



**SPECIAL MEETING NOTICE OF THE
ELK RIVER MUNICIPAL UTILITIES COMMISSION
- CHANGE OF MEETING LOCATION -**

**Tuesday, October 10, 2023
3:30 p.m.
ERMU Field Services Training Room
1435 Main Street
Elk River, Minnesota**

The purpose of the meeting is as follows:

- To consider and take action on agenda items listed on the attached agenda.

In accordance with State Statute, I hereby request the city clerk to post this notice at least three days prior to the meeting date. I further request the city clerk to notify each member of the Elk River Municipal Utilities Commission of this special meeting, in writing, at least one day before the meeting.

John J. Dietz, Chair

10-4-23
Date

I HEREBY CERTIFY, that this notice has been posted and that I have served this notice upon the members of the Elk River Municipal Utilities Commission by mail at least one day prior to the above-called Elk River Municipal Utilities Commission special meeting. In accordance with State Statute, this notice will be posted at least three days prior to the meeting date.

Mark Hanson, General Manager

10-4-23
Date

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 – Tom Geiser

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

- 2.1 Check Register – September 2023
- 2.2 Regular Meeting Minutes – September 12, 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.2a1 - Payment In Lieu of Taxes (PILOT) and Other Donations to the City of Elk River

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

- 5.1 Financial Report – August 2023
- 5.2 2024 Annual Business Plan: Electric and Water Expenses
- 5.3 Wage & Benefit Committee Update
- 5.4 Wage & Benefit Committee Proposed 2024 Adjustments

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

- 6.1 Staff Updates
- 6.2 City Council Updates
- 6.3 Future Planning (Announce the next regular meeting, special meeting, or planned quorum.)
 - a. Regular Commission Meeting – November 14, 2023
 - b. 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: October 10, 2023	AGENDA ITEM NUMBER: 1.4
SUBJECT: Recognition of Employee Longevity – Tom Geiser, 24 years	
ACTION REQUESTED: Recognize Tom Geiser for 24 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:

Tom Geiser has been an employee with ERMU since 10/25/1999 and, therefore, has earned the 24-year longevity pay benefit. We recognize Tom and all his contributions to the success of ERMU through his service.



24 Years of Smiles!

Tom Geiser – 24 Years!





Tommy prefers to stay in the background...

...and spend his time putting out fires.





He tries to come across all mean and grumpy,



But we all know he's a great big softy!

Congratulations on 24 Years!



And thanks for everything you do!

CHECK REGISTER

September 2023

APPROVED BY:

Paul Bell

John Dietz

Mary Stewart

Matt Westgaard

Nick Zerwas

10/02/2023 11:44:43 am

Page: 1

Payroll/Labor

Check Register Totals

09/01/2023 To 09/01/2023

<u>Pays</u>	<u>Job</u>	<u>Amount</u>	<u>Hours</u>
Gross Pay			
2	Reg Hourly	109,525.19	2,640.25
20	Reg Salary	40,867.49	653.75
3	Overtime	6,816.52	100.50
4	Double Time	0.00	0.00
5	On-Call/Stand-by	2,545.76	56.00
24	FLSA	124.01	0.00
25	Rest Time	0.00	0.00
10	Bonus Pay	272.85	5.00
18	Commissioner Reimb - Electric	600.00	0.00
104	Commission Stipend	1,200.00	0.00
105	Perf. Metr. Distr.	0.00	0.00
VAC	Vacation Pay	8,796.17	184.50
SICK	Sick Pay	3,187.07	76.50
HOL	Holiday Pay	0.00	0.00
78	Retro Earnings	0.00	0.00
5-2	On-Call/Stand-by/OT	1,661.68	25.75
18A	Commissioner Reimb. - Water	150.00	0.00
10-3	Bonus Pay Overtime	0.00	0.00
104A	Commission Stipend - Water	300.00	0.00
VAC	Vacation Pay - Manager	0.00	0.00
PVT	Purchased Vacation Time	9.42	0.50
PTOY	Personal Day - Year	672.48	16.00
3C	Overtime-Comp Time	4,423.63	72.00
4C	Double Time-Comp Time	0.00	0.00
CM3C	Overtime-Comp Time Adjusted	-4,423.63	-72.00
CM4C	Double Time-Comp Time Adjusted	0.00	0.00
COMP	Comp Time Taken	569.04	12.00
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>177,297.68</u>	<u>3,770.75</u>
Total Pays:		177,297.68	3,770.75

10/02/2023 11:45:19 am

Page: 1

Payroll/Labor

Check Register Totals

09/15/2023 To 09/15/2023

<u>Pays</u>	<u>Job</u>	<u>Amount</u>	<u>Hours</u>
Gross Pay			
2	Reg Hourly	98,839.42	2,409.75
20	Reg Salary	35,554.70	567.75
3	Overtime	-96.92	-2.75
4	Double Time	581.72	6.00
5	On-Call/Stand-by	2,656.22	56.00
24	FLSA	21.09	0.00
25	Rest Time	0.00	0.00
10	Bonus Pay	436.56	8.00
18	Commissioner Reimb - Electric	0.00	0.00
104	Commission Stipend	60.00	0.00
105	Perf. Metr. Distr.	0.00	0.00
VAC	Vacation Pay	15,026.90	345.03
SICK	Sick Pay	3,505.76	75.00
HOL	Holiday Pay	16,489.12	360.00
78	Retro Earnings	0.00	0.00
5-2	On-Call/Stand-by/OT	189.77	3.00
18A	Commissioner Reimb. - Water	0.00	0.00
10-3	Bonus Pay Overtime	0.00	0.00
104A	Commission Stipend - Water	15.00	0.00
VAC	Vacation Pay - Manager	0.00	0.00
PVT	Purchased Vacation Time	0.00	0.00
PTOY	Personal Day - Year	0.00	0.00
3C	Overtime-Comp Time	577.45	7.25
4C	Double Time-Comp Time	0.00	0.00
CM3C	Overtime-Comp Time Adjusted	-577.45	-7.25
CM4C	Double Time-Comp Time Adjusted	0.00	0.00
COMP	Comp Time Taken	809.98	18.00
106	Longevity Pay	0.00	0.00
MIL	Military Pay - Calendar Year	0.00	0.00
10W	Bonus Pay	38.29	1.00
	Gross Pay Total:	<u>174,127.61</u>	<u>3,846.78</u>
	Total Pays:	174,127.61	3,846.78

10/02/2023 11:46:15 am

Page: 1

Payroll/Labor

Check Register Totals

09/29/2023 To 09/29/2023

<u>Pays</u>	<u>Job</u>	<u>Amount</u>	<u>Hours</u>
Gross Pay			
2	Reg Hourly	109,195.68	2,637.00
20	Reg Salary	41,975.09	674.00
3	Overtime	2,625.65	41.33
4	Double Time	488.30	4.50
5	On-Call/Stand-by	2,611.84	56.00
24	FLSA	144.57	0.00
25	Rest Time	0.00	0.00
10	Bonus Pay	436.56	8.00
105	Perf. Metr. Distr.	0.00	0.00
VAC	Vacation Pay	11,846.62	272.00
SICK	Sick Pay	2,151.82	49.25
HOL	Holiday Pay	0.00	0.00
78	Retro Earnings	0.00	0.00
5-2	On-Call/Stand-by/OT	1,264.08	16.00
10-3	Bonus Pay Overtime	0.00	0.00
VAC	Vacation Pay - Manager	0.00	0.00
PVT	Purchased Vacation Time	35.85	1.25
PTOY	Personal Day - Year	333.48	5.50
3C	Overtime-Comp Time	1,615.70	27.42
4C	Double Time-Comp Time	0.00	0.00
CM3C	Overtime-Comp Time Adjusted	-1,615.70	-27.42
CM4C	Double Time-Comp Time Adjusted	0.00	0.00
COMP	Comp Time Taken	1,106.72	28.00
106	Longevity Pay	0.00	0.00
MIL	Military Pay - Calendar Year	0.00	0.00
10W	Bonus Pay	191.45	5.00
103W	Bonus Pay Overtime	14.36	0.25
Gross Pay Total:		<u>174,422.07</u>	<u>3,798.08</u>
Total Pays:		174,422.07	3,798.08

10/02/2023 11:43:53 AM

Accounts Payable Check Register

Page 1

09/01/2023 To 09/30/2023

Bank Account: 1 - GENERAL FUND

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
2353 9/5/23	WIRE	5655	FIRST DATA	CC FEES - AUG 2023	1,759.87
				CC FEES - AUG 2023	439.97
				CC FEES - AUG 2023	578.14
				CC FEES - AUG 2023	144.54
				CC FEES - AUG 2023	871.39
				CC FEES - AUG 2023	217.85
				CC FEES - AUG 2023	41.06
				CC FEES - AUG 2023	10.27
				CC FEES - AUG 2023	671.36
				CC FEES - AUG 2023	167.84
				CC FEES - AUG 2023	5,000.72
				CC FEES - AUG 2023	1,250.18
Total for Check/Tran - 2353:					11,153.19
2354 9/6/23	WIRE	5631	AMERICAN EXPRESS	ACH FEES - AUG 2023	183.16
				ACH FEES - AUG 2023	45.79
Total for Check/Tran - 2354:					228.95
Total for Bank Account - 1 :					(2) 11,382.14

10/02/2023 11:43:53 AM

Accounts Payable Check Register

Page 2

09/01/2023 To 09/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
4074 9/6/23	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	PAYROLL TAXES - FEDERAL & FICA	14,553.42
				PAYROLL TAXES - FEDERAL & FICA	21,594.96
				PAYROLL TAXES - FEDERAL & FICA	2,210.99
				PAYROLL TAXES - FEDERAL & FICA	3,991.16
Total for Check/Tran - 4074:					42,350.53
4075 9/1/23	WIRE	153	PERA (ELECTRONIC)	PERA EMPLOYEE CONTRIBUTION	9,438.19
				PERA CONTRIBUTIONS	10,890.22
				PERA EMPLOYEE CONTRIBUTION	1,772.13
				PERA CONTRIBUTIONS	2,044.77
Total for Check/Tran - 4075:					24,145.31
4076 9/5/23	WIRE	160	HCSP (ELECTRONIC)	HCSP EMPLOYEE CONTRIBUTIONS	1,960.15
				HCSP EMPLOYEE CONTRIBUTIONS	268.99
Total for Check/Tran - 4076:					2,229.14
4077 9/5/23	WIRE	161	MNDP (ELECTRONIC)	MNDP EE MANAGER CONTRIBUTIONS	279.03
				MNDP EMPLOYEE CONTRIBUTIONS	3,877.22
				MNDP EMPLOYER CONTRIBUTION	1,446.50
				MNDP EMPLOYER MGR CONTRIBUTION	466.73
				MNDP EE ROTH CONTRIBUTIONS	968.46
				MNDP EE ROTH MGR CONTRIBUTIONS	187.70
				MNDP EE MANAGER CONTRIBUTIONS	40.01
				MNDP EMPLOYEE CONTRIBUTIONS	339.26
				MNDP EMPLOYER CONTRIBUTION	400.92
				MNDP EMPLOYER MGR CONTRIBUTION	64.87
				MNDP EE ROTH CONTRIBUTIONS	384.48
				MNDP EE ROTH MGR CONTRIBUTIONS	24.86
Total for Check/Tran - 4077:					8,480.04
4078 9/5/23	WIRE	285	JOHN HANCOCK	W&A EMPLOYER CONTRIBUTION	237.44
				W&A MANAGER CONTRIBUTION	450.43
				WENZEL EE ROTH MGR CONTRIBUTIONS	126.54

10/02/2023 11:43:53 AM

Accounts Payable Check Register

Page 3

09/01/2023 To 09/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				WENZEL EMPLOYEE CONTRIBUTIONS	1,776.15
				WENZEL MANAGER CONTRIBUTIONS	323.89
				DEF COMP ROTH CONTRIBUTIONS W&A	656.98
				W&A EMPLOYER CONTRIBUTION	133.19
				W&A MANAGER CONTRIBUTION	34.55
				WENZEL EMPLOYEE CONTRIBUTIONS	62.65
				WENZEL MANAGER CONTRIBUTIONS	34.55
				DEF COMP ROTH CONTRIBUTIONS W&A	169.18
				ER CONTRIBUTION - 181	55.65
				ER CONTRIBUTION - 181	6.18
				Total for Check/Tran - 4078:	4,067.38
4079 9/5/23	WIRE	598	MINNESOTA CHILD SUPPORT PAYMEN	CHILD SUPPORT/LEVY	562.52
4080 9/5/23	WIRE	7463	FURTHER	HSA EMPLOYEE CONTRIBUTION	2,219.24
				HSA EMPLOYEE CONTRIBUTION	334.93
				Total for Check/Tran - 4080:	2,554.17
4083 9/7/23	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	PAYROLL TAXES - STATE	6,470.29
				PAYROLL TAXES - STATE	1,124.02
				Total for Check/Tran - 4083:	7,594.31
4084 9/7/23	WIRE	166	ONLINE UTILITY EXCHANGE (ELECTR	UTILITY EXCHANGE REPORT - AUG 2023	363.12
				UTILITY EXCHANGE REPORT - AUG 2023	90.78
				Total for Check/Tran - 4084:	453.90
4088 9/15/23	WIRE	153	PERA (ELECTRONIC)	PERA EMPLOYEE CONTRIBUTION	9,214.69
				PERA CONTRIBUTIONS	10,632.30
				PERA EMPLOYEE CONTRIBUTION	1,728.61
				PERA CONTRIBUTIONS	1,994.56
				Total for Check/Tran - 4088:	23,570.16
4089 9/18/23	WIRE	160	HCSP (ELECTRONIC)	HCSP EMPLOYEE CONTRIBUTIONS	1,911.70
				HCSP EMPLOYEE CONTRIBUTIONS	262.07

10/02/2023 11:43:53 AM

Accounts Payable Check Register

Page 4

09/01/2023 To 09/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 4089:					2,173.77
4090 9/18/23	WIRE	160	HCSP (ELECTRONIC)	TERMED EE CONTRIBUTION - 154	6,272.19
				TERMED EE CONTRIBUTION - 154	330.12
Total for Check/Tran - 4090:					6,602.31
4091 9/18/23	WIRE	161	MNDP (ELECTRONIC)	MNDP EE MANAGER CONTRIBUTIONS	279.00
				MNDP EMPLOYEE CONTRIBUTIONS	3,879.68
				MNDP EMPLOYER CONTRIBUTION	1,219.90
				MNDP EMPLOYER MGR CONTRIBUTION	466.75
				MNDP EE ROTH CONTRIBUTIONS	968.51
				MNDP EE ROTH MGR CONTRIBUTIONS	187.75
				MNDP EE MANAGER CONTRIBUTIONS	40.04
				MNDP EMPLOYEE CONTRIBUTIONS	336.80
				MNDP EMPLOYER CONTRIBUTION	359.52
				MNDP EMPLOYER MGR CONTRIBUTION	64.85
				MNDP EE ROTH CONTRIBUTIONS	384.43
				MNDP EE ROTH MGR CONTRIBUTIONS	24.81
Total for Check/Tran - 4091:					8,212.04
4092 9/18/23	WIRE	285	JOHN HANCOCK	W&A EMPLOYER CONTRIBUTION	363.14
				W&A MANAGER CONTRIBUTION	450.43
				WENZEL EE ROTH MGR CONTRIBUTIONS	126.54
				WENZEL EMPLOYEE CONTRIBUTIONS	1,617.81
				WENZEL MANAGER CONTRIBUTIONS	323.89
				DEF COMP ROTH CONTRIBUTIONS W&A	656.93
				W&A EMPLOYER CONTRIBUTION	145.47
				W&A MANAGER CONTRIBUTION	34.55
				WENZEL EMPLOYEE CONTRIBUTIONS	71.80
				WENZEL MANAGER CONTRIBUTIONS	34.55
				DEF COMP ROTH CONTRIBUTIONS W&A	169.23
Total for Check/Tran - 4092:					3,994.34

10/02/2023 11:43:53 AM

Accounts Payable Check Register

Page 5

09/01/2023 To 09/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
4093 9/18/23	WIRE	598	MINNESOTA CHILD SUPPORT PAYMEN	CHILD SUPPORT/LEVY	562.52
4094 9/13/23	WIRE	7463	FURTHER	FSA CLAIM REIMBURSEMENTS - 164	153.86
				FSA CLAIM REIMBURSEMENTS - 164	38.46
Total for Check/Tran - 4094:					192.32
4095 9/20/23	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	PAYROLL TAXES - FEDERAL & FICA	783.10
				PAYROLL TAXES - FEDERAL & FICA	544.62
				PAYROLL TAXES - FEDERAL & FICA	13,557.31
				PAYROLL TAXES - FEDERAL & FICA	20,688.64
				PAYROLL TAXES - FEDERAL & FICA	2,111.95
				PAYROLL TAXES - FEDERAL & FICA	3,823.08
Total for Check/Tran - 4095:					41,508.70
4096 9/21/23	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	PAYROLL TAXES - STATE	222.47
				PAYROLL TAXES - STATE	6,181.61
				PAYROLL TAXES - STATE	1,081.67
Total for Check/Tran - 4096:					7,485.75
4097 9/21/23	WIRE	7463	FURTHER	HSA ER CONTRIBUTION - 193	1,345.81
				HSA ER CONTRIBUTION - 193	70.83
				HSA EMPLOYEE CONTRIBUTION	2,251.24
				HSA EMPLOYEE CONTRIBUTION	332.93
Total for Check/Tran - 4097:					4,000.81
4098 9/21/23	WIRE	7463	FURTHER	ADMINISTRATIVE FEE INVOICE - SEPT 2023	123.40
				ADMINISTRATIVE FEE INVOICE - SEPT 2023	25.10
Total for Check/Tran - 4098:					148.50
4099 9/15/23	WIRE	9654	CARDMEMBER SERVICE	FIRST NATIONAL BANK VISA	4,546.79
				FIRST NATIONAL BANK VISA	1,164.52
Total for Check/Tran - 4099:					5,711.31
4100 9/21/23	WIRE	174	MINNESOTA REVENUE SALES TX (ELE	SALES AND USE TAX - AUG 2023	232,615.37
				SALES AND USE TAX - AUG 2023	-1.57

10/02/2023 11:43:53 AM

Accounts Payable Check Register

Page 6

09/01/2023 To 09/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				SALES AND USE TAX - AUG 2023	12,285.20
				Total for Check/Tran - 4100:	244,899.00
4102 9/27/23	WIRE	7463	FURTHER	FSA CLAIM REIMBURSEMENTS - 164 172	303.90
				FSA CLAIM REIMBURSEMENTS - 164 172	75.97
				Total for Check/Tran - 4102:	379.87
18665 9/7/23	DD	423	MARY STEWART	MMUA SUMMER MTG TRAVEL - 151	444.49
				MMUA SUMMER MTG TRAVEL - 151	111.12
				Total for Check/Tran - 18665:	555.61
18666 9/7/23	DD	5312	MATTHEW WESTGAARD	MMUA SUMMER MTG HOTEL - 150	272.67
				MMUA SUMMER MTG HOTEL - 150	68.17
				Total for Check/Tran - 18666:	340.84
18762 9/28/23	DD	353	MELISSA KARPINSKI	CMPAS MTG MILEAGE & MIC EXPENSES	227.90
				CMPAS MTG MILEAGE & MIC EXPENSES	21.23
				Total for Check/Tran - 18762:	249.13
18763 9/28/23	DD	609	SARA YOUNGS	MIC TRAVEL & CMPAS MILEAGE	231.86
				MIC TRAVEL & CMPAS MILEAGE	22.60
				Total for Check/Tran - 18763:	254.46
86241 9/27/23	MP	5035	VISION METERING, LLC	Meters	7,450.00
86379 9/7/23	CHK	669	ADVERSIGN, LLC	OPEN HOUSE ADVERTISING SIGNS	260.75
				OPEN HOUSE ADVERTISING SIGNS	37.25
				Total for Check/Tran - 86379:	298.00
86380 9/7/23	CHK	9997	MIKE BECK	INACTIVE REFUND	558.97
86381 9/7/23	CHK	9997	RYAN BEGGS	INACTIVE REFUND	32.92
86382 9/7/23	CHK	662	BENEFIT EXTRAS, INC	COBRA LETTER - 140	26.40
				COBRA LETTER - 140	6.60
				Total for Check/Tran - 86382:	33.00

10/02/2023 11:43:53 AM

Accounts Payable Check Register

Page 7

09/01/2023 To 09/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
86383 9/7/23	CHK	9997	PAYTON BROWN	INACTIVE REFUND	74.81
86384 9/7/23	CHK	5013	CARR'S TREE SERVICE, INC	TREE TRIMMING - 3/27/2023	6,761.31
86385 9/7/23	CHK	3982	CENTERPOINT ENERGY	Natural Gas	352.62
				Natural Gas	84.46
Total for Check/Tran - 86385:					437.08
86386 9/7/23	CHK	9997	GARRETT CHRISTIANSON	INACTIVE REFUND	525.12
86387 9/7/23	CHK	11	CITY OF ELK RIVER	FRANCHISE FEE CREDIT - JULY 2023	-675.00
				TRASH BILLED - AUG 2023	160,910.66
Total for Check/Tran - 86387:					160,235.66
86388 9/7/23	CHK	672	CULVER'S OF ELK RIVER	CIP - LIGHTING & CUSTOM	1,177.50
86389 9/7/23	CHK	9997	ELK RIVER PHARMACY INC	INACTIVE REFUND	913.02
86390 9/7/23	CHK	3624	ESRI	esri	23,732.50
				esri	5,933.13
Total for Check/Tran - 86390:					29,665.63
86391 9/7/23	CHK	8247	FERGUSON WATERWORKS #2516	Hydrant	211.81
86392 9/7/23	CHK	9997	ZACHARY HALVERSON	INACTIVE REFUND	82.58
86393 9/7/23	CHK	9997	PAMELA HARVEY	INACTIVE REFUND	101.26
86394 9/7/23	CHK	9997	TRACI KENNEDY	INACTIVE REFUND	148.98
86395 9/7/23	CHK	9997	CONSTANTIN LAZAREV	INACTIVE REFUND	341.91
86396 9/7/23	CHK	9997	PHYLLIS LEISTICO	INACTIVE REFUND	72.17
86397 9/7/23	CHK	9997	KENT MADSEN	Credit Balance Refund	178.05
86398 9/7/23	CHK	9997	MIDWEST REALTY SERVICES	INACTIVE REFUND	121.04
86399 9/7/23	CHK	1001	MINNESOTA MUNICIPAL POWER AGEN	PURCHASED POWER - AUG 2023	2,702,306.47

10/02/2023 11:43:53 AM

Accounts Payable Check Register

Page 8

09/01/2023 To 09/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PURCHASED POWER - AUG 2023	826,937.70
				Total for Check/Tran - 86399:	3,529,244.17
86400 9/7/23	CHK	8796	MOBILE VEHICLE INTEGRATION	PARTS & LABOR FOR UNIT #20	-23.92
				PARTS & LABOR FOR UNIT #20	852.65
				Total for Check/Tran - 86400:	828.73
86401 9/7/23	CHK	811	PRIME ADVERTISING & DESIGN, INC.	MONTHLY HOSTING OF WEBSITE	40.00
				MONTHLY HOSTING OF WEBSITE	40.00
				MONTHLY HOSTING OF WEBSITE	20.00
				Marketing	1,440.00
				Total for Check/Tran - 86401:	1,540.00
86402 9/7/23	CHK	512	RJM CONSTRUCTION, LLC	FIELD SERVICES BLDG - DRAW #23	196,910.74
86403 9/7/23	CHK	9997	RAUL SANCHEZ	INACTIVE REFUND	203.46
86404 9/7/23	CHK	9997	ARIEL SCHIEFFER	INACTIVE REFUND	464.83
86405 9/7/23	CHK	9997	HALEY SCHUMACHER	INACTIVE REFUND	255.79
86406 9/7/23	CHK	9997	MEGAN SIEBERT	INACTIVE REFUND	31.51
86407 9/7/23	CHK	6107	STUART C. IRBY CO.	Glove Protector	247.08
86408 9/7/23	CHK	9997	ALLYSSA TORELLI	INACTIVE REFUND	42.92
86409 9/7/23	CHK	673	BLAINE TRAVIS	RECYCLE BINS	2,250.00
86410 9/7/23	CHK	9997	ANNA WILCOCK	INACTIVE REFUND	299.22
86411 9/7/23	CHK	248	RIVERSIDE DEVELOPMENT	VILLAS @ FILLMORE	91,872.50
86412 9/13/23	CHK	328	1ST AYD CORPORATION	SAFETY VESTS	-1.47
				SAFETY VESTS	317.30
				Total for Check/Tran - 86412:	315.83
86413 9/13/23	CHK	9997	MARINA APAKOVA	INACTIVE REFUND	77.08

10/02/2023 11:43:53 AM

Accounts Payable Check Register

Page 9

09/01/2023 To 09/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
86414 9/13/23	CHK	670	ARMORTHANE BEDLINERS PLUS	BEDLINER - UNIT #2	385.65
				BEDLINER - UNIT #2	96.41
Total for Check/Tran - 86414:					482.06
86415 9/13/23	CHK	4531	AT & T MOBILITY	CELL PHONES & iPad BILLING	29.18
				CELL PHONES & iPad BILLING	10.97
				CELL PHONES & iPad BILLING	2,531.93
				CELL PHONES & iPad BILLING	12.50
				CELL PHONES & iPad BILLING	562.65
Total for Check/Tran - 86415:					3,147.23
86416 9/13/23	CHK	9997	DORVIN BAKER	INACTIVE REFUND	659.99
86417 9/13/23	CHK	2920	BATTERIES PLUS BULBS	LOCATOR BATTERIES	84.16
				LOCATOR BATTERIES	3.87
Total for Check/Tran - 86417:					88.03
86418 9/13/23	CHK	6	BEAUDRY OIL COMPANY	DIESEL	3,564.20
				UNLEADED FUEL	706.90
Total for Check/Tran - 86418:					4,271.10
86419 9/13/23	CHK	5224	BLUE CROSS BLUE SHIELD OF MINNES	MEDICAL EE INSURANCE - OCT 2023	8,645.50
				MEDICAL ER INSURANCE - OCT 2023	49,820.21
				VISION INSURANCE - OCT 2023	295.63
				MEDICAL EE INSURANCE - OCT 2023	2,065.50
				MEDICAL ER INSURANCE - OCT 2023	12,653.53
				VISION INSURANCE - OCT 2023	97.97
Total for Check/Tran - 86419:					73,578.34
86420 9/13/23	CHK	6138	BLUE EGG BAKERY	COOKIES FOR MEETINGS	56.40
				COOKIES FOR MEETINGS	14.10
Total for Check/Tran - 86420:					70.50
86421 9/13/23	CHK	9	BORDER STATES ELECTRIC SUPPLY	Receptacle	2,548.18
				RECEPTACLE	-186.02

10/02/2023 11:43:53 AM

Accounts Payable Check Register

Page 10

09/01/2023 To 09/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				GROUND ROD & CLAMP	1,358.53
				Mtce of URD Primary	2,399.00
				Total for Check/Tran - 86421:	6,119.69
86422 9/13/23	CHK	9997	LIZ CAMERON	INACTIVE REFUND	41.17
86423 9/13/23	CHK	663	CDW GOVERNMENT	Pen	103.79
				Pen	25.95
				SHIPPING REFUND PO 15154	-10.68
				SHIPPING REFUND PO 15154	-2.67
				Total for Check/Tran - 86423:	116.39
86424 9/13/23	CHK	28	CINTAS	MATS & TOWELS	234.73
				MATS & TOWELS	33.54
				Total for Check/Tran - 86424:	268.27
86425 9/13/23	CHK	9997	HEATHER CUSKEY	INACTIVE REFUND	39.29
86426 9/13/23	CHK	25	ECM PUBLISHERS INC	CLASSIFIED AD - OPEN HOUSE	271.25
				CLASSIFIED AD - OPEN HOUSE	38.75
				Total for Check/Tran - 86426:	310.00
86427 9/13/23	CHK	3667	ELFERING & ASSOCIATES	PROFESSIONAL SERVICES - JULY 2023	980.00
				PROFESSIONAL SERIVCES - RIVERVIEW APTS	770.00
				Total for Check/Tran - 86427:	1,750.00
86428 9/13/23	CHK	19	ELK RIVER AREA CHAMBER OF COMM	MEMBERSHIP RENEWAL	500.00
				MEMBERSHIP RENEWAL	125.00
				Total for Check/Tran - 86428:	625.00
86429 9/13/23	CHK	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 4 - INV GRP 415 - AUG 2023	150.00
				CYCLE 4 - INV GRP 415 - AUG 2023	1,364.55
				CYCLE 4 - INV GRP 396 - AUG 2023	212.52
				Total for Check/Tran - 86429:	1,727.07
86430 9/13/23	CHK	122	ELK RIVER WINLECTRIC	CONDUIT	-4.09

10/02/2023 11:43:53 AM

Accounts Payable Check Register

Page 11

09/01/2023 To 09/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				Misc Distribution Exp	55.99
				Misc Distribution Exp	9.98
				Misc Distribution Exp	18.98
				Misc Distribution Exp	55.99
				CONDUIT	-4.09
				MISC PARTS & SUPPLIES	-0.81
				MISC PARTS & SUPPLIES	11.09
				CONDUIT	2,907.60
				Mtce of OH Primary	852.00
				Misc Distribution Exp	21.22
				CONDUIT & STRAP	-1.55
				RECEPTACLE PARTS	-4.91
				Misc Distribution Exp	67.34
				BOLTS	383.52
				BOLTS	-28.00
				SAWZALL - TRUCK #4	-13.95
				SAWZALL - TRUCK #4	190.95
				Total for Check/Tran - 86430:	4,517.26
86431 9/13/23	CHK	53	GREAT RIVER ENERGY	BATTERY BANK	1.00
86432 9/13/23	CHK	9997	HEINEN HOMES INC	INACTIVE REFUND	455.22
86433 9/13/23	CHK	5518	HIERLINGER SHOES	EMPLOYEE CLOTHING - 142 BOOTS	274.99
86434 9/13/23	CHK	5670	HVACREDU.NET	Website Support	375.00
				QUALITY INSTALLATION ASSESSMENT	40.00
				Total for Check/Tran - 86434:	415.00
86435 9/13/23	CHK	6836	INNOVATIVE OFFICE SOLUTIONS LLC	OFFICE SUPPLIES	21.70
				OFFICE SUPPLIES	5.43
				Total for Check/Tran - 86435:	27.13
86436 9/13/23	CHK	8083	JT SERVICES OF MINNESOTA	Pole Wrap	1,166.64

10/02/2023 11:43:53 AM

Accounts Payable Check Register

Page 12

09/01/2023 To 09/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
86437 9/13/23	CHK	676	DEBORAH KRONA	SHRUB REPLACEMENT	360.00
86438 9/13/23	CHK	444	LANO EQUIPMENT, INC	PARTS & LABOR FOR UNIT #73	548.30
86439 9/13/23	CHK	9997	LENNAR HOMES	Credit Balance Refund	137.23
86440 9/13/23	CHK	9997	LENNAR HOMES	Credit Balance Refund	131.22
86441 9/13/23	CHK	9997	LENNAR HOMES	Credit Balance Refund	98.22
86442 9/13/23	CHK	9997	RUSTY LETSON	INACTIVE REFUND	469.07
86443 9/13/23	CHK	9997	RUSSELL MARTIE	Credit Balance Refund	940.51
86444 9/13/23	CHK	145	MENARDS	MISC PARTS & SUPPLIES	81.86
				SHOP SUPPLIES	20.65
				SHOP SUPPLIES	2.94
Total for Check/Tran - 86444:					105.45
86445 9/13/23	CHK	119	MINNESOTA COMPUTER SYSTEMS INC	COPIER MTC CONTRACT - 8/12 to 9/11/23	139.58
				COPIER MTC CONTRACT - 8/12 to 9/11/23	34.90
Total for Check/Tran - 86445:					174.48
86446 9/13/23	CHK	39	MMUA	OVERHEAD SCHOOL - 119 168	1,030.00
86447 9/13/23	CHK	8796	MOBILE VEHICLE INTEGRATION	PARTS & LABOR FOR UNIT #32	-37.87
				PARTS & LABOR FOR UNIT #32	1,150.59
				PARTS & LABOR FOR UNIT #32	-2.00
				PARTS & LABOR FOR UNIT #32	60.56
Total for Check/Tran - 86447:					1,171.28
86448 9/13/23	CHK	5056	PLAISTED COMPANIES, INC.	FILL SAND	25.73
86449 9/13/23	CHK	8897	RALPHIE'S MINNOCO	RALPHIE'S MINNOCO	81.81
86450 9/13/23	CHK	3218	RDO EQUIPMENT CO.	PARTS & LABOR FOR UNIT #70	154.00
86451 9/13/23	CHK	574	REPUBLIC SERVICES, INC	TRASH & RECYCLING SERVICE - AUG 2023	1,213.67

10/02/2023 11:43:53 AM

Accounts Payable Check Register

Page 13

09/01/2023 To 09/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				TRASH & RECYCLING SERVICE - AUG 2023	303.42
				TRASH & RECYCLING SERVICE - AUG 2023	256.81
				TRASH & RECYCLING SERVICE - AUG 2023	40.03
				TRASH & RECYCLING SERVICE - AUG 2023	10.01
				Total for Check/Tran - 86451:	1,823.94
86452 9/13/23	CHK	603	ROYAL SUPPLY INC	CLEANING SUPPLIES	1,453.62
				CLEANING SUPPLIES	207.66
				Total for Check/Tran - 86452:	1,661.28
86453 9/13/23	CHK	674	STAR ENERGY SERVICES LLC	NOVA POWER PORTAL	2,800.00
86454 9/13/23	CHK	6107	STUART C. IRBY CO.	150KVA	21,300.00
				Transformer	21,663.00
				FUSE	888.00
				Total for Check/Tran - 86454:	43,851.00
86455 9/13/23	CHK	3360	THE UPS STORE 5093	SHIPPING	63.71
86456 9/13/23	CHK	9997	RANDY THUE	INACTIVE REFUND	448.36
86457 9/13/23	CHK	4532	TRACTOR SUPPLY CREDIT PLAN	TRACTOR SUPPLY	396.34
				TRACTOR SUPPLY	1.14
				Total for Check/Tran - 86457:	397.48
86458 9/13/23	CHK	3405	US POSTAL SERVICE	POST OFFICE BOX RENEWAL	339.20
				POST OFFICE BOX RENEWAL	84.80
				Total for Check/Tran - 86458:	424.00
86459 9/13/23	CHK	135	WATER LABORATORIES INC	WATER TESTING - AUG 2023	270.00
86460 9/13/23	CHK	610	WRIGHT HENNEPIN COOPERATIVE ELE	SECURITY - 1435 1705 MAIN WELL #5	117.75
				SECURITY - 1435 1705 MAIN WELL #5	212.84
				Total for Check/Tran - 86460:	330.59
86461 9/21/23	CHK	5342	ALTERNATE BUSINESS FURNITURE, IN	Office Furniture	43,499.16
				FIELD SERVICES BLDG CONF ROOM FURNITURE	-185.28

10/02/2023 11:43:53 AM

Accounts Payable Check Register

Page 14

09/01/2023 To 09/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 86461:					43,313.88
86462 9/21/23	CHK	2512	AMARIL UNIFORM COMPANY	EMPLOYEE CLOTHING - 193	1,686.99
				EMPLOYEE CLOTHING - 193	88.79
Total for Check/Tran - 86462:					1,775.78
86463 9/21/23	CHK	191	AMERICAN PAYMENT CENTERS	DROP BOX RENTAL - 2023 QTR 4	224.38
				DROP BOX RENTAL - 2023 QTR 4	56.10
Total for Check/Tran - 86463:					280.48
86464 9/21/23	CHK	2920	BATTERIES PLUS BULBS	12V BATTERIES	43.41
				12V BATTERIES	10.85
Total for Check/Tran - 86464:					54.26
86465 9/21/23	CHK	8215	BROTHERS FIRE & SECURITY	ANNUAL MONITORING - 9/1 to 8/31/24	448.36
				ANNUAL MONITORING - 9/1 to 8/31/24	64.05
Total for Check/Tran - 86465:					512.41
86466 9/21/23	CHK	8843	CAMPBELL KNUTSON	LEGAL SERVICES - AUG 2023 & AIRFARE	1,072.80
				LEGAL SERVICES - AUG 2023 & AIRFARE	268.20
Total for Check/Tran - 86466:					1,341.00
86467 9/21/23	CHK	7661	CE MURPHY PROPERTIES	CIP - CHILLER UPGRADE	7,264.67
86468 9/21/23	CHK	3982	CENTERPOINT ENERGY	Natural Gas	360.03
				NATURAL GAS & IRON REMOVAL	85.61
Total for Check/Tran - 86468:					445.64
86469 9/21/23	CHK	11	CITY OF ELK RIVER	REVENUE TRANSFER - AUG 2023	155,219.59
				SEWER BILLED - AUG 2023	220,914.39
				STORMWATER BILLED - AUG 2023	53,094.60
Total for Check/Tran - 86469:					429,228.58
86470 9/21/23	CHK	7448	CRC	CUSTOMER SERVICE FOR AFTER HOURS	2,360.34
				CUSTOMER SERVICE FOR AFTER HOURS	590.08
Total for Check/Tran - 86470:					2,950.42

10/02/2023 11:43:53 AM

Accounts Payable Check Register

Page 15

09/01/2023 To 09/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
86471 9/21/23	CHK	5249	DRIVER & VEHICLE SERVICES	TITLE & SALES TAX - UNIT #77	3,928.09
86472 9/21/23	CHK	677	ELK RIVER HARLEY DAVIDSON	CIP - RTU UPGRADE	117.50
86473 9/21/23	CHK	8709	FAIRVIEW HEALTH SERVICES	DRUG SCREENING - 193	42.75
			Drug Screening - 193		2.25
				Total for Check/Tran - 86473:	45.00
86474 9/21/23	CHK	671	FASTENAL COMPANY	NUTS	4.73
				MISC PARTS & SUPPLIES	63.20
				Red Paint	409.37
				Total for Check/Tran - 86474:	477.30
86475 9/21/23	CHK	8949	FS3 INC.	STARTER ROD - UNIT #56	392.23
86476 9/21/23	CHK	91	GOPHER STATE ONE-CALL	LOCATES FOR - AUG 2023	709.22
				LOCATES FOR - AUG 2023	37.33
				Total for Check/Tran - 86476:	746.55
86477 9/21/23	CHK	9997	STEPHANIE GREENWALDT	Credit Balance Refund	103.12
86478 9/21/23	CHK	809	HAWKINS, INC.	Water Chemicals	3,409.15
86479 9/21/23	CHK	631	HEALTH PARTNERS	DENTAL EE INSURANCE - OCT 2023	961.20
				DENTAL ER INSURANCE - OCT 2023	2,600.57
				DENTAL EE INSURANCE - OCT 2023	119.19
				DENTAL ER INSURANCE - OCT 2023	640.61
				Total for Check/Tran - 86479:	4,321.57
86480 9/21/23	CHK	824	HOME DEPOT CREDIT SERVICES	HOME DEPOT	92.61
				HOME DEPOT	8.95
				Total for Check/Tran - 86480:	101.56
86481 9/21/23	CHK	5310	HOTSY MINNESOTA	WASH BAY SUPPLIES	343.91
				WASH BAY SUPPLIES	49.12
				Total for Check/Tran - 86481:	393.03

10/02/2023 11:43:53 AM

Accounts Payable Check Register

Page 16

09/01/2023 To 09/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
86482 9/21/23	CHK	5686	HYDROCORP	BACKFLOW DEVICE INSPECTION - AUG 2023	1,123.00
86483 9/21/23	CHK	504	INSPEC, INC	Roof Inspection	109.56
86484 9/21/23	CHK	9997	ALLEN JONES	Credit Balance Refund	291.92
86485 9/21/23	CHK	5453	LANDFORM PROFESSIONAL SERVICES,	PROFESSIONAL SERVICES - AUG 2023	587.50
86486 9/21/23	CHK	8605	MARCO TECHNOLOGIES, LLC	PRINTER MTC CONTRACT - 9/1 to 10/1/23	308.09
				PRINTER MTC CONTRACT - 9/1 to 10/1/23	77.02
Total for Check/Tran - 86486:					385.11
86487 9/21/23	CHK	145	MENARDS	MISC PARTS & SUPPLIES	120.10
				MISC PARTS & SUPPLIES	5.70
				MISC PARTS & SUPPLIES	39.03
				MISC PARTS & SUPPLIES	8.58
				PARTS REBATE	-3.66
				PARTS REBATE	-0.52
				PARTS REBATE	-32.28
				PARTS REBATE	-88.21
Total for Check/Tran - 86487:					48.74
86488 9/21/23	CHK	520	MICHELS UTILITY SERVICES, INC	VILLAS @ FILLMORE	12,755.73
86489 9/21/23	CHK	7293	MINNESOTA DEPT OF COMMERCE	2024 Q2 CIP INDIRECT ASSESSMENT	7,744.67
86490 9/21/23	CHK	16	MINNESOTA DEPT OF HEALTH	2023 QTR 3 WATER CONNECTION FEE	13,741.00
86491 9/21/23	CHK	39	MMUA	MMUA SUMMER MTG - 20 SPOUSE (EXCEPTION)	80.00
				MMUA SUMMER MTG - 20 SPOUSE (EXCEPTION)	20.00
Total for Check/Tran - 86491:					100.00
86492 9/21/23	CHK	8796	MOBILE VEHICLE INTEGRATION	PARTS & LABOR FOR UNIT #2	-34.82
				PARTS & LABOR FOR UNIT #2	813.00
				PARTS & LABOR FOR UNIT #2	-8.70
				PARTS & LABOR FOR UNIT #2	203.25

10/02/2023 11:43:53 AM

Accounts Payable Check Register

Page 17

09/01/2023 To 09/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 86492:					972.73
86493 9/21/23	CHK	9214	MOODY'S INVESTORS SERVICE, INC.	ANNUAL FEE - 9/1/22 to 8/31/23	1,000.00
86494 9/21/23	CHK	633	MUTUAL OF OMAHA	ELEC LIFE INSURANCE - OCT 2023	292.16
				LIFE, STD & LTD INSURANCE - OCT 2023	2,340.70
				ELEC LIFE INSURANCE - OCT 2023	143.64
				LIFE, STD & LTD INSURANCE - OCT 2023	496.64
Total for Check/Tran - 86494:					3,273.14
86495 9/21/23	CHK	9300	NISC	PRINT SERVICES - AUG 2023	5,992.48
				PRINT SERVICES - AUG 2023	906.08
				PRINT SERVICES - AUG 2023	1,498.12
				AGREEMENTS INVOICE - AUG 2023	53.93
				AGREEMENTS INVOICE - AUG 2023	10,868.58
				AGREEMENTS INVOICE - AUG 2023	220.00
				AGREEMENTS INVOICE - AUG 2023	2,428.83
				AGREEMENTS INVOICE - AUG 2023	55.00
				MISC. INVOICE - AUG 2023	610.54
				MISC. INVOICE - AUG 2023	152.64
Total for Check/Tran - 86495:					22,786.20
86496 9/21/23	CHK	512	RJM CONSTRUCTION, LLC	FIELD SERVICES BLDG - DRAW #24	143,249.34
86497 9/21/23	CHK	674	STAR ENERGY SERVICES LLC	PROFESSIONAL SERVICES - AUG 2023	410.00
86498 9/21/23	CHK	9997	SABRINA STORMS	Credit Balance Refund	18.17
86499 9/21/23	CHK	6107	STUART C. IRBY CO.	WIRE	63,368.00
				Mtce of URD Primary	1,978.00
Total for Check/Tran - 86499:					65,346.00
86500 9/21/23	CHK	636	TECH CHECK LLC	Phone	864.18
				Phone	216.04
Total for Check/Tran - 86500:					1,080.22

10/02/2023 11:43:53 AM

Accounts Payable Check Register

Page 18

09/01/2023 To 09/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
86501 9/21/23	CHK	331	TRANSUNION	SKIP TRACING - AUG 2023	60.00
				SKIP TRACING - AUG 2023	15.00
Total for Check/Tran - 86501:					75.00
86502 9/21/23	CHK	8523	TRI CAP	CIP LOW INCOME - HH#918281 CROUCH	1,244.99
86503 9/21/23	CHK	8948	TRYCO LEASING INC.	LEASE FOR COPIER AT PLANT	85.49
				LEASE FOR COPIER AT PLANT	21.37
Total for Check/Tran - 86503:					106.86
86504 9/21/23	CHK	8381	VERIFIED CREDENTIALS, LLC	BACKGROUND SCREENING - AUG 2023	62.23
				BACKGROUND SCREENING - AUG 2023	3.27
Total for Check/Tran - 86504:					65.50
86505 9/21/23	CHK	628	VICTORY CLEANING SERVICES, LLC	CLEANING OLD BLDG - AUG 2023	283.18
				CLEANING OLD BLDG - AUG 2023	40.45
				MONTHLY CLEANING FOR THE PLANT-AUG 2023	3,114.90
				MONTHLY CLEANING FOR THE PLANT-AUG 2023	444.98
Total for Check/Tran - 86505:					3,883.51
86506 9/21/23	CHK	375	VIKING ELECTRIC	FUEL HACKZALL - UNIT #5	-13.01
				FUEL HACKZALL - UNIT #5	178.05
Total for Check/Tran - 86506:					165.04
86507 9/28/23	CHK	2512	AMARIL UNIFORM COMPANY	Employee Clothing - 128	194.95
86508 9/28/23	CHK	3667	ELFERING & ASSOCIATES	PROFESSIONAL SERVICES - AUG 2023	630.00
				PROFESSIONAL SERVICES - AUG 2023	1,470.00
Total for Check/Tran - 86508:					2,100.00
86509 9/28/23	CHK	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 1 - INV GRP 421 - AUG 2023	9,640.59
				CYCLE 1 - ACCT 183 - AUG 2023	995.44
				CYCLE 1 - INV GRP 101 - AUG 2023	4,934.91
				CYCLE 1 - INV GRP 101 - AUG 2023	118.96
				CYCLE 1 - INV GRP 101 - AUG 2023	1,527.31
				CYCLE 1 - INV GRP 101 - AUG 2023	825.04

10/02/2023 11:43:53 AM

Accounts Payable Check Register

Page 19

09/01/2023 To 09/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				CYCLE 1 - INV GRP 101 - AUG 2023	381.83
				CYCLE 1 - INV GRP 325 - AUG 2023	375.00
				CYCLE 1 - INV GRP 325 - AUG 2023	15,823.18
				Total for Check/Tran - 86509:	34,622.26
86510 9/28/23	CHK	671	FASTENAL COMPANY	QUICK CONNECT WATER HOSE	128.35
				MISC PARTS & SUPPLIES	100.76
				Total for Check/Tran - 86510:	229.11
86511 9/28/23	CHK	8949	FS3 INC.	SOLAR CHARGER - UNIT #39	204.21
86512 9/28/23	CHK	668	GILLELAND CHEVROLET CADILLAC, I	PARTS & LABOR FOR UNIT #20	691.76
				PARTS & LABOR FOR UNIT #77	691.76
				Total for Check/Tran - 86512:	1,383.52
86513 9/28/23	CHK	6425	GREAT NORTHERN LANDSCAPES, INC.	FIELD SERVICES BLDG LANDSCAPING	12,918.50
86514 9/28/23	CHK	9999	GREENWAY EXCAVATING	Hydrant Rental Deposit Refund	878.75
86515 9/28/23	CHK	8022	J & J MACHINE	CIP - ROOFTOP & ECONOMIZER	2,945.00
86516 9/28/23	CHK	48	LEAGUE OF MN CITIES INS TRUST	LIABILITY INSURANCE - 2023 QTR 2	31,033.50
				LIABILITY INSURANCE - 2023 QTR 2	6,651.50
				Total for Check/Tran - 86516:	37,685.00
86517 9/28/23	CHK	8605	MARCO TECHNOLOGIES, LLC	OFFICE 365 - 8/25 to 9/24/2023	812.45
				OFFICE 365 - 8/25 to 9/24/2023	208.54
				Total for Check/Tran - 86517:	1,020.99
86518 9/28/23	CHK	145	MENARDS	MISC PARTS & SUPPLIES	5.12
				MISC PARTS & SUPPLIES - unit #14	58.23
				MISC PARTS & SUPPLIES	1.29
				MISC PARTS & SUPPLIES - WELL #6	14.29
				MISC PARTS & SUPPLIES	39.75
				COUPLING	9.70
				Total for Check/Tran - 86518:	128.38

10/02/2023 11:43:53 AM

Accounts Payable Check Register

Page 20

09/01/2023 To 09/30/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
86519 9/28/23	CHK	9273	METERING & TECHNOLOGY SOLUTION	MISC PARTS & SUPPLIES	47.30
				3M	1.11
				Kit	6.76
				Plug	13.52
				Wire	15.77
Total for Check/Tran - 86519:					84.46
86520 9/28/23	CHK	130	RESCO	Transformer	22,666.00
				Discount	-11.33
Total for Check/Tran - 86520:					22,654.67
86521 9/28/23	CHK	8141	SPEEDCUTTERS OUTDOOR MAINTENA	LAWN MOWING SERVICES	867.69
				LAWN MOWING SERVICES	2,365.93
Total for Check/Tran - 86521:					3,233.62
86522 9/28/23	CHK	375	VIKING ELECTRIC	HEX IMPACT DRIVER - UNIT #8	161.12
86523 9/28/23	CHK	429	WALMAN OPTICAL	SAFETY GLASSES - 106	-28.81
				SAFETY GLASSES - 106	394.56
				SAFETY GLASSES - 106	-1.52
				SAFETY GLASSES - 106	20.77
Total for Check/Tran - 86523:					385.00
Total for Bank Account - 5 :					(173) 5,537,528.14
Grand Total :					(175) 5,548,910.28

10/02/2023

11:43:53 AM

Accounts Payable Check Register

Page 21

PARAMETERS ENTERED:**Check Date:** 09/01/2023 To 09/30/2023**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**

September 12, 2023

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

ERMU Staff Present: 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

Others Present: Jack Brooksbank, Attorney with Campbell Knutson filling in for Jared Shepherd

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.

Moved by Commissioner Westgaard and seconded by Commissioner Stewart to approve the September 12, 2023, agenda. Motion carried 5-0

1.4 Resolution Recognizing 2023 Public Power Week

Mr. Sumstad presented the resolution recognizing 2023 Public Power Week occurring October 1-7.

Moved by Commissioner Zerwas and seconded by Commissioner Bell to adopt Resolution 23-7 Recognizing Public Power Week, October 1-7, 2023. Motion carried 5-0

1.5 Resolution Recognizing 2023 Customer Service Week

Ms. Youngs provided background on National Customer Service Week and asked the Commission to adopt the resolution recognizing 2023 Customer Service Week occurring October 2-6.

Moved by Commissioner Stewart and seconded by Commissioner Westgaard to adopt Resolution 23-8 Recognizing Customer Service Week, October 2-6, 2023. Motion carried 5-0

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 – August 2023

2.2 Regular Meeting Minutes – August 9, 2023

Motion carried 5-0.

3.0 OPEN FORUM

No one appeared for open forum.

4.0 POLICY & COMPLIANCE

4.1 Commission Policy Review – G.2a - Commission-City Council Relationship and Roles

Mr. Mauren presented his memo and opened a discussion on any potential changes or comments on Commission Policy - G.2a - Commission-City Council Relationship and Roles.

Commissioner Stewart asked how ERMU actively supports the City's Economic Development Authority (EDA) as described in item two of the policy.

Mr. Mauren highlighted a recently successful project between the City's Housing and Redevelopment Authority (HRA) and ERMU in a direct mail flyer that communicated available residential loan programs through the HRA.

Ms. Youngs also provided clarification on the process between City and ERMU technical staff when bringing new business to our service territory.

Chair Dietz stated that a good example of this active participation can be found in the work between the City and ERMU on data center projects.

Commissioner Stewart requested clarification as to what documentation is provided for item four of the policy, regarding guidance to the Council when appointing commissioners. Staff was unsure and therefore Ms. Youngs accepted this request as an action item on behalf of General Manager Mark Hanson who was unable to attend the commission meeting.

Chair Dietz asked if the policy outlines how many times the City Council and ERMU meet jointly. Ms. Youngs confirmed it did and referred to item three of the policy. There was discussion if language to this item needed updating. It was determined no update was necessary.

5.0 BUSINESS ACTION

5.1 Financial Report – July 2023

Ms. Karpinski presented the July 2023 Financial Report.

Chair Dietz asked if there is still a monthly Power Cost Adjustment. Ms. Karpinski confirmed there is, however, it is slowly trending down as the Energy Adjustment Clause from Minnesota Municipal Power Association has been close to or slightly lower than budget.

Chair Dietz asked if customers have moved into the second and third tiers for water charges due to the warm, dry weather. Ms. Karpinski explained water usage has been trending towards conservation in the last six weeks.

Chair Dietz asked if customer service has experienced an increase in complaints for high water bills. Ms. Youngs stated there has not been an above average number of calls and those that do come in about water have been requests for clarification.

Chair Dietz asked Mr. Tietz if customers will be able to monitor their water usage more closely like their electric usage with Advanced Metering Infrastructure. Mr. Tietz confirmed they would.

Moved by Commissioner Westgaard and seconded by Commissioner Bell to receive the July 2023 Financial Report. Motion carried 5-0.

5.2 2024 Annual Business Plan: Capital Projects & Equipment Purchases, and 20-Year Capital Projections

Ms. Karpinski presented the Capital Projects & Equipment Purchases, and 20-Year Capital Projections portion of the Annual Business Plan for commission review in September in preparation for approval of the complete plan in December.

Ms. Karpinski noted the largest portion of the budget is dedicated to the Advanced Metering Infrastructure (AMI) project. She explained that much of the items budgeted for this year were delayed and are therefore being pushed to the 2024 budget.

Chair Dietz asked for clarification on the project delay with AMI. Ms. Karpinski explained it stemmed from supply chain issues related to the meters.

Mr. Tietz explained that the meters are the driving force behind the implementation of AMI. Installation contracts and timelines will be set once there is a known meter shipment date.

Commissioner Westgaard asked if there was a timing or performance clause written into the AMI contract. Mr. Tietz said there was no such clause with the initial start date of the project but there is one once the project is underway.

Commissioners Westgaard and Zerwas expressed concern that the delay will result in the loss of subcontractors and/or an increase in cost. Ms. Karpinski clarified that a request for proposal on the installation of AMI has not been released.

Chair Dietz asked for clarification regarding the proposed electric budget and how costs would be covered. Ms. Karpinski explained it would be a combination of an Infrastructure Investment and Jobs Act grant, an interfund loan with water, and reserves.

Chair Dietz asked Mr. Geiser how much of the work in 2024 will be contracted versus staying in house. Mr. Geiser replied all work will stay in house except for tree trimming and joint trenching projects for gas and cable lines.

Ms. Karpinski highlighted the two biggest projects for the water department in 2024 will be AMI and the water main project on Upland Avenue and Meadowvale Road.

Chair Dietz asked how long it will take us to recoup our costs for the AMI project. Mr. Tietz explained the cost of the project will be recouped over time, but the efficiencies gained with the use of AMI will be immediate.

Chair Dietz asked if the data analysis with AMI will be as beneficial to staff as it will be for our customers. Ms. Youngs confirmed it would be especially in terms of data speed, safety, and outage information and communication.

6.0 BUSINESS DISCUSSION

6.1 Staff Updates

Ms. Youngs reported on behalf of General Manager Mark Hanson that the Wage & Benefits meeting scheduled for September 12 will be rescheduled to the last week of September or first week of October.

Mr. Mauren clarified that the employee appreciation lunch scheduled for October 10 at the field services building will not be catered and commissioners can move forward with planning the menu.

Ms. Foss provided a recap of the Open House event, estimating the attendance to be around 300-500 visitors. Highlights other than the building itself included the demonstrations provided by lineworkers and water department staff. Ms. Foss also noted feedback from attendees was very positive including a fantastic follow-up article in the Elk River Star News written by Jim Boyle.

Chair Dietz asked Mr. Geiser if brackets have been received for the no parking signs to be mounted on the street light poles downtown. Mr. Geiser replied they were informed brackets would be shipped mid-September.

Chair Dietz asked Mr. Ninow how the School View project was progressing. Mr. Ninow replied it was going well.

Chair Dietz asked if there was any additional work that needed to be completed by staff at the two intersections being completed in the Highway 169 Redefine project. Mr. Geiser replied there are just electrical service needs. Mr. Ninow noted they will be relocating a water main across Jackson Street.

Chair Dietz asked Mr. Kerzman if there were any final updates on the field services building project. Mr. Kerzman said he received the final punch list from RJM Construction, and the remaining items should be completed by the end of the month.

Commissioner Zerwas noted he received several positive comments at the open house about how good the new field services building looked and how clean it was.

Chair Dietz noted how nice the final design and landscaping fits with the neighborhood and how the ability to store all vehicles and equipment indoors will benefit the utility for years to come.

6.2 City Council Update

Commissioner Westgaard noted recent City Council topics included an update from the Lake Orono Improvement District, a discussion about the Rivers Edge Park seating blocks, and review of the 2024 city budget modifications and adjustments.

6.3 Minnesota Municipal Utilities Association Summer Conference Discussion

Ms. Youngs stated she thought the conference content was valuable, highlighting topics such as AMI, electric vehicles, demand rates for residential customers, and promoting hometown utilities.

Chair Dietz agreed the content was good and he really appreciated being able to choose his track based on topics he was interested in.

Commissioners agreed the round table discussions went by too fast but that the two keynote speakers were very good.

Commissioner Stewart commented on the benefits of networking with other cities and how much she enjoyed the final keynote speaker.

6.4 **Future Planning**

Chair Dietz announced the following:

- a. Special Commission Meeting – October 10, 2023, at the field services building
- b. 2023 Governance Agenda

6.5 **Other Business**

The Commission agreed to hold the regular meeting in October at the field services building as it would be where the employee appreciation lunch was occurring that day.

Staff said they would notice the location change in accordance with Open Meeting Law.

7.0 **ADJOURN REGULAR MEETING**

Moved by Commissioner Zerwas and seconded by Commissioner Bell to adjourn the regular meeting of the Elk River Municipal Utilities Commission at 4:18 p.m. Motion carried 5-0.

Minutes prepared by Jenny Foss.

John J. Dietz, ERMU Commission Chair

Tina Allard, City Clerk

TO: ERMU Commission	FROM: Tony Mauren – Governance & Communications Manager
MEETING DATE: October 10, 2023	AGENDA ITEM NUMBER: 4.1
SUBJECT: Commission Policy Review – G.2a1 – Payment in Lieu of Taxes (PILOT) and Other Donations to the City of Elk River	
ACTION REQUESTED: Review the policy and provide any feedback.	

BACKGROUND/DISCUSSION:

This month commissioners are reviewing policy G.2a1 – Payment in Lieu of Taxes (PILOT) and Other Donations to the City of Elk River to make comments, ask questions, or recommend updates.

While a PILOT and other donations to a City from its municipal utilities are typical, these contributions should never inhibit ERMU’s ability to make repayment on debt, cause ERMU to become non-competitive, or inhibit needed investment in personnel or infrastructure to meet the needs of customers.

ATTACHMENTS:

- ERMU Policy – G.2a1 – Payment in Lieu of Taxes (PILOT) and Other Donations to the City of Elk River

Section: Governance	Category: Governance Policies
Policy Reference: G.2a1	Policy Title: Payment in Lieu of Taxes and Other Donations to the City of Elk River

PURPOSE:

The success of ERMU is linked with the success of our community. And the success of our community is linked with the operation of our city government and ERMU. ERMU was purchased by the City of Elk River in 1945 and separate governance was created per State Statute in 1947. Although governed separately, ERMU is still an important component of our local government and our city services.

It is typical for a municipal utility to provide a Payment in Lieu of Taxes (PILOT) and other donations to their city, regardless of a separation of governance. Although typical, this contribution should never inhibit ERMU's ability to make repayment on debt, cause ERMU to become non-competitive, or inhibit needed investment in personnel or infrastructure which may hurt ERMU's ability to meet the needs of their customers. For these reasons the PILOT and other donations should be reviewed at least once every five (5) years by the ERMU Commission.

POLICY:

The PILOT and other donations to the City of Elk River shall be as follows:

1. Payment in Lieu of Taxes (PILOT) – The PILOT transfer from Elk River Municipal Utilities to the City of Elk River shall be four percent (4%) of the revenues generated by ERMU's electric customers, except customers qualifying for the Transmission Transformed Service rate, within the corporate boundaries of the City of Elk River.

For the customers that qualify for the Transmission Transformed Service rate, the PILOT transfer from ERMU to the City of Elk River shall be four percent (4%) of the margin remaining from the evenly split charge per kWh to cover dispatching, billing, and administrative costs incurred by the wholesale power provider and ERMU.

2. Donated Electricity – Elk River Municipal Utilities shall donate all electricity to the City of Elk River for street lights and signal lights.

3. Donated Water – Elk River Municipal Utilities shall donate water for use by the Elk River Fire Department (ERFD) for the purpose of extinguishing fires within the City of Elk River and other cities under contract with the ERFD.

For the purpose of creating ice rinks for public/ non-enterprise use, ERMU shall donate water for use by the Elk River Parks Department.

Elk River Municipal Utilities shall donate water for the use by the Elk River Streets Department for the use of street sweeping.

4. Donated Labor – Because of specialized skills and equipment, ERMU may be able to provide a better value to our community by donating labor to the City of Elk River. For example, ERMU has trained employees and the equipment to hang banners where the City does not. In this example, ERMU is able to provide this donated service to the City for less cost than a third party, creating greater value to our community. For such situations, ERMU shall donate labor to the City of Elk River, as appropriate, where a greater value is created for our community and where ERMU is not subjected to undue burden.

In addition to hanging banners, other examples include: maintenance of street lighting, relamping signal lights, locating underground fiber optics and/or other facilities, administration costs associated with the billing of city franchise fees, installation of temporary lighting, relamping of city ball field lighting, installation and/or maintenance of city warning sirens, meter reading for wastewater, assistance with tree trimming, etc...

POLICY HISTORY:

Adopted December 6, 1994

Revised June 6, 2008

Revised July 2, 2013

Revised October 13, 2015

Revised January 1, 2016

Revised October 8, 2019

Revised May 11, 2021

Reviewed October 10, 2023

TO: ERMU Commission	FROM: Melissa Karpinski – Finance Manager
MEETING DATE: October 10, 2023	AGENDA ITEM NUMBER: 5.1
SUBJECT: Financial Report – August 2023	
ACTION REQUESTED: Receive the August 2023 Financial Report	

DISCUSSION:

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

Electric

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

- Residential usage is up less than 0.5%
- Small Commercial usage is up 6%
- Large Commercial usage is down 5%

For August 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

August YTD gallons of water sold are up 21% from the prior year. For further breakdown:

- Residential use is up 18%
- Commercial use is up 26%

For August 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 08.2023
- Electric Balance Sheet 08.2023
- Water Balance Sheet 08.2023
- Summary Electric Statement of Revenues, Expenses and Changes in Net Position 08.2023
- Summary Water Statement of Revenues, Expenses and Changes in Net Position 08.2023
- Graphs Prior Year and YTD 2023

- Detailed Electric Statement of Revenues, Expenses and Changes in Net Position 08.2023
- Detailed Water Statement of Revenues, Expenses and Changes in Net Position 08.2023
- Budget vs Actual Graphs – Electric 08.2023
- Budget vs Actual Graphs – Water 08.2023

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

	<u>ELECTRIC</u>	<u>WATER</u>
ASSETS		
CURRENT ASSETS		
CASH	11,068,255	9,345,049
ACCOUNTS RECEIVABLE	2,720,964	5,641,386
INVENTORIES	1,164,694	19,652
PREPAID ITEMS	214,256	50,640
CONSTRUCTION IN PROGRESS	2,315,878	1,012,714
TOTAL CURRENT ASSETS	<u>17,484,047</u>	<u>16,069,441</u>
RESTRICTED ASSETS		
BOND RESERVE FUND	1,779,016	0
EMERGENCY RESERVE FUND	2,929,845	1,360,902
UNRESTRICTED RESERVE FUND	0	0
TOTAL RESTRICTED ASSETS	<u>4,708,861</u>	<u>1,360,902</u>
FIXED ASSETS		
PRODUCTION	824,065	16,525,311
LFG PROJECT	0	0
TRANSMISSION	2,305,024	0
DISTRIBUTION	47,527,131	26,858,844
GENERAL	23,176,510	1,201,398
FIXED ASSETS (COST)	<u>73,832,729</u>	<u>44,585,552</u>
LESS ACCUMULATED DEPRECIATION	<u>(33,678,256)</u>	<u>(22,880,321)</u>
TOTAL FIXED ASSETS, NET	40,154,474	21,705,232
INTANGIBLE ASSETS		
POWER AGENCY MEMBERSHIP BUY-IN	21,546,212	0
LOSS OF REVENUE INTANGIBLE	5,290,120	0
LESS ACCUMULATED AMORTIZATION	<u>(3,283,847)</u>	<u>0</u>
TOTAL INTANGIBLE ASSETS, NET	23,552,484	0
OTHER ASSETS AND DEFERRED OUTFLOWS	<u>1,187,557</u>	<u>226,587</u>
TOTAL ASSETS	<u><u>87,087,423</u></u>	<u><u>39,362,162</u></u>
LIABILITIES AND FUND EQUITY		
CURRENT LIABILITIES		
ACCOUNTS PAYABLE	5,619,802	355,292
SALARIES AND BENEFITS PAYABLE	668,166	142,034
DUE TO CITY	773,573	1,181
DUE TO OTHER FUNDS	0	0
NOTES PAYABLE-CURRENT PORTION	0	0
BONDS PAYABLE-CURRENT PORTION	0	0
UNEARNED REVENUE	150,978	407,124
TOTAL CURRENT LIABILITIES	<u>7,212,519</u>	<u>905,631</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	29,235,216	1,624,162
PENSION LIABILITIES	<u>3,789,381</u>	<u>725,038</u>
TOTAL LONG TERM LIABILITIES	<u>33,024,597</u>	<u>2,349,200</u>
TOTAL LIABILITIES	<u>40,237,116</u>	<u>3,254,832</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)	<u>(187,783)</u>	<u>98,093</u>
TOTAL FUND EQUITY	<u>46,796,178</u>	<u>30,985,499</u>
TOTAL LIABILITIES & FUND EQUITY	<u><u>87,087,423</u></u>	<u><u>39,362,162</u></u>

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

	August 31, 2023	July 31, 2023	Current Month Change from Prior Month
ASSETS			
CURRENT ASSETS			
CASH	11,068,255	11,966,867	(898,612)
ACCOUNTS RECEIVABLE	2,720,964	2,999,197	(278,233)
INVENTORIES	1,164,694	1,216,318	(51,624)
PREPAID ITEMS	214,256	189,406	24,850
CONSTRUCTION IN PROGRESS	2,315,878	1,853,419	462,459
TOTAL CURRENT ASSETS	17,484,047	18,225,208	(741,161)
RESTRICTED ASSETS			
BOND RESERVE FUND	1,779,016	1,779,016	0
EMERGENCY RESERVE FUND	2,929,845	2,926,748	3,098
TOTAL RESTRICTED ASSETS	4,708,861	4,705,764	3,098
FIXED ASSETS			
PRODUCTION	824,065	824,065	0
TRANSMISSION	2,305,024	2,305,024	0
DISTRIBUTION	47,527,131	47,366,443	160,688
GENERAL	23,176,510	23,065,139	111,371
FIXED ASSETS (COST)	73,832,729	73,560,671	272,058
LESS ACCUMULATED DEPRECIATION	(33,678,256)	(33,470,165)	(208,091)
TOTAL FIXED ASSETS, NET	40,154,474	40,090,506	63,967
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	(3,283,847)	(3,228,169)	(55,678)
TOTAL INTANGIBLE ASSETS, NET	23,552,484	23,608,162	(55,678)
OTHER ASSETS AND DEFERRED OUTFLOWS	1,187,557	1,187,557	0
TOTAL ASSETS	87,087,423	87,817,197	(729,774)
LIABILITIES AND FUND EQUITY			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE	5,619,802	5,624,699	(4,897)
SALARIES AND BENEFITS PAYABLE	668,166	617,297	50,868
DUE TO CITY	773,573	948,797	(175,224)
BONDS PAYABLE-CURRENT PORTION	0	435,000	(435,000)
UNEARNED REVENUE	150,978	152,976	(1,998)
TOTAL CURRENT LIABILITIES	7,212,519	7,778,769	(566,249)
LONG TERM LIABILITIES			
BONDS PAYABLE, LESS CURRENT PORTION	29,235,216	29,240,204	(4,989)
PENSION LIABILITIES	3,789,381	3,789,381	0
TOTAL LONG TERM LIABILITIES	33,024,597	33,029,585	(4,989)
TOTAL LIABILITIES	40,237,116	40,808,354	(571,238)
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)	(187,783)	(29,247)	(158,536)
TOTAL FUND EQUITY	46,796,178	46,954,714	(158,536)
TOTAL LIABILITIES & FUND EQUITY	87,087,423	87,817,197	(729,774)

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

	August 31, 2023	July 31, 2023	Current Month Change from Prior Month
ASSETS			
CURRENT ASSETS			
CASH	9,345,049	9,102,621	242,428
ACCOUNTS RECEIVABLE	5,641,386	5,744,616	(103,230)
INVENTORIES	19,652	18,669	984
PREPAID ITEMS	50,640	43,839	6,801
CONSTRUCTION IN PROGRESS	1,012,714	994,419	18,295
TOTAL CURRENT ASSETS	<u>16,069,441</u>	<u>15,904,163</u>	<u>165,277</u>
RESTRICTED ASSETS			
EMERGENCY RESERVE FUND	1,360,902	1,360,128	774
TOTAL RESTRICTED ASSETS	<u>1,360,902</u>	<u>1,360,128</u>	<u>774</u>
FIXED ASSETS			
PRODUCTION	16,525,311	16,525,311	0
DISTRIBUTION	26,858,844	26,766,971	91,872
GENERAL	1,201,398	1,133,607	67,791
FIXED ASSETS (COST)	<u>44,585,552</u>	<u>44,425,889</u>	<u>159,664</u>
LESS ACCUMULATED DEPRECIATION	<u>(22,880,321)</u>	<u>(22,781,969)</u>	<u>(98,352)</u>
TOTAL FIXED ASSETS, NET	<u>21,705,232</u>	<u>21,643,920</u>	<u>61,312</u>
INTANGIBLE ASSETS			
OTHER ASSETS AND DEFERRED OUTFLOWS	226,587	226,587	0
TOTAL ASSETS	<u><u>39,362,162</u></u>	<u><u>39,134,798</u></u>	<u><u>227,364</u></u>
LIABILITIES AND FUND EQUITY			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE	355,292	305,302	49,990
SALARIES AND BENEFITS PAYABLE	142,034	135,710	6,324
DUE TO CITY	1,181	2,770	(1,590)
BONDS PAYABLE-CURRENT PORTION	0	60,000	(60,000)
UNEARNED REVENUE	407,124	364,425	42,699
TOTAL CURRENT LIABILITIES	<u>905,631</u>	<u>868,207</u>	<u>37,424</u>
LONG TERM LIABILITIES			
BONDS PAYABLE, LESS CURRENT PORTION	1,624,162	1,624,717	(554)
PENSION LIABILITIES	725,038	725,038	0
TOTAL LONG TERM LIABILITIES	<u>2,349,200</u>	<u>2,349,755</u>	<u>(554)</u>
TOTAL LIABILITIES	<u>3,254,832</u>	<u>3,217,962</u>	<u>36,870</u>
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)	98,093	(92,401)	190,494
TOTAL FUND EQUITY	<u>30,985,499</u>	<u>30,795,005</u>	<u>190,494</u>
TOTAL LIABILITIES & FUND EQUITY	<u><u>39,362,162</u></u>	<u><u>39,134,798</u></u>	<u><u>227,364</u></u>

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

	2023 AUGUST	2023 YTD	2023 YTD BUDGET	YTD Budget Variance	2023 YTD Bud Var%	2023 ANNUAL BUDGET	2022 AUGUST	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%	Variance Item
Electric											
Revenue											
Operating Revenue											
Elk River	3,863,090	26,206,942	27,148,073	(941,131)	(3)	42,041,326	3,670,653	24,029,533	2,177,409	9	
Otsego	376,573	2,441,427	2,165,809	275,618	13	3,385,657	354,041	2,135,707	305,720	14	
Rural Big Lake	20,418	144,278	155,955	(11,678)	(7)	238,658	20,980	132,555	11,723	9	
Dayton	26,224	178,518	187,866	(9,348)	(5)	285,471	26,465	163,579	14,939	9	
Public St & Hwy Lighting	21,602	172,590	173,333	(743)	(0)	260,000	21,637	171,896	694	0	
Other Electric Sales	400	3,200	3,200	0	0	4,800	128,591	1,494,050	(1,490,850)	(100)	(1)
Total Operating Revenue	4,308,308	29,146,955	29,834,237	(687,283)	(2)	46,215,912	4,222,366	28,127,320	1,019,635	4	
Other Operating Revenue											
Interest/Dividend Income	9,883	66,467	33,333	33,133	99	50,000	10,955	(123,316)	189,782	154	(2)
Customer Penalties	32,012	194,817	166,667	28,151	17	250,000	47,847	183,725	11,093	6	(3)
LFG Project	0	0	0	0	0	0	92,995	669,995	(669,995)	(100)	(4)
Connection Fees	11,945	84,886	146,667	(61,781)	(42)	220,000	39,875	143,670	(58,784)	(41)	(5)
Misc Revenue	148,817	890,812	620,821	269,991	43	936,231	162,319	814,788	76,023	9	(6)
Total Other Revenue	202,656	1,236,982	967,487	269,494	28	1,456,231	353,991	1,688,862	(451,880)	(27)	
Total Revenue	4,510,964	30,383,936	30,801,725	(417,788)	(1)	47,672,143	4,576,358	29,816,182	567,755	2	
Expenses											
Purchased Power	3,529,244	21,753,118	22,172,017	(418,899)	(2)	32,766,025	3,405,889	21,789,068	(35,950)	(0)	
Operating & Mtce Expense	24,544	231,735	209,833	21,901	10	321,000	19,179	159,750	71,985	45	(7)
Landfill Gas	0	0	0	0	0	0	58,212	438,152	(438,152)	(100)	(8)
Transmission Expense	5,796	44,025	46,667	(2,642)	(6)	70,000	5,589	44,065	(40)	(0)	
Distribution Expense	30,933	309,929	244,700	65,229	27	369,466	24,182	238,640	71,289	30	(9)
Maintenance Expense	199,430	1,146,472	1,056,000	90,472	9	1,540,500	114,152	1,002,390	144,082	14	
Depreciation & Amortization	263,769	2,108,302	2,120,232	(11,930)	(1)	3,220,836	251,080	1,998,857	109,446	5	
Interest Expense	66,412	545,184	545,184	0	0	810,832	69,425	568,611	(23,427)	(4)	
Other Operating Expense	8,649	50,939	9,199	41,740	454	74,109	1,143	20,693	30,246	146	(10)
Customer Accounts Expense	35,408	286,178	267,667	18,511	7	401,500	33,324	249,760	36,419	15	
Administrative Expense	301,981	2,580,506	2,753,618	(173,113)	(6)	4,128,585	287,496	2,440,052	140,454	6	
General Expense	29,782	251,088	388,406	(137,318)	(35)	582,609	45,199	274,673	(23,586)	(9)	(11)
Total Expenses(before Operating Transfers)	4,495,948	29,307,476	29,813,522	(506,047)	(2)	44,285,462	4,314,869	29,224,712	82,764	0	
Operating Transfer											
Operating Transfer/Other Funds	155,220	1,086,449	1,085,923	526	0	1,681,653	147,527	995,080	91,369	9	
Utilities & Labor Donated	18,333	177,795	160,000	17,795	11	240,000	19,581	151,798	25,997	17	(12)
Total Operating Transfer	173,553	1,264,244	1,245,923	18,321	1	1,921,653	167,107	1,146,877	117,366	10	
Net Income Profit(Loss)	(158,536)	(187,783)	(257,721)	69,937	27	1,465,028	94,381	(555,407)	367,624	66	

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

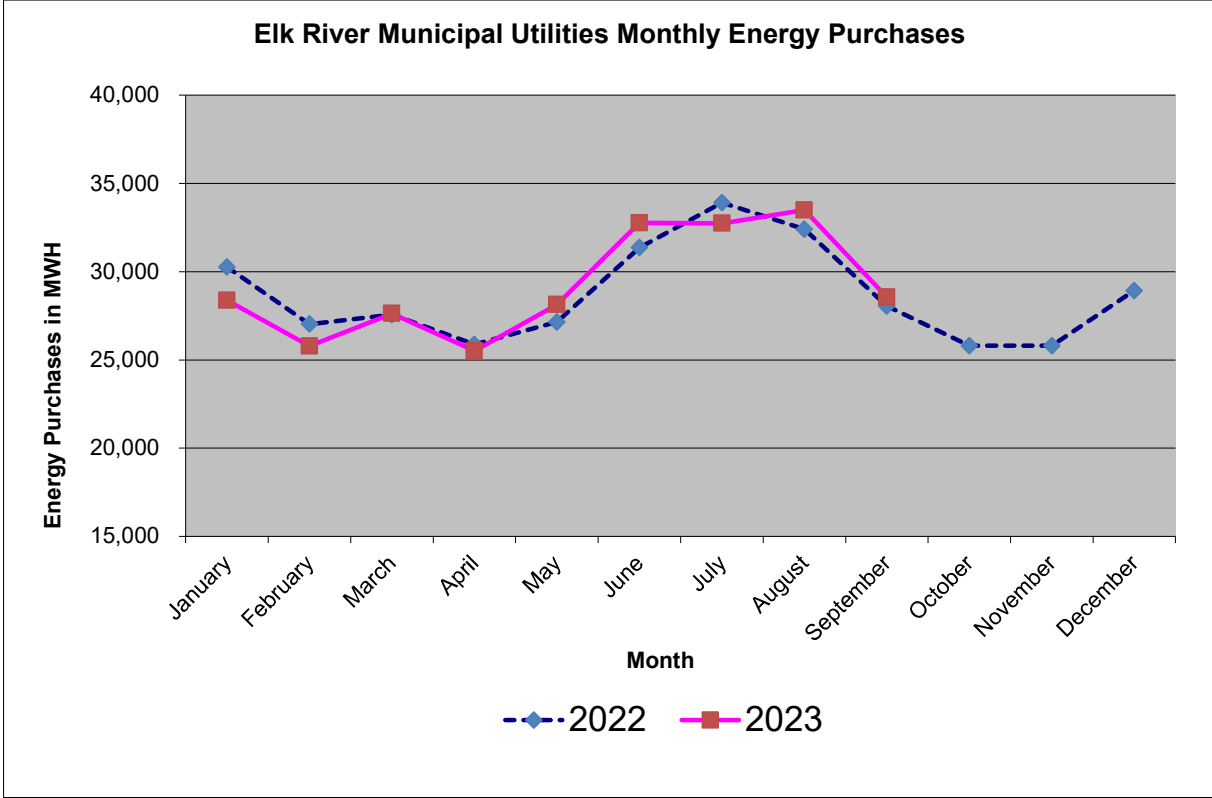
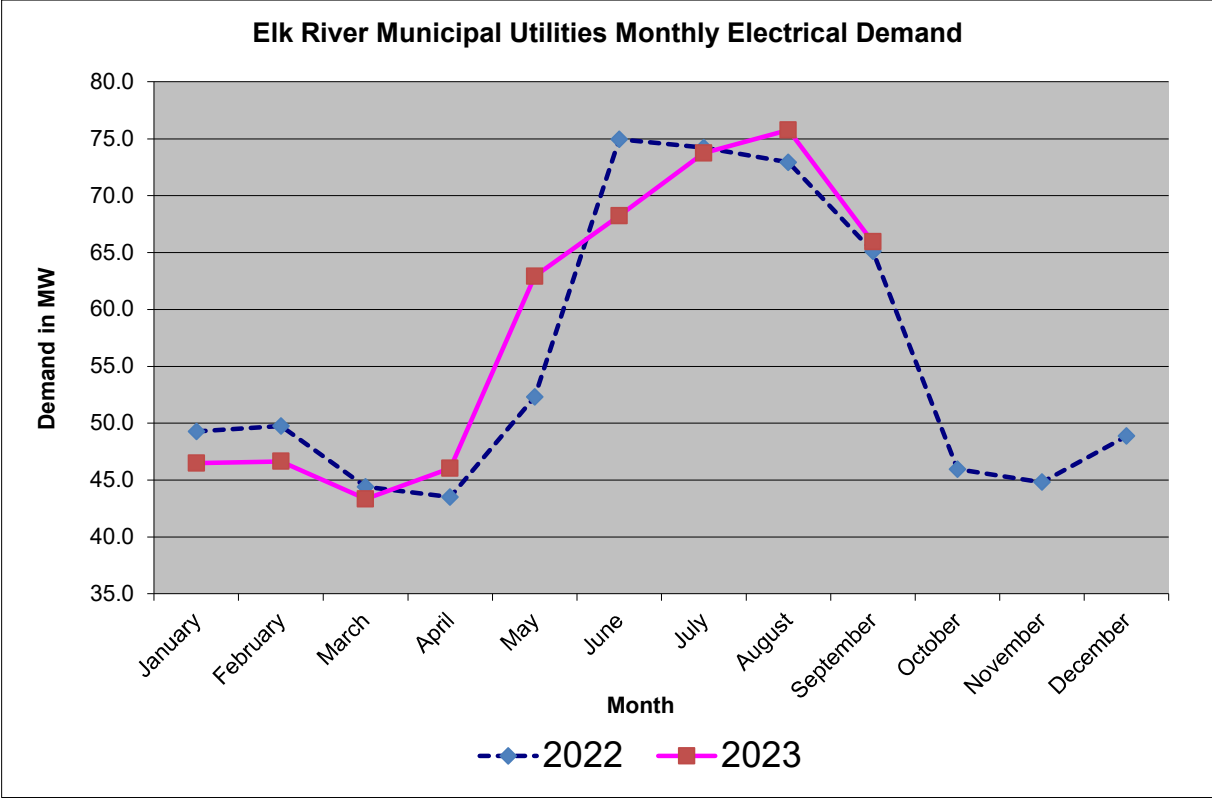
- (1) PYTD variance is due to accrual of PCA revenue in 2022 (See Rate Increase on Detailed Statement).
- (2) Budget variance is due to conservative budgeted amount. PYTD variance is due to the change in Fair Market Value of Investments.
- (3) Budget variance is due to higher than average over last two years.
- (4) PYTD variance is due to the LFG Project coming to an end in 2022.
- (5) YTD Budget and PYTD variance is due to less than average connection fees in 2023.
- (6) YTD Budget variance is mainly due to a conservative budgeted amount for contribution from customers.
- (7) 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.
- (8) PYTD variance is due to the LFG Project coming to an end in 2022.
- (9) YTD Budget variance is due to an even budget spread for misc distribution expense. PYTD variance is mainly due to increased labor (inventory, tool repair, maintenance of rubber goods, electrical apparatus maintenance/repair, and grounds testing/maintenance) expense in 2023 (inventory & procurement assistant).
- (10) YTD Budget variance is mainly due to increased interest rate on deposits and timing issue of budgeted amount for loss on disposition of property. PTYD variance id due mainly due to increased interest rates on deposits in 2023.
- (11) YTD Budget variance is mainly due to less rebate dollars spent than budgeted.
- (12) PYTD variance due to Furniture & Things energy audit expense of \$29K.

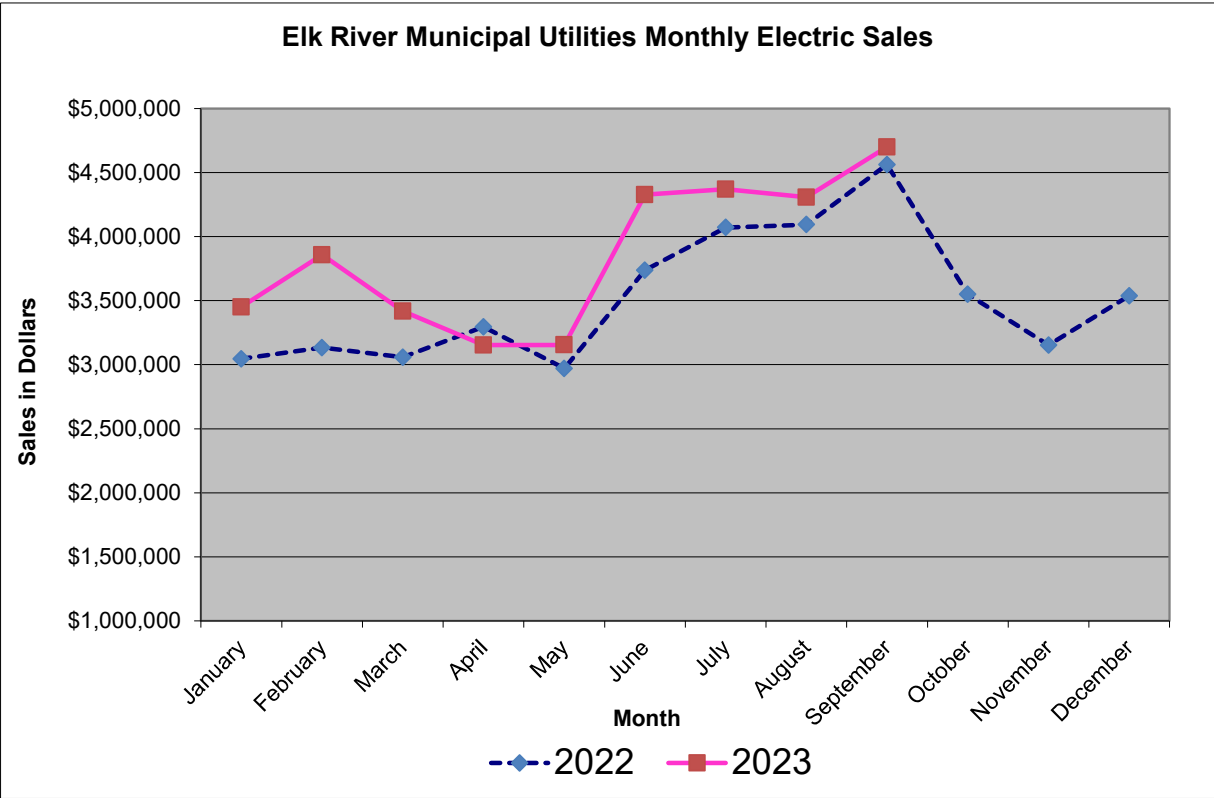
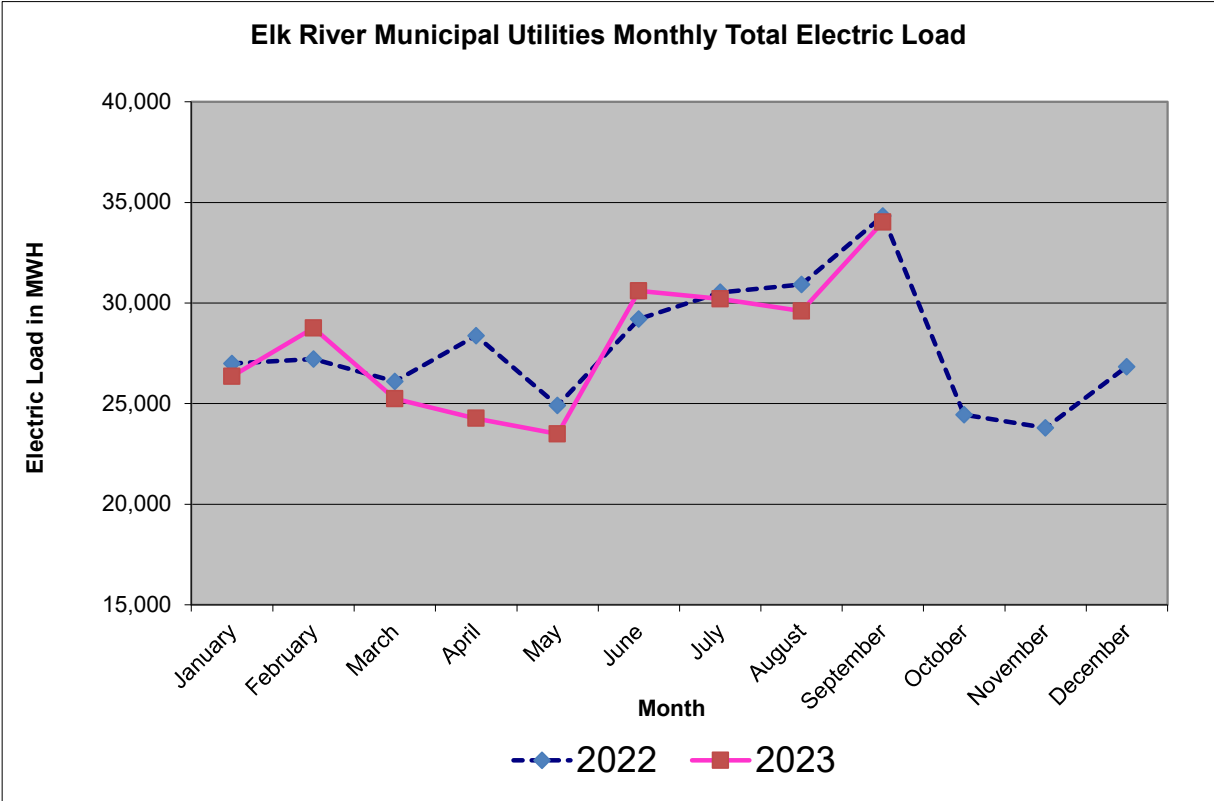
ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION
FOR PERIOD ENDING AUGUST 2023

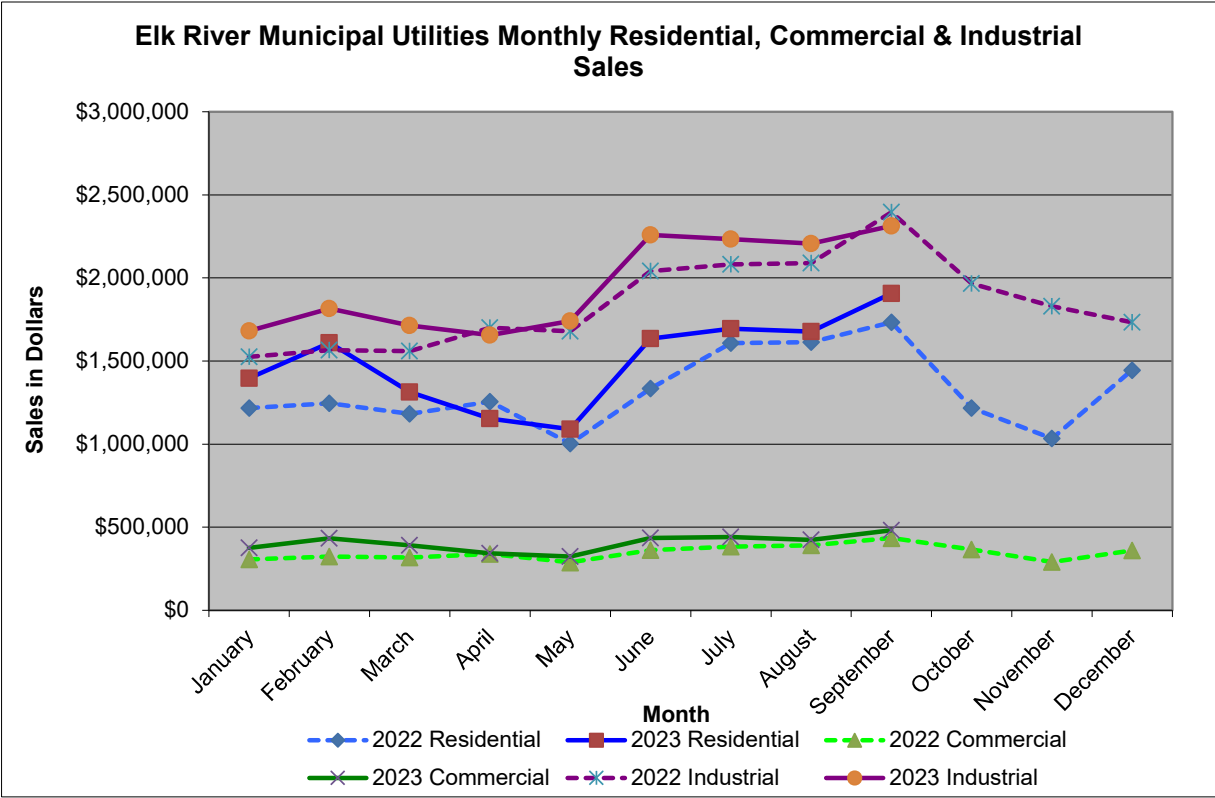
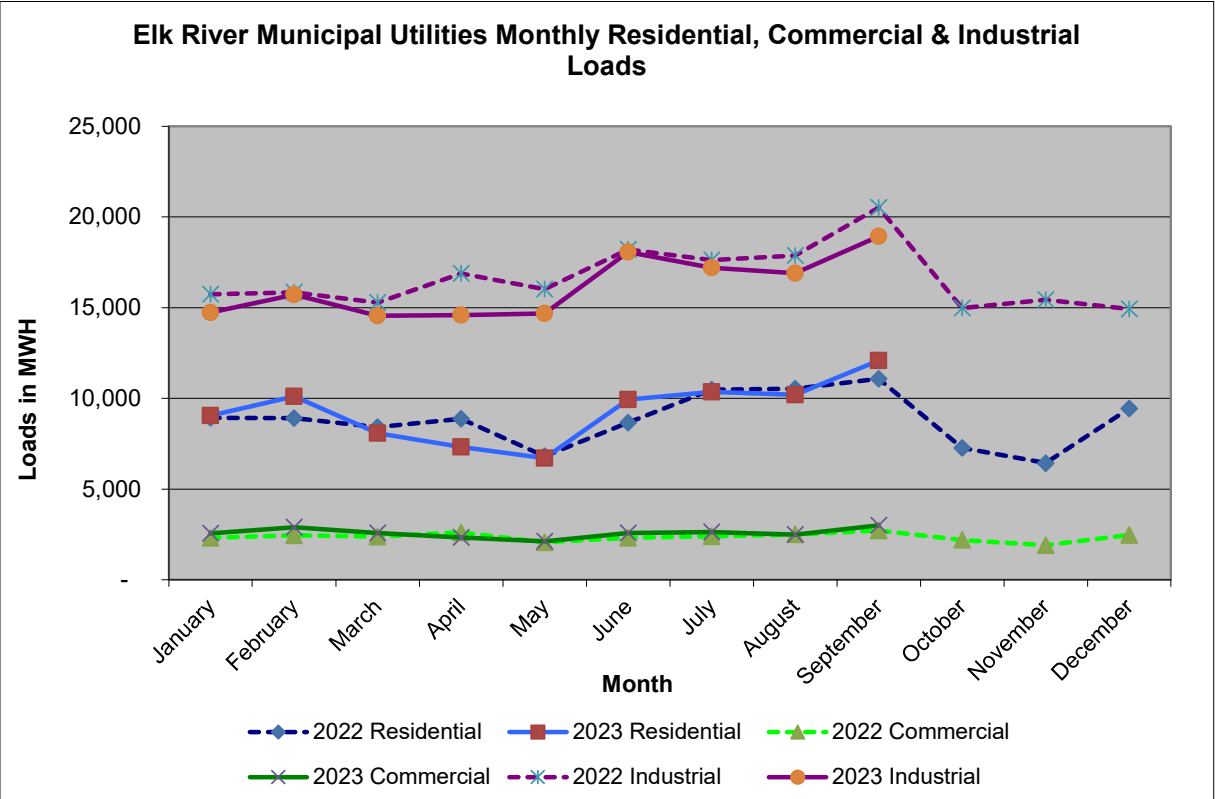
	2023 AUGUST	2023 YTD	2023 YTD BUDGET	YTD Budget Variance	2023 YTD Bud Var%	2023 ANNUAL BUDGET	2022 AUGUST	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%	Variance Item
Water											
Revenue											
Operating Revenue											
Water Sales	451,194	2,137,171	1,603,896	533,275	33	2,503,414	457,308	1,851,976	285,195	15	(1)
Total Operating Revenue	451,194	2,137,171	1,603,896	533,275	33	2,503,414	457,308	1,851,976	285,195	15	
Other Operating Revenue											
Interest/Dividend Income	4,058	28,096	24,333	3,763	15	36,500	3,625	(24,451)	52,547	(215)	(2)
Customer Penalties	3,693	14,281	18,667	(4,386)	(23)	28,000	6,625	15,521	(1,240)	(8)	
Connection Fees	12,270	135,645	345,333	(209,688)	(61)	518,000	48,143	1,265,522	(1,129,877)	(89)	(3)
Misc Revenue	975	10,516	9,367	1,150	12	376,034	24,914	197,698	(187,182)	(95)	(4)
Total Other Revenue	20,996	188,538	397,700	(209,162)	(53)	958,534	83,307	1,454,289	(1,265,751)	(87)	
Total Revenue	472,190	2,325,709	2,001,596	324,113	16	3,461,948	540,615	3,306,266	(980,556)	(30)	
Expenses											
Production Expense	8,472	70,789	60,000	10,789	18	90,000	8,805	59,932	10,857	18	
Pumping Expense	56,796	414,086	402,000	12,086	3	603,000	55,022	386,558	27,528	7	
Distribution Expense	27,932	242,409	233,033	9,376	4	337,650	35,669	214,764	27,645	13	
Depreciation & Amortization	98,352	781,055	779,184	1,871	0	1,202,937	92,094	737,526	43,529	6	
Interest Expense	2,912	24,699	24,699	0	0	36,349	3,112	27,271	(2,571)	(9)	
Other Operating Expense	123	2,641	1,345	1,296	96	2,470	213	2,011	629	31	
Customer Accounts Expense	7,482	58,408	56,247	2,161	4	84,370	6,917	51,832	6,576	13	
Administrative Expense	79,211	629,036	704,147	(75,112)	(11)	1,032,655	84,247	615,688	13,348	2	
General Expense	415	4,494	12,433	(7,939)	(64)	18,650	(1,401)	3,735	759	20	
Total Expenses(before Operating Transfers)	281,696	2,227,617	2,273,089	(45,472)	(2)	3,408,081	284,677	2,099,317	128,300	6	
Operating Transfer											
Utilities & Labor Donated	0	0	1,000	(1,000)	(100)	1,500	0	0	0	0	
Total Operating Transfer	0	0	1,000	(1,000)	(100)	1,500	0	0	0	0	
Net Income Profit(Loss)	190,494	98,093	(272,493)	370,585	136	52,367	255,938	1,206,949	(1,108,856)	(92)	

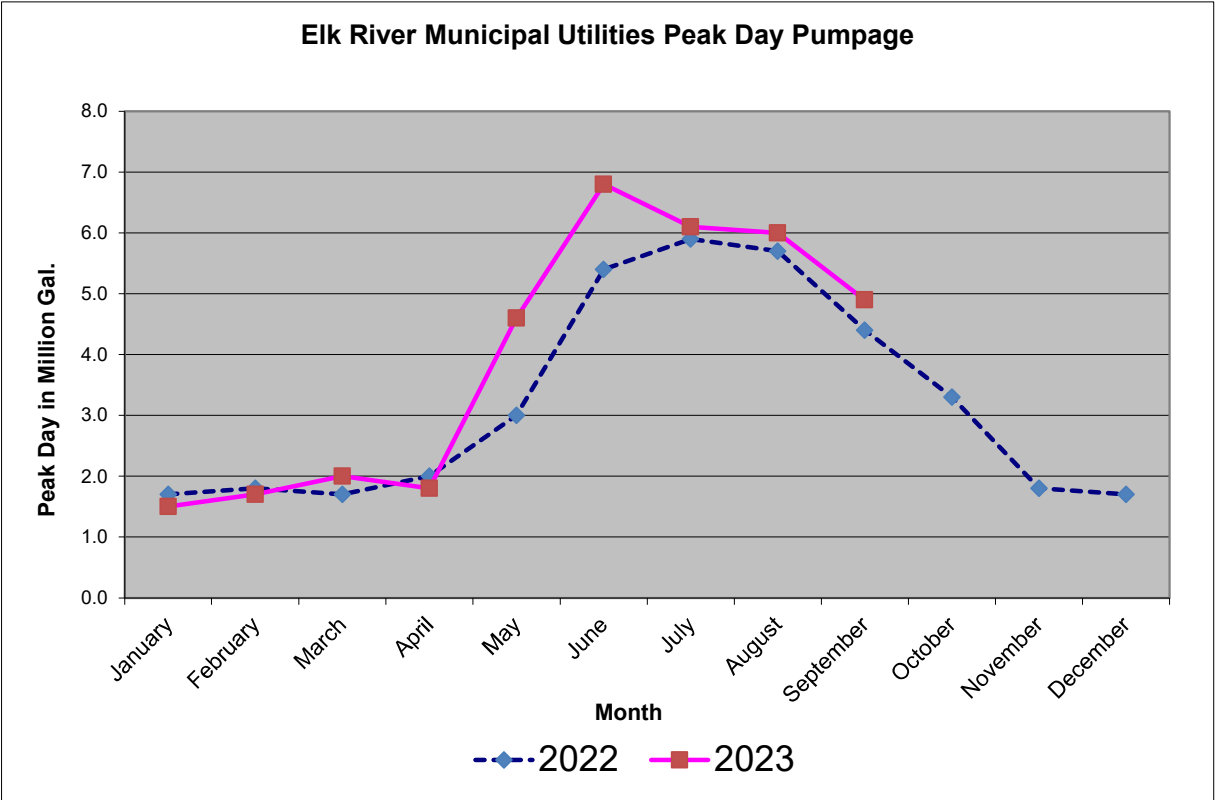
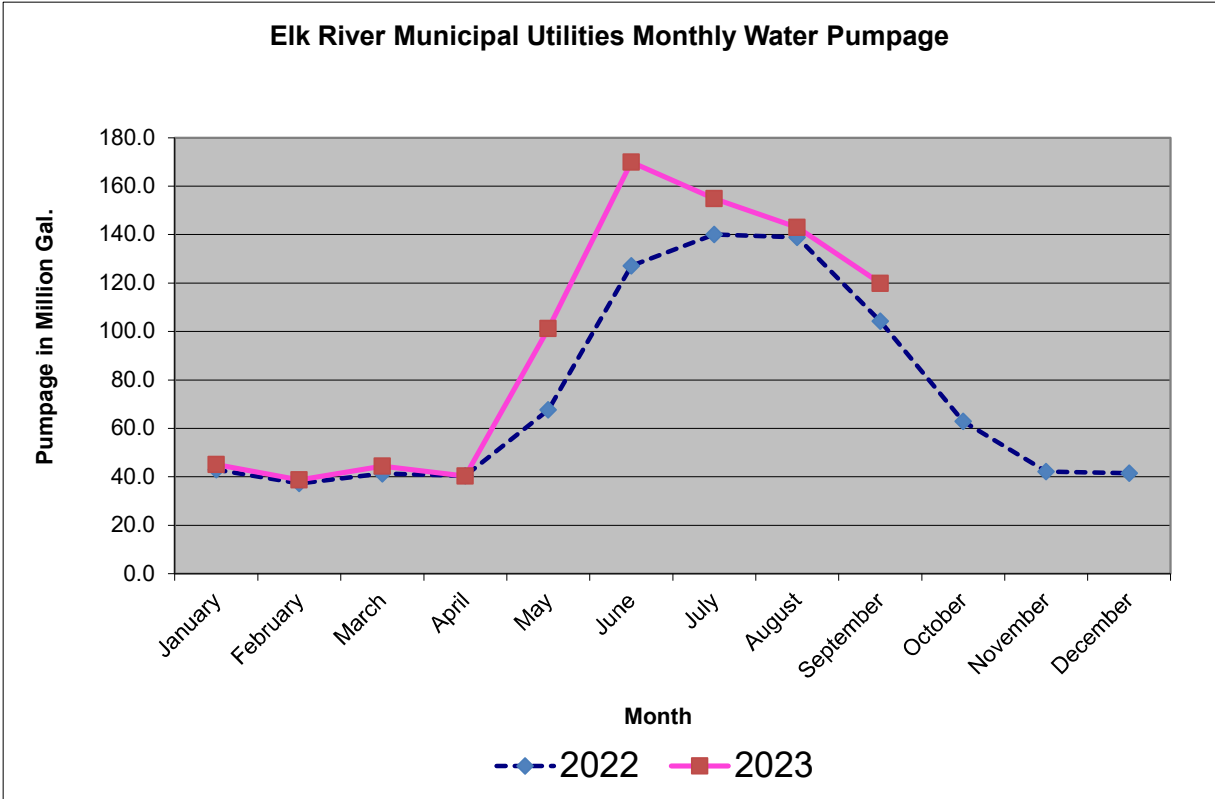
Item Variance of +/- \$15,000 and +/- 15%

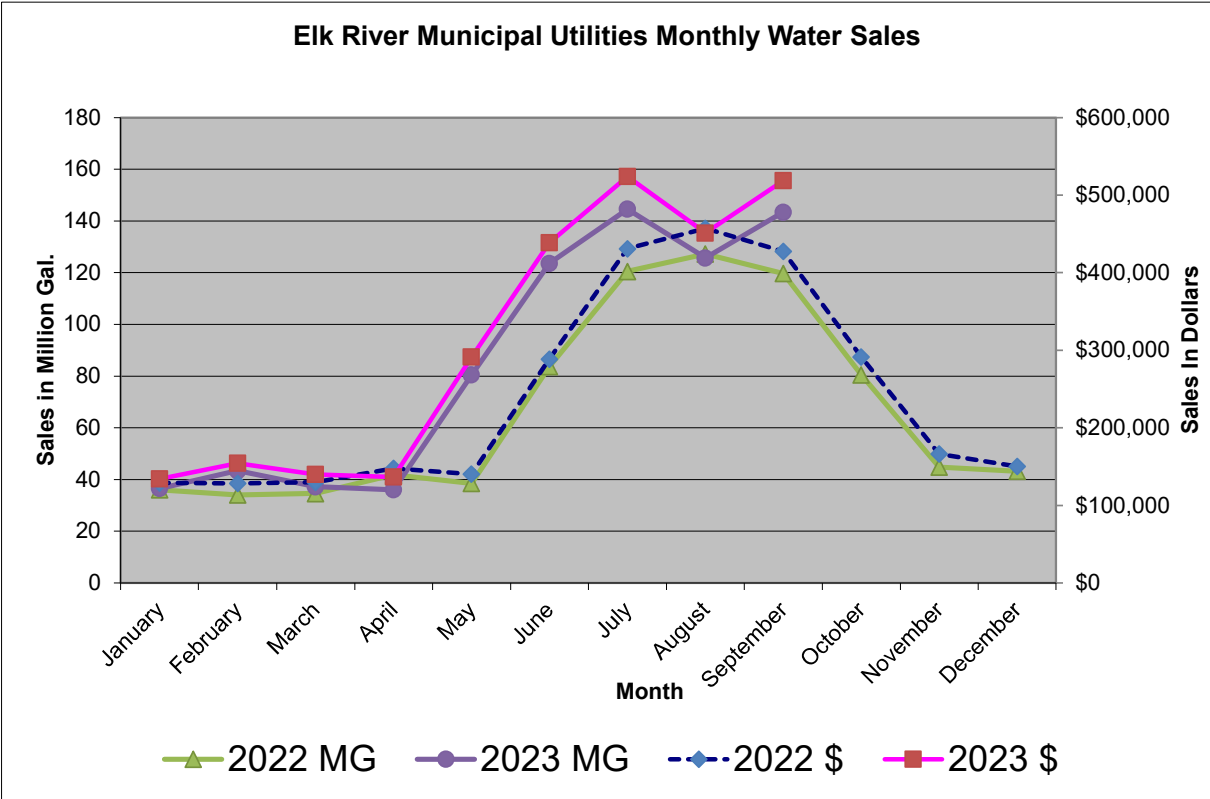
- (1) YTD Budget variance is due to usage being higher than budgeted and PYTD variance is due to rate increase and higher usage in 2023.
- (2) PYTD variance is due to the change in Fair Market Value of Investments.
- (3) YTD Budget variance is due to less than average connection fees. PYTD variance is 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).











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

		2023 AUGUST	2023 YTD	2023 YTD BUDGET	2023 ANNUAL BUDGET	2023 YTD Bud Var%	2022 AUGUST	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
Electric Revenue										
Operating Revenue										
Elk River										
	ELECT SALES - ELK RIVER RESID	1,345,753	9,126,167	9,182,663	14,039,146	(1)	1,407,756	8,993,081	133,085	1
	ELECT SALES - ELK RIVER NON-D	314,197	2,341,991	2,235,305	3,461,850	5	312,468	2,144,737	197,254	9
	ELECT SALES - ELK RIVER DEMA	1,841,527	12,347,229	12,854,205	20,243,229	(4)	1,950,427	12,891,714	(544,484)	(4)
	PCA SALES REVENUE - ELK RIVE	120,058	755,654	871,938	1,285,399	(13)	0	0	755,654	0
	PCA SALES REVENUE - ELK RIVE	28,315	205,948	230,211	340,814	(11)	0	0	205,948	0
	PCA SALES REVENUE - ELK RIVE	213,237	1,429,950	1,773,749	2,670,887	(19)	0	0	1,429,950	0
	Total For Elk River:	3,863,089	26,206,942	27,148,073	42,041,326	(3)	3,670,652	24,029,533	2,177,408	9
Otsego										
	ELECT SALES - OTSEGO RESIDEN	154,555	996,932	910,172	1,420,072	10	161,538	935,212	61,720	7
	ELECT SALES - OTSEGO NON-DEM	51,152	315,688	288,702	454,649	9	53,859	313,592	2,095	1
	ELECT SALES - OTSEGO DEMAND	136,670	913,792	748,511	1,180,452	22	138,643	886,901	26,891	3
	PCA SALES REVENUE - OTSEGO R	13,693	81,435	86,284	129,685	(6)	0	0	81,435	0
	PCA SALES REVENUE - OTSEGO N	4,792	28,631	29,360	44,260	(2)	0	0	28,631	0
	PCA SALES REVENUE - OTSEGO D	15,707	104,946	102,778	156,538	2	0	0	104,946	0
	Total For Otsego:	376,573	2,441,426	2,165,809	3,385,657	13	354,040	2,135,706	305,720	14
Rural Big Lake										
	ELECT SALES - BIG LAKE RESIDE	17,922	130,225	139,635	214,102	(7)	20,179	129,706	519	0
	ELECT SALES - BIG LAKE NON-DE	816	3,043	2,745	4,513	11	800	2,847	195	7
	PCA SALES REVENUE - BIG LAKE	1,606	10,774	13,309	19,622	(19)	0	0	10,774	0
	PCA SALES REVENUE - BIG LAKE	73	233	264	420	(11)	0	0	233	0
	Total For Rural Big Lake:	20,418	144,277	155,955	238,658	(7)	20,980	132,554	11,722	9
Dayton										
	ELECT SALES - DAYTON RESIDEN	20,432	139,019	145,405	221,646	(4)	22,498	137,553	1,465	1
	ELECT SALES - DAYTON NON-DE	3,683	26,129	25,959	39,638	1	3,966	26,025	104	0
	PCA SALES REVENUE - DAYTON R	1,801	11,260	13,833	20,286	(19)	0	0	11,260	0
	PCA SALES REVENUE - DAYTON	306	2,108	2,667	3,900	(21)	0	0	2,108	0
	Total For Dayton:	26,224	178,518	187,866	285,471	(5)	26,465	163,578	14,939	9
Public St & Hwy Lighting										
	ELECT SALES - SEC LTS	21,602	172,589	173,333	260,000	0	21,636	171,896	693	0
	Total For Public St & Hwy Lighting:	21,602	172,589	173,333	260,000	0	21,636	171,896	693	0
Other Electric Sales										
	SUB-STATION CREDIT	400	3,200	3,200	4,800	0	400	3,200	0	0
	RATE INCREASE	0	0	0	0	0	128,190	1,490,850	(1,490,850)	(100)

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

	2023 AUGUST	2023 YTD	2023 YTD BUDGET	2023 ANNUAL BUDGET	2023 YTD Bud Var%	2022 AUGUST	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
Electric									
Total For Other Electric Sales:	400	3,200	3,200	4,800	0	128,590	1,494,050	(1,490,850)	(100)
Total Operating Revenue	<u>4,308,307</u>	<u>29,146,954</u>	<u>29,834,237</u>	<u>46,215,912</u>	<u>(2)</u>	<u>4,222,366</u>	<u>28,127,320</u>	<u>1,019,634</u>	<u>4</u>
Other Operating Revenue									
Interest/Dividend Income									
INTEREST & DIVIDEND INCOME	9,882	66,466	33,333	50,000	99	10,954	(123,315)	189,782	154
Total For Interest/Dividend Income:	9,882	66,466	33,333	50,000	99	10,954	(123,315)	189,782	154
Customer Penalties									
CUSTOMER DELINQUENT PENALT	32,011	194,817	166,666	250,000	17	47,847	183,724	11,092	6
Total For Customer Penalties:	32,011	194,817	166,666	250,000	17	47,847	183,724	11,092	6
LFG Project									
LFG PROJECT	0	0	0	0	0	92,995	669,994	(669,994)	(100)
Total For LFG Project:	0	0	0	0	0	92,995	669,994	(669,994)	(100)
Connection Fees									
DISCONNECT & RECONNECT CHA	11,945	84,886	146,666	220,000	(42)	39,875	143,670	(58,783)	(41)
Total For Connection Fees:	11,945	84,886	146,666	220,000	(42)	39,875	143,670	(58,783)	(41)
Misc Revenue									
MISC ELEC REVENUE - TEMP CHG	220	5,334	1,333	2,000	300	0	2,840	2,494	88
STREET LIGHT	0	1,800	10,000	20,000	(82)	6,300	6,425	(4,625)	(72)
TRANSMISSION INVESTMENTS	71,936	463,782	432,820	649,231	7	64,148	413,540	50,242	12
MISC NON-UTILITY	9,374	97,289	60,000	90,000	62	5,920	111,047	(13,758)	(12)
GAIN ON DISPOSITION OF PROPER	0	24,600	0	0	0	0	22,750	1,850	8
CONTRIBUTIONS FROM CUSTOME	67,285	298,004	116,666	175,000	155	85,949	258,184	39,819	15
Total For Misc Revenue:	148,816	890,811	620,820	936,231	43	162,318	814,788	76,023	9
Total Other Revenue	<u>202,656</u>	<u>1,236,981</u>	<u>967,487</u>	<u>1,456,231</u>	<u>28</u>	<u>353,991</u>	<u>1,688,861</u>	<u>(451,879)</u>	<u>(27)</u>
Total For Total Other Revenue:	202,656	1,236,981	967,487	1,456,231	28	353,991	1,688,861	(451,879)	(27)
Total Revenue	<u>4,510,964</u>	<u>30,383,936</u>	<u>30,801,724</u>	<u>47,672,143</u>	<u>(1)</u>	<u>4,576,357</u>	<u>29,816,181</u>	<u>567,754</u>	<u>2</u>
Expenses									
Purchased Power									
PURCHASED POWER	2,702,306	16,209,177	16,471,591	24,207,981	(2)	3,405,889	21,789,068	(5,579,890)	(26)
ENERGY ADJUSTMENT CLAUSE	826,937	5,543,940	5,700,425	8,558,044	(3)	0	0	5,543,940	0
Total For Purchased Power:	3,529,244	21,753,118	22,172,017	32,766,025	(2)	3,405,889	21,789,068	(35,950)	0
Operating & Mtce Expense									

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

		2023	2023	2023	2023	2023 YTD	2022	2022	YTD	2022 v. 2023
		AUGUST	YTD	YTD BUDGET	ANNUAL BUDGET	Bud Var%	AUGUST	YTD	VARIANCE	Actual Var%
Electric	OPERATING SUPERVISION	11,082	80,238	91,333	137,000	(12)	15,013	82,624	(2,385)	(3)
	DIESEL OIL FUEL	22	3,679	6,666	10,000	(45)	167	1,733	1,946	112
	NATURAL GAS	360	21,507	14,300	25,000	50	225	12,220	9,286	76
	ELECTRIC & WATER CONSUMPTI	5,930	43,583	23,200	34,000	88	2,045	22,195	21,388	96
	PLANT SUPPLIES & OTHER EXPEN	3,425	24,188	8,666	13,000	179	31	4,036	20,152	499
	MISC POWER GENERATION EXPE	155	3,620	5,333	8,000	(32)	171	3,307	312	9
	MAINTENANCE OF STRUCTURE -	2,138	14,965	13,333	20,000	12	700	10,149	4,815	47
	MTCE OF PLANT ENGINES/GENER	622	15,838	26,000	39,000	(39)	686	9,748	6,089	62
	MTCE OF PLANT/LAND IMPROVE	806	24,113	21,000	35,000	15	136	13,734	10,379	76
	Total For Operating & Mtce Expense:	24,543	231,734	209,833	321,000	10	19,179	159,749	71,985	45
Landfill Gas										
	LANDFILL GAS PLANT PURCHASE	0	0	0	0	0	14,422	108,882	(108,882)	(100)
	LANDFILL GAS PLANT OPERATIO	0	0	0	0	0	41,518	312,597	(312,597)	(100)
	LANDFILL GAS PLANT ADMINIST	0	0	0	0	0	181	2,038	(2,038)	(100)
	LANDFILL GAS PLANT INSURANC	0	0	0	0	0	1,948	13,638	(13,638)	(100)
	LANDFILL GAS PLANT MTCE	0	0	0	0	0	140	995	(995)	(100)
	Total For Landfill Gas:	0	0	0	0	0	58,211	438,152	(438,152)	(100)
Transmission Expense										
	TRANSMISSION MTCE AND EXPE	5,795	44,025	46,666	70,000	(6)	5,588	44,065	(40)	0
	Total For Transmission Expense:	5,795	44,025	46,666	70,000	(6)	5,588	44,065	(40)	0
Distribution Expense										
	REMOVE EXISTING SERVICE & M	0	542	700	1,050	(22)	0	194	347	178
	SCADA EXPENSE	5,038	33,628	29,333	44,000	15	2,855	27,008	6,620	25
	TRANSFORMER EXPENSE OH & U	1,742	11,664	10,000	15,000	17	1,068	8,112	3,552	44
	MTCE OF SIGNAL SYSTEMS	688	2,495	1,333	2,000	87	97	1,815	680	38
	METER EXPENSE - REMOVE & RE	0	1,166	1,000	1,500	17	0	582	583	100
	TEMP SERVICE - INSTALL & REM	217	5,305	2,333	3,500	127	291	2,289	3,016	132
	MISC DISTRIBUTION EXPENSE	23,246	255,125	200,000	300,000	28	19,868	198,637	56,487	28
	INTERCONNECTION CARRYING C	0	0	0	2,416	0	0	0	0	0
	Total For Distribution Expense:	30,933	309,929	244,700	369,466	27	24,181	238,640	71,289	30
Maintenance Expense										
	MTCE OF STRUCTURES	6,577	43,545	30,666	46,000	42	2,601	17,360	26,184	151
	MTCE OF SUBSTATIONS	549	19,665	23,333	35,000	(16)	5,330	29,667	(10,001)	(34)
	MTCE OF SUBSTATION EQUIPME	6,114	38,703	51,333	77,000	(25)	2,537	30,915	7,787	25
	MTCE OF OH LINES/TREE TRIM	8,478	176,831	179,000	225,000	(1)	344	110,263	66,568	60

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

Electric		2023	2023	2023	2023	2023 YTD	2022	2022	YTD	2022 v. 2023
		AUGUST	YTD	YTD BUDGET	ANNUAL BUDGET	Bud Var%	AUGUST	YTD	VARIANCE	Actual Var%
	MTCE OF OH LINES/STANDBY	3,051	24,027	26,666	40,000	(10)	2,788	22,727	1,299	6
	MTCE OF OH PRIMARY	14,463	105,205	113,333	170,000	(7)	24,315	132,510	(27,305)	(21)
	MTCE OF URD PRIMARY	30,789	154,709	113,333	170,000	37	15,446	137,487	17,222	13
	LOCATE ELECTRIC LINES	9,842	65,278	70,666	106,000	(8)	10,577	66,967	(1,688)	(3)
	LOCATE FIBER LINES	33	269	666	1,000	(60)	130	505	(235)	(47)
	MTCE OF LINE TRANSFORMERS	52,620	65,837	40,000	60,000	65	3,405	21,235	44,602	210
	MTCE OF STREET LIGHTING	9,281	30,564	30,000	45,000	2	1,613	34,216	(3,652)	(11)
	MTCE OF SECURITY LIGHTING	1,529	12,801	10,000	15,000	28	3,303	13,371	(570)	(4)
	MTCE OF METERS	5,218	41,058	56,666	85,000	(28)	6,698	56,739	(15,681)	(28)
	VOLTAGE COMPLAINTS	1,865	8,474	6,666	10,000	27	190	5,123	3,350	65
	SALARIES TRANSMISSION & DIST	2,599	18,682	20,333	30,500	(8)	2,619	18,505	176	1
	ELECTRIC MAPPING	6,618	90,113	63,333	95,000	42	5,406	62,273	27,839	45
	MTCE OF OH SECONDARY	4,398	17,751	16,666	25,000	7	823	12,644	5,106	40
	MTCE OF URD SECONDARY	10,049	39,287	40,000	60,000	(2)	5,976	42,343	(3,055)	(7)
	TRANSPORTATION EXPENSE	25,347	193,664	163,333	245,000	19	20,044	187,530	6,134	3
	Total For Maintenance Expense:	199,429	1,146,472	1,056,000	1,540,500	9	114,151	1,002,390	144,082	14
Depreciation & Amortization										
	DEPRECIATION	208,090	1,662,878	1,674,808	2,552,700	(1)	195,402	1,553,433	109,445	7
	AMORTIZATION	55,677	445,423	445,424	668,136	0	55,677	445,423	0	0
	Total For Depreciation & Amortization:	263,768	2,108,302	2,120,232	3,220,836	(1)	251,080	1,998,856	109,445	5
Interest Expense										
	INTEREST EXPENSE - BONDS	71,400	585,091	585,091	870,695	0	74,413	609,422	(24,331)	(4)
	AMORTIZATION OF DEBT DISCOU	(4,988)	(39,908)	(39,908)	(59,863)	0	(4,988)	(40,811)	903	2
	Total For Interest Expense:	66,412	545,183	545,183	810,832	0	69,424	568,610	(23,427)	(4)
Other Operating Expense										
	EV CHARGING EXPENSE	239	1,341	5,154	7,731	(74)	598	3,816	(2,475)	(65)
	LOSS ON DISPOSITION OF PROP (C	0	13,073	0	15,500	0	0	0	13,073	0
	OTHER DONATIONS	0	108	2,000	3,000	(95)	0	1,545	(1,436)	(93)
	MUTUAL AID	4,415	4,415	0	0	0	0	10,632	(6,217)	(58)
	PENSION EXPENSE	0	0	0	45,000	0	0	0	0	0
	OTHER INTEREST EXPENSE	0	378	378	378	0	378	3,376	(2,998)	(89)
	INTEREST EXPENSE - METER DEP	3,993	31,620	1,666	2,500	1,797	166	1,322	30,298	2,292
	Total For Other Operating Expense:	8,649	50,938	9,198	74,109	454	1,143	20,693	30,245	146
Customer Accounts Expense										
	METER READING EXPENSE	3,653	27,188	31,333	47,000	(13)	3,995	31,910	(4,722)	(15)

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

	2023 AUGUST	2023 YTD	2023 YTD BUDGET	2023 ANNUAL BUDGET	2023 YTD Bud Var%	2022 AUGUST	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
Electric									
DISCONNECT/RECONNECT EXPEN	2,869	14,661	14,666	22,000	0	3,052	16,039	(1,377)	(9)
MISC CUSTOMER ACCOUNTS EXP	28,388	220,363	208,333	312,500	6	25,993	194,762	25,600	13
BAD DEBT EXPENSE & RECOVER	496	23,963	13,333	20,000	80	282	7,046	16,917	240
Total For Customer Accounts Expense:	35,408	286,178	267,666	401,500	7	33,324	249,759	36,418	15
Administrative Expense									
SALARIES OFFICE & COMMISSION	71,088	533,916	633,333	950,000	(16)	76,177	528,545	5,370	1
TEMPORARY STAFFING	0	0	2,666	4,000	(100)	0	0	0	0
OFFICE SUPPLIES	12,188	86,417	71,333	107,000	21	6,490	48,338	38,079	79
ELECTRIC & WATER CONSUMPTI	2,929	20,198	19,333	29,000	4	2,818	17,364	2,833	16
BANK FEES	219	1,230	1,666	2,500	(26)	229	1,313	(82)	(6)
LEGAL FEES	1,265	15,704	26,666	40,000	(41)	1,400	19,529	(3,825)	(20)
AUDITING FEES	1,623	13,946	12,346	18,520	13	1,503	12,026	1,920	16
INSURANCE	14,905	139,856	124,000	186,000	13	14,705	120,385	19,470	16
UTILITY SHARE - DEFERRED COM	6,244	92,949	82,666	124,000	12	6,777	89,126	3,822	4
UTILITY SHARE - MEDICAL/DENT	58,566	588,516	614,306	858,481	(4)	60,763	597,981	(9,464)	(2)
UTILITY SHARE - PERA	24,969	192,690	192,000	288,000	0	25,236	183,455	9,235	5
UTILITY SHARE - FICA	24,961	188,726	186,666	280,000	1	24,769	177,911	10,814	6
EMPLOYEE SICK PAY	9,852	108,135	100,000	150,000	8	10,626	99,998	8,136	8
EMPLOYEE HOLIDAY PAY	0	84,260	71,590	157,500	18	0	52,519	31,741	60
EMPLOYEE VACATION & PTO PA	18,764	188,015	174,000	250,000	8	19,679	172,150	15,864	9
UPMIC DISTRIBUTION	0	36,462	45,507	91,015	(20)	0	21,815	14,646	67
LONGEVITY PAY	3,265	12,868	9,184	16,369	40	1,240	2,790	10,078	361
CONSULTING FEES	0	3,415	53,333	80,000	(94)	0	54,690	(51,275)	(94)
TELEPHONE	2,878	24,864	27,333	41,000	(9)	5,891	23,983	881	4
ADVERTISING	1,648	9,066	10,000	15,000	(9)	1,248	10,062	(996)	(10)
DUES & SUBSCRIPTIONS - FEES	9,598	78,638	115,116	172,675	(32)	9,851	79,862	(1,224)	(2)
SCHOOLS & MEETINGS	36,009	152,602	175,500	259,925	(13)	17,479	121,323	31,279	26
MTCE OF GENERAL PLANT & OFFI	1,002	8,021	5,066	7,600	58	609	4,875	3,146	65
Total For Administrative Expense:	301,980	2,580,505	2,753,618	4,128,585	(6)	287,496	2,440,051	140,454	6
General Expense									
CIP REBATES - RESIDENTIAL	5,500	38,691	66,780	100,170	(42)	6,275	35,962	2,729	8
CIP REBATES - COMMERCIAL	2,047	43,011	126,388	189,583	(66)	16,797	79,183	(36,172)	(46)
CIP - ADMINISTRATION	3,644	10,537	13,133	19,700	(20)	474	6,716	3,821	57
CIP - MARKETING	2,721	26,801	20,026	30,039	34	3,778	21,386	5,415	25
CIP - LABOR	12,314	94,336	119,007	178,511	(21)	14,119	99,067	(4,730)	(5)

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

	2023 AUGUST	2023 YTD	2023 YTD BUDGET	2023 ANNUAL BUDGET	2023 YTD Bud Var%	2022 AUGUST	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
Electric									
CIP REBATES - LOW INCOME	0	11,879	12,000	18,000	(1)	0	4,185	7,694	184
CIP - LOW INCOME LABOR	849	6,543	6,591	9,887	(1)	851	6,924	(380)	(6)
ENVIRONMENTAL COMPLIANCE	2,708	13,240	22,812	34,219	(42)	2,903	21,099	(7,858)	(37)
MISC GENERAL EXPENSE	(3)	6,045	1,666	2,500	263	0	148	5,896	3,957
Total For General Expense:	29,781	251,087	388,406	582,609	(35)	45,198	274,673	(23,585)	(9)
Total Expenses(before Operating Transfers)	4,495,947	29,307,475	29,813,522	44,285,462	(2)	4,314,869	29,224,711	82,764	0
Operating Transfer									
Operating Transfer/Other Funds									
TRANSFER TO CITY ELK RIVER R	155,219	1,086,448	1,085,922	1,681,653	0	147,526	995,079	91,369	9
Total For Operating Transfer/Other Funds:	155,219	1,086,448	1,085,922	1,681,653	0	147,526	995,079	91,369	9
Utilities & Labor Donated									
UTILITIES & LABOR DONATED TO	18,333	177,794	160,000	240,000	11	19,580	151,797	25,997	17
Total For Utilities & Labor Donated:	18,333	177,794	160,000	240,000	11	19,580	151,797	25,997	17
Total Operating Transfer									
Total For Total Operating Transfer:	173,552	1,264,243	1,245,922	1,921,653	1	167,107	1,146,877	117,366	10
Net Income Profit(Loss)	(158,536)	(187,783)	(257,720)	1,465,028	27	94,381	(555,407)	367,624	66

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

	2023 AUGUST	2023 YTD	2023 YTD BUDGET	2023 ANNUAL BUDGET	2023 YTD Bud Var%	2022 AUGUST	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
Water Revenue									
Operating Revenue									
Water Sales									
WATER SALES RESIDENTIAL	221,384	1,241,337	931,135	1,397,043	33	259,786	1,106,695	134,642	12
WATER SALES COMMERCIAL	140,396	637,696	525,587	850,022	21	124,093	572,633	65,063	11
WATER SALES IRRIGATION	89,412	258,136	147,172	256,349	75	73,427	172,647	85,489	50
Total For Water Sales:	451,193	2,137,170	1,603,896	2,503,414	33	457,307	1,851,976	285,194	15
Total Operating Revenue	451,193	2,137,170	1,603,896	2,503,414	33	457,307	1,851,976	285,194	15
Total For Total Operating Revenue:	451,193	2,137,170	1,603,896	2,503,414	33	457,307	1,851,976	285,194	15
Other Operating Revenue									
Interest/Dividend Income									
INTEREST & DIVIDEND INCOME	4,058	27,552	23,333	35,000	18	3,624	(25,044)	52,596	210
OTHER INTEREST/MISC REVENUE	0	543	1,000	1,500	(46)	0	592	(49)	(8)
Total For Interest/Dividend Income:	4,058	28,095	24,333	36,500	15	3,624	(24,451)	52,547	215
Customer Penalties									
CUSTOMER PENALTIES	3,693	14,280	18,666	28,000	(23)	6,625	15,520	(1,239)	(8)
Total For Customer Penalties:	3,693	14,280	18,666	28,000	(23)	6,625	15,520	(1,239)	(8)
Connection Fees									
WATER/ACCESS/CONNECTION FE	10,800	112,715	300,000	450,000	(62)	43,574	1,212,603	(1,099,887)	(91)
CUSTOMER CONNECTION FEES	892	8,743	26,666	40,000	(67)	3,138	47,094	(38,350)	(81)
BULK WATER SALES/HYDRANT R	577	14,186	18,666	28,000	(24)	1,430	5,825	8,360	144
Total For Connection Fees:	12,269	135,645	345,333	518,000	(61)	48,142	1,265,522	(1,129,876)	(89)
Misc Revenue									
MISC NON-UTILITY	0	20	33	50	(39)	0	25	(5)	(20)
MISCELLANEOUS REVENUE	0	258	333	500	(22)	0	287	(28)	(10)
HYDRANT MAINTENANCE PROGR	975	10,237	9,000	13,500	14	980	8,174	2,063	25
CONTRIBUTIONS FROM DEVELOP	0	0	0	65,000	0	0	0	0	0
WATER TOWER LEASE	0	0	0	296,984	0	23,934	189,210	(189,210)	(100)
Total For Misc Revenue:	975	10,516	9,366	376,034	12	24,914	197,698	(187,181)	(95)
Total Other Revenue	20,995	188,538	397,700	958,534	(53)	83,307	1,454,289	(1,265,750)	(87)
Total For Total Other Revenue:	20,995	188,538	397,700	958,534	(53)	83,307	1,454,289	(1,265,750)	(87)
Total Revenue	472,189	2,325,709	2,001,596	3,461,948	16	540,615	3,306,265	(980,556)	(30)

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

	2023 AUGUST	2023 YTD	2023 YTD BUDGET	2023 ANNUAL BUDGET	2023 YTD Bud Var%	2022 AUGUST	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
Water Expenses									
Production Expense									
MTCE OF STRUCTURES	8,471	70,789	60,000	90,000	18	8,804	59,932	10,856	18
Total For Production Expense:	8,471	70,789	60,000	90,000	18	8,804	59,932	10,856	18
Pumping Expense									
SUPERVISION	4,837	41,287	46,000	69,000	(10)	5,738	41,359	(72)	0
ELECTRIC & GAS UTILITIES	35,002	224,315	192,000	288,000	17	32,328	192,522	31,793	17
SAMPLING	878	10,484	10,000	15,000	5	898	9,326	1,157	12
CHEMICAL FEED	7,720	33,307	33,333	50,000	0	4,392	23,549	9,758	41
MTCE OF ELECTRIC PUMPING EQ	0	0	0	0	0	0	46	(46)	(100)
MTCE OF WELLS	8,105	102,484	110,000	165,000	(7)	11,493	111,087	(8,602)	(8)
SCADA - PUMPING	251	2,206	10,666	16,000	(79)	170	8,666	(6,460)	(75)
Total For Pumping Expense:	56,795	414,086	402,000	603,000	3	55,021	386,558	27,527	7
Distribution Expense									
MTCE OF WATER MAINS	11,293	118,914	80,000	120,000	49	11,147	57,559	61,355	107
LOCATE WATER LINES	989	5,680	11,500	17,250	(51)	1,609	7,511	(1,830)	(24)
MTCE OF WATER SERVICES	56	240	0	0	0	249	576	(335)	(58)
WATER METER SERVICE	3,222	19,912	44,000	66,000	(55)	4,268	55,240	(35,328)	(64)
BACKFLOW DEVICE INSPECTION	2,234	13,729	12,400	16,000	11	1,502	10,211	3,518	34
MTCE OF CUSTOMERS SERVICE	2,710	20,075	20,333	30,500	(1)	2,554	18,977	1,097	6
WATER MAPPING	491	9,810	8,333	12,500	18	2,019	7,182	2,628	37
MTCE OF WATER HYDRANTS - PU	3,280	11,191	12,666	19,000	(12)	4,854	12,768	(1,576)	(12)
MTCE OF WATER HYDRANTS - PR	0	3,338	3,333	5,000	0	1,423	2,712	625	23
WATER CLOTHING/PPE	1,089	8,738	6,000	9,000	46	1,954	7,293	1,444	20
WAGES WATER	639	4,699	4,866	7,300	(3)	1,162	5,076	(376)	(7)
TRANSPORTATION EXPENSE	1,923	10,324	11,000	16,500	(6)	2,922	11,282	(958)	(8)
WATER PERMIT	0	15,752	18,600	18,600	(15)	0	18,370	(2,617)	(14)
Total For Distribution Expense:	27,932	242,409	233,033	337,650	4	35,668	214,764	27,644	13
Depreciation & Amortization									
DEPRECIATION	98,351	781,054	779,184	1,202,937	0	92,093	737,525	43,528	6
Total For Depreciation & Amortization:	98,351	781,054	779,184	1,202,937	0	92,093	737,525	43,528	6
Interest Expense									
INTEREST EXPENSE - BONDS	3,466	29,133	29,133	43,000	0	3,666	31,704	(2,571)	(8)
AMORTIZATION OF DEBT DISCOU	(554)	(4,433)	(4,434)	(6,651)	0	(554)	(4,433)	0	0
Total For Interest Expense:	2,912	24,699	24,699	36,349	0	3,112	27,270	(2,571)	(9)

Other Operating Expense

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

	2023 AUGUST	2023 YTD	2023 YTD BUDGET	2023 ANNUAL BUDGET	2023 YTD Bud Var%	2022 AUGUST	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	18	1,707	1,166	1,750	46	114	1,132	575	51
OTHER INTEREST EXPENSE	0	94	95	95	0	94	844	(749)	(89)
INTEREST EXPENSE - METER DEP	104	838	83	125	911	4	35	803	2,297
Total For Other Operating Expense:	123	2,640	1,345	2,470	96	213	2,011	629	31
Customer Accounts Expense									
METER READING EXPENSE	190	1,403	1,666	2,500	(16)	171	1,574	(170)	(11)
MISC CUSTOMER ACCOUNTS EXP	7,319	57,032	54,413	81,620	5	6,745	50,257	6,774	13
BAD DEBT EXPENSE & RECOVER	(28)	(28)	166	250	(117)	0	0	(28)	0
Total For Customer Accounts Expense:	7,482	58,407	56,246	84,370	4	6,916	51,831	6,575	13
Administrative Expense									
SALARIES OFFICE & COMMISSION	20,916	155,079	179,000	268,500	(13)	22,201	154,047	1,032	1
TEMPORARY STAFFING	0	0	666	1,000	(100)	0	0	0	0
OFFICE SUPPLIES	1,937	18,506	17,000	25,500	9	1,529	9,635	8,871	92
ELECTRIC & WATER CONSUMPTI	732	5,049	5,333	8,000	(5)	704	4,341	708	16
BANK FEES	61	320	416	625	(23)	63	344	(24)	(7)
LEGAL FEES	268	3,342	6,000	9,000	(44)	350	4,835	(1,492)	(31)
AUDITING FEES	405	4,032	3,086	4,630	31	375	3,006	1,026	34
INSURANCE	3,360	37,753	24,000	36,000	57	2,976	21,908	15,844	72
UTILITY SHARE - DEFERRED COM	1,143	15,646	20,333	30,500	(23)	1,184	16,321	(675)	(4)
UTILITY SHARE - MEDICAL/DENT	14,292	146,552	158,272	215,000	(7)	16,834	156,651	(10,099)	(6)
UTILITY SHARE - PERA	4,645	35,742	36,000	54,000	(1)	4,859	35,314	427	1
UTILITY SHARE - FICA	4,549	34,664	34,666	52,000	0	4,775	33,958	705	2
EMPLOYEE SICK PAY	2,089	18,327	18,000	27,000	2	1,976	16,197	2,129	13
EMPLOYEE HOLIDAY PAY	0	14,662	14,000	30,800	5	0	9,404	5,257	56
EMPLOYEE VACATION & PTO PA	2,946	33,184	30,909	44,000	7	3,248	30,261	2,923	10
UPMIC DISTRIBUTION	0	6,284	9,034	18,069	(30)	0	4,544	1,739	38
WELLHEAD PROTECTION	0	6,861	10,000	10,000	(31)	0	4,724	2,137	45
LONGEVITY PAY	310	2,581	2,691	3,106	(4)	310	310	2,271	733
CONSULTING FEES	630	7,913	23,333	35,000	(66)	877	18,397	(10,484)	(57)
TELEPHONE	649	5,648	6,333	9,500	(11)	1,344	5,665	(17)	0
ADVERTISING	329	2,941	4,333	6,500	(32)	312	2,387	554	23
DUES & SUBSCRIPTIONS - FEES	14,915	52,556	57,000	78,320	(8)	14,862	56,256	(3,699)	(7)
SCHOOLS & MEETINGS	4,775	19,378	42,470	63,705	(54)	5,307	25,953	(6,574)	(25)
MTCE OF GENERAL PLANT & OFFI	250	2,005	1,266	1,900	58	152	1,218	786	64

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

		2023	2023	2023	2023	2023 YTD	2022	2022	YTD	2022 v. 2023
		AUGUST	YTD	YTD BUDGET	ANNUAL BUDGET	Bud Var%	AUGUST	YTD	VARIANCE	Actual Var%
Water										
	Total For Administrative Expense:	79,210	629,035	704,147	1,032,655	(11)	84,247	615,687	13,348	2
General Expense										
	CIP REBATES - RESIDENTIAL	370	1,111	7,000	10,500	(84)	160	789	322	41
	CIP REBATES - COMMERCIAL	0	0	333	500	(100)	0	0	0	0
	CIP - MARKETING	0	966	333	500	190	0	613	353	58
	CIP - LABOR	0	1,288	3,133	4,700	(59)	375	2,937	(1,648)	(56)
	ENVIRONMENTAL COMPLIANCE	44	1,151	1,466	2,200	(22)	42	1,374	(223)	(16)
	MISC GENERAL EXPENSE	0	(24)	166	250	(114)	(1,980)	(1,980)	1,955	99
	Total For General Expense:	415	4,493	12,433	18,650	(64)	(1,401)	3,734	759	20
	Total Expenses(before Operating Transfers)	281,695	2,227,616	2,273,089	3,408,081	(2)	284,677	2,099,317	128,299	6
Operating Transfer										
Utilities & Labor Donated										
	WATER & LABOR DONATED TO CI	0	0	1,000	1,500	(100)	0	0	0	0
Total Operating Transfer										
	Total For Total Operating Transfer:	0	0	1,000	1,500	(100)	0	0	0	0
Net Income Profit(Loss)		190,493	98,092	(272,492)	52,367	136	255,937	1,206,948	(1,108,855)	(92)

Beginning Fiscal Period[YYYYMM]

First period of fiscal year

GL Division

61 - Elk River Electric

GL Department

All

Ending Fiscal Period[YYYYMM]

202308

GL Activity

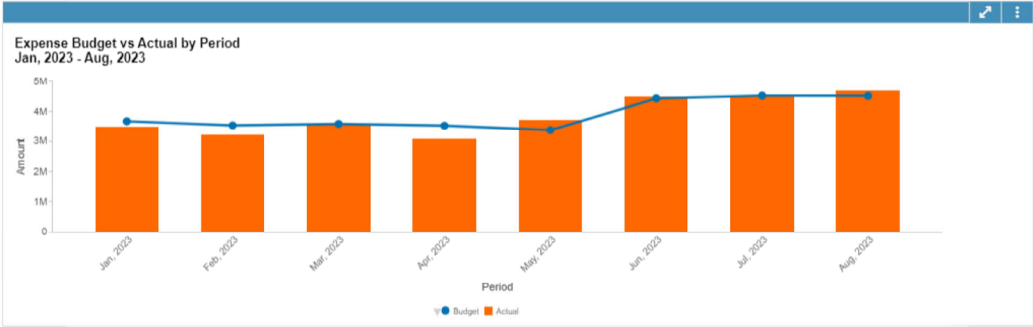
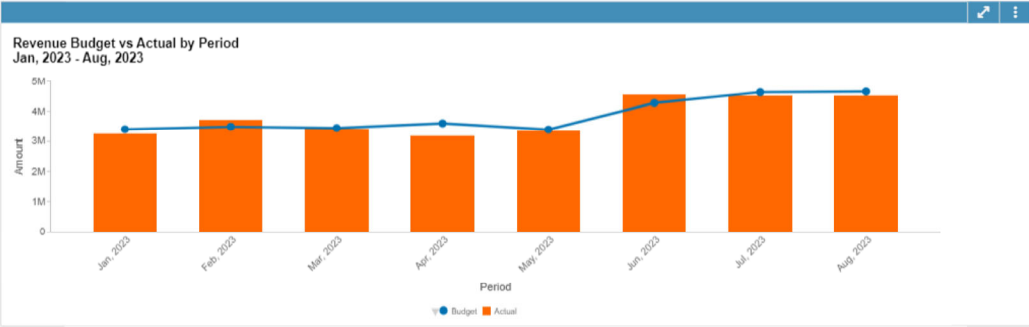
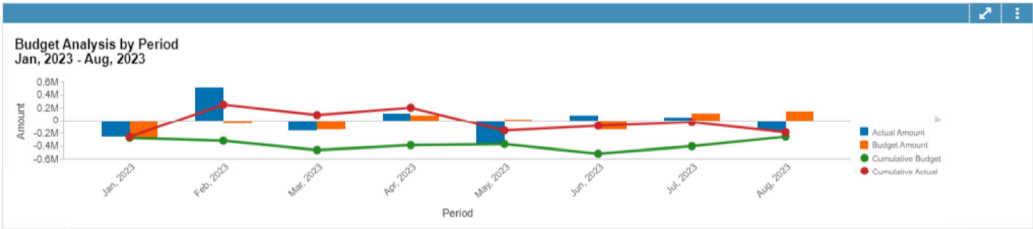
All

Period Type

Closed Period

Budget Revenue Comparison & Variance	
Jan, 2023 - Aug, 2023	
-\$417,788.43	
-1.36%	
Actual	Budget
\$30,383,936.21	\$30,801,724.64

Budget Expense Comparison & Variance	
Jan, 2023 - Aug, 2023	
-\$487,725.89	
-1.57%	
Actual	Budget
\$30,571,719.45	\$31,059,445.34



Beginning Fiscal Period[YYYYMM]

First period of fiscal year

GL Division

62 - Elk River Water

Ending Fiscal Period[YYYYMM]

202308

GL Activity

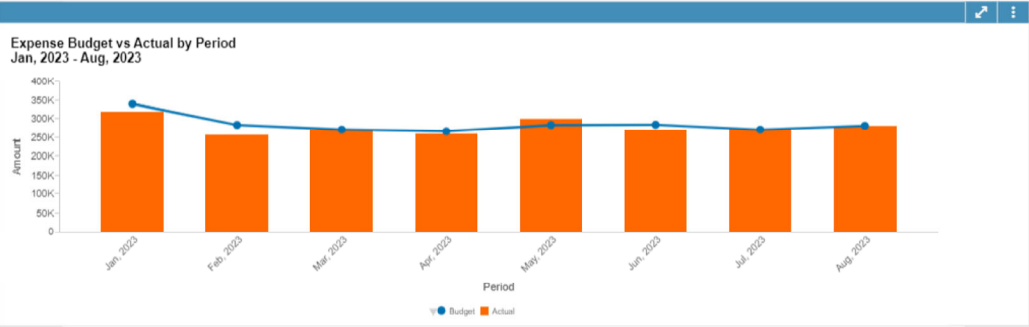
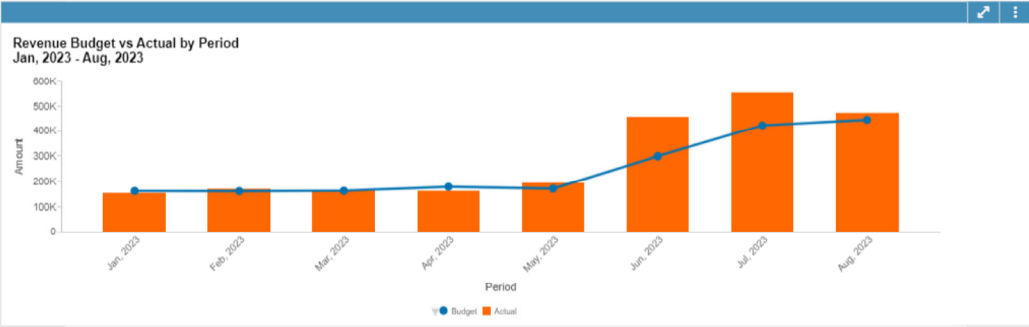
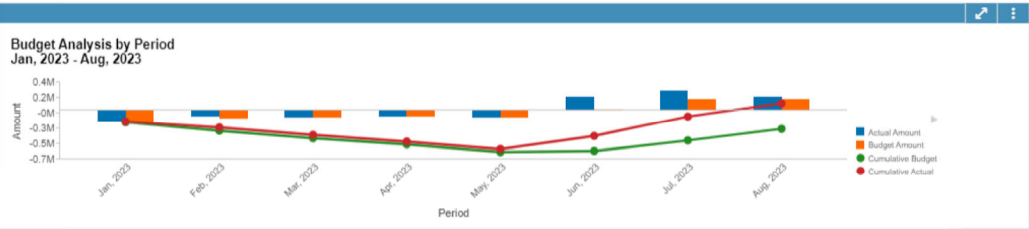
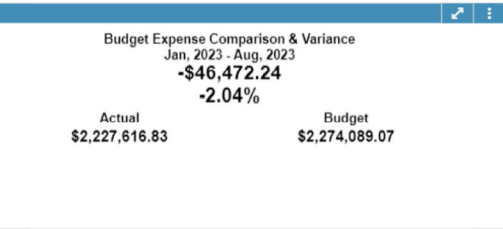
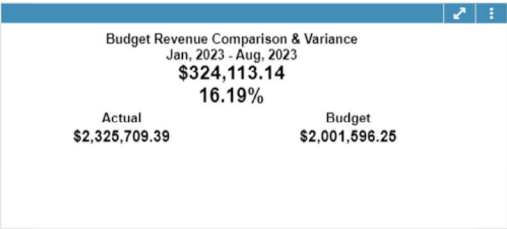
All

GL Department

All

Period Type

Closed Period



TO: ERMU Commission	FROM: Melissa Karpinski – Finance Manager
MEETING DATE: October 10, 2023	AGENDA ITEM NUMBER: 5.2
SUBJECT: 2024 Annual Business Plan: Electric and Water Expenses	
ACTION REQUESTED: None	

DISCUSSION:

In preparation for budget submittal in November, staff continues to work through the 2024 budget process. The first draft of the expense portion of the 2024 budget has been completed for commission review. Items are subject to change as the complete 2024 budget is assembled and the finalized wholesale power costs and revenues are reflected. Revenues and rates, wholesale power costs, and Conservation Improvement Program for 2024 will be presented in November.

Attached is the following information for your review. Additional budget details are available upon request. Please contact staff for additional information.

1. Electric Department Expense Budget – The 2024 budget for electric expenses is a 3.8% increase compared to the current year's budget (excluding purchased power). It is noteworthy that the 2023 forecast for expenses (excluding purchased power) is a 1.2% decrease compared to budget. Wholesale power costs make up around 70% of the operating budget and will be provided in next month's budget with the revenue projections. Most notable increases are for other operating expenses due to the disposal of meters (loss of capital) related to the Advanced Metering Infrastructure project and estimated pension expense due to GASB 68 (this entry is prepared at year-end by our auditors). It is planned to bring in contractors again in 2024 for tree trimming. These preliminary expense numbers will likely be adjusted during the next phase of budgeting when the 2024 rates are designed.

The 2023 budgeted purchased power cost amount was \$32,766,025. The 2024 projected wholesale power cost increase has yet to be communicated to ERMU. Preliminarily we are applying last year's wholesale power rates (may vary slightly when the rate formula is applied to ERMU's load profile and anticipated growth). When factoring the preliminary wholesale power cost forecast and the preliminary electric department expense budget, the overall preliminary electric department expense budget increase is 1.1% compared to 2023 budget.

The budgeted Payment in Lieu of Taxes (PILOT) amount for 2024 is \$1.988 million. PILOT is comprised of \$1.724 million based off 4% of the City of Elk River sales calculation and \$264,000 in donated utilities and labor. This preliminary projection will change when revenue is budgeted for next month.

2. Water Department Expense Budget – The 2024 budget for water expenses is a 4.4% increase compared to the current year's budget. It is noteworthy that the 2023 forecast for expenses is a 1.7% decrease compared to budget. Most notable increases are maintenance of water mains and electric & gas utilities (due to increased electric costs at wells).

ATTACHMENTS:

- Preliminary 2024 Electric Expense Budget
- Preliminary 2024 Water Expense Budget

**ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
2024 ELECTRIC BUDGET**

	2024 Annual	2023 Annual	2022 Annual	
Electric	Budget	Budget	Actual	
Expenses				
Operating & Mtce Expense				
540.5461 OPERATING SUPERVISION	131,000	137,000	138,044	
540.5471 DIESEL OIL FUEL	10,000	10,000	2,980	
540.5472 NATURAL GAS	33,000	25,000	20,631	
540.5483 ELECTRIC & WATER CONSUMPTION - PLANT	66,000	34,000	32,884	
540.5484 PLANT SUPPLIES & OTHER EXPENSE	15,000	13,000	13,912	
540.5491 MISC POWER GENERATION EXPENSE	8,000	8,000	5,079	
540.5521 MAINTENANCE OF STRUCTURE - PLANT	21,000	20,000	20,294	
540.5531 MTCE OF PLANT ENGINES/GENERATORS	39,000	39,000	11,756	
540.5541 MTCE OF PLANT/LAND IMPROVEMENT	46,000	35,000	28,086	
Total for Operating & Mtce Expense:	369,000	321,000	273,666	
Landfill Gas				
550.505 LANDFILL GAS PLANT PURCHASED GAS	-	-	136,879	Per contract ending 10/2022
550.5051 LANDFILL GAS PLANT OPERATIONS & MTCE	-	-	337,825	
550.5052 LANDFILL GAS PLANT ADMINISTRATION	-	-	25,847	
550.5053 LANDFILL GAS PLANT INSURANCE	-	-	17,501	
550.5054 LANDFILL GAS PLANT MTCE	-	-	1,576	
Total for Landfill Gas:	-	-	519,628	
Transmission Expense				
560.562 TRANSMISSION MTCE AND EXPENSE	72,000	70,000	63,952	
Total for Transmission Expense:	72,000	70,000	63,952	
Distribution Expense				
580.5801 REMOVE EXISTING SERVICE & METERS	2,000	1,050	599	
580.5821 SCADA EXPENSE	45,000	44,000	42,498	
580.5831 TRANSFORMER EXPENSE OH & URD	15,000	15,000	13,243	
580.5851 MTCE OF SIGNAL SYSTEMS	3,000	2,000	1,872	
580.5861 METER EXPENSE - REMOVE & RESET	1,500	1,500	582	
580.5871 TEMP SERVICE - INSTALL & REMOVE	7,000	3,500	3,718	
580.5881 MISC DISTRIBUTION EXPENSE	350,000	300,000	321,667	
580.589 INTERCONNECTION CARRYING CHARGE	2,417	2,416	2,416	
Total for Distribution Expense:	425,917	369,466	386,595	
Maintenance Expense				
590.5911 MTCE OF STRUCTURES	50,000	46,000	30,934	
590.5921 MTCE OF SUBSTATIONS	36,000	35,000	60,276	
590.5922 MTCE OF SUBSTATION EQUIPMENT	79,000	77,000	42,073	
590.5931 MTCE OF OH LINES/TREE TRIM	230,000	225,000	145,876	\$145k contractors
590.5932 MTCE OF OH LINES/STANDBY	40,000	40,000	33,623	
590.5933 MTCE OF OH PRIMARY	170,000	170,000	190,502	
590.5941 MTCE OF URD PRIMARY	220,000	170,000	201,178	
590.5943 LOCATE ELECTRIC LINES	110,000	106,000	95,624	
590.5944 LOCATE FIBER LINES	1,500	1,000	880	
590.5951 MTCE OF LINE TRANSFORMERS	60,000	60,000	43,183	
590.5961 MTCE OF STREET LIGHTING	50,000	45,000	66,957	
590.5962 MTCE OF SECURITY LIGHTING	15,000	15,000	21,799	
590.5971 MTCE OF METERS	80,000	85,000	77,069	
590.5972 VOLTAGE COMPLAINTS	12,000	10,000	9,130	
590.5981 SALARIES TRANSMISSION & DISTRIBUTION	30,000	30,500	28,316	
590.5985 ELECTRIC MAPPING	100,000	95,000	97,145	
590.5991 MTCE OF OH SECONDARY	25,000	25,000	21,753	
590.5992 MTCE OF URD SECONDARY	60,000	60,000	57,283	
590.5995 TRANSPORTATION EXPENSE	300,000	245,000	288,624	Increased labor and fuel costs
Total for Maintenance Expense:	1,668,500	1,540,500	1,512,225	
Depreciation & Amortization				
595.8031 DEPRECIATION	2,439,476	2,552,700	2,394,615	
595.8032 AMORTIZATION	668,136	668,136	668,135	
Total for Depreciation & Amortization:	3,107,612	3,220,836	3,062,750	
Interest Expense				
596.8071 INTEREST EXPENSE - BONDS	845,673	870,695	907,074	
597.8281 AMORTIZATION OF DEBT DISCOUNT/PREMIUM	(59,863)	(59,863)	(60,765)	
Total for Interest Expense:	785,810	810,832	846,309	
Other Operating Expense				
597.8165 EV CHARGING EXPENSE	3,100	7,731	6,552	
597.8213 LOSS ON DISPOSITION OF PROP (CAPITAL)	155,800	15,500	36,600	Meters (due to AMI)
597.8263 OTHER DONATIONS	3,000	3,000	3,891	
597.8265 MUTUAL AID	-	-	40,408	
597.8302 PENSION EXPENSE	235,000	45,000	306,643	GASB 68
597.8311 OTHER INTEREST EXPENSE	-	378	4,888	
597.8341 INTEREST EXPENSE - METER DEPOSITS	50,000	2,500	1,995	Increased interest rates
Total for Other Operating Expense:	446,900	74,109	400,977	
Customer Accounts Expense				
900.9021 METER READING EXPENSE	47,000	47,000	49,300	
900.903 DISCONNECT/RECONNECT EXPENSE	22,000	22,000	23,150	
900.9051 MISC CUSTOMER ACCOUNTS EXPENSE UTILITY	345,000	312,500	305,794	
900.9061 BAD DEBT EXPENSE & RECOVERY	25,000	20,000	12,993	
Total for Customer Accounts Expense:	439,000	401,500	391,237	
Administrative Expense				
920.9201 SALARIES OFFICE & COMMISSION	800,000	950,000	805,290	CIP Specialist
920.9205 TEMPORARY STAFFING	4,000	4,000	-	
920.9211 OFFICE SUPPLIES	125,000	107,000	71,132	
920.9212 ELECTRIC & WATER CONSUMPTION - OFFICE	40,000	29,000	37,423	
920.9213 BANK FEES	2,500	2,500	2,002	

**ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
2024 ELECTRIC BUDGET**

	2024 Annual	2023 Annual	2022 Annual	
Electric	Budget	Budget	Actual	
920.9221 LEGAL FEES	30,000	40,000	29,545	
920.9231 AUDITING FEES	22,000	18,520	18,039	
920.9241 INSURANCE	190,000	186,000	170,663	
920.926 UTILITY SHARE - DEFERRED COMP	120,000	124,000	112,637	
920.9261 UTILITY SHARE - MEDICAL/DENTAL/DISABIL	870,000	858,481	809,783	
920.9262 UTILITY SHARE - PERA	302,000	288,000	280,969	
920.9263 UTILITY SHARE - FICA	295,000	280,000	272,892	
920.9264 EMPLOYEE SICK PAY	165,000	150,000	146,800	
920.9265 EMPLOYEE HOLIDAY PAY	172,000	157,500	139,307	
920.9266 EMPLOYEE VACATION & PTO PAY	275,000	250,000	256,901	
920.9267 UPMC DISTRIBUTION	101,000	91,015	67,353	
920.929 LONGEVITY PAY	4,945	16,369	4,030	
920.9291 CONSULTING FEES	65,600	80,000	54,841	AE2S, NISC, Rate Study
920.9301 TELEPHONE	38,000	41,000	38,140	
920.9302 ADVERTISING	19,000	15,000	12,246	
920.9303 DUES & SUBSCRIPTIONS - FEES	136,820	172,675	125,051	
920.9305 SCHOOLS & MEETINGS	274,895	259,925	193,041	
920.9321 MTCE OF GENERAL PLANT & OFFICE HEATING	13,000	7,600	11,682	
Total for Administrative Expense:	4,065,759	4,128,585	3,659,767	
General Expense				
920.9269 CIP REBATES - RESIDENTIAL	100,170	100,170	60,641	Will update 2024 budget in November, currently utilizing 2023 Budget data
920.927 CIP REBATES - COMMERCIAL	189,583	189,583	109,100	Will update 2024 budget in November, currently utilizing 2023 Budget data
920.9271 CIP - ADMINISTRATION	19,700	19,700	8,415	Will update 2024 budget in November, currently utilizing 2023 Budget data
920.9272 CIP - MARKETING	30,039	30,039	29,024	Will update 2024 budget in November, currently utilizing 2023 Budget data
920.9273 CIP - LABOR	178,511	178,511	153,297	Will update 2024 budget in November, currently utilizing 2023 Budget data
920.9274 CIP REBATES - LOW INCOME	18,000	18,000	4,185	Will update 2024 budget in November, currently utilizing 2023 Budget data
920.9275 CIP - LOW INCOME LABOR	9,887	9,887	10,399	Will update 2024 budget in November, currently utilizing 2023 Budget data
920.9281 ENVIRONMENTAL COMPLIANCE	31,000	34,219	31,920	
920.9306 MISC GENERAL EXPENSE	2,500	2,500	(1,218)	
Total for General Expense:	579,390	582,609	405,763	
Total Expenses (before Operating Transfers)	44,725,913	44,285,462	43,067,541	1%
Operating Transfer				
Operating Transfer/Other Funds				
597.8262 TRANSFER TO CITY ELK RIVER REVENUE	1,723,694	1,681,653	1,531,632	Will change when revenue and rates are completed
Total for Operating Transfer/Other Funds:	1,723,694	1,681,653	1,531,633	
Utilities & Labor Donated				
597.8261 UTILITIES & LABOR DONATED TO CITY	264,000	240,000	231,860	
Total for Utilities & Labor Donated:	264,000	240,000	231,861	
Total Operating Transfer				
Total for Total Operating Transfer:	1,987,694	1,921,653	1,763,493	
Total Expense	13,947,583	13,441,089	13,286,430	
Budget Change Year over Year	3.8%			

**ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
2024 WATER BUDGET**

Water	2024 Annual Budget	2023 Annual Budget	2022 Annual Actual	
Expenses				
Production Expense				
700.7021 MTCE OF STRUCTURES	115,000	90,000	114,397	
Total for Production Expense:	115,000	90,000	114,397	
Pumping Expense				
710.7101 SUPERVISION	65,000	69,000	66,134	
710.7181 ELECTRIC & GAS UTILITIES	335,171	288,000	281,124	
710.7182 SAMPLING	16,000	15,000	13,093	
710.7183 CHEMICAL FEED	53,000	50,000	32,349	
710.722 MTCE OF WELLS	165,000	165,000	160,129	
710.723 SCADA - PUMPING	8,000	16,000	13,807	
Total for Pumping Expense:	642,171	603,000	566,684	
Distribution Expense				
730.7301 MTCE OF WATER MAINS	175,000	120,000	91,488	
730.7309 LOCATE WATER LINES	17,250	17,250	11,045	
730.7311 MTCE OF WATER SERVICES	500	-	897	
730.7312 WATER METER SERVICE	66,000	66,000	72,990	
730.7316 BACKFLOW DEVICE INSPECTION	20,000	16,000	10,765	Labor and software expense
730.7321 MTCE OF CUSTOMERS SERVICE	33,000	30,500	28,317	
730.7325 WATER MAPPING	15,000	12,500	12,236	
730.7331 MTCE OF WATER HYDRANTS - PUBLIC	20,000	19,000	21,980	
730.7332 MTCE OF WATER HYDRANTS - PRIVATE	6,000	5,000	5,104	
730.7341 WATER CLOTHING/PPE	10,000	9,000	7,616	
730.7391 WAGES WATER	7,500	7,300	9,340	
730.7395 TRANSPORTATION EXPENSE	24,000	16,500	15,427	Increased labor and fuel costs
730.7399 WATER PERMIT	28,000	18,600	18,370	Increased summer water use fees
Total for Distribution Expense:	422,250	337,650	305,583	
Depreciation & Amortization				
595.8031 DEPRECIATION	1,148,988	1,202,937	1,117,356	
Total for Depreciation & Amortization:	1,148,988	1,202,937	1,117,357	
Interest Expense				
596.8071 INTEREST EXPENSE - BONDS	40,600	43,000	46,371	
597.8281 AMORTIZATION OF DEBT DISCOUNT/PREMIUM	(6,651)	(6,651)	(6,650)	
Total for Interest Expense:	33,949	36,349	39,720	
Other Operating Expense				
597.8213 LOSS ON DISPOSITION OF PROP (CAPITAL)	14,000	500	9,150	Meters (due to AMI)
597.8264 DAM MAINTENANCE EXPENSE	2,000	1,750	1,555	
597.8302 PENSION EXPENSE	16,000	-	68,974	GASB 68
597.8311 OTHER INTEREST EXPENSE	-	95	1,222	
597.8341 INTEREST EXPENSE - METER DEPOSITS	1,260	125	53	Increased interest rates
Total for Other Operating Expense:	33,260	2,470	80,954	
Customer Accounts Expense				
900.9021 METER READING EXPENSE	2,500	-	2,347	
900.9051 MISC CUSTOMER ACCOUNTS EXPENSE UTILITY	89,000	81,620	78,909	
900.9061 BAD DEBT EXPENSE & RECOVERY	250	250	28	
Total for Customer Accounts Expense:	91,750	84,370	81,285	
Administrative Expense				
920.9201 SALARIES OFFICE & COMMISSION	258,000	268,500	234,617	CIP Specialist
920.9205 TEMPORARY STAFFING	1,000	1,000	-	
920.9211 OFFICE SUPPLIES	37,000	25,500	14,865	
920.9212 ELECTRIC & WATER CONSUMPTION - OFFICE	11,000	8,000	8,579	
920.9213 BANK FEES	600	625	516	
920.9221 LEGAL FEES	9,000	9,000	7,339	
920.9231 AUDITING FEES	6,000	4,630	4,509	
920.9241 INSURANCE	43,000	36,000	30,952	
920.926 UTILITY SHARE - DEFERRED COMP	21,000	30,500	19,528	
920.9261 UTILITY SHARE - MEDICAL/DENTAL/DISABIL	220,000	215,000	209,590	
920.9262 UTILITY SHARE - PERA	56,000	54,000	53,758	
920.9263 UTILITY SHARE - FICA	54,000	52,000	51,807	
920.9264 EMPLOYEE SICK PAY	29,000	27,000	25,671	
920.9265 EMPLOYEE HOLIDAY PAY	32,000	30,800	24,827	
920.9266 EMPLOYEE VACATION & PTO PAY	52,000	44,000	46,185	
920.9267 UPMC DISTRIBUTION	21,000	18,069	13,761	
920.929 LONGEVITY PAY	730	3,106	620	
920.9268 WELLHEAD PROTECTION	2,000	10,000	4,724	
920.9291 CONSULTING FEES	37,900	35,000	20,055	AE2S, NISC, Rate Study
920.9301 TELEPHONE	9,000	9,500	8,900	

**ELK RIVER MUNICIPAL UTILITIES
ELK RIVER, MINNESOTA
2024 WATER BUDGET**

	2024 Annual Budget	2023 Annual Budget	2022 Annual Actual
Water			
920.9302 ADVERTISING	5,000	6,500	2,933
920.9303 DUES & SUBSCRIPTIONS - FEES	87,949	78,320	75,541
920.9305 SCHOOLS & MEETINGS	60,273	63,705	41,818
920.9321 MTCE OF GENERAL PLANT & OFFICE HEATING	3,100	1,900	2,920
Total for Administrative Expense:	1,056,552	1,032,655	904,027
General Expense			
920.9269 CIP REBATES - RESIDENTIAL	5,000	10,500	834
920.927 CIP REBATES - COMMERCIAL	500	500	-
920.9272 CIP - MARKETING	2,000	500	613
920.9273 CIP - LABOR	5,000	4,700	4,502
920.9281 ENVIRONMENTAL COMPLIANCE	2,500	2,200	1,578
920.9306 MISC GENERAL EXPENSE	250	250	-
Total for General Expense:	15,250	18,650	7,529
Total Expenses (before Operating Transfers)	3,559,170	3,408,081	3,217,536
Operating Transfer			
Utilities & Labor Donated			
597.8261 WATER & LABOR DONATED TO CITY	1,500	1,500	539
Total Operating Transfer			
Total for Total Operating Transfer:	1,500	1,500	540
Total Expense	3,560,670	3,409,580	3,218,076
Budget Change Year over Year	4.4%		

TO: ERMU Commission	FROM: Mark Hanson - General Manager
MEETING DATE: October 10, 2023	AGENDA ITEM NUMBER: 5.3
SUBJECT: Wage & Benefits Committee Update	
ACTION REQUESTED: Provide direction on future action requests related to 2024 Wages & Benefits; 2023/24 market analysis/compensation study; and Wage & Benefits Committee organizational changes	

DISCUSSION:

A Wage & Benefits Committee (WBC) meeting was held on Monday, October 2, 2023, to review employee requests from the August 18 meeting. Staff presented the following requests (attached): a wage adjustment of the lineworker metro average plus \$1.00 for all employees; tiered updates to the bereavement leave policy, with the broadest category increasing to five days; changes to nightwork and rest time policy; and a suggestion to review the vacation schedule for possible changes to make ERMU more attractive to new(er) employees.

General Manager Mark Hanson added two additional items to the agenda for discussion: 1) review of a proposed market analysis/compensation study for all staff; and 2) review of possible changes to the annual wage and benefits evaluation process.

This report is intended to recap the discussions associated with the full agenda of the October 2 WBC meeting. A separate report will be presented for approval in agenda item 5.4, Wage & Benefits Committee Proposed 2024 Adjustments. The approval request is provided separately for clarity and so commission members could hear the full WBC update before voting on the proposed adjustments.

Staff Requests:

ERMU's HR Generalist Megan Zachman gathered data from the electric utilities that make up the metro average for lineworker pay. The metro average encompasses the seven utilities of Anoka, Chaska, Great River Energy, North St. Paul, Shakopee, Wright Hennepin Electric, and Connexus. These utilities are most comparable to, and competitive with, ERMU for lineworker pay and accountability. Ms. Zachman also presented data collected in response to additional requests of committee members (attached).

For the first request on wage increases, the metro average is currently estimated at 3.15% with five of seven utilities reporting their proposed 2024 wage increases. The committee discussed the merits of a specific dollar amount versus a percentage above the metro average. Rather

than work with a fluctuating metro average, the committee proposes a straight 4.0% wage adjustment for 2024, regardless of the final metro average.

For the second request regarding bereavement leave, Ms. Zachman shared the trend in both public and private employers is to broaden the bereavement leave to be as inclusive as possible. The committee supported the more inclusive verbiage but felt the current three days were appropriate given proposed changes to the vacation accrual schedule (summarized below). The committee also supported adding a tier for uncles, aunts, and cousins for one day.

The third request was for changes to the nightwork and rest time policy. The first proposal was to provide a two-hour minimum rest time for nightwork (10:00 p.m. to 6:00 a.m.) completed. The committee supported this change as proposed. The second proposal was to provide eight hours of rest time for employees working four or more hours of nightwork. The committee supports providing eight hours of rest time for employees working four or more hours of nightwork but only for work completed from 12:00 a.m. to 6:00 a.m. (instead of 10:00 p.m. to 6:00 a.m.).

The fourth request was to review our vacation accrual schedule. Ms. Zachman shared it has become increasingly more common for public employers to provide three or more weeks of vacation for new employees. After discussing possible options, the committee determined adjusting the accrual schedule to provide three weeks of vacation for new hires was appropriate. Committee members determined adjustments should be focused on the lower tenured employees. The proposed schedule below adjusts the accrual rates for employees with 0-12 years of tenure (shown in light grey):

2023		Proposed 2024	
0-4 yrs.	12 days	0-4 yrs.	15 days
5 yrs.	13 days	5-9 yrs.	16 days
6-9 yrs.	15 days	10-11 yrs.	17 days
10 yrs.	16 days	12-13 yrs.	19 days
11 yrs.	17 days	14-15 yrs.	20 days
12 yrs.	18 days	16-18 yrs.	22 days
13 yrs.	19 days	19 yrs.	25 days
14-15 yrs.	20 days	20-21 yrs.	26 days
16-18 yrs.	22 days	22-23 yrs.	27 days
19 yrs.	25 days	24+ yrs.	28 days
20-21 yrs.	26 days		
22-23 yrs.	27 days		
24+ yrs.	28 days		

No action is requested in conjunction with this update. Approval of proposed 2024 wage and benefit adjustments is requested in the staff report for agenda item 5.4, Wage & Benefits Committee Proposed 2024 Adjustments.

Market Analysis/Compensation Study:

General Manager Mark Hanson presented his concerns regarding employee wages and how feedback from the employee engagement survey and stay interviews, as well as observations during recent hiring efforts inspired him to conduct a compensation study. Mr. Hanson requested 2023 compensation data from his peers at Anoka, Chaska, and Shakopee. The three cities were selected as comparable utilities due to their use of our power provider (MMPA); being the same type of utility (electric and water); and having similar commuting distances to Minneapolis (25-31 miles). All position categories across the company were reviewed against comparable wage data from the other utilities. The average wage for each position was determined and compared against our current wage.

Results ranged from minor adjustments needed (0-3%), to moderate adjustments (4-8%), to significant adjustments (9-18%). The results showed no positions were overpaid. Most adjustments would only require updates to the current pay range for the respective position. Some results indicated specific positions should be reclassified to a higher wage level. Additionally, some positions should be reviewed for reclassifying as exempt positions.

The presentation of the compensation study is to be considered informational only – no approvals are being requested at this time. The spreadsheet comprising the study is very complex, so it is not attached to this report. Rather, the commission will be walked through the information step by step so everyone can follow along and ask clarifying questions together.

Staff is seeking commission direction on future action steps. Possible direction could range from modifying the existing study to account for any identified gaps, contract with a consultant to perform a similar study, or do nothing at this time.

Review of the Annual Wage and Benefits Evaluation Process:

Lastly, the committee discussed options for possible changes to the annual wage and benefits review process. As this year's discussions may be more impactful to the budget, some members felt future wage and benefit discussions should be brought directly to the full commission so requests and ensuing discussions could be heard firsthand instead of just a synopsis.

Staff is seeking commission direction on future action steps. Possible changes could include:

- 1) Staff representatives presenting requests to management, then management presenting recommendations to the commission.
- 2) Staff representatives presenting directly to the commission during a separate wage and benefits special meeting.
- 3) Staff representatives presenting directly to the commission during a regular commission meeting.

ATTACHMENTS:

- WBC Staff Requests Document; August 18, 2023
- WBC Human Resources Document; October 2, 2023

Wage & Benefit Discussion – 8/17/2023

We here at Elk River Municipal Utilities (ERMU) continue to work hard to be reliable for our customers each day. We know the importance of quality and integrity and want our organization to thrive with everyone giving their best. It is our goal to enhance our workplace to be a resource for the community and each other. This is why we appreciate the effort that continues to be put in to move forward with the ever-changing times while keeping the organization that's comprised of devoted staff at the forefront of decision making. Quality, team cohesiveness, institutional knowledge and buy-in to the goals of the organization grow with time and best practices within a workplace. We want to bring forward thoughts on what will continue to support and strengthen ERMU's staff to deliver our best day in and day out. Retention, recruitment, and hiring top candidates are and have been our top priorities to achieve our level of intended work quality. Thank you for taking the time to have conversations on these items as we want to stay competitive in our market and promote a healthy and happy workplace. Thank you for all that you do.

1. **Metro Average:** Through much discussion and research we have found that staying competitive is required to do our jobs effectively, efficiently, and safely. Those three items alone, when done in the workplace, save money and leave customers satisfied. We continue to have struggles with retention as our neighbors have a bit more to offer. The inflation has been extremely high, and we react to three-year contracts in our industry, so we generally are not the leader on wages and on other fronts. To retain hardworking staff and recruit new hires to look at us for the long haul, we ask for consideration for Metro Average +\$1.00. It would not put us at the top, but it would open the doors to better recruitment and retention. When issues are discussed amongst all departments, this is the area that all agree on as being top priority. We know that inflation has touched every home, from fuel to groceries. An article a few days ago touched on US inflation and how the average family is spending \$709 more per month than they were two years ago on the same products. The USDA predicts an increase of 6.6% for grocery store prices and we may not see much relief very soon as many retailers seem to be taking advantage of the situation and reevaluating their sales methods to continue to push their higher prices with demand. In the last few years, we have all felt the severe upward swing of costs for daily products. The concern of not being competitive enough for the industry has proven year after year to present itself. We want to ask something that is respectful to our financial impact on the organization, and helpful to staff. It is our goal to reduce the number of required interviews and overall rejections in job offers to top candidates, as it all adds up to overhead costs and workload disbursements that we all carry through the staffing absence. It also impacts morale.
2. **Bereavement:** We are hoping to have a slight increase to immediate family and designate tiers to help when our staff needs support to tend to their loss of those close. Some employers were up to ten days for bereavement and a tiered system. We would find great help and support in this area if we could move it to five days as the maximum and add a couple tiers for those that are close to us. This is a big safety consideration as well. We have had several calls come in during the workday from lost loved ones and the ability to work with that news is not safe for anyone involved. At times travel needs to take place and the emotional and mental state of a

staff member alters for much longer than three days for those that are near to us. HR and management could help designate proximity in unique situations. The financial impact has thankfully always been quite minimal in use, but its importance in a time of need speaks volumes in supporting all staff so they may return to work at a better capacity overall.

Immediate Family (5 Days): Spouse, Child, Sibling, Parent, Grandparent and Grandchild (Step and Adoptive as well).

Close Family (3 Days): In-Laws (Parent, Grandparent and Sibling), Nieces and Nephews.

Near Family (1 Day): Aunts, Uncles, and Cousins

3. NIGHTWORK REST TIME

Because sleep disruption and subsequent fatigue can impact the safety and wellness of employees and hinder the important work we do, ERMU employees are requesting that the Utilities make changes to the nightwork rest time policy as follows.

1. In addition to providing regular field workers with one hour paid rest time for each hour worked between 10:00 p.m. and 6:00 a.m., add a provision stating that a minimum of two hours of paid rest time will be provided for each call out time a field worker is requested to work between the hours of 10:00 p.m. and 6:00 a.m. This aligns with the current ERMU Call Out Time policy, which provides regular field workers who are asked to report for work outside their regular working hours a minimum of two (2) hours of pay each time they report for work.

2. Add a provision to the nightwork rest time policy that states, if an employee is asked to report for four (4) or more consecutive hours of work during the rest time hours of 10:00 p.m. – 6:00 a.m., the employee will receive eight (8) hours of paid rest time, the following day.

The disruption of a good night's sleep can be imperative to working safely. By missing half of the night's sleep, the amount of one's typical function diminishes immensely. In our line of work, one slip-up can lead to catastrophic results. Most times that we experience late or early hour call outs, we do not get to sleep for some time after returning to bed as adrenaline is pumping and our thoughts are task oriented. This natural process results in even more time lost towards sleep. After reviewing Connexus' rest allowances and through much conversation, it is agreed that this update would help to keep our staff safe and the level of work to standard.

4. **Vacation:** Many of our new hires have stated that this area is of high concern. We have also heard that this is a huge factor, second to wages, in rejections amongst job offers. This tends to be an item that's extremely prevalent in hopeful experienced hires that have been in the workforce for a few years and have earned hours and would have to leave three to five weeks of vacation if they took a new job at ERMU. Connexus hired our locator and gave them five weeks of vacation up front. We want balance for our organization and always consider the business perspective and find it important to not be negatively impacted in a fashion that is near incomprehensible with people gone to an extreme amount where the work cannot get done to our standard. The first five or so years should be looked at and an increase in those years looks to be advantageous for landing top prospective employees. If we offer some forty hours as a

bargaining chip at their start of employment, but do not pay based off performance, it will only create resentment. Some utilities offer twenty hours upon hiring and forty hours after six months. This would be something to investigate. It would keep new hires present for training, but offer flexibility so they do not go from a good amount of vacation to nothing with an employment change. As a group, this is important to many and could add much value to our future as well as alleviate the continual interviews with offers that are rejected.

Wage and Benefits Committee Meeting October 2, 2023

The following document details information compiled by human resources as requested at the August 2023 Wage and Benefits Committee (WBC) Meeting.

1. Change in 2024 for annual increase methodology. To counter increased inflation in recent years, employees requested a change in methodology for the 2024 wage adjustment. Their ask is to base adjustments on the metro average (assumed 3.0% at this time) plus \$1.00 for all employees.

1a. Consumer Price Index (CPI) and ERMU annual wage adjustments.

Consumer Price Index	July 2021	July 2022	July 2023
National	5.4%	8.5%	3.2%
Minneapolis-St. Paul area	6.5%	8.2%	1.0%

Employee Group	Jan 2022	Jan 2023	Jan 2024
Lineworkers	3.2%	3.4%	TBD
Non-Lineworkers	3.0%	3.4%	TBD

1b. Wage adjustment using employee proposed amounts (amounts below include two ERMU employees currently earning training wages).

Adjustment Amount	Low Adjustment	High Adjustment
\$0.50	0.54%	2.51%
Metro Ave (3.0%) + \$0.50	3.54%	5.51%
\$1.00	1.07%	4.90%
Metro Ave (3.0%) + 1.00	4.07%	7.90%

1c. Wage adjustments using proposed amounts (amounts below do not include the two ERMU employees earning training wages).

Adjustment Amount	Low Adjustment	High Adjustment
\$0.50	0.54%	1.12%
Metro Ave (3.0%) + \$0.50	3.54%	4.12%
\$1.00	1.07%	2.21%
Metro Ave (3.0%) + 1.00	4.07%	5.21%

1d. Gross (annual) employee regular wages with proposed wage adjustments.

Adjustment Amount	Gross Wages
Metro Average (assumed 3.0%)	\$4.47 million
Metro Average + \$0.50	\$4.52 million
Metro Average + \$1.00	\$4.56 million

2. **Updated Bereavement leave policy.** Employees requested an increase in the amount of bereavement leave as well as an expanded list of relationships for which it can be used.

2a. Draft, three-tier paid bereavement leave employee proposal.

Category	Relationship	Days
Immediate Family	Spouse, domestic partner, child (including stepchild, foster-child, or other child for whom the employee serves as primary guardian), parent (including stepparent, foster-parent or other individual who served the role of an employee's parental figure), grandparent (including step-grandparent), and grandchild (including step-grandchild)	5
Close Family	In-laws (parent, grandparent, and sibling), nieces, and nephews	3
Other Family	Aunts, uncles, cousins	1

2b. Three-year lookback of ERMU employee bereavement leave use.

Year	Employees	Hours Used	Amount Paid
2020	5	72	\$2,840.24
2021	9	113.50	\$4,503.62
2022	3	48	\$1,840.64

3. **Changes to Nightwork and Rest Time policy.** Currently, the ERMU nightwork and rest time policy states a regular field worker will be provided with one hour paid rest time for each hour worked between 10:00 p.m. and 6:00 a.m. (nightwork). Employees requested the following changes to the policy:

- A regular field worker shall be provided with a minimum of two hours of paid rest time for each occurrence they are asked to report for nightwork. This aligns with the pay provision in the ERMU call out time policy which states regular field workers who are asked to report for work outside their regular working hours shall be paid a minimum of two hours each time they report for work.
- A regular field worker asked to work four or more hours nightwork hours will receive following day off for paid rest time.

3a. Three years look back of additional rest time that would have been provided if a two-hour minimum paid rest time provision was in place.

Year	Hours
2020	21.40
2021	15.50
2022	31.50

3b. Three-year lookback of employees (per year) called out during nightwork hours in an amount of four (or more) hours and who would have received the following day off for paid rest time if the requested changes to the ERMU nightwork and rest time policy were in place.

Year	Employees
2020	2
2021	6
2022	4

4. **Vacation schedule review.** Employees requested that the ERMU vacation schedule be reviewed/evaluated for a possible increase in the amount of vacation new(er) employees accrue.

2021		2022		Draft 2024		Draft 2024 Hybrid	
0-3 yrs.	10 days	0-4 yrs.	12 days	0-4 yrs.	15 days	0-4 yrs.	13 days
4 yrs.	12 days	5 yrs.	13 days	5-9 yrs.	17 days	5-8 yrs.	15 days
5 yrs.	13 days	6-9 yrs.	15 days	10-11 yrs.	18 days	9-10 yrs.	16 days
6-9 yrs.	15 days	10 yrs.	16 days	12-13 yrs.	19 days	11 yrs.	17 days
10 yrs.	16 days	11 yrs.	17 days	14-15 yrs.	20 days	12 yrs.	18 days
11 yrs.	17 days	12 yrs.	18 days	16-18 yrs.	22 days	13 yrs.	19 days
12 yrs.	18 days	13 yrs.	19 days	19 yrs.	25 days	14-15 yrs.	20 days
13 yrs.	19 days	14-15 yrs.	20 days	20-21 yrs.	26 days	16-18 yrs.	22 days
14-15 yrs.	20 days	16-18 yrs.	22 days	22-23 yrs.	27 days	19 yrs.	25 days
16-18 yrs.	22 days	19 yrs.	25 days	24+ yrs.	28 days	20-21 yrs.	26 days
19+ yrs.	25 days	20-21 yrs.	26 days			22-23 yrs.	27 days
		22-23 yrs.	27 days			24+ yrs.	28 days
		24+ yrs.	28 days				

Notes: In both options below, the objective is to increase the allowable time off for new hires (vacation + personal days) to 15 days.

- *The Draft 2024 vacation schedule increases accrued vacation for years of service 0-12. This adds 93 additional paid vacation days for employees and is one example of how to redistribute accrued vacation to provide employees with more vacation earlier in their tenure. The benefits associated with adjusting the vacation accrual schedule include:*
 - *Achieves the objective of providing 15 days of vacation to new hires with no increase in total time off for employees with more than 12 years of service with ERMU.*
 - *Provides additional vacation days for lower tenure employees (12 years and below).*
- *The Draft 2024 Hybrid approach limits the impact of additional vacation days but adds a personal day to all levels. The benefits associated with adding a personal day include:*
 - *Personal days are allocated the first of the year for maximum flexibility.*
 - *Personal days can't be carried over so allowable banked time does not increase (which reduces the financial liability associated with higher banked vacation amounts).*
 - *Adding a personal day would be a benefit received by all staff equally.*
 - *The added personal day could negate the need to make other time-off related adjustments.*



2023 Compensation Study

Agenda

1. Why do we need a comp study?
2. What were the rules of engagement?
3. Who are the comparable utilities?
4. What were the outcomes?
5. Possible Next Steps
6. Questions/Direction

Why do a comp study?

- 2021 Wage & Benefits Committee Request
- Consistent Request from Employees
 - 2021 Stay Interviews
 - 2022 Engagement Survey
 - 2023 SWOT Analysis
- Observations during recent hiring efforts
- Most recent “full” study was done in 2008/9
 - Compensation studies are more specialized then targeted COLA adjustments
 - Concern some positions have been left behind

Rules of Engagement

- Use current year (2023) rates
- Focus is on position, NOT the person
- All positions would be evaluated
 - Wage Range
 - Pay Category (exempt/non-exempt)
 - Responsibilities (senior/lead)
 - Pay Level (bands/groups)
- 100% data driven, based on top of pay range

Meet the comparable utilities

	Elk River	Anoka	Chaska	Shakopee
2023 Population	26,200	17,850	28,200	44,500
Electric Budget	\$47.7M	\$34.5M	\$45.3M	\$60.4M
Water Budget	\$3.5M	\$2.3M	\$4.6M	\$6.6M
Mpls Commute	31 Miles	25 Miles	27 Miles	25 Miles
Customers	12,789	12,489	10,739	18,772

- Member of MMPA (same wholesale rates)
- Part of metro average determination
 - (if used for COLA, why not comp comparable?)
- Same Type of Utility (electric and water providers)
- Similar commuting distances to Minneapolis

What were the outcomes?

- Metro average process has worked for lineworkers but adjustments are needed for all other positions
- Confidence in results is high
 - Received extensive data from comparable utilities
 - Used union contracts and/or pay tables for each city
- Estimated Total Budget Impact: \$334K
 - 2024: \$133K 2025: \$105K 2026: \$96K
- Results fell behind Chaska/Shakopee but ahead of Anoka, which makes sense based on size/customers
 - Anoka gaps were “normalized” using known averages

Possible Next Steps

- Plan for three-year implementation
- Amount per year determined by:
 - If increase $> 9\%$, divided evenly by 3
 - If increase $< 9\%$, up to 3% distribution/year
- Increases added to respective Step 5 wage
- Steps 1-4 evenly distributed
 - 80/85/90/95% of new Step 5 wage
- Research identified gaps/increase accuracy
- Request approval when Commission is ready

Questions/Direction

- Do you agree with the need for a comp study?
- Are you comfortable with the comparables?
- Are you comfortable with the data?
 - What gaps would you like filled?
- Would you like to move forward?
 - With this study? With a consultant study?
- If moving forward, which year(s)?
- For perspective:
 - \$133K < 0.27% of expenses w/PP or < 0.79% w/o PP

PRESENTED AT MEETING - 2023-10 - 5.3

2023 Compensation Study (Draft)

									3-City	Corrected Amounts				Total										Employee Names
Position Title	Elk River		City A		City B		City C		Average	Salary	Budget Impact	%	People	Budget Impact	Year 1	Amount	Remainder	Year 2	Amount	Remainder	Year 3	Amount	Total	
General Manager	\$90.90	\$189,070	\$102.92	\$214,074	\$104.26	\$216,861	\$94.10	\$195,728	\$208,887	\$206,794	\$17,724	9.37%	1	\$17,724	3.12%	\$5,908	6.25%	3.12%	\$5,908	3.12%	3.12%	\$5,908	\$17,724	Mark
Operations Director	\$69.60	\$144,765	\$81.52	\$159,562	\$86.92	\$180,794	\$76.00	\$158,080	\$169,478	\$169,478	\$24,713	17.07%	1	\$24,713	5.69%	\$8,238	11.38%	5.69%	\$8,238	5.69%	5.69%	\$8,238	\$24,713	Tommy
Administrations Director	\$69.60	\$144,765	\$76.91	\$159,973	\$75.40	\$156,832	\$72.20	\$150,176	\$155,660	\$155,660	\$10,895	7.53%	1	\$10,895	3.00%	\$4,343	4.53%	3.00%	\$4,343	1.53%	1.53%	\$2,209	\$10,895	Sara
Engineering Manager	\$63.27	\$131,603	\$72.56	\$150,925	\$69.64	\$144,851	\$66.77	\$138,882	\$144,886	\$144,886	\$13,283	10.09%	1	\$13,283	3.36%	\$4,428	6.73%	3.36%	\$4,428	3.36%	3.36%	\$4,428	\$13,283	Kerzy
Electric Superintendent	\$63.27	\$131,603	\$72.56	\$150,925	\$75.40	\$156,832	\$66.77	\$138,882	\$148,879	\$144,886	\$13,283	10.09%	1	\$13,283	3.36%	\$4,428	6.73%	3.36%	\$4,428	3.36%	3.36%	\$4,428	\$13,283	Summy
Technical Services Superintendent	\$58.97	\$122,656	\$63.67	\$132,434	\$63.88	\$132,870	\$63.74	\$132,569	\$132,624	\$132,624	\$9,969	8.13%	1	\$9,969	3.00%	\$3,680	5.13%	3.00%	\$3,680	2.13%	2.13%	\$2,609	\$9,969	Mike
Finance Manager	\$58.97	\$122,656	\$67.97	\$141,378	\$75.40	\$156,832	\$68.40	\$142,272	\$146,827	\$144,886	\$22,230	18.12%	1	\$22,230	6.04%	\$7,410	12.08%	6.04%	\$7,410	6.04%	6.04%	\$7,410	\$22,230	Melissa
Water Superintendent	\$55.60	\$115,644	\$59.64	\$124,051	\$63.88	\$132,870	\$59.23	\$123,204	\$126,708	\$126,708	\$11,064	9.57%	1	\$11,064	3.19%	\$3,688	6.38%	3.19%	\$3,688	3.19%	3.19%	\$3,688	\$11,064	Dave
Governance & Communications Manager	\$51.14	\$106,375	\$57.30	\$119,190	\$58.12	\$120,890	\$54.63	\$113,630	\$117,903	\$117,903	\$11,529	10.84%	1	\$11,529	3.61%	\$3,843	7.23%	3.61%	\$3,843	3.61%	3.61%	\$3,843	\$11,529	Tony
												Avg Mgr's Incr:		9.37%										

Not currently utilized (To be Sr. Acct)	\$48.48	\$100,847	\$52.22	\$108,618	\$52.36	\$108,909	\$50.46	\$104,956	\$107,494	\$107,494	\$6,647	6.59%	1	\$6,647	3.00%	\$3,025	3.59%	3.00%	\$3,025	0.59%	0.59%	\$596	\$6,647	Jenny B
Accountant	\$44.30	\$92,137	\$48.80	\$101,504	\$49.48	\$102,918	\$47.40	\$98,592	\$101,005	\$101,005	\$8,868	9.62%												
Human Resources Generalist	\$44.30	\$92,137	\$52.22	\$108,618	\$52.36	\$108,909	\$50.46	\$104,956	\$107,494	\$107,494	\$15,357	16.67%	1	\$15,357	5.56%	\$5,119	11.11%	5.56%	\$5,119	5.56%	5.56%	\$5,119	\$15,357	Megan
Communications & Admin Coordinator	\$36.92	\$76,802	\$42.62	\$88,650	\$40.84	\$84,947	\$38.98	\$81,070	\$84,889	\$84,889	\$8,087	10.53%	1	\$8,087	3.51%	\$2,696	7.02%	3.51%	\$2,696	3.51%	3.51%	\$2,696	\$8,087	Jenny F
Accounts Payable & Payroll Specialist	\$33.73	\$70,156	\$40.04	\$83,283	\$37.96	\$78,957	\$35.22	\$73,251	\$78,497	\$78,296	\$8,139	11.60%	1	\$8,139	3.87%	\$2,713	7.73%	3.87%	\$2,713	3.87%	3.87%	\$2,713	\$8,139	Kathy
Billing Specialist	\$33.73	\$70,156	\$39.84	\$82,867	\$37.96	\$78,957	\$35.13	\$73,064	\$78,296	\$78,296	\$8,139	11.60%	1	\$8,139	3.87%	\$2,713	7.73%	3.87%	\$2,713	3.87%	3.87%	\$2,713	\$8,139	Venema
Credit and Collections Specialist	\$33.73	\$70,156	\$39.84	\$82,867	\$37.96	\$78,957	\$35.13	\$73,064	\$78,296	\$78,296	\$8,139	11.60%	1	\$8,139	3.87%	\$2,713	7.73%	3.87%	\$2,713	3.87%	3.87%	\$2,713	\$8,139	Martindale
Lead Customer Service	\$30.31	\$63,039	\$37.06	\$77,085	\$36.52	\$75,962	\$33.26	\$69,188	\$74,078	\$74,078	\$11,039	17.51%												
Customer Service Representative	\$28.68	\$59,661	\$34.47	\$71,698	\$35.08	\$72,966	\$31.40	\$65,312	\$69,992	\$69,992	\$10,331	17.32%	4	\$41,324	5.77%	\$13,775	11.54%	5.77%	\$13,775	5.77%	5.77%	\$13,775	\$41,324	Christy, Jessica, ReAnna, Emily

Line Crew Foreperson	\$58.09	\$120,827	\$57.74	\$120,099	\$61.00	\$126,880	\$56.62	\$117,772	\$121,584	\$122,624	\$1,796	1.49%	1	\$1,796	1.49%	\$1,796	0.00%	0.00%	\$0	0.00%	0.00%	\$0	\$1,796	Scott
Lead Lineworker	\$55.84	\$116,139	\$55.19	\$114,795	\$58.12	\$120,890	\$53.84	\$111,987	\$115,891	\$117,179	\$1,040	0.90%	4	\$4,160	0.90%	\$4,160	0.00%	0.00%	\$0	0.00%	0.00%	\$0	\$4,160	Matt S, Mitch, Curt, Josh
Lineworker	\$52.67	\$109,558	\$51.57	\$107,266	\$52.36	\$108,909	\$51.34	\$106,787	\$107,654	\$110,598	\$1,040	0.95%	5	\$5,200	0.95%	\$5,200	0.00%	0.00%	\$0	0.00%	0.00%	\$0	\$5,200	Tyler, Matt Z, Alex P, Alex B, Blaine

Field Crew Foreperson	\$53.60	\$111,493							\$111,493	\$113,888	\$2,395	2.15%	1	\$2,395	2.15%	\$2,395	0.00%	0.00%	\$0	0.00%	0.00%	\$0	\$2,395	Russ
IT/OT Technician	\$48.48	\$100,847	\$52.22	\$108,618	\$52.36	\$108,909	\$54.26	\$112,852	\$110,126	\$110,126	\$9,279	9.20%	1	\$9,279	3.07%	\$3,093	6.13%	3.07%	\$3,093	3.07%	3.07%	\$3,093	\$9,279	Parker
Substation Apparatus Technician	\$48.48	\$100,847			\$49.48	\$102,918	\$51.34	\$106,787	\$104,853	\$110,126	\$9,279	9.20%	1	\$9,279	3.07%	\$3,093	6.13%	3.07%	\$3,093	3.07%	3.07%	\$3,093	\$9,279	John W
Electrician/Electrical Technician	\$44.30	\$92,137			\$49.48	\$102,918	\$51.34	\$106,787	\$104,853	\$104,853	\$12,716	13.80%	1	\$12,716	4.60%	\$4,239	9.20%	4.60%	\$4,239	4.60%	4.60%	\$4,239	\$12,716	Tony
Inventory & Procurement Foreperson	\$44.30	\$92,137	\$46.34	\$96,387	\$46.60	\$96,928	\$41.96	\$87,282	\$93,532	\$94,818	\$2,681	2.91%	1	\$2,681	2.91%	\$2,681	0.00%	0.00%	\$0	0.00%	0.00%	\$0	\$2,681	Dan
Lead Bore Rig Operator	\$44.30	\$92,137	\$46.34	\$96,387	\$46.60	\$96,928	\$41.96	\$87,282	\$93,532	\$94,818	\$2,681	2.91%	1	\$2,681	2.91%	\$2,681	0.00%	0.00%	\$0	0.00%	0.00%	\$0	\$2,681	Luke
Water Operations Foreperson	\$44.30	\$92,137	\$48.42	\$100,714	\$46.60	\$96,928	\$42.90	\$89,235	\$95,626	\$94,818	\$2,681	2.91%	1	\$2,681	2.91%	\$2,681	0.00%	0.00%	\$0	0.00%	0.00%	\$0	\$2,681	Katy
GIS/Mapping Technician	\$44.30	\$92,137	\$48.80	\$101,504			\$44.07	\$91,658	\$96,581	\$94,818	\$2,681	2.91%	1	\$2,681	2.91%	\$2,681	0.00%	0.00%	\$0	0.00%	0.00%	\$0	\$2,681	Angela
Electrical Technician	\$40.44	\$84,115			\$46.60	\$96,928	\$42.08	\$87,526	\$92,227	\$94,818	\$10,703	12.72%	1	\$10,703	4.24%	\$3,568	8.48%	4.24%	\$3,568	4.24%	4.24%	\$3,568	\$10,703	Jeff
Water Operator	\$36.92	\$76,802	\$41.38	\$86,070	\$40.84	\$84,947	\$37.12	\$77,214	\$82,744	\$82,744	\$5,942	7.74%	2	\$11,884	3.00%	\$4,608	4.74%	3.00%	\$4,608	1.74%	1.74%	\$2,667	\$11,884	Derek, Bill
Bore Rig Operator	\$36.92	\$76,802	\$41.38	\$86,070	\$40.84	\$84,947	\$37.12	\$77,214	\$82,744	\$82,744	\$5,942	7.74%	1	\$5,942	3.00%	\$2,304	4.74%	3.00%	\$2,304	1.74%	1.74%	\$1,334	\$5,942	Jeremy
Locator	\$33.73	\$70,156	\$37.06	\$77,085	\$35.08	\$72,966	\$32.57	\$67,748	\$72,600	\$72,600	\$2,443	3.48%	2	\$4,887	3.00%	\$4,209	0.48%	0.48%	\$677	0.00%	0.00%	\$0	\$4,887	Russ M, Jon
Inventory & Procurement Assistant	\$30.80	\$64,070	\$37.06	\$77,085	\$35.08	\$72,966	\$32.57	\$67,748	\$72,600	\$72,600	\$8,530	13.31%	1	\$8,530	4.44%	\$2,843	8.88%	4.44%	\$2,843	4.44%	4.44%	\$2,843	\$8,530	Curt A.
Water Utility Worker	\$26.90	\$55,962	\$31.87	\$66,290	\$29.31	\$60,965	\$27.62	\$57,455	\$61,570	\$61,570	\$5,608	10.02%	1	\$5,608	3.34%	\$1,869	6.68%	3.34%	\$1,869	3.34%	3.34%	\$1,869	\$5,608	Mike

I&P Fore/Lead Bore/Water Fore/GIS Average:					\$94,818	Overall Average:	9.08%	45	\$333,627	\$132,821	\$105,014	\$95,792	\$333,627
						Staff Average:	8.36%		\$400,352	\$159,385	\$126,016	\$114,951	\$400,352
Snr Acct	\$52.29	96.5%	IT/OT	\$52.29	103.8%	Manager Average: 11.43%							
Acct	\$49.14	96.5%	Subst. Tech	\$49.48	103.8%								
HR	\$52.29	96.5%	Elect/Mtr Tech	\$49.48	103.8%								
Comms	\$41.73	93.4%	I&P Fore	\$46.47	90.3%								
AP/PR	\$39.00	90.3%	Lead Bore	\$46.47	90.3%								
Billing	\$38.90	90.3%	Wtr Forpsn	\$47.51	90.3%								
Collect	\$38.90	90.3%	GIS	\$48.80	90.3%								
CSR Lead	\$36.79	90.4%	Elect Tech	\$46.60	90.3%								
CSR	\$34.78	90.3%	Wtr Opr	\$41.11	90.3%								
			Bore Rig	\$41.11	90.3%								
			Locator	\$36.07	90.3%								
			I&P Asst	\$36.07	90.3%								
			Average		90.3%								
			Average Used:		90.3%								

TO: ERMU Commission	FROM: Mark Hanson - General Manager
MEETING DATE: October 10, 2023	AGENDA ITEM NUMBER: 5.4
SUBJECT: Wage & Benefits Committee Proposed 2024 Adjustments	
ACTION REQUESTED: Approve all action items as outlined below to be effective January 1, 2024.	

DISCUSSION:

A Wage & Benefits Committee meeting was held on Monday, October 2, 2023, to review employee requests from the August 18 meeting. Staff presented the following requests: a wage adjustment of the lineworker metro average plus \$1.00 for all employees; tiered updates to the bereavement leave policy, with the broadest category increasing to five days; changes to nightwork and rest time policy; and a suggestion to review the vacation schedule for possible changes to make ERMU more attractive to new(er) employees.

The discussions regarding each of the requests were presented in the staff report for agenda item 5.3, Wage & Benefits Committee Update. This report is intended to clearly summarize the recommended proposals for commission approval.

- 1) 2024 Wage Adjustment. The committee proposes a 4.0% wage adjustment for 2024, regardless of the metro average, effective January 1, 2024.
- 2) Bereavement Leave Policy. The committee proposes updating the bereavement policy with the more inclusive language regarding familial relationships and adding a one-day tier for other family (aunts, uncles, and cousins) as presented below:

Category	Relationship	Days
Immediate and Close Family	Spouse, domestic partner, child (including stepchild, foster-child, or other child for whom the employee serves as primary guardian), parent (including stepparent, foster-parent or other individual who served the role of an employee's parental figure), grandparent (including step-grandparent), and grandchild (including step-grandchild), in-laws (parent, grandparent, and sibling), nieces, and nephews.	3
Other Family	Aunts, uncles, cousins	1

- 3) Nightwork and rest time Policy. The committee proposes the following adjustments to the nightwork and rest time policy:
- a) Provide a two-hour minimum rest time for nightwork (10:00 p.m. to 6:00 a.m.).
 - b) Provide eight hours of rest time for employees working four or more hours of nightwork for work completed between the hours of 12:00 a.m. to 6:00 a.m.
- 4) Vacation Accrual Schedule. The committee proposes the following adjustments to the accrual rates for employees with 0-12 years of tenure (shown in light grey below):

2023		Proposed 2024	
0-4 yrs.	12 days	0-4 yrs.	15 days
5 yrs.	13 days	5-9 yrs.	16 days
6-9 yrs.	15 days	10-11 yrs.	17 days
10 yrs.	16 days	12-13 yrs.	19 days
11 yrs.	17 days	14-15 yrs.	20 days
12 yrs.	18 days	16-18 yrs.	22 days
13 yrs.	19 days	19 yrs.	25 days
14-15 yrs.	20 days	20-21 yrs.	26 days
16-18 yrs.	22 days	22-23 yrs.	27 days
19 yrs.	25 days	24+ yrs.	28 days
20-21 yrs.	26 days		
22-23 yrs.	27 days		
24+ yrs.	28 days		

TO: ERMU Commission	FROM: Mark Hanson – General Manager
MEETING DATE: October 10, 2023	AGENDA ITEM NUMBER: 6.1a
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- On Monday, October 2, Mike Tietz, technical services superintendent, found himself in front of the Elk River City Council giving an excellent presentation on the purpose and status of our Advanced Metering Infrastructure (AMI) project. The presentation was well received, and council members were very appreciative of Mike's time and the information provided.
- Similarly, Sara Youngs, administrations director, also found herself in front of City Council giving a presentation. Sara was asked by city staff to update the council on the results of the energy audit conducted on the Furniture and Things Community Event Center last spring as well as provide a comparative analysis of the rates for the new building versus previous structures. Both staff and council found the presentation extremely helpful in understanding how electrical rates are calculated and what can be done to lower them.
- Staff participated in an informational call hosted by Minnesota Municipal Utilities Association (MMUA) on the Light Up Navajo Nation project. The project is a national volunteer effort to provide power to remote areas of the Navajo Nation. MMUA is seeking interest in putting a contingent of lineworkers together to assist with the continued buildout of the electrical distribution system. MMUA is looking at a 2025 spring/summer trip similar to past hurricane recovery efforts in Florida. Staff is interested in supporting this event and will bring it to the Commission at a later date once additional details are known.

TO: ERMU Commission	FROM: Sara Youngs – Administrations Director
MEETING DATE: October 10, 2023	AGENDA ITEM NUMBER: 6.1b
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- Office walk-in traffic for September consisted of 145 customers, averaging 37 customers per week over the 4-week period.
- ERMU disconnections for the month of September.
 - Cycle 3 – 18 disconnections
 - Cycle 4 – 14 disconnections and 3 red tags
 - Cycle 1 – 45 disconnections
 - Cycle 2 – 10 disconnections
- The Cold Weather Rule went into effect on October 1, 2023, and will expire on April 30, 2024.
- Currently there are five active residential solar photovoltaic projects planned or under construction in the ERMU service territory.
- Our credit and collections specialist compiled the final cycle of assessment letters and they have been sent out. The due date for assessment payments is November 1.
- Finance, inventory, IT, customer service, and administration staff attended the Member Information Conference (MIC), National Information Solutions Cooperative’s premier learning event. This event has been bringing together members, staff, partners, and friends for decades. The MIC is an excellent opportunity to learn more about challenges, unveil the newest technologies and share best practices. This year the conference was held in Denver, CO, September 17-20. Staff that attended the MIC held a post-conference meeting to discuss takeaways from the event outlining initiatives to review with the management team.
- As a follow-up to the energy audit that was performed at the Furniture and Things Community Event Center, staff presented Energy Management Systems’ recommendations to the Elk River City Council.
- In the last 30 days, the level two charger located downtown and the other in the parking lot in front of ERMU offices had 34 sessions and provided customers with 528 kWh of green energy.

TO: ERMU Commission	FROM: Melissa Karpinski – Finance Manager
MEETING DATE: October 10, 2023	AGENDA ITEM NUMBER: 6.1c
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- Continued efforts compiling 2024 budget information.
- I attended National Information Solutions Cooperative’s Member Information Conference, September 17-20 in Denver, CO. This was a great opportunity to network and attend many useful sessions including some on Mosaic, budgeting, and security.
- ERMU’s Accounts Payable/Payroll Specialist, Kathy, attended the 2023 American Payroll Association Northstar chapter’s annual statewide conference, October 5-6.
- The Investment and Reserve Committee will plan on having an annual meeting before the November commission meeting.

TO: ERMU Commission	FROM: Tony Mauren – Governance & Communications Manager
MEETING DATE: October 10, 2023	AGENDA ITEM NUMBER: 6.1d
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- In October, all customers will receive the fall edition of the Current newsletter and an informational flyer about the SmartHub Auto Pay Program that was recently created by the communications coordinator. Both inserts are attached.
- In addition to highlighting the bill inserts, social media posts this month feature a variety of topics including multiple reminders for ERMU’s National Drive Electric Week event, Source Water Protection Week, a commission meeting notice, as well as a notice for the Lake Orono Dam inspection which involves a drawdown of the water level. Communications staff also created a campaign for [Public Power Week](#) and [Customer Service Week](#).
- Along with ERMU’s attorney, the governance & communications manager will be attending the American Public Power Association’s Legal & Regulatory Conference in Seattle, October 15-18. This opportunity will provide valuable information on current issues affecting public power and municipal utilities.
- ERMU hosted the National Drive Electric Week event on September 28 at the Elk River Farmers Market. In addition to ERMU’s charging rebate and rates information table, guests registered to display their electric vehicles (EVs), and Cornerstone Auto provided a Ford Lightening for test drives. This is always a terrific opportunity to connect with the local EV community. Special thanks to Karen Wingard with the City for providing space at the famers market, First Bank Elk River for allowing the use of their lot, and Vern Iverson from the Energy City Commission who always does a fantastic job engaging with the public at events.
- On September 20, the governance & communications manager participated in a regular meeting of the Municipal Clerks and Finance Officers Association’s Records Retention Taskforce. The group was created to formulate and recommend a standardized

retention schedule for use by all cities in the State of Minnesota. There was helpful discussion about the retention of emails and how to implement effective, responsible data management in the digital space.

- Staff met on September 26, to discuss the communications plan for AMI. We are working with PRIME Advertising to create branding specifically for the campaign and unify the information, which will be distributed over the duration of project.
- ERMU will once again be participating in the Downtown Elk River Halloween event on Friday, October 27. This was an excellent event last year and staff is looking forward to a fun evening. This year they will be closing portions of Jackson Avenue and Main Street. An ERMU bucket truck will be there along with other City departments and businesses.

ATTACHMENTS:

- Bill Insert – The Current - Fall 2023
- Bill Insert – Smart Hub Auto Pay Program

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**

Public Power Week 2023

During the first full week of October, community owned utilities in large cities and small towns across the country celebrate and share the benefits of public power. Read on to learn what hometown power companies like ERMU are all about and join our team in celebrating community-owned and customer-focused power companies this week!



ERMU electric department staff

Transparency: The public has more say in public utility practices and policies than they do with private companies.

Economic Development: Public power companies create local jobs, keep revenue in town, and reduce taxes.

Low Rates: According to the U.S. Department of Energy, on average, public power customers benefit from lower electricity rates.

Reliability: Electric distribution is local and lineworkers are community members, resulting in faster response times.

Customer Service Week 2023



The first week in October also highlights another crucial department at ERMU. Each member of our customer service staff takes pride in providing knowledgeable and thorough support to the customers they work with. They are a dedicated team of experts who uphold our values in quality and communication to the highest standards.

ERMU Commissioner Receives Community Service Award



Chair John Dietz (center), ERMU commissioners, and staff

On August 22, 2023, the Minnesota Municipal Utilities Association (MMUA) recognized winners of the Association's annual awards for exemplary contributors to the success of hometown utilities in the state. ERMU Commission Chair John Dietz was among the award recipients, receiving the 2023 Community Service Award. Chair Dietz was recognized as a longtime leader for the improvement and preservation of all of Elk River's services including water, electricity, and city facilities. Award winners were chosen by MMUA's Nominations and Awards Committee. Award recipients were acknowledged at the 2023 MMUA Summer Conference.



ERMU OPEN HOUSE SUCCESS

Thank you to all who attended the ERMU Open House on Thursday, August 24. "This was a great opportunity for us to connect with the community while showcasing the new field services building," says General Manager Mark Hanson. "We were excited to see large crowds brave the warm weather to meet their hometown utility team."



LAKE ORONO DAM INSPECTION

ERMU will conduct its annual inspection of the Lake Orono Dam on Wednesday, October 4.

This required inspection, which helps to ensure the integrity of the structure, will involve lowering the Lake Orono water level by 30 inches.

Water levels usually return to normal within a few days after the inspection.

FUN FACT: The first dam was built in 1851 by Ard Godfrey, a native of Orono, Maine, and was re-built in 1916 and again in 1980.

COLD WEATHER RULE Information



The Minnesota Public Utilities Commission has issued the Cold Weather Rule (Minnesota Statutes, Chapter 216B.097) as published by the Minnesota Legislative Session Law 2021. The rule provides that from October 1 to April 30, ERMU cannot disconnect a residential customer for non-payment if they enter into, and keep current, a mutually agreed upon payment arrangement. If a customer chooses not to assert their right or enter into a payment arrangement, the customer's service may be disconnected. Because customers often contact us for more information about the program, we wanted to provide answers to the most frequently asked questions.

Can my electricity be shut off during the CWR (October 1 - April 30)?

Yes. Customers must make and keep a mutually agreed upon payment arrangement with ERMU to avoid disconnection. This applies to residential customers only, including senior citizens and families with young children.

Am I eligible for the CWR Program?

Residential customers who have electric as their primary heat source are eligible for CWR if they meet the income guidelines (combined income at or below 50% of the state median income) and receive some form of assistance.

How can I apply for a payment arrangement?

Individuals who meet income guidelines and already receive some form of assistance can complete and submit an Inability to Pay Application (available on our website) and contact ERMU to set up a mutually agreed upon payment arrangement.

What if I can't make my scheduled payment?

Keeping open communication with ERMU should circumstances change is the best way to ensure a continuation of service.

What if I don't qualify for the CWR but need assistance?

Customers who do not meet the income guidelines or assistance requirements for the CWR can still contact ERMU to establish a mutually agreed upon payment arrangement.

If you have any other questions, please feel free to contact our office.

ERMU would also like customers to know that, with multiple local organizations available to provide assistance - help could be just a phone call away:



Tri-County Action Program, Inc.	888.765.5597
Sherburne County Emergency Assistance	763.765.4000
Wright County Community Action	320.963.6500
Hennepin County Community Action	952.933.9639
Salvation Army HeatShare	1.800.842.7279
Community Aid Elk River (CAER)	763.441.1020



WHAT IS SMARTHUB?

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

WHAT IS SMARTHUB'S AUTO PAY PROGRAM?

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



EASY PROGRAM SIGN UP

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



CHOOSE YOUR PAYMENT METHOD

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

- Credit
- Debit
- Checking
- Savings



SAVE TIME & REDUCE STRESS

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

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

TO: ERMU Commission	FROM: Thomas Geiser – Operations Director
MEETING DATE: October 10, 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.
- Working through maps for the new GIS mapping system that we plan to move forward with in the future.
- Working on 2024 Budget items.
- The general manager, water superintendent, and I attended the American Water Works Association Conference in Duluth on September 20. ERMU staff, Angela Hauge and Katy Olson, competed in the Hydrant Hysteria competition, finishing in 3rd place. They were the first all-female team to compete in Minnesota. Big congrats to Angela and Katy!
- Staff is participating in several meetings.

TO: ERMU Commission	FROM: Chris Sumstad – Electric Superintendent
MEETING DATE: October 10, 2023	AGENDA ITEM NUMBER: 6.1f
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- Installed 17 new residential services, which involves the connection of a secondary line once the customer requests service.
- Crews finished the installation of infrastructure at the Villas of Fillmore housing development. Crews are currently working on the Miske Meadows 8th addition development.
- Crews continue to work at the County Road 44 rebuild project and the Rawlins Street/Pascal Street underground primary wire replacement job.
- Installation of three phase services were completed at the Hillside Heights apartment and Rinker Plant (formerly Cretex). This leaves 2-3 three phase services to be installed before freeze-up.
- Mitch Girtz and Tyler Meyers attended Minnesota Municipal Utilities Association's (MMUA) Overhead School held in Marshall, September 12-15. Scott Thorsen also attended, serving as an instructor.
- Crews are currently installing a few single phase transformers for the Highway 169 Redefine project. These services will feed signal lights, street lights, and traffic management cameras.
- Curt Arndt, inventory & procurement assistant, attended the National Information Solutions Cooperative's Member Information Conference in Denver, September 17-20.
- Line crews, along with the substation technician changed out two reclosers at West substation on feeders 73 and 81. These were two of our older reclosers. We plan for one more recloser changeout at the Station 14 substation this fall.
- Line crews along with the substation technician obtained field oil samples from approximately 30 of our Cooper Switchgears. These samples are sent out for moisture level tests.
- I have been working with Angela Hauge, GIS/mapping technician, as she works on publishing an updated version of the CAD system map.
- Joe Schmidt from MMUA held safety meetings on ergonomics and safety culture at ERMU, September 27-28.

TO: ERMU Commission	FROM: Mike Tietz –Technical Services Superintendent
MEETING DATE: October 10, 2023	AGENDA ITEM NUMBER: 6.1g
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- In September, the locators processed 542 locate tickets. These consisted of 442 normal tickets, 4 emergency tickets, 52 updated tickets, 27 cancellations, 12 meets, 3 non-excavation, and 2 boundary surveys. This resulted in a 5.7% decrease in tickets from the previous month and is a 9.5% increase from the prior September.
- Electrical technicians completed 319 service order tasks, updated the power bill, addressed customer meter issues and any off-peak concerns.
- The Advance Metering Infrastructure (AMI) network has been constructed and commissioned on three of the water towers. We have received the first shipment of residential water meters and SmartPoint communication modules for the AMI project. We expect the first shipment of residential electric meters sometime in October. We are working with our consultant, Rick Schmidt, on developing our meter installation request for proposal (RFP) documents and requirements. The meter installation RFP should be advertised on October 11, with an anticipated start date of March 2024 for mass deployment of meters.
- For the month of September, staff did not run the generators. Engine #4 is still waiting on plugs that are on backorder.
- Staff completed the scheduled recloser tank replacements for feeders 73 and 81 out of the West substation. We have load tap changer and relay testing as well as maintenance at our Station 14 substation scheduled for mid-October. We are also working on getting fiber communications completed to this sub before freeze-up this year.
- Our yearly oil samples of substation equipment, line regulators, and oil filled switchgears have been completed. We are awaiting test results which will help us identify changes or issues in the equipment before they become a problem.

TO: ERMU Commission	FROM: Dave Ninow – Water Superintendent
MEETING DATE: October 10, 2023	AGENDA ITEM NUMBER: 6.1h
SUBJECT: Staff Update	
ACTION REQUESTED: None	

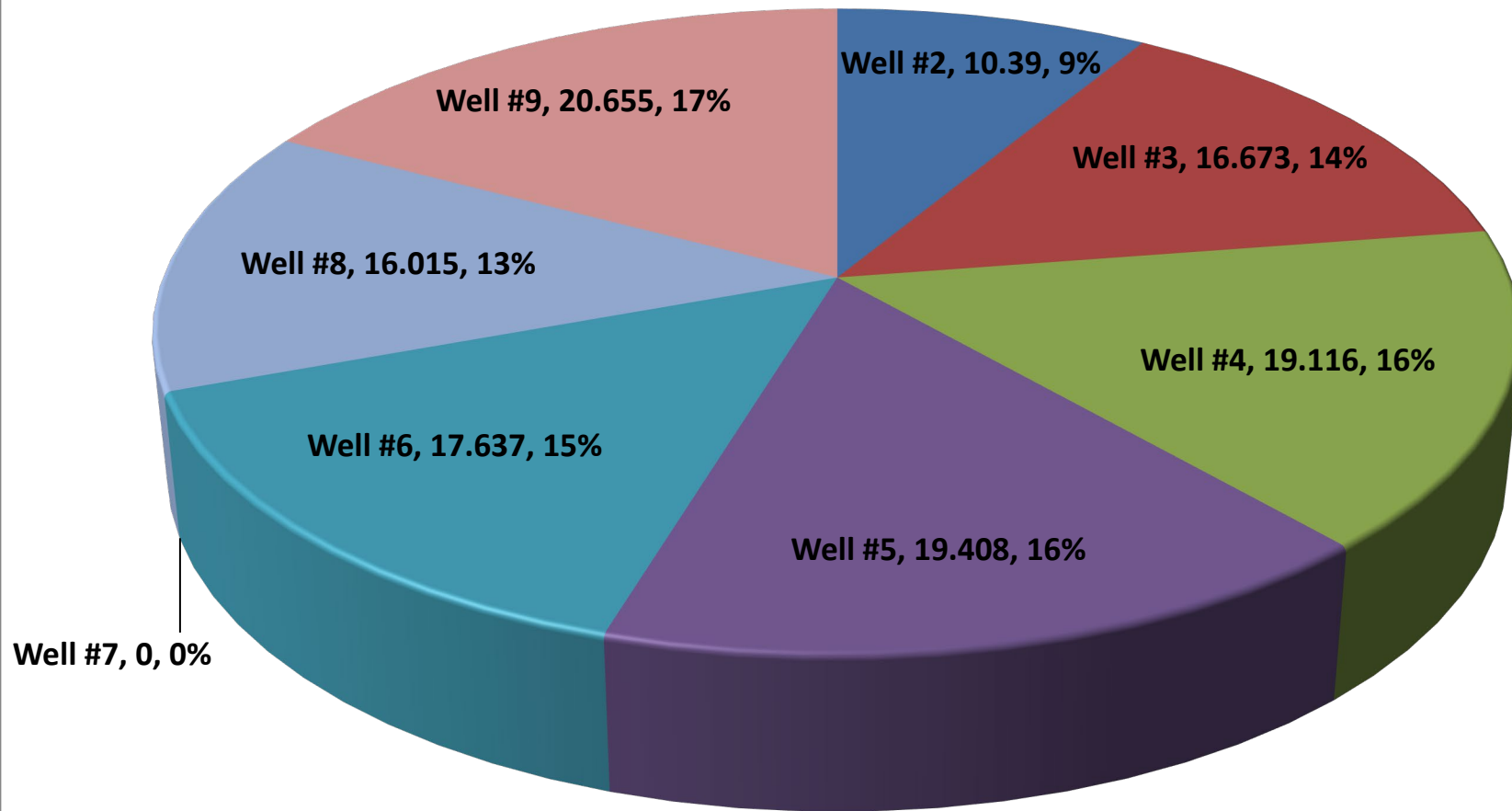
DISCUSSION:

- Delivered 15 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 20 routine fluoride samples
 - All samples met MDH standards.
 - Submitted MDH Fluoride Report
- Submitted Discharge Monitoring Report for the Diesel Generation Plant to the Minnesota Pollution Control Agency.
- The pump and motor for Well #7 have been removed and are being evaluated for what repairs need to be done or if replacement is needed.
- Mixing equipment installation and maintenance work has been completed at Freeport Water Tower. The tower has been refilled with water and can go back into service after bacteria sampling and testing has been completed.
- Advanced Metering Infrastructure (AMI) meter reading equipment has been installed on three water towers as planned. Staff is working with the vender to get the equipment up and running.
- Some of the new water meters have arrived for the AMI meter reading system. We plan to start delivering these new meters for installation in new home construction.
- Water department staff have been working with the contactors for the Highway 169 Redefine and the School View neighborhood projects on performing water main shutdowns for connection of new water main pipe.

ATTACHMENTS:

- September 2023 Pumping by Well

September 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: October 10, 2023	AGENDA ITEM NUMBER: 6.1i
SUBJECT: Staff Update	
ACTION REQUESTED: None	

DISCUSSION:

- City of Elk River opened bids for the expansion of the fiber loop to the northeast area of Elk River on October 2, and the apparent low bidder is below the project estimate. This is planned to be a joint project between the City of Elk River, ISD 728, and ERMU. We are working with City IT staff on investigation of the bids.
- We received the signed contract back from WEG for the Otsego substation transformer that was awarded in July. We are exploring the option of using this transformer in the southeast portion of Elk River to serve future growth which would mean rebidding another replacement transformer for Otsego.
- Staff has been working with setup for the Advanced Metering Infrastructure communications system, programming of meters, installation of support software, and planning for installation, all to be prepared when bulk meter installation kicks off.

<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