

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 27th, 2024. 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; Utility Resource Manager Stefanie Dickinson, Manager of Power Supply Paul Plombon, Utility Engineer Mike West, and Customer Programs & Communication Specialist Eliot Dixon. Also in attendance were, HPAT Rep. Ron Wirkkula ; & Local 94 reps. Rich Kampsula & Mark Reger, Bolton & Menk rep. Josh Stier, and Baker Tilly rep. Russ Hissom.

Item 2. ADDS/DELETES –

Item 3. APPROVAL OF MINUTES

Motion by Commissioner Babich, supported by Commissioner Sandstede, to approve the regular meeting minutes of January 23rd, 2024.

Motion carried unanimously.

Item 4. CITIZENS FORUM –

Item 5. CONSENT AGENDA

- Item 5.A. Approving invoices >\$1,000 & approve the bills & ACH transfers dated January 20th – February 23rd, 2024
- Item 5.B. Approve the payroll paid & overtime report for the January 25th, February 8th, & February 22nd, 2024 pay dates.
- Item 5.C. Acknowledge Tax Compliance Form for FY 2023
- Item 5.D. Approve Mike West 6-month review and subsequent salary adjustment
- Item 5.E. Approve Request for Contribution; Victory 5k in the amount of \$500
- Item 5.F. Accept resignation with regrets from Peter Jensen, effective March 8th

Commissioner Stokes requested Item 5.D. be pulled from the consent agenda for further discussion

Motion by Chair Hart, Supported by Commissioner Stokes, to approve Consent Agenda items 5.A., 5.B., 5.C., 5.E., & 5.F. as presented.

Motion carried unanimously.

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Item 5.D. – Commissioner Stokes requested that this item be made a discussion item labelled as 7.D. as it relates to discussions to be had in the Policy & Governance portion of the meeting agenda.

Motion by Commissioner Stokes, Supported by Commissioner Sandstede for Item 5.D. to be moved to 7.D. for further discussion.

Motion carried unanimously.

Item 6. FINANCIALS & RISK MANAGEMENT

Item 6.A. Review and Approve January 2024 Financial Reports

Motion by Commissioner Sandstede, Supported by Commissioner Stokes, to Approve January 2024 Financial Reports.

Motion carried unanimously.

Item 6.A.a Approve Resolution 24-02: Deferral of Vegetation Program

Motion by Commissioner Bayliss, Supported by Commissioner Babich, to Adopt Resolution 24-02

Motion carried unanimously.

Item 6.B. Authorize Call for Bids for 2024 Watermain Capital Improvement Projects.

Item 6.B.a. 1st Ave., 1st St. → 4th St. (Kelly Lake)

Commission discussed efforts to coordinate HPU's road restoral with City of Hibbing paving plans and traffic interruptions caused by project. Josh Stier stated project scope includes road restoral work not to interfere with existing City plans and traffic detours have already been planned in coordination with City staff.

Motion by Chair Hart, Supported by Commissioner Stokes, to Approve Call for Public Bids 1st Ave., 1st St. → 4th St. (Kelly Lake)

Motion carried unanimously.

Item 6.B.b. 41st St. (12th Ave → 19th Ave. E)

Motion by Commissioner Bayliss, Supported by Commissioner Babich, to Approve Call for Public Bids 41st St. Project

Motion carried unanimously.

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Item 6.B.c. Hwy 169 Distribution Line (23rd → 25th St.)

Motion by Commissioner Bayliss, Supported by Commissioner Sandstede, to Approve Call for Public Bids Hwy 169 Project.

Motion carried unanimously.

Item 6.C. Approve Novaspect for purchase of Overfire & Draft Controls in the amount of \$78,341.66

HPU manager of Power Supply Paul Plombon discussed standardization of controls with commission. Plombon stated proposed controls are well tested and reliable within industry standards.

Motion by Commissioner Stokes, Supported by Commissioner Sandstede, to Approve Novaspect for purchase of controls in the amount of \$78,341.66.

Motion carried unanimously.

Item 6.D. Approve S.T. Cotter for TG3 Rotor Repairs and Balancing in the amount of \$36,843.75

Commission discussed project's effects on HREC insurance rates. HPU Manager of Power Supply Paul Plombon stated HPU fulfilled insurer's requirements for project to be completed.

Motion by Chair Hart, Supported by Commissioner Bayliss, to Approve S.T. Cotter for TG3 Rotor Repairs and Balancing in the amount of \$36,843.75.

Motion carried unanimously.

Item 6.E. Approve lease of two Mitsubishi Outlanders from MN Fleet

Commission and Staff discussed price comparisons and use of vehicles for admin and engineering staff.

Motion by Commissioner Babich, Supported by Commissioner Bayliss, to Approve lease of two Mitsubishi Outlanders from MN Fleet

Motion carried unanimously.

Item 7. POLICY & GOVERNANCE-

Item 7.A. Approve Hiring of Jill Zallar as Customer Service Supervisor

Commissioners determined that they were not comfortable moving forward until Commission members had further time to discuss Org Chart in a Working Session. Legal Counsel Andy Borland recommended the Commission take no action on items 7.A., 7.B., & 5.D. and direct the three items be discussed at the following Working Session.

No action taken by Commission

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Item 7.B. Approve Appointment of Samantha Adams to Engineering Analyst Position

No action taken by Commission.

Item 7.C. Approve Job Description, Declare Vacancy, and Authorize staff to post internally and externally a Lineman Apprentice starting Feb. 28th, 2024.

Motion by Commissioner Stokes, Supported by Commissioner Sandstede, to Approve Job Description, Declare Vacancy, and Authorize staff to post internally and externally and Lineman Apprentice beginning Feb. 28th, 2024.

Motion carried unanimously.

Item 7.D. (Moved from 5.D.) Approve Mike West 6-month review and subsequent salary adjustment.

No action taken by Commission

Motion by Commissioner Bayliss, Supported by Commissioner Babich to refer items 5.D., 7.A., & 7.B. to the March 12th Commission Working Session.

Motion carried unanimously.

Item 8. OLD BUSINESS--


Item 9. NEW BUSINESS --

Item 10. ADJOURNMENT


Motion by Commissioner Bayliss, supported by Commissioner Stokes, to adjourn the meeting at 5:45 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, March 12th, 2024
at 5:00 p.m. at the Hibbing City Hall, 401 E. 21st St., Hibbing MN 55746.

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