

# MINUTES OF THE PROCEEDINGS

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

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May 12, 2020

Minutes of the regular meeting of the Public Utilities Commission, Hibbing, Minnesota held on May 12, 2020. Meeting held via GoToMeeting, 1902 E. 6<sup>th</sup> Ave., Hibbing, MN 55746. Chairperson Hart called the meeting to order at 5:01 p.m. In attendance were Chairperson Hart; Commissioner Bugliosi; Commissioner Bayliss; Commissioner Stokes; Commissioner Garrity; Legal Counsel, Andy Borland; Director of Finance, Jean Lane; Admin. Assistant, Penny Lange; Director of Power Production, Bob Nyberg; and Director of Electrical Systems, Dan Chase. Also in attendance was HPAT Rep., R. Wirkkula; and Barr Engineering Rep, Jon Minne. Absent from the meeting was Director of Utility Operations, Corey Lubovich.

*Pursuant to MN § 13D.021 Subd. 1(1)(2)(3)(4), the HPU Commission will meet by phone due to the COVID-19 pandemic.*

## **Item 2. ADDS/DELETES**

## **Item 3. APPROVAL OF MINUTES**

Item 5.A. Motion by Commissioner Bugliosi, supported by Commissioner Stokes, to approve the the regular meeting minutes of April 28, 2020.

Commissioner Bayliss – support  
Commissioner Garrity – support  
Commissioner Stokes – support  
Commissioner Bugliosi – support  
Chairperson Hart – support  
Motion carried unanimously.

## **Item 4. CITIZENS FORUM - No One Present**

## **Item 5. CONSENT AGENDA**

Motion by Commissioner Bayliss, supported by Commissioner Stokes, to approve the following consent agenda items:

Item 5.A. Review and approve the items over \$10,000 and review and approve the bills from April 27, 2020 through May 6, 2020, check numbers 42650 through 42678 & ACH transfers 4272001 to 5012002.

Item 5.B. Review and approve the payroll paid and overtime report for the May 7, 2020 payday.

Item 5.C. Virtual Graduation Sponsorship: Hibbing Daily Tribune.

Item 5.D. Non-Director Supervisory Assignment.

Commissioner Bayliss – support  
Commissioner Stokes – support  
Commissioner Garrity – support  
Commissioner Bugliosi – support  
Chairperson Hart – support  
Motion carried unanimously.

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## PUBLIC BIDS & QUOTES

Item 6.A. The Commission reviewed the correspondence dated May 12, 2020 from C. Lubovich regarding Water Main Replacement Bunker Rd. Fire No 3402-3423. Barr Engineering Rep., Jon Minne gave background.

Motion by Commissioner Hart, supported by Commissioner Bayliss, to approve the proposal for Engineering Services from Barr Engineering in the amount of \$29,800 for Water Main Replacement Bunker Road Fire No. 3402-3423.

Commissioner Bayliss – support  
Commissioner Stokes – support  
Commissioner Garrity – support  
Commissioner Bugliosi – support  
Chairperson Hart – support  
Motion carried unanimously.

## PERSONNEL/POLICY

Item 7.A.& B. The Commission reviewed the correspondence dated May 12, 2020 from J. Lane regarding HPU Personnel & Rate Structure/Customer Issue & Policy Advisory Subcommittee. Commissioner Stokes suggested to have the same Commissioner sit on the Grievance Subcommittee that is appointed to the Personnel Subcommittee, as the topics relate.

Item 7.B. Motion by Commissioner Stokes, supported by Commissioner Bugliosi, to nominate Commissioner Garrity to the Rate Structure/Customer Issue & Policy Advisory Subcommittee.

Commissioner Bayliss – support  
Commissioner Stokes – support  
Commissioner Garrity – support  
Commissioner Bugliosi – support  
Chairperson Hart – support  
Motion carried unanimously.

Item 7.B. Motion by Chairperson Hart, supported by Commissioner Stokes, to nominate Commissioner Bugliosi to the Rate Structure/Customer Issue & Policy Advisory Subcommittee.

Commissioner Bayliss – support  
Commissioner Stokes – support  
Commissioner Garrity – support  
Commissioner Bugliosi – support  
Chairperson Hart – support  
Motion carried unanimously.

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Item 7.A. Motion by Chairperson Hart, supported by Commissioner Garrity, to nominate Commissioner Stokes to the Personnel & Grievance Subcommittee.

Commissioner Bayliss – support  
Commissioner Stokes – support  
Commissioner Garrity – support  
Commissioner Bugliosi – support  
Chairperson Hart – support  
Motion carried unanimously.

Item 7.A. Motion by Commissioner Bugliosi, supported by Commissioner Stokes, to nominate Commissioner Bayliss to the Personnel & Grievance Subcommittee.

Commissioner Bayliss – support  
Commissioner Stokes – support  
Commissioner Garrity – support  
Commissioner Bugliosi – support  
Chairperson Hart – support  
Motion carried unanimously.

Item 7.C. The Commission reviewed the correspondence dated May 12, 2020 from J. Lane regarding Appoint Member to Power Supply Negotiations Subcommittee.

Motion by Commissioner Stokes, supported by Commissioner Bayliss, to nominate Commissioner Garrity to the Power Supply Negotiations Subcommittee.

Commissioner Bayliss – support  
Commissioner Stokes – support  
Commissioner Garrity – support  
Commissioner Bugliosi – support  
Chairperson Hart – support  
Motion carried unanimously.

Motion by Commissioner Bugliosi, supported by Commissioner Bayliss, to nominate Chairperson Hart to the Power Supply Negotiations Subcommittee.

Commissioner Bayliss – support  
Commissioner Stokes – support  
Commissioner Garrity – support  
Commissioner Bugliosi – support  
Chairperson Hart – support  
Motion carried unanimously.

Item 7.D. The Commission reviewed the correspondence dated May 12, 2020 from J. Lane regarding Appoint Member to Commission Grievance Committee. Per Legal Counsel, this item was addressed in Item 7.A. and is incorporated into the Personnel Subcommittee.

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Item 7.E. The Commission reviewed the correspondence dated May 12, 2020 from D. Chase regarding Approve Design Engineering Technician – Electrical Emphasis Job Description. D. Chase gave presentation.

Motion by Commissioner Stokes, supported by Commissioner Bayliss, to authorize the following Resolution:

NOW THEREFORE BE IT RESOLVED THAT the HPUC approve the new Job Description for Design Engineering Technician – Electrical Emphasis.

Commissioner Bayliss – support  
Commissioner Stokes – support  
Commissioner Garrity – support  
Commissioner Bugliosi – support  
Chairperson Hart – support  
Motion carried unanimously.

Item 7.F. The Commission reviewed the correspondence dated April 28, 2020 from D. Chase regarding Approve Design Engineering Technician – Mechanical/Civil Emphasis Job Description.

Motion by Commissioner Stokes, supported by Commissioner Bayliss, to approve the Design Engineering Technician – Mechanical/Civil Emphasis Job Description with changes to strike out the eight (8) bullet points under Instrument and Controls and all language relating the Instrumentation and Controls, and incorporate Locating services to the Job Description.

Commissioner Bayliss – support  
Commissioner Stokes – support  
Commissioner Garrity – support  
Commissioner Bugliosi – oppose  
Chairperson Hart – oppose  
Motion carried 3-2.

Item 7.G. The Commission reviewed the correspondence dated April 28, 2020 from D. Chase regarding Authorization to Post for Design Engineering Technician – Electrical Emphasis Job Description.

Motion by Commissioner Stokes, supported by Commissioner Bayliss to authorize to post Job Posting No. 2020-04: Design Engineering Technician Electrical Emphasis.

Commissioner Bayliss – support  
Commissioner Stokes – support  
Commissioner Garrity – abstain  
Commissioner Bugliosi – support  
Chairperson Hart – support  
Motion carried unanimously.

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Item 7.H. The Commission reviewed the correspondence dated April 28, 2020 from D. Chase regarding Authorize to Post for Design Engineering Technician – Mechanical/Civil Emphasis Job Description.

Motion by Commissioner Stokes, supported by Commissioner Bayliss, to approve Job Posting No. 2020-05: Design Engineering Technician – Mechanical/Civil Emphasis.

Commissioner Bayliss – support  
Commissioner Stokes – support  
Commissioner Garrity – abstain  
Commissioner Bugliosi – oppose  
Chairperson Hart – oppose  
Motion failed 2-2.

Commission Secretary J. Lane requested clarification to the Personnel Subcommittee motion. Legal Counsel stated that he understood that the subcommittees will hold authority to make recommendations due to the vacant General Manager position and bring them to the Commission for final decision when the situation presents itself.

## OLD BUSINESS

## NEW BUSINESS

## ADJOURNMENT

Motion by Commissioner Bugliosi, supported by Commissioner Bayliss, to adjourn the meeting at 6:09 p.m.

Commissioner Bayliss – support  
Commissioner Stokes – support  
Commissioner Garrity – support  
Commissioner Bugliosi – support  
Chairperson Hart – support.  
Motion carried unanimously.

Attest:



Jean Lane, Commission Secretary

  
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Jeffrey Hart, Chairperson

*The next regular Commission meeting is scheduled for Tuesday, May 28, 2020 at 5:00 p.m.  
Pursuant to MN § 13D.021 Subd. 1(1)(2)(3)(4), the HPU Commission will meet by phone with no one 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*