

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 April 22nd, 2025. Meeting held at Hibbing City Hall, 401 E. 21st St., Hibbing MN. Chair Hart called the meeting to order at 5:01 p.m. In attendance were Chair Hart, Commissioner Babich, Commissioner Stokes, Commissioner Sandstede, Legal Counsel, Andy Borland; General Manager Luke Peterson, Utility Resources Manager Stefanie Dickinson, Electrical Operations Supervisor Samantha Adams, Human Resources Coordinator Krista Raatsi, Safety Coordinator Travis Marsh, Customer Communications & Programs Manager Eliot Dixon. Also in attendance were, Bolton & Menk Rep. Josh Stier, Baker Tilly Rep. Bethany Ryers, HPAT Reps. Ron Wirkula and Caleb Hill; HPU Employees Rich Kampsula, Warren Kampen, and George Pogachnik; and Community Members Mark Reger & Doug Hoff. Absent was Commissioner Bayliss

Item 2. ADDS/DELETES

Item 3. APPROVAL OF MINUTES

Motion by Commissioner Stokes, supported by Commissioner Sandstede, to approve the regular meeting minutes of February 25th & March 20th, 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 March 13th – April 16th, 2025
- Item 5.B. Approve the payroll paid & overtime report for the March 20th, April 3rd, & April 17th, 2025 pay dates.
- Item 5.C. Approve 2025 Q2 Travel Requests
- Item 5.D. Approve Management Performance Adjustments
- Item 5.E. Authorize Submittal of the Annual Power Plan per the terms of the Boswell Purchase and Market Energy Services Agreement with Minnesota Power

Commissioner Stokes requested item 5.D. be pulled for further discussion.

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

Motion carried unanimously.

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Item 5.D. – Approve Management Performance Adjustments

Commission discussed status of HPU Class & Compensation Study being performed by Abdo. HPU General Manager Luke Peterson stated that the Study was close to being finalized. Commission discussed waiting on adjustments until Class & Comp Study was finalized and presented to the Commission. Commissioner Sandstede requested an update on the delivery of the Study from Abdo from Staff.

Motion by Commissioner Stokes, supported by Chair Hart, to table item 5.D. until the next action meeting.

Motion carried unanimously.

Item 6. FINANCIALS & RISK MANAGEMENT

Item 6.A. Approve March 2025 Interim Financials

Motion by Commissioner Babich, supported by Commissioner Stokes, to approve the March 2025 Interim Financials as presented.

Motion carried unanimously.

Item 6.B. Approve Purchase of HREC Coal supply from DTE Energy in the amount of \$41,885

Motion by Chair Hart, supported by Commissioner Stokes, to approve purchase of HREC coal supply from DTE Energy in the amount of \$41,885

Motion carried unanimously.

Item 6.C. Approve Purchase of Stainless-Steel Condensate Piping for 23rd St. from domestic supplier in the amount of \$40,990

Motion by Commissioner Stokes, supported by Commissioner Babish, to approve the purchase of the condensate piping from the domestic supplier in the amount of \$40,990.

Motion carried unanimously.

Item 6.D. HREC Capital Improvements – Budgeted Expenses

Item 6.D.i - Approve Novaspect Common Cabinet Commissioning in the amount of \$30,993.91

Motion by Chair Hart, supported by Commissioner Babich, to Approve Novaspect Common Cabinet Commissioning in the amount of \$30,993.91.

Motion carried unanimously.

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Item 6.D.ii - Approve Purchase of Three (3) NPA EX 657 Automatic Valves from Novaspect in the amount of \$37,743.26

Motion by Commissioner Stokes, supported by Commissioner Babich, to approve purchase of three (3) NPU EX 657 Automatic Valves from Novaspect in the amount of \$37,743.26.

Motion carried unanimously.

Item 6.D.iii - Approve Purchase of Two (2) Fisher 1' EZ 667 Automatic Valves from Novaspect in the amount of \$18,032.08

Motion by Chair Hart, supported by Commissioner Stokes, to approve purchase of two (2) Fisher 1' EZ 667 Automatic Valves from Novaspect in the amount of \$18,032.08.

Motion carried unanimously.

Item 6.E. Award Watermain Capital Improvement Project – 17th St. E., 12th Ave., 5th Ave., & 6th Ave. to Bougalis Inc in the amount of \$3,038,585

Motion by Commissioner Stokes, Supported by Commissioner Sandstede, to award 17th St. E., 12th Ave., 5th Ave. , & 6th Ave. Watermain Project to Bougalis Inc. in the amount of \$3,038,585

Motion carried unanimously.

Item 6.F. Authorize RFP 25-10: Distribution Goundline Inspection

Commission discussed the inspection process and historical implementation of the pole replacement following a similar inspection in 2015.

Motion by Commissioner Babich, supported by Commissioner Sandstede to authorize RFP 25-10: Distribution Groundline Inspection.

Motion carried unanimously.

Item 6.G.- Approve Bolton & Menk Construction Services for the 2025 Construction Season

Commission discussed scope of 2025 water projects and Bolton & Menk's pricing.

Motion by Commissioner Stokes, supported by Commissioner Babich to approve Bolton & Menk Construction Services for 2025 Construction Season.

Motion carried 3-1
"No" - Sandstede

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Item 7. POLICY & GOVERNANCE-

Item 7.A. Adopt Policy manual for Federal Grant Compliance

Motion by Commissioner Sandstede, supported by Commissioner Babich, to adopt policy manual for Federal Grant Compliance.

Motion carried unanimously.

Item 7.B. Accept Notice of Retirement: Terry Garrity

Commission acknowledged and thanked Mr. Garrity for his 40+ years of service to the utility and the community of Hibbing.

Motion by Commissioner Stokes, Supported by Chair Hart, to accept Terry Garrity's notice of retirement.

Motion carried unanimously.

Item 7.C. Declare a Vacancy, Approve job description and internal posting for an Electrical Maintenance and Instrumentation Crew Leader

Motion by Commissioner Stokes, supported by Commissioner Sandstede, to declare vacancy, approve job description, and internal posting for an Electrical Maintenance and Instrumentation Crew Leader.

Motion carried unanimously.

Item 7.D. Approve Updated Job Description and External Posting for Accounting Analyst

Commission discussed location of position advertisement and contacting applicants from the previous round of advertising.

Motion by Commissioner Babich, supported by Commissioner Stokes, to approve updated job description and external posting for Accounting Analyst.

Motion carried unanimously.

Item 7.E. Approve Hiring of Electrical Maintenance & Instrumentation Technician

Motion by Commissioner Stokes, supported by Commissioner Sandstede, to approve hiring of Doug Hoff as an Electrical Maintenance & Instrumentation Technician.

Motion carried unanimously.

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Item 7.F. Approve Hiring of 2025 Summer Student Recommendations

HPU General Manager Luke Peterson stated that HPU is still accepting student applications and would be willing to hire additional students based upon need throughout the summer.

Motion by Commissioner Sandstede, supported by Commissioner Stokes to approve hiring of Summer Student recommendations.

Motion carried unanimously.

Item 8. OLD BUSINESS–

Item 8.A. Approve Advertising Externally for Electrical Maintenance & Instrumentation Technician from March 20th, 2025 Meeting

Motion by Commissioner Stokes, supported by Commissioner Babich to approve advertising externally for an Electrical Maintenance & Instrumentation Technician.

Motion carried unanimously.

Item 9. NEW BUSINESS –

Item 9.A. Committees

Commission discussed establishing of new Utility Committees and process to have Commissioners added to Utility Committees.

Motion by Commissioner Stokes, supported by Commissioner Babich to form HPU Personnel Committee consisting of 2 Commissioners and 2 Management Members.

Motion carried unanimously.

Motion by Commissioner Sandstede, supported by Commissioner Stokes to direct HPU Commission Chair to appoint Commissioners to all Utility Committees.

Motion carried unanimously.

Motion by Commissioner Stokes, supported by Commissioner Babich, to permit the appointment of two commissioners to all Utility Committees.

Motion carried unanimously.

Item 10. ADJOURNMENT


Motion by Commissioner Stokes, supported by Commissioner Babich, to adjourn the meeting at 6:14 p.m.

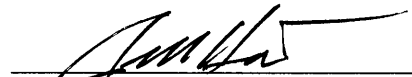
Motion carried unanimously

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Attest:



Jesse Babich, Commission Secretary

Jeff Hart, Chair

Meeting materials are available at
The next meeting is a working meeting scheduled for Tuesday, May 14th, 2025
at 5:00 p.m. at the Hibbing City Hall, 401 E. 21st St., Hibbing MN 55746.

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