

**TRAVERSE CITY  
LIGHT AND POWER BOARD**

Minutes of Regular Meeting  
Held at 5:15 p.m., Commission Chambers, Governmental Center  
Tuesday, April 9, 2019

**Board Members -**

Present: Pat McGuire, Ross Hammersley, John Taylor, Amy Shamroe, Tim Werner, Elysha Davila, Paul Heiberger

Absent:

**Ex Officio Member -**

Present: Marty Colburn, City Manager

**Others:** Tim Arends, Daren Dixon, Scott Menhart, Karla Myers-Beman, Kelli Schroeder, Tony Chartrand, Jacob Hardy, Jennifer J. St. Amour

**ORGANIZATIONAL MEETING**

The meeting was called to order at 5:15 p.m. by Secretary Arends.

Secretary Tim Arends opened the floor to nominations for Chairperson of the Light and Power Board:

Pat McGuire nominated John Taylor.

Tim Arends closed the floor to nominations.

CARRIED unanimously.

Tim Arends turned the meeting over to Chairperson Taylor.

Chairperson Taylor opened the floor to nominations for Vice Chairperson of the Light and Power Board:

Pat McGuire nominated Elysha Davila.

Chairman Taylor closed the floor to nominations.

CARRIED unanimously.

Chairman Taylor recommended Tim Arends be reappointed Secretary for the Light and Power Board. Consensus of the Board that Tim Arends be reappointed Secretary for the Light and Power Board.

Moved by Werner, seconded by McGuire, that Shamroe, Hammersley, and Taylor remain as delegates for the HR Ad Hoc committee for the term of 1 year.

CARRIED unanimously.

**Item 2 on the Agenda being Disclosure of Recusal - None****Item 3 on the Agenda being Consent Calendar**

The following individuals from the Public addressed the Board:

Gerald DeGrazia, 11604 Whittington Street, ratepayer

Gerald DeGrazia requested item 3(h) be pulled from Consent Calendar.

Tim Arends requested item 3(a) be pulled from Consent Calendar.

Barb Willing requested item 3(i) be pulled from Consent Calendar.

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

- a. *Removed.*
- b. Approval of the minutes of the Regular Meeting of March 12, 2019.
- c. Received and filed minutes of FTTP Ad Hoc Committee meeting of March 22, 2019, HR Ad Hoc Committee meeting of March 22, 2019, and City Renewable Energy Ad Hoc meeting of March 21, 2019
- d. Approval of the cash reserves in accordance with the Minimum Cash Reserves Policy.
- e. Approval of the contributions to the Municipal Employees' Retirement System and Traverse City Light and Power Other-Postemployment Benefit Fund.
- f. Confirmed transfer of funds from Fiber Fund to Electric fund for the fiscal year ending June 30, 2019.
- g. Forwarding of the Electric Utility 2019-20 Operating Budget to the City Commission for consideration of approval as required by Charter.
- h. *Removed.*
- i. *Removed.*
- j. Terminated the existing Pole Attachment License Agreement with Extenet and approved a new Pole Attachment License Agreement including both small cell wireless and wireline pole attachments with Extenet Systems, Inc.
- k. Approval of a construction contract for the Critical and Large Customer #4 Project.

CARRIED unanimously.

**Items Removed from the Consent Calendar**

- a. Approval of Agenda

The following individuals addressed the Board:

Tim Arends requested the City Renewable Energy Goal Ad Hoc Committee report be added to Board reports.

Moved by Hammersley, seconded by Werner, that the Agenda be approved as amended.

CARRIED unanimously.

- b. Forwarding of the Fiber 2019-20 Operating Budget to the City Commission for consideration of approval as required by Charter.

The following individuals addressed the Board:

Karla Myers-Beman, Controller

The following individuals from the Public addressed the Board:

Gerald DeGrazia, 11604 Whittington Street, ratepayer

Moved by Shamroe, seconded by Hammersley, that the Light & Power Board approves forwarding the 2019-20 Fiber Fund Budget as presented to the City Commission for its consideration of approval.

CARRIED unanimously.

- c. Approval of the submission of a letter of intent to the United States Department of Agriculture Rural Energy Savings Program for their approval to participate in the financing and grant award application process relating to the project funding of the On-Bill Financing System.

The following individuals addressed the Board:

Tim Arends, Executive Director

Moved by Heiberger, seconded by Davila, that the Board approves submission of the letter of intent to the United States Department of Agriculture Rural Energy Savings Program for their approval to participate in the financing application process relating to the project funding of the On-Bill Financing Program.

The following individuals from the Public addressed the Board:

Barb Willing, Grant Street, ratepayer

CARRIED unanimously.

**Item 4 on the Agenda being Unfinished Business**

- a. None.

**Item 5 on the Agenda being New Business**

- a. Consideration of approving a Project Authorization Request for the Eighth Street Streetscape Lighting Project.

The following individuals addressed the Board:

Daren Dixon, Operations Manager

Moved by Shamroe, seconded by Hammersley, that the Board approve as presented the Eighth Street Underground Lighting Circuit Project and authorizes the Executive Director to enter into an agreement with the City in the amount of \$221,861.18, more or less, for the construction of the underground lighting circuit infrastructure.

CARRIED unanimously.

- b. Consideration of the Barlow Switch Station Project Authorization Request and authorizing staff to seek competitive bids.

The following individuals addressed the Board:

Tony Chartrand, System Engineer

Moved by McGuire, seconded by Shamroe, that the Board approve as presented the Barlow Switch Station Project and directs staff to solicit construction bids and material quotes for the Board's consideration of approval after design completion.

CARRIED unanimously.

- c. Consideration of the Critical and Large Customer # 3 Project Authorization Request and authorizing staff to seek competitive bids.

The following individuals addressed the Board:

Tony Chartrand, System Engineer  
Daren Dixon, Operations Manager

Moved by Hammersley, seconded by Davila, that the Board approve, as presented, the Critical and Large Customer #3 Project and directs staff to solicit construction bids and material quotes for the Board's consideration of approval after design completion.

CARRIED unanimously.

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

- a. From Legal Counsel.

1. Consideration of a written attorney-client privileged letter describing Traverse City Light and Power Department legal rights and responsibilities which letter is exempt from disclosure by state statute. (Possible closed session-5 votes required)

The following individuals addressed the Board:

W. Peter Doren, General Counsel

Moved by McGuire, seconded by Heiberger, that the Board go into closed session immediately after general Public Comment to consider written attorney-client privileged letter and to adjourn the meeting immediately after that closed session.

Roll Call:

Yes – Hammersley, McGuire, Shamroe, Taylor, Werner, Davila, Heiberger

MOTION PASSES.

2. From Staff.

1. Presentation by Venture North.

The following individuals addressed the Board:

Laura Galbraith, Executive Director, Venture North

2. Presentation of Utility Rate Analysis Report.

The following individuals addressed the Board:

Karla Myers-Beman, Controller  
Tim Arends, Executive Director

3. Update on traffic signal maintenance.

The following individuals addressed the Board:

Daren Dixon, Operations Manager  
Tim Arends, Executive Director

3. From Board

1. Elysha Davila reported on her attendance at the Bloomberg New Energy Finance Summit.

2. Tim Werner and John Taylor reported on the City Renewable Energy Goal Ad Hoc Committee meetings.

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

a. General

The following individuals from the Public addressed the Board:

None.

6:12 p.m. the Board entered in to closed session.

7:10 p.m. the Board ended the closed session and adjourned the meeting.

A handwritten signature in black ink that reads "Tim Arends". The signature is written in a cursive, flowing style.

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Tim Arends, Secretary  
LIGHT AND POWER BOARD