

AGENDA

Regular City Council Meeting

Hybrid (ZOOM Video Conference and In Person), City Hall
June 15, 2026, 7:30 p.m.

- | | | |
|----|---|--|
| 1. | CALL TO ORDER/DETERMINATION OF QUORUM/PLEDGE OF ALLEGIANCE
<i>Council President</i>
All individuals are asked to either silence or turn off all cell phones, pagers, and other electronic devices that may disrupt the meeting. | <i>Information Found On:</i> |
| 2. | APPROVAL OF AGENDA <i>City Council</i>
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 <i>City Council</i>
Special work session meeting of June 1, 2026; and the regular meeting of June 1, 2026 – approve | Pages 3-8 |
| 4. | APPROVAL OF BILLS <i>City Council</i>
a. Electronic checks 4283 through 4309 and checks 114492 through 114567 totaling \$ 497,977.32 – approve | Pages 9-24 |
| 5. | AWARDS, DONATIONS, PRESENTATIONS, AND PROCLAMATIONS <i>Council President/Others</i>
a. Presentation
1. Police Annual Report 2025 – place on file <i>Police Chief</i> | Pages 25-72 |
| 6. | CONSENT AGENDA <i>City Council</i>
a. Animal Control Report, May 2026 – receive
b. Application for Display of Fireworks, Hairball Productions LLC and Morrison County Ag Society, June 26, 2026 – approve
c. Application for Exempt Permit, Friends of the Lindbergh Heritage, Raffle, May 21, 2027 – approve
d. Application for Exempt Permit, Little Falls Hockey, Raffle, December 15, 2026 – approve
e. Building Reports, April and May 2026 – receive
f. Heritage Preservation Commission Minutes, June 1, 2026 - receive
g. Letter of Resignation, Ryan Vaverek, Park Maintenance Worker I – receive
h. Post, Park Maintenance Worker I – authorize
i. Petition, Request for Traffic Signage, Prairie Drive – receive
j. Recommendation of Interview Committee, Austin Udy, Assistant Golf Course Superintendent – accept/appoint
k. Recommendation of Interview Committee, Ryan Fussy, Police Officer – accept/appoint
l. Recycling Report, May 2026 – receive
m. Wastewater Report, May 2026 – receive
n. Water Control Report, May 2026 – receive | Page 73
Pages 74-81
Page 82
Pages 83-87
Pages 88-94
Pages 95-96
Page 97
Pages 98-100
Page 101
Page 102
Page 103
Page 104
Pages 105-106
Page 107 |
| 7. | PUBLIC HEARINGS AND LETTINGS
a. Letting | |

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](#).

1. Splash Pad Internet Installation, CTC, Public Works – award *Public Works Assistant Director* Pages 108-111
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 – authorize *Police Chief/City Administrator* Page 112
2. Ordinance No. 62, Seventh Series, Amend City Code Chapter 10, Section 10.18, Regulating Recreational and Special Vehicles – introduce *Police Chief/City Administrator* Pages 113-122
3. Ordinance No. 62A, Seventh Series, Summary Publication of Ordinance No. 62 – introduce *Police Chief/City Administrator* Pages 123
- b. Ordinance No. 63, Seventh Series, Amend City Code Chapter 6, Section 6.37, Food and Beverage Tax – introduce *City Administrator* Pages 124-125
- c. Recommendation of Heritage Preservation Commission
1. Policy 31, Heritage Preservation Commission Loan-Grant Criteria, Local Funds – accept/adopt *Finance Director* Pages 126-128
2. Policy 32, Heritage Preservation Commission Loan-Grant Criteria, Federal Funds – accept/adopt *Finance Director* Pages 129-130
- d. Recommendation of Planning Commission
1. Resolution 2026-31, Deny Variance, Sign that Exceeds Maximum Height, Kwik Trip, Inc. – accept/adopt *PW Director/City Engineer* Pages 131-142
2. Resolution 2026-32, Variance, Front and Side Yard Setbacks, 735 Ninth Street Northeast – accept/adopt *PW Director/City Engineer* Pages 143-148
- e. Resolution 2026-33, Tourism, Convention, And Visitor Services Agreement, City of Little Falls and The Little Falls Area Chamber of Commerce and Tourism – approve/adopt *City Administrator* Pages 149-159
10. **ANNOUNCEMENTS** *City Council/Others*
11. **ADJOURNMENT** *Council President*

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City of Little Falls

SPECIAL WORK SESSION CITY COUNCIL MEETING ~ JUNE 1, 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 1, 2026, at 7:00 p.m., in the Council Chambers at City Hall. Councilmembers Lundberg, Liljegren, Meyer, Glaze, Hanson, Gosiak, and Council President Knafla were present. Mayor Zylka was absent. It was determined there was a quorum.

2. PUBLIC FORUM

None.

3. BILLS DISCUSSION

None.

4. CONSENT AGENDA ITEMS DISCUSSION

None.

5. COUNCIL INFORMATIONAL ONLY ITEMS

a. **2021 Golf Mower Lease** – Finance Director Lubrecht reported that the City Council approved a five-year lease agreement in 2021 for several golf course maintenance equipment units, including a Toro Greensmaster 3150 TriPlex mower, a Toro Reelmaster 3100-D with Sidewinder Feather, and two Toro Groundsmaster 3200 2WD units. The lease began in February 2022, and all required payments have been completed, fulfilling the lease agreement as of February 2026. Ownership of the equipment has transferred to and remains with the City of Little Falls.

b. **Restaurant Sales Tax Update** – City Administrator Smith updated the City Council on the status of the Restaurant Sales Tax. Ms. Smith reported that the tax is scheduled to sunset on June 30, 2026. Ms. Smith noted that, as a result, the City's Code and applicable ordinances will need to be amended to remove references to the restaurant sales tax and reflect its expiration.

c. **Ordinance No. 62, Seventh Series, Amend City Code Chapter 10, Section 10.18, Regulating Recreational and Special Vehicles** – Chief Johnson presented a draft of Ordinance No. 62, Seventh Series, an Ordinance amending Chapter 10 of the City Code, entitled "Public Protection, Crimes and Offenses," by adding Section 10.18, "Regulating Recreational and Special Vehicles." Chief Johnson requested that Councilmembers review the draft ordinance and provide any comments or suggested revisions before it is formally formatted and brought back to the Council for final consideration.

d. Other

None.

6. CONSTITUENT MESSAGES

a. Councilmember Meyer inquired whether City staff had contacted BNSF regarding issues with the railroad tracks. Councilmember Hanson added that the City should also address concerns regarding grass and vegetation maintenance on BNSF property. City Administrator Smith addressed this.

b. Councilmember Lundberg raised concerns about several abandoned and deteriorating buildings located along Haven Road. Councilmember Gosiak stated that the properties were owned by a trucking company. Councilmember Hanson noted that

he was familiar with the property owner and would provide the contact information to City Administrator Smith to facilitate follow-up regarding the condition of the buildings.

c. Councilmember Lundberg expressed interest in exploring the licensing and regulation of short-term rental properties, such as Airbnb and VRBO rentals, in a manner similar to the City's existing regulations for hotels, motels, and bed and breakfast establishments. Staff was asked to review the matter and provide additional information for future Council discussion.

7. **ADJOURNMENT**

Council President Knafla adjourned the meeting at 7:19 p.m.

Respectfully submitted,

Christine Lundberg

City of Little Falls

REGULAR CITY COUNCIL MEETING ~ JUNE 1, 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 1, 2026, at 7:30 p.m. in the Council Chambers at City Hall. Councilmembers Lundberg, Liljegren, Meyer, Glaze, Hanson, Gosiak, and Council President Knafla were present. Mayor Zylka was absent. It was determined there was a quorum.

2. APPROVAL OF AGENDA

Council President Knafla amended the agenda by amending item 6.g. and adding items 7.b.1. and 9.d. Motion was made by Councilmember Glaze, seconded by Councilmember Liljegren to approve the agenda as amended. Ayes: Lundberg, Liljegren, Meyer, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

3. APPROVAL OF MINUTES

Motion was made by Councilmember Meyer, seconded by Councilmember Glaze to approve the City Council minutes of the special work session meeting of May 18, 2026; the regular meeting of May 18, 2026; and the closed meeting of May 18, 2026, all as presented. Ayes: Lundberg, Liljegren, Meyer, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

4. APPROVAL OF BILLS

Motion was made by Councilmember Glaze, seconded by Councilmember Hanson to approve the bills totaling \$582,441.37 for Electronic Funds Transfers (EChecks) 4257 through 4282 and checks 114438 through 114491. Ayes: Lundberg, Liljegren, Meyer, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

5. AWARDS, DONATIONS, PRESENTATIONS, AND PROCLAMATIONS**6. CONSENT AGENDA**

Motion was made by Councilmember Gosiak, seconded by Councilmember Lundberg to take the following action on Consent Agenda items a. through h.:

a. Accepted the recommendation of the Interview Committee and appointed Ben Messinger as Seasonal Golf Course Attendant, at Pay Grade 3, Step 1, \$16.44 per hour, as set in the Part-Time Pay Scale, effective as soon as they are able to start; and

b. Approved to the Minnesota Charitable Gambling Control Board, an application to conduct Excluded Bingo as requested by American Legion Auxiliary Unit 46 to allow bingo at the Morrison County Fairgrounds, 15575 Hawthorn Road, June 25-27, 2026, and further waived any waiting period; and

c. Received and placed on file the Fire report for April 2026; and

d. Approved the Lower-Potency Hemp Edible Retailer License for AASITAAAYAN INC, dba Little Falls Market, 15237 183rd Street, effective June 2nd, 2026, through December 31st, 2026, contingent upon all appropriate paperwork, insurances, and fees being provided, and verification that the business complies with the zoning requirements and conditions of City Code Chapter 13, and approval is granted by the appropriate staff; and

e. Approved the out-of-state travel by the Police Chief to attend the International Association of Chiefs of Police (IACP) Annual Conference and Exposition in Orlando, FL, October 24 through 27, 2026, with expenses to be charged to the Police Department Travel & Schools Budget; and

f. Authorized the posting of the Public Works Collections Worker position at Pay Grade 9, \$31.49 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

g. Accepted the recommendation of Human Resources Director Cribb and appointed Michael Stoner to Equipment Operator II, at the salary stated in the Labor Agreement, at Pay Grade 10, Step 4, \$35.79 per hour, of the International Union of Operating Engineers Local 49, effective June 2, 2026; and

h. Approved a Temporary Structure Sale of Fireworks License as requested by Walmart and American Promotional Events Inc., dba TNT Fireworks, at 15091 Eighteenth Street Northeast, from June 2, 2026, through December 31, 2026, contingent upon the appropriate paperwork, insurance, and fees being provided, and approval is granted by the Fire and Police Chiefs.

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

7. **PUBLIC HEARINGS AND LETTINGS**

a. **Public Hearing**

1. **Resolution 2026-28, Modify Development District No. 1, Modify Development Program Relating Thereto, Establish Tax Increment Financing District No. 48, Adopt Tax Increment Financing Plan Related Thereto, Barrett Land LLC** – Council President Knafla opened a scheduled public hearing at 7:41 p.m. to consider Resolution 2026-28, a Resolution Approving the Modification to Development District No. 1. Modification of the Development Program Relating Thereto, the Establishment of Tax Increment Financing District No. 48, and Adoption of the Tax Increment Financing Plan Related Thereto, for Barrett Land LLC. Financial Advisor Murray presented the affidavit of publication and reviewed the proposal. Comments were received from: Sarah Barrett, 15657 Eighteenth Street Northeast; and Carol Anderson, 316 East Broadway. Council President Knafla closed the public hearing at 7:43 p.m. Councilmember Hanson then introduced and moved for the adoption of Resolution 2026-28, a Resolution Approving the Modification to Development District No. 1. Modification of the Development Program Relating Thereto, the Establishment of Tax Increment Financing District No. 48, and Adoption of the Tax Increment Financing Plan Related Thereto, for Barrett Land LLC. Councilmember Glaze seconded the motion for adoption. On a roll call vote; Ayes: Lundberg, Liljegren, Meyer, Knafla, Glaze, Hanson, and Gosiak. Nays: Zylka (absent). Council President Knafla then declared said Resolution 2026-28 to have received the majority vote of the City Council and the same to have been duly passed, approved, and adopted.

2. **Resolution 2026-29, Approve Business Subsidy to Barrett Land LLC** – Council President Knafla opened a scheduled public hearing at 7:46 p.m. to consider the adoption of Resolution 2026-29, a Resolution Approving the Business Subsidy to Barrett Land LLC. Financial Advisor Murray presented the affidavit of publication and reviewed the proposal. Comments were received from: Sarah Barrett, 15657 Eighteenth Street

Northeast; and Carol Anderson 316 East Broadway. Council President Knafla closed the public hearing at 7:47 p.m. Councilmember Glaze then introduced and moved for the adoption of Resolution 2026-29, a Resolution Approving the Business Subsidy to Barrett Land LLC. Councilmember Meyer seconded the motion for adoption. On a roll call vote; Ayes: Liljegren, Meyer, Knafla, Glaze, Hanson, Gosiak, and Lundberg. Nays: Zylka (absent). Council President Knafla then declared said Resolution 2026-29 to have received the majority vote of the City Council and the same to have been duly passed, approved, and adopted.

b. **Letting**

1. **Appliance, Bulk Garbage, Electronics, and Tire Collection, Bob LeMieur Rolloffs Refuse & Recycling Inc** – Motion was made by made by Councilmember Liljegren, seconded by Councilmember Lundberg to award the low quotation of \$10,314 from Bob LeMieur Rolloffs, Refuse & Recycling Inc., for the appliance, bulk garbage, electronics, and tire collection to be held on July 24 through July 25, 2026, rain or shine, and charged to the SCORE Grant. Ayes: Lundberg, Liljegren, Meyer, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

8. **OLD BUSINESS**

a. **Policy 13, Bylaws: Authorities, Boards, Bureaus, Commissions, and Committees** - Motion was made by made by Councilmember Gosiak, seconded by Councilmember Liljegren to adopt Policy 13, Bylaws: Authorities, Boards, Bureaus, Commissions, and Committees, as updated. Ayes: Lundberg, Liljegren, Meyer, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

9. **NEW BUSINESS**

a. **Administrative Forfeiture Acceptance, 2016 Dodge Ram 1500 Pickup** – Motion was made by made by Councilmember Meyer, seconded by Councilmember Glaze to approve the acceptance and transfer of title of the 2016 Dodge Ram 1500 Pickup to the Little Falls Police Department and authorize payment of the associated title transfer costs in the amount of \$392.88, to be charged to the General Fund. Ayes: Lundberg, Liljegren, Meyer, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

b. **Policy 47 Lodging Tax and Restaurant Sales Tax - Compliance Checks** – Motion was made by Councilmember Glaze, seconded by Councilmember Hanson to adopt Policy 47 – Lodging Tax Compliance Checks, as updated. Ayes: Lundberg, Liljegren, Meyer, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

c. **Resolution 2026-30, Supporting a Minnesota Forward Fund Application for the Expansion of Barrett Pet Food** – Councilmember Lundberg introduced and moved for the adoption of Resolution 2026-30, a Resolution Supporting a Minnesota Forward Fund Application for the Expansion of Barrett Pet Food. Councilmember Liljegren seconded the motion for adoption. On a roll call vote; Ayes: Meyer, Knafla, Glaze, Hanson, Gosiak, Lundberg, and Liljegren. Nays: Zylka (absent). Council President Knafla then declared said Resolution 2026-30 to have received the majority vote of the City Council and the same to have been duly passed, approved, and adopted.

d. **Match Commitment Letter, Federal Railroad Administration Grant Applications, TH 27 Bridge Project** – Motion was made by made by Councilmember Meyer, seconded by Councilmember Glaze to authorize the City Administrator to execute the required match commitment letter associated with the Federal Railroad Administration CRIS and Railroad Crossing Elimination grant applications, acknowledging the City's

commitment of approximately \$2 million from State Aid for Local Transportation funds as the local match for the proposed Trunk Highway 27 bridge project. Ayes: Lundberg, Liljegren, Meyer, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

10. **ANNOUNCEMENTS**

11. **ADJOURNMENT**

Council President Knafla adjourned the meeting at 8:06 p.m.

Respectfully submitted,

Christine Lundberg

June 15, 2026

<hr/> Mayor Zylka	<hr/> Council President Knafla	<hr/> Councilmember Glaze
<hr/> Councilmember Lundberg	<hr/> Councilmember Liljegren	<hr/> Councilmember Hanson
<hr/> Councilmember Gosiak	<hr/> Councilmember Meyer	<hr/> City Administrator Smith

BREAKDOWN OF EXPENDITURES BY FUND

General Government	127,107.67
HRA	1,742.02
Tourism	17,726.26
Rosenmeier Property	138.15
Parks & Recreation	14,151.47
Airport	32,100.35
Police Forfeiture	392.88
Equipment	20,328.42
Fire Equipment	650.00
Debt Service	719.83
Water	45,533.06
Waste	31,633.64
Garbage / Recycling	87,332.67
Stormwater	1,709.22
Golf	22,206.50
Self Insured	151.50
Economic Development	(1,822.92)
Agency	82.03
Improvement Projects	96,094.57
Total	<u>\$ 497,977.32</u>

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

CHECK DATE 06/02/2026 - 06/15/2026

VENDOR CODE: 0001, 0002, 0004, 0005, 0007 (940 more)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General							
06/15/2026	AP	114495	ALEX SMITH	MILEAGE - IT CONFERENCE - BLOOMINGTON	40330	115	155.15
06/15/2026	AP	114496	AUTO MAX SALES & SERVICE	REPLACE TIRE - ENGINE 2	40405	121	450.33
06/15/2026	AP	114499*#	BOB LEMIEUR ROLL-OFFS	GARBAGE PICKUP - MAY 26	40384	113	26.33
				GARBAGE PICKUP - MAY 26	40384	119	26.33
				GARBAGE PICKUP - MAY 26	40384	120	26.33
				GARBAGE PICKUP - MAY 26	40384	121	8.77
				GARBAGE PICKUP - MAY 26	40384	130	114.07
							<u>201.83</u>
			Check AP 114499 Total for Fund 101 General				
06/15/2026	AP	114501	BOUND TREE MEDICAL LLC	MEDICAL GLOVES	40208	120	170.24
06/15/2026	AP	114512*#	CUSTOM PRINTING	POSTAGE - LIQUOR LICENSE TO STATE	40320	115	38.73
06/15/2026	AP	114514*#	E C M PUBLISHERS INC	GRADUATION SAFETY	40350	120	44.00
				POLICE OFFICER ADVERTISING	40350	120	105.50
				POLICE OFFICER ADVERTISING	40350	120	85.50
				POLICE OFFICER ADVERTISING	40350	120	85.50
				POLICE OFFICER ADVERTISING	40350	120	85.50
				PH - VARIANCES / ORDINANCE AMEND	40350	111	55.68
							<u>461.68</u>
			Check AP 114514 Total for Fund 101 General				
06/15/2026	AP	114517*#	ENTERPRISE FM TRUST	MAINT & REPAIRS	40405	120	40.83
06/15/2026	AP	114522	FIRE INST & RESCUE EDUC INC	DEPARTMENT TRAINING	40330	121	900.00
06/15/2026	AP	114523#	FLAHERTY & HOOD PA	LEGAL FEES - PERSONNEL - MAY 2026	40300	110	2,818.75
				LEGAL FEES - MAY 2026	40300	118	9,199.85
							<u>12,018.60</u>
			Check AP 114523 Total for Fund 101 General				
06/15/2026	AP	114532	JOSEPH DUNAISKY	JOSEPH DUNASKY REFUND FOR MAY HANGAR	20200	000	133.33
06/15/2026	AP	114533	KAYLA KUROWSKI	P-UP MAIL & DROPBOXES	40330	115	94.90
06/15/2026	AP	114534*#	KNIFE RIVER CORP	ASPHALT COLD PATCH	40217	130	509.95
06/15/2026	AP	114537*#	LITTLE FALLS FLEET SUPPLY	BROOMS / SHOVELS / UTILITY KNIVES	40210	125	213.95
06/15/2026	AP	114538*#	LITTLE FALLS HARDWARE HANK & RENTA	FURNACE FILTERS	40401	130	137.88
				4 TINE PITCH FORK	40210	130	47.99
				EXTENTION GRABBERS FOR GARBAGE PICK UP	40210	130	56.48
				OSCILLATING MULTI TOOL	40210	130	329.98
				TAPE	40210	121	7.79
				STAPLES FOR FIREARMS TARGETS	40207	120	27.96
				BLUE CHALK LINE	40210	130	17.99
				SOAP	40210	119	3.99
				SOAP	40210	113	3.99
							<u>634.05</u>
			Check AP 114538 Total for Fund 101 General				
06/15/2026	AP	114539#	LITTLE FALLS MACHINE INC	NEW HYDRO HOSE ON BOBCAT	40404	130	108.31
				HYDRAULIC COUPLERS	40404	131	125.01
							<u>233.32</u>
			Check AP 114539 Total for Fund 101 General				
06/15/2026	AP	114541	LOCAL 49 TRAINING CENTER	EQUIPMENT 2 TESTING	40300	130	1,380.00

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 101 General								
06/15/2026	AP	114543	MARCUS FRUECHTE	SAFETY BOOTS	40180	130	240.00	
06/15/2026	AP	114544	MEI TOTAL ELEVATOR SOLUTIONS	ELEVATOR MTC - MAY 2026	40401	113	232.44	
06/15/2026	AP	114548*#	MORRISON CO AUDITOR	SCRAP	40384	130	68.80	
06/15/2026	AP	114551*#	NAPA CENTRAL MN	WIPER BLADES 205 SQUAD	40405	120	38.89	
				AIR HAMMER	40210	130	129.99	
				WINDSHIELD WASHER FLUID	40405	120	19.62	
				NEW SANDER	40210	130	102.80	
		Check AP 114551 Total for Fund 101 General						291.30
06/15/2026	AP	114553	OPG-3 INC	LASERFICHE ANNUAL LICENSE	40309	116	3,415.00	
06/15/2026	AP	114558*#	SCHLENNER WENNER & CO	AUDIT FEE PROGRESS BILL 2	40300	117	4,700.00	
06/15/2026	AP	114560	SOURCEWELL	PLANNING / ZONING SERVICES - APR 26	40300	111	1,260.00	
06/15/2026	AP	114564	VACUUM CLEANER OUTLET AND SERVICE	VACUUM CLEANER SERVICE	40404	120	79.89	
06/15/2026	AP	114566#	XTONA	IT SERVICES - JUN 26	40309	116	4,000.00	
				MANAGED IT SERVICES	40309	116	5,319.00	
				MANAGED IT SERVICES	40309	120	2,024.50	
		Check AP 114566 Total for Fund 101 General						11,343.50
06/15/2026	AP	114567*#	ZARNS OIL	DIESEL BOBCAT	40212	130	54.02	
				DIESEL BOBCAT	40212	130	65.70	
				ROAD GRADER MIKE	40212	130	246.78	
				DIESEL TRACTOR BACK HOE	40212	130	123.18	
				STUMP GRINDER	40212	130	57.00	
				DIESEL BOBCAT	40212	130	58.02	
		Check AP 114567 Total for Fund 101 General						604.70
06/08/2026	AP	4283(E)*	BPAS - VEBA	06/05/26 PAYROLL	21500	000	472.01	
06/08/2026	AP	4284(E)*	EFTPS-FED WITHHOLDING	06/05/26 PAYROLL	21500	000	12,752.48	
				06/05/26 PAYROLL	21500	000	4,361.44	
				06/05/26 PAYROLL	21500	000	4,361.44	
				06/05/26 PAYROLL	21500	000	2,094.38	
				06/05/26 PAYROLL	21500	000	2,094.38	
		Check AP 4284(E) Total for Fund 101 General						25,664.12
06/08/2026	AP	4285(E)*	MINNESOTA STATE TREASURER	06/05/26 PAYROLL	21500	000	6,276.83	
06/08/2026	AP	4286(E)*	MSRS - HCSP	06/05/26 PAYROLL	21500	000	993.41	
				06/05/26 PAYROLL	21500	000	163.03	
				06/05/26 PAYROLL	21500	000	1,150.18	
		Check AP 4286(E) Total for Fund 101 General						2,306.62
06/08/2026	AP	4287(E)*	MSRS-DEF COMP	06/05/26 PAYROLL	21500	000	3,707.00	
				06/05/26 PAYROLL	21500	000	250.00	
		Check AP 4287(E) Total for Fund 101 General						3,957.00
06/08/2026	AP	4288(E)*	MSRS-ROTH	06/05/26 PAYROLL	21500	000	2,174.68	
				06/05/26 PAYROLL	21500	000	147.56	
		Check AP 4288(E) Total for Fund 101 General						2,322.24

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 101 General								
06/08/2026	AP	4289(E)*	PERA-RETIREMENT	06/05/26 PAYROLL	21500	000	4,949.32	
				06/05/26 PAYROLL	21500	000	5,710.78	
				06/05/26 PAYROLL	21500	000	9,194.83	
				06/05/26 PAYROLL	21500	000	13,792.27	
		Check AP 4289(E) Total for Fund 101 General						33,647.20
06/08/2026	AP	4290(E)*	WEX HEALTH - HSA	06/05/26 PAYROLL	21500	000	2,663.42	
				06/05/26 PAYROLL	21500	000	2,989.20	
		Check AP 4290(E) Total for Fund 101 General						5,652.62
06/15/2026	AP	4291(E)*#	A T & T MOBILITY	TABLET / IPAD CHARGES	40320	121	232.38	
				TABLET / IPAD CHARGES	40320	125	154.92	
				CELL PHONE / CRADLEPOINT CHARGES	40320	120	1,525.02	
				CELL PHONE CHARGES	40320	115	242.45	
				CELL PHONE CHARGES	40320	125	220.18	
				CELL PHONE CHARGES	40320	130	384.86	
		Check AP 4291(E) Total for Fund 101 General						2,759.81
06/15/2026	AP	4294(E)*#	AMAZON CAPITAL SERVICES	AED BATTERIES	40210	121	43.28	
				DOCKING STATION - FRONT COUNTER	40210	115	144.00	
		Check AP 4294(E) Total for Fund 101 General						187.28
06/15/2026	AP	4298(E)*#	CENTERPOINT ENERGY MINNEGASO	GAS - APR / MAY	40380	113	224.85	
				GAS - APR / MAY	40380	119	142.10	
				GAS - APR / MAY	40380	120	76.53	
				GAS - APR / MAY	40380	121	132.97	
				GAS - APR / MAY	40380	130	217.31	
		Check AP 4298(E) Total for Fund 101 General						793.76
06/15/2026	AP	4299(E)	CHARTER COMMUNICATIONS	CABLE BOX RENT	40320	120	20.11	
06/15/2026	AP	4300(E)*#	CINTAS CORP	MATS, WIPES, TOWELS, SOAP	40210	119	230.01	
				MATS, WIPES, TOWELS, SOAP	40210	113	122.46	
				MATS, WIPES, TOWELS, SOAP	40210	120	224.12	
				MATS, WIPES, TOWELS, SOAP	40210	130	128.02	
				UNIFORMS	40180	130	523.36	
				MATS, WIPES, TOWELS, SOAP	40210	121	0.00	
		Check AP 4300(E) Total for Fund 101 General						1,227.97
06/15/2026	AP	4306(E)	LEXIS NEXIS RISK DATA MANAGEMENT I	SEARCH SUBSCRIPTIONS - MAY 2026	40433	120	200.00	
06/15/2026	AP	4307(E)*#	LITTLE FALLS, CITY OF	WATER / SEWER - MAY 2026	40380	113	129.81	
				WATER / SEWER - MAY 2026	40380	119	182.56	
				WATER / SEWER - MAY 2026	40380	120	83.41	
				WATER / SEWER - MAY 2026	40380	121	450.89	
				WATER / SEWER - MAY 2026	40380	130	865.54	
		Check AP 4307(E) Total for Fund 101 General						1,712.21
06/15/2026	AP	4308(E)*#	STAPLES ADVANTAGE	LABELS / SOAP / FORKS / AIR	40210	115	35.37	
Total For Fund: 101							127,107.67	
Fund: 215 Housing & Redevelopment Authority (HRA)								
06/15/2026	AP	114502	BRYCE RIESNER	MILEAGE/PARKING/REGISTRATION - RE DEVELO	40330	200	383.06	

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 215 Housing & Redevelopment Authority (HRA)								
06/08/2026	AP	4284(E)*	EFTPS-FED WITHHOLDING	06/05/26 PAYROLL	21500	000	233.69	
				06/05/26 PAYROLL	21500	000	173.25	
				06/05/26 PAYROLL	21500	000	173.25	
				06/05/26 PAYROLL	21500	000	40.52	
				06/05/26 PAYROLL	21500	000	40.52	
		Check AP 4284(E) Total for Fund 215 Housing & Redevelopment Authority (HRA)						661.23
06/08/2026	AP	4285(E)*	MINNESOTA STATE TREASURER	06/05/26 PAYROLL	21500	000	146.34	
06/08/2026	AP	4286(E)*	MSRS - HCSP	06/05/26 PAYROLL	21500	000	29.01	
06/08/2026	AP	4289(E)*	PERA-RETIREMENT	06/05/26 PAYROLL	21500	000	188.54	
				06/05/26 PAYROLL	21500	000	217.55	
		Check AP 4289(E) Total for Fund 215 Housing & Redevelopment Authority (HRA)						406.09
06/08/2026	AP	4290(E)*	WEX HEALTH - HSA	06/05/26 PAYROLL	21500	000	70.83	
06/15/2026	AP	4291(E)*#	A T & T MOBILITY	CELL PHONE CHARGES	40320	200	45.46	
Total For Fund: 215							1,742.02	
Fund: 219 Tourism/Lodging								
06/15/2026	AP	114536	LITTLE FALLS CHAMBER OF COMMERCE & LODGING TAX - MAY 2026		40813	200	6,488.37	
			RESTAURANT TAX - MAY 2026		40814	200	11,237.89	
		Check AP 114536 Total for Fund 219 Tourism/Lodging						17,726.26
Total For Fund: 219							17,726.26	
Fund: 224 Rosenmeier Operating								
06/15/2026	AP	4298(E)*#	CENTERPOINT ENERGY MINNEGASO	GAS - APR / MAY	40380	200	92.44	
06/15/2026	AP	4307(E)*#	LITTLE FALLS, CITY OF	WATER / SEWER - MAY 2026	40380	200	45.71	
Total For Fund: 224							138.15	
Fund: 225 Parks and Recreation								
06/15/2026	AP	114499*#	BOB LEMIEUR ROLL-OFFS	GARBAGE PICKUP - MAY 26	40384	140	175.50	
				GARBAGE PICKUP - MAY 26 - PGP	40384	140	130.00	
				GARBAGE PICKUP - MAY 26 - LION'S	40384	140	60.00	
		Check AP 114499 Total for Fund 225 Parks and Recreation						365.50
06/15/2026	AP	114503*#	BUILDERS FIRST SOURCE	MATERAILS TO REPLACE SIGNAGE	40401	140	132.82	
06/15/2026	AP	114505	CANS R US LLC	TOILET RENTAL - MAY 26	40410	140	1,520.00	
				TOILET RENTAL - MAY 26 - LIONS	40410	140	190.00	
		Check AP 114505 Total for Fund 225 Parks and Recreation						1,710.00
06/15/2026	AP	114508	CENTRAL PRO SUPPLY	REPLACEMENT SPRINKLER HEADS, EDGING	40210	140	1,234.20	
06/15/2026	AP	114520	FALLSNET	INTERNET - MAPLE ISLAND PARK	40380	140	75.00	
				INTERNET - WEST SIDE LIONS PARK	40380	140	75.00	
		Check AP 114520 Total for Fund 225 Parks and Recreation						150.00
06/15/2026	AP	114529	HILLYARD - INC	33 GAL TRASH BAGS	40210	140	222.87	
06/15/2026	AP	114538*#	LITTLE FALLS HARDWARE HANK & RENTA	IRRIGATION PARTS	40210	140	82.94	
				PAINTING EQUIPMENT	40401	140	30.97	

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 225 Parks and Recreation								
				2 GAL SPRAYER AND FERTILIZER	40210	140	99.98	
				FLAGGING TAPE	40210	140	4.99	
				GARDEN TILLER FOR VETERANS PARK	40410	140	45.00	
				NEW KEYS	40210	140	13.96	
		Check AP 114538 Total for Fund 225 Parks and Recreation						277.84
06/15/2026	AP	114548*#	MORRISON CO AUDITOR	DEMOLITION OF BUILDING AT LIONS SE	40384	140	303.87	
				DEMOLITION OF BUILDING AT LIONS SE	40384	140	68.80	
		Check AP 114548 Total for Fund 225 Parks and Recreation						372.67
06/15/2026	AP	114567*#	ZARNS OIL	DIESEL BOBCAT	40212	140	27.50	
				GAS CANS	40212	140	10.05	
				GAS REC. BUILDING	40212	140	40.01	
				GAS ZERO TURN	40212	140	51.00	
				DIESEL MOWER	40212	140	37.42	
				DIESEL MOWER	40212	140	47.08	
				DIESEL MOWER	40212	140	56.42	
				DIESEL REC. BUILDING	40212	140	48.97	
				DIESEL MOWER	40212	140	53.00	
				GAS MOWER	40212	140	42.45	
				DIESEL MOWER	40212	140	47.47	
				GAS CANS JAMES GREEN	40212	140	41.00	
		Check AP 114567 Total for Fund 225 Parks and Recreation						502.37
06/08/2026	AP	4283(E)*	BPAS - VEBA	06/05/26 PAYROLL	21500	000	9.74	
06/08/2026	AP	4284(E)*	EFTPS-FED WITHHOLDING	06/05/26 PAYROLL	21500	000	152.66	
				06/05/26 PAYROLL	21500	000	322.37	
				06/05/26 PAYROLL	21500	000	322.37	
				06/05/26 PAYROLL	21500	000	75.39	
				06/05/26 PAYROLL	21500	000	75.39	
		Check AP 4284(E) Total for Fund 225 Parks and Recreation						948.18
06/08/2026	AP	4285(E)*	MINNESOTA STATE TREASURER	06/05/26 PAYROLL	21500	000	139.66	
06/08/2026	AP	4286(E)*	MSRS - HCSP	06/05/26 PAYROLL	21500	000	2.08	
06/08/2026	AP	4288(E)*	MSRS-ROTH	06/05/26 PAYROLL	21500	000	7.32	
				06/05/26 PAYROLL	21500	000	2.44	
		Check AP 4288(E) Total for Fund 225 Parks and Recreation						9.76
06/08/2026	AP	4289(E)*	PERA-RETIREMENT	06/05/26 PAYROLL	21500	000	394.94	
				06/05/26 PAYROLL	21500	000	455.69	
		Check AP 4289(E) Total for Fund 225 Parks and Recreation						850.63
06/08/2026	AP	4290(E)*	WEX HEALTH - HSA	06/05/26 PAYROLL	21500	000	141.63	
				06/05/26 PAYROLL	21500	000	311.61	
		Check AP 4290(E) Total for Fund 225 Parks and Recreation						453.24
06/15/2026	AP	4291(E)*#	A T & T MOBILITY	CELL PHONE CHARGES	40320	140	136.38	
06/15/2026	AP	4294(E)*#	AMAZON CAPITAL SERVICES	DOG WASTE BAGS, TENNIS COURT SQUEEGEES	40210	140	194.40	
06/15/2026	AP	4298(E)*#	CENTERPOINT ENERGY MINNEGASO	GAS - APR / MAY	40380	140	89.91	
				GAS - APR / MAY - LIONS	40380	140	64.90	

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Fund: 225 Parks and Recreation							
Check AP 4298(E) Total for Fund 225 Parks and Recreation							154.81
06/15/2026	AP	4300(E)*#	CINTAS CORP	UNIFORMS	40180	140	182.80
06/15/2026	AP	4307(E)*#	LITTLE FALLS, CITY OF	WATER / SEWER - MAY 2026	40380	140	1,103.88
				WATER / SEWER - MAY 2026 - LIONS	40380	140	62.57
Check AP 4307(E) Total for Fund 225 Parks and Recreation							1,166.45
Total For Fund: 225							9,216.40
Fund: 227 Airport Operating							
06/15/2026	AP	114498#	BIG SKY AVIATION INC	MANAGEMENT AGMT - JUN 26	40300	200	8,977.82
				OFFICE RENT - JUN 26	36225	000	(750.00)
Check AP 114498 Total for Fund 227 Airport Operating							8,227.82
06/15/2026	AP	114513	DOOLEY'S PETROLEUM INC	AIRPLANE FUEL	40219	200	10,620.00
				AIRPLANE FUEL	40219	200	11,936.02
Check AP 114513 Total for Fund 227 Airport Operating							22,556.02
06/15/2026	AP	114548*#	MORRISON CO AUDITOR	LANDFILL ITEMS LEFT BEHIND IN HANGARS	40384	200	26.74
06/15/2026	AP	114558*#	SCHLENNER WENNER & CO	AUDIT FEE PROGRESS BILL 2	40300	200	500.00
06/15/2026	AP	4301(E)	CROW WING POWER	ELECTRIC - AIRPORT - MAY 26	40380	200	692.38
06/15/2026	AP	4303(E)	ECHOSAT INC	FUEL SALES TRACKING - JUN 26 FEE	40437	200	97.39
Total For Fund: 227							32,100.35
Fund: 229 Police Forfeiture Account							
06/02/2026	AP	114492	MORRISON CO DEPUTY REGIST	TRANSFER OF TITLE - BRAIN	40430	200	392.88
Total For Fund: 229							392.88
Fund: 411 Equipment							
06/15/2026	AP	114517*#	ENTERPRISE FM TRUST	JUN 2026 LEASES	40599	200	2,635.48
				JUN 2026 LEASES - LIGHTNINGS	40599	200	2,018.98
				JUN 26 LEASES / MTC MGMT	40599	200	11,271.71
Check AP 114517 Total for Fund 411 Equipment							15,926.17
06/15/2026	AP	114524	GEOTAB USA INC	VEHICLE TRACKING - MAY 2026	40599	200	808.50
06/15/2026	AP	114549	MORRISON CO SHERIFF	LETG SERVER MIGRATION	40309	200	2,593.75
Total For Fund: 411							19,328.42
Fund: 412 Fire Equipment							
06/15/2026	AP	114494	ALEX AIR APPARATUS 2, LLC	SCBA MASKS	40540	200	650.00
Total For Fund: 412							650.00
Fund: 415 Stormwater Improvement							
06/02/2026	AP	114493	MORRISON CO TREASURER	2026 PROPERTY TAX	40430	200	232.96
Total For Fund: 415							232.96
Fund: 416 Golf Improvement							
06/15/2026	AP	114530	HUNTINGTON NATIONAL BANK	GOLF CARTS (45) LEASE	40540	200	4,905.00

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 416 Golf Improvement							
06/15/2026	AP	4302(E)	DEERE CREDIT INC	GATOR TX TURF LEASE	40540	200	380.29
				JD 6500 TURF MOWER	40540	200	4,854.37
Check AP 4302(E) Total for Fund 416 Golf Improvement							5,234.66
Total For Fund: 416							10,139.66
Fund: 418 Park Improvement							
06/15/2026	AP	114503*#	BUILDERS FIRST SOURCE	REBAR FOR MAPLE ISLAND MOAT	40530	200	31.17
				REBAR FOR MAPLE ISLAND MOAT	40530	200	41.56
				SCREWS FOR MAPLE ISLAND MOAT	40530	200	7.99
Check AP 114503 Total for Fund 418 Park Improvement							80.72
06/15/2026	AP	114511*#	CORE & MAIN LP	WATER COMPONENTS FOR SPLASH PAD	40530	200	2,141.74
06/15/2026	AP	114534*#	KNIFE RIVER CORP	CONCRETE FOR MAPLE ISLAND MOAT	40530	200	863.00
				CONCRETE FOR MAPLE ISLAND MOAT	40530	200	868.00
				ROCK FOR MAPLE ISLAND MOAT	40530	200	527.38
Check AP 114534 Total for Fund 418 Park Improvement							2,258.38
06/15/2026	AP	114537*#	LITTLE FALLS FLEET SUPPLY	PIPE FITTINGS FOR SPLASH PAD	40530	200	45.97
06/08/2026	AP	4283(E)*	BPAS - VEBA	06/05/26 PAYROLL	21500	000	7.03
06/08/2026	AP	4284(E)*	EFTPS-FED WITHHOLDING	06/05/26 PAYROLL	21500	000	57.00
				06/05/26 PAYROLL	21500	000	53.12
				06/05/26 PAYROLL	21500	000	53.12
				06/05/26 PAYROLL	21500	000	12.42
				06/05/26 PAYROLL	21500	000	12.42
Check AP 4284(E) Total for Fund 418 Park Improvement							188.08
06/08/2026	AP	4285(E)*	MINNESOTA STATE TREASURER	06/05/26 PAYROLL	21500	000	32.48
06/08/2026	AP	4289(E)*	PERA-RETIREMENT	06/05/26 PAYROLL	21500	000	61.18
				06/05/26 PAYROLL	21500	000	70.58
Check AP 4289(E) Total for Fund 418 Park Improvement							131.76
06/08/2026	AP	4290(E)*	WEX HEALTH - HSA	06/05/26 PAYROLL	21500	000	20.71
				06/05/26 PAYROLL	21500	000	28.20
Check AP 4290(E) Total for Fund 418 Park Improvement							48.91
Total For Fund: 418							4,935.07
Fund: 516 TIF-48 BARRETT PETFOODS PRETREATMENT							
06/15/2026	AP	114514*#	E C M PUBLISHERS INC	TIF-48 PUBLIC HEARING NOTICE	40350	200	475.41
				TIF-48 BARRETT ADOPTION NOTICE	40350	200	244.42
Check AP 114514 Total for Fund 516 TIF-48 BARRETT PETFOODS PRETREATMENT							719.83
Total For Fund: 516							719.83
Fund: 601 Water							
06/15/2026	AP	114499*#	BOB LEMIEUR ROLL-OFFS	GARBAGE PICKUP - MAY 26	40384	160	8.77
06/15/2026	AP	114504	CAMDEN SCOTT	UB REFUND FOR ACCOUNT: 1-26930-02	20200	000	133.16
06/15/2026	AP	114506	CAREY POST	UB REFUND FOR ACCOUNT: 1-04320-00	20200	000	1.96

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 601 Water							
06/15/2026	AP	114510	CONNIE WISETH	UB REFUND FOR ACCOUNT: 1-01440-00	20200	000	27.68
06/15/2026	AP	114511*#	CORE & MAIN LP	3/4" BRASS ADAPTERS PJ IPS	40210	162	157.93
06/15/2026	AP	114514*#	E C M PUBLISHERS INC	DRINKING WATER REPORT 2025	40350	162	1,179.60
06/15/2026	AP	114516	EILEEN AVERY	UB REFUND FOR ACCOUNT: 1-19500-00	20200	000	54.19
06/15/2026	AP	114519	ERNESTO VALENCIA	UB REFUND FOR ACCOUNT: 1-10570-02	20200	000	29.70
06/15/2026	AP	114521	FERGUSON WATERWORKS #2518	WATER METERS	40210	162	5,388.16
06/15/2026	AP	114525*#	GOPHER STATE ONE-CALL INC	LOCATE REQUESTS - MAY 26	40437	162	97.88
06/15/2026	AP	114526	GRAYMONT WESTERN LIME	LIME DELIVERY	40216	160	8,645.10
06/15/2026	AP	114527	HACH COMPANY	FLUORIDE APPURLES, SAMPLE CELLS	40218	160	841.80
06/15/2026	AP	114528	HAWKINS WATER TRTMNT INC	FLUORIDE DELIVERY	40216	160	2,371.60
06/15/2026	AP	114531	JAMES WITUCKI	UB REFUND FOR ACCOUNT: 1-27370-03	20200	000	4.43
06/15/2026	AP	114535	KRISTIN JENSEN	UB REFUND FOR ACCOUNT: 1-30270-02	20200	000	9.87
06/15/2026	AP	114537*#	LITTLE FALLS FLEET SUPPLY	WELL 9 SUMP PUMP	40404	160	109.99
06/15/2026	AP	114538*#	LITTLE FALLS HARDWARE HANK & RENTA	WIRE CONNECTORS	40210	160	4.29
				THREAD LOCKER	40210	160	5.99
				HYDRANT PRESSURE GAUGE FITTINGS	40210	162	21.76
				HYDRANT PAINT	40404	162	173.97
				FREEZER BAGS	40210	160	4.99
				BATTERIES	40210	162	19.99
				PAINT THINNER FOR HYDRANT PAINT	40404	162	12.99
				FITTINGS FOR WELL 9	40404	160	10.28
				LIGHT BULB RECYCLING	40384	160	2.50
				TOOLS	40210	160	20.98
				LIGHT BULB	40401	160	22.49
				MINERAL SPIRITS/PAINT THINNER	40404	162	39.98
			Check AP 114538 Total for Fund 601 Water				<u>340.21</u>
06/15/2026	AP	114540	LITTLE FALLS RADIO	RADIO ADS - NITRATE CLINICS	40350	201	240.00
06/15/2026	AP	114542	LOLA RING	UB REFUND FOR ACCOUNT: 1-33460-00	20200	000	83.40
06/15/2026	AP	114547	MN DEPT OF HEALTH	QTRLY DRINKING WATER FEE	40437	160	11,970.00
06/15/2026	AP	114550	NALCO COMPANY	TITRATION CHEMICALS	40218	160	274.35
06/15/2026	AP	114551*#	NAPA CENTRAL MN	BELTS FOR EXHAUST FANS	40404	160	27.06
06/15/2026	AP	114555	PATIENCE OLDAKOWSKI	UB REFUND FOR ACCOUNT: 1-15870-01	20200	000	21.07
06/15/2026	AP	114556	PURPLE CARROT MARKET	UB REFUND FOR ACCOUNT: 1-24230-01	20200	000	19.48
06/15/2026	AP	114557	ROBIN JOHNSON	UB REFUND FOR ACCOUNT: 1-31400-00	20200	000	11.97
06/15/2026	AP	114558*#	SCHLENNER WENNER & CO	AUDIT FEE PROGRESS BILL 2	40300	210	4,200.00
06/15/2026	AP	114562	U S A BLUE BOOK	HYDRANT DIFFUSER	40210	162	74.54

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 601 Water								
06/15/2026	AP	114563*	UNITED STATES POSTAL SERVICE	POSTAGE - UTILITY BILLS	40320	210	400.00	
06/15/2026	AP	114565	VANESSA TYKWINSKI	UB REFUND FOR ACCOUNT: 1-10000-01	20200	000	6.75	
06/08/2026	AP	4283(E)*	BPAS - VEBA	06/05/26 PAYROLL	21500	000	70.83	
06/08/2026	AP	4284(E)*	EFTPS-FED WITHHOLDING	06/05/26 PAYROLL	21500	000	812.94	
				06/05/26 PAYROLL	21500	000	707.22	
				06/05/26 PAYROLL	21500	000	707.22	
				06/05/26 PAYROLL	21500	000	165.42	
				06/05/26 PAYROLL	21500	000	165.42	
		Check AP 4284(E) Total for Fund 601 Water						2,558.22
06/08/2026	AP	4285(E)*	MINNESOTA STATE TREASURER	06/05/26 PAYROLL	21500	000	494.49	
06/08/2026	AP	4286(E)*	MSRS - HCSP	06/05/26 PAYROLL	21500	000	130.78	
06/08/2026	AP	4287(E)*	MSRS-DEF COMP	06/05/26 PAYROLL	21500	000	204.49	
				06/05/26 PAYROLL	21500	000	50.00	
		Check AP 4287(E) Total for Fund 601 Water						254.49
06/08/2026	AP	4288(E)*	MSRS-ROTH	06/05/26 PAYROLL	21500	000	96.00	
06/08/2026	AP	4289(E)*	PERA-RETIREMENT	06/05/26 PAYROLL	21500	000	796.53	
				06/05/26 PAYROLL	21500	000	919.07	
		Check AP 4289(E) Total for Fund 601 Water						1,715.60
06/08/2026	AP	4290(E)*	WEX HEALTH - HSA	06/05/26 PAYROLL	21500	000	237.25	
				06/05/26 PAYROLL	21500	000	324.18	
		Check AP 4290(E) Total for Fund 601 Water						561.43
06/15/2026	AP	4291(E)*#	A T & T MOBILITY	CELL PHONE CHARGES	40320	160	136.38	
				CELL PHONE CHARGES	40320	162	45.46	
		Check AP 4291(E) Total for Fund 601 Water						181.84
06/15/2026	AP	4292(E)*#	A W RESEARCH LABORATORIES INC	DW - LAB TESTING	40306	160	383.00	
06/15/2026	AP	4293(E)*#	ABSOLUTE ELECTRIC OF CENTRAL MN	LL SECURITY DOOR LATCH WORK	40404	160	64.00	
06/15/2026	AP	4294(E)*#	AMAZON CAPITAL SERVICES	PRESSURE GAUGE FOR HYDRANTS	40210	162	35.37	
06/15/2026	AP	4295(E)*	AMERICAN PAYMENT CENTERS	DROP BOX RENT JUN - AUG	40410	210	60.00	
06/15/2026	AP	4298(E)*#	CENTERPOINT ENERGY MINNEGASO	GAS - APR / MAY	40380	160	938.67	
				GAS - APR / MAY	40380	161	556.03	
		Check AP 4298(E) Total for Fund 601 Water						1,494.70
06/15/2026	AP	4300(E)*#	CINTAS CORP	UNIFORMS	40180	160	166.49	
				MATS, WIPES, TOWELS, SOAP	40210	160	141.84	
		Check AP 4300(E) Total for Fund 601 Water						308.33
06/15/2026	AP	4304(E)*	INVOICE CLOUD INC	INVOICE CLOUD MONTHLY FEE - MAY 26	40309	210	254.75	
06/15/2026	AP	4307(E)*#	LITTLE FALLS, CITY OF	WATER / SEWER - MAY 2026	40380	160	113.61	
				WATER / SEWER - MAY 2026	40380	161	24.97	
		Check AP 4307(E) Total for Fund 601 Water						138.58

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

CHECK DATE 06/02/2026 - 06/15/2026

VENDOR CODE: 0001, 0002, 0004, 0005, 0007 (940 more)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 601 Water								
Total For Fund: 601							45,533.06	
Fund: 602 Wastewater								
06/15/2026	AP	114499*#	BOB LEMIEUR ROLL-OFFS	GARBAGE PICKUP - MAY 26	40384	163	310.05	
06/15/2026	AP	114512*#	CUSTOM PRINTING	MERCURY TESTING SHIPPING	40306	163	18.63	
06/15/2026	AP	114518	ENVIRONMENTAL CONSULTING AND TESTI	TOXICITY TESTING	40306	163	1,400.00	
06/15/2026	AP	114525*#	GOPHER STATE ONE-CALL INC	LOCATE REQUESTS - MAY 26	40437	164	97.87	
06/15/2026	AP	114537*#	LITTLE FALLS FLEET SUPPLY	SAMPLER HARDWARE	40210	163	7.98	
				SLUDGE PUMP SEAL	40404	163	15.99	
		Check AP 114537	Total for Fund 602 wastewater					23.97
06/15/2026	AP	114538*#	LITTLE FALLS HARDWARE HANK & RENTA	HOSE BACKFLOW PREVENTER	40401	163	19.28	
06/15/2026	AP	114545	MID AMERICAN RESEARCH CHEMICAL	AC COIL CLEANER, DISINFECTANT WIPES	40210	163	432.93	
06/15/2026	AP	114551*#	NAPA CENTRAL MN	HVAC BELT	40401	163	15.45	
				OIL DRAIN PAN	40210	163	29.56	
				HVAC BELTS	40401	163	46.35	
				LAWN MOWER BATTERY	40404	163	171.99	
		Check AP 114551	Total for Fund 602 wastewater					263.35
06/15/2026	AP	114552	NORTH CENTRAL LABS INC	COD VIALS	40218	163	483.13	
06/15/2026	AP	114558*#	SCHLENNER WENNER & CO	AUDIT FEE PROGRESS BILL 2	40300	210	4,200.00	
06/15/2026	AP	114563*	UNITED STATES POSTAL SERVICE	POSTAGE - UTILITY BILLS	40320	210	400.00	
06/15/2026	AP	114567*#	ZARNS OIL	VEHICLE 505 DODGE	40212	163	66.35	
				VEHICLE 505	40212	163	69.40	
		Check AP 114567	Total for Fund 602 wastewater					135.75
06/08/2026	AP	4283(E)*	BPAS - VEBA	06/05/26 PAYROLL	21500	000	70.83	
06/08/2026	AP	4284(E)*	EFTPS-FED WITHHOLDING	06/05/26 PAYROLL	21500	000	1,345.83	
				06/05/26 PAYROLL	21500	000	873.70	
				06/05/26 PAYROLL	21500	000	873.70	
				06/05/26 PAYROLL	21500	000	204.34	
				06/05/26 PAYROLL	21500	000	204.34	
		Check AP 4284(E)	Total for Fund 602 wastewater					3,501.91
06/08/2026	AP	4285(E)*	MINNESOTA STATE TREASURER	06/05/26 PAYROLL	21500	000	639.40	
06/08/2026	AP	4286(E)*	MSRS - HCSP	06/05/26 PAYROLL	21500	000	106.53	
06/08/2026	AP	4287(E)*	MSRS-DEF COMP	06/05/26 PAYROLL	21500	000	555.85	
				06/05/26 PAYROLL	21500	000	48.17	
		Check AP 4287(E)	Total for Fund 602 wastewater					604.02
06/08/2026	AP	4288(E)*	MSRS-ROTH	06/05/26 PAYROLL	21500	000	34.00	
06/08/2026	AP	4289(E)*	PERA-RETIREMENT	06/05/26 PAYROLL	21500	000	966.46	
				06/05/26 PAYROLL	21500	000	1,115.15	
		Check AP 4289(E)	Total for Fund 602 wastewater					2,081.61

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 602 Wastewater								
06/08/2026	AP	4290(E)*	WEX HEALTH - HSA	06/05/26 PAYROLL	21500	000	50.75	
				06/05/26 PAYROLL	21500	000	238.92	
		Check AP 4290(E)	Total for Fund 602 Wastewater					289.67
06/15/2026	AP	4291(E)*#	A T & T MOBILITY	CELL PHONE CHARGES	40320	163	181.84	
				CELL PHONE CHARGES	40320	164	50.51	
		Check AP 4291(E)	Total for Fund 602 Wastewater					232.35
06/15/2026	AP	4292(E)*#	A W RESEARCH LABORATORIES INC	LAB TESTING - ANDERSON	40306	163	1,228.20	
				LAB TESTING - NORTH FREEZE	40306	163	1,642.20	
				LAB TESTING - BARRETT	40306	163	2,437.40	
				LAB TESTING - WWTP	40306	163	1,621.90	
		Check AP 4292(E)	Total for Fund 602 Wastewater					6,929.70
06/15/2026	AP	4293(E)*#	ABSOLUTE ELECTRIC OF CENTRAL MN	LL WAS VFD TROUBSHOOTING AND REPAIR	40404	163	2,821.38	
06/15/2026	AP	4295(E)*	AMERICAN PAYMENT CENTERS	DROP BOX RENT JUN - AUG	40410	210	60.00	
06/15/2026	AP	4298(E)*#	CENTERPOINT ENERGY MINNEGASO	GAS - APR / MAY	40380	163	2,403.36	
06/15/2026	AP	4300(E)*#	CINTAS CORP	UNIFORMS	40180	163	210.28	
				MATS	40210	163	24.80	
				UNIFORMS	40180	164	77.26	
		Check AP 4300(E)	Total for Fund 602 Wastewater					312.34
06/15/2026	AP	4304(E)*	INVOICE CLOUD INC	INVOICE CLOUD MONTHLY FEE - MAY 26	40309	210	254.75	
06/15/2026	AP	4307(E)*#	LITTLE FALLS, CITY OF	WATER / SEWER - MAY 2026	40380	163	2,906.84	
06/15/2026	AP	4308(E)*#	STAPLES ADVANTAGE	LAB PRINTER	40200	163	599.99	
Total For Fund: 602							31,633.64	
Fund: 603 Recycling/Garbage								
06/15/2026	AP	114499*#	BOB LEMIEUR ROLL-OFFS	MAY 26 - RECYCLING ACCTS 2969	40300	165	18,258.02	
				MAY 26 - GARBAGE ACCTS 477	40300	166	10,318.96	
		Check AP 114499	Total for Fund 603 Recycling/Garbage					28,576.98
06/15/2026	AP	114509	CITY SANITARY COMM INC	MAY 26 - GARBAGE ACCTS 1242	40300	166	27,230.03	
06/15/2026	AP	114514*#	E C M PUBLISHERS INC	LEAF & BRUSH P-UP	40350	165	110.25	
06/15/2026	AP	114554	OTREMBIA DISPOSAL	MAY 26 - GARBAGE ACCTS 1210	40300	166	26,472.03	
06/15/2026	AP	114558*#	SCHLENNER WENNER & CO	AUDIT FEE PROGRESS BILL 2	40300	210	4,200.00	
06/15/2026	AP	114563*	UNITED STATES POSTAL SERVICE	POSTAGE - UTILITY BILLS	40320	210	400.00	
06/08/2026	AP	4284(E)*	EFTPS-FED WITHHOLDING	06/05/26 PAYROLL	21500	000	2.72	
				06/05/26 PAYROLL	21500	000	3.86	
				06/05/26 PAYROLL	21500	000	3.86	
				06/05/26 PAYROLL	21500	000	0.90	
				06/05/26 PAYROLL	21500	000	0.90	
		Check AP 4284(E)	Total for Fund 603 Recycling/Garbage					12.24
06/08/2026	AP	4285(E)*	MINNESOTA STATE TREASURER	06/05/26 PAYROLL	21500	000	2.33	

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 603 Recycling/Garbage								
06/08/2026	AP	4286(E)*	MSRS - HCSP	06/05/26 PAYROLL	21500	000	0.70	
06/08/2026	AP	4289(E)*	PERA-RETIREMENT	06/05/26 PAYROLL	21500	000	4.56	
				06/05/26 PAYROLL	21500	000	5.26	
		Check AP 4289(E)	Total for Fund 603 Recycling/Garbage					9.82
06/08/2026	AP	4290(E)*	WEX HEALTH - HSA	06/05/26 PAYROLL	21500	000	3.54	
06/15/2026	AP	4295(E)*	AMERICAN PAYMENT CENTERS	DROP BOX RENT JUN - AUG	40410	210	60.00	
06/15/2026	AP	4304(E)*	INVOICE CLOUD INC	INVOICE CLOUD MONTHLY FEE - MAY 26	40309	210	254.75	
Total For Fund: 603							87,332.67	
Fund: 604 Stormwater Utility								
06/15/2026	AP	114503**	BUILDERS FIRST SOURCE	CATCH BASIN REPAIR ON 2ND AVE NE DIG	40404	212	47.67	
06/15/2026	AP	114538**	LITTLE FALLS HARDWARE HANK & RENTA	CONCRETE FOR REPAIRS ON 1ST AVE, 2ND AVE	40404	212	69.90	
				CONCRETE FOR REPAIRS ON 1ST AVE, 2ND AVE	40404	212	34.95	
				CEMENT FOR CATCH BASIN REPAIR	40404	212	8.99	
		Check AP 114538	Total for Fund 604 Stormwater Utility					113.84
06/15/2026	AP	114558**	SCHLENNER WENNER & CO	AUDIT FEE PROGRESS BILL 2	40300	210	600.00	
06/15/2026	AP	114563*	UNITED STATES POSTAL SERVICE	POSTAGE - UTILITY BILLS	40320	210	400.00	
06/15/2026	AP	4295(E)*	AMERICAN PAYMENT CENTERS	DROP BOX RENT JUN - AUG	40410	210	60.00	
06/15/2026	AP	4304(E)*	INVOICE CLOUD INC	INVOICE CLOUD MONTHLY FEE - MAY 26	40309	210	254.75	
Total For Fund: 604							1,476.26	
Fund: 613 Golf								
06/15/2026	AP	114497	BEAUDRY OIL & PROPANE	GOLF COURSE UNLEADED FUEL	40212	167	1,482.82	
06/15/2026	AP	114499**	BOB LEMIEUR ROLL-OFFS	GARBAGE PICKUP - MAY 26 - CARY'S	40384	168	231.00	
				GARBAGE PICKUP - MAY 26	40384	167	79.20	
				GARBAGE PICKUP - MAY 26	40384	168	19.80	
		Check AP 114499	Total for Fund 613 Golf					330.00
06/15/2026	AP	114507	CENTRAL MN ELECTRIC INC	BREAKER	40401	167	11.83	
06/15/2026	AP	114537**	LITTLE FALLS FLEET SUPPLY	IRRIGATION REPAIRS	40404	167	49.96	
				IRRIGATION REPAIRS	40404	167	8.99	
				IRRIGATION REPAIRS	40404	167	37.95	
				CHAINSAW BLADE	40210	167	37.79	
				WEED WHIP LINE	40210	167	32.97	
		Check AP 114537	Total for Fund 613 Golf					167.66
06/15/2026	AP	114538**	LITTLE FALLS HARDWARE HANK & RENTA	JB WELD	40210	167	10.19	
				REPAIRING OUTHOUSE	40401	167	95.27	
				GLOVES	40210	167	19.32	
				HANDHELD SPRAYER	40210	167	19.32	
				COPIES OF CART KEYS	40210	167	16.05	
				IRRIGATION REPAIR	40404	167	5.56	
				IRRIGATION REPAIR	40404	167	18.23	
				IRRIGATION REPAIR	40404	167	9.12	

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 613 Golf							
Check AP 114538 Total for Fund 613 Golf							193.06
06/15/2026	AP	114546	MID MN DRUG TESTING INC	DRUG TESTING	40306	167	200.00
06/15/2026	AP	114551*#	NAPA CENTRAL MN	CABLES FOR BATTERY	40404	167	13.55
06/15/2026	AP	114558*#	SCHLENNER WENNER & CO	AUDIT FEE PROGRESS BILL 2	40300	220	1,600.00
06/15/2026	AP	114561	ST CLOUD REFRIGERATION INC	ELECTRICAL EMERGENCY WITH WALK-IN FREEZE	40401	168	1,033.22
06/08/2026	AP	4283(E)*	BPAS - VEBA	06/05/26 PAYROLL	21500	000	7.03
06/08/2026	AP	4284(E)*	EFTPS-FED WITHHOLDING	06/05/26 PAYROLL	21500	000	895.41
				06/05/26 PAYROLL	21500	000	1,142.64
				06/05/26 PAYROLL	21500	000	1,142.64
				06/05/26 PAYROLL	21500	000	267.22
				06/05/26 PAYROLL	21500	000	267.22
Check AP 4284(E) Total for Fund 613 Golf							3,715.13
06/08/2026	AP	4285(E)*	MINNESOTA STATE TREASURER	06/05/26 PAYROLL	21500	000	698.11
06/08/2026	AP	4286(E)*	MSRS - HCSP	06/05/26 PAYROLL	21500	000	28.25
06/08/2026	AP	4288(E)*	MSRS-ROTH	06/05/26 PAYROLL	21500	000	50.00
				06/05/26 PAYROLL	21500	000	50.00
Check AP 4288(E) Total for Fund 613 Golf							100.00
06/08/2026	AP	4289(E)*	PERA-RETIREMENT	06/05/26 PAYROLL	21500	000	401.42
				06/05/26 PAYROLL	21500	000	463.18
Check AP 4289(E) Total for Fund 613 Golf							864.60
06/15/2026	AP	4291(E)*#	A T & T MOBILITY	CELL PHONE CHARGES	40320	167	50.51
06/15/2026	AP	4293(E)*#	ABSOLUTE ELECTRIC OF CENTRAL MN LL	THERMOSTAT REPAIR	40401	168	64.00
06/15/2026	AP	4296(E)	BERNICK COMPANIES	WATER / SOFTDRINKS FOR RE-SALE	40254	168	353.04
				SOFTDRINKS FOR RE-SALE	40254	168	263.28
Check AP 4296(E) Total for Fund 613 Golf							616.32
06/15/2026	AP	4297(E)	CALLAWAY GOLF	GOLF BALLS FOR RESALE	40260	168	190.98
06/15/2026	AP	4298(E)*#	CENTERPOINT ENERGY MINNEGASO	GAS - APR / MAY	40380	168	524.46
06/15/2026	AP	4305(E)	JOHN DEERE FINANCIAL	DECK TIRE FOR MOWER	40404	167	15.55
06/15/2026	AP	4307(E)*#	LITTLE FALLS, CITY OF	WATER / SEWER - MAY 2026	40380	167	159.76
Total For Fund: 613							12,066.84
Fund: 703 Self-Insured - Health							
06/15/2026	AP	4309(E)	WEX HEALTH - FEES	PARTICIPANT FEES - MAY 2026	40300	200	151.50
Total For Fund: 703							151.50
Fund: 803 Economic Development - State							
06/15/2026	AP	114499*#	BOB LEMIEUR ROLL-OFFS	JUN 2026 - GARBAGE TRUCK PYMT	36280	000	(1,822.92)
Total For Fund: 803							(1,822.92)

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 825 Agency							
06/15/2026	AP	4298(E)*#	CENTERPOINT ENERGY MINNEGASO	GAS - APR / MAY	40736	200	34.71
06/15/2026	AP	4307(E)*#	LITTLE FALLS, CITY OF	WATER / SEWER - MAY 2026	40736	200	47.32
Total For Fund: 825							82.03
Fund: 913 PROJECT 398 - WATER LOOPING UNDER RIVER							
06/15/2026	AP	114500*	BOLTON & MENK INC	WATERMAIN LOOPING PROFESSIONAL SERVICES	40300	200	208.00
Total For Fund: 913							208.00
Fund: 916 PROJECT 418 - 18TH ST ROUNDABOUT							
06/15/2026	AP	114500*	BOLTON & MENK INC	ROUNDABOUT DESIGN	40300	200	50,434.87
Total For Fund: 916							50,434.87
Fund: 917 PROJECT 402 - Ripley Rail Spur Crossing							
06/15/2026	AP	114500*	BOLTON & MENK INC	RIPLEY SPUR	40300	200	797.00
Total For Fund: 917							797.00
Fund: 918 PROJECT 403 - 1st St NE							
06/15/2026	AP	114500*	BOLTON & MENK INC	1ST STREET NE	40300	200	301.50
Total For Fund: 918							301.50
Fund: 924 PROJECT 409 - 2025 WATER CLARIFIER							
06/15/2026	AP	114500*	BOLTON & MENK INC	WATER CLARIFIER PROJECT	40300	200	5,020.00
Total For Fund: 924							5,020.00
Fund: 929 PROJ 414 - PFAS SOURCE REDUCTION GRANT							
06/08/2026	AP	4284(E)*	EFTPS-FED WITHHOLDING	06/05/26 PAYROLL	21500	000	13.46
				06/05/26 PAYROLL	21500	000	9.80
				06/05/26 PAYROLL	21500	000	9.80
				06/05/26 PAYROLL	21500	000	2.29
				06/05/26 PAYROLL	21500	000	2.29
							37.64
				Check AP 4284(E) Total for Fund 929 PROJ 414 - PFAS SOURCE REDUCTION GRANT			
06/08/2026	AP	4285(E)*	MINNESOTA STATE TREASURER	06/05/26 PAYROLL	21500	000	6.63
06/08/2026	AP	4286(E)*	MSRS - HCSP	06/05/26 PAYROLL	21500	000	4.05
06/08/2026	AP	4287(E)*	MSRS-DEF COMP	06/05/26 PAYROLL	21500	000	14.66
				06/05/26 PAYROLL	21500	000	1.83
				Check AP 4287(E) Total for Fund 929 PROJ 414 - PFAS SOURCE REDUCTION GRANT			16.49
06/08/2026	AP	4289(E)*	PERA-RETIREMENT	06/05/26 PAYROLL	21500	000	10.54
				06/05/26 PAYROLL	21500	000	12.16
				Check AP 4289(E) Total for Fund 929 PROJ 414 - PFAS SOURCE REDUCTION GRANT			22.70
Total For Fund: 929							87.51
Fund: 993 PROJECT 381 - Bridge/Railroad Crossing P							
06/15/2026	AP	114559	SHORT ELLIOTT HENDRICKSON INC	TH 27 BRIDGE	40300	200	39,245.69
Total For Fund: 993							39,245.69

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Check Date	Bank Account	Check #	Payee	Description	Account Dept	Amount
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Report Total:

496,977.32

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

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

Little Falls Police Department 2025 Annual Report



PREPARED BY CITY OF LITTLE FALLS POLICE CHIEF KYLE JOHNSON

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Chief's Message

Dear Mayor Zylka and Members of the City Council,

It is my honor to present the 2025 Annual Report for the Little Falls Police Department. This report reflects not only the work completed over the past year, but also our continued commitment to professionalism, accountability, and strong partnership with the community we serve.

During 2025, the Little Falls Police Department responded to **9,152** calls for service. While statistics help illustrate workload and trends, they do not fully capture the daily dedication, integrity, and compassion demonstrated by our officers and staff.

Public safety extends beyond enforcement. It requires collaboration, prevention, and thoughtful response to complex social challenges. In 2025, we continued to strengthen our Embedded Social Worker Program, ensuring individuals experiencing mental health crises or social service needs receive appropriate and specialized support. This initiative reflects our commitment to balanced, service-oriented policing and responsible use of law enforcement resources.

Internally, we placed significant emphasis on officer wellness and resilience. Law enforcement is a demanding profession, and the wellbeing of our personnel directly impacts the quality of service provided to our community. This year we enhanced our Peer Support Program and expanded officer mental health initiatives designed to provide confidential support, stress management resources, and proactive wellness strategies. Investing in our personnel is essential to maintaining a professional, prepared, and compassionate department.

Crime trends, response data, and clearance rates are detailed throughout this report. Our overall crime rate for 2025 was **3,994**, compared to **4,170** in 2024. We remain committed to data-driven policing strategies that prioritize prevention, accountability, and measurable outcomes.

I want to express my sincere appreciation to the officers and staff of the Little Falls Police Department for their professionalism and dedication. I would also like to thank the Mayor and City Council for your continued leadership and support, as well as our city partners and the residents of Little Falls for their trust and engagement.

Public safety is a shared responsibility. Together, we remain committed to ensuring Little Falls continues to be a safe, welcoming, and resilient community.

Respectfully,

Kyle Johnson
Police Chief
Little Falls Police Department

2025 Department Statistics Snapshot

Little Falls Police Department

The following statistics summarize key operational activity for the Little Falls Police Department during the 2025 reporting year. These figures provide an overview of the department's workload, enforcement activity, training investment, and community service efforts.

Operational Activity

Category	2025 Total
Calls for Service	9,152
Total CAD Incidents	9,469
Arrests	279
Crimes Against Persons	101 offenses
Crimes Against Property	248 offenses
Crimes Against Society	14 offenses

Traffic Safety & Enforcement

Category	2025 Total
Total Citations & Warnings	1,718
Warning / Equipment Tickets	1,347
Traffic Complaints	247
Property Damage Crashes	159
Injury Crashes	10
DWI Incidents	20

Community Response & Assistance

Category	2025 Total
Public Assist Calls	298
Welfare Checks	274
Mental Health Calls	141
Suicidal Person Calls	56
Child Protection Calls	255
Vulnerable Adult Cases	93

SOURCE: LETG RECORDS SYSTEM 2025 Reporting Year

Interagency Collaboration

Category	2025 Total
Assist Other Agencies	171
Assist Morrison County Sheriff	207

Professional Development

Category	2025 Total
Total Training Hours	1,634
Average Training Per Officer	90.8 hours
Officers Completing Over 80 Hours	11
Highest Individual Training Hours	160

Workforce Snapshot

Category	Total
Civilian	2
Full-Time Sworn	17
Part-Time Sworn	4
Average Training per Officer	90.8 hours

Clearance & Accountability

Category	Rate
Little Falls PD Clearance Rate	51.5%
State Peer Agency Rank	17 of 61

What This Snapshot Shows

The 2025 statistics demonstrate:

- High operational workload across calls for service and incident response.
- Strong investigative performance with an above-average clearance rate.
- Significant officer investment in professional training.
- A substantial number of calls involving social services, mental health, and community assistance.

Together, these figures highlight the broad range of responsibilities handled by the Little Falls Police Department in service to the community.

SOURCE: LETG RECORDS SYSTEM 2025 Reporting Year

Department Highlights

Operational Achievements

- Responded to more than **9,000 calls for service**.
- Maintained a **51.5% crime clearance rate**, ranking in the upper tier of comparable Minnesota agencies.
- Handled nearly **9,500 total CAD incidents**.

Training & Professional Development

- Officers completed **1,634 hours of training**.
- Average of **90.8 training hours per officer**.
- All officers met or exceeded **Minnesota POST training requirements**.

Community Engagement

- **75** school liaison contacts.
- **298** public assist calls.
- Continued expansion of **community partnership initiatives**.

Mental Health Response

- **141** mental health calls.
- **274** welfare checks.
- Continued implementation of **embedded social worker partnership**.

Traffic Safety

- **1,718** citations and warnings issued.
- **247** traffic complaints addressed.
- **159** property damage crashes investigated.

Interagency Cooperation

- **171** assists to other agencies.
- **207** assists to Morrison County Sheriff's Office.

SOURCE: LETG RECORDS SYSTEM 2025 Reporting Year

Mission & Vision Statement

Mission Statement

The Little Falls Police Department's mission is to provide and maintain a safe and peaceful community.

Vision Statement

We provide the highest degree of public service by building relationships with the community through:

- Education
- Participation
- Partnerships
- Protection

We serve with compassion, integrity and professionalism.

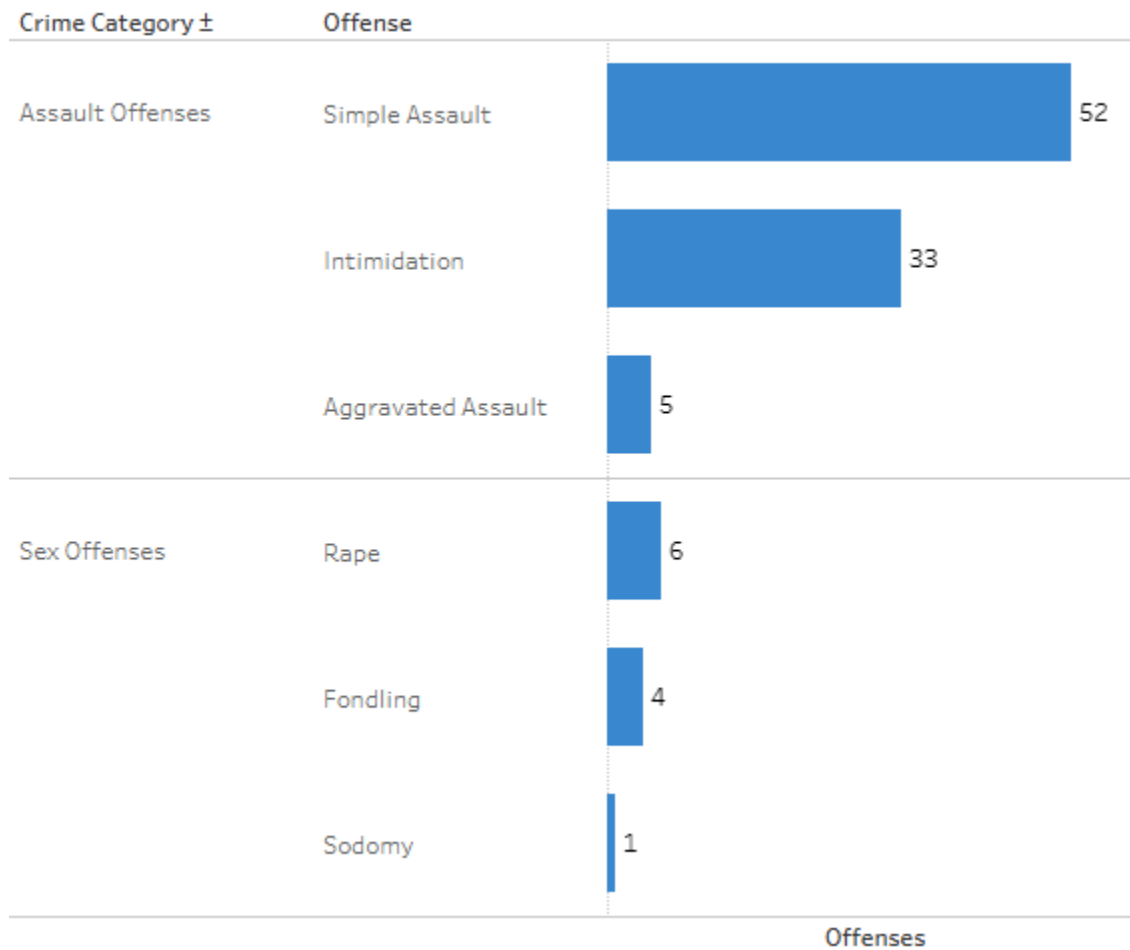


Crime & Enforcement Overview BCA DATA

In 2025, the Little Falls Police Department made 279 custodial arrests. Arrest activity remained consistent throughout the year, with peak enforcement periods occurring during the month of May and daytime hours.

Crimes Against Persons (Violent & Personal Crimes)

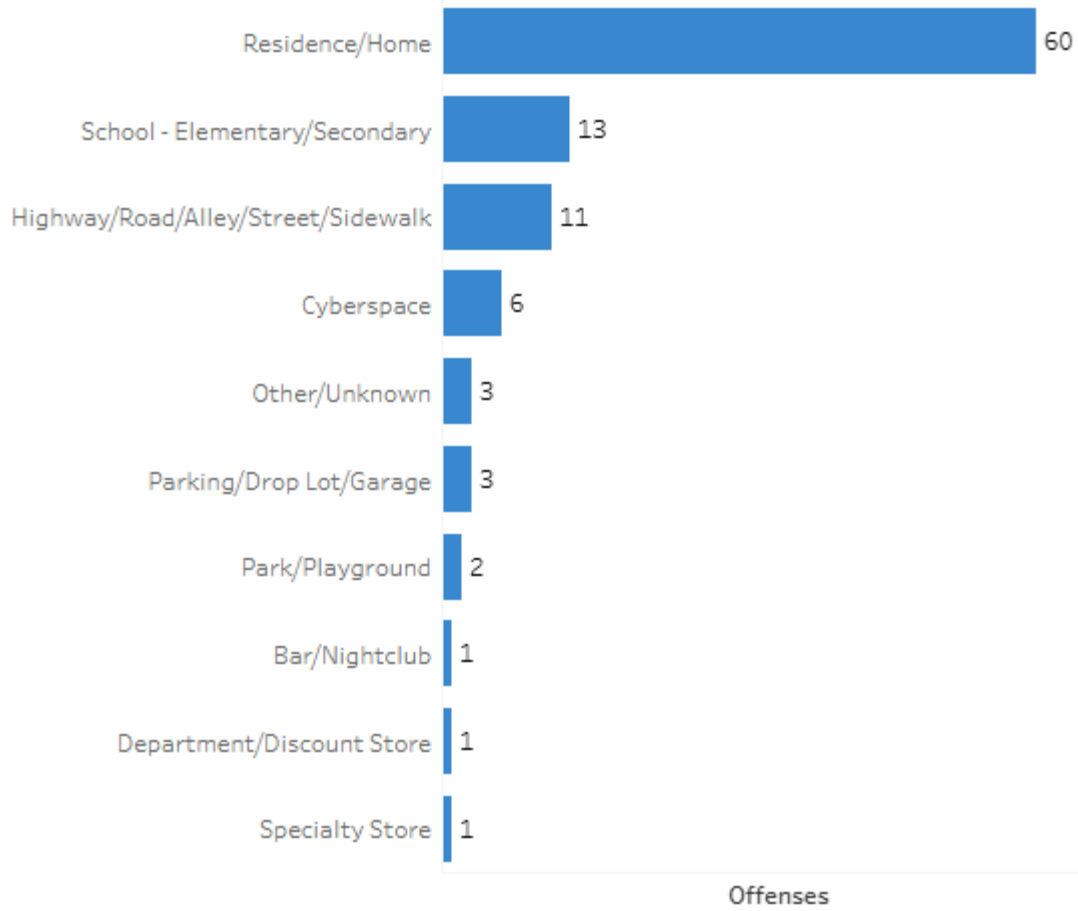
Offense



Source: Minnesota Bureau of Criminal Apprehension (BCA), 2025 Reporting Year

Location Type

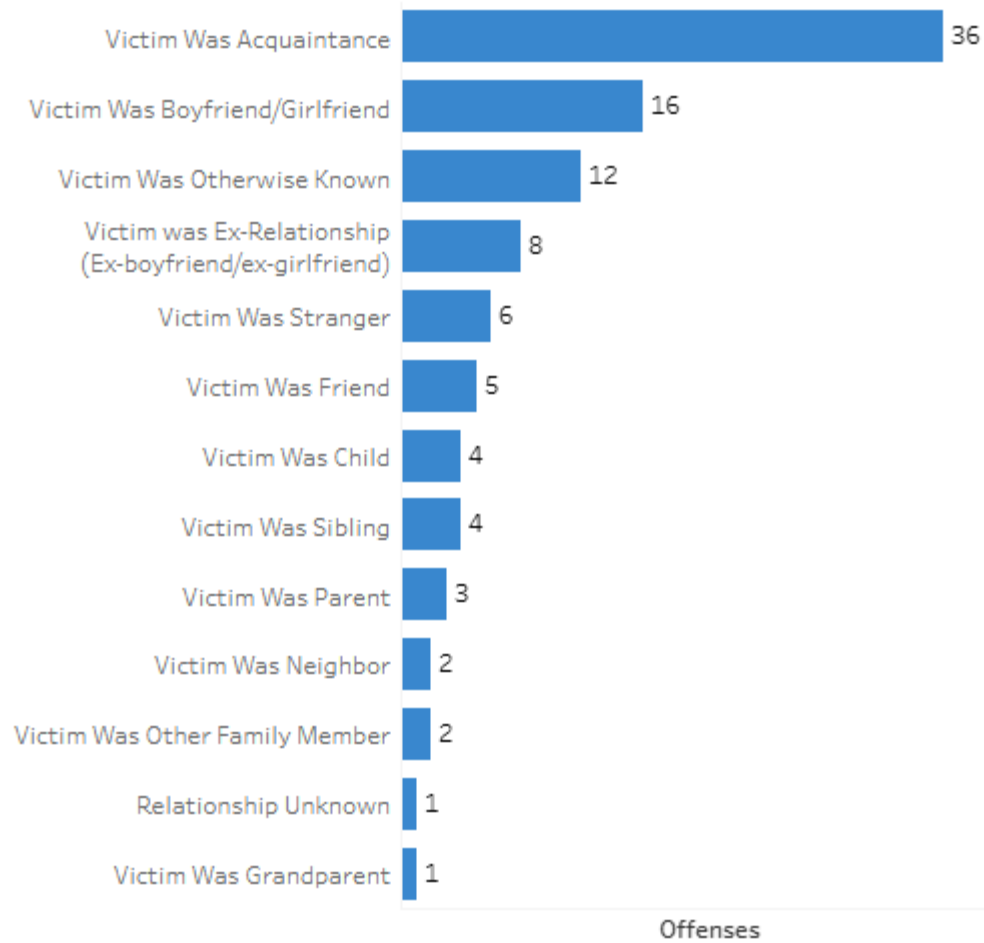
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Source: Minnesota Bureau of Criminal Apprehension (BCA), 2025 Reporting Year

Victim Offender Relationship

(All types or 20 most common displayed)

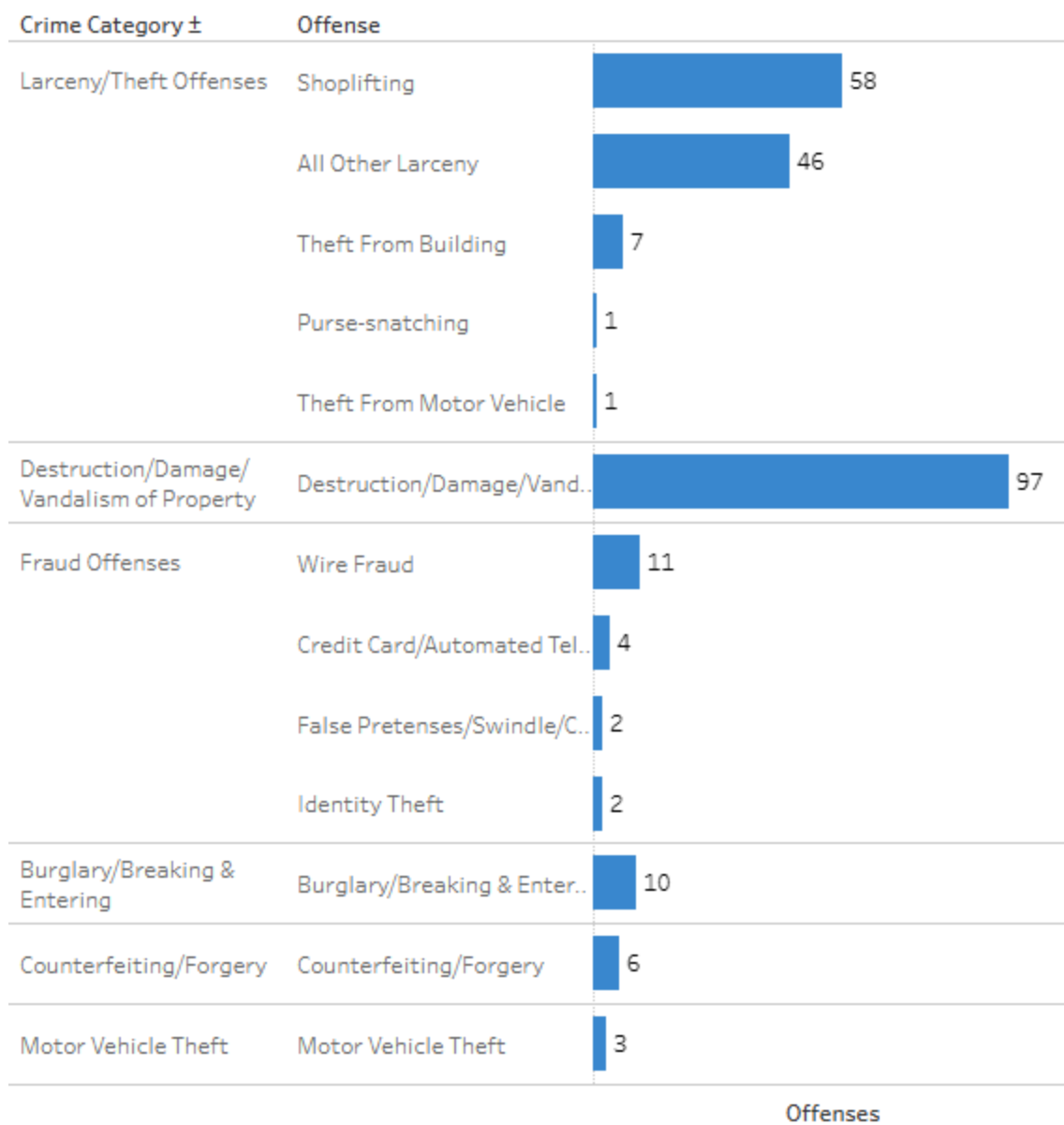


- Most offenses occur in private settings (residences).
- High clearance rate demonstrates investigative follow-through.
- Violence is largely interpersonal in nature.

Source: Minnesota Bureau of Criminal Apprehension (BCA), 2025 Reporting Year

Crimes Against Property

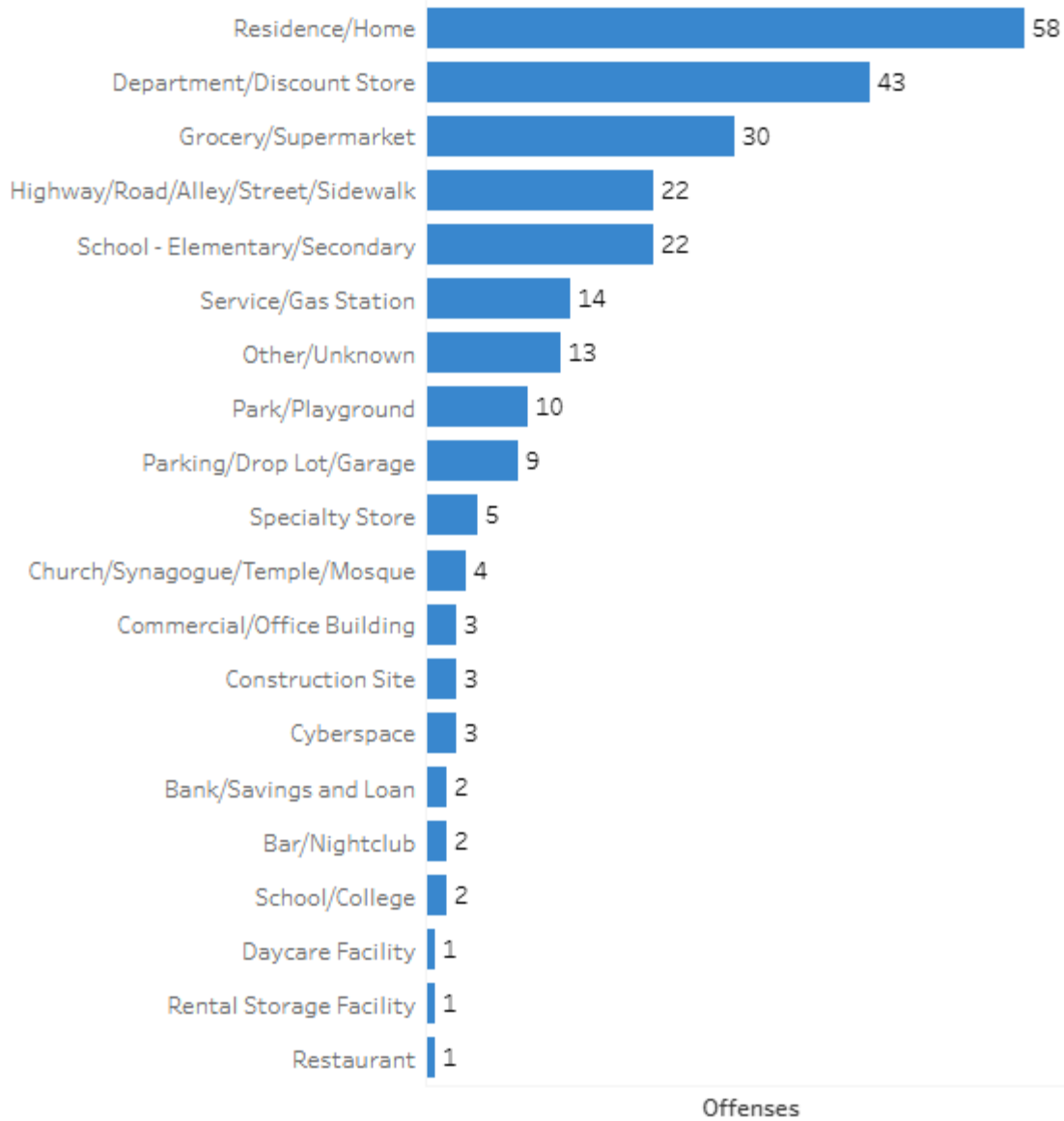
Offense



Source: Minnesota Bureau of Criminal Apprehension (BCA), 2025 Reporting Year

Location Type

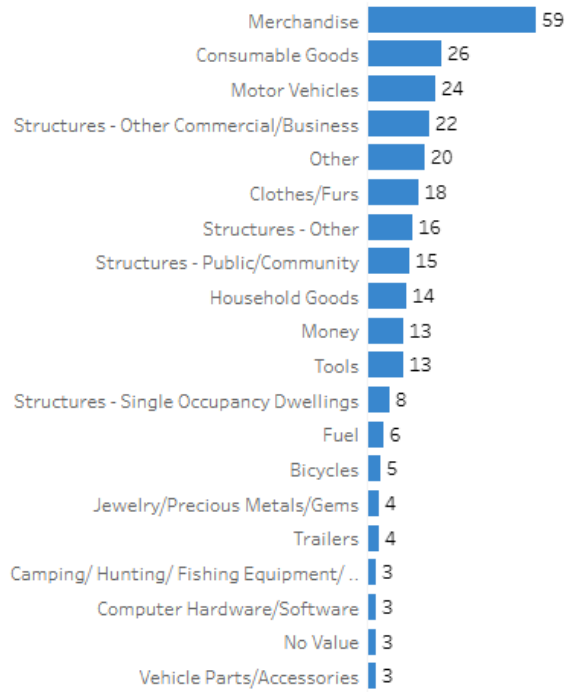
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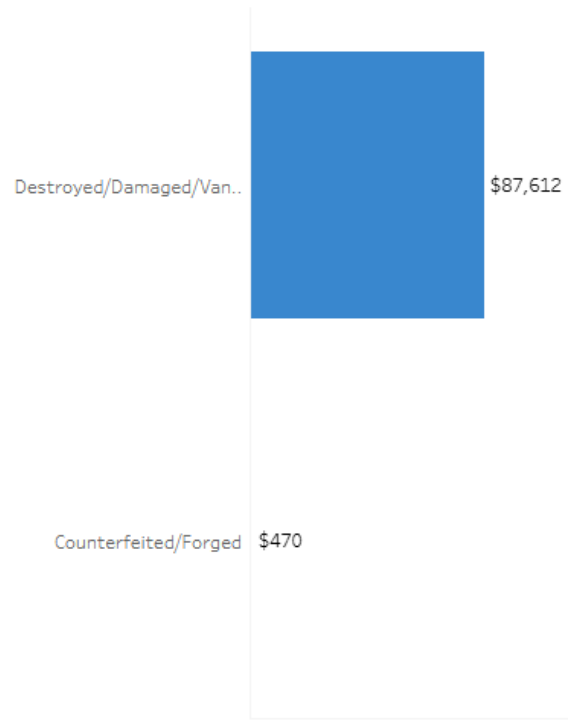
Source: Minnesota Bureau of Criminal Apprehension (BCA), 2025 Reporting Year

Property

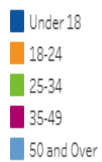
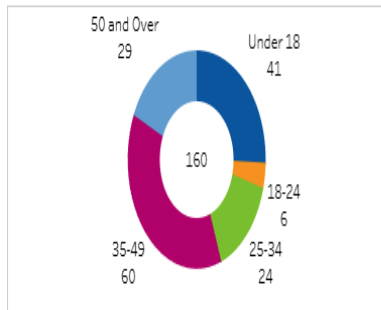
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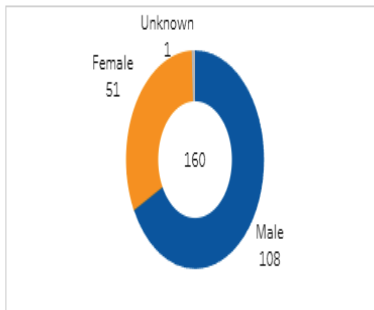
Property Loss Value



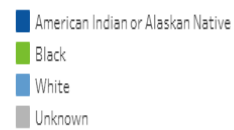
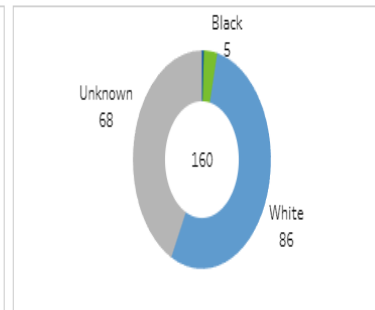
Offender Age



Offender Sex



Offender Race



Source: Minnesota Bureau of Criminal Apprehension (BCA), 2025 Reporting Year

Clearance Rates & Agency Comparison

In 2025, the Little Falls Police Department achieved an overall crime clearance rate of:

- **51.52%**

Little Falls serves a population of **9,088 residents** and reported a crime rate of **3,994 per 100,000 population**.

When compared to similarly sized municipal police departments across Minnesota (population range 5,000–15,000):

- Total comparable agencies analyzed: **61**.
- Little Falls PD ranked: **17th out of 61**.
- Performance placement: **Upper third statewide (Top 28%)**.

This ranking reflects strong investigative follow-through, effective case management, and accountability in case resolution.

Strategic Context for Council & Public

Clearance rate is a key accountability metric indicating the percentage of reported crimes that are resolved through arrest or exceptional means.

A 51.5% clearance rate demonstrates:

- Effective investigative practices.
- Strong case follow-up.
- Successful suspect identification.
- Collaboration with victims and witnesses.
- Operational efficiency.

Maintaining placement in the upper tier of similar sized Minnesota agencies reflect the department's commitment to professionalism and measurable performance.

Calls for Service & Operational Workload

Total Calls for Service (2025)

According to the 2025 Calls for Service Yearly report, the department handled:

- **9,308 calls for service in 2025**

The Calls for Service Monthly report reflects a total of:

- **9,323 calls**

(Minor reporting variations may reflect CAD coding differences between datasets.)

Four-Year Call Trend (2022-2025)

From the CAD All Agencies Yearly report

Year	Calls for Service
2022	9,196
2023	8,535
2024	8,386
2025	9,152

Trend Summary

- 2024 represented the lowest workload year in the four-year window.
- 2025 shows a measurable increase over 2023 and 2024.
- 2025 activity levels approach 2022 volume.

After two consecutive years of moderate decline, calls for service increased in 2025, returning to levels comparable with 2022. This reflects continued demand for law enforcement services across the community.

Call Volume by Month (2025)

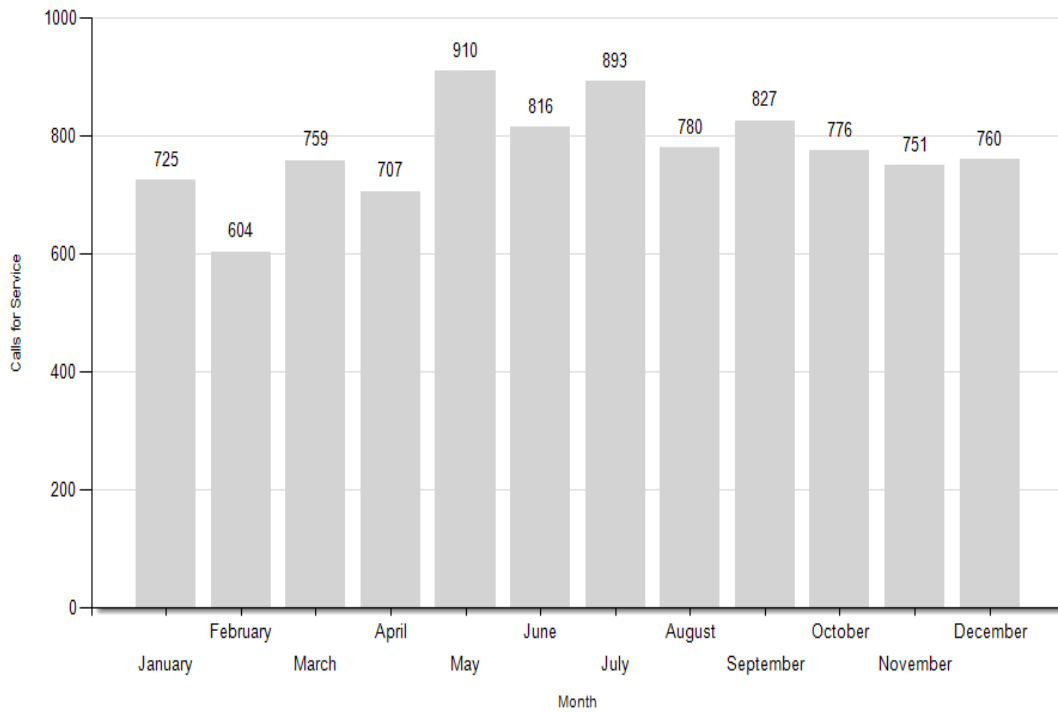


Calls for Service Monthly

Start Date: 1/1/2025

End Date: 12/31/2025

Total Calls: 9323



Seasonal Observations

- Spring and summer months show elevated activity.
- February represents the lowest demand month.
- Summer months (May–July) require peak staffing awareness.

Call Volume by Day of Week

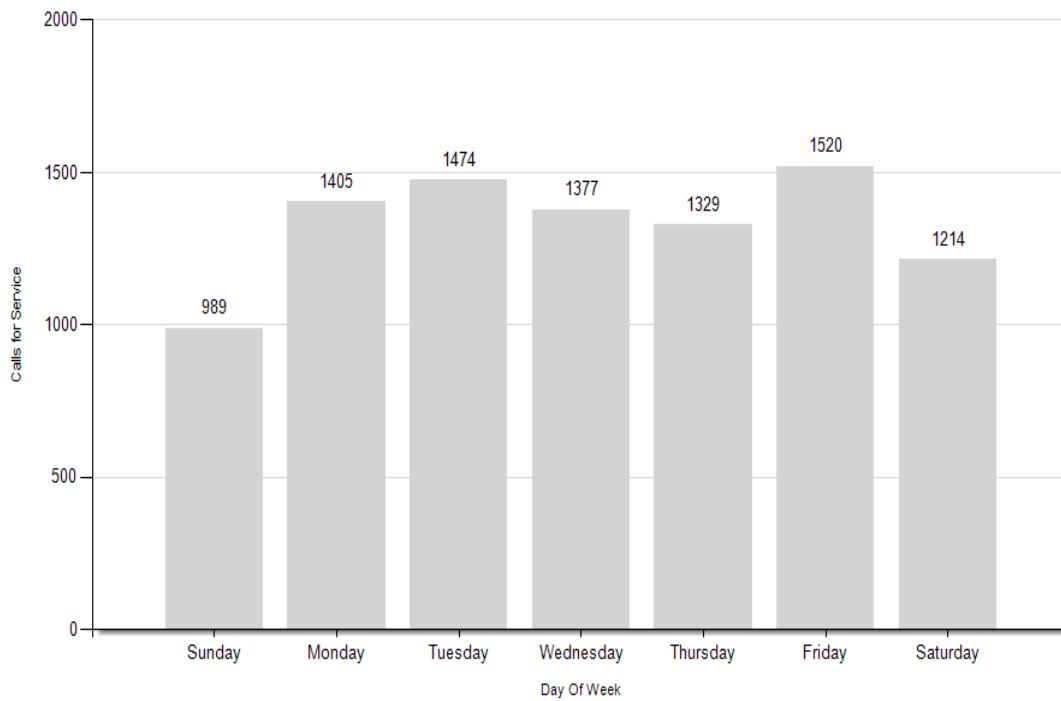


Calls for Service Day Of Week

Start Date: 1/1/2025

End Date: 12/31/2025

Total Calls: 9323



Operational Insight

- Friday is the highest demand day.
- Sunday is the lowest.
- Weekday calls exceed weekend calls overall.

This data supports:

- Shift allocation review.
- Targeted Friday staffing.
- Proactive weekend patrol planning.

2025 Incident Volume (All Coded Incidents)

Grand Total: 9,471 incidents in 2025

All Coded Incidents – **Can differ from other data sources*

High-Volume Service Categories (2025)

From the All Coded Incidents report:

Medical & Welfare Related

- Sick Cared For – **975**
- Welfare Check – Personal Health & Well Being – **274**
- Mental Health Issues – **141**
- Suicidal Person – **56**
- Drug Overdose/Narcan – **2**

Child & Family Related

- Child Protection – Well Being – **255**
- Child Neglect – Abuse – Welfare – **248**
- Family Dispute – Neighborhood Dispute – **166**

Traffic & Safety

- Warning & Faulty Equipment Tickets – **1,429**
- Property Damage MV Accidents – **159**
- Traffic Complaints – **247**
- Driving While Intoxicated – **20**

Suspicious Activity & Proactive Policing

- Suspicion Calls – **499**
- Burglar Alarms – **205**
- Assist MCSO – **207**

Enforcement Activity – Citations & Warnings

From the Citations and Warnings Summary:

Total Enforcement Actions: 1,718

Notably:

- Warning & Faulty Equipment Tickets – **1,347**
- Speeding Citations – **37**
- Driving After Revocation – **25**

Interpretation

The data indicates:

- Strong emphasis on equipment and corrective enforcement.
- Balanced citation and warning approach.
- Focus on compliance and traffic safety.

This section strongly supports:

Professionalism

- Nearly 9,500 incidents were handled.
- Consistent enforcement and follow-through.

Community Partnership

- High volume of welfare checks and vulnerable adult cases.
- Significant child protection involvement.
- Substantial medical and mental health response.

Traffic Safety & Proactive Enforcement Prevention, Visibility, and Community Compliance

- 1,718 total enforcement actions.
- 1,429 warning & faulty equipment tickets.
- 247 traffic complaints.
- 159 property damage crashes.
- 20 DWI incidents.

2025 Operational Overview

Commitment to Traffic Safety

Traffic safety remains a core function of the Little Falls Police Department's proactive enforcement strategy. In 2025, officers conducted enforcement and corrective action efforts designed to improve roadway safety, reduce crashes, and increase voluntary compliance.

2025 Enforcement Summary

Total Citations & Warnings Issued:

- **1,718 enforcement actions**
 - Warning & Equipment Violations: **1,347**
 - Speeding Violations: **37**
 - Driving After Revocation: **25**
 - Driving While Intoxicated (DWI): **6 citations**

Crash Response & Traffic Complaints

In 2025, officers responded to:

- Property Damage Motor Vehicle Accidents – **159**
- Personal Injury Motor Vehicle Accidents – **10**
- Traffic Complaints – **247**

Interpretation

- Traffic complaints remain a steady driver of proactive patrol activity.
- Property damage crashes significantly outnumber injury crashes.
- Enforcement activity emphasizes prevention and compliance.

Corrective Enforcement Approach

The high percentage of warning-based enforcement reflects a compliance-focused philosophy.

Approximately **78% of enforcement actions involved warnings or equipment-related corrections.**

This approach supports:

- Voluntary compliance.

- Community education.
- Fair and proportional enforcement.
- Reduced adversarial contact.

Strategic Outcomes

Traffic enforcement efforts in 2025 supported:

- Safer roadways.
- Visibility-based deterrence.
- Community-requested enforcement responses.

Community Engagement & Partnerships

Service Beyond Enforcement (2025)

Commitment to Community Partnership

The Little Falls Police Department continues to prioritize proactive engagement, service-based response, and collaborative problem-solving with residents, schools, businesses, and partner agencies.

In 2025, a substantial portion of departmental workload involved community assistance, welfare support, and partnership-based service delivery rather than enforcement action.

School & Youth Engagement

School Liaison Contacts

- **75** documented school liaison contacts

These contacts reflect:

- Relationship building with students and staff.
- Early intervention opportunities.
- Preventative presence in educational settings.
- School safety collaboration.

Child Protection & Welfare Cases

- Child Protection – Well Being: **255 incidents**
- Child Neglect / Abuse – Welfare: **248 incidents**

- Child Custody Disputes: **29 incidents**

These figures demonstrate the department's active role in protecting vulnerable youth and coordinating with social services and family court systems.

Community Assistance & Public Support

Public Assist Calls

- **298** Public Assist – Security calls

These calls include non-criminal assistance, conflict resolution, and public safety concerns where officers provide support without enforcement action.

Welfare & Well-Being Checks

- **274** Welfare Check – Personal Health & Well Being

These reflect direct community safety and quality-of-life support.

Property Watch Requests

- **27** Property Watch Requests

This demonstrates community trust and collaboration in crime prevention efforts.

Interagency Collaboration

The department maintains strong working relationships with county, regional, and state partners.

Assists to Other Agencies

- **171** assists to other agencies

Assist Morrison County Sheriff's Office

- **207** assists to MCSO

These numbers reflect:

- Regional cooperation.
- Shared response to high-risk incidents.
- Efficient use of public safety resources.
- Unified law enforcement presence across Morrison County.

Community Conflict Resolution

Several high-volume call categories indicate ongoing efforts in de-escalation and dispute resolution:

- Family / Neighborhood Disputes – **166 incidents**
- Disorderly Conduct – **59 incidents**
- Harassment – **135 incidents**
- Civil Matters – **125 incidents**

In many of these cases, officers provided mediation, guidance, and preventative resolution without arrest.

Community Trust Indicators

The following categories reflect resident-initiated safety engagement:

- Suspicion Calls – **499**
- Burglar Alarms – **205**

These calls indicate active citizen participation in public safety and confidence in police responsiveness.

Strategic Impact

The 2025 data demonstrates that the Little Falls Police Department:

- Serves as a frontline public safety and social service responder.
- Maintains strong school and youth partnerships.
- Engage proactively with residents.
- Collaborates extensively with partner agencies.
- Resolves many conflicts without enforcement escalation.

This approach strengthens public trust and reflects a balanced model of community-centered policing.

Community Partnership in Action





Embedded Social Worker & Mental Health Initiative Co-Response, Crisis Intervention, and Community Stabilization (2025)

Overview

The Little Falls Police Department continues to prioritize a collaborative, service-oriented response to individuals experiencing mental health challenges, crisis situations, and social instability.

In 2025, department data reflects substantial demand for service calls involving:

- Sick Cared For – **975 calls**
- Welfare Check – Personal Health & Well Being – **274 calls**
- Mental Health Issues – **141 calls**
- Suicidal Person – **56 calls**
- 72-Hour Holds – **6 incidents**
- Vulnerable Adult Cases – **93 incidents**
- Child Protection – Well Being – **255 incidents**
- Child Neglect / Abuse – **248 incidents**

These figures demonstrate that a significant portion of police workload involves behavioral health, family crisis, and vulnerable population response.

Embedded Social Worker

In 2025, the Little Falls Police Department continued to strengthen its partnership with Morrison County Health and Human Services through the REACH Embedded Social Worker Program. This collaboration remains a critical component of the department's response to individuals experiencing mental health crises, substance use challenges, housing instability, and other complex social service needs.

Program Activity – Little Falls PD

- Total REACH Contacts (Little Falls PD): **318**
- Total Distinct Clients Served: **210**

Countywide Comparison

- Total REACH Contacts (All Agencies): **502**
- Little Falls PD Share of Program Usage: **63.7%**

Operational Significance

Little Falls Police Department accounts for nearly **two-thirds of all REACH program activity across Morrison County**, demonstrating:

- Strong integration of social services into daily policing operations.
- Proactive identification and referral of individuals in need.
- Consistent use of service-based alternatives to enforcement.

This level of utilization reflects a deliberate organizational approach focused on **problem-solving, prevention, and long-term stabilization**.

Nature of Response & Service Delivery

REACH program contacts primarily involve:

- Post-incident follow-up and stabilization.
- Same-day client contact when appropriate.
- Ongoing case management and service coordination.

The most common service needs identified include:

- Mental health evaluation and crisis intervention.
- Housing assistance and stabilization.
- Substance use assessment and treatment referral.
- Domestic violence and family-related services.

Additionally, approximately **40% of individuals served had repeat contacts**, indicating:

- Ongoing or chronic needs.
- Importance of continued engagement and follow-up.
- Value of coordinated case management over one-time response.

Relationship to Calls for Service

- Total Calls for Service (2025): **9,323**
- REACH Contacts (LFPD): **318**

Key Metric

REACH contacts represent approximately:

- **3.4% of total calls for service**

While this percentage is relatively small, it is important to recognize that REACH is applied to **the most complex, time-intensive, and high-impact calls**, including:

- Mental Health Calls – **141**
- Suicidal Person Calls – **56**
- Welfare Checks – **274**
- Vulnerable Adult Cases – **93**

These calls often require:

- Extended on-scene time.
- De-escalation and crisis intervention.
- Follow-up beyond initial police response.

Estimated Officer Time Savings

The embedded social worker model provides measurable operational efficiency by reducing officer time spent on extended follow-up, repeat calls, and service coordination.

Time Savings Methodology (Conservative Estimate)

Assumptions based on typical call handling:

- Average time for complex social service-related call without REACH:
2.0 – 3.0 hours (including follow-up)
- Estimated officer time reduction with REACH involvement:
1.0 – 1.5 hours per case

Annual Time Savings Estimate

- 318 REACH contacts × 1.25 hours average savings = **~398 hours saved**

Equivalent Impact

- Approximately **10 full 40-hour work weeks of officer time**
- **Time reallocated to:**
 - Patrol visibility.

- Proactive enforcement.
- Criminal investigations.
- Community engagement.

Operational Efficiency & Officer Effectiveness

The REACH program enhances operational effectiveness by:

- Allowing officers to return to service more quickly.
- Reducing repeat calls through follow-up intervention.
- Providing specialized expertise in high-risk situations.
- Improving coordination with healthcare and social service providers.

Additionally, data indicates that many of these calls involve situations where officers are **not immediately able to clear the scene**, reinforcing the need for embedded support resources.

Strategic Impact

The Embedded Social Worker Program supports the department's core mission by strengthening:

Public Safety

- Ensures crisis situations are handled safely and appropriately.
- Reduces escalation and risk during volatile incidents.

Public Health

- Connects individuals to appropriate services and treatment.
- Addresses root causes of repeat calls for service.

Operational Efficiency

- Saves officer time on complex, non-criminal matters.
- Reduces system strain through coordinated response.

Community Trust

- Demonstrates a compassionate, service-oriented approach.
- Reinforces transparency and responsible resource use.

The 2025 data demonstrates that the Embedded Social Worker Program is not a high-volume response tool, but rather a **high-impact strategy focused on the most complex and resource-intensive calls for service.**

Little Falls Police Department's leadership in utilizing this program—accounting for over 60% of countywide activity—reflects a commitment to:

- Modern, community-centered policing.
- Responsible allocation of law enforcement resources.
- Long-term problem solving over short-term enforcement.

This model positions the department to effectively respond to evolving public safety demands while maintaining professionalism, compassion, and accountability.

Mental Health Initiative

The department's mental health initiative focuses on proactive intervention, crisis stabilization, and long-term prevention.

Key Components

- Crisis intervention-trained officers.
- Coordinated response with Morrison County Human Services.
- Follow-up contact after suicide ideation or overdose calls.
- Collaboration with medical providers.
- School liaison coordination.
- Community-based resource referrals.

Data-Driven Justification

Nearly:

- **1 in 7 calls for service** involve medical, welfare, or mental health-related needs (based on Sick Cared For, Welfare Checks, Mental Health Issues, Suicidal Persons combined).

This trend reflects a broader statewide shift where law enforcement increasingly serves as the first point of contact for behavioral health crises.

The embedded social worker model ensures these calls are handled with:

- Professional clinical guidance.

- Reduced reliance on enforcement-based outcomes.
- Greater long-term stabilization.

Community Impact

The initiative strengthens:

- **Public Safety**
 - Ensures crisis situations are managed safely and appropriately.
- **Public Health**
 - Connects residents to treatment and services rather than relying solely on enforcement.
- **Public Trust**
 - Demonstrates compassion, professionalism, and a commitment to community-centered policing.

Officer Wellness & Peer Support

In addition to community mental health response, the department continues to prioritize officer wellness through:

- Peer Support Team availability.
- Confidential internal support pathways.
- Post-critical incident follow-up.
- Wellness-focused leadership culture.

Supporting officer mental health ensures:

- Sustained performance.
- Reduced burnout.
- Healthy decision-making under stress.
- Long-term retention of professional staff.

Organizational Excellence & Professional Standards Training, Compliance, and Operational Readiness (2025)

Commitment to Professional Development

The Little Falls Police Department remains committed to maintaining a highly trained and professionally prepared workforce. Continuous training ensures officers remain equipped with the knowledge, skills, and judgment necessary to provide safe, effective, and community-focused policing.

In 2025, department personnel completed:

- Total Training Hours: **1,634 hours**
- Average Training per Officer: **90.8 hours**
- Median Training Hours: **Approximately 88 hours**
- Highest Individual Total: **160 hours**
- Officers Exceeding 80 Hours: **11 of 17 officers**

These figures demonstrate the department's strong commitment to professional growth, operational readiness, and compliance with state training requirements.

Minnesota POST Compliance & Mandated Training

All licensed officers met or exceeded Minnesota POST Board learning objective requirements during the 2025 training cycle.

Mandated training completed department-wide included:

- Use of Force (Parts 1–4 and practical exercises).
- Implicit Bias Training (Parts 1 & 2).
- Procedural Justice and Police Legitimacy.
- Duty to Intercede.
- Crisis Intervention and Mental Health Training (Parts 1–5).
- Autism Spectrum Disorder Response (Parts 1–4).
- In-Custody Suicide Prevention.
- Crimes Motivated by Bias.
- Firearms qualification cycles.

Completion of these mandated courses ensures compliance with Minnesota POST Board standards while reinforcing ethical, professional, and legally sound policing practices.

Crisis Intervention & Community-Focused Training

Recognizing the increasing number of behavioral health and crisis-related calls for service, the department prioritized training that enhances officers' ability to respond to individuals experiencing mental health crises.

Specialized training completed in 2025 included:

- Crisis Intervention Team (CIT) 40-Hour Certification.
- Best Practices in Mental Health Crisis Response.
- 72-Hour Hold and Transport Procedures.
- ARIDE (Advanced Roadside Impaired Driving Enforcement).
- Standardized Field Sobriety Testing (SFST) Initial and Refresher Training.

These programs strengthen officers' ability to de-escalate situations, connect individuals with services, and respond safely to complex behavioral health incidents.

Firearms & Operational Readiness

Operational readiness training remained a priority throughout 2025. Officers completed extensive practical training designed to maintain tactical proficiency and safe operational performance.

Training included:

- Handgun and Patrol Rifle Qualification.
- Low-Light and No-Light Firearms Qualification.
- Taser Recertification.
- Less-Lethal Munitions Training.
- Emergency Vehicle Operations Course (EVOC).
- Pursuit Intervention Tactics (PIT).
- Active Threat Training Scenarios at schools and businesses.

These training programs ensure officers remain prepared to safely respond to critical incidents while protecting both the public and fellow officers.

Leadership & Professional Development

In addition to operational training, the department invested in leadership development and instructor-level certifications to strengthen internal capacity and long-term organizational sustainability.

Advanced training included:

- Leadership Academy Camp Ripley
- Field Training Officer (FTO) Certification
- Firearms Instructor Certification
- DMT-G Certification
- Less Lethal Munitions Certifications

These investments support future leadership development and enhance the department's ability to provide in-house training and mentorship for new officers.

Strategic Impact

The department's 2025 training program reflects a balanced investment in:

- Legal and policy compliance
- Tactical readiness
- Community-focused policing
- Mental health and crisis response
- Leadership development

By maintaining rigorous training standards, the Little Falls Police Department ensures officers remain prepared to serve the community with professionalism, integrity, and accountability.

Department Personnel & Staffing

Workforce Overview (2025)

Staffing Overview

The Little Falls Police Department is staffed by a dedicated team of sworn officers and professional support personnel committed to delivering high-quality public safety services to the community.

In 2025, the department maintained a staffing model designed to provide consistent patrol coverage, effective investigations, and strong community engagement while supporting specialized responsibilities such as training, evidence management and school liaison duties.

Authorized Sworn Staffing

Position	Authorized
Police Chief	1
Assistant Police Chief	1
Investigative Sergeant	1
Patrol Sergeant	2
Police Officer Investigator	2
Patrol Officers	9
Community Resource Officer / Special Assignment	1

Total Sworn Officers: 17

The department's sworn personnel are responsible for responding to calls for service, conducting criminal investigations, engaging with the community, and supporting regional law enforcement collaboration.

Experience & Professional Background

The department benefits from a workforce with a diverse range of experience levels, providing both institutional knowledge and new perspectives.

Officer experience ranges from recently licensed officers to seasoned personnel with significant law enforcement tenure.

Key areas of officer specialization include:

- Field Training Officers (FTO).
- Crisis Intervention Trained Officers (CIT).
- Firearms Instruction.
- Use of Force Instructors.
- Drug Recognition Expert (DRE).
- ARIDE Impaired Driving Enforcement.
- Tactical and less-lethal instructor certifications.
- Crisis Response Negotiators.
- SWAT.
- Dive and Rescue Operations.

This depth of expertise strengthens operational readiness and supports internal mentorship and professional development.

Recruitment & Retention

Law enforcement agencies across the country continue to face challenges related to recruitment and retention. The Little Falls Police Department remains committed to maintaining a stable and professional workforce through:

- Competitive training opportunities.
- Leadership development programs.
- Officer wellness initiatives.
- Supportive peer culture.
- Community-oriented policing philosophy.

These efforts help ensure the department attracts and retains highly qualified professionals committed to serving the community.

Civilian Professional Staff

The Little Falls Police Department relies on a strong team of professional civilian staff who play a critical role in supporting daily operations and ensuring the department functions efficiently and in compliance with state and federal requirements. While sworn officers are responsible for responding to emergencies and enforcing the law, the work performed by

our civilian staff allows those officers to remain focused on public safety and community service.

Our department is supported by two dedicated civilian professionals:

- Police Administrative Supervisor.
- Police Records Technician.

Together, these positions manage essential administrative, records management, and public service functions that are fundamental to the operation of the department.

Police Administrative Supervisor

The Police Administrative Supervisor manages the administrative and records support functions of the department and provides direct support to police leadership. This position is responsible for overseeing the Police Records Unit, ensuring compliance with Minnesota data practices laws, and maintaining the integrity of sensitive law enforcement information.

Key responsibilities include:

- Managing the Police Records Unit and supervising the Records Technician.
- Serving as the department's Terminal Agency Coordinator (TAC) for the National Crime Information Center (NCIC) and Criminal Justice Information Systems (CJIS).
- Ensuring compliance with state and federal criminal justice reporting requirements.
- Managing data practices requests and authorizing the release of reports, body camera video, and other digital evidence in accordance with Minnesota law.
- Assisting with audits related to CJIS and criminal justice systems.
- Preparing administrative documents, reports, and statistical data for departmental operations.
- Coordinating records retention and destruction requirements.
- Providing support for department technology systems and acting as a liaison with Information Technology services.

This role requires a deep understanding of criminal justice records systems, statutory requirements, and data management practices. The Police Administrative Supervisor ensures that critical administrative and compliance functions are carried out accurately and efficiently while supporting the operational needs of the department.

Police Records Technician

The Police Records Technician serves as the primary point of contact for many public-facing administrative functions of the department and plays a vital role in the management and accuracy of police records.

Key responsibilities include:

- Processing and maintaining police reports and calls for service records.
- Assisting the public with records requests and law enforcement services.
- Monitoring and maintaining data within the department's Records Management System (RMS).
- Preparing Initial Complaint Reports and ensuring documentation accuracy.
- Supporting coordination with Morrison County dispatch and emergency services.
- Processing background checks and permit to purchase handgun applications.
- Maintaining records files and ensuring data accuracy and compliance with reporting requirements.

This position works directly with the public on a daily basis while maintaining the accuracy and organization of departmental records. The Records Technician ensures that critical documentation is properly entered, maintained, and accessible for investigative, legal, and public information purposes.

Essential Support to Department Operations

The work performed by our civilian staff is essential to the success of the Little Falls Police Department. These professionals manage complex administrative responsibilities, ensure compliance with legal reporting requirements, and provide valuable support to both officers and the public.

Without their expertise and dedication, the department would not be able to operate as efficiently or effectively as it does today. Their work allows sworn personnel to focus on patrol operations, investigations, and community engagement while ensuring that records management, regulatory compliance, and public service needs are handled with professionalism and accuracy.

The Little Falls Police Department is grateful for the commitment and professionalism demonstrated by our civilian staff, whose contributions are critical to the overall success of our mission.

Technology, Equipment & Fleet

Modern Tools Supporting Public Safety (2025)

Commitment to Modern Policing

Effective law enforcement requires reliable technology, properly maintained equipment, and modern operational systems. The Little Falls Police Department continues to invest in tools and infrastructure that support officer safety, operational efficiency, and transparent policing.

Technology and equipment enhancements allow officers to respond more effectively to calls for service, document incidents accurately, and maintain accountability in all areas of public safety operations.

Patrol Fleet & Equipment

The department maintains a patrol fleet designed to ensure officers have dependable transportation and emergency response capabilities.

Patrol vehicles are equipped with:

- Mobile data terminals providing real-time access to law enforcement databases.
- In-car camera systems for incident documentation.
- Emergency lighting and siren systems.
- Secure weapons storage and safety equipment.
- Medical Response Equipment.

Regular fleet replacement and maintenance ensure vehicles remain safe, reliable, and operationally effective.



Digital Evidence & Reporting Systems

Modern policing relies heavily on accurate documentation and secure digital evidence management.

Department systems support:

- Computer-Aided Dispatch (CAD) call management.
- Records Management System (RMS) reporting and case documentation.
- Digital evidence storage and management.
- Secure information sharing with regional law enforcement partners.

These systems allow officers to document incidents efficiently while maintaining strict compliance with state and federal data security standards.

CJIS & BCA Compliance

The Little Falls Police Department remains fully compliant with Criminal Justice Information Services (CJIS) security requirements and Minnesota Bureau of Criminal Apprehension reporting standards.

Compliance measures include:

- Secure law enforcement database access controls.
- Required CJIS security training for authorized personnel.
- Periodic CJIS and BCA audit compliance.
- Secure handling and storage of criminal justice information.

Maintaining CJIS compliance ensures the department protects sensitive data while preserving the integrity of criminal justice systems.

Body-Worn & In-Car Camera Systems

Video documentation continues to play a critical role in transparency, officer accountability, and evidence preservation.

Department camera systems support:

- Accurate documentation of police-citizen interactions.
- Enhanced evidentiary support in criminal investigations.
- Increased transparency in policing operations.

- Protection for both officers and community members.

Video systems are maintained in accordance with department policy and Minnesota data retention requirements.

Communications & Interoperability

Effective communication systems allow officers to coordinate responses across agencies and jurisdictions.

Department communication capabilities include:

- Regional public safety radio systems.
- Interoperable communication with county and state agencies.
- Integrated dispatch coordination with Morrison County emergency services.
- Emergency alert and response coordination during critical incidents.

These systems allow the department to respond quickly and efficiently during both routine calls and major incidents.

Strategic Impact

Technology and equipment investments strengthen the department's ability to:

- Respond quickly to emergencies.
- Document incidents accurately.
- Maintain transparency and accountability.
- Protect sensitive information.
- Support officer safety and operational effectiveness.

These systems ensure that the Little Falls Police Department remains equipped to meet evolving public safety demands.

Strategic Priorities for 2026

Continuing Our Commitment to Public Safety

As the Little Falls Police Department moves into 2026, the organization remains focused on strengthening public safety services while maintaining the professionalism, transparency, and community partnership that residents expect.

Building upon the work accomplished in 2025, the department will continue to focus on several key strategic priorities designed to enhance operational effectiveness, support officer development, and strengthen community relationships.

Recruitment & Workforce Stability

Like many law enforcement agencies nationwide, recruitment and retention remain critical priorities. Maintaining a stable and highly qualified workforce ensures the department can continue to provide consistent and effective service to the community.

In 2026, the department will continue efforts to:

- Recruit highly qualified and community-focused candidates.
- Support professional development opportunities for current officers.
- Maintain a workplace culture focused on wellness, mentorship, and leadership development.
- Strengthen long-term workforce stability.

Investing in personnel remains one of the most important components of maintaining high-quality public safety services.

Mental Health & Crisis Response

Calls involving behavioral health and social service continue to represent a significant portion of police service demand.

The department will continue expanding its collaborative response model through:

- Continued support of the Embedded Social Worker program.
- Enhanced follow-up services for individuals in crisis.
- Expanded collaboration with Morrison County Human Services and local health providers.
- Ongoing officer training in crisis intervention and de-escalation.

These efforts help ensure that residents experiencing crisis receive appropriate assistance while allowing officers to focus on public safety responsibilities.

Community Engagement & Partnerships

Maintaining strong relationships with the community remains a cornerstone of the department's mission.

In 2026, the department will continue to:

- Expand community outreach opportunities.
- Maintain strong partnerships with schools and youth organizations.
- Support neighborhood safety initiatives.
- Encourage open communication between residents and law enforcement.

These partnerships strengthen trust, promote transparency, and support shared responsibility for community safety.

Training & Professional Excellence

The department will continue prioritizing professional development to ensure officers remain well prepared to meet evolving public safety challenges.

Training priorities moving forward include:

- Crisis intervention and mental health response.
- De-escalation and conflict resolution.
- Legal updates and policy compliance.
- Tactical readiness and officer safety training.
- Leadership and supervisory development.

Continued investment in training ensures that officers remain equipped with the skills necessary to serve the community with professionalism and integrity.

Technology & Operational Readiness

Modern technology plays a critical role in effective policing. The department will continue to evaluate opportunities to enhance operational capabilities through strategic technology investments.

Areas of continued focus include:

- Maintaining secure CJIS-compliant information systems.

- Enhancing digital evidence management capabilities.
- Evaluating emerging technology that improves operational efficiency.
- Maintaining reliable communication and emergency response infrastructure.

These tools help officers respond effectively while maintaining transparency and accountability.

Commitment to the Community

The Little Falls Police Department remains committed to providing professional, responsive, and community-centered policing services.

Through continued collaboration, training, and innovation, the department will remain focused on its mission to protect and serve while building strong relationships with the residents of Little Falls.

Public safety is a shared responsibility, and the department looks forward to continuing its partnership with the community in the year ahead.

Chief's Closing Message

Commitment to Service and Community Partnership

As we reflect on the work accomplished in 2025, I am incredibly proud of the professionalism, dedication, and integrity demonstrated by the members of the Little Falls Police Department.

Policing today requires far more than traditional law enforcement. Our officers serve as problem-solvers, crisis responders, community partners, and protectors of public safety. Every day, they respond to situations that require sound judgment, compassion, and professionalism.

Throughout this report, you have seen the scope of the work performed by our department. In 2025 alone, our officers responded to thousands of calls for service, investigated criminal offenses, addressed traffic safety concerns, assisted vulnerable members of our community, and partnered with local agencies to ensure the safety and well-being of our residents.

Many of these calls involve individuals facing difficult circumstances—mental health challenges, family crises, or personal hardship. Our officers approach these situations with professionalism and a commitment to connecting individuals with the resources and assistance they need.

Equally important is our continued focus on training and professional development. Law enforcement officers must remain prepared to address evolving challenges while maintaining the highest standards of accountability and service. The training completed by our officers in 2025 reflects that commitment and ensures that our department remains equipped to serve the community safely and effectively.

Public safety is a shared responsibility. The strong partnerships we maintain with residents, local businesses, schools, community organizations, and other public safety agencies are essential to the work we do. The trust and cooperation of our community play a critical role in maintaining the safety and quality of life that make Little Falls a great place to live, work, and raise a family.

As we look ahead to the future, the Little Falls Police Department will continue to focus on strengthening community relationships, supporting officer wellness, investing in professional training, and adapting to the evolving needs of our community.

On behalf of the men and women of the Little Falls Police Department, thank you to the residents of Little Falls for your continued trust and support. It is an honor to serve this community.

Respectfully, Police Chief Kyle Johnson

Little Falls Police Department

Executive Summary (Council Briefing)

Little Falls Police Department – 2025 Annual Report

The Little Falls Police Department remained committed to providing professional, responsive, and community-focused policing services throughout 2025. Officers continued to address a wide range of public safety responsibilities including criminal investigations, traffic safety, community engagement, and crisis response.

This report highlights the department’s operational activity, community partnerships, and organizational accomplishments during the 2025 reporting year.

Operational Activity

In 2025, the department responded to a significant volume of calls for service and incidents requiring police response.

Key operational statistics include:

Category	2025 Total
Calls for Service	9,152
Total CAD Incidents	9,469
Arrests	279

These figures reflect the wide range of responsibilities handled by department personnel, including criminal investigations, emergency response, traffic enforcement, and community assistance.

Crime Overview

Reported criminal activity during 2025 included offenses across three primary crime categories as defined by the Minnesota Bureau of Criminal Apprehension.

Crime Category	Offenses
Crimes Against Persons	101
Crimes Against Property	248
Crimes Against Society	14

The department achieved a **51.5% clearance rate**, placing the Little Falls Police Department in the **upper tier of similarly sized agencies statewide**.

Community Response & Assistance

Many calls for service involve assisting residents experiencing personal crises, health concerns, or other non-criminal issues.

Category	2025 Total
Welfare Checks	274
Mental Health Calls	141
Public Assist Calls	298
School Liaison Contacts	75

These calls highlight the department's expanding role as a frontline responder to community needs beyond traditional enforcement.

Traffic Safety

Officers continued proactive efforts to improve roadway safety and address community traffic concerns.

Category	2025 Total
Citations & Warnings	1,718
Traffic Complaints	247
Property Damage Crashes	159
Injury Crashes	10

The department's enforcement strategy emphasizes **compliance, education, and crash prevention**.

Professional Development

Maintaining a well-trained workforce remains a priority for the department.

Category	2025 Total
Total Training Hours	1,634
Average Training per Officer	90.8 hours
Officers Exceeding 80 Hours	11

Officers completed training in crisis intervention, firearms proficiency, legal updates, de-escalation, and other specialized areas.

Workforce

The Little Falls Police Department is staffed by **17 sworn officers** responsible for patrol operations, investigations, community engagement, and specialized assignments.

The Little Falls Police Department also relies on a strong team of 2 professional civilian staff who play a critical role in supporting daily operations and ensuring the department functions efficiently and in compliance with state and federal requirements. While sworn officers are responsible for responding to emergencies and enforcing the law, the work performed by our civilian staff allows those officers to remain focused on public safety and community service.

Looking Forward

As the department moves into 2026, key priorities include:

- Strengthening recruitment and workforce stability.
- Expanding mental health and crisis response partnerships.
- Continuing investment in officer training and professional development.
- Maintaining strong community partnerships.
- Enhancing technology and operational capabilities.

The Little Falls Police Department remains committed to protecting the community while maintaining transparency, professionalism, and accountability.

City of Little Falls

Monthly Animal Control Report

This is the Animal Control Report for the Month of May, 2026

Number of Dogs Impounded 13
Number of Cats Impounded 9
Number of Animal Carcasses Picked Up 5
Miscellaneous Calls 14

Other:

- D.A. 2 Rabbit's, 2 Squerrels + 1 Fox

- 7 live Trap Settings

-

-

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-

-



City of Little Falls
APPLICATION FOR DISPLAY OF FIREWORKS

Name of applicant (Sponsoring Organization): Morrison County Ag Society
Address of applicant: 15575 Hawthorn Rd, Little Falls, MN 56345

Name of authorized agent of applicant: Hairball Productions LLC
Address of agent: 3751 Culver Court, Faribault, MN 55021

Telephone number of agent: _____ Date of Application: 05-29-26
Date of Display: 06-26-26 Time of Display: 9:00 - 11:00 pm

Location of Display: Morrison County Fair - 15575 Hawthorn Rd, Little Falls, MN

Manner and place of storage of fireworks/pyrotechnic special effects prior to display:
Devices trucked to, assembled, and discharged day of show

Type and number of fireworks/pyrotechnic special effects to be discharged:
See attached Pyro Info Packet

Minnesota State Law requires that this display be conducted under the direct supervision of a pyrotechnic operator certified by the State Fire Marshal.

Name of supervising operator: Bryant Beckermann Certificate No.: 1035

I understand and agree to comply with all provisions of this application and the requirements of the issuing authority and will ensure that the fireworks/pyrotechnic special effects are discharged in a manner that will not endanger persons or property or constitute a nuisance.

Signature of applicant and agent: 

Required attachments. The following attachments must be included with this application:

1. Proof of insurance naming the City as additional insured and the site of display.
2. A diagram of the grounds or facilities (for indoor display), at which the display will be held. This diagram (drawn to scale or with dimensions included) must show the point at which the fireworks/pyrotechnic special effects are to be discharged; the location of ground pieces; the location of all buildings, highways, streets, communication lines and other possible overhead obstructions; and the lines behind which the audience will be restrained. For proximate audience (e.g. indoor displays, the diagram must also show the fallout radius for each pyrotechnic device used during the display.
3. Names and ages of all assistants that will be participating in this display.

This discharge of the listed fireworks on the date and at the location shown on this application is hereby approved, subject to the following conditions, if any: _____

Signature of Fire Chief:  Date: Jun 4, 2026
Craig Seelen (Jun 4, 2026 16:16:04 CDT)

Signature of Police Chief:  Date: Jun 4, 2026

Signature of City Clerk:  Date: Jun 4, 2026
Christine Lundberg (Jun 4, 2026 13:32:26 CDT)

Council Action: _____



CERTIFICATE OF LIABILITY INSURANCE

05/29/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER PROFESSIONAL PROGRAM INSURANCE BROKERAGE DIVISION OF SPG INSURANCE SOLUTIONS, LLC 1304 SOUTHPOINT BLVD., #101 PETALUMA CA 94954		CONTACT NAME: PHONE (A/C No. Ext): 415-475-4300 FAX (A/C, No): 415-475-4303 E-MAIL ADDRESS:	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Certain Underwriters at Lloyd's, London	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER: BL-007477

REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PY/26-0014	03/10/2026	03/10/2027	EACH OCCURRENCE \$ \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ \$50,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ \$2,000,000 PRODUCTS - COMP/OP AGG \$ INCLUDED \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/>			THIS INSURANCE IS ISSUED PURSUANT TO THE MINNESOTA SURPLUS LINES INSURANCE ACT. THE INSURER IS AN ELIGIBLE SURPLUS LINES INSURER BUT IS NOT OTHERWISE LICENSED BY THE STATE OF MINNESOTA. IN CASE OF INSOLVENCY, PAYMENT OF CLAIMS IS NOT GUARANTEED.			COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Morrison County Ag Society, City of Little Falls, MN are Additional Insured as respects the SPFX fireworks display(s) on 06/26/2026 located at 15575 Hawthorn Rd, Little Falls, MN 56345. This policy provides a two-year extended reporting period from the date of the display. 30-day notice of cancellation and a 10-day notice for non-payment applies.

CERTIFICATE HOLDER**CANCELLATION**

Morrison County Ag Society 15575 Hawthorn Rd Little Falls MN 56345	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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POLICY NUMBER: PY/26-0014

PYROTECHNIC LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED

Underwriter's at Lloyd's, London: Referred to in this endorsement as either the "Insurer" or the "Underwriters"

This endorsement modifies insurance provided under the following:

SECTION III. PERSONS INSURED

In consideration of the premium charged for the Policy, it is hereby understood and agreed that the following entity(ies) as shown in the schedule below is an additional insured pursuant to Section III.

Primary and Non-Contributory

The insurance provided to the Additional Insured scheduled below shall be primary and not contributory with any other insurance maintained by the Additional Insured where this is required by way of a written contract with **Named Insured**.

Waiver of subrogation

The **Named Insured** waives any right of subrogation the **Named Insured** may have against any person or organization, where required by the Insured's written contract with the Additional, because of payments made by the **Named Insured** for **Damages** and **Claims Expenses** arising out of the **Named Insured's** operations in accordance with the written contract.

Additional Insured:

Morrison County Ag Society, City of Little Falls, MN

06/26/2026

c/o Morrison County Ag Society

15575 Hawthorn Rd, Little Falls, MN 56345

All other terms, exclusions and conditions of this Policy remain unchanged.

HAIRBALL

TABLE OF CONTENTS

2: Stage Plot

3: Pyro by Position List

4: Licenses

5: Certificate of Flame Resistance

6-86: Manual for Flame Projector

87-98: Safety Data Sheets for Starting Fluid in Flame
Projectors

99-153: Safety Data Sheets for Product

159-167: NFPA 1126

168-186: NFPA 160

Contact Information

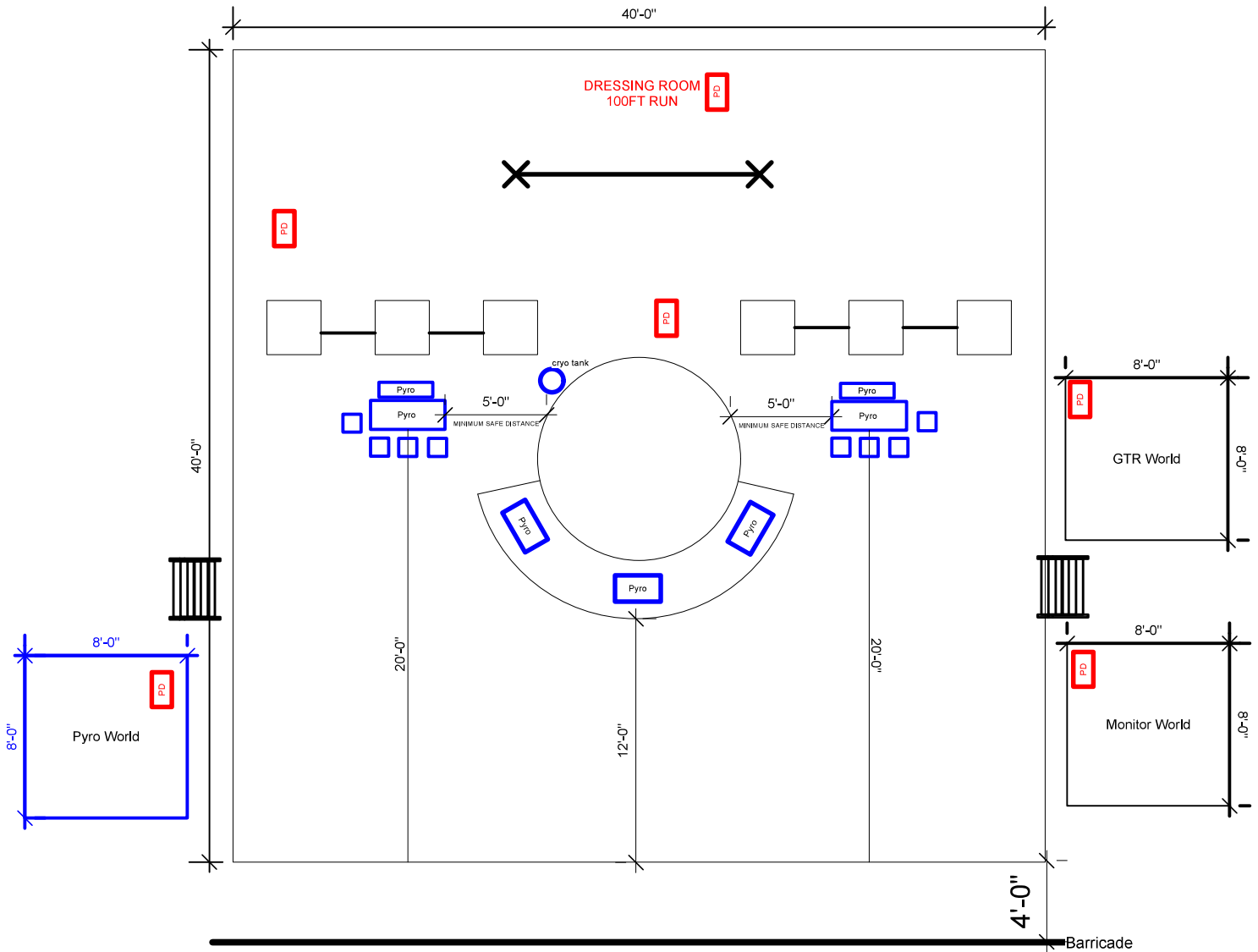
Danielle Findling



(952)484-4696

Danielle@hairballonline.com

HAIRBALL

Pyro & Power Plot



Key	Notes
 Pyro	- Any Pyro must have a minimum of 15 feet from the audience
 Power Drops	- There will be a third staircase placed upstage day of show

PYROTECHNICS DEVICE LIST

“A”(STAGE RIGHT)、“C”(STAGE LEFT) OF THE DRUM RISER. EACH HAVE 2 BOXES OF PYROTECHNIC DEVICES AND ARE AS FOLLOWS:

30 20' RED COMETS

6 20' SILVER COMETS

2 RED FLAME PROJECTOR

4 GREEN FLAME PROJECTORS

6 20' SPLATTER CRACKLE MINES

12 20' VARIGRATED MINES

10 FIREBALLS REGULAR

8 1/4 X 20' QUICK SHOTS, SILVER

4 6 SECOND WHISTLES W/TAIL

4 30X20' RED/SILVER GERBS

4 15X20' GOLD GERBS

6 20X20' SILVER GERBS

2 20' RED MINE

2 20' PURPLE MINE

2 20' ORANGE MINE

2 20' YELLOW MINE

8 WHITE BANG SPARK FLASH TUBES

“B”/IN FRONT OF THE DRUM RISER DRUM STAIRS CONTAINING 2 BOARDS OF PYROTECHNIC DEVICES AND ARE AS FOLLOWS:

3 20' VARIGRATED MINES

2 20' SPLATTER CRACKLE MINES 4 1X20' BIG SHOTS SILVER

2 15X20' SILVER GERBS

2 15X20' GOLD GERBS

2 15X20' GOLD GERBS

“C”/ MOUNTED TO THE UNDERSIDE OF THE DRUM RISER, FACING THE STAGE RIGHT, AND STAGE LEFT, ARE AS FOLLOWS:

20 20' WHITE BANG SPARKS

“D”/ PLACED AROUND PYRO POSITIONS LISTED IN SECTION “A” ARE AS FOLLOWS:

UP TO 4 DMX FLAME PROJECTORS (3 METERS MAX HEIGHT) EACH UNIT CONTAINS 2 FLUID CANISTERS

UP TO 4 DMX FLAME PROJECTORS (6 METERS MAX HEIGHT) EACH UNIT CONTAINS 4 FLUID CANISTERS



State of Minnesota Department of Public Safety State Fire Marshal eApplication Public Portal

Minnesota State Fire Marshal's Website (<https://sfm.dps.mn.gov>)

Webpages on the Minnesota State Fire Marshal's Website

Sprinkler Process



Public User Lookup Detail

NOTE: If you are looking for additional information, please submit an SFM data request (<https://dps.mn.gov/divisions/sfm/contact-sfm/submit-sfm-data-request>).

User: Beckermann, Bryant P

Primary Certification Type: NFPA 160/1126
Primary Certification Issue Date: 12/22/2025

Primary Certification Number: FW1035
Primary Certification Expiration Date: 12/31/2029

Primary Certification Status: Current

Account Identifier: None

Fireworks Operator	FW1035	NFPA 160/1126	12/22/2025	12/31/2029	Current
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No Records



3765 Peachtree Crest Drive, Duluth, GA 30097 | 800-211-8217 | georgiastage.com

CERTIFICATE OF FLAME RESISTANCE

SUBMITTED TO: QUIK STAGE

PROJECT LOCATION: BLAINE, MN

This is to certify that the materials described herein have been flame retardant treated (or are inherently flame resistant). Certification is hereby made that:

- (a) The article described on this certificate has been treated with a flame retardant chemical such that the fabric meets the minimum requirements of flame resistance established by the NFPA 701 Test. The flame retardancy has a life expectancy of one (1) year, but is likely to be effective for much longer. The flame retardance WILL be removed by water washing. Georgia Stage, LLC, recommends annual testing of the fabric using NFPA 705 Field Test Method for Textiles, as accumulations of airborne dust and oils may diminish the flame resistance of the fabric.
- (b) The article described on this certificate meets the minimum requirements of flame resistance established by the NFPA 701 Test. Made with non-combustible elements, this fabric is inherently and permanently flame resistant for the life of the fabric, without the addition of flame retardant chemicals. This flame resistance will NOT wash out. Georgia Stage, LLC, however recommends annual testing of the fabric using the NFPA 705 Field Test Method for Textiles, as accumulations of airborne dust and oils may diminish the flame resistance of the fabric.

STYLE: PREMIER IFR

JOB#: 1900662

COLOR: BLACK

DATE: 4.19.19

YARDS: 49.48

CUSTOMER PO: 10825

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: FRIENDS of the Lindbergh Heritage Previous Gambling Permit Number: X-

Minnesota Tax ID Number, if any: Federal Employer ID Number (FEIN), if any: 20 5126388

Mailing Address: 1620 Lindbergh Drive South

City: LITTLE FALLS State: MN Zip: 56345 County: MORRISON

Name of Chief Executive Officer (CEO): Susan Prosapio

CEO Daytime Phone: 320 360 1982 CEO Email: susyprosapio@live.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): brigidmfitzgerald@gmail.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing**
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division Secretary of State website, phone numbers:
 60 Empire Drive, Suite 100 www.sos.state.mn.us
 St. Paul, MN 55103 651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Charles Lindbergh House's Museum

Physical Address (do not use P.O. box): 1620 Lindbergh Drive South

Check one:
 City: LITTLE FALLS Zip: 56345 County: MORRISON
 Township: Zip: County:

Date(s) of activity (for raffles, indicate the date of the drawing): May 21, 2027

Check each type of gambling activity that your organization will conduct:

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

**CITY APPROVAL
for a gambling premises
located within city limits**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).
- The application is denied.

Print City Name: Little Falls

Signature of City Personnel: _____

Title: City Clerk Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

**COUNTY APPROVAL
for a gambling premises
located in a township**

- The application is acknowledged with no waiting period.
- The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.
- The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Susan H. Prosser Date: 8 June 2020
(Signature must be CEO's signature; designee may not sign)

Print Name: Susan H. Prosser

REQUIREMENTS

Complete a separate application for:

- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:

A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

- _____ a copy of your proof of nonprofit status; and
- _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?

Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

Date: **JUL 09 2009**

FRIENDS OF LINDBERGH HERITAGE
1620 LINDBERGH DR S
LITTLE FALLS, MN 56345

Employer Identification Number:
20-5126388
DLN:
17053167056039
Contact Person:
ROGER W VANCE ID# 31173
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
June 30
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
Yes
Effective Date of Exemption:
June 14, 2006
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

MINNESOTA LAWFUL GAMBLING

4/23

LG220 Application for Exempt Permit

Page 1 of 3

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than \$50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: <u>Little Falls Hockey</u>	Previous Gambling Permit Number: X- <u>95636-25-002</u>
Minnesota Tax ID Number, if any: <u>87-1957218</u>	Federal Employer ID Number (FEIN), if any: <u>87-1957218</u>
Mailing Address: <u>PO Box 66</u>	
City: <u>Little Falls</u> State: <u>MN</u> Zip: <u>56345</u> County: <u>Morrison</u>	
Name of Chief Executive Officer (CEO): <u>Jessica Thoma</u>	
CEO Daytime Phone: <u>320-309-7786</u>	CEO Email: <u>jessmthoma@gmail.com</u> (permit will be emailed to this email address unless otherwise indicated below)
Email permit to (if other than the CEO): _____	

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

- Fraternal Religious Veterans Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- A current calendar year Certificate of Good Standing**
Don't have a copy? Obtain this certificate from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
- IRS income tax exemption (501(c)) letter in your organization's name**
Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.
- IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted
(for raffles, list the site where the drawing will take place): Little Falls Exchange Arena

Physical Address (do not use P.O. box): 309 11th St SE Little Falls, MN 56345

Check one:

City: Little Falls Zip: 56345 County: Morrison

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): December 15 2026

Check each type of gambling activity that your organization will conduct:

- Bingo Paddlewheels Pull-Tabs Tipboards Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
<input checked="" type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city). <input type="checkbox"/> The application is denied.	<input type="checkbox"/> The application is acknowledged with no waiting period. <input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days. <input type="checkbox"/> The application is denied.
Print City Name: <u>Little Falls</u>	Print County Name: _____
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: <u>City Clerk</u> Date: _____	Title: _____ Date: _____
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	
<p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p>	
Print Township Name: _____	
Signature of Township Officer: _____	
Title: _____ Date: _____	

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Jessica Thoma Date: 4/8/26
(Signature must be CEO's signature; designee may not sign)

Print Name: Jessica Thoma

REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
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<p>Complete a separate application for:</p> <ul style="list-style-type: none"> all gambling conducted on two or more consecutive days; or all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>Mail application with:</p> <p>_____ a copy of your proof of nonprofit status; and _____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
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<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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This form will be made available in alternative format (i.e. large print, braille) upon request.

**Office of the Minnesota Secretary of State
Certificate of Good Standing**

I, Steve Simon, Secretary of State of Minnesota, do certify that: The business entity listed below was filed pursuant to the Minnesota Chapter listed below with the Office of the Secretary of State on the date listed below and that this business entity is registered to do business and is in good standing at the time this certificate is issued.

Name: Little Falls Hockey
Date Filed: 07/30/2021
File Number: 1246070000020
Minnesota Statutes, Chapter: 317A
Home Jurisdiction: Minnesota

This certificate has been issued on: 06/08/2026



Steve Simon
Secretary of State
State of Minnesota

ISSUED PERMITS APRIL 2026

Issued Date	Application Number	Application Type / Site Address	Parcel
04/03/2026	FFZ-2026-003	FENCE FOR ZONING 1005 11TH ST SW	490928002
04/03/2026	LD-2026-005	COMMERCIAL LAND DISTURBANCE 901 13TH ST SW	490920001
04/07/2026	BLDG-2026-0078	SEWER AND WATER REPLACEMENT 501 7TH ST SW	490435000
04/07/2026	SP-2026-001	SIGN 15820 18TH ST NE	482483000
04/08/2026	BLDG-2026-0067	REPLACE FURNACE/AIR CONDITIONING 204 7TH ST NW	490754000
04/08/2026	BLDG-2026-0069	MECHANICAL RESIDENTIAL 17894 RIVERWOOD DR	486744000
04/08/2026	BLDG-2026-0074	REPLACE FURNACE/AIR CONDITIONING 705 11TH ST SW	490895004
04/08/2026	LD-2026-006	RESIDENTIAL LAND DISTURBANCE 814 4TH ST SE	481162000
04/09/2026	BLDG-2026-0065	ACCESSORY STRUCTURE RESIDENTIAL 1709 CRESTVIEW DR	482252018
04/10/2026	BLDG-2026-0028	NEW MULTI-FAMILY DWELLING 901 13TH ST SW	490920001
04/10/2026	BLDG-2026-0073	PLUMBING COMMERCIAL 1112 1ST AVE NE	486097000
04/14/2026	BLDG-2026-0026	NEW COMMERCIAL BUILDING 14867 18TH ST NE	486073000
04/14/2026	BLDG-2026-0079	SIGN PERMIT 206 1ST ST NE	480083000
04/14/2026	BLDG-2026-0086	RE-SIDING RESIDENTIAL 16645 RIVERWOOD DR	486961000
04/14/2026	BLDG-2026-0087	RE-ROOF RESIDENTIAL 509 4TH ST SE	480485000
04/15/2026	BLDG-2026-0090	RE-ROOF RESIDENTIAL 1001 4TH AVE NE	482285000

ISSUED PERMITS APRIL 2026

Issued Date	Application Number	Application Type / Site Address	Parcel
04/15/2026	LD-2026-007	COMMERCIAL LAND DISTURBANCE NO SITUS ADDRESS	482479000
04/16/2026	BLDG-2026-0084	ALTER/REPAIR OR CHANGE OF USE COMMERCIAL BUILDING 505 BROADWAY AVE W	490249001
04/16/2026	BLDG-2026-0089	RE-ROOF COMMERCIAL 1201 1ST AVE NE	482248001
04/16/2026	BLDG-2026-0093	RE-ROOF RESIDENTIAL 106 6TH ST SE	480592008
04/16/2026	LD-2026-008	COMMERCIAL LAND DISTURBANCE 1301 5TH AVE SE	482205000
04/17/2026	BLDG-2026-0083	ALTERATION OR REPAIR TO SINGLE-FAMILY OR DUPLEX 412 1ST ST NE	480063000
04/17/2026	BLDG-2026-0094	RE-ROOF RESIDENTIAL 605 12TH ST SW	490905000
04/17/2026	BLDG-2026-0095	RE-ROOF RESIDENTIAL 621 9 1/2 ST SE	482444000
04/19/2026	BLDG-2026-0097	RE-ROOF RESIDENTIAL 409 13TH ST SW	490869001
04/20/2026	BLDG-2026-0099	SEWER AND WATER REPLACEMENT 711 5TH ST NE	481515000
04/20/2026	FFZ-2026-004	FENCE FOR ZONING 725 1ST ST SE	481220000
04/21/2026	BLDG-2026-0077	MECHANICAL COMMERCIAL 121 LINDBERGH DR S	490278000
04/21/2026	BLDG-2026-0092	NEW SINGLE-FAMILY DWELLING OR DUPLEX 14978 TAYLOR DR	482818000
04/21/2026	BLDG-2026-0098	RE-SIDING RESIDENTIAL 507 3RD ST NE	480317000
04/21/2026	BLDG-2026-0100	REPLACE FURNACE/AIR CONDITIONING 722 1ST ST SE	481314000
04/21/2026	BLDG-2026-0101	WATER HEATER REPLACEMENT 722 1ST ST SE	481314000
04/21/2026	LD-2026-009	RESIDENTIAL LAND DISTURBANCE 14978 TAYLOR DR	482818000

ISSUED PERMITS APRIL 2026

Issued Date	Application Number	Application Type / Site Address	Parcel
04/22/2026	BLDG-2026-0088	NEW COMMERCIAL BUILDING 1301 5TH AVE SE	482205000
04/22/2026	BLDG-2026-0091	PLUMBING COMMERCIAL 53 BROADWAY AVE E	480908000
04/22/2026	BLDG-2026-0102	RE-ROOF RESIDENTIAL 1216 8TH ST NE	481522000
04/23/2026	BLDG-2026-0076	ALTER/REPAIR OR CHANGE OF USE COMMERCIAL BUILDING 53 BROADWAY AVE E	480908000
04/24/2026	BLDG-2026-0107	RE-ROOF RESIDENTIAL 724 1ST ST SE	481323000
04/27/2026	BLDG-2026-0110	REPLACE FURNACE/AIR CONDITIONING 605 3RD ST NW	490023000
04/27/2026	BLDG-2026-0113	RE-ROOF RESIDENTIAL 102 2ND ST SE	480149000
04/27/2026	BLDG-2026-0114	RE-ROOF RESIDENTIAL 503 3RD ST SE	480451000
04/27/2026	FFZ-2026-006	FENCE FOR ZONING 700 4TH ST NW	490008001
04/28/2026	BLDG-2026-0080	NEW SINGLE-FAMILY DWELLING OR DUPLEX 814 4TH ST SE	481162000
04/28/2026	BLDG-2026-0118	RE-ROOF RESIDENTIAL 808 5TH ST SW	490577000
04/29/2026	BLDG-2025-0435	MECHANICAL COMMERCIAL 302 1ST ST SE	481011000
04/29/2026	BLDG-2026-0104	ALTERATION OR REPAIR TO MULTI-FAMILY DWELLING 1301 5TH AVE SE	482205000
04/29/2026	BLDG-2026-0116	SEWER AND WATER REPLACEMENT 614 3RD ST NW	490030000
04/29/2026	BLDG-2026-0117	SEWER AND WATER REPLACEMENT 1108 RIVERVIEW DR	482036000
04/29/2026	BLDG-2026-0119	SEWER AND WATER REPLACEMENT 302 11TH ST SW	490846000
04/29/2026	ROW-2026-030	RIGHT OF WAY 14867 18TH ST NE	
04/30/2026	BLDG-2026-0105	RE-SIDING RESIDENTIAL 506 7TH ST SE	480604000

ISSUED PERMITS APRIL 2026

Issued Date	Application Number	Application Type / Site Address	Parcel
04/30/2026	BLDG-2026-0106	ALTERATION OR REPAIR TO SINGLE-FAMILY OR DUPLEX 506 7TH ST SE	480604000
04/30/2026	BLDG-2026-0120	REPLACE FURNACE/AIR CONDITIONING 14827 EAGLE DR	482980000
04/30/2026	BLDG-2026-0122	RE-ROOF RESIDENTIAL 309 13TH ST SW	490859000
04/30/2026	ROW-2026-027	RIGHT OF WAY 1401 5TH AVE NE	486075000

ISSUED PERMITS MAY 2026

Issued Date	Application Number	Application Type / Site Address	Parcel
05/03/2026	BLDG-2026-0129	RE-ROOF RESIDENTIAL 508 8TH ST NE	480883002
05/03/2026	BLDG-2026-0130	RE-ROOF RESIDENTIAL 608 9 1/2 ST SE	486341000
05/03/2026	BLDG-2026-0131	RE-ROOF RESIDENTIAL 607 5TH AVE SE	482167002
05/04/2026	BLDG-2026-0081	ALTER/REPAIR OR CHANGE OF USE COMMERCIAL BUILDING 1001 5TH AVE SE	481973000
05/04/2026	BLDG-2026-0108	DECK OR PATIO 1603 RIVERVIEW DR	482406000
05/04/2026	BLDG-2026-0132	RE-SIDING RESIDENTIAL 406 1ST AVE SW	490251000
05/04/2026	BLDG-2026-0133	WINDOW/DOOR REPLACEMENT RESIDENTIAL 406 1ST AVE SW	490251000
05/05/2026	BLDG-2026-0136	RE-ROOF RESIDENTIAL 14958 PONDVIEW DR	482970000
05/06/2026	BLDG-2026-0111	MECHANICAL RESIDENTIAL 210 4TH ST SW	490313000
05/06/2026	BLDG-2026-0125	BUILDING MOVE OR RELOCATION 17007 MISSISSIPPI BLVD	482530000
05/06/2026	BLDG-2026-0126	RE-SIDING RESIDENTIAL 608 10TH ST SW	490905003
05/06/2026	BLDG-2026-0128	RE-ROOF RESIDENTIAL 1011 11TH ST SW	490928001
05/06/2026	ROW-2026-031	RIGHT OF WAY 700 4TH ST NW	490008001

ISSUED PERMITS MAY 2026

Issued Date	Application Number	Application Type / Site Address	Parcel
05/08/2026	BLDG-2026-0039	MECHANICAL COMMERCIAL 1100 4TH ST NW	491074000
05/08/2026	BLDG-2026-0103	MECHANICAL COMMERCIAL 116 8TH AVE SE	486391000
05/08/2026	BLDG-2026-0121	PLUMBING COMMERCIAL 901 13TH ST SW	490920001
05/08/2026	BLDG-2026-0140	RE-ROOF RESIDENTIAL 1010 11TH ST SW	490923000
05/08/2026	BLDG-2026-0141	WATER HEATER REPLACEMENT 615 3RD AVE SE	480619000
05/08/2026	FFZ-2026-008	FENCE FOR ZONING 14955 GARDEN CT	482949000
05/11/2026	BLDG-2026-0109	WINDOW/DOOR REPLACEMENT RESIDENTIAL 17423 RIVERWOOD DR	486766000
05/12/2026	BLDG-2026-0134	DECK OR PATIO 16816 RIVERWOOD DR	486829000
05/12/2026	BLDG-2026-0135	PLUMBING COMMERCIAL 1101 2ND AVE NE	481785000
05/12/2026	BLDG-2026-0137	MECHANICAL COMMERCIAL 14873 PRAIRIE DR	486777001
05/12/2026	BLDG-2026-0142	RE-SIDING COMMERCIAL 501 BROADWAY AVE E	480592007
05/12/2026	FFZ-2026-007	FENCE FOR ZONING 16816 RIVERWOOD DR	486829000
05/12/2026	ROW-2026-033	RIGHT OF WAY 14949 WESTON CIR	
05/12/2026	ROW-2026-034	RIGHT OF WAY 14902 PRAIRIE DR	
05/13/2026	BLDG-2026-0007	NEW COMMERCIAL BUILDING NO SITUS ADDRESS	482477000
05/13/2026	ROW-2026-026	RIGHT OF WAY NO SITUS ADDRESS	482477000
05/13/2026	ROW-2026-029	RIGHT OF WAY 604 5TH ST NW	490021000
05/14/2026	BLDG-2026-0151	RE-ROOF RESIDENTIAL 603 10TH ST SW	490694002
05/14/2026	BLDG-2026-0153	RE-ROOF RESIDENTIAL 507 2ND ST NE	480060000
05/14/2026	BLDG-2026-0154	RE-SIDING RESIDENTIAL 715 5TH ST NE	481517000

ISSUED PERMITS MAY 2026

Issued Date	Application Number	Application Type / Site Address	Parcel
05/14/2026	FFZ-2026-005	FENCE FOR ZONING 402 8TH AVE SE	481348000
05/14/2026	ROW-2026-032	RIGHT OF WAY 314 9th St NE	
05/14/2026	ROW-2026-035	RIGHT OF WAY 14909 WESTON CIR	487835000
05/18/2026	BLDG-2026-0115	NEW SINGLE-FAMILY DWELLING OR DUPLEX 604 5TH ST NW	490021000
05/18/2026	BLDG-2026-0143	ALTERATION OR REPAIR TO SINGLE-FAMILY OR DUPLEX 14808 TIMBER TRL	482985000
05/18/2026	BLDG-2026-0149	COMMERCIAL DEMOLITION 925 4TH ST SE	481349000
05/18/2026	BLDG-2026-0152	RE-SIDING RESIDENTIAL 507 2ND ST NE	480060000
05/18/2026	BLDG-2026-0156	RE-ROOF RESIDENTIAL 613 2ND ST SE	480209000
05/18/2026	LD-2026-010	RESIDENTIAL LAND DISTURBANCE 604 5TH ST NW	490021000
05/18/2026	SP-2026-003	SIGN 16350 11TH ST NE	482893000
05/19/2026	BLDG-2026-0157	RESIDENTIAL MULTIPLE REPLACEMENTS 18394 RIVERWOOD DR	482677000
05/20/2026	BLDG-2026-0148	PLUMBING COMMERCIAL 14867 18TH ST NE	486073000
05/20/2026	BLDG-2026-0167	RESIDENTIAL DEMOLITION 912 5TH ST NE	481436000
05/21/2026	BLDG-2026-0160	RE-ROOF COMMERCIAL 116 8TH AVE SE	486391000
05/21/2026	BLDG-2026-0164	RE-ROOF RESIDENTIAL 707 10TH ST SW	490709013
05/21/2026	BLDG-2026-0168	RE-ROOF RESIDENTIAL 1004 9TH ST NE	481583003
05/21/2026	BLDG-2026-0169	RE-ROOF RESIDENTIAL 1109 11TH ST SW	491065002
05/22/2026	BLDG-2026-0155	ALTERATION OR REPAIR TO SINGLE-FAMILY OR DUPLEX 14296 OAK LN	482738000

ISSUED PERMITS MAY 2026

Issued Date	Application Number	Application Type / Site Address	Parcel
05/22/2026	BLDG-2026-0158	ALTERATION OR REPAIR TO SINGLE-FAMILY OR DUPLEX 404 10TH ST SW	490879001
05/22/2026	BLDG-2026-0165	RE-SIDING RESIDENTIAL 707 10TH ST SW	490709013
05/22/2026	BLDG-2026-0166	WINDOW/DOOR REPLACEMENT RESIDENTIAL 707 10TH ST SW	490709013
05/22/2026	SP-2026-004	SIGN 1704 1ST AVE NE	486092000
05/22/2026	SP-2026-005	SIGN 1301 1ST AVE NE	482249000
05/26/2026	BLDG-2026-0123	ADDITION TO SINGLE-FAMILY DWELLING OR DUPLEX 17007 MISSISSIPPI BLVD	482530000
05/26/2026	BLDG-2026-0159	RE-ROOF COMMERCIAL 207 13TH ST NW	491107012
05/26/2026	BLDG-2026-0172	RE-SIDING RESIDENTIAL 14617 RYAN ST	482699000
05/26/2026	BLDG-2026-0175	RE-ROOF RESIDENTIAL 717 3RD ST NE	481388000
05/26/2026	FFZ-2026-010	FENCE FOR ZONING 14442 OAK RIDGE DR	482515000
05/27/2026	BLDG-2026-0177	WATER HEATER REPLACEMENT 406 12TH ST SW	490865000
05/27/2026	BLDG-2026-0178	REPLACE FURNACE/AIR CONDITIONING 406 12TH ST SW	490865000
05/27/2026	BLDG-2026-0179	RE-ROOF RESIDENTIAL 1002 9TH ST NE	481583004
05/28/2026	BLDG-2026-0173	WINDOW/DOOR REPLACEMENT RESIDENTIAL 16596 RIVERWOOD DR	486853000
05/28/2026	BLDG-2026-0176	RE-ROOF RESIDENTIAL 1003 LINDBERGH DR S	491277000
05/28/2026	BLDG-2026-0180	RE-ROOF RESIDENTIAL 917 LILAC LN	491107025
05/29/2026	BLDG-2026-0183	RE-ROOF RESIDENTIAL 14798 CLOVER GLEN LN	482999000

City of Little Falls

HERITAGE PRESERVATION COMMISSION

Meeting of June 1, 2026

1. CALL TO ORDER

Chairperson Block called the meeting to order at 12:00 p.m. The meeting was held in person at City Hall in the Council Chambers and Zoom. Members present: Gary Block, Camille Warzecha, Wayne Liljegren, Linda LeMieur, Pat Sharon, and Peter Eckstrom. Members absent: Don Opatz. Ex-officio members present: Joel Larson and Purva Watten.

City staff present: Christine Lundberg, Alison Voigt, and Sony Lubrecht. City staff absent: Greg Kimman

2. MINUTES

Motion was made by Wayne Liljegren, seconded by Camille Warzecha to approve the minutes of May 4, 2026, as presented. Ayes: all. Nays: none. Motion carried.

3. FUND BALANCE

Fund balance is \$76,595.06 as of May 4, 2026.

4. OLD BUSINESS

a. **Scholarship Update, NAPC FORUM Conference** – Alison Voigt updated the Heritage Preservation Commission on the scholarship for the 2026 NAPC FORUM Conference, July 22–26, 2026. Michael Koop, Certified Local Government Coordinator with the State Historic Preservation Office, approved Camille Warzecha and Joel Larson to attend.

Alison reminded Camille and Joel to keep records of their eligible expenses for reimbursement and noted that meals are not reimbursable. She also stated that she will provide them with a checklist at the July meeting outlining what documentation they need to keep and submit for reimbursement. No action was taken.

b. **Oral Histories Update (Grant Date Ended 07/31/2022)** – Christine Lundberg provided an update on the oral histories project and reported that the grant ended on July 31, 2022. She stated that she will bring a draft agreement to the next meeting between the City and the Morrison County Historical Society regarding the donation of oral history interviews and recordings. No action was taken.

5. NEW BUSINESS

a. **Foundation Repair, Great River Arts, 122 First Street Southeast** – Tom Arnold reported on the condition of the Great River Arts building, noting that approximately 25% of the outside wall foundation is deteriorated. The Heritage Preservation Commission recommended that City staff provide Michael Koop's contact information to Tom Arnold for potential grant opportunities. City staff will also send an engineer to assess the building to determine whether there is any immediate safety risk to public. Gary Block requested that Christine provide an update at the next meeting. No action was taken.

b. **Sign, In Stitches Needlework, 105 East Broadway** – Christine presented the sign request for "In Stitches Needlework" as submitted by Katrina Holman, for her building located at 105 East Broadway. A draft of the signage was provided. The HPC approved the sign as presented and noted that the sign's historic shape and embellishments, including the needle detail, qualify for \$50 in funding per Policy 73, the Historic Sign Promotion Program. The Commission directed staff to provide Ms. Holman with the paperwork to apply

for the funding assistance. Motion was made by Pat Sharon, seconded by Linda LeMieur to approve the sign request as presented, contingent upon Ms. Holman obtaining the required City building permit for the signage. Ayes: all. Nays: none. Motion carried.

c. **Loan Policy Update** – Finance Director Sony Lubrecht presented proposed updates to the HPC Loan/Grant Criteria (Local Funds) and HPC Loan/Grant Criteria (Federal Funds) Policies 31 and 32. Proposed changes included separating grant and loan funding requests, changing grants from being forgivable over 10 years to being fully forgiven upon project completion, and eliminating the tiered interest rate schedule.

Gary Block read an email from absent member Don Opatz expressing opposition to changing the current policies, stating that they were not broken and did not need to be fixed. Sony explained the reasoning behind the proposed changes, and the HPC discussed the options.

Following discussion, the HPC agreed to revise the interest rate structure to 0% for the first five years and 3% thereafter. The Commission did not support separating grants from loans but agreed that grant funding could be forgiven upon completion of the project.

Motion was made by Linda LeMieur, seconded by Wayne Liljegren, with the revisions agreed upon. Ayes: all. Nays: none. Motion carried.

d. **Facade Painting, Tavern on First, 118 First Street Southeast** – Will Threlkeld, owner of Tavern on First, 118 First Street Southeast, contacted Gary Block to request approval to repaint the building's shakes on the front of his building, which are fading. The shakes will be repainted red to match the existing color.

Motion was made by Linda LeMieur, seconded by Camille Warzecha. Ayes: all. Nays: none. Motion carried.

6. **OTHER BUSINESS, COMMISSION MEMBERS**

a. **Century Home Brochure Update** – Christine shared that a resident reached out to the City to apply for the Century Homes Program, even though the April 20 application deadline had passed. City staff provided the resident with an application; however, it has not yet been received. Christine stated that she would follow up with the resident and report back to Camille Warzecha.

Christine also reported that she will take a new photograph of the home located at 312 Lindbergh Drive North, which is currently featured in the brochure, as the existing image shows the rear entrance of the home rather than the front of the home. No action was taken.

7. **NEXT MEETING**

The next regular meeting is July 6, 2026, at 12:00 noon.

8. **ADJOURNMENT**

Chairperson Block adjourned the meeting at 1:07 p.m.

Respectfully submitted,
Christine Lundberg

Notice of Voluntary Resignation

I, RYAN VAVEREK, do hereby voluntarily resign from my employment with the City of Little Falls, effective JULY 10 2026, which will be my final day of employment with the City of Little Falls.

I acknowledge that this resignation and the effective date of the resignation can not be withdrawn nor changed unilaterally by me.


Signature

JUNE 9 2026
Date

CONSENT AGENDA ITEM

CITY COUNCIL MEETING: June 15, 2026

TITLE OF THE ITEM FOR CONSIDERATION: Post, Park Maintenance Worker I Position

BACKGROUND:

With the resignation of Ryan Vaverek, staff is requesting authorization to post internally and externally to fill the Park Maintenance Worker I position. This position is a Grade 4, Step 1 (\$25.89; contract rules will apply.). A copy of the position description is included.

ACTION REQUEST: The City Council authorize 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.

BUDGETED: N/A No Yes Fund: Public Works

STAFF PERSON REQUESTING: Annie Cribb and Greg Kimman



**POSITION DESCRIPTION
PARK MAINTENANCE WORKER I**

PURPOSE, SCOPE AND WORKING RELATIONSHIPS:

Under general supervision of the Street and Park Superintendent, performs a variety of tasks involving maintenance, repair, installation and construction of park and recreation grounds, facilities, and equipment.

Reports to: Street and Park Superintendent
Street Lead (as assigned)
Park Maintenance Worker II – Parks Lead (as assigned)

Supervision: None

FLSA Status: Non-exempt

DUTIES AND RESPONSIBILITIES:

- Maintains and repairs City parks and recreation areas along with other City owned facilities including mowing, snow plowing and removal, fencing, fertilizing, weed control, sprinkler systems, painting, etc.
- Maintains, repairs, and inspects park and playground equipment including tennis nets, lights, hockey rinks, skating areas, ball fields, docks, trails, etc.
- General interior maintenance includes mopping and sweeping floors; cleaning rugs, walls, and furniture; emptying garbage, picking up litter, maintaining and disinfecting restrooms.
- Performs daily routine vehicle maintenance; assures that work or assignment areas are clean and equipment, tools, supplies, etc., are properly stored before leaving areas.
- Maintain and repair golf course equipment.
- Support and participate in programs and initiatives related to employee health and wellness.
- Establishes and maintains effective working relationships with fellow employees, supervisors, contractors, and the public.
- Available for emergency call-in as needed.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of the principal practices in landscaping, gardening, general horticulture and pesticide and herbicide use and applications.
- Knowledge of principle operations and servicing of park and recreation equipment, sprinkler systems and light equipment, including adaptations and specialized uses.
- Knowledge of park, street, and utility maintenance practices.
- Knowledge of plumbing, carpentry, roofing, and welding methods.
- Knowledge of the care and use of hand and power tools.
- Knowledge of traffic laws, ordinances and regulations involved in equipment operations.
- Knowledge of the occupational hazards and safety precautions necessary in the use of equipment operations.

- Ability to perform a variety of maintenance, repair, and construction assignments, in public parks, playgrounds and other public property including streets and utility.
- Ability to work in a variety of weather conditions, and to be mobile in a variety of work environments, including climbing ladders and ramps, steps; entry of confined spaces; and possess sufficient physical strength and agility to perform regular lifting and moving of heavy materials and equipment; reach overhead and to bend down to operate valves, levers, and hand wheels; shovel materials; and operative high-pressure hoses.
- Ability to do manual work in a wide range of working conditions, especially outside during inclement weather, (i.e. flooding ice rinks, snow removal, mowing, etc.).
- Ability to communicate effectively and professionally with
- Ability to read, write, speak, and understand English effectively.
- Ability to communicate effectively, both orally and in writing.
- Ability to assess and prioritize multiple projects and work within deadlines to complete projects and assignments.
- Ability to establish and maintain effective working relationships with superiors, co-workers, contractors, and the public.
- Ability to work without close supervision.

MINIMUM REQUIREMENTS:

- High school diploma or equivalent.
- Must be eighteen (18) years of age or older.
- Knowledge, skills or experience in landscaping, general horticulture, pesticides, and herbicides.
- Ability to obtain a Class D Minnesota driver's license within six [6] months of being hired.
- Ability to work outside during inclement weather.
- Ability to obtain a pesticide applicators license within six [6] months of being hired.
- Knowledge of basic computer operation and various software applications including Microsoft Outlook and Word.

PREFERABLE QUALIFICATIONS:

- Knowledge of the types and uses of tools, supplies, equipment, procedures, and techniques used in the maintenance, repair and construction of parks and recreational equipment and facilities.
- Is a certified arborist municipal specialist or has an associate degree in urban forestry.
- Knowledge and ability to perform basic carpentry, plumbing, masonry, sprinkler system and electrical work.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

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 + Stop Sign 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 VAVEREK	14736 PRAIRIE DR. LF MN 56345
John Kumpulius	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.
Jeanne Raskin	14682 Prairie Dr. LF

CONSENT AGENDA ITEM

CITY COUNCIL MEETING: June 15, 2026

TITLE OF THE ITEM FOR CONSIDERATION: Recommendation of Interview Committee, Austin Udy, Assistant Golf Course Superintendent

BACKGROUND: Recently, the City Council authorized the advertising for an Assistant Golf Course Superintendent. The position was posted internally and externally. We received 2 applications for the position.

The Interview Committee consisted of the Paul Filippi – Golf Course Superintendent and Annie Cribb – HR Director. Following review and discussion, the Interview Committee is recommending Austin Udy be appointed Assistant Golf Course Superintendent.

ACTION REQUEST: The City Council accept the recommendation of the Interview Committee and appoint 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.

BUDGETED: N/A No Yes Fund:

STAFF PERSON REQUESTING: Alex Smith and Annie Cribb

AGENDA ITEM

CITY COUNCIL MEETING: June 15, 2026

TITLE OF THE ITEM FOR CONSIDERATION: Recommendation of Interview Committee, Ryan Fussy, Police Officer

BACKGROUND: Recently, the City Council authorized the advertising for a Police Officer. The position was posted internally and externally. We received 7 applications for the position.

The Interview Committee consisted of the HR Director – Annie Cribb, Assistant Chief – John Ruby, and Sergeant – Derrick Nagorski. Following review and discussion, the Interview Committee is recommending Ryan Fussy be appointed Police Officer.

ACTION REQUEST: The City Council accept the recommendation of the Interview Committee and appoint 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.

BUDGETED: N/A No Yes Fund: Police

STAFF PERSON REQUESTING: Kyle Johnson and Annie Cribb

BOB LEMIEUR ROLLOFFS, REFUSE AND RECYCLING INC

14827 Pine Ave

Little Falls MN 56345

320.632.5212

May 30, 2026

MAY 2026 Totals

MAY 6-7 12,600 WS/SE

MAY 13-14 12,560 NE/BP

MAY 20-21 13,740 WS/SE

MAY 27-28 12,980 NE/BP

Total pounds 51,880 = 25.9 tons

All recycling hauled to recycling center and paid for.

Thank you, Linda LeMieur



Wastewater Treatment Plant and Collections May 2026

OPERATIONS:

Flows:

Monthly influent flow averaged 1,090,000 gallons.

Maximum daily flow of 1,600,000 gallons.

Minimum daily flow of 890,000 gallons.

Total flow 32,650,000 gallons.

Influent Loadings	mg/L	lbs/day	Plant Capacity	lbs/day	% of capacity
CBOD	137.1	1403		2100	67
TSS	183.2	1874		2156	87
Effluent	mg/L	Limit mg/L	% Removal	% Removal Limit	
CBOD	2.9	25	97.8	85	
TSS	3.8	30	97.7	85	
T-Phos	Influent mg/L		Effluent mg/L		% Removal
	3.99		0.24		94.0
	kg/Month 12-month moving avg			Limit	% of limit
	841			2652	31.7

Chemical Phosphorus treatment with Aluminum Sulfate (Alum) ~20gal/day

Weather:

Precipitation – 2.28 inches of water

Average temperature 68.8 day 44.1 nights

Monthly Power Usage:

158,816 KWH's with a daily average of 5,123 KWH's

Comments:

Respectfully Submitted,

Matt Streit

Wastewater Superintendent

Collection System Monthly Update				Month & Year	
				May	2026
Sewer back-up calls				<input type="text" value="5"/>	
All private laterals					
Flushing		Blocks	Hours	City Wide Jetting	
				Blocks	
North East				North East	
South East				South East	
North West				North West	
South West				South West	
River View				River View	
Riverwood				Riverwood	
Totals				Totals	
Jetting				Tanker Drops	
				Blocks	
North East				North East	
South East				South East	
North West				North West	
South West				South West	
River View				River View	
Riverwood		5	2	Riverwood	
Totals		5	2	Totals	
Camera					
North East					
South East					
North West					
South West					
River View					
Riverwood					
Totals					
Storm Sewer & Catch Basins		Basins	Hours		
North East					
South East					
North West					
South West					
River View					
Riverwood					
Totals					
Storm Ceptors		Ceptors	Hours		
Cleaned & Vaced		<input type="text"/>	<input type="text"/>		
Chemicals Used					
Equipment Notes					
Jetter Truck damaged and repair is scheduled					
Used old jetter truck					

Little Falls, MN Water Treatment Facility

Start Date: Friday, May 1, 2026

End Date: Sunday, May 31, 2026

	5-1 Start (kGal)	5-31 Stop (kGal)	Total Usage (kGal)	Runtime (Hours)	Flow Rate (GPM)
Well 1	426950.00	434292.00	7342.00	327.60	375.12
Well 3	618663.00	618798.00	135.00	7.50	312.21
Well 4	1388855.00	1397816.00	8961.00	334.09	444.86
Well 5	356635.00	356654.00	19.00	0.60	450.00
Well 6	1247253.00	1250100.00	2847.00	239.20	197.76
Well 7	1328181.00	1328338.00	157.00	334.90	355.22
Well 8	454859.00	463470.00	8611.00	332.10	432.26
Well 9	1003075.00	1004231.00	1156.00	45.80	417.12
Flow Total			29228.00		

	Sludge Flow (kGal)
Total	438.00

	Usage
Alum 1	(mGal) 594.0
Alum 2	(mGal) 629.0
Alum Total	(mGal) 1223.0
Carbon Dioxide	(Lbs) 243.5
Chlorine	(Lbs) 340.9
Fluoride	(Gal) 54.8
Lime	(Lbs) 119903.5
Polymer	(Gal) 0.0

Dwayne Heinen
WTP Superintendent
City of Little Falls

AGENDA ITEM**CITY COUNCIL MEETING:** June 15, 2026**TITLE OF THE ITEM FOR CONSIDERATION:** Splash Pad Internet Installation, CTC, Public Works

BACKGROUND: In 2024, the City Council approved the plans for the construction of a splash pad and associated restroom facilities. The splash pad was completed in 2025, and construction of the restroom building and water main is currently underway in 2026.

The new restroom facility requires internet connectivity to support critical operational systems, including electric door strikes and security cameras. To meet this need, City staff solicited quotations from two internet service providers for installation and service. Funding for this project is available through the Park Improvement Fund.

Staff received the following quotations:

1. CTC, Brainerd, MN- \$8,700.00
 - a. Includes \$8,700.00 for installation of wireless equipment by CTC, plus a monthly fee of \$100.00.
 - b. Installation of underground high-speed fiber internet service.
 - c. Provides a reliable and long-term connection with no additional infrastructure requirements or costs to the City beyond the quoted installation fee.

2. FallsNet Wireless, Little Falls, MN - \$4,800.00
 - a. Includes \$50.00 for installation of wireless equipment by FallsNet, plus a monthly fee of \$75.00.
 - b. Requires the City to purchase and install an approximately 45–50-foot communications tower with concrete footings, estimated at \$4,725.00.
 - c. Also requires installation of a security fence around the tower and ongoing maintenance of the structure.

Staff recommend awarding the quotation from CTC for installation of fiber internet service to the splash pad restroom facility. While both proposals provide viable service options, the recommendation is based on the following key factors:

- **Elimination of City-owned infrastructure:** The FallsNet proposal requires construction of a 45–50 foot communications tower, including concrete footings and fencing. Selecting CTC avoids the City assuming ownership, maintenance responsibility, and long-term replacement costs for this structure.
- **Reduced operational and maintenance risk:** The fiber installation provided by CTC does not require ongoing structural maintenance, inspections, or weather-related repairs associated with a wireless tower installation.
- **Higher system reliability for critical functions:** The restroom facility will support electronic door access and security camera systems. Fiber connectivity provides a more stable and less interference-prone connection compared to a fixed wireless tower solution.

- **Lifecycle cost considerations:** Although the FallsNet option has a lower initial installation cost, long-term costs associated with infrastructure maintenance, repair, and eventual replacement may exceed the difference in upfront pricing.
- **Long-term simplicity for City operations:** The CTC solution functions as a turnkey service with minimal physical infrastructure, reducing administrative and maintenance burden for Public Works staff.

ACTION REQUEST: The City Council award the quotation from CTC, Brainerd, in the amount of \$8,700.00 for installation of underground high-speed fiber internet service to the splash pad restroom facility, plus the monthly fee of \$100.00, with funding to be paid from the Park Improvement Fund.

BUDGETED: N/A No Yes Fund: Park Improvement Fund

STAFF PERSON REQUESTING: Greg Kimman and Andrew Hegna

City of Little Falls

Date 6/9/2026

Quotation for:

City of little Falls
100 7th Ave NE
Little Falls, MN 5345

Quantity	Description	Unit Price	Amount
6	10' tower sections	\$ 200.00	\$ 1,200.00
1	Concrete	\$ 1,200.00	\$ 1,200.00
1	Forming/anchoring materials	\$ 350.00	\$ 350.00
1	Fence	\$ 2,000.00	\$ 2,000.00
1	FallsNet Installation	\$ 50.00	\$ 50.00
	FallsNet Monthly charge	\$ 75.00	\$ 75.00
			\$ 4,875.00
	Other		\$ -
	Total		\$ 4,875.00

Thank you!

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. Knafla, Council President

Publish: June 21 and 28, 2026

CONSENT AGENDA ITEM**CITY COUNCIL MEETING:** June 15, 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.

Minnesota law permits the publication of an approved summary in lieu of publishing the full ordinance when the City Council determines that publication of the summary will clearly inform the public of the ordinance's intent and effect. The proposed summary publication has also been prepared for Council consideration.

ACTION REQUEST: The City Council introduce Ordinance No. 62, Seventh Series, and introduce Ordinance No. 62A (accompanying Summary Publication).

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. Knafla, Council President

Alex Smith, City Administrator

Approved this 6th day of July, 2026.

Gregory J. Zylka, Mayor

Publish: July 12, 2026

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: June 15, 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.

ACTION REQUEST: The City Council introduce Ordinance No. 63, Seventh Series.

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

CITY COUNCIL MEETING:

TITLE OF THE ITEM FOR CONSIDERATION: Update of Policy 31 and 32, Heritage Preservation Commission (HPC) Loan-Grant Criteria, Local Funds and Federal Funds

BACKGROUND: In an effort to streamline the internal processing of loans and grants, updates have been made to the Heritage Preservation Commission Loan and Grant Criteria Policies 31 and 32. These updates were reviewed and approved by the HPC at its 6/1/2026 meeting. Included are the current policies along with the updated draft policies.

The updates include the following:

- Both Policies – The grant portion will now be forgiven at the time of project completion rather than prorated over a 10-year period.
- Both Policies – interest rates have been revised to 0% for years 1 – 5 and 3% for years 6 – 10, replacing the previous stepped increase beginning in year 6.
- Federal Funds Policy – The grant portion has been updated to 30% to align with the Local Funds Policy.

These revisions simplify administration, improve consistency between funding sources, and provide clearer guidance for program participants.

ACTION REQUEST: The City Council adopt Policy 31 and Policy 32 as updated.

BUDGETED: N/A No Yes Fund:

STAFF PERSON REQUESTING: Sony Lubrecht, Finance Director

CITY OF LITTLE FALLS
POLICY

SUBJECT: HERITAGE PRESERVATION COMMISSION'S LOAN/GRANT CRITERIA (LOCAL FUNDS)

DATE COUNCIL APPROVED: 03/01/99; 03/20/00; 03/21/11; 06/15/26

LOCATION IN MINUTES: MOTION

Introduction

The City of Little Falls, through its Heritage Preservation Commission (HPC), has established a National Historic District and various locally designated historic and conservation districts, as well as individual designated historic properties. The purpose of these designations is to preserve, protect, and perpetuate the historic, cultural, and aesthetic interests and values of the City. As part of this mission, a low-interest loan/grant fund is established to safeguard and enhance the sites and structures within these areas. To equitably administer these loan/grant funds, from limited financial resources, the City establishes the following policies for monies used from local funds:

Policy

1. Priorities: In deciding which loans/grants are to be made from Heritage Preservation Commission funds, the City will base its decision on the following priorities, which are listed in order of importance:

- a. Building Location
 1. In a National Historic District or commercial buildings on the National Register;
 2. In a locally designated historic district or landmark;
 3. In a locally designated conservation district;
 4. Located outside any historic district, landmark or conservation district.
- b. Visibility of the structure;
- c. Cost of project.

2. Terms: The terms of all low interest loans and grants from Heritage Preservation Commission funds are as follows:

a. Grant: 30% This ~~portion shall be pro-rated over a ten (10) period, provided ownership remains with the originator of the loan. After ten (10) years, this~~ portion shall be forgiven at time of completion of the project.

b. Loan: 60%

c. Equity or bank: 10%

d. Interest rates: Shall be based on the following schedule:

1. First 5 years	0%
2. Year 6 – 10	31% of balance
3. Year 7	2% of balance
4. Year 8	3% of balance
5. Year 9	4% of balance
6. Year 10	5% of balance

~~7. Year 11 or more Prime rate~~

e. Delinquency: If the borrower becomes 3 months delinquent on their loan payments, the interest rate on the loan will go to 5% and remain there. ~~If the borrower is delinquent for 12 months of payments; the remaining portion of the grant will become payable as a loan and will be added to the original loan whereby the co-mingled loan will be set at 5% interest. The remaining portion of the grant shall be defined as the amount owed at the start of the 12-month loan delinquency. The grant forgiveness provision set forth in this Policy under paragraph 2(a) shall not apply to any grants(s) that have been deemed delinquent.~~

f. Assignment of loans will only be permitted with approval of the City.

g. Façade easements will be granted to the City in consideration of above terms.

h. Loans over the threshold established by the Minnesota Legislature will be required to meet the State's Subsidy Law, as outlined in City Policy No. 27, "Business Subsidy".

i. Option: Depending on the availability of funding, the Heritage Preservation Commission may offer loans, with the 30% grant portion and 70% bank-owner equity, at the same terms as outlined in conditions a., e., f. and g. above.

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SUBJECT: HERITAGE PRESERVATION COMMISSION'S LOAN/GRANT CRITERIA (FEDERAL FUNDS)

DATE COUNCIL APPROVED: 05/13/02; 03/21/11; 06/15/26

LOCATION IN MINUTES: MOTION

Introduction

The City of Little Falls, through its Heritage Preservation Commission (HPC), has established a National Historic District and various locally designated historic and conservation districts, as well as individual designated historic properties. The purpose of these designations is to preserve, protect, and perpetuate the historic, cultural, and aesthetic interests and values of the City. As part of this mission, a low-interest loan/grant fund is established to safeguard and enhance the sites and structures within these areas. To equitably administer these loan/grant funds, from limited financial resources, the City establishes the following policies for monies from federal and/or state funds, due to Davis-Bacon Wage rates:

Policy

1. Priorities: In deciding which loans/grants are to be made from HPC funds, the City will base its decision on the following priorities, which are listed in order of importance:

a. Building Location

1. In a National Historic District or commercial buildings on the National Register;
2. In a locally designated historic district or landmark;
3. In a locally designated conservation district;
4. Located outside any historic district, landmark or conservation district.

b. Visibility of the structure;

c. Cost of project.

2. Terms: The terms of all low interest loans and grants from HPC funds are as follows:

a. Grant: ~~370%~~ This portion shall be pro-rated over a ten (10) year period, provided ownership remains with the originator of the loan. After ten (10) years, this portion shall be forgiven.

b. Loan: ~~730%~~

c. Interest rates: Shall be based on the following schedule:

1. First 5 years 0%
2. Year 6 ~~– 10~~ ~~31%~~ of balance
- ~~3. Year 7 2% of balance~~
- ~~4. Year 8 3% of balance~~
- ~~5. Year 9 4% of balance~~
- ~~6. Year 10 5% of balance~~
- ~~7. Year 11 or more Prime rate~~

d. Delinquency: If the borrower becomes 3 months delinquent on their loan payments, the interest rate on the loan will go to 5% and remain there. ~~If the borrower is~~

~~delinquent for 12 months of payments, the remaining portion of the grant will become payable as a loan and will be added to the original loan, whereby the co-mingled loan will be set at 5% interest. The remaining portion of the grant shall be defined as the amount owed at the start of the 12-month delinquency. The grant forgiveness provision set forth in this Policy under paragraph 2(a) shall not apply to any grants that have been deemed delinquent.~~

e. Assignment of loans will only be permitted with the approval of the City.

f. Façade easements will be granted to the City in consideration of the above terms.

g. Loans over the threshold established by the Minnesota Legislature will be required to meet the State's Subsidy Law, as outlined in City Policy No. 27, "Business Subsidy".

h. Option: Depending on the availability of funding, the Heritage Preservation Commission may offer loans, with the 30% grant portion and 70% bank-owner equity, at the same terms as outlined in conditions a., e., and f. as above.

CONSENT AGENDA ITEM

CITY COUNCIL MEETING: June 15, 2026

TITLE OF THE ITEM FOR CONSIDERATION: Resolution 2026-31, Resolution Denying a Variance Application to Allow a Freestanding Sign that Exceeds the Maximum Height, Kwik Trip, Inc.

BACKGROUND: The Planning Commission conducted a public hearing on the variance request submitted by Kwik Trip and reviewed the application in accordance with Minnesota Statutes and the City of Little Falls Zoning Ordinance.

Following review of the application materials, staff reports, and public testimony received at the public hearing, the Planning Commission voted to recommend denial of the requested variance and forwarded its recommendation to the City Council for final consideration.

The attached resolution includes the Planning Commission's findings of fact supporting the denial of the variance request. The City Council is the final decision-making authority on variance requests and may act to accept the recommendation of the Planning Commission by adopting the resolution denying the request.

ACTION REQUEST: The City Council accept the recommendation of the Planning Commission and adopt Resolution 2026-31 denying the variance request submitted by Kwik Trip.

BUDGETED: N/A No Yes Fund:

STAFF PERSON REQUESTING: Greg Kimman and Paul Satterlund

City of Little Falls

RESOLUTION 2026-31**RESOLUTION DENYING 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 Attachment 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. Reasonableness: Will the variance allow the property owner to use the property in a reasonable manner? The Planning Commission found that the property may be reasonably used for its intended commercial purpose without the requested variance.
2. Uniqueness: Is the variance necessary because of circumstances unique to the property (not caused by the landowner)? The Planning Commission found that the property does not present unique physical circumstances that prevent compliance with the sign height requirements, and that similar conditions exist along Highway 10.
3. Essential Character: Will the variance alter the essential character of the locality? The Planning Commission found that approval of an 80-foot freestanding sign would be inconsistent with existing signage in the area and would alter the essential character of the Highway 10 corridor.

WHEREAS, the Planning Commission is recommending denial of said variance, after holding a public hearing on the issue on June 8, 2026, with motion to recommend denial resulting in a 2-2 tie vote.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Little Falls hereby denies the variance requested by Kwik Trip, Inc. for property legally described in Attachment 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 15th day of June, 2026.

ATTEST:

Gerald M. Knafka, Council President

Alex Smith, City Administrator

Approved this 15th day of June, 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.

**CITY OF LITTLE FALLS
PLANNING COMMISSION STAFF REPORT**

Variance Request – Freestanding Sign Height

Applicant: Kwik Trip, Inc.
Property Address: 14867 18th Street NE
Parcel Number: 486073000
Zoning District: B-2 Commercial District
Meeting Date: June 8, 2026

Request

Kwik Trip, Inc. has submitted an application for a variance to allow the installation of an 80-foot-tall freestanding sign on property located at 14867 18th Street NE. The property is zoned B-2 Commercial District. The Little Falls Zoning Ordinance permits freestanding signs within the B-2 District to have a maximum height of 30 feet. The applicant is requesting approval of a sign height of 80 feet, which exceeds the maximum permitted height by 50 feet.

Property Information

Current Use: Commercial Development (Kwik Trip)
 Adjacent Roadway: Highway 10

Background

The subject property is located adjacent to Highway 10 and is being developed as a Kwik Trip convenience store and fueling station. The applicant proposes to install a freestanding sign to identify the business and provide visibility to motorists traveling along Highway 10.

According to the applicant, the proposed 80-foot sign height is necessary to extend above the existing tree canopy adjacent to the highway. The applicant states that additional sign height is needed to allow motorists traveling at highway speeds to identify the business with sufficient advance notice to safely exit Highway 10 and access the site.

Applicable Ordinance

The Little Falls Zoning Ordinance establishes a maximum height of 30 feet for freestanding signs within the B-2 Highway Commercial District. The applicant is requesting approval of an 80-foot-tall freestanding sign, requiring a variance of 50 feet from the ordinance standard.

Noncentral Business District B-2	300 sq. ft. when attached flat against a building wall or when located within 100' of the right-of-way of U.S. Highway 10 or State Highway 371. Otherwise, 150 sq. ft.	30'	50 sq. ft. or 3 sq. ft. per front foot of lot which abuts a public right-of-way, whichever is greater, but not to exceed 1,200 sq. ft. ¹
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Variance Standards

1. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.
2. The plight of the landowner is due to circumstances unique to the property not created by the landowner.
3. The variance, if granted, will not alter the essential character of the locality.

Staff Analysis

Reasonable Use

The proposed use of the property as a convenience store and fueling station is a permitted use within the B-2 Highway Commercial District. A freestanding identification sign is a customary accessory use for this type of development. The applicant is requesting additional sign height to improve visibility from Highway 10 and to provide motorists sufficient advance notice to safely exit the highway and access the site.

Unique Circumstances

The subject property is located immediately adjacent to Highway 10 and serves motorists traveling at highway speeds. Existing mature tree cover between portions of the roadway and the proposed development limits visibility of the site from the traveling public. The applicant has indicated that the proposed 80-foot height is necessary to allow the sign to extend above the tree canopy and improve visibility for approaching motorists.

Essential Character of the Locality

The proposed sign would exceed the ordinance maximum height by 50 feet and would become a prominent visual feature along the Highway 10 corridor. The surrounding area is characterized by highway-oriented commercial development that serves regional traffic.

Findings of Fact

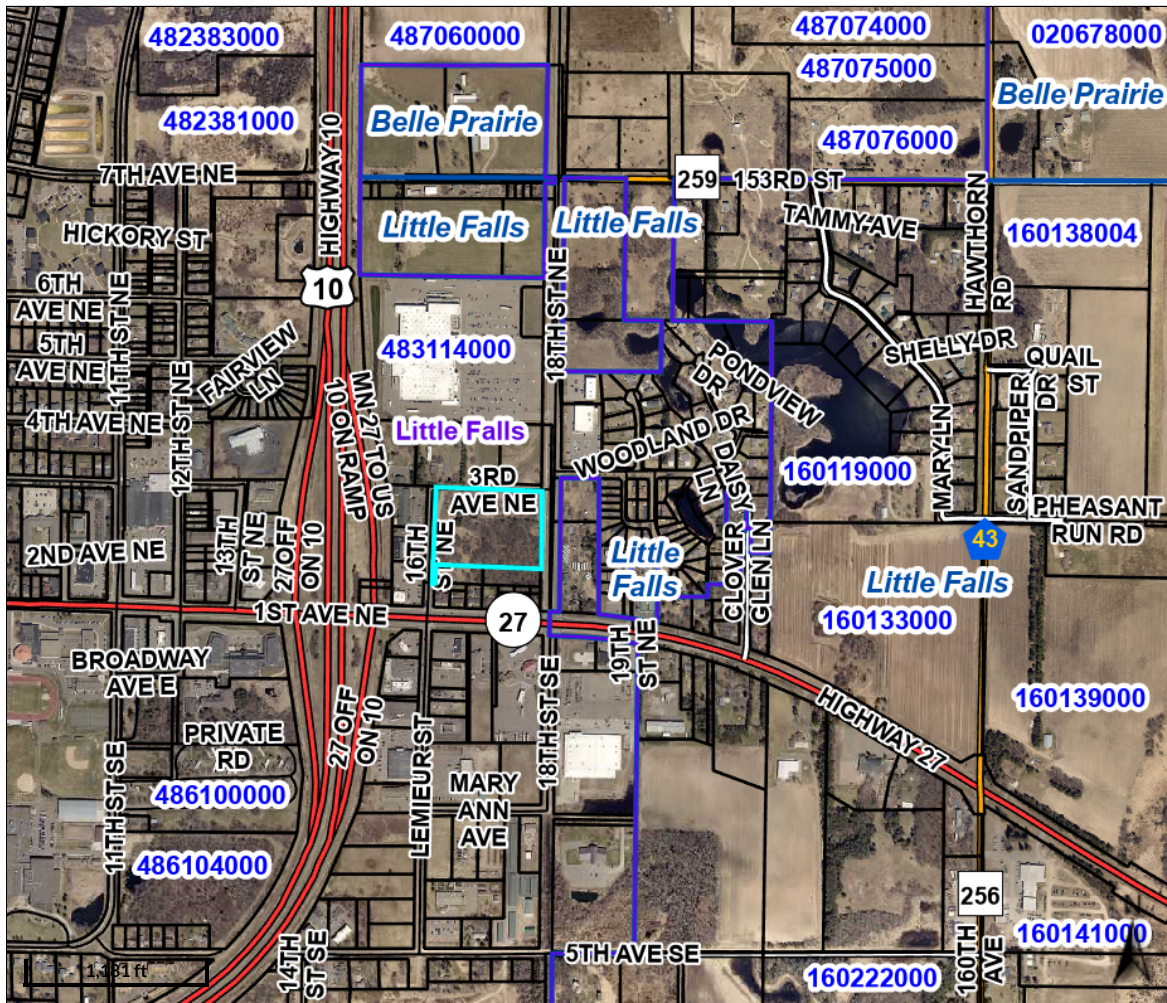
4. The subject property is located at 14867 18th Street NE and is legally described as Parcel No. 486073000.
5. The property is zoned B-2 Highway Commercial District.
6. The applicant is requesting approval of an 80-foot-tall freestanding sign.
7. The property is located adjacent to Highway 10 and is intended to serve highway traffic.
8. Existing mature tree cover limits visibility of the site from portions of Highway 10.
9. The applicant has stated that the additional height is necessary to provide adequate visibility and advance notice for motorists to safely exit Highway 10 and access the site.

Public Notification & Comments

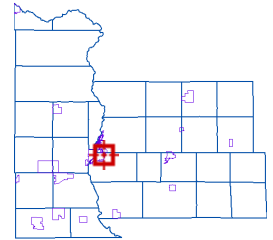
The city provided notice to property owners within 350 feet of the subject property and published the notice in the local newspaper on May 20th, 2026. As of the date of this report, no public comments have been received. Public Notification

Attachments

Location Map
Site Plan
Public Hearing Notice
Application



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

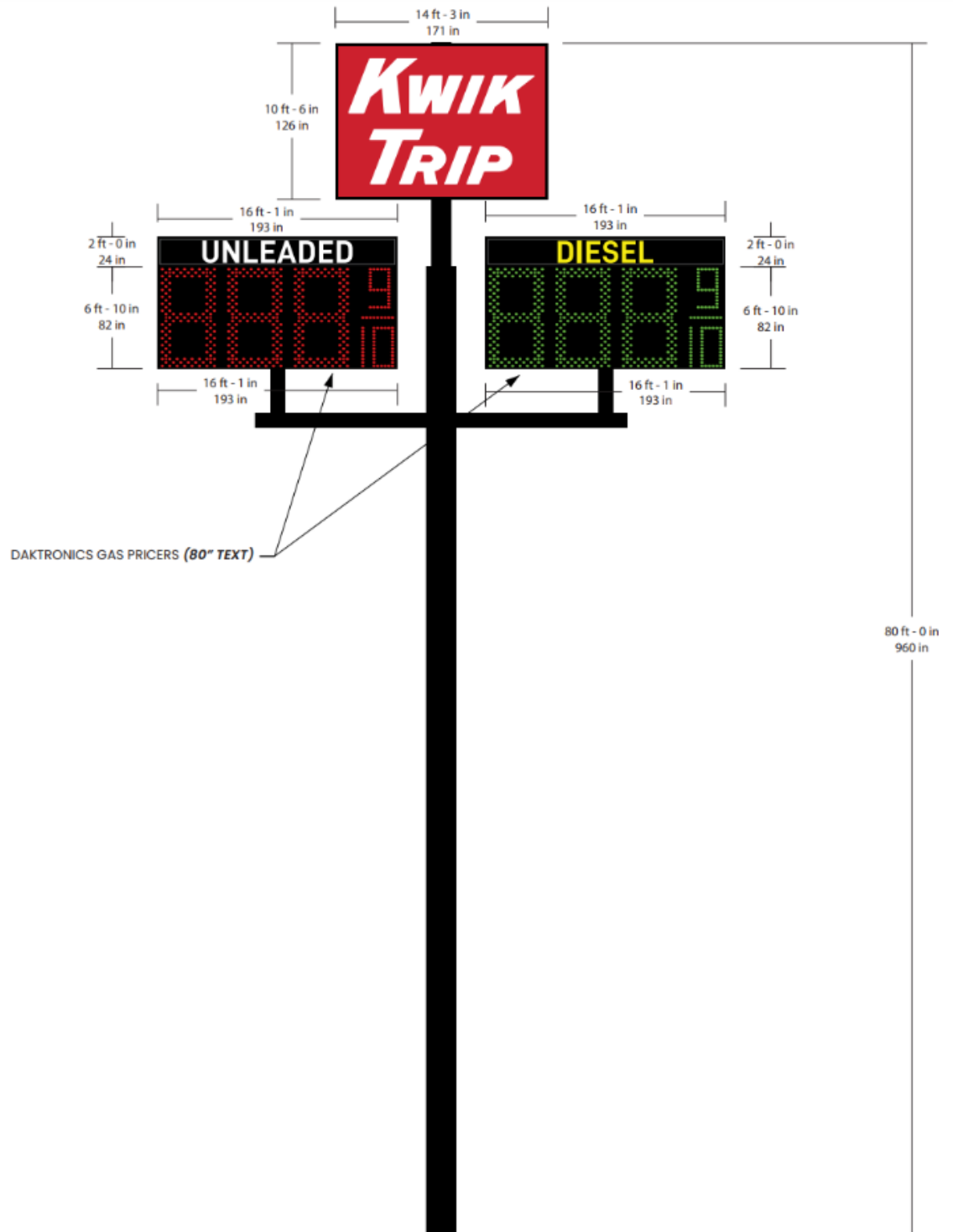
(Note: Not to be used on legal documents)

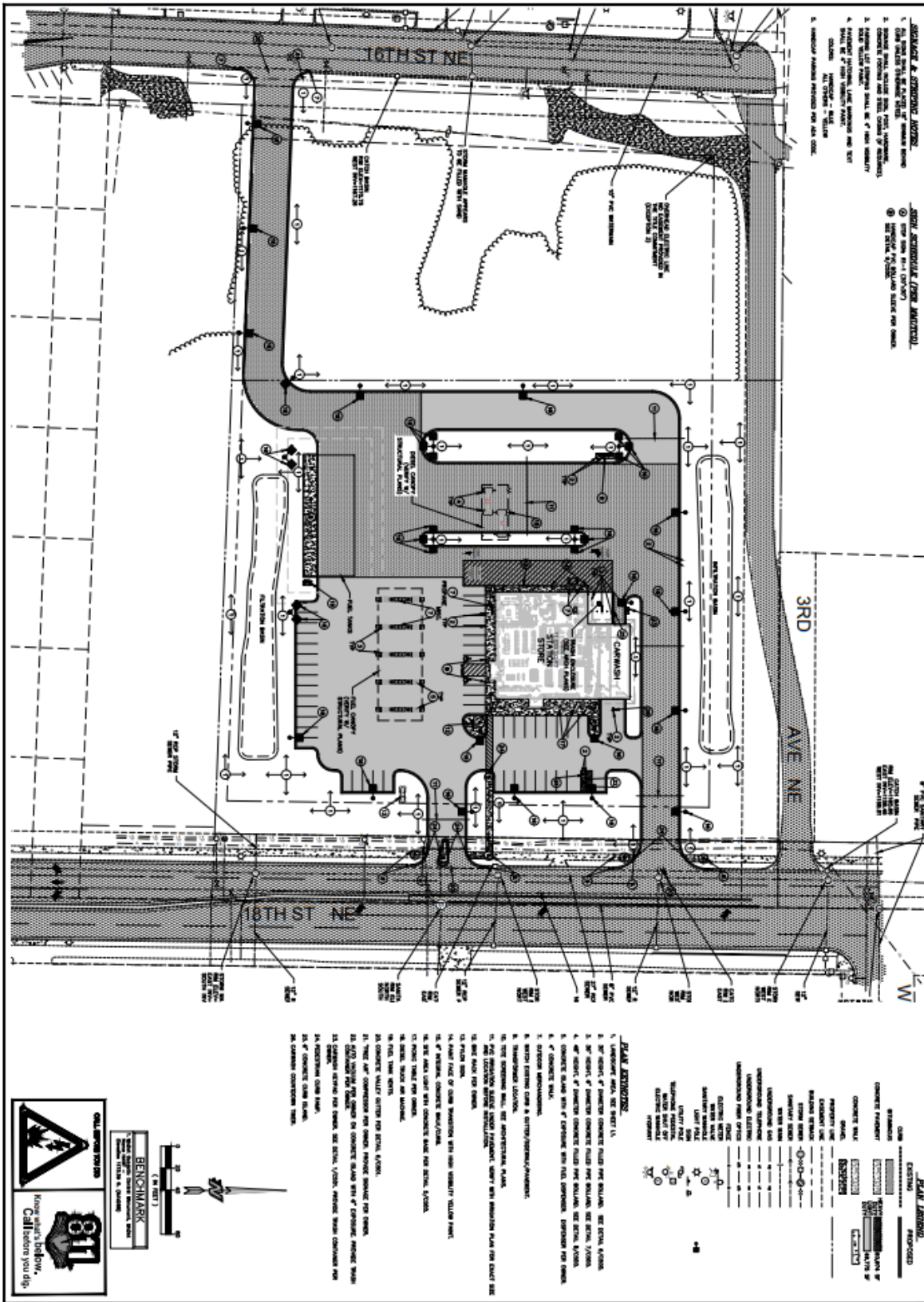
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 811
 Know what's below. Call before you dig.

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

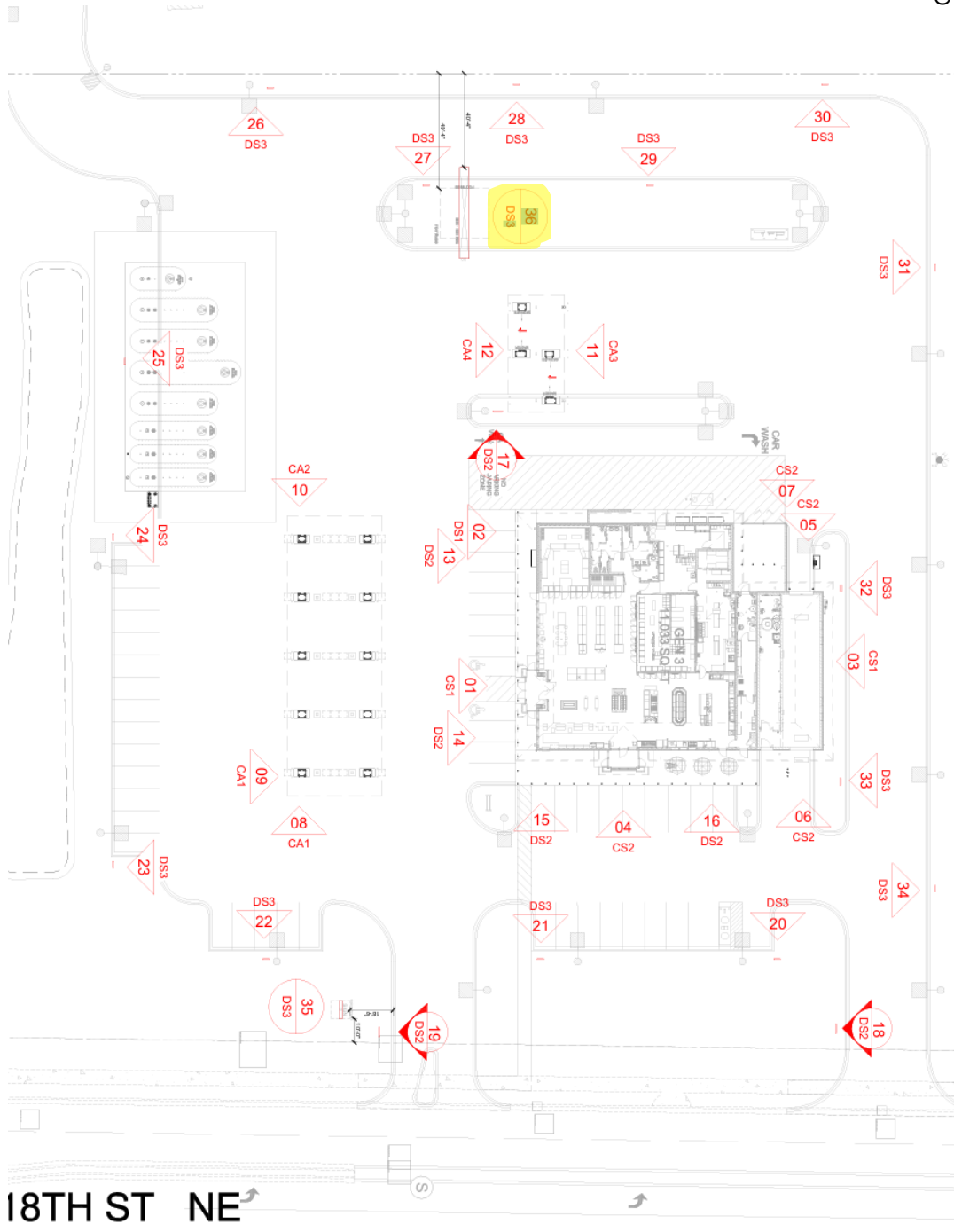
CAULSON
 Mechanical & Electrical Engineering
 1800 1st Avenue NE
 Little Falls, MN 56231
 Phone: (763) 781-1111
 Fax: (763) 781-1111

Kwik Trip, Inc.
 P.O. BOX 2017
 LITTLE FALLS, MN 56231
 Phone: (763) 781-0000
 Fax: (763) 781-0000

Kwik Star

Kwik Trip

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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

CONSENT AGENDA ITEM

CITY COUNCIL MEETING: June 15, 2026

TITLE OF THE ITEM FOR CONSIDERATION: Resolution 2026-32, Resolution Approval of Variance Application, Front and Side Yard Setbacks, 735 Ninth Street Northeast

BACKGROUND: The Planning Commission conducted a public hearing on the variance request for the property located at 735 9th Street NE and reviewed the application in accordance with Minnesota Statutes and the City of Little Falls Zoning Ordinance.

Following review of the application materials, staff reports, and public testimony received at the hearing, the Planning Commission voted to recommend approval of the requested variance and forwarded its recommendation to the City Council for final action.

The attached resolution includes the Planning Commission's findings of fact and any associated conditions of approval. The City Council is the final authority on variance requests and may act to accept the recommendation by adopting the resolution as presented.

ACTION REQUEST: The City Council accept the recommendation of the Planning Commission and adopt Resolution 2026-32 approving the variance request for the property located at 735 9th Street NE.

BUDGETED: N/A No Yes Fund:

STAFF PERSON REQUESTING: Greg Kimman and Paul Satterlund

City of Little Falls

RESOLUTION 2026-32RESOLUTION APPROVING A VARIANCE APPLICATION FOR FRONT AND SIDE YARD
SETBACKS, ELVIN DWIGHT SIEGEL, 735 NINTH STREET NORTHEAST

WHEREAS, the City of Little Falls received a variance application for the property located at 735 Ninth Street Northeast, Parcel No. 48.1640.000, legally described as Lot 2, Block 24, LaFond's Addition to Little Falls, Morrison County, Minnesota, which is zoned R-3 Residential; and

WHEREAS, Katie Siegel is the applicant for the variance and Elvin Dwight Siegel is the owner of the subject property; and

WHEREAS, the applicant is requesting a variance to allow construction of a 6-foot by 10-foot (approximately 60 square foot) addition that encroaches into required setback requirements, specifically a reduction of the front yard setback from 30 feet to 20 feet and a reduction of the side yard setback from 5 feet to 4 feet; 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 the granting of variances when the criteria in Minnesota Statutes §462.357 have been met; and

WHEREAS, Minnesota Statutes §462.357, Subdivision 6, provides that variances may be granted when they are in harmony with the general purposes and intent of the zoning ordinance and consistent with the Comprehensive Plan, and when practical difficulties exist in complying with the ordinance; and

WHEREAS, "practical difficulties" exist when (1) the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; (2) the plight of the landowner is due to circumstances unique to the property not created by the landowner; and (3) the variance, if granted, will not alter the essential character of the locality; and

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

1. Reasonableness: Will the variance allow the property owner to use the property in a reasonable manner? The Planning Commission found that requested variances allow a reasonable residential improvement to an existing single-family dwelling.
2. Uniqueness: Is the variance necessary because of circumstances unique to the property (not caused by the landowner)? The Planning Commission found that the encroachment into the required setbacks is due to the existing placement of

the home on the lot and limited area available for expansion while maintaining compliance with setback requirements.

3. Essential Character: Will the variance alter the essential character of the locality? The Planning Commission found that the requested variances will not alter the essential character of the surrounding residential neighborhood due to the small scale and residential nature of the improvement; and

WHEREAS, the Planning Commission is recommending approval of the requested variance.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Little Falls, Minnesota, hereby approves the variance application for the property located at 735 Ninth Street Northeast, Parcel No. 48.1640.000, to reduce the required front yard setback from 30 feet to 20 feet and the required side yard setback from 5 feet to 4 feet, based on the findings of fact set forth herein.

Passed this 15th day of June, 2026.

ATTEST:

Gerald M. Knafla, Council President

Alex Smith, City Administrator

Approved this 15th day of June, 2026.

Gregory J. Zylka, Mayor

**CITY OF LITTLE FALLS
PLANNING COMMISSION STAFF REPORT**

Variance Request – Front and Side Yard Setbacks

Property Address: 735 9th Street NE

Parcel Number: 481640000

Zoning District: R-3 Residential

Proposed Improvement: 6 x 10 Foot Addition

Request

The applicant has submitted an application for variances to allow construction of a 6-foot by 10-foot addition. The R-3 Residential District requires a minimum front yard setback of 30 feet and a minimum side yard setback of 5 feet. The applicant is requesting a front yard setback of 20 feet and a side yard setback of 4 feet.

Background

The subject property is located at 735 9th Street NE and is zoned R-3 Residential. The proposed addition would encroach into the required front and side yard setbacks.

Staff Analysis

The proposed addition represents a reasonable residential use of the property and is modest in scale at approximately 60 square feet. The request appears related to the location of the existing residence and limited area available for expansion while maintaining compliance with setback requirements. The addition is not expected to alter the essential character of the surrounding residential neighborhood.

Findings of Fact

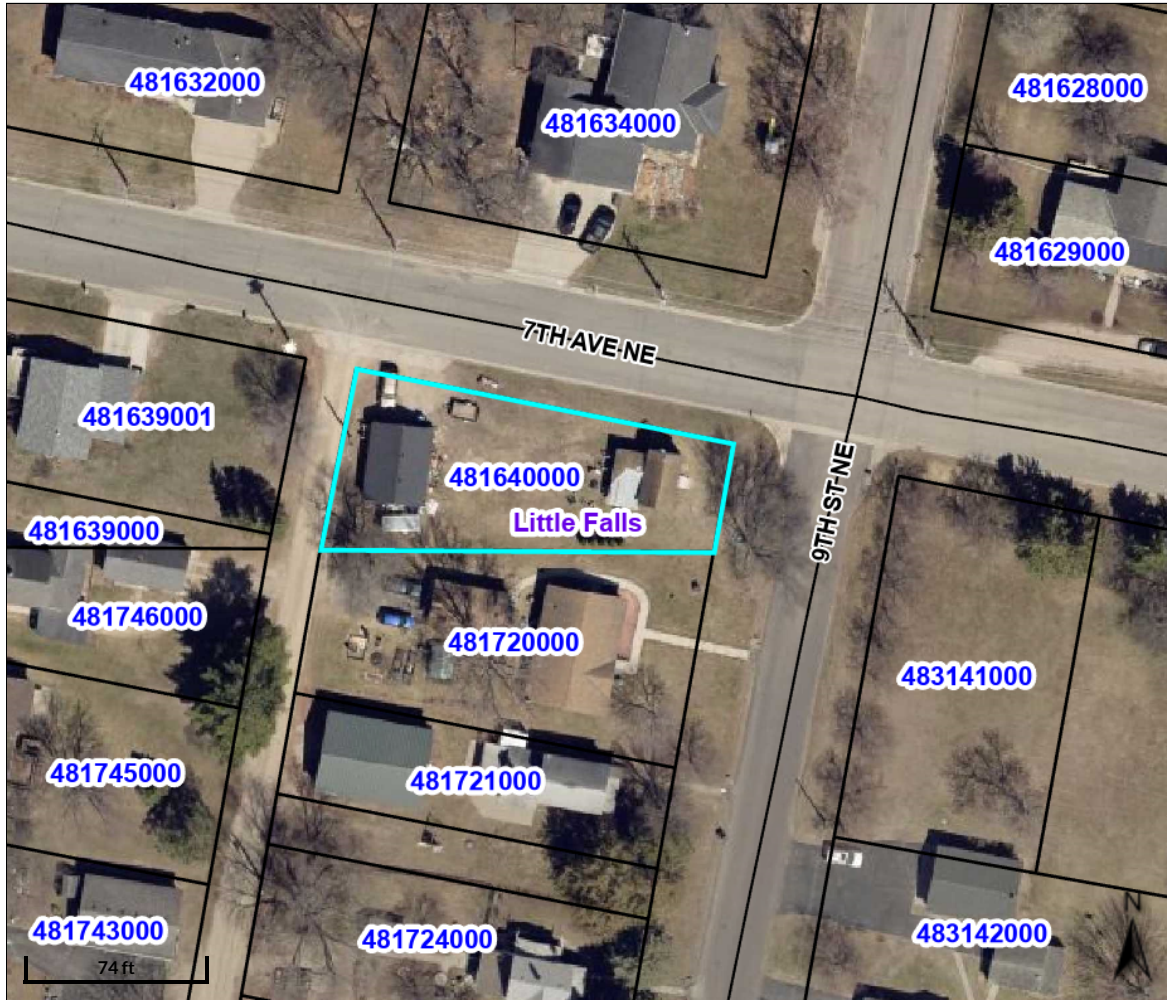
1. The property is located at 735 9th Street NE, Parcel No. 481640000.
2. The property is zoned R-3 Residential.
3. The applicant proposes a 6-foot by 10-foot addition.
4. The required front yard setback is 30 feet and the proposed setback is 20 feet.
5. The required side yard setback is 5 feet and the proposed setback is 4 feet.
6. The addition is compatible with the residential character of the neighborhood.

Public Notification & Comments

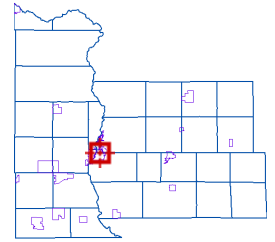
The city provided notice to property owners within 350 feet of the subject property and published the notice in the local newspaper on May 20th, 2026. As of the date of this report, no public comments have been received. Public Notification

Attachments

- Location Map
- Site Plan
- Public Hearing Notice
- Application



Overview



Legend

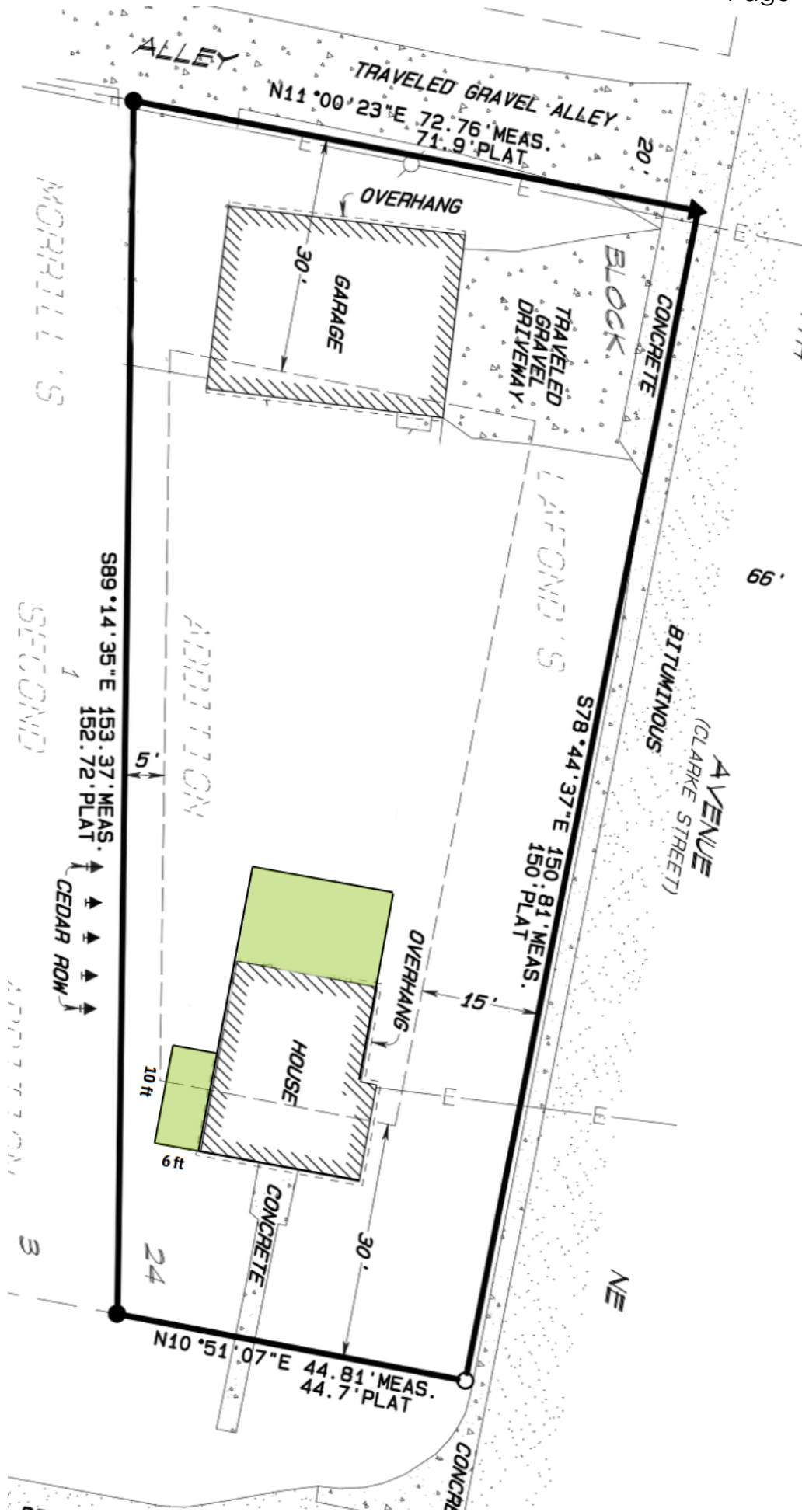
- Corporate Limits
 - Political Townships
 - Parcels
- Road Centerlines**
- US/State Hwy
 - CSAH; County Road
 - Township
 - Roads

Parcel ID	481640000	Alternate ID	n/a	Owner Address	ELVIN DWIGHT SIEGEL
Sec/Twp/Rng	n/a	Class	1A-Residential Homestead		11823 190TH ST
Property Address	735 9TH ST NE	Acreage	n/a		LITTLE FALLS MN 56345
	LITTLE FALLS MN				
District	LITTLE FALLS EAST-#482-HRA				
Brief Tax Description	Lot 002 Block 024 of LAFOND'S ADDITION				
	<i>(Note: Not to be used on legal documents)</i>				

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CONSENT AGENDA ITEM**CITY COUNCIL MEETING:** June 15, 2026**TITLE OF THE ITEM FOR CONSIDERATION:** Resolution 2026-33, Approving Tourism, Convention, and Visitor Services Agreement

BACKGROUND: The City of Little Falls collects a local lodging tax pursuant to Minnesota Statutes § 469.190 and Chapter 6 of the City Code to fund tourism promotion and visitor services. The Little Falls Area Chamber of Commerce and Tourism has historically served as the City's Convention and Visitors Bureau. The proposed agreement formalizes that relationship and establishes the terms under which the Chamber will continue to provide tourism promotion services through December 31, 2031.

Key Provisions

The proposed agreement provides that:

- The Chamber will continue serving as the City's Convention and Visitors Bureau and perform tourism promotion activities on behalf of the City.
- The City will remit 95% of lodging tax proceeds to the Chamber and retain 5% for administrative costs.
- The Chamber will submit an annual tourism budget for City Council review and approval and provide quarterly financial statements to the City.
- The City will conduct an annual financial review of the Chamber at City expense.

Fiscal Impact

The agreement is expected to result in ongoing administrative costs for the City, particularly related to the required annual financial review, which may exceed the lodging tax revenue retained by the City. Historically, these expenses were offset by both lodging and restaurant sales tax revenues; however, the restaurant sales tax is no longer available, reducing overall funding for both the City and the Chamber. Although this creates a potential net cost, the Chamber's tourism promotion efforts are intended to support local visitation and broader economic benefits, and review costs may increase over the term of the agreement.

ACTION REQUEST: The City Council adopt Resolution 2026-33 approving the Tourism, Convention, and Visitor Services Agreement between the City of Little Falls and the Little Falls Area Chamber of Commerce and Tourism.

BUDGETED: N/A No Yes Fund:

STAFF PERSON REQUESTING: Alex Smith

City of Little Falls

RESOLUTION 2026-33

RESOLUTION APPROVING TOURISM, CONVENTION, AND VISITOR SERVICES AGREEMENT BETWEEN THE CITY OF LITTLE FALLS AND THE LITTLE FALLS AREA CHAMBER OF COMMERCE AND TOURISM

WHEREAS, the City of Little Falls is authorized under Minn. Stat. § 469.190 and City Code Chapter 6 to impose a lodging tax for the purpose of funding tourism promotion and a convention and visitors bureau; and

WHEREAS, the City Council desires to continue tourism promotion and visitor services within the City; and

WHEREAS, the Little Falls Area Chamber of Commerce and Tourism is qualified to provide such services consistent with the City's statutory authority;

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

1. The City Council hereby approves the Tourism, Convention, and Visitor Services Agreement ("Agreement") between the City and the Little Falls Area Chamber of Commerce and Tourism.
2. The Council President and the City Administrator are authorized and directed to execute the Agreement on behalf of the City.
3. Funding for the Agreement shall be provided solely from lodging tax revenues collected pursuant to Minn. Stat. § 469.190 and City Code Chapter 6.

Passed this 15th day of June, 2026.

ATTEST:

Gerald M. Knafla, Council President

Alex Smith, City Administrator

Approved this 15th day of June, 2026.

Gregory J. Zylka, Mayor

TOURISM, CONVENTION, AND

VISITOR SERVICES AGREEMENT

This Tourism, Convention, and Visitor Services Agreement (the “Agreement”), is made and entered into this 15th day of June, 2026, by and between the CITY OF LITTLE FALLS, MINNESOTA, a Minnesota municipal corporation, located at 100 7th Ave NE, P.O. Box 244, Little Falls, MN 56345, (the “CITY”), and the LITTLE FALLS AREA CHAMBER OF COMMERCE AND TOURISM, a nonprofit corporation organized under the laws of the State of Minnesota, 200 1st Street NW, Little Falls, MN 56345 (the “CONSULTANT”), (collectively the “PARTIES”).

Background. Pursuant to Minn. Stat. § 469.190 and Chapter 6, Section 6.36 of Little Falls City Code, the CITY has imposed a tax of three percent (3%) local lodging tax on gross receipts from the furnishing of lodging within the CITY for the purpose of funding a Convention and Visitors Bureau for the purpose of marketing and promoting the CITY as a tourist and convention center; and

Agreement. In consideration of the mutual covenants and promises contained herein, the PARTIES agree as follows:

SECTION I – CONSULTANT SERVICES AND RESPONSIBILITIES

- A. **Scope of Services.** The CONSULTANT agrees to perform the services and functions as detailed in Exhibit A, Scope of Services, attached hereto and incorporated herein by reference.
- B. **Standard of Care.** Services provided by the CONSULTANT, its agents, subcontractors and/or subconsultants under this Agreement shall be performed in a manner consistent with the degree of care and skill ordinarily exercised by members of the CONSULTANT’s profession or industry.
- C. **Convention and Visitors Bureau.** The CONSULTANT shall serve as and operate the Convention and Visitors Bureau for the CITY for the purpose of marketing and promoting the CITY as a tourist and convention center, consistent with the use of local lodging tax proceeds authorized under Minn. Stat. § 469.190, Subd. 3.
- D. **Policies and Procedures.** Tourism policies and procedures of the Convention and Visitors Bureau shall be subject to annual review by the City Council of the CITY. In the event of any conflict or inconsistency between this Agreement and policies or procedures, the terms of this Agreement shall govern.
- E. **Insurance.**
 - 1. The CONSULTANT shall maintain, at its own expense, statutory workers’ compensation insurance coverage.
 - 2. The CONSULTANT shall maintain, at its own expense, commercial general liability insurance covering the CONSULTANT and all vendors, operators, licensees, and participants involved in Project activities, with minimum limits of \$1,000,000 per occurrence and \$2,000,000 aggregate, together with umbrella liability coverage of at least \$1,000,000. Such insurance policies shall cover all losses related to the events, including set-up and take-down.

3. The CONSULTANT shall provide the CITY with true, accurate and current certificates of insurance, showing evidence of the required insurance coverage, are hereby provided to the CITY by the CONSULTANT and are attached hereto as Exhibit B. The Certificate of Liability insurance must specify that all licensees, vendors and participants in the event are covered by the required insurance policies and shall name the CITY as an additional insured. The CONSULTANT shall deliver a list of all licensees, vendors, operators and other participants in the Project and certificate(s) of insurance evidencing the required insurance coverage to the City Administrator at least 30 days prior to beginning the Project. No vendor or operator shall be allowed to set up operations until such certificate of insurance has been delivered to the City Administrator.

Acceptance of a certificate of insurance that does not comply with the requirements of this lease agreement will not operate as a waiver of the CONSULTANT's or any other party's obligations hereunder. The CONSULTANT shall specifically ensure that its liability insurance covers claims related to the activities that are part of the Project.

SECTION II – THE CITY'S RESPONSIBILITIES

- A. The CITY shall compensate the CONSULTANT for services and functions performed to the satisfaction of the CITY, in accordance with Section III of this Agreement.
- B. The CITY's City Administrator shall serve as the liaison person to act as the CITY's representative with respect to services to be rendered under this Agreement. Said representative shall have the authority to transmit instructions, receive instructions, receive information, interpret and define the CITY's policies with respect to the Project and the CONSULTANT's services.

The City Administrator shall be the primary contact person between the CITY and the CONSULTANT with respect to the services from the CONSULTANT under this Agreement. The CITY reserves the right to substitute the authorized contact person at any time and shall notify the CONSULTANT thereof.

SECTION III – FUNDING

- A. **Funding.** The CITY will collect a monthly lodging tax from hotels, motels, and other lodging establishments within the CITY. Funding for the Convention and Visitors Bureau and the Scope of Services under this Agreement shall be derived from the proceeds of the lodging tax imposed by the CITY.
- B. **Compensation for Services.** The CITY shall compensate the CONSULTANT for services performed under this Agreement by remitting to the CONSULTANT on or about the 15th day of each month ninety-five (95%) of lodging tax proceeds actually received by the CITY during the preceding month, less any refunds or delinquencies. The remaining five percent (5%) of the lodging tax proceeds shall be retained by the CITY for administrative costs in accordance with Minnesota Statutes. These amounts shall be the exclusive compensation to the CONSULTANT for all services performed under this Agreement for the CITY.
- C. **Budget.** The CONSULTANT shall submit an annual Tourism budget to the City Council by November 1st of the preceding year, detailing how anticipated lodging tax proceeds for the subsequent year are intended to be used in meeting the Scope of Services to be performed by the

CONSULTANT under this Agreement. The submitted budget shall be subject to review, modification and approval by the City Council, and no proceeds of the lodging tax for the subsequent calendar year shall be distributed to the CONSULTANT until the budget for that year has been approved by the City Council.

- D. **Verification of Expenditures.** The CITY shall conduct an annual financial review of the CONSULTANT at the CITY's expense. The CONSULTANT shall provide to the CITY's Finance Director quarterly with a copy of the Convention and Visitors Bureau's monthly financial statements from the prior quarter. The financial statements shall show monthly, year-to-date, and budget figures as verified and approved by the Board of Advisors.

SECTION IV – TERM AND TERMINATION

- A. **Term.** This Agreement shall commence on the Effective Date and shall continue in full force and effect until December 31, 2031, unless earlier terminated as provided herein.
- B. **Termination for Convenience.** Notwithstanding the foregoing, this Agreement may be terminated by either party for any reason or for convenience by either party upon thirty (30) days written notice. In the event of termination, the CITY shall be obligated to the CONSULTANT for payment of amounts due and owing including payment for services performed or furnished to the date and time of termination, computed in accordance with Section III of this Agreement.
- C. **Default.** Failure by the CONSULTANT to perform any of the provisions of this Agreement or so fails to administer the services detailed in Exhibit A, attached hereto, in such a manner as to endanger the performance of the Agreement, this shall constitute default. Unless the CONSULTANT's default is excused by the CITY, the CITY may, upon written notice, immediately cancel this Agreement or exercise any other rights or remedies available to the CITY under this Agreement or law.

SECTION V – INDEMNIFICATION

- A. The CONSULTANT shall indemnify, defend, protect, save, hold harmless and insure the CITY, and its respective officers, directors, employees and members and agents, from and against any and all claims and demands for, or litigation with respect to, all damages which may arise out of or be caused by the CONSULTANT or its agents, employees, contractors, subcontractors, or sub-consultants with respect to the CONSULTANT's performance of its obligations under this Agreement. The CONSULTANT shall defend the CITY against the foregoing, or litigation in connection with the foregoing, at the CONSULTANT's expense, with counsel reasonably acceptable to the CITY. The CITY, at its expense, shall have the right to participate in the defense of any Claims or litigation and shall have the right to approve any settlement, which approval shall not be unreasonably withheld. The indemnification provision of this Section shall not apply to damage or other losses proximately caused by or resulting from the gross negligence or willful misconduct of the CITY. All indemnification obligations shall survive termination, expiration or cancellation of this Agreement.
- B. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against the CITY or the CONSULTANT. The CONSULTANT's services under this Agreement are being performed solely for the CITY's benefit, and no other entity shall have any claim against the CONSULTANT because of this Agreement or the

performance or nonperformance of services provided hereunder.

SECTION VI – GENERAL TERMS

- A. **Voluntary and Knowing Action.** The PARTIES, by executing this Agreement, state that they have carefully read this Agreement and understand fully the contents thereof; that in executing this Agreement they voluntarily accept all terms described in this Agreement without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound thereby.
- B. **Authorized Signatories.** The PARTIES each represent and warrant to the other that (1) the persons signing this Agreement are authorized signatories for the entities represented, and (2) no further approvals, actions or ratifications are needed for the full enforceability of this Agreement against it; each party indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.
- C. **Notices.** The PARTIES' representatives for notification for all purposes are:

THE CITY:

Alex Smith
City Administrator
100 7th Ave NE
Little Falls, MN 56345
Phone: 320-616-5500

CONSULTANT:

Purva Watten
Executive Director
Little Falls Area Chamber of Commerce and Tourism
200 1st Street NW
Little Falls, MN 56345
Phone: 320-632-5155

- D. **Independent Contractor Status.** The CONSULTANT, including its employees and agents, at all times and for all purposes hereunder, shall be an independent contractor and is not an employee of the CITY for any purpose. No statement contained in this Agreement shall be construed so as to find the CONSULTANT to be an employee of the CITY, and the CONSULTANT shall not be entitled to any of the rights, privileges, or benefits of employees of the CITY, including but not limited to, workers' compensation, health/death benefits, and indemnification for third-party personal injury/property damage claims.

The CITY acknowledges that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due from the CONSULTANT, and that it is the CONSULTANT's sole obligation to comply with the applicable provisions of all Federal and State tax laws.

The CONSULTANT shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services identified herein.

The CONSULTANT is responsible for hiring sufficient workers to perform the services/duties

required by this Agreement, withholding their taxes and paying all other employment tax obligations on their behalf.

- E. **Acceptance of Deliverables.** Each deliverable shall be subject to a verification of acceptability by the CITY to ensure such deliverable satisfies stated requirements. The acceptability of any deliverable will be based on the CITY's satisfaction or non-satisfaction with the deliverable based on requirements of this Agreement. If any deliverable is not acceptable, the CITY will notify the CONSULTANT specifying reasons in reasonable detail, and the CONSULTANT will, at no additional cost, conform the deliverable to stated requirements of this Agreement.
- F. **Subcontracting.** The CONSULTANT shall not enter into any subcontract for performance of any services contemplated under this Agreement without the prior written approval of the CITY. The CONSULTANT shall be responsible for the performance of all subcontractors and/or sub-consultants.
- G. **Assignment.** This Agreement may not be assigned by either Party without the written consent of the other Party.
- H. **Modifications/Amendment.** Any alterations, variations, modifications, amendments or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing and signed by the authorized representative of the CITY and the CONSULTANT.
- I. **Records—Availability and Retention.** Pursuant to Minn. Stat. § 16C.05, subd. 5, the CONSULTANT agrees that the CITY, the CITY's Finance Director, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the Tourism related accounting practices and procedures of the CONSULTANT and involve Tourism related transactions relating to this Agreement. The CONSULTANT agrees to maintain these records for a period of six (6) years from the date of termination or expiration of this Agreement, whichever occurs first.
- J. **Force Majeure.** The PARTIES shall each be excused from performance under this Agreement while and to the extent that either of them are unable to perform, for any cause beyond its reasonable control. Such causes shall include, but not be restricted to fire, storm, flood, earthquake, explosion, war, total or partial failure of transportation or delivery facilities, raw materials or supplies, interruption of utilities or power, any act of government or military authority, and public health emergencies or pandemics. In the event either Party is rendered unable wholly or in part by force majeure to carry out its obligations under this Agreement then the Party affected by force majeure shall give written notice with explanation to the other Party immediately.
- K. **Compliance with Laws.** The CONSULTANT shall abide by all Federal, State and local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Agreement or to the facilities, programs and staff for which the CONSULTANT is responsible.
- L. **Non-Discrimination.** The provisions of any applicable law or ordinance relating to civil rights and discrimination shall be considered part of this Agreement as if fully set forth herein.

- M. **Work Product.** All written Tourism materials such as marketing materials, reports, exhibits, models, graphics, computer files, maps, charts, and supporting documentation produced under work authorized by this Agreement (“Materials”) shall become the property of the CITY upon completion of the work. The CITY may use the information for the Project for which they were prepared. Such use by the CITY shall not relieve any liability on the part of the CONSULTANT. Notwithstanding any of the foregoing to the contrary; (a) the CONSULTANT may reuse standard details of its Materials in the normal course of its business; and (b) the CITY understands that the Materials have been prepared for a specific project and are not intended to be reused for other purposes. If the CITY reuses the Materials for any other purpose, the CITY waives any claims against the CONSULTANT arising from such reuse and agrees to defend and indemnify the CONSULTANT from any claims arising from such reuse.
- N. **Governing Law.** This Agreement shall be deemed to have been made and accepted in Morrison County, Minnesota, and the laws of the State of Minnesota shall govern any interpretations or constructions of the Agreement without regard to its choice of law or conflict of laws principles.
- O. **Data Practices.** The PARTIES acknowledge that this Agreement is subject to the requirements of Minnesota’s Government Data Practices Act, Minnesota Statutes, Section 13.01 *et seq.*
- P. **No Waiver.** Any Party’s failure in any one or more instances to insist upon strict performance of any of the terms and conditions of this Agreement or to exercise any right herein conferred shall not be construed as a waiver or relinquishment of that right or of that Party’s right to assert or rely upon the terms and conditions of this Agreement. Any express waiver of a term of this Agreement shall not be binding and effective unless made in writing and properly executed by the waiving Party.
- Q. **Severability.** The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this Agreement to the extent of its invalidity or unenforceability, and this Agreement shall be construed and enforced as if the Agreement did not contain that particular provision to the extent of its invalidity or unenforceability.
- R. **Entire Agreement.** These terms and conditions constitute the entire Agreement between the PARTIES regarding the subject matter hereof. All discussions and negotiations are deemed merged in this Agreement.
- S. **Headings and Captions.** Headings and captions contained in this Agreement are for convenience only and are not intended to alter any of the provisions of this Agreement and shall not be used for the interpretation of the validity of the Agreement or any provision hereof.
- T. **Survivability.** All covenants, indemnities, guarantees, releases, representations and warranties by any Party or PARTIES, and any undischarged obligations of the CITY and the CONSULTANT arising prior to the expiration of this Agreement (whether by completion or earlier termination), shall survive such expiration.
- U. **Execution.** This Agreement may be executed simultaneously in two or more counterparts that, when taken together, shall be deemed an original and constitute one and the same document. The signature of any Party to the counterpart shall be deemed a signature to the Agreement, and may be appended to, any other counterpart. Facsimile and email transmissions of executed signature

pages shall be deemed as originals and sufficient to bind the executing Party.

SECTION VII –SIGNATURES

IN WITNESS WHEREOF, the PARTIES have hereunto executed this document the day and year first above written.

LITTLE FALLS AREA CHAMBER OF COMMERCE AND TOURISM

By: _____ Date: _____
Purva Watten, Executive Director

By: _____ Date: _____
Ben Nelson, President of the Board

CITY OF LITTLE FALLS

By: _____ Date: _____
Gerald Knafla, Council President

By: _____ Date: _____
Alex Smith, Its City Administrator

EXHIBIT A

SCOPE OF SERVICES

Subject to the terms of this Agreement, the CONSULTANT agrees to perform tourism and convention promotion services for the City of Little Falls as authorized by Minnesota Statutes § 469.190, as amended, and applicable provisions of City Code Chapter 6, as amended, including but not limited to the following activities:

- A. Provide informational services in responding to inquiries about the City via mail, email, social media, telephone and personal contact.
- B. Provide group tour planning, coordination, and registration assistance to organizations, businesses, and meeting planners.
- C. Create and distribute brochures, maps, guides, and other promotional materials for distribution to potential visitors.
- D. Prepare and distribute marketing and advertising materials, including visual and digital advertising, to attract visitors, groups, and meeting planners.
- E. Promote the City as a top leisure destination for Minnesota by regional and state-wide advertising of the City's hospitality industry, attractions, and events.
- F. Maintain awareness of City events and activities and coordinate with local organizations to support tourism promotion efforts.

EXHIBIT B

CERTIFICATES OF REQUIRED INSURANCE COVERAGES

[Certificates of Insurance attached hereto]

DRAFT