

AGENDA  
SHAKOPEE PUBLIC UTILITIES COMMISSION  
REGULAR MEETING  
June 1, 2020

**Following the March 13, 2020 Declaration of Peacetime Emergency by Governor Walz (as amended), the Commission is holding its regular meeting on June 1, 2020 at 5:00pm by telephone or other electronic means (WebEx) according to MN Statutes, Section 13D.021. The Commission President has concluded that an in-person meeting is not practical or prudent because of the health pandemic declared under the Emergency Order and according to current guidance from the MN Department of Health and the CDC. The Commission President will be at the regular meeting location for the Commission. The public may monitor the meeting:**

**Call-In Phone Number 1-408-418-9388  
Enter Access Code 126 579 0491  
When Prompted for Password, enter #**

1. **Call to Order** at 5:00pm in the SPUC Service Center, 255 Sarazin Street.
2. **Approval of Minutes**
3. **Communications**
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) Hansen Avenue Water Main Replacement Project
  - 8c) 2020 Water Operating Fund Projects
  - 8d) CR 83 – Water Tower #3 Water Main Project
  - C=> 8e) Water Production Dashboard – April 2020
9. **Reports: Electric Items**
  - 9a) Electric System Operations Report – Verbal
  - 9b) MMPA Board Meeting Public Summary – April 2020
  - 9c) MMPA Board Meeting Public Summary – May 2020
  - 9d) West Shakopee Substation Property - Update
10. **Reports: Human Resources**
  - 10a) Director of Finance and Administration Retirement Letter



11. **Reports: General**
  - 11a) 2020 Commission Goals and Objectives – Review
  - 11b) Governance Handbook – Draft Revision
  
12. **New Business**
  
13. **Tentative Dates for Upcoming Meetings**
  - Mid Month Meeting -- June 15
  - Regular Meeting -- July 6
  - Mid Month Meeting -- July 20
  - Regular Meeting -- August 3
  
14. **Adjourn to 6/15/20 at the SPUC Service Center, 255 Sarazin Street**

MINUTES  
OF THE  
SHAKOPEE PUBLIC UTILITIES COMMISSION  
(Regular Meeting)

President Amundson 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 18, 2020.

MEMBERS PRESENT: Commissioners Amundson, Meyer, Mocol, Brennan and Fox. Utilities Manager Crooks. Finance Director Schmid, Planning and Engineering Director Adams, Water Superintendent Schemel, Electric Superintendent Drent, Marketing/Customer Relations Director Walsh, as well as Commissioners Meyer, Mocol, Brennan and Fox attended via WebEx.

Motion by Meyer, seconded by Mocol to approve the minutes of the May 4, 2020 Commission meetings. Motion carried.

There were no Communication items to report.

President Amundson offered the agenda for approval.

Motion by Meyer, seconded by Fox to approval the agenda. Motion carried.

There was one item on Consent Business for the agenda; Item 11b: April 2020 Financial Report.

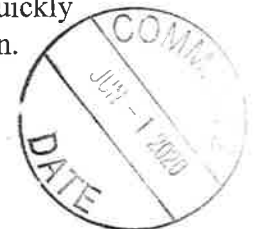
Motion by Mocol, seconded by Meyer to approve the Consent Business. Motion carried.

The warrant listing for bills paid May 18, 2020 was presented.

Motion by Fox, seconded by Mocol to approve the warrant listing dated May 18, 2020 as presented. Motion carried.

Commissioner Brennan presented the Liaison report. SPU Commissioners continue to receive the City Council minutes via the intergovernmental mail. Ms. Brennan also stated the City of Shakopee will not open the Splash Pad and the Sand Venture Park in 2020.

Water Superintendent Schemel provided a report of current water operations. Water pumpage has averaged 3.4 million gallons per day (GPD) in May, thus far. A typical summer day averages 5.1 MGD. Crews remain healthy. A water main break occurred on May 13 and was quickly repaired. Flushing will remain on hold during the beginning of the construction season.



Planning and Engineering Director Adams reviewed the 2020 water projects for SPU. The Commission was pleased with the report and offered that the resolution be higher on the mapping, the DNR restrictions be addressed, that the SAC units be converted to gallons of water and the SAC units be reflected in dollars. Staff will also coordinate with the City of Shakopee and determine if the list is up to date with authorized projects.

Electric Superintendent Drent provided a report of current electric operations. There were two electric outages reviewed. Construction updates were provided.

Mr. Adams reviewed the 2020 electric projects for SPU. A similar discussion took place as with the water projects reviewed earlier in the meeting. Commission direction was to present both the water and electric projects for 2020 on a quarterly basis for updates and review.

Steve Wischman with BerganKDV presented information on the Audited Financial Statements for 2019. It was explained the audit needs to be filed with the State by June 30 and that the audit needs to be released to the City of Shakopee to include in their 2019 financial audit.

Motion by Meyer, seconded by Fox to accept the 2019 audited financial statements for Shakopee Public Utilities, with the correction to transposed figures in page 11 and a statement concerning the pending legal review of the Utilities Manager's salary cap issue. Motion carried.

Item 11b: April 2020 Financial Report was received under Consent Business.

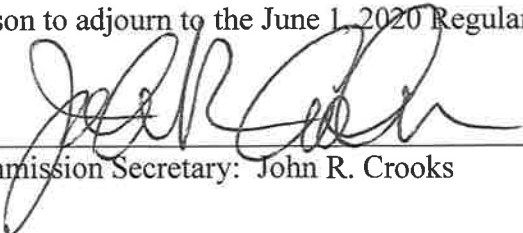
Utilities Manager Crooks reviewed the process for the Commission to set Goals and Objectives for the Utilities Manager. A discussion took place reviewing the 2019 Goals and Objectives. Mr. Crooks will bring back the 8 items brought forth by the Commission members for approval at the June 1 meeting. The 8 goals as discussed were: to review internal controls for SPU, examine lowering fees and charges for economic development, by September complete a feasibility study on the need for a water treatment plant, to set up a quarterly meeting (with representatives the Commission, Council, developers and planning staff from each body) to discuss development issues in Shakopee, to develop a plan for joint economic development efforts between the City and SPU, conduct a banking analysis for SPU, examine financial relief for customers struggling with issues related to COVID-19, and a legal review of all rules and regulations that SPU is required to comply with.

Finance Director Schmid presented a financial analysis of the impact of COVID-19 on SPU production and sales.

Mr. Crooks reviewed proposed changes with the SPU Governance Handbook. Several other changes were discussed and will be incorporated into the document and approval at a future meeting. The last update was in 2018.

Mr. Crooks presented the SPU attorney's email regarding the requirement of by-laws for SPU. Staff was asked to begin developing a centralized depository for documents defining processes and procedures.

Motion by Mocol, seconded by Amundson to adjourn to the June 1, 2020 Regular Commission Meeting. Motion carried.

  
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Commission Secretary: John R. Crooks

SHAKOPEE PUBLIC UTILITIES COMMISSION


WARRANT LISTING

June 1, 2020

By direction of the Shakopee Public Utilities Commission, the Secretary does hereby authorize the following warrants drawn upon the Treasury of Shakopee Public Utilities Commission:

55659	City of Shakopee	12,197.26
55660	Allstream	2,403.35
55661	AAR Building Service Co.	3,610.00
55662	Bergerson-Caswell Inc	1,550.00
55663	Robert Berndtson	135.70
55664	Pat Brennan	16,911.00
55665	CDW Government LLC	23,823.68
55666	Cintas Corp	54.40
55667	Cisco Systems Inc.	4.73
55668	City of Shakopee	192,000.00
55669	City of Shakopee	830.00
55670	Clarey's Safety Equipment Inc.	300.00
55671	Cathleen & Daryl Clarke	100.00
55672	Dave Cwiertnia	500.00
55673	Dahlen Sign Company	10,000.00
55674	Dakota Supply Group	3,646.46
55675	Delta Dental	5,286.85
55676	DGR Engineering	2,145.00
55677	E. H. Wachs	81.16
55678	Christian Fenstermacher	122.50
55679	Ferguson Enterprises LLC	88.02
55680	Austin Blom	127.00
55681	Global Industrial	85.29
55682	Hawkins Inc	4,418.30
55683	HealthPartners	77,285.56
55684	Hennen's Auto Service Inc	37.89
55685	Jack Henry and Associates Inc.	3,521.90
55686	Khalid A Karar	100.00
55687	Tyra Kratochvil	10.93
55688	Locators & Supplies Inc	85.90
55689	Randy Lund	500.00
55690	Kathleen Mercado	300.00
55691	Mark Miller	500.00
55692	Minn Valley Testing Labs Inc	1,361.00
55693	Minnesota Life	3,078.88
55694	NAPA Auto Parts	54.80
55695	NCPERS Group Life Ins	192.00
55696	Gerry Neville	83.95
55697	Cindy Nickolay	75.32
55698	Thomas D Nielson	400.00
55699	PLIC - SBD Grand Island	3,546.80
55700	Paymentus Corporation	16,044.90
55701	Priority 1 Outdoors Inc	2,011.81
55702	R.W. Beck Group Inc	16,357.00
55703	Yana Safonova	350.00
55704	Nathan & Charlyn Schmidtke	500.00
55705	Short Elliott Hendrickson Inc	466.75
55706	Marcia Tieg	500.00
55707	Gregory Triplett	79.92
55708	Verizon Connect NWF Inc	506.50
55709	Wesco	7,009.73
55710	Curtis Weyrauch	500.00
55711	Robert T & Tamara L Wohlers	50.00
55712	Edward Zambrano	65.85
55713	George Reisdorr	6,000.00
55714	Michael Kittock	6,000.00

TOTAL 427,998.09

  
Commission Secretary

  
Commission President

  
Director of Finance & Administration



SHAKOPEE PUBLIC UTILITIES COMMISSION

WARRANT LISTING

June 1, 2020

By direction of the Shakopee Public Utilities Commission, the Secretary does hereby authorize the following warrants drawn upon the Treasury of Shakopee Public Utilities Commission:

55659	City of Shakopee	12,197.26	WO#2259 Tank#8 Building Permits
55660	Allstream	2,403.35	Phone and internet connection
55661	AAR Building Service Co.	3,610.00	June SPU Bldg cleaning
55662	Bergerson-Caswell Inc	1,550.00	Remove & Install owner supplied check valve @ WellHouse #9 & Pump Station behind hospital GL 633
55663	Robert Berndtson	135.70	Reimburse mileage
55664	Pat Brennan	16,911.00	WO#2397 Reimbursement for repairs to 1166 Jefferson from damage during a main break
55665	CDW Government LLC	23,823.68	Mini's, Probooks, monitors \$19867.17 75/25 split GL 382 01/03 - Fortinet Renew 2020 \$3956.51 75/25 GL921
55666	Cintas Corp	54.40	Red shop towels
55667	Cisco Systems Inc.	4.73	Conference call charge
55668	City of Shakopee	192,000.00	June Transfer fee
55669	City of Shakopee	830.00	April R.O.W. permits
55670	Clarey's Safety Equipment Inc.	300.00	10 Hydrant wrenches
55671	Cathleen & Daryl Clarke	100.00	2020 Residential Appliance rebate
55672	Dave Cwiernia	500.00	2020 Residential Cooling rebate
55673	Dahlen Sign Company	10,000.00	New sign for front of SPU Center with new logo GL 390.00 01
55674	Dakota Supply Group	3,646.46	12 Module Feed thru 4PT 600 AMP - inventory
55675	Delta Dental	5,286.85	May Dental Ins premiums
55676	DGR Engineering	2,145.00	WO#2325 S. Sub Station Design surveying, staking
55677	E.H. Wachs	81.16	Valve for Maint. Trailer - water
55678	Christian Fenstermacher	122.50	Reimburse PE License for 2020
55679	Ferguson Enterprises LLC	88.02	Laundry wall mount sink tray - water
55680	Austin Blom	127.00	Final bill / Hydrant meter refund - paid to customer c/o Frattalone Companies
55681	Global Industrial	85.29	Pine-Sol Disinfectant - electric
55682	Hawkins Inc	4,418.30	Cylinders, gallons Fluoride & Phosphate
55683	HealthPartners	77,285.56	May Health Ins premiums
55684	Hennen's Auto Service Inc	37.89	Oil change for electric truck #636
55685	Jack Henry and Associates Inc.	3,521.90	Remit/Remote Deposit annual maintenance 75/25 split 921 01/03 08 28
55686	Khalid A Karar	100.00	2020 Residential Appliance rebate
55687	Tyra Kratochvil	10.93	Reimburse May mileage
55688	Locators & Supplies Inc	85.90	Krylon marking stick - electric
55689	Randy Lund	500.00	2020 Residential Appliance & Recycle rebate
55690	Kathleen Mercado	300.00	2020 Residential Appliance rebate
55691	Mark Miller	500.00	2020 Residential Cooling rebate
55692	Minn Valley Testing Labs Inc	1,361.00	Coliform, Nitrates, Magnesium, Calcium, Sodium, Iron tests
55693	Minnesota Life	3,078.88	April & May premiums (we never received the April bill to pay, so we have both bills in May charge month)
55694	NAPA Auto Parts	54.80	Cerulean part / motor tune up 16oz - both for electric
55695	NCPERS Group Life Ins	192.00	June premiums
55696	Gerry Neville	83.95	Reimburse mileage
55697	Cindy Nickolay	75.32	Reimburse mileage
55698	Thomas D Nielson	400.00	2020 Residential Appliance & Recycle rebate
55699	PLIC - SBD Grand Island	3,546.80	June LTD premium
55700	Paymentus Corporation	16,044.90	March & April fee's for SPU absorbing the processing fee for credit card pymts
55701	Priority 1 Outdoors Inc	2,011.81	Start up for main spu bldg 556.22 GL 932 01 05 08 & pump houses 1233.38 GL 631 03 03 08 / Service call @ 1165 Jefferson \$87.99 / Rain sensor for Halli Rd Pump house \$134.22
55702	R.W. Beck Group Inc	16,357.00	General consulting Summer Peak Operating GL 923 01 04 08
55703	Yana Safonova	350.00	2020 Residential Cooling rebate
55704	Nathan & Charlyn Schmidtke	500.00	2020 Residential Cooling rebate

SHAKOPEE PUBLIC UTILITIES COMMISSION

WARRANT LISTING

June 1, 2020

By direction of the Shakopee Public Utilities Commission, the Secretary does hereby authorize the following warrants drawn upon the Treasury of Shakopee Public Utilities Commission:

55705	Short Elliott Hendrickson Inc	466.75	Misc water engineering services
55706	Marcia Tiegs	500.00	2020 Residential Cooling rebate
55707	Gregory Triplett	79.92	Reimburse mileage
55708	Verizon Connect NWF Inc	506.50	April Monthly service for Electric, Eng. & Water
55709	Wesco	7,009.73	2 Utility bucket lights 1535.03 GL 598 - 15 cutout break 200A 15KV 12ASYL \$2253.26 - 24 bushing inserts 15KV , Insulating cap 15KV & 1 point feed thru - all inventory \$3221.44
55710	Curtis Weyrauch	500.00	2020 Residential Cooling rebate
55711	Robert T & Tamara L Wohlers	50.00	2020 Residential Appliance rebate
55712	Edward Zambrano	65.85	Reimburse for COVID supplies
55713	George Reisdorr	6,000.00	Residential Solar Rebate
55714	Michael Kittock	6,000.00	Residential Solar Rebate

TOTAL

427,998.09

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Commission Secretary


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Commission President


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Director of Finance & Administration





**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

TO: John Crooks, Utilities Manager 

FROM: Joseph D. Adams, Planning & Engineering Director 

SUBJECT: 2020 Water Reconstruction Fund Project to Replace the 12-inch Trunk Water Main along Hansen Avenue between CR 21 and Crossings Boulevard

DATE: May 28, 2020

ISSUE

The engineer's estimate for the Hansen Avenue Water Main Replacement project from CR 21 to Crossings Boulevard ranges from \$520,000 to \$635,000, depending on which construction method is employed, and the 2020 budgeted amount in the CIP is only \$235,000.

BACKGROUND

The 12-inch trunk water main running parallel to and north of Hansen Avenue between CR 21 and Crossings Boulevard was installed in 2000 and is located in a high water table area. The surrounding (peat) soils are causing corrosion of the pipe. There have been two leaks in the pipe that have had to be repaired due to the corrosion and the pipe needs to be replaced prematurely. The water main was installed to bring a second source of water to the Southbridge residential area prior to the commercial development that followed. The water main is installed in an easement that parallels and predates the construction of Hansen Avenue.

The Water Reconstruction Fund is the source of funds that pays for water main replacement costs. There is a separate usage rate on water customer bills called the Reconstruction Charge that all water customers pay each month based on the amount of water consumed. The current rate is \$0.42 per 1,000 gallons per month and the current fund balance as of 4/30/2020 is \$630,237.78.

Below is a chart with an excerpt from the 2019 financial statements with the Water Reconstruction Fund end of year balance, planned expenses, projected revenues and end of 2024 projected balance:



		Water Reconstruction
2019 Audited Fund Balances	12/31/2019	488,865.75
2019 Oversizing/Transmission Costs Paid in 2020		
2020 - 2024 Planned CIP Infrastructure Costs		(2,485,000.00)
2020 - 2024 Estimated Revenues/Net Receipts		2,600,637.02
Estimated/Projected Fund Balance	12/31/2024	604,502.77

## DISCUSSION

SEH, Inc consulting engineers were retained to study the options available to replace the water main and ensure under the local soil conditions the corrosion would not be repeated. Multiple viable options were determined to be feasible, but even the lowest cost alternative is more than twice what has been budgeted in 2020. So, staff is recommending this project be deferred to a future construction season and the necessary funding level increased. Assuming the lowest cost option is selected a funding increase of \$285,000 would be necessary, plus any inflationary effects from delaying the project. If the highest cost option is selected the necessary funding increase would be at least \$400,000. Any of the options selected will have an effect on the Water Reconstruction Fund balance that may necessitate an increase in the Reconstruction Charge on customers' bills.

SEH, Inc.'s Dave Hutton has submitted a draft report on the available alternatives and staff is currently reviewing that report and plans to meet with Dave Hutton to determine which alternative is preferred. When the report is finalized, it will be available to be presented to the Utilities Commission with staff's recommendation. Once the water main replacement alternative is selected, an updated financial analysis of the Reconstruction Fund will be available and adjustment of the Reconstruction Charge going forward will be appropriate.

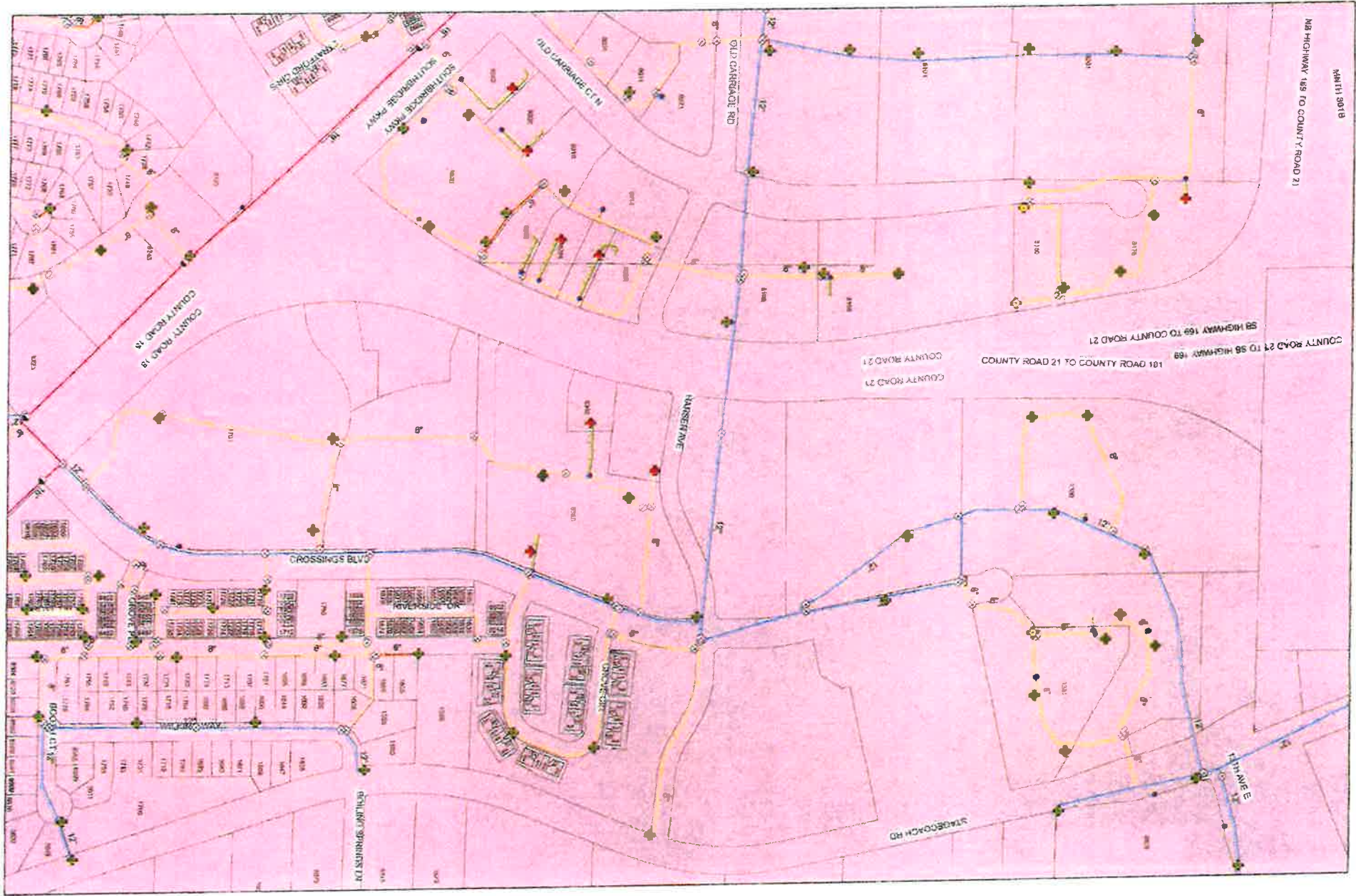
## RECOMMENDED ACTION

Staff recommends this project be deferred until at least 2021. The new five-year capital improvement plan for 2021-2025 will be an opportunity to include this project at the new projected budget cost.









SB HIGHWAY 189 TO COUNTY ROAD 21  
181 0400 21 TO COUNTY ROAD 189  
COUNTY ROAD 21 TO COUNTY ROAD 27

STAGECOACH RD

LINE E

NASSER AVE

OLD CARRIAGE RD

OLD CARRIAGE CTN

SCOTT BRIDGES PROPERTY

RAVENHOLM CHMS

COUNTY ROAD 19


CROSSINGS BLVD

AT SPRING SPRING RD


COACHMAN BLVD

COACHMAN BLVD

**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

TO: John Crooks, Utilities Manager 

FROM: Joseph D. Adams, Planning & Engineering Director

SUBJECT: 2020 Water Operating Fund Projects 

DATE: May 26, 2020

**ISSUE**

The cost to adjust the fire hydrants and gate valves in the city's 12<sup>th</sup> Avenue Trail project are higher than was budgeted in the 2020 Operating Fund CIP, but due to lower than expected costs on the Stone Meadows/Boulder Pointe water main extension there are sufficient funds to complete both projects in 2020.

**BACKGROUND**

The city, under a construction contract, is installing a paved recreational trail along 12<sup>th</sup> Avenue east of CR 83 in 2020. There is an existing 16-inch trunk water main along the path of the trail and the fire hydrants and gate valves will have to be either relocated, removed or adjusted to accommodate the trail design to a greater extent than originally believed.

The 2020 Water Operating Fund lists an amount of \$40,000 for hydrant replacements, which is a catch all category that can be used for this type of project. There is one other known fire hydrant replacement project that will cost \$7,417.50, leaving a balance of \$32,582.50 in this category. Due to the contract pricing of approximately \$75,000 for the necessary water main appurtenances work on the 12<sup>th</sup> Avenue trail project, there is a projected budgeted shortfall of approximately \$42,417.50.

There is another 2020 Water Operating Fund project for an 8-inch lateral water main extension in the Stone Meadows/Boulder Pointe addition adjacent to the Opus development in the Vierling Industrial plat. The lateral water main extension is necessary to eliminate a dead end water main that was always anticipated to be extended west when the adjacent parcel was developed. In the interim, since Stone Meadow/Boulder Pointe was developed, a MN DOT sound wall was erected along the west boundary line of Stone Meadow/Boulder Pointe effectively cutting off the planned path to the west of the water main extension. To make this water main connection feasible now there is a planned project to extend the water main within Boulder Pointe a short distance to the north property line along the retaining wall where the Opus project will be able to connect to it and extend it throughout their project, thus eliminating the dead end line and fulfilling the Commission's adopted water main design criteria.



The Stone Meadow/Boulder Pointe water main extension is budgeted at \$150,000 in the 2020 CIP. The engineer's estimate from SEH, Inc.'s Dave Hutton is \$53,122.30 and we have a quote from Parrott Contracting, Inc. in the amount of \$31,196.55. Thus, there will be sufficient excess funds to shift to cover the shortage on the 12<sup>th</sup> Avenue trail project and still leave approximately \$76,385.95 as surplus in the Operating Fund for 2020 CIP projects.


#### DISCUSSION


Staff believes there are sufficient amounts in the 2020 Water Operating Fund budget to proceed with the Stone Meadow/Boulder Pointe lateral water main extension, while reserving enough to cover the water utility's costs associated with the city's 12<sup>th</sup> Avenue Trail project that is underway.

#### REQUESTED ACTION

Staff requests the Commission approve of the use of the 2020 Water Operating Funds as described above.

SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM

TO: John Crooks, Utilities Manager 

FROM: Joseph D. Adams, Planning & Engineering Director 

SUBJECT: CR 83 – Water Tower #3 Water Main Project

DATE: May 28, 2020

ISSUE

The plan to replace the 18-inch trunk water main now located along the west side of CSAH 83 in conjunction with the 2021 Scott County/City Project to reconstruct and widen CSAH 83 may result in an extended outage of Tower #3 in 2021.

BACKGROUND

Scott County and the City of Shakopee are planning to reconstruct and widen CSAH 83 from Valley Industrial Boulevard South to Highway 169 and that necessitates the relocation and replacement of all of the utilities in the corridor, including the water main.

The small utilities, i.e. electric, gas and communications will all be located on the west side of the right of way in a designated utility corridor beginning this fall when the grading will be established. This will facilitate a more efficient road construction project in 2021.

Tower #3 is a 1,500,000 gallon elevated storage reservoir that provides pressure in the Normal Elevation Service District and is located on a SPU owned parcel on the east side of CSAH 83. An existing 18-inch trunk water main is located on the west side of CSAH 83 and if the water main was left in place it would be under the concrete surface of the widened roadway, so it was previously determined to replace the water main and relocate it to the east side of the right of way away from the small utilities.

Based on our discussions with Scott County and their project engineer, given the discretion the contractor will have to complete the project in the order that suits them best for the most efficiency, SPU's Tower #3 may be out of service for an extended period. With the piping configuration and limited valves in place now at the point the tower connects to the water distribution system, the tower itself could be disconnected from the distribution system for a lengthy period of time and staff is concerned should there be a major fire event in the area while that condition exists.



## DISCUSSION

Staff engaged SEH, Inc. to design a solution that could possibly be constructed this year in advance of the 2021 project that would re-configure how the tower is connected to the distribution piping and add more valves so that the down time for the tower can be minimized in 2021. The engineer's estimated cost for this work is \$178,000. Staff received a quote for this work from Parrott Contracting, Inc in the amount of \$83,000, but there currently are no funds in the 2020 CIP specifically identified for this purpose. There are \$940,000 and \$50,000 in the 2021 and 2022 CIP Reconstruction Fund budgets to pay for the 18-inch trunk water main replacement based on Scott County's engineering consultant's estimate however.

Reconfiguring the piping connecting Tower #3 to the distribution system and adding valves is considered an improvement to the tower itself providing for more flexibility, and thus a Connection Fund expense.

The Commission previously determined it would be prudent to defer Well #23 from 2020 to a future year. Well #23 was budgeted at \$520,000 in the 2020 CIP Connection Fund. Well #23 is a 2<sup>nd</sup> HES District well to be located near Tower #8 which is being constructed over 2020 and 2021. Another Connection Fund project that could be deferred to a future year is the Observation Well at Tower #3. That project is budgeted for 2020 in the amount of \$125,000 and would provide monitoring capability of Jordan Aquifer drawdown from the municipal water supply wells in the area. A portion of the 2020 CIP Connection funds for either Well #23 or the Observation Well at Tower #3 could be designated for the Tower #3 connection reconfiguration at the discretion of the Commission.

## REQUESTED ACTION

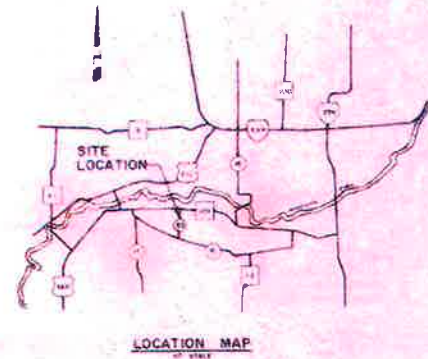
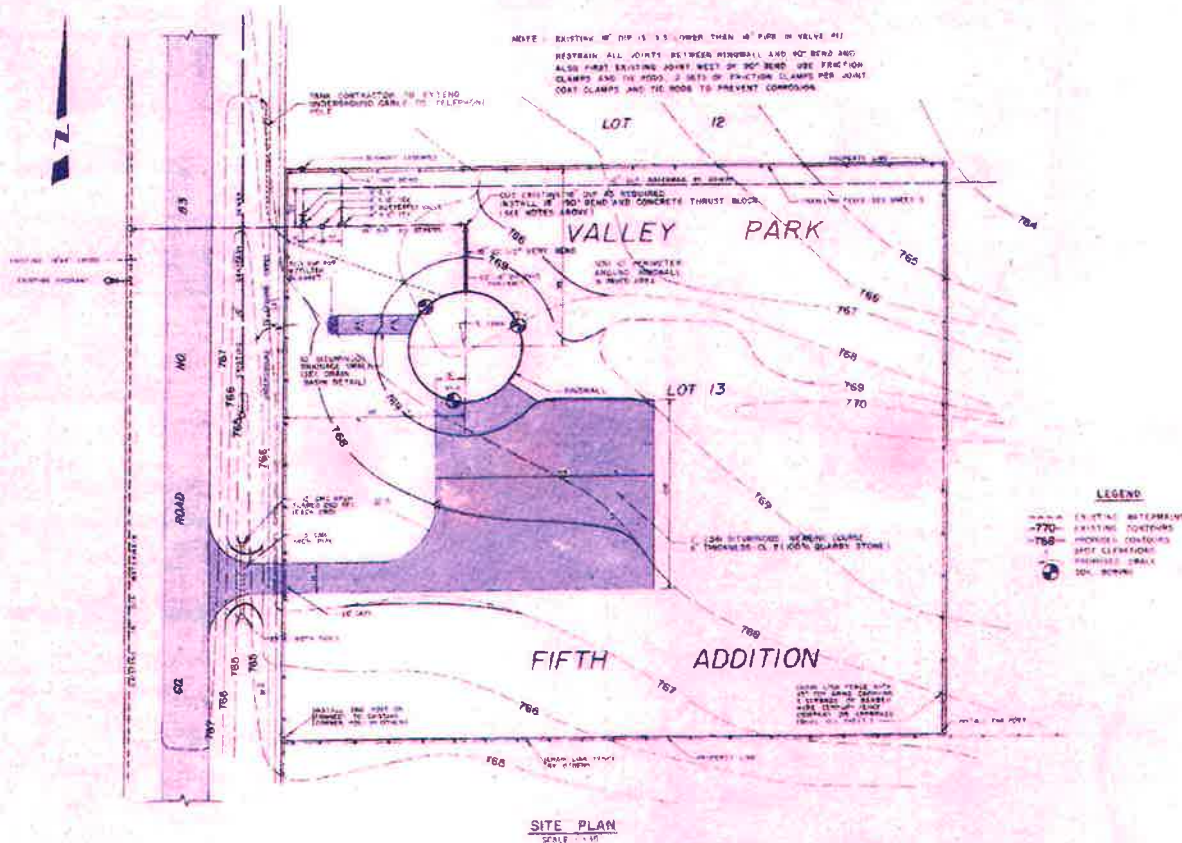
Staff requests the Commission authorize the Tower #3 connection reconfiguration in 2020 and the use of 2020 Connection Funds for said purpose.



# CITY OF SHAKOPEE, MINNESOTA

## 1,500,000 GALLON ELEVATED WATER STORAGE TANK

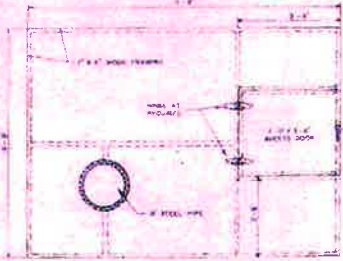
### IMPROVEMENT PROJECT NO. 79-9



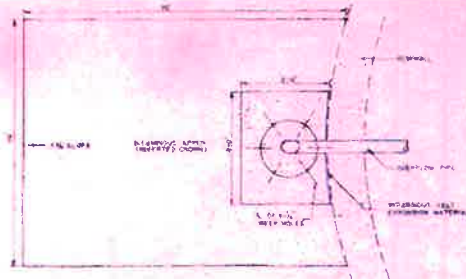
**SCHOELL & MADSON, INC.**  
ENGINEERS & SURVEYORS  
HOPKINS, MINNESOTA

I hereby certify that the plan, specifications and report hereon prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota, D.S. No. 125779, Exp. No. 16997.

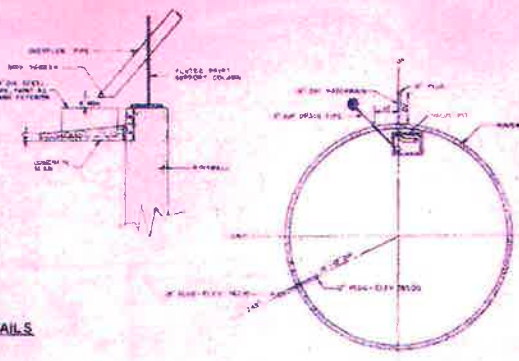




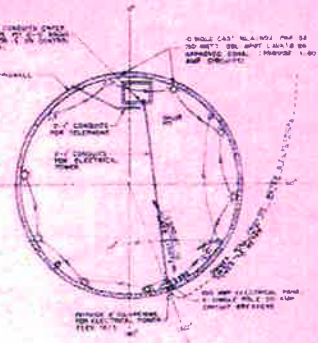
**VALVE PIT COVER DETAIL**  
SCALE 1/2" = 1'-0"



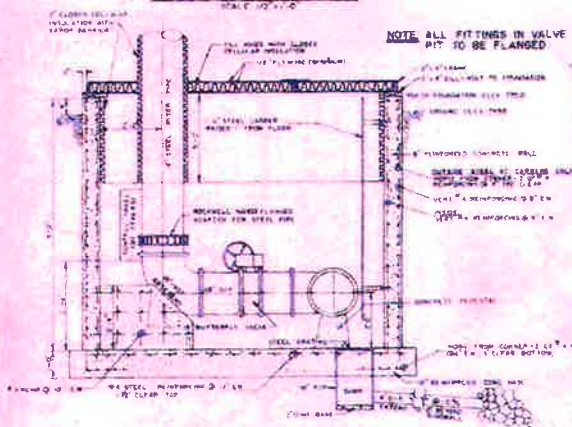
**DRAIN BASIN DETAILS**  
NO SCALE



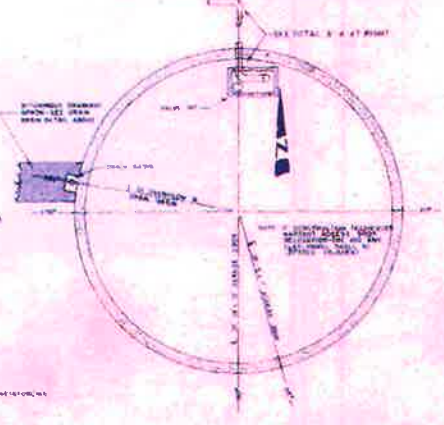
**PIPING PLAN**  
NO SCALE



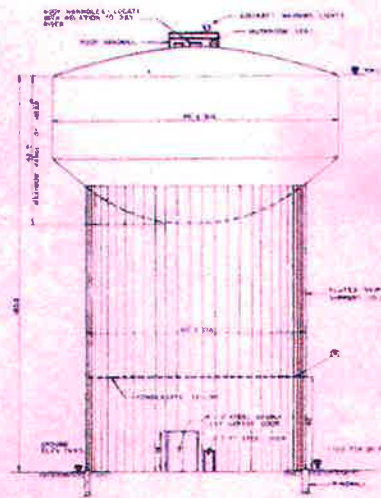
**ELECTRICAL PLAN**  
NO SCALE



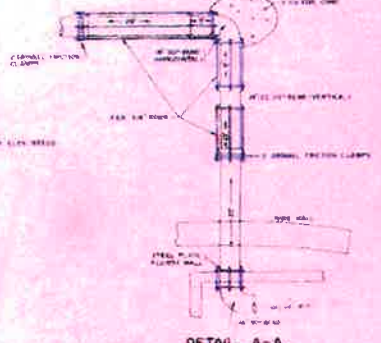
**VALVE PIT - SIDE VIEW**  
SCALE 1/2" = 1'-0"



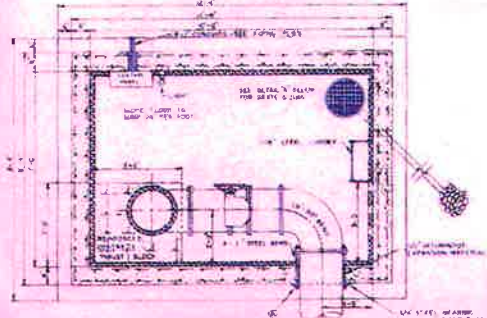
**PLAN VIEW**  
NO SCALE



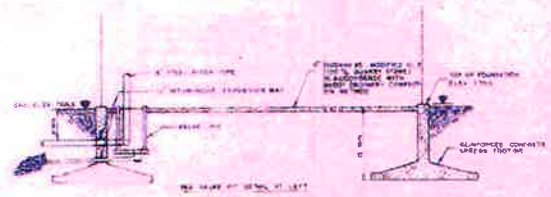
**TANK ELEVATION**  
NO SCALE



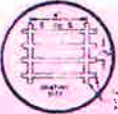
**DETAIL A-A**  
NO SCALE



**VALVE PIT - TOP VIEW**  
SCALE 1/2" = 1'-0"



**FOUNDATION ELEVATION**  
NO SCALE

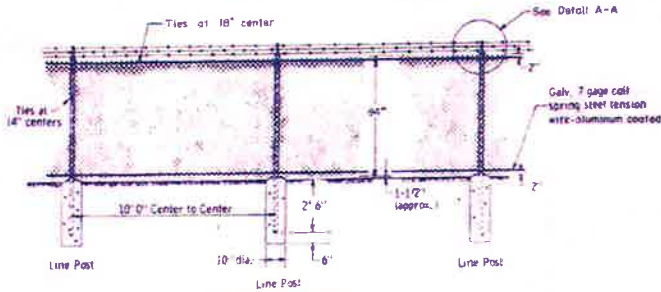


**DETAIL "A"**  
NO SCALE

**ACCESS ROAD & PARKING LOT DETAIL**  
NO SCALE

I hereby certify that the plan, specification and report was prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota.  
Schoell & Madson, Inc.  
Date: 11/17/79 By: [Signature]

REVISIONS	CITY OF SHAKOPEE MINNESOTA
1. REVISED PER COMMENTS FROM THE CITY ENGINEER	IMPROVEMENT PROJECT NO. 79-3
2. REVISED PER COMMENTS FROM THE CITY ENGINEER	1,500,000 GALLON ELEVATED TANK DESIGN & DETAILS
3. REVISED PER COMMENTS FROM THE CITY ENGINEER	SCHOELL & MADSON, INC. ENGINEERS & ARCHITECTS HOPKINS, MINNESOTA 55343
4. REVISED PER COMMENTS FROM THE CITY ENGINEER	SCALE AS SHOWN DATE SUBMIT: 8/79



**LINE SECTION**

1. Terminal Post, End, Corner or Pull Post shall be hot dipped Galvanized Pipe (Sch 40) with Z.O. coating 10' length & 3" O.D.

2. The steel in end or corner posts shall meet the following requirements:  
Tensile Strength, min., psi 49,000  
Yield Point, min., psi 30,000

3. Line Post shall be:  
Hot dipped Galvanized Pipe (Sch 40) with Z.O. coating 9'-6" length & 2 1/2" O.D.

4. Top rails shall be 1-3/8" O.D. Galvanized Pipe (Sch 40)

5. Pull post spacing not to exceed 500'.

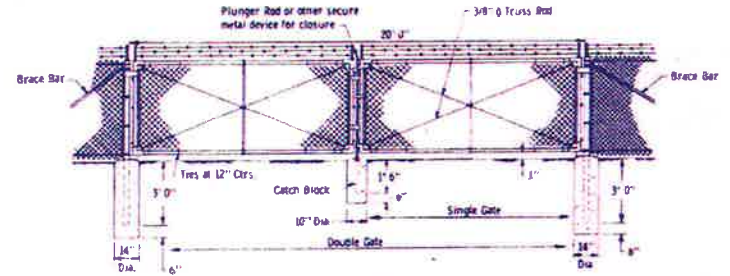
6. Chain link fabric 2 1/2" mesh, enucleated shape top and bottom, aluminum coated class II chain link per ASTM specification A-491 Tensile strength of fabric shall be 80,000 psi minimum

7. Use aluminum posts, frames etc, when aluminum alloy fabric is used.

8. Brace bars shall be 1-5/8" O.D., Schedule 40 pipe. Alternate shape allowed, 1-5/8" x 1-1/4" roll formed section.

9. Wire ties may be 9 gage galv. steel or 9 1/2" min. alum. alloy conforming to ASTM 9211. Alloy 1100-H18. Use 12-12 ga. galv. steel hog rings for tension wire ties

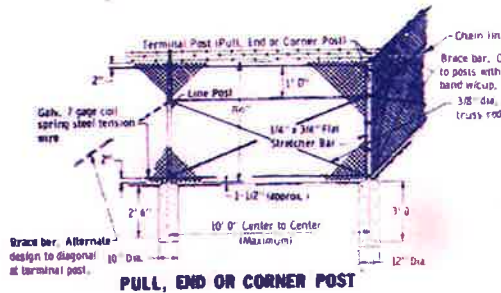
10. Where fence must cross small bodies of water (such as ponds) that freeze during the winter, use 11 gage galv. steel or 9,140" aluminum ties. Provide only two TIES between line posts.



**VEHICULAR GATE**

1. Frames for Vehicular Gates shall be 2" O.D. Galvanized Pipe welded at each corner.

2. Posts for vehicular Gates shall be 4" O.D. Galvanized Pipe 9.11 lbs/lb, 10' length



**PULL, END OR CORNER POST**

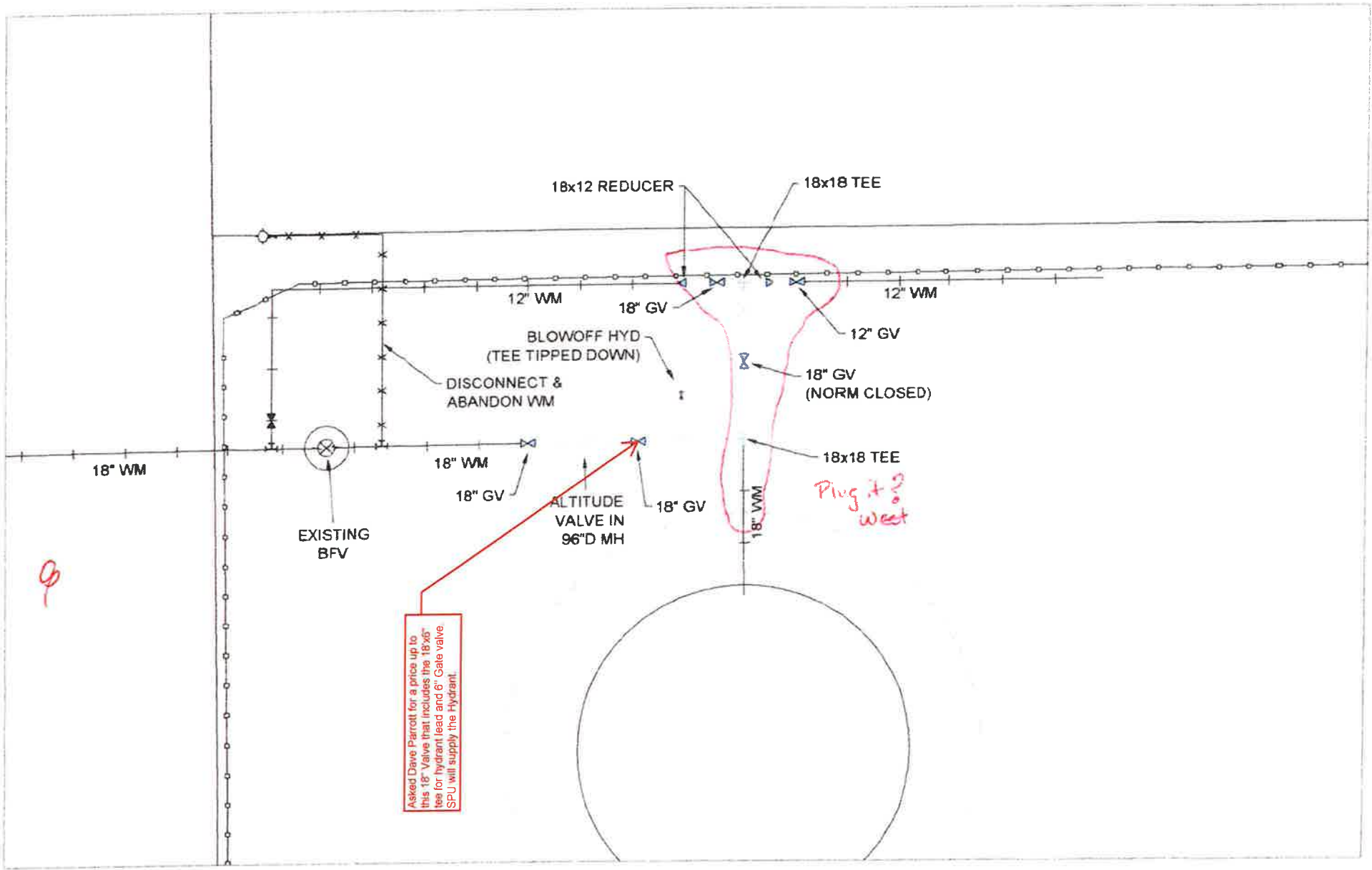


**DETAIL A-A**

I hereby certify that the above specifications were prepared by me or under my direct supervision and that I am a duly Registered Professional Engineer under the laws of the State of Minnesota.  
*Signature*  
Date 3/26/79 by No. 14592

CITY OF SHAKOPEE MINNESOTA	
IMPROVEMENT PROJECT NO 75-5	
1,500,000 GALLON ELEVATED TANK FENCE DETAIL	
SCHOELL & MADSON INC 155 CALLETON AVE. SE SHAKOPEE, MINN. 56082	





Asked Dave Parrott for a price up to this 18" Valve that includes the 18x6" tee for hydrant lead and 6" Gate valve SPU will supply the Hydrant.

**PARROTT CONTRACTING, INC.**  
 30090 STATE HWY 93  
 HENDERSON MN 56044  
 507-248-9697 Office / 507-248-9655 FAX  
 dparrott@frontiernet.net

**PROPOSAL**

PROPOSAL SUBMITTED TO: SPUC

JOB NAME: Tank 3 Connection

ADDRESS: Shakopee, MN

DATE: May 4, 2020

We hereby submit as per plan sheets and specifications supplied and outlined below:

**Supply & install**

Mobilization	EA	1	\$4000.00	\$4000.00
18" DIP	LF	60	\$225.00	\$13500.00
18" T w/accessories	EA	2	\$2275.00	\$4550.00
18" Butterfly Valve	EA	2	\$5860.00	\$11720.00
18" x 12" Reducers	EA	2	\$1155.00	\$2310.00
12" Butterfly Valve	EA	1	\$2800.00	\$2800.00
18" MJ Plug	EA	1	\$510.00	\$510.00
18" Sleeve	EA	1	\$1475.00	\$1475.00
12" Sleeve	EA	1	\$560.00	\$560.00
Connect to Existing	EA	3	\$1500.00	\$4500.00
			<b>TOTAL</b>	<b>\$45925.00</b>

**Alternate Piping to West ADD:**

18" DIP	LF	20	\$225.00	\$4500.00
6" DIP	LF	10	\$123.00	\$1230.00
18" x 6" T	EA	1	\$2020.00	\$2020.00
18" Sleeve	EA	1	\$1475.00	\$1475.00
Hydrant & 6" GV	EA	1	\$6254.00	\$6254.00
Connect to existing	EA	1	\$1500.00	1500.00
			<b>TOTAL</b>	<b>\$16979.00</b>

**ALTERNATE TO CHANGE BUTTERFLY VALVES TO GATE VALVES**

12" Gate valve      ADD: \$ 900.00 ea.  
 18" Gate valve      ADD: \$7580.00 ea.


**if pressure testing is required ADD: \$1,500.00**

*Prices do not include any costs for: WAC & SAC fees, special licenses, state review or permit(to be done by others), dewatering, frost ripping, bond or share of bond, final adjustment of structures (to be done by others), construction*

staking, engineering fees or testing unless otherwise states above. We are not responsible for root damage to trees or irrigation system repairs. Property owner is responsible for locating any privately owned utilities on the property such as but not limited to, irrigation, gas, electric, etc.

Parrott Contracting hereby proposes to furnish labor and materials – complete in accordance with above specifications, for the sum of see above(\$see above) with payment to be made as follows: 30 days following completion late charges at 1.5% p/month.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alterations for deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. This proposal is subject to acceptance within 10 days of bid opening or date of proposal and is void thereafter at the option of the undersigned.

AUTHORIZED SIGNATURE  DATE 3/10/20

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

AUTHORIZED SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# Monthly Water Dashboard

As of: April 2020

Shakopee Public Utilities Commission

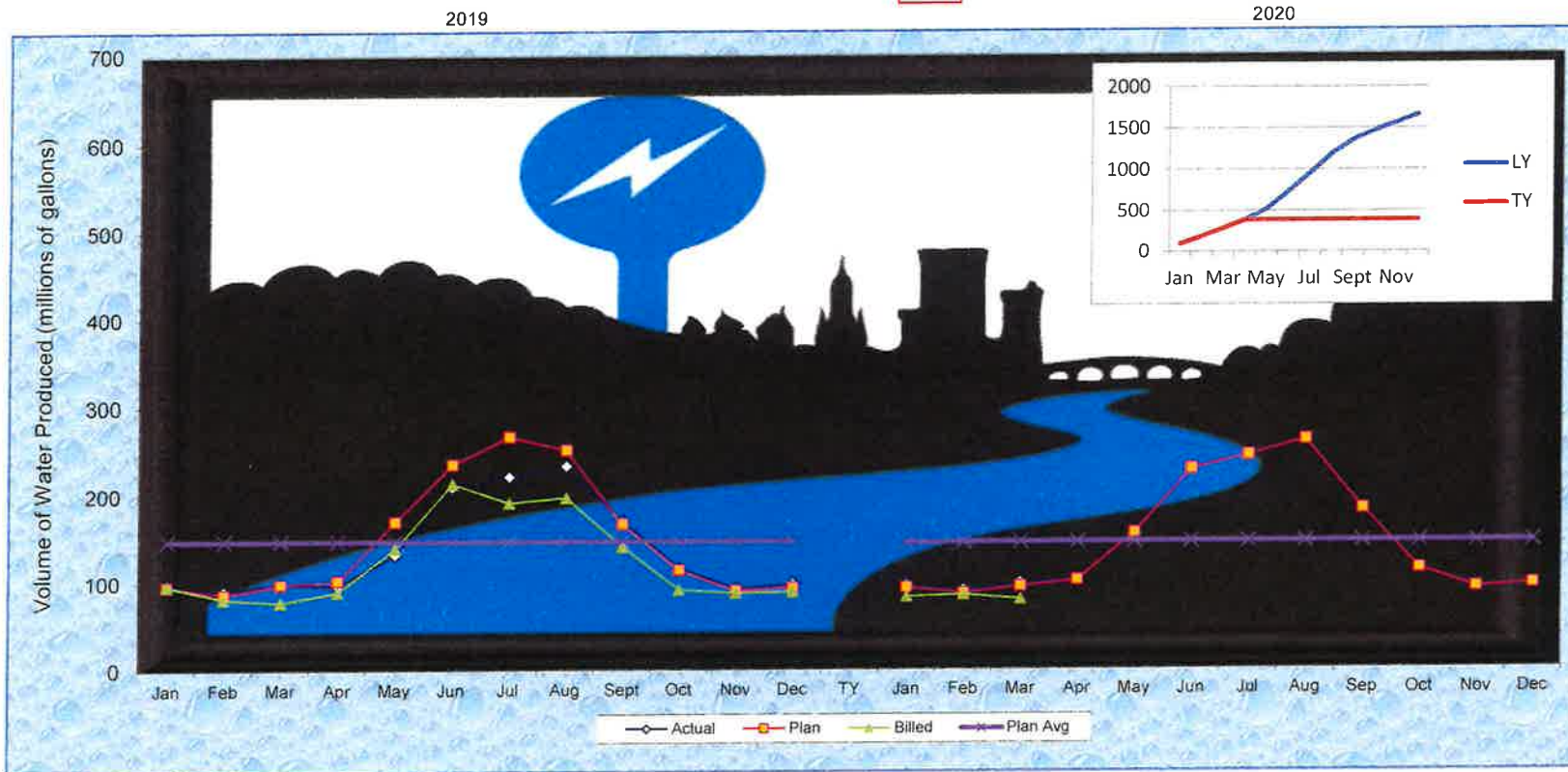
ALL VALUES IN MILLIONS OF GALLONS

## Element/Measure Water Pumped/Metered

Averages

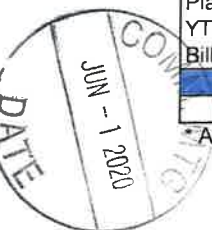
2017	147
2018	153
2019	139

Last 6 months actuals	93	98	97	91	99	102
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LY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Actual	97	91	100	97	133	210	222	234	171	116	93	98		97	91	99	102	156	229	244	261	183	114	92	96
Plan	96	87	99	103	171	236	267	252	168	115	91	94		94	87	95	102								
YTD % *														103%	104%	104%	103%								
Billed	97	82	78	90	140	214	192	198	142	92	88	89		83	85	80									

\*Actual gallons pumped vs. Plan



**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

**TO: SHAKOPEE PUBLIC UTILITIES COMMISSION**  
**FROM: JOHN R. CROOKS, UTILITIES MANAGER**   
**SUBJECT: MMPA BOARD MEETING PUBLIC SUMMARY  
APRIL 2020**  
**DATE: APRIL 30, 2020**

The Board of Directors of the Minnesota Municipal Power Agency (MMPA) met on April 28, 2020, by teleconference and WebEx.

BKD presented MMPA's 2019 financial statement audit. The Board received and accepted the audit report, which is available on MMPA's website [www.mmpa.org](http://www.mmpa.org)

The Board discussed the coronavirus pandemic and its effect on energy consumption levels and prices.

The Board discussed the status of the renewable projects the Agency is pursuing.

The Board decided to cancel the Agency's 2020 annual summer dinner meeting with city officials because of the impracticality of maintaining physical distancing at such an event.

Participation in MMPA's residential Clean Energy Choice program increased over March, with another 40 new customers signing up for the program. Customer penetration of MMPA's Clean Energy Choice program for residential customers is at 3.5%





**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

**TO: SHAKOPEE PUBLIC UTILITIES COMMISSION**  
**FROM: JOHN R. CROOKS, UTILITIES MANAGER**  
**SUBJECT: MMPA BOARD MEETING PUBLIC SUMMARY**  
**MAY 2020**  
**DATE: MAY 28, 2020**

The Board of Directors of the Minnesota Municipal Power Agency (MMPA) met on May 26, 2020, by teleconference and WebEx.



The Board discussed the coronavirus pandemic and its effect on energy consumption levels and prices.

The Board discussed the status of the renewable projects the Agency is pursuing.

Participation in MMPA's residential Clean Energy Choice program increased over April, with another 61 new customers signing up for the program. Customer penetration of MMPA's Clean Energy Choice program for residential customers is at 3.6%



**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

TO: John Crooks, Utilities Manager   
FROM: Joseph D. Adams, Planning & Engineering Director   
SUBJECT: West Shakopee Substation Site Investigation Update  
DATE: May 27, 2020

**ISSUE**

Staff wishes to update the Commission on the status of the West Shakopee Substation site search.

**BACKGROUND**

The 2018 Long Range Electric System Study prepared by Kevin Favero of Leidos identified the need for additional substation capacity to serve the anticipated growth envisioned in the City of Shakopee's 2040 Comprehensive Plan and the Jackson township AUAR.

Currently, the SPU electric service territory extends beyond the city limits into portions of both Jackson and Louisville townships to the west and south of Shakopee. The City of Shakopee and the Jackson Town Board have an orderly annexation agreement in place.

MN Statutes define electric utility service territories to avoid duplication of facilities. MN Statutes allow a municipal electric utility to acquire service territory when city limits are expanded due to annexation. The acquiring utility must buy the rights to the acquired area and compensate the serving utility based on a number of factors, e.g. lost sales over a defined period of time, acquired facilities in place book value, etc. It is important to note a municipal utility cannot bond for such acquisitions costs.

Due to anticipated load growth within SPU's existing electric service territory and the potential expansion area with acquisition, adding an electric substation to the south of the Shakopee Substation and to the west of the South Shakopee Substation is necessary as determined in the Long Range Electric System Study. Funds are budgeted in the current 5 year CIP to acquire a site and construct a West Shakopee Substation.



## DISCUSSION

Staff has identified multiple parcels in Jackson and Louisville township that would be suitable for locating an electric substation. One of the primary criteria for selecting potential sites was the site being adjacent to an existing 115 kV electric transmission line, to minimize additional transmission lines being constructed. Most of the parcels meeting that criteria are larger than necessary and would require either a seller willing to split off a portion of their property or the Commission to purchase a larger parcel and then disposing of the excess land area at some future date.

One of the smaller sites identified by staff appears to be a viable candidate and staff would like to pursue our investigation further. We have had preliminary discussions with the property owner to gauge their willingness to sell their property for this purpose and we understand that they would be a willing seller at the right price. Their asking price is above the estimated value previously determined in an appraisal report by Patchin Messner Valuation Advisors, but is not unreasonably higher in staff's opinion.

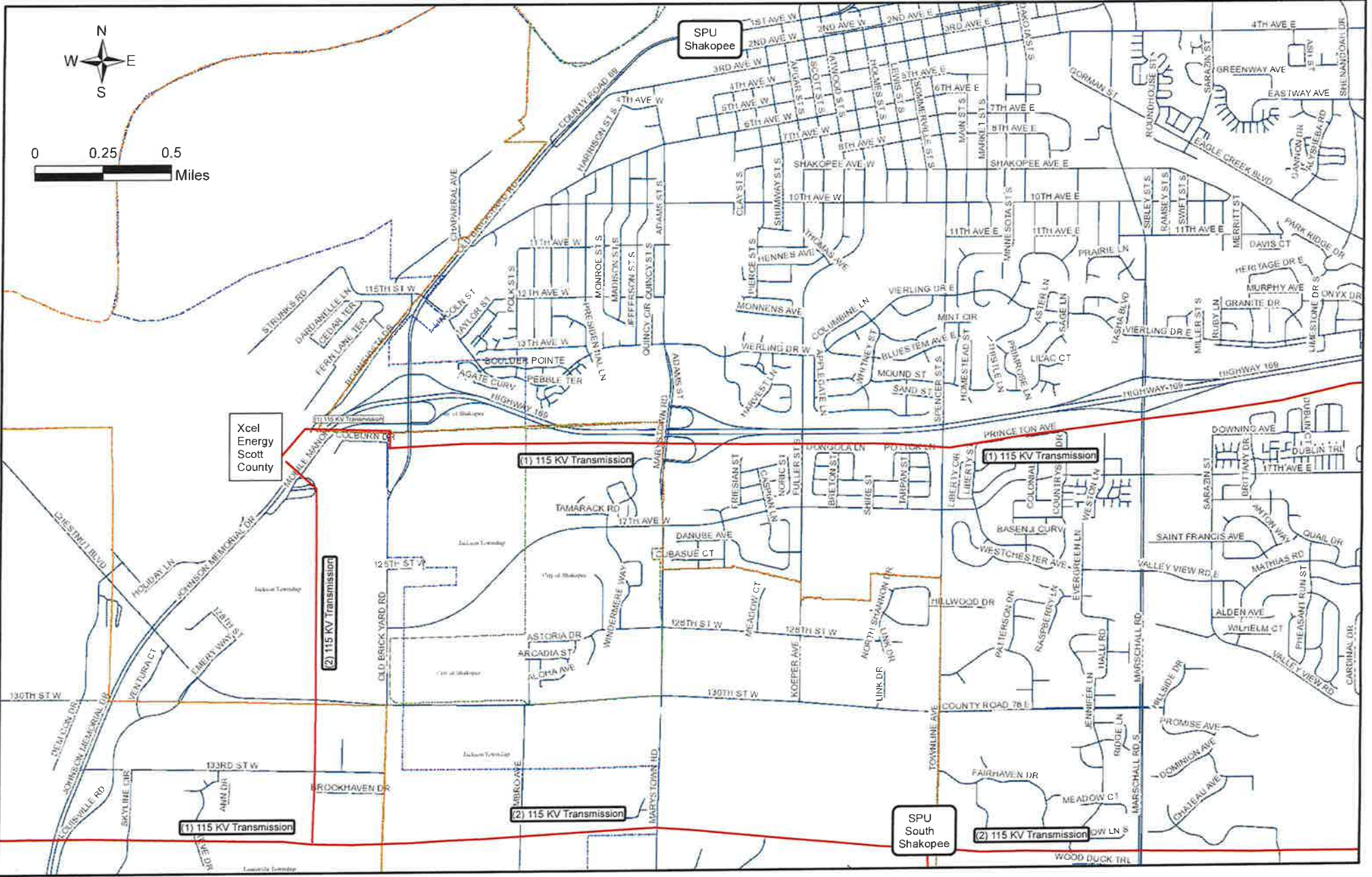
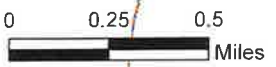
Staff believes it would be appropriate now to engage with Xcel Energy, who owns the transmission grid in the area, through an application process to verify the transmission system has the necessary capacity in the vicinity of this location and that a transmission tap is feasible. There is an application form that must be submitted to request a study be performed by Xcel Energy at cost and a deposit of \$5,000 is required for the study to begin.

Staff also believes it is prudent at this time to have the Commission's legal counsel prepare a draft purchase agreement that could be used for any site when one is finalized, so that it will be ready to go to make an offer should the transmission study results be positive.

## REQUESTED ACTION

Staff requests Commission approval to submit the application and \$5,000 deposit fee to Xcel Energy to study the transmission access feasibility.

Staff also requests Commission approval to have a non-site specific draft purchase agreement prepared by legal counsel.



SPU  
Shakopee

Xcel  
Energy  
Scott  
County

(1) 115 KV Transmission

(1) 115 KV Transmission

(2) 115 KV Transmission

(2) 115 KV Transmission

SPU  
South  
Shakopee

(2) 115 KV Transmission

(1) 115 KV Transmission

**Renee Schmid**  
527 Vista Ridge Lane, Shakopee, MN 55379

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April 20, 2020

John Crooks  
Utilities Manager  
Shakopee Public Utilities Commission  
PO box 470  
255 Sarazin Street  
Shakopee, MN 55379

Dear Mr. Crooks:

Last fall we discussed my plan to retire in 2020. At this time, I would like submit my letter of resignation and retire from my position as the Director of Finance and Administration at Shakopee Public Utilities as Friday, July 10, 2020. I plan to use the remainder of my vacation prior to this date and will be available to assist with any transition of my position as needed.

I have very much enjoyed and appreciated the opportunity to work for Shakopee Public Utilities Commission over the last twelve and a half years. The staff at Shakopee Public Utilities are exceptional and dedicated to serving the needs of the community of Shakopee and surrounding areas. I will miss the day to day interaction with staff and Commission members. I wish you, the employees, and the Commission continued success in moving SPU forward to serve our customers and the community at large.

Thank you.

Sincerely,



Renee Schmid  
Director of Finance and Administration  
Shakopee Public Utilities



SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM

TO: SHAKOPEE PUBLIC UTILITIES COMMISSION  
FROM: JOHN R. CROOKS, UTILITIES MANAGER  
SUBJECT: SPU COMMISSION GOALS AND OBJECTIVES - 2020  
DATE: MAY 28, 2020

The following 8 items were identified at the May 18 Commission Goals and Objectives discussion. The items are scheduled to be completed within the next 12 months, unless otherwise noted.

Items are listed under the Commission’s 2015 Strategic Initiatives.

2020 Goals / Objectives

**To preserve, cultivate and advance the existing reputation of the Shakopee Utilities Commission in our community and service areas; with all customer**

1. Examine Financial Relief for SPU Customers Struggling with Issues Related to COVID-19
2. Conduct a Legal Review of All Rules and Regulations that is Required for Compliance by SPU
3. Examine Internal Controls within SPU
4. Conduct a Banking Analysis for SPU
5. Conduct a Water Treatment Plant Feasibility Study by September



**To continue our commitment to all Shakopee Public Utilities employees**

**To be properly positioned in adapting changes, both short and long term, in the Water and Electric industries and therefore continually evolve the present Shakopee Public Utilities business model in a direction that most positively serves our community and service areas**

6. Examine Lowering SPU Fees and Charges
7. Set Up Quarterly Economic Development Meetings with Representatives of the Commission, City Council, Developers and Planning Staff from SPU and the City
8. Develop a Plan for Joint Economic Development Efforts with the City





**SHAKOPEE PUBLIC UTILITIES COMMISSION**

“Lighting the Way - Yesterday, Today and Beyond”

**GOVERNANCE HANDBOOK**

**SHAKOPEE PUBLIC UTILITIES COMMISSION  
255 SARAZIN STREET  
SHAKOPEE, MN 55379**





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## GOVERNANCE PRINCIPALS

1. The Commission governs SPUC with the best interests of all customers as its first priority in the spirit of the SPUC mission:

***Shakopee Public Utilities delivers on a fundamental promise; to provide our customers with reliable electric and water service at affordable rates, as we have done for over 100 years.***

2. The Commission shall govern SPUC for long term sustainability, reliability, safety, and regulatory compliance.
3. The Commission conducts its business according to the highest ethical, legal, and fiduciary standards.
4. The Commission treats all customers and staff with courtesy and respect.
5. Although independently governed from the City of Shakopee, SPUC is part of our local government and the Commission shall coordinate and collaborate with the City to promote improved value to our community and increase economies of scale.
6. The Commission understands that diversity of opinion is inevitable and shall respect the opinions and privacy of all other Commissioners, staff, and customers.
7. Regular meetings of the Commission shall be open and accessible to the public.
8. The Commission is responsible for the hiring and is ultimately accountable for the performance of the Utilities Manager. The Commission is responsible to ensure that the Utilities Manager implements Commission direction and policy to ensure long term sustainability, reliability, safety, and regulatory compliance.
9. The Commission governs the organization; the Commission does not manage it. Management of the organization is the role of the Utilities Manager and staff that serve in a management or supervisory role.
10. The Commission has officially adopted *Robert's Rules of Order Revised* as their rules of parliamentary procedure.
11. Meeting protocol: no sidebar discussions; no interruptions; state your concern; ensure you understand; don't take things personally; adhere to time limits; come prepared; ensure all are heard.

## ROLE OF THE SPUC COMMISSION

1. The Commission engages in ongoing planning activities as necessary to determine the mission and strategic direction of SPUC, to define specific goals and objectives related to the mission, and to evaluate the success of the organization's efforts toward achieving the mission.
2. The Commission approves the policies for the effective, efficient, and cost-effective operation of SPUC.
3. The Commission approves SPUC's annual budget and assesses the organization's financial performance in relation to the budget on a regular basis.
4. The Commission hires, sets the compensation for, and provides for an annual evaluation of the performance of the Utilities Manager.
5. The Commission establishes and evaluates compensation for employees to ensure value to the customers and competitiveness within appropriate markets.
6. The Commission approves written policies governing the work and actions of SPUC's employees and committees.
7. The Commission ensures that an internal review of SPUC's compliance with known existing legal, regulatory, and financial reporting requirements is conducted annually and that a summary of the results of the review is provided to the entire Commission.
8. The Commission develops, monitors, and strengthens SPUC's services.
9. The Commission assesses the Commission's performance.
10. Special Meetings of the Commission may be called by the SPUC President or by the act of at least 2 SPU Commissioners.

## **ROLE OF AN INDIVIDUAL SPUC COMMISSIONER**

1. The authority of an individual Commissioner resides in the ability to vote. Each Commissioner is entitled to cast one vote for every action item unless prohibited by law, ordinance, or policy (for example, conflicts of interest).
2. Make every effort to attend all SPUC Commission meetings. Review the agenda and supporting materials prior to Commission meetings.
3. Stay informed about SPUC's mission, services, policies, and programs. Participate in SPUC events, programs, and services as often as possible. Inform others about SPUC and its programs and services. Be stewards for municipal public power and water.
4. Endeavor to keep up-to-date on developments in the industry and provide the benefit of that knowledge and insight in Commission discussions and deliberations.
5. Assist the Commission in carrying out its fiduciary responsibilities by reviewing the organization's interim and annual financial statements.
6. Be actively involved in Commission discussions, express one's opinion, and make an effort to see an issue from the perspective of others who may have other views of the issue.
7. Endeavor to make decisions based upon the common interests of all customers rather than the interests of the particular organization or individual customer. Serve the organization as a whole rather than any particular interest group or constituency.
8. Serve on Committees as required and offer to take on special assignments when appropriate.
9. Seek feedback from customers regarding SPUC's priorities, activities, programs, and services.
10. Avoid conflicts of interest and maintain confidentiality of information when appropriate.
11. Refrain from attempting to direct the activities of staff or making special requests of the staff.
12. Adhere to the SPUC Social Media Policy, as adopted. A copy of the adopted Policy is attached at the end of this Handbook.

## ROLE OF THE SPUC PRESIDENT

1. Ensure that the Commission and individual Commissioners fulfill their responsibilities for the governance of SPUC and adhere to the Commission's Governance Principles.
2. Ensure that Commission actions are effectively communicated.
3. Serve as a lead spokesperson for the Commission and serve as appropriate as the organization's representative to government, media, other industry organizations, and the Utilities public.
4. To seek direction from the SPUC Commission on matters of policy and procedure.
5. Support the efforts of the Utilities Manager to achieve SPUC's mission.
6. Facilitate an annual review of the Utilities Manager's performance and compensation.
7. Facilitate productive and mutually respectful relationships among the Commission, staff, customers, and the City.
8. Chair meetings of the Commission, ensuring that the Commission functions effectively and fulfills all of its duties. Encourage all commissioners to participate in discussion and ensure that all points of view are fully expressed before a vote is taken. Work with the Utilities Manager regarding development of the agenda for Commission meetings.
9. Appoint the Wage and Benefits Committee and report to the Commission on Wage and Benefits Committee activities and recommendations. The appointment is then voted upon by the Commission members.
10. Appoint other Committees as deemed. Those Committees may consist of, but are not limited to, the following; SPU Director Interview Committee, City Council SPU Commissioner Interview Committee, Utilities Manager's Hiring Committee, etc...The appointments are then voted upon by the members of the Commission.
11. Ensure that appropriate processes are in place to review and evaluate the mission, direction, strategy, and performance of the organization.
12. Fulfill such other roles as the President and Utilities Manager agree are appropriate and desirable for the President to perform, consistent with Commission policy or directions.

## **ROLE OF THE SPUC VICE PRESIDENT**

1. Fulfill any delegable roles and responsibilities of the President as requested by the President.
2. Act as President in the absence of the President.
3. Assume the office of President if the President leaves office prior to the expiration of the President's term of office.
4. Commit significant effort to becoming familiar with SPUC programs, services, and activities in preparation for fulfilling the duties of SPUC President if required.
5. Fulfill all roles and responsibilities established for individual Commissioners in an exemplary manner.
6. Be willing to serve in a leadership role in SPUC and serve as a spokesperson for the organization.

## **ROLE OF THE SPUC COMMISSION SECRETARY**

1. Keeping all records for the Commission on file and keeping up-to-date list of all Commissioners, past and present.
2. Notifying Commissioners of their election to office or appointment to Committees.
3. Signing all minutes and certified acts of the Commission.
4. Maintaining the official documents of the organization.
5. Providing the Commissioners a notice for each upcoming meeting.
6. Taking minutes at all Commission meetings, handling correspondence, preparing the agenda with the Commission President.
7. In the event of the absence of the President and Vice President, must call a meeting to order until the Commission elects by vote, a temporary President to officiate the meeting.

## **ROLE OF THE WAGE AND BENEFITS COMMITTEE**

The Wage and Benefits Committee exists to help the Commission develop and maintain a pay plan structure and benefits package that are market competitive, promotes employee retention, *and* provides value to the customers through fair labor costs. The Committee shall be comprised of the two appointed Commissioners, the Utilities Manager, and the Finance Director.

Specific duties of the Committee shall include:

1. At the request of the Commission, research and analyze topics related to employee compensation and benefits.
2. Annually perform market benchmarking and evaluate wages. The Committee shall present options and make recommendations regarding cost of living adjustments and pay plan structure modifications to the Commission for their consideration.
3. Review health and dental insurance policies and evaluate policy renewals. The Committee shall present options and make recommendations regarding insurance policies to the Commission for their consideration.
4. Review submittal information pertaining to pay equity compliance requirements and present options and make recommendations to the Commission as appropriate.



## COMMISSION APPOINTMENT PROCESS, TERMS AND OFFICERS

The City of Shakopee City Council is responsible for the appointment of Commissioners to the SPUC Board. Persons interested in being considered for appointment to the SPUC Commission shall complete an *“Application For Council Advisory Board and/or Commissions”* form furnished by the City.

1. Ninety days prior to the expiration of Commission terms each year, the Council shall be advised of the pending vacancies and those individuals eligible for reappointment.
2. Thirty days prior to the expiration of Commission terms, a committee comprised of two Council members and the Vice-President of the SPUC Commission will meet to review all applications and interview applicants.
3. The Committee shall recommend all qualified candidates per position to the Council for consideration.
4. Pursuant to City of Shakopee Resolution 2559, appointments to Shakopee Public Utilities shall be made in January and shall become effective April 1<sup>st</sup>.
5. A Commission term of service is for 3 years. A Commissioner is eligible and encouraged to serve three consecutive three year terms. If a Commissioner was appointed to serve a remainder of an open term, after April 1<sup>st</sup>, the appointment period will not affect the maximum service term of three consecutive three year terms.
6. At the first meeting in April the election of officers will take place, if officer terms are expiring. The officers are the Commission President, Vice-President and the Secretary. Each office has a term of one year.
7. At the first meeting in April, the appointment of a MMPA Representative and Alternant is to take place. The MMPA Representative is a voting member of the MMPA Board of Directors and is to attend monthly Board meetings. The MMPA Alternant also may attend the MMPA Board meeting but is not eligible to vote. The term of service for the Representative and alternant is one year.

## COMMISSIONERS

**Deb Amundson – President**  
**Mathew Meyer**  
**Kathi Mocol – Vice President**  
**Jody Brennan**  
**Kayden Fox**

		Non-Public E-Mail	
EMail	Amundson	damundson@shakopeeutilities.com	damund1281@hotmail.com
	Meyer	mmeyer@shakopeeutilities.com	mathew@mathewmmeyer.com
	Mocol	kmocol@shakopeeutilities.com	kathimocol@icloud.com
	Brennan		
	Fox		

		Non-Public Phone #	
Phone	Amundson	952-445-7091	612-810-6678
	Meyer	952-233-1087	612-741-4732
	Mocol	612-716-0375	
	Brennan		
	Fox		

Address	Amundson	1281 Jefferson Street South
	Meyer	437 4 <sup>th</sup> Avenue East
	Mocol	7636 Oak Ridge Trail
	Brennan	
	Fox	

Terms	Amundson	4/1/15 - 3/31/21
	Meyer	4/1/18 - 3/31/21
	Mocol	4/1/19 - 3/31/22
	Brennan	4/1/20 - 3/31/23
	Fox	4/1/20 - 3/31/23

Effective 4/1/20

**SHAKOPEE PUBLIC UTILITIES COMMISSION**

**COMMISSIONER ACKNOWLEDGEMENT**

I hereby acknowledge that I have received a copy of the Shakopee Public Utilities Commission Governance Handbook. I understand that the contents of this Handbook are for general information and guidance and it does not constitute a contract between myself and the Shakopee Public Utilities Commission.

I understand it is my responsibility to read and understand the contents of this Governance Handbook. If I do not understand any provision of the Handbook, I shall contact the Utilities Manager for clarification.

I understand that no person other than the Utilities Manager, as directed by the Shakopee Public Utilities Commission, has the authority to change any policy, rule or procedure as stated in the Governance Handbook.

Commissioner Signature \_\_\_\_\_

Print Name \_\_\_\_\_ Date \_\_\_\_\_

**NOTE: Commissioners will be required to acknowledge receipt of the Governance Handbook by signing this acknowledgement.**

**This copy is to remain in the Handbook**