

AGENDA  
SHAKOPEE PUBLIC UTILITIES COMMISSION  
REGULAR MEETING  
JUNE 4, 2018

1. **Call to Order** at 5:00pm in the SPUC Service Center, 255 Sarazin Street.
2. **Approval of Minutes**
3. **Communications**
  - 3a) Marty Glynn Recognition
  - 3b) SVABW letter
4. **Approve the Agenda**
5. **Approval of Consent Business**
6. **Bills: Approve Warrant List**
7. **Liaison Report**
8. **Reports: Water Items**
  - 8a) Water System Operations Report – Verbal
  - 8b) Resn #1202 – Approving Payment for the Pipe Oversizing Costs on the Watermain Project: Prairie Meadows
9. **Reports: Electric Items**
  - 9a) Electric System Operations Report – Verbal
  - 9b) 2018 Electric Pole Inspections - Review
  - 9c) May 2018 MMPA Monthly Board Meeting Summary
10. **Reports: Human Resources**
11. **Reports: General**
12. **New Business**
13. **Tentative Dates for Upcoming Meetings**
  - Mid Month Meeting -- June 18
  - Regular Meeting -- July 2
  - Mid Month Meeting -- July 16
  - Regular Meeting -- August 6
14. **Adjourn to 6/18/18 at the SPUC Service Center, 255 Sarazin Street**

MINUTES  
OF THE  
SHAKOPEE PUBLIC UTILITIES COMMISSION  
(Regular Meeting)

President Weyer called the regular session of the Shakopee Public Utilities Commission to order at the Shakopee Public Utilities meeting room at 5:00 P.M., May 21, 2018.

MEMBERS PRESENT: Commissioners Joos, Amundson, Hennen, Meyer and Weyer. Also present, Liaison Mocol, Utilities Manager Crooks, Finance Director Schmid, Planning & Engineering Director Adams, Line Superintendent Drent, Water Superintendent Schemel and Marketing/Customer Relations Director Walsh.

Motion by Amundson, seconded by Joos to approve the minutes of the May 7, 2018 Commission meeting. Motion carried.

There were no Communications items to report.

President Weyer offered the agenda for approval.

Motion by Hennen, seconded by Amundson to approve the agenda as presented. Motion carried.

Motion by Joos, seconded by Meyer to approve the Consent Business agenda as presented. Motion carried.

President Weyer stated that the Consent Items were: Item 8g: Monthly Water Production Dashboard and Item 11d: April 2018 Financial Results.

The warrant listing for bills paid May 21, 2018 was presented.

Motion by Amundson, seconded by Joos to approve the warrant listing dated May 21, 2018 as presented. Motion carried.

Liaison Mocol presented her report. The City's annual crime reported was discussed. The upcoming City Administrator annual review and the EDA Workshop were also discussed.

Water Superintendent Schemel provided a report of current water operations. The budgeted cleaning of four water storage facilities was reviewed. Construction projects were updated. The beginning of the summer irrigation season was previewed.

Motion by Joos, seconded by Amundson to offer Resolution #1196. A Resolution Setting the Amount of the Trunk Water Charge, Approving of its Collection and Authorizing Water Service

to Certain Property Described as Countryside Second Addition. Ayes: Commissioners Meyer, Hennen, Joos, Amundson and Weyer. Nay: none. Motion carried. Resolution passed.

Motion by Hennen, seconded by Meyer to offer Resolution #1197. A Resolution Approving of the Estimated Cost of Pipe Oversizing on the Watermain Project: Countryside Second Addition. Ayes: Commissioners Amundson, Joos, Weyer, Hennen and Meyer. Nay: none. Motion carried. Resolution passed.

Motion by Hennen, seconded by Joos to offer Resolution #1198. A Resolution Setting the Amount Of The Trunk Water Charge, Approving Of Its Collection And Authorizing Water Service To Certain Property Described As: Prairie Meadows Second Addition. Ayes: Commissioners Hennen, Amundson, Joos, Meyer and Weyer. Nay: none. Motion carried. Resolution passed.

Motion by Amundson, seconded by Joos to offer Resolution #1199. A Resolution Approving Of The Estimated Cost Of Pipe Oversizing On The Watermain Project: Prairie Meadows Second Addition. Ayes: Commissioners Amundson, Joos, Weyer, Hennen and Meyer. Nay: none. Motion carried. Resolution passed.

The Riverview Booster Station is now on-line. Mr. Schemel presented the coordination involved with SPU, the City of Savage and the contractors in making the switch from water supplied from Savage to the SPU supply for the Whispering Oaks subdivision.

Item 8g: Monthly Water Production Dashboard was received under Consent Business.

Line Superintendent Drent provided a report of current electric operations. Three electric outages were reviewed. Two were caused by automobiles and the third by balloons contacting an electric line. Pole inspections have begun. Construction updates were provided.

Motion by Joos, seconded by Hennen to offer Resolution #1200. A Resolution for Vacating The Right Of Way Easement For Electric Line Document No. 177689 Scott County, Minnesota. Ayes: Commissioners Meyer, Hennen, Weyer, Joos and Amundson. Nay: none. Motion carried. Resolution passed.

The proposed Distributed Generation and Net Metering Policy was reviewed by Planning and Engineering Director Adams. Also reviewed were the proposed rules governing the interconnection of cogeneration and small power production facilities. The Commission asked for more time to examine the documents. The two items will be brought for discussion and possible adoption at a future meeting.

Utilities Manager Crooks announced that SPU received the 2018 APPA Reliable Public Power Program (RP3) Diamond Award. This was the second consecutive time SPU received a perfect score.

Mr. Drent presented the 2018 APPA Lineworker's Rodeo overview. The SPU participating crews did very well. The importance of teambuilding within the Electric Department was discussed.

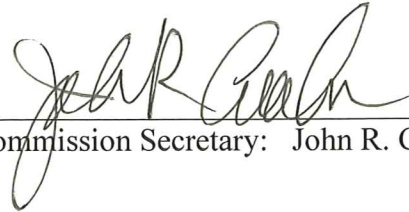
The Board reviewed a \$5000 donation request from the Rev. Pond Statue Fundraising Committee.

Motion by Hennen, seconded by Meyer to approve the donation request for the Rev. Pond Statue in the amount of \$4000. Motion carried with Commissioner Amundson abstaining.

Item 11d: April 2018 Financial Results was received under Consent Business.

The tentative commission meeting dates of June 4 and June 18 were noted.

Motion by Amundson, seconded by Joos to adjourn to the June 4, 2018 meeting. Motion carried.



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Commission Secretary: John R. Crooks



**Crooks, John**

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**From:** Fier-Tucker, Dorene (MPCA) <dorene.fier-tucker@state.mn.us>  
**Sent:** Wednesday, May 16, 2018 4:58 PM  
**To:** Crooks, John; Ischemel@shakopeeutilities.com  
**Cc:** Glynn, Marty; Schafer, Craig (MPCA)  
**Subject:** Marty Glynn

Mr. Crooks and Mr. Schemel;

Thank you for supporting and allowing Marty to partner with MPCA staff and the water/wastewater operators throughout Minnesota. Marty has been helpful and proactive in emergency response and preparedness for many years. Since 2007 he has been involved in the establishment of MnWARN and its continued operation. He brings a wealth of knowledge and a desire to help others. The Emergency Response Program at MPCA has been fortunate to partner with him in so many ways, over so many years and I appreciate the relationship we have built with him. At the MPCA we try to acknowledge our partners, organizations and companies that contribute positively to the environment. We write small articles and post them to our website to share the story, encourage others, and to celebrate. For the month of May, the MPCA is acknowledging Marty and I wanted you to be aware of our acknowledgement and thank you for supporting his work with us. A lot of the success of MnWARN is due to Marty's hard work and we appreciate it! To read the article click on this link below to our web page:

<https://www.pca.state.mn.us/featured/above-and-beyond%E2%80%94emergency-preparedness>

Thanks!

Dorene Fier-Tucker  
Supervisor  
Emergency Management Unit  
MPCA  
651-757-2161

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# Above and beyond—emergency preparedness

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When you least expect it...expect it! That's a different way to say, "Hey, be ready for an emergency!" No matter how you say it, if you ignore the message you'll be in trouble... when you least expect it. Marty Glynn, of Shakopee, has spent much of his career helping communities throughout Minnesota be as prepared as possible for the hopefully rare, but unavoidable emergency.



Decades of public service and emergency response efforts more than qualified Marty Glynn to help create the MnWARN system, to help prepare communities throughout Minnesota.

Marty's career titles include City of Shakopee Public Works and Water Department Director, and Assistant Shakopee Fire Chief. More than a decade ago, he played an instrumental role in creating MnWARN, and serves as a Vice Chairman and Region 6 Director. MnWARN is the Minnesota Water/Wastewater Agency Response Network, a collaborative partnership that serves to promote and support a statewide response to utility emergencies and disasters through mutual assistance for water, wastewater, and stormwater utilities in Minnesota.

In 2007, Marty was asked to join the MnWARN Development Committee. That involved monthly meetings over three years to develop and adopt the WARN agreement and to gain FEMA Approval. Marty was one of three Development Committee members, along with staff from the Minnesota Rural Water Association who worked after adoption of the WARN agreement, to develop, implement, and train both MnWARN leadership and members on WARN incident activation and response.

During 2010, the first year that MnWARN was in service, there were more than 80 communities involved, either requesting assistance or providing assistance. Marty, with some support from the EPA Region 5 director and the MPCA Emergency Management Unit, coordinated that entire effort. MnWARN became a national example in the WARN community within the first two years of existence. "His dedication to his community, cooperation with the MPCA, and inspiring work to create MnWARN has made Marty a pioneer for emergency preparedness throughout Minnesota," said MPCA Emergency Responder Craig Schafer.

For going above and beyond to help prepare and protect Minnesota communities, the MPCA thanks Marty Glynn for his passion, foresight, and dedication to emergency preparedness.

*Tuesday, May 15, 2018*



# SVABW

Southern Valley Alliance  
for Battered Women

3b

551 E. Park St. P.O. Box 166  
Belle Plaine, MN 56011  
☎ 952-873-4214  
☎ 952-873-4673  
✉ info@svabw.org

Ending Domestic Violence in Scott and Carver Counties

[www.svabw.org](http://www.svabw.org)

May 4, 2018

Shakopee Public Utilities Commission  
PO Box 470  
Shakopee, MN 55379

Dear Shakopee Public Utilities Commission:

On behalf of Southern Valley Alliance for Battered Women and the thousands of abused women and their children that we have served over the past thirty five years, I write to sincerely thank you for your donation to our most recent fundraiser. Your donation, along with many others, helped us raise over \$110,000 at our 19th Annual Jeans & Gems Fundraiser. The event was held in the new Mystic Lake Center on Friday, April 27<sup>th</sup> and over 250 people attended to show their support.

It was a wonderful evening of great food, silent and live auctioning and lots of people having lots of fun all for a good cause. Our program included having a survivor of domestic violence share not only her experiences, but also how SVABW assisted her in breaking free.

Please know that without your support, this event would not have been as successful as it was. We have set the date for next year's fundraiser and we will contact you closer to that date hoping that you will be able to partner with us once again.

Thanks again for helping us to help others!

In Peace,

Mary Ann Bigaouette  
Executive Director



## RESOLUTION #1202

A RESOLUTION APPROVING PAYMENT FOR THE PIPE OVERSIZING  
COSTS ON THE WATERMAIN PROJECT:PRAIRIE MEADOWS

WHEREAS, the Shakopee Public Utilities Commission had previously approved of an estimated amount for oversizing on the above described watermain project, and

WHEREAS, the pipe sizes required for that project have been installed as shown on the engineering drawing by SISU Land Surveying & Engineering, and

WHEREAS, a part, or all, of the project contains pipe sizes larger than would be required under the current Standard Watermain Design Criteria as adopted by the Shakopee Public Utilities Commission, and

WHEREAS, the policy of the Shakopee Public Utilities Commission calls for the payment of these costs to install oversize pipe above the standard size.

NOW THEREFORE, BE IT RESOLVED, that the payment by the Shakopee Public Utilities Commission for the oversizing on this project is approved in the amount of \$6,396.30, and

BE IT FURTHER RESOLVED, that all things necessary to carry out the terms and purpose of this Resolution are hereby authorized and performed.

Passed in regular session of the Shakopee Public Utilities Commission, this 4<sup>th</sup> day of June, 2018.

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Commission President: Aaron Weyer

ATTEST:

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Commission Secretary: John R. Crooks



# SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

May 30, 2018

TO: John Crooks, Utilities Manager *JPC*

FROM: Greg Drent, Electric Superintendent *GD*

Subject: Pole Inspection 2018

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Pole Inspections 2018:

In the 2018 budget, we scheduled to do pole inspections for the remaining 1900 poles of the electric system. This is a two-year process as we budgeted to inspect 2000 poles in 2017 and the remainder in 2018. We have contracted with Star Energy Services out of Alexandria, MN to do the pole inspections. Star Energy has inspected poles from northern MN down into Iowa so they understand the complexity of a project like this. Star Energy set up a web portal for us to watch the progress of the inspection.

SPUC requested the following information at each pole:

1. Find rotten or decayed poles
2. Pole attachment counts
3. Pole inventory; GPS location
4. Asset management
5. Wire sizes
6. Trees in the wires
7. Age of the pole
8. Pole height
9. Picture of the attachment on the pole
10. Broken ground wire
11. Missing guy guards
12. Set up shape file to import into SPU ESRI mapping system
13. Set up SPU Trimble unit so we can add new poles to the system

Star Energy assisted us in developing a template so they would gather all the information we wanted. At the end of each day Star Energy downloads the progress of the pole inspections and it is imported into the web application for us to follow. If any poles are priority poles, we get emails immediately and we can put them on the list to change out.

I will be showing you the web portal of the inspection process at the meeting.

**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

**TO: SHAKOPEE PUBLIC UTILITIES COMMISSION**  
**FROM: JOHN R. CROOKS, UTILITIES MANAGER**  
**SUBJECT: MAY 2018 MMPA BOARD MEETING SUMMARY**  
**DATE: MAY 31, 2018**

The Board of Directors of the Minnesota Municipal Power Agency (MMPA) met on May 22, 2018 at the offices of Shakopee Public Utilities.

The Board received an update on the Agency's energy education program that is currently underway at the Faribault Energy Park. MMPA is scheduled to deliver a presentation about its energy education program at next month's National Conference of the American Public Power Association.

Participation in MMPA's residential Clean Energy Choice program increased over April, with six different MMPA members having new customer signups during the month. Customer penetration of MMPA's Clean Energy Choice program for residential customers increased to 2.8%