

# **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 July 15<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 5:00 p.m. In attendance were Chair Bayliss, Commissioner Hart, Commissioner Babich, Commissioner Stokes, Commissioner Sandstede, Legal Counsel, Andy Borland; General Manager Luke Peterson, Manager of Energy Supply Paul Plombon, Finance & Customer Service Supervisor Jill Zallar, Customer Communications & Programs Manager Eliot Dixon. Also in attendance were HPU Interim Financial Controller Tammy Mattonen, Baker Tilly Rep. Bethany Ryer, HPAT Reps. Ron Wirkula; HPU Employee George Pogachnik.

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

Item 8.A. Summary of annual HPU GM Review

Item 8.B. Review top-level organization chart

Item 9.A. Updates to Instrumentation and Electrician Department

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

Motion by Commissioner Stokes, supported by Commissioner Sandstede, to approve the regular meeting minutes of June 24<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 June 21<sup>st</sup> – July 9<sup>th</sup>, 2025

Item 5.B. Approve the payroll paid & overtime report for the June 26<sup>th</sup> & July 10<sup>th</sup>, 2025 pay dates.

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

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

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

Commission discussed terms of Maximo 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.

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

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

Commission discussed YTD recording of project spending and budgets. Staff reported that a draft has already been completed and would be provided to the Commission following the meeting.

Motion by Commissioner Babich, supported by Commissioner Hart, to approve the June 2025 Interim Financials as presented.

Motion carried unanimously.

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

Motion by Commissioner Stokes, supported by Commissioner Babich, to approve GPM Inc. for Circ. Pump #5 Rebuild in the Amount of \$40,365.50

Motion carried unanimously.

#### **Item 6.C.** Award RFP 25-03 Transmission Transformers to Virginia Transformers in the amount of \$2,883,539 for the Southern Interconnect Project

Commission discussed lead time & payment terms.

Motion by Commissioner Stokes, supported by Commissioner Hart, to Award RFP 25-03 Transmission Transformers to Virginia Transformers in the amount of \$2,883,539.

Motion carried unanimously.

#### **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

Motion by Commissioner Hart, supported by Commissioner Stokes, to Authorize Full Detail Engineering Package for the Southern Interconnect Project to Electric Power Engineers in the amount of \$2,213,889

Motion carried unanimously.

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**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

Motion by Commissioner Stokes, supported by Commissioner Sandstede, to Approve purchase of underground cable from Stuart Irby in the amount of \$65,991.96

Motion carried unanimously.

**Item 6.F.** Review Underground Excavation Contractor Sourcing for Electrical Distribution Cable Installers

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

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

The Commission thanked Mr. Hooper for his many years of dedicated service to the utility.

Motion by Commissioner Sandstede, supported by Commissioner Stokes, to accept the retirement notice of Greg Hooper

Motion carried unanimously.

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

Item pulled from the agenda.

**Item 7.C.** Discuss Recruiter and Interim Recommendation from MMUA for Senior Director of Human Resources and Organizational Development

Commission discussed options to contract a Recruiter Firm to seek a candidate for a Senior Director of Human Resources. The Commission determined to utilize MMUA's recommended Recruiting Firm.

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

**Item 8.A.** Summary of annual HPU GM Review

HPU Legal Council Andy Borland discussed results of annual HPU GM Review. Commission discussed options to follow up on the review with additional meetings.

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### Item 9. NEW BUSINESS –

#### Item 9.A. Instrumentation & Electrical Distribution

Commission discussed the finalization of I&E department by eliminating the Instrumentation Department

Motion by Commissioner Stokes, Supported by Commissioner Hart, to eliminate the Instrumentation Department.

Motion carried 4-1.  
“Nay” – Babich

#### Item 9.B. Review top-level organization chart

Commission discussed a draft of the top-level organization chart to send to MMUA. Commission determined that the topic should be discussed at the next Working Session.

### Item 10. ADJOURNMENT

Motion by Commissioner Hart, supported by Commissioner Babich, to adjourn the meeting at 6:01 p.m.

Motion carried unanimously

Attest:

  
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Jesse Babich, Commission Secretary

  
Jeff Hart

  
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James Bayliss, Chair

Meeting materials are available at  
The next meeting is a working meeting scheduled for Tuesday, August 12<sup>th</sup>, 2025  
at 5:00 p.m. at the Hibbing City Hall, 401 E. 21<sup>st</sup> St., Hibbing MN 55746.

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