

**Agenda for Monday October 5, 2026
Bowlus City Council**

**Call Council Meeting to Order
Pledge of Allegiance**

Guests:

Consent Agenda including:

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

Department reports:

Interim Treasurer, Amber Brenny

Fire Department, Brad Pysck

Bank Card update

First Responders, Lucas Boyd

Utilities, Sarah Seelen

Utility assessment letter and fee approval

Public Works, Josh Seelen

Water/Sewer, Joe Sobania

Community Center, Laura Montag

Interim Clerk, Nicky Lahr

Prelim Levy submitted to County, LMCIT W/C refund of \$2617 Coming soon

Committee updates

Old Business:

Task Order No. 2 approval

Updates on grants

Land Use permits-what to do when people don't get them

New Business

WIF worksheet submitted (Bollig)

Discussion to prepare for possible special election for additional council seat

Planning for 2027 Clerk/Treasurer positions

Update on reclaiming the brick fireplace at the park

Morrison County 2027 resurfacing project and other street improvements

Mayor/council Updates

Adjournment

City of Bowlus
September 16th, 2026
Special City Council Meeting Minutes

Mayor Travis Bartkowicz called the Bowlus City Council special meeting to order at 5:00 p.m. Council Members Jessy Lashinski, Terri Trettle, and Becky Hughes, Interim Clerk Nicky Lahr, Joe Sobania, and Brad Psyck were present. The Pledge of Allegiance was recited.

Farmer's Market: Travis reported that the Farmer's Market had canceled the event they had planned to discuss with the Council and would be closing out their season on October 1st. No further action was needed.

Gambling Permit: The Council reviewed a gambling permit request from Todd Fusi for bingo at the church. Terri made a motion to approve the gambling permit. Becky seconded the motion and it passed with all in favor.

Fire Truck Financing: The Council reviewed the resolution regarding the General Obligation Equipment Certificate of Indebtedness for the \$350,000 fire truck financing. Nicky explained that the bond had previously been approved and the resolution was part of the standard loan paperwork required to complete the financing. Jessy made a motion to adopt the resolution. Terri seconded it and the motion passed with all in favor.

Road Improvements: Travis asked Council members to review and prioritize City streets in need of repair so available funding could be directed toward the highest-priority projects. Martin Street, Fremont Street, Third Street/Cemetery Road, and the alley were discussed as possible priorities. Council discussed completing smaller sections of roadway as funding becomes available, with work potentially beginning in the spring.

The Council also discussed the condition of Cemetery Road and the need for a temporary bump warning sign until repairs can be completed. Drainage concerns near the gas station were discussed, including whether the road could be built up or graded differently to improve drainage. The possibility of contacting the neighboring business regarding participation in the cost of improvements was also discussed.

The Council discussed Hanson Paving as an option for smaller paving projects and the difference between resurfacing work and larger reconstruction projects requiring engineering and excavation. No final road projects were approved at this meeting. Council members will continue reviewing road conditions and priorities, and table decisions for the October meeting.

Engineering/Grant Funding: Travis reported that he had contacted Sourcewell regarding grant funding for City engineering expenses and learned that the City's engineer would not qualify as a third-party service under that funding source. Nicky stated that she would research other State grant opportunities that may provide funding toward engineering costs.

The next regular City Council meeting is scheduled for October 5th, 2026.

Terri made a motion to adjourn at 5:21pm. Jessy seconded the motion and it passed with all in favor.

Nicky Lahr
Interim City Clerk

**City of Bowlus
September 1, 2026
City Council Meeting Minutes**

Mayor Travis Bartkowicz called the Bowlus City Council meeting to order at 6:00 p.m. Council Members Jessy Lashinski, Terri Trettle, Becky Hughs, Interim Treasurer Amber Brenny, and Interim Clerk Nicky Lahr were present. Also present were Sarah Seelen, Brad Psyck, Laura Montag, and Lucas Boyd. The Pledge of Allegiance was recited.

Guests: Susan Sweeter was not present; however, she submitted a land use permit application. Nicky and Travis will review the application. Terri made a motion to approve the permit pending ordinance review. Jessy seconded the motion, and it passed with all in favor. Nicky will inform Ms. Sweeter of the findings.

Consent Agenda: Jessy made a motion to approve the consent agenda, including disbursements and the August minutes, with two corrections to the minutes: the Committee Update meeting was scheduled for August, not June, and the investment amount was corrected. Becky seconded the motion, and it passed with all in favor.

Treasurer's Report: Amber reported that the First Responders were looking into rejoining the City so they could be eligible for workers' compensation and liability insurance. She recommended reintegration at this time so the workers' compensation audit runs smoothly. Lucas offered to maintain their own checkbook, but it was explained that the money would have to run through the City. Jessy made a motion to approve the reintegration of the First Responders into the City. Becky seconded the motion, and it passed with all in favor.

Jessy also made a motion to approve Amber to open a new fund account for the First Responders. Terri seconded the motion, and it passed with all in favor.

Amber was able to contact Minnesota Power to have the old fire hall disconnected from power. A disconnection request will be signed by the Mayor to proceed.

Amber prepared the 2027 budgets in preparation for the 2027 preliminary levy decision and shared that there were very few changes from the previous year. Travis made a motion to approve a 12% increase over 2026 for the preliminary budget. Jessy seconded the motion, and it passed with all in favor. Nicky will submit the preliminary budget to the County before the deadline.

The City received the third AFFF settlement payment in the amount of \$1,774.99.

Fire Department Report: Brad presented a proposed 3% increase for the upcoming year's fire protection contracts with Swan River, Two Rivers, Sobieski, and the City of Bowlus. Terri made a motion to approve the 3% increase. Jessy seconded the motion, and it passed with all in favor.

Brad explained that a letter is typically sent out in October informing everyone of the upcoming year's costs and will work with Nicky and Amber on this.

Brad inquired about a credit/debit card. He often submits reimbursements and is looking for an easier way to manage purchases. Jessy made a motion to approve a card for Brad. Becky seconded the motion, and it passed with all in favor.

Utility Department Report: Sarah stated that the Banyon program is not backed up. Banyon offers an annual rate for backup services. Jessy made a motion to approve the service, and Terri seconded the motion. The motion passed with all in favor.

Sarah also asked if a utility folder could be created on the Google Drive. Nicky will help facilitate this.

The Council discussed potential changes to monthly utility billing and future water and sewer rate increases. Further research will be conducted regarding rates and billing options.

The next utility readings will take place on October 1. Sarah also shared that she will be out of town from October 12–20, along with Josh.

Public Works Department: Joe was not present; however, Travis reported on his behalf. Potential equipment needs for testing static and pumping water levels may be needed. The equipment would be considered under the existing water budget.

The Council discussed road repairs and resurfacing. Hansen Paving reviewed the City streets and provided recommendations for priority areas. Drainage issues near the cemetery and the area near the gas station were also discussed. Further engineering review and cost estimates will be considered.

Community Center Report: Laura shared that the towel dispenser in the men's room is broken and will work with Nicky to find a repair or replacement. She turned in \$980 for the month.

Clerk's Report: Nicky renewed the Fire Department's CD at Magnifi after pulling out \$60,000 for the truck purchase. She also reported that the land use permit application has been added to the City's website.

Committee Updates: Travis reported that the committee met on August 19, and the next meeting date has not yet been set. They discussed Sourcewell grants and are working on the application. They also followed up on the missing swing and will look for a possible replacement. The zipline appears to be fine.

The committee is also working with Rural Water to review the City's utility rates to determine if an increase is necessary and, if so, how much.

The Council discussed the old ballpark and potential improvements in preparation for future grant opportunities, including removal of old fencing and the concession stand.

Old Business: Terri made a motion to move \$200,000 from the general fund into CDs at Pine Country Bank at the best available rate and term. This will be done by staggering four \$50,000 CDs to ensure money is available if needed. Jessy seconded the motion, and it passed with all in favor.

Travis made a motion to approve Resolution 26-9-1 for the Impact Grant application to fund the purchase of a new lawn mower and brush auger attachment, with a total estimated cost of \$34,704. The grant is available for up to \$50,000. The purchases will only be made if the grant is awarded. Jessy seconded the motion, and it passed with all in favor. Travis will submit the application, which is due September 23.

New Business: Lucas and Josh reported on plans to relocate the hockey rink closer to the park. The proposed location was discussed with the County, and property lines were reviewed. The group is exploring options for a permanent rink, including grant funding and construction costs.

The Council discussed a proposal from Bolig for grant-writing services at a cost of \$5,000 annually, plus 2% of grants secured. The Council had questions regarding the 2% fee and what services it would cover. The Council requested additional information and tabled the matter until the October meeting.

The Council discussed the Community Center operating at a deficit. Much of the deficit was attributed to unexpected electrical and pavilion repairs, while rental activity remains strong. The Council discussed rates, promotional discounts, and future bookings. It was decided to allow the Community Center to continue operating through the end of the year without a fund transfer and reassess the financial position at that time.

Terri made a motion to continue LMC liability insurance coverage at the same coverage as previous years. Becky seconded the motion, and it passed with all in favor.

Mayor/Council Updates: Travis stated that Joe is seeking a pay increase of \$100 per month for water and the same for sewer. Becky made a motion to approve the pay increase effective January. Jessy seconded the motion, and it passed with all in favor.

The City plans to apply for a \$2,000 Boost Grant to replace three City laptops.

Jessy made a motion to adjourn at 8:35 p.m. Becky seconded the motion, and it passed with all in favor.

Looking Forward: The next Council meeting is October 5.

Nicky Lahr
Interim City Clerk

For the Period : 12/1/2025 To 9/30/2026

<u>Name of Fund</u>	<u>Beginning Balance</u>	<u>Total Receipts</u>	<u>Total Disbursed</u>	<u>Ending Balance</u>	<u>Less Deposits In Transit</u>	<u>Plus Outstanding Checks</u>	<u>Total Per Bank Statement</u>
General Fund	\$287,637.66	\$151,807.95	\$163,274.81	\$276,170.80	\$0.00	\$1,723.98	\$277,894.78
Road and Street Maintenance	\$0.00	\$11,668.00	\$2,200.00	\$9,468.00	\$0.00	\$0.00	\$9,468.00
Fire Department	\$90,734.75	\$616,298.49	\$506,193.88	\$200,839.36	\$0.00	\$418.92	\$201,258.28
First Response	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Water	\$9,093.51	\$35,315.41	\$41,551.05	\$2,857.87	\$0.00	\$3,231.01	\$6,088.88
Sewage Collection and Disposal	\$7,542.20	\$29,097.70	\$22,054.83	\$14,585.07	\$0.00	\$1,182.95	\$15,768.02
Refuse or Garbage Collection	\$3,233.37	\$21,112.59	\$25,729.60	(\$1,383.64)	\$0.00	\$16.15	(\$1,367.49)
Mosquito Spray	\$6,110.61	\$3,504.71	\$4,280.73	\$5,334.59	\$0.00	\$0.00	\$5,334.59
Community Center	\$1,551.44	\$11,712.10	\$19,080.42	(\$5,816.88)	\$0.00	\$570.32	(\$5,246.56)
Total	\$405,903.54	\$880,516.95	\$784,365.32	\$502,055.17	\$0.00	\$7,143.33	\$509,198.50

Jessica A Lashinski

City Council/Town Board

Date

Rebecca Hughes

City Council/Town Board

Date

Theresa Trettel

City Council/Town Board

Date

Travis J Bartkowicz

City Council/Town Board, Mayor

Date

Date Range : 8/26/2026 To 9/30/2026

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
09/03/2026	USPS	Stamps - 4 Rolls of 100	1467	\$328.00	100-41112-322-	City Administrative and Office Expenses	\$328.00
09/03/2026	Amazon	Bulk Envelopes	1468	\$31.13	100-41112-204-	City Administrative and Office Expenses	\$31.13
09/03/2026	Amazon	Return Address Stamp	1469	\$19.31	100-41112-204-	City Administrative and Office Expenses	\$19.31
09/03/2026	Banyan Data Systems	Vault Backup 1 App - Annual Fee	1470	\$119.00	601-49440-433-	Water Utilities - Administration and General	\$119.00
09/03/2026	Rahn's Oil	Gas - Public Works & Fire Dept	1471	\$82.52	100-43014-217-225-43014-217-	City Vehicle Fuel Fill Ups City Vehicle Fuel Fill Ups	\$25.00 \$57.52
09/03/2026	IRS	3rd Quarter 2026 941 Estimate Deposit ACH	1472	\$657.88	100-41915-125-	941 Payments	\$657.88
09/03/2026	Minnesota Department of Revenue	2026-Q3 MN Withholding - Employee Tax Deposit	1473	\$54.50	100-41112-172-	City Administrative and Office Expenses	\$54.50
09/03/2026	Gopher State One Call	4x Water/4x Sewer Tickets	1474	\$10.80	601-43203-382-602-43201-385-	Water Operating Expenses Sewer Operating Expenses	\$5.40 \$5.40
09/03/2026	Sytek	September phone & Internet	1475	\$121.76	100-43017-320-	Utility: Sytek Internet & Phone	\$121.76
09/03/2026	Long Prairie Sanitation	August Garbage/Recycling	1476	\$2,339.89			

Date Range : 8/26/2026 To 9/30/2026

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					603-43207-384-	Garbage Collection Services	\$2,339.89
09/04/2026	Minnesota Power	Power for City	1477	\$2,234.42			
					225-42212-381-	Fire Utilities: Electric	\$123.44
					602-43205-381-	Sewer Utilities: Electricity	\$104.51
					100-43160-381-	Street Lighting	\$1,099.76
					601-43204-381-	Water Utilities:Electricity	\$399.68
					100-43016-381-	Christmas Light Power	\$18.40
					100-45207-381-	Rink Light Electricity	\$18.40
					618-45132-381-	Community Center Utilities:Electric	\$470.23
09/04/2026	Premium Waters, INC	softner salt - 2 bags	1478	\$19.01			
					618-45130-211-	Community Center Operating Expenses	\$19.01
09/04/2026	Ferguson Waterworks	360 AMR Subscription, Annual entitelment Fee - Beltclip	1479	\$2,310.00			
					601-43203-221-	Water Operating Expenses	\$2,310.00
09/04/2026	FLOW Measurement and Control	Certification 1st Closed Pipe Flow Meter - Main Lift Station	1480	\$494.00			
					602-43201-211-	Sewer Operating Expenses	\$494.00
09/30/2026	Theresa Trettel	Reimbursment - Toilet Paper & Hand soap for Community Center	1481*	\$102.91			
					618-45130-211-	Community Center Operating Expenses	\$102.91
09/28/2026	Swing Set Mall	Commercial Trapeze Bar for City park	1483	\$58.92			
					100-45135-211-	Playground Expenses	\$58.92
09/28/2026	Holdingford Hardware	Swing Repair equipment, anchor shackle	1484*	\$45.54			
					100-45135-211-	Playground Expenses	\$45.54
09/28/2026	Main Street Checks	Carbon Copy Deposit Slip Books	1485*	\$59.95			

Date Range : 8/26/2026 To 9/30/2026

<u>Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Claim #</u>	<u>Total</u>	<u>Account #</u>	<u>Account Name</u>	<u>Detail</u>
					100-41112-203-	City Administrative and Office Expenses	\$59.95
Total For Selected Claims				\$9,089.54			\$9,089.54

Jessica A Lashinski	City Council/Town Board	Date
Rebecca Hughes	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: 08/28/2026 To 09/30/2026

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
09/25/2026	PC -General Fund	IAD21	Deposit Into PC -General Fund	N	Purchase of Investments	100-49350-800-	\$ 50,000.00
	Total For Check	IAD21					\$ 50,000.00
09/30/2026	Payroll Period Ending 09/30/2026	21722	September Payroll	N	Treasurer	100-41510-100-	\$ 448.05
	Total For Check	21722					\$ 448.05
09/30/2026	Payroll Period Ending 09/30/2026	21723	September Payroll	N	Clerk	100-41425-100-	\$ 454.95
	Total For Check	21723					\$ 454.95
09/30/2026	Payroll Period Ending 09/30/2026	21724	September Payroll	N	Cleaning	618-43012-100-	\$ 313.88
		21724			Community Center Manager	618-45134-100-	\$ 134.52
	Total For Check	21724					\$ 448.40
09/30/2026	Payroll Period Ending 09/30/2026	21725	September Payroll	N	City Maintainance Hours	100-43010-100-	\$ 193.86
		21725			Grass maintainance	100-43127-100-	\$ 581.59
	Total For Check	21725					\$ 775.45
09/30/2026	Payroll Period Ending 09/30/2026	21726	September Payroll	N	Utilities Clerk	601-41515-100-	\$ 163.82
		21726				602-41515-100-	\$ 50.76
		21726				603-41515-100-	\$ 16.15
	Total For Check	21726					\$ 230.73
09/30/2026	Payroll Period Ending 09/30/2026	21727	September Payroll	N	City Administrative and Office Expenses	100-41112-100-	\$ (0.01)
		21727			Water Supervisor	601-43202-100-	\$ 632.79
		21727			Wastewater Operator	602-43257-100-	\$ 632.79
	Total For Check	21727					\$ 1,265.57
09/30/2026	Payroll Period Ending 09/30/2026	21728	September Payroll	N	Community Center Operating Expenses	618-45130-211-	\$ 102.91
	Total For Check	21728					\$ 102.91
09/30/2026	Holdingford Hardware	21729*	Swing Repair equipment, anchor shackle	N	Playground Expenses	100-45135-211-	\$ 45.54
	Total For Check	21729					\$ 45.54
09/30/2026	FLOW Measurement and Control	21730	Certification 1st Closed Pipe Flow Meter - Main Lift Station	N	Sewer Operating Expenses	602-43201-211-	\$ 494.00
	Total For Check	21730					\$ 494.00

Fund Name: All Funds

Date Range: 08/28/2026 To 09/30/2026

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
09/30/2026	Ferguson Waterworks	21731	360 AMR Subscription, Annual entitelment Fee - Beltclip	N	Water Operating Expenses	601-43203-221-	\$ 2,310.00
	Total For Check	21731					\$ 2,310.00
09/30/2026	Premium Waters, INC	21732	softner salt - 2 bags	N	Community Center Operating Expenses	618-45130-211-	\$ 19.01
	Total For Check	21732					\$ 19.01
09/30/2026	Gopher State One Call	21733	4x Water/4x Sewer Tickets	N	Water Operating Expenses	601-43203-382-	\$ 5.40
		21733			Sewer Operating Expenses	602-43201-385-	\$ 5.40
	Total For Check	21733					\$ 10.80
09/30/2026	Banyan Data Systems	21734	Vault Backup 1 App - Annual Fee	N	Water Utilities - Administration and General	601-49440-433-	\$ 119.00
	Total For Check	21734					\$ 119.00
09/30/2026	Rahn's Oil	ACH 090126	Gas - Public Works & Fire Dept	N	City Vehicle Fuel Fill Ups	100-43014-217-	\$ 25.00
		ACH 090126				225-43014-217-	\$ 57.52
	Total For Check	ACH 090126					\$ 82.52
09/30/2026	IRS	ACH 090226	3nd Quarter 2026 941 Estimate Deposit ACH	N	941 Payments	100-41915-125-	\$ 657.88
	Total For Check	ACH 090226					\$ 657.88
09/30/2026	Minnesota Department of Revenue	ACH 090626	2026-Q3 MN Withholding - Employee Tax Deposit	N	City Administrative and Office Expenses	100-41112-172-	\$ 54.50
	Total For Check	ACH 090626					\$ 54.50
09/30/2026	Sytek	ACH 091026	September phone & Internet	N	Utility: Sytek Internet & Phone	100-43017-320-	\$ 121.76
	Total For Check	ACH 091026					\$ 121.76
09/30/2026	Long Prarie Sanitation	ACH 091126	August Garbage/Recycling	N	Garbage Collection Services	603-43207-384-	\$ 2,339.89
	Total For Check	ACH 091126					\$ 2,339.89
09/30/2026	Minnesota Power	ACH 091226	Power for City	N	Christmas Light Power	100-43016-381-	\$ 18.40
		ACH 091226			Street Lighting	100-43160-381-	\$ 1,099.76
		ACH 091226			Rink Light Electricity	100-45207-381-	\$ 18.40
		ACH 091226			Fire Utilities: Electric	225-42212-381-	\$ 123.44
		ACH 091226			Water Utilities:Electricity	601-43204-381-	\$ 399.68
		ACH 091226			Sewer Utilities: Electricity	602-43205-381-	\$ 104.51
		ACH 091226			Community Center Utilities:Electric	618-45132-381-	\$ 470.23

Fund Name: All Funds

Date Range: 08/28/2026 To 09/30/2026

<u>Date</u>	<u>Vendor</u>	<u>Check #</u>	<u>Description</u>	<u>Void</u>	<u>Account Name</u>	<u>F-A-O-P</u>	<u>Total</u>
Total For Check		ACH 091226					\$ 2,234.42
09/30/2026	Main Street Checks	ACH 092926*	Carbon Copy Deposit Slip Books	N	City Administrative and Office Expenses	100-41112-203-	\$ 59.95
Total For Check		ACH 092926					\$ 59.95
09/30/2026	Swing Set Mall	DCT 092826	Commercial Trapeze Bar for City park	N	Playground Expenses	100-45135-211-	\$ 58.92
Total For Check		DCT 092826					\$ 58.92
09/30/2026	USPS	DCT090326	Stamps - 4 Rolls of 100	N	City Administrative and Office Expenses	100-41112-322-	\$ 328.00
Total For Check		DCT090326					\$ 328.00
09/30/2026	Amazon	DCT090426	Bulk Envelopes	N	City Administrative and Office Expenses	100-41112-204-	\$ 31.13
Total For Check		DCT090426					\$ 31.13
09/30/2026	Amazon	DCT090526	Return Address Stamp	N	City Administrative and Office Expenses	100-41112-204-	\$ 19.31
Total For Check		DCT090526					\$ 19.31
Total For Selected Checks							\$ 62,712.69

Current Investments as of : 9/30/2026

<u>Investment ID</u>	<u>Investment Type</u>	<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Current Value</u>
061727	EDJ - Water Tower 2	4.050	06/17/2027	\$17,000.00
28508	PCB - Water Tower 3	3.600	07/22/2027	\$11,655.25
52112	PC - Fire CD	3.750	12/12/2026	\$26,492.65
52127	MAGNIFI - FIRE	3.930	05/21/2027	\$169,394.32
52772	PCB - Fire CD	3.750	10/24/2026	\$204,071.50
534	PC -General Fund	3.750	03/25/2027	\$50,000.00
72127	EDJ - Water Tower 1	4.150	07/21/2027	\$10,000.00
7277	EDJ -Sewer FUND	4.100	07/02/2027	\$5,000.00
WAITING	EDJ - Water Tower 4	0.000	08/25/2027	\$1,000.00
Grand Total :				\$494,613.72

CITY OF BOWLUS

BOWLUS, MINNESOTA

PO Box 98 • Bowlus, MN 56314 • (320) 412-1821 • Bowluscityclerk@cityofbowlus.com

DATE

Re: Past Due Utility Bills

The water/sewer/garbage utilities bill is past due on your property located at, ADDRESS, Bowlus, MN. If not paid, the past due balance of \$XXX.XX will be submitted to Morrison County to be assessed on your 2027 taxes. In addition, a Utility assessment fee of 15% or \$250 whichever is higher will be added. The total assessed will be \$XXX.XX.

The Bowlus City Council will meet on November 2nd, 2026, at 6:00pm at City Hall, 212 Main St, Bowlus, MN 56314, to review all past due balances for approval to be certified to your 2027 property taxes if payment arrangements have not been made. Anyone desiring to be heard may appear that evening to address this matter with the City Council.

Alternatively, if you do not want action taken on your past due balance, please make arrangements by DATE, 2026 to pay the outstanding amount.

Please contact me at 320-232-9739 if you have questions.

Thank you for your prompt attention to this matter.

Regards,

Sara Seelen

Utility Administrator
City of Bowlus



Task Order No. 2

In accordance with Agreement Between Owner and Engineer for Professional Services via Task Order dated April 28, 2026 ("Agreement"), Owner and Engineer agree as follows:

1. **Project Description**

A. Title: Funding Application and Administration Services

B. Description: Identification, application, and administration of infrastructure funding sources.

2. **Services of Engineer**

A. Scope of Services: See attached Scope of Work

3. **Deliverables:** Annual Funding Review

4. **Project Timing:** See Payments to Engineer

5. **Payments to Engineer:**

- **Annual Fee (lump sum):** \$5,000 due upon execution of this Task Order and annually thereafter as commitment by City and partial payment to Bollig to pursue funding on your behalf.
- **Fixed Fee (lump sum):** 5% of the total amount of funding secured and approved by the Council for funding administration services

Terms and Conditions: Engineer is authorized to begin performance upon receipt of a copy of this Task Order signed by Owner. Fee shall be fixed and will not be exceeded without additional authorization.

The Effective Date of this Task Order is August 19, 2026.

OWNER: City of Bowlus

ENGINEER: Bollig Inc

By: _____

By: _____

Name: Travis Bartkowicz

Name: Brian F. Bollig

Title: Mayor

Title: President



Funding Administration Scope of Work

1. General Grant Administration Support
 - a. The City is the recipient and administrator of all funding pursued, secured and received.
 - b. Bollig provides support or technical assistance to City Staff and becomes an extension of your staff including the following scope of services:
 - i. Attend project and council meetings as needed.
 - ii. Provide regular funding updates and advisory support.
2. Funding Application Development
 - a. Identify applicable funding opportunities (e.g., Federal, State, Local).
 - b. Review program guidelines, eligibility criteria, and deadlines.
 - c. Coordinate data gathering and stakeholder input for application preparation.
 - d. Prepare complete funding applications including:
 - i. Project narratives and justifications
 - ii. Budgets and cost estimates
 - iii. Maps, plans, and supporting technical documentation
 - iv. Letters of support and resolutions
 - v. Submit applications through required portals or agency systems.
 - vi. Respond to agency follow-up questions or requests for clarification.
 - e. Provide advocacy support to your Lobbyist on your behalf.
3. Funding Source Coordination
 - a. Maintain communication with funding agencies.
 - b. Track multiple awards, timelines, disbursements, and compliance requirements.
 - c. Assist City in securing temporary planning or construction loans through Minnesota Rural Water Association.
 - d. Advise on strategic funding packaging and leveraged match coordination.
4. Pre-Award Requirements
 - a. Complete and submit required pre-award documents:
 - i. Pre-Award Risk Assessments
 - ii. NEPA-related forms
 - iii. Federal registrations (SAM.gov, UEI)
 - iv. Ensure compliance with labor standards and fair housing policies
5. Environmental Review and Compliance (funding agencies outside of RD)
 - a. Conduct environmental review process in accordance with NEPA or similar guidelines.
 - b. Prepare and public notices; compile comments and documentation.
 - c. Coordinate historic preservation, wetlands, endangered species, and floodplain reviews.
6. Grant and Financial Reporting
 - a. Prepare and submit all required financial and performance reports.
 - b. Track reimbursements, match requirements, and expenditures.
 - c. Prepare and submit reimbursement requests with full backup documentation.
7. Monitoring and Recordkeeping
 - a. Maintain a central grant administration file with all compliance documentation.
 - b. Prepare the City for funding audits, desk reviews, and monitoring visits.
 - c. Ensure all records are retained per federal guidelines.

8. Construction Funding Oversight and Integration
 - a. Coordinate construction timeline with funding drawdown.
 - b. Oversee Davis-Bacon compliance, certified payroll review, and interviews.
 - c. Track fund usage and prevent duplication across sources.
9. Closeout and Final Reporting
 - a. Assemble and submit final grant closeout documentation.
 - b. Assist in project certification and release of remaining funds.
 - c. Provide final performance reports and summary of expenditures.

Assumptions – City Responsibilities

1. Designate a Primary Point of Contact
 - a. Appoint a City staff member or official to serve as the liaison for all project-related communication and approvals.
 - b. Retain a Fiduciary Advisor to provide financing recommendations for public financing and indebtedness
2. Provide Timely Access to Information
 - a. Supply all requested documents, data, maps, project plans, and local policies needed to prepare funding applications and comply with administration requirements.
3. Ensure Meeting Participation
 - a. Attend coordination meetings, public hearings, and stakeholder engagement sessions as necessary for funding compliance or application support.
4. Adopt Required Resolutions and Authorizations
 - a. Review and pass resolutions, public notices, and authorizations required by funding agencies or programs.
5. Maintain Legal and Fiscal Authority
 - a. Retain full responsibility for entering into agreements with agencies, managing local funds, and ensuring fiscal responsibility.
6. Support Public Communication Requirements
 - a. Assist in publishing legal notices, conducting public meetings, and gathering public input as needed for environmental review and program compliance.
7. Retain Project Records
 - a. Maintain local access to project records in accordance with retention requirements and allow access to state or federal monitors or auditors as needed.
8. Review and Approve Deliverables
 - a. Promptly review submitted reports, applications, and compliance documents and provide necessary approvals to meet funding deadlines.