



REGULAR COMMISSION MEETING

JULY 6, 2026

SPU SERVICE CENTER, 255 SARAZIN ST, SHAKOPEE

1. CALL TO ORDER – 5:00 PM

2. ROLL CALL

**3. APPROVAL OF JULY 6, 2026 AGENDA
MOTION TO APPROVE THE AGENDA**

4. COMMUNICATIONS – Customer Communication – AMI Appeal (Two Customers) (SW)

5. PUBLIC COMMENT PERIOD
PLEASE STEP UP TO THE TABLE AND STATE YOUR NAME AND ADDRESS FOR THE RECORD

6. CONSENT AGENDA

- 6.a Approval of June 1, 2026 Minutes (GD)
- 6.b July 6, 2026 Warrant List (KW)
- 6.c Monthly Water Dashboard for May 2026 (RH)
- 6.d Quarterly Nitrate Report (RH)
- 6.e MMPA June 2026 Meeting Minutes (GD)
- 6.f May 2026 Financial Report (KW)
- 6.g Organizational Chart Update (GD)
- 6.h Res #2026-14 Resolution Amending Res #2024-33 (RH)
- 6.i SPU Employee Handbook Updates (KW)

MOTION TO ACCEPT AND/OR APPROVE THE CONSENT AGENDA ITEMS

7. BUSINESS REMOVED FROM CONSENT AGENDA

8. LIAISON REPORT (JD)

9. REPORTS – GENERAL (resolutions or discussion topics would go here)

- 9.a Temporary Construction Easement and Shared Driveway Trail Agreement (RH)
MOTION TO AUTHORIZE THE GENERAL MANAGER TO EXECUTE A TEMPORARY CONSTRUCTION EASEMENT ALLOWING GRADING AND CONSTRUCTION OF THE SHARED DRIVEWAY/TRAIL. ALSO AUTHORIZE THE GENERAL MANGE TO EXECUTE AN AGREEMENT WITH SUMMERGATE COMPANIES, EXCHANGING THE CONSTRUCTION OF THE OVERSIZED, SHARED DRIVEWAY/TRAIL AND REIMBURSEMENT OF ENGINEERING SERVICES FOR A PERMANENT TRAIL EASEMENT GRANTED TO THE CITY OF SHAKOPEE, WITH NO ADDITIONAL CASH EXCHANGE.

9.b Alignment of Meter Reading and Billing Cycles Under AMI (KW)

MOTION TO ACCEPT THE PROPOSED AMI-BASED ALIGNMENT OF METER READING AND BILLING CYCLES, ALONG WITH ANY DIRECTION THE COMMISSION MAY HAVE REGARDING THE IMPLEMENTATION APPROACH.

9.c Community Garden Contract Extension (GD)

MOTION TO APPROVE THE FIVE-YEAR EXTENSION OF THE COMMUNITY GARDEN LICENSE AGREEMENT.

10. REPORTS – STAFF

10.a Electric Engineering & Operations Report – Verbal (BC)

10.b Water Engineering & Operations Report (RH)

11. GENERAL MANAGER REPORT – VERBAL (GD)

12. ITEMS FOR FUTURE AGENDAS

13. TENTATIVE DATES FOR UPCOMING MEETINGS

- August 3, 2026

- September 8, 2026

- October 5, 2026

14. ADJOURNMENT



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PO Box 470 • 255 Sarazin Street
 Shakopee, Minnesota 55379
 Main 952.445-1988 • Fax 952.445-7767
 www.shakopeeutilities.com

June 30, 2026

TO: Greg Drent, General Manager 
 FROM: Sharon Walsh, Director of Marketing, Key Accounts and Special Projects 
 SUBJECT: Customer Communications – AMI (Two Customers)

Overview

Two separate customer communications were received since the last commission meeting in June. The basis for these communications continues to be related to the AMI opt-out policy, specifically the monthly reading fees for non-AMI metering.

The attached written communication was received Wednesday, June 17th. No response was sent.

The next communication was an unscheduled in-person visit led by a second customer on Wednesday, June 24th. The customer who sent the written communication above was also in attendance.

The outcome of the June 24th visit is that these two customers wish to speak under Public Comment at the July 6th meeting with extended time beyond five minutes. This has been granted by President Letourneau, not to exceed ten minutes and only with new content.

Action Requested

Staff is sharing this customer communication for Commission awareness and discussion as the Commission deems appropriate. No action is requested by staff unless the Commission would like to make an exception or adjustment to policy.

June 15, 2026

Shakopee Public Utilities
P.O. Box 470
255 Sarazin Street
Shakopee, Minnesota 55379-1470

Attention: Greg Drent, General Manager
Kelley Willemsen —Director of Finance and Administration

RE: May 21, 2026 Billing

Today we made payment to our account in the amount of \$210.71 This amount
represents city services and actual utility services used.

We also made PAYMENT UNDER DURESS in the amount of \$374.12 to cover
the coercive penalty meter reading fees and interest you have charged to our account over the
past several months. This PAYMENT UNDER DURESS brings your reported evaluation of
our account balance to PAID IN FULL status.

Our payment in no way communicates agreement with the dishonorable (and we believe
unlawful) policies of Shakopee Public Utilities, but is made because our household requires
electric and water services due to medical necessity and to ensure the safety of our persons
and property. PAYMENT UNDER DURESS is made with full reservation of our rights.

Sincerely,

Proposed As Consent Item

MINUTES OF THE SHAKOPEE PUBLIC UTILITIES COMMISSION

June 1, 2026
Regular Meeting

1. Call to Order. Vice President Mocol called the June 1, 2026 meeting of the Shakopee Public Utilities Commission to order at 5:00 P.M. Vice President Mocol, Commissioner DuLaney, Commissioner Krieg, and Commissioner Ranua were present.
2. Agenda Approval. Commissioner Ranua moved, seconded by Commissioner Krieg, to approve the agenda. Ayes: Mocol, DuLaney, Krieg, and Ranua. Nays: None.
3. Public Comment Period. Andrea Lynn spoke on behalf of her mother concerning the \$75 monthly manual meter reading fee under the AMI Meter Exchange Policy. She explained that although she appreciated SPU's option to avoid radiofrequency emissions, she requested SPU to exempt customers with medical conditions from these monthly fees and to allow self-reporting of usage. She noted that her mother is elderly and on a fixed income.
4. Consent Agenda. Commissioner DuLaney moved, seconded by Commissioner Krieg, to approve the consent agenda as presented:
 - (6a) May 4, 2026 Minutes;
 - (6b) June 1, 2026 Warrant List;
 - (6c) Monthly Water Dashboard for April 2026;
 - (6d) MMPA April 2026 Meeting Update;
 - (6e) Res #2026-12 Resolution Approving of the Estimated Cost of Pipe Oversizing on the Watermain Project: Arbor Bluff 3rd Addition
 - (6f) Res #2026-13 Resolution Setting the Amount of the Trunk Water Charge, Approving of its Collection, and Authorizing Water Servies to Certain Property Described as: Arbor Bluff 3rd Addition;
 - (6g) Annual Elections for the 2026-2027 Insurance Policy; and
 - (6h) April Financial Reports
 Ayes: Mocol, DuLaney, Krieg, and Ranua. Nays: None.
5. Liaison Report. Commissioner DuLaney explained that he's received lots of questions about data centers and wondered if SPU could help explain the difference between hyperscale centers with high noise and water usage, and the smaller sized facilities considering SPU. Greg Drent, General Manager, noted that SPU staff will consider additional materials to inform the public on these differences.
6. PERA – Defined Contribution Plan (DCP) Process Update. Kelley Willemssen, Director of Finance and Administration, reported that for SPU Commissioners who participate in the PERA Defined Contribution Plan to be subject to social security for that plan, a vote is required. After discussion, the consensus of Commissioners was to follow the default Defined Contribution Plan and not to elect social security coverage. Staff will take the necessary steps to ensure compliance.

7. 2026-2030 Capital Improvement Plan (CIP). Brad Carlson, Director of Electric Engineering & Operations, presented the proposed changes to the CIP for the infrastructure changes to support the new data center, with the upfront costs provided by the customer under the recent agreement. Vice President Mocol moved to accept the 2026 – 2030 Capital Improvement Plan (CIP) changes. Commissioner DuLaney seconded the motion. Ayes: Mocol, DuLaney, Krieg, and Ranua. Nays: None.
8. 2026 Electric Projects. Mr. Carlson presented changes in SPU's 2026 electric capital projects. Commissioner DuLaney moved to approve the revised 2026 Electric Capital Projects. Commissioner Krieg seconded the motion. Ayes: Mocol, DuLaney, Krieg, and Ranua. Nays: None.
9. 2026 Electric Cash Flow Outlook with Amended Capital Improvement Budget. Ms. Willemssen presented the changes to the cash flows under the recent Electric Service Agreement, with increased cash flows expected by 2029. Commissioner Ranua moved to accept the 2026 Electric Cash Flow Outlook with amended Capital Improvement Budget. Commissioner Krieg seconded the motion. Ayes: Mocol, DuLaney, Krieg, and Ranua. Nays: None.
10. Election Operations and Engineering Report. Mr. Carlson provided project updates, including the SMSC solar project, which involves MMPA because it is over 100 kW, and the Inland data center project phase I Dean Lake Substation work. He noted that crews continue pole and transformer changeouts and upsizing, including EV chargers. Mr. Carlson reported three solar installations on the south side. He explained that seven outages occurred since the last Commission meeting; the outages were mostly minor, with one significant outage involving 1,200 customers during the South Shakopee breaker refurbishing project when it appears the breaker was unintentionally opened.
11. Water Operations and Engineering Report. Ryan Halverson, Director of Water Engineering & Operations, reported on flushing in the first high zone; Tank #9 tank site and watermain installed; watermain in Richland Court and Palomino 1st Addition installed; and Adams Street watermain extension work completed and pool ready for grand opening. He noted that the first round of sampling of 60 homes for lead and cooper was completed. Mr. Halverson reported that crews continue to test for backflow, with high failure rates of approximately thirty percent for locations that were not tested previously. The EPA's Risk and Resiliency Plan will be submitted by the end of June. He reported two equipment failures: the hatch at ground storage Tank #7 and the water mixer at Tower #4. Mr. Halverson explained that SPU is seeking quotes to complete budgeted improvement maintenance and upgrades at pumphouse sites. SPU submitted a permit to the city for a Conditional Use Permit for the Arbor Bluffs booster station, which will require a public hearing. The Met Council awarded SPU a grant for water efficiency, which will cover rebates on washing machines, dishwashers, toilets, irrigation controllers, and shower heads.
12. General Manager Report. Mr. Drent provided an update on work under the Large Electric Service Agreement and substation design, as well as the MMPA Board meeting adopting a rate for large industrial customers, with discussion on how to avoid negative impacts on other customers, renewable energy portfolio, rates, and developer responsibility. He noted discussions with City staff on the gravel pit project, including likely City ownership of the well and how to manage and fill the pond, and use of gravel. Mr. Drent provided an update on the service territory

discussions with Xcel Energy. He noted the Mystic Lake Amphitheater grand opening. Mr. Drent discussed an upcoming meeting with MVEC regarding annexation of the Sand family land and the overall Louisville Township annexation and service territory. He noted that a complaint was filed with the Minnesota Attorney General's Office concerning manual meter reading fees and that staff is preparing a response. Mr. Drent noted the upcoming MMUA legislative update in Rochester.

13. Adjourn. Motion by Commissioner DuLaney, seconded by Commissioner Krieg, to adjourn. Ayes: Mocol, DuLaney, Krieg, and Ranua. Nays: None.

Greg Drent, Commission Secretary

Proposed As Consent Item

SHAKOPEE PUBLIC UTILITIES COMMISSION

WARRANT LISTING

July 6, 2026

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

WEEK OF 05/29/2026

BOB'S LAWN & LANDSCAPING INC	\$100.50 BLACK DIRT(W)
BORDER STATES ELECTRIC SUPPLY	\$518.93 TCB-2434-OB BAG XFMR 20-50KVA(E)
CUSTOMER CONTACT SERVICES	\$367.65 ANSWERING SERVICE 5/26-6/22 2026
DEZURIK INC.	\$4,987.22 4" CSV WO3111
FERGUSON US HOLDINGS, INC.	\$1,548.85 CVR F/ GLP200H SERIES LOGGERS(W)
GRAYBAR ELECTRIC COMPANY INC	\$21,907.80 PIPE 6" PVC SCH40
INNOVATIVE OFFICE SOLUTIONS	\$979.74 OFFICE SUPPLIES
IRBY - STUART C IRBY CO	\$410.16 VMI GLOVE TESTING
JT SERVICES	\$3,381.30 PIPE 1 1/4" INNERDUCT
KARL CHEVROLET INC	\$49,290.91 2026 GMC SIERRA 2500HD WO3107
KEVIN KOSTELAC	\$50.00 REBATE - TRIMMER
LOCATORS & SUPPLIES INC	\$219.63 POST DRIVER 4"WIDE FOR POSTS(E)
MGX EQUIPMENT SERVICES, LLC	\$4,754.00 PO3107 WEATHERGUARD TOOLBOX/FLOORLINERS
MINN VALLEY TESTING LABS INC	\$102.00 WATER TESTING NITRATE-NITRITE
MMUA	\$1,755.00 TREE TRIMMING WORKSHOP 8/4/26
ARUN MUTHYA	\$500.00 REBATE - COOLING/HEATING
ONETENTEN HOMES LLC	\$6,098.00 REFUND WCC PER CUSTOMER HOUSE CANCELLED
MIKE SCHATZ	\$25.00 REBATE - TRIMMER
JAMES SCHOCK	\$95.00 REBATE - TRIMMER
SCOTT COUNTY GOVERNMENT CENTER	\$3,445.75 REGISTRATION NEW WATER TRK WO#3107
SDDI SIGN	\$217.81 WOOD DESK BASE
SHORT ELLIOTT HENDRICKSON INC	\$5,377.00 EMERGENCY ACTION PLAN & RESILIENCE ASMT
GARY SWENSON	\$100.00 REBATE - WATER SENSE TOILET
ULINE, INC.	\$47.25 CORRUGATED BOXES
USABUEBOOK	\$1,486.90 J24 SPECIAL(W)
HEALTH EQUITY INC.	\$1,080.00 DCRA DAYCARE CLAIM REIMB R.H. 5.27.26
ZAYO GROUP, LLC	\$4,295.01 MAY T1 LINE
PAYROLL DIRECT DEPOSIT 05.29.26	\$151,678.36
BENEFITS & TAXES FOR 05.29.26	\$156,233.18

Total Week of 05/29/2026**\$421,052.95**

WEEK OF 06/05/2026**CREDIT REFUNDS**

AAR BUILDING SERVICE CO.
ABDO LLP
CHARLIE AHERN
ALTERNATIVE TECHNOLOGIES INC
AMARIL UNIFORM COMPANY
AMERICAN FULFILLMENT INC
ARAMARK REFRESHMENT SERVICES INC
NIRMAL ARJUNE
ANANIES BEARDEN
BELL LUMBER & POLE COMPANY
KRUPA BHAKTA
BORDER STATES ELECTRIC SUPPLY
AUSTIN BURUD
CITY OF SAVAGE
CLIFTONLARSONALLEN LLP
CORVAL CONSTRUCTORS, INC.
CAMERON DAKE
JEFFREY DORSCH
DSI/LSI
NATHAN FEDYSZYN
CHRIS & JULIE FILO
ZEE FLORES
FLYTE HCM LLC
GRAYBAR ELECTRIC COMPANY INC
HAWKINS INC
HENNEN'S AUTO SERVICE INC.
INNOVATIVE OFFICE SOLUTIONS
INT'L UNION OF OPER ENGINEERS LOCAL 49
IRBY - STUART C IRBY CO
JT SERVICES
SONJA & JOHN KELTGEN
LARRY LASCH
PATRICK LAUDERDALE
SUJAN MAHARJAN
JANIS MAJERUS
KEVIN MENDEN
MGX EQUIPMENT SERVICES, LLC
MINN VALLEY TESTING LABS INC
FADUMO MOHAMED
MRA-THE MANAGEMENT ASSOCIATION
ANANDKUMAR NAGULSAMY
NAPA AUTO PARTS
NCPERS GROUP LIFE INS.
CHARLOTTE POST
PAUL PURINGTON
QUALITY FORKLIFT SALES & SERVICE
STAR ENERGY SERVICES
ULINE, INC.
VIVID IMAGE, INC.
CENTERPOINT ENERGY - ACH
HEALTH EQUITY INC.
HEALTHPARTNERS
HEALTH EQUITY INC.
DELTA DENTAL PLAN OF MN
PRINCIPAL LIFE INS. COMPANY
MINNESOTA LIFE

\$17,688.27 CREDIT REFUNDS
\$4,602.69 JUNE CLEANING SERVICE
\$737.10 2026 LEASE CRUNCH CHARGES
\$75.00 REBATE - PUSHMOWER
\$3,036.00 DISSOLVED GAS ANALYSIS/OIL QUALITY
\$548.32 SPU CLOTHING ORDER T.HANGAARD
\$1,496.00 REBATE - INTERIOR LIGHTING
\$183.17 COFFEE SERVICES
\$400.00 REBATE - WATER HEATER
\$105.00 REFUND BACKFLOW TESTING FEE
\$23,805.00 POLES 35'/40' WOOD C3 SYP
\$75.00 REBATE - REFRIGERATOR
\$9,500.07 DBI-SALA 1113467 HRNS ARC FLASH LRG
\$175.00 REBATE - REFRIGERATOR
\$26.84 MTR READ @ 9475 PRESERVE ACCT#030463-002
\$1,130.00 AUDIT SERVICES FOR 12/31/2025 #A122638
\$766.00 HVAC REPAIR
\$500.00 REBATE - COOLING/HEATING
\$500.00 REBATE - COOLING/HEATING
\$654.70 JUNE BILLING PERIOD/GARBAGE SVC
\$45.00 REBATE - LEAF BLOWER
\$500.00 REBATE - COOLING/HEATING
\$500.00 REBATE - COOLING/HEATING
\$40.75 COBRA-JUNE
\$6,168.15 PVC CEMENT LOW VOC MEDIUM BODY
\$3,849.00 CHLORINE CYLINDERS DEMURRAGE
\$135.23 OIL CHANGE 2024 GMC 2500HD(E)
\$32.22 NAME PLATE VICTORIA RANUA
\$1,782.70 MAY MONTHLY DUES 2026
\$1,222.09 LINEMAN GLOVE TESTING
\$12,743.33 PIPE 3" INNERDUCT/RED MARKING PAINT
\$500.00 REBATE - COOLING/HEATING
\$500.00 REBATE - COOLING/HEATING
\$50.00 REBATE - PUSHMOWER
\$50.00 REBATE - PUSHMOWER
\$50.00 REBATE - PUSHMOWER
\$286.88 PER DIEM MARSHALL MN/REIMB MILEAGE
\$7,581.00 LOUVER CAB/ACCESSORY PRO WO#3105
\$436.50 WATER TESTING NITRATE-NITRITE
\$105.00 REFUND BACKFLOW TESTING FEE
\$84.00 BACKGROUND CHECK - CUST#130161
\$25.00 REBATE - TRIMMER
\$27.98 BOW-90 QT(E)
\$176.00 PREMIUMS FOR MONTH OF MAY 2026
\$500.00 REBATE - COOLING/HEATING
\$50.00 REBATE - PUSHMOWER
\$955.22 FORKLIFT REPAIR
\$188.00 NOVA POWER PORTAL SHC-5222
\$53.35 REPLACEMENT CAP FOR IBC TANK(E)
\$650.00 ESSENTIAL + PLAN 6/1-6/30 2026
\$1,215.07 4/7/26-5/6/26 @ 10TH AVE #5230193-4
\$288.46 DCRA FLEX CLAIM REIMB R.L.
\$82,180.50 MAY CHARGE MONTH, JUNE PREMIUMS
\$221.00 FOR ADMIN FEES CHARGE MONTH MAY 2026
\$6,145.51 FOR PREMIUMS FOR CHARGE MONTH MAY 2026
\$3,562.71 MAY STD/LTD PREMIUMS
\$1,356.59 FOR PREMIUMS CHARGE MONTH MAY 2026

Total Week of 06/05/2026**\$200,261.40**

WEEK OF 06/12/2026

ALL ELEMENTS INC.
 AMARIL UNIFORM COMPANY
 API GARAGE DOOR INC
 APPLE FORD OF SHAKOPEE
 BARNA GUZY & STEFFEN LTD
 BARR ENGINEERING CO.
 BIRD'S LAWN CARE LLC
 BORDER STATES ELECTRIC SUPPLY
 CHOICE ELECTRIC INC
 CITY OF SHAKOPEE
 CITY OF SHAKOPEE
 CITY OF SHAKOPEE
 CITY OF SHAKOPEE
 COMCAST CABLE COMM INC.
 FERGUSON US HOLDINGS, INC.
 FRED HOLASEK & SON, INC
 FRONTIER ENERGY, INC.
 GOPHER STATE ONE-CALL
 GRAINGER INC
 GRAYBAR ELECTRIC COMPANY INC
 CONNIE HABECK
 HDR ENGINEERING INC
 HREXPERTISEBP LLC
 LLOYD'S CONSTRUCTION SERVICES
 JENNY LUNSFORD
 MACQUEEN
 ROBERT MAXA
 MINN DEPT OF COMMERCE
 MINN VALLEY TESTING LABS INC
 MMUA
 MN OCCUPATIONAL HEALTH - LOCKBOX 135054
 NAGEL COMPANIES LLC
 HUY NGUYEN
 NISC
 PLUNKETT'S PEST CONT, INC.
 ALVIN PROPER
 QUALITY FORKLIFT SALES & SERVICE
 DAVID ROBERTS
 RW BECK GROUP, INC, LEIDOS ENG. LL
 SHORT ELLIOTT HENDRICKSON INC
 SPENCER FANE LLP
 SRF CONSULTING GROUP, INC.
 UNITED SYSTEMS & SOFTWARE INC
 JEROME VONDERHARR
 WESCO RECEIVABLES CORP.
 KELLEY WILLEMSSEN
 XCEL ENERGY
 BORDER STATES ELECTRIC SUPPLY
 AMERICAN NATL BANK_MASTERCARD_ACH
 FIRST DATA CORPORATION
 MMPA C/O AVANT ENERGY
 MN DEPT OF REVENUE ACH PAYMENTS
 VERIZON WIRELESS SERVICES LLC
 PRINCIPAL LIFE INS. COMPANY
 PAYROLL DIRECT DEPOSIT 06.12.26
 BENEFITS & TAXES FOR 06.12.26

Total Week of 06/12/2026

\$850.00 FURNISH/INSTALL RAIN DIVERTER
 \$796.09 CLOTHING CREDIT J. VONBANK
 \$888.52 SPU SHOP GARAGE DOOR REPAIR
 \$226.30 OIL CHANGE TRUCK#649(W)
 \$4,650.00 77283-003 J&J CANTERBURYWO2820 MAY
 \$11,806.51 WO#2683 TANK 9 ENG 4/18-5/15 2026
 \$4,766.12 MAY LAWN CARE
 \$336.60 5/8 SQUARE WASHER(E)
 \$5,974.74 REPLACED HEATER/THERMOSTAT PH#4
 \$8,867.01 MAY FUEL BILL
 \$556,449.05 MAY SD \$428,016.87 & SW \$128,432.18
 \$370,432.00 PILOT TRF FEE - MAY
 \$1,154.39 SD/SPU PROPERTIES - MAY
 \$2.27 CABLE FOR BREAKROOMS
 \$5,084.53 WATER SOFTENER
 \$10,280.68 CITY OF SHAKOPEE PLANTERS
 \$6,523.76 SHAKO C&I IMPLMENTATION-MAY
 \$1,633.50 MAY TICKETS
 \$472.46 PIPENIPPLE STEEL 3"NPTXNPT 6"/8"(W)
 \$1,307.42 PIPE 6" PVC SWEEP ELBOW 90 DEGREES
 \$500.00 REBATE - COOLING/HEATING
 \$6,389.77 SOLID DIELECTRIC SWITCHGEAR SPEC
 \$100.00 HR CONSULTING-MAY
 \$1,057.00 DEMO & CONSTR RENTAL PD 5/7-5/27 2026
 \$500.00 REBATE - COOLING/HEATING
 \$1,569.10 2026 F550 TRK#633 RUNNNG BOARDS
 \$179.10 REBATE - IRRIGATION CONTROLLERS
 \$10,747.34 1ST QTR FISCAL YR 2027 INDIRECT ASSESS
 \$507.50 WATER TESTING COLIFORM
 \$530.00 BONDING/FINANCE TOOLS KW & GD 7/16/26
 \$132.00 DRUG TESTING(E)
 \$50,761.00 BORING MUHLENHARD RD OH TO UG WO3075
 \$175.00 REBATE - ENERGY STAR CLOTHES WASHER
 \$36,363.43 MAY PRINT SERVICES
 \$199.18 PEST CONTROL @ P.H. 4
 \$179.99 REBATE - IRRIGATION CONTROLLERS
 \$314.78 FORKLIFT REPAIR
 \$500.00 REBATE - COOLING/HEATING
 \$48,401.25 WO2844 E SHAKO SUB CIVIL DESIGN MAY
 \$604.02 WO3092 ADAMS ST WM EXT MAR
 \$21,720.00 MAY LEGAL FEES
 \$909.74 WO2634 SVCS HAWKINSON PROPERTY MAY
 \$11,625.00 ERW-1601-001 500W WATER PIT ERT MODULE
 \$500.00 REBATE - COOLING/HEATING
 \$4,452.00 TERMINATION 1/0 & 4/0 15KV
 \$277.02 REIMB MN GFOA CONF (HOTEL)
 \$1,077.02 ACCT#51-5636204-8 VALLEY PK 4/23-5/25
 \$22.10 PIPE 1 1/4" PVC SWEEP ELBOW
 \$24,364.52 MAY CC STATEMENT
 \$15,903.13 MAY CC FEES
 \$3,727,623.41 MAY POWER BILL
 \$307,338.00 MAY SALES & USE TAX PAYABLE
 \$2,448.55 MAY CELL PHONE BILL
 \$5,656.34 MAY WAGES PAID MPFML PREMIUM
 \$147,564.25
 \$147,044.83

\$5,570,738.32

WEEK OF 06/17/2026

4 PHASE POWER LLC
ABM EQUIPMENT & SUPPLY LLC
ALTEC INDUSTRIES INC
AMARIL UNIFORM COMPANY
BEN ARNDT
B & B TRANSFORMER INC
VISHAL BHATIA
BORDER STATES ELECTRIC SUPPLY
KELLY CARLSON
CHOICE ELECTRIC INC
CORE & MAIN LP
CHAD FENNELL
BRENT FIELD
GRAYBAR ELECTRIC COMPANY INC
HAWKINS INC
HERMAN'S LANDSCAPE SUPPLIES INC.
HIGH POINT NETWORKS, LLC
BRITTNY HUSTON
INNOVATEPRO MANAGEMENT USA LLC
INNOVATIVE OFFICE SOLUTIONS
IRBY - STUART C IRBY CO
JOHNSON CONTROLS FIRE PROTECTION LP
JT SERVICES
LANO EQUIPMENT INC
MARK LAUREL
LOFFLER COMPANIES - 131511
NICK MCCAULEY
MINN VALLEY TESTING LABS INC
MMUA
ANDREW NELSON
DENISE NELSON
NORTHERN STATES
NORTHERN STATES POWER CO
NORTHWEST ASPHALT INC
NOVAK COMPANIES, LLC
OFFICE OF MNIT SERVICES
PLUNKETT'S PEST CONT, INC.
MARK PREIMESBERGER
ALVIN PROPER
RESCO
DANIEL SAVAGE
SCOTT COUNTY TREASURER
SHORT ELLIOTT HENDRICKSON INC
DALLAS THEIS
CHAD WELLER
WESCO RECEIVABLES CORP.
HEALTH EQUITY INC.
VERIZON WIRELESS SERVICES LLC

\$47,971.00 SUBSTATION BREAKER REPAIR
\$31,097.84 BRANDFX FIBERGLASS SVC BODY WO3102
\$4,648.33 HUSKIE SLA-RL7750X CRIMPING TOOL
\$4,412.60 SPU CLOTHING ORDER
\$45.00 BALANCE DUE PRIOR 26-02-IC REBATE
\$4,800.00 VFI-6 SWITCHGEAR REPAIR
\$98.10 REBATE - IRRIGATION CONTROLLERS
\$554.44 INSULATOR PIN 7200V POLYMER
\$25.00 REBATE - CHAINSAW
\$1,920.17 SERVICE @ JR HIGH AREA-WELL HEAD
\$1,125.20 HYDRANT GREASE 5 LB V3174
\$75.00 REBATE - PUSHMOWER
\$50.00 REBATE - PUSHMOWER
\$38.21 PIPE 3" PVC COUPLING
\$8,900.00 CHLORINE REGULATORS
\$940.00 RED ROCK(E)
\$6,090.68 WATCHGUARD TOTAL SECURITY 3 YEAR
\$500.00 REBATE - COOLING/HEATING
\$3,471.88 IFIX V6.1/DRIVERS IGS
\$795.60 OFFICE SUPPLIES
\$248.38 BUSHINGS(E)
\$229.52 RECURRING SERVICE 7/1/26-9/30/26
\$23,768.82 PIPE 3" INNERDUCT
\$161.87 BPA-COUPLER ASSY(E)
\$45.00 REBATE - TRIMMER
\$204.51 CONTRACT CHG 2025 MAINT AGREE MAY
\$500.00 REBATE - COOLING/HEATING
\$406.50 WATER TESTING NITRATE-NITRITE
\$1,650.00 2026 SUMMER CONF 8/17/26-GD/KW/JD
\$150.00 REBATE - ENERGY STAR DISHWASHER
\$55.15 REIMBURSE OFFICE SUPPLY
\$67.94 ACCT#51-001264573-3 AMBERGLEN 4/26-5/26
\$3,323.78 MAY POWER BILL
\$238,843.73 WO#3092 ADAMS ST WM PAY ESTIMATE
\$591.82 TRK#634 WELD STUBS HEAD RACK(W) WO3105
\$776.90 MAY MONTHLY (WAN) SERVICE
\$286.12 GENERAL PEST CONTROL SUB HOUSES
\$45.00 REBATE - LEAFBLOWER
\$500.00 REBATE - COOLING/HEATING
\$29,145.94 WIRE TIE/GROOVE CLAMP
\$50.00 REBATE - CLOTHES WASHER
\$2,100.00 JUNE FIBER
\$874.42 ON CALL WATER MODELING SERVICES MAY
\$75.00 REBATE - REFRIGERATOR
\$500.00 REBATE - COOLING/HEATING
\$17,751.69 EYE BOLT 5/8"X10"-5/8"X12"
\$288.46 DCRA DAYCARE FLEX CLAIM REIMB R.L.
\$1,100.74 MONTHLYPEPWAVE POTSOLVE 5/6-6/5 2026

Total Week of 06/17/2026**\$441,300.34**

WEEK OF 06/26/2026

AAR BUILDING SERVICE CO.
APPLE FORD OF SHAKOPEE
BARR ENGINEERING CO.
BORDER STATES ELECTRIC SUPPLY
JASON BROWN
CITY OF SHAKOPEE
COMMUNITY CONSTRUCTION
CUSTOMER CONTACT SERVICES
DGR ENGINEERING
JEFFREY DORSCH
JAMES DULANEY
ELECTRICAL PRODUCTION SERVICES
FIRST INDUSTRIAL REALTY TRUST INC
GRAYBAR ELECTRIC COMPANY INC
HAWKINS INC
HIGH FIVE ERECTORS II, INC.
PAUL HILL
INNOVATIVE OFFICE SOLUTIONS
INTEGRATED PROCESS SOLUTIONS, INC
IRBY - STUART C IRBY CO
CHHEANGHAV LIM
MARCY LUKANEN-TWEDEN
SARA LYONS
GARY MERCADO
MINN VALLEY TESTING LABS INC
MINNESOTA SECURITY CONSORTIUM
WARREN MOSER
CHRISTIAN MYERS
RESCO
NATHAN RYSKIEWICZ
GRETCHEN SANNA
STAR ENERGY SERVICES
MIKE STROH
GARY THEIS
VERIZON
CHRIS & SARA WIER
ZAYO GROUP, LLC
PAYROLL DIRECT DEPOSIT 06.26.26
BENEFITS & TAXES FOR 06.26.26

\$1,734.00 SPU BLDG CARPET CLEANING
\$47.26 SEALANT(E)
\$19,916.75 WO3043 ARBOR BLUFFS WATER B.S.
\$115,274.45 2 RVAC 11/ST LIGHTS/PIPE PVC SWEEP ELBOW
\$500.00 REBATE - COOLING/HEATING
\$14,248.56 WM OFFSET MARYSTOWN RD PROJECT
\$21,615.37 PUMPHOUSE ROOF REPAIR
\$596.29 ANSWERING SERVICE 6/23-7/20 2026
\$7,835.84 WO2817 WARNET OVERHEAD TIE MAY
\$14.98 REBATE - LED LIGHTBULB
\$50.00 REBATE - CLOTHESWASHER
\$3,120.00 OLD BRICK YARD RD FIBER SPLICE
\$938.00 REBATE - HVAC/MOTOR UPGRADES
\$425.50 PIPE 2" PVC SPLIT COUPLING
\$1,281.74 100PPD,WO-RATE VALVE
\$638.00 HOIST TRANSFORMER @ 1455 ST FRANCIS AVE
\$50.00 REBATE - PUSHMOWER
\$165.03 OFFICE SUPPLIES
\$2,448.40 WELL 5 TRANSDUCER
\$3,076.95 BUG WRENCH(E)
\$400.00 REBATE - WATER HEATER
\$50.00 REBATE - PUSHMOWER
\$500.00 REBATE - COOLING/HEATING
\$25.00 REBATE - TRIMMER
\$598.90 WATER TESTING COLIFORM
\$1,000.00 MICROSOFT LAPS IMPLEMENTATION PROJECT
\$50.00 REBATE - PUSHMOWER
\$500.00 REBATE - COOLING/HEATING
\$379.50 BOLTS 5/8 X 14"
\$25.00 REBATE - TRIMMER
\$500.00 REBATE - COOLING/HEATING
\$2,200.00 NOVA PORTAL 7/1/26-6/30/27 CONTRAC YR
\$50.00 REBATE - PUSHMOWER
\$500.00 REBATE - COOLING/HEATING
\$650.65 MAY TRUCK TRACKING
\$20.00 REBATE - LEAFBLOWER
\$4,295.01 JUNE TI LINE
\$146,882.02
\$146,389.73

Total Week of 06/26/2026**\$498,992.93****Grand Total****\$7,132,345.94**

Heley Willemssen

Presented for approval by: Director of Finance & Administration

Approved by General Manager

Approved by Commission President

Monthly Water Dashboard

As of: May 2026

Shakopee Public Utilities Commission

ALL VALUES IN MILLIONS OF GALLONS

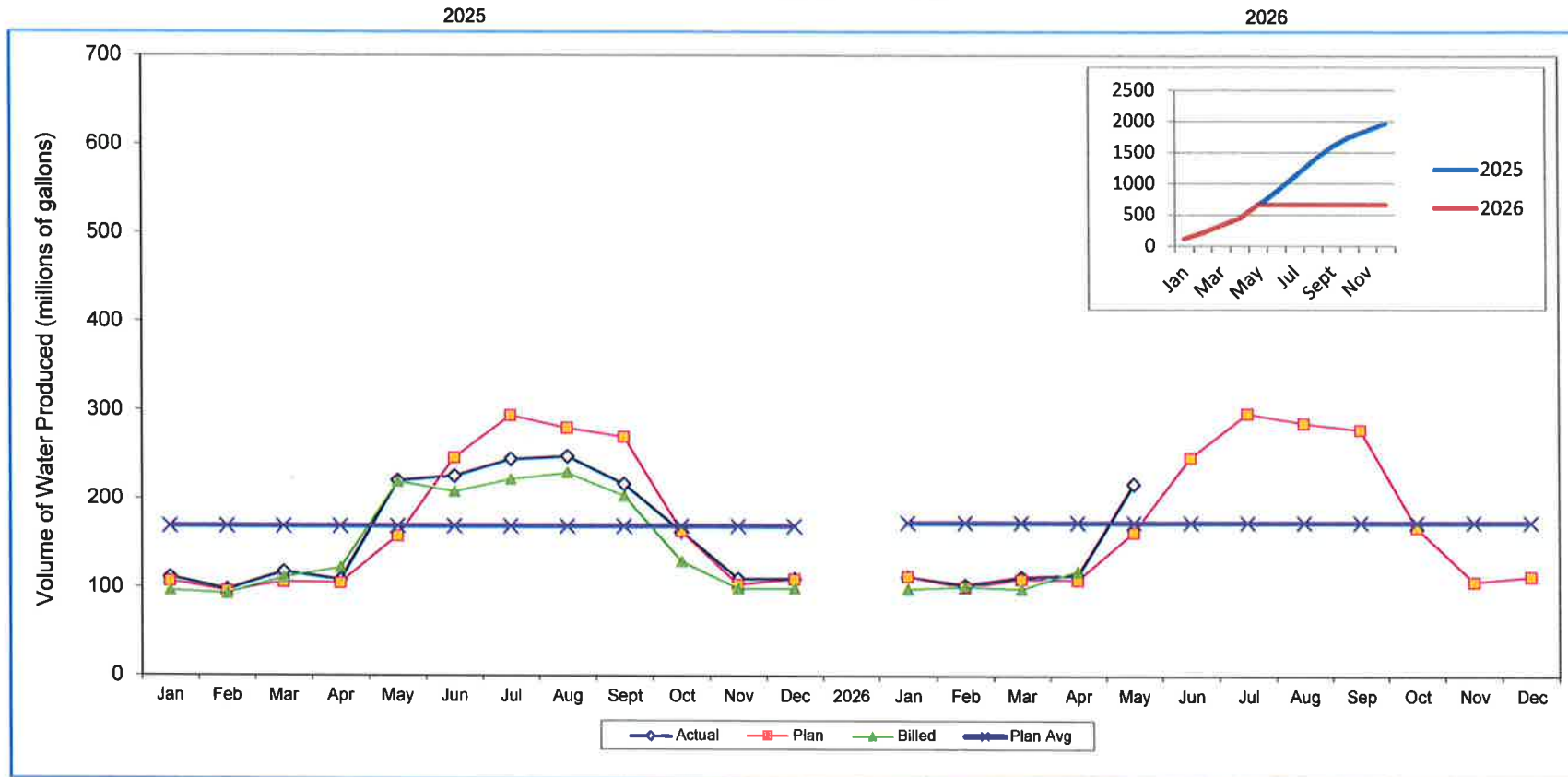
Element/Measure

Water Pumped/Metered

Monthly Avg

2024	161
2025	165
2026	128

Last 6 months actuals	110	112	103	112	114	217
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	2025	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	2026	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actual		112	98	118	109	221	226	245	248	217	163	110	110		112	103	112	114	217							
Plan		107	96	106	105	158	246	294	280	270	163	103	109		112	100	109	108	162	246	296	285	278	167	106	
YTD % *															100%	101%	102%	103%	111%							
Billed		97	94	112	123	220	209	223	230	204	130	100	100		99	102	99	119								

* Actual gallons pumped vs. Plan

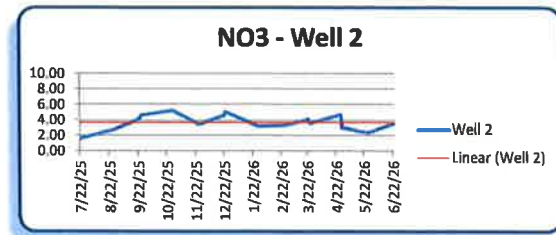


**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

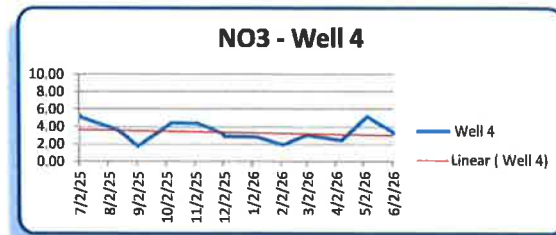
TO: Greg Drent, General Manager 
FROM: Ryan Halverson P.E., Director of Water Engineering and Operations 
SUBJECT: Nitrate Results - Advisory
DATE: July 6, 2026

Attached are the latest nitrate results for our production wells. The analysis provided is for the prior 13-months of data collected with trend graphs.

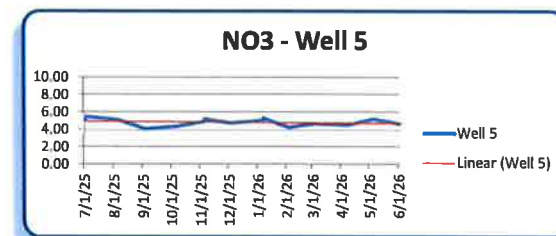
Location	Sample Collected	Results Received	Results	Lab
2	7/22/2025	7/25/2025	1.65	MVTL
2	8/27/2025	9/3/2025	2.81	MVTL
2	9/23/2025	10/28/2025	4.20	MDH
2	9/25/2025	9/29/2025	4.65	MVTL
2	10/28/2025	11/5/2025	5.24	MVTL
2	11/25/2025	12/2/2025	3.48	MVTL
2	12/22/2025	1/9/2026	4.60	MDH
2	12/23/2025	12/24/2025	5.08	MVTL
2	1/27/2026	2/13/2026	3.26	MVTL
2	2/24/2026	3/3/2026	3.32	MVTL
2	3/23/2026	3/31/2026	4.10	MDH
2	3/24/2026	3/27/2026	3.60	MVTL
2	4/28/2026	5/5/2026	3.04	MVTL
2	4/27/2026	6/10/2026	4.70	MVTL
2	5/26/2026	6/10/2026	2.36	MVTL
2	6/23/2026	6/25/2026	3.57	MVTL



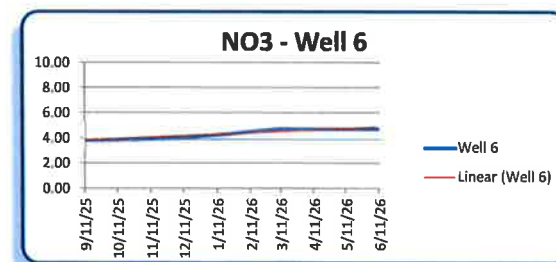
4	7/2/25	7/17/25	5.28	MVTL
4	7/3/25	7/18/25	5.10	MDH
4	8/12/25	9/3/25	3.60	MVTL
4	9/2/25	9/25/25	1.76	MVTL
4	9/2/25	10/28/25	1.80	MDH
4	10/7/25	10/28/25	4.42	MVTL
4	11/4/25	12/2/25	4.41	MVTL
4	12/1/25	12/24/25	3.20	MDH
4	12/2/25	12/24/25	2.94	MVTL
4	1/6/26	2/13/26	2.80	MVTL
4	2/3/26	2/13/26	1.91	MVTL
4	3/2/26	3/31/26	3.10	MDH
4	3/3/26	3/27/26	3.02	MVTL
4	4/7/2026	5/5/2026	2.45	MVTL
4	5/5/2026	6/10/2026	5.18	MVTL
4	6/1/2026	6/26/2026	3.40	MDH
4	6/2/2026	6/22/2026	3.18	MVTL



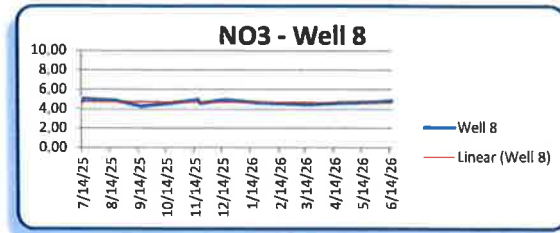
5	7/2/25	7/17/25	5.50	MDH
5	7/1/25	7/17/25	5.16	MVTL
5	8/5/25	9/3/25	5.18	MVTL
5	9/2/25	9/25/25	4.14	MVTL
5	10/7/25	10/28/25	4.40	MVTL
5	11/4/25	12/17/25	5.00	MDH
5	11/4/25	12/2/25	5.25	MVTL
5	12/2/25	12/24/25	4.80	MVTL
5	1/6/26	2/13/26	5.10	MDH
5	1/6/26	2/13/26	5.37	MVTL
5	2/3/26	2/13/26	4.28	MVTL
5	3/3/26	3/27/26	4.73	MVTL
5	4/7/26	5/5/26	4.59	MVTL
5	5/5/26	6/10/26	5.24	MVTL
5	6/2/26	6/22/26	4.70	MVTL



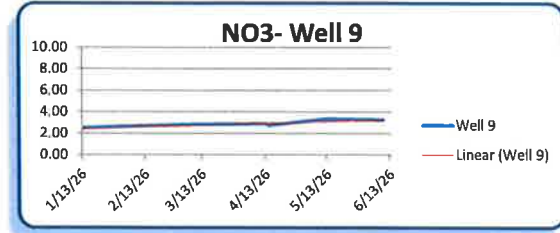
6	9/11/25	10/28/25	3.90	MDH
6	12/8/25	12/24/2025	4.10	MDH
6	3/9/26	3/31/2026	4.80	MDH
6	6/8/26	6/26/2026	4.80	MDH



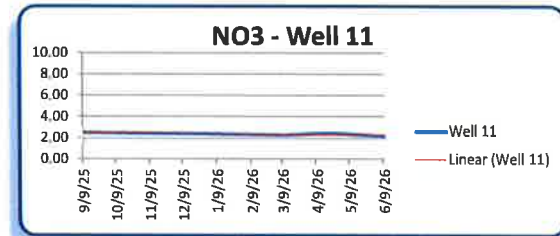
Location	Sample Collected	Results Received	Results	Lab
8	7/15/25	7/17/25	5.07	MVTL
8	7/14/25	7/23/25	4.70	MDH
8	8/19/25	9/3/25	4.90	MVTL
8	9/16/25	9/25/25	4.28	MVTL
8	10/21/25	10/28/25	4.64	MVTL
8	11/20/25	12/17/25	4.60	MDH
8	11/18/25	12/2/25	5.01	MVTL
8	12/17/25	12/24/25	4.97	MVTL
8	1/20/26	2/13/26	4.67	MVTL
8	2/17/26	3/3/26	4.56	MVTL
8	3/17/26	3/27/26	4.49	MVTL
8	4/21/26	5/5/26	4.64	MVTL
8	5/19/26	6/10/26	4.71	MVTL
8	6/16/26	6/22/26	4.86	MVTL



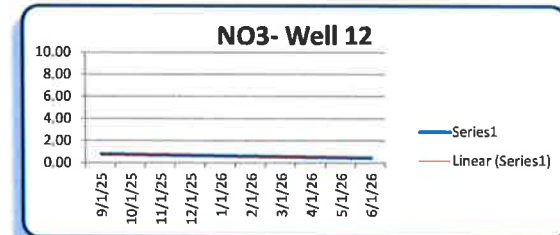
9	1/13/26	2/13/26	2.52	MVTL
9	2/10/26	2/13/26	2.71	MVTL
9	3/10/26	3/27/26	2.85	MVTL
9	4/13/26	5/5/26	2.90	MDH
9	4/14/26	5/5/26	2.77	MVTL
9	5/12/26	6/10/26	3.38	MVTL
9	6/9/26	6/22/26	3.28	MVTL



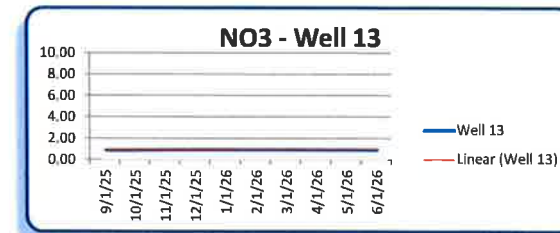
11	9/9/25	9/25/25	2.56	MVTL
11	12/9/25	12/24/25	2.48	MVTL
11	3/10/26	3/27/26	2.32	MVTL
11	4/20/26	5/5/26	2.50	MDH
11	6/9/26	6/22/26	2.23	MVTL



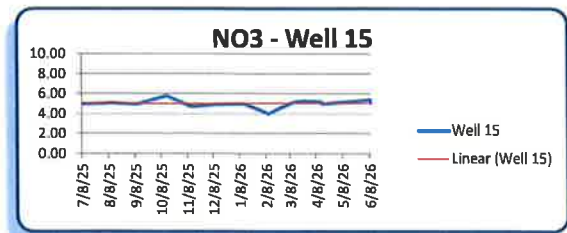
12	9/9/25	9/25/25	0.84	MVTL
12	12/9/25	12/24/25	0.73	MVTL
12	6/9/26	6/22/26	0.51	MVTL



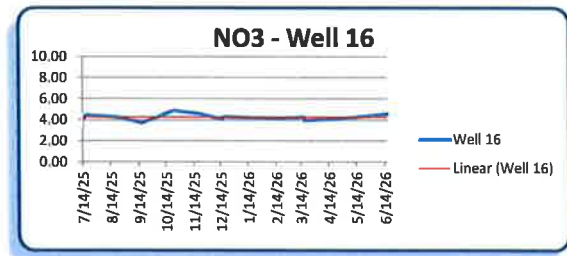
13	9/2/25	9/25/25	0.94	MVTL
13	12/2/25	12/24/25	1.01	MVTL
13	3/4/26	3/27/26	1.02	MVTL
13	6/16/26	6/22/26	0.99	MVTL



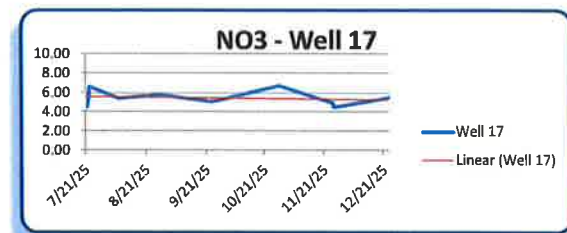
Location	Sample Collected	Results Received	Results	Lab
15	7/8/25	7/17/25	4.98	MVTL
15	8/12/25	9/3/25	5.12	MVTL
15	9/9/25	9/25/25	4.97	MVTL
15	10/14/25	10/28/25	5.79	MVTL
15	11/12/25	12/2/25	4.72	MVTL
15	12/9/25	12/24/25	4.95	MVTL
15	1/13/26	2/13/26	5.03	MVTL
15	2/10/26	2/13/26	4.02	MVTL
15	3/10/26	3/27/26	5.16	MVTL
15	3/24/26	3/31/26	5.30	MDH
15	4/13/26	5/5/26	5.20	MDH
15	4/14/26	5/5/26	5.02	MVTL
15	6/8/26	6/26/26	5.40	MDH
15	6/9/26	6/22/26	5.10	MVTL



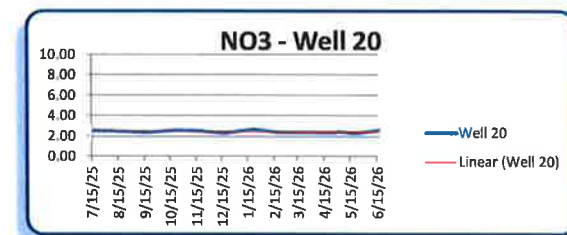
16	7/16/25	7/17/25	4.45	MVTL
16	7/14/25	7/23/25	4.20	MDH
16	8/19/25	9/3/25	4.31	MVTL
16	9/16/25	9/25/25	3.73	MVTL
16	10/21/25	10/28/25	4.89	MVTL
16	11/18/25	12/2/25	4.62	MVTL
16	12/15/25	1/9/26	4.10	MDH
16	12/16/25	12/24/25	4.33	MVTL
16	1/20/26	2/13/26	4.26	MVTL
16	2/17/26	3/3/26	4.18	MVTL
16	3/16/26	3/31/26	4.30	MDH
16	3/17/26	3/27/26	3.99	MVTL
16	4/21/26	5/5/26	4.13	MVTL
16	6/16/26	6/22/26	4.59	MVTL



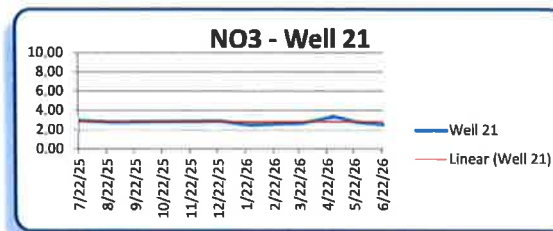
17	7/21/25	9/3/25	4.60	MDH
17	7/22/25	7/25/25	6.60	MVTL
17	8/6/25	9/3/25	5.45	MVTL
17	8/27/25	9/3/25	5.82	MVTL
17	9/23/25	9/29/25	5.10	MVTL
17	10/28/25	11/5/25	6.73	MVTL
17	11/24/25	12/17/25	5.00	MDH
17	11/25/25	12/2/25	4.50	MVTL
17	12/23/25	12/24/25	5.53	MVTL



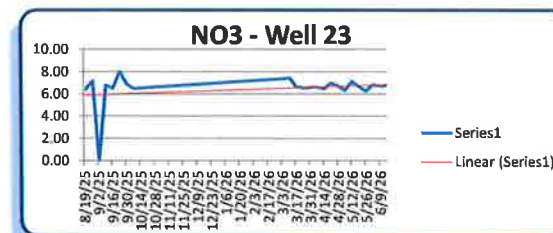
20	7/15/25	7/17/25	2.60	MVTL
20	8/19/25	9/3/25	2.53	MVTL
20	9/16/25	9/25/25	2.41	MVTL
20	10/21/25	10/28/25	2.66	MVTL
20	11/18/25	12/2/25	2.57	MVTL
20	12/16/25	12/24/25	2.34	MVTL
20	1/20/26	2/13/26	2.74	MVTL
20	2/17/26	3/3/26	2.43	MVTL
20	3/17/26	3/27/26	2.42	MVTL
20	4/27/26	6/10/26	2.40	MDH
20	4/28/26	5/5/2026	2.51	MVTL
20	5/19/26	6/10/26	2.35	MVTL
20	6/16/26	6/22/26	2.63	MVTL



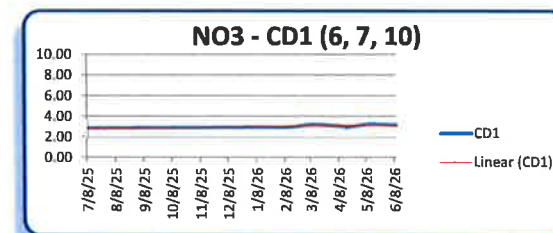
Location	Sample Collected	Results Received	Results	Lab
21	7/22/25	7/25/25	2.98	MVTL
21	8/27/25	9/3/25	2.82	MVTL
21	12/23/25	12/24/25	2.95	MVTL
21	1/27/26	2/13/26	2.52	MVTL
21	2/24/26	3/3/26	2.85	MVTL
21	3/24/26	3/27/26	2.70	MVTL
21	4/27/26	6/10/26	3.30	MDH
21	4/28/26	5/5/26	3.41	MVTL
21	5/26/26	6/10/26	2.82	MVTL
21	6/23/26	6/25/26	2.58	MVTL



23	8/19/25	9/3/25	6.33	MVTL
23	8/27/25	9/3/25	7.18	MVTL
23	9/2/25	9/25/25	<0.05*	MVTL
23	9/9/25	9/25/25	6.81	MVTL
23	9/16/25	9/25/25	6.54	MVTL
23	9/23/25	9/29/25	8.04	MVTL
23	9/30/25	10/2/25	6.89	MVTL
23	10/7/25	10/28/25	6.52	MVTL
23	3/11/26	3/13/26	7.45	MVTL
23	3/17/26	3/27/26	6.70	MVTL
23	3/25/26	3/27/26	6.56	MVTL
23	4/7/26	5/5/26	6.66	MVTL
23	4/14/26	5/5/26	6.49	MVTL
23	4/21/26	5/5/26	7.02	MVTL
23	4/28/26	5/5/26	6.75	MVTL
23	5/5/26	6/10/26	6.34	MVTL
23	5/12/26	6/10/26	7.14	MVTL
23	5/19/26	6/10/26	6.70	MVTL
23	5/26/26	6/10/26	6.30	MVTL
23	6/2/26	6/22/26	6.86	MVTL
23	6/12/26	6/22/26	6.71	MVTL
23	6/16/26	6/22/26	6.86	MVTL
23	6/23/26	6/25/26	6.26	MVTL



Combined Discharge - Wells 6-7-10				
CD1	7/8/25	7/8/25	2.92	MVTL
CD1	1/13/26	2/13/26	3.02	MVTL
CD1	2/10/26	2/13/26	2.99	MVTL
CD1	3/10/26	3/27/26	3.27	MVTL
CD1	4/13/26	5/5/26	3.10	MDH
CD1	4/14/26	5/5/26	3.00	MVTL
CD1	5/12/26	6/10/26	3.34	MVTL
CD1	6/9/26	6/22/26	3.20	MVTL



Combined Discharge - Wells 12-13-14				
CD2	4/6/2026	5/5/26	0.80	MDH



Proposed As Consent Item
PO Box 920, 511 Main Street
Shakopee, Minnesota 55379
Main 952.445-1988 • Fax 952.445-7767
www.shakopeeutilities.com

6e

To: SPU Commissioners

From: Greg Drent, General Manager 

Date: June 25, 2026

Subject: MMPA June 2026 Meeting Update

The Board of Directors of the Minnesota Municipal Power Agency (MMPA) met on June 23, 2026, at Chaska City Hall in Chaska, Minnesota, and via videoconference.

The Board reviewed the Agency's financial and operating performance for May 2026.

Participation in the residential Clean Energy Choice program increased by 36 customers. Customer participation in the program is 6.8% of residential customers.

The Board reviewed the financial and resource planning presentations that were made to the Moody's and Fitch credit rating agencies.

The Board discussed the outcome of the 2026 Minnesota legislative session, which adjourned on May 18, 2026.

The Board discussed the status of electric generation and RNG projects being pursued by the Agency.

Thanks

DATE: June 28, 2026**TO:** Greg Drent, General Manager *GD***FROM:** Kelley Willemssen, Director of Finance & Administration *KW***SUBJECT:** May Financials Reports

As part of the May financial reports, we continued the practice of providing a component of analytical review. For the Water and Electric Operating Revenue and Expense budget to actual you will see comments at the bottom of each page. The budget is projected on an annual basis rather than a monthly basis so the information in the May reports equates to 42% of the annual budget.

Key Takeaways for YTD Actuals to Budget

- Electric revenues were 11.70% under budget, mainly due to lower than budgeted power cost adjustment revenue from lower purchased power costs through May.
- Electric expenses were 18.81% under budget, with the major variance in purchase power costs.
- Water revenues were 29.51% under budget due to seasonal usage patterns and should stabilize beginning in July.
- Water expenses were 15.72% under budget mainly due to pumping and distribution expenses being lower than budgeted through first quarter. This variance should stabilize as usage increases.
- Change in Net Position for the electric division as of 05/31/26 is \$3.89M.
- Change in Net Position for the water division as of 05/31/26 is \$1.48M.

Key Takeaways for YTD Actuals to Prior Year

- YTD electric operating revenues are up 5.27% from the prior year.
- YTD total electric operating expenses are down 0.24% from the previous year.
- YTD water operating revenues are up 11.80% from the prior year.
- YTD total water operating expenses are down 5.17% from the previous year.

Included in this report are the following statements:

- Combined Statement of Revenues, Expenses and Changes in Fund Net Position
- Electric Operating Revenue and Expense – Budget to Actual (with analytics)
- Water Operating Revenue and Expense– Budget to Actual (with analytics)
- Electric Operating Revenue and Expense – 2025 to 2026
- Water Operating Revenue and Expense – 2025 to 2026

Request

The Commission is requested to accept the Financial Reports for the period ending 05/31/2026.

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

	Year to Date Actual - May 31, 2026			Year to Date Budget - May 31, 2026			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) \$ %	
OPERATING REVENUES	\$ 24,128,266	2,562,141	26,690,407	27,325,542	3,634,973	30,960,515	(3,197,276)	-11.70%	(1,072,832)	-29.51%	(4,270,108)	-13.8%
OPERATING EXPENSES												
Operation, Customer and Administrative	17,914,968	1,684,182	19,599,150	22,402,066	2,295,665	24,697,731	4,487,098	20.0%	611,483	26.6%	5,098,581	20.6%
Depreciation	1,671,615	1,386,487	3,058,102	1,722,745	1,347,870	3,070,615	51,130	3.0%	(38,617)	-2.9%	12,513	0.4%
Total Operating Expenses	19,586,584	3,070,669	22,657,252	24,124,812	3,643,535	27,768,346	4,538,228	18.81%	572,866	15.72%	5,111,094	18.4%
Operating Income	4,541,683	(508,528)	4,033,155	3,200,730	(8,561)	3,192,169	1,340,952	41.9%	(499,967)	5839.9%	840,986	26.3%
NON-OPERATING REVENUE (EXPENSE)												
Rental and Miscellaneous	93,890	435,863	529,753	165,680	147,523	313,203	(71,790)	-43.3%	288,340	195.5%	216,550	69.1%
Interdepartment Rent from Water	37,500	-	37,500	37,500	-	37,500	-	0.0%	-	0.0%	-	0.0%
Investment Income	548,659	444,150	992,809	616,230	205,410	821,640	(67,570)	-11.0%	238,740	116.2%	171,169	20.8%
Interest Expense	(24,886)	(1,055)	(25,940)	(37,778)	(1,988)	(39,765)	12,892	34.1%	933	46.9%	13,825	34.8%
Gain/(Loss) on the Disposition of Property	18,220	2,875	21,095	19,447	-	19,447	(1,227)	0.0%	2,875	-	1,648	-
Total Non-Operating Revenue (Expense)	673,384	881,833	1,555,216	801,079	350,946	1,152,024	(127,695)	-15.9%	530,887	151.3%	403,192	35.0%
Income Before Contributions and Transfers	5,215,066	373,305	5,588,371	4,001,809	342,384	4,344,193	1,213,257	30.3%	30,921	9.0%	1,244,178	28.6%
CAPITAL CONTRIBUTIONS	337,428	1,312,876.29	1,650,304	322,443	1,474,711	1,797,153	14,985	-4.6%	(161,835)	-11.0%	(146,849)	-8.2%
FREE SERVICE TO THE CITY OF SHAKOPEE	68,281	-	68,281	60,750	-	60,750	7,531	-12.4%	-	-	7,531	12.4%
CONTRIBUTIONS TO CITY OF SHAKOPEE	(1,721,171)	(199,270.00)	(1,920,441)	(1,652,892)	(199,266)	(1,852,157)	(68,279)	-4.1%	(4)	0.0%	(68,284)	-3.7%
CHANGE IN NET POSITION	\$ 3,899,604	1,486,911	5,386,515	2,732,110	1,617,830	4,349,940	1,167,494	42.7%	(130,918)	-8.1%	1,036,575	23.8%

SHAKOPEE PUBLIC UTILITIES

ELECTRIC OPERATING REVENUE AND EXPENSE

	YTD Actual 5/31/2026	YTD Budget 5/31/2026	YTD Actual v. Budget Increase (decrease)	
			\$	%
OPERATING REVENUES				
Sales of Electricity				
Residential	\$ 9,262,262	10,644,742	(1,382,480)	87.0
Commercial and Industrial	14,429,276	16,233,623	(1,804,347)	88.9
Total Sales of Electricity	23,691,538	26,845,032	(3,153,494)	88.3
Forfeited Discounts	84,596	91,943	(7,346)	92.0
Conservation program	352,132	388,568	(36,436)	90.6
Total Operating Revenues	24,128,266	27,325,542	(3,197,276)	88.3
OPERATING EXPENSES				
Operations and Maintenance				
Purchased power	14,640,905	18,228,832	(3,587,927)	80.3
Distribution operation expenses	277,665	343,917	(66,251)	80.7
Distribution system maintenance	589,596	572,142	17,455	103.1
Maintenance of general plant	162,566	202,323	(39,757)	80.3 (1)
Total Operation and Maintenance	15,670,733	19,347,214	(3,676,481)	81.0
Customer Accounts				
Customer records and collection	246,138	302,283	(56,146)	81.4
Energy conservation	(293,618)	368,750	(662,368)	(79.6)
Total Customer Accounts	(47,481)	671,033	(718,514)	(7.1)
Administrative and General				
Administrative and general salaries	553,021	558,100	(5,079)	99.1
Office supplies and expense	218,955	287,464	(68,509)	76.2 (2)
Outside services employed	198,650	238,461	(39,810)	83.3
Insurance	70,697	74,167	(3,470)	95.3
Employee Benefits	948,617	946,399	2,218	100.2
Miscellaneous general	301,777	279,229	22,547	108.1
Total Administrative and General	2,291,716	2,383,819	(92,103)	96.1
Total Operation, Customer, & Admin Expenses	17,914,968	22,402,066	(4,487,098)	80.0
Depreciation	1,671,615	1,722,745	51,130	97.0
Total Operating Expenses	\$ 19,586,584	24,124,812	(4,538,228)	81.2
Operating Income	\$ 4,541,683	3,200,730	1,340,952	141.9

Item Explanation of Items Percentage Received/Expended Less than 80% or Greater than 120% and \$ Variance Greater than \$15,000.

- (1) Variance due to less conservation expenses than budgeted through May, should stabilize throughout the year.
- (2) Variance due to less office and software expenses budgeted through May.

SHAKOPEE PUBLIC UTILITIES

WATER OPERATING REVENUE AND EXPENSE

	YTD Actual 5/31/2026	YTD Budget 5/31/2026	YTD Actual v. Budget Increase (decrease)	
			\$	%
OPERATING REVENUES				
Sales of Water	\$ 2,552,784	3,629,164	(1,076,380)	70.3 (1)
Forfeited Discounts	9,357	10,184	(827)	91.9
Total Operating Revenues	<u>2,562,141</u>	<u>3,634,973</u>	<u>(1,072,832)</u>	<u>70.5</u>
OPERATING EXPENSES				
Operations and Maintenance				
Pumping and distribution operation	340,195	448,593	(108,398)	75.8 (2)
Pumping and distribution maintenance	189,531	434,433	(244,902)	43.6 (3)
Power for pumping	143,273	157,105	(13,832)	91.2
Maintenance of general plant	26,603	27,677	(1,074)	96.1
Total Operation and Maintenance	<u>699,602</u>	<u>1,067,808</u>	<u>(368,206)</u>	<u>65.5</u>
Customer Accounts				
Customer records and collection	90,328	75,192	15,135	120.1
Energy conservation	579	2,648	(2,069)	21.9 (4)
Total Customer Accounts	<u>90,979</u>	<u>77,840</u>	<u>13,140</u>	<u>116.9</u>
Administrative and General				
Administrative and general salaries	206,495	256,433	(49,938)	80.5
Office supplies and expense	78,339	97,720	(19,381)	80.2
Outside services employed	73,028	152,418	(79,389)	47.9 (5)
Insurance	23,566	18,888	4,678	124.8 (6)
Employee Benefits	420,603	430,774	(10,171)	97.6
Miscellaneous general	91,570	193,786	(102,216)	47.3 (7)
Total Administrative and General	<u>893,601</u>	<u>1,150,018</u>	<u>(256,417)</u>	<u>77.7</u>
Total Operation, Customer, & Admin Expenses	<u>1,684,182</u>	<u>2,295,665</u>	<u>(611,483)</u>	<u>73.4</u>
Depreciation	1,386,487	1,347,870	38,617	102.9
Total Operating Expenses	<u>\$ 3,070,669</u>	<u>3,643,535</u>	<u>(572,866)</u>	<u>84.3</u>
Operating Income	<u>\$ (508,528)</u>	<u>(8,561)</u>	<u>(499,967)</u>	<u>5.940</u>

Item Explanation of Items Percentage Received/Expended Less than 80% or Greater than 120% and \$ Variance Greater than \$15,000.

- (1) Variance due to water usage being allocated evenly across the year, while higher water usage is highly seasonal from irrigation and should stabilize.
- (2) Variance due to lower than budgeted labor and pumping operation expenses through April, should stabilize throughout the year.
- (3) Variance due to lower than budgeted pumping maintenance expenses through May, should stabilize throughout the year.
- (4) Variance due to lower than budgeted water rebate expenses through May.
- (5) Variance due to less outside service expenses than budgeted for through May. Should stabilize throughout the year.
- (6) Variance due to higher than budgeted insurance payments through May, should stabilize throughout the year.
- (7) Variance due to lower than budgeted labor and general expenses through May, should stabilize throughout the year.

SHAKOPEE PUBLIC UTILITIES

ELECTRIC OPERATING REVENUE AND EXPENSE

	2026	2025	2025-2026 Increase (decrease)	
			\$	%
OPERATING REVENUES				
Sales of Electricity				
Residential	\$ 9,262,262	8,591,170	671,092	107.8
Commercial and Industrial	14,429,276	13,917,861	511,415	103.7
Total Sales of Electricity	23,691,538	22,509,031	1,182,507	105.3
Forfeited Discounts	84,596	76,755	7,841	110.2
Conservation program	352,132	334,783	17,349	105.2
Total Operating Revenues	24,128,266	22,920,569	1,207,697	105.3
OPERATING EXPENSES				
Operations and Maintenance				
Purchased power	14,640,905	14,771,367	(130,462)	99.1
Distribution operation expenses	277,665	270,578	7,087	102.6
Distribution system maintenance	589,596	414,480	175,116	142.2
Maintenance of general plant	162,566	179,361	(16,795)	90.6
Total Operation and Maintenance	15,670,733	15,635,786	34,947	100.2
Customer Accounts				
Meter Reading	-	10,492	(10,492)	-
Customer records and collection	246,138	216,644	29,494	113.6
Energy conservation	(293,618)	(49,657)	(243,961)	591.3
Total Customer Accounts	(47,481)	177,479	(224,960)	(26.8)
Administrative and General				
Administrative and general salaries	553,021	497,540	55,481	111.2
Office supplies and expense	218,955	235,344	(16,389)	93.0
Outside services employed	198,650	174,553	24,097	113.8
Insurance	70,697	69,921	776	101.1
Employee Benefits	948,617	817,455	131,162	116.0
Miscellaneous general	301,777	262,942	38,835	114.8
Total Administrative and General	2,291,716	2,057,755	233,961	111.4
Total Operation, Customer, & Admin Expenses	17,914,968	17,871,020	43,948	100.2
Depreciation	1,671,615	1,761,786	(90,171)	94.9
Total Operating Expenses	\$ 19,586,584	19,632,806	(46,222)	99.76
Operating Income	\$ 4,541,683	3,287,763	1,253,920	138.1

SHAKOPEE PUBLIC UTILITIES

WATER OPERATING REVENUE AND EXPENSE

	2026	2025	2025-2026 Increase (decrease)	
			\$	%
OPERATING REVENUES				
Sales of Water	2,552,784	2,282,124	270,660	111.9
Forfeited Discounts	9,357	9,650	(293)	97.0
Total Operating Revenues	2,562,141	2,291,774	270,367	111.8
OPERATING EXPENSES				
Operations and Maintenance				
Pumping and distribution operation	340,195	326,551	13,644	104.2
Pumping and distribution maintenance	189,531	178,330	11,201	106.3
Power for pumping	143,273	137,709	5,564	104.0
Maintenance of general plant	26,603	17,338	9,265	153.4
Total Operation and Maintenance	699,602	659,928	39,674	106.0
Customer Accounts				
Meter Reading	73	6,561	(6,488)	1.1
Customer records and collection	90,328	70,089	20,239	128.9
Energy conservation	579	1,030	(451)	56.2
Total Customer Accounts	90,979	77,680	13,299	117.1
Administrative and General				
Administrative and general salaries	206,495	253,077	(46,582)	81.6
Office supplies and expense	78,339	83,888	(5,549)	93.4
Outside services employed	73,028	58,301	14,727	125.3
Insurance	23,566	23,307	259	101.1
Employee Benefits	420,603	402,795	17,808	104.4
Miscellaneous general	91,570	91,800	(230)	99.7
Total Administrative and General	893,601	913,168	(19,567)	97.9
Total Operating Expenses	1,684,182	1,650,776	33,406	102.0
Depreciation	1,386,487	1,587,171	(200,684)	87.4
Total Operating Expenses	3,070,669	3,237,947	(167,278)	94.83
Operating Income	\$ (508,528)	(946,172)	437,644	53.7

DATE: June 29, 2026

TO: Commissioners

FROM: Greg Drent, General Manager 

SUBJECT: Organizational Chart Update – Customer and Utility Services Supervisor

Background

Shakopee Public Utilities (SPU) continuously evaluates its organizational structure to ensure alignment with operational needs and service expectations while responsibly managing its workforce. Over a year ago, the Customer Service and Technical Services functions were separated into distinct supervisory roles. Over that time, staff has evaluated this structure and determined that the separation has not produced the level of coordination or service delivery originally anticipated.

With the upcoming departure of the Customer Service and Billing Supervisor at the end of July, SPU has a timely opportunity to realign these functions by consolidating leadership responsibilities without resulting in the termination of any current employees.

Customer service and technical services are highly interconnected, supporting customers from initial service requests through meter services, billing support, account management, and related utility functions. Aligning these responsibilities under a single supervisor will enhance coordination, streamline workflows, and improve the overall customer experience.

To support this approach, SPU proposes the creation of a Customer and Utility Services Supervisor position. This role will provide unified leadership across customer service operations, meter services, utility billing support, and technical service functions, strengthening coordination and service delivery across these areas. The position is created through the consolidation of the Customer Service and Billing Supervisor and the Technical Services Supervisor roles. The Customer and Utility Services Supervisor position, along with AMI and metering staff currently assigned within the IT Department, will be realigned under Customer Service and Billing. This realignment is intended to align all related customer-facing and day-to-day operational functions under a single supervisory structure, ensuring consistent coordination, improved responsiveness, and more integrated service delivery across customer service, billing, and field operations.

Benefits of the Organizational Change

The proposed organizational change, as reflected in the updated organizational chart and the establishment of the Customer and Utility Services Supervisor position, will:

- Strengthen coordination and communication between customer service and technical operations
- Establish unified leadership for customer-facing utility services

- Improve efficiency in scheduling, work coordination, and issue resolution
- Enhance accountability for service delivery and operational performance
- Position the utility to more effectively respond to evolving customer expectations and technology needs

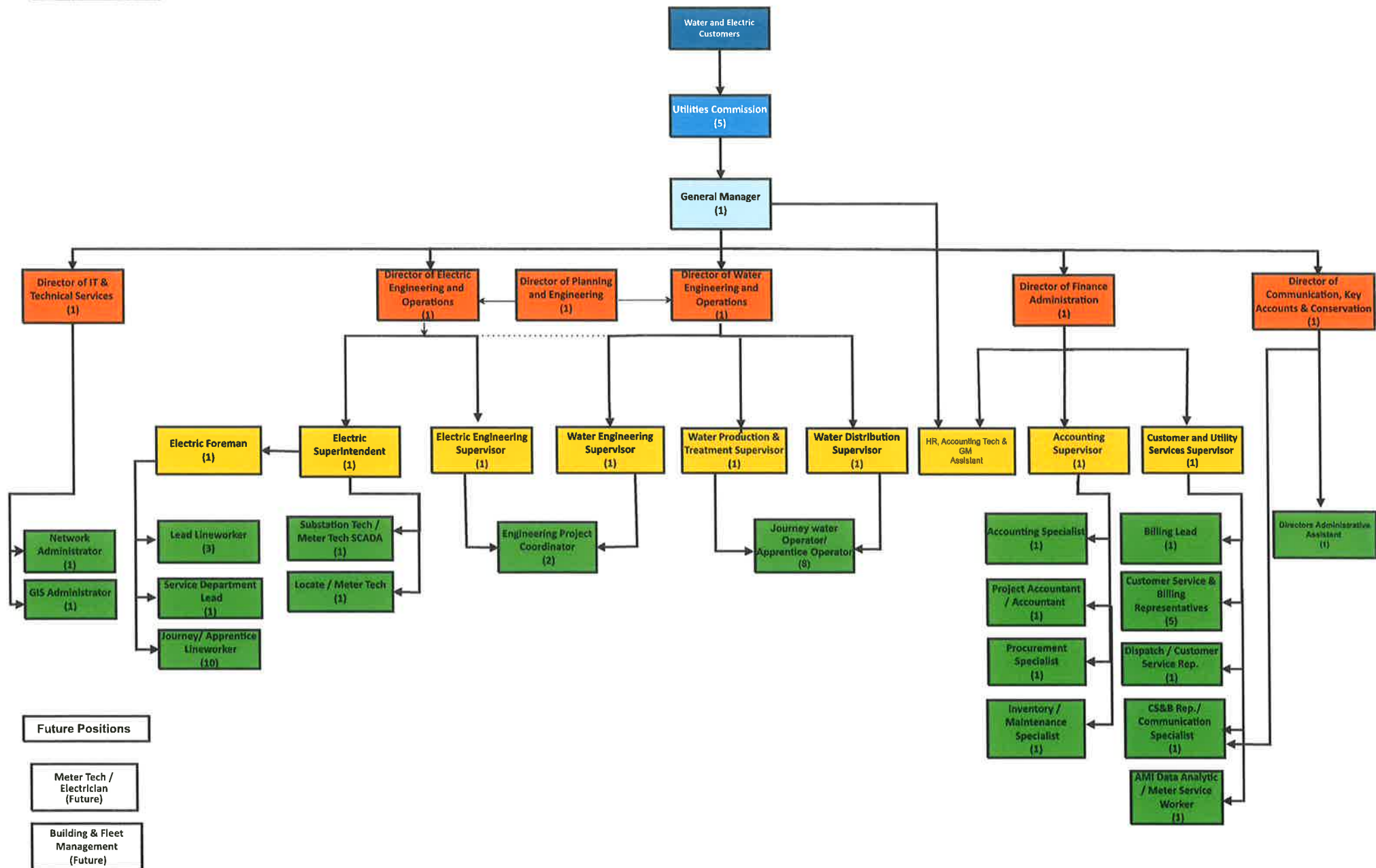
Financial Impact

This organizational change does not require the addition of staff or an increase in total FTEs. The restructuring consolidates existing supervisory responsibilities into a single position and is intended to improve organizational efficiency and customer service while utilizing existing personnel resources. As a result, SPU expects to achieve improved coordination and workflow efficiency without increasing ongoing personnel costs.

Recommendation

Staff recommends that the Commission approve the updated organizational chart reflecting the creation of the **Customer and Utility Services Supervisor** position through the consolidation of the Customer Service and Billing and Technical Services Supervisor positions.

This organizational update supports SPU's strategic goals of improving customer service, increasing operational efficiency, and enhancing collaboration across departments while maintaining fiscal responsibility.



RESOLUTION #2026-14

**RESOLUTION AMENDING RES #2024-33 AND ADJUSTING
THE AMOUNT OF THE TRUNK WATER CHARGE,
APPROVING OF ITS COLLECTION AND
AUTHORIZING WATER SERVICE TO CERTAIN PROPERTY
DESCRIBED AS:**

**PID 270570030
MARAS ADDITION, LOT 003, BLOCK 001**

WHEREAS, a request had been received in 2024 for City water service to be made available to certain property, and

WHEREAS, Resolution #2024-33 determining the amount adopted on December 2, 2024, and

WHEREAS, the Trunk Water Charge was not paid in 2024, and

WHEREAS, the collection of the Trunk Water Charge is one of the standard requirements before City water service is newly made available to an area, and

WHEREAS, the standard rate to be applied for the Trunk Water Charge has been set by separate Resolution,

NOW THEREFORE, BE IT RESOLVED, that the amount of the Trunk Water Charge determined in Resolution #2024-33 is adjusted to be \$12,564.51 based on 2.01 net acres, and that collection of the Trunk Water Charge is one of the requirements to be completed prior to City water service being made available to that certain property described as:

**PID 270570030
MARAS ADDITION LOT 003 BLOCK 001**

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 6th day of July, 2026.

Commission President: BJ Letourneau

ATTEST:

Commission Secretary: Greg Drent

DATE: June 30, 2026
TO: Greg Drent, General Manager 
FROM: Kelley Willemssen, Director of Finance & Administration 
SUBJECT: Proposed Update to Employee Handbook – Earned Sick and Safe Time (ESST) and Vacation Payout/H CSP Treatment

Background

Shakopee Public Utilities (SPU) currently provides an Earned Sick and Safe Time (ESST) and vacation payout for eligible employees upon separation from service, which is deposited into a Health Care Savings Plan (HCSP), subject to eligibility requirements outlined in the employee handbook.

As part of ongoing review of personnel policies and in consultation with plan administration requirements, SPU is proposing a clarification and update regarding the treatment of ESST and vacation payouts to the HCSP in the event of an employee's death.

Proposed Change

The proposed handbook revision clarifies that:

- In the event of an employee's death, any eligible ESST and vacation payout will no longer be deposited into the HCSP. Instead, it will be issued as taxable wages on the employee's final paycheck and remitted to the employee's estate or designated beneficiary, in accordance with applicable law.

This change is necessary due to the tax-advantaged structure of the HCSP. Under Internal Revenue Service (IRS) regulations, HCSP contributions are designed to allow tax-free transfers from an employer directly to an employee. There is no provision that permits tax-free funds to be transferred to a spouse, estate, or other non-employee recipient.

Upon an employee's death, the HCSP account can no longer be considered an active employee-owned account, and therefore the tax-free treatment is no longer applicable. As a result, ESST payouts in death cases must be processed as taxable wages through the employee's final payroll.

This change does not create a new benefit or alter the existing ESST and vacation payout formula. It only clarifies the method of payment in a specific circumstance to ensure compliance with federal tax rules.

The attached pages (67, 68, and 69) include the current employee handbook language as well as the proposed revisions reflecting the updated ESST and vacation payout treatment. These materials are provided to clearly illustrate the changes for Commission review and consideration.



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Recommendation:

Staff recommends Commission approval of the proposed handbook clarification regarding HCSP treatment and payment of ESST and vacation balances upon employee death.

SEPARATION

Termination/Resignation of Employment

If an employee elects to leave Shakopee Public Utilities, he/she should put their intent in writing and date it. Shakopee Public Utilities requires a two (2) week notice so they can begin the process to adequately fill the position.

Employees who have submitted their resignation may use no more than 40 hours of vacation leave between the date their resignation was submitted and the effective date of the resignation. Exceptions to this policy may be allowed for special circumstances, contingent upon approval by the General Manager.

~~Employees will be paid for any earned, but unused vacation hours (1/2 will go into HCSP and the other 1/2 will be paid out on the final check). Vacation payout is not PERA-eligible. Compensatory time will be paid in full on final check. All regular hours will be paid on final check.~~

Employees separating from employment due to termination or resignation will be paid for any earned but unused vacation leave. Vacation payout will be allocated as follows: one-half (1/2) will be deposited into the employee's Health Care Savings Plan (HCSP), and the remaining one-half (1/2) will be paid to the employee in the final paycheck. In the event of an employee's death, all eligible vacation payouts will be processed in full and issued through the employee's final paycheck.

No SPU employee shall be required to retire at any specific age.

In the event Shakopee Public Utilities terminates the employment of a qualified veteran, the appropriate due process will be provided in accordance with applicable state law.

Employees must return any and all Shakopee Public Utilities property and/or materials, information, etc. no later than their last day worked. (See Shakopee Public Utilities Property section)

Property

Upon termination of employment, employees will be required to account for and surrender all Shakopee Public Utilities property, SPU issued clothing, credit cards, building access cards/key fobs, iPad, computers or any other materials and equipment they have been issued. Failure to do so will result in Shakopee Public Utilities taking legal action to obtain the return of its property.

Continuation of Coverage (COBRA)

Federal and certain state laws provide some opportunities for employees to continue coverage in the group insurance plans under the Consolidated Omnibus Budget Reconciliation Act (COBRA), at their own expense, after they leave their employment with Shakopee Public Utilities. Employees who are eligible for insurance continuation will be provided specific information about availability and cost upon termination.

ESST Sick & Safe Leave Severance Payout

~~Shakopee Public Utilities appreciate employees, who through long-term service and dedication, contribute to making the SPU a successful and positive service provider. In recognition thereof, SPU acknowledges such long-term service by providing an ESST sick and safe leave payout formula (into your Health Care Savings Plan) listed below if the employee meets all the following conditions:~~

Shakopee Public Utilities (SPU) values employees whose long-term service and dedication contribute to its success as a reliable and positive service provider. In recognition of this commitment, SPU provides an Earned Sick and Safe Time (ESST) payout, deposited into a Health Care Savings Plan (HCSP), for eligible employees who meet the following conditions:

- Full-time or part-time benefit-eligible employee with SPU for 5 continuous years or more.
- Employee is separating employment in good standing, as determined by SPU in its sole discretion.
- The percentage of the severance pay-out shall be based on a maximum of 720 hours of accumulated ESST sick and safe leave calculated on the basis of the employee's current annual base pay.

Payment Method and Timing

- ~~The severance payment will be deposited in the employee's HCSP account not later than the first regularly scheduled payday following the employee's final day of employment.~~

For employees separating from employment who meet the eligibility conditions above, the ESST payout will be deposited into the employee's HCSP account no later than the first regularly scheduled payday following the employee's final day of employment.

Payment Upon Death

In the event of an employee's death, any eligible ESST and vacation payout will be issued through the employee's final paycheck.

This distinction is required due to the tax-advantaged structure of the HCSP. Under applicable Internal Revenue Service (IRS) regulations, HCSP contributions allow tax-free funds to be transferred directly from an employer to an employee. There is no provision permitting these tax-free funds to be transferred to an employee's spouse, estate, or other beneficiary. Upon the employee's death, the account is no longer considered to belong to the employee, and the tax-free treatment cannot be preserved. Accordingly, any eligible ESST payout must be issued as taxable wages rather than deposited into the HCSP.

Completion of Continuous Service With SPU

Severance Payout formula as % of accumulated sick and safe leave

0-4 years
5-14 year

0%
45%

15 years	55%
16 years	57%
17 years	59%
18 years	61%
19 years	63%
20 years	65%
21 years	67%
22 years	69%
23 years	71%
24 years	73%
25 years	75%
30 years	100%

Anniversary date of full-time employment or part-time benefit-eligible date is used to compute years of service with SPU.

Compensatory Time

An employee who is separated for any reason shall be paid for any accumulated compensatory time on their final check.

Vacation Time Payout

An employee who is separated for any reason shall be paid for any accumulated vacation leave.

~~Upon the separation from employment 50% of all earned unused vacation will be paid on their final check and 50% will be deposited into their Health Care Savings Plan account, except for those employees who fail to provide the required notice of intent to resign as set forth in the section entitled "Termination of Employment" and those employees who are involuntarily terminated for reasons other than job elimination or staff reduction will not receive this benefit. Vacation payout is not PERA eligible.~~

Upon separation from employment due to resignation or termination, employees will receive payment for 50% of all earned but unused vacation hours on their final paycheck, with the remaining 50% deposited into the employee's Health Care Savings Plan (HCSP) account.

In the event of an employee's death, all earned but unused vacation hours will be paid through the employee's final paycheck and remitted to the employee's estate or designated beneficiary in accordance with applicable laws.

Employees who fail to provide the required notice of resignation, as outlined in the "Termination of Employment" section, are not eligible for this benefit. Additionally, employees who are involuntarily terminated for reasons other than job elimination or staff reduction are not eligible for this benefit.

**SHAKOPEE PUBLIC UTILITIES
MEMORANDUM**

TO: Greg Drent, General Manager 

FROM: Ryan Halverson P.E., Director of Water Engineering and Operations 

SUBJECT: Temporary Construction Easement and Shared Driveway Trail Agreement

DATE: July 6, 2026

ISSUE

Summergeate Companies LLC., a residential developer of the property immediately north and adjacent to the SPU Tank 8 and Pump House 23 site, is requesting the Shakopee Utilities Commission consider an agreement for Summergeate to construct a shared bituminous trail and driveway and reimbursement for engineering design services related to site exploration for well 24, in exchange for SPU granting both a temporary and permanent trail easement for construction and use of the shared driveway and trail.

BACKGROUND

As part of the review and approval process for Summergeate's Bluff View 2nd Addition development, the City of Shakopee required a bituminous trail extending along the south side of the development connecting from Zumbro Avenue to LaTour Drive. The proposed trail route runs immediately parallel to the SPU Tank 8 and Pump House 23 site. The City and Summergeate approached SPU staff to see if a mutually beneficial shared driveway and trail could be accommodated on the SPU site. SPU staff and Summergeate have worked to develop a construction plan for the shared driveway and trail, develop a permanent trail easement exhibit and negotiate costs associated with construction and oversizing of the trail to meet the driveway width and structural pavement standards needed for a driveway versus trail.

Additionally, during the planning phase of the Bluff View 2nd Addition, a site was identified by SPU staff as a potential site for a future well. Staff requested the developers' engineer to provide engineering services to modify lots in the preliminary plat to see if a future well could be accommodated within the development. SPU needs to provide reimbursement to the developer who paid for these engineering design services.

Summergeate is currently performing site grading and starting utility construction for phase 2 of the development and will soon need a temporary construction easement to begin grading and construction of the shared driveway and trail.

DISCUSSION

Summergate is required to construct a trail to City standards as part of the developers agreement with the City. The City requires an 8-foot wide, 3-inch thick bituminous trail with 6-inches of class 5 aggregate base. SPU desires a 12-foot wide driveway with 4-inch thick bituminous pavement and 2-foot gravel shoulders to accommodate larger chemical delivery and maintenance vehicles. SPU has already constructed a wide driveway with aggregate base that can be utilized for construction of the shared driveway/trail. The value of the aggregate has been included in the shared driveway oversizing costs.

Additional signage will need to be installed at the east entrance to deter unauthorized vehicle from travelling up the long driveway. Private property or No Trespassing signs will be needed near Pump House 23 to deter people from cutting through the site.

Oversizing Cost from 8-foot to 12-foot and extra depth	\$14,430
<u>Engineering Services for well siting and raw watermains</u>	<u>\$ 7,800</u>
Subtotal SPU Costs	\$22,230

<u>Approximate value of trail easement (0.46 acres)</u>	<u>\$22,500</u>
Subtotal Developer Costs	\$22,500

SPU reviewed the costs associated with oversizing the trail, which are from the developers' construction contract. Staff determined the estimated value of the trail easement from recent land transactions and land values near the site. The proposed value of the permanent trail easement compensates for approximately 40-50% of the fee value of the land.

A permanent trail easement needs to be granted for use of the shared trailway. The easement will be granted to the City of Shakopee versus the developer. A trail easement depiction and legal description has been attached to this memo, which shows the proposed 20-foot wide trail easement along the trail corridor located on the SPU site.

Additionally, staff will be working City staff to develop a maintenance agreement between SPU and the City to identify the rights and responsibilities of both parties for access, notification, maintenance, and future reconstruction of the shared driveway and trail. Staff will bring this maintenance agreement back to the Commission for consideration.



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REQUESTED ACTION

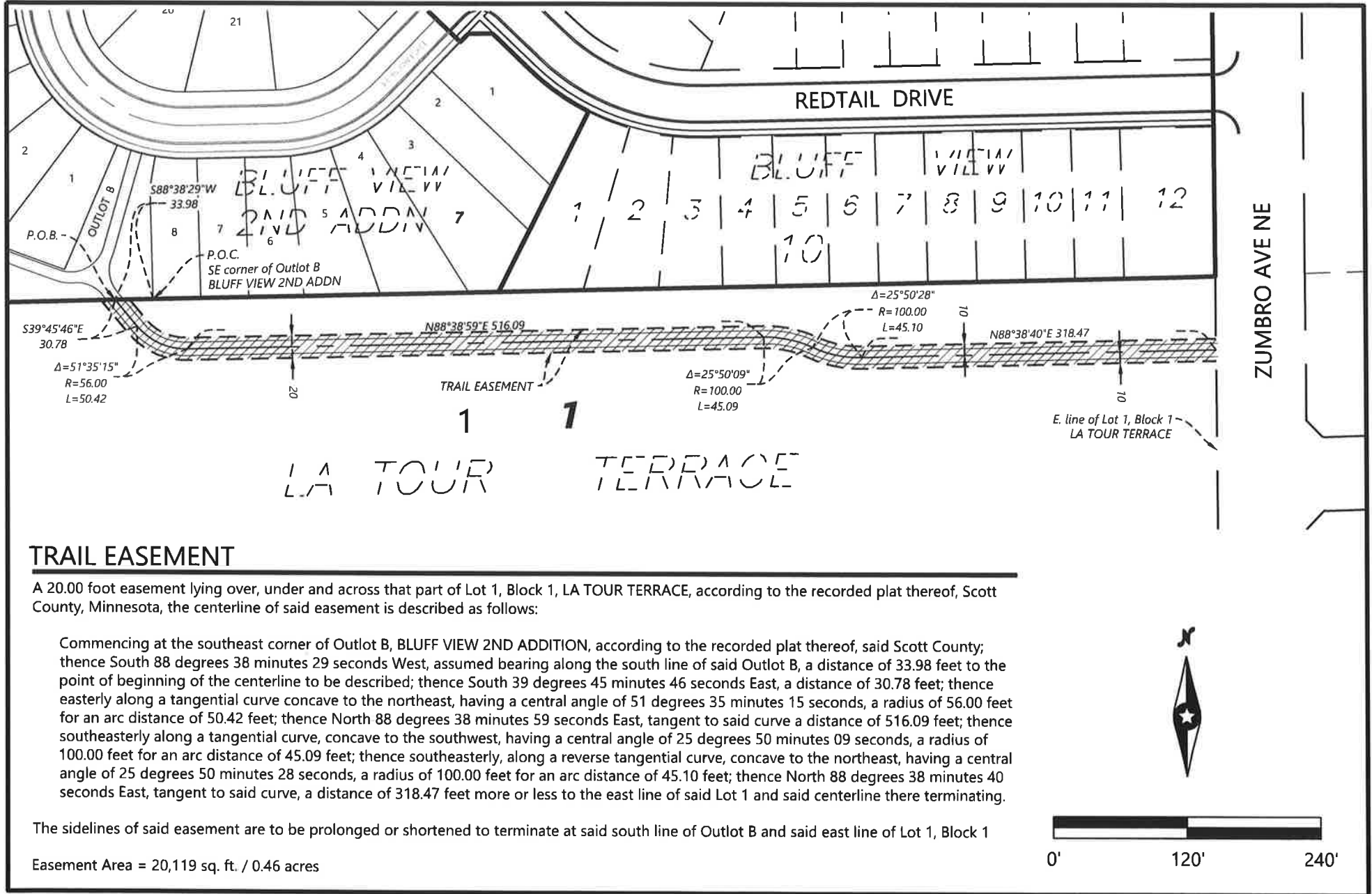
Staff recommends the Commission authorize the General Manager to execute a temporary construction easement allowing grading and construction of the shared driveway/trail.

Staff also recommends the Commission authorize the General Manager to execute an agreement with Summergate Companies LLC exchanging the construction of the oversized shared driveway/trail and reimbursement of engineering services for a permanent trail easement granted to the City of Shakopee, with no additional cash exchange.

Thank you for your consideration,

A handwritten signature in black ink, appearing to read "Ryan Halverson", written in a cursive style.

Ryan Halverson



DESIGNED: _____
 CHECKED: EJ
 DRAWN: SRM
 FIELD CREW: _____
 FIELD WORK DATE: _____

BLUFF VIEW 2ND ADDITION
 SHAKOPEE, MINNESOTA

Westwood

Phone (952) 937-5150 12701 Whitewater Drive, Suite #300
 Fax (952) 937-5822 Minnetonka, MN 55343
 Toll Free (888) 937-5150 Westwoodps.com

Westwood Professional Services, Inc.
 TRP'S ENGINEERING FIRM REGISTRATION NO. 11756
 TRP'S SURVEYING FIRM REGISTRATION NO. 10074891

TRAIL EASEMENT

SHEET NUMBER:

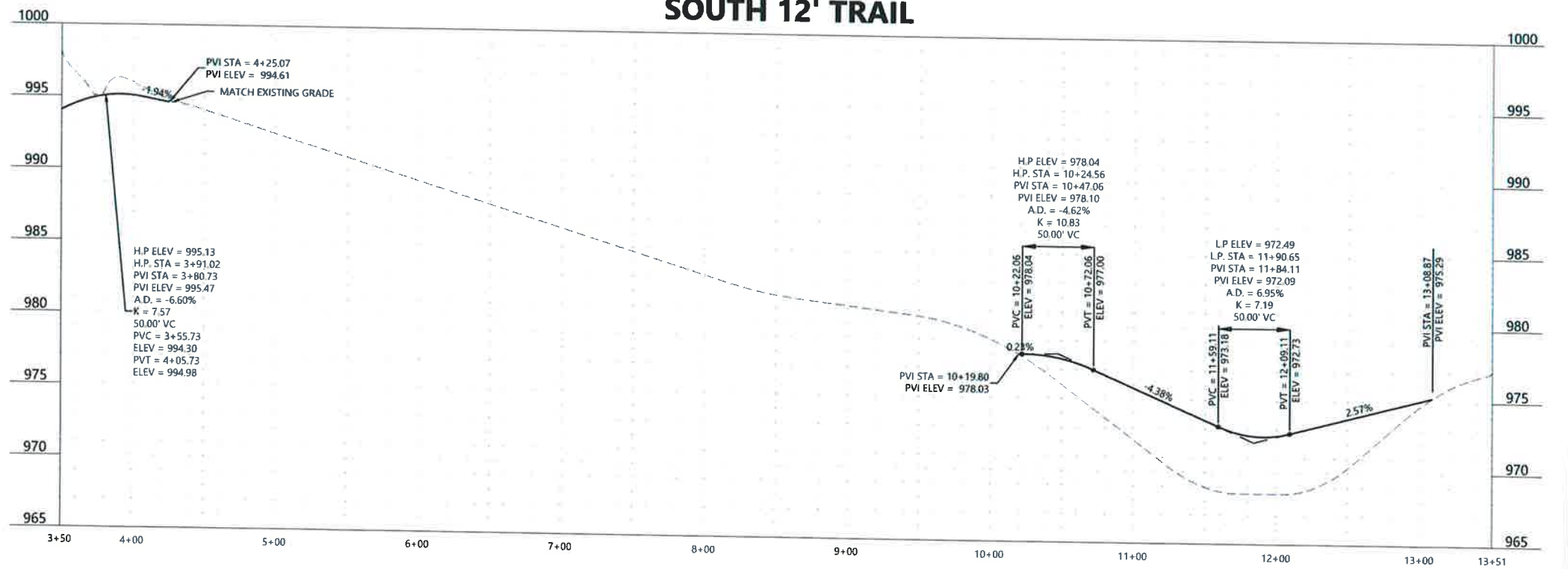
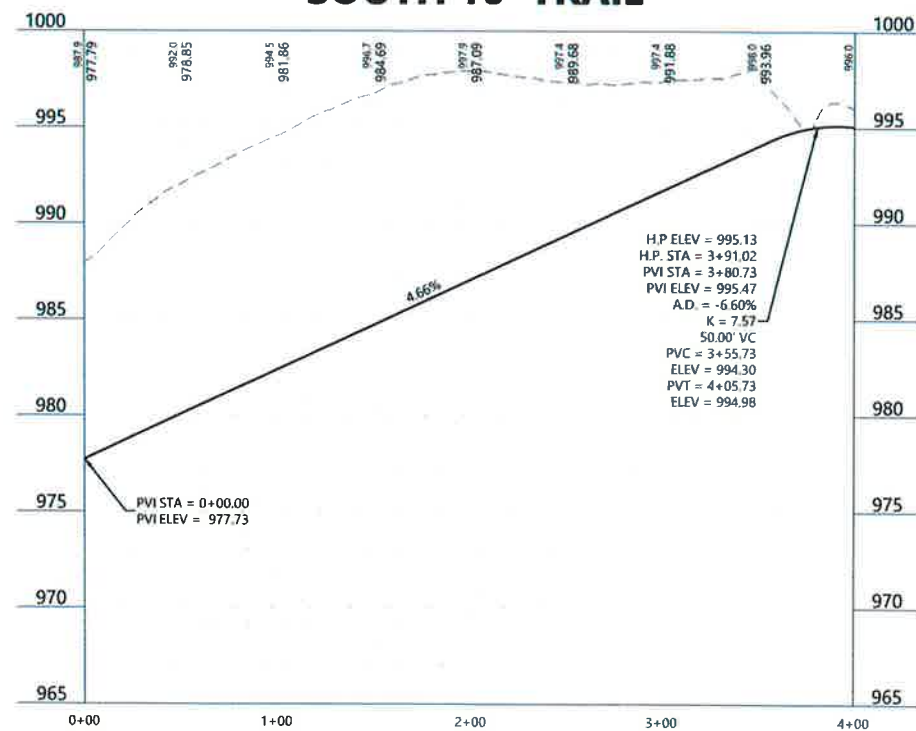
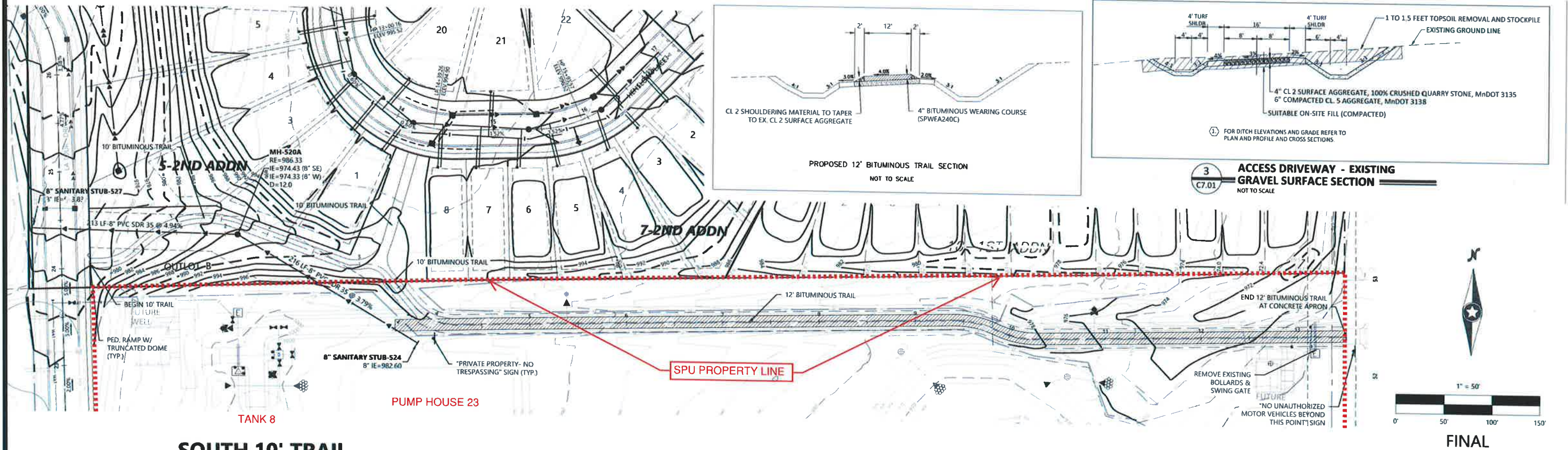
1 OF 1

PROJECT NUMBER: 0057465.02

DATE: 03/18/2026

N:\0057465.02\06 CAD\DWG\SURVEY\0057465.02S-ES05.DWG

BLUFF VIEW 2ND ADDITION



DESIGNED: CLJ
CHECKED: RMB
DRAWN: CEL/EJK
HORIZONTAL SCALE: 50'
VERTICAL SCALE: 10' OR 5'

INITIAL ISSUE	11/03/25
REVISIONS:	
12/09/25	SPUC REVISION
02/17/26	STREET & UTILITIES - CITY COMMENTS
03/06/26	CITY/SPUC COMMENTS REVISION
03/31/26	REVISED FOR CITY COMMENTS
04/02/26	CITY/SPUC COMMENTS REVISION

PREPARED FOR:

SUMMERGATE COMPANIES LLC17305 CEDAR AVENUE, SUITE 200
LAKEVILLE, MINNESOTA, 55044I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME
OR UNDER MY DIRECT SUPERVISION AND THAT I AM A
DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS
OF THE STATE OF MINNESOTARYAN M. BLUHM
DATE: 04/22/26 LICENSE NO. 41257**BLUFF VIEW 2ND ADDITION**

SHAKOPEE, MINNESOTA

WestwoodPhone (862) 937-6150 12701 Whitewater Drive, Suite #300
Fax (862) 937-6822 Minneapolis, MN 55343
Toll Free (888) 937-6160 westwoodps.com
Westwood Professional Services, Inc.**TRAIL PLAN**

SHEET NUMBER:

19

OF

54

PROJECT NUMBER: 0057465.02 DATE: 04/22/26

DATE: June 30, 2026
TO: Greg Drent, General Manager 
FROM: Kelley Willemssen, Director of Finance & Administration 
SUBJECT: Alignment of Meter Reading and Billing Cycles Under AMI

Background

Prior to the implementation of automated metering technology, SPU relied on manual meter reading to obtain customer usage data for billing. Because meter readers were required to physically read each meter across the service area, route scheduling and completion times varied. As a result, certain routes were read and billed more than 30 days after the actual consumption period.

With the deployment of AMI, SPU now has the capability to collect meter data remotely and consistently, significantly reducing delays associated with manual reading cycles.

Staff proposes to transition meter reading and billing cycles to AMI-based scheduling in a controlled and gradual manner over the next 17 months. This phased approach will incrementally adjust billing timing to align usage data more closely with actual consumption periods, minimizing abrupt changes to customer bills during the transition.

The phased implementation will ensure that additional days are added gradually to the billing over time, allowing customers to experience a smooth transition rather than a one-time adjustment to their billing period.

This change does not affect rates, billing policies, or customer account status. It is an operational improvement enabled by AMI technology designed to modernize and standardize billing processes. The transition also supports improved alignment with year-end accounting practices and accrual-based financial reporting. Under the previous manual meter reading process, variability in reading cycles created additional days in differences between when energy was consumed and when it was billed and recorded. This results in additional steps for estimation at year-end to properly accrue unbilled revenue and align usage with the appropriate accounting period. This transition tightens that timing gap by aligning consumption and billing more closely and consistently across all customers.

Attached is a map of the SPU service territory outlining the areas impacted by the proposed adjustment to the reading and billing cycle and the corresponding number of days of lag associated with the phased implementation under the AMI transition. This visual reference provides context for how the transition will be applied across the system and is intended to support discussion regarding the move to a standardized billing cycle.



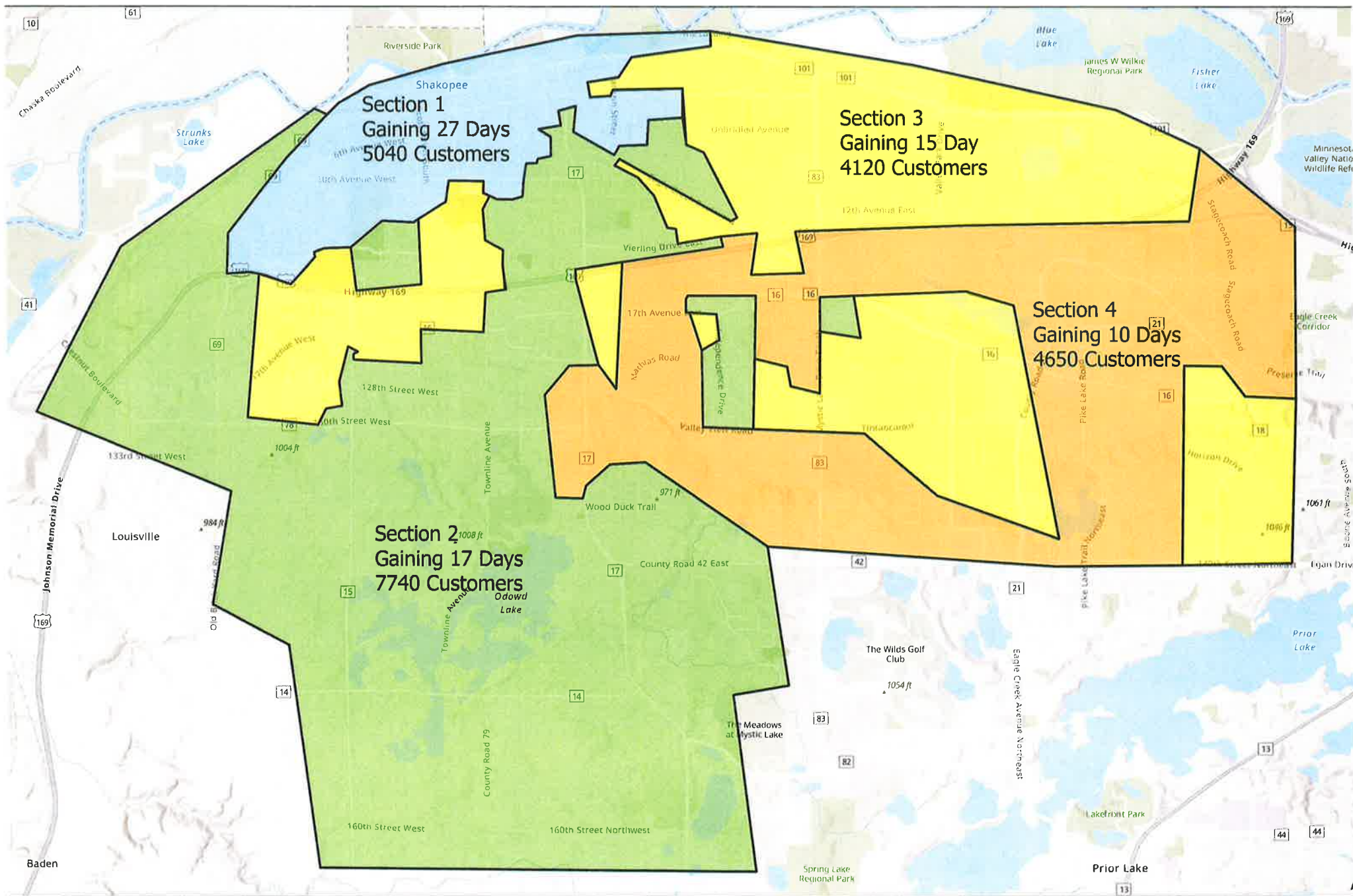
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This adjustment will:

- Eliminate extended lag times between consumption and billing associated with manual reading routes
- Standardize meter reading and billing timing across the entire system
- Transition all customers to a consistent approximate 37-day billing cycle (30 Days Usage)
- Implement changes gradually over a one-year period to minimize variability in customer bill impacts
- Improve the consistency and timeliness of customer usage data
- Strengthen the accuracy and timeliness of financial reporting through improved alignment of consumption and billing periods

Recommendation

Staff is seeking Commission acceptance of the proposed AMI-based alignment of meter reading and billing cycles, along with any direction the Commission may have regarding the implementation approach.



DATE: July 1, 2026
TO: Commissioners
FROM: Greg Drent, General Manager 
Subject: Community Garden Contract Extension

Recommendation

Staff recommends approval of a five-year extension of the Community Garden License Agreement, allowing the continued use of Shakopee Public Utilities property for the community garden.

Background

The community garden has been located on Shakopee Public Utilities property for several years and has become a valued community asset. The garden provides residents with the opportunity to grow fresh produce, encourages healthy lifestyles, promotes environmental stewardship, and strengthens community connections.

The current agreement is set to expire, and the County has requested a five-year extension to continue operating the community garden at its current location.

As part of SPU's ongoing support of this community initiative, Shakopee Public Utilities has donated the water used for irrigation of the community garden. This contribution has helped keep operating costs low while supporting a program that benefits many residents throughout the community.

Benefits of the Extension

The proposed extension will:

- Continue providing residents with access to community garden plots.
- Support community engagement and healthy living.
- Maintain an established and successful community partnership.
- Allow continued use of an existing site without additional infrastructure investment.
- Continue SPU's longstanding support through the donation of water for irrigation purposes.

Financial Impact



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There is minimal financial impact associated with extending the agreement. Shakopee Public Utilities will continue its practice of donating the water used for irrigation of the community garden as a community benefit. Staff does not anticipate any additional costs associated with the extension.

Recommendation

Staff recommends that the Commission approve the five-year extension of the Community Garden License Agreement. Extending the agreement will allow this successful community program to continue while reinforcing SPU's commitment to supporting initiatives that enhance the quality of life for our residents.

FIRST AMENDMENT TO AGREEMENT

This First Amendment to the License Agreement by and between the County of Scott, and the Shakopee Public Utilities Commission (SPUC) approved on April 27, 2021 effective April 5, 2021, is made and entered into by and between the County of Scott, hereinafter referred to as the "County," and the Shakopee Public Utilities Commission (SPUC), hereinafter referred to as "SPUC."

WITNESSETH THAT:

WHEREAS, SPUC has entered into an agreement with the County, effective April 29, 2021, for the provision of a Community Garden on the Provider's property; and

WHEREAS, SPCU has agreed to allow the use of the property another five years; and

WHEREAS, SPUC and the County find it to be to their mutual benefit to revise the terms of the aforementioned Agreement.

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree that the aforementioned Agreement is amended pursuant to Clause 12 of the Agreement as follows:

1. **Clause 1, Term. SHALL BE AMENDED AS FOLLOWS (deletions struck through, additions underlined):**

This Agreement shall commence on the Effective Date and shall remain in effect ~~for five (5) years thereafter (the "Term")~~, until April 30, 2031, or until all obligations set forth in this agreement have been satisfactorily fulfilled, whichever occurs first, unless it is terminated early as provided subject to the remaining provisions contained herein.

2. **Clause 8. a. Indemnification. SHALL BE AMENDED AS FOLLOWS (deletions struck through, additional underlined):**

SPUC shall not be responsible or liable for, and the County shall defend, indemnify, and hold harmless SPUC and any officers, officials, agents, and employees of SPUC, from any claim, demand, liability, judgment, award, fine, lien, loss, damage, expense, charge, or cost of any kind or character (including reasonable attorneys' fees and court costs) arising directly or indirectly from the County's use of the License Area, including, without limitation, claims arising from any injury or damage to the person or property of the County or any other person in or about the License Area. For purposes of determining total liability for damages pursuant to Minn. Stat. § 471.59, subd. 1a, the parties are considered a single governmental unit. This section shall survive expiration or termination of the Agreement.

3. **OTHER CONTRACT PROVISIONS**

All other terms and conditions of the Agreement not specifically amended here shall continue with full force and effect.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment to be duly executed intending to be bound thereby.

SCOTT COUNTY

**THE SHAKOPEE PUBLIC UTILITIES
COMMISSION**

BY: _____
Barb Dahl
Health and Human Services Director

BY: _____
B. J. Letourneau
Commission President

DATE: _____

DATE: _____

APPROVED AS TO FORM:

BY: _____
Jeanne Andersen
Assistant Scott County Attorney

BY: _____
Greg Drent
General Manager

DATE: _____

DATE: _____