



Fergus Falls, Minnesota

South Dakota P.U.C. Volume II  
Section 17.03 – Sheet No. 2  
**ELECTRIC RATE SCHEDULE**  
**Notice of Proposed Disconnection**

*Original*

(Continued)

**NOTICE ABOUT CREDIT CARD PAYMENTS:**

Credit card payments are now processed by Princeton eCom. A \$3.25 convenience fee collected by Princeton eCom applies for each transaction, with a payment limit of \$350 per transaction.

To pay by credit card call 800-729-7427 or go online: [www.otpco.com](http://www.otpco.com). Your OTP account number and access code are required. (Find on the front side of this notice.)

Cards accepted: VISA MasterCard Discover

**PLEASE DO NOT WRITE CREDIT CARD INFORMATION ON THIS NOTICE/PAYMENT STUB**



Fergus Falls, Minnesota

Original

**CUSTOMER DEPOSIT REFUND RECORD**

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CIS615*      C U S T O M E R   D E P O S I T   R E F U N D   R E C O R D
NAME          ACCT NO
TOWN         ADDRESS
CREDIT RATING CREDIT HISTORY
DEP NO      DATE      DEP AMT          DEP NO      DATE      DEP AMT
MAILING ADDRESS
TURN ON DATE
TURN OFF DATE
FINAL BILL
LESS DEPOSITS
LESS INTEREST
BALANCE
-----

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Fergus Falls, Minnesota

Original

Customer Deposit Receipt

PRESERVE THIS RECEIPT. ITS SURRENDER WILL AID YOU IN OBTAINING A REFUND  
THIS RECEIPT IS NOT TRANSFERABLE

Town \_\_\_\_\_ Date \_\_\_\_\_ 19\_\_\_\_\_

Received of \_\_\_\_\_ Dollars (\$\_\_\_\_\_)

As a deposit to secure payment of amounts due the company, this deposit shall earn interest in accordance with applicable laws and regulations per annum until service is discontinued or disconnected for non-payment of bills due to the company, but not thereafter, and will be repaid with interest to the depositor when the service is discontinued or disconnected for non-payment of bills due the company provided all obligations of the depositor to the company have been discharged; or will be applied to the liquidation of the account.

This Receipt is not Transferable

Service Address \_\_\_\_\_ Otter Tail Power Company

Account No. \_\_\_\_\_ By \_\_\_\_\_

White - Original - Customer copy  
Yellow - Office Copy  
Pink - Remains in Book  
PRESS FIRMLY WHEN WRITING—THREE COPIES



OTP Form 722 - 10/96

SOUTH DAKOTA PUBLIC  
UTILITIES COMMISSION  
Filed on: October 31, 2008  
Approved: \_\_\_\_\_  
Docket No. EL08-\_\_\_\_\_

Bernadeen Brutlag  
Manager, Regulatory Services

EFFECTIVE with bills  
rendered on and after  
November 30, 2008,  
in South Dakota



Fergus Falls, Minnesota

*Original*

**EVEN MONTHLY PAYMENT BROCHURE**

**Even Monthly  
Payment**

**Simplifies budgeting  
all year long**

SOUTH DAKOTA PUBLIC  
UTILITIES COMMISSION  
Filed on: October 31, 2008  
Approved: \_\_\_\_\_  
Docket No. EL08-\_\_\_\_\_

Bernadeen Brutlag  
Manager, Regulatory Services

**EFFECTIVE** with bills  
rendered on and after  
November 30, 2008,  
in South Dakota



Fergus Falls, Minnesota

Original



## Even Monthly Payment

Even billing regardless of the season

Our Even Monthly Payment plan makes it easier for you to budget by averaging your electric bills for the past 12 months to project your monthly payments for the next year. So, whether it's the biting cold of January or the searing heat of August, you'll pay the same amount each month.

EMP doesn't change the amount of electricity you use or the rate you pay. It helps you manage your personal budget by setting in advance how much your electricity will cost each month.

If you accrue a credit balance, Otter Tail Power Company pays interest monthly on your average daily credit balance. We'll review your account quarterly and adjust your EMP amount if your electric use changes significantly during the year.

EMP is available to customers at no charge and if EMP doesn't work for you, you can return to conventional billing at any time.



### Sign up for EMP

Complete and return this enrollment form to your local customer service center.

*(Please print your name, address, and account number as it appears on your electric service statement.)*

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_

Account number —

Home phone \_\_\_\_\_

Day phone \_\_\_\_\_

Email \_\_\_\_\_

Yes, I'd like to try Even Monthly Payment. I understand that I can return to conventional billing at any time if EMP doesn't work for me.

Signature \_\_\_\_\_

Please indicate if you would like to know more about other payment options.

Send me information about Ready Check.

Send me information about ePay.

Or call 800-257-4044.



**Electronic payment makes  
paying your bill more convenient**

For more information about  
EMP, Ready Check, or ePay,  
visit us at [www.otpco.com](http://www.otpco.com)  
or call **800-257-4044**.

**Ready Check—Hassle-free automatic payments.** Authorize your bank to pay your electric service statement automatically from your checking account. You'll have no checks to write, no envelopes to stamp and mail, and no late or missed payments. And you pick the payment date that best fits your budget.

**ePay—Manage your electric account online.** If you prefer to pay your bills electronically, enroll in ePay. Review your statements online, set up automatic payments, or schedule payments each month through our web site or by phone using this bill management program.



PO Box 496  
Fergus Falls, MN 56538-0496  
[www.otpco.com](http://www.otpco.com)

11/06



Fergus Falls, Minnesota

Original

### READY CHECK BROCHURE



#### Make budgeting easier with Even Monthly Payment

To make budgeting even easier, you can sign up for **Even Monthly Payment** at the same time you enroll in Ready Check by marking the box on the attached enrollment form. With EMP we average your electric service payments for the past 12 months to determine the amount you'll pay each month for the next year.

EMP doesn't change the amount of electricity you use or the rate you pay. It simply spreads your payments evenly over a 12-month period. We'll review your account every four months and adjust your monthly EMP amount if your electric use changes significantly during the year.

As with Ready Check, you can cancel your enrollment in EMP at anytime.

#### Feel at home on the Internet?

If you prefer to pay your bills online, enroll in ePay, our free electronic bill-management service. Review your monthly statements online, set up automatic payments, or pay through our web site or by phone. To enroll, visit us online at [www.otpc.com](http://www.otpc.com).

For more information about Ready Check, EMP, or ePay, visit us at [www.otpc.com](http://www.otpc.com) or call 800-257-4044.

  
PO Box 496  
Fergus Falls, MN 56538-0496  
[www.otpc.com](http://www.otpc.com)

6/08

## Ready Check



**ON**  
for you

**Hassle-free  
automatic payments**

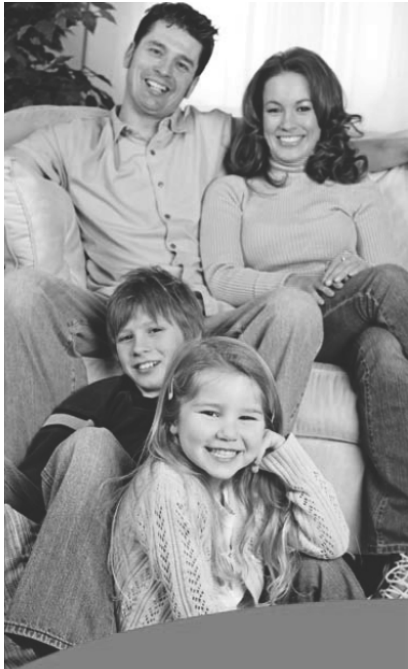




Fergus Falls, Minnesota

Original

(Continued)



Ready Check  
gives you  
one less thing  
to take care of.

**Ready Check**

Pay for your electric service through Ready Check, our convenient automatic payment program. You'll have one less thing to take care of when you authorize your bank to pay your monthly electric bill automatically.

With Ready Check you can:

- Avoid late or missed payments.
- Write fewer checks.
- Save postage.
- Eliminate office visits.
- Combine with Even Monthly Payment and know in advance your bill amount.

**Pick your payment date**

With Ready Check you can choose the payment date that best fits your budget as long as payment is within 25 days of your billing date. Your bank will deduct the amount of your bill from your checking account on the date you choose or on the following business day if your payment date falls on a weekend or a holiday.



You'll continue to receive a monthly electric service statement so you'll have a record of the amount your bank deducts from your account.

If Ready Check doesn't work for you, cancel the program at any time by providing written notice to Otter Tail Power Company.

**Enrolling in Ready Check is easy**

1. Complete this form (please print).
2. Attach a voided check to this form.
3. Return to Otter Tail Power Company  
PO Box 6000  
Wahpeton, ND 58074-6000.

*I authorize my bank to draw against my bank account to pay my monthly electric service bills from Otter Tail Power Company.*

*I would like to make payments on the \_\_\_\_\_ day of each month (must be within 25 days of your billing date.)*

**Bank information**

Name on account \_\_\_\_\_

Checking account number \_\_\_\_\_

Bank name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ ZIP \_\_\_\_\_

**Signature as shown on bank records**

Please enroll me in the Even Monthly Payment plan at the same time.  
(See reverse side for more information.)

Home phone \_\_\_\_\_

Daytime phone \_\_\_\_\_

Email \_\_\_\_\_

Your Otter Tail Power Company account number:  
  -





Fergus Falls, Minnesota

South Dakota P.U.C. Volume I  
Section No. 3 - Sheet No. 1  
**ELECTRIC RATE SCHEDULE**  
**Retired Employee Rate - CANCELLED**

Second Revision (R-95S - No. 15)

**\*\*\*CANCELLED\*\*\***

**RETIRED EMPLOYEE RATE (Closed)**

Rate Zones 1, 2 & 9                      Code 195

**APPLICATION OF SCHEDULE:** This schedule is applicable for service to employees of employees of Otter Tail Power Company, who retired prior to November 1, 1961, at their regular personal residences and lake cottages only. This schedule is applicable for service through one meter for lighting, incidental uses of appliances for heating, cooking, refrigeration and incidental domestic power, provided that no motor with a rated capacity in excess of 3 hp shall be served on this rate.

**RATE:**            First 50 kwh used per month - 3.63¢ per kwh  
                     Next 150 kwh used per month - 3.13¢ per kwh  
                     Excess kwh used per month - 2.13¢ per kwh

**MONTHLY MINIMUM CHARGE:**    \$1.50

Rate Zones 1, 2 & 9                      Code 295

**TOTAL ELECTRIC HOME:** If electricity is the sole means for heating the residence for cooking, for heating water, for refrigeration and for air conditioning, the above rate shall be modified as follows:

                     First            500 kwh used per month billed at above rate  
                     Excess over 500 kwh used per month - 1.88¢ per kwh

**MONTHLY MINIMUM CHARGE:**    \$7.50

**PAYMENTS:** Bills are due when rendered. Bills become delinquent after 10 days from date of bill and customer will be subject to disconnection for nonpayment. A reconnection charge of \$1.00 will be made where the customer is disconnected for nonpayment of his bill. Final bills shall be due when rendered.

A delayed payment penalty of ten percent (10%) will be added to all bills not paid on or before ten days from the date of the bill.

**FUEL AND PURCHASED POWER ADJUSTMENT:** The energy charges under this schedule shall be subject to adjustment monthly based upon the preceding 12-month weighted average cost of fuel and the energy charge for purchased power. The monthly adjustment shall be the sum of the following reduced by the percentage which the preceding 12-month net generation from the Company's hydro-electric plants bears to the Company's total electric supply and rounded to the nearest 0.01¢ per kilowatthour.



Fergus Falls, Minnesota

South Dakota P.U.C. Volume I  
Section No. 3 – Sheet No. 2  
**ELECTRIC RATE SCHEDULE**  
**Retired Employee Rate - CANCELLED**

Second Revision (R-95S – No. 15)

(Continued)

**RETIRED EMPLOYEE RATE (Continued)**

**FUEL AND PURCHASED POWER ADJUSTMENT (Continued)**

(a) There shall be an increase or decrease of .015¢ (fifteen-thousandths of a cent) per kwh for each cent or fraction thereof by which the preceding 12-month average cost of fuel delivered f.o.b. the Company's steam plants is above or below 40¢ per million Btu; the resulting adjustment factor to be multiplied by the ratio that the Company's total net generation bears to the total electric supply.

(b) There shall be an increase or decrease per kwh by which the preceding 12-month average cost of the energy charge only for purchased power, adjusted for 12% average system losses on retail sales, is above or below .54643¢ per kwh; the resulting adjustment factor to be multiplied by the ratio that purchased power bears to the total electric supply.

**CONTRACT PERIOD:** Service can be discontinued for a period of 30 days or more at any time upon 10 days' written notice being given by the customer to the Company.

**REGULATIONS:** For regulations governing use under this schedule apply to Company.

**ADJUSTMENT FOR MUNICIPAL PAYMENTS:** Bills under this rate schedule may be subject to adjustment for certain payments to municipalities as provided in the General Rules and Regulations.



Fergus Falls, Minnesota

**\*\*\*CANCELLED\*\*\*  
GENERAL SERVICE**

		With Direct Control
		<u>Water Heating</u>
Rate Zone 1	42-401	42-451
Rate Zone 9	42-409	42-459
 Rate Zone 1	 42-411 (Athletic Field-no demand)	

**APPLICATION OF SCHEDULE:** This schedule is applicable for 120/240-volt single and 240-volt three-phase (3 or 4-wire) electric service supplied through one meter. Three-phase service to customers located in rural areas will be supplied by contract in accordance with Otter Tail's regular policy. Service will be supplied at other available distribution voltages only upon approval by Otter Tail. This rate is not applicable for emergency, supplementary or standby service, nor for energy for resale, nor for municipal streetlighting.

All equipment to be served must be of such voltage and electrical characteristics that it can be served from the circuit provided for the main part of the load and the electricity used properly measured by the meter ordinarily installed on such a circuit. If the equipment to be served is such that this is impossible, the customer must provide any necessary transformers, auto transformers or other devices suitable for connection to the circuit provided by the Company.

Intermittent and highly fluctuating loads requiring a separate service line or separate transformer may be served through a separate meter, on this rate, with a separate billing.

**RATE:** Customer Charge Zone 1 - \$6.00 or Zone 9 - \$7.20 plus

Demand Charge \$2.15 per kw per month for all kw over 10 plus

First	1000 kwh used per month -	8.275¢ per kwh
Next	1000 kwh used per month -	7.141¢ per kwh
Excess	kwh used per month -	5.237¢ per kwh

All kwh in excess of 200 kwh per month per kw of billing demand - 4.268¢ per kwh

**DISCOUNT AVAILABLE:**

**PRIMARY METERING** -- Metering may be at primary voltage (available line voltage but not less than 2,400 volts) at the option of Otter Tail. In this event, a discount of 2% will be allowed to compensate customer for transformer losses, etc.

**PRIMARY SERVICE** -- 3% if transformers, associated equipment and necessary supporting structures, and other distributing facilities between the transformers and the load are supplied by the customer but metering is at secondary voltage.



Fergus Falls, Minnesota

(Continued)

**GENERAL SERVICE (Continued)**

**DISCOUNT AVAILABLE:** (Continued)

**PRIMARY METERING & PRIMARY SERVICE** -- 5% if service is metered at primary voltage and customer supplies transformers, associated equipment and necessary supporting structures, and distributing facilities.

**MONTHLY MINIMUM CHARGE:** The applicable customer charge plus 50% of the highest demand charge billing during previous 11 months.

**WATER HEATING CREDIT:** A \$3.00 credit per month shall be applied to all bills that have direct control water heating.

**DETERMINATION OF DEMAND:** The billing demand shall be the maximum demand in kw as measured by a maximum demand meter, for any period of 15 consecutive minutes during the month for which the bill is rendered, but in no event will it be considered less than 3 kw.

If a major part of the load is intermittent and highly fluctuating, and of such a nature that ordinary demand meters will not register the true amount of demand required by the load, the billing demand may be computed in accordance with the Company's rules and regulations; or may be the instantaneous maximum demand computed from the nameplate rating or from tests under maximum operating conditions, or may be considered to be the rated capacity in kva of the transformers needed to serve the load satisfactorily.

If it is impractical or impossible to measure the demand and the current used with one meter or metering equipment, the Company may, at its option, install separate meters and combine the readings of such meters before applying the rate. If this is done, no allowance shall be made for diversity, but all demands and consumptions shall be added together to determine the totals on which billing will be made.

Because of the expense involved in reading and resetting demand meters in a rural area, a demand established by test during a normal period of use and this demand, if less than 10 kw, may be considered the billing demand, subject to recheck from time to time. Demands consistently exceeding 10 kw will normally be established by a demand meter read monthly.



Fergus Falls, Minnesota

(Continued)

**GENERAL SERVICE (Continued)**

**PAYMENT:** Bills will be due ten days after the billing date; net payment will be accepted through the 21st day. On the 22nd day after billing an account with an unpaid balance of \$5.00 or more (after allowance for any EMP credit) will be considered late and a late payment charge will apply. The late payment charge shall be 1.5% of the unpaid balance plus a collection charge of \$2.00, except that a customer with at least 12 successive payments of regular bills prior to the 22nd day after the billing date shall not be billed a late payment charge. Where a customer is disconnected for nonpayment of a bill, a reconnection charge will be made; the charge will be the Customer Connection Charge as provided for in Rate M-61S, or any amendments or superseding provisions applicable thereto, plus direct labor costs for reconnection outside of regular business hours.

A \$10.00 charge will be made subsequent to a customer's check being returned from the bank because of nonsufficient funds.

**FUEL ADJUSTMENT CLAUSE:** The energy charges under this schedule are subject to a Fuel Adjustment Clause as provided for in Rate M-60S, or any amendments or superseding provisions applicable thereto.

**REGULATIONS:** General Rules and Regulations govern use under this schedule.

**ADJUSTMENT FOR MUNICIPAL PAYMENTS:** Bills under this rate schedule may be subject to adjustment for certain payments to municipalities as provided in the General Rules and Regulations.



Fergus Falls, Minnesota

\*\*\*CANCELLED\*\*\*
GENERAL SERVICE
(Controlled Demand - Experimental)
Rate Zones 1 & 9

Table with 2 columns: Service Type (On-Peak, Off-Peak) and Rate (42-433, 42-434)

APPLICATION OF SCHEDULE: This schedule is limited to 40 general service customers. This schedule is applicable for 120/240-volt single and 240-volt three-phase (3 or 4-wire) electric service supplied through one meter.

RATE:

Facilities Charge: \$15.60

Demand:

Table with 3 columns: Period (Winter/Summer), On-Peak rate, and Off-Peak rate. Includes 'of' labels for the winter and summer rows.

Energy: All kWh used per month - 3.850¢ per kWh

BILLING DEMAND DETERMINATION: The on-peak winter demand will be based on the maximum 1 hour demand reading during the winter controlled period for the most recent 12 months.

CONTROL CRITERIA: Service will be delivered without control for a minimum of 10 hours during any 24-hour period. Controlled winter periods will typically occur during the day Monday through Saturday when temperatures are below zero.



Fergus Falls, Minnesota

(Continued)

**GENERAL SERVICE - CONTROLLED DEMAND (Continued)**

**PAYMENT:** Bills will be due ten days after the billing date; net payment will be accepted through the 21st day. On the 22nd day after billing an account with an unpaid balance of \$5.00 or more (after allowance for any EMP credit) will be considered late and a late payment charge will apply. The late payment charge shall be 1.5% of the unpaid balance plus a collection charge of \$2.00, except that a customer with at least 12 successive payments of regular bills prior to the 22nd day after the billing date shall not be billed a late payment charge. Where a customer is disconnected for nonpayment of a bill, a reconnection charge will be made; the charge will be the Customer Connection Charge as provided for in Rate M-61S, or any amendments or superseding provisions applicable thereto, plus direct labor costs for reconnection outside of regular business hours.

A \$10.00 charge will be made subsequent to a customer's check being returned from the bank because of nonsufficient funds.

**MONTHLY MINIMUM CHARGE:** \$15.60 plus the applicable on-peak and off-peak demand charge.

**FUEL ADJUSTMENT CLAUSE:** The energy charges under this schedule are subject to a Fuel Adjustment Clause as provided for in Rate M-60S, or any amendments or superseding provisions applicable thereto.

**CONTRACT PERIOD:** Not less than one year, unless otherwise authorized by Otter Tail Power Company.

**REGULATIONS:** General Rules and Regulations govern use under this schedule.

**ADJUSTMENT FOR MUNICIPAL PAYMENTS:** Bills under this rate schedule may be subject to adjustment for certain payments to municipalities as provided in the General Rules and Regulations.

As a requirement before this rate will be applied, authorized employees of the Company shall be allowed full access to the plans and specifications for the building and allowed full opportunity to inspect the building and the heating and control installation.

The Company may require that a control system capable of automatically limiting the demand of water heaters and space heaters be installed. The control system shall be of a design acceptable to the Company or one which is compatible with Otter Tail's radio control system.



Fergus Falls, Minnesota

\*\*\*CANCELLED\*\*\*

**RIDER APPLICABLE TO GENERAL SERVICE RATE (CLOSED)**

	<u>Option 1</u>	<u>Option 2</u>
Rate Zone 1	421	441
Rate Zone 9	429	449

**APPLICATION OF SCHEDULE:** This RIDER is applicable by signed agreement (as provided below) for 120/240-volt single and 240-volt, three-phase (3 or 4-wire) service supplied through one meter to an educational, hospital, nursing home, rest home, home for the aged or correctional institution, provided electricity is used as the source of heat for all principal cooking and food serving operations as well as for lighting, power, refrigeration, etc.

**CHARACTER AND CONDITIONS OF SERVICE:** This rider is based on the normally noncoincident character of institutional cooking loads as compared with lighting and general service loads. On notice, the customer shall curtail cooking loads during the months of December, January and February during the hours of 5:00 p.m. to 7:00 p.m.

All equipment to be served must be of such voltage and electrical characteristics that it can be served from the circuit provided by the Company at full efficiency and without adverse effect to the Company or to other customers. Electric cooking equipment shall be of resistance noninductive type.

**RATE:** The electric service shall be billed at the applicable General Service Rate referred to above, with credit allowed for use of electric cooking equipment (excluding food warmers) in active use in the kitchen, hot lunch program, and Home Economics Department or demonstration kitchen. The credit allowance shall only be for individual units rated at 5 kw and over such as steam cookers and kettles, broilers, fryers, griddles and other cook tops, convection ovens, and ranges of either domestic or commercial type.

**OPTION I:** A monthly credit allowance of \$3.00 for each 10 kw of cooking equipment to apply only during months of regularly scheduled instruction or food preparation. (Units of 10 kw to be rounded up to a full unit if half a unit or over and rounded down to a full unit if less than half.)

**OPTION 2:** 75% of the total connected load of qualifying cooking equipment shall be subtracted from the measured demand to determine the monthly billing demand except that the minimum billing demand shall not be less than 60% of the measured demand.

**ELECTRIC SERVICE AGREEMENT:** This rider shall be applicable only in the event that the Institution notifies the Company of its desire to have it applicable and thereafter enters into an Electric Service Agreement for a term of 10 years containing the provisions and in the form of Electric Service Agreement attached hereto and made a part of this rider.





Fergus Falls, Minnesota

**\*\*\*CANCELLED\*\*\***

**ELECTRIC CLIMATE CONTROL  
(Non-Residential General Service) (Closed)  
Rate Zones 1 & 9**

Rate E - not less than 10% of total 42-493  
Rate E - not less than 50% of total 42-494

**APPLICATION OF SCHEDULE:** This schedule shall be applicable to any non-residential customer requesting electric service for heating and general service in compliance with the requirements outlined as follows:

1. The customer shall have installed and in use an approved electric space heating installation which is the sole means for heating certain specific areas, complying with Otter Tail's specifications and requirements;
2. The customer may also have installed and in use an approved air conditioning (cooling) installation which is the sole means for cooling certain specific areas, complying with Otter Tail's specifications and requirements;
3. The customer may also have installed and in use an approved electric cooking or process heating installation which is the sole means for providing heat for this equipment. Electric water heaters may be included;
4. Electric heating equipment used pursuant to either No. 1 or No. 3 above shall be resistance noninductive type or heat pump (reverse refrigeration cycle) or combination of the two. Other types of heating equipment will be served at this rate only by special authorization.

**RATE:**

**CUSTOMER CHARGE** \$6.55 plus the minimum billing under E shall be the greater of 10% of the total kwh used during the month or 300 kwh (but not to exceed the total kwh used); except that if the space heating included in H shall be the source of heat for only a portion of the premises and shall be less than 30% of the total connected load, in that event the minimum billing under E shall be the greater of 50% of the total kwh used during the month or 300 kwh (but not to exceed the total kwh used). Except to comply with these qualifications, the rate will be applied as follows:

H. First 200 kwh used per month per installed kw of electric space heating equipment during the 8 heating months of January, February, March, April, May, October, November and December --Heating - 5.024¢ per kwh



Fergus Falls, Minnesota

(Continued)

**ELECTRIC CLIMATE CONTROL (Continued)**

**RATE:** (Continued)

A. C. First 200 kwh used per month for each 5,000 Btu per hour of electric air conditioning (cooling) during the 4 months of June, July, August and September --

Air Conditioning - 5.024¢ per kwh

Where the air conditioning systems cool only the same specific area heated by electricity, the Btu allowance will be based on the installed capacity of the air conditioning equipment.

Where the air conditioning systems cool more than the areas heated electrically, the Btu allowance shall be based on 2,000 Btu per hour for each kw of installed heating. There shall be no Btu allowance for cooling capacity in areas not heated electrically.

C. Next 30 kwh used per month per kw of installed electric cooking, process heating, food heating and water heating equipment --

Cooking - 5.024¢ per kwh

- E. Next 1000 kwh used per month - 10.524¢ per kwh
- Next 1000 kwh used per month - 9.177¢ per kwh
- Excess kwh used per month - 6.369¢ per kwh

All kwh included in E in excess of 200 kwh  
per kw of billing demand - 4.868¢ per kwh

**DISCOUNTS AVAILABLE:** Discounts for Primary Service or Primary Metering are available by mutual agreement in accordance with the rule attached.

**MONTHLY MINIMUM CHARGE:** Customer Charge \$6.55

**SERVICE SUPPLY, UTILIZATION EQUIPMENT:** This schedule is applicable for 120/240 volt single and 240 volt three-phase (3 or 4 wire) electric service supplied through one meter. Service will be supplied at other available distribution voltages only upon approval by Otter Tail. This rate is not applicable for emergency, supplementary or standby service, nor for energy for resale, nor for municipal streetlighting.



Fergus Falls, Minnesota

(Continued)

**ELECTRIC CLIMATE CONTROL (Continued)**

**SERVICE SUPPLY, UTILIZATION EQUIPMENT:** (Continued)

All equipment to be served must be of such voltage and electrical characteristics that it can be served from the circuit provided for the main part of the load and the electricity used properly measured by the meter ordinarily installed on such a circuit. If the equipment to be served is such that this is impossible, the customer must provide any necessary transformers, auto transformers or other devices suitable for connection to the circuit provided by the Company.

Intermittent and highly fluctuating loads requiring a separate service line or separate transformer may be served through a separate meter, on this rate, with a separate billing.

**DETERMINATION OF DEMAND:** The billing demand shall be the maximum demand in kw, as measured by a demand meter, for any period of fifteen consecutive minutes during the month for which the bill is rendered, but in no event shall it be considered less than 10 kw. Fractions of a kw will be dropped.

If a major part of the load is intermittent and highly fluctuating, and of such a nature that ordinary demand meters will not register the true amount of demand required by the load, the billing demand may be computed in accordance with the Company's rules and regulations; or may be the instantaneous maximum demand computed from the nameplate rating or from tests under maximum operating conditions, or may be considered to be the rated capacity in kva of the transformers needed to serve the load satisfactorily.

If it is impractical or impossible to measure the demand and the current used with one meter or metering equipment, the Company may, at its option, install separate meters and combine the readings of such meters before applying the rate. If this is done, no allowance shall be made for diversity, but all demands and consumptions shall be added together to determine the totals on which billing will be made.

**PAYMENT:** Bills will be due ten days after the billing date; net payment will be accepted through the 21st day. On the 22nd day after billing an account with an unpaid balance of \$5.00 or more (after allowance for any EMP credit) will be considered late and a late payment charge will apply. The late payment charge shall be 1.5% of the unpaid balance plus a collection charge of \$2.00, except that a customer with at least 12 successive payments of regular bills prior to the 22nd day after the billing date shall not be billed a late payment charge. Where a customer is disconnected for nonpayment of a bill, a reconnection charge will be made; the charge will be the Customer Connection Charge as provided for in Rate M-61S, or any amendments or superseding provisions applicable thereto, plus direct labor costs for reconnection outside of regular business hours.



(Continued)

**ELECTRIC CLIMATE CONTROL (Continued)**

**PAYMENT:** (Continued)

A \$10.00 charge will be made subsequent to a customer's check being returned from the bank because of nonsufficient funds.

**CONTRACT PERIOD:** Not less than one year, unless otherwise authorized by Otter Tail.

**FUEL ADJUSTMENT CLAUSE:** The energy charges under this schedule are subject to a Fuel Adjustment Clause as provided for in Rate M-60S, or any amendments or superseding provisions applicable thereto.

**REGULATIONS:** For regulations governing use under this schedule, apply to the Company.

**ADJUSTMENT FOR MUNICIPAL PAYMENTS:** Bills under this rate schedule may be subject to adjustment for certain payments to municipalities as provided in the General Rules and Regulations.

**DISCOUNTS AVAILABLE:**

**PRIMARY METERING** - Metering may be at primary voltage (available line voltage but not less than 2,400 volts) at the option of Otter Tail. In this event, a discount of 2% will be allowed to compensate customer for transformer losses, etc.

**PRIMARY SERVICE** - 3% if transformers, associated equipment and necessary supporting structures, and other distributing facilities between the transformers and the load are supplied by the customer but metering is at secondary voltage.

**PRIMARY METERING & PRIMARY SERVICE** - 5% if service is metered at primary voltage and customer supplies transformers, associated equipment and necessary supporting structures, and distributing facilities.

**SPECIAL REQUIREMENTS:**

1. The specifications for an Approved Electric Space Heating Installation are as follows:
  - a. The areas considered to be heated by the electric space heating equipment shall be partitioned off or otherwise separated from areas heated by other fuels in such manner that no significant portion of the heat requirement is provided from nonelectric sources.



(Continued)

**ELECTRIC CLIMATE CONTROL (Continued)**

**SPECIAL REQUIREMENTS: (Continued)**

- b. The Space Heating Equipment considered in the application of "H" shall not exceed by more than 15% the heat loss in kw of the premises heated thereby, as computed, or agreed to by Otter Tail.
  - c. In a building where a significant amount of the space heating is accomplished by heat derived from other electric equipment, not specifically considered to be space heating equipment, the installed kw of electric space heating equipment may be adjusted therefore or may be considered to be the heat loss of the building, as agreed to by Otter Tail.
  - d. The premises must be adequately insulated and equipped with storm windows, storm doors, weather stripping where required or with devices of equal efficiency to meet established standards of the Power Company to insure that the heat loss shall be kept at an economical minimum.
  - e. The space heating equipment shall be rated 240 volts (unless otherwise approved), of adequate size, properly located, so as to heat the premises to a comfortable temperature during normal winter weather experienced in this area, of a design acceptable to the Power Company, shall be permanently installed and shall be the sole source of space heating for the specific areas as designated.
  - f. All space heating electricity must be supplied through the general service meter serving the customer's electrically-heated premises.
  - g. Authorized employees of the Power Company shall be allowed full access to the plans and specifications for the building and allowed full opportunity to inspect the premises and the heating, cooling and control installation. The inspection of the installation by an authorized representative of the Power Company is necessary before application of this rate is permitted.
2. The specifications for an Approved Electric Air Conditioning Installation are as follows:
- a. Air conditioning equipment serving customer's premises and under his control must utilize electricity as the sole source of energy for the operation of such equipment.
  - b. Air conditioning equipment must be of refrigeration type utilizing compressors driven by electric motors.



(Continued)

**ELECTRIC CLIMATE CONTROL (Continued)**

**SPECIAL REQUIREMENTS:** (Continued)

3. The specifications for an Approved Electric Cooking Installation are as follows:
  - a. The electric cooking equipment may be either commercial or domestic type.
  - b. Major units of equipment must be permanently wired.
  - c. Electrically heated steam tables, radiant heaters or infrared lamps or other electrical devices used for similar purposes may be considered electric cooking equipment.
  - d. Equipment considered must be in active, regular use. Duplicate reserve equipment or equipment which is infrequently used will not be included.
4. Process Heating equipment may include:
  - a. Electrically heated melting pots for typecasting or similar machines.
  - b. Electrically heated equipment for heat treating of metal or metal parts, including induction heating equipment.
  - c. Electrically operated induction heating or dielectric heating equipment.
  - d. Other devices or new types of equipment may be authorized if through electric heating they perform similar work.
  - e. Equipment considered must be in active, regular use.
  - f. X-ray equipment, diathermy machines, etc., will not be included.



Fergus Falls, Minnesota

\*\*\*CANCELLED\*\*\*

**OFF-PEAK RIDER**  
**(Applicable to Large General Service Rate)**

Rate Zones 1 & 9

Primary Service	42-604
Secondary Service	42-605

**AVAILABLE:** To customers who make written application to the Company for operation on an off-peak basis.

**RATE:** Large General Service except for the following:

Billing Demand: Billed at the demand charge as specified in the rate. The billing demand shall be the greater of the maximum kw established during the "On- Peak" period for the month for which the bill is rendered;

or two-thirds of the maximum demand established during the hours from 6:00 a.m. to 8:00 a.m. and 10:00 p.m. to 12:00 midnight, Monday through Saturday of each week,

or one-half of the maximum demand established during the hours from 12:00 midnight to 6:00 a.m., Monday through Saturday of each week and from 12:01 a.m. to 12:00 midnight all day Sunday,

or not less than 75% of the highest billing demand established during the previous five months of the corresponding seasonal period.

If the billing period ends during the summer period from May 1 to October 31, the "previous five months" shall be those falling only within a summer period. If the billing period ends during the winter period from November 1 to April 30, the "previous five months" shall be those falling only within a winter period.

"On-Peak" hours: 8:00 a.m. to 10:00 p.m. Monday through Saturday of each week for both summer and winter periods.

"Off-Peak" hours and Demand: The "Off-Peak" hours shall be all those hours not falling within the hours specified as "On-Peak." Demands established during the off-peak period shall be billed only as provided for under the "Billing Demand" provision in this rider. All demands shall be adjusted for excess reactive demand as provided for in the basic rate schedule.



Fergus Falls, Minnesota

\*\*\*CANCELLED\*\*\*

**FIXED TIME OF DELIVERY SERVICE  
(100 kW or More)**

DESCRIPTION	RATE CODE
Fixed Time of Delivery Service (100 kW or More)	72-302

**APPLICATION OF SCHEDULE:** This schedule is applicable to any customer taking service at the secondary voltage level with thermal storage space heating (or other approved) loads and having permanently connected, installed loads of 100 kW or more that are suitable for service under the limitations of the terms stated herein.

**RATE:**

Facilities Charge: \$8.75 per month

Energy Charge: 2.50¢ per kWh

**CONTROL CRITERIA:** The customer will receive electric service from 11:00 p.m. until 7:00 a.m. each day. In all other hours, the customer's load will be controlled.

**ADJUSTMENTS:** Cost of Energy Adjustment will not apply. This rate will be adjusted based on competitive fuel prices, subject to Commission approval.

**MINIMUM MONTHLY CHARGE:** \$8.75 per month

**EQUIPMENT SUPPLIED:** Otter Tail will supply and maintain the necessary metering and control equipment. Wiring by the customer shall be such that the meter and associated controlling devices are separate and located adjacent to each other. For large controlled loads, the customer's controllable load interrupting device may, with Otter Tail's permission, be located inside the building adjacent to the customer's main disconnects.

**OTHER PROVISIONS:**

1. Otter Tail Power Company recommends that the installed capacity of electric space heating equipment be sufficient to heat the structure or specified area during normal winter weather to permit maximum utilization of the rate for the benefit of the customer.
2. If the installed capacity for electric space heating is insufficient to provide adequate





Fergus Falls, Minnesota

(Continued)

heating down to outdoor design temperature during normal winter months, the customer must incorporate his or her own outdoor thermostat in conjunction with Otter Tail's control equipment.

- 3. The Company reserves the right to control loads on this rate during emergencies.
- 4. The Company shall not be liable for loss or damage caused by normal interruption of service.

**CUSTOMER CONNECTION CHARGE:** Refer to Rate Schedule, Rate Designation M-61S.

**PAYMENT:** Bills will be due ten days after the billing date; net payment will be accepted through the 21st day. On the 22nd day after billing an account with an unpaid balance of \$5.00 or more (after allowance for any EMP credit) will be considered late and a late payment charge will apply. The late payment charge shall be 1.5% of the unpaid balance plus a collection charge of \$2.00, except that a customer with at least 12 successive payments of regular bills prior to the 22nd day after the billing date shall not be billed a late payment charge. Where a customer is disconnected for nonpayment of a bill, a reconnection charge will be made; the charge will be the Customer Connection Charge as provided for in Rate M-61S, or any amendments or superseding provisions applicable thereto, plus direct labor costs for reconnection outside of regular business hours.

A \$10.00 charge will be made subsequent to a customer's check being returned from the bank because of nonsufficient funds.

**CONTRACT PERIOD:** Not less than one year, unless otherwise authorized by Otter Tail Power Company.

**REGULATIONS:** General Rules and Regulations govern use under this schedule.

**ADJUSTMENT FOR MUNICIPAL PAYMENTS:** Bills under this rate schedule may be subject to adjustment for certain payments to municipalities as provided in the General Rules and Regulations.



Fergus Falls, Minnesota

\*\*\*CANCELLED\*\*\*

**FIXED TIME OF DELIVERY SERVICE  
(Primary Service)**

Code 42-303

**APPLICATION OF SCHEDULE:** This schedule is applicable to any customer taking service at the primary voltage level with thermal storage space heating (or other approved) loads and having permanently connected, installed loads that are suitable for service under the limitations of the terms stated herein.

**RATE:**

Facilities Charge: \$83.00 per month  
Energy Charge: 2.15¢ per kWh

**CONTROL CRITERIA:** The customer will receive electric service from 11:00 p.m. until 7:00 a.m. each day. In all other hours, the customer's load will be controlled.

**ADJUSTMENTS:** Cost of Energy Adjustment will not apply. This rate will be adjusted based on competitive fuel prices, subject to Commission approval.

**MINIMUM MONTHLY CHARGE:** \$83.00 per month

**EQUIPMENT SUPPLIED:** Otter Tail will supply and maintain the necessary metering and control equipment. Wiring by the customer shall be such that the meter and associated controlling devices are separate and located adjacent to each other. For large controlled loads, the customer's controllable load interrupting device may, with Otter Tail's permission, be located inside the building adjacent to the customer's main disconnects.

**OTHER PROVISIONS:**

1. Otter Tail Power Company recommends that the installed capacity of electric space heating equipment be sufficient to heat the structure or specified area during normal winter weather to permit maximum utilization of the rate for the benefit of the customer.
2. If the installed capacity for electric space heating is insufficient to provide adequate heating



Fergus Falls, Minnesota

(Continued)

**FIXED TIME OF DELIVERY SERVICE: (Continued)**

down to outdoor design temperature during normal winter months, the customer must incorporate his or her own outdoor thermostat in conjunction with Otter Tail's control equipment.

**OTHER PROVISIONS:** (Continued)

- 3. The Company reserves the right to control loads on this rate during emergencies.
- 4. The Company shall not be liable for loss or damage caused by normal interruption of service.

**CUSTOMER CONNECTION CHARGE:** Refer to Rate Schedule, Rate Designation M-61S.

**PAYMENT:** Bills will be due ten days after the billing date; net payment will be accepted through the 21st day. On the 22nd day after billing an account with an unpaid balance of \$5.00 or more (after allowance for any EMP credit) will be considered late and a late payment charge will apply. The late payment charge shall be 1.5% of the unpaid balance plus a collection charge of \$2.00, except that a customer with at least 12 successive payments of regular bills prior to the 22nd day after the billing date shall not be billed a late payment charge. Where a customer is disconnected for nonpayment of a bill, a reconnection charge will be made; the charge will be the Customer Connection Charge as provided for in Rate M-61S, or any amendments or superseding provisions applicable thereto, plus direct labor costs for reconnection outside of regular business hours.

A \$10.00 charge will be made subsequent to a customer's check being returned from the bank because of nonsufficient funds.

**CONTRACT PERIOD:** Not less than one year, unless otherwise authorized by Otter Tail Power Company.

**REGULATIONS:** General Rules and Regulations govern use under this schedule.

**ADJUSTMENT FOR MUNICIPAL PAYMENTS:** Bills under this rate schedule may be subject to adjustment for certain payments to municipalities as provided in the General Rules and Regulations.



Fergus Falls, Minnesota

Second Revision (M-56S – No. 51)

\*\*\*CANCELLED\*\*\*

**MUNICIPAL PUMPING SERVICE**  
(Closed)

Rate Zones 1 & 9      Codes 850 to 857

**APPLICATION OF SCHEDULE:** This rate is available under existing municipal contracts only. It shall be replaced by Rate M-54S as each contract expires or if the contract is renewed prior to the expiration date of the existing contract. It shall apply to electric service for motor driven pumps for use at water pumping and treating plants, sewage disposal and treating plants and sewage lift stations and all lighting and other electric requirements incidental to the operation of such plants and lift stations.

**RATE:** All energy used - 2¢ net per kwh  
except - 4¢ net per kwh for energy used  
between the hours of 8:00 a.m. to 12:30 p.m. and  
4:30 p.m. to 9:00 p.m.

**MONTHLY MINIMUM CHARGE:** 1 hp to 20 hp - 60¢ per hp per month  
Over 20 hp - 30¢ per hp per month

**PAYMENT:** Bills are due when rendered.

**REGULATIONS:** General Rules and Regulations govern use under this schedule.

**ADJUSTMENT FOR MUNICIPAL PAYMENTS:** Bills under this rate schedule may be subject to adjustment for certain payments to municipalities as provided in the General Rules and Regulations.



Fergus Falls, Minnesota

Third Revision (M-61S – No. 98.1)

**\*\*\*CANCELLED\*\*\***

## **CUSTOMER CONNECTION CHARGE**

**APPLICATION OF SCHEDULE:** A customer applying for service will pay a connection charge. The connection charge shall apply to any new customer, a change in name at an existing point of service, and for reconnection following temporary disconnection at the customer's request. The connection charge applies to the account and not each meter; it will not apply where a second meter is added at the same location for a different type of service for an existing customer.

**RATE:** \$15.00 for each customer connection.

**PAYMENT:** Bills are due when rendered. The connection charge is subject to the Company's payment policy as provided in the applicable rate schedule, but will not apply in addition to the reconnection charge where a customer has been disconnected for nonpayment.

**REGULATIONS:** General Rules and Regulations apply to this schedule including the adjustment for municipal payments.



\*\*\*CANCELLED\*\*\*

**DEPOSITS FOR METER TEST  
AT CUSTOMER’S REQUEST**

**APPLICATION OF SCHEDULE:** The following terms shall apply to any South Dakota customer (residential or non-residential) who requests Otter Tail Power Company to test the electric service meter that serves them.

- A. The Company shall make such test as soon as possible after receipt of the request.
- B. If a request is made within one year after a previous request, the Company may require the customer to pay a deposit prior to the test.
- C. The deposit amount shall be based on the type of meter to be tested and the class of service of the customer making the request, listed as follows:

DESCRIPTION	Meter Rating	Deposit
Residential Service	All Types	\$10.00
Non-residential Service	Single-Phase	\$10.00
	Single-Phase Demand and	\$20.00
	Self-Contained Three-Phase	
	All Others	\$30.00

- D. The deposit shall be refunded only if the meter is found to have an unacceptable error as defined in the Commission's rules and regulations.

A customer may be present or have a representative present when the meter test is conducted. The Company shall supply a report giving the name of the customer requesting the test; the date of the request; the location of the meter; the type, make, size and number of the meter; the date tested; and the result of the test to the customer within one week after completion of the test.



Fergus Falls, Minnesota

**\*\*\*CANCELLED\*\*\***

FOR GENERAL OFFICE MANUAL - 8/15/91  
(Replaces Sheet Dated 10/18/85)  
(Supervisors Manual Sheet No. 2300)

SUBJECT: OTTER TAIL POWER COMPANY POLICY FOR UNDERGROUND DISTRIBUTION 12.5  
KV AND BELOW

Beautification of electric distribution systems, whether overhead or underground, is a goal of Otter Tail Power Company. In new developments, the semi-underground distribution system is gaining popularity as one of high aesthetic value and dependability.

For Otter Tail management information, the following guidelines have been set out as a general policy for underground services and distribution projects: The installation of all underground distribution by Otter Tail must be arranged for construction during the period of unfrozen ground. Earth composition also should be suitable for either plowing or trenching operations.

Definition of service lateral for this policy is the conductors between the system secondary or primary conductors (including any risers at a pole, pedestal, or transformer) and the first point of connection to the service entrance conductors located outside the building wall or in a mobile home pedestal.  
Otter Tail will:

1. Be responsible for design and installation of the system.
2. Coordinate the installation of its system with other utilities installed on the property.
3. Cooperate in the joint use of trenches where such is not prohibited by state or local regulations.
4. Maintain single-phase 120/240-volt service in the capacity required by the customers. Three-phase service will be available only by special arrangement.

The developer or individual resident or individual mobile home owner or commercial customer must:

1. Provide the necessary easements or agreement as specified by Otter Tail.
2. Establish grades in the area which shall not be above or more than 4" below final grade.



Fergus Falls, Minnesota

(Continued)

FOR GENERAL OFFICE MANUAL -- 8/15/91  
(Replaces Sheet Dated 10/18/85)  
(Supervisors Manual Sheet No. 2301)

3. Be responsible for any seeding, sodding, or refilling of the trench.
4. Must remove and replace, at his expense, any concrete or asphalt overlay or obstruction to provide a path for trenching, including obtaining any necessary permits.

I. RESIDENTIAL

A. Residential Requirements For All Cases Under B

1. Customer must supply an Otter Tail-approved 200 Amp or larger meter socket or current transformer cabinet so Otter Tail Power conductors can be terminated on the outside of the house. A conduit of adequate size must be in place from 18" below grade to the termination housing.
2. Otter Tail Power's service length is limited to the two closest sides of house from service origination. Any length beyond these sides would be charged to the customer at \$2.00 per foot. Payment to be made by lump sum.

B. Residential Service Cases

1. Underground service lateral to a new home.
  - a. Otter Tail Power will install with no additional cost to the customer.
2. Underground service lateral to an existing home with inadequate service.
  - a. Otter Tail Power will install with no additional cost to the customer.
3. Underground service lateral to an existing home with adequate service.
  - a. Otter Tail Power will install if the customer supplies all trenching and backfill, plus a \$100.00 payment.
4. Underground service to a new development.
  - a. Otter Tail Power will install the system at no additional cost after sewer and water have been installed, if on a city system.





Fergus Falls, Minnesota

(Continued)

FOR GENERAL OFFICE MANUAL - 8/15/91  
{Replaces Sheet Dated 10/18/85}  
{Supervisors Manual Sheet No. 2302}

## II. MOBILE HOMES

### A. Mobile Home Requirements For All Cases Under B

1. The customer must furnish an Otter Tail Power-approved mobile home pedestal with ground rod and breakers set in place.

### B. Mobile Home Service Cases

1. Underground system for a new mobile home park.
  - a. Otter Tail Power will install with no additional cost to the customer.
2. Underground system for an existing park replacing old system, whether overhead or underground.
  - a. Otter Tail Power will install, but the customer must supply the trenching and backfill.
3. Underground service lateral to individual new mobile homes.
  - a. Otter Tail Power will install with no additional cost to the customer.
4. Underground service lateral to individual mobile homes with existing inadequate service.
  - a. Otter Tail Power will install with no additional cost to the customer.
5. Underground service lateral to individual mobile homes with existing adequate service.
  - a. Otter Tail Power will install if the customer supplies all trenching and backfill, plus a \$100.00 payment.

## III. COMMERCIAL

### A. Commercial Requirements For All Cases Under B

1. Where Otter Tail provides the secondary service for small loads, the customer must furnish an approved 200 Amp or larger meter socket or current transformer cabinet or junction box so Otter Tail Power conductors can be terminated on the outside of the building. A conduit or conduits must be in place from 18" below grade to the termination housing or socket.



Fergus Falls, Minnesota

(Continued)

FOR GENERAL OFFICE MANUAL - 8/15/91  
(Replaces Sheet Dated 10/18/85)  
(Supervisors Manual Sheet No. 2303)

2. Otter Tail Power's service length is limited to the two closest sides of building from service origination. Any length beyond these sides would be charged to the customer at \$2.00 per foot. Payment to be made by lump sum.
3. Service sizes of larger than 200 Amp will be served by running a primary voltage to a transformer near the building or running a secondary service to the building as in Item 1. Construction Standards Book, Sheet No. 1209, covers transformers near the buildings.
4. Where the customer has more than 4 secondary conductors per phase, they will be required to furnish a secondary junction cabinet for termination rather than going directly into the padmount transformer, Otter Tail Power would then furnish the secondary conductors between this junction cabinet and the padmount transformer.
5. The customer will be required to supply the transformer pad any time the primary is installed to a transformer near the building.
6. The confirmation of the area Division Engineer will be required in writing, indicating the requirements for the project have been met.

B. Commercial Service Lateral Cases

1. Underground service lateral to a new building.
  - a. Otter Tail Power will install with no additional cost to the customer.
2. Underground service lateral to an existing building with inadequate service.
  - a. Otter Tail Power will install at no additional cost to the customer.
3. Underground service lateral to an existing building with adequate overhead service.
  - a. Otter Tail Power will install providing the customer pays all costs of installation and removal.



Fergus Falls, Minnesota

(Continued)

FOR GENERAL OFFICE MANUAL - 8/15/91  
(Replaces Sheet Dated 10/18/65)  
(Supervisors Manual Sheet No. 2304)

- 4. Underground service to a new development.
  - a. Otter Tail Power will install at no additional cost after sewer and water have been installed, if on a city system.

IV. TRAVEL TRAILER PARKS

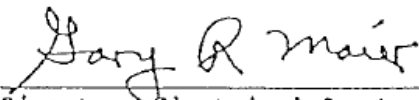
- A. Otter Tail Power will provide an underground service lateral and each case will be handled individually as to requirements of the customer and customer contribution.

V. STREETLIGHTING

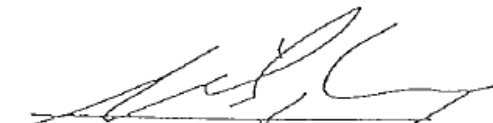
- A. Otter Tail Power will install, own, and maintain underground street-lighting using the standard published rates. Special cases, where underground streetlighting is requested by the developer or municipalities and there is to be a one-time charge to defray the extra cost of underground, will be handled on an individual basis.

VI. MUNICIPAL REGULATIONS

- A. Underground distribution installations and any agreements therefore, as provided in this policy, shall conform to any applicable municipal regulations, adopted by ordinance or resolution of the City Council, or by a Planning Commission or Zoning Board or similar municipal body.

  
Director, Electrical Construction

APPROVED:

  
Vice President, Electrical



Fergus Falls, Minnesota

South Dakota P.U.C. Volume I

Section No. 5 - Sheet No. 1

ELECTRIC RATE SCHEDULE

Customer Advances for Service Extensions - CANCELLED

Second Revision (No. 12)

\*\*\*CANCELLED\*\*\*

FOR GENERAL OFFICE MANUAL - 11/1/71  
(Replaces Sheet Dated 4/26/65)  
(Copy of Accounting Circular No. 207 Dated April 12, 1965)

SUBJECT: CUSTOMER ADVANCES FOR SERVICE EXTENSIONS

Electric Service Agreements have been drawn up for use when an extension is to be built to supply service to a customer and where a deposit is required from the customer and which deposit may be refundable under certain conditions. These forms are as follows:

Form 94 - Electric Service Agreement. Used primarily where a connection charge is required. See Sheet No. 2100.

Form 94A - Application for Rural All-Electric Rate. Used as a supplement to Form 94. This is used when the rural customer is applying for the All-Electric Rate.

Form 95 - Electric Service Agreement--Three-Year Minimum Guarantee--Minnesota and South Dakota. This form used for accounts required to make an advance payment to guarantee 3 years' minimum revenue to justify the investment for the service extension.

Form 96 - Electric Service Agreement--Three-Year Minimum Guarantee--North Dakota. This form used for the same purpose as Form No. 95.

When a customer has used the specified minimum as specified on Form 95 and Form 96 by the end of the three-year period, or as soon as practical after the minimum is met, the advance payment will be refunded to him. However, if the customer uses less than the minimum required, the amount of the difference shall be deducted from the advance payment and the balance of the advance payment, if any, will be refunded to him. In cases where the advance payment is less than the revenue deficiency, the difference will be billed on the customer's electric service bill. It would be well to collect enough advance payment so that you do not have to go back after the termination of the three years to collect a deficiency in the guaranteed minimum three-year revenue.

All extensions will be done under work orders, Form 770. In preparing your estimate of the service extension work order, be sure to include the allocated payroll expense in the estimated cost. After you have completed the estimate of this work order, the three-year revenue requirement should approximate the estimated cost of the job.



ELECTRIC RATE SCHEDULE

Customer Advances for Service Extensions - CANCELLED

Fergus Falls, Minnesota

Second Revision (No. 13)

(Continued)

FOR GENERAL OFFICE MANUAL - 11/1/71

(Replaces Sheet Dated 4/26/65)

(Copy of Accounting Circular No. 207 Dated April 12, 1965)

In the larger jobs, no rigid formula is established to arrive at the advance, but it is emphasized that a sufficient advance payment be collected to avoid going back to the customer after the three-year period to collect a deficiency.

As a guide for you to use to calculate the advance payment, we show the following proposal:

For extensions, the same approach will be followed as was made when collecting contributions in aid of construction. To restate that policy: after the cost (estimated cost from work order application Form 770) has been determined, the customer's advance is to be \$50 for anything up to and including \$150 total cost. The customer's advance for that portion of the cost between \$150 and \$300 is 50% and 75% of the cost in excess of \$300. As an example: A \$400 extension calls for an advance of \$200 made up as follows: \$50 for the first \$150, plus \$75 or 50% of that portion between \$150 and \$300, plus \$75 or 75% of the excess of \$300. These advances may be figured to the closest even \$5.00. You may want to adjust for a larger or smaller advance payment, depending on the estimated revenue during the first three-year period.

Each district office, having entered into such agreements calling for three-year minimum revenue, shall set up a card file for each service agreement on card Form No. 54 (sample attached) to which the annual revenue shall be entered at the end of each contract year. At the end of the three-year period, the data shown on card Form 54, should be transmitted to the general office in duplicate. If a refund is due, the general office will draw the voucher. If the three-year minimum revenue requirement is met in less than three years, the procedure should be followed at the time the requirement is met. All of these accounts should be reviewed each year and the customer advised if his revenue is running short of guaranteed minimum revenue.

After the work order has been estimated and an agreement has been reached with the customer, the electric service agreement should be drawn in four copies for agreements applying to the State of North Dakota (Form 94, 94A, and 96) with the routing as follows:

All four copies will be signed by the customer with two witnesses and forwarded with the work order application to the general office. After the work order has been approved and the electric service agreement signed by an officer of the Company, the four forms will be forwarded by the general office to the Public Service Commission of North Dakota for their approval. After they have approved the agreement, they retain one copy and return three to the general office. The original will be filed in the general office contract file, one will be returned to the district office file and one to be returned to the district for the customer.



Fergus Falls, Minnesota

(Continued)

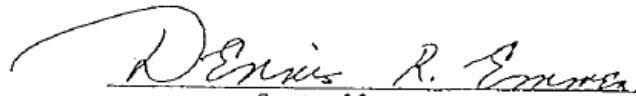
FOR GENERAL OFFICE MANUAL – 11/1/71  
(Replaces Sheet Dated 4/26/65)  
(Copy of Accounting Circular No. 207 Dated April 12, 1965)

Forms 94, 94A and 95 for Minnesota and South Dakota need only to be made out in triplicate since Commission approval does not apply in these two states. Process these the same as those for North Dakota except the Commission routing would not apply. Notification of service agreement work order approval will be handled in the regular way as is reported to you on other work orders.

Accounting Department Records

The charge for three-year revenue advances and connection charges will be set up on the sundry debtors ledger (account 143-16) by the general office accounting department. The amount of three-year revenue charges will be credited to account 253, and for connection charges the amount will be credited to 456.1.

A subsidiary ledger of account 253 will be kept by the general office accounting department and all pertinent dates similar to that kept by the district office will be shown on this ledger. The administrative department will file the electric service agreements by dates which will serve as a tickler file for review at the lapse of three years. When refund voucher is drawn, the amount will be charged to account 253 and individual posting will be made to the subsidiary ledger. Any balance remaining in the individual's account in the account 253 ledger will be transferred by journal entry to account 456.1—Other Electric Revenue, Miscellaneous.

  
Controller



Fergus Falls, Minnesota

South Dakota P.U.C. Volume I  
Section No. 5 – Sheet No. 1  
ELECTRIC RATE SCHEDULE  
Customer Advances For Service Extensions - CANCELLED

Second Revision (No. 15)

\*\*\*CANCELLED\*\*\*

FOR GENERAL OFFICE MANUAL - 3/9/90  
(Replaces Sheet Dated 11/1/71)

SUBJECT: CUSTOMERS' ADVANCE FOR SERVICE EXTENSIONS

OVERHEAD BILLING ADDITIONS

Every estimate of costs for service extensions should include an amount for overhead expenses per General Office Manual sheet No. 928 and Accounting Circular No. 5. Actual calculation of these overhead charges can vary as explained below:

Manually calculated billing estimates:

The labor charges should include "Administrative and General charges" per accounting circular No. 139.

1. If the above A & G charges are included in the billing estimate, a overhead charge should be computed using 15% of the total and labeled as "Billing Markup".
2. If no A & G charges were added to the estimate, then the overhead charge should be computed using 20% of the total and labeled as "General Overhead Costs".


Computer generated WO estimates:

The above A & G expenses will automatically be included in the WO estimate so the additional overhead charge should be manually computed using 15% of the total and labeled as "Billing Markup".

In the event the A & G charges or the overhead charges appear excessive for a specific job, the Division Manager has the flexibility to waive part or all of the charges if he feels it would be appropriate for public relations or other reasons.

  
Director, Accounting

APPROVED:

  
Controller



Fergus Falls, Minnesota

Second Revision (No. 16)

(Continued)

OTTER TAIL POWER COMPANY  
Fergus Falls, Minnesota

Section No. 5  
First Revised Sheet No. 16  
Cancelling Original Sheet No. 20

SUBJECT: CUSTOMER ADVANCES FOR SERVICE EXTENSIONS-Continued

Farm	<input type="checkbox"/>	Date of Contract		
Residence	<input type="checkbox"/>	Amount of Advance		
Commercial	<input type="checkbox"/>			
Power	<input type="checkbox"/>			
		Date of Connection		
Name				
Address				
W. O. No.				
W. O. Total Estimated Cost.				
3 year Min. Contract Revenue				
Revenue				
1st year	2nd year	3rd year	Total-3 years	Amt. to be refunded
Remarks, if any:				
Form No. 54 - Customer Advances for Service Extension				





Fergus Falls, Minnesota

Second Revision (No. 17)

\*\*\*CANCELLED\*\*\*

FOR GENERAL OFFICE MANUAL - 4/3/92  
(Replaces Sheet Dated 2/14/92)

SUBJECT: CREDIT RATING POLICY -- SOUTH DAKOTA

POLICY: In order to create favorable customer relations and abide by State Commission regulations, divisions will follow a collection policy according to the following procedure.

SCOPE: Collections from all South Dakota electric customers.

PROCEDURE:

1. Net payment (without late payment charge) will be accepted until the 26th day after billing. On and after the 26th day, all customers with an unpaid balance of \$5.00 or more (after considering any EMP credit), except those with a credit rating of "8", will be charged a late payment charge. The only other customers not charged a late payment charge shall be a customer with 12 months of good payment history. Allowance of late payment charge will be at the discretion of the division.
2. The late payment charge shall be 1.5% of the unpaid balance, plus a collection charge of \$2.00. Late payment charge shall not apply unless the net account balance is \$5.00 or more after considering any EMP Credit balance.
3. Credit ratings shall be established as follows:
  - 0 = Good - one or less late payments in previous 12 months
  - 1 = Good - two or more late payments
  - 2 = Poor - at least one disconnection in previous 12 months, or at least three disconnect notices in previous 12 months
  - 4 = Early payment customer
  - 8 = Public and government accounts only

A new customer will be set up with a credit rating of "0" unless available information indicates another credit rating should be used.

If a new customer is set up with a credit rating of other than "0"-the system will set 999 in the credit history. This is done so the system will recognize a pre-set credit rating and not change the credit rating unless payments are received before the due date.

Two late payments will cause the "0" credit rating to be automatically updated to "1". Credit ratings 1 and 4 will be automatically updated to a "0" when 12 months of good payment history is established. Credit rating "2" will be automatically updated to "0" if no disconnection or less than three disconnect notices are generated in the previous 12 months. Credit rating code "8" is a permanent code.



(Continued)

FOR GENERAL OFFICE MANUAL - 4/3/92  
 (Replaces Sheet Dated 2/14/92)

4. Credit History: "0"-Payment received prior to Due Date-No Action.  
 "1"-Payment received after Due Date-Late Payment  
 "3" Disconnect Notice Issued, Payment received after Due Date-Late Payment  
 "4"-NSF Check has posted to this Account  
 "7"-(South Dakota only)-NSF Check posted to account that had a disconnect issued.  
 "999"-Forced history for special credit rating set  
 "X"-New Customer-Months this customer was not at this premise  
 The Credit History is also used as a credit reference for our customers.

5. Notices shall be sent out according to the following guidelines:

Credit rating 8 = No notices

Credit ratings 0, 1, and 2 =

Disconnect Notice - 7 days after billing, if:

Residential or farm accounts with net arrears of at least \$10.00 after considering any EMP credit balances.  
 Commercial accounts if the arrears are at least \$10.00

Credit rating 4 =

Disconnect notice - 7 days after billing, if:

The Net account balance is more than \$5.00 after considering any EMP Credit balances.

Disconnect date shall be the 21st day after billing for credit ratings 0, 1, and 2. The disconnect date for credit rating 4 shall be 14 days after billing. All disconnect notices are sent to the division. During the period from November 1 through March 31, an additional 30 days shall be added to the disconnect date.

6. Service shall not be disconnected on any Friday, Saturday, Sunday, legal holiday, or at any time when OTP's business offices are not open to the public.

7. DISCONNECT HISTORY: "0"-No Action  
 "1" Disconnect Notice was sent  
 "8" Disconnected for Nonpayment

8. DISCONNECT COMMENTS: Update Disconnect Comments (UDSC) with the date and time of disconnection for each Customer in all three states. This screen updates the Disconnect History.



Fergus Falls, Minnesota

Second Revision (No. 19)

(Continued)

FOR GENERAL OFFICE MANUAL 4/3/92  
(Replaces Sheet Dated 2/14/92)

Add Disconnect Comments(ADSC) Use this screen to Add special information for a Disconnection for a Deposit. This screen updates the Disconnect History.

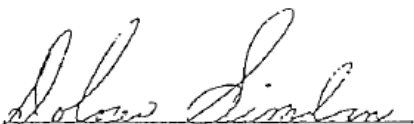
Update Disconnect Comments (UDSC) with the date and time of reconnection.

The Disconnect History is used for Disconnection reports for the Commissions and as a credit reference for our Customers.

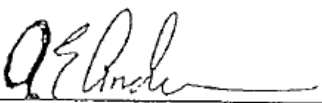
9. Collection Reports - An account balance is available on the "DSUM" screen for use in the division office. A list of disconnect customers who have made payments is available on request through CIS 842. Refer to your "MRPT" report screen.

The open-balance list is available on request through CIS 830 for the service representatives. Refer to your "MRPT" report screen.

10. South Dakota Public Utilities Commission regulations must be complied with when applicable.

  
Supervisor, Division Services

APPROVED:

  
Controller



Fergus Falls, Minnesota

South Dakota P.U.C. Volume I  
Section No. 5 - Sheet No. 1  
ELECTRIC RATE SCHEDULE  
Application of Employee Electric Rate - CANCELLED

Second Revision (No. 20)

\*\*\*CANCELLED\*\*\*

SUBJECT: APPLICATION OF EMPLOYEE ELECTRIC RATE (Presently Rate R-95)

The Employee Electric Rate, Special Rate No. 1294, was withdrawn from all employees effective November 1, 1961. The applicable standard rates will apply.

All presently retired Otter Tail employees who were being billed under Special Rate No. 1294 on November 1, 1961, will continue to be billed under this rate.

Retired employees being billed under Special Rate No. 1294 will be listed on the rate sheets for the town in which each resides.

This rate will be available to the retired employee as long as he remains the head of the family and maintains a household of his own, but the privilege ceases upon the death of the retired employee or the breaking up of his separate household.

J.P. Maurin  
Manager, Rate Department

APPROVED:

Harry Johnson  
Vice President & Treasurer