

**Minutes for the  
Board of Lowell Light & Power's  
Regular Meeting – August 13, 2020**

**I. CALL TO ORDER AND ROLL CALL:**

The meeting was called to order by Chairman Beachum at 6:05 p.m.  
General Manager Steve Donkersloot called the roll.

**Present:** Board Members: Perry Beachum, Daniel Crawford,  
Andrew Schrauben, Tina Cadwallader and Jeff  
Dickerman

**Absent:** None

**Also Present:** General Manager Steve Donkersloot, Lowell City Council  
Member Marty Chambers & Distribution Manager Ryan  
Teachworth

**Present by Phone:** Casey Mier, Julie Stewart, and Sharon Morris

**II. APPROVAL OF AGENDA:**

Steve mentioned that at 5:30 today an updated agenda was sent out  
regarding the General Manager Search and Selection Process.

It was MOVED BY DICKERMAN, 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 DICKERMAN, to approve the  
July 16, 2020 Regular Board Meeting Minutes.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

It was MOVED BY SCHAUBEN, SUPPORTED BY CRAWFORD, to approve the July 21, 2020 Special Board Meeting Minutes.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

It was MOVED BY CRAWFORD, SUPPORTED BY SCHRAUBEN, to approve the July 21, 2020 Closed Session Board Meeting Minutes.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

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

There was no public comment for items not on the agenda.

**V. ACTION ITEMS:**

**A. Lowell Area School Easement Acceptance:**

A Utility Easement Agreement was discussed with Lowell Area Schools. If approved, the Agreement will allow LL&P to construct and install underground infrastructure on Lowell Area School's property to accommodate the Bushnell Elementary and Middle School's renovation projects as well as future growth projects and circuit conversion upgrades for LL&P.

It was MOVED BY DICKERMAN, SUPPORTED BY CADWALLADER, to accept the easement from Lowell Area Schools and send to City Council for final approval.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

**B. Energy Center Construction Projects and Improvements**

Donkersloot discussed many improvements that would be starting; sections of the roof, the east side, the main/central area, and the bathrooms. Staff reached out to three vendors for quotes; totals included Sunray, \$139,890, Dalstra, \$201,905 and Weather Shield, \$176,822. Weather Shield will

discount \$4,698 by having all three areas done at the same time. All vendors were given the same description. There were numerous things Weather Shield did, proposed, and recommended that the other vendors did not include.

It was MOVED BY DICKERMAN, SUPPORTED BY CADWALLADER, to accept Weather Shield's proposal.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

Prein & Newhof (P&N) completed the soil borings and investigation of the soil. They found that the water table is 4-5 feet beneath the parking lot which gives us clearance to install water systems. It was also determined that the roof drain system for the facility drains to Lee Creek, but the truck bay drain on the south side of the building may be connected to the City's sanitary system. LL&P will conduct dye tests to determine this. P&N also completed the survey and their base plans

During the paving process there are several additional upgrades to the exterior that we would like to happen:

- Ryan would like to widen the drive at Chatham and Smith so there can be two-way flow of traffic
- Illuminated fence with proper signage and landscaping
- Leading into the facility, we would like a curve so there is a clear separation between landscape, grass, and the parking lot
- We currently have three truck bays prior to entering our gate. We would like to leave one and fill in the other two as a part of the parking lot.
- Near the Generation area are two more truck bays. Inside the bays is our switchgear. We don't feel the area is safe for loading and unloading trucks, it never gets used, and it floods. We would like to fill these in and possibly put in a concrete pad for the standby generator.
- Expand fence line and relocate pole bunks
- Build padmount transformer storage area
- Create designated parking spaces

The estimated cost for the base scope of exterior upgrades is \$286,000 which includes a 10% contingency. Final bids will be obtained. It is likely pavement will not happen yet this year.

It was MOVED BY DICKERMAN, SUPPORTED BY SCHRAUBEN, to go with P&N, not to exceed \$286,000 for exterior upgrades.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

Donkersloot and Teachworth discussed details of the interior layout they are proposing. Staff received proposals from four contractors – Century A&E, Dan Vos Construction, Erhardt Construction, and Spitzley Architects – for interior renovations at the Energy Center including renovations and improvements to the break room, offices, control room, IT room and bathrooms. This project will involve demolition work, modifying the floor plan, raising the ceiling, and trade-type work (electrical, plumbing, heating, cooling, flooring, drywall, painting, etc.). All four contractors have slightly different approaches on how they would complete this project. After the drawing and design phase is finished, construction drawings will be finalized and the entire project will go out for bid. The Board had discussions regarding the design.

It was MOVED BY SCHRAUBEN, SUPPORTED BY DICKERMAN, to approve the preliminary design/schematic drawing from Erhardt Construction, with a cost not to exceed \$4,500.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

**VI. INFORMATIONAL ITEMS:**

- A. Performance Data:** Donkersloot reported on July's data.
- B. Monthly Outage Report:** There were six outages in the month of July.
- C. Income Statement:** Donkersloot reported on the July 2020 Income Statement.

D. **Capital Projects Report:** Donkersloot reported on the July 2020 Capital Projects Report.

E. **Manager's Report:** Donkersloot provided written updates to the Board on the following:

- MPPA/MMEA/APPA Update
- Distribution & Generation Projects
- Energy Center Projects
- Michigan Energy Providers Conference
- Transformer Fire Follow-Up
- Draw Down Revenue Bond
- Lowell Charter Township Lien Ordinance
- Stoney Bluff Housing Development
- Potential Industrial Park in Lowell Township
- GIS Update
- Business Continuity/Disaster Response Plan
- Pole Attachment Agreements
- Work Anniversaries
- July Payables

Other announcements made by Donkersloot:

- Long term retired DPW employee Bob Robinson passed away
- Community Cleanup Day/Harvest Festival -Board Consensus is to move forward if employees are comfortable.
- The PCA will be lowering
- Gail is retiring after 25 years of service, her last day is November 30, 2020.

F. **Schedule of Meetings: August/September was presented.**

VII. **NEXT REGULAR LL&P BOARD MEETING:** Scheduled for Thursday, September 10, 2020.

**VIII. BOARD COMMENT:**

Daniel thanked Ryan, Tom, and Casey for showing him the Energy Center.

Jeff appreciates Steve for his leadership with the Board & Staff, and congratulated him on his new position.

Tina, Marty, and Andrew congratulated Steve on his new position with the MPPA.

Perry stated the search and selection process for the General Manager continues, and they hope to hire a General Manager that continues the current culture. Pink Arrow helps a lot of people in the community. Pink Arrow Community Day is happening, and he is hopeful the game will still happen.

**IX. LL&P GM “SEARCH AND SELECTION PROCESS” DISCUSSION:**

The Board had significant discussion regarding the new GM selection process.

Perry and Andrew will meet with staff department heads prior to the Special Meeting to get their input.

Search and selection committee will include the entire Board, Steve, and Anna.

Steve and Anna have offered to put together qualified candidates for the Board to interview.

Special Meeting is scheduled on Wednesday, September 9<sup>th</sup> @ 6 pm, to put together final interview questions.

Dickerman suggested if there are no good applicants in the first round, maybe the Board would consider bringing in an interim General Manager.

General Manager application deadline is September 4<sup>th</sup>.

**X. ADJOURNMENT**

It was MOVED BY DICKERMAN, SUPPORTED BY CADWALLADER, to adjourn the Regular Board Meeting at 9:28 p.m.

Yea: 5      Nay: 0      Absent: 0      Motion Carried

\_\_\_\_\_  
Chairman Beachum

\_\_\_\_\_  
Date