

**MINUTES  
BOARD OF LOWELL LIGHT AND POWER  
REGULAR MEETING JULY 9, 2015**

I. **CALL TO ORDER AND ROLL CALL:** The meeting was called to order at 6:01 p.m. by Chairman Canfield and General Manager Greg Pierce called the roll.

Present: Board Members, Greg Canfield, Perry Beachum, Andrew Schrauben & Tamela Spicer. It was **MOVED BEACHUM, SUPPORTED BY SPICER** to excuse the absence of Tina Cadwallader. Cadwallader arrived at 6:18 p.m., after the Action items.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

Absent: None

Also Present: General Manager Greg Pierce, Chief Financial Officer Steve Donkersloot, Utility Services Coordinator Morris and Lowell City Mayor Hodges

II. **APPROVAL OF AGENDA:**

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

Yea: 4      Nay: 0      Absent: 1      Motion Carried

III. **APPROVAL OF MINUTES:**

There were a couple minor changes made to the meeting minutes. It was **MOVED BY SPICER, SUPPORTED BY SCHRAUBEN** to approve the revised meeting minutes of the June 11, 2015 regular meeting.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

IV. **PUBLIC COMMENTS:** (Items not on the agenda):

There was no public comment.

V. **ACTION ITEMS:**

A. Natural Gas Supply

Natural gas supply option discussions took place at the June Board meeting. Pierce stated the company that has the most familiarity with Michigan municipals and is currently used by MPPA, Lansing, and Holland is Fellon McCord. Pierce presented a projected scope of work submitted by Fellon McCord at a price of \$7,500. Since this proposal involves a contract, City attorney Dick Wendt has approved the form of this contract.

It was **MOVED BY SCHRAUBEN, SUPPORTED BY SPICER** to approve the contract for Natural Gas Supply Review Services from Fellon McCord for \$7,500.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

B. LLP Annual Write-Offs

Donkersloot reviewed the year end write offs and balances from accounts that have been closed, collection attempts and/or liens. The current write-off list for 2015 is \$5,544.29, a \$2,734.05 decrease compared to last year.

It was **MOVED BY BEACHUM, SUPPORTED BY SPICER** to approve the 2014-2015 Fiscal Year write-offs of \$5,544.29.

Yea: 4      Nay: 0      Absent: 1      Motion Carried

VI. **INFORMATIONAL ITEMS:**

A. **Performance Data:** Pierce reported on June data

B. **Income Statement (June 2015):** Pierce reported on June's Income Statement. Board discussion occurred.

Pierce reviewed the Capital Expense Summary and detailed Capital Expense Report.

C. **Manager's Report:** Pierce gave updates to the Board on the following items:

- **MPPA/MMEA:** Valerie Brader, the new head of the Michigan Energy Agency, will be in touring the bio-digester with the Lowell Rotary and Chamber on July 15<sup>th</sup>.

MMEA Fall Conference is scheduled in Grand Rapids, October 7<sup>th</sup>-9<sup>th</sup> at the Crowne Plaza.

- **APPA Update:** Nothing new to report.
- **System/Generation Upgrade Progress:** The bio-digester is not operating at 100% capacity; modifications continue being made to improve production. There were two outages in the month of June.
- **FROM Food Fight:** As we move toward the end of Food Fight, LLP will be participating in the Riverwalk Parade on Saturday for the final food pick up.
- **Adopt-A-Road Clean-UP:** Our next Clean-up is scheduled for Wednesday, July 22<sup>nd</sup> at 5:05.
- **Lineshack Painting:** Anderson Painting has been contracted to complete repairs, caulking and painting of the building.
- **LLP Recycling Event:** The Annual Recycling event was Saturday, May 30, 9:00-noon. The event was a success.
- **Power Line Accident:** Pierce gave an update on the King Milling accident.
- **Smart Grid Summit:** Donkersloot gave an update on the conference he attended in June.
- **Lowell Schools:** The schools are discussing the possibility of having distributive generations to save on electric costs. A possible solar array or a community solar project is under consideration.
- **Lowell Light and Power Building (Broadway):** Pierce stated, the former St. Mary's School building is available for purchase. Purforms purchased

the property to provide parking to their employees. Purforms has no use for the building and approached LLP about possibility of purchasing the building to augment its Chatham Lowell Energy facility.

- **LLP PILOT**: Canfield, Howe, Hodges and Pierce will be meeting to discuss 2015 Pilot review.
- **Payables**: Pierce presented June payables.

**Schedule of Meetings**: July/August was presented.

**COMPLAINT REGISTER**: There were no new complaints.

**VII. NEXT REGULAR LLP BOARD MEETING**: The next Board meeting will be held, Thursday, August 13th, 2015.

**VIII. BOARD COMMENT**:

Beachum asked LLP to hang Pink Arrow banners. This year's Pink Arrow game is September 11<sup>th</sup>. Perry congratulated LLP staff on a job well done during the tragic King Milling accident.

Cadwallader and Schrauben congratulated the staff who help restore power in Portland .

Spicer echoed congratulations to the LLP staff who provided mutual aid in Portland, as well as the staff who responded to the King Milling accident.

Canfield thanked the entire LLP staff for decreasing the write-off amounts, Portland mutual aid and the quick response in the King Milling accident.

Mayor Hodges announced Betty Morlock's retirement.

**IX. CLOSED SESSION**: It was MOVED BY BEACHUM, supported by SPICER, to go into closed session to discuss the General Manager's evaluation at 7:25 p.m.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

It was MOVED BY BEACHUM, supported by SPICER, to come out of closed session at 8:55 p.m.

**IX. ADJOURNMENT:** It was MOVED BY BEACHUM, supported by SPICER to adjourn the regular meeting at 8:58 p.m.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

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Chairman Canfield

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Date