

ALP Utilities Electric Service Policy

ELECTRIC SERVICE POLICY

(Updated 6/2019)

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ALP Utilities Electric Service Policy

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| Section: 1 | | Category: Organizational Policies and Procedures: Electrical |
| Policy Title: Ownership, Purpose, and Jurisdiction of the Electric Utility | | Policy Number: 1.1 |
| Date of Adoption: 6/2019 | Updated: 6/2019 | Effective: 6/2019 |

PURPOSE AND SUMMARY: To provide electric service rules and regulations for the municipal electric system.

POLICY:

ALP Utilities (ALP) is a publicly-owned utility operated by the Alexandria Board of Public Works (Board), d.b.a. Alexandria Light and Power (ALP) as set forth by the City Charter of the City of Alexandria. ALP has been established by the City of Alexandria for the purpose of providing safe and reliable electric service, water service, and other utility service to Alexandria. Electric service is also provided outside the City limits but within the area boundaries provided by the State of Minnesota Public Utilities Commission.

ALP Utilities Electric Service Policy

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| Section: 1 | | Category: Organizational Policies and Procedures: Electrical |
| Policy Title: Application for Service | | Policy Number: 1.2 |
| Date of Adoption: 6/2019 | Updated: 6/2019 | Effective: 6/2019 |

POLICY:

The Customer or the Customer’s representative must complete an application for new, additional, or temporary electric service. Applications are available at the ALP office at 316 Fillmore Street or on our website at www.alputilities.com. At the time of application, the Customer will be required to provide information on the application forms relating to the service request, including:

1. Exact location of premises to be served, including building street address or lot and block numbers and name of subdivision if building numbers and street names have not been established.
2. The type of service desired such as temporary, permanent, residential, residential multiple unit, commercial, industrial.
3. The approximate date that electric service is required. A minimum of five (5) days (if service is available at the property, otherwise longer) advanced notice is required for residential service.
4. The name, address, and telephone number of the Customer’s representative (e.g. electrician, contractor) who will be responsible for working or coordinating with ALP employees in providing the electric service.
5. The current mailing address and telephone number of Customer for proper billing.

When the Board makes electrical energy available to an applicant, the applicant agrees to purchase from ALP and pay monthly to ALP for electrical energy or the demand and energy used on the premises described, owned, or operated by the applicant in accordance with the rate schedule and rules and regulations established by the Board.

The applicant grants to ALP the right and easement on the premises to construct, operate, repair, and maintain above or below ground electrical distribution material, equipment, and service line. The applicant also grants the right to cut and trim trees necessary to keep them clear of all parts of the electrical system.

1. The applicant agrees to comply with all laws of the State of Minnesota regulating the installation and maintenance of electric wiring and such rules and regulations as may be adopted by the State Board of Electricity and the Board of Public Works regarding the enforcement of such laws. The applicant will comply with, and be bound by, such rules and regulations as may be adopted by the Board.

ALP requires that all electric dual fuel and/or storage heating services must be formally applied for on application forms supplied by ALP with review of details and approval required before installation and connection. This regulation applies to all services, new or existing.

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| Section: 1 | | Category: Organizational Policies and Procedures: Electrical |
| Policy Title: Utility Bill Payments | | Policy Number: 1.3 |
| Date of Adoption: 6/2019 | Updated: 6/2019 | Effective: 6/2019 |

POLICY:

Electric service is supplied to customers under various rate classifications that are determined by the type of service and the amount of electricity supplied. The rate schedule is available at the ALP business office and website www.alputilities.com.

ALP’s policy is to read all meters every month and bill the customer for service used during the period. If, for some reason, the meter cannot be read during a billing period, or the reading seems erroneous (e.g., the meter stopped registering), an estimate will be made for that billing period. Any adjustments to the estimate will be made during the following billing period. The customer agrees to make the meters accessible to the meter readers.

All bills for ALP services rendered by the utility system to customers shall become due and payable when bills are rendered. Bills may be paid without penalty up to and including the final due date indicated on the statement for services. If this date should occur when the office is normally closed, then payment without penalty will be accepted the next day that the office is open for business. Any customer whose bill is not paid by the final due date shall be sent a reminder notice immediately thereafter.

Following are conditions for disconnection of service:

Any account not paid for two consecutive months shall be sent a final notice immediately following the final due date granting not less than one week in which to make full payment of all accounts overdue. If payment is not made within the allotted time, service may be terminated without further notice.

Upon termination of service, a bill for all service rendered to date shall be computed. Before service will be restored, the customer must make full payment for all service rendered prior to the date of termination. In addition, the customer shall be responsible for payment of normal reconnect charges as indicated in the rate schedule.

Some bills must receive approval from the customer’s governing body before payment can be made delaying payment beyond the final due date. In such cases, the account shall be designated penalty exempt.

In all other cases, a late penalty of 5% of the current amount will be assessed and added to a customer’s bill if payment is not made on or by the final due date. For payments received by mail, the postmark date will be considered the date of payment.

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ALP may discontinue service to a customer without notice under the following conditions:

1. In the event of tampering with ALP's equipment;
2. In the event of a condition determined to be hazardous to the customer, to other customers of ALP, to ALP's equipment, the public, or to employees of ALP; or
3. In the event of a customer's use of equipment in such a manner as to adversely affect ALP's equipment or ALP's service to others.

ALP may discontinue service to a customer under the following conditions after giving customer adequate notice:

1. For failure of the customer to pay a bill for service when due;
2. For failure of the customer to meet ALP's deposit and credit requirements;
3. For failure of the customer to make proper application for service;
4. For customer's violation of any of ALP's rules on file with the Commission;
5. For failure of the customer to provide ALP reasonable access to its equipment and property;
6. For customer's breach of the contract for service between ALP and the customer;
7. For a failure of the customer to furnish such service, equipment and/or rights-of-way necessary to service said customer as shall have been specified by ALP as a condition of obtaining service; or
8. When necessary for ALP to comply with any order or request of any governmental authority having jurisdiction.

ALP shall not be liable for any loss or damage to property resulting directly or indirectly from any interruption or termination of electrical service for any reason. Customers requiring service reliability and/or stability exceeding ALPs normal service should consider uninterruptible power supplies, isolation transformers, power conditioners, redundant services or other options to provide the level of service required.

Service will not be disconnected on any Friday, Saturday, Sunday, or legal holiday, or at any time when the company's business offices are not open to the public, except where an emergency exists. ALP voluntarily abides by the spirit of the State of Minnesota Winter Disconnect Rules for any residential account that is subject to disconnection.

Customer inquiries or complaints regarding service or accounting may be made in writing or by telephone to:

Alexandria Light and Power
316 Fillmore Street, PO Box 609
Alexandria, Minnesota, 56308
Telephone: 320-763-6501
Toll Free: 1-800-267-8955
Fax: 320-762-1411
E-mail: alp@alputilities.com

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Any objection to billed charges should be reported promptly to Alexandria Light and Power. If after investigation and review by the company, a disagreement remains as to the disputed amount, the customer may file an appropriate complaint with:

Minnesota Public Utilities Commission
Consumer Affairs Office
121 Seventh Place East Suite 350
St Paul, MN 55101-2147
Toll Free: 1-800-657-3782
TTY: 651-297-1200
Fax: 651-297-7073
E-mail: CAOstaff@puegate.pue.state.mn.us

Overpayment or Underpayment of Utility Bills

When errors are found concerning monthly bills for utility services, either overcharges or underpayments, ALP will correct the billing for a period of six (6) months, or the exact period of time in which the error existed, whichever is less.

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| Section: 1 | | Category: Organizational Policies and Procedures: Electrical |
| Policy Title: Deposit Policy | | Policy Number: 1.4 |
| Date of Adoption: 6/2019 | Updated: 6/2019 | Effective: 6/2019 |

POLICY:

Service Deposits

Service deposits are required of all new customers who do not have an established good credit rating with a former utility. Since we are a municipally owned utility, this is for the protection of all customers.

All deposits shall be in addition to payment of an outstanding bill or a part of such bill has been resolved to the satisfaction of ALP, except when such bill has been discharged in bankruptcy. ALP shall not require a deposit or a guarantee of payment without explaining why that deposit or guarantee is being required and under what conditions, if any, the deposit will be diminished upon return. ALP may, at its option, refund the deposit by direct payment or as a credit on the bill. With notice any deposit of a customer shall be applied by the utility to a bill when the bill has been determined by the utility to be delinquent. ALP shall issue a written receipt of deposit to each customer from whom a deposit is received and shall provide a means whereby a depositor may establish a claim if the receipt is unavailable.

Deposit amounts are as follows:

- Residential deposits: \$150.00
- Apartment with electric heat: \$150.00
- Apartments without electric heat: \$150.00

Commercial and industrial accounts will be required to deposit an amount equal to the two highest monthly billings of the past 24 months.

A customer, who within the last 12 months has not had service disconnected for nonpayment of a bill and has not been liable for disconnection of service for nonpayment of a bill, and the bill is not in dispute, shall be deemed to have established good credit. When a residential customer has established satisfactory credit rating of twelve consecutive months of prompt payments (24 months for commercial and industrial accounts), the deposit will be refunded.

Deposits may be required of existing customers if one of the following conditions arise:

1. The account is delinquent (30 days overdue).
2. The account has been disconnected for nonpayment.
3. In an unauthorized manner the customer has interfered with or diverted the service of the utility.

Refusal or failure by a customer to satisfy the deposit requirements within 15 days of first notification shall result in discontinuance of service until the service deposit requirement has been satisfied.

Upon termination of service, any unpaid balance due to ALP will be deducted from the amount of the customer’s deposit and the balance, if any, will be refunded.

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Deposit Determination

ALP will not require a deposit or a guarantee of payment based upon income, home ownership, residential location, employment tenure, nature of occupation, race, color, creed, sex, marital status, age, national origin, or any other criteria which does not bear a reasonable relationship to the assurance of payment or which is not authorized by Minnesota rules.

ALP will not use any credit reports other than those reflecting the purchase of utility services to determine the adequacy of a customer's credit history without the written permission of the customer. Any credit history so used shall be mailed to the customer in order to provide the customer an opportunity to review the data. Refusal of a customer to permit use of a credit rating or credit service other than that of a utility shall not affect the determination by the utility as to that customer's credit history.

Interest on Deposits

Interest shall be paid on deposits at the rate set yearly by MN State Statute.

Guarantee of Payment

ALP may accept, in lieu of deposit, a contract signed by a guarantor satisfactory to ALP whereby payment of a specified sum, not exceeding the deposit requirement is guaranteed. The term of such contract shall be for no longer than 12 months for residential customers and 24 months for commercial customers, but shall automatically terminate after the customer has closed and paid the account with ALP, or at the guarantor's request upon 60 days written notice to the utility.

Upon termination of a guarantee contract or whenever ALP deems the guarantee contract to be insufficient as to amount or surety, a cash deposit or a new or additional guarantee may be required for good cause upon reasonable written notice to the customer.

The service of any customer who fails to comply with these requirements may be disconnected upon notice as prescribed in Minnesota Rules. The utility shall mail the guarantor copies of all disconnect notices sent to the customer whose account has been guaranteed unless the guarantor waives such notice in writing.

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| Section: 1 | | Category: Organizational Policies and Procedures: Electrical |
| Policy Title: Reconnecting Electrical Service | | Policy Number: 1.5 |
| Date of Adoption: 6/2019 | Updated: 6/2022 | Effective: 6/2019 |

POLICY:

Services disconnected for non-payment will be required to pay a reconnection fee with requests for reconnection after normal working hours charged an additional fee. ALP will not reconnect services after 8:00 pm, but will resume reconnection at the start of normal business hours the following day. The unpaid balance on the account must be paid before service will be restored, and the customer will be subject to ALP's service deposit requirements.

When electric service has been physically removed at the request of a property owner, the normal monthly facilities charge for the service size will be billed for the months the service was removed if it is restored within 12 months. Where the electric service has been physically removed for 12 months or longer, there will be no monthly facilities charge billed for the time the service was removed.

Services disconnected at the customer's request will be charged a disconnect fee. Also, a reconnect fee will be charged at the time the customer requests services be reconnected.

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| Section: 1 | | Category: Organizational Policies and Procedures: Electrical |
| Policy Title: Distribution Equipment and Connection | | Policy Number: 1.6 |
| Date of Adoption: 6/2019 | Updated: 6/2019 | Effective: 6/2019 |

POLICY:

ALP will extend standard utility underground or overhead distribution lines in accord with these service policies. Electric distribution facilities provided for under these policies are only for providing electrical services of a permanent nature. An underground service extension shall consist of a service lateral (installed by the owner) and necessary distribution line, if any. In no case shall it consist of separate segments of underground construction separated by overhead construction. Distribution line is defined to be that which is along streets, roads, public alleys, and along lot lines which can be extended to service other customers.

ALP will own and maintain the underground and overhead lines and equipment except underground service laterals. The character and location of such facilities shall be at the discretion of ALP. A service lateral is defined as the conductors between the lot line and the point of termination of the applicant’s premises and is used exclusively to service the applicant.

The customer will own and maintain the meter socket, the service entrance conductors, the conduit from the meter socket to the service entrance disconnect, the service entrance switch or circuit breaker and the service entrance ground equipment. However, ALP provides the meter socket for installations requiring current transformers. (See Section 10 for metering information.)

- 1 Overhead Service. In addition to the equipment on the Customer side of the meter socket, the service drop wire holder or bracket, the weather-head and either the service mast and conduit with entrance wires or the service entrance cable with watertight connection to the meter socket are the property of the customer.
- 2 Underground Service. In addition to the equipment on the customer side of the meter socket, the customer shall own all secondary wire and riser equipment if present.

All lines exceeding 15,000 volts shall be overhead.

That portion of any customer service line in excess of 500 feet shall be fully paid for by the requesting customer. The customer will pay for all time and material over 500 feet. The service will be underground.

ALP requires that the customer give at least five (5) day notice (or longer depending on weather or if the facilities need to be placed), when requesting a new service connection, either temporary or permanent. ALP will not make a connection until authorized by the state inspector or until the master electrician who installed or supervised the installation agrees in writing (e.g. an affidavit) to be responsible for said wiring until it can be inspected and approved by the state inspector.

After the customer’s installation has been inspected and approved by the proper authority, a meter will be installed by ALP and the electric service made available provided that all applications, agreements and deposits have been submitted by the customer and approved by ALP.

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The customer shall secure for ALP without cost to the utility such easements as the utility may require for the installation, maintenance or replacement of underground distribution line extensions. The customer shall inform ALP about any known or expected underground obstruction within the cable route. Any fill added to bring the cable route to final grade prior to the underground construction shall not contain large rocks, boulders, debris or rubbish.

In the event of changes in grade level that would materially change the depth of cover over underground conductors or affect transformer location, the land owner shall notify ALP in advance of grading and will be charged by ALP the cost of moving or replacing ALPs equipment to accommodate the change of grade. Such charges will also be made for changes in building, structures, foundations or walls or other obstructions.

All subdivision plats need to be up to grade and lot line markers installed before ALP will install distribution lines.

Any unauthorized attachments, especially radio or television antenna systems, to ALP poles are strictly prohibited. Such attachments will be removed immediately upon discovery by ALP

Employees of ALP shall have right of access to the customer's premises at all reasonable times for the purpose of installing, reading, inspecting, maintaining, or removing any of its meters, devices, or other equipment which is used in connection with furnishing the customer with electric service.

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| Section: 1 | | Category: Organizational Policies and Procedures: Electrical |
| Policy Title: Service Voltages | | Policy Number: 1.7 |
| Date of Adoption: 6/2019 | Updated: 6/2019 | Effective: 6/2019 |

POLICY:

The electric service supplied by ALP is alternating current with a nominal frequency of 60 Hertz. Although the types of service listed below are generally available throughout the area served by ALP, the type of service requested by a customer may not be available at the location where the service is desired. Each customer will be allowed only one level of secondary voltage and one point of connection for each location.

Exceptions to this policy will be reviewed on a case by case basis and will require execution of a Non-Standard Service Agreement. A sample of this agreement is available upon request.

The following types of service are generally available to customers served by ALP:

Single Phase Service

120/240 Volt, 3-Wire, Grounded Neutral. Generally available where the total load is less than 100kVA.

Three Phase Service

1. 120/208 Volt, 4-Wire Wye, Grounded Neutral
2. 120/240 Volt, 4-Wire Delta, Grounded Neutral.
3. 240 Volt (and 480 Volt), 3-Wire Delta, Ungrounded (requires Non-Standard Service Policy)
4. 277/480 Volt, 4-Wire, Grounded Neutral

Primary Service Voltage

Three-Phase, 7620/13200 Volt, 4-Wire Grounded Neutral. (Available only by special request.)

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| Section: 1 | | Category: Organizational Policies and Procedures: Electrical |
| Policy Title: Temporary Services | | Policy Number: 1.8 |
| Date of Adoption: 6/2019 | Updated: 6/2019 | Effective: 6/2019 |

POLICY:

Temporary Service is supplied at a secondary voltage to customers for use during the construction of permanent facilities. Temporary services will be metered and billed under one of ALP's standard rate schedules.

If the customer requests a temporary service and a pole or multiple poles have to be set, a charge will be made to the customer to cover the cost of all of the material that is to be used to achieve the temporary service. The customer also will be charged for all of the time and labor of the ALP employees and equipment used to achieve the temporary service.

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| Section: 1 | | Category: Organizational Policies and Procedures: Electrical |
| Policy Title: Permanent Overhead and Underground Services | | Policy Number: 1.9 |
| Date of Adoption: 6/2019 | Updated: 6/2019 | Effective: 6/2019 |

POLICY:

All new services will be underground 1-1-2017

When an individual customer’s load requires a service entrance greater than 200 amps, ALP may require the installation of a three-phase service entrance.

ALP will provide only one voltage per installation.

Service other than normal 120/240-volt single phase needs to be approved by ALP. ALP encourages a 480/277-volt service for large commercial and industrial customers.

OVERHEAD SERVICE

Overhead service only applies to areas where overhead currently exists; all new services will be underground.

The overhead secondary service requirements apply to all residential, commercial and industrial customers. ALP will supply overhead secondary service at the available distribution voltages.

1. The maximum overhead transformer size installed by ALP will be 100kVA; either one 100kVA transformer for a single-phase application or three 100kVA transformers for three phase applications. If a customer requires a larger capacity transformer, it shall be a pad-mounted type transformer.
2. One or more secondary services may be supplied from an overhead transformer. The number of services from a transformer shall be determined by ALP.
3. The service drop must have the appropriate minimum clearance as specified in the latest edition of the National Electrical Code and the National Electric Safety Code.
4. The customer shall provide a solid point of attachment for the service drop on the building at a point that will comply with required clearances. Where the required heights and clearances cannot be maintained by a point of attachment on the building, the customer shall provide a service mast. The service mast must be of a permanent nature and sufficient strength to support the service drop conductor. ALP reserves the right to decline to connect its’ service drop to an extension support.

UNDERGROUND SERVICE RESIDENTIAL

New developments will be served by underground installation. ALP will not install underground extensions where engineering, operation, construction, safety, legal issues, or high costs, in ALPs judgement, make it inadvisable.

The owner, sub-divider, builder or developer shall be solely responsible for any additional costs incurred by ALP to remobilize ALP’s construction crew if such work is stopped because ALP determines that a portion of the site is not suitable for construction of the electric distribution system.

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The owner, sub-divider, builder or developer shall coordinate the installation of streets so that ALP can install street crossing conduits before the road base is constructed.

A The owner, sub-divider, builder or developer shall provide ALP with no less than thirty (30) day notice to make the necessary street crossing installation(s).

1. Where the owner, sub-divider, builder or developer fail to coordinate such street installations with ALP, they shall be jointly and severally responsible for additional costs incurred by ALP as a result of boring, tunneling, street repairs, etc.
2. ALP shall schedule its work after all necessary easements are granted and the project site is ready as determined by ALP
3. Applicants for electric service whose premises can be served from an existing adjacent underground distribution system shall be required to be served by an underground lateral from the adjacent system. The customer is responsible for the installation of the underground secondary to the ALP transformer or secondary pedestal.
4. Customers residing in residential zones served by overhead lines may install underground electric service. The customer shall install, own, operate, and maintain the facilities.
5. In all areas considered for underground facilities, the developer or owner must agree to:
 - a. Furnish ALP with a recorded plat of the area for which service is requested.
 - b. Establish grades along the underground system route that shall be within 4 inches of finished grade.
 - c. Clear the established cable route of all obstructions such as trees, fences, foundations, dirt piles, etc.
 - d. Refrain from installation of curb, blacktop, sidewalks, or anything that will increase installation costs until after electric lines are installed.
 - e. Provide and maintain property and grade stakes for ALP.
 - f. Pay for a temporary overhead system for winter service if construction takes place during ground freeze.
 - g. Provide requested easements at no cost to ALP for installation of ALP facilities on private property.
 - h. If underground work is requested after the ground freezes, the customer will be required to pay any additional costs incurred due to the frost conditions.
 - i. If a customer's private secondary's fail, ALP will within reason make an effort to get the power restored. ALP will require the customer to take appropriate measures within 1 week to allow ALP to recover ALPs equipment.
6. ALP will designate a junction point for the connection of the customer's secondary underground service lateral. The junction point will be a service pedestal, junction box, or terminals of a pad-mounted transformer. ALP will install, own, operate, and maintain all facilities on the source side of the junction point, including the junction enclosure and connections. The customer will install, own, operate, and maintain all secondary cables, conduit, and related service equipment on the load side of the junction point.
7. ALP primary and secondary distribution laterals will normally be installed within the front lot line of the utility easements that are provided by the customer as part of the recorded property plat.

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UNDERGROUNDING

1. When ALP is undergrounding an area, ALP will bury the service lateral to the home. Once the conversion to the new service lateral is complete the ownership and maintenance becomes the responsibility of the homeowner.
2. If a customer inquires about burying their service lateral and it is not within the boundaries of one of our project areas ALP will not install the service. The customer will take full responsibility in burying their own service lateral.

UNDERGROUND SERVICE COMMERCIAL AND INDUSTRIAL

1. ALP will designate a junction point for the connection of the customer's secondary underground service lateral. The junction point will normally be the secondary terminals of a pad-mounted transformer placed at a mutually agreeable location on the customer's property, as close as practicable to the metering point. ALP will make the final decision on where the transformer will be located. ALP will only place a transformer that can easily be accessed by the appropriate equipment needed to service and replace the said transformer. **(Exhibit A)**
2. ALP will install, own, operate, and maintain the primary underground cable and the distribution transformer.
3. The primary cable will be installed from the ALP main distribution system, on or adjacent to the customer's property.
4. The customer will pour a concrete transformer pad to ALP specifications **(Exhibit B)**. If the transformer is located in an area where it may be subject to physical damage (e.g. from vehicular traffic), the customer shall furnish and install bollards before the transformer installation **(Exhibit C)**.
5. The customer shall install, own, and maintain all secondary cables and conduits from the transformer to the building service entrance. ALP will allow a maximum of four conductors per phase to be connected to the secondaries of the transformer. The installation will be inspected by ALP and the secondary connections to the transformer will be made by ALP.
6. ALP will furnish and install the meter and socket and current transformers in accordance with our meter service policy.
7. Customers requesting underground cable installation during winter ground freeze will pay for a temporary overhead system.
8. Any electric services requiring the total undergrounding of all facilities may be arranged on an individual basis.

LOCATING UNDERGROUND CABLES

1. ALP will locate underground cables in compliance with Gopher State One Call ticket process (refer to the gopher state one call website) www.gopherstateonecall.org

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| Section: 1 | | Category: Organizational Policies and Procedures: Electrical |
| Policy Title: Electric Metering | | Policy Number: 1.10 |
| Date of Adoption: 6/2019 | Updated: 6/2019 | Effective: 6/2019 |

POLICY:

This section covers the installation of meters and associated equipment such as current and potential transformers for both overhead and underground services. Further description of ALP requirements for both overhead and underground services is covered in other sections of the policy manual. The requirements contained in this section are for services rated 480 volts or less. When services require primary voltage, the metering requirements and equipment will be determined on an individual basis.

Responsibilities for Providing Metering Equipment

ALP supplies, at its own expense, all meters and such accessories as are required for billing purposes, including but not limited to watt-hour meters, demand meters, current and potential transformers, test switches, and color coded meter wiring.

It shall be the responsibility of the Customer or the customer's representative to secure a meter socket base or meter center for multiple meter installations. A bypass lever is required on sockets rated over 125 amps. Meter sockets for installations requiring instrument transformers will be provided by ALP. ALP should be consulted for determination of the type of metering to be employed in each installation.

Capacity of Service

All single-phase services 400 amps or larger require customer-owned current transformer cabinets.

Location of Meters

The customer or the customer's representatives and ALP will agree upon meter locations subject to final approval by ALP. Meter locations shall be located in such a way that they will not be unobstructed to ALP employees when installing, maintaining, or reading the meters.

All new services must have meters located outdoors with unobstructed access for reading. If it is not possible to locate meters outdoors, the meters shall be at a point accessible at all times to customers and ALP employees. Meters must be relocated outdoors whenever the customer upgrades the electrical service.

Where more than one meter is installed, as on apartment houses, the meters shall be grouped, either outdoors or indoors, at a point accessible at all times to each customer and to ALP employees.

In all cases where the meter is mounted on a permanent structure, the meter shall have a height of not more than 66 inches and not less than 48 inches from final grade to the center of the meter. A typical residential underground metering arrangement is shown in Section 14 of this policy.

Meters shall be placed such that there is not less than three feet of unobstructed space in front and one foot either side thereof. Meters shall not be located where they are subject to corrosive fumes, heat, dust, vibration or physical damage. Outdoor meters shall not be located in carports, under

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decks or porches whether open or enclosed, in dog kennels, over central air units or natural gas meters, or along walkways or driveways where they might create a hazard to people or be subject to damage by passing objects.

Grouped Meters

In installations requiring more than one meter, the meters shall be grouped and suitably connected such that a meter serves no more than one customer. The height limits stated previously also pertain to grouped meters where practicable. If deemed necessary by the space available, the meters may be stacked in an orderly fashion. Any dwelling with more than one customer living therein must have an individual meter for each dwelling unit. These meters must be easily accessible to all tenants and to ALP personnel. There shall be an approved type of disconnecting means for each meter, which is lockable in some way to prevent reconnection by someone other than ALP personnel.

Meter Identification

If more than one meter is required for a building, each meter socket shall be identified and permanently designated in a suitable manner indicating the particular customer served. The marking shall be on both the inside and outside of the socket. Each circuit shall be carefully traced and rechecked by the contractor to ensure against errors in wiring, whereby one customer might obtain service through the meter serving another customer.

Meter Mounting/ Location

Meters and meter mounting devices shall be mounted securely on permanent structures such as houses, garages and other buildings. When meter sockets are installed on surfaces that prevent installation of the meter-mounting device in an exact vertical plane, a meter board must be installed or the surface modified in such a manner that the meter-mounting device can be installed vertically.

Remodels — Additions: When construction is impacting the meter location such as an addition in the area of the meter socket, the socket must be relocated to an outside wall to maintain access at all times to the meter.

When a customer is residing a building or residence, ALP must be contacted to loosen the meter from the structure. The customer must provide a solid and secure mounting device for the meter while it is loosened from the structure. ALP will re-mount the meter to the structure when the residing job is complete.

All electric meters shall be mounted outside. However, in rare circumstances indoor meters, where permitted, shall be mounted in accordance with the preceding requirement of this section and shall be located as close as possible to the point where service enters the building. Indoor metering equipment shall be mounted securely in a vertical plane on permanent structures in a location free from moisture, high temperature, vibration, dust or dirt.

Meter Connections

The customer shall provide the necessary wiring for the meter set with the wiring so arranged that the line (supply) side can be connected to the top terminals of the socket and the load side to the bottom terminals. All neutral conductors must be insulated. Where the service is three-phase, four wire delta, the customer's phase wires on the load side of the meter shall be permanently identified as recommended in the National Electrical Code. The conductor serving power load (high leg/wild

ALP Utilities Electric Service Policy

phase) only shall be permanently identified or have a distinctive orange covering, and shall be connected to the top, right-hand terminal of the meter socket. For underground services, the line side neutral wire is to be identified with a yellow covering or a yellow stripe.

There shall be sufficient slack left in the underground cables to make up for any ground shifting due to settling or extreme cold. Single-phase 208-volt services will require a contractor installed fifth terminal ground in the 9:00 position in the meter socket.

Wiring Restrictions on Meters and Metering Sets

No part of the metering set may be used as a junction box for the Customer's wiring. See section 230-3 of the National Electrical Code.

Meter Testing

Any customer who believes that a meter is failing to properly register the use of electricity may request a meter check by contacting ALP customer service. ALP will test the meter using standard calibration equipment and accepted test procedures within a reasonable period of time at the customer's expense except when the meter is found to be more than 2% in error.

Whenever a watt-hour meter is tested and found to have an average error of more than two percent (2%) from one hundred percent (100%) or a demand meter more than two percent (2%) from one hundred percent (100%), a recalculation of bills for service will be made on the basis that the meter should be one hundred percent (100%) accurate with respect to a working test standard.

If the time period of inaccuracy cannot be determined, it will be assumed that the metering equipment has become inaccurate at a uniform rate in the prior six-month period. ALP utilities will not go back more than 6 months unless there is a valid reason to use another method. Recalculation of bills will be on the basis of actual bills.

When the average error cannot be determined by test due to complete failure of all or part of the metering equipment, an estimate of the quantity of energy consumed based on available data of the customer history will be used to determine the adjusted bills.

Meter Seals/Tampering

Only ALP employees are authorized to install and remove electric meters and meter seals. Unauthorized connections to or tampering with any ALP meter, associated equipment, or meter seals, or indications or evidence thereof subjects the customer to immediate discontinuance of service, prosecution under the laws of Minnesota, adjustment of prior bills for services rendered, and reimbursement to ALP for all extra expense incurred on the account.

Underground Service from Pad Mounted Transformers

Current transformers and potential transformers cannot be installed in the secondary compartment of the transformer. Each customer must install a separately mounted metering current transformer box and a metering potential transformer box when potential transformers are required.

Metering Conduit

The customer must furnish and install a 1-inch metering conduit from the instrument transformer location to a meter location approved by ALP. The conduit shall not contain more than two 90-degree bends. When the conduit is longer than 50-feet, a pull wire shall be installed in the conduit.

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Conduit runs shall not exceed 75 feet except by special permission. ALP shall install the meter wiring between the instrument transformers and the meter.

Current Transformer Cabinets

Metering current transformer cabinets shall be furnished and installed by the customer. The service entrance phase conductors installed in a metering current transformer box may be made up of four identical wires in parallel per phase for conductor sizes between 1/O and 750 Kcmil. Each pair of paralleled phase conductors shall be of the same color or shall be taped together or otherwise marked for easy identification.

Transition Cabinets

Transition cabinets will be required for multiple customers and/or large loads. ALP will allow a maximum of four conductors per phase to be connected to the secondaries of the transformer.

The transition cabinet shall be at least 2' from the outside of the transformer pad. **Exhibit D**

The detail of a transition cabinet installation must be approved by ALP before construction. Follow the National Electrical Code.

ALP Utilities Electric Service Policy

| | | |
|---|------------------------|---|
| Section: 1 | | Category: Organizational Policies and Procedures: Electrical |
| Policy Title: Off Peak Program Regulations | | Policy Number: 1.11 |
| Date of Adoption: 6/2019 | Updated: 6/2019 | Effective: 6/2019 |

POLICY:

Availability.

The Alexandria Light and Power off-peak rate is available to all residential and commercial customers who comply with these regulations.

1. Off peak heating program agreement. Residential and commercial customers applying for the off peak program must complete the off peak agreement and sign the off peak agreement. (See Exhibit C)

The following 3 types of systems qualify:

1. **Dual Fuel Heating System.** The primary heating system for the home or business shall be a permanently connected electric heat system. To qualify and remain on the off peak program, the minimum amount of controlled load shall be 5 kW, and the minimum amount of off peak kilowatt-hours (kWh) used shall be 5,000 kWh per year. The primary heating system must provide 100% of the heating needs for the home or business during the off-peak hours.

The secondary heating system must be fueled by natural gas, fuel oil, or propane. Wood is not allowed as a secondary heat source under this program. The secondary heating system must be thermostatically controlled and capable of providing Applicant’s total heating requirements. The Applicant must submit a guarantee from their heating contractor stating that the secondary heating system is capable of meeting the home’s or business’ entire heating needs. (See Exhibit D)

2. **Heat Pumps.** Electric heat pumps and their supplemental electric heat components qualify as a primary heating source for the off peak program if the unit provides 100% of the heating needs of the home or business during off-peak hours. To qualify and remain on the off peak program, the minimum amount of controlled load shall be 5 kW, and the minimum amount of off peak kilowatt-hours (kWh) used shall be 5,000 kWh per year. A qualified secondary heating system must be present if electric heat pumps are used. Applicant must submit a guarantee from their heating contractor stating that the secondary heating system is capable of meeting the home’s or business’ entire heating needs. (see exhibit D)
3. **Electric Storage Heat.** Electric brick storage units or in-floor heating, (electric boiler hydronic system or electric cable system), qualify for the off peak program. Electric storage heat does not have to be but can be the primary heat source for the home or business, however; to qualify and remain on the off peak program, the minimum amount of controlled load shall be 5 kW, and the minimum amount of off peak kilowatt-hours (kWh) used shall be 5,000 kWh per year. If the electric storage heating system is the primary heat source, the heating contractor must submit a guarantee to ALP stating that the electric storage heating system is capable of meeting the home’s or business’ entire heating needs. If the electric storage

ALP Utilities Electric Service Policy

heating system is not the primary heat source, the heating contractor must submit a guaranty to ALP stating that the primary non-electric heat source is capable of meeting the home's or business' entire heating needs.

Metering Requirements

Qualified customers are required to have an additional meter to measure the off-peak electricity. ALP allows subtractive metering. The regular service meter and the off peak meter must be mounted on the outside of the customer's home or business. The load control receiver can also be outside, or it can be mounted inside adjacent to the electrical panel. It shall be easily accessible for maintenance and testing.

Meter Equipment

ALP will furnish the meter socket for CT metering along with the CT, the regular and off peak meters and the load control receiver (LCR). The cost of the meter socket for CT metering and the CT will be billed to the customer.

Customers shall provide all other equipment not furnished by ALP. This includes a primary and secondary heating system and all electrical wiring necessary to permit switching of controlled electric loads.

Equipment Installation

All equipment installed by the customer must conform to current ALP regulations, State of Minnesota Electrical Code, and National Electrical Code. All equipment shall be installed at the customer's expense.

Control Wiring

All 120-volt/24-volt control transformers for heating and cooling must be fed from the same circuit as the fan in a forced air system, from the same circuit as the pump in a hot water system, or from the same circuit as the living room heat circuit of a baseboard system. Wiring to the load control receiver must have a minimum insulation of 600-volt rating. All air handling equipment shall be wired to the main meter so there is no interruption during utility load control. (See Exhibit E)

Affidavit

Customers applying for off-peak electric service must provide ALP a copy of the Request for Electrical Inspection that is filed with the Minnesota Board of Electricity (blue copy).

Inspection by ALP

ALP will inspect the installed equipment to assure that it conforms to ALP Off Peak Program Regulations. The mechanical contractor that installed the equipment must be on site at the time of the initial ALP inspection. ALP will also periodically inspect the operation of the load control receiver and off peak meter.

Non-Qualifying Loads

Appliances including water heaters (less than 80 gallons), air conditioners, washers, dryers, ranges, and saunas are not eligible for the off-peak rate.

ALP Utilities Electric Service Policy

Maintenance of Equipment

The customer shall maintain all equipment except the load control receiver and any meters owned by ALP.

Tampering

If ALP discovers that any service has been tampered with so as to defeat the intent of these regulations, the customer will immediately be removed from the off-peak rate. All electricity on the off peak meter used for the prior 3 years (36 consecutive previous months) will be billed at the current rate in effect for the customer class.

Liability

ALP will be held harmless from any obligation or responsibility concerning the installation or operation of any system connected to the off peak meter.

Multiple Dwelling Residences/Commercial Dual Heat

If a central heating system is used for primary/secondary heat, the complementary primary/secondary heating system must also be a central unit for all multiple units. Likewise, if an individual unit has an independently metered primary heating service, the secondary heat must be an individual unit. The Off Peak program is available to multiple dwellings only if all units within are changed to dual-heat.

Customers Moving into a Home with Off Peak Heating

Customers that purchase or move into a home that currently participates in the off peak program will automatically continue to receive the off-peak rate unless notified by the customer.

Ending Participation in the Program

Customers who no longer wish to participate or are removed from the Off Peak program must wait one full year from termination to re-apply in the program. ALP will schedule a time to remove the off peak control unit, the off peak meter, and the CT's. Customers no longer participating in the program must hire an electrician to be on site when ALP removes the equipment and to move the heating from the off peak panel to the main service panel.

ALP Utilities Electric Service Policy

| | | |
|---|------------------------|---|
| Section: 1 | | Category: Organizational Policies and Procedures: Electrical |
| Policy Title: Utility Service in Annexed Areas | | Policy Number: 1.12 |
| Date of Adoption: 6/2019 | Updated: 6/2019 | Effective: 6/2019 |

Resolution #1989-1

In accordance with Resolution #1989-1 adopted January 23, 1989, ALP electricity and water service will be extended to annexed areas. Where necessary, the Board of Public Works will negotiate for the purchase of the right to provide electricity and water service to annexed areas.

As new customers are acquired whom another utility served with higher rates, ALP will serve those new customers with rates that will not exceed the rates they paid their previous electric utility. The rates ALP will charge will be determined on a case-by-case basis and will be affected by the cost of the acquisition of the new service territory. When the territory acquisition costs have been recovered, the rates charged to the new customers in the acquired service territory will be the same as the rates charged to other ALP customers.

This policy does not apply to newly acquired residential customers.

ALP Utilities Electric Service Policy

| | | |
|---|------------------------|---|
| Section: 1 | | Category: Organizational Policies and Procedures: Electrical |
| Policy Title: Street and Security Lights | | Policy Number: 1.13 |
| Date of Adoption: 6/2019 | Updated: 6/2019 | Effective: 6/2019 |

POLICY:

The Alexandria Board of Public Works will provide adequate, metered street lighting in developed areas within the City of Alexandria. Normally, streetlights will be placed at intersections in developed areas. However, there may be cases in which more street lighting is warranted. These circumstances may include but are not limited to:

1. Larger than normal blocks
2. Curved streets
3. Hills or other obstructions
4. Special or unusual traffic patterns

These special cases will be investigated on a case-by-case basis by the City of Alexandria.

Repairs to individual security lights that are not metered through a customer’s electric service (a prior metering practice) or repairs to streetlights will be done only during regular working hours.

ALP will not provide or install customer security lights. New customer security lights will be installed, maintained and repaired by the customer. The security lights may be connected to the customer’s electrical service as metered by ALP. ALP will provide metered electric service for security lights as it would for any general service customer.

ALP will not provide or install streetlights outside the Alexandria City limits. ALP will provide metered electrical service for streetlights outside the Alexandria City limits as a general service account.

ALP Utilities Electric Service Policy

| | | |
|----------------------------------|------------------------|---|
| Section: 1 | | Category: Organizational Policies and Procedures: Electrical |
| Policy Title: House Moves | | Policy Number: 1.14 |
| Date of Adoption: 6/2019 | Updated: 6/2019 | Effective: 6/2019 |

POLICY:

The customer/house mover needs to provide ALP with a proposed route as to where they want to move the house. The customer also has tell ALP the loaded height of the house to be moved. ALP will give the customer/house mover an estimate on how much it will cost the customer to move the house. The customer will bear all cost including time, material, and equipment to move the house. The customer will pay an estimated amount to ALP prior to moving the house. The customer will pay for the entire cost of the move regardless if it is more or less than the estimate. The customer must coordinate the house move with all other utilities. ALP will not be responsible for coordinating the house move with other utilities. The customer must give ALP adequate time prior to moving the house. During ALPs busy construction times the house mover may not be allowed by ALP to move the house until ALP has time to schedule the move.

ALP Utilities Electric Service Policy

| | | |
|---|------------------------|---|
| Section: 1 | | Category: Organizational Policies and Procedures: Electrical |
| Policy Title: Small Power Production and Co-Generation | | Policy Number: 1.15 |
| Date of Adoption: 6/2019 | Updated: 6/2019 | Effective: 6/2019 |

Resolution #2019-3

WHEREAS, the Public Utility Regulatory Policies Act of 1978 (PURPA), as amended, requires a utility to buy power and sell power to Qualifying Facilities (QF);

WHEREAS, ALP Utilities and Missouri River Energy Services (MRES) filed a Petition of Wavier, which specifies the obligations of the ALP Utilities and MRES to a QF, with the Federal Energy Regulatory Commission (FERC) under Section 210 of PURPA, and have been granted such waiver by the FERC;

WHEREAS, ALP Utilities and MRES agreed to comply with “Rules of Compliance” as part of the Waiver;

WHEREAS, ALP Utilities has drafted guidelines and documents to implement the Rules of Compliance known as the “Distributed Generation Workbook for Minnesota members” to accommodate QFs in interconnection and power purchase arrangements, which are subject to be updated periodically;

NOW, THEREFORE, BE IT RESOLVED that in recognition of the above statements, ALP Utilities hereby adopts the Distributed Generation Workbook for Minnesota members as the “Small Power Production and Co-Generation Policy.”

ALP Utilities Electric Service Policy

ALEXANDRIA LIGHT AND POWER NON-STANDARD ELECTRIC SERVICE AGREEMENT

I, _____, have applied for a new electrical service with Alexandria Light and Power. I am requesting a non-standard service as follows:

_____.

I understand that this is a non-standard service with limited capacity. Having applied for this service, I do hereby agree to the following:

I release Alexandria light and Power from any damages and liabilities that may result from the operation of this non-standard service. I also agree to pay any damage claims from Alexandria Light and Power or its customers which are the direct result of the non-standard service for which I have applied.

I understand that this non-standard service is limited to a maximum allowable load of _____ kilowatts, the projected maximum load at this time of application. I further understand that any new load added might result in extensive damage to Alexandria Light and Power's and/or any equipment connected to the non-standard service. I agree to not add any additional load to this service without the written consent of Alexandria Light and Power. I agree to pay for all costs associated with any damages that are a result of non-compliance with any part of this agreement.

I understand the foregoing statements and agree with the terms stated.

Signature Date

Alexandria Light and Power Date

ALP Utilities Electric Service Policy

Exhibit A - Pad Mount Location and Clearance

PAD MOUNT EQUIPMENT LOCATIONS/CLEARANCES

When ALP Utilities (ALP) install pad mount transformers or equipment on customer’s premises, the customer shall furnish a satisfactory access and adequate space for the installation and the future maintenance of the equipment.

Pad mount transformer and equipment placement shall conform to the following:

- A. Pad mount transformers/equipment shall not be located directly in front of doors, stairways, beneath windows which can be opened, or where they will obstruct the vision of vehicular traffic. The front (doors) of pad mount equipment shall open away from any structure.
- B. Pad mount transformers/equipment shall be located at least the minimum distance away from buildings or other structures (as noted in the following table) to ensure adequate space for operating, proper ventilation, to minimize transformer noise, and to meet fire safety requirements.

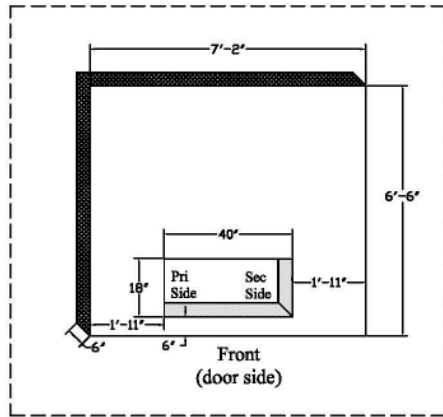
| <u>Feature</u> | <u>Clearance Distance</u> |
|---|----------------------------|
| Noncombustible walls: provided the side of the equipment facing the wall does not have doors. A clear level 10 ft area must be provided in front of equipment doors to allow personnel access for the operation and maintenance of the equipment | 6 ft preferred, 4 ft ok |
| Combustible walls: (including stucco*), main doors, windows, air intakes/exhaust vents, stairs and fire escapes. | 10 ft |
| Gas service meter relief vents. | 3 ft |
| Fire sprinkler valves, standpipes and fire hydrants | 6 ft |
| The water’s edge of a swimming pool or any body of water | 15 ft |
| Facilities used to dispense hazardous liquids or gasses (service station gas) pumps or propane bulk dispensing | 20 ft |
| Facilities used to store hazardous liquids or gases A(service station fuel storage tank filter openings or emergency generator fueling points. | 10 ft |
| Domestic and irrigation wells | 75 ft |
| *stucco on wood framing=combustible: stucco on metal framing=non-combustible; (1) Clearances between pad mount equipment and structures must be measured from the closest metal portion of the equipment closest to the structure (including overhang). (2) Consult local building and fire codes for more detailed customer information. | |

- C. A clear vehicle passageway of 12 feet minimum shall be available at all times, immediately adjacent (within 8') to one side of the equipment to provide an accessible roadway for equipment maintenance. This passageway shall be designed to meet 20-ton construction.
- D. Pad mount transformer and equipment will normally be installed only in non-traffic areas. Transformer and equipment protection is required when ALP equipment is exposed to traffic. This protection may be in the form of bollards, barricades or curb. A curb must have a minimum height of 6" and be at least 6" thick and its front face located 54" minimum from the equipment foundation (pad).

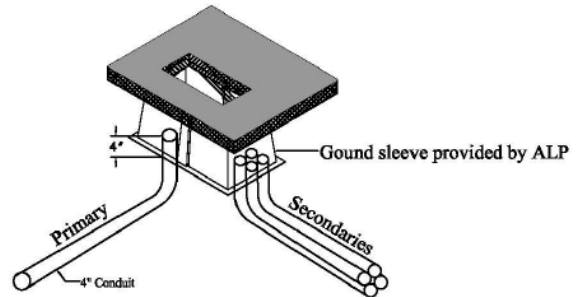
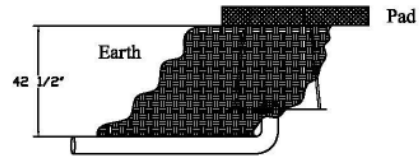
Exhibit B - Transformer Specification

ALP Utilities

Transformer Pad and Ground Sleeve Specifications



Place no structures within 36" of pad.



Notes:

* A MINIMUM OF 2 INCHES OF CONCRETE PAD SHALL BE EXPOSED ABOVE FINISHED GRADE, LANDSCAPING ROCK, OR PARKING LOT.

A complete soil compaction must be done around area under transformer pad to prevent settling.

Reinforce concrete with 3/8" rebar
ALP's Phone Number 320-763-6501

Secondaries shall come in from the bottom and pipe will not extend higher than 4" above the dirt.

Exhibit C - Ground Sleeve Specification

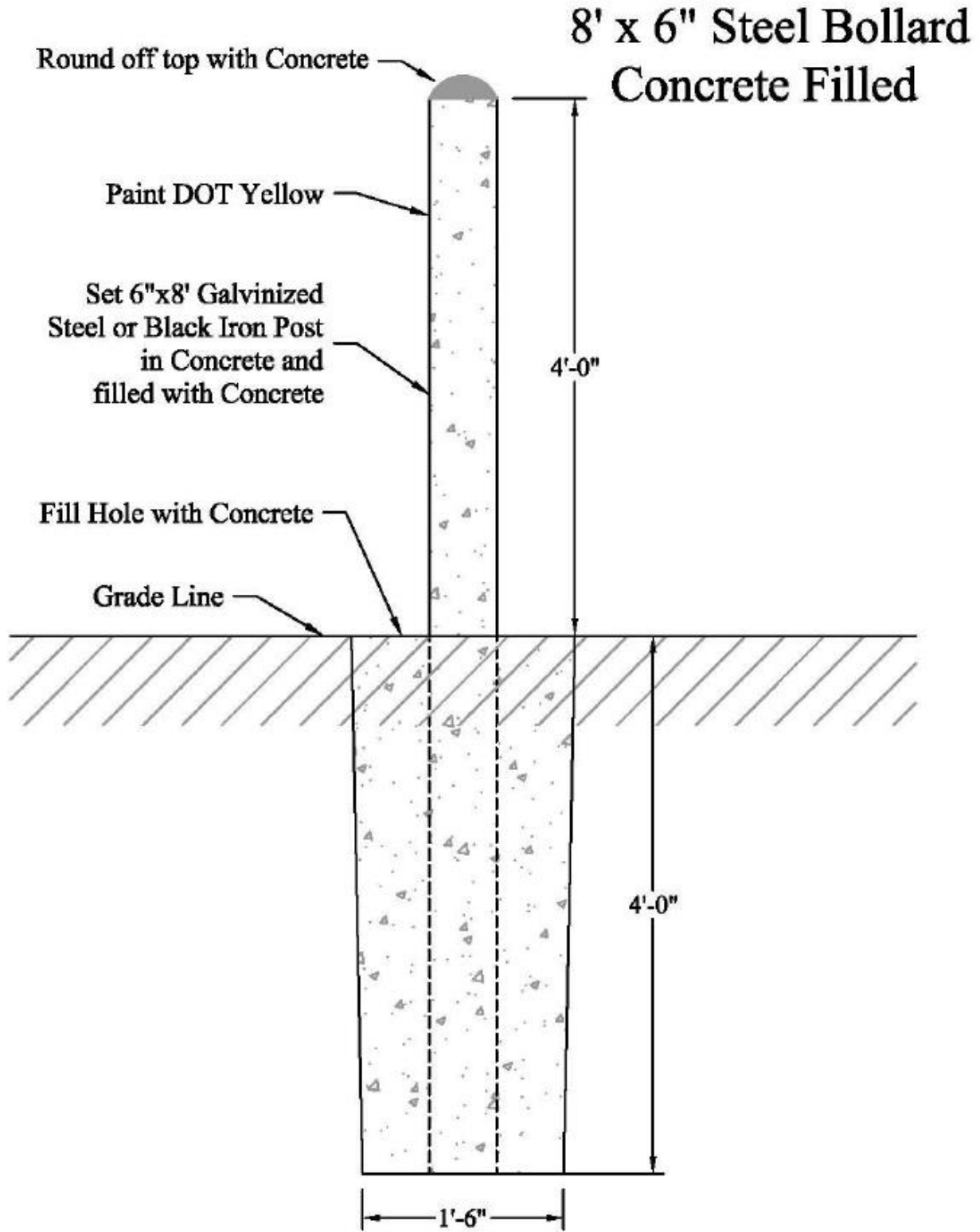
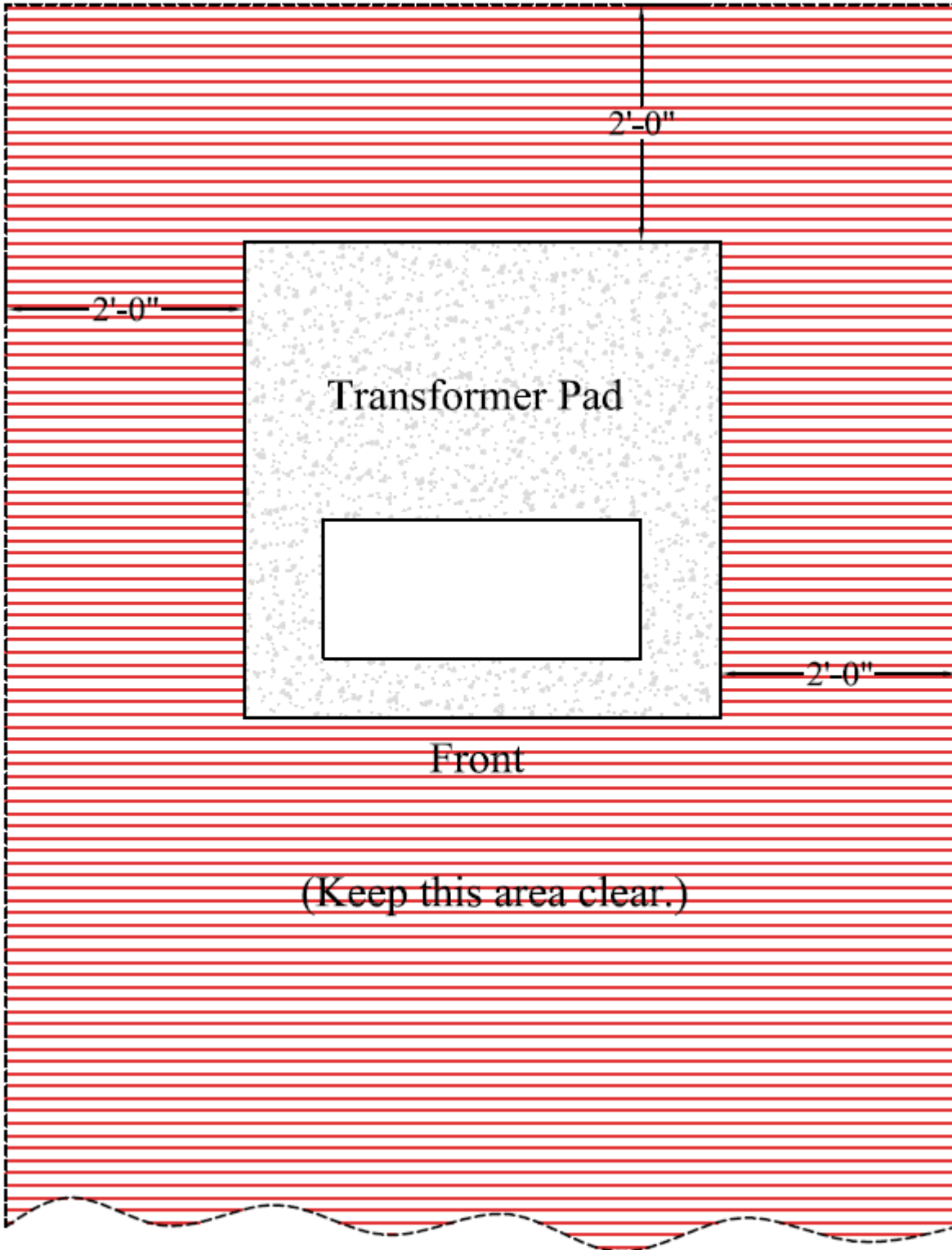


Exhibit D - Transition Cabinet Setback

Transition Cabinet Setback Line



ALP Utilities Electric Service Policy

EXHIBIT E



316 Fillmore Street – P.O. Box 609 – Alexandria, MN 56308

Phone: 320.763.6501 Fax: 320.762.1411 Toll Free 1.800.267.8955

Residential Off Peak Heating Program Agreement

ALP Utilities has the following off peak heating program available to customers that install and maintain an approved heating system that conforms to the current ALP Electric Service Policy and as outlined below:

The electric heating system for the home shall be a minimum of 5 kW of electric load. The non-electric heating system must utilize thermal storage or be fueled by a thermostatically controlled natural gas, fuel oil, or propane heating system. Wood is not allowed as the secondary heat source under this agreement. **The non-electric heating system must be capable of providing the Applicant's total heating requirements for 10 continuous hours (or longer under extremely cold conditions) during controlled peak.**

OFF PEAK RATE: The off peak rate is set by the Board of Public Works and is subject to change from time to time. The Applicant will be billed for the electrical usage on the off peak meter at the off peak rate during the months of September through May. The regular rate will apply during the months June through August.

HEAT PUMP CUSTOMERS: Heat pump customers will be curtailed, or shut off for the duration of a control period, during the months of October through May. Curtailed periods may last up to 10 hours, or even longer, under extremely cold conditions. Heat pumps will be cycled on and off during the summer months June through September (9 minutes off, 21 minutes on during peak times).

WATER HEATERS: Electric water heaters that are 80 gallons or larger, may be put on the off peak meter. The water heater will be curtailed during control periods. The water heater's electrical usage will receive the off peak rate from September through May. In the summer months of June through August the regular rate will apply and a \$10.00 credit will be applied to the Applicant's account.

The Applicant:

- agrees to allow ALP to turn off all electric heat in the home without notice during peak electric demand periods
- agrees to allow ALP to access the home to periodically inspect the operation of the control system
- agrees in order to qualify for the Controlled Service rate, electric heat will not be used as a secondary backup fuel when the regular electric heating system is controlled
- agrees to indemnify and hold ALP harmless for any damages related to the operation of the off peak system and any other controlled loads, whether direct or indirect.
- agrees that any tampering or installations not conforming to the ALP Electric Service Policy shall be grounds for immediate removal from the off-peak service rate. In the event of such removal, all energy recorded on the off peak meter used for the prior three (3) years (36 consecutive previous months) shall be billed at the current rate in effect for the customer's rate classification. The Applicant hereby agrees to pay any charges so billed upon written notice from ALP.
- agrees to comply with the rules and regulations of ALP regarding off peak and other controlled loads now in effect and as revised from time-to-time by ALP.

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Signatures:

The undersigned has read and agrees to the Off Peak Space Heating Agreement and will follow and adhere to all requirements and I will not hold ALP liable or responsible for any damage that might occur due to shutting of my electric heating system.

Applicant Date

ALP Office Use

The dual fuel system, as described by the customer in the application, meets ALP Off Peak Program Regulations. Approval of this application does not infer that the customer's off peak system will be approved to receive the off-peak rate when ALP makes its final inspection. The customer and heating contractor are still responsible for the installation of the actual off peak system and ensuring that secondary heating system is capable of heating the entire home during ALP control periods.

ALP Representative Date

Customer Information

Name: _____ Account Number: _____

Mailing Address: _____ City: _____ State: _____ ZIP: _____

Address of Installation (if different): _____ Alexandria, MN 56308

Telephone: (home) _____ (work) _____

Name of Heating Contractor: _____ Phone: _____

Name of Electrical Contractor: _____ Phone: _____

Please Describe the Proposed Off Peak System

Please check the box that best describes the primary heating system you plan to use:

- | | |
|--|---|
| <input type="checkbox"/> _____ kW Electric boiler | <input type="checkbox"/> _____ kW Electric baseboard |
| <input type="checkbox"/> _____ kW Electric forced air | <input type="checkbox"/> _____ kW Electric radiant floor heat (electric cable) |
| <input type="checkbox"/> _____ kW Electric thermal storage | <input type="checkbox"/> _____ kW Electric radiant floor heat (hydronic system) |
| <input type="checkbox"/> _____ Ton Heat Pump* (Geothermal) | <input type="checkbox"/> _____ Ton Heat Pump* (Air to Air) |

*Heat pumps are curtailed October-May and cycled June-August.

Please check the box that best describes the type of secondary heating system you plan to use:

- | | |
|--|---|
| <input type="checkbox"/> Forced air | <input type="checkbox"/> Boiler |
| <input type="checkbox"/> Electric storage unit | <input type="checkbox"/> Radiant floor heat storage |
| <input type="checkbox"/> Other | |

ALP Utilities Electric Service Policy



OFF PEAK NON-ELECTRIC HEATING SYSTEM GUARANTEE

This form to be signed by the heating contractor that installs your storage heat or non-electric heating system.

The undersigned acknowledges that the storage heat or non-electric backup heating system (described below) is sized adequately and capable of providing sufficient heat for this home during control periods when the electric heat is turned off by ALP Utilities. The undersigned has fully explained the non-electric heating system capabilities to the homeowner.

The Contractor further agrees to comply with ALP Utilities' Electric Service Policy regarding off peak and other controlled loads now in effect and as revised from time to time by ALP.

Name of Customer _____

Service Address _____

Please describe the storage heat or non-electric heating system installed at this address including the type of heat, the efficiency rating, and the rated British Thermal Units per hour (BTUH).

Contractor Name _____

Company _____

Address _____

City _____ State _____ ZIP _____

Phone _____ Fax _____

Contractor Signature _____ Date _____

ALP Utilities Electric Service Policy

Exhibit F - ALP Load Control LCR 3102

ALP LOAD CONTROL
LCR 3102

