

Bagley Public Utilities
Commissioners Meeting
August 13, 2025

Chairman Thomas Lillegaard called to order the regular meeting of the Bagley Public Utilities Commission on August 13, 2025 at 10:00am with Commissioners Dennis Merschman and Stuart Lien present. Also at the meeting were managers Bill Masterson and Vicky Fletcher, Ashley Shongo, City Clerk Lyle Mathison, and Mayor Duane Lewis.

Motion made by Merschman to approve the minutes as written for the regular board meeting held July 17, 2025. Motion was seconded by Lien and carried.

July 2025 expenditures were reviewed. Motion by Lien and second by Merschman to approve the July 2025 listing of payments by check and electronic transfer. Motion carried.

The Commission discussed invoices submitted for payment in August. Lien made the motion to pay all August bills as presented, Merschman seconded, and the motion carried.

Motion by Merschman to approve the consent agenda for items related to the water/sewer project including:

- 1) Reierson Construction Phase 2/3 Pay App #8 with CO #4 \$678,705.05;
- 2) Request #8 from MN PFA for grant funds in the amount of \$814,693.80;
- 3) Reierson Construction Phase 5 Pay App #1 \$323,395.22;
- 4) TanksCo Inc Water Tower Project Pay App #1 \$113,192.50; and
- 5) Regions Bank draw request #16 pending USDA approval \$512,332.72.

Motion was seconded by Lien and carried.

Manager updates:

- Masterson reported progress for several areas of project including:
 - a) Getchell Ave valve replacements and the first lift to coordinate with County Hwy Dept paving plan;
 - b) water and sewer mains and services installation for Brown, Geary, and Gordon;
 - c) the sewer ponds; and
 - d) punch list for Phase 2/3.Customer concerns with de-watering in north-east Bagley have been addressed. Masterson plans to add crank-system to help operate the new gates installed at the ponds as they are now larger and heavier.

- After reviewing Bagley's electric system and plans to upgrade infrastructure, the engineer with HDR Engineering determined that 4/o wire will be capable of handling City load even with significant growth. This information will allow BPU to move forward with the project started to convert the alley between Sand Lake and Oak avenues to underground distribution, as well as plan for future replacements.

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Fletcher informed the Board Jessica Winkler has been hired as Full Time Utility Billing and Administrative Specialist at the minimum step, rate of \$21.82 per hour. Mayce Rikhus was hired to fill Part Time Office Assistant position at the minimum step, rate \$17.55 per hour. Both employees started on August 11, 2025 with a six-month probation. Full-time position will receive benefits as defined in handbook. The part-time position is scheduled to work a minimum of 3 days per week and will be eligible for 60% of full-time benefits as previously established for this position. Motion by Merschman to approve the new hires with details as presented. Motion was seconded by Lien and carried.

Commissioners reviewed financial reports for June 2025.

With no further business to come before the Commission, a motion was made by Merschman and seconded by Lien to adjourn the meeting.

Thomas Lillegaard, Chairman

Attest:

Vicky Fletcher, Business Manager