

**TRAVERSE CITY
LIGHT AND POWER BOARD**

Minutes of the Regular Board Meeting
Held at 5:15 p.m., Commission Chambers, Governmental Center
Tuesday, August 10, 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, Tony Chartrand, Jacob Hardy, Stephanie Tvardek, Mark Watson

1. Disclosure of Recusal

None.

2. Consent Calendar

- a. Approval of Agenda
- b. Paul Heiberger requested Item 6 (c)1 be placed as Item 4 (a) Unfinished Business.
- c. Consideration of approving minutes of the Regular Meeting of July 13, 2021.

that the minutes of the July 13, 2021, Regular Meeting, be approved.

- d. Consideration of appointing Kelli Schroeder as Officer Delegate and Karla Myers-Beman as Officer Alternate Delegate to cast official votes on behalf of TCL&P at the Annual Meeting of the Municipal Employees Retirement System.

that Kelli Schroeder, Manager of HR & Communications and Karla Myers-Beman, Controller be appointed Officer Delegate and Officer Alternate Delegate respectively, for the 2021 Annual Meeting of the Municipal Employees Retirement System; and further that the Executive Director be authorized to execute the certification of delegates.

- e. Consideration of approving a contract assignment from Energis Holdings, LLC to Electric Power Systems International, Inc.

that the Light and Power Board approves the consent to assignment of Energis Holdings, LLC substation maintenance contract to Electric Power Systems International, Inc.

- f. Consideration of approving a license agreement with City of Traverse City for the Electric Vehicle Charging Station Network.

that the Light & Power Board authorizes the Chairman and Secretary to execute the EV Charging Station License Agreement between Traverse City Light & Power and the City of Traverse City subject to approval as to its substance by the Executive Director and approval as to form by General Counsel.

- g. Consideration of declaring surplus and the sale of the Executive Director's electronic devices.

that the Light & Power Board approves declaring the electronic devices used by the Executive Director except for the tablet as surplus and the sale of these devices at an estimated depreciated value.

- h. Consideration of approval of expense related to the City of Traverse City Demand Response Policy.

that the Light & Power Board authorizes the expense in the amount of \$80,000 or less in accordance with the City of Traverse City Demand Response Program Policy.

- i. Consideration of approving a renewal with Merit for wholesale internet.

that the Board authorizes the Chairman and Secretary to execute an agreement with Merit for internet services in the amount of \$25,300 per year, more or less, subject to review as to substance by the Executive Director and as to form by General Counsel.

Amy Shamroe moved that as recommended, the Consent Calendar portion of the Agenda be approved. 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.

3. **Items Removed from Consent Calendar**

None.

4. **Unfinished Business**

- a. Recognition of Executive Director

Paul Heiberger gave recognition to Tim Arends for his exemplary service to the Traverse City Light & Power Board and the City of Traverse City.

- b. Consideration of approving renewing board motion contract with Fujitsu for FTTP Operations and Maintenance contract.

The following individuals addressed the Board:

Scott Menhart, Chief Information & Technology Officer

Amy Shamroe moved that the Board authorizes the Executive Director to continue with the existing Operations and Maintenance Agreement with Fujitsu for Phase 1 and Phase 1.1 FTTP Deployments as needed during the duration of TCL&P operating FTTP. 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.

5. New Business

- a. Consideration of approving utility billing software purchase.

The following individuals addressed the Board:

Scott Menhart, Chief Information & Technology Officer
Karla Myers-Beman, Controller
Marty Colburn, City Manager

Tim Werner moved that the Board authorizes the Chairman and Secretary to accept the bid response and to execute an agreement with Innovative Systems for a new Utility Billing and Customer Information System in the amount of an initial purchase of \$160,000 and \$12,000 a month for a period of fifteen years, more or less, subject to review as to substance by the Executive Director and as to form by General Counsel. 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.

- b. Consideration of approving an updated Organizational Chart and updated ACT Group Salary Ranges.

The following individuals addressed the Board:

Karla Myers-Beman, Controller

Ross Hammersley moved that the Board approves the changes to the Organizational Chart, the ACT Group Salary Ranges and the job descriptions for the Customer Service Representative, Customer Support Specialist and Utility Billing Specialist positions. 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.

- c. Consideration of approving a professional service contract with GRP Engineering for a System Study & 6-Year Plan.

The following individuals addressed the Board:

Daren Dixon, Operations Manager

Amy Shamroe moved that the Board authorizes the Chairman and Secretary to execute a Professional Service Agreement with GRP Engineering, Inc. for an Electric System Study and Six-Year Plan in the amount of \$48,000.00, more or less, 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. Reports and Communications

a. **From Legal.**

None.

b. **From Staff.**

- 1. FTTP Update

The following individuals addressed the Board:

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

- 2. EV Charging Station Update

The following individuals addressed the Board:

Jacob Hardy, Key Accounts Mgr. & Energy Technician

c. **From Board.**

- 1. Interim Executive Director Compensation and Executive Director Search Process

The following individuals addressed the Board:

Paul Heiberger, Chairperson

Amy Shamroe moved that the TCL&P Board directs Karla Myers-Beman salary to be increased by \$187.50 per pay period effective September 1, 2021, as compensation for the additional responsibilities she has assumed for the period in which she serves as Interim Director. 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.

2. Ross Hammersley reported on an Intergovernmental Climate Change Panel Report just released.
3. Recognition of the Executive Director

Due to recording difficulties in the beginning of the meeting, Paul Heiberger repeated item 4 (a) expressing gratitude for Tim Arends exemplary service to the Traverse City Light & Power Board and the City of Traverse City.

7. Public Comment

- a. General Public Comment

The following individuals from the Public addressed the Board:

None.

8. Adjournment

Ross Hammersley moved to adjourn the meeting at 6:09 p.m. John Taylor seconded the motion.

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

Absent: None

Carried 7 to 0

Tim Arends

Tim Arends, Secretary
LIGHT AND POWER BOARD