

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 November 21st, 2023. Meeting held at Hibbing City Hall, 401 E. 21st St., Hibbing MN. Chairperson Hart called the meeting to order at 5:00 p.m. In attendance were Chair Hart; Commissioner Bayliss; Commissioner Babich, Commissioner Stokes, Commissioner Sandstede, Legal Counsel, Andy Borland; General Manager, Luke Peterson; Energy Pricing & Programs Manager Paul Plombon, Utility Engineer Mike West, and Customer Programs & Communication Specialist Eliot Dixon. Also in attendance were HPAT Reps., Ron Wirkkula & Jackson Johns; Local 94 rep. Rich Kampsula and Mark Reger, Baker Tilly rep. Russ Hissom

Item 2. ADDS/DELETES –

Item 3. APPROVAL OF MINUTES

Motion by Commissioner Bayliss, supported by Commissioner Sandstede, to approve the regular meeting minutes of October 24th, 2023.

Motion carried unanimously.

Item 4. CITIZENS FORUM –

Item 5. CONSENT AGENDA

Item 5.A. Approving invoices >\$10,000 & approve the bills & ACH transfers dated October 21st – November 17th, 2023

Item 5.B. Approve the payroll paid & overtime report for the November 2nd & November 16th, 2023 pay dates.

Item 5.C. Acknowledge Last Day of Employment

Item 5.D. Ratify Transformer Purchase for 2024 Items

Item 5.E. Approve Request for Contribution for Tourist Center Senior Citizens in the amount of \$500

Motion by Commissioner Sandstede, Supported by Commissioner Stokes, to approve Consent Agenda items 5.A., 5.B., 5.C., 5.D., & 5.E. presented.

Motion carried unanimously.

Item 6. FINANCIALS & RISK MANAGEMENT

Item 6.A. Review and Approve Interim October 2023 Financials

Motion by Commissioner Stokes, Chair Hart, to Approve Interim October Financials.

Motion carried unanimously

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Item 6.B. Review & Accept Abdo Service Proposal for CY 2023 Auditing Services

Motion by Commissioner Sandstede, Supported by Commissioner Bayliss, to Approve Abdo Service Proposal for CY 2023 Auditing Services.

Motion carried unanimously.

Item 6.C. Approve Hecimovich Mechanical for the Replacement of the Turbine #5 Relief Valve in the amount of \$126,500.

Motion by Commissioner Bayliss, Supported by Commissioner Sandstede, to Approve Hecimovich Mechanical for the Replacement of Turbine #5 Relief Valve.

Motion carried unanimously.

Item 6.D. Authorize Barr Engineering Company for Engineering and Drafting work for Boiler Blow Down System not to exceed \$30,000.

Motion by Chair Hart, Supported by Commissioner Babich to Authorize Barr Engineering for Boiler Blow Down System

Motion carried unanimously.

Item 6.E. Approve Ford of Hibbing for Purchase of Ford F150 4WD in the Amount of \$43,930.76

Motion by Commissioner Stokes, Supported by Commissioner Sandstede to Purchase of Ford F150.

Motion carried unanimously.

Item 6.F. Award Public Bids

Item 6.F.i Award PB 2023-25: TG #3 Major Inspection

Motion by Commissioner Bayliss, Supported by Commissioner Sandstede to declare Mechanical Dynamics & Analysis as non-responsive for failure to meet bid specifications.

Motion carried unanimously.

Motion by Commissioner Bayliss, Supported by Commissioner Stokes to Award PB 2023-25 to ST Cotter

Motion carried unanimously.

Commissioner Bayliss inquired about the success of the updated bidding process. General Manager Peterson stated the warranty listed in the bid specifications deterred a local contractor that HPU has previously worked with, but is confident in the work and assurances laid out in the bid specifications

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Item 6.F.ii Award PB 2023-27: Vegetation Management

Commissioner Bayliss inquired regarding vegetation management being done on Utility Poles owned by Lumen Technologies and shared with HPU. General Manager Peterson stated that poles were not included in the Management Plan and according to existing contracts, Lumen could not be compelled to complete Vegetation Management work.

Motion by Commissioner Babich, Supported by Commissioner Sandstede to Award PB 2023-25 to Zielies Tree Service

Motion carried unanimously.

Item 7. POLICY & GOVERNANCE-

Commissioner Babich requested that Item 7.A and the corresponding Job Descriptions of Item 7.B.i & 7.B.ii be tabled until the Commission could further discuss the topic.

Motion by Commissioner Babich, Supported by Commissioner Stokes to table Agenda Items 7.A, 7.B.i, & 7.B.ii.

Motion carried unanimously.

Item 7.A. Approve 2024 Org Chart

Tabled by above motion of Commissioner Babich

Item 7.B. Approve Job Descriptions/Posting/Advertisement for Listed Positions

Item 7.B.i Utility Resources Manager – Job Description

Tabled by above motion of Commissioner Babich

Item 7.B.ii Utility Operations Supervisor – Job Description & Advertisement

Tabled by above motion of Commissioner Babich

Item 7.B.iii Lead Plant Mechanic Position – Job Description & Posting

Motion by Commissioner Stokes, Supported by Commissioner Sandstede to Approve Job Description and Posting for Lead Plant Mechanic

Motion carried unanimously

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Item 7.B.iv Coal & Ash (Fuel Handler) – Job Description, Posting & Advertisement

Motion by Commissioner Stokes, Supported by Commissioner Bayliss to Approve Job Description, Posting, and Advertisement for Coal & Ash (Fuel Handler)

Motion carried unanimously

Item 7.B.v Coal & Ash Crew Leader Position – Job Description & Posting

Motion by Commissioner Stokes, Supported by Commissioner Bayliss to Approve Job Description and Posting for Coal & Ash Crew Leader

Motion carried unanimously

Item 7.B.vi Biomass Technician – Job Description, Posting, & Advertisement

Motion by Commissioner Stokes, Supported by Commissioner Babich to Approve Job Description, Posting, & Advertisement for Biomass Technician

Motion carried unanimously

Item 7.B.vii Approve Transfer of Chad Rintala to Water Mechanic Apprentice

Motion by Commissioner Sandstede, Supported by Commissioner Bayliss to Approve Transfer of Chad Rintala.

Motion carried unanimously

Item 7.B.viii Meter Reader – Vacancy & Posting

Motion by Commissioner Stokes, Supported by Commissioner Sandstede to Declare vacant and Approve internal and external posting for the Meter Reader Position

Motion carried unanimously

Item 7.C. Approve 2024/Year End Policy Updates

Item 7.C.i Accounting – Asset Capitalization Policy

Motion by Commissioner Babich, Supported by Chair Hart to Approve Asset Capitalization Policy

Motion carried unanimously.

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Item 7.C.ii Personnel – Employee Sick & Save Time

Motion by Commissioner Babich, Supported by Commissioner Hart to Approve Employee Sick & Save Time Policy

Motion carried unanimously.

Item 7.C.iii Customer – Steam Credit

Motion by Commissioner Stokes, Supported by Commissioner Bayliss to Approve Steam Credit Policy

Motion carried unanimously.

Item 7.C.iv Customer – Frozen Water Lines

Meter Shop Foreman Mark Reger clarified that policy stated HPU will no longer thaw frozen water lines for rate payers. General Manager Peterson stated that old policy puts unnecessary liability on HPU.

Motion by Commissioner Sandstede, Supported by Commissioner Stokes to Approve Frozen Water Lines Policy

Motion carried unanimously.

Item 8. OLD BUSINESS–

Item 9. NEW BUSINESS –

General Manager Peterson notified the Commission that he expects actions items to be brought to the December Working Session scheduled December 12th, 2023.

Chair Hart thanked the HPU employees that participated in Hibbing's "Spirit of Unity" Parade on November 20th, 2023.

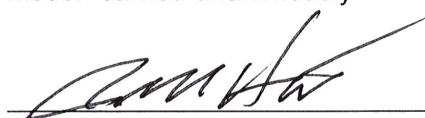
Item 10. ADJOURNMENT

Motion by Commissioner Stokes, supported by Chair Hart, to adjourn the meeting at 5:57 p.m.

Motion carried unanimously

Attest:



Jesse Babich, Commission Secretary

Jeff Hart, Chair

Meeting materials are available at
The next meeting is a working meeting scheduled for Tuesday, December 12th, 2023
at 5:00 p.m. at the Hibbing City Hall, 401 E. 21st St., Hibbing MN 55746.

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