

AGENDA  
SHAKOPEE PUBLIC UTILITIES COMMISSION  
REGULAR MEETING  
September 5, 2017

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**
  - 6a) August 21, 2017
  - 6b) September 5, 2017
7. **Liaison Report**
8. **Reports: Water Items**
  - 8a) Water System Operations Report – Verbal
  - 8b) Resn. #1168 – Setting the Amount of the Trunk Water Charge, Approving of Its Collection and Authorizing Water Service to Certain Property Described as: Kelley Fuels at 250 Sarazin Street
  - 8c) Resn #1169 – Setting the Amount of the Trunk Water Charge, Approving Of Its Collection and Authorizing Water Service to Certain Property Described as: Larson Development 101, LLC at 290 Sarazin Street
  - 8d) Resn. #1170 – Approving of the Estimated Cost of Pipe Oversizing on the Watermain Project: Windermere
  - 8e) Windermere Booster Station Property Acquisition
  - 8f) Riverview Booster Station Watermain Work – Bid Results and Award
  - 8g) August SVN Article on Nitrates in Shakopee
  - C=> 8h) Monthly Water Production Dashboard
  - C=> 8i) American Dental Association 50 Year Fluoridation Recognition
9. **Reports: Electric Items**
  - 9a) Electric System Operations Report – Verbal
  - 9b) August 2017 MPPA Board Meeting Public Summary
  - 9c) New Bucket Truck Purchase
10. **Reports: Human Resources**
11. **Reports: General**
  - 11a) Daffron iXP Upgrade Project Update
  - 11b) Insurance Liability Coverage - Waiver
  - C=> 11c) July 2017 Financial Results
  - 11d) Chinese Lantern Light Festival at Canterbury – Sponsorship Opportunity
  - 11e) Commission Agenda Packet – Electronic Public Access Discussion

12. **New Business**

13. **Tentative Dates for Upcoming Meetings**

- Mid Month Meeting -- September 18
- Regular Meeting -- October 2
- Mid Month Meeting -- October 16
- Regular Meeting -- November 6

14. **Adjourn to 9/18/17 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., August 7, 2017.

MEMBERS PRESENT: Commissioners Joos, Amundson, Helkamp and Weyer. Also present, Utilities Manager Crooks, Planning & Engineering Director Adams, Line Superintendent Drent, Water Superintendent Schemel and Marketing/Customer Relations Director Walsh. Commissioner Hennen was absent as previously advised.

Motion by Helkamp, seconded by Weyer to approve the minutes of the July 17, 2017 Commission meeting. Motion carried.

Under Communications, Utilities Manager Crooks provided two printed articles referring to the Shakopee Energy Park. One article was in the Shakopee Valley News and the other was in the APPA Public Power Daily. Both articles were very positive about the facility. Commissioner Joos reported on the MMPA Annual Meeting that was held at the Energy Park and at Canterbury Park on July 25.

President Amundson offered the agenda for approval.

Motion by Helkamp, seconded by Weyer to approve the agenda as presented. Motion carried.

Motion by Weyer, seconded by Helkamp to approve the Consent Business agenda as presented. Motion carried.

President Amundson stated that the Consent Items were: Item 11c: Website Analytics.

The warrant listing for bills paid August 7, 2017 was presented.

Motion by Helkamp, seconded by Weyer to approve the warrant listing dated August 7, 2017 as presented. Motion carried.

There was no Liaison report.

Water Superintendent Schemel provided a report of current water operations. Construction updates were provided on the 2016 Street Reconstruction Project. Also, no leaks were detected on the 2015 Street Reconstruction project.

Motion by Joos, seconded by Helkamp to offer Resolution # 1166. A Resolution Setting The Amount Of The Trunk Water Charge, Approving Its Collection And Authorizing Water Service To Certain Property Described As: West Vierling Acres Third Addition. Ayes: Commissioners Joos, Helkamp, Weyer and Amundson. Nay: none. Motion carried. Resolution passed.

Motion by Helkamp, seconded by Weyer to offer Resolution # 1167. A Resolution Setting The Amount Of The Trunk Water Charge, Approving Its Collection And Authorizing Water Service To Certain Property Described As: Windermere. Ayes: Commissioners Helkamp, Weyer, Joos and Amundson. Nay: none. Motion carried. Resolution passed.

Mr. Schemel introduced John Karwacki from Sambatek to present the bid results for the Riverview Booster Station. Bids were opened on August 7<sup>th</sup> at SPU. All the bids were totaled and Municipal Builders Inc. was verified as the low bid of \$1,447,400. The bid was under the Engineer's estimate by \$57,400.

Motion by Joos, seconded by Helkamp to award the construction of the Riverview Booster Station to Municipal Builders Inc. in the amount of \$1,447,000. Motion carried.

Line Superintendent Drent provided a report of current electric operations. The distribution system reached a daily load of 98 MW last week. Four electric outages were reviewed. Construction updates were provided and the feeder circuit to Amazon has been completed. The SCADA project is still on schedule.

Mr. Crooks read the July 2017 MMPA Board Meeting Public Summary.

Planning and Engineering Director Adams reviewed the bid results for the Dean Lake/Shakopee Substations landscaping. Bids were opened July 27<sup>th</sup> at SPU. Two bids were received for two different options with the landscaping. Bids were totaled and Minnesota Valley Landscaping was verified as low bid for Option B.

Motion by Joos, seconded by Helkamp to award the landscaping bid to Minnesota Valley Landscaping in the amount of \$38,550 for Option B. Motion carried.

Mr. Adams reviewed the preliminary lighting plan for CSAH 16, west of CSAH 15.

Motion by Helkamp, seconded by Weyer to approve the street lighting on CSAH 16 to remain consistent with existing road segments across the city, without the necessity of a special lighting district. Motion carried.

Motion by Helkamp, seconded by Weyer to direct Staff to work with the design team on the project to modify the proposed design and adjust the light spacing west from Station 496 to transition to the standard spacing for an arterial or collector street as outlined in the SPU Street Lighting Policy. Motion carried

Marketing/Customer Relations Director Walsh provided a Daffron iXP Upgrade Project update. Staff is still on schedule to go live with the upgrade on August 21.

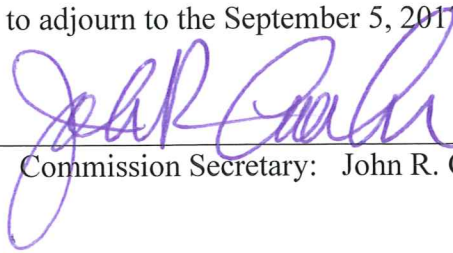
Mr. Crooks reviewed the proposed 2018 Budget Planning Schedule. President Amundson and Vice President Weyer will serve on the Wage Planning Sub-Committee.

Item 11c: Website Analytics was received under consent.

The tentative commission meeting dates of August 21 and September 5 (Tuesday) were noted.

The August 21 Commission will be canceled due to the MMUA Summer Conference. The Commission will have a quorum during the Conference from August 21 -23, but will conduct no official business.

Motion by Joos, seconded by Helkamp to adjourn to the September 5, 2017 meeting. Motion carried.



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Commission Secretary: John R. Crooks

## RESOLUTION #1168

A RESOLUTION SETTING THE AMOUNT  
OF THE TRUNK WATER CHARGE, APPROVING OF ITS COLLECTION  
AND AUTHORIZING WATER SERVICE TO CERTAIN PROPERTY  
DESCRIBED AS:

KELLEY FUELS AT 250 SARAZIN STREET

WHEREAS, a request has been received for City water service to be made available to certain property, and

WHEREAS, the collection of the Trunk Water Charge is one of the standard requirements before City water service is newly made available to an area, and

WHEREAS, the standard rate to be applied for the Trunk Water Charge has been set by separate Resolution,

NOW THEREFORE, BE IT RESOLVED, that the amount of the Trunk Water Charge is determined to be \$9,013.25 based on 4.752 net acres, and that collection of the Trunk Water Charge is one of the requirements to be completed prior to City water service being made available to that certain property described as:

That part of the following described property lying North of the South 618.33 feet thereof:

That part of the Southeast Quarter of the Northeast Quarter of Section 6, Township 115 North, Range 22 West, Scott County, Minnesota, which lies East of the following described line:

Commencing at a point on the South right-of-way of the Chicago, St. Paul, Minneapolis & Omaha Railroad, South 79 degrees West 450.9 feet from an iron pin located on the East line of said Section 6, Township 115, Range 22 about 1,260 feet North of the East Quarter corner of said Section 6; thence 328 feet; thence South and parallel with East line of said Section 6 to a point on the South line of the Southeast Quarter of the Northeast Quarter of said Section 6.

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 5th day of September, 2017.

\_\_\_\_\_  
Commission President: Deb Amundson

ATTEST:

\_\_\_\_\_  
Commission Secretary: John R. Crooks

## RESOLUTION #1169

A RESOLUTION SETTING THE AMOUNT  
OF THE TRUNK WATER CHARGE, APPROVING OF ITS COLLECTION  
AND AUTHORIZING WATER SERVICE TO CERTAIN PROPERTY  
DESCRIBED AS:

LARSON DEVELOPMENT 101, LLC AT 290 SARAZIN STREET

WHEREAS, a request has been received for City water service to be made available to certain property, and

WHEREAS, the collection of the Trunk Water Charge is one of the standard requirements before City water service is newly made available to an area, and

WHEREAS, the standard rate to be applied for the Trunk Water Charge has been set by separate Resolution,

NOW THEREFORE, BE IT RESOLVED, that the amount of the Trunk Water Charge is determined to be \$6,049.87 based on 1.974 net acres, and that collection of the Trunk Water Charge is one of the requirements to be completed prior to City water service being made available to that certain property described as:

The South 618.33 feet of the following described property:

That part of the Southeast Quarter of the Northeast Quarter of Section 6, Township 115 North, Range 22 West, Scott County, Minnesota, which lies East of the following described line:

Commencing at a point on the South right-of-way of the Chicago, St. Paul, Minneapolis & Omaha Railroad, South 79 degrees West 450.9 feet from an iron pin located on the East line of said Section 6, Township 115, Range 22 about 1,260 feet North of the East Quarter corner of said Section 6; thence southeasterly at right angles to said railroad right-of-way line a distance of 328 feet; thence South and parallel with East line of said Section 6 to a point on the South line of the Southeast Quarter of the Northeast Quarter of said Section 6.

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 5th day of September, 2017.

\_\_\_\_\_  
Commission President: Deb Amundson

ATTEST:

\_\_\_\_\_  
City Clerk: [Name]

## RESOLUTION # 1170

A RESOLUTION APPROVING OF THE ESTIMATED COST OF  
PIPE OVERSIZING ON THE WATERMAIN PROJECT:WINDERMERE

WHEREAS, the Shakopee Public Utilities Commission has been notified of a watermain project, and

WHEREAS, the pipe sizes required for that project have been approved as shown on the engineering drawing by Westwood, 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 those costs to install oversize pipe above the standard size, and

WHEREAS, the pipes considered oversized are listed on an attachment to this Resolution,

NOW THEREFORE, BE IT RESOLVED, that the amount of the oversizing to be paid by the Shakopee Public Utilities Commission is approved in the amount of approximately \$163,600.98, and

BE IT FURTHER RESOLVED, the payment of the actual amount for said oversizing will be approved by the Utilities Commission when final costs for the watermain project are known.

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 5<sup>th</sup> day of September, 2017.

\_\_\_\_\_  
Commission President: Deb Amundson

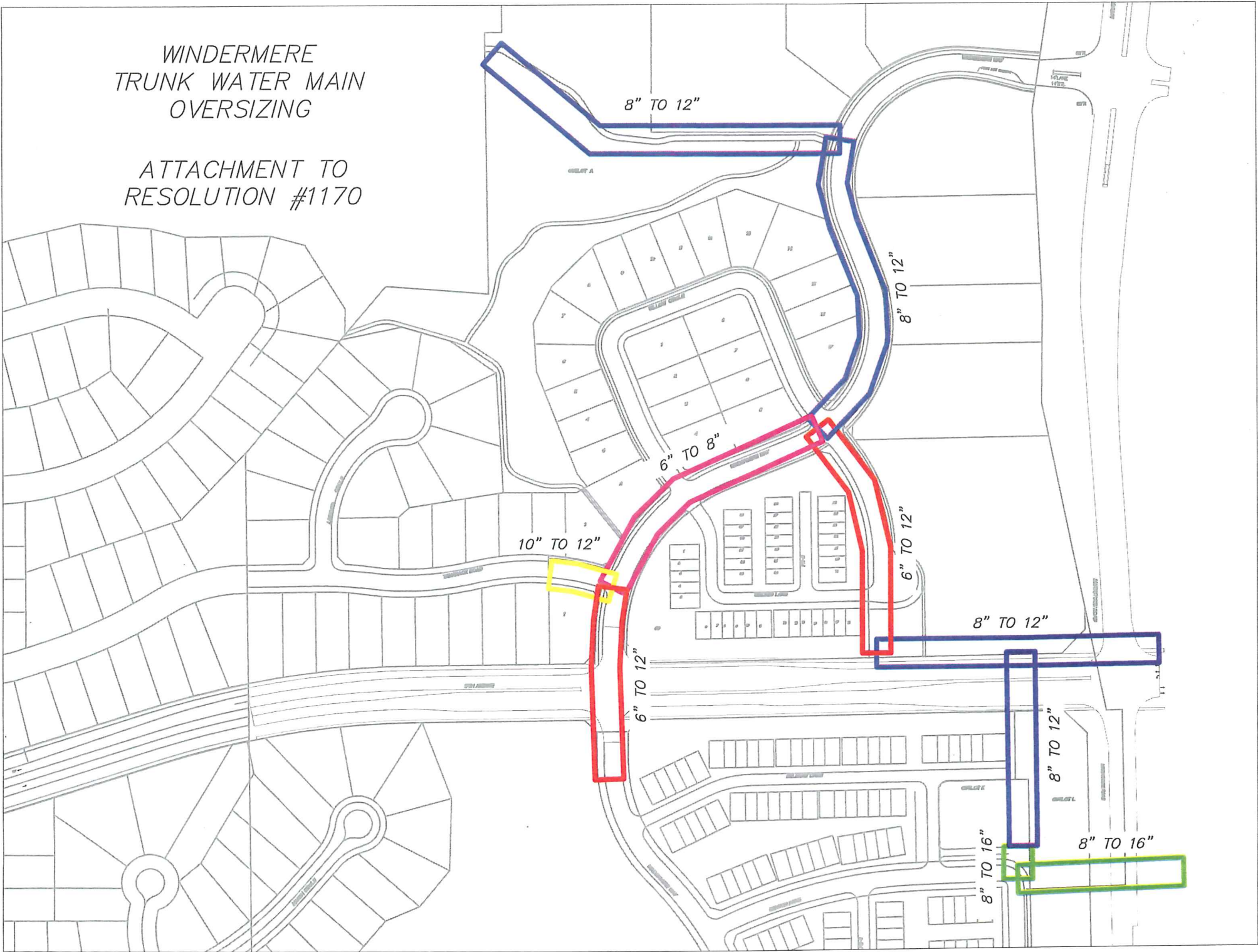
ATTEST:

\_\_\_\_\_  
Commission Secretary: John R. Crooks

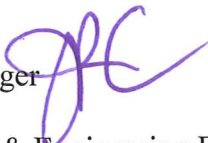



WINDERMERE  
TRUNK WATER MAIN  
OVERSIZING

ATTACHMENT TO  
RESOLUTION #1170



SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM

TO: John Crooks, Utilities Manager   
FROM: Joseph D. Adams, Planning & Engineering Director   
SUBJECT: Windermere Booster Station Site Acquisition  
DATE: August 30, 2017

#### ISSUE

This development includes lots that are located in the 2<sup>nd</sup> High Elevation Service (2HES) District and we will need a site to construct a booster station to serve those lots and future development in that pressure zone.

#### BACKGROUND

The area previously known as the Bluffs of Marystown has been platted as Windermere by DR Horton. Windermere is the first phase of a multi-phase mixed use development that is itself the beginning of expansion of the water distribution system on the southwest side of the city.

There will be 53 single family lots and 125 townhome lots in Windermere along with several acres of planned commercial outlots. 27 of the single family lots and 87 of the townhome lots will be located in the 2HES district pressure zone.

The Water Comprehensive Plan incorporates a 1HES to 2HES booster station, one or two 1HES water supply wells and a pumphouse/treatment facility to serve the area.

#### DISCUSSION

Staff has been in negotiations with the developer's representatives to site the booster station to optimize its placement within the development. During these negotiations it came to our attention that a single family home adjacent to the Windermere plat was being offered for sale by the owner's estate. This property was in the optimal location for the booster station due to its elevation and proximity to the existing water mains located on the east side of CR 15.

Due to Scott County's desire to eliminate that property's private driveway access directly onto CR 15 and in an exchange for acquiring right of way for an expanded CR 15, Scott County contributed \$50,000 to help with the purchase of this property by DR Horton. The balance of the parcel's area has

been incorporated into an outlot for the Commission's booster station and ponding for storm water management for the development.

DR Horton is seeking compensation in exchange for the booster station site and has submitted data detailing what they claim to be their costs in assembling the site, incorporating it into their development and providing infrastructure to serve the site including local street access and storm water management. The developer has also pointed out that due to the expanded (compared to booster station #9) foot print we require to provide enough area to house the booster station pumps, a water supply well and controls for a possible nearby future submersible well and future water treatment, should it be required, five townhome units were displaced and "lost." The "loss" of the five townhome units requires the developer to recover their costs over fewer total units.

Staff has reviewed the information provided by the developer and has come to the following conclusion. The "loss" of the five townhome unit is a necessity borne by the practical matter that without a booster station there would be no units allowed in the 2HES whether they be townhome units or single family units. And the footprint of the booster site should be large enough to accommodate more intensive water treatment should it become necessary, without which it could render any well(s) developed unusable in the future.

Rather staff believes the Commission could support a site purchase price based on the following factors, which would be consistent with past site acquisitions. Actual cost of site acquisition prorated over the area taken for the water facilities plus the infrastructure costs, also prorated, to provide the site with local street access and storm water management. Those figures are \$159,712.0 plus \$30,477.64 plus \$45,000.00 respectively, and total \$235,189.65.

The developer's representative has indicated that this amount would be acceptable to DR Horton and they are ready to enter into a purchase agreement with the Commission for the site.

The 2017 CIP lists two possible funding sources in the Connection Fund category for this site acquisition cost. The first is an amount of \$150,000 for the 2-HES Bluffs of Marystown Booster Station Site Acquisition and the second is an amount of \$100,000 for the Future Submersible Well Site near Wood Duck Trail, that totals \$250,000. The first item is for the very purpose listed and the second item is for a well site albeit in another location. But that site is not needed at this time in that location, since development pressure in that area of the city does not yet demand it.

#### REQUESTED ACTION

Staff requests the Commission provide direction on the booster station site acquisition.

85 00	Item Description	Justification	2016 Carryover	2017
87 00	<u>Connection Fund</u>			
89	<b>Wells</b>			
90	Future Submersible Well Site near Wood Duck Trail		-	100,000
91	1-HES Well @ Booster Station @ Bluffs		-	67,200
92	2-HES Well/Tank Site @ Bluffs		-	-
93	2-HES Jordan Well @ either Wood Duck Trail or Bluffs		-	-
94 00	<b>Total Wells</b>		-	<b>167,200</b>
96	<b>Water Treatment</b>			
97	NES Jordan Well #22 Submersible (Pump House No. 3 modifications)	Radium Remediation	-	42,500
98	Water Treatment Plant	Water Quality	-	-
99 00	<b>Total Water Treatment</b>		-	<b>42,500</b>
101	Note: The Water Treatment Plant is not currently needed, it is put into the budget as a placeholder as a contingency in the event it becomes necessary.			
102				
103	<b>Pump House Additions/Expansions</b>			
104	2-HES Pump House @ either Wood Duck Trail or Bluffs		-	-
105 00	<b>Total Pump House Additions/Expansions</b>		-	-
107	<b>New Tanks and Transmission Water Main</b>			
108	18" WM CR 16 from Dean Lake Trail to CR 21 1.75 miles	Scott County Project	150,000	-
109 00	2-HES District Storage (0.5 MG, Elevated Tank) @ either Wood Duck Trail or Bluffs		-	-
111 00	<b>Total New Tanks and Transmission Water Main</b>		<b>150,000</b>	-
113	<b>Booster Stations</b>			
114	2-HES Bluffs of Marystown Booster Station Site Acquisition	Development	-	150,000
115	12" WM in Jacked Casing Across CR 16 by Whispering Oaks		-	241,175
116	Booster Station @ Tanks 5 & 6 Site	Savage Agreement Expiration	-	1,524,200
117	Booster Station @ Bluffs of Marystown		-	65,605
118 00	<b>Total Booster Stations</b>		-	<b>1,980,980</b>
120	<b>Auxiliary Facilities</b>			
121	Pressure Reducing Valve - 2nd HES to 1st HES @ Foothill Trail		-	10,000
122	Pressure Reducing Valve - 2nd HES to 1st HES @ Muhlenhardt Rd		-	-
123 00	<b>Total Auxiliary Facilities</b>		-	<b>10,000</b>
124				
125 00	<b>Total Connection Fund</b>		<b>150,000</b>	<b>2,200,680</b>
127 00	<b>Total Water</b>		<b>191,000</b>	<b>4,067,053</b>

# SPUC Land Sale Background

7/11/2017

## SPUC Parcel

### Parcel to be sold

32,727.87 sf

### Underlying Land Parcel

Purchase Price \$ 320,984.86

Area 1.51 : 65,775.60 sf = \$ 4.88 sf

R.O.W. 11,250 sf\*

County Contribution \$ 50,000.00 = \$ 4.44 County should have paid \$54,900 for R.O.W.\*

\* Area/Price includes the pre-existing R.O.W. of 33'

### Basis for SPUC Land Value

#### Land Cost

32,727.87 sf \* \$ 4.88 = \$ 159,712.01

#### Utility and Street Cost

##### San Swr Phs 1

5117 lf	Northwest	\$ 887,021.00	\$ 173.35	w/ Oversizing cost
	Eng Est	\$ 640,400.00	\$ 125.15	No Oversizing Cost

##### Water Phs 1

7055 lf	Northwest	\$ 666,495.22	\$ 94.47	w/ Oversizing cost
	Eng Est	\$ 554,964.00	\$ 78.66	No Oversizing Cost

##### Storm PHs 1

4672 If	Northwest	\$ 424,595.17	\$ 90.88	w/ Oversizing cost
	Eng Est	\$ 378,827.00	\$ 81.08	No Oversizing Cost

Strt PHs 1

8265 If	Northwest	\$ 941,673.49	\$ 113.94	Does not include County Roads
	Eng Est	\$ 1,064,893.65	\$ 128.84	Does not include County Roads

# Land Sale Proposal

## Straight Land Sale

$$32,727.87 \text{ sf} \quad \$ \quad 12.00 \text{ sf} \quad = \quad \$ 392,734.44$$

## Improvement Cost

Land w/ trunk cost

$$32,727.87 \text{ sf} \quad \$ \quad 4.88 \text{ sf} \quad = \quad \$ 159,712.01$$

Swr/Wtr/Stm

$$\frac{535.00 * \$ \quad 358.70}{2} = \$ 95,952.25 \quad \text{W/ trunk}$$

Street

$$535.00 * \$ \quad 113.94 = \$ 30,477.64$$

Grading/Storm Ponding

$$\$ 45,000.00$$

County Road 16/15

$$\underline{\underline{\$ 55,000.00}}$$

Total

$$\underline{\underline{\$ 386,141.89}}$$

Land w/o trunk cost

$$32,727.87 \text{ sf} \quad \$ \quad 4.88 \text{ sf} \quad = \quad \$ 159,712.01$$

Swr/Wtr/Stm

$$\frac{535.00 * \$ \quad 284.90}{2} = \$ 76,210.35 \quad \text{w/o trunk}$$

Street

$$\frac{535.00 * \$ \quad 113.94}{2} = \underline{\underline{\$ 30,477.64}}$$

Grading/Storm Ponding

$$\$ 45,000.00$$

County Road 16/15

$$\underline{\underline{\$ 55,000.00}}$$

Total

$$\underline{\underline{\$ 366,399.99}}$$

## Lost Units


Land				
	32,727.87 sf	\$	4.88 sf	= \$ 159,712.01
5 Lost Units		\$	53,978.04	\$ 269,890.20
			Total	<u>\$ 429,602.21</u>



**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

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**TO:** John R. Crooks, Utilities Manager

**FROM:** Lon R. Schemel, Water Superintendent 

**SUBJECT:** **Bid Award for the Riverview Watermain Extension**

**DATE:** August 29, 2017

Attached to this memo is the recommendation from our consultant, Sambatek, to accept McNamara Contracting as the low bidder for the construction of approximately 520 feet of 12-inch water main extending from the booster site to the south side of CSAH 16. Attached is Sambatek's evaluation of the bid amounts and recommendation to accept the McNamara Contracting, Inc. bid of \$176,729.00. The engineer's construction estimate is \$248,356.00. The amount in the CIP Connection Fund for this project is \$241,175.00.

Also attached to this memo are the bid tabulation results which took place August 24, 2017, at 10:00 am in the Commission meeting room.

August 29, 2017

Honorable Chairman and Members of the Commission  
c/o Lon Schemel, Water Superintendent  
Shakopee Public Utility  
255 Sarazin Street  
Shakopee, MN 55379

Subject: Contractor Bid Recommendation  
Watermain Extension at Tanks 5 & 6, SPU, Shakopee

Dear Mr. Schemel,

On Wednesday August 24, 2017 a bid opening was held for the Watermain Extension at Tanks 5 & 6. Seven bids were received and McNamara Contracting, Inc. was the apparent low bidder:

The three lowest bids received are listed below:

McNamara Contracting, Inc.	\$176,729.00
GM Contracting, Inc.	\$181,524.94
Widmer Construction	\$190,028.35

All the bids were totaled and checked and the McNamara Contracting, Inc. bid was verified as the low bid. Submittal documentation was reviewed including municipal facility experience was found to be acceptable.

The separation between the lowest six bids is representative of a very competitive group of bids and is a good indication of competitive bidding between the six construction companies. The remaining bid was \$205,114.45 (Refer to attached Bid Opening Tabulation).

The engineer's construction cost estimate was \$248,356. This is an indication that the bids are reasonable and bid in a highly competitive market.

Based on our review of the lowest apparent bid the recommendation is to award the Project to McNamara Contracting, Inc. for \$176,729.00.

Client: Shakopee Public Utility

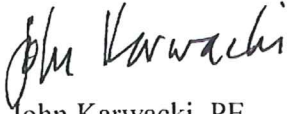
Date: August 7, 2017

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Feel free to contact me with any questions and comments.

Sincerely,  
Sambatek, Inc.



John Karwacki, PE  
Project Engineer

enclosures

BID OPENING TA

**Unofficial**

**PROJECT:** Watermain Extension at Tanks 5 & 6

**DATE:** Thursday, August 24, 2017

**PLACE:** SPU Service Center

**ENGINEER:** Sambatek Inc., John Karwacki

**TIME:** 10:00 A.M.



**OWNER:** Shakopee Public Utility

Sambatek, Inc.  
12800 28th Whitewater Drive, Suite 300  
Minnetonka, Minnesota 55343  
(763) 476-6010 (763) 476-8532 fax

Contractor	Addendum Sent	Proposal Guarantee	Total Amount of Bid
GM Contracting	-	✓	181,524.94
Northdale Constr	-	✓	190,689.27
Minger Constr	-	✓	197,046.65
Heselton Constr	-	✓	205,114.45
McNamara Contracting	-	✓	Apparent Low Bid 176,729.00
Penn Contracting	-	✓	194,028.00



**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

TO: John R. Crooks, Utilities Manager   
FROM: Lon R. Schemel, Water Superintendent   
SUBJECT: **August Shakopee Valley News Nitrate Article**  
DATE: August 17, 2017

On August 2, 2017, the Shakopee Valley News published an online article about the Brookhaven development and its elevated nitrate levels. The article quoted a publication from the Minnesota Department of Health titled "Minnesota Drinking Water 2017 Annual Report for 2016". This report erroneously states that Shakopee is among other supplies that have exceeded the contaminant level for nitrate and that we built a transmission water main to blend-down the nitrates.

I sent emails to my primary contacts at the Minnesota Department of Health to bring their attention to this error. I received a call from Karla Peterson, the Supervisor of Community Public Water Supplies. She discussed the error with me and said that the publication would be taken down and republished after correction.

I called Meghan Davy Sandvold, the reporter for the Shakopee Valley News, and made her aware of the discussion that I had with the Minnesota Department of Health about the error. She said that she would bring it to the Editor's attention. The print version of the Shakopee Valley News on 8/10/17 correctly states that the Brookhaven development is not part of Shakopee's water system and that our nitrate levels are steadily going down. The online article has also been corrected.



# Minnesota Drinking Water 2017 Annual Report for 2016

JUNE 2017

Various Minnesota communities that drink from groundwater wells have exceeded the safe drinking water standard for nitrate in recent years (Table 1), and others are approaching unsafe levels. The number of community water systems that treat for nitrate has increased from 6 systems serving 15,000 people in 2008 to 8 systems serving 50,000 people in 2014. One additional system blends water from a low nitrate well to meet the drinking water standard. If community water systems that either sealed a well or removed a well from use are included, the number of affected systems increases to 16 in 2016.

These numbers are based on approved plans, inspections, and district engineers' reports and therefore may be underestimates.

Community water systems can use a number of strategies besides treatment to manage nitrate levels before a violation of the drinking water standard occurs. For example, systems can take a high nitrate well and reclassify it to only be used in case of emergency, remove the well from service, or seal the well so that it cannot be used again. While these strategies may appear to be more economical than adding a treatment process, there are still costs associated with each strategy - locating a new well site, drilling a new well, or treating for a different contaminant.

In May 2016, Fairmont became the first Minnesota community using surface water (Budd Lake) to experience a disruption in its system due to elevated nitrate levels in the lake. The system notified residents and used its backup well to dilute the nitrate. It now meets the drinking water standard. However, a report by the Minnesota Pollution Control Agency on "Nitrogen in Minnesota Surface Waters"<sup>12</sup> shows increasing trends in some water bodies.

Community PWS with source groundwater above 10 mg/L (1/1/2011 to current)	Population (2016)	Past and Potential Future Actions	Estimated Capital Cost per Household (2016 dollars)
Adrian	1211	Wells sealed and treatment plant built.	\$3,400
Brookhaven Development, Shakopee	45	Potential future new well.	\$3,400
Chandler	270	Potential future hookup to LPRWS*.	Unknown
Clear Lake	525	Treatment plant to be replaced.	\$7,900
Cold Spring	4,053	Potential new wells.	\$1,100
Edgerton	1,171	Treatment plant built.	\$3,500
Ellsworth	456	Well sealed and treatment plant built.	\$3,600
Hastings	22,335	Treatment plant built.	\$430
Leota	209	Interconnect to LPRWS* installed.	Unknown
Lincoln-Pipestone Rural Water System	13,010	Potential blending wells and treatment plant improvements.	\$180
Park Rapids	3,808	Wells sealed, new well constructed, and treatment plant built.	\$3,100
Randall	650	future potential treatment plant	\$7,400
Rock County Rural Water System	2,256	Transmission main built to blend wells.	\$46
Saint Peter	11,758	Treatment plant built.	\$1,700
Shakopee	37,076	Transmission main built to blend wells.	\$7
Sundruds Court, Menagha	40	Treatment installed.	\$450

<sup>12</sup> Minnesota Pollution Control Agency, Report on nitrogen in surface water <https://www.pca.state.mn.us/featured/report-nitrogen-surface-water>



# Monthly Water Dashboard

As of: July 2017

Shakopee Public Utilities Commission

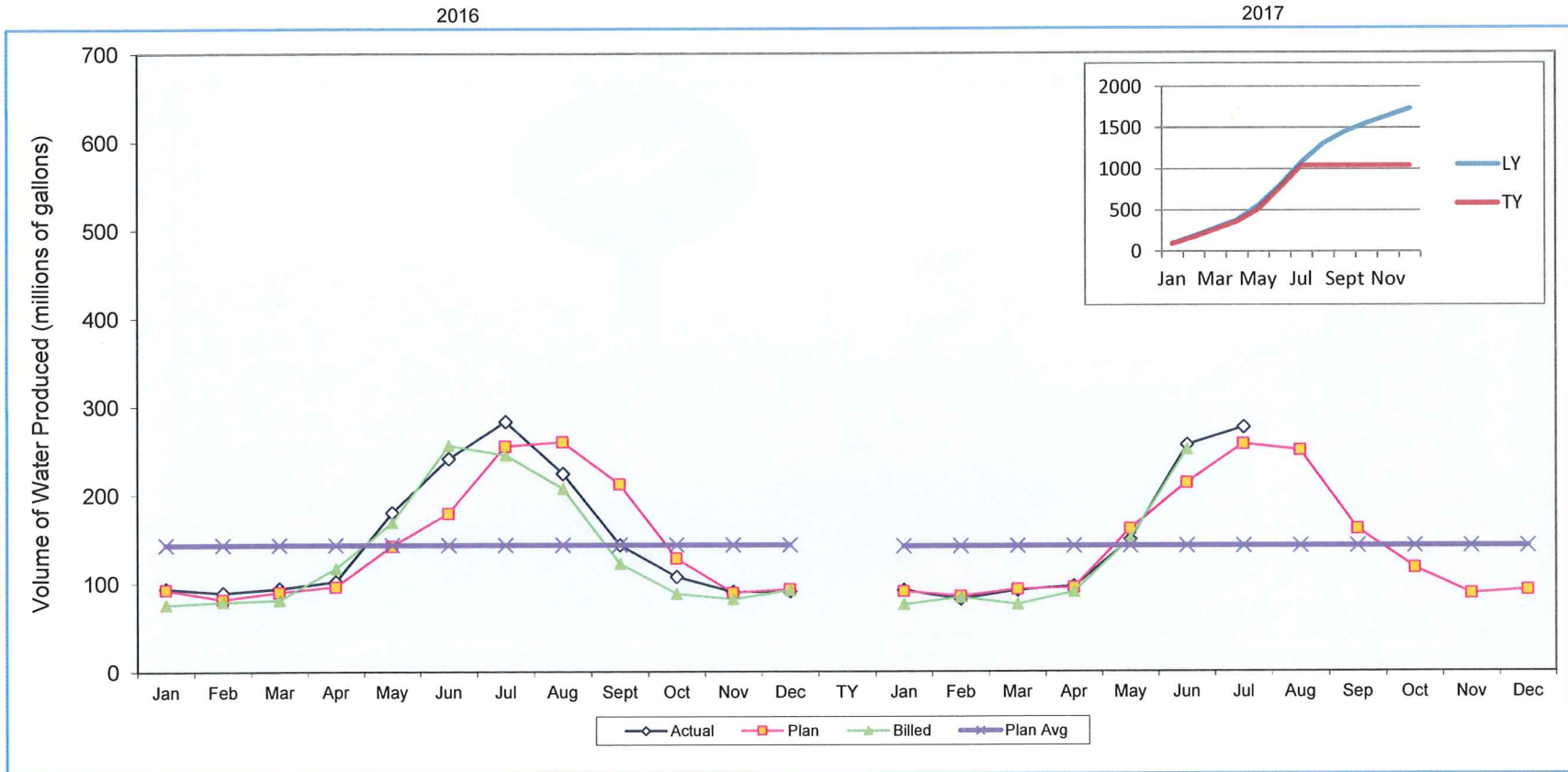
ALL VALUES IN MILLIONS OF GALLONS

## Element/Measure Water Pumped/Metered

Last 6 months actuals	82	92	96	149	256	276
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Averages

2014	140
2015	138
2016	145



	LY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actual		94	89	94	102	180	241	283	224	143	107	90	91		92	82	92	96	149	256	276					
Plan		93	82	90	96	142	179	255	260	212	128	89	93		91	85	93	95	161	213	257	250	161	117	88	92
YTD % *															101%	99%	99%	99%	97%	104%	105%					
Billed		76	79	81	117	169	256	245	207	122	88	82	92		76	84	76	90	150	251						

\* Actual gallons pumped vs. Plan

Association of State and Territorial Dental Directors

Centers for Disease Control and Prevention

# CERTIFICATE OF APPRECIATION

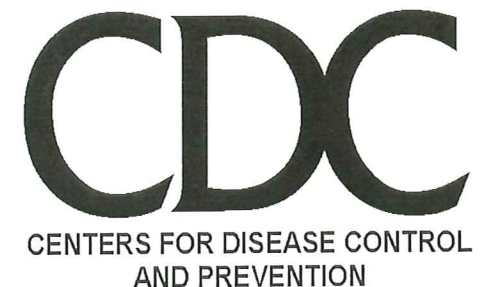
50 Year Award, 1966 - 2016

***SHAKOPEE, MN***

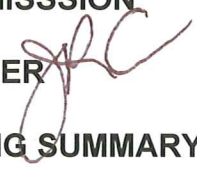
*for contributions made  
on behalf of  
community water fluoridation*



American Dental Association  
[www.ada.org](http://www.ada.org)



**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

**TO: SHAKOPEE PUBLIC UTILITIES COMMISSION**  
**FROM: JOHN R. CROOKS, UTILITIES MANAGER**   
**SUBJECT: AUGUST 2017 MMPA BOARD MEETING SUMMARY**  
**DATE: AUGUST 31, 2017**

The Board of Directors of the Minnesota Municipal Power Agency (MMPA) met on August 29, 2017 at the offices of Shakopee Public Utilities in Shakopee, Minnesota.

It was reported that customer penetration of MMPA's Clean Energy Choice program for residential customers is at 2.2%, with range by member of 5.6% to 0.7%.

It was reported that the Clean Energy Choice for Business program rollout is about to begin.

The Board approved a pilot program extending the Agency's Energy Education program to high school students in Shakopee at the Shakopee Energy Park facility.

It was reported that MMPA won a "System Innovation Award" from the Minnesota Municipal Utilities Association at its 2017 summer meeting in August. The award recognized MMPA's leadership and innovation in developing its customer engagement and education and generation portfolio.



# SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

August 30, 2017

TO: John Crooks, Utilities Manager *JRC*  
FROM: Greg Drent, Electric Superintendent *G.D.*  
Subject: Bucket Truck

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## Overview:

In the 2016 CIP budget there was a line item for the purchase of a new bucket truck. We ordered the new truck on September 26, 2016. It took 11 months to build. This truck will replace our 2004 bucket truck which is at the end of its life cycle here at SPU. The budget and total cost are as follows:

The budget for the truck was \$270,000.00.

Altec bid was \$232,000.00

Pre-paint revisions \$4,000.00

Tax, License \$7,000.00

Radio and Tools \$4,000.00

Labor to put truck in service \$1,000.00

**Total: \$248,000.00**

We ended the build under budget by \$22,000.00

We also made a color change for our big trucks this year as white is a safer color for our employees. This change also saved us \$4000.00 to leave it white vs. painting it yellow.

Wayne State University did a study in 2008 “Utility Work Zone Traffic Control” for the US Department of Transportation and in Section 4.5 Vehicle Color it states the following:

Vehicle color has been found to influence the frequency of the motor vehicle traffic crash involvement during daylight hours. White vehicles have been shown to be significantly less likely to be crash involved than vehicles of other colors, likely due to the relatively high contrast of white with most background colors in the roadway environment. Darker colors were found to have a higher risk of crash involvement, likely due to the lower color contrast of the vehicle with the background surroundings. Because most non-emergency utility work is performed during daylight hours, color contrast of a utility work zone vehicle with the surrounding background environments for daytime utility work zones might include foliage, traffic control devices, pavement, sky, and others, corresponding to a variety of colors.

We are very pleased with the truck. We put it into service last week as we have a few things on the 2004 that are not working properly and are sending that one to the auction to get sold. We will have the new truck out in the north parking lot for your viewing before the commission meeting.

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# SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

August 31, 2017

TO: John Crooks, Utilities Manager 

FROM: Sharon Walsh, Director of Marketing and Customer Relations 

SUBJECT: CIS iXp System Upgrade – Conversion is a Success

---

## Overview

After beginning this upgrade process in March 2017, I am happy to inform the Commission that we successfully converted to iXp 7.0 on Monday, August 21<sup>st</sup>, 2017.

The conversion began Friday, August 18 with a backup of our current system, both by SPU and Daffron, ensuring we could restore the old platform as of EOD 8/18/17 should we need to abort the conversion process. Daffron proceeded to convert their files and systems on Saturday morning, 8/19. Daffron completed this process and I was able to test the new iXp system by Saturday afternoon. After several hours of testing to ensure all of the CIS staff members could sign-on to the new system; had access to the required processes/screens; and processes were functioning as intended, we were ready for Monday. To make it less stressful for my staff and virtually seamless to our customers, all CIS staff members were at their desks by 7:00 a.m. This gave everyone a chance to sign-in, move around the screens and adapt to the absence of green screen. We were open for busy as usual by 7:30 a.m.

Throughout the day there were minor hiccups that were quickly addressed and resolved. Since the 21<sup>st</sup>, I continue to troubleshoot on minor system glitches and staff training, primarily related to printing as we have a new web-based print feature in iXp. I am happy to report that the new file formats for our third party vendors are working as planned and designed. ☺ Nine days into the new system we have been able to send valid files to Paymentus and OPower; our Itron meter reading system transitioned seamlessly; and the Remit batch payment scanners are fully operational. We continue to work with Impact on the new file format for printing, which is scheduled to be completed 2-3 weeks in advance of the September billing date.

The decision to upgrade at the beginning of a reading/billing cycle has proven to be very beneficial and successful. It has been good for both staff and the steps within the processing system.

## Action Requested

No action required.



# SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

August 17, 2017

TO: John Crooks, Utilities Manager *JCC*

FROM: Renee Schmid, Director of Finance and Administration *RS*

SUBJECT: Insurance Liability Coverage - Waiver

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## Overview

- Staff is in the process of renewing the Utilities Property and Liability Insurance Coverage for the coming year. In order to extend coverage, the Commission is required to make a decision to either “waive” or “not waive” the monetary limits on municipal tort liability. More information regarding the implications of this decision is included in the attached waiver form from the League of Minnesota Cities.

## Recommendation

- Staff recommends the commission elect to “not waive” the monetary limits as a measure to limit any future claims exposure.

## Requested Action by Commission

The Commission is asked to make a decision on tort liability limits and select one option below:

- The Commission **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04
- The Commission **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limit on the liability coverage obtained from LMCIT.



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SINCE 1913

## LIABILITY COVERAGE – WAIVER FORM

**LMCIT members purchasing coverage must complete and return this form to LMCIT before the effective date of the coverage. Please return the completed form to your underwriter or email to [pstech@lmc.org](mailto:pstech@lmc.org)**

This decision must be made by the member's governing body every year. You may also wish to discuss these issues with your attorney.

League of Minnesota Cities Insurance Trust (LMCIT) members that 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 would be able to recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants would be able to recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits apply regardless of whether the city purchases the optional excess liability coverage.
- ◻ *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could potentially recover up to \$2,000,000 for a single occurrence. (Under this option, the tort cap liability limits are waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2 million.) The total all claimants would be able to 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 would be able to 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.

\_\_\_\_\_  
LMCIT Member Name

Check one:

The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04.

The member **WAIVES** the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 to the extent of the limits of the liability coverage obtained from LMCIT.

Date of city council/governing body meeting \_\_\_\_\_

Signature \_\_\_\_\_

Position \_\_\_\_\_



# SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

August 16, 2017

PROPOSE AS CONSENT

TO: John Crooks *JEC*

CC: Joe Adams  
 Sherri Anderson  
 Greg Drent  
 Lon Schemel  
 Sharon Walsh

FROM: Renee Schmid, *RS* Director of Finance and Administration

SUBJECT: Financial Results for July, 2017

---

The following Financial Statements are attached for your review and approval.

Month to Date and Year to Date Financial Results – July, 2017

- Combined Statement of Revenue & Expense and Net Assets – Electric, Water and Total Utility
- Electric Operating Revenue & Expense Detail
- Water Operating Revenue & Expense Detail

Key items to note:

Month to Date Results – July, 2017

- Total Utility Operating Revenues for the month of July totaled \$5.6 million and were unfavorable to budget by \$662k or 10.6%. Electric revenues were unfavorable to budget by \$666k or 12.2% driven by lower than plan energy sales in the residential and industrial revenue groups and lower than plan power cost adjustment revenue in all revenue groups due to lower than plan purchased power costs. Water revenues were favorable to budget by \$5k or 0.6% driven by higher than plan commercial sales volumes and partially offset by lower than plan residential sales volumes.
- Total operating expenses were \$4.6 million and were favorable to budget by \$320k or 6.5%. Total purchased power costs in July were \$3.8 million and were \$85k or 2.2% lower than plan for the month. Total Operating Expense for electric including purchased power \$4.3 million and was favorable to budget by \$261k or 5.7% primarily due to lower than plan purchased power costs and timing of expenditures in operation and maintenance, energy conservation expense, administrative and general expense, and depreciation. Total Operating Expense for Water was \$315k was also favorable to budget by \$60k or 16.1% due timing of expenditures in system operation and maintenance, administrative and general expense and depreciation.
- Total Utility Operating Income \$930k and was \$341k unfavorable to budget primarily due to lower than plan operating revenue that was partially offset by lower than plan operating expense.





# SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

- Total Utility Non-Operating Revenue was \$37k and was favorable to budget by \$20k due to higher than plan investment income.
- Capital Contributions for the month of July were \$878k and were favorable to budget by \$728k due to higher than plan collection of water connection fees in the month of July related to a new planned apartment development within the city.
- Municipal contributions to the City of Shakopee totaled \$190k and were lower than plan by \$10k.
- Change in Net Position was \$1.7 million and was favorable to budget by \$0.4 million due to lower than plan operating expenses and higher than plan capital contributions which were partially offset by lower than plan operating revenues.
- Electric usage billed to customers in July was 40,807,685 KWH, an increase from June usage billed at 32,399,655 KWH.
- Water usage billed to customers in July was 250.7 million gallons, an increase from June usage billed at 150.3 million gallons.

## Year to Date Financial Results – July, 2017

- Total Utility Operating Revenue year to date July was \$27.9 million and was unfavorable to budget by \$777k or 2.7%. Electric revenues totaled \$25.3 million and were unfavorable to budget by \$698k or 2.7% driven by lower than plan sales in the residential and industrial revenue groups and lower than plan power cost adjustment revenue in all revenue groups due to lower than plan purchased power costs. Water revenues totaled \$2.6 million and were also unfavorable to budget by \$78k or 3.0% driven by lower than plan sales volumes.
- Total Utility Operating Expenses year to date July were \$25.4 million and were favorable to budget by \$2.4 million or 8.7% primarily due to lower than plan purchased power costs of \$0.9 million, timing of expenditures in energy conservation of \$0.6 million, administrative and general expense of \$0.6 million in outside services and employee benefit expenses, electric and water operation and maintenance expense of \$0.1 million, and depreciation expense of \$0.2 million. Total Operating Expense for electric including purchased power was \$23.0 million and was favorable to budget by \$2.1 million or 8.3%. Total Operating Expense for Water was \$2.4 million and was also favorable to budget by \$0.3 million or 11.8%.
- Total Utility Operating Income was \$2.5 million and was favorable to budget by \$1.6 million driven by lower than plan operating expenses of \$2.4 million and offset by lower than planned operating revenues \$0.8 million.
- Total Utility Non-Operating Income was \$333k and was favorable to budget by \$64k due to higher than planned investment income of \$67k.
- YTD Capital Contributions were \$2.7 million and are favorable to budget by \$1.7 million due to higher than plan collection of water connection fees of \$1.6 million and higher than planned capital contributions of \$0.1 million.
- Municipal contributions to the City of Shakopee totaled \$1.3 million year to date and is lower than plan by \$73k or 5.2%. The actual estimated payment throughout the year is based on prior year results and will be trued up at the end of the year.
- YTD Change in Net Position is \$4.3 million and is favorable to budget by \$3.5 million reflecting lower than operating expense of \$2.4 million and higher than plan capital contributions of \$1.7 million, partially offset by lower than plan operating revenues of \$0.8 million.

**SHAKOPEE PUBLIC UTILITIES**  
**MONTH TO DATE FINANCIAL RESULTS**  
**JULY 2017**



**SHAKOPEE PUBLIC UTILITIES**  
“Lighting the Way – Yesterday, Today and Beyond”

**SHAKOPEE PUBLIC UTILITIES**  
**COMBINED STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION**

	Month to Date Actual - July 2017			Month to Date Budget - July 2017			Electric		Water		Total Utility	
	Electric	Water	Total Utility	Electric	Water	Total Utility	MTD Actual v. Budget B/(W) \$ %	MTD Actual v. Budget B/(W) \$ %	MTD Actual v. Budget B/(W) \$ %			
<b>OPERATING REVENUES</b>	\$ 4,804,817	768,514	5,573,332	5,471,274	763,777	6,235,051	(666,456) -12.2%	4,737 0.6%	(661,719) -10.6%			
<b>OPERATING EXPENSES</b>												
Operation, Customer and Administrative	4,155,565	202,120	4,357,685	4,399,686	250,376	4,650,062	244,121 5.5%	48,256 19.3%	292,377 6.3%			
Depreciation	173,238	112,404	285,642	189,194	124,473	313,667	15,956 8.4%	12,069 9.7%	28,025 8.9%			
Amortization of Plant Acquisition	-	-	-	-	-	-	- 0.0%	- -	- 0.0%			
Total Operating Expenses	4,328,803	314,524	4,643,327	4,588,880	374,848	4,963,728	260,077 5.7%	60,325 16.1%	320,402 6.5%			
Operating Income	476,014	453,990	930,005	882,394	388,929	1,271,322	(406,380) -46.1%	65,062 16.7%	(341,318) -26.8%			
<b>NON-OPERATING REVENUE (EXPENSE)</b>												
Rental and Miscellaneous	21,980	262	22,242	22,173	2,068	24,241	(193) -0.9%	(1,806) -87.3%	(1,999) -8.2%			
Interdepartment Rent from Water	7,500	-	7,500	7,500	-	7,500	- 0.0%	- -	- 0.0%			
Investment Income	32,016	5,884	37,900	12,951	3,002	15,954	19,064 147.2%	2,882 96.0%	21,946 137.6%			
Interest Expense	(28,946)	(24)	(28,970)	(28,769)	(19)	(28,788)	(177) -0.6%	(5) -26.0%	(182) -0.6%			
Amortization of Debt Issuance Costs and Loss on Refunding	(1,484)	-	(1,484)	(1,484)	-	(1,484)	- 0.0%	- -	- 0.0%			
Gain/(Loss) on the Disposition of Property	-	-	-	-	-	-	- -	- -	- 0.0%			
Total Non-Operating Revenue (Expense)	31,067	6,122	37,189	12,372	5,051	17,423	18,695 151.1%	1,071 21.2%	19,766 113.4%			
Income Before Contributions and Transfers	507,081	460,113	967,194	894,766	393,979	1,288,745	(387,685) -43.3%	66,133 16.8%	(321,552) -25.0%			
<b>CAPITAL CONTRIBUTIONS</b>	-	877,801	877,801	-	149,395	149,395	- -	728,406 487.6%	728,406 487.6%			
<b>MUNICIPAL CONTRIBUTION</b>	(116,223)	(74,000)	(190,223)	(121,398)	(79,192)	(200,590)	5,175 4.3%	5,192 6.6%	10,368 5.2%			
<b>CHANGE IN NET POSITION</b>	\$ 390,859	1,263,913	1,654,772	773,368	464,182	1,237,550	(382,509) -49.5%	799,731 172.3%	417,222 33.7%			

**SHAKOPEE PUBLIC UTILITIES**  
**ELECTRIC OPERATING REVENUE AND EXPENSE**

	MTD Actual	MTD Budget	MTD Actual v. Budget	
	July 2017	July 2017	Better/(Worse)	%
	\$		\$	%
<b>OPERATING REVENUES</b>				
Sales of Electricity				
Residential	\$ 1,780,333	2,035,926	(255,593)	-12.6%
Commercial and Industrial	2,926,290	3,324,929	(398,639)	-12.0%
Uncollectible accounts	-	-	-	-
Total Sales of Electricity	4,706,623	5,360,855	(654,232)	-12.2%
Forfeited Discounts	13,769	21,016	(7,247)	-34.5%
Free service to the City of Shakopee	14,223	14,223	0	0.0%
Conservation program	70,202	75,180	(4,978)	-6.6%
Total Operating Revenues	4,804,817	5,471,274	(666,456)	-12.2%
<b>OPERATING EXPENSES</b>				
Operations and Maintenance				
Purchased power	3,769,155	3,854,103	84,948	2.2%
Distribution operation expenses	28,586	39,436	10,851	27.5%
Distribution system maintenance	30,006	55,428	25,423	45.9%
Maintenance of general plant	26,484	35,652	9,168	25.7%
Total Operation and Maintenance	3,854,230	3,984,619	130,389	3.3%
Customer Accounts				
Meter Reading	7,191	9,810	2,619	26.7%
Customer records and collection	39,102	44,751	5,649	12.6%
Energy conservation	26,046	58,828	32,783	55.7%
Total Customer Accounts	72,338	113,389	41,051	36.2%
Administrative and General				
Administrative and general salaries	40,795	49,969	9,174	18.4%
Office supplies and expense	10,043	15,471	5,427	35.1%
Outside services employed	12,722	40,959	28,238	68.9%
Insurance	8,938	15,727	6,789	43.2%
Employee Benefits	129,039	143,488	14,450	10.1%
Miscellaneous general	27,460	36,063	8,603	23.9%
Total Administrative and General	228,997	301,678	72,681	24.1%
Total Operation, Customer, & Admin Expenses	4,155,565	4,399,686	244,121	5.5%
Depreciation	173,238	189,194	15,956	8.4%
Amortization of plant acquisition	-	-	-	0.0%
Total Operating Expenses	\$ 4,328,803	4,588,880	260,077	5.7%
<b>OPERATING INCOME</b>	<b>\$ 476,014</b>	<b>882,394</b>	<b>(406,380)</b>	<b>-46.1%</b>

**SHAKOPEE PUBLIC UTILITIES  
WATER OPERATING REVENUE AND EXPENSE**

	MTD Actual July 2017	MTD Budget July 2017	MTD Actual v. Budget Better/(Worse)	
			\$	%
<b>OPERATING REVENUES</b>				
Sales of Water	\$ 766,595	762,046	4,549	0.6%
Forfeited Discounts	1,919	1,731	188	10.8%
Uncollectible accounts	-	-	-	-
Total Operating Revenues	<u>768,514</u>	<u>763,777</u>	<u>4,737</u>	<u>0.6%</u>
<b>OPERATING EXPENSES</b>				
Operations and Maintenance				
Pumping and distribution operation	34,778	39,294	4,516	11.5%
Pumping and distribution maintenance	17,856	33,731	15,876	47.1%
Power for pumping	24,542	23,252	(1,290)	-5.5%
Maintenance of general plant	1,446	2,342	897	38.3%
Total Operation and Maintenance	<u>78,621</u>	<u>98,620</u>	<u>19,999</u>	<u>20.3%</u>
Customer Accounts				
Meter Reading	4,095	7,592	3,497	46.1%
Customer records and collection	10,689	11,996	1,308	10.9%
Energy conservation	99	-	(99)	-
Total Customer Accounts	<u>14,883</u>	<u>19,588</u>	<u>4,706</u>	<u>24.0%</u>
Administrative and General				
Administrative and general salaries	25,628	31,460	5,832	18.5%
Office supplies and expense	5,488	5,926	438	7.4%
Outside services employed	3,924	17,377	13,453	77.4%
Insurance	2,979	5,242	2,263	43.2%
Employee Benefits	48,451	52,190	3,739	7.2%
Miscellaneous general	22,144	19,971	(2,173)	-10.9%
Total Administrative and General	<u>108,615</u>	<u>132,167</u>	<u>23,552</u>	<u>17.8%</u>
Total Operation, Customer, & Admin Expenses	<u>202,120</u>	<u>250,376</u>	<u>48,256</u>	<u>19.3%</u>
Depreciation	112,404	124,473	12,069	9.7%
Amortization of plant acquisition	-	-	-	-
Total Operating Expenses	<u>314,524</u>	<u>374,848</u>	<u>60,325</u>	<u>16.1%</u>
OPERATING INCOME	<u>\$ 453,990</u>	<u>388,929</u>	<u>65,062</u>	<u>16.7%</u>

**SHAKOPEE PUBLIC UTILITIES**  
**YEAR TO DATE FINANCIAL RESULTS**  
**JULY 2017**



**SHAKOPEE PUBLIC UTILITIES**  
“Lighting the Way – Yesterday, Today and Beyond”

**SHAKOPEE PUBLIC UTILITIES**  
**COMBINED STATEMENT OF REVENUES, EXPENSES AND CHANGES IN FUND NET POSITION**

	Year to Date Actual - July 2017			Year to Date Budget - July 2017			Electric		Water		Total Utility	
	Electric	Water	Total Utility	Electric	Water	Total Utility	YTD Actual v. Budget B/(W) \$ %	YTD Actual v. Budget B/(W) \$ %	YTD Actual v. Budget B/(W) \$ %			
<b>OPERATING REVENUES</b>	\$ 25,313,752	2,564,049	27,877,801	26,012,250	2,642,326	28,654,575	(698,497) -2.7%	(78,277) -3.0%	(776,774) -2.7%			
<b>OPERATING EXPENSES</b>												
Operation, Customer and Administrative	21,781,569	1,568,965	23,350,534	23,764,654	1,798,629	25,563,283	1,983,085 8.3%	229,664 12.8%	2,212,749 8.7%			
Depreciation	1,212,664	786,830	1,999,494	1,324,357	871,310	2,195,667	111,693 8.4%	84,480 9.7%	196,173 8.9%			
Amortization of Plant Acquisition	-	-	-	-	-	-	- 0.0%	- -	- 0.0%			
Total Operating Expenses	22,994,233	2,355,795	25,350,028	25,089,011	2,669,939	27,758,950	2,094,778 8.3%	314,144 11.8%	2,408,922 8.7%			
Operating Income	2,319,519	208,255	2,527,774	923,239	(27,613)	895,626	1,396,280 151.2%	235,868 854.2%	1,632,148 182.2%			
<b>NON-OPERATING REVENUE (EXPENSE)</b>												
Rental and Miscellaneous	143,107	168,989	312,095	155,212	163,045	318,257	(12,105) -7.8%	5,944 3.6%	(6,161) -1.9%			
Interdepartment Rent from Water	52,500	-	52,500	52,500	-	52,500	- 0.0%	- -	- 0.0%			
Investment Income	140,436	38,685	179,121	90,660	21,015	111,675	49,776 54.9%	17,670 84.1%	67,446 60.4%			
Interest Expense	(203,604)	(163)	(203,766)	(202,888)	(134)	(203,021)	(716) -0.4%	(29) -22.0%	(745) -0.4%			
Amortization of Debt Issuance Costs and Loss on Refunding	(10,385)	-	(10,385)	(10,385)	-	(10,385)	- 0.0%	- 0.0%	- 0.0%			
Gain/(Loss) on the Disposition of Property	(306)	3,362	3,056	-	-	-	(306) 0.0%	3,362 -	3,056 -			
Total Non-Operating Revenue (Expense)	121,748	210,872	332,621	85,100	183,926	269,026	36,649 43.1%	26,946 14.7%	63,595 23.6%			
Income Before Contributions and Transfers	2,441,267	419,127	2,860,394	1,008,338	156,313	1,164,651	1,432,929 142.1%	262,814 168.1%	1,695,743 145.6%			
<b>CAPITAL CONTRIBUTIONS</b>	94,254	2,649,449	2,743,702	-	1,045,766	1,045,766	94,254 -	1,603,682 153.3%	1,697,936 162.4%			
<b>MUNICIPAL CONTRIBUTION</b>	(812,851)	(518,503)	(1,331,354)	(849,786)	(554,347)	(1,404,133)	36,935 4.3%	35,844 6.5%	72,779 5.2%			
<b>CHANGE IN NET POSITION</b>	\$ 1,722,670	2,550,073	4,272,743	158,552	647,732	806,285	1,564,118 986.5%	1,902,340 293.7%	3,466,458 429.9%			

**SHAKOPEE PUBLIC UTILITIES  
ELECTRIC OPERATING REVENUE AND EXPENSE**

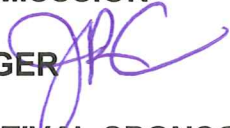
	YTD Actual	YTD Budget	YTD Actual v. Budget	
	July 2017	July 2017	Better/(Worse)	
	\$	\$	\$	%
<b>OPERATING REVENUES</b>				
Sales of Electricity				
Residential	\$ 8,822,716	9,164,293	(341,577)	-3.7%
Commercial and Industrial	15,883,894	16,214,631	(330,736)	-2.0%
Uncollectible accounts	-	-	-	-
Total Sales of Electricity	24,706,610	25,378,923	(672,313)	-2.6%
Forfeited Discounts	139,405	147,112	(7,708)	-5.2%
Free service to the City of Shakopee	99,559	99,559	0	0.0%
Conservation program	368,178	386,655	(18,477)	-4.8%
Total Operating Revenues	25,313,752	26,012,250	(698,497)	-2.7%
<b>OPERATING EXPENSES</b>				
Operations and Maintenance				
Purchased power	18,975,942	19,843,573	867,631	4.4%
Distribution operation expenses	238,401	276,052	37,651	13.6%
Distribution system maintenance	408,296	387,997	(20,299)	-5.2%
Maintenance of general plant	143,823	249,562	105,740	42.4%
Total Operation and Maintenance	19,766,462	20,757,185	990,722	4.8%
Customer Accounts				
Meter Reading	57,927	68,668	10,741	15.6%
Customer records and collection	307,579	313,259	5,681	1.8%
Energy conservation	(169,057)	411,797	580,854	141.1%
Total Customer Accounts	196,449	793,724	597,275	75.2%
Administrative and General				
Administrative and general salaries	323,838	349,786	25,947	7.4%
Office supplies and expense	85,217	108,296	23,080	21.3%
Outside services employed	84,248	286,716	202,468	70.6%
Insurance	103,589	110,089	6,500	5.9%
Employee Benefits	994,166	1,106,419	112,254	10.1%
Miscellaneous general	227,600	252,439	24,839	9.8%
Total Administrative and General	1,818,658	2,213,746	395,088	17.8%
Total Operation, Customer, & Admin Expenses	21,781,569	23,764,654	1,983,085	8.3%
Depreciation	1,212,664	1,324,357	111,693	8.4%
Amortization of plant acquisition	-	-	-	0.0%
Total Operating Expenses	\$ 22,994,233	25,089,011	2,094,778	8.3%
<b>OPERATING INCOME</b>	<b>\$ 2,319,519</b>	<b>923,239</b>	<b>1,396,280</b>	<b>151.2%</b>



**SHAKOPEE PUBLIC UTILITIES**  
**WATER OPERATING REVENUE AND EXPENSE**

	YTD Actual	YTD Budget	YTD Actual v. Budget	
	July 2017	July 2017	Better/(Worse)	
			\$	%
<b>OPERATING REVENUES</b>				
Sales of Water	\$ 2,555,975	2,630,206	(74,232)	-2.8%
Forfeited Discounts	8,074	12,119	(4,045)	-33.4%
Uncollectible accounts	(0)	-	(0)	-
Total Operating Revenues	<u>2,564,049</u>	<u>2,642,326</u>	<u>(78,277)</u>	<u>-3.0%</u>
<b>OPERATING EXPENSES</b>				
Operations and Maintenance				
Pumping and distribution operation	275,644	275,060	(584)	-0.2%
Pumping and distribution maintenance	192,356	236,118	43,761	18.5%
Power for pumping	165,355	162,767	(2,588)	-1.6%
Maintenance of general plant	21,672	16,396	(5,275)	-32.2%
Total Operation and Maintenance	<u>655,028</u>	<u>690,342</u>	<u>35,314</u>	<u>5.1%</u>
Customer Accounts				
Meter Reading	31,702	53,143	21,441	40.3%
Customer records and collection	83,165	83,975	809	1.0%
Energy conservation	1,834	12,000	10,166	-
Total Customer Accounts	<u>116,702</u>	<u>149,117</u>	<u>32,416</u>	<u>21.7%</u>
Administrative and General				
Administrative and general salaries	207,900	220,223	12,323	5.6%
Office supplies and expense	39,169	41,484	2,315	5.6%
Outside services employed	28,518	121,638	93,120	76.6%
Insurance	34,530	36,696	2,167	5.9%
Employee Benefits	356,312	399,332	43,020	10.8%
Miscellaneous general	130,807	139,797	8,990	6.4%
Total Administrative and General	<u>797,236</u>	<u>959,170</u>	<u>161,934</u>	<u>16.9%</u>
Total Operation, Customer, & Admin Expenses	<u>1,568,965</u>	<u>1,798,629</u>	<u>229,664</u>	<u>12.8%</u>
Depreciation	786,830	871,310	84,480	9.7%
Amortization of plant acquisition	-	-	-	-
Total Operating Expenses	<u>\$ 2,355,795</u>	<u>2,669,939</u>	<u>314,144</u>	<u>11.8%</u>
<b>OPERATING INCOME</b>	<u>\$ 208,255</u>	<u>(27,613)</u>	<u>235,868</u>	<u>854.2%</u>

**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

**TO: SHAKOPEE PUBLIC UTILITIES COMMISSION**  
**FROM: JOHN R. CROOKS, UTILITIES MANAGER**   
**SUBJECT: CANTERBURY LANTERN LIGHT FESTIVAL SPONSORSHIP**  
**DATE: SEPTEMBER 1, 2017**

Shakopee Public Utilities has been approached by Randy Sampson, CEO of Canterbury Park, with a potential sponsorship opportunity; for the inaugural Chinese Lantern Light Festival. The event will be held at Canterbury starting September 7 and run through October 22, Thursdays through Sundays.

Joe Adams and I met with Mr. Sampson and his staff last week after exchanging emails earlier this summer. In the meeting we discussed a joint sponsorship with Canterbury, MMPA and Shakopee Public Utilities. With the sponsorship SPU and MMPA will be recognized as "Official Partners of Canterbury Park." We would have naming rights on all on-site media. The tag line would be "Lantern Light Festival powered by Shakopee Public Utilities and MMPA."

The ticket sales for this event are very encouraging and it is estimated that over 100,000 people will attend the event. Similar festivals are held in Memphis, Miami, Phoenix and Atlanta. Canterbury staff believe this will become an annual fall event. With more time to plan, it was discussed that SPU could use the festival as an opportunity for LED promotion and education.

Attached to this memo is additional information regarding this sponsorship request. The attached items are listed below:

- Canterbury Park Partnership Agreement
- Lantern Light Festival Information
- Shakopee Public Utilities Donation Policy
- Charitable Donations 2017 year to date

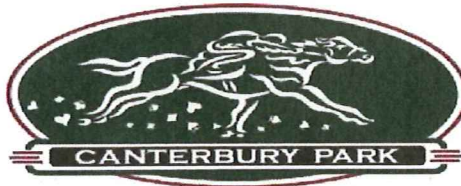
I have discussed the opportunity with MMPA and they are willing to split the sponsorship amount with SPU. Also, SPU installed a third electric service to the site to accommodate the lighting load. Mr. Sampson then offered to change the making the sponsorship amount to \$10,000.

The donation request would fall under two of the five core values defined in our Donations Policy; the first being the #2 core value-Community Vitality and Enrichment and the second being the #3 core value-Culture and Fine Arts.

SPU has a donation budget of \$20,000 in 2017. An additional \$10,000 has been set aside in this year's budget depending on the level of donation requests. Commission approval would be required if the donation budget would be increased to \$30,000. At this time I am not requesting the increase.

#### **RECOMMENDATION –**

I am recommending that SPU partner with MMPA and be the official sponsor of the Chinese Lantern Light Festival and contribute \$5000 as a donation for 2017 Chinese Lantern Light Festival.



**2017 Canterbury Park  
Corporate Partnership Agreement with Dominion**

<b>CANTERBURY PARK AGREES TO PROVIDE</b>	<b>Price</b>	<b>Impressions</b>	<b>CPM</b>
Shakopee Public Utilities Commission will be recognized as the "Official Partner of Canterbury Park" with over 1.1 million visitors annually. Contract runs thru Dec 31, 2017			
<b>Onsite Naming Rights</b>			
Presenting sponsorship naming rights in all on-site media "Lantern Light Festival powered by Shakopee Public Utilities Commission. Includes tagging / name mention in:	\$ 10,000		
<b>Digital Signage</b>			
- Minimum of (20) :15 second digital ads per day played on our infield Dak Boards during Live Racing (only counting 50% of viewable impressions)	\$750	90,000	\$ 8.33
- Cool Signs - Tagged in :15 spot playing a minimum of 2x/hour throughout the building (Sept. - Oct.).	\$1,650	250,000	\$ 6.60
<b>Print</b>			
- 1/3 page , b/w ad in Live Racing Program remainder of season (8 days)	\$450	45,000	\$ 10.00
<b>Signage</b>			
- Signage at the front gates of the Lantern Festival during entire show run	\$2,500	120,000	\$21
- Tagged on main entrance marquee when promoting Lantern Festival	\$1,500	400,000	\$4
<b>Direct Marketing</b>			
- Tagged in October Canterbury Park Direct Mailer	\$325	13,000	\$25
- Included in Canterbury Park Eblasts	\$1,500	100,000	\$15
- Tagged in Canterbury Park social media	\$200	50,000	\$4
<b>Community Activation</b>			
- Presenting sponsor of Lantern Festival Preview Night Powered by SPUC including free admission for local officials, chamber officials, etc.	\$2,500		

**TOTAL VALUE:**

**TOTAL INVESTMENT:**

	\$ 21,375		
	\$12,500	1,068,000	\$ 11.70



(<http://lanternlightfestival.com>)

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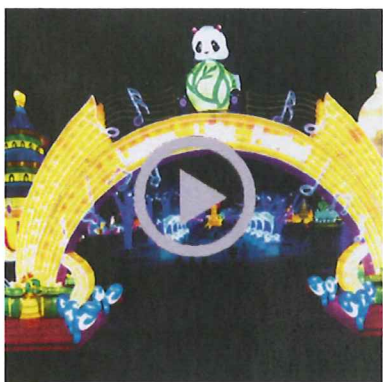
## LANTERN GALLERY

Experience a night of spectacular lights and structures. The Lantern Light Festival is proud to present the pageantry and awe-inspiring beauty of a tradition and craft that was started over 2,000 years ago in China. Emperor Hanmingdi heard that monks lit lanterns in the temples to show respect to Buddha on the fifteenth day of the first lunar month. The Emperor ordered that all the temples, households, and royal palaces should light lanterns on that evening.

This Buddhist custom gradually became a grand celebration for the Chinese people and is the inspiration for the Lantern Light Festival.

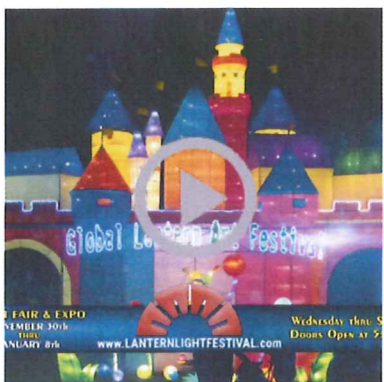
These enormous lanterns, each hand-crafted by Chinese artisans, are a celebration of architecture from around the world, creatures of the land and sea, holiday traditions, and mythical stories. But the best way to experience a lantern is up close and personal at the Lantern Light Festival!

Please check out the video of how these amazing lanterns are custom-made in China. Since each Chinese lantern is made by hand, the production process is lengthy and requires a team of artisans. After each lantern is finished, it is disassembled and packed up. The lanterns are then shipped to the city that is hosting the Lantern Light Festival in the U.S and re-built.



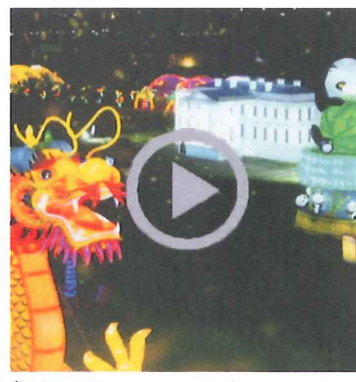
(<https://youtu.be/NmytNxaiJQg>)

### Lantern Light Festival Memphis



(<https://www.youtube.com/watch?v=1WMzCeLw5lc>)

### Miami Show Info



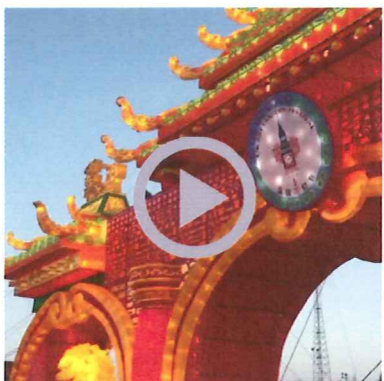
(<https://www.youtube.com/watch?v=z3N8DjqE2iM&feature=youtu.be>)

### Festival Activities



(<https://www.youtube.com/watch?v=E7KJdLBXVoM>)

### China Lantern Light Festival



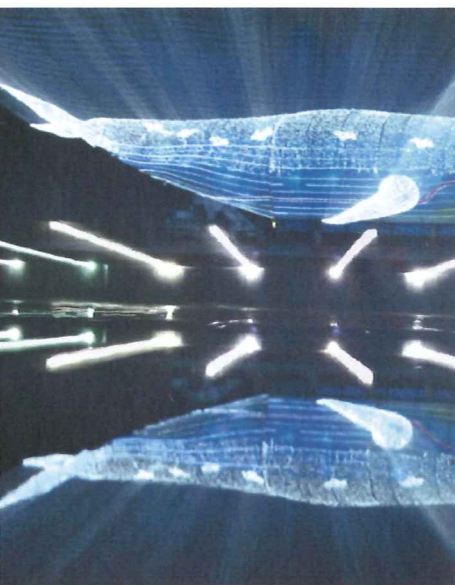
(<https://www.youtube.com/watch?v=rOVQ7c4-hBw&feature=youtu.be>)

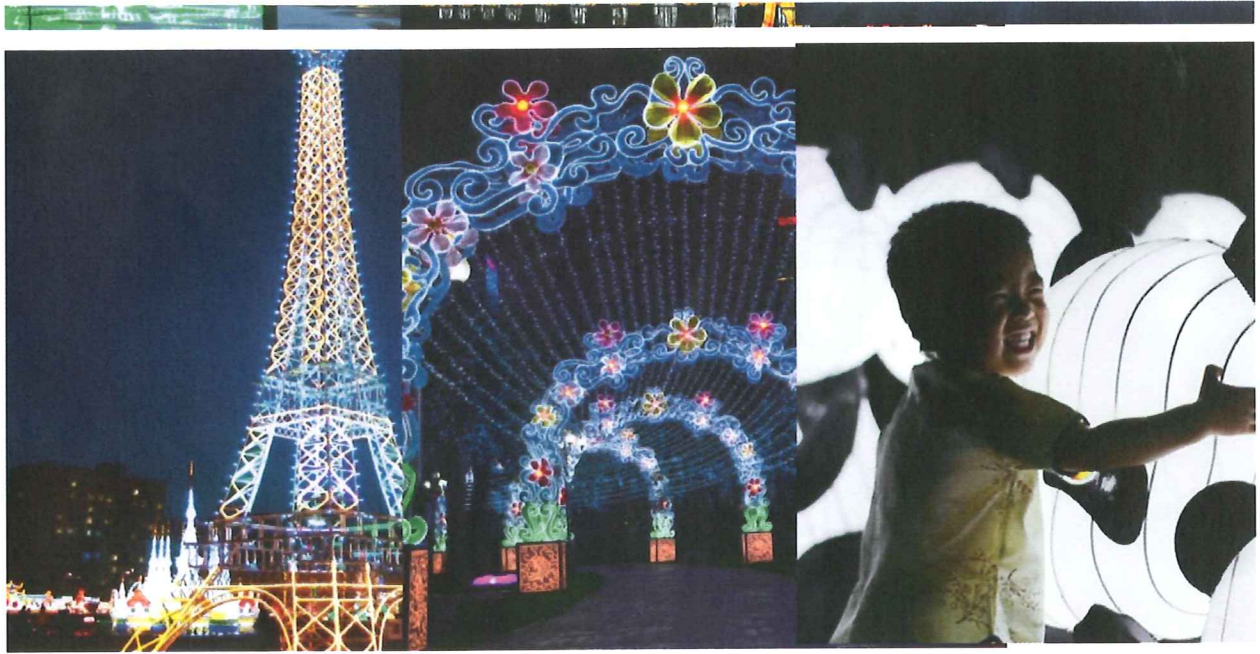
### Lantern Light Festival Miami



(<https://youtu.be/LzklitNWVTUk>)

### How Lanterns are Made?





(<http://lanternlightfestival.com>)



(<https://www.facebook.com/lanternlightfestival/>)

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Experience an amazing evening of dazzling lights and shapes. The Lantern Light Festival is a celebration of a Chinese tradition that started over 2,000 years ago. Our enormous lanterns are hand-crafted by Chinese artisans and unique in color, size, and subject. You will see beautiful lanterns of architecture from around the world, creatures of the land and sea, holiday traditions, and mythical stories.

## THE HISTORY OF CHINESE LANTERN FESTIVALS





The Lantern Festival can be traced back to 2,000 years ago. In the beginning of the Eastern Han Dynasty (25–220), Emperor Hanmingdi was an advocate of Buddhism.

The Emperor heard that some monks lit lanterns in the temples to show respect to Buddha on the fifteenth day of the first lunar month. Therefore, he ordered that all the temples, households, and royal palaces should light lanterns on that evening. This Buddhist custom gradually became a grand festival among the people.

Celebrated on the 15th day of the first Chinese lunar month, the festival traditionally ends the Chinese New Year period. The Lantern Festival is also the first full moon night in the Chinese calendar, marking the return of spring and symbolizing the reunion of family.

## HOW DO THE CHINESE CELEBRATE THE LANTERN FESTIVAL?

As China is a vast country with a long history and diverse cultures, Lantern Festival customs and activities vary regionally. Lighting and appreciating (floating, fixed, held, and flying) lanterns is the main activity of the festival. When the festival comes, lanterns of various shapes and sizes are seen in households, shopping malls, parks, and streets. Children may hold small lanterns while walking the streets. The lanterns vividly depict traditional Chinese images – fruits, flowers, birds, animals, people, and buildings.

The Chinese word for lantern means ‘a new-born baby boy’. Therefore, lighting lanterns is symbolic of illuminating the future and giving birth. People pray for smooth futures and express their best wishes for their families. Women who want to be pregnant would walk under a hanging lantern praying for a child.

The most important and popular Lantern Festival activities include guessing lantern riddles, lion dances and eating tangyuan.

## LANTERN RIDDLES

Owners write riddles on paper notes and past them on their colorful lanterns. People crowd round to guess the riddles. If someone thinks they have the right answer, they go to the lantern owner to check their answer. If the answer is right, there is usually a small gift as a prize.

## LION DANCES

The lion dance is one of the most traditional folk dances in China, dated back to the Three Kingdoms Period (220–280). The lion as a symbol of bravery and strength, and the dances are performed to ward off evil and



pray for good fortune and safety. The lion dance requires two highly-trained performers in a lion suit. One acts as the head and forelegs, and the other the back and rear legs.



## EATING TANGYUAN

Tangyuan are ball-shaped dumplings stuffed with sweet fillings (sugar, sesame seeds, peanuts, walnuts, bean paste) and customarily served in rice soup. Chinese people believe that the round shape of the balls and their bowls symbolize wholeness and togetherness so eating tangyuan is a way to express their best wishes for their family and their future lives.



(<http://lanternlightfestival.com>)



(<https://www.facebook.com/lanternlightfestival/>)

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# TWIN CITIES LANTERN LIGHT FESTIVAL

Sep 7, 2017 to Oct 22, 2017

## LOCATION

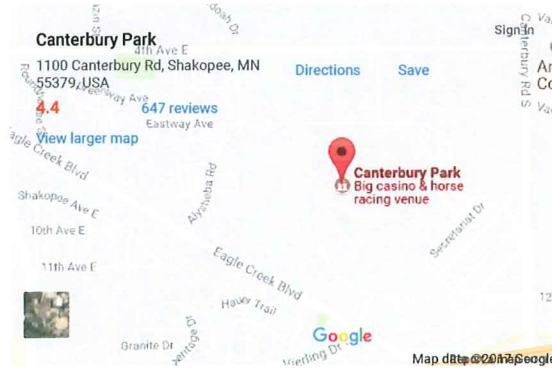
Canterbury Park  
1100 Canterbury Road  
Shakopee, MN. 55379

## DATES AND HOURS

Sep 7 to Oct 1 Thu to Sun 6.pm to 11.pm

Oct 5 to Oct 22 Thu to Sun 5.pm to 11.pm

(Box office open during normal show hours but closes 45 Before event closing)



**On-Site box office open each night during show hours until 45 Min before event**

**Thursday is Family Night, Kids Tickets Just \$14**

**Please check our Facebook Page for weather updates. f (<https://www.facebook.com/lanternlightfestival>)**

## ATTRactions AT TWIN CITIES EVENT



**CHINESE ACROBATS**



**CHINESE FOOD**



**FACE PAINTING**



**MINING FOR EMERALDS**



**SOUVENIRS**



**MINI GOLF**



**FIREWORKS**



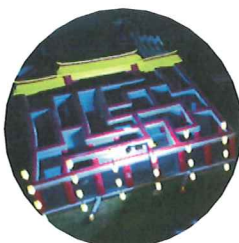
**DRAGON RIDES**



**INFLATABLES**



**VIRTUAL REALITY RIDES**



**FORBIDDEN CITY MAZE**



**LION RIDES**

**Tickets purchased online maybe used on any given show night\***

\*(Excluded discounted Thursday family tickets which are valid any Thursday only)

TICKETS	TICKET PRICES (PLUS SALES TAX)
Under 3	Free
Children 3 to 12 (Thursday is Family Night, Children Tickets Just \$14)	\$18
Children's Activity Package (Thursday is Family night, Activity plus Tickets Just \$24)((unlimited inflatables, unlimited Mini-Golf, 1 dragon or lion ride, Forbidden City Maze.)	\$28
VIP (Includes 1 child activity package ticket plus unlimited dragon rides, 1 virtual reality ride, 1 cotton candy, 1 Lantern Light Festival t-shirt.) \$75 value	\$49



## DESCRIPTION

Twin Cities Premiere - Lantern Light Festival Opens September 7th  
A Spectacular Evening of Massive Chinese Lanterns at Canterbury Park

Minneapolis, MN – June 9, 2017 – After successful runs in Miami and Memphis, the Lantern Light Festival transforms Canterbury Park into a dazzling spectacle of lights and artistry from September 7 to October 22, 2017. A celebration of Chinese culture, the festival is a six-week production featuring massive lanterns, inspiring performances and a variety of food. Attendees will see a kaleidoscope of colors, shapes, and themes. Learn more at <http://lanternlightfestival.com>.

“While some people have seen lanterns being released into the night sky, these lanterns stay firmly on the ground.” explained Sanjay Syal, President & CEO of Pinnacle Production Group. “This show was designed specifically for the Twin Cities. Hundreds of lanterns will illuminate the night, including a four-hundred-foot Dragon. A team of eighty Chinese artisans need three months to complete our hand-crafted lanterns, which are made from sculpted steel frames and hundreds of pieces of silky cloth. Other lantern themes include architecture, creatures of the land and sea, and mythical stories.”

Over 400 lanterns in a variety of themes will illuminate the night in Memphis. Featuring a 400-foot-long Dragon, a 30-foot-tall Panda, lantern tunnels, giant guitars, flowers, dolphins, and more. The festival will also feature Minnesota themed lanterns such as, a Prince tribute, Paul Bunyan, and more!

Avoid the long lines and purchase your tickets in advance at <http://lanternlightfestival.com/minneapolis/>  
Visit [www.lanternlightfestival.com](http://www.lanternlightfestival.com)

for more information and to purchase tickets in advance.

# SHAKOPEE PUBLIC UTILITIES COMMISSION

## DONATIONS POLICY

The primary purpose of the donations policy is to assist charitable, educational and civic organizations within the Shakopee Public Utilities service area or which serve community needs within the service area. As a public utility, SPUC exists to serve its customers and its community.

At SPUC, we know that a community's energy does not always arrive through the power lines. It also comes from actions and efforts of those who live there. Our goal is to engage, support and improve the programs that foster growth and development of youth, provide sponsorship of causes that help the underprivileged and those that concentrate on civic and community development.

To achieve maximum impact in helping address the needs of our community, our donations policy focuses on the following 5 areas:

- 1. Education and Youth Development**
- 2. Community Vitality and Enrichment**
- 3. Culture and Fine Arts**
- 4. Health and Human Services**
- 5. Environmental Stewardship**

Donations will be guided under the direction of the Utilities Manager. The Commission has designated up to \$20,000 annually for donations to the worthwhile causes that focus on the areas listed above.

The Utilities Manager may disburse, in the Commission's behalf, amounts up to \$1000. The Commission itself can choose to designate recipients if so desired. If the Utilities Manager or Commission request an amount exceeding \$1000, the Commission must approve such a donation.

The Utilities Manager will present the yearly donation recipients and their donation amounts to the Commission in January of each year.

**Shakopee Public Utilities Commission  
Charitable Donations - 2017**

	<b>ORGANIZATION</b>	<b>DOLLARS</b>
March	Annual City Tree Sale Sponsorship	5000
April	SCVB Downtown Flower Basket Sponsor	1000
May	Saints Foundation	4000
May	Shakopee Diversity Alliance	1000
May	Shakopee Heritage Society	1000
May	Esperanza	1000
August	Walk to Defeat ALS	250
	<b>TOTAL</b>	<b>\$13,250</b>

**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

**TO: SHAKOPEE PUBLIC UTILITIES COMMISSION**  
**FROM: JOHN R. CROOKS, UTILITIES MANAGER**  
**SUBJECT: AGENDA PACKETS – ELECTRONIC ACCESS**  
**DATE: SEPTEMBER 1, 2017**

**ISSUE –**

Commission President Amundson has asked Staff to consider adding electronic access of the agenda packets to the general public.

**BACKGROUND-**

Staff does have the agenda packet available to the public. There is a packet on the sign-in table at the front of the Commission Room before the Monday meeting. There is a requirement of public bodies to have packets available.

In the past 8 years, to my knowledge, only one request has been made to the Utilities Manager to have the packets available electronically, via the SPU website. This person was a consultant working with downtown businesses. At the time the request was discussed at the Commission level and the decision was made to keep the process as it exists.

Reasonings were given that the packet is made available to the Commissioners (whether via the website or hard copy delivered) on Friday afternoons before a scheduled meeting and the Commission would like a chance to review the information over the weekend, before the public packet was available. Also, there is confidential information, at times, in Commission packets regarding wages and personnel matters, which is not public information. This would have required two different packets. Therefore at that time 2 years ago, the practice was left as is.

**DISCUSSION-**

A discussion at this meeting would allow different views to be heard regarding the availability of agenda packets via the website.

**RECOMMENDATION-**

Staff requests the Commission provide direction as to the electronic availability of agenda packets.