

MINUTES OF THE PROCEEDINGS

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

Minutes of the regular meeting of the Public Utilities Commission, Hibbing, Minnesota, 1902 E. 6th Ave., Hibbing, MN 55746, held on December 14, 2021. Meeting held at Hibbing City Hall, 401 E. 21st St., Hibbing MN. Chairperson Garrity called the meeting to order at 5:00 p.m. In attendance were Chairperson Garrity, Commissioner Hart; Commissioner Bayliss; Commissioner Babich; Commissioner Andria; Legal Counsel, Andy Borland; General Manager, Luke Peterson; Financial Controller, Morgan Anderson; and Administrative Coordinator, Penny Rutchasky. Also in attendance were HPAT Reps., Ron Wirkkula, & Kivanna Hill; Local 94 President, Mark Reger; and Citizen, Jeffrey Stokes.

Item 2. ADDS/DELETES:

- General Manager Peterson requested to discuss rescheduling the next regular Commission meeting of December 28, 2021.
- General Manager Peterson to pull Item 7.B. Award Public Bid No. 08-2021: Pipefitter Services for CY 2022.

Item 3. APPROVAL OF MINUTES

Motion by Commissioner Bayliss, supported by Commissioner Hart, to approve the regular meeting minutes of November 23, 2021.

Motion carried unanimously.

Item 4. CITIZENS FORUM – None

Item 5. CONSENT AGENDA

Item 5.A. Approve invoices over \$10,000 and approve the bills and ACH transfers from November 23 to December 10, 2021.

Item 5.B. Review and approve payroll paid & overtime report for the December 2, 2021 pay date.

Item 5.C. Accept Last Day of Employment: M. West December 17, 2021.

Item 5.D. Authorize Overnight Travel: L. Peterson, Financing Community Projects Training, St. Cloud, MN.

Item 5.F. Request for Contribution: HHS Yearbook Committee \$100

Item 5.G. Request for Contribution: HHS 2022 Graduate Banners – In Kind Service to Install Banners

Motion by Commissioner Bayliss, supported by Commissioner Andria, to approve Consent Agenda Items 5.A., 5.B., 5.C., 5.D., 5.E., 5.F., & 5.G., as presented.

Motion carried unanimously.

Item 6. FINANCIAL STATEMENTS

Item 6.A. The Commission reviewed the correspondence regarding 3rd Quarter Financials. M. Anderson, Financial Controller gave a review of the income statement; the format has changed and it is a draft, but is still important the Commission review. Year to date actuals on the Income Statement reflect the Gas, Water and Steam departments showing a profit, and did better than budgeted. The only loss was in the electric department, but it was large enough to cause an overall operating loss. In total, for the Quarter ending September 30, HPU had an operating profit of \$269,330. Chair Garrity reiterated the importance of a fair MP contract which will impact the HPU financials, stating that the financials are better or equal to last year at this time and thanking M. Anderson.

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Discussion held regarding changing the regular meeting of December 28, 2021.

Item 6.B. The Commission reviewed the correspondence dated December 10, 2021 from L. Peterson, General Manager, regarding 2022 Budget Discussion Continuation. Peterson stated this discussion will continue at the next meeting once a date has been set.

Item 7. BIDS & QUOTES

Item 7.A. The Commission reviewed the correspondence dated December 10, 2021 from L. Peterson, General Manager, regarding Request to Award Public Bid No. 07-2021: Dig Prep & Restoral for CY 2022.

Peterson gave background that this is an annual bid, and the bid returns reflect SBS as the low bidder, recommending award at this time.

Motion by Commissioner Hart supported by Commissioner Babich to award Public Bid No. 07-2021: Dig Prep & Restoral for CY 2022 to SBS, Inc., the low qualified bidder.

Motion carried unanimously.

Item 7.C. The Commission reviewed the correspondence dated December 10, 2021 from L. Peterson, General Manager, regarding Request to Award Blanket Quotes for CY 2022.

Peterson said annually HPU sends out to vendors for quotation several reoccurring operations services or products. It was noted for the Commission decision when reviewing the award should include "award to the lowest contractor utilized based on availability".

Motion by Commissioner Bayliss, supported by Commissioner Hart to award Quote 2022-01: Truck & Operator Rental to Tony's Equipment Repair for 2022.

Motion carried unanimously.

Motion by Commissioner Hart, supported by Commissioner Bayliss to award Quote 2022-02: Gravel to award to the lowest contractor utilized gravel/rock/dirt product to SBS Inc., Bougalis Construction, and Kubena Construction for 2022 based on availability.

Motion carried unanimously.

Motion by Commissioner Babich, supported by Commissioner Andria to award Quote 2022-03: Water Treatment Chemicals to Hawkins Water Treatment Group for CY 2022.

Motion carried unanimously.

Motion by Commissioner Bayliss, supported by Commissioner Hart to award Quote 2022-04: Domestic Water Testing to RMB Laboratories for CY 2022.

Motion carried unanimously.

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Motion by Commissioner Babich, supported by Commissioner Bayliss, to award the 2022-05: Boilermaker Services to Lakehead for CY 2022.

Motion carried unanimously.

Motion by Commissioner Babich, supported by Commissioner Andria to award the 2021-06: Diesel Fuel to Holiday for CY 2022.

Motion carried unanimously.

Motion by Commissioner Bayliss, supported by Commissioner Hart, to award the 2021-07: Fleet Fuel 87 Grade to Holiday for CY 2022.

Motion carried unanimously.

Motion by Commissioner Hart, supported by Commissioner Bayliss, to award the 2021-08: Millwright to Hecimovich Mechanical for CY 2022.

Motion carried unanimously.

Motion by Commissioner Babich, supported by Commissioner Andria, to award the 2021-09: Vacuum Cleaning Services to Range Furnace Cleaning for CY 2022.

Motion carried unanimously.

Motion by Commissioner Bayliss, supported by Commissioner Babich to award the 2021-10: Hi-Temperature Insulation to Northern Industrial Insulation for CY 2022.

Motion carried unanimously.

Motion by Commissioner Hart, supported by Commissioner Bayliss, to award the 2021-11: Electrician Low Voltage Technician to Parsons Town & Country for CY 2022.

Motion carried unanimously.

Item 8. PERSONNEL/POLICY

Item 8.A. The Commission reviewed the correspondence dated December 10, 2021 from L. Peterson, General Manager, regarding Approve Line Worker Intern Program for 2022.

Peterson introduced the subject recommending support of the program to generate future employees and advocate for a program that aids in on the job training. He stated that if approved, two interns would be participating in the program from April to July 2022, utilizing the interns for the upcoming upgrade to the HPU GIS program and line crew support for field experience, which will benefit all parties.

Motion by Commissioner Hart, supported by Commissioner Bayliss, to authorize approval to participate in the 2022 Line Worker Intern Program.

Motion carried unanimously.

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Item 8.B. The Commission reviewed the correspondence dated December 10, 2021 from L. Peterson, General Manager, regarding Authorize Job Posting No. 2021-06 & 2021-07: Plant Operations Auxiliary Operator I.

Peterson gave background that these postings are entry level fire positions, which will be needed to prepare for upcoming retirements and job posting vacancies. These postings are intended to lessen the burden of overtime to the shift worker employees, as many of them have over 200 hours to date.

Motion by Commissioner Babich, supported by Commissioner Andria, to authorize to Post Job Posting 2021-06 & 2021-07: Plant Operations Auxiliary Operator I.

Motion carried unanimously.

Item 8.C. The Commission reviewed the correspondence dated December 10, 2021 from L. Peterson, General Manager, regarding Authorize Job Posting No. 2021-08: Heat Mechanic.

Peterson clarified that the position is an apprentice position which will allow the crew to get back to full staffing levels. Commissioner Hart asked if this position was on the outside crews. Peterson confirmed.

Motion by Commissioner Hart, supported by Commissioner Bayliss, to authorize to post Job Posting No. 2021-08: Heat Mechanic.

Motion carried unanimously.

Item 8.B. The Commission reviewed the correspondence dated December 10, 2021 from L. Peterson, General Manager, regarding Authorize Job Posting No. 2021-09: Water Mechanic.

Peterson clarified that the position is an apprentice position which will allow the crew to get back to full staffing levels, and allow the crews to do more projects inhouse, rather than relying on outside contractors due to crew shortage.

Motion by Commissioner Bayliss, supported by Commissioner Andria, to authorize to Post Job Posting 2021-09: Water Mechanic.

Motion carried unanimously.

Item 9. OLD BUSINESS

Item 10. NEW BUSINESS

Motion by Commissioner Bayliss, supported by Commissioner Hart to reschedule the December 28, 2021 regular meeting to Monday, December 20, 2021 at 1:00 p.m. at Hibbing City Hall, Council Chambers, 401 E. 21st St., Hibbing MN 55746.

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Item 11. ADJOURNMENT

Motion by Commissioner Hart, supported by Commissioner Babich, to adjourn the meeting at 5:45 p.m.

Motion carried unanimously.

Attest:


Patrick Garrity, Chairperson


Morgan Anderson, Commission Secretary

Meeting materials are available at www.hpuc.com
The next regular Commission meeting is scheduled for Tuesday, December 20, 2021 at 1:00 p.m. at the Hibbing City Hall,
Council Chambers, 401 E. 21st St., Hibbing MN 55746.
All COVID-19 Pandemic guidelines must be observed.

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