



## **NOTICE OF PUBLIC MEETING**

### **MEETING OF THE ELK RIVER MUNICIPAL UTILITIES COMMISSION**

**Tuesday, January 9, 2024, 3:30 p.m.  
Elk River City Hall  
13065 Orono Parkway  
Elk River, Minnesota**

Notice is Hereby Given that the Elk River Municipal Utilities Commission will hold their scheduled monthly meeting on January 9, 2024, at 3:30 p.m., at the Elk River City Hall, 13065 Orono Parkway, Elk River, MN.

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

The Lighthouse Resort, 455 East Beach Boulevard, Suite 1608, Gulf Shores, AL, 36542

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

  
Mark Hanson, General Manager

  
Date

## **AGENDA**

---

### **1.0 GOVERNANCE**

- 1.1 Call Meeting to Order
- 1.2 Pledge of Allegiance
- 1.3 Consider the Agenda

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

- 2.1 Check Register – December 2023
- 2.2 Regular Meeting Minutes – December 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 Annual Review of Committee Charters

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

- 5.1 Financial Report – November 2023
- 5.2 ERMU Clothing Allowance Update
- 5.3 Transmission Investment Opportunity

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

- 6.1 Staff Update
- 6.2 City Council Update
- 6.3 Future Planning (Announce the next regular meeting, special meeting, or planned quorum.)
  - a. Regular Commission Meeting – February 13, 2024
  - b. 2024 Governance Agenda
- 6.4 Other Business (Items added during agenda approval.)

### **7.0 ADJOURN REGULAR MEETING**

## **CHECK REGISTER**

---

**December 2023**

**APPROVED BY:**

---

**Paul Bell**

---

**John Dietz**

---

**Mary Stewart**

---

**Matt Westgaard**

---

**Nick Zerwas**

12/29/2023 12:28:25 pm

Page: 1

# Payroll/Labor

## Check Register Totals

12/08/2023 To 12/08/2023

<b>Pays</b>	<b>Job</b>	<b>Amount</b>	<b>Hours</b>
<b>Gross Pay</b>			
2	Reg Hourly	89,721.07	2,151.25
20	Reg Salary	33,154.82	527.00
3	Overtime	708.39	9.75
4	Double Time	223.36	2.00
5	On-Call/Stand-by	2,656.22	56.00
24	FLSA	19.64	0.00
25	Rest Time	22.15	0.50
10	Bonus Pay	0.00	0.00
18	Commissioner Reimb - Electric	600.00	0.00
104	Commission Stipend	60.00	0.00
105	Perf. Metr. Distr.	0.00	0.00
VAC	Vacation Pay	6,508.81	144.55
SICK	Sick Pay	3,669.36	77.25
HOL	Holiday Pay	33,656.64	736.00
78	Retro Earnings	0.00	0.00
5-2	On-Call/Stand-by/OT	177.76	2.25
18A	Commissioner Reimb. - Water	150.00	0.00
10-3	Bonus Pay Overtime	0.00	0.00
104A	Commission Stipend - Water	15.00	0.00
VAC	Vacation Pay - Manager	0.00	0.00
PVT	Purchased Vacation Time	256.40	8.94
PTOY	Personal Day - Year	229.04	8.00
3C	Overtime-Comp Time	0.00	0.00
4C	Double Time-Comp Time	210.68	2.00
CM3C	Overtime-Comp Time Adjusted	0.00	0.00
CM4C	Double Time-Comp Time Adjusted	-210.68	-2.00
COMP	Comp Time Taken	769.57	18.51
106	Longevity Pay	0.00	0.00
MIL	Military Pay - Calendar Year	0.00	0.00
10W	Bonus Pay	306.32	8.00
103W	Bonus Pay Overtime	0.00	0.00
<b>Gross Pay Total:</b>		<u>172,904.55</u>	<u>3,750.00</u>
<b>Total Pays:</b>		172,904.55	3,750.00

12/29/2023 12:29:09 pm

Page: 1

# Payroll/Labor

## Check Register Totals

12/22/2023 To 12/22/2023

<b>Pays</b>	<b>Job</b>	<b>Amount</b>	<b>Hours</b>
<b>Gross Pay</b>			
2	Reg Hourly	110,975.10	2,665.50
20	Reg Salary	41,356.95	652.75
3	Overtime	499.47	7.50
4	Double Time	0.00	0.00
5	On-Call/Stand-by	2,656.22	56.00
24	FLSA	27.73	0.00
25	Rest Time	0.00	0.00
10	Bonus Pay	0.00	0.00
105	Perf. Metr. Distr.	0.00	0.00
VAC	Vacation Pay	6,083.56	132.95
SICK	Sick Pay	8,092.86	181.00
HOL	Holiday Pay	0.00	0.00
78	Retro Earnings	0.00	0.00
5-2	On-Call/Stand-by/OT	271.88	3.50
10-3	Bonus Pay Overtime	0.00	0.00
VAC	Vacation Pay - Manager	5,314.80	80.00
PVT	Purchased Vacation Time	6,780.05	199.73
PTOY	Personal Day - Year	713.68	20.00
3C	Overtime-Comp Time	0.00	0.00
4C	Double Time-Comp Time	0.00	0.00
CM3C	Overtime-Comp Time Adjusted	0.00	0.00
CM4C	Double Time-Comp Time Adjusted	0.00	0.00
COMP	Comp Time Taken	9,080.66	194.78
106	Longevity Pay	0.00	0.00
MIL	Military Pay - Calendar Year	0.00	0.00
10W	Bonus Pay	612.64	16.00
103W	Bonus Pay Overtime	0.00	0.00
<b>Gross Pay Total:</b>		<u>192,465.60</u>	<u>4,209.71</u>
<b>Total Pays:</b>		192,465.60	4,209.71

12/29/2023 12:27:38 PM

# Accounts Payable Check Register

Page 1

12/01/2023 To 12/31/2023

Bank Account: 1 - GENERAL FUND

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
2358 12/5/23	WIRE	5631	AMERICAN EXPRESS	ACH FEES - NOV 2023	174.80
				ACH FEES - NOV 2023	43.70
Total for Check/Tran - 2358:					218.50
2359 12/4/23	WIRE	5655	FIRST DATA	CC FEES - NOV 2023	1,669.40
				CC FEES - NOV 2023	417.35
				CC FEES - NOV 2023	445.38
				CC FEES - NOV 2023	111.35
				CC FEES - NOV 2023	720.14
				CC FEES - NOV 2023	180.03
				CC FEES - NOV 2023	45.72
				CC FEES - NOV 2023	11.43
				CC FEES - NOV 2023	587.79
				CC FEES - NOV 2023	146.95
				CC FEES - NOV 2023	2,614.08
				CC FEES - NOV 2023	653.52
Total for Check/Tran - 2359:					7,603.14
Total for Bank Account - 1 :					(2) 7,821.64

12/29/2023 12:27:38 PM

# Accounts Payable Check Register

Page 2

12/01/2023 To 12/31/2023

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
4176 12/6/23	WIRE	166	ONLINE UTILITY EXCHANGE (ELECTR	UTILITY EXCHANGE REPORT - NOV 2023	313.44
				UTILITY EXCHANGE REPORT - NOV 2023	78.36
<b>Total for Check/Tran - 4176:</b>					391.80
4177 12/5/23	WIRE	7463	FURTHER	FSA CLAIM REIMBURSEMENTS - 147	520.80
				FSA CLAIM REIMBURSEMENTS - 147	130.20
<b>Total for Check/Tran - 4177:</b>					651.00
4178 12/11/23	WIRE	153	PERA (ELECTRONIC)	PERA EMPLOYEE CONTRIBUTION	9,469.02
				PERA CONTRIBUTIONS	10,925.75
				PERA EMPLOYEE CONTRIBUTION	1,716.18
				PERA CONTRIBUTIONS	1,980.20
<b>Total for Check/Tran - 4178:</b>					24,091.15
4179 12/12/23	WIRE	160	HCSP (ELECTRONIC)	HCSP EMPLOYEE CONTRIBUTIONS	1,953.55
				HCSP EMPLOYEE CONTRIBUTIONS	260.12
<b>Total for Check/Tran - 4179:</b>					2,213.67
4180 12/12/23	WIRE	161	MNDCP (ELECTRONIC)	MNDCP EE MANAGER CONTRIBUTIONS	279.03
				MNDCP EMPLOYEE CONTRIBUTIONS	3,551.38
				MNDCP EMPLOYER CONTRIBUTION	1,160.93
				MNDCP EMPLOYER MGR CONTRIBUTION	466.76
				MNDCP EE ROTH CONTRIBUTIONS	968.50
				MNDCP EE ROTH MGR CONTRIBUTIONS	187.73
				MNDCP EE MANAGER CONTRIBUTIONS	40.01
				MNDCP EMPLOYEE CONTRIBUTIONS	247.10
				MNDCP EMPLOYER CONTRIBUTION	361.99
				MNDCP EMPLOYER MGR CONTRIBUTION	64.84
				MNDCP EE ROTH CONTRIBUTIONS	384.44
				MNDCP EE ROTH MGR CONTRIBUTIONS	24.83
<b>Total for Check/Tran - 4180:</b>					7,737.54
4181 12/11/23	WIRE	285	JOHN HANCOCK	W&A EMPLOYER CONTRIBUTION	1,030.11
				W&A MANAGER CONTRIBUTION	453.95

12/29/2023 12:27:38 PM

# Accounts Payable Check Register

Page 3

12/01/2023 To 12/31/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				WENZEL EMPLOYEE CONTRIBUTIONS	2,139.45
				WENZEL MANAGER CONTRIBUTIONS	233.06
				DEF COMP ROTH CONTRIBUTIONS W&A	927.90
				WENZEL EE ROTH MGR CONTRIBUTIONS	220.89
				W&A EMPLOYER CONTRIBUTION	311.84
				W&A MANAGER CONTRIBUTION	35.43
				WENZEL EMPLOYEE CONTRIBUTIONS	201.84
				WENZEL MANAGER CONTRIBUTIONS	11.84
				DEF COMP ROTH CONTRIBUTIONS W&A	206.96
				WENZEL EE ROTH MGR CONTRIBUTIONS	23.59
				<b>Total for Check/Tran - 4181:</b>	5,796.86
4182 12/11/23	WIRE	598	MINNESOTA CHILD SUPPORT PAYMEN	CHILD SUPPORT/LEVY	562.52
4183 12/12/23	WIRE	7463	FURTHER	HSA EMPLOYEE CONTRIBUTION	2,102.73
				HSA EMPLOYEE CONTRIBUTION	331.44
				<b>Total for Check/Tran - 4183:</b>	2,434.17
4184 12/13/23	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	PAYROLL TAXES - FEDERAL & FICA	14,010.20
				PAYROLL TAXES - FEDERAL & FICA	20,435.14
				PAYROLL TAXES - FEDERAL & FICA	2,102.81
				PAYROLL TAXES - FEDERAL & FICA	3,624.90
				<b>Total for Check/Tran - 4184:</b>	40,173.05
4185 12/14/23	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	PAYROLL TAXES - STATE	6,318.62
				PAYROLL TAXES - STATE	1,077.76
				<b>Total for Check/Tran - 4185:</b>	7,396.38
4186 12/13/23	WIRE	7463	FURTHER	FSA CLAIM REIMBURSEMENTS - 168	327.84
4188 12/20/23	WIRE	7463	FURTHER	FSA CLAIM REIMBURSEMENTS - 164	153.86
				FSA CLAIM REIMBURSEMENTS - 164	38.46
				<b>Total for Check/Tran - 4188:</b>	192.32
4189 12/15/23	WIRE	9654	CARDMEMBER SERVICE	FIRST NATIONAL BANK VISA	5,781.37



12/29/2023 12:27:38 PM

# Accounts Payable Check Register

Page 4

12/01/2023 To 12/31/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				FIRST NATIONAL BANK VISA	1,410.55
				<b>Total for Check/Tran - 4189:</b>	7,191.92
4193 12/21/23	WIRE	7463	FURTHER	ADMINISTRATIVE FEE INVOICE - DEC 2023	127.20
				ADMINISTRATIVE FEE INVOICE - DEC 2023	25.30
				<b>Total for Check/Tran - 4193:</b>	152.50
4194 12/21/23	WIRE	174	MINNESOTA REVENUE SALES TX (ELE	SALES AND USE TAX - NOV 2023	195,904.92
				SALES AND USE TAX - NOV 2023	2.35
				SALES AND USE TAX - NOV 2023	4,863.73
				<b>Total for Check/Tran - 4194:</b>	200,771.00
4195 12/26/23	WIRE	153	PERA (ELECTRONIC)	PERA EMPLOYEE CONTRIBUTION	9,944.58
				PERA CONTRIBUTIONS	11,474.49
				PERA EMPLOYEE CONTRIBUTION	1,790.82
				PERA CONTRIBUTIONS	2,066.32
				<b>Total for Check/Tran - 4195:</b>	25,276.21
4196 12/26/23	WIRE	160	HCSP (ELECTRONIC)	HCSP EMPLOYEE CONTRIBUTIONS	2,071.76
				HCSP EMPLOYEE CONTRIBUTIONS	272.23
				<b>Total for Check/Tran - 4196:</b>	2,343.99
4197 12/26/23	WIRE	161	MNDP (ELECTRONIC)	MNDP EE MANAGER CONTRIBUTIONS	279.02
				MNDP EMPLOYEE CONTRIBUTIONS	3,699.29
				MNDP EMPLOYER CONTRIBUTION	632.55
				MNDP EMPLOYER MGR CONTRIBUTION	466.77
				MNDP EE ROTH CONTRIBUTIONS	968.52
				MNDP EE ROTH MGR CONTRIBUTIONS	187.75
				MNDP EE MANAGER CONTRIBUTIONS	40.02
				MNDP EMPLOYEE CONTRIBUTIONS	249.19
				MNDP EMPLOYER CONTRIBUTION	303.41
				MNDP EMPLOYER MGR CONTRIBUTION	64.83
				MNDP EE ROTH CONTRIBUTIONS	384.42
				MNDP EE ROTH MGR CONTRIBUTIONS	24.81

12/29/2023 12:27:38 PM

# Accounts Payable Check Register

Page 5

12/01/2023 To 12/31/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 4197:					7,300.58
4198 12/26/23	WIRE	285	JOHN HANCOCK	W&A EMPLOYER CONTRIBUTION	926.18
				W&A MANAGER CONTRIBUTION	454.93
				WENZEL EMPLOYEE CONTRIBUTIONS	2,139.60
				WENZEL MANAGER CONTRIBUTIONS	234.04
				DEF COMP ROTH CONTRIBUTIONS W&A	946.77
				WENZEL EE ROTH MGR CONTRIBUTIONS	220.89
				W&A EMPLOYER CONTRIBUTION	194.56
				W&A MANAGER CONTRIBUTION	35.53
				WENZEL EMPLOYEE CONTRIBUTIONS	201.69
				WENZEL MANAGER CONTRIBUTIONS	11.94
				DEF COMP ROTH CONTRIBUTIONS W&A	211.68
				WENZEL EE ROTH MGR CONTRIBUTIONS	23.59
Total for Check/Tran - 4198:					5,601.40
4199 12/26/23	WIRE	598	MINNESOTA CHILD SUPPORT PAYMEN	CHILD SUPPORT/LEVY	562.52
4200 12/27/23	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	PAYROLL TAXES - FEDERAL & FICA	15,357.98
				PAYROLL TAXES - FEDERAL & FICA	21,472.42
				PAYROLL TAXES - FEDERAL & FICA	2,362.43
				PAYROLL TAXES - FEDERAL & FICA	3,793.66
				PAYROLL TAXES - FEDERAL & FICA	2,273.34
				PAYROLL TAXES - FEDERAL & FICA	1,581.00
				PAYROLL TAXES - FEDERAL & FICA	349.34
				PAYROLL TAXES - FEDERAL & FICA	242.98
Total for Check/Tran - 4200:					47,433.15
4201 12/28/23	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	PAYROLL TAXES - STATE	6,773.14
				PAYROLL TAXES - STATE	1,156.34
				PAYROLL TAXES - STATE	645.85
				PAYROLL TAXES - STATE	99.25
Total for Check/Tran - 4201:					8,674.58

12/29/2023 12:27:38 PM

# Accounts Payable Check Register

Page 6

12/01/2023 To 12/31/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
19026 12/8/23	DD	679	SCHMIDT UTILITY ADVISORS LLC	AMI - TASK 3 & 4	3,500.00
				AMI - TASK 3 & 4	1,500.00
Total for Check/Tran - 19026:					5,000.00
19027 12/8/23	DD	416	MIKE TIETZ	MM POWER SYSTEMS CONF MILEAGE - 152	180.78
19083 12/21/23	DD	2923	I-STATE TRUCK CENTER	MISC PARTS & SUPPLIES	825.01
				MISC PARTS & SUPPLIES	-825.01
Total for Check/Tran - 19083:					0.00
19084 12/21/23	DD	14	MOBOTREX TRAFFIC PRODUCTS, INC	LIGHTBAR	1,298.00
				LIGHTBAR	-1,298.00
Total for Check/Tran - 19084:					0.00
19085 12/21/23	DD	4984	ANGELA HAUGE	Wellness Expenses	160.00
				Wellness Expenses	40.00
Total for Check/Tran - 19085:					200.00
19086 12/21/23	DD	460	DEREK S PALMER	PARTS FOR UNIT #12	12.93
86891 12/8/23	CHK	2512	AMARIL UNIFORM COMPANY	Employee Clothing - 157	255.07
				Employee Clothing - 190	176.00
Total for Check/Tran - 86891:					431.07
86892 12/8/23	CHK	4531	AT & T MOBILITY	CELL PHONES & iPad BILLING	29.18
				CELL PHONES & iPad BILLING	2,539.62
				CELL PHONES & iPad BILLING	12.50
				CELL PHONES & iPad BILLING	555.16
Total for Check/Tran - 86892:					3,136.46
86893 12/8/23	CHK	9997	JACKIE BARRITT	INACTIVE REFUND	63.64
86894 12/8/23	CHK	9997	JACOB BOURGOYNE	INACTIVE REFUND	84.77
86895 12/8/23	CHK	2404	CORNERSTONE AUTO RESOURCE	PARTS & LABOR FOR UNIT #31	209.95
86896 12/8/23	CHK	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 2 - ACCT 41038 - OCT 2023	131.07

12/29/2023 12:27:38 PM

# Accounts Payable Check Register

Page 7

12/01/2023 To 12/31/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				CYCLE 2 - ACCT 41038 - OCT 2023	6.90
				CYCLE 2 - INV GRP 413 - OCT 2023	50.00
				CYCLE 2 - INV GRP 413 - OCT 2023	363.29
				CYCLE 2 - ACCT 436 - OCT 2023	2,934.82
				<b>Total for Check/Tran - 86896:</b>	3,486.08
86897 12/8/23	CHK	9997	NEVILLE AYUK ERAMBO	INACTIVE REFUND	64.78
86898 12/8/23	CHK	671	FASTENAL COMPANY	Red Locate Paint	682.29
86899 12/8/23	CHK	9997	FIRST CLASS PLUMBING & HEATING	INACTIVE REFUND	357.37
86900 12/8/23	CHK	8949	FS3 INC.	REFLECTIVE SIGN	280.72
86901 12/8/23	CHK	404	GARAGE DOOR STORE	GARAGE DOOR REPAIR	301.88
				GARAGE DOOR REPAIR	43.12
				GARAGE DOOR REPAIR	-0.56
				GARAGE DOOR REPAIR	523.81
				GARAGE DOOR REPAIR	-0.07
				GARAGE DOOR REPAIR	74.82
				<b>Total for Check/Tran - 86901:</b>	943.00
86902 12/8/23	CHK	846	HACH COMPANY	PORTABLE COLORIMETER	-173.02
				Meter	2,370.02
				<b>Total for Check/Tran - 86902:</b>	2,197.00
86903 12/8/23	CHK	809	HAWKINS, INC.	CHLORINE CYLINDER RENTAL	120.00
86904 12/8/23	CHK	5670	HVACREDU.NET	Website Support	375.00
86905 12/8/23	CHK	9997	IH3 PROPERTY MN LP	Credit Balance Refund	153.58
86906 12/8/23	CHK	9997	ERIC JACOBSON	INACTIVE REFUND	527.32
86907 12/8/23	CHK	9997	LAURA JIRON	INACTIVE REFUND	6.39
86908 12/8/23	CHK	8083	JT SERVICES OF MINNESOTA	POLE W/ SHROUD	3,718.23

12/29/2023 12:27:38 PM

# Accounts Payable Check Register

Page 8

12/01/2023 To 12/31/2023

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
86909 12/8/23	CHK	9997	ANITA KOLLES	INACTIVE REFUND	116.30
86910 12/8/23	CHK	9997	AARON KUCHESKA	INACTIVE REFUND	445.52
86911 12/8/23	CHK	9997	KALI LARSON	INACTIVE REFUND	44.21
86912 12/8/23	CHK	9997	LEWIS CUSTOM HOMES, INC	Credit Balance Refund	52.62
86913 12/8/23	CHK	417	LOCATORS & SUPPLIES INC.	SAFETY GLASSES	132.91
				SAFETY GLASSES	33.24
				RAIN GEAR - 190	251.89
<b>Total for Check/Tran - 86913:</b>					418.04
86914 12/8/23	CHK	8605	MARCO TECHNOLOGIES, LLC	OFFICE 365 - 10/25 to 11/24/23	831.44
				OFFICE 365 - 10/25 to 11/24/23	213.29
<b>Total for Check/Tran - 86914:</b>					1,044.73
86915 12/8/23	CHK	188	MARTIES FARM SERVICE INC	STRAW BALES	-2.84
				STRAW BALES	38.84
<b>Total for Check/Tran - 86915:</b>					36.00
86916 12/8/23	CHK	145	MENARDS	HOLD SAW KIT - UNIT #17	103.54
86917 12/8/23	CHK	16	MINNESOTA DEPT OF HEALTH	2023 QTR 4 WATER CONNECTION FEE	13,807.00
86918 12/8/23	CHK	39	MMUA	LINEMAN COLLEGE - 190	751.00
86919 12/8/23	CHK	9997	JONATHAN MORSE	INACTIVE REFUND	84.47
86920 12/8/23	CHK	5534	MRA - THE MANAGEMENT ASSOCIATI	MEMBERSHIP RENEWAL - 12/1/23 to 11/30/24	898.34
				MEMBERSHIP RENEWAL - 12/1/23 to 11/30/24	81.67
				MEMBERSHIP RENEWAL - 12/1/23 to 11/30/24	224.58
				MEMBERSHIP RENEWAL - 12/1/23 to 11/30/24	20.41
<b>Total for Check/Tran - 86920:</b>					1,225.00
86921 12/8/23	CHK	9999	NORTHDALE CONSTRUCTION	Hydrant Deposit Refund	40.34
86922 12/8/23	CHK	9997	JAKE OTTERHOLT	INACTIVE REFUND	152.83

12/29/2023 12:27:38 PM

# Accounts Payable Check Register

Page 9

12/01/2023 To 12/31/2023

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
86923 12/8/23	CHK	9997	APRIL PETERS	INACTIVE REFUND	52.77
86924 12/8/23	CHK	9997	DANIEL POHL	INACTIVE REFUND	65.64
86925 12/8/23	CHK	9997	JAMES POWELL	INACTIVE REFUND	148.79
86926 12/8/23	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
<b>Total for Check/Tran - 86926:</b>					1,540.00
86927 12/8/23	CHK	630	PRINCETON RENTAL INC	RENT DRILL FOR CONDUITS	120.27
				FIBER REPAIRS BETWEEN BUILDINGS	210.46
				FIBER REPAIRS BETWEEN BUILDINGS	30.06
<b>Total for Check/Tran - 86927:</b>					360.79
86928 12/8/23	CHK	3218	RDO EQUIPMENT CO.	PARTS FOR UNIT #61	-8.40
				PARTS FOR UNIT #61	115.11
<b>Total for Check/Tran - 86928:</b>					106.71
86929 12/8/23	CHK	9997	BRITTNEY RODEN	INACTIVE REFUND	14.63
86930 12/8/23	CHK	9997	SCMN 101 LLC	INACTIVE REFUND	519.60
86931 12/8/23	CHK	6107	STUART C. IRBY CO.	Sterling Keys	2,292.35
				Stickers	2,716.83
				Meter Seal	6,386.90
<b>Total for Check/Tran - 86931:</b>					11,396.08
86932 12/8/23	CHK	9997	ASHLEE SWARTZER	INACTIVE REFUND	64.47
86933 12/8/23	CHK	9997	CYNTHIA TAUZELL	INACTIVE REFUND	64.60
86934 12/8/23	CHK	3360	THE UPS STORE 5093	SHIPPING - LOCATOR PROBES REPAIR	16.63
				SHIPPING - TOOL REPAIR	72.94
<b>Total for Check/Tran - 86934:</b>					89.57

12/29/2023 12:27:38 PM

# Accounts Payable Check Register

Page 10

12/01/2023 To 12/31/2023

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
86935 12/8/23	CHK	331	TRANSUNION	SKIP TRACING - OCT 2023	60.00
				SKIP TRACING - OCT 2023	15.00
<b>Total for Check/Tran - 86935:</b>					75.00
86936 12/8/23	CHK	135	WATER LABORATORIES INC	WATER SAMPLING - NOV 2023	293.00
86937 12/8/23	CHK	9997	PATRICIA WEIL	INACTIVE REFUND	123.58
86938 12/8/23	CHK	55	WESCO RECEIVABLES CORP.	Mtce of URD Primary	399.14
86939 12/8/23	CHK	610	WRIGHT HENNEPIN COOPERATIVE ELE	SECURITY - 1435 & 1705 MAIN ST	62.86
				SECURITY - 1435 & 1705 MAIN ST	3.61
<b>Total for Check/Tran - 86939:</b>					66.47
86940 12/14/23	CHK	145	MENARDS	GREAT STUFF	9.68
86941 12/14/23	CHK	5342	ALTERNATE BUSINESS FURNITURE, IN	Office Furniture	2,470.99
				Install	610.80
				Non-Contract	824.64
				Stool	26.98
				T-Base	75.35
				Tables	843.43
				Work Stations	395.92
				Install	87.25
				Non-Contract	117.81
				Stool	3.85
				T-Base	10.77
				Tables	120.49
				Work Stations	56.56
<b>Total for Check/Tran - 86941:</b>					5,644.84
86942 12/14/23	CHK	522	ALTERNATIVE TECHNOLOGIES, INC	OIL SAMPLES	159.50
86943 12/14/23	CHK	2920	BATTERIES PLUS BULBS	REPLACE FOB BATTERY - UNIT #37	9.45
				REPLACE FOB BATTERY - UNIT #37	2.36

12/29/2023 12:27:38 PM

# Accounts Payable Check Register

Page 11

12/01/2023 To 12/31/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 86943:					11.81
86944 12/14/23	CHK	9997	LISA BJERGO	Credit Balance Refund	173.03
86945 12/14/23	CHK	5224	BLUE CROSS BLUE SHIELD OF MINNES	VISION INSURANCE - JAN 2024	339.38
				VISION INSURANCE - JAN 2024	102.90
Total for Check/Tran - 86945:					442.28
86946 12/14/23	CHK	9	BORDER STATES ELECTRIC SUPPLY	RING LUG	-11.12
				Ring Lug	152.27
				Warm Up Board	18,365.80
				SPLICE	-7.34
				Mtce of OH Primary	100.38
				HEX HEAD	-0.66
				HEX HEAD	9.16
Total for Check/Tran - 86946:					18,608.49
86947 12/14/23	CHK	9997	JAMES BROWN	Credit Balance Refund	166.04
86948 12/14/23	CHK	11	CITY OF ELK RIVER	FRANCHISE FEE CREDIT - OCT 2023	-675.00
				TRASH ASSESSMENTS	-2,163.65
				TRASH BILLED - NOV 2023	160,137.82
Total for Check/Tran - 86948:					157,299.17
86949 12/14/23	CHK	54	CORE & MAIN LP	12S Meter	41,888.00
86950 12/14/23	CHK	36	CROW RIVER FARM EQUIP CO	PARTS FOR UNIT #40	-0.20
				PARTS FOR UNIT #40	2.85
Total for Check/Tran - 86950:					2.65
86951 12/14/23	CHK	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 3 - INV GRP 414 - OCT 2023	100.00
				CYCLE 3 - INV GRP 414 - OCT 2023	732.02
				CYCLE 3 - INV GRP 395 - OCT 2023	8,285.14
Total for Check/Tran - 86951:					9,117.16
86952 12/14/23	CHK	122	ELK RIVER WINLECTRIC	MISC PARTS & SUPPLIES	80.83



12/29/2023 12:27:38 PM

# Accounts Payable Check Register

Page 12

12/01/2023 To 12/31/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				MISC PARTS & SUPPLIES	-5.89
				MISC PARTS & SUPPLIES	1.05
				MISC PARTS & SUPPLIES	-0.07
				HPS BULB	-13.97
				Mtce of Street Lighting	191.21
				FUSES	-3.84
				Misc Distribution Exp	52.74
				DUCT SEAL	-0.78
				DUCT SEAL	10.74
				CONDUIT	391.20
				DUCT SEAL	-3.92
				DUCT SEAL	53.72
				HOLE SEAL	-1.48
				HOLE SEAL	20.36
				FIBER & ALARM PARTS	8.49
				FIBER & ALARM PARTS	-0.62
				FIBER PARTS	473.22
				FIBER PARTS	-34.54
				PVC BOX ADAPTER	10.17
				PVC BOX ADAPTER	-0.75
Total for Check/Tran - 86952:					1,227.87
86953 12/14/23	CHK	5550	GEARED UP APPAREL	EMPLOYEE RECOGNITION - 164	24.00
				EMPLOYEE RECOGNITION - 164	6.00
Total for Check/Tran - 86953:					30.00
86954 12/14/23	CHK	809	HAWKINS, INC.	Water Chemicals	204.37
86955 12/14/23	CHK	9997	LYUDMILA HENRICKSON	Credit Balance Refund	200.45
86956 12/14/23	CHK	9997	DANIEL KRUGER	Credit Balance Refund	202.41
86957 12/14/23	CHK	9997	LENNAR HOMES	Credit Balance Refund	73.73

12/29/2023 12:27:38 PM

# Accounts Payable Check Register

Page 13

12/01/2023 To 12/31/2023

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

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
86958	12/14/23	CHK	9997	LENNAR HOMES	Credit Balance Refund	74.79
86959	12/14/23	CHK	9997	LENNAR HOMES	Credit Balance Refund	94.74
86960	12/14/23	CHK	9997	LENNAR HOMES	Credit Balance Refund	111.83
86961	12/14/23	CHK	9997	MITCHELL MEIER	Credit Balance Refund	76.54
86962	12/14/23	CHK	330	METRO SALES, INC	COPIER MTC CONTRACT - 10/21 to 11/20/23	294.52
					COPIER MTC CONTRACT - 10/21 to 11/20/23	73.63
<b>Total for Check/Tran - 86962:</b>						368.15
86963	12/14/23	CHK	9997	ANDREA MICKELSON	Credit Balance Refund	524.85
86964	12/14/23	CHK	119	MINNESOTA COMPUTER SYSTEMS INC	COPIER MTC CONTRACT - 11/12 to 12/11/23	123.87
					COPIER MTC CONTRACT - 11/12 to 12/11/23	30.97
<b>Total for Check/Tran - 86964:</b>						154.84
86965	12/14/23	CHK	1001	MINNESOTA MUNICIPAL POWER AGEN	PURCHASED POWER - NOV 2023	1,541,851.50
					PURCHASED POWER - NOV 2023	511,061.93
<b>Total for Check/Tran - 86965:</b>						2,052,913.43
86966	12/14/23	CHK	5056	PLAISTED COMPANIES, INC.	PULVERIZED BLACK DIRT	195.96
86967	12/14/23	CHK	574	REPUBLIC SERVICES, INC	TRASH & RECYCLING - NOV 2023	1,333.40
					TRASH & RECYCLING - NOV 2023	190.48
					TRASH & RECYCLING - NOV 2023	259.61
					TRASH & RECYCLING - NOV 2023	40.03
					TRASH & RECYCLING - NOV 2023	10.01
<b>Total for Check/Tran - 86967:</b>						1,833.53
86968	12/14/23	CHK	603	ROYAL SUPPLY INC	KLEENEX	95.89
					RED HYDRANT LINERS	640.11
					KLEENEX	23.97
<b>Total for Check/Tran - 86968:</b>						759.97
86969	12/14/23	CHK	5101	SUBSURFACE SOLUTIONS	TRANSMITTER CARRY BAG	-11.18

12/29/2023 12:27:38 PM

# Accounts Payable Check Register

Page 14

12/01/2023 To 12/31/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				TRANSMITTER CARRY BAG	173.18
				<b>Total for Check/Tran - 86969:</b>	162.00
86970 12/21/23	CHK	398	ALTEC INDUSTRIES, INC	Truck 4	274,166.00
86971 12/21/23	CHK	191	AMERICAN PAYMENT CENTERS	DROP BOX RENTAL - 2024 QTR 1	224.38
				DROP BOX RENTAL - 2024 QTR 1	56.10
				<b>Total for Check/Tran - 86971:</b>	280.48
86972 12/21/23	CHK	103	AMERICAN PUMP COMPANY	SUCTION HOSE - UNIT #61	583.82
86973 12/21/23	CHK	9997	CORINNE ANDERSON	INACTIVE REFUND	12.17
86974 12/21/23	CHK	9997	PHAEDRA BROOKS	INACTIVE REFUND	62.01
86975 12/21/23	CHK	5024	BURSCHVILLE CONSTRUCTION, INC	REPLACE CURB STOP - 11922 191ST AVE	2,340.00
				REPLACE CURB STOP - 18946 LOWELL	2,740.00
				REPLACE CURB STOP - 18966 LOWELL	2,620.00
				REPLACE CURB STOP - 18928 LOWELL	3,940.00
				REPLACE CURB STOP - 11861 191ST	3,540.00
				REPLACE CURB STOP - 11822 190TH	2,140.00
				REPLACE CURB STOP - 11832 190TH	3,020.00
				REPLACE CURB STOP - 11817 190TH	3,460.00
				REPLACE CURB STOP - 11831 190TH	3,060.00
				<b>Total for Check/Tran - 86975:</b>	26,860.00
86976 12/21/23	CHK	8843	CAMPBELL KNUTSON	LEGAL SERVICES - NOV 2023	2,031.60
				LEGAL SERVICES - NOV 2023	507.90
				<b>Total for Check/Tran - 86976:</b>	2,539.50
86977 12/21/23	CHK	5013	CARR'S TREE SERVICE, INC	TREE TRIMMING - 11/20/23	5,323.41
				TREE TRIMMING - 11/27/23	7,310.58
				<b>Total for Check/Tran - 86977:</b>	12,633.99
86978 12/21/23	CHK	3982	CENTERPOINT ENERGY	NATURAL GAS & IRON REMOVAL	2,251.62
				NATURAL GAS & IRON REMOVAL	570.49

12/29/2023 12:27:38 PM

# Accounts Payable Check Register

Page 15

12/01/2023 To 12/31/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 86978:					2,822.11
86979 12/21/23	CHK	9997	TOM CHRISTIAN	INACTIVE REFUND	150.00
86980 12/21/23	CHK	11	CITY OF ELK RIVER	REVENUE TRANSFER - NOV 2023	130,002.07
				SEWER ASSESSMENTS	-1,671.02
				SEWER BILLED - NOV 2023	222,469.19
				STORMWATER ASSESSMENTS	-356.56
				STORMWATER BILLED - NOV 2023	53,297.33
Total for Check/Tran - 86980:					403,741.01
86981 12/21/23	CHK	7448	CRC	CUSTOMER SERVICE FOR AFTER HOURS	2,310.56
				CUSTOMER SERVICE FOR AFTER HOURS	577.64
Total for Check/Tran - 86981:					2,888.20
86982 12/21/23	CHK	9997	LAWRENCE CZYSCON	INACTIVE REFUND	43.53
86983 12/21/23	CHK	212	DAKOTA SUPPLY GROUP	Hydrant	14.02
				Hydrant	43.31
				Hydrant	13.79
Total for Check/Tran - 86983:					71.12
86984 12/21/23	CHK	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 4 - INV GRP 415 - NOV 2023	150.00
				CYCLE 4 - INV GRP 415 - NOV 2023	1,622.95
				CYCLE 4 - INV GRP 396 - NOV 2023	284.44
				CYCLE 1 - ACCT 183 - NOV 2023	1,437.86
				CYCLE 1 - INV GRP 101 - NOV 2023	3,048.68
				CYCLE 1 - INV GRP 101 - NOV 2023	105.97
				CYCLE 1 - INV GRP 101 - NOV 2023	435.43
				CYCLE 1 - INV GRP 101 - NOV 2023	492.01
				CYCLE 1 - INV GRP 101 - NOV 2023	108.86
				CYCLE 1 - INV GRP 421 - NOV 2023	4,277.64
				CYCLE 1 - INV GRP 325 - NOV 2023	375.00
				CYCLE 1 - INV GRP 325 - NOV 2023	15,405.84

12/29/2023 12:27:38 PM

# Accounts Payable Check Register

Page 16

12/01/2023 To 12/31/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 86984:					27,744.68
86985 12/21/23	CHK	9997	FA ASSETS	INACTIVE REFUND	208.87
86986 12/21/23	CHK	9997	FORENSIC MENTAL HEALTH SPECIALISIN	INACTIVE REFUND	272.66
86987 12/21/23	CHK	9997	KELLY FULTZ	INACTIVE REFUND	158.05
86988 12/21/23	CHK	404	GARAGE DOOR STORE	GARAGE DOOR PANEL REPAIR	-11.03
				GARAGE DOOR PANEL REPAIR	1,065.41
				GARAGE DOOR PANEL REPAIR	-1.57
				GARAGE DOOR PANEL REPAIR	152.19
Total for Check/Tran - 86988:					1,205.00
86989 12/21/23	CHK	689	GLOBAL INDUSTRIAL	LABELING TAPE	145.13
				LABELING TAPE	36.29
Total for Check/Tran - 86989:					181.42
86990 12/21/23	CHK	91	GOPHER STATE ONE-CALL	LOCATES FOR - NOV 2023	501.46
				LOCATES FOR - NOV 2023	26.39
Total for Check/Tran - 86990:					527.85
86991 12/21/23	CHK	80	GRAINGER	COGGED V-BELT - WELL #4	-3.79
				COGGED V-BELT - WELL #4	51.99
Total for Check/Tran - 86991:					48.20
86992 12/21/23	CHK	53	GREAT RIVER ENERGY	O&M POINTS & ANNUAL LICENSING FEE	31,018.69
86993 12/21/23	CHK	9997	MICHELLE HANSON	INACTIVE REFUND	241.99
86994 12/21/23	CHK	809	HAWKINS, INC.	Water Chemicals	514.32
86995 12/21/23	CHK	469	HD ELECTRONICS INC	CLAMP REPAIR	363.80
86996 12/21/23	CHK	824	HOME DEPOT CREDIT SERVICES	HOME DEPOT	281.58
86997 12/21/23	CHK	169	HRDIRECT	EMPLOYMENT POSTERS - FSB	77.88
				EMPLOYMENT POSTERS - FSB	19.47

12/29/2023 12:27:38 PM

# Accounts Payable Check Register

Page 17

12/01/2023 To 12/31/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				EMPLOYMENT POSTERS - OFFICE	77.88
				EMPLOYMENT POSTERS - OFFICE	19.47
Total for Check/Tran - 86997:					194.70
86998 12/21/23	CHK	5341	HUBBARD ELECTRIC	METER REPLACEMENT - 10029 PARRISH	773.50
				METER REPLACEMENT - 10029 PARRISH	-30.73
				METER REPLACEMENT - 10099 PARRISH	695.07
				METER REPLACEMENT - 10099 PARRISH	-25.01
				METER REPLACEMENT - 10121 PARRISH	877.26
				METER REPLACEMENT - 10121 PARRISH	-34.54
				METER REPLACEMENT - 10135 PARRISH	701.33
				METER REPLACEMENT - 10135 PARRISH	-25.47
				METER REPLACEMENT - 10207 PARRISH	709.75
				METER REPLACEMENT - 10207 PARRISH	-26.09
				NEW METER - 9129 PARRISH	989.92
				NEW METER - 9129 PARRISH	-28.65
Total for Check/Tran - 86998:					4,576.34
86999 12/21/23	CHK	5686	HYDROCORP	BACKFLOW DEVICE INSPECTION - NOV 2023	1,123.00
87000 12/21/23	CHK	6836	INNOVATIVE OFFICE SOLUTIONS LLC	OFFICE SUPPLIES	105.44
				OFFICE SUPPLIES	23.62
Total for Check/Tran - 87000:					129.06
87001 12/21/23	CHK	9997	DONAVON JANISCH	INACTIVE REFUND	169.82
87002 12/21/23	CHK	82	JERRY'S ELECTRIC INC	TRANSFORMER REPAIR	11,445.00
87003 12/21/23	CHK	8083	JT SERVICES OF MINNESOTA	GREEN LED LIGHT	8,705.51
87004 12/21/23	CHK	48	LEAGUE OF MN CITIES INS TRUST	LIABILITY INSURANCE - 2023 QTR 3	31,294.55
				LIABILITY INSURANCE - 2023 QTR 3	6,707.45
Total for Check/Tran - 87004:					38,002.00
87005 12/21/23	CHK	8605	MARCO TECHNOLOGIES, LLC	PRINTER MTC CONTRACT - 12/1 to 1/1/24	308.09

12/29/2023 12:27:38 PM

# Accounts Payable Check Register

Page 18

12/01/2023 To 12/31/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PRINTER MTC CONTRACT - 12/1 to 1/1/24	77.02
				<b>Total for Check/Tran - 87005:</b>	385.11
87006 12/21/23	CHK	9997	SHELLEY MATYKIEWICZ	INACTIVE REFUND	315.77
87007 12/21/23	CHK	145	MENARDS	MISC PARTS & SUPPLIES	5.13
				MISC PARTS & SUPPLIES - WELL #6 & #9	128.75
				MISC PARTS & SUPPLIES	41.59
				PARTS FOR UNIT #8	18.33
				ICE MELT	462.05
				ICE MELT	66.01
				WELL NUT - UNIT #4	7.53
				MISC PARTS & SUPPLIES	-89.37
				MISC PARTS & SUPPLIES	139.05
				MISC PARTS & SUPPLIES	103.44
				MISC PARTS & SUPPLIES	120.63
				MISC PARTS & SUPPLIES	-53.39
				FILL & SEAL - WEST SUB	4.30
				<b>Total for Check/Tran - 87007:</b>	954.05
87008 12/21/23	CHK	7293	MINNESOTA DEPT OF COMMERCE	2024 Q4 CIP INDIRECT ASSESSMENT	9,770.00
87009 12/21/23	CHK	39	MMUA	EMERGENCY PREPAREDNESS - 9 32 152	1,200.00
				TRANSFORMER SCHOOL - 167 177	1,470.00
				TRANSFORMER SCHOOL PRE-CONF - 167 177	290.00
				<b>Total for Check/Tran - 87009:</b>	2,960.00
87010 12/21/23	CHK	9997	MAIJA MYHRA	INACTIVE REFUND	159.84
87011 12/21/23	CHK	9300	NISC	PRINT SERVICES - NOV 2023	8,581.12
				PRINT SERVICES - NOV 2023	629.34
				AGREEMENTS INVOICE - NOV 2023	53.85
				AGREEMENTS INVOICE - NOV 2023	10,920.28
				AGREEMENTS INVOICE - NOV 2023	236.95

12/29/2023 12:27:38 PM

# Accounts Payable Check Register

Page 19

12/01/2023 To 12/31/2023

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				AGREEMENTS INVOICE - NOV 2023	2,442.10
				AGREEMENTS INVOICE - NOV 2023	59.24
				MISC INVOICE - NOV 2023	738.34
				MISC INVOICE - NOV 2023	184.59
				<b>Total for Check/Tran - 87011:</b>	23,845.81
87012 12/21/23	CHK	9997	DAN OSEID	INACTIVE REFUND	773.98
87013 12/21/23	CHK	475	PERFORMANCE POOL AND SPA	CHLORINE	150.97
				CHLORINE	539.35
				<b>Total for Check/Tran - 87013:</b>	690.32
87014 12/21/23	CHK	5056	PLAISTED COMPANIES, INC.	HOT CONCRETE SAND	58.14
87015 12/21/23	CHK	3796	PRO-TEC DESIGN, INC	Security	12,255.25
				Security	1,750.75
				<b>Total for Check/Tran - 87015:</b>	14,006.00
87016 12/21/23	CHK	8606	QUADIENT FINANCE USA, INC	DOC FOLDER MAINTENANCE - 2024	790.23
				DOC FOLDER MAINTENANCE - 2024	197.55
				<b>Total for Check/Tran - 87016:</b>	987.78
87017 12/21/23	CHK	603	ROYAL SUPPLY INC	OFFICE SUPPLIES	680.05
				OFFICE SUPPLIES	170.01
				<b>Total for Check/Tran - 87017:</b>	850.06
87018 12/21/23	CHK	9997	JOHN SKUBIC	INACTIVE REFUND	209.39
87019 12/21/23	CHK	6107	STUART C. IRBY CO.	TRACKER FAULT	2,704.44
				Mtce of URD Primary	927.73
				WIRE	9,900.00
				<b>Total for Check/Tran - 87019:</b>	13,532.17
87020 12/21/23	CHK	5101	SUBSURFACE SOLUTIONS	Locator	9,059.90
				Locator	476.83
				<b>Total for Check/Tran - 87020:</b>	9,536.73



12/29/2023 12:27:38 PM

# Accounts Payable Check Register

Page 20

12/01/2023 To 12/31/2023

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
87021 12/21/23	CHK	8948	TRYCO LEASING INC.	LEASE FOR COPIER AT PLANT	85.49
				LEASE FOR COPIER AT PLANT	21.37
<b>Total for Check/Tran - 87021:</b>					106.86
87022 12/21/23	CHK	687	UTILITY LOGIC	T-PROBE	652.63
87023 12/21/23	CHK	628	VICTORY CLEANING SERVICES, LLC	CLEANING - 1705 MAIN ST	188.78
				CLEANING - 1705 MAIN ST	26.97
				MONTHLY CLEANING FOR THE PLANT-NOV 2023	2,690.14
				MONTHLY CLEANING FOR THE PLANT-NOV 2023	384.30
<b>Total for Check/Tran - 87023:</b>					3,290.19
87024 12/21/23	CHK	429	WALMAN OPTICAL	SAFETY GLASSES - 193	430.35
				SAFETY GLASSES - 193	22.65
<b>Total for Check/Tran - 87024:</b>					453.00
87025 12/21/23	CHK	55	WESCO RECEIVABLES CORP.	MISC PARTS & SUPPLIES	265.01
<b>Total for Bank Account - 5 :</b>					(163) 3,683,711.38
<b>Grand Total :</b>					(165) 3,691,533.02

12/29/2023

12:27:38 PM

# Accounts Payable Check Register

Page 21

**PARAMETERS ENTERED:****Check Date:** 12/01/2023 To 12/31/2023**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**

**December 12, 2023**

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

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

Others Present: Jared Shepherd, Attorney; Cal Portner, City Administrator

**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 December 12, 2024, agenda. Motion carried 5-0**

**2.0 CONSENT AGENDA (Approved By One Motion)**

Commissioner Bell asked for clarification on the payment structure of the Frontier Energy, Inc. agreement. Mr. Hanson stated the agreement includes a monthly base rate and explained the

incentive pay is set up to be billed at a per kWh savings rate. Ms. Youngs also noted the base rate includes not only Frontier working with the utility but also working with our commercial customers by providing energy audits.

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

**2.1 Check Register – November 2023**

**2.2 Regular Meeting Minutes – November 14, 2023**

**2.3 Designate 2024 Official Depository and Delegate Authority for Electronic Funds Transfer**

**2.4 Designate 2024 Official Newspaper**

**2.5 2024 Utilities Meeting Schedule**

**2.6 Frontier Energy, Inc. Professional Services Agreement**

**Motion carried 5-0.**

### **3.0 OPEN FORUM**

No one appeared for open forum.

### **4.0 POLICY & COMPLIANCE**

#### **4.1 Commission Policy Review – G.2a3 – Repairs to Private Water Utility Line – MOU**

Mr. Mauren reviewed policy G.2a3 – Repairs to Private Water Utility Line – MOU and indicated there were recent discussions with the City about this policy.

Mr. Hanson noted the original MOU, which sunsetted on December 31, 2015, was created to incentivize those with connection lines in place that were not already connected to do so. Mr. Hanson stated he has talked with City staff to gauge interest in re-opening this program, explaining the current rule only allows assessment for those already connected and incentivizes those that need system repairs to do so in a timely manner.

Mr. Hanson asked the Commission for feedback in regard to working with the City to re-open the sunset of the original program that expired in 2015. The commission agreed it is a good idea.

#### **4.2 2024 Governance Agenda**

Mr. Hanson reviewed the 2024 Governance Agenda highlighting the changes made to the commission self-evaluation process. An update from the previous year comes from commission direction to adapt the Annual Commission Performance Self-Evaluation to now incorporate feedback from management. Staff also received instruction from the Commission to reduce the number of questions and prioritize written responses that

elaborate on the scores submitted. Staff is working to restructure the survey accordingly and will provide a final draft for commission approval prior to the survey being conducted.

Commissioner Stewart suggested moving the Annual Commission Performance Evaluation from July to June. There are currently no agenda items scheduled in June and July is already tasked with the review and update of the strategic plan.

There was consensus to move the Annual Commission Performance Evaluation to June.

**Moved by Commissioner Stewart and seconded by Commissioner Westgaard to adopt the amended 2024 Governance Agenda. Motion carried 5-0**

#### 4.3 **2024 Performance Metrics and Incentive Compensation Policy**

Mr. Hanson presented the 2024 Performance Metrics and Incentive Compensation (UPMIC) Policy noting a change to the Residential Clean Energy Choice participation metric from net 15 to net 30 participants to ensure staff is challenged to meet its goals.

Mr. Hanson also identified an error in the last line under the financial impact portion of his memo. The actual distribution will be awarded in 2025 not 2024.

Chair Dietz asked if there are any other areas that need to be changed to make reaching the UPMIC goals more challenging for staff. The commission agreed no additional changes need to be made at this time.

**Moved by Commissioner Bell and seconded by Commissioner Stewart to approve Performance Metrics and Incentive Compensation Policy and Scorecard for 2024. Motion carried 5-0**

#### 4.4 **Competitive Rates Analysis**

Mr. Hanson reviewed the history of the competitive rate analysis, which began in January 2023 under then General Manager Theresa Slominski. Mr. Hanson noted it will continue to be brought to the commission annually to provide an opportunity to review comparable utilities' rates prior to setting ERMU rates. The information presented includes 10-year data trends for ERMU and similar utilities.

Mr. Hanson highlighted that ERMU residential electric rates are trending downward making our rates more competitive.

Commissioner Stewart asked if the Power Cost Adjustment (PCA) is part of the calculation when reporting the residential electric rates. Mr. Hanson confirmed that the PCA is included.

Mr. Hanson noted ERMU commercial electric rates are holding steady around the 75<sup>th</sup> percentile.

Chair Dietz asked if customers have commented about ERMU commercial rates as compared to other utilities. Mr. Hanson replied he hasn't received any comments but plans to talk with City staff to discuss if they have received feedback.

Chair Dietz asked Mr. Hanson if the data is simply informational or is it prompting a change. Mr. Hanson replied he is encouraged by the data and that ERMU is currently in a good position.

Mr. Hanson reviewed industrial rates noting ERMU is around the 75<sup>th</sup> percentile. He added that in comparison with its peer group, ERMU is trending towards mid-range in this category.

Mr. Hanson presented water rate information and noted ERMU water is doing well based on the tiered rate structure which incentivizes conservation.

Chair Dietz asked if the tiered rate structure started as a state mandate. Mr. Hanson could not confirm this but offered it is highly encouraged as part of the Wellhead Protection program. Mr. Ninow also confirmed the Department of Natural Resources highly encourages a tiered rate structure.

Mr. Hanson stated ERMU is very efficient in regard to both residential and commercial water rates.

Chair Dietz asked if ERMU's comparably low water rates indicate a need to raise them. Mr. Hanson replied ERMU should be proud of our efficiency and noted the recommended two percent increase is to cover large capital expenses to come but will keep ERMU within its margin policy.

**Moved by Commissioner Stewart and seconded by Commissioner Zerwas to approve the Competitive Rates Analysis. Motion carried 5-0**

#### 4.5 **Energy Management Programs**

Ms. Youngs presented ERMU's energy management programs noting that staff is requesting the extension of the sunset date from December 31, 2023, to December 31, 2025. She explained that this will allow time for the installation of all Advanced Metering Infrastructure (AMI) meters, a review of customer usage, and for a rate study to be completed, allowing for the implementation of new energy management programs. Ms. Youngs also noted that ERMU failed to communicate the sunset date with participating customers at the end of 2022.

Chair Dietz asked if participating customers will be informed of the new sunset date if approved. Ms. Youngs confirmed they would.

Chair Dietz asked if any new customers were being added to these programs. Ms. Youngs replied there are no new customers being added as the program is in a moratorium.

**Moved by Commissioner Westgaard and seconded by Commissioner Stewart to approve extension of a sunset date from December 31, 2023, to December 31, 2025, for the Dual Fuel, Electric Thermal Storage Water, and Electric Thermal Storage Space Heating programs. Motion carried 5-0**

## **5.0 BUSINESS ACTION**

### **5.1 Financial Report – October 2023**

Ms. Karpinski presented the October 2023 financial report in which she highlighted that there will be no Power Cost Adjustment on customers' December bill due to a lower-than-expected Energy Adjustment Clause from the Minnesota Municipal Power Agency. Ms. Karpinski also noted that there were a couple budgets over the 10% threshold.

Commissioner Westgaard asked if we will need to rework the capital budget moving forward to account for the overages. Ms. Karpinski stated that Mr. Geiser was diligent in adjusting other projects that offset the overages.

Commissioner Stewart inquired about the industrial loads and megawatt hour graphs noting the sudden peak in November. There was discussion. Commissioner Stewart requested a footnote on the December financial report and graphs related to any corrections.

**Moved by Commissioner Bell and seconded by Commissioner Zerwas to receive the October 2023 Financial Report. Motion carried 5-0.**

### **5.2 2024 Annual Business Plan – Budget and Schedule of Rates & Fees**

Ms. Karpinski presented the 2024 Annual Business Plan and opened it up to the Commission for questions or comments, highlighting the proposed zero percent rate increase for electric rates and two percent increase for water rates in 2024.

Commissioner Stewart noted that the Minnesota Municipal Power Agency has proposed a zero percent rate increase however they will not officially approve their budget until the following week.

**Moved by Commissioner Westgaard and seconded by Commissioner Stewart to adopt the 2024 Annual Business Plan. Motion carried 5-0.**

### 5.3 Compensation Study Update

Mr. Hanson presented the compensation study update with staff making a recommendation to enter into an agreement for services with Baker Tilly.

There was consensus by the commission to move forward with this recommendation.

**Moved by Commissioner Zerwas and seconded by Commissioner Bell to approve Compensation Study Professional Services Agreement with Baker Tilly. Motion carried 5-0.**

### 5.4 Earned Sick and Safe Time Policy

Mr. Hanson presented the Earned Sick and Safe Time policy as it relates to Minnesota's new law that goes into effect January 1, 2024. Mr. Hanson stated that ERMU's current policy meets the state requirement, but the new law requires a broader definition of what is allowable use. Additionally, the law requires ERMU to provide Earned Sick and Safe Time to seasonal and temporary workers which is new for the organization.

Chair Dietz asked if the new rules are broader in what time off can be used for and if there are concerns there will be abuse of the new policy. Mr. Hanson confirmed the new law is broader however there is confidence staff will not abuse the policy.

Commissioner Westgaard asked how staff will manage employees being absent if under the new law employees do not have to give prior notice for time off. Mr. Hanson clarified that the new law only applies to sick time.

Commissioner Westgaard asked if new language would need to be adopted stating that Earned Sick and Safe Time must be used to cover the two-week period before short term disability would take effect. Mr. Hanson explained how the current policy addresses this.

Mr. Hanson asked the Commission to adopt the updated policy as it is today to be compliant with the new Minnesota law on January 1, 2024, with amendments possible in the future.

Commissioner Westgaard asked if the Earned Sick and Safe Time is accrued or frontloaded. Ms. Zachman stated it would be accrued.

**Moved by Commissioner Zerwas and seconded by Commissioner Stewart to approve the ERMU Paid Sick and Safe Leave Policy. Motion carried 5-0.**



## **6.0 BUSINESS DISCUSSION**

### **6.1 Staff Updates**

Mr. Hanson brought forth a compliment he received from an Elk River resident via city staff about the new Dodge Street lighting. Mr. Hanson expressed his appreciation for the work done by Mr. Geiser and Mr. Sumstad on this project. The resident was originally not in favor of adding streetlights and now is very appreciative of them.

Following up on a topic from the November meeting, Chair Dietz commented that Mr. Rohlf from Cornerstone Auto was very appreciative of the contractor bids received from ERMU to correct the water main issue at the company's new quick lube location. Mr. Hanson confirmed that the water main has been completely corrected and the issue is resolved.

Mr. Tietz noted that plugs for engine #4 have arrived after eight months on backorder which will allow staff to reassemble the engine.

Chair Dietz asked if staff still runs the engines once a month. Mr. Tietz stated that they were not run this fall but that is the intention.

Chair Dietz asked what the old field services office building is intended to be used for with staff now utilizing the new facility. Mr. Kerzman explained the garage stalls are used for equipment and the office area is currently being used for additional storage.

### **6.2 City Council Update**

Commissioner Westgaard provided an update from the City Council covering topics including development proposals, home occupation ordinance, 2024 budget and levy discussions, and the new floodplain ordinance updated from the DNR floodplain definitions.

### **6.3 Future Planning**

Chair Dietz announced the following:

- a. Regular Commission Meeting – January 9, 2024
- b. 2024 Governance Agenda

### **6.5 Other Business**

There was no other business.

## **7.0 ADJOURN REGULAR MEETING**

**Moved by Commissioner Bell and seconded by Commissioner Westgaard to adjourn the regular meeting of the Elk River Municipal Utilities Commission at 4:30 p.m. Motion carried 5-0.**

Minutes prepared by Jenny Foss.

---

John J. Dietz, ERMU Commission Chair

---

Tina Allard, City Clerk

<b>TO:</b> ERMU Commission	<b>FROM:</b> Tony Mauren – Governance & Communications Manager
<b>MEETING DATE:</b> January 9, 2024	<b>AGENDA ITEM NUMBER:</b> 4.1
<b>SUBJECT:</b> Annual Review of Committee Charters	
<b>ACTION REQUESTED:</b> None	

**BACKGROUND:**

ERMU Commission Policy G.2g - Commission Committees, which is attached, states that “The Commission will review the committee charter and performance of any standing committee at least annually to determine if changes are required or if the committee is still required.”

**DISCUSSION:**

The annual review of the committee charters is an opportunity for the Commission to review the purpose for the committees and whether they are still needed. This is also an opportunity for the Commission to give direction to the committees. The schedule of this annual review is intentionally prior to March when the Commission appoints committee members.

There are currently four commission-created committees: Wage & Benefits Committee (W&BC), Financial Reserves & Investment Committee (FR&IC), Information Security Committee (ISC), and Dispute Resolution Committee (DRC). Their committee charters are attached.

In February 2023, the Commission approved several updates to charters. The W&BC charter received updates to staff titles. The DRC charter now places the general manager on the Committee as an appointed member along with two commissioners, while the remaining two seats would be filled by the director and the manager most closely related to the dispute. The ISC charter now carries requested updates from the City regarding their appointment process.

No changes are recommended this year.

**ATTACHMENT:**

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

## COMMISSION POLICY

Section: Governance	Category: Governance Policies
Policy Reference:  <b>G.2g</b>	Policy Title:  <b>Commission Committees</b>

### PURPOSE:

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

### POLICY:

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

Consistent with this general statement:

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

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

#### **POLICY HISTORY:**

Adopted      May 9, 2017

Section: Governance	Category: Governance Policies
Policy Reference:  <b>G.2g1</b>	Policy Title:  <b>Wage &amp; Benefits Committee Charter</b>

## PURPOSE:

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

## MEMBERSHIP:

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

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

## ROLE OF THE COMMITTEE CHAIR:

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

## AUTHORITY:

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

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

**SPECIFIC DUTIES:**

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

**SCHEDULE:**

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

**TERMINATION:**

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

**POLICY HISTORY:**

Adopted	May 9, 2017
Revised	February 14, 2023

## COMMISSION POLICY

Section: Governance	Category: Governance Policies
Policy Reference:  <b>G.2g2</b>	Policy Title:  <b>Financial Reserves &amp; Investment Committee Charter</b>

### PURPOSE:

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

### MEMBERSHIP:

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

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

### ROLE OF THE COMMITTEE CHAIR:

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

### AUTHORITY:

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



**SPECIFIC DUTIES:**

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

**SCHEDULE:**

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

**TERMINATION:**

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

**POLICY HISTORY:**

Adopted	May 9, 2017
Revised	July 14, 2020

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

## PURPOSE:

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

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

## MEMBERSHIP:

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

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

## ROLE OF THE COMMITTEE CHAIR:

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

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

#### **AUTHORITY:**

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

#### **SPECIFIC DUTIES:**

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

#### **SCHEDULE:**

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

**TERMINATION:**

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

**POLICY HISTORY:**

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

## COMMISSION POLICY

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

### PURPOSE:

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

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

### MEMBERSHIP:

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

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

### ROLE OF THE COMMITTEE CHAIR:

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

**AUTHORITY:**

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

**SPECIFIC DUTIES:**

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

**SCHEDULE:**

The Committee shall meet on an as-needed basis.

**TERMINATION:**

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

**POLICY HISTORY:**

Adopted	January 12, 2021
Revised	February 14, 2023

<b>TO:</b> ERMU Commission	<b>FROM:</b> Melissa Karpinski – Finance Manager
<b>MEETING DATE:</b> January 9, 2024	<b>AGENDA ITEM NUMBER:</b> 5.1
<b>SUBJECT:</b> Financial Report – November 2023	
<b>ACTION REQUESTED:</b> Receive the November 2023 Financial Report	

**DISCUSSION:**

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

**Electric**

November year to date (YTD) electric kWh sales are down less than 1% from the prior year. For further breakdown:

- Residential usage is up 4%
- Small Commercial usage is up 8%
- Large Commercial usage is down 4%

For November 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.

*At the previous commission meeting there was an error presented on the graphs attachment for data being reported from November's electric load. This has been corrected in the graphs being presented.*

**Water**

November YTD gallons of water sold are up 20% from the prior year. For further breakdown:

- Residential use is up 17%
- Commercial use is up 24%

For November 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 11.2023
- Electric Balance Sheet 11.2023
- Water Balance Sheet 11.2023



- Summary Electric Statement of Revenues, Expenses and Changes in Net Position 11.2023
- Summary Water Statement of Revenues, Expenses and Changes in Net Position 11.2023
- Graphs Prior Year and YTD 2023
- Detailed Electric Statement of Revenues, Expenses and Changes in Net Position 11.2023
- Detailed Water Statement of Revenues, Expenses and Changes in Net Position 11.2023
- Budget vs Actual Graphs – Electric 11.2023
- Budget vs Actual Graphs – Water 11.2023

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

	<u>ELECTRIC</u>	<u>WATER</u>
<b>ASSETS</b>		
CURRENT ASSETS		
CASH	11,198,133	9,585,625
ACCOUNTS RECEIVABLE	3,002,100	5,616,821
INVENTORIES	1,054,079	12,939
PREPAID ITEMS	231,621	48,079
CONSTRUCTION IN PROGRESS	2,677,087	1,463,212
TOTAL CURRENT ASSETS	<u>18,163,019</u>	<u>16,726,676</u>
RESTRICTED ASSETS		
BOND RESERVE FUND	1,779,016	0
EMERGENCY RESERVE FUND	2,944,240	1,364,501
UNRESTRICTED RESERVE FUND	0	0
TOTAL RESTRICTED ASSETS	<u>4,723,256</u>	<u>1,364,501</u>
FIXED ASSETS		
PRODUCTION	824,065	16,525,311
LFG PROJECT	0	0
TRANSMISSION	2,305,024	0
DISTRIBUTION	48,121,819	26,875,344
GENERAL	23,147,919	1,205,204
FIXED ASSETS (COST)	<u>74,398,827</u>	<u>44,605,858</u>
LESS ACCUMULATED DEPRECIATION	<u>(34,236,977)</u>	<u>(23,167,379)</u>
TOTAL FIXED ASSETS, NET	40,161,850	21,438,480
INTANGIBLE ASSETS		
POWER AGENCY MEMBERSHIP BUY-IN	21,546,212	0
LOSS OF REVENUE INTANGIBLE	5,290,120	0
LESS ACCUMULATED AMORTIZATION	<u>(3,450,881)</u>	<u>0</u>
TOTAL INTANGIBLE ASSETS, NET	23,385,451	0
OTHER ASSETS AND DEFERRED OUTFLOWS	<u>1,187,557</u>	<u>226,587</u>
<b>TOTAL ASSETS</b>	<u><u>87,621,133</u></u>	<u><u>39,756,243</u></u>
<b>LIABILITIES AND FUND EQUITY</b>		
CURRENT LIABILITIES		
ACCOUNTS PAYABLE	4,029,210	275,999
SALARIES AND BENEFITS PAYABLE	621,036	135,740
DUE TO CITY	745,285	901
DUE TO OTHER FUNDS	0	0
NOTES PAYABLE-CURRENT PORTION	0	0
BONDS PAYABLE-CURRENT PORTION	0	0
UNEARNED REVENUE	144,986	438,961
TOTAL CURRENT LIABILITIES	<u>5,540,517</u>	<u>851,600</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	29,220,250	1,622,500
PENSION LIABILITIES	3,789,381	725,038
TOTAL LONG TERM LIABILITIES	<u>33,009,631</u>	<u>2,347,538</u>
<b>TOTAL LIABILITIES</b>	<u>38,550,148</u>	<u>3,199,138</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)	2,032,895	547,868
TOTAL FUND EQUITY	<u>49,016,856</u>	<u>31,435,274</u>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<u><u>87,621,133</u></u>	<u><u>39,756,243</u></u>

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

	November 30, 2023	October 31, 2023	Current Month Change from Prior Month
<b>ASSETS</b>			
CURRENT ASSETS			
CASH	11,198,133	11,372,408	(174,275)
ACCOUNTS RECEIVABLE	3,002,100	2,454,403	547,698
INVENTORIES	1,054,079	1,112,052	(57,973)
PREPAID ITEMS	231,621	260,994	(29,374)
CONSTRUCTION IN PROGRESS	2,677,087	2,631,049	46,038
TOTAL CURRENT ASSETS	18,163,019	17,830,905	332,114
RESTRICTED ASSETS			
BOND RESERVE FUND	1,779,016	1,779,016	0
EMERGENCY RESERVE FUND	2,944,240	2,943,090	1,151
TOTAL RESTRICTED ASSETS	4,723,256	4,722,105	1,151
FIXED ASSETS			
PRODUCTION	824,065	824,065	0
TRANSMISSION	2,305,024	2,305,024	0
DISTRIBUTION	48,121,819	47,950,378	171,441
GENERAL	23,147,919	23,149,360	(1,441)
FIXED ASSETS (COST)	74,398,827	74,228,827	170,000
LESS ACCUMULATED DEPRECIATION	(34,236,977)	(34,054,500)	(182,477)
TOTAL FIXED ASSETS, NET	40,161,850	40,174,327	(12,477)
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	(3,450,881)	(3,395,203)	(55,678)
TOTAL INTANGIBLE ASSETS, NET	23,385,451	23,441,129	(55,678)
OTHER ASSETS AND DEFERRED OUTFLOWS	1,187,557	1,187,557	0
<b>TOTAL ASSETS</b>	<b>87,621,133</b>	<b>87,356,023</b>	<b>265,110</b>
<b>LIABILITIES AND FUND EQUITY</b>			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE	4,029,210	4,352,383	(323,173)
SALARIES AND BENEFITS PAYABLE	621,036	582,037	38,998
DUE TO CITY	745,285	930,252	(184,967)
UNEARNED REVENUE	144,986	146,983	(1,998)
TOTAL CURRENT LIABILITIES	5,540,517	6,011,656	(471,139)
LONG TERM LIABILITIES			
BONDS PAYABLE, LESS CURRENT PORTION	29,220,250	29,225,239	(4,989)
PENSION LIABILITIES	3,789,381	3,789,381	0
TOTAL LONG TERM LIABILITIES	33,009,631	33,014,620	(4,989)
<b>TOTAL LIABILITIES</b>	<b>38,550,148</b>	<b>39,026,276</b>	<b>(476,128)</b>
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)	2,032,895	1,291,657	741,238
TOTAL FUND EQUITY	49,016,856	48,275,618	741,238
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>87,621,133</b>	<b>87,356,023</b>	<b>265,110</b>

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

	<u>November 30, 2023</u>	<u>October 31, 2023</u>	<u>Current Month Change from Prior Month</u>
<b>ASSETS</b>			
CURRENT ASSETS			
CASH	9,585,625	9,722,565	(136,939)
ACCOUNTS RECEIVABLE	5,616,821	5,617,495	(674)
INVENTORIES	12,939	13,222	(282)
PREPAID ITEMS	48,079	54,335	(6,256)
CONSTRUCTION IN PROGRESS	1,463,212	1,387,698	75,514
TOTAL CURRENT ASSETS	<u>16,726,676</u>	<u>16,795,314</u>	<u>(68,639)</u>
RESTRICTED ASSETS			
EMERGENCY RESERVE FUND	1,364,501	1,364,213	288
TOTAL RESTRICTED ASSETS	<u>1,364,501</u>	<u>1,364,213</u>	<u>288</u>
FIXED ASSETS			
PRODUCTION	16,525,311	16,525,311	0
DISTRIBUTION	26,875,344	26,858,844	16,500
GENERAL	1,205,204	1,204,196	1,008
FIXED ASSETS (COST)	<u>44,605,858</u>	<u>44,588,350</u>	<u>17,508</u>
LESS ACCUMULATED DEPRECIATION	<u>(23,167,379)</u>	<u>(23,069,785)</u>	<u>(97,594)</u>
TOTAL FIXED ASSETS, NET	<u>21,438,480</u>	<u>21,518,566</u>	<u>(80,086)</u>
INTANGIBLE ASSETS			
OTHER ASSETS AND DEFERRED OUTFLOWS	<u>226,587</u>	<u>226,587</u>	<u>0</u>
<b>TOTAL ASSETS</b>	<u><u>39,756,243</u></u>	<u><u>39,904,680</u></u>	<u><u>(148,437)</u></u>
<b>LIABILITIES AND FUND EQUITY</b>			
CURRENT LIABILITIES			
ACCOUNTS PAYABLE	275,999	438,705	(162,706)
SALARIES AND BENEFITS PAYABLE	135,740	127,906	7,833
DUE TO CITY	901	2,993	(2,092)
UNEARNED REVENUE	438,961	438,961	0
TOTAL CURRENT LIABILITIES	<u>851,600</u>	<u>1,008,564</u>	<u>(156,964)</u>
LONG TERM LIABILITIES			
BONDS PAYABLE, LESS CURRENT PORTION	1,622,500	1,623,054	(554)
PENSION LIABILITIES	725,038	725,038	0
TOTAL LONG TERM LIABILITIES	<u>2,347,538</u>	<u>2,348,092</u>	<u>(554)</u>
<b>TOTAL LIABILITIES</b>	<u>3,199,138</u>	<u>3,356,656</u>	<u>(157,518)</u>
DEFERRED INFLOWS OF RESOURCES	<u>5,121,831</u>	<u>5,121,831</u>	<u>0</u>
FUND EQUITY			
RETAINED EARNINGS	30,887,406	30,887,406	0
NET INCOME (LOSS) (THROUGH PREVIOUS MONTH)	547,868	538,787	9,082
TOTAL FUND EQUITY	<u>31,435,274</u>	<u>31,426,193</u>	<u>9,082</u>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<u><u>39,756,243</u></u>	<u><u>39,904,680</u></u>	<u><u>(148,437)</u></u>

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

	2023 NOVEMBER	2023 YTD	2023 YTD BUDGET	YTD Budget Variance	2023 YTD Bud Var%	2023 ANNUAL BUDGET	2022 NOVEMBER	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%	Variance Item
<b>Electric</b>											
<b>Revenue</b>											
<b>Operating Revenue</b>											
Elk River	3,232,546	37,051,876	38,488,381	(1,436,505)	(4)	42,041,326	2,874,294	34,201,575	2,850,302	8	
Otsego	325,887	3,531,147	3,080,902	450,244	15	3,385,657	227,539	3,049,054	482,093	16	(1)
Rural Big Lake	17,959	202,964	216,341	(13,378)	(6)	238,658	13,596	184,454	18,510	10	
Dayton	22,106	252,246	259,953	(7,707)	(3)	285,471	16,171	227,029	25,217	11	
Public St & Hwy Lighting	21,699	237,518	238,333	(815)	(0)	260,000	21,686	236,943	576	0	
Other Electric Sales	400	4,400	4,400	0	0	4,800	(186,141)	1,125,788	(1,121,388)	(100)	(2)
<b>Total Operating Revenue</b>	3,620,596	41,280,151	42,288,312	(1,008,161)	(2)	46,215,912	2,967,146	39,024,842	2,255,310	6	
<b>Other Operating Revenue</b>											
Interest/Dividend Income	24,475	111,651	45,833	65,817	144	50,000	4,055	(192,656)	304,306	(158)	(3)
Customer Penalties	29,325	288,920	229,167	59,753	26	250,000	28,685	266,460	22,460	8	(4)
LFG Project	0	0	0	0	0	0	85,151	935,004	(935,004)	(100)	(5)
Connection Fees	23,430	140,161	201,667	(61,506)	(30)	220,000	26,050	204,513	(64,352)	(31)	(6)
Misc Revenue	150,318	1,263,894	854,878	409,016	48	936,231	110,420	1,176,418	87,476	7	(7)
<b>Total Other Revenue</b>	227,548	1,804,626	1,331,545	473,081	36	1,456,231	254,361	2,389,740	(585,114)	(24)	
<b>Total Revenue</b>	3,848,144	43,084,777	43,619,857	(535,080)	(1)	47,672,143	3,221,506	41,414,582	1,670,195	4	
<b>Expenses</b>											
Purchased Power	2,052,913	29,090,120	30,285,857	(1,195,737)	(4)	32,766,025	2,131,934	29,219,253	(129,133)	(0)	
Operating & Mtce Expense	18,800	287,615	284,183	3,431	1	321,000	37,147	237,617	49,998	21	(8)
Landfill Gas	0	0	0	0	0	0	4,758	558,535	(558,535)	(100)	(9)
Transmission Expense	4,509	59,366	64,167	(4,801)	(7)	70,000	4,774	58,804	561	1	
Distribution Expense	35,386	403,186	336,463	66,723	20	369,466	47,249	348,208	54,977	16	(10)
Maintenance Expense	127,331	1,515,900	1,405,875	110,025	8	1,540,500	122,756	1,361,069	154,831	11	
Depreciation & Amortization	265,018	2,901,983	2,945,319	(43,336)	(1)	3,220,836	232,988	2,767,741	134,242	5	
Interest Expense	66,412	744,420	744,420	0	0	810,832	69,425	776,884	(32,465)	(4)	
Other Operating Expense	4,317	63,768	28,006	35,761	128	74,109	1,053	52,880	10,888	21	(11)
Customer Accounts Expense	34,676	398,790	368,042	30,749	8	401,500	33,863	360,659	38,132	11	
Administrative Expense	311,254	3,476,013	3,770,785	(294,771)	(8)	4,128,585	324,092	3,378,392	97,622	3	
General Expense	36,931	353,283	534,058	(180,775)	(34)	582,609	25,935	381,114	(27,831)	(7)	(12)
<b>Total Expenses(before Operating Transfers)</b>	2,957,547	39,294,443	40,767,174	(1,472,731)	(4)	44,285,462	3,035,975	39,501,156	(206,712)	(1)	
<b>Operating Transfer</b>											
Operating Transfer/Other Funds	130,002	1,522,340	1,539,535	(17,195)	(1)	1,681,653	115,673	1,404,065	118,275	8	
Utilities & Labor Donated	19,357	235,099	220,000	15,099	7	240,000	21,042	212,298	22,802	11	
<b>Total Operating Transfer</b>	149,359	1,757,439	1,759,535	(2,096)	(0)	1,921,653	136,715	1,616,363	141,076	9	
<b>Net Income Profit(Loss)</b>	741,238	2,032,895	1,093,147	939,748	86	1,465,028	48,817	297,064	1,735,831	584	

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

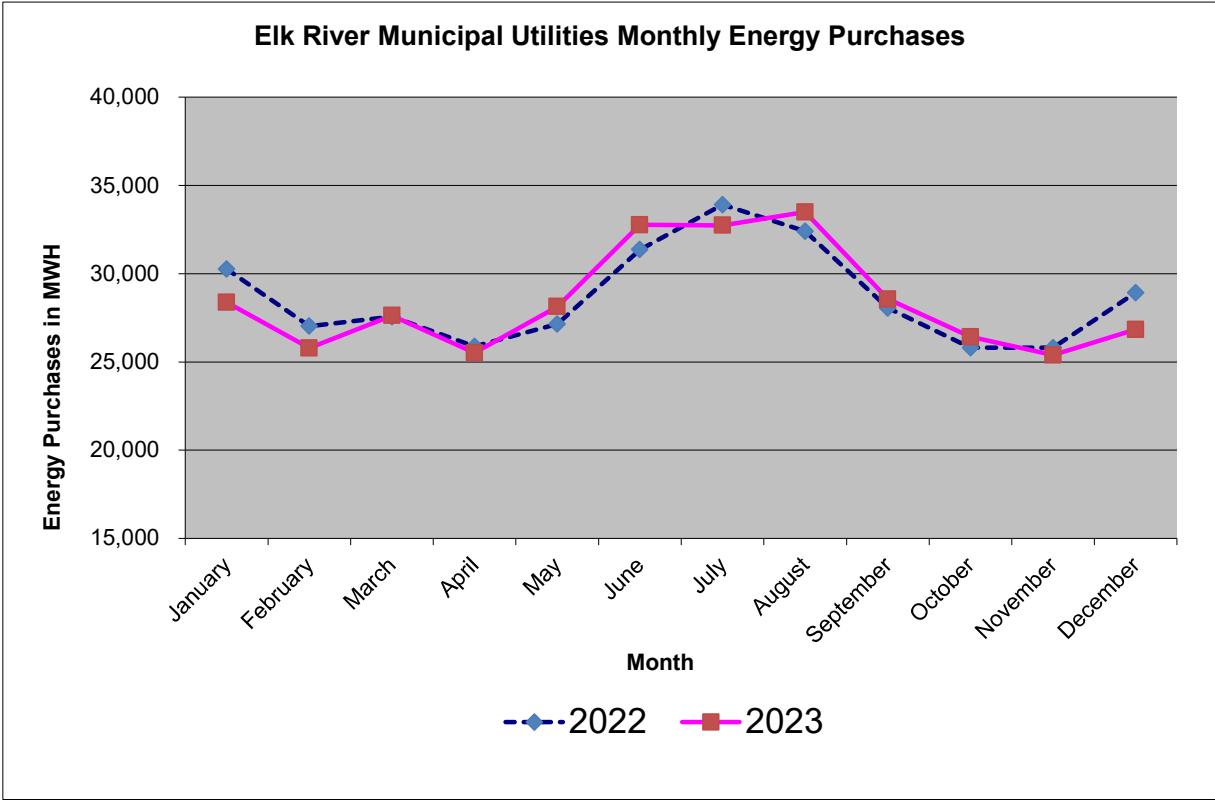
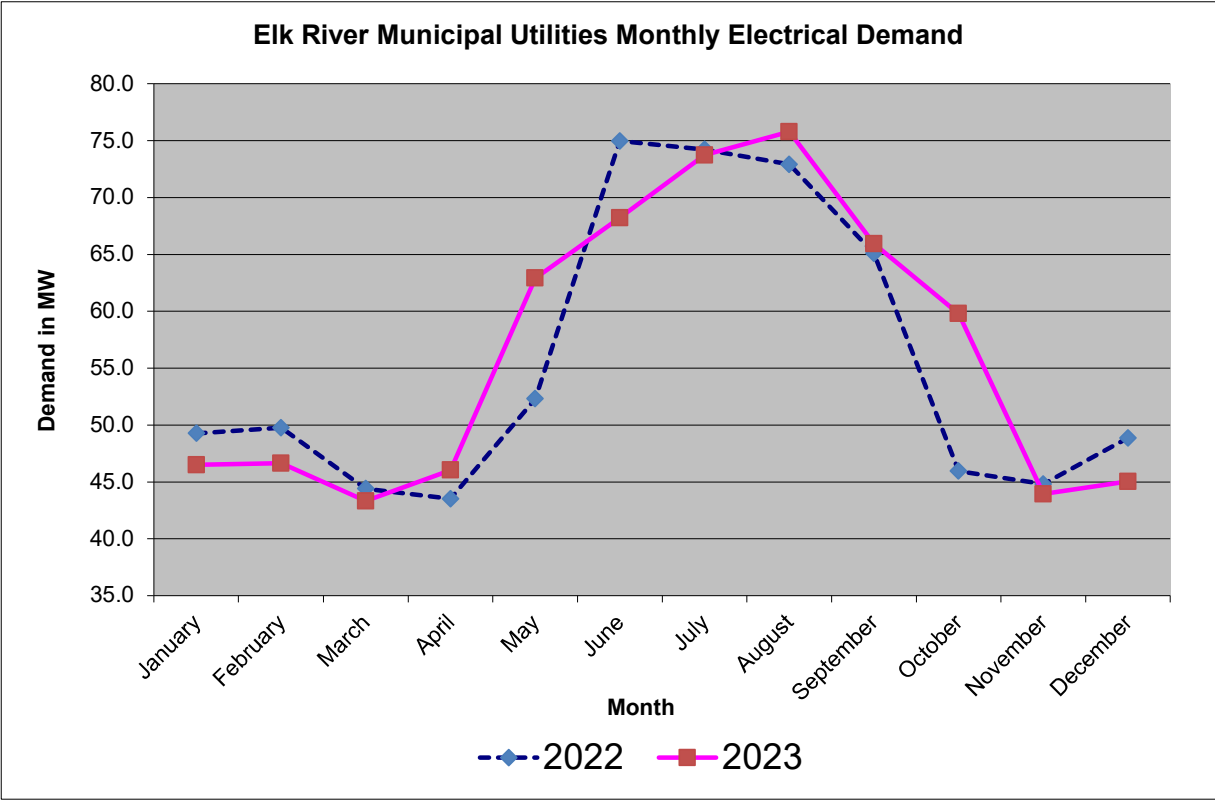
- (1) PYTD variance is mainly due to increased usage.
- (2) PYTD variance is due to accrual of PCA revenue in 2022 (See Rate Increase on Detailed Statement).
- (3) Budget variance is due to conservative budgeted amount. PYTD variance is due to the change in Fair Market Value of Investments.
- (4) Budget variance is due to conservative budgeted amount.
- (5) PYTD variance is due to the LFG Project coming to an end in 2022.
- (6) YTD Budget and PYTD variance is due to less than average connection fees in 2023.
- (7) YTD Budget variance is mainly due to a conservative budgeted amount for contribution from customers and misc non-utility.
- (8) PYTD variance is mainly due to increased labor for additional supplies and increased electric & water and natural gas expense for new field services building in 2023.
- (9) PYTD variance is due to the LFG Project coming to an end in 2022.
- (10) YTD Budget and PYTD variance is mainly due to increased labor (inventory, tool repair, maintenance of rubber goods, electrical apparatus maintenance/repair, and grounds testing/maintenance), tools and uniform expense in 2023.
- (11) YTD Budget and PYTD variance is mainly due to increased interest rate on deposits.
- (12) YTD Budget variance is mainly due to less rebate dollars spent than budgeted.

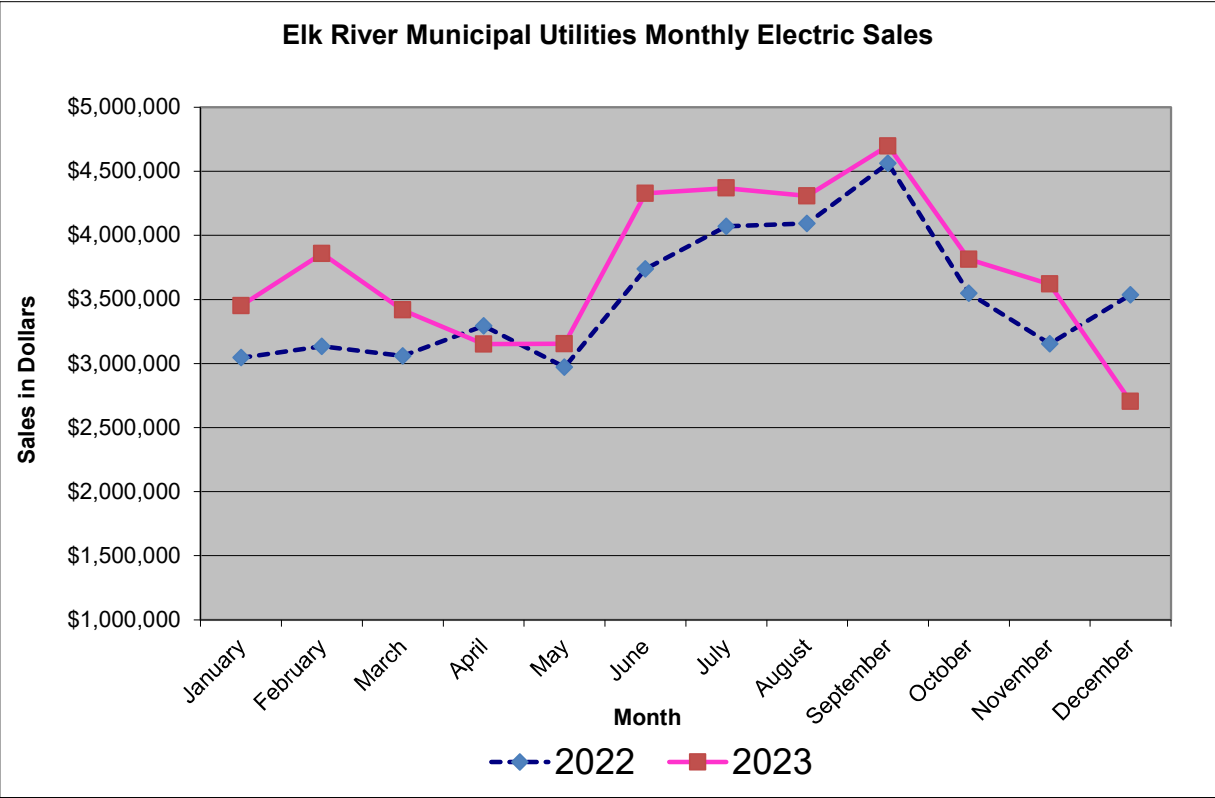
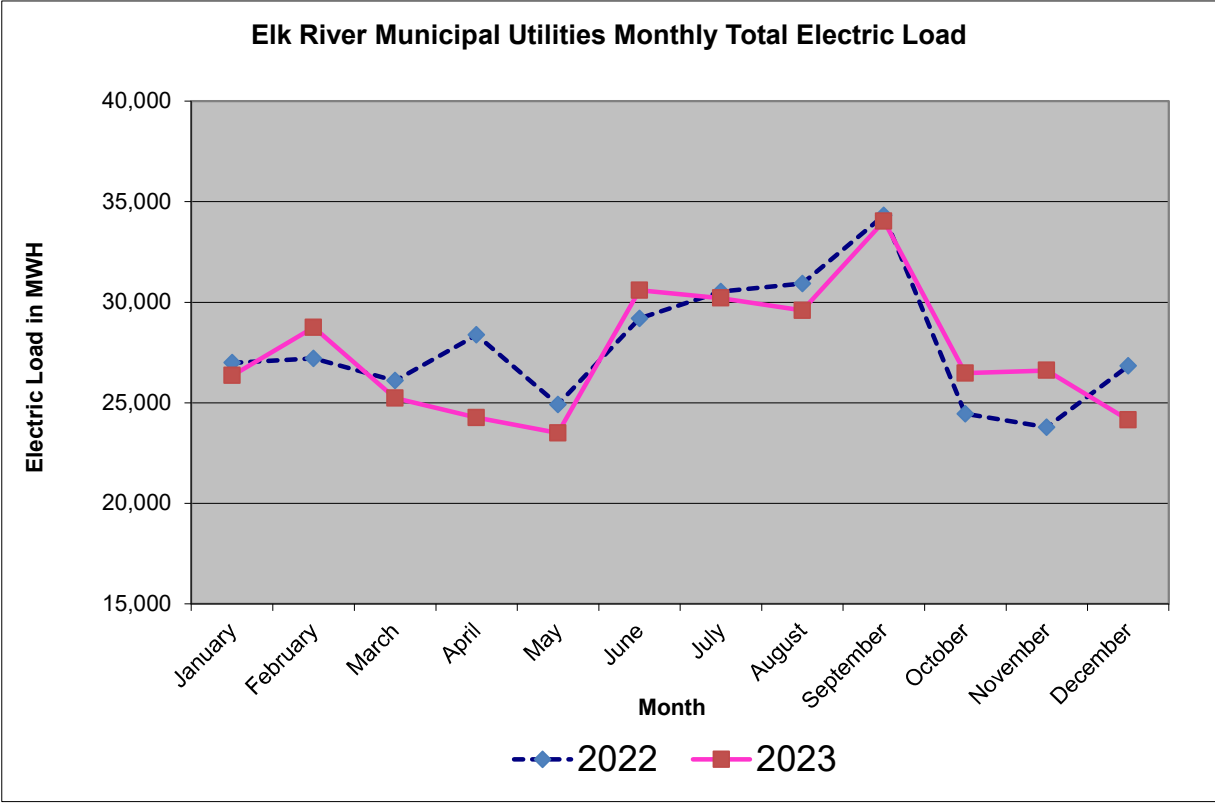
ELK RIVER MUNICIPAL UTILITIES  
ELK RIVER, MINNESOTA  
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
FOR PERIOD ENDING NOVEMBER 2023

	2023 NOVEMBER	2023 YTD	2023 YTD BUDGET	YTD Budget Variance	2023 YTD	2023 ANNUAL BUDGET	2022 NOVEMBER	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%	Variance Item
<b>Water</b>											
<b>Revenue</b>											
<b>Operating Revenue</b>											
Water Sales	185,173	3,162,594	2,372,823	789,771	33	2,503,414	166,234	2,737,119	425,475	16	(1)
<b>Total Operating Revenue</b>	185,173	3,162,594	2,372,823	789,771	33	2,503,414	166,234	2,737,119	425,475	16	
<b>Other Operating Revenue</b>											
Interest/Dividend Income	8,104	44,720	33,458	11,262	34	36,500	1,937	(38,985)	83,705	(215)	(2)
Customer Penalties	2,061	22,156	25,667	(3,510)	(14)	28,000	2,624	25,172	(3,015)	(12)	
Connection Fees	60,842	283,724	474,833	(191,109)	(40)	518,000	240,092	1,604,568	(1,320,844)	(82)	(3)
Misc Revenue	995	16,837	12,879	3,958	31	376,034	25,956	275,265	(258,428)	(94)	(4)
<b>Total Other Revenue</b>	72,002	367,437	546,838	(179,401)	(33)	958,534	270,608	1,866,019	(1,498,582)	(80)	
<b>Total Revenue</b>	257,175	3,530,031	2,919,661	610,370	21	3,461,948	436,843	4,603,138	(1,073,107)	(23)	
<b>Expenses</b>											
Production Expense	6,163	95,652	82,500	13,152	16	90,000	8,120	97,564	(1,912)	(2)	
Pumping Expense	34,910	537,363	552,750	(15,387)	(3)	603,000	37,090	515,930	21,434	4	
Distribution Expense	18,828	305,423	311,496	(6,073)	(2)	337,650	18,590	278,367	27,056	10	
Depreciation & Amortization	97,594	1,073,779	1,095,539	(21,760)	(2)	1,202,937	91,957	1,013,079	60,701	6	
Interest Expense	2,912	33,437	33,437	0	0	36,349	3,112	36,608	(3,171)	(9)	
Other Operating Expense	107	3,126	1,814	1,313	72	2,470	153	2,660	466	18	
Customer Accounts Expense	5,794	80,774	77,339	3,435	4	84,370	6,975	74,434	6,340	9	
Administrative Expense	81,733	847,874	950,983	(103,109)	(11)	1,032,655	88,390	844,729	3,145	0	
General Expense	52	4,733	17,096	(12,363)	(72)	18,650	423	7,113	(2,380)	(33)	
<b>Total Expenses(before Operating Transfers)</b>	248,093	2,982,162	3,122,953	(140,791)	(5)	3,408,081	254,808	2,870,484	111,679	4	
<b>Operating Transfer</b>											
Utilities & Labor Donated	0	0	1,375	(1,375)	(100)	1,500	0	540	(540)	(100)	
Total Operating Transfer	0	0	1,375	(1,375)	(100)	1,500	0	540	(540)	(100)	
<b>Net Income Profit(Loss)</b>	9,082	547,868	(204,668)	752,536	368	52,367	182,034	1,732,115	(1,184,246)	(68)	

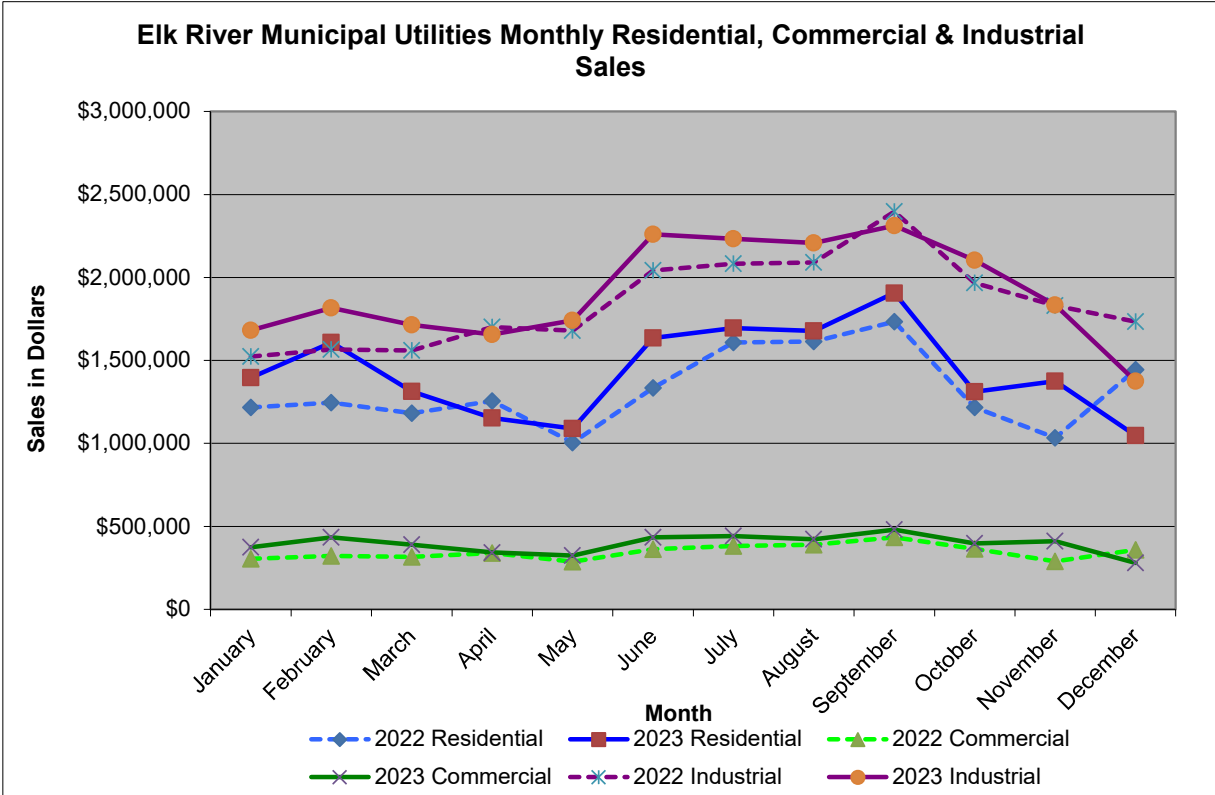
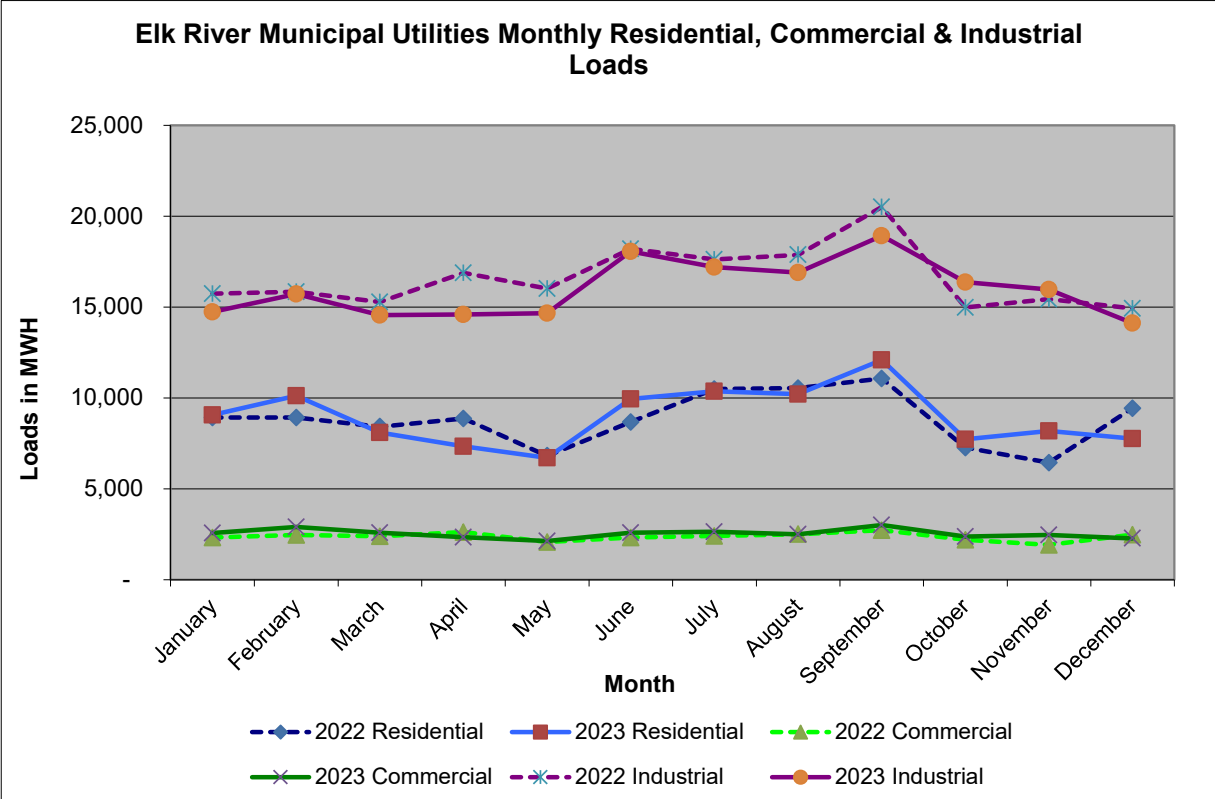
Item Variance of +/- \$15,000 and +/- 15%

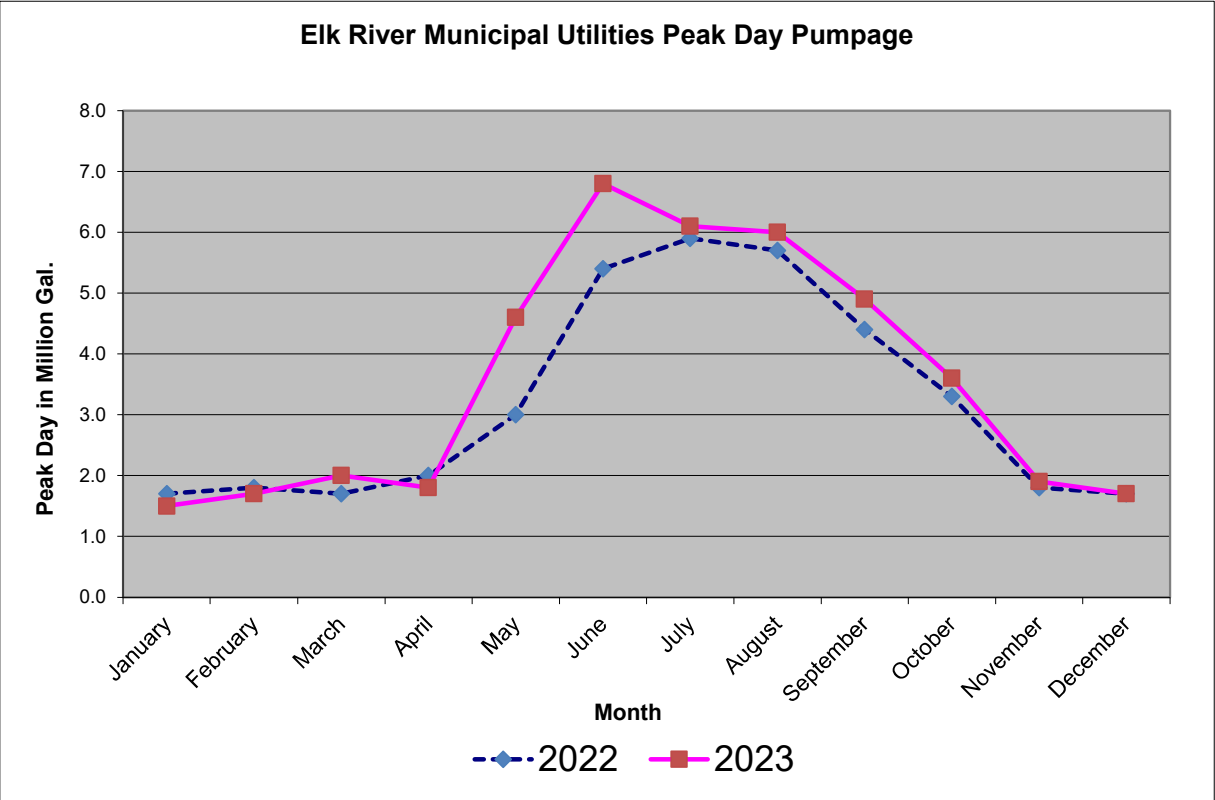
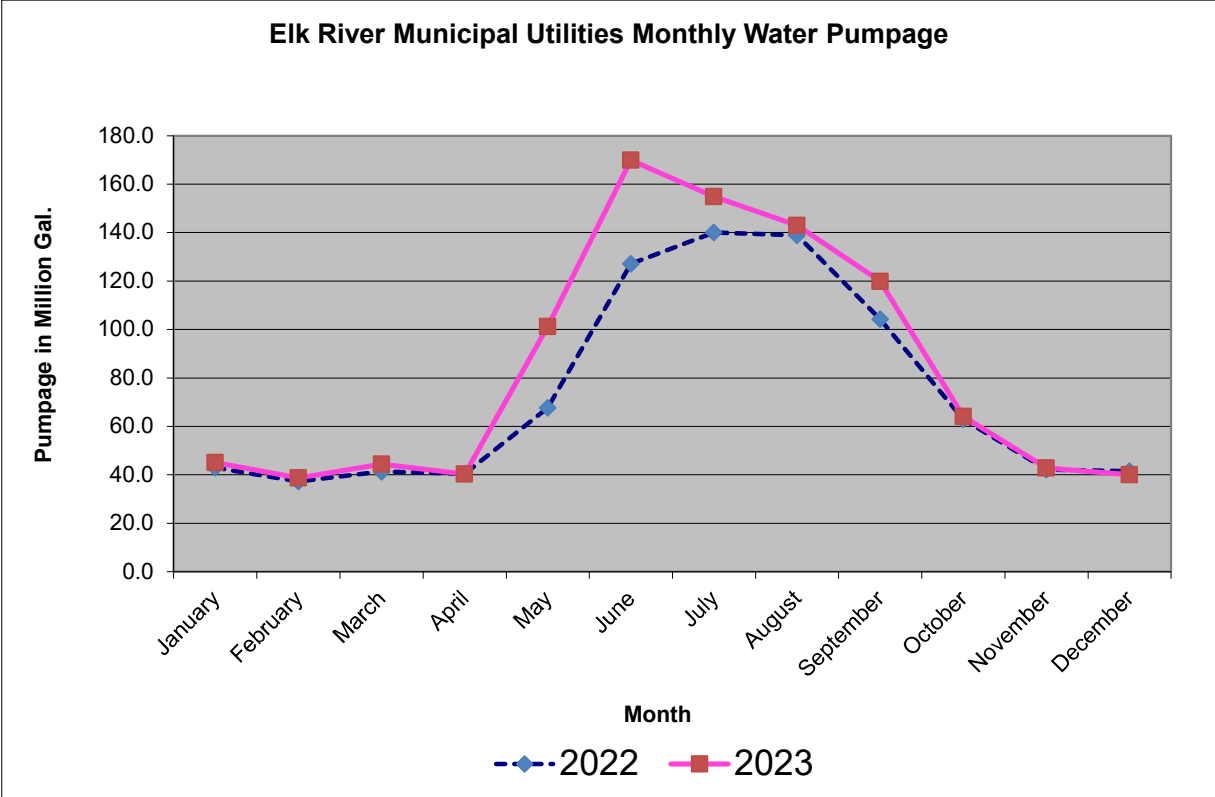
- (1) YTD Budget variance is due to usage being higher than budgeted and PYTD variance is due to rate increase and higher usage in 2023.
- (2) PYTD variance is due to the change in Fair Market Value of Investments.
- (3) YTD Budget variance is due to less than average connection fees. PYTD variance is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

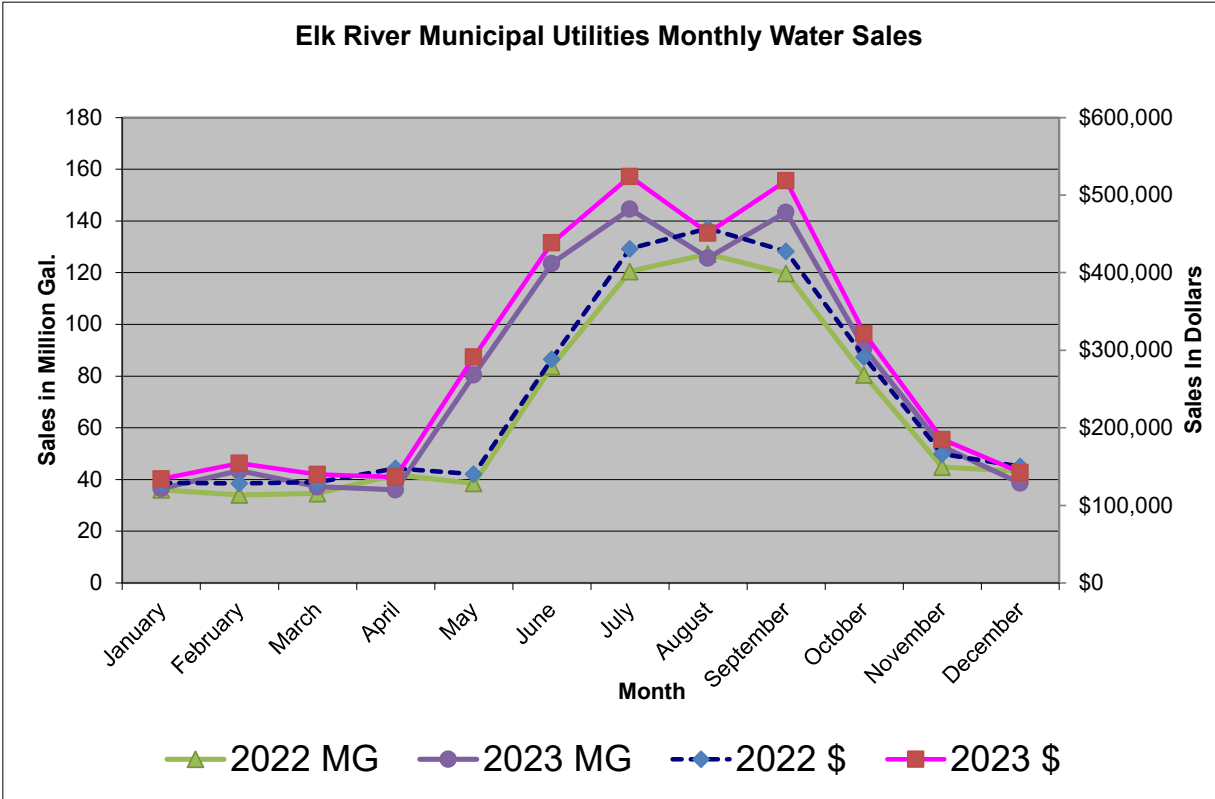












ELK RIVER MUNICIPAL UTILITIES  
ELK RIVER, MINNESOTA  
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
FOR PERIOD ENDING NOVEMBER 2023

		2023 NOVEMBER	2023 YTD	2023 YTD BUDGET	2023 ANNUAL BUDGET	2023 YTD Bud Var%	2022 NOVEMBER	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
<b>Electric Revenue</b>										
<b>Operating Revenue</b>										
Elk River										
	ELECT SALES - ELK RIVER RESID	1,106,259	12,848,573	12,740,017	14,039,146	1	908,389	12,476,992	371,581	3
	ELECT SALES - ELK RIVER NON-D	305,563	3,311,052	3,151,516	3,461,850	5	235,120	3,023,825	287,226	9
	ELECT SALES - ELK RIVER DEMA	1,491,941	17,570,213	18,646,345	20,243,229	(6)	1,730,784	18,700,756	(1,130,543)	(6)
	PCA SALES REVENUE - ELK RIVE	98,311	1,040,554	1,171,877	1,285,399	(11)	0	0	1,040,554	0
	PCA SALES REVENUE - ELK RIVE	27,868	283,171	310,132	340,814	(9)	0	0	283,171	0
	PCA SALES REVENUE - ELK RIVE	202,600	1,998,310	2,468,491	2,670,887	(19)	0	0	1,998,310	0
	<b>Total For Elk River:</b>	3,232,545	37,051,876	38,488,381	42,041,326	(4)	2,874,294	34,201,574	2,850,301	8
Otsego										
	ELECT SALES - OTSEGO RESIDEN	122,679	1,426,511	1,290,992	1,420,072	10	96,692	1,326,509	100,002	8
	ELECT SALES - OTSEGO NON-DEM	49,390	472,774	418,021	454,649	13	33,207	454,061	18,712	4
	ELECT SALES - OTSEGO DEMAND	121,539	1,326,559	1,070,551	1,180,452	24	97,638	1,268,482	58,076	5
	PCA SALES REVENUE - OTSEGO R	10,692	113,642	118,406	129,685	(4)	0	0	113,642	0
	PCA SALES REVENUE - OTSEGO N	4,666	41,419	40,639	44,260	2	0	0	41,419	0
	PCA SALES REVENUE - OTSEGO D	16,918	150,238	142,290	156,538	6	0	0	150,238	0
	<b>Total For Otsego:</b>	325,886	3,531,146	3,080,902	3,385,657	15	227,538	3,049,053	482,092	16
Rural Big Lake										
	ELECT SALES - BIG LAKE RESIDE	16,215	183,103	193,734	214,102	(5)	13,399	179,958	3,144	2
	ELECT SALES - BIG LAKE NON-DE	253	4,651	4,333	4,513	7	196	4,495	156	3
	PCA SALES REVENUE - BIG LAKE	1,473	14,868	17,870	19,622	(17)	0	0	14,868	0
	PCA SALES REVENUE - BIG LAKE	16	340	402	420	(16)	0	0	340	0
	<b>Total For Rural Big Lake:</b>	17,958	202,963	216,341	238,658	(6)	13,595	184,453	18,510	10
Dayton										
	ELECT SALES - DAYTON RESIDEN	16,467	196,040	201,500	221,646	(3)	13,478	190,619	5,421	3
	ELECT SALES - DAYTON NON-DE	3,872	37,726	36,317	39,638	4	2,692	36,409	1,316	4
	PCA SALES REVENUE - DAYTON R	1,435	15,521	18,563	20,286	(16)	0	0	15,521	0
	PCA SALES REVENUE - DAYTON	330	2,958	3,572	3,900	(17)	0	0	2,958	0
	<b>Total For Dayton:</b>	22,105	252,246	259,953	285,471	(3)	16,171	227,029	25,217	11
Public St & Hwy Lighting										
	ELECT SALES - SEC LTS	21,699	237,518	238,333	260,000	0	21,686	236,942	575	0
	<b>Total For Public St &amp; Hwy Lighting:</b>	21,699	237,518	238,333	260,000	0	21,686	236,942	575	0
Other Electric Sales										
	SUB-STATION CREDIT	400	4,400	4,400	4,800	0	400	4,400	0	0
	RATE INCREASE	0	0	0	0	0	(186,540)	1,121,387	(1,121,387)	(100)

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

	2023 NOVEMBER	2023 YTD	2023 YTD BUDGET	2023 ANNUAL BUDGET	2023 YTD Bud Var%	2022 NOVEMBER	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
<b>Electric</b>									
<b>Total For Other Electric Sales:</b>	400	4,400	4,400	4,800	0	(186,140)	1,125,787	(1,121,387)	(100)
<b>Total Operating Revenue</b>									
	3,620,595	41,280,151	42,288,311	46,215,912	(2)	2,967,145	39,024,841	2,255,309	6
<b>Other Operating Revenue</b>									
Interest/Dividend Income									
INTEREST & DIVIDEND INCOME	24,474	111,650	45,833	50,000	144	4,054	(192,655)	304,306	158
<b>Total For Interest/Dividend Income:</b>	24,474	111,650	45,833	50,000	144	4,054	(192,655)	304,306	158
Customer Penalties									
CUSTOMER DELINQUENT PENALT	29,325	288,919	229,166	250,000	26	28,684	266,460	22,459	8
<b>Total For Customer Penalties:</b>	29,325	288,919	229,166	250,000	26	28,684	266,460	22,459	8
LFG Project									
LFG PROJECT	0	0	0	0	0	85,151	935,004	(935,004)	(100)
<b>Total For LFG Project:</b>	0	0	0	0	0	85,151	935,004	(935,004)	(100)
Connection Fees									
DISCONNECT & RECONNECT CHA	23,430	140,161	201,666	220,000	(30)	26,050	204,512	(64,351)	(31)
<b>Total For Connection Fees:</b>	23,430	140,161	201,666	220,000	(30)	26,050	204,512	(64,351)	(31)
Misc Revenue									
MISC ELEC REVENUE - TEMP CHG	220	5,994	1,833	2,000	227	0	4,970	1,024	21
STREET LIGHT	4,500	6,300	15,000	20,000	(58)	6,300	12,725	(6,425)	(50)
TRANSMISSION INVESTMENTS	50,382	639,445	595,128	649,231	7	81,553	603,188	36,256	6
MISC NON-UTILITY	32,913	163,180	82,500	90,000	98	5,918	180,382	(17,201)	(10)
GAIN ON DISPOSITION OF PROPER	10,700	51,010	0	0	0	0	78,538	(27,528)	(35)
CONTRIBUTIONS FROM CUSTOMER	51,603	397,963	160,416	175,000	148	16,648	296,615	101,348	34
<b>Total For Misc Revenue:</b>	150,318	1,263,894	854,878	936,231	48	110,420	1,176,418	87,475	7
<b>Total Other Revenue</b>									
	227,548	1,804,625	1,331,545	1,456,231	36	254,360	2,389,740	(585,114)	(24)
<b>Total For Total Other Revenue:</b>	227,548	1,804,625	1,331,545	1,456,231	36	254,360	2,389,740	(585,114)	(24)
<b>Total Revenue</b>									
	3,848,143	43,084,777	43,619,856	47,672,143	(1)	3,221,506	41,414,581	1,670,195	4
<b>Expenses</b>									
Purchased Power									
PURCHASED POWER	1,541,851	21,805,175	22,437,613	24,207,981	(3)	2,131,934	29,219,252	(7,414,077)	(25)
ENERGY ADJUSTMENT CLAUSE	511,061	7,284,944	7,848,243	8,558,044	(7)	0	0	7,284,944	0
<b>Total For Purchased Power:</b>	2,052,913	29,090,120	30,285,856	32,766,025	(4)	2,131,934	29,219,252	(129,132)	0
Operating & Mtce Expense									

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

	2023 NOVEMBER	2023 YTD	2023 YTD BUDGET	2023 ANNUAL BUDGET	2023 YTD Bud Var%	2022 NOVEMBER	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
<b>Electric</b>									
OPERATING SUPERVISION	9,916	111,031	125,583	137,000	(12)	13,898	124,239	(13,207)	(11)
DIESEL OIL FUEL	0	3,854	9,166	10,000	(58)	364	2,250	1,604	71
NATURAL GAS	2,251	24,917	19,500	25,000	28	2,462	15,823	9,093	57
ELECTRIC & WATER CONSUMPTI	4,486	57,188	30,600	34,000	87	3,398	29,508	27,680	94
PLANT SUPPLIES & OTHER EXPEN	403	26,929	11,916	13,000	126	4,487	12,974	13,955	108
MISC POWER GENERATION EXPE	0	3,767	7,333	8,000	(49)	388	4,167	(399)	(10)
MAINTENANCE OF STRUCTURE -	1,213	17,696	18,333	20,000	(3)	6,804	18,385	(689)	(4)
MTCE OF PLANT ENGINES/GENER	404	17,223	35,750	39,000	(52)	469	11,242	5,981	53
MTCE OF PLANT/LAND IMPROVE	123	25,004	26,000	35,000	(4)	4,872	19,024	5,980	31
<b>Total For Operating &amp; Mtce Expense:</b>	<b>18,800</b>	<b>287,614</b>	<b>284,183</b>	<b>321,000</b>	<b>1</b>	<b>37,146</b>	<b>237,616</b>	<b>49,998</b>	<b>21</b>
<b>Landfill Gas</b>									
LANDFILL GAS PLANT PURCHASE	0	0	0	0	0	0	136,879	(136,879)	(100)
LANDFILL GAS PLANT OPERATIO	0	0	0	0	0	0	395,634	(395,634)	(100)
LANDFILL GAS PLANT ADMINIST	0	0	0	0	0	4,617	7,049	(7,049)	(100)
LANDFILL GAS PLANT INSURANC	0	0	0	0	0	0	17,535	(17,535)	(100)
LANDFILL GAS PLANT MTCE	0	0	0	0	0	140	1,436	(1,436)	(100)
<b>Total For Landfill Gas:</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,758</b>	<b>558,534</b>	<b>(558,534)</b>	<b>(100)</b>
<b>Transmission Expense</b>									
TRANSMISSION MTCE AND EXPE	4,508	59,365	64,166	70,000	(7)	4,773	58,804	561	1
<b>Total For Transmission Expense:</b>	<b>4,508</b>	<b>59,365</b>	<b>64,166</b>	<b>70,000</b>	<b>(7)</b>	<b>4,773</b>	<b>58,804</b>	<b>561</b>	<b>1</b>
<b>Distribution Expense</b>									
REMOVE EXISTING SERVICE & M	0	542	962	1,050	(44)	299	494	48	10
SCADA EXPENSE	4,845	48,501	40,333	44,000	20	2,713	37,436	11,065	30
TRANSFORMER EXPENSE OH & U	1,480	17,269	13,750	15,000	26	1,004	11,676	5,592	48
MTCE OF SIGNAL SYSTEMS	0	2,667	1,833	2,000	45	0	1,815	851	47
METER EXPENSE - REMOVE & RE	0	1,461	1,375	1,500	6	0	582	879	151
TEMP SERVICE - INSTALL & REM	2,815	9,206	3,208	3,500	187	0	3,298	5,908	179
MISC DISTRIBUTION EXPENSE	26,244	323,536	275,000	300,000	18	43,231	292,905	30,631	10
INTERCONNECTION CARRYING C	0	0	0	2,416	0	0	0	0	0
<b>Total For Distribution Expense:</b>	<b>35,385</b>	<b>403,185</b>	<b>336,462</b>	<b>369,466</b>	<b>20</b>	<b>47,249</b>	<b>348,208</b>	<b>54,977</b>	<b>16</b>
<b>Maintenance Expense</b>									
MTCE OF STRUCTURES	5,917	59,895	42,166	46,000	42	3,649	25,599	34,296	134
MTCE OF SUBSTATIONS	243	39,773	32,083	35,000	24	18,068	56,431	(16,658)	(30)
MTCE OF SUBSTATION EQUIPME	17,486	70,166	70,583	77,000	(1)	2,876	41,131	29,035	71
MTCE OF OH LINES/TREE TRIM	14,544	194,343	200,000	225,000	(3)	4,433	117,815	76,528	65

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

Electric	2023	2023	2023	2023	2023 YTD	2022	2022	YTD	2022 v. 2023
	NOVEMBER	YTD	YTD BUDGET	ANNUAL BUDGET	Bud Var%	NOVEMBER	YTD	VARIANCE	Actual Var%
MTCE OF OH LINES/STANDBY	3,116	33,475	36,666	40,000	(9)	2,153	30,682	2,792	9
MTCE OF OH PRIMARY	7,933	141,973	155,833	170,000	(9)	10,575	175,770	(33,796)	(19)
MTCE OF URD PRIMARY	19,232	209,105	155,833	170,000	34	18,147	191,361	17,743	9
LOCATE ELECTRIC LINES	11,622	100,068	97,166	106,000	3	6,962	92,269	7,798	8
LOCATE FIBER LINES	50	421	916	1,000	(54)	32	815	(393)	(48)
MTCE OF LINE TRANSFORMERS	1,045	72,493	55,000	60,000	32	903	37,800	34,693	92
MTCE OF STREET LIGHTING	6,363	43,031	41,250	45,000	4	11,264	52,324	(9,293)	(18)
MTCE OF SECURITY LIGHTING	1,295	16,675	13,750	15,000	21	1,442	21,518	(4,842)	(23)
MTCE OF METERS	4,650	62,905	77,916	85,000	(19)	3,711	71,827	(8,921)	(12)
VOLTAGE COMPLAINTS	259	10,072	9,166	10,000	10	924	7,367	2,704	37
SALARIES TRANSMISSION & DIST	2,287	25,867	27,958	30,500	(7)	2,414	25,928	(60)	0
ELECTRIC MAPPING	3,263	101,620	87,083	95,000	17	6,435	79,440	22,179	28
MTCE OF OH SECONDARY	2,587	23,811	22,916	25,000	4	2,352	20,150	3,661	18
MTCE OF URD SECONDARY	5,174	57,773	55,000	60,000	5	1,608	55,054	2,718	5
TRANSPORTATION EXPENSE	20,254	252,426	224,583	245,000	12	24,799	257,780	(5,354)	(2)
<b>Total For Maintenance Expense:</b>	127,330	1,515,900	1,405,875	1,540,500	8	122,756	1,361,068	154,831	11
Depreciation & Amortization									
DEPRECIATION	209,339	2,289,525	2,332,861	2,552,700	(2)	177,310	2,155,283	134,241	6
AMORTIZATION	55,677	612,457	612,458	668,136	0	55,677	612,457	0	0
<b>Total For Depreciation &amp; Amortization:</b>	265,017	2,901,982	2,945,319	3,220,836	(1)	232,988	2,767,741	134,241	5
Interest Expense									
INTEREST EXPENSE - BONDS	71,400	799,293	799,293	870,695	0	74,413	832,661	(33,368)	(4)
AMORTIZATION OF DEBT DISCOU	(4,988)	(54,873)	(54,873)	(59,863)	0	(4,988)	(55,777)	903	2
<b>Total For Interest Expense:</b>	66,412	744,419	744,419	810,832	0	69,424	776,884	(32,464)	(4)
Other Operating Expense									
EV CHARGING EXPENSE	223	1,972	7,086	7,731	(72)	507	6,141	(4,168)	(68)
LOSS ON DISPOSITION OF PROP (C	0	13,073	15,500	15,500	(16)	0	0	13,073	0
OTHER DONATIONS	0	108	2,750	3,000	(96)	0	3,681	(3,573)	(97)
DAM MAINTENANCE EXPENSE	0	0	0	0	0	0	29	(29)	(100)
MUTUAL AID	0	4,415	0	0	0	0	36,690	(32,274)	(88)
PENSION EXPENSE	0	0	0	45,000	0	0	0	0	0
OTHER INTEREST EXPENSE	0	378	378	378	0	378	4,510	(4,132)	(92)
INTEREST EXPENSE - METER DEP	4,093	43,818	2,291	2,500	1,812	168	1,826	41,992	2,298
<b>Total For Other Operating Expense:</b>	4,316	63,767	28,006	74,109	128	1,053	52,879	10,888	21

Customer Accounts Expense

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

	2023 NOVEMBER	2023 YTD	2023 YTD BUDGET	2023 ANNUAL BUDGET	2023 YTD Bud Var%	2022 NOVEMBER	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
<b>Electric</b>									
METER READING EXPENSE	4,195	39,911	43,083	47,000	(7)	3,278	43,866	(3,954)	(9)
DISCONNECT/RECONNECT EXPEN	692	19,371	20,166	22,000	(4)	1,893	21,950	(2,579)	(12)
MISC CUSTOMER ACCOUNTS EXP	28,226	311,068	286,458	312,500	9	28,608	281,831	29,237	10
BAD DEBT EXPENSE & RECOVER	1,561	28,439	18,333	20,000	55	83	13,010	15,428	119
<b>Total For Customer Accounts Expense:</b>	<b>34,676</b>	<b>398,790</b>	<b>368,041</b>	<b>401,500</b>	<b>8</b>	<b>33,863</b>	<b>360,658</b>	<b>38,131</b>	<b>11</b>
<b>Administrative Expense</b>									
SALARIES OFFICE & COMMISSION	62,938	728,008	870,833	950,000	(16)	69,505	739,650	(11,641)	(2)
TEMPORARY STAFFING	0	0	3,666	4,000	(100)	0	0	0	0
OFFICE SUPPLIES	7,734	107,176	98,083	107,000	9	6,222	64,718	42,457	66
ELECTRIC & WATER CONSUMPTI	1,837	26,855	26,583	29,000	1	5,555	27,326	(471)	(2)
BANK FEES	110	1,598	2,291	2,500	(30)	296	1,877	(279)	(15)
LEGAL FEES	2,031	19,482	36,666	40,000	(47)	(3,590)	25,088	(5,606)	(22)
AUDITING FEES	1,623	18,816	16,976	18,520	11	1,503	16,536	2,280	14
INSURANCE	15,327	185,890	170,500	186,000	9	16,373	165,656	20,233	12
UTILITY SHARE - DEFERRED COM	5,780	110,786	113,666	124,000	(3)	5,762	107,347	3,439	3
UTILITY SHARE - MEDICAL/DENT	62,014	763,872	797,437	858,481	(4)	66,277	791,962	(28,089)	(4)
UTILITY SHARE - PERA	24,072	263,280	264,000	288,000	0	24,211	256,403	6,877	3
UTILITY SHARE - FICA	22,750	257,059	256,666	280,000	0	23,480	248,654	8,405	3
EMPLOYEE SICK PAY	9,283	140,068	137,500	150,000	2	10,966	135,870	4,197	3
EMPLOYEE HOLIDAY PAY	42,341	140,391	128,863	157,500	9	43,754	110,768	29,622	27
EMPLOYEE VACATION & PTO PA	21,045	259,004	231,000	250,000	12	19,628	238,081	20,923	9
UPMIC DISTRIBUTION	0	60,163	68,261	91,015	(12)	0	49,029	11,134	23
LONGEVITY PAY	0	15,168	16,369	16,369	(7)	0	2,790	12,378	444
CONSULTING FEES	0	2,732	73,333	80,000	(96)	0	54,690	(51,957)	(95)
TELEPHONE	2,987	33,813	37,583	41,000	(10)	3,416	34,232	(419)	(1)
ADVERTISING	624	13,213	13,750	15,000	(4)	552	11,838	1,375	12
DUES & SUBSCRIPTIONS - FEES	7,536	105,328	158,285	172,675	(33)	15,274	113,177	(7,848)	(7)
SCHOOLS & MEETINGS	20,212	212,270	241,500	259,925	(12)	14,292	175,986	36,284	21
MTCE OF GENERAL PLANT & OFFI	1,002	11,030	6,966	7,600	58	609	6,704	4,325	65
<b>Total For Administrative Expense:</b>	<b>311,254</b>	<b>3,476,013</b>	<b>3,770,784</b>	<b>4,128,585</b>	<b>(8)</b>	<b>324,092</b>	<b>3,378,391</b>	<b>97,621</b>	<b>3</b>
<b>General Expense</b>									
CIP REBATES - RESIDENTIAL	6,658	57,074	91,822	100,170	(38)	7,730	56,096	978	2
CIP REBATES - COMMERCIAL	0	54,432	173,784	189,583	(69)	0	107,575	(53,143)	(49)
CIP - ADMINISTRATION	15,375	26,786	18,058	19,700	48	425	7,991	18,795	235
CIP - MARKETING	832	37,444	27,535	30,039	36	1,452	27,727	9,716	35



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

	2023 NOVEMBER	2023 YTD	2023 YTD BUDGET	2023 ANNUAL BUDGET	2023 YTD Bud Var%	2022 NOVEMBER	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
<b>Electric</b>									
CIP - LABOR	10,748	128,434	163,635	178,511	(22)	12,845	139,948	(11,513)	(8)
CIP REBATES - LOW INCOME	0	13,124	16,500	18,000	(20)	0	4,185	8,939	214
CIP - LOW INCOME LABOR	729	8,746	9,063	9,887	(3)	861	9,547	(801)	(8)
ENVIRONMENTAL COMPLIANCE	2,499	20,957	31,367	34,219	(33)	2,617	29,247	(8,289)	(28)
MISC GENERAL EXPENSE	88	6,283	2,291	2,500	174	1	(1,205)	7,488	621
<b>Total For General Expense:</b>	36,931	353,283	534,058	582,609	(34)	25,934	381,114	(27,831)	(7)
<b>Total Expenses(before Operating Transfers)</b>	2,957,546	39,294,443	40,767,174	44,285,462	(4)	3,035,974	39,501,155	(206,712)	(1)
<b>Operating Transfer</b>									
Operating Transfer/Other Funds									
TRANSFER TO CITY ELK RIVER R	130,002	1,522,339	1,539,535	1,681,653	(1)	115,673	1,404,065	118,274	8
<b>Total For Operating Transfer/Other Funds:</b>	130,002	1,522,339	1,539,535	1,681,653	(1)	115,673	1,404,065	118,274	8
Utilities & Labor Donated									
UTILITIES & LABOR DONATED TO	19,357	235,099	220,000	240,000	7	21,041	212,297	22,801	11
<b>Total For Utilities &amp; Labor Donated:</b>	19,357	235,099	220,000	240,000	7	21,041	212,297	22,801	11
Total Operating Transfer									
<b>Total For Total Operating Transfer:</b>	149,359	1,757,438	1,759,535	1,921,653	0	136,715	1,616,362	141,076	9
<b>Net Income Profit(Loss)</b>	741,237	2,032,895	1,093,147	1,465,028	86	48,816	297,063	1,735,831	584

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

	2023 NOVEMBER	2023 YTD	2023 YTD BUDGET	2023 ANNUAL BUDGET	2023 YTD Bud Var%	2022 NOVEMBER	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
<b>Water</b>									
<b>Revenue</b>									
<b>Operating Revenue</b>									
Water Sales									
WATER SALES RESIDENTIAL	100,615	1,766,279	1,318,636	1,397,043	34	92,883	1,567,257	199,022	13
WATER SALES COMMERCIAL	75,120	996,489	799,170	850,022	25	61,292	870,704	125,785	14
WATER SALES IRRIGATION	9,437	399,824	255,016	256,349	57	12,058	299,157	100,666	34
<b>Total For Water Sales:</b>	185,172	3,162,593	2,372,823	2,503,414	33	166,234	2,737,119	425,474	16
<b>Total Operating Revenue</b>	185,172	3,162,593	2,372,823	2,503,414	33	166,234	2,737,119	425,474	16
<b>Total For Total Operating Revenue:</b>	185,172	3,162,593	2,372,823	2,503,414	33	166,234	2,737,119	425,474	16
<b>Other Operating Revenue</b>									
Interest/Dividend Income									
INTEREST & DIVIDEND INCOME	8,103	44,176	32,083	35,000	38	1,937	(39,577)	83,754	212
OTHER INTEREST/MISC REVENUE	0	543	1,375	1,500	(61)	0	592	(49)	(8)
<b>Total For Interest/Dividend Income:</b>	8,103	44,720	33,458	36,500	34	1,937	(38,984)	83,704	215
Customer Penalties									
CUSTOMER PENALTIES	2,061	22,156	25,666	28,000	(14)	2,623	25,171	(3,015)	(12)
<b>Total For Customer Penalties:</b>	2,061	22,156	25,666	28,000	(14)	2,623	25,171	(3,015)	(12)
Connection Fees									
WATER/ACCESS/CONNECTION FE	49,530	235,340	412,500	450,000	(43)	236,208	1,533,529	(1,298,188)	(85)
CUSTOMER CONNECTION FEES	7,126	22,642	36,666	40,000	(38)	3,542	56,283	(33,641)	(60)
BULK WATER SALES/HYDRANT R	4,185	25,740	25,666	28,000	0	341	14,754	10,986	74
<b>Total For Connection Fees:</b>	60,842	283,723	474,833	518,000	(40)	240,092	1,604,567	(1,320,843)	(82)
Misc Revenue									
MISC NON-UTILITY	20	120	45	50	161	0	110	10	9
GAIN ON DISPOSITION OF PROPER	0	2,940	0	0	0	0	0	2,940	0
MISCELLANEOUS REVENUE	0	258	458	500	(43)	732	1,019	(761)	(75)
HYDRANT MAINTENANCE PROGR	975	13,518	12,375	13,500	9	975	12,229	1,288	11
CONTRIBUTIONS FROM DEVELOP	0	0	0	65,000	0	0	0	0	0
WATER TOWER LEASE	0	0	0	296,984	0	24,248	261,904	(261,904)	(100)
<b>Total For Misc Revenue:</b>	995	16,836	12,879	376,034	31	25,955	275,264	(258,427)	(94)
<b>Total Other Revenue</b>	72,002	367,436	546,837	958,534	(33)	270,608	1,866,018	(1,498,582)	(80)
<b>Total For Total Other Revenue:</b>	72,002	367,436	546,837	958,534	(33)	270,608	1,866,018	(1,498,582)	(80)

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

		2023 NOVEMBER	2023 YTD	2023 YTD BUDGET	2023 ANNUAL BUDGET	2023 YTD Bud Var%	2022 NOVEMBER	2022 YTD	YTD VARIANCE	2022 v. 2023 Actual Var%
<b>Water</b>										
	<b>Total Revenue</b>	<u>257,174</u>	<u>3,530,030</u>	<u>2,919,660</u>	<u>3,461,948</u>	<u>21</u>	<u>436,842</u>	<u>4,603,138</u>	<u>(1,073,107)</u>	<u>(23)</u>
<b>Expenses</b>										
	Production Expense									
	MTCE OF STRUCTURES	<u>6,162</u>	<u>95,652</u>	<u>82,500</u>	<u>90,000</u>	<u>16</u>	<u>8,119</u>	<u>97,564</u>	<u>(1,912)</u>	<u>(2)</u>
	<b>Total For Production Expense:</b>	<u>6,162</u>	<u>95,652</u>	<u>82,500</u>	<u>90,000</u>	<u>16</u>	<u>8,119</u>	<u>97,564</u>	<u>(1,912)</u>	<u>(2)</u>
	Pumping Expense									
	SUPERVISION	<u>5,363</u>	<u>58,157</u>	<u>63,250</u>	<u>69,000</u>	<u>(8)</u>	<u>5,875</u>	<u>59,993</u>	<u>(1,835)</u>	<u>(3)</u>
	ELECTRIC & GAS UTILITIES	<u>15,672</u>	<u>282,333</u>	<u>264,000</u>	<u>288,000</u>	<u>7</u>	<u>23,013</u>	<u>260,919</u>	<u>21,414</u>	<u>8</u>
	SAMPLING	<u>3,286</u>	<u>16,343</u>	<u>13,750</u>	<u>15,000</u>	<u>19</u>	<u>799</u>	<u>12,485</u>	<u>3,858</u>	<u>31</u>
	CHEMICAL FEED	<u>699</u>	<u>42,900</u>	<u>45,833</u>	<u>50,000</u>	<u>(6)</u>	<u>(4,305)</u>	<u>29,198</u>	<u>13,702</u>	<u>47</u>
	MTCE OF ELECTRIC PUMPING EQ	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>46</u>	<u>(46)</u>	<u>(100)</u>
	MTCE OF WELLS	<u>9,606</u>	<u>134,473</u>	<u>151,250</u>	<u>165,000</u>	<u>(11)</u>	<u>7,799</u>	<u>140,055</u>	<u>(5,581)</u>	<u>(4)</u>
	SCADA - PUMPING	<u>283</u>	<u>3,154</u>	<u>14,666</u>	<u>16,000</u>	<u>(78)</u>	<u>3,908</u>	<u>13,232</u>	<u>(10,078)</u>	<u>(76)</u>
	<b>Total For Pumping Expense:</b>	<u>34,910</u>	<u>537,363</u>	<u>552,750</u>	<u>603,000</u>	<u>(3)</u>	<u>37,089</u>	<u>515,929</u>	<u>21,433</u>	<u>4</u>
	Distribution Expense									
	MTCE OF WATER MAINS	<u>6,379</u>	<u>142,145</u>	<u>110,000</u>	<u>120,000</u>	<u>29</u>	<u>4,965</u>	<u>78,347</u>	<u>63,797</u>	<u>81</u>
	LOCATE WATER LINES	<u>578</u>	<u>8,456</u>	<u>15,812</u>	<u>17,250</u>	<u>(47)</u>	<u>516</u>	<u>10,895</u>	<u>(2,438)</u>	<u>(22)</u>
	MTCE OF WATER SERVICES	<u>0</u>	<u>240</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>897</u>	<u>(656)</u>	<u>(73)</u>
	WATER METER SERVICE	<u>600</u>	<u>28,368</u>	<u>60,500</u>	<u>66,000</u>	<u>(53)</u>	<u>5,761</u>	<u>69,816</u>	<u>(41,448)</u>	<u>(59)</u>
	BACKFLOW DEVICE INSPECTION	<u>1,151</u>	<u>18,023</u>	<u>15,100</u>	<u>16,000</u>	<u>19</u>	<u>0</u>	<u>10,765</u>	<u>7,257</u>	<u>67</u>
	MTCE OF CUSTOMERS SERVICE	<u>2,510</u>	<u>27,741</u>	<u>27,958</u>	<u>30,500</u>	<u>(1)</u>	<u>2,321</u>	<u>25,913</u>	<u>1,828</u>	<u>7</u>
	WATER MAPPING	<u>4,020</u>	<u>15,736</u>	<u>11,458</u>	<u>12,500</u>	<u>37</u>	<u>1,262</u>	<u>10,581</u>	<u>5,155</u>	<u>49</u>
	MTCE OF WATER HYDRANTS - PU	<u>791</u>	<u>13,340</u>	<u>17,416</u>	<u>19,000</u>	<u>(23)</u>	<u>1,535</u>	<u>17,882</u>	<u>(4,542)</u>	<u>(25)</u>
	MTCE OF WATER HYDRANTS - PR	<u>0</u>	<u>3,665</u>	<u>4,583</u>	<u>5,000</u>	<u>(20)</u>	<u>333</u>	<u>4,454</u>	<u>(788)</u>	<u>(18)</u>
	WATER CLOTHING/PPE	<u>986</u>	<u>10,128</u>	<u>8,250</u>	<u>9,000</u>	<u>23</u>	<u>73</u>	<u>7,587</u>	<u>2,540</u>	<u>33</u>
	WAGES WATER	<u>582</u>	<u>6,504</u>	<u>6,691</u>	<u>7,300</u>	<u>(3)</u>	<u>1,082</u>	<u>8,259</u>	<u>(1,755)</u>	<u>(21)</u>
	TRANSPORTATION EXPENSE	<u>1,226</u>	<u>15,319</u>	<u>15,125</u>	<u>16,500</u>	<u>1</u>	<u>739</u>	<u>14,595</u>	<u>724</u>	<u>5</u>
	WATER PERMIT	<u>0</u>	<u>15,752</u>	<u>18,600</u>	<u>18,600</u>	<u>(15)</u>	<u>0</u>	<u>18,370</u>	<u>(2,617)</u>	<u>(14)</u>
	<b>Total For Distribution Expense:</b>	<u>18,827</u>	<u>305,423</u>	<u>311,495</u>	<u>337,650</u>	<u>(2)</u>	<u>18,590</u>	<u>278,366</u>	<u>27,056</u>	<u>10</u>
	Depreciation & Amortization									
	DEPRECIATION	<u>97,593</u>	<u>1,073,779</u>	<u>1,095,539</u>	<u>1,202,937</u>	<u>(2)</u>	<u>91,956</u>	<u>1,013,078</u>	<u>60,700</u>	<u>6</u>
	<b>Total For Depreciation &amp; Amortization:</b>	<u>97,593</u>	<u>1,073,779</u>	<u>1,095,539</u>	<u>1,202,937</u>	<u>(2)</u>	<u>91,956</u>	<u>1,013,078</u>	<u>60,700</u>	<u>6</u>
	Interest Expense									
	INTEREST EXPENSE - BONDS	<u>3,466</u>	<u>39,533</u>	<u>39,533</u>	<u>43,000</u>	<u>0</u>	<u>3,666</u>	<u>42,704</u>	<u>(3,171)</u>	<u>(7)</u>
	AMORTIZATION OF DEBT DISCOU	<u>(554)</u>	<u>(6,096)</u>	<u>(6,096)</u>	<u>(6,651)</u>	<u>0</u>	<u>(554)</u>	<u>(6,096)</u>	<u>0</u>	<u>0</u>

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

Water		2023	2023	2023	2023	2023 YTD	2022	2022	YTD	2022 v. 2023
		NOVEMBER	YTD	YTD BUDGET	ANNUAL BUDGET	Bud Var%	NOVEMBER	YTD	VARIANCE	Actual Var%
	<b>Total For Interest Expense:</b>	2,912	33,436	33,436	36,349	0	3,112	36,607	(3,171)	(9)
	Other Operating Expense									
	LOSS ON DISPOSITION OF PROP (C	0	0	0	500	0	0	0	0	0
	DAM MAINTENANCE EXPENSE	0	1,876	1,604	1,750	17	53	1,483	392	26
	OTHER INTEREST EXPENSE	0	94	95	95	0	94	1,127	(1,033)	(92)
	INTEREST EXPENSE - METER DEP	107	1,155	114	125	905	4	48	1,106	2,259
	<b>Total For Other Operating Expense:</b>	107	3,126	1,813	2,470	72	152	2,659	466	18
	Customer Accounts Expense									
	METER READING EXPENSE	192	2,037	2,291	2,500	(11)	164	2,194	(156)	(7)
	MISC CUSTOMER ACCOUNTS EXP	5,601	78,764	74,818	81,620	5	6,809	72,211	6,552	9
	BAD DEBT EXPENSE & RECOVER	0	(28)	229	250	(112)	0	28	(56)	(200)
	<b>Total For Customer Accounts Expense:</b>	5,793	80,773	77,339	84,370	4	6,974	74,433	6,340	9
	Administrative Expense									
	SALARIES OFFICE & COMMISSION	18,197	211,588	246,125	268,500	(14)	19,595	214,857	(3,269)	(2)
	TEMPORARY STAFFING	0	0	916	1,000	(100)	0	0	0	0
	OFFICE SUPPLIES	1,888	23,108	23,375	25,500	(1)	1,528	13,540	9,567	71
	ELECTRIC & WATER CONSUMPTI	459	6,713	7,333	8,000	(8)	997	6,440	273	4
	BANK FEES	27	412	572	625	(28)	74	484	(72)	(15)
	LEGAL FEES	507	4,239	8,250	9,000	(49)	250	6,225	(1,986)	(32)
	AUDITING FEES	405	5,250	4,244	4,630	24	375	4,134	1,116	27
	INSURANCE	3,441	48,115	33,000	36,000	46	2,934	30,696	17,419	57
	UTILITY SHARE - DEFERRED COM	1,405	20,143	27,958	30,500	(28)	825	18,638	1,505	8
	UTILITY SHARE - MEDICAL/DENT	14,235	188,762	200,818	215,000	(6)	16,568	206,206	(17,443)	(8)
	UTILITY SHARE - PERA	4,312	48,543	49,500	54,000	(2)	4,611	49,149	(605)	(1)
	UTILITY SHARE - FICA	4,008	46,796	47,666	52,000	(2)	4,368	47,218	(422)	(1)
	EMPLOYEE SICK PAY	1,705	24,512	24,750	27,000	(1)	2,211	23,817	694	3
	EMPLOYEE HOLIDAY PAY	8,125	25,487	25,200	30,800	1	7,717	19,672	5,815	30
	EMPLOYEE VACATION & PTO PA	3,706	44,820	40,727	44,000	10	3,988	42,603	2,217	5
	UPMIC DISTRIBUTION	0	10,967	13,551	18,069	(19)	0	9,904	1,063	11
	WELLHEAD PROTECTION	0	6,861	10,000	10,000	(31)	0	4,724	2,137	45
	LONGEVITY PAY	0	2,581	3,106	3,106	(17)	0	310	2,271	733
	CONSULTING FEES	490	9,006	32,083	35,000	(72)	0	19,882	(10,876)	(55)
	TELEPHONE	667	7,664	8,708	9,500	(12)	782	8,009	(345)	(4)
	ADVERTISING	156	3,978	5,958	6,500	(33)	138	2,831	1,147	41
	DUES & SUBSCRIPTIONS - FEES	14,876	69,871	77,000	78,320	(9)	16,055	73,977	(4,106)	(6)

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

Water		2023	2023	2023	2023	2023 YTD	2022	2022	YTD	2022 v. 2023
		NOVEMBER	YTD	YTD BUDGET	ANNUAL BUDGET	Bud Var%	NOVEMBER	YTD	VARIANCE	Actual Var%
	SCHOOLS & MEETINGS	2,864	35,690	58,396	63,705	(39)	5,212	39,727	(4,036)	(10)
	MTCE OF GENERAL PLANT & OFFI	250	2,757	1,741	1,900	58	152	1,676	1,081	64
	<b>Total For Administrative Expense:</b>	81,732	847,874	950,983	1,032,655	(11)	88,389	844,729	3,144	0
General Expense										
	CIP REBATES - RESIDENTIAL	0	1,185	9,625	10,500	(88)	0	834	351	42
	CIP REBATES - COMMERCIAL	0	0	458	500	(100)	0	0	0	0
	CIP - MARKETING	0	966	458	500	111	0	613	353	58
	CIP - LABOR	0	1,288	4,308	4,700	(70)	375	4,136	(2,847)	(69)
	ENVIRONMENTAL COMPLIANCE	52	1,316	2,016	2,200	(35)	46	1,528	(211)	(14)
	MISC GENERAL EXPENSE	0	(24)	229	250	(111)	0	0	(25)	(2,600)
	<b>Total For General Expense:</b>	52	4,733	17,095	18,650	(72)	422	7,113	(2,379)	(33)
	<b>Total Expenses(before Operating Transfers)</b>	248,093	2,982,162	3,122,953	3,408,081	(5)	254,808	2,870,483	111,678	4
Operating Transfer										
	Utilities & Labor Donated									
	WATER & LABOR DONATED TO CI	0	0	1,375	1,500	(100)	0	539	(539)	(100)
	Total Operating Transfer									
	<b>Total For Total Operating Transfer:</b>	0	0	1,375	1,500	(100)	0	539	(539)	(100)
	<b>Net Income Profit(Loss)</b>	9,081	547,868	(204,667)	52,367	368	182,034	1,732,114	(1,184,246)	(68)

Beginning Fiscal Period[YYYYMM]

First period of fiscal year

GL Division

61 - Elk River Electric

GL Department

All

Ending Fiscal Period[YYYYMM]

202311

GL Activity

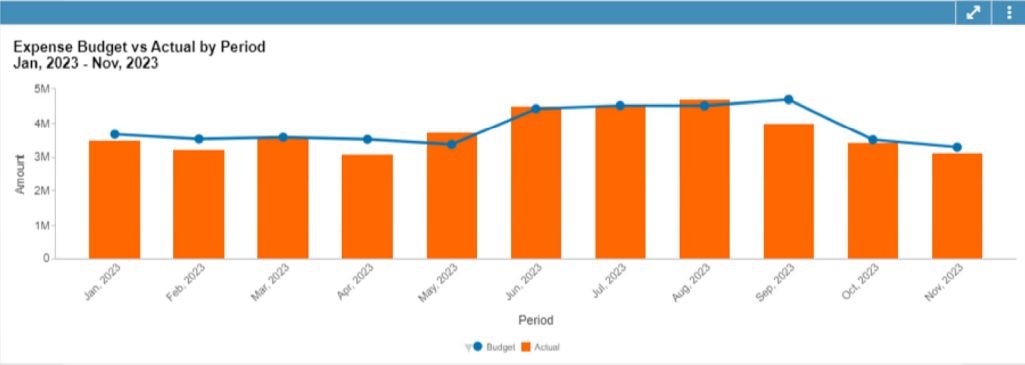
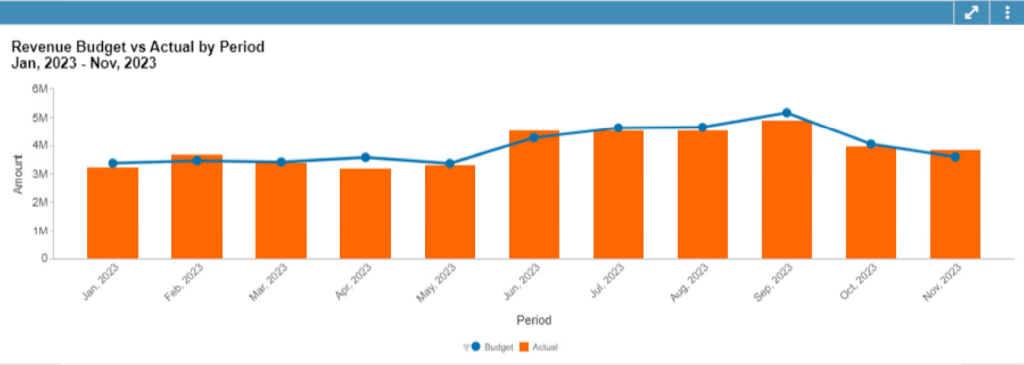
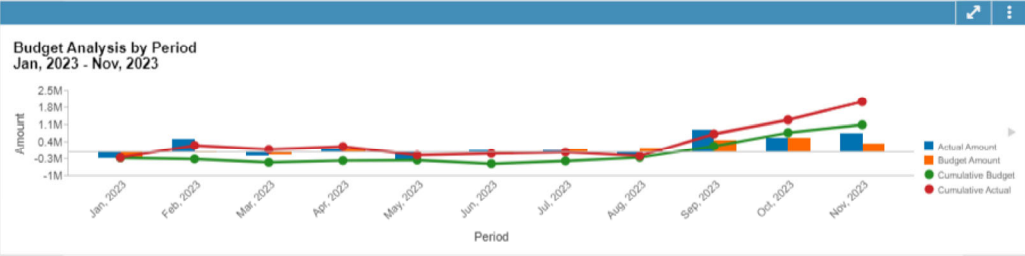
All

Period Type

Closed Period

Budget Revenue Comparison & Variance	
Jan, 2023 - Nov, 2023	
-\$535,079.66	
-1.23%	
Actual	Budget
\$43,084,777.29	\$43,619,856.95

Budget Expense Comparison & Variance	
Jan, 2023 - Nov, 2023	
-\$1,474,827.25	
-3.47%	
Actual	Budget
\$41,051,882.22	\$42,526,709.47



Beginning Fiscal Period[YYYYMM]

First period of fiscal year

GL Division

62 - Elk River Water

GL Department

All

Ending Fiscal Period[YYYYMM]

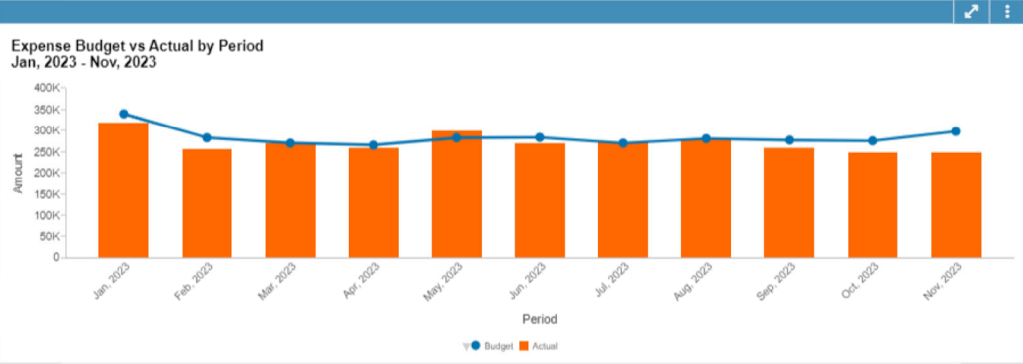
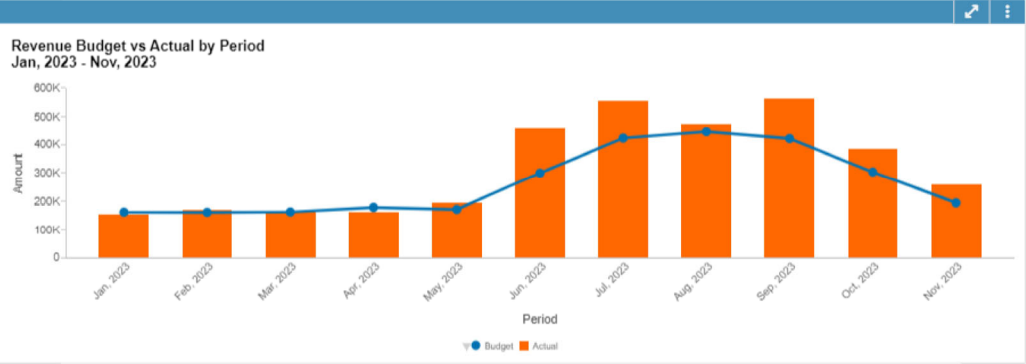
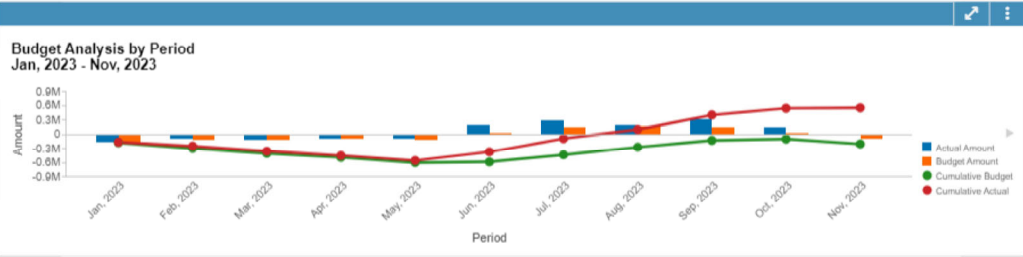
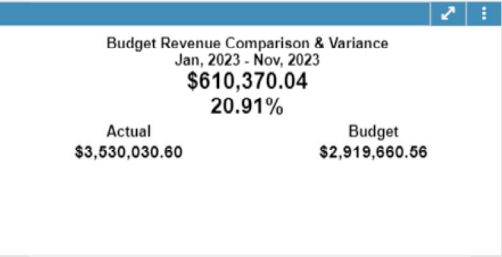
202311

GL Activity

All

Period Type

Closed Period



<b>TO:</b> ERMU Commission	<b>FROM:</b> Mark Hanson – General Manager
<b>MEETING DATE:</b> January 9, 2024	<b>AGENDA ITEM NUMBER:</b> 5.2
<b>SUBJECT:</b> ERMU Clothing Allowance Update	
<b>ACTION REQUESTED:</b> Approve the new clothing allowance amount of \$120	

**BACKGROUND:**

At the November 2023 commission meeting, the Commission directed staff to review the clothing allowance program for potential adjustment. The employee handbook states: “For Commissioners and employees other than regular field workers, the Utilities will provide a \$75 annual allowance for Utilities logo clothing.” The \$75 amount has been in place since the clothing allowance program was implemented in August 2014.

**DISCUSSION:**

Staff reviewed employees’ clothing expenditures beyond the allowance over the past several years to determine a reasonable adjustment. Purchase records since 2020 show the average personal expense paid by employees and commissioners is \$22.35. In actuality, this translates to roughly half the people paying \$35-\$50 out of pocket while others purchased right at the allowance limit or slightly over.

Feedback received is that the current allowance only provides for the purchase of a single name brand item (perceived as more durable). Setting the allowance at \$120 would be sufficient to provide two average items (such as a dress shirt or vest) or one larger item (such as a jacket). As such, it is recommended that the clothing allowance be increased to \$120.



<b>TO:</b> ERMU Commission	<b>FROM:</b> Mark Hanson – General Manager
<b>MEETING DATE:</b> January 9, 2024	<b>AGENDA ITEM NUMBER:</b> 5.3
<b>SUBJECT:</b> Transmission Investment Opportunity	
<b>ACTION REQUESTED:</b> Approve the Transmission Investment Opportunity	

**BACKGROUND:**

In August 2023, the CapX2020 Brookings Owners submitted applications to the Minnesota PUC to install separate 345 kV circuits on double-circuit-capable structures on the Minnesota portion of the Brookings County to Lyon County (Western Segment) and the Helena to Hampton Minnesota (Eastern Segment) segments of the Original Brookings Line. Elk River Municipal Utilities (ERMU) is a part owner of this line through a coordinated investment with Central Municipal Power Agency/Services (CMPAS). The CMPAS participants have some reserves to fund these projects, but additional financial commitment from current participants for this project and other necessary improvements to the line is necessary. CMPAS has been informed they will be required to start making project payments in early 2024.

**DISCUSSION:**

CMPAS is holding approximately \$2.5 million dollars of construction reserves from prior borrowings sponsored by the 2007 Brookings Line project agreement participants. To accurately plan, provide funding in a timely manner and prepare for contingencies, however, CMPAS is requesting access to additional funds per the current participation agreement.

In anticipation of cash requirements related to the projects listed on the previous slide, CMPAS would like to have commitments from current Brookings' participants of \$2.0 million in additional funds. CMPAS is not requiring funds to be deposited in the CMPAS account now, but to be readily available and transmitted to CMPAS within 3 to 5 days upon request.

Individual commitments will be proportionally allocated based on original project participation percentages (assuming all participants participate at their original percentage). ERMU's percentage is 18.89%. If the full \$2M is requested, then our commitment request would be approximately \$378K. If other participants choose not to participate in this opportunity, our commitment request could be higher. Commission direction on a commitment cap is needed. Recent investment returns on our original CapX commitment have been slightly over 10%.

CMPAS has advised this funding proposal pertains primarily to the two larger Brookings projects based on the cost estimates available at this time. Additional funding needs related to these projects, or other Brookings projects, may require additional funding requests in the future.

<b>TO:</b> ERMU Commission	<b>FROM:</b> Mark Hanson – General Manager
<b>MEETING DATE:</b> January 9, 2024	<b>AGENDA ITEM NUMBER:</b> 6.1a
<b>SUBJECT:</b> Staff Update	
<b>ACTION REQUESTED:</b> None	

**DISCUSSION:**

- A notice of intent to begin contract negotiations has been sent to the selected Advanced Metering Infrastructure meter installation vendor. The same vendor will provide installation services for both electric and water meters. Staff anticipates the negotiation process to go smoothly. Once the contract has been signed, staff will release the vendor's name.
- The professional services agreement with Baker Tilly for the compensation study was signed last week. The management team has been reviewing job descriptions as the consultant will need updated job descriptions for all positions. Staff anticipate scheduling the project kickoff meeting in the next two weeks.
- The Board of Directors of the Minnesota Municipal Power Agency (MMPA) met on December 19, 2023, at Chaska City Hall in Chaska, Minnesota and via videoconference.
  - The Board reviewed the Agency's financial and operating performance for November 2023.
  - Customer penetration for the residential Clean Energy Choice program increased to 5.3%. There was an increase of 48 customers participating in the residential Clean Energy Choice program from October to November.
  - The Board discussed the current business environment.
  - The Board approved rates for 2024, which are the same as 2023 rates.
  - The Board discussed the status of renewable projects the Agency is pursuing.
  - The Board was informed that the Hometown BioEnergy Renewable Natural Gas (RNG) project has achieved commercial operation.
  - The following officers were elected for 2024: Matt Podhradsky – Chairman, Keith Mykleseth – Vice Chairman, Greg Drent – Treasurer, Mark Hanson – Secretary.

<b>TO:</b> ERMU Commission	<b>FROM:</b> Sara Youngs – Administrations Director
<b>MEETING DATE:</b> January 9, 2024	<b>AGENDA ITEM NUMBER:</b> 6.1b
<b>SUBJECT:</b> Staff Update	
<b>ACTION REQUESTED:</b> None	

**DISCUSSION:**

- Office walk-in traffic for December consisted of 114 customers, averaging 29 customers per week over the 4-week period.
- ERMU red tag notification count for December under the Cold Weather Rule.
  - Cycle 3 – 7 red tag notifications
  - Cycle 4 – 11 red tag notifications
  - Cycle 1 – 20 red tag notifications and 1 disconnection
- The year-end process within National Information Solutions Cooperative’s iVUE software was a success. All fees have been updated for 2024. Rates for 2024 will be updated for the February billing cycle which captures January usage.
- During the month of December 2023, the customer service team entered 50 payment arrangements with customers. During December 2022 there were 74 payment arrangements.
- Training that was scheduled with Star Energy for December 12, 2023, for the NOVA Power Portal was postponed due to a software upgrade. Training will take place in January 2024. All distributed energy interconnection applications will ultimately be submitted through this portal. This application tracks and manages the application process for the solar vendor, customer, and utility.
- Currently there are 11 active residential solar photovoltaic projects planned or under construction in the ERMU service territory.
- In the last 30 days, combined the level two charger located downtown and in the parking lot in front of ERMU had 17 sessions and provided customers with 607 kWh of green energy.

- Staff ordered 50 weatherization kits that will be donated to Tri-CAP to assist with ERMU's Sherburne county residents who are reaching out for energy assistance. Weatherization kits are an additional resource to help residents reduce their energy consumption.
- As part of our annual review of demand commercial accounts, 23 accounts were identified as not meeting the requirements of exceeding a peak demand of 50 kW in the previous 12 months. Accounts will be evaluated to determine if it is financially beneficial for the customer to move them to the non-demand commercial rate schedule.

<b>TO:</b> ERMU Commission	<b>FROM:</b> Melissa Karpinski – Finance Manager
<b>MEETING DATE:</b> January 9, 2024	<b>AGENDA ITEM NUMBER:</b> 6.1c
<b>SUBJECT:</b> Staff Update	
<b>ACTION REQUESTED:</b> None	

**DISCUSSION:**

- The 2023 audit field work is scheduled for February 22-23, which most likely will be done remotely or in a hybrid method. Accounting continues to gather requested information/work papers and will be busy preparing for the 2023 annual audit.
- We received our Minnesota Department of Revenue Sales and Use Tax Refund of \$11,645.11, of which \$220.66 was interest. We submitted this back on May 3, 2023.

<b>TO:</b> ERMU Commission	<b>FROM:</b> Tony Mauren – Governance & Communications Manager
<b>MEETING DATE:</b> January 9, 2024	<b>AGENDA ITEM NUMBER:</b> 6.1d
<b>SUBJECT:</b> Staff Update	
<b>ACTION REQUESTED:</b> None	

**DISCUSSION:**

- The January bill insert is the attached informational flyer about SmartHub’s Auto Pay Program.
- In addition to highlighting the bill insert topic, social media posts this month feature a variety of items including the commission meeting notice, holiday closures and garbage delays, as well as announcing the 2024 electric and water rates.
- Communications staff is updating the website, forms, and processes for the residential and commercial rebate programs to be in line with the rebate management services provided by Frontier Energy.
- Staff has coordinated a presentation for the Commission from Frontier Energy on the services they are providing to the Conservation Improvement Program as well as offering an opportunity to answer any questions. This presentation will serve as the Commission’s Annual Orientation and is scheduled for 2:30 p.m. on Tuesday, March 12 in the Uppertown Conference Room, an hour prior to the regular meeting in the same room. Thank you for adding this to your schedule.
- On January 3, representatives from the communications department and field staff met to begin the strategic plan initiative for enhancing the field services building through branding and decorative interior elements. The group reviewed three quotes, discussed overall direction, and options for the different spaces. This initiative is scheduled to be complete by the end of 2024.
- Office staff celebrated the holidays with a lunch on December 21. The group looks forward to this opportunity to enjoy each other’s company every year!

**ATTACHMENTS:**

- Bill Insert – Smart Hub Auto Pay Program



## WHAT IS SMARTHUB?

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

## WHAT IS SMARTHUB'S AUTO PAY PROGRAM?

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



### EASY PROGRAM SIGN UP

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



### CHOOSE YOUR PAYMENT METHOD

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

- Credit
- Debit
- Checking
- Savings



### SAVE TIME & REDUCE STRESS

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

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

<b>TO:</b> ERMU Commission	<b>FROM:</b> Thomas Geiser – Operations Director
<b>MEETING DATE:</b> January 9, 2024	<b>AGENDA ITEM NUMBER:</b> 6.1e
<b>SUBJECT:</b> Staff Update	
<b>ACTION REQUESTED:</b> None	

**DISCUSSION:**

- Staff has 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.
- Attending Advanced Metering Infrastructure project meetings weekly with other ERMU staff.
- ERMU received a new woodchipper box for tree trimming.
- Staff is working on 2024 projects and 2024 equipment needs.
- Staff attended a Minnesota regional meeting on Friday, January 5 for the second round of the Grid Resilience and Innovation Partnerships grant.
- Staff is planning for the American Public Power Association’s Lineworkers Rodeo event that is scheduled for April 6, 2024.



<b>TO:</b> ERMU Commission	<b>FROM:</b> Chris Sumstad – Electric Superintendent
<b>MEETING DATE:</b> January 9, 2024	<b>AGENDA ITEM NUMBER:</b> 6.1f
<b>SUBJECT:</b> Staff Update	
<b>ACTION REQUESTED:</b> None	

**DISCUSSION:**

- Installed 14 new residential services, which involves the connection of a secondary line once the customer requests service.
- Crews completed the three phase service at the Martin Marietta gravel pit off Baldwin Street north of 225<sup>th</sup> Avenue.
- Crews completed the three phase service at the Beaudry storage facility located along County Road 1.
- Crews finished up the landfill reroute project, setting a new three phase transformer and getting the primary loop back to normal.
- Joe Schmidt from Minnesota Municipal Utilities Association (MMUA) was here on December 28, 2023. He conducted year in review training sessions that touched on all safety topics that were covered in 2023.
- The bore crew replaced approximately 2000 feet of underground primary on 202<sup>nd</sup> Avenue in Elk River. They will continue there again in the spring with about 1500 feet left to install in this project.
- Crews have been working on replacing the rejected poles found during Mi-Tech Services' annual pole testing which occurred this past summer.
- Crews replaced older high pressure sodium streetlights with new LED lights along Main Street from Proctor Avenue to Waco Street. Annually, we target areas of our service territory to replaces old lights with new LEDs and plan to start another area in February.

- I attended the MMUA Technical & Operations Conference held in St. Cloud, December 5-7. I had the chance to hear some great speakers on interesting topics and attended a good trade show Wednesday evening.
- The inventory and procurement team have been working around the west storage yard, organizing and cleaning up wire and other inventory materials.
- Crews finished installing electric infrastructure at The Cove housing development. This is located on the west side of Elk River near the old bowling alley location. This was the fourth joint trench housing development for 2023.
- We celebrated the holidays this year with a lunch for field service staff on December 20. Lots of great work was done safely and with pride in 2023!

<b>TO:</b> ERMU Commission	<b>FROM:</b> Mike Tietz – Technical Services Superintendent
<b>MEETING DATE:</b> January 9, 2024	<b>AGENDA ITEM NUMBER:</b> 6.1g
<b>SUBJECT:</b> Staff Update	
<b>ACTION REQUESTED:</b> None	

**DISCUSSION:**

- In December, the locators processed 150 locate tickets. These consisted of 117 normal tickets, 5 emergency tickets, 15 updated tickets, 4 cancellations, 3 meets, 3 non-excavation, and 3 boundary surveys. This resulted in a 64.6% decrease in tickets from the previous month and is a 44.2% increase from the prior December. The ticket count for 2023 is up 6.0% from 2022's numbers.
- Electrical technicians completed 305 service order tasks, updated the power bill, addressed customer meter issues and any off-peak concerns.
- The Advanced Metering Infrastructure (AMI) residential water meters and residential electric meters continue to be installed in new services and where we may have had an existing meter failure. The AMI endpoint installation vendor selection team made a decision and staff are expecting contracting to progress quickly and move into initial deployment testing within a month. We still anticipate a start date in March of 2024 for the mass deployment of meters. Integration with National Information Solutions Cooperative continues to progress as we are starting our Meter Data Management System implementation now. Weekly meetings have been found to be very beneficial in keeping everyone on the same page as we progress through the different stages of implementation.
- For the month of December, staff did not run generators. Engine #4 was run for testing purposes after repairs were made to it.
- Staff completed installation of an air-source heat pump at the West substation control building. Staff did a great job framing in a window opening to allow for installation of the unit. Providing a conditioned space will help keep the electronic components housed there in the optimal operating temperature range.

<b>TO:</b> ERMU Commission	<b>FROM:</b> Dave Ninow – Water Superintendent
<b>MEETING DATE:</b> January 9, 2024	<b>AGENDA ITEM NUMBER:</b> 6.1h
<b>SUBJECT:</b> Staff Update	
<b>ACTION REQUESTED:</b> None	

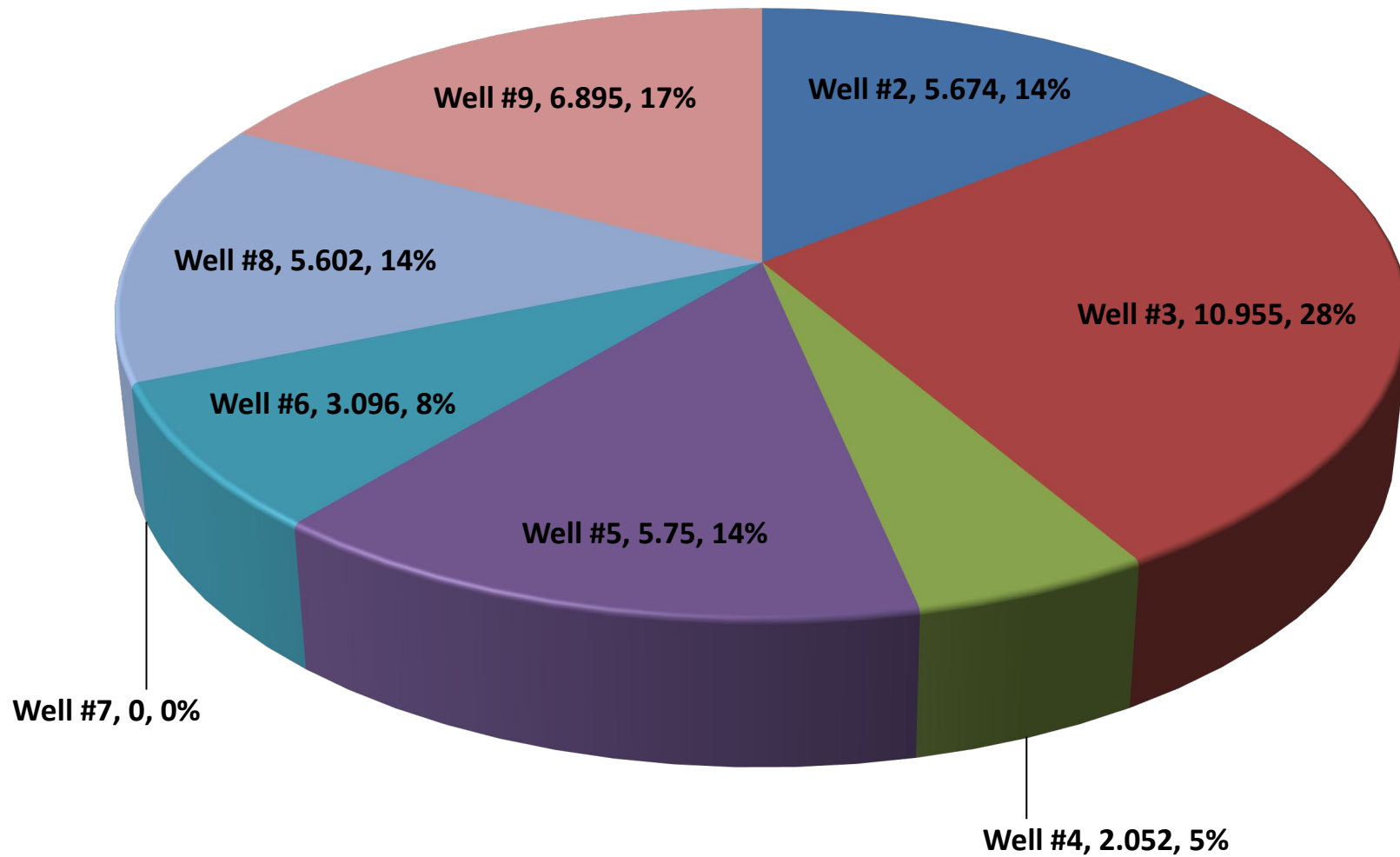
**DISCUSSION:**

- Delivered 5 new water meters, installed a Smart Point module, 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 19 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.
- John Thom, Water Operations Specialist with Short Elliot Hendrickson will be conducting a water treatment system operations course with the Minnesota Department of Health at our new field services building. This course will consist of classes each Monday evening for 10 weeks starting February 5, 2024.
- The programable logic controllers (PLC) have been replaced for wells 5, 7, and 9 to allow for transitioning our Supervisory Control and Data Acquisition (SCADA) system from communicating through radio to fiber optic. The PLCs have also been replaced at the Auburn and Johnson water towers for the SCADA communication switch to fiber along with the new Advanced Metering Infrastructure meter reading equipment at those locations.
- The water operators continue to perform preventative maintenance on the water treatment plants. We are also repairing or upgrading any items requiring attention.
- Following up from questions at the December meeting, staff has done some research on regulations and found no requirement for tiered water rates. However, ERMU is required by the DNR to have water conservation measures in place and tiered water rates count towards that. The MDH also highly encourages having them to provide incentives for customers to conserve water.

**ATTACHMENTS:**

- December 2023 Pumping by Well

## December 2023 Monthly Pumping By Well



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

<b>TO:</b> ERMU Commission	<b>FROM:</b> Chris Kerzman – Engineering Manager
<b>MEETING DATE:</b> January 9, 2024	<b>AGENDA ITEM NUMBER:</b> 6.1i
<b>SUBJECT:</b> Staff Update	
<b>ACTION REQUESTED:</b> None	

**DISCUSSION:**

- Staff met with the contractor for the fiber loop expansion and are working to finalize locations of our laterals for the contractor’s design. The contractor plans to start installation as weather allows over the next few months.
- Staff have received review drawings for the Otsego substation transformer and are working with DGR Engineering to provide comments.
- Staff continue to work on the planning and design of the future East substation which will be needed to support development in the southeast portion of ERMU’s service territory.
- Staff have expanded the use of multi factor authentication and continue to work on future cybersecurity enhancements.
- Commissioners Stewart, Bell, and Zerwas are budgeted for iPad replacements this year. Staff will follow up individually to confirm if a replacement is needed and schedule accordingly.
- Be sure to check out this [video](#) from Landform Professional Services displaying the landscape architecture, land surveying, planning, historical retention, and civil engineering they brought to the ERMU Field Services Building project.

<p>Tuesday, January 9:</p> <ul style="list-style-type: none"> <li>• Annual Review of Committee Charters</li> </ul>	<p>Tuesday, February 13:</p> <ul style="list-style-type: none"> <li>• Review Strategic Plan and 2023 Annual Business Plan Results</li> </ul>
<p>Tuesday, March 12:</p> <ul style="list-style-type: none"> <li>• Oath of Office</li> <li>• Election of Officers</li> <li>• Annual Commissioner Orientation and Review Governance Responsibilities and Role</li> </ul>	<p>Tuesday, April 9:</p> <ul style="list-style-type: none"> <li>• Audit of 2023 Financial Report</li> <li>• Financial Reserves Allocations</li> <li>• Review 2023 Performance Metrics</li> </ul>
<p>Tuesday, May 14:</p> <ul style="list-style-type: none"> <li>• Annual General Manager Performance Evaluation and Goal Setting</li> </ul>	<p>Tuesday, June 4:</p> <ul style="list-style-type: none"> <li>• Annual Commission Performance Evaluation</li> </ul>
<p>Tuesday, July 9:</p> <ul style="list-style-type: none"> <li>• Review and Update Strategic Plan</li> </ul>	<p>Tuesday, August 13:</p> <ul style="list-style-type: none"> <li>• Annual Business Plan – Review Proposed 2025 Travel, Training, Dues, Subscriptions, and Fees Budget</li> </ul>
<p>Tuesday, September 10:</p> <ul style="list-style-type: none"> <li>• Annual Business Plan – Review Proposed 2025 Capital Projects Budget</li> </ul>	<p>Tuesday, October 8:</p> <ul style="list-style-type: none"> <li>• Annual Business Plan – Review Proposed 2025 Expenses Budget</li> </ul>
<p>Tuesday, November 12:</p> <ul style="list-style-type: none"> <li>• Annual Business Plan - Review Proposed 2025 Rates and Other Revenue</li> <li>• Adopt 2025 Fee Schedule</li> <li>• 2025 Stakeholder Communication Plan</li> </ul>	<p>Tuesday, December 10:</p> <ul style="list-style-type: none"> <li>• Adopt 2025 Official Depository and Delegate Authority for Electronic Funds Transfers</li> <li>• Designate Official 2025 Newspaper</li> <li>• Approve 2025 Regular Meeting Schedule</li> <li>• Adopt 2025 Governance Agenda</li> <li>• Adopt 2025 Annual Business Plan</li> </ul>