



## Commission Regular Session

JULY 15<sup>TH</sup>, 2025



## Commission Meeting Agenda

July 15<sup>th</sup>, 2025

Chair J. Bayliss	—	Commissioner J. Sandstede	—
Commissioner J. Stokes	—	Commissioner J. Babich	—
Commissioner J. Hart	—	Legal Counsel A. Borland	—
General Manager L. Peterson	—	Auditors Abdo., LLP	—
Customer Ser. & Finance J. Zallar	—	Manager of Power Supply P. Plombon	—
Electrical Operations S. Adams	—	Admin & Comm E. Dixon	—
	—	Local 94 President G. Pogachnik	—

### 1. CALL TO ORDER

### 2. ADDS/DELETES

### 3. APPROVAL OF MINUTES: June 24<sup>th</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 June 21<sup>st</sup> - July 9<sup>th</sup>, 2025
- B. Approve the payroll paid & overtime report for the June 26<sup>th</sup> & July 10<sup>th</sup>, 2025 pay dates
- C. Approve Request for Contribution: Hibbing College Foundation Pickleball Tournament Fundraiser in the amount of \$500
- D. Approve Request for Contribution: Mines & Pines Revisited in the amount of \$500
- E. Approve Request for Contribution: Hibbing Chamber of Commerce Golf Classic in the amount of \$500

### 6. FINANCIALS & RISK MANAGEMENT

- A. Approve June 2025 Interim Financials **\*\*Place Holder\*\***
- B. Approve GPM Inc. for Circ. Pump #5 Rebuild in the amount of \$40,365.50
- C. Award RFP 25-03 Transmission Transformers to Virginia Transformers the amount of 2,883,539 for the Southern Interconnect Project
- D. Authorize Full Detail Engineering Package for the Southern interconnect project including Survey in the amount of \$2,213,889 to Electric Power Engineers
- E. Approve Stuart Irby's Distribution Rated underground Cable Quote for Warehouse Inventory and Project material Procurement in the amount for \$65,991.96
- F. Review Underground Excavation Contractor Sourcing for Electrical Distribution Cable Installers

### 7. POLICY & GOVERNANCE

- A. Accept Notice of Retirement: Greg Hooper
- B. Approve Job Description and Internal Posting for Chief Operating Engineer
- C. Discuss Recruiter and Interim Recommendation from MMUA for Senior Director of Human Resources and Organizational Development

### 8. NEW BUSINESS

### 9. ADJOURNMENT







## Item 3 – Approval of Minutes



Item 3 – Approval of Minutes : June 24<sup>th</sup>, 2025

July 15<sup>th</sup>, 2025

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

RE: Item 3 - Approval of Minutes: June 24<sup>th</sup>, 2025

Dear Commissioners;

Please find attached for your approval draft minutes from the Commission Meetings of June 24<sup>th</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 June 24<sup>th</sup>, 2025. Meeting held at Hibbing City Hall, 401 E. 21<sup>st</sup> St., Hibbing MN. Chair Bayliss called the meeting to order at 5:02 p.m. In attendance were Chair Bayliss, Commissioner Hart, Commissioner Babich, Commissioner Stokes, Commissioner Sandstede, Legal Counsel, Andy Borland; General Manager Luke Peterson, Finance & Customer Service Supervisor, Customer Communications & Programs Manager Eliot Dixon. Also in attendance were, Baker Tilly Rep. Bethany Ryer, HPAT Reps. Ron Wirkula and Kyler Skahl; HPU Employee George Pogachnik.

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

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

Motion by Commissioner Sandstede, supported by Commissioner Hart, to approve the regular meeting minutes of May 27<sup>th</sup> & June 17<sup>th</sup>, 2025.

Motion carried unanimously.

### **Item 4. CITIZENS FORUM –**

### **Item 5. CONSENT AGENDA**

- Item 5.A.** Approving invoices >\$10,000 & approve the bills & ACH transfers >\$10,000 dated May 22<sup>nd</sup> – June 20<sup>th</sup>, 2025
- Item 5.B.** Approve the payroll paid & overtime report for the May 29<sup>th</sup> & June 12<sup>th</sup>, 2025 pay dates.
- Item 5.C.** Approve 2025 Q3 Employee Travel
- Item 5.D.** Approve Resolution 25-05: Adopting the Use of Allowance for Funds used During Construction (AFUDC) in Utility Accounting Practices
- Item 5.E.** Approve Resolution 25-06: Development of Conditional Use Permit (CUP and Route Permit Application with Planning Commission for Southern Interconnect Project

Commission discussed details on an invoice listed in Item 5.A.

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

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. FINANCIALS & RISK MANAGEMENT**

#### **Item 6.A.** Approve May 2025 Interim Financials

Motion by Commissioner Babich, supported by Commissioner Sandstede, to approve the May 2025 Interim Financials as presented.

Motion carried unanimously.

#### **Item 6.B.** Approve Iron Range Engineering & Consulting Services, LLC. Proposal of Services, not to exceed \$200,000

Motion by Commissioner Hart, supported by Commissioner Sandstede, to approve Iron Range Engineering & Consulting Services, LLC not to exceed \$200,000

Motion carried 4-1  
Stokes "No"

#### **Item 6.C.** Approve Nagel Companies, LLC in the amount of \$175,000 for 2,950 linear feet of 4" Gas Main

Commission discussed a bid clause dependent on soil conditions. GM Luke Peterson discussed results of indicating positive soil conditions that should not trigger clause outlined in Nagel Companies bid.

Motion by Commissioner Hart, supported by Commissioner Sandstede, to Approve Nagel Companies, LLC in the amount of \$175,000 for 2,950 LF of 4" Gas Main.

Motion carried 4-1  
Stokes "No"

### **Item 7. POLICY & GOVERNANCE-**

#### **Item 7.A.** Update regarding Electrical & Instrumentation Crew Staffing

HPU General Manager Luke Peterson provided an update and path forward for E&I Crew Staff and provided a route forward by transferring existing instrumentation crew to E&I for training purposes.

### **Item 8. OLD BUSINESS--**

### **Item 9. NEW BUSINESS --**

# **MINUTES OF THE PROCEEDINGS**

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

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### **Item 10. CLOSED SESSION – HPU General Manager Performance Review**

HPU Legal Council advised the Commissioners may enter a closed session under Minn. Stat. § 13D.05, subd.3(a) in order to conduct a performance review for HPU General Manager Luke Peterson.

Motion by Commissioner Babich, Supported by Commissioner Stokes, to enter a closed session to conduct HPU GM Performance Review.

### **Item 10. ADJOURNMENT**

Motion by Commissioner Stokes, supported by Commissioner Sandstede, to adjourn the meeting at 7:01 p.m.

Motion carried unanimously

Attest:

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James Bayliss, Chair

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Jesse Babich, Commission Secretary

Meeting materials are available at  
The next meeting is a working meeting scheduled for Tuesday, July 1<sup>st</sup>, 2025  
at 5:00 p.m. at the Hibbing City Hall, 401 E. 21<sup>st</sup> St., Hibbing MN 55746.

*p/2025-06-24-Minutes.doc*







Item 5.A



Item 5.A – Approve Invoices >\$10,000 and bills & ACH transfers  
dated June 21<sup>st</sup> – July 9<sup>th</sup>, 2025

July 15<sup>th</sup>, 2025

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

RE: Item 5.A – Approve Invoices >\$10,000 and bills & ACH transfers dated June 21<sup>st</sup> –  
July 9<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 enclosed invoices, bills, and payments  
since the last Regular Meeting held by the Commission on June 24<sup>th</sup>.

Sincerely;



Luke J. Peterson



## Report Criteria:

Detail report type printed

[Report].Invoice Amount = {&gt;}10000

Check.Voided = No

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
14	A-1 REFRIGERATION SE	31738E	Replacement of (2) Unit Heaters at the Transportation Building Estimate 916241	1	06/12/2025	11,000.00	11,000.00	61924	06/26/2025
Total A-1 REFRIGERATION SERVICE:						11,000.00	11,000.00		
25811	ABSG Consulting Inc	5471963X06	Maximo License Renewal	1	06/12/2025	82,114.25	82,114.25	61997	07/11/2025
Total ABSG Consulting Inc:						82,114.25	82,114.25		
2014	BARR ENGINEERING CO	23692705.03	Boiler Blowdown Design- Labor Charges	3	06/16/2025	10,951.50	10,951.50	62005	07/11/2025
Total BARR ENGINEERING CO:						10,951.50	10,951.50		
25653	BCBS RETIREE	2505304036	RETIREE ACTIVE COVERAGE 07/01/25-07/31/25	1	06/16/2025	10,494.00	10,494.00	62620251	06/26/2025
Total BCBS RETIREE:						10,494.00	10,494.00		
25641	BOLTON & MENK, INC	0366227	GIS Support FEB 2025--Steetlight GIS Collection	1	03/10/2025	18,304.50	18,304.50	62007	07/11/2025
		0366258	GIS Support May 2025-- Water GIS data edits, meeting with HFD, Office support for HPU, Flushing status dashboard, reconfig Hibbing water System, Hydrant Flushing Application Guide, Map Symbolology, Survey request mapping, hydrant flushing viewer,LSL	1	06/25/2025	12,612.50	12,612.50	62007	07/11/2025
Total BOLTON & MENK, INC:						30,917.00	30,917.00		
5141	BOUGALIS INC	PAYAPP#6 2	PAYAPP#6 Watermain Improvement Kelly Lake 1st Ave/Wearing Course Mixture	1	06/25/2025	24,437.50	24,437.50	61928	06/26/2025
		PAYAPP#6 2	Construction Allowance	2	06/25/2025	20,656.20	20,656.20	61928	06/26/2025
		PAYAPP#6 2	Previous app pavement retainage released	3	06/25/2025	17,349.06	17,349.06	61928	06/26/2025
Total BOUGALIS INC:						62,442.76	62,442.76		
24656	CEMSOURCE	4617	2nd Quarter 2025 CEM Maintenance	1	06/16/2025	11,700.00	11,700.00	61929	06/26/2025
Total CEMSOURCE:						11,700.00	11,700.00		
1604	DOWCO VALVE COMPAN	45266	Consolidated 2725B-a-X1-F1 Replacement Steam Drum Relief Valve	1	06/27/2025	22,172.67	22,172.67	62011	07/11/2025

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
Total DOWCO VALVE COMPANY:						22,172.67	22,172.67		
24323	EMERSON LLLP	31003580	MULTIVARIABLE PRESSURE TRANSMITTER	1	06/26/2025	16,704.15	16,704.15	62013	07/11/2025
Total EMERSON LLLP:						16,704.15	16,704.15		
25933	Gardner Builders Duluth, L	PAY APP #2	window replacement project at the admin bldg MAY 2025 svc period--Windows and General conditions	1	07/10/2025	37,965.32	37,965.32	62017	07/11/2025
		PAY APP #3	window replacement project at the admin bldg--June 2025 Service--General reqs, Windows, plaster and gypsum board	1	07/10/2025	87,101.22	87,101.22	62017	07/11/2025
Total Gardner Builders Duluth, LLC:						125,066.54	125,066.54		
25942	Geislinger & Sons, Inc.	PAY APP#5 2	Connect to Existing Water Main	5	06/27/2025	80,000.00	80,000.00	62018	07/11/2025
		PAY APP#5 2	10" HDPE Watermain- Directionally Drilled	7	06/27/2025	30,175.00	30,175.00	62018	07/11/2025
Total Geislinger & Sons, Inc.:						110,175.00	110,175.00		
23045	HIBBING ACH, CITY OF	238-MAY25	May Garbage, sewer & storm water billing	1	06/20/2025	256,300.20	256,300.20	62620256	06/26/2025
		238-MAY25	May Garbage, sewer & storm water billing	2	06/20/2025	322,275.60	322,275.60	62620256	06/26/2025
		238-MAY25	May Garbage, sewer & storm water billing	3	06/20/2025	25,703.48	25,703.48	62620256	06/26/2025
Total HIBBING ACH, CITY OF:						604,279.28	604,279.28		
632	IRON RANGE PLUMBING	7125	VFD Cabinet A/C Replacement for Failed Unit on Boiler 4A	1	06/18/2025	17,425.00	17,425.00	61947	06/26/2025
Total IRON RANGE PLUMBING:						17,425.00	17,425.00		
25127	KINECT ENERGY INC AC	395962.2	Purchased Gas for June 2025	1	06/30/2025	268,089.91	268,089.91	71120258	07/11/2025
Total KINECT ENERGY INC ACH DO NOT MAIL:						268,089.91	268,089.91		
24578	LEAGUE OF MN CITIES I	40007180X0	Annual League Insurance Renewal	1	06/26/2025	50,932.00	50,932.00	62031	07/11/2025
Total LEAGUE OF MN CITIES INSURANCE TRUST:						50,932.00	50,932.00		
25946	MERJENT INC	0043126	Stakeholder Outreach/Reimbursable Expenses- Travel and lodging,meals,billable mileage	4	06/20/2025	18,641.49	18,641.49	62034	07/11/2025
Total MERJENT INC:						18,641.49	18,641.49		

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
20364	MINNESOTA POWER ACH	0763933898	Purchased Power Capacity Charge 6000 KW @ 12.52	1	06/17/2025	75,120.00	75,120.00	71120252	07/11/2025
		0763933898	Purchased Power Energy Charge kWh	2	06/17/2025	156,441.60	156,441.60	71120252	07/11/2025
		0763933898	Transmission Distribution Facilities Charge	3	06/17/2025	16,000.00	16,000.00	71120252	07/11/2025
		0763933898	Market Energy SVCS Fee	4	06/17/2025	13,636.77	13,636.77	71120252	07/11/2025
		0763933898	MISO Transmission	5	06/17/2025	149,133.11	149,133.11	71120252	07/11/2025
		0763933898	MISO Market Costs	6	06/17/2025	70,104.97	70,104.97	71120252	07/11/2025
Total MINNESOTA POWER ACH DO NOT MAIL:						480,436.45	480,436.45		
25272	MN PEIP	1528995	ACTIVE EMPLOYEE HEALTH COVERAGE 07/01/25-07/31/25	1	06/25/2025	181,157.88	181,157.88	62620253	06/26/2025
Total MN PEIP:						181,157.88	181,157.88		
1042	NORTHERN INDUSTRIAL	19801	Labor-hopper insulation installation	1	06/26/2025	17,432.95	17,432.95	62041	07/11/2025
		19801	Insulation for hoppers	2	06/26/2025	10,317.39	10,317.39	62041	07/11/2025
Total NORTHERN INDUSTRIAL INSULATION:						27,750.34	27,750.34		
1193	NOVASPECT INC	99331021	MQ Controller	1	05/29/2025	23,685.69	23,685.69	62042	07/11/2025
Total NOVASPECT INC:						23,685.69	23,685.69		
4655	PRECISION COOLING TO	0011610-IN	Line 1: FD1008: 7.5:1 Ratio, LOL Switch duplicate to SN-373384 Core	1	06/30/2025	11,987.00	11,987.00	62046	07/11/2025
Total PRECISION COOLING TOWERS:						11,987.00	11,987.00		
25784	RICE LAKE CONTRACTIN	PAY APP #15	South Water Treatment Plant Rehab Project- General Conditions	1	07/02/2025	30,757.94	30,757.94	62047	07/11/2025
		PAY APP #15	Electrical	3	07/02/2025	130,000.00	130,000.00	62047	07/11/2025
		PAY APP #15	Process Piping, Fittings and Supports	4	07/02/2025	175,000.00	175,000.00	62047	07/11/2025
		PAY APP #15	Submersible Centrifugal Pumps	5	07/02/2025	19,625.54	19,625.54	62047	07/11/2025
		PAY APP #15	Process Valves	6	07/02/2025	60,000.00	60,000.00	62047	07/11/2025
		PAY APP #15	CMAR fee	10	07/02/2025	34,616.47	34,616.47	62047	07/11/2025
Total RICE LAKE CONTRACTING CORP:						449,999.95	449,999.95		
25697	SAVANNA PALLETS	INV163060	2025 Wood Supply--Shipped 6/20	1	06/20/2025	20,116.80	20,116.80	62050	07/11/2025
		INV163357	2025 Wood Supply--Shipped 6/27	1	06/27/2025	42,926.60	42,926.60	62050	07/11/2025
Total SAVANNA PALLETS:						63,043.40	63,043.40		

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Check Amount	Check Number	Check Issue Date
21611	STUART C IRBY CO	S014291723	WIRE 1/0 SOLID AL 15KV EPR 220M EPR- 1-200-1107-300	1	06/24/2025	65,991.96	65,991.96	62053	07/11/2025
Total STUART C IRBY CO:						65,991.96	65,991.96		
25836	TAMMY MATTONEN CON	MAY.2025	Accounting Consuluting May 2025; APR MO End processing, allocation schedules, compensated balances, journal entries, cash flow monitoring, budget preparation, review rate design, 990T extension, clean energy credit info gathering	1	06/18/2025	11,730.00	11,730.00	62055	07/11/2025
Total TAMMY MATTONEN CONSULTING LLC:						11,730.00	11,730.00		
25031	USIC LOCATING Services,	743384	PER TICKET	2	06/30/2025	12,957.12	12,957.12	62058	07/11/2025
Total USIC LOCATING Services, LLC:						12,957.12	12,957.12		
1539	WESCO RECEIVABLES C	566184	LN 375- RICH P625IC 15/25KV 600A DUST CAPS	1	06/23/2025	13,604.00	13,604.00	62062	07/11/2025
Total WESCO RECEIVABLES CORP:						13,604.00	13,604.00		
25680	ZIELIES TREE SERVICE, I	320250557	Belt Line Substation Vegetation Management	1	06/30/2025	13,323.18	13,323.18	62064	07/11/2025
		320250558	Ainsley Road Vegetation Management	1	06/30/2025	19,580.22	19,580.22	62064	07/11/2025
Total ZIELIES TREE SERVICE, INC:						32,903.40	32,903.40		
Grand Totals:						2,828,352.74	2,828,352.		

## Report Criteria:

Detail report type printed

[Report].Invoice Amount = {&gt;}10000

Check.Voided = No





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		



<b>Hibbing Public Utilities Commission Authority Matrix – Version April 2022</b>							
<b>P = Primary Responsibility C = Consenting A = Advises N = Notified I = Implements</b>							
<i>Debt Issuance</i>	<b>P</b>			<b>A</b>	<b>A</b>		
<i>Credit Facility Issuance</i>	<b>P</b>			<b>N</b>	<b>N</b>		
<i>Short-term borrowings/repayments under Credit Facilities</i>		<b>N</b>	<b>N</b>	<b>P</b>	<b>C</b>		
<i>Implementing Controls and ensuring compliance with Authorizations</i>	<b>N</b>			<b>P</b>	<b>A</b>		
<i>Employee travel for safety, trade, and business training</i>	<b>N</b>			<b>P</b>	<b>A</b>		
<b>* Delegation 1</b>	<b>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.</b>						
<b>** Delegation 2</b>	<b>General Manager delegates approval of contracts of value less than \$10,000 and less 5 years in duration to the Risk Manager</b>						
<b>*** Delegation 3</b>	<b>General Manager delegates approval of payroll, transfers, and statutorily exempted payments to Accounts Payable and Payroll function.</b>						



Item 5.B



Item 5.B – Approval of Payroll Paid and Overtime Report for the  
June 26<sup>th</sup> & July 10<sup>th</sup>, 2025 Payroll Dates

July 15<sup>th</sup>, 2025

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

RE: Item 5.B – Approval of Payroll Paid and Overtime Report for the June 26<sup>th</sup> & July  
10<sup>th</sup>, 2025 Payroll Dates

Dear Commissioners;

Per HPU's Authorization and Approval matrix approved at the April 26<sup>th</sup> 2022  
Commission Meeting, please payroll and overtime reports for payroll dates  
subsequent to the last Commission meeting held on June 24<sup>th</sup>.

Sincerely;



Luke J. Peterson



## Report Criteria:

Employee Transaction.Check Issue Date = 06/26/2025

Pay Code.Pay Code = 1-19, 25

Payroll Type	Amount
Total REGULAR WAGES:	180,304.63
Total REGULAR WAGES - FOREMAN:	2,464.86
Total REGULAR WAGES - LEAD:	490.54
Total OVERTIME WAGES:	12,387.09
Total OVERTIME WAGES - FOREMAN:	1,291.58
Total OVERTIME WAGES - LEAD:	655.78
Total SUNDAY PREMIUM:	1,255.65
Total VACATION PAY:	21,125.01
Total SICK LEAVE - REGULAR:	6,821.62
Total UNEXCUSED SICK LEAVE:	.00
Total COMP TIME EARNED:	.00
Total COMP TIME USED:	3,426.56
Total PERSONAL HOLIDAY:	2,589.60
Total HOLIDAY PAY:	20,027.12
Total SHIFT DIFFERENTIAL .75/HR:	378.00
Total HOLIDAY WORKED:	5,127.59
Total LONGEVITY:	3,236.18
Total STANDBY:	8,265.88
Total LEAVE PAYOUT (NO RETIREMENT):	9,478.61
Total RETRO PAY:	13.68
Total CERTIFICATE/LICENSE:	1,082.81
Grand Totals:	280,422.79

## Report Criteria:

Employee Transaction.Check Issue Date = 07/10/2025

Pay Code.Pay Code = 1-19, 25

Payroll Type	Amount
Total REGULAR WAGES:	183,804.80
Total REGULAR WAGES - FOREMAN:	1,679.24
Total REGULAR WAGES - LEAD:	488.52
Total OVERTIME WAGES:	14,169.24
Total OVERTIME WAGES - FOREMAN:	773.01
Total OVERTIME WAGES - LEAD:	429.12
Total SUNDAY PREMIUM:	1,541.46
Total VACATION PAY:	17,956.12
Total SICK LEAVE - REGULAR:	7,847.05
Total UNEXCUSED SICK LEAVE:	.00
Total COMP TIME EARNED:	.00
Total COMP TIME USED:	1,707.00
Total PERSONAL HOLIDAY:	3,189.24
Total HOLIDAY PAY:	20,659.92
Total SHIFT DIFFERENTIAL .75/HR:	437.25
Total HOLIDAY WORKED:	5,280.58
Total LONGEVITY:	3,287.81
Total STANDBY:	8,229.12
Total CERTIFICATE/LICENSE:	1,082.81
Grand Totals:	272,562.29





Item 5.C



Item 5.C – Approve Request for Contribution: Hibbing College Foundation Pickleball Tournament Fundraiser in the amount of \$500

July 15<sup>th</sup>, 2025

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

RE: Item 5.C – Approve Request for Contribution: Hibbing College Foundation Pickleball Tournament Fundraiser in the amount of \$500

Dear Commissioners;

The Hibbing College Foundation is seeking a \$500 contribution to support the organization's Pickleball Tournament Fundraiser event on July 26<sup>th</sup>, 2025. The Hibbing College Foundation is an organization that provides scholarships to students attending the Minnesota North – Hibbing Campus. A \$500 contribution will qualify HPU as a "Drop Shot" level sponsor and allow HPU's logo to be featured on the event T-shirts and Social Media promotions.

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 College Foundation (501 c 3)  
CHECK PAYABLE TO: Hibbing College Foundation  
CONTACT NAME: Melissa Versich PHONE NO. 651-216-6229  
ADDRESS: 1515 E. 25<sup>th</sup> St. Hibbing, MN (cell)  
DATE: Event Date 7-26-25 Hibbing Bennett Park Pickleball  
**PROJECT DESCRIPTION:** (Please provide project description including scope, estimated project costs, location, schedule, etc.)  
We are seeking a \$500 donation to help us with travel expenses for a pickleball tournament -  
Tournament Saturday, July 26 in Hibbing -  
The Courts cost to the City is \$1500 + insurance  
AMOUNT OF REQUEST: \$500 - and other expenses!

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

Our pickleball tournament will be drawing tourists and Hibbing citizens. We expect this awesome event will increase tourist, recreational & vocational resources for the City of Hibbing!

(Scholarships)  
201 Other fund raised to go Mr North College Hibbing

-- REVERSE SIDE FOR HPUC USE ONLY --

Hibbing Public Utilities Commission

Thank you for  
consider us -

Page 33 of 131

Luke at Hibbing Public Utilities:

Hi Luke- We are thrilled to be planning our 2<sup>nd</sup> annual Positively Pickled Pickleball tournament for Saturday, July 26, 2025 at the Bennett Park courts in Hibbing. This is a community fundraiser, and one that is vital to the socialization and wellness of our community! Funds raised will go toward creating scholarships for our Minnesota North- HIBBING CAMPUS students through the Hibbing College Foundation. We are looking for tournament sponsors!

Your contribution will assist us in dedicating more of the event's proceeds to scholarships and defraying the cost of the event's operating expenses. The cost of renting the courts is \$500, as well as insurance and other costs. Any contribution amount will be greatly appreciated. I have enclosed a sponsorship sheet. For more information, please do not hesitate to contact Melissa Versich- Foundation Director at [Melissa.versich@minnesotanorth.edu](mailto:Melissa.versich@minnesotanorth.edu) or 218-293-6851.

Contributions may be mailed to the Hibbing College Foundation at 1515 East 25<sup>th</sup> Street, Hibbing, MN 55746. Thank you for helping us continue to support our mission of providing scholarships and funding to our students following their educational dreams!

Respectfully Yours,

Melissa A. Versich~ Foundation Director  
Shannon Scipioni- Tournament Co-Director

Molly Marion- Tournament Co-Director  
Kelly Horvath- Tournament Board Representative

**2<sup>ND</sup> ANNUAL POSITIVELY PICKLED PICKLEBALL TOURNEY**

**Join us in Beautiful HIBBING, MINNESOTA**

**July 26, 2025**

**All matches take place at the Bennett Park Outdoor courts in Hibbing.**

**ALL LEVELS WELCOME!**  
**RECREATIONAL, INTERMEDIATE AND ADVANCED!**

[melissa.versich@minnesotanorth.edu](mailto:melissa.versich@minnesotanorth.edu)

 **The Hibbing College Foundation**

















Saturday, July 26th

Join us In  
HIBBING, MN

All levels plus student division

# Sponsorship Opportunities



Sponsor Levels	Smash - \$1,500	Rally - \$1,000	Drop Shot - \$500	Dink - \$250
Vendor Table				
Display signage at Tournament Venue (sponsor must provide signage)				
Public Recognition during Tournament				
Logo on all printed promotional materials				
Business Name or logo printed on event tee-shirt				
Logo and business name posted on all social media promotions				







Item 5.D



Item 5.D – Approve Request for Contribution: Mines & Pines  
Revisited in the amount of \$500

July 15<sup>th</sup>, 2025

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

RE: Item 5.D – Approve Request for Contribution: Mines & Pines Revisited in the  
amount of \$500

Dear Commissioners;

The Mines & Pines Revisited planning committee has submitted a request for a contribution in that amount of \$500 to support the annual music festival and arts show. The event draws attendees from across the Iron Range and is a valuable tourist resource for the City and businesses of Hibbing. With a \$500 contribution HPU's logo would be featured in event promotional materials as a sponsor.

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: MINES AND PINES REVISITED

CHECK PAYABLE TO: MINES AND PINES REVISITED

CONTACT NAME: CYNTHIA KAFUT-HAGEN (BOARD CHAIR) PHONE NO. 218-929-3448

ADDRESS: 12413 OLD HIGHWAY 169 HIBBING MN 55746

DATE: EVENT DATE AUG. 15 & 16, 2025

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

LOCATION: HISTORIC BENNETT PARK, HIBBING, MN – ESTIMATED PROJECT COST, \$10,000

SCHEDULE: FRI. AUG. 15 & SAT. AUG. 16, 10AM -6PM, FEATURING LIVE ORIGINAL MUSIC 10AM-4PM

PROJECT DESCRIPTION: WE ARE DRIVEN TO PROVIDE TO THE IRON RANGE AND TOURISTS ORIGINAL ART, LIVE ORIGINAL MUSIC, AND FOOD, PROUDLY REPRESENTING HIBBING IN A PROFESSIONAL YET FUN AND EDUCATIONAL EXPERIENCE TO ALL.

AMOUNT OF REQUEST: \$500 , WOULD ALSO BE GRATEFUL TO BE CONSIDERED FOR THE END OF YEAR CHARITABLE CONTRIBUTION , IN ANY AMOUNT.

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

WE UTILIZE LOCAL BUSINESSES FOR PRINTING, GRAPHIC DESIGN, WEB DESIGN, ADVERTISING. WE ARE IN NEED OF BANNERS FOR OUR LOCAL SPONSORSHIPS. WE MAIL OUT POSTCARDS AND SPONSORSHIP LETTERS TO PROMOTE THE FESTIVAL AND AREA. WE HAVE INCORPORATED AN OUTREACH EDUCATIONAL COORDINATOR TO PROVIDE FREE ACTIVITIES FOR EVERYONE FOR EDUCATION THROUGH THE ARTS. WE HOPE TO PAY THIS POSITION. WE CLOSELY SCRUTINIZE THE FESTIVAL WHETHER IT BE A COMMITTEE MEMBER OR VENDOR TO THE BEST TO OUR ABILITY TO KEEP IN LINE WITH THE IRON RANGE TRADITIONS, OLD AND NEW. OUR 501-C3 ORGANIZATION WORKS CLOSELY WITH HIBBING PARKS AND REC AND THE CITY TO OBTAIN ALL NECESSARY PERMITS, LICENSES. WE ADVERTISE AT THE REGIONAL AIRPORT ON THE BIG SCREEN TO ATTRACT TOURISTS. IT ALL COSTS MONEY AND OUR GROUP HAS OFTEN PAID OUT OF POCKET FOR EXPENSES BECAUSE WE BELIEVE IN BRINGING THIS GREAT EVENT TO OUR AREA AND ITS GROWING FAST! WE APPRECIATE ALL THE HELP FROM THE PARK AND REC AND THE CITY, IT REALLY DOES TAKE A VILLAGE! THANK YOU FOR YOUR CONSIDERATION!



REQUEST FOR CONTRIBUTION

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

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\_\_\_\_\_  
Commission Secretary

\_\_\_\_\_  
Date

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# **SPONSORSHIP**



## **ART AND MUSIC FESTIVAL PARTNER WITH US!**

*This event spotlights original artists and musicians  
across the Northland and beyond.*

*It brings the community together in an inspiring, fun and  
history rich area. To make this festival a success, we are  
seeking sponsors who are passionate about supporting  
the community through arts & music and/or benefiting  
from working together!*

## **BENEFITS OF PARTNERING WITH US:**

*Enhanced Brand Visibility*

*Targeted Reach*

*Positive Based Brand Association*

*Community Connection*

*Increased Customer Engagement*

## **SPONSOR FUNDING MAKES THESE POSSIBLE:**

*Marketing/Signage and Merch*

*Advertising/Boosting our Reach*

*Original Art Tent (community members can make and take art)*

### **EVENT DATES:**

**AUGUST 15 & 16, 2025**

**HIBBING, MN**

**HISTORIC BENNETT PARK**

# **SPONSORSHIP OPTIONS:**

## **ROCK STAR SPONSOR**

**\$1500**

**LOGO ON THE DIRECTORY, LOGO ON WEBSITE, SOCIAL MEDIA KUDOS, FREE TABLE AT THE EVENT, STAGE BANNER LISTING, STAGE SHOUT-OUTS**

## **NICKEL**

**\$1000**

**LOGO ON THE DIRECTORY, LOGO ON WEBSITE, SOCIAL MEDIA KUDOS, FREE TABLE AT THE EVENT, STAGE BANNER LISTING, STAGE SHOUT-OUTS**

## **\*\*\*COPPER**

**\$750**

**LOGO ON THE DIRECTORY, LOGO ON WEBSITE, SOCIAL MEDIA KUDOS, FREE TABLE AT THE EVENT, STAGE BANNER LISTING**

## **\*\*HEMATITE**

**\$500**

**LOGO ON THE DIRECTORY, LOGO ON WEBSITE, SOCIAL MEDIA KUDOS, FREE TABLE AT THE EVENT**

## **\*IRON ORE**

**\$250**

**LOGO ON THE DIRECTORY, LOGO ON WEBSITE, SOCIAL MEDIA KUDOS**



**TO JOIN US :  
PLEASE EMAIL US AT  
BOB@MINESANDPINES.ORG OR  
CALL US!**

**218-929-3448**

Hibbing Public Utilities Commission





Item 5.E



Item 5.E – Approve Request for Contribution: Hibbing Chamber of Commerce Golf Classic in the amount of \$500

July 15<sup>th</sup>, 2025

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

RE: Item 5.E – Approve Request for Contribution: Hibbing Chamber of Commerce Golf Classic in the amount of \$500

Dear Commissioners;

The Hibbing Chamber of Commerce is hosting its Golf Classic event on August 4<sup>th</sup>, 2025. The event is an annual Chamber fundraiser. The Hibbing Chamber of Commerce is an organization that is an important economic resource for local businesses. A \$500 contribution would allow HPU to be an event sponsor to have its logo featured and register two attendees.

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 Chamber of Commerce

CHECK PAYABLE TO: " "

CONTACT NAME: Amy Mandt PHONE NO. 218-262-3895

ADDRESS: 109 E. Howard St., Hibbing, MN 55746

DATE: 7/11/2025

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

The Chamber Golf Classic is an annual fundraiser to support the Hibbing Area Chamber of Commerce. The event will be hosted at the Mesabi Country Club on Aug. 4<sup>th</sup>, 2025.

AMOUNT OF REQUEST: \$ 500

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

The Hibbing Area Chamber of Commerce is a vital Commercial, Industrial, and Tourist resource for the community of Hibbing. The Chamber offers many events, trainings, and connections that help our community thrive.



REQUEST FOR CONTRIBUTION

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

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\_\_\_\_\_  
Commission Secretary

\_\_\_\_\_  
Date

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Item 6.A





Item 6.A – Approve June 2025 Interim Financials \*\*Place Holder\*\*

July 15<sup>th</sup>, 2025

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

RE: Item 6.A – Approve June 2025 Interim Financials \*\*Place Holder\*\*

Dear Commissioners;

Due to the early July 15<sup>th</sup> Commission Meeting Materials, the June 2025 Monthly financials are in process and will be shared prior to the meeting on Tuesday. The financials will be provided to the Commission prior to the meeting.

Sincerely;



Luke J. Peterson





Item 6.B



Item 6.B – Approve GPM Inc. for Circ. Pump #5 Rebuild in the amount of \$40,365.50

July 15<sup>th</sup>, 2025

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

RE: Item 6.B – Approve GPM Inc. for Circ. Pump #5 Rebuild in the amount of \$40,365.50

Dear Commissioners;

For your consideration, Hibbing Public Utilities has received a quote from GPM out of Duluth for the serviced and reconditioning of Circ Pump #5. The estimated total comes to \$40,365.50. It is not known when the last time this pump was sent out for service as the tags had completely deteriorated. This is a non-budgeted item.

Please see attached quotes for this item.

Thank you for your consideration.

Sincerely;



Luke J. Peterson



**Pump Description:**

Manufacturer:	Flowserve
Model:	350LNN475
Serial Number:	0008ML000067-1
Stages:	1

**Teardown Results:**

Impeller:	Reuse
Upper Casing:	Reuse
Lower Casing:	Reuse
Bearings:	Scrap and Replace with New
Packing:	N/A
Mechanical Seal:	Scrap and Replace with New
Shaft:	Reuse
Impeller Rings:	Rework and Reuse
Shaft Sleeves:	Reuse
Bearing Brackets:	Reuse

**Repair Information:**

Service Quote Number:	SRVQ-003836
Job Tag ID Number:	990826-C
Starting Date:	
Finish Date:	
Status:	<input type="checkbox"/> Quoted <input type="checkbox"/> Assembly <input type="checkbox"/> Completed
Customer Name:	Hibbing Public Utilities
Customer Number:	C10175
Warranty:	<input type="checkbox"/> Yes <input type="checkbox"/> TBD <input checked="" type="checkbox"/> No

Received Condition



**Notes:**

Casings to be sent out for Blast.  
Non-Drive Side Bearing Was Damaged During Operation.  
Both Seals leaked.

**Overall Service Notes:**

Assemble with new gaskets & repaired mechanical seals. Change from oil lubricated bearings to grease lubricated. Renew clearances, balance and reuse impeller.

# Clearance Report

Impeller Clearances:						
Stage		Case Ring ID	Impeller Ring OD	Case/Impeller Clearance	Impeller Trim	Impeller Material
1	DE	13.7968	13.741	.0558		Bronze
	NDE	13.8126	13.748	.0646		

Bearing Clearances:				
Bearing Number	Bearing Journal	K5 Shaft Fit	Bearing Bore	H6 Housing Fit
Drive 6217	3.3469	3.3466-3.3472	5.9064	5.9055-5.9065
Non-Drive 6217	3.3470	3.3466-3.3472	5.9057	5.9055-5.9065

Shaft Runout:	
Location	TIR
Drive end	0.001
Non drive end	0.002



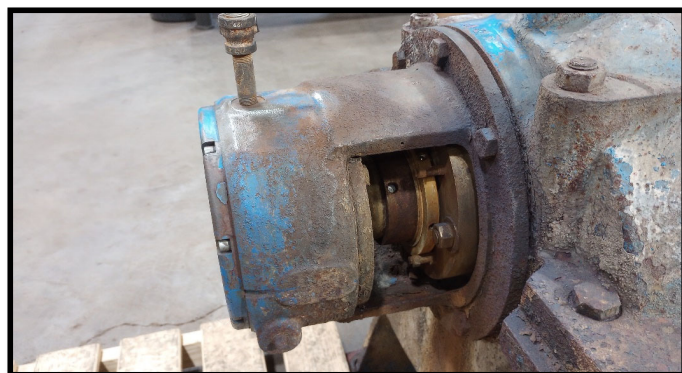
Nameplate



## Drive Side Assembly



### Non-Drive Side Assembly



Upper Casing Removed



Lower Casing



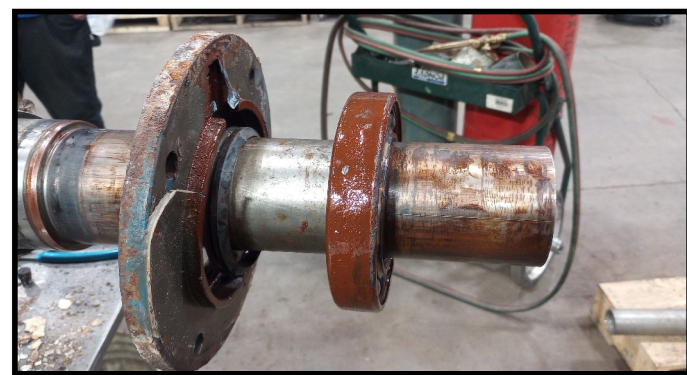
Upper Casing



Rotating Assembly



Drive Bearing





Non-Drive Bearing & Shims



Impeller



Drive Seal



Non-Drive Bearing Bore



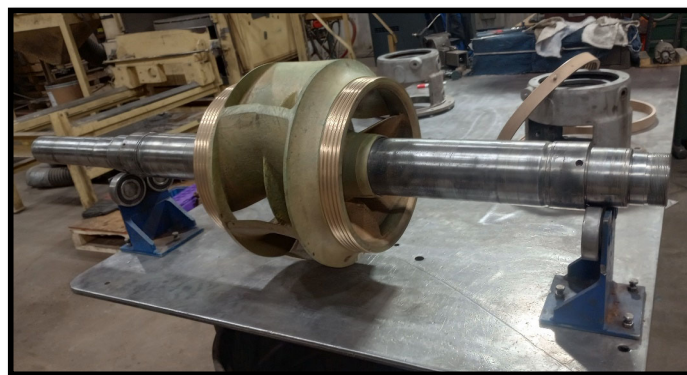
Bearing Housing



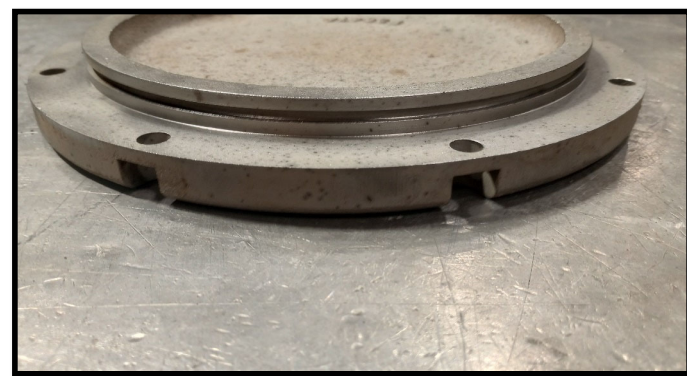
Wear Ring



Shaft & Impeller



End Plate





GPM Inc.  
4432 Venture Ave  
Duluth, MN 55811  
USA  
Phone: 218-722-9904 Fax: 218-722-2826  
Email: Orders@gpmco.com Web: www.gpmco.com

## Service Order Quote

Page: 1

### Sell To:

Hibbing Public Utilities  
Warehouse  
1716 5th Ave E  
Hibbing, MN 55746  
USA

Service Description: Flowserve 350LNN475  
Projected Starting Date:  
Projected Finishing Date:  
Shipping Method:  
Shipping Agent:  
Shipping Agent Service:

Service Quote No.: SRVQ-003836  
Revision: 0  
Service Quote Date: 06/30/25

### Ship To:

Hibbing Public Utilities  
Warehouse  
1716 5th Ave E  
Hibbing, MN 55746  
USA

Customer ID: C10175  
P.O. Number: TBD  
Order Date: 05/29/25  
Salesperson: Wyatt A. Haugan  
Terms: Net 30 Days

### Service Quote Comments

SRVQ-003836

#### Scope of Supply:

- Scrap and replace all gaskets, bearings and seals
- Reuse upper and lower cases, bearing housings and shaft
- Rework, balance and reuse Impeller
- Repair mechanical seals and reuse
- Change oil lubricated bearing to grease lubricated.

#### Note:

Estimated repair lead time is 7-10 weeks ARO.

Thank you for the opportunity to quote this service work. Based upon the current shop loads, an order placed today has a projected finish date as shown above. Please note that an order confirmation will be sent with updated estimates based upon the date the order is received. We look forward to providing you the highest quality service in a timely manner and appreciate your business partnership.

**Due to the impact of ongoing tariff fluctuations, pricing is subject to adjustment based on final invoiced costs from our suppliers.**



GPM Inc.  
4432 Venture Ave  
Duluth, MN 55811  
USA  
Phone: 218-722-9904 Fax: 218-722-2826  
Email: Orders@gpmco.com Web: www.gpmco.com

## Service Order Quote

Page: 2

### Service Items

Service Item No.	Serial No.	Description	Repair Status Code
S-21514	0008ML000067-1	Flowserve 350LNN475	05-QUOTE

Type	No.	Description	Quantity	U/M	Unit Price Excl. Tax	Total
Item	G40892	S, Reverse Engineer Casing Wear Ring - 2 Rings	1.00	EA		
Item	G59486	Seal, Mechanical, ISC2-PXW 4500-5Z4T, 350LNN475	2.00	EA		
Item	G59544	Bearing, 6217 2ZJEM, Deep Groove Ball, Double Shielded	2.00	EA		
Item	G59481	Screw, M22-2.5 x 50mm Hex Head Cap, Yellow Zinc, Class 10.9	24.00	EA		
Item	G59482	Screw, M12-1.75 x 25mm Hex Head Cap, Yellow Zinc, Class 10.9	8.00	EA		
Item	G59483	Screw, M16-2.0 x 30mm Hex Head Cap, Yellow Zinc, Class 10.9	12.00	EA		
Item	G59485	Washer, Flat, M8 x 16mm OD, Yellow Zinc, DIN 125	16.00	EA		
Item	G59505	Screw, M8-1.25 x 12mm Socket Head Cap, Black Oxide, Class 12.9	16.00	EA		
Item	G59619	Gasket, Casing, 350-LNN-475 CENT Armstrong, 0.8mm	2.00	EA		
Resource	EXPEDITE	Expediting Fee	2.00	EA	87.16	174.32
Item	G51903	Pipe plug, 1/2", CI	11.00	EA		
Resource	EXPEDITE	Expediting Fee	11.00	EA	4.13	45.43
Item	G59621	Screw Cap, Hex, M20 X 2.50 X 55 MM, Zinc Plated	24.00	EA		
Resource	EXPEDITE	Expediting Fee	24.00	EA	2.86	68.64
Item	G59619	Gasket, Casing, 350-LNN-475 CENT Armstrong, 0.8mm	2.00	EA		
Resource	EXPEDITE	Expediting Fee	2.00	EA	87.16	174.32
Item	G15041	O-ring 350LNN725	2.00	EA		
Item	G15043	Case Wear Ring	2.00	EA		
Resource	EXPEDITE	Expediting Fee	2.00	EA	556.19	1,112.38
Item	G59622	Cir-Clip, Internal Bearing, Retaining, 150 X 4MM	1.00	EA		
Item	G15584	Shim Set M981GT009	1.00	EA		
Item	G15054	O-ring	2.00	EA		
Item	G15045	V-ring Seal	2.00	EA		
Item	G15585	V-ring Seal	2.00	EA		
Item	G23689	Bearing Ball SKF	2.00	EA		
Item	G15058	Bearing Locknut	1.00	EA		
Item	G59623	Nut, SFT, LNN, LB80 4.50	2.00	EA		
Item	G23370	V Ring Bearing Isolator	2.00	EA		
Item	G15063	O-ring 350LNN725	2.00	EA		

**Due to the impact of ongoing tariff fluctuations, pricing is subject to adjustment based on final invoiced costs from our suppliers.**



GPM Inc.  
4432 Venture Ave  
Duluth, MN 55811  
USA  
Phone: 218-722-9904    Fax: 218-722-2826  
Email: Orders@gpmco.com    Web: www.gpmco.com

Service Order Quote

Page: 3

		Service Center - Labor Total:	5,287.59
		Service Center - Parts Total:	35,077.91
		Subtotal:	40,365.50
		Total Sales Tax:	0.00
		<b>Total:</b>	<b>40,365.50</b>
Amount Subject to Sales Tax	Amount Excluded from Sales Tax		
0.00	40,365.50		





GPM Inc.  
4432 Venture Ave  
Duluth, MN 55811  
USA  
Phone: 218-722-9904 Fax: 218-722-2826  
Email: [Orders@gpmco.com](mailto:Orders@gpmco.com) Web: [www.gpmco.com](http://www.gpmco.com)

## Service Order Quote

Page: 4

1. **APPLICABILITY:** These Terms and Conditions of Sale ("Terms") shall govern all sales of Seller's equipment or services to Buyer ("Contract of Purchase" or "Order"). These Terms supersede any prior written or oral agreement, understanding, representation or promise, and any Pre-printed or standard terms and conditions contained in Buyer's request for quote, purchase order, invoice, order acknowledgement, or similar document. These Terms may not be amended, supplemented, changed, or modified except by concurrent or subsequent written agreement, signed by an authorized representative of Seller and Buyer. Seller's acknowledgement of Buyer's purchase order shall not constitute acceptance of any terms and conditions contained therein, regardless of how such terms and conditions may be prefaced or described.

2. **DEFINITIONS:** "Buyer" means the company who accepted the Seller's offer or is named in the Order. "Equipment" means all equipment, parts, goods, materials, software, and technology manufactured and sold by Seller. "Seller" means the company named on the Order for equipment or services. "Service(s)" means work, direction of work, technical information or technical consulting and advice or other services furnished by Seller to Buyer.

3. **ACCEPTANCE OF ORDERS:** All orders are subject to acceptance by the Seller. Buyer's acceptance of any Equipment or Services from Seller shall constitute full acceptance of Seller's quote and these terms and conditions. These terms and conditions shall take precedence over Buyer's terms and conditions to which notice of objection is hereby given. No terms or conditions in Buyer's order shall be binding upon Seller unless specifically agreed to in writing by Seller. Neither Seller's commencement or performance or delivery shall be deemed as acceptance of Buyer's terms and conditions.

4. **CANCELLATION OR CHANGES:** Orders cannot be cancelled or modified without Seller's written consent and the payment to Seller of all reasonable and proper cancellation costs and charges incurred.

5. **PRICES:** Unless otherwise agreed, prices quoted and accepted through a purchase order will not be subject to change. However, prices are subject to change without notice to reflect the price in effect at the time of shipment if there is any change in quantity, size, analysis, finish, or method in timely shipment different from those contained in the original purchase order.

6. **TAXES:** Unless otherwise agreed by GPM in writing, prices quoted do not include freight, insurance, installation costs, special packaging or any sales, use, excise, VAT or similar taxes. Taxes imposed by any federal, state, county, city or municipal law on the Goods in locations where GPM collects and remits such taxes will be added to the invoice unless a fully completed and executed tax exemption certificate is received by GPM with the order.

Price adjustments may be made by Seller to reflect any substantial increases in raw material costs directly attributable to new or increased tariffs imposed by government authorities.

7. **DELIVERY:** Delivery dates are quoted in good faith but are not guaranteed. Seller shall not be liable for damages of any kind on account of its failure to deliver products in accordance with delivery dates specified. Delivery of the products to the carrier shall constitute delivery to Buyer and such delivery shall transfer all risk of loss or damage to the Buyer as of such time. In the absence of explicit shipping instructions from Buyer, Seller will use its discretion in selecting carriers and/or routes. Claims for damages to or loss of products in transit shall be filed by Buyer directly with the carrier.

8. **INSPECTION:** Buyer shall promptly inspect the products and notify the Seller in writing within ten (10) days after the receipt thereof if the goods are not in conformity with the applicable specifications. Seller and/or the manufacturer shall be given a reasonable opportunity to inspect the same, and if any products shall be found to be not in conformity with the applicable specifications, then Seller shall replace such products at the original point of delivery. No products may be returned without Seller's prior written consent. Seller shall furnish instructions regarding the disposition of rejected products. All claims for shortages, shipping or clerical errors shall be made in writing no later than ten (10) days after Buyer's receipt of the products.

9. **PAYMENT:** Unless otherwise expressly provided, Seller's payment terms are net thirty (30) days from date of invoice. A cash discount may be offered consistent with Seller's practice for payment within ten (10) days from the date of the invoice. Interest at the rate of one and one-half percent (1 ½%) per month, or the maximum lawful rate, shall be assessed on all amounts that remain unpaid after the date on which payment is due. Buyer shall pay all reasonable attorney's fees and costs and expenses incurred by or behalf of Seller for any actions taken to collect monies due by Buyer to Seller. Depending on the value of the order, Seller may at its sole discretion require progress payments.

10. **LIMITED WARRANTY:** All products are sold subject to the manufacturer's regular tolerances and variations. Seller's only obligation under this warranty shall be to issue credit for, or to repair or replace any item or part thereof, which is proven to be other than as warranted, when such goods are in the hands of the original purchaser. Seller's maximum liability hereunder shall not exceed the contract price received by the Seller. Seller shall not be liable for any incidental or consequential damages arising out of the breach of any term or provision hereof. This warranty does not extend to any products which have been altered or have been subjected to misuse or neglect, damage by accident, rendered defective by reason of improper assembly and/or installation. Every claim for breach of the warranty herein contained shall be deemed to be waived by the Buyer unless made in writing to Seller within ten (10) days of receipts of the goods. All/any materials which are alleged to be defective shall be retained for Seller's inspection.

THE ABOVE WARRANTY COMPRISES SELLER'S SOLE AND ENTIRE WARRANTY OBLIGATION AND LIABILITY TO BUYER, ITS CUSTOMERS AND ASSIGNS, IN CONNECTION WITH THE PRODUCTS SOLD HEREUNDER. ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE ARE EXPRESSLY EXCLUDED. FURTHER, SELLER SHALL HAVE NO LIABILITY FOR ANY SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES ARISING FROM DEFECTS IN THE PRODUCTS SOLD HEREUNDER OR ANY OTHER SUCH LOSSES, WHETHER THE SAME ARE BASED UPON CONTRACTUAL, TORT OR EQUITY THEORIES OF LIABILITY.

11. **FORCE MAJEURE:** Seller shall not be liable for damages for any delay or failure in the performance of this Agreement resulting from any cause beyond its reasonable control. Such causes shall include, but not be limited to, acts of God, acts of Government, acts of Buyer, labor disputes, riots, sabotage, war, fire, explosion, snow, ice, floods, accidents, epidemics, governmental order or regulations or inability to secure any necessary governmental or other permits, court orders, breakdown in machinery or, despite Seller's due diligence, the failure of its suppliers to provide materials in a timely manner.

12. **MERGER:** The terms and conditions set forth herein shall constitute the sole terms and conditions of the agreement between Seller and Buyer. Terms and conditions, whether contained in purchaser's confirmation, purchase or shipping release forms, or elsewhere, inconsistent with or in addition to the terms and conditions stated herein are expressly objected to by Seller unless specifically agreed to by Seller in writing, and purchaser's acceptance of delivery of all or any part of the goods shall constitute purchaser's acceptance of the terms and conditions of the sale contained herein. All proposals, negotiations and representations, if any, made prior to the date of Seller's confirmation are merged in the terms and conditions stated herein. The authority of Seller's salesmen or sales representative or agents extends only to the solicitation of orders. All orders are subject to acceptance by Seller. The authority of Seller's salesmen, sales representatives or agents is expressly restricted by the conditions contained herein. The validity, interpretation and performance of this agreement shall be governed by the laws of the State of Minnesota and any disputes arising hereunder shall be referred to and adjudicated by the courts of Minnesota. The invalidity in whole or in part of any term or condition contained herein shall not affect the validity or enforceability of any other term or condition. The right of Seller to require strict performance of the terms and conditions herein shall not be affected by any delay in such request or by any prior waiver or course of dealing.

### Proposition 65 Warning

**WARNING:** This product can expose you to lead or nickel which is known to the State of California to cause cancer or reproductive harm. For more information go to [www.p65warnings.ca.gov](http://www.p65warnings.ca.gov)

**Due to the impact of ongoing tariff fluctuations, pricing is subject to adjustment based on final invoiced costs from our suppliers.**





Item 6.C



Item 6.C – Award RFP 25-03 Transmission Transformers to Virginia Transformers in the amount of \$2,883,539

July 15<sup>th</sup>, 2025

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

RE: Item 6.C –Award RFP 25-03 Transmission Transformers to Virginia Transformers in the amount of \$2,883,539

Dear Commissioners;

The Commission authorized RFP 25-03 Transmission Transformers in February of 2025 to seek out the best transformer proposal for the Southern Interconnect project. As you recall the transformers will take longer a year and the it was advised to order these well in advance of the project scheduled completion date in 2027.

As we discussed at the Working Session on July 1, 2025, the two bidders provided responses to the RFP– Virginia Transformer and Hyundai.

The project engineer evaluated the responses and provided the attached letter of results and recommendation.

For your consideration, I would like to recommend for the Commission consideration to award RFP 25-03 to Virginia Transformer in the amount of \$2,883,539 with On Load Tap Changers (OLTC), which is lower cost, domestically produced in the USA, and has a shorter lead time 15-16 months vs. 19 months.

Please reach out with any questions.

Sincerely;



Luke J. Peterson



## Recommendation – Transformer Vendor Selection

Following a thorough evaluation of the proposals received for the HPU Main Power Transformer, we prepared our recommendation based on a comparative analysis of cost, technical compliance, project experience, and delivery lead times. This assessment aims to support HPU in making an informed and thoughtful procurement decision.

After reviewing the submissions from VT Transformer and Hyundai/EFM, our evaluation results show that VT Transformer offers a better proposal with regard to cost, technical compliance, project experience, and lead time.

A comparison based on the evaluation criteria is shown below:

Evaluation Criteria	VT Transformer	Hyundai/EFM
Total Evaluated Price	\$2,883,539 (W/ OLTC)	\$3,294,509 (W/ OLTC)
Delivery Lead Time	15 – 16 Months	19 Months W/ OLTC

Our recommendation is based on the following key findings:

- VT Transformer scored higher than Hyundai in the evaluation of the technical aspects, emphasizing its alignment with project specifications, design, and quality.
- VT Transformer proposed a more competitive total evaluated cost of \$2,883,539 compared to Hyundai's \$3,294,509, providing significant capital savings without compromising performance.
- VT Transformer's proposed lead time is also more favorable than Hyundai's and meets the expected requirements outlined in the bid package.
- VT Transformer has proven transformer delivery experience across the U.S., including the Minnesota region. This experience lowers the execution risk and increases confidence in the vendor's ability to meet project timelines and specifications. Given the current tariff uncertainty, VT transformers are more favorable as they are based in the U.S. and can avoid any tariff-related impacts on cost, schedule, and logistics.
- VT Transformer is an existing manufacturer supplier to HPU.

With regards to cost, technical compliance, project experience, and lead time, EPE recommends that HPU proceed with procuring the main power transformer from VT Transformer.

# Power Transformers Optional Item Assessment

Voltage regulation is essential for power transformers, especially in substations serving sensitive and dynamic loads. The two main methods of voltage regulation are On-Load Tap Changers (OLTCs) and De-Energized Tap Changers (DETCs). This report provides a comparison of these technologies, looking into their operational characteristics, technical pros and cons, market availability, and reliability for applications like data centers, and water treatment facilities.

## On-Load Tap Changer (OLTC)

OLTCs change the transformer's effective turns ratio by changing the tap connections of the winding while the transformer is in operation. This ensures a regulated output voltage under load, without interrupting the service.

### Technical Pros and Cons

Advantages	Disadvantages
Maintains a constant voltage across different load conditions.	A complex mechanical structure increases maintenance requirements
Allows the transformer to remain energized during tap changing.	Higher initial costs compared to de-energized tap changers (DETCs)
Supports automatic voltage regulation and SCADA control.	Contact wear and arc suppression systems may deteriorate over time.
Reduces power interruptions during voltage adjustments	Increases the complexity and footprint of transformer design.
Extends transformer life by lowering thermal stress caused by overvoltage.	Regular oil monitoring is needed for the diverter switch and contacts.

## De-Energized Tap Changer (DETC)

DETCs are simpler tap-changing mechanisms that require the transformer to be de-energized before tap changes can be made. They are used in systems with predictable loads where real-time voltage control is not necessary.

## Technical Pros and Cons

Advantages	Disadvantages
Lower cost compared to OLTCs	Voltage adjustment is only possible when the transformer is de-energized.
Simpler design with fewer moving parts	Not appropriate for variable or sensitive loads.
Minimal maintenance required	No real-time voltage regulation
Smaller footprint and easier integration in compact designs	Manual operation or outage scheduling required
Increased reliability due to the absence of arc switching	Limited operational flexibility for changing load profiles

## Common Applications

### **OLTC is suitable for:**

- Data centers require continuous voltage stability
- Water treatment plants with sensitive electrical loads
- Automatic load sharing with a future parallel second transformer

### **DETC is suitable for:**

- Transformers serving base or predictable loads
- Rural or temporary substations
- Standby transformers with low operational changes

## Recommendation

Considering the substation's target load is the water treatment plant, with the possibility of a future second transformer, and additional voltage-sensitive loads in the future, OLTC-equipped power transformers are recommended. These anticipated loads are dynamic and require continuous voltage regulation to maintain reliability and efficiency. While DETCs are cost-effective, their limitations in real-time operation make them unsuitable for such critical infrastructure. OLTCs provide the necessary flexibility, automation, and resilience needed for modern power networks.

## Explanation of the Optional or Added Items – VA Transformer

Item	Cost	Purpose/Explanation	Recommendation
Optional Type of Oil Preservation System	-\$25,000	<p>Nitrogen pressure systems offer an alternative oil preservation system, preventing moisture ingress, and potentially reducing maintenance.</p> <p>However, it does present other safety issues when handling the nitrogen system.</p>	EPE doesn't recommend going with the Nitrogen pressure system option, as it is not the most reliable and can potentially cause future serviceability issues.
In Person Witness	\$30,000	It is important to ensure quality assurance during factory testing. This approach is recommended if the utility requires visual confirmation of test procedures.	This option is recommended to ensure testing and quality assurance requirements are adhered to. This can avoid future issues or deficiencies with the transformer.
Seismic Qualification	\$12,500	It is required in seismic zones or as per the utility engineering standards. It ensures structural integrity during earthquakes. It is optional if site conditions show low seismic activity and the utility allows standard structural design.	This is not recommended since MN is not a high seismic zone, and the standard equipment design should withstand given the low seismic risk of the location of the substation.
Price Adder for OLTC	\$780,000	OLTC provides voltage regulation without interrupting the load. Refer to page 1 and 2 of this report for additional details.	<p>Based on the recommendations of this report, OLTC is the recommended option.</p> <p>This is due to the consideration made for a future transformer and potentially load-</p>



			sensitive interconnections.
LV Bushing - Qty 1	\$22,000	A spare LV bushing will be a critical component in minimizing outage time in the event of a bushing failure. It is recommended for the utility with limited access to fast spare procurement. It is optional if replacement logistics are in place and the response time is acceptable.	If rapid spare part procurement is not in place, it is recommended to have a spare of this equipment.
HV Bushing - Qty 1	\$8,000	A spare HV bushing will be a critical component in minimizing outage time in the event of a bushing failure. It is recommended for the utility with limited access to fast spare procurement. It is optional if replacement logistics are in place and the response time is acceptable.	If rapid spare part procurement is not in place, it is recommended to have a spare of this equipment.
FAN - Qty 1	\$1,500	A cooling fan failure can compromise the transformer's rating during surges. A spare fan provides redundancy and ensures uninterrupted service under high ambient conditions. It is recommended for ONAN/ONAF configurations, especially if the utility lacks fast sourcing and spare procurement.	If rapid spare part procurement is not in place, it is recommended to have a spare of this equipment.
GASKET SET - Qty 1	\$1,500	The gaskets wear over time and need to be replaced during maintenance. It is recommended if the utility lacks fast sourcing and spare procurement.	If rapid spare part procurement is not in place, it is recommended to have a spare of this equipment.

		They are optional if third-party vendors will handle servicing with their own inventory.	
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Item 6.D



Item 6.D –Authorize Full Detail Engineering Package for the Southern interconnect project including Survey in the amount of \$2,213,889 to Electric Power Engineers

July 15<sup>th</sup>, 2025

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

RE: Item 6.D – Authorize Full Detail Engineering Package for the Southern interconnect project including Survey in the amount of \$2,213,889 to Electric Power Engineers

Dear Commissioners;

As we have discussed at the July 1 Commission Meeting and throughout the year, the proposal to complete Full Detail Engineering is attached for your consideration and review. Since the July meeting there were several updates to the proposal following legal review and removal any contingency opt-outs to charge more.

The engineering schedule for the project, if approved by the Commission will be as follows:

- 30% design complete October
- 60% design complete December
- 90% complete by January 2025
- Issued for Construction Drawings in February 2025 for Spring Construction

This item represents 11% of (and included in) the project's budget.

Please reach out with any questions.

Sincerely;



Luke J. Peterson





July 02, 2025

Proposal No. HPU-Engineering61725

Luke Peterson  
Senior Manager, Interconnection & Transmission  
Hibbing Public Utilities  
1902 East 6th Avenue  
Hibbing MN 55746

[Luke.Peterson@hpuc.com](mailto:Luke.Peterson@hpuc.com)  
218.262.7700

Dear Mr. Peterson,

Electric Power Engineers LLC (EPE) looks forward to assisting Hibbing Public Utilities in providing our engineering services by providing Full detail Engineering Package (Electrical, Civil and Structural) services for the Southern Interconnect Project.

Attached to this letter, you will find our detailed proposal. Please do not hesitate to call with any questions that you may have regarding this proposal, and I will work with you to tailor this proposal to fit your exact needs. As always, we appreciate being there for your projects and providing you with our engineering services.

Truly,  
ELECTRIC POWER ENGINEERS, LLC

*Alexandre Nicolas*

Alexandre Nicolas  
Vice President

Attachments: Work Scope; Timeline and Cost

Appendices:  
Appendix A: EPE T&Cs  
Appendix B: Proposed Deliverable List

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13001 W. Highway 71, Suite G100  
Austin, TX 78738  
Tel: (512) 382-6700  
Email: [contact@epeconsulting.com](mailto:contact@epeconsulting.com)



## Work Scope

EPE is providing this proposal to Hibbing Public Utilities (HPU) for the completion of detail design of the ongoing transmission project and new LEA substation including an interconnection to the existing Keewatin GRE substation. The scope details are described as following for substation and T-line sections.

EPE will use all applicable codes, specifications and industry standards for completion of the engineering and design packages provided at the various deliverable stages in the project; namely, the 30%, 60%, 90% and IFC Design stages continued by engineering construction support.

### **Substation detail design Scope:**

The engineering and design services for this project will be completed according to the defined scope of work as outlined in this proposal and detailed within Deliverable list on Appendix B. This includes all tasks assigned therein, based on the assumptions and clarifications also outlined in the appendices and throughout this document.

Design efforts will follow EPE's internal engineering standards, incorporating relevant IEEE guidelines and recognized industry best practices. The protection scheme for the high-voltage bus, power transformer, and transmission lines will include redundant systems to enhance fault tolerance and reliability. Protection systems for other equipment will be designed with appropriate single schemes and backup functionality where necessary.

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To optimize space and cost-efficiency, the internal layout of the control enclosure will be strategically designed to minimize the number of relay panels required without compromising reliability, safety, performance, or maintainability.

### **Transmission Line detail design scope:**

The new 115kV transmission line is about 2.5 miles long, connecting to the Keewatin Substation along Town Line Road. The final segment of the transmission line includes a 23kV distribution, sited based on project need, while also meeting proposed routing and right-of-way constraints.

The new 115kV line will be constructed using wooden pole structures. EPE proposes the use of wooden tangents to be direct-embedded.

The proposed right-of-way (ROW) widths are expected to vary and are contingent on the final approved route. Final ROW dimensions will be confirmed as part of the transmission line siting and corridor study required during preliminary design and coordination process.

To ensure alignment between design intent and field conditions, EPE has scheduled two site visits of the line: the first during the 30% design phase to validate preliminary routing, and the second toward the conclusion of the 90% design phase to verify final design implementation in the field.

### **Engineering Support for construction:**

During construction, EPE will provide engineering support to address any issues that may arise on-site. Construction-related queries will be managed through the RFI process, with timely clarifications provided to ensure smooth project execution. Upon completion of construction, construction contractors will compile redline markups capturing all changes made to the design drawings through the RFI

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process. EPE will then use these markups to develop the final As-Built package for submission as part of the project closeout process.

### **Assumptions:**

1. EPE will provide one (1) electronic copy and (PDF) of design documents at 30%, 60%, 90% and IFC milestones of the project design. One submittal per design phase is included.
2. EPE will Provide one (1) electronic copy (PDF and AutoCAD version) The final IFC design package will be marked "Issued for Construction" and signed, sealed and certified by an engineer Licensed in the appropriate jurisdiction.
3. The Submittal package review period for the client is assumed to be two (2) weeks in duration.
4. Once a drawing has been reviewed and accepted by the Owner, it will be considered final.
5. This proposal excludes any design work on GRE's substation and MP switchyard.
6. The applicable transmission and substation engineering and design plans, studies and calculations shall be submitted as IFC (including but not limited to: stormwater management plan, transmission line and substation site clearing, grubbing, grading, access plan, erosion control design plans and details, construction access and laydown yard plans, stormwater management calculations, hydrologic and floodplain analysis), will be required, at minimum by the MPCA for timely completion of the construction stormwater management application process. The milestone dates will be determined after the project is awarded and agreed to by EPE and HPU.

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7. The results of the Noise Impact Assessment are unknown. Therefore, no noise mitigation features (sound walls) have been included in this proposal.
8. This proposal does not include the spec/design for the capacitor bank as the requirement to this item depends to the result of reactive power study.
9. This proposal includes the effort to hold 32 bi-weekly virtual meetings.
10. The transmission line design assumes all wooden poles.

### **Project Timeline:**

The estimated duration to complete the project is seven (7) months. This timeline is based on current assumptions and is contingent upon the timely availability of key project inputs, including but not limited to permitting, routing selections, geotechnical data, and other critical dependencies.

EPE team is fully committed to supporting the client in maintaining the project timeline and will make every reasonable effort to prevent schedule slippage. To achieve this, we propose a joint kick-off meeting and review of all key dates and milestones at the start of the project, leading to a mutually agreed-upon and detailed project schedule that reflects actual conditions.

Should any challenges arise, we will work closely with the client to identify and implement the most effective mitigation strategies, tailored to each situation, to keep the project on track and minimize any potential impact to the schedule.

Please note that in order to meet the proposed schedule, we require the engineering subcontractor to be awarded no later than **July 18<sup>th</sup>**, or alternatively, a Letter of Intent (LOI) to be issued by that date. Therefore, having the official Limited Notice to

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Proceed (LNTP) issued no later than July 18<sup>th</sup> would be greatly appreciated to avoid any delays.

### Price Breakdown & Payment milestones:

EPE will deliver the engineering services described in the Scope of Work section of this proposal for a fixed lump sum of \$2,213,889.01. This proposal is offered as a Fixed Price agreement and will remain valid through July 30, 2025. Below is the milestone-based price breakdown to support the financial planning of this project through the design stage:

Payment Milestone For Design PO	Portion	Pricing Schedule (US\$)
Kickoff Detail design	15%	\$295,858.35
30% Package issuance	25%	\$493,097.25
60% Package issuance	30%	\$591,716.70
90% package issuance	15%	\$295,858.35
IFC Package issuance	10%	\$197,238.90
Record Drawing package	5%	\$98,619.45
<b>Total:</b>	<b>100%</b>	<b>\$1,972,389.00</b>

Payment Milestone For Survey PO	Portion	Pricing Schedule (US\$)
Surveys - Environmental, Geotech, Survey, Field Staking: At Award	35%	\$84,525.00
Surveys - Environmental, Geotech, Survey, Field Staking: At Completion	65%	\$156,975.00
<b>Total:</b>	<b>100%</b>	<b>\$241,500.00</b>

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**Standard Design Items shown by scheduled delivery phase:**

Appendix B proposes the preliminary list of deliverables that EPE will review and refine in collaboration with HPU at the start of the detailed design phase, in order to establish the comprehensive master list and corresponding project stages

Date: 07/02/2025

Alexandre Nicolas

Vice President  
Electric Power Engineers

Date: 07/02/2025

Hibbing Public Utilities

Electric Power Engineers, LLC  
13001 W. Highway 71, Suite G100  
Austin, TX 78738  
Tel: (512) 382-6700  
Email: [contact@epeconsulting.com](mailto:contact@epeconsulting.com)



# APPENDIX A – TERMS AND CONDITIONS

THIS AGREEMENT ("**Agreement**") made as of the date shown below by and between \_\_\_\_\_, whose principal place of business is located at \_\_\_\_\_, (the "**Company**") and Electric Power Engineers, LLC, a Delaware limited liability company, whose address is 5301 Southwest Parkway, Suite 150, Austin, TX 78735 ("**Consultant**", and together with the Company, the "**Parties**," and each a "**Party**".)

WHEREAS, the Company desires to engage the Consultant, as an independent contractor and not as an employee, to perform consulting services in support of the business of the Company;

WHEREAS, the Consultant desires to consult with the Company and to undertake for the Company consultation services; and

WHEREAS, the Company will disclose to the Consultant certain confidential concepts, developments, and project information necessary for the Consultant to assist the Company with certain evaluation studies, utility interfacing requirements, electrical system design, software development, procedures, strategies as well as project scheduling and cost estimates.

NOW, THEREFORE, in consideration of the mutual covenants, terms, and conditions set out herein, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **Services.** Consultant agrees to perform the services (the "**Services**") set forth in one or more statements of work to be issued by Company and accepted by Consultant (each, a "**Statement of Work**") in the form attached hereto as Exhibit A. The Consultant shall provide the Services (a) in accordance with the terms and subject to the conditions set forth in this Agreement and in the respective Statement of Work; (b) using the standards of care, skill and diligence normally provided by a professional in the performance of similar services, and (c) shall comply with all laws, regulations, codes and standards applicable to such Services. Each Statement of Work shall also specify the fees for each engagement that the Company enters into with the Consultant. Multiple Statements of Work for Services may be issued during the term of the Agreement (each of which shall be dated and sequentially numbered), provided that no Statement of Work shall be binding on either Party unless and until such Statement of Work has been duly

authorized and executed by both Company and Consultant. This Agreement or a Statement of Work may be terminated by either Party by giving 30-days' advance written notice to the other Party. Company shall compensate the Consultant for any services performed under a terminated Statement of Work up to the time of the termination.

Company shall cooperate with Consultant and respond promptly to any Consultant request to provide direction, information, approvals, authorizations, or decisions that are reasonably necessary for Consultant to perform the Services in accordance with the requirements of this Agreement. If Consultant's performance of its obligations under this Agreement is prevented or delayed by any act or omission of Company or its agents, subcontractors, consultants, or employees, Consultant shall not be deemed in breach of its obligations under this Agreement or otherwise liable for any costs, charges, or losses sustained or incurred by Company, in each case, to the extent arising directly or indirectly from such prevention or delay.

CONSULTANT MAKES NO WARRANTIES EXCEPT FOR THOSE PROVIDED IN THIS SECTION 1. ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, ARE EXPRESSLY DISCLAIMED BY CONSULTANT.

2. **Fees and Expenses.** The Consultant shall receive payment from the Company for the performance of the Services rendered to the Company as outlined in the Fees section in a Statement of Work (in the form of Exhibit A), after approval by the Company of the Services completed, such approval not to be unreasonably withheld. All analyses, calculations, travel, development etc. by the Consultant on behalf of the Company shall be coordinated through and approved by the Company in writing and in advance. Travel and other out-of-pocket expenses will be reimbursed to the Consultant by the Company if approved by the Company in writing and in advance. The Consultant agrees to be responsible for the payment of all appropriate taxes on any and all sums paid to Consultant. Changes to the compensation outlined in the Fees section in a Statement of Work must be communicated in writing and agreed to by both Parties. Payment to the Consultant by the Company will be on a net 30-day basis upon receipt of an invoice. Any remaining balance after 30 days from the date of the invoice will incur interest at the rate of 1.5% per month, which the Consultant will charge to the Company.

In addition to all other remedies available under this Agreement or at law, (which Consultant does not waive by exercise of any rights hereunder), Consultant shall be entitled to suspend the provision of any Services if the Company fails to pay any invoices when due hereunder and such failure continues for 10 days following written notice thereof.

The Consultant's hourly rates will be adjusted annually in the month of January, with the first adjustment occurring in January 2025, to reflect annual changes in the Consumer Price Index for Urban Wage Earners and Clerical Workers ("**CPI-W**") for "all items" as published by the United States Bureau of Labor Statistics ("**BLS**") for the most recent month for which the CPI-W is published by the BLS. By way of example, if the unadjusted percent change to November 2024 from November 2023 in the CPI-W for "all items" were to be listed by the BLS as 3%, and if November 2024 was the most recent month for which the CPI-W was published in January 2025, Consultant's fees above would be increased by 3% until the next annual adjustment in January 2026.

### 3. Insurance.

Consultant shall, prior to commencing Services, secure and continuously carry with insurers acceptable to Company and having an A. M. Best rating of A-:VII or better the following insurance coverage:

Commercial General Liability Insurance	One Million Dollars (\$1,000,000)
Worker's Compensation	Amount required by Law
Excess Liability	Two Million Dollars (\$2,000,000)
Auto Liability	One Million Dollars (\$1,000,000)
Professional Liability	One Million Dollars (\$1,000,000)

Insurance coverage provided on a "claims-made" basis shall be maintained by Consultant for a minimum period of two (2) years after the completion of the Services contemplated by this Agreement, and the retroactive date shall be prior to the start of such Services.

4. **Confidentiality.** A party that receives or acquires Confidential Information directly or indirectly under this Agreement (the "**Receiving Party**") agrees: not to disclose or otherwise make available Confidential Information of a party that discloses Confidential Information under this Agreement (the "**Disclosing Party**") to any third party without the prior written consent of the Disclosing Party; *provided, however*, that the Receiving Party may disclose the Confidential Information of the Disclosing Party to its and its affiliates, and its own and its affiliates' officers, employees, consultants, and legal advisors who have a "need to know", who have been apprised of this restriction, and who are themselves bound by nondisclosure obligations at least as restrictive as those set forth in this Section 4. The Receiving Party further agrees (a) to use the Confidential Information of the Disclosing Party only for the purposes of performing its obligations under the Agreement or, in the case of Company, to make use of the Services; and (b) to promptly notify the Disclosing Party in the event it becomes aware of any loss or disclosure of any of the Confidential Information of Disclosing Party. If the Receiving Party becomes legally compelled to disclose any Confidential Information, the Receiving Party shall provide prompt written notice of such requirement so that the Disclosing Party may seek, at its sole cost and expense, a protective order or other remedy; and reasonable assistance, at the Disclosing Party's sole cost and expense, in opposing such disclosure or seeking a protective order or other limitations on disclosure. If, after providing such notice and assistance as required herein, the Receiving Party remains required by law to disclose any Confidential Information, the Receiving Party shall disclose no more than that portion of the Confidential Information which, on the advice of the Receiving Party's legal counsel, the Receiving Party is legally required to disclose and, upon the Disclosing Party's request, shall use commercially reasonable efforts to obtain assurances from the applicable court or agency that such Confidential Information will be afforded confidential treatment. For purposes of this Agreement, "**Confidential Information**" means any information that is treated as confidential by a party, including but not limited to all non-public information about its business affairs, products or services, Intellectual Property Rights, trade secrets, third-party confidential information, and other sensitive or proprietary information, whether disclosed orally or in written, electronic, or other form or media, and whether or not marked, designated, or otherwise identified as "confidential" including confidential information received from third parties subject to a duty on the Company's part to maintain the confidentiality of such information and to



use it only for certain limited purposes. Confidential Information shall not include information that: (a) is already known to the Receiving Party without restriction on use or disclosure prior to receipt of such information from the Disclosing Party; (b) is or becomes generally known by the public other than by breach of this Agreement by, or other wrongful act of, the Receiving Party; (c) is developed by the Receiving Party independently of, and without reference to, any Confidential Information of the Disclosing Party; or (d) is received by the Receiving Party from a third party who is not under any obligation to the Disclosing Party to maintain the confidentiality of such information. For purposes of this Agreement, "**Intellectual Property Rights**" means all (a) patents, patent disclosures, and inventions (whether patentable or not), (b) trademarks, service marks, trade dress, trade names, logos, corporate names, and domain names, together with all of the goodwill associated therewith, (c) copyrights and copyrightable works (including computer programs), and rights in data and databases, (d) trade secrets, know-how, and other confidential information, and (e) all other intellectual property rights, in each case whether registered or unregistered and including all applications for, and renewals or extensions of, such rights, and all similar or equivalent rights or forms of protection in any part of the world.

5. **Intellectual Property.** Upon Company's payment of the amounts set forth herein to the Consultant, all computer programs, software, documentation, specifications, inventions, improvements, discoveries and other copyrightable or patentable works ("**Works**") developed by the Consultant, solely or with others, resulting from performance of Services under this Agreement shall be the property of the Company. Upon Company's payment of the amounts set forth herein to the Consultant, the Consultant shall and does hereby irrevocably grant and assign to the Company and its licensees all rights in and to the Works during the performance period of this Agreement and thereafter, including but not limited to exclusive rights to reproduce, distribute, prepare derivative works, display and perform the Works. The Consultant shall provide whatever assistance is necessary for the Company to preserve its interests including, but not limited to the filing of patent protection, provided that Company has paid the amounts due to the Consultant. Consultant does not warrant that such protection is available. Notwithstanding the foregoing, Consultant and its licensors are, and shall remain, the sole and exclusive owners of all right, title, and interest in and to the Pre-Existing Materials (as defined below), including all intellectual property rights therein. Upon Company's payment in full to Consultant, Consultant hereby grants Company a limited, irrevocable, perpetual, fully paid-up, royalty-free, license to use any Pre-Existing Materials to the extent incorporated in, combined with or otherwise necessary for the use of the Services and the Work solely to the extent reasonably required in connection with Company's receipt or use of the Services and the Works. All other rights in and to the Pre-Existing Materials are expressly reserved by Consultant. For the purposes of this Agreement, "**Pre-Existing Materials**" means all documents, data, know-how, methodologies, software, and other materials, including computer programs, reports, and specifications, provided by or used by Consultant in connection with performing the Services developed or acquired by the Consultant prior to the commencement or independently of this Agreement. This paragraph shall survive expiration and termination of this Agreement.

6. **[INTENTIONALLY OMITTED.]**

7. **Assignment.** Neither Party may assign, transfer, or delegate any or all of its rights or obligations under this Agreement, without the prior written consent of the other party, which

consent shall not be unreasonably withheld or delayed. In addition, notwithstanding anything to the contrary herein, Consultant agrees that Company shall have the right, without necessity of obtaining any consent of Consultant and without necessity of providing any notice to Consultant, to assign this Agreement and any rights or obligations hereunder to any Lender (defined below) or any trustee or agent of any Lender as collateral security. "**Lender**" shall mean lenders, institutions, noteholders, bondholders, or other persons providing or guaranteeing, financing or refinancing to Company in connection with a project, and any agent or trustee therefor. Furthermore, notwithstanding anything to the contrary herein either Party may assign its rights or delegate its obligations in whole or in part without consent from the other Party to (a) one or more of its subsidiaries or affiliates, or (b) an entity that acquires all or substantially all of the business or assets of such Party to which this Agreement pertains, whether by merger, reorganization, acquisition, sale or otherwise. No assignment shall relieve the assigning Party of any of its obligations hereunder. Any attempted assignment, transfer, or other conveyance in violation of the foregoing shall be null and void. This Agreement shall be binding upon and shall inure to the benefit of the Parties hereto and their respective successors and permitted assigns.

8. **Limitation of Liability.** IN NO EVENT SHALL CONSULTANT OR ANY OF ITS REPRESENTATIVES BE LIABLE UNDER THIS AGREEMENT TO COMPANY OR ANY THIRD PARTY FOR CONSEQUENTIAL, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, PUNITIVE OR ENHANCED DAMAGES, LOST PROFITS OR REVENUES ARISING OUT OF, RELATING TO, OR IN CONNECTION WITH ANY BREACH OF THIS AGREEMENT, REGARDLESS OF (A) WHETHER SUCH DAMAGES WERE FORESEEABLE, (B) WHETHER OR NOT A PARTY WAS ADVISED OF THE POSSIBILITY OF SUCH DAMAGES AND (C) THE LEGAL OR EQUITABLE THEORY (CONTRACT, TORT, OR OTHERWISE) UPON WHICH THE CLAIM IS BASED. IN NO EVENT SHALL CONSULTANT'S AGGREGATE LIABILITY ARISING OUT OF OR RELATED TO THIS AGREEMENT, WHETHER ARISING OUT OF OR RELATED TO BREACH OF CONTRACT, TORT (INCLUDING NEGLIGENCE), OR OTHERWISE, EXCEED THE AMOUNT PAID TO CONSULTANT DURING THE TWELVE (12) MONTHS IMMEDIATELY PRECEDING THE CLAIM. NOTWITHSTANDING THE FOREGOING, COMPANY SHALL NOT BE PRECLUDED FROM CLAIMING OR COLLECTING ANY PROCEEDS PAID UNDER ANY INSURANCE POLICY THAT CONSULTANT IS REQUIRED TO OBTAIN UNDER THIS AGREEMENT UP TO THE FULL AMOUNT PAYABLE UNDER SUCH INSURANCE. THE LIMITATION OF LIABILITY PROVISIONS SET FORTH IN THIS SECTION 8 SHALL APPLY EVEN IF THE NON-BREACHING PARTY'S REMEDIES UNDER THIS AGREEMENT FAIL OF THEIR ESSENTIAL PURPOSE. Each Party acknowledges and agrees that the parties entered into the Agreement in reliance upon the limitations of liability set forth in this Section 8, that the same reflect an allocation of risk between the parties (including the risk that a contract remedy may fail of its essential purpose and cause consequential loss), and that the same form an essential basis of the bargain between the Parties.

9. **[INTENTIONALLY OMITTED].**

10. **Export Regulation.** The Company agrees that it shall not use or transmit materials or technical information except in compliance with the export regulations of the United States.

Company is not (a) directly or indirectly owned or controlled by any person or entity currently included on the Specially Designated Nationals and Blocked Persons List or the Consolidated Sanctions List maintained by the Office of Foreign Assets Control, US Department of the Treasury ("**OFAC**") or other similar list maintained by any governmental entity (collectively, "**SDN List**"), or (b) directly or indirectly owned or controlled by any person or entity who is located, organized, or resident in a country or territory that is, or whose government is, the target of sanctions imposed by OFAC or any other governmental entity. Company shall promptly upon becoming aware thereof notify Consultant when it becomes directly or indirectly owned or controlled by any person or entity included on the then-current SDN List, or located, organized, or resident in a country or territory that is, or whose government is, the target of sanctions imposed by OFAC or any other governmental entity. The Company agrees to indemnify and hold the Consultant harmless from and against all claims, losses, liabilities and damages suffered or incurred by the Consultant resulting from or related to the Company's failure to comply with all export or import regulations and sanctions described herein.

11. **Anti-Bribery Compliance.** Company shall comply with all applicable anti-bribery and anti-corruption laws and regulations, including the US Foreign Corrupt Practices Act and the UK Bribery Act 2010 (collectively, the "**Anti-Bribery Laws**"). Company shall ensure that all of its shareholders, officers, directors, members, managers, parents, employees, agents, and any other persons or entities acting on its behalf in connection with this Agreement (collectively, the "**Representatives**") do so only in compliance with the terms imposed on Company in this Section 11 (the "**Anti-Bribery Terms**"). Company shall be responsible for the observance and performance by the Representatives of the Anti-Bribery Terms, and shall be directly liable to Consultant for any breach by the Representatives of any of the Anti-Bribery Terms. Company shall not make, directly or indirectly, in connection with this Agreement or in connection with any other business transaction related to Consultant, a payment or gift of, or an offer, promise, or authorization to give money or anything of value to any government official, person or entity; or other person or entity for the purpose of: influencing any act or decision of such government official or such person or entity in their official capacity in order to obtain or retain business for, direct business to, or secure an improper advantage for Company or Consultant. If Consultant determines reasonably and in good faith that there has been such a violation, it shall have the right to terminate this Agreement with immediate effect and with payment due for services rendered by Consultant under the Agreement. Company shall indemnify and hold harmless Consultant and its officers, directors, parents, members, managers, employees, agents, affiliates, successors, and permitted assigns (collectively, "**Consultant Indemnified Party**") against any and all losses, damages, liabilities, deficiencies, claims, actions, judgments, settlements, interest, awards, penalties, fines, costs, or expenses of whatever kind, including reasonable attorneys' fees, that are incurred by Consultant Indemnified Party arising out of the violation of any Anti-Bribery Terms by Company or any of its Representatives.

12. **Miscellaneous.** This Agreement and all matters arising out of or relating to this Agreement, shall be governed by, and construed in accordance with, the laws of Minnesota, without giving effect to any conflict of laws provisions thereof. Nothing herein shall be construed to create a joint venture or partnership between the Parties hereto or an employee/employer or

agency relationship. Consultant shall be an independent contractor pursuant to this Agreement. Each Party shall deliver all communications in writing in person, by certified or registered mail, return receipt requested and postage prepaid, by email, or by recognized overnight courier service, and addressed to the other Party at the addresses set forth above (or to such other address that the receiving Party may designate from time to time in accordance with this section). Any communication or notice delivered hereunder will be deemed to have been delivered upon receipt if delivered in person, by mail or overnight courier, and upon confirmation of receipt (excluding any automated response or confirmation) by the recipient thereof if delivered by email. This Agreement together with all Exhibits, Statements of Work and any other documents incorporated herein by reference, contains the entire understanding of the Parties with respect to the subject matter hereof, and supersedes all prior and contemporaneous written or oral understandings, agreements, representations, and warranties with respect to such subject matter. The invalidity, illegality, or unenforceability of any provision herein will not affect any other provision herein or the validity, legality, or enforceability of such provision in any other jurisdiction. The Parties may not amend this Agreement except by written instrument signed by the Parties. No waiver of any right, remedy, power, or privilege under this Agreement ("**Right(s)**") shall be effective unless contained in a writing signed by the Party charged with such waiver. No failure to exercise, or delay in exercising, any Right shall operate as a waiver thereof. No single or partial exercise of any Right shall preclude any other or further exercise thereof or the exercise of any other Right. This Agreement shall be construed without regard to any presumption or rule requiring construction or interpretation against the party drafting an instrument or causing any instrument to be drafted. Any provision that, in order to give proper effect to its intent, should survive the expiration or termination of this Agreement, will survive such expiration or termination. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall be deemed to be one and the same agreement. A signed copy of this Agreement delivered by email in portable document format (.pdf) or by any other electronic means intended to preserve the original graphic and pictorial appearance of a document shall be deemed to have the same legal effect as delivery of an original signed copy of this Agreement.

*[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK.]*

IN WITNESS WHEREOF, the Parties have hereunto executed this Agreement.

**Consultant:**

**Company:**

**Electric Power Engineers, LLC**

\_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Name: Hugo Mena

Name:

Title: Chief Growth Officer

Title:

Date:

Date:

## Appendix B

Design Document	30%	60%	90%	IFC	As-built Drawings	Note
<b>I) Substation Engineering Packages</b>						
<b>General</b>						
Drawing List/Index	X	X	X	X	X	
Basis of Design	X	X	X	X	X	It is assumed that this station will not be classified as a BPS station and therefore not be required to meet BPS specific requirements. EPE station standard will be used.
Major Material Bill of Material	X	X	X	X	X	
Minor Material Bill of Material		X	X	X	X	Items not listed in the "Technical Specifications" section below will be ordered off the minor bill of material which will include high-level details necessary for procurement by others.
Geotechnical Testing Requirements & Soil Boring Locations	X					Geotechnical engineer to procure the soil borings and prepare the associated geotechnical report. Access to boring sites to be prepared by others.
Geotechnical Report		X				Geotechnical engineer to procure the soil borings and prepare the associated geotechnical report. Access to boring sites to be prepared by others.
Soil Resistivity Data		X				Geotechnical engineer to procure the soil borings and prepare the associated geotechnical report w/ soil resistivity data. Access to boring sites to be prepared by others.
ALTA/Topographic Survey	X					Access to the site to be prepared by others.
Construction Sequencing			X	X		High level sequencing activities
Commissioning Plan			X	X		
Permitting Requirements	X	X	X	X		EPE will support the permitting process, however permit acquisition will be done by others.
Construction Photos					X	
<b>Technical Specification and Datasheet for the following equipment</b>						
HV CCVT		X				
MV Circuit Breakers		X				Assumes access platforms will not be required
MV PT		X				
Disconnect Switches (HV and MV)		X				
Fused Disconnect Switches (MV and LV)		X				
Surge Arresters (HV and MV)		X				
Station Service Transformer		X				
Station Battery and Charger		X				EPE to select a battery and rack based on the size required per DC Power Study.
Control Building and Relay Panels		X				1)Building to be pre-fabricated. Structural design and analysis by others. Foundation design loads to be provided to EPE by building vendor. 2)EPE to provide a control house layout plan-view drawing to be utilized throughout the project for coordination purposes with the building vendor. Building vendor will be responsible for providing items like HVAC, ventilation, cable tray, lights, outlets, AC System, DC System, etc. based on EPE provided plan-view drawing. 3)EPE will assume a quantity of two 19" panel spaces will be needed for functions beyond the substation requirements for the purpose of this specification unless directed otherwise at least 3 weeks prior to spec issuance. (Telecom, PPC, etc.)
Fire Protection						To be performed by control building vendor
Security System						To be performed by control building vendor
<b>Electrical Design Drawings</b>						

Operational Single Line Diagram	X	X	X	X	X	
General Arrangement	X	X	X	X	X	
AC/DC Distribution System One-Line Diagram		X	X	X	X	EPE to design primary AC service and ATS. Backup AC service and any of its associated metering, fds, cable, conduit, by others.
AC and DC Distribution System and Panel Details		X	X	X	X	EPE to design primary AC service and ATS. Backup AC service and any of its associated metering, fds, cable, conduit, (GENSET) not included. Provided as optional until requirements are determined.
Conduit Plan, Details, Elevations, Sections & Schedule		X	X	X	X	
Cable Schedule			X	X	X	
Electrical Plan, Details, Elevations, Sections, & Schedule		X	X	X	X	
Electrical Connection Details			X	X	X	
Grounding Plan & Details			X	X	X	
Lighting Plan & Details			X	X	X	Structural analysis and drawings of the light pole to be by the light pole vendor. EPE will provide the associated foundation design. EPE will ensure 1 fc throughout the station
Technical Specification for Construction, Testing & Commissioning			X	X	X	
<b>Electrical Studies &amp; Calculations</b>						
Substation Grounding Study		X	X	X	X	
Substation Lighting/Illumination Study		X	X	X	X	One (1) Lighting study will be performed in Visual that will consider the final build out of the Substation. NESC Standards will be assumed as the guidelines for foot-candle requirements.
Lightning Stroke Protection Study		X	X	X	X	
Voltage Drop Calcs (LV Aux Power Circuits)			X	X	X	
Station Battery and Charger Sizing per IEEE-485		X	X	X	X	EPE will review the load requirements of DC equipment in the station control building and provide recommends for equipment sizing. The study deliverables will be a report in .pdf format and a single review.
Station Service Sizing Study		X	X	X	X	EPE will review the station service load requirements and provide a recommendation for station service transformers and electrical system sizing. The study deliverables will be a report in .pdf format and a single review.
Noise assesment	X	X	X	X	X	
<b>Protection &amp; Control Drawings</b>						
Protection and Control Single Line Diagram	X	X	X	X	X	P&C Design will consider redundant line relaying and metering package for interconnecting line. Any further requirements will require an adjusted fee. EPE is planning on implementing the EPE Standard P&C and SCADA Design for this substation (applicable to all drawings and design practices). Remote end work will be limited to settings update and communications upgrade.
Relay and Control Panel Elevations w/ detailed Bill of Material and part numbers		X	X	X	X	Fault recording provided by protective relays. No DFR planned.
Control Building Layout Plan with major bill of materials		X	X	X	X	No restroom will be required in the new control building. Therefore, water and sewer connections do not need to be included.
Control Building Elevation drawings with a detailed bill of materials		X	X	X	X	Building structural and anchor bolt design by building vendor. Building Vendor will provide the foundation design reactions to EPE, who will perform the foundation design.
Three-Line Diagrams		X	X	X	X	
AC Schematics		X	X	X	X	
DC Schematics		X	X	X	X	
Equipment Wiring Diagrams			X	X	X	
Control Building Wiring Diagrams			X	X	X	By vendor
Cable Schedule & Cable Routing Drawings			X	X	X	
Protection, Coordination & Relay Settings Calculation	X		X	X	X	Template and relay setting philosophy will be submitted for review at 30%, settings basis documents will be submitted at 90%, vendor settings files will be submitted at IFC. One review cycle assumed.
<b>Communications and Substation SCADA</b>						
Communications Block Diagram		X	X	X	X	
SCADA Communications Connection Diagrams		X	X	X	X	EPE will provide substation SCADA design. Plant SCADA design, and SCADA integration by others.

<b>Structural Drawings</b>						
Civil Basis of Design	X	X	X	X	X	Will utilize EPE's standard document format
Fencing Technical Specification	X	X	X	X	X	Provided via notes & details on the drawings.
Fencing Plan & Details	X	X	X	X	X	Fence will be 7' chain link fence w/ 1' barbed wire at top and no motorized gate and no key card entry.
Structural Construction Specifications		X	X	X	X	
Concrete Technical Specification			X	X	X	Provided via notes & details on the drawings.
Structural Equipment Foundation Specifications	X	X	X	X	X	Provided via notes & details on the drawings.
Foundation Plan	X	X	X	X	X	
Foundation Details	X	X	X	X	X	30% Foundation Details will be preliminary only and will be a representation of the approximate foundations that will be designed in detail during the 60% phase. This proposal assumes typical soils and typical foundations, no micropiles or other non-typical foundations are considered. Anchor bolts will be indicated on the foundation detail drawings and the foundation locations will be indicated on the Foundation Plan. A separate Anchor Bolt plan is excluded. A foundation design for the future T2 transformer position is not included.
Anchor Bolt Plan			X	X	X	
Structural Steel Technical Specification			X	X	X	Provided via notes & details on the drawings.
Steel Location Plan			X	X	X	Provided via callouts on General Arrangement Plan & Sections
Steel Drawings and Details			X	X	X	Provide engineered structure drawings and details. Fabrication drawings by steel vendor. The Neutral Grounding Reactor procurement specification (if required) will indicate that the supporting steel structure to be provided by the reactor vendor.
Steel Tapered Tubular Drawings	X	X	X	X	X	Performance and procurement drawings provided by EPE for design and detailing by steel vendor. EPE will specify industry standard loads, tensions, and dimensions based on voltage class on the performance drawings.
Oil Containment Drawings	X	X	X	X	X	Oil Containment will be a graded, stone-filled, pit, with liner, and active sump pump system.
<b>Civil Drawings</b>						
Substation ALTA and Topographic Survey	X	X	X	X		Required for MPCA Const. Stormwater Permit and SWPPP
Cover Sheet	X	X	X	X		Required for MPCA Const. Stormwater Permit and SWPPP
General Notes	X	X	X	X		
Property Plat			X	X		
Existing Conditions & Demolition Plan	X	X	X	X		Required for MPCA Const. Stormwater Permit and SWPPP
Site Plan	X	X	X	X	X	Required for MPCA Const. Stormwater Permit and SWPPP
Fence Plan and Details						Covered under Structural Drawings
Grading Plan	X	X	X	X	X	Required for MPCA Const. Stormwater Permit and SWPPP
Drainage Plan (for substation surface drainage inlet design)			X	X	X	Not Provided. Not required at this time.
Pad Grading Sections		X	X	X	X	
Access Road Plan and Profiles			X	X	X	Up to 600 feet of roadway.
Erosion & Sediment Control Plan		X	X	X	X	Required for MPCA Const. Stormwater Permit and SWPPP
Erosion & Sediment Control Details		X	X	X	X	Required for MPCA Const. Stormwater Permit and SWPPP
Predevelopment and Post-Development Drainage Maps			X	X	X	Required for MPCA Const. Stormwater Permit and SWPPP
Post Construction Stormwater Management Plan, Sections, and Details			X	X	X	Required for MPCA Const. Stormwater Permit and SWPPP
Construction Details			X	X	X	Required for MPCA Const. Stormwater Permit and SWPPP
Construction Phase Traffic Control Plan			X	X		Not Provided. Construction contractor to provide.
Flood Mitigation Plan, design, and coordination				X		Not Provided. Construction contractor to provide if needed.
Pavement Section Design for Station Vehicle Isle and Access road pavement						Geotechnical recommendations will be used for pavement section design.



Civil Site Development Construction Specifications		X	X	X		To be included in plan notes and construction details only. Plan notes will refer to the MNDOT Standard Specifications, latest addition, Owner Specifications, and as required by the AHJ. If conflicts occur, the most stringent shall supersede.
<b>Civil Calculations &amp; Studies</b>						
Stormwater H&H Calculations			X	X		Required for MPCA Const. Stormwater Permit and SWPPP
Stormwater Report			X	X		Required for MPCA Const. Stormwater Permit and SWPPP
<b>Structural Calculations</b>						
Foundation Calculations			X	X	X	
Oil Containment Calculations			X	X	X	
Steel Calculations			X	X	X	
<b>Power System Studies</b>						
Load Flow Study		X		X		
Reactive Power Study	X			X		
Station EMF Study				X		
Transmission Line EMF Study				X		
Protection, Coordination & Relay Settings Calculation					X	
Arc Flash Study				X		
Short Circuit Study & Calculations	X			X		
<b>II) Transmission Line Gen-tie Engineering Packages</b>						
<b>Transmission Line Design</b>						
Geo-tech Scope of Work and Boring Plan	X	X	X	X	X	Boring location request by EPE. Actual borings and boring report performed by EPE. If any matting is needed to obtain borings, that will be supplied by others.
Survey (Ground, LiDAR, SUE)	X	X	X	X	X	Surveys to be performed by EPE.
Design Criteria	X	X	X	X	X	Project specific design criteria will be provided by EPE.
PLS-CADD model (.bak file at Final Stage)	X	X	X	X	X	
Bill of Material	X	X	X	X	X	Indicative long lead material such as wire and insulator quantity are provided at 30%. Final Long Lead Material list will be provided at 60%. Final material list to be provided at 90%.
Plan and Profile Drawings (AutoCAD Version at Record Drawing Stage)		X	X	X	X	P/P's from PLS-CADD will be used for all submittals. Autocad files of the P/P will be provided at the Record Dwg stage (as-built).
Environmental Permit Drawings		X	X	X	X	Permit Exhibits for wetland impacts, and road crossings as applicable
State/Siting Board/Local Permits		X	X	X	X	Permits applications and submittals performed by others, but coordination/information from EPE on our design is expected for others to complete permits.
Easement Drawings/Right of Entry Permits		X	X	X	X	Permits themselves and direct contact with the property owners performed by others, but coordination/information from EPE on our design is expected for others to compete permits.
Clearing Plan		X	X	X	X	Clearing plans will be based on LiDAR survey data
Structure Design		X	X	X	X	EPE will design structures in PLS-CADD. EPE will coordinate with all necessary parties for optimal structure design and placement (construction, station engineering, ROW, environmental, distribution if applicable and telecom if applicable.) All structures assumed to be wood and guyed, if necessary.
Structure Load & Concept Drawings (Framing Drawings)	X	X	X	X	X	EPE will prepare design drawings that contain loading criteria, load diagrams and general dimension requirements such as height, phase spacing, line tension, and equipment information that others can use to procure the structures from a vendor.
PLS-Pole Backup Files			X	X	X	For wood poles equivalent structures the pole supplier may not provide these directly and ask us to use PLS-Pole Backup files from their website at time of EPE's 60% design.
Direct Embed Foundation Designs			X	X	X	EPE will use vendor final calculations or max load capacity from vendor's website to complete foundation design using FAD Tools and/or Ensoft.
Concrete Technical Specification			X	X	X	
Drawing List/ IFC Cover Page			X	X	X	

Stringing Charts			X	X	X	
Staking Table			X	X	X	
Phasing Diagrams			X	X	X	
Commissioning Plan			X	X	X	Assumed by others.
<b>III) Permitting and Environmental</b>						
<b>Transmission Line Permitting Support</b>						
FAA Notice Submission		X	X	X	X	EPE will review proposed transmission line structures utilizing the Federal Aviation Administration (FAA) Notice Criteria Tool. If any structure exceeds the FAA's notice criteria requirements, EPE will file the required Proposed Notice of Construction Form 74602 on behalf of HPU. HPU will be listed as the FAA Project Sponsor for any submittals to the FAA. Structures are required to be filed with the FAA at least 45 days prior to start of construction. Any FAA mitigation (lights, markers, etc.) required by the FAA Determination Letters is not included in this scope of work.
Preliminary Desktop Review and Permit Matrix Development	X	X				EPE will review the T-Line route and Proposed Project impacts utilizing desktop methods to identify any potential constraints or permits that may be required. The results of the desktop review will be incorporated during the design process to minimize environmental impacts and need for permitting
Stormwater Pollution Prevention Plan			X	X		EPE will develop and prepare a Stormwater Pollution Prevention Plan (SWPPP), including a Soil Erosion and Sediment Control (SESC) Plan, for the final determined Transmission Line Route. The SWPPP will detail the construction plans and best management practices (BMPs) to control pollutants that may be discharged in stormwater runoff and be developed in accordance with state and local construction stormwater permit requirements. EPE does not include costs for permit application completion or approval agency coordination or submittal. EPE cannot guarantee permit approvals by regulatory agencies.
Wetland Delineation	X					Will be conducted by EPE. Wetland delineation will be conducted to identify any streams and wetlands within the project boundaries and to determine the need for further permitting. This proposal does not include cost for wetland or waterways permitting or agency consultation.
Desktop Threatened and Endangered Species Review	X					Will be conducted by EPE. T&E Species review will be conducted to identify potential habitat for threatened and endangered species. This proposal does not include cost for agency consultation or formal presence/absence studies.
Desktop Cultural Resources Assessment	X					Will be conducted by EPE. The review will produce a letter report summarizing the research and findings of the desktop archeological review and recommendations for additional work, if necessary. Significant cultural resource findings will be discussed and, as appropriate, include the historical and cultural context of the findings. Reference sources and/or maps will be included in the deliverable. The final Cultural Resources Desktop Assessment Letter Report will be submitted to SHPO for review and comment.
Temporary Access Permits			X	X		By Others
MN PCA Construction Stormwater Permit			X	X		By Others. EPE will prepare Transmission Line SWPPP for HPU to apply for permit coverage. EPE cannot guarantee agency acceptance of SWPPP.
<b>Substation Permitting Support</b>						
Preliminary Desktop Review and Permit Matrix Development	X	X				EPE will perform a desktop review of the substation site and Proposed Project impacts by to identify any potential constraints or permits that may be required. The results of the desktop review will be incorporated during the design process to minimize environmental impacts and need for permitting.
Stormwater Pollution Prevention Plan			X	X		EPE will develop and prepare a Stormwater Pollution Prevention Plan (SWPPP) for the proposed LEA Substation. The SWPPP will detail the construction plans and best management practices (BMPs) to control pollutants that may be discharged in stormwater runoff and be developed in accordance with state and local construction stormwater permit requirements. EPE is not including costs for permit application completion or approval agency coordination or submittal. EPE cannot guarantee permit approvals by regulatory agencies.
Wetland Delineation	X					Will be conducted by EPE. Wetland delineation will be conducted to identify any streams and wetlands within the project boundaries and to determine the need for further permitting. This proposal does not include cost for wetland or waterways permitting or agency consultation.
Desktop Threatened and Endangered Species Review	X					Will be conducted by EPE. T&E Species review will be conducted to identify potential habitat for threatened and endangered species. This proposal does not include cost for agency consultation or formal presence/absence studies.

Desktop Cultural Resources Assessment	X					Will be conducted by EPE. The review will produce a letter report summarizing the research and findings of the desktop archeological review and recommendations for additional work, if necessary. Significant cultural resource findings will be discussed and, as appropriate, include the historical and cultural context of the findings. Reference sources and/or maps will be included in the deliverable. The final Cultural Resources Desktop Assessment Letter Report will be submitted to SHPO for review and comment.
Substation Access Drive Permit			X	X		By Others. EPE will support by providing required drawings.
MN PCA Construction Stormwater Permit			X	X		By Others. EPE will prepare Substation SWPPP for HPU to submit for permit coverage. Commonwealth cannot guarantee agency acceptance of SWPPP. Civil Site Design will need to be a minimum of 90% complete to meet the requirements of this permit.





Item 6.E



Item 6.E – Approve Stuart Irby’s Distribution Rated Underground Cable Quote for Warehouse Inventory and Project Material Procurement in the Amount of \$65,991.96.

July 15<sup>th</sup>, 2025

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

RE: Item 6.E – Approve Stuart Irby’s Distribution Rated Underground Cable Quote for Warehouse Inventory and Project Material Procurement in the Amount of \$65,991.96.

Dear Commissioners;

HPU staff issued a request for quotes to material vendors for 6 reels of 1/0 15kV distribution-rated underground cable. This warehouse inventory item procurement will accommodate 2 new service extensions being constructed in 2025, the phase one cable route for our FDR 15 voltage conversion project and a primary power relocation request at Hibbing’s new Public Safety Building site.

As part of the procurement process, staff requested quotes from multiple vendors. Stuart Irby was the sole vendor to quote back to staff with specified cable on the RFQ. Border States returned a quote for a similarly specified cable but with a lead time that will not accommodate project owner requirements to complete construction.

For your consideration, staff would like to recommend approval for the cable purchase as quoted by Stuart Irby in the amount \$65,991.96.

- **Stuart Irby \$65,991.96 in stock/no lead time**
- Border States \$59,119.97 14-16 week lead time

Sincerely;



Luke J. Peterson







STUART C IRBY BR673 BURNSVILLE  
12501 DUPONT AVE SOUTH  
BURNSVILLE MN 55337  
763-588-0545

# Order Acknowledgement

ORDER DATE	ORDER NUMBER
06/13/25	S014291723
REMIT TO: STUART C IRBY CO POST OFFICE BOX 741001 ATLANTA GA 30384-1001	PAGE NO.  1



SOLD TO:  
HIBBING PUBLIC UTILITIES COMMISSION  
PO BOX 249  
HIBBING, MN 55746-0249

SHIP TO:  
HIBBING PUBLIC UTILITIES COMMISSI  
1810 1ST AVENUE  
HIBBING, MN 55746-1472  
218-262-7700

ORDERED BY: SAMANTHA ADAMS

CUSTOMER NUMBER		CUSTOMER ORDER NUMBER		JOB/RELEASE NUMBER		OUTSIDE SALESPERSON	
113796		TO FOLLOW				Michael J Uphoff	
INSIDE SALESPERSON		TERMS CODE		REQD DATE	FRGHT ALLWD	SHIP VIA	
Susan K Hill		NET.30		06/26/25	Yes	BW BEST-WAY	
ORDER QTY	SHIP QTY	LINE	DESCRIPTION			Prc/UOM	Ext Amt
15780FT		1	***** Shipping Instructions *****			*****	65991.96
			* CONTACT 24 HOURS BEFORE DELIVERY			*	
			* TOM MONACELLI			*	
			* 1-218-421-4692 OR 1-218-969-7409			*	
			*****			*****	
			OKON 161-23-3069 1/0-SOL AL 220M			4182.000M	
			EPR 15KV 16X14 2750' (+/-)				
			-----				
			*** STOCK				
			*** FIRM PRICING SUBJECT TO STOCK				
AVAILABILITY							
-----							
QC#429023F 2630'							
QC#429023E 2630'							
QC#429023B 2630'							
QC#429023A 2630'							
QC#429023H 2630'							
QC#429023G 2630'							

All transactions are subject to and exclusively governed by our Terms and Conditions of Sale, which are incorporated herein and available at: <https://www.irbyutilities.com/terms>. Additional or conflicting terms are rejected, void, and of no force or effect.

Subtotal	65991.96
S&H CHGS	0.00
Sales Tax	0.00
Amount Due	65991.96





## Quote

Page: 1 of 1

Border States - DUL  
4451 Airpark Blvd  
Duluth MN 55811-5728  
Phone: 218-727-8170

Quote: 28044726  
Sold-To Acct #: 5003  
Valid From: 06/18/2025 To: 06/25/2025  
PO No: 1/0 Wire  
PO Date: 06/18/2025  
Payment Terms: NET 25TH PROX (31)

Created By: Easton H Knealing  
Tel No:  
Fax No:

HIBBING PUBLIC UTILITIES  
1902 6TH AVE E  
HIBBING MN 55746-2154

Inco Terms:  
FOB ORIGIN

Ship-to:  
HIBBING PUBLIC UTILITIES  
1902 6TH AVE E  
HIBBING MN 55746-2154

Cust Item	Item	Material MFG - Description	Quantity	Price	Per	UoM	Value
	000010	- MVI 1/0SOL AL 15KV220E 16x14 PES LEAD TIME 14-16 WEEKS 1/0 SOL AL 15KV 220 mils 133% EPR 105C 16x14CN POLY JACKET/RED STRIPE	16,500 EA	3,582.98	/ 1,000	EA	59,119.17
Total \$							59,119.17
State Tax \$							0.00
County Tax \$							0.00
Local Tax \$							0.00
Other Tax1 \$							0.00
Other Tax2 \$							0.00
Other Tax3 \$							0.00
Tax Subtotal \$							0.00
Net Amount \$							59,119.17

To access Border States Terms and Conditions of Sale, please go to  
<https://www.borderstates.com>

The quoted sales tax is an estimate only based upon the information provided in this quote and will be finalized at the time of Invoice based upon the material purchased, quantity purchased, and delivery location.

Shipping and handling fees in this quote are an estimate only and will be finalized at the time of Invoice.

All clerical errors contained herein are subject to correction. In the event of any cost or price increases from manufacturers or other suppliers, caused by, but not limited to, currency fluctuations, raw material or labor prices, fuel or transportation cost increases, and any import tariffs, taxes, fees, or surcharges, Border States reserves the exclusive right to change its pricing at the time of shipping and will provide notice of any such change to its customers prior to costs being incurred.





Item 6.F



Item 6.F – Review Underground Excavation Contractor Sourcing  
for Electrical Distribution Cable Installations.

July 15<sup>th</sup>, 2025

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

RE: Item 6.F – Review Underground Excavation Contractor Sourcing for  
Electrical Distribution Cable Installations.

Dear Commissioners;

Staff is beginning the planning and coordination for underground cable work in 2025 both for new service installs/connections and previously budgeted system improvement projects. We will require the services of an underground excavation contractor.

Typical excavation costs in normal ground conditions range from \$17 to \$25 per foot. However, one of our identified project areas includes rocky terrain and potentially with large boulders, which significantly increases the complexity and time involved. In this area, we could see excavation costs rise to as much as \$50 per foot. Due to the unpredictable nature of working in rocky conditions, contractors are unable to provide an accurate per-foot cost estimate before excavation is underway.

Staff currently estimates up to 4,500 total feet of underground cable installation across the four project areas scheduled for 2025. Based on these projections and varying ground conditions, excavation costs are estimated to meet or even potentially exceed \$100,000.00.

We expect to begin this work in August and September, with invoices likely to be received in Q3 and Q4 of 2025.

This note is intended to keep the Commission informed in advance of this upcoming work and its associated costs. Please let me know if you have any questions or would like more detail on the specific project areas.

Sincerely;



Luke J. Peterson







Item 7.A



Item 7.A – Accept Notice of Retirement: Greg Hooper

July 15<sup>th</sup>, 2025

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

RE: Item 7.A – Accept Notice of Retirement: Greg Hooper

Dear Commissioners;

Greg Hooper, HREC's Chief Operating Engineer, has submitted his notice of retirement and his last day of employment will be August 5<sup>th</sup>. From all of the employees of the Utility, we would like to extend a thanks to Mr. Hooper for his 36 years of dedicated service.

Please accept Greg Hooper's notice of retirement, effective August 5<sup>th</sup>, 2025.

Sincerely;



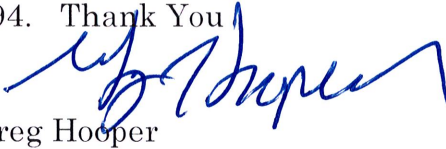
Luke J. Peterson



**Retirement Notice    July 2nd 2025**

**TO:**            Chairman J. Bayliss, Commissioner J. Hart   Commissioner, J. Stokes,  
                 Commissioner J. Babich, Commissioner J. Sandstede.

Commissioners, I am respectfully submitting my retirement notice as of today July 2<sup>nd</sup> 2025. from my position as Chief Operator Engineer and my last day of employment at Hibbing Public Utilities will be August 5th 2025. I have enjoyed working with past and present employees and loved serving the HPUC Customers for the past 36 years, and I am proud to have been represented by AFSCME Local Union #94. Thank You

  
Greg Hooper





Item 7.B





Item 7.B – Approve Job Description and Internal Posting for Chief Operating Engineer

July 15<sup>th</sup>, 2025

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

RE: Item 7.B – Approve Job Description and Internal Posting for Chief Operating Engineer

Dear Commissioners;

As you know, our Chief Operating Engineer, Greg Hooper, is officially retiring on August 4<sup>th</sup> of this year. Before you is his old job description and a new job description for approval. Once approved we are recommending an immediate internal posting for this position. This position is required to be filled by Minnesota State Statute.

Please see attached job descriptions.

Thank you for your consideration.

Sincerely;



Luke J. Peterson



**JOB DESCRIPTION**  
**HIBBING PUBLIC UTILITIES COMMISSION**

Department: Power Plant

Job Title: Chief Operating Engineer

<u>Job Evaluation</u>		<u>Date of Evaluation:</u> 7/1/09
Know-How	Problem Solving	Accountability
<u>200</u>	<u>66</u>	<u>87</u>
<b>Total Points: <u>353</u></b>		<b>Job Classification: <u>15</u></b>

Primary Source of Supervision: Director of Power Production

Direction Exercise: Shift Engineers, Assistant Engineers, Fireman, Fireman Helpers, etc.

Primary Function: Supervises shift personnel in the operation of the plant. Operates in production and distribution of steam, electricity, gas, and water. Assures the safety, operation and maintenance plans of power plant are carried out which includes tracking the respective work orders. ~~Works Friday open shift for Shift Engineer when coverage would otherwise cause overtime.~~ Responsible for compliance with all OSHA, Utility, and regulatory agency safety regulations and requirements as applicable to the duties of the job.

Equipment: Boilers and auxiliary equipment such as fans, feeders, pumps agitators, turbines, generators, condensers, water softening equipment, and cooling towers; electrical control boards; recording instruments; gauges; chart; scanner; maps; SCADA controls; personal computer; printers; viewers; alarms; miscellaneous hand tools; communication systems; sulfur dioxide and opacity CEM; etc.

Unusual Job Conditions: Stress, 600 psig. steam, and dust.

Working Procedure:

1. Receives instructions from supervisor.
2. Performs all working procedures of Shift Engineer, as well as a detailed working knowledge of the Assistant Shift Engineer, Fireman, and Fireman Helper procedures.
3. Checks Shift Engineer's reports, printouts, charts, gauges, etc.
4. Makes periodic inspections of all plant equipment and processes. Supervises, directs and instructs Shift Engineer, Assistant Engineer, Fireman, and Fireman Helpers. Checks auxiliary equipment such as boilers, condensers, water softening and cooling equipment. ~~Trains power plant operating personnel.~~ Makes reports as required on training status-
5. Maintains State Boiler License of Chief Engineer-A.
6. Makes recommendations to supervisor for the safe operation and maintenance of the power plant equipment.
7. Monitors and interprets SCADA and C.E.M. systems such as viewers, displays, printers, alarms; takes appropriate action to control flow of electrical energy to transformers and distribution system such as monitoring and controlling breakers, reclosing and grounding relays, voltage regulators, and alarm systems; checks various analog quantities in substations such as feeder voltage and currents; and regulates flow of electrical energy to transmission distribution system. Coordinates dispatch of power to and from municipal system with wholesale supplier; monitors and logs temperatures, barometer, humidity, and wind direction; calculates instantaneous and totalized flow of gas system, etc.

**JOB DESCRIPTION**  
**HIBBING PUBLIC UTILITIES COMMISSION**  
**Chief Operating Engineer (Continued)**

8. Starts and stops turbine, boilers and auxiliary equipment as required. In outages manually starts and adjusts turbines. Synchronizes with power company.
9. Receives curtailment or release orders from Gas Company and notifies Gas Foreman and Gas control personnel.
10. Calls out personnel including weekends and holidays to handle emergencies and to maintain required operating personnel on duty.
11. Makes out daily time report, uses phone and radio to communicate with personnel. Makes out requisitions and work orders.
12. Maintains annual work schedules and vacation schedules including scheduling power plant operating personnel, reviews and approves timesheets.
13. Keeps work area in clean and orderly condition.
14. Driver license D.
15. Logs work orders and tracks them through completion.
16. Oversees Lock-out Tag-out procedures for all plant equipment.

## Hibbing Public Utilities

### Position Description

<b>Title</b>	Chief Operating Engineer
<b>Classification</b>	Non-exempt
<b>Department</b>	Power Plant
<b>Job Class</b>	15

**Date of last evaluation**

**Points Total**

**Commission Approved**     Xx/xx/xxxx

**Supervisor:** Director of Maintenance and Operations

**Supervisory Responsibility:** Plant Operation Firing Line and other Plant Operators, etc.

**Work Environment:** High pressure and high temperature steam, heat, high voltage, wood and coal dust, noise, water treatment chemicals. Frequently exposed to water treatment chemicals.

**Work Hours:** Monday – Friday, 7:00 to 3:30 pm minimum of four hours per day, with the exception of excused absences.

**Equipment:** Boilers and auxiliary equipment such as fans, feeders, pumps, pressure reducing stations, turbines, generators, condensers, Reverse Osmosis (RO) and other water treatment equipment, and cooling towers; electrical switching equipment process control screens and boards; recording instruments; gauges; chart; scanner; maps; SCADA controls; personal computer; printers; viewers; alarms; miscellaneous powered and hand tools; communication systems; Continuous Emission Monitors, solid fuel handling equipment, ash removal systems, mobile equipment (dump trucks, loaders, sweeper truck, plow truck, skid steer, forklifts, snow removal and lawn mowing equipment, etc.) Frequently operates a computer for communication and work order, purchase requests.

**Overview:** Supervises shift personnel in Power Plant operations. Supervises generation of steam and electric equipment operations. Supervises electrical distribution equipment operations at the Power Plant. Assures the safety, operation and maintenance plans of power plant are completed, which includes work order communication. Occasionally fills in for operators when other personnel are not available.

#### Primary Duty:

- The Chief Operating Engineer shall have the responsibility for ensuring the safe operation and maintenance of Hibbing's boiler plant. The Chief Operating Engineer shall have authority to make decisions in regards to the safe operation of the plant. Hibbing Public Utilities shall rely on the Chief Operating Engineer's Chief A license in order to conduct operations at HPU.

#### Secondary Duties:

- Receives instructions from supervisor.
- Performs all working procedures of the Plant Operations Coordinator, as well as a detailed working knowledge of the Operators and Auxiliary Operators.
- Checks Plant Operation Coordinator's reports, printouts, charts, gauges, etc. Reviews and initials logbooks daily.
- Makes periodic inspections of all plant equipment and processes to ensure proper operations.
- Supervises, gives direction to, and instructs Plant Operators.
- Checks auxiliary equipment such as boilers, condensers, water treatment equipment including the plant well, SCM rod, RO, zeolites, and polishers, and cooling equipment to ensure proper operations.

- Responsible for and recommends revised operating procedures and updates training manuals. Ensures Operator Training process results in well-trained Operators. Makes reports as required on training status.
- Investigates, troubleshoots, make recommendations, and reports malfunctions to supervisor. Performs minor maintenance to equipment and machinery.
- Monitors and interprets SCADA and CEM systems such as viewers, displays, printers, alarms; takes appropriate action to control flow of electrical energy to transformers and distribution system such as monitoring and controlling breakers, reclosing and grounding relays, voltage regulators, and alarm systems; checks various analog quantities in the Power Plant substation such as feeder voltage and currents; and regulates flow of electrical energy to the electric distribution system.
- Maintains water treatment chemical levels, orders chemicals and testing materials.
- Responsible for the proper and safe startup and shutdown of turbine, boilers, and auxiliary equipment as required. During outage restarts, manually starts and adjusts turbines. Synchronizes plant electrical generation with city distribution operating values.
- Recommends cost-saving ideas for steam and electrical production. Seeks to eliminate waste and unnecessary expenses. When directed, supervises the improvement projects as applicable.
- Responsible for personnel call outs, and direction of personnel including weekends and holidays to handle emergencies and to maintain required operating personnel on duty.
- Maintains annual Operations work and vacation schedules including scheduling power plant operating personnel. Reviews and approves Operator timesheets. Uses phone and radio to communicate with personnel.
- Completes purchase requests for materials.
- Submits work order requests. Communicates work order requests to and from supervisor to operations.
- Keeps office work area in clean and orderly condition. Maintains power plant grounds to meet MPCA guidelines; maintains indoor building spaces to meet MNOSHA requirements.
- Oversees Plant Operations Safety Programs including Lock-out Tag-out procedures for all plant equipment, Confined Space permits, EOPs/SOPs, updates SDS, and hot work permits
- Communicates fire suppression equipment out-of-service and return-to-service condition to supervisor.
- Maintains property and equipment insurance testing and inspection records.
- Responsible for coordinating the training of the plant operators
- Inspects and signs off monthly on fire suppression systems.
- Other duties as assigned by supervisor.

### **Specific Fuel Duties:**

#### **Natural Gas**

- Calculates and coordinates schedule with gas supplier weekly to avoid unnecessary delays, shortages, overstock, or penalties.
- Maintain records of plant gas usage for further reporting requirements

#### **Coal**

- Calculates and schedules shipments to avoid unnecessary delays, shortages, or overstock.
- Maintain records of deliveries and audits fuel company records
- Maintain record of ash disposal (location and weight)
- Keeps material handling equipment and areas clean to prevent unnecessary shutdowns.

#### **Wood**

- Calculates and schedules shipments to avoid unnecessary delays, shortages, or overstock.
- Maintain records of deliveries and audits fuel company records
- Maintain record of ash disposal (location and weight)
- Keeps material handling equipment and areas clean to prevent unnecessary shutdowns.
- Monitor wood ash for quality and temperature to determine ash placement.
- Inspects ash deliveries and meets with private landowners on wood ash placement to be within State and County requirements.

**Required Education and Experience:**

- State Boiler License - Chief Engineer-A.
- 1 year of leadership experience after achieving a Chief Engineer A boilers license.
- Must have worked in the turbine room for 3 of their last 5 years of employment.
- High School Diploma or equivalent.

**Preferred Education and Experience:**

- 2-year technical program, associate's degree, or military boiler/turbine/generator training program.
- Class B Driver License
- 3 years of leadership experience after receiving a Chief Engineer A boilers license.

**Minimum Qualifications:**

Class D Driver License

**Physical Requirements:**

- Rarely travels to jobsites and operates heavy equipment.
- Periodically lifts material weighing up to 50 pounds. Occasionally moves materials weighting up to 70 pounds.
- Regularly performs physical labor requiring twisting, pushing, pulling, kneeling movements.
- Regularly uses ladders and elevated walkways.
- Frequently grips and grasps tools and equipment to perform field duties.
- Frequently exposed to operating equipment with moving parts and loud noise.

**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