

AGENDA

Regular City Council Meeting

Hybrid (ZOOM Video Conference and In Person), City Hall

July 6, 2026, 7:30 p.m.

1. **CALL TO ORDER/DETERMINATION OF QUORUM/PLEDGE OF ALLEGIANCE** *Information Found On:*
Council President
 All individuals are asked to either silence or turn off all cell phones, pagers, and other electronic devices that may disrupt the meeting.
2. **APPROVAL OF AGENDA** *City Council*
 Approve the agenda as posted in accordance with the Open Meeting Law and herein place all agenda items on the table for discussion. *Pages 1-2*
3. **APPROVAL OF MINUTES** *City Council*
 Special work session meeting of June 15, 2026; and the regular meeting of June 15, 2026 – approve *Pages 3-8*
4. **APPROVAL OF BILLS** *City Council*
 - a. Electronic checks 4310 through 4345 with void Electronic checks 43145 and 4315, and checks 114568 through 114632 totaling \$977,354.79 – *approve* *Pages 9-27*
5. **AWARDS, DONATIONS, PRESENTATIONS, AND PROCLAMATIONS** *Council President/Others*
6. **CONSENT AGENDA** *City Council*
 - a. Fire Report, May 2026 – receive *Pages 28-31*
 - b. League of Minnesota Cities Insurance Trust, Liability Insurance Waiver – approve *Page 32*
 - c. Police Report, May 2026 – receive *Pages 33-45*
 - d. Recommendation of Interview Committee, Edward Azo, Park Maintenance Worker I – accept/appoint *Page 46*
 - e. Recommendation of Interview Committee, Seth Johnson, Public Works Collections Worker – accept/appoint *Page 47*
 - f. Use of City Hall Parking Lot, Annual Adopting Event, Morrison County Animal Humane Society, July 19, 2026 – approve *Pages 48-49*
 - g. Water Report, June 2026 - receive *Page 50*
7. **PUBLIC HEARINGS AND LETTINGS**
 - a. Public Hearing *Page 51*
 1. Ordinance No. 62, Seventh Series, Amend City Code Chapter 10, Section 10.18, Regulating Recreational and Special Vehicles (introduced 06/15/26) – adopt *Police Chief/City Administrator* *Pages 52-62*
 - b. Lettings
 1. Authorization to Purchase, Used Fire Engine, City of Forest Lake, Fire – authorize *Fire Chief* *Pages 63-75*
 2. Used Fire Engine Re-painting, Ray's Body Shop, Rice, Fire – award *Fire Chief* *Pages 76-78*
8. **OLD BUSINESS**

If you need any type of reasonable accommodations to participate in this meeting, contact City Hall at (320) 616-5500 at least 72 hours prior to the meeting. A current list of meetings can be found at [Notice of Meetings](#).

- a. Ordinance No. 62A, Seventh Series, Summary Publication of Ordinance No. 62 (introduced 06/15/26) – adopt *Police Chief/City Administrator* Pages 79-80
- b. Ordinance No. 63, Seventh Series, Amend City Code Chapter 6, Section 6.37, Food and Beverage Tax (introduced 06/15/26) – adopt *City Administrator* Pages 81-82
- c. Petition, Request for Traffic Signage, Prairie Drive – approve *PW Director/City Engineer* Pages 83-84
- d. Resolution 2026-34, Ratifying and Memorializing Approval of a Variance Request Submitted by Kwik Trip, Inc. – adopt *PW Director/City Engineer* Pages 85-94
9. **NEW BUSINESS**
- a. Change Order 2, Lakehead Constructors, Inc., Water Treatment Facility - Clarifier Rehabilitation Project – approve Pages 95-98
- b. Golf Course Sign Replacement, Cary's on the Course – approve *PW Director/City Engineer* Pages 99-100
- c. Mayor Appointment, Bruce Moller, Planning Commission – approve/authorize *Mayor* None
- d. Resolution 2026-35, Appoint Election Judges – adopt *City Administrator* Pages 101-102
- e. Resolution 2026-36, Large Scale Street and Sidewalk Sale License, Little Falls Area Chamber of Commerce and Tourism, Arts and Crafts Fair – adopt *PW Director/City Engineer* Pages 103-125
- f. Resolution 2026-37, Large Scale Street and Sidewalk Sale License, West Side Improvement Association, West Little Falls Antiques & Collectibles – adopt *PW Director/City Engineer* Pages 126-146
- g. Resolution 2026-38, Authorizing Application for PFA Clean Water Revolving Funding, Wastewater Treatment Facility Improvements, Phase 2 Dewatering – adopt *PW Director/City Engineer* Page 147
- h. Resolution 2026-39, Declare Certain Property Excess Property and Calling for the Sale/Disposal Thereof – adopt *Fire Chief* Pages 148-149
10. **ANNOUNCEMENTS** *City Council/Others*
11. **ADJOURNMENT** *Council President*
 Recess to a scheduled closed meeting pursuant to Minnesota Statute § 13D.05, Subdivision 3(c) to develop or consider offers or counter offers for the sale of properties identified as parcel numbers 48.3122.000, 48.3123.000, 48.3125.000, and 48.3130.000. Immediately following mtg.
 Continue closed City Council meeting under Minnesota Statute § 13D.05, Subdivision 3(c) to develop offer for properties identified as parcel numbers 48.2142.000, 16.0107.000, 48.3200.000, 48.6092.000.

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City of Little Falls

SPECIAL WORK SESSION CITY COUNCIL MEETING ~ JUNE 15, 2026**1. CALL TO ORDER**

The special work session City Council meeting of the City of Little Falls was called to order by Council President Knafla on Monday, June 15, 2026, at 7:00 p.m., in the Council Chambers at City Hall. Councilmembers Lundberg, Liljegren, Meyer, Glaze, Hanson, Mayor Zylka, and Council President Knafla were present. Councilmember Gosiak was absent. It was determined there was a quorum.

2. PUBLIC FORUM

a. Purva Watten, 200 First Street Northwest, provided comments regarding the importance of lodging tax revenue to the Little Falls Area Chamber of Commerce & Tourism.

b. Kathy Lange, 200 First Street Northwest, provided comments regarding the importance of lodging tax revenue to the Little Falls Area Chamber of Commerce & Tourism.

c. Lalean Doucette, 710 First Street Northeast, encouraged residents who receive property violation notices to contact City Council or City staff.

d. Bruce Moller, 615 Nine and One-Half Street Southeast, shared interest in placing a POD/storage unit on his property.

e. Lisa Watson, 9900 Dellridge Road, Bloomington, spoke on behalf of Kwik Trip sign variance.

f. Matthew Lepke, 1626 Oak Street, La Crosse, spoke on behalf of Kwik Trip sign variance.

3. BILLS DISCUSSION

None.

4. CONSENT AGENDA ITEMS DISCUSSION

None.

5. COUNCIL INFORMATIONAL ONLY ITEMS

a. **Short-Term Rentals Update, Morrison County** – City Administrator Smith reported that, pursuant to Minnesota legislation enacted two years ago, Morrison County is responsible for licensing and inspecting short-term rental properties. Ms. Smith noted that inspections are conducted on a two-year cycle, and that the County is currently completing its first renewal cycle. Ms. Smith further stated that Morrison County maintains a list of licensed short-term rental properties and encouraged anyone aware of short-term rental operations to contact the County. Ms. Smith noted the County's records may also assist with lodging tax administration.

b. **Use of E-Bikes and Electric Scooters within City Limits** – Mayor Zylka reported receiving numerous complaints regarding the operation of e-bikes and electric scooters at high speeds on downtown sidewalks. Mayor Zylka noted that the activity has raised safety concerns for pedestrians and other sidewalk users.

c. Other

None.

6. **CONSTITUENT MESSAGES**

None.

7. **ADJOURNMENT**

Council President Knafla adjourned the meeting at 7:29 p.m.

Respectfully submitted,

Christine Lundberg

City of Little Falls

REGULAR CITY COUNCIL MEETING ~ JUNE 15, 2026**1. CALL TO ORDER**

The regular meeting of the City Council of the City of Little Falls was called to order by Council President Knafla on Monday, June 15, 2026, at 7:30 p.m. in the Council Chambers at City Hall. Councilmembers Lundberg, Liljegren, Meyer, Glaze, Hanson, Mayor Zylka, and Council President Knafla were present. Councilmember Gosiak was absent. It was determined there was a quorum.

2. APPROVAL OF AGENDA

Council President Knafla amended the agenda by amending item 9.d.1. and 9.d.2. Motion was made by Mayor Zylka, seconded by Councilmember Glaze to approve the agenda as amended. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, and Hanson. Nays: none. Motion carried.

3. APPROVAL OF MINUTES

Motion was made by Councilmember Liljegren, seconded by Councilmember Meyer to approve the City Council minutes of the special work session meeting of June 1, 2026; and the regular meeting of June 1, 2026, as presented. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, and Hanson. Nays: none. Motion carried.

4. APPROVAL OF BILLS

Motion was made by Councilmember Glaze, seconded by Councilmember Hanson to approve the bills totaling \$497,977.32 for Electronic Funds Transfers (EChecks) 4283 through 4309 and checks 114492 through 114567. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, and Hanson. Nays: none. Motion carried.

5. AWARDS, DONATIONS, PRESENTATIONS, AND PROCLAMATIONS**a. Presentation**

1. **Police Annual Report 2025** – Police Chief Johnson presented the annual Police report for 2025. 6.

CONSENT AGENDA

Motion was made by Mayor Zylka, seconded by Councilmember Glaze to take the following action on Consent Agenda items a. through n.:

a. Received and placed on file the Animal Control report for May 2026; and

b. Approved a Display of Fireworks License as requested by Hairball Productions LLC and Morrison County Ag Society, for their event at the Morrison County Fairgrounds, 15575 Hawthorn Road, on June 26, 2026, contingent upon the appropriate paperwork, insurance, and fees being provided, and approval is granted by the Fire and Police Chiefs; and

c. Approved to the Minnesota Charitable Gambling Control Board, an Application for Exempt Permit as requested by Friends of the Lindbergh Heritage for a raffle to be held on May 21, 2027, at the Charles Lindbergh House & Museum, 1620 Lindbergh Drive South, and further waived any waiting period; and

d. Approved to the Minnesota Charitable Gambling Control Board, an Application for Exempt Permit, as requested by Little Falls Hockey for a raffle to be held on, December 15, 2026, at the Little Falls Exchange Arena, 309 Eleventh Street Southeast, and further waived any waiting period; and

- e. Received and placed on file the Building reports for April and May 2026; and
- f. Received and placed on file the Heritage Preservation Commission Minutes for June 1, 2026; and
- g. Received and placed on file the resignation of Ryan Vaverek, Park Maintenance Worker I, effective July 10, 2026; and
- h. Authorized the posting of the Park Maintenance Worker I position at Pay Grade 4, Step 1, with a 2026 starting wage of \$25.89 per hour, within the International Union of Operating Engineers Local #49, as required by the Labor Agreement, followed by a posting of said position to the public; contract rules will apply; and
- i. Received and placed on file a petition requesting traffic signage be placed on Prairie Drive; and
- j. Accepted the recommendation of the Interview Committee and appointed Austin Udy as Assistant Golf Course Superintendent, at Pay Grade 7, Step 1, \$24.08 per hour, on the 2026 part-time wage scale, contingent upon successful completion of pre-employment testing, effective as soon as they are able to start; and
- k. Accepted the recommendation of the Interview Committee and appointed Ryan Fussy as Police Officer, at Pay Grade 13, Step 1, \$38.33 per hour, within the Law Enforcement Labor Services Union, contingent upon successful completion of pre-employment testing, effective as soon as he is able to start; and
- l. Received and placed on file the Recycling report for May 2026; and
- m. Received and placed on file the Wastewater report for May 2026; and
- n. Received and placed on file the Water Control report for May 2026.

Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, and Hanson. Nays: none. Motion carried.

7. **PUBLIC HEARINGS AND LETTINGS**

a. **Letting**

1. **Splash Pad Internet Installation, CTC** – Motion was made by Mayor Zylka, seconded by Councilmember Hanson to award the quotation from CTC, Brainerd, in the amount of \$8,700 for installation of underground high-speed fiber internet service to the splash pad restroom facility, plus the monthly fee of \$100, with funding to be paid from the Park Improvement Fund. Ayes: Liljegren, Meyer, Zylka, Knafla, and Glaze. Nays: Lundberg and Hanson. Motion carried.

8. **OLD BUSINESS**

9. **NEW BUSINESS**

a. **Regulating Recreational and Special Vehicles**

1. **Call for Public Hearing, Ordinance No. 62, Seventh Series, Amend City Code Chapter 10, Section 10.18, Regulating Recreational and Special Vehicles** – Motion was made by Councilmember Lundberg, seconded by Councilmember Glaze to call for a public hearing in the Council Chambers at City Hall, 100 Northeast Seventh Avenue, on Monday, July 6, 2026, at 7:30 p.m., or as soon thereafter as the City Council can hear the same, to consider Ordinance No. 62, Seventh Series, amending City Code Chapter 10, Public Protection, Crimes and Offenses, by adding provisions regulating the

operation of special use vehicles within the City. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, and Hanson. Nays: none. Motion carried.

2. **Ordinance No. 62, Seventh Series, Regulation of Special Use Vehicles** – Councilmember Lundberg introduced Ordinance No. 62, Seventh Series, an Ordinance of the City of Little Falls Amending City Code Chapter 10, Entitled “Public Protection, Crimes and Offenses”, by Adding Section 10.18, Entitled “Regulating Special Use Vehicles”.

3. **Ordinance No. 62A, Seventh Series, Summary Publication of Ordinance No. 62** – Councilmember Meyer introduced Ordinance No. 62A, Seventh Series, an Ordinance Authorizing the Summary Publication of Ordinance No. 62, Seventh Series, which amends City Code Chapter 10, Entitled “Public Protection, Crimes, and Offenses”, Section 10.18, Entitled “Regulating Special Use Vehicles”.

b. **No. 63, Seventh Series, Restaurant Sales Tax** – Councilmember Meyer introduced Ordinance No. 63, Seventh Series, an Ordinance of the City of Little Falls Amending City Code Chapter 6, Section 6.37, Entitled “Restaurant Sales Tax”.

c. **Recommendation of Heritage Preservation Commission**

1. **Policy 31, Heritage Preservation Commission Loan-Grant Criteria, Local Funds** – Motion was made by Councilmember Glaze, seconded by Councilmember Liljegren to accept the recommendation of the Heritage Preservation Commission and adopted Policy 31, Heritage Preservation Commission Loan-Grant Criteria, Local Funds, as updated. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, and Hanson. Nays: none. Motion carried.

2. **Policy 32, Heritage Preservation Commission Loan-Grant Criteria, Federal Funds** – Motion was made by Councilmember Glaze, seconded by Councilmember Hanson to accept the recommendation of the Heritage Preservation Commission and adopted Policy 32, Heritage Preservation Commission Loan-Grant Criteria, Federal Funds, as updated. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, and Hanson. Nays: none. Motion carried.

d. **Recommendation of Planning Commission**

1. **Resolution 2026-31, Deny Variance, Sign that Exceeds Maximum Height, Kwik Trip, Inc.** – Councilmember Liljegren introduced and moved for the adoption of Resolution 2026-31, a Resolution Denying a Variance Application to Allow a Freestanding Sign that Exceeds the Maximum Height, as submitted by Kwik Trip, Inc. Councilmember Lundberg seconded the motion for adoption. On a roll call vote; Ayes: Hanson. Nays: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, and Gosiak (absent). Council President Knafla then declared said Resolution 2026-31, to have failed.

Councilmember Meyer then moved to approve the variance request submitted by Kwik Trip, Inc. to allow construction of an 80-foot-tall freestanding sign. Mayor Zylka seconded the motion. On a roll call vote; Ayes: Liljegren, Meyer, Zylka, Knafla, Glaze, and Lundberg. Nays: Hanson and Gosiak (absent). Council President Knafla then declared the motion carried and the variance request approved.

A formal resolution containing findings of fact consistent with the Council's action will be presented at a subsequent meeting for adoption.

2. **Resolution 2026-32, Variance, Front and Side Yard Setbacks, 735 Ninth Street Northeast** – Mayor Zylka introduced and moved for the adoption of Resolution 2026-32,

a Resolution Approving a Variance Application for Front and Side Yard Setbacks for the property located at 735 Ninth Street Northeast, as requested by property owners Elvin and Katie Siegel. Councilmember Liljegren seconded the motion for adoption. On a roll call vote; Ayes: Meyer, Zylka, Knafla, Glaze, Hanson, Lundberg, and Liljegren. Nays: Gosiak (absent). Council President Knafla then declared said Resolution 2026-32 to have received the majority vote of the City Council and the same to have been duly passed, approved, and adopted.

e. **Resolution 2026-33, Tourism, Convention, And Visitor Services Agreement, City of Little Falls and The Little Falls Area Chamber of Commerce and Tourism** –

Councilmember Glaze introduced and moved for the adoption of Resolution 2026-33, a Resolution Approving the Tourism, Convention, and Visitor Services Agreement Between the City of Little Falls and the Little Falls Area Chamber of Commerce and Tourism. Councilmember Lundberg seconded the motion for adoption. On a roll call vote; Ayes: Zylka, Knafla, Glaze, Hanson, Lundberg, Liljegren, and Meyer. Nays: Gosiak (absent). Council President Knafla then declared said Resolution 2026-33 to have received the majority vote of the City Council and the same to have been duly passed, approved, and adopted.

10. **ANNOUNCEMENTS**

a. Mayor Zylka announced that he is running for Mayor again this Fall of 2026.

11. **ADJOURNMENT**

Council President Knafla adjourned the meeting at 8:24 p.m.

Respectfully submitted,

Christine Lundberg

July 6, 2026

Mayor Zylka

Council President Knafla

Councilmember Glaze

Councilmember Lundberg

Councilmember Liljegren

Councilmember Hanson

Councilmember Gosiak

Councilmember Meyer

City Administrator SmithBREAKDOWN OF EXPENDITURES BY FUND

General Government	226,796.63
Cable TV	6,918.93
HRA	2,894.15
Parks & Recreation	163,409.65
Airport	32,672.88
Equipment	421.87
Debt Service	279,946.08
Water	55,545.57
Waste	38,541.06
Garbage / Recycling	6,858.34
Stormwater	480.73
Golf	30,194.14
Self Insured	22,670.39
Agency	26.56
Improvement Projects	109,977.81
Total	<u>\$ 977,354.79</u>

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

CHECK DATE 06/16/2026 - 07/06/2026

VENDOR CODE: 0001, 0002, 0004, 0005, 0007 (944 more)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 101 GENERAL								
06/29/2026	AP	114568*	AFSCME COUNCIL 65	06/05/26 PAYROLL	21500	000	321.64	
				06/18/26 PAYROLL	21500	000	321.64	
		Check AP 114568	Total for Fund 101 GENERAL					643.28
06/29/2026	AP	114570*	CENTRAL PENSION FUND	06/05/26 PAYROLL	21500	000	131.31	
				06/18/26 PAYROLL	21500	000	109.88	
		Check AP 114570	Total for Fund 101 GENERAL					241.19
06/29/2026	AP	114571*	INTERNATIONAL UNION OF OPERATING E	06/05/26 PAYROLL	21500	000	127.15	
				06/18/26 PAYROLL	21500	000	107.96	
		Check AP 114571	Total for Fund 101 GENERAL					235.11
06/29/2026	AP	114572	LAW ENFORCEMENT LABOR SERVICES	06/05/26 PAYROLL	21500	000	547.50	
				06/18/26 PAYROLL	21500	000	511.00	
		Check AP 114572	Total for Fund 101 GENERAL					1,058.50
06/29/2026	AP	114573	NCPERS GROUP LIFE INSURANCE	06/05/26 PAYROLL	21500	000	24.00	
				06/18/26 PAYROLL	21500	000	24.00	
		Check AP 114573	Total for Fund 101 GENERAL					48.00
06/29/2026	AP	114574*#	THE LINCOLN NATIONAL LIFE INSURANC	06/05/26 PAYROLL	21500	000	178.81	
				06/05/26 PAYROLL	21500	000	749.79	
				06/18/26 PAYROLL	21500	000	177.11	
				06/18/26 PAYROLL	21500	000	737.15	
				BASIC LIFE INSURANCE - JUN 2026	40121	110	62.88	
				BASIC LIFE INSURANCE - JUN 2026	40121	113	2.62	
				BASIC LIFE INSURANCE - JUN 2026	40121	115	70.74	
				BASIC LIFE INSURANCE - JUN 2026	40121	119	2.62	
				BASIC LIFE INSURANCE - JUN 2026	40121	120	144.10	
				BASIC LIFE INSURANCE - JUN 2026	40121	121	7.86	
				BASIC LIFE INSURANCE - JUN 2026	40121	125	31.44	
				BASIC LIFE INSURANCE - JUN 2026	40121	130	62.88	
		Check AP 114574	Total for Fund 101 GENERAL					2,228.00
07/06/2026	AP	114578	AUTO VALUE	GLOVES	40180	130	17.99	
				OIL FILTERS, BRAKE CLEANER	40404	130	111.53	
		Check AP 114578	Total for Fund 101 GENERAL					129.52
07/06/2026	AP	114581	BOUND TREE MEDICAL LLC	MEDICAL GLOVES	40208	120	170.24	
07/06/2026	AP	114583	CENTRAL MN DOOR	NEW SPRINGS ON SOUTH SHOP DOOR	40401	130	1,855.00	
07/06/2026	AP	114585	D M S MACHINE INC	FLAT STEEL FOR REPAIRS	40210	130	293.70	
07/06/2026	AP	114590	FIELD TRAINING SOLUTIONS	FIELD TRAINING OFFICER COURSE SLATER	40330	120	295.00	
07/06/2026	AP	114591	FIRE CATT LLC	ANNUAL HOSE TESTING	40306	121	3,938.00	
07/06/2026	AP	114592	FIRE INST & RESCUE EDUC INC	DEPARTMENT TRAINING	40330	121	900.00	
07/06/2026	AP	114594	FRED TABATT	ANIMAL CONTROL - JUN 2026	40300	127	900.00	
07/06/2026	AP	114595	GALLS LLC	AMANDA LEBLANC UNIFORM PANTS	40180	120	207.00	
07/06/2026	AP	114602*#	HEARTLAND TIRE	4 NEW TIRE ON HYDROSEEDER TRUCK	40405	130	2,748.08	

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VENDOR CODE: 0001, 0002, 0004, 0005, 0007 (944 more)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 101 GENERAL								
07/06/2026	AP	114608	INSPECTION SERVICES OF CENTRAL MN	CONTRACT PAYMENT - JUN 2026	40300	124	13,750.00	
07/06/2026	AP	114609	JEREMY DOROFF	MEALS - ACTIVE SHOOTER TRNG - CROSBY	40330	120	38.00	
07/06/2026	AP	114610	JORDAN SLATER	MEALS - PEER SUPPORT TRNG - HOPKINS	40330	120	62.56	
07/06/2026	AP	114613	LITTLE FALLS CHAMBER OF COMMERCE &	PROMOTIONAL SERVICES	40300	110	500.00	
07/06/2026	AP	114614	LITTLE FALLS MACHINE INC	HYRDAULIC HOSE REPAIR PARTS	40404	130	25.22	
07/06/2026	AP	114615	LITTLE FALLS, CITY OF	GARAGE RENT AT AIRPORT 07/26 - 06/27	40410	130	745.00	
07/06/2026	AP	114617	METROPOLITAN TRANSPORTATION COMMIS	STREET SAVER SUBSCRIPTION	40433	125	2,000.00	
				STREET SAVER SERVICE PLAN	40404	125	1,000.00	
		Check AP 114617 Total for Fund 101 GENERAL						3,000.00
07/06/2026	AP	114618	MORRISON CO ANIMAL HUMANE SOCIETY	2ND QTR CONTRIBUTION	40430	127	10,000.00	
07/06/2026	AP	114619	MORRISON CO RECORDER	RECORD VARIANCE - KWIK TRIP 80' SIGN	40430	111	46.00	
07/06/2026	AP	114620	MORRISON CO RECORDER	RECORD VARIANCE - SETBACKS FOR SIEGEL	40430	111	46.00	
07/06/2026	AP	114624	SENIOR CITIZENS INC	2ND QTR CONTRIBUTION	40812	220	3,100.00	
07/06/2026	AP	114626	SOURCEWELL	PLANNING / ZONING SERVICES - MAY 26	40300	111	1,215.00	
07/06/2026	AP	114630*#	UNITED STATES POSTAL SERVICE	POSTAGE REFILL	40320	115	120.53	
				POSTAGE REFILL	40320	120	19.15	
				POSTAGE REFILL	40320	125	0.74	
		Check AP 114630 Total for Fund 101 GENERAL						140.42
07/06/2026	AP	114631	WIDSETH SMITH NOLTING & ASSOC INC	PARKING LOT ADA REVIEW	40300	125	482.50	
06/16/2026	AP	4310(E)	CARDMEMBER SERVICE	SOFTWARE SUBSCRIPTION - MKTG PICTURES	40309	115	120.00	
06/29/2026	AP	4311(E)*	BPAS - VEBA	06/18/26 PAYROLL	21500	000	433.39	
06/29/2026	AP	4312(E)*	EFTPS-FED WITHHOLDING	06/18/26 PAYROLL	21500	000	11,732.34	
				06/18/26 PAYROLL	21500	000	4,720.99	
				06/18/26 PAYROLL	21500	000	4,720.99	
				06/18/26 PAYROLL	21500	000	2,097.35	
				06/18/26 PAYROLL	21500	000	2,097.35	
		Check AP 4312(E) Total for Fund 101 GENERAL						25,369.02
06/29/2026	AP	4313(E)*#	HEALTH PARTNERS - DENTAL	06/05/26 PAYROLL	21500	000	958.84	
				06/18/26 PAYROLL	21500	000	944.55	
		Check AP 4313(E) Total for Fund 101 GENERAL						1,903.39
06/29/2026	AP	4316(E)*	MINNESOTA STATE TREASURER	06/18/26 PAYROLL	21500	000	5,786.64	
06/29/2026	AP	4317(E)	MN CHILD SUPPORT PAYMENT CENTER	06/18/26 PAYROLL	21500	000	59.59	
06/29/2026	AP	4318(E)*	MSRS - HCSP	06/18/26 PAYROLL	21500	000	870.38	
				06/18/26 PAYROLL	21500	000	134.03	
				06/18/26 PAYROLL	21500	000	1,172.04	
		Check AP 4318(E) Total for Fund 101 GENERAL						2,176.45
06/29/2026	AP	4319(E)*	MSRS-DEF COMP	06/18/26 PAYROLL	21500	000	3,707.00	

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 101 GENERAL								
				06/18/26 PAYROLL	21500	000	250.00	
		Check AP 4319(E) Total for Fund 101 GENERAL						3,957.00
06/29/2026	AP	4320(E)*	MSRS-ROTH	06/18/26 PAYROLL	21500	000	2,172.85	
				06/18/26 PAYROLL	21500	000	146.95	
		Check AP 4320(E) Total for Fund 101 GENERAL						2,319.80
06/29/2026	AP	4321(E)	PERA-DEFINED CONTRIBUTION	06/18/26 PAYROLL	21500	000	250.00	
				06/18/26 PAYROLL	21500	000	250.00	
		Check AP 4321(E) Total for Fund 101 GENERAL						500.00
06/29/2026	AP	4322(E)*	PERA-RETIREMENT	06/18/26 PAYROLL	21500	000	4,788.01	
				06/18/26 PAYROLL	21500	000	5,524.64	
				06/18/26 PAYROLL	21500	000	8,153.37	
				06/18/26 PAYROLL	21500	000	12,230.02	
		Check AP 4322(E) Total for Fund 101 GENERAL						30,696.04
06/29/2026	AP	4323(E)*#	SOURCEWELL-HEALTH	06/05/26 PAYROLL	21500	000	5,290.09	
				06/05/26 PAYROLL	21500	000	52,614.97	
				06/18/26 PAYROLL	21500	000	5,110.98	
		Check AP 4323(E) Total for Fund 101 GENERAL						63,016.04
06/29/2026	AP	4324(E)*	WEX HEALTH - HSA	06/18/26 PAYROLL	21500	000	2,589.79	
				06/18/26 PAYROLL	21500	000	2,914.66	
		Check AP 4324(E) Total for Fund 101 GENERAL						5,504.45
06/29/2026	AP	4325(E)*#	METLIFE - PFML	06/05/26 PAYROLL	21500	000	616.14	
				06/05/26 PAYROLL	21500	000	616.14	
				06/18/26 PAYROLL	21500	000	615.46	
				06/18/26 PAYROLL	21500	000	615.46	
		Check AP 4325(E) Total for Fund 101 GENERAL						2,463.20
06/29/2026	AP	4326(E)*#	METLIFE - VISION	06/05/26 PAYROLL	21500	000	95.84	
				06/18/26 PAYROLL	21500	000	93.42	
		Check AP 4326(E) Total for Fund 101 GENERAL						189.26
07/06/2026	AP	4327(E)*#	ABSOLUTE ELECTRIC OF CENTRAL MN LL ANNUAL ALARM SECURITY FEE		40404	113	418.80	
07/06/2026	AP	4330(E)*#	C T C	PHONE / INTERNET	40320	113	82.26	
				PHONE / INTERNET	40320	115	614.65	
				PHONE / INTERNET	40320	120	1,072.87	
				PHONE / INTERNET	40320	121	36.55	
				PHONE / INTERNET	40320	111	122.93	
				PHONE / INTERNET	40320	125	368.79	
				PHONE / INTERNET	40320	130	135.02	
				FIBER	40320	120	55.19	
		Check AP 4330(E) Total for Fund 101 GENERAL						2,488.26
07/06/2026	AP	4331(E)	CHARTER COMMUNICATIONS	CABLE BOX RENT	40320	120	20.11	
07/06/2026	AP	4335(E)	INNOVATIVE FIRE SAFETY SOLUTIONS L	FIRE EXTINGUISHER REFILL	40404	121	34.15	
07/06/2026	AP	4336(E)	LEAST SERVICES COUNSELING LLC	LEAST MONTHLY RETAINER FEE	40300	120	180.00	
07/06/2026	AP	4338(E)	METRO SALES	COPIER MTC 05/15 - 06/14	40404	120	89.86	

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VENDOR CODE: 0001, 0002, 0004, 0005, 0007 (944 more)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 101 GENERAL								
07/06/2026	AP	4339(E)*#	MN DEPT OF REVENUE	SALES TAX	40445	230	0.65	
07/06/2026	AP	4340(E)*#	MN POWER	ELECTRIC MAY - JUN 2026	40380	113	1,967.31	
				ELECTRIC MAY - JUN 2026	40380	119	717.24	
				ELECTRIC MAY - JUN 2026	40380	120	1,076.85	
				ELECTRIC MAY - JUN 2026	40380	121	240.61	
				ELECTRIC MAY - JUN 2026	40380	122	61.67	
				ELECTRIC MAY - JUN 2026	40380	122	354.29	
				ELECTRIC MAY - JUN 2026	40380	130	593.23	
				ELECTRIC MAY - JUN 2026	40380	132	12,381.58	
							<u>17,392.78</u>	
			Check AP 4340(E) Total for Fund 101 GENERAL					
07/06/2026	AP	4342(E)*#	PINE COUNTRY BANK - COMMUNITY CARD	ZOOM SUBSCRIPTION	40433	116	143.94	
				JAMF NOW SUBSCRIPTION	40433	115	20.00	
				JAMF NOW SUBSCRIPTION	40433	125	28.00	
				JAMF NOW SUBSCRIPTION	40433	130	40.00	
				JAMF NOW SUBSCRIPTION	40433	120	84.00	
				CALENDAR WIZ SUBSCRIPTION	40433	120	201.00	
				BREAK ROOM SUPPLIES/GILE FAREWELL	40210	120	31.98	
				COMPUTER FOR COUNCIL CHAMBERS	40570	119	1,494.16	
				TRAINING - ERIC H	40330	125	150.00	
				TRANSCRIPTION SOFTWARE LIC RENEWAL	40309	120	50.25	
				TRANSCRIPTION SOFTWARE LIC RENEWAL	40309	120	80.75	
				DISPOSABLE COVERALLS	40210	120	347.73	
				BREAK ROOM SUPPLIES/GILE FAREWELL	40210	120	53.04	
				BCA TRNG USERS CONF - L BURGARDT	40330	120	300.00	
				BCA TRNG USERS CONF - A LEBLANC	40330	120	300.00	
				FIREFIGHTER LICENSE RENEWALS	40433	121	600.00	
				CELLULAR CAMERAS MONTHLY SERVICE	40433	130	18.22	
							<u>3,943.07</u>	
			Check AP 4342(E) Total for Fund 101 GENERAL					
07/06/2026	AP	4343(E)	PITNEY BOWES INC	POSTAGE METER RENT 05/01/26 - 07/31/26	40410	115	427.17	
07/06/2026	AP	4344(E)*#	WEX BANK - ENTERPRISE	FUEL - MAY / JUN 2026	40212	120	4,787.93	
				CARWASH - MAY / JUN 2026	40405	120	40.00	
				FUEL - MAY / JUN 2026	40212	121	457.93	
				FUEL - MAY / JUN 2026	40212	130	2,633.32	
				FUEL - MAY / JUN 2026	40212	119	57.15	
				FUEL - MAY / JUN 2026	40212	125	216.11	
							<u>8,192.44</u>	
			Check AP 4344(E) Total for Fund 101 GENERAL					
07/06/2026	AP	4345(E)	WHITE WOLF CUSTOM APPAREL & DESIGN CLOTHING		40180	115	73.75	
							<u>226,796.63</u>	
			Total For Fund: 101					
Fund: 214 Cable T V								
07/06/2026	AP	114599	GREAT RIVER ARTS ASSOCIATION	CHANNEL 180 MGMT - JUL 26	40300	200	4,587.55	
07/06/2026	AP	114607	INDEPENDENT SCHOOL DIST 482	CHANNEL 181 MGMT - JUL 26	40300	200	2,331.38	
							<u>6,918.93</u>	
			Total For Fund: 214					
Fund: 215 Housing & Redevelopment Authority (HRA)								
06/29/2026	AP	114568*	AFSCME COUNCIL 65	06/05/26 PAYROLL	21500	000	29.24	

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 215 Housing & Redevelopment Authority (HRA)							
				06/18/26 PAYROLL	21500	000	29.24
			Check AP 114568 Total for Fund 215 Housing & Redevelopment Authority (HRA)				58.48
06/29/2026	AP	114569	AFSCME PEOPLE	06/05/26 PAYROLL	21500	000	10.00
				06/18/26 PAYROLL	21500	000	10.00
			Check AP 114569 Total for Fund 215 Housing & Redevelopment Authority (HRA)				20.00
06/29/2026	AP	114574*#	THE LINCOLN NATIONAL LIFE INSURANC	06/05/26 PAYROLL	21500	000	9.75
				06/05/26 PAYROLL	21500	000	14.61
				06/18/26 PAYROLL	21500	000	9.75
				06/18/26 PAYROLL	21500	000	14.61
				BASIC LIFE INSURANCE - JUN 2026	40121	200	7.86
			Check AP 114574 Total for Fund 215 Housing & Redevelopment Authority (HRA)				56.58
07/06/2026	AP	114630*#	UNITED STATES POSTAL SERVICE	POSTAGE REFILL	40320	200	65.86
				POSTAGE REFILL	40320	200	49.80
			Check AP 114630 Total for Fund 215 Housing & Redevelopment Authority (HRA)				115.66
06/29/2026	AP	4312(E)*	EFTPS-FED WITHHOLDING	06/18/26 PAYROLL	21500	000	238.22
				06/18/26 PAYROLL	21500	000	174.63
				06/18/26 PAYROLL	21500	000	174.63
				06/18/26 PAYROLL	21500	000	40.84
				06/18/26 PAYROLL	21500	000	40.84
			Check AP 4312(E) Total for Fund 215 Housing & Redevelopment Authority (HRA)				669.16
06/29/2026	AP	4313(E)*#	HEALTH PARTNERS - DENTAL	06/05/26 PAYROLL	21500	000	22.16
				06/18/26 PAYROLL	21500	000	22.16
			Check AP 4313(E) Total for Fund 215 Housing & Redevelopment Authority (HRA)				44.32
06/29/2026	AP	4316(E)*	MINNESOTA STATE TREASURER	06/18/26 PAYROLL	21500	000	147.73
06/29/2026	AP	4318(E)*	MSRS - HCSP	06/18/26 PAYROLL	21500	000	29.23
06/29/2026	AP	4322(E)*	PERA-RETIREMENT	06/18/26 PAYROLL	21500	000	189.99
				06/18/26 PAYROLL	21500	000	219.22
			Check AP 4322(E) Total for Fund 215 Housing & Redevelopment Authority (HRA)				409.21
06/29/2026	AP	4323(E)*#	SOURCEWELL-HEALTH	06/05/26 PAYROLL	21500	000	55.00
				06/05/26 PAYROLL	21500	000	990.00
				06/18/26 PAYROLL	21500	000	55.00
			Check AP 4323(E) Total for Fund 215 Housing & Redevelopment Authority (HRA)				1,100.00
06/29/2026	AP	4324(E)*	WEX HEALTH - HSA	06/18/26 PAYROLL	21500	000	70.83
06/29/2026	AP	4325(E)*#	METLIFE - PFML	06/05/26 PAYROLL	21500	000	11.46
				06/05/26 PAYROLL	21500	000	11.46
				06/18/26 PAYROLL	21500	000	11.55
				06/18/26 PAYROLL	21500	000	11.55
			Check AP 4325(E) Total for Fund 215 Housing & Redevelopment Authority (HRA)				46.02
07/06/2026	AP	4330(E)*#	C T C	PHONE / INTERNET	40320	200	122.93
07/06/2026	AP	4342(E)*#	PINE COUNTRY BANK - COMMUNITY CARD JAMF NOW SUBSCRIPTION		40433	200	4.00
Total For Fund: 215							2,894.15

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 225 Parks and Recreation								
06/29/2026	AP	114570*	CENTRAL PENSION FUND	06/05/26 PAYROLL	21500	000	54.74	
				06/18/26 PAYROLL	21500	000	48.12	
		Check AP 114570	Total for Fund 225 Parks and Recreation					102.86
06/29/2026	AP	114571*	INTERNATIONAL UNION OF OPERATING E	06/05/26 PAYROLL	21500	000	58.40	
				06/18/26 PAYROLL	21500	000	55.67	
		Check AP 114571	Total for Fund 225 Parks and Recreation					114.07
06/29/2026	AP	114574*#	THE LINCOLN NATIONAL LIFE INSURANC	06/05/26 PAYROLL	21500	000	5.40	
				06/05/26 PAYROLL	21500	000	16.26	
				06/18/26 PAYROLL	21500	000	6.99	
				06/18/26 PAYROLL	21500	000	11.01	
			BASIC LIFE INSURANCE - JUN 2026		40121	140	23.58	
		Check AP 114574	Total for Fund 225 Parks and Recreation					63.24
07/06/2026	AP	114602*#	HEARTLAND TIRE	NEW TUBES FOR MOWER TIRES	40404	140	154.73	
06/29/2026	AP	4311(E)*	BPAS - VEBA	06/18/26 PAYROLL	21500	000	12.84	
06/29/2026	AP	4312(E)*	EFTPS-FED WITHHOLDING	06/18/26 PAYROLL	21500	000	121.48	
				06/18/26 PAYROLL	21500	000	302.09	
				06/18/26 PAYROLL	21500	000	302.09	
				06/18/26 PAYROLL	21500	000	70.64	
				06/18/26 PAYROLL	21500	000	70.64	
		Check AP 4312(E)	Total for Fund 225 Parks and Recreation					866.94
06/29/2026	AP	4313(E)*#	HEALTH PARTNERS - DENTAL	06/05/26 PAYROLL	21500	000	82.82	
				06/18/26 PAYROLL	21500	000	70.51	
		Check AP 4313(E)	Total for Fund 225 Parks and Recreation					153.33
06/29/2026	AP	4316(E)*	MINNESOTA STATE TREASURER	06/18/26 PAYROLL	21500	000	123.42	
06/29/2026	AP	4318(E)*	MSRS - HCSP	06/18/26 PAYROLL	21500	000	2.08	
06/29/2026	AP	4320(E)*	MSRS-ROTH	06/18/26 PAYROLL	21500	000	7.32	
				06/18/26 PAYROLL	21500	000	2.44	
		Check AP 4320(E)	Total for Fund 225 Parks and Recreation					9.76
06/29/2026	AP	4322(E)*	PERA-RETIREMENT	06/18/26 PAYROLL	21500	000	367.00	
				06/18/26 PAYROLL	21500	000	423.46	
		Check AP 4322(E)	Total for Fund 225 Parks and Recreation					790.46
06/29/2026	AP	4323(E)*#	SOURCEWELL-HEALTH	06/05/26 PAYROLL	21500	000	649.86	
				06/05/26 PAYROLL	21500	000	5,278.96	
				06/18/26 PAYROLL	21500	000	593.97	
		Check AP 4323(E)	Total for Fund 225 Parks and Recreation					6,522.79
06/29/2026	AP	4324(E)*	WEX HEALTH - HSA	06/18/26 PAYROLL	21500	000	106.97	
				06/18/26 PAYROLL	21500	000	283.32	
		Check AP 4324(E)	Total for Fund 225 Parks and Recreation					390.29
06/29/2026	AP	4325(E)*#	METLIFE - PFML	06/05/26 PAYROLL	21500	000	23.99	
				06/05/26 PAYROLL	21500	000	23.99	
				06/18/26 PAYROLL	21500	000	22.30	
				06/18/26 PAYROLL	21500	000	22.30	

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 225 Parks and Recreation							
Check AP 4325(E) Total for Fund 225 Parks and Recreation							
06/29/2026	AP	4326(E)*#	METLIFE - VISION	06/05/26 PAYROLL	21500	000	14.06
				06/18/26 PAYROLL	21500	000	11.97
Check AP 4326(E) Total for Fund 225 Parks and Recreation							
07/06/2026	AP	4340(E)*#	MN POWER	ELECTRIC MAY - JUN 2026 - LIONS	40380	140	191.54
				ELECTRIC MAY - JUN 2026	40380	140	1,700.73
Check AP 4340(E) Total for Fund 225 Parks and Recreation							
07/06/2026	AP	4342(E)*#	PINE COUNTRY BANK - COMMUNITY CARD JAMF NOW SUBSCRIPTION	IRRIGATION PUMP FOR SPLASH PAD	40433	140	12.00
					40404	140	419.99
Check AP 4342(E) Total for Fund 225 Parks and Recreation							
07/06/2026	AP	4344(E)*#	WEX BANK - ENTERPRISE	FUEL - MAY / JUN 2026	40212	140	497.52
Total For Fund: 225							12,247.20
Fund: 227 Airport Operating							
06/29/2026	AP	114574*#	THE LINCOLN NATIONAL LIFE INSURANC	06/18/26 PAYROLL	21500	000	0.11
				06/18/26 PAYROLL	21500	000	0.20
Check AP 114574 Total for Fund 227 Airport Operating							
07/06/2026	AP	114587	DOOLEY'S PETROLEUM INC	AIRPLANE FUEL	40219	200	11,676.60
				AIRPLANE FUEL	40219	200	10,195.92
Check AP 114587 Total for Fund 227 Airport Operating							
07/06/2026	AP	114630*#	UNITED STATES POSTAL SERVICE	POSTAGE REFILL	40320	200	35.62
06/29/2026	AP	4312(E)*	EFTPS-FED WITHHOLDING	06/18/26 PAYROLL	21500	000	3.34
				06/18/26 PAYROLL	21500	000	3.19
				06/18/26 PAYROLL	21500	000	3.19
				06/18/26 PAYROLL	21500	000	0.75
				06/18/26 PAYROLL	21500	000	0.75
Check AP 4312(E) Total for Fund 227 Airport Operating							
06/29/2026	AP	4316(E)*	MINNESOTA STATE TREASURER	06/18/26 PAYROLL	21500	000	1.79
06/29/2026	AP	4318(E)*	MSRS - HCSP	06/18/26 PAYROLL	21500	000	0.52
06/29/2026	AP	4320(E)*	MSRS-ROTH	06/18/26 PAYROLL	21500	000	1.83
				06/18/26 PAYROLL	21500	000	0.61
Check AP 4320(E) Total for Fund 227 Airport Operating							
06/29/2026	AP	4322(E)*	PERA-RETIREMENT	06/18/26 PAYROLL	21500	000	3.38
				06/18/26 PAYROLL	21500	000	3.89
Check AP 4322(E) Total for Fund 227 Airport Operating							
06/29/2026	AP	4325(E)*#	METLIFE - PFML	06/18/26 PAYROLL	21500	000	0.21
				06/18/26 PAYROLL	21500	000	0.21
Check AP 4325(E) Total for Fund 227 Airport Operating							
07/06/2026	AP	4330(E)*#	C T C	PHONE / INTERNET	40320	200	191.05
07/06/2026	AP	4332(E)	CROW WING POWER	ELECTRIC - AIRPORT - JUN 26	40380	200	715.28

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 227 Airport Operating							
Total For Fund: 227							22,838.44
Fund: 228 Airport Improvement							
07/06/2026	AP	114627	T K D A ASSOCIATES - FIS LBX #4461	HANGAR PROJECT	40300	200	9,834.44
Total For Fund: 228							9,834.44
Fund: 411 Equipment							
07/06/2026	AP	114621	MORRISON CO SHERIFF	IT WORK ON SERVER MIGRATION	40309	200	421.87
Total For Fund: 411							421.87
Fund: 416 Golf Improvement							
07/06/2026	AP	114603	HUNTINGTON NATIONAL BANK	GOLF CARTS (45) LEASE	40540	200	4,905.00
07/06/2026	AP	4333(E)	DEERE CREDIT INC	FAIRWAY MOWER LEASE	40540	200	2,194.46
07/06/2026	AP	4334(E)	DEERE CREDIT INC	BUNKER RAKE LEASE	40540	200	646.87
Total For Fund: 416							7,746.33
Fund: 418 Park Improvement							
06/29/2026	AP	114570*	CENTRAL PENSION FUND	06/05/26 PAYROLL	21500	000	5.97
				06/18/26 PAYROLL	21500	000	29.00
		Check AP 114570 Total for Fund 418 Park Improvement					34.97
06/29/2026	AP	114571*	INTERNATIONAL UNION OF OPERATING E	06/05/26 PAYROLL	21500	000	5.22
				06/18/26 PAYROLL	21500	000	25.37
		Check AP 114571 Total for Fund 418 Park Improvement					30.59
06/29/2026	AP	114574*#	THE LINCOLN NATIONAL LIFE INSURANC	06/18/26 PAYROLL	21500	000	13.83
07/06/2026	AP	114604	HY-TEC CONSTRUCTION OF BRAINERD IN	SPLASH PAD BATHROOMS	40530	200	148,162.75
06/29/2026	AP	4311(E)*	BPAS - VEBA	06/18/26 PAYROLL	21500	000	42.50
06/29/2026	AP	4312(E)*	EFTPS-FED WITHHOLDING	06/18/26 PAYROLL	21500	000	298.70
				06/18/26 PAYROLL	21500	000	245.97
				06/18/26 PAYROLL	21500	000	245.97
				06/18/26 PAYROLL	21500	000	57.52
				06/18/26 PAYROLL	21500	000	57.52
		Check AP 4312(E) Total for Fund 418 Park Improvement					905.68
06/29/2026	AP	4313(E)*#	HEALTH PARTNERS - DENTAL	06/18/26 PAYROLL	21500	000	19.95
06/29/2026	AP	4316(E)*	MINNESOTA STATE TREASURER	06/18/26 PAYROLL	21500	000	171.03
06/29/2026	AP	4322(E)*	PERA-RETIREMENT	06/18/26 PAYROLL	21500	000	283.88
				06/18/26 PAYROLL	21500	000	327.55
		Check AP 4322(E) Total for Fund 418 Park Improvement					611.43
06/29/2026	AP	4323(E)*#	SOURCEWELL-HEALTH	06/05/26 PAYROLL	21500	000	63.59
				06/05/26 PAYROLL	21500	000	563.77
				06/18/26 PAYROLL	21500	000	269.35
		Check AP 4323(E) Total for Fund 418 Park Improvement					896.71
06/29/2026	AP	4324(E)*	WEX HEALTH - HSA	06/18/26 PAYROLL	21500	000	110.80
				06/18/26 PAYROLL	21500	000	116.87

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 418 Park Improvement							
Check AP 4324(E) Total for Fund 418 Park Improvement							227.67
06/29/2026	AP	4325(E)*#	METLIFE - PFML	06/05/26 PAYROLL	21500	000	3.72
				06/05/26 PAYROLL	21500	000	3.72
				06/18/26 PAYROLL	21500	000	17.26
				06/18/26 PAYROLL	21500	000	17.26
Check AP 4325(E) Total for Fund 418 Park Improvement							41.96
06/29/2026	AP	4326(E)*#	METLIFE - VISION	06/18/26 PAYROLL	21500	000	3.38
Total For Fund: 418							151,162.45
Fund: 503 2019-A Improvement Bond (aka 2018B)							
07/06/2026	AP	4341(E)*	NORTHLAND TRUST SERVICES INC	2019A INTEREST PAYMENT	40611	200	16,125.00
Total For Fund: 503							16,125.00
Fund: 505 2020 A Bond							
07/06/2026	AP	4341(E)*	NORTHLAND TRUST SERVICES INC	2020A INTEREST PAYMENT	40611	200	13,448.13
				2020A AGENT FEE	40620	200	495.00
Check AP 4341(E) Total for Fund 505 2020 A Bond							13,943.13
Total For Fund: 505							13,943.13
Fund: 508 2021 A Bond							
07/06/2026	AP	4341(E)*	NORTHLAND TRUST SERVICES INC	2021A INTEREST PAYMENT	40611	200	10,088.13
				2021A AGENT FEE	40620	200	495.00
Check AP 4341(E) Total for Fund 508 2021 A Bond							10,583.13
Total For Fund: 508							10,583.13
Fund: 510 2023A IMPROVEMENT BOND							
07/06/2026	AP	4341(E)*	NORTHLAND TRUST SERVICES INC	2023A INTEREST PAYMENT	40611	200	126,428.13
Total For Fund: 510							126,428.13
Fund: 521 2025A IMPROVEMENT BOND							
07/06/2026	AP	114586	DAVID DROWN ASSOCIATES INC	2025A BONDS - FINANCIAL CONSULTING	40300	200	20,500.00
07/06/2026	AP	4341(E)*	NORTHLAND TRUST SERVICES INC	2025A INTEREST PAYMENT	40611	200	43,131.69
Total For Fund: 521							63,631.69
Fund: 522 2024B IMPROVEMENT BOND							
07/06/2026	AP	4341(E)*	NORTHLAND TRUST SERVICES INC	2024B INTEREST PAYMENT	40611	200	21,537.50
				2024B AGENT FEE	40620	200	495.00
Check AP 4341(E) Total for Fund 522 2024B IMPROVEMENT BOND							22,032.50
Total For Fund: 522							22,032.50
Fund: 589 2011-B Improvement Bond (2010 Pet Proj)							
07/06/2026	AP	4341(E)*	NORTHLAND TRUST SERVICES INC	2011B INTEREST PAYMENT	40611	200	1,600.00
				2011B AGENT FEE	40620	200	247.50
Check AP 4341(E) Total for Fund 589 2011-B Improvement Bond (2010 Pet Proj)							1,847.50
Total For Fund: 589							1,847.50

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VENDOR CODE: 0001, 0002, 0004, 0005, 0007 (944 more)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 591 2013-A Refunding Bond							
07/06/2026	AP	4341(E)*	NORTHLAND TRUST SERVICES INC	2013A INTEREST PAYMENT	40611	200	997.50
Total For Fund: 591							997.50
Fund: 593 2015-A Bond (2014 Petition Projects)							
07/06/2026	AP	4341(E)*	NORTHLAND TRUST SERVICES INC	2015A INTEREST PAYMENT	40611	200	4,210.00
Total For Fund: 593							4,210.00
Fund: 595 2015C Bond (2015 Petition Projects)							
07/06/2026	AP	4341(E)*	NORTHLAND TRUST SERVICES INC	2015C INTEREST PAYMENT	40611	200	5,007.50
Total For Fund: 595							5,007.50
Fund: 596 2017A Bond (2016 Petition Projects)							
07/06/2026	AP	4341(E)*	NORTHLAND TRUST SERVICES INC	2017A INTEREST PAYMENT	40611	200	5,475.00
Total For Fund: 596							5,475.00
Fund: 597 2017B Refunding Bond							
07/06/2026	AP	4341(E)*	NORTHLAND TRUST SERVICES INC	2017B INTEREST PAYMENT	40611	200	2,475.00
Total For Fund: 597							2,475.00
Fund: 598 2018-A Bond							
07/06/2026	AP	4341(E)*	NORTHLAND TRUST SERVICES INC	2018A INTEREST PAYMENT	40611	200	7,190.00
Total For Fund: 598							7,190.00
Fund: 601 Water							
06/29/2026	AP	114568*	AFSCME COUNCIL 65	06/05/26 PAYROLL	21500	000	28.51
				06/18/26 PAYROLL	21500	000	28.51
Check AP 114568 Total for Fund 601 Water							57.02
06/29/2026	AP	114570*	CENTRAL PENSION FUND	06/05/26 PAYROLL	21500	000	35.28
				06/18/26 PAYROLL	21500	000	54.05
Check AP 114570 Total for Fund 601 Water							89.33
06/29/2026	AP	114571*	INTERNATIONAL UNION OF OPERATING E	06/05/26 PAYROLL	21500	000	30.88
				06/18/26 PAYROLL	21500	000	47.29
Check AP 114571 Total for Fund 601 Water							78.17
06/29/2026	AP	114574*#	THE LINCOLN NATIONAL LIFE INSURANC	06/05/26 PAYROLL	21500	000	21.49
				06/05/26 PAYROLL	21500	000	36.06
				06/18/26 PAYROLL	21500	000	13.74
				06/18/26 PAYROLL	21500	000	17.76
				BASIC LIFE INSURANCE - JUN 2026	40121	160	23.58
				BASIC LIFE INSURANCE - JUN 2026	40121	162	7.86
Check AP 114574 Total for Fund 601 Water							120.49
07/06/2026	AP	114577	AIRGAS USA, LLC	CO2 DELIVERY	40216	160	4,461.58
07/06/2026	AP	114584	CLEAR WATER CHEMISTRIES LLC	ALUM DELIVERY	40216	160	10,038.25
07/06/2026	AP	114589	FERGUSON WATERWORKS #2518	METERS	40210	162	6,145.46
				DIGITAL MIU (3)	40210	162	600.00
				ANNUAL DATA PLAN FOR DIGITAL MIU (3)	40320	162	60.00

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 601 Water							
Check AP 114589 Total for Fund 601 Water							6,805.46
07/06/2026	AP	114601	HAWKINS WATER TRTMNT INC	CHLORINE TANK CHARGE	40216	160	10.00
				CL2 DELIVERY	40216	160	2,840.07
Check AP 114601 Total for Fund 601 Water							2,850.07
07/06/2026	AP	114606	IN CONTROL INC	DRAWDOWN LEVEL TRANSDUCER - WELL 4	40404	160	1,358.73
07/06/2026	AP	114612	KNIFE RIVER CORP	ASPHALT PATCH FROM WATER DIG 1ST ST	40404	162	729.00
07/06/2026	AP	114622	NORTHERN SAFETY CO INC	LAB GLOVES	40218	160	362.72
07/06/2026	AP	114629*#	U S A BLUE BOOK	PORTABLE PH PROBE	40218	160	178.41
07/06/2026	AP	114630*#	UNITED STATES POSTAL SERVICE	POSTAGE REFILL	40320	210	52.08
06/29/2026	AP	4311(E)*	BPAS - VEBA	06/18/26 PAYROLL	21500	000	78.42
06/29/2026	AP	4312(E)*	EFTPS-FED WITHHOLDING	06/18/26 PAYROLL	21500	000	1,016.47
				06/18/26 PAYROLL	21500	000	833.53
				06/18/26 PAYROLL	21500	000	833.53
				06/18/26 PAYROLL	21500	000	194.94
				06/18/26 PAYROLL	21500	000	194.94
Check AP 4312(E) Total for Fund 601 Water							3,073.41
06/29/2026	AP	4313(E)*#	HEALTH PARTNERS - DENTAL	06/05/26 PAYROLL	21500	000	24.38
				06/18/26 PAYROLL	21500	000	46.71
Check AP 4313(E) Total for Fund 601 Water							71.09
06/29/2026	AP	4316(E)*	MINNESOTA STATE TREASURER	06/18/26 PAYROLL	21500	000	575.31
06/29/2026	AP	4318(E)*	MSRS - HCSP	06/18/26 PAYROLL	21500	000	130.78
06/29/2026	AP	4319(E)*	MSRS-DEF COMP	06/18/26 PAYROLL	21500	000	263.04
				06/18/26 PAYROLL	21500	000	50.00
Check AP 4319(E) Total for Fund 601 Water							313.04
06/29/2026	AP	4320(E)*	MSRS-ROTH	06/18/26 PAYROLL	21500	000	53.58
06/29/2026	AP	4322(E)*	PERA-RETIREMENT	06/18/26 PAYROLL	21500	000	982.93
				06/18/26 PAYROLL	21500	000	1,134.13
Check AP 4322(E) Total for Fund 601 Water							2,117.06
06/29/2026	AP	4323(E)*#	SOURCEWELL-HEALTH	06/05/26 PAYROLL	21500	000	641.23
				06/05/26 PAYROLL	21500	000	6,179.21
				06/18/26 PAYROLL	21500	000	962.31
Check AP 4323(E) Total for Fund 601 Water							7,782.75
06/29/2026	AP	4324(E)*	WEX HEALTH - HSA	06/18/26 PAYROLL	21500	000	249.79
				06/18/26 PAYROLL	21500	000	463.57
Check AP 4324(E) Total for Fund 601 Water							713.36
06/29/2026	AP	4325(E)*#	METLIFE - PFML	06/05/26 PAYROLL	21500	000	49.76
				06/05/26 PAYROLL	21500	000	49.76
				06/18/26 PAYROLL	21500	000	59.74
				06/18/26 PAYROLL	21500	000	59.74

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 601 Water							
Check AP 4325(E) Total for Fund 601 Water							
06/29/2026	AP	4326(E)*#	METLIFE - VISION	06/05/26 PAYROLL	21500	000	4.01
				06/18/26 PAYROLL	21500	000	7.29
Check AP 4326(E) Total for Fund 601 Water							
07/06/2026	AP	4328(E)*#	AMAZON CAPITAL SERVICES	PAINT SPRAYER FOR HYDRANTS	40404	162	56.99
07/06/2026	AP	4330(E)*#	C T C	PHONE / INTERNET	40320	160	214.14
07/06/2026	AP	4339(E)*#	MN DEPT OF REVENUE	SALES TAX	40445	220	2,193.26
07/06/2026	AP	4340(E)*#	MN POWER	ELECTRIC MAY - JUN 2026	40380	160	1,868.29
				ELECTRIC MAY - JUN 2026	40380	161	8,661.56
Check AP 4340(E) Total for Fund 601 Water							
07/06/2026	AP	4342(E)*#	PINE COUNTRY BANK - COMMUNITY CARD	JAMF NOW SUBSCRIPTION	40433	160	12.00
				JAMF NOW SUBSCRIPTION	40433	162	4.00
				CHARGER/SUN SCREEN	40210	160	11.76
				VACUUM CLEANER	40401	160	67.48
Check AP 4342(E) Total for Fund 601 Water							
07/06/2026	AP	4344(E)*#	WEX BANK - ENTERPRISE	FUEL - MAY / JUN 2026	40212	160	135.68
Total For Fund: 601							
							55,545.57
Fund: 602 Wastewater							
06/29/2026	AP	114570*	CENTRAL PENSION FUND	06/05/26 PAYROLL	21500	000	64.72
				06/18/26 PAYROLL	21500	000	45.95
Check AP 114570 Total for Fund 602 wastewater							
06/29/2026	AP	114571*	INTERNATIONAL UNION OF OPERATING E	06/05/26 PAYROLL	21500	000	56.62
				06/18/26 PAYROLL	21500	000	40.21
Check AP 114571 Total for Fund 602 wastewater							
06/29/2026	AP	114574*#	THE LINCOLN NATIONAL LIFE INSURANC	06/05/26 PAYROLL	21500	000	39.66
				06/05/26 PAYROLL	21500	000	47.71
				06/18/26 PAYROLL	21500	000	47.41
				06/18/26 PAYROLL	21500	000	66.01
				BASIC LIFE INSURANCE - JUN 2026	40121	163	31.44
Check AP 114574 Total for Fund 602 wastewater							
07/06/2026	AP	114588	ENVIRONMENTAL RESOURCE ASSOC	LAB PT SAMPLE	40218	163	203.72
07/06/2026	AP	114596	GRAINGER	LS 3 PHASE MONITOR	40404	164	55.32
				LS 3 PHASE MONITOR	40404	164	55.32
Check AP 114596 Total for Fund 602 wastewater							
07/06/2026	AP	114602*#	HEARTLAND TIRE	LAWN MOWER TIRES	40404	163	55.00
07/06/2026	AP	114611	JOSEPH SOBANIA	MILEAGE - MRWA TRNG - ISLE	40330	163	79.18
07/06/2026	AP	114616	M E S E R B	2026 MESERB SUMMER CONF - MATT S	40330	163	175.00
07/06/2026	AP	114623	NUSS TRUCK & EQUIPMENT	FIELD REPAIR, TRANSMISSION ON TRUCK 201	40405	164	1,164.34
07/06/2026	AP	114629*#	U S A BLUE BOOK	LAB HOT BLOCK	40404	163	2,460.00

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 602 Wastewater								
				LAB HOT BLOCK RETURN	40404	163	(2,460.00)	
		Check AP 114629 Total for Fund 602 Wastewater						0.00
07/06/2026	AP	114630*#	UNITED STATES POSTAL SERVICE	POSTAGE REFILL	40320	210	52.08	
07/06/2026	AP	114632	ZAPZALKA, BRIAN	SAFETY SHOES	40180	163	155.49	
06/29/2026	AP	4311(E)*	BPAS - VEBA	06/18/26 PAYROLL	21500	000	63.24	
06/29/2026	AP	4312(E)*	EFTPS-FED WITHHOLDING	06/18/26 PAYROLL	21500	000	1,146.47	
				06/18/26 PAYROLL	21500	000	737.13	
				06/18/26 PAYROLL	21500	000	737.13	
				06/18/26 PAYROLL	21500	000	172.39	
				06/18/26 PAYROLL	21500	000	172.39	
		Check AP 4312(E) Total for Fund 602 Wastewater						2,965.51
06/29/2026	AP	4313(E)*#	HEALTH PARTNERS - DENTAL	06/05/26 PAYROLL	21500	000	42.11	
				06/18/26 PAYROLL	21500	000	19.78	
		Check AP 4313(E) Total for Fund 602 Wastewater						61.89
06/29/2026	AP	4316(E)*	MINNESOTA STATE TREASURER	06/18/26 PAYROLL	21500	000	569.97	
06/29/2026	AP	4318(E)*	MSRS - HCSP	06/18/26 PAYROLL	21500	000	106.53	
06/29/2026	AP	4319(E)*	MSRS-DEF COMP	06/18/26 PAYROLL	21500	000	497.30	
				06/18/26 PAYROLL	21500	000	48.17	
		Check AP 4319(E) Total for Fund 602 Wastewater						545.47
06/29/2026	AP	4320(E)*	MSRS-ROTH	06/18/26 PAYROLL	21500	000	76.42	
06/29/2026	AP	4322(E)*	PERA-RETIREMENT	06/18/26 PAYROLL	21500	000	791.72	
				06/18/26 PAYROLL	21500	000	913.53	
		Check AP 4322(E) Total for Fund 602 Wastewater						1,705.25
06/29/2026	AP	4323(E)*#	SOURCEWELL-HEALTH	06/05/26 PAYROLL	21500	000	447.47	
				06/05/26 PAYROLL	21500	000	4,736.34	
				06/18/26 PAYROLL	21500	000	126.39	
		Check AP 4323(E) Total for Fund 602 Wastewater						5,310.20
06/29/2026	AP	4324(E)*	WEX HEALTH - HSA	06/18/26 PAYROLL	21500	000	38.21	
				06/18/26 PAYROLL	21500	000	99.53	
		Check AP 4324(E) Total for Fund 602 Wastewater						137.74
06/29/2026	AP	4325(E)*#	METLIFE - PFML	06/05/26 PAYROLL	21500	000	58.74	
				06/05/26 PAYROLL	21500	000	58.74	
				06/18/26 PAYROLL	21500	000	48.11	
				06/18/26 PAYROLL	21500	000	48.11	
		Check AP 4325(E) Total for Fund 602 Wastewater						213.70
06/29/2026	AP	4326(E)*#	METLIFE - VISION	06/05/26 PAYROLL	21500	000	3.28	
07/06/2026	AP	4327(E)*#	ABSOLUTE ELECTRIC OF CENTRAL MN LL	CLASS 1 DIV 1 CORDS	40210	163	1,796.93	
				LS3 TROUBLESHOOT	40404	164	128.00	
		Check AP 4327(E) Total for Fund 602 Wastewater						1,924.93
07/06/2026	AP	4328(E)*#	AMAZON CAPITAL SERVICES	VACUUM BELT	40210	163	14.98	

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Fund: 602 Wastewater								
				LAWN MOWER TIRES	40404	163	112.69	
		Check AP 4328(E) Total for Fund 602 Wastewater						127.67
07/06/2026	AP	4330(E)*#	C T C	PHONE / INTERNET	40320	163	205.90	
07/06/2026	AP	4340(E)*#	MN POWER	ELECTRIC MAY - JUN 2026	40380	163	20,706.94	
				ELECTRIC MAY - JUN 2026	40380	164	707.92	
		Check AP 4340(E) Total for Fund 602 Wastewater						21,414.86
07/06/2026	AP	4342(E)*#	PINE COUNTRY BANK - COMMUNITY CARD	JAMF NOW SUBSCRIPTION	40433	163	12.00	
				PAPER TOWELS	40210	163	49.76	
		Check AP 4342(E) Total for Fund 602 Wastewater						61.76
07/06/2026	AP	4344(E)*#	WEX BANK - ENTERPRISE	FUEL - MAY / JUN 2026	40212	163	327.41	
				FUEL - MAY / JUN 2026	40212	164	284.15	
		Check AP 4344(E) Total for Fund 602 Wastewater						611.56
Total For Fund: 602							38,541.06	
Fund: 603 Recycling/Garbage								
06/29/2026	AP	114568*	AFSCME COUNCIL 65	06/05/26 PAYROLL	21500	000	0.73	
				06/18/26 PAYROLL	21500	000	0.73	
		Check AP 114568 Total for Fund 603 Recycling/Garbage						1.46
07/06/2026	AP	114630*#	UNITED STATES POSTAL SERVICE	POSTAGE REFILL	40320	210	52.07	
06/29/2026	AP	4312(E)*	EFTPS-FED WITHHOLDING	06/18/26 PAYROLL	21500	000	2.72	
				06/18/26 PAYROLL	21500	000	3.86	
				06/18/26 PAYROLL	21500	000	3.86	
				06/18/26 PAYROLL	21500	000	0.90	
				06/18/26 PAYROLL	21500	000	0.90	
		Check AP 4312(E) Total for Fund 603 Recycling/Garbage						12.24
06/29/2026	AP	4316(E)*	MINNESOTA STATE TREASURER	06/18/26 PAYROLL	21500	000	2.33	
06/29/2026	AP	4318(E)*	MSRS - HCSP	06/18/26 PAYROLL	21500	000	0.70	
06/29/2026	AP	4322(E)*	PERA-RETIREMENT	06/18/26 PAYROLL	21500	000	4.56	
				06/18/26 PAYROLL	21500	000	5.27	
		Check AP 4322(E) Total for Fund 603 Recycling/Garbage						9.83
06/29/2026	AP	4323(E)*#	SOURCEWELL-HEALTH	06/05/26 PAYROLL	21500	000	7.30	
				06/05/26 PAYROLL	21500	000	58.45	
				06/18/26 PAYROLL	21500	000	7.30	
		Check AP 4323(E) Total for Fund 603 Recycling/Garbage						73.05
06/29/2026	AP	4324(E)*	WEX HEALTH - HSA	06/18/26 PAYROLL	21500	000	3.54	
06/29/2026	AP	4325(E)*#	METLIFE - PFML	06/05/26 PAYROLL	21500	000	0.28	
				06/05/26 PAYROLL	21500	000	0.28	
				06/18/26 PAYROLL	21500	000	0.28	
				06/18/26 PAYROLL	21500	000	0.28	
		Check AP 4325(E) Total for Fund 603 Recycling/Garbage						1.12
07/06/2026	AP	4339(E)*#	MN DEPT OF REVENUE	SALES TAX	40445	230	6,702.00	

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 603 Recycling/Garbage							
Total For Fund: 603							6,858.34
Fund: 604 Stormwater Utility							
06/29/2026	AP	114570*	CENTRAL PENSION FUND	06/18/26 PAYROLL	21500	000	4.00
06/29/2026	AP	114571*	INTERNATIONAL UNION OF OPERATING E	06/18/26 PAYROLL	21500	000	3.50
06/29/2026	AP	114574*#	THE LINCOLN NATIONAL LIFE INSURANC	06/18/26 PAYROLL	21500	000	3.86
07/06/2026	AP	114630*#	UNITED STATES POSTAL SERVICE	POSTAGE REFILL	40320	210	52.07
06/29/2026	AP	4311(E)*	BPAS - VEBA	06/18/26 PAYROLL	21500	000	7.08
06/29/2026	AP	4312(E)*	EFTPS-FED WITHHOLDING	06/18/26 PAYROLL	21500	000	41.53
				06/18/26 PAYROLL	21500	000	31.64
				06/18/26 PAYROLL	21500	000	31.64
				06/18/26 PAYROLL	21500	000	7.40
				06/18/26 PAYROLL	21500	000	7.40
Check AP 4312(E) Total for Fund 604 Stormwater Utility							119.61
06/29/2026	AP	4313(E)*#	HEALTH PARTNERS - DENTAL	06/18/26 PAYROLL	21500	000	6.65
06/29/2026	AP	4316(E)*	MINNESOTA STATE TREASURER	06/18/26 PAYROLL	21500	000	24.35
06/29/2026	AP	4322(E)*	PERA-RETIREMENT	06/18/26 PAYROLL	21500	000	37.04
				06/18/26 PAYROLL	21500	000	42.74
Check AP 4322(E) Total for Fund 604 Stormwater Utility							79.78
06/29/2026	AP	4323(E)*#	SOURCEWELL-HEALTH	06/18/26 PAYROLL	21500	000	34.70
06/29/2026	AP	4324(E)*	WEX HEALTH - HSA	06/18/26 PAYROLL	21500	000	18.20
				06/18/26 PAYROLL	21500	000	14.16
Check AP 4324(E) Total for Fund 604 Stormwater Utility							32.36
06/29/2026	AP	4325(E)*#	METLIFE - PFML	06/18/26 PAYROLL	21500	000	2.24
				06/18/26 PAYROLL	21500	000	2.24
Check AP 4325(E) Total for Fund 604 Stormwater Utility							4.48
06/29/2026	AP	4326(E)*#	METLIFE - VISION	06/18/26 PAYROLL	21500	000	1.13
07/06/2026	AP	4344(E)*#	WEX BANK - ENTERPRISE	FUEL - MAY / JUN 2026	40212	200	107.16
Total For Fund: 604							480.73
Fund: 613 Golf							
06/29/2026	AP	114570*	CENTRAL PENSION FUND	06/05/26 PAYROLL	21500	000	1.98
06/29/2026	AP	114571*	INTERNATIONAL UNION OF OPERATING E	06/05/26 PAYROLL	21500	000	1.73
06/29/2026	AP	114574*#	THE LINCOLN NATIONAL LIFE INSURANC	BASIC LIFE INSURANCE - JUN 2026	40121	167	7.86
07/06/2026	AP	114576	ACUSHNET CO	GOLF BALLS FOR RE-SALE	40260	168	903.63
07/06/2026	AP	114579	BEAUDRY OIL & PROPANE	GOLF COURSE UNLEADED FUEL	40212	167	790.63
				GOLF COURSE DIESEL	40212	167	2,004.75
Check AP 114579 Total for Fund 613 Golf							2,795.38
07/06/2026	AP	114597	GRANITE CITY JOBBING INC	CANDY/PRETZELS/NUTS/BEEF STICKS/IC FOR R	40259	168	802.47

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Fund: 613 Golf								
07/06/2026	AP	114598	GRANITE PEST CONTROL LLC	PEST CONTROL SERVICE - JUN 2026	40401	168	117.04	
07/06/2026	AP	114605	I P NETWORKS	FIREWALL AND SWITCH RENEWAL	40309	167	378.00	
07/06/2026	AP	114628	TURFWERKS	PARTS FOR MOWER	40404	167	29.00	
06/29/2026	AP	4312(E)*	EFTPS-FED WITHHOLDING	06/18/26 PAYROLL	21500	000	1,104.94	
				06/18/26 PAYROLL	21500	000	1,281.30	
				06/18/26 PAYROLL	21500	000	1,281.30	
				06/18/26 PAYROLL	21500	000	299.66	
				06/18/26 PAYROLL	21500	000	299.66	
		Check AP 4312(E) Total for Fund 613 Golf						4,266.86
06/29/2026	AP	4316(E)*	MINNESOTA STATE TREASURER	06/18/26 PAYROLL	21500	000	831.57	
06/29/2026	AP	4318(E)*	MSRS - HCSP	06/18/26 PAYROLL	21500	000	28.25	
06/29/2026	AP	4320(E)*	MSRS-ROTH	06/18/26 PAYROLL	21500	000	50.00	
				06/18/26 PAYROLL	21500	000	50.00	
		Check AP 4320(E) Total for Fund 613 Golf						100.00
06/29/2026	AP	4322(E)*	PERA-RETIREMENT	06/18/26 PAYROLL	21500	000	305.41	
				06/18/26 PAYROLL	21500	000	352.39	
		Check AP 4322(E) Total for Fund 613 Golf						657.80
06/29/2026	AP	4323(E)*#	SOURCEWELL-HEALTH	06/05/26 PAYROLL	21500	000	5.46	
				06/05/26 PAYROLL	21500	000	98.30	
		Check AP 4323(E) Total for Fund 613 Golf						103.76
06/29/2026	AP	4325(E)*#	METLIFE - PFML	06/05/26 PAYROLL	21500	000	72.92	
				06/05/26 PAYROLL	21500	000	72.92	
				06/18/26 PAYROLL	21500	000	81.75	
				06/18/26 PAYROLL	21500	000	81.75	
		Check AP 4325(E) Total for Fund 613 Golf						309.34
07/06/2026	AP	4329(E)	BERNICK COMPANIES	WATER / SOFTDRINKS FOR RE-SALE	40254	168	229.20	
				SOFTDRINKS FOR RE-SALE	40254	168	242.04	
				WATER / SOFTDRINKS FOR RE-SALE	40254	168	494.88	
		Check AP 4329(E) Total for Fund 613 Golf						966.12
07/06/2026	AP	4330(E)*#	C T C	PHONE / INTERNET	40320	167	81.56	
				PHONE / INTERNET	40320	168	115.72	
		Check AP 4330(E) Total for Fund 613 Golf						197.28
07/06/2026	AP	4337(E)	M T I DISTRIBUTING	PARTS FOR MOWER ARM	40404	167	127.72	
				FRAME FOR REELS	40404	167	662.11	
				ROTARY BLADES	40404	167	186.36	
		Check AP 4337(E) Total for Fund 613 Golf						976.19
07/06/2026	AP	4339(E)*#	MN DEPT OF REVENUE	USE TAX	40404	167	24.62	
				USE TAX	40210	167	3.14	
				SALES TAX	40445	220	5,888.09	
				USE TAX	40309	167	3.19	
				USE TAX	40401	168	4.05	
		Check AP 4339(E) Total for Fund 613 Golf						5,923.09

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

CHECK DATE 06/16/2026 - 07/06/2026

VENDOR CODE: 0001, 0002, 0004, 0005, 0007 (944 more)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 613 Golf								
07/06/2026	AP	4340(E)*#	MN POWER	ELECTRIC MAY - JUN 2026	40380	167	1,226.80	
				ELECTRIC MAY - JUN 2026	40380	168	1,819.66	
		Check AP 4340(E) Total for Fund 613 Golf						3,046.46
07/06/2026	AP	4342(E)*#	PINE COUNTRY BANK - COMMUNITY CARD JAMF NOW SUBSCRIPTION		40433	167	4.00	
Total For Fund: 613							22,447.81	
Fund: 702 Self-Insured - Liability								
07/06/2026	AP	114582	C N A SURETY	SURETY - MN DOT	40360	220	200.00	
07/06/2026	AP	114593	FLEXIBLE PIPE TOOLS & EQUIPMENT	JETTER TRUCK BOOM REPAIR. INSURANCE	40066	220	14,389.70	
Total For Fund: 702							14,589.70	
Fund: 703 Self-Insured - Health								
06/29/2026	AP	114574*#	THE LINCOLN NATIONAL LIFE INSURANC	BASIC LIFE INSURANCE - JUN 2026	40121	200	5.24	
				LIFE INS ADJ - JUN 2026	40121	200	(0.03)	
				LTD INS ADJ - JUN 2026	40121	200	(0.08)	
				ADD'L LIFE INS - P/R ADJ - JUN 2026	40121	200	(12.57)	
		Check AP 114574 Total for Fund 703 Self-Insured - Health						(7.44)
06/29/2026	AP	4313(E)*#	HEALTH PARTNERS - DENTAL	JUN 2026 - EMPLOYEE CREDIT NEEDED	40121	200	44.32	
06/29/2026	AP	4323(E)*#	SOURCEWELL-HEALTH	HEALTH INS - JUNE 2026 - ADJ POLICE	40121	200	4,022.00	
				HEALTH INS - JUNE 2026 - ADJ COBRA	40121	200	4,022.00	
		Check AP 4323(E) Total for Fund 703 Self-Insured - Health						8,044.00
06/29/2026	AP	4325(E)*#	METLIFE - PFML	JUNE 2026 TO BAL PFML INVOICE	40121	200	0.05	
				CORRECT - JUNE 2026 TO BAL PFML INVOICE	40121	200	(0.10)	
		Check AP 4325(E) Total for Fund 703 Self-Insured - Health						(0.05)
06/29/2026	AP	4326(E)*#	METLIFE - VISION	JUNE 26 P/R ADJ	40121	200	0.14	
				CORRECT - JUNE 26 P/R ADJ	40121	200	(0.28)	
		Check AP 4326(E) Total for Fund 703 Self-Insured - Health						(0.14)
Total For Fund: 703							8,080.69	
Fund: 825 Agency								
07/06/2026	AP	4340(E)*#	MN POWER	ELECTRIC MAY - JUN 2026	40736	200	26.56	
Total For Fund: 825							26.56	
Fund: 908 PROJ 420 - TIER II HOUSING GRANT - HFHMC								
07/06/2026	AP	114600	HABITAT FOR HUMANITY OF MORRISON C	06.09.2026 REIMB REQUEST	40430	200	1,301.13	
Total For Fund: 908							1,301.13	
Fund: 916 PROJECT 418 - 18TH ST ROUNDABOUT								
07/06/2026	AP	114580	BOLTON & MENK INC	18TH ST ROUNDABOUT DESIGN	40300	200	60,509.80	
Total For Fund: 916							60,509.80	
Fund: 926 PROJECT 411 - WASTEWATER DEWATERING								
07/06/2026	AP	114625*	SHORT ELLIOTT HENDRICKSON INC	WWTF PHASE 2 PROJECT	40300	200	5,555.01	
Total For Fund: 926							5,555.01	

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

CHECK DATE 06/16/2026 - 07/06/2026

VENDOR CODE: 0001, 0002, 0004, 0005, 0007 (944 more)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 929 PROJ 414 - PFAS SOURCE REDUCTION GRANT								
06/29/2026	AP	114574*#	THE LINCOLN NATIONAL LIFE INSURANC	06/05/26 PAYROLL	21500	000	1.46	
				06/05/26 PAYROLL	21500	000	1.36	
				06/18/26 PAYROLL	21500	000	1.46	
				06/18/26 PAYROLL	21500	000	1.36	
			Check AP 114574 Total for Fund 929 PROJ 414 - PFAS SOURCE REDUCTION GRANT					5.64
06/29/2026	AP	4312(E)*	EFTPS-FED WITHHOLDING	06/18/26 PAYROLL	21500	000	13.46	
				06/18/26 PAYROLL	21500	000	9.80	
				06/18/26 PAYROLL	21500	000	9.80	
				06/18/26 PAYROLL	21500	000	2.29	
				06/18/26 PAYROLL	21500	000	2.29	
			Check AP 4312(E) Total for Fund 929 PROJ 414 - PFAS SOURCE REDUCTION GRANT					37.64
06/29/2026	AP	4316(E)*	MINNESOTA STATE TREASURER	06/18/26 PAYROLL	21500	000	6.63	
06/29/2026	AP	4318(E)*	MSRS - HCSP	06/18/26 PAYROLL	21500	000	4.05	
06/29/2026	AP	4319(E)*	MSRS-DEF COMP	06/18/26 PAYROLL	21500	000	14.66	
				06/18/26 PAYROLL	21500	000	1.83	
			Check AP 4319(E) Total for Fund 929 PROJ 414 - PFAS SOURCE REDUCTION GRANT					16.49
06/29/2026	AP	4322(E)*	PERA-RETIREMENT	06/18/26 PAYROLL	21500	000	10.54	
				06/18/26 PAYROLL	21500	000	12.16	
			Check AP 4322(E) Total for Fund 929 PROJ 414 - PFAS SOURCE REDUCTION GRANT					22.70
06/29/2026	AP	4325(E)*#	METLIFE - PFML	06/05/26 PAYROLL	21500	000	0.64	
				06/05/26 PAYROLL	21500	000	0.64	
				06/18/26 PAYROLL	21500	000	0.64	
				06/18/26 PAYROLL	21500	000	0.64	
			Check AP 4325(E) Total for Fund 929 PROJ 414 - PFAS SOURCE REDUCTION GRANT					2.56
Total For Fund: 929							95.71	
Fund: 993 PROJECT 381 - Bridge/Railroad Crossing P								
07/06/2026	AP	114625*	SHORT ELLIOTT HENDRICKSON INC	BRIDGE ENGINEERING SERVICES	40300	200	42,516.16	
Total For Fund: 993							42,516.16	
Report Total:							977,354.79	

'*'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE FUND

'#'-INDICATES CHECK DISTRIBUTED TO MORE THAN ONE DEPARTMENT



Little Falls Fire Department Monthly Report May 2026

Call Type by City/Township

City of Little Falls

Incident Type	Number
Fire	0
Rescue & EMS	1
Hazardous Condition (No Fire)	2
Service Call	8
Good Intent Call	5
False Alarm	4
Severe Weather	0
Total	20

City of Fort Ripley

Incident Type	Number
Fire	0
Rescue & EMS	0
Hazardous Condition (No Fire)	0
Service Call	0
Good Intent Call	0
False Alarm	0
Severe Weather	0
Total	0

Belle Prairie Township

Incident Type	Number
Fire	0
Rescue & EMS	0
Hazardous Condition (No Fire)	0
Service Call	0
Good Intent Call	0
False Alarm	0
Severe Weather	0
Total	0

Fort Ripley Township

Incident Type	Number
Fire	1
Rescue & EMS	0
Hazardous Condition (No Fire)	0
Service Call	1
Good Intent Call	0
False Alarm	0
Severe Weather	0
Total	2

Green Prairie Township

Incident Type	Number
Fire	0
Rescue & EMS	0
Hazardous Condition (No Fire)	0
Service Call	0
Good Intent Call	0
False Alarm	0
Severe Weather	0
Total	0

Little Falls Township

Incident Type	Number
Fire	1
Rescue & EMS	0
Hazardous Condition (No Fire)	0
Service Call	0
Good Intent Call	0
False Alarm	1
Severe Weather	0
Total	2

Pike Creek Township

Incident Type	Number
Fire	0
Rescue & EMS	0
Hazardous Condition (No Fire)	0
Service Call	0
Good Intent Call	0
False Alarm	0
Severe Weather	0
Total	0

Ripley Township

Incident Type	Number
Fire	0
Rescue & EMS	0
Hazardous Condition (No Fire)	0
Service Call	0
Good Intent Call	0
False Alarm	0
Severe Weather	0
Total	0

Incident Response by District

Incident Alarm Date Time	Incident Number	Incident Location Address	Incident Type	Comparable NFIRS Code
Location: City of Little Falls				
05/01/2026 11:39:00	2600078	16993 Oak Street Little Falls, MN 56345	Public Service - Citizen Assist - Citizen Assist / Service Call	500 - Service Call
05/03/2026 04:51:00	2600080	103 12th Street Northeast Little Falls, MN 56345	No Emergency - False Alarm - Malfunctioning Alarm	700 - False Alarm
05/03/2026 14:12:00	2600081	15038 Pine Avenue Little Falls, MN 56345	Public Service - Citizen Assist - Citizen Assist / Service Call	500 - Service Call
05/06/2026 10:00:00	2600083	1615 Lindbergh Drive South Little Falls, MN 56345	Public Service - Citizen Assist - Citizen Assist / Service Call	500 - Service Call
05/06/2026 11:47:00	2600084	Haven Road South Little Falls, MN 56345	No Emergency - Good Intent - No Incident Found Upon Arrival / Location Error	600 - Good Intent
05/06/2026 16:49:00	2600085	704 10th Street Southwest Little Falls, MN 56345	Public Service - Citizen Assist - Citizen Assist / Service Call	500 - Service Call
05/07/2026 16:07:00	2600086	111 1st Street Northeast Little Falls, MN 56345	No Emergency - Good Intent - Smoke From Nonhostile Source (Smoke Scare)	600 - Good Intent
05/08/2026 13:29:00	2600087	908 13th Street Southwest Little Falls, MN 56345	No Emergency - False Alarm - Malfunctioning Alarm	700 - False Alarm
05/08/2026 14:41:00	2600088	1615 Lindbergh Drive South Little Falls, MN 56345	No Emergency - Good Intent - Controlled Burning (Authorized)	600 - Good Intent
05/11/2026 16:38:00	2600089	14850 Timber Trail Little Falls, MN 56345	Public Service - Citizen Assist - Citizen Assist / Service Call	500 - Service Call
05/12/2026 08:44:00	2600090	200 1st Street Northwest Little Falls, MN 56345	No Emergency - Good Intent - Smoke From Nonhostile Source (Smoke Scare)	600 - Good Intent
05/12/2026 09:26:00	2600091	615 Lindbergh Drive South Little Falls, MN 56345	Law Enforcement Support	500 - Service Call
05/12/2026 14:50:00	2600092	215 1st Street Northwest Little Falls, MN 56345	No Emergency - Good Intent - Smoke From Nonhostile Source (Smoke Scare)	600 - Good Intent
05/13/2026 22:08:00	2600093	305 5th Avenue Northeast Little Falls, MN 56345	No Emergency - False Alarm - Malfunctioning Alarm	700 - False Alarm
05/14/2026 12:38:00	2600094	1001 5th Avenue Southeast Little Falls, MN 56345	Law Enforcement Support	500 - Service Call
05/19/2026 19:12:00	2600098	209 1st Street Southeast Little Falls, MN 56345	No Emergency - False Alarm - Intentional False Alarm	700 - False Alarm
05/24/2026 19:24:00	2600100	515 2nd Street Southeast Little Falls, MN 56345	Hazardous Situation - Hazardous Materials - Carbon Monoxide Release	400 - Hazardous Situation
05/27/2026 08:00:00	2600101	14750 Riverwood Drive Little Falls, MN 56345	Law Enforcement Support	500 - Service Call
05/27/2026 14:30:00	2600102	14986 18th Street Northeast Little Falls, MN 56345	Hazardous Situation - Hazardous Materials - Hazardous Material Release (Chemical from Fixed Facility)	400 - Hazardous Situation
05/29/2026 13:15:00	2600103	1001 5th Avenue Southeast City of Little Falls, MN 56345	Rescue - Structure - Elevator / Escalator Rescue	300 - Rescue
Count: 20				
Location: Fort Ripley Township				
05/02/2026 23:46:00	2600079	Highway 371 Northbound Fort Ripley, MN 56449	Fire - Transportation Fire - Vehicle Fire - Passenger	100 - Fire
05/20/2026 22:17:00	2600099	2841 Bedow Road Fort Ripley, MN 56449	Law Enforcement Support	500 - Service Call
Count: 2				
Location: Little Falls Township				
05/04/2026 18:20:00	2600082	15633 153rd Street Little Falls, MN 56345	Fire - Structure Fire - Structural Involvement	100 - Fire
05/19/2026 08:07:00	2600097	13296 Hillview Lane Little Falls, MN 56345	No Emergency - False Alarm - Malfunctioning Alarm	700 - False Alarm
Count: 2				
Location: Mutual Aid				
05/16/2026 19:55:00	2600095	County Road 11 Crosby, MN 56441	Public Service - Other - Move - up	500 - Service Call
05/17/2026 12:00:00	2600096	County Road 11 Crosby, MN 56441	Public Service - Other - Standby	500 - Service Call
Count: 2				
Count: 26				

Department Training

Type	Activity/Training Location	Activity/Training Total Hours	Activity/Training Start Date Time	Activity/Training Attendee Count
First Responder Training - EMR Initial	Little Falls Fire Department	4	05/04/2026 18:00:00	7
Pump Operations	Little Falls Fire Department	5	05/05/2026 16:00:00	32
Rope Rescue	Camp Ripley	40	05/11/2026 08:00:00	3
First Responder Training - EMR Initial	Little Falls Fire Department	4	05/11/2026 18:00:00	7
Skywarn Weather Spotter Training	Crow Wing County	3	05/13/2026 15:00:00	1
First Responder Training - EMR Initial	Little Falls Fire Department	4	05/18/2026 18:00:00	7
Vertical Ventilation & Wall Breaching	13402 Haven Rd	4	05/19/2026 16:00:00	30
Total: 64				
Count: 7				



Department Activities

Type	Activity/Training Location	Activity/Training Total Hours	Activity/Training Start Date Time	Activity/Training Attendee Count
Little Falls Schools 5K - Fire Prevention	Belle Prairie Soccer Complex	3	05/02/2026 08:00:00	2
Women Explore Fire Day in MN	Crosslake Fire Department	7	05/02/2026 08:00:00	1
Assisted Morrison County SWAT with training	Camp Ripley	4	05/14/2026 12:00:00	1
Girl Scouts - Station Tour	Little Falls Fire Department	1	05/16/2026 15:00:00	3
Monthly Equipment and Truck Checks	Little Falls Fire Department	2	05/18/2026 17:00:00	6
School Lockdown/Fire Drills	Little Falls Schools	6	05/27/2026 08:00:00	0
Lids 4 Kids	Hilmerson Sports Center	5	05/30/2026 09:30:00	5
Total: 27				
Count: 7				

AGENDA ITEM

CITY COUNCIL MEETING: July 6, 2026

TITLE OF THE ITEM FOR CONSIDERATION: Annual Liability Coverage Waiver Form, League of Minnesota Cities Insurance Trust

BACKGROUND: The League of Minnesota Cities Insurance Trust (LMCIT) requires member cities to annually determine whether to waive the statutory limits on municipal tort liability established under Minn. Stat. §466.04.

Under state law, municipal liability is limited to \$500,000 per claimant and \$1,500,000 per occurrence. If the City elects to waive these limits, liability coverage increases to \$2,000,000 per occurrence while insurance premiums increase accordingly.

Historically, the City of Little Falls has elected not to waive the statutory liability limits. Staff recommends continuing this practice and submitting the Liability Coverage Waiver Form with the election of "Do Not Waive."

ACTION REQUEST: The City Council authorize execution of the Liability Coverage Waiver Form electing not to waive the statutory tort liability limits for the 2026-2027 liability insurance renewal.

BUDGETED: N/A No Yes Fund:

STAFF PERSON REQUESTING: Sony Lubrecht

Little Falls Police Department

April 2026 Monthly Activity Report

Executive Summary

The Little Falls Police Department responded to **716 calls for service during April 2026**, representing a slight decrease from March (765 calls) while remaining above both January and February activity levels. The department continued proactive enforcement, school and community partnerships, specialized training, fleet and technology planning, and ordinance development efforts throughout the month.

Notable initiatives included:

- Active participation in the City's ATV/Special Vehicle Ordinance review process.
- Continued CJIS/FBI compliance planning regarding future Single Sign-On (SSO) requirements.
- Active Threat and School Safety training with regional partners.
- Attendance at the BCA Death and Missing Persons Conference.
- SWAT annual conference participation.
- Enterprise fleet management review.
- Continued coordination with community partners regarding wellness, public safety, and emergency preparedness.

Calls for Service Overview

Monthly Trend

Month	Calls for Service
January	627
February	641
March	765
April	716

April experienced a modest reduction from March's elevated call volume but remained the second busiest month of the year.

Key Observation

- April calls decreased approximately **6.4%** from March.
- April remained approximately **14% higher** than January activity.

Calls for Service by Day of Week

Day	Calls
Sunday	67
Monday	95
Tuesday	97
Wednesday	138
Thursday	127
Friday	133
Saturday	59

Key Findings

- Wednesday generated the highest call volume with 138 calls.
- Friday and Thursday remained consistently busy operational days.
- Weekend activity was comparatively lower than weekday activity during April.

Calls for Service by Hour

Peak activity periods occurred during afternoon and early evening hours.

Highest Activity Hours

Hour	Calls
1600	52
1100	49
1500	49
1300	47
2100	47

Operational Observation

Calls steadily increased beginning at approximately 0700 hours, peaked during the afternoon shift, and remained elevated into the evening before declining overnight.

Community Engagement and Department Initiatives

Throughout April, department personnel remained actively engaged in community and regional partnerships.

Community and Administrative Initiatives

- Participation in ATV/Special Vehicle ordinance discussions and development.
- Community Connections meeting participation at St. Francis.
- Participation in the newly formed Little Falls-Morrison Wellness Council.
- Enterprise Fleet Management review and fleet planning discussions.
- Continued evaluation of CJIS compliance requirements and future Single Sign-On implementation needs.

Training and Professional Development

Department personnel completed a wide range of specialized training opportunities during April.

School and Public Safety Training

- Active Threat / Active Shooter Training conducted at Lindbergh Elementary School involving:
 - Little Falls Police Department
 - Morrison County Sheriff's Office
 - Randall Police Department
 - Pierz Police Department
 - Motley Police Department
 - Morrison County Dispatch
 - School staff participants

Specialized Training

- Standardized Field Sobriety Training (SFST).
- BCA Death and Missing Persons Conference attendance.
- Monthly Dive and Rescue Team training.
- SWAT Annual Conference attendance.

Top Incident Categories

Based upon the April coded incident report, the most common police activities were:

Incident Type	Count
Warning/Faulty Equipment Tickets	145
Sick Cared For	73
Suspicion Calls	38
Public Assist/Security	31
Vehicle Lockouts	27
Information Reports	27
Child Protection/Well-Being	25
Damage to Property	22
Traffic Complaints	20
Assist Morrison County Sheriff's Office	17

Public Safety Trends

- Traffic-related enforcement and equipment violations remained the largest category.
- Medical and welfare-related responses continued to represent a significant portion of department workload.
- Officers handled numerous public assistance, child welfare, and community service calls throughout the month.

Notable April Events

Department Activities

- Sourcewell Advisory Council participation.
- Community Connections meeting.
- Wellness Council participation.
- Enterprise fleet review meeting.

School and Community Safety

- Lindbergh Elementary Active Threat exercises.
- Ongoing coordination regarding school safety planning and preparedness.

Regional Collaboration

- BCA Death and Missing Persons Conference.
- SWAT Conference participation.
- Dive Team training exercises.

Closing

The Little Falls Police Department remained highly engaged throughout April through proactive enforcement, community partnerships, specialized training, technology planning, and school safety initiatives. While overall calls for service decreased slightly from March, activity levels remained elevated compared to the beginning of the year. The department continues to focus on professionalism, preparedness, transparency, and collaborative public safety services for the residents of Little Falls.

Little Falls Police Department

Monthly Report – May 2026

Prepared by Chief Kyle Johnson

Overview

During May 2026, the Little Falls Police Department continued its commitment to providing professional law enforcement services while preparing for increased seasonal activity associated with spring and summer events. Officers responded to **831 calls for service**, representing the highest monthly call volume recorded thus far in 2026 and a 16% increase over April.

Department personnel remained actively engaged in training, community partnerships, school safety initiatives, special event planning, and regional public safety coordination while maintaining daily patrol operations and investigative responsibilities.

Calls for Service

During May 2026, officers responded to **831 calls for service**, an increase of 115 calls from April's total of 716 calls.

The increase is consistent with historical seasonal trends as warmer weather, outdoor activities, tourism, and community events generate higher demands for service.

Calls for Service Trends

Month	Calls
January	627
February	641
March	765
April	716
May	831

May represents the highest call volume month of 2026 to date.

Calls by Day of Week

Call activity shifted noticeably toward weekends during May.

Day	Calls
Sunday	115
Monday	111
Tuesday	101
Wednesday	117
Thursday	108
Friday	138
Saturday	141

The highest activity levels occurred on:

1. **Saturday (141)**
2. **Friday (138)**
3. **Wednesday (117)**

The lowest activity day was **Tuesday (101 calls)**.

This pattern reflects increased weekend activity associated with seasonal travel, recreation, special events, and community gatherings.

Calls by Hour

Call activity remained concentrated during afternoon and evening hours.

Peak activity occurred during:

Hour	Calls
1400-1500	63
1100-1200	54
1300-1400	53
1200-1300	50
1900-2000	50
2100-2200	50

The highest volume hour was **1400-1500 hours**, with activity remaining elevated throughout the afternoon and early evening.

This trend is consistent with previous months and reflects typical community activity patterns.

Incident Types and Call Categories

The department documented **851 coded incidents** during May 2026. The data reflects a continued balance between proactive enforcement activity and community service-oriented responses.

Top Incident Categories

Category	Total
Warning & Faulty Equipment Tickets	118
Sick Cared For	92
Suspicion	49
Public Assist – Security	42
Vehicle Lockout	37
Information Calls	36
Traffic Complaints	34
Welfare Check – Personal Health & Well Being	33
Assist MCSO	19
Child Neglect / Welfare	19

The continued prevalence of welfare checks, public assistance requests, suspicious activity calls, and community caretaking functions demonstrates the department's significant role beyond traditional enforcement activities.

Training, Professional Development, and Preparedness

Department personnel participated in numerous training opportunities throughout May to maintain readiness and improve service delivery.

Training and professional development activities included:

- Active incident response and critical thinking training
- Court preparation and courtroom testimony training
- Annual range safety briefing
- Less Lethal Instructor certification training
- Monthly SWAT training at Camp Ripley
- Firearms training and qualification preparation
- Dive and Rescue Team training
- Regional mental health and wellness collaboration meetings
- CrisisGo school safety coordination and implementation activities

These training opportunities ensure personnel remain prepared to respond effectively to a broad range of incidents while supporting ongoing professional development goals.

Community Engagement and Partnerships

Throughout May, department personnel worked closely with community partners, local schools, Sourcewell, and other agencies to strengthen public safety initiatives and maintain collaborative relationships.

Notable activities included:

- Freedom Fest public safety planning meetings
- Coordination with school administrators regarding safety planning
- School lockdown and emergency response drills
- CrisisGo communication platform testing and evaluation
- Mental health initiative meetings with Sourcewell
- Morrison County Collaborative participation
- Regional public safety coordination efforts
- Development of the Special Use Vehicle (ATV/UTV) Ordinance and permit process

These efforts support the department's commitment to proactive problem solving, public education, and community partnership.

Staffing and Administrative Activities

Department leadership continued work on several strategic and administrative initiatives during May, including:

- Development of the Special Use Vehicle Ordinance
- ATV/UTV permit process creation
- Freedom Fest operational planning
- Regional wellness and mental health initiatives
- School safety planning
- Interagency coordination efforts
- Personnel recruitment activities

*A notable personnel change occurred during the month as Officer Aaron Gile completed his final patrol shift on May 26, 2026, and departed the department to relocate closer to family in Wisconsin. Officer Gile served the Little Falls community since June 2023 and his contributions to the department are sincerely appreciated.

Looking Ahead

As the department enters the summer season, focus areas for June and July will include:

- Freedom Fest operational planning and staffing
- Seasonal traffic enforcement
- Continued officer training and qualifications
- Community engagement activities
- Implementation of the Special Use Vehicle Ordinance
- School and community safety partnerships
- Proactive patrol and crime prevention efforts

The Little Falls Police Department remains committed to professionalism, transparency, and partnership with the community while continuing to provide effective and responsive public safety services.

CONSENT AGENDA ITEM

CITY COUNCIL MEETING: July 6, 2026

TITLE OF THE ITEM FOR CONSIDERATION: Recommendation of Interview Committee, Edward Azo, Park Maintenance Worker I

BACKGROUND: Recently, the City Council authorized the advertising for a Park Maintenance Worker I. The position was posted internally and externally. We received 9 applications for the position.

The Interview Committee consisted of the HR Director – Annie Cribb, Public Works Director – Greg Kimman, Assistant Public Works Director – Andrew Hegna and Park Lead – Ben Messinger. Following review and discussion, the Interview Committee is recommending Edward Azo be appointed Park Maintenance Worker I.

ACTION REQUEST: The City Council accept the recommendation of the Interview Committee and appoint Edward Azo as Park Maintenance Worker I, at Pay Grade 4, Step 1, \$25.89 per hour, at the salary stated in the Labor Agreement of the International Union of Operating Engineers Local 49, contingent upon successful completion of pre-employment testing, effective as soon as they are able to start.

BUDGETED: N/A No Yes Fund: Parks

STAFF PERSON REQUESTING: Greg Kimman and Annie Cribb

CONSENT AGENDA ITEM

CITY COUNCIL MEETING: July 6, 2026

TITLE OF THE ITEM FOR CONSIDERATION: Recommendation of Interview Committee, Seth Johnson, Public Works Collections Worker

BACKGROUND: Recently, the City Council authorized the advertising for a Public Works Collections Worker. The position was posted internally and externally. We received 9 applications for the position.

The Interview Committee consisted of the HR Director – Annie Cribb, Public Works Director – Greg Kimman, Assistant Public Works Director – Andrew Hegna and Wastewater Superintendent – Matt Streit. Following review and discussion, the Interview Committee is recommending Seth Johnson be appointed Public Works Collections Worker.

ACTION REQUEST: The City Council accept the recommendation of the Interview Committee and appoint Seth Johnson as Public Works Collections Worker, at Pay Grade 9, Step 1, \$31.49 per hour, at the salary stated in the Labor Agreement of the International Union of Operating Engineers Local 49, contingent upon successful completion of pre-employment testing, effective July 13, 2026.

BUDGETED: N/A No Yes Fund: Public Works

STAFF PERSON REQUESTING: Greg Kimman and Annie Cribb

AGENDA ITEM

MEETING: July 6, 2026

TITLE OF THE ITEM FOR CONSIDERATION: Use of City Hall Parking Lot, Annual Adoption Event, Morrison County Animal Humane Society, July 19, 2026

BACKGROUND: The Morrison County Animal Humane Society is requesting use of the shared City Hall parking lot located at 100 Northeast Seventh Avenue to host an adoption event on July 19, 2026. Please refer to the attached letter for additional details.

ACTION REQUEST: The City Council authorize the use of the City Hall parking lot at 100 Northeast Seventh Avenue, by the Morrison County Animal Humane Society, for their adoption event on July 19, 2026, contingent upon them cleaning up after the event, provide liability insurance with not less than \$1 million coverage listing the City as additional insured, and they hold the City harmless.

BUDGETED: N/A No Yes Fund:

STAFF PERSON REQUESTING: Christine Lundberg

To whom it may concern at Little Falls City Council,

MCAHS would like to use the parking lot that we share with the town hall on July 19th for our annual adoption event. This would be the third year that we have put on this event and would love to have access to the parking lot for this again this year. There will be tables set up, animal adoptions in our facility, a small yard sale and a food truck!

Thank you!
Brooklynn Bruner
812-572-1151

Little Falls, MN Water Treatment Facility

Start Date: Monday, June 1, 2026

End Date: Tuesday, June 30, 2026

	6-1 Start (kGal)	6-30 Stop (kGal)	Total Usage (kGal)	Runtime (Hours)	Flow Rate (GPM)
Well 1	434543.00	443254.00	8711.00	301.20	400.71
Well 3	618798.00	620649.00	1851.00	104.40	296.74
Well 4	1398127.00	1405768.00	7641.00	301.20	426.20
Well 5	356654.00	356657.00	3.00	0.10	511.92
Well 6	1250128.00	1253655.00	3527.00	299.40	196.35
Well 7	1328343.00	1328487.00	144.00	301.20	362.14
Well 8	463766.00	466789.00	3023.00	107.40	467.92
Well 9	1004231.00	1010201.00	5970.00	227.50	451.84
Flow Total			30870.00		

	Sludge Flow (kGal)
Total	403.00

	Usage
Alum 1	(mGal) 537.0
Alum 2	(mGal) 569.0
Alum Total	(mGal) 1106.0
Carbon Dioxide	(Lbs) 231.2
Chlorine	(Lbs) 323.6
Fluoride	(Gal) 52.0
Lime	(Lbs) 86690.5
Polymer	(Gal) 0.0

Dwayne Heinen
WTP Superintendent
City of Little Falls

Public Hearing Procedure

The purpose of a public hearing is to share information and give the public an opportunity to make comments and suggestions about a proposed development, proposal or ordinance. In conducting a public hearing, the City Council or Committee will follow these rules:

1. The Council President or Chairperson will open the public hearing.
2. City staff will provide the affidavit of publication of the public hearing.
3. City staff will describe the proposal.
4. The applicant will describe their proposal.
5. The Council President or Chairperson will receive comments from the public.

a. If you wish to speak, raise your hand or stand, the Council President or Chairperson will recognize you. Typically, individuals will be allowed up to two minutes and should be germane and concise; and further shall not exceed two times with a maximum of two appearances.

b. In order that everyone can be heard, you must come to the microphone and first give your complete name and address. Your name and address are required for the meeting minutes.

6. The Council President or Chairperson will close the public hearing.

** The City Council or Committee asks that all opinions be treated with respect. No applause or interruptions please.

City of Little Falls

**NOTICE TO THE PUBLIC
NOTICE OF PUBLIC HEARING**

CONSIDERATION OF ORDINANCE AMENDING CITY CODE CHAPTER 10 BY ADDING A SECTION ENTITLED "REGULATING SPECIAL USE VEHICLES"

YOU WILL PLEASE TAKE NOTICE that the City Council of the City of Little Falls will hold a public hearing in the Council Chambers at City Hall, 100 Northeast Seventh Avenue, Little Falls, on Monday, July 6, 2026, at 7:30 p.m., or as soon thereafter as the City Council can hear the same, to consider Ordinance No. 62, Seventh Series, amending City Code Chapter 10, Public Protection, Crimes and Offenses, by adding provisions regulating the operation of special use vehicles within the City.

The proposed ordinance establishes regulations for the operation of utility task vehicles (UTVs), Class 1 and Class 2 all-terrain vehicles operated by steering wheel, mini-trucks, and motorized golf carts on City streets, including permit requirements, safety standards, operating restrictions, enforcement provisions, and exemptions as authorized by Minnesota law.

All interested persons are invited to attend this public hearing and be heard. They may also send written comments to City Hall, Attention: Alex Smith, 100 Northeast Seventh Avenue, P.O. Box 244, Little Falls, MN 56345, or email them to AlexS@ci.little-falls.mn.us. If you need reasonable accommodation to participate in the hearing, please contact City Hall at (320) 616-5500 by 12:00 noon on the Thursday prior to the public hearing.

Dated: June 15, 2026

BY ORDER OF THE CITY COUNCIL

Gerald M. Knafila
Gerald M. Knafila (Jun 25, 2026 14:36:27 CDT)

Gerald M. Knafila, Council President

Publish: June 21 and 28, 2026

CONSENT AGENDA ITEM

CITY COUNCIL MEETING: July 6, 2026

TITLE OF THE ITEM FOR CONSIDERATION: Ordinance No. 62, Seventh Series, Regulation of Special Use Vehicles

BACKGROUND: Staff have prepared Ordinance No. 62, Seventh Series, to establish regulations for the operation of Special Use Vehicles on designated City streets and public rights-of-way. The ordinance provides definitions, operational requirements, permitting standards, equipment requirements, and enforcement provisions for vehicles including all-terrain vehicles (ATVs), utility task vehicles (UTVs), mini-trucks, golf carts, and other authorized Special Use Vehicles.

The proposed ordinance was developed to provide clear and consistent standards for the safe operation of Special Use Vehicles within the City while ensuring compliance with applicable Minnesota statutes. The ordinance establishes permit requirements, operator qualifications, vehicle equipment standards, operating restrictions, and penalties for violations.

Adoption of the ordinance will provide a comprehensive regulatory framework for Special Use Vehicles and assist law enforcement and City staff with administration and enforcement.

This Ordinance was formally introduced at the City Council meeting on June 15, 2026.

ACTION REQUEST: The City Council adopt Ordinance No. 62, Seventh Series, an Ordinance of the City of Little Falls Amending City Code Chapter 10, Entitled "Public Protection, Crimes, and Offenses"; by Adding Section 10.18, Entitled "Regulating Special Use Vehicles".

BUDGETED: N/A No Yes Fund:

STAFF PERSON REQUESTING: Kyle Johnson

City of Little Falls

**ORDINANCE NO. 62
SEVENTH SERIES**

AN ORDINANCE OF THE CITY OF LITTLE FALLS AMENDING CITY CODE CHAPTER 10, ENTITLED "PUBLIC PROTECTION, CRIMES AND OFFENSES"; BY ADDING SECTION 10.18, ENTITLED "REGULATING SPECIAL USE VEHICLES"

THE CITY OF LITTLE FALLS ORDAINS:

SECTION 1. AMENDMENT TO CHAPTER 10; ADDITION OF SECTION 10.18

Little Falls City Code, Chapter 10, entitled "Public Protection, Crimes and Offenses", is hereby amended by adding Section 10.18, entitled "Regulating Special Use Vehicles" to read as follows:

10.18. REGULATING SPECIAL USE VEHICLES

This Section shall govern the regulation of Special Use Vehicles within the City of Little Falls. Vehicles authorized under this Section shall be referred to as "Special Use Vehicles."

All Special Use Vehicles operated under this Section shall comply with applicable Minnesota Statutes, this Ordinance, permit conditions, and any City Council resolution adopted under this Section.

A. PURPOSE AND INTENT

Purpose. This Ordinance provides reasonable regulations for the use of all-terrain vehicles, utility task vehicles, mini-trucks, and motorized golf carts on City streets within the City of Little Falls. This Ordinance is not intended to permit what Minnesota Statutes prohibit or to prohibit what Minnesota Statutes expressly allow. The purpose is to protect public safety and prevent public nuisance conditions.

B. DEFINITIONS. Unless the language or context clearly indicates a different meaning, the following terms shall have the meanings given.

ALL-TERRAIN VEHICLE (ATV). As defined in [Minn. Stat. § 84.92, Subd. 8](#), as amended from time to time.

CLASS 1 ALL-TERRAIN VEHICLE. As defined in [Minn. Stat. § 84.92, Subd. 9](#), as amended from time to time.

CLASS 2 ALL-TERRAIN VEHICLE. As defined in [Minn. Stat. § 84.92, Subd. 10](#), as amended from time to time.

MOTORIZED GOLF CART. A passenger conveyance designed and intended for transporting persons, having four wheels and four low-pressure tires, and powered by an engine with a displacement of less than 800 cubic centimeters and a total dry weight of less than 800 pounds.

UTILITY TASK VEHICLE (UTV). As defined in [Minn. Stat. § 169.045, Subd. 1\(3\)](#), as amended from time to time.

MINI-TRUCK. Means a motor vehicle that:

1. Has four wheels;

2. Is propelled by either:
 - a. An electric motor with a rated power of 7,500 watts or less; or
 - b. An internal combustion engine with a displacement capacity of 660 cubic centimeters or less.
3. Has a total dry weight of 900 to 2,200 pounds.
4. Contains an enclosed cabin and a seat for the vehicle operator.
5. Commonly resembles a pickup truck or van including a cargo area, or bed, located at the rear of the vehicle.
6. Was not originally manufactured to meet federal motor vehicle safety standards required of motor vehicles in the [Code of Federal Regulations Title 49, Sections 571.101 to 571.404](#), and successor requirements.
7. A mini-truck does not include:
 - a. A neighborhood electric vehicle.
 - b. A medium-speed electric vehicle; or
 - c. A motor vehicle that meets or exceeds the regulations in the [Code of Federal Regulations, Title 49, Section 571.500](#), and successor requirements.

SPECIAL USE VEHICLE. Any vehicle authorized for operation under this Section, including utility task vehicles, Class 1 and Class 2 all-terrain vehicles operated by a steering wheel, mini-trucks, and motorized golf carts, when operated in accordance with the requirements of this Section.

DRIVER. The person who drives, operates, or has physical control of a Special Use Vehicle.

Unless otherwise specifically stated, any reference to a "Special Use Vehicle" in this Section shall include only those vehicles that meet the applicable definition, eligibility standards, permit requirements, and operating conditions established by this Section.

C. VEHICLE ELIGIBILITY

1. Allowed Vehicles: Utility Task Vehicles (UTVs); Class 1 and Class 2 ATVs operated by steering wheel; mini-trucks; motorized golf carts.
2. Prohibited Vehicles: Handlebar-operated all-terrain vehicles are prohibited for general operation.
3. Snow Removal Exception: Class 1 and Class 2 ATVs and UTVs may be operated without a permit for snow removal purposes only within forty-eight (48) hours following a snowfall sufficient to require snow removal activities.

D. AREAS OF OPERATION AND PERMIT-BASED USE

1. Special Use Vehicles may be operated only on City streets and areas designated by this Section or City Council resolution.
2. Operation requires a valid City-issued permit unless specified herein.
3. The City Council may, by resolution, designate authorized areas of use, restricted areas, prohibited areas, and route modifications.

4. Operation on Trunk Highway 27 is prohibited except for direct crossings made in accordance with state law.

E. OPERATION REQUIREMENTS

1. No person shall operate a Special Use Vehicle without a valid City-issued permit.
2. Only Special Use Vehicles listed on an approved permit application may be operated. Each approved vehicle shall display a City of Little Falls registration sticker on the rear of the vehicle while operating on City streets.
3. Special Use Vehicles equipped with tracks are prohibited from operating on City streets.
4. Every person operating Special Use Vehicles under permit on City streets has all the rights and duties applicable to the driver of any other vehicle under the provisions of this chapter, except when those provisions cannot reasonably be applied to Special Use Vehicles and except as otherwise specifically provided in [Minn. Stat. § 169.045 subd.7](#).
5. Any person leaving a Special Use Vehicle unattended in a public place or on a public street shall lock the ignition and remove and retain the keys.
6. Special Use Vehicles shall not be operated:
 - a. In a loud, unnecessary, or unusual manner that disturbs the peace and quiet of others;
 - b. At a speed greater than is reasonable or proper under the circumstances, and in no event above posted speed limits;
 - c. In a careless, reckless, or negligent manner as to endanger persons or property;
 - d. While under the influence of intoxicating liquor or narcotics;
 - e. While carrying more passengers than the vehicle is designed to carry;
 - f. While the operator's driver's license is revoked, suspended, or canceled due to an alcohol, controlled substance, or intoxicating substance violation pursuant to [Minn. Stat. § 84.765, subd. 2\(c\)](#);
 - g. While towing any person or object except by using a rigid tow bar attached to the rear of the Special Use Vehicle;
 - h. To intentionally chase, drive, run over, or kill any animal, wild or domestic;
 - i. By stopping or parking in a careless or heedless manner that endangers persons or property.

F. LOCATION AND ROADWAY RESTRICTIONS

1. No Special Use Vehicle shall be operated on any land not owned by the operator without permission of the owner, occupant, or lessee after notice prohibiting such use.
2. Special Use Vehicles shall not be operated:
 - a. On public sidewalks, walkways, pedestrian paths, or bicycle trails;

- b. On the roadway, shoulder, or inside bank or slope of a public road right-of-way of a trunk highway, county state-aid highway, or county highway, except as permitted under [Minn. Stat. § 84.928](#);
 - c. On any City street or public road right-of-way of a trunk, county state-aid, or county highway unless the vehicle is properly registered with the Minnesota Department of Natural Resources pursuant to [Minn. Stat. § 84.922](#). This provision does not apply to motorized golf carts or mini-trucks;
 - d. Within the public road right-of-way of a trunk highway, county state-aid highway, or county highway from April 1 through August 1 within the agricultural zone, unless the vehicle is being used exclusively for transportation to and from work on agricultural lands. This provision does not apply to motorized golf carts;
 - e. On publicly owned land, including schools, city streets, boulevards, parks, playgrounds, recreation areas, golf courses, and greenways, except where otherwise permitted by this ordinance.
3. Special Use Vehicles shall not be operated on any City street unless the vehicle is insured in compliance with [Minn. Stat. § 169.045](#) and [Minn. Stat. § 65B.48, subd. 5](#).

G. ROAD CROSSING

- 1. Special Use Vehicles may cross streets or highways only if:
 - a. The crossing is made at an angle of approximately 90 degrees to the direction of the road and at a place where no obstruction prevents a quick and safe crossing;
 - b. The vehicle is brought to a complete stop before crossing the shoulder or main traveled way of the road;
 - c. The driver yields the right-of-way to all oncoming traffic that constitutes an immediate hazard;
 - d. In crossing a divided road, the crossing is made only at an intersection of the road with another public road.

H. OPERATING HOURS AND CONDITIONS: Special Use Vehicles may only be operated on City streets from sunrise to sunset unless they are equipped with functional and original equipment headlights, taillights, and rear-facing brake lights. Except when used for snow removal, Special Use Vehicles shall not be operated on City streets in inclement weather or when visibility is impaired by weather, smoke, fog or other conditions, or at any time when there is insufficient visibility to clearly see persons and vehicles on the roadway at a distance not less than 500 feet of clear visibility.

I. YOUTH OPERATION

- 1. No person under fifteen (15) years of age shall operate a Special Use Vehicle on City streets.
- 2. A person fifteen (15) years of age may operate a Special Use Vehicle only if:
 - a. The person possesses a valid instruction permit; and
 - b. A parent, legal guardian, or licensed driver eighteen (18) years of age or older is present and supervising the operation.

3. A person sixteen (16) years of age or older may operate a Special Use Vehicle only if the person possesses a valid driver's license.
4. No parent, legal guardian, or other responsible adult shall permit or authorize a minor or unlicensed person to operate a Special Use Vehicle in violation of this Ordinance.
5. Any parent, legal guardian, or responsible adult who permits or allows unlawful operation under this Section may be subject to citation and penalties as provided by this Ordinance.

J. YOUTH SAFETY REQUIREMENTS

1. Drivers and passengers shall comply with all helmet and protective equipment requirements imposed by Minnesota law.
2. Drivers and passengers shall wear seat belts when seat belts are provided by the manufacturer.
3. No person under eighteen (18) years of age shall operate a Special Use Vehicle while carrying a passenger, except for a parent or legal guardian.

K. EQUIPMENT REQUIREMENTS

1. All Special Use Vehicles shall be equipped with a standard muffler properly installed and in constant operation. Muffler cutouts, bypasses, straight pipes, or other devices that alter or diminish muffler effectiveness are prohibited. Exhaust systems shall be maintained to prevent excessive or unnecessary noise.
2. All Special Use Vehicles shall be equipped with brakes, operable by either hand or foot, capable of controlling movement and bringing the vehicle to a complete stop under normal operating conditions and holding the vehicle stationary.
3. All Special Use Vehicles shall be equipped with a functioning headlight, taillight, and stoplight when operated on City streets or when required for lawful operation under this Ordinance.
4. All Special Use Vehicles shall be equipped with a rearview mirror positioned to provide the operator a view of the roadway for a distance of at least 200 feet, as required by [Minn. Stat. § 169.70](#).
5. Motorized golf carts operated on designated roadways shall display a slow-moving vehicle emblem as required by [Minn. Stat. § 169.045](#), as amended.

L. PERMIT APPLICATION

1. Every application for a Special Use Vehicle permit shall be made on a form provided by the Little Falls Police Department and shall include the following information:
 - a. Name, date of birth, and address of the applicant;
 - b. Any physical impairment that may affect the applicant's ability to safely operate a Special Use Vehicle;
 - c. For each vehicle to be operated, the make, model, year, and DNR registration number (if applicable);

- d. Proof of completion of required safety certification, if applicable under Minn. Stat. requirements;
 - e. Parent or legal guardian information and written consent if the applicant is under eighteen (18) years of age;
 - f. Any additional information required by the City.
2. Insurance Requirement:
- a. Applicants shall provide proof of liability insurance for each Special Use Vehicle to be operated on City streets, in compliance with [Minn. Stat. § 169.045](#) and [Minn. Stat. § 65B.48, subd. 5](#).
3. Permit Issuance and Display:
- a. Each approved Special Use Vehicle shall be issued a City of Little Falls permit sticker;
 - b. The permit sticker shall be displayed on the rear of the vehicle in a manner designated by the City and shall remain clearly visible whenever the vehicle is operated on City streets;
 - c. Permits are issued for a specific vehicle and are not transferable to any other vehicle or person;
 - d. Permits are valid for a period of one (1) year and may be renewed.
4. Inspection Authority:
- a. The City may require inspection of any Special Use Vehicle prior to issuance or renewal of a permit to verify compliance with this Ordinance, including equipment, insurance, and eligibility requirements.
5. Eligibility Requirements: No permit shall be issued or renewed unless the applicant meets the following conditions:
- a. The applicant provides proof of required liability insurance;
 - b. The applicant does not hold a driver's license that is revoked, suspended, or canceled due to an alcohol, controlled substance, or intoxicating substance violation;
 - c. The applicant complies with all applicable Minnesota safety certification requirements for operation of all-terrain vehicles or utility task vehicles.
 - d. The City may require a certificate from a licensed physician verifying the applicant's ability to safely operate a Special Use Vehicle where objective evidence exists raising reasonable concerns regarding the applicant's ability to safely operate the vehicle.
6. Denial, Suspension, or Revocation: The City may deny, suspend, or revoke a permit if the applicant or permit holder:
- a. Fails to meet the requirements of this Ordinance;
 - b. Provides false or incomplete information;
 - c. Fails to maintain required insurance;
 - d. Operates an unapproved vehicle; or

- e. Demonstrates an inability to safely operate a Special Use Vehicle on City streets.

M. PERMIT FEES: Permit fees shall be established by resolution of the City Council and set forth in the City's adopted fee schedule.

N. PERMIT REVOCATION AND ADMINISTRATIVE PENALTIES

1. Authority to Revoke. The Police Chief may suspend or revoke any Special Use Vehicle permit upon a finding that the permit holder has violated any provision of this Ordinance or has operated a Special Use Vehicle in a manner that presents a safety risk or demonstrates an inability to safely operate a Special Use Vehicle on City streets.
2. Administrative Penalty Schedule. In addition to or in lieu of revocation, the following administrative penalties may be imposed for violations of this Ordinance:
 - a. First offense: Revocation of permit for one (1) year from the date of the violation and a \$75 administrative fine, unless otherwise determined by the Police Chief based upon severity;
 - b. Second offense: Revocation of permit for two (2) years from the date of the violation and a \$150 administrative fine, unless otherwise determined by the Police Chief based upon severity
 - c. Third offense: Indefinite revocation of permit and a \$300 administrative fine, unless otherwise determined by the Police Chief based upon severity.
3. Appeal of Revocation or Penalty. A permit holder may appeal a revocation or administrative fine to the City Council by submitting a written request for a hearing within ten (10) business days of the notice of revocation or penalty. The City Council shall hear the appeal at a regularly scheduled or specially called public meeting and may affirm, modify, or reverse the decision. Failure to timely request a hearing shall constitute a waiver of the right to appeal.
4. Reinstatement. Following revocation, a new permit application must be submitted and approved in accordance with this Ordinance before the individual or vehicle may resume operation on City streets.

O. ENFORCEMENT AND PENALTIES: Any violation of this Ordinance may be subject to enforcement through warning, administrative citation, permit suspension or revocation, misdemeanor prosecution, or any combination thereof, as authorized by law.

Each separate violation of this Ordinance shall constitute a separate offense.

P. EXEMPTIONS

1. City employees or authorized City personnel may operate City-owned Special Use Vehicles without a permit when conducting official City business on City streets, sidewalks, trails, rights-of-way, or other public property.
2. A Special Use Vehicle permit is not required for operation during a parade or other special event for which the City has issued a special event permit authorizing such operation.

3. Special Use Vehicles may be operated without a permit on City streets during emergency conditions when snow or other roadway conditions make travel by conventional motor vehicle impractical.
4. Visitor and Transient Use Exemption. A City-issued Special Use Vehicle permit is not required for a non-resident operating a lawful Special Use Vehicle within the City for the limited purpose of traveling directly to or from fuel, food, lodging, retail, repair services, recreational facilities, or other lawful destinations within or through the City.

This exemption is intended to allow temporary access for visitors traveling to, from, or through the City and shall not authorize regular, repeated, or routine operation of Special Use Vehicles on City streets.

5. Conditions of Exemption. A person operating under the Visitor and Transient Use Exemption shall:
 - a. Comply with all applicable Minnesota Statutes, traffic laws, and equipment requirements;
 - b. Operate only on streets where Special Use Vehicle operation is otherwise authorized by this Ordinance or City Council resolution;
 - c. Use a direct and reasonable route to and from the intended destination or point of departure;
 - d. Operate the vehicle in a safe and lawful manner at all times;
 - e. Not use this exemption as a substitute for a required City permit.
6. Definition of Visitor Use. For purposes of this Section, “visitor” or “transient use” does not include a person who resides within the City, owns or leases property within the City, or uses a Special Use Vehicle for regular or routine transportation within the City. Such individuals must obtain a City-issued permit.
7. Enforcement of Exemption Status. A peace officer may make reasonable inquiry during lawful contact with an operator to determine whether the operator qualifies for the Visitor and Transient Use Exemption.

A prior contact or documentation does not, by itself, prohibit future operation under this exemption. However, operation that is inconsistent with the stated purpose of travel or demonstrates regular or routine use within the City may be considered in determining whether the exemption applies.

Q. COMPLIANCE WITH STATE LAW: This Ordinance shall be interpreted and applied in accordance with applicable Minnesota Statutes. In the event of a conflict between this Ordinance and state law, state law shall govern.

R. NO ASSUMPTION OF LIABILITY: Nothing in this Ordinance shall be construed to impose or create any liability upon the City, its officers, employees, or agents for any injury, damage, or loss arising out of the operation of a Special Use Vehicle, or from the issuance, denial, suspension, or revocation of any permit.

SECTION 2. This ordinance shall be in full force and effect seven (7) days after its passage and with its publication.

Adopted by the City Council of the City of Little Falls this 6th day of July, 2026, by the following vote:

Voting in favor: _____

Voting against: _____

ATTEST:

Gerald M. Knafka, Council President

Alex Smith, City Administrator

Approved this 6th day of July, 2026.

Gregory J. Zylka, Mayor

Publish: July 12, 2026

AGENDA ITEM**MEETING:** July 6, 2026**TITLE OF THE ITEM FOR CONSIDERATION:** Authorization to Purchase a Used Fire Engine from the City of Forest Lake**BACKGROUND:** City Council has authorized staff to bid on a used fire engine to replace Engine 2, which is a 2001 Kenworth/Central States fire engine. In our search, we found that Forest Lake is selling a 2008 Spartan/Rosenbauer fire engine. The engine has a 1500 GPM (gallon per minute) water pump and 1,000-gallon water tank.

Prior to receiving their new engine, Forest Lake had issues with the motor in this truck. They attempted to sell it "as-is" with the bad motor but were not getting offers of what they believed it was worth. Just prior to us looking at it, they opted to replace the motor with a new Cummins OEM motor. With the truck having a new motor, and the condition of the rest of the truck, we feel it will last us at least 15-20 years.

Forest Lake is willing to make a direct sale and agreed to an offer of \$105,000. The truck committee members have inspected and operated the truck on two separate occasions and are in full support of this purchase. Forest Lake had the truck appraised by a fire truck resale company and were told it would be worth \$130,000 - \$150,000 with the new motor, if it were red. That was why we offered \$105,000, as the truck is yellow and will need to be painted red at a cost of approximately \$20,000. The total price of truck and the cost of re-painting aligns with what we have seen other similar used fire engines being sold for.

Forest Lake provided a bill of sale, and everything is approved on their end. If the City Council approves this purchase, we would also ask to declare the 2001 Kenworth/Central States fire engine as surplus so we can market it for sale. This purchase would be applied to the Fire Equipment Fund, and any proceeds from the sale of the 2001 Fire Engine would be returned to the Fire Equipment Fund.

ACTION REQUEST: The City Council authorize the purchase of a 2008 Spartan/Rosenbauer fire engine from the City of Forest Lake in the amount of \$105,000, to be paid from the Fire Equipment Fund. The City Council will also consider a separate resolution later in the agenda declaring the City's 2001 Kenworth/Central States fire engine as surplus property, with any proceeds from its sale to be returned to the Fire Equipment Fund.

BUDGETED: N/A No Yes Fund: Fire Equipment**STAFF PERSON REQUESTING:** Fire Chief, Craig Seelen





Office of Administration

1408 Lake Street South
Forest Lake, MN 55025
651.464.3550
651.464.4968 fax
www.ci.forest-lake.mn.us

Bill of Sale

For the Sale of a Used Fire Truck

Date: June 22, 2026

Seller:

City of Forest Lake
1408 Lake Street S
Forest Lake, MN 55025
Phone: (651) 209-9722

Buyer:

City of Little Falls
100 7th Ave NE
Little Falls, MN 56345

1. Vehicle Description

The Seller hereby sells, transfers, and conveys to the Buyer the following used fire truck ("Vehicle"):

Year: 2008
Make: Rosenbauer
Model: Spartan Diamond
VIN: 4S7AU2D928C064885

2. Sale Price

The total purchase price for the Vehicle is One Hundred and Five Thousand Dollars (\$105,000 USD). Payment shall be made in full by cashier's check at the time of transfer.

3. Condition of Vehicle

The Vehicle is sold “AS-IS”, WITH NO WARRANTIES, either expressed or implied, including but not limited to warranties of merchantability or fitness for a particular purpose. The Buyer acknowledges that they have had the opportunity to inspect the Vehicle and accept it in its current condition.

4. Title and Ownership

The Seller certifies that they are the lawful owner of the Vehicle and that the Vehicle is free of all liens and encumbrances. Upon receipt of full payment, the Seller agrees to transfer the title to the Buyer.

5. Indemnification

The Buyer agrees to indemnify and hold harmless the Seller from any and all future claims, damages, liabilities, or expenses arising from the use, operation, or ownership of the Vehicle after the date of sale.

6. Entire Agreement

This Agreement constitutes the entire understanding between the parties and supersedes any prior oral or written statements. Any amendments must be made in writing and signed by both parties.

7. Governing Law

This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

Seller City of Forest Lake	Buyer Little Falls, City of
Name: Elle Reichert	Name:
Title: Finance Director	Title:
Signature: <i>Elle Reichert</i>	Signature:
Date: 06/22/26	Date:



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MINNEAPOLIS, MN
10011 Xylite Street NE
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320.558.9966

SCANLON, MN
1325 MN-45
Scanlon, MN 55720
218.879.6681

BALDWIN, WI
2500 Alreich Ave
Baldwin, WI 54002
715.688.2404

TRUCKALINE
9515 150th Ave NE
Columbus, MN 55025
763.786.8863

Page 67 of 148
Invoice: ~~010001429126~~
Date / Hour: 4/24/2026 8:44:40AM
Repair Order: 429126
Customer: 27745
Branch: 0100-BLA
Total Invoice: \$50,920.83
On Account
Page 1 of 6

RECEIVED

By Angela Campbell at 3:41 pm, Apr 27, 2026

Bill To: CITY OF FOREST LAKE
1408 LAKE STREET SOUTH
FOREST LAKE, MN 55025

Ship To: CITY OF FOREST LAKE
843 4TH STREET SW
FOREST LAKE, MN 55025
Office Phone: 651-464-3550
Email:
ALAN.NEWMAN@CI.FOREST-LAKE
.MN.US

Work: 651-464-3550

Shop: 651-464-3550

Fax: 651-464-4968

Customer P/O:

Add User: jmadich

Open Date: 04/06/2026

Completion Date: 04/23/2026

Salesperson: HOUSE.ACCOUNT

Unit Number: Engine 1

Model Year: 2008

Make/Model: Rosenbauer

Type: Single Axle Truck

VIN: 4S7AU2D928C064885

Meter: 45047 Miles

Task: 1 45-02004 Engine System - Cylinder Block - Replace

Department: Truck

Complaint: Replace engine with a long block.

Warranty on Long block is 1 yr. 50,000 mi

All other componants replaced is 1 yr Unlimited mileage



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Customer P/O:

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Completion Date: 04/23/2026

Add User: jmadich

Salesperson: HOUSE.ACCOUNT

Correction: Looked for truck, aired up, pulled into shop, raised cab Drained coolant, drained oil, disconnected batteries
Removed driveshaft at trans, disconnected trans harness from sensors and trans, disconnected trans cooler lines, capped and plugged fittings and lines, moved lines and harness out of the way
Disconnected harnesses from PTOs, removed right hand pump from PTO,
Removed heat wrap from turbo down pipe, removed down pipe and bellows pipe, moved pump onto top of frame rail. Removed bottom six bell housing bolts, cut zipties, disconnected governor line at air comp, disconnected cables at starter, pulled cables and governor line , removed torque convertor bolts
Set up trans jack, had to remove switch from left PTO to get one bell housing bolt out , removed remaining bell housing bolts, removed trans from engine
Lifted truck, got trans out, put stands under axle, Removed CAC pipes, removed upper radiator pipe, removed fan, disconnected OEM harness from ECM, removed PS pump from engine. Removed belt from AC comp, removed AC comp mounting bolts and moved it out of the way, cut zipties and removed clamp holding dipstick tube to front of radiator, removed oil fill tube from engine.Disconnected fuel lines and coolant lines from engine, removed lower radiator pipe from engine, Removed damper and crank pulley, removed front motor mount bolts, removed rear motor mount bolts. Got forklift and extensions, got chain wrapped through lifting brackets ,removed engine. Looked over new engine and removed tape on the air comp and fuel pump mounting areas, found no gear for the fuel pump. Removed EGR cooler, piping and bracket, removed turbo and piping, removed exhaust manifold. Removed alternator and bracket, water outlet and inlet connections, tensioner, front gear cover, removed fuel pump gear. Removed air comp, engine harness, ECM, fuel lines, high pressure fuel lines, fuel rail, fuel pump, front motor mount bracket, flex plates and flywheel housing.Lifted engine with overhead, removed oil pan and pick up tube, set engine on blocks at rear of bay. Removed gear cover and front main on new engine, removed wear sleeve, cleaned gear housing and prepped for assembly. Pressure washed flywheel housing, starter, oil pan, front gear cover and front motor mount. Cleaned fuel pump, installed new orings, got fuel pump in place on the studs, torqued fuel pump to spec. Cleaned and installed fuel pump gear, made sure timing was correct, torqued to spec.Installed wear sleeve on crank, put RTV on gear cover, installed, torqued to spec, installed new front main into seal carrier, installed front main, torqued to spec.Removed rocker arm bolts, jake studs and bridges from old engine, cleaned parts
Installed studs into head, torqued to spec, removed rocker bolts and exhaust bridges from new engine and put on old, installed bolts and bridges onto new engine, torqued rockers to spec
Adjusted valves, torqued jam nuts to spec
Cleaned rocker housing, removed injector harnesses from old housing and new housing, installed new housing harnesses into old housing and installed new seal into housing. Installed rocker housing with new seal, torqued to spec, connected injector harness, torqued to spec. Cleaned and installed jakes, torqued to spec, adjusted jakes, torqued jam nuts to spec. Installed new valve cover with new seal, torqued to spec, swapped over crankcase pressure sensor from new engine valve cover to new valve cover.
Installed ECM, connected engine harness and routed harness, cleaned and installed fuel rail and high pressure fuel lines, torqued lines and rail to spec, installed return lines from head and rail. Got new air comp out of box, removed fittings from old, installed new o rings and installed fittings into new air comp, timed air comp, installed with new gasket, torqued to spec. Installed rear support, torqued to spec, installed air comp coolant lines with new grommets. Installed water inlet with new gasket, installed coolant filter base, tightened fittings in block so they would line up with the hoses. Removed hoses from filter base since they are brittle, looked for new hoses, Cleaned exhaust manifold and head, installed manifold with new gaskets and bolts, torqued to spec, installed new EGR cooler bracket, torqued to spec. Swapped lines and fittings from old turbo to new, used new orings and new sealing washers, installed new turbo studs into manifold and turbo.Installed turbo with new gasket, torqued to spec.Installed new EGR cooler, tightened clamp at inlet and torqued cooler to spec. Cleaned block, installed pick up tube with new gasket, torqued to spec. Installed oil pan with new gasket, torqued to spec. Installed new coolant lines for coolant filter, installed new coolant filter, secured hoses.Installed new EGR coolant pipes and fittings into block. Lifted old engine with overhead and installed the oil pan and stiffener plate, set engine in stand, moved engine, got engine set in place with all motor mount bolts through their holes.Put forklift and

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Add User: jmadich

Salesperson: HOUSE.ACCOUNT

extensions away, tightened motor mount bolts. Installed valve cover and EGR cross over pipe with new gaskets, got a new exhaust pressure sensor, removed broken one and installed new one. Installed pulley and damper on crank, routed belt, installed upper radiator pipe and fan. Connected oil fill tube to adapter in gear cover, routed dipstick tube and secured to front of radiator. Routed AC comp and installed mounting bolts and brackets, routed belt. Installed P/S pump with new gasket, connected pressure hose to pump, routed cables from alternator and governor line from exhaust to intake side of engine. Connected OEM harnesses to ECM, connected lower radiator pipe to engine, connected coolant lines to engine. Lifted trans onto jack, lifted truck and got trans under truck, lowered truck, installed right steer wheel, torqued lugs. Stuffed trans, installed torque converter bolts, installed cover. Installed turbo down pipe and secured to trans, tightened bolts for right pump into PTO, connected trans cooler lines, routed, connected and secured trans harness. Installed driveshaft to trans, Connected cables to starter, installed crankcase filter housing and piping. Went through all harnesses and secured all wiring and hoses. Run and road tested all good. 1105

Supp.	Part	Description / Ref Number	U/M	Quantity	Price	Extended Price
13002	5272819	SEAL		1.0	\$2.96	\$2.96
13002	6378220RX-C	KIT,TURBOCHARGER ACTUATOR-Core		-1.0	\$345.00	\$(345.00)
13002	5301094RX-C	COMPRESSOR,1 CYL AIR-Core	EA	-1.0	\$431.25	\$(431.25)
13002	5502128RX-C	KIT TURBOCHARGER-Core		-1.0	\$1,012.50	\$(1,012.50)
13002	DR6541RX-C	LONG BLOCK ISL 8.9-Core		-1.0	\$4,050.00	\$(4,050.00)
13002	3684284	WASHER SEALING		4.0	\$10.30	\$41.20
13002	3922794	SEAL O RING		2.0	\$4.39	\$8.78
13002	3931827	TUBE,TUR OIL DRAIN	EA	1.0	\$44.69	\$44.69
13002	3939352	GASKET,OIL SUC CONNECTION	EA	1.0	\$6.40	\$6.40
13002	3940245	GASKET HYDRAULIC PUMP		1.0	\$23.83	\$23.83
13002	3944593	SCREW HEX FLANGE HEAD CAP		12.0	\$5.98	\$71.76
13002	4352363	KIT,EGR COOLER	EA	1.0	\$770.25	\$770.25
13002	4934278	WASHER SEALING		2.0	\$4.76	\$9.52
13002	4937581	VALVE COVER		1.0	\$439.74	\$439.74
13002	4938761	GASKET EXH GAS RCN VALVE	EA	1.0	\$8.11	\$8.11
13002	5264570	GASKET OIL DRAIN		1.0	\$5.05	\$5.05
13002	5264572	GASKET		1.0	\$15.70	\$15.70
13002	5286984	STUD		4.0	\$14.73	\$58.92
13002	5301094RX	COMPRESSOR,1 CYL AIR	EA	1.0	\$2,022.98	\$2,022.98
13002	5301094RX-C	COMPRESSOR,1 CYL AIR-Core	EA	1.0	\$431.25	\$431.25
13002	5315014	TUBE,VENT	EA	1.0	\$85.96	\$85.96
13002	5319449	TUBE,WATER INLET	EA	1.0	\$171.86	\$171.86
13002	5332563	GASKET,OIL PAN		1.0	\$94.33	\$94.33

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Customer P/O:

Open Date: 04/06/2026

Completion Date: 04/23/2026

Add User: jmadich

Salesperson: HOUSE.ACCOUNT

Item #	Part #	Description	Unit	QTY	Unit Price	Total Price
13002	5398279	GASKET,CONNECTION	EA	1.0	\$15.49	\$15.49
13002	5502128RX	KIT TURBOCHARGER		1.0	\$4,968.52	\$4,968.52
13002	5502128RX-C	KIT TURBOCHARGER-Core		1.0	\$1,012.50	\$1,012.50
13002	5716035	GASKET EX		6.0	\$18.98	\$113.88
13002	6378220RX	KIT,TURBOCHARGER ACTUATOR		1.0	\$1,789.24	\$1,789.24
13002	6378220RX-C	KIT,TURBOCHARGER ACTUATOR-Core		1.0	\$345.00	\$345.00
07075	M3515	STARTING FLUID	EA	12.0	\$4.90	\$58.80
18003	1540B	197936 DELVAC 15W-40 BULK	QT	30.0	\$8.20	\$246.00
18003	FC5050	ANTIFREEZE 50/50PREDIL EX LF	GALLON	10.0	\$19.01	\$190.10
13002	5272959	GASKET,RKR LEVER HOUSING	EA	1.0	\$21.88	\$21.88
13002	4928594	SENSOR PRESSURE	EA	1.0	\$181.39	\$181.39
13002	3925343	KIT SEAL	EA	1.0	\$206.12	\$206.12
13002	3818824	NUT,TURBO	EA	4.0	\$5.07	\$20.28
13002	3916048	HOSE,FLEXIBLE		1.0	\$81.11	\$81.11
13002	3959798	GASKET VALVE COVER	EA	1.0	\$51.84	\$51.84
13002	3163075	PAINT, CUMMINS APEX RED SPRAY	EA	2.0	\$39.25	\$78.50
13002	2880482	CLAMP V BAND	EA	1.0	\$71.20	\$71.20
13002	5566887	KIT,EXH RCN COOLER	EA	1.0	\$1,664.79	\$1,664.79
13002	3103015	SEAL,GROMMET	EA	4.0	\$4.02	\$16.08
13002	3899283	SEAL,O RING	EA	1.0	\$12.66	\$12.66
13002	4988280	GASKET, POWER STEERING MOUNTING	EA	1.0	\$6.37	\$6.37
19002	V040-0307	#4 AEROQUIP STR FEMALE FIELD ATTACHABLE	EA	1.0	\$22.16	\$22.16
19002	V040-0307	#4 AEROQUIP STR FEMALE FIELD ATTACHABLE	EA	3.0	\$22.16	\$66.48
19002	V240-0307	#4 AEROQUIP 90* ELBOW FIELD ATTACHABLE	EA	2.0	\$40.94	\$81.88
19002	RQP54	RYCO #4 AEROQUIP HOSE	IN	118.0	\$0.85	\$100.30
10002	1-0046	U-JOINT STRAP KIT 1710,1760,1810	EA	1.0	\$14.34	\$14.34
12012	933-5B	CABLE TIE 14-1/2" BLACK .300 WIDE 120LB.	EA	30.0	\$0.25	\$7.50
12012	933-2LB	CABLE TIE 11-1/2" BLACK .140 WIDE 40LB.	EA	40.0	\$0.12	\$4.80
35001	D1029-2932	3/8 SILICONE HOSE		3.0	\$13.43	\$40.29
16026	P550774	FILTER,FUEL SPIN ON	EA	1.0	\$23.27	\$23.27

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Customer P/O:

Open Date: 04/06/2026

Completion Date: 04/23/2026

Add User: jmadich

Salesperson: HOUSE.ACCOUNT

550774

Item	Description	U/M	Quantity	Price	Extended
13002	DR6541RX LONG BLOCK ISL 8.9		1.0	\$22,838.25	\$22,838.25
13002	DR6541RX-C LONG BLOCK ISL 8.9-Core		1.0	\$4,050.00	\$4,050.00
16026	P551103 FILTER,FUEL FS1003 FS1065 EA	EA	1.0	\$52.94	\$52.94
16026	P554685 COOLANT FILTER EA	EA	1.0	\$16.39	\$16.39
	Freight		1.0	\$550.00	\$550.00
	Freight		1.0	\$250.00	\$250.00
	Shop Suppl		1.0	\$167.10	\$167.10

Task 1 Subtotals	Parts:	Core Chg:	Core Ret:	Labor:	Miscellaneous:	Task 1 Subtotals
	\$36,944.89	\$5,838.75	(\$5,838.75)	\$11,637.90	\$967.10	\$49,549.89

Task: 2 42-03003 Cooling System - Fan - Repair

Department: Truck

Complaint: Rebuild the fan hub

Correction: Set up air to hub and tried to remove the fan mounting friction disc, could not get the center bolt to turn with a breaker bar or impact Set hub in vice and tried again, still wouldnt break free, heated around the bolt and sprayed with lube, the torx of the bolt rounded out Got a hole saw and cut the friction disc off the hub, finished disassembling the fan hub Got new fan hub rebuild kit, found it does not have a bearing in it, checked the other kit and that one does Pressed out old bearings and spacers, pressed new bearing into hub, assembled fan hub Checked operation and for leaks with shop air, no leaks Installed 90 degree fitting into hub, installed flared fitting, installed straight fitting onto new hose and connected, Tightened all bolts for fan hub, secured fan air line to engine and made sure to route it so it will not rub or get in the way of anything.1105

Supp.	Part	Description / Ref Number	U/M	Quantity	Price	Extended Price
08002	1S-DP	HORTON,FAN CLUTCH REPAIR KIT*ON-OFF	EA	1.0	\$572.69	\$572.69
s-dp	Shop Suppl	Shop Supplies		1.0	\$6.46	\$6.46

Task 2 Subtotals	Parts:	Labor:	Miscellaneous:	Task 2 Subtotals
	\$572.69	\$450.00	\$6.46	\$1,029.15

Task: 3 41-01004 Intake System - Air Cleaner - Replace

Department: Truck

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Open Date: 04/06/2026

Completion Date: 04/23/2026

Add User: jmadich

Salesperson: HOUSE.ACCOUNT

Complaint: Replace air filter
Clean filter housing with filter removed
Correction: Replaced air filter.1105

Supp.	Part	Description / Ref Number	U/M	Quantity	Price	Extended Price
35013	6891	AIR FILTER		1.0	\$240.35	\$240.35
	Shop Suppl	Shop Supplies		1.0	\$1.44	\$1.44
				Task 3 Subtotals	Parts:	\$240.35
					Labor:	\$100.00
					Miscellaneous:	\$1.44
				Task 3 Subtotals		\$341.79

Detail Tax Info:

ANOKA METRO AREA HOUSING & TRANSPORTATION NON TAX	\$0.00
Minnesota NON-TAX	\$0.00
Sales Tax	\$0.00
	\$0.00

Total Parts:	\$37,757.93
Total Core Charge:	\$5,838.75
Total Core Ret:	\$(5,838.75)
Total Labor:	\$12,187.90
Total Miscellaneous:	\$975.00
Invoice Subtotal:	\$50,920.83
Total Tax:	\$0.00
Total Invoice:	\$50,920.83

Payment Method	Terms	Due Date
On Account	NET 30 DAYS	5/24/2026

Remit To
Blaine Brothers, Inc.
10011 Xylite Street NE
Minneapolis, MN 55449

Save time and money with our tailored Fleet Maintenance Programs-contact us for details.

Although this document may be printed with the Quote watermark, it represents an ESTIMATE ONLY; all pricing, quantities, and scope are subject to change and should be treated as such.

As of 12/1/2025, all credit card transactions will be charged a 3% surcharge. The selling dealer hereby expressly disclaims all warranties, either express or implied, including any implied warranties of merchantability or fitness for a particular purpose, and neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of these part(s) and/or service.

Signature _____ Date _____

RECEIVED

By Angela Campbell at 2:40 pm, May 21, 2026



FIRE SAFETY USA, INC.
3253 19TH ST NW
ROCHESTER, MN 55901
507-529-8444

Invoice

Invoice #
258383

www.firesafetyusa.com

Date	5/21/2026
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Bill To	Ship To				
Email Invoices to: ap@ci.forest-lake.mn.us; flfd@ci.forest-lake.mn.us; Diggerdan01@aol.com; Alan.Newman@ci.forest-lake.mn.us	CITY OF FOREST LAKE ATTN: ALAN NEWMAN 1408 LAKE STREET SOUTH FOREST LAKE, MN 55025				

Customer Phone	P.O. No.	Terms	Due Date	Rep	Ship Via
651-209-9722		Net 30	6/20/2026	SELJA	

Qty	Item	Description	Price Each	Amount
		OLD ENGINE 1 - 2008 ROSENBAUER/SPARTAN		
1	ISO PUMP-TEST	ISO PUMP TEST	295.00	295.00
0.75	LABOR-GOLD	TRAVEL HRS:	195.00	146.25
1	SHOP-SUPPLIES	Accessories/Supplies	25.00	25.00

3% Cash Back Rewards when you buy online at www.firesafetyusa.com	Subtotal	\$466.25
	Sales Tax (0.0%)	\$0.00
	Payments/Credits	\$0.00
	Balance Due	\$466.25



FIRE SAFETY USA, INC.

3253 19TH ST NW

ROCHESTER, MN 55901

1-877-699-3473

WWW.FIRESAFETYUSA.COM

ISO / NFPA Pump Test Report

Department Name:	Forest Lake			Date:	4.30.2026		
Vehicle ID #:	Engine 1			Vehicle Make:	Rosenbauer		
Vehicle Model:	Spartan			Model Year:	2008		
Vehicle Miles:	45,135	Vehicle Hours:	3547	Test Site Location:	Station 1		
Pump MFG:	WTRS	Pump Model #:	S100	Pump Serial #:	131943		
Rated Pump Capacity:	1500	Single Stage:	X	Two Stage:		Governed RPM:	N/A
Atmospheric Pressure:	29.92"	Elevation At Site:	920	Air Temp:	40	Water Temp:	55

Dry Vacuum Test:	5	MINUTES	Pass/Fail:	Pass	Total Drop:	8"	in/Hg
Max Vacuum Achieved:	22"						
Suction Hose Layout:	1-6"	Feet of Lift:	3'	Length:	20'	Prime Time:	15

100% CAPACITY TEST: AT 150 PSI (20 MIN)

Discharge Hose Layout:	2-3"	Pump Mode:	PSI	Pitot Tip Size:	2.5"	
Time:	RPM:	GPM:	Pitot PSI:	Vacuum:	Test Gauge PSI:	Pump PSI:
8:30 AM	1510	1510	60	8	150	150
8:35 AM	1510			8	150	150
8:40 AM	1510			8	150	150
8:45 AM	1510			8	150	150
8:50 AM	1510			8	150	150
Pass/Fail:		Pass		RELIEF VALVE RISE:	10	PSI

70% CAPACITY TEST: AT 200 PSI (10 MIN)

Discharge Hose Layout:	2-3"	Pump Mode:	PSI	Pitot Tip Size:	2"	
Time:	RPM:	GPM:	Pitot PSI:	Vacuum:	Test Gauge PSI:	Pump PSI:
8:55 AM	1670	1051	78	2	200	200
9:00 AM	1670			2	200	200
9:05 AM	1670			2	200	200
Pass/Fail:		Pass		RELIEF VALVE RISE:	10	PSI

50% CAPACITY TEST: AT 250 PSI (10 MIN)

Discharge Hose Layout:	2-3"	Pump Mode:	PSI	Pitot Tip Size:	1.75"	
Time:	RPM:	GPM:	Pitot PSI:	Vacuum:	Test Gauge PSI:	Pump PSI:
9:10 AM	1840	750	68	0	250	250
9:15 AM	1840			0	250	250
9:20 AM	1840			0	250	250
Pass/Fail:		Pass		RELIEF VALVE RISE:	10	PSI

RECAP:

Pass/Fail:	150 PSI @	1510	RPM
Pass	200 PSI @	1670	RPM
	250 PSI @	1840	RPM

Notes: Engine was recently replaced

Rear blue 2 1/2" discharge leaks (EB25)

Rear green 3" discharge leaks (EB30)

Test Performed by: Dan Beane

Vendor: BLAINE BROTHERS INC
Vendor No: 14102

Check Date: 05/11/2026
Check Amount: 50,920.83

Date	Invoice	Description/Detail	Amount
04/24/26	010001429126	ENGINE 1 - ENGINE SYSTEM - CYLINDER BLOC	50,920.83

Date	Amount
05/11/2026	\$50,920.83

Pay: ***Fifty Thousand Nine Hundred Twenty and 83/100 Dollars*****

BLAINE BROTHERS INC
10011 XYLITE STREET NE
MINNEAPOLIS, MN 55449



Vendor: BLAINE BROTHERS INC
Vendor No: 14102

Check Date: 05/11/2026
Check Amount: 50,920.83

Date	Invoice	Description/Detail	Amount
04/24/26	010001429126	ENGINE 1 - ENGINE SYSTEM - CYLINDER BLOC	50,920.83

AGENDA ITEM**MEETING:** July 6, 2026**TITLE OF THE ITEM FOR CONSIDERATION:** Re-Painting of Used Fire Engine, Ray's Body Shop, Fire**BACKGROUND:** As part of the purchase of the 2008 Spartan/Rosenbauer Fire Engine from the City of Forest Lake, the vehicle will require repainting from its current yellow color to red to match the City's existing fire apparatus fleet. In making the offer to purchase the Fire Engine, the cost of re-painting the truck was taken into consideration and the offer was reduced based on that.

Staff reached out to both Ray's Body Shop and Carco Auto in Rice as they are both vendors experienced in commercial truck and heavy equipment painting. Ray's Body Shop returned the attached quote in the amount of \$19,979.79. Carco Auto returned the attached quote in the amount of \$29,179.61.

Staff also checked into having the truck wrapped with vinyl. Froggy's advised that the vinyl would not hold up on the roll-up compartment doors and the underlying yellow would still be visible between the slats. As a result, they declined to provide a quote.

ACTION REQUEST: The City Council award the quote from Ray's Body Shop, Rice, in the amount of \$19,979.79, to re-paint the 2008 Spartan/Rosenbauer fire engine from yellow to red, to be charged to the Fire Equipment Fund.**BUDGETED:** N/A No Yes Fund: Fire Equipment**STAFF PERSON REQUESTING:** Fire Chief, Craig Seelen

**BODY
AND
FENDER
REPAIRS**

RAY'S BODY SHOP, INC.

Raymond Van Hercke, Jr.

WINDSHIELDS INSTALLED - COMPLETE FRAMEWORK DONE
AIR CONDITIONING SERVICE - 24 HOUR TOWING
RADIATOR AND HEATER CORE REPAIR AND REPLACEMENT

Email: ray@raysbodyshop.com

PHONE: 320/632-9271 FAX: 320/632-3756

12897 Hwy 27 - Little Falls, MN 56345

**EXPERT
REFINISHING**

NAME: L F Fire Dept
ADDRESS: L F R
PHONE: 320-616-5597 DATE WANTED: _____

DATE: 5-7-26
INVOICE NO.: _____
REGISTRATION: _____
HOURLY RATE: 100.00 Phr

YEAR-MODEL-COLOR	MAKE OF CAR	BODY TYPE	LICENSE NO.	SERIAL NO.	MFG. PAINT NO. 0	MILEAGE	
2008	General	Fire truck			72083	4989	
REPAIR	REPLACE	VIN		SUBLET WORK	PARTS AND MATERIALS	LABOR	REFINISHING
		4S7AW2D928C064885					Hrs
		change all yellow panels to Red with clear					63.5
		remove wax & imperfections & stripping			28.00	4.0	
		expose wheels			221.00	4.0	
		adhesive remover			33.70	6.5	
		fine line tape			66.00	2.00	
		mask several times			200.00	4.0	
		color change dr hinges etc pull			28.00	8.0	
		if dr is so yellow is change to Red			28.00	8.0	
		disassemble as needed Bumper etc				7.5	
		spill & reassemble after color				7.0	
		remove weather strips				3.0	
		ATI roll up doors assy				8.00	
		commercial grade materials			5600.00		
		Base clear high impact clear					
		color sand & Buff			27.00	8.0	
		Body supplies			398.00		
							63.5
		TOWING				133.5	682.30

SUBJECT TO INVOICE PRICE CHANGES

SUB TOTALS

6629	170	13350.00	13350.00
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THIS ESTIMATE IS BASED ON OUR INSPECTION AND DOES NOT COVER ADDITIONAL PARTS OR LABOR WHICH MAY BE REQUIRED AFTER THE WORK HAS BEEN STARTED. AFTER THE WORK HAS STARTED, WORN OR DAMAGED PARTS WHICH ARE NOT EVIDENT ON FIRST INSPECTION MAY BE DISCOVERED. NATURALLY THIS ESTIMATE CANNOT COVER SUCH CONTINGENCIES. PARTS PRICES SUBJECT TO CHANGE WITHOUT NOTICE. THIS ESTIMATE IS FOR IMMEDIATE ACCEPTANCE.

19979.76
exempt

THIS WORK AUTHORIZED BY: _____

ESTIMATE SHEET AND REPAIR ORDER



Carco Auto & Truck
 1831 115th Street NW
 Rice, MN 56367
 Business Phone: (320) 393-3687
 tom@carcotrucks.com

Estimate

Est # 3648
 ID # 17428115
 Estimator: JEFF

Vehicle Info ROSENBAUER PUMPER FIRE TRUCK	Owner CRAIG SEELEN LITTLE FALLS FIRE DEPARTMENT	Insurance Company Inspection Date: 06/29/2026 Repair Days: 31	Shop Info Tax ID: 33-1033427 Estimators Phone: (320) 393-3687
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	Oper	Description	Part Number	Price	Labor
OTHER					
1	R&I	FRONT BUMPER			6 hrs. Body
2	R&I	DOORS			15.5 hrs. Body
3	R&I	ROLLUP DOORS			24.8 hrs. Body
4	R&I	LIGHTS			15 hrs. Body
5	R&I	WHEEL MOLDINGS			8 hrs. Body
6	R&I	ALL / MISC HARDWARE			14 hrs. Body
7	Refinish	CAB LOWER 8.0 hrs. Clearcoat			20 hrs. Paint Panel 8 hrs. Refinish
8	Refinish	LOWER BODY 2.6 hrs. Clearcoat			6.5 hrs. Paint Panel 2.6 hrs. Refinish
9	Refinish	ROLLUP DOORS 3.4 hrs. Clearcoat			8.5 hrs. Paint Panel 3.4 hrs. Refinish
10	Refinish	CAB DOORS LOWER 3.4 hrs. Clearcoat			8.5 hrs. Paint Panel 3.4 hrs. Refinish
11	R&I	ROLLUP DOOR HARDWARE ESTIMATE HAS MULTIPLE PROCESS INCLUDED IN SINGLE LINE ITEMS. UNIT WILL NOT HAVE TAPE ON HARDWARE / PARTS WILL BE REMOVED.			9.5 hrs. Body

Totals

Type	Labor Time	Cost	Total	Taxable
Body Labor	92.8	\$158.00	\$14,662.40	
Paint Labor	60.9	\$158.00	\$9,622.20	
Paint Supplies	60.9	\$52.00	\$3,166.80	✓
Body Supplies	92.8	\$15.00	\$1,392.00	✓
		Taxable Amount	\$4,558.80	
		Tax 7.375%	\$336.21	
		Non-taxable Amount	\$24,284.60	
		Grand Total	\$29,179.61	

CONSENT AGENDA ITEM

CITY COUNCIL MEETING: July 6, 2026

TITLE OF THE ITEM FOR CONSIDERATION: Summary Publication, Ordinance No. 62A, Seventh Series – Regulation of Special Use Vehicles

BACKGROUND: Minnesota law permits the publication of an approved summary in lieu of publishing the full text of an ordinance when the City Council determines that the summary clearly informs the public of the ordinance's intent and effect. A proposed summary publication has been prepared for Council consideration.

Ordinance No. 62A, Seventh Series, authorizing the summary publication of Ordinance No. 62, Seventh Series, was introduced at the June 15, 2026, City Council meeting. Adoption of Ordinance No. 62A will authorize publication of a summary of Ordinance No. 62 rather than the full ordinance text.

ACTION REQUEST: The City Council adopt Ordinance No. 62A, Seventh Series, an Ordinance of the City of Little Falls Authorizing the Summary Publication of Ordinance No. 62, Seventh Series, which amends City Code Chapter 10, entitled "Public Protection, Crimes, and Offenses," by adding Section 10.18, entitled "Regulating Special Use Vehicles."

BUDGETED: N/A No Yes Fund:

STAFF PERSON REQUESTING: Kyle Johnson

City of Little Falls

**ORDINANCE NO. 62A
SEVENTH SERIES**

AN ORDINANCE OF THE CITY OF LITTLE FALLS AUTHORIZING THE SUMMARY PUBLICATION OF ORDINANCE NO. 62, SEVENTH SERIES, WHICH AMENDS CITY CODE CHAPTER 10 BY ADDING SECTION 10.18, ENTITLED "REGULATING SPECIAL USE VEHICLES"

THE CITY OF LITTLE FALLS ORDAINS:

SECTION 1. As authorized by Minnesota Statutes, Section 412.191, Subdivision 4, the City Council of the City of Little Falls has determined that publication of the title and summary of Ordinance No. 62, Seventh Series, amending City Code Chapter 10 by adding Section 10.18, "Regulating Special Use Vehicles," will clearly inform the public of its intent and effect. The full text of the Ordinance is available for inspection at City Hall, 100 Northeast Seventh Avenue, Little Falls, Minnesota, 56345.

**ORDINANCE NO. 62
SEVENTH SERIES**

The purpose of this Ordinance is to regulate the operation of special use vehicles within the City of Little Falls by adding Section 10.18 to City Code Chapter 10, entitled "Public Protection, Crimes and Offenses." This Section establishes regulations governing the use of utility task vehicles (UTVs), Class 1 and Class 2 all-terrain vehicles operated by steering wheel, mini-trucks, and motorized golf carts on City streets. The Ordinance provides for permit requirements, vehicle eligibility standards, operating rules, safety and equipment requirements, location and roadway restrictions, youth operation provisions, insurance requirements, enforcement procedures, penalties, and limited exemptions, all in accordance with applicable Minnesota Statutes.

SECTION 2. This Ordinance shall take effect seven (7) days after its passage and publication.

Passed by the City Council of the City of Little Falls, Minnesota, this 6th day of July, 2026, by the following vote:

Voting in favor: _____

Voting against: _____

ATTEST:

Gerald M. Knafla, Council President

Alex Smith, City Administrator

Approved this 6th day of July, 2026.

Gregory J. Zylka, Mayor

Publish: July 12, 2026

AGENDA ITEM

CITY COUNCIL MEETING: July 6, 2026

TITLE OF THE ITEM FOR CONSIDERATION: Ordinance No. 63, Seventh Series, Restaurant Sales Tax

BACKGROUND: Staff have prepared Ordinance No. 63, Seventh Series, amending Chapter 6, Section 6.37 of the Little Falls City Code, entitled "Restaurant Sales Tax."

The proposed amendment adds a new subsection, "Limitation of Authority," to clarify that the City's authority to impose and collect the local food and beverage (restaurant) sales tax is contingent upon authorization granted by Minnesota Special Law. The amendment further provides that, upon expiration, repeal, or termination of such authority, the City's restaurant sales tax ordinance shall automatically be without force or effect, and no tax shall be imposed or collected under the section.

This amendment is intended to ensure consistency between City Code and state law by expressly limiting the City's authority to impose the restaurant sales tax to the period authorized by the Minnesota Legislature.

This Ordinance was formally introduced at the City Council meeting on June 15, 2026.

ACTION REQUEST: The City Council adopt Ordinance No. 63, Seventh Series, an Ordinance of the City of Little Falls Amending City Code Chapter 6, Section 6.37, Entitled "Restaurant Sales Tax".

BUDGETED: N/A No Yes Fund:

STAFF PERSON REQUESTING: Alex Smith

City of Little Falls

**ORDINANCE NO. 63
SEVENTH SERIES**

AN ORDINANCE OF THE CITY OF LITTLE FALLS AMENDING CITY CODE CHAPTER 6, SECTION 6.37, ENTITLED "RESTAURANT SALES TAX"

THE CITY OF LITTLE FALLS ORDAINS:

SECTION 1. Little Falls City Code, Chapter 6, Section 6.37, entitled "Restaurant Sales Tax", is hereby amended by adding Subsection E as follows:

E. Limitation of Authority:

This section shall be effective only during such time as the City of Little Falls is authorized under Minnesota Special Law to impose and collect a food and beverage (restaurant) sales tax.

Upon expiration, repeal, or termination of such statutory authority, this section shall automatically be without force or effect, and no tax shall be imposed or collected under this section.

SECTION 2. This Ordinance shall take effect seven (7) days after its passage and publication.

Passed by the City Council of the City of Little Falls, Minnesota, this 6th day of July, 2026, by the following vote:

Voting in favor: _____

Voting against: _____

ATTEST:

Gerald M. Knafka, Council President

Alex Smith, City Administrator

Approved this 6th day of July, 2026.

Gregory J. Zylka, Mayor

Publish: July 12, 2026

AGENDA ITEM**MEETING:** July 6, 2026**TITLE OF THE ITEM FOR CONSIDERATION:** Petition, Request for Traffic Signage, Prairie Drive**BACKGROUND:** At the June 15, 2026, Council meeting, the Council received a petition to install 15 mph speed limit signs, “children at play” signage, and stop signs on Prairie Drive.

Regarding the request to reduce the speed limit to 15 mph, a formal speed study would be required. A speed study is conducted by an outside party and has the potential to either increase, decrease, or maintain the speed along the route. Because 30 mph is the statutory speed limit standard for residential streets, staff would not recommend spending funds on a speed study at this time.

The second request received is for the installation of “Children at Play” signs. Children at Play signs are no longer standard signs in the Manual of Traffic Control Devices (MUTCD). The standard practice in the industry has been to not install “Children at Play” signs as motorists are expected to exercise caution and awareness in all residential areas at all times.

The third request is for the addition of stop signs at the entrance to Twitchell Park. This location will likely get a lot of traffic in the near future due to the Splash Pad. Staff agree with this request and are asking the Council to approve the installation of a stop sign at the Twitchell Park entrance.

ACTION REQUEST: The City Council approve the installation of a stop sign at the entrance to Twitchell Park, 14873 Prairie Drive, at a total cost of \$140, to be charged to the Street Department.**BUDGETED:** N/A No Yes Fund: Street Department**STAFF PERSON REQUESTING:** Greg Kimman

City of Little Falls

PETITION

We, the undersigned residents of the City of Little Falls, Morrison County, Minnesota, respectfully petition the City Council to: Put up Speed Limit Signs of 15 MPH
~~↓ Caution Signs~~ Children at Play + Stopping Coming
Out of Park ON PRAIRIE DR LF

and we do state that we are the owners of record of more than _____ percent of the real estate abutting upon the proposed improvements and request that the City Council make said improvements and assess the costs thereof against the property specially benefited thereby.

<u>NAME</u>	<u>ADDRESS OR LEGAL DESCRIPTION</u>
Brian Lindberg	14716 Prairie Dr Little Falls
Glenn Alshen	14698 PRAIRIE DR. LF. MN 56345
Brenda Walzma	14698 Prairie Dr. LF. MN 56345
Heath Vather	14736 Prairie Dr LF MN 56345
RYAN VAUZEK	14736 PRAIRIE DR. LF MN 56345
John Kovelius	17371 Potter Ln LF MN 56345
Isaac Wolcheski	17360 Potter Ln LF MN 56345
Andrew Witucki	17357 Potter Ln LF MN 56345
Jason Jester	14729, PRAIRIE DR
Alicia Lindberg	14716 Prairie Dr Little Falls
Zachary Straub	14687 Prairie Dr Little Falls
Wendy Waldvogel	14713 PRAIRIE DR. LF.
Jessie Raskin	14682 Prairie Dr. LF

AGENDA ITEM

CITY COUNCIL MEETING: July 6, 2026

TITLE OF THE ITEM FOR CONSIDERATION: Resolution 2026-34, Ratifying and Memorializing Approval of a Variance Request submitted by Kwik Trip, Inc.

BACKGROUND: At its June 15, 2026, meeting, the City Council considered a variance request submitted by Kwik Trip, Inc. to allow construction of an 80-foot-tall freestanding sign at 14867 18th Street Northeast.

The Planning Commission previously considered the request at its June 8, 2026, meeting. The motion to approve the request resulted in a 2–2 tie vote, and therefore the motion failed. The City Council subsequently considered the matter at its June 15, 2026, meeting.

Following discussion, the City Council voted to reject the recommendation of denial and subsequently approved the variance request by a vote of 6-2.

The resolution presented for consideration on July 6, 2026, contains findings of fact supporting the Council's approval of the variance request. Adoption of the resolution will ratify and memorialize the Council's June 15, 2026, action and establish a complete record of the findings supporting that decision.

ACTION REQUEST: The City Council adopt Resolution 2026-34, ratifying and memorializing the City Council's June 15, 2026, approval of the variance request submitted by Kwik Trip, Inc.

BUDGETED: N/A No Yes Fund:

STAFF PERSON REQUESTING: Greg Kimman

City of Little Falls

RESOLUTION 2026-34

RESOLUTION RATIFYING AND MEMORIALIZING THE APPROVAL OF A VARIANCE
APPLICATION TO ALLOW A FREESTANDING SIGN THAT EXCEEDS THE MAXIMUM HEIGHT,
KWIK TRIP, INC.

WHEREAS, the City of Little Falls received a variance request to allow construction of an 80-foot-tall freestanding sign (the maximum permitted height is 30 feet, and an 80-foot height is being proposed) (50-foot variance request); and

WHEREAS, the variance request and application are for the property located at 14867 18th Street Northeast, Parcel No. 48.6073.000, legally described in Exhibit A attached hereto and incorporated herein by reference, and the applicant is Kwik Trip, Inc. (contact: Matthew Lepke, Project Manager – Signage, Store Engineering), and the property owner is Kwik Trip, Inc.; and

WHEREAS, the City published and posted due and proper notice as well as provided personally mailed notice to all affected property owners within 350 feet, in accordance with Minnesota Statutes; and

WHEREAS, a public hearing to consider the variance was held on the 8th day of June, 2026, before the Planning Commission at City Hall, 100 Northeast Seventh Avenue, at 6:30 p.m., at which time all interested and affected persons were given an opportunity to voice their concerns and be heard; and

WHEREAS, the Little Falls City Code, Section 11.04.C, allows for granting of variances if the criteria in Minnesota Statutes §462.357 have been met; and

WHEREAS, a variance can be approved if practical difficulties can be satisfied; and

WHEREAS, to constitute practical difficulties the Planning Commission discussed the following questions per State Statute and provided the following findings of fact:

1. Is the variance in harmony with the general purposes and intent of the zoning code? Why or why not?

The proposed 80-foot sign is within the same line of sight as the rest of the corridor. The sign ordinance establishes a maximum height of 30 feet to promote visual compatibility, protect community character, reduce visual impacts, and provide reasonable sign opportunities for businesses. Allowing the requested sign will maintain the same line of sight as the other highway businesses in the area.

2. Is the variance consistent with the Comprehensive Plan? Why or why not?

The Comprehensive Plan encourages orderly development, protection of community character, and implementation of adopted development regulations. Granting a sign height variance of this magnitude would be consistent with the Plan's goals of maintaining compatible land use patterns and applying development standards uniformly throughout the community as it promotes highway businesses use and development.

- 3. Does the proposal put property to use in a reasonable manner not permitted by the zoning code? Why or why not?

The proposed development and use are consistent with zoning.

- 4. Is the plight of the landowner due to circumstances unique to the property and not created by the landowner? Why or why not?

The requested height is derived from a sign study conducted by the applicant. It demonstrates the minimum height required for safe traffic maneuvers along U.S. Highway 10. The height is needed to extend beyond the mature trees and multi-story buildings on the adjacent property.

- 5. Would the variance, if granted, not alter the essential character of the locality? Why or why not?

The property is being developed consistently with the surrounding properties.

WHEREAS, the Planning Commission held a public hearing on the issue on June 8, 2026, with motion to recommend denial resulting in a 2-2 tie vote.

WHEREAS, the City Council considered the variance request at its June 15, 2026, meeting and voted to reject the recommendation of denial; and

WHEREAS, the City Council subsequently voted 6-2 to approve the variance request to allow construction of an 80-foot-tall freestanding sign; and

WHEREAS, the City Council desires to adopt and memorialize findings of fact consistent with its June 15, 2026, action approving the variance request;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Little Falls hereby approves the variance requested by Kwik Trip, Inc. for property legally described in Exhibit A attached hereto and incorporated herein by reference, Parcel No. 48.6073.000, address 14867 18th Street Northeast, to allow construction of an 80-foot-tall freestanding sign based on the findings of fact provided by the Planning Commission.

Passed this 6th day of July, 2026.

ATTEST:

Gerald M. Knafla, Council President

Alex Smith, City Administrator

Approved this 6th day of July, 2026.

Gregory J. Zylka, Mayor

EXHIBIT 'A'

All that part of the SE¹/₄ of NW¹/₄ and all that part of the NE¹/₄ of SW¹/₄ of Section 9, Township 40, Range 32, Morrison County, Minnesota, described as follows: Beginning at a point on the East line of the NW¹/₄ of said Section 9 which is 251.62 feet North of the Southeast corner thereof; thence South on the East line of the W¹/₂ of said Section 9 to the Northeast corner of Block 1 of Wielinski Second Addition, thence West on the North line of said Wielinski Second Addition 722.50 feet, more or less, to the Northwest corner of said Block 1; thence North on the West line of said Block 1 extended 604 feet, more or less, to the southerly boundary of the property described in Document No. 267045; thence easterly 708.92 feet, more or less, to the point of beginning, less the South 120.935 thereof and less the East 60 feet thereof.

AND

A strip of land 66 feet in width being part of the SE¹/₄ of NW¹/₄ and part of the NE¹/₄ of SW¹/₄ of Section 9, Township 40, Range 32, the East boundary line of which is described as follows: Beginning at the Northwest corner of Block 1, Wielinski Second Addition, thence North on the West line of said Block 1 extended 604 feet, more or less, to the southerly boundary of the property described in Document No. 267045 and there terminating, Morrison County, Minnesota.

Less and except

That part of the SE¹/₄ of NW¹/₄ and the NE¹/₄ of SW¹/₄, Section 9, Township 40 North, Range 32 West, Morrison County, Minnesota, described as follows: Commencing at the northeasterly corner of Lot 1, Block 2, WIELINSKI SECOND ADDITION, and assuming that the northerly line of said WIELINSKI SECOND ADDITION bears North 89 degrees 07 minutes 52 seconds East from said northeasterly corner; thence North 89 degrees 07 minutes 52 seconds East 48.00 feet along said northerly line of WIELINSKI SECOND ADDITION to the point of beginning of the parcel to be described; thence reversing South 89 degrees 07 minutes 52 seconds West 48.00 feet along said northerly line of WIELINSKI SECOND ADDITION to said northeasterly corner of Lot 1, Block 2, WIELINSKI SECOND ADDITION; thence North 00 degrees 52 minutes 08 seconds West 604 feet, more or less, along the easterly line of the tract deeded to Scherling by the deed recorded as Document No. 0357340, to the southerly line of the tract described in Document No. 267045; thence easterly 48.00 feet, more or less, to the line bearing North 00 degrees 52 minutes 08 seconds West from the point of beginning thence South 00 degrees 52 minutes 08 seconds East 604 feet, more or less, to the point of beginning.

Now described as:

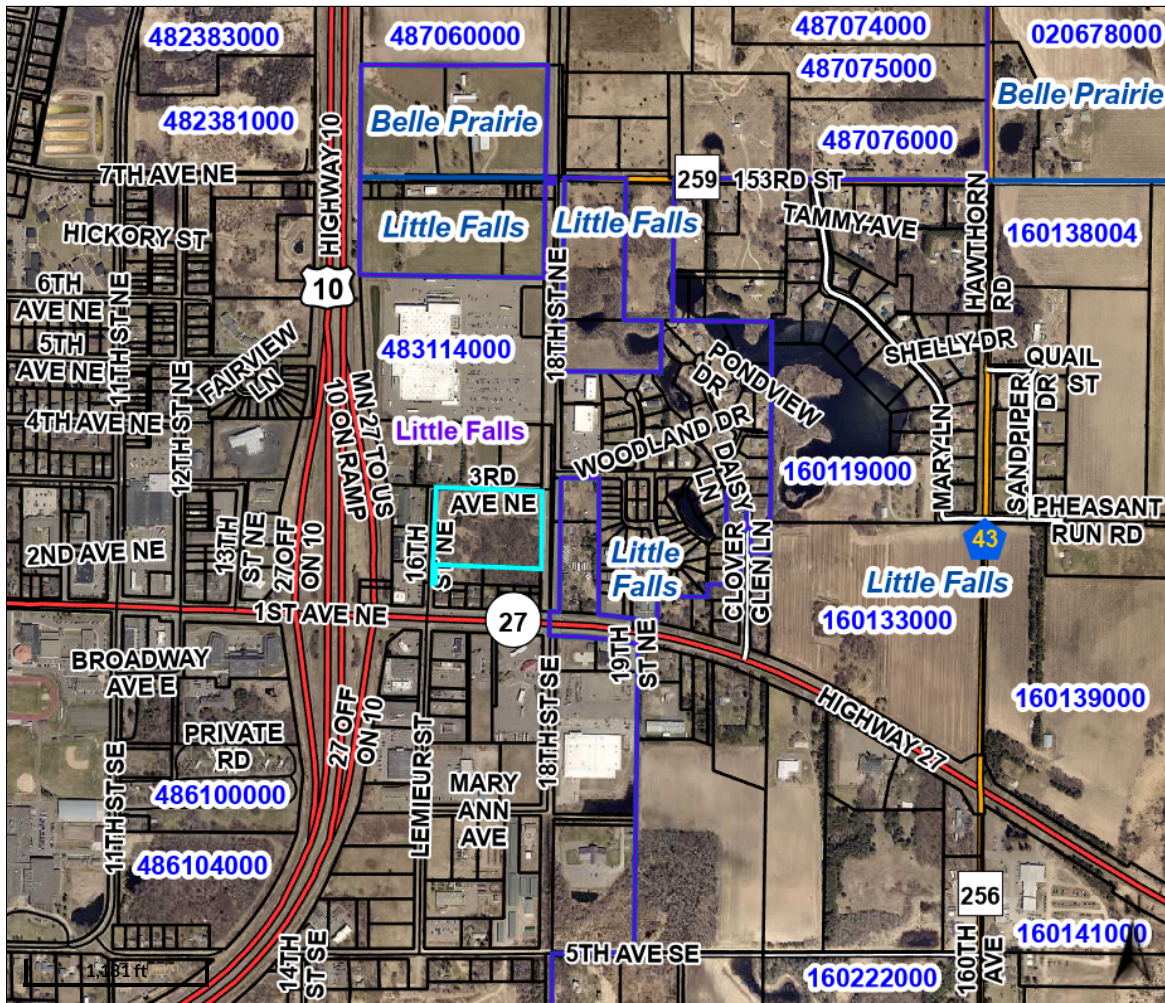
That part of the Southeast Quarter of the Northwest Quarter (SE¹/₄-NW¹/₄) and that part of the Northeast Quarter of the Southwest Quarter (NE¹/₄-SW¹/₄), Section 9, Township 40, Range 32, Morrison County, Minnesota, described as follows: Commencing at the southeast corner of said SE¹/₄-NW¹/₄; thence North 00 degrees 47 minutes 30 seconds East, bearing based on the Morrison County Coordinate Database NAD 83, 251.62 feet along the east line of said SE¹/₄-NW¹/₄ to the easterly extension of the south line of the Thesing tract according to Doc. No. 267045 on file in said Morrison County Recorder's Office; thence North

89 degrees 33 minutes 43 seconds West 60.00 feet along said easterly extension of the south line of the Thesing tract according to Doc. No. 267045 to the west line of the East 60.00 feet of said SE1/4-NW1/4, the point of beginning of the tract to be described; thence South 00 degrees 47 minutes 30 seconds West 511.63 feet along said west line of the East 60.00 feet of said SE1/4-NW1/4 and along the west line of the East 60.00 feet of said NE1/4-SW1/4 to the north line of the Joanne Kegel tract according to Doc. No. 359060 on file in said Recorder's Office; thence North 87 degrees 50 minutes 28 seconds West 662.95 feet along said north line of the Joanne Kegel tract according to Doc. No. 359060 to the east line of the 66.00 foot wide access and right of way easement according to Book U-4 of Miscellaneous Record, Page 319, on file in said Recorder's Office; thence South 02 degrees 09 minutes 32 seconds West 120.93 feet along said east line of the 66.00 foot wide access and right of way easement according to Book U-4 of Miscellaneous Record, Page 319 to the northwest corner of Block 1, WIELINSKI SECOND ADDITION, according to the recorded plat thereof on file in said Recorder's Office; thence North 87 degrees 50 minutes 28 seconds West 18.00 feet along the westerly extension of the north line of said Block 1, WIELINSKI SECOND ADDITION to the east line of the City of Little Falls tract according to Document No. 368672 on file in said Recorder's Office; thence North 02 degrees 09 minutes 32 seconds East 612.52 feet along said east line of the City of Little Falls tract according to Document No. 368672 to said south line of the Thesing tract according to Doc. No. 267045; thence South 89 degrees 33 minutes 43 seconds East 669.04 along said south line of the Thesing tract according to Doc. No. 267045 to the point of beginning.

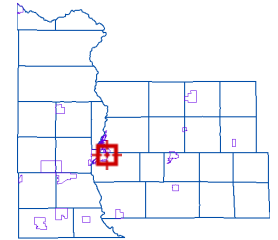
EXCEPT

That part of the Southeast Quarter of the Northwest Quarter (SE1/4-NW1/4), Section 9, Township 40, Range 32, Morrison County, Minnesota, described as follows: Commencing at the southeast corner of said SE1/4-NW1/4; thence North 00 degrees 47 minutes 30 seconds East, bearing based on the Morrison County Coordinate Database NAD 83, 251.62 feet along the east line of said SE1/4-NW1/4 to its intersection with the easterly extension of the south line of the Thesing tract according to Doc. No. 267045 on file in said Morrison County Recorder's Office; thence North 89 degrees 33 minutes 43 seconds West 60.00 feet along said easterly extension of the south line of the Thesing tract according to Doc. No. 267045 to its intersection with the west line of the East 60.00 feet of said SE1/4-NW1/4, the point of beginning of the tract to be described; thence continuing North 89 degrees 33 minutes 43 seconds West 263.06 feet along the south line of said Thesing tract according to Doc. No. 267045 to its intersection with the west line of CENTERPOINTE ADDITION, according to the recorded plat thereof on file in the Recorder's Office, said Morrison County; thence South 01 degree 50 minutes 12 seconds West 1.03 feet along said west line of CENTERPOINTE ADDITION to the southwest corner of said CENTERPOINTE ADDITION; thence South 89 degrees 44 minutes 41 seconds East 263.09 feet along the south line of said CENTERPOINTE ADDITION to its intersection with said west line of the East 60.00 feet of the SE1/4-NW1/4; thence North 00 degrees 47 minutes 30 seconds East 0.19 feet along said west line of the East 60.00 feet of the SE1/4-NW1/4 to the point of beginning.

Subject to easements, reservations or restrictions or record, if any.



Overview



Legend

- Corporate Limits
- Political Townships
- Parcels
- Road Centerlines**
- US/State Hwy
- CSAH; County Road
- Township
- Roads

Parcel ID	486073000	Alternate ID	n/a	Owner Address	KWIK TRIP INC
Sec/Twp/Rng	09/040/032	Class	3A-Commercial/Industrial/Public Utility		1626 OAK ST
Property Address	14867 18TH ST NE	Acreage	7.8		LA CROSSE WI 54603
	LITTLE FALLS MN				

District LITTLE FALLS EAST-#482-HRA

Brief Tax Description PT OF SE1/4 OF NW1/4 & PT OF NE1/4 OF SW1/4 DESC AS FOL, COMM AT SE COR OF SE1/4 OF NW1/4, N 00°47'30" E 251.62 FT, N 89°33'43" W 60 FT TO POB, S 00°47'30" W 511.63 FT, N 87°50'28" W 662.95 FT, S 02°09'32" W 120.93 FT, N 87°50'28" W 18 FT, N 02°09'32" E 612.52 FT, S 89°33'43" E 669.04 FT TO POB EXC PT OF SE1/4 OF NW1/4 DESC AS FOL, COMM AT SE COR OF SE1/4 OF NW1/4, N 00°47'30" E 251.62 FT, N 89°33'43" W 60 FT TO POB, N 89°33'43" W 263.06 FT, S 01°50'12" W 1.03 FT S 89°44'41" E 263.09 FT, N 00°47'30" E 0.19 FT TO POB EASEMENT OF RECORD

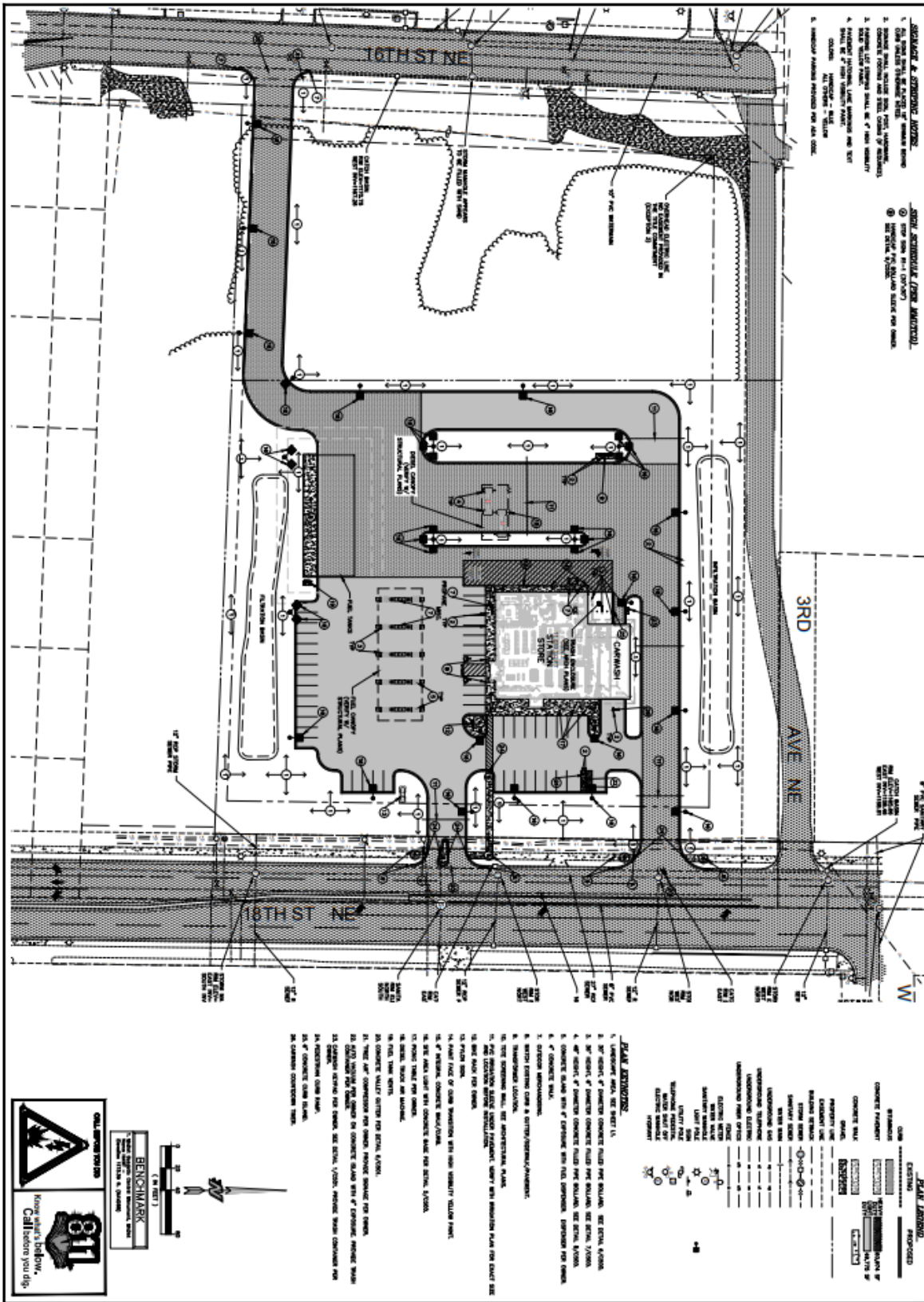
(Note: Not to be used on legal documents)

Disclaimer: The maps and data available for access at this website are provided "as is" without warranty or any representation of accuracy, timeliness, or completeness. There are no warranties, expressed or implied, as to the appropriate use of the maps and data or the fitness for a particular purpose. The maps and associated data at this website do not represent a survey. No liability is assumed for the accuracy of the data delineated on any map, either expressed or implied.

This imagery is displayed at 9 inch resolution, (1 pixel = 9 inches). In the areas of Pierz and the NW/NE lakes, the image is 2 inch pixel resolution and is the highest quality imagery on this site. These images were flown by Eagleview in the spring of 2023. Portions of the NW and NE parts of the county were reflight in spring of 2024.

Date created: 6/4/2026
 Last Data Uploaded: 6/3/2026 7:24:03 PM





CALL BEFORE YOU DIG
 811
 Know what's below. Call before you dig.

SITE KEYNOTE PLAN
CONVENIENCE STORE #1791
W/SIDE DIESEL & 1-BAY CARWASH
 18TH STREET NE & 3RD AVENUE NE
 LITTLE FALLS, MINNESOTA

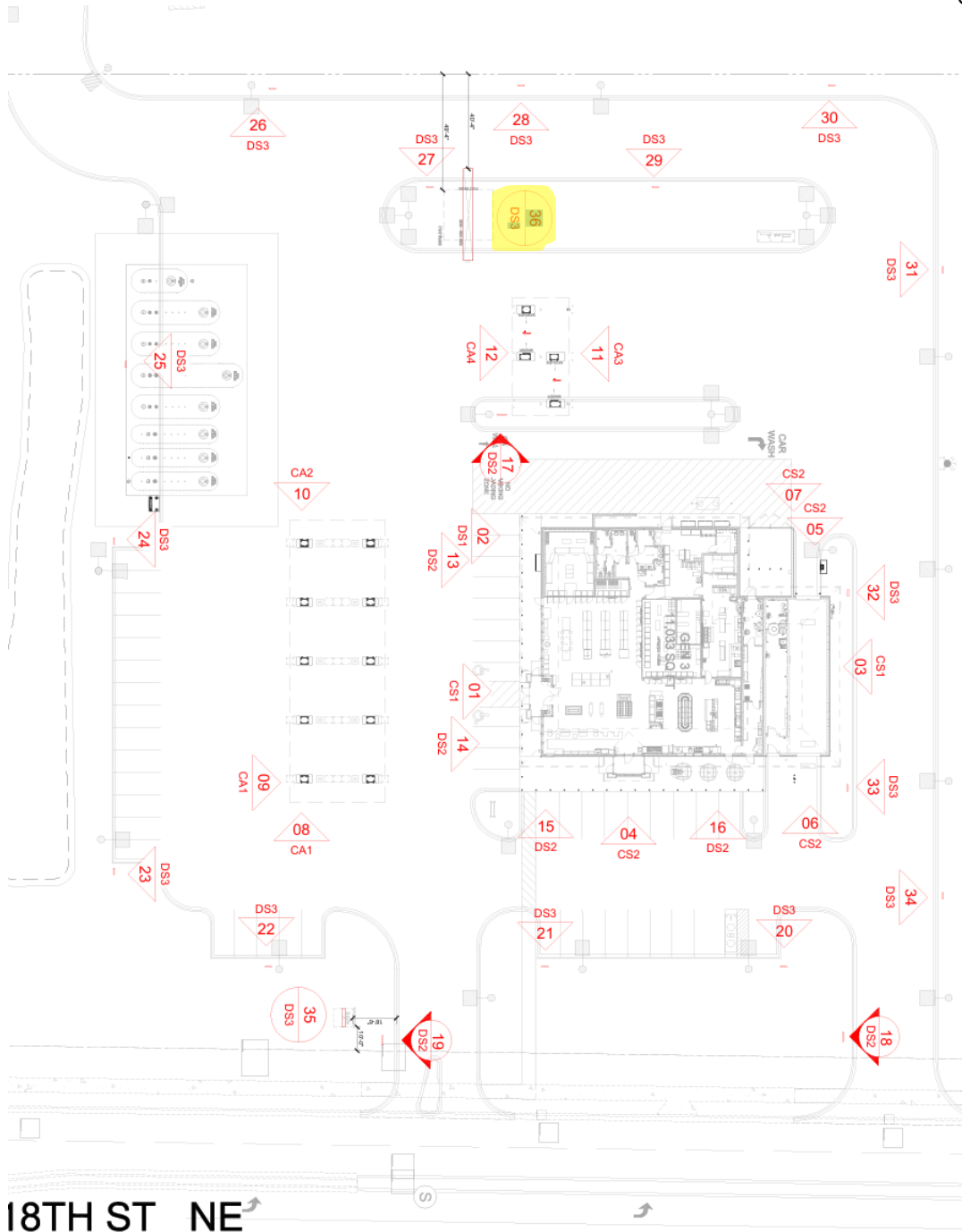
CAULSON
 18TH STREET NE
 LITTLE FALLS, MN 56242

Kwik Trip, Inc.
 P.O. BOX 2017
 LITTLE FALLS, MN 56242
 TEL: (507) 781-8000
 FAX: (507) 781-8000

Kwik Star

Kwik Trip

h
t
t



18TH ST NE

- PROPOSED SIGNS:**
- #01 24" LED KWIK TRIP BUILDING LETTERS
 - #02 CARWASH BUILDING DIRECTIONAL SIGN
 - #03 18" LED KWIK TRIP & 24" CARWASH BUILDING LETTERS
 - #04 24" LED KWIK TRIP BUILDING LETTERS
 - #05 CARWASH ENTER
 - #06 CARWASH EXIT
 - #07 CARWASH INFORMATIONAL SIGN
 - #08 24" LED KWIK TRIP CANOPY LETTERS
 - #09 24" LED KWIK TRIP CANOPY LETTERS
 - #10 24" LED KWIK TRIP CANOPY LETTERS
 - #11 18" LED DIESEL ENTER CANOPY SIGN
 - #12 18" LED DIESEL EXIT CANOPY SIGN
 - #13 - #16 2-HOUR PARKING SIGNS
 - #17 DRIVEWAY DIRECTIONAL
 - #18 DRIVEWAY DIRECTIONAL
 - #19 DRIVEWAY DIRECTIONAL
 - #20 - #24 2-HOUR PARKING SIGNS
 - #25 - #34 NO PARKING SIGNS
 - #35 FREESTANDING PYLON SIGN
 - #36 FREESTANDING HIGH RISE SIGN

AGENDA ITEM**MEETING:** July 6, 2026**TITLE OF THE ITEM FOR CONSIDERATION:** Change Order 2, Lakehead Constructors, Inc., Water Treatment Facility - Clarifier Rehabilitation**BACKGROUND:** In March of 2026, staff noticed the wall between the filter and the outfall started to show cracks. Within the next month the crack became wider, and pieces of the concrete block began to fall out. Because Lakehead Constructors was already performing the Water Treatment Plant Clarifier Rehabilitation Project at the facility, staff contacted them to temporarily stabilize the wall.

Lakehead Constructors installed a temporary shoring to stabilize the wall at a cost of \$3,950, which was paid from the project's \$20,000 contingency allowance.

Following further evaluation, Lakehead Constructors provided staff with a quote of \$29,760 to permanently repair the wall. Staff also contacted another local contractor to see if they would be interested in providing a quote; however, the contractor declined to bid due to the project's location, complexity, and staffing limitations.

After accounting for the temporary stabilization costs (\$3,950), \$16,050 remains in the project's contingency allowance. Approval of Change Order No. 2 will utilize the remaining contingency funds and require an additional \$13,710 from the Water Improvement Fund to complete the permanent repairs.

ACTION REQUEST: The City Council approve Change Order No. 2 to the Water Treatment Plant Clarifier Rehabilitation Project with Lakehead Constructors, Inc., in the amount of \$13,710, to permanently repair the deteriorated wall adjacent to the filters through installation of new shoring and replacement of the failed masonry sections, to be charged to the Water Improvement Fund.**BUDGETED:** N/A No Yes Fund: Water Improvement**STAFF PERSON REQUESTING:** Greg Kimman

CHANGE ORDER FORM

NO.: 2

Owner: City of Little Falls, Minnesota Owner's Project No.:
 Engineer: Bolton & Menk, Inc. Engineer's Project No.: 0M2.133775
 Contractor: Lakehead Constructors, Inc Contractor's Project No.: 8329
 Project: Water Treatment Facility - Clarifier Rehabilitation
 Contract Name:
 Date Issued: May 29, 2026 Effective Date of Change Order: May 29, 2026

The Contract is modified as follows upon execution of this Change Order:

Description:

Repair failing wall sections by filters with new shoring bracing and replacement of existing failed masonry sections.

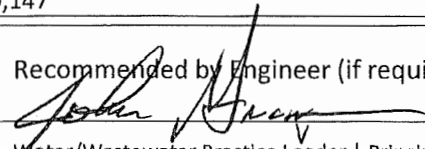
Deduct unused construction allowance.

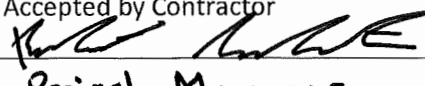
Attachments:

- Lakehead Constructors Proposal dated 4/14/2026
- Lakehead Constructors Proposal dated 3/27/2026

Change in Contract Times
 [State Contract Times as either a specific date or a number of days]

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ <u>570,187</u>	Original Contract Times: Substantial Completion: <u>3/31/2026</u> Ready for final payment: <u>4/30/2026</u>
Increase from previously approved Change Orders No. 1 to No. 1: \$ <u>25,250</u>	[Increase] [Decrease] from previously approved Change Orders No. 1 to No. [Number of previous Change Order] : Substantial Completion: <u>No change</u> Ready for final payment: <u>No change</u>
Contract Price prior to this Change Order: \$ <u>595,437</u>	Contract Times prior to this Change Order: Substantial Completion: <u>3/31/2026</u> Ready for final payment: <u>4/30/2026</u>
Increase this Change Order: \$ <u>13,710</u>	Increase this Change Order: Substantial Completion: <u>7/15/2026</u> Ready for final payment: <u>8/1/2026</u>
Contract Price incorporating this Change Order: \$ <u>609,147</u>	Contract Times with all approved Change Orders: Substantial Completion: <u>7/15/2026</u> Ready for final payment: <u>8/1/2026</u>

Recommended by Engineer (if required)
 By: 
 Title: Water/Wastewater Practice Leader | Principal
 Date: May 29, 2026
 Authorized by Owner
 By: _____
 Title: _____
 Date: _____

Accepted by Contractor

Project Manager
06/04/2026
 Approved by Funding Agency (if applicable)



LCI PROPOSAL LITTLE FALLS SHORING

03/27/26

Lakehead Constructors, Inc. (LCI) appreciates the opportunity to provide this proposal for your project. The lump sum pricing below is based on the following scope and clarifications:

PROJECT SCOPE

- Supply and erect temporary shoring of one monorail lifting beam
- One month rental of shoring

PROJECT CLARIFICATIONS

- Pricing is based on work being performed while we are currently on site.
- Pricing is for assembly, 1 month of shoring rental.
- We have assumed free and clear access to our work area.
- All equipment to be locked out by others.
- Transfer of Custody form to be complete upon completion of assembly.
- Removal budget will be finalized upon completion of rental period.

ITEMS NOT INCLUDED IN OUR SCOPE

- Engineering.
- Testing for hazardous materials
- Handling or disposal of materials
- Special insurance such as builder's risk insurance or owner's protective insurance.
- Permits

PRICING

Install Total Lump Sum price: \$3,350.00

Removal Budget: ~~————— \$3,800.0~~

Extended Shoring Rental per month: \$300.00 X 2

Prior to commencing work a purchase order will need to be issued.

Thank you for the opportunity to present this proposal for your review. We trust it is complete and responsive to your needs. Feel free to contact us with any questions or comments.

Sincerely,

Robert Mackereth

218-393-9778

Lakehead Constructors, Inc.

General Contractors and Equipment Rental Specialists

Main Office: 3801 Winter Street • Superior, WI 54880-4416 • 715/392-5181 • Fax 715/392-7566

Aurora Branch: 510 W, 3rd Ave N. • Aurora, MN 55705 • 218/744-1497

www.lakeheadconstructors.com

An Equal Opportunity Employer



LCI PROPOSAL LITTLE FALLS WALL REPAIRS

04/14/2026

Lakehead Constructors, Inc. (LCI) appreciates the opportunity to provide this proposal for your project. The lump sum pricing below is based on the following scope and clarifications:

PROJECT SCOPE

- Mobilize equipment and tools
- Install new shoring posts
- Repair block walls
- Demobilize

PROJECT CLARIFICATIONS

- Pricing is based on one mobilization and one demobilization
- Pricing is for installing 2 ea. wall supports
- Pricing is for 2 ea. locations wall repairs 4' max
- We have assumed free and clear access to our work area
- All equipment to be locked out by others

ITEMS NOT INCLUDED IN OUR SCOPE

- Engineering.
- Testing for hazardous materials
- Handling or disposal of materials
- Special insurance such as builder's risk insurance or owner's protective insurance.
- Permits

PRICING

Total Lump Sum price: \$29,760

Prior to commencing work a purchase order will need to be issued.

Thank you for the opportunity to present this proposal for your review. We trust it is complete and responsive to your needs. Feel free to contact us with any questions or comments.

Sincerely,

Robert Mackereth

218-393-9778

Lakehead Constructors, Inc.

AGENDA ITEM

MEETING: July 6, 2026

TITLE OF THE ITEM FOR CONSIDERATION: Golf Course Sign Replacement

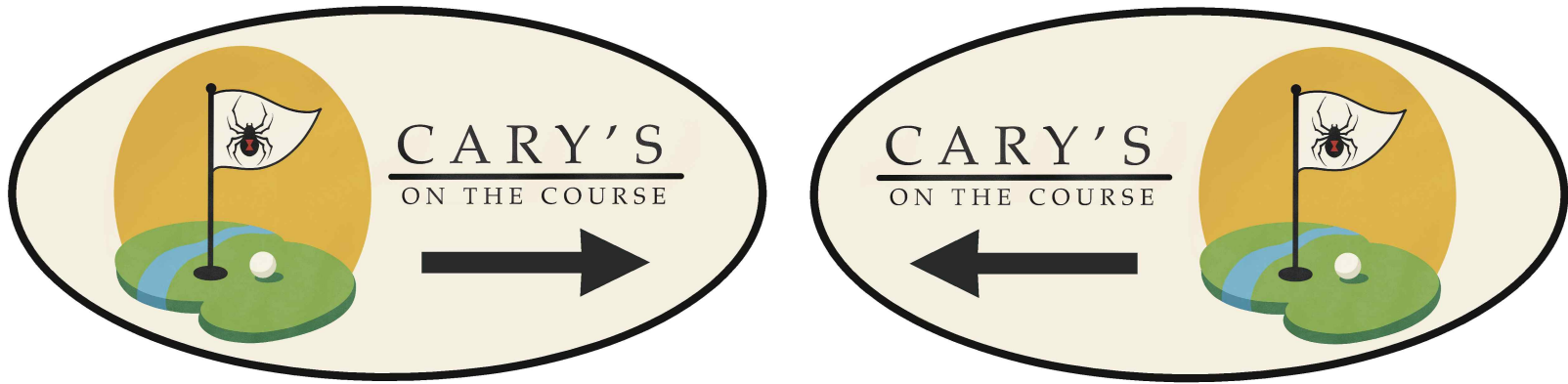
BACKGROUND: On June 16, staff received a request from Cary's on the Course to replace the existing golf course sign with the attached proposed sign. Because this sign is located on City property, City Council approval is required before any modifications or replacement can occur.

After reviewing the proposal, staff discussed the design with Golf Course Superintendent, Paul Filippi. At a minimum, staff recommends that the "Little Falls Golf Course" lettering remain 12 inches in height to match the existing sign and maintain its visibility and prominence.

ACTION REQUEST: The City Council review the proposed sign design and provide direction to staff regarding approval of the replacement sign.

BUDGETED: N/A No Yes Fund: Golf

STAFF PERSON REQUESTING: Greg Kimman and Paul Filippi



(2) 4'x8'x1/4" Maxmetal 1-sided \$445 each
\$40 for shape cut
Total = \$930 plus tax

A. LITTLE FALLS GOLF COURSE

B. Little Falls Golf Course

(2) 4'x8'x1/4" Maxmetal 1-sided \$120 each
Total = \$240 plus tax

City of Little Falls

RESOLUTION 2026-35

RESOLUTION APPOINTING ELECTION JUDGES FOR ALL 2026 ELECTIONS

WHEREAS, the City Council must appoint election judges for the upcoming elections; and due to unforeseen circumstances, not all judges will be able to serve, and additional judges may be needed for the upcoming 2026 Primary, and General Elections; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Little Falls hereby appoints the following persons as election judges, as needed, for the Primary Election to be held on August 11, 2026; and the General Election to be held on November 3, 2026; in the City of Little Falls, County of Morrison, State of Minnesota:

Anderson, Shirley	Barthel, Carol	Block, Gary
Boelz, Debora	Brand, Darlene	Dahlberg, Doug
Dobmeier, Nancy	Eckman, Dave	Ficek, Judi
Fink, Alice	Frank, Brian	Hammerbeck, Patti
Hartman, Jerome	Hauer, Chuck	Hauer, Jane
Johnson, Karen	Kasella, Lori	Lochner, Gerald
Lochner, Lynda	Lundberg, Christine	Lubrecht, Sony
Meyer, Gabrielle	Moengen, Heather	Naber, Jan
Olson, Becky	Richgels, Julie	Richmond, Lynne
Ring, Dianne	Robinson, Chelsey	Rosha, Ken
Smith, Alex	Sowada, Pat	Stanek, Cheryl
Stoerzinger, Sheila	Storlie, James	Stumpf, Josh
Sulackow, Lynn	Tillman, Carol	Tschida, Jeff
VanRisseghem, George	Vetter, Gina	Voigt, Alison
Wellman, Raena	Westerdahl-Delaney, Elaine	Worcester, Mike
Wozniak, Paulette		

BE IT FURTHER RESOLVED, that the City Council does hereby allow the Election Administrator or the Assistant Administrator to make substitutions to the above slate of judges as necessary to maintain the required minimum to fill vacancies as needed; and

BE IT FURTHER RESOLVED, that all election judges will receive compensation in the amount of \$15 per hour, with the Chairperson at \$20 per hour and the Assistant Chairperson at \$17 per hour.

Passed this 6th day of July, 2026.

ATTEST:

Gerald M. Knafila, Council President

Alex Smith, City Administrator

Approved this 6th day of July, 2026.

Gregory J. Zylka, Mayor

AGENDA ITEM**CITY COUNCIL MEETING:** July 6, 2026**TITLE OF THE ITEM FOR CONSIDERATION:** Resolution 2026-36 Establishing the Number of Arts and Crafts Vendors, Restricted Vehicle Parking, and No Parking Areas for the Large-Scale Street and Sidewalk License**BACKGROUND:** City Code Chapter 6, Section 6.28 regulates Large-Scale Street and Sidewalk Licenses, including the establishment of vendor limits, parking restrictions, and related operational requirements for approved events.

Resolution 2026-36 implements these regulatory provisions for the 2026 Arts and Crafts Fair, including the number of authorized vendors, traffic and parking restrictions, and other operational controls as outlined in the attached map.

The purpose of Resolution 2026-36 is to establish and authorize event operational requirements under City Code. This includes, but is not limited to, the estimated number of merchant and food/beverage vendor licenses and associated parking restrictions necessary to safely administer the event.

This resolution is regulatory in nature and does not establish, modify, or waive City service fees. City service fees are considered separately through Council action as a financial matter, based on staff-recommended cost recovery and revenue analysis. Separating regulatory approvals from financial decisions ensures clarity in Council action, maintains compliance with City Code authority, and supports transparent accounting and audit practices.

ACTION REQUEST: The City Council adopt Resolution 2026-36.**BUDGETED:** N/A No Yes Fund:**STAFF PERSON REQUESTING:** Alex Smith and Greg Kimman

City of Little Falls

RESOLUTION 2026-36

RESOLUTION ESTABLISHING THE NUMBER OF ARTS AND CRAFTS VENDORS,
RESTRICTED VEHICLE PARKING AND NO PARKING AREAS LARGE SCALE STREET
AND SIDEWALK LICENSE

WHEREAS, Little Falls City Code Chapter 6, Section 6.28, regulates all Large Scale Street and Sidewalk Licenses and parking; and

WHEREAS, the Little Falls Area Chamber of Commerce & Tourism has made application for a Large Scale Street and Sidewalk License for their annual Arts and Crafts Fair to be held on September 12 and 13, 2026, which includes Arts and Crafts Merchant Licenses and Food/Beverage Vendor Licenses.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Little Falls hereby issues an estimated 560 Itinerant Merchants Licenses, under the Large Scale Street and Sidewalk Sponsorship License issued to the Little Falls Area Chamber of Commerce & Tourism, for an Arts and Crafts Fair to be held September 12 and 13, 2026; and

BE IT FURTHER RESOLVED, that the City Council of the City of Little Falls hereby issues an estimated 40 Food/Beverage Vendor Licenses under the Large Scale Street and Sidewalk Sponsorship License; and

BE IT FURTHER RESOLVED, that the City Council of the City of Little Falls hereby restricts recreational vehicle parking in accordance with Exhibit "A" attached from September 11 through 14, 2026, for the Large Scale Street and Sidewalk Sponsorship License issued to the Little Falls Area Chamber of Commerce & Tourism; and

BE IT FURTHER RESOLVED, that the City Council of the City of Little Falls hereby prohibits on-street parking in accordance with Exhibit "A" attached from September 12 and 13, 2026, for the Large Scale Street and Sidewalk Sponsorship License issued to the Little Falls Area Chamber of Commerce & Tourism.

Passed this 6th day of July, 2026.

ATTEST:

Gerald M. Knafla, Council President

Alex Smith, City Administrator

Approved this 6th day of July, 2026.

Gregory J. Zylka, Mayor

**WEST LITTLE FALLS
ANTIQUES & COLLECTIBLES**



LEGEND

- RED** Letters Vendor Areas
- Dumpster
- Grease Dump Station
- Street Closed
- Buffer Blocks
- Shuttle Bus Stop
- Food and Beverage Vendors
- Restrooms
- Accessible Restroom
- RV Parking
- No RV Parking
- Accessible Parking
- Arts and Crafts Info. Center
- Tour Bus Drop Off/Pick Up
- No Parking (Road Closed to Thru Traffic)
- No Parking (Road Open to Thru Traffic)
- Parking Lots Used for Craft Fair
- Detour Route

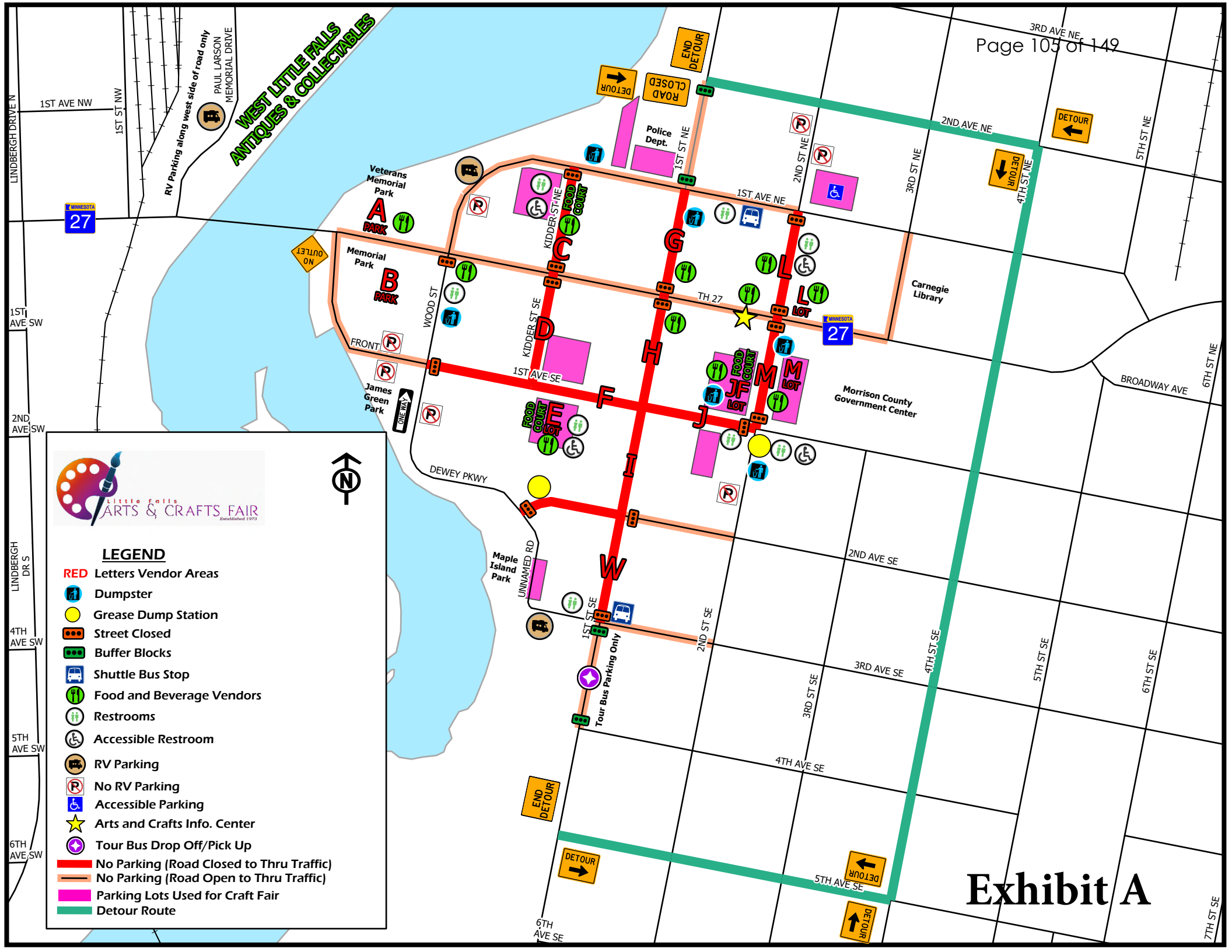


Exhibit A

Large Scale Street & Sidewalk Sponsorship License Application

SUBMISSION NOTICE: In accordance with **City Code § 6.28.C.1**, this application must be submitted to City Hall at least **thirty (30) days** prior to the first day of the event. All questions must be answered, or the application will be considered incomplete. Incomplete applications will not be processed.

Applicants are responsible for the cost of any City services provided for the event, including law enforcement, fire, public works, administrative review, equipment, and facility use, as established in the City of Little Falls Fee Schedule. All fees are non-refundable.

By submitting this application, the Applicant agrees to comply with all applicable City ordinances, policies, state laws, and permit conditions that may apply to the event.

I. EVENT & SPONSOR DETAILS

Event Title: Little Falls Arts & Craft Fair

Sponsoring Organization: Little Falls Area Chamber of Commerce & Tourism

Tax ID: 41-0856056

(Must be a Non-Profit Organization per Code 6.28.C.1)

Primary Contact (Name): Purva Watten

Daytime Phone: 320-639-0117 Email: purva@littlefallsmn.com

Cell # during event: 2183435023

Mailing Address: 200 1 Street NW

City: Little Falls State: MN Zip: 56345

Property Owner (Name): NA

Daytime Phone: _____ Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Event Date(s): September 11-13, 2026 Start/End Times: Friday-5:00pm- Sun 4:00pm

Event District/Locations: Attach a map establishing the boundaries of the district/location within which the event will be held (City Code 6.28.C.2).

All participating vendors at the Little Falls Arts and Crafts Fair have to do the following

- Submit complete and signed fair application
- Submit payment
- Submit ST 19
- Submit Insurance information along with insurance certificate
- For Food vendors – they have to reach out to the county’s food department. Food Inspector does come around to the fair to check licenses.

Event Activities: Provide a detailed description of all activities that will occur as part of the event (describe or attach):

- Juries Art and Craft Vendor Booths
- Marketplace Art and Craft Vendor Booths
- Food Booths

These booths placed on sidewalks and middle of streets.

Attendees will be walking around the fair radius shopping and visiting local businesses and attractions

Expected Number of Arts & Crafts Vendors: 520

Expected Number of Market Place Vendors: 40

Expected Number of Food Vendors: 40

Is this a recurring annual event? Yes No

Event type: Art & Craft Fair

Estimated Attendance:

- Under 250
 251–1,000
 1,001-5,000
 5,001-10,000
 10,001+ (specify amount)

II. MANDATORY OPERATIONAL PLANS (Code § 6.28.C.2)

Vendor Allocation: Total Units:575 | Units on Private Property: 37
 (At least 10% of total units MUST be on private property).

Objective Criteria: State the criteria used for selecting participating vendors:

- Submit complete and signed fair application
- Submit payment
- Submit ST 19
- Submit Insurance information along with insurance certificate
- For Food vendors – they have to reach out to the county’s food department. Food Inspector does come around to the fair to check licenses.
- If the applicants are new – they submit pictures of their products and workspaces so they can get juried

Parking, Traffic & Public Safety: Location(s) of event parking (describe or attach):

- Please see attached map for parking and safety locations
- The Little Falls Area Chamber and Tourism has a complete Emergency Operations Plan attached
- Attached also are the maps indicating, parking, RV Parking, Street Closures

Impacted areas (check all that apply):

Private Property City Park City Sidewalk/Trail City Street

Street closures, proposed traffic control/detour, signage, barricades, fencing, and safety personnel (describe or attach map):

Is the event in coordination with another event? Yes No

If yes, event name: *Antiques & Collectibles*

Emergency Operations Plan (EOP): Attached? Yes No

** Before submitting your application, please coordinate EOP with the City's emergency leadership:*

- Fire Chief, Craig Seelen: CraigS@ci.little-falls.mn.us
- Police Chief, Kyle Johnson: KyleJ@ci.little-falls.mn.us

Severe weather or emergency cancellation plan (describe or attach):

Facilities & Services

Portable restrooms provided? No Yes Number: 80

Company contracted for restrooms: Nelson Sanitation, Rice MN

Trash and recycling service provided? No Yes

Company contracted for trash/recycling: City Sanitary, Bob Lemieur Rolloffs

Amplified sound or live music? No Yes

Describe and/or attach sound equipment and proposed times:

Possibly, vendors selling cd of their music

Temporary power or generators? Yes No

Describe and/or attach type and location:

vendors may have them. per rules and regs.

- Electricity is not available for artisan vendors
 - Generators exceeding 65 dBA or producing too much exhaust will be removed. They will be tested by Chamber staff. Generator use must be disclosed on the application.
 - Official sound measurements conducted by Chamber staff are final. Failure to comply
-

Park Use (if applicable) Yes No

If yes, park name: Memorial Park and Veterans Park

Shelter reserved? Yes No

III. 2026 FEE SCHEDULE & REIMBURSEMENT

Fees are established by the City Council via Resolution and are subject to the current Fee Schedule. By signing this agreement, the Sponsor agrees to pay all applicable fees and reimbursements.

Fee Item	Basis	2026 Rate	Quantity	Total
Application Fee	Per Day	\$80.00	3	\$ 240.
Merchant License	Per Unit	\$10.00	560	\$ est. 5,600
Food/Beverage License	Per Unit	\$10.00	40	\$ est. 400
Total Due with Application:				\$240.

City Service Reimbursement *total booth fees estimated = \$6,000

Pursuant to City Code § 6.28.C.4, the sponsoring organization is responsible for reimbursing the City of Little Falls for all costs related to sanitation, traffic control, security, and other incurred expenses.

Fees and City Services

The Applicant is responsible for all applicable fees as established in the City of Little Falls Fee Schedule, including, but not limited to, police services, public works support, and administrative costs.

Waiver or Reduction of Fees

Upon request, the City Council may waive or reduce certain fees by formal action, in whole or in part, based on considerations such as public benefit, community impact, and economic value to the City.

Request for Fee Waiver/Reduction

The applicant is requesting consideration for a full or partial waiver of City service fees. Please describe the public benefit of the event (attendance, economic impact, community value, etc.):

The Little Falls Arts and Crafts Fair is a cornerstone event that enriches both the cultural and economic fabric of Little Falls. For decades, this beloved fair has not only celebrated the arts but also significantly contributed to the prosperity of our local businesses and nonprofit organizations. Beyond its vibrant showcase of artistic talent, the fair provides a substantial economic boost to the community. Every year the fair attracts over 580 vendors from 17 different states. The event attendance is around 100,000+ attendees. It directly benefits the hospitality industry, retail shops, gas stations, campgrounds, and numerous in-town establishments. Additionally, local nonprofits leverage the event as a platform for impactful fundraising efforts, further strengthening the town's social and economic vitality. The financial impact is undeniable. Each year, the Little Falls Area Chamber of Commerce reinvests approximately \$30,000 into the community from fair proceeds. This support extends to a wide range of organizations, including but not limited to Little Falls

IV. ADDITIONAL REQUIREMENTS FOR LARGE SCALE EVENTS

1. **City Requirements:** The City of Little Falls reserves the right to impose additional requirements, request further documentation, or seek additional information from the applicant prior to approval of the event permit. Compliance with any additional requests from the City is required for permit issuance.
2. **Pre-Event Meeting(s):** Prior to the event, the applicant shall meet with City staff, including representatives from Police, Fire, and Public Works, to review event logistics and the Emergency Operations Plan (EOP). Scheduling of this meeting is required to ensure the event meets all safety and operations standards.
3. **License Agreement.** The City of Little Falls reserves the right to require the applicant and/or property owner to enter into a separate license agreement for the event, in addition to the issuance of Large-Scale Street & Sidewalk Sponsorship License.
4. **Data Practices.** The Minnesota Data Practices Act requires that we inform you of your rights about the private data we are requesting on this form. Private data is available to you, but not to the public. We are requesting this data to determine your eligibility for a Large-Scale Street & Sidewalk Sponsorship License from the City of Little Falls. You are not legally required to provide this data, however, refusing to supply the data may cause your license application to not be processed. This data can be shared by City of Little Falls staff and the City Council. Your signature on this application indicates you understand these rights.
5. **Indemnification.** The Applicant for the submitted event, as described in this application, agree(s) to defend, indemnify, and hold harmless the City of Little Falls, Minnesota, its employees, agents, representatives, elected City Officials, appointed City Officials, and City Council members from and against any claims, demands, suits, losses, costs, expenses (including attorney fees), or any other type of damages which may be asserted, claimed, sought, awarded, or recovered against or from the City of Little Falls, Minnesota, its employees, agents, representatives, elected City Officials, appointed City Officials, and City Councilmembers, as a result of the event by reason of any damage to the property, personal injury, or bodily injury including death, sustained by any person whomsoever in which such damage, injury or death arises out of, is incidental to, or is in any way connected whatsoever with the special event referenced herein, or anything connected thereto, and regardless of whether the claim, demand, damage, loss, cost, or expense is caused in whole or in part, by the event organizer and/or promoter, or any of its employees, agents, representatives.

V. SIGNATURES (REQUIRED)

The undersigned hereby understand and agree to abide by all applicable City ordinances, policies, state laws, and permit conditions that may apply to the event described herein. The undersigned further acknowledges that the information, documentation, and materials submitted in support of this application are truthful, accurate, and complete to the best of their knowledge.

Applicant Signature: *Purawn* Date: 4/20/2026

Applicant Printed Name: PURAWN WATREN Date: 4/20/2026

Property Owner Signature: _____ Date: _____

Property Owner Printed Name: _____ Date: _____

(If different than applicant)

ATTACHMENT CHECKLIST

- Certificate of Liability Insurance:** Naming City of Little Falls as "Additional Insured" in an amount required by Council (City Code 6.28.C.3). *Not Available until August*
- Financial Information:** Itemized Budget: Income, Expenses, etc.
- Vendor Roster:** Including Name, Address, Tax ID/SSN, and MN Sales Tax # for ALL vendors (City Code 6.28.E). *Applications are taken through August - unknown at this time*
- Exhibitor Rules and Regulations**
- Board of Directors & Staff** (Optional)
- Site Plan/Event Map:** Identifying the Event District, vendor locations, and street use/closures, parking, and camping.
- Temporary Liquor License Application** (if alcohol is sold or served) *N/A*
- Fireworks Display Permit** (if applicable) *N/A*

OFFICE USE ONLY

City Administrator: _____ Date: _____

Police Chief: _____ Date: _____

Fire Chief: _____ Date: _____

Public Works Director/City Engineer: _____ Date: _____

City Clerk/Deputy Clerk: _____ Date: _____

City Council Date Approved: _____

Large Scale Street & Sidewalk Sponsorship License Application Attachment and Additional Information

Event Activities

Provide a detailed description of all activities that will occur as part of the event

- Juries Art and Craft Vendor Booths
- Marketplace Art and Craft Vendor Booths
- Food Booths

These booths placed on sidewalks and middle of streets.

Attendees will be walking around the fair radius shopping and visiting local businesses and attractions

Objective Criteria: State the criteria used for selecting participating vendors:

All participating vendors at the Little Falls Arts and Crafts Fair have to do the following

- Submit complete and signed fair application
- Submit payment
- Submit ST 19
- Submit Insurance information along with insurance certificate
- For Food vendors – they have to reach out to the county’s food department. Food Inspector does come around to the fair to check licenses.
- If the applicants are new – they submit pictures of their products and workspaces so they can get juried
- Read Rules and Regulations

Parking, Traffic & Public Safety: Location(s) of event parking (describe or attach):

- Please see attached map for parking and safety locations
- The Little Falls Area Chamber and Tourism has a complete Emergency Operations Plan attached
- Attached also are the maps indicating, parking, RV Parking, Street Closures

Request for Fee Waiver/Reduction [] The applicant is requesting consideration for a full or partial waiver of City service fees. Please describe the public benefit of the event (attendance, economic impact, community value, etc.)

How does this event help the community?

The Little Falls Arts and Crafts Fair is a cornerstone event that enriches both the cultural and economic fabric of Little Falls. For decades, this beloved fair has not only celebrated the arts but also significantly contributed to the prosperity of our local businesses and nonprofit organizations.

Beyond its vibrant showcase of artistic talent, the fair provides a substantial economic boost to the community. Every year the fair attracts over 580 vendors from 17 different states. The event attendance is around 100,000+ attendees.

It directly benefits the hospitality industry, retail shops, gas stations, campgrounds, and numerous in-town establishments. Additionally, local nonprofits leverage the event as a platform for impactful fundraising efforts, further strengthening the town's social and economic vitality.

The financial impact is undeniable. Each year, the Little Falls Area Chamber of Commerce reinvests approximately \$30,000 into the community from fair proceeds. This support extends to a wide range of organizations, including but not limited to Little Falls Community Schools' football, soccer, tennis, wrestling, and Volleyball teams; the Swim Team; Mary of Lourdes School; Living Hope Assemblies of God Church; American Legion Baseball Team; Dandee Lions; Boys/Cub Scouts, Knights of Columbus; and many more. These groups actively participate in the event by providing essential services such as parking assistance, water stations, and cleanup efforts, making the fair a truly community-driven endeavor.

The Little Falls Arts and Crafts Fair is more than an event—it is a catalyst for local economic growth, a driver of community engagement, and a celebration of our shared cultural heritage. Its profound impact on businesses, nonprofits, and residents alike makes it a deserving recipient of this award.

How does this event impact the local businesses?

For over 52 years, the Little Falls Arts and Crafts Fair has been an incredible event that pumps lots of revenue into the community.

Beyond financial impact, the fair provides unparalleled exposure and visibility to local businesses. Taking place in the heart of Downtown Little Falls, it spans approximately 10 blocks, attracting thousands of visitors who engage with and support Chamber members. This influx of foot traffic boosts business for restaurants, retail shops, service providers, and other establishments within the fair's radius, making it an economic powerhouse for the entire community. The fair also helps a wider area than just Little Falls by providing traffic to establishments like lodging, restaurants, gas stations in 30-mile radius.

Beyond its economic impact, the fair significantly increases public visibility. The event receives widespread media coverage, ensuring that Little Falls City, The Arts and Crafts fair and the Chamber remain in the public eye. The Little Falls Arts and Crafts Fair has become a signature event, reinforcing the Chamber's role as a key community leader.

In 2023, the Arts and Crafts Fair earned national recognition, ranking #13 in the "200 Best Shows in America" for the Classic and Contemporary Craft category by Sunshine Artist Magazine. In 2025 the Little Falls Arts and Crafts Fair won the Best Community Event of the Year Award through MACE (Mid. America Chamber Executive). These prestigious awards solidifies its reputation as one of the top craft fairs in the country, further elevating the city's profile on a national level.

The Little Falls Arts and Crafts Fair is not just an event—it is the lifeblood of our Chamber and a vital economic catalyst for our city. Its ability to sustain local businesses, strengthen the Chamber, and bring immense visibility to the downtown area, the businesses and Little Falls.



Little Falls
ARTS & CRAFTS FAIR
Established 1973

13TH ANNUAL

• MARKET •
PLACE

----- FAIR -----

2026 Arts & Crafts and Market Place Fairs Budget

Income		
Arts & Crafts		
Jury, Applications and booth Fees	\$15 per vendor	173000
License fee		10,000
Cancellation Fee		\$25
Market Place		
Application & Booth fees	\$210 per booth space	\$7,000
License fee		\$1,000
*Food Vendors		
Commercial	\$355 per booth space	\$5,000
Morrison Co. Non Profits	\$115 per booth space	\$250
Chamber Members	\$210 per booth space	\$4,000
Electric Fees		\$650
Sponsorships		\$500
	Total Budget Income	\$201,425**
Expenses		
Advertising		\$7,500
Jury		\$1200
Electricity		\$2200
Insurance		\$1800
License fee		11,000
Postage		\$1200
Printing		\$1,320
Sanitation		\$17,000
Security		\$10,000
Supplies		\$3000
Shuttle Buses		\$9000
Credit Card Processing		\$4,620
Total Budgeted Expenses		\$69,840

*Food vendors pay the base rate. Plus \$17.25 per foot for additional footage as needed.



2026 Little Falls Arts and Crafts Fair Rules and Regulations (Marketplace)

1. Application & Agreement

A completed and signed application is required to be considered for participation in the 2026 Little Falls Arts & Crafts Fair. Submission of an application constitutes a binding agreement that the exhibitor has read, understands, and agrees to comply with all Rules & Regulations. Failure to comply may result in removal from the Fair and/or disqualification from future events.

Submission of an application does not guarantee acceptance.

2. Event Dates, Times & Attendance Requirements

- **Saturday, September 12, 2026:** 8:00 a.m. – 6:00 p.m.
- **Sunday, September 13, 2026:** 9:00 a.m. – 4:00 p.m.

All exhibitors are required to be open and staffed during the full operating hours listed above.

The Fair operates **rain or shine**. Early teardown, late opening, or failure to remain open for the duration of the event may result in immediate removal and/or ineligibility for future Fairs.

3. Application Timeline & Jury Process

- Deadline to request the same booth location as the previous year: **March 31, 2026**
- Early Bird pricing deadline: **May 31, 2026**
- New exhibitors will be notified of acceptance status via email in **June 2026**
- Booth licenses and final instructions will be mailed in **August 2026**

All applicants must submit: - 1 high quality photo of your product. Photos will not be returned.

If an application is rejected, all except application fee of \$15.00 will be refunded. We do not provide reasons for not accepting an applicant. Please be aware of this condition before applying.

4. Merchandise Requirements (Strictly Enforced)

The following are strictly prohibited: - Items that launch projectiles - Face painting - Live animals - Raffle tickets or giveaways (except small product samples) – Alcoholic products – Adult novelty items - Sexually explicit merchandise

Sale signage is not permitted in or around booths.

All merchandise must remain within the assigned booth space. Hawking, soliciting, or selling outside the assigned area is prohibited.

Fair officials reserve the right to require immediate removal of non-compliant merchandise/actions. Decisions are final and non-negotiable and non-refundable.

5. Application process (Strictly Enforced)

Applications can be mailed or submitted electronically via website or emailed to mary@littlefallsmn.com. Payment may be sent via mail, website or by phone.

NOTE: No immediate confirmation will be issued upon receipt of an application.

All marketplace applications are automatically approved as long as the vendor complies with event rules. Only one vendor will be accepted per trade name or parent company. If multiple vendors apply with similar offerings, acceptance will be granted on a first-come, first-served basis.

Liability Insurance-is required by all vendors. Ask your insurance provider to verify your individual insurance coverage. Please include a copy of your policy and policy number.

6. Booth Assignment & Use

- Booth spaces measure approximately **10' x 10'**
- Booth assignments are made at the sole discretion of event management
- Booth locations are not guaranteed and may be reassigned, including the day of the event, if necessary
- Vendors may not sell, transfer, or share booth space
- Booth spaces are for merchandise sales only; vehicles and trailers are prohibited
- Vendors must not block business doorways or extend beyond booth footage.

Only Chamber staff may authorize booth changes.

7. Fees & Payment

- fees are non-transferable. Full payment is required for an application to be considered complete. All rules apply to private property vendors as well. Private Property refunds will be issued before the Fair.

Required Fees: -

Non-refundable application fee: **\$15.00** per application

City of Little Falls Large Scale Street Fair License Fee: **\$20.00 per location**

Booth Fees: -

Early Bird (by May 31, 2026): \$210.00 per space (first and second), \$115.00 additional spaces

Standard (after June 1, 2026): \$260.00 first space, \$210.00 second space, \$115.00 additional spaces

Refund Policy: - Booth and license fees refundable until **May 31, 2026**. Application fee of \$15 not refundable. **No refunds after May 31, 2026 for any reason.**

Vendor checks will be cashed immediately when received. Post-dated checks and incomplete applications will be returned. Any checks returned for non-sufficient funds will incur an additional \$25 NSF fee.

8. Set-Up, Vehicles & Safety

- Vendors must provide tables, chairs, canopies, rain/sun protection.
- No early set-up before **5:30 p.m. Friday, September 11, 2026**. You may be ticketed and failure to comply will result with you not being invited back to the fair. Exceptions only apply for lawn exhibitors (see below)
- Vehicles must be removed before opening each day.
- A 5 lb fire extinguisher is required in every booth
- Staff may be available to respond to general questions during designated office hours at the fair office.
- The fair office address and related information will be provided in August via surface mail along with the exhibitor license; however, delivery timelines are not guaranteed.
- Due to limited staffing and the volume of vendors, the organization assumes no responsibility for delays, missed or unanswered communications, or matters not addressed during designated office hours.
- Inquiries are addressed as staff capacity permits and generally on a first-come, first-served basis; however, response order and timing are not guaranteed. Booths will not be moved the week of fair.
- Violations may result in ticketing, towing, or removal from the Fair.

- A Block Host will be on-site to assist with set-up and answer questions

9. Utilities, Generators & Noise

- Electricity is **not available** for marketplace vendors
- Generators exceeding **65 dBA** or producing too much exhaust will be removed. They will be tested by Chamber staff.
- Generator use must be disclosed on the application

Official sound measurements conducted by Chamber staff are final. Failure to comply will result with you not being invited back to the fair.

10. Licenses, Insurance & Sales Tax

- Booth license must be displayed in the upper left front corner of the booth at all times including set up day.
- Liability insurance is required for all vendors
- A completed **ST-19 form** is required annually

Vendors without required documentation will not be permitted to sell.

Sales Tax:

We are required to notify vendors that they must have a Minnesota Sales Tax number and collect and pay 7.375% Minnesota Sales Tax.

*APPLICANTS **MUST INCLUDE A COMPLETED ST-19 FORM** (each year) WHICH WE ARE REQUIRED TO HAVE ON FILE FOR EVERY VENDOR.*

This form can be accessed at <http://www.revenue.state.mn.us> .

Failure to have this form can result in a fine for both the vendor and the Little Falls Chamber of Commerce & Tourism. Violations of tax law, Dept. of Ag regs, ordinances, or misrepresentation = immediate closure

Vendors will not be allowed to sell without this form on file.

The MN Department of Revenue will be furnished a list of registered vendors and may attend the Fair to check vendors concerning compliance with the sales tax law. To register and obtain a MN Sales Tax Number, call 651-282-5225. For information, contact the MN Dept. of Revenue at 651-296-6181, or on the web at www.revenue.state.mn.us and click on Sales & Use Tax, and follow instructions.

11. Cancellations, Violations & Enforcement

- Booths may not be transferred or resold
- Cancellation requests have to be made in writing.
- All enforcement and removal decisions are final and made at the sole and absolute discretion of the Chamber. No refunds, credits, or reimbursements will be issued for removals or closures resulting from enforcement actions.
- Immediate removal may occur at any time for reasons including, but not limited to, safety concerns, noncompliance, misrepresentation, or conduct deemed inappropriate or disruptive to the event, participants, or the public. The Chamber reserves the right to deny future participation

12. Assumption of Risk and Weather Conditions.

The fair operates rain or shine and is conducted in an outdoor environment. By participating, exhibitors voluntarily assume all risks associated with outdoor events, including but not limited to inclement weather, wind, rain, temperature fluctuations, uneven or slippery surfaces, utility access, and other environmental or site conditions.

Exhibitors are solely responsible for properly installing, weighting, anchoring, and securing tents, canopies, displays, merchandise, and equipment in compliance with all applicable safety requirements and weather conditions. The organization does not provide oversight, inspection, or approval of exhibitor setups.

The exhibitor agrees that the Chamber of Commerce, the City, event organizers, volunteers, officials, and agents shall not be liable for any loss, damage, theft, injury, or expense to persons or property arising from or related to weather conditions, surface conditions, acts of nature, or participation in the event, whether occurring before, during, or after the fair.

Participation in the event constitutes acknowledgment and acceptance of these risks and responsibilities.

13. Food Vendor Permitting

- All vendors selling processed and packaged food products must have a Minnesota Department of Agriculture Mobile Food Handling license and comply with all necessary requirements provided by the Dept. of Ag.
- This includes hand washing and food handling requirements for those who give samples during the fair.
- Proper refrigeration as defined by the Department of Agriculture is also required
- All numbers will be verified and an inspector will be onsite during the Fair.
- You may find more information by contacting our inspector, Jody Burke, directly at 651-201-6081 or email mda.licensingliaison@state.mn.us or online at <http://www.mda.state.mn.us>.

14. Security & Responsibility

- Limited overnight security may be provided during the fair period. No overnight security will be present on Thursday prior to the start of the fair.
- Any overnight security that is provided is volunteer-based and observational only. Volunteers may conduct periodic walkthroughs of the fair area for the sole purpose of observing and reporting suspected incidents to appropriate authorities. Volunteers do not provide continuous monitoring, do not intervene, and are not responsible for preventing theft, damage, loss, or unauthorized access.
- The organization makes no representations or guarantees regarding the safety or security of exhibitor property, equipment, or personal belongings. All property remains the sole responsibility of the exhibitor at all times.
- Vendors are responsible for their own property at all times
- Booths may not be left unattended
- Staff and volunteers cannot watch booths or help with set up and tear down

15. Parking & City Ordinances

- No RV parking in restricted areas
- Towing will be enforced
- Free parking on nearby side streets/city lots. Some private owners offer parking for a fee.

16. Contact Information

Little Falls Area Chamber of Commerce & Tourism Phone: (320) 632-5155 Email: mary@littlefallsmn.com

Save the Date: September 11–12, 2027 | 54th Annual Little Falls Arts & Crafts Fair



2026 Little Falls Arts and Crafts Fair Rules and Regulations (Artisan)

1. Application & Agreement

A completed and signed application is required to be considered for participation in the 2026 Little Falls Arts & Crafts Fair. Submission of an application constitutes a binding agreement that the exhibitor has read, understands, and agrees to comply with all Rules & Regulations. Failure to comply may result in removal from the Fair and/or disqualification from future events.

Submission of an application does not guarantee acceptance.

2. Event Dates, Times & Attendance Requirements

- **Saturday, September 12, 2026:** 8:00 a.m. – 6:00 p.m.
- **Sunday, September 13, 2026:** 9:00 a.m. – 4:00 p.m.

All exhibitors are required to be open and staffed during the full operating hours listed above.

The Fair operates **rain or shine**. Early teardown, late opening, or failure to remain open for the duration of the event may result in immediate removal and/or ineligibility for future Fairs.

3. Application Timeline & Jury Process

- Deadline to request the same booth location as the previous year: **March 31, 2026**
- Early Bird pricing deadline: **May 31, 2026**
- New exhibitors will be notified of acceptance status via email in **June 2026**
- Booth licenses and final instructions will be mailed in **August 2026**
- Returning vendors are not re-juried unless product offerings change or jury concerns were identified during a previous Fair.

New and re-juried applicants must submit: - 3 high quality photos for each category entered, as well as one photo of your work space, showing raw materials. Electronic submissions are also acceptable. Each photo must be labeled clearly with the exhibitor's name, medium and must be representative of the work which will be displayed. Photos will not be returned.

Photo clarity, type of product, written description, product originality, and workmanship will be determining factors for acceptance or rejection in the Fair. Each new applicant will be individually juried in each category in which they are applying (maximum of 3) according to the description and photos submitted. If an application is rejected, all except application fee of \$15.00 will be refunded. We do not provide reasons for not accepting an applicant. Please be aware of this condition before applying. There will be on-site jurying of all vendors during the Fair to judge compliance so **be sure to have your license displayed in the upper front left corner**. All jury decisions are final. Reasons for acceptance or rejection are not provided.

4. Merchandise Requirements (Strictly Enforced)

Only **original, handcrafted art, craft and hobby work items** created by the exhibitor may be sold.

The following are strictly prohibited: - Buy-sell or resale items - Items made from kits - Consignment items - Commercial reproductions (except limited edition, signed, and numbered prints with artist **present in person**) - Imported goods produced outside the United States - Items that launch projectiles - Face painting - Live animals - Rub-on decals in painted categories - Raffle tickets or giveaways (except small product samples) - alcoholic products - Adult novelty items - Sexually explicit merchandise. Sale signage is not permitted in or around booths.

All merchandise must remain within the assigned booth space. Hawking, soliciting, or selling outside the assigned area is prohibited.

Fair officials reserve the right to require immediate removal of non-compliant merchandise. Decisions are final and non-negotiable and non-refundable.

5. Application process (Strictly Enforced)

Applications can be mailed or submitted electronically via website or emailed to mary@littlefallsmn.com.

Payment may be sent via mail, website or by phone.

NOTE: No immediate confirmation will be issued upon receipt of an application.

Liability Insurance is required by all vendors. Ask your insurance provider to verify your individual insurance coverage. Please include a copy of your policy and policy number.

6. Booth Assignment & Use

- Booth spaces measure approximately **10' x 10'**
- Booth assignments are made at the **sole discretion** of event management. Canopies must be adaptable to lawn or hard-topped surfaces. Some sidewalk areas do not allow for a standard canopy, because of width and depth variances, trees, light/power poles, etc.
- Booth locations are **not guaranteed** and may be reassigned, including the day of the event, if necessary
- Vendors may not sell, transfer, or share booth space
- Booth spaces are for merchandise sales only; vehicles and trailers are prohibited
- Vendors must not block business doorways or extend beyond booth footage.

Only Chamber staff may authorize booth changes.

7. Fees & Payment

- All fees are non-transferable. Full payment is required for an application to be considered complete. All rules apply to private property vendors as well. Private Property refunds will be issued before the Fair.

Required Fees: -

Non-refundable application fee: **\$15.00** per application

City of Little Falls Large Scale Street Fair License Fee: **\$20.00 per location**

Booth Fees: -

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Vendor checks will be cashed immediately when received. Post-dated checks and incomplete applications will be returned. Any checks returned for non-sufficient funds will incur an additional \$25 NSF fee.

8. Set-Up, Vehicles & Safety

- Vendors must provide tables, chairs, canopies, rain/sun protection
- No early set-up before 5:30 p.m. Friday, September 11, 2026. You may be ticketed and failure to comply will result with you not being invited back to the fair. Exceptions only apply for lawn exhibitors (see below)
- Lawn exhibitors may set up after 5:00 p.m. Thursday once marked
- No vehicles or trailers permitted on grass. Vehicles must be removed before opening each day
- A 5 lb fire extinguisher is required in every booth

- Staff may be available to respond to general questions during designated office hours at the fair office.
- The fair office address and related information will be provided in August via surface mail along with the exhibitor license; however, delivery timelines are not guaranteed.
- Due to limited staffing and the volume of vendors, the organization **assumes no responsibility** for delays, missed or unanswered communications, or matters not addressed during designated office hours.
- Inquiries are addressed **as staff capacity permits** and **generally on a first-come, first-served basis**; however, **response order and timing are not guaranteed**.
- Violations may result in ticketing, towing, or removal from the Fair.
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- Electricity is **not available** for artisan vendors
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- Official sound measurements conducted by Chamber staff are final. Failure to comply will result with you not being invited back to the fair.

10. Licenses, Insurance & Sales Tax

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- Liability insurance is required for all vendors
- A completed **ST-19 form** is required annually

Vendors without required documentation will not be permitted to sell.

Sales Tax:

We are required to notify vendors that they must have a Minnesota Sales Tax number and collect and pay 7.375% Minnesota Sales Tax.

APPLICANTS MUST INCLUDE A COMPLETED ST-19 FORM (each year) WHICH WE ARE REQUIRED TO HAVE ON FILE FOR EVERY VENDOR.

This form can be accessed at <http://www.revenue.state.mn.us>.

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- Booths may not be transferred or resold. Cancellation requests have to be made in writing.
- All enforcement and removal decisions are final and made at the sole and absolute discretion of the Chamber. No refunds, credits, or reimbursements will be issued for removals or closures resulting from enforcement actions.
- Immediate removal may occur at any time for reasons including, but not limited to, safety concerns, noncompliance, misrepresentation, or conduct deemed inappropriate or disruptive to the event, participants, or the public. The Chamber reserves the right to deny future participation

12. Assumption of Risk and Weather Conditions.

The fair operates **rain or shine** and is conducted in an outdoor environment. By participating, exhibitors **voluntarily assume all risks** associated with outdoor events, including but not limited to **inclement weather**,

wind, rain, temperature fluctuations, uneven or slippery surfaces, utility access, and other environmental or site conditions.

Exhibitors are **solely responsible** for properly installing, weighting, anchoring, and securing tents, canopies, displays, merchandise, and equipment in compliance with all applicable safety requirements and weather conditions. The organization **does not provide oversight, inspection, or approval** of exhibitor setups.

The exhibitor agrees that the **Chamber of Commerce, the City, event organizers, volunteers, officials, and agents** shall **not be liable** for any loss, damage, theft, injury, or expense to persons or property arising from or related to **weather conditions, surface conditions, acts of nature, or participation in the event**, whether occurring before, during, or after the fair.

Participation in the event constitutes acknowledgment and acceptance of these risks and responsibilities.

13. Food Vendor Permitting

- All vendors selling processed and packaged food products must have a Minnesota Department of Agriculture Mobile Food Handling license and comply with all necessary requirements provided by the Dept. of Ag.
- This includes hand washing and food handling requirements for those who give samples during the fair.
- Proper refrigeration as defined by the Department of Agriculture is also required
- All numbers will be verified and an inspector will be onsite during the Fair.
- You may find more information by contacting our inspector, Jody Burke, directly at 651-201-6081 or email mda.licensingliasion@state.mn.us or online at <http://www.mda.state.mn.us>.

14. Security & Responsibility

- Limited overnight security may be provided during the fair period. No overnight security will be present on Thursday prior to the start of the fair.
- Any overnight security that is provided is volunteer-based and observational only. Volunteers may conduct periodic walkthroughs of the fair area for the sole purpose of observing and reporting suspected incidents to appropriate authorities. Volunteers do not provide continuous monitoring, do not intervene, and are not responsible for preventing theft, damage, loss, or unauthorized access.
- The organization makes no representations or guarantees regarding the safety or security of exhibitor property, equipment, or personal belongings. All property remains the sole responsibility of the exhibitor at all times. Staff and volunteers cannot watch booths or help with set up and tear down
- Vendors are responsible for their own property at all times. Booths may not be left unattended or moved during the fair.

15. Parking & City Ordinances

- No RV parking in restricted areas. Towing will be enforced
- Free parking on nearby side streets/city lots. Some private owners offer parking for a fee.

16. Contact Information

Little Falls Area Chamber of Commerce & Tourism Phone: (320) 632-5155 Email: mary@littlefallsmn.com

Save the Date: September 11–12, 2027 | 54th Annual Little Falls Arts & Crafts Fair

Chamber Staff

Purva Watten
President/CEO

Lynn Karst
Events & Marketing Coordinator

Mary Bednarek
Financial and
Special Events Manager

2026 Chamber Board of Directors

Kelly Desormey
MN Power

Nathan Diehl
Reality Roasters

Kris Erickson
Rosenmeier Law Office

Kathy Lange
Habitat For Humanity

Melinda Fietek
Larson Abstract

Cary Blechinger
Cary's On The Course

Amy Trombley
Initiative Foundation

Ben Nelson
Bieganek Insurance

Cassie Larkin
Kampa Gerbi & Associates

Zak Klosowski
Edward Jones

Matt Dirkes
Wippler Hardware

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 LITTLE FALLS, MN 56345
 (320) 616-5500
 INFO@CITY.LITTLE-FALLS.MN.US
 WWW.CITYOFLITTLEFALLS.COM

Receipt: 0000065326 Page 125 of 149

Cashier: AVOIGT
 Received Of: LITTLE FALLS CHAMBER OF COMMERCE

200 1ST ST NW
 LITTLE FALLS MN 56345

The sum of: 240.00

280	ARTS & CRAFTS FAIR APP FE		240.00
		101-000-32090	240.00
		Total	240.00

TENDERED: Check 011558 240.00

Signed: _____

AGENDA ITEM**CITY COUNCIL MEETING:** July 6, 2026**TITLE OF THE ITEM FOR CONSIDERATION:** Resolution 2026-37 Establishing the Number of Antiques and Collectibles Vendors, Restricted Vehicle Parking and No Parking Areas, Large-Scale Street and Sidewalk License**BACKGROUND:** City Code Chapter 6, Section 6.28 regulates Large-Scale Street and Sidewalk Licenses, including the establishment of vendor limits, parking restrictions, and related operational requirements for approved events.

Resolution 2026-37 implements these regulatory provisions for the 2026 West Little Falls Antiques and Collectibles Fair, including the number of authorized vendors, traffic and parking restrictions, and other operational controls as outlined in the attached map.

The purpose of Resolution 2026-37 is to establish and authorize event operational requirements under City Code. This includes, but is not limited to, the estimated number of merchant and food/beverage vendor licenses and associated parking restrictions necessary to safely administer the event.

This resolution is regulatory in nature and does not establish, modify, or waive City service fees. City service fees are considered separately through Council action as a financial matter, based on staff-recommended cost recovery and revenue analysis. Separating regulatory approvals from financial decisions ensures clarity in Council action, maintains compliance with City Code authority, and supports transparent accounting and audit practices.

ACTION REQUEST: The City Council adopt Resolution 2026-37.**BUDGETED:** N/A No Yes Fund:**STAFF PERSON REQUESTING:** Alex Smith and Greg Kimman

City of Little Falls

RESOLUTION 2026-37

RESOLUTION ESTABLISHING THE NUMBER OF ANTIQUES AND COLLECTIBLES VENDORS,
RESTRICTED VEHICLE PARKING AND NO PARKING AREAS,
LARGE SCALE STREET AND SIDEWALK LICENSE

WHEREAS, Little Falls City Code Chapter 6, Section 6.28, regulates all Large Scale Street and Sidewalk Licenses and parking; and

WHEREAS, the West Side Improvement Association has made application for a Large Scale Street and Sidewalk License for a West Little Falls Antiques and Collectibles Fair on the Mississippi River to be held on September 12 and 13, 2026, which includes Antiques and Collectibles Merchant Licenses and Food/Beverage Vendor Licenses.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Little Falls hereby issues an estimated 33 Itinerant Merchants Licenses, including Food/Beverage Vendor Licenses, under the Large Scale Street and Sidewalk Sponsorship License issued to the West Side Improvement Association, for the West Little Falls Antiques and Collectibles Fair on the Mississippi River to be held September 12 and 13, 2026; and

BE IT FURTHER RESOLVED, that the City Council of the City of Little Falls hereby restricts recreational vehicle parking in accordance with Exhibit "A" attached from September 11 through 14, 2026, for the Large Scale Street and Sidewalk Sponsorship License issued to the West Side Improvement Association; and

BE IT FURTHER RESOLVED, that the City Council of the City of Little Falls hereby prohibits on-street parking in accordance with Exhibit "A" attached from September 12 and 13, 2026, for the Large Scale Street and Sidewalk Sponsorship License issued to the West Side Improvement Association.

Passed this 6th day of July, 2026.

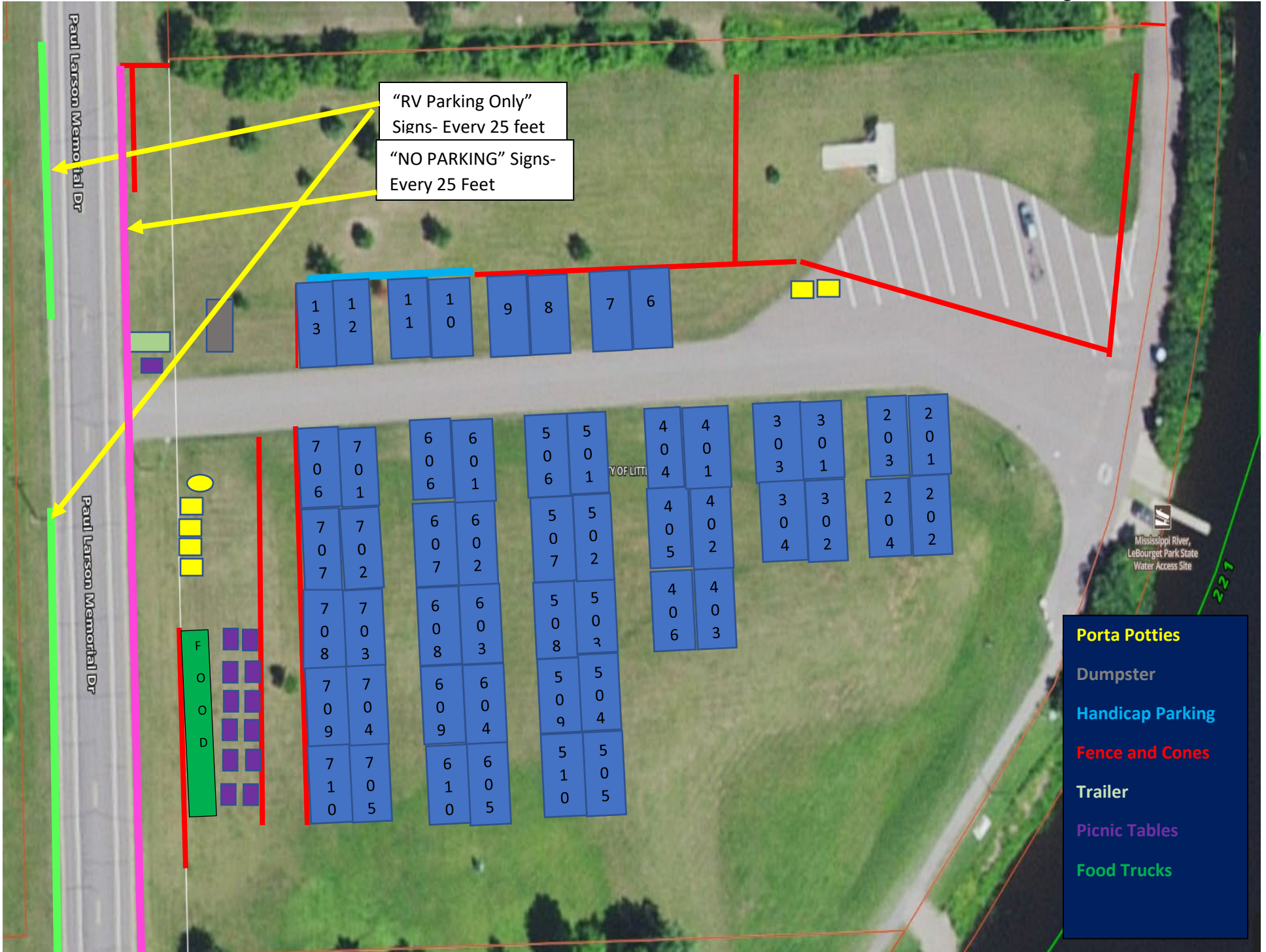
ATTEST:

Gerald M. Knafla, Council President

Alex Smith, City Administrator

Approved this 6th day of July, 2026.

Gregory J. Zylka, Mayor



"RV Parking Only"
Signs- Every 25 feet

"NO PARKING" Signs-
Every 25 Feet



- Porta Potties
- Dumpster
- Handicap Parking
- Fence and Cones
- Trailer
- Picnic Tables
- Food Trucks



West Side Improvement Association
Post Office Box 41
Little Falls, Minnesota 56345

April 21, 2026

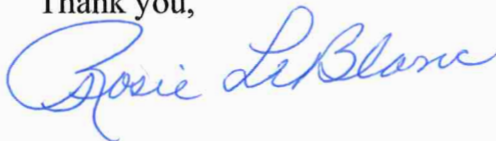
Christine Lundberg
City of Little Falls
100 7th Ave. NE
Little Falls, MN 56345

Dear Christine,

Enclosed please find the application for the Large Scale Street and Sidewalk License for the West Side Improvement Association.

I have completed this application to best of my ability. If you have any questions or need additional information, please feel free to contact me.

Thank you,



Rosie LeBlanc
Co-chair
West Little Falls Antiques and Collectibles Fair
320-250-1660

100 7th Ave NE, PO Box 244, Little Falls, MN 56345
320-616-5500 | www.cityoflittlefalls.com



Large Scale Street & Sidewalk Sponsorship License Application

SUBMISSION NOTICE: In accordance with City Code § 6.28.C.1, this application must be submitted to City Hall at least **thirty (30) days** prior to the first day of the event. All questions must be answered, or the application will be considered incomplete. Incomplete applications will not be processed.

Applicants are responsible for the cost of any City services provided for the event, including law enforcement, fire, public works, administrative review, equipment, and facility use, as established in the City of Little Falls Fee Schedule. All fees are non-refundable.

By submitting this application, the Applicant agrees to comply with all applicable City ordinances, policies, state laws, and permit conditions that may apply to the event.

I. EVENT & SPONSOR DETAILS

Event Title: West Little Falls Antiques and Collectibles Fair on the Mississippi River

Sponsoring Organization: West Side Improvement Association

Tax ID: 20-0245360

(Must be a Non-Profit Organization per Code 6.28.C.1)

Primary Contact (Name): Rosie LeBlanc

Daytime Phone: 320-250-1660 **Email:** rosieleblanc7@yahoo.com

Cell # during event: 320-250-1660

Mailing Address: PO Box 41

City: Little Falls **State:** MN **Zip:** 56345

Property Owner (Name): n/a

Daytime Phone: _____ **Email:** _____

Mailing Address: _____

City: _____ **State:** _____ **Zip:** _____

Event Date(s): September 12, 2026 **Start/End Times:** September 13, 2026

Event District/Locations: Attach a map establishing the boundaries of the district/location within which the event will be held (City Code 6.28.C.2).

See previously submitted application for details.

Event Activities: Provide a detailed description of all activities that will occur as part of the event (describe or attach):
See previously submitted application for details.

Expected Number of Arts & Crafts Vendors: 30

Expected Number of Market Place Vendors: 0

Expected Number of Food Vendors: 3

Is this a recurring annual event? Yes No

Event type: Antiques and Collectibles F:

Estimated Attendance:

Under 250 251-1,000 1,001-5,000 5,001-10,000
 10,001+ (specify amount)

II. MANDATORY OPERATIONAL PLANS (Code § 6.28.C.2)

Vendor Allocation: Total Units: 30 | Units on Private Property: n/a
(At least 10% of total units MUST be on private property).

Objective Criteria: State the criteria used for selecting participating vendors:
Vintage, Collectible and Repurposed items are allowed to be sold in the vending areas.

Parking, Traffic & Public Safety: Location(s) of event parking (describe or attach):
See previously submitted application for details.

III. 2026 FEE SCHEDULE & REIMBURSEMENT

Fees are established by the City Council via Resolution and are subject to the current Fee Schedule. By signing this agreement, the Sponsor agrees to pay all applicable fees and reimbursements.

Fee Item	Basis	2026 Rate	Quantity	Total
Application Fee	Per Day	\$80.00	2	\$ 160.00
Merchant License	Per Unit	\$10.00	12	\$ 120.00
Food/Beverage License	Per Unit	\$10.00	2	\$ 20.00
Total Due with Application:				\$ 300.00

City Service Reimbursement

Pursuant to City Code § 6.28.C.4, the sponsoring organization is responsible for reimbursing the City of Little Falls for all costs related to sanitation, traffic control, security, and other incurred expenses.

Fees and City Services

The Applicant is responsible for all applicable fees as established in the City of Little Falls Fee Schedule, including, but not limited to, police services, public works support, and administrative costs.

Waiver or Reduction of Fees

Upon request, the City Council may waive or reduce certain fees by formal action, in whole or in part, based on considerations such as public benefit, community impact, and economic value to the City.

Request for Fee Waiver/Reduction

The applicant is requesting consideration for a full or partial waiver of City service fees. Please describe the public benefit of the event (attendance, economic impact, community value, etc.):

Due to the location of the event, minimal services will be required by the city. Attendance varies year to year. The vendors and attendees utilize the city and what it has to offer, food, lodging, etc.

Facilities & Services

Portable restrooms provided? No Yes **Number:**

Company contracted for restrooms: Nelson Sanitation and Rental, Inc.

Trash and recycling service provided? No Yes

Company contracted for trash/recycling: City Sanitary Service

Amplified sound or live music? No Yes

Describe and/or attach sound equipment and proposed times:

Temporary power or generators? Yes No

Describe and/or attach type and location:

Park Use (if applicable) Yes No

If yes, park name: LeBourget Park

Shelter reserved? Yes No

Impacted areas (check all that apply):

Private Property City Park City Sidewalk/Trail City Street

Street closures, proposed traffic control/detour, signage, barricades, fencing, and safety personnel (describe or attach map):

No Parking signs requested. See previously submitted application for details.

Is the event in coordination with another event? Yes No

If yes, event name: Arts and Crafts Fair

Emergency Operations Plan (EOP): Attached? Yes No

** Before submitting your application, please coordinate EOP with the City's emergency leadership:*

- Fire Chief, Craig Seelen: CraigS@ci.little-falls.mn.us
- Police Chief, Kyle Johnson: KyleJ@ci.little-falls.mn.us

Severe weather or emergency cancellation plan (describe or attach):

Emergency Operations Plan submitted by the Arts and Crafts Fair will be utilized.

IV. ADDITIONAL REQUIREMENTS FOR LARGE SCALE EVENTS

1. **City Requirements:** The City of Little Falls reserves the right to impose additional requirements, request further documentation, or seek additional information from the applicant prior to approval of the event permit. Compliance with any additional requests from the City is required for permit issuance.
2. **Pre-Event Meeting(s):** Prior to the event, the applicant shall meet with City staff, including representatives from Police, Fire, and Public Works, to review event logistics and the Emergency Operations Plan (EOP). Scheduling of this meeting is required to ensure the event meets all safety and operations standards.
3. **License Agreement.** The City of Little Falls reserves the right to require the applicant and/or property owner to enter into a separate license agreement for the event, in addition to the issuance of Large-Scale Street & Sidewalk Sponsorship License.
4. **Data Practices.** The Minnesota Data Practices Act requires that we inform you of your rights about the private data we are requesting on this form. Private data is available to you, but not to the public. We are requesting this data to determine your eligibility for a Large-Scale Street & Sidewalk Sponsorship License from the City of Little Falls. You are not legally required to provide this data, however, refusing to supply the data may cause your license application to not be processed. This data can be shared by City of Little Falls staff and the City Council. Your signature on this application indicates you understand these rights.
5. **Indemnification.** The Applicant for the submitted event, as described in this application, agree(s) to defend, indemnify, and hold harmless the City of Little Falls, Minnesota, its employees, agents, representatives, elected City Officials, appointed City Officials, and City Council members from and against any claims, demands, suits, losses, costs, expenses (including attorney fees), or any other type of damages which may be asserted, claimed, sought, awarded, or recovered against or from the City of Little Falls, Minnesota, its employees, agents, representatives, elected City Officials, appointed City Officials, and City Councilmembers, as a result of the event by reason of any damage to the property, personal injury, or bodily injury including death, sustained by any person whomsoever in which such damage, injury or death arises out of, is incidental to, or is in any way connected whatsoever with the special event referenced herein, or anything connected thereto, and regardless of whether the claim, demand, damage, loss, cost, or expense is caused in whole or in part, by the event organizer and/or promoter, or any of its employees, agents, representatives.

V. SIGNATURES (REQUIRED)

The undersigned hereby understand and agree to abide by all applicable City ordinances, policies, state laws, and permit conditions that may apply to the event described herein. The undersigned further acknowledges that the information, documentation, and materials submitted in support of this application are truthful, accurate, and complete to the best of their knowledge.

Applicant Signature: Rosie LeBlanc Date: April 21, 2026
Applicant Printed Name: Rosie LeBlanc Date: April 21, 2026
Property Owner Signature: _____ Date: _____
Property Owner Printed Name: _____ Date: _____
(If different than applicant)

ATTACHMENT CHECKLIST

- Certificate of Liability Insurance:** Naming City of Little Falls as "Additional Insured" in an amount required by Council (City Code 6.28.C.3).
- Financial Information:** Itemized Budget: Income, Expenses, etc.
- Vendor Roster:** Including Name, Address, Tax ID/SSN, and MN Sales Tax # for ALL vendors (City Code 6.28.E).
- Exhibitor Rules and Regulations**
- Board of Directors & Staff** (Optional)
- Site Plan/Event Map:** Identifying the Event District, vendor locations, and street use/closures, parking, and camping.
- Temporary Liquor License Application** (if alcohol is sold or served)
- Fireworks Display Permit** (if applicable)

OFFICE USE ONLY

City Administrator: _____ Date: _____
Police Chief: _____ Date: _____
Fire Chief: _____ Date: _____
Public Works Director/City Engineer: _____ Date: _____
City Clerk/Deputy Clerk: _____ Date: _____
City Council Date Approved: _____



West Side Improvement Association
Post Office Box 41
Little Falls, Minnesota 56345

April 21, 2026

To Whom It May Concern:

Attached is the West Side Improvement Association's Certificate of Liability Insurance from 2025. This policy will be renewed if the City of Little Falls approves our application for the 24th Annual West Little Falls Antiques and Collectibles Fair on the Mississippi.

Thank you,

A handwritten signature in blue ink that reads "Rosie LeBlanc".

Rosie LeBlanc
Co-chair
West Little Falls Antiques and Collectibles Fair

West Little Falls Antiques and Collectibles Fair on the Mississippi 2026 Vendor List

	Vendor Name	Address	Phone	Space	Fed Tax #	Sales Tax #	# of Spaces	Amount
1	F Scott & Rose Albrecht- Short But Sweet	33095 Aspen Ln, Motley MN 56466	320-333-9302	FOOD	47-5239007	4241708	1	\$ 125.00
2	A Kelly Reed	P.O. Box 1733, Ottumwa, IA 52501	641-682-2271	700 block	473523289	2194272	4	\$ 500.00
3	A Christine Kuklock	2867 140th Avenue, Bowls MN 56314	320-584-5684	13	473523289	2664102	1	\$ 125.00
4	A Richard Benedict/North Bound Ant.	11911 105th Street, Milaca MN 56353	320-369-4234	604 605	472845205	1676707	2	\$ 250.00
5	A Melanie Lintrer	17831 Grove Road, Little Falls MN 56345	320-360-3930	506, 507, 508	476825858	4683339	2	\$ 250.00
6	F Beegs Burgers & More- Sheyl Hayes	16126 133rd St Little Falls, MN 56345	863-450-0655	Food	272857868	1648240	3	\$ 375.00
7	A Patty Kaeter - Helm-Kins	PO Box 143, St. Joseph, MN 56374	320-248-1944	606- 608	472133727	6393772	1	\$ 125.00
8	A Nathan and Jennifer Wesenberg	15724 115th Ave, Little Falls MN 56345	507-837-9873	501	472906878	31370496	1	\$ 125.00
9	A Lawrence Miller	15075 Marie Ln, Little Falls, MN 56345	320-237-1341	12	483-72-6383	3207702	1	\$ 125.00
10	A Randy Carlson	9612 Christmas Tree Lane, Pierz, MN 56364	218-209-1106	9				
11	A Chuck& Autumn Pechan	22933 140th Ave, Little Falls, MN 56345	320-630-8451	601	93-2320944	8921500	1	\$ 125.00
12	A Jeff Schmidt	24505 23rd Ave, PO Box 396, Long Prairie, MN 56347	612-804-5311	509		1128053	2	\$ 250.00
13	A Miranda Peterson MO Treasure Chest	14156 Co. Rd. 116, Merrifield, MN 56465	218-851-7800	503,504	474588748	9909381	3	\$ 375.00
14	A Paul Johnson	48011 251st St, Staples, MN 56479	218-640-3726			4948937		
15	A Michael Meyer	801 Carlson Parkway, Minnetonka, MN 55305	218-766-8709					
24	E Scott & Rose Albrecht	Short but Sweet - paid for 2026 Electric						
	E Beegs Burgers & More- Sheyl Hayes	paid for 2026 Electric						
12	A Sara Bukowski	620 80th St NW, Rice, MN 56367	320-2910423		815316241	8537837		\$ -
13	A Jordan /Angela Nemmers	6167 Marble Road, Baxter MN 56425	320-413-6576	404,405		4179855		\$ -
14	A Susie Harris- Suzies Stuff	702 Viking Ave S, Laneshoro, MN 55949	218-838-5966	602		6188477		\$ -
15	A Keith Silbernick - Patriot	604- 8th St SW, Little Falls MN 56345	320-232-8423	502	261864025			\$ -
10	A Julie Goff/ Eva Lund- My Friends Porch	10950 Co Rd 32 SW, Motley, MN 56466	218-296-1664	10		3444116		\$ -
11	F Kayla Chock/ Sweet Sisters Concessions	9042 110th St, Little Falls, MN 56345	320-360-2348	FOOD	473728248	2525157		\$ -
12	A Melanie Ressler	516 2nd St S, Cold Spring MN 56320	320-491-2259	11	477882774	4770958		\$ -
5	A Susan Heurung/S'Antiques	PO Box 95, Nisswa MN 56468	218-251-2549	8	477643920	3746530		\$ -
						Total	23	\$ 2,875.00

As of 4-15-2026

A	Sharon Boone - 1886 House	30822 State Hwy 47, Aitkin MN 56431	320-684-2212	601		2197493		\$ 250.00
A	Dennis Griesser	814 SE 14th St. Brainerd, MN 56401	218-829-7336	9		1106878		\$ 125.00
A	Mervin Eisel	4406 Cty Rd 2, Fort Ripley MN 56449	218-829-2586	11		6733868		\$ -
A	Careys Cans							#VALUE!
###	A Jordan /Angela Nemmers - Don Handeland	6167 Marble Road, Baxter MN 56425	320-413-6576	404,405		9179855	2	\$ 250.00



24th Annual
**West Little Falls Antiques and
Collectibles Fair
on the Mississippi River**

2026
License Application



Little Falls, MN 56345

Application for Large Scale Street and Sidewalk Event Sponsorship License

We, the members of the West Side Improvement Association, a non-profit organization, respectfully submit this application for the Twenty-fourth Annual West Little Falls Antiques and Collectibles Fair on the Mississippi River.

This event is to be held
Saturday, September 12, 2026, 8:00 am – 6:00 pm
Sunday, September 13, 2026, 9:00 am – 4:00 pm

Potential number of vendors:

Total Vendors.....50

Antique & Collectible and Food & Beverage Vendors
Public Property.....90 90 %
Private Property.....10 10 %

Criteria for selecting Antique and Collectible, and Food & Beverage Vendors

Being that this is an Antiques and Collectibles Fair, no handmade arts and crafts, or horticulture or food will be allowed in the vendor areas.

Expected number of Attendees:

Approximately 5,000 plus

Sanitation Facilities

6 portable toilet units including Handicapped Accessible units as well as a hand washing station.

Security Officers and Emergency Services Access

All areas have been reviewed with the city police chief and the city fire chief, ensuring proper access and accommodations.

Attachment

Map of Antiques and Collectibles Fair Area including parking restriction and picnic table requests.

2026 West Little Falls Antiques and Collectibles Fair

Parking and Road Closing Requests

1. LeBourget Park – Closed from 12 noon on Wednesday, 9-9-26 through 6:00 pm Sunday, 9-13-26. (This would also include the boat landing)
2. No Parking from Memorial Bridge to Larson Boats on the east side of Paul Larson Memorial Drive. No Parking signs to be posted every 50 feet.
3. No parking the first 200 feet of the Burlington Northern property starting at Memorial Bridge on the west side of Paul Larson Memorial Drive. The remainder of the road on the west side to 9th Avenue for RV parking only with the exception of the following across from main entrance to the park.
4. No parking on West side of Paul Larson Memorial Drive across from the entrance to LeBourget Park 100 feet to the North and 100 feet to the south of the entrance.
5. Grass area on West side of Paul Larson Memorial Drive to be used for parking on 9-11-26 through 9-13-26.

Plans have been reviewed and approved by:

Police Chief _____ Date: _____

Fire Chief _____ Date: _____

Manager of City Services _____ Date: _____

Submitted by:
West Side Improvement Association

Rosie LeBlanc, Co-Chairperson Date

Brad Jensen, Co-Chairperson Date

Michele Retka, Co-Chairperson Date

West Little Falls Antiques and Collectibles Fair on the Mississippi River
2026 Budget

Income

Entry Fee.....\$ 6,250.00
Parking.....\$ 1,125.00
Total Income \$ 7,375.00

Expenses

Advertising.....\$ 1,250.00
Insurance.....\$ 500.00
License Fee..... \$1,125.00
Postage..... \$ 150.00
Printing/Photo Copies..... \$ 300.00
Sanitation.....\$1,000.00
Signage.....\$ 250.00
Supplies..... \$ 250.00
Total Expenses \$ 4,825.00

Contact Information

West Side Improvement Association
PO Box 41 Little Falls MN 56345
Rosie LeBlanc 320-250-1660 Brad Jensen 320-232-8447 Michele Retka 320-630-7362

West Side Improvement Association
West Little Falls Antiques and Collectibles Fair on the Mississippi
2026 Rules and Regulations

Saturday, September 12, 2026 - 8:00 a.m. – 6:00 p.m.
Sunday, September 13, 2026 - 9:00 a.m. – 4:00 p.m.

Vending Areas

LeBourget Park, West Little Falls

Sale Merchandise

Vintage, Collectible and Repurposed, Items only are allowed to be sold in vending areas.
No arts and crafts or handmade items will be allowed to be sold in the vending areas.
No produce, horticultural or “Farmers Market” items of any kind will be allowed to be sold in the vending areas.

If any non-qualifying items are found in the vending booths, the sponsor may ask the vendor to remove the items from the vending booth. The decision of the sponsor will be final and failure to comply with the request will be a violation of these Rules and Regulations. Selling from areas other than your registered vending area will not be allowed.

Registration Fees

Registration Fee for the two-day event is \$ 125.00 per vending space. After August 15, 2026 the fee will be \$150.00 per vending space. *Food Vendors Only – Electric Hook Up \$25.00* per unit. Checks can be made out to the West Side Improvement Association. The check must be for full payment of fees and must accompany a completed and signed 2026 West Little Falls Antiques and Collectibles Fair on the Mississippi Application. Incomplete applications and post-dated checks will be returned to the applicant. The Antiques and Collectibles Fair will be held Rain or Shine. No two party checks will be accepted. No refunds will be given.

Vending Spaces

Vending spaces are available in two sizes. A 30×20 Park Space and a 10×10 Parking Lot Space. Upon completion of application process, you agree to be willing to adjust to the space assigned to you. Canopies must be adaptable to lawn or hard-topped surfaces. Canopies must be located entirely within the assigned vending area. No awnings or other extensions are allowed. Spaces are assigned on a first come first serve basis. Product sales may only be conducted from a vendor’s assigned space. Only one vehicle per vending space is allowed. All vehicles must have a permit to be allowed in vending space. Permits must be displayed in lower corner of windshield on driver’s side. Any vehicle not displaying a permit will be towed away at owner’s expense. All trailers and vehicles that will not be staying in vending space must be parked in space provided by sponsor and display appropriate parking permits. All parking permits must be obtained prior to start of event. Anyone coming to help vendors during sale must have a parking permit prior to event to park on site. Without this permit a nominal parking fee will be charged. No food or beverages will be sold in vending spaces except for vendors in the food and beverage concession areas. There are no electrical or sewer hookups available. Absolutely no reselling of vending spaces.

Food Vendors

All food vendors are required to obtain their own license from Morrison County Public Health and pay the required fees to them. **Once this license is obtained, a copy of this license must be turned in to the West Side Improvement Association no later than the Monday before the fair.** *** Food vendors are responsible for hauling any and all trash to the roll off at the entrance of the park at the end of the show.* **Vending spaces must be free of trash at the conclusion of show.**

Set-Up & Tear Down

- **There will be no admittance to the park prior to 9:00 a.m. Friday, September 11, 2026.** Absolutely no parking in vending area prior to Friday, September 11, 2026 will be allowed.
- Vendors may begin setting up after 9:00 a.m. on Friday, September 11, 2026 after checking in at the Registration Booth located at entrance of vending area. Registration is from 9:00 am–4:00 pm. ****If you will need to arrive after 4:00 p.m., please make prior arrangements by calling Rosie LeBlanc at 320-250-1660 or for any emergency travel delays.**
- Vendor set-up must be completed by 7:00 a.m. Saturday, September 12, 2026.
- All vendor aisles must be cleared of vendor vehicles and trailers by 7:00 a.m. Saturday and 8:00 a.m. Sunday.
- No vehicles or trailers will be allowed back to the vending spaces during the official fair hours. Vendors who fail to comply with this rule will be removed from future mailing lists.
- Vendors must display their West Little Falls Antiques and Collectible Fair on the Mississippi merchant license in the upper right front corner of their vending space during the duration of the fair.
- Each vendor is responsible for their own display materials: tables, chairs, canopies and protection from rain and sun. Overnight security is not provided.
- Vendors are responsible for their own security and safety measures. Liability is the responsibility of the exhibitor.
- **A #5 fire extinguisher** is required in every vending space by the Little Falls Fire Chief.
- All vendors will display both days of fair. Any one leaving after first day will not be invited to return to future fairs.
- No vendor shall tear down their booth before 4:00 pm on Sunday.
- All vendors are responsible for their own trash and clean up of vending spaces.
- All vendors must be out of park by 7:00 pm on Sunday.

Federal ID and Sales Tax

According to law, it is the sponsor's responsibility to notify the vendors that they must have a Minnesota Sales Tax number and collect the 6.875% Minnesota Sales Tax and maintain records regarding Sales Tax numbers. Each new applicant must attach a copy of their Minnesota Sales Tax Permit or confirmation letter to their 2026 West Little Falls Antiques and Collectibles Fair on the Mississippi application. The MN Department of Revenue will be furnished a list of registered vendors upon request and may attend the Fair to check exhibitors concerning compliance with this sales tax law. For information, contact the MN Department of Revenue at 651-556-3000.

By City of Little Falls ordinance, vendors are required to provide a Social Security or Federal ID number AND a State Sales Tax number in order to participate in this show.

Parking

By City of Little Falls Ordinance, all Recreational Vehicles (live/sleep-in vehicles) are not allowed to park on any public street or public parking lot in areas marked no RV parking. Other high profile vehicles are requested to be parked in areas away from the Large Scale Sidewalk and Street Event district or in the areas specified for RV's. Tow-away zones will be enforced. Additional vendor parking is available near the vending area upon request on a first come first serve basis. Failure to adhere to these rules may affect vendor eligibility for future Fairs.

City Ordinances & Event Guidelines

By City of Little Falls ordinance, No alcoholic beverages or public consumption of is allowed in city parks. Use of drugs will not be tolerated.

All pets must be kept on a leash and in vending space.

Owner is responsible and expected to clean up after pets.

Owners are required to keep their dogs quiet. Barking dogs are a nuisance to other vendors and guests, thus making it hard to conduct business in a pleasant and relaxing atmosphere. Our decision to include pets in future shows will depend upon compliance of these rules.

All vendors are expected to conduct themselves in a professional businesslike manner. Unacceptable behavior will not be tolerated. The West Side Improvement Association reserves the right to immediately dismiss vendors for infraction of the rules and regulations. No refunds will be given.

Preregistration for 2027 will be from 12:00 pm – 2:00 pm. on Sunday, September 13, 2026 to guarantee a spot(s). All spaces not paid for prior to 2:00 pm. Sunday will become open and be available on a first come/first serve basis. Exact vending space locations are continually subject to City and Park Board Improvements.

Violations

Any violation of the Official Rules and Regulation, Minnesota Sales Tax Law, or Little Falls City Ordinance, or a material misrepresentation on the application shall suffice for the sponsor to elect to immediately close down the exhibitor and/or deny the exhibitor the right to return to the West Little Falls Antiques and Collectibles Fair on the Mississippi in the future.

For more information:

Please contact the West Side Improvement Association
PO Box 41, Little Falls, MN 56345

Rosie LeBlanc, Co-Chair
320-250-1660

Brad Jensen, Co-Chair
320-232-8447

Michele Retka, Co-Chair
320-630-7362



100 7TH AVE NE
 LITTLE FALLS, MN 56345
 (320) 616-5500
 INFO@CITY.LITTLE-FALLS.MN.US
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Receipt: 0000066048 Page 146 of 147
 06/26/2010 10:22 AM

Cashier: AVOIGT
 Received Of: WESTSIDE IMPROVEMENT ASSOCIATION

PO BOX 41
 LITTLE FALLS MN 56345

The sum of: 160.00

280	WESTSIDE ASSOC ANTQ & CO		160.00
		101-000-32090	160.00
		Total	160.00

TENDERED: Credit Card 782977e8-14ab-485b-bed 160.00
 TENDERED: Service Fee 782977e8-14ab-485b-bed 4.78

Signed: _____

RESOLUTION 2026-38

RESOLUTION AUTHORIZING SUBMITTAL OF AN APPLICATION TO THE MINNESOTA PUBLIC FACILITIES AUTHORITY FOR FUNDING THROUGH THE CLEAN WATER REVOLVING FUND FOR WASTEWATER TREATMENT FACILITY IMPROVEMENTS – PHASE 2 DEWATERING

WHEREAS, the City of Little Falls owns and operates a municipal wastewater treatment facility that provides wastewater treatment services to the community; and

WHEREAS, the City has identified the need for Wastewater Treatment Facility Improvements – Phase 2 Dewatering to maintain and improve the operation and efficiency of the wastewater treatment system; and

WHEREAS, the Minnesota Public Facilities Authority administers the Clean Water Revolving Fund Loan Program to assist municipalities in financing eligible wastewater infrastructure improvements; and

WHEREAS, the City of Little Falls desires to submit an application to the Minnesota Public Facilities Authority for funding assistance through the Clean Water Revolving Fund Loan Program.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Little Falls, Minnesota, as follows:

1. The City of Little Falls hereby authorizes submission of an application to the Minnesota Public Facilities Authority for a loan from the Clean Water Revolving Fund for Wastewater Treatment Facility Improvements – Phase 2 Dewatering, as described in the loan application.
2. The City of Little Falls estimates the loan amount to be \$4,068,800, representing the as-bid cost of the project.
3. The City of Little Falls has the legal authority to apply for the loan and possesses the financial, technical, and managerial capacity necessary to repay the loan and to ensure proper construction, operation, and maintenance of the project for its design life.
4. The Council President and City Administrator are authorized to execute all documents and certifications necessary to complete and submit the application and to take such actions as may be necessary to carry out the intent of this resolution.

Passed this 6th day of July, 2026.

ATTEST:

Gerald M. Knafla, Council President

Alex Smith, City Administrator

Approved this 6th day of July, 2026.

Gregory J. Zylka, Mayor

City of Little Falls

RESOLUTION 2026-39

RESOLUTION DECLARING CERTAIN PROPERTY
EXCESS PROPERTY AND CALLING FOR THE SALE/DISPOSAL THEREOF

WHEREAS, City Code Chapter 2, Section 2.04, entitled "Administration", authorizes the public sale of unclaimed and excess property owned by the City; and

WHEREAS, the following property is surplus and in accordance with Chapter 2, Section 2.04, Subdivision I, no longer needed for public purposes, as shown below.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Little Falls hereby declares the items listed in Attachment A, as surplus; and

BE IT FURTHER RESOLVED, that the property will be sold in its present condition, or disposed of, and will be cash only, and all will be removed from City property at the time of sale, unless other arrangements are made; and

BE IT FURTHER RESOLVED, that City staff is authorized to use the best opportunities available to dispose of said property to maximize the disposal, (i.e. League of Minnesota Cities advertising, Craig's List, auction house, etc.); and

BE IT FURTHER RESOLVED, that all proceeds be deposited in the Equipment Fund unless specified to a specific department's Equipment Fund or Improvement Fund.

Passed this 6th day of July, 2026.

ATTEST:

Gerald M. Knafila, Council President

Alex Smith, City Administrator

Approved this 6th day of July, 2026.

Gregory J. Zylka, Mayor

ATTACHMENT A

Item Description	Make/Model	Serial Number/VIN	Fund
Fire			
Vehicle – Fire Engine	2001 Kenworth/Central States	2NKMHZ8X41M867999	Fire Equipment