

A REGULAR MEETING

Of The

TRAVERSE CITY LIGHT AND POWER BOARD

Will Be Held On

TUESDAY, April 9, 2013

At

5:15 p.m.

In The

COMMISSION CHAMBERS
(2nd floor, Governmental Center)
400 Boardman Avenue

Traverse City Light and Power will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting/hearing upon notice to Traverse City Light and Power. Individuals with disabilities requiring auxiliary aids or services should contact the Light and Power Department by writing or calling the following.

Stephanie Tvardek
Administrative Assistant
1131 Hastings Street
Traverse City, MI 49686
(231) 932-4543

Traverse City Light and Power
1131 Hastings Street
Traverse City, MI 49686
(231) 922-4940

Posting Date: 04-04-13
2:00 p.m.

AGENDA

Pledge of Allegiance

1. Roll Call

Organizational Meeting

Recognition of Mike Coco

2. Consent Calendar

The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Board motion without discussion. Any member of the Board, staff or the public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected. If an item is not removed from the consent calendar, the action noted in parentheses on the agenda is approved by a single Board action adopting the consent calendar.

None.

Items removed from the Consent Calendar

None.

3. Old Business

None.

4. New Business

- a. Consideration of approving minutes of the Regular Meeting of March 26, 2013.
- b. Consideration of approving the 2013-14 Operating Budget and Six Year Capital Improvements Plan. (Arends)
- c. Consideration of approving a revised Organizational Chart. (Arends)
- d. Consideration of authorizing TCL&P and City H.R. Agreement. (Arends)

5. Appointments

None.

6. Reports and Communications

- a. From Legal Counsel.
- b. From Staff.
 1. East Hammond Transmission Line update. (Verbal – Michael McGeehan, GRP)

2. Public Process for Informing Michigan's Energy Future Kick-off. (Arends)
 3. *TCL&P news and correspondence. (General – No Official Report)*
- c. From Board.

7. Public Comment

/st



TRAVERSE CITY
LIGHT & POWER

To: Light and Power Board
From: Tim Arends, *Interim* Executive Director/Controller
Date: March 30, 2013
Subject: L&P Board Organizational Meeting



As required by City Charter Section 177(f), the board meeting of April 9, 2013 will be the annual organizational meeting in which a chairperson and vice-chairperson are elected, and a secretary is appointed by the Board. The Charter language is as follows:

“An election of officers of the Board shall be held annually at the first regular meeting following the appointment of a new Board member after the end of a regular term of office. No member shall serve as chairman for more than two (2) consecutive terms.”

All board members are eligible for nomination as board chairperson. All Board Members are eligible to serve as vice-chairperson. The following procedure would be appropriate for the organizational portion of the meeting.

- Tim Arends, as Secretary to the Board, shall initially preside over the meeting.
 - Call meeting to order – Pledge of Allegiance
 - Roll Call
 - Open the floor to nominations for chairperson (nominations need support), call for any further nominations for chairperson.
 - Close nominations
 - Board discussion (nominations will be voted on in order received)
 - Public comment (specific to nominations for Board Chairperson)
 - Voice Vote – Once 4 votes are received by any one nominee that nominee becomes the new chairperson.
 - Secretary turns the meeting over to the new chairperson.
- The newly elected Chairperson follows the same process described above in electing a vice-chairperson of the Board.
- The Chairperson should then appoint a Secretary to the Board with approval of a Board majority. This has historically been the Executive Director.
- Next, a Human Resources Committee should be formed consisting of two or three board members. City Charter Section 177(h) allows for ad hoc subcommittees; however, there can be no standing committees. Therefore, it is appropriate to have this committee’s term expire at the end of 12 months.
- Proceed to the Consent Calendar portion of the Agenda.

**TRAVERSE CITY
LIGHT AND POWER BOARD**

Minutes of Regular Meeting
Held at 5:15 p.m., Commission Chambers, Governmental Center
Tuesday, March 26, 2013

Board Members -

Present: Barbara Budros, Jim Carruthers, John Snodgrass, Bob Spence, Patrick McGuire

Absent: Mike Coco, John Taylor

Ex Officio Member -

Present: R. Ben Bifoss

Others: Tim Arends, W. Peter Doren, Stephanie Tvardek, Scott Menhart, Tom Olney, Jessica Wheaton

The meeting was called to order at 5:15 p.m. by Chairman McGuire.

Chairman McGuire announced Agenda Item 6(c)1 would be removed from the agenda as Board Member Coco is not in attendance.

As requested by Board Member Spence, Agenda Item 2(b) was removed from the Consent Calendar for full discussion.

Item 2 on the Agenda being Consent Calendar

Moved by Carruthers, seconded by Budros, that the following actions, as recommended on the Consent Calendar portion of the Agenda as amended, be approved:

- a. Consideration of approving minutes of the Regular Meeting of February 26, 2013.
- b. *Removed from Consent Calendar.*

CARRIED unanimously. (Coco, Taylor absent)

Items removed from the Consent Calendar

- a. Consideration of authorizing a Boring Contract with Doug's Underground for the Highland Park Overhead to Underground Conversion Project.

The following individuals addressed the Board:

Tim Arends, *Interim* Executive Director
Tom Olney, Operations Manager

Moved by Spence, seconded by Budros, that the Light and Power Board authorize the Chairman and Secretary to enter into a contract with Doug's Underground, in the amount of \$53,212 for the Highland Park Overhead to Underground Conversion Project; subject to approval as to substance by the Executive Director and approval as to form by General Counsel; and further

authorizes the Executive Director to administer amendments and change orders that are in the best interests of the Light and Power Department.

CARRIED unanimously. (Coco, Taylor absent)

Item 3 on the Agenda being Old Business

- 3(a).** Consideration of authorizing an Amended and Restated Joint Operation/Maintenance Agreement for the Gray Substation.

The following individuals addressed the Board:

Tim Arends, *Interim* Executive Director
W. Peter Doren, General Counsel

Moved by Spence, seconded by Budros, to approve the Amended and Restated Joint Operation/Maintenance Agreement, Gray 138-69kV Substation, and to authorize the Chairman and Secretary to execute that Agreement subject to approval as to form by General Counsel.

CARRIED unanimously. (Coco, Taylor absent)

Item 4 on the Agenda being New Business

- 4(a).** Consideration of revising the Executive Director's Job Description.

The following individuals addressed the Board:

W. Peter Doren, General Counsel
R. Ben Bifoss, City Manager

Chairman McGuire requested the word "allowed" in section 10b be changed to "encouraged". W. Peter Doren agreed to make the amendment.

Moved by Budros, seconded by Spence, to approve the Executive Director's revised job description as amended.

The following individuals from the Public addressed the Board:

Ed Rice, 1664 Strasbourg, Non-Ratepayer

CARRIED unanimously. (Coco, Taylor absent)

- 4(b).** Consideration of authorizing TCL&P's participation in the Community Solar Garden.

The following individuals addressed the Board:

Tim Arends, *Interim* Executive Director

Moved by Spence, seconded by Budros, that the Light and Power Board authorizes TCL&P customers to participate in the Community Solar Garden Joint Project between Wolverine Power Supply, Cherryland Electric Cooperative and Traverse City Light & Power; subject to General Counsel review of the Lease Agreements, and the adoption of a rate allowing the credits to be applied to customer bills.

The following individuals from the Public addressed the Board:

Pat Timmons, 1919 Iroquois, Ratepayer
Jan Hicks, 1687 David Place, Non-Ratepayer
Steve Smiley, Non-Ratepayer
A Stuck, 3828 Garfield Rd., Non-Ratepayer
Tony Anderson, 8088 Palamino Dr., General Manager, Cherryland Electric Cooperative,
Non-Ratepayer
Ed Rice, 1664 Strasbourg, Non-Ratepayer
Kate Madigan, Michigan Energy Council, 400 Boughey St., Ratepayer
Randy Smith, 6222 Bunker Hill Rd., Non-Ratepayer
Maura Brennan 130 E. 9th St., Ratepayer
Doug DeYoung, TC Area Chamber of Commerce, 202 E. Grandview Pkwy., Ratepayer

Roll Call:

Yes – Budros, Carruthers, Spence, McGuire

No – Snodgrass

CARRIED. (Coco, Taylor absent)

4(c). Consideration of adopting a Safety Manual Policy.

The following individuals addressed the Board:

Tim Arends, *Interim* Executive Director
Tom Olney, Operations Manager

Moved by Spence, seconded by Budros, that the Board adopts the Safety Manual Policy for use by TCL&P employees.

CARRIED unanimously. (Coco, Taylor absent)

Item 5 on the Agenda being Appointments

None.

Item 6 on the Agenda being Reports and Communications

a. From Legal Counsel.

None.

b. From Staff.

1. Jessica Wheaton spoke re: the Clean Up Green Up Event.
2. Tim Arends spoke re: the Clinch Park Tunnel Project.

The following individuals addressed the Board:

R. Ben Bifoss, City Manager

3. Tim Arends gave a reminder of the APPA webinar training scheduled for Thursday, March 28th.
 4. Tim Arends gave a reminder of the upcoming Board meetings: April 1st Joint Study Session with City Commission and April 2nd Budget Review Study Session.
- c. From Board.
1. *Removed from agenda.*
 2. Pat McGuire suggested having a separate study session for the TCL&P Board within the next few months to complete a more in depth review of the Hometown Connections Audit report.

Item 7 on the Agenda being Public Comment

The following individuals from the Public addressed the Board:

Jan Hicks, 1687 David Place, Non-Ratepayer

There being no objection, Chairman McGuire declared the meeting adjourned at 6:51 p.m.

/st

Tim Arends, Secretary
LIGHT AND POWER BOARD



To: Light and Power Board
From: Tim Arends, *Interim* Executive Director/Controller
Date: April 3, 2013
Subject: 2013-14 Budget and Six Year Capital Improvements Plan - 2013

A handwritten signature consisting of the initials "JA" enclosed within a hand-drawn circle.

In accordance with City Charter Chapter XVIII, section 179 (o), the 2012-13 Operating Budget and Six Year Capital Improvements Plan must be submitted to the City Commission by its last meeting in April.

The attached budget and capital plan have been revised to incorporate the changes made by the Board at its April 2, 2013 Study Session.

Staff recommends that the Board approve submittal of the 2013-14 Budget and Six Year Capital Plan to the City Commission for its consideration. The following motion would be appropriate to do so:

MOVED BY _____, SECONDED BY _____,

**THAT THE LIGHT & POWER BOARD APPROVES SUBMITTAL OF THE
2013-14 OPERATING BUDGET AND SIX YEAR CAPITAL
IMPROVEMENTS PLAN AS PRESENTED TO THE CITY COMMISSION
FOR ITS CONSIDERATION.**

City of Traverse City, Michigan
TRAVERSE CITY LIGHT & POWER DEPARTMENT
2013-14 Budgeted Revenues and Expenses Summary

	FY 10/11 Actual	FY 11/12 Actual	FY 12/13 Budgeted	FY 12/13 Projected	FY 13/14 Recommended
Operating Income:	\$ 29,981,458	\$ 31,834,482	\$ 31,510,500	\$ 32,650,000	\$ 32,675,000
Operating Expenses:					
Generation Expenses:					
Purchased Power - Lansing BWL	\$ 6,974,397	\$ 6,705,404	\$ 6,160,000	\$ 7,051,000	\$ 6,440,000
Stoney Corners - Wind Energy	1,892,441	2,380,113	2,900,000	2,810,000	2,970,000
Combustion Turbine Power Cost	4,216,734	4,692,108	4,500,000	3,633,000	3,978,000
Cambell #3 Power Cost	3,322,056	4,459,611	4,000,000	4,806,000	4,880,000
Belle River #1 Power Cost	3,087,679	3,817,115	3,700,000	3,877,000	3,960,000
Landfill Gas - Granger Project	113,117	110,647	160,000	325,000	460,000
Other Generation Expenses	467,924	85,684	84,750	144,400	78,000
Total Generation Expenses	20,074,348	22,250,681	21,504,750	22,646,400	22,766,000
Distribution Expenses:					
Operations & Maintenance	3,276,966	3,596,637	3,505,100	3,401,750	3,470,000
Transmission Expenses:					
Operations & Maintenance	196,728	179,975	198,350	415,550	420,900
Other Operating Expenses:					
Metering & Customer Accounting	545,269	500,426	550,000	547,250	573,400
Conservation & Public Services	707,311	676,733	2,049,350	1,832,050	1,027,750
Administrative & General	1,320,067	1,112,653	1,145,250	1,020,250	1,163,950
Insurance	71,315	52,215	66,500	55,500	66,350
Depreciation Expense	1,732,080	1,808,182	1,875,000	1,892,000	1,982,000
City Fee	1,511,219	1,598,157	1,578,200	1,643,500	1,634,700
Total Other Operating Expenses	5,887,261	5,748,366	7,264,300	6,990,550	6,448,150
Total Operating Expenses	29,435,303	31,775,659	32,472,500	33,454,250	33,105,050
Operating Income/Loss	\$ 546,155	\$ 58,823	\$ (962,000)	\$ (804,250)	\$ (430,050)
Non Operating Revenues/(Expenses):					
Non Operating Revenues	990,117	828,563	357,500	472,250	430,050
Non Operating Expenses	(22,324)	(172,034)	0	0	0
Total Non Operating Revenue/(Exp)	967,793	656,529	357,500	472,250	430,050
Net Income	\$ 1,513,948	\$ 715,352	\$ (604,500)	\$ (332,000)	\$ (0)

City of Traverse City, Michigan
TRAVERSE CITY LIGHT & POWER
 2013-14 Budgeted Revenues and Expenses

	FY 10/11 Actual	FY 11/12 Actual	FY 12/13 Budgeted	FY 12/13 Projected	FY 13/14 Recommended
<u>OPERATING REVENUES:</u>					
Residential Sales	\$ 5,421,674	\$ 5,407,313	\$ 5,380,000	\$ 5,626,000	\$ 5,675,000
Commercial Sales	13,587,206	14,236,306	14,130,000	14,342,000	14,425,000
Industrial Sales	8,321,852	9,219,732	9,205,000	9,214,000	9,325,000
Public Authority Sales	232,115	278,640	220,100	279,500	280,000
Street Lighting Sales	199,785	189,823	195,000	189,900	190,000
Yard Light Sales	82,004	78,753	78,400	76,100	76,000
Forfeited Discounts	55,757	43,823	51,500	58,000	58,000
Merchandise and Jobbing	145,548	56,637	75,000	51,000	65,000
Recovery of Bad Debts	80	80	-	-	-
Sale of Scrap	18,682	28,240	18,000	60,000	35,000
Miscellaneous Income	25,492	16,462	13,000	51,300	43,500
Refunds and Rebates	-	12,589	2,500	2,200	2,500
MISO Revenue	1,891,263	2,266,084	2,142,000	2,700,000	2,500,000
TOTAL OPERATING REVENUES	\$ 29,981,458	\$ 31,834,482	\$ 31,510,500	\$ 32,650,000	\$ 32,675,000
<u>OPERATING EXPENSES:</u>					
<u>GENERATION-OPERATING & MAINTENANCE:</u>					
Wind Generation - Traverse	13,633	\$ 18,157	\$ 15,000	\$ 93,000	\$ 25,000
Brown Bridge	932	1,553	-	-	-
Wind Generation Farm	11,897	1,841	-	-	-
Trap and Transfer	-	-	1,000	200	250
Union Street Fish Ladder	-	-	250	250	250
Kalkaska Combustion Turbine	378,527	-	-	-	-
Sabin Dam	885	-	-	-	-
Boardman Dam	1,179	-	-	-	-
Operation Supplies	837	788	1,100	750	1,000
Purchased Power - Lansing BWL	6,974,397	6,705,404	6,160,000	7,051,000	6,440,000
Stoney Corners - Wind Energy	1,892,441	2,380,113	2,900,000	2,810,000	2,970,000
Combustion Turbine Power Cost	4,216,734	4,692,108	4,500,000	3,633,000	3,978,000
Campbell #3 Power Cost	3,322,056	4,459,611	4,000,000	4,806,000	4,880,000
Belle River #1 Power Cost	3,087,679	3,817,115	3,700,000	3,877,000	3,960,000
Landfill Gas - Granger Project	113,117	110,647	160,000	325,000	460,000
<i>Total Purchased Power</i>	<i>19,606,424</i>	<i>22,164,997</i>	<i>21,420,000</i>	<i>22,502,000</i>	<i>22,688,000</i>
<i>Purchased Power Cost as % of Sales</i>	<i>70.4%</i>	<i>75.4%</i>	<i>73.3%</i>	<i>75.7%</i>	<i>75.7%</i>
Coal Dock	4,221	8,740	5,000	11,500	11,800
Communications	351	288	400	450	500
Safety	4,000	8,000	8,000	13,300	13,600
Tools	282	607	1,000	250	300
Professional and Contractual	45,741	43,696	50,000	22,500	23,000
Professional Development	4,998	2,013	2,500	2,200	2,300
TCLP Equipment Maintenance	388	-	500	-	-
Miscellaneous	53	-	-	-	-
Total Generation O & M	20,074,348	22,250,681	21,504,750	22,646,400	22,766,000
<u>DISTRIBUTION OPERATION & MAINTENANCE:</u>					
Office Supplies	4,305	6,496	4,500	4,600	4,700
Operation Supplies	34,034	35,627	36,000	57,200	58,300
Utilities	48,588	47,067	54,000	58,500	60,300
Communications	17,214	17,574	18,500	52,000	53,000
Supervision and Maintenance	700,400	656,920	600,000	850,000	867,000
Substation	149,903	141,977	207,000	180,500	184,000

City of Traverse City, Michigan
TRAVERSE CITY LIGHT & POWER
 2013-14 Budgeted Revenues and Expenses

	FY 10/11 Actual	FY 11/12 Actual	FY 12/13 Budgeted	FY 12/13 Projected	FY 13/14 Recommended
Overhead Lines	515,483	317,526	550,000	450,000	459,000
Storm Damage Contingency	575,341	529,680	575,000	33,500	34,200
Load and Dispatching	-	383,740	-	400,000	408,000
Underground Lines	175,280	186,258	300,000	180,300	184,000
Customer Installations	32,985	30,152	35,000	15,300	15,700
Electric Meters	58,881	53,190	61,500	44,500	45,400
Street Lighting	277,541	296,548	290,000	248,500	252,900
Traffic Signal Oper. & Maint.	144,094	157,134	163,000	194,000	197,900
Radio Equipment	2,274	1,468	2,100	1,450	1,500
Plant & Structures	172,101	314,830	205,000	252,000	257,000
Shop Labor	139,682	162,606	191,000	145,000	147,900
Safety	35,395	62,821	65,000	88,300	90,000
Tools	17,124	28,520	19,500	18,500	18,900
Professional and Contractual	37,055	54,348	38,500	36,600	37,400
Rent Expense	2,341	4,485	2,500	3,700	3,800
Professional Development	135,075	104,910	85,000	85,000	86,700
Printing and Publishing	1,832	1,376	1,700	1,850	1,900
Miscellaneous	399	1,384	300	450	500
Inventory Adjustments	(361)	-	-	-	-
Total Distribution O & M	3,276,966	3,596,637	3,505,100	3,401,750	3,470,000
<u>TRANSMISSION OPERATIONS & MAINTENANCE:</u>					
Supervision & Maintenance	21,035	28,949	28,350	192,000	193,000
Substation	40,357	27,183	37,500	41,150	42,000
Overhead Lines	13,589	3,713	10,000	5,200	5,200
Load and Dispatching	57,860	50,817	59,500	96,500	97,000
Underground Lines	94	-	-	-	-
MISO Transmission	20,598	21,190	23,000	22,200	24,000
Professional and Contractual	-	-	-	-	-
Miscellaneous-MPPA Transmission Project	43,195	48,123	40,000	58,500	59,700
Total Transmission O & M	196,728	179,975	198,350	415,550	420,900
<u>METERING & CUSTOMER ACCOUNTING:</u>					
Salaries and Wages	279,686	267,988	275,000	275,300	300,000
Fringe Benefits	143,843	118,975	129,200	126,800	130,200
Office Supplies	5,888	3,879	5,200	1,400	4,000
Operation Supplies	-	-	-	-	-
Communications	590	355	300	350	400
Meal Payments	188	68	150	550	600
Safety	-	9	-	50	100
Uniforms	2,138	3,453	3,350	3,600	3,700
Professional and Contractual	7,993	7,919	23,400	35,700	36,500
Postage	36,113	35,052	38,000	36,500	30,000
Uncollectable Accounts	19,454	16,796	25,000	17,000	17,350
Collection Costs	415	535	500	1,600	1,500
Data Processing	19,572	20,087	22,500	25,700	26,500
Transportation	5,370	5,281	6,200	4,900	5,000
Professional Development	4,690	3,792	2,500	2,100	2,500
Printing and Publishing	4,405	5,547	7,000	5,500	4,600
Vehicle Rentals	13,843	9,527	10,500	9,000	9,200
Miscellaneous	1,081	1,163	1,200	1,200	1,250
Total Customer Accounting	545,269	500,426	550,000	547,250	573,400

City of Traverse City, Michigan
TRAVERSE CITY LIGHT & POWER
 2013-14 Budgeted Revenues and Expenses

	FY 10/11 Actual	FY 11/12 Actual	FY 12/13 Budgeted	FY 12/13 Projected	FY 13/14 Recommended
<u>CONSERVATION & PUBLIC SERVICES:</u>					
Professional and Contractual	35,834	44,944	60,000	31,000	50,000
Contract Labor - Energy Optimization	-	-	100,000	100,000	100,000
Public Service & Communications	74,854	43,422	30,000	15,000	30,000
Marketing & Public Services	99	-	-	-	-
In-Kind Community Services	76,160	62,205	75,000	45,000	46,000
Community Investment Fund	55,350	-	1,000,000	1,000,000	-
CFL Grant Expense	30,817	-	-	-	-
LED Street Lighting Grant Expense	123,722	-	-	-	-
Energy Audits	-	-	-	-	-
Increased Energy Optimization Efforts	-	162	300,000	156,700	300,000
PA295 Energy Optimization Compliance	310,475	526,000	484,350	484,350	501,750
Total Conservation & Public Services	707,311	676,733	2,049,350	1,832,050	1,027,750
<u>ADMINISTRATIVE AND GENERAL:</u>					
Salaries and Wages	760,912	716,345	665,000	500,000	625,000
Fringe Benefits	253,317	137,566	182,750	168,000	200,000
Office Supplies	7,871	9,708	9,050	8,550	8,750
Communications	7,833	8,089	8,000	6,700	6,850
Fees and Per Diem	58,009	51,508	57,000	55,350	56,500
Board Related Expenses	9,333	3,755	6,500	3,250	3,350
Professional & Contractual	74,071	88,284	130,000	175,000	150,000
Legal Services	78,262	58,151	50,000	70,000	74,300
Employee Appreciation	10,757	6,611	7,500	5,300	5,000
Rent Expense	-	-	-	-	-
City Fee	1,511,219	1,598,157	1,578,200	1,643,500	1,634,700
Transportation	7,683	2,151	3,500	2,600	2,700
Professional Development	37,033	16,074	22,450	15,000	20,000
Printing & Publishing	4,760	2,847	3,500	6,100	7,000
Insurance and Bonds	71,315	52,215	66,500	55,500	66,350
Miscellaneous	10,226	11,564	-	4,400	4,500
Depreciation Expense	1,732,080	1,808,182	1,875,000	1,892,000	1,982,000
Total Administrative and General	4,634,681	4,571,207	4,664,950	4,611,250	4,847,000
Total Operating Expenses	29,435,303	31,775,659	32,472,500	33,454,250	33,105,050
Operating Income / (Loss)	\$ 546,155	\$ 58,823	\$ (962,000)	\$ (804,250)	\$ (430,050)
<u>NON OPERATING REVENUES/(EXPENSES):</u>					
Federal Grants	\$ 250,000	\$ -	\$ -	\$ -	\$ -
State Grants	27,623	-	-	-	-
Rents and Royalties	44,154	21,235	43,000	40,850	44,250
Pole Rentals	59,435	31,773	34,500	41,400	35,800
Reimbursements	271,227	354,909	100,000	160,000	150,000
Interest & Dividend Earnings	337,678	420,646	180,000	230,000	200,000
Gain/(Loss) on Sale of Fixed Assets	(22,324)	(172,034)	-	-	-
Total Non Operating Revenue/(Expenses)	967,793	656,529	357,500	472,250	430,050
NET INCOME/(LOSS)	\$ 1,513,948	\$ 715,352	\$ (604,500)	\$ (332,000)	\$ (0)

Traverse City Light & Power
Fiber Optics Fund
2013-14 Budgeted Revenues and Expenses

	FY 10/11 Actual	FY 11/12 Actual	FY 12/13 Budgeted	FY 12/13 Projected	FY 13/14 Recommended
Operating revenues:					
Charges for services	\$ 183,605	\$ 193,810	\$ 186,500	\$ 200,150	\$ 229,000
Wi-fi Service Fee - DDA	-	-	65,000	-	-
Total operating revenues	\$ 183,605	\$ 193,810	\$ 251,500	\$ 200,150	\$ 229,000
Operating expenses:					
Office & operation supplies	\$ 799	\$ 2,061	\$ 3,250	\$ 2,000	\$ 2,000
Supervision & maintenance	28,572	28,631	66,150	30,000	41,000
Overhead & Underground lines	4,376	19,245	6,000	13,000	16,000
Customer installations	1,700	8,333	5,600	3,000	6,500
Wi-fi operations & maintenance	-	-	45,000	-	-
Termination boxes	32,839	13,211	35,400	15,750	16,500
Tools	646	17	-	150	150
Professional services	-	-	-	-	-
Legal services	253	-	-	-	-
City fee	9,180	9,691	12,600	10,000	10,100
Professional development	7,757	246	500	2,250	2,150
Insurance	1,263	995	1,450	950	1,000
Repair and maintenance	1,154	-	500	150	500
Vehicle rental	-	(93)	-	-	-
Miscellaneous	-	-	150	-	-
Depreciation expense	85,409	86,511	99,800	87,350	87,600
Total operating expenses	\$ 173,948	\$ 168,848	\$ 276,400	\$ 164,600	\$ 183,500
Operating income/(loss)	\$ 9,657	\$ 24,962	\$ (24,900)	\$ 35,550	\$ 45,500
Non-operating revenues:					
Reimbursements	34,392	39,069	75,900	7,150	18,000
Net income	\$ 44,049	\$ 64,031	\$ 51,000	\$ 42,700	\$ 63,500



SIX YEAR CAPITAL IMPROVEMENTS PLAN – 2013

GENERATION:

Community Solar Garden II (CHANGE)

Location: Local solar generation either inside or outside city limits

Character: Free standing solar panels

Extent: Installation of solar panels to provide up to 84.6 KW of generation.

Estimated Cost: \$250,000 – Amount to be recovered through 25 year Sun Shares to customers

Fiscal Year(s): 2014-15

DISTRIBUTION and SUBSTATION:

Line Improvements, Extensions, New Services

Location: Throughout the entire service area

Character: Construction/replacement of overhead and underground distribution facilities involving the use of wire, poles, meters, cabinets, and transformers.

Extent: This is an annual project in which wages, benefits, and equipment charges are capitalized for upgrades to existing services or new customer services.

Estimated Cost: \$5.625 Million

Fiscal Year(s): 2013-14 through 2018-19 (Annual Program)

Distribution Circuit Rebuild

Location: Throughout the entire service area. In 2013-14 the circuit BW-31 will be rebuilt which includes the service area at the base of the peninsula.

Character: Replace deteriorated overhead/underground facilities with new wire, conduit, poles, etc. to include conversion of overhead facilities to underground as appropriate.

Extent: New circuits and upgrade of existing circuits to improve reliability and serve anticipated growth to include undergrounding facilities as appropriate.

Estimated Cost: \$5.85 Million

Fiscal Year(s): 2013-14 through 2018-19 (Annual Program)

69kV/13.8kV Distribution Substation-SOUTH

Location: South central portion of service area outside city limits

Character: Construction of new 69/13.8kV distribution substation.

Extent: To include land purchase and facilities

Estimated Cost: \$4.6 Million

Fiscal Year(s): 2013-14 through 2014-15



SIX YEAR CAPITAL IMPROVEMENTS PLAN – 2013

DISTRIBUTION and SUBSTATION (continued):

Overhead to Underground Conversion Projects (NEW)

Location: Throughout the entire service area

Character: Conversion of overhead distribution facilities to underground.

Extent: Annual Program for Approved Projects.

Estimated Cost: \$2.025 Million

Fiscal Year(s): 2013-14 through 2018-19 (Annual Program)

Pine Street Overhead to Underground Conversion

Location: Starting from behind Hall Street Substation crossing the Boardman River South along Pine Street

Character: Convert existing overhead distribution facilities to underground.

Extent: In concert with TIF 97 Plan for Pine Street projects – this is a two phase project as directed by the DDA through the TIF 97 Plan.

Estimated Cost: \$1 Million

Fiscal Year(s): 2013-14

Street Lighting System Addition (CHANGE)

Location: New street lighting along Silver Drive in the Grand Traverse Commons Area and Old Towne Neighborhood

Character: LED street lighting on Silver Drive and acorn lights in neighborhood.

Extent: Installation of new LED street lights; and low level pedestrian lights.

Estimated Cost: \$325,000

Fiscal Year(s): 2013-14 through 2014-15

Street Lighting (LED) System Replacements

Location: Throughout the entire utility service area

Character: LED street lighting replacements.

Extent: Removal of any old high pressure sodium street lights and replace with LED lights.

Estimated Cost: \$595,000

Fiscal Year(s): 2013-14 through 2018-19 (Annual Program)

TRANSMISSION and SUBSTATION:

69kV Load Break Switches

Location: Three separate locations – South Airport Sub Junction on LaFranier Road, Barlow Junction near Barlow Substation, & Cass Road Junction near Twelfth Street

Character: New steel poles & transmission switches

Extent: Replacing wood poles and switches with new steel poles & switches

Estimated Cost: \$600,000

Fiscal Year(s): 2014-15 through 2016-17



SIX YEAR CAPITAL IMPROVEMENTS PLAN – 2013

TRANSMISSION and SUBSTATION (continued):

69kV Transmission Line and Substation – EAST

Location: *East Side of Service Area (substation and majority of the transmission line will be outside the city limits)*

Character: *Overhead transmission facilities to include new poles and wire*

Extent: *From a new transmission substation to an existing distribution substation*

Estimated Cost: *\$4.2 Million*

Fiscal Year(s): *2013-14*

Substation Transformer (NEW)

Location: *Parsons Substation & Cass Road Substations*

Character: *Installation of higher rated Transformers.*

Extent: *Upgrade existing substation transformers for system reliability due to load growth.*

Estimated Cost: *\$3 Million*

Fiscal Year(s): *2017-18 through 2018-19*

Transmission Line Reconductor

Location: *Existing transmission corridor along Hammond, Barlow, LaFranier, Cass, Wadsworth, and north end of Boardman Lake*

Character: *Overhead transmission facilities to include new poles and wire.*

Extent: *Reconductor/rebuilding of existing 69kV transmission lines with new 69kV transmission lines.*

Estimated Cost: *\$4.275 Million*

Fiscal Year(s): *2014-15 through 2018-19*

FACILITIES:

M-72 Wind Turbine Refurbishment

Location: *Bugai Road @ M-72*

Character: *Replace existing gear box with new gear box*

Extent: *Repair or replacement due to normal wear.*

Estimated Cost: *\$350,000*

Fiscal Year(s): *2018-19*

Hastings Service Center Facility Improvements (CHANGE)

Location: *1131 Hastings Street*

Character: *Site improvements to existing facility*

Extent: *Entrance security & construction of outdoor covered area for inventory & equipment*

Estimated Cost: *\$700,000*

Fiscal Year(s): *2013-14 through 2014-15*



SIX YEAR CAPITAL IMPROVEMENTS PLAN – 2013

SCADA, COMMUNICATIONS, and OTHER ITEMS:

Smart Metering Technologies (AMI)

Location: *Entire Service Area*

Character: *Electric meters and software to accommodate smart metering capabilities.*

Extent: *A program to provide for the migration to electronic smart meters that will assist utility customers on energy use and reliability.*

Estimated Cost: *\$200,000*

Fiscal Year(s): *2015-16 through 2018-19*

Substation Security Cameras (NEW)

Location: *Cass, Parsons, Hall Street, & Barlow substations*

Character: *Installation of security cameras*

Extent: *New cameras to allow for 24/7 monitoring by system operators.*

Estimated Cost: *\$75,000*

Fiscal Year(s): *2013-14*

JOINT TCL&P, CITY OF TRAVERSE CITY, and DDA PROJECTS:

Bayfront Trail Lighting Phase I & II (NEW)

Location: *Bayfront Redevelopment Project*

Character: *LED lights and decorative poles as determined by the City.*

Extent: *At locations along the trail to include installation costs*

Estimated Cost: *\$150,000*

Fiscal Year(s): *2013-14 through 2014-15*

Cass & Lake Street Streetscapes (NEW)

Location: *Cass Street from Eighth St to Cass Street bridge and along Lake Street from Cass St to Eighth Street.*

Character: *New street lighting installations in conjunction with planned streetscape*

Extent: *To be determined in coordination with DDA.*

Estimated Cost: *\$350,000*

Fiscal Year(s): *2014-15*

East Front Street Streetscapes (NEW)

Location: *Along East Front Street from Boardman Ave. to Grandview Parkway*

Character: *New street lighting installations in conjunction with planned streetscape*

Extent: *To be determined in coordination with DDA.*

Estimated Cost: *\$400,000*

Fiscal Year(s): *2015-16*



SIX YEAR CAPITAL IMPROVEMENTS PLAN – 2013

JOINT TCL&P, CITY OF TRAVERSE CITY, and DDA PROJECTS (continued):

Garland Street Streetscapes (NEW)

Location: Garland Street in the Warehouse District

Character: New street lighting installation

Extent: To be determined in coordination with DDA.

Estimated Cost: \$300,000

Fiscal Year(s): 2013-14 through 2014-15

Park Street Streetscapes (NEW)

Location: From State Street to Grandview Parkway

Character: New street lighting installation & underground existing overhead services

Extent: Removal of existing fixtures/poles/wires in coordination with DDA project.

Estimated Cost: \$100,000

Fiscal Year(s): 2013-14

Pine Street Pedestrian Way (companion project to Pine Street O/H to U/G) (NEW)

Location: Bridge over Boardman River North of Front Street at Pine Street

Character: New pedestrian bridge as determined by the DDA/City

Extent: To accommodate new electric circuit from Hall Street substation to alley between State Street & Front Street along Pine Street.

Estimated Cost: \$680,000

Fiscal Year(s): 2013-14

TRAVERSE CITY LIGHT & POWER
SIX YEAR CAPITAL IMPROVEMENTS PLAN 2013

(This worksheet is for illustration purposes only and is supplemental information to the Plan)

		Fiscal Year 2013-14	Fiscal Year 2014-15	Fiscal Year 2015-16	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Project Totals	Project Notes	2012 Funding Level	Change
Generation:											
CHANGE	Community Solar Garden II (project to be similar as the 2013 joint TCL&P/Cherryland project - No cost of land included - location to be determined)	\$ -	\$ 250,000	---	---	---	---	\$ 250,000	Funding to come from Leaseholders	\$ 400,000	\$ (150,000)
Total Generation		0	250,000	0	0	0	0	250,000		400,000	(150,000)
Distribution and Substation:											
no change	Line Improvements, Extensions, New Services	825,000	850,000	900,000	950,000	1,000,000	1,100,000	5,625,000	Annual Program	\$ 6,350,000	\$ (725,000)
DELETED	Distribution Circuit Additions/Upgrades (project better defined elsewhere in Plan - funding removed)	---	---	---	---	---	---	0		\$ 5,400,000	\$ (5,400,000)
no change	Distribution Circuit Rebuild (amounts reduced to better reflect anticipated actual cost)	850,000	900,000	950,000	1,000,000	1,050,000	1,100,000	5,850,000	Annual Program	\$ 11,400,000	\$ (5,550,000)
no change	69kV/13.8kV Distribution Substation-SOUTH (funding increased due to better estimates on actual cost)	3,750,000	850,000	---	---	---	---	4,600,000		\$ 3,800,000	\$ 800,000
NEW	OH to URG Conversion Projects (residential projects to enhance system reliability)	75,000	550,000	350,000	350,000	350,000	350,000	2,025,000	Annual Program	\$ -	\$ 2,025,000
no change	Pine Street Overhead to Underground Conversion	1,000,000	---	---	---	---	---	1,000,000		\$ 1,000,000	\$ -
CHANGE	Street Lighting System Addition (2013 - Silver Drive : 2014 - Old Towne Neighborhood)	100,000	225,000	---	---	---	---	325,000	SID funds for neighborhood lighting	\$ 100,000	\$ 225,000
no change	Street Lighting (LED) System Replacements (reduced funding to better reflect anticipated actual cost)	95,000	100,000	100,000	100,000	100,000	100,000	595,000	Annual Program	\$ 960,000	\$ (365,000)
Total Distribution and Substation		6,695,000	3,475,000	2,300,000	2,400,000	2,500,000	2,650,000	20,020,000		29,010,000	(8,990,000)
Transmission and Substation:											
no change	69kV Load Break Switches	---	200,000	200,000	200,000	---	---	600,000		\$ 600,000	\$ -
no change	69kV Transmission Line & Substation - EAST (Updated anticipated cost to complete)	4,200,000	---	---	---	---	---	4,200,000		\$ 4,500,000	\$ (300,000)
NEW	Substation Transformer Upgrades	---	---	---	---	1,500,000	1,500,000	3,000,000	GRP Study Recommendation	\$ -	\$ 3,000,000
no change	Transmission Line Reconductor	---	575,000	1,000,000	1,500,000	600,000	600,000	4,275,000		\$ 3,675,000	\$ 600,000
Total Transmission and Substation		4,200,000	775,000	1,200,000	1,700,000	2,100,000	2,100,000	12,075,000		8,775,000	3,300,000
Facilities:											
no change	M-72 Wind Turbine Refurbishment	---	---	---	---	---	350,000	350,000		\$ 150,000	\$ 200,000
CHANGE	Hasting Service Center Facility Improvements (funding reduced due to changed project scope to include inventory covered area & office security)	125,000	575,000	---	---	---	---	700,000		\$ 1,280,000	\$ (580,000)
Total Facilities		125,000	575,000	0	0	0	350,000	1,050,000		1,430,000	(380,000)

**TRAVERSE CITY LIGHT & POWER
SIX YEAR CAPITAL IMPROVEMENTS PLAN 2013**

(This worksheet is for illustration purposes only and is supplemental information to the Plan)

		Fiscal Year 2013-14	Fiscal Year 2014-15	Fiscal Year 2015-16	Fiscal Year 2016-17	Fiscal Year 2017-18	Fiscal Year 2018-19	Project Totals	Project Notes	2012 Funding Level	Change
SCADA, Communications, and Other Items:											
no change	Smart Metering Technologies (AMI) (amounts reduced to provide a more planned deployment)	---	---	50,000	50,000	50,000	50,000	200,000		\$ 750,000	\$ (550,000)
NEW	Substation Security Cameras	75,000	---	---	---	---	---	75,000		\$ -	\$ 75,000
Total SCADA, Communications & Other Items		75,000	0	50,000	50,000	50,000	50,000	275,000		750,000	(475,000)
Joint TCL&P, City of Traverse City, and DDA Projects											
NEW	Bayfront Trail Lighting Phase I & II	50,000	100,000	---	---	---	---	150,000		\$ -	\$ 150,000
NEW	Cass & Lake Street Streetscapes	---	350,000	---	---	---	---	350,000		\$ -	\$ 350,000
NEW	East Front Street Streetscapes	---	---	400,000	---	---	---	400,000		\$ -	\$ 400,000
NEW	Garland Street Streetscapes	200,000	100,000	---	---	---	---	300,000		\$ -	\$ 300,000
NEW	Park Street Streetscapes	100,000	---	---	---	---	---	100,000		\$ -	\$ 100,000
NEW	Pine Street Pedestrian Way (In coordination with Pine Street Overhead to Underground)	655,000	---	---	---	---	---	655,000		\$ -	\$ 655,000
Total Joint City, DDA & TCL&P Projects		1,005,000	550,000	400,000	0	0	0	1,955,000		0	1,955,000
TOTAL		\$ 12,100,000	\$ 5,625,000	\$ 3,950,000	\$ 4,150,000	\$ 4,650,000	\$ 5,150,000	\$ 35,625,000		\$ 40,365,000	\$ (4,740,000)

FIBER FUND PROJECTS:

DELETED	Fiber Extensions - Customer Installations (funding removed until such time that the Board decides to offer Lit Fiber services)	---	---	---	---	---	---	\$ -		\$ 450,000	\$ (450,000)
DELETED	Wi-Fi Project - DDA (funding removed as DDA is seeking alternate option for Wi-Fi services)	---	---	---	---	---	---	-		\$ 160,000	\$ (160,000)
Total Fiber Fund Projects		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		\$ 610,000	\$ (610,000)

(Actual fiscal year that a project may be undertaken may differ from the fiscal year depicted in this spreadsheet. Dollar amounts are estimates.)



To: Light and Power Board
From: Tim Arends, Interim Executive Director/Controller
Date: March 31, 2013
Subject: Consideration of a Revised Organizational Chart

A handwritten signature or set of initials, possibly "TA", enclosed in a hand-drawn circle.

Attached is a recommended revised organizational chart for your consideration of approval. In the course of reviewing staffing levels during my interim as Executive Director, and in considering the recommendations of Hometown Connections' report, I have determined that the utility and its ratepayer's would be more efficiently served by the elimination of the following positions from the utility's organizational chart:

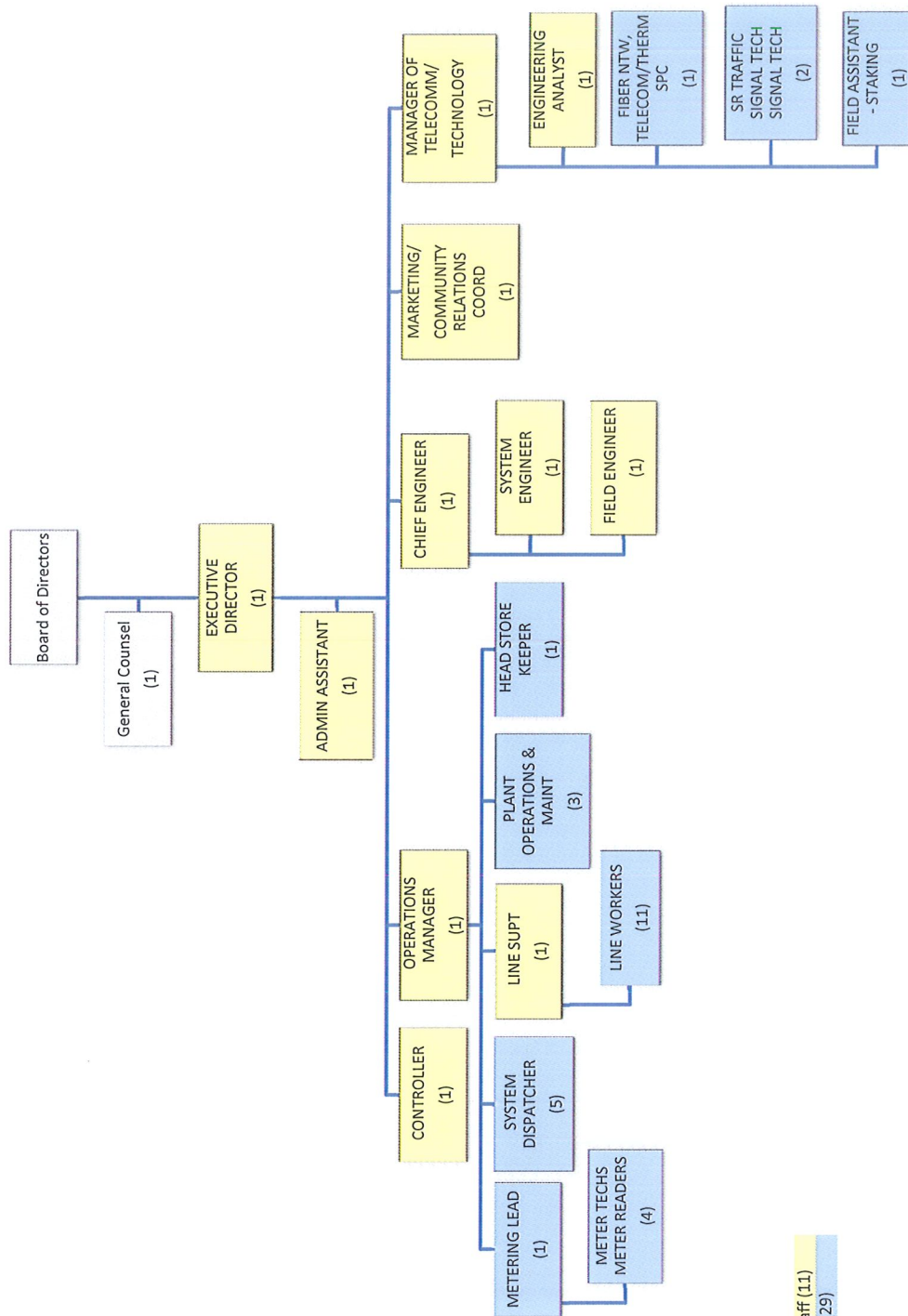
- Part-Time Human Resources Specialist
- Energy Supply Manager
- Generation Project Manager
- Manager of Communications & Energy Services
- Network Administrator

If the Board is in agreement with approving the revised organizational chart and elimination of the associated job descriptions the following motion would be appropriate:

MOVED BY _____, SECONDED BY _____,

THAT THE LIGHT & POWER BOARD APPROVES THE STAFF RECOMMENDED REVISED ORGANIZATIONAL CHART AS PRESENTED; AND FURTHER ELIMINATES THE JOB DESCRIPTIONS FOR PART-TIME HUMAN RESOURCES SPECIALIST, ENERGY SUPPLY MANAGER, GENERATION PROJECT MANAGER, MANAGER OF COMMUNICATIONS & ENERGY SERVICES, AND NETWORK ADMINISTRATOR.

Traverse City Light & Power Organizational Chart
As approved by the Board on:



Legend:
Administrative Staff (11)
UWUUA Local 295 (29)

**TRAVERSE CITY LIGHT & POWER
JOB DESCRIPTION**

HUMAN RESOURCE SPECIALIST (PART-TIME)

Supervised By: Executive Director
Supervises: No supervisory responsibility

Position Summary:

Under the general direction of the Executive Director, manages the full range of human resource activities. Participates in labor negotiations and administers the collective bargaining agreement. Administers employee compensation and benefit programs, maintains personnel records and coordinates human resources activities with the City of Traverse City Human Resources Department.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Serves as a member of the collective bargaining team. Proposes and drafts contract language. Studies and reports on the potential cost and service impacts of proposed provisions. Administers the collective bargaining agreement.
2. Directs and participates in the recruitment, hiring, discipline and discharge of employees. Reviews applications, conducts interviews and performs reference checks on applicants. Oversees the proper maintenance of and access to personnel files.
3. In conjunction with the City of Traverse City Human Resources Department, administers employee health and retirement plans. Assists employees with understanding and modifying benefit provisions.
4. Administers the employee compensation program. Oversees leave time accruals and benefit programs. Conducts surveys and job analysis to develop job descriptions and pay ranges.
5. In coordination with the City's Human Resources Director, develops and implements personnel policies and procedures.
6. Ensures compliance with all applicable state and federal laws, as well as City and Light & Power policies/procedures related to personnel administration. Ensures adherence to

EEOC policies. Maintains necessary records and information, analyzes data, and compiles reports required by regulatory agencies.

7. Oversees staff training programs and ensures employees are properly trained to perform their job responsibilities. Administers Light & Power's safety program and serves on the Safety Committee.
8. Provides advice and information concerning personnel administration policies/procedures to department heads, employees and the public.
9. Performs audits and inspections to ensure OSHA compliance.
10. Oversees employee performance appraisal system.
11. Performs other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Bachelor degree in public or business administration with a concentration in personnel management or similar degree, plus two years of experience in labor relations and personnel administration.
- State of Michigan Vehicle Operator's License.
- Thorough knowledge of the laws, statutes and regulations pertaining to employee recruitment, hiring, discharge, record keeping, training, insurance and retirement.
- Thorough knowledge of personnel administration techniques and practices.
- Skill in counseling employees and developing appropriate personnel recommendations.
- Ability to maintain records and prepare comprehensive reports on all matters related to personnel administration.
- Ability to communicate effectively and present written and oral ideas.
- Ability to solve problems and develop recommendations to address personnel issues.
- Ability to use basic office equipment such as telephone, calculator, photocopier, fax, personal computer and applicable software applications such as word processing, spreadsheet and database.

- In addition to the above requirements, all positions require the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions and the ability to interact positively with other employees and members of the public. Employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment. Employees must be physically and mentally able to perform the essential duties of their position without excessive absences.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of light weight and operate a motor vehicle.

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.

TRAVERSE CITY LIGHT & POWER JOB DESCRIPTION

ENERGY SUPPLY MANAGER

Supervised By: Executive Director
Supervises: May require supervisory responsibility of one to three people

Position Summary:

Under the general direction of the Executive Director, is responsible for the acquisition and administrative control of the electric supply requirements of the utility. Assures that reliable and comparatively low-cost electric generation is available to TCL&P for the long and short term. Develops proper procedures, processes and risk management policies as they pertain to generation requirements and develops strategies and business plans to meet electric generation requirements. Develops power purchase contracts and internal generation initiatives and serves as liaison to MPPA, APPA and other governmental agencies.

Essential Job Functions:

An employee in this position may be called upon to perform any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Responsible for electric power resource planning and acquisition that produces reliable, competitively-priced electric power that is adequate to meet the present and future requirements of TCL&P customers.
2. Develops proper procedures, processes and risk management policies as they pertain to generation requirements and develops strategies and business plans to meet electric generation requirements.
3. Develops long-term financial models for power resource acquisition.
4. Develops power purchase contracts and internal generation initiatives.
5. Performs research, compiles information, analyzes data and creates standard and special reports on various power issues. Investigates funding sources, organizes grant applications and funding proposals, and administers special projects.
6. Serves as liaison to MPPA. Works with the Public Service Commission and keeps abreast of legislative actions and initiatives pertaining to renewable energy.

7. Develops and manages electric generation projects. Manages TCL&P's wind farm project and researches and administers other alternative energy possibilities or initiatives.
8. Works with consultants in the development and implementation of an Integrated Resource Plan.
9. Meets with and works with major consultants, developers and contractors as a part of managing electric generation projects.
10. Maintains a professional level of requisite knowledge in power resource planning and acquisition, utility rates, alternative and renewable energy options and legislation.
11. Attends Light & Power Board meetings, APPA and MPPA meetings, legislative sessions and other commission and utility meetings and events as directed by the Executive Director.
12. Keeps abreast of all state and federal legislative initiatives, and analyzes operational and financial impacts.
13. Performs other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Bachelor degree in electrical engineering or related field, plus seven years experience in energy supply analysis and acquisition.
- State of Michigan Vehicle Operator's License.
- Detailed knowledge of power supply options and methods.
- Ability to manage the preparation of electric utility plans, maps, estimates and computations.
- Considerable knowledge of utility operations as they relate to the development and growth of the utility district.
- Skill in compiling and evaluating complex energy guidelines and formulating policy standards and service recommendations.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with builders, agency officials, suppliers, the public, other professional contacts and municipal and state officials.

- Excellent oral/written communication and negotiation skills.
- Ability to plan, organize and prioritize projects, identify problems and propose and implement solutions and grasp and communicate complex electric supply issues.
- Knowledge of contract negotiations, purchasing practices pertaining to power, related state and federal legislative issues, power supply plans, types of generation and generator interconnection requirements and processes.
- Ability to use basic office equipment such as telephone, calculator, photocopier, fax, and personal computer with applicable software applications such as word processing, spreadsheet, system supply computer models and project management software.
- In addition to the above requirements, all positions require the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions and the ability to interact positively with other employees and members of the public. Employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment. Employees must be physically and mentally able to perform the essential duties of their position without excessive absences.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works indoors but must drive a motor vehicle between work sites. The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.

**TRAVERSE CITY LIGHT & POWER
JOB DESCRIPTION**

GENERATION PROJECT MANAGER

Supervised By: Energy Supply Manager
Supervises: No supervisory responsibility

Position Summary:

Under the general supervision of the Energy Supply Manager this position will be responsible for the development of new generation construction projects.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Provide leadership and project management as they relate to research, integration and deployment of new generation projects.
2. Research, interview and employ contractors and consultants that specialize in the development of generation projects; engineering procurement and construction contractors, engineering firms and owner's engineers.
3. Perform engineering and technical analysis for electric generation applications.
4. Perform financial analyses of proposed generation projects.
5. Responsible for project planning and implementation, defining project tasks and resource requirements.
6. Plans and schedules project timelines and manages project resources while providing direction and support to the project team, which will include contractors and consultants.
7. Responsible for coordinating internal and external resources needed for project execution including engineering, construction, procurement, document control, scheduling and cost control.
8. Performs other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Bachelor's degree in Mechanical Engineering from an accredited school of engineering required along with 10+years of related experience.
- Highly advanced knowledge and skills regarding siting, construction and operation of various generation technologies including gas turbine, biomass and wind generation.
- Knowledge of the policies, procedures and regulations governing municipal government functions and utility operations is desirable.
- Ability to understand both theoretical and practical aspects of project management and project management tools and techniques.
- Direct work experience in negotiation and administration of power purchase agreements is desired.
- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with the public, contractors, consultants and other employees.
- Ability to effectively communicate and present ideas and concepts orally and in writing.
- Ability to critically assess situations and solve problems, maintain confidentiality and work effectively under stress, within deadlines and changes in work priorities.
- Experience in the use of word, excel and project management software is required.
- In addition to the above requirements, all positions require the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions and the ability to interact positively with other employees and members of the public. Employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment. Employees must be physically and mentally able to perform the essential duties of their position without excessive absences.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands and fingers, talk and hear. The employee must be able to squat, stoop, climb or kneel. The employee must occasionally lift materials of moderate weight. The employee is regularly required to communicate in person and by telephone, read regular and small print, sit, use limited mobility in an office setting, use manual dexterity to type and enter data, and use sight to read and prepare documents and reports.

While performing the duties of this job, the employee works both indoors and outdoors and regularly drives a motor vehicle between work sites. The employee may work near moving mechanical equipment. The noise level in the work environment varies from quiet to loud.

**TRAVERSE CITY LIGHT & POWER
JOB DESCRIPTION**

MANAGER OF COMMUNICATIONS AND ENERGY SERVICES

Supervised By: Executive Director
Supervises: No supervisory responsibility

Position Summary:

Under the general direction of the Executive Director, develops effective business relationships with current and potential major customers to meet their electrical and service needs. Responsible for developing and implementing energy conservation programs, addressing utility rate issues and managing other special projects as assigned. Oversees the efforts of a marketing firm involved in marketing and public relations programs. Develops and oversees residential and commercial energy conservation and audit programs and performs other duties as assigned.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Responsible for public relations and marketing plans with the assistance of a marketing firm. Researches and recommends strategies and oversees the marketing firm that implements marketing initiatives.
2. Develops and implements energy conservation programs and other customer promotions.
3. Works primarily with larger customers on issues such as energy conservation, rate structure, customer service and new product offerings. Seeks out potential customers and communicates information on TCL&P's programs and services.
4. Supervises the activities of outside consultants contracted for work assistance.
5. Participates in the budget process by formulating requests for various programs, projects and capital improvements.
6. Performs research, compiles information, analyzes data and creates standard and special reports on various issues as requested.
7. Represents the utility to various entities, committees, and at special events. Attends meetings and prepares related correspondence, presentations and materials.

8. Responds to customer inquiries, investigates complaints and works with other employees to resolve utility billing issues.
9. Advertises and promotes programs, responds to inquiries, and establishes effective relationships with customers, the media and peer agencies.
10. Maintains and updates the utility's website. Explores new technologies and methods for communicating with customers to address their service needs.
11. Keeps abreast of legislative or regulatory developments and other current issues through continued education and professional growth. Attends conferences, workshops, and seminars as appropriate.
12. Applies for grant programs and administers successful grant applications.
13. Performs other duties as assigned.

Required Knowledge, Skills, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

- Bachelor degree in business management or a related field plus three years experience in sales, communications or a similar discipline. Energy conservation and energy efficiency certifications preferred.
- State of Michigan Vehicle Operator's License.
- Thorough knowledge of the principles and practices of marketing, business retention, customer service, energy conservation, energy efficiency, and energy auditing.
- Thorough knowledge of the legislative and regulatory issues surrounding utilities.
- Knowledge of the technical products and equipment utilized by TCL&P and the ability to effectively explain their purpose and operation to customers.
- Considerable technical knowledge of electrical principles and theories to effectively communicate with large customers.
- Skill in researching complex issues, assembling and analyzing data, and communicating comprehensive and accurate explanations to customers.
- Skill in effectively communicating ideas and concepts orally and in writing, making presentations and maintaining public relations.

- Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with customers, professional contacts, and the public.
- Ability to use basic office equipment such as telephone, calculator, photocopier, fax, personal computer and applicable software applications such as word processing, spreadsheet and presentation software.
- In addition to the above requirements, all positions require the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions and the ability to interact positively with other employees and members of the public. Employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment. Employees must be physically and mentally able to perform the essential duties of their position without excessive absences.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard. The employee must be mobile in an office setting, stand, sit, stoop and kneel, use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move items of light weight.

While performing the duties of this job, the employee regularly works indoors but must drive a motor vehicle between work sites. The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate.

TRAVERSE CITY LIGHT & POWER
Job Description

NETWORK ADMINISTRATOR

Supervised By: Executive Director
Supervises: Traffic Signal Department, Field Locating Services, Fiber Optic Department

Position Summary:

Under the general supervision of the Executive Director, this position performs a variety of maintenance, evaluation, installation and training tasks to ensure the performance of the computer systems and the network meet utility and user requirements and standards.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Administer TCLP LAN and SCADA networks including hardware and software, utilizing TCP/IP or non-TCP/IP networking protocols and Windows or UNIX or Linux.
2. Administer VOIP and video networks, design and implement VLANS, virtual servers and remote internet connectivity for SCADA networks.
3. Recommend, schedule and perform software and hardware improvements, upgrades, updates, patches and reconfigurations.
4. Troubleshoot network performance issues, investigate user issues, identify their source and determine, test, implement and document solutions.
5. Develop and implement a disaster recovery plan for all networks and computer systems.
6. Install, configure and maintain personal computers, workstations, file servers, Ethernet networks, WIFI, printers, cabling and other related equipment.
7. Manage licensing and maintenance contracts for all hardware and software applications.
8. Develop and implement network security; including building firewalls, applying cryptography, managing host security, file permissions, file system integrity and adding and deleting users.
9. Develop and conduct various training programs for system users on operating systems, software applications, databases and other computing systems.

10. Anticipate communication and networking problems and implement preventative measures.
11. Develop and maintain back-up systems, tape library and offsite tape management program.
12. Develop, document and maintain policies, procedures and associated training plans for system and network administration.
13. Perform other duties as assigned.

Required Knowledge, Skill, Abilities and Minimum Qualifications:

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Educational requirements include a Bachelor's Degree in Computer Science or a related field.

Extensive knowledge of network operating systems, Windows Server 2000/2008, Active Directory and server monitoring, backup software, VMware, service packs, patches and system analysis.

Proven analytical and problem solving skills.

Knowledge of applicable data privacy practices and laws is necessary.

Certifications in MCP, MCSE and/or A+ are desirable.

Ability to work evenings and weekends in response to the needs of the system is required.

Ability to establish effective working relationships and use good judgment, initiative and resourcefulness when dealing with department administrators, employee, vendors, representatives of other City units, professional contacts and the public.

Ability to critically assess situations solves problems, and work effectively under stress within deadlines and with changes in work priorities.

In addition to the above requirements, all positions require the ability to read, write, speak and understand the English language as necessary for the position; the ability to follow written and oral instructions and the ability to interact positively with other employees and members of the public. Employees are also expected to possess and maintain a record of orderly, law-abiding citizenship, sobriety, integrity and loyalty as it pertains to and reflects upon their employment. Employees must be physically and mentally able to perform the essential duties of their position without excessive absences.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is typically in an office setting where they are regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move objects of moderate weight. Specific vision abilities required by this job include close vision and ability to focus. The noise level in the work environment can range from quiet to moderate.



TRAVERSE CITY
LIGHT & POWER

To: Light & Power Board
From: Tim Arends, *Interim* Executive Director/Controller
Date: April 3, 2013
Subject: Human Resources Agreement

A handwritten signature in black ink, appearing to be "TA", enclosed in a circle.

In November 2012 the part-time human resources specialist was terminated. Subsequently, the utility entered into An Agreement between with the City of Traverse City for comprehensive human resources services. This action was taken to increase efficiencies by eliminating the duplication of efforts for services already being provided by City Human Resources employee(s).

Until four years ago, Traverse City Light & Power was well served by utilizing the services of the City for its human resource needs. Not having an "on-site" employee in this area was one reason for the staff addition. In creation of the Agreement, the City consented to having its employee hold hours at TCL&P two mornings a week to assist individual employees and staff with the specific needs of the utility.

Returning to this more efficient human resources service will save the utility approximately \$45K per year. The terms of the current Agreement cause it to expire at the end of the current fiscal year, unless approved by the Board within the 2013-14 Budget. With this approval, the Agreement will extend indefinitely with no further board action, unless terminated or otherwise intentionally unfunded in subsequent budgets.

Staff recommends the Board include funding in the 2013-14 Budget and agree to the terms of the Agreement as presented.

If the Board agrees with staff's recommendation that the Agreement between the City and TCL&P continue into the 2013-14 fiscal year and beyond the following motion would be appropriate:

MOVED BY _____, SECONDED BY _____,

THAT THE BOARD APPROVES FUNDING IN THE 2013-14 FISCAL YEAR BUDGET RELATED TO THE AGREEMENT BETWEEN TRAVERSE CITY LIGHT & POWER DEPARTMENT AND THE CITY OF TRAVERSE CITY FOR HUMAN RESOURCES SERVICES, AND FURTHER AGREES TO THE TERMS AND CONDITIONS AS SET FORTH IN THE AGREEMENT.

**AGREEMENT REGARDING
HUMAN RESOURCES SERVICES PROVIDED
TO TRAVERSE CITY LIGHT AND POWER**

This Agreement is made this _____ day of _____, 2013, by and between the CITY OF TRAVERSE CITY, a Michigan municipal corporation, of 400 Boardman Avenue, Traverse City, Michigan, 49684, (the "City"), and TRAVERSE CITY LIGHT AND POWER DEPARTMENT, of 1131 Hastings Street, Traverse City, Michigan 49686, ("TCL&P").

WHEREAS, for some time the City Human Resources Department has supplied a variety of services to TCL&P, and

WHEREAS, TCL&P wishes to continue and expand the scope of the Human Resources Services supplied by the City, and

WHEREAS, the City wishes to supply the requested Human Resources Services to TCL&P, and

WHEREAS, the City possesses the education, expertise, capability and the necessary licenses to perform such Services, and

WHEREAS, TCL&P wishes to reimburse the City for the performance of the Human Resources Services it provides.

NOW THEREFORE, the parties mutually agree as follows:

1. Scope of Services. The City through its Human Resources Department shall dedicate qualified personnel to provide Human Resource Services to TCL&P equivalent to such Services as that Department provides for other departments of the City, and including but not limited to:
 - personnel management,
 - benefit administration and payroll services,
 - retiree benefit services,
 - assistance in representing TCL&P's interests in collective bargaining and on-going labor agreement interpretation and administration,
 - employment recruiting and interviewing,
 - employee relations, and
 - recordkeeping.

2. Time and Place of Services. Human Resource Services shall be provided on an as needed basis during normal business hours. In addition, a qualified personnel professional shall be in attendance at the TCL&P Service Center a minimum of 8 hours per week, on average annually.

3. Compensation and Method of Payment. TCL&P shall pay to the City and the City agrees to accept as full compensation for Services under this Agreement the total sum of forty-one thousand four hundred eighty-five dollars (\$41,485.00) per fiscal year. The payment for the 2012-2013 fiscal year shall be pro-rated from the date of execution hereof to the end of the 2012-2013 fiscal year. In the event the term of this Agreement is extended pursuant to Section 4, subsequent payments shall be provided at the beginning of each fiscal year and will increase each year at the rate of the Consumer Price Index – All Urban (using the previous calendar year ending December 31).
4. Period of Performance. The Services to be rendered under this Agreement shall commence upon execution hereof and shall continue until the end of the 2012-2013 fiscal year or until terminated as set forth herein. This Agreement shall be extended indefinitely, unless otherwise terminated as set forth herein, contingent upon the expenditure of the funds for the Services contemplated herein being approved by the TCL&P Board and confirmed by the City Commission in the 2013-2014 budget and each fiscal year thereafter.
5. Purchases. The City shall purchase the equipment and supplies necessary to provide the Human Resource Services called for under the terms of this Agreement. TCL&P shall provide suitable space and office equipment to allow such Services to be carried out at its Service Center.
6. Employees. The City is the employer of the Human Resource Services personnel involved in this Agreement and has all employer responsibilities. There is no transfer of employees to TCL&P. If TCL&P has any complaints or concerns regarding those employees, it shall address them to the City Manager.
7. Independent Contractor. The relationship of the parties is that of independent contractors and in accordance therewith, the parties covenant and agree to conduct themselves consistent with such status and that neither they nor their employees, officers or agents will claim to be an officer, employee or agent of the other party or make any claim, demand or application to or for any rights or privileges applicable to any officer or employee of same, including but not limited to worker's compensation coverage, unemployment insurance benefits, social security coverage, or retirement membership or credit. The parties do not intend the Services provided under this Agreement to be a joint venture.
8. Non-Discrimination. The parties agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of their actual or perceived race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation, or gender identity. Breach of this covenant may be regarded as a material breach of this Agreement.

9. Third Party Beneficiaries. This Agreement confers no rights or remedies on any third party, other than the parties to this Agreement and their respective successors and permitted assigns.
10. Entire Agreement. This Agreement constitutes the entire agreement of the parties and there are no valid promises, conditions or understandings which are not contained herein.
11. Amendments. This Agreement may be modified from time to time, but such modifications shall be in writing and signed by both parties.
12. Assignment. The parties agree that there shall be no assignment of this Agreement or any part thereof unless mutually agreed to in writing by both parties.
13. Dispute Resolution. If any party has a dispute with another regarding the meaning, operation, or enforcement of any provision of this Agreement, the disputing parties agree to meet and confer to negotiate a resolution of the dispute. They further agree that if they are unable to resolve the dispute themselves and before formally instituting any other dispute mechanism, they shall utilize the services of a mutually acceptable neutral mediator, who meets the qualifications of MCR 2.411, to bring them together in at least one mediation session.
14. Venue. Any and all suits for any and every breach of this Agreement may be instituted and maintained in any court of competent jurisdiction in the County of Grand Traverse, State of Michigan.
15. Interpretation. This Agreement shall be governed by the laws of the State of Michigan, both as to interpretation and performance. This Agreement was drafted at the joint direction of the parties. The pronouns and relative words used herein are written in the neuter and singular. However, if more than one person or entity joins in the Agreement on behalf of the parties, such words shall be interpreted to be in the plural, masculine, or feminine as the sense requires.
16. Termination. The failure of either party to act in accordance with their respective responsibilities as outlined in this Agreement shall relieve the other party of any and all of its responsibilities under this Agreement. This Agreement may be terminated only after following the dispute resolution provisions contained herein. Termination shall be made by giving one hundred eighty (180) calendar days advance written notice to the other party. Such notification shall state the effective date of termination or cancellation and include any final performance instructions or requirements.
17. Notice. Whenever it is provided in this Agreement that a notice or other communication is to be given or directed to either party, the same shall be given or directed to the respective party at its address as specified in this Agreement, or at such other address as either party may, from time to time, designate by written notice to the other.

18. Authority to Execute. The parties agree that the signatories appearing below have the authority and are duly authorized to execute this Agreement on behalf of the party to this Agreement.

IN WITNESS WHEREOF, the undersigned have executed this Agreement as of the day and year first above written.

CITY OF TRAVERSE CITY

TRAVERSE CITY LIGHT & POWER
DEPARTMENT

Michael Estes, Mayor

Patrick McGuire, Chairman

Benjamin Marentette, City Clerk

Tim Arends, Secretary

APPROVED AS TO SUBSTANCE:

R. Ben Bifoss, City Manager

APPROVED AS TO FORM:

Lauren Tribble-Laucht, City Attorney

FOR THE LIGHT & POWER BOARD MEETING OF APRIL 9, 2013



TRAVERSE CITY
LIGHT & POWER

To: TCL&P Board of Directors
From: Jessica Wheaton, Marketing & Community Relations Coordinator
Date: April 4, 2013
Subject: Governor Snyder's Energy Public Forums

A handwritten signature in black ink, appearing to be "JW", is located to the right of the "From:" line in the header.

In January 2013, Governor Rick Snyder announced a series of public forums to gather public input on Michigan's energy future. The hope is that this process will enable policy makers to implement new decisions about the State's energy framework that will enhance Michigan's adaptability, reliability, affordability and environment. In total, seven public forums will be held across the state, with the final public forum being held in Traverse City on Monday, April 22 from 1:00 to 5:00 p.m. at the Hagerty Conference Center (715 E. Front St., Traverse City).

The public forum is open to anyone who would like to voice their opinion regarding Michigan's energy future. The information gathered will assist the public policy makers and the public as they take a comprehensive look at Michigan's energy future. Governor Snyder will rely on the results of this process when making his recommendations regarding the State's energy future in December 2013.

Although the agenda has not yet been released for the April 22 forum, the general event outline will include brief introductions from Steve Bakkal, Director of the Michigan Energy Office, and John Quackenbush, Chairman of the Michigan Public Service Commission, presentations from energy industry experts regarding a variety of topics, and public comment. Commenters are encouraged to submit their factual questions, information, reports, and suggestions on what information is needed to make good energy decisions. Those who want to provide public comment will be asked to fill out a form identifying what their comments are regarding and will be given a two to five minute time limit.

To help guide the participation process, a series of questions have been provided on the website (listed below) that asks for specific information. All comments will be made available to the public for review and response. There are specific questions in the area of renewable energy, energy efficiency, and the electric marketplace, as well as other energy topics. To keep the focus on verifiable facts, commenters are asked to refrain from advocating or recommending a particular policy.

For additional information regarding the April 22 forum, including the agenda (to be posted approximately two weeks prior to the event), past forum presentations, or general information, see <http://michigan.gov/energy/>.



Tim Arends
Traverse City Light & Power
Traverse City MI
March 25, 2013

Dear Tim,

On behalf of the Great Start Collaboratives of northwest lower Michigan, their Intermediate School District partners and Chamber of Commerce partners, thank you for generously supporting the *Great Start, Great Futures Summit*.

One hundred and sixty people gathered in the Hagerty Center Ballroom of the Water Studies Institute on the campus of Northwestern Michigan College on March 18, 2013. Even fickle Mother Nature cooperated with a beautiful sunrise over a calm West Bay as we were inspired by the comments of Chamber of Commerce executives Doug Luciani and Carlin Smith, and featured speaker Susan Broman from the Michigan Department of Education/Office of Great Start. The audience represented much of northwest lower Michigan, including participants from Mason County to Otsego County, as well as the ten counties included in our Collaboratives' service area.

Twenty small groups spent the second half of the morning discussing issues of strategic and critical importance to children's early education and well-being. The results of those conversations were shared with the whole group, and a summary accompanies this letter. Twenty-four people signed the Michigan Early Childhood Business Plan at the Summit, and eighty-five people completed personal action agendas. The host Collaboratives will be following up with Summit attendees over the next year to support their engagement and activities as we "move the needle" on our strategic goals.

We closed out the morning with the announcement of a major gift from Consumers Energy Foundation that will help fund the strategic activities of the three host Collaboratives as well as the Cheboygan-Otsego-Presque Isle Great Start Collaborative. It is our hope that the community will follow the lead of the Summit sponsors and the Foundation, and match these investments.

The Summit wrapped up on a high note—literally—with a stellar musical performance by the 8th grade Treble Choir from West Middle School. Forty-plus young women led by music teacher Lindsay Kratky performed two songs which they learned as part of their annual festival repertoire.

We believe regional events like this are crucial to helping people understand the issues and become involved on a personal level. As our shared understanding deepens, change becomes easier. We are so very grateful to you for supporting this work and for sharing our passion to ensure the best outcomes for children.

Thank you,



Mary Manner
Coordinator
Great Start Traverse Bay/Manistee Collaborative
Traverse City Area Chamber of Commerce
202 E. Grandview Parkway
Traverse City MI 49684
231-995-7114 office / 231-632-5510 cell
www.greatstartkids.com
www.facebook.com/GreatStartParents

cc: Mike Acosta, Wexford/Missaukee GSC macosta@wmisd.org
Maureen Hollocker, Char-Em GSC greatstartforkids@gmail.com
Melinda Hambleton, Cheboygan-Otsego-Presque Isle GSC mhambleton@copese.org



TRAVERSE CITY
LIGHT & POWER
Investing Our Energy In You

We are grateful to our sponsors for their generous support of this Summit and for their commitment to the well-being of Michigan's children and families.