

**A REGULAR MEETING**

Of The

**TRAVERSE CITY LIGHT AND POWER BOARD**

Will Be Held On

**TUESDAY, October 10, 2017**

At

**5:15 p.m.**

In The

**COMMISSION CHAMBERS**  
(2<sup>nd</sup> 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.

Jennifer J. St. Amour  
Administrative Assistant  
1131 Hastings Street  
Traverse City, MI 49686  
(231) 922-4940 ext. 201

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

Posting Date: October 6, 2017  
3:00 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 September 12, 2017. (Approval recommended) (p.4)
- b. Receive and file minutes of FTTP Ad Hoc Committee meeting of October 2, 2017. (Approval recommended) (p.7)
- c. Consideration of authorizing a Construction Agreement with Elmer's Crane and Dozer, Inc. for conduit and equipment pad installation for the Cherry Capital Airport Runway Expansion Project. (Approval recommended) (Arends/Watson) (p.8)
- d. Consideration of approving a Purchase Order with Power Line Supply for medium voltage underground cable for the Cherry Capital Airport Runway Expansion Project. (Approval recommended) (Arends/Watson) (p.12)
- e. Consideration of approving a Confirming Service Order with 5 Star Directional Drilling Services, Inc. for boring services for the Cherryland Cutover Project. (Approval recommended) (Chartrand) (p.15)
- f. Consideration of approving a Purchase Order with All Phase Electric Supply for conduit installation material for the Cherry Capital Airport Runway Expansion Project. (Approval recommended) (Arends/Watson) (p.16)

#### **Items Removed From Consent Calendar**

#### **3. Unfinished Business**

- a. Consideration of amending board rule number two, "Order of Business and Agenda for Regular Meetings" within the Rules of the Traverse City Light and Power Board. (Arends) (p.17)

#### **4. New Business**

None.

#### **5. Appointments**

None.

**6. Reports and Communications**

- a. From Legal Counsel.
- b. From Staff.
  - 1. Randolph Project close-out report. (Watson/Myers-Beman) (p.23)
  - 2. M-72 Solar Project Update. (Chartrand/verbal)
- c. From Board.

**7. Public Comment**

- a. General.

/js

**TRAVERSE CITY  
LIGHT AND POWER BOARD**

Minutes of Regular Meeting  
Held at 5:15 p.m., Commission Chambers, Governmental Center  
Tuesday, September 12, 2017

**Board Members -**

Present: Jan Geht, Ross Hammersley, Pat McGuire, Amy Shamroe, John Taylor,  
Tim Werner

Absent: Jeff Palisin

**Ex Officio Member -**

Absent: Marty Colburn, City Manager

**Others:** Tim Arends, W. Peter Doren, Scott Menhart, Karla Myers-Beman, Kelli Schroeder, Tony Chartrand, Mark Watson, Jennifer St. Amour,

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

**Item 2 on the Agenda being Consent Calendar**

Moved by McGuire, seconded by Shamroe, that the following actions, as recommended on the Consent Calendar portion of the Agenda, be approved:

- a. Minutes of the Regular Meeting of August 8, 2017.
- b. Receive and file minutes of FTTP Ad Hoc Committee meeting of September 6, 2017.
- c. Approving an amended purchase order to CDW-G for Data Center Upgrade Project.
- d. Approval of a Reimbursement Agreement with Northwestern Regional Airport Commission.
- e. Authorizing professional engineering, contract and construction management services with GRP Engineering, Inc. for Cherry Capital Airport Project.
- f. Authorizing a Construction Agreement with C.C. Power, LLC for M-72 Solar Distribution System Upgrade Project.
- g. Authorizing a confirming purchase order to EPS for additional security cameras, intrusion software, and access control.
- h. Declaring capital asset items surplus.
- i. Authorizing purchase orders to CDW Government and Planet Technologies for software licensing.
- j. Authorizing a Letter of Agreement between TCL&P and the Utility Workers Union of America, Local 295 to add the position of Electric System Operator Lead to the list of Classifications.

- k. Amended Lease Agreement for the Grand Traverse Substation.
- l. Pole Attachment Agreement with Wolverine Power Supply Cooperative.

CARRIED unanimously. (Palisin absent)

**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 the Park Place Overhead to Underground Project Authorization Request and authorizing staff to seek competitive bids.

The following individuals addressed the Board:

Tim Arends, Executive Director  
Tony Chartrand, System Engineer

Moved by Shamroe, seconded by Hammersley, that the Board approve as presented the Park Place Overhead to Underground Conversion Project and directs staff to solicit construction bids and material quotes for the Board's consideration of approval.

FAILED unanimously. (Palisin absent)

Moved by Shamroe, seconded by Hammersley, that the Board form an ad hoc committee to address the Underground Service Policy and that the committee consist of Chairman Geht, Tim Werner, and Pat McGuire for a term of one year.

CARRIED unanimously. (Palisin absent)

- b. Consideration of High Pressure Sodium to LED System Replacement Project Authorization Request.

The following individuals addressed the Board:

Tony Chartrand, System Engineer  
Tim Arends, Executive Director

No Motion. Board requested staff present additional information at a future Board Meeting.

- c. Introduction of change in the Order of Business and Agenda for Regular Meetings.

The following individuals addressed the Board:

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

**Item 5 on the Agenda being Appointments**

None.

**Item 6 on the Agenda being Reports and Communications**

a. From Legal Counsel.

Peter Doren reported that Karrie Zeits formally joined Sondee, Racine & Doren on August 1, 2017.

b. From Staff.

1. Capital Plan Update through June 30, 2017.

The following individuals addressed the Board:

Karla Myers-Beman, Controller

2. Update on performance measurement discrepancy.

The following individuals addressed the Board:

Karla Myers-Beman, Controller

3. Update on Financial Forecast, Rate Design, and Cost of Service Study.

The following individuals addressed the Board:

Karla Myers-Beman, Controller

Tim Arends, Executive Director

4. Heritage Sustainable Energy, LLC Letter of Understanding.

The following individuals addressed the Board:

Karla Myers-Beman, Controller

c. From Board

**Item 7 on the Agenda being Public Comment**

a. General

No one from the public commented.

There being no objection, Chairman Geht declared the meeting adjourned at 6:25 p.m.

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Tim Arends, Secretary  
LIGHT AND POWER BOARD

**TRAVERSE CITY  
LIGHT AND POWER BOARD**

Minutes

*Fiber to the Premise (FTTP) Ad Hoc Committee*  
Held at 8:00 a.m., 1131 Hastings Street  
Monday, October 2, 2017

**Committee Members -**

Present: Ross Hammersley, Amy Shamroe, John Taylor

**Others:** Tim Arends, Scott Menhart, Karla Myers-Beman

The meeting was called to order at 9:10 a.m. by Amy Shamroe.

**1. Discussion regarding Fiber to the Premise (FTTP).**

Committee members discussed Fiber to the Premise (FTTP) next steps and tentatively set the next meeting for October 10, 2017.

**2. Public Comment**

No one from the public commented.

There being no objection, Amy Shamroe declared the meeting adjourned at 10:42 p.m.

/js

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Amy Shamroe, Ad Hoc Committee Chair  
LIGHT AND POWER BOARD



**TRAVERSE CITY  
LIGHT & POWER**

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**To:** Light & Power Board  
**From:** Mark Watson, Field Supervisor  
**Date:** October 3, 2017  
**Subject:** Cherry Capital Airport Runway Expansion Project – Conduit and Equipment Box Pad Installation

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On October 3, 2017, two bids out of four solicited bidders were submitted, opened and reviewed for the conduit and equipment box pad installation for the Cherry Capital Airport Runway Expansion Project. The following are the results of the bid process:

<u>Vendor</u>	<u>Amount</u>
J. Ranck Electric	\$190,806.42
Elmer's Crane & Dozer, Inc.	\$107,913.00

GRP recommends awarding the contract to the low bidder Elmer's Crane & Dozer, Inc. ("Elmer's") in the amount of \$107,913, and their letter of recommendation is included for your review.

This item is appearing on the Consent Calendar as it is deemed non-controversial. Staff concurs with GRP's recommendation to accept the bid from Elmer's, in the amount of \$107,913 and recommends the Board authorize the issuance of a construction agreement for conduit and equipment box pad installation. 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. If after Board discussion you agree with staff's recommendation the following motion would be appropriate.

**(MOTION ON NEXT PAGE)**



FOR THE LIGHT & POWER BOARD MEETING OF OCTOBER 10, 2017

**MOVED BY \_\_\_\_\_, SECONDED BY \_\_\_\_\_, THAT THE BOARD AUTHORIZES THE CHAIRMAN AND SECRETARY TO EXECUTE A CONSTRUCTION AGREEMENT IN THE AMOUNT OF \$107,913 WITH ELMER'S CRANE & DOZER, INC., FOR THE CHERRY CAPITAL AIRPORT RUNWAY EXPANSION PROJECT; SUBJECT TO APPROVAL AS TO SUBSTANCE BY THE EXECUTIVE DIRECTOR AND TO FORM BY GENERAL COUNSEL; AND FURTHER AUTHORIZES THE EXECUTIVE DIRECTOR TO APPROVE CHANGE ORDERS IN THE BESTS INTERESTS OF THE UTILITY.**

October 3, 2017  
17-0889.01

Mr. Tim Arends  
Executive Director  
Traverse City Light & Power  
1131 Hastings Street  
Traverse City, MI 49686

**RE: Airport Runway Expansion Underground  
Conduit Installation Bid Evaluation & Recommendation**

Dear Tim:

GRP Engineering, Inc. has completed reviewing the bids submitted on October 3, 2017 for conduit installation on the Airport Runway Expansion Underground project. Of the five contractors solicited for bids, two (2) bids were received. Elmers' Crane & Dozer, Inc. submitted the low bid for the project in the amount of \$107,913.00. A complete bid tabulation is attached to this letter. Elmers' Crane & Dozer, Inc. has submitted a complete and conforming bid.

<u>Contractor</u>	<u>Bid Price</u>	
J. Ranck Electric	\$190,806.42	
Elmer's	\$107,913.00	<i>(Low Bid)</i>

GRP Engineering, Inc. sees no reason not to accept Elmers' Crane & Dozer, Inc. bid. Please contact me should you have any questions regarding this evaluation.

Sincerely,  
GRP Engineering, Inc.



Michael P. McGeehan, P.E.  
Project Manager

Enclosures

cc: Traverse City Light & Power  
Mr. Mark Watson

# BID TABULATION

**OWNER:**  
**TRAVERSE CITY LIGHT & POWER**  
 1131 HASTINGS STREET  
 TRAVERSE CITY, MI 49686

**AIRPORT RUNWAY UNDERGROUND  
 CONDUIT & EQUIPMENT BOX PAD INSTALLATION**

**ENGINEER:**  
**GRP ENGINEERING, INC.**  
 459 BAY STREET  
 PETOSKEY, MI 49770

BIDDERS	BID SECURITY	TOTAL CONTRACTOR BASE BID PRICE	REMARKS
<b>Molon Excavating</b> 125 Buck Shot Dr. Traverse City, MI 49685			No Bid
<b>J. Ranck Electric</b> 1993 Gover Parkway Mt. Pleasant, MI 48858	10% Bond	\$190,806.42	
<b>Elmers</b> 3600 Rennie School Rd Traverse City, MI 49696	10% Bond	\$107,913.00	Low Bid
<b>Western Tel-Com</b> 4273 Blue Star Highway Holland, MI 49423			No Bid
<b>Windemuller</b> 1301 Business Park Dr Traverse City, MI 49696			No Bid

This is to certify that at 10:00a.m., local time on Tuesday, October 3, 2017, the bids tabulated herein were publicly opened and read.

**GRP Engineering, Inc.**

By:   
 Michael P. McGeehan, P.E.



**TRAVERSE CITY  
LIGHT & POWER**

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**To:** Light & Power Board  
**From:** Mark Watson, Field Supervisor  
**Date:** October 3, 2017  
**Subject:** Cherry Capital Airport Runway Expansion Project – Underground Cable Purchase

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On October 3, 2017, five bids out of five solicited bidders were submitted, opened and reviewed for the medium voltage underground cable, specifically 750kCM and #2 conductor, for the Cherry Capital Airport Runway Expansion Project. The following are the results of the bid process:

<u>Vendor</u>	<u>Amount</u>
Power Line Supply	\$178,091.80
Irby	\$179,508.40
Wesco	\$180,806.00
Anixter	\$181,550.00
Resco	\$229,626.00

GRP recommends accepting the low bid from Power Line Supply in the amount of \$178,091.80, and their letter of recommendation is included for your review. The bid amount is 15% less than the capital budget line item for these materials.

This item is appearing on the Consent Calendar as it is deemed non-controversial. Staff concurs with GRP's recommendation to accept the bid from Power Line Supply, in the amount of \$178,091.80 and recommends the Board authorize the issuance of a purchase order for the underground cable. 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. 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 EXECUTIVE DIRECTOR TO ISSUE A PURCHASE  
ORDER TO POWER LINE SUPPLY IN THE AMOUNT OF \$178,091.80 FOR  
UNDERGROUND CABLE, PLUS OR MINUS DEPENDENT ON COMMODITY  
PRICES DAY OF SHIPMENT.**

October 3, 2017  
17-0889.01

Mr. Tim Arends  
Executive Director  
Traverse City Light & Power  
1131 Hastings Street  
Traverse City, MI 49686

**RE: Airport Runway Expansion Underground  
MV Cable Bid Evaluation & Recommendation**


Dear Tim:

GRP Engineering, Inc. has completed our evaluation of the Medium Voltage Underground Cable bids received for the Airport Runway Expansion Underground project. Of the five (5) vendors invited to submit bids for purchase of the cable, five (5) bids were received. Power Line Supply submitted the low bid for the project in the amount of \$178,091.80. A complete bid tabulation is attached to this letter.

<u>Vendor</u>	<u>Total</u>	
Anixter	\$181,550.00	
Irby	\$179,508.40	
Power Line Supply	\$178,091.80	(Low Bid)
RESCO	\$229,626.00	
WESCO	\$180,806.00	

Note that since cable is a commodity, final price will be determined by the cost of copper and aluminum on the day that each cable ships. GRP Engineering, Inc. sees no reason not to accept Power Line Supply's bid. Please contact me should you have any questions regarding this evaluation.

Sincerely,  
GRP Engineering, Inc.



Michael P. McGeehan, P.E.  
Project Manager

Enclosures

cc: Traverse City Light & Power  
Mr. Mark Watson

# BID TABULATION

**OWNER:**  
**TRAVERSE CITY LIGHT & POWER**  
 1131 HASTINGS STREET  
 TRAVERSE CITY, MI 49686

**AIRPORT RUNWAY UNDERGROUND  
 MEDIUM VOLTAGE UNDERGROUND CABLE**

**ENGINEER:**  
**GRP ENGINEERING, INC.**  
 459 BAY STREET  
 PETOSKEY, MI 49770

BIDDERS	#2 CONDUCTOR BID PRICE	#750KCM CONDUCTOR BID PRICE	CONDUCTOR TOTAL BID PRICE	REMARKS
Anixter 1100 Old State Rd Mattoon, IL 61938	\$7,700.00	\$173,850.00	\$181,550.00	
Irby 5846 Venture Way Mt. Pleasant, MI 48858	\$7,585.00	\$171,923.40	\$179,508.40	
Power Line Supply 420 Roth Street Reed City, MI 49677	\$7,525.00	\$170,566.80	\$178,091.80	Low Bid
RESCO 2250 Pinehurst Dr Middleton, WI 53562	\$9,150.00	\$220,476.00	\$229,626.00	
WESCO 3440 Dunckel Rd Lansing, MI 48911	\$7,640.00	\$173,166.00	\$180,806.00	

This is to certify that at 10:00a.m., local time on Tuesday, October 3, 2017, the bids tabulated herein were publicly opened and read.

**GRP Engineering, Inc.**

By: *Michael P. McGeehan*  
 Michael P. McGeehan, P.E.



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**To:** Light and Power Board  
**From:** Tony Chartrand, System Engineer  
**Date:** October 2, 2017  
**Subject:** Cherryland Cutover Boring Services

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It was unknown during the planning phase of the Cherryland Cutover Project (“Project”), the condition of a service connection between the utility and a new large customer facility. Specifically, the cable, transformer pad, and the feed into the building, mostly because of age, needed to be upgraded to increase safety and service reliability (eliminating potential future maintenance costs). Staff moved forward with this bore in the amount of \$1,200 because of the benefits it provided to the customer and the utility. Additionally, 5 Star Directional Drilling Services, Inc. was already onsite working, thus eliminating additional mobilization costs.

The three planned bores and executed service orders with 5 Star Directional Drilling, Inc. for this project were originally within the Executive Director’s spending authority in the amount of \$35,207. However, this additional bore caused the boring costs for this project to exceed the Executive Director’s spending authority by \$595.

Staff recommends the Board confirm the service orders to 5 Star Directional Drilling, Inc. in the total amount of \$36,407. This item is on the Consent Calendar as it is deemed non-controversial. 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. 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 CONFIRMING SERVICE ORDERS TO 5 STAR  
DIRECTIONAL DRILLING SERVICES, INC. IN THE TOTAL AMOUNT OF \$36,407.**



**TRAVERSE CITY  
LIGHT & POWER**

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**To:** Light & Power Board  
**From:** Mark Watson, Field Supervisor  
**Date:** October 4, 2017  
**Subject:** Cherry Capital Airport Runway Expansion Project – Conduit Installation Material Purchase

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On October 4, 2017, four quotes were submitted, opened and reviewed for the conduit installation material for the Cherry Capital Airport Runway Expansion Project. The following are the results:

<u>Vendor</u>	<u>Amount</u>
All Phase Electric Supply	\$37,802.85
Powerline Supply	\$39,215.51
Wesco	\$40,228.76
Resco	\$44,804.71

GRP recommends accepting the quote from the low bidder All Phase Electric Supply in the amount of \$37,802.85.

This item is appearing on the Consent Calendar as it is deemed non-controversial. Staff concurs with GRP's recommendation to accept the bid from All Phase Electric Supply, in the amount of \$37,802.85 and recommends the Board authorize the issuance of a purchase order for the conduit installation material. 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. 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 EXECUTIVE DIRECTOR TO ISSUE A PURCHASE  
ORDER TO ALL PHASE ELECTRIC SUPPLY IN THE AMOUNT OF \$37,802.85 FOR  
CONDUIT INSTALLATION MATERIAL.**





**TRAVERSE CITY  
LIGHT & POWER**

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**To:** Light and Power Board  
**From:** Tim Arends, Executive Director  
**Date:** October 2, 2017  
**Subject:** Board Rules Amendment

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At the last board meeting, changes to board rule number two, "Order of Business and Agenda for Regular Meetings", within the Rules of the Traverse City Light and Power Board document was introduced. After Board discussion, further changes were made by modifying the words Disclosure of Conflict of Interest to Disclosure of Recusal and moving the Approval of the Agenda under Consent Calendar. Included in the packet are the final changes for your review.

If the Board agrees with the changes the following motion would be appropriate:

**MOVED BY \_\_\_\_\_, SECONDED BY \_\_\_\_\_,**

**THAT THE BOARD AUTHORIZES THE AMENDEMENT OF BOARD RULE NUMBER TWO,  
"ORDER OF BUSINESS AND AGENDA FOR REGULAR MEETINGS", TO ADD AFTER ROLL  
CALL, DISCLOSURE OF RECUSAL, ADD APPROVAL OF AGENDA UNDER THE CONSENT  
CALENDAR AND REMOVE APPOINTMENTS.**

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  
Amended March 14, 2017, Rule 1

1. Regular Meetings. Regular meetings of the Light and Power Board shall be held on the second Tuesday of every month with the fourth Tuesday of every month reserved for potential Special Meetings at 5:15 P.M. in the Commission Chambers of the Governmental Center, 400 Boardman Avenue, Traverse City. An announcement will be made by the Board Chairman at the regular meeting of the month should a special meeting be needed on the fourth Tuesday.
  
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
  - ~~1.2.~~ Disclosure of Recusal
  3. Consent Calendar
    - 2.a. Approval of the Agenda
  - ~~3.4.~~ Unfinished Business
  - ~~4.5.~~ 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 and Power  
 Capital Plan Update - Hickory Meadows Removal Project - Randolph Street  
 October 2017

Hickory Meadows Removal Project - Randolph Street					
Project Name	Column Labels	Budget	Contract	Cash outlay	(Over) Under Budget
	Capital Plan				
Project	100,000.00				
Boring Costs		25,000.00	21,373.00	25,164.00	(164.00)
Internal Labor/Equipment		26,400.00		25,591.57	808.43
Materials		20,900.00	750.00	15,240.16	5,659.84
Internal Engineering		7,250.00		6,599.57	650.43
Contingency		10,850.00			10,850.00
<b>Grand Total</b>	<b>100,000.00</b>	<b>90,400.00</b>	<b>22,123.00</b>	<b>72,595.30</b>	<b>17,804.70</b>