

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](https://www.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