

Bagley Public Utilities
Commissioners Meeting
September 15, 2025

Chairman Thomas Lillegaard called to order the regular meeting of the Bagley Public Utilities Commission on September 15, 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 August 13, 2025. Motion was seconded by Lien and carried.

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

The Commission discussed invoices submitted for payment in September. Lien made the motion to pay all September 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 5 Pay App #2 \$388,956.58
- 2) TanksCo Inc Water Tower Project Pay App #2 \$261,630.00; and
- 3) Regions Bank draw request #17 pending USDA approval \$717,784.78.

Motion was seconded by Lien and carried.

Manager updates:

- The water tower project has been completed. The required water tests have passed. Masterson approved Change Order #2 to purchase and install the correct mixer for the water tower at a cost of \$22,600. Masterson discussed the necessary upgrade with engineer and USDA to confirm the additional cost would be eligible for USDA funding.
- Progress on Phase 5 includes finishing water and sewer services on Gordon and Brown Streets and starting street removal on Stoner.
- Phase 1 has not closed as Reierson has not submitted Form IC-134, because of conflict with subcontractor demanding incentive pay. Negotiations continue with Reierson Construction, through engineer and attorneys, to resolve issue.
- Underground wiring is set to be installed in alley between Sand Lake and Oak Ave.
- Testing sewer ponds to prepare for fall discharge.
- Issues were found with the auxiliary hydraulics and bumper on the new bucket truck. The seller has not responded to BPU, so Masterson recommends retaining payment until the issues are resolved.

Fletcher submitted a letter of notice to retire effective October 31, 2025. Motion made by Merschman and second by Lien to accept Vicky Fletcher's retirement. Motion carried.

Lien made the motion for Ashley Shongo to assume the duties of Business Manager following Fletcher's retirement. Merschman seconded. Motion carried.

Fletcher informed the Commission that Colleen Lindgren has agreed to assist with records retention and proper disposal of old records on a contract basis.

Motion made by Lien and seconded by Merschman to approve the contract renewals for ESPN/Disney and Outdoor Channel, both through NCTC. Motion carried.

Commissioners reviewed financial reports for July 2025 and Fletcher provided an overview of funds available.

The meeting was closed at 11:00am. Ashley Shongo and Lyle Mathison exited the room.

The meeting reopened at 11:28am with Shongo and Mathison returning. Motion by Lien to adjust Shongo's wage to Pay Grade 3 Step 6: \$24.94 per hour effective September 16, 2025. Motion was seconded by Merschman and carried. Commissioners requested that the Business Manager job description and duties be reviewed by Paul Ness to determine a revised job description and pay scale. Discussion and further decisions tabled until Ness submits recommendation.

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

Thomas Lillegaard, Chairman

Attest:

Ashley Shongo, Office Specialist