

**AGENDA**  
**SHAKOPEE PUBLIC UTILITIES COMMISSION**  
**REGULAR MEETING**  
January 19, 2016

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
  - C=> 8b) Monthly Production Dashboard
9. **Reports: Electric Items**
  - 9a) Electric System Operations Report – Verbal
  - 9b) APPA Lineworker's Rodeo
    1. Construction Video
    2. Logistics Update
  - 9c) Resn. #1115 – Modifying a Policy With Reference to Underground Electrical Distribution Systems
10. **Reports: Human Resources**
  - 10a) Electric Superintendent Job Search Committee Appointment
  - 10b) Job Search Schedule of Events
11. **Reports: General**
  - 11c) Schedules / Priorities Quarterly Review
12. **New Business**
13. **Tentative Dates for Upcoming Meetings**
  - Regular Meeting -- February 1
  - Mid Month Meeting -- February 16 – Tuesday
  - Regular Meeting -- March 7
  - Mid Month Meeting -- March 21
14. **Adjourn to 2/1/16 at the SPUC Service Center, 255 Sarazin Street**



MINUTES  
OF THE  
SHAKOPEE PUBLIC UTILITIES COMMISSION  
(Regular Meeting)

President Joos called the regular session of the Shakopee Public Utilities Commission to order at the Shakopee Public Utilities meeting room at 5:00 P.M., January 4, 2016.

MEMBERS PRESENT: Commissioners Joos, Mars, Olson and Amundson. Also present, Liaison Whiting, Utilities Manager Crooks, Finance Director Schmid, Planning & Engineering Director Adams, Line Superintendent Athmann and Water Superintendent Schemel.

Motion by Mars, seconded by Olson to approve the minutes of the December 7, 2015 Commission meeting. Motion carried.

There were no Communications items to report.

President Joos offered the agenda for approval.

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

Motion by Amundson, seconded by Mars to approve the Consent Business agenda as presented. Motion carried.

President Joos stated that the Consent Items were: item 8b: Quarterly Nitrate Report; item 11a: November Financials; item 11b: Website Analytics – Quarterly Review; and item 11e: 2015 Charitable Donations.

The warrant listing for bills paid December 21, 2015 was presented.

Motion by Mars, seconded by Amundson to approve the warrant listing dated December 21, 2015 as presented. Motion carried.

The warrant listing for bills paid January 4, 2016 was presented.

Motion by Olson, seconded by Amundson to approve the warrant listing dated January 4, 2016 as presented. Motion carried.

Liaison Whiting presented his report. The reception for Mayor Tabke and the appointment of the new City of Shakopee Finance Director was discussed. During the City Council meeting scheduled for January 5, there will be discussion of fee waivers for workforce housing.



Water Superintendent Schemel provided a report of current water operations. It was noted that SPU received a \$50,000 grant from the Met Council for water efficiency programs in 2016.

Item 8b: Quarterly Nitrate Report was received under Consent Business.

Line Superintendent Athmann provided a report of current electric operations. The Commission was updated on several construction projects. The Shakopee Substation will be re-energized next week with the repairs made on certain equipment.

Utilities Manager Crooks presented a letter from the MN Department of Commerce accepting the 2014 energy savings of 1.23%, and the approval of the SPU 2016 energy efficiency programs. Mr. Crooks presented the changes with the 2016 program.

Motion by Mars, seconded by Amundson accepting the 2014 SCIP results and approving the 2016 SCIP Program. Motion carried.

Mr. Crooks presented a letter from Electric Superintendent Marvin Athmann announcing his retirement date from the Utilities. Commission members, as well as the Utilities Manager, thanked Mr. Athmann for his dedicated years of service with SPU.

Motion by Mars, seconded by Olson to accept the retirement letter from Electric Superintendent Marvin Athmann with a retirement date of April 15, 2016. Motion carried

The current job description for the Electric Superintendent position was discussed. Language was proposed to incorporate into the description that concentrated on safety and facilities management. Those additions were reviewed.

Motion by Mars, seconded by Amundson to approve the updated Electric Superintendent job description as presented. Motion carried.

The annual performance review for the Utilities Manager and Goals and Objectives work session was discussed. The work session will take place February 22 at 5:00 PM at the SPU Service Center.

Item 11a: November Financials was received under Consent Business.

Item 11b: Website Analytics – Quarterly Review was received under Consent Business.

The proposed draft outline for the Economic Development Brochure was reviewed. Staff was directed to continue work with the outline and to have the brochure available in April 2016. Updates will be provided at future Commission meetings.

Mr. Crooks reviewed the Utilities Strategic Plan and the work accomplished with the plan in 2015. Commission consensus was to provide the Board with quarterly updates in 2016.

Item 11e: 2015 Charitable Donations was received under Consent Business.


Under new business, Mr. Crooks asked that the Commission officially adopt their support for the MMPA distributed generation facility. The project is going before the Planning Commission on January 7, 2016. A letter of support for the project was presented and signed by SPU Commission President Joos.

Motion by Mars, seconded by Olson in support of the MMPA generation facility at its proposed location and to deliver the letter of support to the Planning Commission on January 7.

Also under new business, President Joos stated he would make an appointment for the Commission Vice President position to serve out the remaining term until Commission elections take place April 4, 2016. President Joos said he would interview the potential candidates for the interim position.

The tentative commission meeting dates of Tuesday, January 19 and February 1 were noted.

Motion by Mars, seconded by Amundson to adjourn to the January 19, 2016 meeting.  
Motion carried.



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Commission Secretary: John R. Crooks

# Monthly Water Dashboard

As of: December 2015 Shakopee Public Utilities Commission

8b

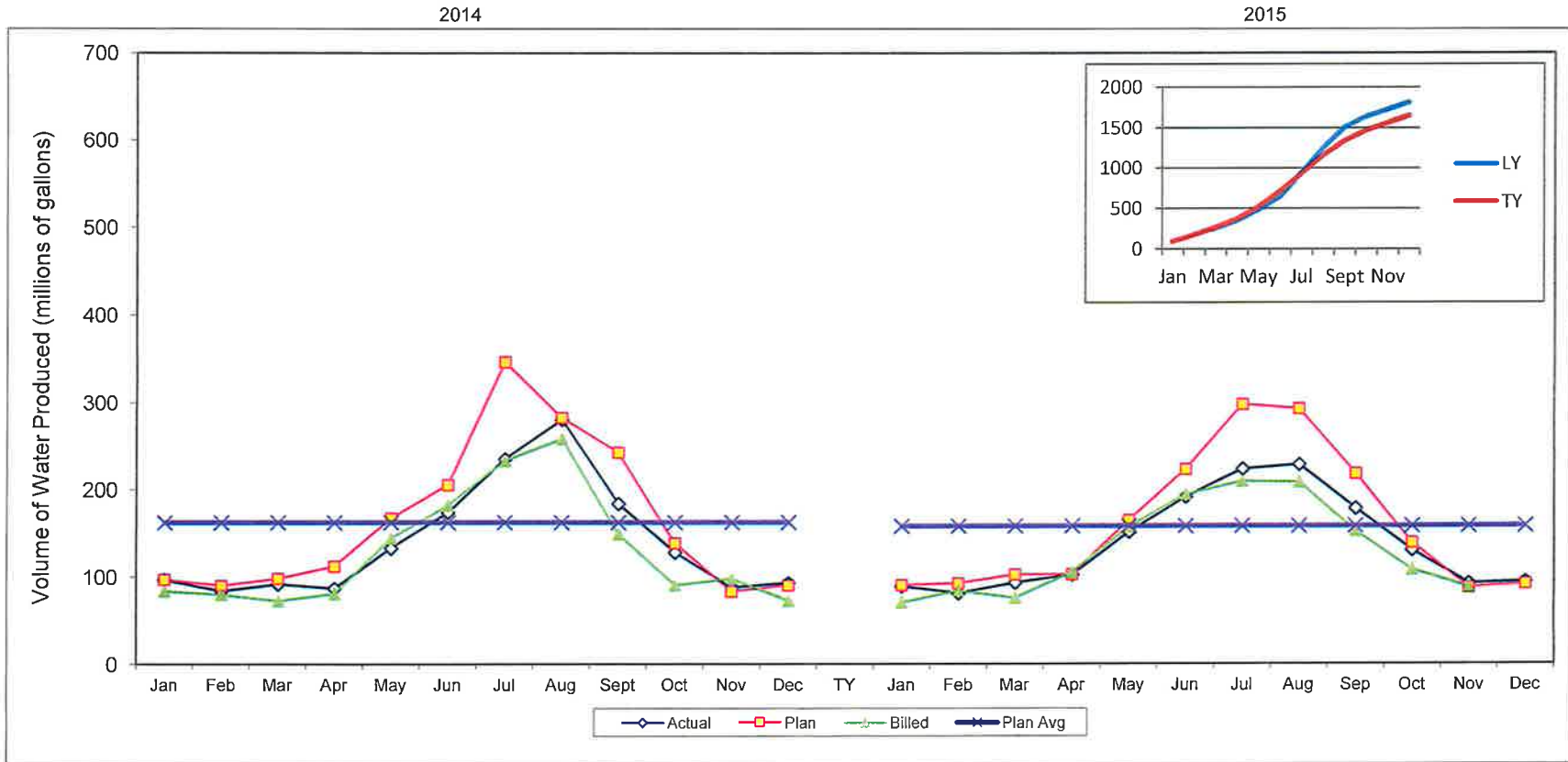
ALL VALUES IN MILLIONS OF GALLONS

## Element/Measure Water Pumped/Metered

Averages

2012	179
2013	150
2014	140

Last 6 months actuals	223	228	178	130	92	94
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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	84	92	87	133	174	235	280	184	128	88	93		89	81	93	102	151	191	223	228	178	130	92	94	
Plan	97	90	98	112	167	205	346	282	242	138	83	90		90	92	102	102	164	222	297	292	217	138	87	91	
YTD % *															99%	93%	93%	95%	94%	92%	87%	85%	85%	85%	86%	87%
Billed	84	80	73	81	144	182	233	258	149	91	98	73		71	84	76	105	157	194	209	208	152	108	88		



Actual gallons pumped vs. Plan

OK DA

9b

**Shakopee Public Utilities**  
**Memorandum**

**To:** John Crooks, Manager  
**From:** Marvin Athmann, Electric Superintendent *MA*  
**Date:** January 15, 2016  
**Re:** Lineworkers Rodeo Logistic Report

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At this stage of the preparations for the 2016 Public Power Lineworkers Rodeo, I thought it appropriate to update you on the status of logistics planning and construction for the event. Shakopee Public Utilities (SPU) and Minnesota Municipal Utilities Association (MMPA) Staff have been coordinating this and the preparations are going very well.

**Construction of the Rodeo Field**

The Rodeo events were constructed on October 13-15, 2015. The rodeo field was designed by the Shakopee Public Utility's Engineering Dept. The surveying for the field was donated by Sambatek and the pole staking was donated by Northwest Asphalt Inc. Crews and Equipment from 30 Utilities from throughout the state participated in the building of the field. This by far is the largest number of Utilities ever to participate in the construction of the rodeo field. The materials for the field was donated by B&B Transformer, Bell Lumber & Pole Company, Border States Electric, CME Wire & Cable, GEOTEK Inc, Wesco Distribution and Irby Utilities.

A 220 ft by 100 ft big top tent will be used to house various activities during the event. The setting up of the tent will take two days and will begin the Monday before the event. The tent will have lighting. Ziegler Caterpillar will be donating heat for the tent along with electric cording to distribute electricity throughout the tent. The events located inside the tent are: registration, medical, food service, dining area, vendor area and a children's activity/play area (Minnesota Theme). This will be the first time that all the activities will be located under one roof.

**Logistical Details**

Canterbury Park will be providing the food service for the event. This includes a breakfast and lunch for the Event Judges, Rodeo Volunteers and Rodeo Contestants. Two food trucks will be onsite to provide food to those attending the rodeo. Canterbury will also provide garbage cans and dumpster needs.

Orders for Porta-Potties have been placed by MMPA. This will include two trailers with eight units that will have lights, heat and running water.

On-Site Medical will be provided by the Shakopee Fire Dept.

Traffic and Handicap Parking Signs will be provided by Shakopee Public Works.

Golf Carts for the event will be provided by Chaska Utilities.

Shuttle Bus routes to Shakopee from Minneapolis will be Hwy 169 to Hwy 101, to Shenandoah, to Rodeo Site. Return route to Minneapolis will be from the Rodeo site to CR 83, to Hwy 169, to Minneapolis. This route will create the maximum exposure of Shakopee to the riders.

Event Portable Radios will utilize Shakopee Public Utilities radio frequencies.



A Rodeo Event Program is being developed by SPU's Sharon Walsh. This is the first time that this is being provided.

Security for the rodeo site will be provided by MMPA.

**Opening Ceremony - 8:00 AM**

A stage will need to be secured for the event. MMPA is working on this at this time.

The National Anthem will be performed by James Bohn, Minnesota Wild's "State of Hockey" Anthem singer. Joe Adams arranged for him to do this.

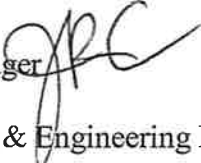
A fly over by vintage military planes is being worked on.


Opening Welcomes, We are just starting to identify individuals who will be speaking on behalf of SPU and MMUA.

There are also small details too numerous to list.

Please contact me if you have any questions or concerns.

**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

TO: John Crooks, Utilities Manager 

FROM: Joseph D. Adams, Planning & Engineering Director 

SUBJECT: Underground Electrical Distribution Systems Policy

DATE: January 13, 2016

**ISSUE**

Staff is proposing the Commission's Underground Electrical Distribution Systems policy resolution be modified.

**BACKGROUND**

The Commission has a long standing policy concerning the terms for providing new underground electric service to properties. One of the terms identified is the "customer's contribution in aid of construction" aka the Underground Electric Charge, that offsets the investment cost of providing adequate facilities to serve new and expanding customers.

**DISCUSSION**

Staff believes it will be advantageous on some future projects to have the flexibility afforded by adding to selective Underground Distribution Agreements the terms developed with the recent Rahr Malting projects; wherein the Commission determined it was in the utility's best interest to accept "other considerations" in lieu of cash payment for the underground electric charges due.

Staff expects the number of future situations where the Commission may want to exercise their prerogative to accept other considerations in lieu of cash to be infrequent, but believes it is good practice to have the option included in the policy resolution.

As stated in the resolution, the Commission retains the sole authority to approve any such terms on a case by case basis for all future projects.

**REQUESTED ACTION**

Staff requests The Commission adopt Resolution #1115 Resolution Modifying a Policy with Reference to Underground Electrical Distribution Systems.





RESOLUTION #1115

RESOLUTION MODIFYING A POLICY WITH REFERENCE  
TO UNDERGROUND ELECTRICAL DISTRIBUTION SYSTEMS

WHEREAS, the cost of installing an underground electric distribution system in newly developed subdivisions, plats, lots, areas, tracts, or other land, is greater than the cost of installing an overhead electric distribution system, and

AND WHEREAS, said additional cost shall be the responsibility of the developers of all newly developed subdivisions, plats, lots, areas, tracts, or other land, and

AND WHEREAS, the cost of financing the developer's share of the cost of installing an underground electric distribution system in newly developed subdivisions, plats, lots, areas, tracts, or other land, should not be the responsibility of the Shakopee Public Utilities Commission,

AND WHEREAS, the Shakopee Public Utilities Commission has previously received and accepted a report on Underground Service Policy dated April 17, 2003 by RW Beck, Inc. that details the cost difference between installing an underground distribution system and an overhead distribution system,

AND WHEREAS, the Construction Cost Index for January 2003 as reported by the Engineering News Record was 6580.54.

NOW THEREFORE BE IT RESOLVED BY THE SHAKOPEE PUBLIC UTILITIES COMMISSION, that Resolution #716 is repealed upon this Resolution taking effect, that it hereby modifies the policy governing the installation of electric distribution systems in newly developed subdivisions, plats, lots, areas, tracts, or other land.

BE IT FURTHER RESOLVED, that the developer of such subdivision, plat, lot, area, tract, or other land, must apply to the Shakopee Public Utilities Commission in writing for such installation, which at the sole discretion of the Shakopee Public Utilities Commission may be placed underground; and when placed underground, the developer must assume and pay an underground electric charge equal to seventy-five percent (75%) of the total cost of all materials used for such underground installation plus any extra costs related to the underground installation, including but not limited to, permit fees, rock excavation, winter construction, etc.

BE IT FURTHER RESOLVED, that before the Shakopee Public Utilities Commission undertakes any such installation, the developer must enter into a written distribution agreement with the Shakopee Public Utilities Commission and at the same time make a deposit of one hundred percent (100%) of the estimated underground electric charge and any remaining balance of said underground electric charge is to be paid by the developer upon being billed therefore. The Shakopee Public Utilities Commission will return to the developer any amount of the deposit that is in excess of the underground electric charge upon completion of the project.

BE IT FURTHER RESOLVED, that for residential developments only, not including apartment buildings, the underground electric charge shall be set initially at \$280.00 per lot for single-family and twin home developments and \$160.00 per living unit for other than twin home multi-family developments in lieu of paying 75% of the cost of material. Any extra costs related to the underground installation shall be in addition to the above fees. The fee for apartment buildings shall be 75% of the cost of material plus any extra costs, the same as non-residential developments.

BE IT FURTHER RESOLVED, that the fees for residential developments only shall be adjusted once a year by the ratio of the current Construction Cost Index to the January 2003 Construction Cost Index,

BE IT FURTHER RESOLVED, that the Shakopee Public Utilities Commission reserves the right to require special terms and conditions, including the charging of additional fees and or deposits beyond those described previously, for large single or multiple points of use of electric service or requests for a service level above the standard terms available.

BE IT FURTHER RESOLVED, that in certain circumstances, at Shakopee Public Utilities Commission's option, other consideration may be accepted in lieu of cash payment. Such consideration shall be, in the sole judgment of Shakopee Public Utilities Commission, of equal or near equal value and in Shakopee Public Utilities Commission's best interest to be accepted in lieu of cash payment.

BE IT FURTHER RESOLVED, that this policy shall apply to all property developed after January 1, 2016, where the written distribution agreement is not yet signed by the Shakopee Public Utilities Commission, and where underground installation has not yet commenced.

BE IT FURTHER RESOLVED, that this policy shall not apply to individual service lines from the system to the customer. Individual service lines are solely the customer's responsibility.

BE IT FURTHER RESOLVED, that all other standard policies concerning electric service remain in full force and effect.

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 19<sup>th</sup> day of January, 2016.

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Commission President: Terrance Joos

ATTEST:

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Commission Secretary: John R. Crooks

## UNDERGROUND DISTRIBUTION AGREEMENT

AGREEMENT Made this \_\_\_\_\_ day of \_\_\_\_\_, 2016, between  
The City of Shakopee's Public Utilities Commission, hereinafter called Shakopee Public Utilities  
Commission and

hereinafter called Developer/Customer,

WHEREAS, Shakopee Public Utilities Commission has been requested to provide an  
underground electric distribution system to serve certain properties hereinafter called  
\_\_\_\_\_, located on the following described real estate, situated in the City  
of Shakopee, County of Scott, State of Minnesota, to wit:

NOW, THEREFORE, In consideration of the mutual covenants and agreements  
hereinafter contained to be kept and performed, the parties hereto agree as follows:

### **I. General:**

1. Subject to all the terms and conditions hereinafter contained Shakopee Public Utilities Commission shall install, own, operate and maintain all facilities necessary to provide an underground electric distribution system to serve the plat attached hereto as Exhibit "A", or the above described real estate. The input end of the underground service connection shall be deemed the terminus of the customer's wiring.

2. Shakopee Public Utilities Commission shall endeavor to coordinate the installation of said underground system with the activities of the Developer/Customer in the area to be served: provided, however, Shakopee Public Utilities Commission shall not be required to install said underground system in segments smaller or larger than considered economically feasible. Shakopee Public Utilities Commission shall not be responsible for any damages resulting from delay in completing the installation of the underground system contemplated herein, whether such delay is due to casualty, labor dispute, weather or other similar or dissimilar cause beyond the reasonable control of Shakopee Public Utilities Commission.

3. Prior to the installation of said system, owner of the property shall at no cost or expense to Shakopee Public Utilities Commission, grant such easement rights as Shakopee Public Utilities Commission may require for the installation, operation, and maintenance of said system.

4. Prior to the time the installation of any segment of said underground system is commenced by Shakopee Public Utilities Commission, Developer/Customer shall establish grades in the easement strip which shall not be above, or more than four (4) inches below, the finished grade. Before trenching operations are started by Shakopee Public Utilities Commission:

- (a). The route of said underground system shall be accessible to Shakopee Public Utilities Commission equipment, and
- (b). All obstructions shall be removed from such route by Developer/Customer at no cost or expense to Shakopee Public Utilities Commission, and
- (c). Marker stakes at lot corners shall be placed by Developer/Customer at intervals designated by Shakopee Public Utilities Commission, and
- (d). No street lights shall be installed until streets are to grade and staked, and curb work is complete.

5. Shakopee Public Utilities Commission will make final connections of its facilities to the terminus (as defined in Paragraph 1 hereof) of each customer's wiring.

6. (a). In consideration of Shakopee Public Utilities Commission installing and owning the underground system as described in Paragraph 1, Developer/Customer agrees to pay to Shakopee Public Utilities Commission, on or before the completion of such installation, at such time as the actual cost can be determined, in cash, a sum equal to 75% of the total materials cost (this percentage figure represents the Utilities estimated cost differential between the cost of an overhead distribution system as opposed to the cost of an underground distribution system), plus any and all permit fees associated with installation of utilities within public right of way and easements. Prior to the Shakopee Public Utilities Commission entering into a contract for the installation of such underground distribution system the Developer/Customer will deposit cash with the Shakopee Public Utilities Commission in an amount of 75% of the total materials cost as estimated, to assure performance. At such time as the final cost is determined, adjustments shall be made so that the cost to the Developer/Customer will be 75% of the total materials cost. Upon receipt of a bill documenting final costs, the Developer/Customer will pay Shakopee Public Utilities Commission such amount by which 75% of actual materials cost exceeds the Developer's/Customer's deposit(s), plus such additional amount to cover any unpaid costs described in Section I paragraphs 7, 8, 9 and 10 below. Shakopee Public Utilities Commission will refund to the Developer/Customer such amount that the Developer's/Customer's deposit(s) exceeds the total of 75% of actual material costs plus any costs described in Section I paragraphs 7, 8, 9 and 10 below. No interest will be paid on any such deposit(s).

**(b). In certain circumstances, at Shakopee Public Utilities Commission's option, other consideration may be accepted in lieu of cash payment. Such consideration shall be, in the sole judgment of Shakopee Public Utilities Commission, of equal or near equal value and in Shakopee Public Utilities Commission's best interest to be accepted in lieu of cash payment.**

7. Street lighting will be installed in type and number per Shakopee Public Utilities Commission specifications and the current City of Shakopee Street Lighting Policy in effect at the time of installation. The approximate cost will be \$ \_\_\_\_\_ each to cover costs of purchasing, installation, operation, and maintenance (relamping) for 3 years. The Developer/Customer shall deposit with Shakopee Public Utilities Commission \$ \_\_\_\_\_ per light to assure performance.

8. Developer/Customer shall be subject to an additional winter construction charge of up to \$6.00 per trench foot for underground facilities installed between October 15 and April 15. The Developer/Customer will deposit with Shakopee Public Utilities Commission an amount to cover such winter construction charge based on the estimated trenching required. Final determination of whether sufficient frost exists and to what extent it affects the cost of installation will be made by the Utilities Line Superintendent. However, if the Developer/Customer has met all requirements necessary to accept service and has signed an

underground agreement or order, paid the deposit(s) described above in Section I paragraphs 6 and 7, and notified Shakopee Public Utilities Commission in writing prior to October 1<sup>st</sup> that the proper grades have been established and the site is ready to accept electrical service, winter construction charges will be waived.

9. Developer/Customer shall pay all additional installation costs incurred by Shakopee Public Utilities Commission because of (a) delays caused by Developer/Customer, (b) soil conditions that impair the installation of underground facilities, such as rock formations, (c) paving of streets, alleys, parking lots, or other areas prior to the installation of the underground facilities, or (d) unique characteristics, as defined by Shakopee Public Utilities Commission, that cause the installation costs to exceed an amount justified by the expected load.

10. Developer/Customer shall pay the cost of any subsequent relocations or rearrangement of any portion of Shakopee Public Utilities Commission underground facilities made to accommodate Developer/Customer needs or because Developer/Customer alters the grade.

11. This agreement shall be in lieu of any other provision of Shakopee Public Utilities Commission's which may pertain to the payment of excess costs associated with the installation of underground service.

12. Developer/Customer shall not assign this agreement without written consent of the Shakopee Public Utilities Commission.

13. All wiring beyond the service connection shall be the responsibility of the customer.

## **II Underground Distribution, Residential Not Including Apartment Buildings:**

1. All of the terms of Section I (General) shall apply, with the exception that the underground fee shall be \$586.00 per lot in single-family and twin home developments and \$335.00 per living unit in multi-family developments, not including apartment buildings, in lieu of the underground fee of 75% of material cost, as detailed in Section I paragraph 6.

2. The service connection shall be located at a point on the property line designated by Shakopee Public Utilities Commission.

## **III Underground Distribution, Non-Residential Including Apartment Buildings:**

1. All of the terms of Section I (General) shall apply, with the exception that the Developer's responsibilities shall extend only as far as described in Section III paragraph #2 and that the Customer, or Owner of a particular piece of property, shall be responsible for that portion as described in Section III paragraph #3.

2. The responsibility of the Developer starts at the first point at which the new underground distribution system connects to the existing distribution system (overhead or underground), extends through the point on the property line at which the Shakopee Public Utilities Commission determines to make the service entry point to each particular piece of property, and ends at the second point at which the new underground distribution system connects to the existing distribution system (overhead or underground). This includes all equipment up to and including any pad mount switch or termination cabinet and necessary connecting modules to which terminations are connected.

3. The responsibility of the Customer, or Owner of each particular piece of property, starts with the point on the property line at which the Shakopee Public Utilities Commission determines to make the service entry point to that particular piece of property and extends through the underground service connection which shall be deemed to be the secondary terminals of the transformer, and ends at the point on the property line at which Shakopee Public

Utilities Commission determines to make the service exit point. This includes all terminations, protective devices, and other equipment installed for that customer's service.

4. For single parcels with large KW demand loads, defined to be those KW demand loads either requiring a single transformer larger than 1,500 KVA capacity or multiple transformers with combined capacity larger than 1,500 KVA with secondary service at 480 volts three phase or a primary voltage service at 13.8 KV or 12.47 KV three phase, the Customer may be required to enter into a separate minimum monthly demand purchase agreement whose terms shall include:

- (a). A minimum monthly demand charge equal to 50% of the transformer nameplate KVA capacity, or equivalent for primary service, multiplied by the minimum required power factor of 90% multiplied by the utilities current demand rate in \$/KW (0.50 x transformer nameplate KVA x 0.90 x \$/KW). The minimum monthly demand charge shall be billed and paid each month that the Customer's normal billing demand based on usage is less than the calculated minimum monthly demand charge for a minimum period of time, typically to be 60 months, and
- (b). Customer shall provide financial security to assure payment of the charges described in (a) which shall be either a cash deposit, certified bond or an irrevocable letter of credit equal in value to an amount determined to be the minimum monthly demand charge as calculated in (a) multiplied by a factor of twelve months, and
- (c). The financial security described in (b) shall remain in force and on deposit with the Shakopee Public Utilities Commission for the duration of the agreement.

Examples using 2016 demand rate of \$9.00/KW	2,500 KVA capacity <u>x 0.50</u> 1,250 KVA <u>x 0.90</u> 1,125 KW <u>x \$9.00/KW</u>	2,000 KVA capacity <u>x 0.50</u> 1,000 KVA <u>x 0.90</u> 900 KW <u>x \$9.00/KW</u>
Minimum monthly demand charge	\$10,125.00	\$8,100.00
Required financial security amount	\$10,125.00 <u>x 12</u> \$121,500	\$8,100.00 <u>x 12</u> \$97,200

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

WITNESSED

CITY OF SHAKOPEE  
PUBLIC UTILITIES COMMISSION

By \_\_\_\_\_  
Signature

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name of Witness

JOHN R. CROOKS, UTILITIES MANAGER

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Developer/Customer

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

WITNESSED

By \_\_\_\_\_  
Signature

By \_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name of Witness

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

Revised January 19, 2016

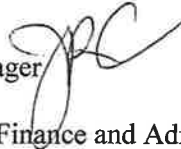



# SHAKOPEE PUBLIC UTILITIES

"Lighting the Way – Yesterday, Today and Beyond"

10a  
10b

January 12, 2016

TO: John Crooks, Utilities Manager   
FROM: Renee Schmid, Director of Finance and Administration   
SUBJECT: Electric Superintendent Job Posting/Selection process

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## Job Posting

The job posting for the Electric Superintendent position has been completed in the following locations:

- SPU Internal Job Posting Board (through 1/22/16)
- SPU Website (through 2/19/16)
- League of Minnesota Cities website (through 2/19/16)
- MMUA website and newsletter (through 2/19/16)
- APPA website and electronic newsletter (1/12/16 – 2/11/16)
- Shakopee Valley News and related local newspapers (3 week posting beginning 1/21/16)

## Selection Process

- 1/22/16 Internal Application Deadline
- 2/19/16 External Application Deadline
- Week of 2/29/16 First round of interviews
- Week of 3/7/2016 Second/Final round of interviews

## Action Requested

A panel consisting of the Utilities Manager, Director of Finance and Administration, and one Commissioner, will participate in the selections process. Staff requests the Commission to appoint one commissioner to participate in the panel to interview candidates.


Thank you.





**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

**TO:** SHAKOPEE PUBLIC UTILITIES COMMISSION

**FROM:** JOHN R. CROOKS, UTILITIES MANAGER 

**SUBJECT:** SPUC AND STAFF PRIORITIES AND SCHEDULES FORM  
QUARTERLY REVIEW – UPDATED FORMAT

**DATE:** JANUARY 14, 2016

The attached forms have been updated through January 14, 2016. The forms are intended to assist Staff and the Commission in addressing the priorities and schedules for projects and tasks at hand. There is a spreadsheet for projects started before 2008 and a spreadsheet for projects started in 2008 up through 2015.

Changes from previous quarterly reviews of the form have been noted in the right column.

Projects and steps which carry the designation being “Done” are highlighted in red which identifies work done in 2015.



## SPUC STAFF PRIORITIES AND SCHEDULES - 2016

<b>2016</b>			
Staff Input - LS, RS, MA, JA, SW - as of 1-14-16 **Approved by Commission			
<b>MAJOR PROJECTS</b>			
	<b>Staff Assignment</b>	<b>Completion Date</b>	<b>Status Update</b>
<b>SMART GRID TECHNOLOGIES</b>			
Feasibility analysis / Business case analysis	JC		DONE
<b>AMR PILOT PROJECT</b>			
Define / Obtain equipment	MA/LS/JA		DONE
Convert field equipment		Jul 2016	
Complete trial and evaluate		Dec 2016	
<b>SHAKOPEE SUBSTATION PROJECT</b>			
Construction complete	JA/MA	Nov 2015	DONE
Substation in operation		Nov 2015	DONE
<b>ELECTRIC POLICY MANUAL</b>			
Final revisions / Draft review	JA/MA	Dec 2015	Feb 2016
Formal adoption by Commission		Jan 2016	Mar 2016
<b>CUSTOMER PAYMENT OPTIONS</b>			
Credit card / Phone options	RS/SW/JC		DONE
E-Bill presentment		May 2016	
E-Bill payment option		Jun 2016	
<b>DAFFRON BILLING SYSTEM</b>			
iXP upgrade	SW/RS	Aug 2016	
Fixed asset tracking implementation		Aug 2017	
<b>FACILITY AGREEMENTS WITH XCEL ENERGY</b>			
Shakopee Substation Construction Agreement	JA		DONE
Shakopee Substation Operational Agreement		Mar 2016	
Blue Lake Development Agreement		Jun 2016	
<b>COMPREHENSIVE WATER SUPPLY PLAN</b>			
Infill redevelopment	LS/JA	Nov 2016	
Final Comprehensive Water Supply Plan		Jan 2017	

## SPUC STAFF PRIORITIES AND SCHEDULES - 2016

<b>2016</b>				
Staff Input - LS, RS, MA, JA, SW - as of 1-14-16 **Approved by Commission				
<b>DESIGNATED TASKS</b>				
	Staff Assignment	Completion Date	Status Update	
<b>POLE ATTACHMENT AGREEMENTS</b>				
Re-evaluate with MVEC	JA/MA/RS	Nov 2015	<b>Feb 2016</b>	
Finalize and approval with MVEC		Mar 2016	<b>May 2016</b>	
Comcast/MediaCom billing agreements		Sept 2016	<b>Sep 2016</b>	
<b>VALLEYFAIR LOOPING AGREEMENT</b>				
Review terms with Valleyfair	JA/JC	Mar 2016		
<b>MARKETING MATERIALS</b>				
Solar distributed generation materials and promotion	SW	Mar 2016		
Wind distributed generation materials and promotion		on hold		
Tree trimming safety brochure/advertisement		Mar 2016		
<b>CITY / SPU BILLING CLARIFICATIONS</b>				
Traffic lights	JA/RS	Jul 2016		
County traffic lights		Jul 2016		
<b>CUSTOMER DG PROCEDURES</b>				
Review and adoption	JA/JC	Dec 2015	<b>Mar 2016</b>	
<b>STREET LIGHTING AGREEMENTS</b>				
Stonebrooke District	JA	on hold		
Southbridge Crossing District		on hold		
Southbridge Parkway District		on hold		
SMSC - Bluff View 2nd Addition		on hold		
SMSC - East Village		on hold		