



# Commission Regular Session

MARCH 19<sup>TH</sup>, 2024



## Commission Meeting Agenda

March 19<sup>th</sup>, 2024

Chair J. Hart	—	Commissioner J. Bayliss	—
Commissioner J. Stokes	—	Commissioner J. Babich	—
Commissioner J. Sandstede	—	Legal Counsel A. Borland	—
General Manager L. Peterson	—	Auditors Abdo., LLP	—
Utility Resources S. Dickinson	—	Manager of Power Supply P. Plombon	—
Safety & Facilities P. Pelosi	—	Admin & Comm E. Dixon	—
City Administrator G. Pruszinske	—	Local 94 President Rich Kampsula	—

### 1. CALL TO ORDER

### 2. ADDS/DELETES

### 3. APPROVAL OF MINUTES: February 27<sup>th</sup> & March 12<sup>th</sup>, 2024 Meeting

### 4. CITIZENS' FORUM: *Maximum amount of time per item: 5 minutes*

### 5. CONSENT AGENDA

- A. Approve invoices >\$1,000 & approve the bills & ACH transfers dated February 24<sup>th</sup> – March 15<sup>th</sup>, 2024
- B. Approve the payroll paid & overtime report for the March 7<sup>th</sup>, 2024 pay date
- C. Approve Request for Contribution; Hearts for Hospice in the amount of \$500
- D. Approve Request for Contribution; Hello, Range! in the amount of \$500

### 6. FINANCIALS & RISK MANAGEMENT

- A. Formally request City of Hibbing Collaboration for 2024 PFA Funding Application
- B. Approve Engineering Recommendation on PB 2024-01: Distribution Regulator to consider purchase of 18 units from WESCO in the amount of \$763,020
- C. Review S.T. Cotter Extension for TG#3 rebuild
- D. Award PB 2024-02: Boiler #2 Superheater Replacement to Stack Brothers in the amount of \$948,000

### 7. POLICY & GOVERNANCE

- A. Approve Hiring of Jill Zallar for Finance and Customer Service Supervisor
- B. Approve hiring Peter Jensen for open Lineman position
- C. Approve advertising for up to 12 Summer Student positions

### 8. OLD BUSINESS

### 9. NEW BUSINESS

### 10. ADJOURNMENT





Item 3 – Approval of Minutes:  
February 27<sup>th</sup> & March 12<sup>th</sup> , 2024



Item 3 – Approval of Minutes: February 27<sup>th</sup> & March 12<sup>th</sup>, 2024

March 19<sup>th</sup>, 2023

Jeff Hart  
Commission Chair  
1902 E. 6<sup>th</sup> Avenue  
Hibbing, MN 55746

RE: Item 3 – Approval of Minutes: February 27<sup>th</sup> & March 12<sup>th</sup>, 2024

Dear Commissioners;

Please find attached for your approval draft minutes from the Commission Meetings on February 27<sup>th</sup> & March 12<sup>th</sup>, 2024.

Sincerely;



Luke J. Peterson

# **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. 6<sup>th</sup> Ave., Hibbing, MN 55746, held on February 27<sup>th</sup>, 2024. Meeting held at Hibbing City Hall, 401 E. 21<sup>st</sup> St., Hibbing MN. Chairperson Hart called the meeting to order at 5:00 p.m. In attendance were Chair Hart; Commissioner Bayliss, Commissioner Babich, Commissioner Stokes, Commissioner Sandstede, Legal Counsel, Andy Borland; Utility Resource Manager Stefanie Dickinson, Manager of Power Supply Paul Plombon, Utility Engineer Mike West, and Customer Programs & Communication Specialist Eliot Dixon. Also in attendance were, HPAT Rep. Ron Wirkkula ; & Local 94 reps. Rich Kampsula & Mark Reger, Bolton & Menk rep. Josh Stier, and Baker Tilly rep. Russ Hissom.

### **Item 2. ADDS/DELETES –**

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

Motion by Commissioner Babich, supported by Commissioner Sandstede, to approve the regular meeting minutes of January 23<sup>rd</sup>, 2024.

Motion carried unanimously.

### **Item 4. CITIZENS FORUM –**

### **Item 5. CONSENT AGENDA**

Item 5.A. Approving invoices >\$1,000 & approve the bills & ACH transfers dated January 20<sup>th</sup> – February 23<sup>rd</sup>, 2024

Item 5.B. Approve the payroll paid & overtime report for the January 25<sup>th</sup>, February 8<sup>th</sup>, & February 22<sup>nd</sup>, 2024 pay dates.

Item 5.C. Acknowledge Tax Compliance Form for FY 2023

Item 5.D. Approve Mike West 6-month review and subsequent salary adjustment

Item 5.E. Approve Request for Contribution; Victory 5k in the amount of \$500

Item 5.F. Accept resignation with regrets from Peter Jensen, effective March 8th

Commissioner Stokes requested Item 5.D. be pulled from the consent agenda for further discussion

Motion by Chair Hart, Supported by Commissioner Stokes, to approve Consent Agenda items 5.A., 5.B., 5.C., 5.E., & 5.F. as presented.

Motion carried unanimously.



# **MINUTES OF THE PROCEEDINGS**

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

---

Item 5.D. – Commissioner Stokes requested that this item be made a discussion item labelled as 7.D. as it relates to discussions to be had in the Policy & Governance portion of the meeting agenda.

Motion by Commissioner Stokes, Supported by Commissioner Sandstede for Item 5.D. to be moved to 7.D. for further discussion.

Motion carried unanimously.

### **Item 6. FINANCIALS & RISK MANAGEMENT**

**Item 6.A.** Review and Approve January 2024 Financial Reports

Motion by Commissioner Sandstede, Supported by Commissioner Stokes, to Approve January 2024 Financial Reports.

Motion carried unanimously.

**Item 6.A.a** Approve Resolution 24-02: Deferral of Vegetation Program

Motion by Commissioner Bayliss, Supported by Commissioner Babich, to Adopt Resolution 24-02

Motion carried unanimously.

**Item 6.B.** Authorize Call for Bids for 2024 Watermain Capital Improvement Projects.

**Item 6.B.a.** 1<sup>st</sup> Ave., 1<sup>st</sup> St. → 4<sup>th</sup> St. (Kelly Lake)

Commission discussed efforts to coordinate HPU's road restoral with City of Hibbing paving plans and traffic interruptions caused by project. Josh Stier stated project scope includes road restoral work not to interfere with existing City plans and traffic detours have already been planned in coordination with City staff.

Motion by Chair Hart, Supported by Commissioner Stokes, to Approve Call for Public Bids 1<sup>st</sup> Ave., 1<sup>st</sup> St. → 4<sup>th</sup> St. (Kelly Lake)

Motion carried unanimously.

**Item 6.B.b.** 41<sup>st</sup> St. (12<sup>th</sup> Ave → 19<sup>th</sup> Ave. E)

Motion by Commissioner Bayliss, Supported by Commissioner Babich, to Approve Call for Public Bids 41<sup>st</sup> St. Project

Motion carried unanimously.

# **MINUTES OF THE PROCEEDINGS**

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

---

### Item 6.B.c. Hwy 169 Distribution Line (23<sup>rd</sup> → 25<sup>th</sup> St.)

Motion by Commissioner Bayliss, Supported by Commissioner Sandstede, to Approve Call for Public Bids Hwy 169 Project.

Motion carried unanimously.

### Item 6.C. Approve Novaspect for purchase of Overfire & Draft Controls in the amount of \$78,341.66

HPU manager of Power Supply Paul Plombon discussed standardization of controls with commission. Plombon stated proposed controls are well tested and reliable within industry standards.

Motion by Commissioner Stokes, Supported by Commissioner Sandstede, to Approve Novaspect for purchase of controls in the amount of \$78,341.66.

Motion carried unanimously.

### Item 6.D. Approve S.T. Cotter for TG3 Rotor Repairs and Balancing in the amount of \$36,843.75

Commission discussed project's effects on HREC insurance rates. HPU Manager of Power Supply Paul Plombon stated HPU fulfilled insurer's requirements for project to be completed.

Motion by Chair Hart, Supported by Commissioner Bayliss, to Approve S.T. Cotter for TG3 Rotor Repairs and Balancing in the amount of \$36,843.75.

Motion carried unanimously.

### Item 6.E. Approve lease of two Mitsubishi Outlanders from MN Fleet

Commission and Staff discussed price comparisons and use of vehicles for admin and engineering staff.

Motion by Commissioner Babich, Supported by Commissioner Bayliss, to Approve lease of two Mitsubishi Outlanders from MN Fleet

Motion carried unanimously.

## Item 7. POLICY & GOVERNANCE-

### Item 7.A. Approve Hiring of Jill Zallar as Customer Service Supervisor

Commissioners determined that they were not comfortable moving forward until Commission members had further time to discuss Org Chart in a Working Session. Legal Counsel Andy Borland recommended the Commission take no action on items 7.A., 7.B., & 5.D. and direct the three items be discussed at the following Working Session.

No action taken by Commission

# MINUTES OF THE PROCEEDINGS

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

---

**Item 7.B.** Approve Appointment of Samantha Adams to Engineering Analyst Position

No action taken by Commission.

**Item 7.C.** Approve Job Description, Declare Vacancy, and Authorize staff to post internally and externally a Lineman Apprentice starting Feb. 28<sup>th</sup>, 2024.

Motion by Commissioner Stokes, Supported by Commissioner Sandstede, to Approve Job Description, Declare Vacancy, and Authorize staff to post internally and externally and Lineman Apprentice beginning Feb. 28<sup>th</sup>, 2024.

Motion carried unanimously.

**Item 7.D.** (Moved from 5.D.) Approve Mike West 6-month review and subsequent salary adjustment.

No action taken by Commission

Motion by Commissioner Bayliss, Supported by Commissioner Babich to refer items 5.D., 7.A., & 7.B. to the March 12<sup>th</sup> Commission Working Session.

Motion carried unanimously.

**Item 8. OLD BUSINESS—**

**Item 9. NEW BUSINESS —**

**Item 10. ADJOURNMENT**

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

Motion carried unanimously

Attest:

\_\_\_\_\_  
Jeff Hart, Chair

\_\_\_\_\_  
Jesse Babich, Commission Secretary

Meeting materials are available at  
The next meeting is a working meeting scheduled for Tuesday, March 12<sup>th</sup>, 2024  
at 5:00 p.m. at the Hibbing City Hall, 401 E. 21<sup>st</sup> St., Hibbing MN 55746.

p/2024-02-27-Minutes.doc

# 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. 6<sup>th</sup> Ave., Hibbing, MN 55746, held on March 12<sup>th</sup>, 2024. Meeting held at Hibbing City Hall, 401 E. 21<sup>st</sup> St., Hibbing MN. Chair Hart called the meeting to order at 5:03 p.m. In attendance were Chair Hart; Commissioner Bayliss, Commissioner Babich, Commissioner Stokes, Commissioner Sandstede, Legal Counsel, Andy Borland; General Manager, Luke Peterson; Utility Resources Operator; Stefanie Dickinson, Utility Engineer, Mike West, and Customer Programs & Communication Specialist Eliot Dixon. Also in attendance were Local 94 rep. Rich Kampsula, Terry Garrity, Paul Petrich, George Pogachnik, and Mark Reger.

### **Item 1.** Working Session

Commission and HPU Staff discussed the topics of the HPU 2024 Organization Chart and staffing.

### **Item 2.** Action Session

#### **Item 2.A.** Approve Mike West Probationary Review and Salary Adjustment

Motion by Chair Hart, Supported by Commissioner Babich, to Approve Mike West Probationary Period and Salary Adjustment.

Motion carried unanimously

#### **Item 2.B.** Approve the Hiring of Jill Zallar for Customer Services Supervisor

No action was taken by the Commission.

#### **Item 2.C.** Approve the Hiring of Samantha Adams for Assistant Utility Engineer

No action was taken by the Commission.

#### **Item 2.D.** Approve the posting and external advertising for Design Engineering Technician

No action was taken by the Commission.

Motion by Commissioner Bayliss, supported by Commissioner Stokes, to adjourn the meeting at 7:47 p.m.

Motion carried unanimously

Attest:

---

Jeff Hart, Chair

---

Jesse Babich, Commission Secretary

Meeting materials are available at  
The next meeting is a working meeting scheduled for Tuesday, March 19<sup>th</sup>, 2024  
at 5:00 p.m. at the Hibbing City Hall, 401 E. 21<sup>st</sup> St., Hibbing MN 55746.



Item 5.A – Approve Invoices > \$1,000 &  
approve the bills & ACH transfers

Item 5.A



Item 5.A – Approve Invoices > \$1,000 & approve the bills & ACH transfers

March 19<sup>th</sup>, 2024

Jeff Hart  
Commission Chair  
1902 E. 6<sup>th</sup> Avenue  
Hibbing, MN 55746

RE: Item 5.A – Approve Invoices > \$1,000 & approve the bills & ACH transfers dated February 24<sup>th</sup> – March 15<sup>th</sup>, 2024

Dear Commissioners;

Per HPU's Authorization and approval Matrix approved at the April 26<sup>th</sup>, 2022 Commission Meeting, please find attached enclosed invoices, bills, and payments since the last Regular Meeting held by the Commission on February 27<sup>th</sup>.

Sincerely;



Luke J. Peterson

Table Lists - Invoice Register - Monthly Invoices over \$1,000.00

HIBBING PUBLIC UTILITIES

Hibbing Public Utilities Commission

Report Criteria:

Invoice Detail Created date = 02/24/2024-03/15/2024  
Invoice Detail Total cost = {>} 1000.00

Vendor	Invoice No	Description	Invoice Date	Amount	GL Account
AFSCME COUNCIL 65	03072024	AFSCME UNION DUES 02/19/24-03/03/	03/07/2024	2,053.80	10002232235
AFSCME COUNCIL 65	03072024	AFSCME UNION DUES 02/19/24-03/03/	03/07/2024	2,053.80	10002232235
AFSCME COUNCIL 65	03072024	AFSCME UNION DUES 02/19/24-03/03/	03/07/2024	2,053.80	10002232235
ALWAYS THERE STAFFING	11238964	Timpane, Robert - R 40.0	02/24/2024	1,502.80	10005923120
ARKEMA INC	92779813	Odorant delivery to TBS	12/28/2023	5,998.30	13005880120
BARR ENGINEERING CO	23691767.03-12	Barr Engineering 2023 engineering servi	02/27/2024	5,294.50	11001107000
BOLTON & MENK, INC	0331171	WATER TREATMENT FACILITY IMPRO	02/27/2024	9,910.15	10001107000
BOLTON & MENK, INC	0329142	Professional Services for 2024 Watermai	01/30/2024	22,241.46	11001107000
BOLTON & MENK, INC	0329636	Professional Services for 2024 Watermai	01/31/2024	39,156.96	11001107000
BOLTON & MENK, INC	0329632	Professional Services for 2024 Watermai	01/31/2024	24,968.16	11001107000
BOLTON & MENK, INC	0329147	WATER TREATMENT FACILITY IMPRO	01/30/2024	32,279.62	10001107000
BOLTON & MENK, INC	23003055	GIS 2024 PH1	02/09/2024	2,086.50	10001107000
CHEMTREAT INC.	CIN010638919	BLANKET PO - CHEMICALS FOR 2024	02/27/2024	4,770.40	12005506120



Vendor	Invoice No	Description	Invoice Date	Amount	GL Account
CORE & MAIN	U474759	OMNI+ C2 1000G 15-1/4LL SWHL	03/04/2024	3,720.00	11005663120
DAKOTA SUPPLY GROUP	S103498965.001	6" HYMAX COUPLING 6.42"-7.68"	02/19/2024	1,138.70	10001154000
DELTA DENTAL	CNS0001487835	DELTA DENTAL 02/18/24-02/24/24	02/24/2024	1,308.10	10005926115
DELTA DENTAL	CNS0001489598	DELTA DENTAL 02/04/24-02/10/24	02/10/2024	3,639.15	10005926115
DELTA DENTAL	CNS0001485782	DELTA DENTAL 02/11/24-02/17/24	02/17/2024	3,687.47	10005926115
FERGUSON WATERWORKS #25	0525281	5# MAG ANODE PACKAGE	02/12/2024	1,020.00	11005673120
FERGUSON WATERWORKS #25	0525281	5# MAG ANODE PACKAGE	02/12/2024	1,020.00	11005673120
FERGUSON WATERWORKS #25	0525281	5# MAG ANODE PACKAGE	02/12/2024	1,020.00	11005673120
GRAYBAR ELECTRIC COMPAN	9336082880	FLUKE-375 FC	02/21/2024	1,029.48	12005588120
HAWKINS INC.	6694543	BLANKET PO - CHEMICALS FOR 2024	02/20/2024	2,589.42	11005641120
IRON RANGE ENGINEERING A	52	Engineering Services 2024	03/01/2024	22,017.00	12005923120
JASPER ENG & EQUIP CO	INV/24J297921	rebuild booster pump	02/16/2024	5,445.00	11001107000
KINECT ENERGY INC	374579	February 2024 Gas Invoice	03/05/2024	866,632.65	13005803200
MADDOX INDUSTRIAL TRANSF	INV-106518	POLE 50 KVA 13.8 120/240 TRN	03/04/2024	1,978.80	10001154000



Table Lists - Invoice Register - Monthly Invoices over \$1,000.00

HIBBING PUBLIC UTILITIES

Hibbing Public Utilities Commission

March 19th, 2024

Page 19 of 73

Vendor	Invoice No	Description	Invoice Date	Amount	GL Account
S.T. COTTER TURBINE SERVIC	2021369-3	CO #7 Diaphragm Repairs	03/01/2024	89,756.00	12001107000
S.T. COTTER TURBINE SERVIC	2021369-4	Public Bid 25-2023 TG 3 Major Inspectio	03/01/2024	27,741.83	12001107000
S.T. COTTER TURBINE SERVIC	2021368-1	CO #8 Remove/Replace Air Cooler Bushi	03/01/2024	2,297.52	12001107000
SAVANNA PALLETS	INV149558	BLANKET PO - WOOD SUPPLY FOR 20	02/26/2024	72,278.68	12005501320
SBS BLACKTOP SERVICE INC	431	BLANKET PO -- RESTORAL PROJECT	02/21/2024	11,983.50	11001107000
SHAMROCK TRUCKING	15212T077	BLANKET PO - DISPOSAL OF WASTE	02/15/2024	4,276.42	12005506200
SIEMENS ENERGY INC	510S0090718462	30 Spacer Packing Ring	02/28/2024	1,174.44	12001107000
ST LOUIS COUNTY PUBLIC WO	278723	BLANKET PO - FUEL FOR 2024	02/15/2024	6,651.06	10005933120
STUART C IRBY CO	S013860678.006	VALVE SOCKET FUSION 3/4" CURBST	02/21/2024	1,607.00	10001154000
TONY'S EQUIPMENT REPAIR	1583	BLANKET PO - HEAVY EQUIP OPERAT	02/27/2024	1,080.00	11001107000
TONY'S EQUIPMENT REPAIR	1582	BLANKET PO - HEAVY EQUIP OPERAT	02/22/2024	1,080.00	11001107000
TONY'S EQUIPMENT REPAIR	1581	BLANKET PO - HEAVY EQUIP OPERAT	02/21/2024	2,250.00	11001107000
TONY'S EQUIPMENT REPAIR	1580	BLANKET PO - HEAVY EQUIP OPERAT	02/20/2024	2,307.50	11001107000
UNITED REFRACTORIES INC	4977	Scaffold for Boiler 3 Economizer	02/20/2024	4,731.16	12001107000

Table Lists - Invoice Register - Monthly Invoices over \$1,000.00

Vendor	Invoice No	Description	Invoice Date	Amount	GL Account
UTILITY SYSTEMS OF AMERICA	PR#6-23-012	watermain replacement project 23-012 M	12/15/2023	104,184.79	11001107200
VC3 (CW TECHNOLOGY	140587	Monthly Billing for February 2024	02/26/2024	4,918.72	10005921120
WEX HEALTH, INC. -	02152024	HSA CONTRIBUTIONS 2024	02/15/2024	7,000.00	10001165600
WEX HEALTH, INC. -	02152024	HSA CONTRIBUTIONS 2024	02/15/2024	3,500.00	10001165600
WEX HEALTH, INC. -	01312024	HSA CONTRIBUTIONS 2024	01/31/2024	3,500.00	10001165600
WEX HEALTH, INC. -	01312024	HSA CONTRIBUTIONS 2024	01/31/2024	1,750.00	10001165600
ZIELIES TREE SERVICE, INC	320240213	Vegetation Management Area "B"	02/25/2024	68,424.41	12001182306

Report Criteria:  
Invoice Detail Created date = 02/24/2024-03/15/2024  
Invoice Detail. Total cost = {>} 1000.00



Hibbing Public Utilities Commission Authority Matrix – Version April 2022							
P = Primary Responsibility C = Consenting A = Advises N = Notified I = Implements							
	Commission	Chair	Vice Chair	General Manager	Controller	Risk Manager	AP / Payroll
Annual Budget	P			A	A		
Set Reserve Policy	P			A	A		
Budget Revision	P			A	A		
Strategic Plan	P			A	A		
Contract with total value exceeding \$25,000 or term greater than 5 years	P			*A	N		
Contracts with total value less than or equal to \$25,000 and term less than 5 years	N			P	N	**	
Bank Checks / ACH / Wires Greater than \$10,000	P			*A	N		
Emergency Purchases including End of the Month Gas Commodity Purchases	C	C	C	P	N		
Payroll and Statutorily Exempted Payments	C			P	N		I
Transfer of funds between accounts				N	P		I
Open/Close Bank Accounts	P			A	A		
Money Market / Investment Choices	C			A	P		
Purchase / Sale of Real Property	P			A	A		



<b>Hibbing Public Utilities Commission Authority Matrix – Version April 2022</b>							
<b>P = Primary Responsibility C = Consenting A = Advises N = Notified I = Implements</b>							
<i>Debt Issuance</i>	<b>P</b>			<b>A</b>	<b>A</b>		
<i>Credit Facility Issuance</i>	<b>P</b>			<b>N</b>	<b>N</b>		
<i>Short-term borrowings/repayments under Credit Facilities</i>		<b>N</b>	<b>N</b>	<b>P</b>	<b>C</b>		
<i>Implementing Controls and ensuring compliance with Authorizations</i>	<b>N</b>			<b>P</b>	<b>A</b>		
<i>Employee travel for safety, trade, and business training</i>	<b>N</b>			<b>P</b>	<b>A</b>		
<b>* Delegation 1</b>	<b>Primary approval delegated to General Manager for review and transmittal of payments, ACH, checks, payroll and approved contracts until ratification at the Commission Meeting immediately following issuance.</b>						
<b>** Delegation 2</b>	<b>General Manager delegates approval of contracts of value less than \$10,000 and less 5 years in duration to the Risk Manager</b>						
<b>*** Delegation 3</b>	<b>General Manager delegates approval of payroll, transfers, and statutorily exempted payments to Accounts Payable and Payroll function.</b>						



Item 5.B – Approve payroll paid & overtime report





Item 5.B – Approve payroll paid & overtime report

January 23<sup>rd</sup>, 2024

Jeff Hart  
Commission Chair  
1902 E. 6<sup>th</sup> Avenue  
Hibbing, MN 55746

RE: Item 5.B – Approve payroll paid & overtime report for the March 7<sup>th</sup>, 2024 pay dates

Dear Commissioners;

Per HPU's Authorization and Approval matrix approved at the April 26<sup>th</sup>, 2022 commission Meeting, please find payroll and overtime reports for payroll dates subsequent to the last Commission meeting held February 27<sup>th</sup>, 2024.

Sincerely;



Luke J. Peterson

## Report Criteria:

Employee Transaction.Check Issue Date = 03/07/2024

Pay Code.Pay Code = 1-19, 25

Payroll Type	Amount
Total REGULAR WAGES:	181,798.23
Total REGULAR WAGES - FOREMAN:	1,344.52
Total REGULAR WAGES - LEAD:	477.20
Total OVERTIME WAGES:	8,778.20
Total OVERTIME WAGES - FOREMAN:	1,080.99
Total OVERTIME WAGES - LEAD:	180.51
Total SUNDAY PREMIUM:	1,304.76
Total VACATION PAY:	6,949.42
Total SICK LEAVE - REGULAR:	11,258.62
Total UNEXCUSED SICK LEAVE:	.00
Total COMP FROM STADBY:	.00
Total COMP TIME EARNED:	.00
Total COMP TIME USED:	884.42
Total PERSONAL HOLIDAY:	2,562.51
Total SHIFT DIFFERENTIAL .75/HR:	391.50
Total LONGEVITY:	3,198.17
Total STANDBY:	4,996.05
Total LEAVE PAYOUT (NO RETIREMENT):	2,030.00
Total CERTIFICATE/LICENSE:	765.90
Grand Totals:	228,001.00



Item 5.C – Approve Request for  
Contribution; Hearts for Hospice in the  
amount of \$500



Item 5.C – Approve Request for Contribution; Hearts for Hospice in the amount of \$500

March 19<sup>th</sup>, 2024

Jeff Hart  
Commission Chair  
1902 E. 6<sup>th</sup> Avenue  
Hibbing, MN 55746

RE: Item 5.C – Approve Request for Contribution; Hearts for Hospice in the amount of \$500

Dear Commissioners;

Fairview Range's Heart for Hospice program provides high quality end-of-life services to community members. This program is seeking donations in coordination with the hosting of their annual fundraising dinner to be hosted on the evening of April 5<sup>th</sup>. Funds contributed to the organization will be used to supply non-covered medical supplies and bereavement services community-members. HPU will have its logo listed on event materials and social media posts. Sponsorship of community events charitable programs creates opportunities for positive brand interactions.

Sincerely;



Luke J. Peterson



## REQUEST FOR CONTRIBUTION

The Hibbing Public Utilities Commission (HPUC) has the statutory right to contribute annually a sum not to exceed one percent of the previous year's gross revenues, or \$20,000, whichever is less.

Any party wishing to make request for contribution from the Hibbing Public Utilities Commission must complete this form and submit it to the office of the General Manager, 1902 E. 6<sup>th</sup> Ave., Hibbing, MN 55746. The request will be brought to the Commission for discussion and action at the most practical regularly scheduled meeting of the Commission following receipt of the application form.

**PURPOSE:** By statute, HPUC contribution must be for the purpose of advertising, improving and developing the tourist, recreational, industrial, commercial, or vocational resources of the City of Hibbing.

### REQUESTING PARTY INFORMATION:

NAME OF ORGANIZATION: Hearts for Hospice  
CHECK PAYABLE TO: Hearts for Hospice  
CONTACT NAME: Gigi Brown or Nicole Anderson PHONE NO. 218-262-6982  
ADDRESS: 1101 E. 37<sup>th</sup> St. Suite 27  
DATE: 3.5.24

**PROJECT DESCRIPTION:** (Please provide project description including scope, estimated project costs, location, schedule, etc.)

Fairview Range Hospice is to provide quality care to our clients while embracing end of life as a natural experience.

AMOUNT OF REQUEST: 500<sup>00</sup>

**REASON FOR REQUEST:** (Please describe the ways in which the request meets the statutory purpose, describe under **PURPOSE** above):

Monies used to cover: non-covered medical supplies such as briefs, gloves, + wipes; massages/therapy for client + family; essential oils used for aromatherapy; the bereavement program including grief support materials.

REQUEST FOR CONTRIBUTION

HPUC DISPOSITION: (Not to be filled out by applicant)

---

---

---

---

\_\_\_\_\_  
Jean M. Lane, Commission Secretary

\_\_\_\_\_  
Date

*p/forms/admin./Request for Contribution.doc*



# HEARTS FOR H♡SPICE

## **Fairview**

Fairview Range Home Care and Hospice  
Mesabi Mall Suite 27  
1101 East 37<sup>th</sup> Street  
Hibbing, MN 55746-2971  
218-262-6982 or 877-272-6982

January 30, 2024

Dear Community Member:

On April 5<sup>th</sup>, 2024, the Hearts for Hospice Annual Dinner and Fundraiser will be held for Fairview Range Hospice at Valentini's Supper Club in Chisholm, MN.

We are writing to ask your help with this event by donating something for raffle/auction. Fairview Range Hospice relies on financial support from our community. Most of us do not realize how important hospice care is until we have a loved one that is facing a life limiting illness. The mission of Fairview Range Hospice is to provide quality care to our clients while embracing end of life as a natural experience. Hospice focuses on care, comfort, and quality of life for our patient's, additionally recognizing and providing needed support to their caregiver(s).

Donations for Hearts for Hospice are placed in a special fund. Monies are used for: non-covered medical supplies such as briefs, gloves, and wipes; massage therapy for clients and family; essential oils used for aromatherapy; the bereavement program including grief support materials, the volunteer program including volunteer recognition; fundraising supplies; and to cover the cost of any uninsured or underinsured clients.

If you choose to donate, you, or your organization, will be noted. Each raffle item will have a sign by it stating who the contributors were.

Please contact Gigi Brown at 218-262-6982 or email [Gorgann.Brown@fairview.org](mailto:Gorgann.Brown@fairview.org) if you have any questions about our program or are willing to help us. Thank you for your consideration and support.

Sincerely,

Hearts for Hospice Committee

Central Mesabi Medical Foundation – Hospice Fund  
Tax ID: 41-0916605





Item 5.D – Approve Request for  
Contribution; Hello, Range! in the  
amount of \$500



Item 5.D – Approve Request for Contribution; Hello, Range! in the amount of \$500

March 19<sup>th</sup>, 2024

Jeff Hart  
Commission Chair  
1902 E. 6<sup>th</sup> Avenue  
Hibbing, MN 55746

RE: Item 5.D – Approve Request for Contribution; Hello, Range! in the amount of \$500

Dear Commissioners;

Hello, Range! is an organization the works to attract and retain residents and workforce to the Iron Range. This spring they will be hosting the “New Iron Ranger Gatherings” at the Hibbing Library. These events will include dinner, conversation, and opportunities for connection. A primary goal is to improve workforce recruitment and retention for the City. Hello, Range! has requested an amount of \$500 to support this program. This program directly supports the commercial, industrial, and vocational resources of Hibbing.

Sincerely;



Luke J. Peterson



## REQUEST FOR CONTRIBUTION

The Hibbing Public Utilities Commission (HPUC) has the statutory right to contribute annually a sum not to exceed one percent of the previous year's gross revenues, or \$20,000, whichever is less.

Any party wishing to make request for contribution from the Hibbing Public Utilities Commission must complete this form and submit it to the office of the General Manager, 1902 E. 6<sup>th</sup> Ave., Hibbing, MN 55746. Applicants may request up to \$500 in funds as related to the below statutory requirements. Larger requests may be considered for the Commission's End-of-Year Charitable Contributions. Requests will be brought to the Commission for discussion and action at the most practical regularly scheduled meeting of the Commission following receipt of the application form.

**PURPOSE:** By statute, HPUC contribution must be for the purpose of advertising, improving and developing the tourist, recreational, industrial, commercial, or vocational resources of the City of Hibbing.

### REQUESTING PARTY INFORMATION:

NAME OF ORGANIZATION: \_\_\_\_\_ Hello, Range! \_\_\_\_\_

CHECK PAYABLE TO: \_\_\_\_\_ Hello, Range! co/ IRTB \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ Miriam Kero \_\_\_\_\_ PHONE NO. \_\_\_\_\_ 218-969-4492 \_\_\_\_\_

ADDRESS: \_\_\_\_\_ Hello, Range! c/o IRTB 111 Station 44 Rd, Eveleth, MN 55734 \_\_\_\_\_

DATE: \_\_\_\_\_ 03.12.24 \_\_\_\_\_

**PROJECT DESCRIPTION:** (Please provide project description including scope, estimated project costs, location, schedule, etc.)

Hello, Range! is a regional effort to recruit and retain residents and workforce to the Iron Range. The effort is funded and led by partners (including the City of Hibbing). This spring, we will be hosting "New Iron Ranger Gatherings." In partnership with the library, once a month we will host newcomers for dinner, conversation and connection. The total cost for the three sessions and two summer sessions (at local parks) in Hibbing is estimated to be \$4.000.

**AMOUNT OF REQUEST:** \_\_\_\_\_ \$500 \_\_\_\_\_

**REASON FOR REQUEST:** (Please describe the ways in which the request meets the statutory purpose, describe under PURPOSE above):

Improving the commercial, industrial, and vocational resources (by supporting recruitment and retention of workforce).



REQUEST FOR CONTRIBUTION

HPUC DISPOSITION: (Not to be filled out by applicant)

---

---

---

---

\_\_\_\_\_  
Commission Secretary

\_\_\_\_\_  
Date

*p/forms/admin./Request for Contribution.doc*





Item 6.A – Formally Request Support for  
2024 PFA Funding Application from the  
City of Hibbing





## Item 6.A – Approve Letter of Support for 2024 PFA Funding Application

March 19<sup>th</sup>, 2024

Jeff Hart  
Commission Chair  
1902 E. 6<sup>th</sup> Avenue  
Hibbing, MN 55746

RE: Item 6.A – Formally Request of Support for HPU's 2024 PFA Funding Application from the City of Hibbing

Dear Commissioners;

As we turn to another season of HPU's water capital improvement plan, I am requesting the Commission formally request Support for HPU's 2024 Public Facilities Authority (PFA) Funding Application from the City of Hibbing. The enclosed letter, if approved by the Commission, will be delivered to the Mayor and Council at the March 20<sup>th</sup> Council Workshop along with discussion about the 2024 and funding timeline.

Partnership with the City of Hibbing is necessary to obtain the appropriate collateral and General Obligation Pledge.

As you will recall, the PFA has provided very attractive interest rates of at or below 2% for HPU's 2023 Financing Plan, which will save Hibbing Rate Payers \$1.5 million in interest costs over the life of the 20-year loan compared with market rate financing.

We expect the PFA to offer similar attractive rates throughout 2024 for the anticipated \$5 to \$6 million for water capital improvement plan.

Sincerely;



Luke J. Peterson

March 19, 2024

Honorable Mayor Pete Hyduke;  
Councilor Jennifer Hoffman Saccoman;  
Councilor Justin Fosso;  
Councilor Jay Hildenbrand;  
Councilor John Schweiberger;  
Councilor James Bayliss;  
Councilor Christopher Whitney

Dear Mayor Hyduke and Esteemed Council Members:

Hibbing Public Utilities Commission formally requests your assistance and collaboration with the upcoming Minnesota Public Financing Authority's (MPFA) 2024 Financing for the Water Capital Improvement Plan.

We all understand the critical importance of renewing our aged water infrastructure to ensure the well-being and prosperity of Hibbing. The Water Capital Improvement Plan Project for 2024 represents another significant step forward in ensuring the reliability, safety, and efficiency of our water system for decades to come.

Your collaboration last year led to \$1.5 million savings for Hibbing ratepayers versus market rate financing, and we look forward to more of the same in 2024.

Commission intends to dispatch the General Manager to attend the March 20<sup>th</sup> City Council Workshop to discuss the 2024 projects and funding timeline and address any questions you may have.

Jeff Hart  
Commission Chair

James Bayliss  
Commission Vice Chair

Jesse Babich  
Commission Secretary

Jeff Stokes  
Commissioner

Julie Sandstede  
Commissioner



Item 6.B – Approve Engineering  
Recommendation on PB 2024-01:  
Distribution Regulator

Item 6.B



Item 6.B – Approve Engineering Recommendation on PB 2024-01:  
Distribution Regulator to consider purchase of 18 units from  
WESCO in the amount of \$763,020

March 19<sup>th</sup>, 2024

Jeff Hart  
Commission Chair  
1902 E. 6<sup>th</sup> Avenue  
Hibbing, MN 55746

RE: Item 6.B – Approve Engineering Recommendation on PB 2024-01: Distribution  
Regulator to consider purchase of 18 units from WESCO in the amount of \$763,020

Dear Commissioners;

Please review the attached recommendations from Iron Range Engineering regarding the results of the PB 2024-01: Distribution Regulator. Staff would like to recommend the purchase of the five sets (15 total units) included in the bidding specifications to be purchased from WESCO Industries as the low bidder at \$630,225.

Additionally, staff would like to recommend the purchase of a sixth set of regulators now as future costs is expected to increase and availability equipment o decrease. The purchase of this sixth set would bring the total expense to \$763,020 which is still within the initial budgeted amount for these items.

Sincerely;



Luke J. Peterson



Hibbing Public Utilities  
1902 6<sup>th</sup> Ave E  
Hibbing, MN 55746

RE: 2024-01 Distribution Regulator Bid Review

Dear Mr. Peterson,

We received two proposals in response to the second distribution regulator request for bids. One proposal was from Border States Electric (BSE) for Eaton/Cooper Power Systems brand regulators and the second from WESCO for Siemens brand regulators. Both are commonly used in the region and would fit the project needs.

The BSE quote for 15 regulators was \$765,472.50 with a 108 week lead time. The WESCO quote for 15 regulators was \$630,225.00 with a 76-78 week lead time. Both include reasonable escalation clauses considering current supply chain practices.

The WESCO quote initially lacked the required communications cards/capabilities, but after discussion they will keep the pricing firm and include it since they did not specify an exception to that part of the functional specification. Their offering provides both the lowest cost and shortest lead time and I believe provides the best value to HPU. These are also the same as units recently installed at the Wegner substation, so they will be familiar to the line crew and operations. It is worth noting that WESCO, Electro-Tech Incorporated, and Siemens went above and beyond in remedying their oversight by honoring their original bid price even when they had to add additional cost/components. I've worked with these vendors for some time, and they've always provided great service, but this stood out considering the current climate of supply chain in the electric utility market.

Due to the cost savings in the WESCO option, I would like to additionally recommend the purchase of a sixth set (total of eighteen units) of regulators. The initial plan of



Hibbing Public Utilities  
1902 6<sup>th</sup> Ave E  
Hibbing, MN 55746

RE: 2024-01 Distribution Regulator Bid Review

fifteen units was to replace functionality of the existing five 13.8kV feeders in-kind. With the long lead times, future increasing costs, and opportunities to segment lines for more efficient operations, it would be in the best interest of HPU to proactively leverage the price and availability. The price of six sets is essentially the funding that was planned and budgeted for the initial five and would improve resiliency and reliability opportunities for the system. It is anticipated that the cost of this equipment will go up and lead times are likely to further increase as government sponsored infrastructure projects proceed. Additionally, an extended warranty offering was provided that extends the 12/18 month standard warranty to 36/42 months. At the cost of \$375.00/unit (\$5,625.00 for the initial 15 units), this is a very economical way to add additional security around the purchase. I would recommend consideration of this option.

My recommendation for the distribution regulators would be the following:

- Proceed with the purchase of the planned five sets (fifteen units) from WESCO for \$630,225.
- Consider approving the purchase of an additional set (three units) of regulators for \$126,045. This would increase total spending to \$756,270.
- Consider approving the purchase of the extended warranty. With the additional three units (eighteen total) and the extended warranty, this would increase total spending by \$6,750 to \$763,020.

In the context of the overall project, this is the last large item purchase we need to make and allows construction planning and design to continue. We have worked to develop initial layouts and discussed with HPU operations, soil boring will take place



Hibbing Public Utilities  
1902 6<sup>th</sup> Ave E  
Hibbing, MN 55746

RE: 2024-01 Distribution Regulator Bid Review

in the coming week (which allows civil/structural detailing and environmental awareness for any concerns), and designs will firm up and formalize soon after. The current budget is tracking as anticipated and there have been no areas of concern. We look forward to the continued successful execution of the project and modernization of the HPU electric system.

Please let me know if you have any questions or would like to discuss this in further detail.

Thank you.

Signature of Owner/Principal Engineer

Joseph A. Peterson, PE

03/14/2024

Current Date



Hibbing Public Utilities  
Public Bid 02-2024, Boiler #2 Superheater Replacement  
Bid Opening –1:00 PM Tuesday, March 12, 2024

Bidder Name	Pre-Bid Meeting Attendance (non-mandatory)	Bid Security (5%)	Responsible Contractor Certificate	Base Bid Total	Exceptions
				Completion Date: November 23, 2024	
Jamar	Yes	Yes	Yes	\$ 893,174.92	
Stack Bros	Yes	Yes	Yes	\$ 948,000.00	

Bids were received on March 12, 2024 at 13:00. Representatives of Jamar and Stack Bros were present at the Bid Opening. Barr has reviewed the bids, and finds both responsive. Unless Hibbing Public Utilities has compelling business reasons, Barr recommends that PB 02-2024 be awarded to the low bidder Jamar. Barr also recommends that the condition of this award be contingent upon the understanding that the Owner makes no claim concerning the potential for any of the boiler and plant components containing Asbestos, Asbestos Containing Material (ACM), or lead based paint. It shall be the sole responsibility of the Contractor to investigate and abate any suspicious material uncovered or disturbed during the execution of this project.

Hibbing Public Utilities  
Public Bid 02-2024, Boiler #2 Superheater Replacement  
Bid Opening –1:00 PM Tuesday, March 12, 2024

				<b>Bidder</b>	
				<b>Jamar</b>	
<b>Item No.</b>	<b>Task</b>	<b>Unit</b>	<b>Quantity</b>	<b>Bid Unit Price</b>	<b>Subtotal</b>
1	Field verify pendant dimensions	Hrs.	20		5,368
2	Develop shop drawings of superheater pendants	Hrs.	20		1,650
3	Provide superheater pendants	Lump sum	47		365,771
4	Boiler disassembly and part staging	Hrs.	80		21,813
5	Scaffold installation	Lump sum	1	\$ 12,015	12,015
6	Demolition of existing superheater pendants	Hrs.	349		116,597
7	Installation of superheater pendants	Hrs.	921		336,873
8	NDT testing of welds	Lump sum	1	\$ 11,275	11,275
9	Boiler reassembly	Hrs.	60		16,360
10	Pressure test and pickups	Hrs.	20		5,453
				<b>Total</b>	\$ 893,175

Expected Completion October 1

				<b>Bidder</b>	
				<b>Stack Bros</b>	
<b>Item</b>	<b>Task</b>	<b>Unit</b>	<b>Quantity</b>	<b>Bid Unit Price</b>	<b>Subtotal</b>
1	Field verify pendant dimensions	Hrs.			\$ 5,000
2	Develop shop drawings of superheater pendants	Hrs.			\$ -
3	Provide superheater pendants	Lump sum			\$ 539,500
4	Boiler disassembly and part staging	Hrs.			\$ 30,000
5	Scaffold installation	Lump sum			\$ 20,000
6	Demolition of existing superheater pendants	Hrs.			\$ 80,000
7	Installation of superheater pendants	Hrs.			\$ 197,000
8	NDT testing of welds	Lump sum			\$ 10,000
9	Boiler reassembly	Hrs.			\$ 34,000
10	Pressure test and pickups	Hrs.			\$ 16,000
10	Payment and Performance Bond				\$ 16,500
				<b>Total</b>	\$ 948,000

Expected Completion August 3th



Item 6.C

Item 6.C



Item 6.C – Award PB 2024-02: Boiler #2 Superheater Replacement to Stack Brothers in the amount of \$948,000

March 19<sup>th</sup>, 2024

Jeff Hart  
Commission Chair  
1902 E. 6<sup>th</sup> Avenue  
Hibbing, MN 55746

RE: Item 6.C – Award PB 2024-02: Boiler #2 Superheater Replacement to Stack Brothers in the amount of \$948,000

Dear Commissioners;

Two valid bids for the Boiler #2 Superheater Replacement were received.

Jamar provided the low bid at \$893,175 but anticipates completing the project by October 1<sup>st</sup>. Stack Brothers bid of \$948,000 exceeded the cost of the low bid by approximately \$54,000 however anticipates completing the project by August 3<sup>rd</sup>, two month ahead of the time Jamar intends to compete the project.

Based on these differences, and the importance of completing the during the summer, I recommend Stack Brothers be awarded PB 2024-02 in the amount of \$948,000.

Sincerely;



Luke J. Peterson



# CHANGE ORDER AUTHORIZATION

**Customer/Station/Unit #** **Hibbing Public Utilities**

**CO No. EXT** **Date:** 3/11/2024

## SECTION 1: REASON FOR AUTHORIZATION

☐ Delay ☒ Additional Work Scope ☐ Other \_\_\_\_\_

## SECTION 2: BASE JOB DETAILS

Base Job No. STC-0084 Location 1902 E, 6th Avenue  
Base Job Description Turbine #3 Major Inspection/Repairs Public Bi Hibbing, MN 55746  
Customer PO # PO # 23003536  
Contract Terms (T&M) Payment schedule

## SECTION 3: SCOPE OF WORK DESCRIPTION

### Project Base Contract Extension

This change order is in combination with STCTS' submitted letter "HPU, 3 Major Inspection/Repairs (Public Bid No. 2023-25) – related agreement" dated 2/26/24. S.T. Cotter is proposing and requesting the below relief based upon Article 4, 7, 9, 10, 11, & 13 of the Standard General Conditions Of The Construction Contract. These articles were reviewed and discussed as noted in the commercial letter during our last team meeting on 3/7/24.

Article 4: STCTS initialized this project per the agreed upon dates. per section 4.04, STCTS provided a schedule at commencement of the project showing mechanical completion on 2/28/24. This is also outlined in ST Cotter's proposal under supplementary terms as quoting this project for a total of 7 weeks, working 40 hours per week. Section 4.04 A 2 "Proposed adjustments in the Progress Schedule that will change the Contract Times shall be submitted in accordance with the requirements of Article 11." Due to the delays in scheduled caused by extent of damage to rotor and the required repairs, and timeframe taken to come up with final agreed repairs to rotors (4.5 weeks) in accordance with section 4.05 STCTS requires adjustment to contract time to facilitate the approved repairs, and assembly of the steam turbine. This changing the contract end date from 2/28/24 to now 3/29/24 for mechanical completion and startup activities taking place the week of 4/1 - 4/5. This adjustment to contract time also requires a change in the contract price starting 2/29/24 due to the additional costs being incurred as detailed below and impacts to prior commercial obligations prior to signatory award of HPU scope of work.

Article 7: Section 7.17 Contractor's General Warranty and Guarantee discussed under separate letter

Article 13: Section 13.03 E the overall impact of this change impacts ST Cotter 5% more than the base contract price, and also more than 20% specific to the items we are requesting relief on (turbine assembly and startup.)

### Impacting Factors to hourly rate:

- \* Schedule change from 4/10's to now working 6/10's
- \* Increase of manhours - estimated increase of 498 manhours from base contract
- \* Additional mobilizations, and change up of manpower
- \* Extension of tooling, and 3rd party rentals
- \* Increase in perdiem count - additional count of 205 per below

## SECTION 4: PRICING BREAKOUT

	Breakdown of New Unit Rate	QTY	Cost	Estimate Total Price
Mob	Crew Mobilization	7	\$ 1,129.00	\$7,903.00
Blended Differential	Blended Rate Differential - Additional hours to start up	498	170.88	\$85,098.24
Perdiem	Additional Perdiem	205	\$182.60	\$37,433.00
Rental	Additional onsite tooling, logistic support, and equipment Hibbing Public Utilities Commission March 19th, 2024	1	\$36,258.00	\$36,258.00 Page 54 of 73



# CHANGE ORDER AUTHORIZATION

Customer/Station/Unit # Change Order 3

CO No. EXT Date: 3/11/2024

## SECTION 5: Manpower Loading

DAY SHIFT	Training		Travel		WE 3.10		WE 3.17		WE 3.24		WE 3.31		WE 4.7		Totals
	Number of Men	Hours per Week	Number of Men	Hours both ways	Number of Men	Hours per Week	Number of Men	Hours per Week	Number of Men	Hours per Week	Number off Men	Hours per Week	Number of Men	Hours per Week	
TFA ST			1	8	1	40	1	40	1	40	1	40			168
TFA OT					1		1	32	1	32	1	32			96
TFA DT															0
KEY FM ST			1	8	1	40	1	40	1	40	1	40			168
KEY FM OT					1		1	32	1	32	1	32			96
KEY FM DT															0
KEY MW ST			6	8	3	40	4	40	6	40	6	40			808
KEY MW OT					3		4	32	6	32	6	32			512
KEY MW DT															0
Per Diem			8	2	5	7	6	7	8	7	8	7			205

## SECTION 6: COST ESTIMATE

☐ Fixed Price ☒ Time & Materials  
Payment Schedule:

Subcontractor Names:

### Customer Stand By Preference

☐ Mob/DeMob ☐ 8 hr. Stand By ☐ On Site Stand By ☐

AMMENDMENT? (Y/N) N

PREVIOUS ESTIMATE (IF APPLICABLE):

CURRENT ESTIMATE: \$166,692.24

## SECTION 7: APPROVAL

STCTS Representative: Zach Maruska Contact #: (612) 968-0640

Customer Name & Title: Contact #:

Customer Approval: Date:

### Other Assumptions:

1. CONTRACT TERMS REFERENCED ABOVE IN SECTION 2 APPLY TO THIS WORK. IF TERMS REFERENCE IS NOT INCLUDED, ST COTTER'S STANDARD TERMS AND CONDITIONS FOR SALE APPLY AND ARE INCORPORATED INTO AND MADE PART OF THIS CONTRACT. ST COTTER'S STANDARD TERMS AND CONDITIONS FOR SALE ARE AVAILABLE FROM ST COTTER UPON REQUEST. INCONSISTENT OR ADDITIONAL TERMS PRESENTED BY CUSTOMER ARE VOID UNLESS EXPRESSLY ACCEPTED IN A DOCUMENT SIGNED BY ST COTTER AND CUSTOMER.
2. If extra work to an original order, this work authorization describes the additional activity to the scope of work outlined in the original order S.T. Cotter Turbine Services, Inc. will perform this work at the rates specified in original contract unless specified otherwise above.







Item 6.D



Item 6.D – Review S.T. Cotter Change Order Extension for TG#3 rebuild in the amount of \$166,692.

March 19<sup>th</sup>, 2024

Jeff Hart  
Commission Chair  
1902 E. 6<sup>th</sup> Avenue  
Hibbing, MN 55746

RE: Item 6.D – Review S.T. Cotter Change Order Extension for TG #3 rebuild

Dear Commissioners;

For your consideration, Hibbing Public Utilities has received an additional change order proposal from S.T. Cotter for and extension of the current contract that ended 2/29/24.

The extension requests a new contract end date of 3/29/24 with a startup the week of 4/1/24. The additional cost of extension is outlined in the attached letter and totals \$166,692.24.

This change order is intended to recoup profit that was not available to ST Cotter based on the previous change orders due to the lower rates on the base term. When discussing this change order with ST Cotter last week, Pete Adams stated that these new rates were justified and that unless ST Cotter could be guaranteed of future work at HPU they would need charge the attached amount.

I look forward to discussing this with you at the Commission meeting.

Please see attached proposal.

Sincerely;



Luke J. Peterson





Item 7.A



Item 7.A – Approve Hiring of Jill Zallar as Finance and Customer Service Supervisor

March 19<sup>th</sup>, 2024

Jeff Hart  
Commission Chair  
1902 E. 6<sup>th</sup> Avenue  
Hibbing, MN 55746

RE: Item 7.B – Approve Hiring of Jill Zallar as Finance and Customer Service Supervisor

Dear Commissioners;

Following discussions at the February 27<sup>th</sup> Regular Meeting and March 12<sup>th</sup> Working Session, You'll note the attached clarifications have been made to The Job description to better align staffing and organizational needs for the Customer Service Supervisor, now renamed Finance and Customer Service Supervisor.

I am pleased to provide this recommendation for approving the hire of Jill Zallar to the Finance and Customer Service Supervisor vacancy with a beginning annual salary of \$76,500 contingent on background, physical and drug screening. Ms. Zallar was the most qualified external candidate and has years of experience in utility management and local government. Ms. Zallar has an in-depth knowledge of financial operations, utility billing, rate analysis, utility service regulations, working with low income eligible rate payers and other assistance agencies and more. We look forward to Ms. Zallar joining the management team at HPU.

Sincerely;



Luke J. Peterson

## Hibbing Public Utilities Position Description

**Title** Finance and Customer Service Supervisor  
**Classification** Exempt  
**Department** Administration

**Date of last evaluation**  
**Points Total**  
**Commission Approved**

**Supervisor:** Financial Controller

**Supervisory Responsibility:** Front Office, Utility Billing, Credit and Collections, Meter Reading, Accounting Coordinator, Warehouse

**Work Environment:** Indoor, controlled office setting, outdoor work near office building entrances.

**Overview:** This position, plans, directs, manages, and coordinates financial operations, billing, collections and customer service operations activities of the Hibbing Public Utilities Commission. Work involves responsibility for the functional areas of customer service, credit and collections, meter reading, various general administrative functions including setting policies and goals. Work is performed with wide latitude for independent judgment and action under the general direction of the General Manager.

### Duties:

- Supports HPU finance and customer service operations by maintaining office systems and supervising staff that includes utility billing, front office support and meter reading
- Maintains office services by organizing office operations and procedures, overseeing correspondence and filing systems and assigning and monitoring work functions
- Defines and executes procedures for record retention, protection, retrieval, transfer and disposal
- Maintains office efficiency by planning and implementing office systems
- Designs and implements office policies by maintaining or establishing standards and procedures, measuring results against standards, and making necessary adjustments
- Completes operational requirements by scheduling and assigning employees; following up on work results
- Keeps management informed by reviewing and analyzing special reports; summarizing information; identifying trends
- Maintains office staff by assisting with recruiting, orientating and training employees
- Maintains office staff job results by reviewing, coaching, and disciplining employees and planning, monitoring and appraising job results
- Achieves financial objectives by preparing an annual budget, scheduling expenditures, analyzing variances and initiating corrective actions
- Acts as liaison for state and income eligible assistance agencies. Maintains compliance for rules and regulations relating to income eligible customers and the Cold Weather Rule

### Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties may be assigned.



- Provides management and oversight of activities for the daily operations of the utility billing department while ensuring transactions are processed in accordance to HPU policy, applicable laws and regulations, and sound business practices
- Performs daily operations of the utility billing department, including but not limited to answering customer inquiries in person and by phone concerning utility accounts, rates and services, following up on inquiries to assure satisfactory completion, responding to requests for connection and disconnection of utility services, maintaining statistical information and data for utility accountability, and conducting billing and collections of all utility accounts
- Plans, develops, and implements guidelines, policies, procedures, and programs for operational and customer service staff
- Promotes favorable customer relations and prompt and accurate resolution of customer inquiries using strong leadership and collaborative skills; reviews reporting tools; mentors and trains staff on guidelines; provides assistance to customer service team members on complex interactions
- Assists in the drafting communications regarding Hibbing Public Utility billing functions including notices to customers, website postings, and communications to our General Manager and Commission
- Directs and coordinates the daily accounting and safekeeping of HPU collections and revenue accounts; manages all outgoing and incoming processes that affect the status of utility accounts; processes report on a regular basis
- Provides oversight of all billing adjustments to utility accounts, including those issued by the Utility Commission, final bill credits, and refunds issued; responds to various department requests for billing information
- Demonstrates continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service

#### **Required Education and Experience**

- High School diploma, GED or equivalent
- Associates degree in Business Administration, Accounting or Office Systems
- Minimum of three years of Leadership experience
- Proficiency in Excel and Word programs required

#### **Preferred Education and Experience**

- Bachelor's degree in Business Administration, Accounting or Office Systems
- Utility experience including utility rates, service regulations and utility operations
- Experience with utility billing software, preference given to Caselle users

#### **Additional Eligibility Qualifications**

- Exhibits strong interpersonal/human relation skills and has the ability to get along with customers, coworkers, commission members and citizens
- Work experience in a local government or public utility setting

#### **Minimum qualifications**

- Class D Driver License

#### **Physical Requirements**

- 50% sitting, 25% standing, 25% walking, lifting up to 25 lbs

#### **Safety**

Responsible for compliance with all OSHA, Utility, and regulatory agency safety regulations and requirements, as applicable to the duties of the job.

**Signatures**

This job description has been approved by all levels of management.

General Manager

---

Signature

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee

---

Signature

Date



Item 7.B

Item 7.B



Item 7.B – Approve hiring of Peter Jensen for open Lineman  
Position

March 19<sup>th</sup>, 2024

Jeff Hart  
Commission Chair  
1902 E. 6<sup>th</sup> Avenue  
Hibbing, MN 55746

RE: Item 7.B – Approve hiring of Peter Jensen for open Lineman Position

Dear Commissioners;

For your consideration I would like to recommend hiring Peter Jensen for the Lineman Apprentice vacancy at HPU. Mr. Jensen was one of three external candidates for the position. Mr. Jensen would be a welcomed addition to the Line Crew as a past employee of HPU and a valuable asset to HPU Operations. Peter would start employment as an advanced apprentice, Step 6 with a starting wage of \$34.51.

Sincerely;



Luke J. Peterson





Item 7.C

Item 7.C





## Item 7.C – Approve 2024 Seasonal Student Worker Program

March 19<sup>th</sup>, 2024

Jeff Hart  
Commission Chair  
1902 E. 6<sup>th</sup> Avenue  
Hibbing, MN 55746

RE: Item 7.C – Approve 2024 Seasonal Student Worker Program

Dear Commissioners;

The program is planned to be a cost-effective way to complete seasonal tasks that it would not make sense to hire for year-round. We also take pride in giving students the opportunity to gain valuable work experience, explore interests and develop skills.

The program this year is estimated not to exceed \$101,760 and include up to 12 temporary seasonal workers.

The tasks associated with the season's work are:

- Water crew - Mowing, restoration and light labor
- Heat crew - Painting gas meters and light labor
- Admin Building - Administrative support
- Power Plant - Janitorial, vegetation, painting and light labor
- Linecrew – Groundsman

The program runs for 12 weeks, tentative start date for 2024 is June 3rd.

Sincerely;



Luke J. Peterson