

AGENDA REPORT

TO: Mayor Pat Humphrey & the Clare City Commission
FROM: Jeremy Howard, City Manager
DATE: August 3, 2023
RE: Consumers Energy Authorization Resolutions for Standard Lighting Agreements

For the Agenda of August 7, 2023

Background. The City has Standard Lighting Agreements in effect with Consumers Energy. The City is obliged to provide Consumers Energy with specific authorization for any changes to the Agreements.

At the June 5th, 2023 regular City Commission meeting, the Commission made a request for the installation of a new street light at the corner of Rainbow Drive and Eastwood Drive to illuminate the roadway for the safety of drivers and pedestrians. City staff submitted a request for the new light to Consumers Energy.

As reflected on the Consumers Energy authorization forms (*att'd*), the City Commission's approval is required by Consumers Energy to facilitate the change. The Commission is asked to authorize the change.

It is also recommended that the City Commission authorize its Director of Public Works to execute any and all documents related to said authorization on behalf of the City of Clare and authorize the City Treasurer/Finance Director to make any and all necessary budget amendments.

Issues & Questions Specified. Should the City Commission authorize the change to the Standard Street Lighting Agreement and authorize the Director of Public Works to execute any and all documents related to said authorization on behalf of the City of Clare and authorize the City Treasurer/Finance Director to make any and all necessary budget amendments?

Alternatives.

1. Authorize the recommended change.
2. Do not authorize the recommended change.
3. Defer the decision regarding the matter to a subsequently scheduled meeting.

Financial Impact. There will be a very minor financial cost (monthly pole fee) for the City and the installation of the new lighting should not have a significant impact on the City's electricity usage.

Recommendation. I recommend that the City Commission authorize the changes to the Consumers Energy Standard Electrical Agreement and authorize the Director of Public Works to execute any and all documents related to said authorization on behalf of the City of Clare and authorize the City Treasurer/Finance Director to make any and all necessary budget amendments by adoption of Resolution 2023-059 (*copy att'd*).

Attachments.

1. Consumers Energy Authorization Forms.
2. Resolution 2023-059.



A CMS Energy Company

CEM Support Center

Consumers Energy, Lansing Service Center, Rm. 122, 530 W. Willow St., Lansing, MI 48906-4754

July 17, 2023

NOTIFICATION #:
1067575608

CITY OF CLARE
202 W 5th St
Clare, MI 48617-1490

REFERENCE: N RAINBOW AND EASTWOOD DR, CLARE

Dear Valued Customer,

Thank you for contacting Consumers Energy for your energy needs. Please note the Notification Number above and include it on any correspondence you send. Please note the Account Number, located above the Account Name on your invoice, when submitting payment.

Enclosed for approval and signature is the original Authorization for Change and Resolution covering the replacement and/or installation of streetlight(s). You are responsible for the final restoration.

The estimated cost for your energy request is as follows:

Non Refundable Agreement for Installation of Electric Facilities:

Winter Construction Costs:	\$	-
Installation Charge:	\$	100.00
Additional Costs		
Total Estimated Cost:	\$	100.00
Less Prepayment Received:	\$	-
Total Estimated Cost Due:	\$	100.00

Please sign and return the original Authorization for Change and Resolution in the enclosed self-addressed envelope or email to: POBoxCEServiceRequest@cmsenergy.com. Payment in full is required before the installation can be scheduled for construction.

Please review all attached materials carefully and direct inquiries for your request to:

Gabriel Poletti at 810-760-3485



A CMS Energy Company

Dear New Electric Customer:

Thank you for your request for electric service. In order to expedite your request and meet your schedule, we have developed the following list of items requiring action by you (Customer Responsibilities). These requirements must be met before we can install your service.

CUSTOMER RESPONSIBILITIES

- 1) Service Location: A copy of our design document may be included in your customer packet. If included, your service entrance equipment should be located at the spot indicated by an "X" as shown on the design document (Form 2804). Install the meter socket 3½ - 5 feet above final grade of this location.
- 2) Meter Socket: Residential metering equipment furnished free of charge, owned and maintained by Consumers Energy includes: meters and one or two position self-contained meter sockets. Contact the company representative assigned to your notification for locations to pick-up the meter socket. For metering installations that require a three or more position self-contained meter socket, the customer will be required to purchase approved meter sockets from a distributor or supplier of their choice.
- 3) Payment: An invoice may be included in your customer packet. If included, the deposit amount on the invoice must be paid prior to installation of your service. Additional charges may apply and will be billed/or a refund issued upon completion of your service installation.
- 4) Site Conditions: The site must be within three (3) inches of final grade before we can install your service. If you have requested an underground service, you will need to clear a 12-foot wide path that is free of building materials, brush, trees, shrubs, etc, along the proposed service route to avoid delays. Our Forestry Department can provide this service for you at an additional charge. For overhead service, nominal line clearing will be provided at no charge. Any extensive line clearing may require additional charges. After your service is installed, we will backfill and place excavated earth over the trench. You are responsible for the final restoration and ensuring that the grading over the trench is at the required level.
- 5) Staking: To avoid damage, you must mark (stake) your existing private underground facilities such as: well, septic systems, sprinkler system, any underground wires, buried LPG tanks, piping, or other unusual buried facilities. These stakes must be apparent when we arrive to install the service. We cannot reimburse you for damage to facilities that are not properly staked. You do not need to stake the utilities' electric, gas or communication lines.
- 6) Mobile Home or Temporary Service: If you requested service to a mobile home or temporary electric service, you will be required to set your own pole or install a pipe for underground service in accordance with Consumers Energy specifications. Contact the Consumers Energy representative assigned to your notification for additional information.
- 7) Construction Repair: If additional line work is required to reach your location due to site conditions or other unusual circumstances, extra charges may be incurred.
- 8) **ELECTRICAL INSPECTION: YOU ARE RESPONSIBLE FOR ENSURING THAT ALL ELECTRICAL PERMITS AND INSPECTIONS ARE OBTAINED BEFORE ANY SERVICE CONNECTIONS CAN BE MADE. WIRINGS MUST COMPLY WITH LOCAL AND STATE ELECTRICAL CODES. NOTE: CAUTION SHOULD BE USED WHEN WORKING INSIDE FUSE PANEL. PANEL MAY BE ENERGIZED AFTER SERVICE IS**
- 9) Additional Charges: Underground services installed during the months of December through April may be subject to an additional charge. Unusual site conditions may also require an additional charge. These charges will be communicated to you in advance of construction.
- 10) Joint Trenching: Discounts for installation of electric and gas service in the same trench (joint trench) are applied in calculating the gas service contribution.
- 11) Usage Rate: Customers are billed at a general service rate while the structure is under construction. If the structure is a home, then the owner of the home, upon receiving a Certificate of Occupancy, should call 1-800-477-5050 to ensure the gas and/or electric rates are changed to an appropriate rate.

Please keep these procedures in a convenient location to review as we proceed with designing your service and constructing the job. If any of the characteristics of the service request are changed and not communicated to us, you may experience delays and/or additional charges.

If you have any questions regarding these requirements please direct inquiries to:

Gabriel Poletti at 810-760-3485



A CMS Energy Company

CEM Support Center

Consumers Energy, Lansing Service Center, Rm. 122, 530 W. Willow St., Lansing, MI 48906-4754

PLEASE RETURN THE CHECKED DOCUMENTS BELOW TO CONSUMERS ENERGY IN THE ENVELOPE PROVIDED	
TO EXPEDITE SERVICE, RETURN VIA EMAIL TO:	
<u>POBoxCEServiceRequest@cmsenergy.com</u>	
<input type="checkbox"/>	AGREEMENT FOR INSTALLATION (Please return all pages of contracts) (Form 93, Form 94 and Form 95 - 2 Page Document Each) (Form 861, Form 862 and Form 230 - 4 Page Document Each)
<input checked="" type="checkbox"/>	PAYMENT WITH INVOICE STUB (BOTTOM STUB IS REQUIRED FOR PROCESSING)
<input type="checkbox"/>	REQUEST FOR ELEVATED CUSTOMER DELIVERY PRESSURE
<input checked="" type="checkbox"/>	STANDARD LIGHTING CONTRACT (MUST BE CERTIFIED BY CLERK)
<input type="checkbox"/>	SIGNED CUSTOMER ATTACHMENT PROGRAM (CAP) CONTRACT (PLEASE ENSURE TO CHECK PAYMENT OPTION ON CONTRACT)
<input checked="" type="checkbox"/>	GO READY FORM (FORM 1250) TO EXPEDITE SERVICE, RETURN VIA EMAIL TO: <u>POBoxCEServiceRequest@cmsenergy.com</u>
<input type="checkbox"/>	SITE READY PHOTO(S) TO EXPEDITE SERVICE, RETURN VIA EMAIL TO: <u>POBoxCEServiceRequest@cmsenergy.com</u>
<input type="checkbox"/>	OTHER:
NOTIFICATION REFERENCE NUMBERS	
ELECTRIC SERVICE NOTIFICATION:	
GAS SERVICE NOTIFICATION:	
ELECTRIC OH DISTRIBUTION NOTIFICATION:	
ELECTRIC UG DISTRIBUTION NOTIFICATION:	
GAS MAIN NOTIFICATION:	
STREETLIGHT NOTIFICATION:	1067575608



**AUTHORIZATION FOR CHANGE IN STANDARD LIGHTING
CONTRACT(COMPANY-OWNED) FORM 547**

Contract Number: 103034179624

Consumers Energy Company is authorized as of _____ by the City of CLARE CITY, to make changes, as listed below, in the lighting system(s) covered by the existing Standard Lighting Contract between the Company and the City of CLARE CITY, dated 10/31/2018.

Lighting Type: General Unmetered Light Emitting Diode Lighting Rate GU-LED

Except for the changes in the lighting system(s) as herein authorized, all provisions of the aforesaid Standard Lighting Contract dated 10/31/2018 shall remain in full force and effect.

Notification Number(s): 1067575608

Comments: 115635681

City of CLARE CITY

By: _____

(Signature)

(Printed)

Its: _____

(Title)

This Agreement may be executed and delivered in counterparts, including by a facsimile or an electronic transmission thereof, each of which shall be deemed an original. Any document generated by the parties with respect to this Agreement, including this Agreement, may be imaged and stored electronically and introduced as evidence in any proceeding as if original business records. Neither party will object to the admissibility of such images as evidence in any proceeding on account of having been stored electronically.

RESOLUTION

RESOLVED, that it is hereby deemed advisable to authorize Consumers Energy Company to make changes in the lighting service as provided in the Standard Lighting Contract between the Company and the City of CLARE CITY, dated 10/31/2018, in accordance with the Authorization for Change in Standard Lighting Contract dated _____,

heretofore submitted to and considered by this commission council board; and

RESOLVED, further, that the _____ be and are authorized to execute such authorization for change on the behalf of the City.

STATE OF MICHIGAN
COUNTY OF CLARE

I, _____, clerk of the City of CLARE CITY do hereby certify that the foregoing resolution was duly adopted by the

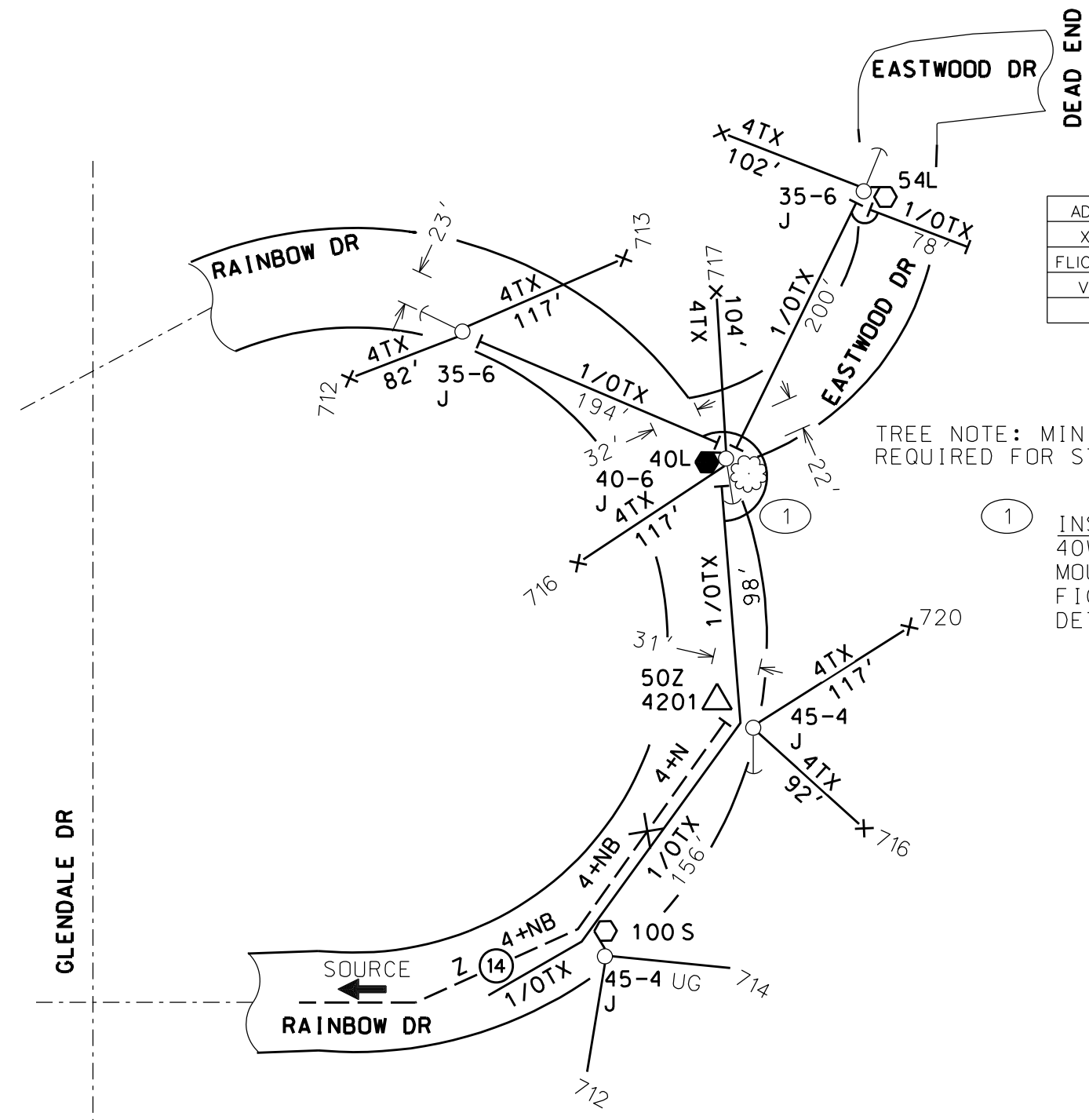
commission council board of said municipality, at the meeting held on _____.

Dated:

Municipal Customer Type: City

GENERAL UNMETERED LIGHT EMITTING DIODE LIGHTING RATE GU-LED

- (1) 40 watt LED Cobrahead NA to Install at location 1;



PROPOSED VOLTAGE DROP

ADDED LOAD	1 KVA
XFMR LOAD	49.78
FLICKER LOAD	0
VOLT DROP	4.48
FLICKER	

TREE NOTE: MINIMAL TREE TRIMMING REQUIRED FOR STREETLIGHT PLACEMENT

- ① INSTALL 40W LED, 12' BRACKET MOUNT BRACKET AT 36'6" FIGURE 42-103-1 DETAIL B

SUBSTATION CLARE	WD NO. 1443	METER ORDER NUMBER	METER NUMBER	READ	METER LOCATION
CIRCUIT CLARE	CKT NO. 02	TLM NUMBER 1704354201	# OF RODS	OHMS	N Rainbow and Eastwood Dr ECNC STL
		CE STAKING REQ'D <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	ORDER TYPE	MAT. TYPE	NOTIFICATION NUMBER
		FORESTRY REQ'D <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	ECNC	STL	1067575608
				DESIGN NUMBER	ORDER NUMBER
				11535681	

JOB PURPOSE:
THIRD PARTY REQUESTED 40W LED STREETLIGHT INSTALL

UPSTREAM SECTIONALIZING DEVICE:
0258-65A
LOCATION:
FIFTH E/JEFFERSON
E+SO

CONSUMERS ENERGY CONTACTS

DEPARTMENT	NAME	NUMBER
COORDINATOR	G. POLETTI	810-241-8179
DESIGNER	E. BAUMANN	517-285-4629



CITY OF CLARE
202 W 5TH ST
CLARE MI 48617-1490

Amount Due: \$100.00
Please pay by: July 31, 2023

▶ Invoice Number	9325206831
PO Number	
PO Date	
Bill Date	07/17/23

▶ **Account: 3000 2120 5855** ◀

▶ N RAINBOW AND EASTWOOD DR CLARE - STREETLIGHTING - NOTIFICATION NUMBER (s): - - - - -
1067575608 -

NONENERGY INVOICE

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Electric Streetlights-CIAC	1.0 EA	\$100.00	\$100.00
TOTAL DUE:			\$100.00

See Page 2 for Payment Options.

Consumers Energy is regulated by the Michigan Public Service Commission, Lansing, Michigan

INVOICE QUESTIONS - Contact: Gabriel Poletti -810-760-3485 -

Fold, detach and mail this stub with your check made payable to Consumers Energy. Please write your account number on your check.



CONSUMERS ENERGY
CEM Support Ctr - Lansing RM 122
530 W Willow St
Lansing, MI 48906-4754

PREPAYMENT REQUEST

Account: 3000 2120 5855

Amount Due: \$100.00
Please pay by: July 31, 2023
▶ **Enclosed:**

6 330034365229 000000100008 0000 2056 6 300021205855 H

GO-READY Checklist Natural Gas & Electric Request



Thank you for contacting Consumers Energy for your energy needs. This form is required to schedule your service installation, retirement, or alteration. Consumers Energy will contact you one to two days before our scheduled arrival. If it is deemed that any of the requirements are not met upon our arrival, Consumers Energy reserves the right to reschedule your job.

Please return completed Checklist either (1) by E-mail: poboxceservicerequest@cmsenergy.com (preferred) or (2) by Fax: 517-374-2424.

If neither option is available, you can mail a completed application to Consumers Energy Service Request, Rm. 122, 530 W Willow St, Lansing MI 48906-4754

Notification #: 1067575608

Service Address: N RAINBOW AND EASTWOOD DR, CLARE

Please check all requirements on the checklist below before returning this document. Providing accurate information upon completion when submitting your form helps assure construction execution upon crew arrival.

	<u>YES</u>	<u>N/A</u>
1. Has your payment been submitted to Consumers Energy?	<input type="checkbox"/>	<input type="checkbox"/>
2. Has your gas meter location been clearly marked, and/or your electric meter socket properly installed at the agreed upon location (service installation or alteration)?	<input type="checkbox"/>	<input type="checkbox"/>
3. Has your electric meter been inspected and approved by the local city/township inspector?	<input type="checkbox"/>	<input type="checkbox"/>
4. Is the site at rough grade?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is a 12' wide path clear of debris and construction equipment?	<input type="checkbox"/>	<input type="checkbox"/>
6. Site Ready Photo. Include photo with Checklist.	<input type="checkbox"/>	

Making Consumers Energy aware of any customer-owned, underground facilities present, by clearly identifying and indicating the facility location reduces the risk of damages. Locate or expose any privately owned underground facilities or buried obstructions including, but not limited to:

	<u>YES</u>	<u>N/A</u>		<u>YES</u>	<u>N/A</u>
Septic tank (Existing or future)	<input type="checkbox"/>	<input type="checkbox"/>	Underground yard lighting	<input type="checkbox"/>	<input type="checkbox"/>
Drain field (Existing or future)	<input type="checkbox"/>	<input type="checkbox"/>	Sprinkler systems	<input type="checkbox"/>	<input type="checkbox"/>
Well (Existing or future)	<input type="checkbox"/>	<input type="checkbox"/>	Electronic dog fences	<input type="checkbox"/>	<input type="checkbox"/>

Other: _____

These facilities must be marked with stakes, spray paint, or flags. Consumers Energy and/or its agents will not be held responsible for damage that occurs to customer-owned underground facilities that are not properly located and marked before service installation.

After services are installed, excavation will be backfilled. Final restoration is your responsibility.

Thank you for your partnership!

Printed Name: _____

Signature: _____

Date: _____

RESOLUTION 2023-059

A RESOLUTION OF THE CLARE CITY COMMISSION AUTHORIZING A CHANGE TO THE STANDARD LIGHTING AGREEMENT WITH CONSUMERS ENERGY.

WHEREAS, the City enjoys a Standard Lighting Agreement with Consumers Energy; and

WHEREAS, a provision of said Agreement obligates the City to provide specific authorization for any and all changes to said Agreement; and

WHEREAS, the City desires the installation of a streetlight at the corner of Rainbow Drive and Eastwood Drive to illuminate the roadway for the safety of vehicular and pedestrian traffic.

NOW THEREFORE BE IT RESOLVED THAT, the Clare City Commission hereby authorizes a change to Standard Lighting Agreement 103034179624 with Consumers Energy, thereby allowing the installation of a Steet Light at the corner of Rainbow Drive and Eastwood Drive, said changes further identified by Consumers Energy Notification Number 1067575608.

BE IT FURTHER RESOLVED THAT the Clare City Commission authorizes its Director of Public Works to execute any and all documents related to said authorization on behalf of the City of Clare and authorizes the City Treasurer/Finance Director to make any and all necessary budget amendments.

ALL RESOLUTIONS AND PARTS OF RESOLUTIONS INsofar AS THEY CONFLICT WITH THE PROVISIONS OF THIS RESOLUTION BE AND THE SAME ARE HEREBY RESCINDED.

The Resolution was introduced by Commissioner ____ supported by Commissioner ____.
The Resolution declared adopted by the following roll call vote:

YEAS:

NAYS:

ABSENT:

Resolution approved for adoption on this 7th day of August, 2023.

Diane Lyon, City Clerk