

AGENDA
SHAKOPEE PUBLIC UTILITIES COMMISSION
REGULAR MEETING
APRIL 3, 2017

1. **Call to Order** at 5:00pm in the SPUC Service Center, 255 Sarazin Street.
2. **Approval of Minutes**
3. **Communications**
 - 3a) Introduction of New Commissioner Dan Hennen
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) Horizon Drive Water Main Project Review
 - C=> 8c) Quarterly Nitrate Results
9. **Reports: Electric Items**
 - 9a) Electric System Operations Report – Verbal
 - 9b) City of Shakopee/SPU Street Light Policy
 - 9c) February 2017 MMPA Board Meeting Public Summary
 - 9d) Vacate Right of Way Easement for Electric Line Document No. 177689
10. **Reports: Human Resources**
11. **Reports: General**
 - 11a) Governance Handbook
 - 11b) Commission Meeting Protocol
 - 11c) Election of Shakopee Public Utilities Commission Officers
 - 11d) Appointments of MMPA Representative and Alternate
 - C=> 11e) SPU Website Analytics
12. **New Business**
13. **Tentative Dates for Upcoming Meetings**

- Mid Month Meeting	--	April 17
- Regular Meeting	--	May 1
- Mid Month Meeting	--	May 15
- Regular Meeting	--	June 5
14. **Adjourn to 4/17/17** 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., March 20, 2017.

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

Motion by Weyer, seconded by Olson to approve the minutes of the March 6, 2017 Commission meeting. Motion carried.

There were no Communication items to report

Vice President Amundson offered the agenda for approval. Item 11a: 2016 Audited Financial Results was moved up in the Agenda and will follow the Liaison Report.

Motion by Helkamp, seconded by Olson to approve the agenda as amended. Motion carried.

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

Vice President Amundson stated that the Consent Item was: Item 8e: Water Production Dashboard.

The warrant listing for bills paid March 20, 2017 was presented.

Motion by Helkamp, seconded by Olson to approve the warrant listing dated March 20, 2017 as presented. Motion carried.

Liaison Whiting presented his report. Several City Council Agenda items were discussed, including the Gateway South project. Also discussed was the potential of decorating downtown utility boxes with a more festive appearance.

Finance Director Schmid introduced Steve Wischmann, Audit Partner with BerganKDV. Mr. Wischmann reviewed the 2016 Audited Financial Statements and Communications Letter to Management. It was stated the audit was unmodified and that the SPU 2016 Financial Statements



were in excellent order. The Commission thanked the Finance Department for another year of very good results.

Motion Olson, seconded by Helkamp to accept the 2016 Audited Financial Statements and Communications Letter to Management. Motion carried.

Water Superintendent Schemel provided a report of current water operations. In his report Mr. Schemel reviewed the project to install a Booster Station at the Tanks 5 and 6 site. More information will be brought to a future Commission meeting.

Planning and Engineering Director Adams reviewed Resolution #1157 that determines the Truck Water Charge for the Gateway South Second Addition Project.

Motion by Helkamp, seconded by Olson to offer Resolution #1157. A Resolution Setting the Amount of the Trunk Water Charge, Approving of Its Collection and Authorizing Water Service to Certain Property Described as: Gateway South Second Addition. Ayes: Weyer, Helkamp, Olson and Amundson. Nay: none. Motion carried. Resolution passed.

Mr. Adams reviewed Resolution #1158 that determines the Trunk Water Charge for the Southbridge Crossing Apartments.

Motion by Olson, seconded by Weyer to offer Resolution #1158. A Resolution Rescinding Resolution #697 and Setting the Amount of the Trunk Water Charge, Approving of Its Collection and Authorizing Water Service for Certain Property Described as: Southbridge Crossings Apartments. Ayes: Olson, Weyer, Helkamp and Amundson. Motion carried. Resolution passed.

Mr. Adams reviewed Resolution #1159 that determines the Trunk Water Charge for the balance of Lot1, Block 1 Superior Supply First Addition.

Motion by Helkamp, seconded by Olson to offer Resolution #1159. A Resolution Amending Resolution #697 and Setting the Amount of the Trunk Water Charge, Approving of Its Collection and Authorizing Water Service to Certain Property Described as: The Balance of Lot 1, Block 1 Superior Supply First Addition. Ayes: Weyer, Helkamp, Olson and Amundson. Motion carried. Resolution passed.

Item 8e: Water Production Dashboard was received under Consent Business.

Line Superintendent Drent provided a report of current electric operations. There were three outages that were discussed. One outage was caused by a fallen tree, one was caused by a rabbit on top of a pole and the largest outage was caused by a contractor hitting an electric cable at the Shakopee High School construction site. Several other construction updates were also provided.

Mr. Drent introduced Chad Rasmussen and Stuart Anderson from DGR Consulting to review the electric SCADA bid results. Two bids were received at the formal bid opening on February 14, at the SPU offices. The two companies were Survalent Technology and Open Systems

International. Both companies had experience converting C3Ilex SCADA systems. Several of the bid specifications were discussed. DGR recommended awarding the project to the low bid of Survalent Technology.

Motion by Helkamp, seconded by Weyer to award Survalent Technology, the bid for the new electric SCADA system for the amount of \$175,128.63. Motion carried.

Customer Relations/Marketing Director Walsh reviewed the single submittal for the annual Tom Bovitz Scholarship Award. The Commission directed Staff to award the submittal the First Place Award and to forward the essay to the State competition.

Motion by Helkamp, seconded by Weyer to offer Resolution #1160. A Resolution in Recognition of Public Service to Jordan Olson. Ayes: Weyer, Helkamp and Amundson. Nay: none. Olson abstained. Motion carried. Resolution passed.

Utilities Manager Crooks thanked Commissioner Olson for his 3 years of governance with SPU.

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


Motion by Olson, seconded by Helkamp to adjourn to the April 3, 2017 meeting. Motion carried.



Commission Secretary: John R. Crooks

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: John Crooks, Utilities Manager

FROM: Joseph D. Adams, Planning & Engineering Director 

SUBJECT: Horizon Drive Water Main Project

DATE: March 30, 2017

ISSUE

The City is constructing a trunk sanitary sewer main along Muhlenhardt Road and Horizon Drive to eliminate the Whispering Oaks sewage lift station and connection to the City of Savage's sewer system and the question for the Commission to consider is should the project be amended to include a trunk water main in Horizon Drive?

BACKGROUND

The City of Shakopee and SPUC entered into a joint powers agreement with the City of Savage to provide city services to the Whispering Oaks subdivision in 2003. The original terms of the agreement were for 10 years and it automatically renewed year to year unless one of the parties requested action. Last year the City of Savage requested that the City of Shakopee and SPUC provide their own services.

SPUC has already approved a project to construct a booster station at tanks 5&6, the Riverside Booster Station project, to allow the connections to the City of Savage's water system to revert to emergency use only.

There appears to be interest by multiple landowners in southeast Shakopee, including a Mr. Fred Corrigan and a Mr. Ralph Goode, to market their property to residential developers and staff has met with them numerous times along with the City of Shakopee to discuss infrastructure issues. One of the limitations to serving the properties interested in developing with water service was that the agreement with Savage limited the number of connections to just the lots in Whispering Oaks. With the new booster station that would no longer be a limiting factor to inhibit development.

DISCUSSION

The water mains in Whispering Oaks are somewhat distant from the Corrigan/Goode parcels and on the east side of CR 18. In between are other properties that would eventually benefit from city services, including several rural residential lots and a church, but are not asking for services now. The



church is proposing an expansion to add a sanctuary to their building in the coming year. The church structure is already sprinkled from a private well and storage tank system with a fire pump and it appears based on discussion with city staff that the expansion could be adequately served by that existing system too. The rural residential properties are on private systems as of now, but the City of Shakopee is creating a sanitary sewer connection charge to be collected at the time of future hook up to the trunk sewer.

The Commission could do the same if it chooses to fund a trunk water main now and set a lateral water main equivalent charge to be collected from properties hooking up in the future. The proposed water main would be a 12 inch trunk water main and the lateral water main equivalent would be based on an 8 inch size.

The proposed water main would be installed under Horizon Drive at this time in part because it is being reconstructed now with the installation of the sanitary sewer main in an open trench. The sewer main under Muhlenhardt Road from Horizon Drive to CR 16 is being installed via directional drilling, so restoration of that roadway is minimal and a water main there is not necessary at this time. A water main under Horizon Drive now would not include restoration costs and eliminate the need to find a location outside of under the roadway surface should the water main be deferred to a future date. The question of funding any future water main would remain an issue.

The trunk water main would need to be directionally drilled under CR 18 to connect to the water main in Whispering Oaks. This trunk water main would provide only one point of connection to the Corrigan/Goode properties and a second one would have to be installed by the developer that would also be directionally drilled under CR 18 further south of Horizon Drive.

It is important to note that there is not a current approved development plan for the Corrigan/Goode properties, only concept plans that need to be refined to meet approvals. Multiple steps would be necessary to gain approval including a Comp Plan Amendment with MUSA extension, a Rezoning, and a Preliminary and a Final Plat.

Ballpark cost estimates for the 12 inch trunk water main and 8 inch lateral equivalent are attached, along with a preliminary plan for discussion purposes.

There are the following potential funding sources in the 2017 CIP Trunk Fund:

Trunk Water Mains Projects by SPUC tbd	\$10,000
Oversizing 12 inch Corrigan/Goode Parcel from Horizon Drive s/e to Muhlenhardt Road	62,700
Oversizing tbd	<u>85,000</u>
Subtotal	\$157,700

There are also projects in the 2017 CIP Trunk Fund that appear doubtful at this point to be completed in 2017, most likely being deferred to a later date with timing determined by city/development interests:

Oversizing 12 inch Vierling Drive from Taylor Street to CR 69	\$ 43,300
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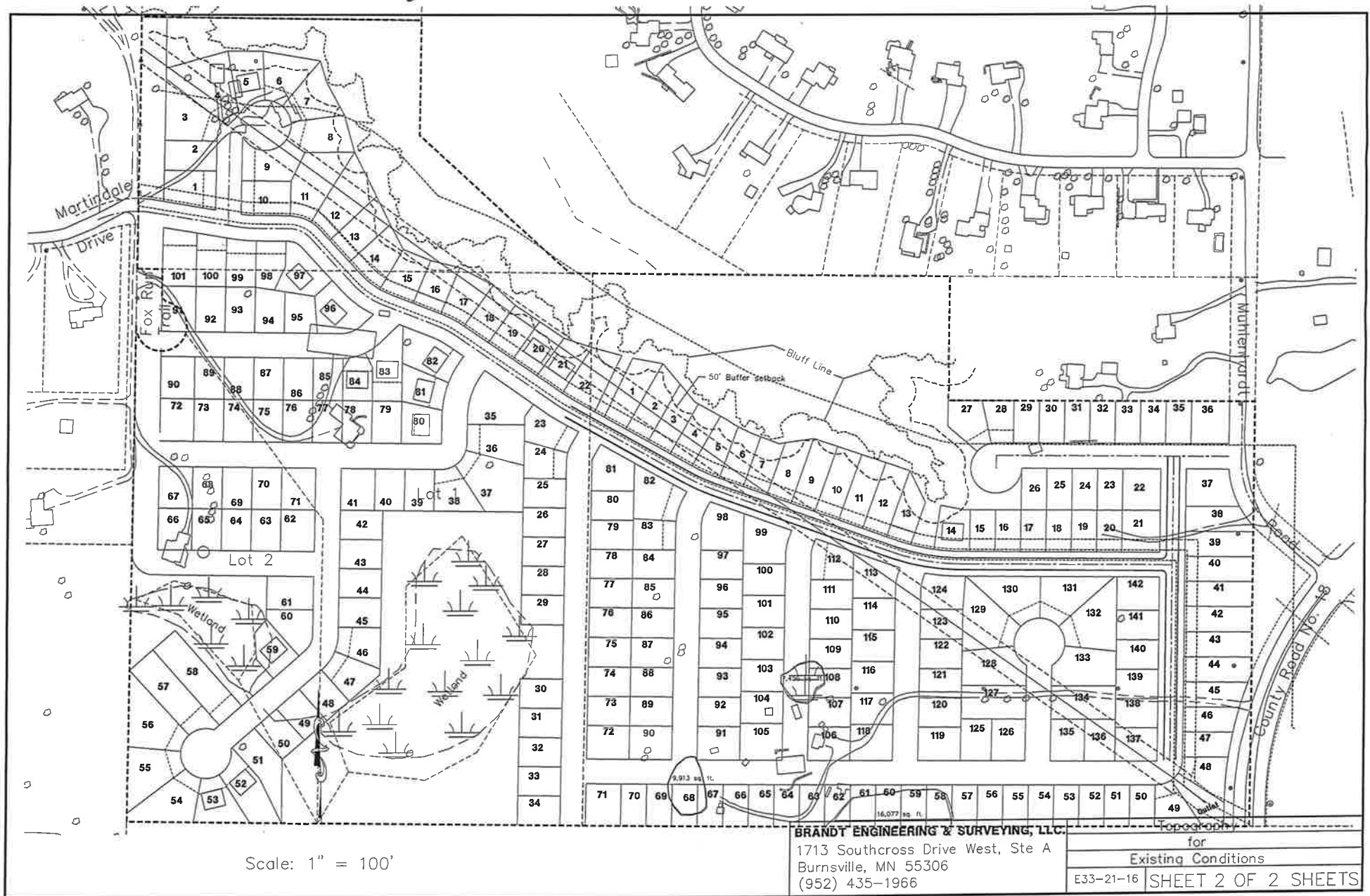
Oversizing 16 inch Krystal Addition to CR 79	61,651
Subtotal	\$104,951

Thus, the potential 2017 funding total could be \$262,651.

REQUESTED ACTION

Staff requests the Commission provide direction if it wishes to pursue asking the City of Shakopee to add a trunk water main on Horizon Drive with their sewer project which is currently out for bid. An addendum could be issued to extend the bid period and add the water main to the project per Public Works Director Bruce Loney.

Corrigan / Goode Concept Plan





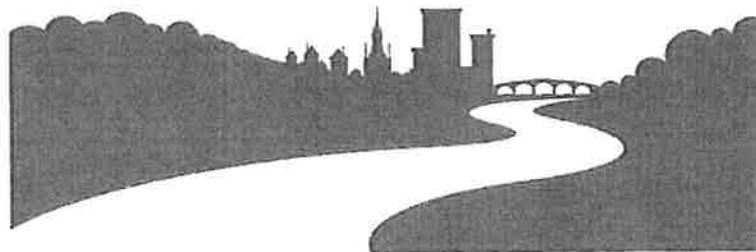
**BOLTON
& MENK**

Real People. Real Solutions.

East End Sanitary Sewer Study

City of Shakopee

November, 2016



SHAKOPEE

Submitted by:
Bolton & Menk, Inc.
1960 Premier Drive
Mankato, MN 56001
P: 507-625-4171
F: 507-625-4177



Certification

East End Sanitary Sewer Study

City of Shakopee

C14.112645

November 2016

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision, and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

By:

Kreg J. Schmidt
Kreg Schmidt, P.E.
License No. 24307

Date:

11/29/16

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Appendix

Appendix A: Proposed Improvements Drawings

Appendix B: Preliminary Cost Estimates

I. INTRODUCTION

In 2003 the City of Shakopee approved the Whispering Oaks plat. Whispering Oaks is a 136 lot subdivision located east of CSAH 18 and west of the City of Savage. As part of the Whispering Oaks improvements a lift station was constructed and sewage is being pumped into Savage. On March 3, 2003 the City of Shakopee and the City of Savage entered into a Joint Powers Agreement for interim use of sanitary sewer supply. On September 2, 2016 the City received a letter from the City of Savage requesting that the City of Shakopee proceed with a trunk sanitary sewer project and disconnect from the City of Savage's system.

II. PURPOSE

The purpose of this study is to assess the future sanitary sewer needs on the east side of the City. The study area includes properties adjacent to Muhlenhardt Road, McGuire Circle, McGuire Court, Sunset Court, Kelly Circle and properties in the Whispering Oaks subdivision. The study will also include a cost analysis to extend sanitary sewer to eliminate the Whispering Oaks lift station.

III. SANITARY SEWER EXTENSION TO THE WHISPERING OAKS LIFT STATION

The proposed improvements to eliminate the Whispering Oaks lift station consist of connecting to an existing sanitary manhole located north of CSAH 16 at the intersection with Muhlenhardt Road. Boring a sewer main in a casing under CSAH 16. Directional drilling a sewer main up the center of Muhlenhardt Road from CSAH 16 to Horizon Drive. Open cutting a sewer main down the middle of Horizon Drive from Muhlenhardt Road to CSAH 18 and boring a sewer main in a casing under CSAH 18 to an existing manhole on the east side of CSAH 18. Restoration will include overlaying Muhlenhardt Road and reconstructing Horizon Drive.

The proposed improvements are identified in Drawing No. 1 in the Appendix.

The total estimated cost for the proposed improvements to eliminate the Whispering Oaks lift station is \$882,500.

IV. SANITARY SEWER SERVICE TO MCGUIRE COURT AND MCGUIRE CIRCLE

The proposed improvements consist of directional drilling a sewer main from CSAH 16 right-of-way to the McGuire Circle cul-de-sac and open cutting a sewer main under McGuire Circle and McGuire Court. A second option for serving McGuire Circle and McGuire Court with gravity sewer is to direction drill a sewer main from Muhlenhardt Road to the McGuire Circle cul-de-sac. McGuire Circle and McGuire Court could also be served with a low pressure system. The low pressure system will be less expensive to construct but will require each property to have a grinder pump.

The proposed improvements are identified in Drawing No. 2 in the Appendix.

The total estimated cost for the proposed improvements to provide sanitary sewer service to McGuire Circle and McGuire Court is \$309,375.

V. SANITARY SEWER SERVICE TO SUNSET COURT

The proposed improvements consist of installing a 3-inch forcemain from Horizon Drive along the west side of CSAH 18 to Sunset Court. Properties adjacent to Sunset Court will install grinder pumps and pump into the 3-inch forcemain.

The proposed improvements are identified in Drawing No. 3 in the Appendix.

The total estimated cost for the proposed improvements to provide sanitary sewer service to Sunset Court is \$137,500.

VI. SANITARY SEWER SERVICE TO KELLY CIRCLE

The proposed improvements consist of directional drilling a 3-inch forcemain from an existing manhole in the Wildwood Drive cul-de-sac, down a lot line to CSAH 16 right-of-way. The 3-inch forcemain would be bored under CSAH 16 in a casing and extended east to Kelly Circle. Properties adjacent to Kelly Circle will install grinder pumps and pump into the 3-inch forcemain.

The proposed improvements are identified in Drawing No. 4 in the Appendix.

The total estimated cost for the proposed improvements to provide sanitary sewer service to Kelly Circle is \$214,500.

VII. COST ANALYSIS

The total estimated cost to extend sanitary sewer to eliminate the Whispering Oaks lift station is \$882,500.

It is proposed to fund this project with Capital Improvement funds, savings realized from eliminating the lift station, trunk fees collected from the Whispering Oaks plat, future trunk fees, future SAC fees and lateral sewer connection charges.

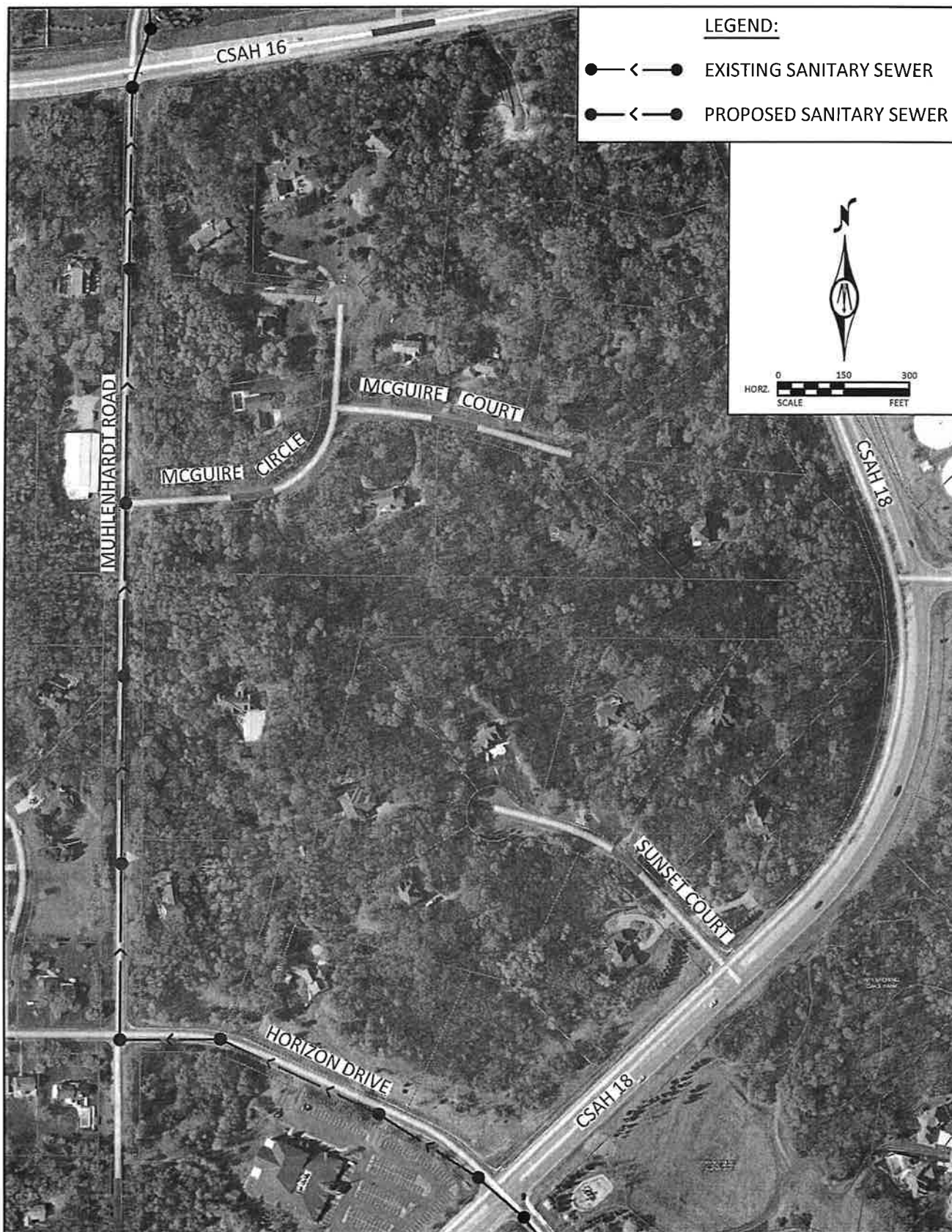
By eliminating the lift station and adding a gravity sewer the City will save approximately \$10,000 per year in maintenance costs. Over the next 35 years that is a savings of \$350,000.

In 2003 the City collected \$133,140 in sanitary sewer trunk fees from the Whispering Oaks plat. If you apply a 3% interest rate since 2003 the present value of the trunk fees paid in 2003 is \$195,582. It is estimated that at least 6 properties, totaling 8 residential equivalent units, could receive sanitary sewer service directly from this main without paying an assessment.

Proposed cost apportionment is as follows:

Funding from the CIF for the Muhlenhardt Road Overlay	\$100,000
Future Trunk and SAC Fees	\$70,000
Cost Savings Over 35 Years from Eliminating the Lift Station	\$350,000
Present Value of the Whispering Oaks Trunk Fees	\$195,582
Lateral Sewer Connection Charges	\$166,918
Total Estimated Project Cost	\$882,500

If this project is constructed it is recommended that a lateral sewer connection charge based on equivalent residential units be established. The estimated lateral sewer connection charge per equivalent residential unit is \$20,864.75.



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& MENK**

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CITY OF SHAKOPEE, MINNESOTA
EAST END SANITARY SEWER STUDY
SANITARY SEWER EXTENSION TO WHISPERING OAKS

CITY OF SHAKOPEE

CONSTRUCTION PLANS FOR

CITY PROJECT NO. 2017-3

MARCH, 2017

NOTE: EXISTING UTILITY INFORMATION SHOWN ON THIS PLAN HAS BEEN PROVIDED BY THE UTILITY OWNER. THE CONTRACTOR SHALL FIELD VERIFY EXACT LOCATIONS PRIOR TO COMMENCING CONSTRUCTION AS REQUIRED BY STATE LAW. NOTIFY GOPHER STATE ONE CALL, 1-800-252-1166 OR 651-454-0002.

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL C. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR THE COLLECTION AND DEPICTION OF EXISTING SUBSURFACE UTILITY DATA."

PLAN REVISIONS		
REV	SHEET NO.	DATE
1	13,14, 15	3-29-2017

Corrigan/Goode
Parcels

MAP OF THE
CITY OF SHAKOPEE
SCOTT COUNTY, MN



2618 SHADOW LANE, SUITE 200
CHASKA, MINNESOTA 55316
Phone: (952) 443-8838
Email: Chaska@Bottom-Meerk.com
www.Bottom-Meerk.com

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<u>SHEET NUMBER</u>	<u>SHEET TITLE</u>
1	TITLE SHEET
2	LEGEND SHEET
3	CONSTRUCTION NOTES
4	DETAILS
5	DETAILS
6	DETAILS
7	EXISTING CONDITIONS & REMOVAL PLANS
8	EXISTING CONDITIONS & REMOVAL PLANS
9	EXISTING CONDITIONS & REMOVAL PLANS
10	SANITARY SEWER PLAN & PROFILE
11	SANITARY SEWER PLAN & PROFILE
12	SANITARY SEWER PLAN & PROFILE
13	SANITARY SEWER PLAN & PROFILE
14	SANITARY SEWER PLAN & PROFILE
15	SANITARY SEWER PLAN & PROFILE
16	MILL & OVERLAY
17	MILL & OVERLAY
18	STREET CONSTRUCTION
19	STREET CONSTRUCTION
20	STAGING & TRAFFIC CONTROL TABULATIONS & NARRATIVE
21	STAGE 1 TRAFFIC CONTROL PLAN
22	STAGE 2 TRAFFIC CONTROL PLAN
23	STAGE 3 TRAFFIC CONTROL PLAN
24	PROJECT INFORMATION
25	NARRATIVE - NON IMPAIRED
26	SOILS MAP

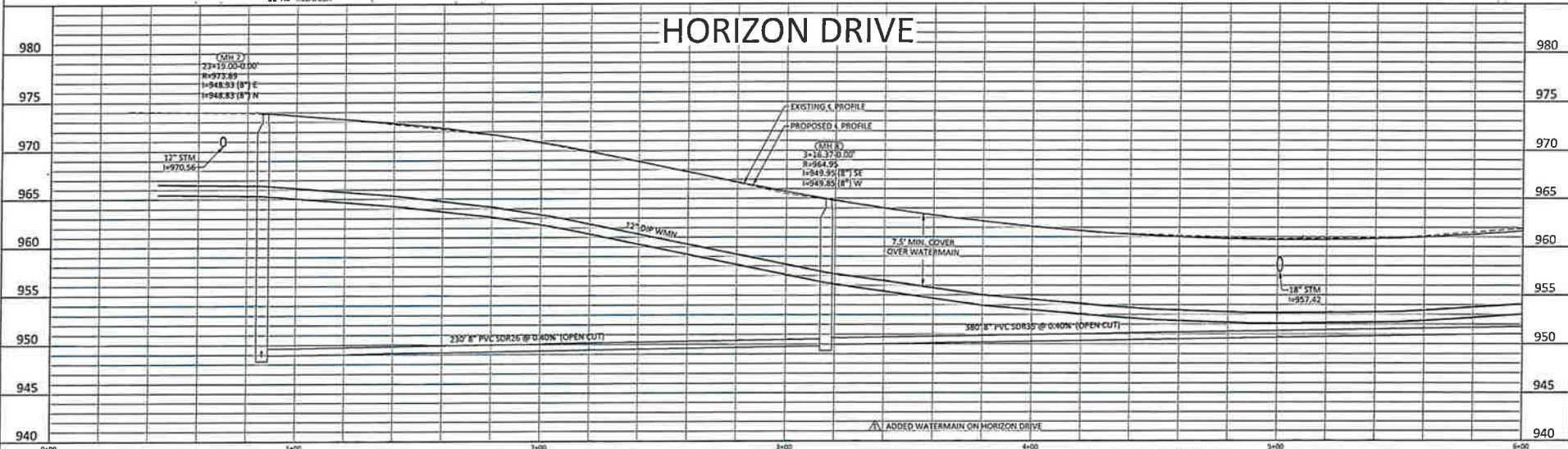
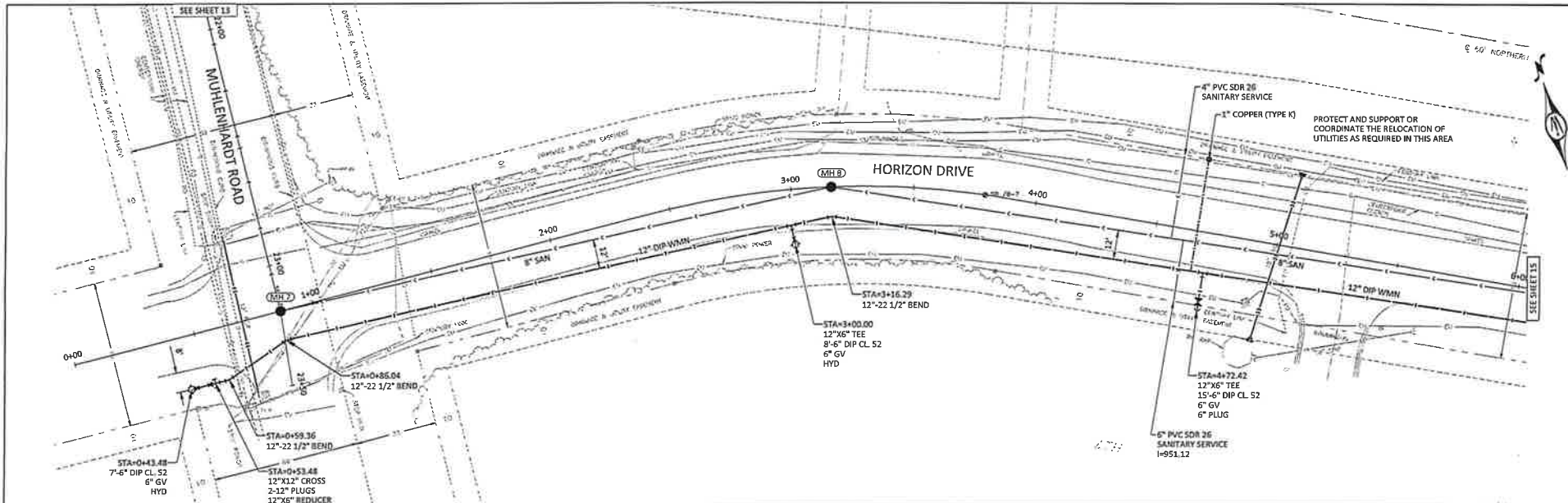
I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

JEFFREY WEYANDT Jeffrey J. Weyandt

UC, NO. 41342 DATE: 3/14/2017

REVIEWED & APPROVED _____ DATE: _____
PUBLIC WORKS DIRECTOR

RECORD DRAWING INFORMATION	CITY OF SHAKOPEE, MINNESOTA	SHEET 1 OF 26
PROJECT NAME	WHISPERING OAKS SANITARY SEWER EXTENSION	
TITLE SHEET		



0 20 40

HORIZ. SCALE

FEET

0 5 10

VERT. SCALE

FEET

BOLTON & MENK

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www.bolton-menk.com

NO. 1

DATE 3-29-2017

BY JIW

1. I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER IN THE STATE OF MINNESOTA.

Jeffrey J. Wejandt

3/14/2017

PROJECT NO. 005

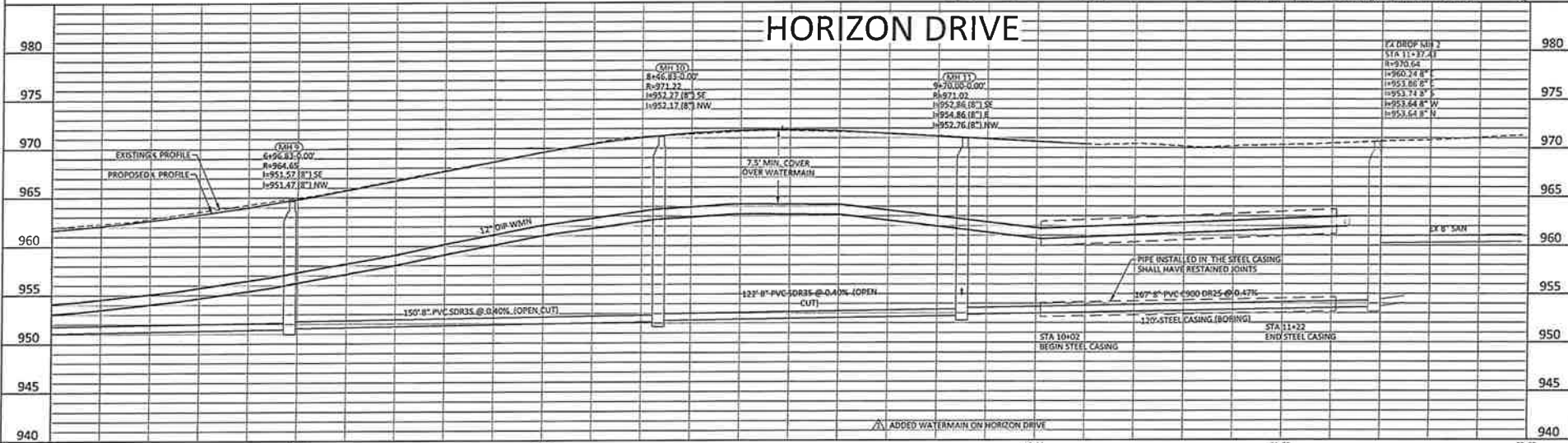
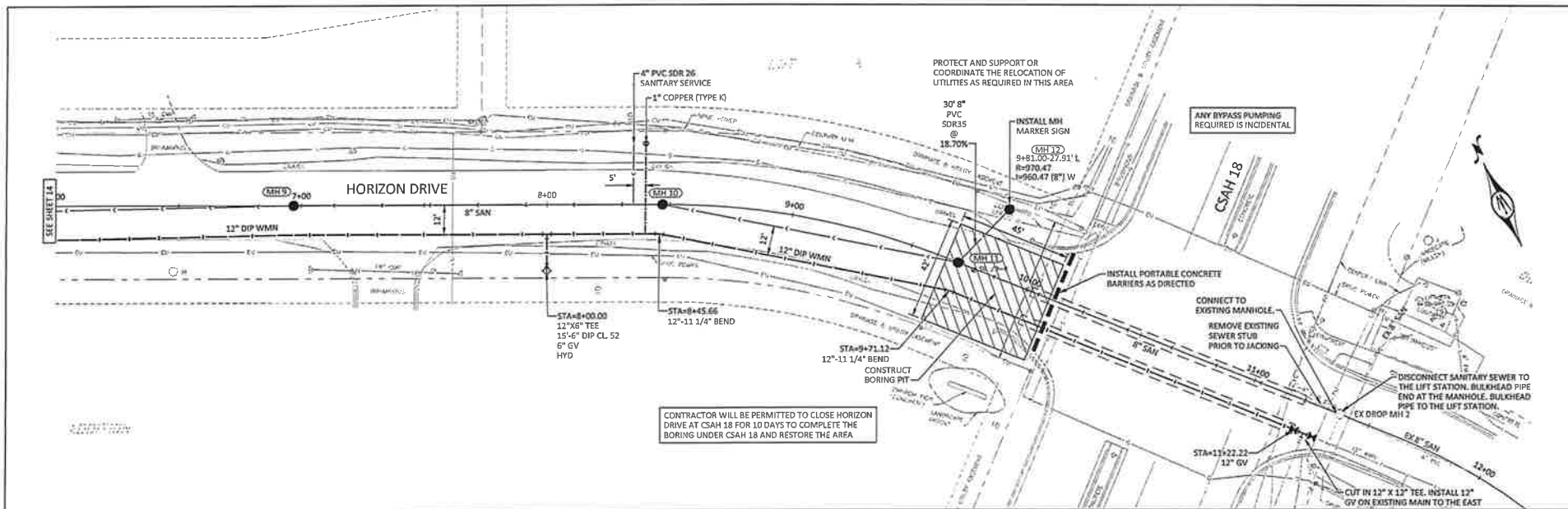
CITY OF SHAKOPEE, MINNESOTA

WHISPERING OAKS SANITARY SEWER EXTENSION

HORIZON DRIVE

SANITARY SEWER PLAN & PROFILE

SHEET 14 OF 26



0 20 40 HORIZ SCALE FEET		0 5 10 VERT. SCALE FEET		BOLTON & MENK 3038 SHADOW LAKE, SUITE 300 CHASIS, MINNESOTA 55318 Phone: (952) 448-8838 Email: chris@bolton-menk.com www.bolton-menk.com		SHEET 15 OF 26 CITY OF SHAKOPEE, MINNESOTA WHISPERING OAKS SANITARY SEWER EXTENSION HORIZON DRIVE SANITARY SEWER PLAN & PROFILE	
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Client _____ Page _____ Of _____
 Project No. _____ Date 3/29/17 By af5
 Project Shakopee
 Task Whispering oaks WM Addition (12" cost)

Item	Unit	Quantity	Unit Price	Total
1. 6" DIP CL 52 WM	LF	45LF	\$60	\$2,700
2. 12" DIP WM	LF	952LF	\$75	\$71,400
3. Hydrant	EA	3Ea.	\$5000	\$15,000
4. 6" 6V	EA	4Ea.	\$2000	\$8,000
5. 12" 6V	EA	2Ea.	\$3500	\$7,000
6. Boring Pit Setup	EA	1Ea.	\$15,000	\$15,000
7. WM Boring - 12" Carrier Pipe	LF	120 LF	\$600	\$72,000
8. Connect to Ex. WM	EA	2Ea.	\$1500	\$3,000
9. DIP Fittings	POUND	1,234 LBS	\$10	\$12,340
10. 1" Type K Copper Service	LF	84 LF	\$60	\$5,040
11. 1" Corp. Stop	EA	2Ea.	\$1000	\$2,000
12. 1" curb Stop	EA	2Ea.	\$1000	\$2,000
Total (Without Contingency)				\$215,480
10% Contingency				\$21,548
Total (With Contingency)				\$237,028
+ 25% Project Costs				\$59,257
Total Project cost				\$296,285

Client _____ Page _____ Of _____
 Project No. _____ Date 3/29/17 By ad5
 Project Shakopee
 Task Whispering oaks Wm Addition - (8" cost)

Item	Unit	Quantity	Unit Price	Total
1. 6" DIP CL 52 Wm	LF	45 LF	\$60	\$2,700
2. 8" DIP Wm	LF	952 LF	\$55	\$52,360
3. Hydrant	EA	3 Ea.	\$5,000	\$15,000
4. 6" 6V	EA	4 Ea.	\$2,000	\$8,000
5. 8" 6V	EA	2 Ea.	\$2,750	\$5,500
6. Boring Pit Setup	EA	1 Ea.	\$15,000	\$15,000
7. Wm Boring - 8" Carrier Pipe	LF	170 LF	\$450	\$54,000
8. Connect to Ex. Wm	EA	2 Ea.	\$1,500	\$3,000
9. DIP Fittings	POUND	740 LBS	\$10	\$7,400
10. 1" Type K Copper Service	LF	84 LF	\$60	\$5,040
11. 1" Corp. Stop	EA	2 Ea.	\$1,000	\$2,000
12. 1" curb Stop	EA	2 Ea.	\$1,000	\$2,000
Total (Without Contingency)				\$172,000
10% Contingency				\$17,200
Total (With Contingency)				\$189,200
+ 25% Project Costs				\$47,300
Total Project Cost				\$236,500




SHAKOPEE PUBLIC UTILITIES COMMISSION

"Lighting the Way - Yesterday, Today and Beyond"

MEMORANDUM

TO: John R. Crooks, Utilities Manager

FROM: Lon R. Schemel, Water Superintendent 

SUBJECT: Nitrate Results Update -- Advisory

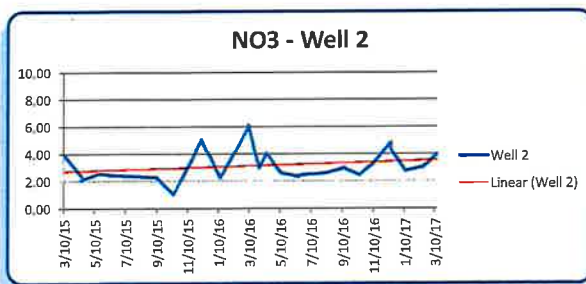
DATE: March 29, 2017

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

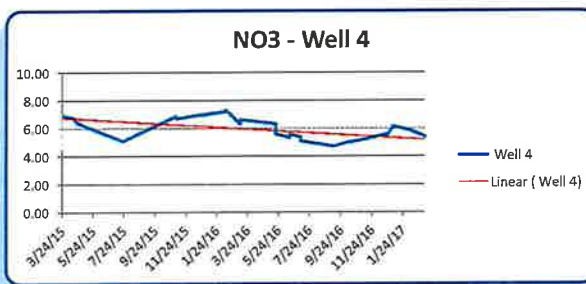


Shakopee Public Utilities Commission
Water Department
Nitrate Results
Reported in mg/L

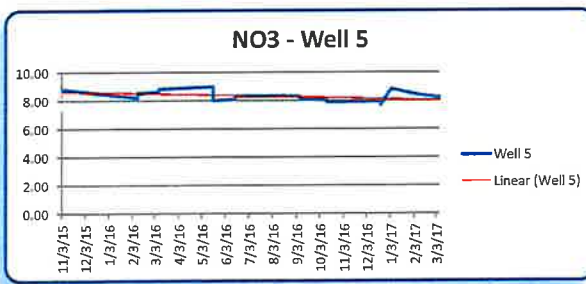
Location	Sample Collected	Results Received	Results	Lab	Run Time
2	3/10/15	3/16/15	3.95	MVTL	126 hrs prior
2	4/14/15	4/20/15	2.36	MVTL	75 hrs prior
2	4/14/15	4/30/15	2.10	MDH	
2	5/19/15	5/26/15	2.58	MVTL	288 hrs prior
2	6/9/15	6/16/15	2.43	MVTL	26 hrs prior
2	9/8/15	9/15/15	2.27	MVTL	132 hrs prior
2	10/13/15	10/19/15	1.03	MVTL	96 hrs prior
2	12/8/15	2/1/16	5.04	MVTL	132 hrs prior
2	1/12/16	1/25/16	2.22	MVTL	220 hrs prior
2	3/8/16	3/14/16	5.93	MVTL	168 hrs prior
2	3/8/16	8/30/16	6.10	MDH	
2	3/29/16	4/4/16	2.96	MVTL	312 hrs prior
2	4/12/16	4/19/16	4.05	MVTL	48 hrs prior
2	5/10/16	5/16/16	2.60	MVTL	144 hrs prior
2	5/10/16	6/2/16	2.60	MDH	
2	6/14/16	6/20/16	2.32	MVTL	168 hrs prior
2	6/14/16	7/22/16	2.40	MDH	
2	8/9/16	8/22/16	2.60	MVTL	132 hrs prior
2	9/13/16	9/28/16	2.94	MVTL	168 hrs prior
2	9/13/16	10/24/16	2.90	MDH	
2	10/11/16	10/17/16	2.42	MVTL	192 hrs prior
2	11/8/16	11/17/16	3.28	MVTL	168 hrs prior
2	12/13/16	12/19/16	4.82	MVTL	192 hrs prior
2	12/13/16	2/9/17	4.30	MDH	
2	1/10/17	1/20/17	2.73	MVTL	168 hrs prior
2	2/14/17	3/6/17	3.02	MVTL	168 hrs prior
2	3/14/17	3/23/17	3.98	MVTL	168 hrs prior



4	3/24/15	3/30/15	6.90	MVTL	388 hrs prior
4	4/14/15	4/20/15	6.79	MVTL	96 hrs prior
4	4/23/15	7/8/15	6.40	MDH	163 hrs prior
4	7/21/15	7/29/15	5.10	MVTL	220 hrs prior
4	11/3/15	11/9/15	6.85	MVTL	168 hrs prior
4	11/3/15	4/29/16	6.70	MDH	
4	2/9/16	2/16/16	7.18	MVTL	112 hrs prior
4	2/9/16	4/29/16	7.30	MDH	
4	3/8/16	3/14/16	6.31	MVTL	144 hrs prior
4	3/8/16	8/30/16	6.60	MDH	
4	5/17/16	5/25/16	6.33	MVTL	168 hrs prior
4	5/17/16	11/10/16	5.60	MDH	
4	6/14/16	6/20/16	5.35	MVTL	168 hrs prior
4	7/5/16	7/12/16	5.37	MVTL	168 hrs prior
4	7/5/16	11/10/16	5.10	MDH	
4	6/14/16	7/22/16	5.60	MDH	
4	9/6/16	9/12/16	4.73	MVTL	220 hrs prior
4	9/6/16	2/9/17	4.70	MDH	
4	10/11/16	10/17/16	5.04	MVTL	168 hrs prior
4	10/11/16	11/10/16	5.00	MDH	
4	12/20/16	12/27/16	5.57	MVTL	168 hrs prior
4	12/20/16	2/9/17	5.40	MDH	
4	1/3/17	1/16/17	6.15	MVTL	168 hrs prior
4	2/7/17	2/14/17	5.84	MVTL	168 hrs prior
4	3/7/17	3/16/17	5.42	MVTL	168 hrs prior



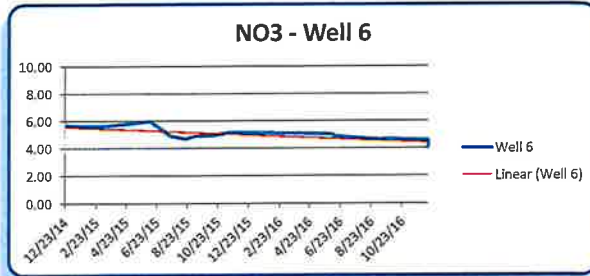
5	11/3/15	11/9/15	8.78	MVTL	112 hrs prior
5	11/3/15	4/29/16	8.80	MDH	
5	2/9/16	2/16/16	8.18	MVTL	434 hrs prior
5	2/9/16	4/29/16	8.50	MDH	
5	3/8/16	3/14/16	8.62	MVTL	288 hrs prior
5	3/8/16	8/30/16	8.80	MDH	
5	5/17/16	5/25/16	8.96	MVTL	168 hrs prior
5	5/17/16	11/10/16	8.00	MDH	
5	6/14/16	6/20/16	8.08	MVTL	168 hrs prior
5	6/14/16	7/22/16	8.30	MDH	
5	9/6/16	9/12/16	8.30	MVTL	96 hrs prior
5	9/6/16	2/9/17	8.10	MDH	
5	10/11/16	10/17/16	8.03	MVTL	168 hrs prior
5	10/11/16	11/10/16	7.90	MDH	
5	12/20/16	12/27/16	7.94	MVTL	168 hrs prior
5	12/20/16	2/9/17	7.70	MDH	
5	1/3/17	1/16/17	8.80	MVTL	168 hrs prior
5	2/7/17	2/14/17	8.39	MVTL	168 hrs prior
5	3/7/17	3/18/17	8.22	MVTL	168 hrs prior



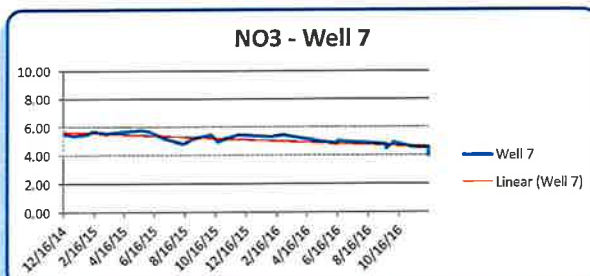
MVTL = Minnesota Valley Testing Laboratories
MDH = Minnesota Department of Health
TCWC = Twin City Water Clinic

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

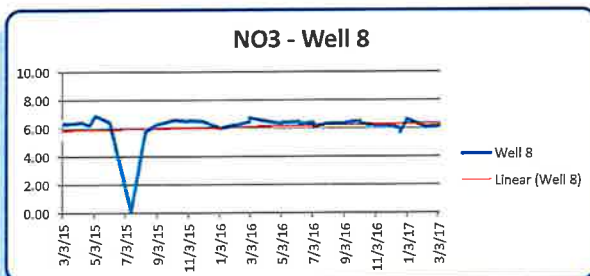
Location	Sample Collected	Results Received	Results	Lab	Run Time
6	12/23/14	1/5/15	5.69	MVTL	191 hrs prior
6	1/13/15	1/22/15	5.60	MVTL	145 hrs prior
6	3/17/15	3/30/15	5.61	MVTL	48 hrs prior
6	6/9/15	6/16/15	5.94	MVTL	96 hrs prior
6	7/21/15	7/29/15	4.86	MVTL	144 hrs prior
6	8/18/15	8/24/15	4.68	MVTL	696 hrs prior
6	9/8/15	9/15/15	4.89	MVTL	288 hrs prior
6	10/13/15	10/19/15	4.93	MVTL	192 hrs prior
6	11/17/15	11/23/15	5.15	MVTL	144 hrs prior
6	6/7/16	6/14/16	5.04	MVTL	195 hrs prior
6	6/7/16	7/22/16	4.90	MDH	
6	9/13/16	9/28/16	4.64	MVTL	216 hrs prior
6	9/13/16	10/24/16	4.70	MDH	
6	12/13/16	12/19/16	4.60	MVTL	240 hrs prior
6	12/13/16	2/9/17	4.10	MDH	



7	12/16/14	12/24/14	5.50	MVTL	212 hrs prior
7	1/6/15	1/22/15	5.38	MVTL	159 hrs prior
7	2/3/15	2/9/15	5.51	MVTL	112 hrs prior
7	2/10/15	2/17/15	5.67	MVTL	144 hrs prior
7	3/10/15	3/16/15	5.52	MVTL	352 hrs prior
7	5/19/15	5/26/15	5.75	MVTL	158 hrs prior
7	6/2/15	6/8/15	5.66	MVTL	96 hrs prior
7	7/7/15	7/20/15	5.14	MVTL	144 hrs prior
7	8/11/15	8/17/15	4.77	MVTL	96 hrs prior
7	9/1/15	9/9/15	5.18	MVTL	144 hrs prior
7	10/6/15	10/14/15	5.41	MVTL	336 hrs prior
7	10/20/15	10/28/15	4.94	MVTL	144 hrs prior
7	11/10/15	11/16/15	5.24	MVTL	321 hrs prior
7	12/1/15	12/15/15	5.41	MVTL	352 hrs prior
7	2/2/16	2/8/16	5.29	MVTL	192 hrs prior
7	3/1/16	3/8/16	5.45	MVTL	140 hrs prior
7	3/1/16	8/30/16	5.40	MDH	
7	6/14/16	6/20/16	4.81	MVTL	186 hrs prior
7	6/14/16	7/22/16	5.00	MDH	
7	9/20/16	9/28/16	4.79	MVTL	216 hrs prior
7	9/20/16	10/24/16	4.50	MDH	
7	10/4/16	10/12/16	4.89	MVTL	216 hrs prior
7	11/15/16	11/21/16	4.55	MVTL	168 hrs prior
7	12/13/16	12/19/16	4.55	MVTL	240 hrs prior
7	12/13/16	2/9/17	4.00	MDH	

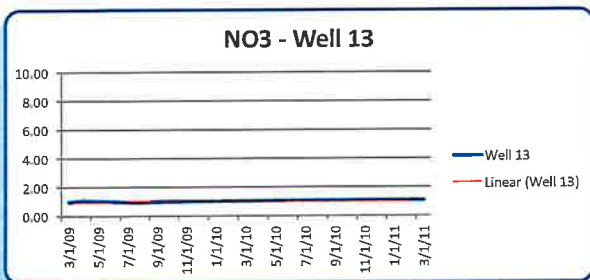
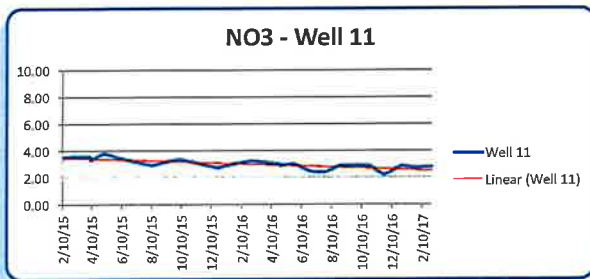
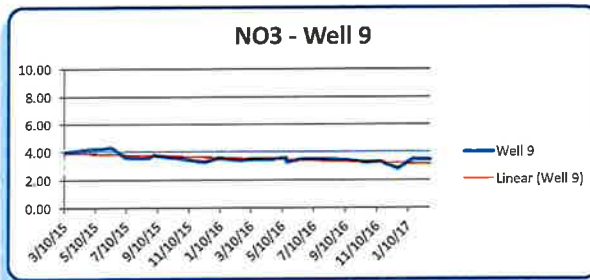


8	3/3/15	3/9/15	6.31	MVTL	336 hrs prior
8	3/24/15	3/30/15	6.32	MVTL	24 hrs prior
8	4/7/15	4/13/15	6.41	MVTL	192 hrs prior
8	4/23/15	7/8/15	6.20	MDH	312 hrs prior
8	5/5/15	5/18/15	6.87	MVTL	144 hrs prior
8	6/2/15	6/8/15	6.39	MVTL	192 hrs prior
8	7/14/15	7/20/15	0.05	MVTL	168 hrs prior
8	8/11/15	8/17/15	5.77	MVTL	120 hrs prior
8	9/1/15	9/9/15	6.24	MVTL	180 hrs prior
8	10/6/15	10/14/15	6.55	MVTL	192 hrs prior
8	11/3/15	11/9/15	6.46	MVTL	140 hrs prior
8	11/3/15	4/29/16	6.50	MDH	
8	12/1/15	12/15/15	6.46	MVTL	312 hrs prior
8	1/5/16	1/13/16	6.00	MVTL	96 hrs prior
8	2/2/16	2/8/16	6.24	MVTL	144 hrs prior
8	2/2/16	4/29/16	6.20	MDH	
8	3/1/16	3/8/16	6.43	MVTL	96 hrs prior
8	3/1/16	8/30/16	6.70	MDH	
8	4/5/16	4/22/16	6.46	MVTL	336 hrs prior
8	5/3/16	5/9/16	6.30	MVTL	124 hrs prior
8	5/3/16	11/10/16	6.40	MDH	
8	6/7/16	6/14/16	6.44	MVTL	310 hrs prior
8	6/7/16	7/22/16	6.30	MDH	
8	7/5/16	7/12/16	6.40	MVTL	190 hrs prior
8	7/5/16	11/10/16	6.10	MDH	
8	8/2/16	8/9/16	6.33	MVTL	192 hrs prior
8	9/6/16	9/12/16	6.36	MVTL	140 hrs prior
8	9/6/16	2/9/17	6.40	MDH	
8	10/4/16	10/12/16	6.48	MVTL	168 hrs prior
8	10/4/16	11/10/16	6.30	MDH	
8	11/1/16	11/7/16	6.20	MVTL	144 hrs prior
8	12/6/16	12/12/16	6.17	MVTL	216 hrs prior
8	12/20/16	12/27/16	5.95	MVTL	168 hrs prior
8	12/20/16	2/9/17	5.70	MDH	
8	1/3/17	1/16/17	6.59	MVTL	168 hrs prior
8	2/7/17	2/14/17	6.08	MVTL	168 hrs prior
8	3/7/17	3/18/17	6.16	MVTL	168 hrs prior



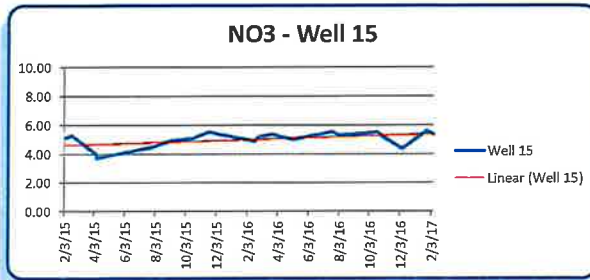
Shakopee Public Utilities Commission
Water Department
Nitrate Results
Reported in mg/L

Location	Sample Collected	Results Received	Results	Lab	Run Time
9	3/10/15	3/16/15	3.96	MVTL	512 hrs prior
9	4/21/15	4/27/15	4.15	MVTL	240 hrs prior
9	5/19/15	5/26/15	4.20	MVTL	168 hrs prior
9	6/9/15	6/16/15	4.29	MVTL	24 hrs prior
9	7/7/15	7/20/15	3.62	MVTL	192 hrs prior
9	8/18/15	8/24/15	3.54	MVTL	24 hrs prior
9	9/1/15	9/9/15	3.75	MVTL	161 hrs prior
9	10/13/15	10/19/15	3.57	MVTL	150 hrs prior
9	12/8/15	2/1/16	3.28	MVTL	144 hrs prior
9	1/5/16	1/13/16	3.54	MVTL	168 hrs prior
9	2/16/16	2/23/16	3.40	MVTL	312 hrs prior
9	3/15/16	3/21/16	3.48	MVTL	168 hrs prior
9	4/19/16	4/25/16	3.48	MVTL	168 hrs prior
9	5/17/16	5/25/16	3.58	MVTL	212 hrs prior
9	5/17/16	6/2/16	3.30	MDH	
9	6/21/16	6/28/16	3.51	MVTL	144 hrs prior
9	7/19/16	7/25/16	3.47	MVTL	168 hrs prior
9	8/16/16	8/22/16	3.49	MVTL	192 hrs prior
9	9/20/16	9/28/16	3.39	MVTL	240 hrs prior
9	10/18/16	10/24/16	3.27	MVTL	168 hrs prior
9	11/15/16	11/21/16	3.32	MVTL	168 hrs prior
9	12/20/16	12/27/16	2.81	MVTL	144 hrs prior
9	1/17/17	1/27/17	3.49	MVTL	168 hrs prior
9	2/21/17	3/3/17	3.46	MVTL	168 hrs prior
10	4/17/12	4/20/12	< 1.00	TCWC	158 hrs prior
10	1/21/14	1/29/14	< 1.00	TCWC	144 hrs prior
10	3/25/14	4/1/14	3.61	MVTL	96 hrs prior
10	4/23/14	5/7/14	< 0.20	MVTL	24 hrs prior
10	4/23/14	6/16/14	< 0.05	MDH	*
10	6/16/15	6/26/15	< 0.05	MVTL	144 hrs prior
11	2/10/15	2/17/15	3.50	MVTL	148 hrs prior
11	3/3/15	3/9/15	3.56	MVTL	192 hrs prior
11	4/7/15	4/13/15	3.57	MVTL	144 hrs prior
11	4/7/15	4/23/15	3.30	MDH	
11	5/5/15	5/18/15	3.81	MVTL	60 hrs prior
11	6/2/15	6/8/15	3.46	MVTL	100 hrs prior
11	7/21/15	7/29/15	3.05	MVTL	288 hrs prior
11	8/11/15	8/17/15	2.90	MVTL	144 hrs prior
11	9/8/15	9/15/15	3.17	MVTL	144 hrs prior
11	10/6/15	10/14/15	3.36	MVTL	300 hrs prior
11	12/22/15	12/30/15	2.71	MVTL	168 hrs prior
11	1/12/16	1/25/16	2.92	MVTL	192 hrs prior
11	2/23/16	2/29/16	3.20	MVTL	132 hrs prior
11	3/1/16	3/8/16	3.23	MVTL	60 hrs prior
11	4/26/16	5/2/16	2.99	MVTL	192 hrs prior
11	4/26/16	5/26/16	2.90	MDH	
11	5/24/16	6/2/16	3.02	MVTL	264 hrs prior
11	6/28/16	7/6/16	2.42	MVTL	216 hrs prior
11	7/26/16	8/1/16	2.40	MVTL	126 hrs prior
11	8/23/16	8/31/16	2.85	MVTL	168 hrs prior
11	9/27/16	10/3/16	2.89	MVTL	168 hrs prior
11	10/25/16	10/31/16	2.84	MVTL	192 hrs prior
11	11/22/16	12/1/16	2.15	MVTL	216 hrs prior
11	12/27/16	1/4/17	2.86	MVTL	168 hrs prior
11	1/24/17	2/7/17	2.72	MVTL	216 hrs prior
11	2/28/17	3/8/17	2.77	MVTL	168 hrs prior
12	12/17/13	12/23/13	3.01	TCWC	144 hrs prior
12	1/21/14	1/29/14	1.70	TCWC	168 hrs prior
12	2/4/14	2/10/14	2.21	TCWC	144 hrs prior
12	4/23/14	5/7/14	1.27	MVTL	192 hrs prior
12	4/23/14	6/16/14	1.30	MDH	*
12	6/12/14	8/20/14	2.10	MVTL	162 hrs prior
12	9/23/14	10/2/14	2.28	MVTL	132 hrs prior
12	10/13/15	10/19/15	2.35	MVTL	126 hrs prior
13	3/12/09	3/26/09	0.96	MVTL	46 hrs prior
13	4/14/09	4/27/09	1.10	MVTL	60 hrs prior
13	8/4/09	8/12/09	0.90	MVTL	1013 hrs prior
13	9/24/09	10/5/09	0.98	MVTL	51 hrs prior
13	7/14/10	7/27/10	1.07	MVTL	42 hrs prior
13	3/11/11	3/16/11	1.08	MVTL	100 hrs prior

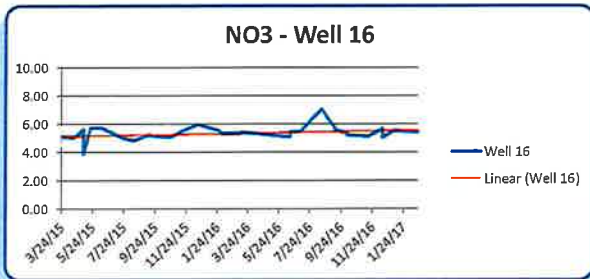


Shakopee Public Utilities Commission
Water Department
Nitrate Results
Reported in mg/L

Location	Sample Collected	Results Received	Results	Lab	Run Time
14	3/11/11	3/16/11	< 0.20	MVTL	90 hrs prior
14	2/12/13	2/19/13	Absent	TCWC	126 hrs prior
14	1/21/14	1/29/14	< 1.00	TCWC	168 hrs prior
14	4/23/14	5/7/14	< 0.20	MVTL	24 hrs prior
14	4/23/14	6/16/14	< 0.05	MDH	*
15	2/3/15	2/9/15	5.11	MVTL	132 hrs prior
15	2/17/15	2/23/15	5.27	MVTL	60 hrs prior
15	4/7/15	4/13/15	4.00	MVTL	144 hrs prior
15	4/7/15	4/23/15	3.70	MDH	
15	7/28/15	8/3/15	4.49	MVTL	96 hrs prior
15	8/4/15	8/10/15	4.58	MVTL	144 hrs prior
15	9/1/15	9/9/15	4.91	MVTL	200 hrs prior
15	10/13/15	10/19/15	5.05	MVTL	132 hrs prior
15	11/17/15	11/23/15	5.50	MVTL	336 hrs prior
15	1/5/16	1/13/16	5.15	MVTL	312 hrs prior
15	12/8/15	2/1/16	5.33	MVTL	168 hrs prior
15	2/16/16	2/23/16	4.86	MVTL	144 hrs prior
15	2/23/16	2/29/16	5.16	MVTL	172 hrs prior
15	3/22/16	3/28/16	5.36	MVTL	72 hrs prior
15	4/5/16	4/22/16	5.20	MVTL	144 hrs prior
15	5/3/16	5/9/16	5.00	MVTL	288 hrs prior
15	5/3/16	5/26/16	5.00	MDH	
15	7/19/16	7/25/16	5.52	MVTL	144 hrs prior
15	8/2/16	8/9/16	5.29	MVTL	120 hrs prior
15	9/27/16	10/3/16	5.41	MVTL	216 hrs prior
15	10/18/16	10/24/16	5.48	MVTL	216 hrs prior
15	11/1/16	11/7/16	5.08	MVTL	192 hrs prior
15	12/6/16	12/12/16	4.38	MVTL	168 hrs prior
15	1/24/17	2/7/17	5.58	MVTL	168 hrs prior
15	2/7/17	2/14/17	5.34	MVTL	168 hrs prior

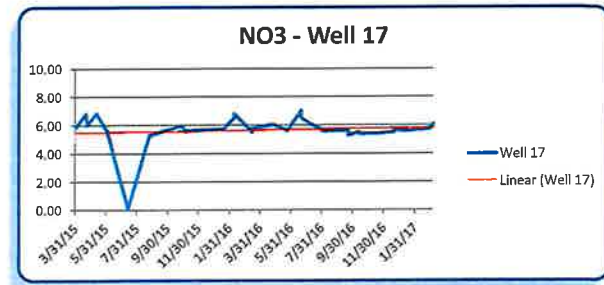


16	3/24/15	3/30/15	5.11	MVTL	172 hrs prior
16	4/14/15	4/20/15	5.01	MVTL	168 hrs prior
16	4/23/15	7/8/15	5.20	MDH	120 hrs prior
16	5/5/15	5/18/15	5.61	MVTL	144 hrs prior
16	5/5/15	5/18/15	3.86	MVTL	144 hrs prior
16	5/19/15	5/26/15	5.70	MVTL	168 hrs prior
16	6/9/15	6/16/15	5.68	MVTL	120 hrs prior
16	7/21/15	7/29/15	4.98	MVTL	312 hrs prior
16	8/11/15	8/17/15	4.80	MVTL	144 hrs prior
16	9/8/15	9/15/15	5.17	MVTL	120 hrs prior
16	10/20/15	10/28/15	5.04	MVTL	48 hrs prior
16	11/10/15	11/16/15	5.33	MVTL	172 hrs prior
16	11/10/15	4/29/16	5.40	MDH	
16	12/15/15	12/21/15	5.92	MVTL	144 hrs prior
16	1/26/16	2/1/16	5.48	MVTL	120 hrs prior
16	2/2/16	2/8/16	5.29	MVTL	312 hrs prior
16	2/2/16	4/29/16	5.30	MDH	
16	3/8/16	3/14/16	5.30	MVTL	168 hrs prior
16	3/8/16	8/30/16	5.40	MDH	
16	6/14/16	6/20/16	5.05	MVTL	360 hrs prior
16	6/14/16	7/22/16	5.40	MDH	
16	7/5/16	7/12/16	5.45	MVTL	312 hrs prior
16	8/16/16	8/22/16	7.01	MVTL	120 hrs prior
16	9/13/16	9/28/16	5.50	MVTL	168 hrs prior
16	9/13/16	10/24/16	5.50	MDH	
16	10/4/16	10/12/16	5.35	MVTL	168 hrs prior
16	10/4/16	11/10/16	5.20	MDH	
16	11/15/16	11/21/16	5.10	MVTL	144 hrs prior
16	12/13/16	12/19/16	5.63	MVTL	312 hrs prior
16	12/13/16	2/9/17	5.00	MDH	
16	1/3/17	1/16/17	5.49	MVTL	168 hrs prior
16	2/21/17	3/3/17	5.39	MVTL	168 hrs prior

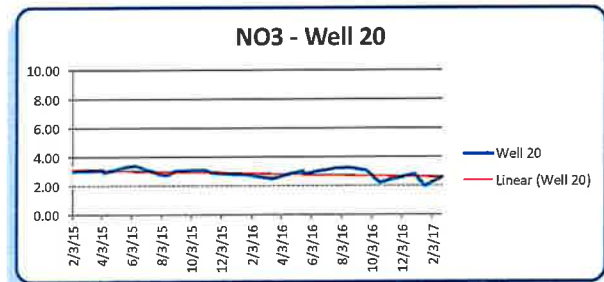


Shakopee Public Utilities Commission
Water Department
Nitrate Results
Reported in mg/L

Location	Sample Collected	Results Received	Results	Lab	Run Time
17	3/31/15	4/13/15	5.84	MVTL	168 hrs prior
17	4/23/15	7/8/15	6.00	MDH	211 hrs prior
17	4/21/15	4/27/15	6.82	MVTL	168 hrs prior
17	5/12/15	5/18/15	6.85	MVTL	312 hrs prior
17	6/2/15	6/8/15	5.57	MVTL	24 hrs prior
17	7/14/15	7/20/15	0.05	MVTL	144 hrs prior
17	8/25/15	9/1/15	5.31	MVTL	192 hrs prior
17	9/15/15	9/22/15	5.52	MVTL	312 hrs prior
17	10/27/15	11/5/15	5.95	MVTL	168 hrs prior
17	11/3/15	11/9/15	5.66	MVTL	144 hrs prior
17	11/3/15	4/29/16	5.60	MDH	
17	12/1/15	12/15/15	5.67	MVTL	168 hrs prior
17	1/19/16	1/26/16	5.73	MVTL	144 hrs prior
17	2/9/16	2/16/16	6.51	MVTL	180 hrs prior
17	2/9/16	4/29/16	6.80	MDH	
17	3/15/16	3/21/16	5.52	MVTL	288 hrs prior
17	3/15/16	8/30/16	5.80	MDH	
17	4/26/16	5/2/16	6.02	MVTL	172 hrs prior
17	5/24/16	6/2/16	5.63	MVTL	144 hrs prior
17	6/21/16	6/20/16	7.04	MVTL	312 hrs prior
17	6/21/16	8/30/16	6.50	MDH	
17	7/12/16	7/18/16	5.98	MVTL	216 hrs prior
17	7/12/16	11/10/16	6.00	MDH	
17	8/2/16	8/9/16	5.62	MVTL	120 hrs prior
17	9/20/16	9/28/16	5.64	MVTL	216 hrs prior
17	9/20/16	10/24/16	5.30	MDH	
17	10/11/16	10/17/16	5.54	MVTL	144 hrs prior
17	10/11/16	11/10/16	5.40	MDH	
17	11/22/16	12/1/16	5.44	MVTL	192 hrs prior
17	12/20/16	12/27/16	5.53	MVTL	192 hrs prior
17	12/20/16	2/9/17	5.70	MDH	
17	1/10/17	1/20/17	5.61	MVTL	168 hrs prior
17	2/28/17	3/8/17	5.75	MVTL	168 hrs prior
17	3/7/17	3/18/17	6.05	MVTL	168 hrs prior

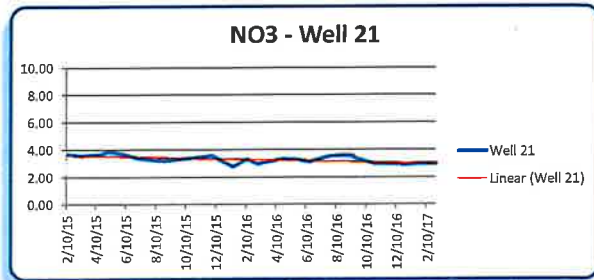


20	2/3/15	2/9/15	3.01	MVTL	288 hrs prior
20	3/3/15	3/9/15	3.03	MVTL	180 hrs prior
20	4/7/15	4/13/15	3.09	MVTL	768 hrs prior
20	4/7/15	4/23/15	2.90	MDH	
20	5/19/15	5/26/15	3.26	MVTL	336 hrs prior
20	6/9/15	6/16/15	3.36	MVTL	162 hrs prior
20	7/28/15	8/3/15	2.82	MVTL	120 hrs prior
20	8/11/15	8/17/15	2.71	MVTL	211 hrs prior
20	9/1/15	9/9/15	2.99	MVTL	180 hrs prior
20	10/27/15	11/5/15	3.11	MVTL	120 hrs prior
20	11/10/15	11/16/15	2.90	MVTL	288 hrs prior
20	12/8/15	2/1/16	2.83	MVTL	120 hrs prior
20	1/19/16	1/26/16	2.78	MVTL	165 hrs prior
20	3/15/16	3/21/16	2.48	MVTL	162 hrs prior
20	4/19/16	4/25/16	2.81	MVTL	216 hrs prior
20	5/17/16	5/25/16	3.02	MVTL	120 hrs prior
20	5/17/16	6/2/16	2.80	MDH	
20	6/21/16	6/28/16	3.03	MVTL	768 hrs prior
20	7/19/16	7/25/16	3.19	MVTL	144 hrs prior
20	8/16/16	8/22/16	3.23	MVTL	159 hrs prior
20	9/20/16	9/28/16	3.05	MVTL	216 hrs prior
20	10/18/16	10/24/16	2.20	MVTL	144 hrs prior
20	11/15/16	11/21/16	2.49	MVTL	192 hrs prior
20	12/27/16	1/4/17	2.79	MVTL	168 hrs prior
20	1/17/17	1/27/17	1.97	MVTL	168 hrs prior
20	2/21/17	3/3/17	2.60	MVTL	168 hrs prior



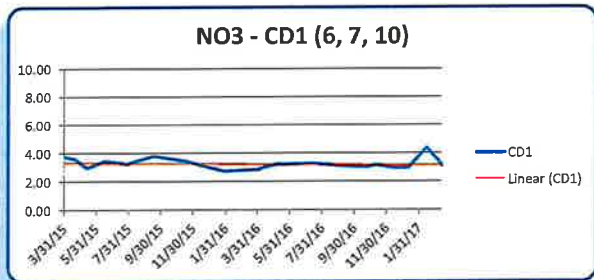
Shakopee Public Utilities Commission
Water Department
Nitrate Results
Reported in mg/L

Location	Sample Collected	Results Received	Results	Lab	Run Time
21	2/10/15	2/17/15	3.69	MVTL	165 hrs prior
21	3/10/15	3/16/15	3.56	MVTL	120 hrs prior
21	4/21/15	4/27/15	3.68	MVTL	162 hrs prior
21	5/5/15	5/18/15	3.86	MVTL	159 hrs prior
21	6/2/15	6/8/15	3.68	MVTL	168 hrs prior
21	7/7/15	7/20/15	3.36	MVTL	172 hrs prior
21	8/25/15	9/1/15	3.18	MVTL	312 hrs prior
21	10/20/15	10/28/15	3.37	MVTL	168 hrs prior
21	12/1/15	12/15/15	3.57	MVTL	165 hrs prior
21	1/12/16	1/25/16	2.77	MVTL	368 hrs prior
21	2/9/16	2/16/16	3.31	MVTL	144 hrs prior
21	3/1/16	3/8/16	2.98	MVTL	160 hrs prior
21	4/26/16	5/2/16	3.35	MVTL	165 hrs prior
21	4/26/16	5/26/16	3.30	MDH	
21	5/21/16	6/2/16	3.29	MVTL	312 hrs prior
21	6/14/16	6/20/16	3.12	MVTL	144 hrs prior
21	7/26/16	8/1/16	3.52	MVTL	211 hrs prior
21	8/23/16	8/31/16	3.57	MVTL	162 hrs prior
21	9/13/16	9/28/16	3.54	MVTL	216 hrs prior
21	9/13/16	10/24/16	3.40	MDH	
21	10/26/16	11/7/16	2.97	MVTL	120 hrs prior
21	11/22/16	12/1/16	2.98	MVTL	120 hrs prior
21	12/20/16	12/27/16	2.94	MVTL	144 hrs prior
21	12/20/16	2/9/17	2.90	MDH	
21	1/24/17	2/7/17	2.97	MVTL	168 hrs prior
21	2/28/17	3/8/17	2.98	MVTL	168 hrs prior



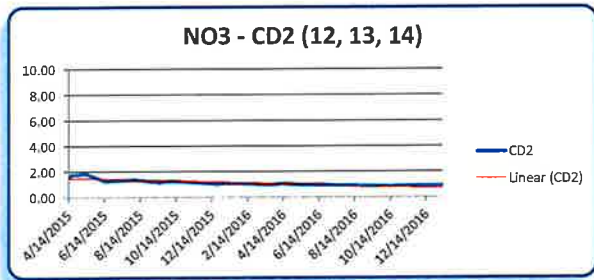
Combined Discharge - Wells 6-7-10

CD 1	3/31/15	4/13/15	3.75	MVTL	78 hrs prior
CD 1	4/21/15	4/27/15	3.56	MVTL	168 hrs prior
CD 1	5/12/15	5/18/15	2.98	MVTL	144 hrs prior
CD 1	6/16/15	6/26/15	3.45	MVTL	212 hrs prior
CD 1	7/26/15	8/3/15	3.21	MVTL	24 hrs prior
CD 1	8/4/15	8/10/15	3.30	MVTL	368 hrs prior
CD 1	9/15/15	9/22/15	3.76	MVTL	168 hrs prior
CD 1	11/17/15	11/23/15	3.39	MVTL	160 hrs prior
CD 1	1/26/16	2/1/16	2.71	MVTL	168 hrs prior
CD 1	3/31/16	4/22/16	2.83	MVTL	211 hrs prior
CD 1	4/12/16	4/19/16	3.01	MVTL	180 hrs prior
CD 1	5/10/16	5/16/16	3.25	MVTL	120 hrs prior
CD 1	5/10/16	6/2/16	3.20	MDH	
CD 1	6/2/16	6/28/16	3.23	MVTL	162 hrs prior
CD 1	7/12/16	7/18/16	3.26	MVTL	212 hrs prior
CD 1	8/9/16	8/22/16	3.17	MVTL	165 hrs prior
CD 1	9/13/16	9/28/16	3.07	MVTL	168 hrs prior
CD 1	10/25/16	10/31/16	3.01	MVTL	144 hrs prior
CD 1	11/8/16	11/17/16	3.14	MVTL	368 hrs prior
CD 1	12/13/16	12/18/16	2.95	MVTL	168 hrs prior
CD 1	1/10/17	1/20/17	2.96	MVTL	168 hrs prior
CD 1	2/14/17	3/6/17	4.35	MVTL	168 hrs prior
CD 1	3/14/17	3/23/17	3.11	MVTL	168 hrs prior




Combined Discharge - Wells 12-13-14

CD 2	4/14/2015	4/20/2015	1.65	MVTL	192 hrs prior
CD 2	4/14/2015	4/30/2015	1.70	MDH	
CD 2	5/12/2015	5/18/2015	1.82	MVTL	144 hrs prior
CD 2	6/16/2015	6/26/2015	1.26	MVTL	126 hrs prior
CD 2	8/4/2015	8/10/2015	1.35	MVTL	168 hrs prior
CD 2	9/15/2015	9/22/2015	1.15	MVTL	144 hrs prior
CD 2	10/6/2015	10/14/2015	1.25	MVTL	208 hrs prior
CD 2	12/22/2015	12/30/2015	1.03	MVTL	168 hrs prior
CD 2	1/5/2016	1/13/2016	1.08	MVTL	192 hrs prior
CD 2	2/23/2016	2/29/2016	1.03	MVTL	208 hrs prior
CD 2	3/22/2016	3/28/2016	0.96	MVTL	288 hrs prior
CD 2	4/12/2016	4/19/2016	1.07	MVTL	120 hrs prior
CD 2	5/10/2016	5/16/2016	0.98	MVTL	165 hrs prior
CD 2	5/10/2016	6/2/2016	0.97	MDH	
CD 2	7/12/2016	7/18/2016	0.93	MVTL	170 hrs prior
CD 2	10/11/2016	10/17/2016	0.87	MVTL	168 hrs prior
CD 2	11/8/2016	11/17/2016	0.91	MVTL	168 hrs prior
CD 2	1/10/2017	1/20/2017	0.92	MVTL	216 hrs prior



**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: John Crooks, Utilities Manager

FROM: Joseph D. Adams, Planning & Engineering Director 

SUBJECT: Street Lighting Policy

DATE: March 30, 2017

ISSUE

A draft revised Street Lighting Policy is attached for Commission consideration.

BACKGROUND

The joint Street Lighting Policy has not been updated since 2013. SPUC and City staff have been working with a lighting consultant on a proposed revised policy with more flexible language to accommodate the fast changing specifications and performance features of new LED fixtures for street lighting standards.

The last revision to the policy updated the standard lighting pole material to bronzed aluminum and introduced LED fixtures as the standard fixture for new lighting units. Two styles were adopted for local streets (coach style) and for collector streets (rectilinear).

As the utility and city grew over the past two decades plus, both the number of lighting units and the donated energy cost of street lighting increased substantially. Adopting the latest most energy efficient lighting units and more durable pole materials result in savings in both maintenance and energy costs that help keep electric rate increases down and benefit all utility customers and city taxpayers.

DISCUSSION

This revision removes the technical performance features of the LED fixtures and leaves those to be specified in details that can be revised subject to joint approval by the City Engineer and Utilities Manager without returning to the Council and Commission for further action. Thus, when new and better performing LED fixtures replace older ones staff does not have to request the entire policy is revised. The lighting details can be updated with both the City Engineer and Utilities Manager agreeing on any changes.



Staff and the consultant have been reviewing recent developments and publications on street lighting technology, specifically LED lighting in lieu of an AMA report on the perceived dangers of blue white light, these past several months and the consensus we have reached for our recommendations are reflected in the attached details.

There is somewhat of a public controversy over the AMA report with some groups or individuals demanding changes to street lights to strictly conform to a maximum level of blue white light by requiring fixture specifications to be a maximum 3000 Kelvin Correlated Color Temperature (CCT) level. Staff does not believe in a one size fits all solution and is recommending a 4000 Kelvin CCT specification for collector street lighting fixtures to provide for more visibility in higher traffic areas and a flexible 4000 or 3000 Kelvin CCT fixture for local streets.

REQUESTED ACTION

Staff recommends the Commission adopt the draft revised Street Lighting Policy and coordinate with City staff after Council does the same to ensure consistency should there be any modifications proposed by the Council.

Residential Standard Option 3 - LED Coach Lantern (Full Cutoff)



Current Model – Series 247CL (American Electric Lighting)

\$400 per fixture (material only)

4000K – 72 Watt LED

Lumens per Watt – 92

Lumen Output – 6,821 lumens

Light Distribution – Type 3

Dimmable driver option to reduce output as needed

Estimated energy savings over 100W HPS – 52%

Fully complies with Dark-Sky initiatives but directing all light downward. The residential options 1 & 2 are partial cutoff but they have acrylic panels on the sides which help disperse the light and reduce glare. There is, noticeably more glare from the full cutoff as you drive by. The picture below is a full cutoff fixture installed on Meadow Court west of Jennifer Lane in Shakopee.



Collector Standard – LED Rectilinear



Current Model – Roadview LED Series (Phillips LUMEC)

\$590 per fixture (material only)

4000K – 160 Watt LED

Lumens per Watt – 95

Lumen Output – 15,196 Lumens

Light Distribution – Type 3

Dimmable driver option to reduce output as needed

Estimated energy savings over 250W HPS – 47%

Starting in 2013, this fixture has been installed in new subdivisions and as needed for replacements. Staying with a 4000K color on a collector street is recommended for increased color quality and visibility due to higher traffic volume.





Residential Standard Option 1 – LED Coach Lantern

Current Model – Series 247L (American Electric Lighting)

\$400 per fixture (material only)

4000K – 72 Watt LED

Lumens per Watt – 82

Lumen Output – 5,962 lumens

Light Distribution – Type 3 (recommended for residential and collector streets.)

Dimmable driver option to reduce output as needed

Estimated energy savings over 100W HPS – 52%

Starting in 2013, this fixture has been installed in new subdivisions and as needed for replacements. LEDs over HPS have vastly improved not only energy savings but also light distribution using individual LEDs and optics to direct light. We are using a Type 3 distribution (see below for chart of different types) which spreads light evenly to the sides of the fixture, down street instead of radially from the fixture like HPS (Type 5).



Residential Standard Option 2 - LED Coach Lantern (RECOMMENDED)

Current Model – Series 247L (American Electric Lighting)

\$400 per fixture (material only)

3000K – 72 Watt LED

Lumens per Watt – 76

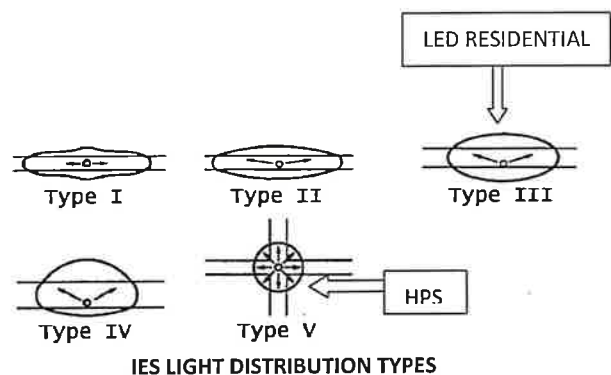
Lumen Output – 5,553 lumens

Light Distribution – Type 3

Dimmable driver option to reduce output as needed

Estimated energy savings over 100W HPS – 52%

Very similar to what is presently being installed. Since the American Medical Association has released recommendations on street lighting to reduce exposure to “blue-white” light, many concerns have been raised as to the color temp and what should be implemented on residential streets. Though slightly less efficient (see lumens per watt above), the light output is similar enough to warrant installing 3000K fixtures in the residential neighborhoods in order to quell concerns from citizens. The picture below helps illustrate how similar the two color temperatures are (the picture was taken on Meadow Lane east of Jennifer Lane in Shakopee where these 3 options were installed as a test case).



CITY OF SHAKOPEE STREET LIGHTING POLICY

I. OVERVIEW

The City intends that this street lighting policy promote the safe travel of City streets in a manner both fair and affordable to the City and its residents. Street lighting promotes pedestrian and traffic safety and to that extent the City shall approve street lighting where warranted by such concerns. Lighting requests shall come either by recommendation of the City Engineer or by property owners.

II. STREET LIGHTING STANDARDS

A. GENERAL STANDARDS

1. The developer shall pay the full capital costs of every lighting unit to be installed. This includes poles, luminaires, conduit, underground wiring, lighting controllers and all appurtenant work. The developer shall pay operation and maintenance for the lighting system as per City Ordinances and Shakopee Public Utilities Commission's Policy.

PLAN APPROVAL – All lighting plans are submitted to the City and Shakopee Public Utilities Commission for review with the approval of street lighting plans as determined by Shakopee Public Utilities Commission's Utility Manager and the City's ~~Public Works Director~~ **City Engineer**.

B. NEW SUBDIVISIONS

1. *Residential streets ((Average lot size of 2.5 acres or less))*

Lighting units shall be placed at intersections, with no more than 300 feet between lighting units where intersections are more than 450 feet apart, and at the ends of cul-de-sacs where the distance from the end of the cul-de-sac to the street intersection is greater than 250 feet. Developers shall also install lighting units to City Standards at the intersections of residential streets with collector streets.

The lighting unit standards shall be as per Shakopee Public Utilities Commission's recommendations and generally as follows:

Local Residential Streets: 24-foot direct embedded, dark bronze anodized tapered aluminum pole with ~~an 70-watt~~ **LED Coach Lantern LED** luminaire mounting height of approximately 19.5 feet above finished grade. See **LED** Coach Lantern Lighting Unit Detail.

2. ***Residential Streets (Average lot size is greater than 2.5 acres)***

Lighting units shall be the same as for local residential streets where average lot size is 2.5 acres or less. Street lights shall be placed at intersections, with no more than 600 feet between lighting units where intersections are more than 900 feet apart, and at the ends of cul-de-sacs where the distance from end of cul-de-sac to the street intersection is greater than 500 feet. See [LED](#) Coach Lantern Lighting Unit Detail.

3. ***Arterial and Collector Streets in Residential Areas***

Lighting units shall be placed at intersections and spaced no more than 300 feet between lighting units where intersections are more than 450 feet apart, with lighting typically alternating from one side to the other depending on the width of the street.

The lighting unit standards shall be per Shakopee Public Utilities Commission's recommendations and generally as follows:

Arterial and Collector Streets (north of Shakopee Bypass): 40-foot wooden poles with ~~an 160-watt rectilinear~~ LED [Rectilinear](#) luminaire and a 6-foot arm having a luminaire mounting height of approximately 32 feet above finished grade.

Arterial and Collector Street (south of Shakopee Bypass): 34-foot direct embedded, dark bronze anodized tapered aluminum pole with ~~an 160-watt rectilinear~~ LED [Rectilinear](#) luminaire and a 6-foot arm having a luminaire mounting height of approximately 28 feet above finished grade. See [LED](#) Rectilinear Style Lighting Unit Detail.

4. ***Industrial Areas***

Lighting units shall be placed at intersections and spaced no more than 450 feet between lighting units where intersections are more than 675 feet apart.

Lighting units shall be the same as Collector Streets (south of Shakopee Bypass). See [LED](#) Rectilinear Style Lighting Unit Detail.

5. ***Commercial Areas***

Lighting units shall be placed at intersections and spaced no more than 300 feet between lighting units where intersections are more than 450 feet apart, with lighting units alternating from one side to the other depending on the width of the street.

Street lighting standards shall be the same as Collector Streets (south of Shakopee Bypass). See LED Rectilinear Style Lighting Unit Detail.

6. *Pedestrian Ways and Trails*

Walkway and trail lighting units, when approved by the City, shall be placed along pedestrian trails and walkways and at intersections with spacing to be determined on a design basis. Lighting unit orientation will be optimized to provide light primarily to the pedestrian way. The donation of power for these type of lighting units would be determined by SPUC on a case by case basis.

~~The lighting unit standards shall be per Shakopee Public Utilities Commission's recommendations and generally as follows:~~

~~Downtown Central Business District, bridge walkways, pedestrian trails and plazas: Decorative fluted aluminum pole, powder-coated dark bronze in color with an 80-watt LED Post Top luminaire having a luminaire mounting height of approximately 15 feet above finished grade. The pole shall be mounted to a concrete anchor base. See Pedestrian Way and Trail Lighting Unit Detail.~~

7. *Special Lighting Districts*

Special lighting districts can be established only when approved by the City Council and Utilities Commission (I.E. Downtown Central Business District).

C. EXISTING SUBDIVISIONS

Where traffic safety clearly warrants, a lighting unit may be placed upon the recommendation of the City Engineer's office. The basis of such warrants shall be a minimum average daily traffic of 2000 vehicles or a layout such that, in the City Engineer's estimation, significant improvement in safety might be obtained by the placement of a lighting unit. Since the benefit of such installations extends to the City as a whole, these will be done at City expense.

When property owners request additional lighting for the neighborhoods, they must do so by petition – signed by 60% of the property owners affected by the proposed light. The affected area shall be 150 linear feet on either side of the proposed light, on both sides of the street. The placement of the proposed lighting unit shall be specified in the petition. Petitioners shall approach the City, prior to circulating their petition, to obtain direction as to where street lights are warranted for their neighborhoods. Lighting unit shall be approved if they meet the criteria for street lighting standards.

If approved, each lighting unit shall be paid for by the affected residents. Payment shall be made prior to the installation of the lighting unit and shall include the cost of poles, fixtures, conduit, underground wiring and all appurtenant work. The method of payment shall be as directed by the City Finance Department. The City shall assume operation and maintenance costs for a light from the time it is energized by the utility and as per City/Shakopee Public Utilities Commission agreements by separate resolutions.

In existing developments, new lighting units shall match in style and wattage those already in place. If no lighting units are currently in place, then ~~an 160-watt~~ LED ~~Rectilinear~~ lighting unit or ~~an 70-watt e~~ LED Coach lantern lighting unit shall be the standard.

D. COUNTY HIGHWAYS

1. Lighting units shall be placed in intersections when the street light warrants, as established by Scott County Highway Department have been met. If warrants are met, per County policy, the County pays for the installation of the lighting unit with the cost of maintenance and operation to be provided as agreed upon in separate resolutions by the City and Shakopee Public Utilities Commission.
2. Lighting units at intersections of City streets to County roads may be installed by the City, if traffic and pedestrian safety clearly warrants a lighting unit in the estimation of the Public Works Director and as approved by City Council. The basis of such warrants shall be a minimum average daily traffic volume through the intersection of 2,500 vehicles per day or 250 vehicles per non-daylight hour which is defined 6:00 P.M. to 6:00 A.M. or if there have been three accidents per year that have occurred during conditions other than daylight or a layout such that in the Public Works Director's estimation significant improvement in safety might be obtained by the placement of a lighting unit and if the County road speed limit is posted at 40 m.p.h. or more.
3. Lighting units at intersections may be approved by City Council if warrants are not met, per Scott County and the City Engineer, if property owners petition the City and pay for the initial cost.
4. Installation of lighting units along a County road between intersections for traffic and pedestrian safety will be reviewed on a case by case basis by City Council.

III. FUNDING OF COSTS

A. INITIAL INSTALLATION OF LIGHTING

1. New Subdivisions

Residential, commercial and industrial developers will pay for the street lighting system and enter into an agreement with Shakopee Public Utilities Commission.

2. Existing Subdivisions

New lighting units would be paid for by benefitting properties through upfront payments to the City. The City will reimburse Shakopee Public Utilities Commission for installation of lighting units.

3. Collector Streets

All lighting units in developing areas will be paid by the benefitting properties except the City will pay the additional costs, if any, from the required street lighting system for the development.

4. County Roads

New lighting units not meeting County warrants, but meeting City warrants, and if approved by City Council, would be considered a benefit to the Community as a whole and paid by the City from the Capital Improvement Fund or other funds as designated by City Council.

B. REPLACEMENT OF FIXTURES

1. The replacement of luminaires is a maintenance cost to the City.

C. OPERATING COSTS

1. The cost of power for street lighting is provided by Shakopee Public Utilities Commission, as part of contributions from Shakopee Public Utilities Commission to the City, as agreed upon in separate resolutions.

D. MAINTENANCE COSTS

1. Shakopee Public Utilities Commission donates the cost of ~~relamping and~~ routine maintenance services for street lighting as provided by Shakopee Public Utilities Commission, as part of contributions from Shakopee Public Utilities Commission to the City as agreed upon in separate resolutions.

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PLAN APPROVAL – All lighting plans are submitted to the City and Shakopee Public Utilities Commission for review with the approval of street lighting plans as determined by Shakopee Public Utilities Commission's Utility Manager and the City's City Engineer.

B. NEW SUBDIVISIONS

1. *Residential streets ((Average lot size of 2.5 acres or less)*

Lighting units shall be placed at intersections, with no more than 300 feet between lighting units where intersections are more than 450 feet apart, and at the ends of cul-de-sacs where the distance from the end of the cul-de-sac to the street intersection is greater than 250 feet. Developers shall also install lighting units to City Standards at the intersections of residential streets with collector streets.

The lighting unit standards shall be as per Shakopee Public Utilities Commission's recommendations and generally as follows:

Local Residential Streets: 24-foot direct embedded, dark bronze anodized tapered aluminum pole with an LED Coach Lantern luminaire mounting height of approximately 19.5 feet above finished grade. See LED Coach Lantern Lighting Unit Detail.



2. *Residential Streets (Average lot size is greater than 2.5 acres)*

Lighting units shall be the same as for local residential streets where average lot size is 2.5 acres or less. Street lights shall be placed at intersections, with no more than 600 feet between lighting units where intersections are more than 900 feet apart, and at the ends of cul-de-sacs where the distance from end of cul-de-sac to the street intersection is greater than 500 feet. See LED Coach Lantern Lighting Unit Detail.

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The lighting unit standards shall be per Shakopee Public Utilities Commission's recommendations and generally as follows:

Arterial and Collector Streets (north of Shakopee Bypass): 40-foot wooden poles with an LED Rectilinear luminaire and a 6-foot arm having a luminaire mounting height of approximately 32 feet above finished grade.

Arterial and Collector Street (south of Shakopee Bypass): 34-foot direct embedded, dark bronze anodized tapered aluminum pole with an LED Rectilinear luminaire and a 6-foot arm having a luminaire mounting height of approximately 28 feet above finished grade. See LED Rectilinear Style Lighting Unit Detail.

4. *Industrial Areas*

Lighting units shall be placed at intersections and spaced no more than 450 feet between lighting units where intersections are more than 675 feet apart.

Lighting units shall be the same as Collector Streets (south of Shakopee Bypass). See LED Rectilinear Style Lighting Unit Detail.

5. *Commercial Areas*

Lighting units shall be placed at intersections and spaced no more than 300 feet between lighting units where intersections are more than 450 feet apart, with lighting units alternating from one side to the other depending on the width of the street.

Street lighting standards shall be the same as Collector Streets (south of Shakopee Bypass). See LED Rectilinear Style Lighting Unit Detail.

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Walkway and trail lighting units, when approved by the City, shall be placed along pedestrian trails and walkways and at intersections with spacing to be determined on a design basis. Lighting unit orientation will be optimized to provide light primarily to the pedestrian way. The donation of power for these type of lighting units would be determined by SPUC on a case by case basis.

7. *Special Lighting Districts*

Special lighting districts can be established only when approved by the City Council and Utilities Commission (I.E. Downtown Central Business District).

C. EXISTING SUBDIVISIONS

Where traffic safety clearly warrants, a lighting unit may be placed upon the recommendation of the City Engineer's office. The basis of such warrants shall be a minimum average daily traffic of 2000 vehicles or a layout such that, in the City Engineer's estimation, significant improvement in safety might be obtained by the placement of a lighting unit. Since the benefit of such installations extends to the City as a whole, these will be done at City expense.

When property owners request additional lighting for the neighborhoods, they must do so by petition – signed by 60% of the property owners affected by the proposed light. The affected area shall be 150 linear feet on either side of the proposed light, on both sides of the street. The placement of the proposed lighting unit shall be specified in the petition. Petitioners shall approach the City, prior to circulating their petition, to obtain direction as to where street lights are warranted for their neighborhoods. Lighting unit shall be approved if they meet the criteria for street lighting standards.

If approved, each lighting unit shall be paid for by the affected residents. Payment shall be made prior to the installation of the lighting unit and shall include the cost of poles, fixtures, conduit, underground wiring and all appurtenant work. The method of payment shall be as directed by the City Finance Department. The City shall assume operation and maintenance costs for a light from the time it is energized by the utility and as per City/Shakopee Public Utilities Commission agreements by separate resolutions.

In existing developments, new lighting units shall match in style and wattage those already in place. If no lighting units are currently in place, then an LED Rectilinear lighting unit or an LED Coach Lantern lighting unit shall be the standard.

D. COUNTY HIGHWAYS

1. Lighting units shall be placed in intersections when the street light warrants, as established by Scott County Highway Department have been met. If warrants are met, per County policy, the County pays for the installation of the lighting unit with the cost of maintenance and operation to be provided as agreed upon in separate resolutions by the City and Shakopee Public Utilities Commission.
2. Lighting units at intersections of City streets to County roads may be installed by the City, if traffic and pedestrian safety clearly warrants a lighting unit in the estimation of the Public Works Director and as approved by City Council. The basis of such warrants shall be a minimum average daily traffic volume through the intersection of 2,500 vehicles per day or 250 vehicles per non-daylight hour which is defined 6:00 P.M. to 6:00 A.M. or if there have been three accidents per year that have occurred during conditions other than daylight or a layout such that in the Public Works Director's estimation significant improvement in safety might be obtained by the placement of a lighting unit and if the County road speed limit is posted at 40 m.p.h. or more.
3. Lighting units at intersections may be approved by City Council if warrants are not met, per Scott County and the City Engineer, if property owners petition the City and pay for the initial cost.
4. Installation of lighting units along a County road between intersections for traffic and pedestrian safety will be reviewed on a case by case basis by City Council.

III. FUNDING OF COSTS

A. INITIAL INSTALLATION OF LIGHTING

1. New Subdivisions

Residential, commercial and industrial developers will pay for the street lighting system and enter into an agreement with Shakopee Public Utilities Commission.
2. Existing Subdivisions

New lighting units would be paid for by benefitting properties through upfront payments to the City. The City will reimburse Shakopee Public Utilities Commission for installation of lighting units.
3. Collector Streets

All lighting units in developing areas will be paid by the benefitting properties except the City will pay the additional costs, if any, from the required street lighting system for the development.

4. County Roads

New lighting units not meeting County warrants, but meeting City warrants, and if approved by City Council, would be considered a benefit to the Community as a whole and paid by the City from the Capital Improvement Fund or other funds as designated by City Council.

B. REPLACEMENT OF FIXTURES

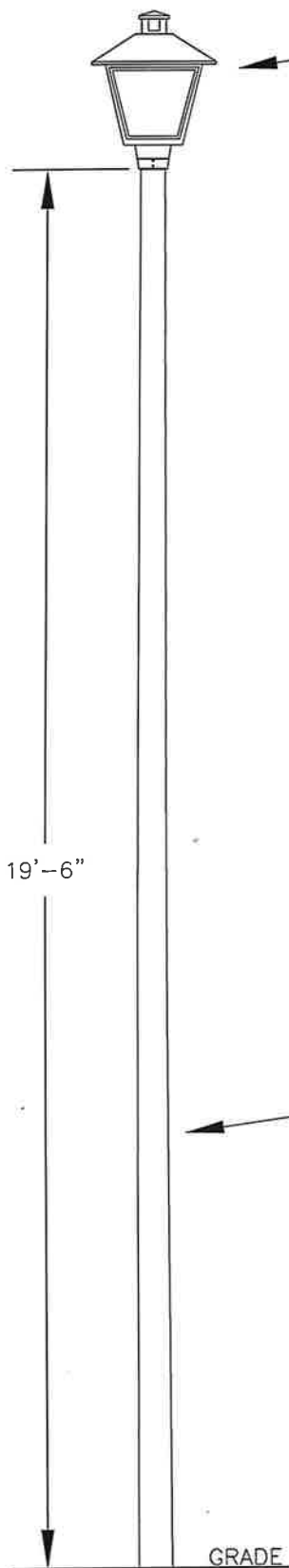
1. The replacement of luminaires is a maintenance cost to the City.

C. OPERATING COSTS

1. The cost of power for street lighting is provided by Shakopee Public Utilities Commission, as part of contributions from Shakopee Public Utilities Commission to the City, as agreed upon in separate resolutions.

D. MAINTENANCE COSTS

1. Shakopee Public Utilities Commission donates the cost of routine maintenance services for street lighting as provided by Shakopee Public Utilities Commission, as part of contributions from Shakopee Public Utilities Commission to the City as agreed upon in separate resolutions.



LED COACH LANTERN LUMINAIRE

- IES TYPE III DISTRIBUTION – ACRYLIC OPTICS
- 4000 OR 3000 KELVIN CCT
- 1000 mA DRIVER NOMINAL MAXIMUM
- MAXIMUM OF 72 SYSTEM WATTS
- 82 LUMENS PER WATT MINIMUM
- 5500 LUMEN OUTPUT NOMINAL MINIMUM
- L70 GREATER THAN 100,000 HOURS AT 25° C
- 0V – 10V DIMMABLE DRIVER
- MULTI-VOLT OPERATION, 120 – 277V
- 10kV/5kA SURGE PROTECTION DEVICE
- 7-PIN NEMA PHOTOCONTROL RECEPTACLE
- CSA LISTED AND SUITABLE FOR OPERATION 30° C AMBIENT
- ALUMINUM HOUSING
- SLIPFITTER WITH MINIMUM 3 STAINLESS SET SCREWS TO ACCOMMODATE 2-3/8" O.D. POLE TENON
- DARK BRONZE IN COLOR
- TOOLLESS ENTRY
- APPROVED BY SPUC UTILITIES MANAGER AND CITY OF SHAKOPEE CITY ENGINEER

DIRECT EMBEDDED DARK BRONZE
ANODIZED TAPERED ALUMINUM POLE



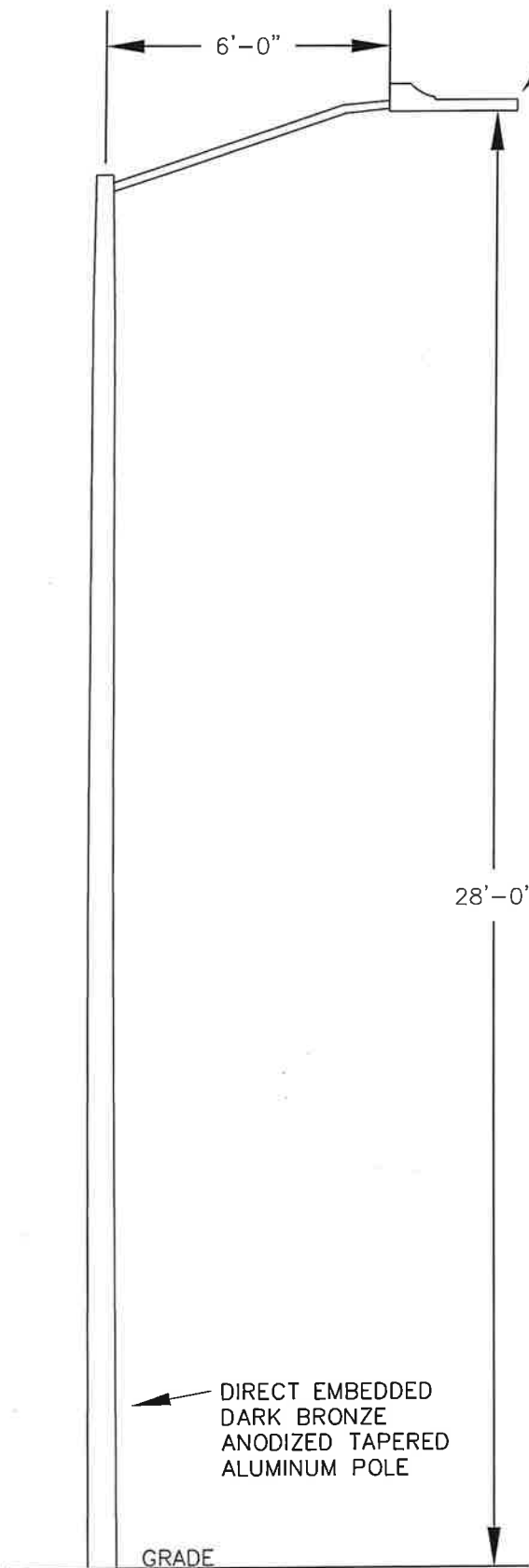
CITY OF
SHAKOPEE
ENGINEERING &
PUBLIC WORKS
DEPTS.

LED COACH LANTERN LIGHTING UNIT

APPROVED: CITY ENGINEER – APPROVED: UTILITIES MANAGER

REVISED:
03-17

DETAIL NO:



LED RECTILINEAR LUMINAIRE

- IES TYPE III DISTRIBUTION
- 4000 KELVIN CCT
- 1000 mA DRIVER NOMINAL MAXIMUM
- MAXIMUM OF 160 SYSTEM WATTS
- 95 LUMENS PER WATT MINIMUM
- 15000 LUMEN OUTPUT NOMINAL MINIMUM
- L70 GREATER THAN 100,000 HOURS AT 25° C
- 0V – 10V DIMMABLE DRIVER
- MULTI-VOLT OPERATION, 120 – 277V
- 10kV/10kA SURGE PROTECTION DEVICE
- 7-PIN NEMA PHOTOCONTROL RECEPTACLE
- TERMINAL BLOCK LOCATED INSIDE HOUSING
- CSA LISTED AND SUITABLE FOR OPERATION 30° C
- ALUMINUM HOUSING
- IP66
- SLIPFITTER WITH MINIMUM 3 STAINLESS SET SCREWS TO ACCOMMODATE 1.66" TO 2.375" O.D. HORIZONTAL POLE TENON
- 4-BOLT MOUNTING TO POLE TENON
- MEETS ANSI C136.31-2001 TABLE 2 ROADWAY LUMINAIRES VIBRATION SPECIFICATIONS FOR BRIDGE/OVERPASS (3G)
- DARK BRONZE IN COLOR
- TOOLLESS ENTRY
- LISTED ON DLC QUALIFIED PRODUCTS LIST
- APPROVED BY SPUC UTILITIES MANAGER AND CITY OF SHAKOPEE CITY ENGINEER

28'-0"

DIRECT EMBEDDED
DARK BRONZE
ANODIZED TAPERED
ALUMINUM POLE

GRADE



CITY OF
SHAKOPEE
ENGINEERING &
PUBLIC WORKS
DEPTS.


LED RECTILINEAR LIGHTING UNIT

APPROVED: CITY ENGINEER – APPROVED: UTILITIES MANAGER

REVISED:
03-17

DETAIL NO:

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: SHAKOPEE PUBLIC UTILITIES COMMISSION
FROM: JOHN R. CROOKS, UTILITIES MANAGER 
SUBJECT: FEBRUARY 2017 MMPA BOARD MEETING SUMMARY
DATE: MARCH 27, 2017

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

Shakopee Energy Park entered commercial operation on February 14, 2017. The project was completed a month and a half early.


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

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



**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: John Crooks, Utilities Manager

FROM: Joseph D. Adams, Planning & Engineering Director 

SUBJECT: Vacate Right of Way Easement for Electric Line Document No. 177689

DATE: March 30, 2017

ISSUE

The developer of the proposed Windermere plat DR Horton has requested the vacation of this easement to facilitate their project.

BACKGROUND

The easement was granted for the overhead electric power line serving the Corrine and Norbert Theis house formerly located at 12466 Marystown Road.

DISCUSSION

The property was sold to DR Horton and the house has since been removed. The overhead electric power line does not serve any other customers and can be removed. The proposed development would be served by new underground electric facilities.

REQUESTED ACTION

Staff requests the Commission direct it to prepare a resolution vacating the easement that can be adopted at their next meeting.





Shakopee City Council
March 21, 2017

FROM: Mark Noble, Senior Planner

TO: Mayor and City Council

Subject:

Vacation of Roadway/Right-of-way Easement – 12466 Marystown Road

Policy/Action Requested:

Following the public hearing, the Council shall offer Resolution No. 7848, a Resolution approving a vacation of a roadway/right-of-way easement for property formerly known as 12466 Marystown Road, with conditions, and move its adoption.

Recommendation:

Planning Commission Recommendation:

The Planning Commission considered this application at their March 9, 2017 meeting, and by a 6-0 vote, recommended approval, conditioned on the property owner provide easements with their Windermere Final Plat as required by City Engineering & SPUC.

Discussion:

D.R. Horton own property formerly known as 12466 Marystown Road (see attached legal description and drawings), which is presently included in the proposed Windermere Plat application. The roadway easement pertained to a driveway and utilities that led to a residential structure. That structure no longer exists; therefore, that easement is no longer necessary.

They are presently in to Preliminary Plat property that includes this easement, which requires a vacation of that existing easement. Should this vacation be approved, they will provide new public easements with their Windermere Final Plat, consistent with City and SPUC recommendations.

City departments, Scott County and other outside agencies were given the opportunity to review and provide comments regarding this application. Planning staff have received comments that new easements will be required with the new Windermere Plat, consistent with City Code requirements. Those conditions will be incorporated into the Windermere First Addition Preliminary Plat Resolution.

The public hearing notice has been published for this March 21, 2017 City Council meeting. Recommended conditions of approval from staff members and utilities have been incorporated into the draft Resolution.

Budget Impact:

N/A

ATTACHMENTS:

- ☐ [Site Aerial](#)
- ☐ [Easement location](#)
- ☐ [Roadway Easement Sketch](#)
- ☐ [Legal Description - Exhibit A](#)
- ☐ [Resolution No. 7848](#)



CONSENT

THE FEDERAL LAND BANK OF SAINT PAUL, of 375
Jackson Street, St. Paul, Minnesota 55101, mortgagee in; and
owner and holder of, a mortgage executed by Norbert Theis
and Corrine R. Theis, husband and wife

dated May 24, 1968

CONSENTS to an Easement for Right of Way

executed by Norbert Theis and Corrine R. Theis, husband and wife

to City of Shakopee, a municipal corporation, and its Utility Commission

dated June 30, 1980, recorded _____ in (Vol.) (Book) (Liber) _____
(date)
of _____, on Page _____ in the office of the Register of Deeds in and for the County
of Scott State of Minnesota, over premises described as follows:

Commencing at the Southeast corner(SE) of the Northeast One Quarter (NE $\frac{1}{4}$),
Section Fourteen (14), Township One Hundred fifteen (115) North, Range Twenty
three (23) West, thence Northerly along the East line of said Northeast One
Quarter (NE $\frac{1}{4}$) a distance of 208.7 feet to the actual point of beginning of the
easement, thence Westerly along a line parallel to the South line of the Northeast
One Quarter (NE $\frac{1}{4}$), a distance of 208.71 feet, thence Southerly along a line
parallel to the East line of the Northeast One Quarter (NE $\frac{1}{4}$), a distance of 10.0
feet, thence Westerly along a line at 90 degrees, 0 minutes, 0 seconds to the
East line of the Northeast One Quarter (NE $\frac{1}{4}$), a distance of 884.29 feet, thence
Northerly along a line parallel to the East line of the Northeast One Quarter
(NE $\frac{1}{4}$), a distance of 20.0 feet, thence Easterly along a line at 90 degrees, 0
minutes, 0 seconds to the East line of the Northeast One Quarter (NE $\frac{1}{4}$), a distance
of 1,093 feet, thence Southerly along the East line of the Northeast One
Quarter (NE $\frac{1}{4}$), a distance of 10.0 feet and there terminating.

and agrees that in the event of the foreclosure of said mortgage, or other sale of the property described in
said mortgage under judicial proceedings, the same may be sold subject to said easement.

Dated JUL 1 1980

THE FEDERAL LAND BANK OF SAINT PAUL

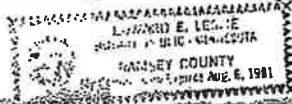
WITNESSES:

E. L. Lister
G. O. Oakes

By Roger L. Schlager Its Vice-President.
By Raymond J. Papp Its Assistant Secretary.

STATE OF MINNESOTA } ss.
COUNTY OF RAMSEY }

On the date of this instrument the above named officers of The Federal Land Bank of Saint Paul, known
to me to be such officers, and by me being duly sworn, said that they are such officers, that the seal affixed
hereto is the corporate seal, that this instrument was executed on behalf of the corporation by authority of its
Board of Directors as the free act and deed of the corporation.



Edward F. Lister
NOTARY PUBLIC

Office of County Recorder ss.
County, Minn.

I hereby certify that the within instrument

was filed in this office for record on

25 day of August 1980

at 8:30 o'clock AM

and duly recorded as

Document No. 177689

Paul W. Gemmish
County Recorder

By _____ Deputy

Recording Information


EXHIBIT A

An easement for utility purpose over, under and across that part of the Southeast One Quarter (SE $\frac{1}{4}$), of the Northeast One Quarter (NE $\frac{1}{4}$), of Section Fourteen (14), Township One Hundred fifteen (115) North, Range Twenty three (23) West, Scott County, Minnesota, described as follows:

Commencing at the Southeast corner (SE) of the Northeast One Quarter (NE $\frac{1}{4}$), Section Fourteen (14), Township One Hundred fifteen (115) North, Range Twenty three (23) West, thence Northerly along the East line of said Northeast One Quarter (NE $\frac{1}{4}$), a distance of 208.7 feet to the actual point of beginning of the easement, thence Westerly along a line parallel to the South line of the Northeast One Quarter (NE $\frac{1}{4}$), a distance of 208.71 feet, thence Southerly along a line parallel to the East line of the Northeast One Quarter (NE $\frac{1}{4}$), a distance of 10.0 feet, thence Westerly along a line at 90 degrees, 0 minutes, 0 seconds to the East line of the Northeast One Quarter (NE $\frac{1}{4}$), a distance of 884.29 feet, thence Northerly along a line parallel to the East line of the Northeast One Quarter (NE $\frac{1}{4}$), a distance of 20.3 feet, thence Easterly along a line at 90 degrees, 0 minutes, 0 seconds to the East line of the Northeast One Quarter (NE $\frac{1}{4}$), a distance of 1,093 feet, thence Southerly along the East line of the Northeast One Quarter (NE $\frac{1}{4}$), a distance of 10.0 feet and there terminating.

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: SHAKOPEE PUBLIC UTILITIES COMMISSION

FROM: JOHN R. CROOKS, UTILITIES MANAGER 

SUBJECT: SHAKOPEE PUBLIC UTILITIES - GOVERNANCE HANDBOOK

DATE: APRIL 3, 2017

At the March 2, 2015 meeting, the Commission approved the Governance Handbook. The Handbook is attached for your review. This document outlines governance principals, roles and expectations of the Shakopee Public Utilities' Commissioners.





SHAKOPEE PUBLIC UTILITIES COMMISSION

"Lighting the Way - Yesterday, Today and Beyond"

GOVERNANCE HANDBOOK

**SHAKOPEE PUBLIC UTILITIES COMMISSION
255 SARAZIN STREET
SHAKOPEE, MN 55379**



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GOVERNANCE PRINCIPALS

1. The Commission governs SPUC with the best interests of all customers as its first priority in the spirit of the SPUC mission:

Shakopee Public Utilities delivers on a fundamental promise; to provide our customers with reliable electric and water service at affordable rates, as we have done for over 100 years.

2. The Commission shall govern SPUC for long term sustainability, reliability, safety, and regulatory compliance.
3. The Commission conducts its business according to the highest ethical, legal, and fiduciary standards.
4. The Commission treats all customers and staff with courtesy and respect.
5. Although independently governed from the City of Shakopee, SPUC is part of our local government and the Commission shall coordinate and collaborate with the City to promote improved value to our community and increase economies of scale.
6. The Commission understands that diversity of opinion is inevitable and shall respect the opinions and privacy of all other Commissioners, staff, and customers.
7. Regular meetings of the Commission shall be open and accessible to the public.
8. The Commission is responsible for the hiring and is ultimately accountable for the performance of the Utilities Manager. The Commission is responsible to ensure that the Utilities Manager implements Commission direction and policy to ensure long term sustainability, reliability, safety, and regulatory compliance.
9. The Commission governs the organization; the Commission does not manage it. Management of the organization is the role of the Utilities Manager and staff that serve in a management or supervisory role.
10. The Commission has officially adopted *Robert's Rules of Order Revised* as their rules of parliamentary procedure.
11. Meeting protocol: no sidebar discussions; no interruptions; state your concern; ensure you understand; don't take things personally; adhere to time limits; come prepared; ensure all are heard.

ROLE OF THE SPUC COMMISSION

1. The Commission engages in ongoing planning activities as necessary to determine the mission and strategic direction of SPUC, to define specific goals and objectives related to the mission, and to evaluate the success of the organization's efforts toward achieving the mission.
2. The Commission approves the policies for the effective, efficient, and cost-effective operation of SPUC.
3. The Commission approves SPUC's annual budget and assesses the organization's financial performance in relation to the budget on a regular basis.
4. The Commission hires, sets the compensation for, and provides for an annual evaluation of the performance of the Utilities Manager.
5. The Commission establishes and evaluates compensation for employees to ensure value to the customers and competitiveness within appropriate markets.
6. The Commission approves written policies governing the work and actions of SPUC's employees and committees.
7. The Commission ensures that an internal review of SPUC's compliance with known existing legal, regulatory, and financial reporting requirements is conducted annually and that a summary of the results of the review is provided to the entire Commission.
8. The Commission develops, monitors, and strengthens SPUC's services.
9. The Commission assesses the Commission's performance.

ROLE OF AN INDIVIDUAL SPUC COMMISSIONER

1. The authority of an individual Commissioner resides in the ability to vote. Each Commissioner is entitled to cast one vote for every action item unless prohibited by law, ordinance, or policy (for example, conflicts of interest).
2. Make every effort to attend all SPUC Commission meetings. Review the agenda and supporting materials prior to Commission meetings.
3. Stay informed about SPUC's mission, services, policies, and programs. Participate in SPUC events, programs, and services as often as possible. Inform others about SPUC and its programs and services. Be stewards for municipal public power and water.
4. Endeavor to keep up-to-date on developments in the industry and provide the benefit of that knowledge and insight in Commission discussions and deliberations.
5. Assist the Commission in carrying out its fiduciary responsibilities by reviewing the organization's interim and annual financial statements.
6. Be actively involved in Commission discussions, express one's opinion, and make an effort to see an issue from the perspective of others who may have other views of the issue.
7. Endeavor to make decisions based upon the common interests of all customers rather than the interests of the particular organization or individual customer. Serve the organization as a whole rather than any particular interest group or constituency.
8. Serve on Committees as required and offer to take on special assignments when appropriate.
9. Seek feedback from customers regarding SPUC's priorities, activities, programs, and services.
10. Avoid conflicts of interest and maintain confidentiality of information when appropriate.
11. Refrain from attempting to direct the activities of staff or making special requests of the staff.
12. Adhere to the SPUC Social Media Policy, as adopted. A copy of the adopted Policy is attached at the end of this Handbook.

ROLE OF THE SPUC PRESIDENT

1. Ensure that the Commission and individual Commissioners fulfill their responsibilities for the governance of SPUC and adhere to the Commission's Governance Principles.
2. Ensure that Commission actions are effectively communicated.
3. Serve as a lead spokesperson for the Commission and serve as appropriate as the organization's representative to government, media, other industry organizations, and the Utilities public.
4. Support the efforts of the Utilities Manager to achieve SPUC's mission.
5. Facilitate an annual review of the Utilities Manager's performance and compensation.
6. Facilitate productive and mutually respectful relationships among the Commission, staff, customers, and the City.
7. Chair meetings of the Commission, ensuring that the Commission functions effectively and fulfills all of its duties. Encourage all commissioners to participate in discussion and ensure that all points of view are fully expressed before a vote is taken. Work with the Utilities Manager regarding development of the agenda for Commission meetings.
8. Appoint the Wage and Benefits Committee and report to the Commission on Wage and Benefits Committee activities and recommendations.
9. Appoint other Committees as deemed. Those Committees may consist of, but are not limited to, the following; SPU Director Interview Committee, City Council SPU Commissioner Interview Committee, Utilities Manager's Hiring Committee, etc...
10. Ensure that appropriate processes are in place to review and evaluate the mission, direction, strategy, and performance of the organization.
11. Fulfill such other roles as the President and Utilities Manager agree are appropriate and desirable for the President to perform, consistent with Commission policy or directions.

ROLE OF THE SPUC VICE PRESIDENT

1. Fulfill any delegable roles and responsibilities of the President as requested by the President.
2. Act as President in the absence of the President.
3. Assume the office of President if the President leaves office prior to the expiration of the President's term of office.
4. Commit significant effort to becoming familiar with SPUC programs, services, and activities in preparation for fulfilling the duties of SPUC President if required.
5. Fulfill all roles and responsibilities established for individual Commissioners in an exemplary manner.
6. Be willing to serve in a leadership role in SPUC and serve as a spokesperson for the organization.

ROLE OF THE WAGE AND BENEFITS COMMITTEE

The Wage and Benefits Committee exists to help the Commission develop and maintain a pay plan structure and benefits package that are market competitive, promotes employee retention, *and* provides value to the customers through fair labor costs. The Committee shall be comprised of the two appointed Commissioners, the Utilities Manager, and the Finance Director.

Specific duties of the Committee shall include:

1. At the request of the Commission, research and analyze topics related to employee compensation and benefits.
2. Annually perform market benchmarking and evaluate wages. The Committee shall present options and make recommendations regarding cost of living adjustments and pay plan structure modifications to the Commission for their consideration.
3. Review health and dental insurance policies and evaluate policy renewals. The Committee shall present options and make recommendations regarding insurance policies to the Commission for their consideration.
4. Review submittal information pertaining to pay equity compliance requirements and present options and make recommendations to the Commission as appropriate.

COMMISSION APPOINTMENT PROCESS, TERMS AND OFFICERS

The City of Shakopee City Council is responsible for the appointment of Commissioners to the SPUC Board. Persons interested in being considered for appointment to the SPUC Commission shall complete an *"Application For Council Advisory Board and/or Commissions"* form furnished by the City.

1. Ninety days prior to the expiration of Commission terms each year, the Council shall be advised of the pending vacancies and those individuals eligible for reappointment.
2. Thirty days prior to the expiration of Commission terms, a committee comprised of two Council members and the Vice-President of the SPUC Commission will meet to review all applications and interview applicants.
3. The Committee shall recommend all qualified candidates per position to the Council for consideration.
4. Pursuant to City of Shakopee Resolution 2559, appointments to Shakopee Public Utilities shall be made in January and shall become effective April 1st.
5. A Commission term of service is for 3 years. A Commissioner is eligible and encouraged to serve three consecutive three year terms. If a Commissioner was appointed to serve a remainder of an open term, after April 1st, the appointment period will not affect the maximum service term of three consecutive three year terms.
6. At the first meeting in April the election of officers will take place, if officer terms are expiring. The officers are the Commission President, Vice-President and the Secretary. Each office has a term of one year.
7. At the first meeting in April, the appointment of a MMPA Representative and Alternant is to take place. The MMPA Representative is a voting member of the MMPA Board of Directors and is to attend monthly Board meetings. The MMPA Alternant also may attend the MMPA Board meeting but is not eligible to vote. The term of service for the Representative and alternant is one year.

COMMISSIONERS

Deb Amundson
Joe Helkamp
Dan Hennen
Terry Joos
Aaron Weyer

	Non-Public E-Mail	
E-Mail	Amundson	damundson@shakopeeutilities.com damund1281@hotmail.com
	Helkamp	jhelkamp@shakopeeutilities.com jlhent6@att.net
	Hennen	dhennen@shakopeeutilities.com
	Joos	tjoos@shakopeeutilities.com tjoos@mnsupply.com
	Weyer	aweyer@shakopeeutilities.com aweyer428@hotmail.com

	Non-Public Phone #	
Phone	Amundson	952-445-7091 612-810-6678
	Helkamp	952-445-0558 952-270-4700
	Hennen	952-913-6975
	Joos	952-445-2011 952-913-4695
	Weyer	952-445-4459

Address	Amundson	1281 Jefferson Street South
	Helkamp	6408 Oxford Road South
	Hennen	
	Joos	886 Carriage Circle
	Weyer	1815 Countryside Drive

Terms	Amundson	4/1/15 - 3/31/18
	Helkamp	6/1/10 - 3/31/19
	Hennen	4/1/17 - 3/31/20
	Joos	4/1/11 - 3/31/120
	Weyer	4/1/16 - 3/31/19

Effective 4/1/17

SHAKOPEE PUBLIC UTILITIES COMMISSION

COMMISSIONER ACKNOWLEDGEMENT

I hereby acknowledge that I have received a copy of the Shakopee Public Utilities Commission Governance Handbook. I understand that the contents of this Handbook are for general information and guidance and it does not constitute a contract between myself and the Shakopee Public Utilities Commission.

I understand it is my responsibility to read and understand the contents of this Governance Handbook. If I do not understand any provision of the Handbook, I shall contact the Utilities Manager for clarification.

I understand that no person other than the Utilities Manager, as directed by the Shakopee Public Utilities Commission, has the authority to change any policy, rule or procedure as stated in the Governance Handbook.

Commissioner Signature _____

Print Name _____ Date _____

NOTE: Commissioners will be required to acknowledge receipt of the Governance Handbook by signing this acknowledgement.

This copy is to remain in the Handbook

SHAKOPEE PUBLIC UTILITIES COMMISSION

SOCIAL MEDIA POLICY

INTRODUCTION

Web 2.0 and social media technologies offer continually evolving opportunities to enhance public outreach, resident and visitor interaction and employee productivity for the Shakopee Public Utilities Commission (SPUC). The SPUC will determine, at its discretion, how its web-based social media resources will be designed, implemented and managed as part of its overall communications strategy. Social media web resources administered by SPUC departments may be expanded, modified or discontinued based on SPUC goals, priorities and resources.

PURPOSE

The SPUC wishes to represent itself, its services and its facilities appropriately and consistently on the Internet. The purpose of this policy is to establish procedures for creating a consistent overall social media presence that meets the SPUC's established goals.

The SPUC intends to use social media websites as an additional communication channel to help promote its programs, events and services. This technology allows news of an event to spread quickly and is a good forum to facilitate public discussion. The SPUC's official website, located at www.spucweb.com, shall remain the SPUC's primary online medium for communicating information to the public.

A. GENERAL PROCEDURES

The SPUC has an overriding interest and expectation in deciding what is "spoken" on behalf of the SPUC on its official social media sites. This policy establishes guidelines for the use of social media by individual SPUC departments. This policy applies to any new, as well as pre-existing or proposed, social media networking accounts sponsored by SPUC departments.

The SPUC's website (www.spucweb.com) will remain the SPUC's primary and predominant Internet presence. Whenever possible information posted to the SPUC's social media websites should also be posted on the SPUC's website. Content posted to SPUC social media sites should regularly contain links directing users back to the SPUC's official website for in-depth information, forms, documents or online services necessary to conduct business with the SPUC.

1. The best, most appropriate, SPUC uses of social media tools fall generally into two categories:
 - a. As channels for disseminating time-sensitive information as quickly as possible (example: emergency information).
 - b. As marketing/promotional channels that increase the SPUC's ability to broadcast its messages to the widest possible audience.
2. The Communications Coordinator shall be responsible for the SPUC's primary social media pages.



3. Any department requiring consistent and frequent social communications may be asked to start its own site(s) and to provide staff to maintain it. Each department will be responsible for the content and upkeep of any social media sites the department may create.
4. Elected officials; appointed members of SPUC Boards, Commissions and Committees; and employees should comply with the guidelines outlined in Sections D and E of this document.
5. SPUC social media sites are subject to State of Minnesota public records laws. Any content maintained in a social media format that is related to SPUC business, including a list of subscribers and posted communication, is a public record. The department maintaining the site is responsible for responding completely and accurately to any public records request for public records on social media. Content related to SPUC business shall be maintained in an accessible format and so that it can be produced in response to a request. Wherever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure. Users shall be notified that public disclosure requests must be directed to the relevant departmental public disclosure officer.
6. Minnesota state law and relevant SPUC records retention schedules apply to social media formats and social media content as reflected in the SPUC's record retention policy. In most cases, content on the SPUC's social media sites is expected to be transitory, incidental or non-vital in nature and therefore shall be retained "until read." However, any content posted that does constitute the official record will be retained according to the SPUC records retention schedule.

B. PROCESS FOR CREATING A SOCIAL MEDIA PRESENCE

1. Individual SPUC departments shall have the discretion to determine the utilization of social media. However, once undertaken, all social media initiatives shall comply with this policy.
2. Individual departments shall consult with the Communications Coordinator prior to embarking on the use of new social media tools. This will ensure that the SPUC's array of sanctioned social media accounts are kept to a sustainable number, policies are followed, and the SPUC's communication strategy is appropriately maintained.
3. The appropriate Department Head shall approve the use of social media tools within their department. Staff shall not create a new or significantly alter an existing social media site without the approval of their Department Head.
4. Prior to launching a social media site, the assigned staff person shall register the site and all associated passwords for the account with the SPUC's Communications Coordinator. Any changes to staff responsibilities or passwords must be reported to the Communications Coordinator in a timely manner.

C. STANDARDS FOR OPERATING AND MAINTAINING A SOCIAL MEDIA PRESENCE

SPUC social media accounts and their associated content should focus on significant SPUC interest areas and be organized in a manner that avoids ambiguities and/or conflicting information across the SPUC's various communication mediums, including other SPUC social media websites. Departments' administration and use of SPUC social media websites must comply with applicable laws, regulations and policies, as well as proper business etiquette.

Social media websites are to be consistently branded in order to communicate a clear association with the SPUC, and must contain a SPUC-standard disclaimer. Branding should include, but is not limited to, the inclusion of the SPUC logo, SPUC department information (address, phone number, and hours of operation) and any other aesthetic “look and feel” defined by the Communications Division now or in the future.

The naming and contact conventions used for social media accounts should be SPUC-specific and must not contain individual employee names, with the exception of professional staff social media accounts. All approved social media sites will be linked with the SPUC’s official website.

All SPUC sponsored social media sites shall prominently post the Disclaimer and Comments Policy found in Appendix A. In situations where a social media site does not allow for prominent posting of the Disclaimer and Comments Policy, a link to a PDF copy of Appendix A shall be posted instead.

Interacting on Social Media

The SPUC social media sites may “like” or “follow” government entities; nonprofit and nonpartisan organizations related to SPUC functions; local media sites; and elected officials. Posts or comments related to the SPUC and the community at large may be shared to the extent that they correspond with the SPUC’s social media goals.

Responding to Comments

In cases where comments are accepted, the staff member responsible for the page **MUST** monitor the site regularly and respond in a timely manner (within 24 hours during the workweek). (Staff can set up automatic e-mail notification when someone posts a comment to a social media site.)

Guidance on When/How to Respond to Comments

- a. If the person has a question – Respond with information or point them back to the SPUC’s website or other resource. You may ask them to contact you offline when appropriate (when it is a private issue, when the issue is one in which there is little or no interest by others, etc.)
- b. If the person has a complaint – If inaccurate, politely correct inaccuracies. When a general complaint, thank them for sharing feedback and give any other direction that may be needed. If it is regarding a personal matter, reply that you would like to address the issue offline and provide contact information.
- c. If the person leaves a general comment, like “Wow, this is cool” or “Can’t wait,” no response is required.
- d. If the person wants to start debating with a SPUC employee – Take the conversation offline. Do not debate them on the site. It is ok to correct inaccuracies and to provide evidence to support information, but avoid debates.

When in doubt on how to respond to a comment, please contact the Communications Coordinator for guidance.

Removing Comments

Comments violating the SPUC’s comment policy (see Appendix A) shall be removed promptly. When a person’s comment is removed, the SPUC will post a reason for removing the post (i.e. “*A comment to this post was removed because it endorsed a political candidate. This is in violation of the SPUC’s comment policy (link to policy)*”). Removed comments should be archived for our records by completing the tracking form found in Appendix B and submitting it to the Communications Coordinator.

Correcting Mistakes

If an employee makes a factual mistake on a SPUC social media site, he/she should correct it as soon as possible. Corrections should be upfront and timely. If modifying an earlier post, make it clear that the post has been corrected. Designate corrections with “Fixed Link” or “Fact Correction” prior to the correction. Do not try to “hide” corrections, as someone may have seen the incorrect information and may be acting upon it.

Review Procedures

The Communications Coordinator will have access to all SPUC sponsored social media sites, including rights to edit a site. Each site will be monitored weekly to ensure the site is meeting its intended purpose, that it is being updated regularly, that the content is appropriate and to look for any possible problem that would reflect negatively on the SPUC.

D. ELECTED OFFICIALS AND OFFICIALS APPOINTED TO SPUC BOARDS, COMMISSIONS AND COMMITTEES

Elected officials and officials appointed to SPUC Boards, Committees and Commissions should comply with the following guidelines when using SPUC social media sites:

1. Official SPUC social media sites shall not be used for campaigning purposes.
2. Comments or links to any content that endorses or opposes political candidates or ballot propositions, including links to an elected official’s campaign site shall not be posted. (ALL comments posted during an election season by anyone who has filed for office will be removed.)
3. Elected officials and members serving on a SPUC board, commission or committee should be mindful of the risks of electronic communication in relation to the Minnesota Data Practices Act and the Open Meeting Law; two-way communication between elected officials or between members of SPUC boards, commissions, committees should be strictly avoided. Adding to a post or comment that would create a quorum of the group you represent should also be strictly avoided. (If the comment or posting requires official review it should be handled before the group during a public meeting.)
4. Social media sites should not be used as a mechanism for conducting official SPUC business other than to informally communicate with the public.
5. When posting or commenting on a SPUC social media site, officials shall reveal their position, be honest, straightforward and respectful, and not represent themselves as speaking on behalf of the SPUC.
6. In an effort to be honest, officials must ensure they do not share non-public information related to coworkers, personnel data, medical information, claims or lawsuits, or other non-public or confidential information.
7. Strive to add value to any social media discussion by staying focused on the issue.
8. To help prevent errors and liability issues, officials are encouraged to ask the appropriate staff person or department to post official SPUC documents (i.e., an ordinance recently passed by the SPUC Council), rather than summarizing them from memory.
9. Officials are asked to correct errors or mistakes in a posting or comment as soon as possible. If you modify an earlier post, make it clear the posting has been corrected. Consider designating corrections with “Fixed link” or “Fact correction” prior to the correction.

E. SPUC EMPLOYEES

1. Staff Members Maintaining SPUC Social Media Sites.

Staff members assigned the task of maintaining social media sites on behalf of the SPUC must follow this Policy and all relevant sections of the SPUC's Information Technology Policy and Personnel Handbook. Failure to do so will be subject to discipline as outlined in the SPUC's Personnel Handbook.

SPUC social media messages may not be used by any SPUC employee or representative for private or personal purposes or for the purpose of expressing private or personal views on personal, political or policy issues.

SPUC social media messages may not be used to express personal views or concerns pertaining to SPUC employment relations matters.

Social media website accounts are considered a SPUC asset and logins to these accounts must be securely administered in accordance with SPUC security policies.

A social media website account shall not be used by the SPUC or any SPUC employee or representative to disclose sensitive and/or confidential information without the prior express written approval of the SPUC Attorney's Office.

2. Staff Members Maintaining a Professional Social Media Account.

In instances where a SPUC staff member wishes to set up a social media account to assist in his or her professional capacity as a representative of the SPUC, the following guidelines must be met:

- a. Department Heads must approve the establishment of a professional social media account by department employees.
- b. Employees shall consult with the Communications Coordinator prior to embarking on the use of professional social media tools. This will ensure that the SPUC's array of sanctioned social media accounts are kept to a sustainable number, policies are followed, and the SPUC's communication strategy is appropriately maintained.
- c. The account and passwords must be registered with the Communications Coordinator.
- d. The employee must prominently identify his or her job title.
- e. Employees should not post private or personal information on the site, unless it pertains to the goals of the account.
- f. Accounts may "like" or follow individuals, businesses and groups, that pertain to the employee's job function. Employees shall not endorse or express personal views on personal, political or policy issues when representing the SPUC in their professional capacity.

Upon termination, the employee shall close the account and remove all information pertaining to his or her relationship with the SPUC.

3. Employees' Personal Social Media Pages.

The line between personal and professional, public and private can be easily blurred in social media. Keep the following guidelines in mind when using a personal social media account:

- a. Personal social media account names by employees should not be tied to the SPUC. Additionally, staff should not use their personal social media accounts to speak on behalf of the SPUC.
- b. SPUC staff members have the right to speak publicly as a private citizen on matters of public concern. However, employees are reminded to use good judgment when commenting on a SPUC social media site or if commenting or posting on a private site regarding a SPUC related issue, policy, etc. If you are identifying yourself as a SPUC employee, your actions reflect upon the SPUC.
- c. When responding to an item on the SPUC's page or on any other page, ask yourself if you or your department would be embarrassed to see the comment appear in the news. If so, don't post it.
- d. Employees with personal social media accounts never have the right to post non-public and confidential information such as information related to co-workers, personnel data, medical information, and claims or lawsuits against the SPUC.
- e. Video or pictures obtained by employees on duty are the property of the SPUC. Employees shall not post those pictures or videos on social media sites without approval from the employees' department head or the SPUC Administrator.

F. EXCEPTIONS/CHANGE

This policy supersedes all previous policies covering the same or similar topics. Any exception to this policy may be granted only by the SPUC Administrator. This policy may be reviewed and changed at any time.

APPENDIX A

DISCLAIMER & COMMENT POLICY (to be prominently posted on every social media page)

The purpose of this and other SPUC sponsored social media sites is to communicate between the SPUC, its individual departments and members of the public. We reserve the right, at our sole discretion, to change, modify, add or delete comments or posts, photos and videos in accordance with this policy.

The SPUC will remove comments that:

1. Contain obscenities;
2. Demean specific individuals or groups of people;
3. Are libelous/slanderous;
4. Contain factual inaccuracies;
5. Qualify as SPAM;
6. Are not topically related to the particular social medium article being commented upon;
7. Express support for or opposition to political campaigns or ballot measures;
8. Contain sexual content or links to sexual content;
9. Solicit commerce;
10. Conduct or encourage illegal activity;
11. Compromise the safety or security of the public or public systems; or
12. Violate a legal ownership interest of any other party.

Additionally, ALL comments posted during an election season by anyone who has filed for office will be removed.

The SPUC has the right to remove a comment from and/or block a user who is not using their legal name or otherwise appropriately identifying themselves.

The SPUC has the right to reproduce any pictures or videos posted to this site in any of its publications or websites or any other media outlets. The SPUC has the right to quote any comments or suggestions left by users.

The views, postings, positions or opinions expressed on this site do not necessarily reflect those of the SPUC.

Advertising

The SPUC does not endorse any product, service, company or organization advertising on its social media pages. The ads that appear on social media pages are sold, posted and maintained by those social media sites.

Privacy policy

Please note that the SPUC does not share information gathered through its social media sites with third parties for promotional purposes. However, any information you provide to the SPUC is subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public on request.

APPENDIX B

REMOVED COMMENTS TRACKING FORM

All comments removed from a SPUC sponsored social media site should be documented with this form. When completed, please deliver or email to _____, Communications Coordinator, at _____.

1. SPUC social media site affected: _____
2. Date of original post: _____
3. Screen name of poster: _____
4. Entire comment that was removed (attach separate page if more room is needed):

5. Reason for removal of comment: _____

6. Date comment was removed and explanation for removal was posted to social media site:

7. Comment removed from SPUC social media site by: _____
8. Other pertinent information (if applicable): _____

Date this report was received by the Communications Coordinator: _____

This form will be retained by the Communications Coordinator for a period of 1 year.

APPENDIX C

DEFINITIONS

Social Media Websites - Social media websites focus on creating and fostering online social communities for a specific purpose and connect users from varying locations and interest areas. Social media websites can offer many different ways for users to interface such as instant messaging, blogging and commenting, online forums, status updates (microblogging), website link sharing, video conferencing, sharing pictures and videos, etc. Examples include Facebook, MySpace, LinkedIn, Twitter, YouTube, Flickr, Vine, etc.

Blog - (an abbreviated term for “Web Log”) is a website where a blog author can post information on a specific topic targeted to a specific audience. A blog, if commenting is enabled, allows registered members of the public (called blog commenters) to post comments about posts by the blog author.

Social Networking – Social networking websites offer a way for registered users to communicate with each other on the Internet. They usually offer many ways to connect to other registered users such as status updates (microblogging), instant messaging, blogs, polls, photo sharing, video sharing, etc.

Web 2.0 - Commonly associated with web applications that facilitate interactive information sharing, interoperability, user-centered design, and collaboration on the World Wide Web. A Web 2.0 site gives its users the free choice to interact or collaborate with each other in a social media dialogue as creators (prosumers) of user-generated content in a virtual community, in contrast to websites where users (consumers) are limited to the passive viewing of content that was created for them.

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: SHAKOPEE PUBLIC UTILITIES COMMISSSION
FROM: JOHN R. CROOKS, UTILITIES MANAGER *gpc*
SUBJECT: COMMISSION MEETING PROCEDURES AND PROTOCOL
DATE: MARCH 27, 2017

Past Commissioner, John Engler, compiled a useful, condensed overview of Commission meeting procedures. It is especially useful to new Commission members and is provided to them at the first meeting in April. It is also appropriate to review the procedures with present Commissioners on an annual basis.

Thank You.



MEETING GUIDELINES:**1. Conflict of Interest**

If an issue presents a potential conflict of interest, the affected Commissioner states that they have a potential conflict of interest, and then removes themselves from the discussion. They do not vote on that issue.

2. Abstaining from a vote

When a Commissioner chooses to abstain from a vote, the Commissioner simply states that they are abstaining, gives a short reason, and then does not vote.

3. Agenda

- The agenda is a meeting outline that has been drafted by the Utilities Manager and the Commission President. The agenda is reviewed, amended as requested, and approved by the Commissioners at the beginning of each meeting. All Commissioners have the right to amend the agenda.

- **Communications**

Communication items are generally those things that are received by a Commissioner or the Utilities Manager that do not need action by the Commission. If discussion is wanted on a particular communication, then the item will be added to the current or a future agenda.

- **Consent Items**

"Consent Items" or "Items on the Consent agenda" are represented on the agenda by the symbol C=>. These are generally matters not needing discussion. All consent items are acted on by a single motion applying to the entire group without discussion on any individual item.

Prior to adoption of the consent items, the President will ask for any additions or deletions from the consent agenda. All requests to have something removed from the consent item list by a Commissioner will be honored and that item will be removed from the consent list.

- **Reports**

Items on the agenda that carry the designation as "Action" or Advisory" may be removed from that status by amending the agenda. The Commission retains the right to take action on any matter even though on the agenda it carries the designation of "Action" or "Advisory".

- **Liaison Report**

The Council Member, who has been appointed by the council as the SPUC Liaison, has time allotted at each meeting to discuss issues and answer questions about items of importance to the council and SPUC.

- **Audience**

If there are people in the audience who wish to speak to an agenda item, reasonable accommodation will be made to deviate from the set agenda to hear from the audience and get their issues resolved.

4. Directing Staff

The Commission does not directly assign action items or projects to anyone at the Utility except the Utility Manager. The Utility Manager will delegate, assign responsibilities, and define the scope of the action as needed.

5. Procedure

To the greatest extent possible, the Commission follows parliamentary procedure as outlined in "Roberts Rules of Order". The following is a list of a few of those rules that are most often used:

- Only those having the floor as recognized by the President shall speak.
- The President will not generally make a motion or second a motion but may do so at his/her discretion.
- Discussion on a motion will be disallowed until the motion is seconded.



- Any Commissioner may make modifications to a motion as a friendly amendment, if it is acceptable by the maker.
- Informal discussion on a subject is permitted while no motion is pending.
- Generally, the person making the motion will have the first opportunity to speak to the motion.
- Both audience members and the Commissioners are encouraged to address their remarks to the President, to maintain a courteous tone, and avoid interjecting personal notes into the debate.
- A Commissioner who has not spoken on an item will generally be recognized over someone who has previously spoken.
- The President will make sure that the motion is clear and the affect of adopting the motion is clear to everyone.
- The President will make sure that it is clear to everyone what the actual vote count is when there is a vote that is not unanimous.
- The President will make every effort possible to be protective of staff, of the Commission, and of the citizens, from personal or derogatory attacks.
- A quorum must be present to do business.
- Meetings start at the posted time.
- Debate is confined to the merits of the pending question.
- If the question is called:
 - It is out of order when another has the floor
 - It must be seconded and it is not debatable or amendable.
 - Requires a two thirds vote (2/3 or 3/4 or 4/5).
 - If the motion passes, the original motion is then voted on immediately.

6 Resolutions

Resolutions are written motions that are adopted by the commission. The substance of a resolution can be anything proposed as a motion. The reason that some motions are labeled as resolutions is that for long and important motions, it is better to have them written out so that discussion is easier, or so that it can be distributed to the public after its adoption.

All items designated as resolutions require a "roll call" vote.

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: John R. Crooks, Utilities Manager
FROM: Lon R. Schemel, Water Superintendent
SUBJECT: **WEBSITE UPDATE**
DATE: March 29, 2017



This update is for December 28, 2016 to March 28, 2017.

We now have enough data in Google Analytics to compare previous periods with previous years. These Google Analytics pages are compared to the previous year's period from December 28, 2015 to March 28, 2016.





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

SiteLock has verified this website: 03/29/2017

spucweb.com



Company Name

Shakopee Public Utilities

Domain

spucweb.com

Verified spam-free

03/29/2017

Verified malware-free

03/29/2017

Got an online business? Get protected by SiteLock. >>>



FIND

Malware & Threats



FIX

Website Issues



PREVENT

Website Attacks



ACCELERATE

Performance



COMPLY

with PCI

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Audience Overview

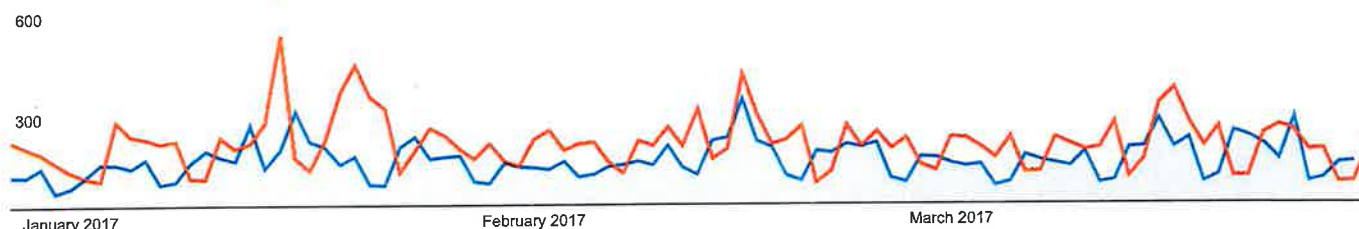
Dec 28, 2016 - Mar 28, 2017
Compare to: Dec 28, 2015 - Mar 28, 2016

All Users
+0.00% Sessions

Overview

Dec 28, 2016 - Mar 28, 2017: Sessions

Dec 28, 2015 - Mar 28, 2016: Sessions



Sessions

-29.07%

11,932 vs 16,823



Users

-33.74%

7,312 vs 11,035



Pageviews

-24.49%

25,938 vs 34,352



Pages / Session

6.46%

2.17 vs 2.04



Avg. Session Duration

3.35%

00:02:11 vs 00:02:07



Bounce Rate

25.49%

26.80% vs 21.36%



% New Sessions

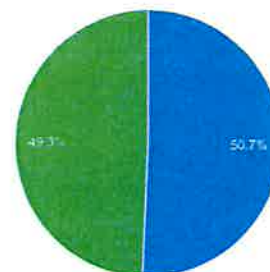
-9.74%

49.30% vs 54.63%

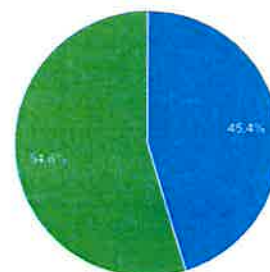


Returning Visitor New Visitor

Dec 28, 2016 - Mar 28, 2017



Dec 28, 2015 - Mar 28, 2016



Language

Sessions % Sessions

1. en-us

Dec 28, 2016 - Mar 28, 2017

11,766 98.61%

Dec 28, 2015 - Mar 28, 2016

16,488 98.01%

% Change

-28.64% **0.61%**

2. en-gb

Dec 28, 2016 - Mar 28, 2017

50 0.42%

Dec 28, 2015 - Mar 28, 2016

33 0.20%

% Change

51.52% **113.62%**

3. (not set)

Dec 28, 2016 - Mar 28, 2017

16 0.13%

Dec 28, 2015 - Mar 28, 2016

215 1.28%

% Change

-92.56% **-89.51%**

4. c

Dec 28, 2016 - Mar 28, 2017		14		0.12%
Dec 28, 2015 - Mar 28, 2016		3		0.02%
% Change		366.67%		557.96%
5. es-xl				
Dec 28, 2016 - Mar 28, 2017		13		0.11%
Dec 28, 2015 - Mar 28, 2016		9		0.05%
% Change		44.44%		103.65%
6. vi				
Dec 28, 2016 - Mar 28, 2017		9		0.08%
Dec 28, 2015 - Mar 28, 2016		0		0.00%
% Change		100.00%		100.00%
7. es-es				
Dec 28, 2016 - Mar 28, 2017		8		0.07%
Dec 28, 2015 - Mar 28, 2016		1		0.01%
% Change		700.00%		1,027.92%
8. pt-br				
Dec 28, 2016 - Mar 28, 2017		6		0.05%
Dec 28, 2015 - Mar 28, 2016		8		0.05%
% Change		-25.00%		5.74%
9. vi-vn				
Dec 28, 2016 - Mar 28, 2017		6		0.05%
Dec 28, 2015 - Mar 28, 2016		0		0.00%
% Change		100.00%		100.00%
10. en-au				
Dec 28, 2016 - Mar 28, 2017		4		0.03%
Dec 28, 2015 - Mar 28, 2016		0		0.00%
% Change		100.00%		100.00%

Dec 28, 2016 - Mar 28, 2017
Compare to: Dec 28, 2015 - Mar 28, 2016

Users Flow

All Users
+0.00% Sessions

Country

United States
12K ▼28%

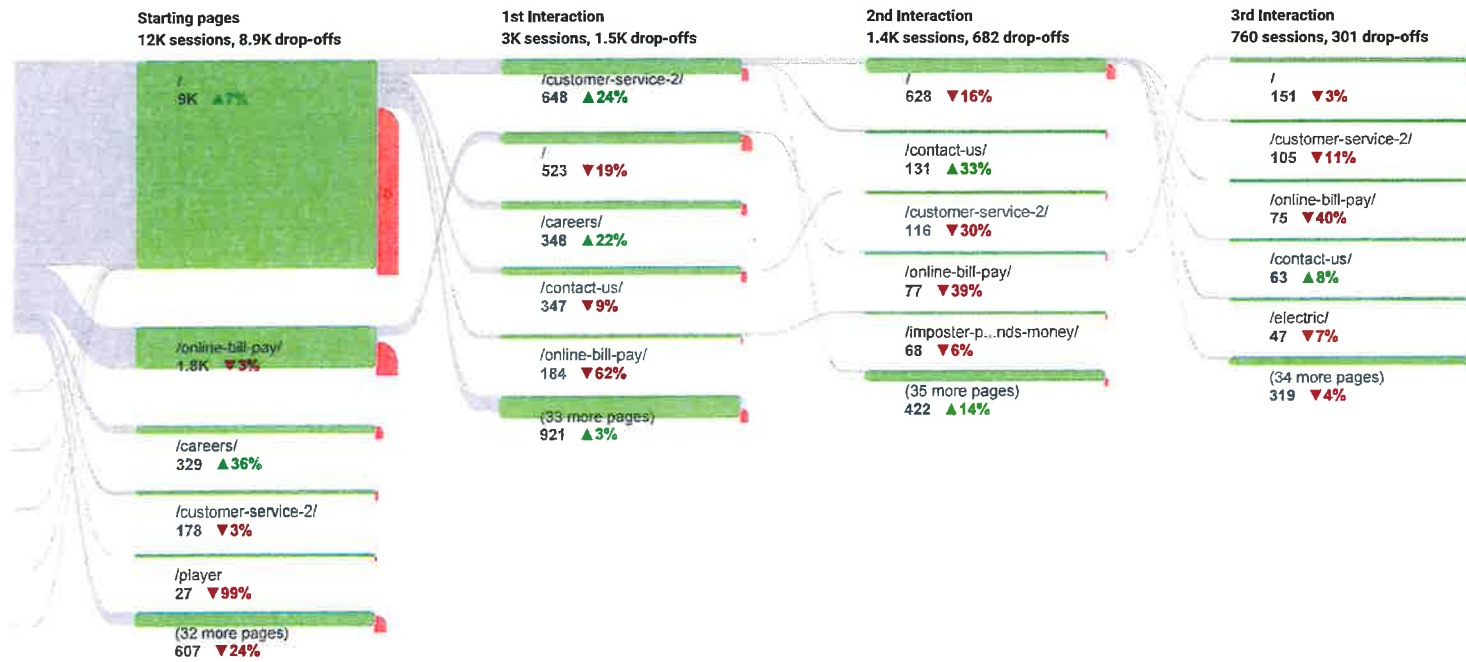
India
89 ▲106%

Canada
38 ▲2%

(not set)
27 ▼62%

Philippines
5 ▼86%

73 ▼57%



Dec 28, 2016 - Mar 28, 2017
Compare to: Dec 28, 2015 - Mar 28, 2016

Devices



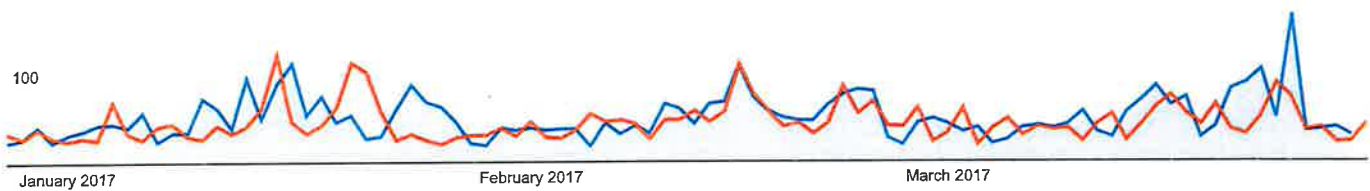
Explorer







Summary

Dec 28, 2016 - Mar 28, 2017: Sessions

Dec 28, 2015 - Mar 28, 2016: Sessions

200



Mobile Device Info	Acquisition			Behavior			Conversions eCommerce		
	Sessions	% New Sessions	New Users	Bounce Rate	Pages / Session	Avg. Session Duration	Transactions	Revenue	Ecommerce Conversion Rate
	11.66%  4,071 vs 3,646	7.28%  48.98% vs 52.83%	3.53%  1,994 vs 1,926	16.73%  26.33% vs 31.62%	3.97%  2.78 vs 2.68	0.92%  00:02:25 vs 00:02:26	0.00% 0 vs 0	\$0.00 vs \$0.00	0.00% vs 0.00%
1. Apple iPhone									
Dec 28, 2016 - Mar 28, 2017	1,650 (40.53%)	52.55%	867 (43.48%)	26.12%	2.88	00:02:18	0 (0.00%)	\$0.00 (0.00%)	0.00%
Dec 28, 2015 - Mar 28, 2016	1,239 (33.98%)	51.17%	634 (32.92%)	30.43%	2.76	00:02:12	0 (0.00%)	\$0.00 (0.00%)	0.00%
% Change	33.17%	2.69%	36.75%	-14.15%	4.25%	4.52%	0.00%	0.00%	0.00%
2. Apple iPad									
Dec 28, 2016 - Mar 28, 2017	556 (13.66%)	44.60%	248 (12.44%)	36.87%	1.71	00:02:10	0 (0.00%)	\$0.00 (0.00%)	0.00%
Dec 28, 2015 - Mar 28, 2016	570 (15.63%)	51.58%	294 (15.26%)	37.19%	1.99	00:02:04	0 (0.00%)	\$0.00 (0.00%)	0.00%
% Change	-2.46%	-13.52%	-15.65%	-0.87%	-14.00%	4.58%	0.00%	0.00%	0.00%
3. (not set)									
Dec 28, 2016 - Mar 28, 2017	124 (3.05%)	48.39%	60 (3.01%)	24.19%	2.55	00:02:22	0 (0.00%)	\$0.00 (0.00%)	0.00%
Dec 28, 2015 - Mar 28, 2016	250 (6.86%)	53.20%	133 (6.91%)	18.00%	1.98	00:02:20	0 (0.00%)	\$0.00 (0.00%)	0.00%
% Change	-50.40%	-9.05%	-54.89%	34.41%	28.97%	1.55%	0.00%	0.00%	0.00%
4. Samsung SM-G930T Galaxy S7									
Dec 28, 2016 - Mar 28, 2017	82 (2.01%)	54.88%	45 (2.26%)	19.51%	2.98	00:02:05	0 (0.00%)	\$0.00 (0.00%)	0.00%
Dec 28, 2015 - Mar 28, 2016	4 (0.11%)	75.00%	3 (0.16%)	25.00%	3.00	00:04:05	0 (0.00%)	\$0.00 (0.00%)	0.00%
% Change	1,950.00%	-26.83%	1,400.00%	-21.95%	-0.81%	-48.92%	0.00%	0.00%	0.00%
5. Samsung SM-G930V Galaxy S7									
Dec 28, 2016 - Mar 28, 2017	74 (1.82%)	54.05%	40 (2.01%)	17.57%	3.50	00:03:12	0 (0.00%)	\$0.00 (0.00%)	0.00%
Dec 28, 2015 - Mar 28, 2016	1		1				0	\$0.00	

	(0.03%)	100.00%	(0.05%)	0.00%	1.00	00:00:12	(0.00%)	(0.00%)	0.00%
% Change	7,300.00%	-45.95%	3,900.00%	∞%	250.00%	1,504.05%	0.00%	0.00%	0.00%
6. Microsoft Xbox One									
Dec 28, 2016 - Mar 28, 2017	70 (1.72%)	52.86%	37 (1.86%)	28.57%	1.63	00:01:24	0 (0.00%)	\$0.00 (0.00%)	0.00%
Dec 28, 2015 - Mar 28, 2016	22 (0.60%)	36.36%	8 (0.42%)	13.64%	1.64	00:01:04	0 (0.00%)	\$0.00 (0.00%)	0.00%
% Change	218.18%	45.36%	362.50%	109.52%	-0.48%	31.89%	0.00%	0.00%	0.00%
7. Samsung SM-G935F Galaxy S7 Edge									
Dec 28, 2016 - Mar 28, 2017	59 (1.45%)	49.15%	29 (1.45%)	16.95%	3.19	00:03:07	0 (0.00%)	\$0.00 (0.00%)	0.00%
Dec 28, 2015 - Mar 28, 2016	0 (0.00%)	0.00%	0 (0.00%)	0.00%	0.00	00:00:00	0 (0.00%)	\$0.00 (0.00%)	0.00%
% Change	∞%	∞%	∞%	∞%	∞%	∞%	0.00%	0.00%	0.00%
8. Samsung SM-G920V Galaxy S6									
Dec 28, 2016 - Mar 28, 2017	52 (1.28%)	51.92%	27 (1.35%)	32.69%	3.12	00:02:07	0 (0.00%)	\$0.00 (0.00%)	0.00%
Dec 28, 2015 - Mar 28, 2016	36 (0.99%)	63.89%	23 (1.19%)	27.78%	3.19	00:03:51	0 (0.00%)	\$0.00 (0.00%)	0.00%
% Change	44.44%	-18.73%	17.39%	17.69%	-2.47%	-45.07%	0.00%	0.00%	0.00%
9. Samsung SM-G900V Galaxy S5									
Dec 28, 2016 - Mar 28, 2017	46 (1.13%)	60.87%	28 (1.40%)	26.09%	3.28	00:02:34	0 (0.00%)	\$0.00 (0.00%)	0.00%
Dec 28, 2015 - Mar 28, 2016	86 (2.36%)	46.51%	40 (2.08%)	48.84%	2.62	00:01:57	0 (0.00%)	\$0.00 (0.00%)	0.00%
% Change	-46.51%	30.87%	-30.00%	-46.58%	25.47%	32.43%	0.00%	0.00%	0.00%
10. Samsung SM-G920A Galaxy S6									
Dec 28, 2016 - Mar 28, 2017	45 (1.11%)	17.78%	8 (0.40%)	28.89%	3.49	00:03:27	0 (0.00%)	\$0.00 (0.00%)	0.00%
Dec 28, 2015 - Mar 28, 2016	7 (0.19%)	42.86%	3 (0.16%)	14.29%	3.14	00:04:11	0 (0.00%)	\$0.00 (0.00%)	0.00%
% Change	542.86%	-58.52%	166.67%	102.22%	11.01%	-17.48%	0.00%	0.00%	0.00%

Rows 1 - 10 of 401

Network Referrals

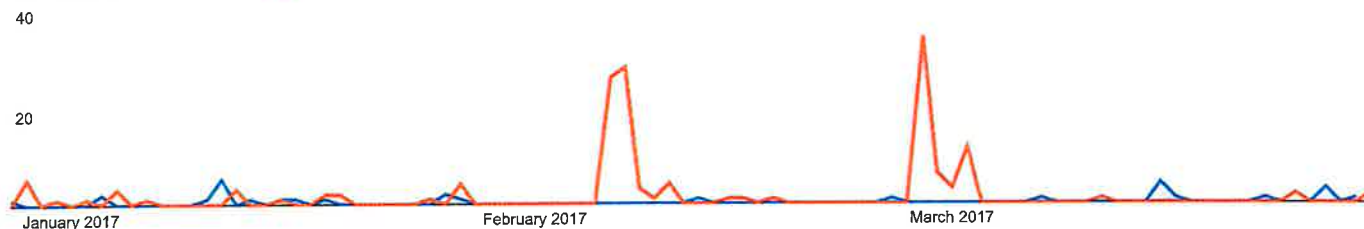
Dec 28, 2016 - Mar 28, 2017
Compare to: Dec 28, 2015 - Mar 28, 2016

All Users
+0.00% Sessions

Social Referral

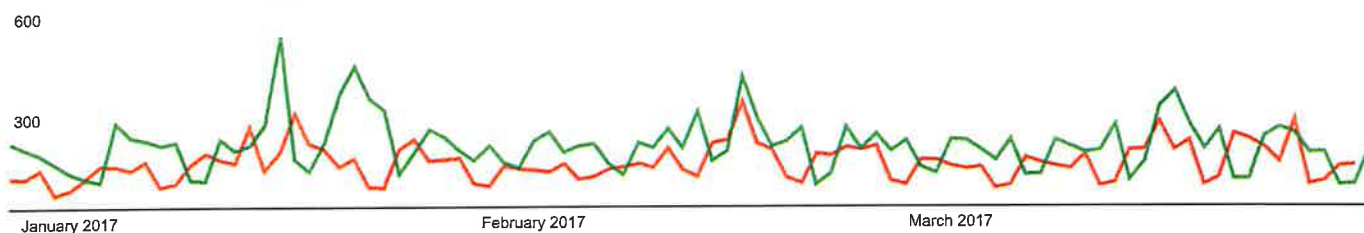
Dec 28, 2016 - Mar 28, 2017: Sessions via Social Referral

Dec 28, 2015 - Mar 28, 2016: Sessions via Social Referral



Dec 28, 2016 - Mar 28, 2017: All Sessions

Dec 28, 2015 - Mar 28, 2016: All Sessions



Social Network	Sessions	Pageviews	Avg. Session Duration	Pages / Session
1. Facebook				
Dec 28, 2016 - Mar 28, 2017	30 (96.77%)	71 (97.26%)	00:01:02	2.37
Dec 28, 2015 - Mar 28, 2016	140 (100.00%)	153 (100.00%)	00:00:17	1.09
% Change	-78.57%	-53.59%	255.67%	116.56%
2. LinkedIn				
Dec 28, 2016 - Mar 28, 2017	1 (3.23%)	2 (2.74%)	00:00:51	2.00
Dec 28, 2015 - Mar 28, 2016	0 (0.00%)	0 (0.00%)	00:00:00	0.00
% Change	∞%	∞%	∞%	∞%

Rows 1 - 2 of 2

Dec 28, 2016 - Mar 28, 2017
Compare to: Dec 28, 2015 - Mar 28, 2016

Social Users Flow

All Users
+0.00% Sessions

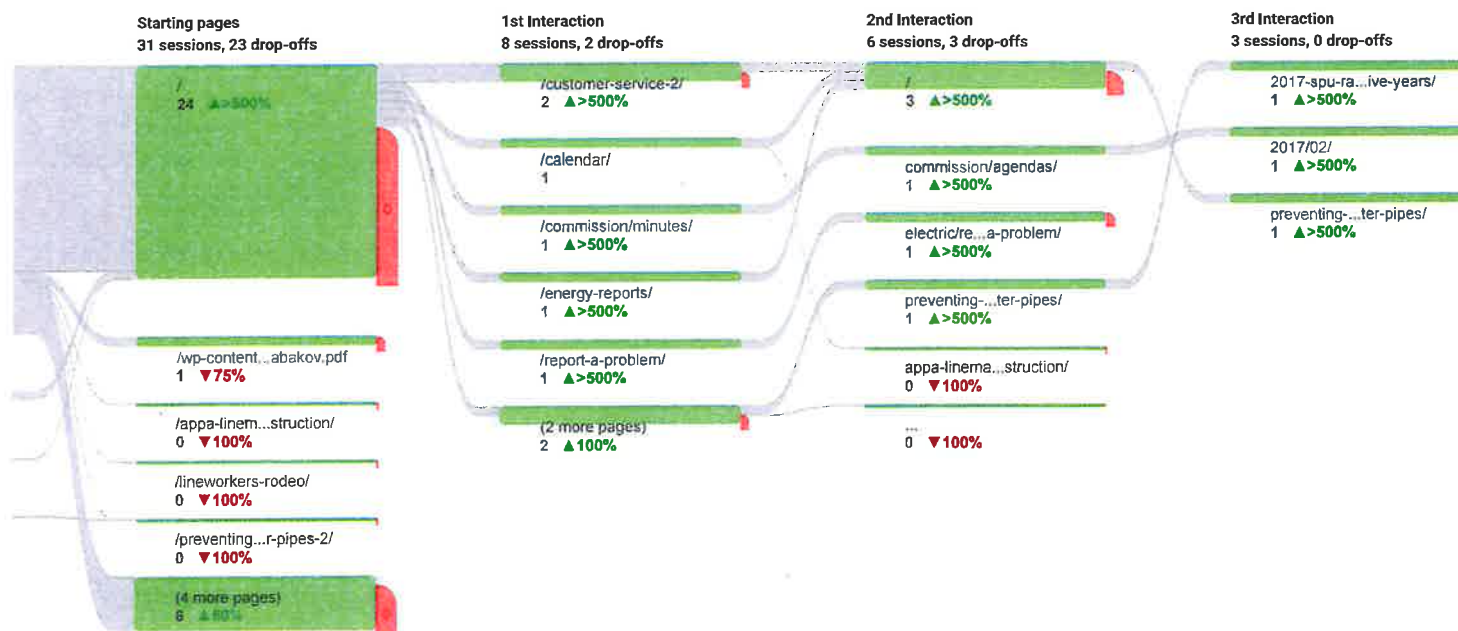
Social Network

Facebook
30 ▼78%

LinkedIn
1 ▲>500%

Google+
0 ▼100%

Twitter
0 ▼100%



	Video #	Title	Uploaded	Frame Size	Duration	Size	Plays		
		9632268 3 20 2017	21 Mar 2017	720x406	1h 2m 38s	957mb	9	embed	Manage
		9479672 3 6 2017	07 Mar 2017	720x406	41m 44s	706mb	5	embed	Manage
		9351773 2 21 2017	23 Feb 2017	720x406	44m 25s	752mb	9	embed	Manage
		9192557 2 6 2017	08 Feb 2017	720x396	1h 23m 24s	948mb	8	embed	Manage
		9032305 1 17 2017	18 Jan 2017	720x406	16m 31s	501mb	5	embed	Manage
		8935293 1 3 2017	04 Jan 2017	720x396	31m 7s	937mb	5	embed	Manage
		8854103 12 19 2016	20 Dec 2016	720x396	57m 13s	948mb	0	embed	Manage
		8764438 12 5 2016	06 Dec 2016	720x396	36m 38s	840mb	4	embed	Manage
		8673087 11 21 2016	22 Nov 2016	720x396	42m 42s	973mb	3	embed	Manage
		8588451 11 7 2016	09 Nov 2016	720x396	1h 48m 38s	947mb	1	embed	Manage
		8448257 10 17 2016	18 Oct 2016	720x396	20m 59s	635mb	2	embed	Manage
		8362016 10 3 2016	06 Oct 2016	720x396	1h 7m 6s	940mb	3	embed	Manage
		8294417 9 19 2016	27 Sep 2016	720x396	49m 53s	912mb	5	embed	Manage
		8119848 9 6 2016	08 Sep 2016	720x396	1h 16m 56s	942mb	12	embed	Manage
		7788987 8 1 2016	03 Aug 2016	720x396	1h 31m 27s	874mb	12	embed	Manage
		7666648 7 18 2016	20 Jul 2016	720x396	1h 10m	918mb	1	embed	Manage
		7431799 6 20 2016	22 Jun 2016	720x396	45m 45s	963mb	0	embed	Manage
		7322002 6 6 2016	10 Jun 2016	720x396	40m 18s	673mb	8	embed	Manage
		7105341 5 16 2016	17 May 2016	720x396	34m 17s	907mb	5	embed	Manage