

# **MINUTES OF THE PROCEEDINGS**

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

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December 11, 2018

Minutes of the regular meeting of the Public Utilities Commission, Hibbing, Minnesota held on December 11, 2018, at Hibbing Public Utilities, 1902 E. 6<sup>th</sup> Ave., Hibbing, MN 55746. Chairperson Garrity called the meeting to order at 5:00 p.m. In attendance were Chairperson Garrity; Commissioner McGuire; Commissioner Hart; Commissioner Rian; Commissioner Bugliosi; Legal Counsel, Andy Borland; General Manager, Scott Hautala; Director of Finance, Jean Lane; Director of Utility Operations, Corey Lubovich; Administrative Assistant, Penny Lange; and Superintendent of Electrical Systems, Esko Savela. Also in attendance were HPAT, Ron Wirkkula; Hibbing Daily Tribune, Carrie Manner; Local 94 employee M. Reger, and Citizen, Dan Chase.

## **ADDS/DELETES**

- Request by General Manager Hautala to add under New Business Item 10.A.: RFP for Natural Gas Purchasing & Administrative Services
- Request by Finance Director Lane to delete from the Agenda the Working Session Minutes of November 19, 2018.
- Clarify Item 5.C. paydate is December 6, 2018.
- Director of Finance Lane distributed materials from the "Respectful Workplace Training" held earlier in the day for HPU employees.
- Director of Finance Lane thanked HPAT Rep., Wirkkula for providing materials on "Roberts Rules of Order".
- Commissioner McGuire requested to pull Item 9.A. Steam Distribution Discussion.

## **APPROVAL OF MINUTES**

Motion by Commissioner McGuire, supported by Commissioner Bugliosi, to approve the regular meeting minutes of November 27, 2018.

Motion carried unanimously.

**CITIZENS FORUM** - No One Present

## **CONSENT AGENDA**

Commissioner McGuire requested to pull Item 5.E. Contracts: Consolidated Communications – Telephone Service.

Motion by Commissioner Rian, supported by Commissioner Hart, to approve the following consent agenda items:

- 5.A. Review and approve the items over \$5,000.
- 5.B. Review and approve the bills from November 21, 2018 through December 5, 2018, check numbers 39073 through 39151 & ACH transfer 11301801 to 11301803.
- 5.C. Review and approve the payroll paid and overtime report for the December 6, 2018 paydate.
- 5.D. 2019 Commission Meeting Schedule

Motion carried unanimously.

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Motion by Commissioner Rian, supported by Commissioner McGuire to authorize Consolidated Communications – Telephone Service.

Motion carried unanimously.

### **PUBLIC BIDS & QUOTES**

The Commission reviewed the correspondence dated December 7, 2018 from C. Lubovich regarding Award Public Bid No. 04-18: Pipefitter Services for CY 2019.

Motion by Commissioner Bugliosi, supported by Commissioner McGuire, to Award Public Bid No. 04-18: Pipefitter Services for CY 2019 to Hecimovich Mechanical, the low qualified bidder.

Motion carried unanimously.

The Commission reviewed the correspondence dated December 7, 2018 from C. Lubovich regarding Award Public Bid No. 05-18: Dig Preparation & Restoral for CY 2019.

Motion by Commissioner Bugliosi, supported by Commissioner Hart, to Award Public Bid No. 05-18: Dig Preparation & Restoral for CY 2019 to Bougalis Construction, the low qualified bidder.

Chairperson Garrity opposed.

Motion carried 4-1.

### **PERSONNEL/POLICY**

The Commission reviewed the correspondence dated December 7, 2018 from S. Hautala regarding Director of Electrical Systems Hiring.

Motion by Commissioner Rian, supported by Commissioner Hart, to authorize the hiring of Mr. Dan Chase tentatively effective January 7, 2019, as per the Agreement and the Management Compensation Package.

Motion carried unanimously.

The Commission reviewed the correspondence dated December 11, 2018 from J. Lane regarding Revise Employee Policy EMPL117: Vacation and/or Personal Day Donation Policy – Include Compensatory Time.

Motion by Commissioner McGuire, supported by Commissioner Rian to adopt the changes regarding Revise Employee Policy EMPL117: Vacation and/or Personal Day Donation Policy – Include Compensatory Time.

Motion carried unanimously.

### **FINANCE**

The Commission reviewed the correspondence dated December 11, 2018 from J. Lane regarding Draft Operations & Capital Budget. Lengthy discussion held.

No action taken.

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**OLD BUSINESS**

**NEW BUSINESS**

The Commission reviewed the correspondence dated December 11, 2018 from S. Hautala regarding Request for Approval to Issue an RFP for Natural Gas Purchasing & Administration Services.

Motion by Commissioner Rian, supported by Commissioner Bugliosi, to approve issuing an RFP for Natural Gas Purchasing & Administration Services.

Motion carried unanimously.

**ADJOURNMENT**

Motion by Commissioner McGuire, supported by Commissioner Rian, to adjourn the Open meeting 5:40 p.m.

Motion carried unanimously.

**CLOSED SESSION**

5:59 p.m. Present in the Closed Session was Chairperson Garrity; Commissioner McGuire; Commissioner Rian; Commissioner Hart; Commissioner Bugliosi; Legal Counsel, Andy Borland; General Manager, Scott Hautala; and Director of Finance, Jean Lane.

Motion by Commissioner Bugliosi supported by Commissioner Rian, to enter into Open Session at 7:14 p.m.

Motion carried unanimously.

Attest:

  
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Patrick Garrity, Chairperson

  
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Jean Lane, Commission Secretary

*The next regular Commission meeting is scheduled for Tuesday, December 27, 2018 at 5:00 p.m. at the Hibbing Public Utilities Commission Meeting Room, 1902 E. 6<sup>th</sup> Ave., Hibbing, MN 55746*