

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 March 20th, 2025. Meeting held at Hibbing City Hall, 401 E. 21st St., Hibbing MN. Chair Hart called the meeting to order at 5:04 p.m. In attendance were Chair Hart, Commissioner Babich, Commissioner Stokes, Commissioner Sandstede, Legal Counsel, Andy Borland; General Manager Luke Peterson, and Finance & Customer Service Supervisor Jill Zallar. Also in attendance were, Bolton & Menk Rep. Josh Stier, HPAT Reps. Ron Wirkula and Caleb Hill; HPU Employee Rich Kampsula; and Mark Reger. Absent was Commissioner Bayliss

Item 2. ADDS/DELETES

HPU General Manager Luke Peterson requested to strike Item 3 – Approval of Feb. 25th Meeting Minutes from the agenda.

HPU General Manager Peterson made statement of support for workers affected by recent lay-offs.

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 5. CONSENT AGENDA

Item 5.A. Approving invoices >\$1,000 & approve the bills & ACH transfers >\$10,000 dated February 20th – March 12th, 2025

Item 5.B. Approve the payroll paid & overtime report for the March 6th, 2025 pay date.

Item 5.C. Approve contribution in the amount of \$500 to the Victory 5k

Motion by Commissioner Stokes, Supported by Commissioner Babich, to approve Consent Agenda items 5.A., 5.B., & 5.C. as presented.

Motion carried unanimously.

Item 6. FINANCIALS & RISK MANAGEMENT

Item 6.A. Approve February 2025 Financials

No action needed.

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Item 6.B. Approve Merjent, Inc. in the amount not to exceed \$99K for Environmental and Route Permit Consulting Services

Commission discussed scope of work and selection process for Merjent.

Motion by Chair Hart, Supported by Commissioner Stokes, to Approve Merjent, Inc. not to exceed \$99K.

Motion carried unanimously.

Item 6.C. Authorize Purchase of Linde Model H25T-1205 Forklift in the amount of \$70,600

Motion by Commissioner Stokes, Supported by Commissioner Sandstede, to Authorize purchase of Linde Model H25T-1205 Forklift in the amount of \$70,600.

Motion carried unanimously.

Item 6.D. Authorize Public Bid 2025-05: Dig Restorals

Chair Hart expressed support to bid for a bi-annual contract.

Motion by Chair Hart, Supported by Commissioner Stokes, to Authorize Public Bid 2025-05: Dig Restorals as a Bi-annual contract.

Motion carried unanimously.

Commissioner Stokes requested costs regarding the Dig Restoral and Bush Clearing contracts be tracked to determine the viability of HPU Construction Crew to perform similar work.

Item 6.E. Authorize Public Bid 25-06, 25-07, & 25-08 for 2025 Distribution Water Projects

Commission discussed the coordination of Distribution Projects with City of Hibbing Capital Planning.

Motion by Commissioner Stokes, Supported by Commissioner Sandstede, to Authorize Public Bid 25-06, 25-07, & 25-08 Distribution Projects.

Motion carried unanimously.

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Item 6.F. Authorize Public Bid 2025-09: 23rd Street Gas Main Extension

Commission discussed installation of pipe to match future needs of Memorial Building.

Motion by Sandstede, Supported by Commissioner Stokes, to Authorize Public Bid 2025-09: 23rd Street Gas Main Extension with a 6" gas line.

Motion carried unanimously.

Item 6.G.- Accept Bid Results of joint City of Hibbing and HPU Project for 2025 Capital Watermain Improvement – 23rd Street Project and authorize associated Cooperative Project Agreement with City of Hibbing.

Motion by Commissioner Babich, Supported by Commissioner Stokes, to Accept Bid Results and Authorize associated Cooperative Project Agreement with the City of Hibbing.

Motion carried unanimously.

Item 7. POLICY & GOVERNANCE-

Item 7.A. I&E Combination Update

Commission discussed positive progress on the Combination of the Instrumentation and work groups. Commission discussed path forward as proposed by Management and Union.

Motion by Chair Hart, Supported by Commissioner Babich, to Eliminate Plant Electrician positions.

Motion carried unanimously.

Motion by Commissioner Babich, Supported by Commissioner Stokes, to Approve external posting for 1 Journeyman Instrumentation & Electrician Technician position.

Motion carried unanimously.

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Item 7.B. Approve hiring of Jasmine Daugherty for Accounting Coordinator

Commission requested information on how Jasmine Daugherty became aware of the open position and to report that information back to the Commission.

Motion by Commissioner Stokes, Supported by Commissioner Babich, Approve hiring of Jasmine Daugherty for Accounting Coordinator position

Motion carried unanimously.

Item 8. OLD BUSINESS–

Commission continued discussion of I&E combination.

Commission discussed the addition of a mechanical engineering position within the utility.

Commission discussed annual review process of the HPU General Manager.

Item 9. NEW BUSINESS –

Item 10. ADJOURNMENT

Motion by Commissioner Sandstede, supported by Chair Hart, to adjourn the meeting at 6:25 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, April 8th, 2025
at 5:00 p.m. at the Hibbing City Hall, 401 E. 21st St., Hibbing MN 55746.

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