

**PUBLIC UTILITY BOARD MINUTES**  
**FEBRUARY 28, 2022**

The Public Utility Board met in regular session on Monday, February 28, 2022, at 1:00 p.m. in the Executive Conference Room located on the Upper Level of City Hall. Roll call was taken, and members of the Board present were: John Bell, Charlie James, Whit McCoskrie, Richard Vaughn, and Charles Williams. Also present were: Ballard Simmons, Council Liaison; Darrell Dunlap, Superintendent of Utilities/Interim Director of Administration, Courtney L. Doyle, City Clerk; Kathy Holschlag, Chief Financial Officer.

**APPROVAL OF MINUTES:**

The minutes of the January 24, 2022 Board meeting were presented for approval.

Motion was offered by John Bell and seconded by Whit McCoskrie to approve the minutes of January 24, 2022 as presented. Motion carried with five members of the Board voting in favor.

**FINANCIAL REPORT:**

The Utility Financial Report for January 2022 was presented to the Board for review and discussion. Kathy Holschlag, Chief Financial Officer, offered to answer any questions.

Holschlag stated the city has recorded all twelve months of sales tax collection, and numbers lie 13% ahead of 2020 figures. Holschlag noted a majority of expenses were accrued back to the month of December in order to close out the year.

After some review and discussion, motion was offered by John Bell and seconded by Richard Vaughn to accept the Financial Report for January 2022, as presented. Motion carried with five members of the Board voting in favor.

**SUBJECTS OF DISCUSSION:**

- a. Smart Grid update.

Holschlag reported staff pulled seven routes electronically, and the city can now pull all routes that are fully deployed (electric, gas, water). Finance staff will look to begin pulling other electric meters and assess what actions or improvements are necessary. The city will be looking to purchase new erts for impaired or defunct meters.

- b. DNR update.

Darrell Dunlap, Superintendent of Utilities/Interim Director of Administration, provided an overview of the recent discussion held by City Council regarding sewer treatment from outside the city limits. Staff proposed a planning grant application to allow for the city to assess whether or not it would be advantageous to take on sewer from Christopher 2 Subdivision (outside the city limits) in order to benefit Stinson Creek. Dunlap noted the City Council felt there were more questions than answers, and some Councilmembers were unwilling to consider the topic due to city ordinances that prohibit sewer from outside the city limits. Dunlap stated city staff are still assessing future opportunities that will be of benefit to the cleanliness of Stinson Creek.

**OTHER BUSINESS:**

There were no additional items for discussion.

**EXECUTIVE SESSION:**

There was no need for an executive session at this Board meeting.

**ADJOURNMENT:**

There being no further business to come before the Public Utility Board, motion was offered by Whit McCoskrie and seconded by Richard Vaughn to adjourn the meeting. Motion carried with five members of the Board voting in favor. The meeting adjourned at 1:41 p.m.

Respectfully submitted,

Courtney L. Doyle, CMC/MRCC  
City Clerk