

A REGULAR MEETING

Of The

TRAVERSE CITY LIGHT AND POWER BOARD

Will Be Held On

TUESDAY, November 11, 2014

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: 10-7-14
4:00 p.m.

AGENDA

Pledge of Allegiance

1. Roll Call

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.

- a. Consideration of approving minutes of the Regular Meeting of October 28, 2014. (Approval recommended) (p. 4)
- b. Consideration of adopting a Resolution to Amend Board Rule 1. (Approval recommended) (Tvardek) (p. 9)
- c. Consideration of adopting a Motor Vehicle Record Confidential Information Policy. (Approval recommended) (Schroeder) (p. 15)
- d. Consideration of adopting a Resolution Certifying Lautner Wind Generator Property to be Surplus for Operation of the Traverse City Light & Power Department. (Approval recommended) (Doren) (p. 18)
- e. Consideration of authorizing four Confirming Purchase Orders in the total amount of \$75,721.09 to CDW Government for software licensing. (Approval recommended) (Menhart) (p. 20)

Items Removed from the Consent Calendar

a.

3. Unfinished Business

None.

4. New Business

- a. Pine Street – Overhead to Underground Distribution Conversion project update. (Arends/GRP Engineering) (p. 25)
- b. Consideration of professional engineering services related to the Pine Street Underground & Uptown projects. (Arends) (p. 33)
- c. Consideration of Energy Optimization Plan contract services. (Arends/Board Ad Hoc Committee) (p. 36)

- d. Consideration of declaring asset surplus. (Myers-Beman) (p. 39)

5. Appointments

None.

6. Reports and Communications

- a. From Legal Counsel.
- b. From Staff.
 - 1. Presentation of TCL&P Integrated Resource Plan and 2016 power supply recommendations. (Arends/RTD Consulting) (p. 40)
 - 2. Streetlight Pole Painting Project update. (Olney) (p. 54)
 - 3. Arc Flash Study and implementation report. (Olney/Solak) (p. 56)
 - 4. West Transmission Line Upgrade Project Timeline. (Arends) (p. 57)
- c. From Board.

7. Public Comment

/st

**TRAVERSE CITY
LIGHT AND POWER BOARD**

Minutes of Regular Meeting
Held at 5:15 p.m., Commission Chambers, Governmental Center
Tuesday, October 28, 2014

Board Members -

Present: Barbara Budros, Jim Carruthers, Pat McGuire, Jeff Palisin, Bob Spence,
Jan Geht, John Taylor

Ex Officio Member -

Present: Jered Ottenwess, City Manager

Others: Tim Arends, W. Peter Doren, Scott Menhart, Karla Myers-Beman, Tom
Olney, Kelli Schroeder, Stephanie Tvardek, Jessica Wheaton

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

Item 2 on the Agenda being Consent Calendar

None.

Items Removed from the Consent Calendar

None.

Item 3 on the Agenda being Unfinished Business

None.

Item 4 on the Agenda being New Business

a. Consideration of approving minutes of the Regular Meeting of October 14, 2014.

Moved by Carruthers, seconded by Budros, that the minutes of the Regular Meeting of October 14, 2014 be approved.

CARRIED unanimously.

b. Consideration of West Side Transmission Line Upgrade Project Authorization Request.

The following individuals addressed the Board:

Tim Arends, Executive Director
Karla Myers-Beman, Controller
Jered Ottenwess, City Manager
W. Peter Doren, General Counsel

The following individuals from the public addressed the Board:

- Mike Gaines, 425 N. Madison Street, Ratepayer
- Kera Ganter, 1615 Randolph Street, Non-Ratepayer
- Emily Mitchell, 3716 Jefferson, Non-Ratepayer

- Eileen Ganter, 1615 Randolph Street, Non-Ratepayer
- Jamie Al-Shamma, 131 N. Elmwood Avenue, Ratepayer
- Nicole Girard, 2973 Concord Street, Non-Ratepayer
- Patti Olson, 1815 Wayne, Ratepayer
- Ross Biederman, 1003 Peninsula Drive, Ratepayer, Chairman Recreational Authority
- Cindy Timmer, 3700 Incochee Road, Ratepayer
- John Nelson, 4022 Incochee, Ratepayer
- Rick Buckhalter, 932 Kelley Street, Ratepayer
- Willow Al-Shamma, N. 131 Elmwood Avenue, Ratepayer
- Ron Fine, 1307 Wayne Street, Ratepayer
- Kate Raven, 1350 Wayne Street, Ratepayer
- Jennifer Jaffe, 1747 Wayne Street, Ratepayer
- Marcy Cook-Fine, 1307 Wayne Street, Ratepayer
- Matt Cowall, 117 Homestead Court, Ratepayer, Executive Director Traverse City & Charter Township of Garfield Recreational Authority
- Anna Joseph, 1422 Wayne Street, Ratepayer
- Brian Haas, 227 E. 10th Street, Ratepayer, Chairman Traverse City Parks & Recreation Commission
- Steve Nance, 1701 Wayne Street, Ratepayer
- Gary Olson, 1815 Wayne Street, Ratepayer
- Karen Nielsen, 1223 Randolph Street, Ratepayer
- Sam Shore, 432 N. Madison, Ratepayer
- Chelsea Dennis, 319 Wadsworth Street, Ratepayer
- Rick Venner, 1660 Wayne Street, Ratepayer

Moved by Carruthers, that the Board approves relocating the line to M-72/Grandview Parkway corridor – overhead from Gray Substation to Division.

Motion failed due to lack of support.

Moved by Carruthers, seconded by Budros, that the Board approves relocating the line to M-72/Grandview Parkway corridor – overhead and underground along Bay Street to the Division Street pole.

Roll Call:

Yes – Budros, Carruthers

No – McGuire, Palisin, Spence, Geht, Taylor

FAILED.

Moved by McGuire, seconded by Geht, that the Board approves the Project Authorization Request as presented to upgrade the overhead West Transmission Line from Gray Substation to Hall Street Substation in its existing transmission line easement with realignment in the Hickory Hills Ski Area.

Roll Call:

Yes – Budros, McGuire, Palisin, Spence, Geht, Taylor

No – Carruthers

CARRIED.

- c. Consideration of professional engineering services related to the West Side Transmission Line Upgrade project.

The following individuals addressed the Board:

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

7:02 p.m. Chairman Taylor called the meeting to recess.

7:06 p.m. Chairman Taylor called the meeting to order.

7:06 p.m. Barbara Budros departed the meeting.

Moved by Geht, seconded by Spence, that the Board authorizes the Chairman and Secretary to enter into an Agreement with GRP Engineering, Inc. for professional engineering services related to the West Side Transmission Line Upgrade Project in the amount of \$110,000; subject to approval as to substance by the Executive Director, and as to form by General Counsel.

Roll Call:

Yes – McGuire, Palisin, Spence, Geht, Taylor

No – Carruthers

CARRIED. (Budros absent)

Tim Arends announced items 6b1 and 6b2 would be removed from the agenda and placed on a future agenda due to the length of the meeting.

- d. Consideration of an Amendment to the accepted Counterproposal for Purchasing M-72 Wind Turbine.

The following individuals addressed the Board:

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

Geht announced he would recuse himself from the discussion and vote due to a conflict of interest.

Moved by McGuire, seconded by Palisin, that the Board authorizes the Chairman and Secretary to execute Amendment Number One to the Accepted Counterproposal to Heritage Sustainable Energy for the sale of the M-72 Wind Turbine; subject to approval as to substance by the Executive Director, and as to form by General Counsel.

CARRIED unanimously. (Budros absent)

- e. Consideration of authorizing a Power Purchase Agreement for M-72 Wind Turbine Energy.

The following individuals addressed the Board:

Tim Arends, Executive Director
Karla Myers-Beman, Controller

Moved by Palisin, seconded by Spence, that the Board authorizes the Chairman and Secretary to execute a Power Purchase Agreement with Heritage Sustainable Energy, LLC for the output from the M-72 Wind Turbine once the sale of the unit is finalized; subject to approval as to substance by the Executive Director, and as to form by General Counsel.

CARRIED unanimously. (Budros absent)

Chairman Taylor confirmed Geht abstained from the previous vote due to a conflict of interest.

f. Consideration of Cowell Family Cancer Center Service Agreement.

The following individuals addressed the Board:

Tim Arends, Executive Director
Karla Myers-Beman, Controller
W. Peter Doren, General Counsel

Moved by McGuire, seconded by Geht, that the Board authorizes the Secretary and Chairman to execute the Electric Service Agreement for the Cowell Family Cancer Center, subject to approval as to substance by the Executive Director, and as to form by General Counsel.

CARRIED unanimously. (Budros absent)

g. Introduction of proposed Board Rules Amendment.

The following individuals addressed the Board:

W. Peter Doren, General Counsel

Moved by Spence, seconded by Palisin, that the Amendment to Rule 1 of the TCL&P Board Rules to provide for cancellation of Regular Meetings be proposed and scheduled for adoption at the next Regular Meeting.

CARRIED unanimously. (Budros 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. *Arc Flash Study and implementation report. – Removed from the agenda to be discussed at a future meeting.*
2. *Presentation of fiscal year end June 30, 2014 unaudited financial statements. – Removed from the agenda to be discussed at a future meeting.*

3. Jessica Wheaton announced the Clean Up Green Up event scheduled for November 2, 2014.

C. From Board.

1. John Taylor announced Tim Arends will be participating in the Sleep Out for Warmth event scheduled for Wednesday, October 29, 2014.

Item 6 on the Agenda being Public Comment

No one from the public commented.

There being no objection, Chairman Taylor declared the meeting adjourned at 7:36 p.m.

/st


Tim Arends, Secretary
LIGHT AND POWER BOARD

DRAFT



**TRAVERSE CITY
LIGHT & POWER**

To: Light & Power Board
From: Stephanie Tvardek, Administrative Assistant
Date: November 4, 2014
Subject: Resolution to Amend Board Rule 1



General Counsel presented a recommended change to the Board Rules at the October 28, 2014 meeting. Attached is the proposed Resolution to Amend Board Rule 1 to provide the Chairman with the authority to cancel a regular meeting due to lack of quorum or lack of business.

This item is appearing on the Consent Calendar as staff deems it to be a non-controversial housekeeping matter, and recommends the Board adopts the modification to Rule 1 of the Traverse City Light & Power Board Rules. Approval of this item on the Consent Calendar means you agree with staff's recommendation.

If any member of the Board or the public wishes to discuss this matter, other than clarifying questions, it should be placed on the agenda as an item under Items Removed from the Consent Calendar. If after Board discussion you agree with staff's recommendation, the following motion would be appropriate:

**MOVED BY _____, SECONDED BY _____,
THAT AN AMENDMENT TO RULE #1 OF THE TRAVERSE CITY LIGHT & POWER
BOARD RULES, REGULAR MEETINGS, BE ADOPTED.**

RULES OF THE TRAVERSE CITY LIGHT AND POWER BOARD

Adopted July 28, 1998

Amended February 8, 2011, Rule 11

Amended July 22, 2014, Rule 2

Amended November 11, 2014, Rule 1

1. Regular Meetings. Regular meetings of the Light and Power Board shall be held on the second and fourth Tuesdays of every month at 5:15 P.M. in the Commission Chambers of the Governmental Center, 400 Boardman Avenue, Traverse City.

Any regular meeting of the Light and Power Board may be cancelled by the Chairman, after consultation with the Executive Director, if the Chairman determines that there will not be a quorum in attendance at the meeting, that there is insufficient business to justify the holding of the meeting, or for such other reason as would make the holding of the meeting not productive to the business of the Light and Power Department. Notice of cancellation of a regular meeting shall be given to each Board Member, posted, and announced on the Department website at least 18 hours in advance of the scheduled time of the regular meeting.

2. Order of Business and Agenda for Regular Meetings. The order of business and agenda for regular meetings of the Board shall be as follows:

1. Roll Call
2. Consent Calendar
3. Unfinished Business
4. New Business
5. Appointments
6. Reports and Communications
7. Board and Public Comment

Unless there is an objection by a Board member, the Chairman may alter the order of business.

3. Agenda and Packets. A written agenda and a packet of supporting materials shall be prepared by the Executive Director for every regular meeting, and shall be completed and released for delivery to the members of the Board not later than 5:00 P.M. on the Monday immediately preceding the date of said regular meeting.
4. Special Meetings and Special Business. Special meetings may be called by the Chairman or any two (2) Board members, or by the Executive Director, upon 18 hours posting and advance written notice to all Board members. Special meetings shall consider only such

matters as are specified in the notice of the meeting, unless all voting members are present and a motion is passed pursuant to these Rules. Unless there is an objection by a Board member, the Chairman may alter the order of business. The Board may direct by a majority vote that any matter may be made the special business of a future meeting and the same shall have precedence over all other business at such meeting.

5. Consent Calendar.

- A. When the Executive Director determines that any item of business requires action by the Light and Power Board, but is of a routine and non-controversial nature, the Executive Director may cause such item to be presented at a regular meeting of the Light and Power Board as part of a Consent Calendar.
- B. The Consent Calendar shall be introduced by a motion to approve the Consent Calendar, and shall be considered by the Light and Power Board as a single item.
- C. There shall be no debate or discussion by any member of the Light and Power Board, regarding any item on the Consent Calendar, beyond asking questions for simple clarification.
- D. On request by any Light and Power Board member, staff or member of the public present to inclusion of any item on the Consent Calendar, that item shall be removed from the Consent Calendar. Such request may be recorded at any time prior to the taking of a vote on the motion to approve the Consent Calendar. All such items shall be considered individually at a place, on the agenda, determined by the Presiding Officer.
- E. Approval of the motion to approve the Consent Calendar shall be fully equivalent to approval, adoption, or enactment of each motion, resolution, ordinance, or other item of business thereon, exactly as if each had been acted upon individually.

6. Presiding Officer. The Chairman shall preside at all meetings, and in the absence of the Chairman, the Vice-Chairman shall preside. If both the Chairman and the Vice-Chairman are absent, the Secretary shall call the Board to order and shall preside until a presiding officer is chosen. If the Secretary is absent, a majority of the Board then present shall select a Presiding Officer.

7. Rules of Order. The most current and authorized edition of Robert's Rules of Order shall govern the conduct of meetings unless modified by these Rules. The Presiding Officer shall decide all questions arising under these Rules and general parliamentary practice subject to appeal, which appeal shall be determined by a majority of the members present. In the event an appeal is taken by any member from the ruling of the Presiding

Officer, the member of the Board desiring to appeal shall state that he claims an appeal from the ruling of the Presiding Officer and shall state briefly what, in his opinion, the ruling should have been. If this appeal is seconded, the Presiding Officer shall state clearly the question at issue, and shall then call for the vote of the Board on the question: "Shall the decision of the Presiding Officer be sustained?" The Presiding Officer shall preserve order and decorum and may speak to points of order in preference to other questions. The Presiding Officer may express an opinion on any subject under debate without the substitution of another Presiding Officer.

8. Motions. Every motion or resolution shall require a second before being put to a vote, and it shall not be debated until it shall be reduced to writing if requested by the presiding officer or any member, but it may be withdrawn at any time by the movant with consent of the second before decision or amendment. No motion to reconsider shall be entertained unless made by a member voting with the majority.
9. Amendment of Agenda at Regular Meetings. At a regular meeting, and as the first item after Roll Call, any official or officials of the Department, acting as such, may ask, orally or in writing, that a certain matter or matters be added to the agenda for consideration by the Board at that meeting. By motion that the matter or matters in question be added to the agenda of that meeting, passed by the concurring vote of not less than four (4) Board members, the matter or matters may be added to the agenda under an appropriate order of business and may be considered at that regular meeting.
10. Amendment of Agenda at Special Meetings. At a special meeting, and as the first item after Roll Call, any official or officials of the Department, acting as such, may ask, orally or in writing, that a certain matter or matters not appearing in the notice of that meeting as posted and released for delivery to the members of the Board be considered by the Board at that meeting. By motion that the matter or matters in question be considered at that meeting, passed by the concurring vote of not less than five (5) Board members, any such matters may be considered at that special meeting.
11. Public Comment. The Light and Power Board welcomes public comment and has prescribed the following to facilitate the conduct of public business.
 - A. Public Comment during Agenda Items. At any regular or special meeting, any interested person may address the Board on any agenda item if recognized by the Presiding Officer or upon request of any Board member. For any agenda item requiring action of the Board at that meeting other than the Consent Calendar, the Presiding Officer shall, before any final vote is taken, ask for and conduct public comment on that agenda item. Any interested person may address the Board on any matter of Department concern during the agenda item designated Public Comment. The comment of any member of the public or any special interest

group may be limited in time as provided in subsection (E). As part of its deliberation, the Board may clarify, answer questions and ask questions as a result of public comment.

- B. Public Comment during the designated Public Comment Section – Reserved. Any interested person or special interest group wishing to address the Board for a reserved time shall submit a written request to the Executive Director no later than Tuesday, 5:00 P.M. the week immediately preceding the date of said regular meeting. The communication shall (1) identify the writer’s name and address and (2) identify with reasonable specificity the subject matter. The same shall appear on the written agenda under the designated “Public Comment” section for said regular meeting as made available to the news media and released for delivery to the Board. All persons must identify themselves and will be asked their address and to direct their comments to the Board. The comment of any member of the public or special interest group may be limited to 15 minutes except as provided in subsection (E). Questions posed may be answered at the meeting or may be referred to staff for response at a later time.


Reserved time shall be limited to one (1) per meeting and shall appear on the written agenda. A TCL&P ratepayer or city taxpayer shall take precedence over a non-TCL&P ratepayer or non-city taxpayer request. In such case, the non-TCL&P ratepayer or non-city taxpayer request shall be postponed and placed on the written agenda of a future meeting as selected by the non-TCL&P ratepayer/non-city taxpayer. In no case shall the non-TCL&P ratepayer/non-city taxpayer request be postponed more than one time in favor of a TCL&P ratepayer or city taxpayer. If more than one (1) request is received per meeting the requests shall be considered in the order they were received; subject to the above procedure.

- C. Public Comment during the designated Public Comment Section – General. Any interested person wishing to address the Board regarding other matters may do so under the designated Public Comment section. All persons must identify themselves and will be asked their address and to direct their comments to the Board. The comment of any member of the public or any special interest group may be limited in time as provided in subsection (E).
- D. Public Comment during the designated Public Comment Section – Board Chair and Board Members. The Board Chair and other Board Members interested in making a public comment may do so under the designated Public Comment section. Further, the Board Chair and Board Members may briefly respond for clarification purposes as a result of public comment.

- E. Order and Duration of any Public Comment. The comment of any member of the public or special interest group may be limited in time by the Presiding Officer. The Presiding Officer shall have the authority to limit and terminate any public comment that becomes disruptive, unduly repetitive, or impedes the orderly progress of the meeting. The Presiding Officer shall control the order and duration of any public comment, subject to appeal.
12. Suspension of Rules. The Rules may be suspended on the vote of five (5) members. The Rules may be amended by a majority vote of the members elect at a meeting held after the meeting at which the amendment was proposed.
13. Executive Director Spending Authority. The Executive Director shall have authority to expend up to one-tenth of one percent (0.1%) of current budget year total expenses, per transaction, involving the acquisition and disposal of personal property pursuant to City Charter Section 179(a) without the necessity of Board approval or securing competitive bids. Such authority shall also supply to the acquisition of services in furtherance of Light and Power activities.



**TRAVERSE CITY
LIGHT & POWER**

To: Light & Power Board
From: Kelli Schroeder, Manager of HR & Communications 
Date: November 4, 2014
Subject: Motor Vehicle Record Confidential Information Policy

Traverse City Light & Power employs positions that require a Commercial Driver's License (CDL) to operate TCL&P owned vehicles. Under Federal and State guidelines employers are required to keep record and verify that each employee holding a CDL has a valid license and that no violations have occurred causing loss of the CDL designation.

In order to comply, TCL&P will make investigations and inquires to the Michigan Department of State with respect to driving records. The State of Michigan offers a Governmental Subscription Service Agreement for Driver, Vehicle and Related Information. Under the terms and conditions of use, an organization must have and submit a policy that prohibits the unauthorized access and release of information obtained through this service. Included with this memo is a modified version of the *Motor Vehicle Record Confidential Information Policy* that was recently implemented by the City of Traverse City. Staff is recommending that the policy also be adopted by the TCL&P Board in order to satisfy this requirement.

This item is appearing on the Consent Calendar as it is deemed by staff to be a non-controversial item. Approval of this item on the Consent Calendar mean's you agree with staff's recommendation.

If any member of the Board or the public wishes to discuss this matter, other than clarifying questions, it should be placed on the "Items Removed from the Consent Calendar" portion of the agenda for full discussion. If after Board discussion you agree with staff's recommendation, the following motion would be appropriate:

MOVED BY _____, SECONDED BY _____,

**THAT THE BOARD ADOPTS THE MOTOR VEHICLE RECORD CONFIDENTIAL
INFORMATION POLICY AS PRESENTED WITH AN IMMEDIATE EFFECTIVE
DATE.**

Light and Power Department
City of Traverse City, MI
Adopted:

**MOTOR VEHICLE RECORD
CONFIDENTIAL INFORMATION POLICY**

The purpose of this policy is to set forth procedures for the collection, review and use of certain confidential information obtained for the Michigan Department of State for Traverse City Light and Power (TCL&P) employees holding a Commercial Driver's License (CDL) and to prohibit the release of certain personal information received from the Michigan Department of State.

REQUIREMENTS:

1. Federal compliance for TCL&P CDL drivers:

Pursuant to the **Federal Motor Carrier Safety Administration Act**, 49 C.F.R. §391.23, 391.25 and the **Michigan Motor Carrier Safety Act** 181 of 1963 it is hereby established that TCL&P is a motor carrier for each employee who, as a condition of employment, holds a CDL, is an authorized recipient of personal information pursuant to the Driver's Privacy Protection Act, and as such is required to make investigations and inquires to the Michigan Department of State with respect to each employee whose official responsibilities include driving TCL&P vehicles (hereinafter referred to as "driver").

TCL&P's Human Resource Department will make the following investigations and inquiries:

- a. An inquiry to each State where the driver held or holds a motor vehicle operator's license or permit during the preceding 3 years to obtain that driver's motor vehicle record.
- b. At least once every 12 months, make an inquiry to obtain the motor vehicle record of each driver it employs, covering at least the preceding 12 months, to the appropriate agency of every State in which the driver held a commercial motor vehicle operator's license or permit during the time period.
- c. At least once every 12 months, review a copy of the driver's record from each State in which the driver held a license during the preceding year to determine whether that driver meets minimum requirements for safe driving or is disqualified to drive a commercial motor vehicle pursuant to 49 C.F.R §391.15.

2. Compliance with the Michigan Department of State:

The Michigan Department of State offers a Governmental Subscription Service Agreement for Driver, Vehicle and Related Information for governmental agencies.

The Michigan Department of State Subscription Service Agreement requires the “organization” (TCL&P) to have and submit its privacy and personnel policies concerning the unauthorized release of information which at a minimum establish that personal information shall not be disclosed to anyone unless the recipient is legally entitled to receive the information, and that employees may not access or release information contained in the records and files of the Department (State), except in connection with their duties and only to authorize third parties in accordance with work area procedures pursuant to the **Drivers Privacy Protection Act 18 USC §2721 et. Seq. (Public Law 103-322) §2721** “Prohibition on release and use of certain personal information from State motor vehicle records for use by an employer or its agents or insurer to obtain or verify information relating to a holder of a commercial driver’s license that is required under the **Commercial Motor Vehicle Safety Act of 1986.**”

PROCEDURE:

All personnel accessing and utilizing personal information obtained from the Michigan Department of State that is protected under the **Drivers Privacy Protection Act** shall keep all such personal information confidential, not engage in the unauthorized release of information and shall not disclose such information to anyone unless the recipient is legally entitled to receive the information. Employees of TCL&P may not access or release information contained in the records and files of the State Department, except in connection with their duties and may only share such information with third parties in accordance with work area procedures pursuant to the **Drivers Privacy Protection Act 18 USC §2721 et. Seq.**

Any employee violating this policy is subject to disciplinary action, up to and including discharge.

Timothy J. Arends
Executive Director and Secretary
Traverse City Light and Power Board



**TRAVERSE CITY
LIGHT & POWER**

To: Light & Power Board
From: W. Peter Doren, General Counsel
Date: November 5, 2014
Subject: Sale of M-72 Lautner Wind Turbine

As a part of the transaction transferring the wind turbine to Heritage Sustainable Energy, certain real property rights, i.e., easements, need to be assigned or partially assigned to Heritage. These assignments were outlined in the Amendment Number One to the Accepted Counterproposal for Purchasing M-72 Wind Turbine which you approved at your last meeting.

As a part of the contingencies under that Amendment, the real property rights involved need to be declared surplus by the Light and Power Board and the surplus status confirmed by the Traverse City Commission. In your packet is a Resolution Certifying Lautner Wind Generator Property to be Surplus for Operation of the Traverse City Light and Power Department. Staff recommends that the following motion be adopted:

THAT THE RESOLUTION CERTIFYING LAUTNER WIND GENERATOR
PROPERTY TO BE SURPLUS FOR OPERATION OF THE TRAVERSE CITY
LIGHT AND POWER DEPARTMENT BE APPROVED AND THE
TRAVERSE CITY COMMISSION BE REQUESTED TO CONFIRM THE
SURPLUS STATUS OF THIS PROPERTY.

Enclosure

c w/encls:

Tim Arends (via email)

TRAVERSE CITY LIGHT AND POWER DEPARTMENT
RESOLUTION
CERTIFYING LAUTNER WIND GENERATOR PROPERTY TO BE SURPLUS FOR
OPERATION OF THE TRAVERSE CITY LIGHT AND POWER DEPARTMENT

WHEREAS, the Traverse City Light and Power Department owns easements and a wind powered generator in Elmwood Township, Leelanau County; and

WHEREAS, this property is no longer necessary or advantageous for the operation of the Traverse City Light and Power Department except for transmission rights and facilities from the interconnection to the TCL&P system;

NOW, THEREFORE, BE IT RESOLVED that the property described below is certified as not necessary for the operation of the Light and Power Department:

1. Driveway Access Easement recorded at Liber 1173, Pages 8-12, Leelanau County Register of Deeds.
2. Part of the Easement for Electric Facilities with the Lautners recorded at Liber 415, Pages 558-562, Leelanau County Register of Deeds, but retaining for transmission purposes that part of the Easement from the interconnection with the generating facility to the TCL&P system.


BE IT FURTHER RESOLVED that the Executive Director is requested to submit this Resolution to the City of Traverse City, and this Resolution is conditioned upon the surplus status of this property being confirmed by the Traverse City Commission pursuant to City Charter Section 179(b).

I hereby certify that the above Resolution was adopted on _____, 2014, at the regular TCL&P Board meeting held in the Commission Chambers, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan.

Timothy J. Arends
Secretary
Traverse City Light & Power Board



**TRAVERSE CITY
LIGHT & POWER**

To: Light & Power Board
From: Scott Menhart, Manager of Telecom & Technology
Date: November 7, 2014 
Subject: Microsoft Software

Attached are four invoices from CDW. Individually, they are all within the Executive Directors spending authority, he has already approved and we have already acquired the software. However, upon payment of the invoices the City Treasurer preferred the Board approve the purchases because, collectively, they are over the Executive Director spending authority.

The specifics of these individual purchases are as follows:

- Microsoft Windows Professional: \$4,977.60
- Microsoft Office Professional: \$29,894.40
- Microsoft Server: \$23,051.61
- Microsoft SQL: \$17,797.48

These purchases bring TCL&P into compliance with all Microsoft software licensing as well as standardize the environment to ensure everyone is on the same version and platform. These purchases were also acquired using the State of Michigan pricing for Microsoft products. Finally, these purchases were also budgeted and approved by the Board in the current fiscal year.

This item is appearing on the Consent Calendar as it is deemed by staff to be a non-controversial item. Approval of this item on the Consent Calendar means you agree with staff's recommendation.

If any member of the Board or the public wishes to discuss this matter, other than clarifying questions, it should be placed on the "Items Removed from the Consent Calendar" portion of the agenda for full discussion. Staff is recommending the Board approve the confirming purchase orders for the above software purchases. If you agree with staff's recommendation, the following motion would be appropriate:

**MOVED BY _____, SECONDED BY _____,
THAT THE BOARD AUTHORIZES CONFIRMING PURCHASE ORDERS TO CDW IN
THE TOTAL AMOUNT OF \$75,721.09**

REMIT PAYMENT TO: _____

INVOICE

ACH INFORMATION:
THE NORTHERN TRUST
50 SOUTH LASALLE STREET
CHICAGO, IL 60675

E-mail Remittance To: gachremittance@cdw.com
ROUTING NO.: 071000152
ACCOUNT NAME: CDW GOVERNMENT
ACCOUNT NO.: 91057



CDW Government
75 Remittance Drive, Suite 1515
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INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
PT78401	10/01/14	9743365
SUBTOTAL	SHIPPING	SALES TAX
\$29,894.40	\$0.00	\$0.00
DUE DATE	AMOUNT DUE	
10/31/14	\$29,894.40	

1760 1 MB 0.435 E0013 10021 01097437469 P2193716 0004:0004



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10/01/14	PT78401	Net 30 Days				10/31/14																				
ORDER DATE	SHIP VIA	PURCHASE ORDER NUMBER				CUSTOMER NUMBER																				
10/01/14	ELECTRONIC DISTRIBUTION	2014-0790				9743365																				
ITEM NUMBER	DESCRIPTION	QTY ORD	QTY SHIP	QTY B/O	UNIT PRICE	TOTAL																				
1589355	MS SLD+ OFFICE PRO PLUS LIC/SA Manufacturer Part Number: 269-05557 Electronic distribution - NO MEDIA P 204-0790 COMPLETE <table border="0"> <tr> <td>FF - Distribution</td> <td>X</td> <td>Contract</td> </tr> <tr> <td>FF - Material</td> <td></td> <td>Price</td> </tr> <tr> <td>FF - Prod. Cycle</td> <td></td> <td>Lead Time</td> </tr> <tr> <td>FF - Unit</td> <td>X</td> <td>Unit</td> </tr> </table> <table border="0"> <tr> <td>Avail:</td> <td>582-530-753.06</td> <td>\$15,279.34</td> </tr> <tr> <td>Approval:</td> <td>582-510-753.06</td> <td>\$14,615.04</td> </tr> </table> <table border="0"> <tr> <td>SPM</td> <td>KLB</td> </tr> </table>	FF - Distribution	X	Contract	FF - Material		Price	FF - Prod. Cycle		Lead Time	FF - Unit	X	Unit	Avail:	582-530-753.06	\$15,279.34	Approval:	582-510-753.06	\$14,615.04	SPM	KLB	45	45	0	664.32	29,894.40
FF - Distribution	X	Contract																								
FF - Material		Price																								
FF - Prod. Cycle		Lead Time																								
FF - Unit	X	Unit																								
Avail:	582-530-753.06	\$15,279.34																								
Approval:	582-510-753.06	\$14,615.04																								
SPM	KLB																									

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ACCOUNT MANAGER	SHIPPING ADDRESS:	SUBTOTAL	\$29,894.40
JAY HUSSEIN 312-705-5651 jhussein@cdwg.com	TRAVERSE CITY LIGHT & POWER SCOTT MENCHART 1131 HASTINGS ST TRAVERSE CITY MI 49686-4318	SHIPPING	\$0.00
SALES ORDER NUMBER		SALES TAX	\$0.00
FPZG759		AMOUNT DUE	\$29,894.40

Cage Code Number 1KH72
DUNS Number 02-615-7235

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ROUTING NO.: 071000152
ACCOUNT NAME: CDW GOVERNMENT
ACCOUNT NO.: 91057



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INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
PT78396	10/01/14	9743365
SUBTOTAL	SHIPPING	SALES TAX
\$23,051.61	\$0.00	\$0.00
DUE DATE		AMOUNT DUE
10/31/14		\$23,051.61

1760 1 MB 0.435 E0013 10020 D1097437468 P2193716 0003:0004



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10/01/14	PT78396	Net 30 Days				10/31/14
ORDER DATE	SHIP VIA	PURCHASE ORDER NUMBER			CUSTOMER NUMBER	
10/01/14	ELECTRONIC DISTRIBUTION	2014-0789			9743365	
ITEM NUMBER	DESCRIPTION	QTY ORD	QTY SHIP	QTY B/O	UNIT PRICE	TOTAL
2803023	MS SLD+ WIN SRV DATA CENT LIC/SA 2PR Manufacturer Part Number: P71-07304 Electronic distribution - NO MEDIA	3	3	0	7,683.87	23,051.61

P 2014-0789 COMPLETE
 582-530-753.00 \$ 7,683.87
 582-510-753.00 \$ 15367.74
 (STW) (KWS) (TA)

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ACCOUNT MANAGER	SHIPPING ADDRESS:	SUBTOTAL	\$23,051.61
JAY HUSSEIN 312-705-5651 jhussein@cdwg.com	TRAVERSE CITY LIGHT & POWER SCOTT MENHART 1131 HASTINGS ST TRAVERSE CITY MI 49686-4318	SHIPPING	\$0.00
SALES ORDER NUMBER		SALES TAX	\$0.00
FPZG667		AMOUNT DUE	\$23,051.61

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 ROUTING NO.: 071000152
 ACCOUNT NAME: CDW GOVERNMENT
 ACCOUNT NO.: 91057



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RETURN SERVICE REQUESTED

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
PT78388	10/01/14	9743365
SUBTOTAL	SHIPPING	SALES TAX
\$17,797.48	\$0.00	\$0.00
DUE DATE		AMOUNT DUE
10/31/14		\$17,797.48

1760 1 MB 0.435 E0013 I0019 D1097437466 P2193716 0002:0004



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INVOICE DATE	INVOICE NUMBER	PAYMENT TERMS				DUE DATE
10/01/14	PT78388	Net 30 Days				10/31/14
ORDER DATE	SHIP VIA	PURCHASE ORDER NUMBER			CUSTOMER NUMBER	
10/01/14	ELECTRONIC DISTRIBUTION	2014-0788			9743365	
ITEM NUMBER	DESCRIPTION	QTY ORD	QTY SHIP	QTY B/O	UNIT PRICE	TOTAL
2669519	MS SLD+ SQL SRV STD 2 CORE LIC/SA Manufacturer Part Number: 7NQ-00300 Electronic distribution - NO MEDIA	4	4	0	4,449.37	17,797.48

P2014-0788 COMPLETE

PAPER INVOICING
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 BUYER STATEMENT
 CREDIT ADVISORY
 CREDIT ADVISORY

582-530-753.00 \$ 8,898.74
 582-510-753.00 \$ 8,898.74

Approved: *[Signature]* *[Signature]*

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ACCOUNT MANAGER	SHIPPING ADDRESS:	SUBTOTAL	\$17,797.48
JAY HUSSEIN 312-705-5651 jhussein@cdw.com	TRAVERSE CITY LIGHT & POWER SCOTT MENHART 1131 HASTINGS ST TRAVERSE CITY MI 49686-4318	SHIPPING	\$0.00
SALES ORDER NUMBER		SALES TAX	\$0.00
FPZG590		AMOUNT DUE	\$17,797.48

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ROUTING NO.: 071000152
ACCOUNT NAME: CDW GOVERNMENT
ACCOUNT NO.: 91057



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RETURN SERVICE REQUESTED

INVOICE NUMBER	INVOICE DATE	CUSTOMER NUMBER
PT78386	10/01/14	9743365
SUBTOTAL	SHIPPING	SALES TAX
\$4,977.60	\$0.00	\$0.00
DUE DATE		AMOUNT DUE
10/31/14		\$4,977.60

1760 1 MB 0.435 E0013X 10018 D1097437465 P2193716 0001:0004



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10/01/14	PT78386	Net 30 Days				10/31/14
ORDER DATE	SHIP VIA	PURCHASE ORDER NUMBER				CUSTOMER NUMBER
10/01/14	ELECTRONIC DISTRIBUTION	2014-0787				9743365
ITEM NUMBER	DESCRIPTION	QTY ORD	QTY SHIP	QTY B/O	UNIT PRICE	TOTAL
2139478	MS SLD+ WIN PRO UPG/SA Manufacturer Part Number: FQC-02453 Electronic distribution - NO MEDIA	20	20	0	248.88	4,977.60

P2014-0787 COMPLETE

Generation Service

Material Filter

Engineering Marketing

Mfg. Admin

582-510-753.00 \$2,488.80

Acct: 582-530-753.00 \$2,488.80

Approved:

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ACCOUNT MANAGER	SHIPPING ADDRESS:	SUBTOTAL	\$4,977.60
JAY HUSSEIN 312-705-5651 jhussain@cdwg.com	TRAVERSE CITY LIGHT & POWER SCOTT MENHART 1131 HASTINGS ST TRAVERSE CITY MI 49686-4318	SHIPPING	\$0.00
SALES ORDER NUMBER		SALES TAX	\$0.00
FPZG493		AMOUNT DUE	\$4,977.60

Cage Code Number 1KH72
DUNS Number 02-615-7235

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**TRAVERSE CITY
LIGHT & POWER**

To: Light & Power Board
From: Tim Arends, Executive Director
Date: November 6, 2014
Subject: Pine Street – Overhead to Underground Distribution Conversion Project Update

The original Pine Street – Overhead to Underground Distribution Conversion Project (“Pine Street Project”) was authorized in June 2012 that included only underground of services along Pine Street in coordinating with the City’s construction of a pedestrian bridge behind J&S Hamburg. The Pine Street Project also included an additional circuit out of Hall Street Substation for reliability purposes to serve the south side businesses along Front Street.

In October 2013, as a result of the planned Uptown Development Project at the Bus Depot Property, the Board approved an amendment to the Pine Street Project that included relocating the two circuits that encompassed that property to allow for unobstructed site development. This included removing an overhead circuit that spanned the Boardman River by boring underneath the river into Hannah Park.

After further review of the project in its entirety, staff now believes the better option for the utility would be to NOT bore under the river, but rather move that circuit to the underground conduit that was installed when State Street was reconstructed. This circuit would continue underground to Union Street and continue under the Union Street Bridge into Lay Park. The east/west circuit on the Uptown property is currently being temporarily relocated off the riverbank to allow for continued sheet piling installation.

GRP Engineering, Inc. will be in attendance at the meeting to review this change in project scope and to answer any questions you may have. Attached is an updated project estimate as prepared by GRP Engineering, Inc. The estimate in October 2013 was \$1.86 million and the new estimate is \$2.011 million. The increased cost is mainly due to installations of new conduits beneath Front Street as a result of the inability to acquire the necessary private property easements on the north side of Front Street.

Staff recommends approval of the change in scope of the project. If after Board discussion you agree with staff’s recommendation the following motion would be appropriate:

MOVED BY _____, SECONDED BY _____,

**THAT THE BOARD AUTHORIZES THE CHANGE IN SCOPE OF THE PINE STREET
– OVERHEAD TO UNDERGROUND DISTRIBUTION CONVERSION PROJECT.**

**Pine Street – Overhead to Underground
Distribution Conversion
PROJECT **RE-AUTHORIZATION** REQUEST
PAR# 2012-4**



Date of Board Presentation/Consideration: November 11, 2014

Budgeted in Capital Plan: Yes **CIP:** \$1,000,000

Objective:

Target Completion date of November 1, 2013 for conduit installation only. Date for installation of underground cable and removal of overhead facilities December 31, 201~~5~~4.

Project Description:

The project generally consists of the conversion of 13.8kV distribution lines from overhead to underground along Pine Street with removal of the north/south line that spans the Boardman River and relocate to State Street underground to Union Street, under the Union Street Bridge and into Lay Park. a bore under the Boardman River to Hannah Park In addition, and underground an overhead circuit that runs parallel along the Boardman River to State Street from Pine to behind the post office to accommodate development of the Uptown Project. In 2012, the focus will be to install a 13.8kv distribution conduit system in coordination with the CITY Pine Street and State Street project areas (Note: conduit was installed in 2012.):-

Also, a limited amount of street light/decorative lighting conduit would be installed. The city is not planning on installing a “streetscape” project at this time, but~~nd~~ will be installing new sidewalk only with no new low level lighting or brick pavers. *(Note:- this was completed in 2012)*

In 201~~5~~4, when the planned pedestrian bridge is being constructed across the Boardman River behind J&S Hamburg, further conduit would be installed to extend the conduit system north across the Boardman River (under the bridge) and tie into existing facilities behind Hall Street Substation.

Once the conduit system is fully connected the underground cable can be installed and put into service. Only then can the overhead facilities be removed. Installation of the 13.8kV cable and overhead removals is schedule to occur in 201~~5~~4, pending the completion of the planned pedestrian bridge.

The major distribution equipment consists of padmount switchgear and transformers, one new distribution riser pole, conduit, manholes, and various size electric cables.

**Pine Street – Overhead to Underground
Distribution Conversion
PROJECT **RE-AUTHORIZATION** REQUEST
PAR# 2012-4**



Project Purpose and Necessity:

The major purpose is for the conversion of overhead to underground distribution facilities. Project need and timing is based on the City's Pine/State Street project planned to begin after Labor Day 2012, and construction of the pedestrian bridge (2014) across the Boardman River. Conduit installation would be coordinated with these CITY projects.

Project Benefits:

The overhead to underground conversion of distribution facilities will:

- coordinate with CITY projects
- eliminate portions of the overhead distribution poles and wire to allow for the development of properties along Pine and State Streets.
- continue to support existing and future load growth in a critical section of TCL&P's service area

Other Alternatives:

None viable for the additional circuit needed for reliability purposes as the conversion involves critical distribution circuits exiting Hall Street Substation. Circuit routing is confined to existing Street right-of-way. Routing is impacted by the physical location of Hall Street Substation, the Boardman River, and routing of the existing distribution grid. Undergrounding south of the Front Street alley is not required for reliability purposes; however, it is recommended for the benefit of the community. (Please Note: If the pedestrian bridge construction does not begin by the spring of 2015, the utility will install the additional reliability circuit overhead on existing poles in advance of the 2015 peak load season. The line can be underground in the future when the City constructs the bridge.)

Timing of Project:

This project has been in the capital plan for several years awaiting coordination with CITY projects. CITY projects involved include the Pine/State Street project (Fall 2012) and the pedestrian bridge across the Boardman River (2014 project). Conduit installation would begin in the Fall 2012 and continue through portions of 2014 in order to coordinate with CITY projects.

**Pine Street – Overhead to Underground
Distribution Conversion
PROJECT RE-AUTHORIZATION REQUEST
PAR# 2012-4**



Project Timeline and Expenditures: SEE ATTACHED BUDGET DETAIL

Critical Items:

The most critical item in this project is the ability to obtain easements on private and City property for the installation of conduit, manholes and equipment. TCL&P has prepared draft easement requirements and will work through the CITY and others in order to secure areas required for equipment placement. *(Note: Not aAll non-city owned property easements have been acquired.)*

This is a preliminary cost estimate. The cost estimates do not include any low level lighting fixtures or concrete bases as a “streetscape” is not planned at this time. The conduit associated with the low level lighting would be available for future use.

There is no allowance for environmental investigation or to mitigate environmental conditions should they be encountered during construction.

Funding associated with the pedestrian bridge to be provided by others.

Material costs, particularly for electrical cable are subject to raw material market prices (copper) which have increased since original project approval. Some of the engineering and material costs or Board approvals may get shifted in the schedule.

The construction coordination with the CITY’s project will reduce the amount of time TCL&P (contractor) will have for conduit installation. This may increase contractor construction costs or the project scope. *(Note: Coordinating with the city-City and favorable bid from Elmer’s caused this portion of the project to come in under budget projections.)*

Financing Method:

Cash from TCL&P fund balance as planned for. Bonding will not be required.

Additional Revenues:

Additional revenues will be based on any future load growth that may occur in the downtown area that would be served from the distribution grid being impacted.

**Pine Street – Overhead to Underground
Distribution Conversion
PROJECT RE-AUTHORIZATION REQUEST
PAR# 2012-4**



Impact on O&M Expenses:

Existing labor force will perform normal monthly maintenance and connect new or upgraded customer service requests. On a year by year basis normal O&M is minimal. Once the underground cable begins to experience failures cable replacement costs will become more significant, as will replacement of aging major padmount switchgear.

Staff Recommendation:

Staff recommends L&P Board approval of the installation of conduit system, underground cable installation and removal of overhead facilities with the timing based upon coordination with related CITY projects.

Attachments:

Updated drawings of the project area.
Comparison of original and revised budget estimates.

**Traverse City Light & Power
Pine & State Street Underground
Project Cost Summary**

2012 Distribution Conduit Installation (Completed)

Conduit installation for primary (13.8kV) electrical system on Pine & State Streets from Front Street to Union Street. Work completed in 2012.

Item	TCL&P Original Budget	Revised Budget	Comments
Conduit	\$22,000	\$28,188	
Manholes	\$18,000	\$9,882	
Handholes & Box Pads	\$12,000	\$12,287	
Construction Contract	\$153,000	\$152,399	Contract Complete (Elmers)
Survey/Easements	\$30,000	\$51,993 **	
Construction Subtotal	\$235,000	\$254,749	
Engineering Design	\$68,000	\$51,000	
Construction Inspections	\$45,000	\$25,424	
Contingency (15%)	\$35,000	\$0	Phase Complete
2012 Conduit Installation Total	\$383,000	\$331,173	
Difference		\$51,827	Favorable

(Note: If underground is not complete by 12/31/2014 an additional \$10K is due on a negotiated easement)**

2012 Streetscape Conduit Installation (Completed)

Conduit installation for streetscape lighting and receptacle system on Pine & State Streets from Front Street to Union Street. Work completed in 2012.

Item	TCL&P Original Budget	Revised Budget	Comments
Conduit	\$8,000	\$4,974	
Handholes	\$6,000	\$10,412	
Construction Contract	\$78,000	\$26,152	Conduit Est. Includes Foundations
Construction Subtotal	\$92,000	\$41,538	
Engineering Design	\$9,000	\$9,000	
Construction Inspections	\$5,000	\$5,000	
Contingency (15%)	\$14,000	\$0	Phase Complete
2012 Streetscape Conduit Total	\$120,000	\$55,538	
Difference		\$64,462	Favorable

**Traverse City Light & Power
Pine & State Street Underground
Project Cost Summary**

2015 Distribution Conduit Installation - Front Street to Hall Street Sub

Conduit installation for primary (13.8kV) electrical system running north from Front Street across the proposed pedestrian bridge to the Hall Street Substation parking lot. Work originally scheduled for 2013. Includes costs for realignment of conduit system crossing Front Street.

Item	TCL&P Original Budget	Revised Budget	Comments
Conduit	\$11,000	\$31,000	
Manholes	\$0	\$18,590	Includes two manholes from 2012
Handholes & Box Pads	\$6,000	\$6,000	
Site Restoration	\$0	\$97,500	
Construction Contract	\$70,000	\$70,000	
Construction Subtotal	\$87,000	\$223,090	
Construction Inspections	\$20,000	\$29,000	
Contingency (15%)	\$13,000	\$33,000	

2013 Conduit Installation Total	\$120,000	\$285,090
Difference		(\$165,090) Unfavorable

2015 Electrical Cable & Equipment Installation - Pine & State St, Bridge Crossing & Hall Street Sub

Electrical cable, equipment and terminations, plus removal of the overhead system from the Hall Street Substation parking lot, along Pine and State Streets to Union. Work originally scheduled for 2014.

Item	TCL&P Original Budget	Revised Budget	Comments
15kV Cable	\$240,000	\$315,000	
Switchgear & Cabinets	\$110,000	\$120,000	\$28,600 of swgr purchased in 2012
Transformers	\$16,000	\$17,000	
Elbows, Terminations & Indicators	\$54,000	\$66,000	
Construction Contract	\$240,000	\$240,000	Includes Temp OH Relocation.
Construction Subtotal	\$660,000	\$758,000	
Engineering Design	\$24,000	\$49,000	
Construction Inspections	\$32,000	\$37,000	
Contingency (15%)	\$100,000	\$100,000	

2014 Electrical Installation Total	\$816,000	\$944,000
Difference		(\$128,000) Unfavorable

Project Total	\$1,439,000	\$1,615,801
Difference		(\$176,801) Unfavorable

**Traverse City Light & Power
Pine & State Street Underground
Project Cost Summary**

2015 Union Street Conduit, Electrical Cable, & Equipment Installation

Item	Estimated Cost	Comments
Conduit	\$28,000	
Handholes & Box Pads	\$8,500	
15kV Cable	\$74,000	
Switchgear & Cabinets	\$36,000	
Transformers	\$2,500	
Elbows, Terminations & Indicators	\$16,000	
Construction Contract	\$145,000	
Construction Subtotal	\$310,000	
Engineering Design	\$30,000	
Construction Inspections	\$11,000	
Contingency (15%)	\$45,000	
 2015 Union Street Installation Total	 \$396,000	

Original Project Total	\$1,439,000	\$2,011,801	Revised Project Total
Difference		(\$572,801)	



**TRAVERSE CITY
LIGHT & POWER**

To: Light & Power Board
From: Tim Arends, Executive Director
Date: November 6, 2014
Subject: Pine/State Street Underground Extension Professional Engineering Services

Attached is a proposal from GRP Engineering, Inc. for your consideration of approval.

The Pine Street Underground Project is proposed to be extended to incorporate undergrounding of a distribution line that crosses the Boardman River and the line that runs east and west along the river in the Uptown Project area. These lines will be placed in existing conduit beneath State Street that was installed during the streets reconstruction and continue on Union Street underground to Lay Park. This change in scope will eliminate the need to bore the line under the Boardman River as proposed in 2013.

GRP will provide design, contract administration, and project management services from the projects inception to its completion. This is an additional contract for the extended portion of the project. Prior contracts were approved by the Board for the original scope of the project.

Staff recommends approval of the proposal as presented. If after Board discussion you agree with staff's recommendation the following motion would be appropriate:

**MOVED BY _____, SECONDED BY _____,
THAT THE BOARD AUTHORIZES THE CHAIRMAN AND SECRETARY TO ENTER
INTO AN AGREEMENT WITH GRP ENGINEERING, INC. FOR PROFESSIONAL
ENGINEERING SERVICES RELATED TO THE PINE/STATE STREET UNDERGROUND
EXTENSION PROJECT IN THE AMOUNT OF \$44,000; SUBJECT TO APPROVAL AS
TO SUBSTANCE BY THE EXECUTIVE DIRECTOR, AND AS TO FORM BY
GENERAL COUNSEL.**

November 5, 2014

Mr. Tim Arends
Traverse City Light & Power
1131 Hastings St.
Traverse City, MI 49686

**RE: Engineering Services Proposal
Pine & State Street Underground Extension**

Dear Tim:

GRP Engineering, Inc. is pleased to present this proposal to Traverse City Light & Power (TCL&P) for additional Engineering Design Services for the Pine & State Street Underground project. Since our original design proposal was approved in 2012 the scope of this project has been revised. The proposed limits of the underground now extend to Seventh Street and the east side of Lay Park including removal of the line parallel to State Street along the Boardman River. This additional 1,000' of mainline undergrounding extends the project main line length by nearly 75%. Additionally, modifications to the design and existing conduit system are required in the Front Street area due to easement issues. Finally, design is required for temporary overhead line relocation on State Street to provide clearance for the new Uptown Development Project.

The scope of this proposal covers the design for extending the mainline underground circuit from the Post Office equipment area on State Street to Union Street, and south to the existing equipment area on Seventh Street at the east edge of Lay Park, plus for the revisions required at Front Street. Design for attachment to the Union Street Bridge, plus pavement restoration is included in this proposal as the circuit will be installed under Union Street. This proposal also covers all design and field staking services required for the line relocation on State Street. Contract Administration services for this extension will be completed as part of the original proposal as the work will be included the contracts that were proposed for 2013 and 2014.

Pine & State Street Underground Extension Design

- Design, field stake, and provide material procurement assistance for the temporary overhead line on State Street.
- Complete design of the new underground 15kV underground conduit and electrical system for the extension to Lay Park as outlined above.
- Design of the conduit system attachment to the Union Street Bridge including installation through existing abutments.
- Complete design of the modifications to the existing conduit system at the Front Street crossing.

- Modify existing design of the proposed cable and equipment installation from Front Street through the proposed Pedestrian Bridge.
- Underground system design to meet all applicable standards including those of the current edition of the National Electric Safety Code (NESC)
- Complete design for site restoration including pavement trench repair.
- Coordinate equipment placement with property owners and the City of Traverse City for equipment in Lay Park.
- Coordinate design with Charter Communications and AT&T underground system requirements.

GRP Engineering, Inc. will provide the Engineering Design services for the Pine & State Street Underground Extension for a lump sum fee of \$44,000 including expenses and all subcontracted services.

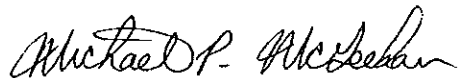
All services performed for Traverse City Light & Power within this scope will be billed on a monthly basis. Should additional services be required outside the scope of this proposal, GRP Engineering, Inc. will complete those tasks on an hourly basis via the attached rate sheet.

This proposal does not include topographic survey services or soil density testing services.

We appreciate the opportunity to submit this proposal and look forward to being of service to you. Please contact me should you have any questions regarding this proposal.

Sincerely,

GRP Engineering, Inc.



Michael P. McGeehan, P.E.
President

Enclosures



TRAVERSE CITY
LIGHT & POWER

To: Light & Power Board
From: Jessica Wheaton, Manager of Energy Services & Key Accounts
Date: October 22, 2014
Subject: Consultant Selection for Long-Term Energy Optimization Plan

Developing a plan to optimize TCL&P's energy efficiency program offerings to directly manage load growth, therefore reducing the amount of capacity needed, is a goal highlighted in the Strategic Plan under Power Supply Strategy. With on-peak energy being some of the most expensive, TCL&P would like to better focus its efforts on offering customer programs that reduce or shift on-peak demand to off-peak. Since early summer, staff has been working to execute this goal.

With the assistance of the Board Ad-Hoc Committee, consisting of John Taylor, Pat McGuire and Jeff Palisin, TCL&P released a Request for Proposal (RFP) on August 28. The ultimate goal of going through this process is to select a consultant that will:

- Provide a long-term plan for TCL&P to enhance the utility's energy efficiency programs to make the most impact and be the most cost effective to the utility, its customers, and its resident owners.
- Provide specific recommendations, metrics for success, estimated costs and benefits, and implementation methods on the best and most effective energy efficiency program offerings based on TCL&P's unique customer base.
- Provide specific recommendations, metrics for success, estimated costs and benefits, and implementation methods on optimizing energy efficiency programs to directly manage load growth and reduce the amount of capacity needed, ultimately increasing TCL&P's system load factor.
- Provide specific recommendations, metrics for success, estimated costs and benefits, and implementation methods on reducing the utility's peak demand or shifting demand to off-peak.
- Provide specific recommendations, metrics for success, estimated costs and benefits, and implementation methods for strategic electrification opportunities/programs, such as AMI, that would benefit the utility, its customers, and its resident owners.

The RFP was posted on a variety of national energy related websites such as the American Public Power Association, the Association of Energy Services Professionals, and the Midwest Energy Efficiency Alliance. TCL&P also posted the RFP on its website, ran an ad in the Record Eagle, and staff reached out to its professional contacts in the energy industry to assist with the distribution. These efforts resulted in fifteen consultants notifying TCL&P of their intent to bid, with eight submitting a final proposal. Proposals were due September 30.

FOR THE LIGHT & POWER BOARD MEETING OF NOVEMBER 11, 2014

Proposals were received from the following consultants:

Tendril	\$ 15,000/year
Inova Energy Group	\$ 35,400
Applied Energy Group, Inc.	\$ 41,300
Energy Futures Group, Inc.	\$ 64,190
Navigant Consulting, Inc.	\$ 68,850
Power System Engineering, Inc.	\$ 73,990
Schneider Electric	\$ 97,600
Garforth International LLC	\$161,357

The Ad-Hoc Committee and staff met on October 14 to review the proposals received and narrow down the field of candidates. During the review process it became evident that many of the consultants listed above submitted proposals based on their expertise in the energy industry, but did not respond directly to the requirements on the RFP. Ultimately the Ad-Hoc Committee and staff narrowed down the selection to the top two candidates: Energy Futures Group and Navigant Consulting.

To assist in the final decision making process, staff scheduled conference call interviews with the top two consultants to gain additional information on their proposals and past experience with projects such as this. Prior to the conference calls, staff also reached out to the consultants' references; none of which had anything but positive remarks regarding both consultants.

Staff interviewed both consultants on October 22 and made its final recommendation to the Ad-Hoc Committee shortly after with unanimous support.

Staff plans to begin working with the selected consultant to develop the plan in January 2015, with a final plan tentatively scheduled to be completed by May 2015. Staff is also planning to have a draft plan completed by March 2015 so necessary funds for plan implementation can be included in the fiscal year 2015-16 budget.

The consulting firm that the Ad-Hoc Committee and staff are recommending to develop the Long-Term Energy Optimization Plan is Navigant Consulting, Inc. They have expert knowledge in energy efficiency program development, have a proven history in executing projects such as this, have a solid understanding of the Michigan energy environment, and also have a team representative that lives in Traverse City and is already familiar with Traverse City's unique customer base. After interviewing both firms, it's apparent that Navigant Consulting, Inc. is the best fit for the project.

If the Board is in agreement with this recommendation, the following motion would be appropriate:

(MOTION ON NEXT PAGE)

**MOVED BY _____ SECONDED BY _____ THAT
THE BOARD AUTHORIZES THE CHAIRMAN AND SECRETARY TO ENTER INTO A
STANDARD CONSULTING AGREEMENT WITH NAVIGANT CONSULTING, INC. TO
DEVELOP A LONG-TERM ENERGY OPTIMIZATION PLAN IN THE AMOUNT OF
\$68,850.00; SUBJECT TO APPROVAL AS TO SUBSTANCE BY THE EXECUTIVE
DIRECTOR AND AS TO FORM BY GENERAL COUNSEL.**



**TRAVERSE CITY
LIGHT & POWER**

To: Light & Power Board
From: Karla Myers-Beman, Controller *KMB*
Date: November 3, 2014
Subject: Declare Asset Surplus

In preparation of the Building B remodel, employees removed the furniture from the four offices and kitchen area. This furniture was included in the purchase of the facility and has outlived its useful life. The furniture needs to be declared surplus in accordance with TCL&P's Capital Asset Policy which states, "Any capital asset dispositions not considered scrap should be approved for disposal by the Light and Power Board."

The bids for the replacement furniture for Building B were received on November 7, 2014 and were within the Executive Director's spending authority.

Staff recommends the Board declare the furniture from Building B surplus in accordance with TCL&P's Capital Asset Policy. If the Board is in agreement, the following motion is recommended:

MOVED BY _____, SECONDED BY _____,

THAT THE BOARD DECLARES THE FURNITURE FROM BUILDING B SURPLUS.



**TRAVERSE CITY
LIGHT & POWER**

To: Light & Power Board
From: Tim Arends, Executive Director
Date: November 6, 2014
Subject: TCL&P Integrated Resource Plan

Attached is a condensed version of the Integrated Resource Plan (IRP) for TCL&P, as prepared by RTD Consulting. Bob Dyer will be in attendance at the meeting to make a “brief” presentation of the IRP and to give his recommendation of the utility’s power supply purchases once the Lansing Bridge Contract expires at the end of 2015.

The Board and staff have spent the past year becoming educated on power supply and the varied factors in determining a fiscally responsible course of action for 2016 and beyond. The IRP was part of this original task and makes specific recommendations to the utility. Staff concurs with the recommendations by RTD Consulting to allow the Lansing Agreement to expire at the end of next year and return to MPPA for future power supply purchases. This was also the recommendation from the Hometown Connections Efficiency Study.

The utility has already received firm pricing from MPPA for blocks of purchases for 2016 through 2019 and will recognize approximately \$1.6 million in savings for those years when compared to the current pricing being paid to Lansing BW&L.

Since the Board already voted to join the MPPA Energy Services Project Committee a few months ago there is no need for formal action by the Board related to this agenda item. However, staff would like affirmation from the Board that it is moving in a direction consistent with the Board goals and expectations related to future power supply for TCL&P.

Traverse City Light & Power
Integrated Resource Plan
2015 – 2029

Board Presentation

Robert T. Dyer, P.E.
Howard J. Axelrod, PhD
RTD Consulting, LLC
2771 Monument Rd.
Suite 29, Box 337
Jacksonville, FL 32225



Resource Planning Objectives

The primary objective of an Integrated Resource Plan is to create a process which considers both supply and demand strategies that fulfill the needs of the utility's electric consumers. Such needs are often described in terms of:

- Cost of service
- Reliability
- Environmental compatibility
- Certainty

This IRP should not be considered as a static assessment, but a fluid process that provides management with the tools and flexibility to not only effectively respond to future challenges and uncertainty, but to take advantage of opportunities as they arise.

Observation Highlights

- ✓ The Load and Energy Forecast and energy efficiency program need to be better coordinated. The energy conservation needs to be a part of the Demand and Energy forecast with clear goals. Furthermore, the economic forecast models need to better reflect the economic recovery relative to TCL&P's regional growth.
- ✓ Terminate the Lansing (LBWL or Lansing Board of Water & Light) PPA for base and on peak firm energy.
- ✓ TCL&P currently is over exposed to purchases from the MISO market. As MISO prices have been favorable in recent years this has been an economic advantage but there are risk in this level of exposure.
- ✓ Work with MPPA for replacement of LBWL PPA as well as for seasonal purchase to reduce exposure to the market and its potential volatility.
- ✓ TCL&P has more peaking capacity than is require. There may be an opportunity to work with MPPA to utilize this to exchange with other MPPA members and acquire more intermediate capacity as it becomes available.
- ✓ TCL&P needs 20 MW of Mid range capacity and energy capabilities.
- ✓ PRM capacity has been very inexpensive for a number of years. It appears that it could likely become a significant expense over the next 5 years.

10/21/2014

RTD Consulting, LLC

3

Key Initiatives for the 2015 – 2029 Planning Period

- Create a sustainable energy and capacity procurement, risk management and planning process
- Focus on issues that can have a more immediate impact on TCL&P’s cost of service including:
 - Replacement of the LBWL PPA
 - Renewable energy, i.e. wind energy acquisition opportunities
 - Establishing a baseline to compare available alternatives as they are identified
 - Acquiring of economic options to meet MISO Capacity (PRC) requirements
 - Review and enhance the load and energy forecasting models to incorporate demand side energy management and efficiency initiatives.

TCL&P's Projected Range of Peak Load Forecasts: 2015 - 2029

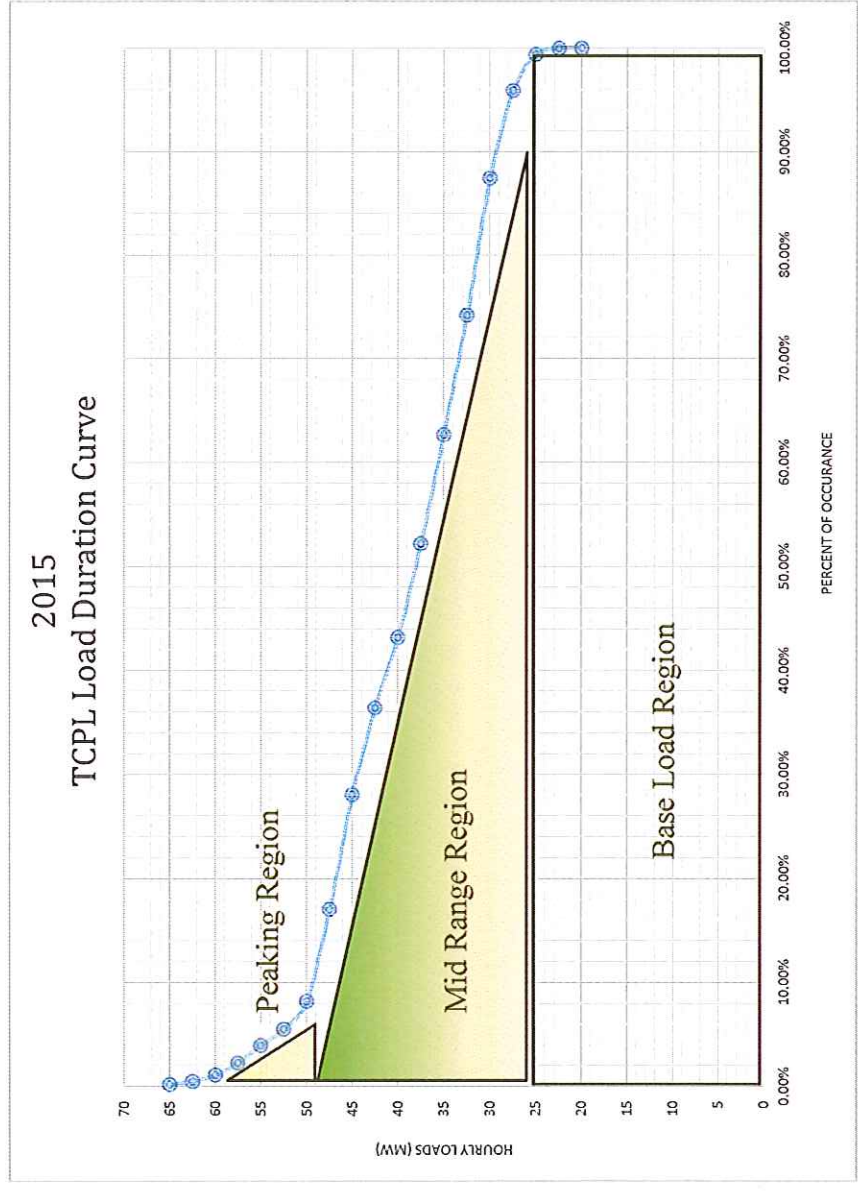


Monte Carlo distribution of Annual peak Loads

10/21/2014

RTD Consulting, LLC

Optimal Mix is 15 MW of Peaking, 20 MW of Mid and between 25 – 30 MW of Base Load Generation.



Using the Load Duration Curve to Identify Optimum Mix of Generation

Current profile of generation resources for the 2015 – 2029 planning period.

The following table lists TCL&P's current generation resources.

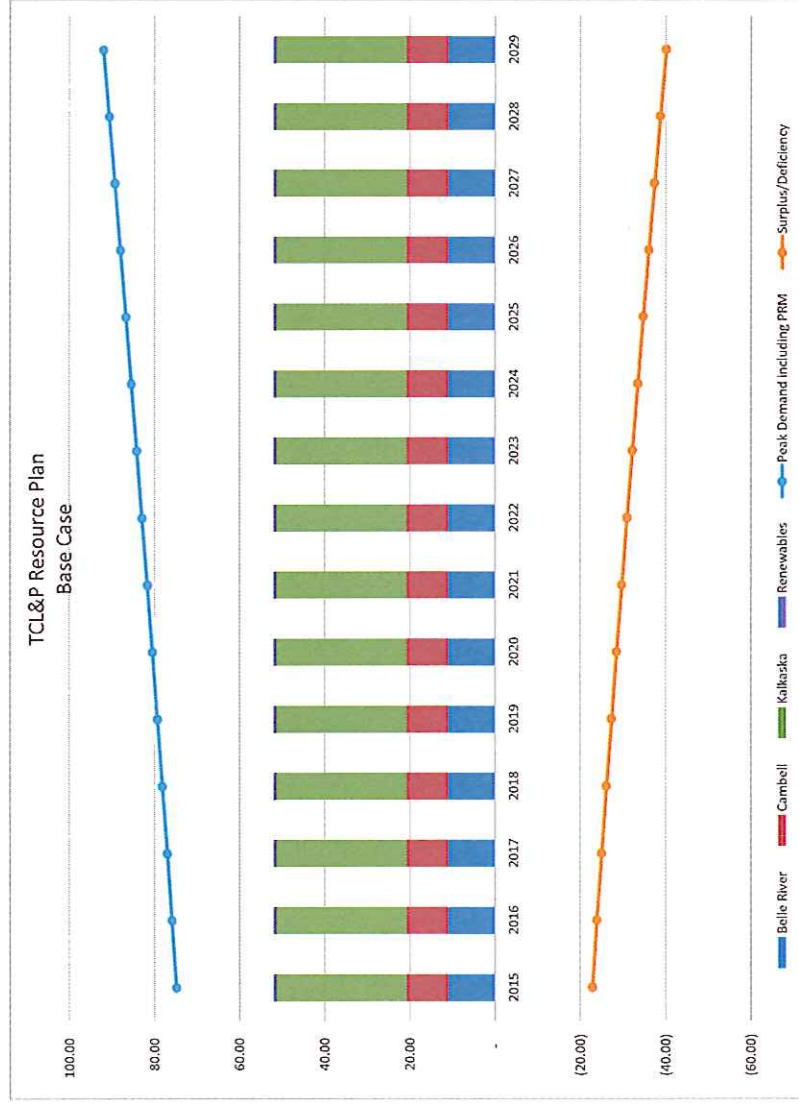
Owner	Unit Name	In-service Year	Ownership	Contract Term	Technology	Net Capacity	MISO Rating	Fuel	Heat Rate	Dispatchable (Y/N?)	Base (B) Intermediate (I) Peaking (P)
MPPA/DTE	Belle River	1983	Own	LOU	ST	10.8	9.9	Coal		Y Full	B
MPPA/CP	Canmbell Unit 3	1980	Own	LOU	ST	10.1	10.1	Coal		Y Full	B
MPPA	Kalkaska CT	2003	Own		CT	36.9	32.5	Nat. Gas		Y Full	P
RETIRED	Traverse Wind	1996	Own		Wind						
Stoney Corners	Heritage Wind	2010	PPA	20 Years	Wind	10	1.8				
	Granger Land Fill		PPA				0.7				
	Lansing PPA	2011	PPA	5 Year							
	Base				ST	10	0	Coal		No	B
	Peak				ST	7	0	Coal		No	I
Total						84.8	55				

Current status of renewable energy targets

- Based on TCL&P's 2014 Annual Renewable Energy Report, TCL&P is in compliance with the interim requirements for 2012. TCL&P should also comply with the 2015 target of 10% renewable resources.
- Projected energy supply is approximately 343,400 MWh and projected renewable resources is 41,700 MWh or 12%.

Situational Analysis

Long Term Forecast of Peak Demand, Resources and Potential Capacity Deficiencies



10/21/2014

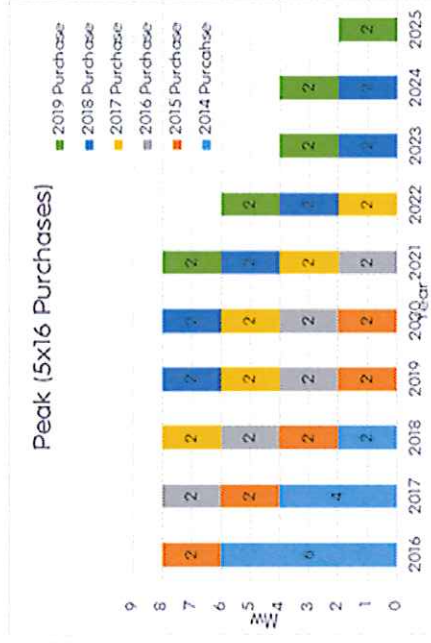
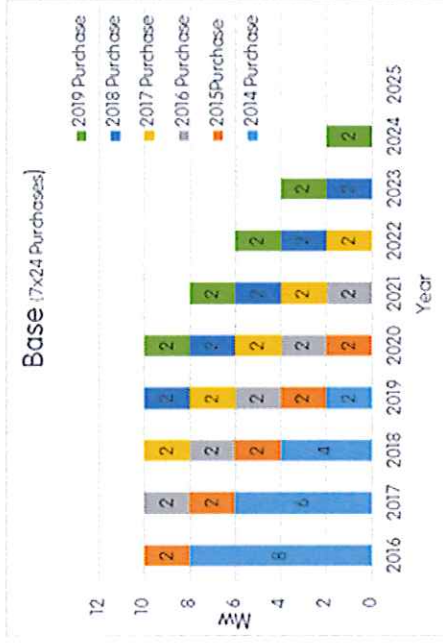
RTD Consulting, LLC

TCL&P's Exposure to Power Supply Risks

Initiative	Time Frame	Magnitude	Risk	Priority
Replace Lansing PPA	Immediately	Replace 17MW: 10 MW base & 7 MW peaking Also acquire 17 MW of capacity	Need to extend contract with LBWL by end of 2014 Rely on MISO markets and face price volatility	Highest
Reduce percentage of deficiency excluding the Lansing PPA	Near Term	5 to 10 MW dependent upon actual load growth	Over reliance on MISO markets and face price volatility	High to Medium
Identify additional wind or solar opportunities	Intermediate	5 to 10 MW	Future RPS legislation	Medium to Low
Monitor DTE & CP's plants for Belle River & Cambell	Intermediate	20 MW	As older coal fired units, they are subject to early retirement should environmental regs add significant costs.	Medium

Proposed short term procurement strategy to replace Lansing PPA

- The graphs to the right represent illustrative procurement strategies designed to replace the 17 MW of base and peaking capacity of the Lansing PPA.

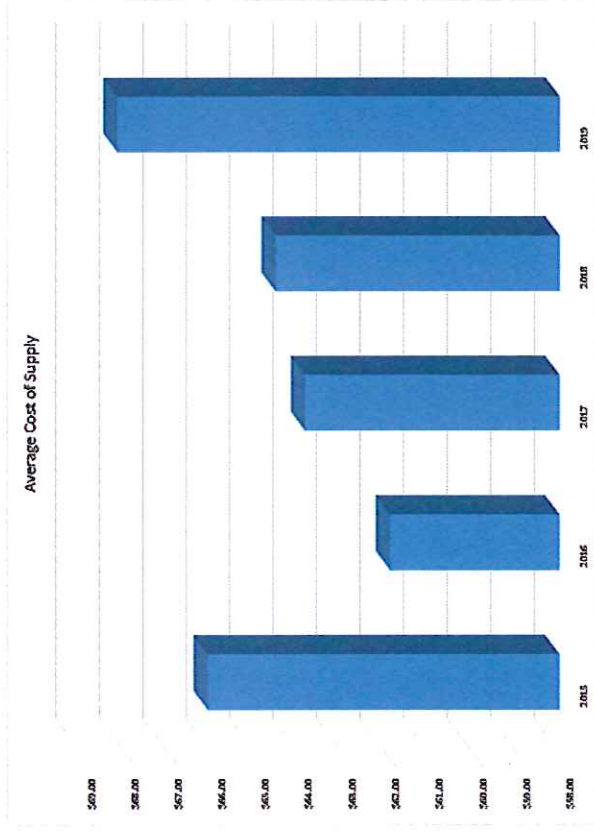


- Not only does this form of scheduling help to mitigate price spikes, by expanding the number of counterparties also reduces TCL&P's exposure to counterparty default.

Economic Impact Assessment

For TCL&P, it is currently facing a decision as to what to do about the Lansing PPA for 17 MW which expires at the end of 2015. Because this contract is for energy only, TCL&P must also acquire equivalent amounts of capacity to meet MISO PRM requirements. TCL&P has two options at this time: 1) To extend the contract by another years if Lansing agrees, or 2) Solicited power suppliers in the region for this energy and capacity.

This bar graph illustrates the average bus bar cost of energy for TCL&P as projected for 2015 – 2019 by MPPA. Note how unit costs drop significantly in 2016 with the expiration of the Lansing PPA. Replacement costs are based on expected MISO market



Q & A

10/21/2014

RTD Consulting, LLC

13



T R A V E R S E C I T Y
L I G H T & P O W E R

To: Light & Power Board
From: Tom Olney, Operations Manager *TO*
Date: November 4, 2014
Subject: Streetlight Pole Painting Project Update

Two weeks ago National Coatings, Inc. completed the painting of Traverse City Light & Power's (TCL&P) downtown streetlight system, in the DDA district. The painting process included sanding the rust off the poles, applying a primer coat and two finish coats. Only the green metal poles were painted in this area. The project began in September of last year, 240 poles were painted until work ceased due to the on-set of inclement weather. Painting resumed in May of this year, 427 poles were painted by the third week in October. The project was originally scheduled to take three years but accomplished in two as crews made better progress than initially predicted.

In certain areas where poles continued along the same street outside of the designated "DDA boundary" TCL&P decided to continue painting in order to maintain continuity, adding an additional 117 poles above the original plan. In total, 667 streetlight poles have been painted; the final cost was \$60,965 versus an original estimate of \$52,606.

National Coatings, Inc. has signed a service order with TCL&P to paint 286 streetlight poles in the Boardman and Central neighborhoods in 2015 (see attached map). National Coatings, Inc. has offered the same per pole rate of \$95 as was quoted for the first streetlight pole painting project. The total cost for the Boardman and Central neighborhoods will be \$27,170. Once completed TCL&P has scheduled the Oak Park neighborhood for 2016. The streetlights in these neighborhoods are the shorter black poles with the "Acorn" type fixture.

2015
STREETLIGHT POLE
PAINTING BOUNDARY





**TRAVERSE CITY
LIGHT & POWER**

To: Light & Power Board
From: Tom Olney, Operations Manager *TO*
Date: October 21, 2014
Subject: Arc Flash Study and Implementation

As recommended by Hometown Connections in the efficiency study, staff included conducting a formal Arc Flash Study by June 30, 2014 as a goal in the Strategic Plan.

• **What is an arc flash?**

An arc flash is where a flashover of electric current leaves its intended path and travels through the air from one conductor to another, or to ground.

• **What is the purpose of an Arc Flash Study?**

An Arc Flash Study helps determine the arc flash boundary, the incident energy at the working distance, and the proper personal protective equipment (PPE) that workers should use when working within the arc flash boundary in order to maintain a safe working environment.

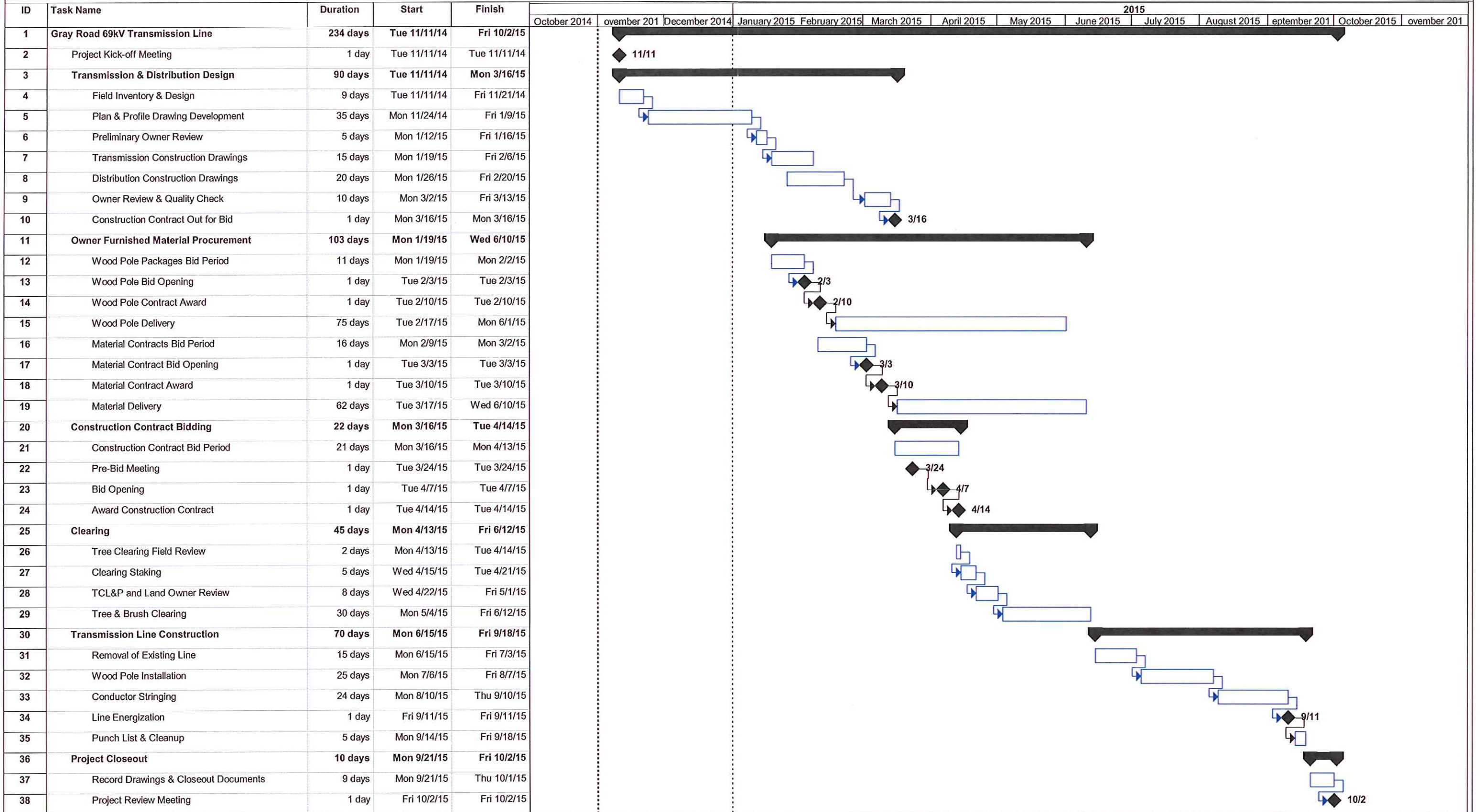
TCL&P contracted with GRP Engineering, Inc. (GRP) to conduct the study and provide a final report. GRP provided a final Arc Flash Report on June 24, 2014 for both the TCL&P System and the Kalkaska Combustion Turbine. Staff reviewed the final reports in detail with Michael McGeehan and Rob Shelly from GRP. Both reports were later reviewed with all Union employees who will be performing the work affected by these studies.

As a result of the final reports, TCL&P has taken the following actions:

- Warning labels have been placed on the front covers of all low voltage service panels and disconnect switches as required. These arc flash warning labels state the voltage, incident energy, required level of PPE and the arc flash boundary.
- Additional PPE required when conducting work on specific 480 volt equipment and switch gear was purchased and distributed to employees.

TCL&P is now in full compliance with the latest arc flash rules set forth by the National Electric Safety Code (NESC) as well as the National Fire Protection Association (NFPA) 70E.

TRAVERSE CITY LIGHT & POWER
GRAY ROAD 69kV TRANSMISSION LINE REBUILD SCHEDULE - ATTACHMENT B



GRP Engineering, Inc.
Sat 11/1/14

Task	[Blue outline box]	Summary	[Thick black bar]	Rolled Up Progress	[Thick black bar]	Split	[Dotted line]	Deadline	↓
Progress	[Solid black bar]	Rolled Up Task	[Patterned box]	External Tasks	[Light gray bar]	Rolled Up Split	[Dotted line]		
Milestone	◆	Rolled Up Milestone	◇	Project Summary	[Thick black bar]	External Milestone	◆		