

**AGENDA**  
**SHAKOPEE PUBLIC UTILITIES COMMISSION**  
**REGULAR MEETING**  
**APRIL 17, 2017**

1. **Call to Order** at 5:00pm in the SPUC Service Center, 255 Sarazin Street.
2. **Approval of Minutes**
3. **Communications**
4. **Approve the Agenda**
5. **Approval of Consent Business**
6. **Bills: Approve Warrant List**
7. **Liaison Report**
8. **Reports: Water Items**
  - 8a) Water System Operations Report – Verbal
  - 8b) Resn. #1161 – Approving the Plans and Specifications for Watermain Replacement with the 2017 City of Shakopee Street Reconstruction
  - 8c) Riverview Booster Station Design Report
  - C=> 8d) Monthly Water Production Dashboard
9. **Reports: Electric Items**
  - 9a) Electric System Operations Report – Verbal
  - 9b) 2017 Pole Inspections
  - 9c) March 2017 MMPA Board Meeting Public Summary
  - 9d) 2015 SCIP Results and Approved 2017 SCIP Program
10. **Reports: Human Resources**
11. **Reports: General**
  - C=> 11a) February 2017 Financial Results
  - 11b) March 2017 Financial Results
  - 11c) Saints Foundation Donation Request
12. **New Business**
13. **Tentative Dates for Upcoming Meetings**

- Regular Meeting	--	May 1
- Mid Month Meeting	--	May 15
- Regular Meeting	--	June 5
- Mid Month	--	June 19
14. **Adjourn** to 5/1/17 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., April 3, 2017.

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

Motion by Helkamp, seconded by Amundson to approve the minutes of the March 20, 2017 Commission meeting. Motion carried.

Under Communications, Utilities Manager Crooks introduced SPU Commissioner Daniel Hennen. President Joos welcomed Commissioner Hennen to the Board.

President Joos offered the agenda for approval.

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

Commissioner Helkamp asked that item 9d: Vacate Right of Way Easement for Electric Line Document No. 177689 be added to the Consent Business.

Motion by Helkamp, seconded by Amundson to approve the Consent Business agenda as amended. Motion carried.

President Joos stated that the Consent Items were: item 8c: Quarterly Nitrate Results; item 9d: Vacate Right of Way Easement for Electric Line Document No. 177689 and item 11e: SPU Website Analytics.

The warrant listing for bills paid April 3, 2017 was presented.

Motion by Amundson, seconded by Weyer to approve the warrant listing dated April 3, 2017 as presented. Motion carried.

Liaison Whiting presented his report. It was stated the Street Light Policy will be before the Council at their next meeting. Several items on the upcoming City Council agenda were also discussed.

Water Superintendent Schemel provided a report of current water operations. The Duke Realty project was reviewed, as well as the upcoming multi-year fire hydrant painting program.



Planning and Engineering Director Adams reviewed the Horizon Drive Watermain Project. The possible extension of watermain from the Whispering Oaks subdivision west across CR 18 was discussed.

Motion by Helkamp, seconded by Amundson to request the City of Shakopee bid the watermain extension across CR 18 on Horizon Drive, as presented, as an alternate item in their bidding documents. Staff will also prepare a financial cost benefit analysis on the watermain extension. Motion carried.

Item 8c: Quarterly Nitrate Results was received under Consent Business.

Line Superintendent Drent provided his report of current electric operations. There were two outages since the last report. One was caused by a failed circuit at the Blue Lake Substation and the second was caused by a limb cut by a tree service that hit an energized line. Updates were also provided for the Dean Lake Substation and the pole inspection project.

A draft revised Street Light Policy was reviewed by Mr. Adams. The current Policy had not been updated since 2013.

Motion by Helkamp, seconded by Amundson to adopt the revised Street Light Policy and coordinate with the City of Shakopee after the City Council does the same, to ensure consistency should there be any modifications proposed by the Council. Motion carried.

Mr. Crooks presented the February 2017 MMPA Board Meeting Public Summary.

Mr. Crooks presented the SPU Governance Handbook and Commission meeting protocol.

President Joos announced the 2017 election for officers and officials to the Shakopee Public Utilities Commission. Each officer; President, Vice President and Secretary, are to be elected to a 1 year term.

Mr. Crooks called for nominations for the office of President of the Shakopee Public Utilities Commission.

Commissioner Helkamp moved to nominate Commissioner Amundson for the office of President of the Shakopee Public Utilities Commission. There were no further nominations.

Mr. Crooks moved to close the nominations and move to Commission vote. Vote was unanimous. Motion carried.

Mr. Crooks acknowledged the vote and Commissioner Amundson was elected unanimously to the office of President of the Shakopee Public Utilities Commission.

Mr. Crooks noted that past protocol had the sitting President finish the meeting before the newly elected President takes the position.

Mr. Crooks called for nominations for the office of Vice President of the Shakopee Public Utilities Commission.

President Joos moved to nominate Commissioner Weyer for the office of Vice President of the Shakopee Public Utilities Commission. There was a call for further nominations. Commissioner Weyer moved to nominate Commissioner Helkamp for the office of Vice President of the Shakopee Public Utilities Commission. There were no other nominations.

Mr. Crooks moved to close the nominations and move to Commission vote for Commissioner Weyer as Vice President. Vote was 4-1, with Commissioner Weyer voting nay. Motion carried.

Mr. Crooks acknowledged the vote and Commissioner Weyer was elected to the office of Vice President of the Shakopee Public Utilities Commission.

Mr. Crooks called for nominations for the office of Secretary to the Shakopee Public Utilities Commission.

President Joos moved to nominate Utilities Manager Crooks for the office of Secretary to the Shakopee Public Utilities Commission. There were no further nominations.

Mr. Crooks moved to close the nominations and move to Commission vote. Vote was unanimous. Motion carried

The vote was acknowledged and Mr. Crooks was elected unanimously for the office of Secretary to the Shakopee Public Utilities Commission.

President Joos called for selection of a Representative to the Minnesota Municipal Power Agency (MMPA) for the Shakopee Public Utilities Commission and an alternate to the MMPA Board.


President Joos stated that as Mr. Crooks is the present Chair of the MMPA Board and that Commissioner Helkamp has served as the MMPA alternate for 3 years, that they should continue in that capacity.

Motion by Amundson, seconded by Helkamp to appoint Utilities Manager Crooks as Representative to MMPA for the Shakopee Public Utilities Commission and Commissioner Helkamp continue as MMPA Alternate. Motion carried.

Item 11e: SPU Website Analytics was received under Consent Business.



The tentative commission meeting dates of April 17 and May 1 were noted.

Motion by Helkamp, seconded by Amundson to adjourn to the April 17, 2017 meeting. Motion carried.

  
Commission Secretary: John R. Crooks

**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

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**TO:** John R. Crooks, Utilities Manager   
**FROM:** Lon R. Schemel, Water Superintendent   
**SUBJECT:** **2017 City of Shakopee Street Reconstruction**  
**DATE:** April 12, 2017

**BACKGROUND**

On March 7, 2017 the City of Shakopee ordered the 2017 Street Reconstruction Project. Resolution #262 defines the sequences involved in coordinating construction projects between the City of Shakopee and SPUC. We are now at step 17 of that process which is a resolution to approve the plans and specifications and authorizing the City's advertisement for bids.

**ISSUE**

SPUC and the City of Shakopee have completed the review and modification of the plans and specifications for the 2017 Street Reconstruction. This area would be receiving new watermain and appurtenances in compliance with the Water Policy Manual.

**ACTION REQUESTED**

Staff requests that the Commission adopt resolution #1161 to permit the City of Shakopee to proceed with the advertisement for bids for the 2017 Street Reconstruction Project and to approve plans and specifications.



RESOLUTION #1161

A RESOLUTION APPROVING PLANS AND SPECIFICATIONS  
FOR WATERMAIN REPLACEMENT WITH THE  
2017 CITY OF SHAKOPEE STREET RECONSTRUCTION

WHEREAS, the Shakopee City Council has ordered an improvement to the areas defined in the 2017 Street Reconstruction, and

WHEREAS, the Shakopee Public Utilities Commission desires to replace the existing watermain, valves, hydrants, and service lines to the curb stop valve at cost to the Shakopee Public Utilities Commission, and

WHEREAS, the Shakopee Public Utilities Commission on February 6, 2017 approved the Preliminary Engineering Report, as shown on the attached engineering drawings, and


WHEREAS, the Commission has previously established a reconstruction fund charge to fund such costs, and

WHEREAS, no costs for the street restoration are applied to the Shakopee Public Utilities Commission on this project.

NOW, THEREFORE BE IT RESOLVED BY THE SHAKOPEE PUBLIC UTILITIES COMMISSION THAT, the Shakopee Public Utilities Commission approves the street improvements and appurtenant work as recommended in the Preliminary Engineering Report prepared by the city staff and as approved on February 6, 2017 by the Shakopee Public Utilities Commission, and hereby concurs with the plans and specifications and authorizing the City Council's advertisement for bids.

THEREFORE BE IT FURTHER RESOLVED, the funding for this project comes from the Commission approved reconstruction fund charge.

Adopted in regular session of the Shakopee Public Utilities Commission, this 17<sup>th</sup> day of April, 2017.

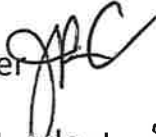

  
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Commission President: Debra Amundson

ATTEST:

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



**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

TO: John R. Crooks, Utilities Manager   
FROM: Lon R. Schemel, Water Superintendent   
SUBJECT: **Riverview Booster Station Presentation**  
DATE: April 12, 2017

At the April 17<sup>th</sup> Commission meeting, Mr. John Karwacki of Sambatek will give a presentation for the proposed Riverview Booster Station pumping from water storage tanks 5&6 located at 2168 Kelly Circle.

Mr. Karwacki will discuss the purpose for the station; the elements involved in the water demand analysis, and provide the Commission with architectural renderings of the finished site.



# Monthly Water Dashboard

As of: **March 2017**

**Shakopee Public Utilities Commission**

ALL VALUES IN MILLIONS OF GALLONS

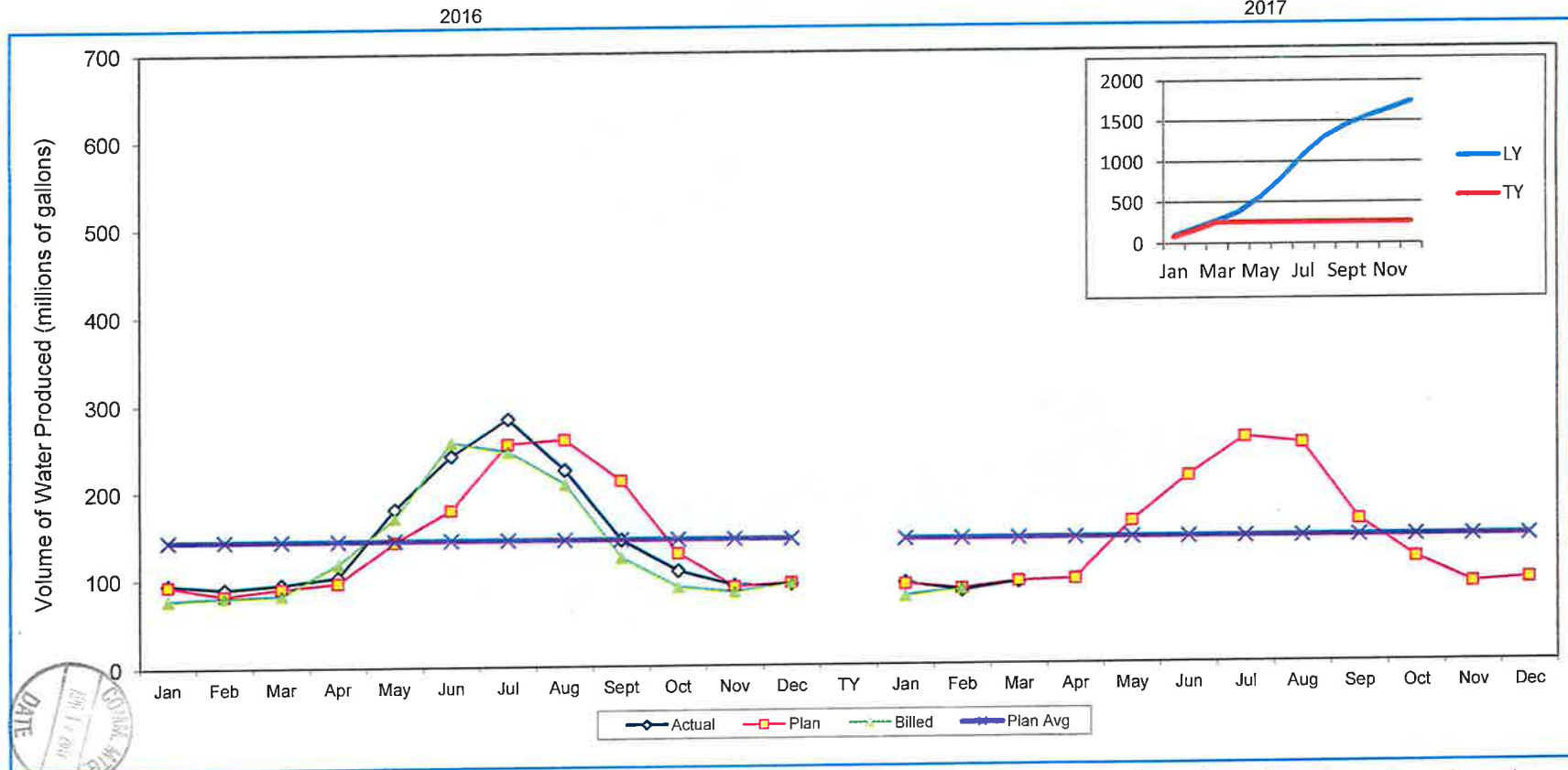
## Element/Measure

## Water Pumped/Metered

### Averages

Last 6 months actuals	107	90	91	92	82	92
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2014	140
2015	138
2016	145



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

\* Actual gallons pumped vs. Plan



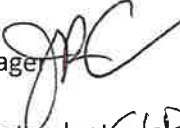





# SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

April 11<sup>th</sup> 2017

TO: John Crooks, Utilities Manager 

FROM: Greg Drent, Electric Superintendent 

Subject: Pole Inspection 2017

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## Pole Inspections 2017:

In the 2017 budget we scheduled to do pole inspections on part of our system. This is a two year process as we budgeted to do about 2,000 poles in 2017. We have contracted with Star Energy Services to do the pole inspection out of Alexandria, MN. Star Energy has inspected poles from northern MN down into Iowa so they understand the complexity of a project like this. Star set up a web portal for us to watch the progress of the inspection to see what poles are done and the remaining poles to be inspected. Star Energy has 3 people assigned to the inspections in Shakopee and the inspections will take about 3 weeks in 2017 and another 5 weeks in 2018 to do the remainder of the poles. I will be showing you the web portal of the inspection process at the meeting.

Internally we discussed the pole inspections process and what SPU wanted to get during the inspections. Following is a few things we considered:

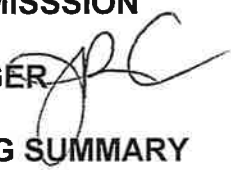
1. Find rotten or decayed poles
2. Pole attachments counts
3. Pole inventory; GPS location
4. Asset management
5. Wire sizes
6. Trees in the wires
7. Age of the pole
8. Pole height
9. Picture of the attachment on the pole
10. Broken ground wire
11. Missing guy guards
12. Set up shape file to import into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

Star Energy assisted us in developing a template so they would gather all the information we wanted. At the end of each day Star Energy downloads the progress of the pole inspections and it is imported into the web application for us to follow. If any poles are priority poles, we get emails immediately and we can put them on the list to change out. We will continue to monitor the progress and report back to you when the inspections are done in 2017 for a final report of the findings.

Post Office Box 470 • 255 Sarazin Street • Shakopee, Minnesota 55379-0470  
(952) 445-1988 • Fax (952) 445-7767 • [www.spucweb.com](http://www.spucweb.com)



**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

**TO: SHAKOPEE PUBLIC UTILITIES COMMISSION**  
**FROM: JOHN R. CROOKS, UTILITIES MANAGER**   
**SUBJECT: MARCH 2017 MMPA BOARD MEETING SUMMARY**  
**DATE: APRIL 13, 2017**

The Board of Directors of the Minnesota Municipal Power Agency (MMPA) met on March 28, 2017 in Shakopee, Minnesota.

The Board reviewed the progress of member cities in rolling out the Clean Energy Choice program to residential customers.

The Board discussed expanding its renewable product options for commercial and industrial customers

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





# SHAKOPEE PUBLIC UTILITIES

"Lighting the Way – Yesterday, Today and Beyond"

April 12, 2017

TO: John Crooks, Utilities Manager 

FROM: Sharon Walsh, Director of Marketing and Customer Relations 

SUBJECT: 2015 SCIP Results and 2017 Plan Approval

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## Overview

The 2015 SCIP Results and 2017 Plan Review letter from the MN Department of Commerce was received via email on March 7, 2017. Please see attached.

In summary, SPU narrowly missed the goal of 1.5% in both Energy Savings (1.33%) and SCIP Spending (1.34%), while exceeding the goal of 0.2% in Low-Income Spending (0.32%). SPU also maintained spending caps in Load Management Programs, R&D Activities and DRG Programs to receive an overall acceptance of our 2015 plan.

The 2017 SCIP program is off to a strong start and modified rebate amounts seem to be well received.

Looking forward, we are anticipating a positive approval rating of the 2016 SCIP results based on both spending and cost savings.

## Action Requested

No action required.



## Walsh, Sharon

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**From:** Crooks, John  
**Sent:** Monday, March 13, 2017 3:33 PM  
**To:** Walsh, Sharon  
**Subject:** FW: 2016 CIP Reporting - Final Review Letter

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**From:** Silver, Laura (COMM) [<mailto:laura.silver@state.mn.us>]  
**Sent:** Tuesday, March 07, 2017 3:45 PM  
**To:** Silver, Laura (COMM)  
**Cc:** Fryer, Anthony (COMM)  
**Subject:** 2016 CIP Reporting - Final Review Letter

Good Afternoon.

This email is to let you know that the Department of Commerce, Division of Energy Resources regulatory review of CIP reporting for 2015 results and 2017 planning for your utility is complete. You can find the compliance review letter for your utility filed in docket 17-168 on the online [eDockets](#) system.

Thank you,  
Laura

**Laura N. Silver**  
Senior State Program Administrator – Conservation Improvement Program  
Minnesota Department of Commerce  
85 7<sup>th</sup> Place East, Suite 280, Saint Paul, MN 55101  
P: 651-539-1873

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March 6, 2017

John Crooks  
Utilities Manager  
Shakopee Public Utilities  
PO Box 470  
Shakopee, MN 55379-0470

RE: Electric Conservation Improvement Program (CIP) 2015 Results and 2017 Plan

Dear John Crooks:

Thank you very much for Shakopee Public Utilities' (Shakopee) efforts to report 2015 Conservation Improvement Program (CIP) results and a 2017 CIP plan in ReportingESP. My Staff at the Minnesota Department of Commerce, Division of Energy Resources (Department) have finished reviewing this information.

### 2015 CIP RESULTS

The CIP accomplishments for Shakopee for 2015 are summarized in the graphs and tables below. The statutory energy savings goal and spending amounts are outlined in Table 1.

**Table 1. Minnesota Utility Energy Savings Goal and Spending Amounts**

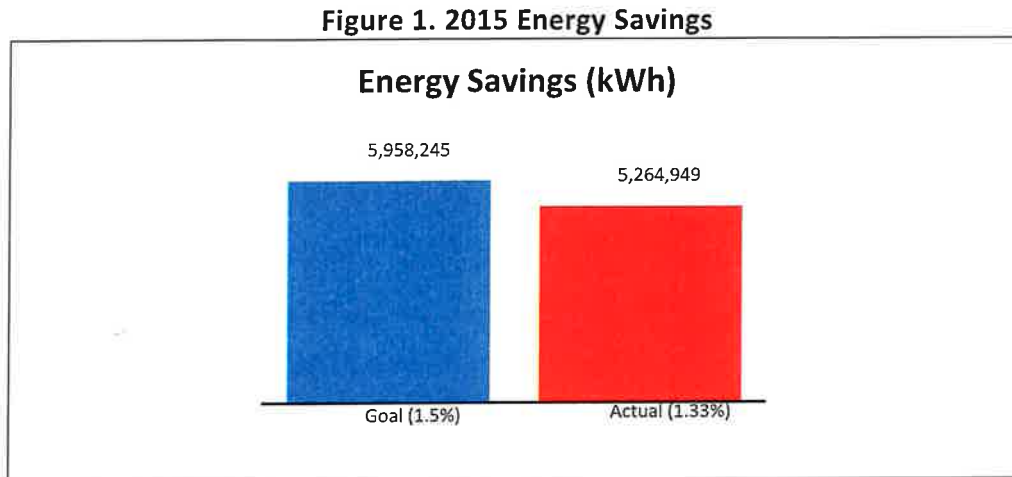
Metric	Amount	Baseline Year(s)	Citation
Energy Savings (kWh)	1.5% of average weather-normalized retail sales at the generator, less sales to CIP exempt customers <sup>1</sup>	2011-2013	Minn. Stat. §216B.241 subd. 1c-(b)
Total Spending (\$)	1.5% of retail gross operating revenue, less revenues from exempt customers	2013	Minn. Stat. §216B.241 subd. 1b
Low-Income Spending (\$)	0.2% of average residential gross operating revenue	2013	Minn. Stat. §216B.241, subd. 1(l) Minn. Stat. §216B.241 subd. 7(a)

Additionally, I have provided an [appendix](#) at the end of this letter summarizing these and additional components of the CIP statute.

<sup>1</sup> This provision is not the same as IRS tax exempt status. Minn. Stat. §216B.241 subd. 1a(b) allows the owner of a large customer facility to petition the Department to exempt utilities serving their facility from the CIP investment and expenditure requirements attributable to the facility. In these cases, utilities are no longer able to charge CIP fees to those exempt customers and the exempt customers cannot participate in utility CIP programs.

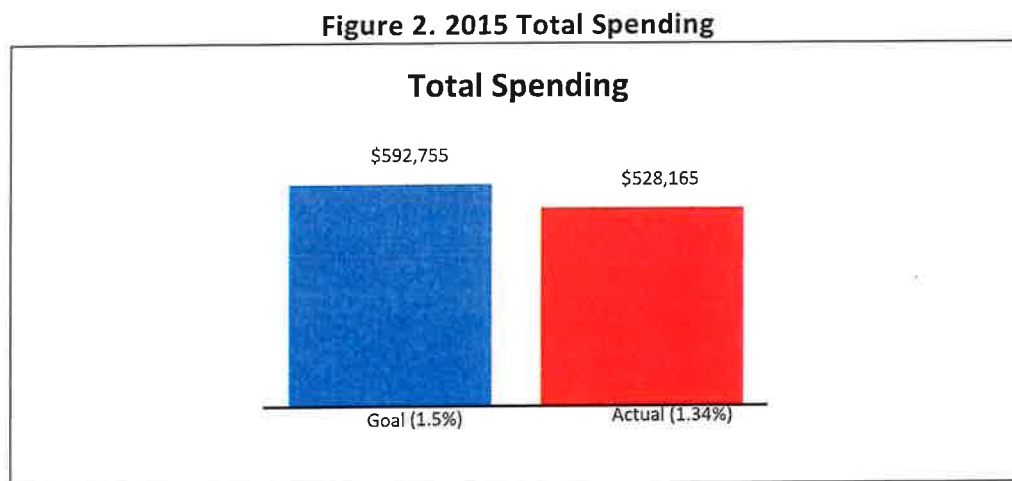
2015 Energy Savings Results:

Figure 1 shows Shakopee's CIP energy savings for 2015.



2015 Total Spending Results:

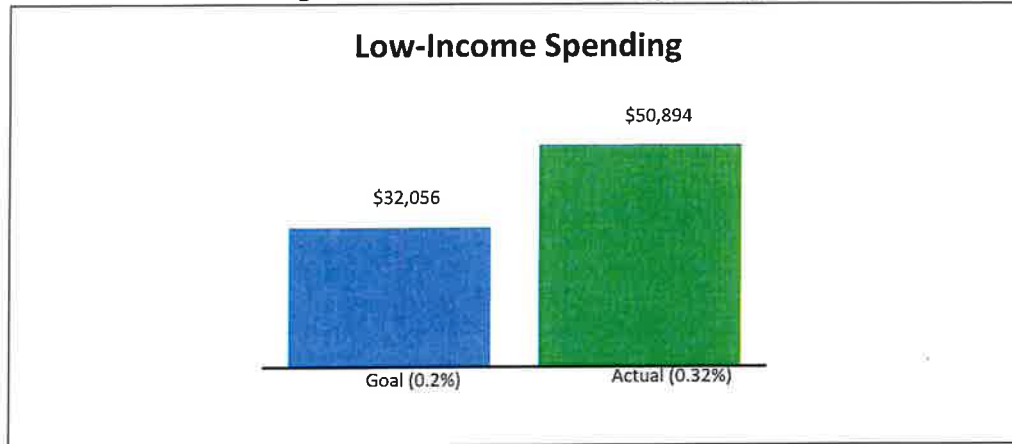
Figure 2 shows Shakopee's CIP spending for 2015.



2015 Low-Income Spending Results:

While Department policy currently allows cooperatives and municipalities to count a portion of general residential spending as spending on low-income customers, the Department strongly encourages all utilities to meet their low-income spending amounts through programs that directly serve the needs of low-income persons. Figure 3 shows Shakopee's low-income CIP spending for 2015.

**Figure 3. 2015 Low-Income Spending**



2015 Spending Caps on Optional Investments

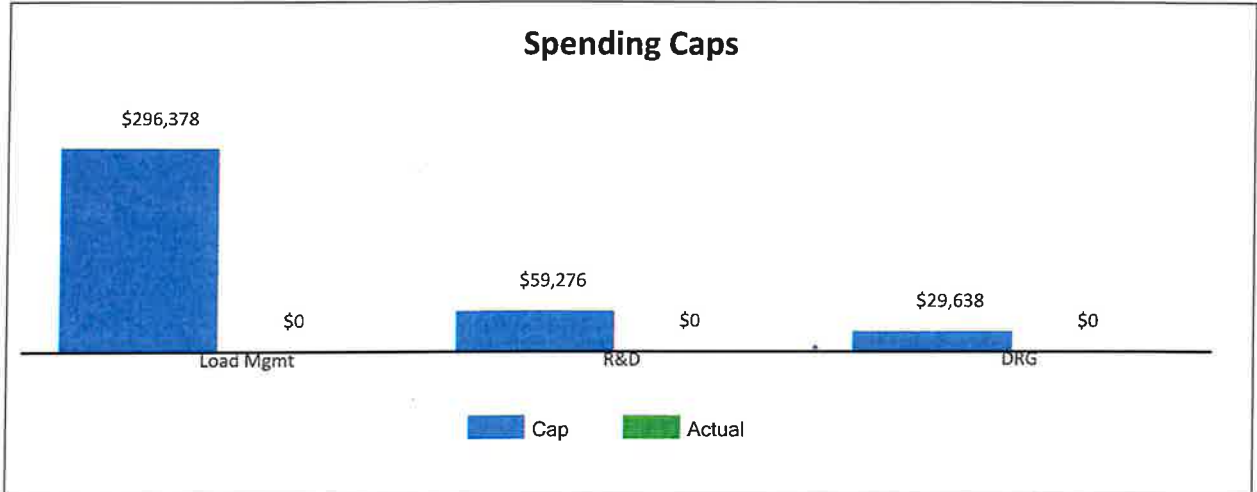
In addition to the energy savings goal, and the total and low-income spending amounts, there are some caps on spending amounts for certain optional investments. These spending caps are listed in Table 2.

**Table 2. CIP Spending Caps on Optional Investments**

Optional Investment	Spending Cap	Citation
Load Management Programs	Up to 50% of minimum spending	Minn. Stat. §216B.241, subd. 1(k) Minn. Stat. §216B.241, subd. 1b(e)
R&D Activities	10% of minimum spending	Minn. Stat. §216B.241, subd. 2(c)
Distributed and Renewable Generation (DRG) Programs	5% of minimum spending	Minn. Stat. §216B.2411, subd. 1

Figure 4 shows Shakopee's spending on load management, research and development, and distributed and renewable generation investments.

**Figure 4. 2015 Spending on Optional Investments**



2015 Summary of Results:

Table 3 provides a summary of Shakopee's accomplishments concerning the components of the CIP statute.

**Table 3. Summary of 2015 Results Compliance**

Metric	Passed
Energy Savings (kWh)	No
Total Spending (\$)	No
Low-Income Spending (\$)	Yes
R&D Spending Cap (\$)	Yes
Distributed and Renewable Generation Spending Cap (\$)	Yes
Load Management Spending (\$)	Yes



### 2017 PLAN REVIEW

The CIP plan for 2017 presented by Shakopee is summarized in the graphs and tables below.

#### 2017 Energy Savings Goal:

Figure 5 shows Shakopee's planned CIP energy savings for 2017.

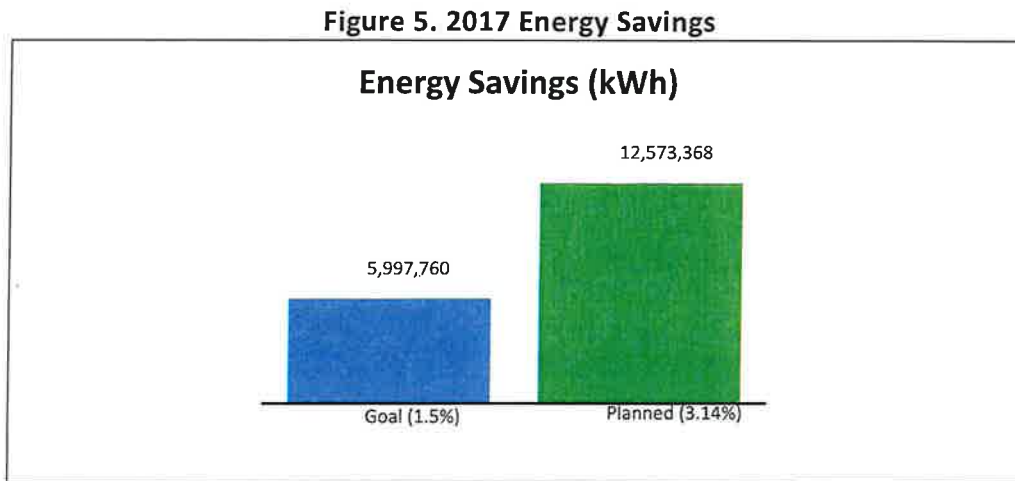
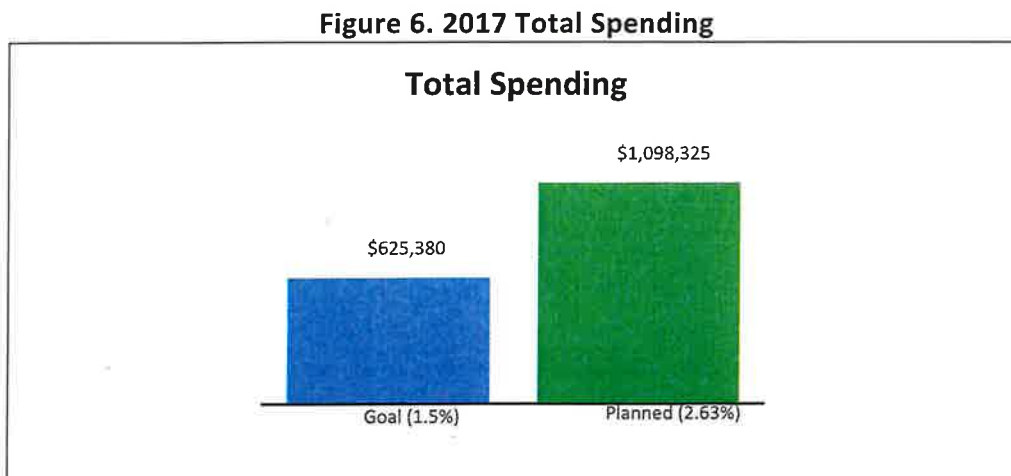


Figure 5 reflects 3,000,000 kWh that Shakopee plans to achieve from Electric Utility Infrastructure (EUI) projects. Note, spending from EUI projects may not be applied towards CIP spending.

#### 2017 Total Spending Amount:

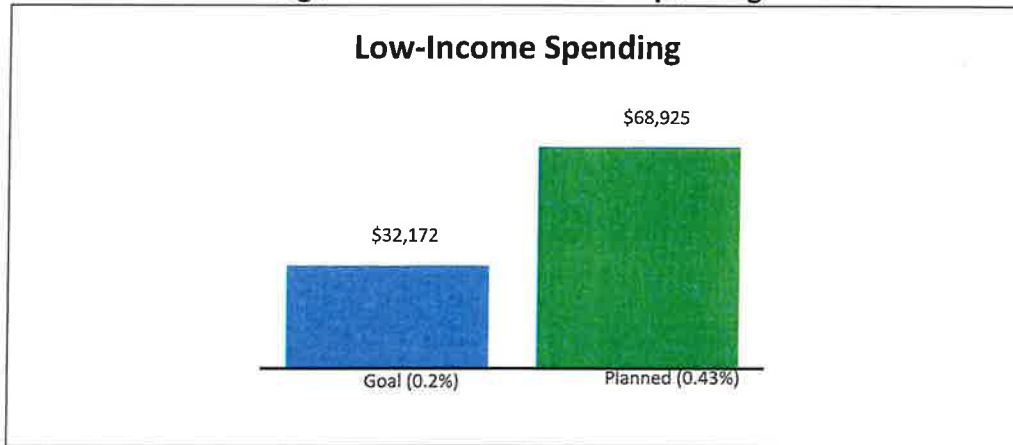
Figure 6 shows Shakopee's planned CIP spending for 2017.



2017 Low-Income Spending Amounts:

Figure 7 shows Shakopee's planned low-income CIP spending for 2017.

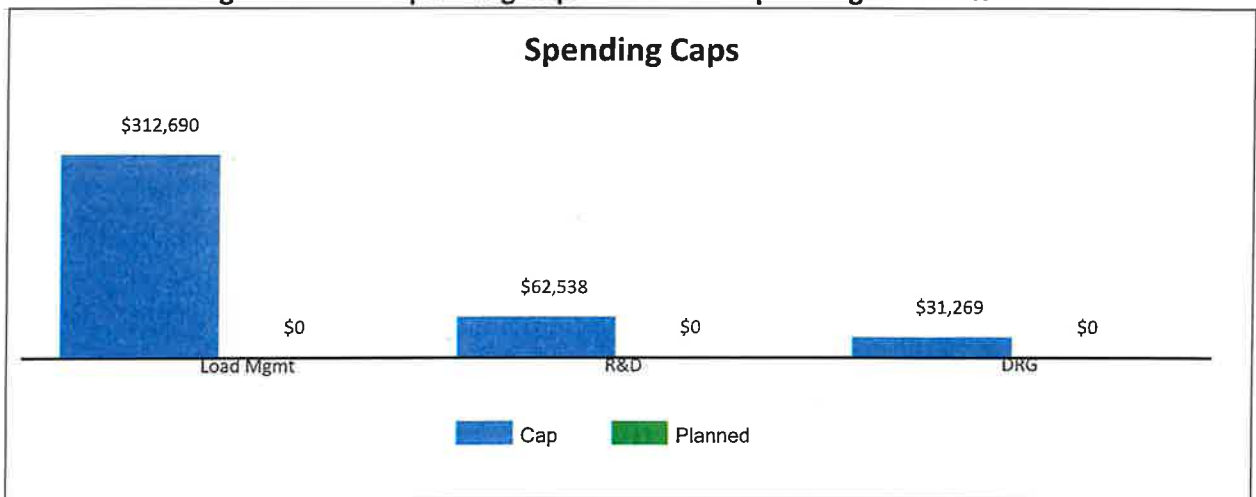
**Figure 7. 2017 Low-Income Spending**



2017 Spending Caps on Optional Investments:

Figure 8 shows Shakopee's planned spending on load management, research and development, and distributed and renewable generation investments.

**Figure 8. 2017 Spending Caps v. Planned Spending Amounts**



2017 Summary of Plan:

Table 4 provides a summary of Shakopee's plan concerning the components of the CIP statute.

**Table 4. Summary of 2017 Plan Compliance**

Metric	Passed
Energy Savings (kWh)	Yes
Total Spending (\$)	Yes
Low-Income Spending (\$)	Yes
R&D Spending Cap (\$)	Yes
Distributed and Renewable Generation Spending Cap (\$)	Yes
Load Management Spending (\$)	Yes

Green Building Standards

Each utility and association must offer one or more programs that meet the following provisions to support green building standards.

Facilitate professional engineering verification to qualify a building for green building certification	§216B.241, subd. 1f(c)
Support goals consistent with Sustainable Buildings 2030 (SB 2030) performance standards	§216B.241, subd. 9(e)

My Staff recommend that utilities offer a subsidy for design assistance and/or certification expenses on a case by case basis within their commercial and industrial program(s).

**FUTURE REPORTING**

The next scheduled report will be on June 1, 2017, when Shakopee will need to report expenditures and energy savings for 2016, budgets and energy savings goals for 2018, and updated program designs for 2018 in ReportingESP.

**DECISION**

With this letter, I accept Shakopee's reporting of results for the 2015 CIP program year, noting that Shakopee did not meet all the components of the CIP statute, and approve Shakopee's CIP plan for 2017. Thank you for Shakopee's continued contributions to Minnesota's energy efficiency and conservation goals. Please contact Anthony Fryer at [anthony.fryer@state.mn.us](mailto:anthony.fryer@state.mn.us) or 651-539-1858 or Laura Silver at [laura.silver@state.mn.us](mailto:laura.silver@state.mn.us) or 651-539-1873 with any questions or concerns.

Sincerely,

A handwritten signature in black ink, appearing to read 'W Grant', written over a light blue horizontal line.

WILLIAM GRANT  
Deputy Commissioner

WG/LNS

## SUMMARY OF CIP STATUTE FOR ELECTRIC UTILITIES<sup>1</sup>

### Energy Savings

- *Minimum Annual Energy Savings Goals:* Minnesota Statutes §216B.241 subd. 1c (b) requires each utility and association to have an annual energy savings goal equal to 1.5% percent of gross annual retail sales. The energy savings goal should be calculated using the most recent 3-year weather-normalized average. Please refer to the [summary table in the section below](#) for the 3-year average used to calculate the savings requirement.
- *Electric Utility Infrastructure (EUI) Projects:* Minnesota Statutes §216B.241 subd. 1c (d) allows a utility or association to claim energy savings resulting from EUI projects on top of a minimum energy savings goal of 1 percent from energy conservation improvements, provided the EUI projects result in energy efficiencies greater than what would occur through normal maintenance activity.

### CIP Spending

- *Minimum Spending:* Minnesota Statutes §216B.241 subd. 1b requires each cooperative electric association and municipality utility to invest a minimum of 1.5% percent of its Minnesota gross operating revenues (GOR), excluding revenue from any CIP-exempt customers, on CIP. Please refer to the [summary table in the section below](#) for the baseline year used to calculate the spending requirement.
- *Low-Income Spending:* Minnesota Statutes §216B.241 subd. 7(a) and (c) require each electric utility and natural gas municipal utility to invest a minimum of 0.2% percent of its residential Minnesota GOR on CIP programs that directly serve the needs of low-income persons, including renters. Please refer to the [summary table in the section below](#) for the baseline years used to calculate the low-income spending requirement.<sup>2</sup>
- *Electric Utility Infrastructure (EUI) Projects:* Minnesota Statutes §216B.241 subd. 1(e) does not allow spending on EUI projects to count towards the CIP spending requirement.

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<sup>1</sup> The CIP statutes are available at the website for the Office of the Revisor of Statutes: <https://www.revisor.mn.gov/statutes/?id=216B.241>.

<sup>2</sup> While Department policy currently allows cooperatives and municipalities to count a portion of general residential spending as low-income, the Department strongly encourages all utilities to meet their low-income spending requirements through programs that directly serve the needs of low-income persons, including renters.

Spending Caps on Optional Investments

- *Research and Development (R&D) Spending Cap:* Minnesota Statutes §216B.241, subd. 2(c) allows each utility and association to spend up to 10 percent of a utility’s minimum spending requirement on R&D projects.
- *Distributed and Renewable Generation (DRG) Cap:* Minnesota Statutes §216B.2411, subd. 1 allows each utility and association to spend up to 5 percent of a utility’s minimum spending requirement on DRG.<sup>3</sup>
- *Load-Management Activities:* Minnesota Statutes §216B.241, subd. 1b(e) allows each utility and association to use load-management activities to achieve up to 50 percent of a utility’s minimum spending requirement.

Green Building Standards

- *Green Building Standards:* Minnesota Statutes §216B.241, subd. 1f(c) and §216B.241, subd. 9(e) require that each utility and association offer one or more programs that support green building certification of commercial buildings and that support goals consistent with Sustainable Buildings 2030 standards.<sup>4</sup>

**BASE YEARS FOR CIP CALCULATIONS**

Specific base years are used to calculate the statutory minimum requirements for the energy savings, total spending, and low-income spending goals. The table below summarizes the base years to be used to calculate the minimum requirements for CIP results and plans reviewed in 2016.

**Base Years for CIP Minimum Requirements Calculations**

<b>Filing Type</b>	<b>Minimum Energy Savings Rqmt 1.5% of:</b>	<b>Minimum Spending Rqmt 1.5% of:</b>	<b>Minimum Low-Income Spending Rqmt 0.2% of:</b>
2015 Results	2011-2013 average retail sales	2013 gross operating revenues	2013 residential gross operating revenues
2017 Plan	2013-2015 average retail sales	2015 gross operating revenues	2013-2015 average residential gross operating revenues

<sup>3</sup> Utilities may not use green pricing programs to achieve CIP requirements.

<sup>4</sup> CIP Staff recommend that at a minimum, utilities offer subsidies for design assistance and/or certification expenses on a case by case basis within their commercial and industrial program(s).





# SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

March 29, 2017

Propose as Consent

TO: John Crooks 

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

FROM: Renee Schmid, Director of Finance and Administration

SUBJECT: Financial Results for February, 2017

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

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

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

Key items to note:

Month to Date Results – February, 2017

- Total Utility Operating Revenues for the month of February totaled \$3.6 million and were slightly unfavorable to budget by \$40k or 1.1%. Electric revenues were unfavorable to budget by \$45k or 1.3% driver by lower than plan power cost adjustment revenue due to lower than plan purchased power costs and were partially offset by higher than plan sales volume in the industrial revenue group. Water revenues were favorable to budget by \$5k or 2.2%.
- Total operating expenses were \$3.1 million and were favorable to budget by \$386k or 11.0%. Total purchased power in February was \$2.2 million and was \$195k or 8.1% lower than budget for the month. Total Operating Expense for electric including purchased power was favorable to budget by \$324k or 10.3% due to purchased power costs and timing of expenditures in conservation expense and administrative and general expense. Total Operating Expense for Water was also favorable to budget by \$62k or 16.4% due timing of expenditures in outside services, system operation and maintenance and depreciation.
- Total Utility Operating Income was \$473k and was \$346k favorable to budget due to lower than operating expense and partially offset by lower than plan operating revenues.
- Total Utility Non-Operating Revenue was \$37k and was favorable to budget by \$19k due to higher than plan investment income and the gain on the disposition of a water vehicle.





# SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

- Capital Contributions for the month of February were \$22k and were unfavorable to budget by \$127k due to timing of water connection and trunk fees.
- Municipal contributions to the City of Shakopee totaled \$201k and were at the budgeted amount.
- Change in Net Position was \$331k and was favorable to budget by \$238k due to lower than plan operating expense and was partially offset by lower than plan capital contributions.
- Electric usage billed to customers in February was 32,348,163 KWH, a decrease from January usage billed at 37,596,118 KWH.
- Water usage billed to customers in February was 75.8 million gallons, a decrease from January usage billed at 91.7 million gallons.

## Year to Date Financial Results – February, 2017

- Total Utility Operating Revenue year to date February was \$7.7 million and was favorable to budget by \$556k or 7.7%. Electric revenues were favorable to budget by \$529k or 7.9% driven by higher than plan energy sales in all revenue groups. Water revenues were also favorable to budget by \$27k or 5.3% driven by higher than plan sales volumes in the residential and commercial revenue groups.
- Total Utility Operating Expenses year to date February were \$6.5 million and were favorable to budget by \$0.9 million or 12.2% primarily due to lower than plan purchased power costs of \$0.3 million, timing of expenditures in energy conservation of \$0.4 million, administrative and general expense \$0.1 million, and depreciation of \$0.1 million. Total Operating Expense for electric including purchased power was \$5.8 million and was favorable to budget by \$0.8 million or 12.5%. Total Operating Expense for Water was \$0.7 million and was also favorable to budget by \$0.1 million or 9.8%.
- Total Utility Operating Income was \$1.3 million and was favorable to budget by \$1.5 million driven by lower operating expenses of \$0.9 million and higher than planned operating revenues \$0.6 million.
- Total Utility Non-Operating Income was \$144k and was favorable to budget by \$19k due to higher than planned investment income of \$23k, an \$8k net gain on the sale of one water vehicle and disposition of electric transformers, offset by lower than plan rental and miscellaneous income of \$13k due to timing.
- YTD Capital Contributions were \$20k and are unfavorable to budget by \$278k due to lower than planned collection of water connection fees of \$219k and lower than planned trunk fees of 61k.
- Municipal contributions to the City of Shakopee totaled \$380k year to date and is lower than plan by \$21k or 5.2%. The actual estimated payment throughout the year is based on prior year results and will be trued up at the end of the year.
- YTD Change in Net Position is \$1.0 million and is favorable to budget by \$1.2 million reflecting higher than plan operating revenues, lower than operating expense, higher than plan non-operating revenues, and partially offset by lower than plan capital contributions.



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



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

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

	Month to Date Actual - February 2017			Month to Date Budget - February 2017			Electric		Water		Total Utility	
	Electric	Water	Total Utility	Electric	Water	Total Utility	MTD Actual v. Budget B/(W) \$ %	MTD Actual v. Budget B/(W) \$ %	MTD Actual v. Budget B/(W) \$ %			
<b>OPERATING REVENUES</b>	\$ 3,352,813	246,253	3,599,065	3,397,708	240,875	3,638,583	(44,895)	-1.3%	5,378	2.2%	(39,518)	-1.1%
<b>OPERATING EXPENSES</b>												
Operation, Customer and Administrative	2,637,927	202,636	2,840,563	2,945,872	252,376	3,198,247	307,945	10.5%	49,740	19.7%	357,684	11.2%
Depreciation	173,238	112,404	285,642	189,194	124,473	313,667	15,956	8.4%	12,069	9.7%	28,025	8.9%
Amortization of Plant Acquisition	-	-	-	-	-	-	-	0.0%	-	-	-	0.0%
Total Operating Expenses	2,811,165	315,040	3,126,205	3,135,066	376,848	3,511,914	323,901	10.3%	61,808	16.4%	385,709	11.0%
Operating Income	541,648	(68,787)	472,861	262,642	(135,973)	126,669	279,006	106.2%	67,186	49.4%	346,192	273.3%
<b>NON-OPERATING REVENUE (EXPENSE)</b>												
Rental and Miscellaneous	18,771	337	19,108	22,173	2,068	24,241	(3,402)	-15.3%	(1,731)	-83.7%	(5,133)	-21.2%
Interdepartment Rent from Water	7,500	-	7,500	7,500	-	7,500	-	0.0%	-	-	-	0.0%
Investment Income	23,255	7,970	31,225	12,951	3,002	15,954	10,304	79.6%	4,967	165.5%	15,271	95.7%
Interest Expense	(27,401)	(2)	(27,402)	(28,769)	(19)	(28,788)	1,368	4.8%	17	89.8%	1,386	4.8%
Amortization of Debt Issuance Costs and Loss on Refunding	(1,484)	-	(1,484)	(1,484)	-	(1,484)	-	0.0%	-	-	-	0.0%
Gain/(Loss) on the Disposition of Property	-	7,925	7,925	-	-	-	-	-	7,925	-	7,925	0.0%
Total Non-Operating Revenue (Expense)	20,642	16,229	36,871	12,372	5,051	17,423	8,270	66.8%	11,179	221.3%	19,448	111.6%
Income Before Contributions and Transfers	562,290	(52,558)	509,732	275,014	(130,923)	144,092	287,275	104.5%	78,365	59.9%	365,640	253.8%
<b>CAPITAL CONTRIBUTIONS</b>	-	21,976	21,976	-	149,395	149,395	-	-	(127,420)	-85.3%	(127,420)	-85.3%
<b>MUNICIPAL CONTRIBUTION</b>	(122,514)	(78,503)	(201,017)	(121,398)	(79,192)	(200,590)	(1,116)	-0.9%	690	0.9%	(427)	-0.2%
<b>CHANGE IN NET POSITION</b>	\$ 439,775	(109,085)	330,690	153,616	(60,720)	92,897	286,159	186.3%	(48,365)	-79.7%	237,794	256.0%

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

	MTD Actual	MTD Budget	MTD Actual v. Budget	
	February 2017	February 2017	Better/(Worse)	
			\$	%
<b>OPERATING REVENUES</b>				
Sales of Electricity				
Residential	\$ 1,206,911	1,251,521	(44,609)	-3.6%
Commercial and Industrial	2,062,539	2,060,105	2,434	0.1%
Uncollectible accounts	-	-	-	-
Total Sales of Electricity	3,269,451	3,311,626	(42,175)	-1.3%
Forfeited Discounts	20,416	21,016	(600)	-2.9%
Free service to the City of Shakopee	14,223	14,223	0	0.0%
Conservation program	48,723	50,843	(2,120)	-4.2%
Total Operating Revenues	3,352,813	3,397,708	(44,895)	-1.3%
<b>OPERATING EXPENSES</b>				
Operations and Maintenance				
Purchased power	2,204,884	2,400,289	195,405	8.1%
Distribution operation expenses	7,060	39,436	32,376	82.1%
Distribution system maintenance	74,069	55,428	(18,641)	-33.6%
Maintenance of general plant	15,438	35,652	20,214	56.7%
Total Operation and Maintenance	2,301,450	2,530,805	229,354	9.1%
Customer Accounts				
Meter Reading	8,073	9,810	1,737	17.7%
Customer records and collection	41,563	44,751	3,189	7.1%
Energy conservation	17,372	58,828	41,457	70.5%
Total Customer Accounts	67,007	113,389	46,382	40.9%
Administrative and General				
Administrative and general salaries	45,702	49,969	4,268	8.5%
Office supplies and expense	9,027	15,471	6,443	41.6%
Outside services employed	30,067	40,959	10,892	26.6%
Insurance	9,710	15,727	6,017	38.3%
Employee Benefits	140,386	143,488	3,102	2.2%
Miscellaneous general	34,577	36,063	1,485	4.1%
Total Administrative and General	269,470	301,678	32,208	10.7%
Total Operation, Customer, & Admin Expenses	2,637,927	2,945,872	307,945	10.5%
Depreciation	173,238	189,194	15,956	8.4%
Amortization of plant acquisition	-	-	-	0.0%
Total Operating Expenses	\$ 2,811,165	3,135,066	323,901	10.3%
<b>OPERATING INCOME</b>	<b>\$ 541,648</b>	<b>262,642</b>	<b>279,006</b>	<b>106.2%</b>

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

	MTD Actual		MTD Budget		MTD Actual v. Budget	
	February 2017		February 2017		Better/(Worse)	
					\$	%
<b>OPERATING REVENUES</b>						
Sales of Water	\$	244,882		239,144	5,738	2.4%
Forfeited Discounts		1,371		1,731	(360)	-20.8%
Uncollectible accounts		-		-	-	-
Total Operating Revenues		<u>246,253</u>		<u>240,875</u>	<u>5,378</u>	<u>2.2%</u>
<b>OPERATING EXPENSES</b>						
Operations and Maintenance						
Pumping and distribution operation		31,045		39,294	8,250	21.0%
Pumping and distribution maintenance		24,159		33,731	9,572	28.4%
Power for pumping		23,059		23,252	194	0.8%
Maintenance of general plant		2,131		2,342	211	9.0%
Total Operation and Maintenance		<u>80,394</u>		<u>98,620</u>	<u>18,227</u>	<u>18.5%</u>
Customer Accounts						
Meter Reading		4,768		7,592	2,824	37.2%
Customer records and collection		10,896		11,996	1,101	9.2%
Energy conservation		-		2,000	2,000	-
Total Customer Accounts		<u>15,664</u>		<u>21,588</u>	<u>5,924</u>	<u>27.4%</u>
Administrative and General						
Administrative and general salaries		29,552		31,460	1,909	6.1%
Office supplies and expense		4,233		5,926	1,693	28.6%
Outside services employed		7,808		17,377	9,569	55.1%
Insurance		3,237		5,242	2,006	38.3%
Employee Benefits		47,281		52,190	4,910	9.4%
Miscellaneous general		14,467		19,971	5,504	27.6%
Total Administrative and General		<u>106,578</u>		<u>132,167</u>	<u>25,589</u>	<u>19.4%</u>
Total Operation, Customer, & Admin Expenses		<u>202,636</u>		<u>252,376</u>	<u>49,740</u>	<u>19.7%</u>
Depreciation		112,404		124,473	12,069	9.7%
Amortization of plant acquisition		-		-	-	-
Total Operating Expenses		<u>315,040</u>		<u>376,848</u>	<u>61,808</u>	<u>16.4%</u>
<b>OPERATING INCOME</b>	<b>\$</b>	<u>(68,787)</u>		<u>(135,973)</u>	<u>67,186</u>	<u>49.4%</u>

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



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

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

	Year to Date Actual - February 2017			Year to Date Budget - February 2017			Electric		Water		Total Utility	
	Electric	Water	Total Utility	Electric	Water	Total Utility	YTD Actual v. Budget B/(W) \$ %	YTD Actual v. Budget B/(W) \$ %	YTD Actual v. Budget B/(W) \$ %			
<b>OPERATING REVENUES</b>	\$ 7,201,338	535,494	7,736,832	6,672,196	508,760	7,180,956	529,142	7.9%	26,734	5.3%	555,877	7.7%
<b>OPERATING EXPENSES</b>												
Operation, Customer and Administrative	5,416,841	485,405	5,902,246	6,208,651	538,751	6,747,402	791,810	12.8%	53,346	9.9%	845,156	12.5%
Depreciation	346,475	224,809	571,284	378,388	248,946	627,333	31,912	8.4%	24,137	9.7%	56,049	8.9%
Amortization of Plant Acquisition	-	-	-	-	-	-	-	0.0%	-	-	-	0.0%
Total Operating Expenses	5,763,316	710,213	6,473,530	6,587,039	787,697	7,374,736	823,722	12.5%	77,484	9.8%	901,206	12.2%
Operating Income	1,438,021	(174,719)	1,263,303	85,157	(278,937)	(193,780)	1,352,864	1588.7%	104,218	37.4%	1,457,082	751.9%
<b>NON-OPERATING REVENUE (EXPENSE)</b>												
Rental and Miscellaneous	36,184	91,075	127,258	44,346	95,712	140,059	(8,163)	-18.4%	(4,638)	-4.8%	(12,800)	-9.1%
Interdepartment Rent from Water	15,000	-	15,000	15,000	-	15,000	-	0.0%	-	-	-	0.0%
Investment Income	43,236	11,442	54,678	25,903	6,004	31,907	17,333	66.9%	5,437	90.6%	22,771	71.4%
Interest Expense	(57,806)	(25)	(57,830)	(59,043)	(38)	(59,081)	1,237	2.1%	13	35.3%	1,251	2.1%
Amortization of Debt Issuance Costs and Loss on Refunding	(2,967)	-	(2,967)	(2,967)	-	(2,967)	-	0.0%	-	0.0%	-	0.0%
Gain/(Loss) on the Disposition of Property	(306)	7,925	7,619	-	-	-	(306)	0.0%	7,925	-	7,619	-
Total Non-Operating Revenue (Expense)	33,341	110,417	143,757	23,239	101,678	124,917	10,102	43.5%	8,738	8.6%	18,840	15.1%
Income Before Contributions and Transfers	1,471,362	(64,302)	1,407,060	108,396	(177,258)	(68,862)	1,362,966	1257.4%	112,956	63.7%	1,475,922	2143.3%
<b>CAPITAL CONTRIBUTIONS</b>												
MUNICIPAL CONTRIBUTION	-	20,232	20,232	-	298,790	298,790	-	-	(278,559)	-93.2%	(278,559)	-93.2%
	(231,737)	(148,503)	(380,240)	(242,796)	(158,385)	(401,181)	11,059	4.6%	9,882	6.2%	20,941	5.2%
<b>CHANGE IN NET POSITION</b>	\$ 1,239,625	(192,573)	1,047,052	(134,400)	(36,853)	(171,253)	1,374,025	1022.3%	(155,721)	-422.5%	1,218,305	711.4%

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

	YTD Actual February 2017	YTD Budget February 2017	YTD Actual v. Budget Better/(Worse)	
			\$	%
<b>OPERATING REVENUES</b>				
Sales of Electricity				
Residential	\$ 2,651,670	2,509,497	142,172	5.7%
Commercial and Industrial	4,368,112	3,988,404	379,709	9.5%
Uncollectible accounts	-	-	-	-
Total Sales of Electricity	7,019,782	6,497,901	521,881	8.0%
Forfeited Discounts	48,451	42,032	6,418	15.3%
Free service to the City of Shakopee	28,446	28,445	0	0.0%
Conservation program	104,659	103,817	843	0.8%
Total Operating Revenues	7,201,338	6,672,196	529,142	7.9%
<b>OPERATING EXPENSES</b>				
Operations and Maintenance				
Purchased power	4,698,009	5,015,485	317,476	6.3%
Distribution operation expenses	69,985	78,872	8,887	11.3%
Distribution system maintenance	143,359	110,856	(32,502)	-29.3%
Maintenance of general plant	33,910	71,304	37,393	52.4%
Total Operation and Maintenance	4,945,263	5,276,517	331,254	6.3%
Customer Accounts				
Meter Reading	16,386	19,619	3,233	16.5%
Customer records and collection	93,206	89,503	(3,703)	-4.1%
Energy conservation	(269,691)	117,656	387,347	329.2%
Total Customer Accounts	(160,099)	226,778	386,877	170.6%
Administrative and General				
Administrative and general salaries	86,438	99,939	13,501	13.5%
Office supplies and expense	49,300	30,942	(18,359)	-59.3%
Outside services employed	36,136	81,919	45,783	55.9%
Insurance	19,420	31,454	12,034	38.3%
Employee Benefits	372,369	388,977	16,608	4.3%
Miscellaneous general	68,014	72,125	4,111	5.7%
Total Administrative and General	631,678	705,356	73,678	10.4%
Total Operation, Customer, & Admin Expenses	5,416,841	6,208,651	791,810	12.8%
Depreciation	346,475	378,388	31,912	8.4%
Amortization of plant acquisition	-	-	-	0.0%
Total Operating Expenses	\$ 5,763,316	6,587,039	823,722	12.5%
<b>OPERATING INCOME</b>	<b>\$ 1,438,021</b>	<b>85,157</b>	<b>1,352,864</b>	<b>1588.7%</b>

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

	YTD Actual	YTD Budget	YTD Actual v. Budget	
	February 2017	February 2017	Better/(Worse)	
			\$	%
<b>OPERATING REVENUES</b>				
Sales of Water	\$ 533,085	505,297	27,788	5.5%
Forfeited Discounts	2,409	3,463	(1,054)	-30.4%
Uncollectible accounts	1	-	1	-
Total Operating Revenues	<u>535,494</u>	<u>508,760</u>	<u>26,734</u>	<u>5.3%</u>
<b>OPERATING EXPENSES</b>				
Operations and Maintenance				
Pumping and distribution operation	79,181	78,589	(592)	-0.8%
Pumping and distribution maintenance	42,093	67,462	25,369	37.6%
Power for pumping	46,534	46,505	(29)	-0.1%
Maintenance of general plant	8,531	4,685	(3,846)	-82.1%
Total Operation and Maintenance	<u>176,339</u>	<u>197,240</u>	<u>20,902</u>	<u>10.6%</u>
Customer Accounts				
Meter Reading	9,323	15,184	5,861	38.6%
Customer records and collection	25,683	23,993	(1,690)	-7.0%
Energy conservation	-	4,000	4,000	-
Total Customer Accounts	<u>35,006</u>	<u>43,176</u>	<u>8,170</u>	<u>18.9%</u>
Administrative and General				
Administrative and general salaries	56,600	62,921	6,321	10.0%
Office supplies and expense	18,994	11,853	(7,141)	-60.2%
Outside services employed	9,702	34,754	25,052	72.1%
Insurance	6,473	10,485	4,011	38.3%
Employee Benefits	128,272	138,381	10,108	7.3%
Miscellaneous general	54,018	39,942	(14,077)	-35.2%
Total Administrative and General	<u>274,060</u>	<u>298,334</u>	<u>24,274</u>	<u>8.1%</u>
Total Operation, Customer, & Admin Expenses	<u>485,405</u>	<u>538,751</u>	<u>53,346</u>	<u>9.9%</u>
Depreciation	224,809	248,946	24,137	9.7%
Amortization of plant acquisition	-	-	-	-
Total Operating Expenses	<u>\$ 710,213</u>	<u>787,697</u>	<u>77,484</u>	<u>9.8%</u>
<b>OPERATING INCOME</b>	<u>\$ (174,719)</u>	<u>(278,937)</u>	<u>104,218</u>	<u>37.4%</u>







# SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

April 12, 2017

TO: John Crooks 

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

FROM: Renee Schmid, Director of Finance and Administration

SUBJECT: Financial Results for March, 2017

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

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

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

Key items to note:

Month to Date Results – March, 2017

- Total Utility Operating Revenues for the month of March totaled \$3.8 million and were favorable to budget by \$134k or 3.7%. Electric revenues were favorable to budget by \$117k or 3.5% driven by higher than plan energy sales in all revenue groups and partially offset by lower than plan power cost adjustment revenue due to lower than plan purchased power costs. Water revenues were favorable to budget by \$17k or 6.9% also driven by higher than sales volumes in all revenue groups.
- Total operating expenses were \$3.2 million and were favorable to budget by \$245k or 7.0%. Total purchased power in March was \$2.3 million and was \$37k or 1.5% lower than budget for the month. Total Operating Expense for electric including purchased power was favorable to budget by \$185k or 5.9% due to purchased power costs and timing of expenditures in conservation expense, administrative and general expense, and depreciation. Total Operating Expense for Water was also favorable to budget by \$61k or 16.1% due timing of expenditures in administrative and general, system operation and maintenance and depreciation.
- Total Utility Operating Income was \$513k and was \$379k favorable to budget due to higher than plan operating revenues and lower than operating expense.
- Total Utility Non-Operating Revenue was \$39k and was unfavorable to budget by \$7k due to lower than plan rental and miscellaneous income and investment income.





# SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

- Capital Contributions for the month of March were \$740k and were favorable to budget by \$591k due to the collection of several large commercial project fees for water connection and trunk fees in the month of March.
- Municipal contributions to the City of Shakopee totaled \$190k and were lower than plan by \$10k.
- Change in Net Position was \$1.1 million and was favorable to budget by \$1.0 million due to higher than plan operating income and capital contributions.
- Electric usage billed to customers in March was 34,118,658 KWH, an increase from February usage billed at 32,459,834 KWH.
- Water usage billed to customers in March was 83.6 million gallons, an increase from February usage billed at 75.8 million gallons.

## Year to Date Financial Results – March, 2017

- Total Utility Operating Revenue year to date March was \$11.5 million and was favorable to budget by \$690k or 6.4%. Electric revenues were favorable to budget by \$646k or 6.4% driven by higher than plan energy sales in all revenue groups and partially offset by lower than plan power cost adjustment revenue due to lower than plan purchased power costs. Water revenues were also favorable to budget by \$44k or 5.8% driven by higher than plan sales volumes in all revenue groups.
- Total Utility Operating Expenses year to date March were \$9.7 million and were favorable to budget by \$1.1 million or 10.6% primarily due to lower than plan purchased power costs of \$0.4 million, timing of expenditures in energy conservation of \$0.4 million, administrative and general expense \$0.2 million, and depreciation of \$0.1 million. Total Operating Expense for electric including purchased power was \$8.7 million and was favorable to budget by \$1.0 million or 10.4%. Total Operating Expense for Water was \$1.0 million and was also favorable to budget by \$0.1 million or 11.9%.
- Total Utility Operating Income was \$1.8 million and was favorable to budget by \$1.8 million driven by lower than plan operating expenses of \$1.1 million and higher than planned operating revenues \$0.7 million.
- Total Utility Non-Operating Income was \$182k and was favorable to budget by \$11k due to higher than planned investment income of \$20k, an \$8k net gain on the sale of one water vehicle and disposition of electric transformers, offset by lower than plan rental and miscellaneous income of \$16k due to timing.
- YTD Capital Contributions were \$761k and are favorable to budget by \$312k due to higher than planned collection of water connection fees of \$272k and higher than planned trunk fees of \$37k.
- Municipal contributions to the City of Shakopee totaled \$570k year to date and is lower than plan by \$31k or 5.2%. The actual estimated payment throughout the year is based on prior year results and will be trued up at the end of the year.
- YTD Change in Net Position is \$2.1 million and is favorable to budget by \$2.2 million reflecting higher than plan operating revenues, lower than operating expense, higher than plan non-operating revenues, and higher than plan capital contributions.

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



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

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

	Month to Date Actual - March 2017			Month to Date Budget - March 2017			Electric		Water		Total Utility	
	Electric	Water	Total Utility	Electric	Water	Total Utility	MTD Actual v. Budget B/(W) \$ %	MTD Actual v. Budget B/(W) \$ %	MTD Actual v. Budget B/(W) \$ %			
<b>OPERATING REVENUES</b>	\$ 3,485,838	265,227	3,751,064	3,369,157	248,032	3,617,189	116,681	3.5%	17,194	6.9%	133,875	3.7%
<b>OPERATING EXPENSES</b>												
Operation, Customer and Administrative	2,748,459	203,784	2,952,243	2,917,223	252,376	3,169,599	168,764	5.8%	48,591	19.3%	217,355	6.9%
Depreciation	173,238	112,404	285,642	189,194	124,473	313,667	15,956	8.4%	12,069	9.7%	28,025	8.9%
Amortization of Plant Acquisition	-	-	-	-	-	-	-	0.0%	-	-	-	0.0%
Total Operating Expenses	2,921,697	316,189	3,237,885	3,106,417	376,848	3,483,266	184,720	5.9%	60,660	16.1%	245,380	7.0%
Operating Income	564,141	(50,962)	513,179	262,740	(128,816)	133,924	301,401	114.7%	77,854	60.4%	379,255	283.2%
<b>NON-OPERATING REVENUE (EXPENSE)</b>												
Rental and Miscellaneous	20,200	29,766	49,966	22,173	30,650	52,823	(1,973)	-8.9%	(884)	-2.9%	(2,857)	-5.4%
Interdepartment Rent from Water	7,500	-	7,500	7,500	-	7,500	-	0.0%	-	-	-	0.0%
Investment Income	9,868	3,120	12,988	12,951	3,002	15,954	(3,084)	-23.8%	118	3.9%	(2,966)	-18.6%
Interest Expense	(30,304)	(43)	(30,347)	(28,769)	(19)	(28,788)	(1,535)	-5.3%	(24)	-125.0%	(1,559)	-5.4%
Amortization of Debt Issuance Costs and Loss on Refunding	(1,484)	-	(1,484)	(1,484)	-	(1,484)	-	0.0%	-	-	-	0.0%
Gain/(Loss) on the Disposition of Property	-	-	-	-	-	-	-	-	-	-	-	0.0%
Total Non-Operating Revenue (Expense)	5,781	32,843	38,624	12,372	33,633	46,005	(6,592)	-53.3%	(790)	-2.3%	(7,382)	-16.0%
Income Before Contributions and Transfers	569,922	(18,119)	551,803	275,112	(95,183)	179,929	294,809	107.2%	77,064	81.0%	371,873	206.7%
<b>CAPITAL CONTRIBUTIONS</b>	2,453	737,894	740,347	-	149,395	149,395	2,453	-	588,498	393.9%	590,952	395.6%
<b>MUNICIPAL CONTRIBUTION</b>	(116,223)	(74,000)	(190,223)	(121,398)	(79,192)	(200,590)	5,175	4.3%	5,192	6.6%	10,368	5.2%
<b>CHANGE IN NET POSITION</b>	\$ 456,152	645,775	1,101,927	153,714	(24,980)	128,734	302,438	196.8%	670,755	2685.2%	973,193	756.0%

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

	MTD Actual	MTD Budget	MTD Actual v. Budget	
	March 2017	March 2017	Better/(Worse)	
			\$	%
<b>OPERATING REVENUES</b>				
Sales of Electricity				
Residential	\$ 1,166,569	1,153,026	13,543	1.2%
Commercial and Industrial	2,224,853	2,129,742	95,111	4.5%
Uncollectible accounts	-	-	-	-
Total Sales of Electricity	<u>3,391,421</u>	<u>3,282,768</u>	<u>108,653</u>	<u>3.3%</u>
Forfeited Discounts	29,641	21,016	8,625	41.0%
Free service to the City of Shakopee	14,223	14,223	0	0.0%
Conservation program	50,552	51,150	(598)	-1.2%
Total Operating Revenues	<u>3,485,838</u>	<u>3,369,157</u>	<u>116,681</u>	<u>3.5%</u>
<b>OPERATING EXPENSES</b>				
Operations and Maintenance				
Purchased power	2,335,122	2,371,640	36,518	1.5%
Distribution operation expenses	32,614	39,436	6,823	17.3%
Distribution system maintenance	76,942	55,428	(21,514)	-38.8%
Maintenance of general plant	10,400	35,652	25,252	70.8%
Total Operation and Maintenance	<u>2,455,077</u>	<u>2,502,156</u>	<u>47,079</u>	<u>1.9%</u>
Customer Accounts				
Meter Reading	9,092	9,810	718	7.3%
Customer records and collection	38,180	44,751	6,572	14.7%
Energy conservation	10,114	58,828	48,714	82.8%
Total Customer Accounts	<u>57,386</u>	<u>113,389</u>	<u>56,003</u>	<u>49.4%</u>
Administrative and General				
Administrative and general salaries	49,453	49,969	516	1.0%
Office supplies and expense	4,693	15,471	10,777	69.7%
Outside services employed	5,090	40,959	35,870	87.6%
Insurance	47,210	15,727	(31,483)	-200.2%
Employee Benefits	101,910	143,488	41,578	29.0%
Miscellaneous general	27,639	36,063	8,424	23.4%
Total Administrative and General	<u>235,996</u>	<u>301,678</u>	<u>65,682</u>	<u>21.8%</u>
Total Operation, Customer, & Admin Expenses	<u>2,748,459</u>	<u>2,917,223</u>	<u>168,764</u>	<u>5.8%</u>
Depreciation	173,238	189,194	15,956	8.4%
Amortization of plant acquisition	-	-	-	0.0%
Total Operating Expenses	<u>\$ 2,921,697</u>	<u>3,106,417</u>	<u>184,720</u>	<u>5.9%</u>
<b>OPERATING INCOME</b>	<u>\$ 564,141</u>	<u>262,740</u>	<u>301,401</u>	<u>114.7%</u>

# SHAKOPEE PUBLIC UTILITIES

## WATER OPERATING REVENUE AND EXPENSE

	MTD Actual March 2017	MTD Budget March 2017	MTD Actual v. Budget Better/(Worse)	
			\$	%
<b>OPERATING REVENUES</b>				
Sales of Water	\$ 264,289	246,301	17,988	7.3%
Forfeited Discounts	938	1,731	(794)	-45.8%
Uncollectible accounts	-	-	-	-
Total Operating Revenues	<u>265,227</u>	<u>248,032</u>	<u>17,194</u>	<u>6.9%</u>
<b>OPERATING EXPENSES</b>				
Operations and Maintenance				
Pumping and distribution operation	33,614	39,294	5,680	14.5%
Pumping and distribution maintenance	20,177	33,731	13,554	40.2%
Power for pumping	23,513	23,252	(260)	-1.1%
Maintenance of general plant	1,710	2,342	632	27.0%
Total Operation and Maintenance	<u>79,015</u>	<u>98,620</u>	<u>19,605</u>	<u>19.9%</u>
Customer Accounts				
Meter Reading	4,895	7,592	2,697	35.5%
Customer records and collection	9,239	11,996	2,757	23.0%
Energy conservation	606	2,000	1,394	-
Total Customer Accounts	<u>14,741</u>	<u>21,588</u>	<u>6,848</u>	<u>31.7%</u>
Administrative and General				
Administrative and general salaries	30,900	31,460	560	1.8%
Office supplies and expense	2,741	5,926	3,185	53.7%
Outside services employed	4,068	17,377	13,309	76.6%
Insurance	15,737	5,242	(10,494)	-200.2%
Employee Benefits	39,385	52,190	12,805	24.5%
Miscellaneous general	17,198	19,971	2,773	13.9%
Total Administrative and General	<u>110,029</u>	<u>132,167</u>	<u>22,138</u>	<u>16.8%</u>
Total Operation, Customer, & Admin Expenses	<u>203,784</u>	<u>252,376</u>	<u>48,591</u>	<u>19.3%</u>
Depreciation	112,404	124,473	12,069	9.7%
Amortization of plant acquisition	-	-	-	-
Total Operating Expenses	<u>316,189</u>	<u>376,848</u>	<u>60,660</u>	<u>16.1%</u>
<b>OPERATING INCOME</b>	<u>\$ (50,962)</u>	<u>(128,816)</u>	<u>77,854</u>	<u>60.4%</u>

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



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

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

	Year to Date Actual - March 2017			Year to Date Budget - March 2017			Electric		Water		Total Utility	
	Electric	Water	Total Utility	Electric	Water	Total Utility	YTD Actual v. Budget B/(W) \$ %	YTD Actual v. Budget B/(W) \$ %	YTD Actual v. Budget B/(W) \$ %			
<b>OPERATING REVENUES</b>	\$ 10,687,176	800,721	11,487,897	10,041,353	756,792	10,798,145	645,823	6.4%	43,929	5.8%	689,752	6.4%
<b>OPERATING EXPENSES</b>												
Operation, Customer and Administrative	8,165,300	689,189	8,854,489	9,125,874	791,127	9,917,001	960,574	10.5%	101,937	12.9%	1,062,512	10.7%
Depreciation	519,713	337,213	856,926	567,581	373,419	941,000	47,868	8.4%	36,206	9.7%	84,074	8.9%
Amortization of Plant Acquisition	-	-	-	-	-	-	-	0.0%	-	-	-	0.0%
Total Operating Expenses	8,685,013	1,026,402	9,711,415	9,693,456	1,164,545	10,858,001	1,008,443	10.4%	138,143	11.9%	1,146,586	10.6%
Operating Income	2,002,162	(225,681)	1,776,482	347,897	(407,753)	(59,856)	1,654,265	475.5%	182,072	44.7%	1,836,338	3067.9%
<b>NON-OPERATING REVENUE (EXPENSE)</b>												
Rental and Miscellaneous	56,384	120,841	177,225	66,519	126,363	192,882	(10,136)	-15.2%	(5,522)	-4.4%	(15,657)	-8.1%
Interdepartment Rent from Water	22,500	-	22,500	22,500	-	22,500	-	0.0%	-	-	-	0.0%
Investment Income	53,104	14,562	67,666	38,854	9,006	47,861	14,250	36.7%	5,555	61.7%	19,805	41.4%
Interest Expense	(88,109)	(68)	(88,177)	(87,812)	(57)	(87,869)	(297)	-0.3%	(10)	-18.1%	(308)	-0.4%
Amortization of Debt Issuance Costs and Loss on Refunding	(4,451)	-	(4,451)	(4,451)	-	(4,451)	-	0.0%	-	0.0%	-	0.0%
Gain/(Loss) on the Disposition of Property	(306)	7,925	7,619	-	-	-	(306)	0.0%	7,925	-	7,619	-
Total Non-Operating Revenue (Expense)	39,121	143,260	182,381	35,611	135,312	170,923	3,510	9.9%	7,948	5.9%	11,458	6.7%
Income Before Contributions and Transfers	2,041,284	(82,421)	1,958,863	383,508	(272,441)	111,067	1,657,775	432.3%	190,020	69.7%	1,847,796	1663.7%
<b>CAPITAL CONTRIBUTIONS</b>	2,453	758,125	760,579	-	448,186	448,186	2,453	-	309,940	69.2%	312,393	69.7%
<b>MUNICIPAL CONTRIBUTION</b>	(347,960)	(222,503)	(570,463)	(364,194)	(237,577)	(601,771)	16,234	4.5%	15,074	6.3%	31,309	5.2%
<b>CHANGE IN NET POSITION</b>	\$ 1,695,777	453,202	2,148,979	19,314	(61,833)	(42,519)	1,676,463	8680.0%	515,034	832.9%	2,191,497	5154.2%



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

	YTD Actual March 2017	YTD Budget March 2017	YTD Actual v. Budget Better/(Worse)	
			\$	%
<b>OPERATING REVENUES</b>				
Sales of Electricity				
Residential	\$ 3,818,238	3,662,523	155,715	4.3%
Commercial and Industrial	6,592,965	6,118,146	474,819	7.8%
Uncollectible accounts	-	-	-	-
Total Sales of Electricity	10,411,204	9,780,669	630,534	6.4%
Forfeited Discounts	78,092	63,048	15,044	23.9%
Free service to the City of Shakopee	42,668	42,668	0	0.0%
Conservation program	155,212	154,967	244	0.2%
Total Operating Revenues	10,687,176	10,041,353	645,823	6.4%
<b>OPERATING EXPENSES</b>				
Operations and Maintenance				
Purchased power	7,033,130	7,387,125	353,995	4.8%
Distribution operation expenses	102,599	118,308	15,710	13.3%
Distribution system maintenance	220,301	166,285	(54,017)	-32.5%
Maintenance of general plant	44,310	106,955	62,645	58.6%
Total Operation and Maintenance	7,400,340	7,778,673	378,333	4.9%
Customer Accounts				
Meter Reading	25,478	29,429	3,951	13.4%
Customer records and collection	131,386	134,254	2,869	2.1%
Energy conservation	(259,577)	176,484	436,061	247.1%
Total Customer Accounts	(102,713)	340,167	442,881	130.2%
Administrative and General				
Administrative and general salaries	135,891	149,908	14,017	9.4%
Office supplies and expense	53,994	46,413	(7,581)	-16.3%
Outside services employed	41,226	122,878	81,653	66.5%
Insurance	66,630	47,181	(19,449)	-41.2%
Employee Benefits	474,279	532,465	58,186	10.9%
Miscellaneous general	95,653	108,188	12,535	11.6%
Total Administrative and General	867,673	1,007,034	139,360	13.8%
Total Operation, Customer, & Admin Expenses	8,165,300	9,125,874	960,574	10.5%
Depreciation	519,713	567,581	47,868	8.4%
Amortization of plant acquisition	-	-	-	0.0%
Total Operating Expenses	\$ 8,685,013	9,693,456	1,008,443	10.4%
<b>OPERATING INCOME</b>	<b>\$ 2,002,162</b>	<b>347,897</b>	<b>1,654,265</b>	<b>475.5%</b>

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

	YTD Actual	YTD Budget	YTD Actual v. Budget	
	March 2017	March 2017	Better/(Worse)	
			\$	%
<b>OPERATING REVENUES</b>				
Sales of Water	\$ 797,374	751,598	45,776	6.1%
Forfeited Discounts	3,346	5,194	(1,848)	-35.6%
Uncollectible accounts	1	-	1	-
Total Operating Revenues	<u>800,721</u>	<u>756,792</u>	<u>43,929</u>	<u>5.8%</u>
<b>OPERATING EXPENSES</b>				
Operations and Maintenance				
Pumping and distribution operation	112,795	117,883	5,088	4.3%
Pumping and distribution maintenance	62,270	101,193	38,923	38.5%
Power for pumping	70,047	69,757	(289)	-0.4%
Maintenance of general plant	10,241	7,027	(3,214)	-45.7%
Total Operation and Maintenance	<u>255,354</u>	<u>295,861</u>	<u>40,507</u>	<u>13.7%</u>
Customer Accounts				
Meter Reading	14,218	22,776	8,558	37.6%
Customer records and collection	34,923	35,989	1,067	3.0%
Energy conservation	606	6,000	5,394	-
Total Customer Accounts	<u>49,747</u>	<u>64,765</u>	<u>15,018</u>	<u>23.2%</u>
Administrative and General				
Administrative and general salaries	87,500	94,381	6,881	7.3%
Office supplies and expense	21,735	17,779	(3,956)	-22.3%
Outside services employed	13,770	52,131	38,361	73.6%
Insurance	22,210	15,727	(6,483)	-41.2%
Employee Benefits	167,658	190,571	22,913	12.0%
Miscellaneous general	71,216	59,913	(11,304)	-18.9%
Total Administrative and General	<u>384,089</u>	<u>430,501</u>	<u>46,413</u>	<u>10.8%</u>
Total Operation, Customer, & Admin Expenses	<u>689,189</u>	<u>791,127</u>	<u>101,937</u>	<u>12.9%</u>
Depreciation	337,213	373,419	36,206	9.7%
Amortization of plant acquisition	-	-	-	-
Total Operating Expenses	<u>\$ 1,026,402</u>	<u>1,164,545</u>	<u>138,143</u>	<u>11.9%</u>
<b>OPERATING INCOME</b>	<u>\$ (225,681)</u>	<u>(407,753)</u>	<u>182,072</u>	<u>44.7%</u>

**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

**TO:** SHAKOPEE PUBLIC UTILITIES COMMISSION  
**FROM:** JOHN R. CROOKS, UTILITIES MANAGER  
**SUBJECT:** SAINTS HEALTHCARE FOUNDATION DONATION REQUEST  
**DATE:** APRIL 14, 2017

Shakopee Public Utilities has been approached by Kevin Bonney, Executive Director of the Saints Healthcare Foundation, with potential sponsorship opportunities; the Annual Tee One for Care Golf Outing to be held June 15 and the Spirit of the Saints Gala to be held October 14. The events will be held at Stonebrooke Golf Club and at the Mystic Lake Casino Hotel, respectfully.

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

- Saints Healthcare Foundation Project Descriptions and Sponsorship Levels
- Shakopee Public Utilities Donation Policy
- Charitable Donations 2015, 2016, 2017 year to date

The Foundation has made changes this year to simplify the donation process. This will be the only request for 2017. Sponsorship amenities for both events are outlined in the sponsorship levels. A single donation would provide SPU sponsorship at both events.

The donation request would fall under two of the five core values defined in our Donations Policy; the first being the #2 core value-Community Vitality and Enrichment and the second being the #4 core value-Health and Human Services.

In 2015, SPU sponsored both events for a total of \$4,000 and in 2016 both events were also sponsored in the amount of \$3,500.



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

**RECOMMENDATION –**

This would be the third year of SPU sponsoring the Golf Ball Drop and the fourth year of being a Sponsor of Hope for the Gala. This year both would be combined as a Hope Sponsorship for a \$4000 donation.



**SAINTS HEALTHCARE  
FUNDS**

*St. Gertrude's & St. Francis • Working together for your health*

**March 10, 2017**

**Shakopee Public Utilities  
Mr. John Crooks  
255 Sarazin St.  
Shakopee, MN 55379**

Dear John,

On behalf of the Saints Healthcare Funds, St. Francis Regional Medical Center and St. Gertrude's Health & Rehabilitation Center, I would like to sincerely thank you for your partnership and support.

Plans are underway for our 2017 special events and we have some exciting changes to simplify participation and support. Upon review of our event structure a decision was made to combine the sponsorship requests. The sponsorship amenities for both events are outlined and this will be your only sponsorship request for 2017 support.

For your golf participants, muligans, ball drop entry and other activities are all included in the sponsorship. Your guests will not be asked to donate any money the day of the event. The gala will feature grateful patient stories, amazing silent and live auction items along with a special matching funds opportunity during the "fund-a-need" program.

The sponsorship opportunities are outlined in the attached file. I respectfully request Shakopee Public Utilities to consider a gift in the \$4,000-\$10,000 range. Both sponsorships will provide support and will allow your organization to be the "official" Ball Drop Sponsor. Thank you for your time and consideration.

Sincerely,

**Kevin L. Bonney, CFRE  
Executive Director  
Saints Healthcare Funds**



# SAINTS HEALTHCARE FUNDS

*St. Gertrude's & St. Francis + Working together for your health*

Philanthropic dollars make a difference at St. Francis Regional Medical Center and St. Gertrude's Health and Rehabilitation Center; thank you for your consideration.

## **Save the Date, Special Event Package**

**Tee One for Care Golf Tournament**—Thursday, June 15, 2017 at Stonebrooke Golf Club  
**Spirit of the Saints Gala**—Saturday, October 14, 2017 at Mystic Lake Hotel

## **Special Event Proceeds Benefit:**

### **In Reach Program, Connecting People with Services**

In Reach program in the Emergency Department at St. Francis provides navigation through the mental health care continuum for patients and connects them to community services. This program improves the patient's experience and outcomes, while reducing costs.

### **Integrative Therapies for Patients and Residents**

Integrative health is a holistic approach to healthcare that naturally reduces pain, anxiety, and nausea through integrative therapies such as acupuncture, guided imagery, medical and comfort massage, and aromatherapy with essential oils. These therapies are available to patients throughout the hospital, including in the Cancer Center, Family Birth, and post-surgery; integrative services are also available to the residents and patients of St. Gertrude's.

### **Lilac Lane, Increasing Comfort for Long Term Care Residents**

The Lilac Lane project focuses on creating a comfortable and inviting gathering place for long term care residents of St. Gertrude's, including those with cognitive diagnoses, to spend time with family while remaining safe and visible to staff. The 18' x 13' addition will include a sun room and provide home-style dining to reduce anxiety creating sound and motion.

## **We look forward to connecting with you:**

The Saints Healthcare Funds  
1455 St. Francis Avenue, Shakopee MN 55379  
952-428-2070

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

# 2017 Sponsorship Proposal

*presented to:*



SAINTS HEALTHCARE  
FUNDS

*St. Gertrude's & St. Francis • Working together for your health*

St. Francis Regional Medical Center

**St. Francis Regional Medical Center** is regarded as the region's first choice for safe, quality, respectful care. With 85 private rooms, St. Francis ranks in the 10 percent of hospitals nationwide for care and quality. St. Francis was named one of the Nation's **Top 100 Hospitals** by Truven Health Analytics (The 100 Top Hospitals balances scorecard measures and overall organizational performance across 11 key analytic measures including patient care, operational efficiency and financial stability)

As our community grows so does the outstanding programs and services provided by St. Francis Regional Medical Center. Since our move in 1996 we have experienced astounding levels of care.

	1996	2016	% growth
• Inpatient Admissions	2,636	5,823	121%
• Surgical Procedures	2,578	4,788	86%
• Births	661	1,261	91%
• Emergency Room Visits	10,069	30,232	200%
• Urgent Care Visits	1,248	10,872	771%



Philanthropic support is making a positive impact on your community. Two examples of your philanthropy dollars at work are:

- 3D Mammography
  - Early detection.
  - Cancer cells can be detected down to a millimeter.
  - Positive impact on treatment.
  
- In Reach Program
  - Provides navigation through the care continuum for patients experience behavioral health issues.
  - Connects patients to community services and reduces cost and provides better outcomes for patients.

## **St. Gertude's Health & Rehabilitation Center**



With deep faith roots in the Shakopee and surrounding communities, St. Gertrude's Health & Rehabilitation Center provides cutting edge skilled nursing care and therapies on a medical campus. St. Gertrude's provides person centered care in a healing, holistic, compassionate and caring environment.

St. Gertrude's has been serving our community for twenty years and includes 105 skilled nursing beds for individuals need short term rehab care and therapy and long term resident care. In addition, we have 40 assisted living apartments serving seniors needing assistance in their daily living such as medication management or meals.

In 2016 we had 1010 admission for transitional care, 38 individuals in end of life, 2,285 outpatient visits and 3,259 home care visits.

In the past twenty years, our generous donors and supporters have helped St. Gertrude's grow and enhance rehabilitation services, spiritual care, outpatient and home care services and a caring safe environment for seniors.

The traditional long-term care model is changing; residents are coming to our facility with more complex and chronic healthcare needs. The residents and their families are seeking a homelike environment that provides high quality medical care.

The unit, Lilac Lane opened in May of 2000 for 26 long term care residents including patient rooms and a multi-functional space for dining and activities. In the past three years we have seen a 20% growth in residents coming to our long term with cognitive diagnosis. Currently 62% of our 26 residents have both medical issues and a cognitive diagnosis.

The multi-functional space is very institutional and not a home like environment desired by todays families. Our goal is to add an 18' x 13' addition creating a sitting room for residents and their families. This sitting room would include natural light, appropriate furniture for residents and their families to relax and gather. The current space would be reconfigured to provide a safe and peaceful dining experience.

The overall project is \$150,000 will have a tremendous impact in providing a peaceful home like environment for seniors with complex healthcare needs. Your support of the Saints Healthcare Funds Special Events will make this project a reality.



## **Changing Lives Exclusive Presenting Sponsorship for Golf and Gala.....\$40,000**

- Sponsorship benefits include but not limited to:

- Logo placement and co-branding on ALL marketing materials pertaining to Tee One for Care and Spirit of The Saints Gala.
  - Marketing includes both internal and external communications regarding events. Internal communications to Allina Health, Park Nicollet, Essentia and St. Gertrude's employees represents over 30,000 touchpoints each correspondence.
- Logo placement on event program covers with additional full-page color ad in gala program.
- Logo placement on event invitations and save the date post cards. (approx. 15,000 each). Logo and commitment due by February 20, 2017.
- Logo placement on event team photo frame (Golf Only)
- 3 VIP front row tables (seating for 30) at the Spirit of The Saints Gala.
- 18 holes of golf with player premiums for 12 (3 foursomes) at the Tee One for Care golf outing. Premiums include:
  - Four entries in the ball drop for your golf participants (\$5,000 grand prize)
  - Four mulligans, prize entries and "swag bags" for golf participants
- Co-branding logo on event apparel (Golf Only)
- Logo placement on event banners.
- Logo placement along with link for 1 year on Saints Healthcare Funds website.
- Special recognition on the Saints Healthcare Funds Facebook page.
- A representative from your organization will have the opportunity to say a few words at both events.
- Tee box signage at the #1 and #10 at golf outing.
- Representation from your organization on the planning and steering committee with a leadership role available upon request. Group meets one time per month.
- Special recognition in "Thank you to Sponsors" ad in community paper

## **Commitment to Care (3 available).....\$25,000**

- Cocktail-Gala / 19<sup>th</sup> Hole-Golf
  - Entertainment – Gala

➤ Fund a Need Matching Funds

- Sponsorship benefits include but not limited to:
  - Two VIP tables (seating for 20) at the Spirit of The Saints Gala.
  - Two foursomes (8 players) at the Tee One for Car golf outing.
  - Logo placement in event brochures with a full page color advertisement in the gala program.
  - Representative from your organization can say a few words at the appropriate event.
  - Logo placement in golf brochure highlighting your sponsorship.
  - Logo placement on select signage at events.
  - Hole signage at a tee box at golf outing.
  - 18 holes of golf with player premiums for 8 (2 foursomes) at the Tee One for Care golf outing. Premiums include:
    - Four entries in the ball drop for your golf participants (\$5,000 grand prize)
    - Four mulligans, prize entries and "swag bags" for golf participants
  - Representation from your organization on the planning and steering committee. Group meets one time per month.
  - Special recognition on the Saints Healthcare Funds Facebook page.
  - Special recognition in "Thank you to Sponsors" ad in community paper



**Healing Sponsorship (6 available).....\$10,000**

- Sponsorship benefits include but not limited to:
  - Choice of either seating for 20 (2 tables) at the Spirit of The Saints Gala and one foursome at the Tee One for Care golf outing or 1 table and 2 foursomes.
  - ½ page b&w advertisement in gala program.
  - Logo placement on select signage at events.

- Hole signage at a tee box at golf outing.
- Logo placement in golf brochure highlighting your sponsorship.
- Representation from your organization on the planning and steering committee. Group meets monthly.
- Four premium golf packages. Premiums include;
  - Four entries in the ball drop for your golf participants (\$5,000 grand prize)
  - Four mulligans, prize entries and "swag bags" for golf participants
- Special recognition in "Thank you to Sponsors" ad in community paper
- Available Healing Sponsorships and corresponding amenities:
  - **Silent Auction**.....logo placement on silent auction description pages, table and program. Verbal recognition during the gala program.
  - **Golf Cart Sponsor**.....logo placement on all participant, volunteer golf carts and golf program. Verbal recognition during award ceremony following outing.
  - **Awards Ceremony and Dinner Sponsor (Golf Only)**.....special recognition at award ceremony following outing. Logo placement on golf brochure and awards ceremony banner.
  - **At the Turn Tent Sponsor**.....sponsor can set up a tent between the 1<sup>st</sup> and 10<sup>th</sup> tee boxes. Heavy hors d'oeuvres will be provided and additional give-a-ways provided by sponsor.
  - **Putting Green/Driving Range/Instructional Clinic Sponsor**.....logo placement at each of the three locations

## **Hope Sponsorship .....\$4,000**

- Sponsorship benefits include but not limited to:
  - Seating for 10 (1 table) at the Spirit of The Saints Gala.
  - A foursome at the Tee One for Car golf outing.
  - Name listed on golf brochure.
  - Name listed in the gala program.
  - Hole signage at a tee box at golf outing.
  - Four entries in the ball drop for your golf participants (\$5,000 grand prize).

- Four premium golf packages. Premiums include; mulligans, prize entries and "swag bags" for your golf participants.

## Additional Opportunities

- Table Sponsor.....\$2,000
  - Seating for 10 (1 table) at the Spirit of the Saints Gala.
- Foursome Sponsor.....\$750
  - Golf for four with Mulligans and swag bag.
- Par 3 Foursome.....\$300
  - Golf for four (9 hole course only).
- Auction
  - Donate an auction item.
    - Minimum value of \$25 up to priceless!
    - Support will be recognized in gala program.

Golf: June 15, 2017 / Stonebrooke Golf Club

Gala: October 15, 2017 / Mystic Lake Casino Hotel

More information please contact Kevin Bonney 952.428.2071 or kevin.bonney@allina.com

# 2017 Saints Healthcare Special Event Pledge & Commitment Form

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

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

Contact Name: \_\_\_\_\_

Contact Phone/Email: \_\_\_\_\_

### Sponsorship Levels

Please check the level of sponsorship you would like to secure

\_\_\_\_\_ \$40,000 Changing Lives Exclusive Presenting Sponsorship  
(Estimated tax-deduction \$35,000)

\_\_\_\_\_ \$25,000 Commitment to Care (3 available)  
(Estimated tax-deduction \$21,000)

\_\_\_\_\_ \$10,000 Healing Sponsorship (7 available) 1 sold  
(Estimated tax-deduction \$9,000)

\_\_\_\_\_ \$4,000 Hope Sponsorship  
(Estimated tax-deduction \$3,300)

\_\_\_\_\_ \$2,000 Table Sponsor

\_\_\_\_\_ \$750 Foursome Sponsor

\_\_\_\_\_ \$300 Par 3 Foursome Sponsor

\_\_\_\_\_ \$175 Individual Gala Ticket

Please bill my credit card for \$ \_\_\_\_\_ I would like to be billed for \$ \_\_\_\_\_

Name on Card: \_\_\_\_\_

Card #: \_\_\_\_\_

Exp. Date: \_\_\_\_/\_\_\_\_

Type of Card: MC / Visa

\*You will be invoiced and payment due prior to events

Enclosed is a Check for \$ \_\_\_\_\_

Make Checks Payable To:  
Saints Healthcare Funds  
1455 St. Francis Avenue  
Shakopee, MN 55379

# **SHAKOPEE PUBLIC UTILITIES COMMISSION**

## **DONATIONS POLICY**

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

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

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

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

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

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

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

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

	<b>ORGANIZATION</b>	<b>DOLLARS</b>
March	Annual City Tree Sale Sponsorship	5000
April	SCVB Downtown Flower Basket Sponsor	1000
	<b>TOTAL</b>	<b>\$6,000</b>



**Shakopee Public Utilities Commission  
Charitable Donations - 2016**

	<b>ORGANIZATION</b>	<b>DOLLARS</b>
April	Shakopee Community Assistance	1000
April	Shakopee Diversity Alliance	500
April	Esperanza - Summer Camp Program	1000
April	SCVB Downtown Flower Basket Sponsor	600
April	SCVB Friends of Main Street - Circle of Friends	1000
April	American Legion Honor Guard	500
April	<b>Saints Healthcare Funds - Tee One For Care</b>	1500
May	Annual City Tree Sale Sponsorship	5000
May	SDA Festival Donation	500
July	River Valley YMCA - Fore the Y!	1000
July	Fun For All Playground - Giraffe Sponsor	1000
August	Shakopee HS Boys Hockey club - Jersey Sponsor	500
August	Fun For All Playground	3500
September	<b>Saints Healthcare Funds - Annual Gala</b>	2000
November	Shakopee Kids Voting	400
	<b>TOTAL</b>	<b>\$20,000</b>

**Shakopee Public Utilities Commission  
Charitable Donations - 2015**

	<b>ORGANIZATION</b>	<b>DOLLARS</b>
February	Shakopee Dollars For Scholars	1000
February	Shakopee Graduation - All Night Event	250
March	Esperanza - Summer Camp Program	1000
March	Derby Days - Platinum Sponsor	5000
March	Grads in Need - Cap and Gown Cost Assistance	250
March	Downtown Flowers - Chamber and Visitor's Bureau	500
March	<b>Saints Healthcare Funds - Tee One For Care</b>	1500
April	Holmes St. Mural Project - CVB	500
April	Good to Go Kids-SW Metro Educational Foundation	500
July	YMCA Fore the Y! Golf Fundraiser	1000
July	Shakopee HS Boys Hockey Club - Jersey Sponsor	500
September	Shakopee Football Booster Club	500
September	<b>Saints Healthcare Funds - Annual Gala</b>	2500
September	Scott County Historical Society - Academy Sponsor	750
November	SCVB - Holiday Tree Lighting Sponsor	250
December	Shakopee Community Assistance	1000
December	Shakopee Dollars For Scholars	2000
	<b>TOTAL</b>	<b>\$19,000</b>