

MINUTES OF THE PROCEEDINGS

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

Minutes of the regular meeting of the Public Utilities Commission, Hibbing, Minnesota, 1902 E. 6th Ave., Hibbing, MN 55746, held on February 25th, 2025. Meeting held at Hibbing City Hall, 401 E. 21st St., Hibbing MN. Chair Hart called the meeting to order at 5:02 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; Finance & Customer Service Supervisor Jill Zallar; and Customer Programs & Communication Specialist, Eliot Dixon. Also in attendance were, Hibbing Mayor Pete Hyduke, MMUA CEO Karleen Kos, Baker Tilly Rep. Russ Hissom, HPAT Reps. Ron Wirkula and Caleb Hill; HPU Employee Rich Kampsula, Warren Kampen, Brett Isaacs, Joe Windsor, and Jacob Frederick; and Mark Reger.

Item 2. ADDS/DELETES

HPU General Manager requested to have Items 6.H., 7.A.iii., & 7.D. be deleted from the Meeting Agenda.

Commissioner Sandstede requested discussion items;

Item 4.A – Discussion of Request for Contribution Process

Item 7.E – Addition of Commissioners to Utility Committees

Item 3. APPROVAL OF MINUTES

Motion by Commissioner Stokes, supported by Commissioner Sandstede, to approve the regular meeting minutes of January 7th & January 21st, 2025.

Motion carried unanimously.

Item 4. CITIZENS FORUM –

Item 4.A. - Discussion of Request for Contribution Process

Commission discussed advertisement, application, and selection process of HPU's Request for Contribution charitable giving. Chair Hart requested that a \$500 limit be placed on contributions.

Item 5. CONSENT AGENDA

Item 5.A. Approving invoices >\$1,000 & approve the bills & ACH transfers >\$10,000 dated January 15th, 2025 – February 19th, 2025

Item 5.B. Approve the payroll paid & overtime report for the January 23rd, February 6th, & February 20th, 2025 pay dates.

Item 5.C. Approve Letter of Understanding 2025-03: Mutual Aide

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

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- Item 5.E. Request for Contribution: Hibbing High School Student Council in the amount of \$400
- Item 5.F. Request for Contribution: Hibbing Curling Club Junior Curling in the amount of \$500
- Item 5.G. Request for Contribution: Angel Fund in the amount of \$500
- Item 5.H. Request for Contribution: Hibbing Speedway
- Item 5.I. Approve Commissioners to attend 30" Watermain Rehabilitation Groundbreaking on Feb. 28th at 11:30 am.

Commissioner Sandstede questioned several items on the invoice register published in regards to item 5.A.

Chair Hart requested Item 5.H. be pulled from the agenda.

Commissioner Bayliss requested Item 5.E. be pulled from the Consent Agenda for discussion.

Motion by Commissioner Bayliss, Supported by Commissioner Stokes, to approve Consent Agenda items 5.A., 5.B., 5.C., 5.D., 5.F., 5.G., & 5.I. as presented.

Motion carried unanimously.

- Item 5.E. Request for Contribution: Hibbing High School Student Council in the amount of \$400

Commissioner Bayliss questioned why the amount of \$400 was selected for this Contribution. HPU Customer Programs & Communication Specialist Eliot Dixon clarified that the amount was selected in alignment with Silver level sponsorship offered by the Student Council.

Motion by Commissioner Bayliss, Support by Chair Hart, to approve a contribution in the amount of \$400 to the Hibbing High School Student Council.

Motion carried unanimously.

Item 6. FINANCIALS & RISK MANAGEMENT

- Item 6.A. Approve January 2025 Financials

Motion by Commissioner Sandstede, Supported by Commissioner Babich, to Approve January 2025 Financials

Motion carried unanimously.

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

Commission discussed scope of work, inclusion of Commission, and utilization of examples from comparable organizations.

Motion by Commissioner Stokes, Supported by Commissioner Sandstede, to Authorize MMUA Policy and Governance Consulting Services for 2025 in the amount not to exceed \$24,750.

Motion carried unanimously.

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

Chair Hart requested bid scope include the clearing of all lines attached to HPU distribution poles. Commission discussed possibility of bringing routine vegetation management projects in house. Commissioner Stokes requested cost assessment of doing work internally.

Motion by Commissioner Stokes, Supported by Commissioner Bayliss, to Authorize Public Bid 2025-02: 2025 Vegetation Management.

Motion carried unanimously.

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

Motion by Commissioner Stokes, Supported by Commissioner Bayliss, to Authorize Public Bid 2025-03: Transmission Transformer.

Motion carried unanimously.

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

Motion by Commissioner Stokes, Supported by Commissioner Sandstede, to Authorize Public Bid 2025-04: High Voltage Circuit Breaker.

Motion carried unanimously.

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

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

Motion by Commissioner Stokes, Supported by Commissioner Bayliss, to Approve Lake State Construction, LLC for Ansley Substation OH work in the amount of \$118,000.

Motion carried unanimously.

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

Motion by Chair Hart, Supported by Commissioner Sandstede, to Approve Lake State Construction, LLC for 1st Ave. Substation OH work in the amount of \$89,000.

Motion carried unanimously.

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

Commission discussed payment structure and schedule of Support Plan. HPU General Manager stated that work would be completed on a time and materials basis.

Motion by Commissioner Stokes, Supported by Commissioner Babich, to Approve Novaspect 5-year Support Plan and 2025 Service Agreement

Motion carried unanimously.

Item 7. POLICY & GOVERNANCE-

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

Item 7.A.i- Appoint Terry Garrity to Electrical Maintenance & Instrumentation Crew Leader Position

Motion by Commissioner Stokes, Supported by Commissioner Bayliss, to Appoint Terry Garrity to Electrical maintenance & Instrumentation Crew Leader Position

Motion carried unanimously.

Item 7.A.ii- Appoint Warren Kampen and Brent Isaacs to Electrical Maintenance & Instrumentation Technician Journeyman Positions

Commission discussed process consolidation of Electrical and Instrumentation Crews, listened to statements from Local 94 Union President, Rich Kampsula.

Motion by Commissioner Stokes, Supported by Commissioner Bayliss, to Appoint Warren Kampen and Brent Isaacs to Electrical Maintenance & Instrumentation Technician Journeyman Positions

Motion failed 3-2.

“Nay” – Bayliss, Babich, Sandstede

“Yea” – Hart, Stokes

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Item 7.B. Approve External Posting for Instrumentation and Electrical Journeyman

Commissioner Sandstede requested this item be pulled from the agenda.

Motion by Commissioner Sandstede, Supported by Commissioner Babich, to remove Item 7.B. from meeting agenda.

Motion carried 3-2.

"Yea" – Bayliss, Babich, Sandstede

"Nay" – Hart, Stokes

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

Motion by Commissioner Bayliss, Supported by Commissioner Sandstede, to Approve Job Description and Authorize advertising for Electrical Engineer.

Motion carried unanimously.

Item 7.E. Approve Commissioners to join Utility Committees

Motion by Commissioner Sandstede, Supported by Commission Stokes, to approve the addition of Commissioner's to Utility Committees

Motion carried unanimously.

Item 8. OLD BUSINESS–

Item 9. NEW BUSINESS –

HPU General Manager Luke Peterson invited members of the viewing public to attend the February 28th Groundbreaking Ceremony of the 30" Watermain.

Item 10. ADJOURNMENT

Motion by Commissioner Bayliss, supported by Commissioner Babich, to adjourn the meeting at 7:04 p.m.

Motion carried unanimously

Attest:



Jesse Babich, Commission Secretary



Jeff Hart, Chair

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

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