

## **AGENDA**

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### **1.0 GOVERNANCE**

- 1.1 Call Meeting to Order
- 1.2 Pledge of Allegiance
- 1.3 Consider the Agenda
- 1.4 Resolution Recognizing 2024 Drinking Water Week
- 1.5 Resolution Recognizing 2024 Lineworker Appreciation Day

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

- 2.1 Check Register – March 2024
- 2.2 Special Meeting Minutes – March 12, 2024
- 2.3 Regular Meeting Minutes – March 12, 2024
- 2.4 Resolution Electing Not to Waive Statutory Tort Limits for Liability Insurance

### **3.0 OPEN FORUM** (Non-agenda items for discussion. No action.)

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

- 4.1 Commission Policy Review – G.2d – Commission Member Role, Responsibilities, and Orientation

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

- 5.1 Financial Report – February 2024
- 5.2 Private Line Repair Costs for AMI Project
- 5.3 Award of Recloser Bid

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

- 6.1 Staff Updates
- 6.2 City Council Update
- 6.3 Future Planning (Announce the next regular meeting, special meeting, or planned quorum.)
  - a. Regular Commission Meeting – May 14, 2024
  - b. 2024 Governance Agenda
- 6.4 Other Business (Items added during agenda approval.)

### **7.0 ADJOURN REGULAR MEETING**

<b>TO:</b> ERMU Commission	<b>FROM:</b> Dave Ninow – Water Superintendent
<b>MEETING DATE:</b> April 19, 2024	<b>AGENDA ITEM NUMBER:</b> 1.4
<b>SUBJECT:</b> Resolution Recognizing 2024 Drinking Water Week	
<b>ACTION REQUESTED:</b> Adopt Resolution 24-3 Recognizing Drinking Water Week, May 5-11, 2024	

**BACKGROUND:**

Drinking Water Week is an annual celebration organized by the American Water Works Association and its members. It is intended to raise awareness of the critical role that safe, sustainable, and affordable drinking water plays in our daily lives. Drinking Water Week is a chance for everyone to appreciate water as a finite resource that requires dedicated individuals, running well-maintained systems, to make it safe and easily available. This year's celebration will be May 5-11, 2024.

**DISCUSSION:**

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

Fulfilling that mission means a daily commitment to maintaining the systems that provide safe and reliable water. A domestic water system and other urban services like wastewater and electricity are the foundation of social and economic development. Our water system is an important part of why our community is what it is today.

**ATTACHMENT:**

- Resolution No. 24-3 – Recognizing Drinking Water Week 2024

RESOLUTION NO. 24-3

BOARD OF COMMISSIONERS  
ELK RIVER MUNICIPAL UTILITIES

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF ELK RIVER MUNICIPAL UTILITIES RECOGNIZING DRINKING WATER WEEK, MAY 5-11, 2024**

**WHEREAS**, water is our most valuable natural resource; and

**WHEREAS**, only tap water delivers public health protection, fire protection, support for our economy and the quality of life we enjoy; and

**WHEREAS**, any measure of a successful society – low mortality rates, economic growth and diversity, productivity, and public safety – are in some way related to access to safe water; and

**WHEREAS**, we are all stewards of the water infrastructure upon which future generations depend; and

**WHEREAS**, each citizen of our community is called upon to help protect our source waters from pollution, to practice water conservation, and to get involved in local water issue; and

**WHEREAS**, the hard work and dedication towards providing safe and reliable drinking water by our water system professionals is truly appreciated by our community; and

**WHEREAS**, May 5-11, 2024, is set aside as time to enhance public awareness of the value of water and to encourage the public to continue using water wisely;

**NOW, THEREFORE, BE IT RESOLVED** THAT THE WEEK OF MAY 5, 2024, BE DESIGNATED AS DRINKING WATER WEEK.

This Resolution Passed and Adopted this 9<sup>th</sup> day of April 2024.

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John J. Dietz, Chair

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Mark Hanson, General Manager

<b>TO:</b> ERMU Commission	<b>FROM:</b> Chris Sumstad – Electric Superintendent
<b>MEETING DATE:</b> April 9, 2024	<b>AGENDA ITEM NUMBER:</b> 1.5
<b>SUBJECT:</b> Resolution Recognizing 2024 Lineworker Appreciation Day	
<b>ACTION REQUESTED:</b> Adopt Resolution 24-4 Recognizing Lineworkers and Designating April 18, 2024, as Lineworker Appreciation Day.	

**BACKGROUND:**

On April 10, 2013, the U.S. Senate recognized a National Linemen Appreciation Day through resolution S Res 95. The resolution acknowledged the contributions of the brave men and women who protect public safety, and designated April 18, 2013, as National Lineman Appreciation Day. This is now an official holiday in the United States and is now commonly referred to as National Lineworker Appreciation Day.

**DISCUSSION:**

Our community would not be what it is today without electricity and other urban services like water and wastewater. Our community-owned electric utility has played a significant role in the growth and prosperity of the immediate area. At the heart of that growth has been our lineworkers. These are the individuals, like other emergency service professionals, who run towards the storm so that our customers have continued services. Our lineworkers have done such an excellent job “keeping the lights on” that electric services start to feel like a basic human right or entitlement, taking all their hard work for granted. But the truth is, the work that these professionals do is greatly appreciated.

**ATTACHMENTS:**

- Resolution No. 24-4 – Recognizing Lineworkers and Designating Lineworker Appreciation Day 2024

RESOLUTION NO. 24-4

BOARD OF COMMISSIONERS  
ELK RIVER MUNICIPAL UTILITIES

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF ELK RIVER MUNICIPAL UTILITIES RECOGNIZING LINEWORKERS AND DESIGNATING APRIL 18, 2024, AS LINEWORKER APPRECIATION DAY**

**WHEREAS**, the profession of lineworker is steeped in personal, family, and professional tradition;

**WHEREAS**, lineworkers are often first responders during storms and other catastrophic events, working to make the scene safe for other public safety heroes;

**WHEREAS**, lineworkers work with thousands of volts of electricity high atop power lines 24 hours a day, 365 days a year, to keep electricity flowing;

**WHEREAS**, lineworkers must often work under dangerous conditions far from their families to construct and maintain the energy infrastructure of the United States;

**WHEREAS**, lineworkers put their lives on the line every day with little recognition from the community regarding the danger of their work; and

**WHEREAS**, the Board of Commissioners of Elk River Municipal Utilities recognizes the efforts of lineworkers in keeping the power on and protecting public safety.

**NOW, THEREFORE, BE IT RESOLVED** THAT APRIL 18, 2024, BE DESIGNATED LINEWORKER APPRECIATION DAY.

This Resolution Passed and Adopted this 9<sup>th</sup> day of April, 2024.

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John J. Dietz, Chair

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Mark Hanson, General Manager

## **CHECK REGISTER**

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**March 2024**

**APPROVED BY:**

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**Paul Bell**

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**John Dietz**

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**Mary Stewart**

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**Matt Westgaard**

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**Nick Zerwas**

04/02/2024 11:04:26 am

Page: 1

# Payroll/Labor

## Check Register Totals

03/01/2024 To 03/01/2024

<u>Pays</u>	<u>Job</u>	<u>Amount</u>	<u>Hours</u>
<b>Gross Pay</b>			
2	Reg Hourly	99,575.92	2,315.75
20	Reg Salary	39,626.26	587.50
3	Overtime	1,105.96	14.00
4	Double Time	0.00	0.00
5	On-Call/Stand-by	2,762.48	56.00
24	FLSA	50.02	0.00
25	Rest Time	29.04	0.50
10	Bonus Pay	453.44	8.00
18	Commissioner Reimb - Electric	600.00	0.00
104	Commission Stipend	60.00	0.00
VAC	Vacation Pay	13,648.62	265.00
SICK	Sick Pay	3,838.41	85.00
HOL	Holiday Pay	17,690.88	368.00
5-2	On-Call/Stand-by/OT	493.02	6.00
18A	Commissioner Reimb. - Water	150.00	0.00
104A	Commission Stipend - Water	15.00	0.00
PTOY	Personal Day - Year	737.12	16.00
3C	Overtime-Comp Time	233.45	3.00
CM3C	Overtime-Comp Time Adjusted	-233.45	-3.00
10W	Bonus Pay	1,471.49	37.00
<b>Gross Pay Total:</b>		<u>182,307.66</u>	<u>3,758.75</u>
<b>Total Pays:</b>		182,307.66	3,758.75

04/02/2024 11:05:06 am

Page: 1

# Payroll/Labor

## Check Register Totals

03/15/2024 To 03/15/2024

<u>Pays</u>	<u>Job</u>	<u>Amount</u>	<u>Hours</u>
<b>Gross Pay</b>			
2	Reg Hourly	106,477.48	2,463.25
20	Reg Salary	42,240.75	633.00
3	Overtime	605.28	8.50
4	Double Time	0.00	0.00
5	On-Call/Stand-by	2,762.48	56.00
24	FLSA	47.05	0.00
25	Rest Time	0.00	0.00
10	Bonus Pay	1,702.50	30.00
18	Commissioner Reimb - Electric	0.00	0.00
104	Commission Stipend	480.00	0.00
VAC	Vacation Pay	13,037.32	246.00
SICK	Sick Pay	10,467.92	236.50
HOL	Holiday Pay	0.00	0.00
78	Retro Earnings	7.30	0.00
5-2	On-Call/Stand-by/OT	443.80	5.25
18A	Commissioner Reimb. - Water	0.00	0.00
104A	Commission Stipend - Water	120.00	0.00
PVT	Purchased Vacation Time	699.71	18.25
PTOY	Personal Day - Year	921.52	16.00
3C	Overtime-Comp Time	412.97	5.25
CM3C	Overtime-Comp Time Adjusted	-412.97	-5.25
10W	Bonus Pay	1,473.71	37.00
<b>Gross Pay Total:</b>		<u>181,486.82</u>	<u>3,749.75</u>
<b>Total Pays:</b>		<u>181,486.82</u>	<u>3,749.75</u>



04/02/2024 11:05:38 am

Page: 1

# Payroll/Labor Check Register Totals

03/29/2024 To 03/29/2024

<u>Pays</u>	<u>Job</u>	<u>Amount</u>	<u>Hours</u>
<b>Gross Pay</b>			
2	Reg Hourly	111,910.85	2,552.75
20	Reg Salary	43,798.92	660.00
3	Overtime	1,868.77	23.50
4	Double Time	416.56	4.00
5	On-Call/Stand-by	2,766.12	56.00
24	FLSA	0.00	0.00
25	Rest Time	253.09	4.50
10	Bonus Pay	851.26	15.00
18	Commissioner Reimb - Electric	0.00	0.00
104	Commission Stipend	60.00	0.00
VAC	Vacation Pay	6,930.31	153.00
SICK	Sick Pay	7,520.89	158.00
HOL	Holiday Pay	0.00	0.00
78	Retro Earnings	0.00	0.00
5-2	On-Call/Stand-by/OT	0.00	0.00
18A	Commissioner Reimb. - Water	0.00	0.00
104A	Commission Stipend - Water	15.00	0.00
PVT	Purchased Vacation Time	939.65	31.50
PTOY	Personal Day - Year	1,245.28	24.00
3C	Overtime-Comp Time	1,053.92	13.50
4C	Double Time-Comp Time	202.64	2.00
CM3C	Overtime-Comp Time Adjusted	-1,053.92	-13.50
CM4C	Double Time-Comp Time Adjusted	-202.64	-2.00
10W	Bonus Pay	1,324.35	33.25
103W	Bonus Pay Overtime	74.68	1.25
<b>Gross Pay Total:</b>		<u>179,975.73</u>	<u>3,716.75</u>
<b>Total Pays:</b>		179,975.73	3,716.75

04/02/2024 10:12:11 AM

**Accounts Payable  
Check Register**

Page 1

**03/01/2024 To 03/31/2024****Bank Account: 1 - GENERAL FUND**

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
2364	3/4/24	WIRE	5655	FIRST DATA	CC FEES - FEB 2024	1,907.65
					CC FEES - FEB 2024	476.91
					CC FEES - FEB 2024	499.21
					CC FEES - FEB 2024	124.80
					CC FEES - FEB 2024	905.83
					CC FEES - FEB 2024	226.46
					CC FEES - FEB 2024	36.65
					CC FEES - FEB 2024	9.16
					CC FEES - FEB 2024	598.91
					CC FEES - FEB 2024	149.73
					CC FEES - FEB 2024	3,152.67
					CC FEES - FEB 2024	788.17
<b>Total for Check/Tran - 2364:</b>						8,876.15
<b>Total for Bank Account - 1 :</b>						(1) 8,876.15

04/02/2024 10:12:11 AM

# Accounts Payable Check Register

Page 2

03/01/2024 To 03/31/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
4273 3/5/24	WIRE	153	PERA (ELECTRONIC)	REFUND ER CONTRIBUTIONS - 190	-199.11
				REFUND ER CONTRIBUTIONS - 191	-99.82
				PERA EMPLOYEE CONTRIBUTION	9,928.02
				PERA CONTRIBUTIONS	11,455.38
				PERA EMPLOYEE CONTRIBUTION	1,868.35
				PERA CONTRIBUTIONS	2,155.81
<b>Total for Check/Tran - 4273:</b>					25,108.63
4275 3/6/24	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	PAYROLL TAXES - FEDERAL & FICA	14,595.71
				PAYROLL TAXES - FEDERAL & FICA	22,050.18
				PAYROLL TAXES - FEDERAL & FICA	2,328.27
				PAYROLL TAXES - FEDERAL & FICA	4,153.84
<b>Total for Check/Tran - 4275:</b>					43,128.00
4276 3/7/24	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	PAYROLL TAXES - STATE	6,614.97
				PAYROLL TAXES - STATE	1,187.03
<b>Total for Check/Tran - 4276:</b>					7,802.00
4277 3/6/24	WIRE	160	HCSP (ELECTRONIC)	HCSP EMPLOYEE CONTRIBUTIONS	2,037.62
				HCSP EMPLOYEE CONTRIBUTIONS	277.45
<b>Total for Check/Tran - 4277:</b>					2,315.07
4278 3/6/24	WIRE	161	MNDCP (ELECTRONIC)	MNDCP EE MANAGER CONTRIBUTIONS	290.18
				MNDCP EMPLOYEE CONTRIBUTIONS	3,662.44
				MNDCP EMPLOYER CONTRIBUTION	4,130.96
				MNDCP EMPLOYER MGR CONTRIBUTION	491.83
				MNDCP EE ROTH CONTRIBUTIONS	968.52
				MNDCP EE ROTH MGR CONTRIBUTIONS	201.65
				MNDCP EE MANAGER CONTRIBUTIONS	41.62
				MNDCP EMPLOYEE CONTRIBUTIONS	273.84
				MNDCP EMPLOYER CONTRIBUTION	658.26
				MNDCP EMPLOYER MGR CONTRIBUTION	69.01
				MNDCP EE ROTH CONTRIBUTIONS	384.42

04/02/2024 10:12:11 AM

# Accounts Payable Check Register

Page 3

03/01/2024 To 03/31/2024

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				MNDP EE ROTH MGR CONTRIBUTIONS	27.39
				<b>Total for Check/Tran - 4278:</b>	11,200.12
4279 3/7/24	WIRE	7463	FURTHER	HSA EMPLOYEE CONTRIBUTION	2,627.33
				HSA EMPLOYEE CONTRIBUTION	434.51
				<b>Total for Check/Tran - 4279:</b>	3,061.84
4280 3/6/24	WIRE	7463	FURTHER	FSA CLAIM REIMBURSEMENTS - 164	160.00
				FSA CLAIM REIMBURSEMENTS - 164	307.71
				FSA CLAIM REIMBURSEMENTS - 164	76.93
				FSA CLAIM REIMBURSEMENTS - 168	16.41
				<b>Total for Check/Tran - 4280:</b>	561.05
4281 3/6/24	WIRE	166	ONLINE UTILITY EXCHANGE (ELECTR	UTILITY EXCHANGE REPORT - FEB 2024	224.88
				UTILITY EXCHANGE REPORT - FEB 2024	56.22
				<b>Total for Check/Tran - 4281:</b>	281.10
4282 3/5/24	WIRE	285	JOHN HANCOCK	W&A EMPLOYER CONTRIBUTION	1,911.05
				W&A MANAGER CONTRIBUTION	468.48
				WENZEL EMPLOYEE CONTRIBUTIONS	1,642.09
				WENZEL MANAGER CONTRIBUTIONS	238.75
				DEF COMP ROTH CONTRIBUTIONS W&A	876.88
				WENZEL EE ROTH MGR CONTRIBUTIONS	229.73
				W&A EMPLOYER CONTRIBUTION	272.94
				W&A MANAGER CONTRIBUTION	51.32
				WENZEL EMPLOYEE CONTRIBUTIONS	79.03
				WENZEL MANAGER CONTRIBUTIONS	26.79
				DEF COMP ROTH CONTRIBUTIONS W&A	193.91
				WENZEL EE ROTH MGR CONTRIBUTIONS	24.53
				<b>Total for Check/Tran - 4282:</b>	6,015.50
4283 3/5/24	WIRE	598	MINNESOTA CHILD SUPPORT PAYMEN	CHILD SUPPORT/LEVY	562.52
4285 3/13/24	WIRE	7463	FURTHER	FSA CLAIM REIMBURSEMENTS - 164	167.96

04/02/2024 10:12:11 AM

# Accounts Payable Check Register

Page 4

03/01/2024 To 03/31/2024

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				FSA CLAIM REIMBURSEMENTS - 164 172	41.99
				<b>Total for Check/Tran - 4285:</b>	209.95
4289 3/19/24	WIRE	153	PERA (ELECTRONIC)	PERA EMPLOYEE CONTRIBUTION	9,799.02
				PERA CONTRIBUTIONS	11,306.57
				PERA EMPLOYEE CONTRIBUTION	1,958.60
				PERA CONTRIBUTIONS	2,259.92
				<b>Total for Check/Tran - 4289:</b>	25,324.11
4290 3/19/24	WIRE	160	HCSP (ELECTRONIC)	HCSP EMPLOYEE CONTRIBUTIONS	2,015.43
				HCSP EMPLOYEE CONTRIBUTIONS	296.90
				<b>Total for Check/Tran - 4290:</b>	2,312.33
4291 3/19/24	WIRE	161	MNDP (ELECTRONIC)	MNDP EE MANAGER CONTRIBUTIONS	290.18
				MNDP EMPLOYEE CONTRIBUTIONS	3,637.01
				MNDP EMPLOYER CONTRIBUTION	3,202.65
				MNDP EMPLOYER MGR CONTRIBUTION	491.82
				MNDP EE ROTH CONTRIBUTIONS	968.52
				MNDP EE ROTH MGR CONTRIBUTIONS	201.64
				MNDP EE MANAGER CONTRIBUTIONS	41.62
				MNDP EMPLOYEE CONTRIBUTIONS	299.27
				MNDP EMPLOYER CONTRIBUTION	683.69
				MNDP EMPLOYER MGR CONTRIBUTION	69.02
				MNDP EE ROTH CONTRIBUTIONS	384.42
				MNDP EE ROTH MGR CONTRIBUTIONS	27.40
				<b>Total for Check/Tran - 4291:</b>	10,297.24
4292 3/19/24	WIRE	285	JOHN HANCOCK	W&A EMPLOYER CONTRIBUTION	1,457.79
				W&A MANAGER CONTRIBUTION	468.50
				WENZEL EMPLOYEE CONTRIBUTIONS	1,642.16
				WENZEL MANAGER CONTRIBUTIONS	238.77
				DEF COMP ROTH CONTRIBUTIONS W&A	876.63
				WENZEL EE ROTH MGR CONTRIBUTIONS	229.73

04/02/2024 10:12:11 AM

# Accounts Payable Check Register

Page 5

03/01/2024 To 03/31/2024

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				W&A EMPLOYER CONTRIBUTION	273.12
				W&A MANAGER CONTRIBUTION	51.30
				WENZEL EMPLOYEE CONTRIBUTIONS	78.96
				WENZEL MANAGER CONTRIBUTIONS	26.77
				DEF COMP ROTH CONTRIBUTIONS W&A	194.16
				WENZEL EE ROTH MGR CONTRIBUTIONS	24.53
				<b>Total for Check/Tran - 4292:</b>	5,562.42
4293 3/19/24	WIRE	598	MINNESOTA CHILD SUPPORT PAYMEN	CHILD SUPPORT/LEVY	562.52
4294 3/20/24	WIRE	152	IRS - USA TAX PMT (ELECTRONIC)	FICA	34.78
				FICA	-45.00
				PAYROLL TAXES - FEDERAL & FICA	14,356.37
				PAYROLL TAXES - FEDERAL & FICA	21,736.60
				PAYROLL TAXES - FEDERAL & FICA	2,450.97
				PAYROLL TAXES - FEDERAL & FICA	4,344.84
				<b>Total for Check/Tran - 4294:</b>	42,878.56
4295 3/21/24	WIRE	154	MINNESOTA REVENUE (ELECTRONIC)	PAYROLL TAXES - STATE	6,513.35
				PAYROLL TAXES - STATE	1,251.18
				<b>Total for Check/Tran - 4295:</b>	7,764.53
4296 3/21/24	WIRE	7463	FURTHER	HSA EMPLOYEE CONTRIBUTION	2,616.03
				HSA EMPLOYEE CONTRIBUTION	445.81
				<b>Total for Check/Tran - 4296:</b>	3,061.84
4297 3/15/24	WIRE	9654	CARDMEMBER SERVICE	FIRST NATIONAL BANK VISA	20,023.00
				FIRST NATIONAL BANK VISA	1,860.41
				<b>Total for Check/Tran - 4297:</b>	21,883.41
4298 3/20/24	WIRE	174	MINNESOTA REVENUE SALES TX (ELE	SALES AND USE TAX - FEB 2024	190,521.37
				SALES AND USE TAX - FEB 2024	-0.47
				SALES AND USE TAX - FEB 2024	2,499.10
				<b>Total for Check/Tran - 4298:</b>	193,020.00

04/02/2024 10:12:11 AM

# Accounts Payable Check Register

Page 6

03/01/2024 To 03/31/2024

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
4299 3/20/24	WIRE	7463	FURTHER	FSA CLAIM REIMBURSEMENTS - 172	76.16
				FSA CLAIM REIMBURSEMENTS - 172	19.04
Total for Check/Tran - 4299:					95.20
4300 3/21/24	WIRE	7463	FURTHER	ADMINISTRATIVE FEE INVOICE - MARCH 2024	134.00
				ADMINISTRATIVE FEE INVOICE - MARCH 2024	25.50
Total for Check/Tran - 4300:					159.50
4304 3/27/24	WIRE	7463	FURTHER	FSA CLAIM REIMBURSEMENTS - 147 164 172	1,403.31
				FSA CLAIM REIMBURSEMENTS - 147 164 172	350.83
Total for Check/Tran - 4304:					1,754.14
4307 3/29/24	WIRE	153	PERA (ELECTRONIC)	PERA EMPLOYEE CONTRIBUTION	9,850.39
				PERA CONTRIBUTIONS	11,365.81
				PERA EMPLOYEE CONTRIBUTION	1,843.16
				PERA CONTRIBUTIONS	2,126.72
Total for Check/Tran - 4307:					25,186.08
19394 3/7/24	DD	3599	JOHN DIETZ	APPA LEGIS RALLY EXPENSES - 20	79.16
19395 3/7/24	DD	404	GARAGE DOOR STORE	GARAGE DOOR INSPECTION	584.00
				GARAGE DOOR INSPECTION	146.00
Total for Check/Tran - 19395:					730.00
19396 3/7/24	DD	628	VICTORY CLEANING SERVICES, LLC	1435 MAIN ST (K DIFFERENCE) - JAN 2024	39.65
				1435 MAIN ST (K DIFFERENCE) - JAN 2024	5.66
Total for Check/Tran - 19396:					45.31
19397 3/7/24	DD	135	WATER LABORATORIES INC	WATER SAMPLES - FEB 2024	378.00
19446 3/15/24	DD	550	BAKER TILLY USA, LLP	COMPENSATION STUDY	4,504.00
				COMPENSATION STUDY	1,126.00
Total for Check/Tran - 19446:					5,630.00
19447 3/15/24	DD	9	BORDER STATES ELECTRIC SUPPLY	COLD SHRINK SPLICE	640.24
				COLD SHRINK SPLICE	-46.74

04/02/2024 10:12:11 AM

# Accounts Payable Check Register

Page 7

03/01/2024 To 03/31/2024

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				FUSE	363.75
				WASHERS	-17.33
				Inventory	237.33
				FIBER OPTIC CABLE	550.05
				LOCK WASHER	-5.42
				Inventory	74.31
				Cutter	3,713.06
				<b>Total for Check/Tran - 19447:</b>	5,509.25
19448 3/15/24	DD	5013	CARR'S TREE SERVICE, INC	TREE TRIMMING - 1/15/2024	8,534.84
				TREE TRIMMING - 1/29/2024	9,446.42
				TREE TRIMMING - 2/5/2024	9,187.50
				<b>Total for Check/Tran - 19448:</b>	27,168.76
19449 3/15/24	DD	404	GARAGE DOOR STORE	GARAGE DOOR REPAIR	2,982.40
				GARAGE DOOR REPAIR	745.60
				<b>Total for Check/Tran - 19449:</b>	3,728.00
19450 3/15/24	DD	404	GARAGE DOOR STORE	GARAGE DOOR REPAIR	816.00
				GARAGE DOOR REPAIR	204.00
				<b>Total for Check/Tran - 19450:</b>	1,020.00
19451 3/15/24	DD	330	METRO SALES, INC	COPIER MTC CONTRACT - 1/21 to 2/20/24	202.08
				COPIER MTC CONTRACT - 1/21 to 2/20/24	50.52
				<b>Total for Check/Tran - 19451:</b>	252.60
19452 3/15/24	DD	1001	MINNESOTA MUNICIPAL POWER AGEN	PURCHASED POWER - FEB 2024	1,497,707.98
				PURCHASED POWER - FEB 2024	515,674.97
				<b>Total for Check/Tran - 19452:</b>	2,013,382.95
19453 3/15/24	DD	711	WEG TRANSFORMERS USA LLC	OTSEGO TRANSFORMER DOWN PAYMENT	142,620.00
				OTSEGO TRANSFORMER - 20% DRAW	285,240.00
				<b>Total for Check/Tran - 19453:</b>	427,860.00
19454 3/15/24	DD	55	WESCO RECEIVABLES CORP.	ALUMINUM CABINET	5,794.64



04/02/2024 10:12:11 AM

# Accounts Payable Check Register

Page 8

03/01/2024 To 03/31/2024

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
19455 3/15/24	DD	609	SARA YOUNGS	EMPLOYEE RECOGNITION - 188	45.83
				EMPLOYEE RECOGNITION - 188	11.46
Total for Check/Tran - 19455:					57.29
19456 3/15/24	DD	2923	I-STATE TRUCK CENTER	PARTS & LABOR FOR UNIT #10	1,302.56
				PARTS & LABOR FOR UNIT #10	-1,302.56
Total for Check/Tran - 19456:					0.00
19457 3/15/24	DD	1074	WINDSTREAM	OFFICE TELEPHONE	-5.80
				OFFICE TELEPHONE	5.80
Total for Check/Tran - 19457:					0.00
19458 3/21/24	DD	211	JENNY S BIORN	Schools and Meetings	292.00
				Schools and Meetings	73.00
Total for Check/Tran - 19458:					365.00
19459 3/21/24	DD	271	DAVID NINOW	Mileage	132.66
19460 3/21/24	DD	8843	CAMPBELL KNUTSON	LEGAL SERVICES - FEB 2024	648.00
				LEGAL SERVICES - FEB 2024	162.00
Total for Check/Tran - 19460:					810.00
19461 3/21/24	DD	5013	CARR'S TREE SERVICE, INC	TREE TRIMMING - 2-12-24	8,833.79
				TREE TRIMMING - 2/19/24	8,649.70
				TREE TRIMMING - 2/26/2024	9,207.15
Total for Check/Tran - 19461:					26,690.64
19462 3/21/24	DD	11	CITY OF ELK RIVER	REVENUE TRANSFER - FEB 2024	122,954.32
				SEWER ASSESSMENT REVERSAL - FEB 2024	42.42
				SEWER BILLED - FEB 2024	232,515.67
				STORMWATER BILLED - FEB 2024	56,385.56
Total for Check/Tran - 19462:					411,897.97
19463 3/21/24	DD	7448	CRC	CUSTOMER SERVICE FOR AFTER HOURS	2,722.02
				CUSTOMER SERVICE FOR AFTER HOURS	680.50
Total for Check/Tran - 19463:					3,402.52

04/02/2024 10:12:11 AM

**Accounts Payable  
Check Register**

Page 9

**03/01/2024 To 03/31/2024****Bank Account: 5 - GENERAL FUND WITHDRAWALS**

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
19464 3/21/24	DD	809	HAWKINS, INC.	Water Chemicals	538.11
19465 3/21/24	DD	145	MENARDS	SHOP SUPPLIES	35.04
				MISC PARTS & SUPPLIES	60.64
				MISC PARTS & SUPPLIES - WELL #6	28.13
				MISC PARTS & SUPPLIES	194.71
				MISC PARTS & SUPPLIES	32.99
				MISC PARTS & SUPPLIES	53.79
				CARRIAGE BOLT	1.82
				GORILLA EPOXY	6.44
				MISC PARTS & SUPPLIES - RETURN	-15.30
				WELLS 5 & 6 PARTS - RETURN	-15.61
<b>Total for Check/Tran - 19465:</b>					382.65
19466 3/21/24	DD	9300	NISC	PRINT SERVICES - FEB 2024	7,204.33
				PRINT SERVICES - FEB 2024	1,801.09
				AGREEMENTS INVOICE - FEB 2024	53.94
				AGREEMENTS INVOICE - FEB 2024	11,014.91
				AGREEMENTS INVOICE - FEB 2024	260.00
				AGREEMENTS INVOICE - FEB 2024	2,460.62
				AGREEMENTS INVOICE - FEB 2024	65.00
				MISC INVOICE - FEB 2024	683.59
				MISC INVOICE - FEB 2024	170.89
<b>Total for Check/Tran - 19466:</b>					23,714.37
19467 3/21/24	DD	628	VICTORY CLEANING SERVICES, LLC	1435 MAIN ST CLEANING - 2/1 to 2/23/24	2,178.54
				1435 MAIN ST CLEANING - 2/1 to 2/23/24	311.22
				1435 MAIN CLEANING - 2/26/24	143.47
				1435 MAIN CLEANING - 2/26/24	20.50
				1435 MAIN CLEANING - 2/27/24	143.47
				1435 MAIN CLEANING - 2/27/24	20.50
				1705 MAIN CLEANING - 2/27/24	94.40

04/02/2024 10:12:11 AM

# Accounts Payable Check Register

Page 10

03/01/2024 To 03/31/2024

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				1705 MAIN CLEANING - 2/27/24	13.48
				1435 MAIN CLEANING - 2/28/24	143.47
				1435 MAIN CLEANING - 2/28/24	20.50
				1435 MAIN CLEANING - 2/29/24	143.47
				1435 MAIN CLEANING - 2/29/24	20.50
				1705 MAIN CLEANING - 2-23-24	94.40
				1705 MAIN CLEANING - 2-23-24	13.48
<b>Total for Check/Tran - 19467:</b>					3,361.40
19468 3/21/24	DD	55	WESCO RECEIVABLES CORP.	COLD SHRINK TERMINATOR	963.96
				SPLICE	690.40
				Repair Kit	1,713.27
				SPLICE	2,050.50
<b>Total for Check/Tran - 19468:</b>					5,418.13
19516 3/28/24	DD	14	MOBOTREX TRAFFIC PRODUCTS, INC	MISC PARTS & SUPPLIES	609.00
				MISC PARTS & SUPPLIES	-609.00
<b>Total for Check/Tran - 19516:</b>					0.00
19517 3/28/24	DD	665	MICHAEL ATWOOD	MMUA electric skills training	92.29
19518 3/28/24	DD	145	MENARDS	MISC PARTS & SUPPLIES	53.43
				WELLS 5 & 6 PARTS	84.79
				WELLS 5 & 6 PARTS	66.56
<b>Total for Check/Tran - 19518:</b>					204.78
19519 3/28/24	DD	55	WESCO RECEIVABLES CORP.	Harness	529.03
				Harness	549.37
				Trauma Straps	99.53
<b>Total for Check/Tran - 19519:</b>					1,177.93
87395 3/7/24	CHK	11	CITY OF ELK RIVER	FRANCHISE FEE CREDIT - JAN 2024	-675.00
				TRASH ASSESSMENT REVERSAL - FEB 24	60.05
				TRASH BILLED - FEB 2024	161,586.17

04/02/2024 10:12:11 AM

# Accounts Payable Check Register

Page 11

03/01/2024 To 03/31/2024

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 87395:					160,971.22
87396 3/7/24	CHK	2512	AMARIL UNIFORM COMPANY	Employee Clothing - 111	-264.00
				Employee Clothing - 111	396.11
Total for Check/Tran - 87396:					132.11
87397 3/7/24	CHK	4531	AT & T MOBILITY	CELL PHONES & iPad BILLING	29.18
				CELL PHONES & iPad BILLING	2,542.03
				CELL PHONES & iPad BILLING	12.50
				CELL PHONES & iPad BILLING	554.24
Total for Check/Tran - 87397:					3,137.95
87398 3/7/24	CHK	5224	BLUE CROSS BLUE SHIELD OF MINNESOTA	VISION INSURANCE - APRIL 2024	292.38
				VISION INSURANCE - APRIL 2024	71.40
Total for Check/Tran - 87398:					363.78
87399 3/7/24	CHK	11	CITY OF ELK RIVER	2023 SHARED COSTS	121,461.66
				2023 SHARED COSTS	30,365.41
				PARTS & LABOR FOR UNIT #54	-7.70
				PARTS & LABOR FOR UNIT #54	170.49
				PARTS & LABOR FOR UNIT #11	-64.83
				PARTS & LABOR FOR UNIT #11	1,245.50
				DOT INSPECTION - UNIT #41	195.00
				DOT INSPECTION - UNIT #10	195.00
				DOT INSPECTION - UNIT #11	195.00
				DOT INSPECTION - UNIT #29	130.00
				PARTS & LABOR FOR UNIT #29	-4.31
				PARTS & LABOR FOR UNIT #29	254.20
				PARTS & LABOR FOR UNIT #25	-55.94
				PARTS & LABOR FOR UNIT #25	961.35
				PARTS & LABOR FOR UNIT #4	260.00
				PARTS & LABOR FOR UNIT #7	130.00
				DOT INSPECTION - UNIT #49	195.00

04/02/2024 10:12:11 AM

# Accounts Payable Check Register

Page 12

03/01/2024 To 03/31/2024

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				PARTS & LABOR FOR UNIT #49	-2.03
				PARTS & LABOR FOR UNIT #49	222.84
				FUEL USAGE - JAN 2024	2,226.74
				FUEL USAGE - JAN 2024	800.11
				<b>Total for Check/Tran - 87399:</b>	158,873.49
87400 3/7/24	CHK	54	CORE & MAIN LP	Water Meters	1,630.36
				Water Meters	133,920.00
				Water Meters	198,720.00
				Water Meters	93,168.00
				AMI PARTS	1,400.00
				<b>Total for Check/Tran - 87400:</b>	428,838.36
87401 3/7/24	CHK	3667	ELFERING & ASSOCIATES	PROFESSIONAL SERVICES - JAN 2024	420.00
				PROFESSIONAL SERVICES - JAN 2024	1,400.00
				<b>Total for Check/Tran - 87401:</b>	1,820.00
87402 3/7/24	CHK	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 2 - ACCT 436 - JAN 2024	3,276.13
				CYCLE 2 - INV GRP 413 - JAN 2024	50.00
				CYCLE 2 - INV GRP 413 - JAN 2024	320.23
				CYCLE 2 - ACCT 41038 - JAN 2024	205.54
				CYCLE 2 - ACCT 41038 - JAN 2024	10.82
				<b>Total for Check/Tran - 87402:</b>	3,862.72
87403 3/7/24	CHK	809	HAWKINS, INC.	Water Chemicals	678.33
				CHLORINE CYLINDER RENTAL	130.00
				<b>Total for Check/Tran - 87403:</b>	808.33
87404 3/7/24	CHK	5341	HUBBARD ELECTRIC	METER REPLACEMENT - 10291 PARRISH	421.63
				METER REPLACEMENT - 10291 PARRISH	-18.21
				<b>Total for Check/Tran - 87404:</b>	403.42
87405 3/7/24	CHK	8083	JT SERVICES OF MINNESOTA	LED LIGHTS	11,240.58
87406 3/7/24	CHK	7826	KENNEDY & GRAVEN, CHARTERED	LEGAL SERVICES - JAN 2024	271.34

04/02/2024 10:12:11 AM

# Accounts Payable Check Register

Page 13

03/01/2024 To 03/31/2024

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				LEGAL SERVICES - JAN 2024	38.76
				<b>Total for Check/Tran - 87406:</b>	310.10
87407 3/7/24	CHK	8605	MARCO TECHNOLOGIES, LLC	MICROSOFT OFFICE 365 - 1/25 to 2/24/24	1,384.68
				MICROSOFT OFFICE 365 - 1/25 to 2/24/24	298.17
				<b>Total for Check/Tran - 87407:</b>	1,682.85
87408 3/7/24	CHK	145	MENARDS	WELL #4 CHLORINE ANALYZER PARTS	142.00
				MISC PARTS & SUPPLIES - WELL #4	55.01
				PARTS FOR WELLS	-8.63
				BOX FOR PRESS FITTINGS	35.76
				<b>Total for Check/Tran - 87408:</b>	224.14
87409 3/7/24	CHK	202	MINNESOTA DEPT OF PUBLIC SAFETY	HAZARDOUS MATERIAL FEE - WELL #7	100.00
				HAZARDOUS MATERIAL FEE - WELL #6	100.00
				HAZARDOUS MATERIAL FEE - WELL #5	100.00
				HAZARDOUS MATERIAL FEE - WELL #4	100.00
				HAZARDOUS MATERIAL FEE - WELL #3	100.00
				HAZARDOUS MATERIAL FEE - WELL #2	100.00
				HAZARDOUS MATERIAL FEE - 1705 MAIN	25.00
				HAZARDOUS MATERIAL FEE - WELL #9	100.00
				<b>Total for Check/Tran - 87409:</b>	725.00
87410 3/7/24	CHK	279	MPCA	WASTEWATER PERMIT - 741 QUINN	345.00
				WASTEWATER FEE - 1705 MAIN ST	345.00
				<b>Total for Check/Tran - 87410:</b>	690.00
87411 3/7/24	CHK	120	NAPA AUTO PARTS	BUTT CONNECTOR	2.16
87412 3/7/24	CHK	712	NEGSTAD CONSULTING, LLC	2024 STAFF TRAININGS	3,180.00
				2024 STAFF TRAININGS	795.00
				<b>Total for Check/Tran - 87412:</b>	3,975.00
87413 3/7/24	CHK	43	NORTHERN TOOL	AIR CLEANER - HONDA GENERATOR	-3.57
				AIR CLEANER - HONDA GENERATOR	44.31

04/02/2024 10:12:11 AM

Accounts Payable  
Check Register

Page 14

03/01/2024 To 03/31/2024

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
Total for Check/Tran - 87413:					40.74
87414 3/7/24	CHK	43	NORTHERN TOOL	HONDA GENERATOR PARTS	44.31
				ENTERED INCORRECTLY	-12.01
Total for Check/Tran - 87414:					32.30
87415 3/7/24	CHK	811	PRIME ADVERTISING & DESIGN, INC.	MONTHLY HOSTING OF WEBSITE	40.00
				MONTHLY HOSTING OF WEBSITE	40.00
				MONTHLY HOSTING OF WEBSITE	20.00
				Marketing	1,440.00
Total for Check/Tran - 87415:					1,540.00
87416 3/7/24	CHK	8606	QUADIENT FINANCE USA, INC	POSTAGE	799.98
				POSTAGE	200.00
Total for Check/Tran - 87416:					999.98
87417 3/7/24	CHK	699	QUALITY POWER SOLUTIONS	UPS System	735.00
				UPS System	105.00
Total for Check/Tran - 87417:					840.00
87418 3/7/24	CHK	159	SHORT ELLIOTT HENDRICKSON INC	AUBURN TANK MAINTENANCE	2,065.14
87419 3/7/24	CHK	3360	THE UPS STORE 5093	SHIPPING - UNIT #53	15.11
87420 3/7/24	CHK	331	TRANSUNION	SKIP TRACING - JAN 2024	60.00
				SKIP TRACING - JAN 2024	15.00
Total for Check/Tran - 87420:					75.00
87421 3/7/24	CHK	55	WESCO RECEIVABLES CORP.	J-BOX	15,352.14
				J BOX CABINET LID	916.54
Total for Check/Tran - 87421:					16,268.68
87422 3/15/24	CHK	54	CORE & MAIN LP	PULSE CABLE W PRESS SENSOR	25,900.00
				Water Meters	60,282.00
				Electric Meter	52,080.00
				AMI - COMMAND LINK	1,470.00

04/02/2024 10:12:11 AM

# Accounts Payable Check Register

Page 15

03/01/2024 To 03/31/2024

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				AMI - COMMAND LINK	630.00
				<b>Total for Check/Tran - 87422:</b>	140,362.00
87423 3/15/24	CHK	36	CROW RIVER FARM EQUIP CO	PARTS FOR UNIT #57	-4.77
				PARTS FOR UNIT #57	69.54
				<b>Total for Check/Tran - 87423:</b>	64.77
87424 3/15/24	CHK	5077	DEZURIK, INC.	Switch	531.13
87425 3/15/24	CHK	3667	ELFERING & ASSOCIATES	PROFESSIONAL SERVICES - JAN 2024	280.00
87426 3/15/24	CHK	493	ELK RIVER GAS, INC	FUEL FOR TREE TRIMMING	4.01
87427 3/15/24	CHK	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 3 - INV GRP 395 - JAN 2024	8,732.96
				CYCLE 3 - INV GRP 414 - JAN 2024	100.00
				CYCLE 3 - INV GRP 414 - JAN 2024	618.89
				<b>Total for Check/Tran - 87427:</b>	9,451.85
87428 3/15/24	CHK	122	ELK RIVER WINLECTRIC	WIRE CONNECTORS - STREET LIGHTS	-17.94
				WIRE CONNECTORS - STREET LIGHTS	245.70
				SELF-STRIPPING BOX	-1.66
				Misc Distribution Exp	22.66
				LED LAMP	1,035.60
				LED LAMP	-75.60
				WIRE	772.16
				WIRE	-56.37
				<b>Total for Check/Tran - 87428:</b>	1,924.55
87429 3/15/24	CHK	8709	FAIRVIEW HEALTH SERVICES	DOT DRUG SCREENING - 59 63 106	177.50
				DOT DRUG SCREENING - 59 63 106	27.50
				<b>Total for Check/Tran - 87429:</b>	205.00
87430 3/15/24	CHK	631	HEALTH PARTNERS	DENTAL EE INSURANCE - APRIL 2024	827.90
				DENTAL ER INSURANCE - APRIL 2024	2,254.87
				MEDICAL EE INSURANCE - APRIL 2024	9,763.70
				MEDICAL ER INSURANCE - APRIL 2024	53,342.80



04/02/2024 10:12:11 AM

# Accounts Payable Check Register

Page 16

03/01/2024 To 03/31/2024

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
				DENTAL EE INSURANCE - APRIL 2024	106.80
				DENTAL ER INSURANCE - APRIL 2024	549.24
				MEDICAL EE INSURANCE - APRIL 2024	2,216.30
				MEDICAL ER INSURANCE - APRIL 2024	13,187.93
				<b>Total for Check/Tran - 87430:</b>	82,249.54
87431 3/15/24	CHK	6836	INNOVATIVE OFFICE SOLUTIONS LLC	OFFICE SUPPLIES	80.73
				OFFICE SUPPLIES	20.18
				<b>Total for Check/Tran - 87431:</b>	100.91
87432 3/15/24	CHK	188	MARTIES FARM SERVICE INC	MISC PARTS & SUPPLIES	38.80
87433 3/15/24	CHK	145	MENARDS	ROPE FOR FLAGPOLE	9.03
				ROPE FOR FLAGPOLE	1.29
				MISC PARTS & SUPPLIES - UNIT #57	21.47
				PARTS FOR WELLS	207.31
				<b>Total for Check/Tran - 87433:</b>	239.10
87434 3/15/24	CHK	119	MINNESOTA COMPUTER SYSTEMS INC	COPIER MTC CONTRACT - 2/12 to 3/11/24	154.74
				COPIER MTC CONTRACT - 2/12 to 3/11/24	38.68
				<b>Total for Check/Tran - 87434:</b>	193.42
87435 3/15/24	CHK	16	MINNESOTA DEPT OF HEALTH	2024 QTR 1 WATER CONNECTION FEE	13,860.00
87436 3/15/24	CHK	120	NAPA AUTO PARTS	OIL FILTER - UNIT #57	11.74
87437 3/15/24	CHK	713	RCS, INC	PCB WORKSHOP - 128	995.00
87438 3/15/24	CHK	3218	RDO EQUIPMENT CO.	PARTS & LABOR FOR UNIT #53	-1.27
				PARTS & LABOR FOR UNIT #53	1,679.01
				PARTS FOR UNIT #53	-17.33
				PARTS FOR UNIT #53	237.34
				BOLT - UNIT #57	-1.34
				BOLT - UNIT #57	17.06
				<b>Total for Check/Tran - 87438:</b>	1,913.47

04/02/2024 10:12:11 AM

# Accounts Payable Check Register

Page 17

03/01/2024 To 03/31/2024

Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
87439 3/15/24	CHK	574	REPUBLIC SERVICES, INC	TRASH & RECYCLING	1,382.68
				TRASH & RECYCLING	197.53
				TRASH	280.07
				TRASH & RECYCLING	40.05
				TRASH & RECYCLING	9.99
Total for Check/Tran - 87439:					1,910.32
87440 3/15/24	CHK	6107	STUART C. IRBY CO.	COVER TESTING	-18.75
				COVER TESTING	2,463.46
Total for Check/Tran - 87440:					2,444.71
87441 3/15/24	CHK	2560	THE SHERWIN-WILLIAMS CO.	Water Chemicals	135.86
87442 3/15/24	CHK	4532	TRACTOR SUPPLY CREDIT PLAN	TRACTOR SUPPLY	21.55
87443 3/15/24	CHK	610	WRIGHT HENNEPIN COOPERATIVE	ELEANNAL SECURITY	858.55
				ANNUAL SECURITY	4,410.65
Total for Check/Tran - 87443:					5,269.20
87444 3/21/24	CHK	8605	MARCO TECHNOLOGIES, LLC	PRINTER MTC CONTRACT - 2/1 to 3/1/24	325.11
				PRINTER MTC CONTRACT - 2/1 to 3/1/24	81.27
Total for Check/Tran - 87444:					406.38
87445 3/21/24	CHK	328	1ST AYD CORPORATION	CLEAR SILICONE SEALANT	135.52
				CLEAR SILICONE SEALANT	19.36
Total for Check/Tran - 87445:					154.88
87446 3/21/24	CHK	102	ABDO LLP	2023 AUDIT SERVICES	10,400.00
				2023 AUDIT SERVICES	2,600.00
Total for Check/Tran - 87446:					13,000.00
87447 3/21/24	CHK	191	AMERICAN PAYMENT CENTERS	DROP BOX CHARGES - 2024 QTR 2	-2.08
				DROP BOX CHARGES - 2024 QTR 2	224.38
				DROP BOX CHARGES - 2024 QTR 2	-0.52
				DROP BOX CHARGES - 2024 QTR 2	56.10
Total for Check/Tran - 87447:					277.88

04/02/2024 10:12:11 AM

# Accounts Payable Check Register

Page 18

03/01/2024 To 03/31/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
87448 3/21/24	CHK	9997	BENZINGER HOMES	Credit Balance Refund	155.30
87449 3/21/24	CHK	9997	BRIDGES MN, LLC.	Credit Balance Refund	192.33
87450 3/21/24	CHK	3982	CENTERPOINT ENERGY	NATURAL GAS & IRON REMOVAL	2,887.38
				NATURAL GAS & IRON REMOVAL	731.88
<b>Total for Check/Tran - 87450:</b>					3,619.26
87451 3/21/24	CHK	264	CNA SURETY	WRIGHT CTY RIGHT OF WAY BOND	100.00
87452 3/21/24	CHK	54	CORE & MAIN LP	Water Meters	6,480.00
				Water Meters	249,840.00
				AMI PARTS	-1,400.00
<b>Total for Check/Tran - 87452:</b>					254,920.00
87453 3/21/24	CHK	9997	GERALD DEGRAY	Credit Balance Refund	207.65
87454 3/21/24	CHK	5204	DIVERSIFIED ADJUSTMENT SERVICE, I	COLLECTION AGENCY FEE	44.28
87455 3/21/24	CHK	9997	ASHLIE DUTCHER REMPALA	Credit Balance Refund	32.68
87456 3/21/24	CHK	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 4 - INV GRP 396 - FEB 2024	284.70
				CYCLE 4 - INV GRP 415 - FEB 2024	150.00
				CYCLE 4 - INV GRP 415 - FEB 2024	1,576.47
<b>Total for Check/Tran - 87456:</b>					2,011.17
87457 3/21/24	CHK	9997	ENVISION CONSTRUCTION CO LLC	Credit Balance Refund	82.52
87458 3/21/24	CHK	671	FASTENAL COMPANY	BIN STOCK	60.56
87459 3/21/24	CHK	91	GOPHER STATE ONE-CALL	LOCATES FOR - FEB 2024	135.95
				LOCATES FOR - FEB 2024	7.15
<b>Total for Check/Tran - 87459:</b>					143.10
87460 3/21/24	CHK	53	GREAT RIVER ENERGY	BATTERY BANK TESTING	718.00
				BATTERY BANK TESTING	1,077.00
<b>Total for Check/Tran - 87460:</b>					1,795.00

04/02/2024 10:12:11 AM

Accounts Payable  
Check Register

Page 19

03/01/2024 To 03/31/2024

## Bank Account: 5 - GENERAL FUND WITHDRAWALS

Check / Tran	Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
87461	3/21/24	CHK	9997	HP MINNESOTA I, LLC	Credit Balance Refund	135.09
87462	3/21/24	CHK	9997	WILLIAM HUFF	Credit Balance Refund	300.64
87463	3/21/24	CHK	5686	HYDROCORP	BACKFLOW DEVICE INSPECTION - FEB 2024	1,261.00
87464	3/21/24	CHK	9997	DIAMONTAE JOHNSON	Credit Balance Refund	37.21
87465	3/21/24	CHK	48	LEAGUE OF MN CITIES INS TRUST	LIABILITY INSURANCE - 2023 QTR 4	31,294.55
					LIABILITY INSURANCE - 2023 QTR 4	6,707.45
Total for Check/Tran - 87465:						38,002.00
87466	3/21/24	CHK	9997	LENNAR HOMES	Credit Balance Refund	94.41
87467	3/21/24	CHK	9997	LENNAR HOMES	Credit Balance Refund	57.06
87468	3/21/24	CHK	9997	LENNAR HOMES	Credit Balance Refund	51.90
87469	3/21/24	CHK	9997	LGI HOMES, MN	Credit Balance Refund	202.30
87470	3/21/24	CHK	9997	LGI HOMES, MN	Credit Balance Refund	135.31
87471	3/21/24	CHK	9997	LYANA MARTINEZ	Credit Balance Refund	46.95
87472	3/21/24	CHK	9997	HELEN MILLER	Credit Balance Refund	86.20
87473	3/21/24	CHK	7293	MINNESOTA DEPT OF COMMERCE	2024 Q4 CIP INDIRECT ASSESSMENT	6,001.82
87474	3/21/24	CHK	16	MINNESOTA DEPT OF HEALTH	CLASS A WATER OPERATOR EXAM - 174	32.00
87475	3/21/24	CHK	633	MUTUAL OF OMAHA	ELEC LIFE INSURANCE - APRIL 2024	234.08
					LIFE, STD & LTD INSURANCE - APRIL 2024	2,485.60
					ELEC LIFE INSURANCE - APRIL 2024	203.12
					LIFE, STD & LTD INSURANCE - APRIL 2024	521.30
Total for Check/Tran - 87475:						3,444.10
87476	3/21/24	CHK	9997	NORTHVIEW, LLC.	Credit Balance Refund	23.65
87477	3/21/24	CHK	9997	CHRIS PERKINS	Credit Balance Refund	127.66

04/02/2024 10:12:11 AM

**Accounts Payable  
Check Register**

Page 20

03/01/2024 To 03/31/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
87478 3/21/24	CHK	9997	PROGRESSIVE BUILDERS INC	Credit Balance Refund	185.08
87479 3/21/24	CHK	9997	KEVIN RADEMACHER	Credit Balance Refund	474.02
87480 3/21/24	CHK	8897	RALPHIE'S MINNOCO	RALPHIE'S MINNOCO	47.36
87481 3/21/24	CHK	9997	REGENSCHEID CUSTOM HOMES	Credit Balance Refund	110.10
87482 3/21/24	CHK	9997	BRANDON SCHMIDT	Credit Balance Refund	290.44
87483 3/21/24	CHK	9997	RYAN SCHUFT	Credit Balance Refund	115.22
87484 3/21/24	CHK	9997	COURTNEY SHAFER	Credit Balance Refund	200.26
87485 3/21/24	CHK	9997	KEVIN SIEG	Credit Balance Refund	57.82
87486 3/21/24	CHK	9997	SPRINT PCS (MS54XC755)	Credit Balance Refund	119.74
87487 3/21/24	CHK	9997	JOHNPAUL STAWSKI	Credit Balance Refund	31.75
87488 3/21/24	CHK	6107	STUART C. IRBY CO.	TESTING & POLE COVER	527.12
			Mtce of URD Primary		333.46
			Mtce of OH Primary		695.00
			Mtce of OH Primary		380.30
			Mtce of URD Primary		666.93
			Mtce of OH Primary		52.86
<b>Total for Check/Tran - 87488:</b>					<b>2,655.67</b>
87489 3/21/24	CHK	331	TRANSUNION	SKIP TRACING - FEB 2024	60.00
				SKIP TRACING - FEB 2024	15.00
<b>Total for Check/Tran - 87489:</b>					<b>75.00</b>
87490 3/21/24	CHK	8948	TRYCO LEASING INC.	LEASE FOR COPIER AT PLANT	85.49
				LEASE FOR COPIER AT PLANT	21.37
<b>Total for Check/Tran - 87490:</b>					<b>106.86</b>
87491 3/21/24	CHK	9997	WELLS FARGO HOME MORTGAGE	Credit Balance Refund	196.29

04/02/2024 10:12:11 AM

# Accounts Payable Check Register

Page 21

03/01/2024 To 03/31/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
87492 3/21/24	CHK	715	WINGS FINANCIAL CREDIT UNION	CIP - LIGHTING REBATE	518.77
87493 3/21/24	CHK	9997	NAOMI WITHERSPOON	Credit Balance Refund	18.69
87494 3/21/24	CHK	9997	JAMIE WITT	Credit Balance Refund	275.20
87495 3/28/24	CHK	398	ALTEC INDUSTRIES, INC	PARTS & LABOR FOR UNIT #21	847.43
87496 3/28/24	CHK	9997	TINA L BIANCHI	Credit Balance Refund	28.69
87497 3/28/24	CHK	9997	VIOLA CLIFTON	Credit Balance Refund	210.36
87498 3/28/24	CHK	25	ECM PUBLISHERS INC	RECLOSER BID CLASSIFIED AD	312.40
87499 3/28/24	CHK	493	ELK RIVER GAS, INC	KEROSENE - UNIT #50	33.59
87500 3/28/24	CHK	23	ELK RIVER MUNICIPAL UTILITIES	CYCLE 1 - INV GRP 421 - FEB 2024	5,363.78
				CYCLE 1 - ACCT 183 - FEB 2024	1,155.19
				CYCLE 1 - INV GRP 101 - FEB 2024	3,632.67
				CYCLE 1 - INV GRP 101 - FEB 2024	83.88
				CYCLE 1 - INV GRP 101 - FEB 2024	702.98
				CYCLE 1 - INV GRP 101 - FEB 2024	598.64
				CYCLE 1 - INV GRP 101 - FEB 2024	175.74
				CYCLE 1 - INV GRP 325 - FEB 2024	375.00
				CYCLE 1 - INV GRP 325 - FEB 2024	15,741.31
<b>Total for Check/Tran - 87500:</b>					27,829.19
87501 3/28/24	CHK	24	ELK RIVER PRINTING & VENTURE PRO	CUSTOMER SERVICE STAMPS	67.65
				CUSTOMER SERVICE STAMPS	16.91
<b>Total for Check/Tran - 87501:</b>					84.56
87502 3/28/24	CHK	340	FURNITURE AND THINGS	CIP - LIGHTING RETROFIT	90.40
87503 3/28/24	CHK	718	HILLSIDE HEIGHTS LIMITED PARTNER	CIP - NEW CONSTRUCTION REBATE	11,637.22
87504 3/28/24	CHK	9997	VADYM HOLIUK	Credit Balance Refund	203.32

04/02/2024 10:12:11 AM

# Accounts Payable Check Register

Page 22

03/01/2024 To 03/31/2024

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

Check / Tran Date	Pmt Type	Vendor	Vendor Name	Reference	Amount
87505 3/28/24	CHK	824	HOME DEPOT CREDIT SERVICES	HOME DEPOT	234.19
				HOME DEPOT	265.38
<b>Total for Check/Tran - 87505:</b>					499.57
87506 3/28/24	CHK	9997	JARVIS LLC	Credit Balance Refund	54.96
87507 3/28/24	CHK	719	JONNY POPS	CIP - LIGHTING RETROFIT	4,029.70
87508 3/28/24	CHK	720	KINGDOM BUSINESS	CIP - LIGHTING RETROFIT	304.79
87509 3/28/24	CHK	9997	TAMI LAPHAM	Credit Balance Refund	62.37
87510 3/28/24	CHK	8605	MARCO TECHNOLOGIES, LLC	CABLE	-21.27
				CONFIGURATION SET-UP	552.00
				CONFIGURATION SET-UP	138.00
<b>Total for Check/Tran - 87510:</b>					668.73
87511 3/28/24	CHK	188	MARTIES FARM SERVICE INC	GOPHER BAIT	58.09
87512 3/28/24	CHK	630	PRINCETON RENTAL INC	UNIT #4 CHAINSAW REPAIR	71.07
87513 3/28/24	CHK	8606	QUADIENT FINANCE USA, INC	POSTAGE MACHINE LEASE-11/6/23 To 2/5/24	226.66
				POSTAGE MACHINE LEASE-11/6/23 To 2/5/24	56.66
<b>Total for Check/Tran - 87513:</b>					283.32
87514 3/28/24	CHK	2560	THE SHERWIN-WILLIAMS CO.	PAINT	135.86
<b>Total for Bank Account - 5 :</b>					(176) 4,852,243.34
<b>Grand Total :</b>					(177) 4,861,119.49

04/02/2024

10:12:11 AM

# Accounts Payable Check Register

Page 23

**PARAMETERS ENTERED:****Check Date:** 03/01/2024 To 03/31/2024**Bank:** All**Vendor:** All**Check:****Journal:** All**Format:** All GL References/Amounts**Extended Reference:** No**Sort By:** Check/Transaction**Voids:** None**Payment Type:** All**Group By Payment Type:** No**Minimum Amount:** 0.00**Authorization Listing:** No**Credit Card Charges:** No



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

**March 12, 2024**

Members Present:	Chair John Dietz, Vice Chair Mary Stewart, and Commissioners Paul Bell, Matt Westgaard, and Nick Zerwas
ERMU Staff Present:	Mark Hanson, General Manager Sara Youngs, Administrations Director Tom Geiser, Operations Director Tony Mauren, Governance & Communications Manager Jenny Foss, Communications & Administrative Coordinator
Others Present	Tanju Gulati, Director with Frontier Energy; Doug Eli, Energy Engineer with Frontier Energy; Alexandra Blair, Program Coordinator with Frontier Energy

**1.0 CALL MEETING TO ORDER**

The special meeting of the Utilities Commission was called to order at 2:30 p.m. by Chair Dietz.

**2.0 BUSINESS ACTION**

**2.1 Conservation Improvement Program Presentation – Frontier Energy**

Ms. Youngs presented representatives from Frontier Energy, Tanuj Gulati, Doug Eli, and Alexandra Blair to educate the Commission on the services they will be providing to ERMU's Conservation Improvement Program (CIP) as well as the Utilities' program results over the previous seven years.

Mr. Eli provided an overview of the Energy Conservation and Optimization Act and how it affects ERMU.

While reviewing the chart for low-income spending in Frontier's presentation, Ms. Youngs explained that a large portion of that spending is from collaborative efforts with the Tri-County Action Plan.

Chair Dietz asked how commercial customers are made aware of the rebate programs available to them.

Ms. Youngs explained that ERMU is communicating to commercial customers that rebates are available. She explained that staff is working with Frontier to reach out to larger users to

make them aware that they are providing services and that their staff is available to help them find ways to receive rebates and reduce usage. Ms. Youngs continued that the goal is to work with the City's community development staff to engage with developers early in their projects on conservation opportunities.

Commissioner Bell noted that schools tend to be large energy users and recommended working with those customers as well.

Mr. Gulati explained that Frontier has a department dedicated to providing services to schools.

Ms. Youngs shared that Frontier also works with CenterPoint Energy and Wright Hennepin Cooperative Electric and has achieved good results with them.

Chair Dietz asked about the consequences for failing to meet mandated energy savings and low-income spending.

Mr. Eli explained that the levels are based on a three-year average, adding that if the Utilities were to miss the criteria one year it could exceed them the next year and avoid any issues.

Chair Dietz asked for examples of penalties for missing the criteria.

Mr. Eli explained that penalties are more common for investor-owned utilities while municipal utilities may face challenges in expanding service in the future. There was discussion.

Mr. Hanson clarified that Frontier Energy fields commercial inquiries on rebates and provides experience and expertise to serve as a resource.

Commissioner Stewart requested that staff provide progress updates on the CIP a few times a year.

There was discussion about common conservation issues Frontier has seen in the field.

Commissioner Westgaard advised that many business owners don't understand the opportunities that are available, and that ERMU and Frontier should be working with City staff during the design of projects to make them aware. He added that he had questions as to whether the facilities designers are considering conservation options when creating plans. There was discussion.

Commissioner Zerwas shared his impression that it makes a lot of sense to enlist the help of experts like Frontier.

Commissioner Zerwas recommended that staff keep track of the businesses that decline services from Frontier initially to contact them again at a later date.

Commissioner Bell asked how staff would be tracking the available rebate dollars.

Ms. Youngs explained that rebate dollars are always available as setting that budget is a business decision. Ms. Youngs expanded that the rebates have to remain with the \$654,000 budget but she could request additional funds from the Commission if they were needed.

There was discussion about establishing a regular update to the commission on the results of the program around the time of the annual filing on June 1.

Mr. Gulati explained that Ms. Youngs will have constant access to the savings and spending levels through Frontier's portal site.

Ms. Youngs described the updates to the residential rebate forms. There was discussion.

### **3.0 ADJOURNMENT**

**Moved by Commissioner Bell and seconded by Commissioner Zerwas to adjourn the special meeting of the Elk River Municipal Utilities Commission at 3:16 p.m. Motion carried 5-0.**

Minutes prepared by Tony Mauren.

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John J. Dietz, ERMU Commission Chair

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Tina Allard, City Clerk

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

**March 12, 2024**

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  
Dave Ninow, Water Superintendent  
Chris Kerzman, Engineering Manager  
Jenny Foss, Communications & Administrative Coordinator

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 Oath of Office**

Mr. Mauren administered the oath of office for the reappointment of Commissioner Bell.

**1.4 Consider the Agenda**

**Moved by Commissioner Westgaard and seconded by Commissioner Stewart to approve the March 14, 2024, agenda. Motion carried 5-0.**

**1.5 2024 Election of Officers – Chair and Vice Chair**

Mr. Mauren invited the Commission to discuss and elect the chair and vice chair positions, each for 12-month terms.

There was agreement among the Commission to maintain the officer appointments from the previous year.

**Moved by Commissioner Bell and seconded by Commissioner Zerwas to reappoint Commissioner Dietz as Chair and reappoint Commissioner Stewart as the Vice Chair. Motion carried 5-0.**

#### **1.6 2023 Committee Appointments**

The Commission discussed previous committee appointments and the chair positions. There was agreement among the Commission to maintain the committee appointments from the previous year.

**Moved by Commissioner Westgaard and seconded by Commissioner Zerwas to make the following committee and chair appointments for 2024:**

**Reappoint Chair Dietz and Commissioner Stewart to the Wage and Benefits Committee with Chair Dietz to continue to serve as committee chair.**

**Reappoint Commissioner Westgaard and reappoint Commissioner Zerwas to the Financial Reserves and Investment Committee with Commissioner Westgaard to continue to serve as committee chair.**

**Reappoint Commissioner Stewart to the Information Security Committee.**

**Reappoint Commissioner Westgaard and Commissioner Bell to the Dispute Resolution Committee with Commissioner Westgaard to continue to serve as committee chair.**

**Motion carried 5-0.**

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

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

**2.1 Check Register – February 2024**

**2.2 Regular Meeting Minutes – February 13, 2024**

**Motion carried 5-0.**

#### **3.0 OPEN FORUM**

No one appeared for open forum.

#### **4.0 POLICY & COMPLIANCE**

##### **4.1 Commission Policy Review – G.2c – Agenda Planning**

Mr. Mauren presented the memo which included proposed updates in the attachments. Mr. Mauren explained most of the updates were proposed to bring the policy in alignment with the Governance Agenda that the Commission approves annually.

During discussion, Ms. Youngs provided background that the three-minute time limit for presenters during Open Forum was bringing the policy up to date with what had been approved at the June 2023 meeting.

**Moved by Commissioner Zerwas and seconded by Commissioner Bell to approve the proposed updates to Commission Policy – G.2c – Agenda Planning. Motion carried 5-0.**

##### **4.2 City Code Review – Article V, Division 5 – Public Utilities Commission**

Mr. Hanson presented the memo which included proposed updates in the attachments. Mr. Hanson explained that the City is currently reviewing this portion of its code which covers all of its commissions. He continued that the majority of the updates proposed by staff for the Utilities section involved reorganizing the headers and matching the language to what was used for other commissions to make them more uniform. Mr. Hanson added that the language now clarifies that the Utilities are governed independently while still a City entity.

**Moved by Commissioner Westgaard and seconded by Commissioner Stewart to approve the proposed updates to City Code – Article V, Division 5 – Public Utilities Commission. Motion carried 5-0.**

##### **4.3 Annual Commission Orientation – Policy Manual Update Review**

Mr. Mauren presented the summary of updates to the policy manual and reference guide attached to the memo.

Chair Dietz asked if there is a legal review of the Employee Handbook.

Staff confirmed that there was.

#### **5.0 BUSINESS ACTION**

##### **5.1 Financial Report – January 2024**

Ms. Karpinski presented the report for January 2024.

In response to Commissioner Stewart's inquiry about the Maintenance Expense line which shows a \$32,000 variance over the previous year, Ms. Karpinski explained that this was due to increased labor for electric mapping work as the mild winter permitted mapping to occur over a longer period. Ms. Karpinski also explained that the increase is somewhat offset by a reduction in typical seasonal expenses such as snowplowing and repairing infrastructure struck by vehicles due to icy roads.

During discussion about higher Water Access Chargers in the month of January, Mr. Ninow explained that there are multiple industrial customers building new facilities. There was discussion.

**Moved by Commissioner Westgaard and seconded by Commissioner Bell to receive the January 2024 Financial Report. Motion carried 5-0.**

## **6.0 BUSINESS DISCUSSION**

### **6.1 Staff Updates**

There were no staff updates.

### **6.2 City Council Update**

Commissioner Westgaard provided an update from the City Council meetings which dealt with topics including preliminary plat for an education institution, interim use permits, and an easement vacation.

### **6.3 American Public Power Association Legislative Rally Update**

Mr. Hanson led the verbal update on the American Public Power Association (APPA) Legislative Rally in Washington D.C., which he attended along with Chair Dietz and Commissioner Zerwas. He explained the message to legislators and/or their staff encouraged continued support to allow public power utilities to achieve affordability, reliability, and sustainability. Mr. Hanson continued that important topics included significant supply chain issues, increased costs for transformers, financing tools to allow municipal utilities to refund loans within ten years, and to allow local banks to increase their loan threshold from \$10 million to \$30 million. There was discussion.

Chair Dietz shared his impression from staffers that there is genuine concern for small utilities' issues.

Chair Dietz asked Mr. Hanson to look into whether it would be appropriate for ERMU to join the APPA subcommittees that meet at the legislative rally. There was discussion.

Commissioner Zerwas shared his perspective that the senate staff members seemed very knowledgeable on the topics being presented. There was discussion.

#### 6.4 **Future Planning**

Chair Dietz announced the following:

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

#### 6.5 **Other Business**

There was no other business.

#### 7.0 **ADJOURN REGULAR MEETING**

**Moved by Commissioner Westgaard and seconded by Commissioner Bell to adjourn the regular meeting of the Elk River Municipal Utilities Commission at 4:02 p.m. Motion carried 5-0.**

Minutes prepared by Tony Mauren.

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John J. Dietz, ERMU Commission Chair

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Tina Allard, City Clerk



<b>TO:</b> ERMU Commission	<b>FROM:</b> Melissa Karpinski – Finance Manager
<b>MEETING DATE:</b> April 9, 2024	<b>AGENDA ITEM NUMBER:</b> 2.4
<b>SUBJECT:</b> Resolution Electing Not to Waive Statutory Tort Limits for Liability Insurance	
<b>ACTION REQUESTED:</b> Adopt Resolution 24-5 Electing Not to Waive the Statutory Tort Limits for Liability Insurance	

**BACKGROUND:**

The League of Minnesota Cities Insurance Trust (LMCIT) requires annual approval of the Utilities' intent to waive or not waive the statutory limits on tort liability as set forth in Minnesota Statutes.

**DISCUSSION:**

Attached is the waiver form which also has information to help make the decision to waive or not waive the statutory limits. Last year we did not waive the limits, and neither did the City. The recommendation we have received from our insurance agent is not to waive the limits.

**FINANCIAL IMPACT:**

This limits our exposure to \$500,000 rather than \$2,000,000 for an individual claimant; and \$1,500,000 rather than \$2,000,000 for all claimants of a single occurrence.

**ATTACHMENTS:**

- Resolution No. 24-5 - Electing Not to Waive the Statutory Tort Limits for Liability Insurance
- LMCIT Liability Coverage Waiver Form

RESOLUTION NO. 24-5

BOARD OF COMMISSIONERS  
ELK RIVER MUNICIPAL UTILITIES

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF ELK RIVER MUNICIPAL UTILITIES  
ELECTING NOT TO WAIVE THE STATUTORY TORT LIMITS FOR LIABILITY INSURANCE**

**WHEREAS**, Elk River Municipal Utilities (Utilities) participate in the League of Minnesota Cities Insurance Trust (LMCIT) insurance program; and

**WHEREAS**, The LMCIT requires annual approval of the Utilities' intent to waive or not waive the statutory limits on tort liability as set forth in Minnesota Statutes;

**WHEREAS**, The Utility has evaluated whether to waive the limit of tort liability, and whether to purchase excess liability coverage from the LMCIT.

**NOW, THEREFORE, BE IT RESOLVED** that the Elk River Municipal Utilities of the City of Elk River elects to not waive the statutory tort liability limit established by Minnesota Statute 466.04.

This Resolution Passed and Adopted this 9<sup>th</sup> day of April 2024.

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John Dietz, Chair

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Mark Hanson, General Manager

## LIABILITY COVERAGE – WAIVER FORM

**Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before the member's effective date of coverage. Return completed form to your underwriter or email to [psstech@lmc.org](mailto:psstech@lmc.org).**

*The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.*

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.*
- *If the member waives the statutory tort limits and does not purchase excess liability coverage, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.*
- *If the member waives the statutory tort limits and purchases excess liability coverage, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.*

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

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LMCIT Member Name:

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*Check one:*

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#).
- The member **WAIVES** the monetary limits on municipal tort liability established by [Minn. Stat. § 466.04](#), to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting: \_\_\_\_\_

Signature: \_\_\_\_\_ Position: \_\_\_\_\_

<b>TO:</b> ERMU Commission	<b>FROM:</b> Tony Mauren – Governance & Communications Manager
<b>MEETING DATE:</b> April 9, 2024	<b>AGENDA ITEM NUMBER:</b> 4.1
<b>SUBJECT:</b> Commission Policy Review – G.2d – Commission Member Role, Responsibilities, and Orientation	
<b>ACTION REQUESTED:</b> Review the policy and provide comment	

**BACKGROUND/DISCUSSION:**

This month commissioners are reviewing policy G.2d – Commission Member Role, Responsibilities, and Orientation to make comments, ask questions, or recommend updates.

This policy describes the role and responsibilities of ERMU Commission members when acting in their capacity as a Commission in accordance with applicable law. The Commission also establishes its expectations for the orientation of new Commission members.

**ATTACHMENTS:**

- ERMU Policy – G.2d – Commission Member Role, Responsibilities, and Orientation

## COMMISSION POLICY

Section: Governance	Category: Governance Policies
Policy Reference:  <b>G.2d</b>	Policy Title:  <b>Commission Member Role, Responsibilities, and Orientation</b>

### PURPOSE:

With this policy, the Commission describes the role and responsibilities of ERMU Commission members when acting in their capacity as a Commission in accordance with applicable law. The Commission also establishes its expectations for the orientation of new Commission members.

### POLICY:

The Commissioners of ERMU act in the interests of customers, employees and other stakeholders. ERMU stakeholders expect the Commission to make policy decisions that ensure appropriate organizational performance as set forth in the Commission's adopted Vision, Core Purpose, Mission, and Core Values.

Consistent with this general statement:

1. The Commission will continuously create and enhance connections between ERMU and its stakeholders.
2. The Commission will produce, maintain and use written governing policies that, at the broadest levels, address each of the following categories of deliberation and decision-making.
  - a. Authority and Purpose: Policies that recognize the Utilities' and Commission's right to exist, and authorities and policies to define organizational core purpose.
  - b. Governance: Policies that specify how the Commission conceives, carries out and monitors its own tasks.
  - c. Commission-Management Connection: How organizational authority is delegated, its proper use is monitored, and the General Manager is accountable for ERMU's performance.

- d. Delegation to Management: Limitations on executive authority that establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
  - e. Results: ERMU's outcomes, impacts and benefits.
- 3. The Commission will measure and evaluate the General Manager's performance against its Results and Delegation to Management policies.
  - 4. Commission members will perform their responsibilities to protect and enhance the value of ERMU, exercising due diligence and using sound business judgment consistent with ERMU's enabling legislation and other applicable laws.
  - 5. The ERMU Commission is committed to excellent governance. This requires that individual Commissioners be well-informed about ERMU, its customers and stakeholders, the utility business, prudent financial management, and the Commission's own governance structure and processes. Consistent with this commitment and Commission policies, the ERMU Commission will develop, implement and maintain current a formal orientation program for new Commission members.

**POLICY HISTORY:**

Adopted        May 9, 2017

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

**DISCUSSION:**

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

**Electric**

February year to date (YTD) electric kWh sales are down 5% from the prior year. For further breakdown:

- Residential usage is down 6%
- Small Commercial usage is down 6%
- Large Commercial usage is down 4%

For February 2024, the Electric Department overall is slightly behind YTD but favorable to budget YTD. Additional variance analysis can be found on the Summary Electric Statement of Revenues, Expenses and Changes in Net Position attachment.

**Water**

February YTD gallons of water sold are up 1% from the prior year. For further breakdown:

- Residential use is down less than 0.5%
- Commercial use is up 2%

For February 2024, the Water Department overall is ahead of prior YTD and 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 02.2024
- Electric Balance Sheet 02.2024
- Water Balance Sheet 02.2024
- Summary Electric Statement of Revenues, Expenses and Changes in Net Position 02.2024
- Summary Water Statement of Revenues, Expenses and Changes in Net Position 02.2024
- Graphs Prior Year and YTD 2024



- Detailed Electric Statement of Revenues, Expenses and Changes in Net Position 02.2024
- Detailed Water Statement of Revenues, Expenses and Changes in Net Position 02.2024
- Budget vs Actual Graphs – Electric 02.2024
- Budget vs Actual Graphs – Water 02.2024

**ELK RIVER MUNICIPAL UTILITIES  
ELK RIVER, MINNESOTA  
COMBINED BALANCE SHEET  
FOR PERIOD ENDING FEBRUARY 2024**

	<u>ELECTRIC</u>	<u>WATER</u>
<b>ASSETS</b>		
CURRENT ASSETS		
CASH	9,546,799	9,319,821
ACCOUNTS RECEIVABLE	2,917,927	5,326,401
INVENTORIES	1,228,587	15,041
PREPAID ITEMS	237,881	56,003
CONSTRUCTION IN PROGRESS	1,065,513	2,196,872
TOTAL CURRENT ASSETS	<u>14,996,707</u>	<u>16,914,139</u>
RESTRICTED ASSETS		
BOND RESERVE FUND	1,779,016	0
EMERGENCY RESERVE FUND	2,959,556	1,368,330
UNRESTRICTED RESERVE FUND	0	0
TOTAL RESTRICTED ASSETS	<u>4,738,571</u>	<u>1,368,330</u>
FIXED ASSETS		
PRODUCTION	824,065	16,825,898
LFG PROJECT	0	0
TRANSMISSION	2,305,024	0
DISTRIBUTION	49,436,721	28,135,913
GENERAL	24,501,072	1,224,612
FIXED ASSETS (COST)	<u>77,066,882</u>	<u>46,186,423</u>
LESS ACCUMULATED DEPRECIATION	<u>(34,678,141)</u>	<u>(23,469,984)</u>
TOTAL FIXED ASSETS, NET	<u>42,388,741</u>	<u>22,716,439</u>
INTANGIBLE ASSETS		
POWER AGENCY MEMBERSHIP BUY-IN	21,546,212	0
LOSS OF REVENUE INTANGIBLE	6,223,278	0
LESS ACCUMULATED AMORTIZATION	<u>(3,617,915)</u>	<u>0</u>
TOTAL INTANGIBLE ASSETS, NET	<u>24,151,576</u>	<u>0</u>
OTHER ASSETS AND DEFERRED OUTFLOWS	<u>690,058</u>	<u>126,311</u>
<b>TOTAL ASSETS</b>	<u><u>86,965,653</u></u>	<u><u>41,125,219</u></u>
<b>LIABILITIES AND FUND EQUITY</b>		
CURRENT LIABILITIES		
ACCOUNTS PAYABLE	4,144,074	747,657
SALARIES AND BENEFITS PAYABLE	816,940	126,802
DUE TO CITY	888,061	31,805
DUE TO OTHER FUNDS	0	0
NOTES PAYABLE-CURRENT PORTION	0	0
BONDS PAYABLE-CURRENT PORTION	460,000	60,000
UNEARNED REVENUE	19,975	181,455
TOTAL CURRENT LIABILITIES	<u>6,329,050</u>	<u>1,147,718</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	28,250,285	1,560,837
PENSION LIABILITIES	2,720,477	500,450
TOTAL LONG TERM LIABILITIES	<u>30,970,762</u>	<u>2,061,287</u>
<b>TOTAL LIABILITIES</b>	<u>37,299,812</u>	<u>3,209,005</u>
DEFERRED INFLOWS OF RESOURCES	<u>836,813</u>	<u>4,937,984</u>
FUND EQUITY		
CAPITAL ACCOUNT CONST COST	1,779,016	0
CONTRIBUTED CAPITAL	0	0
RETAINED EARNINGS	46,802,217	33,120,013
NET INCOME (LOSS) (THROUGH PREVIOUS MONTH)	247,795	(141,784)
TOTAL FUND EQUITY	<u>48,829,028</u>	<u>32,978,229</u>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<u><u>86,965,653</u></u>	<u><u>41,125,219</u></u>

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

	<b>February 29, 2024</b>	<b>January 31, 2024</b>	<b>Current Month Change from</b>
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
CASH	9,546,799	12,189,651	(2,642,852)
ACCOUNTS RECEIVABLE	2,917,927	2,376,861	541,066
INVENTORIES	1,228,587	1,191,395	37,192
PREPAID ITEMS	237,881	271,218	(33,338)
CONSTRUCTION IN PROGRESS	1,065,513	615,556	449,958
TOTAL CURRENT ASSETS	<u>14,996,707</u>	<u>16,644,680</u>	<u>(1,647,973)</u>
<b>RESTRICTED ASSETS</b>			
BOND RESERVE FUND	1,779,016	1,779,016	0
EMERGENCY RESERVE FUND	2,959,556	2,955,798	3,758
TOTAL RESTRICTED ASSETS	<u>4,738,571</u>	<u>4,734,814</u>	<u>3,758</u>
<b>FIXED ASSETS</b>			
PRODUCTION	824,065	824,065	0
TRANSMISSION	2,305,024	2,305,024	0
DISTRIBUTION	49,436,721	49,317,397	119,324
GENERAL	24,501,072	24,310,102	190,971
FIXED ASSETS (COST)	<u>77,066,882</u>	<u>76,756,588</u>	<u>310,294</u>
LESS ACCUMULATED DEPRECIATION	(34,678,141)	(34,458,423)	(219,718)
TOTAL FIXED ASSETS, NET	<u>42,388,741</u>	<u>42,298,165</u>	<u>90,576</u>
<b>INTANGIBLE ASSETS</b>			
POWER AGENCY MEMBERSHIP BUY-IN	21,546,212	21,546,212	0
LOSS OF REVENUE INTANGIBLE	6,223,278	6,223,278	0
LESS ACCUMULATED AMORTIZATION	(3,617,915)	(3,562,237)	(55,678)
TOTAL INTANGIBLE ASSETS, NET	<u>24,151,576</u>	<u>24,207,254</u>	<u>(55,678)</u>
<b>OTHER ASSETS AND DEFERRED OUTFLOWS</b>	<u>690,058</u>	<u>690,058</u>	<u>0</u>
<b>TOTAL ASSETS</b>	<u><u>86,965,653</u></u>	<u><u>88,574,971</u></u>	<u><u>(1,609,317)</u></u>
<b>LIABILITIES AND FUND EQUITY</b>			
<b>CURRENT LIABILITIES</b>			
ACCOUNTS PAYABLE	4,144,074	5,553,112	(1,409,038)
SALARIES AND BENEFITS PAYABLE	816,940	794,961	21,979
DUE TO CITY	888,061	1,017,961	(129,900)
BONDS PAYABLE-CURRENT PORTION	460,000	955,000	(495,000)
UNEARNED REVENUE	19,975	21,972	(1,998)
TOTAL CURRENT LIABILITIES	<u>6,329,050</u>	<u>8,343,007</u>	<u>(2,013,957)</u>
<b>LONG TERM LIABILITIES</b>			
BONDS PAYABLE, LESS CURRENT PORTION	28,250,285	28,255,273	(4,989)
PENSION LIABILITIES	2,720,477	2,720,477	0
TOTAL LONG TERM LIABILITIES	<u>30,970,762</u>	<u>30,975,750</u>	<u>(4,989)</u>
<b>TOTAL LIABILITIES</b>	<u>37,299,812</u>	<u>39,318,757</u>	<u>(2,018,945)</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>	<u>836,813</u>	<u>836,813</u>	<u>0</u>
<b>FUND EQUITY</b>			
CAPITAL ACCOUNT CONST COST	1,779,016	1,779,016	0
RETAINED EARNINGS	46,802,217	46,802,217	0
NET INCOME (LOSS) (THROUGH PREVIOUS MONTH)	247,795	(161,833)	409,628
TOTAL FUND EQUITY	<u>48,829,028</u>	<u>48,419,400</u>	<u>409,628</u>
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<u><u>86,965,653</u></u>	<u><u>88,574,971</u></u>	<u><u>(1,609,317)</u></u>

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

	<b>February 29, 2024</b>	<b>January 31, 2024</b>	<b>Current Month Change from</b>
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
CASH	9,319,821	9,521,252	(201,431)
ACCOUNTS RECEIVABLE	5,326,401	5,417,084	(90,683)
INVENTORIES	15,041	15,799	(757)
PREPAID ITEMS	56,003	48,754	7,249
CONSTRUCTION IN PROGRESS	2,196,872	1,664,474	532,398
TOTAL CURRENT ASSETS	16,914,139	16,667,363	246,776
<b>RESTRICTED ASSETS</b>			
EMERGENCY RESERVE FUND	1,368,330	1,367,390	939
TOTAL RESTRICTED ASSETS	1,368,330	1,367,390	939
<b>FIXED ASSETS</b>			
PRODUCTION	16,825,898	16,798,616	27,282
DISTRIBUTION	28,135,913	28,135,913	0
GENERAL	1,224,612	1,224,612	0
FIXED ASSETS (COST)	46,186,423	46,159,142	27,282
LESS ACCUMULATED DEPRECIATION	(23,469,984)	(23,369,095)	(100,889)
TOTAL FIXED ASSETS, NET	22,716,439	22,790,047	(73,608)
<b>INTANGIBLE ASSETS</b>			
<b>OTHER ASSETS AND DEFERRED OUTFLOWS</b>	126,311	126,311	0
<b>TOTAL ASSETS</b>	<b>41,125,219</b>	<b>40,951,111</b>	<b>174,108</b>
<b>LIABILITIES AND FUND EQUITY</b>			
<b>CURRENT LIABILITIES</b>			
ACCOUNTS PAYABLE	747,657	481,455	266,203
SALARIES AND BENEFITS PAYABLE	126,802	122,792	4,010
DUE TO CITY	31,805	32,062	(258)
BONDS PAYABLE-CURRENT PORTION	60,000	60,000	0
UNEARNED REVENUE	181,455	181,455	0
TOTAL CURRENT LIABILITIES	1,147,718	877,763	269,955
<b>LONG TERM LIABILITIES</b>			
BONDS PAYABLE, LESS CURRENT PORTION	1,560,837	1,561,391	(554)
PENSION LIABILITIES	500,450	500,450	0
TOTAL LONG TERM LIABILITIES	2,061,287	2,061,841	(554)
<b>TOTAL LIABILITIES</b>	<b>3,209,005</b>	<b>2,939,604</b>	<b>269,401</b>
<b>DEFERRED INFLOWS OF RESOURCES</b>	<b>4,937,984</b>	<b>4,937,984</b>	<b>0</b>
<b>FUND EQUITY</b>			
RETAINED EARNINGS	33,120,013	33,120,013	0
NET INCOME (LOSS) (THROUGH PREVIOUS MONTH)	(141,784)	(46,490)	(95,293)
TOTAL FUND EQUITY	32,978,229	33,073,523	(95,293)
<b>TOTAL LIABILITIES &amp; FUND EQUITY</b>	<b>41,125,219</b>	<b>40,951,111</b>	<b>174,108</b>

ELK RIVER MUNICIPAL UTILITIES  
ELK RIVER, MINNESOTA  
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
FOR PERIOD ENDING FEBRUARY 2024

	2024 FEBRUARY	2024 YTD	2024 YTD BUDGET	YTD Budget Variance	2024 YTD Bud Var%	2024 ANNUAL BUDGET	2023 FEBRUARY	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%	Variance Item
<b>Electric Revenue</b>											
<b>Operating Revenue</b>											
Elk River	3,056,310	5,840,369	6,605,779	(765,410)	(12)	42,685,299	3,209,179	6,014,747	(174,377)	(3)	
Otsego	322,687	594,389	544,307	50,082	9	3,514,568	318,858	569,192	25,197	4	
Rural Big Lake	20,279	36,796	43,435	(6,639)	(15)	243,412	21,145	38,195	(1,400)	(4)	
Dayton	23,758	42,917	49,908	(6,990)	(14)	292,752	25,262	44,972	(2,055)	(5)	
Public St & Hwy Lighting	21,739	43,407	43,333	73	0	260,000	21,723	43,446	(40)	(0)	
Other Electric Sales	400	800	800	0	0	4,800	400	800	0	0	
<b>Total Operating Revenue</b>	<b>3,445,173</b>	<b>6,558,679</b>	<b>7,287,563</b>	<b>(728,884)</b>	<b>(10)</b>	<b>47,000,831</b>	<b>3,596,567</b>	<b>6,711,353</b>	<b>(152,674)</b>	<b>(2)</b>	
<b>Other Operating Revenue</b>											
Interest/Dividend Income	3,791	51,036	14,167	36,870	260	85,000	(966)	8,466	42,570	503	(1)
Customer Penalties	21,603	41,748	47,500	(5,752)	(12)	285,000	26,784	48,658	(6,910)	(14)	
Connection Fees	21,466	112,851	22,500	90,351	402	135,000	10,026	16,301	96,550	592	(2)
Misc Revenue	53,064	132,970	167,667	(34,696)	(21)	1,016,000	63,754	131,066	1,904	1	(3)
<b>Total Other Revenue</b>	<b>99,924</b>	<b>338,606</b>	<b>251,833</b>	<b>86,772</b>	<b>34</b>	<b>1,521,000</b>	<b>99,599</b>	<b>204,491</b>	<b>134,114</b>	<b>66</b>	
<b>Total Revenue</b>	<b>3,545,097</b>	<b>6,897,284</b>	<b>7,539,396</b>	<b>(642,112)</b>	<b>(9)</b>	<b>48,521,831</b>	<b>3,696,166</b>	<b>6,915,844</b>	<b>(18,560)</b>	<b>(0)</b>	
<b>Expenses</b>											
Purchased Power	2,013,383	4,232,380	4,906,193	(673,813)	(14)	32,756,447	2,150,270	4,365,719	(133,339)	(3)	
Operating & Mtce Expense	23,625	51,093	80,133	(29,041)	(36)	369,000	29,861	73,595	(22,502)	(31)	(4)
Transmission Expense	5,031	10,589	12,000	(1,411)	(12)	72,000	4,191	9,308	1,281	14	
Distribution Expense	44,222	87,817	70,583	17,233	24	425,917	38,587	71,025	16,792	24	
Maintenance Expense	176,266	385,463	339,750	45,713	13	1,668,500	119,331	258,644	126,819	49	(5)
Depreciation & Amortization	275,396	549,491	517,936	31,555	6	3,107,612	263,874	528,902	20,589	4	
Interest Expense	65,175	131,587	131,587	0	0	785,810	68,225	137,649	(6,063)	(4)	
Other Operating Expense	4,921	9,789	9,350	439	5	506,900	4,255	8,825	964	11	
Customer Accounts Expense	33,486	66,639	73,167	(6,528)	(9)	439,000	29,352	61,267	5,372	9	
Administrative Expense	319,877	787,393	817,106	(29,713)	(4)	4,208,492	288,778	774,529	12,864	2	
General Expense	32,485	64,765	106,167	(41,402)	(39)	637,000	32,175	72,308	(7,543)	(10)	(6)
<b>Total Expenses(before Operating Transfers)</b>	<b>2,993,868</b>	<b>6,377,005</b>	<b>7,063,971</b>	<b>(686,965)</b>	<b>(10)</b>	<b>44,976,679</b>	<b>3,028,897</b>	<b>6,361,771</b>	<b>15,234</b>	<b>0</b>	
<b>Operating Transfer</b>											
Operating Transfer/Other Funds	122,954	235,016	264,231	(29,215)	(11)	1,707,412	138,520	263,747	(28,731)	(11)	
Utilities & Labor Donated	18,647	37,468	44,000	(6,532)	(15)	264,000	19,234	39,647	(2,179)	(5)	
<b>Total Operating Transfer</b>	<b>141,601</b>	<b>272,484</b>	<b>308,231</b>	<b>(35,748)</b>	<b>(12)</b>	<b>1,971,412</b>	<b>157,753</b>	<b>303,394</b>	<b>(30,910)</b>	<b>(10)</b>	
<b>Net Income Profit(Loss)</b>	<b>409,628</b>	<b>247,795</b>	<b>167,194</b>	<b>80,601</b>	<b>48</b>	<b>1,573,740</b>	<b>509,515</b>	<b>250,679</b>	<b>(2,884)</b>	<b>(1)</b>	

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

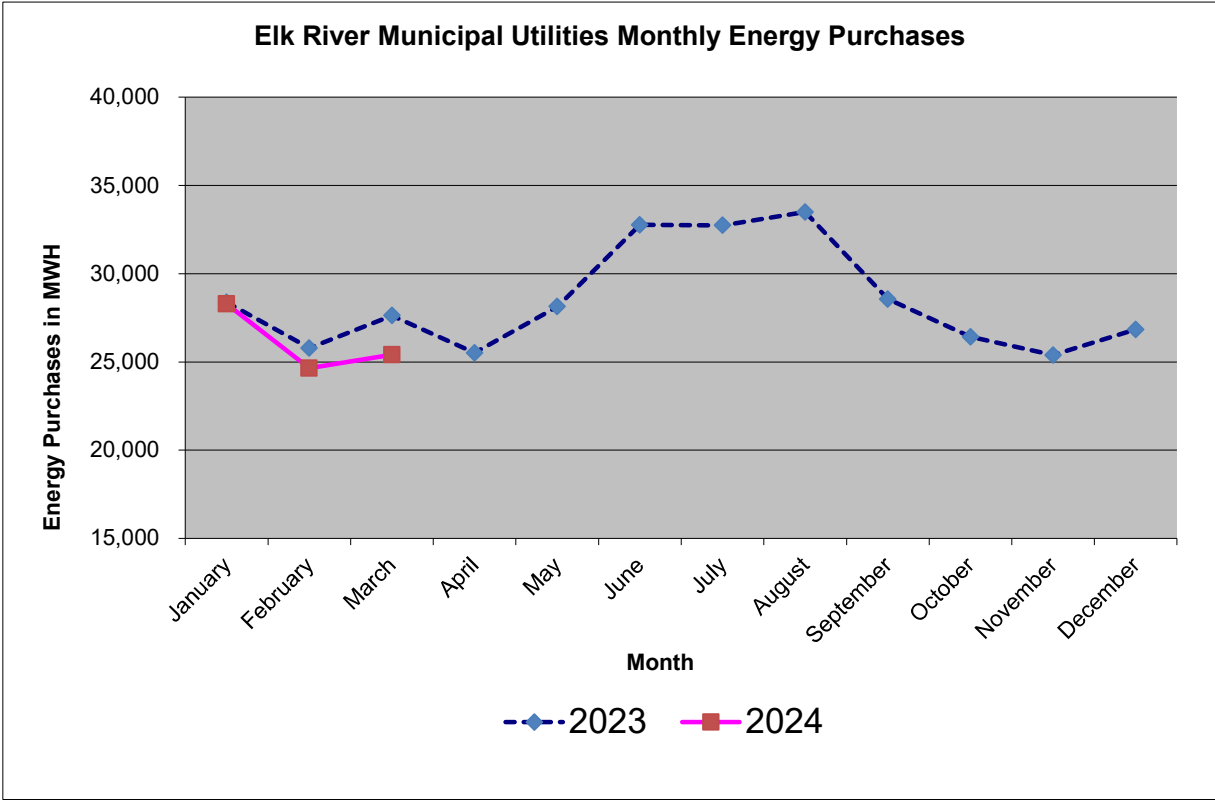
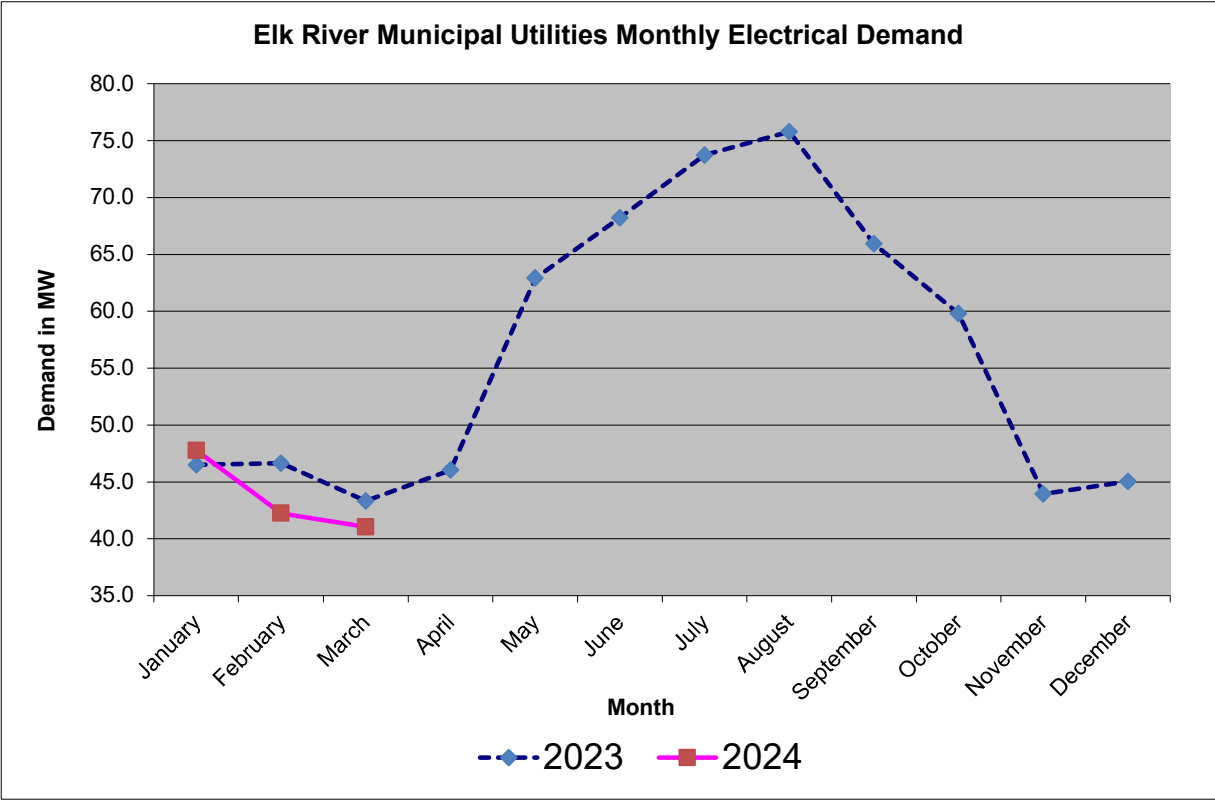
- (1) YTD budget variance is due to conservative budgeted amount. PYTD variance is due to the change in Fair Market Value of Investments.
- (2) YTD budget and PYTD variance due to large a large connection agreement in January 2024.
- (3) YTD budget variance is mainly due to the budget amount for Contributions from Customers having an even budget spread.
- (4) YTD budget variance is mainly due to less than average labor expense for Mtce of Plant/Land Improvement.
- (5) PYTD variance is mainly due to increased tree trimming expense (contractors and ERMU labor), January 2024 labor expense for: Mtce of Substation Equipment, Electric Mapping, and Transportation Expense.
- (6) YTD variance is mainly due to timing of commercial rebates and the budget having an even spread.

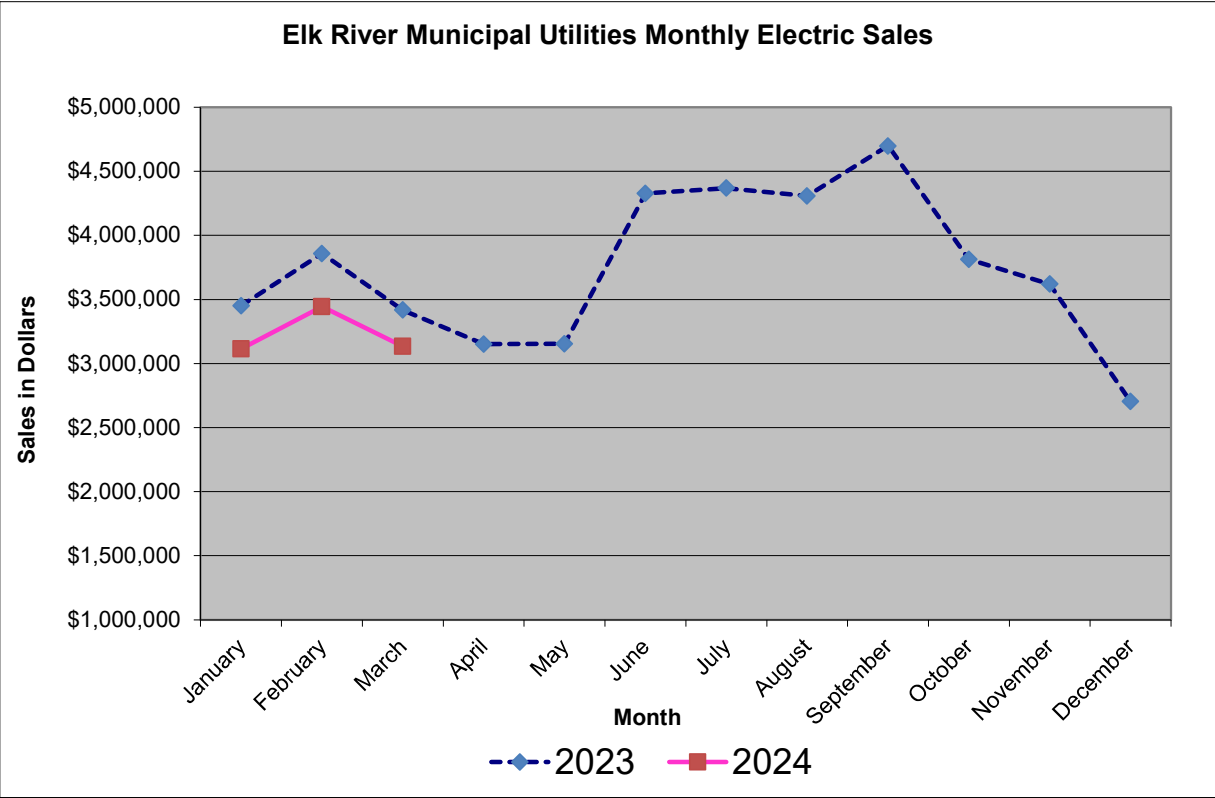
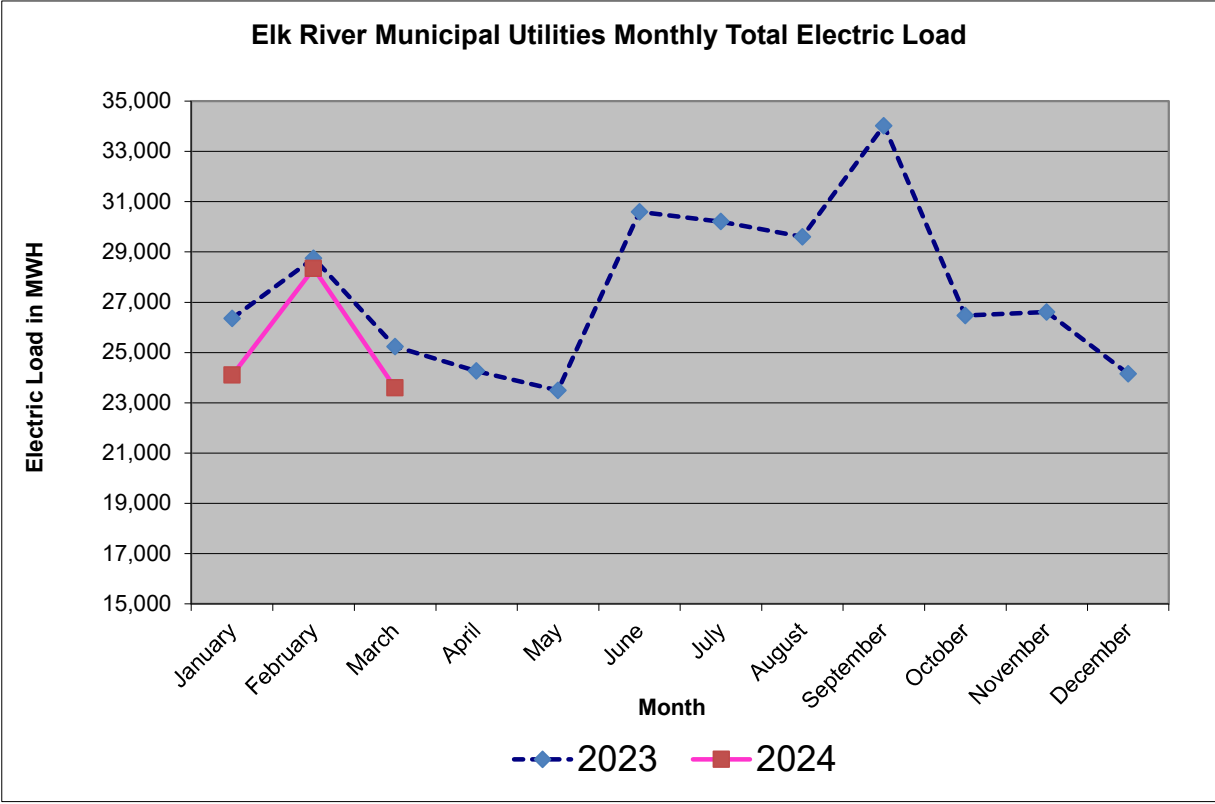
ELK RIVER MUNICIPAL UTILITIES  
ELK RIVER, MINNESOTA  
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
FOR PERIOD ENDING FEBRUARY 2024

	2024 FEBRUARY	2024 YTD	2024 YTD BUDGET	YTD Budget Variance	2024 YTD Bud Var%	2024 ANNUAL BUDGET	2023 FEBRUARY	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%	Variance Item
<b>Water Revenue</b>											
<b>Operating Revenue</b>											
Water Sales	160,586	296,224	250,313	45,911	18	2,788,003	154,346	288,712	7,513	3	(1)
<b>Total Operating Revenue</b>	160,586	296,224	250,313	45,911	18	2,788,003	154,346	288,712	7,513	3	
<b>Other Operating Revenue</b>											
Interest/Dividend Income	2,960	16,799	6,917	9,882	143	41,500	799	4,125	12,674	307	
Customer Penalties	2,637	5,004	4,167	838	20	25,000	1,026	2,774	2,230	80	
Connection Fees	19,526	109,464	42,500	66,964	158	255,000	12,767	24,533	84,931	346	(2)
Misc Revenue	987	1,980	2,592	(611)	(24)	618,786	2,140	3,115	(1,135)	(36)	
<b>Total Other Revenue</b>	26,110	133,248	56,175	77,073	137	940,286	16,731	34,547	98,701	286	
<b>Total Revenue</b>	186,696	429,472	306,488	122,984	40	3,728,289	171,077	323,259	106,213	33	
<b>Expenses</b>											
Production Expense	10,351	22,493	19,167	3,326	17	115,000	9,135	19,734	2,759	14	
Pumping Expense	37,210	84,596	107,612	(23,016)	(21)	645,671	46,395	93,692	(9,096)	(10)	(3)
Distribution Expense	39,091	54,818	92,897	(38,079)	(41)	422,250	10,385	55,542	(724)	(1)	(4)
Depreciation & Amortization	100,889	201,632	191,500	10,132	5	1,148,988	97,380	194,748	6,885	4	
Interest Expense	2,912	5,825	5,825	0	0	33,949	3,112	6,225	(400)	(6)	
Other Operating Expense	121	242	550	(308)	(56)	82,300	105	360	(118)	(33)	
Customer Accounts Expense	7,373	14,506	15,292	(785)	(5)	91,750	6,971	14,307	200	1	
Administrative Expense	83,980	187,021	210,356	(23,335)	(11)	1,092,624	81,131	187,981	(961)	(1)	
General Expense	63	123	2,542	(2,418)	(95)	15,250	1,028	1,534	(1,411)	(92)	
<b>Total Expenses(before Operating Transfers)</b>	281,989	571,256	645,740	(74,484)	(12)	3,647,782	255,642	574,122	(2,866)	(0)	
<b>Operating Transfer</b>											
Utilities & Labor Donated	0	0	250	(250)	(100)	1,500	0	0	0	0	
<b>Total Operating Transfer</b>	0	0	250	(250)	(100)	1,500	0	0	0	0	
<b>Net Income Profit(Loss)</b>	(95,293)	(141,784)	(339,501)	197,718	58	79,007	(84,564)	(250,863)	109,079	43	

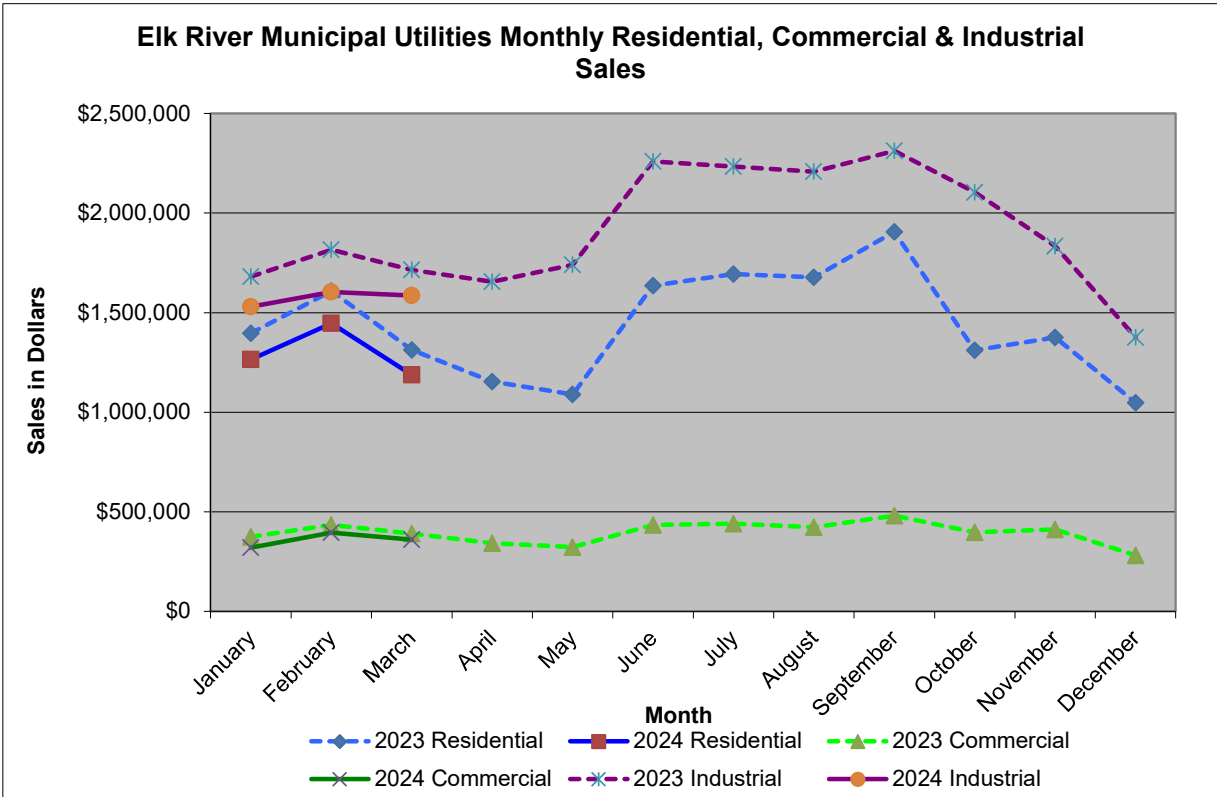
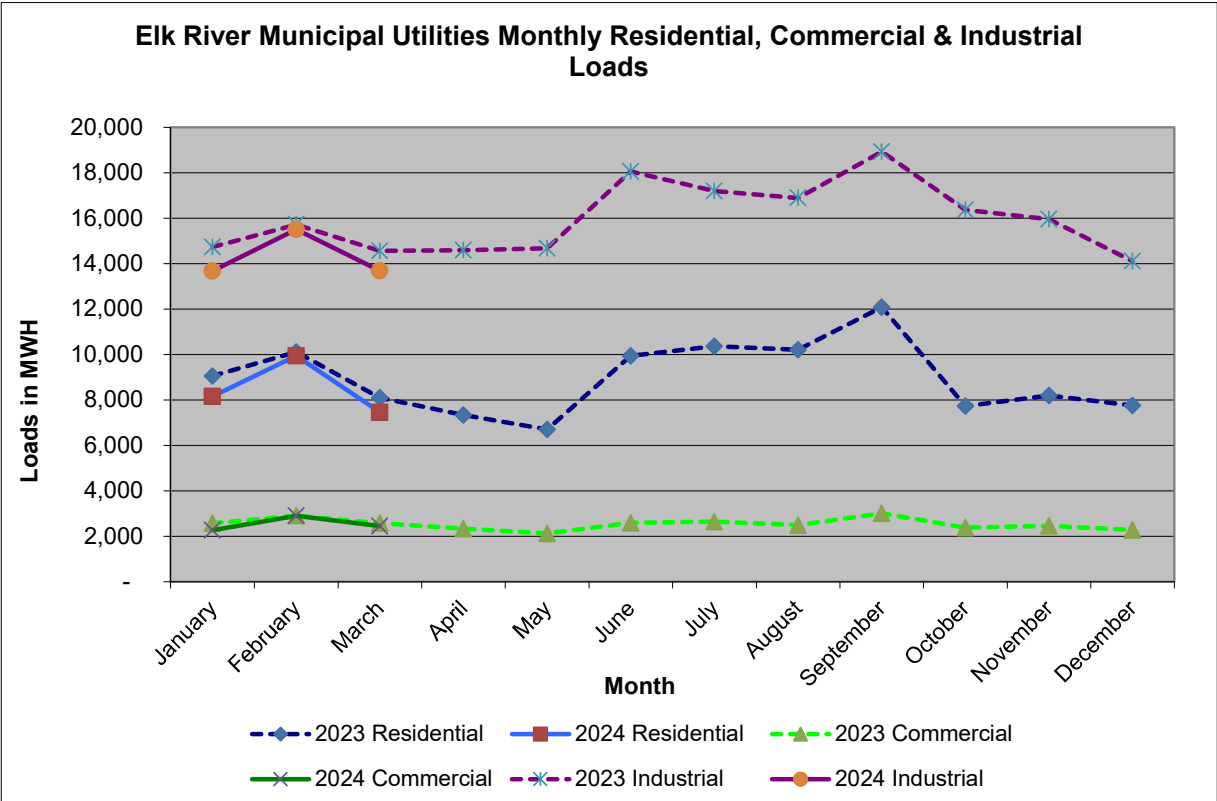
Item    Variance of +/- \$15,000 and +/- 15%

- (1)    YTD Budget variance is due to above average usage.
- (2)    YTD budget and PYTD variance due to large 2 large connection agreements in January 2024.
- (3)    YTD budget variance is mainly due to the budget amount for Electric & Gas Utilities having an even budget spread.
- (4)    YTD budget variance is mainly due to the budget amount for Mice of Water Mains having an even budget spread.

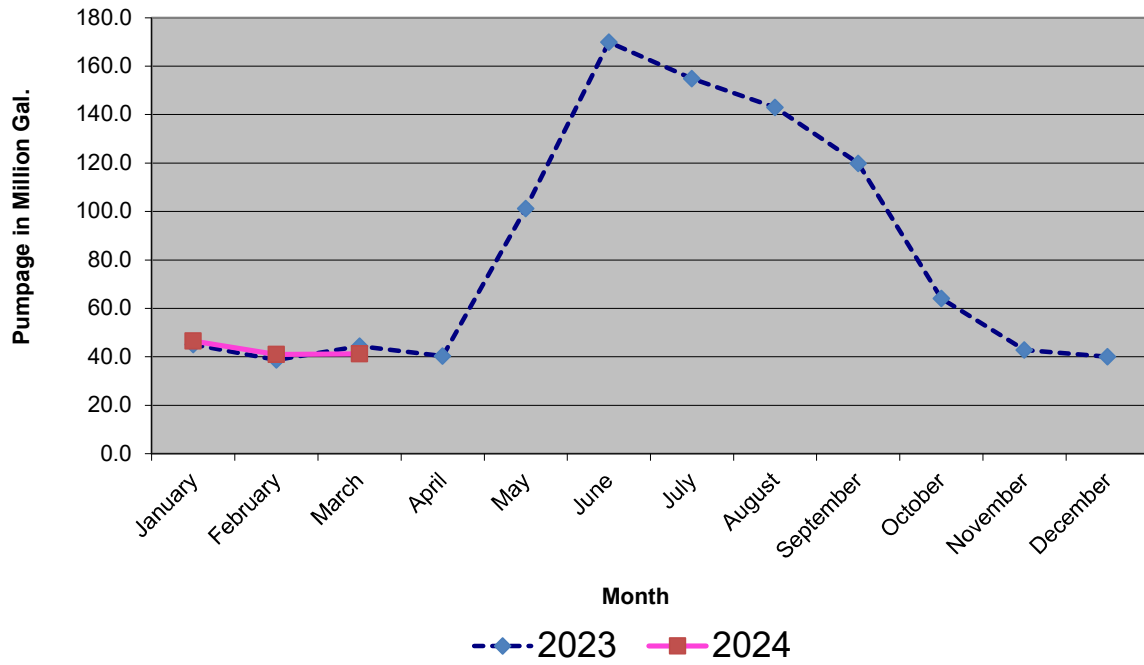




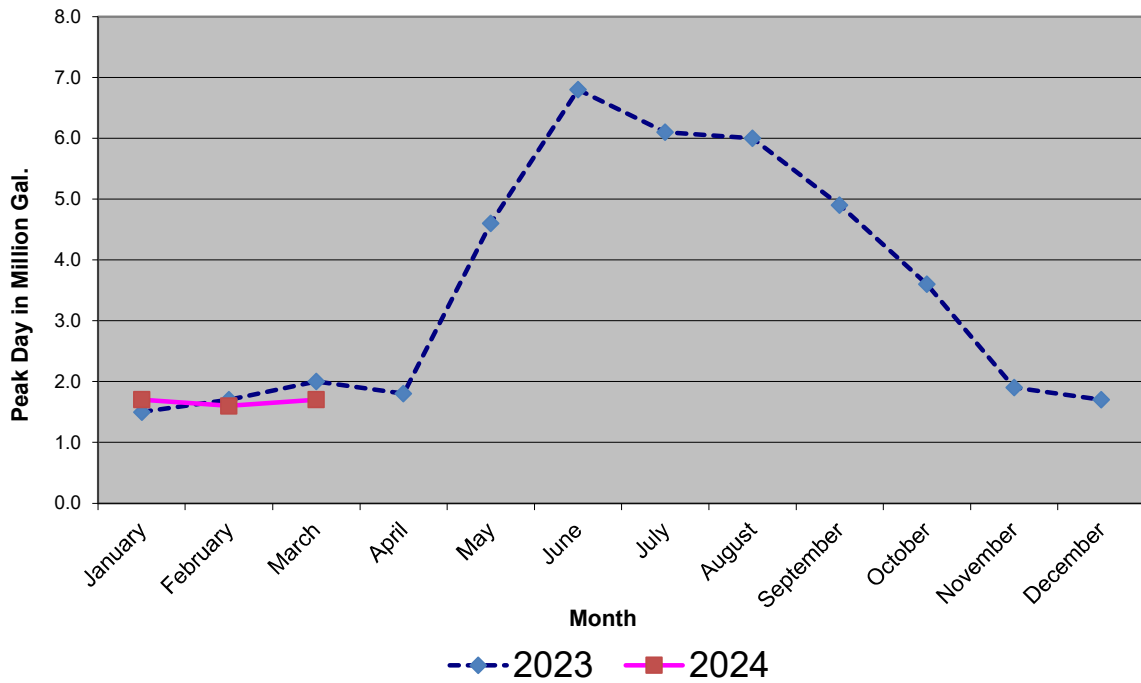


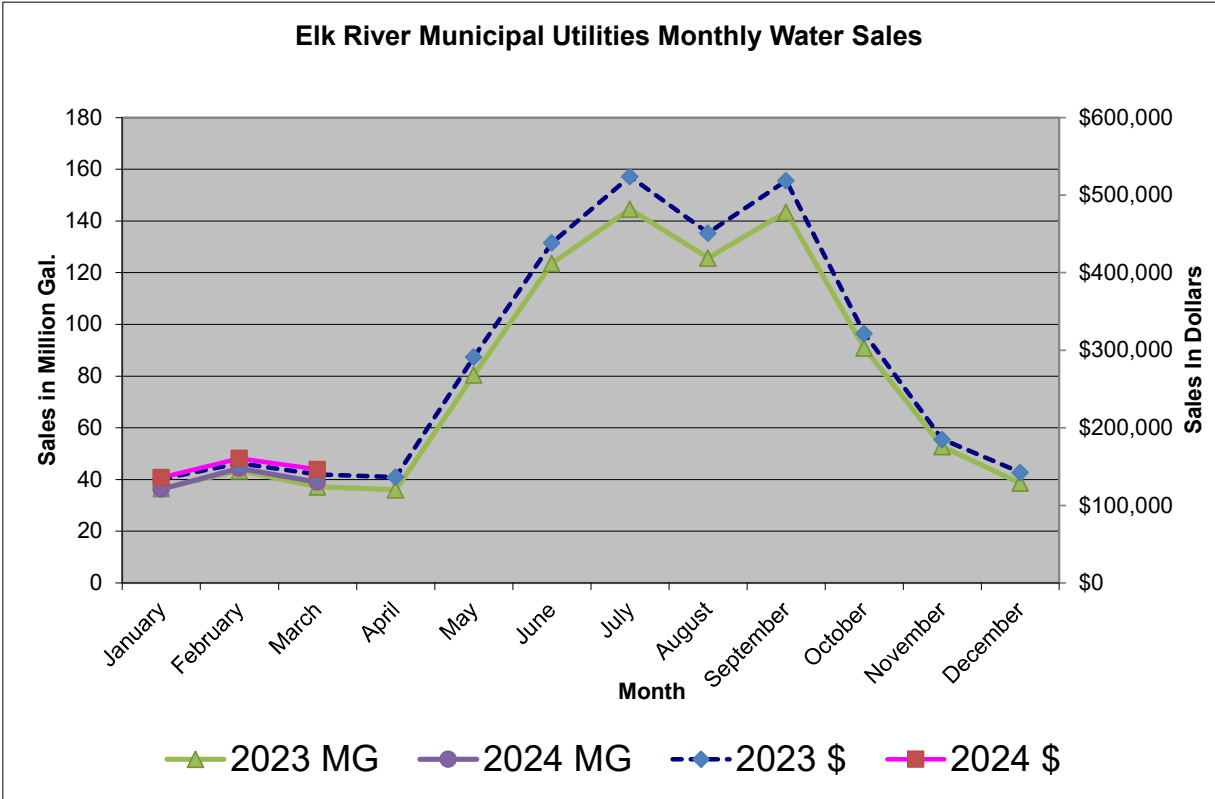


**Elk River Municipal Utilities Monthly Water Pumpage**



**Elk River Municipal Utilities Peak Day Pumpage**





ELK RIVER MUNICIPAL UTILITIES  
ELK RIVER, MINNESOTA  
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
FOR PERIOD ENDING FEBRUARY 2024

		2024	2024	2024	2024	2024 YTD	2023	2023	YTD	2023 v. 2024
		FEBRUARY	YTD	YTD	ANNUAL	Bud Var%	FEBRUARY	YTD	VARIANCE	Actual Var%
<b>Electric Revenue</b>										
<b>Operating Revenue</b>										
Elk River										
	ELECT SALES - ELK RIVER RESID	1,206,187	2,221,212	2,373,972	14,221,539	(6)	1,229,836	2,299,334	(78,122)	(3)
	ELECT SALES - ELK RIVER NON-D	314,130	550,685	603,409	3,634,057	(9)	315,395	588,687	(38,001)	(6)
	ELECT SALES - ELK RIVER DEMA	1,380,136	2,628,029	2,832,610	19,965,865	(7)	1,383,186	2,673,376	(45,346)	(2)
	PCA SALES REVENUE - ELK RIVE	53,243	146,981	266,133	1,485,155	(45)	96,231	153,762	(6,780)	(4)
	PCA SALES REVENUE - ELK RIVE	15,268	40,879	74,689	408,036	(45)	27,077	43,165	(2,285)	(5)
	PCA SALES REVENUE - ELK RIVE	87,344	252,580	454,964	2,970,644	(44)	157,452	256,421	(3,841)	(1)
	<b>Total For Elk River:</b>	3,056,310	5,840,369	6,605,779	42,685,299	(12)	3,209,179	6,014,746	(174,377)	(3)
Otsego										
	ELECT SALES - OTSEGO RESIDEN	138,412	249,404	232,876	1,438,521	7	135,325	246,219	3,184	1
	ELECT SALES - OTSEGO NON-DEM	40,216	71,530	66,343	477,265	8	39,042	69,094	2,436	4
	ELECT SALES - OTSEGO DEMAND	127,826	230,970	171,296	1,154,078	35	117,233	212,075	18,895	9
	PCA SALES REVENUE - OTSEGO R	6,036	15,888	29,065	162,572	(45)	10,425	16,255	(367)	(2)
	PCA SALES REVENUE - OTSEGO N	1,984	5,146	10,924	58,535	(53)	3,408	5,180	(33)	(1)
	PCA SALES REVENUE - OTSEGO D	8,211	21,448	33,800	223,596	(37)	13,424	20,367	1,081	5
	<b>Total For Otsego:</b>	322,686	594,389	544,307	3,514,568	9	318,858	569,192	25,197	4
Rural Big Lake										
	ELECT SALES - BIG LAKE RESIDE	19,231	34,198	39,211	216,883	(13)	19,419	35,442	(1,243)	(4)
	ELECT SALES - BIG LAKE NON-DE	180	343	330	4,737	4	180	334	9	3
	PCA SALES REVENUE - BIG LAKE	862	2,240	3,802	21,268	(41)	1,536	2,406	(165)	(7)
	PCA SALES REVENUE - BIG LAKE	4	12	89	522	(86)	8	12	0	0
	<b>Total For Rural Big Lake:</b>	20,279	36,795	43,435	243,411	(15)	21,144	38,195	(1,399)	(4)
Dayton										
	ELECT SALES - DAYTON RESIDEN	19,198	33,925	38,964	224,525	(13)	20,081	36,187	(2,262)	(6)
	ELECT SALES - DAYTON NON-DE	3,564	6,439	6,193	41,609	4	3,371	5,995	444	7
	PCA SALES REVENUE - DAYTON R	833	2,134	3,969	22,385	(46)	1,545	2,390	(256)	(11)
	PCA SALES REVENUE - DAYTON	159	417	780	4,231	(46)	263	398	19	5
	<b>Total For Dayton:</b>	23,757	42,917	49,907	292,751	(14)	25,261	44,972	(2,054)	(5)
Public St & Hwy Lighting										
	ELECT SALES - SEC LTS	21,738	43,406	43,333	260,000	0	21,723	43,446	(39)	0
	<b>Total For Public St &amp; Hwy Lighting:</b>	21,738	43,406	43,333	260,000	0	21,723	43,446	(39)	0
Other Electric Sales										
	SUB-STATION CREDIT	400	800	800	4,800	0	400	800	0	0

ELK RIVER MUNICIPAL UTILITIES  
ELK RIVER, MINNESOTA  
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
FOR PERIOD ENDING FEBRUARY 2024

	2024 FEBRUARY	2024 YTD	2024 YTD BUDGET	2024 ANNUAL BUDGET	2024 YTD Bud Var%	2023 FEBRUARY	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%
<b>Electric</b>									
<b>Total For Other Electric Sales:</b>	400	800	800	4,800	0	400	800	0	0
<b>Total Operating Revenue</b>	<u>3,445,172</u>	<u>6,558,678</u>	<u>7,287,562</u>	<u>47,000,831</u>	<u>(10)</u>	<u>3,596,567</u>	<u>6,711,353</u>	<u>(152,674)</u>	<u>(2)</u>
<b>Other Operating Revenue</b>									
Interest/Dividend Income									
INTEREST & DIVIDEND INCOME	3,790	51,036	14,166	85,000	260	(966)	8,466	42,569	503
<b>Total For Interest/Dividend Income:</b>	3,790	51,036	14,166	85,000	260	(966)	8,466	42,569	503
Customer Penalties									
CUSTOMER DELINQUENT PENALT	21,602	41,748	47,500	285,000	(12)	26,784	48,657	(6,909)	(14)
<b>Total For Customer Penalties:</b>	21,602	41,748	47,500	285,000	(12)	26,784	48,657	(6,909)	(14)
Connection Fees									
DISCONNECT & RECONNECT CHA	21,466	112,851	22,500	135,000	402	10,026	16,301	96,549	592
<b>Total For Connection Fees:</b>	21,466	112,851	22,500	135,000	402	10,026	16,301	96,549	592
Misc Revenue									
MISC ELEC REVENUE - TEMP CHG	0	440	833	5,000	(47)	0	1,070	(630)	(59)
STREET LIGHT	0	12,600	0	10,000	0	0	0	12,600	0
TRANSMISSION INVESTMENTS	45,386	101,283	111,000	666,000	(9)	49,982	106,682	(5,398)	(5)
MISC NON-UTILITY	7,677	18,646	18,333	110,000	2	13,772	23,313	(4,667)	(20)
CONTRIBUTIONS FROM CUSTOME	0	0	37,500	225,000	(100)	0	0	0	0
<b>Total For Misc Revenue:</b>	53,064	132,970	167,666	1,016,000	(21)	63,754	131,066	1,904	1
<b>Total Other Revenue</b>	<u>99,924</u>	<u>338,605</u>	<u>251,833</u>	<u>1,521,000</u>	<u>34</u>	<u>99,598</u>	<u>204,491</u>	<u>134,114</u>	<u>66</u>
<b>Total For Total Other Revenue:</b>	99,924	338,605	251,833	1,521,000	34	99,598	204,491	134,114	66
<b>Total Revenue</b>	<u>3,545,096</u>	<u>6,897,284</u>	<u>7,539,396</u>	<u>48,521,831</u>	<u>(9)</u>	<u>3,696,165</u>	<u>6,915,844</u>	<u>(18,560)</u>	<u>0</u>
<b>Expenses</b>									
Purchased Power									
PURCHASED POWER	1,497,707	3,207,629	3,511,526	24,250,423	(9)	1,583,719	3,279,354	(71,725)	(2)
ENERGY ADJUSTMENT CLAUSE	515,674	1,024,750	1,394,666	8,506,023	(27)	566,550	1,086,364	(61,613)	(6)
<b>Total For Purchased Power:</b>	2,013,382	4,232,380	4,906,192	32,756,447	(14)	2,150,269	4,365,719	(133,339)	(3)
Operating & Mtce Expense									
OPERATING SUPERVISION	11,749	23,192	21,833	131,000	6	9,551	19,962	3,230	16
DIESEL OIL FUEL	0	0	1,666	10,000	(100)	1,360	1,862	(1,862)	(100)
NATURAL GAS	2,887	7,772	13,000	33,000	(40)	5,863	12,596	(4,823)	(38)
ELECTRIC & WATER CONSUMPTI	4,787	11,531	13,800	66,000	(16)	3,040	7,335	4,196	57

ELK RIVER MUNICIPAL UTILITIES  
ELK RIVER, MINNESOTA  
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
FOR PERIOD ENDING FEBRUARY 2024

		2024	2024	2024	2024	2024 YTD	2023	2023	YTD	2023 v. 2024
		FEBRUARY	YTD	YTD BUDGET	ANNUAL BUDGET	Bud Var%	FEBRUARY	YTD	VARIANCE	Actual Var%
<b>Electric</b>	PLANT SUPPLIES & OTHER EXPEN	861	2,820	2,500	15,000	13	688	7,031	(4,210)	(60)
	MISC POWER GENERATION EXPE	345	485	1,333	8,000	(64)	417	1,061	(576)	(54)
	MAINTENANCE OF STRUCTURE -	519	1,311	3,500	21,000	(63)	1,117	4,078	(2,766)	(68)
	MTCE OF PLANT ENGINES/GENER	513	1,065	6,500	39,000	(84)	3,633	5,351	(4,285)	(80)
	MTCE OF PLANT/LAND IMPROVE	1,961	2,912	16,000	46,000	(82)	4,188	14,314	(11,402)	(80)
	<b>Total For Operating &amp; Mtce Expense:</b>	23,625	51,092	80,133	369,000	(36)	29,861	73,594	(22,502)	(31)
Transmission Expense										
	TRANSMISSION MTCE AND EXPE	5,030	10,589	12,000	72,000	(12)	4,190	9,308	1,280	14
	<b>Total For Transmission Expense:</b>	5,030	10,589	12,000	72,000	(12)	4,190	9,308	1,280	14
Distribution Expense										
	REMOVE EXISTING SERVICE & M	0	0	333	2,000	(100)	0	0	0	0
	SCADA EXPENSE	2,912	5,864	7,500	45,000	(22)	2,747	5,621	243	4
	TRANSFORMER EXPENSE OH & U	2,813	3,845	2,500	15,000	54	2,428	3,506	339	10
	MTCE OF SIGNAL SYSTEMS	59	199	500	3,000	(60)	338	338	(139)	(41)
	METER EXPENSE - REMOVE & RE	0	241	250	1,500	(4)	0	0	241	0
	TEMP SERVICE - INSTALL & REM	109	109	1,166	7,000	(91)	93	93	16	18
	MISC DISTRIBUTION EXPENSE	38,326	77,556	58,333	350,000	33	32,979	61,465	16,090	26
	INTERCONNECTION CARRYING C	0	0	0	2,417	0	0	0	0	0
	<b>Total For Distribution Expense:</b>	44,222	87,816	70,583	425,917	24	38,586	71,025	16,791	24
Maintenance Expense										
	MTCE OF STRUCTURES	6,117	10,842	8,333	50,000	30	6,764	7,835	3,006	38
	MTCE OF SUBSTATIONS	2,500	6,402	6,000	36,000	7	2,973	9,676	(3,273)	(34)
	MTCE OF SUBSTATION EQUIPME	6,156	22,215	13,166	79,000	69	2,632	4,231	17,984	425
	MTCE OF OH LINES/TREE TRIM	67,948	136,187	100,000	230,000	36	34,248	76,473	59,714	78
	MTCE OF OH LINES/STANDBY	3,244	7,180	6,666	40,000	8	3,177	5,911	1,269	21
	MTCE OF OH PRIMARY	8,616	24,036	28,333	170,000	(15)	7,656	17,843	6,193	35
	MTCE OF URD PRIMARY	9,619	1,369	36,666	220,000	(96)	6,865	15,458	(14,089)	(91)
	LOCATE ELECTRIC LINES	5,835	9,315	18,333	110,000	(49)	1,063	2,479	6,836	276
	LOCATE FIBER LINES	105	105	250	1,500	(58)	33	33	71	209
	MTCE OF LINE TRANSFORMERS	2,459	4,884	10,000	60,000	(51)	661	2,016	2,867	142
	MTCE OF STREET LIGHTING	4,395	12,896	8,333	50,000	55	(3,528)	1,331	11,564	868
	MTCE OF SECURITY LIGHTING	2,228	4,000	2,500	15,000	60	781	2,456	1,543	63
	MTCE OF METERS	6,750	13,867	13,333	80,000	4	3,864	10,552	3,314	31
	VOLTAGE COMPLAINTS	0	0	2,000	12,000	(100)	1,455	2,747	(2,747)	(100)
	SALARIES TRANSMISSION & DIST	2,555	5,160	5,000	30,000	3	2,187	4,585	574	13

ELK RIVER MUNICIPAL UTILITIES  
ELK RIVER, MINNESOTA  
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
FOR PERIOD ENDING FEBRUARY 2024

Electric	2024	2024	2024	2024	2024 YTD	2023	2023	YTD	2023 v. 2024
	FEBRUARY	YTD	YTD BUDGET	ANNUAL BUDGET	Bud Var%	FEBRUARY	YTD	VARIANCE	Actual Var%
ELECTRIC MAPPING	22,377	53,356	16,666	100,000	220	17,573	36,982	16,374	44
MTCE OF OH SECONDARY	997	2,407	4,166	25,000	(42)	1,224	3,306	(899)	(27)
MTCE OF URD SECONDARY	2,484	6,194	10,000	60,000	(38)	1,010	4,763	1,431	30
TRANSPORTATION EXPENSE	21,872	65,039	50,000	300,000	30	28,684	49,958	15,081	30
<b>Total For Maintenance Expense:</b>	176,265	385,462	339,750	1,668,500	13	119,330	258,644	126,818	49
Depreciation & Amortization									
DEPRECIATION	219,718	438,135	406,580	2,439,475	8	208,195	417,546	20,589	5
AMORTIZATION	55,677	111,355	111,356	668,136	0	55,677	111,355	0	0
<b>Total For Depreciation &amp; Amortization:</b>	275,395	549,491	517,936	3,107,611	6	263,873	528,902	20,589	4
Interest Expense									
INTEREST EXPENSE - BONDS	70,163	141,563	141,563	845,673	0	73,213	147,626	(6,062)	(4)
AMORTIZATION OF DEBT DISCOU	(4,988)	(9,977)	(9,977)	(59,863)	0	(4,988)	(9,977)	0	0
<b>Total For Interest Expense:</b>	65,174	131,586	131,586	785,810	0	68,224	137,649	(6,062)	(4)
Other Operating Expense									
EV CHARGING EXPENSE	199	406	516	3,100	(21)	342	631	(224)	(36)
LOSS ON DISPOSITION OF PROP (C	0	0	0	155,800	0	0	0	0	0
OTHER DONATIONS	0	0	500	3,000	(100)	0	0	0	0
PENSION EXPENSE	0	0	0	295,000	0	0	0	0	0
OTHER INTEREST EXPENSE	0	0	0	0	0	0	378	(378)	(100)
INTEREST EXPENSE - METER DEP	4,721	9,382	8,333	50,000	13	3,912	7,815	1,566	20
<b>Total For Other Operating Expense:</b>	4,921	9,788	9,350	506,900	5	4,255	8,824	964	11
Customer Accounts Expense									
METER READING EXPENSE	2,986	6,659	7,833	47,000	(15)	3,068	5,915	743	13
DISCONNECT/RECONNECT EXPEN	530	1,871	3,666	22,000	(49)	1,313	2,577	(705)	(27)
MISC CUSTOMER ACCOUNTS EXP	28,322	55,220	57,500	345,000	(4)	24,937	52,654	2,565	5
BAD DEBT EXPENSE & RECOVER	1,646	2,887	4,166	25,000	(31)	31	119	2,768	2,307
<b>Total For Customer Accounts Expense:</b>	33,486	66,638	73,166	439,000	(9)	29,351	61,266	5,372	9
Administrative Expense									
SALARIES OFFICE & COMMISSION	72,274	147,552	151,333	908,000	(2)	62,269	129,674	17,878	14
TEMPORARY STAFFING	0	0	666	4,000	(100)	0	0	0	0
OFFICE SUPPLIES	12,382	16,940	20,833	125,000	(19)	17,047	27,855	(10,914)	(39)
ELECTRIC & WATER CONSUMPTI	1,997	4,144	6,666	40,000	(38)	5,199	11,394	(7,249)	(64)
BANK FEES	182	317	416	2,500	(24)	182	319	(1)	0
LEGAL FEES	648	1,912	5,000	30,000	(62)	1,302	3,662	(1,750)	(48)
AUDITING FEES	1,640	3,280	3,666	22,000	(11)	1,623	3,246	33	1

ELK RIVER MUNICIPAL UTILITIES  
ELK RIVER, MINNESOTA  
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
FOR PERIOD ENDING FEBRUARY 2024

	2024 FEBRUARY	2024 YTD	2024 YTD BUDGET	2024 ANNUAL BUDGET	2024 YTD Bud Var%	2023 FEBRUARY	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%
<b>Electric</b>									
INSURANCE	15,733	31,147	31,666	190,000	(2)	16,356	32,712	(1,565)	(5)
UTILITY SHARE - DEFERRED COM	15,648	32,937	20,000	120,000	65	14,362	34,528	(1,591)	(5)
UTILITY SHARE - MEDICAL/DENT	59,894	246,428	246,818	870,000	0	52,706	241,945	4,483	2
UTILITY SHARE - PERA	23,622	49,743	50,333	302,000	(1)	21,509	45,039	4,704	10
UTILITY SHARE - FICA	22,861	48,113	49,166	295,000	(2)	20,531	43,109	5,003	12
EMPLOYEE SICK PAY	12,877	9,740	27,500	165,000	(65)	12,019	42,506	(32,766)	(77)
EMPLOYEE HOLIDAY PAY	15,170	45,863	46,909	172,000	(2)	13,835	43,372	2,490	6
EMPLOYEE VACATION & PTO PA	22,596	72,153	62,272	275,000	16	19,634	63,749	8,404	13
UPMIC DISTRIBUTION	0	0	0	101,000	0	0	0	0	0
LONGEVITY PAY	0	0	0	6,964	0	0	0	0	0
CONSULTING FEES	7,684	9,717	16,266	97,600	(40)	0	0	9,717	0
TELEPHONE	2,919	5,831	6,333	38,000	(8)	2,836	6,331	(500)	(8)
ADVERTISING	1,396	3,028	3,166	19,000	(4)	1,272	2,553	474	19
DUES & SUBSCRIPTIONS - FEES	7,099	14,591	22,922	137,533	(36)	9,449	19,334	(4,742)	(25)
SCHOOLS & MEETINGS	22,401	42,258	43,000	274,894	(2)	15,636	21,186	21,071	99
MTCE OF GENERAL PLANT & OFFI	845	1,690	2,166	13,000	(22)	1,002	2,005	(315)	(16)
<b>Total For Administrative Expense:</b>	319,877	787,392	817,105	4,208,492	(4)	288,777	774,528	12,864	2
<b>General Expense</b>									
CIP REBATES - RESIDENTIAL	6,445	13,470	15,126	90,758	(11)	4,395	6,950	6,520	94
CIP REBATES - COMMERCIAL	0	0	18,666	112,000	(100)	10,413	21,393	(21,393)	(100)
CIP - ADMINISTRATION	10,000	20,000	30,494	182,965	(34)	1,069	1,572	18,427	1,172
CIP - MARKETING	4,813	5,627	8,539	51,235	(34)	1,394	5,975	(347)	(6)
CIP - LABOR	7,973	19,023	22,303	133,822	(15)	11,510	23,798	(4,775)	(20)
CIP REBATES - LOW INCOME	0	0	3,120	18,720	(100)	0	0	0	0
CIP - LOW INCOME LABOR	723	1,587	1,666	10,000	(5)	815	1,637	(50)	(3)
ENVIRONMENTAL COMPLIANCE	2,533	5,081	5,833	35,000	(13)	2,576	5,154	(73)	(1)
MISC GENERAL EXPENSE	(3)	(24)	416	2,500	(106)	0	5,826	(5,850)	(100)
<b>Total For General Expense:</b>	32,485	64,765	106,166	637,000	(39)	32,174	72,308	(7,543)	(10)
<b>Total Expenses(before Operating Transfers)</b>	2,993,867	6,377,005	7,063,970	44,976,678	(10)	3,028,896	6,361,771	15,233	0
<b>Operating Transfer</b>									
Operating Transfer/Other Funds									
TRANSFER TO CITY ELK RIVER R	122,954	235,015	264,231	1,707,411	(11)	138,519	263,747	(28,731)	(11)
<b>Total For Operating Transfer/Other Funds:</b>	122,954	235,015	264,231	1,707,411	(11)	138,519	263,747	(28,731)	(11)

Utilities & Labor Donated



ELK RIVER MUNICIPAL UTILITIES  
ELK RIVER, MINNESOTA  
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
FOR PERIOD ENDING FEBRUARY 2024

	2024 FEBRUARY	2024 YTD	2024 YTD BUDGET	2024 ANNUAL BUDGET	2024 YTD Bud Var%	2023 FEBRUARY	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%
<b>Electric</b>									
UTILITIES & LABOR DONATED TO	18,646	37,467	44,000	264,000	(15)	19,233	39,646	(2,178)	(5)
<b>Total For Utilities &amp; Labor Donated:</b>	18,646	37,467	44,000	264,000	(15)	19,233	39,646	(2,178)	(5)
Total Operating Transfer									
<b>Total For Total Operating Transfer:</b>	141,601	272,483	308,231	1,971,411	(12)	157,753	303,393	(30,910)	(10)
<b>Net Income Profit(Loss)</b>	409,627	247,795	167,194	1,573,740	48	509,515	250,679	(2,883)	(1)

ELK RIVER MUNICIPAL UTILITIES  
ELK RIVER, MINNESOTA  
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
FOR PERIOD ENDING FEBRUARY 2024

	2024 FEBRUARY	2024 YTD	2024 YTD BUDGET	2024 ANNUAL BUDGET	2024 YTD Bud Var%	2023 FEBRUARY	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%
<b>Water</b>									
<b>Revenue</b>									
<b>Operating Revenue</b>									
Water Sales									
WATER SALES RESIDENTIAL	97,469	184,951	157,790	1,595,403	17	94,370	180,035	4,916	3
WATER SALES COMMERCIAL	61,311	107,833	89,778	923,908	20	58,377	105,515	2,318	2
WATER SALES IRRIGATION	1,804	3,439	2,744	268,691	25	1,597	3,161	278	9
<b>Total For Water Sales:</b>	160,586	296,224	250,313	2,788,003	18	154,345	288,711	7,512	3
<b>Total Operating Revenue</b>	160,586	296,224	250,313	2,788,003	18	154,345	288,711	7,512	3
<b>Total For Total Operating Revenue:</b>	160,586	296,224	250,313	2,788,003	18	154,345	288,711	7,512	3
<b>Other Operating Revenue</b>									
Interest/Dividend Income									
INTEREST & DIVIDEND INCOME	2,959	16,799	6,666	40,000	152	798	4,125	12,673	307
OTHER INTEREST/MISC REVENUE	0	0	250	1,500	(100)	0	0	0	0
<b>Total For Interest/Dividend Income:</b>	2,959	16,799	6,916	41,500	143	798	4,125	12,673	307
Customer Penalties									
CUSTOMER PENALTIES	2,637	5,004	4,166	25,000	20	1,025	2,774	2,230	80
<b>Total For Customer Penalties:</b>	2,637	5,004	4,166	25,000	20	1,025	2,774	2,230	80
Connection Fees									
WATER/ACCESS/CONNECTION FE	18,000	96,149	33,333	200,000	188	3,600	14,400	81,749	568
CUSTOMER CONNECTION FEES	1,526	5,291	5,000	30,000	6	322	1,288	4,003	311
BULK WATER SALES/HYDRANT R	0	8,022	4,166	25,000	93	8,844	8,844	(822)	(9)
<b>Total For Connection Fees:</b>	19,526	109,463	42,500	255,000	158	12,766	24,532	84,931	346
Misc Revenue									
MISC NON-UTILITY	0	20	8	50	150	0	0	20	0
TRANSFER IN FROM CITY	0	0	0	230,000	0	0	0	0	0
MISCELLANEOUS REVENUE	0	0	83	500	(100)	258	258	(258)	(100)
HYDRANT MAINTENANCE PROGR	986	1,960	2,500	15,000	(22)	1,881	2,856	(896)	(31)
CONTRIBUTIONS FROM DEVELOP	0	0	0	65,000	0	0	0	0	0
WATER TOWER LEASE	0	0	0	308,236	0	0	0	0	0
<b>Total For Misc Revenue:</b>	986	1,980	2,591	618,786	(24)	2,140	3,115	(1,134)	(36)
<b>Total Other Revenue</b>	26,109	133,247	56,175	940,286	137	16,731	34,547	98,700	286
<b>Total For Total Other Revenue:</b>	26,109	133,247	56,175	940,286	137	16,731	34,547	98,700	286

ELK RIVER MUNICIPAL UTILITIES  
ELK RIVER, MINNESOTA  
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
FOR PERIOD ENDING FEBRUARY 2024

		2024	2024	2024	2024	2024 YTD	2023	2023	YTD	2023 v. 2024
		FEBRUARY	YTD	YTD BUDGET	ANNUAL BUDGET	Bud Var%	FEBRUARY	YTD	VARIANCE	Actual Var%
<b>Water</b>										
	<b>Total Revenue</b>	186,695	429,472	306,488	3,728,289	40	171,077	323,258	106,213	33
<b>Expenses</b>										
	Production Expense									
	MTCE OF STRUCTURES	10,351	22,492	19,166	115,000	17	9,134	19,733	2,759	14
	<b>Total For Production Expense:</b>	10,351	22,492	19,166	115,000	17	9,134	19,733	2,759	14
	Pumping Expense									
	SUPERVISION	4,353	10,540	11,250	67,500	(6)	5,238	10,849	(309)	(3)
	ELECTRIC & GAS UTILITIES	17,194	37,332	55,861	335,171	(33)	20,673	44,952	(7,620)	(17)
	SAMPLING	714	2,490	2,833	17,000	(12)	888	2,544	(54)	(2)
	CHEMICAL FEED	1,788	4,027	8,833	53,000	(54)	982	3,423	604	18
	MTCE OF WELLS	12,934	29,666	27,500	165,000	8	18,334	31,352	(1,686)	(5)
	SCADA - PUMPING	223	538	1,333	8,000	(60)	277	568	(30)	(5)
	<b>Total For Pumping Expense:</b>	37,209	84,596	107,611	645,671	(21)	46,394	93,691	(9,095)	(10)
	Distribution Expense									
	MTCE OF WATER MAINS	1,857	4,260	29,166	175,000	(85)	3,969	24,673	(20,412)	(83)
	LOCATE WATER LINES	929	1,438	2,875	17,250	(50)	85	171	1,267	737
	MTCE OF WATER SERVICES	0	0	83	500	(100)	147	147	(147)	(100)
	WATER METER SERVICE	819	4,783	11,000	66,000	(57)	725	1,737	3,046	175
	BACKFLOW DEVICE INSPECTION	1,419	2,680	2,522	20,000	6	1,157	3,294	(614)	(19)
	MTCE OF CUSTOMERS SERVICE	2,557	5,497	5,500	33,000	0	2,565	5,017	480	10
	WATER MAPPING	2,866	4,430	2,500	15,000	77	1,135	1,578	2,852	181
	MTCE OF WATER HYDRANTS - PU	430	969	3,333	20,000	(71)	29	992	(22)	(2)
	MTCE OF WATER HYDRANTS - PR	609	609	1,000	6,000	(39)	(313)	(73)	682	936
	WATER CLOTHING/PPE	0	399	1,666	10,000	(76)	0	31	367	1,147
	WAGES WATER	673	1,338	1,250	7,500	7	576	1,198	139	12
	TRANSPORTATION EXPENSE	672	2,153	4,000	24,000	(46)	306	1,364	788	58
	WATER PERMIT	26,255	26,255	28,000	28,000	(6)	0	15,407	10,847	70
	<b>Total For Distribution Expense:</b>	39,091	54,817	92,897	422,250	(41)	10,385	55,542	(724)	(1)
	Depreciation & Amortization									
	DEPRECIATION	100,889	201,632	191,500	1,148,987	5	97,379	194,747	6,884	4
	<b>Total For Depreciation &amp; Amortization:</b>	100,889	201,632	191,500	1,148,987	5	97,379	194,747	6,884	4
	Interest Expense									
	INTEREST EXPENSE - BONDS	3,466	6,933	6,933	40,600	0	3,666	7,333	(399)	(5)
	AMORTIZATION OF DEBT DISCOU	(554)	(1,108)	(1,108)	(6,651)	0	(554)	(1,108)	0	0
	<b>Total For Interest Expense:</b>	2,912	5,824	5,824	33,949	0	3,112	6,224	(399)	(6)

ELK RIVER MUNICIPAL UTILITIES  
ELK RIVER, MINNESOTA  
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
FOR PERIOD ENDING FEBRUARY 2024

	2024 FEBRUARY	2024 YTD	2024 YTD BUDGET	2024 ANNUAL BUDGET	2024 YTD Bud Var%	2023 FEBRUARY	2023 YTD	YTD VARIANCE	2023 v. 2024 Actual Var%
<b>Water</b>									
Other Operating Expense									
LOSS ON DISPOSITION OF PROP (C	0	0	0	14,000	0	0	0	0	0
DAM MAINTENANCE EXPENSE	0	0	333	2,000	(100)	0	55	(55)	(100)
PENSION EXPENSE	0	0	0	65,000	0	0	0	0	0
OTHER INTEREST EXPENSE	0	0	0	0	0	0	94	(94)	(100)
INTEREST EXPENSE - METER DEP	120	241	216	1,300	12	104	209	32	15
<b>Total For Other Operating Expense:</b>	120	241	550	82,300	(56)	104	359	(117)	(33)
Customer Accounts Expense									
METER READING EXPENSE	153	344	416	2,500	(18)	159	307	36	12
MISC CUSTOMER ACCOUNTS EXP	7,218	14,161	14,833	89,000	(5)	6,810	13,999	162	1
BAD DEBT EXPENSE & RECOVER	0	0	41	250	(100)	0	0	0	0
<b>Total For Customer Accounts Expense:</b>	7,372	14,506	15,291	91,750	(5)	6,970	14,306	199	1
Administrative Expense									
SALARIES OFFICE & COMMISSION	21,292	43,173	47,500	285,000	(9)	17,944	37,441	5,731	15
TEMPORARY STAFFING	0	0	166	1,000	(100)	0	0	0	0
OFFICE SUPPLIES	2,256	3,331	6,166	37,000	(46)	1,789	3,589	(258)	(7)
ELECTRIC & WATER CONSUMPTI	499	1,036	1,833	11,000	(43)	975	2,120	(1,084)	(51)
BANK FEES	51	85	100	600	(14)	51	86	0	0
LEGAL FEES	162	449	1,500	9,000	(70)	325	915	(466)	(51)
AUDITING FEES	410	820	1,000	6,000	(18)	405	811	8	1
INSURANCE	3,540	7,000	7,166	43,000	(2)	3,016	6,032	968	16
UTILITY SHARE - DEFERRED COM	2,167	4,367	3,500	21,000	25	2,179	5,060	(692)	(14)
UTILITY SHARE - MEDICAL/DENT	14,703	54,651	56,363	220,000	(3)	13,678	59,752	(5,100)	(9)
UTILITY SHARE - PERA	4,581	9,523	9,333	56,000	2	4,078	8,604	919	11
UTILITY SHARE - FICA	4,506	9,304	9,000	54,000	3	3,860	8,189	1,115	14
EMPLOYEE SICK PAY	1,949	3,905	4,833	29,000	(19)	2,015	6,859	(2,953)	(43)
EMPLOYEE HOLIDAY PAY	2,908	7,401	8,727	32,000	(15)	2,841	7,076	325	5
EMPLOYEE VACATION & PTO PA	3,788	14,066	12,000	52,000	17	3,403	12,472	1,593	13
UPMIC DISTRIBUTION	0	0	0	21,000	0	0	0	0	0
WELLHEAD PROTECTION	0	0	340	2,000	(100)	0	0	0	0
LONGEVITY PAY	0	0	0	837	0	0	0	0	0
CONSULTING FEES	2,066	2,574	7,650	45,900	(66)	4,070	4,070	(1,495)	(37)
TELEPHONE	704	1,417	1,500	9,000	(5)	633	1,429	(11)	(1)
ADVERTISING	349	757	833	5,000	(9)	318	638	118	19
DUES & SUBSCRIPTIONS - FEES	15,329	16,196	20,100	88,114	(19)	15,747	17,029	(833)	(5)

ELK RIVER MUNICIPAL UTILITIES  
ELK RIVER, MINNESOTA  
STATEMENTS OF REVENUES, EXPENSES AND CHANGES IN NET POSITION  
FOR PERIOD ENDING FEBRUARY 2024

Water		2024	2024	2024	2024	2024 YTD	2023	2023	YTD	2023 v. 2024
		FEBRUARY	YTD	YTD BUDGET	ANNUAL BUDGET	Bud Var%	FEBRUARY	YTD	VARIANCE	Actual Var%
	SCHOOLS & MEETINGS	2,500	6,535	10,225	61,072	(36)	3,546	5,301	1,234	23
	MTCE OF GENERAL PLANT & OFFI	211	422	516	3,100	(18)	250	501	(79)	(16)
	<b>Total For Administrative Expense:</b>	83,979	187,020	210,355	1,092,623	(11)	81,131	187,981	(960)	(1)
General Expense										
	CIP REBATES - RESIDENTIAL	25	25	833	5,000	(97)	0	45	(20)	(44)
	CIP REBATES - COMMERCIAL	0	0	83	500	(100)	0	0	0	0
	CIP - MARKETING	0	0	333	2,000	(100)	588	588	(588)	(100)
	CIP - LABOR	0	0	833	5,000	(100)	388	797	(797)	(100)
	ENVIRONMENTAL COMPLIANCE	37	98	416	2,500	(76)	51	105	(7)	(8)
	MISC GENERAL EXPENSE	0	0	41	250	(100)	0	(2)	2	100
	<b>Total For General Expense:</b>	62	123	2,541	15,250	(95)	1,027	1,533	(1,410)	(92)
	<b>Total Expenses(before Operating Transfers)</b>	281,989	571,255	645,739	3,647,781	(12)	255,641	574,121	(2,865)	0
Operating Transfer										
Utilities & Labor Donated										
	WATER & LABOR DONATED TO CI	0	0	250	1,500	(100)	0	0	0	0
	Total Operating Transfer									
	<b>Total For Total Operating Transfer:</b>	0	0	250	1,500	(100)	0	0	0	0
	<b>Net Income Profit(Loss)</b>	(95,293)	(141,783)	(339,501)	79,007	58	(84,564)	(250,862)	109,079	43

Beginning Fiscal Period[YYYYMM]

202401

Ending Fiscal Period[YYYYMM]

202402

GL Division

61 - Elk River Electric

GL Activity

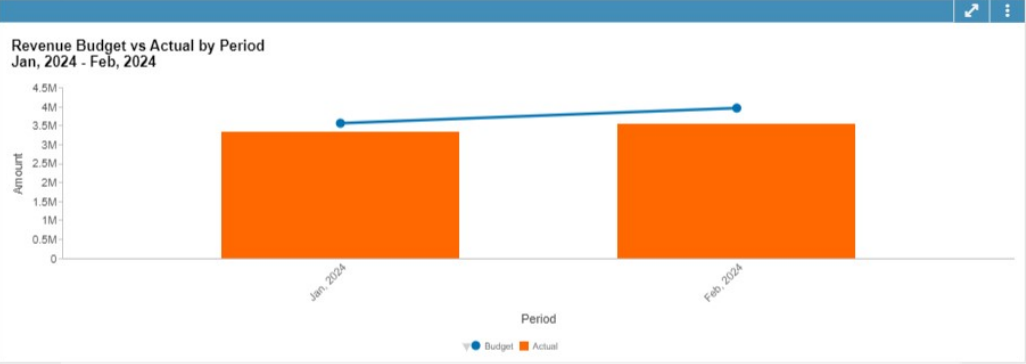
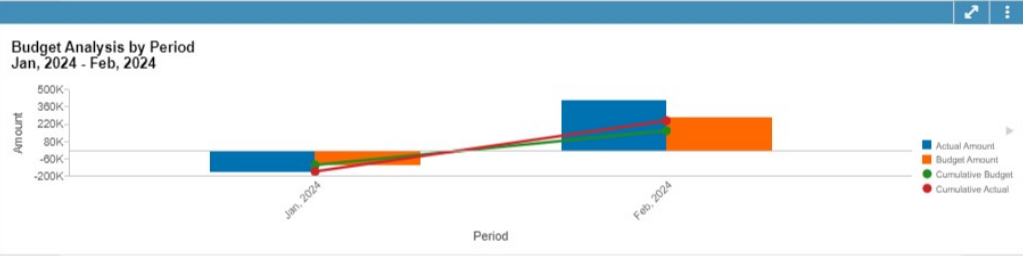
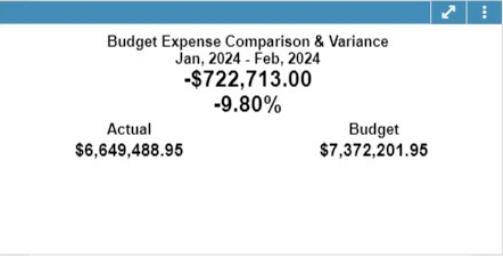
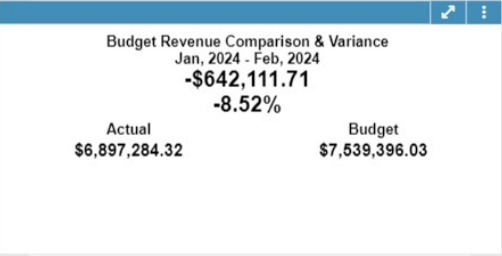
All

GL Department

All

Period Type

Closed Period



Beginning Fiscal Period[YYYYMM]

202401

GL Division

62 - Elk River Water

GL Department

All

Ending Fiscal Period[YYYYMM]

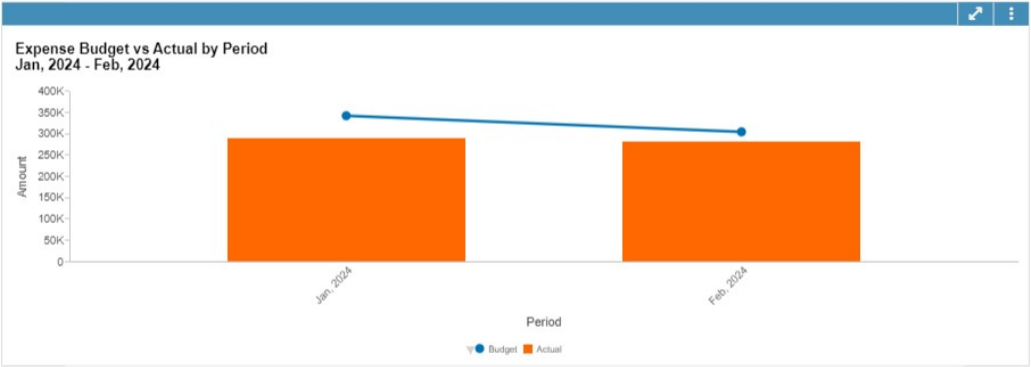
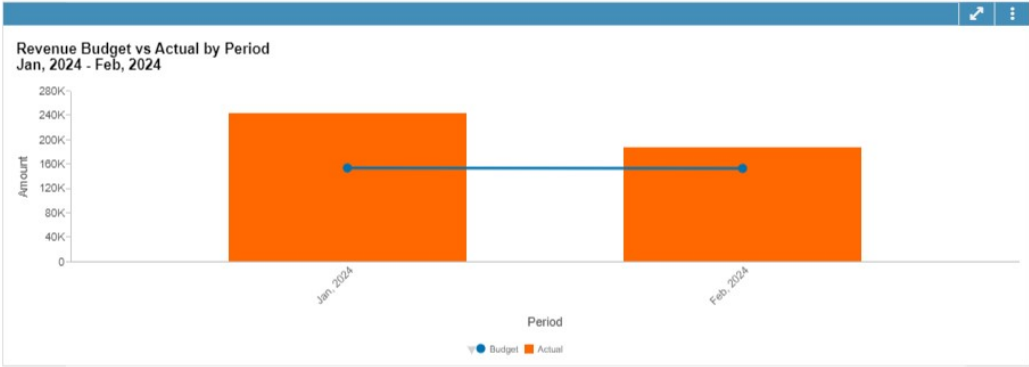
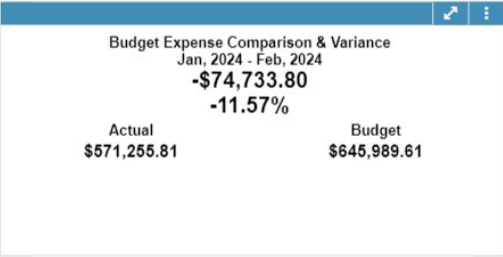
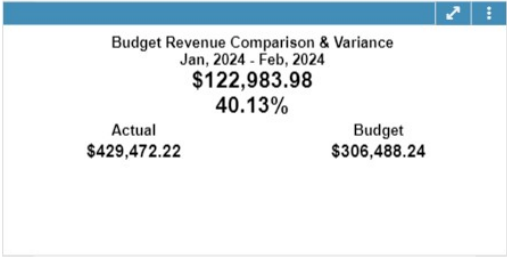
202402

GL Activity

All

Period Type

Closed Period



<b>TO:</b> ERMU Commission	<b>FROM:</b> Mark Hanson – General Manager
<b>MEETING DATE:</b> April 9, 2024	<b>AGENDA ITEM NUMBER:</b> 5.2
<b>SUBJECT:</b> Private line repair costs for AMI project	
<b>ACTION REQUESTED:</b> <ul style="list-style-type: none"> <li>• Approve funding of specific private utility line repairs through AMI project duration</li> <li>• Direction on commission interest for future discussion of a water service line fund</li> </ul>	

**BACKGROUND:**

ERMU’s Advanced Metering Infrastructure (AMI) project will replace approximately 13,500 electric meters and 5,000 water meters. Our installation contractor, Allegiant Services, Inc., has informed us some residential properties may require repairs to private utility infrastructure before the meter can be replaced. They noted the most common electrical repair was the repair or replacement of the meter box. Similarly, the most common water repair was the installation or replacement of an in-home shut-off valve.

Allegiant stated most utilities view repairing/replacing residential meter boxes and shutoff valves as the “cost of doing business” when taking on system-wide meter replacement projects. Additionally, these types of repairs typically involve older homes with owners who may have limited resources - making it difficult for them to absorb these unexpected costs. Consequently, Allegiant has observed that the utilities who choose to absorb the costs for these repairs have better scheduling response, fewer complaints, and higher overall customer satisfaction throughout the project.

**DISCUSSION:**

To affirm Allegiant’s recommendations, Staff contacted two similar municipal utilities: Austin Utilities and Owatonna Public Utilities. Both utilities are undergoing AMI projects similar in size and scope to our project. Staff from both utilities confirmed they chose to absorb the reasonable repair costs related to residential water and electric meter replacements. They also confirmed absorbing these costs resulted in fewer complaints and quicker resolution of issues so the project could keep moving forward.

For electric meters, Austin and Owatonna reported it was rare to replace the entire meter box. Rather, most deficiencies could be repaired by their respective staff, using stocked parts. A licensed electrical contractor was used for larger efforts. They advised that stocking a dozen or so meter box kits (parts and housing) would likely be sufficient.



If the meter box was in obvious disrepair due to neglect, property owners were required to replace the box at their cost. In all other instances, Austin and Owatonna absorbed the repair costs needed to replace the meter.

For water meters, Austin and Owatonna confirmed the most common repair was the installation/replacement of the plumbing shutoff valve, located just before the meter. There must be a functioning shutoff valve so the flow of water can be shut off prior to replacing the meter.

Both cities reported the use of independent water service funds to absorb necessary repair costs. In both cases, the programs contributing to these funds were established prior to their AMI projects. These programs are primarily used to fund residential service line repairs between the main and the curb stop. Austin charges \$3.00/month for their program. Owatonna charges \$0.99/month for their program. Information on both programs is attached.

**FINANCIAL:**

Although impossible to predict, a reasonable estimate is 10-20 homes across our service area may require a full replacement of their electric meter box. Using an estimated \$1,000 cost per replacement, this equates to \$10-20K in necessary electrical repairs. These funds would come out of the project budget. If the electric budget for the project is exceeded, the excess funds would come out of electric reserves. The electric budget for the project is \$3.225M.

Regarding water meters, a reasonable estimate is 100-150 homes may require the installation/replacement of their water shut-off valve. Using an estimated \$300 per job, this equates to \$30-45K in necessary plumbing repairs. These funds would come out of the project budget. If the water budget for the project is exceeded, the excess funds would come out of water reserves. The water budget for the project is \$2.870M.

Note: The amounts presented are estimates only, they are not intended to cap our expenses. If we choose to go this route, we will have to treat all customers the same, even if the total costs exceed our estimates.

**NEXT STEPS:**

Staff recommend absorbing the electric and water (plumbing) repair costs needed to facilitate residential meter replacement. Absorption of these costs would be limited to the AMI project's duration.

Additionally, thought should be given to implementing a similar water service line program in Elk River. Staff would like commission direction on whether there is interest in discussing policy options at a future commission meeting for implementing such a program.

**ATTACHMENTS:**

- Owatonna Public Utilities Water Service Line Protection Brochure
- Austin Utilities Water Service Fund Rules

# WATER SERVICE LINE PROTECTION PROGRAM



Stay Protected With OPU's  
Water Service Line Protection Program.

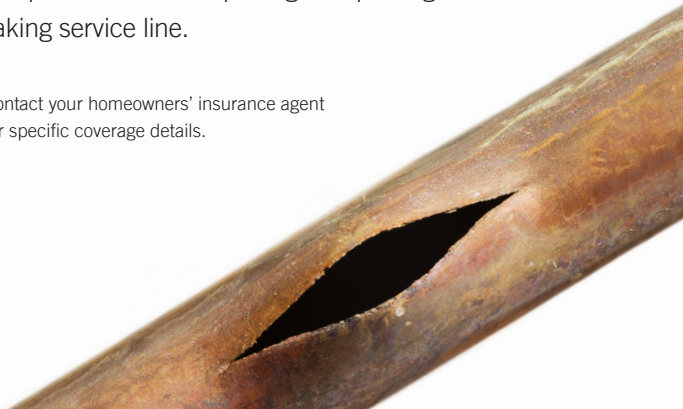
# ABOUT THE PROGRAM

Owatonna Public Utilities' (OPU) Water Service Line Protection Program provides homeowners with protection from many of the unexpected costs of service line repairs. Whether it's severe damage repair or thawing a frozen water service line, OPU will cover costs and allow the customer to work directly with contractors to save customers time and money.

## WHY DO I NEED PROTECTION?

As a homeowner, you own and are responsible for the water service line to your home. Harsh frost conditions, shifts in the ground and aging pipes are just some of the things that can damage your service line and require repair or replacement at your expense. Replacement of a service line can include digging up your yard, public sidewalk and street, costing you thousands. Worse yet, your homeowners' insurance may not cover repair costs.\* The Water Service Line Protection Program can help protect you from the unexpected costs of repairing or replacing a leaking service line.

\*Contact your homeowners' insurance agent for specific coverage details.



# FAQ

**Q: How do I know if my service line is leaking or broken?**

A: You may see a puddle of water or flowing water in your yard. In some cases your sump pump may run abnormally often, or your valve and pipes near your water meter are wet or dripping.

**Q: What do I do if I suspect a problem with my service line?**

A: Call OPU's 24-Hour Hotline at 507-451-1616. We'll inspect your line. To determine if there is a problem, we will also provide you with program documents and help answer questions.

**Q: What are my costs for the water service line protection program?**

A: The water service line protection program is \$0.99 per month, per customer.

**Q: Do OPU employees do the repair work?**

A: No, the customer is responsible for hiring a qualified contractor that meets program requirements. The customer will then be reimbursed for qualifying costs.

**Q: Will the program cover thawing a frozen water service?**

A: Costs for thawing a frozen water service line will be covered once per calendar year. Customers will be responsible for running a stream of water to keep their service from freezing again.

For additional information, see the complete Terms and Conditions found at [www.owatonnautilities.com](http://www.owatonnautilities.com).



208 S. Walnut Ave.  
P.O. Box 800  
Owatonna, MN 55060  
507-451-2480

# ENROLLMENT PROCESS

Customers who are single-family homeowners can opt in or out of the Water Service Line Protection Program. Building landlords may apply for the program.

Homeowners are charged \$0.99 per month, which is billed as part of their water services. Fees are subject to change and will be reviewed annually.

To enroll or verify enrollment, contact the Customer Service Department or stop in at our main office.

## ELIGIBILITY

Single-family homeowners and building landlords are eligible for the Water Service Line Protection Program. All homes must be served by a residential water service line with a diameter of 2 inches or smaller and must be attached to a permanent foundation.

For additional eligibility requirements and limitations, see the complete Terms and Conditions found at [www.owatonnautilities.com](http://www.owatonnautilities.com).

To find property line - Customers need to contact the Steele County Recorder's Office, Land Records at: [507-444-7450](tel:507-444-7450) or [record@co.steele.mn.us](mailto:record@co.steele.mn.us)

Or they can use the interactive GIS maps at this address: <https://steele-county-hub-site-steelecomn.hub.arcgis.com/>

# WHAT'S COVERED

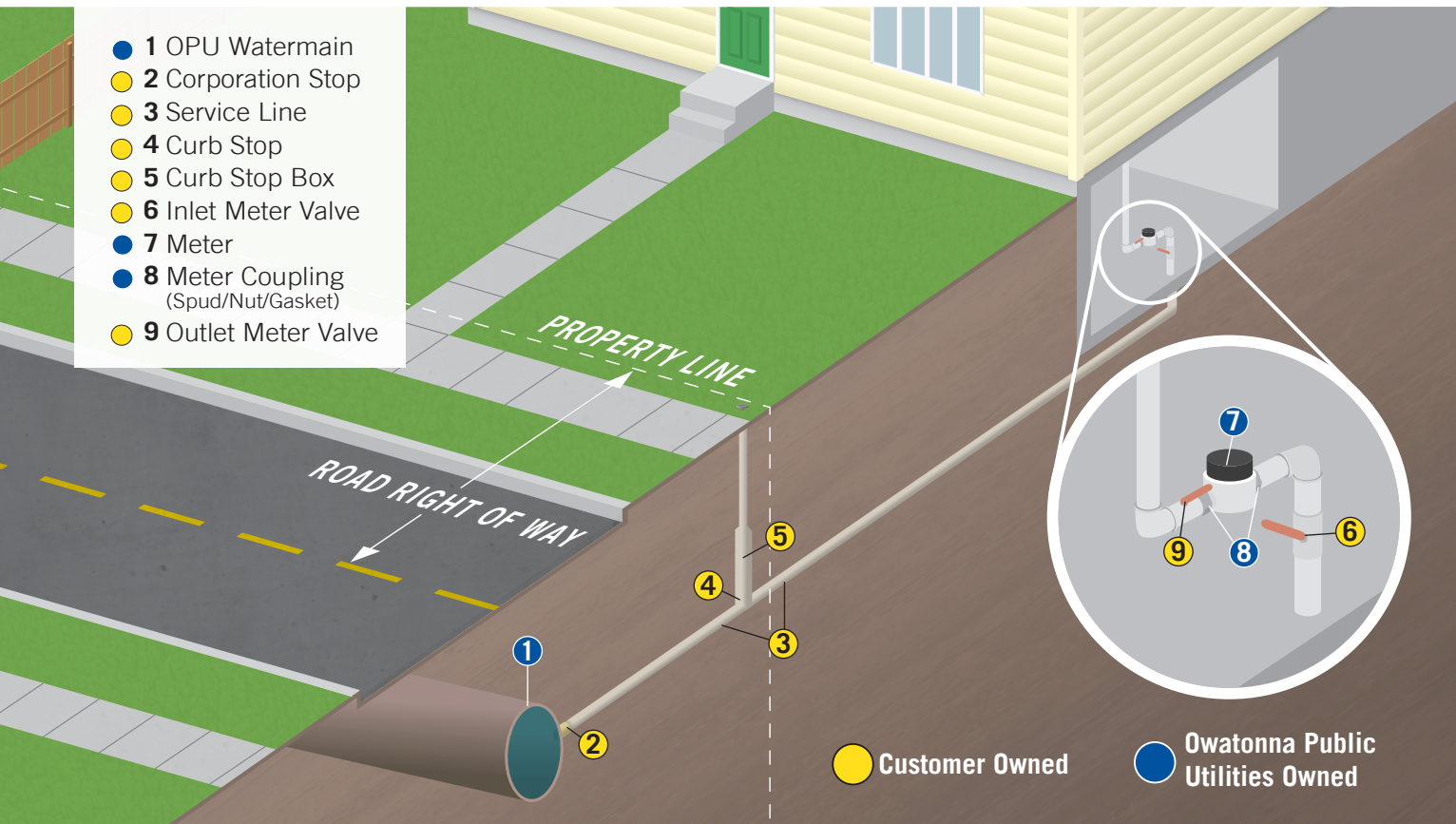
## SERVICES COVERED

- Thawing a frozen water service line once/year.
- Repairing or replacing water service line from the **② Corporation Stop** to the **⑥ Inlet Meter Valve**.
- Restoration of the road right-of-way, including street, curb, public sidewalk, boulevard and driveway approach.
- Backfilling of trench created by maintenance work between the property line and building.

For complete requirements, limitations, terms and conditions, and more, visit <https://www.owatonnautilities.com/residential-customers/residential-programs/water-service-line-protection-program/>

## NOT COVERED

- Incidental or consequential damage resulting from water service line break or leak.
- Repair of customer-owned utilities, irrigation systems, dog fences, etc.
- Restoration from property line to building.
- Restoration inside building.
- Required service line upgrades in conjunction with street projects.
- Improperly installed service lines.
- Pre-existing conditions.



This drawing displays a typical service and is not to scale.

# OPT-OUT FORM

To cancel your service line protection, please remove and return this completed form to Owatonna Public Utilities. Your service line protection will be canceled within 5 business days upon receipt of this completed form.

\_\_\_\_\_  
First Name (as it appears on account)

\_\_\_\_\_  
Last Name (as it appears on account)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address 2

\_\_\_\_\_  
City State Zip  
(      ) -  
Phone Number



**Check here to cancel  
Water Service Line Protection**

By signing below, I certify that I am the customer responsible for utilities at the above listed address. I understand that by canceling my Water Service Line Protection I will be responsible for all costs to replace and restore my water service line if any damage occurs, including but not limited to restoration of roadway, public right of way, personal property and service line replacement. I understand that OPU will perform a pre-inspection should I choose to add Water Service Line Protection in the future.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**WATER SERVICE FUND RULES**  
**FOR REPAIR OR REPLACEMENT OF CUSTOMER SERVICE LINES**

1. Property owners will retain ownership of water service lines from the corporation stop to the meter.
2. Water service lines constructed of lead or galvanized pipe shall be replaced in their entirety.
3. To qualify for reimbursement under the Water Service Fund, Customers must currently be paying for the water service fee, and all work must be pre-approved by Austin Utilities prior to repair. Repair work must also be performed by Austin Utilities approved licensed plumbers and excavators.
4. Any water service line found to be leaking due to the property owner's neglect of the service line or the building containing such service line, shall not be covered by this fund.
5. Austin Utilities will allow each property owner to select a plumber and excavator from an approved list provided by Austin Utilities. If requested, Austin Utilities will assist any property owner with the selection of any approved plumber and excavator.
6. Plumbers and excavators shall warranty all work for a period of one year. Newly installed water service lines shall not be covered by the fund for the first twelve months of active service use. Water service stub-ins are not considered active service lines, therefore, they are not covered by this fund.
7. All plumbing repairs or replacements after the water meter will remain the responsibility of the property owner.
8. Any service line extending in excess of 5 feet past the entrance wall of a building may be relocated at the discretion of the Austin Utilities.
9. Any account past due shall not be eligible for reimbursement under the Water Service Fund, and all charges for repairs will be billed to the property owner.
10. Damages to private property that are associated with a water service leak will remain the responsibility of the property owner. Examples included, but are not limited to – A) Any water damage to the building structure or to items within. B) Any landscaping or sod repair. C) Driveways, in-drives, steps, or walkways.
11. All damages to the city right-of-way will be repaired by this fund. Examples are as follows – A) City streets, sidewalks, and boulevards.
12. Water service lines within mobile home trailer parks shall not be covered by this fund.
13. Cost for repair of any water service line larger than 2" will be shared in equal amounts by the Austin Utilities and the property owner. Fire service lines with a domestic tap will be covered, and repair cost will also be shared in equal amounts, with Austin Utilities responsibilities capped at \$5,000.00 limit. Cost for repair of any fire service line used exclusively for fire service, shall not be covered by this fund.
14. Customers may submit bill statements from their plumber and excavator to the Austin Utilities for review only after satisfactory completion of all repairs. It is the sole responsibility of the property owner to insure all work has been completed prior to submitting any or all bill statements to Austin Utilities.



## **Water Service Fund**

Austin Utilities' customers currently pay a \$3.00/month charge toward a water service fund. This fund covers the cost of repair of leaks or ruptures to your water line from the street or sidewalk to your house. A break in your water service line can result in expensive repair bills that are not typically covered under most basic homeowner' insurance policies. All Austin Utilities' water customers are covered under this fund.

If you receive literature from companies soliciting this type of coverage, please know that as a water customer of Austin Utilities you are covered. If you have any questions regarding Austin Utilities Water Service Fund, please contact us at 433.8886.

<b>TO:</b> ERMU Commission	<b>FROM:</b> Chris Kerzman – Engineering Manager
<b>MEETING DATE:</b> April 9, 2024	<b>AGENDA ITEM NUMBER:</b> 5.3
<b>SUBJECT:</b> Award of Recloser Bid	
<b>ACTION REQUESTED:</b> Adopt Resolution 24-6 Accepting Border States bid for 26 substation reclosers and awarding contract.	

**BACKGROUND:**

ERMU has been replacing existing mineral oil filled substation reclosers with solid dielectric insulation reclosers as existing oil filled equipment has aged. Staff solicited bids for replacement of remaining oil filled reclosers, as well as spare units and others for anticipated additions. Staff's desire to expedite the replacement of the oil filled equipment would standardize inventory, reduce maintenance associated with oil filled equipment, and is based on recent experience with oil filled equipment failing manufacturer testing guidelines during preventative maintenance. Solid dielectric insulation reclosers require little to no maintenance over the life of the equipment. Additionally, removal of oil filled reclosers would bring the recloser equipment up to current manufacturing standards. Staff advertised for bids on March 9, 2024, with bids opened on April 2, 2024. Two bids were received, with total costs ranging from \$507,910.00 to \$852,827.82.

**DISCUSSION:**

After evaluating the bids, it was determined the low bidder, WESCO's bid for ABB OVR reclosers, was not in conformance with the specifications due to non-compatibility with ERMU's existing controllers. Compatibility with existing controllers was a requirement in the original specifications and was reaffirmed in response to a clarifying question in Addendum 1.

The other bidder, Border States' Eaton NOVA Recloser, incorrectly included a vendor-supplied controller in their pricing even though the specifications clearly stated the controller was provided by the owner (ERMU). Border States' bid package, however, included a quote sheet documenting the line-item pricing for the recloser separate from the controller. After conferring with legal counsel, staff recommends evaluating Border States' bid based on their line-item price for just the recloser (not including the controller), which would still allow comparison with any other responsive bidders as to that item, and since the bid specifications clearly state the controller is provided by the owner. When including only the line items that are in the specifications, Border States' bid amount for 26 reclosers is \$565,576.44.

**FINANCIAL IMPACT:**

The bid documents also included optional adders for mounting stands at \$561.50 each and adapters brackets at \$240.64 each. Staff recommends award to Border States for 26 substation reclosers, 5 substation frames, and 21 adapter brackets for a total of \$573,437.38.

Delivery for this contract would be in 2025. Once received, the reclosers would be inventoried and assigned against projects listed in the upcoming years of the 20-year capital project plan.

**ATTACHMENT:**

- Substation Feeder Recloser Bid Tabulation
- Resolution 24-6 Awarding Substation Feeder Recloser Contract

**Bid Tabulation****Elk River Municipal Utilities 2024 (26) Substation Feeder Reclosers**

Bid Opening: Tuesday April 2, 2024 2:00 PM

Description:	<b>Border States</b>	<b>Wesco</b>
	<b>11927 53rd St. NE</b>	<b>2650 7th Ave. N.</b>
	<b>Albertville, MN 55301</b>	<b>Fargo, ND 58102</b>
<b>26 Three Phase Mechanically Ganged Reclosures</b>		
Manufacture:	Eaton	ABB
Model:	Nova	OVR
Unit Price:	\$32,801.57	\$19,535.00
Extended Price:	\$852,827.82	\$507,910.00
Delivery Date:	45 Weeks	18 Weeks
<b>Unit Price for Mounting Equipment:</b>		
Mounting Stand:	\$561.50	-
Adapter Brackets:	\$240.64	-
<b>5% Bid Bond</b>	Yes	Yes
<b>Notarized</b>	Yes	Yes
<b>Anndenum #1 Acknowledged:</b>	Yes	No
<b>Evaluated Unit Price:</b>	\$21,752.94	\$19,535.00
<b>Evaluated Extended Price:</b>	\$565,576.44	\$507,910.00
Notes:	Included controller pricing of \$11,048.13 specified to be owner provided (removed for evaluated price)	Noted compatibility only with ABB RER615 controller or SEL 751 controller
		Not compatible with specified controllers or 14 pin control cable
		No option for adapter brackets

RESOLUTION NO. 24-6

BOARD OF COMMISSIONERS  
ELK RIVER MUNICIPAL UTILITIES

**A RESOLUTION OF THE BOARD OF COMMISSIONERS OF ELK RIVER MUNICIPAL UTILITIES AWARDING CONTRACT FOR THE PURCHASE OF SUBSTATION RECLOSERS**

**WHEREAS**, Elk River Municipal Utilities (ERMU) has developed plans, specifications and bid documents for the purchase of twenty-six (26) substation reclosers; and

**WHEREAS**, on March 9<sup>th</sup>, 2024 ERMU advertised for bids for twenty-six (26) substation reclosers; and

**WHEREAS**, the bid advertisement sought bids for substation reclosers but not controllers; and

**WHEREAS**, bids were received, opened, and tabulated according to law on April 2, 2024; and

**WHEREAS**, a total of 2 bids were received for the project as follows:

WESCO's ABB OVR ("Wesco") bid for twenty-six (26) reclosers was \$507,910.00; and Border States' Eaton NOVA ("Border State") bid for twenty-six (26) reclosers was \$565,576.44; and

**WHEREAS**, both bidders are deemed to be responsible bidders; and

**WHEREAS**, WESCO's bid materially deviated from the plans and specifications in the bid advertisement as it provided a recloser that is not compatible with ERMU's existing controllers as required by the specifications and not in conformity with the provided specifications, and is, therefore, not a responsive bid; and

**WHEREAS**, Border States' bid included an extraneous quote for a controller, which was not requested in ERMU's specifications; and

**WHEREAS**, ERMU does find that Border States' deviation is not material as the controller quote is separate from the recloser quote and ERMU shall award the contract solely on the basis of the recloser bid; and

**WHEREAS**, Border States is the lowest responsible and responsive contractor based on the scope of the project as advertised by ERMU; and

**WHEREAS**, Border States bid also listed optional adders as requested in the specifications for mounting stands at \$561.50 each and adapters brackets at \$240.64 each; and

**WHEREAS**, ERMU desires to purchase five (5) substation frames and twenty-one (21) adapter brackets in addition to the twenty-six (26) reclosures;

**NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF COMMISSIONERS OF ELK RIVER MUNICIPAL UTILITIES, BASED UPON THE FOREGOING RECITALS INCORPORATED HEREIN, AS FOLLOWS:**

1. WESCO's bid materially deviated from the plans and specifications in the bid advertisement as it provided a type of recloser that is not compatible with the Utility's existing controllers and not in conformity with the provided specifications. WESCO's bid is not responsive and is rejected.
2. That the contract to the recommended lowest responsible and responsive bidder, Border States, is awarded in the amount of \$573,437.38 for the purchase twenty-six (26) substation reclosers, five (5) substation frames, and twenty-one (21) adapter brackets.
3. The Commission Chairperson and General Manager are hereby authorized and directed to enter into a formal contract with Border States for the project according to the plans and specifications on file in the Elk River Municipal Utility's offices.

This Resolution Passed and Adopted this 9<sup>th</sup> day of April, 2024.

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John J. Dietz, Chair

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Mark Hanson, General Manager

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

**DISCUSSION:**

- Baker Tilly has informed us they have now received survey results from all 10 comparable peers for our compensation study. Due to a one-week extension granted to allow time for all the comparable peers to respond, the presentation of results may slip from the May to the June commission meeting.
- With the cancellation of Minnesota Municipal Utilities Association’s (MMUA) 2024 Legislative Conference, Senator Eric Lucero has expressed interest in meeting with us to review the attached MMUA talking points. Senator Lucero has also expressed interest in touring our field services building. Commissioner Zerwas and I are working with Senator Lucero’s office to set up a combined tour/meeting.
- Operations Director Tom Geiser and I attended MMUA’s Annual Safety Meeting. The meeting was hosted by Buffalo Utilities. Staff from MMUA and Hutchinson Utilities also attended. All attendees shared very positive feedback on our safety instructor, Joe Schmidt. MMUA also shared that they had recently hired a grant development specialist and an organizational development and human resources manager.
- The Board of Directors of the Minnesota Municipal Power Agency (MMPA) met March 19, 2024, at Chaska City Hall in Chaska, Minnesota and via videoconference. Commissioner Stewart and I attended. The public summary is below:
  - The Board reviewed the Agency’s operating and financial performance for February 2024.
  - Customer penetration for the residential Clean Energy Choice program increased to 5.4%. There was an increase of 28 customers participating in the residential Clean Energy Choice program from January to February.
  - The Board discussed the status of renewable projects the Agency is pursuing.
  - The Agency implemented a Board member energy learning platform.

**Attachments:**

MMUA’s 2024 Legislative Session Talking Points and Priorities

## Legislative talking points—2024

Issue	Summary
<b>ECO Reform</b>	MMUA supports passing the bill. MMUA requests for a Conservation Improvement Program (CIP) exemption for cryptocurrency data mining operations and for municipal gas utility CIP targets to be restored to 1 percent.
<b>Bonding bill</b>	MMUA supports a bill thoroughly funding Public Finance Authority (PFA) programs. MMUA also supports raising caps on Water Infrastructure Fund (WIF) and Point Source Implementation Grants (PSIG), and the Governor's bill is light on meeting the needs of Local Government Units (LGUs).
<b>Excavation bill</b>	HF 2717 is now part of the House Omnibus Transportation Policy Bill, HF 3436. There is no active companion bill in the Senate. MMUA doesn't support the bill unless there is a global agreement. The remaining problem for municipal utilities is the distinction between physical and electronic white marking. MMUA supports mandatory physical whitemarking.
<b>Permitting reform</b>	MMUA generally supports permitting reform (HF 4700/SF 4784) for "large energy facilities." MMUA supports changes to the Right of First Refusal (ROFR) rules, including changing the ROFR period for municipal utilities to a minimum of 60 days.

### Central messages

#### **Hometown utilities—reliable, affordable, sustainable**

Municipal utilities provide excellent services responsibly and reliably, directly to their communities.

#### **Main Street not Wall Street**

The municipal utility model keeps profits within the community.

#### **Municipal utilities are different than Investor Owned Utilities (IOUs) and cooperatives**

While we share many objectives with our counterparts, municipal utilities have different needs and capabilities than other utility companies—one size does not fit all.

### Connect with MMUA Government Relations

#### **Kent Sulem**

Director of Government Relations and Senior Counsel  
email: [ksulem@mmua.org](mailto:ksulem@mmua.org)  
office: 763.746.0703  
cell: 612.263.0440

#### **Bill Black**

Government Relations Attorney  
email: [bblack@mmua.org](mailto:bblack@mmua.org)  
office: 763.746.0708  
cell: 651.398.2098



<b>TO:</b> ERMU Commission	<b>FROM:</b> Sara Youngs – Administrations Director
<b>MEETING DATE:</b> April 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 March consisted of 103 customers, averaging 26 customers per week over the 4-week period.
- ERMU red tag notification count for March under the Cold Weather Rule.
  - Cycle 3 – 23 red tag notifications and 4 disconnections.
  - Cycle 4 – 9 red tag notifications and 4 disconnections.
  - Cycle 1 – 13 red tag notifications and 1 disconnection.
- The Cold Weather Rule will end on April 30. Customers will no longer receive an additional notice that they are subject to disconnection; they will receive one past due reminder and an automated phone call that they are subject to disconnection for non-payment.
- During the month of March 2024, the customer service team entered 34 payment arrangements with customers. During March 2023 there were 37 payment arrangements.
- Currently there are 4 active residential solar photovoltaic projects planned or under construction in the ERMU service territory.
- In the last 30 days, combined the level two chargers located downtown and in the parking lot in front of ERMU had 41 sessions and provided customers with 468 kWh of green energy.
- The Advanced Metering Infrastructure team continues to meet weekly with Allegiant, National Information Solutions Cooperative, and Core & Main to work through, test, and implement new processes and procedures.

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

**DISCUSSION:**

- Staff continues work on 2023 audited financial statements. We have received our drafts and edits have been submitted to Abdo. Final reports will be presented at the May commission meeting.
- The annual MISO (Midwest Independent System Operator) Attachment O reporting has been completed and approved for 2022. These reports are used to determine the transmission rebates we will receive from being a part owner of the transmission systems.
- Annual surveys continue to be completed.
- Working on Property & Casualty Insurance renewal application for 2024-2025.
- Working on creating new financial statements utilizing the new financial statement reporting tool.

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

**DISCUSSION:**

- In April, all residential electric customers will receive the Clean Energy Choice Residential flyer and all commercial customers will receive a flyer for the Clean Energy Choice Business program. Both flyers are attached.
- In addition to highlighting the bill insert topic, social media posts this month feature a variety of items including the commission meeting notice, National Safe Digging Month, Sever Weather Awareness Week, Lineworker Appreciation Day, garden watering conservation tips, and more.
- 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.
- The Governance & Communications Manager attended the 2024 Minnesota Clerks and Financial Officers Association Conference in St. Cloud, March 19-22. There were several very valuable sessions on topics such as effective data management, utility rate analysis, cyber security, and funding capital projects for water services.
- Staff attended the Minnesota Municipal Power Agency (MMPA) Energy Education Program presentation at Meadowvale Elementary on Friday, March 15. MMPA's Energy Education Program was created in collaboration with the Science Museum of Minnesota and aligns with the state's 4th grade science standards. It focuses on how energy is generated, transmitted, and used. The program is fully funded by MMPA and is provided free of cost to schools within MMPA member communities. The following Elk River schools are participating in this program in 2024:
  - Twin Lakes Elementary
  - Otsego Elementary (the school boundary includes ERMU customers)
  - Meadowvale Elementary

- Parker Elementary
- St. Andrew's Catholic School
- Four elementary schools in ERMU's service territory are now committed to an in-school field trip and take-home experience with National Energy Foundation (NEF). Presentations are scheduled for the end of April at Meadowvale, Lincoln, Parker, and Twin Lakes. This program builds on MMPA's in that it teaches fourth grade students how to install and use energy saving equipment around their home. Students are then provided with an energy saving kit to employ the efficient usage practices they learned. This is a budgeted program provided by ERMU.
- Staff is working with Allegiant Utility Services to create customer communication materials including installation information letters and door hangers.
- Staff has been testing the drone and its many unique functions. Drone footage is being used for the lineworker appreciation social media post scheduled for April 18.

**ATTACHMENTS:**

- Bill Insert – Clean Energy Choice – Residential
- Bill Insert - Clean Energy Choice – Business



## Powering Your Home with **Renewable Energy**

Clean Energy Choice provides residential customers an affordable and convenient way to receive their electricity from environmentally friendly, renewable sources. No contracts. No equipment. You can become a sustainability leader in your community for a small increase in your electric bill.



### EASY SIGN UP

Three simple options to enroll:  
Call ERMU at 763.441.2020  
Visit [cleanenergychoice.com/elk-river](http://cleanenergychoice.com/elk-river)  
Mail in the form on the back



### FIXED COST

For an additional monthly cost, a percentage of your electricity can be sourced from renewable resources.  
\$3=100%, \$2=75%, \$1=50%



### NO CONTRACTS

The subscription appears as a surcharge on your monthly electric bill. There is no minimum term commitment for Clean Energy Choice.

Three options to enroll in the Clean Energy Choice program

**CALL** ERMU at 763.441.2020

**VISIT** [cleanenergychoice.com/elk-river](http://cleanenergychoice.com/elk-river)

**MAIL** Fill out the form on the back and mail it in

# FAQS AND APPLICATION

## Frequently Asked Questions

### What is renewable energy?

Renewable energy is generated from facilities powered by wind, solar, bioenergy, water, and more.



**CLEAN ENERGY  
CHOICE**

### Where does the renewable energy for Clean Energy Choice come from?

The renewable energy for the Clean Energy Choice program is supplied by Minnesota Municipal Power Agency's renewable resources. MMPA's renewable resources include: wind, solar, and biomass.

For more information please visit <http://www.mmpa.org/sustainable-energy/overview/>

### How much does Clean Energy Choice cost?

Clean Energy Choice is an affordable way for residential electric customers to support renewable energy. For an additional \$3 a month, 100% of your electricity can be sourced from renewable resources. Alternatively, for \$2 a month, 75% of your electricity can be sourced from renewable resources, or for \$1 a month, 50% of your electricity can be sourced from renewable resources.

### Does renewable energy flow directly to my home or rental unit?

No. The renewable energy that's generated enters into the "electric grid," so it's difficult to pinpoint exactly where the specific electricity supplying your home or rental unit originates. However, Renewable Energy Certificates (RECs) provided as part of the Clean Energy Choice program guarantee that your renewable purchases are certified renewable energy in Minnesota.

### What are Renewable Energy Certificates (RECs)?

Every kilowatt-hour of renewable energy generated by MMPA is assigned a unique REC number to ensure that each unit of renewable energy is accurately tracked. The State of Minnesota also uses RECs to track renewable energy use. The Clean Energy Choice program utilizes these RECs to ensure that you are helping to support sustainable energy systems for the future.

### Am I committed to a contract term?

No. The subscription appears as a surcharge on your monthly electric bill. There is no minimum term commitment for Clean Energy Choice. You can choose to unsubscribe at any time.

For more information call ERMU at **763.441.2020** or visit [cleanenergychoice.com/elk-river](http://cleanenergychoice.com/elk-river)

## SIGN UP TODAY

Enroll online at [cleanenergychoice.com/elk-river](http://cleanenergychoice.com/elk-river) or send in the form below.

Please select one of the following:

**50% \$1/month**

**75% \$2/month**

**100% \$3/month**

Name

Utility Account #

Address

City

State

Zip Code

Phone

Email

**Enroll by returning this form to:** Elk River Municipal Utilities, 13069 Orono Parkway, PO Box 430, Elk River, MN 55330

By subscribing to Clean Energy Choice you are acknowledging that an incremental charge will appear on your monthly electric bill.





## Powering Your Business with **Renewable Energy**

Clean Energy Choice for Business provides Elk River Municipal Utilities customers with the opportunity to have **100%** of their electricity come from environmentally responsible, renewable sources. Commercial electric customers who participate are making a choice to support the environment as well as their community and its future.



### **EASY ENROLLMENT**

- Contact Elk River Municipal Utilities at 763.441.2020 to enroll in the Clean Energy Choice for Business program.
- Participation is based on a calendar-year term.
- We can help you determine how this program will affect your monthly electric bill.



### **AFFORDABLE COST**

- The program adds an incremental charge to the standard electric rate.
- As an example, a customer with usage of 10,000 kWh per month would pay an additional \$16 based on the following formula:  $(10,000 \times [100\% - 20\%] \times \$0.002) = \$16$ . See the back of this form for details.



### **PROGRAM BENEFITS**

- Convenient and affordable way to power your business with 100% renewable energy
- Meet your company's sustainability goals without investing in equipment
- Position your business as an environmentally responsible leader in the community

**BECOME A SUSTAINABILITY LEADER IN YOUR COMMUNITY. ENROLL IN CLEAN ENERGY CHOICE TODAY!**

# FREQUENTLY ASKED QUESTIONS

## What is renewable energy?

Renewable energy is generated from facilities powered by wind, solar, bioenergy, water, and more.



**CLEAN ENERGY  
CHOICE**

## Where does the renewable energy for Clean Energy Choice come from?

The renewable energy for the Clean Energy Choice program is supplied by Minnesota Municipal Power Agency's renewable resources. MMPA's renewable resources include wind, solar, and biomass.

For more information please visit [mmpa.org/sustainable-energy/overview/](http://mmpa.org/sustainable-energy/overview/)

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No. The renewable energy that's generated enters into the "electric grid," so it's difficult to pinpoint exactly where the specific electricity supplying your business originates. However, Renewable Energy Certificates (RECs) provided as part of the Clean Energy Choice program guarantee that your renewable purchases are certified renewable energy in Minnesota.

## What are Renewable Energy Certificates (RECs)?

Every kilowatt-hour of renewable energy generated by MMPA is assigned a unique REC number to ensure that each unit of renewable energy is accurately tracked. The State of Minnesota also uses RECs to track renewable energy use. The Clean Energy Choice program utilizes these RECs to ensure that you are helping to support sustainable energy systems for the future.

## Am I committed to a contract term?

Yes. Participation in the Clean Energy Choice for Business program is based on an annual contract term. In return, the per-kWh surcharge is fixed for the same time period. You will be informed of any change in the per-kWh surcharge for the upcoming year by November 1, and you have until December 1 to inform us if you want to continue your contract in the new year.

## How much does Clean Energy Choice for Business Cost?

An incremental charge of \$0.002 per kilowatt-hour (kWh) is added to the standard electric rate. The charge is applied to all kWh in excess of the Minnesota Renewable Energy Standard, which is currently 20% of all electric sales. An example fee table is listed below.

**Formula:** (kWh per month (10,000 x [100%-20%]) x \$.002) = Clean Energy Choice Additional Surcharge

kWh per Month	Approximate Electric Charge	Clean Energy Choice Additional Surcharge
1,000	\$100	\$1.60
10,000	\$1,000	\$16
100,000	\$10,000	\$160



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

**DISCUSSION:**

- Working through maps for the new GIS mapping system that we plan to move forward with in the future.
- Attending weekly Advanced Metering Infrastructure meetings along with other ERMU departments.
- Working through 2024 projects and equipment needs.
- General Manager Mark Hanson and I will be attending the American Public Power Association's (APPA) Lineworkers Rodeo in Lafayette, LA and the APPA Engineering & Operations Conference in New Orleans, April 5-10.
- The bid opening for our substation reclosers was held on Tuesday, April 2.
- I have finished all my yearly staff reviews.
- ERMU has been ordering a lot of three phase transformers for upcoming projects this spring/summer.

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

**DISCUSSION:**

- Installed 7 new residential services, which involves the connection of a secondary line once the customer requests service.
- Crews changed out the two metering cabinets on Business Center Drive on March 18 and 19. One of the cabinets failed in early 2023 and crews found the second cabinet was close to failure as they installed two new cabinets. A temporary cabinet was used over the course of the last year while we waited for the two new ones to arrive.
- Lead Lineworker Curt Wark and Apprentice Lineworker Jack Gebhardt attended Substation School March 19-21 in Shakopee. A field trip to Jordan Transformer where substation transformers are remanufactured was included in the school.
- I completed employee reviews during the past month.
- Crews replaced a three phase pole that was struck by a vehicle on March 13. Crews also replaced two fiberglass street light poles struck by vehicles in March. Overall, damage to our equipment this winter was less than typical winters.
- Joe Schmidt, Safety Instructor from Minnesota Municipal Utilities Association, was here on March 27 and 28 and held safety training for field staff on excavation/trenching and traffic control.
- For the Highway 169 Redefine project: Main Street closed for construction on April 1. ERMU crews will be deenergizing the signal lights at Main/Highway 169 on April 8. Crews will tear down a few spans of overhead near Sonic and Speedway Gas Station after the shutdown. We also have some reroute work on the east side of Highway 169 later in April to allow for the construction.
- Crews continue to tree trim, map and equipment check, as well as perform maintenance items on deficiencies found during the checks. With the upcoming weather and workload forecast, crews will transition to construction season mode very soon.
- Good luck to Matt Schwartz, Tyler Meyers, and Alex Paschall as they compete in the American Public Power Association’s Lineworkers Rodeo on April 6 in Lafayette, Louisiana.

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

**DISCUSSION:**

- In March, the locators processed 243 locate tickets. These consisted of 205 normal tickets, 5 emergency tickets, 21 updated tickets, 3 cancellations, 5 meets and 1 non-excavation. This resulted in a 120.9% increase in tickets from the previous month and is a 9.7% decrease from the prior March.
- Electrical technicians completed 502 service order tasks, updated the power bill, addressed customer meter issues and any off-peak concerns.
- The Advanced Metering Infrastructure (AMI) residential water meters and residential electric meters continue to be installed in new services. The electrical technicians have been busy changing out our Automatic Meter Reading (AMR) meters to AMI meters around the system. We are still working through the initial setup processes with Allegiant before we move into the mass meter deployment. We will continue to read AMR meters via drive-by method until we have fully deployed all the AMI meters.
- For the month of March, staff did not run generators.
- One of my staff members returned to work on April 1, performing light duty tasks.
- Great River Energy began utilizing their feeder tie with us on April 1, at the Station 14, bank 3 substation. They have indicated that they plan to use this tie through the month of May.

**UTILITIES COMMISSION MEETING**

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

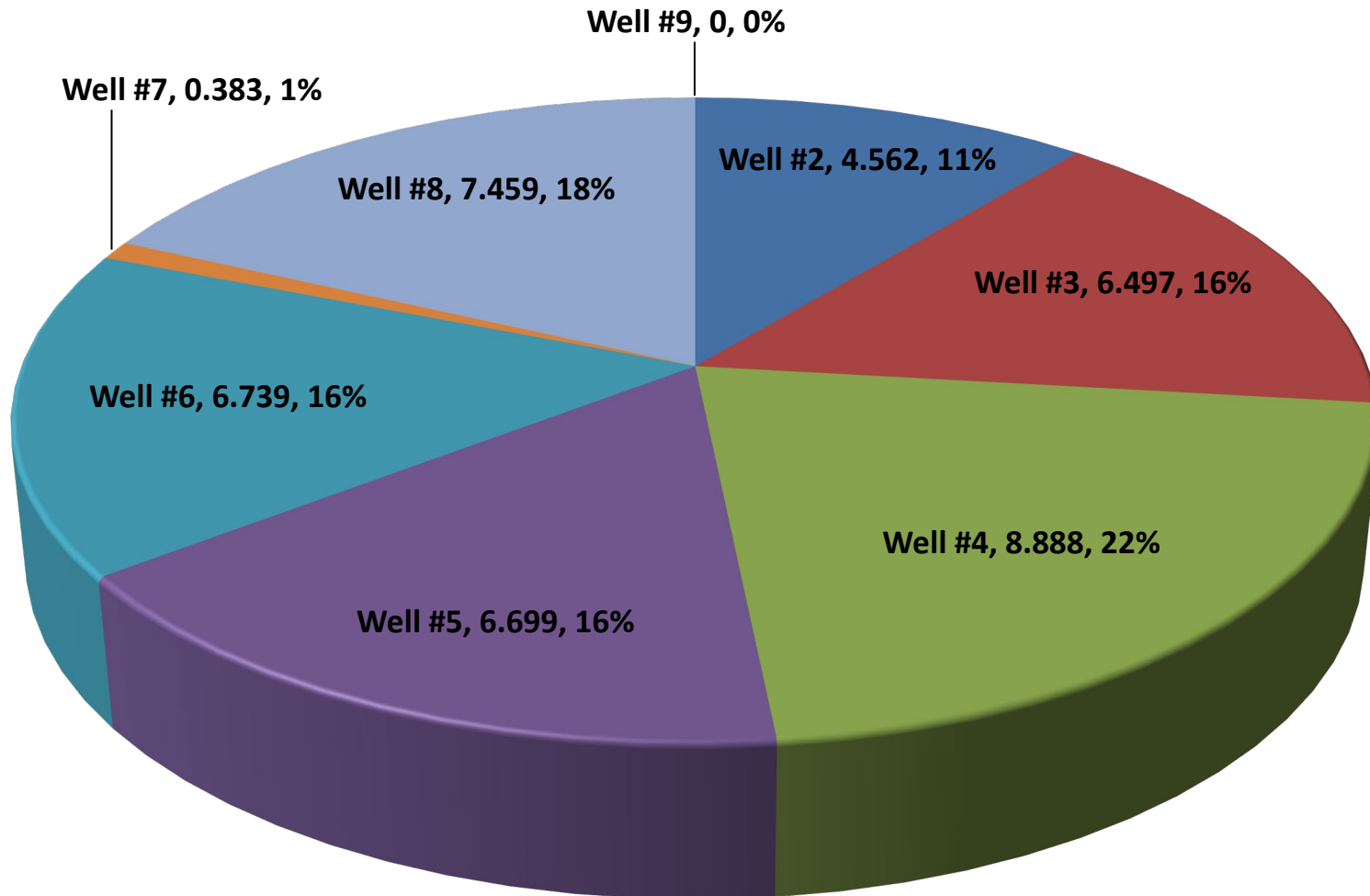
**DISCUSSION:**

- Delivered six new water meters, installed a Smart Point module, and took curb stop ties.
- Completed 20 BACTI/Total Chlorine Residual Samples
  - All confirmed negative for Coliform Bacteria
  - Bacteriological/Disinfectant Residual Monthly Report submitted to the MDH
- Completed 21 routine fluoride samples
  - All samples met MDH standards
  - Submitted MDH Fluoride Report
- Submitted the Discharge Monitoring Report for the diesel generation plant to the Minnesota Pollution Control Agency.
- Completed and submitted the 2023 Water Conservation Report to the DNR.
- On March 20 we received a report that water was coming out of the ground close to the gas station car wash at Zane and Main Streets. The water was coming from the service pipe to that property which had developed a leak. We shut the water off and worked with the contractor hired by the property owner to get the pipe repaired and water turned back on.
- Our request for assistance from the Minnesota Department of Health (MDH) with developing a water service line inventory has been approved. The Environmental Protection Agency's (EPA) Lead and Copper Rule Revisions (LCRR) require public water systems to complete an inventory of all service connections in their distribution system. The assistance from MDH will cover the costs of our consultant reviewing records and managing inspections to develop an inventory.
- Water department staff have been busy working with contractors for Highway 169 Redefine water main work and new commercial water service connections.
- We will begin flushing hydrants the week of May 13. Customers will be notified and a map with the zones and dates for flushing will be made public. Flushing is expected to take approximately 2 weeks.

**ATTACHMENTS:**

- March 2024 Pumping by Well

## March 2024 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> April 9, 2024	<b>AGENDA ITEM NUMBER:</b> 6.1i
<b>SUBJECT:</b> Staff Update	
<b>ACTION REQUESTED:</b> None	

**DISCUSSION:**

- Fiber installation has been progressing well, the contractor has installed most of the underground conduit other than the crossing under Highway 169. We have been working with the city to clarify routing concerns with the State of Minnesota right of way. We expect the contractor should mobilize overhead crews in the next few weeks and install fiber into the conduit.
- We 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 our service territory.
- Work continues on mapping verifications, and locators are adding GPS information for water curb stops into the database. Winter mapping review and verifications are going well.
- Staff opened bids for substation feeder reclosers on April 2.
- We plan to schedule an Information Security Committee meeting within the next two months and will reach out with specific dates.

<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>