

CITY OF CARLYLE

ORDINANCE NO. 1632

AN ORDINANCE REPEALING AND REPLACING CITY OF
CARLYLE'S NET METERING POLICY AND INTERCONNECTION
POLICY

ADOPTED BY THE CITY COUNCIL OF THE CITY OF CARLYLE

THIS 13 DAY OF August, 2018

PUBLISHED IN PAMPHLET FORM BY AUTHORITY OF THE CITY COUNCIL
OF THE CITY OF CARLYLE, CLINTON COUNTY, ILLINOIS, THIS 13
DAY OF August, 2018

CERTIFICATE OF PUBLICATION

I, Sharon Hustedde, the duly qualified and acting City Clerk of the City of Carlyle, Illinois, and the official custodian of the records of said City, do hereby certify that this Ordinance was published in pamphlet form by authority of the City Council on the 13 day of August, 2018.

Sharon Hustedde
SHARON HUSTEDDE, CITY CLERK

ORDINANCE NO. 11632

**ORDINANCE REPEALING AND REPLACING CITY OF CARLYLE'S NET
METERING POLICY AND INTERCONNECTION POLICY**

WHEREAS, the City of Carlyle, Clinton County, Illinois ("City"), is a non-home rule municipality duly established, existing and operating in accordance with the provisions of the Illinois Municipal Code (Section 5/1-1-1 et seq. of Chapter 65 of the Illinois Compiled Statutes); and

WHEREAS, in 2014, City approved a Net Metering Policy and an Interconnection Policy for the Carlyle Municipal Electric Department; and

WHEREAS, distributed generation technology, including solar technology, and corresponding legislation has changed rapidly and dramatically over the past four (4) years; and

WHEREAS, the rapid and dramatic changes in distributed generation technology necessitates changes to City's Net Metering and Interconnection Policy; and

WHEREAS, the Carlyle Municipal Electric Department has proposed changes to the City's Net Metering and Interconnection Policies.

WHEREAS, the Carlyle Municipal Electric Department has submitted to City, and recommended the adoption of, a proposed Net Metering Policy (attached hereto as **Exhibit A**) and a proposed Interconnection Policy (attached hereto as **Exhibit B**); and

WHEREAS, City has determined the proposed Net Metering Policy (**Exhibit A**) and proposed Interconnection Policy (**Exhibit B**) should be approved; and

WHEREAS, City has determined it is in the best interests of public health, safety, general welfare, and economic welfare to repeal the existing City Net Metering Policy and Interconnection Policy, and replace it with the proposed Net Metering Policy (**Exhibit A**) and proposed Interconnection Policy (**Exhibit B**).

NOW THEREFORE BE IT ORDAINED, by the City Council of the City of Carlyle, as follows:

Section 1. The foregoing recitals are incorporated herein as findings of the City Council of the City of Carlyle.

Section 2. The Net Metering Policy (**Exhibit A**) is approved.

Section 3. The Interconnection Policy (**Exhibit B**) is approved.

Section 4. The existing City Net Metering Policy and Interconnection Policy is hereby repealed and replaced by the Net Metering Policy (**Exhibit A**) and Interconnection Policy (**Exhibit B**).

Section 5. This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

STATE OF ILLINOIS)
)
 COUNTY OF CLINTON)

MEMORANDUM OF ENACTMENT OF ORDINANCE

The foregoing Ordinance No. 11632 was passed this 13 day of August, 2018 by the Mayor and City Council of the City of Carlyle, Clinton County, Illinois. The City Council voted as follows:

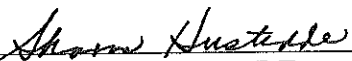
NAME	AYE	NAY	ABSTAIN	ABSENT	CONFLICT
Scott Diekemper	✓				
Jason Edwards	✓				
Brenda Johnson	✓				
Kent Newkirk	✓				
Donald Perez	✓				
Jeff Taylor	✓				
Jeremy Weh	✓				
Eric Nordike	✓				

The Mayor declared the Ordinance adopted and ordered it recorded and published as provided by law.

Dated this 13 day of August, 2018.

Judy H. Smith
 JUDY SMITH, MAYOR
 CARLYLE, ILLINOIS

Attest:



SHARON HUSTEDDE
CITY CLERK
CARLYLE, ILLINOIS

EXHIBIT "A"

City of Carlyle Net Metering Policy

Section 1: The City of Carlyle shall make available, upon request, net metering service to any customer taking service from The City of Carlyle and who meets the requirements set forth in this policy. For purposes of this policy "net metering" means service to an electric customer under which electric energy generated by that electric customer from an eligible on-site generating facility owned by that customer and, under some circumstances, delivered to the local distribution facilities, may be used to offset electric energy provided by the electric utility to the electric customer as provided for in this policy. For multi-unit residential and commercial buildings, if all units are on the same account it qualifies as a single customer for purposes of this policy. If individual units are separately metered and individual tenants have individual accounts, then the term "customer" only refers to the building owner and any usage by the owner. The utility cannot be responsible to allocate renewable generation facilities to individual accounts in a multi-unit residential or commercial building. Before the project starts construction, customer must complete the attached application form and receive approval from the Carlyle Municipal Electric Department. Before the project in service date, the contractor must complete and deliver the attached Certification of Completion to the Carlyle Municipal Electric Department.

Section 2: For purposes of this policy an eligible on-site generating facility shall be defined as a renewable generating facility such as a photovoltaic facility and small wind turbines. Other forms of renewable generation shall be considered on a case-by-case basis. In all cases, facilities interconnected must be deemed by the utility to be renewable to qualify for this policy.

Section 3: The electric generating facility must also abide by The City of Carlyle Interconnection Standards currently in place.

Section 4: Subject to the limitations set forth herein, the City of Carlyle shall make net metering service available upon request to any City of Carlyle residential electric customer with a qualifying generating facility of 10 kW capacity or less. For commercial and industrial accounts, the limit will be 20 kW.

Section 5: Any generating facility greater than the limits in Section 4, but less than 1 MW shall be considered on a case by case basis. The decision with respect to such facilities shall be made by the Carlyle Municipal Electric Department.

Section 6: Notwithstanding the provisions in Section 5, the City of Carlyle reserves the authority to limit the size of a customer net metered installation to a size such that the electrical output will not, as a matter of routine operation, exceed the electric load of the structure on which it is installed.

Section 7: Total net metered capacity interconnected under this policy for the City of Carlyle system shall not exceed 2% of the system's peak as it existed in the prior calendar year. In the event that the system peak is reduced such that the existing net capacity exceeds the 2% level, those existing net metered customers shall be allowed to continue under this policy. However, no new interconnections will be allowed until such time as the system peak grows such that net metered capacity is again no greater than 2% of the system's peak.

Section 8: The utility shall install a bi-directional meter to measure both the energy used by the customer from the utility and the energy provided by the customer to the utility. Energy generated by the customer-owned generator will offset the energy required by the customer's load during the billing period. Energy used by the customer from the utility, as reflected in the meter reading, shall be billed at the appropriate utility full retail rate. For any energy generated by the customer and provided to the utility for a given billing period, as reflected in the meter reading, a credit shall be applied to the customer's bill based upon the utility's avoided cost. Avoided cost shall be defined as the average cost in cents/kWh billed to the utility by its power supplier for the previous month.

Section 9: Any costs the City of Carlyle incurs associated with the net metering program, including but not limited to changes in metering (to include installation of a bi-directional meter), other physical facilities or billing-related costs, shall be born by the participants in the net metering program provided however that such costs shall be capped at \$1,000 to each qualifying customer interconnecting facilities of 10 kW or less. For those facilities greater than 10 kW that are deemed to qualify under this policy, all costs associated with the program shall be born by the participant.

Section 10: In addition to the cost referenced in Section 9, the City of Carlyle will charge a Distribution System Utilization fee as follows:

RESIDENTIAL	\$10.00
COMMERCIAL	\$15.00
LARGE COMMERCIAL	\$20.00
INDUSTRIAL	\$25.00

The Distribution System Utilization ensures all customers pay a share of the costs of maintenance and improvements to the distribution system and is exclusive to customers who receive net metering services under this policy and represents the non-bypassable costs associated with maintaining the distribution system that backs up net metered generation.

Section 11: The City of Carlyle shall develop such documents as needed to implement this policy.

**City of Carlyle Standard Distributed Generation Interconnection
Interconnection Request Application Form
(Lab-Certified) Inverter-Based Distributed Generation Facilities 20 kW and Smaller**

Interconnection Applicant Contact Information

Customer Name: _____
Primary Contact: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Telephone (Daytime): _____ (Evening): _____
Fax Number: _____ E-Mail Address: _____

Additional Contact Information (if different from primary contact)

Name: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Telephone (Daytime): _____ (Evening): _____
Fax Number: _____ E-Mail Address: _____

Equipment Contractor

Name: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Telephone (Daytime): _____ (Evening): _____
Fax Number: _____ E-Mail Address: _____

Electrical Contractor (if Different from Equipment Contractor):

Name: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Telephone (Daytime): _____ (Evening): _____

Fax Number: _____ E-Mail Address: _____

Contractor License number: _____

Active License? Yes No

Registered with Municipality? Yes No

Is the Interconnection Customer requesting Net Metering?

Yes No

Distributed Generation Facility ("Facility") Information

Facility Address: _____

City: _____ State: _____ Zip Code: _____

City of Carlyle serving Facility site: _____

Account Number of Facility site: _____

Inverter Manufacturer: _____ Model: _____

Is the inverter lab-certified as that term is defined in the Illinois Distributed Generation Interconnection Standard? Yes No

(If yes, attach manufacturer's technical specifications and label information from a nationally recognized testing laboratory.)

Generation Facility Nameplate Rating: _____ (kW) _____ (kVA) _____ (AC Volts)

Prime Mover: Photovoltaic Turbine

Energy Source: Solar Wind

In-Service Date: _____

(If the In-Service Date changes, the interconnection customer must inform the utility as soon as it is aware of the changed date.)

Insurance Disclosure

The attached terms and conditions contain provisions related to liability and indemnification, and should be carefully considered by the interconnection customer. The interconnection customer shall carry general liability insurance coverage, such as, but not limited to, homeowner's insurance. Whenever possible, the interconnection customer shall name the City of Carlyle as an additional insured on its homeowner's insurance policy, or similar policy covering general liability.

Customer Signature

I hereby certify that: (1) I have read and understand the terms and conditions which are attached hereto by reference; (2) I hereby agree to comply with the attached terms and conditions; and (3) to the best of my knowledge, all of the information provided in this application request form is complete and true.

Applicant Signature: _____ Date: _____

Name _____ Title: _____

.....

Conditional Agreement to Interconnect Distributed Generation Facility

By its signature below, the (utility) has determined the interconnection request is complete. Interconnection of the distributed generation facility is conditionally approved contingent upon the attached terms and conditions of this Agreement, the return of the attached Certificate of Completion, duly executed verification of electrical inspection and successful witness test.

Utility Representative Signature: _____ Date: _____

Name: _____ Title: _____

Interconnection Request Application Form

(Greater than 20 kW to 1MW)

Interconnection Applicant Contact Information

Customer Name: _____

Primary Contact: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone (Daytime): _____ (Evening): _____

Fax Number: _____ E-Mail Address: _____

Alternative Contact Information (if different from Primary Contact Information)

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone (Daytime): _____ (Evening): _____

Fax Number: _____ E-Mail Address: _____

Facility Address (if different from above): _____

City: _____ State: _____ Zip Code: _____

City of Carlyle serving Facility site: _____

Account Number of Facility site (existing utility customers): _____

Inverter Manufacturer: _____ Model: _____

Equipment Contractor

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone (Daytime): _____ (Evening): _____

Fax Number: _____ E-Mail Address: _____

Electrical Contractor (if different from Equipment Contractor)

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone (Daytime): _____ (Evening): _____

Fax Number: _____ E-Mail Address: _____

License number: _____

Electric Service Information for Customer Facility Where Generator Will Be Interconnected

Capacity: _____ (Amps) Voltage: _____ (Volts)

Type of Service: Single Phase Three Phase

If 3 Phase Transformer, Indicate Type:

Primary Winding Wye Delta

Secondary Winding Wye Delta

Transformer Size: _____ Impedance: _____

Intent of Generation

Offset Load (Unit will operate in parallel, but will not export power to utility)

Net Meter (Unit will operate in parallel and will occasionally export power into the distribution system)

Generator & Prime Mover Information

ENERGY SOURCE (Wind and Solar):

ENERGY CONVERTER TYPE (Wind Turbine, Photovoltaic Cell,):

GENERATOR SIZE:	NUMBER OF UNITS:	TOTAL CAPACITY:
kW or kVA		kW or kVA

GENERATOR TYPE (Check one):

Induction Inverter Synchronous Other

Distributed Generation Facility Information

In-Service Date: _____

List interconnection components/systems to be used in the distributed generation facility that are lab-certified.

Component/System	NRTL Providing Label & Listing
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____

Please provide copies of manufacturer brochures or technical specifications.

Energy Production Equipment/Inverter Information:

Synchronous Induction Inverter Other _____

Rating: _____ kW Rating: _____ kVA

Rated Voltage: _____ Volts

Rated Current: _____ Amps

System Type Tested (Total System):
Yes No; attach product literature

Additional Information For Inverter-Based Facilities

Inverter Information:

Manufacturer: _____ Model: _____

Type: Forced Commutated Line Commutated

Rated Output: _____ Watts _____ Volts

Efficiency: _____ % Power Factor: _____ %

Inverter UL 1741 Listed: Yes No

DC Source / Prime Mover:

Rating: _____ kW Rating: _____ kVA

Rated Voltage: _____ Volts

Open Circuit Voltage (if applicable): _____ Volts

Rated Current: _____ Amps

Short Circuit Current (if applicable): _____ Amps

Other Facility Information:

One Line Diagram attached: Yes

Plot Plan attached: Yes

Insurance Disclosure

The attached terms and conditions contain provisions related to liability and indemnification, and should be carefully considered by the interconnection customer. The interconnection customer shall carry general liability insurance coverage, such as, but not limited to, homeowner's insurance. Whenever possible, the interconnection customer shall name the City of Carlyle as an additional insured on its homeowner's insurance policy, or similar policy covering general liability.

Customer Signature

I hereby certify that all of the information provided in this Interconnection Request Application Form is true.

Applicant Signature: _____

Printed Name: _____ Title: _____

Title: _____ Date: _____

Utility Acknowledgement

Receipt of the application fee is acknowledged and this interconnection request is complete.

Utility Signature: _____ Date: _____

Printed Name: _____ Title: _____

Certificate of Completion

To be completed and returned to the (position title) when installation is complete and final electric inspector approval has been obtained*

Interconnection Customer Information

Customer Name: _____
Primary Contact: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Telephone (Daytime): _____ (Evening): _____
Fax Number: _____ E-Mail Address: _____

Installer

Check if owner-installed

Name: _____
Mailing Address: _____
City: _____ State: _____ Zip Code: _____
Telephone (Daytime): _____ (Evening): _____
Fax Number: _____ E-Mail Address: _____

Final Electric Inspection and Interconnection Customer Signature

The distributed generation facility is complete and has been approved by the local electric inspector having jurisdiction. A signed copy of the electric inspector's form indicating final approval is attached. The interconnection customer acknowledges that it shall not operate the distributed generation facility until receipt of the final acceptance and approval by the utility as provided below.

Signed: _____ Date: _____
(Signature of interconnection customer)

Printed Name: _____

Check if copy of signed electric inspection form is attached

Check if copy of as built documents is attached (projects larger than 10 kVA only)

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Acceptance and Final Approval for Interconnection (for utility use only)

The interconnection agreement is approved and the distributed generation facility is approved for interconnected operation upon the signing and return of this Certificate of Completion by utility:

Utility waives Witness Test? (Initial) Yes (___) No (___)

If not waived, date of successful Witness Test: _____ Passed: (Initial) _____

Utility Signature: _____ Date: _____

Printed Name: _____ Title: _____

* Prior to interconnected operation, the interconnection customer is required to complete this form and return it to the utility.

EXHIBIT "B"

City of Carlyle Terms and Conditions for Interconnection

The City of Carlyle shall make available, upon request, interconnection services to any customer that meets the required guidelines. Interconnection services in this ordinance refers to on-site generating facilities connected to the City of Carlyle electric distribution system in a manner that will allow excess electricity generated by the eligible on-site generating facility to be safely delivered onto the City of Carlyle electric distribution system.

Guidelines for interconnecting to the utility system are as follows:

- 1) **Construction of the Distributed Generation Facility.** The interconnection customer may proceed to construct (including operational testing not to exceed 2 hours) the distributed generation facility, once the conditional Agreement to interconnect a distributed generation facility has been signed by the utility.
- 2) **Final Interconnection and Operation.** The interconnection customer may operate the distributed generation facility and interconnect with the utility's electric distribution system after all of the following have occurred:
 - a) **Electrical Inspection:** Upon completing construction, the interconnection customer shall cause the distributed generation facility to be inspected by the local electrical inspection authority, who shall establish that the distributed generator facility meets local code requirements.
 - b) **Certificate of Completion:** The interconnection customer shall provide the utility with a copy of the Certificate of Completion with all relevant and necessary information fully completed by the interconnection customer, as well as an inspection form from the local electrical inspection authority demonstrating that the distributed generation facility passed inspection.
 - c) The utility, at its discretion, has completed its witness test as per the following:
 - i) Within 10 business days of the commissioning date, the (utility name) must, upon reasonable notice and at a mutually convenient time, conduct a witness test of the distributed generation facility to ensure that all equipment has been appropriately installed and that all electrical connections and metering have been made in accordance with the applicable codes.
 - ii) If the utility does not perform the witness test within the 10 business days after the commissioning date or such other time as is mutually agreed to by the Parties, the witness test is deemed waived unless the utility cannot do so for good cause. In these cases, upon utility request, the interconnection customer shall agree to another date for the test within 10 business days after the original scheduled date.
- 3) **Compliance.** The distributed generation facility shall be installed, operated and tested in accordance with the requirements of UL 1741 and The Institute of Electrical and Electronics Engineers, Inc. (IEEE), 3 Park Avenue New York, NY 10016-5997, Standard 1547 (2003) "Standard for Interconnecting Distributed Resources with Electric Power Systems." Photovoltaic

installations must comply with Article 690, Solar Photovoltaic Systems, of the National Electric Code. All interconnection related protective functions and associated batteries shall be periodically tested at intervals specified by the manufacturer system integrator, or the authority that has jurisdiction over the Distributed Resources interconnection, or all tests shall be performed at a minimum of every three (3) years. Periodic test reports shall be maintained and submitted to the City of Carlyle Electric Department.

- 4) **Access.** The utility shall have direct, unabated access to the disconnect switch and metering equipment of the distributed generation facility at all times. The disconnect switch shall be clearly labeled and installed within 2 feet of the meter. The utility shall provide 5 business days notice to the customer prior to using its right of access except in emergencies.
- 5) **Metering.** Any required metering shall be installed at customer expense.
- 6) **Disconnection.** The utility may disconnect the distributed generation facility upon any of the following conditions, but must reconnect the distributed generation facility once the condition is cured:
 - a) For scheduled outages, provided that the distributed generation facility is treated in the same manner as utility's load customers;
 - b) For unscheduled outages or emergency conditions;
 - c) If the distributed generation facility does not operate in the manner consistent with this Agreement;
 - d) Improper installation or failure to pass the witness test;
 - e) If the distributed generation facility is creating a safety, reliability or a power quality problem; or
 - f) The interconnection equipment used by the distributed generation facility is de-listed by the Nationally Recognized Testing Laboratory that provided the listing at the time the interconnection was approved.
- 7) **Indemnification.** The interconnection customer shall indemnify and defend the city, utility and the directors, officers, employees, and agents from all damages and expenses resulting from any third party claim arising out of or based upon the interconnection customer's (a) negligence or willful misconduct or (b) breach of this Agreement. The utility shall indemnify and defend the interconnection customer and the interconnection customer's directors, officers, employees, and agents from all damages and expenses resulting from a third party claim arising out of or based upon the utility's (a) negligence or willful misconduct or (b) breach of this Agreement.
- 8) **Insurance.** The interconnection customer shall provide the utility with proof that it has a current homeowner's insurance or commercial building insurance policy, or other general liability policy, and, when possible, the interconnection customer shall name the utility as an additional insured on its homeowner's insurance or commercial building insurance policy, or similar policy covering general liability.
- 9) **Limitation of Liability.** Each Party's liability to the other Party for any loss, cost, claim, injury, liability, or expense, including reasonable attorney's fees, relating to or arising from any act or

omission in its performance of this Agreement, shall be limited to the amount of direct damage actually incurred. In no event shall either Party be liable to the other Party for any indirect, incidental, special, consequential, or punitive damages of any kind whatsoever.

- 10) **Termination.** This Agreement may be terminated under the following conditions:
 - a) By interconnection customer - The interconnection customer may terminate this Agreement by providing written notice to the utility. If the interconnection customer ceases operation of the distributed generation facility, the interconnection customer must notify the utility.
 - b) By the utility - The utility may terminate this Agreement if the interconnection customer fails to remedy a violation of terms of this Agreement within 30 calendar days after notice, or such other date as may be mutually agreed to prior to the expiration of the 30 calendar day remedy period. The termination date may be no less than 30 calendar days after the interconnection customer receives notice of its violation from the utility.
- 11) **Modification of Distributed Generation Facility.** The interconnection customer must receive written authorization from the utility before making any changes to the distributed generation facility that could affect the utility's distribution system. If the interconnection customer makes such modifications without the utility's prior written authorization, the utility shall have the right to disconnect the distributed generation facility immediately.
- 12) **Permanent Disconnection.** In the event the Agreement is terminated, the utility shall have the right to disconnect its facilities or direct the interconnection customer to disconnect its distributed generation facility.
- 13) **Governing Law, Regulatory Authority, and Rules.** The validity, interpretation and enforcement of this Agreement and each of its provisions shall be governed by the Codes and Regulations of the City of Carlyle as well as the laws of the State of Illinois. Nothing in this Agreement is intended to affect any other agreement between the utility and the interconnection customer.
- 14) **Survival Rights.** This Agreement shall remain in effect after termination to the extent necessary to allow or require either Party to fulfill rights or obligations that arose under the Agreement.
- 15) **Assignment/Transfer of Ownership of the Distributed Generation Facility.** This Agreement shall terminate upon the transfer of ownership of the distributed generation facility to a new owner unless the transferring owner assigns the Agreement to the new owner, the new owner agrees in writing to the terms of this Agreement, and the transferring owner so notifies the utility in writing prior to the transfer of ownership.
- 16) **Notice.** The Parties may mutually agree to provide notices, demands, comments, or requests by electronic means such as e-mail. Absent agreement to electronic communication, or unless otherwise provided in this Agreement, any written notice, demand, or request required or authorized in connection with this Agreement shall be deemed properly given if delivered in person, delivered by recognized national courier service, or sent by first class mail, postage prepaid, to the person specified below:

If to Interconnection Customer:

Use the contact information provided in the interconnection customer's application. The interconnection customer is responsible for notifying the utility of any change in the contact party information, including change of ownership.

If to utility:

Use the contact information provided below. The utility is responsible for notifying the interconnection customer of any change in the contact party information.

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone (Daytime): _____ (Evening): _____

Fax Number: _____ E-Mail Address: _____