



Commission Regular Session

JANUARY 20TH, 2026

Commission Meeting Agenda

January 20th, 2026

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: December 16th, 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 December 11th, 2025 – January 14th, 2026
- B. Approve the payroll paid & overtime report for the December 23rd, 2025 & January 8th, 2026 pay dates
- C. Approval of Fuel Handler Posting Awarded to Gordon Terpstra
- D. Authorize listed Requests for Contributions

6. FINANCIALS & RISK MANAGEMENT

- A. Approve 2026 Capital Budget Including Additional Lead Projects Discussed at Town Hall
- B. Approve Engineer Design & Support Services for Capital Projects
 - i. Barr Engineering in the amount of \$28,500 for 2026 Environmental Support
 - ii. Bolton & Menk for Design Engineering & Bidding of 2026 Lead Service Line Removal Projects in the amount not to exceed \$480,000 – Grant Funded
 - iii. Bolton & Menk for Design & Engineering:
 - 1. E 23rd St. Phase 2 in the amount not to exceed \$180,000
 - 2. Greenhaven Phase 1 in the amount not to exceed \$125,000
 - 3. 30" Watermain Phase 3 in the amount not to exceed \$90,000
 - 4. Cobb Cook Phase 2 Development in the amount not to exceed \$75,000
 - 5. Lead Corrosion Control Design, Engineering, & Oversight not to exceed \$38,750
- C. Approve Procurement of Electrical Distribution G&W Trident Multi-way Switch from Border States in the amount of \$77,165.93
- D. Award AMI Request for Proposal
 - i. RFP 25-09: AMI Meter Installation – Electric to Hunt Electric in the amount of \$793,821.60
 - ii. RFP 25-10: AMI Meter Installation – Water to Core & Main LP in the amount of \$1,439,376
 - iii. RFP 20-13: AMI Meter Installation – Gas to Core & Main LP in the amount of \$871,175

7. POLICY & GOVERNANCE

- A. Approve Customer Policy for:

- i. CUST049: Access to Customer Property - update
 - ii. CUST116: Home Inspection with Gas Services
- B. Approve Internal & External Posting and Backfill Biomass Technician Position
- C. Approve External Advertising for Accounting Coordinator

8. NEW BUSINESS

9. OLD BUSINESS

- A.
- B.

10. ADJOURNMENT



Item 3 – Approval of Minutes

Item 3 – Approval of Minutes : November 18th & December 2nd, 2025

January 20th, 2026

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

RE: Item 3 - Approval of Minutes: December 16th, 2025

Dear Commissioners;

Please find attached for your approval draft minutes from the Commission Meetings of December 16th, 2025.

Sincerely;



Luke J. Peterson

MINUTES OF THE PROCEEDINGS

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

Minutes of the regular meeting of the Public Utilities Commission, Hibbing, Minnesota, 1902 E. 6th Ave., Hibbing, MN 55746, held on December 16th, 2025. Meeting held at Hibbing City Hall, 401 E. 21st 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, Customer Communications & Programs Specialist Eliot Dixon. Also in attendance were , HPU Interim Financial Controller Tammy Mattonen, Bolton & Menk rep. Andy Brotzler, Eden Renewables Representative Tom Crosby, HPU Employee George Pogachnik, and HPAT Rep. Ron Wirkkula.

Item 2. ADDS/DELETES

Add – Item 10.B – Closed Session for Labor Negotiation Strategy

Item 3. APPROVAL OF MINUTES

Motion by Commissioner Sandstede, supported by Commissioner stokes, to approve the regular meeting minutes of the November 16th, 2025 Commission Meeting.

Motion carried unanimously.

Item 4. CITIZENS FORUM –

Tom Cosby of Eden Renewables presented on solar development on St. Louis County Waste Disposal site. Eden Renewables is seeking a partnership with HPU for a 5 MW development at the site.

Item 5. CONSENT AGENDA

- Item 5.A.** Approving invoices >\$10,000 & approve the bills & ACH transfers >\$10,000 dated November 13th – December 10th, 2025
- Item 5.B.** Approve the payroll paid & overtime report for the November 27th & December 11th, 2025 pay dates.
- Item 5.C.** Approve Resolution 25-11: 2026 Official Newspaper & Public Posting Sites
- Item 5.D.** Approve Resolution 25-12: 2026 Official Depositories
- Item 5.E.** Approve Resolution 25-13: Meeting Dates for Calendar year 2026
- Item 5.F.** Approve Resolution 25-14: Resolution Authorizing Hibbing Public Utilities To Make Application To and Accept Funds From the 2026 Community Development Block Grant
- Item 5.G.** Approve Employee Overnight Travel Q1 2026

MINUTES OF THE PROCEEDINGS

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

- Item 5.H. Approve LMCIT Workers' Compensation Coverage
- Item 5.I. Accept Intent to Retire Notice from Line Crew Foreman, Esko Savela; Effective 12/31/2025
- Item 5.J. approve Resignation of Fuel Handler, John Fabish: effective 11/28/2025
- Item 5.K. Award Chief Operating Engineer position to Blake Monroe
- Item 5.L. Approve Paul Skubbina as Engineering Manager: Anticipated start 2/2/2026
- Item 5.M. Approve Hiring of Anthony Kanipes and John Packa as Biomass Technician Trainees: Anticipated start 1/5/2025
- Item 5.N. Authorize listed Requests for Contribution

Commissioner Babich requested Item 5.N. be pulled for a separate vote.

Motion by Commissioner Stokes, supported by Commissioner Babich, to approve Consent Agenda items 5.A., 5.B., 5.C., 5.D., 5.E., 5.F., 5.G., 5.H., 5.I., 5.J., 5.K., 5.L., & 5.M. as presented.

Motion carried unanimously.

Motion by Commissioner Stokes, supported by Commissioner Sandstede, to approve Consent Agenda items 5.N. as presented.

Motion carried 4-0

Babich abstained.

Item 6. FINANCIALS & RISK MANAGEMENT

- Item 6.A. Approve November 2025 Interim Financials

Motion by Commissioner Stokes, supported by Commissioner Babich, to approve the November 2025 Interim Financials.

Motion carried unanimously.

- Item 6.B. Approve FM Global Renewal Property Proposal

Motion by Commissioner Stokes, supported by Commissioner Babich, to approve FM Global Renewal Property Proposal.

Motion carried unanimously.

MINUTES OF THE PROCEEDINGS

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

Item 6.C. Approve Resolution 25-15: Authorizing Gas Supply Agreement with Minnesota Community Energy

Commission discussed the timeline of the agreement. HPU General Manager Luke Peterson presented that it is 30-year commitment with a reevaluation of commitment at 8-years.

Motion by Commissioner Sandstede, Supported by Commissioner Hart, to Approve Resolution 25-15 – Authorizing Gas Supply Agreement with Minnesota Community Energy.

Motion carried unanimously.

Item 6.D. Approve CO#3 with Geislinger for 30" Water Main Slip Lining

Commission discussed purpose and scope of Change Order.

Motion by Commissioner Hart, supported by Commissioner Stokes, to Approve Co #3 wit Geislinger for 30" Water Main Slip Lining.

Motion carried unanimously.

Item 7. POLICY & GOVERNANCE-

Item 7.A. Approve Job Description & External Posting for Environmental, Health & Safety Coordinator

Motion by Commissioner Stokes, supported by Commissioner Sandstede, to Approve Job Description & External Posting for Environmental, Health & Safety Coordinator.

Motion carried unanimously.

Item 7.B. Approve Job Description & External Posting for Executive Assistant

Motion by Commissioner Stokes, supported by Commissioner Babich, to Approve Job Description & External Posting for Executive Assistant.

Motion carried unanimously.

Item 7.C. Approve Job Description & Internal/External Posting for Fuel Handler

Motion by Commissioner Stokes, supported by Commissioner Sandstede, to approve Job Description & External Posting for Fuel Handler .

Motion carried unanimously.

MINUTES OF THE PROCEEDINGS

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

Item 7.D. Approve Job Description & Internal/External Posting for Journeyman Line Worker.

Motion by Commissioner Babich, supported by Commissioner Stokes, to approve Job Description & External Posting for Journeyman Line Worker.

Motion carried unanimously.

Item 7.E. Approve Job Description & Internal/External Posting for Procurement Supervisor

Motion by Commissioner Stokes, supported by Commissioner Sandstede, to Job Description & External Posting for approve Procurement Supervisor.

Motion carries 3-2
"No" – Hart & Babich

Item 8. NEW BUSINESS–

Item 9. OLD BUSINESS –

Item 10. CLOSED SESSION

Item 10.A. GM Performance Review

Motion by Commissioner Sandstede, Supported by Commissioner Stokes to enter into closed session to perform GM Performance Review

Motion carried unanimously.

Item 10.B. Labor Negotiations Strategy Update

Motion by Commissioner Hart, Supported by Commissioner Stokes to enter into closed session to discuss Labor Negotiations Strategy

Motion carried unanimously.

Item 11. ADJOURNMENT

Motion by Commissioner Stokes, supported by Commissioner Babich, to adjourn the meeting at 5:36 p.m.

Motion carried unanimously

Attest:

James Bayliss, Chair

Jeff Hart, Commission Secretary

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

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Item 5.A

Item 5.A – Approve Invoices >\$10,000 and bills & ACH transfers
dated December 11th, 2025 – January 14th, 2026

January 20th, 2026

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

RE: Item 5.A – Approve Invoices >\$10,000 and bills & ACH transfers dated December
11th, 2025 – January 14th, 2026

Dear Commissioners;

Per HPU's Authorization and Approval matrix approved at the April 26th 2022
Commission Meeting, please find attached enclosed invoices, bills, and payments
since the last Regular Meeting held by the Commission on December 16th, 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
ABATE TEK	ABT2.10232	Clean pigeon waste from 2 areas in plant 128/hr	10/23/2025	10/27/2025	12,800.00	62907	11/29/2025
Total ABATE TEK:					12,800.00		
AMPTEK ELECTRI	HPU250003	Electrical work for ground grid, placing conduits, pulling cable at substation project Ansley site.	12/08/2025	12/09/2025	38,538.50	63100	12/29/2025
	HPU250004	Electrical work for First Ave substation project site: ground grid, placing conduits, pulling cable.	12/08/2025	12/09/2025	45,036.00	63100	12/29/2025
Total AMPTEK ELECTRICAL CONTRACTORS:					83,574.50		
BAKER TILLY VIRC	BT3324915	IRA Tax Credit Services	09/23/2025	11/06/2025	14,500.00	62917	11/29/2025
Total BAKER TILLY VIRCHOW KRAUSE, LLP:					14,500.00		
BCBS RETIREE	2512014214	RETIREE ACTIVE COVERAGE 01/01/26-01/31/26	12/16/2025	12/16/2025	11,764.00	12162025	12/16/2025
Total BCBS RETIREE:					11,764.00		
BOLTON & MENK, I	0380008	WTP Design Engineering Services; Oct 11-Nov7th 2025	11/19/2025	12/03/2025	49,302.50	63106	12/29/2025
	0381424	NOV 2024 Lead Svc Line Admin Engineering	11/28/2025	12/09/2025	35,440.00	63106	12/29/2025
	0381427	2025 General Services; service from OCT 11 to Nov 7 2025	11/28/2025	12/09/2025	14,941.50	63106	12/29/2025
	0381433	Water prof services from OCT 11 to NOV 7	11/28/2025	12/09/2025	12,140.00	63106	12/29/2025
	0383391	WATER TREATMENT FACILITY IMPROVEMENTS / CAREY VALLEY 2023--NOV 2025-Dec 5 2025 services	12/29/2025	12/31/2025	44,807.00	63215	01/09/2026
Total BOLTON & MENK, INC:					156,631.00		
BORDER STATES	931671527	3/4" ANODELESS GAS RISER	12/17/2025	12/18/2025	16,044.00	63107	12/29/2025
Total BORDER STATES ELECTRIC:					16,044.00		
BOUGALIS INC	24LEAD PAY	2024 release retainage	12/01/2025	12/15/2025	15,507.00	63108	12/29/2025
	24LEAD PAY	Pothole Excavation Water Svc Line	12/01/2025	12/15/2025	12,100.00	63108	12/29/2025
	24LEAD PAY	Pothole Excavation Water Svc Line	12/01/2025	12/15/2025	167,500.00	63108	12/29/2025
	24LEAD PAY	Pothole Excavation Water Svc Line	12/19/2025	12/22/2025	110,000.00	63108	12/29/2025
	24LEAD PAY	Pothole Excavation Water Svc Line	12/19/2025	12/22/2025	163,125.00	63108	12/29/2025
	8626	19th ST & 6th AVE E; Mobilization, excavator, Loader, Washed Rock, Labor, Materials	11/14/2025	11/19/2025	11,232.50	62921	11/29/2025
	8692	Invoice 8692 For Culvert Repair at LEA Yard Plus Restoration	11/24/2025	11/26/2025	108,236.00	62921	11/29/2025
	8710	Restorals; saw cutting/concrete, street restorals, sidewalk restorals, boulevard restorals, alley repairs	11/24/2025	11/26/2025	47,657.00	62921	11/29/2025
Total BOUGALIS INC:					635,357.50		
Caselle LLC	INV-14284	Semi-Annual MX and support JAN 2026-June 2026	12/04/2025	12/05/2025	15,443.94	63109	12/29/2025
Total Caselle LLC:					15,443.94		
CEMSOURCE	4891	4th Quarter 2025 CEM Maintenance	12/10/2025	12/10/2025	11,700.00	63110	12/29/2025

Name	Invoice Number	Description	Vendor Invoice Date	Invoice Approval Date	Invoice Amount	Check Number	Check Issue Date
Total CEMSOURCE:					11,700.00		
CORE & MAIN	X100311	Electric meters for AMI project- Stratus IQplus 240V	11/26/2025	12/03/2025	485,318.40	63113	12/29/2025
	Y130125	Electric meters for AMI project - Aclara KV2C	11/17/2025	11/18/2025	12,534.60	62926	11/29/2025
	Y195463	Electric meters for AMI project - Aclara KV2C	12/02/2025	12/03/2025	15,041.52	63113	12/29/2025
Total CORE & MAIN:					512,894.52		
Crum Energy Law	DEC2025.CR	Legal services for December 2025; VTC Transformer contract, EPE communication, Merjent update, Review leases, Legal strategies	12/31/2025	01/07/2026	20,125.00	63221	01/09/2026
	NOV2025.C	NOV 2025 Legal Services; Southern Interconnect weekly project update, EPE and Merjent review, Miso weekly call, GRE capacity contract, VA Transformer contract review	11/30/2025	12/09/2025	18,305.00	63090	12/16/2025
Total Crum Energy Law:					38,430.00		
ELECTRIC POWER	42421	2025 Q4 Projected Costs-EPCM	11/30/2025	12/05/2025	53,317.00	63121	12/29/2025
	43318	2025 Q4 Projected Costs-EPCM	12/31/2025	01/05/2026	53,317.00	63225	01/09/2026
Total ELECTRIC POWER ENGINEERS LLC:					106,634.00		
FACTORY MUTUAL	MIV001080	JAN 26-JAN 27 INS	12/19/2025	01/07/2026	583,001.00	63227	01/09/2026
Total FACTORY MUTUAL INSURANCE COMPANY:					583,001.00		
FRYBERGER LAW	25008-1-ME	Professional services for NBC transmission line loan. Utility Revenue Note 2025. Includes resolution, closing certificates and bond opinion	12/04/2025	12/05/2025	15,000.00	63131	12/29/2025
Total FRYBERGER LAW FIRM:					15,000.00		
Geislinger & Sons, I	PAY APP #8	2025 Capital Watermain Additions to original contract price--Sliplining (41st ST to Wegner)	10/09/2025	11/06/2025	530,258.47	62942	11/29/2025
	PAY APP #9	2025 Capital Watermain--Sliplining (41st ST to Wegner)	10/31/2025	11/06/2025	80,663.18	62942	11/29/2025
	PAY APP# 10	2025 Capital Watermain Additions to original contract price--Sliplining (41st ST to Wegner)	12/04/2025	12/05/2025	20,067.66	63133	12/29/2025
Total Geislinger & Sons, Inc.:					630,989.31		
GPM INC	PSRVI-00762	Reconditioning of Circ Pump #5	10/17/2025	10/22/2025	40,365.50	62945	11/29/2025
Total GPM INC:					40,365.50		
HECIMOVIICH MEC	4614	Heat Crew: 1st AVE E, 28th & 2nd W, 4th East, 23 & 11 E, 23rd and 10th, 23rd, 18th E, 19th E	11/24/2025	12/03/2025	31,733.10	63140	12/29/2025
	4615	Pipefitter services--South Header Isolation Valve, Boiler 4 Muffler	11/06/2025	12/03/2025	22,539.94	63140	12/29/2025
	4616	Addtl; Heat Crew; 7th and 19th, E 3rd AVE, 11th E and 21st, Condensate 24th ST	12/09/2025	12/11/2025	13,359.28	63140	12/29/2025
	4619	500' 3" 304L Schedule 40 Stainless Steel Pipe for MB	12/10/2025	12/18/2025	15,550.00	63140	12/29/2025
	4621	Pipe fitter services---Boiler 3 water column (710.08), Boiler 4 Blowdown Muffler (4500.64), RO Water Plant (3320.64), #2 Isolation Valve (622.62), #5 Turbine (1245.24), Turbine #3 Hogger (4385.52)	12/10/2025	12/12/2025	14,784.74	63140	12/29/2025
	4630	(1) 8" & (1) 10" Externally Pressurized BW Expansion Joint	12/23/2025	12/31/2025	11,465.00	63235	01/09/2026
	4631	Addtl; Boiler 2 Super Heater, Boiler 4 Belt 2 Heat, Zeolite Valve Changeout, Turbine Condensor 5 recirc pump	12/29/2025	12/31/2025	10,884.34	63235	01/09/2026
	4632	Addtl; 24th 2nd W, 11th 21st E, 24th St Condensate, S					

Name	Invoice Number	Description	Vendor Invoice Date	Invoice Approval Date	Invoice Amount	Check Number	Check Issue Date
		Howard, Well 1	12/29/2025	12/31/2025	50,842.28	63235	01/09/2026
	4633	Addtl; 11th 22nd, 24" Expansion Joints, Steam Tunnel Pour (TONY'S 6k)	12/29/2025	12/31/2025	10,952.40	63235	01/09/2026
	4652	Boiler 3 Steam Heater, Boiler 4 Heater,Boiler 3 Steam Flow Meter, Sump Pumps and Steam Traps	12/31/2025	01/07/2026	29,248.66	63235	01/09/2026
	4653	Addtl; Sportsmans Abels Chrio, Boomtown, Meter Set	12/31/2025	01/07/2026	11,214.89	63235	01/09/2026
Total HECIMOVICH MECHANICAL CONTRACTING INC:					222,574.63		
HIBBING ACH, CIT	000238-NOV	Nov 2025 Stormwater bills	12/16/2025	12/19/2025	25,676.75	12292025	12/29/2025
	000238-NOV	Nov 2025 Sewer Bills	12/16/2025	12/19/2025	310,315.32	12292025	12/29/2025
	000238-NOV	Nov 2025 Garbage bills	12/16/2025	12/19/2025	252,337.01	12292025	12/29/2025
Total HIBBING ACH, CITY OF:					588,329.08		
HPUC	8692	To transfer funds for Bougalis invoice 8692 LEA Yard repair - receive to 1-000-1390-400	12/23/2025	12/23/2025	108,236.00	16236	12/29/2025
Total HPUC:					108,236.00		
Husch Blackwell LL	3857105	Services through OCT 2025, MPCA	11/21/2025	11/26/2025	10,900.00	62951	11/29/2025
	3878300	Professional Services through Nov. 30, 2025 - MPCA	12/22/2025	12/31/2025	11,942.50	63236	01/09/2026
Total Husch Blackwell LLP:					22,842.50		
IRON RANGE ENGI	130	Electrical Engineering Consulting for Beltline Substation	12/01/2025	12/05/2025	80,053.70	63148	12/29/2025
	134	Beltline Sub material for equipment spill containment, winter storage material	12/01/2025	12/05/2025	22,981.39	63148	12/29/2025
	135	Electrical Engineering Consulting for Beltline Substation, Voltage Conversion, and other PE review on electrical distribution as required.	01/01/2026	01/02/2026	26,267.40	63238	01/09/2026
Total IRON RANGE ENGINEERING AND CONSULTING:					129,302.49		
KINECT ENERGY I	401715	Purchased Gas for November 2025	12/03/2025	12/05/2025	747,111.48	12162025	12/16/2025
	405084	Purchased Gas for December 2025	01/06/2026	01/07/2026	1,038,018.15	10920261	01/09/2026
Total KINECT ENERGY INC ACH DO NOT MAIL:					1,785,129.63		
L & S ELECTRIC IN	0046331	retrofit Sub #3 breakers AK-2A-15 and AK-2A-25 Breakers	12/16/2025	12/17/2025	13,115.00	63153	12/29/2025
	0046338	Refurbish (2) GE AK-2A-50 Breakers w/ AC Pro II	12/16/2025	12/17/2025	10,543.00	63153	12/29/2025
Total L & S ELECTRIC INC:					23,658.00		
LAKE STATES CON	11562	FDR 3 bore to replace cable faulted under paved lot Nyberg Field	08/15/2025	11/10/2025	17,600.00	62963	11/29/2025
	11678	powerline construction and retirement of existing poles, 1st Ave exit	10/11/2025	11/10/2025	89,000.00	62963	11/29/2025
	11679	Powerline Construction with risers and transfers Ansley Exit	10/25/2025	11/10/2025	118,000.00	62963	11/29/2025
	11680	Increased scope for substation modernization sites Ansley and First Ave approved 2/25	10/11/2025	11/10/2025	37,592.50	62963	11/29/2025
	11681	Increased scope for substation modernization sites Ansley and First Ave approved 2/25	10/18/2025	11/10/2025	49,600.00	62963	11/29/2025
	11682	poly boring 2400V to 13.8kV 23rd St. & Public Safety Building	10/06/2025	11/10/2025	122,880.00	62963	11/29/2025
Total LAKE STATES CONSTRUCTION LLC:					434,672.50		
LAKEHEAD CONST	252390	PB 24-03 Dirt, Excavation, Foundation work at Ansley and 1st Ave substation project sites	10/20/2025	10/27/2025	31,377.50	62964	11/29/2025

Name	Invoice Number	Description	Vendor Invoice Date	Invoice Approval Date	Invoice Amount	Check Number	Check Issue Date
Total LAKEHEAD CONSTRUCTORS:					31,377.50		
LEAGUE OF MN CI	40007180.W	Workers' Comp Coverage Premium, 1/1/26-1/1/27	12/24/2025	01/07/2026	120,133.00	63244	01/09/2026
Total LEAGUE OF MN CITIES INSURANCE TRUST:					120,133.00		
MERJENT INC	0049546	South Interconnect--Svcs NOV 2025--Change order approved LP 7/25/25	12/30/2025	12/31/2025	26,993.30	63247	01/09/2026
	47464	Route Support 115 KV-Transmission Line	10/21/2025	10/27/2025	15,998.81	62967	11/29/2025
	47464	Route Permit App & Post App Support	10/21/2025	10/27/2025	16,575.27	62967	11/29/2025
	47890	Change order approved LP 7/25/25	11/07/2025	12/05/2025	26,374.57	63159	12/29/2025
Total MERJENT INC:					85,941.95		
MINERS INSURAN	12182025	Commercial Property-Brokerage Services-Property & Casualty Ins	12/18/2025	12/19/2025	30,000.00	63160	12/29/2025
Total MINERS INSURANCE AGENCY:					30,000.00		
MINNESOTA POWE	07654115149	Purchased Power for November 2025	12/30/2025	12/19/2025	711,847.12	12920251	12/29/2025
Total MINNESOTA POWER ACH DO NOT MAIL:					711,847.12		
MMUA	67318	Policy and Governance Consulting Services 20 of 30 hrs	11/17/2025	11/20/2025	18,408.93	62972	11/29/2025
	68010	Electric Member Dues 2026	12/19/2025	12/19/2025	25,655.00	63161	12/29/2025
Total MMUA:					44,063.93		
MN DEPT HEALTH	1690022_Q4	SVC CONNECTION FEE FOR 4TH QTR 2025	12/01/2025	12/05/2025	13,812.00	63082	12/16/2025
Total MN DEPT HEALTH DRINKING WATER:					13,812.00		
MN PEIP	1582445	ACTIVE EMPLOYEE HEALTH COVERAGE 01/01/26-01/31/26	12/10/2025	12/11/2025	175,719.96	12172025	12/17/2025
Total MN PEIP:					175,719.96		
MN REVENUE SAL	12162025	MONTHLY SALES TAX NOV 2025	12/16/2025	12/16/2025	111,350.00	12162025	12/16/2025
Total MN REVENUE SALES TAX:					111,350.00		
NOVASPECT INC	CD4937	Fisher 6" V150, 2025 size 2, DVC6200HC	10/09/2025	10/20/2025	18,176.32	62979	11/29/2025
	CD8700	Anderson Greenwood set & tested relief valve (6" 150# RF Inlet x 8: 150 RF Outlet)	11/10/2025	11/10/2025	16,576.49	62979	11/29/2025
	PJ99013673	Delta V & System Optimization, Engineering Support	10/17/2025	10/20/2025	11,185.00	62979	11/29/2025
	PJ99013673	Boiler Tuning	10/17/2025	10/20/2025	10,120.00	62979	11/29/2025
	PJ99013673	Turbine Automation FEED	10/17/2025	10/20/2025	10,465.00	62979	11/29/2025
	PJ99013841	Delta V & System Optimization, Engineering Support--OCT 2025	11/19/2025	11/20/2025	13,685.00	62979	11/29/2025
	PJ99013987	Delta V & System Optimization, Engineering Support	12/19/2025	12/19/2025	11,845.00	63169	12/29/2025
	PJ99014078	Guardian Software - Year 2 (5 year total)--JAN 2026 service	01/04/2026	01/06/2026	34,170.08	63252	01/09/2026
Total NOVASPECT INC:					126,222.89		
RICE LAKE CONTR	PAY APP# 19	South Water Treatment Plant Rehab Project; General Conditions, Demolition, Plumbing and HVAC, Eletrical, Concrete/Pavement, Piping and Equipment, Drill 2nd well and Seal 1st	10/31/2025	11/04/2025	445,588.84	62991	11/29/2025

Name	Invoice Number	Description	Vendor Invoice Date	Invoice Approval Date	Invoice Amount	Check Number	Check Issue Date
	PAY APP# 20	South Water Treatment Plant Rehab Project	12/04/2025	12/09/2025	308,648.32	63181	12/29/2025
Total RICE LAKE CONTRACTING CORP:					754,237.16		
SAVANNA PALLET	INV167407	2025 Wood Supply, shipped 10/31	10/31/2025	11/10/2025	33,382.81	63050	11/29/2025
	INV167771	2025 Wood Supply, shipped 11/14	11/14/2025	11/21/2025	12,367.37	63050	11/29/2025
	INV167976	2025 Wood Supply--Shipped 11/22	11/22/2025	12/03/2025	43,899.56	63183	12/29/2025
	INV168184	2025 Wood Supply--Shipped 11/29	11/29/2025	12/05/2025	57,582.34	63183	12/29/2025
	INV168375	2025 Wood Supply--Shipped 12/6	12/06/2025	12/11/2025	66,640.54	63183	12/29/2025
	INV168550	2025 Wood Supply--Shipped 12/14	12/14/2025	12/18/2025	48,481.22	63183	12/29/2025
	INV168740	2025 Wood Supply--Shipped 12/20	12/20/2025	12/31/2025	47,809.52	63263	01/09/2026
	INV168883	2025 Wood Supply shipped date 12/27/25	12/27/2025	01/02/2026	43,266.39	63263	01/09/2026
Total SAVANNA PALLETS:					353,429.75		
STACK BROS. MEC	63074	Boiler Blowdown Public Bid 24-21	11/26/2025	12/03/2025	98,000.00	63185	12/29/2025
	63163	Boiler Blowdown Progress Billing #6	12/03/2025	12/03/2025	200,000.00	63185	12/29/2025
	63580	Boiler Blowdown Public Bid 24-21 Progress Billing #7	01/02/2026	01/02/2026	100,000.00	63266	01/09/2026
Total STACK BROS. MECHANICAL:					398,000.00		
STUART C IRBY C	S014409413.	(3) 2750' Reels -WIRE 1/0 SOLID AL 15KV EPR 220 MIL Special Project Distributiun for 2025 1-200-1107-300	10/27/2025	10/28/2025	33,425.84	63001	11/29/2025
Total STUART C IRBY CO:					33,425.84		
T & R ELECTRIC S	185677	(3) 833kVA 13.8kV to 2400V step down transformers for Beltline sub mod project	12/26/2025	01/06/2026	70,061.50	63267	01/09/2026
Total T & R ELECTRIC SUPPLY CO INC:					70,061.50		
TAMMY MATTONE	OCTOBER.2	Accounting Consulting for Oct; Maintain accurate records, Fraud Mitigation and Positive Pay Implementation, IRA tax credit, Budgeting work	12/15/2025	12/19/2025	12,962.50	63189	12/29/2025
	SEPTEMBE	Accounting Consulting Services for SEPT 2025; Capital Budget Tracking, OPEB Payroll report meetings and data review, PFA coordination with City of Hibbing, MISO, creation of budgeting tools	12/05/2025	12/09/2025	12,835.00	63189	12/29/2025
Total TAMMY MATTONEN CONSULTING LLC:					25,797.50		
THERMOGRAPHY	20250807	thermography & ultrasound inspections for Power Plant & Electric Distribution inspections	11/17/2025	11/17/2025	11,000.00	63004	11/29/2025
Total THERMOGRAPHY & ULTRASOUND DIAG:					11,000.00		
United Rentals Bran	249278830-0	2022 Sherman Puller/Winder PT-3000H License:PE53537 Serial:123WM1713N1T19592 Sale Rsvation:249278830-000	11/24/2025	11/26/2025	100,000.00	63008	11/29/2025
Total United Rentals Branch B08:					100,000.00		
USIC LOCATING S	769286	OCT Locates	10/31/2025	11/06/2025	18,197.87	63009	11/29/2025
Total USIC LOCATING Services, LLC:					18,197.87		
WESCO RECEIVAB	326988	Siemens Catalog 10-07.6-333.0 B (198) Rated 333 kVA - Beltline Sub Stn	09/30/2025	11/26/2025	213,960.00	63089	12/16/2025
	340140	Siemens Catalog 10-07.6-333.0 B (198) Rated 333 kVA - Beltline Sub Stn	10/23/2025	11/26/2025	42,792.00	63089	12/16/2025
	371388	Siemens Catalog 10-07.6-333.0 B (198) Rated 333					

Name	Invoice Number	Description	Vendor Invoice Date	Invoice Approval Date	Invoice Amount	Check Number	Check Issue Date
		KVA - 1st Ave Sub Strn	12/23/2025	12/31/2025	85,584.00	63276	01/09/2026
Total WESCO RECEIVABLES CORP:					342,336.00		
Yes Energy, LLC	8906	TESLA Forecasting Custom Solutions 10/1/25-9/30/2026-billed annually	12/11/2025	12/19/2025	12,432.17	63198	12/29/2025
Total Yes Energy, LLC:					12,432.17		
ZIELIES TREE SER	320251176	2025 Vegetation Management Completed	12/01/2025	12/03/2025	48,197.95	63199	12/29/2025
Total ZIELIES TREE SERVICE, INC:					48,197.95		
Grand Totals:					9,817,458.19		

Report Criteria:

Detail report type printed

[Report].Invoice Amount = {>}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		



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



Item 5.B

Item 5.B – Approval of Payroll Paid and Overtime Report for the
December 23rd, 2025 & January 8th, 2026 Payroll Dates

January 20th, 2026

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

RE: Item 5.B – Approval of Payroll Paid and Overtime Report for the October 2nd &
December 23rd, 2025 & January 8th, 2026 Payroll Dates

Dear Commissioners;

Per HPU's Authorization and Approval matrix approved at the April 26th 2022
Commission Meeting, please payroll and overtime reports for payroll dates
subsequent to the last Commission meeting held on December 16th, 2025.

Sincerely;



Luke J. Peterson

Report Criteria:

Employee Transaction.Check Issue Date = 01/08/2026

Pay Code.Pay Code = 1-19, 25

Payroll Type	Amount
Total REGULAR WAGES:	119,862.33
Total REGULAR WAGES - FOREMAN:	2,016.56
Total REGULAR WAGES - LEAD:	477.12
Total OVERTIME WAGES:	8,667.61
Total OVERTIME WAGES - FOREMAN:	1,703.60
Total OVERTIME WAGES - LEAD:	364.26
Total SUNDAY PREMIUM:	1,227.39
Total VACATION PAY:	22,165.43
Total SICK & SAFE LEAVE:	297.50
Total SICK LEAVE - REGULAR:	6,094.40
Total UNEXCUSED SICK LEAVE:	.00
Total COMP FROM STADBY:	.00
Total COMP TIME EARNED:	.00
Total PERSONAL HOLIDAY:	5,486.11
Total HOLIDAY PAY:	59,522.37
Total SHIFT DIFFERENTIAL .75/HR:	378.00
Total HOLIDAY WORKED:	14,949.65
Total LONGEVITY:	2,913.09
Total STANDBY:	2,602.07
Total LEAVE PAYOUT (NO RETIREMENT):	34,980.63
Total CERTIFICATE/LICENSE:	1,082.85
Grand Totals:	284,790.97

Report Criteria:

Employee Transaction.Check Issue Date = 12/23/2025

Pay Code.Pay Code = 1-19, 25

Payroll Type	Amount
Total REGULAR WAGES:	184,684.31
Total REGULAR WAGES - FOREMAN:	1,715.76
Total REGULAR WAGES - LEAD:	715.44
Total OVERTIME WAGES:	17,196.94
Total OVERTIME WAGES - FOREMAN:	1,531.53
Total OVERTIME WAGES - LEAD:	171.54
Total SUNDAY PREMIUM:	1,362.93
Total VACATION PAY:	19,558.83
Total SICK & SAFE LEAVE:	275.40
Total SICK LEAVE - REGULAR:	6,051.26
Total UNEXCUSED SICK LEAVE:	.00
Total COMP TIME USED:	17,723.42
Total PERSONAL HOLIDAY:	1,490.81
Total SHIFT DIFFERENTIAL .75/HR:	420.00
Total LONGEVITY:	3,279.65
Total STANDBY:	6,057.67
Total LEAVE PAYOUT (NO RETIREMENT):	27,001.24
Total CERTIFICATE/LICENSE:	1,082.85
Grand Totals:	290,319.58



Item 5.C

Item 5.C – Approve Fuel Handler Posting Awarded to Gordon
Terpstra

January 20th , 2026

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

RE: Item 5.C – Approve Fuel Handler Posting Awarded to Gordon Terptra

Dear Commissioners;

HPU staff is seeking Commission approval for the awarding of the Fuel Handler position to the senior-qualified applicant, Gordon Terpstra.

Sincerely;



Luke J. Peterson



Item 5.D

Item 5.D – Authorize listed Requests for Contribution

January 20th , 2026

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

RE: Item 5.D – Authorize Listed Requests 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 December, 2025

Organization	Sector of Support	Request Amount
VCA: Victory 5k	Recreation	\$500
Angel Fund	Recreation	\$500
Bluejacket Wrestling Fan 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. 6th 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: Victory Christian Academy & Project Care Free Clinic

CHECK PAYABLE TO: Victory Christian Academy

CONTACT NAME: Allen Reini PHONE NO. 218-262-6550

ADDRESS: 206 E 39th St, Hibbing, MN 55746

DATE: 1/7/26

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

VCA is partnering with Project Care to bring the Victory 5K to Hibbing. The race is a community event open to the public whose proceeds will benefit the two non-profit organizations. For details about the race please visit vcahibbing.com/5k and see the attached information packet.

AMOUNT OF REQUEST: \$500

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

The Victory 5k will attract participants and spectators from around Northern Minnesota to the Hibbing Community. These visitors will benefit the local businesses. In addition, lifelong runners that make the Iron Range their home will have a premiere 5k event to enjoy as they pursue the recreational sport.

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

Commission Secretary

Date

p/forms/admin./Request for Contribution.doc

— P R E S S I N G T O W A R D T H E P R I Z E —



Dear Community Partner,

Victory Christian Academy is pleased to announce that the annual Victory 5K run/walk will be held on Saturday, April 25, 2026. This much-anticipated, family-friendly event is both certified and sanctioned by the USATF, attracting dedicated runners and families from across northern Minnesota. Since its inception in 2024, the Victory 5K has welcomed over 250 participants each year. Alongside the main race, the weekend includes a community pasta feed and a fun run for kids, bringing people of all ages together in support of a greater cause.

Team participation has been a highlight of the Victory 5K since its beginning. Each year, runners create teams made up of friends, families, and employees from sponsoring businesses, competing for awards such as “Most Inspiring Team,” “Best Team Name,” and “Largest Team.” These friendly traditions promote employee engagement, teamwork, and community spirit—values that align closely with the mission of our local businesses. By sponsoring the Victory 5K, your company demonstrates its commitment to well-being, collaboration, and community involvement while gaining positive visibility among participants and spectators.

Victory Christian Academy in Hibbing, Minnesota, is an interdenominational K–12 school dedicated to cultivating academic excellence, character, and leadership. To keep tuition affordable as we provide an exceptional educational experience, we draw on the generosity of community-driven fundraising and corporate sponsorships. These impactful partnerships help us advance our mission to prepare the next generation of leaders on the Iron Range. Your partnership plays a vital role in sustaining this important work.

In keeping with our commitment to making a positive impact in our community, a portion of the race proceeds will once again benefit Project Care Free Clinic in Hibbing. This organization provides essential medical care to uninsured or underinsured individuals who might otherwise go without treatment. Every \$48 raised covers the full cost of one patient’s labs, x-rays, and office visit. In 2025, we proudly donated over \$3,000, which covered more than 60 medical appointments. With your support, we hope to increase this contribution in 2026 and continue bringing hope and healing to those who need it most.

We invite your business to join us as a Victory 5K sponsor. Sponsorship packages offer valuable advertising exposure, community goodwill, and the opportunity to make a tangible difference, both for local families and for those in need of care. Please refer to the Sponsorship Opportunities document for details on each level of support and complete the Sponsorship Form to confirm your participation. The deadline to guarantee sponsorship recognition is Monday, March 2, 2026.

For additional information or questions, please contact Allan Reini at 218-262-6550 or email victory5k@vcahibbing.com. Together, we can build a stronger community and create a lasting impact, one step at a time.

With appreciation,

The Victory 5K Committee
vcahibbing.com/5k
projectcarefreeclinic.org



Victory 5K Sponsorship Opportunities

Sponsorship Benefits	Presenting Sponsor	Premier Sponsor	Victory Sponsor	Care Sponsor	Ally Sponsor	Supporting Sponsor
	\$10,000	\$5,000	\$2,500	\$1,000	\$500	\$250
	(Only 1 Available)					
Number of Free Race Entries	4	3	2	1		
Company Name is Part of the Official Race Title (ie: "Company Name" Presents the Victory 5K)	●					
Opening Comments & Present Awards (Opt.)	●					
Race Route Advertising	●	●				
2025 Year Round Advertising	●	●				
Company Logo on Runner Bibs	●	●				
Company Logo on Awards Backdrop	●	●	●			
Promotional Item in Runner Packets	●	●	●			
Sponsor Recognition in all Regional Advertisements & Social Media	●	●	●	●		
Sponsor Recognition on Flyers	●	●	●	●		
Colored Company Logo on Event Banners	●	●	●	●	○	
Company Logo on Participant & Volunteer Shirts	●	●	●	●	○	○
Sponsor Recognition on Event Website	●	●	●	●	●	○
Benefit to Patients & Students	●	●	●	●	●	●

○ = Black & White Logo Only on Banner or Text Only on Shirts / Website

5K Event Banners will be displayed: on 39th Street in Hibbing for two weeks prior and two weeks following race day, at the packet pickup and community pasta feed the night before the race, and during all activities on race day!



2026 Sponsorship Form

Thank you for partnering with us to invest into our community! If you have any questions, contact Allan Reini at 218-262-6550 or the 5K team at victory5k@vcahibbing.com. Please sign up and pay online using QR Code/Link or mail the form below.

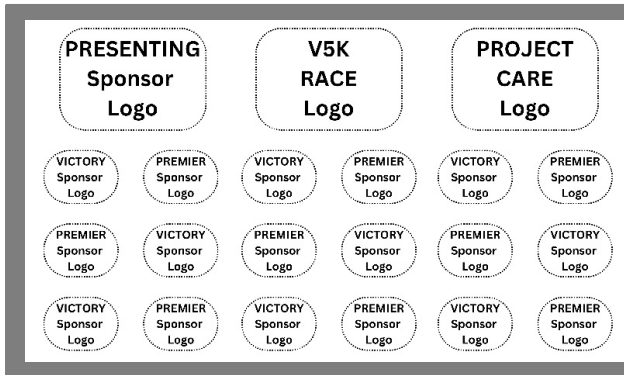


go.vcahibbing.com/sponsor

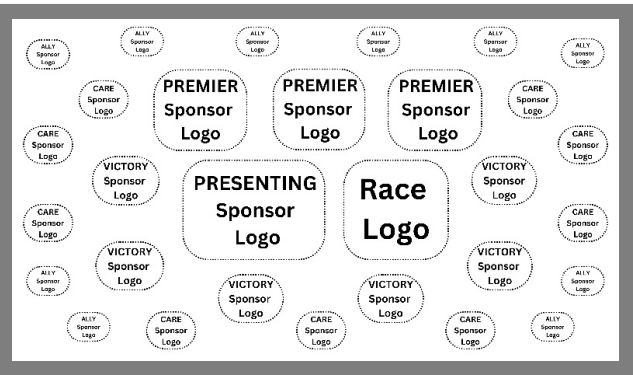
Deadlines: March 2, 2026 for guarantee on flyers, shirts, and banners

Advertising Examples:

Awards Backdrop



Banner Layout



See Sponsorship Opportunities Chart for more details. Sign up at go.vcahibbing.com/sponsor or mail the form below to to *Victory Christian Academy, Attention Victory 5K, 206 East 39th Street, Hibbing MN 55746*. A receipt for your records will be mailed to you. A member of our team will reach out to you to gather information needed to complete your sponsorship package. Thank you for your support!

Business Name: _____ **Contact Person:** _____

Business Address: _____

Contact Phone Number: _____ **Contact Email:** _____

Sponsor Level:

_____ PRESENTING Sponsor (\$10,000)

_____ PREMIER Sponsor (\$5,000)

_____ VICTORY Sponsor (\$2,500)

_____ CARE Sponsor (\$1,000)

_____ ALLY Sponsor (\$500)

_____ SUPPORTING Sponsor (\$250)



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. 6th 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: Angel Fund

CHECK PAYABLE TO: Angel Fund

CONTACT NAME: Kelly Grinsteinner

PHONE NO. 218-969-6768

ADDRESS: PO Box 114, Hibbing MN 55746

DATE: 1/7/26

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

Angel Fund provides financial assistance to NE MN residents undergoing cancer treatment. We'll host our 14th annual Rock for an Angel curling funspiel on Saturday, Feb, 14, at Hibbing Curling Club. This one-day event is our largest fundraiser of the year and draws many participants and spectators from across the Iron Range and further. It is a fabulous gathering to support patients, honor those we've lost to cancer and to celebrate survivors! We kindly request the support of HPU/PUC for this year's event. Funds raised go directly to cancer patients. We also invite you to register a team! Learn more at <https://angelfundrange.org/rock-for-an-angel-2026/>

AMOUNT OF REQUEST: Gold Sponsorship \$500

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

As a sponsor of the event, HPU will show customers and those from out of the area that the organization cares about the health (physical & financial) and wellbeing of Hibbing residents. Due to its popularity, we also anticipate an economic infusion for Hibbing businesses outside of the curling club. Tourism and recreation are also applicable to this event. There is a social benefit as well, as we provide a mid-winter activity where we can gather, converse and support our neighbors, loved ones and others through giving. Thank you for considering!



REQUEST FOR CONTRIBUTION

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

Commission Secretary

Date

p/forms/admin./Request for Contribution.doc

P.O. Box 114
Hibbing, MN 55746

TEL: (218) 262-9929
EMAIL: info@angelfundrange.org
WEB: www.angelfundrange.org
FB: www.facebook.com/angelfundrange



Dec. 29, 2025

Angel Fund offers financial assistance to Northeastern Minnesota residents battling cancer. Our major fundraising event is the **Rock for an Angel Funspiel**, which will be held on Saturday, **Feb. 14, 2026, at the Hibbing Curling Club**. This year's theme will be **"Curlentine's Day – the Big 14!"** Funds raised at this event provide hope for area cancer patients.

We appreciate all contributions to Angel Fund and are asking you to please consider sponsoring this event: \$1,000+ Platinum Sponsor, \$500 Gold Sponsor, \$250 Silver Sponsor, or \$150 Bronze Sponsor.

Another way to make this event a success is by contributing a raffle item or making a cash donation – or perhaps participating on a team! No matter how you contribute, your support is appreciated by those who benefit the most – those who battle cancer.

In 2024, we experienced an unprecedented – and unexpected -- surge in requests. We "gifted" a record-breaking 577 requests totaling \$231,000! Our main gifts are in the form of gas cards for transportation to and from treatment or grocery cards to free up funds for other expenses.

To contribute, please mail your gift to Angel Fund, P.O. Box 114, Hibbing, MN 55746, contact a committee member, or donate at www.angelfundrange.org/donate (indicate Rock for an Angel). We kindly request your response by Feb. 5.

For questions or to learn more about Angel Fund, log on to www.angelfundrange.org or call Kelly at 218-969-6768.

Thank you for all you do to support our community! We look forward to having you join us for Rock for an Angel Funspiel as a sponsor, contributor or attendee.

Warmest regards,

Rock for an Angel Committee:

Co-Chairs Carolyn Pohjonen & Alice Prtine, Treasurer Jill Zimmer and Committee Members: Nicole Freeman, Kelly Grinsteiner, Beth Skaudis, Amanda Koski, Sharon Polcher and Ann Godfrey

Thank you for your ongoing support & consideration!

–Committed to helping individuals facing cancer treatment

• Saturday, Feb. 14, 2026 •

Curlentine's Day the Big 14!

14th annual Rock for an Angel Funspiel at Hibbing Curling Club

Each team of 4 is guaranteed
3 four-end games

Space is limited to 32 teams

Curling equipment available

Curling starts 8 a.m.

Registration includes eye openers,
lunch & dinner

Raffles, games & costume contest

Spectators welcome!!



Raise
funds for
local
cancer
patients!



January 20th, 2026



Early-bird pricing is \$260/team.

Register TODAY at

angelfundrange.org/rock-for-an-angel-2026

Hibbing Public Utilities

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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. 6th 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:

Bluejack Wrestling Fan Club

CHECK PAYABLE TO:

Bluejack Wrestling Fan Club

CONTACT NAME:

Lindsay Osterhoudt

PHONE NO.

218-966-3434

ADDRESS:

P.O. Box 323

DATE:

1/2/26

PROJECT DESCRIPTION:

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

Bluejacket Wrestling Extravaganza

March 21st, 2026 at Hibbing Memorial arena

Raffle / Dinner to support cost of equipment, transportation, and fees.

AMOUNT OF REQUEST:

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

Supporting the Bluejacket Wrestling program helps strengthen the City of Hibbing by providing youth with a positive, structured activity that builds discipline, confidence, and leadership. Our K-12 program allows boy and girl student athletes to be engaged and develops responsible community members.



REQUEST FOR CONTRIBUTION

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

Commission Secretary

Date

p/forms/admin/Request for Contribution.doc



Item 6.A

Item 6.A – Approve 2026 Capital Budget Including Lead Service Line Removal Projects

January 20th, 2026

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

RE: Item 6.A – Approve 2026 Lead Service Line Removal Projects

Dear Commissioners;

Following discussions at the October, November, and December workings sessions and most recently customer feedback at the Lead Town Hall held on January 12th, as well as the January working session on January 13th, HPU staff is pleased to report the 2026-2030 Capital Budget & Forecast.

This Forecast retains many of the priorities set by the Commission through conversations at the end of 2025, this budget outlines projects across HPU's Water, Steam, Gas, and Electric utilities. These projects will advance the shared goals of the Commission, HPU Staff, and community members to provide Hibbing with safe and reliable utility services, at industry-competitive rates.

Following discussions at the January 12th HPU Lead Open House, and the subsequent January 13th Working Session. It was identified that HPU's 2026 Capital Budget must include and prioritize projects resulting in the identification and removal of lead from Hibbing's Water System. These projects have been added to the budget for your consideration. Please find a summary of the proposed work below.

The following 8 city blocks are recommended to be included in the ***2026 Lead Service Line and Watermain Replacement Project***.

- 2000 Block of 4th Avenue W
 - 12 total service lines
 - 4 known LSL (utility side)
 - 8 unknown service lines
 - 4-inch watermain to be upsized to 8-inch watermain
 - 1 service line repair on record
 - Sanitary sewer and steam not within street area
- 2100 Block of 4th Avenue W
 - 14 total service lines
 - 4 known LSL (3 utility side; 1 private side)

- 10 unknown service lines
 - 12-inch CIP watermain replaced with PVC watermain
 - Sanitary sewer and steam not within street area
- 2100 Block of 4th Avenue E
 - 13 total service lines
 - 5 known LSL (4 utility side; 1 private side)
 - 8 unknown service lines
 - 6-inch CIP watermain replaced with 8-inch PVC watermain
 - 2 service line repairs on record
 - Sanitary sewer and steam not within street area
- 2200 Block of 4th Avenue E
 - 12 total service lines
 - 7 known LSL (6 utility side; 1 private side)
 - 5 unknown service lines
 - 6-inch CIP watermain replaced with 8-inch PVC watermain
 - Sanitary sewer and steam not within street area
- 2500 Block of 4th Avenue E
 - 18 total service lines
 - 8 known LSL (7 utility side; 1 private side)
 - 10 unknown service lines
 - 6-inch CIP watermain replaced with 8-inch PVC watermain
 - 1 service line repair and 2 watermain repairs
 - Sanitary sewer and steam not within street area
- 2200 Block of 10th Avenue E
 - 9 total service lines
 - 4 known LSL (utility side)
 - 3 unknown service lines
 - 6-inch CIP watermain replaced with 8-inch PVC watermain
 - Sanitary sewer and steam not within street area
- 2100 Block of 11th Avenue E
 - 19 total service lines
 - 4 known LSL (utility side)
 - 1 known galvanized (private side)
 - 14 unknown service lines
 - 6-inch CIP watermain replaced with 8-inch PVC watermain
 - 1 service line repair
 - Water service curb stops on east side of street located within paved roadway and will be relocated to boulevard to improve operation and maintenance
 - Sanitary sewer and steam not within street area
- 2200 Block of 11th Avenue E
 - 11 total service lines
 - 1 known LSL (utility side)
 - 10 unknown service lines

- 6-inch CIP watermain replaced with 8-inch PVC watermain
- 1 service line repair
- Sanitary sewer and steam not within street area

At an potential project cost of \$750,000 per city block for the replacement of watermain and service lines, including full street reconstruction, the total estimated project cost for the **2026 Lead Service Line and Watermain Replacement Project** is \$6,000,000. Lastly, based on our recent meeting with MDH staff, final plans and specifications are required to be submitted to MDH by March 31, 2026 for certification to access the 2026 grant funding awarded for LSL replacement.

Also, as discussed during the lead townhall and subsequent discussions, HPU is including a separate line item in 2026 and 2027 for Lead Service Line Identification / Pothole Investigation.

HPU has already been awarded \$1M in grant funding for the replacement of lead service lines in 2026 and expects an additional grant funding based on our ability to identify all of the lead service lines throughout the city.

Through investigative work completed in October and November 2025, more than 100 lead service lines were identified throughout the core area of Hibbing.

The proposed project includes the replacement of 91 water service lines of which 37 are known to be lead or galvanized requiring replacement. Additionally, the project will replace approximately 3,500 linear feet of 4 and 6-inch CIP watermain that has exceeded its useful life and will be replaced with large water main for increased fire flow.

In total, this Forecast retains many of the priorities set by the Commission through conversations at the end of 2025, this budget outlines projects across HPU's Water, Steam, Gas, and Electric utilities. These projects will advance the shared goals of the Commission, HPU Staff, and community members to provide Hibbing with safe and reliable utility services, at industry-competitive rates.

Sincerely;

A handwritten signature in black ink that reads "Luke J. Peterson". The signature is written in a cursive, flowing style.

Luke J. Peterson



HIBBING PUBLIC UTILITIES 2026-2030 CAPITAL IMPROVEMENT PLAN

Watermain Capital Improvement Plan						
CIP Project #	Project Name	2026	2027	2028	2029	2030
2026-01W	E 23rd Street Phase 2	\$ 674,600.00				
2026-02W	Greenhaven Phase 1	\$ 2,421,200.00				
2026-03W	Wegner Road Loop	\$ 1,640,900.00				
2026-05W	Annual Hydrant & Valve Replacement	\$ 1,250,000.00				
2026-LSL1A	LSL Water Line Replacement	\$ 2,000,000.00				
2026-LSL1B	LSL Watermain Replacement	\$ 4,000,000.00				
2026-LSL 1C	Lead Service Line Identification / Pothole Investigation	\$ 1,250,000.00	\$ 1,250,000.00			
2026-HRA1	New Haven Drive	\$ 600,000.00				
2026-11W	Greenhaven Phase 2		\$ 4,371,000.00			
2027-02W	E 25th Street Phase 1		\$ 1,823,200.00			
2027-03W	TH 169 (Slip lining)		\$ 2,740,600.00			
2027-04W	Annual Hydrant & Valve Replacement		\$ 1,250,000.00			
2027-10W	Lead Service Line Replacement		\$ 500,000.00			
2028-01W	E 25th Street Phase 2			\$ 1,823,200.00		
2028-02W	Kelly Lake			\$ 6,740,000.00		
2028-03W	Annual Hydrant & Valve Replacement			\$ 1,250,000.00		
2028-06W	Lead Service Line Replacement			\$ 500,000.00		
2029-02W	2nd Avenue W				\$ 4,179,400.00	
2029-03W	Annual Hydrant & Valve Replacement				\$ 1,250,000.00	
2029-07W	3rd Ave E				\$ 2,300,000.00	
2029-08W	Lead Service Line Replacement				\$ 500,000.00	
2030-01W	9th Avenue E					\$ 2,480,400.00
2030-02W	Kitzville					\$ 4,028,400.00
2030-03W	Annual Hydrant & Valve Replacement					\$ 1,250,000.00
2030-07W	Lead Service Line Replacement					\$ 500,000.00
Total		\$ 13,836,700.00	\$ 11,934,800.00	\$ 10,313,200.00	\$ 8,229,400.00	\$ 8,258,800.00

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HIBBING PUBLIC UTILITIES 2026-2030 CAPITAL IMPROVEMENT PLAN

Gas Capital Improvement Plan						
CIP Project #	Project Name	2026	2027	2028	2029	2030
2026-08G	Gas Distribution Model	\$ 100,000.00				
2026-09G	New Gas Mains Including NH Drive	\$ 400,000.00	\$ 400,000.00	\$ 400,000.00	\$ 400,000.00	\$ 400,000.00
Total		\$ 500,000.00	\$ 400,000.00	\$ 400,000.00	\$ 400,000.00	\$ 400,000.00

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Hibbing Public Utilities



HIBBING PUBLIC UTILITIES 2026-2030 CAPITAL IMPROVEMENT PLAN

Steam Capital Improvement Plan						
CIP Project #	Project Name	2026	2027	2028	2029	2030
2026-01S	E 23rd St Phase 2	\$ 373,600.00				
2026-06S	Industrial Road & E 19th St	\$ 2,660,700.00				
2026-12S	Annual Steam Maintenance Replacements	\$ 500,000.00				
2027-02S	E 25th Street Phase 1		\$ 275,000.00			
2027-05S	7th Ave E		\$ 1,150,000.00			
2027-09S	Annual Steam Maintenance Replacements		\$ 500,000.00			
2028-01S	E 25th Street Phase 2			\$ 2,057,100.00		
2028-05S	Annual Steam Maintenance Replacements			\$ 500,000.00		
2029-04S	2029 Steam TBD Project				\$ 1,500,000.00	
2029-06S	Annual Steam Maintenance Replacements				\$ 500,000.00	
2030-04S	2030 Steam TBD Project					\$ 1,500,000.00
2030-06S	Annual Steam Maintenance Replacements					\$ 500,000.00
Total		\$ 3,534,300.00	\$ 1,925,000.00	\$ 2,557,100.00	\$ 2,000,000.00	\$ 2,000,000.00

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HIBBING PUBLIC UTILITIES 2026-2030 CAPITAL IMPROVEMENT PLAN

Electrical Capital Improvement Plan						
CIP Project #	Project Name	2026	2027	2028	2029	2030
Generation						
	RO System	\$ 1,500,000.00				
	Boiler, Feedwater & Routine Upgrades	\$ 1,000,000.00				
	Plant Electrical	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00
	Turbine Major Overhaul		\$ 2,000,000.00		\$ 1,500,000.00	\$ 2,000,000.00
	Biomass Fuel Handling					
Distribution						
2026-02P	Greenhaven Phase 1 - Underground Lighting	\$ 100,000.00				
2026-06P	Industrial Road & E 19th St - Vaults & Switch	\$ 500,000.00				
2026-08P	Utility Network - Distribution System Modeling	\$ 100,000.00				
2026-09P	Beltline Substation Reconstruction	\$ 2,000,000.00				
2026-10P	Feeder 15 PH 2 & 3 - 2400V to 13.8KV Conversion	\$ 1,500,000.00				
2026-13P	Feeder 81 - 4160V to 13.8KV Conversion	\$ 300,000.00				
2026-14P	Feeder 61 - 2400V to 13.8KV Conversion	\$ 100,000.00				
2026-15P	Vegetation Management	\$ 300,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00	\$ 250,000.00
2027-01P	Greenhaven Phase 2 - Underground Lighting		\$ 300,000.00			
2027-02P	E 25th Street Phase 1 - Underground Lighting		\$ 300,000.00			
2027-06P	Wegener Sub - 4KV to 13.8KV Conversion		\$ 500,000.00			
2027-07P	Feeder 15 PH 4 & 5 - 2400V to 13.8KV Conversion		\$ 500,000.00			
2027-08P	LED Street Light Conversion		\$ 1,000,000.00			
2027-11P	Decommission Gas Plant Substations		\$ 500,000.00			
2028-01P	E 25th Street Phase 2 - Underground Lighting			\$ 300,000.00		
2028-07P	Feeder 2 Recabling			\$ 500,000.00		
2029-05P	Voltage Conversion Feeder TBD				\$ 500,000.00	
2030-05P	Voltage Conversion Feeder TBD					\$ 500,000.00
	Total	\$ 7,650,000.00	\$ 5,600,000.00	\$ 1,300,000.00	\$ 2,500,000.00	\$ 3,000,000.00

Admin Capital Improvement Plan						
CIP Project #	Project Name	2026	2027	2028	2029	2030
2026-AMI	AMI	\$ 4,000,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00	\$ 200,000.00
	Facilities Including Fleet Equipment	\$ 3,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00	\$ 2,000,000.00
	IT 7 Communications	\$ 1,000,000.00				
	Total	\$ 8,000,000.00	\$ 11,152,027.00	\$ 4,552,028.00	\$ 5,452,029.00	\$ 5,952,030.00

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HIBBING PUBLIC UTILITIES 2026-2030 CAPITAL IMPROVEMENT PLAN

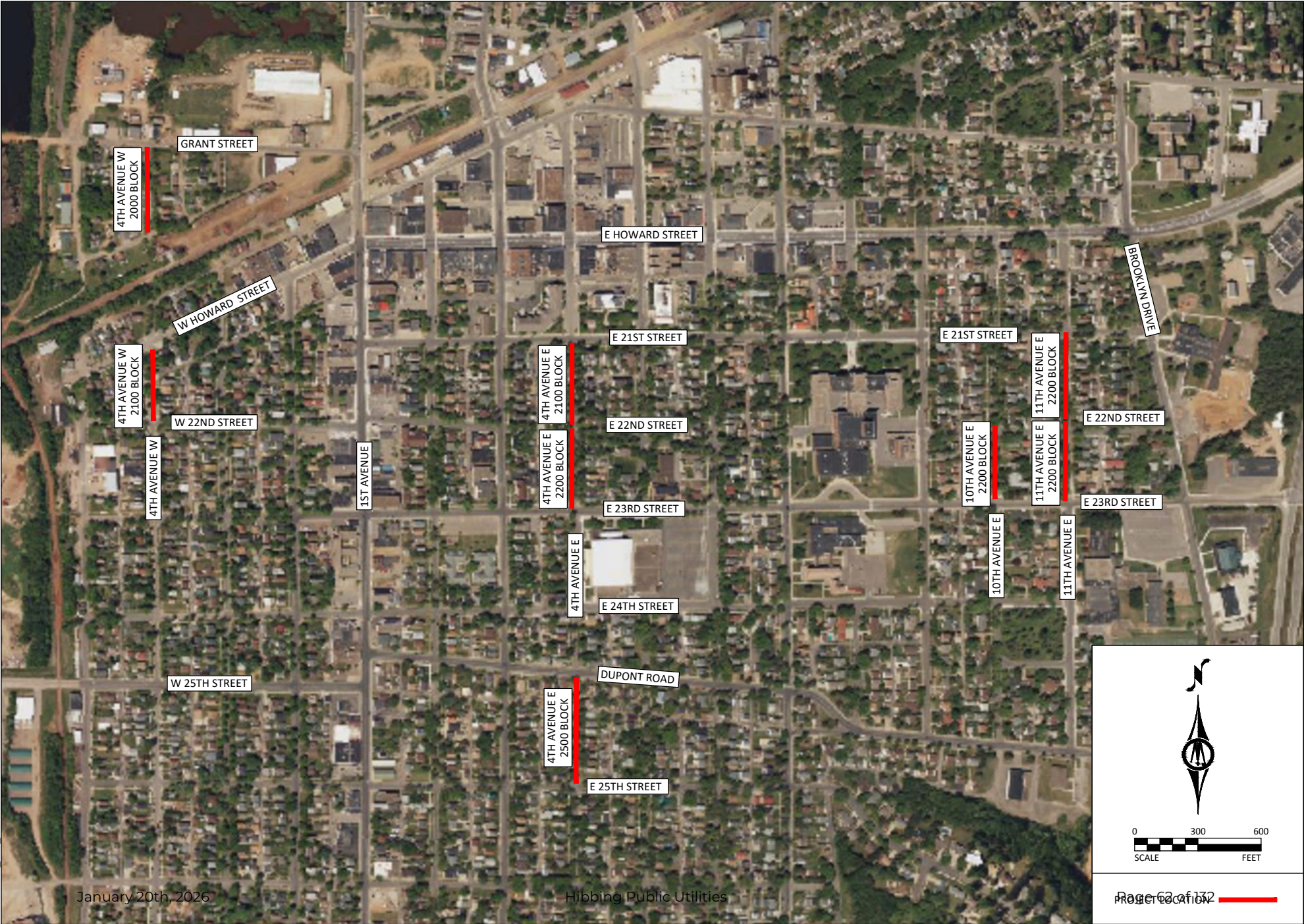
Transmission Interconnection						
CIP Project #	Project Name	2026	2027	2028	2029	2030
2026 Transm	Southern Interconnect	\$ 11,172,601.00	\$ 7,448,400.40			
Total		\$ 11,172,601.00	\$ 7,448,400.40			

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Hibbing Public Utilities

2026 LSL WATERMAIN REPLACEMENT PROJECT AREAS

HIBBING PUBLIC UTILITIES COMMISSION

JANUARY 2026



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Item 6.B

Item 6.B – Approve Engineer Design & Support Services for Capital Projects

January 20th, 2026

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

RE: Item 6.B – Approve Engineer Design & Support Services for Capital Projects

Dear Commissioners;

As part of finalizing our 2026 Capital Improvement Program, staff requests approval to engage outside engineering support to supplement internal staff capacity and ensure timely, compliant, and cost-effective delivery of the projects planned for the coming year.

The 2026 capital plan includes a combination of electric, water, gas, and district energy system projects that involve increasing technical requirements, regulatory coordination on environmental and Department of Health / EPA requirements. While our internal engineering and operations teams provide strong day-to-day support and institutional knowledge, currently, the scope and schedule of the 2026 capital portfolio exceed what can be effectively managed in-house without creating operational risk or delaying these projects.

You will note that we have included continued recommendations for Bolton & Menk to continue with the design services they have started as part of previous capital improvement planning from 2025. Even so, I look forward to HPU's Engineering manager reviewing and advising on construction management best practices in preparation for this summer's construction season.

For the time being, utilizing external engineering partners allows the utility to maintain a lean internal structure while ensuring that capital investments are designed and executed to industry standards and best practices.

Approval of this support will enable staff to proceed with detailed design, permitting, and construction planning in a timely manner, positioning the organization to meet 2026 infrastructure, reliability, and community service objectives.

I recommend Commission approval to authorize management to engage qualified engineering firms as needed to support the 2026 capital program.

Sincerely;

A handwritten signature in black ink that reads "Luke J. Peterson". The signature is written in a cursive style with a large, stylized 'L' and 'P'.

Luke J. Peterson



Item 6.B.i

Item 6.B.i – Approve Barr Engineering for 2026 Environmental Support in the Amount of \$28,500

January 20th, 2026

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

RE: Item 6.B.i – Approve Barr Engineering for 2026 Environmental Support in the Amount of \$28,500

Dear Commissioners;

For your consideration we have received a proposal from Barr Engineering in regards to environmental support for the 2026 year. The scope includes TRI reporting, Air Emission reporting, Greenhouse Gas Reporting, Stack Test Support, Hazardous Waste Compliance, and P2PR reporting. The total for the above projects is \$28,500.00.

Please see attached estimate.

Thank you for your consideration.

Sincerely;



Luke J. Peterson

January 2, 2026

Paul Plombon
Hibbing Public Utilities
1902 E 6th Avenue
Hibbing, MN 55746

Re: Proposal for 2026 Environmental Reporting and Compliance Support

Dear Paul:

Barr Engineering Co. (Barr) is pleased to provide this proposal to Hibbing Public Utilities (HPU) to provide environmental reporting and compliance support in the 2026 calendar year. This letter summarizes the intended scope of work, estimated costs, and the timeline for Barr to complete this work.

Project Understanding

Barr's understanding of the scope of work is based on Barr's experience providing environmental reporting and compliance support to HPU over the past couple of years, and our ongoing follow-up communications with you. The scope of work consists of the projects and tasks described below, and assumes that HPU will be responsible for the final submittal of all reports to regulatory agencies and payment of any agency fees associated with the items included in this proposal.

Project 1: Emergency Planning and Community Right to Know Act (EPCRA) Reporting

Task 1.1: Tier II Chemical Inventory

This task involves preparing the facility's Tier II chemical inventory for hazardous substances (e.g., raw materials, intermediates, products, non-RCRA wastes) as required by EPCRA Sections 311 and 312. The report must be submitted to the Minnesota Department of Public Safety Division of Homeland Security and Emergency Management (HSEM) by March 1, 2026.

To initiate work on this task, Barr will send HPU an information request for the following data for each hazardous chemical used/stored at the facility and will include examples of information to provide, where appropriate:

- Maximum and average inventories
- Safety data sheets (SDS)
- The physical and/or health hazard of each hazardous chemical (obtained from SDS)
- A brief description of the manner of storage of the chemical (e.g., container type, pressure, temperature)
- The location of the chemical at the facility

Barr will summarize and compile this data in a workbook using Microsoft Excel. The workbook will document EPCRA Sections 311 and 312 applicability, the data necessary to make the determination, and the information that must be included in the Tier II reports if reporting is triggered, including:

- SDS components
- Whether the chemical contains an Extremely Hazardous Substance (EHS)
- Whether the threshold planning quantity (TPQ) is exceeded
- The maximum and average amount of each chemical on-site at any one time
- The number of days per year the chemical is on site
- Items required to be reported, if a threshold is exceeded, such as:
 - Physical and health hazard categories (e.g., flammable, gas under pressure, acute toxicity)
 - Type of storage and storage conditions (e.g., temperature and pressure)
 - Storage locations

Once the data has been compiled, Barr will conduct one site visit to confirm the information that has been provided, including storage containers and locations.

Barr will use the updated spreadsheet to prepare the report for certification and submittal by HPU. Barr will also provide the spreadsheet to HPU for continued use to screen chemicals brought on-site for EPCRA applicability.

This task is based on the following assumptions:

1. HPU will provide copies of all requested information needed to review and update the inventory (e.g., hazardous materials storage inventories, SDS).
2. HPU will provide the most recent Tier II chemical inventory spreadsheet as used to document applicability and prepare the most recent inventory.
3. The Tier II chemical inventory spreadsheet is accurate and reflects the current operation and configuration of the facility and, therefore, does not require substantial updates.
4. The inventory will include up to 30 hazardous substances.
5. Barr will update the Tier II chemical inventory spreadsheet for HPU, including one iteration of review and comment.
6. Barr will prepare the report using the electronic reporting system as required by the HSEM.
7. HPU will provide access to Minnesota's HSEM system.
8. Data provided to Barr by HPU or vendors will be complete and accurate.
9. HPU personnel and contractors will respond to inquiries in a timely manner.
10. This task assumes up to 35 staff hours, including up to four hours to conduct the site visit and up to four hours for routine collaboration with HPU.

Task 1.2: Toxic Release Inventory (TRI) and Minnesota Pollution Prevention Progress Reporting (P2PR)

This task involves preparing the Toxic Release Inventory (TRI) report as required by EPCRA Section 313 and the Minnesota Pollution Prevention Progress Report (P2PR) for the reporting year 2025. The TRI report is required to be submitted to the U.S. Environmental Protection Agency (EPA) by July 1, 2026 and the P2PR is required to be submitted to the Minnesota EPCRA Program by July 1, 2026.

To complete this task, Barr will send HPU an information request and use the information provided by HPU to prepare the report. Barr will compile the data provided by HPU into HPU's TRI calculation workbook, including reviewing and updating reporting thresholds, maximum inventory amounts, production/activity ratios, release calculations, treatment codes, and waste management information. Barr will use the information in the workbook to prepare both the TRI report in TRI-MEweb and the P2PR in the Minnesota HSEM system.

This task is based on the following assumptions:

1. Facility operations (e.g., materials, waste generation rates) for RY2024 facility are consistent with the previous reporting period.
2. HPU will collect and provide Barr with the data needed to prepare the TRI report and P2PR in electronic format.
3. Data provided to Barr by HPU or contractors/vendors will be complete and accurate.
4. Reportable releases to air will be calculated as part of Task 2.1 - Air Emission Reports.
5. Barr will provide HPU with draft TRI calculations and documentation, TRI report forms, and P2PR documentation and report forms for one iteration of review and comment.
6. All work related to this task will be completed remotely, and no on-site work will be required.
7. This task assumes up to 35 staff hours, including time for routine collaboration with HPU.

Project 2: Air Emission Reporting and Permitting Compliance Support

Task 2.1: Air Emission Reports

This task involves preparing air emission reports and supporting calculations as required by Minnesota Rules Chapter 7019. To complete this task, Barr will collaborate with HPU to obtain operating data for calendar year 2025 (e.g., stack test reports, CEMS data, raw material test results). Barr will use these data to update the actual air emission calculations in HPU's air emission workbook. The calculations in this workbook will be used to prepare the reporting year 2025 reports identified and summarized in the table below.

Item	Report	Description	Due Date
2.1.1	Air Emission Inventory (AEI)	MPCA report of actual annual air emissions from the facility, submitted via MPCA e-Services.	April 1, 2026
2.1.2	Greenhouse Gas (GHG) Report ¹	US EPA report of actual annual GHG emissions from the facility, submitted via EPA e-GGRT (if required).	March 31, 2026
2.1.3	TRI Air Emission/Release Calculations	Completing air emission calculations for releases and treatment of hazardous substances to air required for EPCRA TRI reporting (see Task 1.2).	July 1, 2026

¹ GHG emissions are reported to the MPCA under Minn. R. 7019 and US EPA under 40 CFR Part 98. US EPA proposed to remove GHG reporting obligations on September 12, 2025. US EPA also proposed to extend the March 31, 2026, reporting deadline until June 10, 2026. If the reporting deadline extension is finalized before March 31, US EPA may have time to issue a final rule to remove the GHG reporting obligations before the regulatory deadline for reporting year 2025. Barr will discontinue work to prepare the GHG Report to US EPA if/when the reporting obligations are eliminated by rule.

This task is based on the following assumptions:

1. Facility operations (e.g., raw material inputs, emission units, control equipment) for RY2025 are consistent with the previous reporting period.
2. HPU will collect and provide Barr with the data needed to update air emission calculations (e.g. amounts and types of fuels combusted, hours of equipment operation, stack test reports, raw material test results) in electronic format.
3. Data provided to Barr by HPU or contractors/vendors will be complete and accurate.
4. Barr will provide HPU with a copy of each report listed above for one iteration of review and comments.
5. HPU will be responsible for the final submittal of each report identified in the table above.
6. All work related to this task will be completed remotely, and no on-site work will be required.
7. This task assumes up to 50 staff hours, including time for routine collaboration with HPU.

Task 2.2: Stack Testing

This task includes support for coordinating performance testing as required in HPU's Title V air permit and reviewing the test reports. As part of this task, Barr will update HPU's performance testing calendar with the most recent test results and the tests coming due for the 2026 calendar year.

This task does not include addressing and resolving compliance issues related to results from performance testing. Should HPU require additional assistance with addressing compliance issues, Barr will provide an updated scope of work and budget for this item at HPU's direction.

This task is based on the following assumptions:

1. This task assumes up to 15 staff hours, including time to discuss any questions with HPU staff.

Task 2.3: General Air Permitting and Compliance

This task covers support for general air quality items, such as questions about a regulatory requirement and initial screening of proposed projects to determine if a permit amendment is required. The budget assigned to this task is intended to serve as a baseline budget to allow Barr to provide assistance in a timely manner. Should items under this task require more complex assessments and documentation or preparation of an air permit application, Barr will provide an updated scope of work and budget for this item at HPU's direction.

This task is based on the following assumptions:

1. Ongoing work related to the reissuance of HPU's Title V air permit will continue under PO #25007144.
2. This item assumes up to 25 staff hours, including time for routine collaboration with HPU staff.

Project 3: Hazardous Waste Compliance Support

Task 3.1: Hazardous Waste Compliance

Barr will collaborate with HPU staff to complete routine hazardous waste license applications or other small hazardous waste-related reports required by the MPCA and/or St. Louis County Department of Environmental Services.

This task is based on the following assumptions:

1. HPU is a very small quantity generator (VSQG) and is subject to limited hazardous waste requirements.
2. HPU maintains records of waste-related data (e.g., composition, volume generated) required to complete license applications and reports.
3. This task assumes up to 5 staff hours, including time for routine collaboration with HPU.

Project Team

Samantha Anthonijs will be the project manager and technical lead; she will be responsible for overseeing project and task completion. Heather Zika will be a key team member and is local to the Hibbing area; she will be the primary contact for any items requiring on-site verification. Erik Boleman will be Barr's principal in charge for this project. As such, Erik will be responsible for client relations and contractual matters and will be available as needed to discuss the project and Barr's performance. Together, this team provides extensive multi-media environmental support for Minnesota facilities and understands the day-to-day operations of managing environmental compliance. We will also utilize other senior staff to verify our conclusions and junior staff to support emission calculations, report preparation, and other elements of this work.

Schedule

Barr is available to begin work on this project beginning in January 2026. Barr understands that the timelines associated with the tasks described above will vary depending on the level of effort required and regulatory compliance timelines. Barr will work with HPU to identify reasonable timeframes for completing each item/deliverable identified in the tasks and assumes that HPU personnel and contractors/vendors will respond in a timely manner to meet project timelines.

Budget

Barr proposes to complete this scope of work on a time and materials basis, not to exceed **\$28,500**, as summarized in the table below. We will complete this work under the terms and conditions of our master services agreement with HPU dated March 26, 2021.

Table 1 Estimated Project Costs

Project & Task		Labor Cost
1. Emergency Planning and Community Right to Know Act (EPCRA) Reporting		
1.1	Tier II Chemical Inventory	\$5,500
1.2	Toxic Release Inventory (TRI) and Pollution Prevention Progress Report (P2PR)	\$5,500
	<i>Subtotal:</i>	<i>\$11,000</i>
2. Air Emission Reporting and Permitting Compliance Support		
2.1	Air Emission Reports	\$8,500
2.2	Stack Testing	\$3,000
2.3	General Air Permitting and Compliance	\$5,000
	<i>Subtotal:</i>	<i>\$16,500</i>
3. Hazardous Waste Compliance Support		
3.1	Hazardous Waste Compliance	\$1,000
	<i>Subtotal:</i>	<i>\$1,000</i>
	Total:	\$28,500

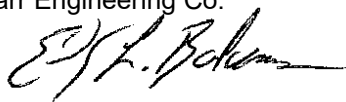
The costs and scope described in each of these tasks represent our best estimate of the level of effort that will be needed to complete the scope of work. If completion of this project is more time-consuming than anticipated, Barr will work with HPU to re-align on scope/cost prior to exceeding the agreed-upon budget.

We very much look forward to serving you. If you would like to discuss this proposal in further detail, please contact Samantha Anthonijs at 952-893-5226 or santhonijs@barr.com.

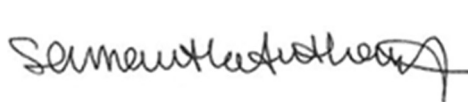
If this Agreement is satisfactory, please sign this letter in the space provided and return it to us or provide us with a purchase order specific to this scope of work.

Sincerely,

Barr Engineering Co.



Erik L. Boleman
Vice President



Samantha L. Anthonijs
Senior Environmental Engineer

Accepted this _____ day of _____, 20____

By _____

Its _____



Item 6.B.ii

Item 6.B.ii – Approve Bolton & Menk for Design & Engineering of 2026 Lead Service Line Removal Projects in the amount not to exceed \$480,000

January 20th, 2026

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

RE: Item 6.B.ii – Approve Bolton & Menk for Design & Engineering of 2026 Lead Service Line Removal Projects in the amount not to exceed \$480,000

Dear Commissioners;

For your consideration, we have received a scope and fee letter from Bolton & Menk for the Design & Engineering Services related to HPU's 2026 Lead Service Line Removal Projects. The related fee for these services is not to exceed \$480,000.

Please see the attached proposal.

Sincerely;



Luke J. Peterson



**BOLTON
& MENK**

Real People. Real Solutions.

301 E Howard Street
Suite 26
Hibbing, MN 55746

Phone: (218) 231-0018
Bolton-Menk.com

Via Email

January 20, 2026

Mr. Luke Peterson, General Manager
Hibbing Public Utilities Commission
1902 E. 6th Ave.
Hibbing, MN 55746

Re: 2026 Lead Service Line and Watermain Replacement Project
Engineering and Design Services

Dear Mr. Peterson,

On behalf of Bolton & Menk, Inc., we thank you for the opportunity to present this scope and fee letter in response to the Hibbing Public Utilities (HPU) Commission's request for developing project plans and specifications for the 2026 Lead Service Line and Watermain Replacement Project.

This scope of work has been broken into three primary tasks; preliminary design, final design and project bidding services. Developing an accurate and concise project manual for bidding is one of the most important steps to delivering a successful project and we consider these tasks as the milestones in the project development process.

We appreciate the opportunity to continue serving HPU and value the great working relationship we have with staff and the commission. The enclosed scope of services presents our approach to delivering these capital improvement projects for the HPU. Please feel free to contact me with any questions or comments regarding the services proposed herein at Andrew.Brotzler@bolton-menk.com or (218) 812-8900.

Sincerely,
Bolton & Menk, Inc.

Andy Brotzler, PE
Municipal Senior Project Manager

Enclosure: Scope of Services



Real People. Real Solutions.

301 E Howard Street
Suite 26
Hibbing, MN 55746

Phone: (218) 231-0018
Bolton-Menk.com

Scope of Services for 2026 Lead Service Line and Watermain Replacement Project

The **2026 Lead Service Line and Watermain Replacement project** includes the replacement of 91 water service lines (of which 37 are known lead or galvanized), 3,500 linear feet of watermain, and full reconstruction of the following streets:

- 2000 Block of 4th Avenue W
- 2100 Block of 4th Avenue W
- 2100 Block of 4th Avenue E
- 2200 Block of 4th Avenue E
- 2500 Block of 4th Avenue E
- 2200 Block of 10th Avenue E
- 2100 Block of 11th Avenue E
- 2200 Block of 11th Avenue E

The tasks below represent the project development process from existing data collection through accepting of bids. Items not included within this scope and fee are as follows:

- a) Revisions or updates to contract documents after acceptance of bids.
- b) Construction contract administration.
- c) All permitting fees will be invoiced separately to HPU.

The following scope of services is broken into three primary tasks as follows.

Task 1: Survey and Preliminary Design

Bolton & Menk will perform a field control survey and create a base map identifying existing above and below ground infrastructure features including existing roadway features, storm sewer, public utility infrastructure, adjacent buildings, contours, and private small utilities. Boring and pavement core sampling will be conducted to confirm existing conditions. Underground utility information will be located and described per available as-builts, field markings, and private utility map information facilitated through Gopher State One Call. Right-of-way and property lines will be illustrated based on found field monumentation and plat information received from Saint Louis County and the City of Hibbing.

Preliminary design will focus on data collection and the establishment of existing conditions. Topographic data collected in the field will be processed and combined with the base map and utility data to create a working existing conditions map for use in the Final design.

Deliverables:

- Utility Locate Documentation
- Boring and Pavement Core Sampling Results
- Existing Conditions Figures

Task 2: Final Design (Development of Plans and Specifications)

Bolton & Menk will complete the detailed design of the proposed improvements in accordance with HPU design standards and follow all federal and state laws, rules, and regulations. Comprehensive, detailed construction plans and specifications will be prepared to comply with HPU, City and State standards, as required. In addition to construction plans, Bolton & Menk will prepare and assemble bidding documents which will include project specifications, instructions to bidders, bid proposal form, and any necessary labor/wage requirements. We will prepare and coordinate all necessary permits for the project, including the submittal of necessary plans and specifications to MDH for certification of the proposed improvements and project. Our team envisions weekly correspondence to ensure HPU's input on the design is actively included throughout the process. We intend to submit final design plans, specifications, and engineer's estimate for review at the following stages of completion:

- a) 60% Plan Review – Submittal to include existing conditions, proposed removals, construction plan & profiles, preliminary utility relocations, and preliminary cost estimate.
- b) 100% Plan Review – Submittal of final design plans, project proposal and specifications, and engineer's estimate for approval and signatures.

Deliverables:

- 60% Construction Plan Set for HPU Review and Comment
- Draft specifications for HPU Review and Comment
- Final Construction Plan Set & Project Proposal
- Required Permits
- Engineer's Cost Estimate
- Funding coordination for LSL funds awarded for the project and processing for lead service line replacements.

Task 3: Project Advertisement and Bidding

The final task will include coordination for advertising and bidding for the proposed construction project.

- a) Bolton & Menk will coordinate advertisement of bids.
- b) Bolton & Menk will respond to contractor inquiries.
- c) Bolton & Menk and HPU will host the bid opening.
- d) Bolton & Menk will produce a bid abstract and updated contract documents.
- e) Bolton & Menk will provide a recommendation to the Commission for award of the contract.

Deliverables:

- Bid Advertisement Documentation
- Bidding Documents (Project Manual)
- Final Contract Documents
- Bid Abstract

PROJECT SCHEDULE

The preliminary project schedule is presented below with milestones and approximate dates.

<u>Milestone</u>	<u>Approximate Date</u>
Commission Authorize Design	January 20, 2026
60% Design Submittal	March 2026
MDH Submittal for Certification	March 31, 2026
Advertise for Bids	May 2026
Bid Opening	June 2026
Award Contract	June/July 2026
Construction	July 2026 – July 2027**

** As the project design progresses, we will work with you to evaluate a final proposed construction schedule.

FEES

Bolton & Menk proposes to perform all work on an hourly basis for a **not-to-exceed fee of \$480,000.** With an estimated project cost of \$6,000,000, this is 8 percent of the estimated project cost and represents almost 3,000 design hours to deliver the project in accordance with the above project schedule. Final costs of the work will be based upon the actual hours spent on performance of the scope stated in this letter. This amount will not exceed \$480,000 without prior authorization from HPUC.

Due to the nature of construction and the possibility of unforeseen conditions and schedules, we would propose an estimated hourly fee for construction-related services. We will provide a proposal and summary of these services after the bids are received in order to provide a well-defined scope and schedule. We anticipate that this fee will be approximately 10 percent of the construction costs but may vary based on the level of construction administration services requested by the HPU.



Item 6.B.iii

Item 6.B.iii – Bolton & Menk for Design & Engineering

January 20th, 2026

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

RE: Item 6.B.iii – Bolton & Menk for Design & Engineering

Dear Commissioners;

As part of advancing the 2026 Capital Improvement Budget, staff is submitting the following design and engineering proposals from Bolton & Menk for Commission consideration.

- E 23rd St. Phase 2 in the amount not to exceed \$180,000
- Greenhaven Phase 1 in the amount not to exceed \$125,000
- 30" Watermain Phase 3 in the amount not to exceed \$90,000
- Cobb Cook Phase 2 Development in the amount not to exceed \$75,000
- Lead Corrosion Control Design, Engineering, & Oversight not to exceed \$38,750

As HPU is adding an Engineering Manager, I look forward to reviewing and advising on construction management best practices in preparation for this summer's construction season.

Sincerely;



Luke J. Peterson



Real People. Real Solutions.

301 E Howard Street
Suite 26
Hibbing, MN 55746

Phone: (218) 231-0018
Bolton-Menk.com

Via Email

January 8, 2026

Mr. Luke Peterson, General Manager
Hibbing Public Utilities Commission
1902 E. 6th Ave.
Hibbing, MN 55746

Re: 2026 Capital Improvement Project – E 23rd Street Phase 2 (Watermain and Steam)
Engineering and Design Services

Dear Mr. Peterson,

On behalf of Bolton & Menk, Inc., we thank you for the opportunity to present this scope and fee letter in response to the Hibbing Public Utilities (HPU) Commission's request for developing project plans and specifications for the 2026 Capital Improvement Project – E 23rd Street Phase 2 (Watermain and Steam).

This scope of work has been broken into three primary tasks; preliminary design, final design and project bidding services. Developing an accurate and concise project manual for bidding is one of the most important steps to delivering a successful project and we consider these tasks as the milestones in the project development process.

We appreciate the opportunity to continue serving HPU and value the great working relationship we have with staff and the commission. The enclosed scope of services presents our approach to delivering these capital improvement projects for the HPU. Please feel free to contact me with any questions or comments regarding the services proposed herein at Andrew.Brotzler@bolton-menk.com or (218) 812-8900.

Sincerely,
Bolton & Menk, Inc.

Andy Brotzler, PE
Municipal Senior Project Manager

Enclosure: Scope of Services



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Hibbing, MN 55746

Phone: (218) 231-0018
Bolton-Menk.com

Scope of Services 2026 Capital Improvement Project – E 23rd Street Phase 2 (Watermain and Steam)

The **2026 Capital Improvement Project – E 23rd Street Phase 2 (Watermain and Steam)** includes the replacement of watermain along E 23rd Street between 11th Avenue E and TH 169, the replacement of existing watermain across E 23rd Street at 10th Avenue E, and the extension of new watermain along TH 169 to existing watermain crossing TH 169 north of E 23rd Street. Also included is the replacement and rehabilitation of existing steam infrastructure crossing E 23rd Street at Brooklyn Drive and along the south side of E 23rd Street. This project is the second phase of the E 23rd Street improvement project completed in collaboration with the City of Hibbing. The City of Hibbing will again be the lead agency for the project that will include the reconstruction of E 23rd Street from 9th Avenue E to TH 169.

The tasks below represent the project development process from existing data collection through accepting of bids. Items not included within this scope and fee are as follows:

- a) Revisions or updates to contract documents after acceptance of bids.
- b) Construction contract administration.
- c) All permitting fees will be invoiced separately to HPU.

The following scope of services is broken into three primary tasks as follows.

Task 1: Survey and Preliminary Design

Bolton & Menk will perform a field control survey and create a base map identifying existing above and below ground infrastructure features including existing roadway features, storm sewer, public utility infrastructure, adjacent buildings, contours, and private small utilities. Boring and pavement core sampling will be conducted to confirm existing conditions. Underground utility information will be located and described per available as-builts, field markings, and private utility map information facilitated through Gopher State One Call. Right-of-way and property lines will be illustrated based on found field monumentation and plat information received from Saint Louis County and the City of Hibbing.

Preliminary design will focus on data collection and the establishment of existing conditions. Topographic data collected in the field will be processed and combined with the base map and utility data to create a working existing conditions map for use in the Final design.

Deliverables:

- Utility Locate Documentation
- Existing Conditions Figures

Task 2: Final Design (Development of Plans and Specifications)

Bolton & Menk will complete the detailed design of the proposed improvements in accordance with HPU design standards and follow all federal and state laws, rules, and regulations. Comprehensive, detailed

construction plans and specifications will be prepared to comply with HPU, City and State standards, as required. In addition to construction plans, Bolton & Menk will prepare and assemble bidding documents which will include project specifications, instructions to bidders, bid proposal form, and any necessary labor/wage requirements. We will prepare and coordinate all necessary permits for the project. Our team envisions weekly correspondence to ensure HPU's input on the design is actively included throughout the process. We intend to submit final design plans, specifications, and engineer's estimate for review at the following stages of completion:

- a) 60% Plan Review – Submittal to include existing conditions, proposed removals, construction plan & profiles, preliminary utility relocations, and preliminary cost estimate.
- b) 100% Plan Review – Submittal of final design plans, project proposal and specifications, and engineer's estimate for approval and signatures.

Deliverables:

- 60% Construction Plan Set for HPU Review and Comment
- Draft specifications for HPU Review and Comment
- Final Construction Plan Set & Project Proposal
- Required Permits
- Engineer's Cost Estimate
- Funding coordination and processing for lead service line replacements (if funding is available through the State Public Facilities Authority)

Task 3: Project Advertisement and Bidding

The final task will include coordination with the City of Hibbing for advertising and bidding for the proposed construction project.

- a) Bolton & Menk will coordinate advertisement of bids with the City of Hibbing.
- b) Bolton & Menk will respond to contractor inquiries.
- c) Bolton & Menk will provide a recommendation to the Commission for award of the contract.

PROJECT SCHEDULE

The preliminary project schedule is presented below with milestones and approximate dates.

<u>Milestone</u>	<u>Approximate Date</u>
Commission Authorize Design	January 2026
60% Design Submittal	January 2026
100% Design Submittal	February 2026
Advertise for Bids	February 2026
Bid Opening	March 2026
Award Contract	April 2026
Construction	May- October 2026

FEES

Bolton & Menk proposes to perform all work on an hourly basis for a **not-to-exceed fee of \$180,000.00.** This fee includes \$125,000.00 for the watermain improvements design and \$55,000.00 for the steam system improvements design. Final costs of the work will be based upon the actual hours spent on performance of the scope stated in this letter. This amount will not exceed \$180,000 without prior authorization from HPUC.

Due to the nature of construction and the possibility of unforeseen conditions and schedules, we would propose an estimated hourly fee for construction-related services. We will provide a proposal and summary of these services after the bids are received in order to provide a well-defined scope and schedule. We anticipate that this fee will be approximately 10 percent of the construction costs but may vary based on the level of construction administration services requested by the HPU.



**BOLTON
& MENK**

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301 E Howard Street
Suite 26
Hibbing, MN 55746

Phone: (218) 231-0018
Bolton-Menk.com

Via Email

January 8, 2026

Mr. Luke Peterson, General Manager
Hibbing Public Utilities Commission
1902 E. 6th Ave.
Hibbing, MN 55746

Re: 2026 Capital Improvement Project – Greenhaven Phase 1
Engineering and Design Services

Dear Mr. Peterson,

On behalf of Bolton & Menk, Inc., we thank you for the opportunity to present this scope and fee letter in response to the Hibbing Public Utilities (HPU) Commission's request for developing project plans and specifications for the 2026 Capital Improvement Project – Greenhaven Phase 1.

This scope of work has been broken into three primary tasks; preliminary design, final design and project bidding services. Developing an accurate and concise project manual for bidding is one of the most important steps to delivering a successful project and we consider these tasks as the milestones in the project development process.

We appreciate the opportunity to continue serving HPU and value the great working relationship we have with staff and the commission. The enclosed scope of services presents our approach to delivering these capital improvement projects for the HPU. Please feel free to contact me with any questions or comments regarding the services proposed herein at Andrew.Brotzler@bolton-menk.com or (218) 812-8900.

Sincerely,
Bolton & Menk, Inc.

Andy Brotzler, PE
Municipal Senior Project Manager

Enclosure: Scope of Services



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301 E Howard Street
Suite 26
Hibbing, MN 55746

Phone: (218) 231-0018
Bolton-Menk.com

Scope of Services 2026 Capital Improvement Project – Greenhaven Phase 1

The **2026 Capital Improvement Project – Greenhaven Phase 1** includes the replacement of watermain along 2nd Avenue E between S Inner Dr and N Inner Dr, Access Dr, E 35th Street, and S Inner Drive between E 37th Street and W Inner Dr. Also included with the project will be the reconductoring for streetlights within the project area.

The tasks below represent the project development process from existing data collection through accepting of bids. Items not included within this scope and fee are as follows:

- a) Revisions or updates to contract documents after acceptance of bids.
- b) Construction contract administration.
- c) All permitting fees will be invoiced separately to HPU.

The following scope of services is broken into three primary tasks as follows.

Task 1: Survey and Preliminary Design

Bolton & Menk will perform a field control survey and create a base map identifying existing above and below ground infrastructure features including existing roadway features, storm sewer, public utility infrastructure, adjacent buildings, contours, and private small utilities. Boring and pavement core sampling will be conducted to confirm existing conditions. Underground utility information will be located and described per available as-builts, field markings, and private utility map information facilitated through Gopher State One Call. Right-of-way and property lines will be illustrated based on found field monumentation and plat information received from Saint Louis County and the City of Hibbing.

Preliminary design will focus on data collection and the establishment of existing conditions. Topographic data collected in the field will be processed and combined with the base map and utility data to create a working existing conditions map for use in the Final design.

Deliverables:

- Utility Locate Documentation
- Boring and Pavement Core Sampling Results
- Existing Conditions Figures

Task 2: Final Design (Development of Plans and Specifications)

Bolton & Menk will complete the detailed design of the proposed improvements in accordance with HPU design standards and follow all federal and state laws, rules, and regulations. Comprehensive, detailed construction plans and specifications will be prepared to comply with HPU, City and State standards, as required. In addition to construction plans, Bolton & Menk will prepare and assemble bidding documents which will include project specifications, instructions to bidders, bid proposal form, and any necessary

labor/wage requirements. We will prepare and coordinate all necessary permits for the project. Our team envisions weekly correspondence to ensure HPU's input on the design is actively included throughout the process. We intend to submit final design plans, specifications, and engineer's estimate for review at the following stages of completion:

- a) 60% Plan Review – Submittal to include existing conditions, proposed removals, construction plan & profiles, preliminary utility relocations, and preliminary cost estimate.
- b) 100% Plan Review – Submittal of final design plans, project proposal and specifications, and engineer's estimate for approval and signatures.

Deliverables:

- 60% Construction Plan Set for HPU Review and Comment
- Draft specifications for HPU Review and Comment
- Final Construction Plan Set & Project Proposal
- Required Permits
- Engineer's Cost Estimate
- Funding coordination for CDBG funds awarded for the project and processing for lead service line replacements (if funding is available through the State Public Facilities Authority)

Task 3: Project Advertisement and Bidding

The final task will include coordination for advertising and bidding for the proposed construction project.

- a) Bolton & Menk will coordinate advertisement of bids.
- b) Bolton & Menk will respond to contractor inquiries.
- c) Bolton & Menk and HPU will host the bid opening.
- d) Bolton & Menk will produce a bid abstract and updated contract documents.
- e) Bolton & Menk will provide a recommendation to the Commission for award of the contract.

Deliverables:

- Bid Advertisement Documentation
- Bidding Documents (Project Manual)
- Final Contract Documents
- Bid Abstract

PROJECT SCHEDULE

The preliminary project schedule is presented below with milestones and approximate dates.

<u>Milestone</u>	<u>Approximate Date</u>
Commission Authorize Design	January 2026
60% Design Submittal	February 2026
100% Design Submittal	March 2026
Advertise for Bids	April 2026
Bid Opening	May 2026
Award Contract	June 2026
Construction	June - October 2026

FEES

Bolton & Menk proposes to perform all work on an hourly basis for a **not-to-exceed fee of \$125,000.00.** Final costs of the work will be based upon the actual hours spent on performance of the scope stated in this letter. This amount will not exceed \$125,000 without prior authorization from HPUC.

Due to the nature of construction and the possibility of unforeseen conditions and schedules, we would propose an estimated hourly fee for construction-related services. We will provide a proposal and summary of these services after the bids are received in order to provide a well-defined scope and schedule. We anticipate that this fee will be approximately 10 percent of the construction costs but may vary based on the level of construction administration services requested by the HPU.



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Suite 26
Hibbing, MN 55746

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Bolton-Menk.com

Via Email

January 8, 2026

Mr. Luke Peterson, General Manager
Hibbing Public Utilities Commission
1902 E. 6th Ave.
Hibbing, MN 55746

Re: 2025 Capital Improvement Project – 30" Watermain Phase 3
Engineering and Design Services – Scope Amendment

Dear Mr. Peterson,

On behalf of Bolton & Menk, Inc., we thank you for the opportunity to present this scope and fee amendment letter in response to the Hibbing Public Utilities (HPU) Commission's request for developing project plans and Change Order No. 3 for the continuation of the 30" Watermain Slip-lining project.

The scope of work includes the investigation and research of existing conditions for the development of plans and quantities to prepare Change Order No. 3, the permitting of proposed improvements within MnDOT right-of-way along TH 169, and construction administration and observation. The hourly estimated not-to-exceed fee for the completion of this work is \$90,000.00. This amount will not exceed \$90,000.00 without prior authorization from HPUC.

We appreciate the opportunity to continue serving HPU and value the great working relationship we have with staff and the commission. The enclosed scope of services presents our approach to delivering these capital improvement projects for the HPU. Please feel free to contact me with any questions or comments regarding the services proposed herein at Andrew.Brotzler@bolton-menk.com or (218) 812-8900.

Sincerely,
Bolton & Menk, Inc.

Andy Brotzler, PE
Municipal Senior Project Manager



Real People. Real Solutions.

301 E Howard Street
Suite 26
Hibbing, MN 55746

Phone: (218) 231-0018
Bolton-Menk.com

Via Email

January 8, 2026

Mr. Luke Peterson, General Manager
Hibbing Public Utilities Commission
1902 E. 6th Ave.
Hibbing, MN 55746

Re: 2026 Capital Improvement Project – Cobb Cook Phase 2 Development
Engineering and Design Services

Dear Mr. Peterson,

On behalf of Bolton & Menk, Inc., we thank you for the opportunity to present this scope and fee letter in response to the Hibbing Public Utilities (HPU) Commission's request for developing project plans and specifications for the 2026 Capital Improvement Project – Cobb Cook Phase 2 Development.

This scope of work has been broken into three primary tasks; preliminary design, final design and project bidding services. Developing an accurate and concise project manual for bidding is one of the most important steps to delivering a successful project and we consider these tasks as the milestones in the project development process.

We appreciate the opportunity to continue serving HPU and value the great working relationship we have with staff and the commission. The enclosed scope of services presents our approach to delivering these capital improvement projects for the HPU. Please feel free to contact me with any questions or comments regarding the services proposed herein at Andrew.Brotzler@bolton-menk.com or (218) 812-8900.

Sincerely,
Bolton & Menk, Inc.

Andy Brotzler, PE
Municipal Senior Project Manager

Enclosure: Scope of Services



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Suite 26
Hibbing, MN 55746

Phone: (218) 231-0018
Bolton-Menk.com

Scope of Services 2026 Capital Improvement Project – Cobb Cook Phase 2 Development

The **2026 Capital Improvement Project – Cobb Cook Phase 2 Development** includes the extension of approximately 1,600 LF of new watermain in collaboration with the Cobb Cook Phase 2 Development project. The new watermain is proposed to be extended along a new road extension and alignment from the Cobb Cook Phase 1 project, east to W 39th Street and 3rd Avenue W, east along W 39th Street to 1st Avenue to connect with the existing 18-inch watermain along 1st Avenue. It is understood that this project will be designed and constructed as a standalone contract and in collaboration with Cobb Cook Phase 2 Development improvements for the construction of streets, sewer, and storm sewer. It is assumed that grade, profile, and alignment information for the new road extension will be provided by others.

The tasks below represent the project development process from existing data collection through accepting of bids. Items not included within this scope and fee are as follows:

- a) Revisions or updates to contract documents after acceptance of bids.
- b) Construction contract administration.
- c) All permitting fees will be invoiced separately to HPU.

The following scope of services is broken into three primary tasks as follows.

Task 1: Survey and Preliminary Design

Bolton & Menk will perform a field control survey and create a base map identifying existing above and below ground infrastructure features including existing roadway features, storm sewer, public utility infrastructure, adjacent buildings, contours, and private small utilities for proposed improvements along W 39th Street between 1st Avenue and 3rd Avenue W. Boring and pavement core sampling will be conducted to confirm existing conditions. Underground utility information will be located and described per available as-builts, field markings, and private utility map information facilitated through Gopher State One Call. Right-of-way and property lines will be illustrated based on found field monumentation and plat information received from Saint Louis County and the City of Hibbing.

Preliminary design will focus on data collection and the establishment of existing conditions. Topographic data collected in the field will be processed and combined with the base map and utility data to create a working existing conditions map for use in the Final design.

Deliverables:

- Utility Locate Documentation
- Boring and Pavement Core Sampling Results
- Existing Conditions Figures

Task 2: Final Design (Development of Plans and Specifications)

Bolton & Menk will complete the detailed design of the proposed improvements in accordance with HPU design standards and follow all federal and state laws, rules, and regulations. Comprehensive, detailed construction plans and specifications will be prepared to comply with HPU, City and State standards, as required. In addition to construction plans, Bolton & Menk will prepare and assemble bidding documents which will include project specifications, instructions to bidders, bid proposal form, and any necessary labor/wage requirements. We will prepare and coordinate all necessary permits for the project. Our team envisions weekly correspondence to ensure HPU's input on the design is actively included throughout the process. We intend to submit final design plans, specifications, and engineer's estimate for review at the following stages of completion:

- a) 60% Plan Review – Submittal to include existing conditions, proposed removals, construction plan & profiles, preliminary utility relocations, and preliminary cost estimate.
- b) 100% Plan Review – Submittal of final design plans, project proposal and specifications, and engineer's estimate for approval and signatures.

Deliverables:

- 60% Construction Plan Set for HPU Review and Comment
- Draft specifications for HPU Review and Comment
- Final Construction Plan Set & Project Proposal
- Required Permits
- Engineer's Cost Estimate

Task 3: Project Advertisement and Bidding

The final task will include coordination for advertising and bidding for the proposed construction project.

- a) Bolton & Menk will coordinate advertisement of bids.
- b) Bolton & Menk will respond to contractor inquiries.
- c) Bolton & Menk and HPU will host the bid opening.
- d) Bolton & Menk will produce a bid abstract and updated contract documents.
- e) Bolton & Menk will provide a recommendation to the Commission for award of the contract.

Deliverables:

- Bid Advertisement Documentation
- Bidding Documents (Project Manual)
- Final Contract Documents
- Bid Abstract

PROJECT SCHEDULE

The preliminary project schedule is presented below with milestones and approximate dates.

<u>Milestone</u>	<u>Approximate Date</u>
Commission Authorize Design	January 2026
60% Design Submittal	March 2026
100% Design Submittal	April 2026
Advertise for Bids	May 2026
Bid Opening	June 2026
Award Contract	July 2026
Construction	July - October 2026

FEES

Bolton & Menk proposes to perform all work on an hourly basis for a **not-to-exceed fee of \$75,000.00.** Final costs of the work will be based upon the actual hours spent on performance of the scope stated in this letter. This amount will not exceed \$75,000 without prior authorization from HPUC.

Due to the nature of construction and the possibility of unforeseen conditions and schedules, we would propose an estimated hourly fee for construction-related services. We will provide a proposal and summary of these services after the bids are received in order to provide a well-defined scope and schedule. We anticipate that this fee will be approximately 10 percent of the construction costs but may vary based on the level of construction administration services requested by the HPU.



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301 E Howard Street
Suite 26
Hibbing, MN 55746

Phone: (218) 231-0018
Bolton-Menk.com

Via Email

December 12, 2025

Mr. Luke Peterson, General Manager
Hibbing Public Utilities Commission
1902 E. 6th Ave.
Hibbing, MN 55746

Re: Corrosion Control System – Engineering and Design Services

Dear Mr. Peterson,

On behalf of Bolton & Menk, Inc., we thank you for the opportunity to present this scope and fee letter in response to the Hibbing Public Utilities (HPU) Commission's request for developing project plans and specifications for the addition of a corrosion control system at the South WTP.

Lead and copper samples are taken by HPU each year to ensure compliance with the federal Lead and Copper Rule. This rule regulates lead and copper in drinking water for public water systems across the US. As a part of this rule, sample results are analyzed for the 90th percentile concentration. If this concentration is above 15 µg/L for lead, and 1.3 mg/L for copper, a system is considered in violation of the rule. The 90th percentile in the latest round of lead and copper sampling for HPU was 32.5 µg/L, meaning the system needs to take action to lower the concentration of lead in the water system.

Lead in drinking can be naturally present in the source water, or it can enter via lead plumbing, pipes, and solder in the distribution system. HPU has tested its drinking water wells, and none have naturally elevated lead. Therefore, the lead is believed to enter the system via corrosion of lead plumbing in either the distribution system or individual homes.

HPU is currently completing an aggressive lead and copper replacement plan, but this will take time. HPU will also not be able to replace all in-home plumbing that may contain lead. Therefore, additional action is needed. HPU can use water treatment to reduce the corrosion potential of the water, reducing the risk of lead leaching into the drinking water. This can be done via the addition of a corrosion inhibitor, such as orthophosphate.

Multiple conversations have been held with the Minnesota Department of Health, who holds enforcement power of the lead and copper rule. During these discussions, it was determined the most effective option for HPU to lower lead levels was corrosion control via a corrosion inhibitor. To meet current regulations for separation of chemicals and chemical storage, this will require a separate chemical storage room to be constructed to house the corrosion inhibitor. This will be accomplished by constructing an interior wall within the large chlorine room to create an additional chemical room. The following work will be included in this project.

Name: Peterson
Date: December 12, 2025
Page: 2

- Construction of an interior masonry wall to create a new chemical room for the corrosion inhibitor.
- Removal of the existing overhead door and installation of a man door for access to the chemical room.
- Installation of new chemical feed equipment including chemical tanks, scales, pumps, and chemical feed lines.
- HVAC and plumbing for new chemical room.
- Electrical and controls for the new chemical system.

Bolton & Menk is able to design and oversee the construction of a corrosion control system addition at the South WTP to meet MDH requirements, and lower lead in drinking water for HPU.

We appreciate the opportunity to continue serving HPU and value the great working relationship we have with staff and the commission. The enclosed scope of services presents our approach to delivering these improvements for HPU. Please feel free to contact me with any questions or comments regarding the services proposed herein at Brian.Guldan@bolton-menk.com or (612) 499-0533.

Sincerely,
Bolton & Menk, Inc.



Brian Guldan, PE
Water/Wastewater Practice Leader

Enclosure: Scope of Services

CC: Paul Plombon, HPU
 Andy Brotzler, Bolton & Menk
 Luke Heikkila, Bolton & Menk



Real People. Real Solutions.

301 E Howard Street
Suite 26
Hibbing, MN 55746

Phone: (218) 231-0018
Bolton-Menk.com

Scope of Services Corrosion Control System

The tasks below represent the project development process from existing data collection through accepting of bids. Items not included within this scope and fee are as follows:

- a) Revisions or updates to contract documents after acceptance of bids.
- b) Construction contract administration.
- c) All permitting fees will be invoiced separately to HPU.

The following scope of services is broken into two primary tasks as follows.

Task 1: Final Design (Development of Plans and Specifications)

Bolton & Menk will complete the detailed design of the proposed improvements in accordance with HPU design standards and follow all federal and state laws, rules, and regulations. Comprehensive, detailed construction plans and specifications will be prepared to comply with HPU, City and State standards, as required. In addition to construction plans, Bolton & Menk will prepare and assemble bidding documents which will include project specifications, instructions to bidders, bid proposal form, and any necessary labor/wage requirements. We will prepare and coordinate all necessary permits for the project. Our team envisions weekly correspondence to ensure HPU's input on the design is actively included throughout the process. We intend to submit final design plans, specifications, and engineer's estimate for review at the following stages of completion:

- a) 60% Plan Review – Submittal to include preliminary design and cost estimate.
- b) 100% Plan Review – Submittal of final design plans and project specifications for approval and signatures.

Deliverables:

- 60% Construction Plan Set for HPU Review and Comment
- Draft specifications for HPU Review and Comment
- Final Construction Plan Set & Project Proposal
- Required Permits
- Engineer's Cost Estimate

Task 2: Project Advertisement and Bidding

The final task will include advertising and bidding of the proposed construction project. Upon acceptance of bids the project manual will be updated with appropriate contractor information and submitted to HPU for construction administration.

- a) Bolton & Menk will coordinate advertisement of bids.
- b) Bolton & Menk will respond to contractor inquiries.
- c) Bolton & Menk and HPU will host the bid opening.
- d) Bolton & Menk will produce a bid abstract and updated contract documents.
- e) Bolton & Menk will provide a recommendation to the Commission for award of the contract.

Deliverables:

- Bid Advertisement Documentation
- Bidding Documents (Project Manual)
- Final Contract Documents
- Bid Abstract

PROJECT SCHEDULE

The preliminary project schedule is presented below with milestones and approximate dates.

<u>Milestone</u>	<u>Approximate Date</u>
Commission Authorize Design	January 2026
60% Design Submittal	March 2026
100% Design Submittal	April 2026
Advertise for Bids	May 2026
Bid Opening	June 2026
Award Contract	June 2026
Construction	June – December 2026

FEES

Bolton & Menk proposes to perform all work on an hourly basis for a **not-to-exceed fee of \$38,750**. This represents over 210 hours of engineering and technical staff time. Final costs of the work will be based upon the actual hours spent on performance of the scope stated in this letter. This amount will not exceed \$38,750 without prior authorization from HPUC.

Due to the nature of construction and the possibility of unforeseen conditions and schedules, we would propose an estimated hourly fee for construction-related services. We will provide a proposal and summary of these services after the bids are received in order to provide a well-defined scope and schedule.



Item 6.C

Item 6.C – Approve 2026 procurement from Border States for an Electrical Distribution G&W Trident multi-way switch - \$77,165.93.

January 20th, 2026

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

RE: Item 6.C – Approve 2026 procurement from Border States for an Electrical Distribution G&W Trident multi-way switch - \$77,165.93.

Dear Commissioners;

Staff is requesting your review and approval to procure in 2026 a distribution system switch for installation on Feeder 5. This switch will provide a dedicated disconnect, visual open indication, and clearance point between the plant and our Hull Rust Substation on First Avenue. Installing this equipment will improve our ability to safely isolate sections of the system during maintenance or outage response.

The addition of this switch will enhance operational flexibility, reduce outage durations, and support safer working conditions for our line crews.

Staff recommendation is to procure lowest quote even though a longer lead time. We have a reasonable and temporary solution in place. The equipment is manufactured in the United States. There will be no tariff impact.

- Border States \$77,165.93 with 54-56 week lead time
- Wesco \$85,041.00 with 28-30 week lead time

Sincerely;



Luke J. Peterson



Quote

Page: 1 of 1

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

Quote: 28243875
Sold-To Acct #: 5003
Valid From: 11/04/2025 To: 11/11/2025
PO No: Budgetary for HPU
PO Date: 11/04/2025
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	- PL33-376-20-13FAVU LEAD TIME 48 WEEKS PLUS 6-8 WEEKS APPROVAL DRAWINGS TOTAL OF 54-56 WEEKS	1 EA	77,165.93	/ 1	EA	77,165.93

Total \$		77,165.93
State Tax \$	0.000 %	0.00
County Tax \$	0.000 %	0.00
Local Tax \$	0.000 %	0.00
Other Tax1 \$	0.000 %	0.00
Other Tax2 \$	0.000 %	0.00
Other Tax3 \$	0.000 %	0.00
Tax Subtotal \$	0.000 %	0.00

Net Amount \$ 77,165.93

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.D

Item 6.D – Award AMI Request for Proposals

January 20th, 2026

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

RE: Item 6.D – Award AMI RFP's

Dear Commissioners;

For your consideration, Hibbing Public Utilities has requested RFP Quotes on AMI meter installation for Water, Electric, and Gas services. We had many interested vendors and staff has reviewed the proposed quotes with the following recommendations:

RFP 25-09: AMI Meter Installation -Electric:

We had 5 interested vendors with 3 going on to submit bids.

Iron Range Electric did not fill out the entire number of meters to be bid on, therefore leaving many blank. When submitted, the Iron Range Electric was completely blank. Staff considers it a failed bid.

Iron Range Electric	\$ 295,510.00
Hunt Electric	\$ 793,821.60
Core & Main LP	\$1,080,830.00

As the lowest of the remaining proposals, staff recommends awarding the project to **Hunt Electric**.

RFP 25-10: AMI Meter Installation -Water:

We had 6 interested vendors with 2 going on to submit bids.

Hydrocorp	\$ 460,330.88
Core & Main LP	\$1,439,376.00

Hydrocorp did not bid per service to be installed and only offered the lump sum as an “estimate” in their bid. It was also not clear if they were paying prevailing wages. C&M was then selected. As such, staff recommends awarding the project to **Core & Main LP**.

RFP 25-13: AMI Meter Installation -Gas:

We had 3 interested vendors with 1 going on to submit bid.

Core & Main LP	\$ 891,175.00
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As the sole bidder, HPU is recommending the project be awarded to **Core & Main LP**.

Thank you for your consideration.

Sincerely;

A handwritten signature in black ink that reads "Luke J. Peterson". The signature is written in a cursive style with a large, stylized 'L' and 'P'.

Luke J. Peterson



Item 7.A

Item 7.A – Approve Customer Policy Updates

January 20th, 2026

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

RE: Item Approve Customer Policy Updates

Dear Commissioners;

For your consideration, we are presenting two customer policies for approval. The first policy references meter access and safety for reading internal meters; this will be important to have implemented prior to AMI installations. The second policy references new fees that will be required to recoup operating costs when conducting inspections of newly installed gas appliances.

Please see attached policies.

Thank you for your consideration.

Sincerely;

A handwritten signature in black ink that reads 'Luke J. Peterson'.

Luke J. Peterson

Subject: ACCESS TO CUSTOMER PROPERTY

HPUC employees or representatives have the right of access at all reasonable times to all HPUC-owned equipment on a customer's property. The HPUC may access the premises of the customer for the purpose of reading meters, testing, installing, maintaining, repairing, removing, replacing, using, or exchanging HPUC-owned equipment that is used to supply and deliver utility service to the customer.

The HPUC has the right of way, right of access, and easements necessary to serve the customer at no cost to the HPUC.

Customers must provide and maintain reasonable access to all utility meters and associated equipment located on their premises.

Access must meet the following minimum standards:

Safety:

The area surrounding the meter must be free of hazards such as loose debris, unstable surfaces, aggressive animals, exposed wiring, or other unsafe conditions.

Utility employees must be able to approach, read, repair, or replace the meter without risk of injury.

Sanitation:

The meter location and access path must be kept sanitary and free from excessive waste, refuse, animal feces, or other unsanitary conditions that could pose a health risk.

Adopted by Commission Action

Subject: Home Inspection with Gas Services

Hibbing Public Utilities Authorized employees will perform home inspections. The work performed will be timely, using the most efficient process, and with the most cost effective approach. Authorized employees are not certified inspectors. Utility inspections are beneficial but do not constitute official code approval.

Gas lines and authorized appliances are checked initially for visible signs of damage, such as corrosion, cracks, and damaged connections. They also check appliance connections and ventilation systems to ensure they are properly installed and functioning as intended. This visual inspection helps identify potential issues that might not be immediately apparent.

Appliances typically Covered and maybe subject to change:

- Gas stoves and ovens
- Gas water heaters
- Gas furnaces and boilers
- Gas dryers
- Gas fireplaces and space heaters

The amount billed will include (1) direct internal labor and benefit costs; (2) external labor costs; (3) equipment costs at \$100.00

Adopted by Commission Action



Item 7.B

Item 7.B – Approve Internal & External Posting and backfill Biomass Technician Position

1/20/26

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

RE: Item 7.B – Approve Internal & External Posting and backfill Biomass Technician Position

Dear Commissioners,

I am requesting approval to initiate the recruitment and posting for the recently vacated Biomass Technician position. I would like to post both internally and externally with preference given to an internal candidate.

The job description was reviewed and received Commission approval in October; no changes have been made since.

Thank you for your consideration,



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



Item 7.C

Item 7.C – Request approval to backfill vacant Accounting Coordinator Position

1/20/2026

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

RE: Item 7.C - Request approval to backfill vacant Accounting Coordinator Position

Dear Commissioners,

I am requesting approval to initiate the recruitment of an Accounting Coordinator. This position has been vacant since fall of 2024 and has been included in the Organizational Chart that was approved in October.

I am also seeking approval of the attached Accounting Coordinator job description; slight modifications have been made to the one approved by the Commission in December 2024.

Thank you for your consideration,



Kendra Powers
Senior Human Resources Director
Hibbing Public Utilities Commission

Job Title: Accounting Coordinator
Department: Finance
Reports To: Financial Controller
Location: Hibbing, MN
FLSA Status: Exempt
Job Type: Full-Time
Drug & Alcohol Policy Classification: Non-mandate

Position Summary:

The Accounting Coordinator is responsible for processing, reconciling, and paying utility-related invoices accurately and on time. This role ensures proper allocation of utility expenses, resolves billing discrepancies, and supports compliance with internal controls and accounting policies.

Key Responsibilities:

- Monitors vendor terms and due dates and determines invoice payment dates
- Performs accounts payable invoice entry and issues vendor checks
- Processes vendor payments via wire transfer and ACH
- Maintains all vendor records in accounting software and maintains Accounts Payable files
- Requests information from vendors and maintains vendor W9 files;
- Prepares, verifies and processes 1099's and sends them to the vendors
- Reviews travel reimbursement forms for compliance with HPU policies
- Maintains HPU credit card holder records and verifies and reconciles HPU credit card statements
- Manages Unclaimed Property process and reports to State of Minnesota
- Prepares accounts payable worksheets for external annual audit
- Monitors HPU bank account balances daily
- Processes bank funds transfers as needed between bank accounts
- Updates daily cash, NSF and direct pay files to General Ledger
- Created systems to ensure no cash overdrafts in bank accounts
- Prepares and posts journal entries for funds transfers, bank reconciliation, automatic payments and customer payment adjustments, etc.
- Maintains cash flow spreadsheet
- Prepares and performs monthly bank reconciliation process
- Reconciles accounting modules to general ledger, resolves discrepancies and suggests changes to cash receipting procedures (Utility Billing, AEOA, Meter Deposits, Accounts Receivable Cash Clearing and Merchandise Billing, Utility Cash Clearing and Inventory accounts
- Develops Report writing in accounting software
- Sends W9's as requested
- Prepares cash management worksheets for external annual audit
- Understands the customer service cash receipting systems which impact cash management.
- Provides ST3 for tax exemptions
- Works with department managers & warehouse for payment approval
- Creates and processes Purchase Requisitions and Purchase Orders

- Serve as backup for payroll processing, including:
 - Assisting with payroll data entry and verification
 - Reviewing timesheets and payroll reports for accuracy
 - Supporting payroll processing timelines and compliance requirements
 - Assisting with payroll-related inquiries and corrections as needed

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties may be assigned.

Minimum Qualifications:

- Bachelor's degree in Accounting, Finance, or related field
- 3+ years accounts payable experience
- Strong attention to detail and accuracy
- Proficiency with accounting and payroll systems and Microsoft Excel
- Ability to handle confidential information with discretion
- Strong communication, organizational, and problem-solving skills

Preferred Qualifications:

- Experience in the utility sector (electric, water, gas, wastewater).
- CPA Certificate

Working Conditions:

- Office setting with standard business hours; may include occasional extended hours during payroll periods or audits.
- May require working with multiple departments and external vendors.
- Physical Requirements:
 - Sitting 80%, Standing 10%, Walking 10%, Lifting up to 25 lbs