Agenda for Monday, June 1st, 2026
Bowlus City Council

Call Council Meeting to Order
Pledge of Allegiance

Guests:

Consent Agenda including:

1. Council Minutes from May
2. Financial documents and claims from May

Department reports:
Interim Treasurer, Amber Brenny
Fire Department, Brad Pysck
First Responders, Lucas Boyd
Utilities, Sarah Seelen
Public Works, Josh Seelen
Water/Sewer, Joe Sobania
Community Center, Laura Montag
Interim Clerk, Nicky Lahr
Committee updates

Old Business:
Memo from Scott Saehr, discussion on utilizing Saehr for developing land use forms, and procedures, as well as conditional use, variance, and zoning administration.
Approve liquor licenses for American Legion and Bowlus Liquor
Resolution 2026-6-1 Adding City structure to 2026 ballot

New Business
Rescheduling September Council meeting.

Mayor/council Updates

adjournment

City of Bowlus
May 4th, 2026
City Council Meeting Minutes

Mayor Travis Bartkowicz called the meeting to order at 6:00 p.m. and the Pledge of Allegiance was recited.

Consent Agenda: Terri made a motion to approve the consent agenda, including the April financials and the April minutes. Travis seconded the motion and it passed with all in favor. One correction was made to the April minutes; the contract for the SAM.gov administration account should be 5 years and it was listed as 3.

Treasurer's Report: Amber gave the treasurer's report and the following were discussed: PERA billed the city for 3 years of back pay for Joe Sobania. Going forward these payments will be reported and submitted monthly. Amber is trying to determine if workers' comp covers the first responders since the city does not pay their payroll. Do they have joint powers or are they a separate entity? Amber will continue to work on this. Earned sick and safe time needs clarification for submitting. There are penalties for not submitting, so the city will need to decide how they want to implement the plan. The 3 options Amber explained are: Accrual with carry over, front loading with payout and no carry over, or front loading with no payout and no carry over. In order to make this happen there would need to be some pay structure changes. Including Laura, who earns commission which is not acceptable for a unit of government. If she were made an independent contractor she could do this, but she would be liable for her own taxes. The other option would be to change the pay structure so she gets a set amount for each booking that is made instead of the incentivized pay. Terri made a motion to approve option one, accrue with carry over. Travis seconded the motion and it passed with all in favor. Laura's pay structure was tabled until discussed further. Amber also asked about the pay for the committee meetings. This will be looked up and communicated to Amber. It was recommended that the list of fees and stipends get written down and made available for all. Amber and Nicky will work on this.

Fire Department Report: Owen and Brandon passed their assessments and will remain on a new hire, one year probation. New LED lights have been put on truck 3. The process is continuing with Jason Murray and Nicky finalizing the bond paperwork for the new fire truck. FEMA website information has been updated. Forms were submitted for a gambling permit for Travis's signature.

Utility Department Report: Sarah will print and mail out letters as discussed at last meeting, to all Bowlus residents this week. City cleanup went well. Notes were taken on how to approve next year, and Sarah agreed to manage it again in 2027. Amber said the fuel surcharges went up this year, and asked Sarah to look into that.

Public Works Report: Josh explained that the Fire Department was willing to donate $500 to the purchase of forks for the skid steer and requested the city pay the remaining half from Norbert Trailer. Terri made a motion to purchase these at an approximate cost of $950. Terri seconded the motion and it passed with all in favor. Joe is looking into a different company to spray around the ponds. More grass seed and weed killer will be needed. The city will need a new sprayer this year, and Josh is looking for a 50-60 gallon unit priced at $820 from Home Depot. Jessy made a motion to approve a fuel card for the city public works from Rahns. Terri seconded the motion and it passed with all in favor. Discussion on purchasing a new sweeper (approximately $10K) vs hiring someone to do this twice a year. Morrison County might do this when they are sweeping County roads.

Water/Sewer Report: Joe said the water meter will be here this week. He will be flushing the hydrants on the 14-15th, and Travis will post this on Facebook. A hydrant meter was purchased for water sales. Joe would like to have Nelson's out to do spring lift station clean out. He would also like to have the pumps removed from the lift station for inspection as this hasn't been done in 3 years. Jessy made a motion to approve this. Terri seconded it and the motion passed with all in favor. Landwehr took more water than expected which reduced water pressure. Nicky was given the information to invoice them, which will be approximately $1400.

Community Center Report Laura received payment of $300 for the 4-H to use the building once a month. Someone would like a refund of $650 for a cancelled reservation. The council suggested that Laura remind them of the contract that states there are no refunds, and if the individual needs more clarification she can come to a Council Meeting to discuss. Laura will also let her know that whoever signed the contract can use the credit to book at a later date. Amber requested a copy of the blank contract to review for sales tax language. If the contract states that sales tax is included, the city would not have to pay tax on that portion. The Jerry Popp estate would like to use the community center for 4 days for an estate auction and want to know if they need to pay the full amount for all 4 days. The Council agreed that they would need to pay full rates.

Clerk's Report: Amber read Nicky's report in her absence. There was a quote from Sytek for internet services. The council believes there are better options. Josh will call and speak with someone at Sytek on the City's behalf to ask for a drop in instead of plowing. Liquor license applications have been distributed, and will come to the Council for approval at the next meeting.

Old Business: Jessy made a motion to approve land use ordinance 26-5-1, enacting the code of ordinances for the City of Bowlus. Terri seconded the motion and it passed with all in favor. Jessy made a motion to approve the publication summary. Terri seconded the motion and it passed with all in favor. The Council decided that they did not want copies printed.

New Business: Terri made a motion to approve resolution 26-5-3, gambling permit for Bowlus Fire Relief Association. Jessy seconded it and it passed with all in favor.
Travis made a motion to approve the issuance of GO Equipment Certificates. Jessy seconded the motion and it passed with all in favor.
Travis and Nicky reviewed the contract from Sourcewell, explaining that they would help implement the land use permitting process at an hourly cost. He believes that it would not be cost effective at this time. Travis is looking for information such as who has the keys and hours of operation for the City landfill so that it can be listed on the website. It is open the second Saturday of the month from 7-12 or by appointment.

Mayor/Council updates: The Project Committee meeting discussed grant options, and set a goal plan. They gave a recommendation that the city does not renew the mosquito contract next year, and maybe not spray at all in the future. A utility rate study will be happening as well. They will meet next on June 15th. The website was upgraded so Travis will be able to upload documents, getting items posted more timely. Travis checked the lockbox at the bank. He cataloged what he found including land and vehicle titles. The city still has not received tabs for the dump truck. They are waiting on DOT numbers.
Terri made a motion to adjourn the meeting at 7:45 p.m. Jessy seconded the motion and it passed with all in favor.

Jessy made a motion to approve Paul Scholz Electric LLC to install lights at the Community Center for $3320. Terri seconded the motion and it passed with all in favor.

Looking forward: The next City Council Meeting will be on June 1st at 6:00 pm.

Nicky Lahr
Interim City Clerk

Date Range : **4/6/2026 To 5/6/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
05/01/2026	Minnesota Power	Power for City-4/5/26 ACH	1367	$1,499.44			
					225-42212-381-	Fire Utilities: Electric	$86.32
					602-43205-381-	Sewer Utilities: Electricity	$117.22
					100-43160-381-	Street Lighting	$573.64
					601-43204-381-	Water Utilities:Electricity	$431.67
					100-43016-381-	Christmas Light Power	$18.40
					100-45207-381-	Rink Light Electricity	$18.40
					618-45132-381-	Community Center Utilities:Electric	$253.79
05/01/2026	Sytek	May phone & Internet	1368	$121.65			
					100-43017-320-	Utility: Sytek Internet & Phone	$121.65
05/01/2026	IRS	2nd Quarter 2026 941 Estimate Deposit - 41-1709140, ACH Deposit	1369	$506.46			
					100-41915-125-	941 Payments	$506.46
05/06/2026	Ron Nornberg Automotive	Pallet Forks - Fire Dept contributing $500	1370*	$950.00			
					100-49351-221-	Purchase of City Machinery & Equipement	$450.00
					225-49351-221-	Purchase of City Machinery & Equipement	$500.00
Total For Selected Claims				**$3,077.55**			**$3,077.55**

Date Range : 4/6/2026 To 5/6/2026

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail

Jessica A Lashinski	City Council/Town Board	Date
Theresa Trettel	City Council/Town Board	Date
Travis J Bartkowicz	City Council/Town Board, Mayor	Date

Date Range : **4/27/2026 To 5/27/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
05/11/2026	AW Research Lab	Q1 - Chemicals	1371	$162.40			
					601-43208-211-	Water Chemicals	$162.40
05/11/2026	Home Depot	Sprayer, Warning Tape, PPE for Public works	1372	$948.99			
					100-43013-211-	City Maintainance Expenses	$948.99
05/11/2026	Clarke Environmental Mosquito Mgmt	Mosquito Spray Services	1373	$1,426.91			
					617-43270-386-	Pest Control	$1,426.91
05/11/2026	Gopher State One Call	12x Water/ Sewer Tickets	1374	$32.40			
					601-43203-382-	Water Operating Expenses	$16.20
					602-43201-385-	Sewer Operating Expenses	$16.20
05/11/2026	Rahn's Oil	Station Charges - Fuel Skidloader	1375	$42.41			
					100-43014-217-	City Vehicle Fuel Fill Ups	$42.41
05/14/2026	Fire Safety USA	Mounting Brackets for Hooligan Tool	1376	$124.90			
					225-42201-221-	Fire Operating Expenses	$124.90
05/14/2026	Opatz Metals	Clean-up Day	1377	$1,350.00			
					603-43207-384-	Garbage Collection Services	$1,350.00
05/14/2026	Long Prarie Sanitation	Clean up Day	1378	$1,301.64			
					603-43207-384-	Garbage Collection Services	$1,301.64
05/14/2026	Metering and Technology Solutions	Hydrant Meter & connection parts	1379	$1,810.02			
					601-43203-221-	Water Operating Expenses	$1,810.02
05/14/2026	Bowlus P.O.	Postage - Water Samples	1380	$14.00			
					601-43203-211-	Water Operating Expenses	$14.00
05/14/2026	Centra Sota Cooperative- Little Fal	Lawncare Supplies	1381	$687.47			
					100-43127-216-	Grass maintainance	$687.47
05/18/2026	Public Employees Retirement Associa	Pera Contributions-April	1382	$210.00			

Date Range : **4/27/2026 To 5/27/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
					100-41112-121-	City Administrative and Office Expenses	$210.00
05/18/2026	Rahn's Oil	Propane Fill ups : CC, FD, WTR	1383	$1,001.68			
					618-45131-217-	Community Center Utilities:Fuel	$485.41
					225-42211-217-	Fire Utilities: Fuel	$338.83
					601-43206-217-	Water Utilities: Fuel	$177.44
05/26/2026	Hawkins, INC	Chlorine Cylinder, LPC-5 Bulk	1384	$1,899.46			
					601-43208-216-	Water Chemicals	$1,889.46
					601-43208-216-	Water Chemicals	$10.00
05/27/2026	Emergency Apparatus Maintenance, In	E-1, Tanker pumper 2 & 3 Maintenance	1385	$5,133.24			
					225-42201-310-	Fire Operating Expenses	$5,133.24
05/27/2026	BP Electric LLC	Electrical Work at Community Center, Light replacement	1386	$3,320.00			
					618-43011-223-	Miscellaneous Repairs to City Property	$3,320.00
05/27/2026	Ferguson Waterworks	4 HP TURB MTR P/C USG PIT	1387	$3,160.00			
					601-43203-221-	Water Operating Expenses	$3,160.00
05/27/2026	Tri-State Pump & Control, INC	Annual Inspection, Repair to start cap	1388	$600.00			
					602-43201-310-	Sewer Operating Expenses	$600.00
05/27/2026	Two Rivers Township	Grading City Roads 2024 & 2025	1389	$1,700.00			
					201-43013-224-	City Maintainance Expenses	$1,700.00
05/27/2026	Minnesota Department of Health	Community Water Supply Service Connection Fee- Q4	1390*	$268.00			
					601-49440-433-	Water Utilities - Administration and General	$268.00

Date Range : 4/27/2026 To 5/27/2026

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
Total For Selected Claims				$25,193.52			$25,193.52

Jessica A Lashinski	City Council/Town Board	Date
Theresa Trettel	City Council/Town Board	Date
Travis J Bartkowicz	City Council/Town Board, Mayor	Date

Date Range : **4/28/2026 To 5/28/2026**

Date	Vendor	Description	Claim #	Total	Account #	Account Name	Detail
05/28/2026	Saehr Consulting	Final Draft Land Use Ord, Public Hearing Meeting, March, April, May Invoices	1391	$1,349.48			
					100-41112-310-	City Administrative and Office Expenses	$593.75
					100-41112-310-	City Administrative and Office Expenses	$599.48
					100-41112-310-	City Administrative and Office Expenses	$156.25
Total For Selected Claims				**$1,349.48**			**$1,349.48**

Jessica A Lashinski **City Council/Town Board** **Date**

Theresa Trettel **City Council/Town Board** **Date**

Travis J Bartkowicz **City Council/Town Board, Mayor** **Date**

Fund Name: **All Funds**

Date Range: **04/30/2026 To 05/28/2026**

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
04/30/2026	DTM Fleet Service	21641	Service Lights for fire Truck 3	N	Fire Operating Expenses	225-42201-221-	$ 1,533.00
	Total For Check	**21641**					**$ 1,533.00**
04/30/2026	Hardware Hank	21642	Chain & Padlock for Hydrant	N	Water Operating Expenses	601-43203-221-	$ 37.51
	Total For Check	**21642**					**$ 37.51**
05/06/2026	IRS	0502ACH	2nd Quarter 2026 941 Estimate Deposit - 41-1709140, ACH Deposit	N	941 Payments	100-41915-125-	$ 506.46
	Total For Check	**0502ACH**					**$ 506.46**
05/06/2026	Minnesota Power	0504ACH	Power for City-4/5/26 ACH	N	Christmas Light Power	100-43016-381-	$ 18.40
		0504ACH			Street Lighting	100-43160-381-	$ 573.64
		0504ACH			Rink Light Electricity	100-45207-381-	$ 18.40
		0504ACH			Fire Utilities: Electric	225-42212-381-	$ 86.32
		0504ACH			Water Utilities:Electricity	601-43204-381-	$ 431.67
		0504ACH			Sewer Utilities: Electricity	602-43205-381-	$ 117.22
		0504ACH			Community Center Utilities:Electric	618-45132-381-	$ 253.79
	Total For Check	**0504ACH**					**$ 1,499.44**
05/06/2026	Sytek	0505ACH	May phone & Internet	N	Utility: Sytek Internet & Phone	100-43017-320-	$ 121.65
	Total For Check	**0505ACH**					**$ 121.65**
05/06/2026	Ron Nornberg Automotive	21643*	Pallet Forks - Fire Dept contributing $500	N	Purchase of City Machinery & Equipement	100-49351-221-	$ 450.00
		21643*				225-49351-221-	$ 500.00
	Total For Check	**21643**					**$ 950.00**
05/27/2026	Payroll Period Ending 05/27/2026	21633	May Payroll	N	Treasurer	100-41510-100-	$ 545.71
	Total For Check	**21633**					**$ 545.71**
05/27/2026	Payroll Period Ending 05/27/2026	21634	May Payroll	N	Clerk	100-41425-100-	$ 220.58
	Total For Check	**21634**					**$ 220.58**
05/27/2026	Payroll Period Ending 05/27/2026	21635	May Payroll	N	City Maintainance Hours	100-43010-100-	$ 434.96
		21635			Grass maintainance	100-43127-100-	$ 434.96
	Total For Check	**21635**					**$ 869.92**

Fund Name: **All Funds**

Date Range: **04/30/2026 To 05/28/2026**

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P	Total
05/27/2026	Minnesota Department of Health	21644*	Community Water Supply Service Connection Fee- Q4	N	Water Utilities - Administration and General	601-49440-433-	$ 268.00
	Total For Check	**21644**					**$ 268.00**
05/27/2026	Payroll Period Ending 05/27/2026	21660	May Payroll	N	Cleaning	618-43012-100-	$ 289.51
	Total For Check	**21660**					**$ 289.51**
05/27/2026	Payroll Period Ending 05/27/2026	21661	May Payroll	N	Utilities Clerk	601-41515-100-	$ 193.94
		21661				602-41515-100-	$ 60.10
		21661				603-41515-100-	$ 19.12
	Total For Check	**21661**					**$ 273.16**
05/27/2026	Payroll Period Ending 05/27/2026	21662	May Payroll	N	City Administrative and Office Expenses	100-41112-100-	$ (0.01)
		21662			Water Supervisor	601-43202-100-	$ 632.79
		21662			Wastewater Operator	602-43257-100-	$ 632.79
	Total For Check	**21662**					**$ 1,265.57**
05/27/2026	Long Prarie Sanitation	21667	Clean up Day	N	Garbage Collection Services	603-43207-384-	$ 1,301.64
	Total For Check	**21667**					**$ 1,301.64**
05/27/2026	Hawkins, INC	21668	Chlorine Cylinder, LPC-5 Bulk	N	Water Chemicals	601-43208-216-	$ 1,889.46
		21668				601-43208-216-	$ 10.00
	Total For Check	**21668**					**$ 1,899.46**
05/27/2026	Centra Sota Cooperative- Little Fal	21669	Lawncare Supplies	N	Grass maintainance	100-43127-216-	$ 687.47
	Total For Check	**21669**					**$ 687.47**
05/27/2026	Metering and Technology Solutions	21670	Hydrant Meter & connection parts	N	Water Operating Expenses	601-43203-221-	$ 1,810.02
	Total For Check	**21670**					**$ 1,810.02**
05/27/2026	Opatz Metals	21671	Clean-up Day	N	Garbage Collection Services	603-43207-384-	$ 1,350.00
	Total For Check	**21671**					**$ 1,350.00**
05/27/2026	Fire Safety USA	21672	Mounting Brackets for Hooligan Tool	N	Fire Operating Expenses	225-42201-221-	$ 124.90
	Total For Check	**21672**					**$ 124.90**
05/27/2026	Gopher State One Call	21673	12x Water/ Sewer Tickets	N	Water Operating Expenses	601-43203-382-	$ 16.20
		21673			Sewer Operating Expenses	602-43201-385-	$ 16.20
	Total For Check	**21673**					**$ 32.40**

Fund Name: **All Funds**

Date Range: **04/30/2026 To 05/28/2026**

Date	Vendor	Check #	Description	Void	Account Name	F-A-O-P		Total
05/27/2026	Clarke Environmental Mosquito Mgmt	21674	Mosquito Spray Services	N	Pest Control	617-43270-386-	$	1,426.91
	Total For Check	**21674**					**$**	**1,426.91**
05/27/2026	AW Research Lab	21675	Q1 - Chemicals	N	Water Chemicals	601-43208-211-	$	162.40
	Total For Check	**21675**					**$**	**162.40**
05/27/2026	Emergency Apparatus Maintenance, In	21676	E-1, Tanker pumper 2 & 3 Maintenance	N	Fire Operating Expenses	225-42201-310-	$	5,133.24
	Total For Check	**21676**					**$**	**5,133.24**
05/27/2026	BP Electric LLC	21677	Electrical Work at Community Center, Light replacement	N	Miscellaneous Repairs to City Property	618-43011-223-	$	3,320.00
	Total For Check	**21677**					**$**	**3,320.00**
05/27/2026	Ferguson Waterworks	21678	4 HP TURB MTR P/C USG PIT	N	Water Operating Expenses	601-43203-221-	$	3,160.00
	Total For Check	**21678**					**$**	**3,160.00**
05/27/2026	Tri-State Pump & Control, INC	21679	Annual Inspection, Repair to start cap	N	Sewer Operating Expenses	602-43201-310-	$	600.00
	Total For Check	**21679**					**$**	**600.00**
05/27/2026	Two Rivers Township	21680	Grading City Roads 2024 & 2025	N	City Maintainance Expenses	201-43013-224-	$	1,700.00
	Total For Check	**21680**					**$**	**1,700.00**
05/27/2026	Public Employees Retirement Associa	ACH0518	Pera Contributions-April	N	City Administrative and Office Expenses	100-41112-121-	$	210.00
	Total For Check	**ACH0518**					**$**	**210.00**
05/27/2026	Rahn's Oil	ACH0519	Propane Fill ups : CC, FD, WTR	N	Fire Utilities: Fuel	225-42211-217-	$	338.83
		ACH0519			Water Utilities: Fuel	601-43206-217-	$	177.44
		ACH0519			Community Center Utilities:Fuel	618-45131-217-	$	485.41
	Total For Check	**ACH0519**					**$**	**1,001.68**
05/27/2026	Rahn's Oil	ACH0520	Station Charges - Fuel Skidloader	N	City Vehicle Fuel Fill Ups	100-43014-217-	$	42.41
	Total For Check	**ACH0520**					**$**	**42.41**
05/27/2026	Home Depot	DCT0509	Sprayer, Warning Tape, PPE for Public works	N	City Maintainance Expenses	100-43013-211-	$	948.99
	Total For Check	**DCT0509**					**$**	**948.99**
05/27/2026	Bowlus P.O.	DCT0510	Postage - Water Samples	N	Water Operating Expenses	601-43203-211-	$	14.00

Fund Name: **All Funds**

Date Range: **04/30/2026 To 05/28/2026**

Date	Vendor		Check #	Description	Void	Account Name	F-A-O-P		Total
		Total For Check	**DCT0510**					**$**	**14.00**
05/28/2026	Saehr Consulting		21645	Final Draft Land Use Ord, Public Hearing Meeting, March, April, May Invoices	N	City Administrative and Office Expenses	100-41112-310-	$	593.75
			21645				100-41112-310-	$	599.48
			21645				100-41112-310-	$	156.25
		Total For Check	**21645**					**$**	**1,349.48**
Total For Selected Checks								**$**	**34,655.51**

Treasurer Report
June

First Response - Ben at Bieganiak stated he will consult with LMC on how to proceed with First response on wage reporting requirements. Lucas communicated with Travis that they are not a separate entity, the city essentially owns them, they just are working independently financially and not reporting to the city in meetings because they are busy and Jordie used to update them on anything important. He said often on grant funding the Fire and FR are combined entity on applications for grant funding and they do not have a separate 501c3 designation for fundraising. They are only reporting financials to MN gambling authority but they do have all records documented with minutes and audited financials if any documentation is needed. They are willing to fund any additional work comp insurance fees if needed to make sure they have appropriate coverage. I will follow up with Bieganiak as well as double check with OSA & IRS if any additional financial reporting is required.

MN Power - Updated account to remove old treasurer/email log in, invoice to separate the Sewer and Fire Hall from street Lighting to prevent future AP errors. I need to wait a few days for the new accounts to fully activate, then will set up ACH for Auto pay on the separated Fire & Sewer.

SLFRF - covid funding compliance (2022), Molly had forwarded an email stating non submission status and out of compliance. She is not able to access the account due to using a different computer. A request for transfer of POC has been sent to SLFRF@treasury.gov, notifying on the change of staff but still working on finalizing. The laptop email treasurer@cityofbowlus.com is locked out of login.gov since it is a shared email address, the tech support was escalating to the next level, said I will need to use my personal email for login.gov, then add additional POCs in the SLFRF portal. Followed up with Molly on the funding reporting status and detail. She stated that she had submitted all receipts and tried to close out the account for the grant money a few years ago but was unable to close and had all receipts in a folder for me. After finally gaining access to the account, and some webinars on compliance requirements they somehow were able to backdate my access to 2022 but it will not allow access to other users yet. It appears there is missing information to finalize and close the project. I then submitted the current period $0 - P&E annual report for this period but it should have been submitted by 4/30/26. We will just have to close out of the project at some point, but it will not currently allow me to close.

DVS renewal - I did finally get the tabs, but they were very adamant that we need to get EXEMPT plates for this truck or this will continue to be a problem as the government has automatic stops in their system that are getting tough to bypass even for in person workers. It is DOT exempt, which I confirmed with a follow up call to DOT but should have Exempt plates to prevent future issues. I am looking into that process and what we would need to do to get the exempt plates before the next renewal.

Received Settlement on Tyco AFFF Litigation in the amount of $1060.27. Letter attached.

Rahn's Oil - Charge card has been set up and received for Public Works for fuel charges. Note VOIDED check - 21648 - Rahn's Oil - $27.63 CLAIM 1360, I was notified that the transaction went through ACH before the last check arrived. The account has been fully transitioned to ACH to streamline the processing and prevent interest or surcharges.

OSA has initiated an audit into FY 2024, specifically looking into the Fire spending which they stated was unusually high. Wondering if you purchased a new truck that year? All detailed disbursement reports have been shared with them as requested.

Community Center Manager Pay - Proposed action

- option 1 - paid straight hourly using the same rate for cleaning/managing since it is now a combined position, we could back pay for the 10% rate to this point to finalize the clean up, but going forward she could track task details along with cleaning on the same timesheet since she is already tracking daily cleaning task details.
- option 2 - set a monthly salary for the managing role similar to the Utilities manager/utilities clerk position. Use last years rate divided by 12 (Approximately $111.75 Monthly or approx 5.59 hours)

Investments Maturing - Need future directive:
6/10/26 Sewer Fund CD (PCB) - 5113.69
6/10/26 Water Tower (Edward Jones) - 27063.45
6/12/26 Fire CD (PCB) - 26000

Voided Check: 21507 to MN Dept of Health printed 12/1/25, stated they had not received its now due with late fee. Placed a stop order at Pine Country Bank ($30 fee), and reissued payment.

12/31/2026

General Fund

	Budget	Actual	Variance
Receipts:			
County Tax Settlement 56	63,815.00	1,353.46	(62,461.54)
Total Acct 310	**63,815.00**	**1,353.46**	**(62,461.54)**
Alcoholic Beverages	2,425.00	0.00	(2,425.00)
Tobacco License	25.00	0.00	(25.00)
Total Acct 321	**2,450.00**	**0.00**	**(2,450.00)**
Building Permits (Excludes surcharge)	443.70	150.00	(293.70)
Total Acct 322	**443.70**	**150.00**	**(293.70)**
Federal Grants and Aids	0.00	0.00	0.00
Total Acct 331	**0.00**	**0.00**	**0.00**
Local Government Aid	71,805.00	0.00	(71,805.00)
Agricultural Market Value Credit	963.90	0.00	(963.90)
small cities assistance	12,358.00	0.00	(12,358.00)
Total Acct 334	**85,126.90**	**0.00**	**(85,126.90)**
Misc. Rents	500.00	0.00	(500.00)
Total Acct 349	**500.00**	**0.00**	**(500.00)**
Forfeits	462.62	0.00	(462.62)
Total Acct 352	**462.62**	**0.00**	**(462.62)**
Interest Earning	430.00	166.85	(263.15)
Settlements	0.00	40.00	40.00
Contributions and Donations from Private Sources	3,000.00	400.00	(2,600.00)
Dividends	423.00	0.00	(423.00)
Refunds	100.00	254.09	154.09
Total Acct 362	**3,953.00**	**860.94**	**(3,092.06)**
Total Revenues	**156,751.22**	**2,364.40**	**(154,386.82)**
Other Financing Sources:			
Total Other Financing Sources	**0.00**	**0.00**	**0.00**

12/31/2026

General Fund

	Budget	Actual	Variance
Disbursements:			
Council/Town Board	0.00	20.00	(20.00)
City Council Meetings	4,172.82	0.00	4,172.82
City Administrative and Office Expenses	17,094.00	15,632.55	1,461.45
Total Acct 411	**21,266.82**	**15,652.55**	**5,614.27**
Mayor	1,130.36	0.00	1,130.36
Total Acct 413	**1,130.36**	**0.00**	**1,130.36**
Elections	870.00	0.00	870.00
Clerk	3,740.17	2,108.38	1,631.79
Total Acct 414	**4,610.17**	**2,108.38**	**2,501.79**
Treasurer	4,358.46	2,391.64	1,966.82
Utilities Clerk	903.82	639.75	264.07
Total Acct 415	**5,262.28**	**3,031.39**	**2,230.89**
City/Town Attorney	680.00	577.50	102.50
Total Acct 416	**680.00**	**577.50**	**102.50**
Planning and Zoning	0.00	200.00	(200.00)
Publishing	500.00	254.45	245.55
League of Minnesota Dues and Payments	7,775.00	15,457.00	(7,682.00)
941 Payments	20,000.00	9,062.20	10,937.80
Sales and Use Tax- utilities	2,000.00	1,429.08	570.92
Total Acct 419	**30,275.00**	**26,402.73**	**3,872.27**
Public Safety	600.00	600.00	0.00
Total Acct 420	**600.00**	**600.00**	**0.00**
Fire Contracts	5,560.00	5,583.81	(23.81)
Total Acct 422	**5,560.00**	**5,583.81**	**(23.81)**
City Maintainance Hours	2,573.00	956.74	1,616.26
Miscellaneous Repairs to City Property	15,000.00	0.00	15,000.00
City Maintainance Expenses	500.00	2,484.37	(1,984.37)
City Vehicle Fuel Fill Ups	1,475.00	350.79	1,124.21
Christmas Light Power	250.00	96.94	153.06
Utility: Sytek Internet & Phone	1,476.00	608.43	867.57
Total Acct 430	**21,274.00**	**4,497.27**	**16,776.73**
Ice and Snow Removal	2,800.00	1,259.83	1,540.17
Grass maintainance	4,120.00	1,122.43	2,997.57
Street Lighting	6,800.00	2,900.69	3,899.31
Total Acct 431	**13,720.00**	**5,282.95**	**8,437.05**
Playground Expenses	500.00	477.38	22.62
Total Acct 451	**500.00**	**477.38**	**22.62**
Rink Light Electricity	349.00	98.57	250.43
Total Acct 452	**349.00**	**98.57**	**250.43**
Total Disbursements	**105,227.63**	**64,312.53**	**40,915.10**
Other Financing Uses:			
Purchase of City Machinery & Equipement	0.00	450.00	(450.00)
Transfer To Governmental Fund	0.00	7,440.00	(7,440.00)
Total Acct 493	**0.00**	**7,890.00**	**(7,890.00)**
Total Other Financing Uses	**0.00**	**7,890.00**	**(7,890.00)**
Beginning Cash Balance		**333,370.47**	
Total Receipts and Other Financing Sources		**2,364.40**	
Total Disbursements and Other Financing Uses		**72,202.53**	

12/31/2026

General Fund

	Budget	Actual	Variance
Cash Balance as of 12/31/2026		263,532.34	

12/31/2026

Road and Bridge

	Budget	Actual	Variance
Receipts:			
Total Revenues	**0.00**	**0.00**	**0.00**
Other Financing Sources:			
Transfer From Governmental Fund	0.00	7,440.00	7,440.00
Total Acct 392	**0.00**	**7,440.00**	**7,440.00**
Total Other Financing Sources	**0.00**	**7,440.00**	**7,440.00**
Disbursements:			
City Maintainance Expenses	0.00	1,700.00	(1,700.00)
Total Acct 430	**0.00**	**1,700.00**	**(1,700.00)**
Total Disbursements	**0.00**	**1,700.00**	**(1,700.00)**
Other Financing Uses:			
Total Other Financing Uses	**0.00**	**0.00**	**0.00**
Beginning Cash Balance		**0.00**	
Total Receipts and Other Financing Sources		**7,440.00**	
Total Disbursements and Other Financing Uses		**1,700.00**	
Cash Balance as of 12/31/2026		**5,740.00**	

12/31/2026

Fire Department

	Budget	Actual	Variance
Receipts:			
County Tax Settlement 56	23,000.00	487.66	(22,512.34)
Total Acct 310	**23,000.00**	**487.66**	**(22,512.34)**
Federal Grants and Aids	0.00	4.61	4.61
Total Acct 331	**0.00**	**4.61**	**4.61**
State Fire Aid	21,000.00	0.00	(21,000.00)
State Fire Department Reimbursements	2,250.00	0.00	(2,250.00)
Total Acct 334	**23,250.00**	**0.00**	**(23,250.00)**
Fire Hall Rental	550.00	550.00	0.00
Total Acct 341	**550.00**	**550.00**	**0.00**
Fire Contracts	43,000.00	43,985.18	985.18
Fire Calls	4,320.00	900.00	(3,420.00)
Total Acct 342	**47,320.00**	**44,885.18**	**(2,434.82)**
Contributions and Donations from Private Sources	55,000.00	1,012.67	(53,987.33)
Refunds	0.00	0.00	0.00
Total Acct 362	**55,000.00**	**1,012.67**	**(53,987.33)**
Total Revenues	**149,120.00**	**46,940.12**	**(102,179.88)**
Other Financing Sources:			
Sale of Investment	510,000.00	429,071.50	(80,928.50)
Total Acct 399	**510,000.00**	**429,071.50**	**(80,928.50)**
Total Other Financing Sources	**510,000.00**	**429,071.50**	**(80,928.50)**
Disbursements:			
City Administrative and Office Expenses	0.00	999.99	(999.99)
Total Acct 411	**0.00**	**999.99**	**(999.99)**
Fire Operating Expenses	76,000.00	16,684.80	59,315.20
Fire Administration	0.00	54.43	(54.43)
Fire Utilities: Fuel	2,350.00	2,405.02	(55.02)
Fire Utilities: Electric	1,400.00	440.24	959.76
Fire Run Hours	2,600.00	6,264.93	(3,664.93)
Fire Meetings&Training Hours	3,000.00	3,391.46	(391.46)
Fire Department Paperwork Hours	0.00	426.36	(426.36)
Fire Training	4,000.00	3,000.00	1,000.00
Fire Chief	1,000.00	1,079.38	(79.38)
Assistant Fire Chief	400.00	461.00	(61.00)
Fire Captain	0.00	276.20	(276.20)
Purchase of Fire Department Machinery and Vehicles	150,000.00	0.00	150,000.00
Total Acct 422	**240,750.00**	**34,483.82**	**206,266.18**
City Maintainance Hours	700.00	3,557.50	(2,857.50)
Cleaning	650.00	0.00	650.00
City Vehicle Fuel Fill Ups	0.00	310.10	(310.10)
Total Acct 430	**1,350.00**	**3,867.60**	**(2,517.60)**
American Funds Retirement ACCT	22,000.00	0.00	22,000.00
Total Acct 490	**22,000.00**	**0.00**	**22,000.00**
Total Disbursements	**264,100.00**	**39,351.41**	**224,748.59**

12/31/2026

Fire Department

	Budget	Actual	Variance
Other Financing Uses:			
Purchase of Investments	425,000.00	429,071.50	(4,071.50)
Purchase of City Machinery & Equipement	0.00	500.00	(500.00)
Total Acct 493	**425,000.00**	**429,571.50**	**(4,571.50)**
Total Other Financing Uses	**425,000.00**	**429,571.50**	**(4,571.50)**
Beginning Cash Balance		**135,520.07**	
Total Receipts and Other Financing Sources		**476,011.62**	
Total Disbursements and Other Financing Uses		**468,922.91**	
Cash Balance as of 12/31/2026		**142,608.78**	

12/31/2026

Water

	Budget	Actual	Variance
Receipts:			
Delinquint Water Utilities	6,506.49	403.71	(6,102.78)
Total Acct 319	**6,506.49**	**403.71**	**(6,102.78)**
Interest Earning	1,021.61	0.00	(1,021.61)
Settlements	6,165.68	1,060.27	(5,105.41)
Contributions and Donations from Private Sources	0.00	0.00	0.00
Total Acct 362	**7,187.29**	**1,060.27**	**(6,127.02)**
Water Charges	31,116.93	14,267.24	(16,849.69)
Total Acct 371	**31,116.93**	**14,267.24**	**(16,849.69)**
Total Revenues	**44,810.71**	**15,731.22**	**(29,079.49)**
Other Financing Sources:			
Total Other Financing Sources	**0.00**	**0.00**	**0.00**
Disbursements:			
Utilities Clerk	1,600.00	829.20	770.80
Total Acct 415	**1,600.00**	**829.20**	**770.80**
Water Supervisor	8,212.38	3,815.26	4,397.12
Water Operating Expenses	7,375.00	7,346.76	28.24
Water Utilities:Electricity	4,490.71	2,185.14	2,305.57
Water Utilities: Fuel	946.56	726.29	220.27
Water Chemicals	4,841.03	5,661.90	(820.87)
Total Acct 432	**25,865.68**	**19,735.35**	**6,130.33**
Water Utilities - Administration and General	0.00	1,140.00	(1,140.00)
Total Acct 494	**0.00**	**1,140.00**	**(1,140.00)**
Total Disbursements	**27,465.68**	**21,704.55**	**5,761.13**
Other Financing Uses:			
Total Other Financing Uses	**0.00**	**0.00**	**0.00**
Beginning Cash Balance		**11,321.05**	
Total Receipts and Other Financing Sources		**15,731.22**	
Total Disbursements and Other Financing Uses		**21,704.55**	
Cash Balance as of 12/31/2026		**5,347.72**	

12/31/2026

Sewage Collection and Disposal

	Budget	Actual	Variance
Receipts:			
Delinquent Sewer Utilities	6,154.03	358.42	(5,795.61)
Total Acct 319	**6,154.03**	**358.42**	**(5,795.61)**
Sewer Charges	24,861.57	12,054.94	(12,806.63)
Total Acct 372	**24,861.57**	**12,054.94**	**(12,806.63)**
Total Revenues	**31,015.60**	**12,413.36**	**(18,602.24)**
Other Financing Sources:			
Total Other Financing Sources	**0.00**	**0.00**	**0.00**
Disbursements:			
Utilities Clerk	131.48	379.89	(248.41)
Total Acct 415	**131.48**	**379.89**	**(248.41)**
Sewer Operating Expenses	3,412.43	4,779.05	(1,366.62)
Sewer Utilities: Electricity	1,514.94	555.15	959.79
Wastewater Operator	8,212.38	3,815.26	4,397.12
Total Acct 432	**13,139.75**	**9,149.46**	**3,990.29**
Total Disbursements	**13,271.23**	**9,529.35**	**3,741.88**
Other Financing Uses:			
Total Other Financing Uses	**0.00**	**0.00**	**0.00**
Beginning Cash Balance		**9,725.34**	
Total Receipts and Other Financing Sources		**12,413.36**	
Total Disbursements and Other Financing Uses		**9,529.35**	
Cash Balance as of 12/31/2026		**12,609.35**	

12/31/2026

Refuse or Garbage Collection

	Budget	Actual	Variance
Receipts:			
Delinquint Garbage Utilites	3,861.63	200.90	(3,660.73)
Total Acct 319	**3,861.63**	**200.90**	**(3,660.73)**
County Clean Up Day/Recycling Grant	2,342.56	0.00	(2,342.56)
Total Acct 336	**2,342.56**	**0.00**	**(2,342.56)**
Garbage Charges	25,553.67	11,824.42	(13,729.25)
Total Acct 373	**25,553.67**	**11,824.42**	**(13,729.25)**
Total Revenues	**31,757.86**	**12,025.32**	**(19,732.54)**
Other Financing Sources:			
Total Other Financing Sources	**0.00**	**0.00**	**0.00**
Disbursements:			
Utilities Clerk	459.74	221.22	238.52
Total Acct 415	**459.74**	**221.22**	**238.52**
Garbage Collection Services	28,720.95	13,887.85	14,833.10
Total Acct 432	**28,720.95**	**13,887.85**	**14,833.10**
Total Disbursements	**29,180.69**	**14,109.07**	**15,071.62**
Other Financing Uses:			
Total Other Financing Uses	**0.00**	**0.00**	**0.00**
Beginning Cash Balance		**2,323.94**	
Total Receipts and Other Financing Sources		**12,025.32**	
Total Disbursements and Other Financing Uses		**14,109.07**	
Cash Balance as of 12/31/2026		**240.19**	

12/31/2026

Mosquito Spray

	Budget	Actual	Variance
Receipts:			
Delinquint Mosquito Utilites	1,794.41	35.06	(1,759.35)
Total Acct 319	**1,794.41**	**35.06**	**(1,759.35)**
Mosquito Spray	4,761.60	1,129.57	(3,632.03)
Total Acct 380	**4,761.60**	**1,129.57**	**(3,632.03)**
Total Revenues	**6,556.01**	**1,164.63**	**(5,391.38)**
Other Financing Sources:			
Total Other Financing Sources	**0.00**	**0.00**	**0.00**
Disbursements:			
Pest Control	5,863.92	1,426.91	4,437.01
Total Acct 432	**5,863.92**	**1,426.91**	**4,437.01**
Total Disbursements	**5,863.92**	**1,426.91**	**4,437.01**
Other Financing Uses:			
Total Other Financing Uses	**0.00**	**0.00**	**0.00**
Beginning Cash Balance		**7,318.49**	
Total Receipts and Other Financing Sources		**1,164.63**	
Total Disbursements and Other Financing Uses		**1,426.91**	
Cash Balance as of 12/31/2026		**7,056.21**	

12/31/2026

Community Center

	Budget	Actual	Variance
Receipts:			
Community Center/Park Rentals	13,410.00	7,150.00	(6,260.00)
Total Acct 347	**13,410.00**	**7,150.00**	**(6,260.00)**
Total Revenues	**13,410.00**	**7,150.00**	**(6,260.00)**
Other Financing Sources:			
Total Other Financing Sources	**0.00**	**0.00**	**0.00**
Disbursements:			
Miscellaneous Repairs to City Property	0.00	3,863.53	(3,863.53)
Cleaning	4,748.15	2,093.07	2,655.08
Total Acct 430	**4,748.15**	**5,956.60**	**(1,208.45)**
Community Center Operating Expenses	2,389.24	261.06	2,128.18
Community Center Utilities:Fuel	1,979.94	2,033.53	(53.59)
Community Center Utilities:Electric	3,902.15	1,369.27	2,532.88
Community Center Utilities:WTR,SWR,MOSQ	562.36	268.00	294.36
Community Center Manager	1,341.00	1,307.68	33.32
Total Acct 451	**10,174.69**	**5,239.54**	**4,935.15**
Total Disbursements	**14,922.84**	**11,196.14**	**3,726.70**
Other Financing Uses:			
Total Other Financing Uses	**0.00**	**0.00**	**0.00**
Beginning Cash Balance		**1,702.77**	
Total Receipts and Other Financing Sources		**7,150.00**	
Total Disbursements and Other Financing Uses		**11,196.14**	
Cash Balance as of 12/31/2026		**(2,343.37)**	

NAPOLI SHKOLNIK PLLC
ATTORNEYS AT LAW

April 15, 2026

City of Bowlus
Sir/Madam
11516 state highway 238
Royalton, MN 56373

Re: Tyco AFFF Settlement Payment Enclosed

Dear Sir/Madam:

We are pleased to enclose a check representing your Public Water System's share of the settlement reached with Tyco in the Aqueous Film-Forming Foam (AFFF) Products Liability Litigation (MDL 2873).

For your reference, we have attached a settlement statement outlining the full breakdown of the gross award, including itemized deductions for litigation costs, attorneys' fees, and court-ordered common benefit (MDL) assessments. We are happy to schedule a call to walk through the details or answer any questions you may have.

Lastly, because your system has detected PFAS contamination, it is likely that a specific polluter or group of polluters is responsible for releases in the vicinity of your wells. This may give rise to additional claims under CERCLA (Comprehensive Environmental Response, Compensation, and Liability Act) and negligence laws. If we have not already reached out, we will be contacting you in the near future to discuss your rights and options for pursuing these claims, including potential recovery from the polluters and their insurers.

We appreciate the opportunity to represent your system and community in this important matter. If you have any questions about this payment, the pending settlements, or next steps in identifying responsible parties, please don't hesitate to reach out.

Very truly yours,

Paul J. Napoli

Enclosures

MEMORANDUM FOR SERVICES

To: Travis Bartkowicz, Mayor City of Bowlus
From: Scott Saehr, Saehr Consulting
Date: 5/27/26
Re: Community Development Services
Start Date for Services: When Needed

This memorandum serves as a proposal for professional community development services for the City of Bowlus. The proposed services would assist the City in administering and managing larger or more complex requests associated with Title 15 – Land Use regulations, as adopted by the City.

Services would support the City in its role as the planning and zoning authority within the municipal boundaries subject to the City's adopted land use ordinances and regulations.

Saehr Consulting proposes to the City in assistance to its property owners and potential development interests through the following services, as directed by an appointed or designated Council Member:

- Prepare reports, complete with zoning considerations, concerning agenda items which deal with zoning, subdivision, and boundary issues, etc.
- At times, attend public, Council, or other meetings as directed by the City.
- When needed, serve as a point of contact for the public regarding the interpretation and administration of zoning ordinances and related applications, permits, and requests.
- Review necessary applications and supporting documentation to determine compliance with applicable requirements of the City's ordinance.
- Assist the City in following the appropriate notice, hearing, and other procedural requirements as required by law.
- Upon request, perform site inspections during development or building process to ensure improvements comply with site plans.
- Other planning, zoning, and development needs as agreed upon between the parties.

Saehr Consulting will make decisions based on facts, materials, statutes, and City ordinances to avoid any conflicts of interest as well as avoid political pressure through influences of the decision-making process. If a conflict of interest occurs, Saehr Consulting staff will remove themselves from the topic or discussion at hand.

The proposed 2026 fee will be based on an hourly amount. Saehr Consulting fees are $100 per hour with a minimum 15-minute increment for general questions and duties as well as a minimum 2-hour charge for larger application review. Travel to and from meetings or site visits will be charged at the hourly rate. The rate for attendance of meetings will be $135. Mileage will be subject to the current IRS mileage rate.

For zoning administration purposes, Saehr Consulting will request access to the City's adopted ordinances, as well as login access to the County's GIS interactive mapping system (if available). Saehr Consulting will also request contact information for the City's engineering firm to assist with coordination on applicable development and land use matters. Any legal review for land use matters shall be directed through the City's designated legal counsel.

This memorandum runs month-to-month until revised at the request of either party.

IN WITNESS WHEREOF, the parties have hereunto set their hands.

______________________________(Client)

By: ____________________________ Date: ______________________

Title: __________________

Saehr Consulting

By: _____________________________ Date: ______________________

Founder | Director of Services

CITY OF BOWLUS, MINNESOTA

RESOLUTION NO. 2026-6-1

A RESOLUTION PLACING A QUESTION ON THE 2026 GENERAL ELECTION BALLOT TO CHANGE THE FORM OF CITY GOVERNMENT FROM THE STANDARD PLAN TO PLAN A

WHEREAS, the City of Bowlus is currently organized under the *Standard Plan* form of government, consisting of an elected Mayor, three elected City Council members, an elected City Clerk, and an elected City Treasurer; and

WHEREAS, Minnesota Statutes §§ 412.551–412.575 authorize statutory cities to adopt an alternative form of government known as *Plan A*, which provides for an elected Mayor, four elected City Council members, and the appointment of a City Clerk and City Treasurer by the City Council; and

WHEREAS, the City Council of the City of Bowlus has determined that adopting Plan A may improve administrative continuity, operational efficiency, and long-term planning by placing the duties of Clerk and Treasurer under appointed, rather than elected, positions; and

WHEREAS, Minnesota law requires that any change in the form of city government be approved by the voters at a general election; and

WHEREAS, the City Council finds it in the public interest to place this question before the voters of Bowlus at the 2026 General Election.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BOWLUS, MINNESOTA:

1. **Ballot Question.** The following question shall be placed on the ballot for the 2026 General Election:
   "Shall the City of Bowlus adopt Plan A, changing its form of government to an elected Mayor and four elected City Council members, with the City Clerk and City Treasurer to be appointed by the City Council?"
   - **Yes**
   - **No**
2. **Effect of Approval.** If a majority of voters voting on the question vote "Yes," the City of Bowlus shall adopt Plan A effective upon certification of the election results, and the offices of City Clerk and City Treasurer shall thereafter be filled by appointment of the City Council.

3. **Filing and Publication.** The City Clerk is directed to file this Resolution with the Morrison County Auditor and to take all actions necessary to ensure proper placement of the question on the 2026 ballot in accordance with Minnesota law.
4. **Effective Date.** This Resolution shall take effect immediately upon its passage and adoption.

Adopted by the City Council of the City of Bowlus, Minnesota, this first day of June, 2026.

____

Travis Bartkowicz, Mayor

____

Nicky Lahr, Interim City Clerk