

A large, multi-story brick building with a prominent clock tower, identified as the Hibbing Public Schools building. The building is made of red brick with white stone accents around the windows and the clock tower. The clock tower has a green dome and two clock faces. Bare trees are in the foreground, and the sky is clear blue. A semi-transparent dark box is overlaid on the middle of the image, containing the text.

HIBBING PUBLIC UTILITIES

IS SEEKING A

GENERAL MANAGER

The Community

Hibbing, Minnesota is a strong, vibrant mining community with a population of 16,361. Hibbing is located in St. Louis County and is approximately 70 miles northwest of Duluth and 200 miles north of Minneapolis/St. Paul. The Range Regional Airport offers convenient daily flights to and from MSP International Airport.

The Hibbing area is known for its four miles long Open Pit Iron Mine, considered the Grand Canyon of the North. Nestled amongst the abandoned foundations of “The Town that Moved”, this scenic overlook is both vast and beautiful and gives a true sense of the history of the region. Hundreds of miles of paved hiking, biking, skiing and snowmobiling trails traverse the region; lakes and slow-moving rivers beckon anglers to cast a line year-round, and campgrounds surrounded by acres of scenic undeveloped spaces allow visitors to take in the beauty of Minnesota’s Iron Range.

Hibbing is home to Greyhound Bus Museum, Hibbing Historical Society & Museum, Hull Rust Mine View, Paulucci Space Theatre, and the Bob Dylan Collection and Exhibit. The historic high school features a lavishly decorated 1800-seat auditorium patterned after the Capital Theatre in New York City, and is listed on the National Register of Historic Places.

Public education services are provided by the Hibbing Public Schools. The school district operates a high school for students in grades 7-12 and three elementary schools for Pre-K through grade 6, serving 2,460 students. Hibbing Community College is a public two-year comprehensive community and technical college offering the first two years of a four-year degree as well as a wide variety of career programs leading to immediate employment. HCC provides life-changing education and opportunities in a dynamic learning environment.

Health services are provided by the Fairview Range Hospital and by the Fairview University Mesaba Medical Clinic and the Essentia Health Clinic.

The Organization



Hibbing Public Utilities (HPU) has been providing electric, steam, natural gas, and water utility services to the City of Hibbing for over 125 years. HPU is governed by a five-member Commission. Members are appointed by the Hibbing City Council and serve three-year overlapping terms. The Commission is responsible for overseeing all projects and programs,

adopting the annual budget, appointing the General Manager, and setting policies to ensure Hibbing is provided with safe, high quality, and reliable utility services in an environmentally and fiscally responsible manner consistent with sound business principles.

Water Utility Overview

The City's water utility has approximately 5,821 connections, as of December 31, 2019, served by water storage facilities with a capacity of three million gallons, along with nine wells that have the capacity to pump 2,500 gallons per minute or 3.6 million gallons per day. Average demand is 1.7 million gallons per day with a high side historical peak day demand recorded at approximately 3.4 MG

Electric Utility Overview

The electrical distribution system serves approximately 6,996 customers in the City and surrounding area. The electric distribution system operates in parallel with the Minnesota Power utility service that is connected with two independent circuits that supply the Hibbing Public Utility system. The Utility's main power co-generating plant, located near the downtown business district, provides both steam and electricity for distribution to the City's service area. The plant consists of three coal-fired boilers (three of which are currently capable of co-firing natural gas), a biomass (wood) fired boiler (also capable of co-firing natural gas), and three steam turbine generators (STGs). The three STGs have a total connected load capability of 34 megawatts. The electric utility supplements the City's electrical needs by brokering energy over the MAPP System.

Steam Utility Overview

A portion of the steam used in the turbo-generators can be extracted from the machine and fed into a steam distribution system for space or water heating by customers. There are approximately 109 commercial and 884 residential connections. This distribution system consists of 15 miles of supply pipe to feed industrial, business, and residential customers. The plant has the capability of supplying 30,000 to 250,000 pounds (15PSI, 250°F) of steam per hour into this system.

Natural Gas Utility Overview

There are approximately 512 commercial and 4,090 residential connections. Natural gas is conveyed to customers through 94.7 miles of distribution mains. The Gas Department receives gas through a connection with Northern Natural Gas and supplements this from a liquid propane vaporizing system at the Peak Shaving Plant located south of the City.



The Position

The General Manager provides responsible leadership to and overall strategic direction for the electric, gas, water, and steam utility operations of Hibbing Public Utilities.

The position ensures that the needs of HPU customers are met by providing high quality, safe, and efficient electric, natural gas, water and steam services in a cost efficient and effective manner, while promoting conservation and responsible management of resources. The General Manager manages a workforce of 81 full-time employees and an annual operating budget of \$31 million. Six positions report to the General Manager including the Director of Utility Operations, Director of Electrical Systems, Director of Power Production, Director of Finance/Commission Secretary, Safety Environmental and Building Manager, and Administrative Assistant. The General Manager reports to the Hibbing Public Utilities Commission. HPU general counsel and employment/labor counsel support the General Manager and HPU Commission.

Major responsibilities assigned to the General Manager include:

- Leads the development of objectives, policies, and current and strategic long-term operating plans of the utility with members of management for Public Utility Commission approval.
- Ensures the preparation of strategic and operational plans for the future development and growth of the Utility and presentation of plans to the Public Utility Commission.
- Ensures the annual operations and capital budget is developed, presented, and approved by the Commission.
- Ensures the adequacy and soundness of the Utility's financial structure, reviews projections of the Utility's working capital requirements, and plans for financing with the Commission's approval.
- Represents the utility in its relationships with customers, suppliers, bankers, government agencies, the union, professional societies, and similar groups, as well as the public.
- Plans, directs, and controls the design, development, and application of electric, gas, water, and steam heat rates and pricing schedules.
- Leads negotiations with major suppliers of electricity, gas, coal, etc., to assure the Utility obtains the best product and service at the best price.
- Works closely with outside counsel and consultants in cases that must go before the FERC, MN PUC, or other regulatory agencies.
- Directs the preparation for and serves as the lead negotiator in collective bargaining, contract negotiations, contract administration, grievances, and other union matters.
- Functions as the Public Utility Commission's representative in all activities of the Northeast Minnesota Municipal Power Agency (NEMMPA).
- Researches new business strategies, revenue opportunities, and best industry practices.
- Provides leadership and direction in the development and implementation of short- and long-range plans; interpret and prepare data for studies, reports, and recommendations; coordinate utility activities with city departments and agencies as needed.
- Oversees the development and implementation of effective employee job training and safety programs.
- Directs and oversees personnel responsibilities including final decisions related to staffing, hiring, termination, layoff, suspensions, disciplinary actions, salary actions, grievances and employee performance evaluations.



Leadership Opportunities

- **Continued partnership with the City.** The General Manager will demonstrate an active commitment to maintaining this partnership and promoting shared services that will benefit both the City and HPU.
- **Establishing trust.** The General Manager will establish trust and credibility with the Commission and staff, listening and communicating information, and managing expectations will be important activities. Building trust will enable the General Manager to help everyone see the big picture and establish shared goals.
- **Conservation.** Conservation is a growing issue for utilities. The General Manager will stay abreast of best practices to conserve power and water and their impact on operations and revenues. The General Manager will promote increased education for consumers on their role in conservation.
- **Strategic direction.** The General Manager will engage the Commission, staff, and stakeholders to receive input and build consensus on strategic goals for HPU.
- **Safety.** Safety of employees and operations is a significant area of interest for the Commission and for HPU employees. The General Manager will review safety policies and programs and recommend any updates needed to comply with state and federal regulations and industry best practices.
- **Labor Relations.** The General Manager will be adept at negotiating and administering union contracts, maintaining productive and cordials relationships with the bargaining units while protecting the interests of the organization and rate payers.
- **Building a strong network.** The General Manager will build a strong network among utility industry leaders, through participation in meetings, task forces, and advisory committees as appropriate while spending an appropriate amount of time overseeing HPU operations.
- **Long-term financial sustainability.** HPU operations have recently been running at a deficit. The General Manager will work with the Public Utility Commission and staff to address long-term financial sustainability.

Qualifications and Experience

This position requires a bachelor's degree in public administration, business, engineering, environmental studies or an equivalent field, and considerable experience managing municipal utilities. An equivalent combination of education and experience will be considered. Qualified candidates must demonstrate managerial level experience that includes working with a governing board, finance, administration, human resources, and familiarity working in a union environment.

Compensation and Benefits

The established salary range for the General Manager position is \$120,000 – \$150,000, with an anticipated starting salary of \$125,000, to be based on qualifications and experience. Benefits include medical and dental insurance, life insurance, disability insurance, retirement severance, and participation in the Minnesota Public Employees Retirement Association (PERA).

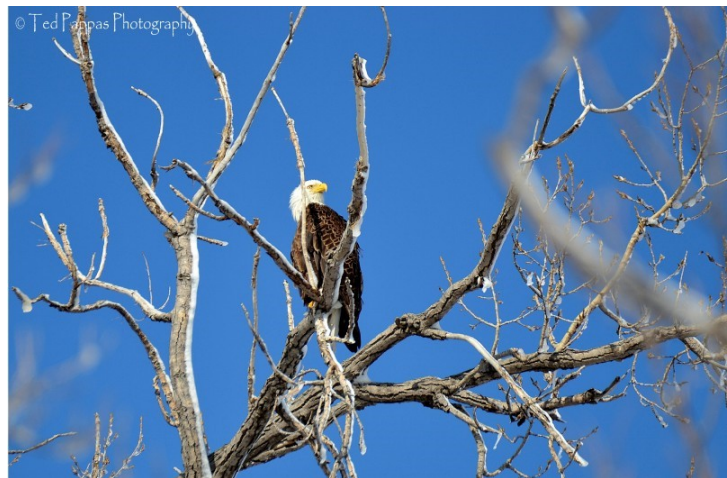
Application and Selection Process

Qualified candidates please submit your cover letter and resume online by visiting our website at:

<https://bakertilly.recruitmenthome.com/postings/2698>

This position is open until filled; first review of resumes occurs on October 23, 2020. Following this date, applications will be screened against criteria outlines in this brochure. For more information, please contact Patty Heminover at patty.heminover@bakertilly.com or 651-968-7841 or Sharon Klumpp at Sharon.klumpp@bakertilly.com or 651-223-3053.

Hibbing Public Utilities is an Equal Opportunity Employer.



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