

MEETING NOTICE

A SPECIAL MEETING

Of The

TRAVERSE CITY LIGHT AND POWER BOARD

Will Be Held On

WEDNESDAY, September 2, 2015

At

5:15 p.m.

In The

TRAINING ROOM

(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) 922-4940 ext. 201

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

Posting Date: 09-01-15
10:00 a.m.

AGENDA

Pledge of Allegiance

1. Roll Call

2. New Business

- a. Consideration of a periodic evaluation of the Executive Director. (Possible closed session) (Taylor) (p. 3)
- b. Consideration of administration of the Light and Power Department. (Taylor)

3. Reports and Communications

- a. From Legal Counsel.
- b. From Staff.
 - 1. Emergency Purchase – Report to Board. (Memo from Arends) (p. 5)
- c. From Board.

4. Public Comment

/st



TRAVERSE CITY
LIGHT & POWER

To: Light & Power Board
From: W. Peter Doren, General Counsel
Date: September 2, 2015
Subject: Executive Director

The Executive Director, Tim Arends, has asked for an accommodation due to medical disabilities. When an employee has a qualifying medical disability, an employer is required to make reasonable accommodations.

The Chairman, John Taylor, and I have made the determination that the medical conditions are qualifying medical disabilities. They are not being shared with you because they are confidential, health-related information.

A doctor has recommended that Tim be allowed to work from home for sixty (60) days. Tim has clarified that he would prefer to go on sick leave for sixty (60) days to focus on wellness. We would recommend that Tim be required to notify the Chairman at or before the end of that sick leave on whether he is able to return to work. If not notified, we will assume he cannot. If Tim cannot return to work, the Board can decide on selecting a new Executive Director.

We suggest that the Board evaluate the Executive Director and his current status, administering the Department to a great degree off-site. Tim has requested a closed session for the evaluation.

The Chairman and I believe that the requested accommodation is reasonable, but that there may be other variations of this accommodation that the Board may prefer. Also in your packets is a description of TCL&P sick leave benefits.

Depending upon the accommodation, the Board may want to discuss how the Department is to be administered. That is the next item on the agenda. Discussion of that matter should be in open session.

Benefits afforded to TCL&P ACT employees:

Short Term Disability Insurance

ACT Group employees will be provided with Short Term Disability (STD) insurance for non-duty related injury or illness which provides the following:

- up to twenty-six weeks of coverage per occurrence
- coverage effective upon the first day of an accident or the eighth day of an illness
- weekly benefit payment of 66-2/3% of the employee's gross wage.

TCL&P pays 100% of the insurance premium.

Long Term Disability Insurance

TCL&P provides Long Term Disability insurance to ACT Group employees. After a 180 day benefit waiting period, the benefit is 60% of the first \$6,667 of monthly pre-disability earnings, reduced by deductible income, with a maximum of \$4,000 before reduction by deductible income. TCL&P pays 100% of the insurance premium.

Family Medical Leave Act

Up to 12 weeks of medical leave for basic leave during any 12 month period to eligible employees, in accordance with the Family and Medical Leave Act of 1993 (FMLA) and as amended. The leave may be paid, unpaid, or a combination of paid and unpaid, depending on the circumstances and as specified in TCL&P's FMLA policy.

An employee taking leave under this policy will be required to use all available short term leave (STL) while on FMLA. The employee will have the option of using personal leave days, accrued vacation leave or sick leave and/or take the remainder of the FMLA leave as unpaid.

If a leave taken under TCL&P's temporary disability plan is for a health condition which also qualifies under FMLA the leave will be treated concurrently as FMLA leave.



TRAVERSE CITY
LIGHT & POWER

To: Light and Power Board
From: Tim Arends, Executive Director
Date: August 29, 2015
Subject: Emergency Purchase Report to Board

Due to the emergency created by the severe thunderstorm of August 2, 2015, TCL&P called-in additional line crew support from other municipal utilities in the state that assisted with the work required to restore electric service to TCL&P customers.

The charges from Marquette Board of Water & Light were \$39,549.59 which is beyond the monetary spending limit set by the Board for the Executive Director. The Board approved purchasing policy does allow for emergency purchases by the Executive Director beyond the monetary spending authority, with conditions.

This communication to the Board is made to comply with the reporting requirement as identified in the Purchasing Policy (relevant section attached).

C. EMERGENCIES

1. **Emergency Defined.** Emergency is defined as a threat to the public safety or welfare, or where timely action is required to restore electric service or avoid reduction of electric service or an anticipated outage.
2. **Executive Director Authority.** The Executive Director is authorized to enter into such contracts, purchase orders and service orders without Board approval in the amount necessary to alleviate or avoid an emergency. The Executive Director may delegate in writing to a Department Head authority to authorize that Department Head to exercise his or her emergency authority.
3. **Reporting.** When the Executive Director engages in an emergency transaction beyond the monetary spending limit of the Executive Director, he shall report such activity as soon as possible to the Board members and place the matter on the agenda of the next regular or special TCL&P Board Meeting for the information of the Board.

Edward E. Rice

Edward E. Rice
Secretary
Traverse City Light & Power Board

BOARD OF LIGHT AND POWER

CITY OF MARQUETTE

2200 WRIGHT STREET
MARQUETTE MICHIGAN 49855

PHONE
(906) 228-0300

ACCOUNTING DEPARTMENT

DATE
8/13/2015

INVOICE NUMBER
10698

CREDIT ACCOUNT NO.
8-593-00-00

ATTN: Rod Solak
Traverse City Light & Power
1131 Hastings Street
Traverse City, MI 49686

**PAYABLE AT THE OFFICE OF
BOARD OF LIGHT POWER**

QUANTITY	DESCRIPTION	AMOUNT
Charges for Labor, Material, and Equipment for Mutual Aid Response from August 3rd, 2015 to August 7th, 2015.		
	Labor	\$28,366.50
	Equipment	\$9,745.08
	Material	\$1,438.01
	TOTAL:	\$39,549.59

<input type="checkbox"/> Generation	<input type="checkbox"/> Service
<input type="checkbox"/> Metering	<input type="checkbox"/> Other
<input type="checkbox"/> Engineering	<input type="checkbox"/> Marketing
<input type="checkbox"/> M.R.	<input type="checkbox"/> Other
Acct:	582-510-776.00
Approval:	