

MINUTES OF THE PROCEEDINGS

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

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January 12, 2021

Minutes of the regular meeting of the Public Utilities Commission, Hibbing, Minnesota, 1902 E. 6th Ave., Hibbing, MN 55746, held on January 12, 2021. Meeting held virtually via Go-To-Meeting due to COVID-19 Pandemic. In attendance were Chairperson Hart, Commissioner Bugliosi; Commissioner Bayliss; Commissioner Stokes; Commissioner Garrity; Legal Counsel, Andy Borland; Director of Finance, Jean Lane; Director of Utility Operations; Corey Lubovich; Director of Electrical Systems, Dan Chase; and Purchasing & Project Manager Chris Zubich. Also in attendance was HPAT Representative.

Item 2. ADDS/DELETES

Finance Director, Jean Lane, requested to remove under New Business, Item 9.A. Set Special Meeting: Hiring General Manager.

Item 3. APPROVAL OF MINUTES

Motion by Commissioner Bugliosi, supported by Commissioner Bugliosi to approve the December 22, 2020 minutes as presented.

Roll call vote.

Motion carried unanimously.

Item 4. CITIZENS FORUM - None

Item 5. CONSENT AGENDA

Item 5.A. Review & approve the bills from December 18, 2020 to January 8, 2021, check numbers 43952 to 44038 & ACH transfers 12182001 to 12232004.

Item 5.B. Review and approve the payroll paid & overtime report for the December 31, 2020 pay date.

Item 5.C. Approve Voluntary Residential Heat Conversion Loan Approvals

Item 5.D. Approve Change Order #2 for New HPU Well 3B VFD/Filter/Motor Shroud

Item 5.E. Approved revised resignation date: C. Zubich, Purchasing & Project Manager to March 8, 2021

Roll call vote.

Motion carried unanimously.

Item 6. BIDS & QUOTES

Item 6.A. The Commission reviewed the correspondence dated January 12, 2021, from P. Karakash regarding request for the annual support and maintenance contract for HPU Teledyne Monitor Labs emission monitors. P. Karakash gave background & presentation.

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

NOW THEREFORE BE IT RESOLVED THAT the HPU Commission authorize award of the annual contract to CEM Source (sole source) in the amount of \$42,250 for CY 2021 Plant Stack Emissions Monitor support and maintenance.

Roll call vote.

Motion carried 4-1.

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Item 6.B. The Commission reviewed the correspondence from J. Lane dated January 12, 2021 regarding the leaking power plant roof above boilers #1 and #2. This roof area is over 20 years old and can no longer be repaired. The area is approximately 3,600 square feet with several equipment and venting areas. The leaking areas are directly over some power plant operations equipment.

Four vendors were requested for a roof replacement quotation. The lowest quote was from Range Cornice and Roofing in the amount of \$65,575. There may be additional work required and either done at the time of the roof replacement it will be a change order or if done at a later date then a separate repair.

HPU Commission members asked when the roof was reported to be leaking and if at an earlier date why wasn't this brought forward for Commission action. Ms. Lane and Mr. Zubich responded the roof leaking was documented in July 2020 and did not know why the roof replacement was not brought forward for Commission action.

Motion by Commissioner Garrity, supported by Chairperson Hart to award the Power Plant Roof Replacement to the lowest responsible vendor, Range Cornice & Roofing in the amount of \$65,575.

Roll call vote.

Motion carried unanimously.

Item 7. PERSONNEL/POLICY

Item 7.A. The Commission reviewed the correspondence from J. Lane dated January 12, 2021 regarding the retirement of Mr. Thomas Ricci. Mr. Ricci submitted his retirement notice with his last day of work on January 8, 2021 and his last day of employment on February 12, 2021. Chairperson Hart thanked Mr. Ricci for his years of service.

Motion by Commissioner Stokes supported by Commissioner Bugliosi to approve the following Resolution:

NOW THEREFORE BE IT RESOLVED THAT the HPU Commission approve the retirement of Mr. Thomas Ricci effective February 12, 2021.

Roll call vote.

Motion carried unanimously.

Item 7.B. The Commission reviewed the correspondence dated January 12, 2021 from C. Lubovich regarding Approve Job Posting No. 21-01: Apprentice Heat Mechanic.

Commissioner Stokes spoke about the possibility of an internal welder position at HPU. Commissioner Stokes stated he would like to have more discussions regarding an internal welder position and review the possibility to separate the heat crew into a distinct gas crew and steam crew.

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

Roll call vote.

Motion carried unanimously.

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Item 7.C. The Commission reviewed the correspondence dated January 12, 2020 from C. Lubovich regarding request to post Job Posting 21-01: Assistant Crew Leader due to the retirement of Mr. Ricci.

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

NOW THEREFORE BE IT RESOLVED THAT the HPU Commission authorize Job Posting No. 21-02: Assistant Crew Leader.

Commissioner Bayliss, and Commissioner Bugliosi rescinded the above motion and second.

Motion by Commissioner Bayliss, supported by Commissioner Bugliosi to table Item 7.C. Approve Job Posting No. 21-02: Assistant Crew Leader: Heat Department, and have discussion regarding separating the Heat crew into two distinct crews.

Roll call vote.

Motion carried unanimously.

Item 7.D. The Commission reviewed the correspondence dated January 12, 2021 from D. Chase regarding the hiring of Michael West for the position of Engineering Design Technician.

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

NOW THEREFORE, BE IT RESOLVED, THAT the HPU Commission approve hiring Michael West for the position of Engineering Design Technician, contingent upon the acceptable results of pre-employment screening process.

Roll call vote.

Motion carried unanimously.

Item 8. OLD BUSINESS - None

Item 9. NEW BUSINESS - None

Item 10. ADJOURNMENT


Motion by Commissioner Bugliosi, supported by Commissioner Stokes, to adjourn the meeting at 5:40 p.m.

Motion carried unanimously.

Attest:



Jean Lane, Commission Secretary



Jeffrey Hart, Chairperson

Meeting materials are available at www.hpuc.com
The next regular Commission meeting is scheduled for Tuesday, January 26, 2021 at 5:00 p.m. Due to COVID-19,
HPU Commission meetings are held virtually via Go-To-Meeting

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