

MINUTES OF THE PROCEEDINGS

of the Public Utilities Commission, City of Hibbing, St. Louis County, Minnesota

Minutes of the regular meeting of the Public Utilities Commission, Hibbing, Minnesota, 1902 E. 6th Ave., Hibbing, MN 55746, held on February 8, 2022. Meeting held at Hibbing City Hall, 401 E. 21st St., Hibbing MN. Chairperson Garrity called the meeting to order at 5:00 p.m. In attendance were Chairperson Garrity, Commissioner Bayliss; Commissioner Andria; Commission Babich; Legal Counsel, Andy Borland; General Manager, Luke Peterson; Financial Controller, Morgan Anderson; and Administration, Safety & Facilities Coordinator, Penny Rutchasky. Also in attendance were HPAT Reps., Ron Wirkkula, Kivanna Hill, & Amber Markato; Frontier Energy Rep., Doug Eli; and Mark Reger, Citizen. Absent from the meeting was Commissioner Hart.

Item 2. ADDS/DELETES – None

Item 3. APPROVAL OF MINUTES

Motion by Commissioner Bayliss, supported by Commissioner Babich to approve the regular meeting minutes of January 25, 2022.

Motion carried unanimously.

Item 4. CITIZENS FORUM – None

Item 5. CONSENT AGENDA

Item 5.A. Approve invoices over \$10,000 and approve the bills and ACH transfers from January 21-February 7, 2022.

Item 5.B. Review and approve payroll paid & overtime report for the January 27, 2022 pay date.

Item 5.C. Request for Contribution: Angel Fund \$100

Item 5.D. Request for Contribution: HHS All Night Graduation Party \$100

Motion by Commissioner Andria, supported by Commissioner Bayliss, to approve Consent Agenda Items 5.A., 5.B., 5.C., & 5.D., as presented.

Motion carried unanimously.

Item 6. FINANCIALS & RISK MANAGEMENT

Item 6.A. The Commission reviewed the correspondence dated February 4, 2022 regarding CEMSource Annual Contract.

General Manager Peterson introduced this item as a sole source vendor for that supports information for environmental reporting requirements.

Motion by Commissioner Bayliss, supported by Commissioner Babich, to authorize the Annual Contract with CEMSource, the sole source vendor for Continuous Air Emissions Monitoring Systems in the amount of \$59,650.00.

Motion carried unanimously.

Item 6.B. The Commission reviewed the correspondence dated February 4, 2022 from L. Peterson regarding Approve Lincoln School Condensate Project.

Discussion held regarding the project and its phases to date.

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Motion by Commissioner Bayliss, supported by Commissioner Andria, to approve the Lincoln School Condensate Upgrade Project piping in the amount of \$47,309.61.

Motion carried unanimously.

Item 7. POLICY & GOVERNANCE

Item 7.A. The Commission reviewed the correspondence dated February 4, 2022 from R. Knowles, Purchasing Process/Risk Manager, regarding Job Description for Materials/Risk Coordinator.

Peterson introduced this item as an update to the warehouse clerk position, with a higher level of duties, including purchasing process and inventory. Local 94 President M. Reger expressed his concern over the lack of a job evaluation process for the position's job class. Commissioner Bayliss stated he was previously on the personnel subcommittee and requested a written plan for a job evaluation process.

Motion by Commissioner Bayliss, supported by Commissioner Babich, to authorize the Job Description for the Purchasing Process/Risk Manager, and develop a written job evaluation process to bring for Commission approval.

Motion carried unanimously.

Item 7.B. The Commission reviewed the correspondence dated February 4, 2022, from L. Peterson, General Manager, regarding Conservation Improvement Program (CIP) Update.

General Manager Peterson introduced Frontier Energy Representative, Doug Eli. Doug gave presentation on the 2021 electric Conversation Improvement Program (CIP) statistics. This item was placed in the Commission file.

No action taken.

Item 8. OLD BUSINESS

Item 8.A. The Commission reviewed the correspondence dated February 4, 2022 from L. Peterson regarding Hospital Water Line Acquisition – tabled from the regular meeting of January 25, 2022.

General Manager Peterson gave update of being in favor of acquiring the private hospital water line and stated this will be an item for the working session on Tuesday, February 15, 2022.

Motion by Commissioner Bayliss, supported by Commissioner Andria, to table this item to the work session of February 15, 2022.

Motion carried unanimously.

Item 8.B. MN Power Update: Verbal Update. Chair Garrity announced that he and Vice Chair Hart has sent a letter to MN Power regarding the March 31, 2022 Agreement deadline, and expect a response by February 9. He specified that if the Agreement was

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not agreeable to the HPU, the HPU would be taking other avenues regarding its transmission of power, but a fair, united partnership with MN Power is the intended outcome.

No action taken.

Item 9. NEW BUSINESS

Item 10. ADJOURNMENT

Motion by Commissioner Bayliss, supported by Commissioner Andria, to adjourn the meeting at 5:53 p.m.

Motion carried unanimously.

Attest:


Patrick Garrity, Chairperson


Morgan Anderson, Commission Secretary

Meeting materials are available at www.hpuc.com
The next regular Commission meeting is scheduled for Tuesday, February 22, 2022 at 5:00 p.m. at the Hibbing City Hall,
Council Chambers, 401 E. 21st St., Hibbing MN 55746.
All COVID-19 Pandemic guidelines must be observed.

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