

**TRAVERSE CITY
LIGHT AND POWER BOARD**

Minutes of the Regular Board Meeting
Held at 5:15 p.m., Commission Chambers, Governmental Center
Tuesday, July 13, 2021

Board Members Present: Maura Brennan, Elysha Davila, Ross Hammersley, Amy Shamroe, Tim Werner, Paul Heiberger, John Taylor

Board Members Absent:

Ex Officio Member Present: Marty Colburn, City Manager

Others: Daren Dixon, Karla Myers Beman, Scott Menhart, Kelli Schroeder, Tony Chartrand, Jacob Hardy, Jenn St. Amour, Mark Watson, W. Peter Doren

1. **Roll Call**

2. **Disclosure of Recusal**

None.

3. **Consent Calendar**

a. Approval of Agenda

b. Consideration of approving minutes of the June 8, 2021 Regular Meeting and Utility Billing Ad Hoc Committee minutes of June 29, 2021. (Approval recommended)

that the minutes of the June 8, 2021 Regular Meeting and Utility Billing Ad Hoc Committee minutes of June 29, 2021 be approved.

c. Consideration of approving Community Investment Fund request for Habitat for Humanity. (Approval recommended) (Schroeder)

that the Board approve funding up to \$10,000 for Fiscal Year 2021-2022 from the approved Community Investment Fund Budget line item for completed Priority Home Repair projects for TCLP customers submitted by Habitat for Humanity - Grand Traverse Region.

d. *Removed.*

e. Consideration of renewing a purchase order with Alianza for VOIP services. (Approval recommended) (Menhart)

that the Board confirms the purchase order issued to Alianza in the amount of \$36,000.00, more or less.

f. Consideration of approving a revised MERS HCSP participation agreement for non-union employees hired prior to 7/1/2021, new hires after 7/1/2021, and non-union employees hired

prior to 7/1/2021 opting out of retiree health insurance. (Approval recommended) (Schroeder)

that the Board approves the revised Participation Agreement for non-contract ACT employees and authorizes the Executive Director to sign.

g. *Removed.*

Amy Shamroe moved that as recommended, the Consent Calendar portion of the Agenda be approved, as amended. Ross Hammersley seconded the motion.

Yes: Maura Brennan, Elysha Davila, Ross Hammersley, Amy Shamroe, Tim Werner, Paul Heiberger, and John Taylor

Absent: None

Carried 7 to 0.

4. Items Removed from Consent Calendar

a. Consideration of approving an amended purchasing and contracting policy.

Moved to a future meeting. No action taken.

b. Consideration of an amendment to the On-Bill Finance Program Work Plan.

The following individuals addressed the Board:

Jacob Hardy, Key Accounts & Energy Technician
Karla Myers-Beman, Controller

Ross Hammersley moved that the Board approves the amendments to the On-Bill Finance Work Plan and forward to the City Commission for approval. John Taylor seconded the motion.

Yes: Maura Brennan, Elysha Davila, Ross Hammersley, Amy Shamroe, Tim Werner, Paul Heiberger, and John Taylor

Absent: None

Carried 7 to 0.

5. Unfinished Business

a. Consideration of approving the split of Grand Traverse Substation.

The following individuals addressed the Board:

Tony Chartrand, System Engineer

Amy Shamroe moved that the Board authorizes the Chairman and Secretary to sign the letter of intent and approve the sale and purchase of assets at the Grand Traverse Substation with Wolverine Power Supply Cooperative in the amount of \$11,911.80, more or less, with the

final agreement subject to review as to substance by the Executive Director and as to form by General Counsel. Ross Hammersley seconded the motion.

Yes: Maura Brennan, Elysha Davila, Ross Hammersley, Amy Shamroe, Tim Werner, Paul Heiberger, and John Taylor

Absent: None

Carried 7 to 0.

- b. Consideration of approving an engineering proposal for the split of Grand Traverse Substation.

The following individuals addressed the Board:

Tony Chartrand, System Engineer

Tim Werner moved that the Board authorizes the Chairman and Secretary to execute a contract with GRP Engineering Inc. for Grand Traverse Substation split engineering services in the amount of \$45,000, subject to review as to substance by the Executive Director and as to form by General Counsel. Ross Hammersley seconded the motion.

Yes: Maura Brennan, Elysha Davila, Ross Hammersley, Amy Shamroe, Tim Werner, Paul Heiberger, and John Taylor

Absent: None

Carried 7 to 0.

6. New Business

- a. Consideration of approving a Project Authorization Request for the City Bridge Lighting Project.

The following individuals addressed the Board:

Daren Dixon, Operations Manager

Amy Shamroe moved that the Board approve as presented the City Bridge Lighting Project and authorizes the Executive Director to enter into an agreement with the City in the amount of \$7,415.92, more or less, for the construction of a portion of the underground lighting circuit infrastructure. Ross Hammersley seconded the motion.

Yes: Maura Brennan, Elysha Davila, Ross Hammersley, Amy Shamroe, Tim Werner, Paul Heiberger, and John Taylor

Absent: None

Carried 7 to 0.

- b. Consideration of approving a purchase order for City Bridge Lighting Project materials.

The following individuals addressed the Board:

Daren Dixon, Operations Manager

Ross Hammersley moved that the Board authorizes the Executive Director to execute a purchase order with Power Line Supply for 21 streetlighting fixtures and poles in the amount of \$58,165.92, more or less, contingent upon City Bridge Lighting Project Authorization and an executed Lighting Agreement with the City of Traverse City. Maura Brennan seconded the motion.

Yes: Maura Brennan, Elysha Davila, Ross Hammersley, Amy Shamroe, Tim Werner, Paul Heiberger, and John Taylor

Absent: None

Carried 7 to 0.

- c. Consideration of Executive Director resignation.

The following individuals addressed the Board:

W. Peter Doren, General Counsel

John Taylor moved to accept the July 1, 2021 resignation of the Executive Director, Timothy J. Arends, effective August 31, 2021 with a commendation for his outstanding service to the Traverse City Light & Power Department. Elysha Davila seconded the motion.

Yes: Maura Brennan, Elysha Davila, Ross Hammersley, Amy Shamroe, Tim Werner, Paul Heiberger, and John Taylor

Absent: None

Carried 7 to 0.

- d. Consideration of appointing an interim Executive Director.

The following individuals addressed the Board:

W. Peter Doren, General Counsel

Ross Hammersley moved to appoint Karla Myers-Beman as Interim Executive Director to serve beginning upon the current Executive Director leaving office and ending upon a new Executive Director taking office. Amy Shamroe seconded the motion.

Yes: Maura Brennan, Elysha Davila, Ross Hammersley, Amy Shamroe, Tim Werner, Paul Heiberger, and John Taylor

Absent: None

Carried 7 to 0.

7. Reports and Communications

- a. **From Legal.**

b. From Staff.

1. FTTP Update

The following individuals addressed the Board:

Scott Menhart, Chief Information Office
Karla Myers-Beman, Controller

2. Construction Work in Progress Update

The following individuals addressed the Board:

Karla Myers-Beman, Controller
Scott Menhart, Chief Information Officer

3. Projects/Initiatives

The following individuals addressed the Board:

Karla Myers-Beman, Controller

c. From Board.

1. Discussion of Executive Director search and next steps.

The following individuals addressed the Board:

Paul Heiberger, Chairperson
W. Peter Doren, General Counsel

Ross Hammersley moved that the Board authorize staff to publish and distribute the Request for Proposal for an Executive Director and to form an Executive Director Search Committee, the purpose of which is to evaluate proposals and report to the Board for decision. Amy Shamroe seconded the motion.

Yes: Maura Brennan, Elysha Davila, Ross Hammersley, Amy Shamroe, Tim Werner, Paul Heiberger, and John Taylor

Absent: None

Carried 7 to 0.

Ross Hammersley moved that City Commissioner Werner, Chairman Heiberger and Board member John Taylor serve as the Executive Director Search Ad Hoc Committee. Amy Shamroe seconded the motion.

Yes: Maura Brennan, Elysha Davila, Ross Hammersley, Amy Shamroe, Tim Werner, Paul Heiberger, and John Taylor

Absent: None

Carried 7 to 0.

2. MICARES Introduction

The following individuals addressed the Board:

Tim Werner, Board member

Chelsea Schelly, Professor of Sociology, Michigan Technological University

8. **Public Comment**

a. General Public Comment

None.

9. **Adjournment**

There being no objection, Paul Heiberger adjourned the meeting at 6:28 p.m.



Tim Arends, Secretary
LIGHT AND POWER BOARD