



Commission Regular Session

MARCH 24TH, 2026



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Commission Meeting Agenda

March 24th, 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	—
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. Hiring

- a. Approve Hiring of Tyler Platt, EHS Coordinator; anticipated start date April 13th
- b. Approve Hiring of Magan Schoeben, Executive Assistant; anticipated start date April 6th
- c. Approve Hiring of Oren Kero, Accounting Coordinator; anticipated start date April 13th
- d. Approve Hiring of Chris Zubich, Procurement Supervisor; anticipated start date April 27th

2. Job Descriptions

- a. Approve revised job description for Environmental, Health & Safety Coordinator
- b. Approve revised job description for Executive Assistant
- c. Approve revised job description for Procurement Supervisor

3. ADJOURNMENT



Item 1.a

Item 1.a – Request approval to hire Mr. Platt in the Environmental, Health, and Safety position

3/24/2026

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

RE: Item 1.a - Request approval to hire Mr. Platt in the Environmental, Health, and Safety position

The position of Environmental, Health, and Safety within the HR/Safety Department was approved by the Commission on December 16, 2025. Following that authorization, the recruitment and selection process was performed in accordance with established hiring policies and procedures.

After completing the review of applications, interviews, and candidate evaluations, the selection panel has identified Tyler Platt as the finalist for this position. The candidate's qualifications, experience, and demonstrated ability meet the requirements of the role.

I respectfully request approval from the Commission to proceed with hiring Mr. Platt contingent upon completion of all standard pre-employment requirements; anticipated start date is April 13, 2026.

Thank you for your consideration,



Kendra Powers
Senior Human Resources Director
Hibbing Public Utilities Commission



Item 1.b

Item 1.b – Request approval to hire Ms. Schoeben in the Executive Assistant position

3/24/2026

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

RE: Item 1.b - Request approval to hire Ms. Schoeben in the Executive Assistant position

The position of Executive Assistant within the Human Resources Department was approved by the Commission on December 16, 2025. Following that authorization, the recruitment and selection process was performed in accordance with established hiring policies and procedures.

After completing the review of applications, interviews, and candidate evaluations, the selection panel has identified Magan Schoeben as the finalist for this position. The candidate's qualifications, experience, and demonstrated ability meet the requirements of the role.

I respectfully request approval from the Commission to proceed with hiring Ms. Schoeben, contingent upon completion of all standard pre-employment requirements; anticipated start date is April 6, 2026.

Thank you for your consideration,



Kendra Powers
Senior Human Resources Director
Hibbing Public Utilities Commission



Item 1.c

Item 1.c – Request approval to hire Mr. Kero in the Accounting Coordinator position

3/24/2026

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

RE: Item 1.c - Request approval to hire Mr. Kero in the Accounting Coordinator position

The position of Accounting Coordinator within the Finance Department was approved by the Commission on January 20, 2026. Following that authorization, the recruitment and selection process was performed in accordance with established hiring policies and procedures.

After completing the review of applications, interviews, and candidate evaluations, the selection panel has identified Oren Kero as the finalist for this position. The candidate's qualifications, experience, and demonstrated ability meet the requirements of the role.

I respectfully request approval from the Commission to proceed with hiring Mr. Kero contingent upon completion of all standard pre-employment requirements; anticipated start date is April 13, 2026.

Thank you for your consideration,



Kendra Powers
Senior Human Resources Director
Hibbing Public Utilities Commission



Item 1.d

Item 1.d – Request approval to hire Mr. Zubich in the Procurement Supervisor position

3/24/2026

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

RE: Item 1.d - Request approval to hire Mr. Zubich in the Procurement Supervisor position

The position of Procurement Supervisor within the Energy & Operations department was approved by the Commission on January 20, 2026. Following that authorization, the recruitment and selection process was performed in accordance with established hiring policies and procedures.

After completing the review of applications, interviews, and candidate evaluations, the selection panel has identified Chris Zubich as the finalist for this position. The candidate's qualifications, experience, and demonstrated ability meet the requirements of the role.

I respectfully request approval from the Commission to proceed with hiring Mr. Zubich contingent upon completion of all standard pre-employment requirements; anticipated start date is April 27, 2026.

Thank you for your consideration,



Kendra Powers
Senior Human Resources Director
Hibbing Public Utilities Commission



Item 2.a

Item 2.a – Approval of Revised EHS Coordinator Job Description

March 24, 2026

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

RE: Item 2.a– Approval of Revised EHS Coordinator Job Description

Dear Commissioners,

I am writing to request your review and approval of the revised job description for the Environmental, Health & Safety Coordinator position. The updates reflect recent changes in organizational needs and alignment with current departmental goals.

Thank you for your consideration,



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

Job Title: Environmental, Health, and Safety (EHS) Coordinator

Department: Human Resources

Reports To: Senior Human Resources Director

Location: Hibbing, MN

FLSA Status: Exempt

Job Type: Full-Time

Drug & Alcohol Policy Classification: Non-mandate

Position Summary:

The Environmental, Health, and Safety (EHS) Manager is responsible for developing, implementing, coordinating, and monitoring environmental and safety programs to ensure compliance with federal, state, and local regulations. This position exercises independent judgment in development of EHS programs, ensuring compliance, evaluating performance, and makes recommendations regarding discipline and discharge related to environmental, health and safety. This role supports utility operations (e.g., electric, gas, water) by promoting a culture of safety, environmental stewardship, and regulatory compliance across all worksites.

Key Responsibilities:

- Ensure compliance with environmental laws and regulations (e.g., EPA, Clean Water Act, Clean Air Act).
- Maintain required permits and documentation (e.g., NPDES, SPCC, SWPPP, hazardous waste).
- Conduct environmental inspections and audits at utility facilities and field locations.
- Direct staff in spill response and environmental incident investigations and direct and assign staff to conduct site safety audits, job hazard analyses, and risk assessments as appropriate. Coordinate with regulatory agencies and environmental consultants as needed.
- Conduct routine site safety audits, job hazard analyses, and risk assessments.
- Develop, deliver and/or coordinate safety training (e.g., confined space entry, lockout/tagout, PPE, fall protection etc.) of staff.
- Lead incident investigations and determine root causes, with authority to recommend corrective and disciplinary actions to Director of HR for staff non-compliance and other corrective measures following safety violations.
- Independently develop, revise, and implement EHS policies, procedures, and programs to ensure regulatory compliance and operational safety.
- Interpret EHS regulations and translate them into organizational policies and work rules.
- Establish and enforce safety standards and procedures across departments, including authority to recommend corrective actions for non-compliance.
- Address employee complaints and resolve workplace issues related to safety and compliance.
- Maintain OSHA logs.
- Promote employee awareness of safety protocols and emergency response procedures.
- Administer Workers' Compensation program.
- Maintain and update the EHS Management System and related documentation.
- Prepare and submit regulatory reports (e.g., OSHA 300A).

- Track key safety metrics and provide regular reports to senior leadership..
- Maintain records for contractor safety compliance.
- Update and maintain compliance for Safety Data Sheets.
- Designated Employee Representative (DER) responsible for the administration of HPU's Drug and Alcohol Policy.
- Oversee and direct HPU's apprentice program, including supervision of safety-related training, while ensuring on-the-job safety hours are properly reported.
- Collaborate with other leadership to align EHS policies with organizational goals, while maintaining primary subject-matter authority.

Minimum Qualifications:

- Bachelor's degree in Environmental Science, Occupational Safety, Industrial Hygiene, or related field preferred.
- 3+ years of EHS experience, preferably in a utility or industrial setting.
- OSHA 30-Hour or other relevant EHS certifications preferred.
- Familiarity with EHS management systems, regulatory compliance platforms, and MS Office.
- Working knowledge of EPA, OSHA, DOT, and state utility regulations.
- Strong communication, leadership and interpersonal skills.
- Ability to work independently and collaboratively across departments.
- Strong problem-solving and analytical abilities.
- High attention to detail and commitment to safety culture.

Preferred Qualifications:

- Experience in the utility sector (electric, water, gas, wastewater).
- OSHA 30-Hour or other relevant EHS certifications preferred.
- Familiarity with SCADA systems, GIS, or CMMS platforms.
- CSP, CIH, CHMM, or other advanced EHS certifications are a plus.

Working Conditions:

- Fieldwork and facility visits required; occasional exposure to hazardous environments.
- May require use of personal protective equipment (PPE).
- Must be available for emergency response and after-hours calls when needed.
- Physical Requirements:
 - Sitting 50%, Standing 25%, Walking 25%, Lifting up to 25lbs



Item 2.b

Item 2.b – Approval of Revised Executive Assistant Job Description

March 24, 2026

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

RE: Item 2.b – Approval of Revised Executive Assistant Job Description

Dear Commissioners,

I am writing to request your review and approval of the revised job description for the Executive Assistant position. The updates reflect recent changes in organizational needs and alignment with current departmental goals.

Thank you for your consideration,



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

Job Title: Executive Assistant
Department: Administration
Reports To: Sr. Human Resources Director
Location: Hibbing, MN
FLSA Status: Exempt
Job Type: Full-Time
Drug & Alcohol Policy Classification: Non-mandate

Position Summary:

The Executive Assistant provides administrative support to the General Manager and senior executives within the utility organization. This role involves access to public and confidential utility information in order to manage schedules, prepare reports, coordinate internal and external communications on behalf of leadership, and ensure smooth operations of the General Manager. The ideal candidate will have experience in the utility industry and possess exceptional organizational and communication skills.

This role serves as a trusted partner in supporting executive decision-making, including matters involving the utility's operational, budgetary, and labor and employment strategies and initiatives. .

- **Key Responsibilities:** Manage calendars, meetings, and appointments for the General Manager
- Arrange and coordinate travel, accommodations, and itineraries
- Assist with preparation of internal and external communications, presentations, and reports
- Draft, proofread, and format internal and external correspondence and documentation
- Organize and support commission meetings, including preparing agendas, meeting packets, notices, and public postings in compliance with open-meeting laws
- Record, transcribe, and maintain minutes of commission meetings and hearings.
- Organize logistics for public hearings, workshops, and regulatory sessions
- Serve as point of contact for the public, utilities, state agencies, and stakeholders.
- Serve as a liaison between executive leadership and internal/external stakeholders
- Handle confidential and sensitive information with discretion and professionalism
- Assist the Sr. HR Director with collective bargaining, including organizing proposals, background materials, and strategy documents; compiling and maintaining negotiation notes; and handling other confidential communications between management and legal counsel or labor consultants regarding negotiation strategy.
- Support administration of grievances, disciplinary actions, and arbitration preparation, including document and communication organization and scheduling.
- Track project deadlines, deliverables, and ensure timely follow-up on action items
- Assist in preparing regulatory filings, compliance documents, and utility reports
- Coordinate with departments such as legal, finance, operations, and customer service
- Maintain confidential records and commission documents.
- Support event planning and community outreach as needed
- Respond to inquiries via phone, email, and in-person visits.
- Assist with preparing public notices, press releases, and regulatory filings.

Qualifications:

- Proven experience as an executive assistant, administrative assistant, or similar role
- Demonstrated ability to handle confidential operational, budgetary, labor relations, and/or personnel related information with discretion.
- High proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook)
- Excellent verbal and written communication skills
- Strong time management and multitasking abilities
- Professionalism, discretion, and confidentiality in handling sensitive information

Preferred Qualifications:

- Bachelor's degree in Business Administration, Communications, or related field
- Experience supporting executives in a public-sector environment.
- Familiarity with regulatory agencies such as PUCs or local governing bodies

Work Environment:

- Standard office environment with occasional travel or extended hours during commission meetings or other critical utility events
- May involve interaction with customers, regulators, community leaders, and vendors
- Physical Requirements:
 - Sitting 80%, Standing 10%, Walking 10%, Lifting up to 25lbs



Item 2.c

Item 2.c – Approval of Revised Procurement Supervisor Job Description

March 24, 2026

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

RE: Item 2.c – Approval of Revised Procurement Supervisor Job Description

Dear Commissioners,

I am writing to request your review and approval of the revised job description for the Procurement Supervisor position. The updates reflect recent changes in organizational needs and alignment with current departmental goals.

Thank you for your consideration,



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

Job Title: Procurement Supervisor

Department: Operations

Reports To: Energy & Operations Manager

Direct Reports: [LIST POSITIONS]

Location: Hibbing, MN

FLSA Status: Exempt

Job Type: Full-Time

Drug & Alcohol Policy Classification: Non-mandate

Salary Range: \$70,000-\$95,000 per year, depending on experience and qualifications.

Position Summary:

The Procurement Supervisor oversees and supervises employees in the sourcing, purchasing, and inventory management of materials, equipment, and services required for utility operations. This role ensures procurement activities comply with applicable regulations, internal policies, and budgetary guidelines, while supporting operational continuity across departments such as Transportation, Facilities, and Warehouse.

Key Responsibilities:

- Supervise and direct assigned staff in the Facilities, Warehouse and Transportation departments.
- Participate in hiring decisions, including interviewing and recommending candidates.
- Provide input in, and recommendations for, disciplinary actions.
- Implement and enforce workplace policies, addressing performance issues, approve timesheets and time off, and initiating corrective action as needed.
- Exercise independent judgement in managing personnel and operational decisions.
- Supervise daily procurement activities, including issuing purchase orders, bidding, and contract negotiations.
- Coordinate procurement of goods and services to support utility operations (e.g., infrastructure projects, maintenance materials, fleet services).
- Ensure compliance with local, state, and federal procurement regulations, as well as internal policies.
- Evaluate and select suppliers based on cost, quality, and reliability; maintain positive vendor relationships.
- Monitor team performance, provide feedback, and ensure adherence to procurement best practices.
- Coordinate with utility departments to forecast material and equipment needs.
- Develop, review, and manage contracts for goods and services.
- Ensure timely renewals, performance tracking, and resolution of vendor issues.
- Collaborate with legal and compliance departments as needed on contract terms and risk mitigation.
- Collaborate with the warehouse to ensure proper inventory levels and minimize stock-outs.
- Track and report procurement KPIs, cost savings, and budget adherence.
- Identify and implement cost reduction strategies through improved sourcing, negotiation, and vendor consolidation.

- Use and maintain procurement software or systems (e.g., Oracle, SAP).
- Ensure procurement data integrity, recordkeeping, and audit readiness.
- Assist in the digital transformation or modernization of procurement processes, as applicable.
- Ensure all procurement activities comply with Minnesota Statutes, Minnesota Administrative Rules, and the State's Procurement Policy and Procedures Manual.
- Oversee competitive bidding processes in accordance with MN public buying requirements, including sealed bids, RFPs, quotes, and cooperative purchasing.
- Review and approve solicitations, specifications, and contracts to ensure compliance with state rules and transparency standards.
- Maintain documentation required for audits under MN public purchasing guidelines.
- Manage the disposition of surplus property in accordance with Minnesota surplus property statutes.
- Coordinate, schedule, and facilitate public auctions, online auctions, or other approved sale methods.
- Ensure proper advertising, public notification, and documentation of auction activities.
- Work with auction vendors, internal departments, and the public to ensure fair and compliant sale processes.

Qualifications:

- Bachelor's degree in Business Administration, Supply Chain Management, Finance, or a related field.
- 4–6 years of progressively responsible experience in procurement or supply chain management, preferably in a utility or public sector environment.
- Strong knowledge of public sector or utility procurement laws and procedures.
- Excellent negotiation, analytical, and contract management skills.
- Familiarity with capital projects and utility operations' needs (e.g., construction, infrastructure, field services).
- Strong communication, organization, and leadership abilities.
- Proficiency in procurement and financial software systems.

Preferred Qualifications:

- Experience in municipal or publicly owned utility systems.
- Experience coordinating large-scale infrastructure or capital improvement project purchases.
- Certified Professional Public Buyer (CPPB)
- Certified Public Procurement Officer (CPPO)
- Certified Supply Chain Professional (CSCP) or similar

Working Conditions:

- Primarily office-based with occasional visits to warehouses, job sites, or vendor facilities.
- May require occasional travel for vendor meetings, site visits, or emergency procurement.
- Physical Requirements:
 - Sitting 60%, Standing 20%, Walking 20%, Lifting up to 25 lbs