

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 17th, 2024. Meeting held at Hibbing City Hall, 401 E. 21st St., Hibbing MN. Chair Hart called the meeting to order at 5:04 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 Manager, Stefanie Dickinson, Finance & Customer Service Supervisor Jill Zallar, Interim Financial Controller, Tammy Mattonen, and Customer Programs & Communication Specialist Eliot Dixon. Also in attendance were, Bolton & Menk Rep. Andy Brotzler, Baker Tilly Rep. Russ Hissom, HPAT Reps. Ron Wirkula and Caleb Hill; HPU Employee Rich Kampsula and Jacob Frederick.

Item 3. APPROVAL OF MINUTES

Motion by Commissioner Sandstede, supported by Commissioner Stokes, to approve the regular meeting minutes of November 19th & December 3rd, 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 November 16th – December 3rd, 2024
- Item 5.B. Approve the payroll paid & overtime report for the November 28th & December 12th, 2024 pay dates.
- Item 5.C. Approve Resolution 24-15: 2025 Official Newspaper & Posting Site
- Item 5.D. Approve Resolution 24-16: 2025 Official Depositories
- Item 5.E. Approve Resolution 24-17: Meeting Dates for Calendar Year 2025
- Item 5.F. Approve Resolution 24-18: Authorizing Pursuit of a Rebuilding American Infrastructure with Sustainability and Equity Grant for the Highway 169 Planning Project
- Item 5.G. Approve Resolution 24-19: authorizing the Pursuit of a Carbon Reduction Program Application for the Streetlight Replacement Project
- Item 5.H. Authorize Settlement with ST Cotter regarding Claims for Turbine Work
- Item 5.I. End-of-Year Charitable Contributions
- Item 5.J. Approve Resolution 24-20: Authorizing Hibbing Public Utilities Commission to make application and accept grant funds from IRRR Revenue Bonds issued per Minnesota Laws 2024, Chapter 127, Article 69, Section 15-16

MINUTES OF THE PROCEEDINGS

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

Motion by Chair Hart, Supported by Commissioner Babich, to approve Consent Agenda items 5.A., 5.B., 5.C., 5.D., 5.E., 5.F., 5.G., 5.H., 5.I., & 5.J. as presented.

Motion carried unanimously.

Item 6. FINANCIALS & RISK MANAGEMENT

Item 6.A. Approve November 2024 Financials

Motion by Commissioner Stokes, Supported by Chair Hart, to Approve November 2024 Financials

Motion carried unanimously.

Item 6.B. Approve FM Global Renewal Property Proposal

Motion by Commissioner Stokes, Supported by Commissioner Babich, to Approve FM Global Renewal Property Proposal

Motion carried unanimously.

Item 6.C. Award 30" Watermain Slip-lining Project to Geislinger & Sons in the amount of \$2,310,461

Commission discussed project timeline with Bolton & Menk rep. Andy Brotzler.

Motion by Commissioner Stokes, Supported by Commissioner Bayliss, to Award 30" Watermain Slip-lining to Geislinger & Sons in the amount of \$2,310,461

Motion carried unanimously.

Item 7. POLICY & GOVERNANCE-

Item 7.A. Approve appointment of Steve Jespersen to Meter Technician Crew Leader

Motion by Chair Hart, Supported by Commissioner Sandstede, to appoint Steve Jespersen to Meter Technician Crew Leader

Motion carried unanimously.

Item 7.B. Approve hiring of Travis Marsh to Safety and Human Resources Coordinator

Motion by Commissioner Stokes, Supported by Commissioner Bayliss, to approve the hiring of Travis Marsh to Safety and Human Resources Coordinator

Motion carried unanimously.

MINUTES OF THE PROCEEDINGS

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

Item 7.C. Declare vacancy, Approve job description, and Authorize external posting for Accounting Analyst

Motion by Commissioner Stokes, Supported by Commissioner Babich, to appoint Steve Jespersen to Meter Technician Crew Leader

Motion carried unanimously.

Item 7.D. Implement Electrical and Instrumentation Department including; Declaration of Vacancies and approve posting for 1 Crew Leader & 4 Technicians

Commission discussed creation of Electrical and Instrumentation Crew and the best process to transition employees of electrical and instrumentation work crews to new positions.

Motion by Commissioner Stokes, Supported by Commissioner Sandstede, to Approve the combination of the Electrical and Instrumentation work crews.

Motion carried unanimously.

Motion by Commissioner Stokes, Supported by Chair Hart, to Approve job descriptions and internal posting for 1 Electrical and Instrumentation Crew Leader and 4 Electrical and Instrumentation Technician Positions

Motion passed 3-2
"Nay" Sandstede & Babich

Motion by Chair Hart, supported by Commissioner Stokes to draft an MOU regarding the placement of existing employees into the new positions

Motion carried unanimously.

Item 8. OLD BUSINESS–


Item 9. NEW BUSINESS –

Item 10. ADJOURNMENT

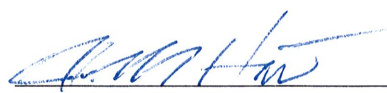
Motion by Commissioner Bayliss, supported by Commissioner Sandstede, to adjourn the meeting at 5:50 p.m.

Motion carried unanimously

Attest:



Jesse Babich, Commission Secretary



Jeff Hart, Chair

Meeting materials are available at
The next meeting is a working meeting scheduled for Tuesday, January 7th, 2025
at 5:00 p.m. at the Hibbing City Hall, 401 E. 21st St., Hibbing MN 55746.

p/2024-12-17-Minutes.doc