

# **MINUTES OF THE PROCEEDINGS**

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

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Minutes of the Special Meeting of the Public Utilities Commission, Hibbing, Minnesota, 1902 E. 6<sup>th</sup> Ave., Hibbing, MN 55746, held on March 24<sup>th</sup>, 2026. Meeting held at Hibbing City Hall, 401 E. 21<sup>st</sup> St., Hibbing MN. Vice Chair Sandstede called the meeting to order at 4:33 p.m. In attendance were Commissioner Sandstede, Commissioner Hart, Commissioner Stokes, Legal Counsel, Andy Borland; OD & HR Manager, Kendra Powers. Absent was Chair Bayliss & Commissioner Babich.

### **Item 1. Job Descriptions**

**Item 1.A.** Approve revised job description for Environmental, Health, & Safety Coordinator

Motion by Commissioner Stokes, supported by Commissioner Hart, to approve revised job description for Environmental, Health, & Safety Coordinator

Motion carried unanimously.

**Item 1.B.** Approve revised job description for Executive Assistant

Motion by Commissioner Hart, supported by Commissioner Stokes, to approve revised job description for Executive Assistant

Motion carried unanimously.

**Item 1.C.** Approve revised job description for Procurement Supervisor

Motion by Commissioner Stokes, supported by Commissioner Hart, to approve revised job description for Executive Assistant

Motion carried unanimously.

### **Item 2. Hiring**

**Item 2.A.** Approve Hiring of Tyler Platt, EHS Coordinator; anticipated start date April 13<sup>th</sup>

Motion by Commissioner Stokes, supported by Commissioner Hart, to approve Hiring of Tyler Platt, EHS Coordinator

Motion carried unanimously.

**Item 2.B.** Approve Hiring of Magan Schoeben, Executive Assistant; anticipated start date April 6<sup>th</sup>

Motion by Commissioner Stokes, supported by Commissioner Hart, to approve Hiring of Magan Schoeben, Executive Assistant

Motion carried unanimously

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**Item 2.C.** Approve Hiring of Chris Zubich, Procurement Supervisor; anticipated start date April 27<sup>th</sup>

Motion by Commissioner Sandstede, to approve Hiring of Chris Zubich, Procurement Supervisor. Motion received no second.

Motion failed.

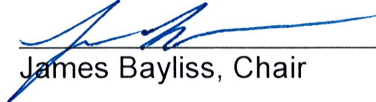
**Item 3.** ADJOURNMENT

Motion by Commissioner Stokes, supported by Commissioner Hart, to adjourn at 4:40 pm.

Motion carried unanimously.

Attest:

  
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Jeff Hart, Commission Secretary

  
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James Bayliss, Chair

Meeting materials are available at  
The next meeting is a working meeting scheduled for Tuesday, April 14<sup>th</sup>, 2026  
at 5:00 p.m. at the Hibbing City Hall, 401 E. 21<sup>st</sup> St., Hibbing MN 55746.

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