are no responses.			

Q10 General Manager Performance: The commission conducts annual performance evaluation and goal setting for the General Manager comparing personal performance and conduct in relation to commission policies and clearly defined commission expectations in a manner consistent with adopted policy G.3e General Manager Performance Planning and Evaluation.

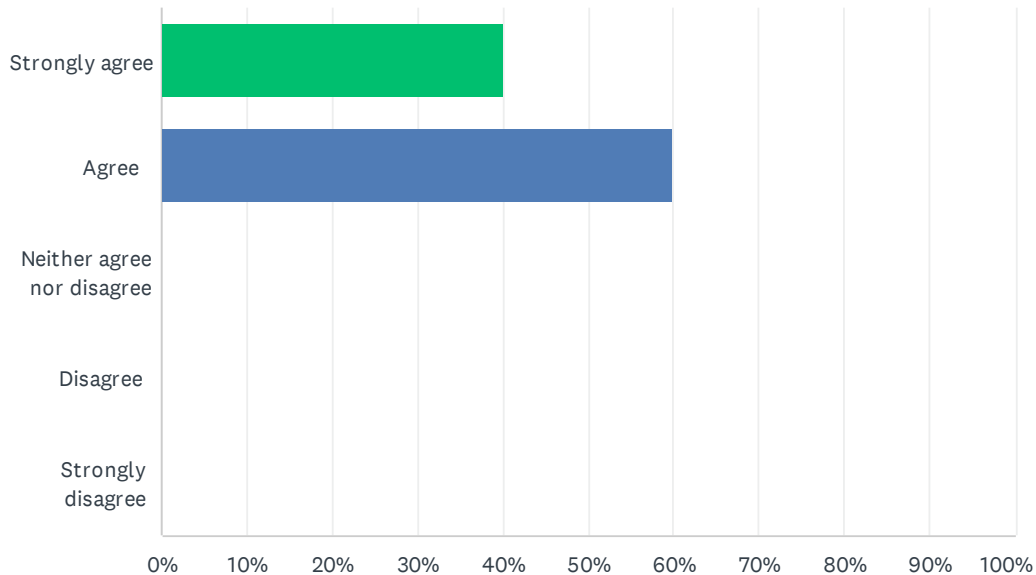
Answered: 5 Skipped: 0



ANSWER CHOICES	2023	2022	2021
Strongly agree - 5 points	60%	60%	60%
Agree - 4 points	40%	40%	40%
Neither agree nor disagree - 3 points	0%	0%	0%
Disagree - 2 points	0%	0%	0%
Strongly disagree - 1 point	0%	0%	0%
CUMULATIVE SCORES	23	23	23
COMMENTS ON GENERAL MANAGER PERFORMANCE			
There are no responses.			

Q11 Customers: The commission demonstrates consideration for external stakeholders though effective governance and oversight consistent with policies G.4d Customer Interests, G.4e Core Customer Services, G.4p External Communications, and G4.q Community Involvement.

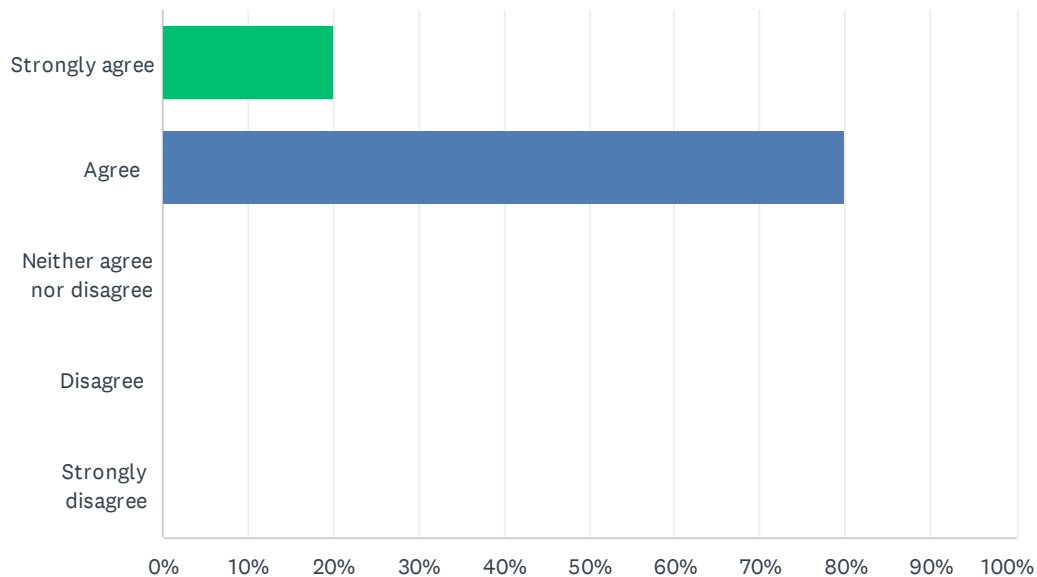
Answered: 5 Skipped: 0



ANSWER CHOICES	2023	2022	2021
Strongly agree - 5 points	40%	0%	20%
Agree - 4 points	60%	100%	80%
Neither agree nor disagree - 3 points	0%	0%	0%
Disagree - 2 points	0%	0%	0%
Strongly disagree - 1 point	0%	0%	0%
CUMULATIVE SCORES	22	20	21
COMMENTS ON CUSTOMERS			
There are no responses.			

Q12 Employees: The commission demonstrates consideration for internal stakeholders through effective governance and oversight consistent with policies G.4f Employee Interests and G.4g Organizational, Staffing, and Compensation.

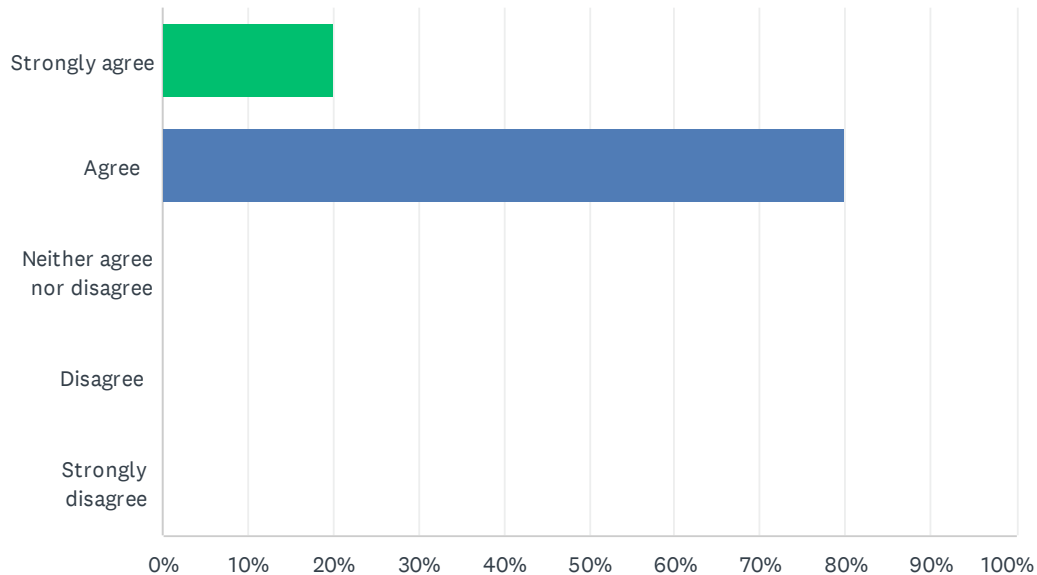
Answered: 5 Skipped: 0



ANSWER CHOICES	2023	2022	2021
Strongly agree - 5 points	20%	0%	40%
Agree - 4 points	80%	100%	60%
Neither agree nor disagree - 3 points	0%	0%	0%
Disagree - 2 points	0%	0%	0%
Strongly disagree - 1 point	0%	0%	0%
CUMULATIVE SCORES	21	20	22
COMMENTS ON EMPLOYEES			
There are no responses.			

Q13 Planning: The commission demonstrates the ability through governance and oversight to plan for immediate and future needs by effective budgeting and planning consistent with policies G.4c Strategic and Business Planning and G.4h Financial Planning and Budgeting.

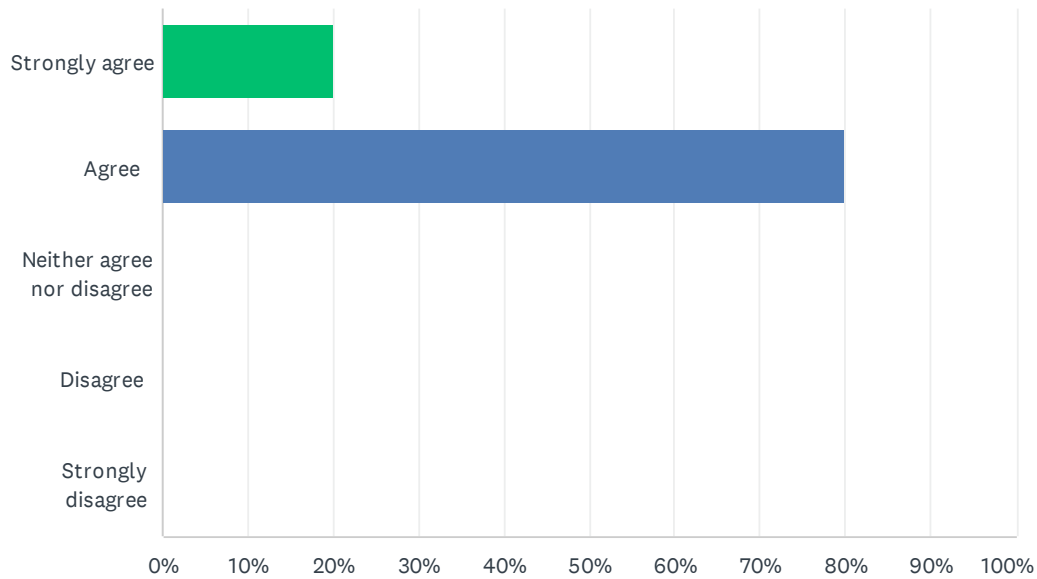
Answered: 5 Skipped: 0



ANSWER CHOICES	2023	2022	2021
Strongly agree - 5 points	20%	40%	20%
Agree - 4 points	80%	60%	80%
Neither agree nor disagree - 3 points	0%	0%	0%
Disagree - 2 points	0%	0%	0%
Strongly disagree - 1 point	0%	0%	0%
CUMULATIVE SCORES	21	22	21
COMMENTS ON PLANNING			
There are no responses.			

Q14 Assets, Risk, and Compliance: Consistent with adopted policies G.4I Protection of Assets, G.4m Corporate Risk Management, and G.4n Legal and Regulatory Compliance, the commission effectively protects ERMU through governance and oversight ensuring the protection of assets, mitigation of risks, and legal compliance.

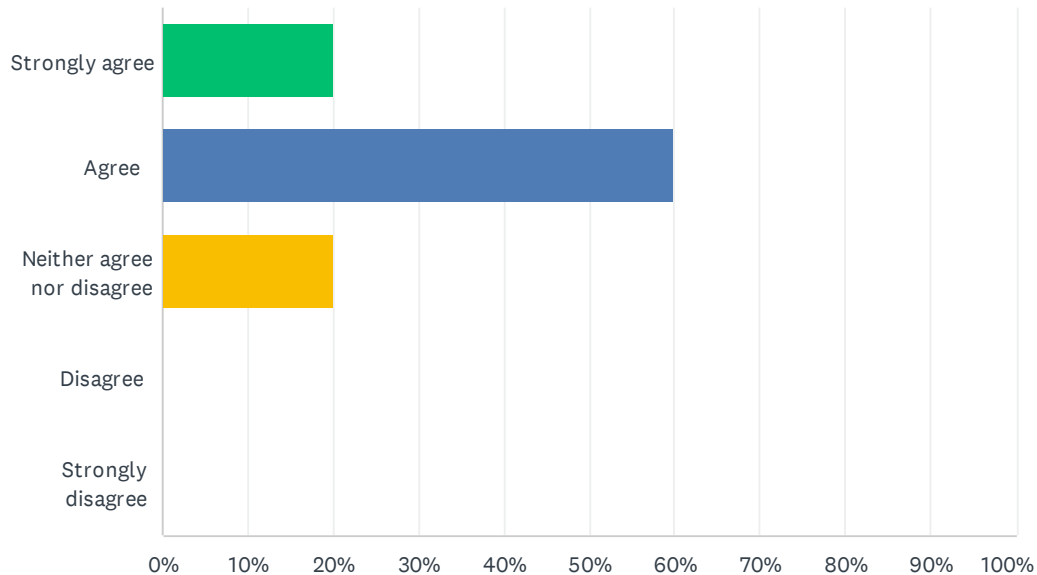
Answered: 5 Skipped: 0



ANSWER CHOICES	2023	2022	2021
Strongly agree - 5 points	20%	60%	60%
Agree - 4 points	80%	40%	40%
Neither agree nor disagree - 3 points	0%	0%	0%
Disagree - 2 points	0%	0%	0%
Strongly disagree - 1 point	0%	0%	0%
CUMULATIVE SCORES	21	23	23
COMMENTS ON ASSETS, RISK, AND COMPLIANCE			
There are no responses.			

Q15 Environment: The commission demonstrates environmental stewardship through governance and oversight, and through thoughtful consideration of environmental consequence of operations and decisions in a manner consistent with policy G.4o Environmental Stewardship.

Answered: 5 Skipped: 0



ANSWER CHOICES	2022	2021	2020
Strongly agree - 5 points	20%	20%	60%
Agree - 4 points	60%	80%	40%
Neither agree nor disagree - 3 points	20%	0%	0%
Disagree - 2 points	0%	0%	0%
Strongly disagree - 1 point	0%	0%	0%
CUMULATIVE SCORES	20	21	23
COMMENTS ON ENVIRONMENT			
There are no responses.			

Q16-20 Open Ended Questions

Q16 - With respect to the commission's performance, what should the commission START doing to be more effective?
I think the commission is doing an effective job right now.

Q17 - With respect to the commission's performance, what should the commission STOP doing to be more effective?
Nothing

Q18 - With respect to the commission's performance, what should the commission do MORE of to be more effective?
Communication with staff members is always good
Members should be sure to stay in touch with the latest news of the utility industry (both electric & water).

Q19 - With respect to the commission's performance, what should the commission do LESS of to be more effective?
There are no responses.

Q20 - Are there any additional comments regarding the commission's performance?
Commission works well together. It doesn't seem right that if a commissioner wants to bring a topic to the board it must first be vetted by staff.

TO: ERMU Commission	FROM: Mark Hanson - General Manager
MEETING DATE: July 11, 2023	AGENDA ITEM NUMBER: 4.3
SUBJECT: Annual Strategic Plan Review	
ACTION REQUESTED: Consensus on high level strategic themes and dashboard initiatives	

BACKGROUND:

In August 2017, the Commission adopted a comprehensive manual of governance policies based on the Carver Model of governance. Per the Governance Policy G4.c Strategic and Business Planning, and consistent with Policy G.2c Agenda Planning, the Commission and management shall review an annual update of the strategic plan in July and review and adopt the financial plan for the succeeding five-year period in December.

Per policy, the strategic plan shall provide “strategic direction for a period of not less than five (5) future fiscal years in terms of high-level elements such as vision, core purpose, core values, mission, key result areas and broadly stated strategic objectives that are intended to achieve the organizational outcomes contained in the commission’s Authority and Purpose Policies.” Included in the Commission’s Authority and Purpose Policies are the bylaws, organizational core purpose, mission, vision, values, fundamentals, and planning themes. These policies are summarized on the attached document.

All policies, decisions, initiatives, and tasks by ERMU on behalf of our consumer owners should be in direct line with the commission’s authority and purpose. All planning is conducted through a process which categorizes initiatives under commission-adopted planning themes aligned with our mission, vision, values, and fundamentals. This process is intentionally transparent to our consumer owners and clearly defines how ERMU is expected to operate.

DISCUSSION:

The purpose of a Strategic Plan is to establish long-term direction and goals for an organization and develop a plan to get there. The leadership team underwent a lengthy process to review the existing authority and purpose policies and identify new initiatives for consideration in the annual business plan/budgeting process.

The team started with a discussion of high-level planning questions such as “What should our strategic plan look like?” and “Does our strategic guidance resonate with you?” We then reviewed 12 new initiatives and their sources for potential inclusion in the plan. Lastly, we

asked the question: “What’s missing?” From this last question, the leadership team concluded a 13th initiative should be added: Review Authority and Purpose Policies (Theme 3, Item 3).

The consolidated feedback received from recently accomplished, companywide Engagement Survey and Strength, Weaknesses, Threats, Opportunities (SWOT) analysis was used to help identify the 12 new strategic initiatives for potential inclusion on our dashboard. These newly identified initiatives, along with ongoing and incomplete initiatives, then undergo priority ranking.

The attached dashboard includes the 2023 initiatives in progress that have already run through the budgeting process, and the newly identified 2024 initiatives. In past years, the dashboard has been larger, encompassing more work than was achievable. This year, special attention was given to reducing the number of items with the goal of completing all initiatives listed.

During this year’s planning process, 27 existing initiatives were reviewed against the 13 new initiatives (40 total). After considerable review and discussion, staff is recommending 20 strategic initiatives be tracked on the dashboard.

New this year is the addition of a percent completion column. Initiatives being dropped from the dashboard are shown using single-strikethrough font. Changes made to existing initiatives have been highlighted in red. Items added to this dashboard are filled in yellow.

Staff is looking for the Commission to discuss high-level strategic themes and is looking for the Commission to have consensus on these themes leading into the budgeting process. Additionally, staff is looking for commission discussion on the initiatives and how these priorities align with the Commission’s intended strategic direction for the organization.

ATTACHMENTS:

- ERMU Dashboard 2023-2025
- ERMU Mission, Vision, Fundamentals, Values, and Themes

ERMU Initiatives Dashboard							Updated: 6/26/2023
Item	Initiative	Description	Project Lead	Goal	Status	Updated	Notes/Updates
Theme 1: Communication - Improve the effectiveness of our communications inside the organization, with our customers, and with the community.							
1	Communications Plan for Clean Energy Choice and CIP	Develop a communications plan for increased participation in Clean Energy Choice and Conservation Improvement Plans.	TM	2023	100%	4/20/2023	The communications plan to promote Clean Energy Choice and CIP programs has been completed and measures proposed are in place.
4	Develop/Create a Communications Plan for Employees	Develop a communications plan to increase employee engagement, sense of value, and understanding of ERMU's Mission, Vision, and Values.	TM	2023	100%	12/28/2022	The first edition of The Recharge, a monthly internal newsletter that provides information about ERMU (e.g. timely operations updates, history, etc..) and an opportunity to get to know colleagues through a "meet your coworker" section, was sent on December 28.
1	Display Options for Achievement Awards	Research display options for pictures, plaques, awards, etc., and additional branding signage for mission/vision items.	TM	2023	95%	6/2/2023	Installation is mostly complete with a few minor adjustments to be made by the contractor
2	Identify New Forms of Interaction with Customers	Develop and implement new features that will enhance interaction with customers. Targeted enhancements: Chat Feature, Text Feature, and residential online application.	SY	2023	50%	5/25/2023	3CX phone system up and running. Will start implementing chat in Quarter 3 - 2023 - this will allow staff time to train on new phone system and new customer service staff. Also, will allow time to create process of interacting with customers via chat.
3	Disaster Recovery Plan	Develop a disaster recovery/emergency response plan. (Prereq for Reliable Public Power Provider Designation Renewal.)	MT/TG	2023-24	25%	5/15/2023	Will be attending the MMUA meeting coming up on July 12-13th ERMU held its disaster recovery TTX on December 16th. Reached out to Connexus for info on training bird dogs. ERMU and ERFD went through a dark sky scenario May 15th.
4	Evaluate role of all Committees; Develop Community Engagement Committee	Look at responsibilities, membership and frequency of all committees. Create a committee to identify and track potential internal initiatives (annual company meeting) and external opportunities (National Energy Foundation partnership for school district enagement; create a regional consortium of Mt. Simon aquifer users).	TM/SY	2024			Will also include exploring a regional consortium of Mt. Simon aquifer users.
Theme 2: Personnel and Governance - Develop our most valuable and vulnerable assets....our commissioners, employees, leaders, and future leaders.							
1	Develop Attendance Policy for Formal Trainings	Develop a policy of in person attendance for all safety and formal trainings with an option to view a recording of the training for credit if a staff member has been excused from work the day.	TG, TM	2023	100%	11/10/2022	After review this policy is complete and has been added to the Management Policy manual.

ERMU Initiatives Dashboard							Updated: 6/26/2023
Item	Initiative	Description	Project Lead	Goal	Status	Updated	Notes/Updates
3	Governance Policy Manual	Finish policy manual. Create final new policies identified during the separation initiative including: Third Party Attachment to Assets, Margins, and Competitive Rates Policies.	GM	2022	100%	12/14/2022	Margins Policy approved in October, revised in December. Competitive Rates Policy and Third Party Attachment to Assets Policy approved in December.
5	Develop Opportunities for Office Staff to Engage w/Field	Develop opportunities for cross training employees and personal development. Moved to "Written Procedures" initiative under Theme 6 below.	TG/SY	2023		6/15/2023	Supervisors are tasked with obtaining information from their direct reports on cross training opportunities desired for inclusion in a master plan.
1	Develop Succession Planning Procedure	Develop succession planning and staff addition procedure for use by the W&BC. Shall include process for evaluating needs of depts based on overall strategic plan and prioritizing additions.	GM	2023	50%	6/7/2023	Succession Planning document outline created with baseline data. Draft form for review with the W&BC has been created.
2	Management Policy Manual	Format policy manual. Review and revise policies.	GM/TM	2023-24	30%	6/27/2023	Staff has begun moving policies into the new template, which is based largely on the Commission policy manual template. As policies are moved to the new template, management staff is reviewing policies for updates. This process is expected to be completed in fall 2024.
3	Develop Staff Development Program for 2024	Includes topics and presenters. Develop opportunities for office staff to engage with field staff to better understand each other's roles.	MH/TG/SY	2024			
4	Wall Art for Field Services Building	Determine best way to enhance the FSB office environment through art and sound panels.	TM/TG	2024			

ERMU Initiatives Dashboard							
Updated: 6/26/2023							
Item	Initiative	Description	Project Lead	Goal	Status	Updated	Notes/Updates
Theme 3: Strategic Thinking - Create a culture of strategic thinking and ensure line of sight from mission to vision.							
3	Plan for Financing Energy Efficiency	Develop a program for financing energy efficiency options in coordination with the City.	TS	2023	100%	12/1/2022	Work with Elk River EDA to partner on financing and rebate program to incentivize private investment in; 1) EV charging infrastructure and 2) affordable housing programs. ERMU has sent a the final flyer for affordable housing programs to Prime. Staff is evaluating mailing options and at this time NISC is the best option for mailing.
1	Plan for Electric Vehicle Chargers	Develop a plan for getting out of operating public chargers for electric vehicle charging. Also includes developing administrative and operational plans/procedures for upgrading our distribution system in response to commercial and residential-owned chargers.	SY/TG	2023-24	20%	6/15/2023	Need to discuss with Colborn's if they wish to install their own charger. The Level 2 charger downtown could be turned over to the city or the business district. The need to evaluate distribution considerations for new developments may be part of the contribution in aid to construction management policy discussion.
2	Develop Load Management Programs	Develop appropriate demand response/load management programs to best utilize capabilities of new AMI meters.	SY	2024	0%	6/15/2023	Will need to evaluate the costs and benefits of direct load control versus time-of-use rates. If TOU rates are the method of choice staff should work on a rate analysis to determine the number of time periods and rates associated with time periods.
3	Review/Update Authority and Purpose Policies	Review the need to update our strategic guidance to ensure relevancy to current industry trends and the changing socio-economic environment.	MH	2024			
4	Volt/VAR Control	Investigate methods to identify/predict peak usage times and implement Volt/VAR control strategies to reduce peak usage.	MT	2025	0%	9/22/2022	On hold until after the AMI deployment is completed

ERMU Initiatives Dashboard							Updated: 6/26/2023
Item	Initiative	Description	Project Lead	Goal	Status	Updated	Notes/Updates
Theme 4: Technology - Implement the prudent use of technology to improve efficiency and increase customer choice, communication, and value.							
3	Network Communications Plan	Develop a Network Communications Plan. Removed because it's part of the fiber network building which is considered an operational effort, not a strategic effort.	CK	2023		10/7/2022	Researching network design consultants for assistance with planning for long-term needs and communications equipment.
1	ESRI GIS Mapping	Complete the implementation of the mapping system including GPS data collection to transition field staff over to the using the ESRI maps.	CK	2023	30%	5/25/2023	Developing a plan and process thru monthly meetings to meet internal customers needs. ESRI Enterprise Server upgrade is in process as of 12/1/22. The new server has the software installed and is waiting for the databases to be copied over. Field Managers are working with GIS to learn and recommend changes. Tom, Chris S have made corrections to 50 plus maps at this time while Ang has been making the corrections needed to move forward.
2	Mosaic Utilization	Research updates in Mosaic and find ways to utilize its resources.	MK	2023-24	20%	5/31/2023	Have begun to utilize some canned reports/graphs for reporting, and have also found useful reports that are not available in iVUE. Beginning to identify graphs/info to customize portals for operations and executive staff.
3	NISC Module Integration	Revisit roadmap analysis of NISC modules (including: TOU data and MDMS, mapping, OMS, Mobile) for initial/ongoing costs, prerequisites, ROI, and end value to customers. Develop implementation plan.	SY/MT	2023-24	10%	6/22/2023	One hold - will resume once AMI initial deployment begins. Sara will be attending MIC conference and will attend seminars that pertain these areas. NISC provided OMS demo on Feb 7th. Had update call w/ NISC on 6/22. We are looking to setup the AMI integration Kick-Off meeting the beginning of September. MDMS kick-off will likely be in March.
4	Completion of AMI	Complete system wide implementation of an Advanced Metering Infrastructure (AMI) system to empower our customers with control, choice and convenience.	MT	2023-25	20%	6/12/2023	Had Core&Main/Sensus kick-off on May 31. Initial meters expected in September. Bulk of meters could be 2-3 months later. Working on installation contracts at this time. Had kick-off meeting with TKDA on June 12 for developing installation services RFP.

ERMU Initiatives Dashboard							Updated: 6/26/2023
Item	Initiative	Description	Project Lead	Goal	Status	Updated	Notes/Updates
Theme 5: Growth - Assess the growth curve to make decisions regarding organizational change.							
2	Evaluate Water Model	Evaluate options to convert old water model to modern software.	DN	2023	100%	4/21/2023	The latest version of software that our water model runs on has been purchased, installed, and is up and running.
3	New East Substation	Design plan for construction of future substation. Removed because it's now being actively worked as an operational effort, not a strategic effort.	MT	2023	10%	2/16/2023	Preliminary site layout of the substation has been completed. Engineering and design work will be completed in 2023. Chris K. is researching engineering firms.
4	System Maintenance Standards	Develop and implement a formal system maintenance and facility replacement plan. Identify and document industry benchmarks and codes for maintenance plans. Removed to avoid being a distraction from higher priority efforts.	TG/SY	2025	10%	10/6/2022	Need to consolidate spreadsheets used internally for equipment, substations, treatment plants, electric lines and water mains, etc., and then provide parameters for maintenance and replacement.
1	Field Services Building Construction	Work with the Construction Manager and Architect to complete the construction within the approved budgeted amount.	CK	2023	95%	6/15/2023	RJM continues to work on building punch list, site grading/paving, and finalizing change orders/payment requests.
2	Planning for future Wells, Treatment and Storage in NE area	Create a longterm plan for the installation of needed infrastructure to support the northeast expansion of the urban services area.	DN	2024			

ERMU Initiatives Dashboard								Updated: 6/26/2023	
Item	Initiative	Description	Project Lead	Goal	Status	Updated	Notes/Updates		
Theme 6: Process, Measurement, and Financial Health - Improve processes and measurement to better determine and report efficiency and effectiveness of organization and to ensure financial and organizational health.									
1	Organizational Effectiveness Survey	Select a consultant and repeat a third party conducted organizational effectiveness survey to employees.	GM	2022	100%	6/15/2022	After research, utilizing a Gallup online survey distributed December 12, 2022 with one week for employees to complete. Results have been compiled and shared with staff. Results used in development of new dashboard initiatives.		
2	Establish Rate Baseline	Establish a rate baseline with WH, Connexus, Xeel, and comparable municipals.	TS	2023	100%	9/15/2022	Need to determine which utilities provide a good comparison for ERMU residential and commercial rates. Need management team to agree on comparison utilities and what the purpose of this metric will be used for. This will be a challenge because ERMU expenses are not a huge contributor to the retail rate with 70 to 75% of total cost coming from wholesale power costs.		
3	Forward Looking Measurement	Develop Key Performance Indicators (KPIs) that can be used to measure organizational growth and health. Possible KPI's have been reviewed and determined to be sufficiently captured in our UPMIC.	MH/MK	2023	100%	6/15/2023	Need to research and identify appropriate KPIs we should be tracking. Evaluate process to measure and include in internal and external reporting.		
1	Meter/Data Audit Procedure	Develop comprehensive procedure for meter/data audit process.	MT, SY	2023-24	0%	9/14/2022	On hold until we begin the AMI initial deployment. This will be part of the meter changeout process/procedure.		
2	Develop Written Procedures for Work Flow between Field and Office	Many of our daily efforts involve interactions between administrative and field personnel. These interactions range from ad hoc to formal exchanges. To ensure consistency and continuity, these interactions should be reviewed and formalized into written procedures.	SY/TG	2024					
Definition of Roles:					<div>Key and Color Code:</div> <div><div></div><div>Critically behind schedule, over budget, and/or short of resources. Will affect other dependent steps.</div></div> <div><div></div><div>At risk, behind schedule, over budget, and/or short of resources.</div></div>				
Project Lead:	Ultimately answerable for the success of an initiative. Prioritizes action items based on company values. Critically analyze and ensure best practices. Allocate/organize resources to ensure successful completion. Develops RACI team.								
	Responsible:	Ultimately answerable for the correct and thorough completion of the action item; delegates the work to those responsible. Makes decisions as authorized by Project Lead. Oversees item documentation.							

ERMU Initiatives Dashboard

Updated: 6/26/2023

Item	Initiative	Description	Project Lead	Goal	Status	Updated	Notes/Updates
RACI Team	Accountable:	Those who do the work to achieve the action item. Internal and/or external. Group or individuals.					On schedule, within budget, sufficiently allocated resources to complete as planned.
	Consultant:	Those whose opinions are sought, typically subject matter experts; and with who there is two-way communication. Not typically involve in all aspects of action item. Not a decision maker.					Completed.
	Informed:	Those who are kept up-to-date on progress; often only one-way communication.					Added for 2023-25

OUR MISSION

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

OUR VISION

Provide exceptional services and value to those we serve.

OUR FUNDAMENTALS

Safety, Reliability and Quality of Utility Services.

Customer Service and Employee Development.

Competitive Rates, and Financial and Organizational Health.

OUR VALUES



INTEGRITY

Honest, accountable and united in all that we do.



QUALITY

Services that reflect excellence, dependability and expertise.



COMMUNICATION

Respectful and engaged interactions that are timely and clear.



SAFETY

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



COMPETITIVE

Provide the best value for the services we deliver.

OUR PLANNING THEMES

THEME 1 | **COMMUNICATION**

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

THEME 2 | **PERSONNEL AND GOVERNANCE**

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

THEME 3 | **STRATEGIC THINKING**

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

THEME 4 | **TECHNOLOGY**

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

THEME 5 | **GROWTH**

Assess the growth curve to make decisions regarding organizational change.

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

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

TO: ERMU Commission	FROM: Melissa Karpinski – Finance Manager
MEETING DATE: July 11, 2023	AGENDA ITEM NUMBER: 5.1
SUBJECT: Financial Report – May 2023	
ACTION REQUESTED: Receive the May 2023 Financial Report	

DISCUSSION:

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

Electric

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

- Residential usage is down 2%
- Small Commercial usage is up 6%
- Large Commercial usage is down 7%

For May 2023, 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

May YTD gallons of water sold are up 26% from the prior year. For further breakdown:

- Residential use is up 21%
- Commercial use is up 32%

For May 2023, 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 05.2023
- Electric Balance Sheet 05.2023
- Water Balance Sheet 05.2023
- Summary Electric Statement of Revenues, Expenses and Changes in Net Position 05.2023
- Summary Water Statement of Revenues, Expenses and Changes in Net Position 05.2023
- Graphs Prior Year and YTD 2023

- Detailed Electric Statement of Revenues, Expenses and Changes in Net Position 05.2023
- Detailed Water Statement of Revenues, Expenses and Changes in Net Position 05.2023
- Budget vs Actual Graphs – Electric 05.2023
- Budget vs Actual Graphs – Water 05.2023

**ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
COMBINED BALANCE SHEET
FOR PERIOD ENDING MAY 2023**

	<u>ELECTRIC</u>	<u>WATER</u>
ASSETS		
CURRENT ASSETS		
CASH	11,116,466	8,510,454
ACCOUNTS RECEIVABLE	2,580,057	5,479,836
INVENTORIES	1,468,128	26,131
PREPAID ITEMS	199,697	45,672
CONSTRUCTION IN PROGRESS	1,479,490	958,392
TOTAL CURRENT ASSETS	<u>16,843,838</u>	<u>15,020,486</u>
RESTRICTED ASSETS		
BOND RESERVE FUND	1,779,016	0
EMERGENCY RESERVE FUND	2,920,176	1,358,485
UNRESTRICTED RESERVE FUND	0	0
TOTAL RESTRICTED ASSETS	<u>4,699,192</u>	<u>1,358,485</u>
FIXED ASSETS		
PRODUCTION	824,065	16,525,311
LFG PROJECT	0	0
TRANSMISSION	2,305,024	0
DISTRIBUTION	47,039,651	26,766,971
GENERAL	22,980,551	1,131,191
FIXED ASSETS (COST)	<u>73,149,291</u>	<u>44,423,473</u>
LESS ACCUMULATED DEPRECIATION	<u>(33,098,570)</u>	<u>(22,586,691)</u>
TOTAL FIXED ASSETS, NET	<u>40,050,721</u>	<u>21,836,782</u>
INTANGIBLE ASSETS		
POWER AGENCY MEMBERSHIP BUY-IN	21,546,212	0
LOSS OF REVENUE INTANGIBLE	5,290,120	0
LESS ACCUMULATED AMORTIZATION	<u>(3,116,813)</u>	<u>0</u>
TOTAL INTANGIBLE ASSETS, NET	<u>23,719,518</u>	<u>0</u>
OTHER ASSETS AND DEFERRED OUTFLOWS	<u>1,187,557</u>	<u>226,587</u>
TOTAL ASSETS	<u><u>86,500,827</u></u>	<u><u>38,442,340</u></u>
LIABILITIES AND FUND EQUITY		
CURRENT LIABILITIES		
ACCOUNTS PAYABLE	4,692,554	278,022
SALARIES AND BENEFITS PAYABLE	552,854	125,289
DUE TO CITY	744,941	3,130
DUE TO OTHER FUNDS	0	0
NOTES PAYABLE-CURRENT PORTION	0	0
BONDS PAYABLE-CURRENT PORTION	435,000	60,000
UNEARNED REVENUE	156,971	174,926
TOTAL CURRENT LIABILITIES	<u>6,582,320</u>	<u>641,367</u>
LONG TERM LIABILITIES		
OPEB LIABILITY	0	0
LFG PROJECT	0	0
DUE TO COUNTY	0	0
DUE TO CITY	0	0
BONDS PAYABLE, LESS CURRENT PORTION	29,250,182	1,625,825
PENSION LIABILITIES	3,789,381	725,038
TOTAL LONG TERM LIABILITIES	<u>33,039,563</u>	<u>2,350,863</u>
TOTAL LIABILITIES	<u>39,621,883</u>	<u>2,992,230</u>
DEFERRED INFLOWS OF RESOURCES	<u>54,129</u>	<u>5,121,831</u>
FUND EQUITY		
CAPITAL ACCOUNT CONST COST	1,779,016	0
CONTRIBUTED CAPITAL	0	0
RETAINED EARNINGS	45,204,945	30,887,406
NET INCOME (LOSS) (THROUGH PREVIOUS MONTH)	(159,146)	(559,127)
TOTAL FUND EQUITY	<u>46,824,815</u>	<u>30,328,279</u>
TOTAL LIABILITIES & FUND EQUITY	<u><u>86,500,827</u></u>	<u><u>38,442,340</u></u>

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

	May 31, 2023	April 30, 2023	Current Month Change from Prior Month
ASSETS			
CURRENT ASSETS			
CASH	11,116,466	10,775,888	340,578
ACCOUNTS RECEIVABLE	2,580,057	2,479,608	100,449
INVENTORIES	1,468,128	1,394,117	74,011
PREPAID ITEMS	199,697	233,160	(33,462)
CONSTRUCTION IN PROGRESS	1,479,490	1,075,097	404,393
TOTAL CURRENT ASSETS	16,843,838	15,957,871	885,968
RESTRICTED ASSETS			
BOND RESERVE FUND	1,779,016	1,779,016	0
EMERGENCY RESERVE FUND	2,920,176	2,918,876	1,299
TOTAL RESTRICTED ASSETS	4,699,192	4,697,892	1,299
FIXED ASSETS			
PRODUCTION	824,065	824,065	0
TRANSMISSION	2,305,024	2,305,024	0
DISTRIBUTION	47,039,651	46,946,016	93,635
GENERAL	22,980,551	23,017,618	(37,067)
FIXED ASSETS (COST)	73,149,291	73,092,723	56,568
LESS ACCUMULATED DEPRECIATION	(33,098,570)	(32,939,798)	(158,771)
TOTAL FIXED ASSETS, NET	40,050,721	40,152,925	(102,204)
INTANGIBLE ASSETS			
POWER AGENCY MEMBERSHIP BUY-IN	21,546,212	21,546,212	0
LOSS OF REVENUE INTANGIBLE	5,290,120	5,290,120	0
LESS ACCUMULATED AMORTIZATION	(3,116,813)	(3,061,135)	(55,678)
TOTAL INTANGIBLE ASSETS, NET	23,719,518	23,775,196	(55,678)
OTHER ASSETS AND DEFERRED OUTFLOWS	1,187,557	1,187,557	0
TOTAL ASSETS	86,500,827	85,771,441	729,385
LIABILITIES AND FUND EQUITY			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE	4,692,554	3,747,356	945,197
SALARIES AND BENEFITS PAYABLE	552,854	516,779	36,075
DUE TO CITY	744,941	627,596	117,345
BONDS PAYABLE-CURRENT PORTION	435,000	435,000	0
UNEARNED REVENUE	156,971	158,968	(1,998)
TOTAL CURRENT LIABILITIES	6,582,320	5,485,700	1,096,620
LONG TERM LIABILITIES			
BONDS PAYABLE, LESS CURRENT PORTION	29,250,182	29,255,170	(4,989)
PENSION LIABILITIES	3,789,381	3,789,381	0
TOTAL LONG TERM LIABILITIES	33,039,563	33,044,551	(4,989)
TOTAL LIABILITIES	39,621,883	38,530,251	1,091,632
DEFERRED INFLOWS OF RESOURCES	54,129	54,129	0
FUND EQUITY			
CAPITAL ACCOUNT CONST COST	1,779,016	1,779,016	0
RETAINED EARNINGS	45,204,945	45,204,945	0
NET INCOME (LOSS) (THROUGH PREVIOUS MONTH)	(159,146)	203,100	(362,246)
TOTAL FUND EQUITY	46,824,815	47,187,061	(362,246)
TOTAL LIABILITIES & FUND EQUITY	86,500,827	85,771,441	729,385

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

	May 31, 2023	April 30, 2023	Current Month Change from Prior Month
ASSETS			
CURRENT ASSETS			
CASH	8,510,454	8,513,001	(2,547)
ACCOUNTS RECEIVABLE	5,479,836	5,470,859	8,977
INVENTORIES	26,131	25,250	881
PREPAID ITEMS	45,672	49,378	(3,706)
CONSTRUCTION IN PROGRESS	958,392	974,872	(16,480)
TOTAL CURRENT ASSETS	15,020,486	15,033,360	(12,874)
RESTRICTED ASSETS			
EMERGENCY RESERVE FUND	1,358,485	1,358,160	325
TOTAL RESTRICTED ASSETS	1,358,485	1,358,160	325
FIXED ASSETS			
PRODUCTION	16,525,311	16,525,311	0
DISTRIBUTION	26,766,971	26,766,971	0
GENERAL	1,131,191	1,129,389	1,802
FIXED ASSETS (COST)	44,423,473	44,421,670	1,802
LESS ACCUMULATED DEPRECIATION	(22,586,691)	(22,489,038)	(97,652)
TOTAL FIXED ASSETS, NET	21,836,782	21,932,632	(95,850)
INTANGIBLE ASSETS			
OTHER ASSETS AND DEFERRED OUTFLOWS	226,587	226,587	0
TOTAL ASSETS	38,442,340	38,550,739	(108,399)
LIABILITIES AND FUND EQUITY			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE	278,022	287,510	(9,488)
SALARIES AND BENEFITS PAYABLE	125,289	118,914	6,375
DUE TO CITY	3,130	1,658	1,472
BONDS PAYABLE-CURRENT PORTION	60,000	60,000	0
UNEARNED REVENUE	174,926	174,926	0
TOTAL CURRENT LIABILITIES	641,367	643,007	(1,641)
LONG TERM LIABILITIES			
BONDS PAYABLE, LESS CURRENT PORTION	1,625,825	1,626,379	(554)
PENSION LIABILITIES	725,038	725,038	0
TOTAL LONG TERM LIABILITIES	2,350,863	2,351,417	(554)
TOTAL LIABILITIES	2,992,230	2,994,425	(2,195)
DEFERRED INFLOWS OF RESOURCES	5,121,831	5,121,831	0
FUND EQUITY			
RETAINED EARNINGS	30,887,406	30,887,406	0
NET INCOME (LOSS) (THROUGH PREVIOUS MONTH)	(559,127)	(452,923)	(106,204)
TOTAL FUND EQUITY	30,328,279	30,434,483	(106,204)
TOTAL LIABILITIES & FUND EQUITY	38,442,340	38,550,739	(108,399)

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING MAY 2023

	2023 MAY	2023 YTD	2023 YTD BUDGET	YTD Budget Variance	2023 YTD Bud Var%	2023 ANNUAL BUDGET	2022 MAY	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
Electric Revenue										
Operating Revenue										
Elk River	2,850,363	14,522,483	15,168,468	(645,985)	(4)	42,041,326	2,643,866	13,305,744	1,216,739	9
Otsego	250,614	1,323,274	1,174,183	149,091	13	3,385,657	209,292	1,147,867	175,407	15 (1)
Rural Big Lake	14,375	84,023	90,109	(6,086)	(7)	238,658	12,579	76,138	7,885	10
Dayton	17,689	100,746	107,547	(6,802)	(6)	285,471	15,628	93,131	7,614	8
Public St & Hwy Lighting	21,545	107,807	108,333	(526)	(0)	260,000	21,500	107,269	539	1
Other Electric Sales	400	2,000	2,000	0	0	4,800	265,402	923,843	(921,843)	(100) (2)
Total Operating Revenue	3,154,986	16,140,333	16,650,641	(510,308)	(3)	46,215,912	3,168,267	15,653,991	486,342	3
Other Operating Revenue										
Interest/Dividend Income	(1,512)	30,987	20,833	10,154	49	50,000	(5,155)	(122,101)	153,088	125 (3)
Customer Penalties	23,860	119,219	104,167	15,052	14	250,000	19,153	84,912	34,307	40 (4)
LFG Project	0	0	0	0	0	0	86,700	384,992	(384,992)	(100) (5)
Connection Fees	12,263	46,416	91,667	(45,251)	(49)	220,000	15,190	66,220	(19,804)	(30) (6)
Misc Revenue	139,903	476,953	386,763	90,191	23	936,231	56,968	415,112	61,842	15 (7)
Total Other Revenue	174,515	673,576	603,430	70,146	12	1,456,231	172,856	829,134	(155,558)	(19)
Total Revenue	3,329,501	16,813,908	17,254,070	(440,162)	(3)	47,672,143	3,341,123	16,483,125	330,784	2
Expenses										
Purchased Power	2,639,791	11,347,539	11,986,146	(638,607)	(5)	32,766,025	2,378,097	11,441,932	(94,393)	(1)
Operating & Mtce Expense	21,752	171,192	144,483	26,709	18	321,000	17,408	106,989	64,203	60 (8)
Landfill Gas	0	0	0	0	0	0	59,699	282,242	(282,242)	(100) (9)
Transmission Expense	6,214	26,419	29,167	(2,747)	(9)	70,000	4,557	27,585	(1,166)	(4)
Distribution Expense	35,953	220,773	152,938	67,836	44	369,466	28,591	173,036	47,737	28 (10)
Maintenance Expense	134,470	730,551	724,125	6,426	1	1,540,500	123,388	628,215	102,336	16 (11)
Depreciation & Amortization	264,134	1,320,825	1,325,145	(4,320)	(0)	3,220,836	248,402	1,248,478	72,347	6
Interest Expense	68,225	342,323	342,323	0	0	810,832	70,862	357,462	(15,140)	(4)
Other Operating Expense	4,295	20,767	5,891	14,876	253	74,109	9,712	13,953	6,814	49
Customer Accounts Expense	53,217	186,830	167,292	19,539	12	401,500	28,961	149,373	37,458	25 (12)
Administrative Expense	308,565	1,708,982	1,797,332	(88,350)	(5)	4,128,585	292,982	1,584,277	124,705	8
General Expense	22,117	156,100	242,754	(86,654)	(36)	582,609	21,682	123,444	32,656	26 (13)
Total Expenses(before Operating Transfers)	3,558,732	16,232,302	16,917,594	(685,292)	(4)	44,285,462	3,284,341	16,136,986	95,316	1
Operating Transfer										
Operating Transfer/Other Funds	114,711	616,979	606,739	10,240	2	1,681,653	108,962	564,026	52,953	9
Utilities & Labor Donated	18,305	123,773	100,000	23,773	24	240,000	29,605	104,828	18,946	18
Total Operating Transfer	133,015	740,752	706,739	34,014	5	1,921,653	138,568	668,854	71,899	11
Net Income Profit(Loss)	(362,246)	(159,146)	(370,262)	211,116	57	1,465,028	(81,786)	(322,715)	163,569	51

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

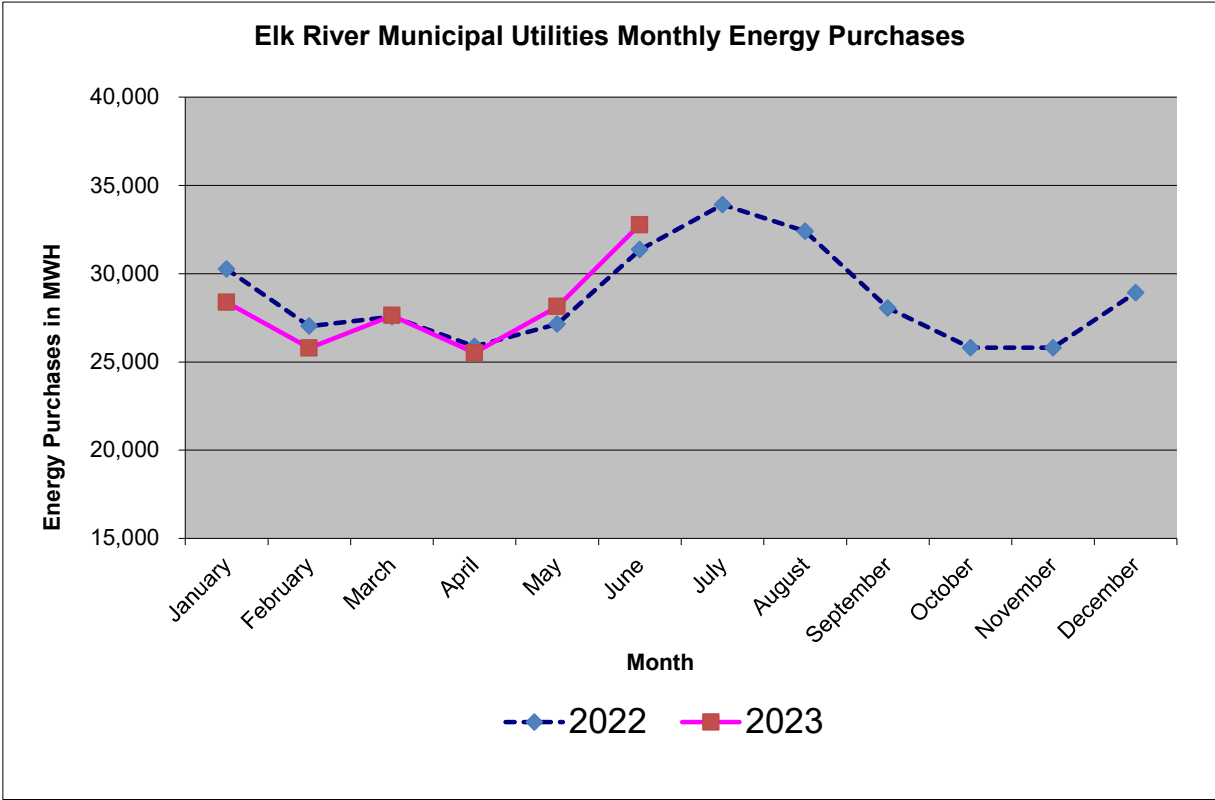
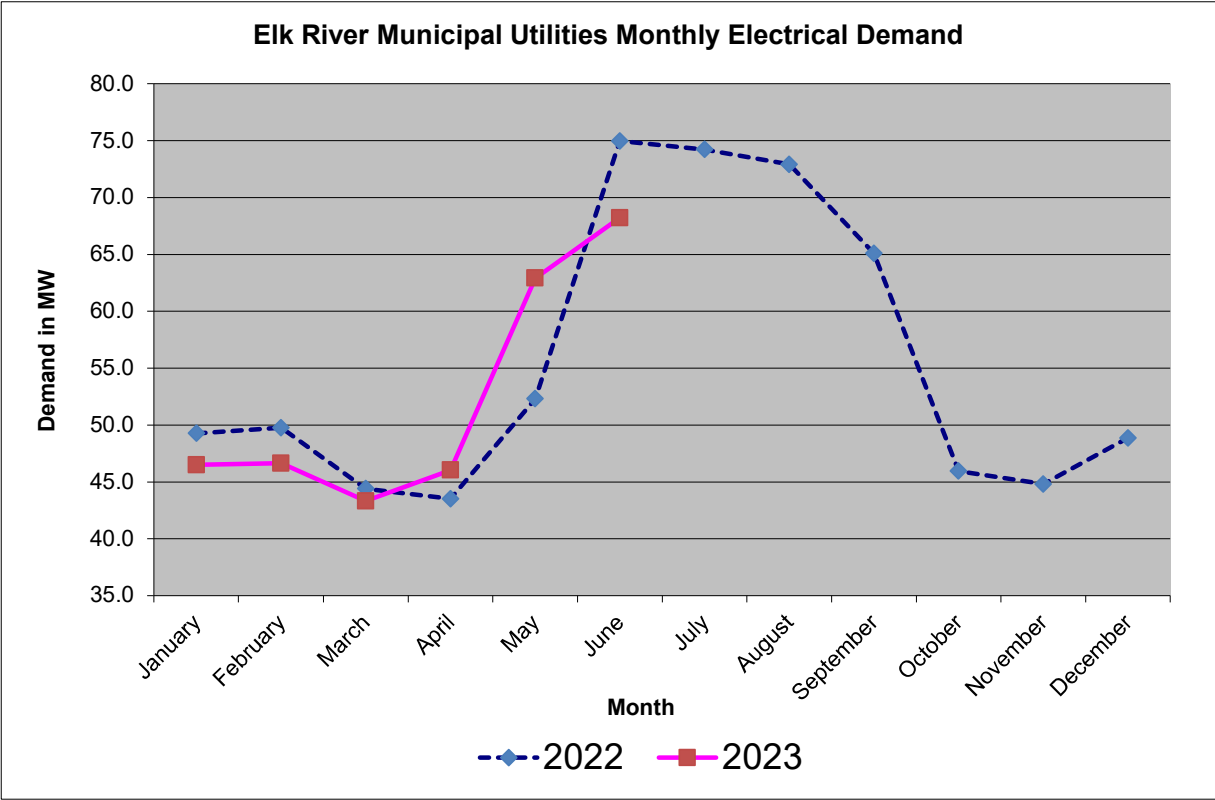
- (1) PYTD variance due to higher usage and PCA revenue in 2023.
- (2) PYTD variance due to accrual of PCA revenue in 2022 (See Rate Increase on Detailed Statement).
- (3) PYTD variance is due to the change in Fair Market Value of Investments.
- (4) PYTD variance is mainly due to not billing penalties in January 2022.
- (5) PYTD variance is due to the LFG Project coming to an end in 2022.
- (6) YTD Budget variance is due to a even budget spread.
- (7) YTD Budget variance is mainly due to contribution from customers which has an even budget spread. PTYD variance is mainly due to transmission investments.
- (8) YTD Budget and PYTD variance is mainly due to increased labor for snow removal, additional supplies and increased electric and natural gas expense for new field services building in 2023.
- (9) PYTD variance is due to the LFG Project coming to an end in 2022.
- (10) YTD Budget variance is due to an even budget spread for misc distribution expense. PYTD variance is due to increased labor (inventory, tool repair, maintenance of rubber goods, electrical apparatus maintenance/repair, and grounds testing/maintenance) and uniform expense in 2023.
- (11) PYTD variance is mainly due to contracted tree trimming (2022 and 2023 had contracted tree trimming, but more was completed in 2023) and increased mapping labor.
- (12) PYTD variance is mainly due to increased credit card fees/charges and bad debt expense due to 6 year statute of limitation.
- (13) YTD Budget variance is mainly due to less rebate dollars spent than budgeted. PYTD variance is mainly due to more commercial rebates in 2023.

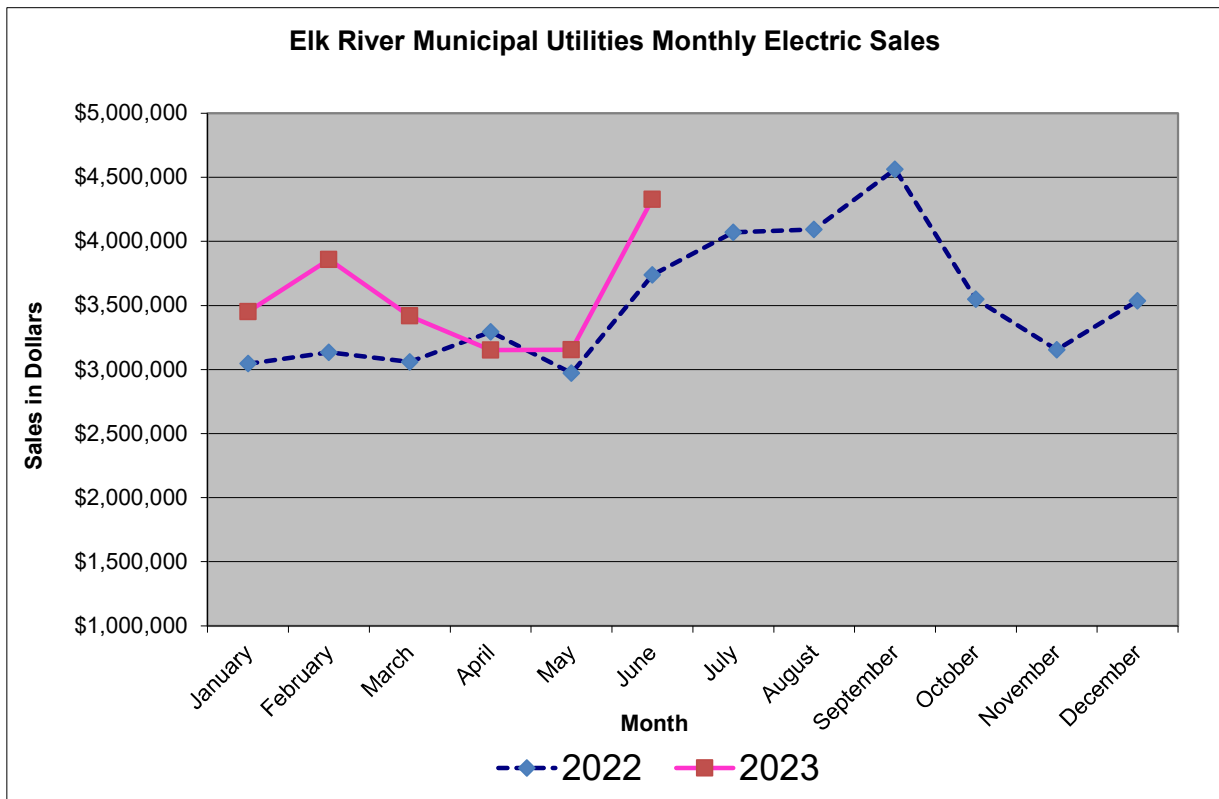
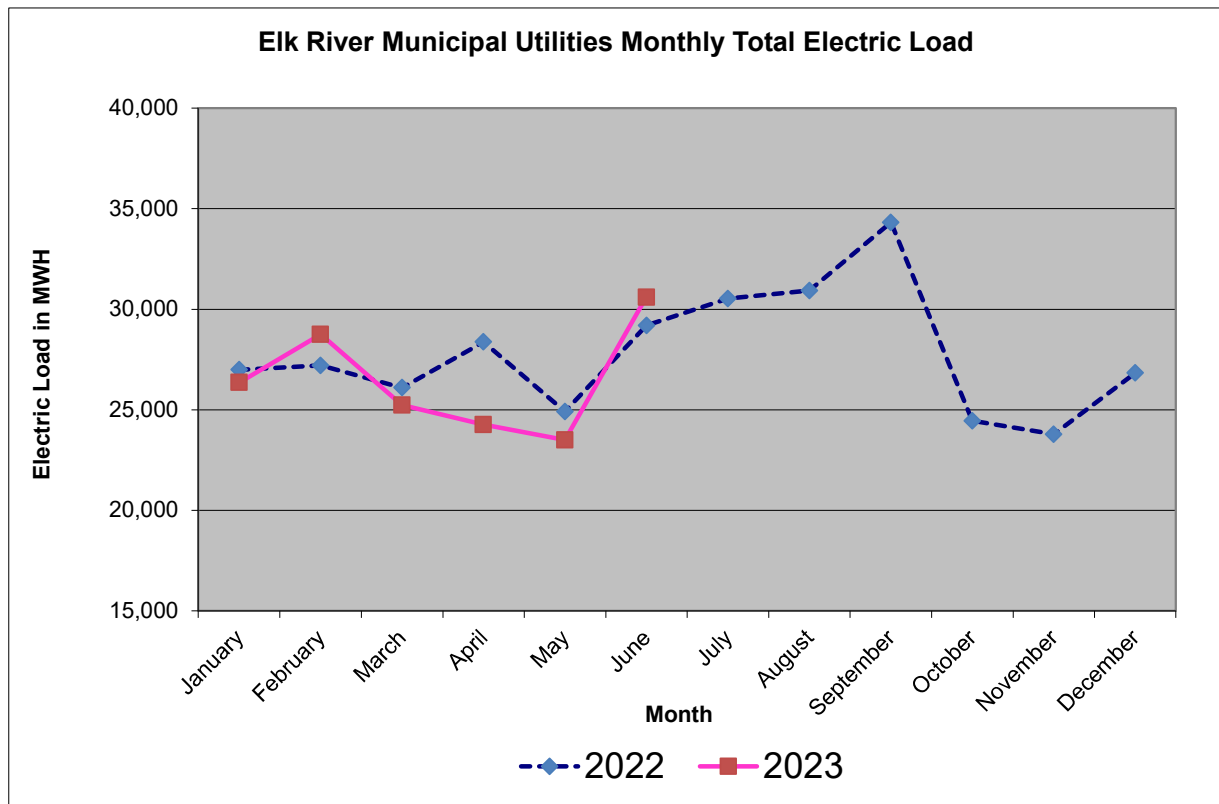
ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING MAY 2023

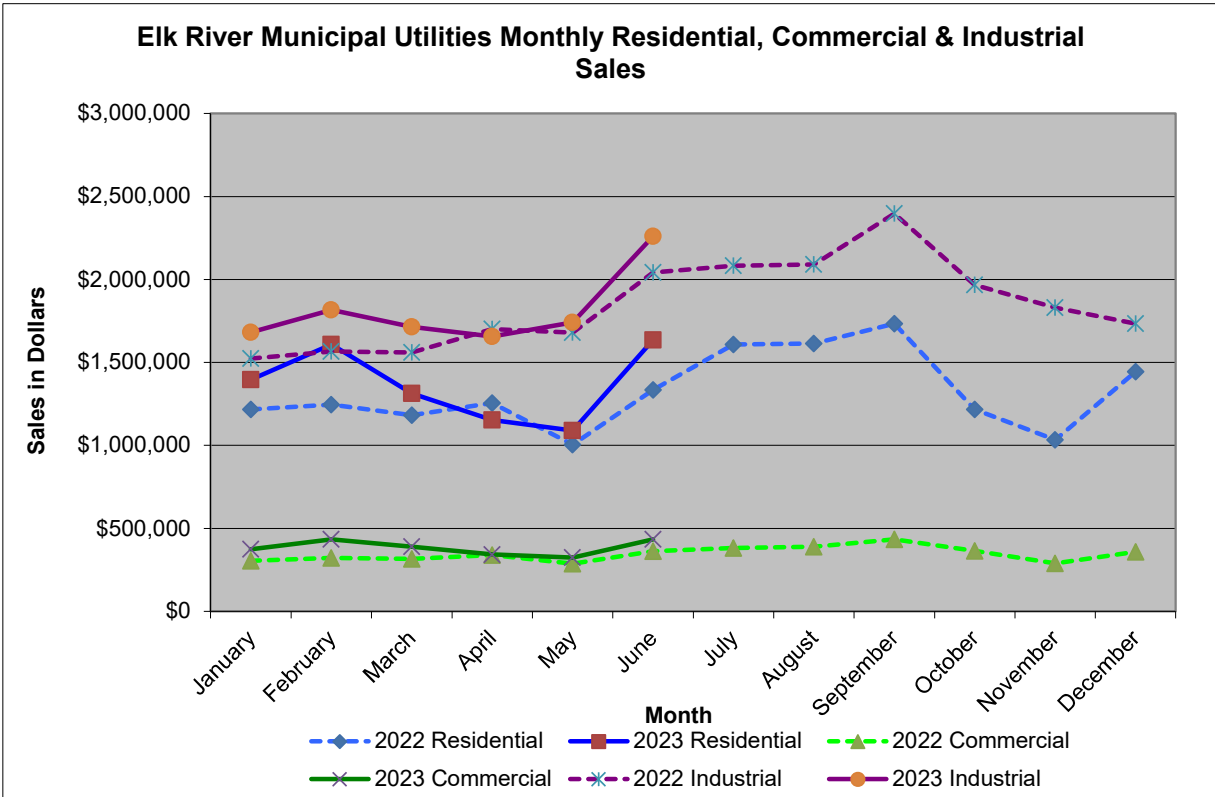
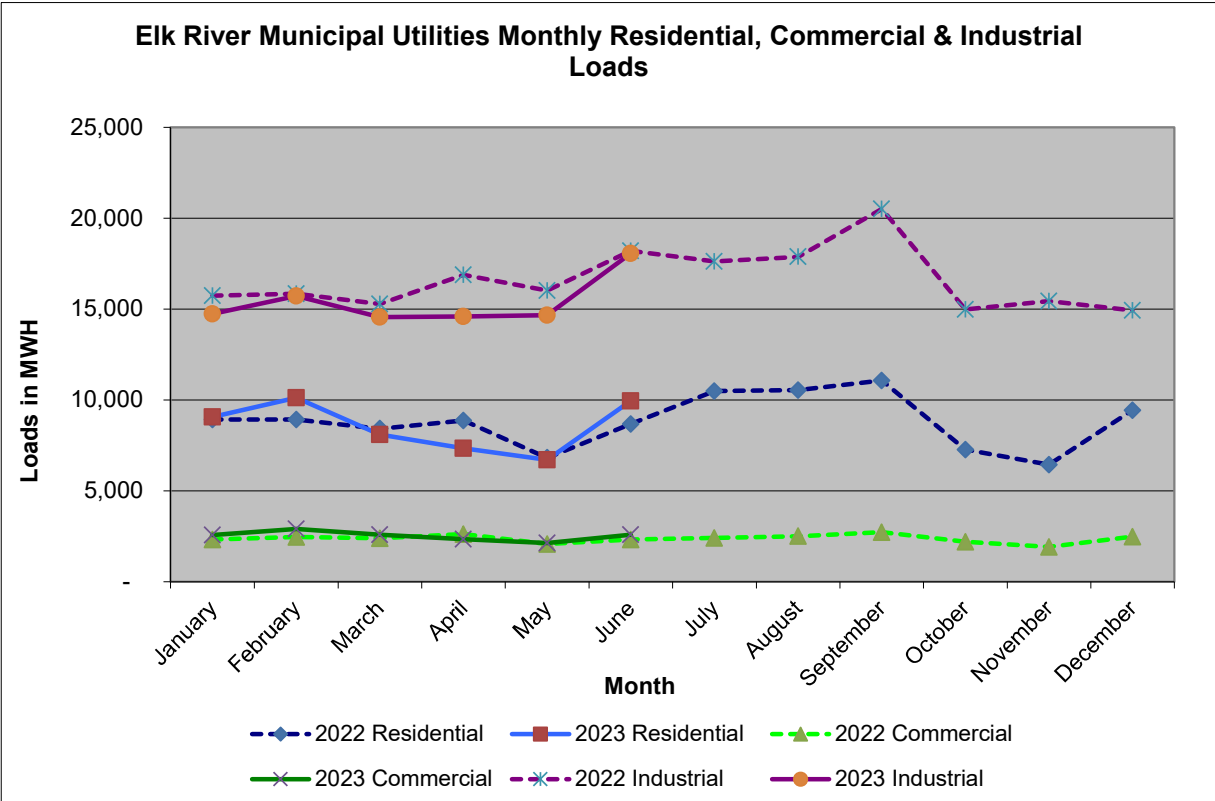
	2023 MAY	2023 YTD	2023 YTD BUDGET	YTD Budget Variance	2023 YTD Bud Var%	2023 ANNUAL BUDGET	2022 MAY	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
Water										
Revenue										
Operating Revenue										
Water Sales	158,173	723,373	586,463	136,909	23	2,503,414	140,237	675,094	48,279	7 (1)
Total Operating Revenue	158,173	723,373	586,463	136,909	23	2,503,414	140,237	675,094	48,279	7
Other Operating Revenue										
Interest/Dividend Income	1,090	14,103	15,208	(1,106)	(7)	36,500	(549)	(26,997)	41,100	152 (2)
Customer Penalties	1,188	6,148	11,667	(5,518)	(47)	28,000	(115)	3,990	2,158	54
Connection Fees	32,540	93,916	215,833	(121,917)	(56)	518,000	48,053	661,378	(567,462)	(86) (3)
Misc Revenue	975	6,060	5,854	206	4	376,034	24,462	122,667	(116,607)	(95) (4)
Total Other Revenue	35,793	120,227	248,563	(128,336)	(52)	958,534	71,851	761,038	(640,811)	(84)
Total Revenue	193,966	843,599	835,026	8,573	1	3,461,948	212,089	1,436,132	(592,532)	(41)
Expenses										
Production Expense	11,255	48,407	37,500	10,907	29	90,000	7,194	39,879	8,528	21
Pumping Expense	57,122	234,201	251,250	(17,049)	(7)	603,000	60,237	238,543	(4,342)	(2)
Distribution Expense	31,883	150,525	150,671	(146)	(0)	337,650	28,530	117,679	32,846	28 (5)
Depreciation & Amortization	97,652	487,424	486,990	434	0	1,202,937	91,325	461,958	25,466	6
Interest Expense	3,112	15,562	15,562	0	0	36,349	3,279	17,600	(2,038)	(12)
Other Operating Expense	253	2,308	876	1,432	163	2,470	1,010	1,493	815	55
Customer Accounts Expense	7,134	36,723	35,154	1,569	4	84,370	6,104	31,504	5,219	17
Administrative Expense	91,526	424,186	453,536	(29,350)	(6)	1,032,655	80,571	395,677	28,510	7
General Expense	232	3,389	7,771	(4,382)	(56)	18,650	426	3,961	(572)	(14)
Total Expenses(before Operating Transfers)	300,170	1,402,726	1,439,311	(36,585)	(3)	3,408,081	278,677	1,308,293	94,433	7
Operating Transfer										
Utilities & Labor Donated	0	0	625	(625)	(100)	1,500	0	0	0	0
Total Operating Transfer	0	0	625	(625)	(100)	1,500	0	0	0	0
Net Income Profit(Loss)	(106,204)	(559,127)	(604,910)	45,783	8	52,367	(66,588)	127,839	(686,965)	(537)

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

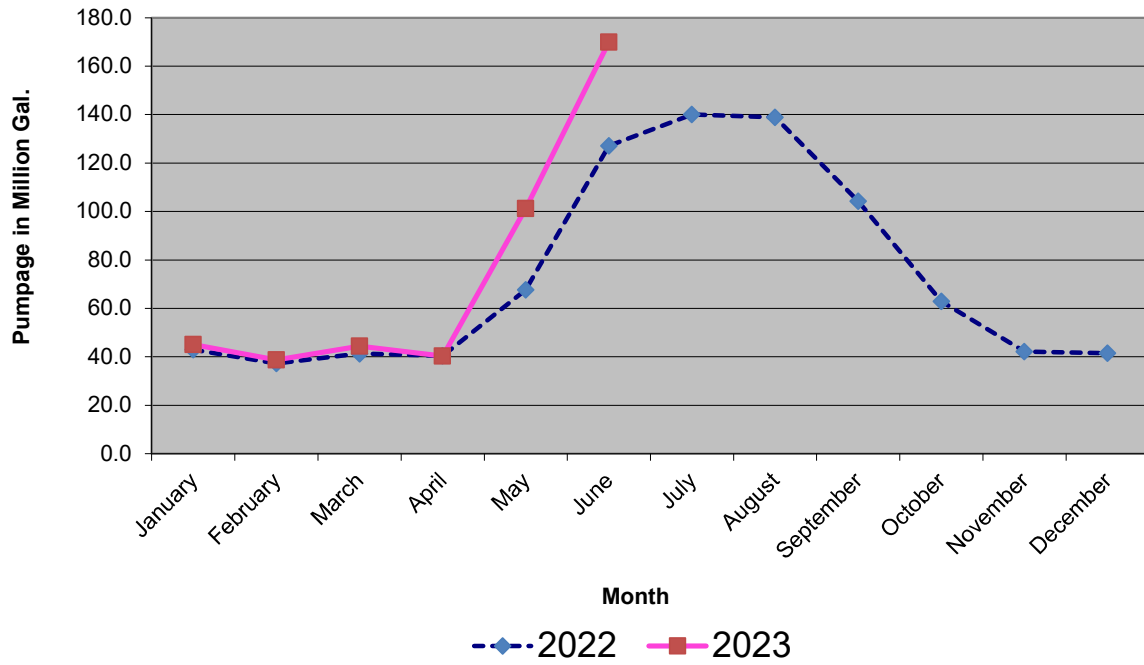
- (1) YTD Budget variance is due to actual usage being higher than budget.
- (2) PYTD variance is due to the change in Fair Market Value of Investments.
- (3) YTD Budget variance is due to a even budget spread. PYTD variance is due to more Connection Fees in 2022.
- (4) PYTD variance is due to Water Tower lease revenue being recognized annually in 2023 vs monthly in 2022 (GASB 87).
- (5) PYTD variance is due to a 2023 water main repair and additional Cty Rd 13 expenses which are partially offset by less water meter change outs in 2023.



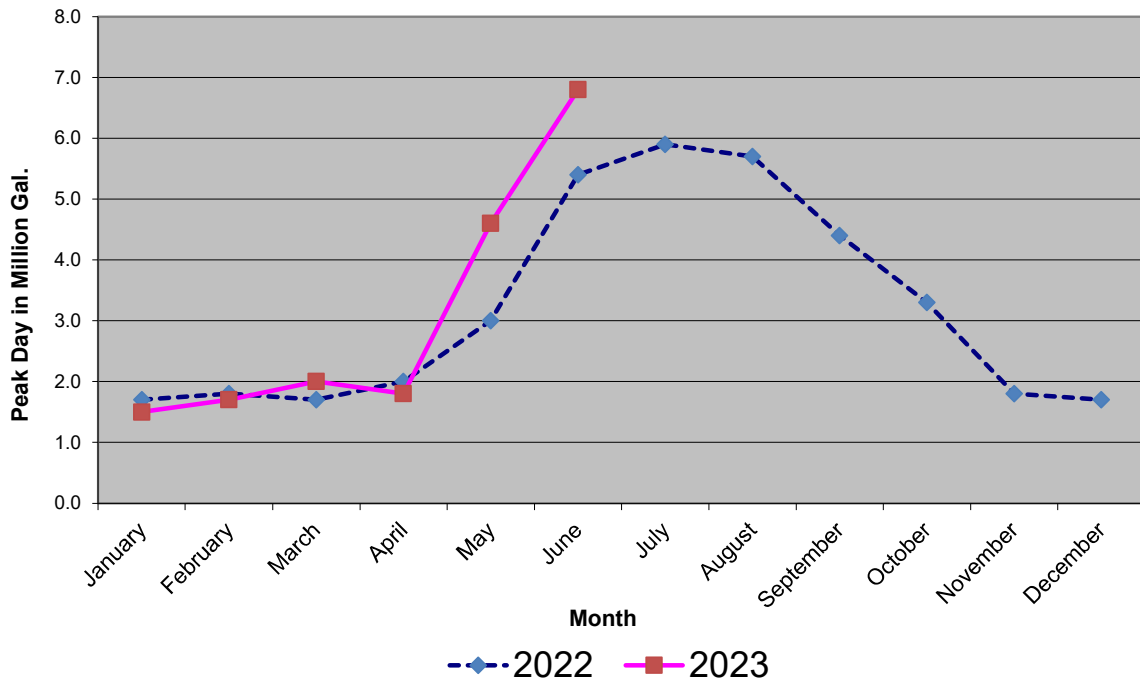


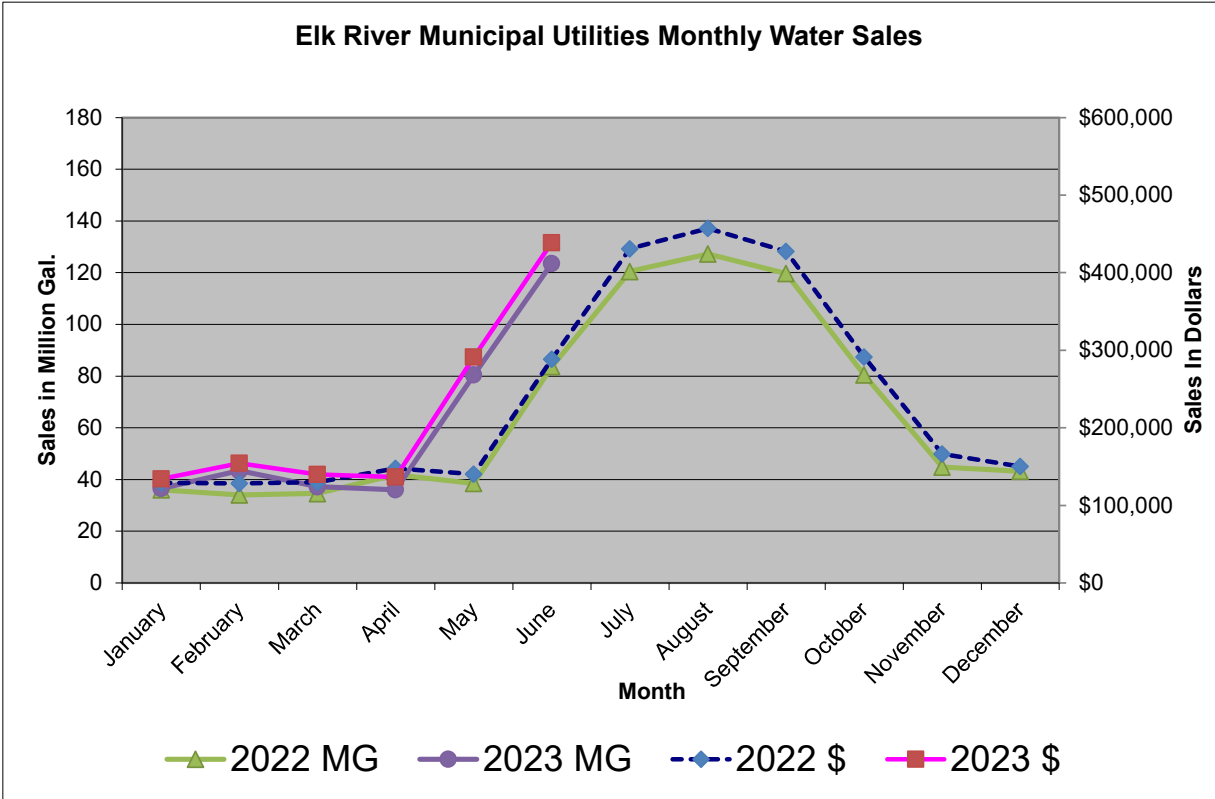


Elk River Municipal Utilities Monthly Water Pumpage



Elk River Municipal Utilities Peak Day Pumpage





ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING MAY 2023

		2023 MAY	2023 YTD	2023 YTD BUDGET	2023 ANNUAL BUDGET	2023 YTD Bud Var%	2022 MAY	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
Electric Revenue										
Operating Revenue										
Elk River										
	ELECT SALES - ELK RIVER RESID	858,689	5,099,017	5,090,956	14,039,146	0	869,268	4,985,850	113,166	2
	ELECT SALES - ELK RIVER NON-D	237,662	1,373,251	1,284,577	3,461,850	7	228,837	1,232,529	140,722	11
	ELECT SALES - ELK RIVER DEMA	1,405,934	6,774,843	7,066,742	20,243,229	(4)	1,545,759	7,087,363	(312,520)	(4)
	PCA SALES REVENUE - ELK RIVE	94,899	392,501	511,018	1,285,399	(23)	0	0	392,501	0
	PCA SALES REVENUE - ELK RIVE	29,213	117,518	144,526	340,814	(19)	0	0	117,518	0
	PCA SALES REVENUE - ELK RIVE	223,964	765,350	1,070,646	2,670,887	(29)	0	0	765,350	0
	Total For Elk River:	2,850,363	14,522,483	15,168,467	42,041,326	(4)	2,643,865	13,305,743	1,216,739	9
Otsego										
	ELECT SALES - OTSEGO RESIDEN	94,953	548,659	493,405	1,420,072	11	88,545	506,979	41,679	8
	ELECT SALES - OTSEGO NON-DEM	30,548	162,751	149,161	454,649	9	31,231	162,021	730	0
	ELECT SALES - OTSEGO DEMAND	95,736	500,523	404,144	1,180,452	24	89,515	478,865	21,657	5
	PCA SALES REVENUE - OTSEGO R	10,304	41,463	49,519	129,685	(16)	0	0	41,463	0
	PCA SALES REVENUE - OTSEGO N	3,859	14,181	16,780	44,260	(15)	0	0	14,181	0
	PCA SALES REVENUE - OTSEGO D	15,212	55,694	61,171	156,538	(9)	0	0	55,694	0
	Total For Otsego:	250,614	1,323,274	1,174,182	3,385,657	13	209,292	1,147,866	175,407	15
Rural Big Lake										
	ELECT SALES - BIG LAKE RESIDE	12,763	77,179	81,108	214,102	(5)	12,419	75,340	1,838	2
	ELECT SALES - BIG LAKE NON-DE	164	826	768	4,513	8	160	796	29	4
	PCA SALES REVENUE - BIG LAKE	1,435	5,981	8,146	19,622	(27)	0	0	5,981	0
	PCA SALES REVENUE - BIG LAKE	10	35	86	420	(59)	0	0	35	0
	Total For Rural Big Lake:	14,374	84,022	90,109	238,658	(7)	12,579	76,137	7,885	10
Dayton										
	ELECT SALES - DAYTON RESIDEN	13,234	79,524	82,936	221,646	(4)	12,903	78,458	1,066	1
	ELECT SALES - DAYTON NON-DE	2,722	14,153	14,636	39,638	(3)	2,724	14,673	(519)	(4)
	PCA SALES REVENUE - DAYTON R	1,432	5,983	8,327	20,286	(28)	0	0	5,983	0
	PCA SALES REVENUE - DAYTON	300	1,083	1,646	3,900	(34)	0	0	1,083	0
	Total For Dayton:	17,688	100,745	107,547	285,471	(6)	15,628	93,131	7,614	8
Public St & Hwy Lighting										
	ELECT SALES - SEC LTS	21,544	107,807	108,333	260,000	0	21,499	107,268	538	1
	Total For Public St & Hwy Lighting:	21,544	107,807	108,333	260,000	0	21,499	107,268	538	1
Other Electric Sales										
	SUB-STATION CREDIT	400	2,000	2,000	4,800	0	400	2,000	0	0
	RATE INCREASE	0	0	0	0	0	265,001	921,843	(921,843)	(100)

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING MAY 2023

	2023 MAY	2023 YTD	2023 YTD BUDGET	2023 ANNUAL BUDGET	2023 YTD Bud Var%	2022 MAY	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
Electric									
Total For Other Electric Sales:	400	2,000	2,000	4,800	0	265,401	923,843	(921,843)	(100)
Total Operating Revenue	<u>3,154,986</u>	<u>16,140,332</u>	<u>16,650,640</u>	<u>46,215,912</u>	<u>(3)</u>	<u>3,168,266</u>	<u>15,653,990</u>	<u>486,341</u>	<u>3</u>
Other Operating Revenue									
Interest/Dividend Income									
INTEREST & DIVIDEND INCOME	(1,511)	30,987	20,833	50,000	49	(5,154)	(122,101)	153,088	125
Total For Interest/Dividend Income:	(1,511)	30,987	20,833	50,000	49	(5,154)	(122,101)	153,088	125
Customer Penalties									
CUSTOMER DELINQUENT PENALT	23,859	119,218	104,166	250,000	14	19,153	84,911	34,307	40
Total For Customer Penalties:	23,859	119,218	104,166	250,000	14	19,153	84,911	34,307	40
LFG Project									
LFG PROJECT	0	0	0	0	0	86,700	384,991	(384,991)	(100)
Total For LFG Project:	0	0	0	0	0	86,700	384,991	(384,991)	(100)
Connection Fees									
DISCONNECT & RECONNECT CHA	12,263	46,416	91,666	220,000	(49)	15,190	66,220	(19,803)	(30)
Total For Connection Fees:	12,263	46,416	91,666	220,000	(49)	15,190	66,220	(19,803)	(30)
Misc Revenue									
MISC ELEC REVENUE - TEMP CHG	1,855	5,114	833	2,000	514	1,290	1,960	3,154	161
STREET LIGHT	1,800	1,800	5,000	20,000	(64)	0	125	1,675	1,340
TRANSMISSION INVESTMENTS	59,922	258,092	270,512	649,231	(5)	40,408	215,064	43,028	20
MISC NON-UTILITY	8,486	63,551	37,500	90,000	69	6,961	44,868	18,682	42
GAIN ON DISPOSITION OF PROPER	0	0	0	0	0	0	22,750	(22,750)	(100)
CONTRIBUTIONS FROM CUSTOME	67,839	148,394	72,916	175,000	104	8,307	130,343	18,050	14
Total For Misc Revenue:	139,903	476,953	386,762	936,231	23	56,967	415,111	61,841	15
Total Other Revenue	<u>174,514</u>	<u>673,575</u>	<u>603,429</u>	<u>1,456,231</u>	<u>12</u>	<u>172,856</u>	<u>829,133</u>	<u>(155,558)</u>	<u>(19)</u>
Total For Total Other Revenue:	174,514	673,575	603,429	1,456,231	12	172,856	829,133	(155,558)	(19)
Total Revenue	<u>3,329,500</u>	<u>16,813,908</u>	<u>17,254,070</u>	<u>47,672,143</u>	<u>(3)</u>	<u>3,341,123</u>	<u>16,483,124</u>	<u>330,783</u>	<u>2</u>
Expenses									
Purchased Power									
PURCHASED POWER	1,850,523	8,335,418	8,569,786	24,207,981	(3)	2,378,096	11,441,932	(3,106,513)	(27)
ENERGY ADJUSTMENT CLAUSE	789,267	3,012,120	3,416,359	8,558,044	(12)	0	0	3,012,120	0
Total For Purchased Power:	2,639,790	11,347,538	11,986,145	32,766,025	(5)	2,378,096	11,441,932	(94,393)	(1)
Operating & Mtce Expense									

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING MAY 2023

	2023 MAY	2023 YTD	2023 YTD BUDGET	2023 ANNUAL BUDGET	2023 YTD Bud Var%	2022 MAY	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
Electric									
OPERATING SUPERVISION	11,030	51,174	57,083	137,000	(10)	9,912	46,006	5,168	11
DIESEL OIL FUEL	250	3,657	4,166	10,000	(12)	76	1,398	2,258	161
NATURAL GAS	335	20,473	13,100	25,000	56	399	11,549	8,924	77
ELECTRIC & WATER CONSUMPTI	4,541	28,752	17,300	34,000	66	2,266	16,610	12,141	73
PLANT SUPPLIES & OTHER EXPEN	1,628	20,304	5,416	13,000	275	2,247	3,724	16,580	445
MISC POWER GENERATION EXPE	409	3,192	3,333	8,000	(4)	136	2,209	983	45
MAINTENANCE OF STRUCTURE -	1,989	10,118	8,333	20,000	21	508	7,044	3,073	44
MTCE OF PLANT ENGINES/GENER	1,314	13,173	16,250	39,000	(19)	580	5,538	7,635	138
MTCE OF PLANT/LAND IMPROVE	252	20,344	19,500	35,000	4	1,279	12,907	7,437	58
Total For Operating & Mtce Expense:	21,752	171,192	144,483	321,000	18	17,408	106,989	64,203	60
Landfill Gas									
LANDFILL GAS PLANT PURCHASE	0	0	0	0	0	15,818	64,501	(64,501)	(100)
LANDFILL GAS PLANT OPERATIO	0	0	0	0	0	41,518	207,593	(207,593)	(100)
LANDFILL GAS PLANT ADMINIST	0	0	0	0	0	597	1,453	(1,453)	(100)
LANDFILL GAS PLANT INSURANC	0	0	0	0	0	1,623	8,118	(8,118)	(100)
LANDFILL GAS PLANT MTCE	0	0	0	0	0	140	574	(574)	(100)
Total For Landfill Gas:	0	0	0	0	0	59,698	282,241	(282,241)	(100)
Transmission Expense									
TRANSMISSION MTCE AND EXPE	6,213	26,419	29,166	70,000	(9)	4,557	27,585	(1,165)	(4)
Total For Transmission Expense:	6,213	26,419	29,166	70,000	(9)	4,557	27,585	(1,165)	(4)
Distribution Expense									
REMOVE EXISTING SERVICE & M	0	542	437	1,050	24	0	194	347	178
SCADA EXPENSE	2,883	16,966	18,333	44,000	(7)	2,823	16,190	775	5
TRANSFORMER EXPENSE OH & U	1,302	7,417	6,250	15,000	19	1,426	5,243	2,173	41
MTCE OF SIGNAL SYSTEMS	557	1,166	833	2,000	40	792	947	218	23
METER EXPENSE - REMOVE & RE	902	1,002	625	1,500	60	0	275	727	265
TEMP SERVICE - INSTALL & REM	681	4,815	1,458	3,500	230	894	1,455	3,360	231
MISC DISTRIBUTION EXPENSE	29,625	188,862	125,000	300,000	51	22,654	148,729	40,133	27
INTERCONNECTION CARRYING C	0	0	0	2,416	0	0	0	0	0
Total For Distribution Expense:	35,952	220,773	152,937	369,466	44	28,590	173,036	47,737	28
Maintenance Expense									
MTCE OF STRUCTURES	9,970	22,704	19,166	46,000	18	2,171	10,318	12,386	120
MTCE OF SUBSTATIONS	1,954	18,159	14,583	35,000	25	5,831	12,835	5,324	41
MTCE OF SUBSTATION EQUIPME	7,694	22,094	32,083	77,000	(31)	3,335	25,876	(3,782)	(15)
MTCE OF OH LINES/TREE TRIM	1,337	167,472	176,000	225,000	(5)	889	107,554	59,917	56

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING MAY 2023

Electric		2023	2023	2023	2023	2023 YTD	2022	2022	YTD	2022 v. 2023
		MAY	YTD	YTD BUDGET	ANNUAL BUDGET	Bud Var%	MAY	YTD	VARIANCE	Actual Var%
	MTCE OF OH LINES/STANDBY	3,159	14,943	16,666	40,000	(10)	3,319	14,613	329	2
	MTCE OF OH PRIMARY	14,195	68,468	70,833	170,000	(3)	24,083	67,779	689	1
	MTCE OF URD PRIMARY	27,627	70,855	70,833	170,000	0	28,524	80,249	(9,393)	(12)
	LOCATE ELECTRIC LINES	13,008	32,806	44,166	106,000	(26)	9,756	34,046	(1,239)	(4)
	LOCATE FIBER LINES	101	134	416	1,000	(68)	65	244	(109)	(45)
	MTCE OF LINE TRANSFORMERS	4,147	7,787	25,000	60,000	(69)	3,379	12,894	(5,106)	(40)
	MTCE OF STREET LIGHTING	4,308	13,934	18,750	45,000	(26)	4,268	11,192	2,741	24
	MTCE OF SECURITY LIGHTING	1,081	8,186	6,250	15,000	31	730	5,593	2,593	46
	MTCE OF METERS	3,918	23,556	35,416	85,000	(33)	6,356	34,001	(10,445)	(31)
	VOLTAGE COMPLAINTS	1,231	4,923	4,166	10,000	18	189	2,586	2,337	90
	SALARIES TRANSMISSION & DIST	2,635	11,936	12,708	30,500	(6)	2,394	11,483	452	4
	ELECTRIC MAPPING	5,029	72,052	39,583	95,000	82	5,208	45,221	26,830	59
	MTCE OF OH SECONDARY	1,519	7,971	10,416	25,000	(23)	1,711	6,046	1,924	32
	MTCE OF URD SECONDARY	5,914	19,027	25,000	60,000	(24)	4,658	19,378	(351)	(2)
	TRANSPORTATION EXPENSE	25,634	143,534	102,083	245,000	41	16,514	126,297	17,237	14
	Total For Maintenance Expense:	134,470	730,550	724,125	1,540,500	1	123,387	628,214	102,336	16
Depreciation & Amortization										
	DEPRECIATION	208,455	1,042,435	1,046,755	2,552,700	0	192,724	970,088	72,346	7
	AMORTIZATION	55,677	278,389	278,390	668,136	0	55,677	278,389	0	0
	Total For Depreciation & Amortization:	264,133	1,320,825	1,325,145	3,220,836	0	248,402	1,248,478	72,346	6
Interest Expense										
	INTEREST EXPENSE - BONDS	73,213	367,265	367,265	870,695	0	75,850	383,308	(16,043)	(4)
	AMORTIZATION OF DEBT DISCOU	(4,988)	(24,942)	(24,942)	(59,863)	0	(4,988)	(25,846)	903	3
	Total For Interest Expense:	68,224	342,322	342,322	810,832	0	70,862	357,462	(15,139)	(4)
Other Operating Expense										
	EV CHARGING EXPENSE	211	605	3,221	7,731	(81)	411	2,140	(1,535)	(72)
	LOSS ON DISPOSITION OF PROP (C	0	0	0	15,500	0	0	0	0	0
	OTHER DONATIONS	108	108	1,250	3,000	(91)	0	(9)	117	1,311
	MUTUAL AID	0	0	0	0	0	8,756	8,756	(8,756)	(100)
	PENSION EXPENSE	0	0	0	45,000	0	0	0	0	0
	OTHER INTEREST EXPENSE	0	378	378	378	0	378	2,242	(1,864)	(83)
	INTEREST EXPENSE - METER DEP	3,975	19,675	1,041	2,500	1,788	166	823	18,851	2,288
	Total For Other Operating Expense:	4,295	20,767	5,890	74,109	253	9,711	13,953	6,813	49
Customer Accounts Expense										
	METER READING EXPENSE	4,030	16,464	19,583	47,000	(16)	4,349	19,826	(3,361)	(17)

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING MAY 2023

	2023 MAY	2023 YTD	2023 YTD BUDGET	2023 ANNUAL BUDGET	2023 YTD Bud Var%	2022 MAY	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
Electric									
DISCONNECT/RECONNECT EXPEN	2,843	8,316	9,166	22,000	(9)	1,990	8,116	200	2
MISC CUSTOMER ACCOUNTS EXP	26,854	138,268	130,208	312,500	6	22,476	118,646	19,622	17
BAD DEBT EXPENSE & RECOVER	19,488	23,781	8,333	20,000	185	144	2,783	20,997	754
Total For Customer Accounts Expense:	53,217	186,830	167,291	401,500	12	28,961	149,372	37,457	25
Administrative Expense									
SALARIES OFFICE & COMMISSION	69,460	338,451	395,833	950,000	(14)	67,776	319,273	19,178	6
TEMPORARY STAFFING	0	0	1,666	4,000	(100)	0	0	0	0
OFFICE SUPPLIES	9,314	56,317	44,583	107,000	26	5,599	30,219	26,098	86
ELECTRIC & WATER CONSUMPTI	2,923	11,858	12,083	29,000	(2)	2,323	9,374	2,484	26
BANK FEES	157	748	1,041	2,500	(28)	147	809	(61)	(8)
LEGAL FEES	2,563	10,632	16,666	40,000	(36)	5,164	13,714	(3,081)	(22)
AUDITING FEES	1,623	9,076	7,716	18,520	18	1,503	7,516	1,560	21
INSURANCE	22,723	93,788	77,500	186,000	21	13,262	68,877	24,911	36
UTILITY SHARE - DEFERRED COM	9,527	71,037	51,666	124,000	37	9,593	67,041	3,996	6
UTILITY SHARE - MEDICAL/DENT	57,958	418,602	431,174	858,481	(3)	62,903	410,375	8,226	2
UTILITY SHARE - PERA	24,508	121,143	120,000	288,000	1	23,355	112,785	8,357	7
UTILITY SHARE - FICA	24,603	117,438	116,666	280,000	1	22,833	108,577	8,860	8
EMPLOYEE SICK PAY	10,631	76,999	62,500	150,000	23	8,781	69,334	7,664	11
EMPLOYEE HOLIDAY PAY	13,371	56,743	57,272	157,500	(1)	13,759	38,934	17,809	46
EMPLOYEE VACATION & PTO PA	19,080	130,079	117,000	250,000	11	17,696	113,422	16,656	15
UPMIC DISTRIBUTION	0	18,817	22,753	91,015	(17)	0	10,576	8,240	78
LONGEVITY PAY	0	1,923	1,924	16,369	0	0	0	1,923	0
CONSULTING FEES	3,415	3,415	33,333	80,000	(90)	4,264	41,116	(37,700)	(92)
TELEPHONE	3,024	15,908	17,083	41,000	(7)	2,941	14,424	1,483	10
ADVERTISING	1,161	6,035	6,250	15,000	(3)	680	5,843	191	3
DUES & SUBSCRIPTIONS - FEES	10,208	49,053	71,947	172,675	(32)	10,176	49,632	(579)	(1)
SCHOOLS & MEETINGS	21,304	95,896	127,500	259,925	(25)	19,608	89,378	6,517	7
MTCE OF GENERAL PLANT & OFFI	1,002	5,013	3,166	7,600	58	609	3,047	1,966	65
Total For Administrative Expense:	308,564	1,708,981	1,797,331	4,128,585	(5)	292,981	1,584,276	124,705	8
General Expense									
CIP REBATES - RESIDENTIAL	3,005	16,325	41,737	100,170	(61)	3,370	19,597	(3,272)	(17)
CIP REBATES - COMMERCIAL	1,800	34,299	78,992	189,583	(57)	0	10,683	23,616	221
CIP - ADMINISTRATION	394	4,581	8,208	19,700	(44)	424	2,163	2,418	112
CIP - MARKETING	3,730	18,269	12,516	30,039	46	965	9,034	9,234	102
CIP - LABOR	12,493	60,258	74,379	178,511	(19)	13,345	60,439	(181)	0

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING MAY 2023

	2023 MAY	2023 YTD	2023 YTD BUDGET	2023 ANNUAL BUDGET	2023 YTD Bud Var%	2022 MAY	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
Electric									
CIP REBATES - LOW INCOME	0	4,270	7,500	18,000	(43)	0	4,185	85	2
CIP - LOW INCOME LABOR	789	4,253	4,119	9,887	3	888	4,562	(308)	(7)
ENVIRONMENTAL COMPLIANCE	35	7,793	14,257	34,219	(45)	2,598	12,693	(4,899)	(39)
MISC GENERAL EXPENSE	(130)	6,049	1,041	2,500	481	90	84	5,964	7,016
Total For General Expense:	22,117	156,100	242,753	582,609	(36)	21,682	123,443	32,656	26
Total Expenses(before Operating Transfers)	3,558,731	16,232,301	16,917,593	44,285,462	(4)	3,284,341	16,136,985	95,315	1
Operating Transfer									
Operating Transfer/Other Funds									
TRANSFER TO CITY ELK RIVER R	114,710	616,979	606,738	1,681,653	2	108,962	564,025	52,953	9
Total For Operating Transfer/Other Funds:	114,710	616,979	606,738	1,681,653	2	108,962	564,025	52,953	9
Utilities & Labor Donated									
UTILITIES & LABOR DONATED TO	18,304	123,773	100,000	240,000	24	29,605	104,827	18,945	18
Total For Utilities & Labor Donated:	18,304	123,773	100,000	240,000	24	29,605	104,827	18,945	18
Total Operating Transfer									
Total For Total Operating Transfer:	133,015	740,752	706,738	1,921,653	5	138,567	668,853	71,898	11
Net Income Profit(Loss)	(362,246)	(159,146)	(370,262)	1,465,028	57	(81,785)	(322,715)	163,569	51

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING MAY 2023

	2023 MAY	2023 YTD	2023 YTD BUDGET	2023 ANNUAL BUDGET	2023 YTD Bud Var%	2022 MAY	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
Water Revenue									
Operating Revenue									
Water Sales									
WATER SALES RESIDENTIAL	92,060	441,747	356,259	1,397,043	24	87,236	423,429	18,317	4
WATER SALES COMMERCIAL	49,608	258,530	219,985	850,022	18	47,243	239,676	18,853	8
WATER SALES IRRIGATION	16,504	23,094	10,218	256,349	126	5,756	11,987	11,107	93
Total For Water Sales:	158,172	723,372	586,463	2,503,414	23	140,237	675,093	48,279	7
Total Operating Revenue	158,172	723,372	586,463	2,503,414	23	140,237	675,093	48,279	7
Total For Total Operating Revenue:	158,172	723,372	586,463	2,503,414	23	140,237	675,093	48,279	7
Other Operating Revenue									
Interest/Dividend Income									
INTEREST & DIVIDEND INCOME	1,090	14,102	14,583	35,000	(3)	(548)	(26,997)	41,099	152
OTHER INTEREST/MISC REVENUE	0	0	625	1,500	(100)	0	0	0	0
Total For Interest/Dividend Income:	1,090	14,102	15,208	36,500	(7)	(548)	(26,997)	41,099	152
Customer Penalties									
CUSTOMER PENALTIES	1,188	6,148	11,666	28,000	(47)	(114)	3,989	2,158	54
Total For Customer Penalties:	1,188	6,148	11,666	28,000	(47)	(114)	3,989	2,158	54
Connection Fees									
WATER/ACCESS/CONNECTION FE	31,835	83,135	187,500	450,000	(56)	42,860	634,366	(551,230)	(87)
CUSTOMER CONNECTION FEES	703	4,438	16,666	40,000	(73)	3,659	25,389	(20,950)	(83)
BULK WATER SALES/HYDRANT R	0	6,341	11,666	28,000	(46)	1,533	1,622	4,718	291
Total For Connection Fees:	32,539	93,916	215,833	518,000	(56)	48,053	661,378	(567,462)	(86)
Misc Revenue									
MISC NON-UTILITY	0	20	20	50	(0)	0	25	(5)	(20)
MISCELLANEOUS REVENUE	0	258	208	500	25	0	0	258	0
HYDRANT MAINTENANCE PROGR	975	5,781	5,625	13,500	3	980	5,233	547	10
CONTRIBUTIONS FROM DEVELOP	0	0	0	65,000	0	0	0	0	0
WATER TOWER LEASE	0	0	0	296,984	0	23,481	117,408	(117,408)	(100)
Total For Misc Revenue:	975	6,059	5,854	376,034	4	24,461	122,667	(116,607)	(95)
Total Other Revenue	35,792	120,226	248,562	958,534	(52)	71,851	761,038	(640,811)	(84)
Total For Total Other Revenue:	35,792	120,226	248,562	958,534	(52)	71,851	761,038	(640,811)	(84)
Total Revenue	193,965	843,599	835,025	3,461,948	1	212,088	1,436,131	(592,532)	(41)

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING MAY 2023

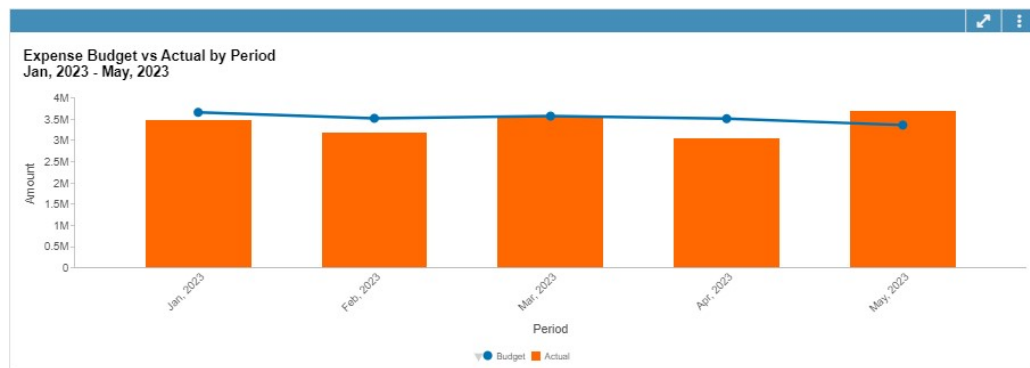
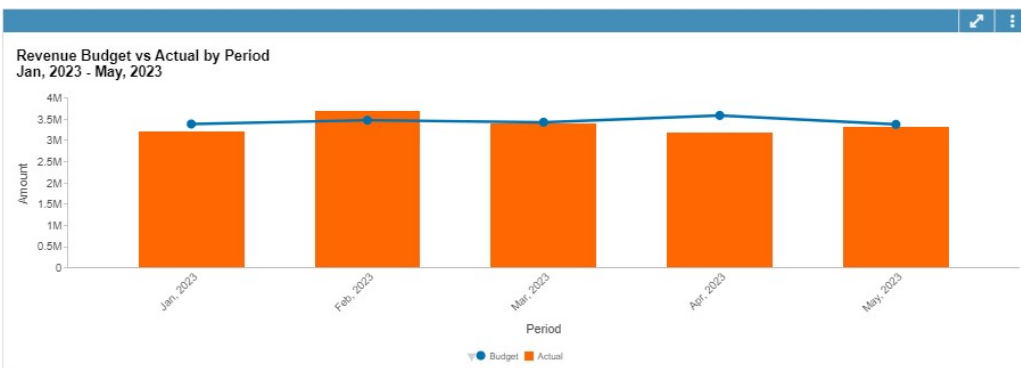
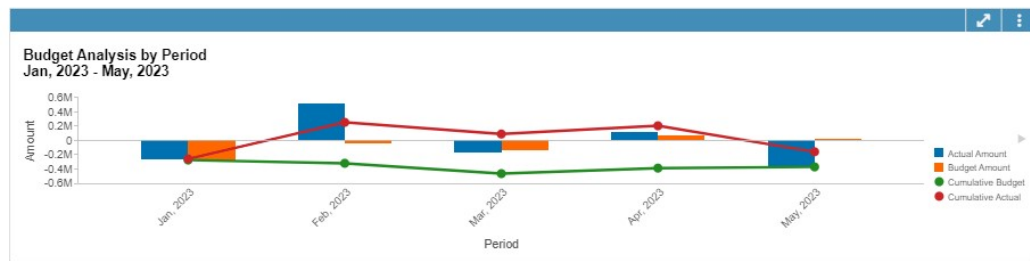
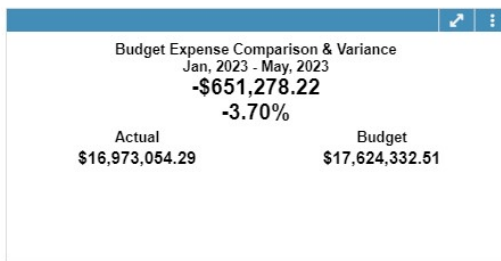
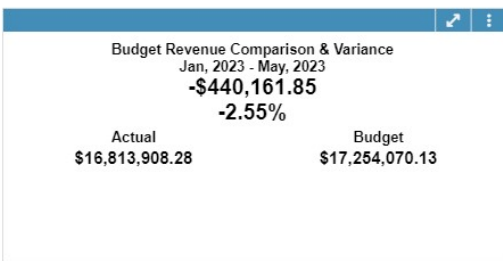
	2023 MAY	2023 YTD	2023 YTD BUDGET	2023 ANNUAL BUDGET	2023 YTD Bud Var%	2022 MAY	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
Water Expenses									
Production Expense									
MTCE OF STRUCTURES	11,254	48,407	37,500	90,000	29	7,193	39,879	8,528	21
Total For Production Expense:	11,254	48,407	37,500	90,000	29	7,193	39,879	8,528	21
Pumping Expense									
SUPERVISION	5,888	26,888	28,750	69,000	(6)	5,177	25,104	1,784	7
ELECTRIC & GAS UTILITIES	36,778	123,251	120,000	288,000	3	26,656	102,328	20,923	20
SAMPLING	674	6,677	6,250	15,000	7	1,377	5,778	899	16
CHEMICAL FEED	6,815	12,846	20,833	50,000	(38)	3,200	8,465	4,380	52
MTCE OF ELECTRIC PUMPING EQ	0	0	0	0	0	(50)	46	(46)	(100)
MTCE OF WELLS	6,631	63,099	68,750	165,000	(8)	23,197	92,280	(29,180)	(32)
SCADA - PUMPING	332	1,436	6,666	16,000	(78)	676	4,539	(3,102)	(68)
Total For Pumping Expense:	57,122	234,200	251,250	603,000	(7)	60,236	238,542	(4,341)	(2)
Distribution Expense									
MTCE OF WATER MAINS	19,878	75,569	50,000	120,000	51	13,893	24,249	51,319	212
LOCATE WATER LINES	1,269	2,459	7,187	17,250	(66)	1,242	3,171	(711)	(22)
MTCE OF WATER SERVICES	0	184	0	0	0	35	76	108	143
WATER METER SERVICE	953	8,147	27,500	66,000	(70)	6,630	37,250	(29,103)	(78)
BACKFLOW DEVICE INSPECTION	1,724	7,425	5,800	16,000	28	1,346	4,928	2,497	51
MTCE OF CUSTOMERS SERVICE	2,505	12,383	12,708	30,500	(3)	2,330	11,373	1,010	9
WATER MAPPING	1,156	7,900	5,208	12,500	52	535	1,531	6,369	416
MTCE OF WATER HYDRANTS - PU	2,113	4,570	7,916	19,000	(42)	133	3,176	1,394	44
MTCE OF WATER HYDRANTS - PR	99	26	2,083	5,000	(99)	48	302	(275)	(91)
WATER CLOTHING/PPE	28	7,283	3,750	9,000	94	284	5,008	2,274	45
WAGES WATER	622	3,005	3,041	7,300	(1)	559	2,457	547	22
TRANSPORTATION EXPENSE	1,530	5,815	6,875	16,500	(15)	1,488	5,781	34	1
WATER PERMIT	0	15,752	18,600	18,600	(15)	0	18,370	(2,617)	(14)
Total For Distribution Expense:	31,883	150,525	150,670	337,650	0	28,530	117,678	32,846	28
Depreciation & Amortization									
DEPRECIATION	97,652	487,424	486,990	1,202,937	0	91,325	461,958	25,466	6
Total For Depreciation & Amortization:	97,652	487,424	486,990	1,202,937	0	91,325	461,958	25,466	6
Interest Expense									
INTEREST EXPENSE - BONDS	3,666	18,333	18,333	43,000	0	3,833	20,371	(2,037)	(10)
AMORTIZATION OF DEBT DISCOU	(554)	(2,771)	(2,771)	(6,651)	0	(554)	(2,771)	0	0
Total For Interest Expense:	3,112	15,562	15,562	36,349	0	3,279	17,600	(2,037)	(12)
Other Operating Expense									

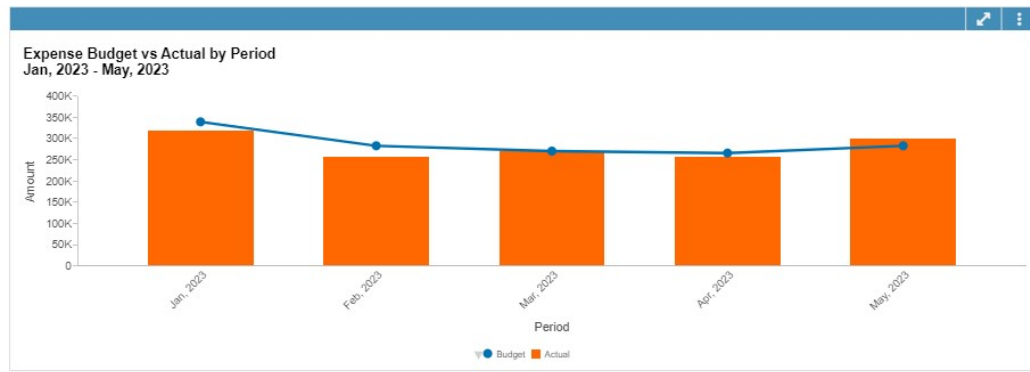
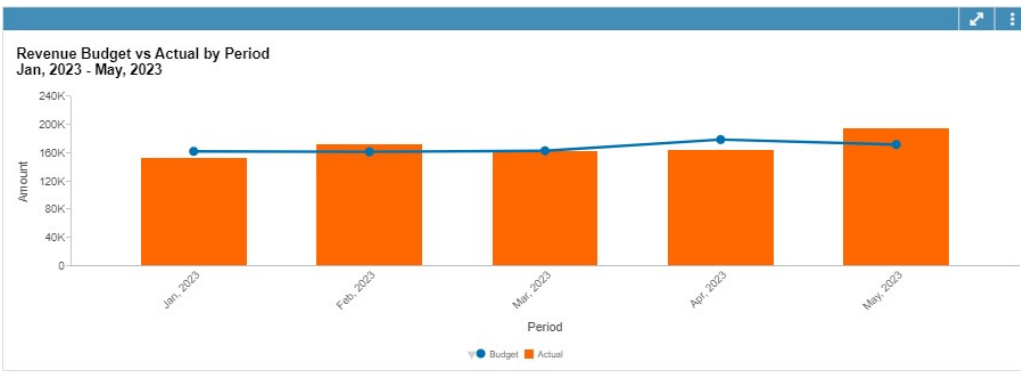
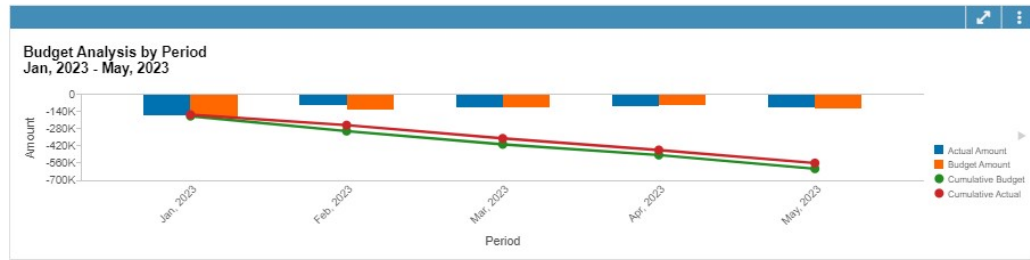
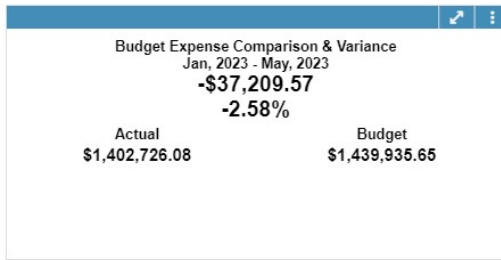
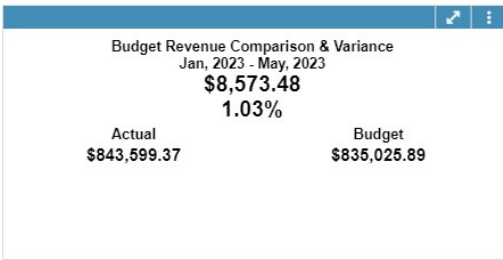
ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING MAY 2023

	2023 MAY	2023 YTD	2023 YTD BUDGET	2023 ANNUAL BUDGET	2023 YTD Bud Var%	2022 MAY	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
Water									
LOSS ON DISPOSITION OF PROP (C	0	0	0	500	0	0	0	0	0
DAM MAINTENANCE EXPENSE	147	1,689	729	1,750	132	910	910	778	85
OTHER INTEREST EXPENSE	0	94	95	95	0	94	560	(466)	(83)
INTEREST EXPENSE - METER DEP	104	524	52	125	908	4	22	502	2,282
Total For Other Operating Expense:	252	2,307	876	2,470	163	1,009	1,493	814	55
Customer Accounts Expense									
METER READING EXPENSE	209	855	1,041	2,500	(18)	225	986	(131)	(13)
MISC CUSTOMER ACCOUNTS EXP	6,924	35,867	34,008	81,620	5	5,879	30,517	5,350	18
BAD DEBT EXPENSE & RECOVER	0	0	104	250	(100)	0	0	0	0
Total For Customer Accounts Expense:	7,134	36,722	35,154	84,370	4	6,104	31,503	5,219	17
Administrative Expense									
SALARIES OFFICE & COMMISSION	20,387	97,464	111,875	268,500	(13)	19,737	93,118	4,346	5
TEMPORARY STAFFING	0	0	416	1,000	(100)	0	0	0	0
OFFICE SUPPLIES	5,122	12,868	10,625	25,500	21	1,587	5,704	7,163	126
ELECTRIC & WATER CONSUMPTI	730	2,964	3,333	8,000	(11)	580	2,343	621	26
BANK FEES	39	193	260	625	(26)	36	212	(19)	(9)
LEGAL FEES	640	2,122	3,750	9,000	(43)	1,244	3,381	(1,258)	(37)
AUDITING FEES	405	2,815	1,929	4,630	46	375	1,879	936	50
INSURANCE	13,667	27,473	15,000	36,000	83	2,217	11,088	16,385	148
UTILITY SHARE - DEFERRED COM	1,756	11,985	12,708	30,500	(6)	2,271	12,252	(267)	(2)
UTILITY SHARE - MEDICAL/DENT	14,952	105,252	115,727	215,000	(9)	16,235	107,171	(1,919)	(2)
UTILITY SHARE - PERA	4,582	23,001	22,500	54,000	2	4,492	21,707	1,293	6
UTILITY SHARE - FICA	4,459	22,046	21,666	52,000	2	4,315	20,770	1,275	6
EMPLOYEE SICK PAY	1,399	13,126	11,250	27,000	17	1,796	10,462	2,664	25
EMPLOYEE HOLIDAY PAY	2,528	9,604	11,200	30,800	(14)	2,550	6,851	2,752	40
EMPLOYEE VACATION & PTO PA	3,071	23,223	21,090	44,000	10	3,293	20,781	2,441	12
UPMIC DISTRIBUTION	0	3,632	4,517	18,069	(20)	0	2,200	1,431	65
WELLHEAD PROTECTION	0	6,861	0	10,000	0	0	4,724	2,137	45
LONGEVITY PAY	0	101	101	3,106	0	0	0	101	0
CONSULTING FEES	273	5,883	14,583	35,000	(60)	1,066	12,101	(6,217)	(51)
TELEPHONE	685	3,620	3,958	9,500	(9)	688	3,450	169	5
ADVERTISING	563	2,266	2,708	6,500	(16)	170	1,388	878	63
DUES & SUBSCRIPTIONS - FEES	15,053	34,571	37,000	78,320	(7)	14,845	34,432	139	0
SCHOOLS & MEETINGS	955	11,851	26,543	63,705	(55)	2,912	18,890	(7,038)	(37)
MTCE OF GENERAL PLANT & OFFI	250	1,253	791	1,900	58	152	761	491	64

ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING MAY 2023

		2023 MAY	2023 YTD	2023 YTD BUDGET	2023 ANNUAL BUDGET	2023 YTD Bud Var%	2022 MAY	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
Water										
	Total For Administrative Expense:	91,526	424,186	453,536	1,032,655	(6)	80,571	395,676	28,509	7
General Expense										
	CIP REBATES - RESIDENTIAL	175	502	4,375	10,500	(89)	0	285	217	76
	CIP REBATES - COMMERCIAL	0	0	208	500	(100)	0	0	0	0
	CIP - MARKETING	0	588	208	500	183	0	529	58	11
	CIP - LABOR	0	1,288	1,958	4,700	(34)	375	1,908	(619)	(32)
	ENVIRONMENTAL COMPLIANCE	57	1,013	916	2,200	11	50	1,237	(223)	(18)
	MISC GENERAL EXPENSE	0	(4)	104	250	(104)	0	0	(4)	0
	Total For General Expense:	232	3,389	7,770	18,650	(56)	426	3,960	(571)	(14)
	Total Expenses(before Operating Transfers)	300,169	1,402,726	1,439,310	3,408,081	(3)	278,676	1,308,293	94,432	7
Operating Transfer										
Utilities & Labor Donated										
	WATER & LABOR DONATED TO CI	0	0	625	1,500	(100)	0	0	0	0
Total Operating Transfer										
	Total For Total Operating Transfer:	0	0	625	1,500	(100)	0	0	0	0
Net Income Profit(Loss)		<u>(106,203)</u>	<u>(559,126)</u>	<u>(604,909)</u>	<u>52,367</u>	<u>8</u>	<u>(66,588)</u>	<u>127,838</u>	<u>(686,965)</u>	<u>(537)</u>





TO: ERMU Commission	FROM: Chris Kerzman – Engineering Manager
MEETING DATE: July 11, 2023	AGENDA ITEM NUMBER: 5.2
SUBJECT: Field Services Facility Expansion Project Update	
ACTION REQUESTED: Authorize Staff Approval of Change Order no. 8	

DISCUSSION:

Project Change Order no. 8, which was discussed at the June commission meeting, is attached.

We received notice from the MPCA that they have closed their file on the petroleum contamination that was found at the south end of the property but have referred the area to the Site Assessment Program for non-petroleum contamination. After discussion with the site assessment project manager, we understand that this will likely require an additional set of vapor tests from the preliminary information they have but has low risk of needing any additional monitoring or corrective action. This work will be scheduled by MPCA, however due to backlog and prioritization of cases, may be multiple years in the future.

Staff completed a walkthrough with the irrigation contractor and is looking at repairs to the system west of the power plant and existing building during the week of July 24, with seeding and sod installation to follow. We are prioritizing placing sod in the more visible areas to have them in good shape for the open house. We continue to work with RJM Construction on the completion of punch list items and we are working through concerns on areas of soft asphalt in portions of the lot.

ATTACHMENTS:

- Change Order Request no. 8

Summary of PCO's for Change Order 8

OWN-8	PR-005 Storm Sewer Revisions	\$1,470.00
OWN-48	Manhole Demo and Disposal	\$2,603.98
OWN-56	Loading Dock Changes	\$2,847.61
OWN-68	Duct Relocation	\$2,196.63
OWN-69	PR-32 Retaining Wall at NE	\$2,180.84
OWN-70	PR-34 Grading at old building and stoops	\$1,753.21
OWN-71	Utilities Paid Deduct	-\$47,761.52
OWN-72	RFI-113	\$9,680.93
OWN-75	Removal of Trash from Pond	\$6,104.67
OWN-77	Faux beam (Reduced to 25% ERMU)	\$2,079.64
OWN-78	PR-35 Sidewalks and Drives	-\$720.23
OWN-79	RFI-129 SW Stair Changes	\$1,839.38
OWN-80	Soil Corrections	\$27,830.19
OWN-81	Underground Tank Removal	\$3,268.37
	PR-10 Conduit not Installed	-\$4,703.05
	PR-11 Light not installed at SE	-\$4,881.29
	PR-23 Sign Wall Redesign Costs	-\$5,488.00
TOTAL		\$301.36



MINNEAPOLIS OFFICE
830 Boone Ave
Golden Valley, MN 55427

CHANGE ORDER REQUEST

To : Elk River Municipal Utilities
13069 Orono Parkway
Elk River, MN 55330

PCO: Owner-8
From: Justin Rice
PH:
Email: justin.rice@rjmconstruction.com
Date: 09/03/2021
Project: Elk River Municipal Utilities - Field Services Facility

Description: PR-005 - Storm Sewer Revisions

Details:
Revisions to the location and alignment of the storm sewer

Item	Subcontractor:	Phase:	
2	North Country Concrete, Inc	32-13-05- Site Concrete	810.00
		PR #5 Changes	
3	Nord Excavating, Inc	31-22-05- Earthwork	590.00
		PR #5 Changes	
Subtotal:			1,400.00
General Liability .85%			14.15
Builders Risk .15%			4.13
Bond 1%			12.49
SDI -1.25%			17.51
Contractor's Fee			21.72
			70.00
Total For Change Order:			1,470.00

Approved By: Elk River Municipal Utilities

Submitted By: RJM Construction, LLC

Signed: _____

Signed: _____

Date: _____

Date: _____

The work described in this Change Order Request constitutes a change in scope to the Contract Documents. Execution of this Change Order Request by the Owner acknowledges this change in scope. Should the final project costs exceed the Guaranteed Maximum Price at the completion of the project, it is hereby agreed that a project change order will be executed by the Owner, increasing the Contract value by the amount of this Change Order Request.



MINNEAPOLIS OFFICE
830 Boone Ave
Golden Valley, MN 55427

CHANGE ORDER REQUEST

To : Elk River Municipal Utilities
13069 Orono Parkway
Elk River, MN 55330

PCO: Owner-48
From: Justin Rice
PH:
Email: justin.rice@rjmconstruction.com
Date: 07/01/2022
Project: Elk River Municipal Utilities - Field Services Facility

Description: Utility structure disposal

Details:
Demolition and disposal of unneeded utility structures.

Item	Subcontractor:	Phase:	
1	Nord Excavating, Inc	31-22-05- Earthwork	2,480.00
Demolition and disposal of unneeded manhole pieces.			
Subtotal:			2,480.00
General Liability			25.05
Builders Risk			7.32
Bond			22.13
SDI -1.25%			31.00
Contractor's Fee			38.48
			123.98
Total For Change Order:			2,603.98

Approved By: Elk River Municipal Utilities

Signed: _____

Date: _____

Submitted By: RJM Construction, LLC

Signed: _____

Date: _____

The work described in this Change Order Request constitutes a change in scope to the Contract Documents. Execution of this Change Order Request by the Owner acknowledges this change in scope. Should the final project costs exceed the Guaranteed Maximum Price at the completion of the project, it is hereby agreed that a project change order will be executed by the Owner, increasing the Contract value by the amount of this Change Order Request.



830 Boone Avenue
Golden Valley, MN 55427
P: 952-837-8600
www.rjmconstruction.com

CHANGE ORDER REQUEST

To : Elk River Municipal Utilities
13069 Orono Parkway
Elk River, MN 55330

PCO: Owner-56
From: Justin Rice
PH:
Email: justin.rice@rjmconstruction.com

Description: RFI-085 - Loading dock dimensions

Date: 08/04/2022
Project: Elk River Municipal Utilities - Field Services Facility

Details:

Changes to the dimensions of the dock leveler pit due to conflicting dimensions on the plans.

Item	Subcontractor:	Phase:	
1	Nord Excavating, Inc	31-22-05- Earthwork	490.00
		<i>Additional excavation of previously backfilled foundation.</i>	
2	Ultra Concrete, LLC.	03-30-05- Concrete	2,221.76
		<i>Added costs for additional wall and foundation pours.</i>	
		Subtotal:	2,711.76
		General Liability	27.39
		Builders Risk	8.00
		Bond	24.48
		SDI -1.25%	33.90
		Contractor's Fee	42.08
			135.85
		Total For Change Order:	2,847.61

Architect:

Approved Elk River Municipal Utilities
By:

Submitted RJM Construction, LLC
By:

Signed: _____

Signed: _____

Signed: _____

Date: _____

Date: _____

Date: _____



MINNEAPOLIS OFFICE
830 Boone Ave
Golden Valley, MN 55427

CHANGE ORDER REQUEST

To : Elk River Municipal Utilities
13069 Orono Parkway
Elk River, MN 55330

PCO: Owner-68
From: Justin Rice
PH:
Email: justin.rice@rjmconstruction.com
Date: 10/17/2022
Project: Elk River Municipal Utilities - Field Services Facility

Description: RFI-121 - Relocation of duct

Details:

Relocation of exhaust duct termination out of the underside of stair 112

Item	Subcontractor:	Phase:	
1		23-30-05- HVAC	1,422.72
		<i>Maverick Cutting Work</i>	
2	Julius B. Nelson & Son Inc	09-91-05- Painting	594.12
		<i>Added touch up painting at hole for new duct and old duct hole patch.</i>	
Subtotal:			2,016.84
		General Conditions 5%	100.85
		General Liability .85%	20.37
		Builders Risk .15%	5.94
		Building Permit	20.17
		Contractor's Fee	32.46
			179.79
Total For Change Order:			2,196.63

Approved By: Elk River Municipal Utilities

Signed: _____

Date: _____

Submitted By: RJM Construction, LLC

Signed: _____

Date: _____

The work described in this Change Order Request constitutes a change in scope to the Contract Documents. Execution of this Change Order Request by the Owner acknowledges this change in scope. Should the final project costs exceed the Guaranteed Maximum Price at the completion of the project, it is hereby agreed that a project change order will be executed by the Owner, increasing the Contract value by the amount of this Change Order Request.



830 Boone Avenue
Golden Valley, MN 55427
P: 952-837-8600
www.rjmconstruction.com

CHANGE ORDER REQUEST

To : Elk River Municipal Utilities
13069 Orono Parkway
Elk River, MN 55330

PCO: Owner-69
From: Justin Rice
PH:
Email: justin.rice@rjmconstruction.com

Description: PR-32 - Added retaining wall

Date: 11/07/2022
Project: Elk River Municipal Utilities - Field Services Facility

Details:

Added retaining wall to address grading conflicts with MEP wall penetrations.

Item	Subcontractor:	Phase:	
1	Great Northern Landscapes, Inc	32-90-05-Landscaping	1,850.00
		<i>Added retaining wall at the main entrance sign wall.</i>	
2		01-31-10-Superintendent II 36 hrs/wk (229.80
		<i>Field supt to coordinate layout of wall with different retaining wall sub.</i>	
Subtotal:			2,079.80
General Liability			21.01
Builders Risk			6.14
Bond			18.54
SDI -1.25%			23.13
Contractor's Fee			32.22
			101.04
Total For Change Order:			2,180.84

Architect:	Approved By: Elk River Municipal Utilities	Submitted By: RJM Construction, LLC
Signed: _____	Signed: _____	Signed: _____
Date: _____	Date: _____	Date: _____



MINNEAPOLIS OFFICE
830 Boone Ave
Golden Valley, MN 55427

CHANGE ORDER REQUEST

To : Elk River Municipal Utilities
13069 Orono Parkway
Elk River, MN 55330

PCO: Owner-70
From: Kris Hahn
PH: 952-837-8618
Email: kris.hahn@rjmconstruction.com
Date: 12/03/2022
Project: Elk River Municipal Utilities - Field Services Fa

Description: PR-34 - Civil Grading Changes

Details:
Changes to the grading plan

Item	Subcontractor:	Phase:	
1	Nord Excavating, Inc	31-22-05- Earthwork	800.00
		<i>PR #34 Grading at shop and dig out stoop</i>	
2	North Country Concrete, Inc	32-13-05- Site Concrete	905.05
		<i>PR #34 - Add stoop extension at power plant</i>	
Subtotal:			1,705.05
General Liability .85%			17.22
Builders Risk .15%			5.03
Contractor's Fee			25.91
			48.16
Total For Change Order:			1,753.21

Approved By: Elk River Municipal Utilities

Signed: _____

Date: _____

Submitted By: RJM Construction, LLC

Signed: _____

Date: _____

The work described in this Change Order Request constitutes a change in scope to the Contract Documents. Execution of this Change Order Request by the Owner acknowledges this change in scope. Should the final project costs exceed the Guaranteed Maximum Price at the completion of the project, it is hereby agreed that a project change order will be executed by the Owner, increasing the Contract value by the amount of this Change Order Request.



830 Boone Avenue
Golden Valley, MN 55427
P: 952-837-8600
www.rjmconstruction.com

CHANGE ORDER REQUEST

To : Elk River Municipal Utilities
13069 Orono Parkway
Elk River, MN 55330

PCO: Owner-71
From: Justin Rice
PH:
Email: justin.rice@rjmconstruction.com
Date: 01/31/2023
Project: Elk River Municipal Utilities - Field Services Facility

Description: Utility costs contract value adjustment

Details:

Adjustment to the contract value to reflect ERMU paying the gas, water, and electric invoices.

Item	Subcontractor:	Phase:	
1		01-51-05-Temporary Electric Consump	-13,484.95
		<i>Deduction for ERMU paying the electric, water, and sewer charges.</i>	
2		01-56-35-Temp Heat Fuel	-34,276.57
		<i>Deduction for ERMU paying the natural gas bill.</i>	
Subtotal:			-47,761.52
Total For Change Order:			-47,761.52

Architect:	Approved By: Elk River Municipal Utilities	Submitted By: RJM Construction, LLC
Signed: _____	Signed: _____	Signed: _____
Date: _____	Date: _____	Date: _____



830 Boone Avenue
Golden Valley, MN 55427
P: 952-837-8600
www.rjmconstruction.com

CHANGE ORDER REQUEST

To :Elk River Municipal Utilities
13069 Orono Parkway
Elk River, MN 55330

PCO: Owner-72
From: Justin Rice
PH:
Email: justin.rice@rjmconstruction.com

Description: RFI-113 - Supports in elevator shaft

Date: 02/06/2023
Project: Elk River Municipal Utilities - Field Services Facility

Details:

Added columns and supports at elevator shaft

Item	Subcontractor:	Phase:	
2		05-12-05-Structural Steel Materials	9,220.00
		Boe Iron to supply and install steel tubes.	
		Subtotal:	9,220.00
		General Liability	93.12
		Builders Risk	27.20
		Bond	82.29
		SDI -1.25%	115.25
		Contractor's Fee	143.07
			460.93
		Total For Change Order:	9,680.93

Architect:

Approved By: Elk River Municipal Utilities

Submitted By: RJM Construction, LLC

Signed: _____

Signed: _____

Signed: _____

Date: _____

Date: _____

Date: _____



MINNEAPOLIS OFFICE
830 Boone Ave
Golden Valley, MN 55427

CHANGE ORDER REQUEST

To : Elk River Municipal Utilities
13069 Orono Parkway
Elk River, MN 55330

PCO: Owner-75
From: Justin Rice
PH:
Email: justin.rice@rjmconstruction.com
Date: 03/09/2023
Project: Elk River Municipal Utilities - Field Services Fa

Description: Removal of trash from pond excavation

Details:

Removal of trash from pond excavation during the the winter of 2022.

Item	Subcontractor:	Phase:	
1	Nord Excavating, Inc	31-22-05- Earthwork	5,814.00
		<i>Removal of trash from pond excavation.</i>	
		Subtotal:	5,814.00
		General Liability	58.73
		Builders Risk	17.15
		Bond	51.89
		SDI -1.25%	72.68
		Contractor's Fee	90.22
			290.67
		Total For Change Order:	6,104.67

Approved By: Elk River Municipal Utilities

Signed: _____

Date: _____

Submitted By: RJM Construction, LLC

Signed: _____

Date: _____

The work described in this Change Order Request constitutes a change in scope to the Contract Documents. Execution of this Change Order Request by the Owner acknowledges this change in scope. Should the final project costs exceed the Guaranteed Maximum Price at the completion of the project, it is hereby agreed that a project change order will be executed by the Owner, increasing the Contract value by the amount of this Change Order Request.



MINNEAPOLIS OFFICE
830 Boone Ave
Golden Valley, MN 55427

CHANGE ORDER REQUEST

To : Elk River Municipal Utilities
13069 Orono Parkway
Elk River, MN 55330

PCO: Owner-77
From: Kris Hahn
PH: 952-837-8618
Email: kris.hahn@rjmconstruction.com
Date: 03/24/2023
Project: Elk River Municipal Utilities - Field Services Fa

Description: Installation of Faux beam to cover angle iron and decking

Details:

Installation of faux beam to cover angle iron that was left exposed due to details 3/S4.5 and A2/A12.2 not being in alignment.

Item	Subcontractor:	Phase:	
1		06-18-05- Wood Glue Laminated General	7,946.93
		<i>RJM Labor to stain, fabricate, and install faux beam.</i>	
		<i>Scaffolding for faux beam installation, wood, and fasteners</i>	
2		90-60-05- Contingency	-5,960.20
		<i>RJM covering 75% of faux beam cost</i>	
Subtotal:			1,986.73
General Liability .85%			20.06
Builders Risk .15%			5.87
Bond 1%			11.41
SDI -1.25%			24.84
Contractor's Fee			30.73
			92.91
Total For Change Order:			2,079.64

Approved By: Elk River Municipal Utilities

Signed: _____

Date: _____

Submitted By: RJM Construction, LLC

Signed: _____

Date: _____

The work described in this Change Order Request constitutes a change in scope to the Contract Documents. Execution of this Change Order Request by the Owner acknowledges this change in scope. Should the final project costs exceed the Guaranteed Maximum Price at the completion of the project, it is hereby agreed that a project change order will be executed by the Owner, increasing the Contract value by the amount of this Change Order Request.



CHANGE ORDER REQUEST

To : Elk River Municipal Utilities
13069 Orono Parkway
Elk River, MN 55330

PCO: Owner-78
From: Kris Hahn
PH: 952-837-8618
Email: kris.hahn@rjmconstruction.com
Date: 04/19/2023
Project: Elk River Municipal Utilities - Field Services Facility

Description: PR-35 - Driveway and walkway changes

Details:

Addition of concrete walk-ways, re-alignment of neighbors access drive, and seeding in the bottom of the pond.

Item	Subcontractor:	Phase:	
1	Sambatek, Inc.	02-21-05- Survey	1,500.00
		<i>Additional surveying for walks and curb and gutter and paving alignment.</i>	
2	Kathryn Klinefelter, LLC dba Northland	32-12-05- Asphalt Paving	945.00
		<i>Revisions to paving quantities and alignment.</i>	
3	Nord Excavating, Inc	31-22-05- Earthwork	4,300.00
		<i>Added fill and various grading and paving revisions.</i>	
4	North Country Concrete, Inc	32-13-05- Site Concrete	10,566.20
		<i>Added flatwork and revisions to curb alignment.</i>	
5	Sunram Construction, Inc	32-32-05- Unit Masonry Retaining Walls	-19,313.57
		<i>Removal of retaining wall from scope of work.</i>	
6	Great Northern Landscapes, Inc	32-90-05- Landscaping	1,325.00
		<i>Repairs of landscaping and irrigation at new sidewalk and concrete pad locations. Added pond basin seeding will be completed by owner direct.</i>	
Subtotal:			-677.37
	General Liability	.85%	-6.83
	Builders Risk	.15%	-1.98
	Bond	1%	-6.83
	SDI -1.25%		-27.22
			-42.86
Total For Change Order:			-720.23



MINNEAPOLIS OFFICE
830 Boone Ave
Golden Valley, MN 55427

CHANGE ORDER REQUEST

To : Elk River Municipal Utilities
13069 Orono Parkway
Elk River, MN 55330

PCO: Owner-79
From: Justin Rice
PH:
Email: justin.rice@rjmconstruction.com
Date: 04/24/2023
Project: Elk River Municipal Utilities - Field Services Facility

Description: RFI-129 - Revision to the stairs at door 188-2

Details:

Addition of two steps at the stairs outside of door 118-2 to make the architectural plans and the civil plans match and yield a functional design.

Item	Subcontractor:	Phase:	
1	North Country Concrete, Inc	32-13-05- Site Concrete	1,750.00
<i>Added steps to stair per RFI-129 - Per North Country standard cost is \$175 per foot and 2 added steps is 10 LF</i>			
Subtotal:			1,750.00
General Liability .85%			17.68
Builders Risk .15%			5.16
Bond 1%			17.47
SDI -1.25%			21.88
Contractor's Fee			27.19
			89.38
Total For Change Order:			1,839.38

Approved By: Elk River Municipal Utilities

Signed: _____

Date: _____

Submitted By: RJM Construction, LLC

Signed: _____

Date: _____

The work described in this Change Order Request constitutes a change in scope to the Contract Documents. Execution of this Change Order Request by the Owner acknowledges this change in scope. Should the final project costs exceed the Guaranteed Maximum Price at the completion of the project, it is hereby agreed that a project change order will be executed by the Owner, increasing the Contract value by the amount of this Change Order Request.



CHANGE ORDER REQUEST

To : Elk River Municipal Utilities
13069 Orono Parkway
Elk River, MN 55330

PCO: Owner-80
From: Justin Rice
PH:
Email: justin.rice@rjmconstruction.com
Date: 04/25/2023
Project: Elk River Municipal Utilities - Field Services Facility

Description: Debris and contaminated soils issues

Details:

Change order for peat, debris and soils related changes processed from allowances earlier in the project. Cost originally covered with earthwork, utilities and various other allowances. This change is for the portion of the costs covered by allowances other than earthwork and utilities since the job costs are exceeding the GMP and those allowance funds are needed to cover project cost overages in other areas. Costs will be moved to cover contingency overages.

Item	Subcontractor:	Phase:	
1		90-60-05- Contingency	26,478.00

Change for soils issues related changes from misc allowances. Involves Owner changes OWN-10 (\$102,921), OWN-16 (\$20,767), & OWN 23 (\$2,790). Total cost of soils issues was \$126,478 and \$65,000 earthwork allowance, \$35,000 utility allowance & \$26,478 of misc other allowances were originally used to cover costs. Since project costs are exceeding GMP, the misc other allowances are needed to cover other misc overruns and RJM is requesting a change order to cover the \$26,478 of soils related unforeseen costs not covered by the earthwork and utility allowances. This should have been processed as a change order at that time but goal was project would come in under GMP.

Subtotal: 26,478.00

General Liability	267.43
Builders Risk	78.11
Bond	264.39
SDI -1.25%	330.98
Contractor's Fee	411.28
	<u>1,352.19</u>

Total For Change Order: 27,830.19

Approved By: Elk River Municipal Utilities

Submitted By: RJM Construction, LLC

Signed: _____

Signed: _____

Date: _____

Date: _____

The work described in this Change Order Request constitutes a change in scope to the Contract Documents. Execution of this Change Order Request by the Owner acknowledges this change in scope. Should the final project costs exceed the Guaranteed Maximum Price at the completion of the project, it is hereby agreed that a project change order will be executed by the Owner, increasing the Contract value by the amount of this Change Order Request.



MINNEAPOLIS OFFICE
830 Boone Ave
Golden Valley, MN 55427

CHANGE ORDER REQUEST

To : Elk River Municipal Utilities
13069 Orono Parkway
Elk River, MN 55330

PCO: Owner-81
From: Kris Hahn
PH: 952-837-8618
Email: kris.hahn@rjmconstruction.com
Date: 05/18/2023
Project: Elk River Municipal Utilities - Field Services Fa

Description: Removal of Tank In The South Drive Lane

Details:

A cost associated with the removal of the tank in the south drive lane `behind the power plant.

Item	Subcontractor:	Phase:	
1	Nord Excavating, Inc	02-41-05- Demolition	2,965.00
<i>A cost associated with the removal of the tank in the south drive lane `behind the power plant.</i>			
Subtotal:			2,965.00
General Conditions 5%			148.25
General Liability .85%			29.95
Builders Risk .15%			8.75
Bond 1%			31.06
SDI -1.25%			37.06
Contractor's Fee			48.30
			303.37
Total For Change Order:			3,268.37

Approved By: Elk River Municipal Utilities

Signed: _____

Date: _____

Submitted By: RJM Construction, LLC

Signed: _____

Date: _____

The work described in this Change Order Request constitutes a change in scope to the Contract Documents. Execution of this Change Order Request by the Owner acknowledges this change in scope. Should the final project costs exceed the Guaranteed Maximum Price at the completion of the project, it is hereby agreed that a project change order will be executed by the Owner, increasing the Contract value by the amount of this Change Order Request.



830 Boone Avenue
Golden Valley, MN 55427
P: 952-837-8600
www.rjmconstruction.com

CHANGE ORDER REQUEST

To : Elk River Municipal Utilities
13069 Orono Parkway
Elk River, MN 55330

PCO: Owner-18
From: Justin Rice
PH:
Email: justin.rice@rjmconstruction.com

Description: PR-010 - Low Voltage Sleeves

Date: 11/16/2021
Project: Elk River Municipal Utilities - Field Services Facility

Details:

Added sleeves for future electrical needs.

Item	Subcontractor:	Phase:	
1	LTL LED LLC dba Wolf River Electric	26-01-05- Electrical	4,479.13
		<i>Installation of additional conduit.</i>	
		Subtotal:	4,479.13
		General Liability	45.24
		Builders Risk	13.21
		Bond	39.98
		SDI -1.25%	55.99
		Contractor's Fee	69.50
			223.92
		Total For Change Order:	4,703.05

Architect:

Approved Elk River Municipal Utilities
By:

Submitted RJM Construction, LLC
By:

Signed: _____

Signed: _____

Signed: _____

Date: _____

Date: _____

Date: _____



830 Boone Avenue
Golden Valley, MN 55427
P: 952-837-8600
www.rjmconstruction.com

CHANGE ORDER REQUEST

To : Elk River Municipal Utilities
13069 Orono Parkway
Elk River, MN 55330

PCO: Owner-19
From: Justin Rice
PH:
Email: justin.rice@rjmconstruction.com

Description: PR-011 - Light Pole Changes

Date: 12/14/2021
Project: Elk River Municipal Utilities - Field Services Facility

Details:

Changes to the locations and quantity of light poles.

Item	Subcontractor:	Phase:	
1	LTL LED LLC dba Wolf River Electric	26-01-05- Electrical	4,648.87
		<i>Addition of a light pole base and associated connections.</i>	
		Subtotal:	4,648.87
		General Liability	46.96
		Builders Risk	13.72
		Bond	41.50
		SDI -1.25%	58.11
		Contractor's Fee	72.13
			232.42
		Total For Change Order:	4,881.29

Architect:

Approved By: Elk River Municipal Utilities

Submitted By: RJM Construction, LLC

Signed: _____

Signed: _____

Signed: _____

Date: _____

Date: _____

Date: _____

AIA[®] Document G709[™] – 2018

Proposal Request

PROJECT: *(name and address)*
108820 Elk River Municipal Utilities -
Field Services Building
Elk River

CONTRACT INFORMATION:
Contract For: Construction Manager at
Risk
Date: January 12, 2021

Architect's Project Number: Kodet
Proposal Request Number: 023 (revised)
Proposal Request Date: July 25, 2022

OWNER: *(name and address)*
Elk River Municipal Utilities
1705 Main St.
Elk River, MN 55330

ARCHITECT: *(name and address)*
Kodet Architectural Group Ltd
15 Groveland Terrace
Minneapolis, MN 55403

CONTRACTOR: *(name and address)*
RJM Construction
830 Boone Avenue North
Golden Valley, MN 55427

The Owner requests an itemized proposal for changes to the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. The Contractor shall submit this proposal within seven (7) days or notify the Architect in writing of the anticipated date of submission.

(Insert a detailed description of the proposed modifications to the Contract Documents and, if applicable, attach or reference specific exhibits.)

Per the Contractors request the free standing signage wall located at the main entrance will be changed from a precast panel wall to a structural CMU wall wrapped with stone on all four sides. The wall will have a stone cape along the top as shown (contractor to coordinate width of the stone cape with the width of the wall). See attached revised SD28 & SD29 from Sandman Engineering date 7/25/22. The attached revised drawing also shows the revisions due to the rebar at the footing not being installed as shown on the drawings. No additional cost to the Owner will be associated with making these changes. The re-design fee of \$5,488.00 (\$3,912.00 + \$500.00 + \$1,076.00) will be deducted from the contract as mutually agreed upon prior to this PR being issued.

THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE, OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

REQUESTED BY THE ARCHITECT:



Edward Daniel Kodet III, AIA -

President

PRINTED NAME AND TITLE

TO: ERMU Commission	FROM: Chris Kerzman – Engineering Manager
MEETING DATE: July 11, 2023	AGENDA ITEM NUMBER: 5.3
SUBJECT: Otsego Transformer Bid	
ACTION REQUESTED: Accept WEG Transformers USA LLC bid for transformer and award contract contingent upon final review by legal counsel.	

BACKGROUND:

The existing Otsego substation transformer is nearing end of life and with the current transformer market combined with reliability options in that service territory, staff has been looking into its replacement to ensure continued quality service. Staff worked with DGR Engineering to assemble specifications for the project which were sent out to bidders on May 23, with bids opened on June 29.

DISCUSSION:

Two bids were received, ranging from \$1,454,200 to \$2,191,600. DGR Engineering is recommending award to WEG Transformers USA LLC for \$1,454,200. Their recommendation letter is attached.

FINANCIAL IMPACT:

Previous project estimates included \$1,250,000 for the transformer replacement. Staff is working with DGR and WEG to agree to payment terms that would be within the 2023 budget, with the remainder of the transformer costs paid in 2025-26 and will be reflected in the 2025-26 budgets.

ATTACHMENT:

- DGR Recommendation of Award of Contract

July 5, 2023



Elk River Municipal Utilities
Attn: Chris Kerzman
13069 Orono Parkway, PO Box 430
Elk River, MN 55330

RE: **Recommendation of Award of Contract**
Furnishing an Electric Power Transformer
DGR Project No. 429901

Dear Chris:

We have reviewed the bids received on June 29, 2023 for the above-referenced project. A bid summary form of the bid results is enclosed. We have checked the bids for mathematical accuracy and compliance with the bid specifications. We are hereby prepared to offer the following recommendation.

There were two (2) responsive bids received ranging in price from \$1,454,200.00 to \$2,191,600.00. The apparent low bid evaluated was, WEG Transformers USA, LLC, who submitted a total price of \$1,454,200.00. WEG has successfully completed similar projects for us in the past, and we know of no reasons why they would not perform well on this project. WEG's price was comparable to low bidder pricing on recent DGR projects for similar sized transformers. We recommend that you award the contract to WEG for a total price of \$1,454,200.00, pending minor bid proposal clarifications and negotiations.

Please review our recommendation and feel free to contact us with any questions you or the Board may have. Please let us know when an award has been made, and we will proceed with preparing the Contract Documents for signatures. We will be sending a copy of the bid summary to all bidders and plan holders.

Best Regards,

DGR Engineering

Paul Konechne, P.E.
Enclosure: Bid Summary
PDK:ste

BID SUMMARY

**FURNISHING AN ELECTRIC POWER TRANSFORMER - OTSEGO SUBSTATION
ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA**

(1) - 15//20/25 MVA, ONAN/ONAF/ONAF @ 55° C
16.8/22.4/28 MVA, ONAN/ONAF/ONAF @ 65° C
DELTA - GRDY, 69-13.2/7.62 kV, w/LTC

DGR
ENGINEERING
1302 South Union Street
Rock Rapids, Iowa 51246
DGR Project No. 429901

Bid Letting:
June 29, 2023 - 2:00 PM
Page 1 of 1

Bidder and Address	Bid Security (%)	BASE BID		ALTERNATE PRICING		Delivery**	Manufacturer / Location	Comments
		Total Purchase Price (6c)*	Total Eval. Price (7g)	Offloading and Skidding to Pad (11a)	Price Reduction for Alternate Payment Terms (11b)			
WEG Transformers USA LLC 6350 WEG Drive Washington, MO 63090	5% Bid Bond	\$1,454,200.00	\$1,626,076.60	Not Offered	Not Offered	130-140 weeks	WEG / Washington, MO	-prices subject to raw material index pricing -LD's capped at 5% -exceptions to terms and conditions
Hitachi Energy USA Inc. 101 Kuhlman Drive Crystal Springs, MS 39059	5% Bid Bond	\$2,191,600.00	\$2,367,370.00	\$21,800.00	Not Offered	120 weeks	Hitachi / Crystal Springs, MS	-prices subject to raw material index pricing -LD's capped at 5% -exceptions to terms and conditions

*Total Purchase Price does not include offloading and setting on pad (by Owner).

**Specifications required delivery Sept 15-Dec 1, 2025 (111-122 weeks) or Mar 2-June 15, 2026 (135-150 weeks).

Corrected Bid Amount

TO: ERMU Commission	FROM: Mark Hanson – General Manager
MEETING DATE: July 11, 2023	AGENDA ITEM NUMBER: 6.1a
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- Human resources staff and I have confirmed Campbell Knutson would be a good fit as our legal counsel for employment laws and labor relations. The City has used Campbell Knutson as their legal counsel for the last 10+ years and has been happy with their service. Campbell Knutson has confirmed they have the capacity to take us on. I will work with both Jared Sheperd from Campbell Knutson and Mark Mathison from Lathrop GPM (our current employment law and labor attorney) on the transition.
- We have had difficulty filling the vacant water operator position due to the lack of qualified candidates. We are exploring the possibility of creating a one-year temporary water operator intern (temporary) position. The position would provide a training opportunity for an individual that may be fully qualified regarding education but has limited operational experience. This intern/temporary position would be in addition to the currently vacant, regular, full-time opening and would negate the need for a seasonal position in the summer of 2024. The regular, full-time water operator position will likely be reclassified as a water utility worker so we can increase the applicant pool and get someone hired as soon as possible.
- The public summary of the June 2023 MMPA Board of Directors meeting is below.
 - The Board of Directors of the Minnesota Municipal Power Agency (MMPA) met on June 27, 2023, at Chaska City Hall in Chaska, Minnesota and via videoconference.
 - The Board reviewed the Agency's financial and operating performance for May 2023.

- Customer penetration for the residential Clean Energy Choice program increased to 4.7%. There was an increase of 49 customers participating in the residential Clean Energy Choice program from April to May.
 - The Board discussed the current business environment.
 - The Board discussed the status of renewable projects the Agency is pursuing.
- I will be out of the office July 12 and 13 attending Minnesota Municipal Utilities Association's Emergency Preparedness Conference.

TO: ERMU Commission	FROM: Sara Youngs – Administrations Director
MEETING DATE: July 11, 2023	AGENDA ITEM NUMBER: 6.1b
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- Office walk-in traffic for June consisted of 119 customers, averaging 30 customers per week over the 4-week period.
- ERMU disconnections for June.
 - Cycle 3 – 18 disconnections
 - Cycle 4 – 13 disconnections
 - Cycle 1 – 24 disconnections and 3 business red tags
 - Cycle 2 – 9 disconnections
- Customer service staff spent numerous hours working with Republic, city staff, and residents during the trash and recycling cart exchange from Randy's brown carts to Republic's blue carts. Republic's third-party contractor is in its final week, working on any outstanding exchanges that need to be completed. Call volume increased significantly over the past three weeks with questions and concerns from residents.
- Staff entered a contract with STAR Energy Services - NOVA Power Portal application that tracks and manages distributed energy resource interconnection applications. This system will streamline applications and reviews.
- Currently there are 12 active residential solar photovoltaic projects planned or under construction in the ERMU service territory.
- HydroCorp has been providing backflow prevention inspection notices to residential customers. Of the 115 notices sent out at the end of June, 49 have complied. Reminder notices will be sent to the remaining customers as we continue to work through the 265 total residential backflow preventers ERMU has on its water system. As part of ERMU's fee schedule residents that do not comply will be charged \$100 per month for non-compliance.

TO: ERMU Commission	FROM: Melissa Karpinski – Finance Manager
MEETING DATE: July 11, 2023	AGENDA ITEM NUMBER: 6.1c
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- The accounting department is continuing to work on benefit enrollment in iVUE Connect Financials.
- The accounting department is researching the expense functionality within iVUE Connect Financials/Financials.
- 2022 Minnesota Electric Utility Annual Report for the Minnesota Department of Commerce has been filed.
- 2023-2024 Workers' Comp online renewal application has been completed.

TO: ERMU Commission	FROM: Tony Mauren – Governance & Communications Manager
MEETING DATE: July 11, 2023	AGENDA ITEM NUMBER: 6.1d
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- In July, all customers will receive the summer edition of The Current newsletter, which provides details on the open house for ERMU's new field services building, watering restrictions, auto bill pay options, rebates and more. A copy of the newsletter is attached.
- In addition to highlighting the insert, social media posts this month feature a variety of topics including ERMU receiving the Certificate of Excellence in Reliability, [an introduction to the bore rig crew](#), efficiency tips for renters, available rebates, and the addition of a new payment drop box at the field services building. Staff will also be posting public service announcements such as the Independence Day closure and garbage service delay, [drought watch notice](#), and details on the commission meeting.
- At the July 2022 commission meeting there was discussion about scheduling an Employee Appreciation Lunch upon the completion of the field services building expansion project. With the completion of major construction, staff would like to raise the topic in order to select a date. The Commission previously discussed holding the lunch in the fall of 2023. The Commission was open to holding the lunch on a meeting or a non-meeting day.
- The open house committee met on June 20 to review progress from the previous meeting and confirm the completion of delegated tasks. There was discussion about staffing, parking, t-shirts, giveaways, and marketing the event.
- Communications staff is establishing a communications plan for the roll out of Advanced Metering Infrastructure. Beginning in July the focus will be to inform the community of the changes that are coming with more in depth details to come as the project progresses.

- The records retention coordinators assigned from each department met on June 28 for a review of the program to ensure staff is comfortable with the processing of official records.
- The governance manager is working with IT and ERMU's attorney to implement electronic signatures for agreements on ERMU's website. The ability to sign agreements online is largely an industry standard; staff is taking steps to ensure functionality and data privacy standards are being met.
- Staff participated in the City's new communications campaign, Elk River History Brief. [In this video citizens can learn about the historical significance of the Jackson Street Water Tower.](#)

ATTACHMENTS:

- Bill Insert – The Current Newsletter Summer 2023

OUR MISSION

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

OUR VISION

Provide exceptional services and value to those we serve.

OUR VALUES

-  **INTEGRITY**
-  **QUALITY**
-  **COMMUNICATION**
-  **SAFETY**
-  **COMPETITIVE**

ERMU Hosting Open House on August 24

Elk River Municipal Utilities (ERMU) is hosting an open house on Thursday, August 24 from 4-8 p.m. at its recently constructed field services building, located at 1435 Main Street, Elk River.

Guests can tour the facility and learn from staff about the electric and water services ERMU provides to the community. This event is intended for all ages as there will be interactive demonstrations, trucks on display, educational booths, and games.



"We are excited to share the future of ERMU service with our community," said Utilities Commission Chair John Dietz. "As a public power and water utility, every action we take is focused on providing residents the affordable, quality service they expect, and that was our goal with this building."

Dietz added, "When we began planning for this project, ERMU faced a growing service territory with facilities that had met both maximum capacities and lifespans. With this building we have enhanced our operations area, created secure storage for equipment and vehicles, and taken advantage of bonding interest rates that reached a 50-year low in early 2021."

Major construction of the new field services facility began in June of 2021 and was completed in September of 2022.

For more details on the open house, visit ERMUMN.COM.

Murphy Named Tom Bovitz Scholarship Winner

We are proud to announce that Natalie Murphy is the local winner of the 2023 Tom Bovitz Memorial Scholarship, awarded in partnership with the Minnesota Municipal Utilities

Association. Natalie, a senior at Elk River High School, wrote a terrific essay illustrating the important role municipal utilities have played in her life and her community.

Natalie's essay has advanced to the statewide competition for a chance to earn an additional scholarship award. Her essay, "The Importance of Municipal Utilities" can be found on our website.

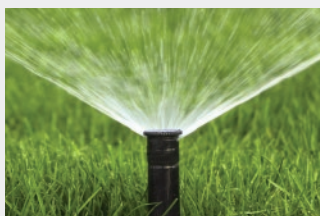


Pictured with Ms. Murphy from left to right are Commissioners Mary Stewart, Nick Zerwas, John Dietz, Matt Westgaard, and Paul Bell.



WATER QUALITY REPORT

Your annual Water Quality Report has information on where your water comes from, how ERMU protects it, and the results of water samples taken in 2022. Customers can find the report on our website. Physical copies of the report are available upon request.



WATERING RESTRICTIONS

The City of Elk River's Code of Ordinances establishes the following permanent restrictions on public water use:

- No sprinkling allowed between 10 a.m. and 6 p.m.
- Lawn sprinkling is only permitted on odd/even days in coordination with the property's address number.

These restrictions help ensure adequate water supplies to meet the health, safety, and welfare needs of our community.

ERMU Receives National Award for Reliability

The Certificate of Excellence in Reliability, which is awarded by the American Public Power Association (APPA), recognizes ERMU for its dependable electric service in 2022.

Based on data collected from over 500 public power providers, ERMU was one of 221 electric utilities that earned this distinction, with an outage time of only 13.29 minutes averaged out over our 12,955 customers; the national average is 140 minutes. "It's encouraging to see year after year that public power's track record for providing highly reliable service is backed up by data," said APPA Director of Research and Development Paul Zummo. "These utilities are the best of the best when it comes to keeping the lights on."

Our dedicated employees are focused on carrying this standard of performance into 2023 and supporting our vision to provide exceptional services and value to customers.



One Less Worry with Automatic Bill Payment Options



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

There are two great tools to make managing your ERMU account quick and easy.

Automatic Bill Payment schedules payments from your checking or savings account each month, ensuring your bill will always be paid on time.

SmartHub's Auto Pay Program allows you to schedule payments using a credit or debit card. With SmartHub you can also check your energy usage, communicate directly with our customer service representatives, and much more.

Go to [My Account](#) at [ERMUMN.COM](#) and see which account management option is right for you!

AC Tune-Up Rebates Available Now

Customers benefit three ways with an AC Tune-Up! Your equipment will run more efficiently and last longer, and you can also receive a rebate from ERMU.



TO: ERMU Commission	FROM: Thomas Geiser – Operations Director
MEETING DATE: July 11, 2023	AGENDA ITEM NUMBER: 6.1e
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- Staff have been attending meetings with Sherburne County to plan for the County Road 44 project.
- We are still having issues with the fuse pads we received which were incorrectly assembled. The problem is that there are some loose parts, and the nuts and bolts are deteriorating. We received two fuse pads that had already been returned but had to send one of them back again due to more issues. The vendor has three of the 12 to fix currently, we have the other nine. Irby Utilities is helping to facilitate a resolution to this issue.
- ERMU staff have been discussing plans for the open house at the new field services building on August 24.
- Staff is working through a lot of commercial services coming down the pipe.
- July 5 and 6 staff performed water operator interviews. We hope to have a response to an offer soon.
- Staff attended Minnesota Municipal Utilities Association’s Safety Culture Workshop on June 27 in Litchfield.
- ERMU assisted city maintenance staff with a siren issue at Fire Station 1 and staff at the Furniture & Things Community Event Center with replacing the American Flag.
- Working through maps for the new GIS mapping system that we plan to move forward with in the near future.

TO: ERMU Commission	FROM: Chris Sumstad – Electric Superintendent
MEETING DATE: July 11, 2023	AGENDA ITEM NUMBER: 6.1f
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- Installed 15 new residential services, which involves the connection of a secondary line once the customer requests service.
- Installed two new three phase services at the Cornerstone Dealership. One was for the new Quick Lube building and the other was for an electric vehicle charging system.
- Relocated a three phase transformer and rerouted some underground primary wire in the Aggregate Industries gravel pit.
- The landfill work is complete. We installed a new transformer to feed the generation building for their new needs. We removed electric infrastructure that was in place when this building was used as a generation plant.
- We crossed under the railroad tracks with pipe for the new feeder line in Otsego. We will pull wire through the pipe next week and hope to energize it soon after.
- Work continues in the Schoolview neighborhood. We are relocating some underground lines for the street project set to begin in mid-July.
- Contractors dug into a three phase underground circuit in Otsego near Target on June 27, resulting in a brief outage for the businesses in the area. Repairs were made the following day.
- Road Contractors for the Highway 169 project dug into a three phase circuit along 193rd Avenue near Northbound Liquors on June 29. Repairs were made the same day.
- Joe Schmidt from Minnesota Municipal Utilities Association was here on June 28 and 29 to hold safety trainings for staff on mobile phone use and summer safety.
- Crews are currently working on installing the new three phase service to the new Aldi building in Otsego.

TO: ERMU Commission	FROM: Mike Tietz –Technical Services Superintendent
MEETING DATE: July 11, 2023	AGENDA ITEM NUMBER: 6.1g
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- In June, the locators processed 656 locate tickets. These consisted of 560 normal tickets, 5 emergency tickets, 60 updated tickets, 10 cancellations, 14 meets, 4 non-excavation, 2 boundary surveys and 1 correction. This resulted in a 0.0% increase in tickets from the previous month and is a 0.9% increase from the prior June.
- Electrical technicians completed 286 service order tasks, updated the power bill, addressed customer meter issues and any off-peak concerns.
- In June, staff did not run the generators due to cooling water issues. I have been working on getting estimates to rebuild the water pump/motor replacement.
- I anticipate the Advanced Metering Infrastructure (AMI) radio network will be operational by the end of July. We are optimistic that the initial shipment of meters will arrive in late August or early September so that we can start initial testing of the system.
- In response to the question from the June Commission meeting pertaining to why the electric demand and purchased power increased while the electric load had decreased, I offer this explanation.

Upon review of the power bill for the month of May, we saw a significant increase in demand for the month, which is not unusual during the spring months. I examined the weather for May and broke it down by weeks to compare the maximum temperature to the maximum demand for each week. In week 5, we saw the temperature increase by 18% from the beginning of the month, which drove a demand increase of 43% for the same period. Meanwhile, we only saw a 17% increase in energy for the same timeframe.

On the graph labeled Monthly Total Electric Load, which is based on customer billed energy consumption, we are accounting for 1 day in May & 27 days in April for Cycle 1 (our largest billing cycle). Cycle 2 accounts for 8 days in May & 20 days in April. Cycle 3

accounts for 15 days in May & 13 days in April. And finally, Cycle 4 (our smallest cycle) accounts for 22 days in May & 6 days in April.

As you can see, comparing these graphs to one another can be misleading as they represent different time periods. This is really exaggerated by the increased demand that we are billed by Minnesota Municipal Power Agency during the 4th and 5th weeks of May that are not even captured within the Monthly Total Electric Load graph. This is the reason for the deviation of energy and demand in the graphs.

I would also like to note that in the future, our AMI data will be able to represent this information as we will have up-to-date customer usage information to compare against even if it hasn't been billed yet.

TO: ERMU Commission	FROM: Dave Ninow – Water Superintendent
MEETING DATE: July 11, 2023	AGENDA ITEM NUMBER: 6.1h
SUBJECT: Staff Update	
ACTION REQUESTED: None	

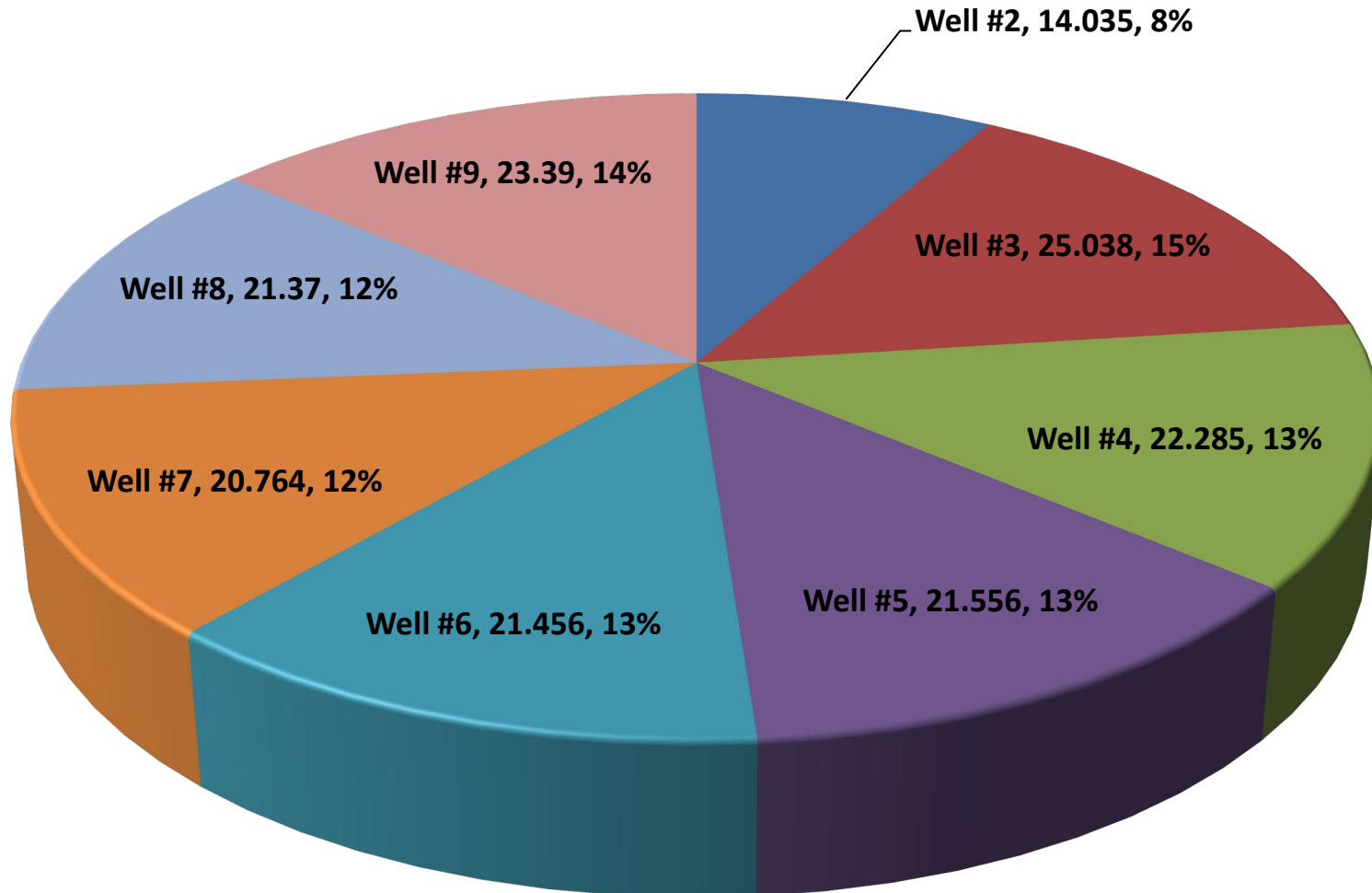
DISCUSSION:

- Delivered 5 new water meters, sealed the meter, installed an encoder receiver transmitter, and took curb stop ties.
- Completed 15 BACTI/Total Chlorine Residual Samples.
 - All confirmed negative for Coliform Bacteria.
 - Bacteriological/Disinfectant Residual Monthly Report submitted to the MDH.
- Completed 21 routine fluoride samples.
 - All samples met MDH standards.
 - Submitted MDH Fluoride Report.
- Submitted Discharge Monitoring Report to the Minnesota Pollution Control Agency for the Diesel Generation Plant.
- Minnesota Department of Natural Resources has sent notice that much of Minnesota is currently in a drought watch. We have posted a notice on the ERMU website reminding residents and businesses of the watering restrictions in Elk River and of other ways to conserve water.
- Interviews were conducted for the vacant water operator position and an offer was extended to a candidate but was turned down. The open position was reposted and interviews with new candidates were conducted the week of July 3.
- Relocation of water main pipes at the intersection of Elk Hills Drive and Highway 169 for the 169 Redefine project has been completed. All new water main pipes at that location have been tested and are back in service.
- Work on the annual water system leak detection survey has begun. The initial part of the survey should take a couple of weeks. The next step will be to investigate any potential leaks identified.

ATTACHMENTS:

- June 2023 Pumping by Well

June 2023 Monthly Pumping By Well



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

TO: ERMU Commission	FROM: Chris Kerzman – Engineering Manager
MEETING DATE: July 11, 2023	AGENDA ITEM NUMBER: 6.1i
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- City of Elk River IT staff has set up a meeting with a representative from the League of Minnesota Cities to understand their best practices for cybersecurity programs and to provide their recommended form of risk assessments on July 11. The IT/OT technician will be joining for the full day, and I will participate for part of the day.
- Bids were received for the Otsego substation transformer on June 29, and the recommended award letter is included in this packet.

<p>Tuesday, January 10:</p> <ul style="list-style-type: none"> • Annual Review of Committee Charters 	<p>Tuesday, February 14:</p> <ul style="list-style-type: none"> • Review Strategic Plan and 2022 Annual Business Plan Results
<p>Tuesday, March 14:</p> <ul style="list-style-type: none"> • Oath of Office • Election of Officers • Annual Commissioner Orientation and Review Governance Responsibilities and Role 	<p>Tuesday, April 11:</p> <ul style="list-style-type: none"> • Audit of 2022 Financial Report • Financial Reserves Allocations • Review 2022 Performance Metrics
<p>Tuesday, May 9:</p> <ul style="list-style-type: none"> • Annual General Manager Performance Evaluation and Goal Setting 	<p>Tuesday, June 13:</p> <ul style="list-style-type: none"> •
<p>Tuesday, July 11:</p> <ul style="list-style-type: none"> • Annual Commission Performance Evaluation • Review and Update Strategic Plan 	<p>Tuesday, August 8:</p> <ul style="list-style-type: none"> • Annual Business Plan – Review Proposed 2024 Travel, Training, Dues, Subscriptions, and Fees Budget
<p>Tuesday, September 12:</p> <ul style="list-style-type: none"> • Annual Business Plan – Review Proposed 2024 Capital Projects Budget 	<p>Tuesday, October 10:</p> <ul style="list-style-type: none"> • Annual Business Plan – Review Proposed 2024 Expenses Budget
<p>Tuesday, November 14:</p> <ul style="list-style-type: none"> • Annual Business Plan - Review Proposed 2024 Rates and Other Revenue • Adopt 2024 Fee Schedule • 2024 Stakeholder Communication Plan 	<p>Tuesday, December 12:</p> <ul style="list-style-type: none"> • Adopt 2024 Official Depository and Delegate Authority for Electronic Funds Transfers • Designate Official 2024 Newspaper • Approve 2024 Regular Meeting Schedule • Adopt 2024 Governance Agenda • Adopt 2024 Annual Business Plan