

**Minutes for the
Board of Lowell Light & Power's
Regular Meeting – March 11, 2025**

I. CALL TO ORDER AND ROLL CALL:

The meeting was called to order by Chairperson Beachum at 6:01 p.m., and General Manager West called the roll.

Present: Perry Beachum, Craig Fonger, Tina Cadwallader, Daniel Crawford, and Andrew Schrauben

Absent: None

Also Present: General Manager Charlie West, City Council Liaison Jim Salzwedel, Transitional Distribution Manager Zac Walker, Generation Superintendent Casey Mier, and Financial Analyst Megan Mora

II. APPROVAL OF AGENDA:

West proposed adding an item between Action Items (D) and (E), Non-Union Employee Handbook Orientation Period Update.

It was MOVED BY CRAWFORD, SUPPORTED BY SCHRAUBEN, to approve the agenda as amended.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

III. APPROVAL OF MINUTES:

It was MOVED BY FONGER, SUPPORTED BY CRAWFORD, to approve the February 11, 2025 Regular Board Meeting Minutes.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

IV. SAFETY MOMENT:

Mora presented a safety moment regarding Spring cleaning safety.

V. PUBLIC COMMENTS (for items not on the agenda):

There was no public comment.

VI. ACTION ITEMS:

A. MPPA Update:

The CEO and General Manager of MPPA, Pat Bowland, provided an update on MPPA, including an update on MPPA's strategic approach to addressing the rapidly evolving electric industry. The LL&P board members asked questions throughout the presentation. No action was taken.

B. FY 2026 Draft Operating and Capital Budget:

General Manager West presented the Fiscal Year 2026 Draft Operating and Capital Budgets to the board for review, to be sent to the City for their preliminary budgeting process. A final draft of the FY 2026 Operating and Capital Budget will be presented for board approval at the May board meeting, for inclusion in the City's final budget.

It was MOVED BY CRAWFORD, SUPPORTED BY CADWALLADER, to approve the FY 2026 Draft Operating and Capital Budgets as presented.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

C. Michigan Energy Assistance Program Opt-In/Opt-Out Decision:

As discussed in the February Board Meeting, the state adopted changes to the Michigan Energy Assistance Program. Starting this year, if LL&P opts out of MEAP, they must provide an alternative program. Flat River Outreach Ministries agreed to a potential partnership if LL&P decides to administer a local program that would need to be implemented before October 1, 2025. The LL&P Board must decide whether to opt into the state program or administer our own program in partnership with FROM. Staff stated they are confident that a partnership with FROM would be successful.

It was MOVED BY CRAWFORD, SUPPORTED BY SCHRAUBEN, to Opt-Out of the state MEAP program and implement a local program.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

D. PTO Policy Update for ESTA Compliance:

Since the February board meeting, the state adopted additional changes to the Earned Sick Time Act (ESTA), which voided the board approved policy. The ESTA 2.0 provided additional clarifications, removed the rebuttable presumption of guilt, and addressed carry-over, payout options, and forfeiture of time. LL&P staff worked with legal counsel on updated policy language, and made the following reconsiderations:

- Approved the non-union PTO policies presented at the board meeting for ESTA compliance purposes.
- Approve granting a prorated allocation of ESTA-PTO to ensure compliance in FY 25.
- Authorize the GM to execute a letter of agreement (LOA) with the collective bargaining unit to implement PTO policies that materially align with the non-union policies and that includes a pro-rated allotment of ESTA-PTO for FY 25 compliance purposes.

It was MOVED BY CRAWFORD, SUPPORTED BY FONGER, to approve the non-union PTO policies as presented for ESTA compliance purposes; approved granting a prorated allocation of ESTA-PTO to ensure compliance in FY 25; and authorized the GM to execute a letter of agreement (LOA) with the collective bargaining unit to implement PTO policies that materially align with the non-union policies and that includes a pro-rated allotment of ESTA-PTO for FY 25 compliance purposes.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

E. Non-Union Employee Handbook Orientation Period Update:

Staff recommended updating Non-Union Employee Handbook Section 2.2: Orientation Period to adjust the orientation period from the first ninety (90) days to the first ninety (90) working days. This would align the policy with the union contract and is necessary with how employee benefits are accrued.

It was MOVED BY CRAWFORD, SUPPORTED BY SCHRAUBEN, to approve the non-union Employee Handbook Section 2.2 Orientation Period update as presented.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

F. Strategic Plan Update:

Following feedback from the Strategic Plan review in February, staff presented a draft strategic priority focused on the need to be agile and responsive to external influences.

It was MOVED BY FONGER, SUPPORTED BY CRAWFORD, to approve the additional strategic priority as presented, to be added into the Strategic Plan.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

G. Stony Bluff Easement Acceptance & Recommendation to City Council:

Staff have been working with the developer of the Stony Bluff residential development in preparation to serve phase 6 of the 9-phase development. LL&P currently serves phases 3-5, but do not have infrastructure directly adjacent to phase 6. An easement was presented to the board for consideration to accept. Once accepted, the easement would be sent to City Council for consideration and final approval, before being filed with Kent County.

It was MOVED BY CRAWFORD, SUPPORTED BY CADWALLADER, to accept the easement from Stony Bluff, LLC as presented and recommend that the City Council accept the easement.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

- H. **General Manager Employment Agreement Amendment Consideration:**
Beachum recommended that the General Manager Employment Agreement be adjusted from a one-year to a three-year contract, to create more stability for the General Manager position. The contract would still be reviewed and updated annually, while remaining a three-year contract.

It was MOVED BY FONGER, SUPPORTED BY CRAWFORD, to approve the General Manager Employment Agreement Amendment as presented.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

VII. **INFORMATIONAL ITEMS:**

- A. **Performance Data:** West reported on the February 2025 data.
- B. **Monthly Outage Report:** Walker reported on the one outage in February 2025.
- C. **Income Statement:** West reported on the February 2025 Income Statement.
- D. **Capital Projects Report:** West reported on the February 2025 Capital Projects Report.
- E. **Distribution Report:** Walker provided written updates to the board on Distribution department progress.
- F. **Generation Report:** Mier provided written updates to the board on Generation department progress.
- G. **Office Report:** Stewart and Mora provided written updates to the board on Office department progress.
- H. **Manager's Report:** West provided written updates to the Board on the following items:
- MPPA/MMEA/APPA Update
 - Safety Update
 - PA-95 Michigan Energy Assistance Program
 - Annual Compliance
 - KnowBe4 Cyber Security Training
 - 2025 MPPA Stakeholder Meeting
 - April Board Meeting
 - Customer Survey
 - Work Anniversaries
- I. **Schedule of Meetings:** March/April was presented.
- J. **Supplemental Information:** West provided supplemental information to the Board on the following items:
- Sales and Cash & Investments Performance Data Charts
 - Benevolence Report
 - Full Income Statement
 - February Payables

VIII. **NEXT REGULAR LL&P BOARD MEETING:** Scheduled for Tuesday, April 15, 2025 at the Energy Center.

IX. **BOARD COMMENT:**

Crawford thanked the staff for all their work for the long meeting, including efforts on the budget and ESTA. Schrauben appreciated Pat's idea of changing roles for the better within the company, expressed appreciation and trust in the staff to be willing and confident to figure out a local program to meet MEAP requirements, highlighted the great work ethic culture of LL&P crew, expressed support for the Teachworth family, and liked the photos from the Griffins game team event. Salzwedel was sorry to have missed the hockey game and wished Perry a great trip to California. Beachum expressed excitement for his trip to the Lineworker Rodeo in California and conveyed strong support for the Teachworth family.

X. **ADJOURNMENT**

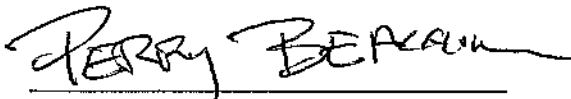
It was MOVED BY SCHRAUBEN, SUPPORTED BY CRAWFORD to adjourn the Regular Board Meeting at 9:58 p.m.

Yea: 5

Nay: 0

Absent: 0

Motion Carried



Chairperson Beachum

4/15/2025
Date