

AGENDA  
SHAKOPEE PUBLIC UTILITIES COMMISSION  
REGULAR MEETING  
APRIL 20, 2020

**Following the March 13, 2020 Declaration of Peacetime Emergency by Governor Walz (as amended), the Commission is holding its regular meeting on April 20, 2020 at 5:00pm by telephone or other electronic means (WebEx) according to MN Statutes, Section 13D.021. The Commission President has concluded that an in-person meeting is not practical or prudent because of the health pandemic declared under the Emergency Order and according to current guidance from the MN Department of Health and the CDC. The Commission President will be at the regular meeting location for the Commission. The public may monitor the meeting:**

**Call-In Phone Number 1(408) 418-9388  
Enter Access Code 622 203 362  
When Prompted for Password, enter #**

1. **Call to Order** at 5:00pm in the SPUC Service Center, 255 Sarazin Street.
2. **Approval of Minutes**
3. **Communications**
4. **Approve the Agenda**
5. **Approval of Consent Business**
6. **Bills: Approve Warrant List**
7. **Liaison Report**
8. **Reports: Water Items**
  - 8a) Water System Operations Report – Verbal
  - 8b) Easement Vacation Request
  - 8c) Resn. #1267 – Vacation of Public Utility and Drainage Easement Within A Portion of Lot 1, Block 1 and Lot 1, Block 3, Canterbury Park Seventh Addition, Scott County, Minnesota and Shenandoah Drive Right of Way, City of Shakopee, Minnesota
  - C=> 8d) Monthly Water Production Dashboard
9. **Reports: Electric Items**
  - 9a) Electric System Operations Report – Verbal
  - 9b) 2019 Reliability Report
  - 9c) DNR Wetlands Permit Application
  - 9d) MMPA Public Meeting Summary – March 2020
10. **Reports: Human Resources**

11. **Reports: General**
  - 11a) Financial Results – March 2020
  - 11b) WebEx Conference Calls
12. **New Business**
13. **Adjourn to Closed Session: Preliminary Consideration of Allegations Against John Crooks:** This meeting may be closed pursuant to Minnesota Statutes, Section 13D.05. Subd.2 for preliminary consideration of allegations or charges against an individual subject to the Commission's authority

**Following the Closed Session there will be a 30 minute recess before re-opening the Public meeting and that will be posted on the website [spucweb.com](http://spucweb.com) as soon as the Closed Session is over. The Public may monitor the reconvening to the Public meeting:**

**Call-In Phone Number 1(408) 418-9388  
Enter Access Code 620 090 087  
When Prompted for Password, enter #**

14. **Reconvene to Regular Meeting**
15. **Tentative Dates for Upcoming Meetings**
  - Regular Meeting -- May 4
  - Mid Month Meeting -- May18
  - Regular Meeting -- June 1
  - Mid Month Meeting -- June 15
16. **Adjourn to 5/4/20 at the SPUC Service Center, 255 Sarazin Street**

MINUTES  
OF THE  
SHAKOPEE PUBLIC UTILITIES COMMISSION  
(Regular Meeting)

Vice President Amundson called the regular session of the Shakopee Public Utilities Commission to order at the Shakopee Public Utilities meeting room at 5:00 P.M., April 6, 2020.

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

Motion by Mocol, seconded by Meyer to approve the minutes of the March 16, 2020 Commission meeting. Motion carried.

Under Communications, Vice President Amundson stated there were two thank you letters in the agenda packets. The letters were for SPU donations to the Shakopee Senior Graduation Party and the Shakopee Rotary Foundation.

Vice President Amundson offered the agenda for approval.

Motion by Brennan, seconded by Meyer to approve the agenda as presented. Motion carried.

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

Vice President Amundson stated that the Consent Items were: Item 8c: MN DNR Certificate of Completion, Item 8d: Quarterly Nitrate Results – Review, Item 11a: Financial Results – February 2020, Item 11f: SPU Website Analytics and Item 11g: Tom Bovitz Memorial Scholarship.

The warrant listing for bills paid April 6, 2020 was presented.

Motion by Meyer, seconded by Fox to approve the warrant listing dated April 6, 2020 as presented. Motion carried.

Commissioner Brennan presented the Liaison report. It was stated Mayor Mars had initiated a State of Emergency for Shakopee and that it is posted on the City of Shakopee website.

Water Superintendent Schemel provided a report of current water operations. It was reported that operations have been normal since events began with the COVID-19 pandemic. One emergency service call was responded to and the Water Operator wore a mask and gloves as he entered the residence and maintained social distancing during the entire response. The customer

thanked the Water Department for their procedures for both the homeowners and the Water Operators health and well-being. Some valve operations and hydrant flushing has taken place. Two sampling sites have been substituted as two businesses normally used have closed during recent the Governor's Stay at Home has been instituted.

Planning and Engineering Director Adams reviewed the formal bidding for SPU Water Tank #8. The bids were opened on March 16. There were two bidders. Due to a bankruptcy, CBI did not respond to the bid. The apparent low bid was Phoenix Fabricators, however, upon legal review they did not provide the proper form and were determined to have an invalid formal bid. The next lowest complete formal bid was Caldwell Tanks. Their submittal was determined to be correct. The amount of the bid was \$3,753,000, very close to \$3,716,885.98 provided by Phoenix Fabricators. The Commission heard from the SPU consultant from Sambatek, Mike Burdorf. He agreed the bid from Phoenix was improper and recommended accepting the Caldwell Tank bid. It was discussed that rebidding the project would result in higher bids. Issues with the CIP funding for the project was discussed and a mistake was made concerning the engineers bid. Additional dollars will be adjusted in the 2021 CIP.

Motion by Meyer, seconded Brennan to award the construction contract to Caldwell Tanks, Inc. in the amount of \$3,753,000. Motion carried.

Item 8c: MN DNR Certificate of Completion was received under Consent Business.

Item 8d: Quarterly Nitrate Results – Review was received under Consent Business.

Electric Superintendent Drent provided a report of current electric operations. There were two electric outages to review. The first was caused by the Xcel Blue Lake Substation. Details of the outage were provided. The second much smaller outage was caused when a cut-out failed. Construction projects were updated. Commissioner Mocol asked about a blinking issue in the Southbridge neighborhood. Staff will investigate and provide further information, as this did not show on the SCADA system.

COVID-19 preparedness planning and protocol were discussed by Finance Director Schmid and Marketing/Customer Relations Director Walsh. Preparedness planning that has been put in place was reviewed for all SPU employees and the public. Discussion centered on the transition to remote working for office staff. This was accomplished with no disruption for SPU customers.

Item 11a: Financial Results – February 2020 was received under Consent Business.

Vice President Amundson presented the SPU Governance Handbook for Commission review. Commissioners were asked to sign an acknowledgment page within the document.

Vice President Amundson presented an overview of Commission Meeting Protocol and Procedure.

Mr. Adams announced the 2020 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. Adams called for nominations for the office of President of the Shakopee Public Utilities Commission.

Motion by Brennan, seconded by Mocol to nominate Vice President Amundson for the office of President of the Shakopee Public Utilities Commission. There were no further nominations.

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

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

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

Motion by Brennan, seconded by Meyer to nominate Commissioner Mocol for the office of Vice President of the Shakopee Public Utilities Commission. There were no other nominations.

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

Mr. Adams acknowledged the vote and Commissioner Mocol was elected unanimously to the office of Vice President of the Shakopee Public Utilities Commission.

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

Motion by Meyer, seconded by Amundson to nominate Utilities Manager Crooks for the office of Secretary to the Shakopee Public Utilities Commission. There were no further nominations.

Mr. Adams moved to close the nominations and move to Commission voice 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 Amundson then set to make the appointment for the Representative to the Minnesota Municipal Power Agency (MMPA) for the Shakopee Public Utilities Commission. Utilities Manager Crooks was re-appointed as Representative to MMPA for the Shakopee Public Utilities Commission.

President Amundson then set to make the appointment for the Alternate Representative to MMPA for the Shakopee Public Utilities Commission. Commissioner Amundson was re-appointed as Alternate Representative to MMPA for the Shakopee Public Utilities Commission.

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

Item 11g: Tom Bovitz Memorial Scholarship was received under Consent Business.

The tentative commission meeting dates of April 20 and May 4 were noted.

Motion by Meyer, seconded by Mocol to adjourn to the April 20, 2020 meeting. Motion carried.

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

## SHAKOPEE PUBLIC UTILITIES COMMISSION

## WARRANT LISTING

April 20, 2020

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

55344	American Messaging	1,547.39
55345	Alternative Technologies Inc.	620.00
55346	Arrow Ace Hardware	12.84
55347	Astleford International & Isuzu	1,049.36
55348	Randi Berens	100.00
55349	Robert Berndtson	207.58
55350	Bill Bigot	700.00
55351	Donald Bittner	50.00
55352	Thomas Black	100.00
55353	Border States Electric Supply	2,636.17
55354	Tara Breeggemann	100.00
55355	Steven Bronken	200.00
55356	Albert & Gina Byers	500.00
55357	Centerpoint Energy	1,298.91
55358	Choice Electric Inc.	160.50
55359	City of Shakopee	757.00
55360	Comcast	2.25
55361	Core & Main LP	16,370.50
55362	Roger & Joanne Cox	500.00
55363	Customer Contact Services	160.28
55364	Dahlen Sign Company	270.59
55365	DSI/LSI	239.88
55366	Earl F Andersen, Inc.	605.00
55367	Andrew Edstrom	350.00
55368	Energy Insight Inc.	2,935.75
55369	Eugene Engrav	300.00
55370	Ferrellgas	12.89
55371	Jayson Gallus	100.00
55372	Randall Gregor	400.00
55373	Shane Haack	100.00
55374	Hawkins Inc.	4,871.70
55375	Impact Mailing of Minnesota, Inc.	11,962.59
55376	Innovative Office Solutions LLC	718.70
55377	Irby-Stuart C Irby Co.	2,461.54
55378	Stuart C Irby Co.	745.35
55379	John Henry Foster Minnesota Inc.	1,631.77
55380	Jackson Township	10.00
55381	Jeff Jensen	400.00
55382	Joby John	100.00
55383	Erik Johnson	200.00
55384	Tammy Lalim	50.00
55385	League of Minn Cities Ins. Trust	58.02
55386	Loffler	1,239.63
55387	Rajesh Manem	100.00
55388	Ron Marschall	100.00
55389	Dianne & Fred Matos	50.00
55390	Shawn McCartney	200.00
55391	Alice Menden	400.00
55392	Judith Menden	300.00
55393	David Mengis	300.00
55394	Midwest Safety Counselors, Inc.	54.77
55395	Minn Valley Testing Labs Inc.	184.00
55396	MMPA c/o Avant Energy	2,417,285.33
55397	MMUA	15,670.00
55398	Minnesota UI	158.23
55399	MN Dept. of Revenue	189,645.00
55400	MN Dept. of Natural Resources	180.00
55401	MRA - The Management Association	75.00
55402	Dion Muchow	19.96
55403	Gerry Neville	117.87
55404	Cindy Nickolay	221.95
55405	Thomas Nielsen	350.00
55406	Northern States Power Co.	3,970.03

SHAKOPEE PUBLIC UTILITIES COMMISSION

WARRANT LISTING

April 20, 2020

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

55407	Oracle America Inc.	8,724.22
55408	Lorri & Scott Oxley	500.00
55409	Ruth Pass	400.00
55410	Jeff & Lynn Patterson	50.00
55411	Reserve Account	2,000.00
55412	Bryan Rouse	100.00
55413	R.W. Beck Group, Inc.	3,660.00
55414	SCSI	2,499.00
55415	Courtney & Brian Sannes	400.00
55416	Heather Saros	200.00
55417	Janice Schlefsky	100.00
55418	Manu Sethi	50.00
55419	Short Elliott Hendrickson Inc.	5,424.40
55420	Southwest News Media	653.36
55421	Peter & Jeannette Stemmer	350.00
55422	Techline, Inc.	763.50
55423	Gregory Triplett	138.58
55424	Verizon Connect NWF Inc.	581.50
55425	Gary G Waller	9.98
55426	WESCO Receivables Corp.	18,835.90
55427	Thomas Zager	500.00

TOTAL

2,732,138.77

\_\_\_\_\_  
Commission Secretary


\_\_\_\_\_  
Commission President

*Renee Schmid*

\_\_\_\_\_  
Director of Finance & Administration



**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

TO: John Crooks, Utilities Manager 

FROM: Joseph D. Adams, Planning & Engineering Director

SUBJECT: Easement Vacation Request

DATE: April 16, 2020

#### ISSUE

Staff has received an easement vacation request for a water main installed by Valley Green Business Park in the Valley Park 5<sup>th</sup> Addition.

#### BACKGROUND

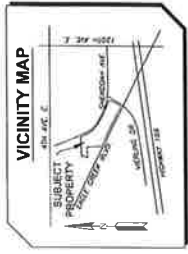
The 12-inch water main installed by Valley Green Business Park within the Valley Park 5<sup>th</sup> Addition plat was originally located within an easement that was expected to be same alignment of a future public street extension of 12<sup>th</sup> Avenue.

#### DISCUSSION

With the re-plat of the surrounding area and construction of the public roadway west of Veiling Drive known as Shenandoah Drive, portions of the existing water main were relocated/replaced into the new public right of way and there is no longer a need for the original easement.

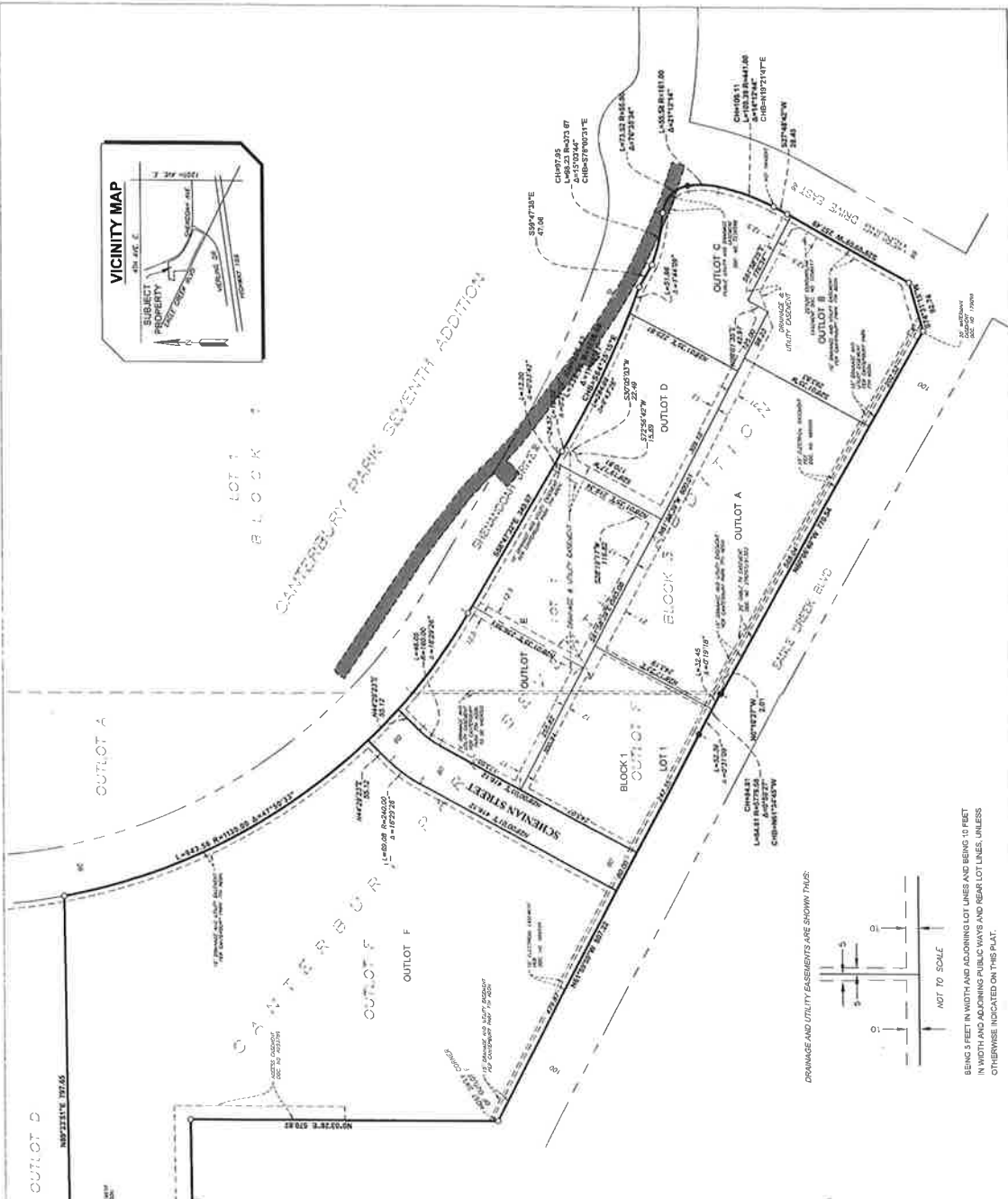
#### REQUESTED ACTION

Staff requests the Commission adopt the attached resolution vacating the easement.



LOT 1  
BLOCK 1

CANTERBURY PARK SEVENTH ADDITION



**PRELIMINARY PLAT OF  
CANTERBURY PARK NINTH ADDITION**

LEGAL DESCRIPTION OF PROPERTY TO BE PLATTED  
 Lot 1, Block 1, CANTERBURY PARK SEVENTH ADDITION, Scott County, Minnesota  
 OUTLOT F, CANTERBURY PARK SEVENTH ADDITION, Scott County, Minnesota

PRESENT ADDRESSES  
 THE SUBJECT PROPERTY ADDRESS:  
 CANTERBURY PARK SEVENTH ADDITION, SCOTT COUNTY, MINNESOTA  
 PROPERTY ID - 247760005 & 274760000

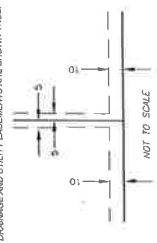
TAXPAYER / PROPERTY OWNER  
 CANTERBURY DEVELOPMENT LLC  
 1500 PIONEER CREEK  
 CENTER, MAPLE PLAIN, MN  
 MN LICENSE NUMBER 4355  
 SHAWCREE, AN 85379RD INC.

LAND SURVEYOR  
 MARY JO HANSEN  
 1500 PIONEER CREEK  
 CENTER, MAPLE PLAIN, MN  
 MN LICENSE NUMBER 4355

DATE OF PRELIMINARY PLAT  
 MARCH 4, 2020

PLATTED AREAS  
 CROSSLAND AREA TO BE PLATTED = 1,180,200 OR 27,200 ACRES  
 OUTLOT A = 152,677 S.F. OR 3,492 ACRES ±  
 OUTLOT B = 79,987 S.F. OR 1,829 ACRES ±  
 OUTLOT C = 63,003 S.F. OR 1,445 ACRES ±  
 OUTLOT D = 67,268 S.F. OR 1,547 ACRES ±  
 OUTLOT E = 134,038 S.F. OR 3,077 ACRES ±  
 OUTLOT F = 870,008 S.F. OR 19,802 ACRES ±  
 LOT 1, BLOCK 1 = 72,886 S.F. OR 1.676 ACRES ±  
 DEDICATED RIGHT-OF-WAY = 42,266 S.F. OR 0.970 ACRES ±

LEGEND  
 ● BOUNDARY LINE (CONTRACTED) PLAT  
 ○ BOUNDARY LINE (CONTRACTED) PLAT WITH PLAT OF ADJACENT PLAT NO. 0281  
 ○ UNLESS OTHERWISE INDICATED



DRAINAGE AND UTILITY EASEMENTS ARE SHOWN THIS WAY.  
 BEING 5 FEET IN WIDTH AND ADJOINING LOT LINES AND BEING 10 FEET IN WIDTH AND ADJOINING PUBLIC WAYS AND REAR LOT LINES, UNLESS OTHERWISE INDICATED ON THIS PLAT.

Receipt # 549662

T239598

EAS \$46 00  
T \$20 00  
MemAdCrt

Cert # 39361 63452



Return to  
FIRST AMERICAN TITLE  
INSURANCE CO  
801 NICOLLET MALL  
SUITE 1900  
MINNEAPOLIS MN 55402

Certified Filed and/or recorded on  
5/17/2016 11 52 AM

Office of the Registrar of Titles  
Scott County, Minnesota  
James L. Hentges Registrar of Titles

**PUBLIC UTILITY AND DRAINAGE EASEMENT**

*13th* THIS PUBLIC UTILITY AND DRAINAGE EASEMENT ("Easement"), is made this day of May, 2016, by and between CANTERBURY PARK HOLDING CORPORATION, a Minnesota corporation (the "Grantor"), in favor and for the benefit of the SHAKOPEE PUBLIC UTILITIES COMMISSION, a municipal utility commission organized under Minnesota law (the "Grantee")

WHEREAS, Grantor is the owner of that certain real property in Scott County, Minnesota legally described on Exhibit A attached hereto (the "Burdened Property")

WHEREAS, the Grantee has requested from Grantor, and Grantor is granting to Grantee, a permanent, non-exclusive easement for public utility and drainage purposes, over, under and across that portion of the Burdened Property legally described on Exhibit B and graphically depicted on Exhibit C ("Easement Area") attached hereto

NOW, THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by Grantee, it is agreed as follows

1 Easements Granted Grantor does hereby grant, bargain, sell and convey to Grantee a permanent, non-exclusive easement for public utility and drainage purposes over, under and across the Easement Area along with the right to enter upon and travel across the Easement Area for the purposes of constructing, reconstructing, operating, maintaining and/or repairing such improvements as are necessary to use the Easement Area for the purpose contemplated herein ("Work")

2 Condition of the Property The Grantee shall, after any Work, return the surface of the Easement Area, exclusive of the improvements constructed in accordance herewith, to its original condition to the extent reasonably possible, including backfilling, grading, leveling, seeding or sodding, as appropriate

3 Governmental Regulation The Grantee shall be solely responsible for complying with all statutes, codes, regulations, rules and ordinances of any governmental entity having any jurisdiction or control over the Easement Area for the purposes set forth herein and the public utility and drainage system to be constructed in the Easement Area

4 Maintenance of System The Grantee shall be solely responsible for the maintenance

*8*

RETURN TO  
First American Title Insurance Co  
801 Nicollet Mall, Suite 1900  
Minneapolis, MN 55402  
NCS 744582 MPLS HT

of the public utility and drainage system constructed within the Easement Area

5 Liability Grantor shall have no liability for any aspect of the Work of the public utility and drainage system, the appurtenant structures or compliance with the statutes, codes, rules, regulations or ordinances of the federal, state, county, township or municipal governments, their agencies and regulatory bodies. The Grantee shall be solely responsible for all aspects of the Work of the public utility and drainage system, and the continual operation of the public utility and drainage system during the term of this agreement.

6 Duration The Easement granted herein shall be perpetual, and shall be binding upon the Burdened Property and shall run with the land.

7 Governing Law This Easement shall be governed by and interpreted under the laws of the State of Minnesota. In the event one party fails to perform as required by this Easement, the non-defaulting party may pursue any remedy provided by law or in equity. The prevailing party in any litigation shall pay all attorney's fees and costs of litigation, including expert witness fees of the other party. If any part or term of this Easement shall be found to be unenforceable, that shall not affect the enforceability of the remaining terms of the Easement.

8 Complete Document, Amendment This document sets forth the entire agreement and understanding between the parties and there are no oral agreements, understandings or assumptions which have not been made part of this Easement. Any future changes or amendments to this Easement shall be in writing and signed by the respective parties before such changes or amendments will be enforceable.

9 Successors This Easement is for the benefit of the Grantee and shall be binding upon Grantor and Grantor's successors and/or assigns in ownership of the Burdened Property, and all covenants, easements and agreements herein contained shall run with, and be appurtenant to, the land.

10 Covenant Grantor does hereby covenant with Grantee that it is lawfully seized and possessed of the Burdened Property, that it has a good and lawful right to convey the same, that the Burdened Property is free from all encumbrances, and that it will forever warrant and defend the title thereto against the lawful claims of all persons whomsoever.

11 Counterparts This Easement may be executed in any number of counterparts and when so executed and delivered, shall be deemed to be an original and all of which taken together shall constitute one and the same Easement.

(Signatures on following page)

**IN WITNESS WHEREOF**, the parties hereto have executed this Easement effective as of the date and year first above written

**CANTERBURY PARK HOLDING CORPORATION,**  
a Minnesota corporation

By *Randall D Sampson*  
Randall D Sampson  
President

STATE OF MINNESOTA    )  
                                  ) ss  
COUNTY OF Scott    )

The foregoing instrument was acknowledged before me this 13<sup>th</sup> day of May, 2016, by Randall D Sampson, President of Canterbury Park Holding Corporation, a Minnesota corporation, on behalf of the corporation, Grantor

*Mary Anderson*  
Notary Public



SHAKOPEE PUBLIC UTILITIES COMMISSION

By [Signature]  
Its Utilities Manager

STATE OF MINNESOTA )  
 ) ss  
COUNTY OF Scott )



The foregoing instrument was acknowledged before me this 4 day of May, 2016,  
by John B. Cross the Utilities Manager of the Shakopee Public Utilities Commission, on  
behalf of the Grantee

[Signature]  
Signature of Notary Public

THIS DOCUMENT DRAFTED BY  
Paul W Anderson, Esq  
MESSERLI & KRAMER P A  
100 South Fifth Street, Suite 1400  
Minneapolis, Minnesota 55402  
Phone (612) 672-3600

**EXHIBIT A**

**BURDENED PROPERTY**

Ⓟ

Outlot B, Canterbury Park Sixth Addition, according to the recorded plat thereof on file and of record in the office of the county Recorder and the Registrar of Titles in and for Scott County

27-450004.0

and

Ⓟ

Lot 1, Block 1, Canterbury Park Fifth Addition, according to the recorded plat thereof on file and of record in the office of the county Recorder and the Registrar of Titles in and for Scott County

272450010

## EXHIBIT B

### EASEMENT AREA LEGAL DESCRIPTION

A 25 foot easement over, under and across that part of Lot 1, Block 1, Canterbury Park Fifth Addition and Outlot B, Canterbury Park Sixth Addition according to the recorded plats thereof, Scott County, Minnesota, the centerline of said easement is described as follows

Commencing at the Northeast corner of said Lot 1, Block 1, Canterbury Park Fifth Addition, thence on an assumed bearing of South 13 degrees 07 minutes 15 seconds West along a easterly line of said Lot 1, said line also being the westerly right of way line of Vierling Drive, a distance of 6 75 feet to the point of beginning of the centerline to be described, thence North 71 degrees 52 minutes 03 seconds West, a distance of 70 93 feet, thence North 66 degrees 21 minutes 32 seconds West, a distance of 54 98 feet, thence North 64 degrees 48 minutes 34 seconds West, a distance of 80 36 feet, thence North 60 degrees 57 minutes 57 seconds West, a distance of 51 25 feet, thence North 58 degrees 36 minute 07 seconds West, a distance of 47 03 feet, thence North 56 degrees 19 minutes 52 seconds West, a distance of 88 45 feet to a point hereinafter referred to as Point A, thence North 51 degrees 05 minutes 13 seconds West, a distance of 94 45 feet, thence North 52 degrees 11 minutes 21 seconds West, a distance of 71 37 feet, thence North 50 degrees 36 minutes 13 seconds West, a distance of 41 46 feet, thence North 46 degrees 33 minutes 31 seconds West, a distance of 56 64 feet to a point hereinafter referred to as Point B, thence North 42 degrees 55 minutes 20 seconds West, a distance of 43 35 feet, thence North 46 degrees 36 minutes 55 seconds West, a distance of 36 90 feet, thence North 51 degrees 35 minutes 10 seconds West, a distance of 137 61 feet, thence North 55 degrees 57 minutes 52 seconds West, a distance of 273 89 feet and said centerline there terminating, The side lines are prolonged or shortened to terminate at said westerly right of way line of Vierling Drive

Together with a 30 foot easement over, under and across that part of said Lot 1, Block 1, Canterbury Park Fifth Addition and Outlot B, Canterbury Park Sixth Addition, the centerline of said easement is described as follows

Beginning at aforementioned Point A, thence South 42 degrees 02 minutes 44 seconds West, a distance of 26 28 feet and said centerline there terminating

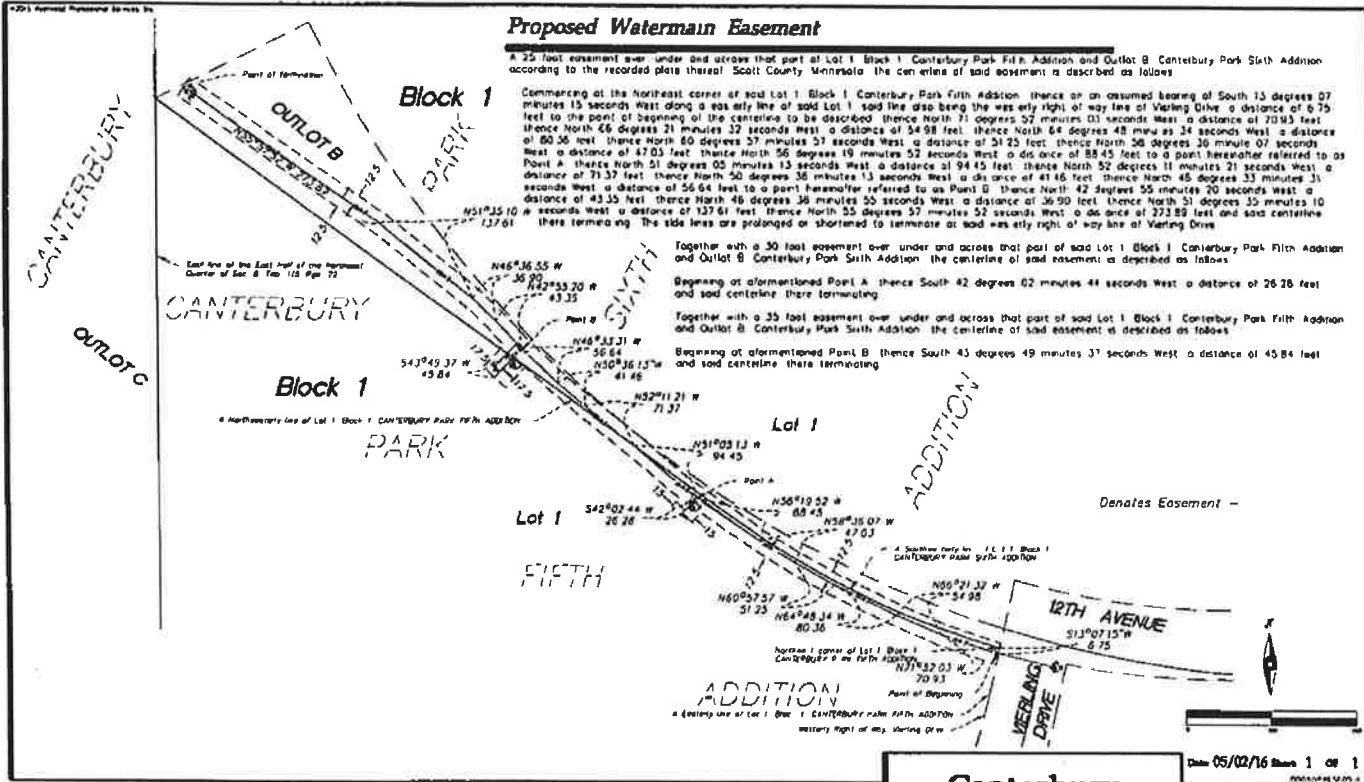
Together with a 35 foot easement over, under and across that part of said Lot 1, Block 1, Canterbury Park Fifth Addition and Outlot B, Canterbury Park Sixth Addition, the centerline of said easement is described as follows

Beginning at aforementioned Point B, thence South 43 degrees 49 minutes 37 seconds West, a distance of 45 84 feet and said centerline there terminating



**EXHIBIT C**  
**EASEMENT AREA DEPICTION**

See attached



Date 05/02/16 Sheet 1 of 1

**Westwood**

Phone (888) 817-4180 1789 Augsburg Drive  
 Fax (888) 817-4180 1789 Augsburg Drive  
 Toll-free (888) 817-4180 westwood.com  
 Westwood Professional Services, Inc.

Contract	
Checked	ETJ
Drawn	ML
Board Director	Initials

Prepared for **Canterbury Park Holding Corporation**  
 100 Canterbury Road South  
 Shakopee, Minnesota, 56079

**Canterbury Park**  
 Shakopee, Minnesota

**Watermain Easement Sketch**

## RESOLUTION #1267

A RESOLUTION FOR VACATION OF PUBLIC UTILITY AND DRAINAGE EASEMENT  
WITHIN A PORTION OF LOT 1, BLOCK 1, AND LOT 1, BLOCK 3, CANTERBURY PARK  
SEVENTH ADDITION, SCOTT COUNTY, MINNESOTA AND SHENANDOAH DRIVE  
RIGHT OF WAY, CITY OF SHAKOPEE, MINNESOTA

WHEREAS, Canterbury Park Entertainment, LLC, a Minnesota Limited Liability Company (CPE) and Canterbury Development, LLC, a Minnesota Limited Liability Company (CD) are the owners of property, described as follows: Lot 1, Block 1 and Lot 1, Block 3, Canterbury Park Seventh Addition, Scott County, Minnesota, (the "Property"), and

WHEREAS, the City of Shakopee (the "City"), manages the public right of way for Shenandoah Drive, (the "Roadway"), and

WHEREAS, There presently exists a Public Utility and Drainage Easement across a portion of the Property and Roadway granted to the Shakopee Public Utilities Commission (SPUC), filed as Document No. T239598 and recorded on May 17, 2016 in the Office of the Registrar of Titles Scott County, Minnesota (the "Existing Easement"), and

WHEREAS, the City, CPE and CD, in partnership as part of the Canterbury Redevelopment Tax Increment Financing District No. 18, have constructed a public water main system within the Roadway, and desires that the Existing Easement be vacated, and

WHEREAS, SPUC no longer requires the easement, and agrees to the vacation of the Existing Easement.

NOW, THEREFORE, SPUC vacates the entire Existing Easement filed as Document No. T239598.

Passed in regular session of the Shakopee Public Utilities Commission, this 20th day of April, 2020.

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

ATTEST:

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

# Monthly Water Dashboard

8d

As of: **March 2020**

**Shakopee Public Utilities Commission**

ALL VALUES IN MILLIONS OF GALLONS

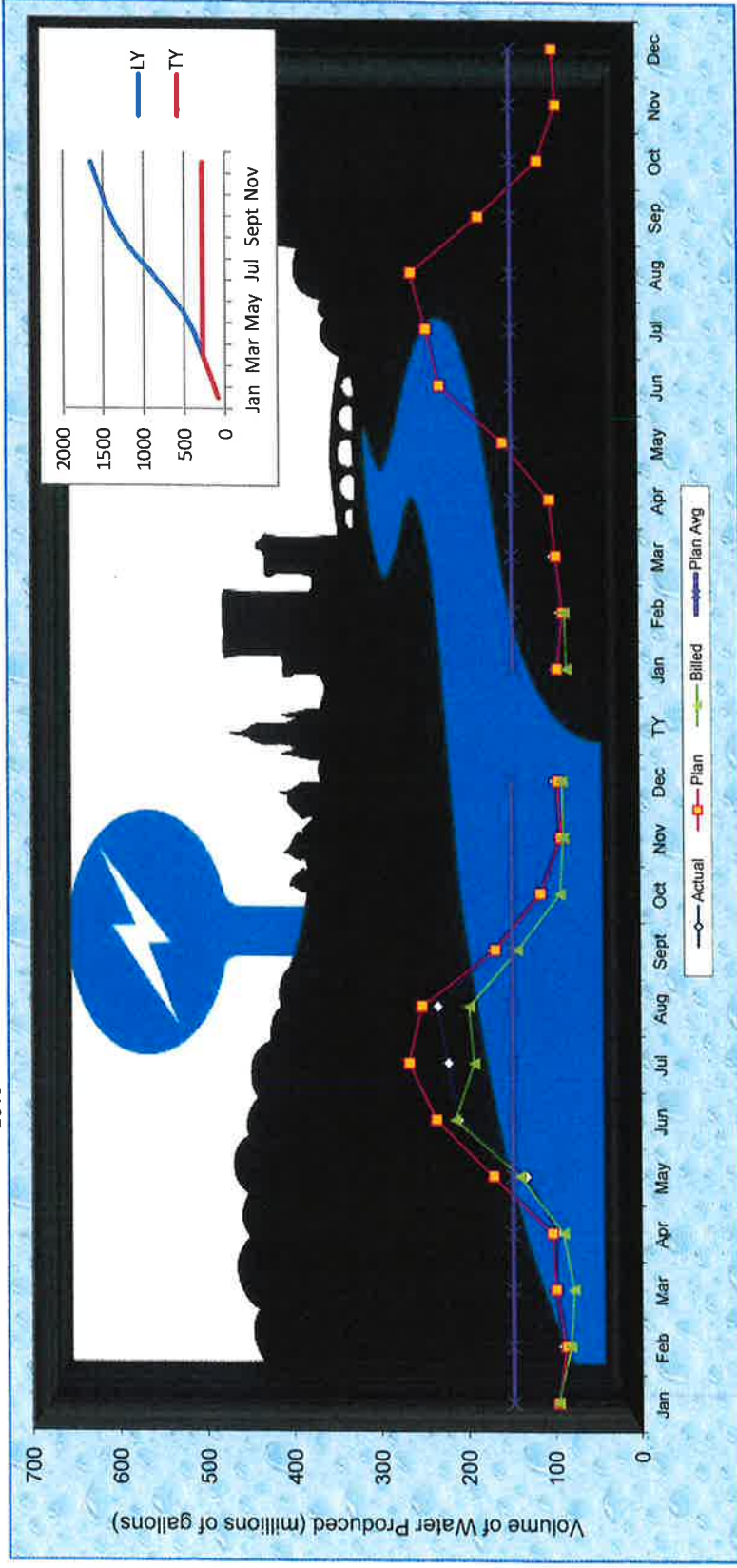
## Element/Measure Water Pumped/Metered

Averages	2017	2018	2019
	147	153	<b>139</b>

Last 6 months actuals	116	93	98	97	91	99
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2019

2020



LY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	TY	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Actual	97	91	100	97	133	210	222	234	171	116	93	98		97	91	90	102	156	229	244	261	183	114	92	96
Plan	96	87	99	03	171	236	267	252	168	115	91	94		94	87	95	102	156	229	244	261	183	114	92	96
YTD % *														103%	104%	104%									
Billed	97	82	78	30	140	214	192	198	142	92	88	89		83	85										

\* Actual gallons pumped vs. Plan

**SHAKOPEE PUBLIC UTILITIES**  
**2020**  
***RELIABILITY AND OUTAGE REPORT***



**SHAKOPEE PUBLIC UTILITIES COMMISSION**  
**2020 ELECTRIC OUTAGE AND RELIABILITY REPORT**

Electric System Reliability is the ability of an electric system to perform its functions under normal and extreme circumstances.

Overall system design, substation and distribution design, fusing schemes, and the many independent system components for the electric distribution system impacts fundamental reliability.

Data on Outages of Shakopee Public Utilities (SPU) Electrical System were acquired throughout the year. The responding SPU line crew, at the end of the electrical outage, completes the outage report. The report information includes the cause of the electrical outage, substation circuit number, number of customers, date, estimated time the outage occurred and the time when the electricity was restored. At the end of the year, the outage data was compiled and is described in the first part of this report. As a procedure, Shakopee Public Utilities Engineering and Operations analyze these statistics to determine areas of concentration for electrical system improvement.

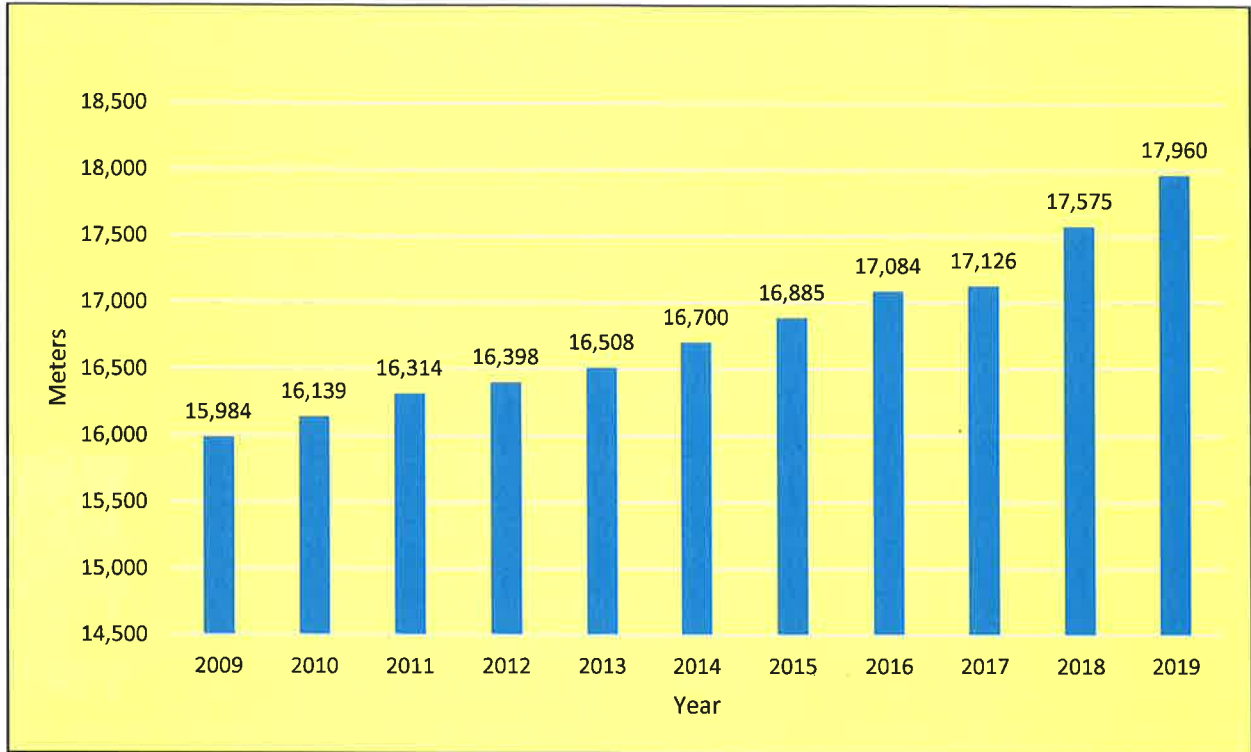
Shakopee Public Utilities Reliability Indices are also derived from this data and are reported in the later part of the report. We are required by Minnesota State Statute 216B.029 to provide this report, annually, to the Utility's Governing Body.

The Shakopee Electric Department provides customer service, constructs and maintains SPU's electric distribution system and the City of Shakopee street light system. SPU electric distribution system consists of approximately 22% overhead and 78% underground facilities. The system has 5 substations with 35 distribution circuits. There are 309 miles of underground lines and 88 miles of overhead lines. The system includes 3,206 power poles, 628 overhead transformers and 2,411 pad mount transformers for the underground areas.

How the Shakopee Public Utilities Planning and Engineering Department designs the electric system and how the Electric Department constructs, operates and maintains it and how the Line Crews respond to the outages; continues to leave a positive impact on the SPU Electrical System Reliability Performance. The reliability statistics are the basis for good decision making. In general, reliability statistics are excellent for self-evaluation and provide a method to assess the performance and dependability of SPU's electric distribution system. They also can be utilized to compare statistics with previous SPU and other Electric Companies Reliability Statistics.

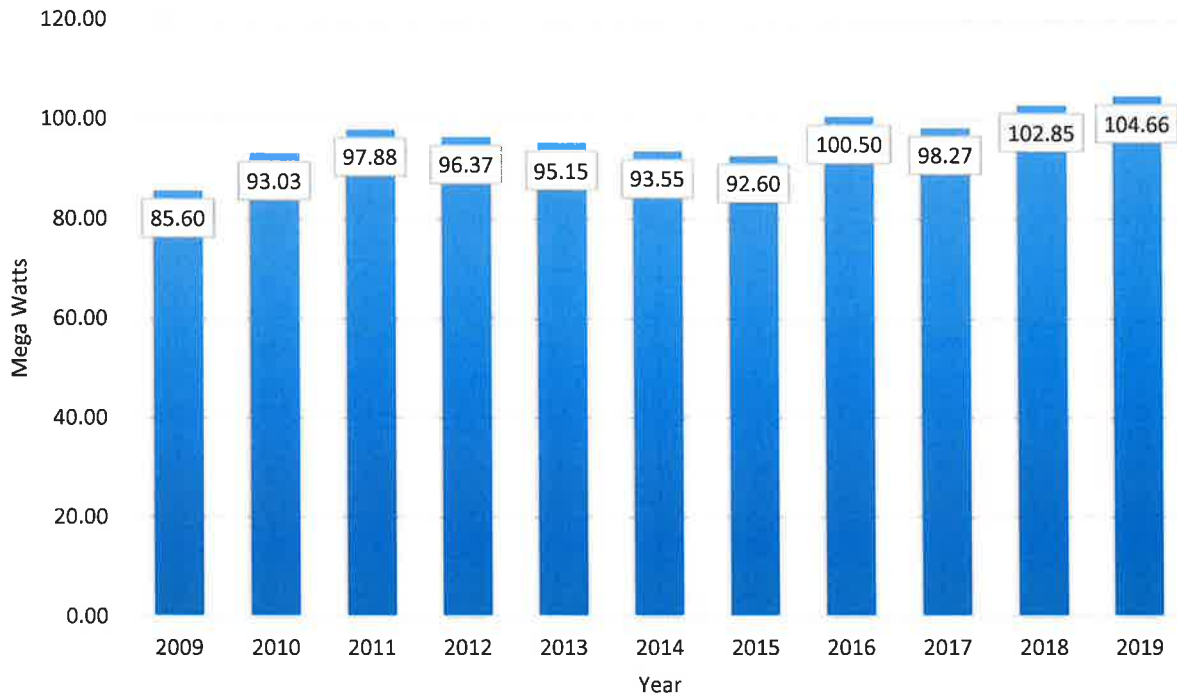
**Shakopee Public Utilities Electric Meters**

Shakopee Utilities 2019 customers number reached **17,960** electric meters. SPU has had continued growth in electric meters as shown in the graph below.



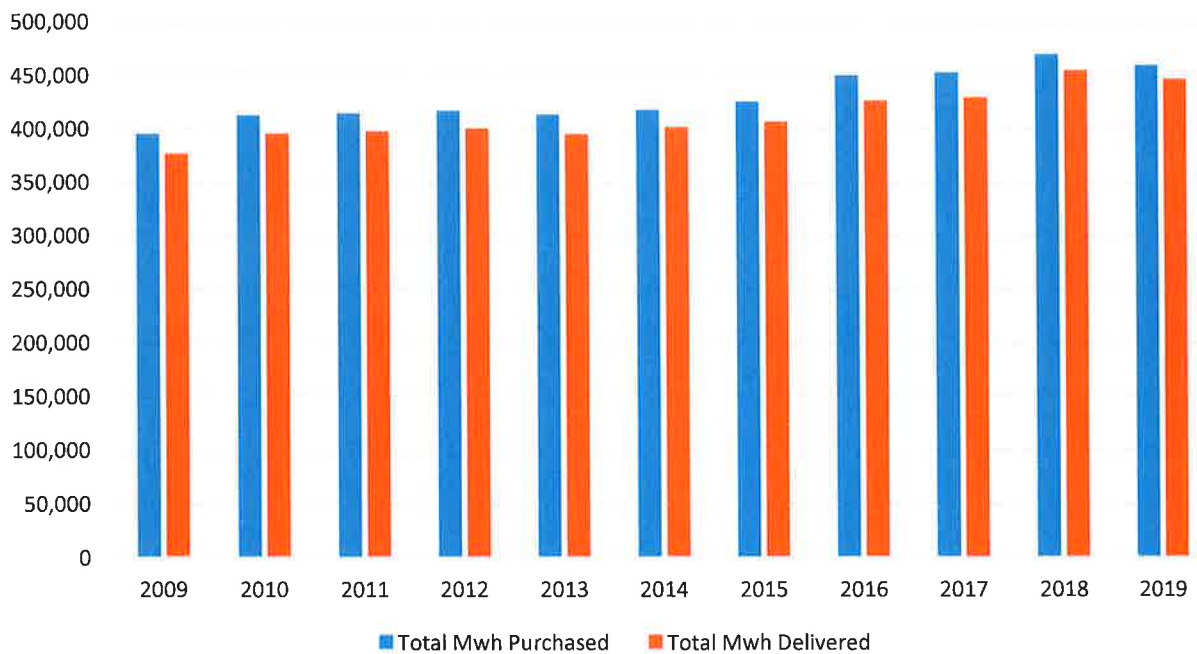
**Coincidental Peak System Demand**

Shakopee Public Utilities 2019 15-Minute Coincidental Peak Electric System Demand was 104.66 Mega Watts.



**Mega Watt Hour Purchased and Delivered**

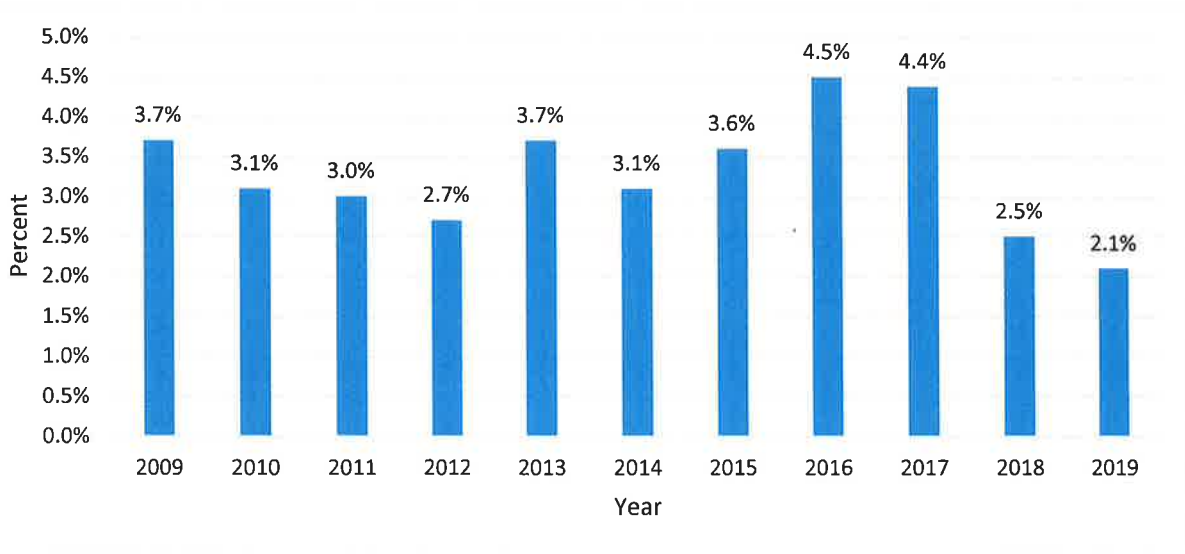
SPU purchased 459,120 MWh and sold 446,158 MWh of electricity during 2019.





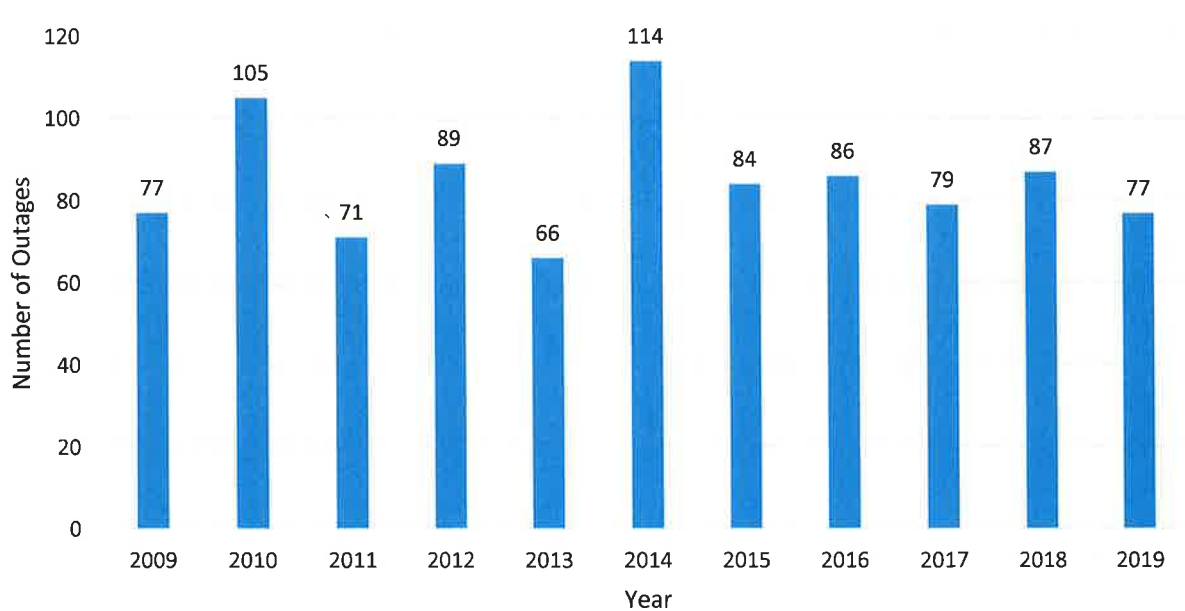
### Unaccounted for KWH (Line Loss)

Line Loss is the difference between the amount of total kilowatt-hours purchased and the total kilowatt-hours delivered. All electric companies have unaccounted loss of kWh associated with the operation of a distribution system. Common reasons for the losses are impedance and reactance in conductors, transformer excitation current, magnetizing inductance, power theft and inaccurate metering. Keeping track of losses reflects the efficiencies of the design and operation of the system. Shakopee Utilities did not account for 10,131,642 kWh of power during 2019. This is a loss of 2.1%, which is down from 2.5% in 2018 of the power purchased.



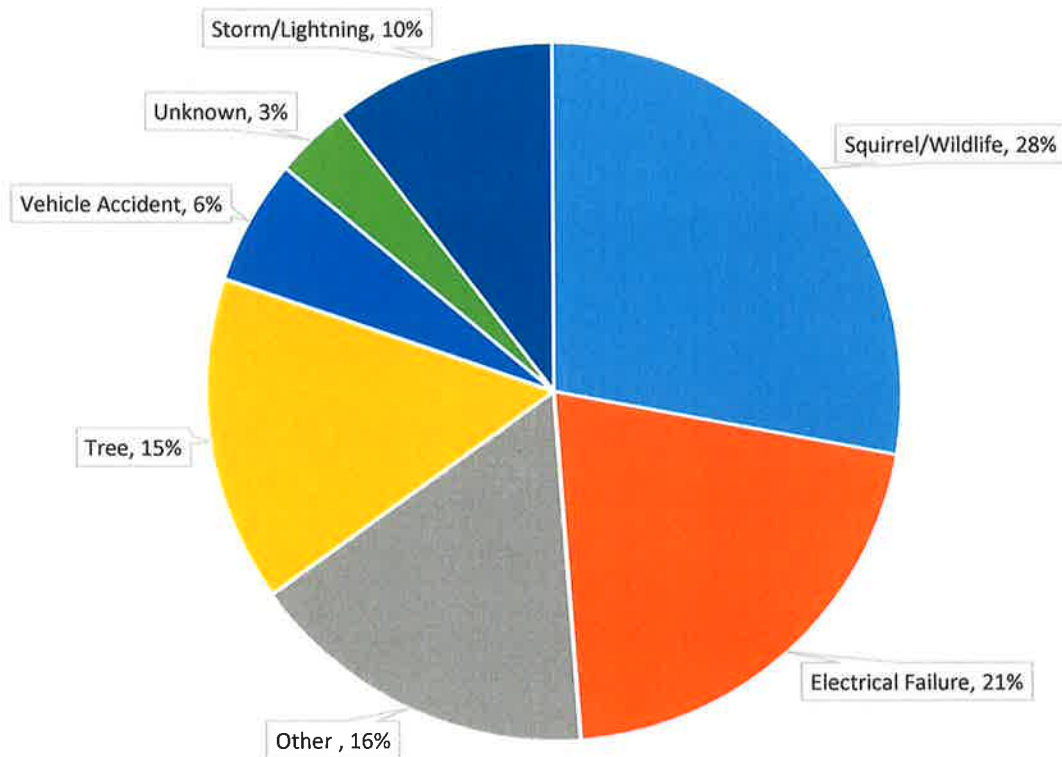
### Outage Response

SPU has recorded outages for over a 25-year period. During 2019, SPU Crews responded to 77 outages on the electric distribution system.



## Outage Causes

The leading cause of power outages on SPU electrical system was due to animals. SPU had twenty-four (24) outages by animals and Eighteen (18) by electrical failure on its electric distributions system. Twenty of the animal outages were caused by squirrels. Fourteen outages are categorized under other which includes: contractor dig-in, worn out equipment, non-utility excavation, relocation, contact with foreign object, equipment damage and failure of greater transmission.



To evaluate the reliability of the electrical system, reliability indices are used. The most commonly used reliability indices are **SAIFI**, **SAIDI**, **CAIDI** and **ASAI**. The definitions of these indices are described below and are consistent with IEEE Std. 1366-2003 “IEEE Guide for Electric Power Distribution Reliability Indices”.

**SAIFI** - System Average Interruption Frequency Index

*The average number of sustained outages that a customer would experience in a year.*

$$\text{SAIFI} = \frac{\text{Total Number of Customer Interruptions (>5 minutes)}}{\text{Total Number of Customers Served}}$$

**SPU 2019 SAIFI 0.16**

**SAIDI** – System Average Interruption Duration Index

*The average amount of time a customer on the utility’s system spent without power during the year.*

$$\text{SAIDI} = \frac{\text{Number of Customer-Minutes Interrupted (>5 minutes)}}{\text{Total Number of Customers Served}}$$

**SPU 2019 SAIDI 9.77 minutes**

**CAIDI** – Customer Average Interruption Duration Index

*The average amount of time a customer can expect to be without power when they lose power.*

$$\text{CAIDI} = \frac{\text{Number of Customer-Minutes Interrupted (>5 minutes)}}{\text{Number of Customers Interrupted (>5 minutes)}}$$

**SPU 2019 CAIDI 60.13 minutes**

**ASAI** – Average Service Availability Index

*Represents the fraction of time that a customer has received power during the year 2019.*

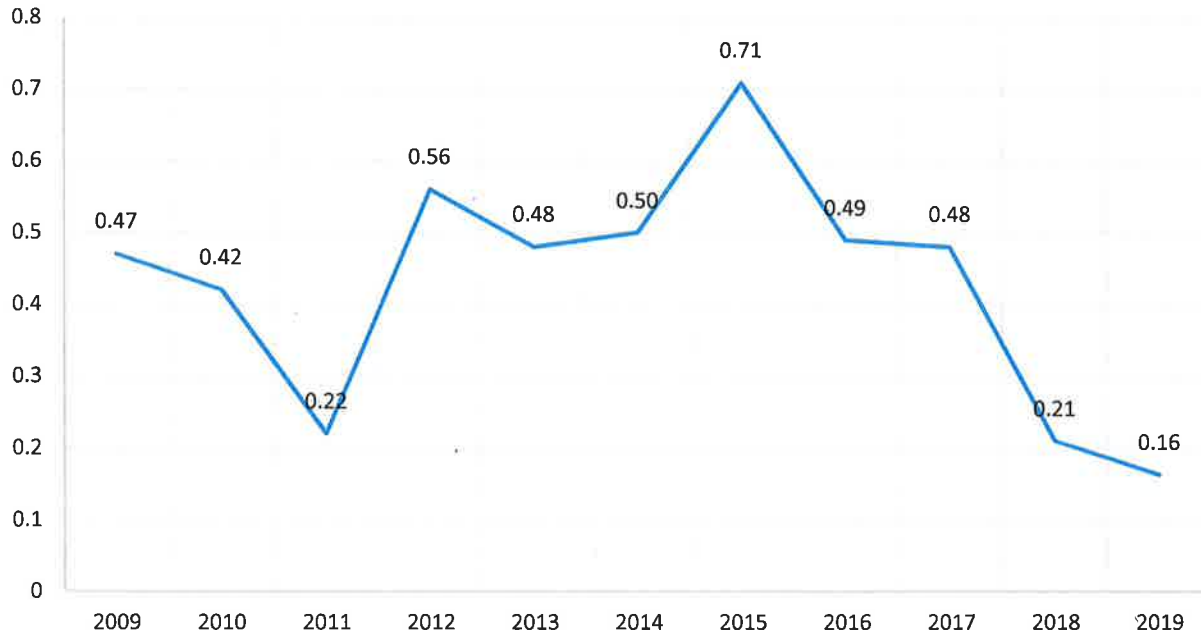
$$\text{ASAI} = \frac{\text{Customer Hours Service Availability}}{\text{Number of Customers X (No. of hours/year)}}$$

**SPU 2019 ASAI 99.998**

## Shakopee Utilities Ten Year Statistics

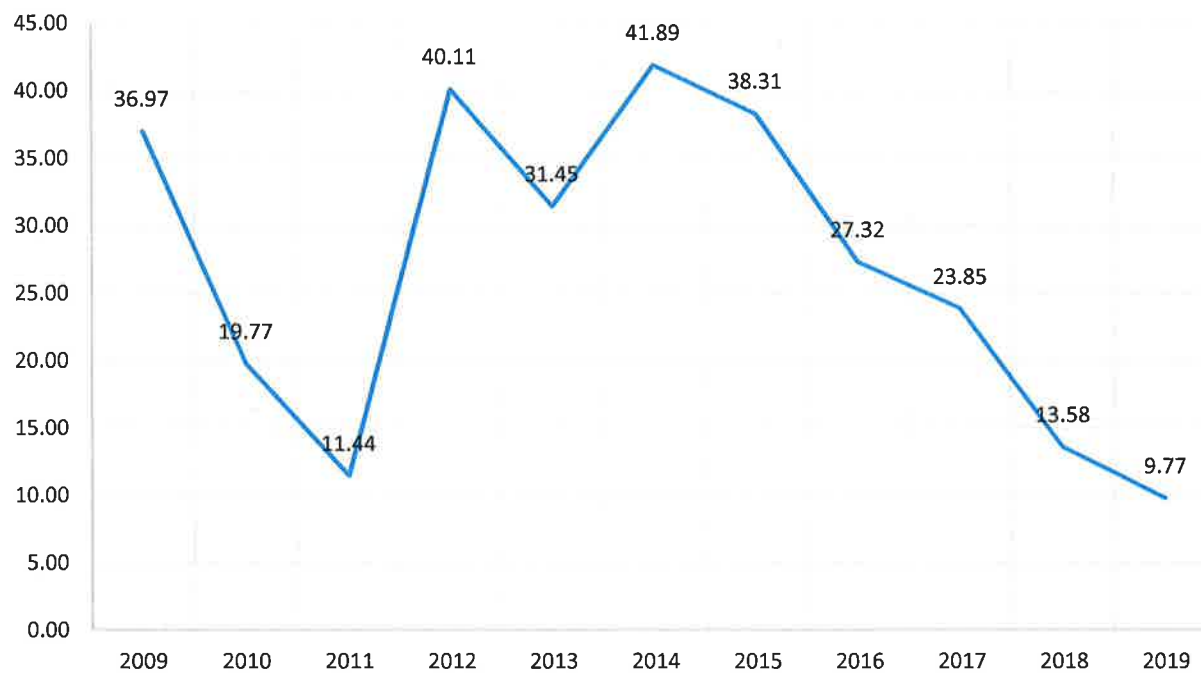
### SAIFI – System Average Interruption Frequency Index

*The average number of sustained outages that a customer would experience in a year.*



### SAIDI – System Average Interruption Duration Index

*The average amount of time a customer on the utility's system spent without power during the year.*



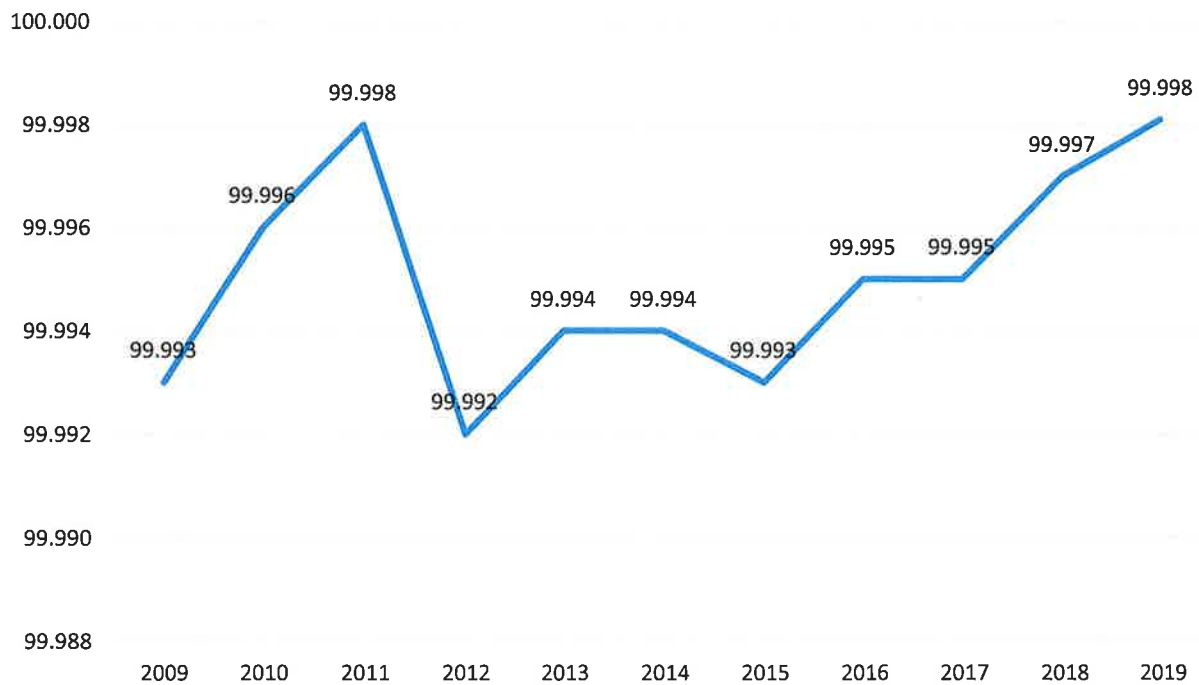
**CAIDI – Customer Average Interruption Duration Index**

*The average amount of time a customer can expect to be without power when they lose power.*



**ASAI – Average Service Availability Index**

*Represents the fraction of time that a customer has received power during the year 2019.*



**Comparison with Xcel Energy**

	<b>SPU 2019</b>	<b>Xcel Metro West 2019 Proposed</b>	<b>Xcel South East 2019 Proposed</b>
<b>SAIFI</b>	0.16	0.82	0.76
<b>SAIDI</b>	9.77	82.08	94.82
<b>CAIDI</b>	60.13	100.37	122.04

(The Resource Publication, MMUA, 2020)

**Comparison with Regional Public Power Utilities and National Average**

Shakopee Public Utilities participated in the American Public Power Association (APPA) 2019 Annual Benchmarking Report of public owned power systems. The results of the survey were published in March 2019. Minnesota is in APPA’s Region 3 with North Dakota, South Dakota, Nebraska, Kansas, Iowa and Missouri.

	<b>SPUC 2019</b>	<b>Region 3 Average 2019</b>	<b>National Average 2019</b>
<b>SAIFI</b>	0.16	0.75	0.94
<b>SAIDI</b>	9.77	73.45	48.59
<b>CAIDI</b>	60.13	99.62	118.34
<b>ASAI</b>	99.998	99.985	99.976



Respectfully Submitted,

Greg Drent

Electric Superintendent

April 14, 2020

SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM

TO: John Crooks, Utilities Manager   
FROM: Joseph D. Adams, Planning & Engineering Director   
SUBJECT: MN DNR License #UWAT012046 - Project 426103 Circuit SS-83  
DATE: April 13, 2020

#### ISSUE

SPU is in need of a license from the MN DNR for a crossing of a wetland with an underground electric feeder line. See attached.

#### BACKGROUND

SPU is constructing a new electric feeder circuit SS-83 originating out of the South Shakopee Substation located in Jackson Township along CR 79. The exit circuit path from the substation travels west cross country and will cross a large wetland sometimes locally known as Pribyl Pond. The circuit will be placed underground until it crosses CR 15 aka Marystown Road where it will rise up onto an existing three phase overhead electric line.

#### DISCUSSION

The method of installation will be directional boring under the wetland, so as not to cause any disturbance. The electric feeder cables will be placed inside conduits under the wetland. The MN DNR regulates utility crossings of wetlands and has approved the plan subject to the conditions in the license. The term of the license will be for a 50-year period and the fee is \$180.00.

#### REQUESTED ACTION

Staff requests the Commission approve the license terms and authorize its execution by the Commission President and Utilities Manager.

 DEPARTMENT OF  
NATURAL RESOURCES

April 6, 2020

Shakopee Public Utilities  
Attn. Joseph Adams  
255 Sarazin Street, PO Box 470  
Shakopee, MN 55379

RE: License #UWAT012046  
SW1/4 NE1/4 in Section 24, Township 115 North, Range 23 West  
Scott County  
Company Project No. 426103

Dear Joseph Adams:

Enclosed are two copies of the above referenced license for execution by your company. The application is not included in this mailing but will be made a part of the license when completed. The license is for a 50 year period commencing on April 1, 2020 at an advance rental of \$180.00 which is payable upon return of this license.

Please have the license document signed in blue ink (i.e., not an electronic signature) by an officer of your company, with the officer's title listed beneath his or her signature. If the license document is signed by a person who is not an officer of the company, please send us a copy of the power of attorney or board resolution which authorized this person to sign the license document on behalf of the company.

When you return the signed license document, please enclosed payment of \$180.00 made payable to the Department of Natural Resources. Payment is for the term of the license.

If you have any questions, please contact me at (651) 259-5843 or email me at [jean.zoch@state.mn.us](mailto:jean.zoch@state.mn.us). Thank you.

Sincerely,



Jean Zoch  
Realty Specialist  
Division of Lands and Minerals

Enclosures

Cc: Corps of Engineers



**LICENSE FOR UTILITY TO CROSS PUBLIC WATERS**

This license is issued by the State of Minnesota, acting by and through its commissioner of natural resources, and hereafter called the "State", under authority and subject to Minnesota Statutes, section 84.415, and Minnesota Rules Chapter 6135 and other applicable law, to the Licensee as named and for the fee and term as specified below.

Name and Address of Licensee: Shakopee Public Utilities  
255 Sarazin Street, PO Box 470  
Shakopee, Minnesota 55379

License Fee: One Hundred Eighty Dollars and no/100, . . . . . (\$180.00)

Term (years): 50

Effective Date: April 1, 2020

Expiration Date: March 31, 2070

Purpose of License: Construction, maintenance and operation of an electronic distribution line under water under the covenants and agreements of the Licensee to use the following described waters:

That part of the SW1/4 NE1/4 in Section 24, Township 115 North, Range 23 West in Scott County as shown on the attached application and map, all of which are made a part hereof by reference.

This license is granted subject to the following provisions:

**1. Use of premises.**

- A. This license is subject to the provisions of Minnesota Statutes, section 84.415 and Minnesota Rules Chapter 6135. All standards of Chapter 6135 are incorporated as terms and conditions of this license, except such variations as are identified and approved by the State in the license applications, plans and specifications which are attached and made part of the terms and conditions of this license. The Licensee is bound by the crossing location and installation method as detailed in the application and approved by the State. The Licensee shall not deviate from the terms and conditions of this license or the application as approved by the State unless it has first obtained written permission from the State.
- B. When the installation occurs more than six months after the issuance of the license, the Licensee shall contact the State 20 days prior to installation.
- C. No merchantable timber shall be cut, used, removed or destroyed without first paying the State the timber value in the sum stated above as determined by the State. Slash material on state water crossings must be disposed of within 30 days of clearing activities.
- D. For overhead crossings of state waters, lines shall have a minimum clearance of 25 feet above the water, unless otherwise approved by the State.
- E. When directed by the State as a condition of the license, flight diverters shall be placed on overhead utility lines.
- F. Any cable or conduit located at a shoreline shall be sufficiently buried so that it does not become exposed.
- G. When directed by the State as a condition of the license, underwater crossings shall be marked by permanent signs on the banks at the points where the line enters and leaves the public waters.
- H. To protect fish spawning activities, the State may prohibit work in the public water or within a specified distance of the public water during the spawning season.

- 2. **State's rights and reservations.** The use of these waters by the Licensee in constructing or maintaining the lines for which this license is granted shall be subject to the use, sale, or leasing for mineral or other legal purposes. The Licensee will not cause any unnecessary hindrance to the activities of the State and shall allow access across the license area by the State when needed.

**3. Erosion and Revegetation.**

- A. Erosion control measures shall be adequately designed for site characteristics. They shall be installed prior to commencement of construction and maintained for as long as needed. All erosion control measures installed next to a water body shall run parallel to the contours.
- B. All disturbed areas shall be restored to original contours and elevations and stabilized as soon as possible following construction. Areas of subsidence and crowing shall be repaired. Topsoil shall be reserved on site and used to re-dress disturbed areas.
- C. All disturbed areas shall be revegetated using state approved seed mixes. All seed and plant materials shall be certified weed-free. Weed-free straw or hay shall be used for mulching and erosion control. Native species plants should be used, whenever possible, to revegetate disturbed areas. This revegetation should occur as early in the season as possible to permit adequate regrowth.
- D. The Licensee shall monitor revegetation at state water crossings until the site is stabilized and the vegetation is self-sustaining. Where severe or repeated damage is occurring or where measures have not been successful, preventative and corrective actions shall be taken by the Licensee, including construction of appropriate barriers, installation of warning signs, and other methods in consultation with the State.
- E. The Licensee shall routinely inspect for erosion that may develop during the term of the license. Areas of erosion shall be stabilized by the Licensee.
- F. If a disturbed area cannot be stabilized with vegetation before September 15 in the year that the utility was installed, the Licensee shall submit a written site stabilization plan to the State for approval. This plan shall describe erosion control, mulching, dormant seeding and monitoring. Seeding shall occur as soon as soil conditions are suitable.
- G. Excavated materials shall not be deposited or stored alongside public water in a manner where the materials can be redeposited into the public water by reasonably expected high water or storm run-off.

**4. Herbicides and Pesticides.**

- A. The Licensee must request and obtain written permission to apply herbicides or pesticides to state waters from the State prior to treatment. This request shall consist of (1) a map identifying proposed treatment areas and (2) a description of the proposed treatment plan, including target species, herbicide or pesticide name, rate of application, a description of application method, and beginning and end dates. All applications must be according to label regulations and as otherwise specified by the State. The Licensee shall not apply pesticides that are restricted for use on certified state forest land administered by the State.
- B. The Licensee must submit annual reports detailing herbicide or pesticide application on areas covered under the license. The report must include the dates, acres, location expressed as quarter-quarter section, township and range, herbicide or pesticide used, target species, and such other information as may be reasonably required by the State for the purpose of verifying herbicide or pesticide use.
- C. The Licensee shall post all places commonly used by the public for access along the utility corridors treated with herbicides or pesticides.

**5. Invasive Species.**

- A. The Licensee shall inspect all state water crossings for the presence of invasive species and noxious weeds prior to commencing clearing activities and take action to prevent their spread. For installation of the utility line, the State will identify on a map the known infested sites to be avoided. For maintenance and operation, the Licensee is responsible for obtaining updated information on known infested sites.
- B. If the State or the Licensee discover additional invasive species infestation areas on state water crossings during construction, the Licensee shall immediately take action to prevent spread from the newly discovered infested area and then consult with the State on a resolution.
- C. The Licensee shall prevent invasive species from entering into or spreading within state water crossing by cleaning equipment and clothing prior to arriving at the license area. The Licensee shall legally dispose of material cleaned from equipment and clothing at a location offsite and the materials must be secured prior to transport to avoid dispersal.
- D. Whenever possible, parking, staging areas and travel routes shall not be within known infested sites. Where there are multiple state water crossings and at least one contains invasive species, the Licensee shall to the extent practicable start work at the site with the fewest number of invasive plants, leaving the most heavily infested sites to last. The Licensee shall make every effort to schedule operations and site visits to avoid the spread of weed seed.

- E. The Licensee shall continue to control invasive species on state water crossings for the terms of the license using methods approved by the State.
6. **Crossing of State Trail.**
- A. The location of any crossing of a state trail must be approved in advance by the State. The State may provide written instructions as to specific construction standards to be followed for the crossing of the state trail.
  - B. Utility installation and maintenance activities shall be conducted in a manner so as to minimize disturbance of state trail use and to separate the public from work areas. The Licensee must provide signs to warn state trail users of construction hazards.
  - C. The Licensee is responsible for repairing any damage to the state trail in a manner satisfactory to the State.
  - D. For maintenance and operations, prior approval must be obtained from the State for the cutting or trimming of trees within the state trail right-of-way.
  - E. The Licensee may not close the state trail right-of-way without the prior written approval of the State.
7. **Maintenance, operations and repairs.**
- A. The Licensee must keep the premises in a neat and orderly condition, and shall remove all refuse and debris that may accumulate thereon.
  - B. After initial installation, no merchantable timber shall be cut, used, removed or destroyed by the Licensee without first contacting the State at least 60 days in advance to determine if a timber payment is needed. Slash material on state water crossings must be disposed of within 30 days of maintenance activities.
  - C. Emergency repairs and replacements may be made without prior notification to the State by the Licensee according to conditions and standards prescribed by Minnesota Rules, Chapter 6135 and the method of installation identified in this license. The Licensee shall notify the State of this activity as soon as practicable.
  - D. The Licensee shall employ appropriate erosion and sedimentation measures at the site during any emergency repairs. The State must approve plans for restoration of the site after the emergency repairs are conducted.
  - E. Other than the herbicide or pesticide application reporting as provided in paragraph 4, the Licensee shall notify the State of the extent and method of any routine maintenance and the proposed schedule. The notification must be in writing and must be provided either annually or at least 20 days prior to commencing any routine maintenance work on state water crossings subject to this license, The Licensee shall include a specific description of the proposed maintenance activities including location, clearing methods, erosion and sedimentation control measures, removal of merchantable timber, revegetation plans, and plans for preventing the spread of invasive species. The Licensee may commence any routine maintenance work unless notified to the contrary by the State within 20 days after the State's receipt of the maintenance plan. The State may require the Licensee to adjust its maintenance plans due to natural resource management concerns.
8. **State inspection.** The project hereunder shall at all times during and after construction is subject to inspection by the State and for that purpose the Licensee shall grant access to the premises at all reasonable times.
9. **Compliance with laws.** The Licensee shall comply with all federal, state and local laws and regulations, including municipal ordinances, affecting said lands or the area in which they are situated.
10. **Taxes and assessments.** The Licensee will pay when due all taxes and assessments levied against said waters or any improvements owned, used, or controlled by the Licensee, provided that the taxes or assessments are imposed due to this license.
11. **Enforcement.** No delay by the State in enforcing any of the conditions of this license shall operate as a waiver of any of its rights.
12. **Liability.** This license is permissive only. No liability shall be imposed upon or incurred by the State of Minnesota or any of its officers, agents, or employees, officially or personally, on account of the granting of the license or on account of any damage to any person or property resulting from any act or omission of the Licensee or any of its agents, employees, or contractors relating to any license matter. This license shall not be construed as estopping or limiting any legal claims or right of action of any person against the Licensee, its agents, employees, or contractors for any damage or injury resulting from any such act or omission, or as estopping or limiting any legal claim or right of action of the State against the Licensee, its agents, employees, or contractors, for violation of or failure to comply with the provisions of the license or applicable provisions of law. The Licensee shall indemnify and hold harmless

the State from all claims arising out of the Licensee's use of the above described lands whether such claims are asserted by civil action or otherwise.

**13. Termination and cancellation.**

- A. At the end of the license period and if both parties wish to renew, the renewal fee will be determined by the State.
- B. This license shall be cancelable upon reasonable notice by the State for violation of any of its terms, or if at any time its continuance will conflict with a public use of the land over or upon which it is granted, or for any other reason. Licensee shall ensure that Licensee's employees, agents and contractors have received and thoroughly understand all conditions of this license.
- C. Unless otherwise authorized by the State, upon the surrender, expiration or cancellation of this license, the Licensee shall remove from the above described lands all the utility lines and related structures owned by it. If Licensee does not remove such lines or related structures, all such lines or structures remaining shall become the property of the State, to be used or disposed of as the State elects. If the State requires the Licensee to remove utility lines and related structures and Licensee fails to do so, the Licensee agrees to pay the State for the costs of removing and disposing of such lines or structures.

**14. Assignment or transfer.** The Licensee shall not without the State's prior written consent: a) assign, convey or otherwise transfer this license or any interest under it; b) sublet the license corridor or any part thereof; or c) permit the use or occupancy of the license corridor or any part thereof by anyone other than the Licensee. This license shall extend to, and bind the successors, heirs, legal representatives and assigns of the Licensee, if any. The State may require a party who has requested to sublet, use or occupy the license corridor to obtain a separate license from the State prior to occupying or using the license corridor.

**15. Reports.** The Licensee must submit reports on herbicide and pesticide use as provided in paragraph 4 and maintenance and repair work as provided in paragraph 7.

**16. Contacts.** The contact for the State is the Regional Lands and Minerals Operations Supervisor, who is Joey Rokala at (218) 328-8923. Any questions about this license shall be directed to the Regional Lands and Minerals Operations Supervisor. The Regional Lands and Minerals Operations Supervisor may direct the Licensee to contact additional State staff for reviews and approvals.

**17. Special provisions.** This license is subject to the SPECIAL PROVISIONS attached hereto (if none, state none). None

ACCEPTED AND ACKNOWLEDGED

STATE OF MINNESOTA  
DEPARTMENT OF NATURAL RESOURCES

SHAKOPEE PUBLIC UTILITIES  
Licensee(s)

By \_\_\_\_\_

Title \_\_\_\_\_

By \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_

Regional Lands and Minerals Operations Supervisor

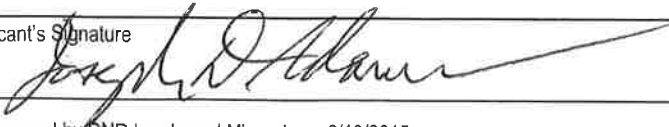
Date \_\_\_\_\_

License # \_\_\_\_\_


For internal use only

	<p><b>Minnesota Department of Natural Resources</b>  <b>Application for</b>  <b>License to Cross Public Lands and Waters</b>          (Submit 1 copy of the application and attachments)</p>	
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The Applicant, pursuant to Minnesota Statutes, section 84.415 and Minnesota Rules, Chapter 6135, applies for a license to cross PUBLIC LANDS or WATERS described below, in accordance with all maps, plans, specifications and other supporting data submitted with this application and made a part hereof.

<input checked="" type="radio"/> Send completed license to Applicant (listed below)		<input type="radio"/> Send completed license to Applicant's Agent (listed below)	
Applicant's Name (as it will appear on official license): <b>Shakopee Public Utilities</b>		Agent's Company:	
Applicant's Mailing Address: Street <b>255 Sarazin St., PO Box 470</b> City and State <b>Shakopee, MN</b> Zip Code <b>55379</b>		Agent's Mailing Address: Street _____ City and State _____ Zip Code _____	
Applicant's Contact Person: <b>Joseph Adams, Planning &amp; Engineering</b>		Agent's Contact Person:	
Office Telephone Number ( <b>952</b> ) <b>233 - 1502</b>	Alternate No. (i.e. Cell) (    ) -	Office Telephone Number (    ) -	Alternate No. (i.e. Cell) (    ) -
Applicant's E-mail Address: <b>jadams@shakopeeutilities.com</b>		Agent's E-mail Address:	
Applicant's Project No.: <b>426103</b>			
<b>I. UTILITY: one utility type per application (check one box)</b> ELECTRIC: <input type="radio"/> Transmission <input checked="" type="radio"/> Distribution      Specify Voltage or Rating: <u>15 KV</u> PIPELINE: <input type="radio"/> Gases <input type="radio"/> Liquids <input type="radio"/> Solids in suspension      Specify Pipe Diameter: _____ COMMUNICATION: <input type="radio"/> Telephone <input type="radio"/> Cable TV <input type="radio"/> Other (specify) _____			
<b>II. LICENSE OPTIONS</b> TERM of LICENSE: Choose one. <input checked="" type="radio"/> 50 year    or <input type="radio"/> 25 year RENEWAL of LICENSE: Choose one. <input type="radio"/> Yes    or <input checked="" type="radio"/> No TYPE OF LICENSE: Choose one. <input checked="" type="radio"/> Water Crossing License    or <input type="radio"/> Land Crossing License			
<b>III. INFORMATION TO ATTACH TO APPLICATION</b> A. APPLICATION FEE AND WAIVER FORM B. CROSSING TABLE C. MAPS AND PLANS D. ENVIRONMENTAL REVIEW AND ENVIRONMENTAL STANDARDS SUPPLEMENTAL INFORMATION (if applicable). Please indicate if this project has previously been reviewed pursuant to Minnesota Rules Chapter ,4410, the National Environmental Policy Act (NEPA), a Conditional Use Permit, or Natural Heritage Information System (NHIS) Information Request or other similar reviews. <input type="radio"/> Yes    or <input checked="" type="radio"/> No <input type="checkbox"/> This proposed crossing does <u>NOT</u> comply with the environmental standards as listed in Minnesota Rules 6135.1100. Attached is an explanation of the conflict or discrepancy.			
<b>IV. CERTIFICATION</b> Applicant declares that the information submitted herein and statements made herein are a true and correct representation of the facts, and that the filing of this application and information with the Commissioner of Natural Resources is prima facie evidence of the correctness thereof. Applicant agrees to conform with and be bound by the terms of Minnesota Statutes, sec. 84.415 and Minnesota Rules, Chapter 6135, and additional terms of the license applied for, this application and all attachments of which will become a part.			
Applicant's Signature 		Title <b>Eng. Director</b>	Date <b>3/18/2020</b>

**SHAKOPEE PUBLIC UTILITIES  
MEMORANDUM**

**TO: SHAKOPEE PUBLIC UTILITIES COMMISSION**  
**FROM: JOHN R. CROOKS, UTILITIES MANAGER**   
**SUBJECT: MMPA BOARD MEETING PUBLIC SUMMARY  
MARCH 2020**  
**DATE: APRIL 16, 2020**

The Board of Directors of the Minnesota Municipal Power Agency (MMPA) met on March 24, 2020, by teleconference and WebEx.

The Board discussed the coronavirus pandemic and the preparedness of MMPA's operations during this unprecedented time. All office-based employees transitioned to remote working with no disruption of service. The economic effect of the virus on MMPA and its members was also discussed.

The Board discussed a KEYC television news piece from March 10 highlighting the visit of a German project engineer with local LeSueur officials at the Hometown BioEnergy plant. In the piece, the Hometown BioEnergy project was held up as a model for local power generation.

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


Participation in MMPA's residential Clean Energy Choice program increased over February, with another 38 new customers signing up for the program. Customer penetration of MMPA's Clean Energy Choice program for residential customers is at 3.4%



## SHAKOPEE PUBLIC UTILITIES COMMISSION

"Lighting the Way - Yesterday, Today and Beyond"

April 16, 2020

TO: John Crooks, Utilities Manager 

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

FROM: <sup>RS</sup> Renee Schmid, Director of Finance and Administration

SUBJECT: Financial Results for March, 2020

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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, 2020

- 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, 2020

- Total Utility Operating Revenues for the month of March totaled \$3.8 million and were favorable to budget by \$0.3 million or 7.8%. Electric revenues totaled \$3.5 million and are favorable to budget by \$285k or 8.8%. Water revenues totaled \$0.3 million and were unfavorable to budget by \$8k or 2.7%.
- Total operating expenses were \$3.5 million and were favorable to budget by \$385k or 10.0%. Total purchased power in March was \$2.4 million and was \$175k or 6.7% lower than budget for the month. Total Operating Expense for electric including purchased power totaled \$3.1 million and was favorable to budget by \$334k or 9.8% due to lower than plan purchased power costs and timing of expenditures in administrative and general expense, conservation expense, and operation and maintenance expenses. Total Operating Expense for Water totaled \$0.4 million and was also favorable to budget by \$51k or 11.3% due to lower than plan expenditures due to timing in system operation and maintenance, customer accounts, administrative and general, and depreciation.
- Total Utility Operating Income was \$349k and was \$662k favorable to budget due to higher than plan operating revenues and lower than plan operating expenses.



## SHAKOPEE PUBLIC UTILITIES COMMISSION

“Lighting the Way - Yesterday, Today and Beyond”

- Total Utility Non-Operating Revenue was \$314k and was favorable to budget by \$179k driven by higher than plan investment income of \$197k, and partially offset by lower than plan rental and miscellaneous income of \$15k, and recognition of a loss on the disposition of a switch in electric for \$5.6k.
- Capital Contributions for the month of March totaled \$177k and were unfavorable to budget by \$153k primarily due to timing of collection of trunk and water connection fees.
- Transfers to the City of Shakopee totaled \$201k and were at planned levels.
- Change in Net Position was \$639k and was favorable to budget by \$688k primarily due to higher than plan operating income of \$662k, higher than plan non-operating income of \$179k, and was partially offset by lower than plan capital contributions of \$153k.
- Electric usage billed to customers in March was 33,303,499 kWh, a decrease from February usage billed at 34,649,651 kWh.
- Water usage billed to customers in March was 85.1 million gallons, an increase from February usage billed at 82.6 million gallons.

### Year to Date Financial Results – March, 2020

- Total Utility Operating Revenue year to date March was \$11.7 million and was unfavorable to budget by \$0.9 million or 7.3%. Electric revenues totaled \$10.8 million and were unfavorable to budget by \$0.8 million or 7.0% driven by lower than plan energy sales in the residential and industrial revenue groups and by lower than plan power cost adjustment revenue due to lower sales and lower unit costs of purchased power. Average cost per kWh purchased in first quarter 2020 was 6.87 cents per kWh versus a planned cost per kWh of 7.12 cents per kWh for first quarter 2020 which results in lower power cost adjustment revenue in addition to lower kWh sales. Water revenues totaled \$0.9 million and were also unfavorable to budget by \$0.1 million or 11.1% driven by lower than plan sales volumes in the residential and industrial revenue groups.
- Total Utility Operating Expenses year to date March were \$10.8 million and were favorable to budget by \$823k or 7.1% primarily due to lower than plan purchased power costs of \$428k, timing of expenditures in energy conservation of \$173k, timing of administrative and general expense of \$141k of which \$87k is in outside services and \$44k in employee benefits, operations and maintenance expense in electric and water of \$69k due to timing, customer accounts of \$10k, and depreciation expense of \$2k. Total Operating Expense for electric including purchased power was \$9.5 million and was favorable to budget by \$0.7 million or 6.9%. Total Operating Expense for Water was \$1.3 million and was also favorable to budget by \$0.1 million or 8.5%.
- Total Utility Operating Income was \$0.9 million and was unfavorable to budget by \$0.1 million or 9.6% driven by lower than planned operating revenues of \$0.9 million and partially offset by lower than plan operating expenses of \$0.8 million.
- Total Utility Non-Operating Income was \$705k and was favorable to budget by \$261k due to higher than planned investment income of \$284k, lower than plan interest expense on customer deposits of \$8k, that were partially offset by lower than plan rental and miscellaneous income of \$26k due to timing, and a \$5k loss on the disposition of equipment in electric.





## SHAKOPEE PUBLIC UTILITIES COMMISSION

“Lighting the Way - Yesterday, Today and Beyond”

- YTD Capital Contributions were \$335k and are unfavorable to budget by \$653k primarily due to timing of collection of trunk water fees of \$116k and timing of collection of water connection fees of \$542k.
- Municipal contributions to the City of Shakopee totaled \$604k year to date and are lower than plan by \$2k or 0.3%. 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 \$1.3 million and is unfavorable to budget by \$0.5 million reflecting lower than plan operating revenues, lower than operating expense, higher than plan non-operating revenues, and lower than plan capital contributions.

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

**March 2020**



**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 2020		Month to Date Budget - March 2020		Total Utility	Electric MTD Actual v. Budget B/(W) \$ %	Water MTD Actual v. Budget B/(W) \$ %	Total Utility MTD Actual v. Budget B/(W) \$ %
	Electric	Water	Electric	Water				
<b>OPERATING REVENUES</b>								
Operating Revenues	\$ 3,527,039	292,197	3,819,236	3,542,297		284,983	(8,043)	276,940
Operating Expenses								
Operation, Customer and Administrative	2,857,623	246,477	3,104,100	3,488,675		336,176	48,399	384,575
Depreciation	212,556	153,270	365,826	366,342		(1,934)	2,451	517
Amortization of Plant Acquisition								
Total Operating Expenses	3,070,179	399,747	3,469,926	3,855,017		334,242	50,849	385,092
Operating Income	456,860	(107,550)	349,311	(312,721)		619,225	42,806	662,032
<b>NON-OPERATING REVENUE (EXPENSE)</b>								
Rental and Miscellaneous	6,953	31,433	38,386	53,482		(14,136)	(960)	(15,096)
Interdepartmental Rent from Water	7,500		7,500	7,500				
Investment Income	219,533	56,682	276,215	79,318		163,417	33,479	196,896
Interest Expense	(2,869)	(124)	(2,993)	(5,596)		2,544	59	2,603
Amortization of Debt Issuance Costs and Loss on Refunding						#DIV/0!		#DIV/0!
Gain/(Loss) on the Disposition of Property	(5,603)		(5,603)			(5,603)		(5,603)
Total Non-Operating Revenue (Expense)	225,515	87,991	313,506	134,705		146,223	32,578	178,801
Income Before Contributions and Transfers	682,375	(19,559)	662,816	(178,016)		765,448	75,384	840,832
<b>CAPITAL CONTRIBUTIONS</b>								
Transfer to Municipality	10,589	166,383	176,971	329,545		10,589	(163,162)	(152,573)
	(184,909)	(16,000)	(200,909)	(200,734)		(1,358)	1,182	(176)
Change in Net Position	508,054	130,824	638,878	(49,205)		774,679	(86,596)	688,083

## SHAKOPEE PUBLIC UTILITIES ELECTRIC OPERATING REVENUE AND EXPENSE

	MTD Actual March 2020	MTD Budget March 2020	MTD Actual v. Budget Better/(Worse) \$	%
<b>OPERATING REVENUES</b>				
Sales of Electricity				
Residential	1,243,305	1,183,314	59,991	5.1%
Commercial and Industrial	2,201,506	1,977,680	223,826	11.3%
Uncollectible accounts	3,444,811	3,160,994	283,817	9.0%
Total Sales of Electricity	21,960	22,719	(758)	-3.3%
Forfeited Discounts	8,909	7,125	1,785	25.1%
Free service to the City of Shakopee	51,358	51,218	139	0.3%
Conservation program	3,527,039	3,242,056	284,983	8.8%
Total Operating Revenues				
<b>OPERATING EXPENSES</b>				
Operations and Maintenance				
Purchased power	2,420,903	2,595,557	174,654	6.7%
Distribution operation expenses	43,696	40,708	(2,988)	-7.3%
Distribution system maintenance	45,002	57,035	12,032	21.1%
Maintenance of general plant	15,283	29,587	14,305	48.3%
Total Operation and Maintenance	2,524,884	2,722,887	198,003	7.3%
Customer Accounts				
Meter Reading	10,525	10,667	142	1.3%
Customer records and collection	41,897	49,719	7,822	15.7%
Energy conservation	24,856	60,407	35,552	58.9%
Total Customer Accounts	77,277	120,794	43,516	36.0%
Administrative and General				
Administrative and general salaries	60,199	63,793	3,594	5.6%
Office supplies and expense	9,086	22,488	13,401	59.6%
Outside services employed	642	38,934	38,292	98.4%
Insurance	10,803	13,928	3,125	22.4%
Employee Benefits	147,436	167,761	20,325	12.1%
Miscellaneous general	27,295	43,216	15,921	36.8%
Total Administrative and General	255,462	350,119	94,657	27.0%
Total Operation, Customer, & Admin Expenses	2,857,623	3,193,800	336,176	10.5%
Depreciation	212,556	210,622	(1,934)	-0.9%
Amortization of plant acquisition				
Total Operating Expenses	3,070,179	3,404,421	334,242	9.8%
<b>OPERATING INCOME</b>				
	\$ 456,860	(162,365)	619,225	381.4%

## SHAKOPEE PUBLIC UTILITIES WATER OPERATING REVENUE AND EXPENSE

	MTD Actual March 2020	MTD Budget March 2020	MTD Actual v. Budget Better/(Worse) \$	%
<b>OPERATING REVENUES</b>				
Sales of Water	291,040	296,681	(5,640)	-1.9%
Forfeited Discounts	1,157	3,560	(2,403)	-67.5%
Uncollectible accounts	-	-	-	-
Total Operating Revenues	<u>292,197</u>	<u>300,241</u>	<u>(8,043)</u>	<u>-2.7%</u>
<b>OPERATING EXPENSES</b>				
Operations and Maintenance				
Pumping and distribution operation	44,282	46,738	2,456	5.3%
Pumping and distribution maintenance	37,655	41,664	4,008	9.6%
Power for pumping	23,375	25,537	2,162	8.5%
Maintenance of general plant	5,836	7,570	1,734	22.9%
Total Operation and Maintenance	<u>111,148</u>	<u>121,508</u>	<u>10,360</u>	<u>8.5%</u>
Customer Accounts				
Meter Reading	5,646	5,780	134	2.3%
Customer records and collection	13,078	13,672	594	4.3%
Energy conservation	-	833	833	-
Total Customer Accounts	<u>18,724</u>	<u>20,285</u>	<u>1,561</u>	<u>7.7%</u>
Administrative and General				
Administrative and general salaries	37,751	40,924	3,173	7.8%
Office supplies and expense	3,886	8,006	4,120	51.5%
Outside services employed	2,713	20,012	17,299	86.4%
Insurance	3,601	4,643	1,042	22.4%
Employee Benefits	51,371	61,794	10,423	16.9%
Miscellaneous general	17,284	17,704	421	2.4%
Total Administrative and General	<u>116,605</u>	<u>153,083</u>	<u>36,477</u>	<u>23.8%</u>
Depreciation				
Amortization of plant acquisition	246,477	294,876	48,399	16.4%
Total Operating, Customer, & Admin Expenses	<u>153,270</u>	<u>155,720</u>	<u>2,451</u>	<u>1.6%</u>
Total Operating Expenses	<u>399,747</u>	<u>450,596</u>	<u>50,849</u>	<u>11.3%</u>
OPERATING INCOME	<u>\$ (107,550)</u>	<u>(150,356)</u>	<u>42,806</u>	<u>28.5%</u>

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

**March 2020**



**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 2020			Year to Date Budget - March 2020			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>												
\$	10,784,170	881,070	11,665,240	11,593,821	991,278	12,585,099	(809,651)	-7.0%	(110,207)	-11.1%	(919,859)	-7.3%
<b>OPERATING EXPENSES</b>												
Operation, Customer and Administrative	8,859,830	797,894	9,657,724	9,572,215	906,940	10,479,155	712,385	7.4%	109,046	12.0%	821,431	7.8%
Depreciation	637,667	459,810	1,097,477	631,865	467,161	1,099,026	(5,802)	-0.9%	7,352	1.6%	1,550	0.1%
Amortization of Plant Acquisition	-	-	-	-	-	-	-	0.0%	-	-	-	0.0%
Total Operating Expenses	9,497,497	1,257,703	10,755,201	10,204,080	1,374,101	11,578,181	706,582	6.9%	116,398	8.5%	822,980	7.1%
Operating Income	1,286,673	(376,633)	910,040	1,389,742	(382,823)	1,006,918	(103,069)	-7.4%	6,191	1.6%	(96,879)	-9.6%
<b>NON-OPERATING REVENUE (EXPENSE)</b>												
Rental and Miscellaneous	40,519	134,714	175,233	63,269	137,724	200,993	(22,750)	-36.0%	(3,010)	-2.2%	(25,760)	-12.8%
Interdepartment Rent from Water	22,500	-	22,500	22,500	-	22,500	-	0.0%	-	-	-	0.0%
Investment Income	415,928	105,855	521,783	168,347	69,608	237,955	247,581	147.1%	36,247	52.1%	283,828	119.3%
Interest Expense	(8,366)	(354)	(8,721)	(16,239)	(548)	(16,787)	7,873	48.5%	193	35.3%	8,066	48.1%
Amortization of Debt Issuance Costs and Loss on Refunding	-	-	-	-	-	-	#DIV/0!	#DIV/0!	-	0.0%	-	#DIV/0!
Gain/(Loss) on the Disposition of Property	(5,603)	-	(5,603)	-	-	-	(5,603)	0.0%	-	-	(5,603)	-
Total Non-Operating Revenue (Expense)	464,978	240,215	705,193	237,876	206,784	444,660	227,101	95.5%	33,431	16.2%	260,532	58.6%
Income Before Contributions and Transfers	1,751,650	(136,418)	1,615,232	1,627,618	(176,039)	1,451,579	124,032	7.6%	39,621	22.5%	163,654	11.3%
<b>CAPITAL CONTRIBUTIONS</b>												
MUNICIPAL CONTRIBUTION	10,589	324,689	335,278	(550,655)	988,634	988,634	10,589	-	(663,946)	-67.2%	(653,357)	-66.1%
	(555,566)	(48,468)	(604,034)	(50,547)	(51,547)	(602,202)	(4,911)	-0.9%	3,079	6.0%	(1,832)	-0.3%
CHANGE IN NET POSITION	1,206,673	139,803	1,346,476	1,076,963	761,048	1,838,012	129,710	12.0%	(621,245)	-81.6%	(491,535)	-26.7%

## SHAKOPEE PUBLIC UTILITIES ELECTRIC OPERATING REVENUE AND EXPENSE

	YTD Actual March 2020	YTD Budget March 2020	YTD Actual v. Budget Better/(Worse) \$	%
<b>OPERATING REVENUES</b>				
Sales of Electricity				
Residential	3,886,435	4,214,244	(327,810)	-7.8%
Commercial and Industrial	6,648,083	7,113,679	(465,596)	-6.5%
Uncollectible accounts	10,534,517	11,327,924	(793,406)	-7.0%
Total Sales of Electricity	65,852	68,156	(2,304)	-3.4%
Forfeited Discounts	26,728	21,374	5,355	25.1%
Free service to the City of Shakopee	157,073	176,368	(19,295)	-10.9%
Conservation program	10,784,170	11,593,821	(809,651)	-7.0%
Total Operating Revenues				#DIV/0!
<b>OPERATING EXPENSES</b>				
Operations and Maintenance				
Purchased power	7,282,397	7,710,548	428,151	5.6%
Distribution operation expenses	97,389	122,125	24,736	20.3%
Distribution system maintenance	199,601	171,104	(28,497)	-16.7%
Maintenance of general plant	70,386	88,762	18,376	20.7%
Total Operation and Maintenance	7,649,773	8,092,539	442,766	5.5%
Customer Accounts				
Meter Reading	32,900	32,002	(897)	-2.8%
Customer records and collection	136,586	149,157	12,571	8.4%
Energy conservation	10,434	181,222	170,788	94.2%
Total Customer Accounts	179,919	362,381	182,462	50.4%
Administrative and General				
Administrative and general salaries	192,561	191,378	(1,183)	-0.6%
Office supplies and expense	65,972	67,464	1,491	2.2%
Outside services employed	70,555	116,802	46,247	39.6%
Insurance	32,409	41,784	9,375	22.4%
Employee Benefits	547,427	570,220	22,793	4.0%
Miscellaneous general	121,214	129,647	8,433	6.5%
Total Administrative and General	1,030,138	1,117,295	87,156	7.8%
Total Operation, Customer, & Admin Expenses	8,859,830	9,572,215	712,385	7.4%
Depreciation	637,667	631,865	(5,802)	-0.9%
Amortization of plant acquisition	-	-	-	0.0%
Total Operating Expenses	9,497,497	10,204,080	706,582	6.9%
<b>OPERATING INCOME</b>	<b>\$ 1,286,673</b>	<b>\$ 1,389,742</b>	<b>(103,069)</b>	<b>-7.4%</b>



## SHAKOPEE PUBLIC UTILITIES WATER OPERATING REVENUE AND EXPENSE

	YTD Actual March 2020	YTD Budget March 2020	YTD Actual v. Budget Better/(Worse) \$ %
<b>OPERATING REVENUES</b>			
Sales of Water	877,298	980,599	-10.5%
Forfeited Discounts	3,773	10,679	-64.7%
Uncollectible accounts	-	-	#DIV/0!
<b>Total Operating Revenues</b>	<b>881,070</b>	<b>991,278</b>	<b>-11.1%</b>
<b>OPERATING EXPENSES</b>			
Operations and Maintenance	125,578	140,215	10.4%
Pumping and distribution operation	99,753	124,991	20.2%
Pumping and distribution maintenance	71,630	76,610	6.5%
Power for pumping	13,467	22,709	40.7%
Maintenance of general plant	-	-	-
<b>Total Operation and Maintenance</b>	<b>310,428</b>	<b>364,525</b>	<b>14.8%</b>
Customer Accounts	19,291	17,339	-11.3%
Meter Reading	41,124	41,015	-0.3%
Customer records and collection	50	2,500	-
Energy conservation	-	-	-
<b>Total Customer Accounts</b>	<b>60,464</b>	<b>60,854</b>	<b>0.6%</b>
Administrative and General	120,133	122,771	2.1%
Administrative and general salaries	22,067	24,017	8.1%
Office supplies and expense	19,550	60,037	67.4%
Outside services employed	10,803	13,928	22.4%
Insurance	186,757	207,693	10.1%
Employee Benefits	67,691	53,113	-27.4%
Miscellaneous general	427,001	481,560	11.3%
<b>Total Administrative and General</b>	<b>797,894</b>	<b>906,940</b>	<b>12.0%</b>
Total Operation, Customer, & Admin Expenses	459,810	467,161	1.6%
Depreciation	-	-	-
Amortization of plant acquisition	-	-	-
<b>Total Operating Expenses</b>	<b>1,257,703</b>	<b>1,374,101</b>	<b>8.5%</b>
<b>OPERATING INCOME</b>	<b>\$ (376,633)</b>	<b>(382,823)</b>	<b>1.6%</b>



# SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

April 16, 2020

TO: John Crooks, Utilities Manager *JAC*  
 FROM: Renee Schmid, Director of Finance and Administration *RS*  
 SUBJECT: WebEx Conference Calls

Due to the COVID-19 pandemic, the meeting format for the SPU Commission meetings is shifting to use of the WebEx tool for meeting conferencing. Please keep in mind the following as you participate in the WebEx meetings:

- WebEx video call will be open 15 minutes before meeting time. Plan to join the meeting early so we can deal with any technical access issues.
- If possible, Commissioners are requested to use a webcam to make it easier to facilitate the meeting.
- Please mute your microphone on the WebEx meeting until the official meeting is opened by the Commission President. Unmute your microphone as needed to participate in discussion. Do not engage in discussion with other commissioners and staff prior to the start of the official meeting. Please be aware of open meeting law requirements.
- You may wish to use headphones or earbuds to be able to hear better
- To participate, please choose a quiet place that is free of noises or other interruptions.
- Whoever is speaking first controls the audio. Signal in some fashion that you wish to speak.
- All meetings will be recorded via WebEx
- If you are experiencing any technical difficulties, contact SPU IT personnel for assistance:

Bob Romansky, IT Coordinator  
 952-345-2470  
[bromansky@shakopeeutilities.com](mailto:bromansky@shakopeeutilities.com)

Renee Schmid, Director of Finance & Administration  
 952-233-1522  
[rschmid@shakopeeutilities.com](mailto:rschmid@shakopeeutilities.com)



# SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

## Background

As SPU transitioned staff to remote working capabilities, use of internal calls increased which was impacting the available number of phone ports on our system. The WebEx technology was purchased by SPU within the last several weeks to facilitate internal staff meetings and to keep internal phone ports available to serve SPU customers. Use of the WebEx meeting technology quickly migrated to being used as a tool for the Commission meeting. Please note the current SPU WebEx license is limited to 100 participants.

The SPU IT group is exploring additional WebEx products that may be better suited for a large public meeting. The companies that provide these type of products have been inundated with requests for these tools and response times for support have been taking some time. Staff needs time to obtain the licenses and set up and test these products. The 2020 CIP plan included an upgrade to the Commission Room technology, but other priorities to support staff and customers due to COVID-19 changes are at the top of the priority list at this time.

I appreciate your patience as we work through these issues and improve tools available to the Commission.

Thank you.