

# MINUTES OF THE PROCEEDINGS

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

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Page One

July 14, 2020

Minutes of the regular meeting of the Public Utilities Commission, Hibbing, Minnesota held on July 14, 2020. Meeting held via GoToMeeting, 1902 E. 6<sup>th</sup> Ave., Hibbing, MN 55746. Chairperson Hart called the meeting to order at 5:03 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. Absent from the meeting was Director of Utility Operations; Corey Lubovich due to technological difficulties.

*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 Bayliss, supported by Commissioner Bugliosi, to approve the regular meeting minutes of June 23, 2020.

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

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

## **Item 5. CONSENT AGENDA**

Commissioner Bugliosi requested to pull Item 5.B. Review and approve the payroll paid and overtime report for the July 2, 2020 paydate.

Motion by Commissioner Garrity supported by Commissioner Bugliosi, 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 June 19, 2020 through July 9, 2020, check numbers 42975 through 43087 & ACH transfers 6192001 to 7032002.

Item 5.C. The Commission reviewed the correspondence regarding Voluntary Residential Heat Conversion Loan Program: Loan Approval.

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

# MINUTES OF THE PROCEEDINGS

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

Page Two

July 14, 2020

Item 5.B. Review and approve the payroll paid and overtime report for the July 2, 2020 paydate. Commissioner Bugliosi questioned the severance – no retirement line item. J. Lane gave clarification.

Motion by Commissioner Bugliosi, supported by Commissioner Bayliss to approve Item 5.B. Review and approve the payroll paid and overtime report for the July 2, 2020 paydate.

## BIDS & QUOTES

Item 6.A. The Commission reviewed the correspondence dated July 14, 2020 from C. Lubovich regarding Lincoln School Condensate Main Return Repair Project 2020.

Motion by Chairperson Hart, supported by Commissioner Stokes, to authorize award of the Lincoln School Condensate Main Return Repair Project 2020 to Hecimovich Mechanical in the amount off \$28,800.00, and approve the HPU purchase of 440 LF of 3” diameter schedule 40 stainless steel pipe in the amount of \$7,854.00, for a total of \$36,654 plus pipe sales tax & freight.

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

Item 6.B. The Commission reviewed the correspondence dated July 14, 2020 from D. Chase regarding Award Public Bid No. 01-2020: Electrical Distribution Vegetation Management. Lengthy discussion held.

Motion by Chairperson Hart to award Public Bid No. 01-2020: Electrical Distribution Vegetation Management to Lake States Tree Service.

Motion failed for lack of second.

Motion by Commissioner Bayliss, supported by Commissioner Stokes to table this item to the next meeting.

Commissioner Bayliss – support  
Commissioner Stokes – support  
Commissioner Garrity – support  
Commissioner Bugliosi – support  
Chairperson Hart – oppose  
Motion carried 4-1.

## PERSONNEL/POLICY

Item 7.A. The Commission reviewed the correspondence dated July 14, 2020 from C. Lubovich regarding Job Description Approval: Water Mechanic.

# MINUTES OF THE PROCEEDINGS

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

---

Page Three

July 14, 2020

Motion by Commissioner Bayliss, supported by Commissioner Bugliosi, to approve the HPU Water Mechanic Job Description as presented.

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

Item 7.B. The Commission reviewed the correspondence dated July 14, 2020 from C. Lubovich regarding Approve Job Posting 20-06: Apprentice Water Mechanic.

Motion by Commissioner Stokes, supported by Commissioner Bayliss, to authorize to Post Job Posting No. 20-06: Apprentice Water Mechanic.

Commissioner Bayliss – support  
Commissioner Stokes – support  
Commissioner Garrity – support  
Commissioner Bugliosi – oppose  
Chairperson Hart – support  
Motion carried 4-1.

Item 7.C. The Commission reviewed the correspondence dated July 14, 2020 from C. Lubovich regarding Award Job Posting No. 20-05: Apprentice Heat Mechanic.

Motion by Commissioner Stokes, supported by Commissioner Garrity, to authorize award of Job Posting No. 20-05: Apprentice Heat Mechanic to Mr. Brian Berg, the senior qualified candidate.

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 July 14, 2020 from R. Nyberg and J. Lane regarding Approve Plant Operations Auxiliary Operator I/Utility Worker job description.

Motion by Commissioner Bugliosi, supported by Commissioner Bayliss, to approve the following Resolution:

NOW THEREFORE, BE IT RESOLVED THAT the HPU Commission approve the Plant Operations Auxiliary Operator I/Utility Worker Job Description.

Commissioner Bayliss – support  
Commissioner Stokes – oppose  
Commissioner Garrity – oppose

**MINUTES OF THE PROCEEDINGS**  
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---

Page Four

July 14, 2020

Commissioner Bugliosi – support  
Chairperson Hart – support  
Motion carried 3-2.

**OLD BUSINESS**

**NEW BUSINESS**

Item 9.A. The Commission discussed a working session for: Financial Discussion & Allocations; Hutchinson Field Inspection; City Council Steam Conversion Questions; HPU Internet Service Proposal; and Future Loan Program options.

Motion by Chairperson Hart, supported by Commissioner Bugliosi, to hold a work session for: Financial Discussion & Allocations; Hutchinson Field Inspection; City Council Steam Conversion Questions; HPU Internet Service Proposal; and Future Loan Program options on Monday, July 27, 2020 at 5:00 p.m. at the Hibbing City Hall, City Council Chambers, 400 E. 21<sup>st</sup> St., Hibbing MN.

**ADJOURNMENT**

Motion by Commissioner Bayliss, supported by Commissioner Bugliosi, to adjourn the meeting at 6:33 p.m.

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

Attest:

  
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Jean Lane, Commission Secretary

  
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Jeffrey Hart, Chairperson

*The next regular Commission meeting is scheduled for Tuesday, July 28, 2020 at 5:00 p.m. at the Hibbing City Hall, 400 E. 21<sup>st</sup> St., Hibbing MN 55746*

*COVID-19 pandemic protocol is required at City Hall*