

**AGENDA**  
**SHAKOPEE PUBLIC UTILITIES COMMISSION**  
**REGULAR MEETING**  
**December 16, 2019**

1. **Call to Order** at 5:00pm in the SPUC Service Center, 255 Sarazin Street.
2. **Approval of Minutes**
3. **Communication**
  - 3a) City Engineer's email dated December 3, 2019 re: temporary fence in easement request at 1369 Danita Drive.
4. **Approve the Agenda**
5. **Approval of Consent Business**
6. **Bills: Approve Warrant List**
7. **Liaison Report**
8. **Reports: Water Items**
  - 8a) Water System Operations Report – Verbal
  - C=> 8b) Water Production Dashboard
  - 8c) Resn. #1254 – Adjusting Fees Applied Under the Reconstruction Fund Charge Resolution
9. **Reports: Electric Items**
  - 9a) Electric System Operations Report – Verbal
  - 9b) Resn. #1255 – Adjusting Fees Under the Relocation Underground Charge Resolution
  - 9c) Resn. #1256 – Adjusting Fees Applied Under the Installation of Underground Electrical Distribution Systems Policy Resolution
10. **Reports: Human Resources**
11. **Reports: General**
  - 11a) Vivid Image Website Development - Update
  - 11b) Resn. #1257 – Adopting Fees and Charges For 2020
  - 11c) Resn. #1258 – Designating an Official Means of Publication
  - 11d) Resn. #1259 – Designation of Official Depositories of the Shakopee Public Utilities Commission Funds
  - 11e) Resn. #1260 – Allowing the Use of Facsimile Signature For Check Signing
  - 11f) Resn. #1261 - Authorizing Certain Payments From the Shakopee Public Utilities Commission to the City of Shakopee
  - C=> 11g) November 2019 Financial Results
12. **New Business**
13. **Tentative Dates for Upcoming Meetings**

- Regular Meeting	--	January 6
- Mid Month Meeting	--	January 21 (Tuesday)
- Regular Meeting	--	February 3
- Mid Month Meeting	--	February 18 (Tuesday)
14. **Adjourn** to 1/6/20 at the SPUC Service Center, 255 Sarazin Street

MINUTES  
OF THE  
SHAKOPEE PUBLIC UTILITIES COMMISSION  
(Regular Meeting)

President Joos called the regular session of the Shakopee Public Utilities Commission to order at the Shakopee Public Utilities meeting room at 5:00 P.M., December 2, 2019.

MEMBERS PRESENT: Commissioners Joos, Amundson, Meyer, Clay and Mocol. Also present, Liaison Lehman, Finance Director Schmid, Planning & Engineering Director Adams and Marketing/Customer Relations Director Walsh.

Motion by Amundson, seconded by Mocol to approve the minutes of the November 18, 2019 Commission meeting. Motion carried.

Under Communications, Nick Atkinson (1369 Danita Drive, Shakopee) asked the commission for approval of a temporary fence in the drainage and utilities easement. Mr. Atkinson was referred to work with staff on this request. Commissioner Mocol also shared information about an upcoming Met Council Joint Committee Meeting.

President Joos offered the agenda for approval.

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

There were no Consent Items.

The warrant listing for bills paid December 2, 2019 was presented.

Motion by Meyer, seconded by Clay to approve the warrant listing dated December 2, 2019 as presented. Motion carried.

Liaison Lehman presented his report. The City adopted the Comprehensive Plan in 4-1 vote. The City continues to work on the preliminary budget.

Planning and Engineering Director Adams provided a report of current water operations. Hydrant flushing was completed on 11/25/2019. Construction projects were updated. SPU was awarded a \$23,300 as part of the Water Efficiency Grant Program from the Metropolitan Council. This represents 75% of the program's total of \$31,070. The utility must provide the remaining 25% which is \$7,770. This grant allows SPU to offer rebates on WaterSense toilets, WaterSense irrigation controllers and Energy Star clothes washing machines. The program will begin on January 2, 2020.

Planning and Engineering Director Adams provided a report of current electric operations. One outage was discussed that impacted 44 customers. Construction updates were also provided.

Finance Director Schmid presented the 2020 Proposed Budget, Cash Flows and Key Assumptions. Expenses and revenues for both Water and Electric were presented in detail. Municipal contributions were also discussed.

Motion by Clay, seconded by Meyer to approve the 2020 Operating Budget and 2020-2024 Projected Cash Flow Statement as presented. Motion carried.

Motion by Mocol, seconded by Clay to direct staff to proceed with drafting a resolution for commission approval to modify the municipal contribution as proposed. Motion carried.

Mr. Adams presented the final version of the Administrative Projects and Equipment for 2020.

Motion by Meyer, seconded by Mocol to approve the 2020 Administrative Projects and Equipment and to release the projects and funding to the Utilities Manager to complete, following state form bidding protocol. Motion carried.

Mr. Adams presented the final version of the Electric Projects and Equipment for 2020.

Motion by Mocol, seconded by Clay to approve the 2020 Electric Projects and Equipment and to release the projects and funding to the Utilities Manager to complete, following state form bidding protocol. Motion carried.

Mr. Adams presented the final version of the Water Projects and Equipment for 2020.

Motion by Meyer, seconded by Amundson to approve the 2020 Water Projects and Equipment and to release the projects and funding to the Utilities Manager to complete, following state form bidding protocol. Motion carried.

Mr. Adams presented the final version of the 2020 – 2024 Capital Improvement Plan.

Motion by Mocol, seconded by Clay to accept the final version of the 2020-2024 Capital Improvements Plan. Motion carried.

The tentative commission meeting dates of December 16 and January 6, 2020 were noted.

Motion by Amundson, seconded by Meyer to adjourn to the December 16, 2019 meeting. Motion carried.

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

## Adams, Joe

---

**From:** Steve Lillehaug <SLillehaug@shakopeemn.gov>  
**Sent:** Tuesday, December 3, 2019 2:59 PM  
**To:** Adams, Joe  
**Cc:** Crooks, John; Saeed Kanwar; Micah Heckman  
**Subject:** RE: Temporary Fence at 1369 Danita Dr

3a

Joe,

I think we've already determined our course (per our email discussions yesterday), a 5-ft encroachment – no more no less has been communicated in any direction. Let's proceed accordingly, that is what we will be proceeding with Mr. Atkinson. Saeed is proceeding with an encroachment agreement directly with Mr. Atkinson. No further SPUC involvement is needed. Thanks.



**Steve Lillehaug, PE, PTOE**

Public Works Director/City Engineer, City of Shakopee

952-233-9361 | [slillehaug@ShakopeeMN.gov](mailto:slillehaug@ShakopeeMN.gov) | [www.ShakopeeMN.gov](http://www.ShakopeeMN.gov)

**From:** Adams, Joe <jadams@shakopeeutilities.com>  
**Sent:** Tuesday, December 3, 2019 8:50 AM  
**To:** Steve Lillehaug <SLillehaug@shakopeemn.gov>  
**Cc:** Crooks, John <jcrooks@shakopeeutilities.com>  
**Subject:** FW: Temporary Fence at 1369 Danita Dr

Steve –

Mr. Atkinson attended the Utilities Commission meeting last night. The Commission requested he work with me to provide them with a report at their next meeting for them to consider his request. I asked Mr. Atkinson to send to me a written request for the record, as I have not had conversations with him prior. Below is what he sent last night.

The consensus of the Commission (and Council Liaison Lehman) was that the fence should remain in place for the time being given the weather, and until such time the Commission receives my report and makes a decision on their recommendation to the city of where the fence may be placed within the city's easement and under what conditions.

Mr. Atkinson made a statement that the city does not object to this fence being in this drainage and utilities easement and that it is up to SPUC (because it is SPUC's water main) as to if it has to be removed and if so if it can be placed somewhere else within the easement. I just want to verify for my report that that is in fact the city's position for this specific circumstance.

Thanks,

Joe

Joseph D. Adams  
SPU Planning & Engineering Director  
[jadams@shakopeeutilities.com](mailto:jadams@shakopeeutilities.com)  
952-233-1501

**From:** Atkinson, Nicholas [<mailto:NATKINSO@amfam.com>]  
**Sent:** Monday, December 2, 2019 9:51 PM  
**To:** Adams, Joe <[jadams@shakopeeutilities.com](mailto:jadams@shakopeeutilities.com)>  
**Cc:** Atkinson, Nicholas <[NATKINSO@amfam.com](mailto:NATKINSO@amfam.com)>  
**Subject:** Temporary Fence at 1369 Danita Dr

Hi Mr. Adams,

Thank you for your time tonight. Below is my written request per our conversation. Please let me know if you have any questions.

My name is Nick Atkinson and my family and I reside at 1369 Danita Dr. We moved in in April of this year. I'm request permission to install a temporary fence in the utility easement on the west side of our property.

Our back yard is on a steep hill and therefor majority of the hill is mulch and unusable. We have a small area that is flat with grass on the west side and we would like to have permission to install a temporary fence around that.

The reason for the fence is we have two kids, they are 9 and 5. Our 5 year old son has special needs, he lives in fight or flight mentality. We need a safe place for him to play and not have to worry about him taking off and getting close to Cty 78. He's been known to take off and run and it is a big worry for us. The fence will keep him contained and safe while he plays outside. His doctors have recommended that we fence in our back yard to keep him safe while he's outside. His medications help some, but they do not eliminate his flight episodes.

The other reason we're requesting your permission to install a fence is to keep our dogs in our yard. We foster rescue dogs and the fence allows them to be outside and not in our neighbor's yards.

Installing the fence 15' in on our property cuts the small area of grass we have in less than half and does not allow for us to kick a soccer ball with or son in a safe area.

After learning about the easement we have looked into regrading and landscaping our yard and unfortunately the costs are not in our foreseeable budget as my wife and I own a small business in town.

If we are allowed to place our temporary fence in the easement, we are fully aware that we are responsible for any and all cost associated with moving and or replacing our fence should the waterline need to be serviced.

The two neighbors to the north of us have been allowed to plant multiple trees and landscaping inside the easement. After talking with a city engineer, I'm aware the 2' the fence posts are down in the ground pose zero danger to the watermain unlike tree roots.

Can we please have your permission to keep our temporary fence around our yard to help keep my son safe while he's a kid and plays outside?

Best Regards,  
Nick Atkinson  
c) 612-670-7249



**NICK ATKINSON & ASSOCIATES, INC.**

**NICK ATKINSON, AGENT | AMERICAN FAMILY INSURANCE**

124 Lewis St S | Shakopee, MN 55379

Office: 952.226.6999

---

[email](#) | [website](#) | [quote](#) | [map](#) | [pay your bill now](#) 

American Family Insurance Company | American Family Life Insurance Company | American Family Mutual Insurance Company, S.I. | American Standard Insurance Company of Ohio  
American Standard Insurance Company of Wisconsin | Home Office - 6000 American Parkway | Madison, WI 53783

Permanent General Assurance Corporation | Permanent General Assurance Corporation of Ohio | The General Automobile Insurance Company, Inc, DBA The General® | Home Office - 2636  
Elm Hill Pike | Nashville, TN 37214 wholly owned subsidiaries of American Family Mutual Insurance Company, S.I.

If you do not want to receive commercial messages from American Family in the future please [Unsubscribe](#).

\*If you are not the intended recipient, please contact the sender and delete this e-mail, any attachments and all copies

# Monthly Water Dashboard

As of: November 2019

Shakopee Public Utilities Commission

8b

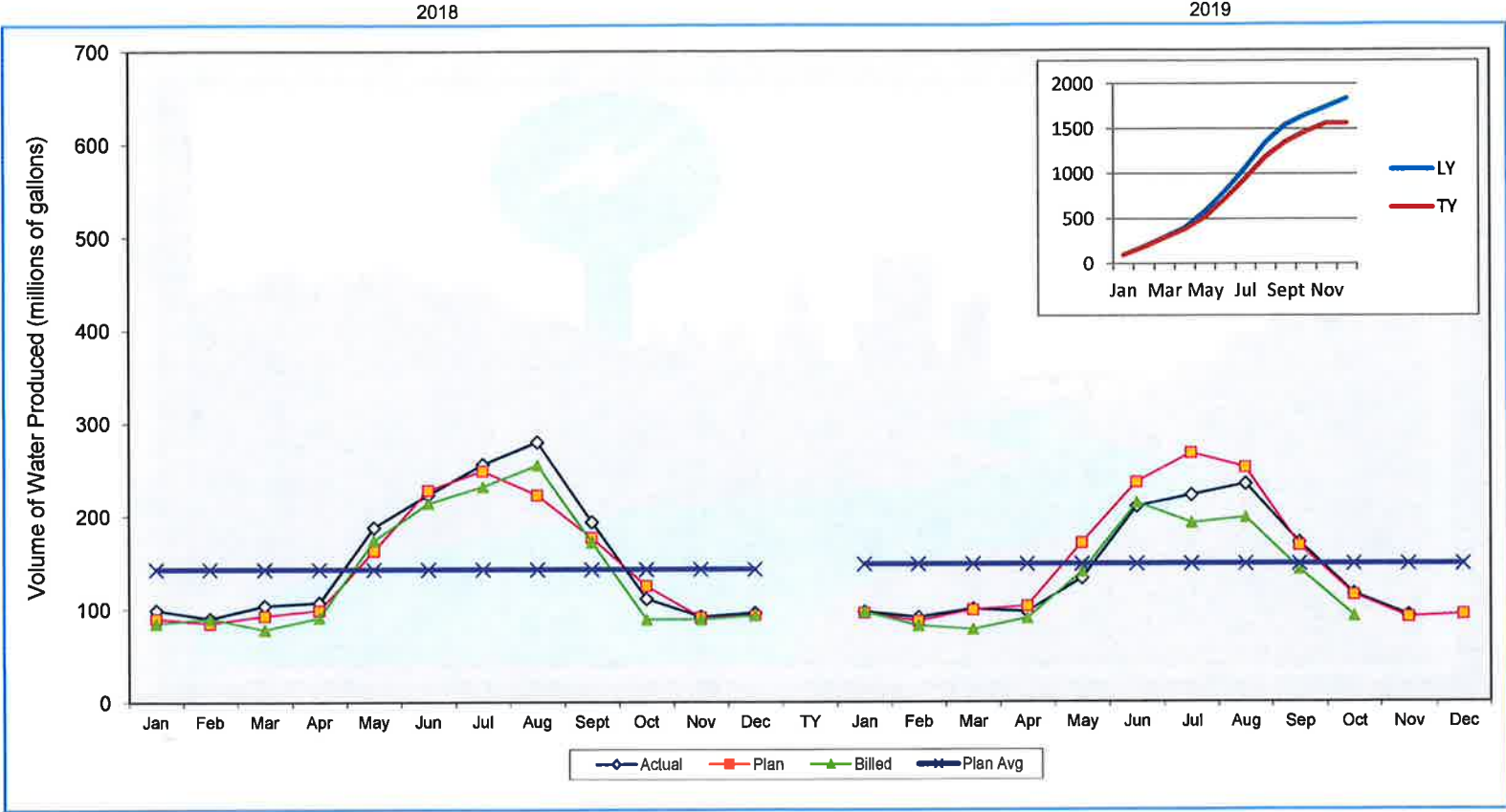
ALL VALUES IN MILLIONS OF GALLONS

**Element/Measure**      Water Pumped/Metered

**Averages**

2016	145
2017	147
2018	153

Last 6 months actuals	210	222	234	171	116	93
-----------------------	-----	-----	-----	-----	-----	----



	LY												TY												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Actual	99	90	104	107	188	223	256	280	194	111	92	96	97	91	100	97	133	210	222	234	171	116	93	94	
Plan	90	85	93	99	163	228	249	223	177	125	91	93	96	87	99	103	171	236	267	252	168	115	91	94	
YTD % *													101%	103%	102%	100%	93%	92%	90%	90%	92%	92%	93%		
Billed	85	90	78	91	174	214	232	255	172	89	89	93	97	82	78	90	140	214	192	198	142	92			

\* Actual gallons pumped vs. Plan

A RESOLUTION ADJUSTING FEES APPLIED UNDER  
THE RECONSTRUCTION FUND CHARGE RESOLUTION

WHEREAS, the fees established in Resolution #875 which Resolution established the Reconstruction Fund Charge are intended to be adjusted as deemed necessary to provide for adequate funds collected for the purpose intended, and

WHEREAS, an analysis of the current projected Reconstruction Fund Projects, listed on the attachment, indicates an increase in the fees collected is appropriate at this time.

NOW THEREFORE, BE IT RESOLVED, that the fees charged under Resolution #1217 be increased to forty-two cents (\$0.42) per 1,000 gallons applied to the monthly usage of all Shakopee Public Utilities Commission water customers.

BE IT FURTHER RESOLVED that said terms and adjustments are to become effective immediately, and applied to the January 2020 billings (which are due February 15), and all subsequent billings.

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

Passed in regular session of the Shakopee Public Utilities Commission, this 16<sup>th</sup> day of December, 2019.

---

Commission President: Terrance Joos

ATTEST:

---

Commission Secretary: John R. Crooks



**Attachment to Resolution #1254**

**Shakopee Public Utilities Water Reconstruction Fund Rates**

	Projected Annual Retail Sales Gallons in Thousands	Estimated Average Charge Per 1,000 Gallons	Estimated Revenues	Reconstruction Project Costs	Projected Fund Balance
9/30/2019					633,504.93
10/30/2019			35,476.75		668,981.68
11/30/2019			22,190.25	(212,503.74)	478,668.19
12/31/2019	1,505,742	0.25	22,335.25		501,003.44
2020	1,608,358	0.42	675,510.50	(455,000.00)	721,513.94
2021	1,624,442	0.42	682,265.61	(1,400,000.00)	3,779.54
2022	1,640,686	0.25	410,171.58	(265,000.00)	148,951.13
2023	1,657,093	0.25	414,273.30	(205,000.00)	358,224.43
2024	1,673,664	0.25	418,416.03	(210,000.00)	566,640.46

RESOLUTION #1255

A RESOLUTION ADJUSTING FEES APPLIED UNDER  
THE RELOCATION UNDERGROUND CHARGE RESOLUTION

WHEREAS, the fees established in Resolution #742, which Resolution established the Relocation Underground Charge, are intended to be adjusted as deemed necessary to provide for adequate funds collected for the purpose intended, and

WHEREAS, an analysis of the current projected Relocation Underground Projects, listed on the attachment, indicates an adjustment in the fees collected is appropriate at this time.

NOW THEREFORE, BE IT RESOLVED, that the fees charged under Resolution #742 be set at .30 mils (\$0.00030) per kWh.

BE IT FURTHER RESOLVED that said terms and adjustments are to become effective immediately, and applied to the January 2020 billings (which are due February 15), and all subsequent billings.

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

Passed in regular session of the Shakopee Public Utilities Commission, this 16<sup>th</sup> day of December, 2019.

\_\_\_\_\_  
Commission President: Terrance Joos

ATTEST:

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

**Attachment to Resolution #1255**

**Relocation Underground Rates/Fund Balance Projections**

Date	KWH Billed	UGRL Rate	Revenue	Expense	Ending Balance
9/30/2019		0.00034			934,593.31
10/30/2019		0.00034	12,438.25		947,031.56
11/30/2019		0.00034	11,471.92		958,503.48
12/31/2019		0.00034	12,380.42	-	970,883.90
2020	442,644,332	0.00030	132,793.30	480,750.00	622,927.20
2021	447,070,776	0.00030	134,121.23	125,000.00	632,048.43
2022	451,541,483	0.00030	135,462.45	102,000.00	665,510.88
2023	456,056,898	0.00030	136,817.07	55,000.00	747,327.94
2024	460,617,467	0.00030	138,185.24	394,300.00	491,213.19

## RESOLUTION #1256

A RESOLUTION ADJUSTING FEES  
APPLIED UNDER THE INSTALLATION OF  
UNDERGROUND ELECTRICAL DISTRIBUTION SYSTEMS  
POLICY RESOLUTION

WHEREAS, the fees established in Resolution #1225 are intended to be adjusted effective on the first day of January each year, and

WHEREAS, the "Construction Cost Index" as listed in the Engineering News Record was 11,183.28, as of October, 2018, and

WHEREAS, this index was 11,326.10 as of October, 2019.

NOW THEREFORE, BE IT RESOLVED, that the underground electrical distribution charge fees be increased to \$657.00 per lot for single-family and twin home developments and \$376.00 per living unit for other than twin home multi-family unit developments except apartment buildings (this represents a 1.3% increase over the 2019 fees) and that the fees shall remain to be 75% of the cost of material for all other developments including apartment buildings, effective January 1, 2020.

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

Passed in regular session of the Shakopee Public Utilities Commission, this 16<sup>th</sup> day of December, 2019.

\_\_\_\_\_  
Commission President: Terrance Joos

ATTEST:

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



11a

# SHAKOPEE PUBLIC UTILITIES

"Lighting the Way – Yesterday, Today and Beyond"

December 12, 2019

TO: John Crooks, Utilities Manager  
FROM: Sharon Walsh, Director of Marketing and Customer Relations  
SUBJECT: Website Contract

---

## Overview

As a follow up to the website vendor presentation on November 18<sup>th</sup> the Commission requested to review the proposal for Vivid Image prior to acceptance.

Two proposals from Vivid Image are attached. Proposal A is valid through 12/31/19. If SPU does not sign the contract before this expiration date, pricing changes for 2020. Proposal B, which has an expiration date of 01/15/20, reflects the 2020 pricing.

The 2020 pricing includes an increase in annual hosting fees from \$720/year to \$780/year and the core development budget has increased from \$13,800 to \$14,500.

## Action

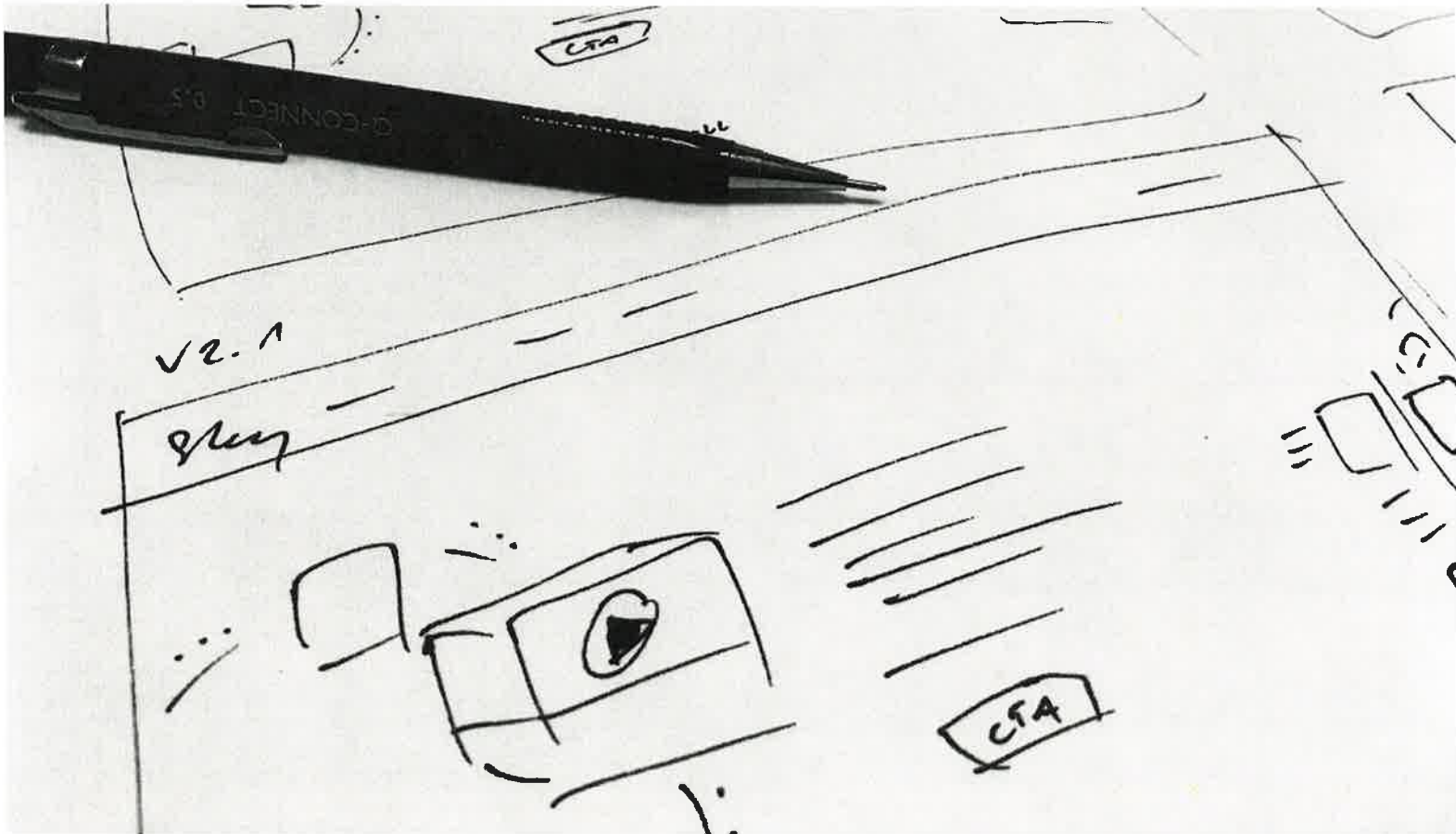
Staff requests acceptance of Proposal A if there are no further questions.

**Cory Dammann**  
Account Director  
{P} 320-587-8974 ext 109  
{E} coryd@vimm.com

**Proposal Issued:** November 19, 2019  
**Valid to:** December 31, 2019  
**Quote:** 2165

# Website Creation Proposal

## Shakopee Public Utilities



# Overview

Hi Sharon,

Thank you again for providing my team and I with the ability to connect with you and your team to learn about your website needs and how we can partner with you to make those needs a reality.

Ultimately it's not just about your website looking great - it needs to look on-brand, function smoothly, allow users to easily find what they're looking for, and do what you want them to do. It needs to load quickly, be search-engine friendly, simple for you and your team to update, and responsive to whatever kind of device users are viewing it on.

At Vivid Image, we can make all of this happen.

Thanks,

Cory Dammann  
Account Director  
Vivid Image

# Scope of Services

## Strategy & Research

The first step is to thoroughly understand your organization, goals, audience and their expectations and behavior, and how your website factors into all of it. We have a great start on that from our conversations, but we may need to dig in a bit further to ensure we are moving in the right direction. This phase will give us the foundation for moving forward with the right recommendations for the design and development of your new website.

## Development

### MESSAGING & CONTENT

What is your website going to say? All of your messaging should support your goals. This is such an important part of your online marketing; not only for your visitors to read, but also for Search Engines to index for ranking.

- Based on our strategy intake session, it was shared that SPU would like to write the new content for their new site. However, we will provide options for Vivid Image to assist in content creation that can be considered.
  - If SPU does indeed choose to write their own content, Vivid Image will take the content that is provided and place it within the new site to ensure layout and styling matches the new website design.

### DESIGN

#### Wireframing

We start with simple sketches to make sure the basic flow of the user experience on the pages works well. With some informal testing and after presenting our ideas to you, we'll get your feedback and make any needed changes.

- Vivid Image has created two wireframes for SPU to review and decide between or make adjustments as needed.
- Up to (3) hours of revisions have been budgeted to finalize the layout of the site.

#### Demos

Once we have the major pages designed, we create static design mockups of what the final designs will look like. The demos will resemble what your final website will look like, but will not be fully functional.

- Vivid Image will provide an initial design mock-up of your homepage and subpage
- Up to (6) hours of revisions have been budgeted to finalize the design of the site.



## BUILD

Next we'll get to work making your design a reality by building the site using standards-based, best practices technology.

We recommend WordPress as your content management system (CMS) so you can update your new site's content yourself. WordPress is the most popular open-source CMS in the world and has thousands of developers constantly improving it and contributing plugins to extend it's functionality.

Some of the main features of WordPress sites we build include:

- Mobile responsiveness
- Ability to add/remove/edit pages
- Ability to edit page content in content areas
- Ability to insert media (PDF's, images, video) and create links in content areas
- Social Media Sharing Tools
- Search Engine friendly platform

Your new site will be built to include the pages in the site map we worked through in the Strategy & Research Phase.

- Vivid Image will take the content that is provided and place it within the new site to ensure layout and styling matches the new website design.
  - ***See strategy document for complete site map proposal.***

### Custom Functionality

As we firmly believe there isn't a "one size fits all" website for everyone, your site will include the following custom functionality:

- **Calendar of Events**
  - Integrated calendar tool that allows you to rapidly create and manage events using the posts - includes Google Maps integration as well as default templates such as a calendar grid and event list
  - Recurring Events Functionality
  - Saved Venues & Organizers
  - Custom Fields
- **Secure Forms – Formstack Integration**
  - Secure online forms with superior protection for sensitive or personal information
  - Formstack uses 256-bit SSL, PGP email encryption, password protection, data encryption, and Invisible reCAPTCHA



- Vivid Image will set up Formstack account & provide basic training
  - Formstack monthly fees are in addition to website quote and hosting. See various plans at <https://www.formstack.com/pricing>
- **VI Document Manager**
    - VI Document Manager gives you a simple, easy way to manage downloadable files on your website from one location.
    - VI Document Manager is loaded with all features you need for:
      1. Categorizing files
      2. Monitoring file downloads
      3. Versioning control
      4. Security – each file can be password protected
      5. Universally recognized file icons are standard, but we can help you customize the look of your icons if you wish
      6. Internal notes field to help you stay organized
  - **VI Message Bar**
    - VI Message Bar is a tool to make scheduled, impromptu or emergency announcements to website visitors in an attention-grabbing format at the very top of site-wide pages.

## PROJECT MANAGEMENT

I will be your main point-of contact throughout the project ensuring communications of website project status, monitoring project milestones, timeline, and budget.

## TRAINING

Either shortly before launch or immediately after, we will have up to 2 hours of training (at Vivid Image or via web meeting) to train your team on how to work with WordPress and any applicable custom functionality.

## Go Live!

Once you've tested the website and are happy with its functionality, we'll make the WordPress website live on your domain. Launch time!

## SEARCH ENGINE LAUNCH {VIVID IMAGE EXCLUSIVE}

Search Engine Optimization is a long-term process and results aren't immediate, but we'll work with you to take the first steps as we launch your new website.

We will install and configure specifically for your site:

- Google Analytics - Tracking software that helps monitor how visitors are using your website, as well as how they find it.

- Google Search Console - Another tool from Google that gives access to data about how your website performs in organic search, from the keywords it ranks for, to its search click-through-rate for each keyword, and much more.
- Yoast SEO Plugin - We'll install and take care of the initial configuration of this powerful SEO plugin. Yoast SEO is a powerful content analysis tool for every page and post on your site that will help you create better content.

Making sure we get things right from the beginning, from an SEO perspective, will ensure your new site is ready for Google to show it off to the world.

# Additional Considerations

## 301 Redirects

A 301 redirect is a permanent redirect from one URL to another. 301 redirects send site visitors and search engines to a different URL than the one they originally typed into their browser or selected from a search engine results page. With any changes to your existing site map, we will direct those "dead" URLs to appropriate ones at a server level.

## ADA Accessibility

Is your website allowing EVERY user to accomplish what you want them to be able to? If not, then we can help make your site more accessible. Not only will an ADA compliant website be accessible for people with disabilities, but it also can increase SEO results and organic traffic to your site. We will create your new website with the use of accessibility testing tools to ensure that your site passes the WCAG 2.0 Level AA guidelines. An ADA accessible site consists of the following:

- Your website will be tested with automated accessibility testing tools to pass an ADA - WCAG 2.0 Level AA status
- Assistive buttons will be added to your website to allow the users of screen readers the ability to skip the navigation or to view an accessible version of pages containing accordions or tabs
- An Accessibility link will be added to the footer of your website allowing users to have a contact number if they experience issues on your site as well as provide them with helpful accessibility resources
- An Accessibility Content Instruction Worksheet will be provided for your company to follow when adding/ changing content to your site
- An Accessibility Policy Worksheet will be provided upon completion of the website to assist you in setting up internal Accessibility Policies for your website
  - Vivid Image must load your content for you
  - A yearly accessibility audit, at a minimum, is recommended to maintain your accessible status

## GDPR Options

**Please note that we're not lawyers, and our advice or tips are not a substitute for professional, legal counsel on this matter. To ensure compliance, please work with a GDPR compliance specialist.**

In the most simple terms, the General Data Protection Regulation (GDPR) is a data privacy law that has set guidelines for collecting and processing personal information of individuals within the European Union (EU).

The rule enforces the following:

- The right for people to lawfully agree with companies to use their private information
- The right for users to have their private information no longer accessible by a company
- The right to for individuals to allow their private information to become public or not.

We offer the following features:

- Terms of Use Policy Creation
  - A Terms of Use Policy is the agreement where you inform the users of your website about the rules, terms and guidelines that they need to follow in order to use and access your website. Necessary when your website requires an account creation to use/access.
- Cookie Use Notification - We have 2 levels of Third-Party Cookie Use Notification available:
  - **RECOMMENDED:** Cookiebot
    - Cookie consent: Customized user consent for your website. Full compliance with GDPR.
    - Cookie monitoring: Automated scan to monitor and report all types of tracking on your website.
    - Cookie control: Control both first and third party cookies on your website.
      - View Cookiebot at <https://www.cookiebot.com/en/>
  - Cookie Consent
    - This is the approach used by many websites and may be sufficient for GDPR regulations.
      - View Cookie Consent at <https://cookieconsent.insites.com/>
- Forms Audit
  - We will review the sign-up forms on your website to ensure they are setting the right expectations. We will assist in creating your forms to have GDPR-friendly verbiage and consent options.

## Additional Page Content Population

Content population (text, tables, & images) of website pages using current site content or content provided by you in electronic format.

Does NOT include:

- Grammar and spelling check on copy provided by you
- Creation of site copy

## Search Engine Optimized Copywriting

Our experienced copywriters will work with you to create powerful, optimized copy that provides visitors with specific calls to action:

- Optimized Page Copy
- Optimized Meta Title Tag
- Optimized Meta Description Tag

## Content Review and Editing

Vivid Image will review, provide suggestions, and make one round of edits to the final site copy that is provided.

# Your Investment

Below is the budget we've estimated based on the scope of services outlined earlier in this proposal. If you have any questions about our pricing or need to increase or decrease the scope of work, please let me know.

Core Budget	Price
<b>Custom Designed &amp; Built Mobile-Responsive WordPress Website</b>	<b>\$13,800</b>
<b>Strategy &amp; Research - Complete</b>	
<b>Development</b>	
Messaging & Content 22-25 hours	
Design 22-25 hours	
Build 15-20 hours	
Secure Forms (Formstack Integration)	
Event Calendar	
VI Docs	
VI Message Bar	
<b>Testing</b> 6-9 hours	
<b>Project Management &amp; Training</b> 7-10 hours	
<b>Go Live</b>	
Search Engine Launch 3-5 hours	
<b>Total</b>	<b>\$13,800</b>

# Additional Considerations

There are endless options for your new website. The following are some of the more frequently used.

Additional Considerations	Price	Qty	Subtotal
<input type="checkbox"/> <b>301 Redirects</b>	\$300		\$300
<input type="checkbox"/> <b>ADA Accessibility</b> <i>Vivid Image must load your website's page content</i>	\$3,100 - 3,500		\$3,100 - 3,500
<input type="checkbox"/> <b>ADA Accessibility - No Not At This Time</b> <i>I've chosen not to proceed with ADA Accessibility.</i>	\$0		\$0
<input type="checkbox"/> <b>GDPR Assistance</b> <i>Additional monthly fee will apply for Cookiebot <a href="https://www.cookiebot.com/en/pricing/">https://www.cookiebot.com/en/pricing/</a></i>	\$500		\$500
<input type="checkbox"/> <b>Additional Page Content Population</b> per 5 pages	\$300		\$300
<input type="checkbox"/> <b>Search Engine Optimized Copywriting</b> per page	\$200		\$200
<input type="checkbox"/> <b>Content Review &amp; Editing</b> per page	\$75		\$75
<input type="checkbox"/> <b>Content Writing</b> Written on an time and material basis.	\$150	TBD	\$150
<b>Total</b>			<b>\$0</b>

# Annual Hosting Plan

Details	Price
<p><b>Safe &amp; Sound Annual Hosting Plan</b></p> <ul style="list-style-type: none"><li>• Hosting on our dedicated servers for your WordPress site</li><li>• Incorporates access to Google Analytics</li><li>• Includes setup of site</li><li>• 5 business email accounts - Outlook desktop, mobile, and Webmail access</li><li>• Updates to WordPress core &amp; all plugins as released and deemed stable</li><li>• Any Standard, Premium Plugins used on your site enjoy the use of Vivid Image's licenses</li><li>• Daily Backups</li><li>• Streamlined, Editor roles for all WordPress users of your site - we keep things as simple as possible for you</li><li>• Access to our online training community</li><li>• Complimentary access to our training courses with an unlimited number of attendees (most are available via webinar)</li></ul>	\$720



## Next Steps

1. Please read the fine print on the following pages to make sure you understand all the details involved with us working together. It's really important to us that everything is transparent and understood from the beginning so that we lay a solid foundation for a great working relationship.
2. If you have any questions at all, please let me know. I'm happy to clarify any points and there may be some items that we can sort out together. I'm committed to finding the best way to work together.
3. Once you feel confident about everything and are ready to move forward, please click the 'sign here' button below.
4. Sign in the box that pops up to make the acceptance official.
5. Once I receive notification of your acceptance, I'll contact you shortly to sort out next steps and get the things rolling.
6. I'll email you a separate copy of the signed contract for your records.
7. If you'd like to speak to me by phone, don't hesitate to call 320-587-8974 ext 109



SIGN HERE  
Cory Dammann

---

Vivid Image, Inc.  
by Cory Dammann, Account Director



SIGN HERE  
Sharon Walsh

---

Sharon Walsh  
Shakopee Public Utilities

# Fine Print

## DESIGN

- We will create designs for the look-and-feel and layout of your web site.
- We don't want to limit your ability to change your mind. The price in this quote is based on the amount of time we estimate we'll need to accomplish everything we've talked about and described in the quote, but we're happy to be flexible. If you want to change your mind or add anything new, that won't be a problem as we'll just provide a separate quote for the additional work. Along the way we might ask you to put requests in writing so we can keep track of changes.

## PROGRAMMING

- During the course of the development process, you may encounter bugs in the code, and you'll report them to us so we can fix them. This is an unavoidable part of the development process, and as long as we are within the terms of this project's contract, we will treat bug-fixing like all other development and it will be included within the scope of the project.
- We will provide fixes for any bugs or issues reported within the grace period of 30 days following the date of project completion. Any issues or bug fixes requested after the 30 day grace period will be billable to you. Because of this, you agree to thoroughly check over your project within the 30 day grace period.
- Any needed, ongoing maintenance and/or support after the 30 day grace period for any custom developed functionality or integration with a Third-Party will be billed at current hourly Technical Support rates.

## BROWSER TESTING

- We will test your website in current versions of all major browsers including those made by Apple (Safari), Google (Chrome), Microsoft (Edge), and Mozilla (Firefox). We will also test to ensure that pages will display visually in a similar, although not necessarily an identical way, down to Microsoft Internet Explorer 10 for Windows as this browser is now out-of-date.
- Browser testing no longer means attempting to make a website look the same in browsers of different capabilities or on devices with different size screens. It does mean ensuring that a person's experience of a design should be appropriate to the capabilities of a browser or device.
- We do test for mobile browser compatibility using popular smaller screen devices. This is important to ensure that a person's experience of a design is appropriate to the capabilities of the device they are using.

## HOSTING & TECHNICAL SUPPORT

- We're going to assume that your new website is going to be hosted on our servers. If you decide to host the site somewhere else, we'll be happy to provide you your site files once the project is complete and all outstanding invoices are paid in full.
- If you need our help getting your site set up on a server other than ours, the time it takes us to assist you will be billed at our current Technical Support hourly rates.

## SEO

- We cannot guarantee any improvement to a search engine ranking, nor can we promise to get a site higher up or to the 'top of Google', but we build every site in a way that is accessible to search engines in an effort to increase its chances.

## WHO OWNS WHAT?

- This quote is for a website. There are a lot of individual parts and pieces that go into creating a website, but what we are quoting is the finished website. Due to complex copyright and ownership laws, if there are specific parts of the website that you would like to use in different marketing materials (example: photos for brochures, graphics for newspaper ads, etc.) just talk to your Account Director about the specifics. There may be additional time and/or fees needed as those parts may not be licensed to you for use on their own. Additional licensing may be required with third party assets.
- You guarantee that all elements of text, images, and artwork you provide are either owned by you, or that you have permission to use them. We are in no way responsible for anything used in your website that you have provided. In the event of any copyright infringement, Vivid Image cannot be held responsible for the use of any text, images, and artwork you have provided. We reserve the right to remove any content suspected or found to be in violation of any applicable law without prior notice.
- We guarantee that all services, text, images, and artwork we provide are either owned by us or we have the legal rights to use them for your project.
- When your final payment has cleared, you will own one version of your website that can be used for your business use.
  - WordPress Themes and Plug-ins used to create your website may have their own licensing. You must comply with all third-party licenses.
  - You will be invoiced annually for Premium Plug-in licence fees used to create custom functionality on your site that are not included in our Core plug-in list. This is in addition to the Safe and Sound Hosting fee. These license fees will be invoiced with your Hosting fees each year.
  - Vivid Image manages these the upgrades and renewals of these licenses when you host your website with us. It is important to understand this licensing if you are not hosting with Vivid Image.
  - Third party assets may require additional licensing, fees, and yearly maintenance if you do not host with Vivid Image.
- All preliminary designs used along the way to the final website design will remain the property of Vivid Image.

## YOUR RELATIONSHIP WITH YOUR USERS

- Through your use of your website, you'll develop relationships with your users. This may include but is not limited to processing donations, collecting signups, accepting event registrations, gathering contact information, and selling products online.
- You assume the responsibility of fulfilling any orders and honoring any commitments you make to your users. Vivid Image is not liable for any agreements you make with your visitors.

This quote is good for 30 days.

## PAYMENT TERMS

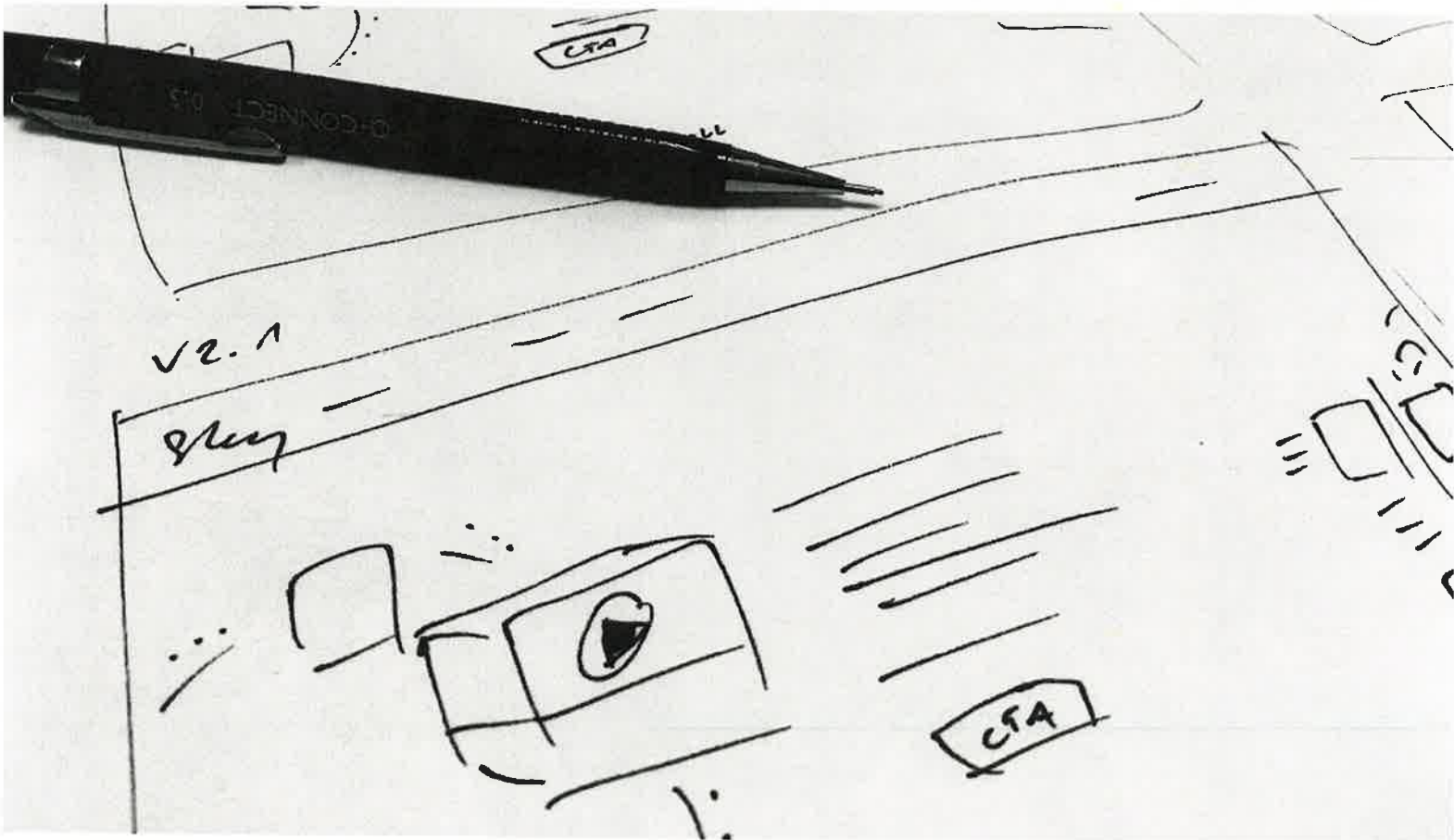
- Once you approve the quote, an invoice will be sent for a 50% down payment. If the project goes according to plan and we finish it in our original timeline, we'll invoice the final 50% (plus any approved change orders that may pop up along the way) upon completion.
- If the project takes longer than expected due to delays on your end, we may send you progress invoices.
- If the project stalls out due to delays on your end for longer than 30 days, we may begin to invoice you a Stalled Project Fee monthly until the project wraps up. The fee consists of \$60 for hosting the staging site plus 1 hour of Project Management (\$150).

**Cory Dammann**  
*Account Director*  
{P} 320-587-8974 ext 109  
{E} coryd@vimm.com

**Proposal Issued:** November 19, 2019  
**Valid to:** January 15, 2020  
**Quote:** 2165-1

# Website Creation Proposal

## Shakopee Public Utilities



# Overview

Hi Sharon,

Thank you again for providing my team and I with the ability to connect with you and your team to learn about your website needs and how we can partner with you to make those needs a reality.

Ultimately it's not just about your website looking great - it needs to look on-brand, function smoothly, allow users to easily find what they're looking for, and do what you want them to do. It needs to load quickly, be search-engine friendly, simple for you and your team to update, and responsive to whatever kind of device users are viewing it on.

At Vivid Image, we can make all of this happen.

Thanks,

Cory Dammann  
Account Director  
Vivid Image

# Scope of Services

## Strategy & Research

The first step is to thoroughly understand your organization, goals, audience and their expectations and behavior, and how your website factors into all of it. We have a great start on that from our conversations, but we may need to dig in a bit further to ensure we are moving in the right direction. This phase will give us the foundation for moving forward with the right recommendations for the design and development of your new website.

## Development

### MESSAGING & CONTENT

What is your website going to say? All of your messaging should support your goals. This is such an important part of your online marketing; not only for your visitors to read, but also for Search Engines to index for ranking.

- Based on our strategy intake session, it was shared that SPU would like to write the new content for their new site. However, we will provide options for Vivid Image to assist in content creation that can be considered.
  - If SPU does indeed choose to write their own content, Vivid Image will take the content that is provided and place it within the new site to ensure layout and styling matches the new website design.

### DESIGN

#### Wireframing

We start with simple sketches to make sure the basic flow of the user experience on the pages works well. With some informal testing and after presenting our ideas to you, we'll get your feedback and make any needed changes.

- Vivid Image has created two wireframes for SPU to review and decide between or make adjustments as needed.
- Up to (3) hours of revisions have been budgeted to finalize the layout of the site.

#### Demos

Once we have the major pages designed, we create static design mockups of what the final designs will look like. The demos will resemble what your final website will look like, but will not be fully functional.

- Vivid Image will provide an initial design mock-up of your homepage and subpage
- Up to (6) hours of revisions have been budgeted to finalize the design of the site.



## BUILD

Next we'll get to work making your design a reality by building the site using standards-based, best practices technology.

We recommend WordPress as your content management system (CMS) so you can update your new site's content yourself. WordPress is the most popular open-source CMS in the world and has thousands of developers constantly improving it and contributing plugins to extend it's functionality.

Some of the main features of WordPress sites we build include:

- Mobile responsiveness
- Ability to add/remove/edit pages
- Ability to edit page content in content areas
- Ability to insert media (PDF's, images, video) and create links in content areas
- Social Media Sharing Tools
- Search Engine friendly platform

Your new site will be built to include the pages in the site map we worked through in the Strategy & Research Phase.

- Vivid Image will take the content that is provided and place it within the new site to ensure layout and styling matches the new website design.
  - ***See strategy document for complete site map proposal.***

### Custom Functionality

As we firmly believe there isn't a "one size fits all" website for everyone, your site will include the following custom functionality:

- **Calendar of Events**
  - Integrated calendar tool that allows you to rapidly create and manage events using the posts - includes Google Maps integration as well as default templates such as a calendar grid and event list
  - Recurring Events Functionality
  - Saved Venues & Organizers
  - Custom Fields
- **Secure Forms – Formstack Integration**
  - Secure online forms with superior protection for sensitive or personal information
  - Formstack uses 256-bit SSL, PGP email encryption, password protection, data encryption, and Invisible reCAPTCHA

- Vivid Image will set up Formstack account & provide basic training
- Formstack monthly fees are in addition to website quote and hosting. See various plans at <https://www.formstack.com/pricing>

- **VI Document Manager**

- VI Document Manager gives you a simple, easy way to manage downloadable files on your website from one location.
- VI Document Manager is loaded with all features you need for:
  1. Categorizing files
  2. Monitoring file downloads
  3. Versioning control
  4. Security – each file can be password protected
  5. Universally recognized file icons are standard, but we can help you customize the look of your icons if you wish
  6. Internal notes field to help you stay organized

- **VI Message Bar**

- VI Message Bar is a tool to make scheduled, impromptu or emergency announcements to website visitors in an attention-grabbing format at the very top of site-wide pages.

## PROJECT MANAGEMENT

I will be your main point-of contact throughout the project ensuring communications of website project status, monitoring project milestones, timeline, and budget.

## TRAINING

Either shortly before launch or immediately after, we will have up to 2 hours of training (at Vivid Image or via web meeting) to train your team on how to work with WordPress and any applicable custom functionality.

## Go Live!

Once you've tested the website and are happy with its functionality, we'll make the WordPress website live on your domain. Launch time!

## SEARCH ENGINE LAUNCH {VIVID IMAGE EXCLUSIVE}

Search Engine Optimization is a long-term process and results aren't immediate, but we'll work with you to take the first steps as we launch your new website.

We will install and configure specifically for your site:

- Google Analytics - Tracking software that helps monitor how visitors are using your website, as well as how they find it.



- Google Search Console - Another tool from Google that gives access to data about how your website performs in organic search, from the keywords it ranks for, to its search click-through-rate for each keyword, and much more.
- Yoast SEO Plugin - We'll install and take care of the initial configuration of this powerful SEO plugin. Yoast SEO is a powerful content analysis tool for every page and post on your site that will help you create better content.

Making sure we get things right from the beginning, from an SEO perspective, will ensure your new site is ready for Google to show it off to the world.

# Additional Considerations

## 301 Redirects

A 301 redirect is a permanent redirect from one URL to another. 301 redirects send site visitors and search engines to a different URL than the one they originally typed into their browser or selected from a search engine results page. With any changes to your existing site map, we will direct those "dead" URLs to appropriate ones at a server level.

## ADA Accessibility

Is your website allowing EVERY user to accomplish what you want them to be able to? If not, then we can help make your site more accessible. Not only will an ADA compliant website be accessible for people with disabilities, but it also can increase SEO results and organic traffic to your site. We will create your new website with the use of accessibility testing tools to ensure that your site passes the WCAG 2.0 Level AA guidelines. An ADA accessible site consists of the following:

- Your website will be tested with automated accessibility testing tools to pass an ADA - WCAG 2.0 Level AA status
- Assistive buttons will be added to your website to allow the users of screen readers the ability to skip the navigation or to view an accessible version of pages containing accordions or tabs
- An Accessibility link will be added to the footer of your website allowing users to have a contact number if they experience issues on your site as well as provide them with helpful accessibility resources
- An Accessibility Content Instruction Worksheet will be provided for your company to follow when adding/ changing content to your site
- An Accessibility Policy Worksheet will be provided upon completion of the website to assist you in setting up internal Accessibility Policies for your website
  - Vivid Image must load your content for you
  - A yearly accessibility audit, at a minimum, is recommended to maintain your accessible status

## GDPR Options

**Please note that we're not lawyers, and our advice or tips are not a substitute for professional, legal counsel on this matter. To ensure compliance, please work with a GDPR compliance specialist.**

In the most simple terms, the General Data Protection Regulation (GDPR) is a data privacy law that has set guidelines for collecting and processing personal information of individuals within the European Union (EU).

The rule enforces the following:

- The right for people to lawfully agree with companies to use their private information
- The right for users to have their private information no longer accessible by a company
- The right to for individuals to allow their private information to become public or not.

We offer the following features:

- Terms of Use Policy Creation
  - A Terms of Use Policy is the agreement where you inform the users of your website about the rules, terms and guidelines that they need to follow in order to use and access your website. Necessary when your website requires an account creation to use/access.
- Cookie Use Notification - We have 2 levels of Third-Party Cookie Use Notification available:
  - **RECOMMENDED:** Cookiebot
    - Cookie consent: Customized user consent for your website. Full compliance with GDPR.
    - Cookie monitoring: Automated scan to monitor and report all types of tracking on your website.
    - Cookie control: Control both first and third party cookies on your website.
      - View Cookiebot at <https://www.cookiebot.com/en/>
  - Cookie Consent
    - This is the approach used by many websites and may be sufficient for GDPR regulations.
      - View Cookie Consent at <https://cookieconsent.insites.com/>
- Forms Audit
  - We will review the sign-up forms on your website to ensure they are setting the right expectations. We will assist in creating your forms to have GDPR-friendly verbiage and consent options.

## Additional Page Content Population

Content population (text, tables, & images) of website pages using current site content or content provided by you in electronic format.

Does NOT include:

- Grammar and spelling check on copy provided by you
- Creation of site copy

## Search Engine Optimized Copywriting

Our experienced copywriters will work with you to create powerful, optimized copy that provides visitors with specific calls to action:

- Optimized Page Copy
- Optimized Meta Title Tag
- Optimized Meta Description Tag

## Content Review and Editing

Vivid Image will review, provide suggestions, and make one round of edits to the final site copy that is provided.

# Your Investment

Below is the budget we've estimated based on the scope of services outlined earlier in this proposal. If you have any questions about our pricing or need to increase or decrease the scope of work, please let me know.

Core Budget	Price
<b>Custom Designed &amp; Built Mobile-Responsive WordPress Website</b>	<b>\$14,500</b>
<b>Strategy &amp; Research - Complete</b>	
<b>Development</b>	
Messaging & Content 22-25 hours	
Design 22-25 hours	
Build 15-20 hours	
Secure Forms (Formstack Integration)	
Event Calendar	
VI Docs	
VI Message Bar	
<b>Testing</b> 6-9 hours	
<b>Project Management &amp; Training</b> 7-10 hours	
<b>Go Live</b>	
Search Engine Launch 3-5 hours	
<b>Total</b>	<b>\$14,500</b>

# Additional Considerations

There are endless options for your new website. The following are some of the more frequently used.

Additional Considerations	Price	Qty	Subtotal
<input type="checkbox"/> <b>301 Redirects</b>	\$300		\$300
<input type="checkbox"/> <b>ADA Accessibility</b> <i>Vivid Image must load your website's page content</i>	\$3,100 - 3,500		\$3,100 - 3,500
<input type="checkbox"/> <b>ADA Accessibility - No Not At This Time</b> <i>I've chosen not to proceed with ADA Accessibility.</i>	\$0		\$0
<input type="checkbox"/> <b>GDPR Assistance</b> <i>Additional monthly fee will apply for Cookiebot <a href="https://www.cookiebot.com/en/pricing/">https://www.cookiebot.com/en/pricing/</a></i>	\$500		\$500
<input type="checkbox"/> <b>Additional Page Content Population</b> per 5 pages	\$300		\$300
<input type="checkbox"/> <b>Search Engine Optimized Copywriting</b> per page	\$200		\$200
<input type="checkbox"/> <b>Content Review &amp; Editing</b> per page	\$75		\$75
<input type="checkbox"/> <b>Content Writing</b> Written on an time and material basis.	\$150	TBD	\$150
<b>Total</b>			<b>\$0</b>

# Annual Hosting Plan

Details	Price
<p><b>Safe &amp; Sound Annual Hosting Plan</b></p> <ul style="list-style-type: none"><li>• Hosting on our dedicated servers for your WordPress site</li><li>• Incorporates access to Google Analytics</li><li>• Includes setup of site</li><li>• 5 business email accounts - Outlook desktop, mobile, and Webmail access</li><li>• Updates to WordPress core &amp; all plugins as released and deemed stable</li><li>• Any Standard, Premium Plugins used on your site enjoy the use of Vivid Image's licenses</li><li>• Daily Backups</li><li>• Streamlined, Editor roles for all WordPress users of your site - we keep things as simple as possible for you</li><li>• Access to our online training community</li><li>• Complimentary access to our training courses with an unlimited number of attendees (most are available via webinar)</li></ul>	\$780


# Next Steps

1. Please read the fine print on the following pages to make sure you understand all the details involved with us working together. It's really important to us that everything is transparent and understood from the beginning so that we lay a solid foundation for a great working relationship.
2. If you have any questions at all, please let me know. I'm happy to clarify any points and there may be some items that we can sort out together. I'm committed to finding the best way to work together.
3. Once you feel confident about everything and are ready to move forward, please click the 'sign here' button below.
4. Sign in the box that pops up to make the acceptance official.
5. Once I receive notification of your acceptance, I'll contact you shortly to sort out next steps and get the things rolling.
6. I'll email you a separate copy of the signed contract for your records.
7. If you'd like to speak to me by phone, don't hesitate to call 320-587-8974 ext 109

 SIGN HERE  
Cory Dammann

---

Vivid Image, Inc.  
by Cory Dammann, Account Director

 SIGN HERE  
Sharon Walsh

---

Sharon Walsh  
Shakopee Public Utilities

# Fine Print

## DESIGN

- We will create designs for the look-and-feel and layout of your web site.
- We don't want to limit your ability to change your mind. The price in this quote is based on the amount of time we estimate we'll need to accomplish everything we've talked about and described in the quote, but we're happy to be flexible. If you want to change your mind or add anything new, that won't be a problem as we'll just provide a separate quote for the additional work. Along the way we might ask you to put requests in writing so we can keep track of changes.

## PROGRAMMING

- During the course of the development process, you may encounter bugs in the code, and you'll report them to us so we can fix them. This is an unavoidable part of the development process, and as long as we are within the terms of this project's contract, we will treat bug-fixing like all other development and it will be included within the scope of the project.
- We will provide fixes for any bugs or issues reported within the grace period of 30 days following the date of project completion. Any issues or bug fixes requested after the 30 day grace period will be billable to you. Because of this, you agree to thoroughly check over your project within the 30 day grace period.
- Any needed, ongoing maintenance and/or support after the 30 day grace period for any custom developed functionality or integration with a Third-Party will be billed at current hourly Technical Support rates.

## BROWSER TESTING

- We will test your website in current versions of all major browsers including those made by Apple (Safari), Google (Chrome), Microsoft (Edge), and Mozilla (Firefox). We will also test to ensure that pages will display visually in a similar, although not necessarily an identical way, down to Microsoft Internet Explorer 10 for Windows as this browser is now out-of-date.
- Browser testing no longer means attempting to make a website look the same in browsers of different capabilities or on devices with different size screens. It does mean ensuring that a person's experience of a design should be appropriate to the capabilities of a browser or device.
- We do test for mobile browser compatibility using popular smaller screen devices. This is important to ensure that a person's experience of a design is appropriate to the capabilities of the device they are using.

## HOSTING & TECHNICAL SUPPORT

- We're going to assume that your new website is going to be hosted on our servers. If you decide to host the site somewhere else, we'll be happy to provide you your site files once the project is complete and all outstanding invoices are paid in full.
- If you need our help getting your site set up on a server other than ours, the time it takes us to assist you will be billed at our current Technical Support hourly rates.

## SEO

- We cannot guarantee any improvement to a search engine ranking, nor can we promise to get a site higher up or to the 'top of Google', but we build every site in a way that is accessible to search engines in an effort to increase its chances.



## WHO OWNS WHAT?

- This quote is for a website. There are a lot of individual parts and pieces that go into creating a website, but what we are quoting is the finished website. Due to complex copyright and ownership laws, if there are specific parts of the website that you would like to use in different marketing materials (example: photos for brochures, graphics for newspaper ads, etc.) just talk to your Account Director about the specifics. There may be additional time and/or fees needed as those parts may not be licensed to you for use on their own. Additional licensing may be required with third party assets.
- You guarantee that all elements of text, images, and artwork you provide are either owned by you, or that you have permission to use them. We are in no way responsible for anything used in your website that you have provided. In the event of any copyright infringement, Vivid Image cannot be held responsible for the use of any text, images, and artwork you have provided. We reserve the right to remove any content suspected or found to be in violation of any applicable law without prior notice.
- We guarantee that all services, text, images, and artwork we provide are either owned by us or we have the legal rights to use them for your project.
- When your final payment has cleared, you will own one version of your website that can be used for your business use.
  - WordPress Themes and Plug-ins used to create your website may have their own licensing. You must comply with all third-party licenses.
  - You will be invoiced annually for Premium Plug-in licence fees used to create custom functionality on your site that are not included in our Core plug-in list. This is in addition to the Safe and Sound Hosting fee. These license fees will be invoiced with your Hosting fees each year.
  - Vivid Image manages these the upgrades and renewals of these licenses when you host your website with us. It is important to understand this licensing if you are not hosting with Vivid Image.
  - Third party assets may require additional licensing, fees, and yearly maintenance if you do not host with Vivid Image.
- All preliminary designs used along the way to the final website design will remain the property of Vivid Image.

## YOUR RELATIONSHIP WITH YOUR USERS

- Through your use of your website, you'll develop relationships with your users. This may include but is not limited to processing donations, collecting signups, accepting event registrations, gathering contact information, and selling products online.
- You assume the responsibility of fulfilling any orders and honoring any commitments you make to your users. Vivid Image is not liable for any agreements you make with your visitors.

This quote is good for 30 days.

## PAYMENT TERMS

- Once you approve the quote, an invoice will be sent for a 50% down payment. If the project goes according to plan and we finish it in our original timeline, we'll invoice the final 50% (plus any approved change orders that may pop up along the way) upon completion.
- If the project takes longer than expected due to delays on your end, we may send you progress invoices.
- If the project stalls out due to delays on your end for longer than 30 days, we may begin to invoice you a Stalled Project Fee monthly until the project wraps up. The fee consists of \$60 for hosting the staging site plus 1 hour of Project Management (\$150).

RESOLUTION #1257

A RESOLUTION ADOPTING FEES AND CHARGES FOR 2020

WHEREAS, it is desirable to have a general listing of various fees and charges applied by the Shakopee Utilities, and

WHEREAS, the Utilities Commission has adopted various electric and water rates and charges by resolutions separate from this one and wish to keep those rates and charges intact,

NOW THEREFORE, BE IT RESOLVED THAT THE SHAKOPEE PUBLIC UTILITIES COMMISSION, hereby adopts the attached listing of fees, charges, and rates, for the purpose of having a common reference, effective January 1, 2020.

BE IT FURTHER RESOLVED, that this resolution does not invalidate any fees or charges adopted by other resolutions, nor does it preclude the subsequent adoption or application of any fees or charges that may arise for circumstances not covered by the attached list.

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

Adopted in regular session of the Shakopee Public Utilities Commission, this 16<sup>th</sup> day of December, 2019.

\_\_\_\_\_  
Commission President: Terrance Joos

ATTEST:

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

## SUMMARY OF FEES, CHARGES AND RATES - 2020

	Effective January 1, 2020			
	WATER	ELECTRIC	ENGINEERING	CUSTOMER ACCOUNTS & COLLECTIONS
Water Rates	by Resn.			
Water Connection Charge	by Resn.			
Trunk Water Charge	by Resn.			
Hydrant Use				
Annual Permit Fee	\$25			
Equipment Deposit	\$250			
Meter Rental	\$9/week			
Water Charge	\$2/1000gal			
Connection Permit Fee	\$50			
Connection Inspection Fee	\$75			
Shutoff Fee / Cold Weather	\$75 or \$125 after hrs			
Reinstatement Fee	\$75 or \$125 after hrs			
Water Meter Fee	by Resn.			
Special Service Charge				
Flushing	\$60/man hr + truck rate			
WM Inspection	\$60/man hr + truck rate			
Operate Valves	\$60/man hr + truck rate			
After Hours	overtime rates will apply			
Irrigation Valve Fee	\$45/valve			
Private Hydrant Inspection	\$50 each			
Standby Fire Protection Charge	\$20/yr			
Electric Rates		by Resn.		
Reconnect - Electric				\$100
Renters Deposit				
electric heat				\$200
gas heat				\$100
Commercial Account Deposit				2 months typical bill
Plan Review and Inspection Fee			100% actual costs, Deposit amt=8.5% of constr. Costs	
Underground Charge			by Resn.	
Seasonal Demand Customer Charge			by Resn.	
Special Service Charge				
Line Switching		\$60/manhr + equipment charge		
Misc. Work		\$60/manhr + equipment charge		
After Hours		overtime rates will apply		
Streetlight Charge		refer to attachment		
Security Light Charge		refer to attachment		
Account Setup				\$15
Account Setup				\$50 + tax
NSF Charge				\$30
Stop Payment Charge				\$25
Late Payment Charge				5% of new charges
Net Meter Fee - Residential			\$85	
Net Meter Fee - Commercial 1 Phase			\$85	
Net Meter Fee - Commercial 3 Phase			\$85	
Meter Tampering/Theft				\$100 (plus actual costs)
Distributed Generation Interconnection Fee				
Simplified			\$100	
Fast Track - Certified System			\$100 + \$1/KW	
Fast Track - Non-Certified System			\$100 + \$2/KW	
Study			\$1,000 + \$2/KW Down Payment - Additional Fees May Apply	

## SUMMARY OF FEES, CHARGES AND RATES - 2020

### SHAKOPEE PUBLIC UTILITIES STREET LIGHTING DEVELOPER INSTALLATION COSTS\*

Effective January 1, 2020

Owner	LIGHT TYPE	POLE TYPE	EXISTING CHARGE	2020 CHARGE
Adams	RESIDENTAIL LED STANDARD	24' ALUMINUM POLE	\$1,455.00	\$1,455.00
Adams	160W LED RECTILINEAR			
Adams	COLLECTOR SINGLE INSTALLATION	34' ALUMINUM POLE	\$3,050.00	\$3,050.00
Adams	160W LED RECTILINEAR			
Adams	COLLECTOR LED STANDARD GROUP CONTROL	34' ALUMINUM POLE	\$3,665.00	\$3,665.00
Adams	RESIDENTAIL LED - PRIOR LAKE**	18' ALUMINUM POLE	\$1,455.00	\$1,455.00
Adams	COLLECTOR LED - BREAKAWAY	30' ALUMINUM POLE WITH BREAKAWAY BASE	\$4,745.00	\$4,745.00

\* FOR TYPICAL MULTIPLE UNITS INSTALLED AS A PART OF A NEW UNDERGROUND ELECTRIC DISTRIBUTION SYSTEM EXTENSION INCLUDES 3 YEARS OF OPERATION AND MAINTENANCE COST

\*\* DOES NOT INCLUDE 3YR ENERGY OR MAINTENANCE SINCE PRIOR LAKE IS BILLED MONTHLY

### SHAKOPEE PUBLIC UTILITIES SECURITY LIGHTING RATE SCHEDULE

Effective January 1, 2020

Owner	SIZE	TYPE	2019 Charge	2020 Charge
Adams	100W	HPS	\$9.75	\$9.75
Adams	100W	HPS CM	\$5.50	\$5.50
Adams	250W	HPS	\$18.00	\$18.00
Adams	250W	HPS CM	\$7.75	\$7.75
Adams	400W	HPS	\$27.00	\$27.00
Adams	400W	HPS CM	\$10.50	\$10.50
Adams	1000W	METAL HALIDE	\$60.85	\$60.85
Adams	SMALL (100W HPS EQUIV)	LED	\$5.00	\$5.00
Adams	SMALL (100W HPS EQUIV)	LED CM	\$3.50	\$3.50
Adams	MEDIUM (250W HPS EQUIV)	LED	\$10.25	\$10.25
Adams	MEDIUM (250W HPS EQUIV)	LED CM	\$5.50	\$5.50
Adams	LARGE (1000W MH EQUIV)	LED	\$23.75	\$23.75
Adams	LARGE (1000W MH EQUIV)	LED CM	\$9.50	\$9.50
Adams	PL/SMSC RESIDENTIAL	LED	\$3.50	\$3.50
Adams	PL/SMSC COLLECTOR	LED	\$7.75	\$7.75
Adams	PL/SMSC RESIDENTIAL	HPS	\$9.25	\$9.25
Adams	PL/SMSC COLLECTOR	HPS	\$17.50	\$17.50

CM IS LIGHT INSTALLED ON THE CUSTOMER SIDE OF THE METER . SPU HAS NO MERCURY VAPOR SECURITY LIGHTS

**SUMMARY OF FEES, CHARGES AND RATES****EQUIPMENT RATES**

Effective January 1, 2020

<b>EQUIPMENT &amp; NUMBER</b>	<b>\$/HR</b>
<b>Digger Derrick #612</b>	<b>\$100.00</b>
<b>Bucket Truck #610, 611, 614, 616</b>	<b>\$65.00</b>
<b>1 Ton Truck #613, 630, 631, 632, 633, 635, 636, 650</b>	<b>\$30.00</b>
<b>Pick Up Truck #615, 617, 618, 619, 621, 622, 626, 627, 634, 642, 645, 646, 649</b>	<b>\$30.00</b>
<b>Tractor / Back Hoe #638</b>	<b>\$60.00</b>
<b>Trencher #623</b>	<b>\$35.00</b>
<b>Skid Steer #624, #648</b>	<b>\$20.00</b>
<b>Hydra Vacuum #639, #656</b>	<b>\$30.00</b>
<b>Air Compressor #628</b>	<b>\$15.00</b>
<b>Brush Chipper #625, #657</b>	<b>\$20.00</b>

Rate does not include \$60/ man hour to operate equipment

RESOLUTION #1258

A RESOLUTION DESIGNATING AN OFFICIAL  
MEANS OF PUBLICATION

BE IT RESOLVED BY THE SHAKOPEE PUBLIC UTILITIES COMMISSION, in meeting duly assembled that the Shakopee Valley News of Savage, Minnesota 55378 be and the same hereby is designated as the official means of publications for the Shakopee Public Utilities Commission, 255 Sarazin Street, Shakopee, MN 55379-0470 for 2020.

Passed in regular session of the Shakopee Public Utilities Commission, this 16<sup>th</sup> day of December, 2019.

\_\_\_\_\_  
Commission President: Terrance Joos

ATTEST:

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

RESOLUTION #1259

A RESOLUTION DESIGNATING OFFICIAL DEPOSITORIES  
OF THE SHAKOPEE PUBLIC UTILITIES COMMISSION FUNDS

WHEREAS, the State of Minnesota Statutes 118.A02 and 118A.06 provide that the governing body of each government entity shall designate, as a depository of its funds, one or more financial institutions.

NOW THEREFORE BE IT RESOLVED, by the Shakopee Public Utilities Commission of the City of Shakopee, Minnesota that the following institutions are designated as depositories.

Western Bank, A Division of American National Bank

Old National Bank

US Bank as Custodian for Minnesota Municipal Money Market Fund

Wells Fargo Institutional Trust & Custody

Adopted in regular session of the Shakopee Public Utilities Commission of the City of Shakopee, Minnesota held this 16<sup>th</sup> day of December, 2019.

---

Commission President: Terrance Joos

ATTEST:

---

Commission Secretary: John R. Crooks

RESOLUTION #1260

A RESOLUTION ALLOWING THE USE OF FACSIMILE SIGNATURE FOR CHECK  
SIGNING

WHEREAS, the Shakopee Utilities Commission will utilize a check signing software and facsimile signatures for the Shakopee Utilities Commission President, Utilities Manager, and Director of Finance and Administration Director for the purposes of check signing.

NOW THEREFORE BE IT RESOLVED, by the Shakopee Public Utilities Commission of the City of Shakopee, Minnesota that use of a check signing software and facsimile signatures for the Shakopee Public Utilities Commission President, Utilities Manager, and Director of Finance and Administration for the purposes of check signing is hereby approved.

Adopted in regular session of the Shakopee Public Utilities Commission of the City of Shakopee, Minnesota held this 16<sup>th</sup> day of December, 2019.

---

Commission President: Terrance Joos

ATTEST:

---

Commission Secretary: John R. Crooks



RESOLUTION #1261

RESOLUTION AUTHORIZING CERTAIN PAYMENTS FROM THE SHAKOPEE PUBLIC UTILITIES COMMISSION TO THE CITY OF SHAKOPEE

WHEREAS, the Shakopee Public Utilities Commission (the "Commission") has historically contributed from its resources to the City of Shakopee (the "City") general fund, most recently through a methodology adopted in Commission Resolution 672, approved December 3, 2001, and

WHEREAS, the Commission has continued to transfer funds to the City's general fund according to Resolution 672. The Commission has determined that it is beneficial for its customers and the City to modify the method of calculating the transfer to the City's general fund to preserve adequate utility reserves and to minimize or avoid a rate increase, and

WHEREAS, the Commission wishes to achieve an equitable balance between support of the City's general fund and maintaining rates that are fair to the Commission's customers as well as adequate utility reserves and which will sustain the Commission's ability to provide reliable electric and water service at a competitive price.

NOW THEREFORE BE IT RESOLVED, that the following transfers to the City's general fund from the electric and water utilities operations shall be made by the Commission for the year 2020 and subsequent years, until such further action as may be taken by the Commission:

<b>Electric Transfer</b>		Year	Defined as:
Residential Sales Total	\$		Fixed/Service, Energy, PCA, Security Lights (GL 440 excluding conservation)
Commercial Sales Total	\$		Fixed/Service, Energy, PCA, Security Lights (GL 442)
Industrial Sales Total	\$		Fixed/Service, Energy, PCA, Security Lights (GL 443)
Total Defined Electric Sales *	\$		
Less Bad Debt Expense	\$		GL 904
<b>Total Defined Electric Sales Net of Bad Debt</b>	\$		
Multiplied by Transfer Rate		4.40%	
<b>Electric Transfer</b>	\$		

<b>Water Transfer</b>		Year	Defined as:
Residential Sales Total	\$		Fixed/Service, Usage (GL 461 excluding conservation)
Commercial Sales Total	\$		Fixed/Service, Usage (GL 462)
Industrial Sales Total	\$		Fixed/Service, Usage (GL 463)
Total Defined Water Sales *	\$		
Less Bad Debt Expense	\$		GL 904
<b>Total Defined Water Sales Net of Bad Debt</b>	\$		
Multiplied by Transfer Rate		4.40%	
<b>Water Transfer</b>	\$		

\*Defined Sales excludes revenues for specific purposes such as electric relocation underground, water reconstruction, conservation, water division pumping penalties, hydrant sales, etc.

BE IT FURTHER RESOLVED, that energy for street lighting and the cost of maintenance and operation of street lights will continue to be donated to the City consistent with the past practices of the Commission.

BE IT FURTHER RESOLVED, that water usage and related costs to support firefighting and water system flushing to support fire protection will continue to be donated to the City consistent with past practices of the Commission.

BE IT FURTHER RESOLVED, that the payments due to the City pursuant to the foregoing schedule and the determination of sales shall be based on the corresponding figures contained in the audited financial statements of the Commission for the year 2020 and thereafter. Until those figures are available, monthly payments shall be made to the City commencing in January 2020 and each month thereafter equal to one-twelfth (1/12) of the annual payment due, estimated on the basis of the sales figures reflected in the audited financial statements of the

Commission for the year 2019, rounded to the nearest \$1,000. Upon the availability of the audited financial statements for the year 2020, a determination will be made if an over or under payment has been made for the year and that difference will be remitted to the City or refunded to the Commission. This procedure shall be followed in subsequent years, substituting the appropriate year under consideration.

BE IT FURTHER RESOLVED, that the Resolution #672 of the Commission shall be repealed, effective on the date of the adoption of this Resolution, and effective upon completion of the last payment due in respect to year 2019.

BE IT FURTHER RESOLVED, that the payments and services authorized to be provided hereunder are subordinate to the obligation of the Commission to timely pay principal and interest upon its outstanding bonds and is further subject to reconsideration in the event of unforeseen events which may adversely affect the utilities operations or the best interests of the utilities' customers of the Commission.

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

Passed in regular session of the Shakopee Public Utilities Commission, this 16<sup>th</sup> day of December, 2019.

---

Commission President: Terrance Joos

ATTEST:

---

Commission Secretary: John R. Crooks



11g

# SHAKOPEE PUBLIC UTILITIES


“Lighting the Way – Yesterday, Today and Beyond”

December 12, 2019

PROPOSE AS CONSENT

TO: John Crooks

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

FROM: Renee Schmid,  Director of Finance and Administration

SUBJECT: Financial Results for November, 2019

---

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

Month to Date & Year to Date Financial Results – November, 2019

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

Key items to note:

Month to Date Results – November, 2019

- Total Utility Operating Revenues for the month of November totaled \$3.8 million and were favorable to budget by \$168k or 4.6%. Electric revenues were favorable to budget by \$166k or 5.0% driven by higher than plan energy sales in the residential and industrial groups that were partially offset by lower than plan power cost adjustment revenues. Water revenues were also favorable to budget by \$2k or 0.6% due to higher than plan sales in the residential revenue group and higher than plan hydrant sales that were partially offset by lower than plan sales in the commercial and industrial revenue groups. To date, 2019 has delivered one of the highest recorded annual amounts of precipitation which is impacting sales revenues.
- Total operating expenses were \$3.4 million and were favorable to budget by \$363k or 9.7%. Purchased power costs which totaled \$2.2 million were \$310k or 12.1% lower than budget for the month. Total Operating Expense for electric including purchased power totaled \$3.0 million and was favorable to budget by \$306k or 9.2% primarily due to lower than plan purchased power costs of \$310k. Total Operating Expense for Water totaled \$359k and was favorable to budget by \$57k or 13.8% due to lower than plan operation and maintenance



# SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

- expense of \$32k, lower than plan customer accounts expense of \$4k, lower than plan administrative and general expense of \$17k, and lower than plan depreciation expense of \$4k.
- Total Utility Operating Income was \$416k and was \$531k favorable to budget due to lower than plan operating expenses of \$363k and higher than plan operating revenues of \$168k.
  - Total Utility Non-Operating Revenue was \$225k and was favorable to budget by \$160k driven by higher than plan investment income of \$45k, higher than plan rental and miscellaneous income of \$113k, and a \$1k in lower than plan interest expense.
  - Capital Contributions for the month of November totaled \$613k and were favorable to budget by \$353k due to recognition of capital contributions for electric projects of \$132k, and higher than plan collection of water connection fees of \$253k, that were partially offset by lower than plan collection of trunk water fees of \$30k, and meter fees of \$2k.
  - Transfers to the City of Shakopee totaled \$210k and were very slightly lower than budget for the month by 0.1%.
  - Change in Net Position was \$1.0 million and was favorable to budget by \$1.0 million primarily due to higher than plan operating income of \$531k, higher than plan capital contributions of \$353k, and higher than plan non-operating revenues of \$160k.
  - Electric usage billed to customers in November was 33,427,495 kWh, a decrease of 10.9% from October usage billed at 37,504,044 kWh.
  - Water usage billed to customers in November was 92.4 million gallons, a decrease of 34.9% from October usage billed at 141.9 million gallons.

## Year to Date Financial Results – November, 2019

- Total Utility Operating Revenue year to date November was \$50.7 million and was unfavorable to budget by \$1.7 million or 3.3%. Electric operating revenues totaled \$46.2 million and were unfavorable to budget by \$1.4 million or 2.8% driven by lower than plan energy sales in the residential and industrial groups and lower than plan power cost adjustment revenues in all revenue groups due to lower than plan sales and lower purchased power costs per kWh. Average cost of purchased power per kWh year to date is 2.3% lower than plan at 7.521 cents/kwh versus planned costs of 7.691 cents/kwh. Water operating revenues totaled \$4.6 million and were unfavorable to budget by \$0.4 million or 8.0% driven by lower than plan sales volumes in all revenue groups. Record levels of precipitation in 2019 are resulting in lower water consumption by our customers.
- Total Utility Operating Expenses year to date November were \$43.7 million and were favorable to budget by \$2.9 million or 6.3% primarily due to lower than plan purchased power costs of \$1.7 million due to lower sales and lower purchased power costs/kwh, lower than plan operation and maintenance expenses of \$0.3 million, timing of expenditures in energy conservation of \$0.2 million, lower than plan administrative and general expense of \$0.7 million of which \$0.4 million is in outside services for projects and employee benefits expense of \$0.3 million due to timing. Total Operating Expense for electric including purchased power was \$39.5 million and was favorable to budget by \$2.5 million or 6.1%. Total Operating Expense for Water was \$4.2 million and was also favorable to budget by \$0.4 million or 8.7%.
- Total Utility Operating Income was \$7.0 million and was favorable to budget by \$1.2 million driven by lower than plan operating expenses of \$2.9 million and partially offset by lower than planned operating revenues of \$1.7 million.



# SHAKOPEE PUBLIC UTILITIES

“Lighting the Way – Yesterday, Today and Beyond”

- Total Utility Non-Operating Income was \$2.0 million and was favorable to budget by \$1.1 million due to higher than planned investment income of \$0.8 million, higher than plan rental and miscellaneous income of \$0.2 million, and a \$0.1 million net gain on the sale of electric vehicles and equipment.
- YTD Capital Contributions were \$5.0 million and are favorable to budget by \$2.1 million due to collection of water connection fees of \$1.8 million, and paid in capital contributions of \$0.4 million, that were partially offset by lower than plan collection of trunk fees of \$0.1 million.
- Municipal contributions to the City of Shakopee totaled \$2.3 million year to date and are lower than plan by \$4k or 0.2%. The actual estimated payment throughout the year is based on prior year results and will be trued up at the end of the year.
- YTD Change in Net Position is \$11.7 million and is favorable to budget by \$4.4 million reflecting higher than plan net operating income, higher than plan capital contributions, and higher than plan non-operating revenues.

**SHAKOPEE PUBLIC UTILITIES**  
**MONTH TO DATE FINANCIAL RESULTS**  
**NOVEMBER 2019**



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

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

	Month to Date Actual - November 2019			Month to Date Budget - November 2019			Electric		Water		Total Utility	
	Electric	Water	Total Utility	Electric	Water	Total Utility	MTD Actual v. Budget B/(W) \$ %	MTD Actual v. Budget B/(W) \$ %	MTD Actual v. Budget B/(W) \$ %			
<b>OPERATING REVENUES</b>	\$ 3,497,546	303,321	3,800,867	3,331,307	301,439	3,632,747	166,239 5.0%	1,882 0.6%	168,121 4.6%			
<b>OPERATING EXPENSES</b>												
Operation, Customer and Administrative	2,819,432	222,167	3,041,599	3,128,478	275,375	3,403,853	309,046 9.9%	53,208 19.3%	362,255 10.6%			
Depreciation	206,071	136,914	342,985	202,651	141,094	343,745	(3,420) -1.7%	4,180 3.0%	760 0.2%			
Amortization of Plant Acquisition	-	-	-	-	-	-	- 0.0%	-	- 0.0%			
<b>Total Operating Expenses</b>	<b>3,025,503</b>	<b>359,081</b>	<b>3,384,584</b>	<b>3,331,129</b>	<b>416,469</b>	<b>3,747,598</b>	<b>305,627 9.2%</b>	<b>57,388 13.8%</b>	<b>363,015 9.7%</b>			
 Operating Income	 472,043	 (55,760)	 416,284	 178	 (115,030)	 (114,852)	 471,865 265065.3%	 59,270 51.5%	 531,136 462.5%			
<b>NON-OPERATING REVENUE (EXPENSE)</b>												
Rental and Miscellaneous	101,440	30,985	132,425	16,968	2,105	19,073	84,472 497.8%	28,880 1372.1%	113,353 594.3%			
Interdepartment Rent from Water	7,500	-	7,500	7,500	-	7,500	- 0.0%	-	- 0.0%			
Investment Income	60,787	29,239	90,026	26,983	18,126	45,109	33,804 125.3%	11,112 61.3%	44,917 99.6%			
Interest Expense	(5,052)	(198)	(5,251)	(6,327)	(162)	(6,489)	1,275 20.1%	(37) -22.6%	1,238 19.1%			
Amortization of Debt Issuance Costs and Loss on Refunding	-	-	-	-	-	-	- #DIV/0!	-	- #DIV/0!			
Gain/(Loss) on the Disposition of Property	-	-	-	-	-	-	-	-	- 0.0%			
<b>Total Non-Operating Revenue (Expense)</b>	<b>164,675</b>	<b>60,026</b>	<b>224,700</b>	<b>45,124</b>	<b>20,070</b>	<b>65,193</b>	<b>119,551 264.9%</b>	<b>39,956 199.1%</b>	<b>159,507 244.7%</b>			
 Income Before Contributions and Transfers	 636,718	 4,266	 640,984	 45,302	 (94,960)	 (49,659)	 591,417 1305.5%	 99,226 104.5%	 690,643 1390.8%			
<b>CAPITAL CONTRIBUTIONS</b>	<b>132,010</b>	<b>481,331</b>	<b>613,341</b>	<b>-</b>	<b>260,029</b>	<b>260,029</b>	<b>132,010 -</b>	<b>221,302 85.1%</b>	<b>353,312 135.9%</b>			
<b>TRANSFER TO MUNICIPALITY</b>	<b>(119,125)</b>	<b>(91,000)</b>	<b>(210,125)</b>	<b>(120,539)</b>	<b>(89,882)</b>	<b>(210,420)</b>	<b>1,414 1.2%</b>	<b>(1,118) -1.2%</b>	<b>296 0.1%</b>			
 <b>CHANGE IN NET POSITION</b>	 <b>\$ 649,604</b>	 <b>394,597</b>	 <b>1,044,201</b>	 <b>(75,237)</b>	 <b>75,187</b>	 <b>(50)</b>	 <b>724,841 963.4%</b>	 <b>319,410 424.8%</b>	 <b>1,044,251 2078541.8%</b>			

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

	MTD Actual		MTD Budget		MTD Actual v. Budget	
	November 2019		November 2019		Better/(Worse)	
					\$	%
<b>OPERATING REVENUES</b>						
Sales of Electricity						
Residential	\$	1,147,537		1,125,315	22,222	2.0%
Commercial and Industrial		2,264,984		2,127,029	137,955	6.5%
Uncollectible accounts		-		-	-	-
Total Sales of Electricity		<u>3,412,521</u>		<u>3,252,344</u>	<u>160,177</u>	<u>4.9%</u>
Forfeited Discounts		27,044		21,498	5,545	25.8%
Free service to the City of Shakopee		7,125		7,002	123	1.8%
Conservation program		50,858		50,464	394	0.8%
Total Operating Revenues		<u>3,497,546</u>		<u>3,331,307</u>	<u>166,239</u>	<u>5.0%</u>
<b>OPERATING EXPENSES</b>						
Operations and Maintenance						
Purchased power		2,247,606		2,557,121	309,515	12.1%
Distribution operation expenses		36,627		39,408	2,781	7.1%
Distribution system maintenance		56,001		61,384	5,383	8.8%
Maintenance of general plant		25,085		27,396	2,311	8.4%
Total Operation and Maintenance		<u>2,365,319</u>		<u>2,685,309</u>	<u>319,990</u>	<u>11.9%</u>
Customer Accounts						
Meter Reading		9,151		10,979	1,828	16.7%
Customer records and collection		78,090		43,775	(34,315)	-78.4%
Energy conservation		65,022		62,382	(2,640)	-4.2%
Total Customer Accounts		<u>152,263</u>		<u>117,136</u>	<u>(35,127)</u>	<u>-30.0%</u>
Administrative and General						
Administrative and general salaries		50,530		57,362	6,832	11.9%
Office supplies and expense		10,448		18,853	8,405	44.6%
Outside services employed		5,389		36,989	31,600	85.4%
Insurance		6,890		14,963	8,074	54.0%
Employee Benefits		214,512		165,159	(49,353)	-29.9%
Miscellaneous general		14,082		32,708	18,625	56.9%
Total Administrative and General		<u>301,850</u>		<u>326,033</u>	<u>24,183</u>	<u>7.4%</u>
Total Operation, Customer, & Admin Expenses		<u>2,819,432</u>		<u>3,128,478</u>	<u>309,046</u>	<u>9.9%</u>
Depreciation		206,071		202,651	(3,420)	-1.7%
Amortization of plant acquisition		-		-	-	0.0%
Total Operating Expenses	\$	<u>3,025,503</u>		<u>3,331,129</u>	<u>305,627</u>	<u>9.2%</u>
<b>OPERATING INCOME</b>	\$	<u>472,043</u>		<u>178</u>	<u>471,865</u>	<u>265065.3%</u>



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

	MTD Actual		MTD Budget		MTD Actual v. Budget	
	November 2019		November 2019		Better/(Worse)	
					\$	%
<b>OPERATING REVENUES</b>						
Sales of Water	\$	301,357		299,535	1,822	0.6%
Forfeited Discounts		1,964		1,905	59	3.1%
Uncollectible accounts		-		-	-	-
Total Operating Revenues		<u>303,321</u>		<u>301,439</u>	<u>1,882</u>	<u>0.6%</u>
<b>OPERATING EXPENSES</b>						
Operations and Maintenance						
Pumping and distribution operation		40,251		43,902	3,651	8.3%
Pumping and distribution maintenance		16,049		39,937	23,889	59.8%
Power for pumping		22,304		26,001	3,698	14.2%
Maintenance of general plant		3,428		4,683	1,254	26.8%
Total Operation and Maintenance		<u>82,031</u>		<u>114,523</u>	<u>32,492</u>	<u>28.4%</u>
Customer Accounts						
Meter Reading		5,452		5,784	332	5.7%
Customer records and collection		8,467		12,148	3,681	30.3%
Energy conservation		-		-	-	-
Total Customer Accounts		<u>13,919</u>		<u>17,932</u>	<u>4,013</u>	<u>22.4%</u>
Administrative and General						
Administrative and general salaries		27,543		37,906	10,363	27.3%
Office supplies and expense		2,751		5,766	3,015	52.3%
Outside services employed		87		16,411	16,324	99.5%
Insurance		2,297		4,988	2,691	54.0%
Employee Benefits		81,439		59,681	(21,758)	-36.5%
Miscellaneous general		12,102		18,170	6,068	33.4%
Total Administrative and General		<u>126,217</u>		<u>142,921</u>	<u>16,704</u>	<u>11.7%</u>
Total Operation, Customer, & Admin Expenses		<u>222,167</u>		<u>275,375</u>	<u>53,208</u>	<u>19.3%</u>
Depreciation		136,914		141,094	4,180	3.0%
Amortization of plant acquisition		-		-	-	-
Total Operating Expenses		<u>359,081</u>		<u>416,469</u>	<u>57,388</u>	<u>13.8%</u>
<b>OPERATING INCOME</b>	\$	<u>(55,760)</u>		<u>(115,030)</u>	<u>59,270</u>	<u>51.5%</u>

**SHAKOPEE PUBLIC UTILITIES**  
**YEAR TO DATE FINANCIAL RESULTS**  
**NOVEMBER 2019**



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

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

	Year to Date Actual - November 2019			Year to Date Budget - November 2019			Electric		Water		Total Utility	
	Electric	Water	Total Utility	Electric	Water	Total Utility	YTD Actual v. Budget B/(W) \$ %	YTD Actual v. Budget B/(W) \$ %	YTD Actual v. Budget B/(W) \$ %			
<b>OPERATING REVENUES</b>	\$ 46,162,214	4,578,244	50,740,458	47,512,358	4,973,920	52,486,278	(1,350,144)	-2.8%	(395,677)	-8.0%	(1,745,821)	-3.3%
<b>OPERATING EXPENSES</b>												
Operation, Customer and Administrative	37,206,034	2,712,848	39,918,882	39,786,154	3,067,605	42,853,759	2,580,121	6.5%	354,756	11.6%	2,934,877	6.8%
Depreciation	2,266,781	1,506,050	3,772,831	2,229,166	1,552,030	3,781,195	(37,615)	-1.7%	45,979	3.0%	8,364	0.2%
Amortization of Plant Acquisition	-	-	-	-	-	-	-	0.0%	-	-	-	0.0%
Total Operating Expenses	39,472,814	4,218,899	43,691,713	42,015,320	4,619,634	46,634,954	2,542,506	6.1%	400,735	8.7%	2,943,241	6.3%
Operating Income	6,689,400	359,345	7,048,745	5,497,038	354,286	5,851,324	1,192,362	21.7%	5,059	1.4%	1,197,421	20.5%
<b>NON-OPERATING REVENUE (EXPENSE)</b>												
Rental and Miscellaneous	294,609	235,688	530,297	186,648	182,667	369,315	107,960	57.8%	53,021	29.0%	160,981	43.6%
Interdepartment Rent from Water	82,500	-	82,500	82,500	-	82,500	-	0.0%	-	-	-	0.0%
Investment Income	914,643	382,610	1,297,253	296,809	199,391	496,201	617,834	208.2%	183,218	91.9%	801,052	161.4%
Interest Expense	(59,197)	(2,073)	(61,269)	(69,598)	(1,780)	(71,378)	10,401	14.9%	(293)	-16.4%	10,109	14.2%
Amortization of Debt Issuance Costs and Loss on Refunding	-	-	-	-	-	-	-	#DIV/0!	-	0.0%	-	#DIV/0!
Gain/(Loss) on the Disposition of Property	102,509	-	102,509	-	-	-	102,509	0.0%	-	-	102,509	-
Total Non-Operating Revenue (Expense)	1,335,064	616,225	1,951,290	496,360	380,278	876,638	838,705	169.0%	235,947	62.0%	1,074,652	122.6%
Income Before Contributions and Transfers	8,024,464	975,570	9,000,034	5,993,398	734,564	6,727,962	2,031,066	33.9%	241,006	32.8%	2,272,072	33.8%
<b>CAPITAL CONTRIBUTIONS</b>												
MUNICIPAL CONTRIBUTION	428,814	4,591,789	5,020,603	-	2,860,319	2,860,319	428,814	-	1,731,470	60.5%	2,160,284	75.5%
	(1,309,711)	(1,000,969)	(2,310,680)	(1,325,928)	(988,697)	(2,314,625)	16,217	1.2%	(12,272)	-1.2%	3,945	0.2%
<b>CHANGE IN NET POSITION</b>	\$ 7,143,567	4,566,390	11,709,957	4,667,469	2,606,186	7,273,655	2,476,098	53.1%	1,960,204	75.2%	4,436,302	61.0%

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

	YTD Actual	YTD Budget	YTD Actual v. Budget	
	November 2019	November 2019	Better/(Worse)	
			\$	%
<b>OPERATING REVENUES</b>				
Sales of Electricity				
Residential	\$ 16,055,763	16,859,762	(804,000)	-4.8%
Commercial and Industrial	29,075,173	29,644,900	(569,727)	-1.9%
Uncollectible accounts	-	-	-	#DIV/0!
Total Sales of Electricity	<u>45,130,936</u>	<u>46,504,662</u>	<u>(1,373,726)</u>	<u>-3.0%</u>
Forfeited Discounts	279,846	236,480	43,366	18.3%
Free service to the City of Shakopee	78,370	77,017	1,352	1.8%
Conservation program	673,063	694,199	(21,136)	-3.0%
Total Operating Revenues	<u>46,162,214</u>	<u>47,512,358</u>	<u>(1,350,144)</u>	<u>-2.8%</u>
<b>OPERATING EXPENSES</b>				
Operations and Maintenance				
Purchased power	31,709,684	33,385,799	1,676,115	5.0%
Distribution operation expenses	393,273	433,492	40,218	9.3%
Distribution system maintenance	539,927	675,224	135,298	20.0%
Maintenance of general plant	285,111	301,356	16,245	5.4%
Total Operation and Maintenance	<u>32,927,995</u>	<u>34,795,872</u>	<u>1,867,876</u>	<u>5.4%</u>
Customer Accounts				
Meter Reading	117,159	120,770	3,611	3.0%
Customer records and collection	548,104	481,526	(66,579)	-13.8%
Energy conservation	526,789	686,203	159,414	23.2%
Total Customer Accounts	<u>1,192,052</u>	<u>1,288,498</u>	<u>96,446</u>	<u>7.5%</u>
Administrative and General				
Administrative and general salaries	617,942	630,977	13,034	2.1%
Office supplies and expense	167,073	207,378	40,305	19.4%
Outside services employed	123,945	406,880	282,935	69.5%
Insurance	120,322	164,594	44,272	26.9%
Employee Benefits	1,716,806	1,932,172	215,366	11.1%
Miscellaneous general	339,899	359,783	19,885	5.5%
Total Administrative and General	<u>3,085,986</u>	<u>3,701,785</u>	<u>615,798</u>	<u>16.6%</u>
Total Operation, Customer, & Admin Expenses	<u>37,206,034</u>	<u>39,786,154</u>	<u>2,580,121</u>	<u>6.5%</u>
Depreciation	2,266,781	2,229,166	(37,615)	-1.7%
Amortization of plant acquisition	-	-	-	0.0%
Total Operating Expenses	<u>\$ 39,472,814</u>	<u>42,015,320</u>	<u>2,542,506</u>	<u>6.1%</u>
<b>OPERATING INCOME</b>	<u>\$ 6,689,400</u>	<u>5,497,038</u>	<u>1,192,362</u>	<u>21.7%</u>

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

	YTD Actual November 2019	YTD Budget November 2019	YTD Actual v. Budget Better/(Worse)	
			\$	%
<b>OPERATING REVENUES</b>				
Sales of Water	\$ 4,537,071	4,952,969	(415,898)	-8.4%
Forfeited Discounts	41,171	20,951	20,220	96.5%
Uncollectible accounts	1	-	1	#DIV/0!
Total Operating Revenues	<u>4,578,244</u>	<u>4,973,920</u>	<u>(395,677)</u>	<u>-8.0%</u>
<b>OPERATING EXPENSES</b>				
Operations and Maintenance				
Pumping and distribution operation	474,064	482,919	8,856	1.8%
Pumping and distribution maintenance	349,278	439,308	90,030	20.5%
Power for pumping	275,929	286,014	10,086	3.5%
Maintenance of general plant	64,526	51,508	(13,019)	-25.3%
Total Operation and Maintenance	<u>1,163,797</u>	<u>1,259,749</u>	<u>95,952</u>	<u>7.6%</u>
Customer Accounts				
Meter Reading	62,069	63,624	1,555	2.4%
Customer records and collection	139,873	133,626	(6,247)	-4.7%
Energy conservation	-	-	-	-
Total Customer Accounts	<u>201,942</u>	<u>197,250</u>	<u>(4,692)</u>	<u>-2.4%</u>
Administrative and General				
Administrative and general salaries	378,851	416,961	38,110	9.1%
Office supplies and expense	59,247	63,425	4,178	6.6%
Outside services employed	65,758	180,522	114,765	63.6%
Insurance	40,107	54,865	14,757	26.9%
Employee Benefits	624,620	694,966	70,346	10.1%
Miscellaneous general	178,527	199,866	21,339	10.7%
Total Administrative and General	<u>1,347,110</u>	<u>1,610,605</u>	<u>263,495</u>	<u>16.4%</u>
Total Operation, Customer, & Admin Expenses	<u>2,712,848</u>	<u>3,067,605</u>	<u>354,756</u>	<u>11.6%</u>
Depreciation	1,506,050	1,552,030	45,979	3.0%
Amortization of plant acquisition	-	-	-	-
Total Operating Expenses	<u>\$ 4,218,899</u>	<u>4,619,634</u>	<u>400,735</u>	<u>8.7%</u>
<b>OPERATING INCOME</b>	<u>\$ 359,345</u>	<u>354,286</u>	<u>5,059</u>	<u>1.4%</u>