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**Minutes of the Regular
City Commission Meeting
held on July 7, 2026
at City Hall at 4:00 PM.**

Present: President Lyn James, Vice-Chair Gene Anne Kulseth, Myron Vail, Cole Benz, Tad Lewton, Chief Headley, Todd Hofland, Shannon Hewson, Sara Snavelly, Edna Paulson, Kevin Buchholz, Ryan Shear, Sheri Teigen, Corey Jenkins, Jodi Freier, Brad Pauley, Kasey Burke, Aaron Allen, Peggy Allen, Brad Mosher, James Donovan-Tooze Construction, Dan Peterson, and Stacy McGee. Absent: Steven Ness

President James called the meeting order at 4:00 pm. James welcomed all the new Commissioners to the board. Allen requested to add Resolution #2026-F-25 - A Resolution to File an Application with NDDEQ For a Loan Under the Clean Water Act/Safe Drinking Water Act. Motion by Vail, second by Lewton to approve the amended agenda. RCV= all aye, MC.

Direct Deposit: \$37,113.89; Checks # 15107 - 15141; Voided Checks: None; Bills: MDU \$9,331.34, Advanced Business Methods \$228.91, Badlands Patriot, LLC \$554.32, Boss Office Products \$1,173.77, Bowman Ace Hardware \$86.91, Bowman Auto Parts \$61.00, Bowman County Auditor \$700.00, Bowman County Development Corporation \$397.97, Bowman Park and Rec \$3,341.21, Bowman Sales and Service \$340.56, Bowman Vet Clinic \$106.28, Brosz Engineering \$18,925.00, Cenex Fleetcard \$6,926.84, Consolidated Telecom \$1,173.47, Core and Main, LP \$140.88, Dakota Western Bank \$106.54, Double EE Service \$970.00, Frontier Travel Center \$947.61, Hawkins \$2,191.34, KPOK \$25.00, Lyn James \$113.10, ND Dept of Transportation \$35,682.85, ND Tire \$74.19, One Call Concepts \$217.80,

ProPoint Cooperative \$180.00, Tanner Fox \$1,431.00, Uniform Center \$45.00, VISA \$1,416.19, Waddington Boom Truck \$6,400.00, Westlie Crossroads Truck Center \$42.64, and Wild and Weiss \$200.00.

Tax and Tourism Checks: #15138-15141

Tax and Tourism Bills: Bowman County Fair Association \$500.00, Bowman Park and Rec \$3,392.00, and Bowman Regional Airport \$1,000.00, and Bowman Chamber of Commerce \$2,000.00.

BROSZ ENGINEERING - HEWSON Water Tank: Brosz Engineering presented a resolution that is required by NDDEQ for funding a portion of this project. Motion by Vail, second by Benz to approve Resolution #2026-F-25 Resolution to File an Application with NDDEQ For a Loan Under the Clean Water Act/Safe Drinking Water Act to apply for the water tower project. RCV= all aye, MC.

Sewer Rehab Project: JR Civil would like to start the work in 2026 and finish in 2027. Hewson recommends that the City award the contract to JR Civil for the Base Bid and Alternate A, contingent upon NDDEQ approval. Alternate A is lining a few manholes. We applied for the SRF 75% cost share loan forgiveness for approximately \$4 million for the whole project of that it will cost the city \$1 million for the rehab. This will complete the city sewer system being updated, all clay tile will be lined with PVC. The City requested funding from the County and they were willing to give us \$1.5 million towards this and the Water Tank Project. Motion by Vail, second by Kulseth, to award JR Civil, LLC the sewer rehab project for base bid of \$2,972,436.93 and Alternate A \$113,424.00 = \$3,085,860.93 contingent on NDDEQ approval. RCV= all aye, MC.

Request for Authorization to Award the Sewer Rehab Project letter: Brosz Engineering wrote up a sample letter that needs to be sent in by Allen to ND DEQ requesting authorization to award the sewer project. Motion by Vail, second

by Benz to have Allen draw up the letter and email it to ND DEQ, requesting authorization to award the sewer rehab project. RCV= all aye, MC.

5th Avenue Water Main Project: Hewson asked if the Commission would like him to get quotes for this Water Main Repair. They advised him to get quotes for two phases of this project, then they can decide if they want to do one or both. There is also going to be a sewer main repair on 1.5 blocks of the same blocks, so maybe we can get them prepared simultaneously.

Dept. of Water Resources Cost Share Agreement Amendment #1: Allen presented Amendment #1 to the Agreement for Cost-Share Reimbursement for the New Water Storage Reservoir. Motion by Benz, second by Lewton to sign Amendment #1 to the Cost Share Reimbursement Agreement for the New Water Storage Reservoir in the amount not to exceed \$1,788,600. (Includes previous amount of \$132,000 for engineering.) RCV= all aye, MC.

HOFLAND - STREET/VECTOR/LANDFILL DEPTS.:

Dept. Head Report: Working on picking up trees from the storm, should have them picked up tomorrow, otherwise things have been running well.

NESS -WATER AND SEWER DEPT.:

Dept Head Report: Ness was not present and did not have a report to be given

CHIEF HEADLEY - POLICE DEPT.:

Activity Report for 6/15/26 - 7/5/26: Incidents: 9 (traffic stop-2, structure fire, hit and run accident, menacing, narcotics possession, wanted person, domestic violence simple assault); Calls for Service: 50 (Information report-7, fire-works-6, violation of city ordinance-5, traffic hazard-4, medical emergency-3, lockout-3, suspicious person or circumstance-2, welfare check-2, agency assistance-2, extra patrol-2, litter-pollution-public health, public relations, hit and run accident, sex offender, direct traffic, traffic control for fire, dog or cat running at large, civil standby, motorist assist, bar check, lost animal, citizen dispute, suspicious object-

circumstance, and traffic complaint); Traffic Stops: 49 (verbal warning-21, citation-17, and written warning-11); Arrest: 5 (other criminal offenses-4 and simple domestic assault).

2nd Quarter 2025 to 2026 Comparisons: Incidents were down 26.3%, calls for service were down 4.2%, traffic stops were down 8.8%, arrests were down 38.8%, narcotics were down 100% and DUI's were down 60%.

ALLEN – GARBAGE DEPT:

Dept. Head Report: A hydraulic hose came apart on one of the garbage trucks and he is having DEF issues on another one which he is waiting for parts on.

MC GEE – UB AUDITOR:

Garbage Employee: We hired an individual that previously applied for this position to start in July, he already has his CDL and medical card.

Southwest Healthcare Services Memorandum of Understanding (MOU): The State of ND gave clearance to the City in an email stating that cleared the decontamination unit being drained into the City sewer system. James read the MOU which allows them to drain the decontamination water into the City sewer. Motion by Vail, second by Kulseth to approve the SWHC Service Memorandum of Understanding for decontamination water disposal. RCV= all aye, MC.

BOWMAN REGIONAL PUBLIC LIBRARY - SNAVELY:

2027 Budget Request: Snavely gave an update on the library and handed in her request for 2027 funding in the amount of \$24,463, plus 4 mills, one single health insurance and insurance on the library building.

BOWMAN COUNTY TAX DIRECTOR- FREIER:

Property Tax Refund: The Landing is non-profit organization, but the whole building is not non-profit. They are asking for a property tax refund as allowed by NDCC. Attorney Andrew Weiss wrote a letter stating what the refund should be. Attorney Weiss recommends the refund be \$11,761.67.

They get a refund off of what they paid, not the full tax amount since they paid when they got the discount. Motion by Benz, second by Lewton, to approve the property tax refund in the amount of \$11,761.67 to Bowman Landing LLC. RCV= all aye, MC.

BOWMAN PARK AND REC – BURKE AND PETERSON:

2027 Budgeted Funds Request: They reviewed their operations and presented their request for 2027 budgeted funds. They mow 56 acres of city property. They are requesting a mower \$9,000.00, operating funds \$30,000.00, health insurance \$30,000.00, state aid \$49,418.00, Edge bond pledge \$50,000.00, and Beautification Program \$5,000.00. The beautification program is the items that they are responsible to take care of that the BCDC and Tourism Committee has implemented, such as trees, splash pad, jump pad, etc.

TOOZ CONSTRUCTION/R & L CONTRACTING:

City Hall Roof: James Donavon and Dan Peterson talked about the City Hall roof project timeline. Peterson will still be the onsite manager, but Tooz Construction will do the rest of the work. They are ordering the materials, and lead times are 4 to 6 weeks from now, so the city will see activity within three to four weeks. He may ask for an extension on time, but it should go smoothly.

ALLEN – FINANCIAL AUDITOR:

Gaming Permit #24-80: Allen presented a raffle permit for the Dakota Territory Car Club for a 50/50 raffle. Motion by Vail, second by Lewton to approve gaming permit #24-80 for the Dakota Territory Car Club. RCV= all aye, MC. Consolidated Franchise Agreement: Allen presented #2026-2 An Ordinance to amend the Consolidated Franchise Agreement, Chapter 14, Article 1, Franchise #2. This ordinance only changes the renewal date; it must be renewed every 20 years. This was the first reading.

Annual NDLC Conference, Elected Official Training, and Regional Listening

Sessions: Allen gave the new Commissioners information on training and meetings that were available to them for education on City related topics. They were informed to contact Allen if they would like to attend any of these.

Municipal Highway Transfer: Allen requested to transfer the second half of Municipal Highway Salary Shortfall in the amount of \$86,010.00. Motion by Vail, second by Kulseth to transfer \$86,010.00 from the General Fund #1000 to Municipal Highway #2010 for salary shortfall. RCV= all aye, MC

BOWMAN CEMETERY – SCHAAF

2027 Budgeted Funds Request: The Cemetery Board is requesting \$10,000.00 in levied funds in 2027.

They need another board member as Schaaf is going off the board, they meet approximately 6 times a year, they are only having three meetings this year, and the meetings are at 6:30 pm.

GOLF COURSE – BRAD PAULEY:

2027 Budgeted Funds Request: Pauley gave an overview of operations at the golf course. He is requesting \$30,000 for 2027 budgeted funds for the golf course.

ORGANIZATIONAL MEETING:

LEPC: Tad Lewton – James will go off the group, Vice Chair: Gene Anne Kulseth, Auditor: Peggy Allen, Utility Auditor: Stacy McGee; Attorney: Andrew Weiss; Assessor: Jodi Freier, Garbage/Street Commissioner: Gene Anne Kulseth, Police Commissioner: Tad Lewton, Water/Sewer Commissioner: Myron Vail, Financial Commissioner: Cole Benz, Library Board: Cole Benz, City Zoning Board & Renaissance Zone Board: Gene Anne Kulseth; County Zoning Board #1: Gene Anne Kulseth, County Zoning Board #2: Myron Vail, Tax and Tourism Board: Lyn James, BCDC Board: Lyn James, Tree Board Commissioner #1: Myron Vail, Tree Board Commissioner #2: Cole Benz, Health Officer/Treasurer/Public Works Board: Per Attorney Steve Wild on 11/25/13, the City does not need a health officer, nor does he see a reason for a treasurer or board of public works. We

would refer to the Regional Health officer which is "Custer Health District" in Mandan, VOLUNTEER FIRE DEPARTMENT: (Not city owned, therefore not appointed by City) Fire Chief: Lane Woodley, Assistant to the Chief: Dylan Braaten, Treasurer: Darren Limesand, Secretary: Andrew Bagley, POLICE DEPARTMENT: Police Chief: Chuck Headley, Officers: Trevor Bergerson, Troy Nogosek, and Mike Snow. CLOSURE OF MEETING: Next Meeting: 7/21/26 at 4:00 pm. Motion by Vail second by Benz to approve the bills, June 2026 Financials and 6/16/26 Meeting minutes. RCV= all aye, MC. Peggy Allen, Financial Auditor Lyn James, President of City Commission
