

AGENDA
SHAKOPEE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
OCTOBER 3, 2016

1. **Call to Order** at 5:00pm in the SPUC Service Center, 255 Sarazin Street.
2. **Approval of Minutes**
3. **Communications**
 - 3a) Shakopee Fun For All Playground – Mayor’s Thank You Letter
 - 3b) Duane Wermerskirchen – Holiday Lighting Donation Request
4. **Approve the Agenda**
5. **Approval of Consent Business**
6. **Bills: Approve Warrant List**
7. **Liaison Report**
8. **Reports: Water Items**
 - 8a) Water System Operations Report – Verbal
 - 8b) Resn. #1141 – Approving Payment for the Pipe Oversizing Costs on the Watermain Project: Hilldale Drive Improvements Project No. 2014-3
 - C=> 8c) Quarterly Nitrate Report
9. **Reports: Electric Items**
 - 9a) Electric System Operations Report – Verbal
 - 9b) Shakopee Energy Park Construction Update – Verbal
 - 9c) Shakopee Energy Park Tour Schedule
 - 9d) Bucket Truck Purchase Authorization
 - 9e) Electric Vehicle Charging Stations
10. **Reports: Human Resources**
 - 10a) 2017 Wage and Compensation Planning Assumptions
 - 10b) Resn. #1142 – Regulating Wage Ranges
11. **Reports: General**
 - 11a) City of Shakopee – Boards and Commissions Manual
 - C=> 11b) SPU Website Analytics
12. **New Business**
13. **Tentative Dates for Upcoming Meetings**

- Mid Month Meeting	--	October 17
- Regular Meeting	--	November 7
- Mid Month Meeting	--	November 21
- Regular Meeting	--	December 5
14. **Adjourn to Closed Session to Discuss Pending Litigation**
15. **Reconvene to Regular Session**
16. **Adjourn to 10/17/16 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., September 19, 2016.

MEMBERS PRESENT: Commissioners Joos, Amundson, Helkamp, Olson and Weyer. Also present, Liaison Whiting, Finance Director Schmid, Planning & Engineering Director Adams, Line Superintendent Drent and Marketing/Customer Relations Director Walsh.

Motion by Amundson, seconded by Helkamp to approve the minutes of the September 6, 2016 Commission meeting. Motion carried.

Motion by Olson, seconded by Helkamp to offer Resolution #1138. A Resolution Of Appreciation To Dia Steinhoff. Ayes: Commissioners Olson, Amundson, Weyer, Helkamp and Joos. Nay: none. Motion carried. Resolution passed.

Under Communications, President Joos provided an overview of the 2016 MMUA Summer Conference. President Joos, Commissioners Helkamp and Amundson attended the Conference. The SPU Employee Appreciation Picnic was also discussed.

President Joos offered the agenda for approval.

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

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

President Joos stated that the Consent Items were: Item 9c: Public Power Week Celebration; and item 11a: August Financials.

The warrant listing for bills paid September 19, 2016 was presented.

Motion by Helkamp, seconded by Weyer to approve the warrant listing dated September 19, 2016 as presented. Motion carried.

Liaison Whiting presented his report. The franchise fee ordinance has been passed and property tax assessments were discussed.

President Joos provided a report of current water operations. The status of several construction projects were brought up-to-date.

Motion by Helkamp, seconded by Olson to offer Resolution #1139. A Resolution Setting The Amount Of The Trunk Water Charge, Approving Of Its Collection and Authorizing Water Service To Certain Property Described As: West Vierling Acres First Addition. Ayes: Commissioners Weyer, Helkamp, Olson, Amundson and Joos. Nay: none. Motion carried. Resolution passed.

The Joint Powers Agreement with the City of Savage that provides municipal water to the Whispering Oaks Subdivision was reviewed by Planning and Engineering Director Adams. Planning for a Booster Station to have SPU supply the water was discussed. The booster station costs are in the CIP plans for 2017.

Motion by Helkamp, seconded by Amundson to acknowledge and respond the letter received from the City of Savage regarding the Joint Powers Agreement and to request a waiver of the proposed 10% increase in water rates.

Line Superintendent Drent provided a report of current electric operations. Electric demand for the months of August and September was reviewed. Five outages were discussed. Updates to construction projects were also presented.

Mr. Adams provided an update on the construction of the Shakopee Energy Park. The project continues to be on schedule.

Item 9c: Public Power Week Celebration was received under Consent Business.

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

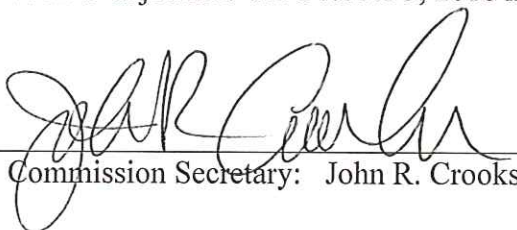
Commissioner Olson brought Resolution #1140 – A Resolution Limiting Commissioner Salary up for passage and discussion. Commissioner Olson reviewed the reasoning for the Resolution.

Motion by Olson to offer Resolution #1140 - A Resolution Limiting Commissioner Salary. Resolution #1140 dies for lack of a second to the motion.

Under New Business, the process of setting each meeting's agenda was reviewed. Also discussed were appropriate items to be presented under Communications and under New Business.

The tentative commission meeting dates of October 3 and October 17 were noted.

Motion by Helkamp, seconded by Amundson to adjourn to the October 3, 2016 meeting. Motion carried.



Commission Secretary: John R. Crooks



August 26, 2015

SPUC
255 Sarazin St
Shakopee, MN 55379

Dear SPUC,

On behalf of the City of Shakopee, the Shakopee City Council and the Fun for All Taskforce I want to sincerely thank you for your generous donation to the Shakopee Fun for All Inclusive Playground. The playground will provide a wonderful space for all children, parents, grandparents and friends to gather and play together. It is with the generous donations from organizations like yours that will bring this unique and important playground to life.

Play is a very important part of a child's life. It gives them the opportunity to interact with their peers, exercise physically and creatively, work through conflict and relieve stress. The inclusive playground gives children the power to explore in an environment where they are not limited by their physical or cognitive abilities.

Shakopee's parks are all accessible but not inclusive. Installing the inclusive playground in Lions Park adds a playground that all members of the community can enjoy together.

The City plans to install the Inclusive Playground this fall. We will contact you regarding the date.

Sincerely,

A handwritten signature in black ink, appearing to read "LPM", with a long horizontal flourish extending to the right.

William Mars, Mayor

RESOLUTION #1141

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

HILLDALE DRIVE IMPROVEMENTS CITY PROJECT NO. 2014-3

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

WHEREAS, the pipe sizes required for that project have been installed as shown on the engineering drawing by City of Shakopee Engineering Department., and

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

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

NOW THEREFORE, BE IT RESOLVED, that the payment by the Shakopee Public Utilities Commission for the oversizing on this project is approved in the amount of \$138,632.38, to be paid from the Trunk Water Fund, and

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

Passed in regular session of the Shakopee Public Utilities Commission, this 3rd day of October, 2016.

Commission President: Terrance Joos

ATTEST:

Commission Secretary: John R. Crooks



SHAKOPEE PUBLIC UTILITIES COMMISSION

“Lighting the Way - Yesterday, Today and Beyond”

MEMORANDUM

TO: John R. Crooks, Utilities Manager

FROM: Lon R. Schemel, Water Superintendent

SUBJECT: Nitrate Results Update -- Advisory

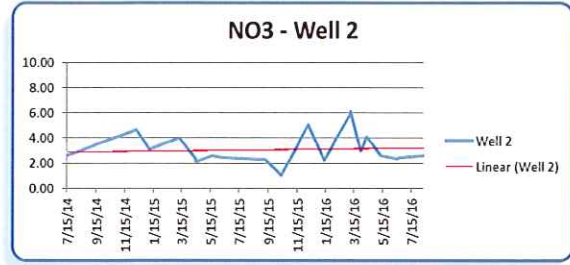
DATE: September 27, 2016

A handwritten signature in black ink, appearing to be 'L. Schemel', located to the right of the 'FROM' line.

Attached are the latest nitrate test results for the wells. The analyses provided are for the prior 2 years of data collected with trend graphs.

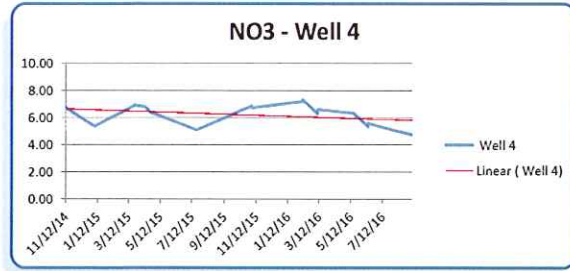
Shakopee Public Utilities Commission
 Water Department
 Nitrate Results
 Reported in mg/L

Location	Sample Collected	Results Received	Results	Lab	Run Time
2	7/15/14	7/29/14	2.60	MVTL	164 hrs prior
2	12/9/14	12/15/14	4.63	MVTL	132 hrs prior
2	1/6/15	1/14/15	3.10	MVTL	128 hrs prior
2	3/10/15	3/16/15	3.95	MVTL	126 hrs prior
2	4/14/15	4/20/15	2.36	MVTL	75 hrs prior
2	4/14/15	4/30/15	2.10	MDH	
2	5/19/15	5/26/15	2.58	MVTL	288 hrs prior
2	6/9/15	6/16/15	2.43	MVTL	26 hrs prior
2	9/8/15	9/15/15	2.27	MVTL	132 hrs prior
2	10/13/15	10/19/15	1.03	MVTL	96 hrs prior
2	12/8/15	2/1/16	5.04	MVTL	132 hrs prior
2	1/12/16	1/25/16	2.22	MVTL	220 hrs prior
2	3/8/16	3/14/16	5.93	MVTL	168 hrs prior
2	3/8/16	8/30/16	6.10	MDH	
2	3/29/16	4/4/16	2.96	MVTL	312 hrs prior
2	4/12/16	4/19/16	4.05	MVTL	48 hrs prior
2	5/10/16	5/16/16	2.60	MVTL	144 hrs prior
2	5/10/16	6/2/16	2.60	MDH	
2	6/14/16	6/20/16	2.32	MVTL	168 hrs prior
2	6/14/16	7/22/16	2.40	MDH	
2	8/9/16	8/22/16	2.60	MVTL	132 hrs prior

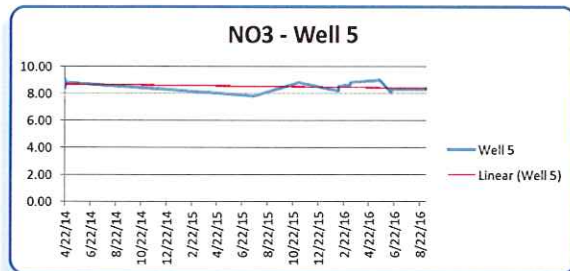


* Samples with an asterisk are from a Nitrate Source Water Survey conducted by the MDH and are not used in determining compliance.

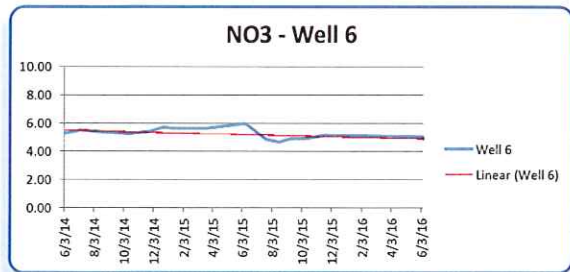
4	11/12/14	11/20/14	6.81	MVTL	210 hrs prior
4	11/12/14	12/29/14	6.70	MDH	
4	1/6/15	1/14/15	5.38	MVTL	220 hrs prior
4	3/24/15	3/30/15	6.90	MVTL	388 hrs prior
4	4/14/15	4/20/15	6.79	MVTL	96 hrs prior
4	4/23/15	7/8/15	6.40	MDH	163 hrs prior
4	7/21/15	7/29/15	5.10	MVTL	220 hrs prior
4	11/3/15	11/9/15	6.85	MVTL	168 hrs prior
4	11/3/15	4/29/16	6.70	MDH	
4	2/9/16	2/16/16	7.18	MVTL	112 hrs prior
4	2/9/16	4/29/16	7.30	MDH	
4	3/8/16	3/14/16	6.31	MVTL	144 hrs prior
4	3/8/16	8/30/16	6.60	MDH	
4	5/17/16	5/25/16	6.33	MVTL	168 hrs prior
4	6/14/16	6/20/16	5.35	MVTL	168 hrs prior
4	7/5/16	7/12/16	5.37	MVTL	168 hrs prior
4	6/14/16	7/22/16	5.60	MDH	
4	9/6/16	9/12/16	4.73	MVTL	220 hrs prior



5	4/22/14	4/30/14	9.06	MVTL	72 hrs prior
5	4/22/14	6/16/14	8.40	MDH	*
5	4/23/14	5/7/14	8.82	MVTL	96 hrs prior
5	7/21/15	7/29/15	7.80	MVTL	210 hrs prior
5	11/3/15	11/9/15	8.78	MVTL	112 hrs prior
5	11/3/15	4/29/16	8.80	MDH	
5	2/9/16	2/16/16	8.18	MVTL	434 hrs prior
5	2/9/16	4/29/16	8.50	MDH	
5	3/8/16	3/14/16	8.62	MVTL	288 hrs prior
5	3/8/16	8/30/16	8.80	MDH	
5	5/17/16	5/25/16	8.96	MVTL	168 hrs prior
5	6/14/16	6/20/16	8.08	MVTL	168 hrs prior
5	6/14/16	7/22/16	8.30	MDH	
5	9/6/16	9/12/16	8.30	MVTL	96 hrs prior

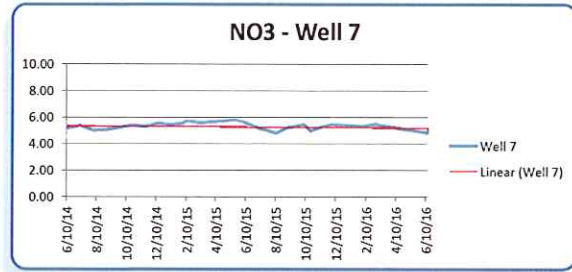


6	6/3/14	6/19/14	5.25	MVTL	144 hrs prior
6	7/8/14	7/14/14	5.52	MVTL	288 hrs prior
6	8/12/14	8/20/14	5.40	MVTL	182 hrs prior
6	9/2/14	9/11/14	5.36	MVTL	109 hrs prior
6	10/14/14	10/23/14	5.23	MVTL	434 hrs prior
6	11/25/14	12/3/14	5.40	MVTL	312 hrs prior
6	12/23/14	1/5/15	5.69	MVTL	191 hrs prior
6	1/13/15	1/22/15	5.60	MVTL	145 hrs prior
6	3/17/15	3/30/15	5.61	MVTL	48 hrs prior
6	6/9/15	6/16/15	5.94	MVTL	96 hrs prior
6	7/21/15	7/29/15	4.86	MVTL	144 hrs prior
6	8/18/15	8/24/15	4.68	MVTL	696 hrs prior
6	9/8/15	9/15/15	4.89	MVTL	288 hrs prior
6	10/13/15	10/19/15	4.93	MVTL	192 hrs prior
6	11/17/15	11/23/15	5.15	MVTL	144 hrs prior
6	6/7/16	6/14/16	5.04	MVTL	195 hrs prior
6	6/7/16	7/22/16	4.90	MDH	

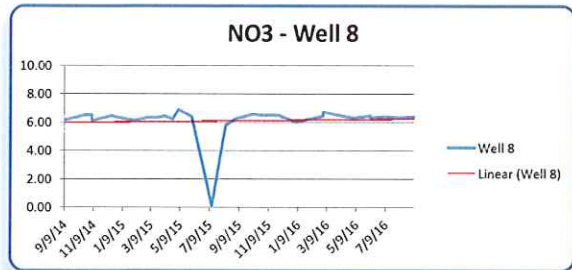


Shakopee Public Utilities Commission
Water Department
Nitrate Results
Reported in mg/L

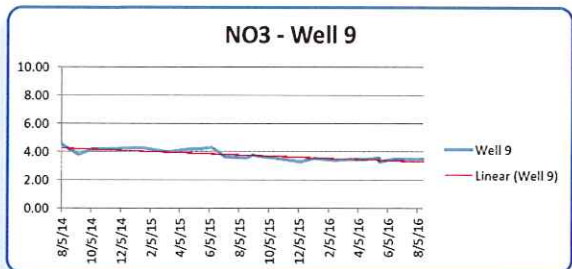
Location	Sample Collected	Results Received	Results	Lab	Run Time
7	6/10/14	6/23/14	5.14	MVTL	144 hrs prior
7	7/8/14	7/14/14	5.34	MVTL	212 hrs prior
7	8/5/14	8/18/14	4.98	MVTL	168 hrs prior
7	9/2/14	9/11/14	5.05	MVTL	96 hrs prior
7	10/21/14	10/27/14	5.37	MVTL	127 hrs prior
7	11/18/14	11/24/14	5.26	MVTL	321 hrs prior
7	12/16/14	12/24/14	5.50	MVTL	212 hrs prior
7	1/6/15	1/22/15	5.38	MVTL	159 hrs prior
7	2/3/15	2/9/15	5.51	MVTL	112 hrs prior
7	2/10/15	2/17/15	5.67	MVTL	144 hrs prior
7	3/10/15	3/16/15	5.52	MVTL	352 hrs prior
7	5/19/15	5/26/15	5.75	MVTL	158 hrs prior
7	6/2/15	6/8/15	5.66	MVTL	96 hrs prior
7	7/7/15	7/20/15	5.14	MVTL	144 hrs prior
7	8/11/15	8/17/15	4.77	MVTL	96 hrs prior
7	9/1/15	9/9/15	5.18	MVTL	144 hrs prior
7	10/6/15	10/14/15	5.41	MVTL	336 hrs prior
7	10/20/15	10/28/15	4.94	MVTL	144 hrs prior
7	11/10/15	11/16/15	5.24	MVTL	321 hrs prior
7	12/1/15	12/15/15	5.41	MVTL	352 hrs prior
7	2/2/16	2/8/16	5.29	MVTL	192 hrs prior
7	3/1/16	3/8/16	5.45	MVTL	140 hrs prior
7	3/1/16	8/30/16	5.40	MDH	
7	6/14/16	6/20/16	4.81	MVTL	188 hrs prior
7	6/14/16	7/22/16	5.00	MDH	



8	9/9/14	9/15/14	6.14	MVTL	192 hrs prior
8	10/21/14	10/27/14	6.49	MVTL	180 hrs prior
8	11/5/14	11/14/14	6.51	MVTL	480 hrs prior
8	12/16/14	12/24/14	6.44	MVTL	124 hrs prior
8	11/5/14	12/29/14	6.10	MDH	
8	1/13/15	1/22/15	6.23	MVTL	212 hrs prior
8	2/3/15	2/9/15	6.12	MVTL	127 hrs prior
8	3/3/15	3/9/15	6.31	MVTL	336 hrs prior
8	3/24/15	3/30/15	6.32	MVTL	24 hrs prior
8	4/7/15	4/13/15	6.41	MVTL	192 hrs prior
8	4/23/15	7/8/15	6.20	MDH	312 hrs prior
8	5/5/15	5/18/15	6.87	MVTL	144 hrs prior
8	6/2/15	6/8/15	6.39	MVTL	192 hrs prior
8	7/14/15	7/20/15	0.05	MVTL	168 hrs prior
8	8/11/15	8/17/15	5.77	MVTL	120 hrs prior
8	9/1/15	9/9/15	6.24	MVTL	180 hrs prior
8	10/6/15	10/14/15	6.55	MVTL	192 hrs prior
8	11/3/15	11/9/15	6.46	MVTL	140 hrs prior
8	11/3/15	4/29/16	6.50	MDH	
8	12/1/15	12/15/15	6.46	MVTL	312 hrs prior
8	1/5/16	1/13/16	6.00	MVTL	96 hrs prior
8	2/2/16	2/8/16	6.24	MVTL	144 hrs prior
8	2/2/16	4/29/16	6.20	MDH	
8	3/1/16	3/8/16	6.43	MVTL	96 hrs prior
8	3/1/16	8/30/16	6.70	MDH	
8	4/5/16	4/22/16	6.46	MVTL	336 hrs prior
8	5/3/16	5/9/16	6.30	MVTL	124 hrs prior
8	6/7/16	6/14/16	6.44	MVTL	310 hrs prior
8	6/7/16	7/22/16	6.30	MDH	
8	7/5/16	7/12/16	6.40	MVTL	190 hrs prior
8	8/2/16	8/9/16	6.33	MVTL	192 hrs prior
8	9/6/16	9/12/16	6.36	MVTL	140 hrs prior

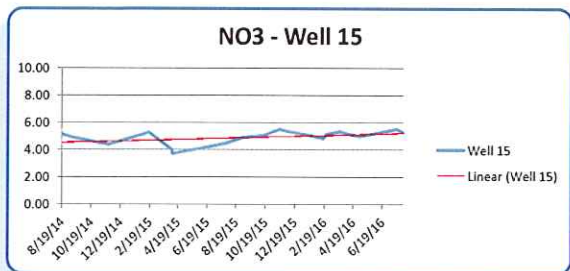
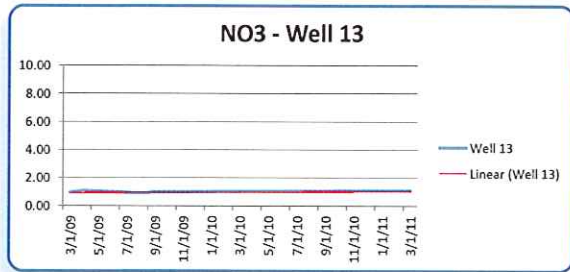
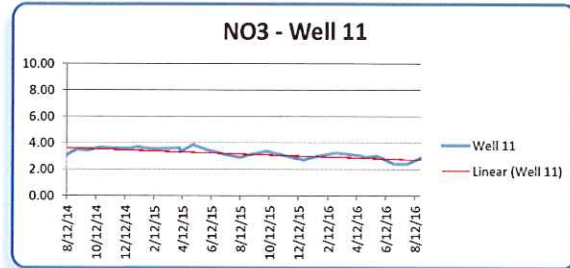


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9	9/9/14	9/15/14	3.79	MVTL	212 hrs prior
9	10/7/14	10/17/14	4.17	MVTL	192 hrs prior
9	1/20/15	1/26/15	4.25	MVTL	144 hrs prior
9	3/10/15	3/16/15	3.96	MVTL	512 hrs prior
9	4/21/15	4/27/15	4.15	MVTL	240 hrs prior
9	5/19/15	5/26/15	4.20	MVTL	168 hrs prior
9	6/9/15	6/16/15	4.29	MVTL	24 hrs prior
9	7/7/15	7/20/15	3.62	MVTL	192 hrs prior
9	8/18/15	8/24/15	3.54	MVTL	24 hrs prior
9	9/1/15	9/9/15	3.75	MVTL	161 hrs prior
9	10/13/15	10/19/15	3.57	MVTL	150 hrs prior
9	12/8/15	2/1/16	3.28	MVTL	144 hrs prior
9	1/5/16	1/13/16	3.54	MVTL	168 hrs prior
9	2/16/16	2/23/16	3.40	MVTL	312 hrs prior
9	3/15/16	3/21/16	3.48	MVTL	168 hrs prior
9	4/19/16	4/25/16	3.48	MVTL	168 hrs prior
9	5/17/16	5/25/16	3.58	MVTL	212 hrs prior
9	5/17/16	6/2/16	3.30	MDH	
9	6/21/16	6/28/16	3.51	MVTL	144 hrs prior
9	7/19/16	7/25/16	3.47	MVTL	168 hrs prior
9	8/16/16	8/22/16	3.49	MVTL	192 hrs prior



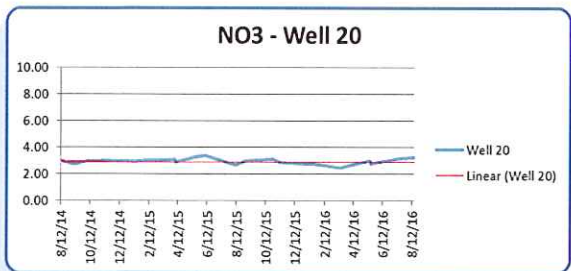
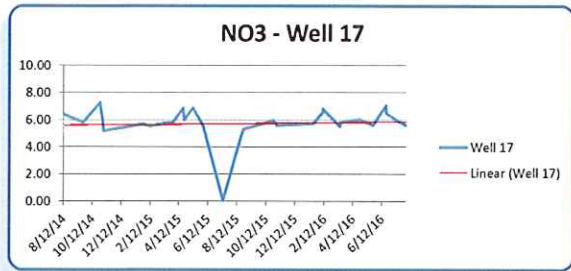
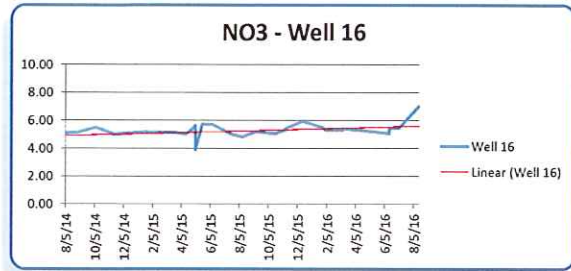
Shakopee Public Utilities Commission
Water Department
Nitrate Results
Reported in mg/L

Location	Sample Collected	Results Received	Results	Lab	Run Time
10	4/17/12	4/20/12	< 1.00	TCWC	158 hrs prior
10	1/21/14	1/29/14	< 1.00	TCWC	144 hrs prior
10	3/25/14	4/1/14	3.61	MVTL	96 hrs prior
10	4/23/14	5/7/14	< 0.20	MVTL	24 hrs prior
10	4/23/14	6/16/14	< 0.05	MDH	*
10	6/16/15	6/26/15	< 0.05	MVTL	144 hrs prior
11	8/12/14	8/20/14	3.08	MVTL	144 hrs prior
11	9/2/14	9/11/14	3.50	MVTL	144 hrs prior
11	9/23/14	10/2/14	3.43	MVTL	512 hrs prior
11	10/21/14	10/27/14	3.66	MVTL	288 hrs prior
11	11/18/14	11/24/14	3.58	MVTL	144 hrs prior
11	12/23/14	1/5/15	3.55	MVTL	281 hrs prior
11	1/6/15	1/14/15	3.68	MVTL	168 hrs prior
11	2/10/15	2/17/15	3.50	MVTL	148 hrs prior
11	3/3/15	3/9/15	3.56	MVTL	192 hrs prior
11	4/7/15	4/13/15	3.57	MVTL	144 hrs prior
11	4/7/15	4/23/15	3.30	MDH	
11	5/5/15	5/18/15	3.81	MVTL	60 hrs prior
11	6/2/15	6/8/15	3.46	MVTL	100 hrs prior
11	7/21/15	7/29/15	3.05	MVTL	288 hrs prior
11	8/11/15	8/17/15	2.90	MVTL	144 hrs prior
11	9/8/15	9/15/15	3.17	MVTL	144 hrs prior
11	10/6/15	10/14/15	3.36	MVTL	300 hrs prior
11	12/22/15	12/30/15	2.71	MVTL	168 hrs prior
11	1/12/16	1/25/16	2.92	MVTL	192 hrs prior
11	2/23/16	2/29/16	3.20	MVTL	132 hrs prior
11	3/1/16	3/8/16	3.23	MVTL	60 hrs prior
11	4/26/16	5/2/16	2.99	MVTL	192 hrs prior
11	4/26/16	5/26/16	2.90	MDH	
11	5/24/16	6/2/16	3.02	MVTL	264 hrs prior
11	6/28/16	7/6/16	2.42	MVTL	216 hrs prior
11	7/28/16	8/1/16	2.40	MVTL	126 hrs prior
11	8/23/16	8/31/16	2.85	MVTL	168 hrs prior
12	12/17/13	12/23/13	3.01	TCWC	144 hrs prior
12	1/21/14	1/29/14	1.70	TCWC	168 hrs prior
12	2/4/14	2/10/14	2.21	TCWC	144 hrs prior
12	4/23/14	5/7/14	1.27	MVTL	192 hrs prior
12	4/23/14	6/16/14	1.30	MDH	*
12	8/12/14	8/20/14	2.10	MVTL	162 hrs prior
12	9/23/14	10/2/14	2.28	MVTL	132 hrs prior
12	10/13/15	10/19/15	2.35	MVTL	126 hrs prior
13	3/12/09	3/26/09	0.96	MVTL	46 hrs prior
13	4/14/09	4/27/09	1.10	MVTL	60 hrs prior
13	8/4/09	8/12/09	0.90	MVTL	1013 hrs prior
13	9/24/09	10/5/09	0.98	MVTL	51 hrs prior
13	7/14/10	7/27/10	1.07	MVTL	42 hrs prior
13	3/11/11	3/16/11	1.08	MVTL	100 hrs prior
14	3/11/11	3/16/11	< 0.20	MVTL	90 hrs prior
14	2/12/13	2/19/13	Absent	TCWC	126 hrs prior
14	1/21/14	1/29/14	< 1.00	TCWC	168 hrs prior
14	4/23/14	5/7/14	< 0.20	MVTL	24 hrs prior
14	4/23/14	6/16/14	< 0.05	MDH	*
15	8/19/14	8/27/14	5.13	MVTL	248 hrs prior
15	9/9/14	9/15/14	4.93	MVTL	96 hrs prior
15	11/25/14	12/3/14	4.42	MVTL	200 hrs prior
15	2/3/15	2/9/15	5.11	MVTL	132 hrs prior
15	2/17/15	2/23/15	5.27	MVTL	60 hrs prior
15	4/7/15	4/13/15	4.00	MVTL	144 hrs prior
15	4/7/15	4/23/15	3.70	MDH	
15	7/28/15	8/3/15	4.49	MVTL	96 hrs prior
15	8/4/15	8/10/15	4.58	MVTL	144 hrs prior
15	9/1/15	9/8/15	4.91	MVTL	200 hrs prior
15	10/13/15	10/19/15	5.05	MVTL	132 hrs prior
15	11/17/15	11/23/15	5.50	MVTL	336 hrs prior
15	1/5/16	1/13/16	5.15	MVTL	312 hrs prior
15	12/8/15	2/1/16	5.33	MVTL	168 hrs prior
15	2/16/16	2/23/16	4.86	MVTL	144 hrs prior
15	2/23/16	2/29/16	5.16	MVTL	172 hrs prior
15	3/22/16	3/28/16	5.36	MVTL	72 hrs prior
15	4/5/16	4/22/16	5.20	MVTL	144 hrs prior
15	5/3/16	5/9/16	5.00	MVTL	288 hrs prior
15	5/3/16	5/26/16	5.00	MDH	
15	7/19/16	7/25/16	5.52	MVTL	144 hrs prior
15	8/2/16	8/9/16	5.29	MVTL	120 hrs prior



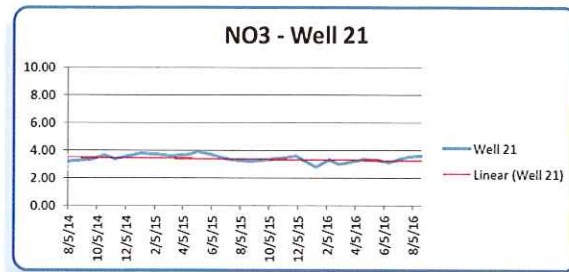
Shakopee Public Utilities Commission
Water Department
Nitrate Results
Reported in mg/L

Location	Sample Collected	Results Received	Results	Lab	Run Time
16	8/5/14	8/18/14	5.09	MVTL	312 hrs prior
16	9/2/14	9/11/14	5.16	MVTL	144 hrs prior
16	10/7/14	10/17/14	5.48	MVTL	312 hrs prior
16	11/12/14	11/20/14	5.05	MVTL	144 hrs prior
16	11/12/14	12/29/14	5.00	MDH	
16	1/20/15	1/26/15	5.16	MVTL	137 hrs prior
16	3/24/15	3/30/15	5.11	MVTL	172 hrs prior
16	4/14/15	4/20/15	5.01	MVTL	168 hrs prior
16	4/23/15	7/8/15	5.20	MDH	120 hrs prior
16	5/5/15	5/18/15	5.61	MVTL	144 hrs prior
16	5/5/15	5/18/15	3.86	MVTL	144 hrs prior
16	5/19/15	5/26/15	5.70	MVTL	168 hrs prior
16	6/9/15	6/16/15	5.68	MVTL	120 hrs prior
16	7/21/15	7/29/15	4.98	MVTL	312 hrs prior
16	8/11/15	8/17/15	4.80	MVTL	144 hrs prior
16	9/8/15	9/15/15	5.17	MVTL	120 hrs prior
16	10/20/15	10/28/15	5.04	MVTL	48 hrs prior
16	11/10/15	11/16/15	5.33	MVTL	172 hrs prior
16	11/10/15	4/29/16	5.40	MDH	
16	12/15/15	12/21/15	5.92	MVTL	144 hrs prior
16	1/26/16	2/1/16	5.48	MVTL	120 hrs prior
16	2/2/16	2/8/16	5.29	MVTL	312 hrs prior
16	2/2/16	4/29/16	5.30	MDH	
16	3/8/16	3/14/16	5.30	MVTL	168 hrs prior
16	3/8/16	8/30/16	5.40	MDH	
16	6/14/16	6/20/16	5.05	MVTL	360 hrs prior
16	6/14/16	7/22/16	5.40	MDH	
16	7/5/16	7/12/16	5.45	MVTL	312 hrs prior
16	8/16/16	8/22/16	7.01	MVTL	120 hrs prior
17	8/12/14	8/20/14	6.37	MVTL	144 hrs prior
17	9/23/14	10/2/14	5.81	MVTL	244 hrs prior
17	10/28/14	11/5/14	7.25	MVTL	244 hrs prior
17	11/5/14	11/14/14	5.51	MVTL	48 hrs prior
17	11/5/14	12/29/14	5.20	MDH	
17	1/27/15	2/4/15	5.68	MVTL	192 hrs prior
17	2/10/15	2/17/15	5.54	MVTL	144 hrs prior
17	3/31/15	4/13/15	5.84	MVTL	168 hrs prior
17	4/23/15	7/8/15	6.00	MDH	211 hrs prior
17	4/21/15	4/27/15	6.82	MVTL	168 hrs prior
17	5/12/15	5/18/15	6.85	MVTL	312 hrs prior
17	6/2/15	6/8/15	5.57	MVTL	24 hrs prior
17	7/14/15	7/20/15	0.05	MVTL	144 hrs prior
17	8/25/15	9/1/15	5.31	MVTL	192 hrs prior
17	9/15/15	9/22/15	5.52	MVTL	312 hrs prior
17	10/27/15	11/5/15	5.95	MVTL	168 hrs prior
17	11/3/15	11/9/15	5.66	MVTL	144 hrs prior
17	11/3/15	4/29/16	5.60	MDH	
17	12/1/15	12/15/15	5.67	MVTL	168 hrs prior
17	1/19/16	1/26/16	5.73	MVTL	144 hrs prior
17	2/9/16	2/16/16	6.51	MVTL	180 hrs prior
17	2/9/16	4/29/16	6.80	MDH	
17	3/15/16	3/21/16	5.52	MVTL	288 hrs prior
17	3/15/16	8/30/16	5.80	MDH	
17	4/26/16	5/2/16	6.02	MVTL	172 hrs prior
17	5/24/16	6/2/16	5.63	MVTL	144 hrs prior
17	6/21/16	6/20/16	7.04	MVTL	312 hrs prior
17	6/21/16	8/30/16	6.50	MDH	
17	7/12/16	7/18/16	5.98	MVTL	216 hrs prior
17	8/2/16	8/9/16	5.62	MVTL	120 hrs prior
20	8/12/14	8/20/14	3.01	MVTL	211 hrs prior
20	9/9/14	9/15/14	2.75	MVTL	312 hrs prior
20	10/7/14	10/17/14	2.99	MVTL	144 hrs prior
20	11/18/14	11/24/14	3.02	MVTL	211 hrs prior
20	1/13/15	1/22/15	2.95	MVTL	94 hrs prior
20	2/3/15	2/9/15	3.01	MVTL	288 hrs prior
20	3/3/15	3/9/15	3.03	MVTL	180 hrs prior
20	4/7/15	4/13/15	3.09	MVTL	768 hrs prior
20	4/7/15	4/23/15	2.90	MDH	
20	5/19/15	5/26/15	3.26	MVTL	336 hrs prior
20	6/9/15	6/16/15	3.36	MVTL	162 hrs prior
20	7/28/15	8/3/15	2.82	MVTL	120 hrs prior
20	8/11/15	8/17/15	2.71	MVTL	211 hrs prior
20	9/1/15	9/9/15	2.99	MVTL	180 hrs prior
20	10/27/15	11/5/15	3.11	MVTL	120 hrs prior
20	11/10/15	11/16/15	2.90	MVTL	288 hrs prior
20	12/8/15	2/1/16	2.83	MVTL	120 hrs prior
20	1/19/16	1/26/16	2.78	MVTL	165 hrs prior
20	3/15/16	3/21/16	2.48	MVTL	162 hrs prior
20	4/19/16	4/25/16	2.81	MVTL	216 hrs prior
20	5/17/16	5/25/16	3.02	MVTL	120 hrs prior
20	5/17/16	6/2/16	2.80	MDH	
20	6/21/16	6/28/16	3.03	MVTL	768 hrs prior
20	7/19/16	7/25/16	3.19	MVTL	144 hrs prior
20	8/16/16	8/22/16	3.23	MVTL	159 hrs prior



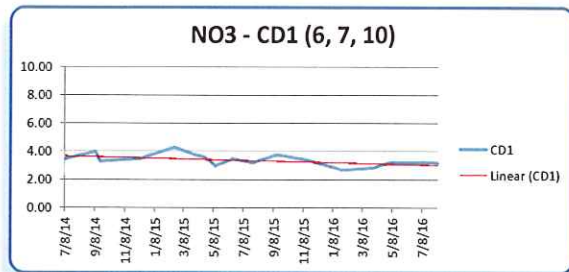
Shakopee Public Utilities Commission
Water Department
Nitrate Results
Reported in mg/L

Location	Sample Collected	Results Received	Results	Lab	Run Time
21	8/5/14	8/18/14	3.20	MVTL	162 hrs prior
21	9/2/14	9/11/14	3.28	MVTL	196 hrs prior
21	9/23/14	10/2/14	3.33	MVTL	172 hrs prior
21	10/21/14	10/27/14	3.64	MVTL	144 hrs prior
21	11/12/14	11/20/14	3.37	MVTL	312 hrs prior
21	12/9/14	12/15/14	3.57	MVTL	312 hrs prior
21	1/6/15	1/14/15	3.75	MVTL	172 hrs prior
21	2/10/15	2/17/15	3.69	MVTL	165 hrs prior
21	3/10/15	3/16/15	3.56	MVTL	120 hrs prior
21	4/21/15	4/27/15	3.68	MVTL	162 hrs prior
21	5/5/15	5/18/15	3.86	MVTL	159 hrs prior
21	6/2/15	6/8/15	3.68	MVTL	168 hrs prior
21	7/7/15	7/20/15	3.36	MVTL	172 hrs prior
21	8/25/15	9/1/15	3.18	MVTL	312 hrs prior
21	10/20/15	10/28/15	3.37	MVTL	168 hrs prior
21	12/1/15	12/15/15	3.57	MVTL	165 hrs prior
21	1/12/16	1/25/16	2.77	MVTL	368 hrs prior
21	2/9/16	2/16/16	3.31	MVTL	144 hrs prior
21	3/1/16	3/8/16	2.98	MVTL	160 hrs prior
21	4/26/16	5/2/16	3.35	MVTL	165 hrs prior
21	4/26/16	5/26/16	3.30	MDH	
21	5/21/16	6/2/16	3.29	MVTL	312 hrs prior
21	6/14/16	6/20/16	3.12	MVTL	144 hrs prior
21	7/26/16	8/1/16	3.52	MVTL	211 hrs prior
21	8/23/16	8/31/16	3.57	MVTL	162 hrs prior



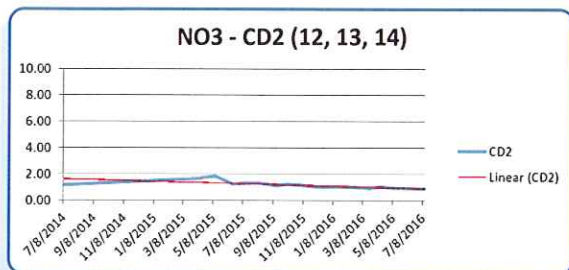
combined discharge - Wells 6-7-10

CD 1	7/8/14	7/14/14	3.45	MVTL	162 hrs prior
CD 1	9/19/14	8/27/14	3.30	MVTL	368 hrs prior
CD 1	9/9/14	9/15/14	3.99	MVTL	159 hrs prior
CD 1	12/9/14	12/15/14	3.47	MVTL	224 hrs prior
CD 1	2/17/15	2/23/15	4.25	MVTL	168 hrs prior
CD 1	3/31/15	4/13/15	3.75	MVTL	78 hrs prior
CD 1	4/21/15	4/27/15	3.56	MVTL	168 hrs prior
CD 1	5/12/15	5/18/15	2.98	MVTL	144 hrs prior
CD 1	6/16/15	6/26/15	3.45	MVTL	212 hrs prior
CD 1	7/28/15	8/3/15	3.21	MVTL	24 hrs prior
CD 1	8/4/15	8/10/15	3.30	MVTL	368 hrs prior
CD 1	9/15/15	9/22/15	3.76	MVTL	168 hrs prior
CD 1	11/17/15	11/23/15	3.39	MVTL	160 hrs prior
CD 1	1/26/16	2/1/16	2.71	MVTL	168 hrs prior
CD 1	3/31/16	4/22/16	2.83	MVTL	211 hrs prior
CD 1	4/12/16	4/19/16	3.01	MVTL	180 hrs prior
CD 1	5/10/16	5/16/16	3.25	MVTL	120 hrs prior
CD 1	5/10/16	6/2/16	3.20	MDH	
CD 1	6/21/16	6/28/16	3.23	MVTL	162 hrs prior
CD 1	7/12/16	7/18/16	3.26	MVTL	212 hrs prior
CD 1	8/9/16	8/22/16	3.17	MVTL	165 hrs prior



combined discharge - Wells 12-13-14

CD 2	7/8/2014	7/14/2014	1.16	MVTL	212 hrs prior
CD 2	4/14/2015	4/20/2015	1.65	MVTL	192 hrs prior
CD 2	4/14/2015	4/30/2015	1.70	MDH	
CD 2	5/12/2015	5/18/2015	1.82	MVTL	144 hrs prior
CD 2	6/16/2015	6/26/2015	1.26	MVTL	126 hrs prior
CD 2	8/4/2015	8/10/2015	1.35	MVTL	168 hrs prior
CD 2	9/15/2015	9/22/2015	1.15	MVTL	144 hrs prior
CD 2	10/6/2015	10/14/2015	1.25	MVTL	208 hrs prior
CD 2	12/22/2015	12/30/2015	1.03	MVTL	168 hrs prior
CD 2	1/5/2016	1/13/2016	1.08	MVTL	192 hrs prior
CD 2	2/23/2016	2/29/2016	1.03	MVTL	208 hrs prior
CD 2	3/22/2016	3/28/2016	0.96	MVTL	288 hrs prior
CD 2	4/12/2016	4/19/2016	1.07	MVTL	120 hrs prior
CD 2	5/10/2016	5/16/2016	0.98	MVTL	165 hrs prior
CD 2	5/10/2016	6/2/2016	0.97	MDH	
CD 2	7/12/2016	7/18/2016	0.93	MVTL	170 hrs prior



**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: SHAKOPEE PUBLIC UTILITIES COMMISSION
FROM: JOHN R. CROOKS, UTILITIES MANAGER
SUBJECT: SHAKOPEE ENERGY PARK - SCHEDULING
DATE: SEPTEMBER 29, 2016

The Minnesota Municipal Power Agency is constructing a 46MW natural gas fired distributed generation plant in Shakopee.

With the generation building nearing completion, there is the ability to schedule a tour of the facility in the coming weeks. The Commission has stated that it would be agreeable to have the tour scheduled either before or directly after a regularly scheduled Commission meeting. SPU will work with Avant Energy to schedule the visit. SPU would need to identify the date that the tour would take place.

The proposed dates would be either:

October 17
November 7
November 21

Also, Staff would need to schedule a time. Would the Commission prefer to meet on site before or after a Commission meeting?

Request –

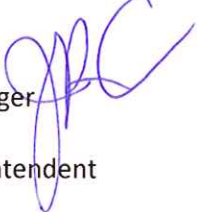
Provide the requested date and time for the Utilities Manager in setting up a tour of the Shakopee Energy Park.



SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

September 26th 2016

TO: John Crooks, Utilities Manager 

FROM: Greg Drent, Electric Superintendent

Subject: Bucket Truck Purchase


Overview:

In the 2016 CIP budget there was a purchase of a new bucket truck. This truck will replace our 2004 bucket truck which is at the end of its life cycle here at SPU. The new truck takes 300 days to build so it is another year before we will actually receive the unit. We have looked at a couple of different options to get the best value for SPU in the bidding process. We looked at state bid pricing for the cab, chassis and the boom as we thought that was the best way to purchase the aerial device. We also went out for sealed bids and the bid opening was on September 23rd. The result was that the sealed bid was a better option for SPU. We received two bids for the aerial unit. One was from Altec Industries for the amount of \$232,527.00 and the other was from Terex and that bid was \$257,705.00. The current truck is an Altec unit and we have been happy with the performance. The budget for the bucket truck is \$270,000.00

Action requested:

Purchase the Atec TA55 bucket truck on an International chassis per the spec we provided them at a cost of \$232,527.00

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: SHAKOPEE PUBLIC UTILITIES COMMISSION
FROM: JOHN R. CROOKS, UTILITIES MANAGER 
SUBJECT: ELECTRIC VEHICLE CHARGING STATIONS
DATE: SEPTEMBER 29, 2016

Commissioners Joos, Amundson, Helkamp attended the MMUA Summer Conference this past August in Nisswa, Minnesota.

ISSUE:

One of the presentations during the Conference was "*Electric Vehicles – Opportunities for Minnesota Electric Utilities*". The speakers were Michael Nobel, Executive Director of Fresh Energy and Jukka Kukkanen, with PlugInConnect. With their presentation they brought along an electric vehicle charging station, as well as a Ford Fusion electric vehicle.

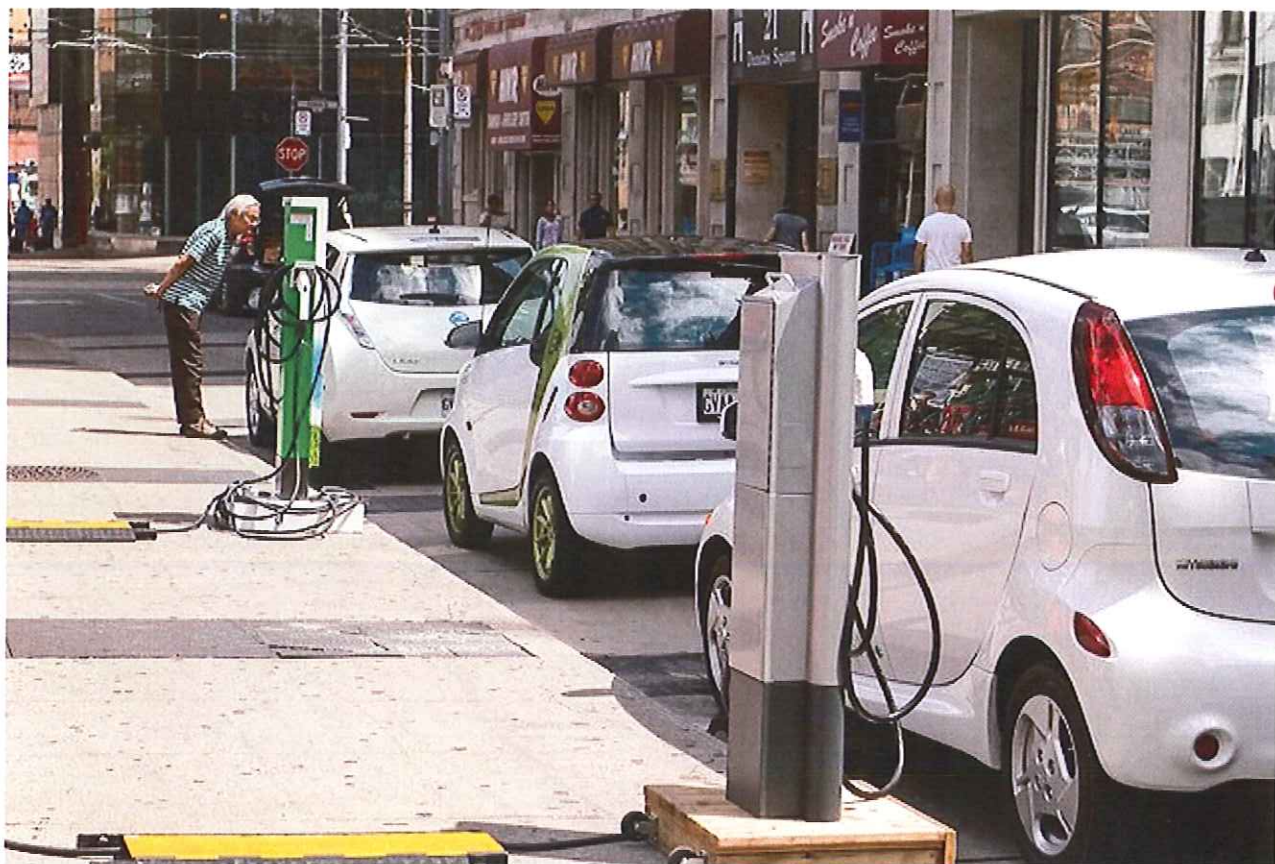
DISCUSSION:

While very informative and intriguing, the discussion at our table centered on how SPU was situated for the future of electric vehicles in our service territory. I spoke with Michael Nobel after the presentation and he indicated that Fresh Energy would offer assistance in developing an EV charging station plan and assist in obtaining potential grants that may be available for municipal utilities.

In the 2017 Capital Improvement Projects budget, SPU has included the costs for 2-3 electrical charging stations. The stations would be Level 3 or the "fast" charging type, which would allow a full charge to a vehicle in less than 30 minutes. SPU would pay for the station and its installation. Vehicle owners would pay for the electricity via credit cards. A typical charge would be only a few dollars.

With Shakopee finishing construction on their Community Center, this would be a great site for the first SPU Charging Station. I have begun discussions with City Administrator Bill Reynolds on the opportunity. Other sites would be identified as we go forward, once Staff is familiar with the process of installing the first charging station.

Staff will continue to define our Electric Vehicle Strategic Plan in the coming months.





SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

September 30, 2016

TO: John Crooks, Utilities Manager *JPC*

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

SUBJECT: 2017 Wage and Compensation Planning Assumptions

The Compensation Sub-Committee met on 2017 Wages and Compensation Planning. Sub-Committee members included Commissioner Amundson, and Commissioner Olson. Staff members included Utilities Manager, John Crooks and Finance and Administration Director, Renee Schmid.

The following amounts are proposed for the 2017 Operating Budget and Wages.

1. A provision for increase in wage ranges of 3.0% at a cost of \$119,655.
2. Include a provision of \$84,538 or 2.1% of base pay in the 2017 Operating Budget for wage increases to cover adjustments for movements within ranges.
3. Include a provision of \$35,931 or 0.9% of base pay in the 2017 Operating Budget to fill one authorized position previously left unfilled due to economic conditions and promotion of one Water Operator from Apprentice to Journeyman. Staffing of the open positions is needed due to increased workloads due to new development within the City of Shakopee. The staff position to be filled include the following position:
 - Engineering Technician as of 4/1/17 at annualized cost of \$44,990
4. Include a provision of \$23,375 or 0.6% of base pay in the 2017 Operating Budget for one new staff additions to authorized staffing levels to support business operations:
 - Customer Service Representative as of 7/1/2017 at annualized cost of \$46,280
5. Remove the following positions from the authorized list of positions:
 - Two Customer Service Interns
 - Video Technician - Finance



SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

6. It should be noted that this operating budget proposal leaves three positions unfilled from fully authorized staffing levels for a total of \$71,036 or 1.6% of the total base pay budget. The following positions are planned to remain unfilled in 2017:
- Engineering Coordinator
 - Summer Help – Electric
 - Summer Help - Water

Conclusion:

On September 30th, 2016 a consensus by the Compensation Sub-committee was reached on all the above figures. The Compensation Committee recommends adoption of the 2017 Wage and Compensation Planning Assumptions as outlined above.

Requested Commission Action:

Approve 2017 Wage and Compensation Planning Assumptions and adopt Resolution #1142, a resolution regulating wage ranges.

RESOLUTION #1142

RESOLUTION REGULATING WAGE RANGES

BE IT RESOLVED BY THE SHAKOPEE PUBLIC UTILITIES COMMISSION in meeting duly assembled on October 3, 2016, that the Shakopee Public Utilities Commission does hereby amend Resolution #1137 and affirm wage ranges in accordance with the rates in "Appendix A" to this Resolution.

BE IT FURTHER RESOLVED that said wage ranges are to become effective from and after January 1st, 2017 as applicable.

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 3rd day of October, 2017.

Commission President: Terrance Joos

ATTEST:

Commission Secretary: John R. Crooks

Appendix "A" To Resolution #1142
Shakopee Public Utilities 2017 Wage Ranges

<u>Position</u>	<u>Hourly Personnel Range (\$ Per Hour)</u>			<u>Salaried Personnel Range (\$ Bi-Weekly)</u>	
Utilities Manager				4,159.6154	7,427.8846
Director of Finance and Administration				3,624.8077	6,189.9038
Electric Superintendent				2,911.7308	5,199.5192
Marketing/Customer Relations Director				2,911.7308	5,199.5192
Planning & Engineering Director				3,624.8077	6,189.9038
Water Superintendent				2,911.7308	5,199.5192
Billing and Collections Coordinator				2,370.2218	3,441.0001
Customer Relations Coordinator				2,370.2218	3,441.0001
Information Technology Coordinator				2,832.5000	4,729.0865
Project Engineer				3,010.7692	5,026.2019
Accounting Specialist	22.25	---	30.60		
Accounts Payable/H.R. Specialist	24.72	---	42.49		
Administrative Assistant	23.53	---	31.89		
Billing Clerk/CSR	22.25	---	29.25		
Dispatcher	20.42	---	36.70		
Engineering Coordinator	25.75	---	43.78		
Engineering Technician	21.63	---	38.63		
Groundsman/Equipment Operator	21.66	---	28.14		
Inventory/Purchasing Specialist	27.15	---	37.47		
Network Administrator	27.72	PT	46.19		
Lead Lineman	36.09	---	46.90		
Line Foreman	35.94	---	49.62		
Lineman-Apprentice	26.71	---	34.68		
Lineman-Journeyman	32.18	---	41.80		
Locator/Meter Specialist	25.48	---	33.09		
Meter Reader	19.51	PT	27.09		
Meter Technician	21.66	---	28.14		
Meter/Electronics Technician	26.71	---	38.11		
Senior Accounting Specialist	30.09	---	50.21		
Senior Water Operator	28.60	---	39.59		
Serviceworker - Journeyman	29.34	---	38.11		
Serviceworker Apprentice	26.71	---	34.68		
Storekeeper	22.90	---	29.74		
Systems Technician	36.09	---	46.90		
Temp/Summer Help	12.85	PT	16.93		
Water Operator-Apprentice	23.68	---	30.81		
Water Operator-Journeyman	25.60	---	33.27		
Commission Secretary				200.00	Monthly
Duty Pay				341.62	Weekly
Duty Pay Holiday				409.94	Weekly

Note: PT denotes part-time position



SHAKOPEE

City of Shakopee
Boards and Commissions Manual

MESSAGE FROM THE MAYOR:

Members of boards and commissions provide an invaluable service to our city. Through boards and commissions established by the Shakopee City Council, citizens can provide input on the policies that shape their government and their city. They advise the City Council on a wide variety of subjects by making recommendations on important policy matters. As services and programs provided by the city continue to grow, boards and commissions play an integral role in providing detailed studies and considered advice to City Council. Boards and commissions are often catalysts for innovative programs and improved services.

Serving on a board or commission can be a rewarding experience for community service-minded residents. It is an excellent way to participate in the functioning of local government and make a personal contribution to help shape the future of Shakopee. Making local government effective and responsive is everybody's responsibility.

This Boards and Commissions Manual provides information about applying for and being a member of a Shakopee board or commission. It explains in detail the roles and responsibilities of board members in relationship to the Shakopee City Council, City staff and the community. Please take advantage of the information provided to be successful as a member of a Shakopee board or commission.

On behalf of the City Council, I wish to thank each board and commission for their service and extend an invitation to all residents of the City to give serious consideration to serving on a citizens' advisory body.



William P. Mars
Mayor

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OVERVIEW OF BOARDS AND COMMISSION MANUAL

- The City of Shakopee is a “Plan A” city which means Shakopee operates on a weak Mayor-Council form of government. Administrative, as well as legislative authority, is the ultimate responsibility of the City Council. City Council provides leadership by establishing the city's policies. They are the leaders and policy makers elected to represent the community and to concentrate on policy issues that are responsive to citizens’ needs. In addition, the City Council appoints independent boards/commissions and advisory bodies.
- The City of Shakopee has six standing boards and commissions. Some boards and commissions are advisory in nature to the City Council, while others have distinct responsibilities that are established by law.
- The majority of boards and commissions in the City of Shakopee are advisory boards. Advisory boards make recommendations to City Council. They do not have the authority to make decisions but only give advice.
- Boards and commissions must ensure all actions are aligned with the goals, objectives and adopted plans and policies of the City of Shakopee.
- Members of all boards or commissions represent the City of Shakopee. Along with the opportunity to serve the city comes the requirement that members abide by all of the applicable rules and laws that govern ethical behavior.
- The City Council may appoint a City Council member as liaison to a board or commission. The role of the council liaison shall be to serve as a direct communication link between the City Council and the board or commission and not to play an active role in the deliberations of the board or commission.
- The City Administrator designates a city department to provide staff support for each board. The City Administrator will also appoint an executive level staff person to serve as the liaison to the board. This staff person may elect to appoint an administrative staff person to help the board prepare agendas, post meeting notices, maintain minutes and keep attendance records for board members.
- The board does not supervise or manage staff liaisons and may not direct staff to perform work on behalf of the board. Staff support does not work “for” or “at the direction of” the group they support. The board may make reasonable requests for information or resources they need by contacting the staff liaison.
- An individual board member or commissioner may not represent the board/commission before the general public unless the City Council has authorized a commission to grant permission to do so to an individual commissioner.

OVERVIEW OF LOCAL GOVERNMENT STRUCTURE

Authority to Govern

Cities are creatures of the state – that is, the state authorizes a city to govern through its enabling legislation and dictates the reach of a city’s authority. Minnesota cities have been given power to govern over only the specific functions where authority has been granted to them by the state. More information on the authority of Minnesota cities can be found in the *League of Minnesota Cities Handbook for Minnesota Cities* which can be found on their website. In addition, you can read the state statutes on the organization of Minnesota cities and towns in *Minnesota State Statutes Chapters 410 through 414* which can be found on the Minnesota Legislature’s website.

Form of Government

The City of Shakopee is incorporated as a statutory city operating under the statutory city code found in Chapter 412 of the Minnesota Statutes. Residents are represented by a mayor and four city council members. The mayor and City Council are the elected policy makers for the City of Shakopee. The mayor is the chief executive officer of the city and presides at meetings of the City Council, but has no independent powers. The mayor is a voting member of the council but cannot veto actions of council. The City Council is elected to staggered, four-year terms. Both the mayor and council members are elected at-large, on a nonpartisan basis.

The Shakopee City Council has the authority to:

- Adopt and enforce ordinances
- Establish public and administrative policies
- Appoint the city administrator
- Manage the city financial operations (adopt the budget, levy taxes, collect revenues and make appropriations)

The five members of the City Council also serve as the Economic Development Authority (EDA).

Shakopee City Council appoints a city administrator to achieve the desired goals set by the City Council. The city administrator serves as the chief administrative officer in the City of Shakopee, and is responsible for:

- Day-to-day oversight of city operations
- Developing and issuing all administrative rules, regulations and procedures
- Preparing the annual budget
- Providing direction for all city departments
- Ensuring equitable enforcement of laws and policies
- Garnering feedback from residents and members of the business community to address and solve problems

Budgets and Fund Accounting

The City of Shakopee is on a Jan. 1 through Dec. 31 fiscal calendar. The city administrator in conjunction with the Finance Department develops the annual budget in collaboration with city departments. The budget is then reviewed, amended if necessary, and passed by City Council to ensure the city continues to provide quality public services to our residents and businesses at a reasonable price. The Finance Department has oversight responsibilities over the budget as it is implemented. Other responsibilities of the Finance Department include:

- Accounts payable and receivable
- Cash management
- Financial reporting
- Special assessments
- Comprehensive Annual Financial Report (CAFR)
- Audit compliance and preparation
- Debt management and issuance
- Coordination with Economic Development Authority, Economic Development Advisory Committee and Planning Commission to ensure business subsidy requests and financial assistance are properly modeled and documented
- Management of insurance coverage and determination of policy accuracy
- Coordination with county, regional, state and other public sector entities to maintain and ensure compliance and information accuracy as required by mandates

The accounts the Finance Department manages are organized and operated on the basis of funds. A fund is a fiscal and accounting entity with a self-balancing set of accounts comprised of assets, liabilities, fund equity, revenues and expenses as appropriate. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. It is very different from the type of accounting used by business.

The City of Shakopee groups funds into six categories:

General Fund

The primary operating fund for the city used to pay for the everyday services related to public safety, public works, culture/recreation and general government. About 60 percent of this fund comes from property taxes, but it is also supported by charges for service, licenses and permit fees and investment earnings.

Special Revenue Funds

Dollars received for specific purposes, such as transit and economic development, as required by law.

Internal Service Funds

City departments set aside dollars, or “rent,” toward future purchases and replacement of equipment. These funds include:

Building: Future purchases, major reconstructions and additions to city-owned buildings including city hall, library, public works buildings, and the police and fire stations.

Capital Equipment: Use and purchase of major pieces of mobile equipment.

Park Asset: Replacement of park equipment.

Information Technology: Acquisition and replacement of computers, printers, copiers and software and related licensing and service contracts.

Enterprise Funds

The business-side of city utilities is managed with these four funds: electric and water (operated by Shakopee Public Utilities Commission) and sewer and storm drainage (operated by the City of Shakopee). These funds are financed by user charges and are self-supporting, similar to a private business.

Debt Service Funds

Dedicated to pay off bonded debt often due to construction of city infrastructure and buildings.

Capital Projects

The city’s bricks and mortar fund used to pay for larger construction and infrastructure projects, including developing new parks, reconstructing streets and expanding utilities. Appropriations are approved through the Capital Improvement Plan (CIP).

Departments & Divisions

Departments are organizational units that provide a major type of public service, such as fire or police protection. Departments are usually subdivided into one or more divisions. For example, the Public Works Department has six divisions: Streets, Park Maintenance, Fleet Services, Sanitary Sewer and Storm Drainage, Utilities, and Natural Resources.

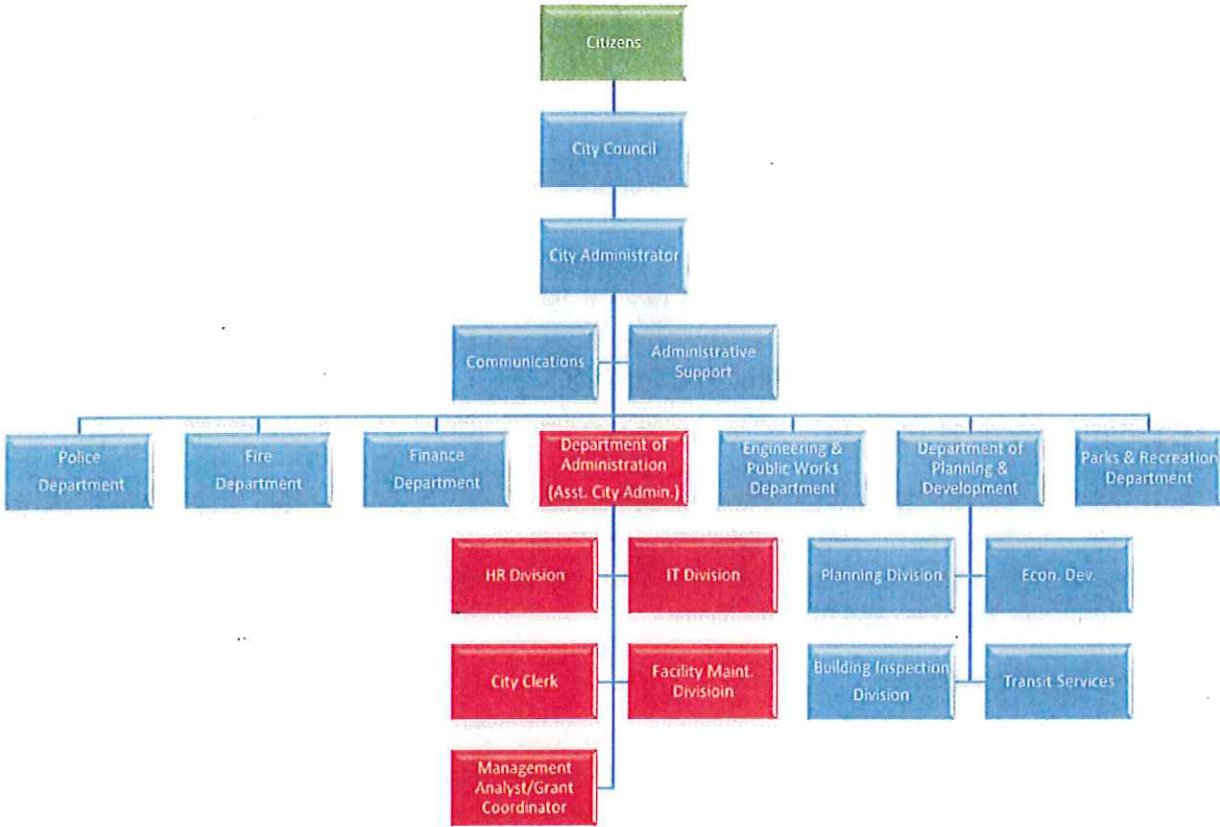
Citizen Participation

Successful examples of citizen participation in the local government decision-making process are widespread among professionally managed communities. Because professional local government management offers government of the people, by the people and for the people, it sets the stage for citizen activism by encouraging open communication between citizens and their government. Because political power is concentrated in the entire governing body rather than one elected official, more citizens have an opportunity to be elected to a position in which they have significant influence over the future of their community.

The City of Shakopee values and encourages citizen participation and feedback. The City regularly holds public hearings and community meetings to gather community input.

Organizational Chart

City of Shakopee Organizational Chart (August 2015)



OVERVIEW OF CITY OF SHAKOPEE BOARDS AND COMMISSIONS

Why have boards and commissions?

The City of Shakopee has six active, standing boards and commissions. Some are advisory in nature to the City Council, while others have distinct responsibilities that are established by law. Boards and commissions help council set priorities by balancing public interest and providing informed recommendations to council that can influence policy in many ways. As a members of a board or commission you are considered to be a city official; therefore, it is important to gain a full understanding of members' roles and responsibilities.

Types of boards and commissions

Advisory Boards

These boards develop short and long term goals and make recommendations to the City Council. In their advisory capacity, the boards act as important sources of citizen information on a variety of activities that affect the city and residents. The majority of boards and commissions in the City of Shakopee are advisory boards. Advisory boards make recommendations to council. They do not have the authority to make decisions but rather they give advice only. Advisory boards are tasked with taking on the issues and concerns of citizens, understanding and exploring possible options and providing feedback and recommendations to council.

- **Bicycle Advisory Committee.** In October 2014, the City Council formed the Shakopee Bicycle Advisory Committee to help promote active living and provide safe and accessible routes to cyclists in the community. The Bicycle Advisory Committee consists of seven members serving staggered three-year terms. The committee is responsible for promoting commuter and recreational bicycling, advocating for bicycling infrastructure improvements, encouraging safe riding through education and involving residents to become interested in bicycling issues throughout the city. The committee will be focusing on five strategic areas that will help create a bike friendly community: evaluation/planning, encouragement, enforcement, engineering and education. The group advises the Park and Recreation Advisory Board.
- **The Economic Development Advisory Committee.** The Economic Development Advisory Committee (EDAC) identifies issues and develops strategies to strengthen commercial-industrial activity within the city, reviews requests for tax increment financing, tax abatement and other financial assistance programs and advises the Economic Development Authority (EDA) and City Council on proactive approaches to development and redevelopment. The EDAC has seven members, serving staggered three-year terms.
- **Park & Recreation Advisory Board.** The Park & Recreation Advisory Board makes recommendations to the City Council on policies, programs and development actions related to park and recreation services. The Board is composed of seven members who serve staggered three-year terms.

Autonomous Boards

These boards are structured under general laws or local acts of the state. They are self-governing and function independently of any outside control.

- The Shakopee Public Utilities Commission (SPUC) oversees the operation of the publicly owned water and electric utilities. The Commission hires its own employees, sets its own budget, adopts rules and regulations and fixes rates for water and electric services. It is composed of five members who serve three-year terms. The City Council appoints members to the Shakopee Public Utilities Commission.

Quasi – judicial Boards

These boards make findings of fact and conclusions of law in handling appeals that affect provision of the city code. They are quasi-judicial in that the hearings must comply with due process requirements and the decisions are subject to review. They may also have an advisory role.

- Planning Commission. The Planning Commission, consisting of seven members serving staggered four-year terms, assists the City Council in reviewing and analyzing development proposals and in enforcing the city's zoning and subdivision ordinances. Commission members also act as the Board of Adjustment and Appeals (BOAA). The Planning Commission reviews rezoning, platting, the relocation of dwellings; and when acting as the BOAA reviews zoning, conditional use permits and sign variances. The City Council makes final decisions concerning rezoning and platting applications and considers appeals of Planning Commission decisions.
- Police Civil Service Commission. The Police Civil Service Commission administers the civil service personnel policies of the Shakopee Police Department, conducts civil service examinations for the department, makes recommendations to the City Council concerning appointments and promotions and handles disciplinary matters within the police force. The commission is composed of three members, serving staggered three-year terms. It meets quarterly with special sessions scheduled when necessary.

How do boards and commissions operate?

1. Each board receives its charge from the State of Minnesota General Statutes and/or from a city ordinance or resolution establishing the board. Each board must adopt Rules and Procedures including but not limited to the following:
 - Purpose
 - Meeting schedules and guidelines for posting meetings
 - Membership composition and the election of officers
 - Outline of the duties of each officer

2. The City Council may, from time to time, ask a board to consider specific items not in conflict with existing laws.
3. The City Council may appoint a councilperson as liaison to a board or commission and that member is entitled to receive all agendas, minutes, and other correspondence and be eligible to attend all meetings of the board including closed sessions. The role of the liaison shall be to serve as a direct communication link between the City Council and the board or commission, and not to play an active role in the deliberations of the board or commission. The liaison shall notify the board or commission of long-range issues and projects under consideration by the council which would be of interest to that board or commission and shall likewise advise the council of such matters under consideration by the board or commission.
4. All board and commission meeting minutes shall be posted on the city's website.
5. Each board shall provide an annual report to the City Council outlining their activities for the past year. The report shall be posted on the city's website by January 30 for the previous calendar year.
6. An orientation session will be conducted for all new appointees by the city staff liaison.
7. From time to time, additional training sessions for board members may be provided through city staff or other training groups and organizations. The City Council encourages members to take advantage of these opportunities.
8. A board or commission member may not vote by proxy. All members must be in attendance at a meeting if they wish to cast a vote.
9. The board will comply with open meeting laws, including notice of meetings.
10. The board is to provide the city clerk with their schedule of regular meetings with the predetermined time and place. The schedule will be revised only in accordance with legal requirements for notice. Any deviation from a regularly scheduled or special meeting must be reported to the city clerk.
11. To conduct official business at a regular or special meeting, a quorum of the board must be present. In the absence of a rule, by-law, or statute providing otherwise, a quorum is more than half of the members of the board, not counting vacant seats. If a quorum is not present at any meeting, the chairperson will postpone the meeting until such time as a quorum can be present, provided adequate notice is given pursuant to the open meetings law.

PLANNING AND BUDGETING

Planning

The City of Shakopee has transformed dramatically over the years. The city's vast growth has brought challenges and opportunities as city leaders seek to accommodate demands for economic development, city services, improved infrastructure and public facilities. Meeting these challenges requires planning, prioritizing, collaborating and creating innovative solutions. This commitment requires a comprehensive planning process that aligns our financial system to short, medium and long range plans so that citizens continue to receive high quality city services. It also requires committed community engagement and dedication from members of the city boards and commission.

Comprehensive planning is an inclusive approach of addressing future growth. It focuses simultaneously on the present and the future. The comprehensive planning process helps to tie the efforts of the city, the City Council, departments and employees into a unified inventory of plans designed to accomplish the specific purpose of supporting the city's overall mission: *To provide the opportunity to live, work, and play in a community with a proud past, promising future, and small-town atmosphere within a metropolitan setting.*

The City of Shakopee has developed a comprehensive plan, which is revised occasionally. This plan includes but is not limited to proposed land use patterns, transportation networks and system of city services and infrastructure that reflects the community's goals for growth. This plan is designed to be implemented by more specific plans and action items considered by City Council, city staff or other boards and commissions over time. It is intended to be implemented over time and updated to fit the city's needs as it changes.

Budgeting

The City of Shakopee is on a Jan. 1 through Dec. 31 fiscal calendar. The Finance Department and city administrator collaborate with the City Council and city departments to develop the annual budget to ensure the city continues to provide quality public services to our residents and businesses at a reasonable price. Here is a look at the typical budget planning timeline:

May

The budget planning process kicks off with the end of the Minnesota Legislative session, as city officials examine how recently passed legislation will impact Shakopee in the coming year. For example, the legislature may impose property tax levy limits which restrict how much a city can levy in a given year. At this point, the city administrator and the Finance Director will hold several meetings with the public to solicit their concerns and ideas regarding the future budget.

June-August

Each department meets with the Finance Director and city administrator to review its past year's operating budget. Then, the department begins to develop its upcoming budget, looking at areas such as personnel, new services, capital projects and internal equipment or technology needs.

During this time, the Finance Department also assists departments in conducting a revenue analysis to determine how much revenue the city can anticipate in the coming year. In Shakopee, the majority of the city's general fund revenue comes from the property tax levy. Additional revenue sources include state aid, fees for services (e.g. building inspections) and program revenues from outside sources. Unlike many other cities, the City of Shakopee receives no Local Government Aid (LGA) from the state.

The city's finance director and staff work through the budget process and ultimately present the proposed budget and levy during a series of City Council workshops in late summer. The City Council has multiple opportunities to review various aspects of the budget during this time and weigh in on the proposed revenues and expenses.

September

State law (Minnesota Statute 275.065) requires cities to certify and submit a preliminary maximum levy to the county by September 30. This levy amount is what appears on residents' notices of proposed taxes, mailed in November. The state may set a limit on how much each city can levy through property taxes. Council members can continue to adjust the proposed levy during the fall months but only downward; the final levy cannot be greater than the preliminary levy.

The budget is presented to the City Council for discussion during a council meeting. City Council members review the proposed budget and provide staff direction for preparing a finalized budget to be brought before the council in December.

December

Late each fall, residents have another opportunity to voice their opinions on the proposed budget at a public comment meeting. During this meeting, residents can directly address the City Council with questions and concerns regarding the proposed property tax levy, as well as the city budget for the upcoming year.

The city is required by state law to certify its final levy and adopt its new year's budget in December. The new budget goes into effect Jan. 1.

To meet these requirements, the city must have a dynamic and comprehensive budgeting process. Budget preparation affords departments the opportunity to reassess their goals and objectives and the strategies for accomplishing them. Linking important objectives with necessary resources requires a process that identifies key goals at the very beginning of budget preparation. The annual strategic planning process begins with the City Council's annual strategic planning session in January, at which time council identifies its goals and priorities for the upcoming fiscal year. The council's directives set the tone for the development of the annual budget.

City staff's careful fiscal management and ongoing efforts to provide the highest level of service for the lowest cost allows management to entertain strategic goals beyond the maintenance of core services. Each year, city staff plans, prioritizes and collaborates to ensure that the budget for each fiscal year is sustainable.

Board and commission members participate in this process by monitoring organizational performance related to the work of their board, participating in public hearings and reporting board and commission priorities to council.

BECOMING A MEMBER

Purpose of Citizen Participation

The City of Shakopee provides for continuous citizen input and advice through a wide variety of boards and commissions. Some of these are advisory in nature to the City Council, while others have distinct responsibilities that are established by law. The City Council encourages citizens to participate in their city government by volunteering to serve on these boards and commissions.

Application and Appointment Process

NOTE: The City of Shakopee Policy for Appointment and Operation of Boards and Commissions covers the applicant requirements and process in detail. It is attached as Appendix 1.

1. A description of all city boards is on the city's webpage. The city regularly seeks interested Shakopee residents to serve on its boards and commissions. Applications are typically accepted in January and most appointments are made during the months of February and March. The City Council is responsible for appointing members to the city's advisory boards and commissions.
2. An application and/or resume is required for consideration of an appointment to a city board.
3. City Council will require an interview process prior to appointment.
4. All appointments are made in an open session of the City Council. Discussion and consideration of appointments and interviews are also held in open session.
5. Once an application for an appointment has been filed with the city clerk, it is placed on a resource list and remains active for a one-year period.
6. Applicants are strongly urged to attend several meetings of a board prior to applying and/or appointment to a board.

Terms

1. The term of service on most City boards are three years, unless otherwise provided by law.
2. The length of service on all boards and commissions shall be limited to two full successive terms (plus any unexpired term to which a member is appointed).
3. A member shall serve until the expiration of their term or until such time as a successor is appointed, whichever occurs later, unless otherwise provided by law.
4. The City Council may request that a member in good standing be allowed to serve out their term should they become a non-city resident.
5. Reappointment to a second term is not automatic and will be based on circumstances to be determined by the City Council in each individual case.

RESPONSIBILITIES OF BOARD MEMBERS

Attendance

1. Appointees to boards and commissions are expected to attend all meetings possible. Members who cannot attend a meeting should inform the staff liaison 24 hours in advance of the scheduled meeting.
2. Any member of a board or commission who is absent 1) from more than two consecutive regular meetings, or 2) twenty-five percent (25%) of the regularly scheduled meetings during the twelve month period immediately preceding and including the absence in question without explanation to a majority of the other members shall have their name forwarded to the City Council for action to remove them from their position.
3. The board chairman or staff liaison shall be responsible for reporting on attendance to the City Clerk upon request.

Conflict of Interest

1. No member of a board shall participate in the discussion or vote on any item involving their own official conduct or financial interest.
2. It is the responsibility of an individual board member to bring to the attention of the entire board any item for which there may be a conflict of interest.
3. It is up to the entire board to decide if a conflict exists and vote to excuse a member from considering a particular item.
4. Staff and legal assistance is available to all boards and commissions to help the board with decisions in this area.

Resignations and Replacements

1. Any member of a board or commission who desires to resign shall do so in writing to the city clerk.
2. Unless otherwise provided by law, ordinance or resolution, all appointments by the City Council to a board or commission serve at the pleasure of council, and may be removed from a board or commission at the discretion of council.
3. For those boards and commissions whose members may be removed for cause, cause shall include, without limitation, conflicts of interest, malfeasance in office and failure to attend meetings.

Ad Hoc Committees

1. The City Council may appoint ad hoc committees to make recommendations regarding particular matters of interest within the city.
2. The foregoing rules on boards and commissions shall apply to ad hoc committees except where alternate provisions are made by the Council.

ROLE OF THE BOARD AND BOARD MEMBERS

Roles and Responsibilities of the Board, Board Members and City of Shakopee Staff Support

Members of boards represent the City of Shakopee. Along with the opportunity to serve the city comes the requirement that members abide by all of the applicable rules and laws that govern ethical behavior. Members need to be aware of and avoid conflicts of interest. Members may not solicit or accept gifts and may not use city facilities, personnel, equipment, or supplies for private purposes. The City's Code of Ethics can be found in section 30.06 in the *City Code of Ordinances*. *(Note: The Shakopee Public Utilities Commission has its own set of rules. If you serve on that commission please contact the commission for details.)*

Role of the Chair

The chairperson, or in her/his absence, the vice chairperson, performs the following duties:

1. Presides at all meetings of the commission and ensures that the work of the commission is accomplished. To this end the chairperson must exert sufficient control of the meeting to eliminate irrelevant, repetitious or otherwise unproductive discussion. At the same time the chairperson must ensure that all viewpoints are heard and are considered in a fair and impartial manner. The chair cannot make rules related to the conduct of meetings or commission procedure without approval of the full commission.
2. Appoints commission members to temporary subcommittees and informal bodies subject to the approval of the full commission.
3. Approves the agenda prior to distribution. This is limited to the structure and order of the agenda and does not grant the chair the authority to remove items submitted by commissioners or staff.
4. Signs correspondence on behalf of the commission.
5. Represents the commission before the City Council with the formal approval of the commission by motion and vote.
6. Approves commission reports to City Council.
7. The chair or a quorum of the commission may call a special meeting. The chair may also cancel a regular meeting.
8. Performs other duties necessary or customary to the office.

Role of the Support Staff

The city administrator designates a city department to provide staff support for each board. The city administrator appoints an executive level staff person to serve as the liaison to the board. The executive liaison ensures the board complies with deadlines and code provisions, monitors the conflict of interest declarations to ensure the rules are followed and helps the chair keep the board functioning within their mission statement. The department director will appoint an administrative staff person to help the board prepare agendas, post meeting notices, maintain minutes and keep attendance records for board members.

Staff liaisons and staff support are City of Shakopee employees with significant staff responsibilities that relate to the same work area as the advisory board to which they have been assigned. They do not work “for” or “at the direction of” the group they support. The board does not supervise or manage staff liaisons and may not direct staff to perform work on behalf of the board. The board may make reasonable requests for information or resources they need by contacting the executive liaison.

What makes an effective board or commission?

There are a few things members can do to make sure that their board or commission is strong, effective and has successful meetings. A successful meeting involves effective communication between individuals or groups. Good meeting planning and good facilitation skills are needed. Here are a few pointers to conducting a successful meeting.

1. Keep the meeting under control. The board chair and board members are responsible for making sure the meeting is conducted in an orderly manner. Follow a set meeting procedure and explain the procedure to those present at the beginning of the meeting.
2. Act promptly. Follow the published agenda and make decisions in a timely manner to ensure due process.
3. Stay focused. Do not get bogged down in details or constant requests for more information. Bring issues to a consensus.
4. Determine if the issues were clearly defined and fully addressed. Make sure members have enough information to reach a decision: keep an open mind; hear all the testimony or information before discussing the pros and cons of an item; remain focused on the facts; listen carefully before making or announcing a decision; avoid making the discussion personal.
5. Ensure the board’s action is aligned with goals and objectives and adopted plans and policies of the City of Shakopee.
6. Do homework. Read and review the board’s agenda and spend as much time as necessary to become thoroughly familiar with each matter. If more information is needed, ask the staff. If a site visit would make for a better understanding, please do. The key is to know the facts so informed decisions can be made.

7. Think about whether members may have a conflict of interest with any item on the agenda. If so, ask that member to be recused or prior, consult with city staff or the city legal department.
8. Be professional. Do not mingle with friends, acquaintances, applicants or objectors in the audience before the meeting or during a recess as this can create the impression of bias, dishonesty or conflict.
9. Be polite and impartial. Assist those who are not familiar with the protocol.
10. Be attentive to those who are presenting their point of view. This is an important issue to them and their voice must be heard.
11. Follow the bylaws, policies and procedures for the board or commission.
12. Be on time. This will ensure that a quorum is present and the business of the meeting can proceed. As soon as a quorum is in the room, the meeting should be called to order.
13. Follow the rules in the City Code and in the board's bylaws. The rules provide that each person and board member attending a meeting should observe decorum.

There are many ways to have a successful board or commission. These are just a few. As a member, think about your actions, how you present yourself and how you represent the city. These things make an impression on your board or commission and its effectiveness. You have been appointed to help the council make good decisions for the citizens of Shakopee. As a public official, there are certain responsibilities one must undertake and rules by which to abide.

Relations with Outside Agencies and the General Public

Unless specifically authorized by the City Council, commissions may not represent policy to outside agencies either on their own behalf or on behalf of the city. Commissions function in an advisory capacity and in the absence of an explicit delegation of the role to act on the city's behalf by the City Council on a particular issue, they may not directly communicate with outside agencies. If a commission wishes to support or object to a particular policy or program it should frame its action as a motion and a recommendation to the City Council. If a request for an official policy statement is received from an outside jurisdiction, the commission should analyze and study the request. It could then make a recommendation to the council for a response. All communications from outside agencies are transmitted through the staff administration assistant.

Furthermore, commissions may not take any action such as endorsing grant applications, receiving donations and gifts, sponsoring community events, or approving use of city property, facilities or other resources, which commits or indicates an intention to commit the city without authorization by the City Council and coordination with the city administrator.

The commission may not act as a sponsor of or participate in (such as having an information booth) community events without the authorization of the City Council. This prohibition includes the use of the city logo or seal in conjunction with community events. Use of the city logo is restricted to communications generated from a city department. The logo may not be used for other purposes.

The City of Shakopee does not provide business cards for members of appointed boards and commissions.

Board or commissions cannot have a joint meeting or joint event with an outside agency (public or private) for the purpose of conducting business. If a dialog with the outside agency is desired, the board or commission may invite the entity to make a presentation and field questions at a regular meeting.

General Public

The purpose of meetings is to permit open discussion on specific topics in a setting that is more informal than a council meeting, to hear public expression on issues and to inform the public of what the board or commission is doing. Board members and commissioners have the obligation to consider the welfare of the entire city, to be fair, objective and courteous, and to afford due process to all who come before them.

Public opinion must be sought but no member should permit his/her judgment to become subservient to the criticism of those citizens attending the meetings. To conduct its business, the board/commission has the authority to limit discussion and public participation on any subject.

All communications from the commission to members of the public are transmitted through official city communication channels. Similarly, arriving communications are received and relayed to the commission through the agenda packet. The designee is responsible for including all communications received in the agenda packet according to publication deadlines. Official responses to citizen inquiries must be approved by the full board or commission and sent via official city communication channels. The roster of all members is a public document available in the City Clerk's Office. The roster includes the name, residential or mailing address and either a home or business phone number of each commissioner. Members may interact with the public; however, if a member is contacted by the public outside a meeting, commissioners should encourage citizens to send their comments to the designee for distribution to all commissioners or come to a meeting and speak at public comment. This will allow the full commission to hear and consider all pertinent information and points of view.

Individual Board/Commission Members

An individual member may not represent the body before the general public unless the City Council has authorized a commission to grant permission to do so to an individual commissioner. When an individual commissioner is appearing in a private capacity before other commissions, outside agencies, the media, or the general public, the commissioner must clearly indicate that she/he is speaking as a private individual, not as an official representative. Official city stationery may be used only for official commission correspondence such as memos authored by the secretary or a commission approved letter to the City Council.

Each member also has the obligation to work cooperatively with other members. Members should exercise self-discipline and strive always to be objective, fair and courteous with each other as well as with staff and the public. A healthy respect for the time of other members, staff and the public is of critical importance.

ETHICS FOR BOARDS AND COMMISSIONS

Conflict of Interest

Board members shall follow conflict of interest rules as outlined by city code. In the event any individual City Council member, member of a board or commission, individual city official, or person acting as a representative or appointee of the city shall have a conflict of interest, the individual shall disclose such conflict to the city attorney prior to any action by the city on the matter(s) which causes the possible conflict. The city attorney shall, in turn, advise appropriate city officials of the possible conflict and make a recommendation as to the proper procedures to be followed.

Voting and Recusal

As a general rule, board and commission members shall vote on all matters before the board or commission unless excused from voting due to conflict of interest. **No commission member shall take part in the consideration or determination of any matter or proposal in which he/she is personally or financially involved or which creates any other form of conflict of interest.**

CITY OF SHAKOPEE

POLICY FOR APPOINTMENT AND OPERATION OF BOARDS AND COMMISSIONS

1. Purpose:

This policy establishes consistent procedures and standards for the appointment of individuals to all city boards and commissions, and applies to individuals serving on city boards and commissions appointed by the Shakopee City Council. This policy does not apply to temporary or ad hoc committees or to appointments made by the council to external boards, commissions or committees.

This policy supersedes all other policies on boards and commissions including Administrative Policy No. 164 and Resolutions No. 2847, 3919 5697 and 5818.

2. Duties of Boards and Commissions:

All boards and commissions shall act in an advisory capacity to the city council with the exception of the Shakopee Public Utilities Commission (SPUC), and the Board of Adjustment and Appeals which is a quasi-judicial body.

3. Qualifications and Restrictions:

a. Applicants shall be a resident of the City of Shakopee.

b. No person shall serve as a regular voting member on more than one board or commission, except that the same person may serve on both the Board of Adjustment and Appeals and on the Planning Commission.

c. Any conflict of interest between an applicant and their proposed role as a member of a board or commission shall be divulged in the application process. A failure to do so may result in expulsion.

d. Persons currently holding any elective municipal, county, state or federal office shall not be eligible to serve in a regular voting position on any board or commission. If a sitting board or commission member is elected mayor or to city council, that sitting member shall resign their board or commission position prior to swearing in and accepting the position as a mayor or councilmember.

e. City employees (part-time or full-time) are not eligible to serve on a city board or commission, unless serving in an advisory and/or ex officio (non-voting) capacity.

h. Applicants shall indicate which board or commission they are interested in on their application. If interested in more than one, applicants shall indicate an order of preference.

4. Selection Process:

a. During the first week of January, a notice inviting applications for the City of Shakopee Boards and Commission shall be placed in the official newspaper, online (website and social media), and emailed to city email subscribers. Potential members will have approximately three weeks to apply with all applications to be due no later than 4:30 pm on the last Friday in January.

b. Persons interested in appointment or reappointment to a city board or commission shall complete a City of Shakopee Boards & Commissions application as provided by the city on its website.

c. Applications shall be received by the city clerk on or before the advertised deadline. Late or incomplete applications will not be considered. All applications will be held by the clerk for a period of one year.

d. City staff will screen all applications for residency and other requirements.

e. In February, city staff will coordinate interviews with the Interview Committee for all applicants (including incumbents) who have successfully satisfied the staff screening requirements.

f. The Boards and Commissions Interview Committee shall be appointed by the mayor and confirmed by the City Council and shall consist of two city councilmembers and the vice-chair of the board/commission for which applications are being made. If there is no vice-chair, or if the vice-chair is to be considered for reappointment as a board/commission member, then a member selected by the board or commission in question shall sit on the interview committee.

g. The qualifications for service on a board or commission shall be those that in the judgement of the interview committee are representative of the community and are qualified by training, experience, and interest for the fulfilment of the board/commission's responsibility. The interview committee may elect to submit more applicants than the number of available positions if it determines the candidates are qualified. If the interview committee feels that particular candidates who were not recommended for selection would be viable alternates to serve in case of vacancy, they may note those applicants to the city clerk as part of their report.

h. If the interview committee does not agree which candidates to forward to City Council for a particular board or commission, all candidates for that board or commission shall be forwarded to city council for selection and approval. Any member of the City Council may then nominate an individual, or a slate of candidates for action. Votes will be taken as with any other motion of the City Council until all vacancies are filled.

i. City council has the ability to approve any of the candidates submitted to them by the interview committee.

j. On the day following council action, the city clerk shall notify each applicant of the council's appointment decision. Letters will subsequently be mailed to each individual appointed to a board or commission stating the name of the board to which they have appointed, the name of the staff liaison for their board, and any other pertinent information relevant to the position and shall include a copy of the current "City of Shakopee Boards and Commissions Manual" which will cover responsibilities of board members as well as information on ethics, conflicts of interest and open meetings requirements.

k. The city clerk shall also prepare and mail letters to those not selected for service to express the council's appreciation for their willingness to serve the City of Shakopee and to encourage them to volunteer in other areas of the community.

5. Terms of Office

- a. Residents are appointed at the pleasure of the Shakopee City Council, and can be removed or replaced at any given time by the same.
- b. Terms of office for all boards and commissions are for three years, except for the Planning Commission/Board of Adjustment and Appeals which have a term of four years.
- c. Terms shall be limited to three consecutive full-terms.
- d. Occasionally, a member may be unable to finish their term, may voluntarily resign, or may be removed by council prior to the expiration of their term. In such cases, the vacant position may be filled by the city council with a mid-term appointee who will serve out the remainder of the unexpired term. In such a case, the interview committee shall refer any qualified applicants from the current year kept on file with the city clerk for council action. No interview is required absent a lack of qualified applicants on file with the city clerk, which would necessitate a new solicitation and interview process.

6. Attendance:

- a. The council is appreciative of the dedication and contribution of those willing to donate their time to community service. Any decision reached by a City of Shakopee board or commission has an impact on the community as a whole. Board and commission members are required to maintain regular attendance. Members who cannot attend a meeting should inform the staff liaison 24 hours in advance of the scheduled meeting.
- b. Any member of a board or commission who is absent 1) from more than two consecutive regular meetings, or 2) twenty-five percent (25%) of the regularly scheduled meetings during the twelve month period immediately preceding and including the absence in question without explanation acceptable to a majority of the other members shall have their name forwarded to the city council for action to remove them from their position.

7. Compensation

Members serving on municipal board and commissions are not normally monetarily compensated except for SPUC and the Planning Commission which may provide a stipend. The City of Shakopee will however pay for training workshops, mileage expenses, and meals/lodging for members attending budgeted board/commission functions. SPUC shall be responsible for all payments to SPUC members.

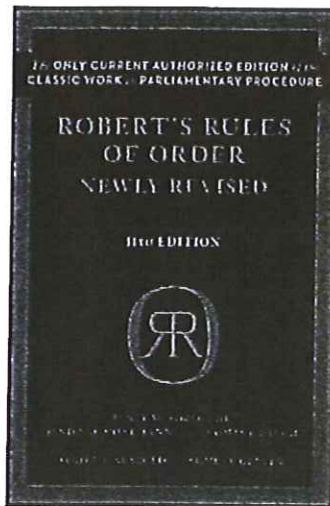
8. Orientation Program

Newly appointed members should make every effort to become as familiar as possible with all aspects of their particular board/commission. The city will provide basic information to all board/commission members about the city, the purpose and responsibility of the board/commission, and additional information to assist members in the performance of their duties.

9. Organizational Meeting

At the first board/commission meeting following city council approval of new members, an organizational meeting of each board/commission will be held. At this meeting, new/reappointed

members shall take an oath of office, and elect a chairperson from among its body. No member shall serve as chair until he or she shall have served for one full year on the board/commission. Roberts Rules of Order (Newly Revised) shall govern all meetings as to procedural matters not set forth in the state statutes or city code. A record shall be kept of all transactions and findings. A verbatim transcript is not required.



Robert's Rules of Order - Summary Version

Introduction to Robert's Rules of Order

What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officer's reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. **Obtaining the floor**
 - a. Wait until the last speaker has finished.
 - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
 - c. Wait until the Chairman recognizes you.
2. **Make Your Motion**
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ..."
 - c. Avoid personalities and stay on your subject.
3. **Wait for Someone to Second Your Motion**
4. **Another member will second your motion or the Chairman will call for a second.**
5. **If there is no second to your motion it is lost.**
6. **The Chairman States Your Motion**
 - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. **Expanding on Your Motion**

- a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the chairman.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership
- a. The Chairman asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

- 1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
- 2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
- 3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
- 4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
- 5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

- 1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
- 2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

- 1. Allow motions that are in order.
- 2. Have members obtain the floor properly.
- 3. Speak clearly and concisely.

4. Obey the rules of debate.

Most importantly, *BE COURTEOUS*.

For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies requires all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!

Silence means consent!

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr/Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair! Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!

- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists includes size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table

- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "Close Debate" if preferred
- **Informal Consideration:** Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

Taken from: <http://www.robertsrules.org/>

Open Meeting Law - Summary

I. Introduction

This is intended to be a guide to the Open Meeting Law under Minnesota Statutes Chapter 13D, which applies to all boards and commissions of the City. If you have questions on any information in this brochure or on other situations where the Open Meeting Law may apply, please ask the primary staff support person for your board, the City Clerk or the City Administrator.

II. The Open Meeting Law

This presumption of openness serves three basic purposes:

- To prohibit actions from being taken at a secret meeting where it is impossible for the interested public to become fully informed concerning decisions of public bodies or detect improper influences.
- To ensure the public's right to be informed.
- To afford the public an opportunity to present its views to the public body.

A. Gatherings to which the law applies

The open meeting law applies to any gatherings of a quorum or more of public officials where the members discuss, decide, or receive information as a group on issues relating to the official business of the public body.

B. Groups to which the law applies

The open meeting law applies to all governing bodies of any school district, unorganized territory, county, city, town or other public body, and to any committee, sub-committee, board, department or commission thereof.

Thus, the law applies to meetings of all city councils, planning commissions, advisory boards, charter commissions, economic development authorities, heritage preservation commissions, parks and recreation commissions and housing redevelopment authorities, among others. A "quorum" is a majority of the qualified members of any board or commission.

The open meeting law also contains specific notice and recordkeeping requirements, which must be followed when calling for and conducting a public meeting.

C. What is a Meeting?

There is no statutory definition of the term "meeting" for the purpose of the open meeting law. Minnesota courts have generally ruled that a meeting is a gathering of a quorum of public officials to discuss, decide or receive information on matters over which they have authority.

Because the term “meeting” has not been clearly defined, the issue of whether or not a meeting has been held must be decided on a case-by-case basis. Thus, open meeting law would apply to any of the following types of gatherings:

- Regular and special meetings.
- Public hearings
- Executive sessions
- Work sessions
- Retreats

D. Problematical Gatherings/Communications?

- **Serial meetings.** Meetings of less than a quorum that are held in a serial fashion to discuss city business and arrive at a decision are considered to be a violation of Open Meeting Law.
- **Social gatherings.** Generally, a chance social gathering of a quorum will not constitute a meeting. But if the quorum of members discuss any city business, it can be a violation of the Open Meeting Law.
- **Electronic/Telephonic Communication.** E-mails or telephone calls also known as a “daisy chain” is considered a serial meeting and a violation of the Open Meeting Law.



E. Exceptions and the procedures to use them

Under certain circumstances, some meetings may be closed by a governing body. There are also some meetings that must be closed. Before a meeting can be closed under any of the exceptions, the council must state on the record the specific grounds permitting the meeting to be closed and describe the subject to be discussed. Commissions and boards of the City generally do not have reason or circumstance to close a meeting. Consequently, if you have a question about closing a meeting consult your staff support person.

F. Summary

The following written and electronic communication items are generally considered to be public information when discussing City business: agendas, notes, minutes, letters and e-mails. It is a good practice to be responsible with all forms of communication exchanged or shared between commission or board members regarding City matters or business before your board or commission.

SHAKOPEE PUBLIC UTILITIES
MEMORANDUM

TO: John R. Crooks, Utilities Manager 
FROM: Lon R. Schemel, Water Superintendent 
SUBJECT: **WEBSITE UPDATE**
DATE: September 29, 2016

This update is for July 14, 2016 to September 28, 2016.

We now have enough data in Google Analytics to compare previous periods with previous years. These Google Analytics pages are compared to the previous year's period from July 14, 2015 to September 28, 2015.



Sitelock, the global leader in website security, protects you from hackers, spam, viruses, and scams, removes malware, and provides PCI Compliance.

Sitelock has verified this website: 09/29/2016

spucweb.com



Company Name

Shakopee Public Utilities

Domain

spucweb.com

Verified spam-free

09/29/2016

Verified malware-free

09/29/2016

Got an online business? Get protected by Sitelock >>>



FIND

Malware & Threats



FIX

Website Issues



PREVENT

Website Attacks



ACCELERATE

Performance



COMPLY

with PCI

Disclaimer: Sitelock provides independent network security and business verification services. We take great care to ensure that our certified information is current and accurate. All information provided is subject to change without notice. While Sitelock verifies a company's validity, it does not guarantee business performance.

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Audience Overview

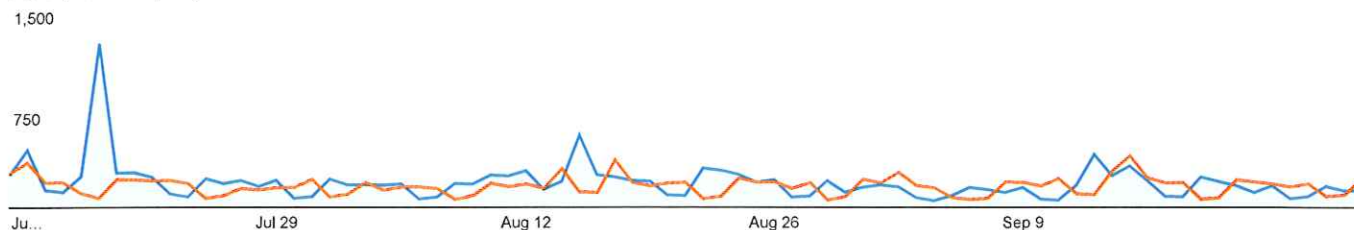
Jul 14, 2016 - Sep 28, 2016
Compare to: Jul 14, 2015 - Sep 28, 2015

All Users
+0.00% Sessions

Overview

Jul 14, 2016 - Sep 28, 2016: ● Sessions

Jul 14, 2015 - Sep 28, 2015: ● Sessions



Sessions

16.38%

14,142 vs 12,152



Users

14.64%

9,889 vs 8,525



Pageviews

27.81%

33,095 vs 29,342



Pages / Session

9.82%

2.13 vs 1.94



Avg. Session Duration

8.79%

00:02:10 vs 00:01:58



Bounce Rate

20.50%

25.73% vs 27.35%



% New Sessions

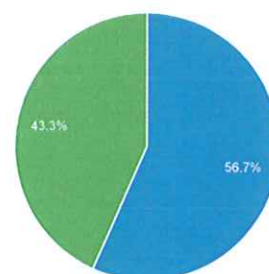
-0.54%

53.66% vs 56.95%

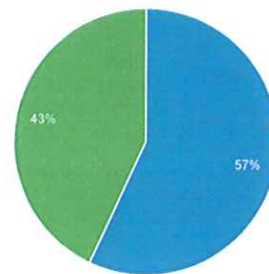


■ New Visitor ■ Returning Visitor

Jul 14, 2016 - Sep 28, 2016



Jul 14, 2015 - Sep 28, 2015



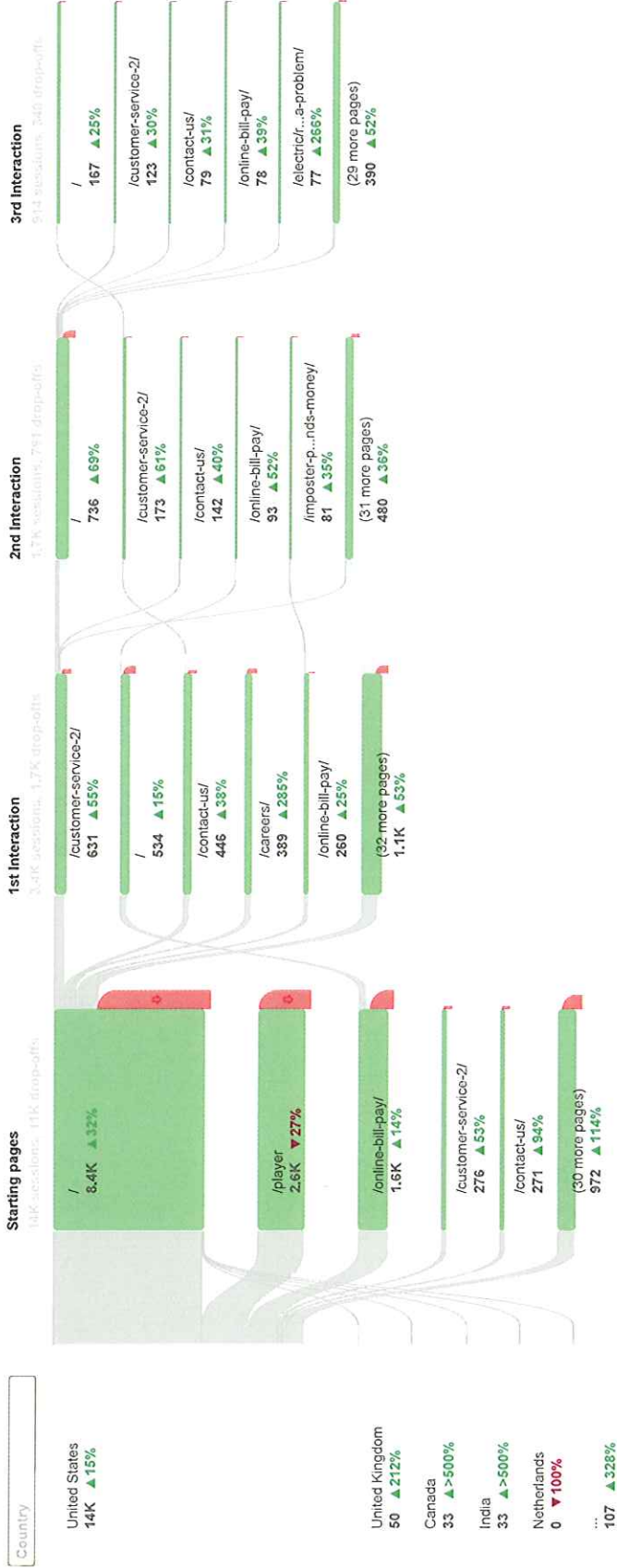
Language	Sessions	% Sessions
1. en-us		
Jul 14, 2016 - Sep 28, 2016	13,905	98.32%
Jul 14, 2015 - Sep 28, 2015	12,024	98.95%
% Change	15.64%	-0.63%
2. (not set)		
Jul 14, 2016 - Sep 28, 2016	78	0.55%
Jul 14, 2015 - Sep 28, 2015	4	0.03%
% Change	1,850.00%	1,575.60%
3. en		
Jul 14, 2016 - Sep 28, 2016	40	0.28%
Jul 14, 2015 - Sep 28, 2015	69	0.57%
% Change	-42.03%	-50.19%

4. en-gb		
Jul 14, 2016 - Sep 28, 2016	35	0.25%
Jul 14, 2015 - Sep 28, 2015	10	0.08%
% Change	250.00%	200.75%
5. es-419		
Jul 14, 2016 - Sep 28, 2016	12	0.08%
Jul 14, 2015 - Sep 28, 2015	8	0.07%
% Change	50.00%	28.89%
6. es-us		
Jul 14, 2016 - Sep 28, 2016	12	0.08%
Jul 14, 2015 - Sep 28, 2015	8	0.07%
% Change	50.00%	28.89%
7. es-xl		
Jul 14, 2016 - Sep 28, 2016	10	0.07%
Jul 14, 2015 - Sep 28, 2015	3	0.02%
% Change	233.33%	186.43%
8. pt-br		
Jul 14, 2016 - Sep 28, 2016	7	0.05%
Jul 14, 2015 - Sep 28, 2015	0	0.00%
% Change	100.00%	100.00%
9. en-ca		
Jul 14, 2016 - Sep 28, 2016	6	0.04%
Jul 14, 2015 - Sep 28, 2015	0	0.00%
% Change	100.00%	100.00%
10. en-securid		
Jul 14, 2016 - Sep 28, 2016	6	0.04%
Jul 14, 2015 - Sep 28, 2015	5	0.04%
% Change	20.00%	3.11%

Users Flow

Jul 14, 2016 - Sep 28, 2016
Compare to: Jul 14, 2015 - Sep 28, 2015

All Users
+0.00% Sessions



	Jul 14, 2016 - Sep 28, 2016	92 (2.02%)	47.83%	44 (1.72%)	38.04%	3.08	00:01:34	0 (0.00%)	\$0.00 (0.00%)	0.00%
	Jul 14, 2015 - Sep 28, 2015	10 (0.35%)	50.00%	5 (0.35%)	0.00%	4.70	00:03:53	0 (0.00%)	\$0.00 (0.00%)	0.00%
	% Change	820.00%	-4.35%	780.00%	∞%	-34.55%	-59.41%	0.00%	0.00%	0.00%
6.	Samsung SM-N920T Galaxy Note 5									
	Jul 14, 2016 - Sep 28, 2016	59 (1.30%)	35.59%	21 (0.82%)	25.42%	3.00	00:01:37	0 (0.00%)	\$0.00 (0.00%)	0.00%
	Jul 14, 2015 - Sep 28, 2015	0 (0.00%)	0.00%	0 (0.00%)	0.00%	0.00	00:00:00	0 (0.00%)	\$0.00 (0.00%)	0.00%
	% Change	∞%	∞%	∞%	∞%	∞%	∞%	0.00%	0.00%	0.00%
7.	Samsung SM-G930V Galaxy S7									
	Jul 14, 2016 - Sep 28, 2016	54 (1.19%)	57.41%	31 (1.21%)	35.19%	2.67	00:02:14	0 (0.00%)	\$0.00 (0.00%)	0.00%
	Jul 14, 2015 - Sep 28, 2015	0 (0.00%)	0.00%	0 (0.00%)	0.00%	0.00	00:00:00	0 (0.00%)	\$0.00 (0.00%)	0.00%
	% Change	∞%	∞%	∞%	∞%	∞%	∞%	0.00%	0.00%	0.00%
8.	Samsung SM-G900T Galaxy S5									
	Jul 14, 2016 - Sep 28, 2016	50 (1.10%)	54.00%	27 (1.06%)	32.00%	4.28	00:03:28	0 (0.00%)	\$0.00 (0.00%)	0.00%
	Jul 14, 2015 - Sep 28, 2015	42 (1.49%)	38.10%	16 (1.11%)	38.10%	3.05	00:03:01	0 (0.00%)	\$0.00 (0.00%)	0.00%
	% Change	19.05%	41.75%	68.75%	-16.00%	40.44%	15.48%	0.00%	0.00%	0.00%
9.	Samsung SM-G920A Galaxy S6									
	Jul 14, 2016 - Sep 28, 2016	50 (1.10%)	36.00%	18 (0.70%)	24.00%	3.18	00:02:58	0 (0.00%)	\$0.00 (0.00%)	0.00%
	Jul 14, 2015 - Sep 28, 2015	0 (0.00%)	0.00%	0 (0.00%)	0.00%	0.00	00:00:00	0 (0.00%)	\$0.00 (0.00%)	0.00%
	% Change	∞%	∞%	∞%	∞%	∞%	∞%	0.00%	0.00%	0.00%
10.	Microsoft Xbox One									
	Jul 14, 2016 - Sep 28, 2016	48 (1.06%)	56.25%	27 (1.06%)	12.50%	1.62	00:02:03	0 (0.00%)	\$0.00 (0.00%)	0.00%
	Jul 14, 2015 - Sep 28, 2015	0 (0.00%)	0.00%	0 (0.00%)	0.00%	0.00	00:00:00	0 (0.00%)	\$0.00 (0.00%)	0.00%
	% Change	∞%	∞%	∞%	∞%	∞%	∞%	0.00%	0.00%	0.00%

Rows 1 - 10 of 407

Network Referrals

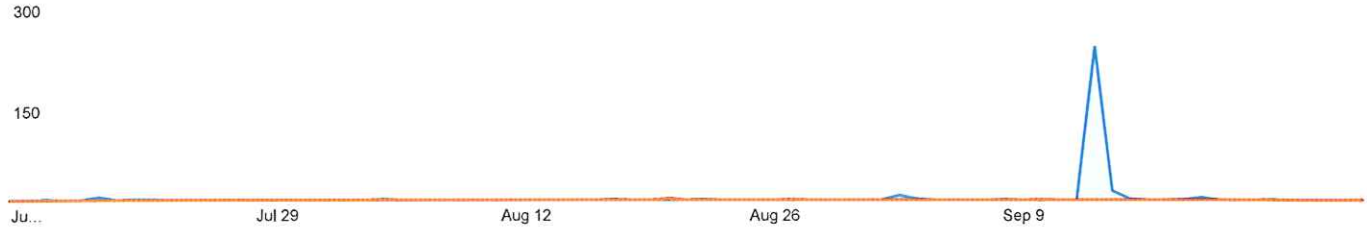
Jul 14, 2016 - Sep 28, 2016
Compare to: Jul 14, 2015 - Sep 28, 2015

All Users
+0.00% Sessions

Social Referral

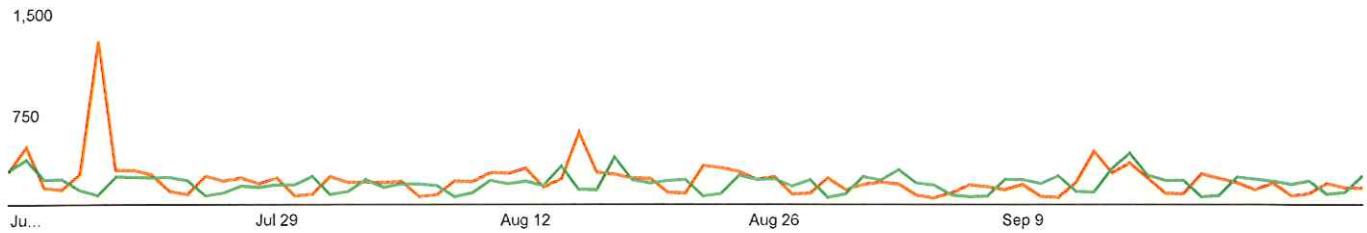
Jul 14, 2016 - Sep 28, 2016: Sessions via Social Referral

Jul 14, 2015 - Sep 28, 2015: Sessions via Social Referral



Jul 14, 2016 - Sep 28, 2016: All Sessions

Jul 14, 2015 - Sep 28, 2015: All Sessions



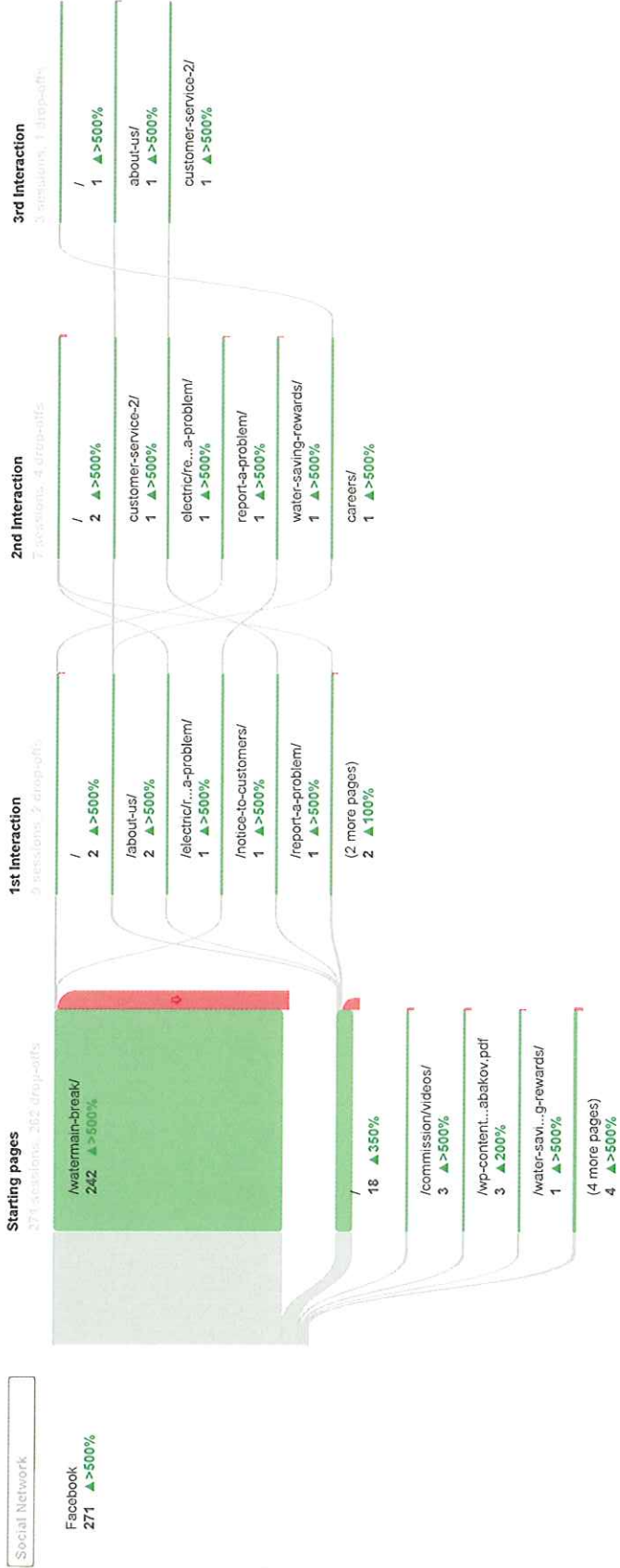
Social Network	Sessions	Pageviews	Avg. Session Duration	Pages / Session
1. Facebook				
Jul 14, 2016 - Sep 28, 2016	271 (100.00%)	308 (100.00%)	00:00:08	1.14
Jul 14, 2015 - Sep 28, 2015	5 (100.00%)	6 (100.00%)	00:01:18	1.20
% Change	5,320.00%	5,033.33%	-89.26%	-5.29%

Rows 1 - 1 of 1

Social Users Flow

Jul 14, 2016 - Sep 28, 2016
Compare to: Jul 14, 2015 - Sep 28, 2015

All Users
+0.00% Sessions



	Video #	Title	Uploaded	Frame Size	Duration	Size	Plays	
<input type="checkbox"/>	6294417	9 19 2016	27 Sep 2016	SPUC 720x396	49m 53s	912mb	2	embed Manage
<input type="checkbox"/>	6119848	9 6 2016	08 Sep 2016	SPUC 720x396	1h 16m 56s	942mb	10	embed Manage
<input type="checkbox"/>	7789967	8 1 2016	03 Aug 2016	SPUC 720x396	1h 31m 27s	874mb	12	embed Manage
<input type="checkbox"/>	7666648	7 18 2016	20 Jul 2016	SPUC 720x396	1h 10m	918mb	1	embed Manage
<input type="checkbox"/>	7431799	6 20 2016	22 Jun 2016	SPUC 720x396	45m 45s	963mb	0	embed Manage
<input type="checkbox"/>	7322002	6 6 2016	10 Jun 2016	SPUC 720x396	40m 18s	673mb	8	embed Manage
<input type="checkbox"/>	7105341	5 16 2016	17 May 2016	SPUC 720x396	34m 17s	907mb	5	embed Manage
<input type="checkbox"/>	6986530	5 2 2016	05 May 2016	SPUC 720x396	32m 57s	930mb	3	embed Manage
<input type="checkbox"/>	6859826	4 18 2016	20 Apr 2016	SPUC 720x400	29m 55s	766mb	7	embed Manage
<input type="checkbox"/>	6660627	3 21 2016	22 Mar 2016	SPUC 720x400	1h 24m 56s	924mb	6	embed Manage
<input type="checkbox"/>	6556460	3 7 2016	09 Mar 2016	SPUC 720x400	45m 45s	990mb	5	embed Manage
<input type="checkbox"/>	6395310	2 16 2016	19 Feb 2016	SPUC 720x400	1h 42s	909mb	3	embed Manage
<input type="checkbox"/>	6274469	2 1 2016	03 Feb 2016	SPUC 720x396	49m 9s	923mb	2	embed Manage
<input type="checkbox"/>	6202282	1 19 2016	25 Jan 2016	SPUC 720x400	1h 4m 11s	937mb	2	embed Manage
<input type="checkbox"/>	6066057	1 4 2016	06 Jan 2016	SPUC 720x400	1h 34m 8s	754mb	13	embed Manage
<input type="checkbox"/>	5990895	APPA Redeo Field Cons...	23 Dec 2015	SPUC 720x540	15m 33s	458mb	430	embed Manage
<input type="checkbox"/>	5864827	12 7 2015	09 Dec 2015	SPUC 720x400	1h 21m 9s	855mb	1	embed Manage
<input type="checkbox"/>	5730211	11 16 2015	23 Nov 2015	SPUC 720x400	3h 3m 52s	637mb	20	embed Manage
<input type="checkbox"/>	5588021	11 2 2015	05 Nov 2015	SPUC 720x406	1h 8m 8s	522mb	2	embed Manage
<input type="checkbox"/>	5460950	10 19 2015	22 Oct 2015	SPUC 720x396	31m 43s	895mb	21	embed Manage
<input type="checkbox"/>	5326524	10 5 2015	06 Oct 2015	SPUC 720x400	1h 1m 4s	953mb	15	embed Manage