

AGENDA

Regular City Council Meeting

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

June 1, 2026, 7:30 p.m.

1. **CALL TO ORDER/DETERMINATION OF QUORUM/PLEDGE OF ALLEGIANCE** *Information Found On:*
Council President
 All individuals are asked to either silence or turn off all cell phones, pagers, and other electronic devices that may disrupt the meeting.
2. **APPROVAL OF AGENDA** *City Council*
 Approve the agenda as posted in accordance with the Open Meeting Law and herein place all agenda items on the table for discussion. *Pages 1-2*
3. **APPROVAL OF MINUTES** *City Council*
 Special work session meeting of May 18, 2026; and the regular meeting of May 18, 2026 – approve *Pages 3-8*
4. **APPROVAL OF BILLS** *City Council*
 - a. Electronic checks 4257 through 4282 and checks 114438 through 114491 totaling \$582,441.37– approve *Pages 9-24*
5. **AWARDS, DONATIONS, PRESENTATIONS, AND PROCLAMATIONS** *Council President/Others*
6. **CONSENT AGENDA** *City Council*
 - a. Appoint Seasonal Golf Course Attendant, Golf – accept/appoint *Page 25*
 - b. Application to Conduct Excluded Bingo, American Legion Auxiliary Unit 46, Morrison County Fairgrounds, June 25-27, 2026 – approve *Pages 26-27*
 - c. Fire Report, April 2026 – receive *Pages 28-31*
 - d. Lower-Potency Hemp Edible Retailer License, AASITAAAYAN INC, dba LITTLE FALLS MARKET – approve *Page 32*
 - e. Out of State Travel, Police Chief, IACP Annual Conference – authorize *Pages 33-34*
 - f. Post, Public Works Collections Worker Position – authorize *Pages 35-38*
 - g. Promotion Recommendation, Michael Stoner, Equipment Operator II – accept/appoint *Pages 39-41*
 - h. Sale of Fireworks License, Temporary Structure, Walmart and TNT Fireworks – approve *Page 42*
7. **PUBLIC HEARINGS AND LETTINGS**
 - a. Public Hearing *Page 43*
 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 – adopt *Jason Murray/Finance Director* *Pages 44-68*
 2. Resolution 2026-29, Approve Business Subsidy to Barrett Land LLC – adopt *Jason Murray/Finance Director* *Pages 69-72*
8. **OLD BUSINESS**
 - a. Policy 13, Bylaws: Authorities, Boards, Bureaus, Commissions, and Committees – approve *City Administrator* *Pages 73-77*

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](#).

9. **NEW BUSINESS**
 - a. Administrative Forfeiture Acceptance, 2016 Dodge Ram 1500 Pickup, Police – approve *Finance Director and Police Chief* Pages 78-82
 - b. Policy 47 Lodging Tax and Restaurant Sales Tax - Compliance Checks, Update – adopt *City Administrator and Finance Director* Pages 83-85
 - c. Resolution 2026-30, Supporting a Minnesota Forward Fund Application for the Expansion of Barrett Pet Food – adopt *City Administrator* Pages 86-87
10. **ANNOUNCEMENTS** *City Council/Others*
11. **ADJOURNMENT** *Council President*

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City of Little Falls

SPECIAL WORK SESSION CITY COUNCIL MEETING ~ MAY 18, 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, May 18, 2026, at 6:30 p.m., in the Council Chambers at City Hall. Councilmembers Lundberg, Meyer, Hanson, Gosiak, Council President Knafla, and Mayor Zylka were present. Councilmembers Liljegren and Glaze were absent. It was determined there was a quorum.

2. PUBLIC FORUM

None.

Councilmembers Liljegren and Glaze arrived at the meeting at 6:33 p.m.

3. BILLS DISCUSSION

None.

4. CONSENT AGENDA ITEMS DISCUSSION

None.

5. COUNCIL INFORMATIONAL ONLY ITEMS

a. **Policy 13, Bylaws: Authorities, Boards, Bureaus, Commissions, and Committees** – City Administrator Smith reviewed proposed updates to Policy 13, Bylaws: Authorities, Boards, Bureaus, Commission, and Committees. Following discussion, it was the consensus of the City Council to remove this item from the Regular Agenda in order to update the language and bring it back to the June 1st, 2026, meeting under Old Business.

b. **State Flag Discussion** – City Administrator Smith reviewed the ongoing discussion among the City Council and members of the public regarding whether to fly the former Minnesota State Flag, continue flying the current Minnesota State Flag, or not fly a state flag, as there is no legal requirement to do so. Following discussion, the consensus of the City Council was to fly the former Minnesota State Flag, with one Councilmember expressing support for not flying a state flag at all.

c. **Annual CGMC Conference** – City Administrator Smith reviewed that the Annual CGMC Conference will be held July 22-24, 2026, in New Ulm, MN. Mayor Zylka will attend.

d. **Council Packet Discussion** – City Administrator Smith reviewed a proposed change to the preparation and distribution of Council packets for the Special Work Sessions and Regular Council Meetings. Staff recommended preparing and distributing two separate packets and email links—one for the Special Work Session and one for the Regular Meeting—to improve efficiency, reduce duplicate administrative work, and simplify website posting requirements. Following discussion, the City Council unanimously agreed to the creation and distribution of two separate Council packets and corresponding email links.

e. Other

None.

6. CONSTITUENT MESSAGES

a. Councilmember Meyer informed the Council that he received positive feedback from multiple constituents regarding the golf cart discussion and decision regarding the Off-Road Vehicle Permit Application.

7. **ADJOURNMENT**

Council President Knafla adjourned the meeting at 6:44 p.m.

Respectfully submitted,

Christine Lundberg

City of Little Falls

REGULAR CITY COUNCIL MEETING ~ MAY 18, 2026; AND
CLOSED CITY COUNCIL MEETING ~ MAY 18, 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, May 18, 2026, at 7:30 p.m. in the Council Chambers at City Hall. Councilmembers Lundberg, Liljegren, Meyer, Glaze, Hanson, Gosiak, Council President Knafla, and Mayor Zylka were present. It was determined there was a quorum.

2. APPROVAL OF AGENDA

Council President Knafla amended the agenda by removing item 9.c. Motion was made by Councilmember Lundberg, seconded by Councilmember Meyer to approve the agenda as amended. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

3. APPROVAL OF MINUTES

Motion was made by Councilmember Hanson, seconded by Councilmember Glaze to approve the City Council minutes of the special work session meeting of May 4, 2026; and the regular meeting of May 4, 2026, as presented. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

4. APPROVAL OF BILLS

Motion was made by Councilmember Glaze, seconded by Councilmember Gosiak to approve the bills totaling \$810,224 for Electronic Funds Transfers (EChecks) 4228 through 4256 and checks 114362 through 114437. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

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

1. Mayor Zylka proclaimed May 2026 as Poppy Month in the City of Little Falls.

6. CONSENT AGENDA

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

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

b. Approved a Temporary On-Sale Liquor License application as requested by the Friends of Pine Grove Zoo for the Roar-n-Pour event to be held on August 7, 2026, at Pine Grove Zoo, 1200 West Broadway, contingent upon the appropriate paperwork, insurance, and fees being provided, and approval is granted by the Police Chief and the Minnesota Department of Public Safety, Alcohol and Gambling Enforcement Division; and

c. Approved to the Minnesota Charitable Gambling Control Board, an Application for Exempt Permit as requested by the Little Falls Fire Department Relief Association to allow a raffle at the Little Falls Fire Department, 314 First Street Northeast, on December 1, 2026, and further waived any waiting period; and

d. Approved to the Minnesota Charitable Gambling Control Board, an Application for Exempt Permit as requested by Morrison County Ducks Unlimited to allow bingo and

a raffle at Cary's on the Course, 1 Edgewater Drive, on June 21, 2026, and further waived any waiting period; and

e. Approved the Application for a Show License as requested by Helping Hands 365 for their event on August 29, 2026, to be held at LeBourget Park, Eighth Avenue Northeast, contingent upon the appropriate paperwork, fees being provided, they clean up after the event, provide insurance listing the City as additional insured with not less than \$1 million in liability coverage, and approval is granted by the Fire and Police Chiefs and the Public Works Director/City Engineer; and

f. Accepted the recommendation of the Interview Committee and appointed Rylan Stangl, Beau Majerle, and Roger Goff as Seasonal Golf Course Attendants, and Gabe Hirsch and Dawson Carr as Seasonal Pro Shop Attendants, all 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

g. Received and placed on file the Housing and Redevelopment Authority minutes for February and March 2026; and

h. Received and placed on file the resignation of Brandon Tschida-Bury, Assistant Golf Course Attendant, effective May 25, 2026; and

i. Authorized the posting of the Assistant Golf Course Superintendent position at Pay Grade 7, Step 1, \$24.08 per hour, on the 2026 part-time, year-round wage schedule, externally to the public; and

j. Received and placed on file the Morrison County Prosecution report for March and April 2026; and

k. Received and placed on file the Recycling report for April 2026; and

l. Received and placed on file the Wastewater report for April 2026; and

m. Received and placed on file the Water report for April 2026.

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

7. **PUBLIC HEARINGS AND LETTINGS**

a. **Lettings**

1. **2026 Pavement Improvements, Knife River Corporation–North Central, Streets** – Motion was made by made by Councilmember Glaze, seconded by Councilmember Liljegren to award the 2026 Pavement Improvement project to Knife River-North Central, Sauk Rapids, in the amount of \$26,564, to be charged to the Street Improvement Fund. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Jetter Truck Repairs, Flexible Pipe Tools and Equipment, Wastewater** – Motion was made by made by Mayor Zylka, seconded by Councilmember Hanson to ratify and confirm the repair of the Aquatech Jet/Vac truck by Flexible Pipe Tools & Equipment, Cold Spring, in the amount of \$13,855.70, to be charged to the Collections Equipment Repairs/Maintenance Fund. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

3. **Lagoon Lime Excavation, Kimman Dirt Diggers, Water** – Motion was made by Councilmember Hanson, seconded by Councilmember Glaze to award the quotation

of \$6,000 from Kimman Dirt Diggers, Little Falls, for the excavation and removal of lime from the lagoon ponds, to be charged to the Water Department Waste Removal Budget. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

4. **Wage Compliance Monitoring Services, MKC, Inc., Wastewater Treatment Facility Project (Phase 2)** – Motion was made by Mayor Zylka, seconded by Councilmember Liljegren to award wage compliance monitoring services for the 2026 Wastewater Treatment Facility Project (Phase 2) to MKC, Inc., Stillwater, in an amount not to exceed \$14,820, to be charged to the Wastewater Treatment Facility-Phase 2 Project Fund. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

5. **Construction Testing Services, Braun Intertec, 2026 Wastewater Treatment Facility Project (Phase 2)** – Motion was made by Councilmember Liljegren, seconded by Councilmember Lundberg to award the 2026 Wastewater Treatment Facility Testing Services to Braun Intertec, Bloomington, in the amount of \$7,863, to be charged to the Wastewater Treatment Facility-Phase 2 Project Fund. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

8. **OLD BUSINESS**

9. **NEW BUSINESS**

a. **Right of First Offer and First Refusal, Purple Carrot Market Parking Lot, 105 Kidder St NE** – City Administrator Smith reviewed a request from the Little Falls Food Co-Op (dba Purple Carrot Market) to enter into a Right of First Offer and First Refusal Agreement with the City for the City-owned parking lot located at 105 Kidder Street Northeast. Councilmember Meyer moved to authorize the execution of a Right of First Offer and First Refusal Agreement between the City of Little Falls and Little Falls Food Co-op dba Purple Carrot Market for the City-owned parking lot located at 105 Kidder Street Northeast. Councilmember Hanson seconded the motion. On a roll call vote; Ayes: Liljegren, Zylka, Knafla, and Glaze. Nays: Lundberg, Meyer, Hanson, and Gosiak. Motion failed.

b. **Grant Administration and Reimbursement Agreement, Habitat for Humanity of Morrison County** – Motion was made by Mayor Zylka, seconded by Councilmember Glaze to authorize the execution of the Grant Administration and Reimbursement Agreement between the City of Little Falls and Habitat for Humanity of Morrison County, effective May 19, 2026. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

10. **ANNOUNCEMENTS**

11. **ADJOURNMENT**

Council President Knafla recessed the meeting at 7:52 p.m. to go into a scheduled closed meeting.

12. **BUSINESS**

Motion was made by Councilmember Gosiak, seconded by Councilmember Lundberg to go into a scheduled closed meeting at 8:00 p.m. pursuant to Minnesota Statute, Chapter 13D.05, Subdivision 2(b), preliminary consideration of allegations against a City of Little Falls employee. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

Motion was made by Councilmember Liljegren, seconded by Councilmember Lundberg to reopen the meeting at 8:48 p.m. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

Council President Knafla adjourned the meeting at 8:50 p.m.

Respectfully submitted,

Christine Lundberg

June 1, 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	217,723.12
Cable TV	6,918.93
HRA	3,738.94
HPC	1,416.00
Parks & Recreation	18,341.16
Airport	143,583.57
Fire Equipment	363.40
Water	79,541.75
Waste	57,363.56
Garbage / Recycling	6,727.07
Stormwater	1,016.79
Golf	33,716.11
Self Insured	5,113.99
Agency	25.48
Improvement Projects	6,851.50
Total	<hr/> \$ 582,441.37

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

CHECK DATE 05/19/2026 - 06/01/2026

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

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General							
05/26/2026	AP	114438*	AFSCME COUNCIL 65	05/08/26 PAYROLL	21500	000	307.02
				05/22/26 PAYROLL	21500	000	321.64
			Check AP 114438 Total for Fund 101 General				628.66
05/26/2026	AP	114440*	CENTRAL PENSION FUND	05/08/26 PAYROLL	21500	000	114.29
				05/22/26 PAYROLL	21500	000	114.15
			Check AP 114440 Total for Fund 101 General				228.44
05/26/2026	AP	114441*	INTERNATIONAL UNION OF OPERATING E	05/08/26 PAYROLL	21500	000	100.01
				05/22/26 PAYROLL	21500	000	99.88
			Check AP 114441 Total for Fund 101 General				199.89
05/26/2026	AP	114442	LAW ENFORCEMENT LABOR SERVICES	05/08/26 PAYROLL	21500	000	547.50
				05/22/26 PAYROLL	21500	000	547.50
			Check AP 114442 Total for Fund 101 General				1,095.00
05/26/2026	AP	114443	NCPERS GROUP LIFE INSURANCE	05/08/26 PAYROLL	21500	000	24.00
				05/22/26 PAYROLL	21500	000	24.00
			Check AP 114443 Total for Fund 101 General				48.00
05/26/2026	AP	114444*#	THE LINCOLN NATIONAL LIFE INSURANC	05/08/26 PAYROLL	21500	000	182.09
				05/08/26 PAYROLL	21500	000	707.26
				05/22/26 PAYROLL	21500	000	178.00
				05/22/26 PAYROLL	21500	000	712.72
				BASIC LIFE INSURANCE - JUN 2026	40121	110	62.88
				BASIC LIFE INSURANCE - JUN 2026	40121	113	2.62
				BASIC LIFE INSURANCE - JUN 2026	40121	115	70.74
				BASIC LIFE INSURANCE - JUN 2026	40121	119	2.62
				BASIC LIFE INSURANCE - JUN 2026	40121	120	144.10
				BASIC LIFE INSURANCE - JUN 2026	40121	121	7.86
				BASIC LIFE INSURANCE - JUN 2026	40121	125	31.44
				BASIC LIFE INSURANCE - JUN 2026	40121	130	62.88
			Check AP 114444 Total for Fund 101 General				2,165.21
06/01/2026	AP	114447*#	CENTRAL MECHANICAL LLC	ADD VENT FOR UTILITY ROOM	40401	120	352.71
06/01/2026	AP	114448	CENTRAL MN DOOR	GARAGE DOOR REPAIRS	40401	130	650.00
06/01/2026	AP	114450	CM2 SUPPLY	MEDICAL OXYGEN	40208	120	50.25
06/01/2026	AP	114452	DERRICK NAGORSKI	MEAL - TRAINING IN BLOOMINGTON	40330	120	15.82
				MEALS - TRAINING IN OLIVIA	40330	120	26.71
				MEALS /PARKING - TRAINING IN DULUTH	40330	120	36.55
			Check AP 114452 Total for Fund 101 General				79.08
06/01/2026	AP	114454	EMPLOYMENT ENTERPRISES INC	CONF PAPER SHREDDING	40384	119	40.80
06/01/2026	AP	114458	FIRE INST & RESCUE EDUC INC	DEPARTMENT TRAINING	40330	121	900.00
06/01/2026	AP	114459	FRED TABATT	ANIMAL CONTROL - MAY 2026	40300	127	900.00
06/01/2026	AP	114463*#	HILLYARD - INC	GARBAGE BAGS 60 GAL	40210	130	64.14
06/01/2026	AP	114467	ICE SYSTEMS LLC	PROXMOX ANNUAL RENEWAL	40309	116	1,100.78
06/01/2026	AP	114470	INSPECTION SERVICES OF CENTRAL MN	CONTRACT PAYMENT - MAY 2026	40300	124	13,750.00

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

CHECK DATE 05/19/2026 - 06/01/2026

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

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General							
06/01/2026	AP	114472	MEI TOTAL ELEVATOR SOLUTIONS	ELEVATOR CALL, ADJUST DOOR ALIGNMENT	40404	113	531.25
06/01/2026	AP	114475	MITCHELL MORSE	HOSE FOR DIVE SUIT REGULATOR	40404	120	44.95
				HOTEL, MEALS, MILEAGE - LESS LETHAL INST	40330	120	564.22
		Check AP 114475	Total for Fund 101 General				609.17
06/01/2026	AP	114476	MORRISON CO SWAT FUND	2026 SWAT TEAM CONTRIBUTION	40433	120	13,500.00
06/01/2026	AP	114478	OCV LLC	POLICE APP ANNUAL	40309	120	3,995.00
06/01/2026	AP	114479	PETE BOSER	SAFETY BOOTS	40180	130	289.00
06/01/2026	AP	114486*#	UNITED STATES POSTAL SERVICE	POSTAGE REFILL	40320	115	120.53
				POSTAGE REFILL	40320	120	19.15
				POSTAGE REFILL	40320	125	0.74
		Check AP 114486	Total for Fund 101 General				140.42
06/01/2026	AP	114489	WRENCHES TRUCK REPAIR	DOT INSPECTIONS	40405	130	1,414.46
				DOT INSPECTIONS AND REPAIRS TRUCK 12	40405	130	381.81
				DOT INSPECTIONS AND REPAIRS TRAILER 33	40405	130	245.00
		Check AP 114489	Total for Fund 101 General				2,041.27
06/01/2026	AP	114490	WS & D PERMIT SERVICE INC	REFUND - SUR TAX RECEIPTS	34950	000	1.00
				REFUND - BUILDING PERMITS	32210	000	60.00
		Check AP 114490	Total for Fund 101 General				61.00
05/26/2026	AP	4257(E)*	BPAS - VEBA	05/22/26 PAYROLL	21500	000	446.11
05/26/2026	AP	4258(E)*	EFTPS-FED WITHHOLDING	05/22/26 PAYROLL	21500	000	13,228.52
				05/22/26 PAYROLL	21500	000	4,290.64
				05/22/26 PAYROLL	21500	000	4,290.64
				05/22/26 PAYROLL	21500	000	2,132.37
				05/22/26 PAYROLL	21500	000	2,132.37
		Check AP 4258(E)	Total for Fund 101 General				26,074.54
05/26/2026	AP	4259(E)*	HEALTH PARTNERS - DENTAL	05/08/26 PAYROLL	21500	000	967.24
				05/22/26 PAYROLL	21500	000	967.14
		Check AP 4259(E)	Total for Fund 101 General				1,934.38
05/26/2026	AP	4260(E)*#	METLIFE - PFML	05/08/26 PAYROLL	21500	000	606.52
				05/08/26 PAYROLL	21500	000	606.52
				05/22/26 PAYROLL	21500	000	626.32
				05/22/26 PAYROLL	21500	000	626.32
		Check AP 4260(E)	Total for Fund 101 General				2,465.68
05/26/2026	AP	4261(E)*#	METLIFE - VISION	05/08/26 PAYROLL	21500	000	93.51
				05/22/26 PAYROLL	21500	000	93.49
		Check AP 4261(E)	Total for Fund 101 General				187.00
05/26/2026	AP	4262(E)*	MINNESOTA STATE TREASURER	05/22/26 PAYROLL	21500	000	6,353.98
05/26/2026	AP	4263(E)*	MSRS - HCSP	05/22/26 PAYROLL	21500	000	971.46
				05/22/26 PAYROLL	21500	000	160.84
				05/22/26 PAYROLL	21500	000	1,149.52
		Check AP 4263(E)	Total for Fund 101 General				2,281.82

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

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General							
05/26/2026	AP	4264(E)*	MSRS-DEF COMP	05/22/26 PAYROLL	21500	000	3,707.00
				05/22/26 PAYROLL	21500	000	250.00
			Check AP 4264(E) Total for Fund 101 General				3,957.00
05/26/2026	AP	4265(E)*	MSRS-ROTH	05/22/26 PAYROLL	21500	000	2,176.51
				05/22/26 PAYROLL	21500	000	148.17
			Check AP 4265(E) Total for Fund 101 General				2,324.68
05/26/2026	AP	4266(E)	PERA-DEFINED CONTRIBUTION	05/22/26 PAYROLL	21500	000	250.00
				05/22/26 PAYROLL	21500	000	250.00
			Check AP 4266(E) Total for Fund 101 General				500.00
05/26/2026	AP	4267(E)*	PERA-RETIREMENT	05/22/26 PAYROLL	21500	000	4,718.34
				05/22/26 PAYROLL	21500	000	5,444.26
				05/22/26 PAYROLL	21500	000	9,315.77
				05/22/26 PAYROLL	21500	000	13,973.68
			Check AP 4267(E) Total for Fund 101 General				33,452.05
05/26/2026	AP	4268(E)*#	SOURCEWELL-HEALTH	05/08/26 PAYROLL	21500	000	5,244.96
				05/08/26 PAYROLL	21500	000	51,622.19
				05/22/26 PAYROLL	21500	000	5,353.92
			Check AP 4268(E) Total for Fund 101 General				62,221.07
05/26/2026	AP	4269(E)*	WEX HEALTH - HSA	05/22/26 PAYROLL	21500	000	2,572.39
				05/22/26 PAYROLL	21500	000	3,003.86
			Check AP 4269(E) Total for Fund 101 General				5,576.25
06/01/2026	AP	4270(E)*#	AMAZON CAPITAL SERVICES	REBAR IMPALEMENT CAPS	40210	130	52.97
06/01/2026	AP	4274(E)	INNOVATIVE FIRE SAFETY SOLUTIONS L	FIRE EXTINGUISHER MAINTENANCE	40404	120	67.30
				FIRE EXTINGUISHER MAINTENANCE	40404	120	102.45
			Check AP 4274(E) Total for Fund 101 General				169.75
06/01/2026	AP	4276(E)	LEAST SERVICES COUNSELING LLC	LEAST MONTHLY RETAINER FEE	40300	120	180.00
06/01/2026	AP	4277(E)#	METRO SALES	COPIER MTC 04/15 - 05/14	40404	120	68.94
				LARGE FORMAT PRINTER REPAIR	40404	125	402.78
				LARGE FORMAT PRINTER TONER	40210	119	382.51
			Check AP 4277(E) Total for Fund 101 General				854.23
06/01/2026	AP	4278(E)*#	MN DEPT OF REVENUE	SALES TAX	40445	230	0.00
06/01/2026	AP	4280(E)*#	MN POWER	ELECTRIC APR - MAY 2026	40380	113	1,588.92
				ELECTRIC APR - MAY 2026	40380	119	659.08
				ELECTRIC APR - MAY 2026	40380	120	769.29
				ELECTRIC APR - MAY 2026	40380	121	244.14
				ELECTRIC APR - MAY 2026	40380	122	61.67
				ELECTRIC APR - MAY 2026	40380	122	276.61
				ELECTRIC APR - MAY 2026	40380	130	564.15
				ELECTRIC APR - MAY 2026	40380	132	12,520.79
			Check AP 4280(E) Total for Fund 101 General				16,684.65
06/01/2026	AP	4281(E)*#	PINE COUNTRY BANK - COMMUNITY CARD	ENGINEER LICENSE	40330	125	122.50
				ZOOM SUBSCRIPTION	40433	116	143.94

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

CHECK DATE 05/19/2026 - 06/01/2026

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

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 101 General								
				JAMF NOW SUBSCRIPTION	40433	115	20.00	
				JAMF NOW SUBSCRIPTION	40433	125	28.00	
				JAMF NOW SUBSCRIPTION	40433	130	40.00	
				JAMF NOW SUBSCRIPTION	40433	120	84.00	
				USPS EVIDENCE SHIPPING	40320	120	18.12	
				GFOA BEST PRACTICES TRAINING FINANCE	40330	115	350.00	
				STORMWATER TRAINING	40330	125	225.00	
				PARKING - FD CONF - SEELEN	40330	121	10.00	
				CELLULAR CAMERAS MONTHLY SERVICE	40433	130	18.22	
			Check AP 4281(E) Total for Fund 101 General					1,059.78
06/01/2026	AP	4282(E)*#	WEX BANK - ENTERPRISE	FUEL - APR / MAY 2026	40212	120	4,448.56	
				CARWASH - APR / MAY 2026	40405	120	54.00	
				FUEL - APR / MAY 2026	40212	121	1,046.76	
				FUEL - APR / MAY 2026	40212	130	1,865.63	
				FUEL - APR / MAY 2026	40212	119	0.00	
				FUEL - APR / MAY 2026	40212	125	112.16	
			Check AP 4282(E) Total for Fund 101 General					7,527.11
Total For Fund: 101							217,723.12	
Fund: 214 Cable T V								
06/01/2026	AP	114462	GREAT RIVER ARTS ASSOCIATION	CHANNEL 180 MGMT - JUN 26	40300	200	4,587.55	
06/01/2026	AP	114469	INDEPENDENT SCHOOL DIST 482	CHANNEL 181 MGMT - JUN 26	40300	200	2,331.38	
Total For Fund: 214							6,918.93	
Fund: 215 Housing & Redevelopment Authority (HRA)								
05/26/2026	AP	114438*	AFSCME COUNCIL 65	05/08/26 PAYROLL	21500	000	29.24	
				05/22/26 PAYROLL	21500	000	29.24	
			Check AP 114438 Total for Fund 215 Housing & Redevelopment Authority (HRA)					58.48
05/26/2026	AP	114439	AFSCME PEOPLE	05/08/26 PAYROLL	21500	000	10.00	
				05/22/26 PAYROLL	21500	000	10.00	
			Check AP 114439 Total for Fund 215 Housing & Redevelopment Authority (HRA)					20.00
05/26/2026	AP	114444*#	THE LINCOLN NATIONAL LIFE INSURANC	05/08/26 PAYROLL	21500	000	9.75	
				05/08/26 PAYROLL	21500	000	14.61	
				05/22/26 PAYROLL	21500	000	9.75	
				05/22/26 PAYROLL	21500	000	14.61	
				BASIC LIFE INSURANCE - JUN 2026	40121	200	7.86	
			Check AP 114444 Total for Fund 215 Housing & Redevelopment Authority (HRA)					56.58
06/01/2026	AP	114486*#	UNITED STATES POSTAL SERVICE	POSTAGE REFILL	40320	200	65.86	
				POSTAGE REFILL	40320	200	49.80	
			Check AP 114486 Total for Fund 215 Housing & Redevelopment Authority (HRA)					115.66
05/26/2026	AP	4258(E)*	EFTPS-FED WITHHOLDING	05/22/26 PAYROLL	21500	000	580.44	
				05/22/26 PAYROLL	21500	000	277.85	
				05/22/26 PAYROLL	21500	000	277.85	
				05/22/26 PAYROLL	21500	000	64.98	
				05/22/26 PAYROLL	21500	000	64.98	

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CHECK DATE 05/19/2026 - 06/01/2026

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 215 Housing & Redevelopment Authority (HRA)							
Check AP 4258(E) Total for Fund 215 Housing & Redevelopment Authority (HRA)							1,266.10
05/26/2026	AP	4259(E)*	HEALTH PARTNERS - DENTAL	05/08/26 PAYROLL	21500	000	22.16
				05/22/26 PAYROLL	21500	000	22.16
Check AP 4259(E) Total for Fund 215 Housing & Redevelopment Authority (HRA)							44.32
05/26/2026	AP	4260(E)*#	METLIFE - PFML	05/08/26 PAYROLL	21500	000	11.19
				05/08/26 PAYROLL	21500	000	11.19
				05/22/26 PAYROLL	21500	000	18.19
				05/22/26 PAYROLL	21500	000	18.19
Check AP 4260(E) Total for Fund 215 Housing & Redevelopment Authority (HRA)							58.76
05/26/2026	AP	4262(E)*	MINNESOTA STATE TREASURER	05/22/26 PAYROLL	21500	000	253.51
05/26/2026	AP	4263(E)*	MSRS - HCSP	05/22/26 PAYROLL	21500	000	46.05
05/26/2026	AP	4267(E)*	PERA-RETIREMENT	05/22/26 PAYROLL	21500	000	299.30
				05/22/26 PAYROLL	21500	000	345.35
Check AP 4267(E) Total for Fund 215 Housing & Redevelopment Authority (HRA)							644.65
05/26/2026	AP	4268(E)*#	SOURCEWELL-HEALTH	05/08/26 PAYROLL	21500	000	55.00
				05/08/26 PAYROLL	21500	000	990.00
				05/22/26 PAYROLL	21500	000	55.00
Check AP 4268(E) Total for Fund 215 Housing & Redevelopment Authority (HRA)							1,100.00
05/26/2026	AP	4269(E)*	WEX HEALTH - HSA	05/22/26 PAYROLL	21500	000	70.83
06/01/2026	AP	4281(E)*#	PINE COUNTRY BANK - COMMUNITY CARD JAMF NOW SUBSCRIPTION		40433	200	4.00
Total For Fund: 215							3,738.94
Fund: 223 Heritage Preservation Commission (HPC)							
06/01/2026	AP	114456*#	FALLS FLAG SOURCE	BRIDGE FLAGS	40210	200	586.00
06/01/2026	AP	4281(E)*#	PINE COUNTRY BANK - COMMUNITY CARD NAPC HPC CONF		40330	200	830.00
Total For Fund: 223							1,416.00
Fund: 225 Parks and Recreation							
05/26/2026	AP	114440*	CENTRAL PENSION FUND	05/08/26 PAYROLL	21500	000	59.47
				05/22/26 PAYROLL	21500	000	58.96
Check AP 114440 Total for Fund 225 Parks and Recreation							118.43
05/26/2026	AP	114441*	INTERNATIONAL UNION OF OPERATING E	05/08/26 PAYROLL	21500	000	66.03
				05/22/26 PAYROLL	21500	000	65.59
Check AP 114441 Total for Fund 225 Parks and Recreation							131.62
05/26/2026	AP	114444*#	THE LINCOLN NATIONAL LIFE INSURANC	05/08/26 PAYROLL	21500	000	2.12
				05/08/26 PAYROLL	21500	000	7.29
				05/22/26 PAYROLL	21500	000	6.21
				05/22/26 PAYROLL	21500	000	13.62
				BASIC LIFE INSURANCE - JUN 2026	40121	140	23.58
Check AP 114444 Total for Fund 225 Parks and Recreation							52.82
06/01/2026	AP	114445*#	AUTO VALUE	NEW BATTERY	40405	140	335.98
06/01/2026	AP	114451*#	D M S MACHINE INC	METAL PARK EQUIPMENT REPAIR	40404	140	68.98

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 225 Parks and Recreation								
06/01/2026	AP	114456*#	FALLS FLAG SOURCE	MN STATE FLAGS	40210	140	246.00	
06/01/2026	AP	114463*#	HILLYARD - INC	GARBAGE BAGS 60 GAL	40210	140	168.26	
06/01/2026	AP	114464*#	HILMERSON SPORTS CENTER	STUMP GRINDING RENTAL	40410	140	400.00	
06/01/2026	AP	114482	SAVANNA PALLETS INC	RED MULCH	40404	140	1,100.00	
05/26/2026	AP	4257(E)*	BPAS - VEBA	05/22/26 PAYROLL	21500	000	45.90	
05/26/2026	AP	4258(E)*	EFTPS-FED WITHHOLDING	05/22/26 PAYROLL	21500	000	248.34	
				05/22/26 PAYROLL	21500	000	396.54	
				05/22/26 PAYROLL	21500	000	396.54	
				05/22/26 PAYROLL	21500	000	92.74	
				05/22/26 PAYROLL	21500	000	92.74	
		Check AP 4258(E) Total for Fund 225 Parks and Recreation						1,226.90
05/26/2026	AP	4259(E)*	HEALTH PARTNERS - DENTAL	05/08/26 PAYROLL	21500	000	74.18	
				05/22/26 PAYROLL	21500	000	76.74	
		Check AP 4259(E) Total for Fund 225 Parks and Recreation						150.92
05/26/2026	AP	4260(E)*#	METLIFE - PFML	05/08/26 PAYROLL	21500	000	29.51	
				05/08/26 PAYROLL	21500	000	29.51	
				05/22/26 PAYROLL	21500	000	28.73	
				05/22/26 PAYROLL	21500	000	28.73	
		Check AP 4260(E) Total for Fund 225 Parks and Recreation						116.48
05/26/2026	AP	4261(E)*#	METLIFE - VISION	05/08/26 PAYROLL	21500	000	12.59	
				05/22/26 PAYROLL	21500	000	13.03	
		Check AP 4261(E) Total for Fund 225 Parks and Recreation						25.62
05/26/2026	AP	4262(E)*	MINNESOTA STATE TREASURER	05/22/26 PAYROLL	21500	000	198.88	
05/26/2026	AP	4263(E)*	MSRS - HCSP	05/22/26 PAYROLL	21500	000	1.56	
05/26/2026	AP	4265(E)*	MSRS-ROTH	05/22/26 PAYROLL	21500	000	5.49	
				05/22/26 PAYROLL	21500	000	1.83	
		Check AP 4265(E) Total for Fund 225 Parks and Recreation						7.32
05/26/2026	AP	4267(E)*	PERA-RETIREMENT	05/22/26 PAYROLL	21500	000	472.78	
				05/22/26 PAYROLL	21500	000	545.50	
		Check AP 4267(E) Total for Fund 225 Parks and Recreation						1,018.28
05/26/2026	AP	4268(E)*#	SOURCEWELL-HEALTH	05/08/26 PAYROLL	21500	000	659.09	
				05/08/26 PAYROLL	21500	000	5,626.72	
				05/22/26 PAYROLL	21500	000	648.84	
		Check AP 4268(E) Total for Fund 225 Parks and Recreation						6,934.65
05/26/2026	AP	4269(E)*	WEX HEALTH - HSA	05/22/26 PAYROLL	21500	000	150.79	
				05/22/26 PAYROLL	21500	000	297.49	
		Check AP 4269(E) Total for Fund 225 Parks and Recreation						448.28
06/01/2026	AP	4270(E)*#	AMAZON CAPITAL SERVICES	FLAG POLE CLIPS, SPRAYER WAND, PVB VALVE	40404	140	59.67	
06/01/2026	AP	4275(E)*#	JOHN DEERE FINANCIAL	Z950M REPAIR VALVE KIT	40404	140	32.05	

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

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 225 Parks and Recreation								
06/01/2026	AP	4280(E)*#	MN POWER	ELECTRIC APR - MAY 2026 - LIONS	40380	140	126.53	
				ELECTRIC APR - MAY 2026	40380	140	1,228.03	
		Check AP 4280(E)	Total for Fund 225 Parks and Recreation					1,354.56
06/01/2026	AP	4281(E)*#	PINE COUNTRY BANK - COMMUNITY CARD JAMF NOW SUBSCRIPTION		40433	140	12.00	
06/01/2026	AP	4282(E)*#	WEX BANK - ENTERPRISE	FUEL - APR / MAY 2026	40212	140	358.91	
Total For Fund: 225							14,614.07	
Fund: 227 Airport Operating								
05/26/2026	AP	114440*	CENTRAL PENSION FUND	05/22/26 PAYROLL	21500	000	1.82	
05/26/2026	AP	114441*	INTERNATIONAL UNION OF OPERATING E	05/22/26 PAYROLL	21500	000	1.59	
05/26/2026	AP	114444*#	THE LINCOLN NATIONAL LIFE INSURANC	05/22/26 PAYROLL	21500	000	5.68	
06/01/2026	AP	114449*#	CENTRAL MN ELECTRIC INC	AIRPORT SWITCH	40404	200	49.14	
06/01/2026	AP	114453	DOOLEY'S PETROLEUM INC	AIRPLANE FUEL	40219	200	14,074.69	
06/01/2026	AP	114480	PUMP AND METER SERVICE INC	FUEL SYSTEM REPAIR	40404	200	356.75	
06/01/2026	AP	114486*#	UNITED STATES POSTAL SERVICE	POSTAGE REFILL	40320	200	35.62	
05/26/2026	AP	4258(E)*	EFTPS-FED WITHHOLDING	05/22/26 PAYROLL	21500	000	18.39	
				05/22/26 PAYROLL	21500	000	15.27	
				05/22/26 PAYROLL	21500	000	15.27	
				05/22/26 PAYROLL	21500	000	3.57	
				05/22/26 PAYROLL	21500	000	3.57	
		Check AP 4258(E)	Total for Fund 227 Airport Operating					56.07
05/26/2026	AP	4260(E)*#	METLIFE - PFML	05/22/26 PAYROLL	21500	000	1.04	
				05/22/26 PAYROLL	21500	000	1.04	
		Check AP 4260(E)	Total for Fund 227 Airport Operating					2.08
05/26/2026	AP	4262(E)*	MINNESOTA STATE TREASURER	05/22/26 PAYROLL	21500	000	11.15	
05/26/2026	AP	4267(E)*	PERA-RETIREMENT	05/22/26 PAYROLL	21500	000	17.04	
				05/22/26 PAYROLL	21500	000	19.66	
		Check AP 4267(E)	Total for Fund 227 Airport Operating					36.70
05/26/2026	AP	4268(E)*#	SOURCEWELL-HEALTH	05/22/26 PAYROLL	21500	000	4.99	
05/26/2026	AP	4269(E)*	WEX HEALTH - HSA	05/22/26 PAYROLL	21500	000	10.98	
				05/22/26 PAYROLL	21500	000	6.42	
		Check AP 4269(E)	Total for Fund 227 Airport Operating					17.40
Total For Fund: 227							14,653.68	
Fund: 228 Airport Improvement								
06/01/2026	AP	114466	HY-TEC CONSTRUCTION OF BRAINERD IN PROJECT 419-2025 HANGAR IMPROVEMENT		40530	200	124,735.00	
06/01/2026	AP	114484	T K D A ASSOCIATES - FIS LBX #4461 HANGAR IMPROVEMENT		40300	200	4,194.89	
Total For Fund: 228							128,929.89	
Fund: 406 Water Improvement								

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

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 406 Water Improvement							
06/01/2026	AP	114485*#	THEIN WELL	WELL 4 REHABILITATION	40530	200	45,920.50
Total For Fund: 406							45,920.50
Fund: 412 Fire Equipment							
06/01/2026	AP	114471	JEFFERSON FIRE & SAFETY	REPLACEMENT BOOTS	40540	200	363.40
Total For Fund: 412							363.40
Fund: 416 Golf Improvement							
06/01/2026	AP	4272(E)	DEERE CREDIT INC	BUNKER RAKE LEASE FAIRWAY MOWER LEASE	40540	200	646.87
Check AP 4272(E) Total for Fund 416 Golf Improvement							2,194.46
Total For Fund: 416							2,841.33
Fund: 418 Park Improvement							
05/26/2026	AP	114440*	CENTRAL PENSION FUND	05/08/26 PAYROLL 05/22/26 PAYROLL	21500	000	12.00
Check AP 114440 Total for Fund 418 Park Improvement							28.00
05/26/2026	AP	114441*	INTERNATIONAL UNION OF OPERATING E	05/08/26 PAYROLL 05/22/26 PAYROLL	21500	000	10.50
Check AP 114441 Total for Fund 418 Park Improvement							24.50
05/26/2026	AP	114444*#	THE LINCOLN NATIONAL LIFE INSURANC	05/08/26 PAYROLL 05/22/26 PAYROLL	21500	000	13.47
Check AP 114444 Total for Fund 418 Park Improvement							34.03
05/26/2026	AP	4258(E)*	EFTPS-FED WITHHOLDING	05/22/26 PAYROLL 05/22/26 PAYROLL 05/22/26 PAYROLL 05/22/26 PAYROLL 05/22/26 PAYROLL	21500	000	376.12
Check AP 4258(E) Total for Fund 418 Park Improvement							251.38
05/26/2026	AP	4259(E)*	HEALTH PARTNERS - DENTAL	05/22/26 PAYROLL	21500	000	251.38
05/26/2026	AP	4260(E)*#	METLIFE - PFML	05/08/26 PAYROLL 05/08/26 PAYROLL 05/22/26 PAYROLL 05/22/26 PAYROLL	21500	000	58.79
Check AP 4260(E) Total for Fund 418 Park Improvement							58.79
05/26/2026	AP	4261(E)*#	METLIFE - VISION	05/22/26 PAYROLL	21500	000	996.46
05/26/2026	AP	4262(E)*	MINNESOTA STATE TREASURER	05/22/26 PAYROLL	21500	000	19.94
05/26/2026	AP	4267(E)*	PERA-RETIREMENT	05/22/26 PAYROLL 05/22/26 PAYROLL	21500	000	7.86
Check AP 4267(E) Total for Fund 418 Park Improvement							7.86
05/26/2026	AP	4268(E)*#	SOURCEWELL-HEALTH	05/08/26 PAYROLL 05/08/26 PAYROLL 05/22/26 PAYROLL	21500	000	17.87
Check AP 4268(E) Total for Fund 418 Park Improvement							17.87
Total For Fund: 418							51.46
Fund: 418 Park Improvement							
05/26/2026	AP	4261(E)*#	METLIFE - VISION	05/22/26 PAYROLL	21500	000	3.38
05/26/2026	AP	4262(E)*	MINNESOTA STATE TREASURER	05/22/26 PAYROLL	21500	000	185.34
05/26/2026	AP	4267(E)*	PERA-RETIREMENT	05/22/26 PAYROLL 05/22/26 PAYROLL	21500	000	294.04
Check AP 4267(E) Total for Fund 418 Park Improvement							339.27
05/26/2026	AP	4268(E)*#	SOURCEWELL-HEALTH	05/08/26 PAYROLL 05/08/26 PAYROLL 05/22/26 PAYROLL	21500	000	104.10
Check AP 4268(E) Total for Fund 418 Park Improvement							998.40
Total For Fund: 418							290.30

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

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

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 418 Park Improvement							
Check AP 4268(E) Total for Fund 418 Park Improvement							1,392.80
05/26/2026	AP	4269(E)*	WEX HEALTH - HSA	05/22/26 PAYROLL	21500	000	159.00
				05/22/26 PAYROLL	21500	000	162.90
Check AP 4269(E) Total for Fund 418 Park Improvement							321.90
Total For Fund: 418							3,727.09
Fund: 601 water							
05/26/2026	AP	114438*	AFSCME COUNCIL 65	05/08/26 PAYROLL	21500	000	29.24
				05/22/26 PAYROLL	21500	000	29.24
Check AP 114438 Total for Fund 601 water							58.48
05/26/2026	AP	114440*	CENTRAL PENSION FUND	05/08/26 PAYROLL	21500	000	38.51
				05/22/26 PAYROLL	21500	000	30.39
Check AP 114440 Total for Fund 601 water							68.90
05/26/2026	AP	114441*	INTERNATIONAL UNION OF OPERATING E	05/08/26 PAYROLL	21500	000	33.70
				05/22/26 PAYROLL	21500	000	26.59
Check AP 114441 Total for Fund 601 water							60.29
05/26/2026	AP	114444*#	THE LINCOLN NATIONAL LIFE INSURANC	05/08/26 PAYROLL	21500	000	13.31
				05/08/26 PAYROLL	21500	000	23.47
				05/22/26 PAYROLL	21500	000	14.16
				05/22/26 PAYROLL	21500	000	6.82
				BASIC LIFE INSURANCE - JUN 2026	40121	160	23.58
				BASIC LIFE INSURANCE - JUN 2026	40121	162	7.86
Check AP 114444 Total for Fund 601 water							89.20
06/01/2026	AP	114446*#	AUTOMATIC SYSTEMS CO	WIN-911 SOFTWARE SUPPORT (3 YRS)	40309	160	5,695.00
06/01/2026	AP	114447*#	CENTRAL MECHANICAL LLC	BOOSTER STATION CHIMNEY PARTS/LABOR	40401	160	834.01
06/01/2026	AP	114451*#	D M S MACHINE INC	SEALS FOR SLAKERS	40404	160	53.41
06/01/2026	AP	114457	FERGUSON WATERWORKS #2518	SCOTCHLOCK FOR WATER METERS	40210	162	200.00
06/01/2026	AP	114460	GRAINGER	CONDUIT COVER	40401	160	18.20
06/01/2026	AP	114485*#	THEIN WELL	WELL 4 REPAIR	40404	161	440.00
06/01/2026	AP	114486*#	UNITED STATES POSTAL SERVICE	POSTAGE REFILL	40320	210	52.08
05/26/2026	AP	4257(E)*	BPAS - VEBA	05/22/26 PAYROLL	21500	000	89.28
05/26/2026	AP	4258(E)*	EFTPS-FED WITHHOLDING	05/22/26 PAYROLL	21500	000	819.92
				05/22/26 PAYROLL	21500	000	675.67
				05/22/26 PAYROLL	21500	000	675.67
				05/22/26 PAYROLL	21500	000	158.00
				05/22/26 PAYROLL	21500	000	158.00
Check AP 4258(E) Total for Fund 601 water							2,487.26
05/26/2026	AP	4259(E)*	HEALTH PARTNERS - DENTAL	05/08/26 PAYROLL	21500	000	32.79
				05/22/26 PAYROLL	21500	000	16.59
Check AP 4259(E) Total for Fund 601 water							49.38
05/26/2026	AP	4260(E)*#	METLIFE - PFML	05/08/26 PAYROLL	21500	000	51.17

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

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 601 Water								
				05/08/26 PAYROLL	21500	000	51.17	
				05/22/26 PAYROLL	21500	000	46.70	
				05/22/26 PAYROLL	21500	000	46.70	
		Check AP 4260(E) Total for Fund 601 Water						195.74
05/26/2026	AP	4261(E)*#	METLIFE - VISION	05/08/26 PAYROLL	21500	000	5.23	
				05/22/26 PAYROLL	21500	000	1.78	
		Check AP 4261(E) Total for Fund 601 Water						7.01
05/26/2026	AP	4262(E)*	MINNESOTA STATE TREASURER	05/22/26 PAYROLL	21500	000	471.33	
05/26/2026	AP	4263(E)*	MSRS - HCSP	05/22/26 PAYROLL	21500	000	131.49	
05/26/2026	AP	4264(E)*	MSRS-DEF COMP	05/22/26 PAYROLL	21500	000	295.78	
				05/22/26 PAYROLL	21500	000	50.00	
		Check AP 4264(E) Total for Fund 601 Water						345.78
05/26/2026	AP	4265(E)*	MSRS-ROTH	05/22/26 PAYROLL	21500	000	19.38	
05/26/2026	AP	4267(E)*	PERA-RETIREMENT	05/22/26 PAYROLL	21500	000	762.64	
				05/22/26 PAYROLL	21500	000	879.99	
		Check AP 4267(E) Total for Fund 601 Water						1,642.63
05/26/2026	AP	4268(E)*#	SOURCEWELL-HEALTH	05/08/26 PAYROLL	21500	000	805.54	
				05/08/26 PAYROLL	21500	000	7,240.13	
				05/22/26 PAYROLL	21500	000	526.94	
		Check AP 4268(E) Total for Fund 601 Water						8,572.61
05/26/2026	AP	4269(E)*	WEX HEALTH - HSA	05/22/26 PAYROLL	21500	000	176.00	
				05/22/26 PAYROLL	21500	000	259.62	
		Check AP 4269(E) Total for Fund 601 Water						435.62
06/01/2026	AP	4278(E)*#	MN DEPT OF REVENUE	SALES TAX	40445	220	1,883.41	
06/01/2026	AP	4280(E)*#	MN POWER	ELECTRIC APR - MAY 2026	40380	160	1,690.80	
				ELECTRIC APR - MAY 2026	40380	161	7,735.58	
		Check AP 4280(E) Total for Fund 601 Water						9,426.38
06/01/2026	AP	4281(E)*#	PINE COUNTRY BANK - COMMUNITY CARD	BOILER LICENSE RENEWAL	40433	160	40.00	
				JAMF NOW SUBSCRIPTION	40433	160	12.00	
				JAMF NOW SUBSCRIPTION	40433	162	4.00	
				GRIT TOTES	40404	160	19.72	
				PAPER TOWEL, TOILET PAPER, & CLEANER	40210	160	34.58	
		Check AP 4281(E) Total for Fund 601 Water						110.30
06/01/2026	AP	4282(E)*#	WEX BANK - ENTERPRISE	FUEL - APR / MAY 2026	40212	160	184.08	
Total For Fund: 601							33,621.25	
Fund: 602 Wastewater								
05/26/2026	AP	114440*	CENTRAL PENSION FUND	05/08/26 PAYROLL	21500	000	93.73	
				05/22/26 PAYROLL	21500	000	90.68	
		Check AP 114440 Total for Fund 602 Wastewater						184.41
05/26/2026	AP	114441*	INTERNATIONAL UNION OF OPERATING E	05/08/26 PAYROLL	21500	000	82.01	
				05/22/26 PAYROLL	21500	000	79.35	

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CHECK DATE 05/19/2026 - 06/01/2026

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

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 602 Wastewater							
Check AP 114441 Total for Fund 602 Wastewater							161.36
05/26/2026	AP	114444*#	THE LINCOLN NATIONAL LIFE INSURANC	05/08/26 PAYROLL	21500	000	49.30
				05/08/26 PAYROLL	21500	000	75.93
				05/22/26 PAYROLL	21500	000	48.45
				05/22/26 PAYROLL	21500	000	78.31
				BASIC LIFE INSURANCE - JUN 2026	40121	163	31.44
Check AP 114444 Total for Fund 602 Wastewater							283.43
06/01/2026	AP	114445*#	AUTO VALUE	AIR / OIL FILTERS - JETTER TRUCK	40405	164	181.70
				OIL FILTERS JETTER TRUCK	40405	164	32.47
Check AP 114445 Total for Fund 602 Wastewater							214.17
06/01/2026	AP	114446*#	AUTOMATIC SYSTEMS CO	WIN-911 SOFTWARE SUPPORT (3 YRS)	40309	163	5,695.00
06/01/2026	AP	114447*#	CENTRAL MECHANICAL LLC	RPZ AND PIPE REPAIR	40401	163	529.66
06/01/2026	AP	114451*#	D M S MACHINE INC	CAKE STORAGE DRAIN GRATE	40401	163	141.68
06/01/2026	AP	114465	HOSE PROS LLC	1.5" HOSE	40210	163	436.07
06/01/2026	AP	114468	IDEAL SERVICE INC	VFD MAINTENANCE	40404	163	1,665.00
06/01/2026	AP	114474	MITCH LEBLANC	MEAL - DROP OFF SAMPLES - SUPERIOR	40330	163	14.28
06/01/2026	AP	114477	NORTH CENTRAL LABS INC	COD VIALS, COD STANDARD	40218	163	273.94
06/01/2026	AP	114486*#	UNITED STATES POSTAL SERVICE	POSTAGE REFILL	40320	210	52.08
06/01/2026	AP	114487	VONCO II, LLC	BIOSOLIDS TIPPING FEE	40384	163	6,443.28
06/01/2026	AP	114488	WORKMED MIDWEST PA	DRUG TESTING	40306	164	40.00
06/01/2026	AP	114491	ZACH SKWIRA	MEAL - DROP OFF SAMPLES - SUPERIOR	40330	163	12.65
05/26/2026	AP	4257(E)*	BPAS - VEBA	05/22/26 PAYROLL	21500	000	56.18
05/26/2026	AP	4258(E)*	EFTPS-FED WITHHOLDING	05/22/26 PAYROLL	21500	000	1,738.26
				05/22/26 PAYROLL	21500	000	1,221.28
				05/22/26 PAYROLL	21500	000	1,221.28
				05/22/26 PAYROLL	21500	000	285.63
				05/22/26 PAYROLL	21500	000	285.63
Check AP 4258(E) Total for Fund 602 Wastewater							4,752.08
05/26/2026	AP	4259(E)*	HEALTH PARTNERS - DENTAL	05/08/26 PAYROLL	21500	000	40.35
				05/22/26 PAYROLL	21500	000	49.90
Check AP 4259(E) Total for Fund 602 Wastewater							90.25
05/26/2026	AP	4260(E)*#	METLIFE - PFML	05/08/26 PAYROLL	21500	000	77.31
				05/08/26 PAYROLL	21500	000	77.31
				05/22/26 PAYROLL	21500	000	83.28
				05/22/26 PAYROLL	21500	000	83.28
Check AP 4260(E) Total for Fund 602 Wastewater							321.18
05/26/2026	AP	4261(E)*#	METLIFE - VISION	05/08/26 PAYROLL	21500	000	3.19
				05/22/26 PAYROLL	21500	000	5.51
Check AP 4261(E) Total for Fund 602 Wastewater							8.70

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 602 Wastewater							
05/26/2026	AP	4262(E)*	MINNESOTA STATE TREASURER	05/22/26 PAYROLL	21500	000	931.26
05/26/2026	AP	4263(E)*	MSRS - HCSP	05/22/26 PAYROLL	21500	000	110.58
05/26/2026	AP	4264(E)*	MSRS-DEF COMP	05/22/26 PAYROLL	21500	000	479.22
				05/22/26 PAYROLL	21500	000	50.00
		Check AP 4264(E)	Total for Fund 602 Wastewater				529.22
05/26/2026	AP	4265(E)*	MSRS-ROTH	05/22/26 PAYROLL	21500	000	110.62
05/26/2026	AP	4267(E)*	PERA-RETIREMENT	05/22/26 PAYROLL	21500	000	1,223.13
				05/22/26 PAYROLL	21500	000	1,411.28
		Check AP 4267(E)	Total for Fund 602 Wastewater				2,634.41
05/26/2026	AP	4268(E)*#	SOURCEWELL-HEALTH	05/08/26 PAYROLL	21500	000	654.65
				05/08/26 PAYROLL	21500	000	6,896.81
				05/22/26 PAYROLL	21500	000	864.01
		Check AP 4268(E)	Total for Fund 602 Wastewater				8,415.47
05/26/2026	AP	4269(E)*	WEX HEALTH - HSA	05/22/26 PAYROLL	21500	000	144.60
				05/22/26 PAYROLL	21500	000	448.68
		Check AP 4269(E)	Total for Fund 602 Wastewater				593.28
06/01/2026	AP	4270(E)*#	AMAZON CAPITAL SERVICES	WEBCAM - MATT'S LAPTOP	40210	163	31.98
06/01/2026	AP	4273(E)	FLOW MEASUREMENT & CONTROL	FLOW METER CALIB-ANDERSON, BARRETT, WW	40404	163	809.00
06/01/2026	AP	4280(E)*#	MN POWER	ELECTRIC APR - MAY 2026	40380	163	20,283.80
				ELECTRIC APR - MAY 2026	40380	164	687.26
		Check AP 4280(E)	Total for Fund 602 Wastewater				20,971.06
06/01/2026	AP	4281(E)*#	PINE COUNTRY BANK - COMMUNITY CARD	JAMF NOW SUBSCRIPTION	40433	163	12.00
				INK / GARBAGE BAGS / CLEANING SUPPLIES	40210	163	229.25
				LAUNDRY DETERGENT	40210	163	24.94
		Check AP 4281(E)	Total for Fund 602 Wastewater				266.19
06/01/2026	AP	4282(E)*#	WEX BANK - ENTERPRISE	FUEL - APR / MAY 2026	40212	163	205.76
				FUEL - APR / MAY 2026	40212	164	379.33
		Check AP 4282(E)	Total for Fund 602 Wastewater				585.09
Total For Fund: 602							57,363.56
Fund: 603 Recycling/Garbage							
06/01/2026	AP	114486*#	UNITED STATES POSTAL SERVICE	POSTAGE REFILL	40320	210	52.07
06/01/2026	AP	4278(E)*#	MN DEPT OF REVENUE	SALES TAX	40445	230	6,675.00
Total For Fund: 603							6,727.07
Fund: 604 Stormwater Utility							
05/26/2026	AP	114440*	CENTRAL PENSION FUND	05/08/26 PAYROLL	21500	000	6.00
05/26/2026	AP	114441*	INTERNATIONAL UNION OF OPERATING E	05/08/26 PAYROLL	21500	000	5.25
05/26/2026	AP	114444*#	THE LINCOLN NATIONAL LIFE INSURANC	05/08/26 PAYROLL	21500	000	7.73
06/01/2026	AP	114486*#	UNITED STATES POSTAL SERVICE	POSTAGE REFILL	40320	210	52.07

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 604 Stormwater Utility							
05/26/2026	AP	4259(E)*	HEALTH PARTNERS - DENTAL	05/08/26 PAYROLL	21500	000	13.30
05/26/2026	AP	4260(E)*#	METLIFE - PFML	05/08/26 PAYROLL	21500	000	3.40
				05/08/26 PAYROLL	21500	000	3.40
		Check AP 4260(E)	Total for Fund 604 Stormwater Utility				6.80
05/26/2026	AP	4261(E)*#	METLIFE - VISION	05/08/26 PAYROLL	21500	000	2.25
05/26/2026	AP	4268(E)*#	SOURCEWELL-HEALTH	05/08/26 PAYROLL	21500	000	63.90
				05/08/26 PAYROLL	21500	000	566.60
		Check AP 4268(E)	Total for Fund 604 Stormwater Utility				630.50
06/01/2026	AP	4282(E)*#	WEX BANK - ENTERPRISE	FUEL - APR / MAY 2026	40212	200	292.89
Total For Fund: 604							1,016.79
Fund: 613 Golf							
05/26/2026	AP	114444*#	THE LINCOLN NATIONAL LIFE INSURANC	BASIC LIFE INSURANCE - JUN 2026	40121	167	7.86
06/01/2026	AP	114445*#	AUTO VALUE	SPARK PLUG	40404	167	5.49
06/01/2026	AP	114449*#	CENTRAL MN ELECTRIC INC	PROFESSIONAL SERVICES IRRIGATION REPAIR	40300	167	1,866.21
06/01/2026	AP	114455	ERANGE INC	ERANGE - RANGE MACHINE SUBSCRIPTION	40433	167	500.00
06/01/2026	AP	114461	GRANITE PEST CONTROL LLC	PEST CONTROL SERVICE - MAY 2026	40401	168	117.04
06/01/2026	AP	114464*#	HILMERSON SPORTS CENTER	STUMP GRINDING RENTAL	40410	167	200.00
06/01/2026	AP	114473	MID MN DRUG TESTING INC	DRUG TESTING	40306	167	200.00
06/01/2026	AP	114481	REINDERS INC	CHEMICAL SUPPLIES	40216	167	4,314.78
				CHEMICAL SUPPLIES	40216	167	2,634.73
				FUNGICIDE PESTICIDE	40216	167	4,557.34
		Check AP 114481	Total for Fund 613 Golf				11,506.85
05/26/2026	AP	4258(E)*	EFTPS-FED WITHHOLDING	05/22/26 PAYROLL	21500	000	639.99
				05/22/26 PAYROLL	21500	000	1,030.36
				05/22/26 PAYROLL	21500	000	1,030.36
				05/22/26 PAYROLL	21500	000	240.98
				05/22/26 PAYROLL	21500	000	240.98
		Check AP 4258(E)	Total for Fund 613 Golf				3,182.67
05/26/2026	AP	4260(E)*#	METLIFE - PFML	05/08/26 PAYROLL	21500	000	74.69
				05/08/26 PAYROLL	21500	000	74.69
				05/22/26 PAYROLL	21500	000	65.75
				05/22/26 PAYROLL	21500	000	65.75
		Check AP 4260(E)	Total for Fund 613 Golf				280.88
05/26/2026	AP	4262(E)*	MINNESOTA STATE TREASURER	05/22/26 PAYROLL	21500	000	651.43
05/26/2026	AP	4263(E)*	MSRS - HCSP	05/22/26 PAYROLL	21500	000	28.25
05/26/2026	AP	4265(E)*	MSRS-ROTH	05/22/26 PAYROLL	21500	000	50.00
				05/22/26 PAYROLL	21500	000	50.00
		Check AP 4265(E)	Total for Fund 613 Golf				100.00

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 613 Golf							
05/26/2026	AP	4267(E)*	PERA-RETIREMENT	05/22/26 PAYROLL	21500	000	456.54
				05/22/26 PAYROLL	21500	000	526.77
		Check AP 4267(E)	Total for Fund 613 Golf				983.31
06/01/2026	AP	4271(E)	BERNICK COMPANIES	SOFTDRINKS FOR RE-SALE	40254	168	339.84
				WATER / SOFTDRINKS FOR RE-SALE	40254	168	347.04
		Check AP 4271(E)	Total for Fund 613 Golf				686.88
06/01/2026	AP	4275(E)*#	JOHN DEERE FINANCIAL	DECK TIRE FOR MOWER	40404	167	14.48
06/01/2026	AP	4278(E)*#	MN DEPT OF REVENUE	USE TAX	40404	167	2.80
				USE TAX	40210	168	17.20
				SALES TAX	40445	220	8,089.59
		Check AP 4278(E)	Total for Fund 613 Golf				8,109.59
06/01/2026	AP	4279(E)	MN GOLF ASSN INC	MEMBERSHIP - 18 HOLE FACILITY	40433	167	180.00
06/01/2026	AP	4280(E)*#	MN POWER	ELECTRIC APR - MAY 2026	40380	167	766.25
				ELECTRIC APR - MAY 2026	40380	168	1,346.92
		Check AP 4280(E)	Total for Fund 613 Golf				2,113.17
06/01/2026	AP	4281(E)*#	PINE COUNTRY BANK - COMMUNITY CARD	PESTICIDE TESTING	40433	167	77.63
				JAMF NOW SUBSCRIPTION	40433	167	4.00
				CHEMICAL FOR PONDS	40216	167	59.04
		Check AP 4281(E)	Total for Fund 613 Golf				140.67
Total For Fund: 613							30,874.78
Fund: 703 Self-Insured - Health							
05/26/2026	AP	114444*#	THE LINCOLN NATIONAL LIFE INSURANC	BASIC LIFE INSURANCE - JUN 2026	40121	200	5.24
				LIFE INS ADJ - JUN 2026	40121	200	(0.03)
				LTD INS ADJ - JUN 2026	40121	200	(0.08)
				ADD'L LIFE INS - P/R ADJ - JUN 2026	40121	200	(12.57)
		Check AP 114444	Total for Fund 703 Self-Insured - Health				(7.44)
05/26/2026	AP	4260(E)*#	METLIFE - PFML	MAY 2026 - TO BAL PFML INVOICE	40121	200	(0.43)
05/26/2026	AP	4261(E)*#	METLIFE - VISION	MAY 26 P/R ADJ	40121	200	(0.14)
05/26/2026	AP	4268(E)*#	SOURCEWELL-HEALTH	HEALTH INS - MAY 2026 - ADJ - POLICE	40121	200	4,022.00
				HEALTH INS - MAY 2026 -COBRA	40121	200	1,100.00
		Check AP 4268(E)	Total for Fund 703 Self-Insured - Health				5,122.00
Total For Fund: 703							5,113.99
Fund: 825 Agency							
06/01/2026	AP	4280(E)*#	MN POWER	ELECTRIC APR - MAY 2026	40736	200	25.48
Total For Fund: 825							25.48
Fund: 915 PROJECT 400 - Trunk Hwy 27/9th St E							
05/26/2026	AP	4259(E)*	HEALTH PARTNERS - DENTAL	05/08/26 PAYROLL	21500	000	2.45
05/26/2026	AP	4260(E)*#	METLIFE - PFML	05/08/26 PAYROLL	21500	000	0.83
				05/08/26 PAYROLL	21500	000	0.83
		Check AP 4260(E)	Total for Fund 915 PROJECT 400 - Trunk Hwy 27/9th St E				1.66

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Fund: 915 PROJECT 400 - Trunk Hwy 27/9th St E								
05/26/2026	AP	4261(E)*#	METLIFE - VISION	05/08/26 PAYROLL	21500	000	0.42	
05/26/2026	AP	4268(E)*#	SOURCEWELL-HEALTH	05/08/26 PAYROLL	21500	000	10.76	
				05/08/26 PAYROLL	21500	000	86.15	
			Check AP 4268(E) Total for Fund 915 PROJECT 400 - Trunk Hwy 27/9th St E					96.91
Total For Fund: 915							101.44	
Fund: 918 PROJECT 403 - 1st St NE								
05/26/2026	AP	114438*	AFSCME COUNCIL 65	05/08/26 PAYROLL	21500	000	14.62	
05/26/2026	AP	114444*#	THE LINCOLN NATIONAL LIFE INSURANC	05/08/26 PAYROLL	21500	000	16.03	
05/26/2026	AP	4260(E)*#	METLIFE - PFML	05/08/26 PAYROLL	21500	000	7.30	
				05/08/26 PAYROLL	21500	000	7.30	
			Check AP 4260(E) Total for Fund 918 PROJECT 403 - 1st St NE					14.60
05/26/2026	AP	4268(E)*#	SOURCEWELL-HEALTH	05/08/26 PAYROLL	21500	000	146.00	
				05/08/26 PAYROLL	21500	000	1,169.00	
			Check AP 4268(E) Total for Fund 918 PROJECT 403 - 1st St NE					1,315.00
Total For Fund: 918							1,360.25	
Fund: 926 PROJECT 411 - WASTEWATER DEWATERING								
06/01/2026	AP	114483	SHORT ELLIOTT HENDRICKSON INC	WASTEWATER PLANT IMPROV	40300	200	4,251.00	
				WASTEWATER PLANT IMPROV	40300	200	1,138.81	
			Check AP 114483 Total for Fund 926 PROJECT 411 - WASTEWATER DEWATERING					5,389.81
Total For Fund: 926							5,389.81	
Report Total:							582,441.37	

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

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

CONSENT AGENDA ITEM

CITY COUNCIL MEETING: June 1, 2026

TITLE OF THE ITEM FOR CONSIDERATION: Appoint Seasonal Golf Course Attendant, Golf

BACKGROUND: Recently, the City Council approved the posting for seasonal golf course and pro shop attendants at the Golf Course. Following the review of all the candidates, the Committee recommends that Ben Messinger be appointed as Seasonal Golf Course Attendant. The position starts at \$16.44 per hour, Pay Grade 3, Step 1, off the Parttime Pay Scale.

ACTION REQUEST: The City Council accept the recommendation of the Interview Committee and appoint Ben Messinger as a 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.

BUDGETED: N/A No Yes Fund: Golf

STAFF PERSON REQUESTING: Paul Filippi and Alex Smith

Minnesota Lawful Gambling

LG240B Application to Conduct Excluded Bingo

No fee

ORGANIZATION INFORMATION

Organization name

American Legion Auxiliary Unit #46

Previous gambling permit number

XB-90024-19-009

Minnesota tax ID number, if any

Federal employer ID number, if any

Type of nonprofit organization. Check (✓) one.

 Fraternal Religious Veterans Other nonprofit organization

Mailing address

108 NE 1st Street

City

Little Falls

State Zip Code

MN 56345

County

Morrison

ATTACH A COPY OF ONE OF THE FOLLOWING FOR PROOF OF NONPROFIT STATUS

★ Do not attach a sales tax exempt status or federal ID employer number as they are not proof of nonprofit status.

 Nonprofit Articles of Incorporation OR a current Certificate of Good Standing.

Don't have a copy? This certificate must be obtained each year from:

Secretary of State, Business Services Div., 180 State Office Building, St. Paul, MN 55155 Phone: 651-296-2803

 Internal Revenue Service - 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 at 877-829-5500.

 Internal Revenue Service - 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:

- IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling, and
- the charter or letter from your parent organization recognizing your organization as a subordinate.

EXCLUDED BINGO ACTIVITY

1. No Yes Has your organization held a bingo event in the current calendar year?

If yes, list the dates when bingo was conducted _____

2. The proposed bingo event for which we are applying will be:

 one of four or fewer bingo events held this year. Dates _____

OR

 conducted up to 12 consecutive days in connection with a:

 county fair. Dates June 25, 26, 27, 2026
 civic celebration. Dates _____

 Minnesota state fair. Dates _____
3. Person in charge of bingo event Pat Sowada Daytime phone 320-360-35914. Name of premises where bingo will be conducted Morrison County Fairgrounds5. Premises street address 11575 Hawthorne Road6. City Little Falls If township, name of township _____ County Morrison

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be purchased from a distributor licensed by the Gambling Control Board. To find a licensed distributor, go to www.gcb.state.mn.us and click on List of Licensed Distributors. Or call 651-639-4000.

Be sure to complete page 2

LG240B Application to Conduct Excluded Bingo

Chief Executive Officer's Signature

Print form and have CEO sign

The information provided in this application is complete and accurate to the best of my knowledge.

Chief executive officer's signature Gail Lattimer Phone number 952-456-2732
 Name (please print) Gail Lattimer Date 5-14-2026

Local Unit of Government Acknowledgment and Approval

If the gambling premises is within city limits, the city must sign this application.

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction. Print city name Little Falls

Signature of city personnel receiving application

Title City Clerk Date _____

If the gambling premises is located in a township, only the county is required to sign this application.

For the county: *On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.* Print county name _____

Signature of county personnel receiving application

Title _____ Date _____

For the township: *On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits.* (Township signature is not required)
 Print township name _____

A township has no statutory authority to approve or deny an application (Minn. Stat. 349.166, Subd. 2). Signature of township official acknowledging application

Title _____ Date _____

Mail Application and Attachment(s)

Send the application and proof of nonprofit status to:

Gambling Control Board
 Suite 300 South
 1711 W. County Rd. B
 Roseville, MN 55113

Or, you may fax it to 651-639-4032.

You will receive a document from the Gambling Control Board with your excluded permit number for the gambling activity. Your organization must keep its bingo records for 3-1/2 years.

Questions? Contact the Gambling Control Board at 651-639-4000.

This form will be made available in alternative format (i.e. large print, Braille) upon request.

Reset Form

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 your organization's 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 Department 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.



Little Falls Fire Department Monthly Report April 2026

Call Type by City/Township

City of Little Falls

Incident Type	Number
Fire	4
Rescue & EMS	0
Hazardous Condition (No Fire)	3
Service Call	5
Good Intent Call	1
False Alarm	4
Severe Weather	0
Total	17

City of Fort Ripley

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

Belle Prairie Township

Incident Type	Number
Fire	2
Rescue & EMS	0
Hazardous Condition (No Fire)	0
Service Call	1
Good Intent Call	0
False Alarm	0
Severe Weather	0
Total	3

Fort Ripley Township

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

Green Prairie Township

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

Little Falls Township

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

Pike Creek Township

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

Ripley Township

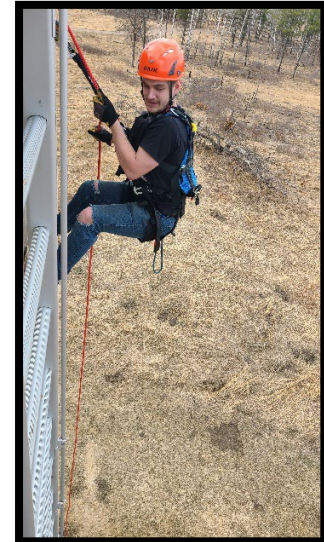
Incident Type	Number
Fire	0
Rescue & EMS	0
Hazardous Condition (No Fire)	0
Service Call	0
Good Intent Call	0
False Alarm	0
Severe Weather	0
Total	0

Incident Response by District

Incident Alarm Date Time	Incident Number	Incident Location Address	Incident Type	Comparable NFIRS Code
Location: Belle Prairie				
04/18/2026 14:30:00	2600065	18068 193rd Street Little Falls, MN 56345	Fire - Outside Fire - Vegetation / Grass Fire	100 - Fire
04/18/2026 15:30:00	2600066	18068 193rd Street Little Falls, MN 56345	Fire - Outside Fire - Vegetation / Grass Fire	100 - Fire
04/28/2026 14:08:00	2600076	195th Avenue 56345	Public Service - Citizen Assist - Citizen Assist / Service Call	500 - Service Call
Count: 3				
Location: City of Fort Ripley				
04/01/2026 15:05:00	2600056	623 Ripley Street Fort Ripley, MN 56449	Public Service - Alarms (Non Medical) - CO Alarm	700 - False Alarm
Count: 1				
Location: City of Little Falls				
04/03/2026 14:20:00	2600057	15582 18th Street Northeast Little Falls, MN 56345	No Emergency - False Alarm - Accidental Alarm	700 - False Alarm
04/03/2026 15:50:00	2600058	101 9th Street Southeast Little Falls, MN 56345	No Emergency - False Alarm - Accidental Alarm	700 - False Alarm
04/09/2026 07:49:00	2600059	715 11th Street Northeast Apartment 24 Little Falls, MN 56345	Fire - Structure Fire - Confined Cooking / Appliance Fire	100 - Fire
04/09/2026 12:29:00	2600060	14535 Park Avenue Little Falls, MN 56345	Public Service - Citizen Assist - Citizen Assist / Service Call	500 - Service Call
04/09/2026 16:45:00	2600061	1910 Haven Road Little Falls, MN 56345	Public Service - Other - Damaged Hydrant	500 - Service Call
04/10/2026 19:38:00	2600062	500 Broadway Avenue West Little Falls, MN 56345	Fire - Transportation Fire - Vehicle Fire - Passenger	100 - Fire
04/12/2026 02:23:00	2600063	103 12th Street Northeast Little Falls, MN 56345	No Emergency - False Alarm - Malfunctioning Alarm	700 - False Alarm
04/20/2026 09:09:00	2600067	118 1st Street Southeast Little Falls, MN 56345	Hazardous Situation - Hazardous Materials - Gas Leak / Gas Odor	400 - Hazardous Situation
04/20/2026 10:25:00	2600068	15575 Hawthorne Road Little Falls, MN 56345	Fire - Outside Fire - Vegetation / Grass Fire	100 - Fire
04/20/2026 10:43:00	2600069	15575 Hawthorne Road Little Falls, MN 56345	Hazardous Situation - Hazard Nonchemical - Electrical Power Line Down / Arcing / Malfunction	400 - Hazardous Situation
04/20/2026 09:42:00	2600070	705 Buck Lane Little Falls, MN 56345	Hazardous Situation - Hazardous Materials - Fuel Spill / Fuel Odor	500 - Service Call
04/22/2026 09:34:00	2600071	1201 Hilton Road Little Falls, MN 56345	No Emergency - False Alarm - Malfunctioning Alarm	700 - False Alarm
04/22/2026 12:56:00	2600072	1907 Haven Road Little Falls, MN 56345	Fire - Outside Fire - Wildfire - Urban Interface	100 - Fire
04/22/2026 15:00:00	2600073	1907 Haven Road Little Falls, MN 56345	Public Service - Citizen Assist - Citizen Assist / Service Call	500 - Service Call
04/24/2026 17:15:00	2600074	503 8th Street Northwest Little Falls, MN 56345	No Emergency - Good Intent - Controlled Burning (Authorized)	600 - Good Intent
04/25/2026 17:34:00	2600075	1701 1st Avenue Northeast Little Falls, MN 56345	Hazardous Situation - Hazardous Materials - Fuel Spill / Fuel Odor	400 - Hazardous Situation
04/30/2026 13:55:00	2600077	Highway 10 Little Falls, MN 56345	Public Service - Citizen Assist - Citizen Assist / Service Call	500 - Service Call
Count: 17				
Location: Pike Creek				
04/17/2026 21:55:00	2600064	15827 Twin Lakes Road Little Falls, MN 56345	Fire - Outside Fire - Vegetation / Grass Fire	100 - Fire
Count: 1				
Count: 22				

Department Training

Type	Activity/Training Location	Activity/Training Total Hours	Activity/Training Start Date Time	Activity/Training Attendee Count
First Responder Training - EMR Initial	Little Falls Fire Department	4	04/06/2026 18:00:00	7
Self-Contained Breathing Apparatus - SCBA Confidence Trailer	Little Falls Fire Department	5	04/07/2026 16:00:00	33
Morrison County Public Safety Recognition Conference	Camp Ripley	2	04/10/2026 17:00:00	1
First Responder Training - EMR Initial	Little Falls Fire Department	6	04/11/2026 08:00:00	6
Rope Rescue	Camp Ripley	7	04/12/2026 08:30:00	8
First Responder Training - EMR Initial	Little Falls Fire Department	4	04/13/2026 18:00:00	7
Wildland Firefighting Operations	Grace Covenant Church	2	04/15/2026 17:00:00	13
Live Burn Training	18068 193rd St	8	04/18/2026 07:30:00	31
First Responder Training - EMR Initial	Little Falls Fire Department	4	04/20/2026 18:00:00	7
Emergency Vehicle Driving and Operations	MN Precision Driving Center - St Cloud	8	04/25/2026 08:00:00	7
First Responder Training - EMR Initial	Little Falls Fire Department	4	04/27/2026 18:00:00	7
		Total: 54		
		Count: 11		



Department Activities

Type	Activity/Training Location	Activity/Training Total Hours	Activity/Training Start Date Time	Activity/Training Attendee Count
Annual SCBA Flow Testing & Firefighter FIT Testing	Little Falls Fire Department	12	04/07/2026 07:30:00	38
MN School Safety Conference - Presentation on Reunification Plan with LF Schools	Duluth Entertainment & Convention Center	2	04/14/2026 12:30:00	1
Lakes Area Heroes Banquet	Brainerd	6	04/24/2026 14:00:00	2
Monthly Truck & Equipment Inventory and Checks	Little Falls Fire Department	3	04/29/2026 12:00:00	1
		Total: 23		
		Count: 4		

AGENDA ITEM

CITY COUNCIL MEETING: June 1, 2026

TITLE OF THE ITEM FOR CONSIDERATION: Lower-Potency Hemp Edible Retailer License, AASITAAAYAN INC, DBA Little Falls Market

BACKGROUND: AASITAAAYAN INC, dba Little Falls Market has submitted an application for a Lower-Potency Hemp Edible Retailer (LPHE-R) license. AASITAAAYAN INC has already obtained a State-level license from the Office of Cannabis Management.

Under state law, LPHE-R license holders must also obtain a local retail registration from their city or township before operating. Local governments cannot limit the number of LPHE-R licenses issued within their jurisdiction.

Staff are recommending approval to allow AASITAAAYAN INC to operate as a licensed local retailer, consistent with both State and City requirements.

ACTION REQUEST: The City Council approve 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.

BUDGETED: N/A No Yes Fund:

STAFF PERSON REQUESTING: Alex Smith

AGENDA ITEM**CITY COUNCIL MEETING:** June 1, 2026**TITLE OF THE ITEM FOR CONSIDERATION:** Out of State Travel, Police Chief, International Association of Chiefs of Police (IACP) Annual Conference and Exposition**BACKGROUND:** Per City Policy 22, all out-of-state travel for work-related purposes requires prior approval from the City Council.

The International Association of Chiefs of Police (IACP) Annual Conference and Exposition is scheduled to take place in Orlando, Florida, from October 24–27, 2026. The conference is recognized as the largest and most impactful law enforcement conference in the nation, drawing more than 16,000 public safety professionals from across the United States and internationally.

Attendance at the IACP Conference provides direct benefits to the Little Falls Police Department by supporting professional development, strengthening inter-agency partnerships, and ensuring the department remains informed of current standards, innovations, and evidence-based practices in policing.

The Police Chief is requesting authorization to attend the 2026 IACP Annual Conference and Exposition. Travel costs, including registration, lodging, transportation, and meals, will be submitted in accordance with City travel policies. Funds for this travel were included in the 2026 Budget under the Travel & Schools line item.

ACTION REQUEST: The City Council approve 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.

BUDGETED: N/A No Yes Fund: Police Department Travel & Schools**STAFF PERSON REQUESTING:** Kyle Johnson



LITTLE FALLS CHIEF OF POLICE

320-616-5570



207 Northeast First Street
Little Falls, MN 56345



kylej@ci.little-falls.mn.us



TO: Alex Smith, City Administrator

FROM: Kyle Johnson, Police Chief

DATE: June 1, 2026

RE: Out of State Travel Request – Police Chief

I respectfully request City Council approval for out-of-state travel to attend the International Association of Chiefs of Police (IACP) Annual Conference and Exposition, to be held October 24–27, 2026, in Orlando, Florida.

The IACP Annual Conference and Exposition is the largest and most impactful law enforcement conference in the nation, drawing more than 16,000 public safety professionals from across the United States and internationally. The conference is widely recognized as a premier professional development opportunity for law enforcement executives and command staff.

Attendance at the IACP Conference provides direct benefits to the Little Falls Police Department by supporting professional development, strengthening inter-agency partnerships, and ensuring the department remains informed of current standards, innovations, and evidence-based practices in policing.

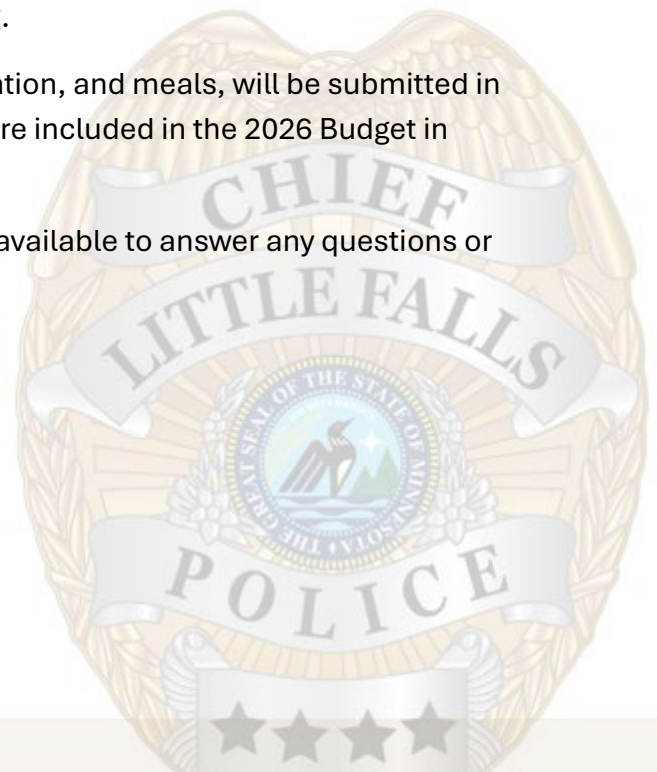
Travel costs, including registration, lodging, transportation, and meals, will be submitted in accordance with City travel policies. Funds for this were included in the 2026 Budget in Travel & Schools line item.

Thank you for your consideration of this request. I am available to answer any questions or provide additional information as needed.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kyle Johnson".

Kyle Johnson
Police Chief
Little Falls Police Department



CONSENT AGENDA ITEM

CITY COUNCIL MEETING: June 1, 2026

TITLE OF THE ITEM FOR CONSIDERATION: Post, Public Works Collections Worker Position.

BACKGROUND: With the termination of the previous Public Works Collections Worker, staff is requesting authorization to post internally and externally to fill the Collections Worker position. This position is a Grade 9 on the IUOE Local 49 scale (starting wage of \$31.49); contract rules will apply. A copy of the position description is included.

ACTION REQUEST: The City Council authorize 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.

BUDGETED: N/A No Yes Fund: Public Works

STAFF PERSON REQUESTING: Annie Cribb and Greg Kimman



POSITION DESCRIPTION
PUBLIC WORKS COLLECTIONS WORKER

PURPOSE, SCOPE AND WORKING RELATIONSHIPS:

Under general supervision of the Street and Park Superintendent and Wastewater Superintendent, performs a variety of manual labor tasks associated with public works maintenance in a skilled and safe manner, including operation of light maintenance equipment and occasional operation of heavy equipment.

Reports to: Street and Park Superintendent
 Wastewater Superintendent

Supervision: None

FLSA Status: Non-exempt

DUTIES AND RESPONSIBILITIES:

UTILITY:

- Jetting sewers to maintain and clean wastewater collection lines.
- Checking storm sewers.
- Repairing catch basins and raising manholes.
- Assist with watermain repairs.
- May occasionally operate trucks and power-operated equipment such as electric motors, pumps, miscellaneous hand and power tools, carpentry, painting, plumbing, cement finishing work, compressors, generators, shovels, wrenches, detection devices, televising equipment, mobile radio, and phone.
- Responsible for proper recordkeeping and reporting of necessary data.
- Performs other duties as assigned.

STREETS AND PARKS:

- Assist with operating small engine equipment and light and medium equipment and vehicles in the maintenance and repair of City streets, public utilities, and other public property.
- Assist with maintaining, operating, and repairing Public Works buildings, facilities and equipment including light vehicle maintenance and repair.
- Assist with salting, sanding, plowing, and removing snow from City streets, parking lots, and other public property.
- Repairs, maintains, and installs water distribution systems, including flushing, adjusting valves and curb boxes, hydrants, and related appurtenances.
- Assist with installing, maintaining, and repairing streetlights, signs, and traffic lights.
- Assist with manually digging trenches and holes, sweeping, pushing, pulling, and lifting objects.
- Assist with welding, including soldering and brazing.
- Assist with repairs, maintains, and installs parking lots, curbs, gutters, driveways, sidewalks, etc., on public property.

- Assist with maintaining and repairing 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.
- Assist with maintaining, repairing, and inspecting 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.
- Available for emergency call-in as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of all areas of the described duties and responsibilities.
- 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 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.
- Ability to operate a computer, standard office equipment, and various programs including Outlook and Excel.
- Ability to communicate effectively and professionally with
- Ability to read, write, speak, and understand English effectively.
- 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.
- Class A Minnesota driver's license with tanker endorsement.
- Class "S-D" Sewer Collection System Operators License (as determined by the Minnesota Pollution Control Agency) within one year of hire date.

PREFERABLE QUALIFICATIONS:

- Two years of experience in general maintenance work in sanitary sewer, storm sewer, water, or street systems/facilities.

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.

CONSENT AGENDA ITEM

CITY COUNCIL MEETING: June 1, 2026

TITLE OF THE ITEM FOR CONSIDERATION: Equipment Operator Promotion, Michael Stoner

BACKGROUND: The Council previously approved the reorganization and Tier structure of the Equipment Operators. We have received (1) application for promotion. The application has been reviewed by HR and determined the employee has satisfied all requirements and passed the Equipment Operator II test to be promoted to Equipment Operator II.

ACTION REQUEST: The City Council accept the recommendation and appoint Michael Stoner to Equipment Operator II, at the salary stated in the Labor Agreement (Grade 10, Step 2; \$33.74) of the IUOE Local #49 effective June 2, 2026.

BUDGETED: N/A No Yes Fund:

STAFF PERSON REQUESTING: Greg Kimman and Annie Cribb

Equipment Operator Tier ApplicationEmployee Name: Michael StonerCurrent Title: Equipment Operator I

I am applying to move from an Equipment Operator I (Grade 9) to an Equipment Operator II (Grade 10).

Requirement	Completed
2 years' experience in operation and maintenance of light, medium and heavy motorized equipment and vehicles	complete
2 years' experience in operation and maintenance of sludge pumps, water mains, service lines, sanitary sewer and storm sewer systems	complete
2 years' experience in construction, carpentry, welding, landscape construction or masonry	complete
Valid MN Class A driver's license with Tanker endorsement	on file
Successful completion of Equipment Operator II training and testing	attached

Attach a copy of passing test and license to this application. Applications will be reviewed by HR and a determination will be made. All tier changes must go to council for approval and will be effective the day following council approval.

Employee Signature: Michael StonerDate: 5-15-26HR Signature: [Signature]Date: 5/15/26Effective Date: 6/2/26Approved

Denied

Reason:



This letter confirms that Michael Stoner successfully passed all three portions of the Equipment Operator II testing process on May 15, 2026.

Mr. Stoner demonstrated strong proficiency across each piece of equipment, achieving the following scores:

- Motor Grader: 13/15
- Excavator: 25/25
- Front End Loader: 26/26

These results reflect his skill, competency, and readiness to perform the duties associated with the Equipment Operator II position.

A handwritten signature in blue ink, appearing to read "Andrew Hegna", written over a horizontal line.

Andrew Hegna
Assistant Public Works Superintendent

A handwritten date "5/15/26" in blue ink, written over a horizontal line.

Date

A handwritten signature in blue ink, appearing to read "Greg Kimman", written over a horizontal line.

Greg Kimman
Public Works Superintendent/City Engineer

A handwritten date "5/15/26" in blue ink, written over a horizontal line.

Date

A handwritten signature in blue ink, appearing to read "Annie Cribb", written over a horizontal line.

Annie Cribb
Human Resources Director

A handwritten date "5/15/26" in blue ink, written over a horizontal line.

Date

AGENDA MEMO

CITY COUNCIL MEETING: June 1, 2026

TITLE OF THE ITEM: Sale of Fireworks License, Temporary Structure, Walmart and TNT Fireworks

BACKGROUND: Walmart and American Promotional Events, Inc., dba TNT Fireworks, have submitted an application for a Temporary Structure Sale of Fireworks License in the parking lot outside of the Walmart store located at 15091 Eighteenth Street Northeast. The application, along with the required insurance documentation and payment, has been received and reviewed. The Fire Chief and Police Chief have both reviewed and approved the application.

ACTION REQUEST: The City Council approve 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.

BUDGETED: N/A No Yes Fund:

STAFF PERSON REQUESTING: Christine Lundberg

Public Hearing Procedure

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

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

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

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

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

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

**EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE CITY
OF LITTLE FALLS, MINNESOTA**

HELD: June 1, 2026

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Little Falls, Morrison County, Minnesota, was duly called and held on the 1st day of June, 2026, at 7:30 p.m.

The following members of the Council were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION 2026-28
APPROVING THE MODIFICATION OF MUNICIPAL DEVELOPMENT DISTRICT NO. 1,
MODIFICATION OF THE DEVELOPMENT PROGRAM RELATING THERETO;
THE ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 48
WITHIN MUNICIPAL DEVELOPMENT DISTRICT NO 1
AND ADOPTION OF THE TAX INCREMENT FINANCING PLAN RELATING THERETO**

WHEREAS:

A. It has been proposed that the City of Little Falls, Minnesota (the "City"), modify Municipal Development District No. 1 and a Development Program relating thereto and create Tax Increment Financing District No. 48 within Municipal Development District No. 1 and adopt a tax increment financing plan with respect thereto, under the provisions of Minnesota Statutes, Sections 469.124 to 469.134 and 469.174 to 469.1794 (collectively, the "Act"); and

B. The City of Little Falls has investigated the facts and has caused to be prepared a modification of the development program for Development District No. 1, a tax increment financing plan for Tax Increment Financing District No. 48; and

C. The City has performed all actions required by law to be performed prior to the modification of Development District No. 1, modification of the Development Program relating thereto, creation of Tax Increment Financing District No. 48 within Municipal Development District No. 1, the adoption of the tax increment financing plan relating thereto, including, but not limited to, notification of Morrison County and Little Falls School District (ISD #482) having taxing jurisdiction over the property to be included in Tax Increment Financing District No. 48, and the holding of a public hearing upon published and required notice as required by law.

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

1. Municipal Development District No. 1, Tax Increment Financing District No. 48 within Municipal Development District No. 1. The City hereby approves the modification of Municipal Development District No. 1 and of the Development Plan relating thereto, and the establishment of Tax Increment Financing District No. 48 within Municipal Development District No. 1, the boundaries of which are fixed and determined as described in the Tax Increment Financing Plan.

2. Tax Increment Financing Plan. The Tax Increment Financing Plan is adopted as the tax increment financing plan for Tax Increment Financing District No. 48, and the City Council makes the following findings;

- (a) Tax Increment Financing District No. 48 is an economic development district as defined in Minnesota Statutes, Section 469.174, Subd. 12.

See Sections 12 and 17 of the TIF Plan for the reasons and facts supporting this finding.

- (b) The proposed development in the opinion of the City Council, would not occur solely through private investment within the reasonably foreseeable future & that the increased market value of the site that could reasonably be expected to occur without the use of tax increment financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the TIF District permitted by the TIF Plan.

The City finds no reason for additional development to occur without TIF assistance. Therefore, the City reasonably believes that the expected increase in market value at this site without TIF assistance would be minimal. A comparative analysis of estimated market values both with and without establishment of the TIF District and the use of tax increments has been performed. This property has had limited economic activity over the past five years. The TIF Plan is projecting a small inflationary rate of 1.5%/

A comparative analysis of estimated market values both with and without establishment of the TIF District and the use of tax increments has been performed. Such analysis indicates that:

1. the increase in estimated market value of the proposed development is \$12,600,000;
2. the present value of expected tax increments collected over the maximum duration of the TIF District is \$2,478,059;
3. the expected increased estimated market value of the site without the use of tax increment is \$1,139,119 and
4. even if some development other than the proposed development were to occur, the Authority finds that no alternative would occur that would produce a market value increase greater than \$10,121,841 (the amount in number 1 less the amount in number 2).

- © The Tax Increment Financing Plan for Tax Increment Financing District No. 48 conforms to the general plan for development or redevelopment of the City of Little Falls as a whole.

The reasons and facts supporting this finding are that the current zoning of the property provides for commercial development as a permitted use, and rezoning will not be required.

- (d) The Tax Increment Financing Plan will afford maximum opportunity, consistent with the sound needs of the City of Little Falls as a whole, for the development of the Project Area by private enterprise.

The reasons and facts supporting this finding are that the development activities are necessary so that development and redevelopment by private enterprise can occur within the Development District

3. Public Purpose. The adoption of the modified Development District and Tax Increment Financing Plan conforms in all respects to the requirements of the Act and will help fulfill a

need to develop an area of the City which is already built up to provide employment opportunities to improve the tax base, and to improve the general economy of the State and thereby serves a public purpose.

4. Interfund Loan. The City has determined that it may pay for certain costs (the "Qualified Costs") identified in the Tax Increment Financing Plan which costs may be financed on a temporary basis from the City's general fund or any other fund from which such advances may be legally made (the "Fund"). Under Minnesota Statutes, Section 469.178, Subd. 7, the City is authorized to advance or loan money from the Fund in order to finance the Qualified Costs. The City intends to reimburse itself for the payment of the Qualified Costs, plus interest thereon, from the tax increments derived from the TIF District in accordance with the following terms (which terms are referred to collectively as the "Interfund Loan"):
 - (a) The City shall repay to the Fund from which Qualified Costs are initially paid, the principal amount of \$2,449,283 (or, if less, the amount actually paid from such fund) together with interest at 7.00% per annum (which is not more than the greater of (i) the rate specified under Minnesota Statutes, Section 270C.40, or (ii) the rate specified under Minnesota Statutes, Section 549.09) from the date of the payment.
 - (b) Principal and Interest on the Interfund Loan ("Payments") shall be paid semi-annually on each February 1 and August 1 commencing with the first February 1 or August 1 occurring after the date the tax increments from the TIF District are available and not otherwise pledged to and including the earlier of (a) the date the principal and accrued interest of the Interfund Loan is paid in full, or (b) the date of the last receipt of tax increment from the TIF District ("Payment Dates") which Payments will be made in the amount and only to the extent of available tax increments. Payments shall be applied first to accrued interest, and then to unpaid principal.
 - (c) Payments on the Interfund Loan are payable solely from the tax increment generated in the preceding six (6) months with respect to the TIF District and remitted to the City by Morrison County, all in accordance with Minnesota Statutes, Sections 469.174 to 469.1794, as amended. Payments on this Interfund Loan are subordinate to any outstanding or future bonds, notes, or contracts secured in whole or in part with tax increment and are on parity with any other outstanding or future interfund loans secured in whole or in part with tax increments.
 - (d) The principal sum and all accrued interest payable under this Interfund Loan are pre-payable in whole or in part at any time by the City without premium or penalty. No partial prepayment shall affect the amount or timing of any other regular payment otherwise required to be made under this Interfund Loan.
 - (e) The Interfund Loan is evidence of an internal borrowing by the City in accordance with Minnesota Statutes, Section 469.178, Subd. 7, and is a limited obligation payable solely from tax increment pledged to the payment hereof under this resolution. The Interfund Loan and the interest hereon shall not be deemed to constitute a general obligation of the State of Minnesota or any political subdivision thereof, including, without limitation, the city. Neither the State of Minnesota, nor any political subdivision thereof shall be obligated to pay the principal of or interest on the Interfund Loan or other costs incident hereto except out of tax increment, and neither the full faith and credit nor the taxing power of the State of Minnesota or any political subdivision thereof is pledged to the payment of the principal of or interest on the Interfund Loan or other costs incident hereto. The City shall have no obligation to pay any principal amount of the Interfund Loan or accrued interest thereon, which may remain unpaid after the termination of the TIF District.

- (f) The City may amend the terms of the Interfund Loan at any time by resolution of the City Council, including a determination to forgive the outstanding principal amount and accrued interest to the extent permissible under law.
5. Certification. The Auditor of Morrison County is requested to certify the original net tax capacity of Tax Increment Financing District No. 48 as described in the Tax Increment Financing Plan, and to certify in each year thereafter the amount by which the original net tax capacity has increased or decreased in accordance with the Act; and the City Administrator is authorized and directed to forthwith transmit this request to the County Auditor in such form and content as the Auditor may specify, together with a list of all properties within Tax Increment District No. 48 for which building permits have been issued during the 18 months immediately preceding the adoption of this Resolution.
6. Filing. The City Administrator is further authorized and directed to file a copy of the amended Development Program and the Tax Increment Financing Plan with the Commissioner of Revenue and Office of the State Auditor.

The motion for the adoption of the foregoing resolution was duly seconded by _____ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA
COUNTY OF MORRISON
CITY OF LITTLE FALLS

I, the undersigned, being the duly qualified and acting Administrator of the City of Little Falls, Minnesota, DO HEREBY CERTIFY that, I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council of said City, duly called and held on the date therein indicated, insofar as such minutes relate to the modification of Municipal Development District No. 1 and the establishment of Tax Increment Financing District No. 48 within Municipal Development District No. 1 in the City.

WITNESS my hand this 1st day of June 2026.

City Administrator

Draft

City of Little Falls, Minnesota

Modification of the Development Program for
Municipal Development District No. 1

&

Tax Increment Financing Plan for

Tax Increment Financing District No. 48

(Barrett Expansion)

Public Hearing: June 1, 2026

To be Considered for Adoption: June 1, 2026



DDA

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TABLE OF CONTENTS

MODIFICATION OF THE DEVELOPMENT PROGRAM FOR MUNICIPAL DEVELOPMENT

DISTRICT NO. 1

Introductory Statement.....	2
Section 1.6 Estimated Public Costs and Supportive Data.....	2

TAX INCREMENT FINANCING PLAN FOR TAX INCREMENT FINANCING DISTRICT NO. 48

Section 1 Definitions.....	3
Section 2 Statement of Need and Public Purpose.....	3
Section 3 Statutory Authorization.....	3
Section 4 Statement of Objectives.....	3
Section 5 Specific Development Expected to Occur in the TIF District.....	3
Section 6 Property to be Included in the TIF District.....	4
Section 7 Estimated Sources and Uses of Funds (Public Costs).....	4
Section 8 Estimated Impact on Other Taxing Jurisdictions.....	5
Section 9 Fiscal and economic implications.....	5
Section 10 Property to be acquired in the TIF District.....	5
Section 11 Estimated Amount of Bonded Indebtedness.....	5
Section 12 Designation of TIF District as an Economic Development District.....	5
Section 13 Original Net Tax Capacity.....	6
Section 14 Original Local Tax Rate.....	6
Section 15 Projected Retained Captured Net Tax Capacity and Tax Increment.....	7
Section 16 Statutory Duration of the TIF District.....	7
Section 17 Use of Tax Increments – Economic Development Districts.....	7
Section 18 Use of Tax Increments – General.....	7
Section 19 “Green Acres”.....	8
Section 20 4-Year Knock-Down Rule.....	8
Section 21 Tax Increment Pooling – 5-year Rule.....	9
Section 22 Excess Tax Increment.....	9
Section 23 Limitation on Administrative Expenses.....	9
Section 24 Prior Planned Improvements.....	10
Section 25 Development Agreements.....	10
Section 26 Business Subsidy Laws.....	10
Section 27 Assessment Agreements.....	11
Section 28 Modifications of the Tax Increment Financing Plan.....	11
Section 29 Certification and Administration of the Tax Increment Financing Plan.....	11
Section 30 Financial Reporting and Disclosure Requirements.....	12
Section 31 Findings and Need for Tax Increment Financing.....	13
EXHIBITS.....	14

Modification of the Development Program for Municipal Development District No. 1

Introductory Statement

On December 2, 1985, the Morrison County Rural Development Finance Authority established Municipal Development District No. 1. Administrative authority for the District was subsequently transferred to the City of Little Falls. Since its creation, forty-seven (47) TIF Districts have been established within the District. For each TIF District, the Development Program has been amended to include the authorized budgets.

This amendment is prepared in conjunction with the establishment of Tax Increment Financing District No. 48, which is being created to assist Barrett Land LLC expansion of 280,000 square production and warehouse facility in the City of Little Falls. The boundaries of Municipal Development District No. 1 include the entire City limits. Sections of the Development Program are amended as follows:

Section 1.6 Estimated Public Costs and Supportive Data

June 1, 2026

In addition, the City has budgeted the following capital costs relating to Tax Increment Financing District No. 47. A complete summary of the budget is included in the financing plan.

Capital Costs

Site Improvements	\$ <u>2,100,000</u>
Total	\$ 2,100,000

Tax Increment Financing Plan for Tax Increment Financing District No. 48

Section 1 Definitions

The terms defined in this section have the meanings given herein, unless the context in which they are used indicates a different meaning:

" Authority" means the City Council of the City of Little Falls, Minnesota.

"City" means the City of Little Falls, Minnesota.

"County" means Morrison County, Minnesota.

"County Board" means the County Board of Morrison County.

"Developer" means any person undertaking construction or renovation in the Project Area, including Barrett Land LLC or a related entity.

"Development District" means Municipal Development District No. 1 in the City.

"Development Program" means the Development Program for the Development District.

"Project Area" means the geographic area of the Development District.

"School District" means the School District No. 482.

"State" means the State of Minnesota.

"TIF Act" means Minnesota Statutes, Sections 469.174 through 469.1794, both inclusive.

"TIF District" means Tax Increment Financing District No. 48.

"TIF Plan" means the tax increment financing plan for the TIF District (this document).

Section 2 Statement of Need and Public Purpose

See the Development Program for Development District No. 1, which is on file at the City Clerk's office at City Hall in Little Falls.

Section 3 Statutory Authorization

The Authority is empowered under the provisions of the TIF Act to establish a tax increment financing district.

Section 4 Statement of Objectives

The objectives of this TIF plan are consistent with the Development Program. Please see "Statement of Objectives," Section 1 of the Development Program.

Section 5 Specific Development Expected to Occur in the TIF District

Barrett Land LLC (the "Developer") proposes to expand its existing operations by constructing an approximately 280,000-square-foot production and warehouse facility. The facility is intended to be occupied by Barrett Petfood Innovations ("BPI") for the manufacture and warehousing of pet food products. Construction is anticipated to commence in June.

For purposes of this initial project, the Authority intends to use tax increments generated by the TIF District to pay or reimburse eligible public costs, including site and related infrastructure improvements necessary to serve the Property, as more particularly described in this TIF Plan.

Section 6 Property to be Included in the TIF District

The TIF District will be comprised of the following tax parcel (listed below). Additional details can be found on Exhibit 2.

This is a one parcel TIF district, consisting of parcel 48-7060-000.

A map showing the location of the TIF District is shown in Exhibit 1.

The area encompassed by the TIF District includes all street rights-of-way and utility or drainage easements located upon or adjacent to the property described above. If the parcel is subdivided, all property related to the subdivision shall be included in the TIF district.

Section 7 Estimated Sources and Uses of Funds (Public Costs)

The estimated costs of the proposed development in the TIF District, which are eligible for reimbursement with tax increments of the TIF District, and the projected sources of revenue available to fund these costs are summarized below.

Estimated Project/Financing Costs to be paid or financed with increment:

Project Costs	
Land Acquisition	\$ -
Site Improvements	\$ 2,100,000
Public Utilities	\$ -
Total	\$ 2,100,000
Finance Costs	
Bond & Note Interest Expense	\$ 1,059,199
Administrative Costs	
Administration funded with TIF	\$ 349,283
TOTAL USE OF FUNDS	\$ 3,508,482

Estimated Tax Increment Revenues

Tax Increments (after OSA tax)	\$ 3,492,831
Investment Interest	\$ 15,651
TOTAL SOURCE OF FUNDS	\$ 3,508,482

Estimated Amount of Bonds to be issued \$ 2,449,283

The Authority reserves the right to adjust the amount of capital line items listed above or to incorporate additional eligible items, so long as the total capital & administrative costs are not increased (\$2,449,283). Adjusting financing costs, principal or interest will require a public hearing and formal TIF Plan modification process pursuant to Minnesota Statutes Section 469.175 Subd. 4. The Authority also reserves the right to fund any of the identified costs with any other legally available revenues, but anticipates that such costs will be primarily financed with tax increments. Therefore, the total estimated costs to be financed with tax increments, including capital costs, administrative costs and financing costs (interest) is \$3,508,482.

Section 8 Estimated Impact on Other Taxing Jurisdictions

Exhibit 4 shows the estimated impact on other taxing jurisdictions if the projected Retained Captured Net Tax Capacity of the TIF District were hypothetically available to the other jurisdictions. The Authority believes that there will be no adverse impact on other taxing jurisdictions during the life of the TIF District, since the proposed development would not have occurred without the establishment of the TIF District and the provision of public assistance. A positive impact on other taxing jurisdictions will occur when the TIF District is decertified and the development therein becomes part of the general tax base.

Section 9 Fiscal and economic implications

M.S. Section 469.175 Subdivision 2(b) requires a specific description of the fiscal and economic implications of the proposed TIF District on city operations, plus an estimate of the total TIF to be generated over the life of the TIF District attributable to each taxing jurisdiction.

City Service Costs: The TIF district is currently served by existing City services and facilities; therefore, no material increase in general City service and support costs is anticipated as a result of the proposed development.

As part of the proposed expansion, the City anticipates requiring installation of a wastewater pretreatment facility to mitigate increased discharge to the City's wastewater system. Absent such pretreatment, the City's existing wastewater treatment facilities may not have capacity to accommodate the anticipated increase in discharge.

The City anticipates assisting this Project through the use of pay-as-you-go tax increment financing. Such obligations are payable solely from available tax increments and do not constitute a general obligation of the City, are not backed by the City's full faith and credit and are not included in the City's statutory debt limit. Accordingly, the use of pay-as-you-go tax increment financing for the Project is not expected to adversely affect the City's general obligation bond rating or its ability to finance future municipal projects.

TIF Attribution: The City projects TIF collections will total \$3,492,831 (after State Auditor's deductions) over the 9-year life of the TIF District. Of this total, \$1,971,611 is attributable to the City's share of the tax levy; \$1,144,806 from the County's share of tax levy, and approximately \$327,150 from the School District's share of tax levy. Exhibit 4 has a detailed allocation of total TIF collections to the City, County and School.

Section 10 Property to be acquired in the TIF District

The Authority reserves the right to acquire or reimburse developers for the acquisition costs of property in the TIF District, as itemized in Exhibit 2.

Section 11 Estimated Amount of Bonded Indebtedness

The Authority reserves the right to fund all Project costs permitted by law using internal funding, general obligation bonds, pay-as-you-go financing or any other financing mechanism authorized by law. The maximum amount of bonds to be funded with tax increment revenue from TIF District No. 48 is **\$2,449,283**.

Internal Loans, including a negative balance in the TIF fund, must be authorized by resolution of the entity advancing the loan before money is transferred, advanced, or spent. The resolution must include the terms and conditions for repayment of the loan to include, at a minimum, the principal amount of the loan, the interest rate, and the maximum term. The interest rate to be charged on internal loans shall not exceed 7% based upon the limit of the greater of the rates specified under Minnesota Statutes 270C.40 or 549.09 as of date this Plan is approved.

Section 12 Designation of TIF District as an Economic Development District

Economic development districts are a type of tax increment financing district which consists of any project which the Authority finds to be in the public interest because:

1. it will discourage commerce, industry, or manufacturing from moving their operations to another state or municipality;
2. it will result in increased employment in the state; or
3. It will result in preservation and enhancement of the tax base of the state.

The TIF District qualifies as an economic development district in that the proposed development described in this TIF Plan (see Section 5) meets all of the criteria listed above. Without establishment of the TIF District the proposed development would not occur within the City. The proposed development will also result in increased employment and enhancement of the tax base of both the City and the State.

Section 13 Original Net Tax Capacity

The County Auditor will certify the Original Net Tax Capacity of the TIF District, which will be the total Net Tax Capacity of all property in the TIF District as certified by the State Commissioner of Revenue. For districts certified between January 1 and June 30, inclusive, this value is based on the previous assessment year. For districts certified between July 1 and December 31, inclusive, this value is based on the current assessment year.

The Market Value of all property within the TIF District as of January 2, 2026, for taxes payable in 2027 is estimated at \$7,826,800. Based on this information, the Original Net Tax Capacity of the TIF District would be estimated at \$155,786. It is expected that the request for certification will be after July 1, 2026, the Original Net Tax Capacity will be based on estimated market value that exists on January 2, 2026, for taxes payable 2027.

Each year the County Auditor will certify the amount that the Original Net Tax Capacity has increased or decreased as a result of:

1. Changes in the tax-exempt status of property.
2. Reductions or enlargements of the geographic area of the TIF District.
3. Changes due to stipulation agreements or abatements; or
4. Changes in classification rates

Section 14 Original Local Tax Rate

The County Auditor shall certify the Original Local Tax Rate of the TIF District. This rate shall be the sum of all local tax rates that apply to property in the TIF District. This rate shall be for the same taxes payable year as the Original Net Tax Capacity.

In future years, the amount of tax increment generated by the TIF District will be calculated using the lesser of (a) the sum of the current local tax rates at that time or (b) the Original Local Tax Rate of the TIF District.

At the time this TIF Plan was prepared, the sum of all local tax rates that apply to property in the TIF District for taxes levied in 2025 for taxes payable 2026 is expected to be 127.905%. The final Original Local Tax Rate may be higher or lower than this value, depending upon the final local tax rates for payable 2027.

<u>Taxing Jurisdiction</u>	<u>2025-Pay2026 Local Tax Rate</u>
City of Little Falls	72.199%
Morrison County	41.922%
School District 482	11.980%
Other	1.804%
Total	127.905%

The projected original local tax rate does not include the State of Minnesota property tax rate on commercial, industrial, and seasonal recreation property which is *not* captured as tax increment. The school tax rate that is applied to captured net tax capacity shall also be reduced by that portion attributed to the general operating levy.

Note: Minnesota Statutes Section 469.177 Subd. 1a was amended in 2013 redefining what portion of the local school district tax capacity rate will be used in calculating tax increments. Specifically, this amendment now excludes that portion of the school rate attributable to the general education levy under Section 126C.13.

Section 15 Projected Retained Captured Net Tax Capacity and Tax Increment

Each year the County Auditor will determine the current net tax capacity of all property in the TIF District. To the extent that this total exceeds the Original Net Tax Capacity, the difference shall be known as the Captured Net Tax Capacity of the TIF District. It is the Authority's intention to retain 100% of the Captured Net Tax Capacity of the TIF District.

Exhibit 3 estimates the total amount of retained net captured tax capacity, gross tax increments, adjustments, and the net tax increment revenues which will be available annually and cumulatively over the life of the TIF District.

Section 16 Statutory Duration of the TIF District

Economic development districts may remain in existence for eight years from the date of receipt of the first tax increment. This produces nine (9) annual collections of tax increments, with the first year of increment expected to be 2028 and that the final year will be 2036. Modifications of this plan (see Section 28) may not extend these limitations unless the Authority elects under certain circumstances to extend the duration of TIF District in order to recover eligible pollution cleanup costs incurred by the City (see M.S. Section 469.176, Subd. 1g for details).

Section 17 Use of Tax Increments – Economic Development Districts

Revenue derived from tax increment from an economic development district must be used to provide improvements, loans, subsidies, grants, interest rate subsidies, or assistance in any form to developments consisting of buildings and ancillary facilities, in which at least 85 percent of the buildings and facilities (determined on the basis of square footage) are used for any of the following purposes:

1. Manufacturing or production of tangible personal property, including processing resulting in the change in condition of the property.
2. warehousing, storage, and distribution of tangible personal property, excluding retail sales.
3. research and development related to the activities listed in (1) or (2) above.
4. telemarketing if that activity is the exclusive use of the property.
5. tourism facilities as defined in Section 469.174, Subdivision 22 of the TIF Act.
6. space necessary for and related to the activities listed in (1) through (5) above.
7. A workforce housing project that satisfies the requirements of Section 469, Subdivision 4C, paragraph (d).

Section 18 Use of Tax Increments – General

Each year the County Treasurer shall deduct an estimated 0.36% of the annual tax increment generated by the TIF District and pay such amount to the state general fund. Such amounts will be appropriated to the state auditor for the cost of financial reporting and auditing of tax increment financing information throughout the state. Exhibit 3 shows the projected deduction for this purpose over the anticipated life of the TIF District.

The Authority has determined that it will use 100% of the remaining tax increment generated by the TIF District for any of the following purposes:

1. Pay for the estimated public costs of the TIF District (including administrative expenses, see Section 7) and City administrative costs associated with the TIF District (see Section 29).
2. Pay principal and interest on tax increment bonds, notes or other financial obligations issued to finance the public costs of the TIF District.
3. Accumulate a reserve securing the payment of tax increment bonds or other bonds issued to finance the public costs of the TIF District.
4. Pay all or a portion of the County road costs as may be required by the County Board under M.S. Section 469.175, Subdivision 1a; or
5. Return excess tax increments to the County Auditor for redistribution to the City, County and School District in proportion to their local tax capacity rates.

Tax increments from property located in one County must be expended for the direct and primary benefit of a project located within that County unless both County boards involved waive this requirement. Tax increments shall not be used to circumvent levy limitations.

Tax increment shall not be used to finance the acquisition, construction, renovation, operation, or maintenance of a building to be used primarily and regularly for conducting the business of a municipality, County, School District, or any other local unit of government or the State or federal government, including social, recreational or conference facilities or a public park used as a commons area. Tax increments may be used to finance public parking facilities.

Tax increment may not be spent outside the TIF District on improvements, equipment, or other items whose primary purpose is decorative or aesthetic or if the materials used or design cost twice that of more commonly used equipment or improvements. This prohibition does not apply to improvements related to rehabilitating historic structures on national register or in a historic district listed on the national register.

If there exists any type of agreement or arrangement providing for the developer, or other beneficiary of assistance, to repay all or a portion of the assistance that was paid or financed with tax increments, such payments shall be subject to all of the restrictions imposed on the use of tax increments. Assistance includes sales of property at less than the cost of acquisition or fair market value, grants, ground, or other leases at less than fair market rent, interest rate subsidies, utility service connections, roads, or other similar assistance that would otherwise be paid for by the developer or beneficiary.

Section 19 “Green Acres”

The TIF District may not include parcels that qualified as “green acres” in any of the five (5) years preceding the request for certification, unless 85% of development in the district is restricted to qualified manufacturing or distribution facilities directly related to production of tangible personal property and paying at least 90% of its employees’ wages equal to or greater than 160% of the federal minimum wage; or the development in the district is a qualified housing project.

Section 20 4-Year Knock-Down Rule

If after four years from certification of the TIF District no demolition, rehabilitation, renovation, or qualified improvement of an adjacent street has commenced on a parcel located within the TIF District, then that parcel shall be excluded from the TIF District and the Original Net Tax Capacity shall be adjusted accordingly. Qualified improvements of a street are limited to construction or opening of a new street, relocation of a street, or substantial reconstruction or rebuilding of an existing street. The Authority must submit to the County Auditor, by February 1 of the fifth year, evidence that the required activity has taken place for each parcel in the TIF District.

If a parcel is excluded from the TIF District and the Authority or owner of the parcel subsequently commences any of the above activities, the Authority shall certify to the County Auditor that such activity has commenced and the parcel shall once again be included in the TIF District. The County Auditor shall certify the net tax capacity of the parcel, as most recently certified by the Commissioner of Revenue, and add such amount to the Original Net Tax Capacity of the TIF District.

Section 21 Tax Increment Pooling – 5-year Rule

At least 80% of the tax increments from the TIF District must be expended on activities within the district or to pay for bonds used to finance the estimated public costs of the TIF District. No more than 20% of the tax increments may be spent on costs outside of the TIF District, but within the boundaries of the Project Area. All administrative expenses are considered to have been spent outside of the TIF District. Tax increments are considered to have been spent within the TIF District if such amounts are:

1. actually paid to a third party for activities performed within the TIF District within five years after certification of the district;
2. used to make payments or reimbursements to a third party under binding contracts for activities performed within the TIF District, which were entered into within five years after certification of the district; or
3. used to pay bonds that were issued and sold to a third party, the proceeds of which are reasonably expected on the date of issuance to be spent within the later of the five-year period or a reasonable temporary period or are deposited in a reasonably required reserve or replacement fund-

Beginning with the sixth year following certification of the TIF District, at least 80% of the tax increments must be used to pay outstanding bonds or make contractual payments obligated within the first five years. When outstanding bonds have been defeased and sufficient money has been set aside to pay for such contractual obligations, the TIF District must be decertified.

Section 22 Excess Tax Increment

On December 31st of each year, the Authority must determine the amount of excess increments for the TIF District. Excess increments may only be used to:

1. prepay any outstanding tax increment Bonds;
2. discharge the pledge of tax increments on any outstanding Bonds;
3. pay amounts into an escrow account dedicated to the payment of any outstanding Bonds; or
4. return excess tax increments to the County Auditor for redistribution to the City, County and School District in proportion to their local tax capacity rates. The County Auditor must report to the Commissioner of Education the amount of any excess tax increment redistributed to the School District within 30 days of such redistribution.

Section 23 Limitation on Administrative Expenses

Administrative expenses are defined as all costs of the Authority other than:

1. amounts paid for the purchase of land;
2. amounts paid for materials and services, including architectural and engineering services directly connected with the proposed development within the TIF District;
3. relocation benefits paid to, or services provided for, persons or businesses located within the TIF District; or
4. amounts used to pay interest on, fund a reserve for, or sell at a discount, tax increment bonds.

Administrative expenses include amounts paid for services provided by bond counsel, fiscal consultants, planning or economic development consultants, and actual costs incurred by the City in administering the TIF District. Tax increments may be used to pay administrative expenses of the TIF District up to the lesser of (a) 10% of the total estimated public costs authorized by the TIF Plan or (b) 10% of the total tax increment expenditures of the project.

Section 24 Prior Planned Improvements

The City shall accompany its request for certification to the County Auditor with a listing of all properties within the TIF District for which building permits have been issued during the 18 months immediately preceding approval of the TIF Plan. The County Auditor shall increase the Original Net Tax Capacity of the TIF District by the net tax capacity of each improvement for which a building permit was issued.

The City has issued no building permits within the last 18 months for properties within the TIF District.

Section 25 Development Agreements

If more than 10% of the acreage of a project (which contains an economic development district) is to be acquired by the Authority with proceeds from tax increment bonds then, prior to such acquisition, the Authority must enter into an agreement for the development of the property. Such agreement must provide recourse for the Authority should the development not be completed.

Section 26 Business Subsidy Laws

Minnesota Statutes 116J.994 requires a City or Authority providing financial assistance of between \$25,000-150,000 or a business subsidy worth \$150,000 or more to complete an approval process as described below. Housing projects and many redevelopment projects are exempt from the requirements.

For financial assistance of \$25,000-149,999:

1. Adopt criteria for awarding business subsidies following a public hearing.
2. Complete the Financial Assistance Report annually for two years

For a business subsidy of \$150,000 or more, the Authority must complete the following:

1. Adopt criteria for awarding business subsidies following a public hearing.
2. Conduct a public hearing on the subsidy, after providing at least 10 days published notice in the local newspaper.
3. Enter into a subsidy agreement which must include the following information and requirements:
 - a. A description of the subsidy.
 - b. A statement of the public purpose and goals of the subsidy.
 - c. Wage and job creation goals (or job retention goals, if job loss is imminent and demonstrable) to be achieved within 2 years of receiving the subsidy;
 - d. A description of the recipient's financial obligation if the goals are not met. The recipient must pay back the assistance with interest if goals are not met, although pro-rata to reflect partial fulfillment of goals is permitted.
 - e. A statement of why the subsidy is needed.
 - f. A commitment from the recipient to continue operations at the site for at least 5 years;
 - g. The name and address of the parent company of the recipient;
 - h. A list of all other financial assistance to the project; and
 - i. A requirement for the recipient to provide the Authority and the Department of Employment and Economic Development with annual information regarding goals for two years after receiving the subsidy or until the goals are achieved. The reports must be filed by March 1 for the prior year.

Section 27 Assessment Agreements

The City may, upon entering into a development agreement, also enter into an assessment agreement with the developer, which establishes a minimum market value of the land and improvements for each year during the life of the TIF District.

The assessment agreement shall be presented to the County or City Assessor who shall review the plans and specifications for the improvements to be constructed, review the market value previously assigned to the land, and so long as the minimum market value contained in the assessment agreement appears to be a reasonable estimate, shall certify the assessment agreement as reasonable. The assessment agreement shall be filed for record in the office of the County Recorder of each county where the property is located. Any modification or premature termination of this agreement must first be approved by the City, and if the project is valued below the minimum market value, also approved by the County and School District.

Section 28 Modifications of the Tax Increment Financing Plan

Any reduction or enlargement in the geographic area of the Project Area or the TIF District; increase in the amount of bonded indebtedness to be incurred; increase in the amount of capitalized interest; increase in that portion of the Captured Net Tax Capacity to be retained by the Authority; increase in the total estimated public costs; or designation of additional property to be acquired by the Authority shall be approved only after satisfying all the necessary requirements for approval of the original TIF Plan. This paragraph does not apply if:

1. the only modification is elimination of parcels from the Project Area or the TIF District; and
2. the current net tax capacity of the parcels eliminated equals or exceeds the net tax capacity of those parcels in the TIF District's Original Net Tax Capacity, or the Authority agrees that the TIF District's Original Net Tax Capacity will be reduced by no more than the current net tax capacity of the parcels eliminated.
- 3.

The Authority must notify the County Auditor of any modification that reduces or enlarges the geographic area of the Project Area or the TIF District. The geographic area of the TIF District may be reduced but not enlarged after five years following the date of certification.

Section 29 Certification and Administration of the Tax Increment Financing Plan

Upon adoption of the TIF Plan, the Authority must submit a copy of such plan to the State Auditor's Office and the Department of Revenue. The Authority must also request that the County Auditor certify the Original Net Tax Capacity and Net Tax Capacity Rate of the TIF District. To assist the County Auditor in this process, the Authority must submit copies of the TIF Plan, the resolution establishing the TIF District and adopting the TIF Plan, and a listing of any prior planned improvements. The Authority must also send the County Assessor any assessment agreement establishing the minimum market value of land and improvements in the TIF District and shall request that the County Assessor review and certify this assessment agreement as reasonable.

The County will distribute to the Authority the amount of tax increment as it becomes available. The amount of tax increment in any year represents the applicable property taxes generated by the Retained Captured Net Tax Capacity of the TIF District. The amount of tax increment may change due to development anticipated by the TIF Plan, other development, inflation of property values, or changes in property classification rates or formulas. In administering and implementing the TIF Plan, the following actions should occur on an annual basis:

1. Prior to July 1, the Authority shall notify the County Assessor of any new development that has occurred in the TIF District during the past year to ensure that the new value will be recorded in a timely manner.
2. If the County Auditor receives the request for certification of a new TIF District, or for modification of an existing TIF District, before July 1, the request shall be recognized in determining local tax rates for the current and subsequent levy years. Requests received on or after July 1 shall be used to determine local tax rates in subsequent years.

3. Each year the County Auditor shall certify the amount of the Original Net Tax Capacity of the TIF District. The amount certified shall reflect any changes that occur as a result of the following:
 - a) the value of property that changes from tax-exempt to taxable shall be added to the Original Net Tax Capacity of the TIF District. The reverse shall also apply.
 - b) the Original Net Tax Capacity may be modified by any approved enlargement or reduction of the TIF District.
 - c) if laws governing the classification of real property cause changes to the percentage of Estimated Market Value to be applied for property tax purposes, then the resulting increase or decrease in net tax capacity shall be applied proportionately to the Original Net Tax Capacity and the Retained Captured Net Tax Capacity of the TIF District.

The County Auditor shall notify the Authority of all changes made to the Original Net Tax Capacity of the TIF District.

Section 30 Financial Reporting and Disclosure Requirements

The Authority is responsible for information and financial reporting on the activities of the TIF District. These responsibilities include:

1. Prepare and Publish an Annual Statement. No later than August 1 of each year, the Authority must prepare and publish an annual statement which includes at least the following information:
 - a. tax increment received and expended in that year.
 - b. Original Net Tax Capacity
 - c. captured Net Tax Capacity
 - d. amount of outstanding bonded indebtedness
 - e. increments paid to other government bodies
 - f. administrative costs
 - g. increments paid directly or indirectly outside of the district
 - h. if a fiscal disparities contribution is computed under section 469.177, Subd. 3(a), the increase in property tax imposed on other properties in the municipality as a result of the fiscal disparities contribution in the manner prescribed by the commissioner of revenue.

A copy of the annual statement must also be provided to the State Auditor, county board and county auditor, and the municipality.

2. Prepare an Annual Report. (469.175 Subds. 5 and 6) The State Auditor enforces the provisions of the TIF Act and has full responsibility for financial and compliance auditing of the Authority's use of tax increment financing. The State Auditor's office provides detailed tax increment reporting forms for use in complying with annual reporting requirements. On or before August 1 of each year, the Authority and/or the City must prepare a status and financial report for the TIF District and submit it to the state auditor, the county board, the county auditor, and the governing body of the municipality, if the municipality is also not the authority.
3. Prepare a Minnesota Business Assistance Form. (116J.994) By April 1, the Authority must submit a report to the Department of Employment and Economic Development on wages and job goals and progress made in achieving them. A reporting form is provided by the Department and must be submitted for each business which has received TIF assistance.

Section 31 Findings and Need for Tax Increment Financing

In establishing the TIF District, the City makes the following findings:

1. The TIF District qualifies as an economic development district;
See Section 12 of this document for the reasons and facts supporting this finding.
2. The proposed development, in the opinion of the City, would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future, and the increased market value of the site that could reasonably be expected to occur without the use of tax increment would be less than the increase in market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for the maximum duration of the TIF District permitted by the TIF Plan;

The foregoing finding is based on the City's requirement that the proposed expansion include installation of a wastewater pretreatment facility to mitigate increased discharges to the City's wastewater system. As noted above, absent such pretreatment, the City's existing wastewater treatment facilities may not have capacity to accommodate the anticipated increase in discharge associated with the expanded operations. The requirement for pretreatment is deemed cost prohibitive by the Developer and the project could not proceed without tax increment financing assistance.

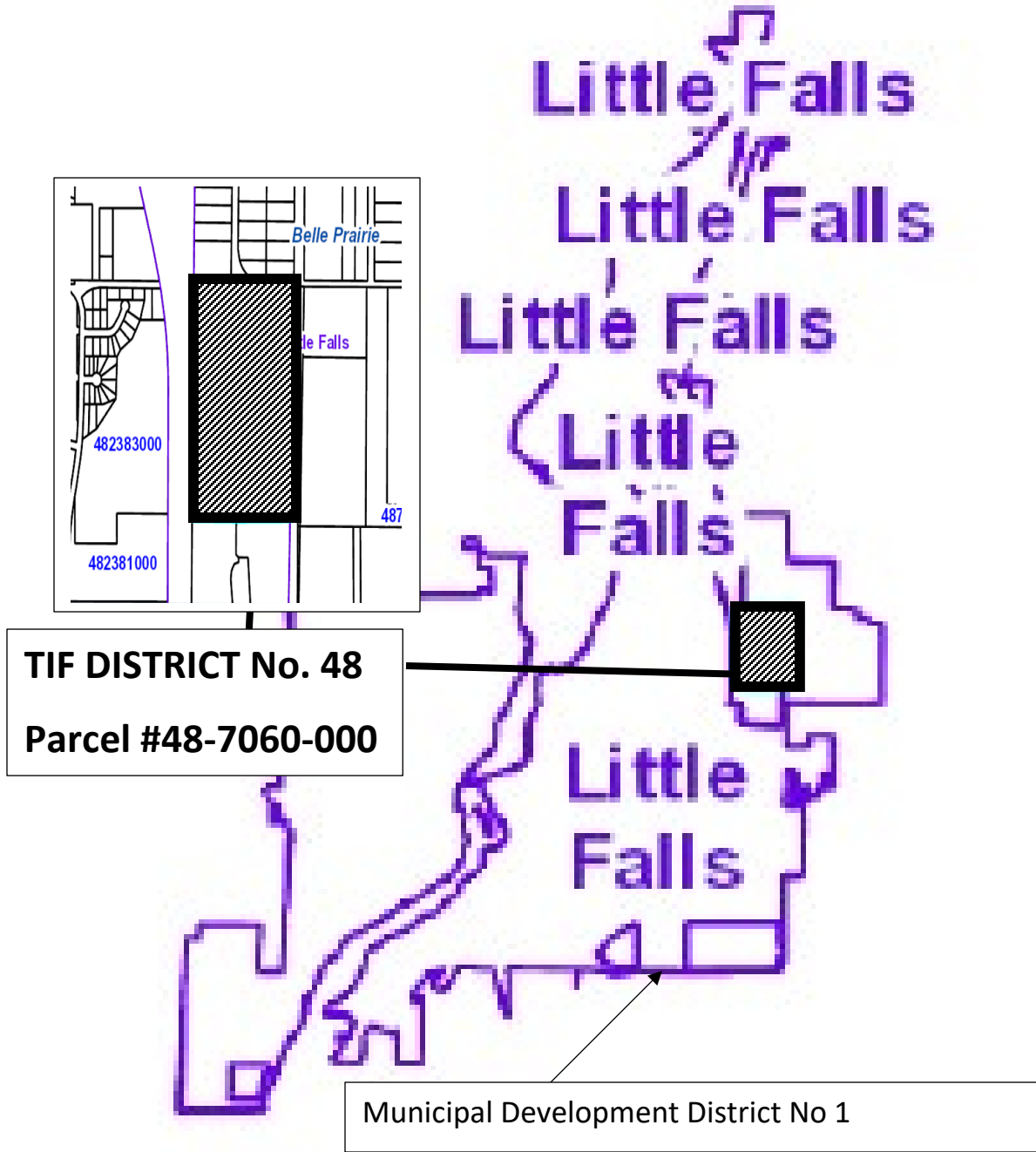
The City finds no reason for additional development to occur without TIF assistance. Therefore, the City reasonably believes that the expected increase in market value at this site without TIF assistance would be minimal. A comparative analysis of estimated market values both with and without establishment of the TIF District and the use of tax increments has been performed. This property has had limited economic activity over the past five years. This plan is projecting a small inflationary rate of 1.5%. Such analysis is included as Exhibit 5 indicates that:

- a) *The Authority's estimate of the amount by which the market value of the site will increase without the use of tax increment financing is **\$1,139,119** (for the reasons described above).*
 - b) *If the proposed development to be assisted with tax increment occurs in the TIF District, the total increase in market value would be approximately **\$12,600,000**. The increase in market value would be due primarily to new construction within the TIF District. (See Exhibit 3)*
 - c) *The present value of tax increments from the TIF District for the maximum duration of the district permitted by the TIF Plan is estimated to **\$2,478,059** (See Exhibit 5)*
 - d) *Even if some development other than the proposed development were to occur, the Authority finds that no alternative would occur that would produce a market value increase greater than **\$10,121,841** (the amount in clause b less the amount in clause c) without tax increment assistance.*
3. The TIF Plan conforms to the general plan for development or redevelopment of the City as a whole.
The reasons and facts supporting this finding are that the current zoning of the property provides for commercial development as a permitted use, and rezoning will not be required.
 4. The TIF Plan will afford maximum opportunity, consistent with the sound needs of the City as a whole, for the development of the Project Area by private enterprise.
The reasons and facts supporting this finding are that the development activities are necessary so that development and redevelopment by private enterprise can occur within the Development District.

Exhibits

Map of Financing District and Project Area Exhibit 1
Parcels and Valuations Exhibit 2
Tax Increment Projections Exhibit 3
Statement of Fiscal and Economic Impacts Exhibit 4
Market Value Analysis Exhibit 5

Tax Increment Financing District No. 48



The boundaries of Municipal Development District No. 1 are coterminous with City Limits.

City of Little Falls, Minnesota
Economic Development District 48

Barrett Land LLC Expansion

PARCEL INFORMATION

#	PIN #*	Owner	2026/Pay 2027				
			Land	Building	Total M.V.	Taxable MV	Tax Cap.
1	48-7060-000	Barrett Land LLC	439,100	7,387,700	7,826,800	7,826,800	155,786
					7,826,800	7,826,800	155,786

City of Little Falls, Minnesota
Economic Development District 48
Barrett Land LLC Expansion

TIF PROJECTIONS

Valuations & Projected Increases

	Estimated Market Value	Tax Capacity
Estimated Original Market Value	7,826,800	155,786
2026 Expansion	20,426,800	407,786
Captured / Increased Values	12,600,000	252,000

Notes:	Total New Square Footage	Estimated Value per square foot	Total Estimated Market Value	Construction Year
Production and Warehouse Expansion	280,000	45.00	12,600,000	2026

Tax Rate Assumptions:

	2026 Tax Rate	Est. Applicable TIF Tax Rate
City	72.199%	72.199%
County	41.922%	41.922%
School	11.980%	11.980%
Other	1.804%	1.804%
	127.905%	127.905%

Projected Tax Increment

3% Assumed inflation rate:

Payable Year	Original Tax Capacity	Projected Tax Capacity	Net Captured Tax Capacity	Less Fiscal Disparities	Retained Net Captured Tax Capacity	Projected Tax Rate	0.36% Less OSA Fees	Gross Tax Increment
2026	155,786	155,786	-	-	-	-	-	-
2027	155,786	155,786	-	-	-	127.905%	-	-
2028	155,786	407,786	252,000	-	252,000	127.905%	(1,160)	321,160
2029	155,786	420,020	264,234	-	264,234	127.905%	(1,217)	336,751
2030	155,786	432,620	276,834	-	276,834	127.905%	(1,275)	352,810
2031	155,786	445,599	289,813	-	289,813	127.905%	(1,334)	369,351
2032	155,786	458,967	303,181	-	303,181	127.905%	(1,396)	386,387
2033	155,786	472,736	316,950	-	316,950	127.905%	(1,459)	403,935
2034	155,786	486,918	331,132	-	331,132	127.905%	(1,525)	422,009
2035	155,786	501,525	345,739	-	345,739	127.905%	(1,592)	440,626
2036	155,786	516,571	360,785	-	360,785	127.905%	(1,661)	459,801
								3,492,831

Adjustments

10.00% Admin. Retainage	0.00% Other Deductions	TOTAL NET REVENUES
-	-	-
32,116	-	289,044
33,675	-	303,076
35,281	-	317,529
36,935	-	332,416
38,639	-	347,749
40,394	-	363,542
42,201	-	379,808
44,063	-	396,563
45,980	-	413,821
349,283	-	3,143,548

Present Value @ 7% >> 2,084,349

**City of Little Falls, Minnesota
Economic Development District 48
Barrett Land LLC Expansion**

STATEMENT OF FISCAL AND ECONOMIC IMPACTS

Taxing Jurisdiction	Without TIF District		With TIF District					
	2025/Pay 2026 Taxable Net Tax Capacity ^{(1)*}	Original Local TIF Tax Rate	2025/Pay 2026 Taxable Net Tax Capacity ⁽¹⁾	Projected Captured Net Tax Capacity	Hypothetical Tax Generated By TIF	New Taxable Net Tax Capacity	Hypothetical Adjusted Local Tax Rate	Hypothetical Decrease in Tax Rate
City of Little Falls	9,174,833	72.199%	9,174,833	252,000	181,941	9,426,833	70.269%	1.930%
Morrison County	59,446,947	41.922%	59,446,947	252,000	105,643	59,698,947	41.745%	0.177%
School District	24,684,838	1.804%	24,684,838	252,000	4,546	24,936,838	1.786%	0.018%
Other ⁽²⁾	--	0.000%	--	252,000	-	--	0.000%	--
Totals		115.925%			292,131		113.800%	2.125%

Statement #1: If all of the projected captured net tax capacity of the project were hypothetically immediately available to each taxing jurisdiction if TIF were not used, the tax capacities of each jurisdiction would be increased by the amounts shown above, and the local tax rates of each jurisdiction would be decreased by the amounts shown.

Statement #2: As the projected captured tax capacity of the project would not be available without the use of TIF, the tax capacities and tax rates of each jurisdiction will not be affected.

Statement #3: The estimated amount of tax increment (after the OSA deduction) generated over the life of the TIF District is estimated to be: \$ 2,890,442

Statement #4: The estimated amount of increment is attributed to the local tax levies and captured as a result of the creation of this TIF District for the following local units:

City of Little Falls	\$ 1,631,578
Morrison County	\$ 947,368
School District	\$ 270,728

Statement #5: The final Original Net Tax Capacity and Local Tax Rate of the TIF District will be based upon final data 2026 for taxes payable 2027 as the Authority intends to request certification after July 1, 2026 and before June 30, 2027.

⁽¹⁾ Taxable net tax capacity = total net tax capacity less value captured in TIF Districts and powerline value.

⁽²⁾ The impacts upon other taxing jurisdictions not included since they represent a small percentage of the total tax rate.

*Source - PRISM - Assessment year 2025 County Tax List Summary

City of Little Falls, Minnesota

Economic Development District 48

MARKET VALUE ANALYSIS

Increased Market Value of Site	12,600,000
Less Present Value of TIF Revenues	<u>2,092,434</u>
	10,507,566
Reasonably expected increase w/out TIF*	<u>1,139,119</u>
Net Value Increase	9,368,447

Present Value Calculation

Calculation Date	12/31/2026
Present Value Factor	7.00%

#	Year	Gross Tax Increment	Present Value
	2026	-	
	2027	-	-
1	2028	321,160	300,150
2	2029	321,160	280,514
3	2030	321,160	262,162
4	2031	321,160	245,012
5	2032	321,160	228,983
6	2033	321,160	214,003
7	2034	321,160	200,002
8	2035	321,160	186,918
9	2036	321,160	174,690
		<u>2,890,442</u>	<u>2,092,434</u>

* Without the use of TIF, market value increases would be expected to be limited to inflation only. No development is expected without the use of TIF. Inflation is estimated at 1.5% per year for 9 years.

**EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE
CITY OF LITTLE FALLS, MINNESOTA**

HELD: June 1, 2026

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Little Falls, Morrison County, Minnesota, was duly held at the City Hall on Monday, the 1st day of June 2026 at approximately 7:30 o'clock p.m. for the purpose, in part, of conducting a public hearing on providing a business subsidy to Barrett Land LLC.

The following Councilmembers were present:

and the following were absent;

Councilmember _____ introduced the following resolution and moved its adoption;

**Resolution No. 2026-29
Resolution Approving Business Subsidy to
Barrett Land LLC**

WHEREAS, the City of Little Falls, Minnesota (the "City") acknowledges the need to provide financial assistance to businesses in the City to further the economic and development objectives of the City; and

WHEREAS, the City of Little Falls has held a public hearing as required by Minnesota Statutes 116J.993 through 116J.995 prior to awarding a Business Subsidy in excess of \$150,000; and

WHEREAS, the City has performed all actions required by law to be performed prior to the awarding of Business Subsidy Criteria, therefore.

BE IT RESOLVED by the City Council (the "Council") of the City as follows:

1. The Council hereby approves providing financial assistance to Barrett Land LLC in accordance with the requirements of Minnesota Statutes 116J.993 through 116J.995; and
2. The Council hereby authorizes the Mayor and Administrator to execute the Development Agreement which will govern the assistance being provided to Barrett Land LLC in accordance with the terms agreed upon and as outlined in Exhibit A attached.

The motion for the adoption of the foregoing resolution was duly seconded by Councilmember _____ and upon vote being taken thereon, the following voted in favor:

and the following voted against the same.

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
CITY OF LITTLE FALLS) SS.
COUNTY OF MORRISON)

I, the undersigned, being the duly qualified and acting Administrator of the City of Little Falls, Minnesota, DO HEREBY CERTIFY that the attached resolution is a true and correct copy of an extract of minutes of a meeting of the City Council of the City of Little Falls, Minnesota duly called and held, as such minutes relate to the award of a Business Subsidy to Barrett Land LLC.

WITNESS my hand this 1st day of June 2026.

City Administrator

Exhibit A

Summary of Business Subsidy Agreement/Tax Increment Financing Assistance

DEVELOPER: Barrett Land LLC

DEVELOPER COMMITMENTS:

1. Construct a new 280,000 square foot facility on the development property. Construction shall be substantially completed by December 31, 2027.
2. As part of the expansion, the Developer will construct a new pretreatment facility as part of the project, along with the reconstruction of stormwater retention and ditch.
3. Submit copies of paid invoices or similar evidence acceptable to the City showing that the business has incurred eligible expenses totaling at least \$3,150,000. If documented expenses are less than this amount, TIF assistance will be reduced accordingly.
4. Within two (2) years after the occupation of the new facility (or benefit date), the entity will create or cause to create at the site 35 new full-time equivalent positions as a result of the project. Wages must meet the City's Business Subsidy policy.
5. Total financial assistance to this Developer is expected to exceed \$150,000. A business subsidy hearing, in conjunction with the tax increment financing public hearing on June 1, 2026.
6. The Developer will be expected to file an annual job and wage summary, by March 1st of each year, with the City or as required by any state or local policy requirements.
7. The Developer agrees to maintain operations at this location for five years from date of occupancy of the building or benefit date.
8. If the Developer fails to create and maintain all jobs on the new site, or the business should cease operations in the City, and fails to correct such conditions after proper notice has been given by the City, the City will declare the contract in default and move to rescind the agreement. If default occurs, the Developer may be required to pay back a prorated share of assistance.
9. Refrain from selling the development property and/or assigning its rights under this agreement to another party without the prior written approval of the City. Sale or assignment without the City's approval will be considered a default.
10. The Developer agrees not to contest or challenge its market valuation during the duration of the TIF district.

11. The Developer agrees to keep current on all payments of property taxes.
12. The Developer agrees to indemnify the City for the project.

CITY COMMITMENTS:

1. The City finds the following public purposes for this subsidy (as required by the City's Business Subsidy Policy):
 - a. Create new jobs in the community.
 - b. Creation of new tax base and enhance economic growth of the community.
2. Establish an Economic Development TIF District, TIF District 48, for this parcel.
3. The City will provide tax increment financing assistance to the project on a "pay-as-you-go" basis. This pay-as-you-go assistance requires the developer to pay all up-front project costs, with the City reimbursing a portion of the increment for those eligible project costs. Eligible costs include site preparation, grading and earthwork related to the construction of a pretreatment facility, storm water ponding, and SAC/WAC connections.
4. The City will reimburse the developer 90% of the tax increments generated by the project, up to \$3,150,000, over the nine (9) year district life.
5. Payments will be paid semi-annually in August and February 1st of each year, commencing August 1, 2028, and continuing through February 1, 2036, or until payments total \$3,150,000.
6. The note shall bear an interest rate of 0%.

CITY OF LITTLE FALLS
POLICY

SUBJECT: ~~BYLAWS; BYLAWS; AUTHORITIES; AUTHORITIES~~, BOARDS, BUREAUS,
COMMISSIONS, AND COMMITTEES

DATE COUNCIL APPROVED: ~~04/04/83, 05/04/2026~~

LOCATION IN MINUTES: RESOLUTION 1983-22; ~~MOTION~~ APPROVING POLICY AMENDMENT

Introduction

The City Code, in establishing various authorities, boards, bureaus, commissions, and committees, necessitates the establishment of bylaws in order to conduct business in an orderly fashion. As such, the City Council hereby establishes the following minimum standards for bylaws for each authority, board, bureau, commission, and committee.

In doing so, the City Council delegates the responsibility of recommending more comprehensive bylaws to each authority, board, bureau, commission, or committee, which the City Council must approve if such authority, board, bureau, commission, or committee feels the need exists. These provisions shall serve as the default bylaws for any authority, board, bureau, commission, or committee that has not adopted separate bylaws approved by the City Council.

I. General By-Laws: ~~(For those authorities, boards, bureaus, commissions and committees that have not formally adopted by-laws.)~~

1. OFFICERS

The officers of all authorities, boards, bureaus, commissions and committees shall, at minimum, consist of a Chairperson, Vice Chairperson and Secretary.

The Chairperson shall preside at all meetings and hearings and shall have the duties normally conferred by parliamentary usage on such officers.

The Vice Chairperson shall act for the chairperson in his or her absence.

The Secretary may be a City staff person assigned to the authority, board, bureau, commission or committee.

2. ELECTION OF OFFICERS

The annual organization meeting of all authorities, boards, bureaus, commissions and committees shall be held in February of each year, or as soon thereafter as is practical.

Nominations shall be made from the floor at the annual organizational meeting and election of the officers specified shall follow immediately thereafter.

A candidate receiving a majority vote of the membership present shall be declared elected and shall serve for one year or until a his or her successor shall take office.

Vacancies in office shall be filled by regular election procedure.

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3. MEETINGS

~~Meetings shall be held on a regular schedule established by the body, or as otherwise needed to conduct business. Meetings shall be held on a regular basis, normally each month. In the event of a conflict with holidays or other events, a majority at any meeting may change the date of said meeting. Meetings shall be held on a regular schedule established by the body, or as otherwise needed to conduct business. Meetings shall generally be held on a regular basis, normally each month. If a regularly scheduled meeting falls on a legal holiday, the meeting shall be rescheduled to the following business day. If a regular meeting conflicts with another event or circumstance, the meeting may be rescheduled with proper notice in accordance with the Minnesota Open Meeting Law.~~

~~A quorum shall consist of a majority of the appointed members of the body. A quorum shall consist of one half plus one of the entire members.~~

A majority vote of members present is required to transact business. Voting shall be by aye or nay response. A record of the vote shall be kept as a part of the minutes.

The Chairperson may call special meetings. It shall be the duty of the Chairperson to call a special meeting when requested to do so by a majority of members.

~~Notice of special meetings shall be provided to members and posted in accordance with the Minnesota Open Meeting Law. City staff shall notify all members not less than five (5) days in advance of such special meeting.~~

3.A. REMOTE PARTICIPATION

~~Members may participate in meetings by interactive technology when authorized by Minnesota Statutes and when the requirements of Minnesota Statutes Chapter 13D are satisfied.~~

~~A member participating remotely shall be considered present for purposes of quorum and voting. Remote participation is permitted only if all of the following conditions are met:~~

- ~~a. All members participating in the meeting, whether in person or remotely, can hear one another and hear all discussion and testimony;~~
- ~~b. All persons present at the regular meeting location can hear all discussion and all votes;~~
- ~~c. At least one member of the body, the chief administrative officer, or the City Attorney is physically present at the regular meeting location, unless otherwise permitted by law;~~
- ~~d. All votes are conducted by roll call so that each member's vote can be identified and recorded; and~~
- ~~e. Proper notice of the meeting is provided in accordance with the Minnesota Open Meeting Law, including notice that some members may participate by interactive technology.~~

~~To the extent practical, the City shall provide a means for the public to monitor the meeting electronically from a remote location.~~

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4. ROBERT'S RULES OF ORDER

Unless otherwise specified, **Robert's Rules of Order** shall be the guideline ~~to~~ governing the proceedings at meetings of any authority, board, bureau, commission, or committee.

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5. ORDER OF BUSINESS

The order of business at regular meeting shall at minimum include:

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- a. Approval of minutes of ~~per~~vious meeting.
- b. Old business.
- c. New business.
- d. Adjournment.

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A motion must be made and approved to remove any item from the agenda. This may be accomplished by amending the agenda during the approval of the agenda. A motion from the floor must be made and passed to dispense with any item on the agenda.

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6. EMPLOYEES

Within the limits imposed by the funds available for their use, an authority, board, bureau, commission, or committee may recommend the employment of such staff personnel and/or consultants as it deems necessary to aid its work.

Appointments shall be recommended by a majority vote and approved by the City Council.

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7. HEARINGS

In addition to those required by law, ~~the~~ authorities, boards, bureaus, commissions, and committees may hold public hearings and/or neighborhood informational meetings when they ~~decide-determine~~ that such hearings will be in the public interest.

The matter before any authority board, bureau, committee, or commission shall be presented in summary by a member or City staff ~~memberperson~~, designated by the ~~C~~hairperson, and parties in interest shall have the privilege of the floor.

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A record shall be kept of those speaking before an authority, board, bureau, commission or committee, at such hearings.

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8. AMENDMENTS

Recommendations to amend or adopt new bylaws by an authority, board, bureau, commission, or committee may be made by a majority vote of the membership, ~~and shall require~~with the approval ~~of by~~ the Little Falls City Council.

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II. Membership and Service

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9. ATTENDANCE

Members of authorities, boards, bureaus, commissions, and committees are expected to attend all regularly scheduled meetings whenever possible in order to ensure that a

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quorum may be maintained and that the business of the body may be conducted in an orderly manner.

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Any member who is unable to attend a meeting should notify the Chairperson or the appropriate City staff person in advance whenever practical.

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If a member is absent from three consecutive regular meetings or from more than one-third of the regular meetings in a calendar year, the City Council may review the member's continued service and may take such action as permitted by the City Code and applicable law.

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10. RESIGNATION

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Any member wishing to resign from an authority, board, bureau, commission, or committee shall submit written notice of such resignation to the City Administrator or City Clerk.

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Such resignation shall become effective upon acceptance by the City Council or as otherwise provided by the City Code.

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11. REMOVAL OF MEMBERS

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Members of authorities, boards, bureaus, commissions, and committees serve in accordance with the provisions of the City Code and applicable law.

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The City Council retains the authority to remove a member prior to the expiration of the member's term for cause, as permitted by the City Code and applicable law.

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In reviewing a member's service, the City Council may consider factors including, but not limited to, the following:

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- a. Repeated failure to attend meetings
- b. Violation of the Minnesota Open Meeting Law
- c. Failure to disclose a conflict of interest
- d. Conduct which interferes with the effective operation of the authority, board, bureau, commission, or committee
- e. Failure to perform the duties of the position

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The member may be notified and provided an opportunity to respond prior to action by the City Council.

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12. VACANCIES

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If a vacancy occurs on any authority, board, bureau, commission, or committee due to resignation, removal, expiration of term, or other circumstances, the City Council shall fill such vacancy in accordance with the provisions of the City Code and applicable law.

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A member appointed to fill a vacancy shall generally serve for the remainder of the unexpired term unless otherwise provided by ordinance or statute.

Members whose terms expire shall continue to serve until a successor is appointed, unless otherwise prohibited by law.

13. CONFLICTS OF INTEREST

Members shall comply with applicable conflict of interest laws and shall abstain from participating in matters in which they have a disqualifying conflict of interest.

In the event of any conflict between this policy and the City Code or applicable law, the City Code and applicable law shall govern.

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AGENDA ITEM**CITY COUNCIL MEETING:** June 1, 2026**TITLE OF THE ITEM FOR CONSIDERATION:** Administrative Forfeiture Acceptance, 2016 Dodge Ram 1500 Pickup, Police**BACKGROUND:** On April 20th, 2026, an Administrative Forfeiture Certificate was signed by the Morrison County Attorney authorizing the Little Falls Police Departments to take ownership of a 2016 Dodge Ram 1500 Pickup, VIN: 1C6RR7FT5GS288532. The estimated cost for transfer of title is approximately \$392.88.

The Little Falls Police Department intends to use this vehicle to tow the firearms training trailer to and from training events. Currently, this trailer is being towed using one of the department's squad vehicles. Utilizing the forfeited vehicle for this purpose will reduce excess wear and stress on patrol squad vehicles.

Per the terms of the administrative forfeiture, if the vehicle is sold, proceeds from the sale of forfeited property, after payment of seizure, storage, forfeiture, and sale expenses, and satisfaction of valid liens against the property, must be distributed with 70% of the proceeds to the City and 30% to the Morrison County Attorney's Office.

ACTION REQUEST: The City Council 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.**BUDGETED:** N/A No Yes Fund: General**STAFF PERSON REQUESTING:** Sony Lubrecht and Kyle Johnson

MEMORANDUM

DATE: April 17, 2026
TO: Little Falls Police Department
FROM: Brian J. Middendorf *BJM*
RE: Administrative Forfeiture
DATE OF SEIZURE: 12/31/2025
PROPERTY SEIZED: 2016 Dodge Ram 1500 Pickup
License Plate: ZPU188
VIN: 1C6RR7FT5GS288532
Registered Owner: Jessica Frances Brain
ICR Number: 25009306

The Morrison County Attorney's Office has not received a notice for judicial determination from the claimant within sixty (60) days following the above seizure, or in the alternative, and the claimant has been convicted of the underlying DWI offense. The claimant has now lost this property and the forfeiture is complete.

I have attached an Administrative Forfeiture Certificate signed by the County Attorney which will allow the motor vehicle to be transferred with the Department of Public Safety, State of Minnesota. The motor vehicle may be used by your department in the performance of official duties. When the motor vehicle is sold, the proceeds shall be distributed in the following manner:

The proceeds from the sale of forfeited vehicles, after payment of seizure, storage, forfeiture, and sale expenses, and satisfaction of valid liens against the property, must be distributed as follows:

- 70% of the proceeds to your agency
- 30% of the proceeds to Morrison County Attorney's Office

If you have any questions pertaining to this forfeiture, please call me at 320-632-0190.

**STATE OF MINNESOTA
COUNTY OF MORRISON**

ADMINISTRATIVE FORFEITURE CERTIFICATE

**RE: One 2016 Dodge Ram 1500 Pickup
Minnesota License Plate No. ZPU188
VIN: 1C6RR7FT5GS288532
Registered Owner: Jessica Frances Brain**

ICR #25009306

I hereby certify the following:


1. All persons known to have an ownership interest in the vehicle have been served with a Notice of Intent to Forfeit the subject vehicle, as follows:

Jessica Frances Brain was served by Certified U.S. Mail on 01/29/2026.

2. The Morrison County Attorney's Office has not been served with any complaint contesting the forfeiture of the subject vehicle and more than sixty (60) days have elapsed since service upon all interested parties with the Notice of Seizure and Intent to Forfeit.

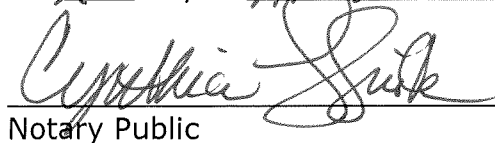
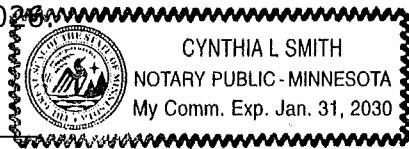
3. The subject vehicle s used in the commission of an offense designated by Section 169A.63, as qualifying it for forfeiture, was seized by the Little Falls Police Department, and the requirements of that statute have been met.

Dated this 20th day of April, 2026.



Brian J. Middendorf #280786
Morrison County Attorney
213 SE 1st Ave
Little Falls, MN 56345
(320) 632-0190

Subscribed and sworn to before me on
the 20th day of April, 2026.


Notary Public

APPLICATION TO TITLE/REG. A VEHICLE

Minnesota Department of Public Safety
Driver and Vehicle Services Division
445 Minnesota St., St. Paul, MN 55101-5185
Phone: 651-297-2126 TTY: 651-282-6555
drive.mn.gov

Print Form



PLATE NUMBER STICKER NUMBER YEAR

Admin Forfeiture
Unmarked

Contact Phone Number for Customer

WEIGHT STICKER NUMBER/MOTORCYCLE ENGINE NO.

A

VEHICLE IDENTIFICATION NUMBER

1 C 6 R R 7 F T 5 G S 2 8 8 5 3 2

MODEL YEAR 2016 MAKE RAM MODEL 1500 BODY STYLE Pick up VEHICLE COLOR Dark Green WEIGHT RATING
VEHICLE TYPE Truck/Bus VEHICLE CLASS Passenger vehicle VEHICLE USE TYPE Unmarked # PASS. FUEL TYPE Gasoline NEW DATE OF ACQUISITION 04/17/2026
AUTO INSURANCE COMPANY POLICY NUMBER EXP. DATE EMPTY WT. 5098 # AXLES 2

B

ODOMETER DISCLOSURE STATEMENT. I (WE) CERTIFY THAT THE ODOMETER NOW READS (NO TENTHS) MILES AND TO THE BEST OF MY KNOWLEDGE, THE ODOMETER MILEAGE IS:
Actual mileage
In excess of odometer's mechanical limits
Not actual mileage - WARNING ODOMETER DISCREPANCY
DAMAGE DISCLOSURE STATEMENT. TO THE BEST OF MY KNOWLEDGE, THIS VEHICLE:
Has (CHECK ONE) SUSTAINED DAMAGE IN EXCESS OF 80 PERCENT ACTUAL CASH VALUE.
Has Not
Was this vehicle sold on private party consignment? Yes No

ASSIGNMENT: I (WE) CERTIFY THAT THIS VEHICLE IS FREE FROM ALL SECURITY INTERESTS. I (WE) WARRANT TITLE AND ASSIGN THE REGISTRATION TAX AND VEHICLE TO THE PERSON(S) NAMED IN SECTION D.

SELLER'S PRINTED NAME(S) ACQUISITION DATE
SELLER'S ADDRESS DEALER LICENSE #

X ALL SELLER'S SIGNATURE(S)

C

IS THIS VEHICLE SUBJECT TO SECURITY AGREEMENT(S)? YES NO IF YES, COMPLETE SECTION C.
FIRST SECURED PARTY (PRINT NAME) DATE OF LOAN For Additional Secured Parties, Attach Completed Form PS2017
STREET ADDRESS CITY STATE ZIP CODE

D

If more than two owners, complete a separate attachment with the additional owner's information (must provide all info as below)
FIRST, MIDDLE, LAST NAME DRIVER'S LICENSE NUMBER / DEALER NUMBER DATE OF BIRTH
Little Falls Police Department
ADDITIONAL PURCHASER(S)/OWNER(S) FIRST, MIDDLE, LAST NAME DRIVER'S LICENSE NUMBER DATE OF BIRTH
RESIDENCE STREET ADDRESS CITY STATE ZIP CODE
MAILING ADDRESS

E

You can elect to receive your registration renewals by email. If you select this option, paper renewal notices will not be mailed.
To elect this service please provide an email address for notices to be emailed to:

F

This section to be completed if under 18. I CERTIFY BY MY SIGNATURE I HAVE PURCHASED THE VEHICLE DESCRIBED ON THIS APPLICATION. CHECK ONE:
I am 17 years old and have completed an approved driver training course.
I am an employed, emancipated minor and I have a Minnesota driver's license.
I am 17 years old and a high school graduate.
When I was a resident of a foreign state, I was the duly registered owner of the automobile or truck described on this application. (COMPLETE SECTION G)

G "A vehicle acquired by a Minnesota resident is subject to tax as soon as the vehicle is operated on a Minnesota street or highway. An automobile brought into Minnesota by a non-resident must be registered within 60 days; however, if the foreign state vehicle is not currently registered, the vehicle must be registered immediately. Tax for a non-resident is calculated 60 days from date of residency or transaction date, whichever is first, or from the date vehicle is first operated on a Minnesota road or highway.

WERE YOU A MINNESOTA RESIDENT AT THE TIME OF PURCHASE? YES <input type="checkbox"/> NO <input type="checkbox"/>	IF NO, WHEN DID YOU BECOME A MINNESOTA RESIDENT? _____	IF YES, WHEN WAS THE VEHICLE FIRST OPERATED ON A MINNESOTA ROAD OR HIGHWAY? _____
--	---	--

H BASE VALUE/MSRP or GROSS WEIGHT 33805	REGISTRATION PERIOD From 09/01/2026 Through 08/31/2027	USDOT Number _____
---	---	-----------------------

MN COUNTY/STATE VEH. IS KEPT Morrison	Registration Quantity _____
--	--------------------------------

FOR CLASSIC, COLLECTOR, STREET ROD & PIONEER, PLEASE INDICATE DESIRED NUMBER OF PLATES: One Plate Two Plates

REGULAR LICENSE PLATE NUMBER OF THE OTHER VEHICLE OWNED OR LEASED BY YOU: _____

NOTE: TRAILERS AND TRUCKS REGISTERED ON A GROSS WEIGHT BASIS MUST BE REGISTERED AT A MINIMUM OF 1.25 TIMES THE EMPTY WEIGHT.
 † FOR TRUCKS REGISTERED AT 78,000 OR HIGHER, MUST DECLARE THE NUMBER OF AXLES ON THE FRONT OF THIS APPLICATION.

I PURCHASER'S MOTOR VEHICLE SALES TAX DECLARATION

<p>1. Full purchase price \$ \$ 4,500.00</p> <p>2. Less trade-in allowance complete item #6 \$ _____</p> <p>3. Net purchase price \$ _____</p> <p>4. 6.875% of line 3 \$ \$ 309.38</p> <p>5. Less tax paid to another state \$ _____</p> <p>NET SALES TAX DUE \$ \$ 309.38</p> <p>6. Trade-in was:</p> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:33%;">MODEL YR.</td> <td style="width:33%;">MAKE</td> <td style="width:33%;">PLATE #</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td colspan="3" style="text-align: center;">VIN NUMBER</td> </tr> <tr> <td colspan="3"> </td> </tr> </table> <p><small>WITHOUT PROPER OWNERSHIP/TRANSFER DOCUMENTS (e.g., OUT-OF-STATE CERTIFICATE OF TITLE), NO MINNESOTA TITLE WILL BE ISSUED.</small></p>	MODEL YR.	MAKE	PLATE #				VIN NUMBER						<p>MN DEALER LICENSE # _____</p> <p>MN SALES TAX ACCOUNT # _____</p> <p>INTERNAL REV. CODE # (IRC) _____</p> <p>PRORATE ACCOUNT # _____</p> <p>PRORATE FLEET # _____</p> <p>I declare this tax exemption _____</p> <p>ADDITIONAL FEES:</p> <p>ELECTRIC VEHICLE SURCHARGE _____</p> <p>EXPEDITED TITLE FEE _____</p> <p>FARM QUARTERLY FEE _____</p> <p>LEASE EXTENSION FEE _____</p> <p>REINSTATEMENT FEE _____</p> <p>SALVAGE INSPECTION FEE _____</p> <p>SPECIAL PLATE TRANSFER FEE _____</p>	<table style="width:100%;"> <tr><td>ADMIN/REGISTRATION TAX</td><td>\$ 5.00</td></tr> <tr><td>PLATE FEE</td><td>\$ 10.00</td></tr> <tr><td>CONTRIBUTION FEE</td><td>_____</td></tr> <tr><td>WHEELAGE TAX</td><td>_____</td></tr> <tr><td>TECH SURCHARGE FEE</td><td>\$ 2.25</td></tr> <tr><td>PS VEHICLE FEE</td><td>\$ 3.50</td></tr> <tr><td>TRANSFER TAX</td><td>_____</td></tr> <tr><td>TITLE FEE</td><td>\$ 8.25</td></tr> <tr><td>LIEN FEE</td><td>_____</td></tr> <tr><td>MV SALES TAX</td><td>\$ 309.38</td></tr> <tr><td>LATE TRANSFER PENALTY</td><td>\$ 2.00</td></tr> <tr><td>LOCAL OFFICE SURCHARGE</td><td>\$ 2.00</td></tr> <tr><td>STATE/DEPUTY FILING FEE</td><td>\$ 20.00</td></tr> <tr><td>TOTAL DUE</td><td>\$ 362.38</td></tr> </table> <p style="text-align: right;"><small>(Sales tax due when registered)</small></p>	ADMIN/REGISTRATION TAX	\$ 5.00	PLATE FEE	\$ 10.00	CONTRIBUTION FEE	_____	WHEELAGE TAX	_____	TECH SURCHARGE FEE	\$ 2.25	PS VEHICLE FEE	\$ 3.50	TRANSFER TAX	_____	TITLE FEE	\$ 8.25	LIEN FEE	_____	MV SALES TAX	\$ 309.38	LATE TRANSFER PENALTY	\$ 2.00	LOCAL OFFICE SURCHARGE	\$ 2.00	STATE/DEPUTY FILING FEE	\$ 20.00	TOTAL DUE	\$ 362.38
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J Tennessee Warning

What is the purpose of supplying the requested information?
 •The information collected on this form is used to apply for a certificate of title pursuant to Minn. Stat. § 168A.02(1).

Am I required to provide the requested information?
 •You must provide the information requested within ten days of the date of sale in order to obtain a certificate of title. See Minn. Stat. § 168A.10(2).

What will happen if I do not provide the requested information?
 •If you do not provide the requested information, DVS will be unable to process your application for a certificate of title.

Who will have access to the requested information?
 •DVS may disclose personal information when it relates to the operation or use of a vehicle or to public safety. The use of personal information relates to public safety if it concerns the physical safety or security of drivers, vehicles, pedestrians or property. Information on an individual provided to register a vehicle may be treated as provided by U.S.C. § 2721, and may be disclosed as required or permitted by that section. Information may be used, rented, or sold solely for bulk distribution by organizations for business purposes including surveys, marketing or solicitation. The registered owner may request, in writing, that their residence address or name and residence address be classified as "private data on individuals," provided the vehicle is not registered to a business. See Minn. Stat. § 168.346(3).

I (We) certify I (we) are of legal age, have purchased this vehicle subject to liens shown and no other. This vehicle is and will continue to be insured while operating upon the public streets and highways. The vehicle will be operated in compliance with the laws that apply to its class of registration. I (we) have received a copy of this application and all of my (our) declarations are true and correct. If applicable, I (we) have knowledge of Federal and State applicable to commercial motor vehicle operation, Minn. Stat. § 221, public service commission rules 1-48 and 49 U.S.C. § 390-399, and if a transporter of hazardous materials, 49 U.S.C. §§ 171-199.

You may disclose my information for any use in response to requests for my individual driver or motor vehicle record.

You may disclose my personal information for bulk distribution for surveys, marketing or solicitations.

Signature _____	DATE _____
Signature _____	DATE _____

ALL PURCHASERS/OWNERS MUST SIGN

DO NOT SIGN UNTIL FORM IS COMPLETED IN ENTIRETY

AGENDA ITEM**CITY COUNCIL MEETING:** June 1, 2026**TITLE OF THE ITEM FOR CONSIDERATION:** Policy 47 Lodging Tax and Restaurant Sales Tax – Compliance Checks, Update**BACKGROUND:** Policy 47 Lodging Tax and Restaurant Sales Tax – Compliance Checks was originally adopted by the City Council on December 2, 1996, to establish procedures for compliance reviews and oversight related to the City's lodging tax and restaurant sales tax collections.

During the 2026 Minnesota Legislative Session, proposed legislation to extend the City's authority to impose the Restaurant Sales Tax did not pass. As a result, the City's authority to impose the Restaurant Sales Tax is scheduled to sunset on June 30, 2026.

Staff are recommending amendments to Policy 47 to remove all references to the Restaurant Sales Tax and establish a standalone Lodging Tax Compliance Checks Policy. In addition, staff are recommending amendments to the funding provision for compliance reviews.

The current policy authorizes the City to appropriate up to \$1,000 from the five percent (5%) administrative fee collected from Lodging Tax receipts to fund compliance reviews. Staff are recommending this language be revised to allow the City to appropriate up to twenty-five percent (25%) of the five percent (5%) administrative fee collected from Lodging Tax receipts for compliance reviews.

This amendment is intended to allow the available audit funding to adjust proportionally over time as Lodging Tax receipts and auditing costs increase due to inflation and changing professional service rates. Based on 2025 Lodging Tax collections, twenty-five percent (25%) of the administrative fee would equal approximately \$1,329.50. Current auditing costs are approximately \$5,000 for the review of one hotel and five restaurants; therefore, the proposed amendment is intended to provide a more sustainable funding structure for future lodging tax compliance reviews.

The proposed amendments are administrative in nature and are intended to align the City's policy with current statutory authority and operational needs following the expiration of the Restaurant Sales Tax.

ACTION REQUEST: The City Council adopt Policy 47 – Lodging Tax Compliance Checks, as updated.**BUDGETED:** N/A No Yes Fund: N/A**STAFF PERSON REQUESTING:** Alex Smith and Sony Lubrecht

CITY OF LITTLE FALLS
POLICY

SUBJECT: LODGING TAX ~~AND RESTAURANT SALES TAX~~ – COMPLIANCE CHECKS

DATE APPROVED BY COUNCIL: 12/02/96, 06/01/26

LOCATION IN MINUTES: MOTION

Introduction

The City of Little Falls has established a 3% "Lodging Tax" on hotels ~~/motels and motels and a 0.5% "Restaurant Sales Tax" on restaurants/places of refreshment~~ within the City.

Policy

~~This policy establishes procedures to ensure equitable and uniform compliance with applicable State laws and City ordinances governing the collection and remittance of the Lodging Tax. In order to ensure equitable and uniform compliance of such taxes under State laws and City ordinances, the City Council of the City of Little Falls hereby establishes the following policy on the collection and distribution of said taxes:~~

1. A Certified Public Accountant (CPA), shall be engaged by the City to conduct at least one random analysis of the calculations used by hotels and ~~/~~ motels in determining their 3% "Lodging Tax," remitted to the City of Little Falls.

~~Said~~ The review(s) shall consist will be of a random month of the hotels' and/or motels' payment history, as determined by the City, however longer periods may be analyzed at the discretion of the City.

(Pursuant to Minnesota Statutes, Section 469.190, Subdivision 3; Little Falls City Code, Section 6.36, Subdivision 3; et. al., and as amended.)

~~2. A Certified Public Accountant, shall be engaged by the City to conduct random analysis, of the calculations used by restaurants and/or places of refreshment in determining their 0.5% "Restaurant Sales Tax," remitted to the City of Little Falls. Of the analysis, at least half shall be conducted on establishments with an average of \$100 or more in restaurant sales tax receipts for the third quarter of the previous year. Said analysis will be of a random month of the restaurants' or places of refreshments' payment history, as determined by the City, however, longer periods may be analyzed at the discretion of the City. (By authority of provisions of Laws of Minnesota Chapter 471, Article 2, Section 30; Little Falls City Code, Section 6.37, Subdivision 3; and others and as amended.)~~

~~3.—The City will appropriate up to 25% of the five percent (5%) administrative fee collected from Lodging Tax receipts to fund~~ The City will appropriate up to \$1,000 out of the five percent (5%) administrative fee of receipts from the Lodging and Restaurant Sales Taxes to fund said compliance reviews under this policy. checks of hotels/motels and restaurants/places of refreshments, with

A ~~additional~~ funding, if ~~ne~~ cessary, eded, may be appropriated at the discretion of the City Council, on a case-by-case basis.

~~4~~ 3. Any organization, under contract to receive funds generated from the Lodging Tax ~~and/or Restaurant Sales Tax~~, shall ~~be required to~~ maintain books and records showing

the activities, ~~including the~~ receipts and expenditures of such ~~ses of said~~ public funds. ~~Such and said~~ organization(s) shall provide the City, at ~~their~~s expense, an annual review of ~~their~~s books and records conducted by a Certified Public Accountant ~~(, by a CPA)~~.

~~It is the duty and obligation of any such organization(s) to spend such public funds in a conscientious manner and in accordance with all laws. Such funds shall be expended in accordance with all applicable laws.~~

(Pursuant to Minnesota Statutes Section 469.190; Little Falls City Code, Section 6.36; ~~Law of Minnesota 1996, Chapter 471, Article 2, Section 30; et. al., all~~ and other applicable laws, as amended.)

AGENDA ITEM

CITY COUNCIL MEETING: June 1, 2026

TITLE OF THE ITEM FOR CONSIDERATION: Resolution 2026-30, Supporting a Minnesota Forward Fund Application for the Expansion of Barrett Pet Food

BACKGROUND: Barrett Pet Food is applying directly to the Minnesota Department of Employment and Economic Development (DEED) for funding through the Minnesota Forward Fund program. The requested funding would help support the construction of a pretreatment facility associated with the company's proposed expansion project in Little Falls.

As part of the application process, DEED is requesting a resolution of support from the City. The proposed resolution expresses the City's support for the project and acknowledges the potential economic development benefits associated with the expansion, including continued industrial investment and support for the local tax base.

The City is not acting as the applicant, administrator, or financial sponsor for this request, and approval of the resolution does not create a financial obligation for the City.

ACTION REQUEST: The City Council adopt Resolution 2026-30.

BUDGETED: N/A No Yes Fund:

STAFF PERSON REQUESTING: Alex Smith, City Administrator

City of Little Falls

RESOLUTION 2026-30

RESOLUTION SUPPORTING A MINNESOTA FORWARD FUND APPLICATION
FOR THE EXPANSION OF BARRETT PET FOOD

WHEREAS, Barrett Pet Food is proposing to expand its manufacturing facility within the City of Little Falls and purchase machinery and equipment in support of its operations; and

WHEREAS, Barrett Pet Food intends to submit an application to the Minnesota Department of Employment and Economic Development (DEED) for funding assistance through the Minnesota Forward Fund Program; and

WHEREAS, the City of Little Falls desires to support economic development activities that encourage business growth, job creation, and investment within the community; and

WHEREAS, the City Council considered this matter at its meeting held on June 1, 2026.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Little Falls, Minnesota, that the City hereby supports Barrett Pet Food's application for funding through the Minnesota Forward Fund Program and adopts the following findings related to the proposed project:

1. The proposed project is in the public interest because it will encourage the growth of commerce and industry, prevent the movement of current or future operations to locations outside Minnesota, increase employment opportunities, expand municipal wastewater treatment capacity, and enhance the state and local tax base.
2. The City Council finds that the proposed project would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future.
3. The City Council finds that the proposed project conforms to the general plan for the development and redevelopment of the City as a whole.
4. The City Council finds that the proposed project will afford maximum opportunity, consistent with the sound needs of the City as a whole, for development of the project by private enterprise.

BE IT FURTHER RESOLVED, that the City's support of this application does not constitute a commitment of City funds or create any financial obligation on behalf of the City of Little Falls.

BE IT FURTHER RESOLVED, that the City Council hereby expresses its support for Barrett Pet Food's Minnesota Forward Fund application and authorizes submission of this resolution in support thereof.

Passed this 1st day of June, 2026.

ATTEST:

Gerald M. Knafla, Council President

Alex Smith, City Administrator

Approved this 1st day of June, 2026.

Gregory J. Zylka, Mayor