Commission Regular Session

OCTOBER 27, 2026

HPU HIBBING PUBLIC UTILITIES
1902 E 6TH AVE
HIBBING, MINNESOTA 55746-0249
TELEPHONE: 218-262-7700
FAX: 218-262-7702

Commission Meeting Agenda

October 27, 2026

Chair Commissioner J. Bayliss	__	Commissioner J. Sandstede	__
Commissioner J. Stokes	__	Commissioner J. Babich	__
Commissioner J. Hart	__	Legal Counsel A. Borland	__
General Manager L. Folstad	__	Power Plant Manager D. Edwards	__
Senior Director HR and OD K. Powers	__	Energy and Operations Manager P. Plombon	__
Electrical Manager S. Adams	__	Executive Assistant M. Schoeben	__
Baker Tilly Representative B. Ryers	__	Financial Controller B. Swart	__
		Crum Energy Representative L. Crum	__

1. **CALL TO ORDER**
2. **ADDS/DELETES**
3. **APPROVAL OF MINUTES:** September 22nd, 2026, and October 13th, 2026, Commission Meetings.
4. **CITIZENS' FORUM:** *Maximum amount of time per item: 5 minutes*
5. **General Manager/Department Head Reports**
6. **CITIZENS' FORUM:** *Maximum amount of time per item: 5 minutes*
7. **CONSENT AGENDA**
   - A. Approve invoices >$10,000 & approve the Bills & ACH Transfers dated September 18, through October 16, 2026.
   - B. Approve the payroll paid & overtime report for October 1, 2026, and October 15, 2026, pay dates. –
   - C. Approve September 2026 Financials
   - D. Approval of Contribution Requests to Hibbing Drama Boosters & Hibbing Girls Hoops Club.
   - E. Approve the Commission to Attend the Beltline Substation Ribbon Cutting Ceremony on October 29, 2026, at 1:00pm.
   - F. Approve Liability Coverage Waiver from League of Minnesota Cities
8. **FINANCIALS & RISK MANAGEMENT**
   - A. Approval of Snowplow Purchase
   - B. Approval of AMI Water Meter Purchase
   - C. Approval of New Haven Drive Change Order for Jivery Construction
   - D. Request to Increase ACH Payment Limit to 1.5 million for Large Approved Vendors
   - E. Request for 4M Transfer for Capital Projects
9. **POLICY**
   - A. Approval of Updates to Apprentice Line Worker Job Description
   - B. Request Approval of Revised Job Description & Salary Adjustment for Business Analyst
   - C. Request Approval of Job Description and Salary Adjustment for Executive and Human Resources Administrator
10. **OLD BUSINESS**
11. **NEW BUSINESS**
12. **ADJOURNMENT**



Item 3

HIBBING PUBLIC UTILITIES
1902 E 6TH AVE
HIBBING, MINNESOTA 55746-0249
TELEPHONE: 218-262-7700
FAX: 218-262-7702

Item 3 – Approval of Minutes: September 22, 2026, and October 13, 2026, Commission Meetings.

October 27, 2026

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

RE: Item 3 - Approval of Minutes: September 22, 2026, and October 13, 2026, Commission Meetings.

Dear Commissioners,

Please find attached for your approval draft minutes from the Commission Meetings held on September 22, 2026, and October 13, 2026.

Sincerely,



Larry Folstad
General Manager
Hibbing Public Utilities Commission

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 September 22, 2026, at Hibbing City Hall, 401 E. 21st St., Hibbing, MN. Commissioner Chair Bayliss called the meeting to order at 5:01 p.m. In attendance were Commissioner Bayliss, Commissioner Sandstede, Commissioner Hart, Commissioner Stokes, Commissioner Babich, Legal Counsel, Andy Borland, Senior Director of Human Resources & Organizational Development, Kendra Powers; Engineering Manager, Paul Skubinna, Power Plant Manager, Dan Edwards; Customer Service Supervisor, Jill Hietala, Electrical Manager, Samantha Adams, Executive Assistant, Magan Schoeben, and Grant Writer & Engagement Specialist, Eliot Dixon, Accounting Coordinator, Oren Kero, and Financial Controller, Bruce Swart. Also in attendance were HPU Employee & Local 94 Union President, George Pogachnik, HPAT Rep., Ron Wirkkula, and members of the community Mark Reger, and Larry Folstad. Lisa Crum attended the closed session virtually via Teams.

Item 2. CLOSED SESSION

Due to Commissioner Babich needing to be a few minutes late for the Commission meeting, the Closed Session was moved to after the Consent Agenda.

Item 3. ADDS/DELETES

Commissioner Bayliss approved the addition of Item 7.E. under Financials and Risk Management a request to approve a quote from Crane Engineering and moved the closed session until after the Consent Agenda was reviewed as Commissioner Babich was going to be late.

Following the closed session Commissioner Bayliss made a motion supported by Commissioner Stokes to give 30 days' notice.

Motion carried unanimously 4-0.
Commissioner Babich was absent for this vote.

Item 4. APPROVAL OF MINUTES

Motion by Commissioner Stokes, supported by Commissioner Sandstede, to approve the meeting minutes of August 25, 2026, September 1, 2026, and September 8, 2026.

Motion carried unanimously 4-0.
Commissioner Babich was absent for this vote.

Item 5. CITIZENS' FORUM

None

Item 6. CONSENT AGENDA

Motion by Commissioner Stokes, supported by Commissioner Sandstede, to approve the Consent Agenda.

Motion carried unanimously 4-0.
Commissioner Babich did not participate in this vote, as he had just entered the meeting when the motion was being carried.

Item 2. CLOSED SESSION

Motion by Commissioner Stokes, supported by Commissioner Babich, to enter closed session pursuant to MN ST ANN 13D.05 Subd. 3(b) for attorney/client privilege.

Motion carried unanimously.

Closed Session took place from 5:08 p.m. until 5:27 p.m.

Item 2.
Commissioner Bayliss made a motion, supported by Commissioner Stokes, to discontinue all payments under the EPE EPCM Proposal and provide 30 days' notice of termination of the EPE Engineering design contract for the Southern Interconnect project.

Motion carried unanimously.

Item 7. FINANCIALS & RISK MANAGEMENT

Item 7.A Procurement of Southview Transformer Replacement

Motion by Commissioner Stokes, supported by Commissioner Babich, to approve the procurement of the Southview Transformer Replacement.

Motion carried unanimously.

Item 7.B Beltline Substation Reconstruction Lake States Construction Change Orders

Motion by Commissioner Stokes, supported by Commissioner Sandstede, to approve the Beltline Substation Reconstruction Lake States Construction Change Order.

Motion carried unanimously.

Item 7.C Q4 Construction Phase Engineering Service Contract with Iron Range Engineering and Consulting Services, PLLC.

Motion by Commissioner Hart, supported by Commissioner Stokes, to approve the construction phase engineering service contract with Iron Range Engineering and Consulting Services, PLLC.

Motion carried unanimously.

Item 7.D Request for Approval of AMI 3rd Base Unit Install

Motion by Commissioner Bayliss, supported by Commissioner Hart, to approve the request for AMI 3rd Base Unit Install.

Motion carried unanimously.

Item 7.E Request to Approve Quote from Crane Engineering

Motion by Commissioner Sandstede, supported by Commissioner Stokes, to approve the quote from Crane Engineering.

Motion carried unanimously.

Item 8. POLICY & GOVERNANCE

Item 8.A Request for Approval to Post for Line Worker

Motion by Commissioner Bayliss, supported by Commissioner Babich, to approve the request to post for a Line Worker.

Motion carried 4-1.
Opposed: Stokes

Item 8.B Request for Approval of Meter Tech Lead, A, B/C/Utility Worker Job Description

No action taken.

Item 8.C Approval of In-Kind Donation Policy

Motion by Commissioner Stokes, supported by Commissioner Babich, to approve the In-Kind Donation Policy.

Motion carried unanimously.

Item 9. OLD BUSINESS – None

MINUTES OF THE PROCEEDINGS

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

Item 10. NEW BUSINESS

Commissioner Bayliss welcomed Bruce Swart, HPU's new Financial Controller and Larry Folstad, who will begin working as HPU's General Manager in early October.

Item 11. ADJOURNMENT

Motion by Commissioner Sandstede, supported by Commissioner Stokes, to adjourn the meeting at 5:51 p.m.

Motion carried unanimously.

Attest:

_____
James Bayliss, Chair

_____
Jeff Hart, Commission Secretary

Meeting materials are available at www.hpuc.com.
The next meeting is a working session scheduled for October 13, 2026
at 5:00 p.m. at Hibbing City Hall, 401 E. 21st St., Hibbing, MN 55746.

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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 October 13, 2026. Meeting held at Hibbing City Hall, 401 E. 21st St., Hibbing, MN. Commission Chair Bayliss called the meeting to order at 5:00 p.m. In attendance were Commissioner Bayliss, Commissioner Hart, Commissioner Stokes, and Commissioner Babich; Senior Director of Human Resources & Organizational Development, Kendra Powers, Engineering Manager, Paul Skubinna, Energy & Operations Manager, Paul Plombon, Power Plant Manager, Dan Edwards, Financial Controller, Bruce Swart, Customer Service Supervisor, Jill Hietala, Executive Assistant, Magan Schoeben and Grant Writer & Engagement Specialist, Eliot Dixon. Also in attendance were CEO of MMUA, Karleen Kos, HPU Employee & Local 94 Union President, George Pogachnik and HPU retiree, Mark Reger. Absent were Legal Counsel Andy Borland and Commissioner Julie Sandstede.

ADDS/DELETES

Commissioner Bayliss approved the addition of Action Item 4. Authorization to send water crew mechanic to water certification.

Action Items

1. Approval to Purchase Gas Meter Radios
   Motion by Commissioner Stokes, supported by Commissioner Hart, to approve the purchase of gas meter radios.
   Motion carried unanimously.
2. Approval of Invoice for Well 2B Repair
   Motion by Commissioner Stokes, supported by Commissioner Babich, to approve payment of the invoice for Well 2B repair.
   Motion carried unanimously.
3. Approval of Bid for New Haven Phase 2 Water Main
   Motion by Commissioner Babich, supported by Commissioner Hart, to approve the bid for the New Haven Phase 2 Water Main.
   Motion carried unanimously.
4. Authorization to Send Water Crew Mechanic to Water Certification Course and Exam
   Motion by Commissioner Stokes, supported by Commissioner Babich, to authorize the Water Crew Mechanic to attend water certification course and exam.
   Motion carried unanimously.

Discussion Items

1. Beltline Substation Change Order for Lake States to Demolish Old Subs
2. General Service Work Update
3. Strategic Plan Draft Presented by MMUA
4. Financial Controller Bruce Swart: Update on First Few Weeks of Employment
5. General Manager Larry Folstad: Update on First Week of Employment

No action taken on discussion items.

Item 10. ADJOURNMENT

Motion by Commissioner Hart, supported by Commissioner Stokes, to adjourn the meeting at 5:56 p.m.

Motion carried unanimously.

Attest:

_____
James Bayliss, Chair

_____
Jeff Hart, Commission Secretary

Meeting materials are available at www.hpuc.com.
The next meeting is a working session scheduled for October 27, 2026
at 5:00 p.m. at Hibbing City Hall, 401 E. 21st St., Hibbing MN 55746.

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Item 7.A

HPU HIBBING PUBLIC UTILITIES
1902 E 6TH AVE
HIBBING, MINNESOTA 55746-0249
TELEPHONE: 218-262-7700
FAX: 218-262-7702

Item 7.A – Approve Invoices >$10,000 and bills & ACH transfers dated September 18, 2026 – October 16, 2026

October 27, 2026

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

RE: Item 7.A – Approve Invoices >$10,000 and bills & ACH transfers dated September 18, 2026 – October 16, 2026

Dear Commissioners,

Per HPU's Authorization and Approval matrix approved at the April 26, 2022, Commission Meeting, please find attached enclosed invoices, bills, and payments since the last Regular Meeting held by the Commission on August 25, 2026.

Sincerely,



Larry Folstad
General Manager
Hibbing Public Utilities Commission

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

Name	Invoice Number	Description	Vendor Invoice Date	Invoice Approval Date	Invoice Amount	Check Number	Check Issue Date
ALLIANCE TECHNI	AST-2026-31	Annual Compliance Testing for Boilers in Power Plant	09/01/2026	09/15/2026	52,500.00	64689	09/30/2026
Total ALLIANCE TECHNICAL GROUP:					52,500.00		
BAKER TILLY VIRC	BTAG-10074	Monthly billing for Baker Tilly IRA compliance June-July - Aug invoices	08/31/2026	09/01/2026	20,500.00	64694	09/30/2026
Total BAKER TILLY VIRCHOW KRAUSE, LLP:					20,500.00		
BOLTON & MENK, I	0403876	OF0008.2 New Haven Dr- Mahoney Manner Water Main Extension Engineering; SVC June 17 to July 17 2026	08/19/2026	08/28/2026	14,990.00	64695	09/30/2026
	0405215	Water Treatment Facility Improvements.	08/31/2026	09/29/2026	17,734.75	64769	10/15/2026
	0405352	OF0002.2 23rd St Phase 2 Construction Eng Services	08/31/2026	10/07/2026	16,808.50	64769	10/15/2026
	0405354	2026 Lead Service Line & Watermain Replacement Project - Construction Phase Eng Services	08/31/2026	09/29/2026	16,818.50	64769	10/15/2026
	0405472	Hydrant Replacement Project Addition	08/31/2026	10/07/2026	22,697.50	64769	10/15/2026
	0405492	OF0008.1 - New Haven Cobb Cook Housing Development Water Main Engineering Design	08/31/2026	09/29/2026	16,695.00	64769	10/15/2026
	25X.138209.	Hydrant Replacement Project Addition July 18th-Aug. 14 2026	08/31/2026	10/12/2026	22,697.50	64769	10/15/2026
Total BOLTON & MENK, INC:					128,441.75		
BOUGALIS INC	OF0003.0	(OF 0003.0) Lead Water Main and Service Replacement - 4th E & 4th W Construction	09/04/2026	09/22/2026	522,372.70	64771	10/15/2026
Total BOUGALIS INC:					522,372.70		
CORE & MAIN	J000039288	Electric meters for AMI project - Aclara KV2C	08/31/2026	09/01/2026	137,880.60	64773	10/15/2026
Total CORE & MAIN:					137,880.60		
Crum Energy Law P	AUGUST202	Legal Services- Southern Interconnect (August)	08/31/2026	10/09/2026	21,700.00	64764	10/09/2026
	SEPTEMBE	September 2026 Invoice for legal services.	10/05/2026	10/09/2026	20,370.00	64764	10/09/2026
Total Crum Energy Law PLLC:					42,070.00		
ELECTRIC POWER	51670	2026 Q3 Projected Costs-EPCM - Through July 31st	08/12/2026	08/13/2026	46,437.00	64706	09/30/2026
	52246	2026 Q3 Projected Costs-EPCM	08/31/2026	09/01/2026	48,157.00	64776	10/15/2026
Total ELECTRIC POWER ENGINEERS LLC:					94,594.00		
Geislinger & Sons, I	PAY APP # 1	Fianl Pay App #12 OF0002.140	08/28/2026	09/01/2026	25,110.47	64713	09/30/2026
Total Geislinger & Sons, Inc.:					25,110.47		
Hecimovich Mechan	HYDRANT P	2026 Hydrant Replacement Pay App# 4; Installation 6" Gate Valve & Box (20), Install Hydrants (19), Storz Fittings (40), Watermain Fittings (862 Lbs), 6" PVC Watermain, Roadway Curb Gutter & 5" Concrete Walk Restoration Work	08/26/2026	08/27/2026	257,977.19	64718	09/30/2026
Total Hecimovich Mechanical Contracting, Inc.:					257,977.19		
HIBBING ACH, CIT	000238-2026	New Haven - Cobb Cook Water Main Extension OF0008.1 - Pay App #2	08/18/2026	08/19/2026	246,638.05	10162026	10/16/2026

Name	Invoice Number	Description	Vendor Invoice Date	Invoice Approval Date	Invoice Amount	Check Number	Check Issue Date
	000238-2026	New Haven - Cobb Cook Water Main Extension OF0008.1	09/10/2026	09/30/2026	352,201.10	10162026	10/16/2026
Total HIBBING ACH, CITY OF:					598,839.15		
HIBBING CITY OF	000238-2026	OF0002.2 - 23 rd Street Phase 2 Water Pay App #1 Difference	08/10/2026	08/19/2026	11,421.38	64719	09/30/2026
	000238-2026	OF0002.2 - 23 rd Street Phase 2 Water - Pay App #3	08/10/2026	08/19/2026	150,818.67	64719	09/30/2026
	000238-2026	OF0002.2 - 23 rd Street Phase 2 Water - Pay App #4	08/10/2026	08/19/2026	111,292.50	64719	09/30/2026
	000238-2026	OF0002.2 - 23 rd Street Phase 2 Water Pay App #5	08/17/2026	08/19/2026	187,734.25	64719	09/30/2026
	000238-2026	OF0002.2 - 23 rd Street Phase 2 Water	09/09/2026	10/07/2026	54,538.07	64783	10/15/2026
Total HIBBING CITY OF:					515,804.87		
HUNT ELECTRIC	PAY APP #2	Installation of Electric AMI Meters Pay App #2	08/18/2026	08/18/2026	76,047.50	64721	09/30/2026
Total HUNT ELECTRIC:					76,047.50		
HydroCorp, LLC	CI-14153	INV: CI 14153 meter radio installation	06/30/2026	09/14/2026	66,900.00	64722	09/30/2026
	CI-14153	INV: CI 14153 meter replacement up to 1" meter	06/30/2026	09/14/2026	13,838.00	64722	09/30/2026
	CI-15899	Installation of AMI Water Meters	08/31/2026	09/10/2026	66,105.00	64784	10/15/2026
Total HydroCorp, LLC:					146,843.00		
KINECT ENERGY I	414735	Purchased Gas for August 2026	09/03/2026	09/10/2026	157,603.08	93020261	09/30/2026
	416234	Purchased Gas for September 2026	10/05/2026	10/08/2026	71,109.42	64813	10/13/2026
Total KINECT ENERGY INC ACH DO NOT MAIL:					228,712.50		
LAKE STATES CON	12187	Hibbing Beltline Substation-Electric	09/01/2026	09/15/2026	133,627.48	64788	10/15/2026
	12187	Hibbing Beltline Subsation-Civil	09/01/2026	09/15/2026	114,930.05	64788	10/15/2026
Total LAKE STATES CONSTRUCTION LLC:					248,557.53		
MacQueen Equipme	INV23925	Monthly Vac Truck Lease for September 2026	09/09/2026	09/18/2026	14,500.00	64789	10/15/2026
Total MacQueen Equipment, LLC:					14,500.00		
MEDICARE BLUE	003515932	MEDIARE RX COVERAGE OCT 2026	09/05/2026	09/15/2026	16,143.50	64733	09/30/2026
Total MEDICARE BLUE RX:					16,143.50		
MERJENT INC	0057629	OF 0005.020 HIB Southern Interconnect Project--Services from Jul1-July31 2026 PM, Land Rights Support	08/19/2026	08/28/2026	24,906.70	64735	09/30/2026
Total MERJENT INC:					24,906.70		
Minnesota Power A	0762057101	Purchased Power for August 2026	09/15/2026	09/18/2026	740,091.11	64814	10/13/2026
Total Minnesota Power ACH DO NOT MAIL:					740,091.11		
MN DEPT HEALTH	1690022 Q3	Quarterly Service Connection Fee - Q3	08/17/2026	08/19/2026	21,627.00	64738	09/30/2026
Total MN DEPT HEALTH DRINKING WATER:					21,627.00		
MN PEIP	1665446	ACTIVE EMPLOYEE HEALTH COVERAGE 10/01/26-10/31/26	09/10/2026	09/10/2026	195,354.70	64793	10/15/2026

Name	Invoice Number	Description	Vendor Invoice Date	Invoice Approval Date	Invoice Amount	Check Number	Check Issue Date
Total MN PEIP:					195,354.70		
MN REVENUE SAL	09212026	MONTHLY SALES TAX AUG 2026	09/21/2026	09/22/2026	146,239.00	92120262	09/21/2026
Total MN REVENUE SALES TAX:					146,239.00		
SAVANNA PALLET	INV177107	2026 Wood Supply; Delivered 8/17	08/21/2026	08/31/2026	16,689.48	64750	09/30/2026
	INV177391	2026 Wood Supply	08/28/2026	09/10/2026	27,749.72	64750	09/30/2026
	INV177545	Credit for Bark Delivered week of 08/31/26-09/04/26	09/04/2026	09/15/2026	24,496.45	64750	09/30/2026
	INV177761	2026 Wood Supply	09/11/2026	10/06/2026	18,350.83	64799	10/15/2026
Total SAVANNA PALLETS:					87,286.48		
STACK BROS. MEC	66534	BOILER MAKER; Progress Billing #1 Boiler 3 SH Tube Leak Repair	08/26/2026	08/31/2026	15,763.00	64753	09/30/2026
Total STACK BROS. MECHANICAL:					15,763.00		
TAMMY MATTONE	MAY.2026	Monthly Accounting & Financial Statment Pre. Accounts payable funciton coverage 5/1-5/31, Commission Meeting Support, Financial Management Functions	06/09/2026	06/29/2026	12,750.00	64803	10/15/2026
Total TAMMY MATTONEN CONSULTING LLC:					12,750.00		
USIC LOCATING S	830844	August Locating Services	08/31/2026	09/02/2026	16,374.84	64759	09/30/2026
Total USIC LOCATING Services, LLC:					16,374.84		
Yes Energy, LLC	8907	HPUC Native Blend Load Forecast Annual Invoice	09/01/2026	09/02/2026	12,805.14	64812	10/15/2026
	8907	HPUC Custom Gas Model Annual Invoice	09/01/2026	09/02/2026	13,250.00	64812	10/15/2026
Total Yes Energy, LLC:					26,055.14		
Grand Totals:					4,413,342.73		

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 7.B

HPU HIBBING PUBLIC UTILITIES
1902 E 6TH AVE
HIBBING, MINNESOTA 55746-0249
TELEPHONE: 218-262-7700
FAX: 218-262-7702

Item 7.B – Approval of Payroll Paid and Overtime Reports – October 1, 2026, and October 15, 2026

October 27, 2026

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

RE: Item 7.B – Approval of Payroll Paid and Overtime Reports – October 1, 2026, and October 15, 2026

Dear Commissioners,

Per HPU's Authorization and Approval matrix approved at the April 26, 2022, Commission Meeting, please payroll and overtime reports for payroll dates subsequent to the last Regular Commission meeting held on August 25, 2026.

Sincerely,



Larry Folstad
General Manager
Hibbing Public Utilities Commission

Report Criteria:
Employee Transaction.Check Issue Date = 10/01/2026
Pay Code.Pay Code = 1-19, 25

Payroll Type	Amount
Total REGULAR WAGES:	192,303.11
Total REGULAR WAGES - FOREMAN:	850.48
Total REGULAR WAGES - LEAD:	101.86
Total OVERTIME WAGES:	15,865.75
Total SUNDAY PREMIUM:	3,382.68
Total VACATION PAY:	15,415.12
Total SICK LEAVE - REGULAR:	5,278.49
Total UNEXCUSED SICK LEAVE:	.00
Total COMP TIME EARNED:	.00
Total COMP TIME USED:	2,468.64
Total PERSONAL HOLIDAY:	3,584.83
Total SHIFT DIFFERENTIAL .75/HR:	459.00
Total LONGEVITY:	3,310.43
Total STANDBY:	6,881.01
Total RETRO PAY:	36.00
Total CERTIFICATE/LICENSE:	1,185.35
Grand Totals:	251,122.75

Report Criteria:
Employee Transaction.Check Issue Date = 10/15/2026
Pay Code.Pay Code = 1-19, 25

Payroll Type	Amount
Total REGULAR WAGES:	193,982.24
Total REGULAR WAGES - FOREMAN:	908.72
Total REGULAR WAGES - LEAD:	163.60
Total OVERTIME WAGES:	26,937.99
Total OVERTIME WAGES - LEAD:	171.54
Total VACATION PAY:	12,077.44
Total SICK LEAVE - REGULAR:	11,877.92
Total UNEXCUSED SICK LEAVE:	.00
Total COMP TIME EARNED:	.00
Total COMP TIME USED:	570.16
Total PERSONAL HOLIDAY:	880.51
Total SHIFT DIFFERENTIAL .75/HR:	459.00
Total LONGEVITY:	3,310.43
Total STANDBY:	6,869.77
Total RETRO PAY:	623.52
Total CERTIFICATE/LICENSE:	1,185.35
Grand Totals:	260,018.19



Item 7.C

HIBBING PUBLIC UTILITIES
1902 E 6TH AVE
HIBBING, MINNESOTA 55746-0249
TELEPHONE: 218-262-7700
FAX: 218-262-7702

Item 7.C – Approve September 2026 Interim Financials

October 27, 2026

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

RE: Item 7.C – Approve September 2026 Interim Financials

Dear Commissioners;

Please find enclosed financials as of September 2026.

The year to date ended September 30, 2026, operating revenue totaled $25.01M compared to $24.39M for the same period last year.

Operating expenses total $26.07M which compares to $23.99M in 2025.

Operating income/(Loss) - (operating revenues minus operating expenses) is ($1.070M) compared to $403K one year ago.

Sincerely;

Bruce Swart

Financial Controller

Public Utilities Commission

Financial Statements and
Supplementary Information

September 30, 2026 and 2025

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Accountants' Compilation Report

To the Commissioners of
Hibbing Public Utilities Commission

Management is responsible for the accompanying financial statements of the Hibbing Public Utilities Commission, which comprise the statements of net position as of September 30, 2026 and 2025 and the related statements of revenues, expenses and changes in net position for the nine months ended, in accordance with accounting principles generally accepted in the United States of America. We have performed compilation engagements in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any assurance on these financial statements.

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

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

- That the component unit, the Laurentian Energy Authority, be blended into the Hibbing Public Utilities Commission's financial statements.

- That the effects of Governmental Accounting Standards Board (GASB) No. 68, *Accounting and Financial Reporting for Pensions* and GASB No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*, be considered and included in the financial statements. Management has not adjusted the balances for September 30, 2026 and 2025 because actuarial information is not yet available.

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

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

Baker Tilly Advisory Group, LP and Baker Tilly US, LLP, trading as Baker Tilly, are members of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities. Baker Tilly US, LLP is a licensed CPA firm that provides assurance services to its clients. Baker Tilly Advisory Group, LP and its subsidiary entities provide tax and consulting services to their clients and are not licensed CPA firms.

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

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

Baker Tilly US, LLP

Madison, Wisconsin
October 20, 2026

Public Utilities Commission

Statements of Net Position
September 30, 2026 and 2025

	September 30, 2026	September 30, 2025
Assets and Deferred Outflows of Resources		
Current Assets		
Cash	$ 1,508,977	$ 3,450,329
Investments (4M account)	10,166,540	16,596,305
Restricted assets:		
Cash held for fuel assistance recipients	3,224	9,473
Cash held for customer deposits	427,463	480,771
Accounts receivable, net of allowance for doubtful accounts of $69,892 and $144,785, respectively	1,769,927	1,711,040
Unbilled revenues	2,268,507	2,387,564
Other receivable	4,147	208,571
Current maturities notes receivable, steam conversion program	34,000	40,000
Current portion of lease receivable	98,772	82,160
Inventories	1,396,231	1,471,562
Prepaid expense	308,053	346,966
Total current assets	17,985,841	26,784,741
Noncurrent Assets		
Restricted assets:		
Bond reserve account (4M account)	1,309,070	807,976
Notes receivable, Steam conversion program	100,867	144,375
Lease receivable	524,200	432,359
Investment in joint venture	665,892	748,916
Regulatory assets	2,749,772	3,510,003
Capital assets:		
Plant in service	198,107,113	176,433,474
Accumulated depreciation/amortization	(104,879,099)	(99,891,807)
Construction work in progress	34,973,444	30,681,990
Total noncurrent assets	133,551,259	112,867,286
Total assets	151,537,100	139,652,027
Deferred Outflows of Resources		
Related to net pension liability	740,194	861,143
Related to postemployment benefits liability	121,611	674,169
Related to the purchase of LEA	94,394	137,738
Total deferred outflows of resources	956,199	1,673,050
Total assets and deferred outflows of resources	$ 152,493,299	$ 141,325,077

Public Utilities Commission

Statements of Net Position
September 30, 2026 and 2025

	September 30, 2026	September 30, 2025
Liabilities, Deferred Inflows of Resources and Net Position		
Current Liabilities		
Accounts payable	$ 5,167,497	4,315,213
Accrued interest	44,494	30,397
Accrued expenses	81,698	95,889
Due to City of Hibbing	753,958	608,625
Accrued vacation	451,023	448,648
Current portion of lease liability	147,479	205,667
Current portion of long-term debt, bonds and notes payable	906,000	702,000
Current liabilities payable from restricted assets:		
Third-party advances for fuel assistance	3,224	9,473
Customer deposits payable	427,463	480,771
Total current liabilities	7,982,836	6,896,683
Noncurrent Liabilities		
Accrued sick leave	1,032,438	959,773
Total post employment liability	13,690,202	14,541,066
Net pension liability	2,232,991	2,508,776
Long-term debt, bonds and notes payable	21,683,440	11,422,539
Unamortized discount	-	(238)
Lease liability	8,878	171,169
Total noncurrent liabilities	38,647,949	29,603,085
Total liabilities	46,630,785	36,499,768
Deferred Inflows of Resources		
Related to net pension liability	1,423,602	1,672,882
Related to postemployment benefits liability	2,329,319	3,580,052
Related to leases	622,972	514,519
Total deferred inflows of resources	4,375,893	5,767,453
Net Position		
Net investments in capital assets	105,455,661	94,895,487
Restricted for debt service	1,309,070	635,009
Unrestricted	(5,278,110)	3,527,360
Total net position	101,486,621	99,057,856
Total liabilities, deferred inflows of resources and net position	$ 152,493,299	$ 141,325,077

Public Utilities Commission

Statements of Revenues, Expenses and Changes in Net Position
Nine Months Ended September 30, 2026 and 2025

	September 30, 2026	September 30, 2025
Operating Revenue		
Charges for services	$ 24,225,982	$ 23,927,984
Other	781,063	460,218
Total operating revenues	25,007,045	24,388,202
Operating Expenses		
Operation and maintenance	20,915,351	19,465,904
Depreciation and amortization	5,159,310	4,519,540
Total operating expenses	26,074,661	23,985,444
Operating income (loss)	(1,067,616)	402,758
Nonoperating Revenues (Expenses)		
Investment income	372,435	1,579,223
Miscellaneous nonoperating income (expense)	40,934	5,476
Equity in net income of joint venture	(65,552)	(63,967)
Interest expense	(304,265)	(155,743)
Total nonoperating revenues (expenses)	43,552	1,364,989
Income before contributions	(1,024,064)	1,767,747
Capital Contributions	1,838,039	1,914,237
Change in net position	813,975	3,681,984
Net Position, Beginning	100,672,646	95,375,872
Net Position, Ending	$ 101,486,621	$ 99,057,856

Public Utilities Commission

Statements of Cash Flows
Nine Months Ended September 30, 2026 and 2025

	September 30, 2026	September 30, 2025
Cash Flows From Operating Activities		
Receipts from customers	$ 25,730,234	$ 25,148,357
Principal collected from steam conversion loan program	33,336	29,684
Payments to suppliers	(13,859,949)	(13,661,957)
Payments for payroll and benefits	(5,309,563)	(5,224,411)
Net cash from operating activities	6,594,058	6,291,673
Cash Flows From Capital and Related Financing Activities		
Payments for additions to property, plant and equipment	(17,988,188)	(26,118,448)
Capital contributions received	2,007,171	2,489,509
Principal and interest paid on leases	(160,085)	(160,085)
Proceeds from debt issue	3,310,470	6,133,102
Principal paid	(755,000)	(516,939)
Interest paid	(446,562)	(236,318)
Net cash from capital and related financing activities	(14,032,194)	(18,409,179)
Cash Flows From Investing Activities		
Investments income received	173,058	1,173,301
Investments matured	4,458,480	10,265,059
Investments purchased	(6,507)	(360,162)
Net cash from financing activities	4,625,031	11,078,198
Net change in cash	(2,813,105)	(1,039,308)
Cash, Beginning	4,752,769	4,979,881
Cash, Ending	$ 1,939,664	$ 3,940,573
Cash is Presented on the Statements of Net Position		
Cash	$ 1,508,977	$ 3,450,329
Restricted assets	1,739,757	1,298,220
Total cash and restricted assets	3,248,734	4,748,549
Less noncash equivalents included in restricted assets	(1,309,070)	(807,976)
	$ 1,939,664	$ 3,940,573

Statements of Cash Flows
Nine Months Ended September 30, 2026 and 2025

	September 30, 2026	September 30, 2025
Reconciliation of Operating Income (Loss) to Net Cash From Operating Activities		
Operating income (loss)	$ (1,067,616)	$ 402,758
Adjustments to reconcile operating income (loss) to net cash from operating activities:		
Other nonoperating income (loss)	40,934	5,476
Depreciation and amortization	5,159,310	4,519,540
Change in operating assets, deferred outflows or resources, liabilities and deferred inflows of resources:		
Accounts receivable	733,093	747,920
Other receivable	-	(12,013)
Inventories	23,439	(145,066)
Prepaid expenses	514,013	400,479
Receivable for steam conversion loan program	33,336	29,684
Lease receivable	(183,298)	7,169
Regulatory assets	15,000	-
Accounts payable	1,171,301	1,165,075
Accrued vacation and sick leave	103,918	(68,796)
Accrued expenses	(190,977)	(156,562)
Due to City of Hibbing	182,069	(554,279)
Third-party advances for fuel assistance	(72,754)	(61,315)
Customer deposits payable	(50,838)	18,772
Deferred inflows of resources	183,128	(7,169)
Net cash from operating activities	$ 6,594,058	$ 6,291,673
Noncash Capital and Related Financing Activities		
Unrealized gain on investments	$ 199,377	$ 405,922
Regulatory capitalized interest - net with interest expense	$ 102,802	$ 13,434

OTHER INFORMATION

Public Utilities Commission

Schedules of Departmental Revenues and Expenses
Periods Ended September 30, 2026 and 2025

	Nine Months Ended September 30, 2026				
	Electric	Steam	Gas	Water	Total
Operating Revenue					
Charges for services	$ 14,457,585	$ 1,672,576	$ 5,714,246	$ 2,381,575	$ 24,225,982
Other operating revenues	560,238	73,446	58,243	89,136	781,063
Others					
Total operating revenues	15,017,823	1,746,022	5,772,489	2,470,711	25,007,045
Operating Expenses					
Operation and maintenance	13,425,290	1,739,791	4,324,678	1,425,592	20,915,351
Depreciation and amortization	3,190,710	807,170	317,220	844,210	5,159,310
Total operating expenses	16,616,000	2,546,961	4,641,898	2,269,802	26,074,661
Operating (loss) income	$ (1,598,177)	$ (800,939)	$ 1,130,591	$ 200,909	$ (1,067,616)

	Nine Months Ended September 30, 2025				
	Electric	Steam	Gas	Water	Total
Operating Revenue					
Charges for services	$ 13,532,153	$ 1,694,056	$ 6,472,351	$ 2,229,424	$ 23,927,984
Other operating revenues	253,954	74,436	53,344	78,484	460,218
Others					
Total operating revenues	13,786,107	1,768,492	6,525,695	2,307,908	24,388,202
Operating Expenses					
Operation and maintenance	12,631,968	2,031,975	3,535,801	1,266,160	19,465,904
Depreciation	2,728,813	745,183	281,298	764,246	4,519,540
Total operating expenses	15,360,781	2,777,158	3,817,099	2,030,406	23,985,444
Operating (loss) income	$ (1,574,674)	$ (1,008,666)	$ 2,708,596	$ 277,502	$ 402,758

Public Utilities Commission

Budget to Actual Comparison
Nine Months Ended September 30, 2026

	Actual	Budget	Difference
Operating Revenue			
Electric revenue	$ 15,017,823	$ 14,448,617	$ 569,206
Steam revenue	1,746,022	1,783,147	(37,125)
Gas revenue	5,772,489	6,474,615	(702,126)
Water revenue	2,470,711	2,453,791	16,920
Total operating revenues	25,007,045	25,160,170	(153,125)
Operating Expenses			
Electric:			
Operation and maintenance	13,425,290	12,464,820	960,470
Depreciation	3,190,710	3,424,511	(233,801)
Total electric	16,616,000	15,889,331	726,669
Steam:			
Operation and maintenance	1,739,791	1,689,886	49,905
Depreciation	807,170	810,000	(2,830)
Total steam	2,546,961	2,499,886	47,075
Gas:			
Operation and maintenance	4,324,678	3,608,851	715,827
Depreciation	317,220	311,012	6,208
Total gas	4,641,898	3,919,863	722,035
Water:			
Operation and maintenance	1,425,592	1,255,369	170,223
Depreciation	844,210	825,000	19,210
Total water	2,269,802	2,080,369	189,433
Total operating expenses	26,074,661	24,389,449	1,685,212
Operating Income (Loss)			
Electric	(1,598,177)	(1,440,714)	(157,463)
Steam	(800,939)	(716,739)	(84,200)
Gas	1,130,591	2,554,752	(1,424,161)
Water	200,909	373,422	(172,513)
Total operating income (loss)	$ (1,067,616)	$ 770,721	$ (1,838,337)



Item 7.D

HIBBING PUBLIC UTILITIES
1902 E 6TH AVE
HIBBING, MINNESOTA 55746-0249
TELEPHONE: 218-262-7700
FAX: 218-262-7702

Item 7.D – Authorize listed Requests for Contribution

October 27, 2026

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

RE: Item 7.D– Authorize Listed Requests for Contribution

Dear Commissioners,

The Hibbing Public Utilities Commission has the authority to make 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 requested in the month of August 2026.

Organization	Sector of Support	Request Amount
Hibbing Drama Boosters	Recreation	$500
Hibbing Girls Hoops Club	Recreation	$500

Sincerely,

Larry Folstad
General Manager
Hibbing Public Utilities Commission

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: Hibbing Girls Basketball Hoop Club _____

CHECK PAYABLE TO: Hibbing Girls Hoop Club _____

CONTACT NAME: Erin Norenberg, Hoop Club President __PHONE NO._218-929-7178_____

ADDRESS: P.O. Box 262_____

DATE:_October 15, 2026_____

PROJECT DESCRIPTION: (Please provide project description including scope, estimated project costs, location, schedule, etc.)
The Hibbing Girls Hoop Club is responsible for covering the cost of junior high coaches ($1900 per coach and we will need 1-2 coaches depending on the 7th and 8th grade numbers) our portion of the Hudl streaming service (which also keeps stats on players at a cost of $2000) and gym time including extra custodial fees to use the gym on Saturdays for our youth program ($45 per hour, estimate 2 hours for 2 moths).

AMOUNT OF REQUEST: ____$500.00_____

REASON FOR REQUEST: (Please describe the ways in which the request meets the statutory purpose, describe under PURPOSE above):With budget cuts within our school district, including the athletic department, increasing expenses now fall towards the booster club. Our hoop club supports our girls basketball program from the kindergarten through the varsity levels. We are raising funds as we would be unable to pay for the junior high coaches, gym time for youth on Saturdays and our portion of the Hudl streaming service.

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

_____

_____

_____

_____

_____
Commission Secretary

_____
Date

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October 1, 2026

Dear Hibbing Area Business and Community Supporter,

A new season of Hibbing High School Girls Basketball is just around the corner, and with it comes another opportunity to build confident, hardworking young women through the game of basketball. We are reaching out to invite your business to become a Hibbing Girls Hoop Club Sponsor.

The Hibbing Girls Hoop Club plays an important role in providing opportunities and resources that extend well beyond the high school season. Our goal is to give girls in our community the opportunity to learn, compete, grow, and build lasting relationships through basketball. Your support helps make that possible.

The Hoop Club provides support for our youth and junior high basketball coaches, uniforms and equipment, tournament participation, bus and travel upgrades, college scholarships, and the development of our youth program. Our youth program introduces girls from kindergarten through 6th grade to the fundamentals of basketball while creating opportunities for those teams to compete against neighboring communities.

The Hoop Club works hard to raise funds through our concession stand, car washes, tournaments, youth registration fees, and other fundraising efforts. However, these activities alone do not cover everything we want to provide for the athletes in our program. That is where our local business community makes a difference. When you sponsor Hibbing Girls Basketball, you are not simply donating to a sports team. You are investing in local students, youth athletics, leadership, teamwork, and the future of our community.

We offer three sponsorship levels:

GOLD HOOP CLUB SPONSOR — $500+

Business name/logo displayed on our home event programs
Business name/logo displayed on our HHS gym sponsorship banner
Business recognition and advertising on our social media platforms
6 complimentary tickets to use at any home HHS girls basketball game

SILVER HOOP CLUB SPONSOR — $250+

Business name/logo displayed on our home event programs
Business recognition and advertising on our social media platforms
4 complimentary tickets to use at any home HHS girls basketball game

BRONZE HOOP CLUB SPONSOR — $100–$249

Business name/logo displayed on our home event programs

Every contribution matters. Whether your business chooses to sponsor at the Gold, Silver, or Bronze level, your support directly helps us provide opportunities for the girls in our program. We are incredibly fortunate to have a community that believes in supporting its young people, and we hope your business will join us as a partner.

The Hibbing Girls Hoop Club is a 501(c)(3) nonprofit organization (Tax ID #84-2561372).

Donations can be mailed to:
Hibbing Girls Hoop Club
PO Box 262
Hibbing, MN 55746

Business logos can be emailed to: hibbinggirlshoopclub@gmail.com

Thank you for considering supporting Hibbing Girls Basketball. Your investment helps us create opportunities for girls at every level of our program and allows us to continue building something our athletes, families, and community can be proud of.

We hope you'll join our team this season.

Sincerely,
Erin Norenberg
President, Hibbing Girls Hoop Club
(218) 929-7178

Hibbing
Drama Boosters

Dear Business Owner/Community Partner,

There is something special about seeing Hibbing students take the stage. Behind every performance are months of hard work, creativity, collaboration, and countless hours from students, directors, families, and volunteers.

The Hibbing Drama Boosters is a 501(c)(3) nonprofit EIN 39-2268403 dedicated to supporting, enhancing, and promoting theater arts opportunities for students in Hibbing Public Schools. Through the generosity of local businesses and community members, we help provide resources that strengthen productions and create opportunities for students to learn, perform, and grow.

As we begin another exciting year of Hibbing student theater, we invite you to support our **2026 Fall Musical** through a program ad or sponsorship.

Your sponsorship helps the Hibbing Drama Boosters support production needs and equipment, student opportunities and activities, and other needs that help keep theater thriving in our schools. In return, your business will be recognized in front of the hundreds of families and community members who attend Hibbing High School productions.

Program Features – Recognition in the printed show program:

• $50 – Quarter-Page Ad
• $100 – Half-Page Ad
• $200 – Full-Page Ad

Minute to Give It Matching Sponsor – $1,000

Be the exclusive matching sponsor of our Minute to Give It intermission fundraiser, matching audience donations up to $1,000.

Includes premium full-page program ad placement and recognition during the Minute to Give It announcement at each performance.

Your $1,000 match can turn into up to $2,000 for Hibbing student theater!

To be included in the program, please send your materials by **October 15th** to Rebecca Latimer at **rebeccalatimer322@gmail.com**. Include your business name (as you'd like it printed), contact info, chosen ad size or sponsorship level, and your ad file or logo with text. Donations and sponsorship payments may be made to the **Hibbing Drama Boosters account at Security State Bank**.

With gratitude,
Hibbing Drama Boosters Board of Directors
Angie Weaver (President), Rebecca Latimer (Secretary), Shannon Plombon (Treasurer), Melissa Zimmer (Parent Volunteer Coordinator)

Questions? hibbing.dramaboosters@gmail.com

HPU HIBBING PUBLIC UTILITIES

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: Hibbing Drama Boosters

CHECK PAYABLE TO: Hibbing Drama Boosters

CONTACT NAME: Angie Weaver PHONE NO. 218-213-8964

ADDRESS: 2129 12th Ave East

DATE: 9/29/26

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

Hibbing Drama Boosters is a parent-led, community-supported 501(c)(3) nonprofit dedicated to supporting, enhancing, and promoting theatre arts opportunities for students in Hibbing Public Schools. Please see the attached sponsorship letter for additional information regarding our sponsorship opportunities and recognition.

AMOUNT OF REQUEST: $500.00

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

This request supports the recreational and vocational resources of the City of Hibbing by expanding local theatre opportunities, providing students with hands-on experience in the performing arts, and offering live performances for the Hibbing community.

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

_____

_____

_____

_____

_____

Commission Secretary

_____

Date

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Item 7.E

HPU HIBBING PUBLIC UTILITIES
1902 E 6TH AVE
HIBBING, MINNESOTA 55746-0249
TELEPHONE: 218-262-7700
FAX: 218-262-7702

Item 7.E – Commissioners to attend Beltline Substation Ribbon Cutting Ceremony

October 27, 2026

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

RE: Action Item 7.E – Commissioners to attend Beltline Substation Ribbon Cutting Ceremony

Dear Commissioners,

Staff are requesting permission for all Commissioners to attend our Substation Modernization Project Ribbon Cutting Ceremony on October 29th, 2026 at 1:00pm at the Beltline Substation site, 3405 Brooklyn Dr, Hibbing, MN 55746.

Sincerely,



Samantha Adams | HPU Electrical Manager



Item 7.F

HPU HIBBING PUBLIC UTILITIES
1902 E 6TH AVE
HIBBING, MINNESOTA 55746-0249
TELEPHONE: 218-262-7700
FAX: 218-262-7702

Item 7.F – Approve Liability Coverage Waiver Form from League of Minnesota Cities

October 27, 2026

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

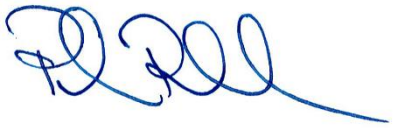
RE: Item 7.F - Approve Liability Coverage Waiver Form from League of Minnesota Cities

Dear Commissioners,

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

Thank you for your consideration.

Sincerely,



Paul Plombon
Energy & Operations Manager

LEAGUE of MINNESOTA CITIES

League of Minnesota Cities Insurance Trust
Liability Coverage Waiver Form

Members who obtain liability coverage through the League of Minnesota Cities Insurance Trust (LMCIT) must complete and return this form to LMCIT before their effective date of coverage. Use the submit button below, otherwise, print and email to pstech@lmc.org, or fax to 651.281.1298.

Members who obtain liability coverage from LMCIT must decide whether to waive the statutory tort liability limits to the extent of the coverage purchased. *The decision to waive or not waive the statutory tort limits must be made annually by the member's governing body, in consultation with its attorney if necessary.* The decision has the following effects:

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

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

Select one of the options below.

☒ The member **DOES NOT WAIVE** the monetary limits on municipal tort liability established by Minn. Stat. § 466.04

○ The member **WAIVES** monetary limits on municipal tort liability established by Minn. Stat. § 466.04, to the extent of the limits of the liability coverage obtained from LMCIT

LMCIT Member Name: _____

Date of member's governing body meeting: _____

Name and title of person completing this form: _____

Signature of person completing this form: _____

SUBMIT



Item 8.A

HIBBING PUBLIC UTILITIES
1902 E 6TH AVE
HIBBING, MINNESOTA 55746-0249
TELEPHONE: 218-262-7700
FAX: 218-262-7702

Item 8.A – Approval of Snowplow Purchase

October 27, 2026

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

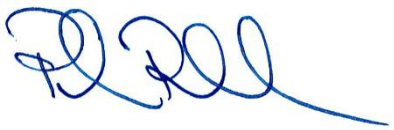
RE: Item 8.A – Approval of Snowplow Purchase

Dear Commissioners,

For your consideration, staff are recommending the purchase of a snowplow for the Water Crew's 2026 Chevy 2500 Truck. We requested quotes and received responses from Western Plow, Martin's Snow-Plow Equipment, and the state bid list. The quotes came back at $13,003.00, $11.893.16, and $12.163.00 respectively. Staff are recommending the equipment be purchased and installed by Martin's Snowplow Equipment.

Thank you for your consideration.

Sincerely,



Paul Plombon
Energy & Operations Manager

E S T I M A T E

MARTIN'S SNOWPLOW
AND EQUIPMENT
105 East US 2
Cohasset, MN 55721
Phone #: (218)999-0770
Fax #: (218)999-5704

PHONE #: **(218)262-7700**
CELL #: **(218)969-6372**
ALT. #:
P.O.#:
TERMS: **Net 10th EOM**
SALES TYPE: **Estimate**
TAG #:

DATE: **9/15/2026**
ORDER #: **24115**
CUSTOMER #: **102166**
CP: **Marty**
LOCATION: **1**
STATUS: **Active**
TECH: **DanT**

BILL TO **102166**

HIBBING PUBLIC UTILITIES
1902 6th Ave E
HIBBING, MN 55746 US

SHIP TO

HIBBING PUBLIC UTILITIES
1902 6th Ave E
HIBBING, MN 55746 US

YEAR	MFR	MODEL NUMBER	DESCRIPTION	VIN/SERIAL #	MILEAGE/METER

1: PLOW ON 2026 CHEV 2500 **Tech: DanT** [ ]

MFR	LOCATION	DESCRIPTION	QTY	PRICE	NET	TOTAL
WP		8'6" MVP 3 STEEL W/LED SNOWPLOW PACKAGE	1	$9,440.25	$9,440.25	$9,440.25
WP	74485	BLADE ASSY - 8-1/2' MVP 3 MS S/N:		1	$0.00	$0.00
WP	74300-4	BIG BOX ASSY MVP3 S/N:		1	$0.00	$0.00
WP	72525	LIGHT KIT, LED, COMPLETE S/N:		1	$0.00	$0.00
WP	29070-1	MODULE 3 PORT - DRL/NON-DRL S/N:		1	$0.00	$0.00
WP	35500	CONTROL, PLOW, HANDHELD WP WESTERN S/N:		1	$0.00	$0.00
WP		RUBBER DEFLECTOR KIT - 10"	1	$471.45	$471.45	$471.45
WP		SHOE KIT	1	$344.40	$344.40	$344.40
WP		GM K2500/3500 SILVERADO/SIERRA 2020 - 20__	1	$1,007.97	$1,007.97	$1,007.97
WP		PLUG-IN HARNESS 12 PIN KIT	1	$404.09	$404.09	$404.09
****		BID DISCOUNT	1	$.00	-$850.00	($850.00)
					Parts Job 1:	**$10,818.16**

LABOR	DESCRIPTION	HRS	RATE	AMOUNT	TOTAL
GEN-01	TRUCKSIDE INSTALL WITH LED	9	$110.00		$990.00
GEN-01	DEFLECTOR AND SHOE INSTALL	0.75	$110.00		$82.50
	Hours Job 1:	**9.75**		**Labor Job 1:**	**$1,072.50**

EXTRAS	DESCRIPTION	QTY	PRICE	AMOUNT	TOTAL
SS	SHOP SUPPLIES				
ENV	ENVIRONMENTAL FEE			$2.50	$2.50
SHP	WORK ORDER SHIP CHARGE				
				Extras Job 1:	**$2.50**
				Subtotal Job 1:	**$11,893.16**

Prices reflected on this quote are valid for 30 days and while current supplies last. However, prices are subject to change if the program or promotion the prices were quoted under is no longer in effect.

TOTAL PARTS:	**$10,818.16**
TOTAL LABOR:	**$1,072.50**
TOTAL EXTRAS:	**$2.50**
SUBTOTAL:	**$11,893.16**

ESTIMATE



MARTIN'S SNOWPLOW
AND EQUIPMENT
105 East US 2
Cohasset, MN 55721
Phone #: (218)999-0770
Fax #: (218)999-5704

PHONE #: **(218)262-7700**
CELL #: **(218)969-6372**
ALT. #:
P.O.#:
TERMS: **Net 10th EOM**
SALES TYPE: **Estimate**
TAG #:

DATE: **9/15/2026**
ORDER #: **24115**
CUSTOMER #: **102166**
CP: **Marty**
LOCATION: **1**
STATUS: **Active**
TECH: **DanT**

TAX:	**$0.00**
ORDER TOTAL:	**$11,893.16**

Authorized By: _____

Outlook

Western plow quote

From Ben Ritchart <benrswtowing@outlook.com>
Date Mon 9/28/2026 1:15 PM
To Chris Zubich <chris.zubich@hpuc.com>

Caution: This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning!
Thank you for reaching out about a Western plow to be installed on your 2026 Chevrolet 2500 regular cab with 6.6L gas engine. Below is a quote.

Western MVP3 8' 6" steel plow assembly
Fleet Flex handheld remote control
LED headlight kit
10" Rubber deflector kit
Plow shoe kit
GM aux electrical harness (required for GM installation)
Installed price- $13,003.00, plus applicable taxes.

Installation to be performed at our service center in Stillwater, MN.
Let me if we can provide any more information.

Thank you!
Ben Ritchart
Area Wide Services
Service Manager - Western Snow Plow sales
651-275-1182 Shop
715-760-0040 Cell



Item 8.B

HIBBING PUBLIC UTILITIES
1902 E 6TH AVE
HIBBING, MINNESOTA 55746-0249
TELEPHONE: 218-262-7700
FAX: 218-262-7702

Item 8.B – Approval of AMI Water Meter Purchase

October 27, 2026

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

RE: Item 8.B – Approval of AMI Water Meter Purchase

Dear Commissioners,

For your consideration, staff are recommending the purchase 120 ¾" IPERL water meters. This inventory will supply HPU with enough meters through the winter and allows us to capitalize on 2026 pricing. Core & Main is the source for our AMI compatible meters. The cost is $185.00 per meter for a total of $22,000.00.

Thank you for your consideration.

Sincerely,

Paul Plombon
Energy & Operations Manager

Bid Proposal for Hibbing Iperl Fall 2026

HIBBING PUBLIC UTILITY COMM
Job Location: Hibbing , MN
Bid Date: 10/07/2026
Core & Main Bid #: 5259376

Core & Main
15800 W 79th St
Eden Prairie, MN 55344
Phone: 9529379666
Fax: 9529378065

Seq#	Qty	Description	Units	Price	Ext Price
10	120	IPERL 3/4S 1000G 7.5LL 4WHL	EA	185.00	22,200.00

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: https://coreandmain.com/terms-of-sale/

THIS BID MAY INCLUDE GLOBALLY SOURCED (IMPORTED) MATERIALS THAT ARE SUBJECT TO CHANGING TARIFFS. PRICES ARE SUBJECT TO CHANGE DUE TO POTENTIAL ADDITIONAL TARIFFS IMPOSED BY THE U.S. GOVERNMENT. IF IMPOSED, PRICES WILL INCREASE BY THE SAME PERCENTAGE AND WILL BE EFFECTIVE ON THE DATE THAT THE NEW TARIFFS ARE IMPLEMENTED. THESE ITEMS SHOULD BE PURCHASED WITH HASTE TO AVOID ANY ADDITIONAL RISING TARIFF COSTS.

Actual taxes may vary



Item 8.C

HPU HIBBING PUBLIC UTILITIES
1902 E 6TH AVE
HIBBING, MINNESOTA 55746-0249
TELEPHONE: 218-262-7700
FAX: 218-262-7702

Item 8.C – Authorization of Payment to Jivery Construction for Cobb Cook Place Utility Extension Work

October 27th, 2026

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

RE: Item 8.C – Authorization of Payment to Jivery Construction for Cobb Cook Place Utility Extension Work

Dear Commissioners,

Request for Authorization to Make Payment

Staff requests Commission authorization to make payment to Jivery Construction in the amount of $13,065.98 for underground excavation to extend electrical and gas services from New Haven Drive to HRA's Cobb Cook Place development.

Jivery Construction is performing the underground excavation necessary to accommodate the utility extensions to serve the development. There was additionally some brushing and grubbing required to gain access to the right of way. This work supports the installation of the electrical and gas infrastructure required to provide the utility services to Cobb Cook Place.

Staff recommend authorizing payment of the $13,065.98 invoice submitted by Jivery Construction for the underground excavation and clearing work.

Requested Commission Action

Staff requests that the Commission authorize payment to Jivery Construction in the amount of $13,065.98 for underground excavation and clearing related to the electrical and gas service extensions from New Haven Drive to HRA's Cobb Cook Place.

Thank you for your consideration.

Respectfully,



Samantha Adams | HPU Electrical Manager



Item 8.D

HPU HIBBING PUBLIC UTILITIES
1902 E 6TH AVE
HIBBING, MINNESOTA 55746-0249
TELEPHONE: 218-262-7700
FAX: 218-262-7702

Item 8.D – Request to Increase ACH Payment Limit to 1.5 million for Large Approved Vendors

October 27, 2026

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

RE: Item 8.D – Request to Increase ACH Payment Limit to 1.5 million for Large Approved Vendors

Dear Commissioners,

In our efforts to continue to streamline our normal day to day business practices, we're requesting your support to increase our daily ACH payment limits from $750,000 to $1,500,000 to satisfy our daily needs, this eliminating the need for split payments or timely one time emergency authorizations.

These transfers are for payroll, approved vendors with contacts and always approved by the Commission bi-monthly.

Please see the supporting document and information for your review and discussion.

Thank you for your consideration.

Sincerely,



Larry Folstad
General Manager
Hibbing Public Utilities Commission

HPUC ACH History
2026

	Septebmber	August			Monthly Avg
Payroll Average	$ 750,000	$ 750,000			$ 750,000
Minnesota Power	$ 740,091	$ 844,405			$ 792,248
City of Hibbing - Water	$ 469,167	$ 579,215			$ 524,191
	April	**March**	**February**	**Janauary**	
Kinect (Highest in Winter)	$ 811,856	$ 1,101,463	$ 1,531,394	$ 1,038,018	$ 1,120,683
					$ 3,187,122

On average, we could be sending $3.2 million of standard ACH's each month, with the highest single ACH being around $1.5 million. We would recommend that our HPUC Daily Limit on Aggregate transactions be raised from the current $750,000 to $1.5 million. We could still do the very large individual ACH invoices one per day, along with our P/R and other items, but would be great to be able to at least pay our monthly Kinect Invoices in one day ACH.



Item 8.E

HPU HIBBING PUBLIC UTILITIES
1902 E 6TH AVE
HIBBING, MINNESOTA 55746-0249
TELEPHONE: 218-262-7700
FAX: 218-262-7702

Item 8.E – Request for 4M Transfer for Capital Projects

October 27, 2026

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

RE: Item 8.E – Request for 4M Transfer for Capital Projects

Dear Commissioners,

We ask for your support to move $3.2M from the 4M investment account to our 4M holding account to be used throughout the end of the year to cover encumbered approved Capital Improvement Projects. In the supporting document, you can see the spreadsheet of forecasted costs to be billed as projects finishing up and slowing with winter upon us.

These are expenses still authorized by the Commission for payment but just funds are available for payments after authorized and no more once a month transfers with strict guidelines needed to finish the year. As repayments grants and loans come back in, they will be transferred back to the 4M account and not left in the O&M accounts.

This will also allow us to maintain a separation of O&M and Capital Budget expenditures in the immediate and future to support a better 2026 year end budget summary and a 2027 proposed budgets.

Thank you for your consideration.

Sincerely,



Larry Folstad
General Manager
Hibbing Public Utilities Commission

Capital Project Obligations 9/30/2026

Capital Project	Office File	Vendor	Total Obligation	Paid to Date	Invoiced to Date	Due Now	Remaining Encumberance
						Est 1/2 before year end	$ 1,048,775.20
Beltline Substation	0004.2	Lake States	$ 924,899.35	$ 785,616.04	$ -		$ 139,283.31
		IREACS	$ 312,996.67	$ 212,996.67			$ 100,000.00
		Materials	$ 1,154,162.00	$ 1,128,498.30			$ 25,663.70
		Lake States Demo					
		Lake States	$ 46,500.00	$ 20,000.00			**$ 26,500.00**
							$ 291,447.01
Cobb Cook	0008.1	City of Hibbing Water	$ 664,046.00	$ 598,839.15	$ -		$ 65,206.85
		Bolton and Menk	$55,000	$ 43,973.00			$ 11,027.00
		Materials	$137,628	$ 11,022.56			$ 126,604.94
		Jivery	$ 76,000.00	$ 20,000.00	$ -		$ 56,000.00
						$ -	**$ 258,838.79**
Mahoney Manor	0008.2	City of Hibbing Water	$ 121,762.00				$ 121,762.00
		Bolton and Menk Water	$ 15,000.00	$ 14,990.00		$ 14,990.00	$ 10.00
		Electrical	$ 29,475.00				$ 29,475.00
							$ 151,247.00
AMI Meters	0009.0	Hunt Electric	$ 793,821.60	$ 250,847.50	$ -		$ 542,974.10
		Core & Main	$ 2,580,665.00	$ 1,972,115.75			$ -
		Hydrocorp	$ 470,300.88	$ 332,746.40			$ -
						$ -	**$ 542,974.10**
Vegetation Control	0010.0	Utilitree	$ 108,500.00	$ 108,500.00	$ -		$ -
							$ -

Total Remaining Encumberence w/out SI	**$ 5,270,865.14**
Total Remaining Encumberence by December 2026	**$ 3,163,321.33**

Capital Project Obligations 9/30/2026

Capital Project	Office File	Vendor	Total Obligation	Paid to Date	Invoiced to Date	Due Now	Remaining Encumberance
Southern Interconnect	0005.0	Mergent	$ 449,201.00	$ 286,585.32	$ 355,527.89		$ -
		EPE, LLC	??	$ 1,783,344.69	$ 1,829,781.69		$ -
		Crum Engergy Law	??	$ 269,624.25	$ 269,624.25		$ -
		Virginia Transformer	$ 2,773,589.00	$ 189,425.00			$ 2,584,164.00
		MN Power	$ 112,500.00	$ 62,500.00			$ 50,000.00
		Hitachi	$ 851,412.00	$ 340,564.80			$ 510,847.20
						$ -	$ 3,145,011.20
Water Treatment Plant Upgrades	NA	Bolton and Menk	$ 1,445,000.00				$ 216,883.34
		Rice Lake Construction	$ 8,674,000.00				$ 553,252.35
						$ -	**$ 770,135.69**
2024 Lead Service Line Replacements	NA	Bougalis	$ 1,027,100.00	$ 921,940.00			$ -
		Bolton and Menk					$ -
Water Treatment Plant Corrossion Cont	0003.1	Bolton & Menk	$ 38,750.00	$ 14,967.00			$ 21,434.00
						$ -	**$ 21,434.00**
30 Inch Rehabilitation	NA	Bolton and Menk	$ 90,000.00	$ 78,511.00		$ -	$ 11,489.00
		Geislinger	$ 5,340,987.50	$ 5,022,093.17			$ -
						$ -	**$ 11,489.00**
2025 Hydrants	0002.0	Bolton & Menk	$ 104,929.00	$ 84,202.00			$ 4,784.25
		Hecimovich	$ 900,022.29	$ 848,962.96			$ 68,038.60
		Hecimovich		$ -	$ -	$ -	$ -
						$ -	**$ 72,822.85**
23rd Street Phase 2	0002.2	Bolton and Menk	$ 324,057.00	$ 323,368.50			$ 688.50
		City of Hibbing	$ 1,353,876.30	$ 1,002,324.00			$ 258,416.20
						$ -	**$ 259,104.70**
4th and 4th	0003.0	Bolton and Menk	$ 525,646.00	$ 256,066.60			$ 235,257.15
		Bougalis	$ 2,394,177.00	$ 549,866.00			$ 1,844,311.00
		Braun Inertec	$ 21,971.00	$ 3,988.75		$ -	$ 17,982.25
						$ -	**$ 2,097,550.40**



Item 9.A

HIBBING PUBLIC UTILITIES
1902 E 6TH AVE
HIBBING, MINNESOTA 55746-0249
TELEPHONE: 218-262-7700
FAX: 218-262-7702

Item 9.A – Request approval of revised Line Worker Apprentice Job Description

October 27, 2026

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

RE: Item 9.A - Request approval of revised Line Worker Apprentice Job Description

Dear Commissioners,

Approval to hire for the Line Crew position as an apprentice or journeyman, with preference for journeyman, was granted on 9/22/26. Following that approval, the Electrical Distribution Manager, in collaboration with her union lead and assistant lead, reviewed and updated the job description to ensure it accurately reflects the responsibilities and requirements of the position.

The revised job description is submitted for your review and approval so that we may proceed with the hiring process.

Thank you for your consideration.



Kendra Powers
Senior Director of Human Resources
Hibbing Public Utilities Commission

Job Title: Line Worker - Apprentice
Department: Electric Distribution
Reports To: Electrical Distribution Manager
Location: Hibbing, MN
FLSA Status: Non-exempt
Job Type: Full-Time
Drug & Alcohol Policy Classification: Mandated
Job Class: 13

Position Summary

Installs, repairs, and maintains overhead and underground transmission and distribution power lines, related equipment, substations, and street lighting systems in areas served by the Public Utilities.

Key Responsibilities

- Receives instructions from supervisor, line crew leaders, and occasionally office staff.
- Receives and interprets wiring diagrams, construction standards, specifications, and instructions to perform emergency repair, installations, relocations, removals, or inspection work.
- Determines and applies needs with a logical approach during troubleshooting and repair work.
- Plans and coordinates working procedures for line operations work. Observes all safety precautions and the proper isolation of circuits to cause minimum interference to operations and the utility system. Determines necessary tools and materials for work.
- Performs work that requires working knowledge of electrical principles, specifications, properties of various materials, and construction and safety codes.
- Locates sources of trouble by tracing, inspection, and testing circuits with identified or reported faulty operations. Isolates circuits, dismantles, inspects, repairs, and adjusts or replaces faulty equipment, material, and wiring on transmission or distribution lines.
- Works in close proximity of live high-tension lines up to 23kV with appropriate PPE. Works overhead on poles by climbing or from aerial bucket.
- Operates utility fleet to perform overhead and underground line operations work.
- Installs underground conduit, fittings, fixtures, and conductor. Makes electrical connections as required for new installations, relocations, or replacement of facilities.
- Installs, maintains, removes overhead and underground utility-owned street lighting infrastructure.
- Troubleshoots and repairs lighting system outages.
- Maintains and rebuilds substations.
- Remove and install overhead wire, place on reels and store.
- Installs underground wiring and pad-mounted transformers.
- Draws oil samples from fluid filled equipment for PCB records. If contaminated, plan and coordinate work to dispose of according to EPA guidelines. Operates line equipment to assist other crews.
- Keeps work areas in clean and orderly condition.
- Vegetation management: tree trimming or removal of trees on energized lines during planned or unplanned work. Assist in identifying maintenance areas for trimming on an annual basis.
- Public relations and engagement
- Instrument-rated metering maintenance, install, and replacement.
- Snow removal, lawn mowing and other general grounds or landscaping duties.

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.

Required Education and Experience

- Class A Driver license with air brake endorsement, or the ability to earn within 6 months.

Preferred Education and Experience

- Graduate from an accredited Line School
- Utility experience and hours earned toward a State of MN accepted apprenticeship program.
- Qualified Electrical Worker per OSHA Standard 1910.269, including but not limited to CPR/First Aid training, pole top and bucket rescue training, pole climbing experience.
- Forklift trained and certified.
- Demonstrates excellent interpersonal communication skills.

Physical Requirements

- Regularly travels to job sites and operates heavy equipment while being exposed to vehicular traffic.
- Frequently lifts material weighing up to 70 pounds.
- Occasionally lifts and carries materials weighing up to 50 pounds and up to 75 pounds while in a truck bucket.
- Occasionally lifts materials or tools overhead of up to 25 pounds.
- Frequently performs physical labor requiring twisting, pushing, pulling, bending, kneeling, and crawling movements.
- Occasionally positioning self in awkward positions while in an aerial bucket.
- Occasionally climbs on equipment and trucks, uses an aerial bucket, and climbs utility poles with belt and hooks, exposed to heights.
- Frequently grips and grasps tools and equipment to perform field duties. Significant force is exerted on occasion for crimping connectors / objects.
- Regularly exposed to heavy equipment and other machinery with moving parts and loud noise.
- Occasionally operates vibrating tools such as chain saws for extended periods.
- Frequently works with computers or other technology for receiving and viewing work orders, service orders, maps, and other job aids.
- Frequently communicates via radio or phone while performing work.

Safety

Responsible for compliance that adheres to all OSHA, Utility, and other regulatory agency safety regulations and requirements, as applicable to the duties of the job.

- Frequently in the vicinity of high voltage electricity.
- Must wear FR protective clothing and footwear.
- Frequently works from heights on ladders or in an aerial bucket; must wear fall arrest equipment while working from an aerial bucket.
- Occasionally exposed to heavy equipment machinery and other equipment with moving parts and loud noise.
- Occasionally exposed to various hazardous chemicals.
- Travels to job sites and frequently exposed to vehicular traffic while working near roads.
- Frequently exposed to extreme weather and temperature conditions.

Work Environment

Regularly works outdoors in all weather conditions on energized equipment and lines up to 23 kV. Occasionally exposed to chemical hazards. Required to be on stand-by duty rotation.

Equipment

Drives, rides in, operates and works around utility fleet: areal bucket line truck, digger derrick, tugger, dump truck, pick-up, backhoe, trencher, forklift, and other heavy mobile equipment. Also, frequently uses test equipment, and hand or power tools.



Item 9.B

HPU HIBBING PUBLIC UTILITIES
1902 E 6TH AVE
HIBBING, MINNESOTA 55746-0249
TELEPHONE: 218-262-7700
FAX: 218-262-7702

Item 9.B – Request approval of revised job description and salary adjustment for Business Analyst

October 27, 2026

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

RE: Item 9.B - Request approval of revised job description and salary adjustment for Business Analyst

Dear Commissioners,

I am requesting your review and approval of the revised Business Analyst job description to incorporate additional payroll responsibilities into the position.

Due to the departure of our Payroll and Human Resources Coordinator, it is necessary to reassign payroll functions to the Business Analyst position to ensure continuity of payroll operations. These additional duties will expand the scope of the Business Analyst role and increase its responsibilities.

In recognition of these expanded duties, I am also requesting approval of a salary adjustment for Mr. Marsh to reflect the additional payroll-related responsibilities assigned to his position. The salary adjustment details were provided to the Commission on October 20th for review and consideration.

Your approval of the revised job description and the associated salary adjustment is respectfully requested so that we may proceed accordingly.

Thank you for your time and consideration.



Kendra Powers
Senior Director of Human Resources
Hibbing Public Utilities Commission

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

Position Summary:

The Business Analyst supports data-driven decision-making by analyzing operational, financial, and customer data to improve performance, reduce costs, and advance strategic initiatives. This role supports the executive team across the organization to develop reports, enhance processes, and support projects such as rate studies, regulatory reporting, and infrastructure planning.

Serving as a liaison between business operations, finance, and information systems, the Business Analyst translates data into actionable insights and helps implement practical solutions that improve efficiency, compliance, and service delivery.

Key Responsibilities:

Business Analyst

- Collect, analyze, and interpret utility data related to finance, operations, energy usage, customer behavior, service delivery, and regulatory compliance.
- Develop reports, dashboards, and presentations to support strategic position and departmental decision-making.
- Assist in utility rate analysis, cost-of-service studies, and financial forecasting.
- Support strategic initiatives such as infrastructure planning, organizational restructuring, and regulatory compliance projects.
- Evaluate performance metrics and KPIs across departments to identify trends, issues, and opportunities for improvement.
- Collaborate with IT and technical vendors to enhance data infrastructure, troubleshooting, and reporting tools (e.g., data warehouses, business intelligence platforms).
- Prepare business cases for projects and investments, including ROI analysis, benchmarking, and risk assessments.
- Support regulatory and compliance reporting (e.g., filings to PUCs, DOE, EPA, or other agencies).
- Document business processes and recommend improvements for greater efficiency and effectiveness aligned with the strategic plan.
- Serve as a liaison between technical teams, finance, operations, and executive leadership.
- Develop load forecasting models and scenario planning for long-term resource and infrastructure decisions.
- Support energy market participation analysis, including pricing, hedging, and load strategy.
- Build predictive analytics for asset management, maintenance, and capital prioritization.
- Support development of rate design aligned with cost-of-service and strategic objectives.
- Integrate data across systems into unified reporting and decision tools.

Payroll Administration

- Process bi-weekly payroll for all employees (union and non-union), including wages, bonuses, overtime, and deductions.
- Ensure compliance with federal, state, and local wage and hour laws, tax regulations, and internal policies.
- Maintain accurate payroll records, including timesheets, deductions, and benefit adjustments.
- Serve as the primary contact for payroll-related inquiries, providing timely and accurate resolution.
- Ensure the integrity of data within Finance and resolve discrepancies as needed.
- Manage direct deposit setup, wage garnishments, and required payroll reporting.
- Prepare payroll documentation and reports in support of internal and external audits.
- Administer the timekeeping system, including monitoring submissions, resolving discrepancies, and ensuring adherence to payroll deadlines.

Minimum Qualifications:

- Bachelor's degree in Business Administration, Finance, Economics, Engineering, Data Analytics, or a related field.
- 2–5 years of experience in a business analysis, financial analysis, or data analyst role.
- Strong analytical skills and experience working with large data sets.
- Proficiency with Microsoft systems and business intelligence tools (e.g., Power BI, Tableau).
- Excellent verbal and written communication skills.
- Ability to translate complex data into clear, actionable insights.

Preferred Qualifications:

- Experience in the utility industry (electric, water, gas, or power generation).
- Familiarity with utility operations, rate design, regulatory frameworks, or infrastructure planning.
- Experience with utility market analytics, forecasting tools, or energy trading environments.
- Experience with utility management systems (e.g., CIS, SCADA, AMI, GIS, or ERP systems such as SAP or Oracle).
- Advanced degree or certifications (e.g., CBAP, PMI-PBA, Six Sigma, or MBA).

Work Environment:

- Office work environment with occasional travel to utility sites, stakeholder meetings, or public hearings.
- Fast-paced setting with multiple concurrent projects and deadlines.
- Physical Requirements:
    - Sitting 80%, Standing 10%, Walking 10%, Lifting up to 25 lbs



Item 9.C

HPU HIBBING PUBLIC UTILITIES
1902 E 6TH AVE
HIBBING, MINNESOTA 55746-0249
TELEPHONE: 218-262-7700
FAX: 218-262-7702

Item 9.C – Request approval of job description and salary adjustment for Executive and Human Resources Administrator

October 27, 2026

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

RE: Item 9.C - Request approval of job description and salary adjustment for Executive and Human Resources Administrator

Dear Commissioners,

I am requesting the Commission's review and approval to expand the current Executive Assistant position into a new role titled Executive and Human Resource Administrator.

Due to the departure of the former Payroll and Human Resources Coordinator, the proposed role will incorporate the benefits administration functions previously handled by that position. In addition, the expanded role will include responsibilities as the Designated Employer Representative (DER) for drug and alcohol testing and the administration of Workers' Compensation, which was previously managed within the Safety role.

In conjunction with the proposed position change, I am seeking approval of the revised job description, which outlines the expanded responsibilities and expectations of the Executive and Human Resource Administrator role, including benefits administration, drug and alcohol testing oversight, and Workers' Compensation administration.

Additionally, approval is requested for a salary adjustment for Ms. Schoeben to reflect the expanded scope of duties, increased level of responsibility, and additional human resources and administrative functions associated with this role. Details regarding the proposed salary adjustment were provided to the Commission on October 20th for review and consideration.

Your review and approval of the proposed position title, revised job description, and associated salary adjustment are respectfully requested.



Kendra Powers
Senior Director of Human Resources
Hibbing Public Utilities Commission

Job Title: Executive & Human Resources Administrator
Department: Administration
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 Executive & Human Resources Administrator provides executive-level administrative support to the General Manager, Senior Human Resources Director, and senior leadership team while coordinating human resources and administrative operations. This position supports organizational effectiveness through executive scheduling and communications, commission meeting coordination, employee lifecycle administration, benefits and leave management, labor relations support, and regulatory compliance.

The position maintains confidential records, coordinates recruitment and personnel processes, administers employee benefits and leave programs, and supports labor relations, workers' compensation, and drug and alcohol testing activities. The successful candidate demonstrates strong organizational, communication, and analytical skills, sound judgment, attention to detail, and the ability to manage competing priorities while maintaining confidentiality and complying with applicable laws, collective bargaining agreements, organizational policies, and regulatory requirements.

Key Responsibilities

Executive and Administrative Support

- Provide comprehensive administrative support to the General Manager, Senior Human Resources Director, and senior leadership team.
- Manage executive calendars, meetings, appointments, travel arrangements, accommodations, and itineraries.
- Prepare, edit, proofread, and distribute correspondence, presentations, reports, agendas, and other executive documents.
- Coordinate leadership meetings, track project deadlines and deliverables, and follow up on assigned action items.
- Serve as a professional liaison among executive leadership, employees, departments, external partners, government agencies, and other stakeholders.
- Coordinate office administration, including records management, document control, purchasing, invoices, expense reports, office supplies, and vendor communications.
- Support special projects, strategic initiatives, and organizational priorities as assigned.

Human Resources Administration

- Coordinate recruitment, interviewing, hiring, onboarding, orientation, offboarding, and other employee lifecycle processes.
- Assist with job postings, applicant tracking, candidate communications, interview scheduling, and hiring documentation.
- Prepare and process new-hire paperwork, employment agreements, personnel action forms, exit documentation, and other required employment records.

- Process employee status changes, including hires, terminations, promotions, transfers, compensation changes, and other personnel actions.
- Maintain accurate and confidential personnel files, HR databases, and employment records in accordance with applicable retention policies, regulations, and organizational procedures.
- Coordinate employee communications, performance reviews, training activities, and other HR initiatives.
- Respond to employee inquiries regarding HR policies, benefits, procedures, and employment practices, referring complex or sensitive matters to the Senior Human Resources Director as appropriate.
- Support the implementation, interpretation, and consistent application of HR policies and procedures, and assist with process improvements as needed.

Benefits Administration and Leave Management

- Administer employee benefits programs, including health, dental, and vision insurance, long-term disability, retirement plans, and other applicable benefits.
- Coordinate benefits eligibility, enrollment, qualifying life-event changes, coverage terminations, annual open enrollment, and employee communications.
- Liaise with insurance carriers, benefits providers, retirement plan administrators, and third-party administrators to resolve benefits-related issues.
- Administer and track employee leave programs, including the Family and Medical Leave Act (FMLA), Minnesota Paid Family and Medical Leave, sick leave, vacation, and other applicable leave programs.
- Coordinate and document Americans with Disabilities Act (ADA) accommodation requests and related interactive processes in consultation with the Senior Human Resources Director, as appropriate.
- Maintain accurate leave balances, eligibility records, required documentation, and return-to-work information while protecting confidential employee information.
- Monitor leave usage, certification deadlines, benefit continuation requirements, and return-to-work dates.
- Coordinate with employees, supervisors, payroll, and benefits administrators to ensure consistent leave administration and accurate pay and benefits processing.

Labor Relations and Employee Matters

- As a regular and assigned job responsibility, access, review, and use confidential labor relations information, including management positions on economic and noneconomic items that have not been presented during collective bargaining or interest arbitration, and information specifically collected or created to develop those management positions.
- Provide confidential administrative support to the Senior Human Resources Director and other authorized management representatives in preparing for collective bargaining, labor negotiations, and interest arbitration.
- Prepare, organize, maintain, and manage confidential bargaining proposals, management negotiation strategies, cost analyses, proposed contract terms, and supporting documents before their presentation to employee representatives.
- Assist in the preparation of management negotiation materials and coordinate with the Senior Human Resources Director, legal counsel, and labor consultants regarding confidential labor relations matters.

- Maintain and organize confidential records related to collective bargaining, grievance proceedings, disciplinary matters, and arbitration, including tracking deadlines and coordinating meetings and schedules.
- Support grievance administration, disciplinary processes, and arbitration preparation under the direction of the Senior Human Resources Director.
- Maintain strict confidentiality of management labor relations information and restrict access to authorized individuals with a legitimate business need, consistent with applicable law and HPU policies.

Commission Meetings and Regulatory Support

- Coordinate commission meetings, including preparing agendas, meeting packets, notices, supporting materials, and public postings in accordance with applicable open-meeting requirements.
- Record, prepare, and maintain commission meeting minutes and official records.
- Coordinate logistics for public hearings, workshops, regulatory sessions, and other official proceedings.
- Maintain organized commission records, official documents, and related correspondence.
- Monitor meeting notice, documentation, and recordkeeping requirements and follow up on commission actions and assigned deliverables.

Compliance, Reporting, and HR Projects

- Prepare HR reports, workforce data analyses, personnel documentation, and management reports as requested.
- Support compliance reporting and documentation related to applicable federal and Minnesota employment requirements, including the Affordable Care Act (ACA), Equal Employment Opportunity (EEO), Occupational Safety and Health Administration (OSHA), FMLA, and ADA.
- Monitor administrative, personnel, reporting, and compliance deadlines to ensure timely completion of assigned responsibilities.
- Support the consistent application of organizational policies, procedures, collective bargaining agreements, and administrative practices.
- Assist with HR data analysis, internal reviews, policy updates, records management, and projects designed to improve compliance and operational efficiency.
- Coordinate information and documentation across departments while maintaining confidentiality and appropriate records retention.
- Perform other related duties and special projects as assigned.

Drug and Alcohol Testing and Workers' Compensation

- Serve as HPU's Designated Employer Representative, coordinating drug and alcohol testing activities and maintaining required documentation in accordance with applicable regulations and organizational policies.
- Coordinate testing schedules, required notifications, employee communications, and administrative procedures with supervisors, testing facilities, and service providers.
- Maintain the confidentiality and security of testing records and related information.
- Coordinate workers' compensation claims, maintain supporting documentation, communicate with employees and applicable providers, and monitor claim status and follow-up activities.

- Assist with incident reporting, claim documentation, return-to-work coordination, and communications among employees, supervisors, insurers, and other applicable parties.
- Monitor applicable deadlines and documentation requirements to support timely claims administration and regulatory compliance.

Qualifications

- Two to five years of experience in executive administration, human resources, labor relations support, or a comparable role.
- Demonstrated experience in executive assistance, HR administration, office administration, or a related professional field.
- Ability to manage confidential executive, personnel, budgetary, operational, and labor relations information with discretion.
- Strong organizational, time-management, problem-solving, analytical, and multitasking skills.
- Excellent written and verbal communication skills, including proofreading, document preparation, and professional correspondence.
- Proficiency in Microsoft Office Suite, including Word, Excel, PowerPoint, and Outlook, or comparable productivity tools.
- Strong attention to detail, accuracy, and follow-through.
- Ability to work independently, exercise sound judgment, and prioritize competing deadlines.
- Professional demeanor and ability to build effective working relationships with employees, executives, public officials, regulators, customers, and external stakeholders.

Preferred Qualifications

- Associate or bachelor's degree in Human Resources, Business Administration, Communications, Public Administration, or a related field.
- Experience supporting senior executives or leadership teams.
- Experience in a public-sector, municipal, regulated utility, or similarly structured organization.
- Familiarity with collective bargaining, labor relations, grievance administration, and employment practices.
- Knowledge of public meeting requirements, regulatory documentation, and records retention practices.
- Familiarity with public utility commissions, local governing bodies, or other regulatory agencies.
- Experience with HRIS, payroll systems, applicant tracking systems, or employee databases.
- Knowledge of benefits administration, leave management, onboarding, and employment compliance requirements.

Confidentiality and Professional Expectations

The Executive & Human Resources Administrator handles sensitive executive, employee, labor relations, operational, budgetary, and organizational information. The position requires discretion, sound judgment, professionalism, and compliance with applicable confidentiality requirements, organizational policies, and legal obligations.

The employee is expected to maintain accurate records, safeguard confidential information, communicate effectively, exercise initiative, and provide reliable administrative and HR support that promotes organizational efficiency, effective leadership, positive employee relations, and regulatory compliance.

Work Environment

- Occasional travel, extended work hours, or schedule adjustments may be required for commission meetings and other critical organizational events.
- Ability to perform routine administrative duties, communicate effectively, and manage multiple responsibilities throughout the workday.
- Physical Requirements:
    - Sitting 80%, Standing 10%, Walking 10%, Lifting up to 25lbs