



## Commission Regular Session

FEBRUARY 25<sup>TH</sup>, 2025



## Commission Meeting Agenda

February 25<sup>th</sup>, 2025

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	—
Customer Ser. & Finance J. Zallar	—	Admin & Comm E. Dixon	—
Electrical Operations S. Adams	—	Local 94 President Rich Kampsula	—

1. CALL TO ORDER
2. ADDS/DELETES
3. APPROVAL OF MINUTES: Jan. 7<sup>th</sup> & Jan. 21<sup>st</sup>, 2025 Commission Meetings
4. CITIZENS' FORUM: *Maximum amount of time per item: 5 minutes*
5. CONSENT AGENDA
  - A. Approve invoices >\$10,000 & approve the bills & ACH transfers dated January 15<sup>th</sup> – February 19<sup>th</sup>, 2025
  - B. Approve the payroll paid & overtime report for the January 23<sup>rd</sup>, February 6<sup>th</sup>, & February 20<sup>th</sup> pay dates
  - C. Approve Letter of Understanding 2025-03: Mutual Aide
  - D. Approve Overnight Travel and Expenses for Through April 2025
  - E. Request for Contribution: Hibbing High School Student Council in the amount of \$400
  - F. Request for Contribution: Hibbing Curling Club Junior Curling in the amount of \$500
  - G. Request for Contribution: Angel Fund in the amount of \$500
  - H. Request for Contribution: Hibbing Speedway
  - I. Approve Commissioners to attend 30" Watermain Rehabilitation Groundbreaking on Feb. 28<sup>th</sup> at 11:30 am
6. FINANCIALS & RISK MANAGEMENT
  - A. Approve January 2025 Interim Financials
  - B. Authorize MMUA Policy and Governance Consulting Services for 2025 in the amount not to exceed \$24,750
  - C. Authorize Public Bid 2025-02: 2025 Vegetation Management
  - D. Authorize Public Bid 2025-03: Transmission Transformer
  - E. Authorize Public Bid 205-04: High Voltage Circuit Breaker
  - F. Substation Modernization Projects: Primary Wire Distribution Work
    - i. Approve Lake State Construction, LLC for Ansley Substation OH work in the amount of \$118,000
    - ii. Approve Lake State Construction, LLC for 1<sup>st</sup> Ave. Substation OH work in the amount of \$89,000
  - G. Approve Novaspect 5-Year Support Plan and 2025 Service Agreement

**7. POLICY & GOVERNANCE**

- A. Award I&E Positions to Internal Candidates
  - i. Appoint Terry Garrity to Electrical Maintenance & Instrumentation Crew Leader position
  - ii. Appoint Warren Kampen and Brent Isaacs to Electrical Maintenance & Instrumentation Technician Journeyman positions
  - iii. Appoint Joe Windsor to Electrical Maintenance & Instrumentation Technician Apprentice position
- B. Authorize External Posting for Instrumentation and Electrical Journeyman
- C. Approve Job Description and Authorize Advertising for Electrical Engineer
- D. Authorize Staff to Contract with Baker Tilly

**8. OLD BUSINESS****9. NEW BUSINESS****10. ADJOURNMENT**



## Item 3 – Approval of Minutes

Item 3



Item 3 – Approval of Minutes : January 7<sup>th</sup> & January 21<sup>st</sup>, 2025February 25<sup>th</sup>, 2025

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

RE: Item 3 – Approval of Minutes: January 7<sup>th</sup> & January 21<sup>st</sup>, 2025

Dear Commissioners;

Please find attached for your approval draft minutes from the Commission Meetings on January 7<sup>th</sup> and January 21<sup>st</sup>, 2025.

Sincerely,



Luke J. Peterson



# MINUTES OF THE PROCEEDINGS

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

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Minutes of the regular meeting of the Public Utilities Commission, Hibbing, Minnesota, 1902 E. 6<sup>th</sup> Ave., Hibbing, MN 55746, held on January 7<sup>th</sup>, 2025. Meeting held at Hibbing City Hall, 401 E. 21<sup>st</sup> St., Hibbing MN. Chair 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; General Manager, Luke Peterson; Manager of Power Supply, Paul Plombon; Utility Resources Manager, Stefanie Dickinson; Electrical Operations Director Samantha Adams; and Finance & Customer Service Supervisor, Jill Zallar; and HPU Interim Financial Controller, Tammy Mattonen. Also in attendance was HPU Employee Rich Kampsula; and Baker Tilly rep. Russ Hissom.

### **Adds/Deletes**

Commissioner Sandstede requested to add the following items of discussion to the meeting agenda.

- Item 3 – HPU Work from Home policy
- Item 4 – Outsourcing of Work
- Item 5 – Employee Out-of-State Travel Policy

Commissioner Babich requested to add the following discussion item to the meeting agenda

- Item 6 – Commission

#### **Item 1.** Rate Study Presentation

Commission received a presentation regarding the results and recommendations from the Rate Study.

#### **Item 2.** Management Updates

Commission discussed Management Updates from the month of December, 2024.

#### **Item 3.** HPU Work-From-Home Policy

Commission discussed HPU Work from Home policy and industry trends regarding the topic.

Motion by Commissioner Sandstede, Supported by Commissioner Babich, to end HPU Work from home policy.

Motion carried unanimously.

#### **Item 4.** Outsourcing of Work

Commission discussed Utility procedure of contracting of professional work, and desire for further communications regarding the purpose for use of professional contractors.

# **MINUTES OF THE PROCEEDINGS**

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

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### **Item 5.** Employee Out-of-State Travel Policy

Commission discussed existing Employee Out-of-State Travel Policy.

Motion by Commissioner Sandstede, Supported by Commissioner Stokes, to declare Out-of-State Travel must be preapproved by the Commission.

Motion carried unanimously.

### **Item 6.** Commission Personnel Committee

Commission discussed Utility Policy regarding grievances of non-union employees.

### **Adjournment**

Motion by Commissioner Stokes, supported by Commissioner Bayliss, to adjourn the meeting at 7:43 p.m.

Motion carried unanimously

Attest:

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Jeff Hart, Chair

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Jesse Babich, Commission Secretary

Meeting materials are available at  
The next meeting is a regular meeting scheduled for Tuesday, February, 10<sup>th</sup>, 2025  
at 5:00 p.m. at the Hibbing City Hall, 401 E. 21<sup>st</sup> St., Hibbing MN 55746.

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# **MINUTES OF THE PROCEEDINGS**

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

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Minutes of the regular meeting of the Public Utilities Commission, Hibbing, Minnesota, 1902 E. 6<sup>th</sup> Ave., Hibbing, MN 55746, held on January 21<sup>st</sup>, 2025. Meeting held at Hibbing City Hall, 401 E. 21<sup>st</sup> St., Hibbing MN. Chair 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; General Manager Luke Peterson, Manager of Power Supply, Paul Plombon; 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, Baker Tilly Rep. Russ Hissom, HPAT Reps. Ron Wirkula and Caleb Hill; HPU Employee Rich Kampsula, Warren Kampen, and George Pogachnik; and Mark Reger.

### **Item 2. ADDS/DELETES**

Commissioner Sandstede requested an update regarding the stretch of extreme cold weather.

HPU General Manager Luke Peterson requested to ADD Item 6.D. – Approve update to December Invoices, Bills, & ACH Transfers Report

HPU General Manager Luke Peterson requested to DELETE Item 5.F. - Approve listed Request for Contributions

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

Motion by Commissioner Bayliss, supported by Commissioner Babich, to approve the regular meeting minutes of December 17<sup>th</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 >\$10,000 dated December 13<sup>th</sup>, 2024 – January 15<sup>th</sup>, 2025
- Item 5.B. Approve the payroll paid & overtime report for the December 26<sup>th</sup>, 2024 & January 9<sup>th</sup>, 2025 pay dates.
- Item 5.C. Approve HPU Staff Travel Expense Matrix: Q4 2024
- Item 5.D. Approve Resolution 25-01: Deferral of 2024 Vegetation Program
- Item 5.E. Approve Resolution 25-02: Authorizing Hibbing Public Utilities to Make Application and Accept Funds from Iron Range Resources and Rehabilitation Board Public Works Program

# **MINUTES OF THE PROCEEDINGS**

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

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Commissioner Bayliss requested to pull Item 5.C. from the Consent Agenda.

Motion by Commissioner Bayliss, Supported by Commissioner Babich, to approve Consent Agenda items 5.A., 5.B., 5.D., & 5.E. as presented.

Motion carried unanimously.

### **Item 5.C. - Approve HPU Staff Travel Expense Matrix: Q4 2024**

Commissioner Bayliss requested a clarification on the travel expenses following a change in Utility Policy at the January 7<sup>th</sup>, 2025 Commission Meeting. HPU General Manager Luke Peterson, clarified that all expenses recorded on the Expense Matrix were incurred prior to the policy update.

Motion by Commissioner Bayliss, Supported by Commissioner Babich, to approve HPU Staff Travel Expense Matrix: Q4 2024.

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

#### **Item 6.A. Approve December 2024 Financials**

Commission reviewed the year-end financial standing, highlighting a positive operating income. HPU General Manager Luke Peterson presented a rate comparison demonstrating the competitiveness of HPU' electrical and water service rates compared to other regional providers.

Motion by Chair Hart, Supported by Commissioner Babich, to Approve December 2024 Financials

Motion carried unanimously.

#### **Item 6.B. Ansley & 1<sup>st</sup> Ave. Substation Projects - Quotes**

##### **Item 6.B.i Approve Lake States Construction, LLC to perform feeder exit excavation and cable work for 1<sup>st</sup> Ave. project site not to exceed \$150,000**

Motion by Commissioner Stokes, Supported by Commissioner Bayliss, to Approve Lake States Construction for 1<sup>st</sup> Ave work not to exceed \$150,000.

Motion carried unanimously.

# MINUTES OF THE PROCEEDINGS

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

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Item 6.B.ii Approve Lake States Construction, LLC to perform feeder exit excavation and cable work for Ansley project site in the amount of \$74,533.02

Motion by Commissioner Stokes, Supported by Commissioner Bayliss, to Approve Lake States Construction for Ansley project site work in the amount of \$74,533.02.

Motion carried unanimously.

Item 6.C. Approve Hiring of Gardner Builders Duluth, LLC for Admin Building Window Replacement Project in the amount of \$179,877

Commission discussed role of HVAC system in the regular heating and cooling issues of the admin building. Commissioner Stokes stated opposition to the project in light of the Commission's discussion of rate increases.

Motion by Chair Hart, Supported by Commissioner Bayliss, to approve hiring of Gardner Builders Duluth, LLC for Admin Building Window Replacement in the amount of \$179,877.

Motion carried 3-2.  
"Nay" – Sandstede & Stokes

Item 6.D. Approve update to December Invoices, Bills, & ACH Transfers Report

HPU General Manager Luke Peterson provided updated register of December Invoices >\$1,000 and Bills & ACH Transfers >\$10,000. The Commission chose to not act.

### Item 7. POLICY & GOVERNANCE-

Item 7.A. Approve Recommendation to hire of Charlie Karish for Lineman Apprentice Position

Motion by Commissioner Bayliss, Supported by Commissioner Babich, to approve hiring of Charlie Karish for Lineman Apprentice Position

Motion carried unanimously.

# MINUTES OF THE PROCEEDINGS

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

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**Item 7.B.** Authorize LOU with AFSME, AFL-CIO, Local 94 Regarding Implementing Combined Electrical and Instrumentation Department

Commission discussed process by which the LOU's were developed and if proposed LOU's addressed employee concerns. AFSME Local 94 President, Rich Kampsula confirmed that the concerns of the effected employees were satisfied by the LOU's. Commissioner Stokes requested the Commission take votes on each LOU separately.

Motion by Commissioner Bayliss, Supported by Commissioner Stokes, to approve LOU 2025-01.

Motion carried 3-2.  
"Nay" – Stakes & Babich

Motion by Commissioner Bayliss, Supported by Commissioner Stokes, to approve LOU 2025-2.

Motion carried unanimously.

**Item 7.C.** Approve Updates to Steam Customer Policies

Commission discussed that these updated would have create no financial obligation for customers. The updates are merely to bring policies in line with modern standards.

Motion by Commissioner Stokes, Supported by Commissioner Sandstede, to approve updates to Customer Policy No.: CUST056 Steam Installations.

Motion carried unanimously.

Motion by Commissioner Stokes, Supported by Commissioner Sandstede, to approve updates to Customer Policy No.: CUST096 Steam Service Materials.

Motion carried unanimously.

Commissioner Stokes requested updates to steam policies regarding commercial condensate return.

# **MINUTES OF THE PROCEEDINGS**

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

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### **Item 8. OLD BUSINESS—**

### **Item 9. NEW BUSINESS –**

Commission discussed service breaks and other effects of extreme cold weather on utility infrastructure.

### **Item 10. ADJOURNMENT**

Motion by Commissioner Bayliss, supported by Commissioner Stokes, to adjourn the meeting at 5:42 p.m.

Motion carried unanimously

Attest:

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Jeff Hart, Chair

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Jesse Babich, Commission Secretary

Meeting materials are available at  
The next meeting is a working meeting scheduled for Tuesday, February 11<sup>th</sup>, 2025  
at 5:00 p.m. at the Hibbing City Hall, 401 E. 21<sup>st</sup> St., Hibbing MN 55746.

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Item 5.A – Approve Invoices > \$10,000 &  
approve the bills & ACH transfers



Item 5.A – Approve Invoices > \$10,000 & approve the bills & ACH transfers

February 25<sup>th</sup>, 2025

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

RE: Item 5.A – Approve Invoices > \$10,000 & approve the bills & ACH transfers dated January 15<sup>th</sup> – February 19<sup>th</sup>, 2025

Dear Commissioners;

Per HPU's Authorization and approval Matrix approved at the April 26<sup>th</sup>, 2022 Commission Meeting, please find attached a register of invoices, bills, and payments since the last Regular Meeting held by the Commission on January 21<sup>st</sup>, 2025.

Sincerely;



Luke J. Peterson



## Report Criteria:

Summary report type printed

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Purchase Ord
22262	CORE & MAIN	W363906	AMI - training, documentation and project Mgt	01/30/2025	25,000.00	25,000.00	24005893
25641	BOLTON & MENK, INC	0354177	GIS System Mgmt, Service Order Modification, Water Distribu	01/20/2025	22,471.50	22,471.50	23003055
Total 10001107000:					47,471.50	47,471.50	
25934	JOHNSON, CALVIN	02072025	REFUND OVERPAYMENT	02/07/2025	62.46	62.46	25006474
Total 10001131050:					62.46	62.46	
535	GRAYBAR ELECTRIC CO	9340474150	FUSE HOLDER BUSS COOPER HEB-AA,SH	01/14/2025	848.51	848.51	24006228
		9340543284	LAMPS 100W HPS GE LU100	01/20/2025	997.20	997.20	25006329
		9340543286	TIES WRAPLOCK SPOOL NO 4/0	01/20/2025	607.00	607.00	25006343
		9340543288	CONDUIT 4" PVC SCH 40	01/20/2025	376.04	376.04	25006364
1252	RESCO	3059311	GUY GRIPS 3/8" PREFORMED GDE-1107	01/14/2025	367.00	367.00	24006169
		3059334	POLE 15 KVA 13.8 120/240 TRN	01/14/2025	9,520.00	9,520.00	24005482
		3059477	PHOTO EYE- LED SUNTEK TRS-2	01/15/2025	1,900.00	1,900.00	25006346
		3059491	PHOTO EYE- LED SUNTEK TRS-2	01/15/2025	1,900.00	1,900.00	25006346
		3060843	WIRE BARE COPPER SOLID #4 200' REELS	01/29/2025	1,880.00	1,880.00	25006433
		3060846	CRIMPIT CU 5/8" 6 SOL-4 STR	01/29/2025	282.00	282.00	25006433
		3060851	ALUM ARM 2"X8' AMER 93-9602	01/29/2025	1,185.00	1,185.00	24006172
		3060852	WASHERS GALV SQ CURV 2 1/4 J6821	01/29/2025	4,669.44	4,669.44	25006433
1539	WESCO RECEIVABLES C	501375	CONNECTOR UTILCO USGL-750R126	01/16/2025	1,327.20	1,327.20	25006344
		501816	KING LUMINAIRE- BLK DECORATIVE	01/17/2025	10,518.00	10,518.00	24005041
		505322	MINIWEDGE 83631-1 4/0 TO #2 STR	01/28/2025	1,749.00	1,749.00	24005875
		506777	BOLT CROSS ARM 5/8 X 14	01/31/2025	7,281.05	7,281.05	25006422
20786	DAKOTA SUPPLY GROUP	S104361187.	REPAIR CLAMP 6" X 15" (6.84-7.24) SS	01/27/2025	1,760.00	1,760.00	24006261
Total 10001154000:					47,167.44	47,167.44	
4860	FASTENAL COMPANY	MNHIB12658	Gloves, eyewear, batteries, towels, industrial bags, lens clean	01/08/2025	247.36	247.36	25015
		MNHIB12658	Eyewear, gloves, batteries	01/08/2025	98.93	98.93	25015
		MNHIB12688	Cleaner, shop towels, industrial bags, eyewear, gloves, tape,	01/27/2025	472.68	472.68	25015
		MNHIB12693	Towel, Lined Utility Glove, LeatherGlove, Energizer Battery, E	01/31/2025	79.20	79.20	25015
		MNHIB12693	Gloves, Batteries, Eyewear, Fleece Liner	01/31/2025	85.49	85.49	25015
		MNHIB12699	Shovel Openback	01/31/2025	127.89	127.89	25015
Total 10001163120:					1,111.55	1,111.55	
24990	MINERS INSURANCE AG	12192024	Commercial Property--Brokerage SVCS--P&C Insurance	12/19/2024	30,000.00	30,000.00	24006222
Total 10001165200:					30,000.00	30,000.00	
24198	VC3 (CW TECHNOLOGY	INV3559549	Service Ticket #3592445 - Server Replacement	01/30/2025	14,345.00	14,345.00	25006447
		INV355956V	R550 Server Custom Build	01/31/2025	19,695.53	19,695.53	
Total 10001391200:					34,040.53	34,040.53	
3754	ROAD MACHINERY & SU	W2696505	case 621E rebuild rear axle	01/15/2025	8,535.21	8,535.21	25006368
Total 10001392000:					8,535.21	8,535.21	
20292	US BANK OPERATIONS C	LOAN PMT #	Loan PMT #232	01/21/2025	690.18	690.18	25006403

HIBBING PUBLIC UTILITIES		Paid Invoice Report				Page: 2	
		Check issue dates: 1/15/2025 - 2/19/2025				Feb 21, 2025 10:20AM	
Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Purchase Ord
	Total 10002221100:				690.18	690.18	
23384	AFSCME 65 PEOPLE FUN	01232025	AFSCME PEOPLE FUND 01/06/25-01/19/25	01/23/2025	60.65	60.65	25006408
		02062025	AFSCME PEOPLE FUND 01/20/25-02/02/25	02/06/2025	60.65	60.65	25006469
25687	AFSCME COUNCIL 65	01232025	AFSCME UNION DUES 01/06/25-01/19/25	01/23/2025	2,227.66	2,227.66	25006409
		02062025	AFSCME UNION DUES 01/20/25-02/02/25	02/06/2025	2,227.66	2,227.66	25006470
	Total 10002232235:				4,576.62	4,576.62	
23045	HIBBING ACH, CITY OF	000238-DEC	Dec City Garbage	01/27/2025	230,917.76	230,917.76	25006431
	Total 10002234200:				230,917.76	230,917.76	
		000238-DEC	Dec City Sewer	01/27/2025	1,213.54	1,213.54	25006431
	Total 10002234210:				1,213.54	1,213.54	
		000238-DEC	Dec City Sewer	01/27/2025	354,129.77	354,129.77	25006431
	Total 10002234220:				354,129.77	354,129.77	
23039	MN REVENUE SALES TA	01212025	MONTLY SALES TAX DEC 2024	01/21/2025	133,753.00	133,753.00	25006390
	Total 10002241200:				133,753.00	133,753.00	
20292	US BANK OPERATIONS C	LOAN PMT #	LEA Loan Payment #230	11/20/2024	748.98	748.98	25006332
	Total 10005431120:				748.98	748.98	
24578	LEAGUE OF MN CITIES I	9374	Claim 106068 8/7/20-claim concluded	12/27/2024	26,654.01	26,654.01	25006333
	Total 10005903120:				26,654.01	26,654.01	
445	EXPRESS PRINT I LTD	69885HPU	No 10 window envelop	12/30/2024	367.94	367.94	25006370
		69931HPU	No 10 Envelope with perit	12/30/2024	1,780.63	1,780.63	25006370
		69958HPU	AP/Payroll Envelopes	02/01/2025	421.80	421.80	25006451
5144	EXCEL BUSINESS SYSTE	78155	Toshiba/E-Studio 5516ACT -	01/13/2025	1,818.29	1,818.29	25006396
		78156	Toshiba/E-Studio 2050 - Electrician	01/13/2025	36.34	36.34	25006396
		78157	Toshiba/E-Studio 2515AC - Warehouse	01/13/2025	50.04	50.04	25006396
		78158	Toshiba/E-Studio 3025AC - Engineering	01/13/2025	155.35	155.35	25006396
		78159	Toshiba/E-Studio 3025AC - Service Center	01/13/2025	235.49	235.49	25006396
		78160	Toshiba/E-Studio 3005AC - Human Resources	01/13/2025	106.88	106.88	25006396
20736	INNOVATIVE OFFICE SOL	IN4736939	wall calendar(days of the month)6x6" 6.95 freight	01/09/2025	51.53	51.53	24006294
		IN4738571	File folders	01/10/2025	266.40	266.40	25006340
		IN4741458	11x17 Paper	01/15/2025	200.80	200.80	25006392
24033	APG MEDIA OF MN	MT9000350-	Reg Meeting 10.22.24	12/31/2024	1,323.60	1,323.60	25006323
24198	VC3 (CW TECHNOLOGY	VC3-183905	Project #3064 / PTM - Replace Host, Upgrade (3) 2012 VMs,	12/31/2024	787.52	787.52	25006386
		VC3-185490	Monthly Billing for January 2025	01/13/2025	5,140.16	5,140.16	25006397
24443	PITNEY BOWES-ACH DO	3107015093	RISO COMCOLOR FT SERIES	01/15/2025	3,638.85	3,638.85	25006320
25565	ACCESS BROADBAND	520534	2025 Mo Internet Service	01/01/2025	125.00	125.00	25006327
		520829	2025 Mo Internet Service (FEB)	02/01/2025	125.00	125.00	25006327
25673	GIANT VOICES INC	INV-4064	2024 Agency Services	12/31/2024	112.64	112.64	25006424
		INV-4070	2024 Social Media & Google Advertising	12/31/2024	31.99	31.99	25006424
25720	INTEGRIS	589600	Monthly Billing for February 2025	01/09/2025	196.88	196.88	25006341
25744	CTC	21507704	Monthly Internet Services - 01/2025	01/12/2025	1,548.22	1,548.22	25006339
25762	E.O. JOHNSON CO. INC.	38355795	Canon imagePROGRAF TM-305 Copier: 01/11 to 01/10/2025	01/17/2025	234.39	234.39	25006427

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Purchase Order
25772	VISA-ELIOT	VISA 8562X0	12/23/24 APG Media - Newspaper Subscription	01/22/2025	4,209.42	4,209.42	25006460
	Total 10005921120:				22,965.16	22,965.16	
25611	STINSON LLP	43609231	Labor Legal Fees through DEC 31 2024	01/08/2025	6,997.50	6,997.50	25006322
		43609232	Turbine Legal Fees through DEC 31 2024	01/08/2025	2,570.00	2,570.00	25006322
25737	WEX HEALTH, INC.-	0002087752-	BENEFITS SOLUTION DEC 2024	12/31/2024	487.75	487.75	25006374
25790	COSTIN GROUP INC	2681	Government Relations Consulting & Lobbying - Jan. 2025	01/31/2025	3,500.00	3,500.00	25006445
25836	TAMMY MATTONEN CON	DECEMBER.	DEC 2024 Accounting Consulting Services	01/13/2025	9,945.00	9,945.00	25006358
25876	ABDO LLP	500545	2024 Audit Services	12/31/2024	7,410.00	7,410.00	25006331
25918	Carbontec LLC	HPUC003	Grants Stakeholder Correspondence, Carbon Accounting	12/20/2024	23,975.00	23,975.00	24006005
	Total 10005923120:				54,885.25	54,885.25	
1616	MADISON NATIONAL LIF	1665465	LONG TERM DISABILITY INS JAN 2025	01/01/2025	2,012.08	2,012.08	25006384
		1671286	LONG TERM DISABILITY INS JAN 2025	02/01/2025	2,164.42	2,164.42	25006468
20594	DELTA DENTAL	CNS0001746	DELTA DENTAL 01/05/25-01/11/25	01/11/2025	4,415.30	4,415.30	25006379
22191	MEDICARE BLUE RX	02072025	MEDIARE RX COVERAGE FEB 2025	01/05/2025	15,149.20	15,149.20	25006476
		12072024	MEDIARE RX COVERAGE JAN 2025	12/07/2024	15,149.20	15,149.20	25006475
24321	BCBS OF MN	2501314210	BCBS VISION INS ACTIVE EMPLOYEES JAN 2025	01/31/2025	543.23	543.23	25006523
25069	MINNESOTA LIFE INSUR	12976951-00	ACTIVE LIFE INS 01/01/25-01/31/25	01/01/2025	2,147.37	2,147.37	25006380
25272	MN PEIP	1479118	ACTIVE EMPLOYEE HEALTH COVERAGE 02/01/25-02/28/2	01/10/2025	173,133.96	173,133.96	25006381
25653	BCBS RETIREE	2412303869	RETIREE ACTIVE COVERAGE01/01/25-01/31/25	01/20/2025	10,812.00	10,812.00	25006372
		2412303869	RETIREE ACTIVE COVERAGE 02/01/25-02/28/25	01/20/2025	1,881.00	1,881.00	25006371
	Total 10005926115:				227,407.76	227,407.76	
25614	LUX FITNESS	HPU013125	FITNESS PROGRAM-BRIAN BERG JAN 2025	01/31/2025	60.00	60.00	25006467
		HPU123124	FITNESS PROGRAM-BRIAN BERG DEC 2024	12/31/2024	60.00	60.00	24006312
	Total 10005926120:				120.00	120.00	
1360	SULLIVAN CANDY AND S	703466	LIL' TREE AIR FRESHNERS FOR VEHICLES (36) count	01/17/2025	46.60	46.60	25006391
1495	USA BLUEBOOK	INV0061091	MN STATE FLAG 4ft x 6ft	01/31/2025	61.39	61.39	25006449
3532	TOTAL TOOL	02542507	Jackson Smoke SAFETY sunglasses	01/08/2025	125.02	125.02	24006304
		02542612	TREX XL 6300 TRACTION DEVICE footwear safety SIZE 11-	01/16/2025	157.50	157.50	24006304
23635	FAIRVIEW HEALTH SERVI	3000480425	D&A Policy Testing STMT 12/8/24	01/06/2025	292.00	292.00	25006450
25885	Imperial Dade	4337791	ECG ICE MELTER POWER THAW	01/31/2025	1,119.75	1,119.75	25006428
	Total 10005930120:				1,802.26	1,802.26	
25929	Crescendo Youth Orchestr	2024 HPU	2024 Contribution Approved 12/17/24	12/31/2024	2,950.00	2,950.00	25006362
25930	Algonquin Youth Activities	AYAA 2024 H	2024 Contribution Approved 12/17/24	12/31/2024	500.00	500.00	25006361
	Total 10005930125:				3,450.00	3,450.00	
25819	NORTH AMERICAN ENER	2025087	NAEMA 2025 Market Membership	01/02/2025	3,000.00	3,000.00	25006324
	Total 10005930130:				3,000.00	3,000.00	
25906	VISA-SAM ADAMS	VISA 8398X0	k-cup coffee, cups, creamer for service center	01/22/2025	50.06	50.06	25006464
	Total 10005930135:				50.06	50.06	
844	MMUA	64465	T&O Conference Registration	09/25/2024	1,180.00	1,180.00	25006388
25883	Visa - Jill Zellar	VISA 8182X0	refreshments and snacks for meeting	01/22/2025	27.46	27.46	25006455

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Purchase Ord
Total 10005930140:							
25766	STATE OF MINNESOTA D	6923500422	Tier II Annual Fees HREC	01/10/2025	100.00	100.00	25006334
		6923500552	Tier II Annual Fees Water Treatment Plant	01/10/2025	100.00	100.00	25006334
		6923500572	Tier II Annual Fees Beltline Substation	01/10/2025	25.00	25.00	25006334
		6923500582	Tier II Annual Fees Pump Station	01/10/2025	25.00	25.00	25006334
		6923500592	Tier II Annual Fees Greenhaven Substation	01/10/2025	25.00	25.00	25006334
		6923500622	Tier II Annual Fees Well 18	01/10/2025	100.00	100.00	25006334
		6923500632	Tier II Annual Fees Y-Yard Substation	01/10/2025	25.00	25.00	25006334
		6923500642	Tier II Annual Fees Airport Well	01/10/2025	100.00	100.00	25006334
25775	VISA-STEFANIE	VISA 6665X0	HPU employee safety recognition jackets	01/22/2025	7,695.31	7,695.31	25006532
Total 10005930145:							
769	L & L RENTALS INC	1-204402	mini x service	01/22/2025	188.05	188.05	25006417
		1-204564	mini x service	01/23/2025	62.29	62.29	25006416
771	L & M SUPPLY	9590908	Propane Tank & Propane Torch--CA	01/15/2025	45.58	45.58	25010
4314	IRON RANGE TIRE SERVI	35396	tire repair truck 70--Ford F 350	01/06/2025	50.00	50.00	24006302
		35436	tire repair oil change-2021 Ford Escape	01/16/2025	104.69	104.69	25006367
5141	BOUGALIS INC	7408	haul case loader to RMS	01/22/2025	412.50	412.50	25006412
		7517	brig case loader to plant from RMS	01/22/2025	425.00	425.00	25006413
20704	NAPA SUPPLY OF HIBBIN	492942	air brakes truck 45	01/13/2025	7.71	7.71	25006355
		493112	wipers Gina escape	01/15/2025	21.15	21.15	25006366
22383	TITAN MACHINERY	PS0530417-	Freight Plus Tax on Return PS0530417-1	11/05/2024	13.37	13.37	25006461
		PS0544453-	Freight Plus Tax on Return PS0544453-1	11/18/2024	277.03	277.03	25006461
		SO0160413-	field service case loader	12/31/2024	648.23	648.23	25006400
24901	Mesabi Radial Tire Compa	E13758	case loader tire	01/20/2025	444.95	444.95	25006399
25101	RDO EQUIPMENT CO	P4687603	Valve- LP SERIES POP VERMEEER VAC TRAILOR	01/17/2025	462.35	462.35	25006404
		P4747303	24OUL Valve Return	01/29/2025	422.71-	422.71-	
25662	ST LOUIS COUNTY PUBLI	292505	NOV FUEL FOR 2024	01/08/2025	4,364.09	4,364.09	24019
		292507	DEC FUEL FOR 2024 (extra for diesel heating concrete)	01/08/2025	8,218.44	8,218.44	24019
25820	MN DEPT ADMIN FLEET	2025060010	Monthly Lease for (2) Mitsubishi Outlanders	12/31/2024	541.46	541.46	24006258
25830	VISA-CHRIS ADAMS	VISA 7044X0	visa	01/22/2025	121.10	121.10	25006533
Total 10005933120:							
					15,985.28	15,985.28	
62	VESTIS	2630378096	BLANKET PO - RUGS--Plant 1/13	01/13/2025	606.67	606.67	25012
		2630383463	BLANKET PO - RUGS - Warehouse 1/27	01/27/2025	55.61	55.61	25012
		2630383464	BLANKET PO - RUGS--Plant 1/27	01/27/2025	581.26	581.26	25012
771	L & M SUPPLY	9585955	Universal glue, duct tape, sealant foam, tarp, hooks, bungee	01/08/2025	101.46	101.46	25010
		9586745	key blank--Z.Graves	01/09/2025	6.80	6.80	25010
		9586758	Hex key set, Wrench hex ball set-J.Windsor	01/09/2025	35.13	35.13	25010
		9590116	Water Spring 24PK Joe W	01/14/2025	7.40	7.40	25010
		9592382	Eye Bolts M. Yuretich	01/17/2025	5.69	5.69	25010
		9592412	Heater 1500W W.Kampen	01/17/2025	23.74	23.74	25010
		9594374	Valve 3/4" FIP Gate Brass	01/20/2025	45.56	45.56	25010
		9595230	Heater-Milk House 1300W/1500W	01/21/2025	23.74	23.74	25010
		9595308	Rivets 1/4" Aluminum Medium 100	01/21/2025	17.09	17.09	25010
1634	SAFETY-KLEEN	96122003	Changing of Parts Washer Fluid	01/04/2025	369.88	369.88	25006337
3532	TOTAL TOOL	02542715	3IN X 1000 FT Yellow Caution Tape	01/23/2025	38.43	38.43	25006363
25809	DAHLHEIMER BEVERAG	2372632	11 five gallon waters and 10 empties	01/14/2025	96.75	96.75	25014
		2383856	6 five gallon waters and 6 empties	01/28/2025	49.50	49.50	25014
Total 10005935120:							
					2,064.71	2,064.71	
24820	MEI TOTAL ELEVATOR S	1113204	Elevator Mo SVC-FEB	02/01/2025	776.08	776.08	25006452

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Purchase Ord
25420	VESTIS	2630378002	RUGS--Admin Bldg 12/02	01/13/2025	109.54	109.54	25013
		2630380645	Blanket PO Rugs/Mats	01/20/2025	109.54	109.54	25013
		2630383442	BLANKET PO - RUGS--Admin Bldg 1/27	01/27/2025	109.54	109.54	25013
		2630385572	Blanket PO Rugs/Mats	01/31/2025	35.70	35.70	25013
		2630385823	BLANKET PO - RUGS--Admin Bldg 2/3	02/03/2025	109.54	109.54	25013
25809	DAHLHEIMER BEVERAG	2372626	3 five gallon waters and 3 empties	01/14/2025	27.00	27.00	25014
		2383859	2025 Drinking Water	01/28/2025	9.00	9.00	25014
Total 10005935220:					1,285.94	1,285.94	
62	VESTIS	2630378804	BLANKET PO - RUGS Service Center 1/14	01/14/2025	187.79	187.79	25012
		2630384140	BLANKET PO - RUGS Service Center 1/28	01/28/2025	157.93	157.93	25012
25420	VESTIS	2630380394	BLANKET PO - RUGS--Service Center 1/17	01/17/2025	35.70	35.70	25013
Total 10005935320:					381.42	381.42	
62	VESTIS	2630378084	BLANKET PO - RUGS - Warehouse 1/13	01/13/2025	55.61	55.61	25012
3532	TOTAL TOOL	02542750	17" Alum Dust Pan	01/27/2025	42.12	42.12	25006363
25809	DAHLHEIMER BEVERAG	2383855	3 empties	01/28/2025	18.00-	18.00-	25014
Total 10005935430:					79.73	79.73	
5141	BOUGALIS INC	24LEAD PAY	Lead Service Line - Private owned	01/16/2025	236,683.00	236,683.00	24005907
25641	BOLTON & MENK, INC	0349031	2024 Lead Water Service Lione 9/14-10/11/24	10/31/2024	26,050.00	26,050.00	24005503
Total 11001107000:					262,733.00	262,733.00	
25784	RICE LAKE CONTRACTIN	PAY APP #8	South Water Treatment Plant Rehab Project	11/27/2024	300,484.37	300,484.37	23001382
Total 11001107100:					300,484.37	300,484.37	
5141	BOUGALIS INC	41ST ST PAY	2024 Capital watermain - 41st Street. approved 4-23 24-002	12/04/2024	341,728.21	341,728.21	24005671
25641	BOLTON & MENK, INC	0349026	2024 Watermain Replacement Project - Construction Enginee	10/31/2024	48,528.50	48,528.50	24005353
		0349030	2024 Watermain Replacement Project - Construction Enginee	10/31/2024	37,379.00	37,379.00	24005353
		0353371	2025 Wartermain Improvements - Engineering & Design Servi	01/02/2025	34,328.00	34,328.00	24006071
		0353376	2025 Wartermain Improvements - Engineering & Design Servi	01/02/2025	45,682.40	45,682.40	24006071
		0353379	2025 Wartermain Improvements - Engineering & Design Servi	12/31/2024	21,558.00	21,558.00	24006071
		0353493	2025 Wartermain Improvements - Engineering & Design Servi	12/31/2024	11,997.50	11,997.50	24006071
25909	Minger Construction Comp	PAYAPP #3 2	TH 169 Siplining - 23rd Street to 25th Street	12/02/2024	27,042.94	27,042.94	24005768
		PAYAPP #4 2	TH 169 Siplining - 23rd Street to 25th Street	12/19/2024	3,415.50	3,415.50	
Total 11001107200:					571,660.05	571,660.05	
3156	TRAUT COMPANIES	372491	3 test wells at Carey Valley	08/30/2024	28,085.00	28,085.00	23001745
25641	BOLTON & MENK, INC	0348517	WTP Carey Valley SVC 9/14-10/11 2024	10/28/2024	25,444.11	25,444.11	23001454
		0350070	WATER TREATMENT FACILITY IMPROVEMENTS / CAREY	11/18/2024	25,967.40	25,967.40	23001454
Total 11001107300:					79,496.51	79,496.51	
25666	FERGUSON ENTR DBA P	0278113	LF CR3-10 2HP PUMP 230/460V 3PH	01/17/2025	2,617.95	2,617.95	24006210
Total 11001331100:					2,617.95	2,617.95	
5141	BOUGALIS INC	7545	3RD AVE E WTR	02/04/2025	4,410.00	4,410.00	25009
22473	TONY'S EQUIPMENT REP	1673	water main outer drive	01/14/2025	2,030.00	2,030.00	24007

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Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Purchase Ord
		23692776.01	Air Permitting For Railroad Tie Fuel Project 2	01/10/2025	600.50	600.50	23002218
		23692776.04	MACT 5D Subcategories & Requirements Review	01/21/2025	3,898.00	3,898.00	24006150
22864	HUNT ELECTRIC	379326	TG #5 505 Upgrades	11/26/2024	33,997.25	33,997.25	23001906
25641	BOLTON & MENK, INC	0353361	Electrical Infrastructure	12/31/2024	420.00	420.00	25006387
Total 12001107000:					67,107.75	67,107.75	
529	GPM INC	PSRVI-00718	Circ Pump #4 SRVQ-003291	01/02/2025	19,856.19	19,856.19	24005952
535	GRAYBAR ELECTRIC CO	9340438390	1806SPOSVNTC CABLE	01/10/2025	271.97	271.97	24006264
		9340490601	2/0 TC Cable	01/15/2025	2,608.70	2,608.70	24006305
4963	Wunderlich-Malec Services	26694	Universal Spare for 3 turbines for the Protechs	01/30/2025	6,132.61	6,132.61	24006053
8042	SIEMENS ENERGY INC	510S009081	(3) Carbon Packing Rings 6815190000	01/10/2025	652.56	652.56	24006102
24323	EMERSON LLLP	30886117	In-Situ Flue Gas Oxygen Transmitter	01/07/2025	14,393.49	14,393.49	24006033
		30892558	Rosemount Coplanar Transmitter 3051CD3A02A1AH2S6	01/16/2025	2,823.93	2,823.93	24006283
25641	BOLTON & MENK, INC	0353495	Turbine 3	12/31/2024	2,538.00	2,538.00	
Total 12001107100:					49,277.45	49,277.45	
25904	LAKE STATES CONSTRU	11185	First Ave Substation	01/25/2025	20,000.00	20,000.00	24005486
		11186	Ansley Substation	01/25/2025	10,000.00	10,000.00	24005486
Total 12001107200:					30,000.00	30,000.00	
535	GRAYBAR ELECTRIC CO	9340452299	4 6" 90deg Elbows	01/13/2025	650.98	650.98	24006135
1539	WESCO RECEIVABLES C	171898	FREIGHT	12/19/2024	300.00	300.00	24006175
		183184	Jacket Seal Kit for Large Cable 45	01/09/2025	21,447.44	21,447.44	24006175
20364	MINNESOTA POWER ACH	6285485836	Wildlife protection on FDR 309 ordered by Mike West Feb. 20	01/23/2025	9,778.34	9,778.34	25006357
21611	STUART C IRBY CO	S014121175.	8' fiberglass dead-end crossarm	12/11/2024	10,864.00	10,864.00	24006047
25550	ANY WAY YOU WANT IT	135417	Project Material Storage Container-Ansley	12/23/2024	11,100.00	11,100.00	24006170
25641	BOLTON & MENK, INC	0349324	Overhead Power Relocate	10/31/2024	6,649.50	6,649.50	24005337
		0353494	Overhead Power Relocate	12/31/2024	2,653.00	2,653.00	24005337
25863	ELECTRIC POWER ENGI	33279	EPCM Services T1	12/31/2024	68,624.00	68,624.00	24005812
		33807	2024 Q4 Projected Costs-EPCM	01/28/2025	45,749.00	45,749.00	24005812
Total 12001107300:					177,816.26	177,816.26	
2014	BARR ENGINEERING CO	23692705.02	Engineering Support 2024 11/2-11/29/24	12/27/2024	7,185.00	7,185.00	24003686
8042	SIEMENS ENERGY INC	510S009082	(1) Shaft Sleeve 7318220000	02/03/2025	1,027.10	1,027.10	24006102
22249	ALLIED VALVE	485695	Non-Return Valve for Boiler 2	11/26/2024	17,971.06	17,971.06	24005928
23204	PETROCHOICE	51777912	Turbine Oil Replacement Barrels	01/09/2025	2,523.37	2,523.37	25006336
25641	BOLTON & MENK, INC	0353314	Concrete Design Support for 4A ID Fan	12/31/2024	4,068.00	4,068.00	25006326
Total 12001311200:					32,774.53	32,774.53	
20728	MALTON ELECTRIC	MN-R-B0027	BLR #4 ID fan reconditioning	01/01/2025	11,745.00	11,745.00	24005915
Total 12001312300:					11,745.00	11,745.00	
1252	RESCO	3060093	PAD 25 KVA 13.8/7970-240/120 1 PH	01/21/2025	22,972.30	22,972.30	24005482
25856	VIRGINIA TRANSFORME	81807	Liquid 10000KVA-unit A - M234701A Rev 1 - 1st Ave Substati	10/23/2024	122,940.00	122,940.00	24003858
Total 12001364100:					145,912.30	145,912.30	
1539	WESCO RECEIVABLES C	501374	backplane mounting fixture for versa-packs	01/16/2025	6,045.78	6,045.78	24005221
Total 12001370000:					6,045.78	6,045.78	

Vendor Number	Name	Invoice Number	Description	Invoice Date	Invoice Amount	Check Amount	Purchase Ord
25921	Civic Systems LLC	INV-02328	Semi Anual Service and Support 1-1 to 6-30, 2025	01/01/2025	14,104.00	14,104.00	25006395
	Total 12001391000:				14,104.00	14,104.00	
25697	SAVANNA PALLETS	INV158323	2025 Wood Supply	01/13/2025	30,083.83	30,083.83	25021
		INV158551	2025 Wood Supply	01/20/2025	55,657.67	55,657.67	25021
		INV158750	2025 Wood Supply	01/27/2025	61,111.61	61,111.61	25021
		INV158940	Wood Chip Blend	02/04/2025	20,002.77	20,002.77	25021
	Total 12005501320:				166,855.88	166,855.88	
23167	MN DEPT OF LABOR AND	02032025	LICENSE RENEWAL T.GARRITY	02/03/2025	24.00	24.00	25006466
25588	CHEMTREAT INC.	CIN0108005	hardness indicator pwder 100g	02/04/2025	47.57	47.57	25022
	Total 12005506120:				71.57	71.57	
433	YODER BUILDING SUPPL	2501-074775	Insulation for Fire Suppression System	01/07/2025	241.43	241.43	25006313
535	GRAYBAR ELECTRIC CO	9339957987	1/2 square washer	11/27/2024	70.54	70.54	24006076
1038	AIRGAS USA, LLC	5513678240	CYL Ind Large Oxygen	01/31/2025	8.03	8.03	24028
		5513678426	Acetylene, Argon, Nitrogen, Oxygen Rentals	01/31/2025	61.27	61.27	24028
		5513678634	Acetylene, Argon, Nitrogen, Oxygen Rentals	01/31/2025	232.03	232.03	24028
1163	RADKO IRON & SUPPLY	021618/1	Bolt Cutter For Wood Unload	01/18/2025	49.99	49.99	25006418
		021862/1	3 Ton Chain Hoist for Auger Repairs	01/31/2025	274.99	274.99	25006454
		021911/1	1/4" Hose Splicing Kit, 2-PC 1/4" Hose Splicers, Hose nuts	02/04/2025	21.35	21.35	25016
20364	MINNESOTA POWER ACH	7994177366	Power for Well - Jan. 2025	01/27/2025	444.96	444.96	25006437
20704	NAPA SUPPLY OF HIBBIN	492943	milwaukee chainsaw per line crew bucket truck-CA	01/13/2025	372.99	372.99	25006356
20786	DAKOTA SUPPLY GROUP	S104363338.	search light for line ops fleet vehicles	01/28/2025	200.00	200.00	24006295
		S104363338.	search light for line ops fleet vehicles	01/28/2025	300.00	300.00	24006295
23634	MINNEAPOLIS OXYGEN	138996	Acetylene, Argon, Nitrogen, Oxygen, CO2	01/31/2025	137.35	137.35	24029
25631	NTS ENVIRONMENTAL S	INV4517	2024 Stormwater compliance & permit reissuance assistance	12/31/2024	382.15	382.15	24003628
25685	OXYGEN SERVICE CO.	3609978	2025 Gases--cylinder rental	01/31/2025	118.72	118.72	25017
		3610003	2025 Gases--Bulk Tank Medium	01/31/2025	440.75	440.75	25017
	Total 12005508120:				3,356.55	3,356.55	
1524	GRAINGER INC	9359949600	BUSSMAN FUSES	01/02/2025	98.90	98.90	24006256
21182	VIKING AUTOMATIC SPRI	1025-F39970	Repair of Leaking Backflow Flange	01/29/2025	759.00	759.00	25006439
23280	FERGUSON ENTERPRIS	1252448	28x30x1 HE40 PLEAT FLTR -- PLUS FREIGHT	01/28/2025	844.04	844.04	24006254
24656	CEMSOURCE	4409	sample pump rebuild kit	01/30/2025	897.42	897.42	25006406
	Total 12005512120:				2,599.36	2,599.36	
25761	M-RETS	17815	M-RETS Invoice for RECs	01/23/2025	41.67	41.67	25006423
	Total 12005512620:				41.67	41.67	
1042	NORTHERN INDUSTRIAL	19636	HI TEMP INSULATION 2025	01/27/2025	29,855.08	29,855.08	25020
23204	PETROCHOICE	51794064	(2) Rebuild Kits for DC-RS-9	01/22/2025	689.37	689.37	25006434
	Total 12005514120:				30,544.45	30,544.45	
21243	ABATETEK INC.	1092025	ASBESTOS REMOVAL 2025	01/09/2025	1,125.00	1,125.00	24009
	Total 12005515120:				1,125.00	1,125.00	
20364	MINNESOTA POWER ACH	0760648065	MP Monthly Invoice for December 2024	01/16/2025	590,992.89	590,992.89	25006359



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### Report Criteria:

Summary report type printed



### 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		



### Hibbing Public Utilities Commission Authority Matrix – Version April 2022

P = Primary Responsibility C = Consenting A = Advises N = Notified I = Implements

<i>Debt Issuance</i>	P			A	A		
<i>Credit Facility Issuance</i>	P			N	N		
<i>Short-term borrowings/repayments under Credit Facilities</i>		N	N	P	C		
<i>Implementing Controls and ensuring compliance with Authorizations</i>	N			P	A		
<i>Employee travel for safety, trade, and business training</i>	N			P	A		
* Delegation 1	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.						
** Delegation 2	General Manager delegates approval of contracts of value less than \$10,000 and less 5 years in duration to the Risk Manager						
*** Delegation 3	General Manager delegates approval of payroll, transfers, and statutorily exempted payments to Accounts Payable and Payroll function.						



Item 5.B – Approve payroll paid & overtime report



## Item 5.B – Approve payroll paid &amp; overtime report

February 25<sup>th</sup>, 2025

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 January 23<sup>rd</sup>, February 6<sup>th</sup>, & February 20<sup>th</sup>, 2025 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 January 21<sup>st</sup>, 2025.

Sincerely;



Luke J. Peterson



## Report Criteria:

Employee Transaction.Check Issue Date = 01/23/2025

Pay Code.Pay Code = 1-19, 25

Payroll Type	Amount
Total REGULAR WAGES:	183,001.96
Total REGULAR WAGES - FOREMAN:	1,367.96
Total REGULAR WAGES - LEAD:	293.12
Total OVERTIME WAGES:	9,895.54
Total OVERTIME WAGES - FOREMAN:	203.28
Total SUNDAY PREMIUM:	1,827.06
Total VACATION PAY:	6,245.78
Total SICK & SAFE LEAVE:	254.40
Total SICK LEAVE - REGULAR:	10,445.55
Total UNEXCUSED SICK LEAVE:	.00
Total COMP FROM STADBY:	.00
Total COMP TIME EARNED:	.00
Total COMP TIME USED:	666.94
Total PERSONAL HOLIDAY:	1,919.33
Total HOLIDAY PAY:	11.20
Total SHIFT DIFFERENTIAL .75/HR:	504.00
Total LONGEVITY:	3,192.93
Total STANDBY:	2,498.71
Total CERTIFICATE/LICENSE:	765.90
Grand Totals:	<u>223,093.66</u>

## Report Criteria:

Employee Transaction.Check Issue Date = 02/06/2025  
Pay Code.Pay Code = 1-19, 25

Payroll Type	Amount
Total REGULAR WAGES:	169,520.90
Total REGULAR WAGES - FOREMAN:	2,315.56
Total REGULAR WAGES - LEAD:	433.28
Total OVERTIME WAGES:	13,979.60
Total OVERTIME WAGES - FOREMAN:	1,030.65
Total OVERTIME WAGES - LEAD:	482.76
Total SUNDAY PREMIUM:	1,712.88
Total VACATION PAY:	11,711.59
Total SICK LEAVE - REGULAR:	14,765.88
Total UNEXCUSED SICK LEAVE:	.00
Total COMP FROM STADBY:	.00
Total COMP TIME EARNED:	.00
Total COMP TIME USED:	1,762.80
Total PERSONAL HOLIDAY:	3,249.77
Total SHIFT DIFFERENTIAL .75/HR:	517.51
Total LONGEVITY:	3,192.93
Total STANDBY:	5,023.57
Total LEAVE PAYOUT (NO RETIREMENT):	2,565.60
Total CERTIFICATE/LICENSE:	880.89
Grand Totals:	<u><u>233,146.17</u></u>

## Report Criteria:

Employee Transaction.Check Issue Date = 02/20/2025  
Pay Code.Pay Code = 1-19, 25

Payroll Type	Amount
Total REGULAR WAGES:	184,665.26
Total REGULAR WAGES - FOREMAN:	1,865.80
Total REGULAR WAGES - LEAD:	596.32
Total OVERTIME WAGES:	10,417.30
Total OVERTIME WAGES - FOREMAN:	216.41
Total SUNDAY PREMIUM:	1,712.88
Total VACATION PAY:	8,779.08
Total SICK LEAVE - REGULAR:	9,954.92
Total UNEXCUSED SICK LEAVE:	.00
Total COMP FROM STADBY:	.00
Total COMP TIME EARNED:	.00
Total COMP TIME USED:	589.12
Total PERSONAL HOLIDAY:	1,499.79
Total HOLIDAY PAY:	6.00
Total SHIFT DIFFERENTIAL .75/HR:	489.00
Total LONGEVITY:	3,166.05
Total STANDBY:	5,130.59
Total CERTIFICATE/LICENSE:	804.23
Grand Totals:	229,880.75





## Item 5.C



## Item 5.C – Approve Letter of Understanding 2025-03: Mutual Aid

February 25<sup>th</sup>, 2025

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

RE: Item 5.C – Approve Letter of Understanding 2025-03: Mutual Aid

Dear Commissioners;

Please find attached for your consideration the Letter of Understanding 2025-03 regarding Mutual Aide. This letter was drafted in coordination with HPU management and the representatives of the AFSCME Local 94.

The intent of this LOU is to establish an effective pathway for HPU to respond to requests of Mutual Aid from other utilities, ensuring our experienced employees can provide assistance during emergency events. This agreement and the readiness of HPU's employees to provide assistance will improve the strength and resiliency of infrastructure systems across the region and state.

Sincerely;



Luke J. Peterson





2025-03

*This Letter of Understanding is entered into between the Hibbing Public Utilities (hereafter "Employer") and AFSCME, AFL-CIO, Local 94 (hereafter "Union") representing the employees of Hibbing Public Utilities*

WHEREAS: The employer and the Union are both parties to a Collective Bargaining Agreement not set to expire until December of 2025;

WHEREAS: Local 94 members in the past were contracted to provide mutual aid.

WHEREAS: Mutual Aide is defined as when a utility offers their restoration services to another utility.

WHEREAS: The Parties acknowledge that Hibbing Public Utilities Commission may offer mutual aid in the event that it does not create a hardship to their own operations due to a change in staffing, equipment, or material levels. The request for Mutual Aid shall be made to the Utility Operations Manager and ultimately must be approved by the General Manager prior to the resources being allocated for Mutual Aid.

NOW THEREFORE: The Employer and the Union agree it is necessary to outline the terms and conditions of compensation in situations of Mutual Aid.

BE IT RESOLVED: The following language change shall maintain the full force and effect of the contract and shall be incorporated into the CBA when it is re-opened for regular negotiations:

During Mutual Aid assignments, employees will be paid at their overtime rate for all hours worked. Their overtime rate will be calculated with the understanding that they will receive their current wage or the host utility wage, whichever is greater.

When meals are provided by a host utility during Mutual Aid, meal allowances outlined in the current AFSCME Local 94 employment agreement will not apply.

FINALLY, This Letter of Understanding represents the full and complete agreement between the parties regarding this matter. The provisions of this LOU do not modify the parties Labor Agreement, but instead are in addition to the existing provisions. All other provisions of the collective bargaining agreement continue to apply.

Dated this 25<sup>th</sup> day of February, 2025

**FOR THE EMPLOYER**

By: \_\_\_\_\_  
**COMMISSION CHAIR**

By: \_\_\_\_\_  
**GENERAL MANAGER**

**FOR THE UNION**

By: \_\_\_\_\_  
**UNION PRESIDENT**

By: \_\_\_\_\_  
**LABOR REPRESENTATIVE**





Item 5.D

Item 3



Item 5.D – Approve Overnight Travel and Expenses through April 2025

February 25<sup>th</sup>, 2025

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

RE: Item 5.D – Approve Overnight Travel and Expenses through April 2025

Dear Commissioners;

Please find attached for your review proposed employee travel through the Month of April, 2025. As per commission request, these requests are being brought before the Commission prior to travel.

Sincerely;



Luke J. Peterson

Event	Location	Employee	Dates	Duration Lodging Est.	Travel + Registration
<b>APPA Legislative Conference</b>	Washington, D.C.	HPU General Manager	February 25 and 26 <sup>th</sup>	2 nights/\$200 -450 per night pp –	\$725 travel
<b>MNRWA Tech Conference</b>	St. Cloud, MN	Water Crew	March 4 <sup>th</sup> , March 5 <sup>th</sup>	NA	\$100 pp
<b>MMUA Substation School</b>		2 from crew + Director	March 11-13	2 nights/\$300pp	\$525pp or \$1,575

\*\*rough estimates per person (pp)



Item 5.E



Item 5.E – Request for Contribution: Hibbing High School Student Council in the amount of \$500

February 25<sup>th</sup>, 2025

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

RE: Item 5.E – Request for Contribution: Hibbing High School Student Council in the amount of \$500

Dear Commissioners;

Please find attached for you review a Request for Contribution form from the Hibbing High School Student Council. The Hibbing High School Student Council is seeking a contribution in the amount of \$400 to support the Student Council & Honor Society State Leadership Conference to be hosted at the Hibbing High School, April 4<sup>th</sup>-6<sup>th</sup>.

This level of contribution would qualify HPU as a Silver Level Sponsor of the event and have the Utility's logo included in the event's promotional materials. This contribution would support the development of Hibbing's vocational resources as the event provides valuable leadership and professional growth opportunities to the next generation of local leaders and workforce members.

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: Hibbing High School Student Council

CHECK PAYABLE TO: Hibbing High School Student Council

CONTACT NAME: Lynda Larsen

PHONE NO. 218-410-9530

ADDRESS: 800 E 21st St Hibbing, MN 55746

DATE: 12/20/24

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

To sponsor the Student Council & Honor Society State Leadership conference hosted at the Hibbing High School from April 4-6. Please see attached sheet

AMOUNT OF REQUEST: \$200-\$1,500

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

To help make a memorable experience for those visiting Hibbing for the first time and allowing Hibbing Public Utilities the option to participate and showcase their brand to the public



REQUEST FOR CONTRIBUTION

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

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Commission Secretary

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Date

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



## STATE CONVENTION SPONSORSHIP

Hosting Division: Northeast

Hosting School: Hibbing High School

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To Whom It May Concern,

The Hibbing High School Student Council is thrilled to announce that we're hosting the Student Council & Honor Society State Leadership Conference, along with Northeastern Division of Minnesota Student Councils, from April 4-6, 2025, under the theme "Enchanted Engagement: Empowering Our Leaders in a Castle in the Woods." This year, Hibbing transforms into a "Castle in the North," welcoming over 350 student leaders and their advisors from across Minnesota!

We're excited to make this event magical and memorable—and that's where our community comes in. To create a truly enchanting experience, we're reaching out to local businesses and colleges to help us bring this vision to life. From pens and pencils to welcome bags and memorabilia/merchandise, your support can make a meaningful impact on the experience for each attendee. Sponsors will have the chance to showcase their brand, offer promotional items, and even host a booth at the event.

For those interested in becoming financial sponsors or presenting a vendor booth, we offer unique sponsorship tiers inspired by our theme. Each tier provides special opportunities to highlight your brand and show support for these future leaders.

We'd be honored to have you as a sponsor, and we know your contribution will make a lasting impact on these students' lives and leadership journeys. Please don't hesitate to reach out with any questions. Let's create something unforgettable together!

Warm regards,

Dana Lindstrom  
Co-Student Council Advisor

Stephanie Wesley  
Co-Student Council Advisor

Lynda Larsen  
Co-Student Council Advisor

Kenedi Koland  
Convention Coordinator

Marisa Sibell  
Convention Coordinator

Jaiden Touchstone  
Convention Coordinator

Adrionna Vittori  
Convention Coordinator

Contact for Additional Information: [lynda.larsen@isd701.org](mailto:lynda.larsen@isd701.org) or (218) 410 - 9530

## Sponsorship Levels & Benefits

### *Pixie Dust Partner* - Bronze - \$200

The entry-level sponsorship which provides essential support and a sprinkle of magic to our mission.

- Acknowledgement in event programs & promotional materials

### *Once Upon a Dream Patron* - Silver - \$400

Become a part of our fairy tale legacy. This top-tier sponsorship represents those who believe in the magic of dreams and are dedicated to making them come true.

- Acknowledgement in event programs & promotional materials
- Opportunity to include promotional materials in participant welcome bags

### *Magic Carpet Voyager* - Gold - \$750

Transport our community to new adventures! This sponsorship allows you to help take us to new heights, much like riding a magic carpet across the skies.

- Acknowledgement in event programs & promotional materials
- Opportunity to include promotional materials in participant welcome bags
- Opportunity to have a vendor booth at the opening of the conference

### *Fairy Godmother Sponsor* - Diamond - \$1,500

Elevate your support to the next level and become a Fairy Godmother! This sponsorship transforms dreams into reality, providing vital resources that help us reach new heights.

- Acknowledgement in event programs & promotional materials
- Opportunity to include promotional materials in participant welcome bags
- Opportunity to have a vendor booth at the opening of the conference
- Business name & logo on conference t-shirt



## **SPONSORSHIP FORM (Deadline - March 1, 2025):**

**ENTITY NAME:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**DESIRED SPONSORSHIP LEVEL:**

- Bronze - \$200
- Silver - \$400
- Gold - \$750
- Diamond - \$1,500 - *T-Shirt Promotion - Please circle one: (Logo) (Name)*

**VENDOR BOOTH - PLEASE CIRCLE: (YES) (NO)**

**LIST PROMOTIONAL MATERIALS (BAGS, PENCILS, TYPE OF MERCH.):**

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**PAYMENT METHOD:**

- Check at time of submission.
- Invoice

**----- FOR SCHOOL USE -----**

**COLLECTED ADVISOR NAME:** \_\_\_\_\_





## Item 5.F



Item 5.F – Request for Contribution: Hibbing Curling Club Junior Curling in the amount of \$500

February 25<sup>th</sup>, 2025

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

RE: Item 5.F – Request for Contribution: Hibbing Curling Club Junior Curling in the amount of \$500

Dear Commissioners;

Please find attached for you review a Request for Contribution form from the Hibbing Curling Club Junior Curling Club. The Curling Club is seeking a contribution in the amount of \$500 to support the equipment and training costs for the ~25 student associated with the program. This contribution would support the development of Hibbing's recreational resources as the club provides recreational activities for Hibbing's youth.

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: Hibbing Curling Club Junior Curling

CHECK PAYABLE TO: Hibbing Curling Club Attn Junior Curling

CONTACT NAME: Tony Wilson PHONE NO. 218 929 2689

ADDRESS: Po Box 357 Hibbing, MN 55746

DATE: 1/30/2025

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

Our junior program serves 25 kids who enjoy twice a week curling instruction and play in local bonspiels.

AMOUNT OF REQUEST: \$1,000

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

This money will be used to offset equipment and training costs associated with the program and the bonspiel for juniors that we run in March annually.



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

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Commission Secretary

\_\_\_\_\_  
Date

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-- REVERSE SIDE FOR HPUC USE ONLY --



## Item 5.G



Item 5.G – Request for Contribution: Angel Fund in the amount of \$500

February 25<sup>th</sup>, 2025

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

RE: Item 5.G – Request for Contribution: Angel Fund in the amount of \$500

Dear Commissioners;

Please find attached for you review a Request for Contribution form from the Angel Fund. This organization is seeking a contribution in the amount of \$500 to support its annual Rock for an Angel fundraiser. As the event was hosted on Feb. 8<sup>th</sup>, this contribution would help cover some of the expenses of hosting the event. The Angel Fund Committee offers financial assistance to Northeast Minnesota residents facing cancer. Funds raised at the event go directly to patients to help cover medical and travel expenses.

This contribution would support the development of Hibbing's recreational resources through the support of a well-attended and supported curling event hosted at the Hibbing Curling Club.

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: Angel Fund

CHECK PAYABLE TO: Angel Fund

CONTACT NAME: Kelly Grinsteinner

PHONE NO. 218-969-6768

ADDRESS: PO Box 114, Hibbing MN 55746

DATE: 12/26/24

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

Angel Fund provides financial assistance to NE MN residents undergoing cancer treatment. We'll host our annual Rock for an Angel curling funspiel on Saturday, Feb. 8, at the Hibbing Curling Club. This one-day event is our largest fundraiser of the year and draws many participants and spectators from across the Iron Range and further. It is a fabulous gathering to support patients, honor those we've lost to cancer and to celebrate survivors! We are kindly requesting the support of HPUC and the commission for this year's event. Funds raised go directly to cancer patients. We also invite you to form a team and register! Learn more at [angelfundrange.org/rock-for-an-angel-2025](http://angelfundrange.org/rock-for-an-angel-2025).

AMOUNT OF REQUEST: Gold Sponsorship \$500

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

As a sponsor of the event, HPUC will show customers and those from out of the area that the organization cares about the health (physical & financial) and wellbeing of Hibbing residents. Due to its popularity, we also anticipate an economic infusion for Hibbing businesses outside of the curling club. Tourism and recreation are also applicable to this event. There is a social benefit as well, as we provide a mid-winter activity where we can gather, converse and support our neighbors, loved ones and others through giving. Thank you for considering!



REQUEST FOR CONTRIBUTION

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

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Commission Secretary

\_\_\_\_\_  
Date

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## Item 5.H



## Item 5.H – Request for Contribution: Hibbing Speedway

February 25<sup>th</sup>, 2025

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

RE: Item 5.H – Request for Contribution: Hibbing Speedway

Dear Commissioners;

In December 2023, the Commission approved a \$5,000 contribution to the non-profit organization that at the time operated the Hibbing race track. However, due to changes in the track's administration, the funds were never disbursed. Now, under the new leadership of XR Events, the Hibbing Speedway revitalizing operations and seeking sponsorships for the 2025 racing season.

Given the Speedway's ambitious goals, its significance to the local community, and its value as a venue enjoyed by HPU employees and residents align, I recommend re-appropriating the previously approved but unfunded sponsorship for 2025. This expense will serve to improve community engagement and provide strategic opportunities for HPU to enhance its visibility through advertising. Strong public relations and community partnerships are vital to reinforcing our commitment to the ratepayers we serve.

I appreciate your consideration of this request and welcome any discussion on how this sponsorship can best support HPU's outreach efforts.

Sincerely;



Luke J. Peterson





# HIBBING SPEEDWAY

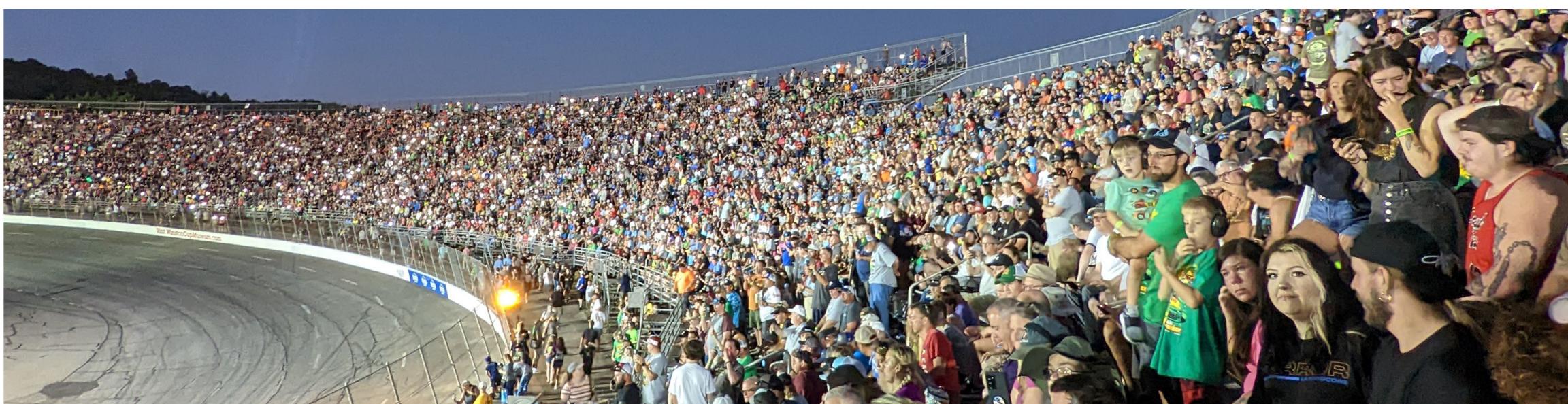


# SETTING TRACK RECORDS WITH XR EVENTS

**XR Events has achieved a hall of fame worthy scorecard since 2020, revitalizing tracks and executing massive events that others believed were impossible.**



The Dirt Track at Las Vegas Motor Speedway's XR Duel in the Desert shattered previous event car count records with a total of 471 competitors.



The XR Super Series was formed for Dirt Late Models, boasting a 22-race schedule with multiple high-paying events and large crowds.

Additionally, North Wilkesboro Speedway in North Wilkesboro, NC, was revitalized after 22 years. Its final race night on August 31, 2022, saw an estimated crowd of over 23,000 attendees. NASCAR returned to the speedway the following year.



XR Events announced the establishment of the XR Bucket List, a series of high-paying grassroots racing events that attract substantial crowds and car counts. Featured events included the XR Big Deal at Mississippi Thunder Speedway, the XR Stock Car Rampage at 300 Raceway in Farley, IA, and the 604 Nationals at All-Tech Raceway in Florida.

XR Events also facilitated the successful return of the Pennsboro Speedway in Pennsboro, WV, with the Mason-Dixon 100, a nighttime Dirt Late Model race that drew a capacity crowd after a 22-year hiatus. Pennsboro Speedway will remain a key venue in the XR Events lineup for years to come.

2020

2021

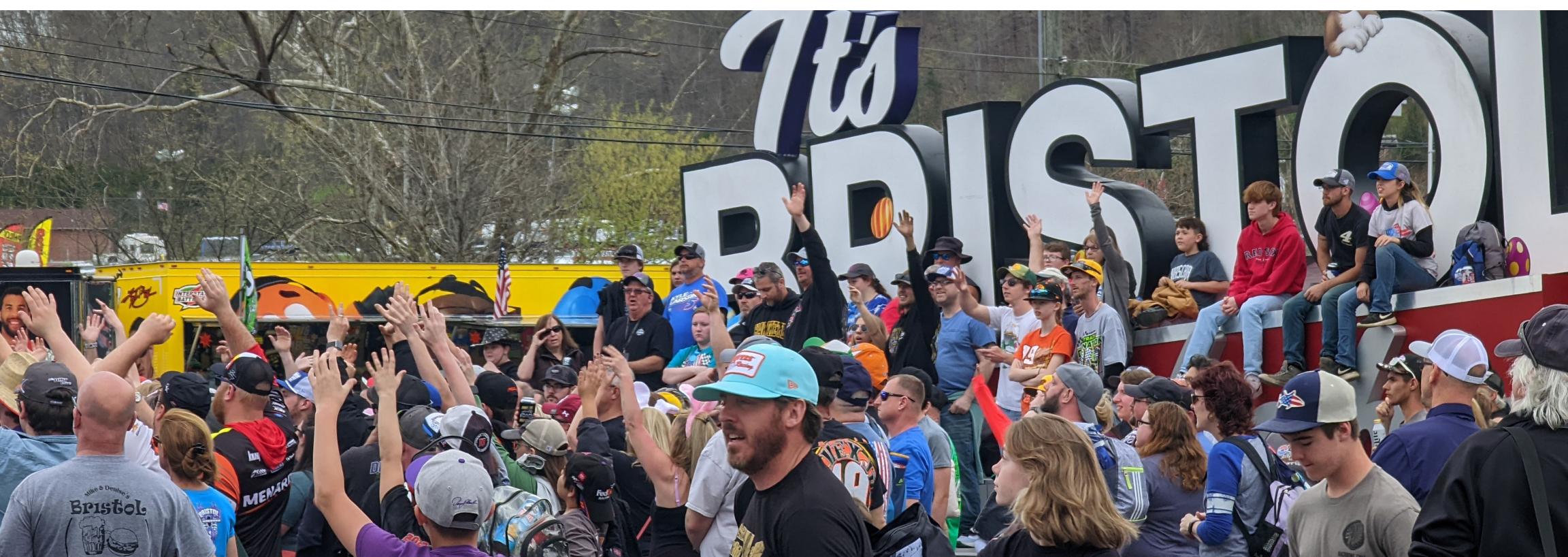
2022

2023

2024

2025

The first Bristol Dirt Nationals, held at Bristol Motor Speedway in Bristol, TN in March 2021, saw over 800 racing teams compete during the week-long event. The Saturday night of the event broke an all-time dirt track attendance record with a crowd of over 50,000.



The first-ever, single-day Dirt Late Model purse of \$100,000-to-WIN was contested at the Spring Thaw, hosted at Volunteer Speedway (Bulls Gap, TN), which attracted an estimated 5,000+ attendees.



Hibbing Speedway, located in Hibbing, MN, has entered into a multi-year agreement to serve as the new offices of XR Events. This wide-ranging plan encompasses a broad scope of events, including racing and non-racing events, broadcasts, and track services.



# 2025 HIBBING SPEEDWAY SCHEDULE

APRIL - 26	PRACTICE
MAY - 03	WEEKLY RACING ( M, SS, MM, H, R ) ( NO LATE MODELS )
MAY - 10	WEEKLY RACING ( LM, M, SS, MM, H, R )
MAY - 17	WEEKLY RACING ( M, SS, MM, H, R ) ( NO LATE MODELS )
MAY - 24	WEEKLY RACING ( LM, M, SS, H, PS ) ( NO MID MODS )
MAY - 31	WEEKLY RACING ( LM, M, SS, MM, H, R )
JUNE - 07	WEEKLY RACING ( LM, M, SS, MM, H )
JUNE - 12	XR NORTHERN STORM - PROCTOR SPEEDWAY, PROCTOR - MN
JUNE - 13	XR NORTHERN STORM - GONDIK LAW SPEEDWAY, SUPERIOR - WI
JUNE - 14	XR NORTHERN STORM - GRAND RAPIDS SPEEDWAY, GRAND RAPIDS - MN
JUNE - 15	XR NORTHERN STORM - HIBBING SPEEDWAY, HIBBING - MN
	WEEKLY RACING ( LM, M, SS, MM, H )
JUNE - 21	OFF
JUNE - 24	WEEKLY RACING ( TUESDAY ) ( M, SS, MM, H, STREET STOCKS )
JUNE - 28	WEEKLY RACING ( LM, M, SS, H )
JULY - 01	<b>XR SUPER SERIES LATE MODELS ( TUESDAY ) ONE NIGHT STAND ( MM )</b>
JULY - 03	XR NORTHERN STORM FINALE AT ABC RACEWAY - ASHLAND WI
JULY - 05	OFF
JULY - 08	WEEKLY RACING ( TUESDAY ) ( LM, M, SS, MM, MOD FOURS )
JULY - 11	WEEKLY RACING ( FRIDAY ) ( LM, M, SS, MM, H, R )
JULY - 12	ENDURO ( SATURDAY )
JULY - 19	WEEKLY RACING ( M, SS, MM, H, R ) ( NO LATE MODELS OGILVIE CS )
JULY - 26	OFF
AUGUST - 02	ENDURO ( SATURDAY )
AUGUST - 05	WEEKLY RACING ( TUESDAY ) ( LM, M, SS, MM, PS )
AUGUST - 09	OFF
AUGUST - 16	HALL OF FAME NIGHT - WEEKLY RACING ( LM, M, SS, MM, H, R )
AUGUST - 23	WEEKLY RACING ( M, SS, MM, H, R ) ( NO LATE MODELS )
<b>AUGUST - 30-31</b>	<b>LABOR DAY SHOOTOUT ( SATURDAY &amp; SUNDAY )</b>
SEPTEMBER - 20	ENDURO ( SATURDAY )



**23 TOTAL DATES**  
**10 LATE MODEL DATES**  
**8 RENEGADE SPRINT CAR DATES**  
**16 WEEKLY EVENTS**  
**3 ENDUROS**  
**2 PURE STOCK DATES**

**WEEKLY** = WISSOTA Late Models, Modifieds, Midwest Modifieds, Super Stocks, Hornets

**XR NORTHERN STORM** = WISSOTA Late Models, Modifieds, Midwest Modifieds, Super Stocks

**LM** = Late Model - **M** = Modified - **SS** = Super Stocks

**MM** = Midwest Mods - **H** = Hornets

**R** = Renegade Sprint Cars - **PS** = Pure Stocks



# 2025 SPONSORSHIP PACKAGES



In 2025, XR Events will revitalize the rich legacy of Hibbing Speedway, bringing new energy and innovation to its well-established weekly racing program. This historic dirt track, with nearly a century of racing heritage in Hibbing, Minnesota, is set to become more than just a racetrack—it's a community hub for motorsports and beyond.

As part of our long-term vision, Hibbing Speedway will evolve into a year-round, multi-purpose facility. Plans include hosting weekly races while also providing space for broadcast and podcast production, event operation training, and diverse non-racing events.

We are committed to maximizing the impact of your sponsorship and delivering exceptional value for your marketing investment. Let's build a lasting relationship and achieve greatness together.

- Barry Braun

## LEGACY MULTI-YEAR COMMITMENT

- **TRACK BILLBOARD:** Prominent billboard on the track (Forest Green background with White Logos), ensuring maximum exposure to event attendees.
- **DIGITAL SIGNAGE:** Image Ad Placement on concession area displays, concourse signage, and televisions throughout the venue for consistent visibility. 2025 Season.
- **DIGITAL SIGNAGE COMMERCIAL:** Video Ad Placement on concession area displays, concourse signage, and televisions throughout the venue for consistent visibility. 2025 Season. Advertiser provided media.
- **TRACK BROADCAST ADS:** Four 30-second ads featured in all YouTube race broadcasts (17 events scheduled), reaching a broad online audience. Advertiser provided.
- **PRESENTING SOCIAL MEDIA:** Select Social Media Videos with your companies Logo/Tag as Presenting Sponsor.
- **ON-SITE PA ANNOUNCEMENTS:** Five live sponsor mentions per event, promoting your company to both the track audience and the worldwide audience tuning into the broadcasts.
- **RACE NIGHT SPONSORSHIP:** Exclusive naming rights to one race night, highlighting your brand as the evening's primary sponsor.
- **EVENT TICKETS:** 200 race night tickets (to your sponsored night) to share with employees, customers, or VIP guests.
- **VIP ACCESS:** Four VIP season passes, offering premium access to all scheduled events.

This comprehensive sponsorship package ensures your brand is seen, heard, and experienced by racing fans and beyond, delivering unparalleled marketing value. Let's partner to create lasting impressions and build success together.

**INVESTMENT \$10,000**

## GRANDSTAND MULTI-YEAR COMMITMENT

- **TRACK BILLBOARD:** Prominent billboard on the track (Forest Green background with White Logos), ensuring maximum exposure to event attendees.
- **DIGITAL SIGNAGE** Image Ad Placement on concession area displays, concourse signage, and televisions throughout the venue for consistent visibility. 2025 Season.
- **DIGITAL SIGNAGE COMMERCIAL:** Video Ad Placement on concession area displays, concourse signage, and televisions throughout the venue for consistent visibility. 2025 Season. Advertiser provided media.
- **ON-SITE PA ANNOUNCEMENTS:** Five live sponsor mentions per event, promoting your company to both the track audience and the worldwide audience tuning into the broadcasts.
- **RACE NIGHT SPONSORSHIP:** Exclusive naming rights to one race night, highlighting your brand as the evening's primary sponsor.
- **EVENT TICKETS:** 100 race night tickets (to your sponsored night) to share with employees, customers, or VIP guests.

**INVESTMENT \$5,000**

## SUPPORTER

- **DIGITAL SIGNAGE COMMERCIAL:** Video Ad Placement on concession area displays, concourse signage, and televisions throughout the venue for consistent visibility. 2025 Season. Advertiser provided.
- **TRACK BROADCAST ADS:** Two 30-second ads featured in all YouTube race broadcasts (17 events scheduled), reaching a broad online audience.

**INVESTMENT \$1,500**

## RACE CLASS SPONSOR

- **DIGITAL SIGNAGE:** Image Ad Placement on concession area displays, concourse signage, and televisions throughout the venue for consistent visibility. 2025 Season.
- **TRACK BROADCAST:** Sponsor Name/Logo featured on YouTube broadcasts.

**INVESTMENT \$1,500**

## DIGITAL BILLBOARD

- **DIGITAL SIGNAGE:** Image Ad Placement on concession area displays, concourse signage, and televisions throughout the venue for consistent visibility. 2025 Season.

**INVESTMENT \$500**





Item 5.I

Item 3



Item 5.I – Approve Commissioners to attend 30" Watermain Rehabilitation Groundbreaking on Feb. 28<sup>th</sup> at 11:30 am

February 25<sup>th</sup>, 2025

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

RE: Item 5.I – Approve Commissioners to attend 30" Watermain Rehabilitation Groundbreaking on Feb. 28<sup>th</sup> at 11:30 am

Dear Commissioners;

HPU is planning to host a groundbreaking for a Watermain Rehabilitation project on Fri. February, 28th at 11:30 am. This project will replace nearly a mile-long section of HPU's 30" watermain, the primary artery of Hibbing's water distribution system from our southern well field. HPU will be utilizing an innovative slip-lining process to nearly double the amount work completed, compared to traditional replacement methods. This project is fully funded through a state allocation of the tonnage tax generated by Northern MN's iron mining industry. These revenues have long supported the economic development and high quality of life across the Iron Range.

Sincerely;



Luke J. Peterson





## Item 6.A



## Item 6.A – Approve January 2025 Interim Financials

February 25<sup>th</sup>, 2025

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

RE: Item 6.A – Approve January 2025 Interim Financials

Dear Commissioners;

Please find enclosed financials for January 31, 2025.

The month ended January 31, operating revenue totals \$3.8 million which compares with \$3.6 million in the same period last year. The slight increase versus 2024 reflects slight uptick due to colder weather. Operating expenses total \$2.8 million which compares with \$3.0 million in 2024 due to marginally lower fuel and purchased gas expense. Operating Income (revenues – minus expenses) total \$ 1.1 million for the month ended January compared with \$625K for the same period in 2024 on due to slightly higher revenues and lower expenses.

Total change in net position stands at \$1.2 million compared with \$714K last year at this time.

Sincerely;



Luke J. Peterson



# **Public Utilities Commission**

Financial Statements and  
Supplementary Information

January 31, 2025 and December 31, 2024

# **Public Utilities Commission**

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January 31, 2025 and December 31, 2024

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## Accountants' Compilation Report

To the Commissioners of  
Hibbing Public Utilities Commission

Management is responsible for the accompanying financial statements of the Hibbing Public Utilities Commission, which comprise the statements of net position as of January 31, 2025 and December 31, 2024 and the related statements of revenues, expenses and changes in net position for the one month and year then ended, in accordance with accounting principles generally accepted in the United States of America. We have performed compilation engagements in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any assurance on these financial statements.

Management has elected to omit substantially all the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Company's financial position, results of operations and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

A statement of cash flows for the one month ended January 31, 2025 and year ended December 31, 2024 has not been presented. Account principals generally accepted in the United States of America require that such a statement of cash flows be presented when financial statements purport to present financial position and results of operation.

Accounting principles generally accepted in the United States of America require the following:

- That the component unit, the Laurentian Energy Authority, be blended into the Hibbing Public Utilities Commission's financial statements.
- That the effects of Governmental Accounting Standards Board (GASB) No. 68, *Accounting and Financial Reporting for Pensions* and GASB No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, be considered and included in the financial statements. Management has not adjusted the balances for January 31, 2025 because actuarial information is not yet available.

The items above have not been completed in accordance with generally accepted accounting principles. The effects of these departures from accounting principles generally accepted in the United States of America on financial position, results of operations and cash flows have not been determined.

Management has elected to omit the management's discussion and analysis, pension-related schedules and other postemployment benefit-related schedules that accounting principles generally accepted in the United States of America require to be presented to supplement the financial statements. Such missing information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting and for placing the financial statements in an appropriate operational, economic or historical context.

The accompanying Schedule of Departmental Revenues and Expenses is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. The supplementary information was subject to our compilation engagement. We have not audited or reviewed the supplementary information and do not express an opinion, a conclusion, nor provide any assurance on such information.

We are not independent with respect to Hibbing Public Utilities Commission.

*Baker Tilly US, LLP*

Madison, Wisconsin

February 21, 2025

# Public Utilities Commission

## Statements of Net Position

January 31, 2025 and December 31, 2024

	<b>January 31, 2025</b>	<b>December 31, 2024</b>
<b>Assets and Deferred Outflows of Resources</b>		
<b>Current Assets</b>		
Cash	\$ 3,164,345	\$ 3,691,977
Investments	26,183,770	26,119,909
Restricted assets:		
Cash held for fuel assistance recipients	41,831	81,555
Cash held for customer deposits	463,315	461,999
Accounts receivable, net of allowance for doubtful accounts of \$87,148 and \$104,662, respectively	3,089,308	2,473,820
Unbilled revenues	2,387,564	2,387,564
Other receivable	-	135,367
Current maturities notes receivable, steam conversion program	44,000	44,000
Current portion of lease receivable	82,030	82,014
Inventories	1,356,663	1,326,496
Prepaid expense	1,227,891	889,375
	<hr/>	<hr/>
Total current assets	38,040,717	37,694,076
<b>Noncurrent Assets</b>		
Restricted assets:		
Bond reserve account	948,186	945,331
Notes receivable, Steam conversion program	166,750	170,059
Lease receivable	438,867	439,674
Investment in joint venture	806,713	812,882
Regulatory assets	4,061,110	4,111,467
Capital assets:		
Plant in service	169,684,023	169,531,457
Accumulated depreciation/amortization	(95,264,491)	(94,928,973)
Construction work in progress	14,468,725	13,609,024
	<hr/>	<hr/>
Total noncurrent assets	95,309,883	94,690,921
	<hr/>	<hr/>
Total assets	133,350,600	132,384,997
<b>Deferred Outflows of Resources</b>		
Related to net pension liability	1,096,135	1,096,135
Related to postemployment benefits liability	1,527,956	1,527,956
Related to the purchase of LEA	166,634	170,246
	<hr/>	<hr/>
Total deferred outflows of resources	2,790,725	2,794,337
	<hr/>	<hr/>
Total assets and deferred outflows of resources	<hr/> <hr/>	<hr/> <hr/>
	\$ 136,141,325	\$ 135,179,334

# Public Utilities Commission

## Statements of Net Position

January 31, 2025 and December 31, 2024

	<b>January 31, 2025</b>	<b>December 31, 2024</b>
<b>Liabilities, Deferred Inflows of Resources and Net Position</b>		
<b>Current Liabilities</b>		
Accounts payable	\$ 4,043,883	\$ 5,470,555
Accrued interest	98,582	98,582
Accrued expenses	110,044	88,618
Due to City of Hibbing	611,399	586,261
Compensated absences payable	387,038	307,985
Current portion of lease liability	181,858	199,867
Current portion of long-term debt, bonds and notes payable	596,939	145,000
Current liabilities payable from restricted assets:		
Third-party advances for fuel assistance	41,831	81,555
Customer deposits payable	463,315	461,999
 Total current liabilities	 6,534,889	 7,440,422
<b>Noncurrent Liabilities</b>		
Compensated absences payable	963,634	1,169,232
Total post employment liability	16,128,037	16,128,037
Net pension liability	3,478,154	3,478,154
Long-term debt, bonds and notes payable	7,268,841	6,363,376
Unamortized discount	(1,166)	(1,282)
Lease liability	245,858	243,457
 Total noncurrent liabilities	 28,083,358	 27,380,974
 Total liabilities	 34,618,247	 34,821,396
<b>Deferred Inflows of Resources</b>		
Related to net pension liability	1,263,352	1,263,352
Related to postemployment benefits liability	4,207,334	4,207,334
Related to leases	520,897	521,688
 Total deferred inflows of resources	 5,991,583	 5,992,374
<b>Net Position</b>		
Net investments in capital assets	81,382,129	82,044,437
Restricted for debt service	161,984	161,984
Unrestricted	13,987,382	12,159,143
 Total net position	 95,531,495	 94,365,564
 Total liabilities, deferred inflows of resources and net position	 \$ 136,141,325	 \$ 135,179,334

# Public Utilities Commission

Statements of Revenues, Expenses and Changes in Net Position  
One Month Ended January 31, 2025 and Year Ended December 31, 2024

	<u>January 31, 2025</u>	<u>December 31, 2024</u>
<b>Operating Revenue</b>		
Charges for services	\$ 3,835,982	\$ 30,249,624
Other	46,609	609,250
 Total operating revenues	 3,882,591	 30,858,874
<b>Operating Expenses</b>		
Operation and maintenance	2,376,425	26,367,530
Depreciation and amortization	389,487	4,066,066
 Total operating expenses	 2,765,912	 30,433,596
 Operating income (loss)	 1,116,679	 425,278
<b>Nonoperating Revenues (Expenses)</b>		
Investment income	76,131	1,352,466
Miscellaneous nonoperating income (expense)	1,860	19,341
Equity in net income of joint venture	(6,169)	(96,147)
Interest expense	(22,570)	(160,007)
 Total nonoperating revenues (expenses)	 49,252	 1,115,653
 Income before contributions	 1,165,931	 1,540,931
<b>Capital Contributions</b>	 -	 867,367
 Change in net position	 1,165,931	 2,408,298
<b>Net Position, Beginning</b>	 94,365,564	 91,957,266
<b>Net Position, Ending</b>	 \$ 95,531,495	 \$ 94,365,564

## **OTHER INFORMATION**

## Public Utilities Commission

### Schedules of Departmental Revenues and Expenses

Periods Ended January 31, 2025 and December 31, 2024

	One Month Ended January 31, 2025				
	Electric	Steam	Gas	Water	Total
<b>Operating Revenue</b>					
Charges for services	\$ 1,696,401	\$ 429,162	\$ 1,474,952	\$ 235,467	\$ 3,835,982
Other operating revenues	27,095	8,408	4,701	6,405	46,609
Others					
Total operating revenues	<u>1,723,496</u>	<u>437,570</u>	<u>1,479,653</u>	<u>241,872</u>	<u>3,882,591</u>
<b>Operating Expenses</b>					
Operation and maintenance	1,298,907	300,810	687,925	88,783	2,376,425
Depreciation and amortization	229,960	61,983	20,498	77,046	389,487
Total operating expenses	<u>1,528,867</u>	<u>362,793</u>	<u>708,423</u>	<u>165,829</u>	<u>2,765,912</u>
Operating (loss) income	<u>\$ 194,629</u>	<u>\$ 74,777</u>	<u>\$ 771,230</u>	<u>\$ 76,043</u>	<u>\$ 1,116,679</u>
	Year Ended December 31, 2024				
	Electric	Steam	Gas	Water	Total
<b>Operating Revenue</b>					
Charges for services	\$ 17,237,531	\$ 2,227,237	\$ 7,706,682	\$ 3,078,174	\$ 30,249,624
Other operating revenues	324,992	98,087	80,623	105,548	609,250
Total operating revenues	<u>17,562,523</u>	<u>2,325,324</u>	<u>7,787,305</u>	<u>3,183,722</u>	<u>30,858,874</u>
<b>Operating Expenses</b>					
Operation and maintenance	16,836,798	2,514,711	5,065,318	1,950,703	26,367,530
Depreciation	2,466,071	613,768	203,622	782,605	4,066,066
Total operating expenses	<u>19,302,869</u>	<u>3,128,479</u>	<u>5,268,940</u>	<u>2,733,308</u>	<u>30,433,596</u>
Operating (loss) income	<u>\$ (1,740,346)</u>	<u>\$ (803,155)</u>	<u>\$ 2,518,365</u>	<u>\$ 450,414</u>	<u>\$ 425,278</u>





Item 6.B



Item 6.B – Authorize MMUA Policy and Governance Consulting Services for 2025 in the amount not to exceed \$24,750

February 25<sup>th</sup>, 2025

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

RE: Item 6.B – Authorize MMUA Policy and Governance Consulting Services for 2025 in the amount not to exceed \$24,750

Dear Commissioners;

As per Commission discussion at the February 10<sup>th</sup> Working Session, HPU staff has received the following proposal of work from the Minnesota Municipal Utilities Association (MMUA) regarding Policy and Governance Consulting Services. Within this proposed scope of work includes;

1. Review of employee policies and processes
2. Structural analysis of policy development processes
3. Development of a new Policy Handbook and Governance & Operating Manual

HPU staff is seeking Commission authorization for MMUA to begin this work up to the agreement amount of \$24,750.

Karlene Koss, CEO of MMUA will be joining HPU remotely for discussion on this item.

Sincerely;



Luke J. Peterson



## CONSULTING AGREEMENT

CLIENT	CONSULTANT
Hibbing Public Utilities 1902 E. 6 <sup>th</sup> Avenue Hibbing, MN 55746 (the "Client")	Minnesota Municipal Utilities Association (MMUA) 600 Highway 169 S, Ste 701 St. Louis Park, MN 55426 (the "Consultant")

### BACKGROUND

- A. The Client is of the opinion that the Consultant has the necessary qualifications, experience, and abilities to provide consulting services to the Client.
- B. The Consultant is agreeable to providing such consulting services to the Client on the terms and conditions set out in this Agreement.

**IN CONSIDERATION OF** the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the Client and the Consultant (individually the "Party" and collectively the "Parties" to this Agreement) agree as follows:

### SERVICES PROVIDED

1. The Client hereby agrees to engage the Consultant to provide the Client with the following consulting services (the "Services"):
  - a. An independent review of the human resources event that occurred in late 2024 with respect to:
    - i. relevant policies and procedures,
    - ii. communications structures including successes and breakdowns, and
    - iii. processes for engagement with relevant stakeholders.

Consultant will provide necessary confidentiality and non-disclosure assurances and will then be granted access to the relevant staff members, files, and documents necessary to provide the desired analysis. Consultant will produce a comprehensive report with recommendations for Client's consideration.

- b. Structural analysis and process development for the creation and implementation of governance, operating, and communication procedures, including:
    - i. inter-staff expectations and communications, both horizontally and vertically, as well as techniques for dealing constructively with differences in workstyle, communication style, and decision-making,

- ii. roles, boundaries, communication, and transparency procedures and expectations between staff and the Commission, and
- iii. procedures and accountability structures for organizational strategy development, operational planning/budgeting that follows from the strategic plan, and transparent accountability tactics.

c. Assistance in the development of the following resources:

- i. an updated employee handbook,
- ii. a governance and operating manual,
- iii. updated policies related to personnel and operational matters to be included in the above volumes.

d. In person and remote coaching of relevant stakeholders on processes and steps for achieving items a, b, and c above.

2. The Services will also include any other consulting tasks to which the Parties may agree. The Consultant hereby agrees to provide such Services to the Client.

## TERM OF AGREEMENT

3. The term of this Agreement (the "Term") will begin on the date of this Agreement and will remain in full force and effect until the completion of the Services, subject to earlier termination as provided in this Agreement. The Term may be extended with the written consent of the Parties.

## PERFORMANCE

4. The Parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

## CURRENCY

5. Except as otherwise provided, all monetary amounts referred to in this Agreement are in USD (US Dollars).

## COMPENSATION

6. The Consultant will charge the Client for the Services as follows (the "Compensation"):

a. For the independent review described in section 1-a, Client will pay Consultant for actual hours spent traveling, interviewing personnel, reviewing materials, consulting with management and relevant subject matter experts, formulating recommendations, and presenting them to Hibbing personnel as requested. Consultant's billable rate is \$175 per hour. Project will not exceed 30 hours/\$5,250 without prior authorization in writing from Client.

- b. For the structural analysis and process development supporting the creation and implementation of governance, operating, and communication procedures described in section 1-b, Client will pay Consultant for actual hours spent traveling, preparing and facilitating meetings, developing after-action reports and recommendations, and assisting HPU leaders in gaining buy-in. Consultant's billable rate is \$175 per hour. Project will not exceed 50 hours/\$8,750 without prior authorization in writing from Client.
- c. For assistance in the development of resources listed in 1-c, Client will pay Consultant for actual hours spent traveling, providing recommendations on structure and templates, offering sample text, reviewing content, and assisting in resolving questions of preferred practice. Consultant's billable rate is \$175 per hour. Project will not exceed 42 hours/\$7,350 without prior authorization in writing from Client.
- d. Should Client desire additional time from Consultant, Consultant will do its best to provide those services at the same billable rate.
- e. A report on hours used and anticipated will be provided to Client no less than one time per month. Should Client request Consultant to spend more time than anticipated in the "Not to exceed" estimate, Client may request a change order in writing as an addendum to this agreement.
- f. Client will reimburse Consultant for reasonable out-of-pocket expenses incurred related to gathering stakeholder information if Client and Consultant mutually determine this is needed.
- g. Client will reimburse Consultant for reasonable travel expenses including mileage, lodging, and meals related to in person meetings and research at the Client's location, provided the expenses are properly documented and receipts are provided when applicable.
- h. Fees will be payable as follows:
  - i. One-third of the total "not to exceed" amount is due within 30 days of signing the agreement.
  - ii. The balance, if any, between the amount due for actual billable hours spent to produce and deliver the work product described in paragraph 1-a of this Agreement and the one-third already paid shall be due within 30 days of completion and delivery of the work product.
  - iii. The balance between the amount due for actual billable hours spent on facilitating and delivering the work products described in paragraph 1-b of this agreement and funds already paid shall be due within 30 days of completion and delivery of the work products.
  - iv. The amount due for actual billable hours spent in assisting with the development of the work products described in paragraph 1-c of this agreement shall be paid at the earlier of (a) 30 days after the work products are complete or (b) when Consultant is advised by Client that regular services are no longer required.

- v. Once Consultant has been advised that regular consultation is no longer required, subsequent assistance in excess of one hour will be billed at the rate of \$175/hour on an ad hoc basis. Occasional check-ins and follow-up discussions of less than one hour are provided at no charge.

7. Invoices submitted by the Consultant to the Client are due within 30 days of receipt.
8. In the event this Agreement is terminated by the Client prior to completion of the Services but where the Services have been partially performed, the Consultant will be entitled to payment of the compensation due for hours already spent prior to the date of termination provided that there has been no breach of contract on the part of the Consultant.
9. The Consultant will not be reimbursed for any expenses incurred in connection with providing the Services of this Agreement except for those specified in items 6 a-c above.

## CONFIDENTIALITY

10. Confidential information (the "Confidential Information") refers to any data or information relating to the business of the Client which would reasonably be considered to be proprietary to the Client including, but not limited to, accounting records, business processes, and ratepayer records, and that is not generally known in the industry of the Client and where the release of that Confidential Information could reasonably be expected to cause harm to the Client.
11. The Consultant agrees that they will not disclose, divulge, reveal, report, or use for any purpose any Confidential Information which the Consultant has obtained, except as authorized by the Client or as required by law. The obligations of confidentiality will apply during the Term and will survive indefinitely upon termination of this Agreement.
12. All written and oral information and material disclosed or provided by the Client to the Consultant under this Agreement is Confidential Information regardless of whether it was provided before or after the date of this Agreement and regardless of how it was provided to the Consultant.

## OWNERSHIP OF INTELLECTUAL PROPERTY

13. All intellectual property and related material, including any trade secrets, moral rights, goodwill, relevant registrations or applications for registration, and rights in any patent, copyright, trademark, trade dress, industrial design and trade name (the "Intellectual Property") that is developed or produced under this Agreement, is a "work made for hire" and will be the sole property of the Client with the following exceptions:
  - a. Consultant retains the ownership rights to any facilitation materials including slide decks, handouts, survey designs, and related items that are used in the process of creating the work products described in item 1 but are not included in it;

- b.** Consultant retains ownership of their methods of facilitation and the right to employ them with other Clients.
- 14.** In the use of Intellectual Property described in paragraph 13 above, but not that Intellectual Property specifically excluded in 13-a and 13-b, the Client will not be restricted in any manner.
- 15.** The Consultant may not use the Intellectual Property owned by the Client for any purpose other than that contracted for in this Agreement except with the written consent of the Client. The Consultant will be responsible for any and all damages resulting from the unauthorized use of the Intellectual Property by the Consultant or their agents.

## RETURN OF PROPERTY

- 16.** Upon the expiration or termination of this Agreement, the Consultant will return to the Client any property, documentation, records, or Confidential Information which is the property of the Client.

## CAPACITY/INDEPENDENT CONTRACTOR

- 17.** In providing the Services under this Agreement it is expressly agreed that the Consultant is acting as an independent contractor and not as an employee. The Consultant and the Client acknowledge that this Agreement does not create a partnership or joint venture between them, and is exclusively a contract for service. The Client is not required to pay, or make any contribution to, any social security, local, state, or federal tax, unemployment compensation, worker's compensation, insurance premium, pension, or any other employee benefit for the Consultant during the Term. The Consultant is responsible for paying, and complying with reporting requirements for all local, state, and federal taxes related to payment made to the Consultant under this Agreement.

## RIGHT OF SUBSTITUTION

- 18.** Except as otherwise provided in this Agreement, the Consultant may, at the Consultant's absolute discretion, engage a third-party sub-contractor to perform some or all of the obligations of the Consultant under this Agreement.
- 19.** In the event that the Consultant hires a sub-contractor:
  - a.** The Consultant will pay the sub-contractor for its services and the Compensation will remain payable by the Client to the Consultant.
  - b.** For the purposes of the indemnification clause of this Agreement, the sub-contractor is an agent of the Consultant.

## AUTONOMY

- 20.** Except as otherwise provided in this Agreement, the Consultant will have full control over working time, methods, and decision-making in relation to provision of the Services in accordance with the Agreement. The Consultant will work autonomously and not at the direction

of the Client. However, the Consultant will be responsive to the reasonable needs and concerns of the Client.

## EQUIPMENT

**21.** Except as otherwise provided in this Agreement, the Consultant will provide at the Consultant's own expense, any and all equipment, software, materials, and any other supplies necessary to deliver the Services in accordance with the Agreement. Client will provide, at the Client's own expense, reasonable facilities for the in person meetings described under item 1 of this Agreement including space, furniture, fixtures, equipment, and food/beverage required by Client's stakeholders.

## NO EXCLUSIVITY

**22.** The Parties acknowledge that this Agreement is non-exclusive and that either Party will be free, during and after the Term, to engage or contract with third parties for the provision of services similar to the Services provided in this Agreement.

## NOTICE

**23.** All notices, requests, demands, or other communications required or permitted by the terms of this Agreement will be given in writing and delivered to the Parties at the following addresses:

- a.** Attn: Luke Peterson  
Hibbing Public Utilities  
1902 E. 6<sup>th</sup> Ave  
Hibbing, MN 55746  
via email to: Luke.Peterson@hpuc.com
  
- b.** Attn: Karleen Kos  
Minnesota Municipal Utilities Association  
600 Highway 169 S, Ste 701  
St. Louis Park, MN 55426  
via email to: kkos@mmua.org

or to such other address as either Party may from time to time notify the other to substitute. Communications will be deemed to be properly delivered (a) immediately upon being served personally, (b) immediately if sent by email and receipt is acknowledged via return email, (c) two days after being deposited with the postal service if served by registered mail, or (d) the following day after being deposited with an overnight courier.

## INDEMNIFICATION

**24.** Except to the extent paid in settlement from any applicable insurance policies, and to the extent permitted by applicable law, each Party agrees to indemnify and hold harmless the other Party, and its respective directors, members, ratepayers, affiliates, officers, agents, employees, and permitted successors and assigns against any and all claims, losses, damages, liabilities,

penalties, punitive damages, expenses, reasonable legal fees and costs of any kind or amount whatsoever, which result from or arise out of any act or omission of the indemnifying party, its respective directors, members, ratepayers, affiliates, officers, agents, employees, and permitted successors and assigns that occurs in connection with this Agreement. This indemnification will survive the termination of this Agreement.

## **MEMBERSHIP REQUIREMENT**

- 25.** Client will maintain membership in good standing with the Minnesota Municipal Utilities Association for the duration of this Agreement.

## **MODIFICATION OF AGREEMENT**

- 26.** Any amendment or modification of this Agreement or additional obligation assumed by either Party in connection with this Agreement will only be binding if evidenced in writing signed by each Party or an authorized representative of each Party.

## **ASSIGNMENT**

- 27.** The Consultant will not voluntarily, or by operation of law, assign or otherwise transfer its obligations under this Agreement without the prior written consent of the Client.

## **ENTIRE AGREEMENT**

- 28.** It is agreed that there is no representation, warranty, collateral agreement, or condition affecting this Agreement except as expressly provided in this Agreement.

## **ENUREMENT**

- 29.** This Agreement will enure to the benefit of and be binding on the Parties and their respective heirs, executors, administrators and permitted successors and assigns.

## **TITLES/HEADINGS**

- 30.** Headings are inserted for the convenience of the Parties only and are not to be considered when interpreting this Agreement.

## **GENDER**

- 31.** Words in the singular mean and include the plural and vice versa. Words in the masculine mean and include the feminine and vice versa.

## **GOVERNING LAW**

- 32.** This Agreement will be governed by and construed in accordance with the laws of the State of Minnesota.

## SEVERABILITY

**33.** In the event that any of the provisions of this Agreement are held to be invalid or unenforceable in whole or in part, all other provisions will nevertheless continue to be valid and enforceable with the invalid or unenforceable parts severed from the remainder of this Agreement.

## WAIVER

**34.** The waiver by either Party of a breach, default, delay, or omission of any of the provisions of this Agreement by the other Party will not be construed as a waiver of any subsequent breach of the same or other provisions.

Dated and effective this \_\_\_\_\_ day of \_\_\_\_\_, 2025

FOR CONSULTANT

Karleen Kos, CEO  
Minnesota Municipal Utilities Association

FOR CLIENT

Luke Peterson, General Manager  
Hibbing Public Utilities



## Item 6.C



## Item 6.C – Authorize Public Bid 2025-02: 2025 Vegetation Management

February 25<sup>th</sup>, 2025

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

RE: Item 6.C – Authorize Public Bid 2025-02: 2025 Vegetation Management

Dear Commissioners;

Vegetation Control is an annual maintenance program. It is essential to manage vegetation around our utility assets to lower risk for potential service disruptions, reduce wildfire risks, and provides better access for crews to work safely.

Keeping up with vegetation management has been a leading contributor to reduced outages. This item was included in the 2025 capital budget presented in October.

Staff recommends going out to bid for these services of qualified vendors on the public notice as we solicit for public bids:

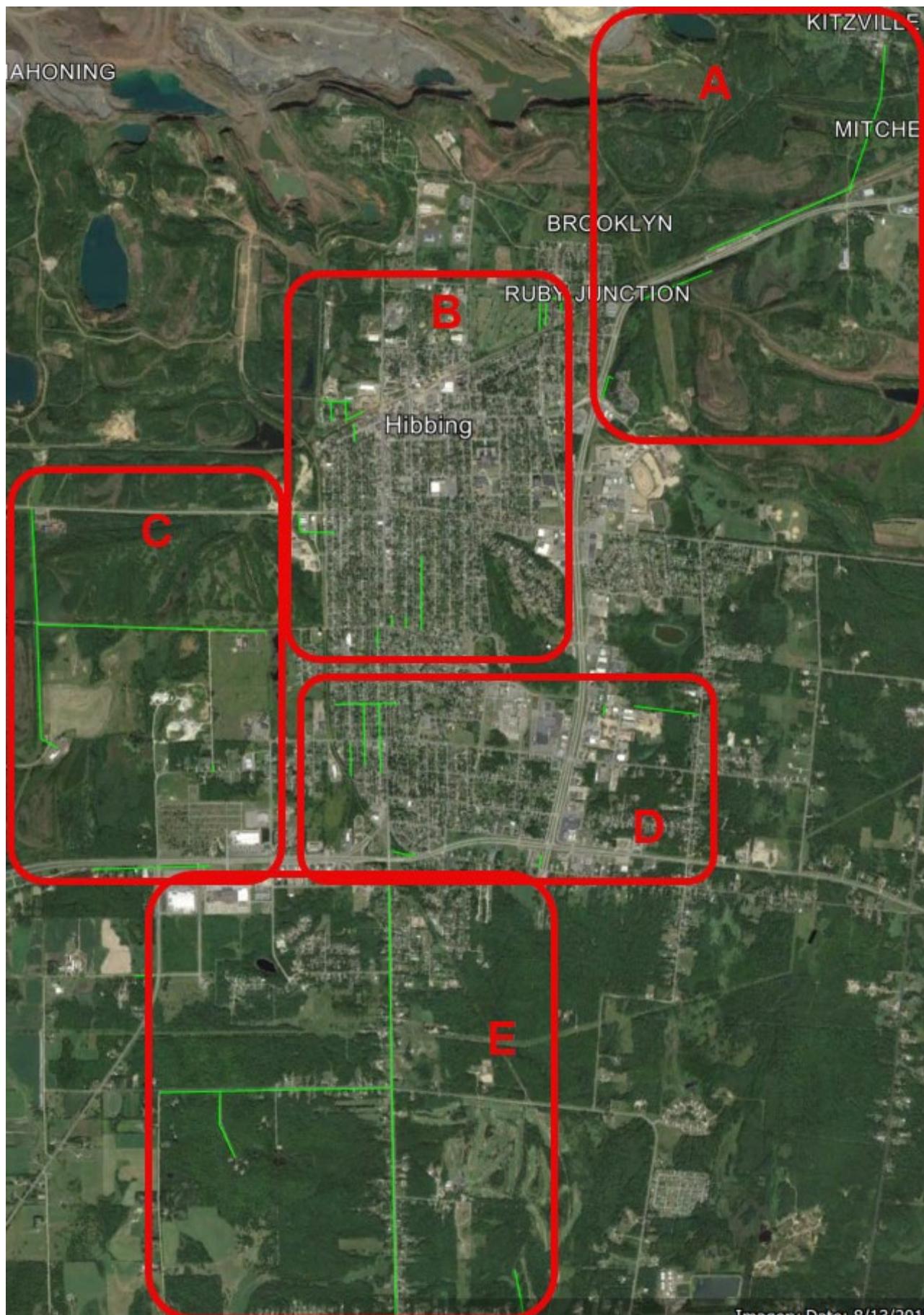
- Routine vegetation trimming and removal
- Emergency response during unplanned weather events that cause significant tree damage

We kindly request the Commission's approval to proceed with advertising and public bid solicitation. PB 2025-02 includes routine management along ~11 miles of distribution line. Please review the attached documents for the proposed areas of work.

Thank you for your consideration. We look forward to your guidance for next steps and approval.

Sincerely;





2025 HPU Vegetation Control Series consists of 5 management areas totaling 58,070' or 11 miles with up to 23kV overhead primary distribution.

**Control Area Description:**

- **Area A**—includes **Map Tiles A.1, A.2 9,350'**
  - A1: 5 segments totaling 8,700'
  - A2: 1 segment totaling 650'
- **Area B**—includes **Map Tiles B3, B4, B5, B6 8,545'**
  - B3: 4 segments totaling 2,390'
  - B4: 4 segments totaling 2,305'
  - B5: 2 segments totaling 1,200'
  - B6: 4 segments totaling 2,650'
- **Area C**—includes **Map Tiles C7, C8 13,600'**
  - C7: 3 segments totaling 11,300'
  - C8: 1 segment totaling 2,300'
- **Area D**—includes **Map Tiles D9, D10, D11, D12 8,025'**
  - D9: 4 segments totaling 5,330'
  - D10: 2 segments totaling 1,780'
  - D11: 1 segment totaling 600'
  - D12: 1 segment totaling 315'
- **Area E**—includes **Map Tiles E11, E12 18,550'**
  - E11: 4 segments totaling 18,100'
  - E12: 1 segment totaling 450'





## Item 6.D



## Item 6.D – Authorize Public Bid 2025-03: Transmission Transformer

February 25<sup>th</sup>, 2025

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

RE: Item 6.D – Authorize Public Bid 2025-03: Transmission Transformer

Dear Commissioners;

HPU Staff is seeking Commission authorization to request public bid on PB 2025-03: Transmission Transformer. HPU staff has been coordinating with Electrical Power Engineers through weekly project updates as HPU is seeking to construct a portion of transmission line that will add resiliency to the regional electrical transmission network, and importantly return great value to HPU's Ratepayers.

Due to the lead time on these essential pieces of equipment, HPU is seeking proposals now find the best value and align with the total project timeline.

Please find attached for your review the Cover Pages which outline the project scope and HPU's Proposal Evaluation Criteria.

Sincerely;



Luke J. Peterson



# **PROJECT: HIBBING PUBLIC UTILITIES**

## **SUBSTATION**

**REQUEST FOR PUBLIC BID**  
**FOR SUBSTATION POWER TRANSFORMER**  
**30/40/50 MVA, 115KV DELTA – 23KV WYE, 3 PHASE**

## **HIBBING PUBLIC UTILITIES**

**ISSUE DATE: February 25th, 2025**

**PROPOSAL DUE DATE: March 25th, 2025, at 3:00 p.m. CST**

Contact Person:

Alireza Mousavi, Power Systems Engineer

Office: 13001 W. Highway 71 Suite G100, Austin, TX 78738

Email: [amousavi@epeconsulting.com](mailto:amousavi@epeconsulting.com)

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## **I. Notice For Contractors**

Hibbing Public Utilities has issued a Public Bid for one (1) Substation Transformer. The transformer is rated at 30/40/50 MVA, 115kV Delta–23kV Wye, 3 Phase, equipped with LTC.

Proposals will be accepted until 3:00 p.m. local time on March 21st, 2025, and will be promptly opened. The contractor is responsible for ensuring timely receipt of the proposal by the Owner. Proposals must be submitted to [amousavi@epeconsulting.com](mailto:amousavi@epeconsulting.com) with the subject line "RFP TX-50". Proposals sent via facsimile will not be considered. Any queries must be submitted in writing via email to [amousavi@epeconsulting.com](mailto:amousavi@epeconsulting.com).

I appreciate your interest in this project.

Contact Person:

Alireza Mousavi, Power Systems Engineer

Office: 5301 Southwest Parkway, Suite 150, Austin, TX 78735

Email: [amousavi@epeconsulting.com](mailto:amousavi@epeconsulting.com)

## **II. SCOPE AND BACKGROUND**

Hibbing Public Utilities is releasing this Request for Proposal ("RFP") to invite proposals from manufacturers ("MANUFACTURER") for the provision of one (1) substation transformers. The transformer must adhere to the specifications outlined in Section IX – SPECIFICATION of this document and the accompanying Excel file titled "Main Power Transformer Detailed Specifications." Any deviations from these specifications must be clearly outlined in the proposal. This Specification aims to outline all necessary materials comprehensively as a reference guide. However, it is important to note that this does not exempt the Supplier from delivering a fully functional and dependable product.

## **III. DESCRIPTION OF HIBBING PUBLIC UTILITIES**

The Hibbing Public Utilities celebrated its 100th anniversary in 1995. HPU owns and operates a cogeneration power plant for the citizens of Hibbing, which provides both steam and electricity for distribution to its service area. The Utility also furnishes water and natural gas services to the City of Hibbing proper, Kitzville, and Kelly Lake. Hibbing Public Utilities intends to establish a new substation.

## **IV. PROPOSAL INSTRUCTIONS**

For proposals to be considered, all Respondents must follow these instructions:

- Each proposal must be submitted separately for the substation transformer, ensuring it meets the requirements outlined in Section IX - SPECIFICATION and the attached Excel file titled "Main Power Transformers Detailed Specification."
- Pricing proposals should provide a breakdown of all costs that can or will be incurred by Hibbing Public Utilities.
- Respondents should acknowledge that the contents of the chosen proposal may be incorporated into any subsequent contractual agreements. Failure to accept this obligation could lead to the cancellation of any awarded contract.
- Respondents should include an option to store the transformer in their warehouse and determine the pricing.
- The bid validity should be 120 days, but a minimum of 60 days is required.
- If the vendor requires more than 4 weeks to send its proposal, the vendor should formally request an additional time.
- Bids that do not include vendor-specific terms and conditions may be disqualified.
- Bidders should provide a list of exceptions as applicable in table format regarding the excluded section of the RFP.

## **V. REJECTION OF BIDS**

Hibbing Public Utilities reserves the right to accept any bids, reject any and all bids, and re-solicit or all proposals are rejected.

An acceptable lead time range is 12 to 17 months. Bids with lead times greater than 18 months may not be considered for delivery. Bids that do not include vendor-specific terms and conditions may be disqualified.

## **VI. COMMUNICATION**

**All questions or other communication regarding Hibbing Public Utilities' RFP should be submitted by email to Alireza Mousavi at [amousavi@epeconsulting.com](mailto:amousavi@epeconsulting.com) no later than March 25th, 2025.**

It is encouraged that **a weekly Q&A file be shared to ensure ongoing communication and timely updates** throughout the RFP process.

Bids must be delivered by 3:00 p.m. CST, March 25th, 2025, to **[amousavi@epeconsulting.com](mailto:amousavi@epeconsulting.com)**.

Late bids will not be accepted. Hibbing Public Utilities does not accept proposals sent via facsimile.

## **VII. SCHEDULE**

The following deadlines and timeframes apply to this solicitation:

Bid Due:	March 25th, 2025
Evaluation Start:	March 26th, 2025
Award date:	April 2025
Desired Delivery Date:	July 2nd, 2026

## **VIII. SPECIFICATION**

- Main Power Transformer General Specifications
- Main Power Transformer Detailed Specifications



# **PROJECT: HIBBING PUBLIC UTILITIES**

## **SUBSTATION**

### **REQUEST FOR PUBLIC BID**

### **FOR HIGH VOLTAGE CIRCUIT BREAKER**

### **115KV, 1200A, 40KA**

## **HIBBING PUBLIC UTILITIES**

**ISSUE DATE: February 25th, 2025**

**PROPOSAL DUE DATE: March 25th, 2025, at 3:00 p.m. CST**

Contact Person:

Aireza Mousavi, Power Systems Engineer

Office: 13001 W. Highway 71 Suite G100, Austin, TX 78738

Email: [amousavi@epeconsulting.com](mailto:amousavi@epeconsulting.com)

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## **I. Notice For Contractors**

Hibbing Public Utilities has issued a Request for Public Bid for four (4) High Voltage Circuit Breaker (HVCB) with a nominal voltage of 115kV, a continuous current of 1200A, and a rated short circuit current of 40kA.

Bids will be accepted until 3:00 p.m. local time on March 25th, 2025, and will be promptly opened. The contractor is responsible for ensuring timely receipt of the proposal by the Owner. Proposals must be submitted to [amousavi@epeconsulting.com](mailto:amousavi@epeconsulting.com) with the subject line "RFP HVCB-50". Proposals sent via facsimile will not be considered. Any queries must be submitted in writing via email to [amousavi@epeconsulting.com](mailto:amousavi@epeconsulting.com).

I appreciate your interest in this project.

Contact Person:

Alireza Mousavi, Power Systems Engineer

Office: 5301 Southwest Parkway, Suite 150, Austin, TX 78735

Email: [amousavi@epeconsulting.com](mailto:amousavi@epeconsulting.com)

## **II. SCOPE AND BACKGROUND**

Hibbing Public Utilities is releasing this Request for Proposal ("RFP") to invite proposals from manufacturers ("MANUFACTURER") for the provision of four (4) high-voltage circuit breakers. The HV Circuit Breakers must adhere to the specifications outlined in Section IX – SPECIFICATION of this document and the accompanying Excel file titled "HV Circuit Breaker Detailed Specification." Any deviations from these specifications must be clearly outlined in the proposal. This Specification aims to outline all necessary materials comprehensively as a reference guide. However, it is important to note that this does not exempt the Supplier from delivering a fully functional and dependable product.

## **III. DESCRIPTION OF HIBBING PUBLIC UTILITIES**

The Hibbing Public Utilities celebrated its 100th anniversary in 1995. HPU owns and operates a cogeneration power plant for the citizens of Hibbing, which provides both steam and electricity for distribution to its service area. The Utility also furnishes water and natural gas services to the City of Hibbing proper, Kitzville, and Kelly Lake. Hibbing Public Utilities intends to establish a new substation.

## **IV. PROPOSAL INSTRUCTIONS**

For proposals to be considered, all Respondents must follow these instructions:

- Each proposal must be submitted for the HV Circuit Breaker, ensuring it meets the requirements outlined in Section IX - SPECIFICATION and the attached Excel file titled "HV Circuit Breaker Detailed Specification."
- Pricing proposals should provide a breakdown of all costs that can or will be incurred by Hibbing Public Utilities.
- Respondents should acknowledge that the contents of the chosen proposal may be incorporated into any subsequent contractual agreements. Failure to accept this obligation could lead to the cancellation of any awarded contract.
- Respondents should include an option to store the HV CB in their warehouse and determine the pricing.
- The bid validity should be 120 days, but a minimum of 60 days is required.
- If the vendor requires more than 4 weeks to send its proposal, the vendor should formally request an additional time.
- Bids that do not include vendor-specific terms and conditions may be disqualified.
- Bidders should provide a list of exceptions as applicable in table format regarding the excluded section of the RFP.

## **V. REJECTION OF BIDS**

Hibbing Public Utilities reserves the right to accept any bids, reject any and all proposals, and re-solicit for proposals if any or all proposals are rejected.

An acceptable lead time range is 12 to 17 months. Bids with lead times greater than 18 months may not be considered for delivery. Bids that do not include vendor-specific terms and conditions may be disqualified.

## **VI. BID COMMUNICATION**

**All questions or other communication regarding Hibbing Public Utilities' RFP should be submitted by email to Alireza Mousavi at [amousavi@epeconsulting.com](mailto:amousavi@epeconsulting.com) no later than March 25th, 2025.**

It is encouraged that **a weekly Q&A file be shared to ensure ongoing communication and timely updates** throughout the RFP process.

Proposals must be delivered by 3:00 p.m. CST, March 21st, 2025, **to amousavi@epeconsulting.com**.

Late proposals will not be accepted. Hibbing Public Utilities does not accept proposals sent via facsimile.

## **VII. SCHEDULE**

The following deadlines and timeframes apply to this solicitation:

Proposals Due:	March 25th, 2025
Evaluation Start:	March 26th, 2025
Award date:	April 2025
Desired Delivery Date:	July 2nd, 2026

## **VIII. SPECIFICATION**

- HV Circuit Breaker General Specifications
- HV Circuit Breaker Detailed Specifications





## Item 6.E



## Item 6.E – Authorize Public Bid 2025-04: High Voltage Circuit Breaker

February 25<sup>th</sup>, 2025

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

RE: Item 6.E – Authorize Public Bis 2025-04: High Voltage Circuit Breaker

Dear Commissioners;

HPU Staff is seeking Commission authorization to request public bid on PB 2025-04: High Voltage Circuit Breaker. HPU staff has been coordinating with Electrical Power Engineers through weekly project updates as HPU is seeking to construct a portion of transmission line that will add resiliency to the regional electrical transmission network, and importantly return great value to HPU's Ratepayers. Due to the lead time on these essential pieces of equipment, HPU is seeking proposals now find the lowest bid that will align with the total project timeline.

Please find attached for your review the RFP Cover Pages which outline the project scope..

Sincerely;



Luke J. Peterson



# **PROJECT: HIBBING PUBLIC UTILITIES SUBSTATION**

## **REQUEST FOR PROPOSAL FOR HIGH VOLTAGE CIRCUIT BREAKER 115KV, 1200A, 40KA**

### **HIBBING PUBLIC UTILITIES**

**ISSUE DATE: February 21st, 2025**

**PROPOSAL DUE DATE: March 21st, 2025, at 3:00 p.m. CST**

Contact Person:

Alireza Mousavi, Power Systems Engineer

Office: 13001 W. Highway 71 Suite G100, Austin, TX 78738

Email: [amousavi@epeconsulting.com](mailto:amousavi@epeconsulting.com)

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## **I. Notice For Contractors**

Hibbing Public Utilities has issued a Request for Proposal (RFP) for four (4) High Voltage Circuit Breaker (HVCB) with a nominal voltage of 115kV, a continuous current of 1200A, and a rated short circuit current of 40kA.

Proposals will be accepted until 3:00 p.m. local time on March 21st, 2025, and will be promptly opened. The contractor is responsible for ensuring timely receipt of the proposal by the Owner. Proposals must be submitted to [amousavi@epeconsulting.com](mailto:amousavi@epeconsulting.com) with the subject line "RFP HVCB-50". Proposals sent via facsimile will not be considered. Any queries must be submitted in writing via email to [amousavi@epeconsulting.com](mailto:amousavi@epeconsulting.com).

I appreciate your interest in this project.

Contact Person:

Alireza Mousavi, Power Systems Engineer

Office: 5301 Southwest Parkway, Suite 150, Austin, TX 78735

Email: [amousavi@epeconsulting.com](mailto:amousavi@epeconsulting.com)

## **II. SCOPE AND BACKGROUND**

Hibbing Public Utilities is releasing this Request for Proposal ("RFP") to invite proposals from manufacturers ("MANUFACTURER") for the provision of four (4) high-voltage circuit breakers. The HV Circuit Breakers must adhere to the specifications outlined in Section IX – SPECIFICATION of this document and the accompanying Excel file titled "HV Circuit Breaker Detailed Specification." Any deviations from these specifications must be clearly outlined in the proposal. This Specification aims to outline all necessary materials comprehensively as a reference guide. However, it is important to note that this does not exempt the Supplier from delivering a fully functional and dependable product.

## **III. DESCRIPTION OF HIBBING PUBLIC UTILITIES**

The Hibbing Public Utilities celebrated its 100th anniversary in 1995. HPU owns and operates a cogeneration power plant for the citizens of Hibbing, which provides both steam and electricity for distribution to its service area. The Utility also furnishes water and natural gas services to the City of Hibbing proper, Kitzville, and Kelly Lake. Hibbing Public Utilities intends to establish a new substation.

## **IV. PROPOSAL INSTRUCTIONS**

For proposals to be considered, all Respondents must follow these instructions:

- Each proposal must be submitted for the HV Circuit Breaker, ensuring it meets the requirements outlined in Section IX - SPECIFICATION and the attached Excel file titled "HV Circuit Breaker Detailed Specification."
- Pricing proposals should provide a breakdown of all costs that can or will be incurred by Hibbing Public Utilities.
- Respondents should acknowledge that the contents of the chosen proposal may be incorporated into any subsequent contractual agreements. Failure to accept this obligation could lead to the cancellation of any awarded contract.
- Respondents should include an option to store the HV CB in their warehouse and determine the pricing.
- The bid validity should be 120 days, but a minimum of 60 days is required.
- If the vendor requires more than 4 weeks to send its proposal, the vendor should formally request an additional time.

- Bids that do not include vendor-specific terms and conditions may be disqualified.
- Bidders should provide a list of exceptions as applicable in table format regarding the excluded section of the RFP.

## **V. PROPOSAL EVALUATION CRITERIA**

Proposals will undergo evaluation based on their capacity to deliver the HV circuit breakers aligned with Hibbing Public Utilities' requirements. The choice of HV circuit breaker manufacturer will be made in the best interests of Hibbing Public Utilities. Respondents are expected to adhere to the guidelines and minimum proposal requirements outlined in Section IX - SPECIFICATION and furnish all pertinent details to enable thorough analysis by Hibbing Public Utilities. The evaluation of proposals by Hibbing Public Utilities will be guided by the following criteria and their associated weighting factors:

Criteria	Weighting Factor
Past Project Experience of the Proponent	10%
Specifications and Technical Information	20%
Schedule and Delivery Timeline	30%
Acceptance of Terms and Conditions	10%
Price and Other Financial Terms	30%

Hibbing Public Utilities retains the prerogative to consider any other factors it deems pertinent to its requirements. Additionally, Hibbing Public Utilities may request additional information from individual Respondents or may ask all Respondents to provide supplementary materials to fulfill the content criteria of this RFP or to address further informational needs. Hibbing Public Utilities also holds the unilateral right to waive any technical or format prerequisites outlined in the RFP. Ultimately, the selection of an HV Circuit Breaker manufacturer will be determined by what serves the best interests of Hibbing Public Utilities.

## **VI. REJECTION OF PROPOSALS**

Hibbing Public Utilities reserves the right to accept any proposal(s), reject any and all proposals, and re-solicit for proposals if any or all proposals are rejected.

An acceptable lead time range is 12 to 17 months. Bids with lead times greater than 18 months may not be considered for delivery. Bids that do not include vendor-specific terms and conditions may be disqualified.

## VII. RFP COMMUNICATION

**All questions or other communication regarding Hibbing Public Utilities' RFP should be submitted by email to Alireza Mousavi at [amousavi@epeconsulting.com](mailto:amousavi@epeconsulting.com) no later than March 21st, 2025.**

It is encouraged that **a weekly Q&A file be shared to ensure ongoing communication and timely updates** throughout the RFP process.

Proposals must be delivered by 3:00 p.m. CST, March 21st, 2025, to **[amousavi@epeconsulting.com](mailto:amousavi@epeconsulting.com)**.

Late proposals will not be accepted. Hibbing Public Utilities does not accept proposals sent via facsimile.

## VIII. SCHEDULE

The following deadlines and timeframes apply to this solicitation:

Proposals Due:	March 21st, 2025
Evaluation Start:	March 24th, 2025
Award date:	April 4th, 2025
Desired Delivery Date:	July 2nd, 2026

## IX. SPECIFICATION

- HV Circuit Breaker General Specifications
- HV Circuit Breaker Detailed Specifications



## Item 6.F



## Item 6.F – Substation Modernization Projects: Primary Wire Distribution Work

February 25<sup>th</sup>, 2025

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

RE: Item 6.F – Substation Modernization Projects: Primary Wire Distribution Work

Dear Commissioners;

Please find attached for your review the contractor change order estimates for primary wire distribution work as part of HPU's Substation Modernization Project. If approved by the Commission, they would be listed as change orders to the contractors awarded to the electrical work for the project. Please note, with these change orders, the project is still within approved budget.

Due to the age of the feeder in the Ansley area, additional work is anticipated, including necessary remediation of poles that have sustained significant damage. Recognizing these challenges, the project engineer issued RFQs to multiple line contractors to provide quotes for the work. Lake States was the only contractor to submit formal responses for both project sites, with the following estimates:

- Ansley Project Site: \$118,000
- 1<sup>st</sup> Ave. Project Site: \$89,000

A review of Laker States' estimates confirms they are reasonable and aligned with past work and rate sheets. The attached letters provide further details regarding these estimates and the scope of work.

Sincerely;



Luke J. Peterson



Item 6.F.i – Approve Lake State Construction, LLC for Ansley Substation OH work in the amount of \$118,000

February 25<sup>th</sup>, 2025

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

RE: Item 6.F.i – Approve Lake State Construction, LLC for Ansley Substation OH work in the amount of \$118,000

Dear Commissioners;

The contractor's scope is for labor to rebuild and relocate a portion of overhead distribution from the feeder ties parallel on Ansley Road.

The existing distribution being rebuilt is 70's vintage or older, doesn't meet modern code compliance for overhead clearance, requires immediate attention to remedy strength and integrity issues.

Staff identified that relocating distribution to the north side of the road instead of rebuilding in place would provide ease in construction as we rebuild during this final layer of primary distribution line work for the Ansley site. In turn, we will also see a time and cost savings vs. rebuilding in place.

Sincerely;



Luke J. Peterson



Item 6.F.ii – Approve Lake State Construction, LLC for 1<sup>st</sup> Ave. Substation OH work in the amount of \$89,000

February 25<sup>th</sup>, 2025

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

RE: Item 6.F.ii – Approve Lake State Construction, LLC for 1<sup>st</sup> Ave. Substation OH work in the amount of \$89,000

Dear Commissioners;

The contractor's scope is for labor to rebuild a portion of overhead distribution around the feeder ties to First Ave. Substation.

Existing distribution being rebuilt is 70's vintage or older, doesn't meet modern code compliance for overhead clearance, and requires attention to remedy strength and integrity issues. This is the final layer of primary distribution line construction for the First Ave. site.

Sincerely;



Luke J. Peterson





## Item 6.G



## Item 6.G – Approve Novaspect 5-Year Support Plan and 2025 Service Agreement

February 25<sup>th</sup>, 2025

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

RE: Item 6.G – Approve Novaspect 5-Year Support Plan and 2025 Service Agreement

Dear Commissioners;

In 2025 Novaspect is shifting its engagement model between Novaspect and Hibbing Public Utilities.

In the past this service plan included a bank of hours from Novaspect engineers, that Hibbing could utilize and manage under their discretion. This worked well in the past and was suited for maintaining the system.

With the growth that HPU is planning in the areas of automation and data management, Novaspect is recommending a Project Service Plan leveraging different teams at Novaspect in a managed approach to take advantage of the best available rates.

Also, by committing to a 5-year engagement model with Novaspect, HPU is able to secure the best available rate for annual support.

With these considerations, I am recommending moving forward with the both of these Novaspect items.

Sincerely;

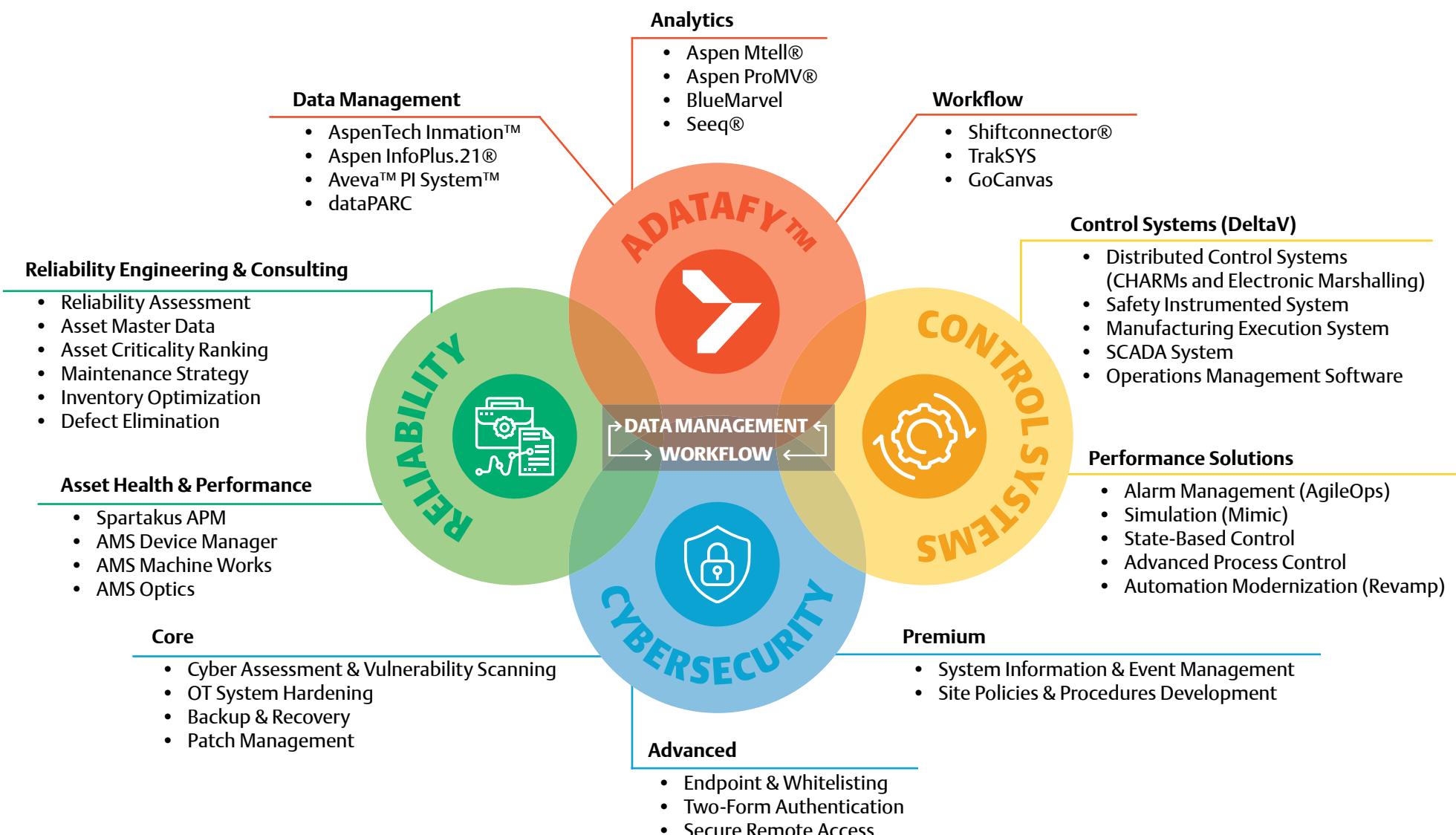


Luke J. Peterson



# Integrated Manufacturing Solutions & Services

Advance manufacturing operations and accelerate your performance



**AspenTech Inmation™**

Unlock industrial data with a unified, flexible, high-performance system that connects people, machinery, plants, logistics and applications. Gain access to actionable information and improve communication and collaboration to make better business decisions.

**Aspen Metell®**

Drive safe, reliable and efficient operations with early and accurate warnings of impending equipment failures.

**Aspen InfoPlus.21®**

Collect, merge, store and retrieve large volumes of time-series data and make it accessible for analysis and reporting by client users, business systems and production applications.

**Aveva™ PI System™**

Eliminate data silos with vendor-neutral platform that collects, stores and manages sensor and time-series operations data. Centralize critical operations data and access it anywhere to drive efficiency, flexibility and resilience.

**dataPARC**

Aggregate disparate data from machines and manufacturing systems to enable data-driven insights, decision-making and troubleshooting capabilities across the enterprise.

**Aspen ProMV®**

Get early and accurate warnings for process health and insights to prevent off-spec production, to maintain efficiency, and to rapidly optimize operations.

**BlueMarvel**

Tackle universal operating challenges with Operational Technologies (OT), process engineering, and advanced Information Technologies (IT), such as AI/ML, that focus on Safety and Risk, Energy and Emissions, and Performance and Reliability.

**Seeq®**

Accelerate industrial process data analytics and improve production outcomes in continuous, batch and discrete operations. Monitor assets and interact with time-series data to cleanse, analyze, visualize and collaborate in real-time.

**Shiftconnector®**

Digitalize Plant Process Management (PPM) and connect people, processes, and technologies for shift handover, team communication, production management and regulatory compliance. Drive improvements in plant operations, process safety, asset performance, and product quality. Enable effective collaboration, real-time information transparency, and accountability across teams and shifts.

**TrakSYS**

Manufacturing Execution System (MES) that manages and tracks every facet of operational workflow, production processes, quality, and performance from receipt of raw material, through production to shipping, warehousing, and distribution for significant productivity improvements.

**GoCanvas**

Collect and retrieve operational data through customizable, digital forms that make it easy to keep field workers connected and eliminate tedious, manual processes and paperwork that lead to workflow bottlenecks.

## RELIABILITY

**Spartakus APM**

Streamline and centralize all Preventive Maintenance (PM) and Predictive Maintenance (PdM) activities and tasks in one tool. Remove work silos and gain insights on asset health, maintenance strategies, rounds and reporting.

**AMS Device Manager**

Enable connectivity to a wide range of devices, instruments, and control valves to view real-time diagnostics and alerts. Respond quickly and make informed decisions to reduce unplanned shutdowns and increase productivity.

**AMS Machine Works**

Accurately monitor data from rotating equipment and machinery to easily identify bad actors in a single tool. Make data-driven decisions to proactively minimize risk and avoid unplanned downtime.

**AMS Optics**

Unify valve, instrumentation, and rotating machinery operations data to optimize process, reliability, safety, and sustainability. Deliver value through automated workflows and enable collaboration across silos.

## CONTROL SYSTEMS

**DeltaV DCS**

Operate at full potential with an easy-to-use, reliable, future-proof Distributed Control System that increases productivity.

**DeltaV AgileOps**

Standardize the approach and tools for tracking, KPI reporting, alarm rationalization, and state-based alarming, regardless of control system.

**DeltaV Mimic**

Improve performance and safeguard operations with digital twin solutions that enable operator training and advanced testing of equipment and processes through dynamic simulation.

**DeltaV Revamp**

Manage the transition of legacy applications to optimal DeltaV distributed control to eliminate manual workflows, minimize risk and errors, and reduce capital costs.

# SITE SUPPORT PLAN

**Prepared especially for:**

**Client: Hibbing Public Utilities**  
**Site Location: Hibbing , MN**

**Proposal Reference: N-526698-1**

**Project Number: HIB25-25**

**Novaspect, Inc.**  
**1124 Tower Road**  
**Schaumburg, IL 60173**

## **SECURE – RELIABLE – OPTIMIZED**

Date	Rev	Description	Issued By	Reviewed By
10/30/24	0a	Initial Issue	RS	TA

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## Section 1: Site Support Plan Overview

### 1.1 Introduction

Poor equipment performance, excessive loop variability, unscheduled production slowdowns or shutdowns impacts your ability to meet commitments. We offer flexible site support plans to improve your automation systems and Operations Technology environment to operate safer, more secure, more reliable, and optimized. The following content in this document comprises our proposal for the site support plans to be provided to you ("Proposal"). Section 1.2 below identifies your plan selections included in this Proposal.

### 1.2 Site Support Plan Portfolio Table

Offerings supporting - Secure & Reliable	Included
1. Guardian - DeltaV Product Support	Yes
2. Guardian - AMS Device Manager Product Support	Yes
3. Novaspect Technical Access (NTA)	Yes
4. Non-Emerson Software Support/Licenses	No
5. DeltaV Registration Utility & File Uploading Service	No
6. DeltaV Guardian KBA Prework & Review Service	No
7. DeltaV Preventive Maintenance - Health Check	No
8. Patch Management	Yes
9. Backup and Recovery File Storage Service	No
10. Engineering Support - Service Bank	No
11. Site Evaluation Service - Health Check	No
12. DeltaV Virtual System Evaluation Service - Health Check	No
13. PLC Support Services	No
14. Guardian with Extended Support of v14 – 1 year	Yes

Offerings supporting - Operations & Optimization	Included
15. Process & Combustion Control Optimization	No
16. Onsite Process Control Staff Coverage	No
17. Customized Training Program	No
18. Alarm Management – Bad Actor Cleanup Service	No
19. Systems Documentation Update	No

Offerings supporting - Cybersecurity	Included
<b>20. Cybersecurity Core Bundle:</b> <ul style="list-style-type: none"> <li>• Cyber Assessment &amp; Vulnerability Scanning</li> <li>• OT System Hardening</li> <li>• Backup and Recovery</li> <li>• Patch Management (PSU)</li> </ul>	No
<b>21. Cybersecurity Comprehensive Bundle:</b> <ul style="list-style-type: none"> <li>• Includes Cybersecurity Core Bundle plus:</li> <li>• Two-Factor Authentication</li> <li>• Secure Remote Access Solutions</li> <li>• Network Security Monitoring &amp; Threat Detection</li> </ul>	No

## Section 2: Selected Services; Pricing Options

For this Proposal, we have noted those site-valued services as “Included” in Section 2.2 specifically for your company.

### 2.1: Systems Serviced

#### 2.1.1 System ID Table

DeltaV System ID	Description	DST	Reg. File Date
0001-0002-4664	Hibbing Boiler Controls	1325	06/27/24
<i>Need updated Reg DST Pricing change if DST change</i>		1325	

AMS System ID	Description	Tags	Reg. File Date
0002-0003-8619	Hibbing Boiler Controls	300	12/18/18
0002-0004-9009	HPUC AMS Laptop	25	04/25/17
<i>Need updated Reg DST Pricing change if DST change</i>		325	

#### 2.1.2 System Size Table

Total Components	Quantity
Physical DeltaV Servers\Workstations (Non-virtualized)	8
AMS Server+ and Clients	0
Controllers (Simplex)	8
Controllers (Redundant)	6
Cabinets	8
CIOCs or Remote IO Nodes	0
WIOCs or Wireless Gateways	0
Fieldbus Cards	9
HART Cards	54
VIM Cards	4
Smart Switches or Smart Firewalls	0
SIS Logic Solvers (SLS1508) or CHARM SLSs	0
SIS Net Repeaters	0
VRTX Server	0
Thin Clients (Virtualized Nodes)	0
Virtual System Servers (Domain Controllers, Hosts)	0
Virtualized DeltaV Servers\Workstations	0

The above quantities are based on the Guardian Registration file date listed in the System ID Table.

#### 2.1.3 Remote Access Requirements

[Not applicable if no content in this Section.]

## 2.2: Selected Services Investment

Item	Description	Start of Period	01/01/25	01/01/26	01/01/27	01/01/28	01/01/29
		End of Period	12/31/25	12/31/26	12/31/27	12/31/28	12/31/29
Year 1	Year 2	Year 3	Year 4	Year 5			
1	<b><i>DeltaV Product Support</i></b>		29,181	29,181	29,181	29,181	29,181
2	<b><i>AMS Product Support</i></b>		1,441	1,441	1,441	1,441	1,441
3	<b><i>Extended Support for v14: 1 year</i></b>		8,728	Not Included	Not Included	Not Included	Not Included
6	<b><i>Novaspect Technical Access - 5 years</i></b> Access: 24x7x365 Response: Scheduled		7,922	8,159	8,404	8,656	8,916
11	<b><i>Proactive Security Update Installation: 5 years</i></b> 2 Visits/Year, for the current system size (Section 2.1.2)		17,046	17,558	18,084	18,627	19,186
			<b>64,318</b>	<b>56,339</b>	<b>57,111</b>	<b>57,905</b>	<b>58,724</b>

### *Schedule of Services and Investment*

# Hibbing Public Utilities

## Hibbing, MN

### 2025 Bundled Projects

#### Novaspect Proposal

Proposal Reference: N-533595

Rev: 1a

Date: 11/26/2024



Emerson Impact Partner



Date	Rev	Description	Issued By	Reviewed By
11/26/24	0a	Initial Issue	JMS	BM

 <b>NOVASPECT</b>	<b>Hibbing Public Utilities</b> 2025 Bundled Projects	
	Date: 11/26/2024	Rev: 1a
	Proposal: N-533595	Page: 1

## 1 Project Summary

Based on the information available, Novaspect has developed an estimate presented in the Commercial Summary section to complete the following Scope of works. Novaspect will work with Hibbing Public Utilities to prioritize these projects and scope out additional work as necessary.

1. DeltaV System Optimization Audit
2. Boiler Tuning (4 Site Visits)
3. Turbine 3 & 5 Automation FEED
4. Engineering Time Allotment
  - DeltaV PAS and Project Management Time Allotment and Quarterly Site Visits
  - Adatafy Engineering Hours

## 2. System Optimization Audit

### 2.1. Scope

1. Kickoff meeting via phone and/or web conference to review project plan and goals
2. Five (5) eight-hour days on-site to work along the Board Operators and review the following:
  - a. Recommendations to improve operator interactions with DeltaV
  - b. Recommendations on EMs, interlocks, graphics, and user friendliness
3. Recommendations on Emerson software utilization and improvements
4. Off-site analysis of findings and creation of Audit report

### 2.2. Deliverables

Novaspect will provide the following deliverables as part of this project:

1. FEED Report with recommendations of potential improvements on the DeltaV system focusing on the following areas:
  - a. Utilization of DeltaV Features
  - b. Operator Informed, Prioritize, and actions to the DeltaV System
  - c. Business and operational intelligence to improve operations

### 2.3. Basis of Proposal

1. Hibbing Public Utilities personnel will be available to work with Novaspect while Novaspect is on-site. On-site work will be performed Monday through Friday during normal business hours.
2. Hibbing Public Utilities will provide access and credentials to the DeltaV system.
3. Novaspect resources will perform activities as directed by Hibbing Public Utilities. Hibbing Public Utilities will be responsible for supporting and facilitating these activities (e.g. obtaining safe work permits, providing access to operations personnel, providing opportunities to test software, etc....). Novaspect resources will provide field notes and trip reports to document system modifications and the status of any unresolved issues.

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### 3. Boiler Tuning

#### 3.1. Scope

1. Fifteen (15) eight-hour days on-site to Tune Boilers 1, 2, & 4a
2. Combustion Analyzer Rental to verify O2, CO, and NOx readings.

#### 3.2. Assumptions

1. Hibbing Public Utilities will be responsible for supporting and facilitating work activities (e.g. obtaining safe work permits, providing access to operations personnel, providing opportunities to test software, etc....).
2. Novaspect resources will provide field notes and trip reports to document system modifications and the status of any unresolved issue.

### 4. Turbine 3 & 5 Automation FEED

#### 4.1. Scope

1. Kickoff meeting via phone and/or web conference to review project plan and goals
2. Two (2) eight-hour days on-site to work with HPUC to review the following:
  - a. Best automation practices for Turbines 3 & 5
  - b. Recommendations for controls consistency for the Turbines
3. Off-site analysis of findings and creation of a FEED report
  - a. Control Recommendations
  - b. I/O assessment
  - c. Drawing redlines

#### 4.2. Deliverables

Novaspect will provide the following deliverables as part of this project:

1. FEED Report with recommendations of potential improvements on the DeltaV system for Turbines 3 & 5:
  - a. Control Recommendations
  - b. I/O assessment
  - c. Drawing redlines
2. Automation Execute Proposal including hardware, software and services required to make the recommended improvements.

#### 4.3. Assumptions

1. Hibbing Public Utilities personnel will be available to work with Novaspect while Novaspect is on-site. On-site work will be performed Monday through Friday during normal business hours.
2. Hibbing Public Utilities will provide access and credentials to the DeltaV system.
3. Hibbing Public Utilities will provide existing documentation for Turbines 3 & 5.
4. Novaspect will redline drawings in BlueBeam. No CAD work is included in this scope of work.
5. Novaspect resources will perform activities as directed by Hibbing Public Utilities. Hibbing Public Utilities will be responsible for supporting and facilitating these activities (e.g. obtaining safe work permits, providing access to operations personnel, providing opportunities to test software, etc....). Novaspect resources will provide field notes and trip reports to document system modifications and the status of any unresolved issues.

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 <b>NOVASPECT</b>	<b>Hibbing Public Utilities</b> 2025 Bundled Projects	
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## 5. Engineering Services Time Allowance

### 5.1. Scope

Engineering support for Inmation, DeltaV, and Project Management hours. The activities for using this time can be pre-planned or identified and scheduled over the duration 2025. The time can be used for on-site, remote access, or remote activities as directed and agreed to with Hibbing Public Utilities. Scheduling will be based on availability and discussions with Novaspect Project Management. This engineering support also includes travel for routine site visits and walkthroughs. Hours can be used on a developed a task list or for un-planned activities. Hibbing Public Utilities will coordinate requests for services through Novaspect Project Management.

### 5.1. Hours

Role	Total Hours
Control System Engineer	100
Adatayf Engineer	100
Project Management	48

## 6. Rate Table and Summary of Hours

Role	2025 Rate	Hours
Project System Engineer	\$230/hr	100
Applications Engineer / Boiler Tuning	\$260/hr	216
Adatayf Engineer	\$230/hr	100
Project Manager	\$260/hr	70
Project Coordination	\$174/hr	28
Discounted Travel Rate	\$190/hr	128

Project Hourly Rates are valid through December 31<sup>st</sup> 2025. Rates will be subject to an annual increase each calendar year if not used. All time will be invoiced on a monthly basis.

## 7. Schedule

7.1. All work will be scheduled through Novaspect Project Management and is based on current availability. Site visits for boiler tuning will be planned and scheduled in advance upon contract award.

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## 2 Commercial Summary

### 7.2. Investment Summary

Item	Description	Investment
1	<b>Optimization Audit Allowance T&amp;E</b> <ul style="list-style-type: none"> <li>• Project Management</li> <li>• On-site FEED Study</li> <li>• Off-site Analysis and Report Generation</li> <li>• Travel &amp; Expenses</li> </ul>	<b>\$18,364</b>
2	<b>Boiler Tuning Allowance T&amp;E</b> <ul style="list-style-type: none"> <li>• 3 Site Visits for On-site Boiler tuning</li> <li>• 3 Rentals for O2 Analyzer</li> <li>• Travel &amp; Expenses</li> </ul>	<b>\$55,114</b>
3	<b>Turbine 3 &amp; 5 Automation FEED T&amp;E</b> <ul style="list-style-type: none"> <li>• Project Management</li> <li>• On-site FEED Study</li> <li>• Off-site Analysis and FEED Report Generation</li> <li>• Travel &amp; Expenses</li> </ul>	<b>\$18,016</b>
4	<b>Engineering Support T&amp;E</b> <ul style="list-style-type: none"> <li>• Inmation, DeltaV, and Project Management Support</li> <li>• Estimated Expenses for 6 site visits</li> </ul>	<b>\$96,454</b>
	<b>Total</b>	<b>\$187,948</b>

### 7.3. Payment Schedule

Time invoiced according to the following milestone payment schedule:

Milestone	Description	Invoice	Invoice Amount
1	Time and Expense – Monthly	T&M	\$187,948

### 7.4. Commercial Notes

1. This proposal will expire on December 30, 2024.
2. Terms and conditions are governed by the Novaspect terms and conditions, provided as an appendix to this proposal. Requested modifications to the terms and conditions will require a pricing adjustment.
3. Freight charges will be pre-paid and billed at cost.
4. Taxes will be pre-paid and billed at cost.
5. Change orders will be handled via defined change request procedures. All change orders will be priced individually and agreed upon prior to commencement of the work.

 <b>NOVASPECT</b>	<b>Hibbing Public Utilities</b> 2025 Bundled Projects	
	Date: 11/26/2024	Rev: 1a
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## 7.5. Contacts

Please request information from your Novaspect Sales Team.

Ben Wiegers  
Direct: 952-738-2947

## 7.6. Purchase Order Instructions

Please submit email purchase orders with reference to Proposal Number N-533595 (Revision 1a, dated 11/26/2024.) to the following address:

[customerpo@novaspect.com](mailto:customerpo@novaspect.com)





Item 7.A



**Item 7.A – A. Award I&E Positions to Internal Candidates**

February 25<sup>th</sup>, 2025

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

RE: Item 7.A Award I&E Positions to Internal Candidates

Dear Commissioners;

The internal posting for the Electrical Maintenance and Instrumentation Crew Leader and Technicians resulted in a pool of highly qualified applicants that have consistently demonstrated the skills and qualifications necessary for this role.

As a review, the Commission had declared a vacancy for 1 Crew Leader and 4 Technicians, of the technicians up to 2 may be apprentices.

At this time, I would like to recommend appointing a Crew Leader, 2 Technicians and 1 Apprentice. Presently, if my recommendations are approved, HPU will not have a crew size to accommodate 2 apprentices to ensure the crew will be safe, have the ability to effectively provide training and align with the requirements of the current bargaining agreement and apprenticeship standards.

The Commission may consider postponing filling the remaining vacancy or direct staff to advertise externally for a Journeyman who would not require the same amount of education and training as an internal apprentice.

For your consideration tonight, I would like to recommend the following items for approval:

- Appoint Terry Garrity to the Electrical Maintenance and Instrumentation Crew Leader position.
- Appoint Warren Kampen and Brent Isaacs to the Electrical Maintenance and Instrumentation Technician Journeyman position.
- Appoint Joe Winsor to the Electrical Maintenance and Instrumentation Technician Apprentice position, once we have cleared the threshold of a crew size of three.

Sincerely;



Luke J. Peterson





Item 7.B



## Item 7.B - Authorize External Posting for Instrumentation & Electrical Journeyman

February 25<sup>th</sup>, 2025

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

RE: Item 7.B – Authorize External Posting for Instrumentation & Electrical Journeyman

Dear Commissioners;

At the December 17<sup>th</sup>, 2024 Commission Meeting the Commission authorized the implementation of the Instrumentation & Electrical Department. Through Commission action HPU was authorized to post internally for 1 Crew Leader and 4 Technician positions.

Per union contract language on the amount of apprentices allowable for a crew size of three or fewer, we recommend posting externally for and E&I Journeyman Technician.

Sincerely;



Luke J. Peterson





## Item 7.C



## Item 7.C – Approve Job Description and Authorize Advertising for Electrical Engineer

February 25<sup>th</sup>, 2025

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

RE: Item 7.C – Approve Job Description and Authorize Advertising for Electrical Engineer

Dear Commissioners;

I would like to recommend enhancing our engineering team's capabilities and support the growing demand for innovative electrical solutions by creating a position for an Electrical Engineer at HPU.

Staff has been in the process of recruiting a Superintendent of Electrical Maintenance and Instrumentation with the minimum requirement of holding a Professional Engineer or Master Electrician license so that HPU can again become a Registered Electrical Employer in Minnesota and carry on electrical maintenance and instrumentation construction and maintenance activities outside of our power plant. After many months we are still not successful in filling that vacancy so my recommendation would be for the Commission to consider approving a vacancy for an Electrical Engineer with the minimum requirements to include a Professional Engineer License.

An engineer would have the ability to design, develop and test electrical systems and components. They would also be responsible for collaborating with cross-functional teams to ensure project requirements are met. Some other regular tasks may include:

1. Conduct research and stay updated on latest advancements in electrical engineering
2. Troubleshoot and resolve technical issues in a timely manner
3. Ensure compliance with industry standards and safety regulations
4. The new addition to our engineering team would provide a much-needed leadership role and support to the Electrical Maintenance and Instrumentation technicians and our Engineering Technicians to ensure overall productivity and high-quality project delivery

Sincerely;

# Hibbing Public Utilities

## Position Description

**Title** Electrical Engineer – Instrumentation, Electrical, and Engineering Team Lead  
**Classification** Exempt  
**Department** HREC and Operations

**Date of last evaluation**

**Points Total**

**Commission Approved**

**Supervisor:** General Manager

**Supervisory Responsibility:** Electrical & Instrumentation, Director Electrical Operations, and Engineering

**Work Environment:** Occasionally in vicinity of electrical hazards, occasionally exposed to heavy equipment machinery and other equipment with moving parts and loud noise, potential exposure to hazardous chemicals, occasionally exposed to extreme weather / temperature conditions, travels to job sites and occasionally exposed to vehicle traffic while working near roads.

**Overview:** The Electrical Engineer will lead our Instrumentation & Electrical (I&E) Department, GIS and Engineering Technicians, and Electric Line Crew. This role is responsible for overseeing engineering design, maintenance, and construction projects related to transmission and distribution substations, as well as ensuring the integrity and reliability of the electric system. The ideal candidate will have experience in electrical power systems, instrumentation and controls, and substation construction and operations. This position may require occasional travel for project inspections, meetings, and training. Must be available for emergency response and outage restoration efforts as needed.

**Duties:**

### Leadership & Management

- Provide leadership and technical guidance to the I&E Department, GIS and Engineering Technicians, and Electric Line Crew.
- Oversee engineering design and system improvements for substations, distribution networks, and transmission infrastructure.
- Collaborate with cross-functional teams, including operations, maintenance, and project management, to optimize system performance.
- Develop and implement policies, procedures, and best practices to enhance efficiency and reliability.

### Engineering & Technical Oversight

- Lead engineering efforts related to transmission and distribution substations, including new construction, expansion, and upgrades.
- Ensure compliance with industry standards (NESC, NEC, IEEE, NERC, FERC, etc.) and regulatory requirements.
- Oversee instrumentation, control systems, and SCADA integration for substation and distribution system operations.
- Support GIS mapping and data analysis to improve asset management and system planning.

- Conduct power system studies, load flow analysis, and fault analysis to enhance grid stability.

### **Project Management & Construction Oversight**

- Provide engineering support for capital improvement projects, from design through construction and commissioning.
- Coordinate with contractors, vendors, and internal teams to ensure project success.
- Develop project scopes, budgets, and schedules, ensuring timely and cost-effective execution.
- Participate in bid evaluations, contract management, and procurement of electrical equipment.

### **Operations & Maintenance Support**

- Assist in troubleshooting substation, transmission, and distribution system issues.
- Support emergency response efforts, including storm restoration and outage investigations.
- Lead initiatives to improve system reliability, safety, and operational efficiency.

### **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.

### **Required Education**

- High School Diploma or equivalent
- Bachelor's Degree in Electrical Engineering, or related field.

### **Required Experience**

- 5+ years of experience in electrical power systems, substation design, transmission/distribution, or related fields.
- Experience with SCADA, protective relaying, and automation systems is highly desirable.
- Familiarity with GIS mapping, asset management systems, and engineering software.

### **Preferred Education and Experience**

- Experience managing engineering and field crews in an electric utility or industrial setting.
- Knowledge of high-voltage transmission, distribution planning, and construction practices.
- Proficiency with AutoCAD, ArcGIS, CYME, ETAP, or similar engineering tools.
- Understanding of renewable energy integration and grid modernization strategies.

### **Additional Eligibility Qualifications**

- Professional Engineer (PE) license preferred or ability to obtain within a reasonable timeframe.
- Proficient in Microsoft Office Suites
- Strong leadership, problem-solving, and communication skills.
- Ability to work in a fast-paced environment and manage multiple projects simultaneously

### **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