



**HIBBING PUBLIC UTILITIES COMMISSION**

**MEETING AGENDA**

**Date: December 22, 2020 Time: 5:00 – 7:00 p.m.**

Chairperson J. Hart	_____	Commissioner J. Bugliosi	_____
Commissioner J. Bayliss	_____	Commissioner J. Stokes	_____
Commissioner P. Garrity	_____	Legal Counsel A. Borland	_____
General Manager	_____	Finance Director J. Lane	_____
Dir. Power Production R. Nyberg	_____	Dir. Utility Op. C. Lubovich	_____
Dir. Electrical Systems D. Chase	_____	Admin. Assistant P. Lange	_____
Safety/Env/Facilities Mgr. P. Karakash	_____	Local 94 President M. Reger	_____

1. CALL TO ORDER
2. ADDS/DELETES
3. APPROVAL OF MINUTES: December 8, 2020
4. CITIZENS' FORUM: *Maximum amount of time per item: 5 minutes*
5. CONSENT AGENDA
  - A. Consider approving invoices >\$10,000 & review and approve the bills from December 4, 2020 to December 17, 2020, check numbers 43875 to 43951 & ACH transfers 12042002 to 12172001.
  - B. Review and approve the payroll paid & overtime report for the December 18, 2020 pay date.
  - C. Approve LMCIT Workers' Compensation insurance quote for 2021
  - D. Approve Change Order for Delta V PRV Controls Integration Project
  - E. Voluntary Residential Heat Conversion Loan Approvals
  - F. Approve CUST001 Electric Meters Policy Exempt
6. BIDS/QUOTES
  - A. Wellhead Protection Plan 2021 – *action requested*
  - B. 2021 New Natural Gas Service Materials List – *action requested*
  - C. Approve a Contract for Performance Testing – Boilers 1, 2, and 3 – *action requested*
  - D. Approve Consulting Services for Modification of HPU Title V Air Permit – *action requested*
  - E. Approve Civic Systems services – *action requested*
  - F. Approve Novaspect Annual Support Service – *action required*
  - G. Approve Blanket Quotes for 2021- *action requested*
    - Truck and Operator Rental
    - Dirt/Gravel
    - Water Treatment Chemicals
    - Domestic H2O Testing
    - Blacktop
    - Unleaded Fuel
    - Diesel Fuel
    - Boilermaker
    - Mill Wright
    - Vacuum Cleaning Services
    - HI Temp Insulation
7. PERSONNEL/POLICY
  - A. Approve the resignation of B. Warren – *action requested*
  - B. Approve separation of employment for S. Schmidtbauer – *action requested*
  - C. Approve Job Posting No. 20-16 Assistant Line Crew Leader – *action requested*
  - D. Approve job description Warehouse Person/Utility Worker – *action requested*

- E. Approve job description Customer Account Representative – Customer Programs and Delinquent Accounts Receivable – *action requested*
  - F. Approve job description Customer Account Representative – Accounts Receivable Collections – *action requested*
  - G. Approve job description Customer Account Representative – New Service, Work Orders, Customer Communications – *action requested*
  - H. Approve job description Utility Billing Specialist – Customer Account Representative Supervisor – *action requested*
- 8. Department Reports
  - 9. November Financial Statements
  - 10. OLD BUSINESS
    - A.
  - 11. NEW BUSINESS
    - A.
  - 12. ADJOURNMENT

Meeting materials are available at [www.hpuc.com](http://www.hpuc.com)

**The next regular Commission meeting is scheduled for Tuesday, January 12, 2020 at 5:00 p.m. virtual**

**Pursuant to MN § 13D.021 Subd. 1(1)(2)(3)(4), the HPU Commission will meet by phone without anyone else being present at the regular site due to the COVID-19 pandemic.**

**City Hall will no longer be open for HPU Commission meetings until further notice due to the COVID-19 pandemic and no one will be at City Hall for the meeting due to the COVID-19 pandemic**