

**Minutes for the
Board of Lowell Light & Power's
Regular Meeting – July 15, 2025**

I. CALL TO ORDER AND ROLL CALL:

The meeting was called to order by Chairperson Beachum at 6:05 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, Distribution Manager Zac Walker, Generation Superintendent Casey Mier, and Financial Analyst Megan Mora

II. APPROVAL OF AGENDA:

It was MOVED BY FONGER, SUPPORTED BY SCHRAUBEN, to approve the agenda as presented.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

III. APPROVAL OF MINUTES:

It was MOVED BY CRAWFORD, SUPPORTED BY SCHRAUBEN, to approve the June 18, 2025 Regular Board Meeting Minutes Open Session as presented.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

It was MOVED BY CRAWFORD, SUPPORTED BY SCHRAUBEN, to approve the June 18, 2025 Regular Board Meeting Minutes Closed Session as presented.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

IV. SAFETY MOMENT:

Generation Superintendent Mier gave a safety moment about life jacket safety.

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

There was no public comment.

VI. **ACTION ITEMS:**

A. **Fiscal Year 2025 Write-Offs for FYE June 2024:**

At the end of each year, LL&P writes off the balances from accounts that have been closed, collections attempted, and/or liened, and that have had no activity since June of the previous year.

The current write-off amount for 2025 is \$1,164.99, which is 0.0111% of FY 2024's total electric sales and late fees. Compared to last year, this write-off amount increased \$1,054.57. Staff recommended to approve the write-offs as presented.

Even though the write-off amount increased this year, the board still praised the customer service and office staff for such a small amount and all their hard work.

It was MOVED BY FONGER, SUPPORTED BY CADWALLADER, to approve the Fiscal Year 2025 Write-offs for Fiscal Year ending June 2024 in the amount of \$1,164.99.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

B. **Low Income Energy Assistance Program Funding Update:**

During the March Board Meeting, the board approved opting out of the state-mandated Low Income Energy Assistance Fund (LIEAF) in favor of creating a local assistance program per state guidelines in partnership with Flat River Outreach Ministries (FROM). General Manager West provided the board an update on contract development with FROM and supplied several funding options for board consideration. The program maximum funding cap set by the state is \$46,245. The board discussed funding strategies.

It was MOVED BY SCHRAUBEN, SUPPORTED BY CADWALLADER, to approve a \$0.95 funding factor per bill for all customers per the state guidelines, equaling \$35,146.20 total program revenue.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

C. **Authorization to Execute Employment Agreement Amendment:**

Following the approval of the minutes from the June LL&P Board Meeting, it is necessary to draft an amendment to the General Manager's employment agreement to reflect the approved changes.

Rather than requiring full board approval for the finalized amendment, the board may consider authorizing the Board Chairperson to execute the amendment on its behalf, provided that its terms are materially consistent with those approved in the June meeting minutes.

It was MOVED BY FONGER, SUPPORTED BY CRAWFORD, to authorize the Board Chairperson to execute the General Manager's employment agreement amendment on behalf of the board.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

D. MI Solar for All Grant Update:

West announced to the board that LL&P was selected to receive the MI Solar for All grant to install two solar canopies at Stoney Lakeside Park parking lot. Project details and budget were discussed. A joint meeting between LL&P Board, City Council, and Parks Department will be scheduled for August.

It was MOVED BY CRAWFORD, SUPPORTED BY SCRAUBEN, to proceed with the project as discussed and enter into a partnership with the City and Park Department to continue with the project.

Yea: 5 Nay: 0 Absent: 0 Motion Carried

VII. INFORMATIONAL ITEMS:

- A. Performance Data:** West reported on the June 2025 data.
- B. Monthly Outage Report:** Walker reported on the five outages in June 2025.
- C. Income Statement:** West reported on the June 2025 Income Statement.
- D. Capital Projects Report:** West reported on the June 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:** Mora provided written updates to the board on Office department progress.
- H. Manager's Report:** West recited a Resolution of Appreciation from Holland Board of Public Works for mutual aid assistance. West also provided written updates to the Board on the following items:
 - MPPA/MMEA/APPA Update
 - Safety Update
 - Low-Income Energy Assistance Program
 - MI Solar for All Grant
 - Safety Town
 - SEC
 - Cybersecurity Training
 - Work Anniversaries
- I. Schedule of Meetings:** July/August 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
- June Payables

VIII. **NEXT REGULAR LL&P BOARD MEETING:** Scheduled for Tuesday, August 12, 2025 at the Energy Center.

IX. **BOARD COMMENT:**

Fonger congratulated Lisa and Rally on their work anniversaries, thanked the linemen for quick outage restoration, and thanked Casey for his work with generation upgrades. Crawford thanked and congratulated Lisa and Rally on their anniversaries, and expressed excitement over the solar project grant. Salzwedel apologized for missing the last board meeting. Schrauben also congratulated Lisa and Rally on their anniversaries, expressed appreciation for hearing details on what the staff go through on various projects and their dedication, and relayed a personal story of the day his father passed and what LL&P does for the community. Cadwallader expressed her excitement over the solar grant project and expressed pride over the crew with receiving the Holland proclamation. Beachum thanked the office staff for their hard work to achieve a small write-off amount, congratulated the administration and staff for receiving the solar grant, expressed his immense pride in LL&P, thanked staff for taking a proactive safety approach to the upcoming road cleanup and in all projects, and highlighted the completion of the engine room floor.

X. **ADJOURNMENT**

It was MOVED BY CRAWFORD, SUPPORTED BY SCHRAUBEN to adjourn the Regular Board Meeting at 8:26 p.m.

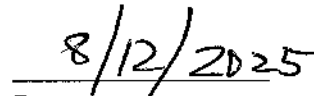
Yea: 5

Nay: 0

Absent: 0

Motion Carried


 Chairperson Beachum


 Date