



Commission Members Present: Sheila Williamson-Branch, Anna Kautzman, Mary Williamson, Gary Miller, Amanda Paez*

*Acting City Manager

Commission Members Absent: Helm Dobbins, Vanessa Cain, Ken Larking**, Steven Merricks, Murray Whittle

**Amanda Paez is acting City Manager

Staff Present: Ryan Dodson, Jason Grey, Janet Davis, Amy Chandler

Others Present:

Call to Order

Chairman Kautzman opened the meeting and asked that the attendance be recorded. As a quorum was present, the meeting was called to order.

Ms. Kautzman asked for a motion to add an item to the agenda to allow for staff/Commission comments and public comments. Ms. Williamson made the motion and Ms. Williamson-Branch seconded. All members voted in favor and the motion passed.

Discussion/Business Items

Minutes of August 26, 2024 Commission Meeting

Ms. Kautzman asked for any corrections, deletions, or adjustments to the minutes from August 26, 2024.

Ms. Williamson-Branch made a motion to approve the minutes. Ms. Williamson seconded, all members voted in favor, and the motion was carried unanimously.

Review of Utilities' Financial Statements

Ms. Chandler presented the July utility financial statements for each utility fund.

Discussion on Establishing a Framework for Public Comment

Mr. Grey presented a recommendation from staff following a request from the Commission to create a framework and adopt language for members of the public who desire to

comment on a specific agenda item. The framework is as follows. The Chairman/Vice Chairman of the Commission may restrict the number of speakers. Each speaker during the public comment period of the meeting agenda shall be limited to a total of three minutes for comments. Each speaker representing a group during the public comment period of the meeting agenda shall be limited to a total of five minutes for comments. The group must be present and have a single speaker to be eligible for the five-minute period. The Commission discussed the addition of provisions regarding signing up to speak and to allow comments only.

Ms. Williamson-Branch made a motion that the Danville Utility Commission approve establishing a framework for public comment by requesting members of the public who desire to comment on specific agenda items to be heard during that agenda item. Furthermore, the Chair/Vice Chair may restrict the number of speakers and limit the length of public comment to three minutes for individuals and five minutes for groups. The group must be present and have a single speaker to be eligible for the five-minute comment period. Signup shall begin before the meeting starts and closes when the meeting starts. Comments shall be limited to the provision of information to the Commission and not for the answering of questions. Ms. Paez seconded the motion. All members voted in favor, and the motion passed.

Capital Projects Update

Mr. Grey provided an update on current projects that have been completed this summer and upcoming projects looking to start and finish this fall.

Department Discussions

There was no further communication from staff or commission members.

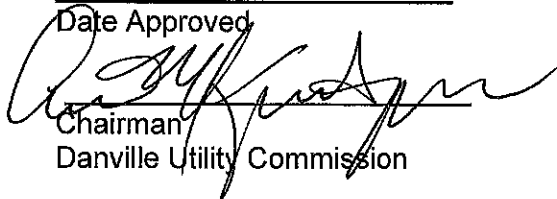
Public Comment

There were no comments from the public.

Adjournment

Ms. Kautzman announced that the next meeting will be on October 28, 2024. Ms. Williamson-Branch made a motion to adjourn. Ms. Williamson seconded. There being no further business, Ms. Kautzman adjourned the meeting at 4:33 p.m.

Submitted by Janet C. Davis
Secretary to the DUC

October 28, 2024
Date Approved

Chairman
Danville Utility Commission