

Agenda for Monday, March 2nd 2026
Bowlus City Council Meeting

Call to Order
Pledge of Allegiance

Guests:

Consent Agenda including:

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

Department reports:

Treasurer, Amber Brenny

Action item, remaining funds from fire CD to be distributed

Fire Department, Brad Pysck

First Responders, Lucas Boyd

Utilities, Sarah Seelen

Action Item, approve 3 year Mosquito agreement with 3% increase

Public Works, Josh Seelen

Water/Sewer, Joe Sobania

Action item, approve MRWA membership

Community Center, Laura Montag

City Engineer, Scott Saehr

Review only, zoning map, land use ordinance, and public hearing notice

Clerk, Nicky Lahr

Old Business:

New Business:

Building permit, Jessy Leshinski renewal for shed.

Action item to approve permit

Resolution to create public projects committee

Action item: approve Resolution 26.3.2

Action item: motion to appoint members

Mailing for open Council positions

Action item: approve cost of mailing @ apx \$125

Motion to Remove Jake, Jude and Molly from the safety deposit box at Pine Country Bank and add Travis and Nicky.

Motion to Remove Molly and Jude from Edward Jones, and add Travis, Nicky and Amber.

Adjournment

City of Bowlus
February 2nd, 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 and Terri Trettel, Interim Treasurer Amber Brenny, and Interim Clerk Nicky Lahr were present. Also present were Joe Sobania, Josh Seelen, Brad Psyck, and Laura Montag. The Pledge of Allegiance was recited.

Guests

Ryan Odden from Moore Engineering gave the City's engineering update. He has been working with Scott Saher and Council Members to update the City's zoning map. Council requested a printed map when it is completed. Joe Sobania also requested that the updated maps include hydrant locations. Ryan noted that he is continuing to look for funding sources for the water tower and a secondary water source. There have been no updates on the RDA funding.

Consent Agenda

Jessy made a motion to approve the consent agenda, including the financials and the January minutes, with one correction to the January meeting start time (changing 7:00 p.m. to 6:00 p.m.). Terri seconded the motion, and it passed with all in favor.

Treasurer's Report

Amber gave the Treasurer's report. She explained that the City needs to designate a carrier for the family and medical leave program implemented by the State at the beginning of the year, and determine what portion the City will pay. Amber discussed the Public Employees Retirement Association (PERA), noting it is a state-mandated program for all public employees who earn or are expected to earn \$425 in any given month. After discussion, it was determined that Nicky will verify which employees are eligible. Eligible individuals contribute 6.5% of their gross income to the pension, and the City contributes 7.5%. A lookback may be required.

Amber received notice that a CD will mature on February 9th. This is the larger Fire Department CD, and Brad recommended rolling it into another CD. Amber noted that the CD was earning a low rate and expressed concern that Pine Country Bank does not insure the full amount of the City's funds. She recommended placing the CD at a different bank to ensure full coverage. She said that both Magnifi and VersaBank currently offer CDs between 3.8%-4.0%. Terri made a motion to withdraw the CD from Pine Country Bank and place \$225,000 into a 7-month CD at Magnifi. Jessy seconded the motion, and it passed with all in favor. Three signatures (Mayor, Clerk, Treasurer) will be required to authorize the transaction.

Amber is obtaining the necessary permissions for State of MN systems and the accounting system to perform her duties. She will try to have a budget prepared for the March meeting.

Fire Department Report

Fire Chief Brad Psyck reported that Bowlus Day will be held on July 5th. The new fire truck is ready to be upfitted, with an estimated completion in October. Brad is working with John Pentze from Stearns Electric on a low-interest loan of \$350,000.

Utility Department Report

Sarah Seelen was not present; however, Josh mentioned that she would be willing to coordinate the City Cleanup scheduled for May 2nd. She will review pricing and make a recommendation to the City Council.

Maintenance Report

Josh replaced the batteries in the plow truck and noted that the deflectors on the top of the plow are cracked and need replacement. Terri made a motion to approve the purchase of the plow parts, and Jessie seconded it. The motion passed with all in favor.

Travis asked Josh to mount the new Community Center signs and the lock box for the Community Center key. Josh agreed to complete the work.

Public Works Report

Joe Sobania submitted water samples and turned in a reimbursement request. He also borrowed space heaters for the well house to prevent issues during the extreme cold weather.

Community Center Report

Laura Montag turned in \$1,300 from the Community Center.

Clerk's Report

Nicky reported that she is working with Sytek to update the voicemail system to include an option to forward Community Center calls to Laura's cell phone. She also noted that she will be unavailable for the May meeting due to training; Amber agreed to take minutes for that meeting.

New Business

Travis would like to work on the creation of some Council committees.

Jessie made a motion to approve **resolution 26.2.2.1** to modify ordinance 30.04 Order of business. Terri seconded the motion and it passed with all in favor. After the motion is published, the ordinance will take effect, modification will be made to the order of the City Council agenda.

Jessie made a motion to approve **resolution 26.2.2.2** identifying the State of MN as the family and medical leave insurance provider and to approve the City's portion of the premium to be set at 50%. Terri seconded the motion and it passed with all in favor.

Travis adjourned the meeting at 7:33.

Mayor/Council updates

Jessi said the Engineers will have information ready at the March meeting for approval for an April public hearing for the new zoning ordinances.

Looking forward

The Board of Appeals and Equalization will be on April 10th. City Wide Cleanup will be on May 2nd. Bowlus Day will be July 5th. The next City Council Meeting will be on March 2nd at 6:00 pm.

Nicky Lahr
Interim City Clerk

STATEMENT GUIDE

FUND	FUND CATEGORY	ACCOUNT-CHART OF ACCOUNTS	BALANCE SHEET ACCOUNT	OBJECT CODE	CLASSIFICATION
100	GENERAL FUND	3XXXX	REVENUE	100	WAGES
225	FIRE	4XXXX	EXPENSE	211	OPERATING EXPENSES
601	WATER			381	ELECTRIC UTILITY
602	SEWER				
603	GARBAGE				
617	MOSQUITO SPRAY				
618	COMMUNITY CENTER				

STATEMENT	EXPLANATION
NET PAY ACCOUNT DISTRIBUTION	AMOUNTS PAID TO EMPLOYEES OF THE CITY
CLAIMS LIST FOR APPROVAL	AMOUNTS OF BILLS FROM VENDERS
CASH CONTROL STATEMENT	BALANCE OF CASH AT END OF MONTH, AMOUNT OF CASH INFLOW/OUTFLOW OF EACH DEPARTMENT, INVESTMENTS NOT INCLUDED
CURRENT INVESTMENTS	AMOUNT INVESTED IN CD'S
RECEIPTS REGISTER	AMOUNT OF INCOME THAT THE CITY RECEIVES FROM VARIOUS SOURCES
DISBURSMENTS REGISTER	TOTAL AMOUNT OF EXPENSES PAID
STATEMENT OF RECEIPTS AND DISBURSMENTS	COMBINED AND SIMPLIFIED BALANCE FOR EACH FUND WHICH INCLUDE RECEIPTS AND DISBURSMENTS, WITH NOTES OF ANY INVESTMENT ACTIVITY IN OTHER FINANCING USES

Date Range : 1/31/2026 To 2/28/2026

<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>
02/27/2026	IRS	4th Quarter 941 taxes 2025 - 41-1709140, Including \$500 overpayment to cover any penalties	1302*	\$2,959.26			
					100-41915-125-	941 Payments	\$2,959.26
02/27/2026	Long Prairie Sanitation	Garbage and Recycling-	1303	\$2,213.42			
					603-43207-384-	Garbage Collection Services	\$2,213.42
02/27/2026	City of Bowlus	Community Center Utilities ending 2/3/2026	1304	\$129.00			
					618-45133-388-	Community Center Utilities:WTR,SWR,MOSQ	\$129.00
02/27/2026	Sytek	Phone & Internet	1305	\$121.71			
					100-43017-320-	Utility: Sytek Internet & Phone	\$121.71
02/27/2026	Saeher Consulting	Consulting with Moore, Update map, County water body update, December and January	1306	\$661.98			
					100-41112-310-	City Administrative and Office Expenses	\$312.50
					100-41112-310-	City Administrative and Office Expenses	\$349.48
02/27/2026	Minnesota Department of Revenue	Use and Sales Tax Q4	1307*	\$620.08			
					100-41991-387-	Sales and Use Tax- utilities	\$620.08
02/27/2026	Jovanovich, Dege & Athmann	review emails with Jessy,review zoning map, review statutes, emails with Scott	1308	\$442.50			
					100-41112-310-	City Administrative and Office Expenses	\$360.00
					100-41112-310-	City Administrative and Office Expenses	\$82.50
02/27/2026	Moore Engineering, Inc	Engineering Services/Zoning Map	1309	\$200.00			
					100-41910-310-	Planning and Zoning	\$200.00

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<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>
02/27/2026	League of Minnesota Cities	Membership Dues	1310	\$541.00			
					100-41914-433-	League of Minnesota Dues and Payments	\$541.00
02/27/2026	Rahn's Oil	Station Charges	1311	\$172.72			
					225-42211-217-	Fire Utilities: Fuel	\$172.72
02/27/2026	DSC Communications	Pager monitor, ext warranty, programming, Battery	1312	\$719.00			
					225-42201-228-	Fire Operating Expenses	\$590.00
					225-42201-228-	Fire Operating Expenses	\$129.00
02/27/2026	Minnesota Department of Revenue	2025 MN Withholding Deposits	1313*	\$280.35			
					100-41112-172-	City Administrative and Office Expenses	\$54.85
					100-41112-172-	City Administrative and Office Expenses	\$49.50
					100-41112-172-	City Administrative and Office Expenses	\$78.48
					100-41112-172-	City Administrative and Office Expenses	\$97.52
02/27/2026	Mike Scholz V	Technician charge-Diagnose Faults-Truck #3	1314	\$100.00			
					225-42201-310-	Fire Operating Expenses	\$100.00
02/27/2026	George Trettel	Christmas lights installation and removal, 5 1/2 Total Hours x \$25 + sissor lift	1315	\$237.50			
					100-43010-310-	City Maintainance Hours	\$237.50
02/27/2026	Bradley Psyck	Reimbursement - Momentum Truck Group - Truck #3 Turbocharger Actuator parts	1316*	\$1,346.96			
					225-42201-221-	Fire Operating Expenses	\$1,346.96
					225-42201-221-	Fire Operating Expenses	(\$250.00)

Date Range : 1/31/2026 To 2/28/2026

<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>
					225-42201-221-	Fire Operating Expenses	\$250.00
02/27/2026	Fleet Supply	Hardware - Well House piping	1317*	\$47.02			
					601-43203-221-	Water Operating Expenses	\$47.02
02/27/2026	Tri-State Pump & Control, INC	Lift Station 1, Labor, Replaced start cap, Capacitor kit	1318	\$1,540.00			
					602-43201-310-	Sewer Operating Expenses	\$500.00
					602-43201-221-	Sewer Operating Expenses	\$1,040.00
02/27/2026	Minnesota Department of Health	Community Water Supply Service Connection Fee- Q1	1319	\$422.00			
					601-49440-433-	Water Utilities - Administration and General	\$422.00
02/27/2026	Hawkins, INC	150 LB Chlorine Cylinder	1320	\$10.00			
					601-43208-216-	Water Chemicals	\$10.00
02/27/2026	Rahn's Oil	Propane - WTR	1321	\$548.85			
					601-43206-217-	Water Utilities: Fuel	\$548.85
02/27/2026	Sytek	Phone & Internet-3/10/26 ACH	1322	\$121.71			
					100-43017-320-	Utility: Sytek Internet & Phone	\$121.71
02/27/2026	Minnesota Power	Power for City-3/5/26 ACH	1323	\$1,562.03			
					225-42212-381-	Fire Utilities: Electric	\$78.52
					602-43205-381-	Sewer Utilities: Electricity	\$109.82
					100-43160-381-	Street Lighting	\$577.76
					601-43204-381-	Water Utilities:Electricity	\$512.86
					100-43016-381-	Christmas Light Power	\$18.40
					100-45207-381-	Rink Light Electricity	\$20.77
					618-45132-381-	Community Center Utilities:Electric	\$243.90

Date Range : 1/31/2026 To 2/28/2026

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Total For Selected Claims				\$14,997.09			\$14,997.09

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

March 02 ,2026 Treasurer Report - CITY OF BOWLUS

CTAS Accounting System

To the counsel of the City of Bowlus, I would like to formally document for the meeting minutes that the laptop to which the city provided had all data erased prior to taking possession of it in the 3rd week of January. I was advised by the OSA support team to document dates of transition. The city owned laptop and all electronic data including log in access to all accounts and passwords for all accounts are city property and to make it widely known to employees that any destruction or deletion is an ethical violation and unlawful. Recommend an added inventory specifically declaring the laptop and all electronic data (logins, passwords, emails records) city owned property for future protection. CTAS back up/restored to laptop for treasurer from clerk office system on 2/6/2026.

941 Payroll Tax

The mayor and team members had asked that I look into the 941 payroll tax penalty that was received over the summer and it opened the door to what I believe has been happening. Though I don't believe it was intentional, there are many invoices that are paid late and incurring additional fees and penalties due to the timing of processing and payments. The biggest of which is the payroll taxes that are withheld from employees. Just 10 days late incurs a 20% penalty plus interest. In searching the process used, Jude stated it was all handled by mail which took reports run by Molly. So going forward it will be added to the list of month end tasks that happens immediately after payroll checks are printed, vs waiting until the following month to cut the check. As I looked deeper into the 941 that was missing for the Q4 ended 12/12, I immediately prepared the document and included an additional \$500 payment to cover the penalty and late fee proactively for Q1 as they will mail a refund for any overage. In the next quarter I will work to set up an online transmission of direct deposits of monthly amounts to IRS through their direct pay portal to prevent any further penalties or late fees. At this time the filing is not available to be electronically submitted for past quarters in 2025 without approved account software for state or local government entities. It does state on their site that it will be coming out soon and I will update the process as it becomes available.

MN Unemployment Office + PFMLA

I contacted the UIMN office to set up accounts for both employees - UI + PFLA and elected officials - PFLA only as per the MN requirements. Per UIMN representative Chris stated we should have been reporting on a quarterly basis, but as a reimbursable account they would note the situation at hand with the staffing changes on our account and asked that past reports from July 1 2024 - present need to be submitted and as long as we are proactive it wouldn't charge us any penalties at this time. Note any future adjustments incur a \$25 fee per employee record needing any record adjustment.

MN Withholding

While handling the missed tax payments from year end, I also incurred a late penalty for sales and use tax. But worse yet was the finding out that the MN withholding has not been filed with the state of MN dating as far back as 2006. In speaking with the office of the MN Department of Revenue, questioning records they said they presume that all employees must be volunteer staff and that it is the employers responsibility to report. We would need to request a transcript from the IRS for all payroll withholding payments. We will start by going back for the entire year of 2025 but will incur penalties and fees for all unreported MN Withholding. When asked how to remedy this, she stated that it depends if the IRS decides to go back and do an official payroll audit, and how far back they would go. She did state it will be noted that we were proactively trying to remedy and could try to appeal any penalty fees and interest charges.

PERA - Clerk Nicky Lahr was able to set up the account for Water/Sewer Supervisor Joe Sobania and will handle the reporting of back dated reports for the last 3 years. This city will likely incur an additional expense for the total once a resolution is determined. The clerk will handle the monthly PERA portal submission with monthly payroll reports from the treasurer.

Work Comp Audit

We were contacted by Berkley Risk to complete a work comp audit. All payroll and 941 filing reports have been submitted as requested. She did mention that any changes to the Fire department service area and number of employees needs to be updated with our Work comp servicer immediately. She did mention that there should have been Gross wages reported through UIMN on a quarterly basis which shows no history for the city. For now, she stated she had everything she needed to finish up the audit.

Clark Mosquito Services- awaiting approval from utilities supervisor/council vote:

- 3% increase in cost

- 3 year agreement

MRWA Membership - awaiting approval to renew and/or invoice from water supervisor

- Minimum \$450 municipal charge or .95/per metered connection

- A municipality may also choose to join as an Associate Member.

FIRE CD - Remaining funds - \$63,803.64 to be distributed for remaining investment.

Pine country Bank president called after the last meeting and was offering 3.8-3.95 if we decided to stay with them. Pledging was provided for FDIC overages.

Pine Country Pledging

Pine Country Bank Collateral Worksheet - City of Bowlus

1/31/202
6

PCB Balances (30058)			Securities Pledged				
Account Type	Account #	Balance	Maturity	Description	Cusip#	Original Face	Market Value
Business Chk	30058	\$486,234.09	03/03/27	BEAL BANK PLANO TX	07371AZQ9	\$245,000.00	\$241,013.85
CD	16113	\$5,113.69	07/01/30	MN HSG FIN AGY MN 30	60416TND6	\$355,000.00	\$330,061.25
CD	28508	\$11,569.19	02/01/32	SAINT JAMES A MN 32	790008PM2	\$275,000.00	\$275,008.25
CD	49388	\$286,636.20	02/01/37	CARVER CO DEV AGY	146899GU7	\$220,000.00	\$218,521.60
CD	51812	\$137,659.50					
CD	52112	\$26,000.00					
Total Deposits		\$953,212.67				\$1,095,000.00	\$1,064,604.95

Total Deposits	\$953,212.67
Less FDIC Insurance	\$250,000.00
Less Letter of Credit	
	\$703,212.67
Collateralized at 110%	\$773,533.94
Pledged Securities	\$1,064,604.95
Excess/(Shortage)	\$291,071.01

**MEMO
CITY COUNCIL**

Department: Zoning Administration	Meeting Date: March 2, 2026
Agenda Section: Reports	Item: Draft Review of Land Use Ordinance

PREVIOUS CITY COUNCIL REVIEW OR ACTION: Previous discussions between staff and Council regarding the City's potential Land Use Ordinance. The process was temporarily delayed allowing completion of the land use map and zoning districts. The proposed ordinance documents are in draft form and require further review, with a potential public hearing anticipated in April.

PROPOSED BUDGET/FISCAL IMPACT: Zoning Administration costs for document review, preparation, and presentation.

CITY REVIEW AND IMPACTS:

BACKGROUND: The City has been working with the League of Minnesota Cities to implement the Minnesota Basic Code as the foundation of its municipal code. All titles and chapters of the Minnesota Basic Code were reviewed by staff, the city attorney, and the City Council during 2025, with formal Council approval of all titles (except for Title 15) completed in October 2025. Title 15 represents the final step in incorporating the City's land use regulations into the code.

These final ordinance items have been forwarded to the city attorney and are currently under review.

CITY COUNCIL ACTIONS REQUESTED:

- Review and send Public Hearing Notice
- Review the draft Land Usage Ordinance
- Review the draft Zoning District Map

ATTACHMENTS: Draft ordinance amendment documents for review only.

**CITY OF BOWLUS, MINNESOTA
RESOLUTION NO. 26.3.2**

Establishing a Public Projects Committee

A RESOLUTION OF THE CITY OF BOWLUS, MINNESOTA, ESTABLISHING A PUBLIC PROJECTS COMMITTEE AND DEFINING ITS PURPOSE, STRUCTURE, AND OPERATING GUIDELINES.

WHEREAS, the City of Bowlus recognizes the importance of thoughtful planning, research, and evaluation in the development of public projects that support the long-term needs of the community; and

WHEREAS, the City Council finds that a dedicated advisory body focused on planning and research will strengthen the City's ability to assess project feasibility, explore funding opportunities, and recommend strategic initiatives; and

WHEREAS, the establishment of a Public Projects Committee will provide a structured forum for review, discussion, and recommendation of public project concepts to the City Council.

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

1. Establishment

A Public Projects Committee ("the Committee") is hereby created as an advisory body to the City Council.

2. Purpose

The Committee shall focus on planning and research related to public projects, including but not limited to:

- Identifying potential public infrastructure or community improvement projects.
- Conducting preliminary research, feasibility considerations, and cost-benefit reviews.
- Exploring grant opportunities, partnerships, and funding mechanisms.
- Providing written or verbal recommendations to the City Council.

3. Membership

The Committee shall consist of members appointed by the City Council. Membership size and composition may be determined by the Council based on community needs.

4. Term of Service

Each appointed member shall serve a **one-year term**, with eligibility for reappointment at the discretion of the City Council.

5. Meetings

The Committee shall meet **quarterly**, with regular meetings held in:

- **January**
- **April**
- **July**
- **October**

Additional meetings may be scheduled as needed with approval of the City Council or by majority vote of the Committee.

6. Compensation

Committee members shall receive a **stipend of \$35 per meeting** attended.

7. Reporting

The Committee shall provide updates and recommendations to the City Council following each quarterly meeting or as otherwise requested.

8. Effective Date

This resolution shall take effect immediately upon its adoption.

Adopted by the City Council of the City of Bowlus this 2nd day of March, 2026.

Travis Bartkowicz, Mayor

Nicky Lahr, interim City Clerk