



## Commission Regular Session

OCTOBER 28<sup>TH</sup>, 2025



1902 E 6TH AVE  
HIBBING, MINNESOTA 55746-0249  
TELEPHONE: 218-262-7700  
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## Commission Meeting Agenda

October 28<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	—
Interim HR Director K. Powers	—	Manager of Power Supply P. Plombon	—
Customer Ser. & Finance J. Hietala	—	Admin & Comm E. Dixon	—
Electrical Operations S. Adams	—	Local 94 President G. Pogachnik	—

- 1. CALL TO ORDER**
- 2. ADDS/DELETES**
- 3. APPROVAL OF MINUTES:** September 23<sup>rd</sup>, 2025
- 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 September 18<sup>th</sup> – October 22<sup>nd</sup>, 2025
  - B. Approve the payroll paid & overtime report for the October 2<sup>nd</sup> & October 16<sup>th</sup> 2025 pay dates
  - C. Approve Liability Coverage Waiver Form from League of MN Cities
  - D. Approve Commissioners to attend Substation Ribbon Cutting at Ansley Substation on October 29<sup>th</sup> at 3:00 pm.
  - E. Authorize listed Requests for Contributions
- 6. FINANCIALS & RISK MANAGEMENT**
  - A. Approve September 2025 Interim Financials
  - B. Approve Proposal of Services from Iron Range Engineering and Consulting Services, LLC in the amount of \$200,000
  - C. Approve Stuart Irby's Distribution Rated Underground Cable Order for Warehouse Inventory in the Amount of \$32,661.75
  - D. Award 2025 Fire Hydrant Replacement to low bidder Bob Hecimovich Mechanical Contracting, Inc. in the amount of \$1,040,326
  - E. Authorize staff to solicit bids for Phase 2 of HPU's Substation Modernization Project at the Beltline Substation
  - F. Authorize RFP 25-09: AMI Meter Installation under the Best Value Method
- 7. POLICY & GOVERNANCE**
  - A. Approve 2025 Utility Org Chart
  - B. Approve Internal Posting for Chief Operator Position
  - C. Approve MN Paid Family Leave
  - D. Approve 2026 Utility Benefits
- 8. NEW BUSINESS**
- 9. OLD BUSINESS**
  - A. MCPA Superfund Status – Discussion
  - B. 2026 Budget - Discussion
- 10. ADJOURNMENT**





Item 3 – Approval of Minutes



Item 3 – Approval of Minutes : September 23<sup>rd</sup>, 2025October 28<sup>th</sup>, 2025

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

RE: Item 3 - Approval of Minutes: September 23<sup>rd</sup>, 2025

Dear Commissioners;

Please find attached for your approval draft minutes from the Commission Meetings of September 23<sup>rd</sup>, 2025.

Sincerely,



Luke J. Peterson



# **MINUTES OF THE PROCEEDINGS**

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## **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 September 23<sup>rd</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 Stokes, Commissioner Babich, Commissioner Sandstede, Legal Counsel, Andy Borland; General Manager Luke Peterson, Director of HR & OD, Kendra Powers, Manager of Energy Supply Paul Plombon, Director of Electrical Distribution, Samantha Adams, Customer Service & Finance Supervisor, Jill Hietala, Customer Communications & Programs Manager Eliot Dixon. Also in attendance were , HPU Interim Financial Controller Tammy Mattonen, Bolton & Menk Rep. Andy Brotzler, HPAT Rep. Ron Wirkula; HPU Employee George Pogachnik, and Mark Reger.

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

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

Motion by Commissioner Stokes, supported by Commissioner Sandstede, to approve the regular meeting minutes of August 12<sup>th</sup>, 2025 and summary of August 25<sup>th</sup>, 2025 Closed Session.

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 August 7<sup>th</sup> – September 17<sup>th</sup>, 2025

Item 5.B. Approve the payroll paid & overtime report for the August 21<sup>st</sup>, September 4<sup>th</sup>, & September 18<sup>th</sup>, 2025 pay dates.

Item 5.C. Approve Employee Overnight Travel for Q4 2025

Item 5.D. Ratify Hiring of Kendra Powers as Senior Director of HR & OD – Effective Sept. 8<sup>th</sup>, 2025

Item 5.E. Ratify Request for Community Contribution as listed

Motion by Commissioner Hart, 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 July & August 2025 Interim Financials

Motion by Commissioner Stokes, supported by Commissioner Babich, to table the July & August 2025 Interim Financials.

Motion carried unanimously.

#### **Item 6.B.** Approve Resolution 25-08: Providing for the Issuance, Sale and Delivery of a Utility Net Revenue Note, Series 2025A

Motion by Commissioner Stokes, supported by Commissioner Hart, to approve Resolution 25-08: Providing for the Issuance, Sale and Delivery of a Utility Net Revenue Note, Series 2025A

Motion carried unanimously.

#### **Item 6.C.** Approve Purchase of Vehicles/Equipment in alignment with HPU Fleet Planning

Commissioners discussed purpose of air compressor on Item 6.C.iii.

Motion by Commissioner Hart, Supported by Commissioner Sandstede to purchase all vehicles as recommended.

Motion carried unanimously.

#### **Item 6.D.** Approve Miller's Roofing & Siding for Power Plant Roof Replacement in the amount of \$31,840

Motion by Commissioner Stokes, supported by Commissioner Babich, to Approve Miller's Roofing & Siding for Power Plant Roof Replacement in the amount of \$31,840

Motion carried unanimously.

#### **Item 6.E.** Approve Ohman Industries for Butterfly Valves in the amount of \$32,197.23

Motion by Commissioner Stokes supported by Commissioner Sandstede, to Approve Ohman Industries for Butterfly Valves in the amount of \$32,197.23

Motion carried unanimously.

#### **Item 6.F.** Award PB 25-04: High Voltage Breakers to Hitachi in the amount of \$740,000

Motion by Commissioner Stokes, supported by Commissioner Hart, to Award PB 25-04: High Voltage Breakers to Hitachi in the amount of \$740,000.

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.G.** Approve Advertisement for Bids for 2025 Hydrant Replacement Projects

Motion by Commissioner Babich, supported by Commissioner Sandstede, to Approve advertisement for bids for 2025 Hydrant Replacement Projects.

Motion carried unanimously.

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

**Item 7.A.** Approve Internal Posting and External Advertisement for two Biomass Technician

Commission discussed process of both internal and external posting for positions. Simultaneous posting will allow for a fast tracking of attracting external candidates for the positions, with a preference to internal applicants.

Commission additionally discussed updates to the position description. Updates were made to requirements to allow for applicants to obtain a license within a more accommodating.

Motion by Commissioner Stokes, supported by Commissioner Babich, to approve internal posting and external advertisement for 2 Biomass Technicians.

Motion carried unanimously.

### **Item 8. NEW BUSINESS-**

### **Item 9. OLD BUSINESS –**

Commissioner Hart requested a discussion of AMI implementation at the next Commission Working Session.

### **Item 10. ADJOURNMENT**

Motion by Commissioner Stokes, supported by Commissioner Sandstede, to adjourn the meeting at 5:22 p.m.

Motion carried unanimously

Attest:

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James Bayliss, Chair

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Jeff Hart, Commission Secretary

Meeting materials are available at  
The next meeting is a working meeting scheduled for Tuesday, October 14<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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Item 5.A



Item 5.A – Approve Invoices >\$10,000 and bills & ACH transfers  
dated September 18<sup>th</sup> – October 22<sup>nd</sup>, 2025

October 28<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 September 18<sup>th</sup> – October 22<sup>nd</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 September 23<sup>rd</sup>, 2025.

Sincerely;



Luke J. Peterson



## Report Criteria:

Detail report type printed  
[Report].Invoice Amount = {>}10000  
Check.Voided = No

Name	Invoice Number	Description	Vendor Invoice Date	Invoice Approval Date	Invoice Amount	Check Number	Check Issue Date
ALLIANCE TECHNI	INV6725586	Stack Testing For 2025	09/15/2025	09/16/2025	64,500.00	62517	09/18/2025
		Total ALLIANCE TECHNICAL GROUP:			64,500.00		
BAKER TILLY VIRC	BT3270986	Services for IRA credit filing	07/31/2025	09/04/2025	15,225.00	62428	09/18/2025
		Total BAKER TILLY VIRCHOW KRAUSE, LLP:			15,225.00		
BCBS RETIREE	OCTOBER B	RETIREE ACTIVE COVERAGE 10/01/25-10/31/25	09/30/2025	10/07/2025	10,494.00	9232025	09/30/2025
		Total BCBS RETIREE:			10,494.00		
Bennett Material Ha	1100000055	New Linde Model H26T-1202 5000 Capacity Forklift	09/30/2025	09/30/2025	70,600.00	62541	10/02/2025
		Total Bennett Material Handling Inc:			70,600.00		
BOLTON & MENK, I	0363908	CWI 23rd Street; construction admin weekly meetings with KGM and City, Construct obs and doc, proj staking; Principal (15hrs), SR proj MGR (40.5), PE (.5), Design Engineer (42.5), Specialist (3), Admin (4)	05/29/2025	09/11/2025	18,682.00	62430	09/18/2025
	0363909	30" WMN Rehab svcs APR 12 to May 9th; Principal (11.5), SR PM (23.5), DE (25), SR Tech (17), Survey Tech (4), Specialist (5.5), Tech (43), Admin (3)	05/29/2025	09/11/2025	22,276.00	62430	09/18/2025
	0363912	2025 Watermain Projects: CWI 17th 5th 6th; Design Prof services Apr 12 to May 9; Principal (14.5), SR Proj MGR (25), PM (.5), SR PE (3.5), PE (8.5), DE (236), Grad Engineer (47.5), Planner (3), Specialist (8), Admin (30.5)	05/29/2025	09/11/2025	58,422.00	62430	09/18/2025
	0363917	Hydrant Replacement prof svcs APR 12 to May 9th Design; Principal (7), SR PM (22.5), DE (25), Grad Engr (105.5), Tech (27), Admin (4)	05/29/2025	09/11/2025	29,721.50	62430	09/18/2025
	0363922	MB Steam and Gas Expansion--23rd St Steam; Principal (2.5), SR PM (36.5), PM (3), PE (8), DE (3), Tech (59)	05/29/2025	09/11/2025	17,095.00	62430	09/18/2025
	0371484	WTP Services-PM Principal, PM, Sr Tech, Admin	08/25/2025	08/28/2025	12,226.50	62430	09/18/2025
	0372979	Design Engineer	08/29/2025	09/09/2025	19,019.00	62430	09/18/2025
	0372979	Techs	08/29/2025	09/09/2025	28,190.00	62430	09/18/2025
	0372981	Design & Graduate Engineers	08/29/2025	09/09/2025	30,111.00	62430	09/18/2025
	0372982	Steam; 23rd ST steam design services	08/29/2025	09/09/2025	14,087.50	62430	09/18/2025
	0372983	Specialist; Watermain CIP MAP with Web App Viewer, hydrant flushing/inspections, GIS Viewer App edits	08/29/2025	09/09/2025	19,026.50	62430	09/18/2025
	0372984	GIS Services Steam-Specialist-CIP Map Review, Manhole data updates, Manhole edits, migrating manholes from GPS to HIS, System and Layer updates	08/29/2025	09/09/2025	17,523.00	62430	09/18/2025
	0372986	PUC GIS Services July 19th through August 15 2025; Specialist-thumbnail generation, pole audit, service line editor map, service orders dashboard map overhaul, GIS updates	08/29/2025	09/09/2025	15,678.00	62430	09/18/2025
	0372988	MB Steam and Gas Expansion--23rd St gas design and layout services July 19th through August 15th 2025--Gas main insallation inspection	08/29/2025	09/09/2025	12,678.00	62430	09/18/2025
	0374755	WTP Service Aug 16 to Sept 12; PM, Meetings/Presentation, Data Entry, General Admin, Grant Application, Design, Review	09/16/2025	10/01/2025	26,999.20	62542	10/02/2025
	0375755	2025 Watermain Projects: 23rd ST, Constructuin Admin, Observation and Documentation, Project Staking	09/30/2025	10/09/2025	27,513.00	62728	10/16/2025
	0375757	2025 Watermain Projects: CWI 17th ST/5TH & 6TH, SVC Aug 16 to Sept 12	09/30/2025	10/09/2025	41,279.00	62728	10/16/2025
	0375763	2025 General Services, Water svcs Aug 16 to Sept 12, Water mapping, Hydrant Inspections, Water Valve					

Name	Invoice Number	Description	Vendor Invoice Date	Invoice Approval Date	Invoice Amount	Check Number	Check Issue Date
		notes, dashboard updates	09/30/2025	10/09/2025	11,891.50	62728	10/16/2025
	368508	WTP Services-PM, Meetings Hearings Presentation, Data Entry, Construction, Engineering, Shop Drawing Review, Construction Observation	07/24/2025	08/29/2025	26,179.00	62430	09/18/2025
	370005	PM CIP Meetings, updates	07/31/2025	08/29/2025	10,430.00	62430	09/18/2025
	370005	Mineview water extension, REst water service detail, punchlist items kelly lake, 41st st, MN street, tree planting	07/31/2025	08/29/2025	19,463.00	62430	09/18/2025
Total BOLTON & MENK, INC:							478,490.70
BORDER STATES	931110251	WIRE ALUM MERLIN BARE 336.4 93) REELS 5695' per REEL for Substations and Voltage Conversion 1-200-1107-300	09/12/2025	09/15/2025	16,990.00	62431	09/18/2025
Total BORDER STATES ELECTRIC:							16,990.00
BOUGALIS INC	24X.136945.	25 Mine View Water Extension Final PMT; Mobilization, Excavation, remove culvert, PVC watermains, fittings, GV & Box, Hydrant, turf establishment, erosion control	09/12/2025	09/15/2025	184,074.00	62432	09/18/2025
	41ST ST PAY	Approved Change Order--2024 Watermain 41st ST--FINAL PMT	06/25/2025	10/01/2025	26,577.69	62544	10/02/2025
	8458	1ST and Howard; Excavators, Vac Truck, Quad Dump, Put Run, Recycled Concrete/Blacktop, Labor and Equipment	09/30/2025	10/01/2025	10,674.50	62544	10/02/2025
	8493	25th and 11th AVE E Repair and Stuntz garage SVC; Mobilization, equipment, labor, washed rock, barriers, traffic control	10/13/2025	10/13/2025	13,372.50	62659	10/16/2025
	8494	24th and 6th (Two Valves); Mobilization Fee, Excavators, tandem and tri dumps, concrete, washed rock, pit run, C900 Pipe, Labor, traffic control	10/13/2025	10/13/2025	11,635.25	62659	10/16/2025
	8520	21st and 4th/22nd and 4th; Mobilization, Excavator, Vac Truck, C900 pipe and megalug, tandem dump, pit run, washed rock, concrete, labor	10/13/2025	10/13/2025	10,382.50	62659	10/16/2025
HPU2025RE		Outer DR, E Howard Alley, 2nd Ave Kelly Lake, 4th W, 6th W, 3 4 5 6 8 9 14th Ave E, Itasca Ave Kelly Lake, 11th ST E, 3rd ST Kitzville Restorals	08/26/2025	09/03/2025	32,193.00	62432	09/18/2025
HPU2025RE		2 3 6 7 9 14 AVE E, 3 & 4th AVE W, 25th ST E, 23 ST E, Michigan St, & Townline RD restorals	08/26/2025	09/03/2025	41,613.50	62432	09/18/2025
HPU2025RE		6th W, Brooklyn and High School Parking Lot Restorals	08/26/2025	09/03/2025	37,763.00	62432	09/18/2025
PAY APP# 5		2025 Water distribution 17th, 18th St, 5th, 6th and 12th Avenue; Concrete, pavement, excavation, castings, erosion control, restoration, lighting systems	10/07/2025	10/08/2025	472,203.46	62659	10/16/2025
PAY APP#3 1		Remove pavement, street lights/foundation, stabilizing aggregate, temp access route	08/26/2025	08/28/2025	16,410.00	62432	09/18/2025
PAY APP#3 1		Mill Bituminous Surface, Bituminous Overlaid Concrete Patch	08/26/2025	08/28/2025	108,818.00	62432	09/18/2025
PAY APP#3 1		Temporary Water Service	08/26/2025	08/28/2025	72,000.00	62432	09/18/2025
PAY APP#3 1		Trenchless Pits, Watermain Tracing System, 1" Corp Stop & Saddle, 1" Curb Stop & Box	08/26/2025	08/28/2025	77,250.00	62432	09/18/2025
PAY APP#3 1		Connect to existing main, 1.0" Type PE Pipe	08/26/2025	08/28/2025	47,750.00	62432	09/18/2025
PAY APP#3 1		8" PVC Watermain, 8" HDPE Watermain (Trenchless), Watermain Fittings	08/26/2025	08/28/2025	103,962.00	62432	09/18/2025
PAY APP#3 1		Prefab Ramp, Sign Panel, Erosion Control	08/26/2025	08/28/2025	10,776.00	62432	09/18/2025
PAY APP#4 1		2025 Water distribution 17th, 18th St, 5th, 6th and 12th Avenue; mobilization, pavement, watermain, sewer design and pipe, concrete	09/25/2025	09/29/2025	757,407.74	62544	10/02/2025
Total BOUGALIS INC:							2,034,863.14
Caselle LLC	INV-07715	Semi Anual Service and Support 7/25-12/25	07/01/2025	08/28/2025	14,104.00	62434	09/18/2025
Total Caselle LLC:							14,104.00
CEMSOURCE	4766	3rd Quarter 2025 CEM Maintenance	09/18/2025	09/19/2025	11,700.00	62545	10/02/2025

Name	Invoice Number	Description	Vendor Invoice Date	Invoice Approval Date	Invoice Amount	Check Number	Check Issue Date
Total CEMSOURCE:							
CORE & MAIN	X610562	AMI - Annual system costs	08/26/2025	08/28/2025	15,500.00	62435	09/18/2025
	X610562	AMI- year one SaaS Setup	08/26/2025	08/28/2025	13,700.00	62435	09/18/2025
Total CORE & MAIN:							
Crum Energy Law	AUG2025.C	Legal Svcs AUG 2025; GRE Meeting, land discussions,Merjent Meeting, City Council local review discussion, MISO review, EPE updates	08/31/2025	09/04/2025	15,085.00	62437	09/18/2025
	SEPT2025.C	SEPT 2025; filing dates with Merjent, GRE/MP meetings, MISO status, EPE update meeting, NDAs	09/30/2025	09/30/2025	24,904.25	62549	10/02/2025
Total Crum Energy Law:							
Earl Adam Jones	64	Concrete Repairs at Power Plant--staircase sw side of bldg	09/08/2025	09/09/2025	11,550.00	62443	09/18/2025
Total Earl Adam Jones:							
ELECTRIC POWER	39489	Southern Interconnect - EPCM SVCS 2- T2 Kickoff Detail Design	08/31/2025	09/03/2025	295,858.35	62444	09/18/2025
	39490	2025 Q3 Projected Costs-EPCM T1 Svcs	08/31/2025	09/03/2025	53,317.00	62444	09/18/2025
	40503	2025 Q3 T1 EPCM SVCS	09/30/2025	10/03/2025	53,317.00	62663	10/16/2025
Total ELECTRIC POWER ENGINEERS LLC:							
EMERSON LLLP	2086916	System: inmation software 08 CPU for 1 year subscription	08/13/2025	09/29/2025	19,999.57	62554	10/02/2025
	31048039	SCALABLE MULTIVARIABLE PRESSURE TRANSMITTER	08/29/2025	09/02/2025	16,704.15	62445	09/18/2025
Total EMERSON LLLP:							
Gardner Builders Du	PAY APP #4	window replacement project at the admin bldg--JUL 2025 Service--General reqs, Windows, plaster and gypsum board	07/31/2025	09/04/2025	40,984.89	62451	09/18/2025
	PAYAPP #5 F	window replacement project at the admin bldg--AUG 2025 Service--General reqs, Windows, plaster and gypsum board	09/02/2025	09/04/2025	10,201.80	62451	09/18/2025
Total Gardner Builders Duluth, LLC:							
Geislinger & Sons, I	PAY APP #7	Sliplining 41st to Wegner--Mobilization and Grade Protection Mats	09/09/2025	09/10/2025	20,000.00	62453	09/18/2025
	PAY APP #7	Trenchless Pits, Connect to existing watermain, 2" Type PE Pipe (CR), Temp Erosion Control, Turf Establishment	09/09/2025	09/10/2025	182,433.75	62453	09/18/2025
	PAY APP #7	Construction Allowance	09/09/2025	09/10/2025	34,091.89	62453	09/18/2025
	PAY APP #7	Remove Watermain, 6" Gate Valve & Box. Hydrant 9' bury, 6" watermain, 8" watermain, 18" PVC Watermain, watermain fittings, special guide posts, turf establishment	09/09/2025	09/10/2025	110,129.21	62453	09/18/2025
Total Geislinger & Sons, Inc.:							
GPM INC	PSI-59390	Mechanical Seals for #1 Boiler Feedwater Pump	09/29/2025	10/03/2025	22,810.16	62674	10/16/2025
Total GPM INC:							
HECIMOVICH MEC	4547	MCC Hot Room AC Unit	09/03/2025	09/04/2025	72,400.00	62461	09/18/2025
	4586	Distribution (Steam); 23rd and 9th Steam Labor, Portage Alley Steam Expansion Joint, 2nd W & 27th					

Name	Invoice Number	Description	Vendor Invoice Date	Invoice Approval Date	Invoice Amount	Check Number	Check Issue Date
		Steam Labor, Lincoln School Steam Labor, Equipment forklift, dump truck, CAT 312, Mini Ex, Backhoe, vac truc, crane/boom truck cooling tower/wood barn	10/13/2025	10/14/2025	158,403.85	62678	10/16/2025
		<b>Total HECIMOVICH MECHANICAL CONTRACTING INC:</b>			<b>230,803.85</b>		
HIBBING ACH, CIT	000238-2025	Pay App #6 23rd ST	09/23/2025	09/29/2025	189,892.74	10022025	10/02/2025
	000238-AUG	August Stormwater billing	09/16/2025	09/23/2025	25,700.83	10022025	10/02/2025
	000238-AUG	August Sewer billing	09/16/2025	09/23/2025	318,157.73	10022025	10/02/2025
	000238-AUG	August Garbage billing	09/16/2025	09/23/2025	260,188.51	10022025	10/02/2025
		<b>Total HIBBING ACH, CITY OF:</b>			<b>793,939.81</b>		
HIBBING CITY OF	238-2025081	Pay App #1 - 23rd St. Project	08/18/2025	09/02/2025	48,022.50	62462	09/18/2025
	238-2025081	Pay App #2 - 23rd St. Project	08/18/2025	09/02/2025	384,229.87	62462	09/18/2025
	238-2025081	Pay App #3 - 23rd St. Project	08/18/2025	09/02/2025	436,033.80	62462	09/18/2025
	238-2025090	Pay App #4 - 23rd St. Project	09/03/2025	09/10/2025	285,015.53	62462	09/18/2025
	238-2025090	Pay App #5 - 23rd St. Project	09/03/2025	09/10/2025	92,635.40	62462	09/18/2025
		<b>Total HIBBING CITY OF:</b>			<b>1,245,937.10</b>		
IRON RANGE ENGI	115	Engineering SVCS substation, Distribution FDR 15 formalizing Plan, Northern PWR lugs and shrink kits, BSE Brackets	09/02/2025	09/02/2025	15,072.83	62466	09/18/2025
	122	Subcontractors Bolton & Menk, Power Tech and materials cost	10/05/2025	10/06/2025	16,337.99	62680	10/16/2025
		<b>Total IRON RANGE ENGINEERING AND CONSULTING:</b>			<b>31,410.82</b>		
JIVERY CONSTRU	1407686	URD lighting bore 1800 block 4th Ave. E	09/23/2025	09/30/2025	17,172.00	62575	10/02/2025
		<b>Total JIVERY CONSTRUCTION:</b>			<b>17,172.00</b>		
KELLER FENCE C	6842	1st Ave substation perimeter fencing and Ansley substation footprint fencing	06/24/2025	09/15/2025	20,326.35	62470	09/18/2025
		<b>Total KELLER FENCE COMPANY:</b>			<b>20,326.35</b>		
KINECT ENERGY I	399450	Purchased Gas for September 2025	10/03/2025	10/07/2025	247,892.67	10162025	10/16/2025
		<b>Total KINECT ENERGY INC ACH DO NOT MAIL:</b>			<b>247,892.67</b>		
MEDICARE BLUE	002592733	MEDIARE RX COVERAGE OCT 2025	09/05/2025	10/06/2025	30,342.00	62635	10/06/2025
	003102396	MEDIARE RX COVERAGE NOV 2025	10/02/2025	10/15/2025	29,953.00	62687	10/16/2025
		<b>Total MEDICARE BLUE RX:</b>			<b>60,295.00</b>		
MERJENT INC	0046370	RP Application, Land Rights Support	09/19/2025	09/19/2025	12,792.24	62583	10/02/2025
		<b>Total MERJENT INC:</b>			<b>12,792.24</b>		
MGT Impact Solutio	GHR2001164	Recruitment Services - Electrical Engineer--2/3	09/16/2025	09/23/2025	10,131.30	62585	10/02/2025
		<b>Total MGT Impact Solutions, LLC:</b>			<b>10,131.30</b>		
MINNESOTA POWE	0763938414	Purchased Power for August 2025	09/16/2025	09/23/2025	480,090.47	10022025	10/02/2025
	MP.SISA202	SISA FEE for Transmission Project	09/19/2025	09/22/2025	12,500.00	92320251	09/23/2025

Name	Invoice Number	Description	Vendor Invoice Date	Invoice Approval Date	Invoice Amount	Check Number	Check Issue Date
<b>Total MINNESOTA POWER ACH DO NOT MAIL:</b>							
MN PEIP	1548807	ACTIVE EMPLOYEE HEALTH COVERAGE 10/01/25-10/31/25	09/10/2025	10/02/2025	162,592.00	10022025	10/02/2025
	1561469	ACTIVE EMPLOYEE HEALTH COVERAGE 11/01/25-11/30/25	10/10/2025	10/15/2025	176,657.04	10162025	10/16/2025
<b>Total MN PEIP:</b>							
NORTHERN INDUS	19914	HI TEMP INSULATION 2025	09/26/2025	09/30/2025	14,471.28	62590	10/02/2025
<b>Total NORTHERN INDUSTRIAL INSULATION:</b>							
NOVASPECT INC	CD1408	Residential gas regulators.	09/12/2025	09/15/2025	22,311.65	62482	09/18/2025
	CD99341657	NPS 3 EZ 657 Size40i	08/21/2025	09/05/2025	28,644.16	62482	09/18/2025
	PJ99013529	Delta V & System Optimization, Engineering Support	09/17/2025	09/19/2025	26,047.50	62591	10/02/2025
	PJ99013529	Boiler Tuning	09/17/2025	09/19/2025	11,962.28	62591	10/02/2025
<b>Total NOVASPECT INC:</b>							
OHMAN INDUSTRI	1323	Turbine 5 Condenser--Valve/Cooler	09/08/2025	10/07/2025	13,073.94	62701	10/16/2025
<b>Total OHMAN INDUSTRIES INC:</b>							
PRO BLAST TECH	17102	containment for 1st ave substation	10/08/2025	10/10/2025	18,600.00	62707	10/16/2025
	17103	ANSLEY ROAD SUBSATION CONTAIMMENT	10/08/2025	10/10/2025	18,600.00	62707	10/16/2025
<b>Total PRO BLAST TECHNOLOGY, INC:</b>							
RICE LAKE CONTR	PAY APP #16	South Water Treatment Plant Rehab Project- General Conditions	09/02/2025	09/05/2025	30,371.82	62491	09/18/2025
	PAY APP #16	worksite utility Package, general construction and plumbing HVAC	09/02/2025	09/05/2025	60,000.00	62491	09/18/2025
	PAY APP #16	Electrical, Hydraulic Gates, Process Piping, air compressor, blower, chem feedd, process valves	09/02/2025	09/05/2025	220,000.00	62491	09/18/2025
	PAY APP #16	Inspections, Sonic Drill, Slide Gate, FO#1 & 4, Doors, Venting Bathrooms, CMAR FEE	09/02/2025	09/05/2025	150,775.13	62491	09/18/2025
	PAY APP# 17	South Water Treatment Plant Rehab Project General Conditions	09/02/2025	09/05/2025	39,259.19	62491	09/18/2025
	PAY APP# 17	Site Work utilities, concrete, Plumbing & HVAC	09/02/2025	09/05/2025	36,000.00	62491	09/18/2025
	PAY APP# 17	Electrical	09/02/2025	09/05/2025	195,000.00	62491	09/18/2025
	PAY APP# 17	Process Piping & Equipment	09/02/2025	09/05/2025	114,000.00	62491	09/18/2025
	PAY APP# 17	well #8 pump, Change Screen Depth, Drill and Seal	09/02/2025	09/05/2025	157,126.00	62491	09/18/2025
	PAY APP# 17	Airlines, Slide Gate, Bougalis Cap, CMAR FEE	09/02/2025	09/05/2025	57,444.19	62491	09/18/2025
	PAY APP# 18	South Water Treatment Plant Rehab Project; General Conditions, Construction, Plumbing, HVAC, Concrete, Process Piping & Equipment	10/02/2025	10/03/2025	724,559.84	62712	10/16/2025
<b>Total RICE LAKE CONTRACTING CORP:</b>							
Robert Half, Inc.	65441390	Consultant ending 9/26/25	09/29/2025	09/30/2025	32,500.00	62599	10/02/2025
<b>Total Robert Half, Inc.:</b>							
SAVANNA PALLET	INV165055	2025 Wood Supply--Shipped 8/23	08/23/2025	08/28/2025	55,557.57	62494	09/18/2025
	INV165308	2025 Wood Supply--Shipped 8/30	08/30/2025	09/04/2025	25,416.71	62494	09/18/2025
	INV165478	2025 Wood Supply--Shipped 9/5	09/05/2025	09/11/2025	24,236.32	62494	09/18/2025
	INV165739	2025 Wood Supply--Shipped 9/12	09/12/2025	09/19/2025	24,612.31	62601	10/02/2025
	INV165999	2025 Wood Supply--Shipped 9/17	09/17/2025	09/30/2025	23,759.56	62601	10/02/2025
	INV166263	2025 Wood Supply--Shipped 9/26	09/26/2025	10/03/2025	17,879.10	62713	10/16/2025

Name	Invoice Number	Description	Vendor Invoice Date	Invoice Approval Date	Invoice Amount	Check Number	Check Issue Date
	INV166481	2025 Wood Supply shipped 10/4	10/04/2025	10/10/2025	54,027.04	62713	10/16/2025
	INV166602	2025 Wood Supply shipped 10/10	10/10/2025	10/15/2025	30,827.71	62713	10/16/2025
Total SAVANNA PALLETS:							
STACK BROS. MEC	61961	Boiler Blowdown Progress Billing #3	09/04/2025	09/04/2025	20,750.00	62499	09/18/2025
	61962	Relocate OFA Duct on Boiler 3--Progress Billing #3	09/04/2025	09/04/2025	21,108.77	62499	09/18/2025
	61964	INST Drain Valve on Boiler Stack	09/04/2025	09/04/2025	12,870.25	62499	09/18/2025
	62240	Boiler Blowdown Progress Billing #3	10/01/2025	10/01/2025	81,250.00	62604	10/02/2025
Total STACK BROS. MECHANICAL:							
STINSON LLP	43648191	Professional Services rendered: June 2025--EPE Transmission	06/30/2025	08/29/2025	16,931.90	62500	09/18/2025
Total STINSON LLP:							
STUART C IRBY C	S014382553.	(6) REELS - WIRE 1/0 SOLID AL 15KV EPR 220 MIL 1 -200-1107-300	09/23/2025	10/13/2025	65,972.78	62717	10/16/2025
Total STUART C IRBY CO:							
Terry-Durin Compan	199007-00	4" red/black duct w/tape for FDR3 TH169 project	09/23/2025	09/30/2025	11,304.00	62607	10/02/2025
Total Terry-Durin Company:							
THERMOGRAPHY	20250802	oil sampling & testing for substations & Power Plant	10/06/2025	10/07/2025	14,023.60	62719	10/16/2025
Total THERMOGRAPHY & ULTRASOUND DIAG:							
USIC LOCATING S	755892	AUGUST LOCATES	08/31/2025	09/04/2025	14,722.77	62507	09/18/2025
	761708	Sept Locates	09/30/2025	10/07/2025	14,733.49	62721	10/16/2025
Total USIC LOCATING Services, LLC:							
WESCO RECEIVAB	326987	Siemens Catalog 10-07.6-333.0 B (198) Rated 333 KVA - 1st Ave Sub Stn	09/30/2025	10/01/2025	213,960.00	62616	10/02/2025
	326989	Siemens Catalog 10-07.6-333.0 B (198) Rated 333 KVA - Gas Plan Sub Stn	09/30/2025	10/01/2025	85,584.00	62616	10/02/2025
Total WESCO RECEIVABLES CORP:							
ZIELIES TREE SER	320250798	2025 Vegetation Management--A-E roughly 25%	09/02/2025	09/03/2025	48,197.95	62515	09/18/2025
	320250914	2025 Vegetation Management--50% complete to date	09/28/2025	09/30/2025	48,197.95	62617	10/02/2025
Total ZIELIES TREE SERVICE, INC:							
Grand Totals:							

## Report Criteria:

Detail report type printed

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

Check.Voided = No



Item 5.B



Item 5.B – Approval of Payroll Paid and Overtime Report for the  
October 2<sup>nd</sup> & October 16<sup>th</sup>, 2025 Payroll Dates

October 28<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 October 2<sup>nd</sup> &  
October 16<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 September 23<sup>rd</sup>, 2025.

Sincerely;



Luke J. Peterson



## Report Criteria:

Employee Transaction.Check Issue Date = 10/02/2025  
Pay Code.Pay Code = 1-19, 25

Payroll Type	Amount
Total REGULAR WAGES:	192,025.66
Total REGULAR WAGES - FOREMAN:	2,421.08
Total REGULAR WAGES - LEAD:	571.98
Total OVERTIME WAGES:	12,916.64
Total OVERTIME WAGES - FOREMAN:	845.67
Total OVERTIME WAGES - LEAD:	646.60
Total SUNDAY PREMIUM:	1,541.46
Total VACATION PAY:	14,742.54
Total SICK & SAFE LEAVE:	76.50
Total SICK LEAVE - REGULAR:	5,911.34
Total UNEXCUSED SICK LEAVE:	.00
Total COMP TIME EARNED:	.00
Total COMP TIME USED:	3,635.52
Total PERSONAL HOLIDAY:	1,685.99
Total SHIFT DIFFERENTIAL .75/HR:	379.14
Total LONGEVITY:	3,072.71
Total STANDBY:	7,878.96
Total RETRO PAY:	2,500.00
Total CERTIFICATE/LICENSE:	1,193.23
Grand Totals:	<u>252,045.02</u>

## Report Criteria:

Employee Transaction.Check Issue Date = 10/16/2025  
Pay Code.Pay Code = 1-19, 25

Payroll Type	Amount
Total REGULAR WAGES:	186,072.96
Total REGULAR WAGES - FOREMAN:	1,694.20
Total REGULAR WAGES - LEAD:	616.04
Total OVERTIME WAGES:	15,119.19
Total OVERTIME WAGES - FOREMAN:	442.44
Total SUNDAY PREMIUM:	1,541.46
Total VACATION PAY:	17,996.13
Total SICK & SAFE LEAVE:	165.92
Total SICK LEAVE - REGULAR:	9,190.29
Total UNEXCUSED SICK LEAVE:	.00
Total COMP TIME EARNED:	.00
Total COMP TIME USED:	1,260.10
Total PERSONAL HOLIDAY:	2,863.51
Total SHIFT DIFFERENTIAL .75/HR:	378.75
Total LONGEVITY:	3,072.71
Total STANDBY:	7,821.21
Total CERTIFICATE/LICENSE:	1,193.23
Grand Totals:	<u>249,428.14</u>



Item 5.C



Item 5.C – Approve Liability Coverage Waiver Form from League of Minnesota Cities

October 28<sup>th</sup>, 2025

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

RE: Item 5.C – Approve Liability Coverage Waiver Form from League of Minnesota Cities

Dear Commissioners;

On an annual basis, the League Minnesota Cities requests HPU to sign and return the attached Tort Liability Waiver. As in past years, HPU's insurance carrier has recommended that HPU check the "DOES NOT WAIVE" box.

Sincerely;



Luke J. Peterson





## LIABILITY COVERAGE WAIVER FORM

**Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage. Email completed form to your city's underwriter, to [pstech@lmc.org](mailto:pstech@lmc.org), or fax to 651.281.1298.**

*The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.*

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. The decision has the following effects:

- *If the member does not waive the statutory tort limits*, an individual claimant could recover no more than \$500,000 on any claim to which the statutory tort limits apply. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would be limited to \$1,500,000. These statutory tort limits would apply regardless of whether the member purchases the optional LMCIT excess liability coverage.
- *If the member waives the statutory tort limits and does not purchase excess liability coverage*, a single claimant could recover up to \$2,000,000 for a single occurrence (under the waive option, the tort cap liability limits are only waived to the extent of the member's liability coverage limits, and the LMCIT per occurrence limit is \$2,000,000). The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to \$2,000,000, regardless of the number of claimants.
- *If the member waives the statutory tort limits and purchases excess liability coverage*, a single claimant could potentially recover an amount up to the limit of the coverage purchased. The total all claimants could recover for a single occurrence to which the statutory tort limits apply would also be limited to the amount of coverage purchased, regardless of the number of claimants.

Claims to which the statutory municipal tort limits do not apply are not affected by this decision.

---

LMCIT Member Name:

*Check one:*

- The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04.
- The member **WAIVES** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT.

Date of member's governing body meeting:

Signature: \_\_\_\_\_

Position: \_\_\_\_\_





Item 5.D



Item 5.D – Approve Commissioners to attend Substation Ribbon Cutting at Ansley Substation on October 29<sup>th</sup> at 3:00 pm

October 28<sup>th</sup>, 2025

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

RE: Item 5.D – Approve Commissioners to attend Substation Ribbon Cutting at Ansley Substation on October 29<sup>th</sup> at 3:00 pm

Dear Commissioners;

Hibbing Public Utilities will be hosting a ribbon-cutting to celebrate the completion of the 1<sup>st</sup> Phase of the Substation Modernization Projects. These projects represent a major investment in Hibbing's electrical distribution and are set to immediately improve Hibbing's electrical reliability. This event will be held at the location of the new substation on Ansley Rd. at 3:00 pm on Wed. October 29<sup>th</sup>.

Commission authorization is necessary to be compliant with MN Open Meeting Law.

Sincerely;



Luke J. Peterson





Item 5.E



## Item 5.E – Authorize listed Request for Contribution

October 28<sup>th</sup>, 2025

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

RE: Item 5.E – Authorize listed Request for Contribution

Dear Commissioners;

The Hibbing Public Utilities Commission has the authority to make the charitable contributions to community organizations and events that develop the tourist, recreational, industrial, commercial, or vocational resources of Hibbing. As per the Commission direction, contributions are being awarded to qualified organizations as applications are received and then presented to the Commission for authorizations.

The Following contributions were awarded in the month of October, 2025

Organization	Sector of Support	Request Amount
Algonquin Youth Activities Association	Recreation	\$500
Hibbing Chisholm Bluejacket Hockey Club	Recreation	\$500

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 Chisholm Bluejacket Hockey Club  
CHECK PAYABLE TO: Bluejacket Hockey Club  
CONTACT NAME: Scott Sundvall PHONE NO. 218-966-9917  
ADDRESS: Po Box 154 Hibbing MN 55746  
DATE: 9/5/2025

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

Cost will help fund our Hockey booklet fundraiser which helps the needs of training supplies equipment, travel, and other expenses.

AMOUNT OF REQUEST: 500<sup>00</sup>

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

With your contribution you will get an advertisement in the yearly booklet and sponsor a hockey player of your choosing.

# 2025/26 BLUEJACKET BOYS HOCKEY SPONSORSHIP OPPORTUNITIES

	FAN IN THE STAND	SUPER FAN	MVP	PREMIUM	BRONZE	SILVER	GOLD	PLATINUM
COMMITMENT	\$1-100	\$150	\$250	\$500	\$750	\$1000	\$3000	\$5000
INVESTMENT IN BOYS HOCKEY STUDENTS & THEIR COMMUNITY								
BLUEJACKET DECAL								
HOCKEY PROGRAM AD	NAME	LOGO	1/8 PAGE	1/4 PAGE	1/2 PAGE	FULL PAGE	FULL PAGE	FULL PAGE
SOCIAL MEDIA ADVERTISING FACEBOOK & INSTAGRAM			SHOUTOUT	SHOUTOUT	SHOUTOUT	DEDICATED POST	DEDICATED POST	DEDICATED POST X2
SPONSOR A PLAYER								
SPONSOR A HOME GAME (LOGO ON ROSTER AND ANNOUNCEMENT)								
LOGO ON STAR OF THE GAME TSHIRT(S)								
BLUEJACKET APPAREL								
SEASON TICKETS TO ALL HOME GAMES						2 TICKETS	4 TICKETS	

Checks payable to Bluejacket Hockey Club P.O. Box 154 Hibbing, MN 55746 and all donations will be recognized in program if donation is received by the end of October.

**THANK YOU FOR YOUR GENEROUS SUPPORT AND GO BLUEJACKETS!!**



September 1, 2025

Hibbing Blue Jacket Hockey Club  
PO Box 154  
Hibbing, MN 55746

Dear Hibbing Public Utilities,

The 2025-2026 high school hockey season is right around the corner, and we would like to say thank you for your previous and continued support of our high school hockey program. Selling advertising for our hockey program is our largest fundraiser, and we would like to continue to see your business in the program. This is an inexpensive way for your company to get great advertising exposure. We are excited for the season to begin, and we see this year as a potentially really good season with a great group of seasoned veterans. Coach Jamnick has put together a very difficult regular season schedule to prepare the team for the ultimate goal of participating in the State Tournament.

Because travel costs continue to rise, new equipment prices soar and all the uncertainties of high school athletics our fundraising efforts must continue to expand.

**The hockey booklet is our largest single fundraiser, and the boys really need your support for training supplies, equipment, travel, and many other financial needs that the Blue Jacket Hockey Club supports.**

**We hope you can match or exceed your last year's sponsorship level of:  
Premium Sponsor 24-25 Season at \$500**

Please see our chart for a variety of sponsorship/advertising opportunities.

Thank you in advance for your support. Every dollar from businesses, such as yours, is important to us. Checks can be mailed to:

**Blue Jacket Hockey Club  
PO Box 154  
Hibbing ,MN 55746**

Please reach out to Scott Sundvall at 218-966-9917 or [scottsundvall@gmail.com](mailto:scottsundvall@gmail.com) if you have questions, concerns or need an invoice.

We sincerely appreciate your continued support!

Blue Jacket Hockey Club  
Board of Directors Program Committee - *Scott Sundvall - Katie Hildenbrand - Jim Perunovich*





## 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: AZGONQWIN YOUTH ACTIVITIES ASSOCIATION

CHECK PAYABLE TO: SAME

CONTACT NAME: KEVIN GARGANO PHONE NO. 218-969-2887

ADDRESS: PO Box 330 HIBBING MN 55746

DATE: 9-29-25

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

EVERY YEAR WE RAISE MONEY TO AWARD LOCAL  
STUDENTS WITH SCHOLARSHIPS. LAST YEAR WE GAVE  
AWAY 18 - \$500.00 SCHOLARSHIPS

AMOUNT OF REQUEST: \$1,000.00

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

PLEASE SEE ABOVE. WE HOPE TO DO THE  
SAME IN 2026





Item 6.A



**Item 6.A – Approve September 2025 Interim Financials**

October 23, 2025

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

RE: Item 6.A – Approve September 2025 Interim Financials

Dear Commissioners;

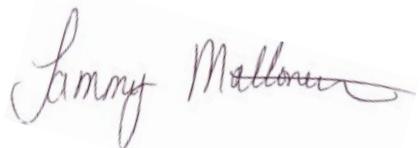
Please find enclosed financials as of September 30, 2025.

The month ended September 30, operating revenue totals \$24.4 million which compares with \$23.9 million in the same period last year. The increase is due to a colder weather in early 2024 as well as the rate increase which took effect July 1. Operating expenses total \$23.9 million which compares with \$22.6 million in 2024 due to higher fuel and purchased gas expense as well as increased interest and depreciation expense. Operating Income (revenues – minus expenses) is \$400K which is the same as the prior year.

Total change in net position stands at \$3.7 million compared with \$1.5 million for the same period last year at this time. The increase is due to grant revenue and the receipt of a \$1M interest payment on a CD held in our 4M account.

Russ Hissom will be in attendance virtually to answer any questions regarding the financials.

Sincerely;



Tammy Mattonen





# **Hibbing Public Utilities Commission**

Financial Statements and  
Supplementary Information

September 30, 2025 and December 31, 2024

# **Hibbing Public Utilities Commission**

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## Accountants' Compilation Report

To the Commissioners of  
Hibbing Public Utilities Commission

Management is responsible for the accompanying financial statements of the Hibbing Public Utilities Commission, which comprise the statements of net position as of September 30, 2025 and December 31, 2024 and the related statements of revenues, expenses and changes in net position and cash flows for the nine months and year then ended, in accordance with accounting principles generally accepted in the United States of America. We have performed compilation engagements in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any assurance on these financial statements.

Management has elected to omit substantially all the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Company's financial position, results of operations and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Accounting principles generally accepted in the United States of America require the following:

- That the component unit, the Laurentian Energy Authority, be blended into the Hibbing Public Utilities Commission's financial statements.
- That the effects of Governmental Accounting Standards Board (GASB) No. 68, *Accounting and Financial Reporting for Pensions* and GASB No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, be considered and included in the financial statements. Management has not adjusted the balances for August 31, 2025 because actuarial information is not yet available.

The items above have not been completed in accordance with generally accepted accounting principles. The effects of these departures from accounting principles generally accepted in the United States of America on financial position, results of operations and cash flows have not been determined.

Management has elected to omit the management's discussion and analysis, pension-related schedules and other postemployment benefit-related schedules that accounting principles generally accepted in the United States of America require to be presented to supplement the financial statements. Such missing information, although not a part of the financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting and for placing the financial statements in an appropriate operational, economic or historical context.

The accompanying Schedules of Departmental Revenues and Expenses and Budget to Actual Comparison are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management. The supplementary information was subject to our compilation engagement. We have not audited or reviewed the supplementary information and do not express an opinion, a conclusion, nor provide any assurance on such information.

We are not independent with respect to Hibbing Public Utilities Commission.

*Baker Tilly US, LLP*

Madison, Wisconsin  
October 21, 2025

# Hibbing Public Utilities Commission

## Statements of Net Position

September 30, 2025 and December 31, 2024

	<b>September 30, 2025</b>	<b>December 31, 2024</b>
<b>Assets and Deferred Outflows of Resources</b>		
<b>Current Assets</b>		
Cash	\$ 3,450,329	\$ 4,447,094
Investments	16,596,305	26,119,909
Restricted assets:		
Cash held for fuel assistance recipients	9,473	70,788
Cash held for customer deposits	480,771	461,999
Accounts receivable, net of allowance for doubtful accounts of \$144,785 and \$58,000, respectively	1,711,040	2,458,960
Unbilled revenues	2,387,564	2,387,564
Other receivable	208,571	771,830
Current maturities notes receivable, steam conversion program	40,000	40,000
Current portion of lease receivable	82,160	82,014
Inventories	1,471,562	1,326,496
Prepaid expense	346,966	747,445
	<hr/>	<hr/>
Total current assets	26,784,741	38,914,099
<b>Noncurrent Assets</b>		
Restricted assets:		
Bond reserve account	807,976	783,347
Notes receivable, steam conversion program	144,375	174,059
Lease receivable	432,359	439,674
Investment in joint venture	748,916	812,882
Regulatory assets	3,510,003	4,035,931
Capital assets:		
Plant in service	176,433,474	174,589,777
Accumulated depreciation/amortization	(99,891,807)	(95,944,137)
Construction work in progress	30,681,990	8,500,209
	<hr/>	<hr/>
Total noncurrent assets	112,867,286	93,391,742
	<hr/>	<hr/>
Total assets	139,652,027	132,305,841
<b>Deferred Outflows of Resources</b>		
Related to net pension liability	861,143	861,143
Related to postemployment benefits liability	674,169	674,169
Related to the purchase of LEA	137,738	170,246
	<hr/>	<hr/>
Total deferred outflows of resources	1,673,050	1,705,558
	<hr/>	<hr/>
Total assets and deferred outflows of resources	\$ 141,325,077	\$ 134,011,399

# Hibbing Public Utilities Commission

Statements of Net Position

September 30, 2025 and December 31, 2024

	<b>September 30, 2025</b>	<b>December 31, 2024</b>
<b>Liabilities, Deferred Inflows of Resources and Net Position</b>		
<b>Current Liabilities</b>		
Accounts payable	\$ 4,315,213	\$ 5,267,622
Accrued interest	30,397	98,582
Accrued expenses	95,889	252,451
Due to City of Hibbing	608,625	1,162,904
Compensated absences payable	448,648	400,080
Current portion of lease liability	205,667	201,246
Current portion of long-term debt, bonds and notes payable	702,000	596,939
Current liabilities payable from restricted assets:		
Third-party advances for fuel assistance	9,473	70,788
Customer deposits payable	480,771	461,999
 Total current liabilities	 6,896,683	 8,512,611
 <b>Noncurrent Liabilities</b>		
Compensated absences payable	959,773	1,077,137
Total post employment liability	14,541,066	14,541,066
Net pension liability	2,508,776	2,508,776
Long-term debt, bonds and notes payable	11,422,539	5,911,437
Unamortized discount	(238)	(1,282)
Lease liability	171,169	311,160
 Total noncurrent liabilities	 29,603,085	 24,348,294
 Total liabilities	 36,499,768	 32,860,905
 <b>Deferred Inflows of Resources</b>		
Related to net pension liability	1,672,882	1,672,882
Related to postemployment benefits liability	3,580,052	3,580,052
Related to leases	514,519	521,688
 Total deferred inflows of resources	 5,767,453	 5,774,622
 <b>Net Position</b>		
Net investments in capital assets	94,895,487	80,294,569
Restricted for debt service	635,009	615,127
Unrestricted	3,527,360	14,466,176
 Total net position	 99,057,856	 95,375,872
 Total liabilities, deferred inflows of resources and net position	 \$ 141,325,077	 \$ 134,011,399

# Hibbing Public Utilities Commission

Statements of Revenues, Expenses and Changes in Net Position

Nine Months Ended September 30, 2025 and Year Ended December 31, 2024

	<b>September 30, 2025</b>	<b>December 31, 2024</b>
<b>Operating Revenue</b>		
Charges for services	\$ 23,927,984	\$ 30,249,624
Other	460,218	605,157
 Total operating revenues	 24,388,202	 30,854,781
<b>Operating Expenses</b>		
Operation and maintenance	19,465,904	24,601,433
Depreciation and amortization	4,519,540	5,300,138
 Total operating expenses	 23,985,444	 29,901,571
 Operating income	 402,758	 953,210
<b>Nonoperating Revenues (Expenses)</b>		
Investment income	1,579,223	1,352,466
Miscellaneous nonoperating income (expense)	5,476	21,278
Equity in net income of joint venture	(63,967)	(96,147)
Interest expense	(155,743)	(162,473)
 Total nonoperating revenues (expenses)	 1,364,989	 1,115,124
 Income before contributions	 1,767,747	 2,068,334
<b>Capital Contributions</b>		
Change in net position	3,681,984	3,418,606
<b>Net Position, Beginning</b>	 95,375,872	 91,957,266
<b>Net Position, Ending</b>	 \$ 99,057,856	 \$ 95,375,872

# Hibbing Public Utilities Commission

## Statements of Cash Flows

Nine Months Ended September 30, 2025 and Year Ended December 31, 2024

	<b>September 30, 2025</b>	<b>December 31, 2024</b>
<b>Cash Flows From Operating Activities</b>		
Receipts from customers	\$ 25,148,357	\$ 30,762,561
Principal collected from steam conversion loan program	29,684	55,179
Payments to suppliers	(13,661,957)	(18,868,697)
Payments for payroll and benefits	<u>(5,224,411)</u>	<u>(6,026,532)</u>
Net cash from operating activities	<u>6,291,673</u>	<u>5,922,511</u>
<b>Cash Flows From Capital and Related Financing Activities</b>		
Payments for additions to property, plant and equipment	(26,118,448)	(21,342,598)
Capital contributions received	2,489,509	775,000
Principal and interest paid on leases	(160,085)	(230,343)
Proceeds from debt issued	6,133,102	6,546,060
Principal payments on long-term debt	(516,939)	(337,684)
Interest paid	<u>(236,318)</u>	<u>(62,499)</u>
Net cash from capital and related financing activities	<u>(18,409,179)</u>	<u>(14,652,064)</u>
<b>Cash Flows From Investing Activities</b>		
Investments income received	1,173,301	1,017,640
Investments matured	10,265,059	22,633,700
Investments purchased	<u>(360,162)</u>	<u>(13,533,448)</u>
Net cash from financing activities	<u>11,078,198</u>	<u>10,117,892</u>
Net change in cash	<u>(1,039,308)</u>	<u>1,388,339</u>
<b>Cash, Beginning</b>	<u>4,979,881</u>	<u>3,591,542</u>
<b>Cash, Ending</b>	<u>\$ 3,940,573</u>	<u>\$ 4,979,881</u>
<b>Cash is Presented on the Statements of Net Position</b>		
Cash	\$ 3,450,329	\$ 4,447,094
Restricted assets	<u>1,298,220</u>	<u>1,316,134</u>
Total cash and restricted assets	<u>4,748,549</u>	<u>5,763,228</u>
Less noncash equivalents included in restricted assets	<u>(807,976)</u>	<u>(783,347)</u>
	<u>\$ 3,940,573</u>	<u>\$ 4,979,881</u>

# Hibbing Public Utilities Commission

## Statements of Cash Flows

Nine Months Ended September 30, 2025 and Year Ended December 31, 2024

	<b>September 30, 2025</b>	<b>December 31, 2024</b>
<b>Reconciliation of Operating Income to Net Cash From Operating Activities</b>		
Operating income	\$ 402,758	\$ 953,210
Adjustments to reconcile operating income to net cash from operating activities:		
Other nonoperating income (loss)	5,476	(10,771)
Depreciation and amortization	4,519,540	5,300,138
Change in operating assets, deferred outflows or resources, liabilities and deferred inflows of resources:		
Accounts receivable	747,920	185,857
Unbilled revenue	-	(74,915)
Other receivable	(12,013)	(196,558)
Inventories	(145,066)	(111,449)
Prepaid expenses	400,479	(42,247)
Receivable for steam conversion loan program	29,684	55,179
Lease receivable	7,169	72,636
Regulatory assets	-	(684,245)
Accounts payable	1,165,075	1,300,377
Compensated absences payable	(68,796)	288,711
Accrued expenses	(156,562)	19,960
Due to City of Hibbing	(554,279)	605,197
Third-party advances for fuel assistance	(61,315)	15,222
Customer deposits payable	18,772	4,167
Accrued post employment benefits	-	(1,586,971)
Net pension liability	-	(98,351)
Deferred inflows of resources	<u>(7,169)</u>	<u>(72,636)</u>
Net cash from operating activities	<u><u>\$ 6,291,673</u></u>	<u><u>\$ 5,922,511</u></u>
<b>Noncash Capital and Related Financing Activities</b>		
Unrealized gain on investments	<u><u>\$ 405,922</u></u>	<u><u>\$ 334,826</u></u>
Regulatory capitalized interest - net with interest expense	<u><u>\$ 13,434</u></u>	<u><u>\$ -</u></u>
Capital purchased on account	<u><u>\$ -</u></u>	<u><u>\$ 2,117,485</u></u>
Noncash lease asset additions	<u><u>\$ -</u></u>	<u><u>\$ 80,636</u></u>

## **OTHER INFORMATION**

## Hibbing Public Utilities Commission

Schedules of Departmental Revenues and Expenses

Periods Ended September 30, 2025 and December 31, 2024□

	Nine Months Ended September 30, 2025				
	Electric	Steam	Gas	Water	Total
<b>Operating Revenue</b>					
Charges for services	\$ 13,532,153	\$ 1,694,056	\$ 6,472,351	\$ 2,229,424	\$ 23,927,984
Other operating revenues	253,954	74,436	53,344	78,484	460,218
Total operating revenues	<u>13,786,107</u>	<u>1,768,492</u>	<u>6,525,695</u>	<u>2,307,908</u>	<u>24,388,202</u>
<b>Operating Expenses</b>					
Operation and maintenance	12,631,968	2,031,975	3,535,801	1,266,160	19,465,904
Depreciation and amortization	2,728,813	745,183	281,298	764,246	4,519,540
Total operating expenses	<u>15,360,781</u>	<u>2,777,158</u>	<u>3,817,099</u>	<u>2,030,406</u>	<u>23,985,444</u>
Operating (loss) income	<u>\$ (1,574,674)</u>	<u>\$ (1,008,666)</u>	<u>\$ 2,708,596</u>	<u>\$ 277,502</u>	<u>\$ 402,758</u>
Year Ended December 31, 2024					
	Electric	Steam	Gas	Water	Total
<b>Operating Revenue</b>					
Charges for services	\$ 17,237,531	\$ 2,227,237	\$ 7,706,682	\$ 3,078,174	\$ 30,249,624
Other operating revenues	321,949	98,087	80,623	104,498	605,157
Total operating revenues	<u>17,559,480</u>	<u>2,325,324</u>	<u>7,787,305</u>	<u>3,182,672</u>	<u>30,854,781</u>
<b>Operating Expenses</b>					
Operation and maintenance	15,601,212	2,405,133	4,971,322	1,623,766	24,601,433
Depreciation	3,207,675	990,250	391,512	710,701	5,300,138
Total operating expenses	<u>18,808,887</u>	<u>3,395,383</u>	<u>5,362,834</u>	<u>2,334,467</u>	<u>29,901,571</u>
Operating (loss) income	<u>\$ (1,249,407)</u>	<u>\$ (1,070,059)</u>	<u>\$ 2,424,471</u>	<u>\$ 848,205</u>	<u>\$ 953,210</u>

# Hibbing Public Utilities Commission

Budget to Actual Comparison

Nine Months Ended September 30, 2025

	Actual	Budget	Difference
<b>Operating Revenue</b>			
Electric revenue	\$ 13,786,107	13,767,368	\$ 18,739
Steam revenue	1,768,492	1,858,067	(89,575)
Gas revenue	6,525,695	6,484,065	41,630
Water revenue	2,307,908	2,487,761	(179,853)
 Total operating revenues	 24,388,202	 24,597,261	 (209,059)
<b>Operating Expenses</b>			
Electric:			
Operation and maintenance	12,631,968	12,940,349	(308,381)
Depreciation	2,728,813	1,980,000	748,813
 Total electric	 15,360,781	 14,920,349	 440,432
Steam:			
Operation and maintenance	2,031,975	2,158,922	(126,947)
Depreciation	745,183	764,100	(18,917)
 Total steam	 2,777,158	 2,923,022	 (145,864)
Gas:			
Operation and maintenance	3,535,801	3,878,658	(342,857)
Depreciation	281,298	274,500	6,798
 Total gas	 3,817,099	 4,153,158	 (336,059)
Water:			
Operation and maintenance	1,266,160	1,387,832	(121,672)
Depreciation	764,246	765,000	(754)
 Total water	 2,030,406	 2,152,832	 (122,426)
 Total operating expenses	 23,985,444	 24,149,361	 (163,917)
<b>Operating Income (Loss)</b>			
Electric	(1,574,674)	(1,152,981)	(421,693)
Steam	(1,008,666)	(1,064,955)	56,289
Gas	2,708,596	2,330,907	377,689
Water	277,502	334,929	(57,427)
 Total operating income (loss)	 \$ 402,758	 \$ 447,900	 \$ (45,142)



Item 6.B



Item 6.B- Approve Iron Range Engineering and Consulting Services, LLC.  
Proposal of Services Not to Exceed \$200,000

October 28th, 2025

James Baylis, Commission Chair  
Hibbing Public Utilities Commission  
1902 E. 6th Avenue  
Hibbing, MN 55746

RE: Item 6.B – Approve Iron Range Engineering and Consulting Services, LLC.  
Proposal of Services Not to Exceed \$200,000

Dear Commissioners;

HPU Staff continues engagement with IREACS for P.E. oversight. Given the volume, specialized nature and complexity of HPU's electric projects, our internal resources are insufficient to meet project demands in a timely and cost-effective nature. The selected consultant has a proven track record in electrical distribution and plant generation support and brings necessary qualifications with experience to support our objectives effectively and efficiently.

Utilizing the consultant will help maintain project schedules, ensure quality engineering/design, plus uphold safety and reliability standards as we continue to work through infrastructure improvements and maintenance.

I am recommending the Commission approve the Proposal of Service for Iron Range Engineering through 2026 in an amount not to exceed \$200,000.

The scope will cover:

- Beltline Substation design from 30% to 100%, testing, commissioning (summer '26)
- 2400V to 13.8kV voltage conversion P.E. review/sign-off on Lumen-owned poles
- DER review and advising
- Support with engineering, procurement, and construction management FDR15 PH 2
- Other projects and support as requested within our budget

Sincerely;



Luke J. Peterson





Item 6.C



Item 6.C – Approve Stuart Irby's Distribution Rated Underground Cable Order for Warehouse Inventory in the Amount of \$32,661.75.

October 21st, 2025

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

RE: Item 6.C – Approve Stuart Irby's Distribution Rated Underground Cable Order for Warehouse Inventory in the Amount of \$32,661.75.

Dear Commissioners;

HPU staff recently requested quotes from 4 material vendors to order 1/0 15kV distribution rated underground cable. This warehouse inventory item order will replenish our stock level after 2 unplanned cable jobs.

Stuart Irby was the sole vendor to quote back to staff with the specified cable on the RFQ. Border States returned a quote for a similarly specified cable but with a lead time of 14-16 weeks.

For your consideration, staff would like to recommend approval for the cable purchase as quoted by Stuart Irby in the amount \$32,661.75.

- **Stuart Irby \$3.96/ft. - in stock/no lead time**
- Border States \$3.58/ft. - 14-16 week lead time

Sincerely;



Luke J. Peterson





Item 6.D



Item 6.D – Award 2025 Fire Hydrant Replacement to low bidder  
Bob Hecimovich Mechanical Contracting, Inc. in the amount of  
\$1,040,326

October 28<sup>th</sup>, 2025

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

RE: Item 6.D – Award 2025 Fire Hydrant Replacement to low bidder Bob Hecimovich  
Mechanical Contracting, Inc. in the amount of \$1,040,326

Dear Commissioners;

Please find attached for your review a correspondence from Bolton & Menk Project Manager Andrew Brotzler regarding the results of the 2025 Fire Hydrant Replacement Projects bidding process. As per the results of the bidding process, HPU staff is recommending the project be awarded to Bob Hecimovich Mechanical Contracting, Inc. as the low bidder in the amount of \$1,040,326.

Sincerely;



Luke J. Peterson





Item 6.E



Item 6.E – Authorize staff to solicit bids for phase 2 of HPU's Substation Modernization Project at the Beltline Substation.

October 18th, 2025

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

RE: Item 6.E – Authorize staff to solicit bids for phase 2 of HPU's Substation Modernization Project at the Beltline Substation.

Dear Commissioners;

Long lead items for this Substation Modernization site were procured while ordering for First Ave. & Ansley sites. The transformer will arrive in December. Please authorize staff to solicit bids to source an electrical distribution construction contractor, a low voltage electrical contractor, and a contractor for the earthwork, concrete, fencing.

Construction will start Q1 or Q2 of 2026 and complete by or in Q4 of 2026.

Sincerely;



Luke J. Peterson





Item 6.F



Item 6.F – Authorize RFP 25-09: AMI Meter Installation under the Best Value Method

October 28<sup>th</sup>, 2025

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

RE: Item 6.F – Authorize RFP 25-09: AMI Meter Installation under the Best Value Method

Dear Commissioners;

As discussed by the Commission at the October 14<sup>th</sup>, 2025 Commission Working Session, HPU staff is seeking Commission authorization to request proposals for AMI Meter Installation. This process will be conducted using the Best Value Method. The purpose of this project will be to support the timely installation of AMI Water and Electric Meters.

Sincerely;



Luke J. Peterson





Item 7.A



## Item 7.A – Approval of Organizational Chart

October 28th, 2025

James Bayliss, Commission Chair  
Hibbing Public Utilities Commission  
1902 E. 6th Avenue  
Hibbing, MN 55746

## RE: Item 7.A – Approval of Organizational Chart

Dear Commissioners,

I respectfully request the Commission's review and approval of the proposed updated organizational chart that was presented at the working session on October 14<sup>th</sup>.

As part of our ongoing efforts to improve operational efficiency and clarify reporting structures, we have developed this revised organizational chart.

The proposed changes have been reviewed internally and are consistent with our strategic goals. After approval of the organizational chart, we will seek commission approval for new positions as budget parameters and business needs dictate.

I anticipate over the next 6 months, seeking approval for the following positions:

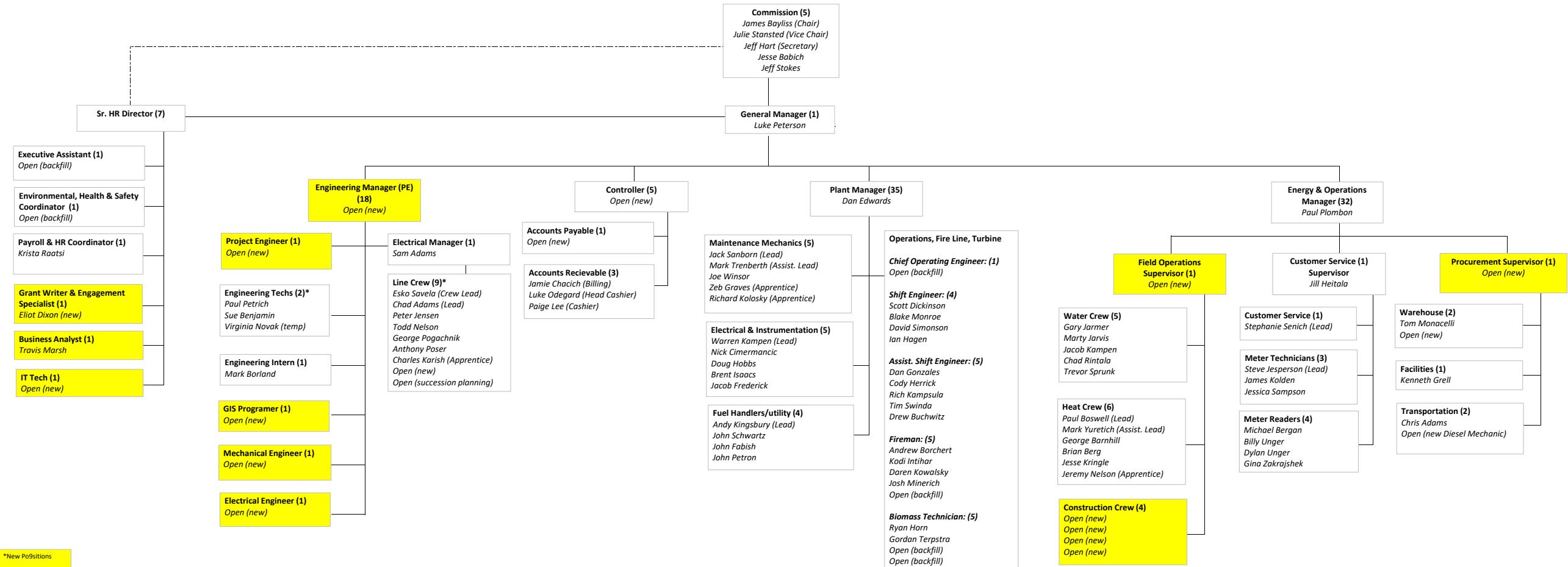
- Controller
- Engineering Manager
- Procurement Supervisor
- Auto/Diesel Mechanic
- Executive Assistant
- Environmental, Health & Safety Coordinator

Thank you for your consideration,



Kendra Powers  
Senior Director of HR & OD  
Hibbing Public Utilities Commission





\*New Positions





Item 7.B



Item 7.B – Request for approval to post and backfill Chief Operating Engineer Position

October 28th, 2025

James Baylis, Commission Chair  
Hibbing Public Utilities Commission  
1902 E. 6th Avenue  
Hibbing, MN 55746

RE: Item 7.B – Request for approval to post and backfill Chief Operating Engineer Position

Dear Commissioners,

I am requesting approval to initiate the recruitment and posting for the vacant Chief Operating Engineer position.

The Chief Operating Engineer position became vacant due to the retirement of Mr. Hooper in August. This position is critical to the operation of the plant. This position supports the essential function of possessing the Chief Engineer Class A state Boiler License required for the plant to continue to operate.

This position is included in the current fiscal year budget. The job description has been reviewed and approved by management and the union. Please find the current job description attached.

Thank you for your consideration,



Kendra Powers  
Senior Director of HR & OD  
Hibbing Public Utilities Commission



# Hibbing Public Utilities

## Position Description

**Title** Chief Operating Engineer  
**Classification** Non-exempt  
**Department** Power Plant  
**Job Class** 15

**Date of last evaluation**

**Points Total**

**Commission Approved** Xx/xx/yyyy

**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:** May vary but at a minimum of four hours per day five days a week, 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, in conjunction with supervisors, to make decisions in regards to the safe operation of the plant. HPU shall rely of the Chief Operating Engineer's license to conduct operations at the power plant. The Chief Operating Engineer shall have sole responsibility to verify hours worked for affidavits and thus all legal responsibilities, such as penalties or fines shall be the responsibility of the individual signing the affidavits.

### 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.~~ firing line personnel.
- Checks Plant Operation ~~Coordinator's reports~~, printouts, charts, gauges, etc. Reviews and initials logbooks daily. Updates daily plant reports.
- Makes periodic inspections of all plant equipment and processes to ensure proper operations. Ensures boilers and pressure vessels are inspected as specified by MN State Statute

- 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. Responsible for training of all plant operators.
- 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.
- 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 previously trained through the entire firing line and have spent time operating in the Turbine Room.
- High School Diploma or equivalent.

#### Preferred Education and Experience:

- 2-year technical program, associate's degree, or military boiler/turbine/generator training.
- ~~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 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

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Signature

Date

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee

---

Signature

Date



Item 7.C



## Item 7.C – Approval of Minnesota Paid Family Leave Insurance

October 28th, 2025

James Bayliss, Commission Chair  
Hibbing Public Utilities Commission  
1902 E. 6th Avenue  
Hibbing, MN 55746

## RE: Item 7.C – Approval of Minnesota Paid Family Leave Insurance

Dear Commissioners,

New in 2026, the state of Minnesota is requiring mandatory employer participation in Minnesota's Paid Family Leave (PFL) program. As outlined in an email to the commission on 10/20/25, the state allows utilization of the state plan or an equivalent private plan. I recommend Commission approval of the state insurance plan. With this plan, HPU will make quarterly PFL tax payments and the state will administer the PFL for our employees.

Also recommended for commission approval is a 50% employer and employee premium cost share. The state's premium rate for 2026 is 0.88%; with the cost sharing option, both HPU and the employee would be subject to a PFL tax rate of 0.44% on gross earnings.

Thank you for your consideration,



Kendra Powers  
Senior Director of HR & OD  
Hibbing Public Utilities Commission





Item 7.D



## Item 7.D – Ratification of 2026 Benefit Renewals

October 28th, 2025

James Bayliss, Commission Chair  
Hibbing Public Utilities Commission  
1902 E. 6th Avenue  
Hibbing, MN 55746

## RE: Item 7.D – Ratification of 2026 Benefit Renewals

Dear Commissioners,

I respectfully submit this request for ratification of 2026 benefit renewals. We are seeking continuation of medical, supplemental medicare, dental, and life insurance in 2026 from our current providers.

On 10/20/26, the Commission received an email that outlined benefit requirements in the Collective Bargaining Agreement and applicable premium changes. These 2026 premium rates have been included in the preliminary 2026 Financial Budget.

The claims experience rate is 96%; a representative for the Public Employee Insurance Plan (PEIP) indicated the target experience rate is 92%.

Thank you for your consideration,



Kendra Powers  
Senior Director of HR & OD  
Hibbing Public Utilities Commission



**From:** [Kendra Powers](#)  
**Cc:** [Luke Peterson](#); [Andy Borland](#)  
**Subject:** 2026 Benefit Renewal  
**Date:** Monday, October 20, 2025 4:15:00 PM  
**Attachments:** [image001.png](#)

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Commissioners,

In interest of tight deadlines, I wanted to provide you with benefit renewal information ahead of next Tuesdays' meeting for approval which will be ratified in the consent agenda. Please let me know if you have any questions.

- Medical Benefits
  - Public Employees Insurance Program (PEIP) rates **increased by 10%** for 2026. Main driver of the increase is the rising cost of prescription drugs.
  - Contractually, we are required to provide eligible employees and retirees comprehensive group health insurance from PEIP (Article XV section b). New this year, PEIP changed their renewal term from 2 years to 4 years; however if rates increase by 20% or more, we can get out. This change was made to stabilize the fund and try to keep premiums costs as low as possible. For information only – As I look ahead at contract negotiations, I would like to remove the language that states we have to go through PEIP and change it to equivalent coverage and not be locked into any particular provider.
- Group Supplemental Medicare Coverage
  - Platinum Blue Plan A – **Increase 3.9%**
  - Medicare Advantage Plan – **Decrease 6.7%**
- Dental Insurance
  - **No rate increase**; 2-year renewal will lock in current rates through 1/1/26-12/31/27.
- Long Term Disability
  - **No rate change**
- New for 2026 – MN Paid family leave
  - **State premium rate is 0.88%; private insurance rate is 0.78%** through Alera. I recommend utilizing the state's insurance plan vs private coverage. Our broker indicated the majority of public entities are supporting the states plan. The private rate we received is estimated to be \$5,598.98 less than state plan but also has a 5% brokerage fee. PFL is a new product for Alera and it is uncertain the level of service they will be able to provide. My recommendation is also based on the lack of clarity from the state in terms of what conditions qualify for the paid leave and who is considered eligible family. The state's regulation isn't as restrictive as the traditional Family Medical Leave Act and I feel it is beneficial for us to utilize the state's insurance for 2026 to avoid any potential litigation if there is question of improperly denying a claim. We can switch to private insurance for 2027.
  - The state allows employers to pass along 50% of the premium cost to the employee. I recommend HPU utilize this cost sharing. HPU is responsible to pay the premiums quarterly; similar to how unemployment insurance is paid. The employee portion would be deducted each payroll.

A brief video for MN PFL can be viewed here: [https://youtu.be/vZZ\\_p5FVlww](https://youtu.be/vZZ_p5FVlww) FAQ can be found here: [Frequently asked questions for employers / Minnesota Paid Leave](#)



## *Kendra Powers*

*Senior Human Resources Director*

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