

AGENDA

Regular City Council Meeting

Hybrid (ZOOM Video Conference and In Person), City Hall
May 18, 2026, 7:30 p.m.

- | | | |
|----|---|---|
| 1. | CALL TO ORDER/DETERMINATION OF QUORUM/PLEDGE OF ALLEGIANCE
<i>Council President</i>
All individuals are asked to either silence or turn off all cell phones, pagers, and other electronic devices that may disrupt the meeting. | <i>Information Found On:</i> |
| 2. | APPROVAL OF AGENDA <i>City Council</i>
Approve the agenda as posted in accordance with the Open Meeting Law and herein place all agenda items on the table for discussion. | Pages 1-2 |
| 3. | APPROVAL OF MINUTES <i>City Council</i>
Special work session meeting of May 4, 2026; and the regular meeting of May 4, 2026 – approve | Pages 3-7 |
| 4. | APPROVAL OF BILLS <i>City Council</i>
a. Electronic checks 4228 through 4256 and checks 114362 through 114437 totaling \$810,224 – approve | Pages 8-23 |
| 5. | AWARDS, DONATIONS, PRESENTATIONS, AND PROCLAMATIONS <i>Council President/Others</i>
a. Proclamation
1. Poppy Month – Mayor Zylka | Page 24 |
| 6. | CONSENT AGENDA <i>City Council</i>
a. Animal Control Report, April 2026 – receive
b. Application for 1 Day to 4 Day Temporary On-Sale Liquor License, Roar-n-Pour, Pine Grove Zoo – approve
c. Application for Exempt Permit, Little Falls Fire Department Relief Association, Raffle, December 1, 2026 – approve
d. Application for Exempt Permit, Morrison County Ducks Unlimited, Bingo and Raffle, June 21, 2026 – approve
e. Application for Show License, Helping Hands 365, LeBourget Park, August 29, 2026 – approve
f. Appoint Seasonal Golf Course and Pro Shop Attendants, Golf – accept/appoint
g. Housing and Redevelopment Authority Minutes, February and March 2026 – receive
h. Letter of Resignation, Brandon Tschida-Bury, Assistant Golf Course Attendant – receive
i. Post, Assistant Golf Course Attendant – authorize
j. Morrison County Prosecution Report, March and April 2026 – receive
k. Recycling Report, April 2026 – receive
l. Wastewater Report, April 2026 – receive
m. Water Report, April 2026 – receive | Page 25
Page 26
Pages 27-28
Pages 29-30
Pages 31-35
Page 36
Pages 37-38
Page 39
Pages 40-42
Page 43
Page 44
Pages 45-46
Page 47 |

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](#).

7. PUBLIC HEARINGS AND LETTINGS**a. Lettings**

1. 2026 Pavement Improvements, Knife River Corporation-North Central, Streets – award *Public Works Director/City Engineer* Pages 48-49
2. Jetter Truck Repairs, Flexible Pipe Tools and Equipment, Wastewater – ratify and confirm *Public Works Director/City Engineer* Pages 50-51
3. Lagoon Lime Excavation, Kimman Dirt Diggers, Water – award *Public Works Director/City Engineer* Pages 52-54
4. Wage Compliance Monitoring Services, MKC Inc., 2026 Wastewater Treatment Facility Project (Phase 2) – award *Public Works Director/City Engineer* Pages 55-57
5. Construction Testing Services, Braun Intertec, 2026 Wastewater Treatment Facility Project (Phase 2) – award *Public Works Director/City Engineer* Pages 58-68

8. OLD BUSINESS**9. NEW BUSINESS**

- a. Right of First Offer and First Refusal, Purple Carrot Parking Lot, 105 Kidder Street Northeast – authorize *City Administrator* Pages 69-78
- b. Grant Administration and Reimbursement Agreement, Habitat for Humanity of Morrison County – authorize *Finance Director* Pages 79-88
- c. Policy 13, Bylaws: Authorities, Boards, Bureaus, Commissions, and Committees – approve *City Administrator* Pages 89-94

10. ANNOUNCEMENTS *City Council/Others***11. ADJOURNMENT** *Council President*

Recess to a scheduled closed meeting pursuant to Minnesota Statute 13D.05, Subdivision 2(b), preliminary consideration of allegations against City of Little Falls employee. Immediately following mtg.

SPECIAL WORK SESSION CITY COUNCIL MEETING ~ MAY 4, 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 4, 2026, at 6:32 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. PUBLIC FORUM

None.

3. BILLS DISCUSSION

None.

4. CONSENT AGENDA ITEMS DISCUSSION

None.

5. COUNCIL INFORMATIONAL ONLY ITEMS

a. **Flock Camera Discussion** – Police Chief Johnson reported that participation in the Flock Safety LPR pilot program has been paused due to current budget priorities and fiscal constraints. The decision was noted as unrelated to the technology itself or community feedback. Chief Johnson stated that the LFPD continues to view the system as a valuable public safety tool and may revisit the opportunity in the future if funding becomes available. Appreciation was expressed for the Council's support during the evaluation process.

b. **Planning Commission Meeting Update, ATV Ordinance** – Police Chief Johnson presented the proposed Special Vehicle Use ordinance framework for City streets and requested Council feedback to guide final direction. Discussion included the following:

- The Council favored requiring a full driver's license rather than permits for operators.
- Support was expressed for allowing steering wheel-equipped vehicles over handlebar-operated vehicles.
- Discussion regarding golf carts reflected mixed opinions among Councilmembers:
 - Councilmember Hanson opposed limiting use to a designated zone and favored citywide access.
 - Councilmember Meyer supported either a designated zone or citywide use.
 - Councilmembers Glaze, Knafla, and Lundberg expressed interest in prohibiting golf carts, with Councilmember Glaze preferring an all-or-nothing approach.
 - Councilmembers Liljegren and Gosiak supported allowing golf carts citywide.
 - Councilmember Lundberg indicated neutrality but noted constituent support and leaned slightly in favor.
 - A majority of the Council (5–3) supported allowing golf carts citywide, and consensus was reached to proceed accordingly.
- The Council supported permitting mini trucks.
- The revocation process for permits will be determined by the Chief of Police, subject to Council review.
- The Council approved a 48-hour post-snowfall requirement for snow removal with no concerns expressed.

- Non-residents will be required to obtain permits for regular use.
- Staff will explore the possibility of offering online permit applications.
- Councilmembers Hanson and Meyer supported permit terms of up to three years, though implementation details remain uncertain.
- Permit fees will be discussed at a later date.
- The Council requested updates regarding the implementation timeline and anticipated operational start date for the program.

c. **Barrett Expansion and TIF Discussion** – City Administrator Smith presented Resolution 2026-27 for informational purposes only, outlining a proposed public hearing regarding the modification of Municipal Development District No. 1, establishment of Tax Increment Financing District No. 48, related to development and financing plans, and a proposed business subsidy agreement with Barrett Land LLC. This item is on the regular agenda for consideration.

6. **CONSTITUENT MESSAGES**

a. Councilmember Meyer informed the Council that he had a conversation with the Little Falls High School golf coach, who expressed concerns with having multiple golf teams out on the course at the same time.

7. **ADJOURNMENT**

Council President Knafla adjourned the meeting at 7:28 p.m.

Respectfully submitted,

Christine Lundberg

City of Little Falls

REGULAR CITY COUNCIL MEETING ~ MAY 4, 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 4, 2026, at 7:31 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 adding item 6.f. and 6.g. Motion was made by Mayor Zylka, seconded by Councilmember Liljegren 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 Gosiak, seconded by Councilmember Lundberg to approve the City Council minutes of the special work session meeting of April 20, 2026; and the regular meeting of April 20, 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 Mayor Zylka to approve the bills totaling \$421,816.84 for Electronic Funds Transfers (EChecks) 4201 through 4227 and checks 114312 through 114361. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

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

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

a. Received and placed on file the Airport Commission Meeting Minutes of April 16, 2026; and

b. Approved the Lower-Potency Hemp Edible Retailer License for Coborn's Incorporated DBA Coborn's #2006, 1101 Second Avenue Northeast, effective May 5, 2026, through December 31, 2026, contingent upon all appropriate paperwork, fees being provided, verification that the business complies with the zoning requirements and conditions of City Code Chapter 13, and approval is granted by the appropriate staff; and

c. Approved the On Sale, On Sale Sunday, and Off Sale Liquor Licenses as requested by Elizabeth Wherski, ELO LIQUOR LLC, dba Falls Bar, located at 107 First Street Northeast, from May 5, 2026, through December 31, 2026, contingent upon all required paperwork, insurance, fees, and background check being submitted and completed, and final approval being granted by the Police Chief and the Minnesota Department of Public Safety, Alcohol and Gambling Enforcement Division; and

d. Approved a Permanent Structure Sale of Fireworks License as requested by Walmart and American Promotional Events Inc., dba TNT Fireworks, at 15091 Eighteenth Street Northeast, from May 5, 2026, through December 31, 2026, contingent upon the appropriate paperwork, insurance, and fees being provided, and approval is granted by the Fire and Police Chiefs; and

e. Ratified and Confirmed the Submittal of the Compeer Financial Emergency First Responder No-Match Grant Application in the amount of \$7,402.90, consistent with City Policy 92; and if awarded, further authorized City staff to accept the grant, execute all required grant documents, and purchase two thermal imaging cameras with chargers, two gated wyers, and related equipment from Jefferson Fire and Safety, Inc., Middleton, Wisconsin, to be charged to the grant; and

f. Received and placed on file the Resignation of Aaron Gile, Police Officer, with last day of Service on May 26, 2026; and

g. Authorized the posting of the Police Officer position internally, as required by the Law Enforcement Labor Services Union, at Pay Grade 13, Step 1, \$38.33 per hour (contract rules will apply), followed by a posting of said position to the public.

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

7. **PUBLIC HEARINGS AND LETTINGS**

a. **Lettings**

1. **Lift Station 3 Panel and Pump Replacement to WW Goetsch, Total Control, and Absolute Electric** – Motion was made by made by Mayor Zylka, seconded by Councilmember Lundberg to award the quotes from Total Control Systems, Inc., Stanchfield, WW Goetsch, Baxter, and Absolute Electric, Little Falls, for the purchase of panel, pump, and piping replacement for Lift Station 3, totaling \$93,786, to be charged to the Wastewater Capital Improvement Fund. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Dock Donation Agreement, Department of Natural Resources, LeBourget Park** – Motion was made by made by Councilmember Glaze, seconded by Councilmember Meyer to authorize the execution of the agreement between the State of Minnesota, Department of Natural Resources, and the City of Little Falls for the donation of a thirty-foot roll-in dock, to be utilized at the Mississippi River public water access site at LeBourget Park, 300 Paul Larson Memorial Drive Northwest. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

8. **OLD BUSINESS**

9. **NEW BUSINESS**

a. **Resolution 2026-27, Call for Public Hearing, Tax Increment Financing District No. 48, Barrett Land LLC** – Councilmember Hanson introduced and moved for the adoption of Resolution 2026-27, a Resolution Calling for a Public Hearing on the Modification of Municipal Development District No. 1, the Approval of the Development Program Related Thereto, the Establishment of Tax Increment Financing District No. 48, the Adoption of Tax Increment Financing Plan Relating Thereto, and the Approval of Business Subsidy to Barrett Land LLC. Councilmember Gosiak seconded the motion for adoption. On a roll call vote; Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Council President Knafla then declared said Resolution 2026-27 to have received the unanimous vote of the entire City Council and the same to have been duly passed, approved, and adopted.

b. **General Policy Updates**

1. **Policy 90, Federal Grants and Awards Policy** – Motion was made by Mayor Zylka, seconded by Councilmember Liljegren to approve the amended Policy 90 – Federal Grants and Awards Policy, updating the federal single audit threshold from \$750,000 to

\$1,000,000 to align with current federal guidelines. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Policy 95, Generative AI** – Motion was made by Councilmember Lundberg, seconded by Councilmember Meyer to adopt Policy Number 95, Generative AI. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

c. **EDA Policy Updates**

1. **Policy 1, Revolving Loan Fund (Non-Davis-Bacon Wages)** – Motion was made by Councilmember Glaze, seconded by Mayor Zylka to approve EDA Policy 1 as updated. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Policy 2, Economic Development Authority (EDA) Commercial Grant & Loan Policy** – Motion was made by Mayor Zylka, seconded by Councilmember Glaze to approve EDA Policy 2 as updated. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

d. **Change Order 1, Hy-Tec Construction, T-Hangar Rehabilitation Project** – Motion was made by Councilmember Hanson, seconded by Councilmember Meyer to accept the recommendation of Toltz, King, Duvall, Anderson, and Associates, Inc., (TKDA) and approve Change Order 1 for the T-Hangar Rehabilitation Project at the Little Falls/Morrison County Airport, decreasing the contract with Hy-Tec Construction of Brainerd, Inc. by \$10,000, for a revised contract total of \$1,410,000, with no change in contract time, to be charged to the Airport Capital Improvement Fund and FAA AIP Grant. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

10. **ANNOUNCEMENTS**

a. Mayor Zylka inquired about the Splash Pad project. Public Works Director/City Engineer Kimman reported that roof construction is scheduled to be completed this week. All walls are in place, and interior work will begin following completion of the roof. Mayor Zylka also expressed appreciation to Public Works Director/City Engineer Kimman for the installation of the stop sign near the Splash Pad site.

11. **ADJOURNMENT**

Council President Knafla adjourned the meeting at 7:47 p.m.

Respectfully submitted,

Christine Lundberg

May 18, 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	151,153.12
HRA	7,050.67
Tourism	17,300.98
EDA	150.00
Rosenmeier Property	207.46
Parks & Recreation	178,190.18
Airport	19,880.27
Equipment	16,734.67
Fire Equipment	5,294.92
Water	26,501.38
Waste	37,740.44
Garbage / Recycling	91,892.46
Stormwater	1,047.14
Golf	26,159.20
Self Insured	154.25
Economic Development	(1,822.92)
Agency	190.37
Improvement Projects	232,399.41
Total	\$ 810,224.00

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

CHECK DATE 05/05/2026 - 05/18/2026

VENDOR CODE: 0001, 0002, 0004, 0005, 0007 (937 more)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General							
05/18/2026	AP	114363	ALEX SMITH	MCMA CONF - MILEAGE	40330	115	55.10
05/18/2026	AP	114366	BETTER HEALTH COLLECTIVE	OFF PLAN EE'S USING PORTAL - 1ST QTR '26	40430	112	78.30
05/18/2026	AP	114368*#	BOB LEMIEUR ROLL-OFFS	GARBAGE PICKUP - APR 26	40384	113	26.33
				GARBAGE PICKUP - APR 26	40384	119	26.33
				GARBAGE PICKUP - APR 26	40384	120	26.33
				GARBAGE PICKUP - APR 26	40384	121	8.77
				GARBAGE PICKUP - APR 26	40384	130	114.07
			Check AP 114368 Total for Fund 101 General				<u>201.83</u>
05/18/2026	AP	114370	BOUND TREE MEDICAL LLC	MEDICAL NITRILE GLOVES	40208	120	141.80
05/18/2026	AP	114371	BUILDERS FIRST SOURCE	REPAIR A FENCE FROM PLOW DAMAGE	40404	131	79.35
05/18/2026	AP	114375	CHRISTINE LUNDBERG	MILEAGE - LMC WORKSHOP - ST CLOUD	40330	115	48.00
				MILEAGE - SOURCEWELL MTG - STAPLES	40330	115	56.55
			Check AP 114375 Total for Fund 101 General				<u>104.55</u>
05/18/2026	AP	114383	DUSTIN LASHINSKI	MILEAGE - MN HWY SAFETY CTR TRNG - ST CL	40330	121	50.39
05/18/2026	AP	114385*#	E C M PUBLISHERS INC	DATA CENTER CODE PUBLIC HEARING	40350	111	36.48
05/18/2026	AP	114386*#	ENTERPRISE FM TRUST	MAINT & REPAIRS	40405	120	1,034.67
05/18/2026	AP	114387	ERIC HEGNA	HOTEL - TRAINING IN DULUTH	40330	120	341.98
05/18/2026	AP	114389	FASTENAL CO	SCREW FOR PROJECTS	40210	130	53.53
05/18/2026	AP	114391	FIRE INST & RESCUE EDUC INC	FD TRAINING	40330	121	900.00
05/18/2026	AP	114392	FLAHERTY & HOOD PA	LEGAL FEES - APR 2026	40300	118	6,635.50
05/18/2026	AP	114406	KAYLA KUROWSKI	P-UP MAIL & DROPBOXES	40330	115	111.65
05/18/2026	AP	114407	KNIFE RIVER CORP	COLD PATCH ASPHALT	40217	130	401.85
				COLD PATCH ASPHALT	40217	130	505.25
				COLD PATCH ASPHALT	40217	130	540.50
			Check AP 114407 Total for Fund 101 General				<u>1,447.60</u>
05/18/2026	AP	114410*#	LITTLE FALLS FLEET SUPPLY	BATTERY FOR AIR COMPRESSOR TRAILER	40404	130	189.99
				WORK GLOVES	40210	130	24.99
				TAR TRUCK HARDWARE	40405	130	3.18
			Check AP 114410 Total for Fund 101 General				<u>218.16</u>
05/18/2026	AP	114411*#	LITTLE FALLS HARDWARE HANK & RENTA	IRRIGATION REPAIRS	40404	113	3.56
				PARTS FOR MOP HEAD	40210	113	18.49
				CLEANING SUPPLIES	40210	113	5.99
				BATTERY FOR DOOR CHIME CITY HALL	40210	115	12.28
				MAILBOX REPAIRS FROM PLOWING	40404	131	56.98
				KEYS FOR COPIER ROOM	40210	119	23.94
				STAINLESS CLEANER	40210	119	7.49
				MASKING TAPE	40200	120	17.98
				FURNACE FILTERS	40401	120	49.47
				MISC HARDWARE	40210	121	4.12
				WOODEN HANDLES	40210	121	19.98

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

CHECK DATE 05/05/2026 - 05/18/2026

VENDOR CODE: 0001, 0002, 0004, 0005, 0007 (937 more)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General							
Check AP 114411 Total for Fund 101 General							220.28
05/18/2026	AP	114412	MEI TOTAL ELEVATOR SOLUTIONS	ELEVATOR MTC - MAY 2026	40401	113	232.44
				ELEVATOR CALL, REPLACE BELT AND ADJUST	40404	113	425.00
Check AP 114412 Total for Fund 101 General							657.44
05/18/2026	AP	114414	MN FIRE SERVICE CERTIFICATION BOAR	NEW FF CERTIFICATIONS	40330	121	1,834.00
05/18/2026	AP	114415*#	MN U I FUND	1ST QTR 2026 UNEMPLOYMENT	40121	121	119.10
05/18/2026	AP	114416	MORRIS ELECTRONICS INC	RSA SYSTEM CONNECTION ISSUES	40309	120	156.25
				VPN CORRECTIONS AND CHANGES	40309	120	93.75
				FIX CAD ISSUES MANDY COMPUTER	40309	120	156.25
Check AP 114416 Total for Fund 101 General							406.25
05/18/2026	AP	114417	MORRISON CO ATTORNEY'S OFFICE	PROSECUTION - MAR / APR	40437	118	5,000.00
05/18/2026	AP	114418	NAPA CENTRAL MN	SPARK PLUG FOR GROUND PACKER	40404	130	5.17
05/18/2026	AP	114423	RAY'S BODY SHOP INC	TOW BILL - INVESTIGATION	40430	120	225.00
05/18/2026	AP	114427	SCHLENNER WENNER & CO	2025 AUDIT FEE THRU APRIL	40300	117	30,000.00
05/18/2026	AP	114430	SHRED -N- GO INC	CONSOLE DISPOSAL	40384	120	147.30
05/18/2026	AP	114434	WHITE CAP LP	REBAR	40210	130	1,533.28
05/18/2026	AP	114435	WORKMED MIDWEST PA	HEP B VACCINE	40300	121	110.00
05/18/2026	AP	114436#	XTONA	IT SERVICES - MAY 26	40309	116	4,000.00
				MANAGED IT SERVICES	40309	116	5,314.00
				MANAGED IT SERVICES	40309	120	2,024.50
Check AP 114436 Total for Fund 101 General							11,338.50
05/18/2026	AP	114437*#	ZARNS OIL	DIESEL SIDEWALK SNOWPLOWING	40212	131	28.50
				DIESEL LOADER SNOWPLOWING	40212	131	96.37
				DIESEL SIDEWALK SNOWPLOWING	40212	131	32.00
				DIESEL BOBCAT	40212	130	37.54
				DIESEL BOBCAT	40212	130	48.30
				DIESEL BOBCAT	40212	130	18.77
Check AP 114437 Total for Fund 101 General							261.48
05/12/2026	AP	4228(E)*	BPAS - VEBA	05/08/26 PAYROLL	21500	000	425.65
05/12/2026	AP	4229(E)*	EFTPS-FED WITHHOLDING	05/08/26 PAYROLL	21500	000	11,670.53
				05/08/26 PAYROLL	21500	000	4,653.60
				05/08/26 PAYROLL	21500	000	4,653.60
				05/08/26 PAYROLL	21500	000	2,063.27
				05/08/26 PAYROLL	21500	000	2,063.27
Check AP 4229(E) Total for Fund 101 General							25,104.27
05/12/2026	AP	4230(E)*	MINNESOTA STATE TREASURER	05/08/26 PAYROLL	21500	000	5,775.85
05/12/2026	AP	4231(E)	MN CHILD SUPPORT PAYMENT CENTER	05/08/26 PAYROLL	21500	000	68.10
05/12/2026	AP	4232(E)*	MSRS - HCSP	05/08/26 PAYROLL	21500	000	937.82
				05/08/26 PAYROLL	21500	000	145.85

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

CHECK DATE 05/05/2026 - 05/18/2026

VENDOR CODE: 0001, 0002, 0004, 0005, 0007 (937 more)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General							
				05/08/26 PAYROLL	21500	000	1,098.58
			Check AP 4232(E) Total for Fund 101 General				2,182.25
05/12/2026	AP	4233(E)*	MSRS-DEF COMP	05/08/26 PAYROLL	21500	000	3,703.31
				05/08/26 PAYROLL	21500	000	248.16
			Check AP 4233(E) Total for Fund 101 General				3,951.47
05/12/2026	AP	4234(E)*	MSRS-ROTH	05/08/26 PAYROLL	21500	000	2,174.68
				05/08/26 PAYROLL	21500	000	147.56
			Check AP 4234(E) Total for Fund 101 General				2,322.24
05/12/2026	AP	4235(E)*	PERA-RETIREMENT	05/08/26 PAYROLL	21500	000	4,599.30
				05/08/26 PAYROLL	21500	000	5,306.91
				05/08/26 PAYROLL	21500	000	8,648.88
				05/08/26 PAYROLL	21500	000	12,973.35
			Check AP 4235(E) Total for Fund 101 General				31,528.44
05/12/2026	AP	4236(E)*	WEX HEALTH - HSA	05/08/26 PAYROLL	21500	000	2,524.38
				05/08/26 PAYROLL	21500	000	2,962.95
			Check AP 4236(E) Total for Fund 101 General				5,487.33
05/18/2026	AP	4237(E)*#	A T & T MOBILITY	CELL PHONE / CRADLEPOINT CHARGES	40320	120	1,525.02
				TABLET / IPAD CHARGES	40320	121	232.38
				TABLET / IPAD CHARGES	40320	125	154.92
				CELL PHONE CHARGES	40320	115	242.45
				CELL PHONE CHARGES	40320	125	252.55
				CELL PHONE CHARGES	40320	130	414.19
				WIRELESS DEVICE TRADE-IN CREDIT	40320	115	(125.00)
			Check AP 4237(E) Total for Fund 101 General				2,696.51
05/18/2026	AP	4240(E)*#	AMAZON CAPITAL SERVICES	COMPUTER MONITOR - SONY	40210	115	89.99
				CHIEFS OFFICE AIR FILTRATION	40210	120	268.30
			Check AP 4240(E) Total for Fund 101 General				358.29
05/18/2026	AP	4242(E)*#	C T C	PHONE / INTERNET	40320	113	82.26
				PHONE / INTERNET	40320	115	615.13
				PHONE / INTERNET	40320	120	1,068.84
				PHONE / INTERNET	40320	121	35.81
				PHONE / INTERNET	40320	111	123.02
				PHONE / INTERNET	40320	125	369.07
				PHONE / INTERNET	40320	130	134.53
				FIBER	40320	120	55.19
			Check AP 4242(E) Total for Fund 101 General				2,483.85
05/18/2026	AP	4244(E)*#	CENTERPOINT ENERGY MINNEGASO	GAS - MAR / APR	40380	113	449.63
				GAS - MAR / APR	40380	119	299.83
				GAS - MAR / APR	40380	120	158.93
				GAS - MAR / APR	40380	121	338.29
				GAS - MAR / APR	40380	130	518.82
			Check AP 4244(E) Total for Fund 101 General				1,765.50
05/18/2026	AP	4246(E)*#	CINTAS CORP	MATS, WIPES, TOWELS, SOAP	40210	119	248.06
				MATS, WIPES, TOWELS, SOAP	40210	113	221.31

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

CHECK DATE 05/05/2026 - 05/18/2026

VENDOR CODE: 0001, 0002, 0004, 0005, 0007 (937 more)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 101 General								
				MATS, WIPES, TOWELS, SOAP	40210	120	259.75	
				MATS, WIPES, TOWELS, SOAP	40210	130	128.02	
				UNIFORMS	40180	130	523.36	
				MATS, WIPES, TOWELS, SOAP	40210	121	38.34	
			Check AP 4246(E) Total for Fund 101 General					1,418.84
05/18/2026	AP	4251(E)	LEXIS NEXIS RISK DATA MANAGEMENT I	SEARCH SUBSCRIPTIONS - APR 2026	40433	120	200.00	
05/18/2026	AP	4252(E)*#	LITTLE FALLS, CITY OF	WATER / SEWER - APR 2026	40380	113	115.79	
				WATER / SEWER - APR 2026	40380	119	159.46	
				WATER / SEWER - APR 2026	40380	120	86.42	
				WATER / SEWER - APR 2026	40380	121	475.18	
				WATER / SEWER - APR 2026	40380	130	530.00	
			Check AP 4252(E) Total for Fund 101 General					1,366.85
05/18/2026	AP	4253(E)	STAPLES ADVANTAGE	PAPER	40200	115	486.24	
				ENVELOPES	40200	115	14.32	
				KLEENEX, FORKS, SPOONS	40210	115	39.43	
			Check AP 4253(E) Total for Fund 101 General					539.99
05/18/2026	AP	4256(E)*#	WHITE WOLF CUSTOM APPAREL & DESIGN	CLOTHING	40180	115	40.00	
				CLOTHING	40180	115	89.00	
			Check AP 4256(E) Total for Fund 101 General					129.00
Total For Fund: 101							151,153.12	
Fund: 215 Housing & Redevelopment Authority (HRA)								
05/18/2026	AP	114385*#	E C M PUBLISHERS INC	EQUAL HOUSING OPPORTUNITY	40350	200	220.50	
05/18/2026	AP	114415*#	MN U I FUND	1ST QTR 2026 UNEMPLOYMENT	40121	200	5,384.88	
05/12/2026	AP	4229(E)*	EFTPS-FED WITHHOLDING	05/08/26 PAYROLL	21500	000	221.42	
				05/08/26 PAYROLL	21500	000	169.14	
				05/08/26 PAYROLL	21500	000	169.14	
				05/08/26 PAYROLL	21500	000	39.56	
				05/08/26 PAYROLL	21500	000	39.56	
			Check AP 4229(E) Total for Fund 215 Housing & Redevelopment Authority (HRA)					638.82
05/12/2026	AP	4230(E)*	MINNESOTA STATE TREASURER	05/08/26 PAYROLL	21500	000	142.12	
05/12/2026	AP	4232(E)*	MSRS - HCSP	05/08/26 PAYROLL	21500	000	28.34	
05/12/2026	AP	4235(E)*	PERA-RETIREMENT	05/08/26 PAYROLL	21500	000	184.18	
				05/08/26 PAYROLL	21500	000	212.52	
			Check AP 4235(E) Total for Fund 215 Housing & Redevelopment Authority (HRA)					396.70
05/12/2026	AP	4236(E)*	WEX HEALTH - HSA	05/08/26 PAYROLL	21500	000	70.83	
05/18/2026	AP	4237(E)*#	A T & T MOBILITY	CELL PHONE CHARGES	40320	200	45.46	
05/18/2026	AP	4242(E)*#	C T C	PHONE / INTERNET	40320	200	123.02	
Total For Fund: 215							7,050.67	
Fund: 219 Tourism/Lodging								
05/18/2026	AP	114409	LITTLE FALLS CHAMBER OF COMMERCE & LODGING TAX - APR 2026		40813	200	6,440.36	

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

CHECK DATE 05/05/2026 - 05/18/2026

VENDOR CODE: 0001, 0002, 0004, 0005, 0007 (937 more)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 219 Tourism/Lodging								
				RESTAURANT TAX - APR 2026	40814	200	10,860.62	
			Check AP 114409 Total for Fund 219 Tourism/Lodging					17,300.98
Total For Fund: 219							17,300.98	
Fund: 222 Economic Development Authority (EDA)								
05/18/2026	AP	114408	LARSON ABSTRACT CO INC	EDA KIEFFER LEIN RELEASE STARRY EYED BRE	40300	200	150.00	
Total For Fund: 222							150.00	
Fund: 224 Rosenmeier Operating								
05/18/2026	AP	4244(E)*#	CENTERPOINT ENERGY MINNEGASO	GAS - MAR / APR	40380	200	161.73	
05/18/2026	AP	4252(E)*#	LITTLE FALLS, CITY OF	WATER / SEWER - APR 2026	40380	200	45.73	
Total For Fund: 224							207.46	
Fund: 225 Parks and Recreation								
05/18/2026	AP	114368**	BOB LEMIEUR ROLL-OFFS	GARBAGE PICKUP - APR 26	40384	140	60.10	
				GARBAGE PICKUP - APR 26 - PGP	40384	140	70.00	
				GARBAGE PICKUP - APR 26 - LION'S PARK	40384	140	30.00	
			Check AP 114368 Total for Fund 225 Parks and Recreation					160.10
05/18/2026	AP	114372	CANS R US LLC	TOILET RENTAL - APRIL 26	40410	140	557.84	
				TOILET RENTAL - APRIL 26 - LIONS	40410	140	69.73	
			Check AP 114372 Total for Fund 225 Parks and Recreation					627.57
05/18/2026	AP	114388	FALLSNET	INTERNET - MAPLE ISLAND PARK	40380	140	75.00	
				INTERNET - WEST SIDE LIONS PARK	40380	140	75.00	
			Check AP 114388 Total for Fund 225 Parks and Recreation					150.00
05/18/2026	AP	114400	HILMERSON SPORTS CENTER	CONCRETE VIBRATOR RENTAL AT MOAT	40410	140	75.00	
				CONCRETE HAND VIBRATOR AT MAPLE ISLAND	40410	140	75.00	
			Check AP 114400 Total for Fund 225 Parks and Recreation					150.00
05/18/2026	AP	114410**	LITTLE FALLS FLEET SUPPLY	SPLASH PAD PIPE FITTINGS	40530	140	18.57	
				FISHING PIER REPAIR HARDWARE	40404	140	23.27	
				FISHING PIER REPAIR HARDWARE	40404	140	23.99	
			Check AP 114410 Total for Fund 225 Parks and Recreation					65.83
05/18/2026	AP	114411**	LITTLE FALLS HARDWARE HANK & RENTA	IRRIGATION REPAIRS	40404	140	51.04	
				IRRIGATION REPAIRS	40404	140	1.50	
				ZIP TIES	40210	140	8.79	
				SPLASH PAD PIPING	40530	140	28.78	
				IRRIGATION REPAIRS BALLFIELDS	40404	140	3.56	
				ZIP TIES FOR WINDSCREENS AT PICKLEBALL	40404	140	45.08	
				IRRIGATION BOX PAINT AND SUPPLIES	40404	140	232.42	
				PAINT FOR SHED FIELD 3	40401	140	128.96	
				MOUSE TRAPS	40210	140	27.96	
				IRRIGATION REPAIRS	40404	140	5.76	
				IRRIGATION REPAIRS	40404	140	20.91	
				IRRIGATION REPAIRS	40404	140	39.99	
				IRRIGATION REPAIRS	40404	140	17.99	
				HOSE FOR MOP BUCKET FILLING	40210	140	9.99	

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

CHECK DATE 05/05/2026 - 05/18/2026

VENDOR CODE: 0001, 0002, 0004, 0005, 0007 (937 more)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 225 Parks and Recreation							
Check AP 114411 Total for Fund 225 Parks and Recreation							622.73
05/18/2026	AP	114415*#	MN U I FUND	1ST QTR 2026 UNEMPLOYMENT	40121	140	3,857.67
05/18/2026	AP	114420	OBBERG FENCE	FENCE FOR BACKSTOP AT WASHINGTON PARK	40530	140	2,684.00
05/18/2026	AP	114425	RYAN VAVEREK	SAFETY BOOTS	40180	140	249.00
05/12/2026	AP	4228(E)*	BPAS - VEBA	05/08/26 PAYROLL	21500	000	45.05
05/12/2026	AP	4229(E)*	EFTPS-FED WITHHOLDING	05/08/26 PAYROLL	21500	000	259.84
				05/08/26 PAYROLL	21500	000	408.54
				05/08/26 PAYROLL	21500	000	408.54
				05/08/26 PAYROLL	21500	000	95.55
				05/08/26 PAYROLL	21500	000	95.55
Check AP 4229(E) Total for Fund 225 Parks and Recreation							1,268.02
05/12/2026	AP	4230(E)*	MINNESOTA STATE TREASURER	05/08/26 PAYROLL	21500	000	207.45
05/12/2026	AP	4232(E)*	MSRS - HCSP	05/08/26 PAYROLL	21500	000	2.08
05/12/2026	AP	4234(E)*	MSRS-ROTH	05/08/26 PAYROLL	21500	000	7.32
				05/08/26 PAYROLL	21500	000	2.44
Check AP 4234(E) Total for Fund 225 Parks and Recreation							9.76
05/12/2026	AP	4235(E)*	PERA-RETIREMENT	05/08/26 PAYROLL	21500	000	485.71
				05/08/26 PAYROLL	21500	000	560.43
Check AP 4235(E) Total for Fund 225 Parks and Recreation							1,046.14
05/12/2026	AP	4236(E)*	WEX HEALTH - HSA	05/08/26 PAYROLL	21500	000	147.78
				05/08/26 PAYROLL	21500	000	302.78
Check AP 4236(E) Total for Fund 225 Parks and Recreation							450.56
05/18/2026	AP	4237(E)*#	A T & T MOBILITY	CELL PHONE CHARGES	40320	140	136.38
05/18/2026	AP	4244(E)*#	CENTERPOINT ENERGY MINNEGASO	GAS - MAR / APR	40380	140	147.39
				GAS - MAR / APR - LIONS	40380	140	113.67
Check AP 4244(E) Total for Fund 225 Parks and Recreation							261.06
05/18/2026	AP	4245(E)*#	CENTRA SOTA COOPERATIVE	PESTICIDE CHEMICAL TORDON	40210	140	40.47
05/18/2026	AP	4246(E)*#	CINTAS CORP	UNIFORMS	40180	140	182.80
05/18/2026	AP	4252(E)*#	LITTLE FALLS, CITY OF	WATER / SEWER - APR 2026	40380	140	361.21
				WATER / SEWER - APR 2026 - LIONS	40380	140	47.60
Check AP 4252(E) Total for Fund 225 Parks and Recreation							408.81
Total For Fund: 225							12,625.48
Fund: 227 Airport Operating							
05/18/2026	AP	114367#	BIG SKY AVIATION INC	MANAGEMENT AGMT - MAY 26	40300	200	8,977.82
				OFFICE RENT - MAY 26	36225	000	(750.00)
Check AP 114367 Total for Fund 227 Airport Operating							8,227.82
05/18/2026	AP	114374*#	CENTRAL MN ELECTRIC INC	FUEL PUMP REPAIR	40404	200	564.63
05/18/2026	AP	114382	DOOLEY'S PETROLEUM INC	AIRPLANE FUEL	40219	200	8,737.44

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

CHECK DATE 05/05/2026 - 05/18/2026

VENDOR CODE: 0001, 0002, 0004, 0005, 0007 (937 more)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 227 Airport Operating							
05/18/2026	AP	114422	PUMP AND METER SERVICE INC	ANNUAL FUEL PUMP TESTING-AIRPORT	40404	200	884.50
05/18/2026	AP	4238(E)*#	A W RESEARCH LABORATORIES INC	MS4 COMPLIANCE	40380	200	48.00
05/18/2026	AP	4242(E)*#	C T C	PHONE / INTERNET	40320	200	191.05
05/18/2026	AP	4247(E)	CROW WING POWER	ELECTRIC - AIRPORT - APR 26	40380	200	976.94
05/18/2026	AP	4249(E)	ECHOSAT INC	FUEL SALES TRACKING - MAY 26 FEE	40437	200	97.39
05/18/2026	AP	4254(E)	STERLING WATER MN LLC	WATER SOFTNER - MAY / JUN 2026	40210	200	72.50
				SOFTNER SALT - 03/27/26	40210	200	80.00
Check AP 4254(E) Total for Fund 227 Airport Operating							152.50
Total For Fund: 227							19,880.27
Fund: 411 Equipment							
05/18/2026	AP	114386*#	ENTERPRISE FM TRUST	MAY 2026 LEASES	40599	200	2,635.48
				MAY 2026 LEASES - LIGHTNINGS	40599	200	2,018.98
				MAY 26 LEASES / MTC MGMT	40599	200	11,271.71
Check AP 114386 Total for Fund 411 Equipment							15,926.17
05/18/2026	AP	114395	GEOTAB USA INC	VEHICLE TRACKING - APR 2026	40599	200	808.50
Total For Fund: 411							16,734.67
Fund: 412 Fire Equipment							
05/18/2026	AP	114405	JEFFERSON FIRE & SAFETY	ROPE RESCUE GEAR	40540	200	1,069.60
				ROPE RESCUE GEAR	40540	200	855.11
				ROPE RESCUE EQUIPMENT	40540	200	2,295.82
Check AP 114405 Total for Fund 412 Fire Equipment							4,220.53
05/18/2026	AP	4240(E)*#	AMAZON CAPITAL SERVICES	TOOL BOX FOR UTV TRAILER	40540	200	1,074.39
Total For Fund: 412							5,294.92
Fund: 416 Golf Improvement							
05/18/2026	AP	4248(E)	DEERE CREDIT INC	GREENS ROLLER LEASE	40540	200	899.60
				GATOR TX TURF LEASE	40540	200	380.29
				JD 6500 TURF MOWER	40540	200	4,854.37
Check AP 4248(E) Total for Fund 416 Golf Improvement							6,134.26
Total For Fund: 416							6,134.26
Fund: 418 Park Improvement							
05/18/2026	AP	114401	HY-TEC CONSTRUCTION OF BRAINERD IN SPLASH PAD BATHROOMS		40530	200	164,619.09
05/12/2026	AP	4229(E)*	EFTPS-FED WITHHOLDING	05/08/26 PAYROLL	21500	000	179.86
				05/08/26 PAYROLL	21500	000	113.40
				05/08/26 PAYROLL	21500	000	113.40
				05/08/26 PAYROLL	21500	000	26.52
				05/08/26 PAYROLL	21500	000	26.52
Check AP 4229(E) Total for Fund 418 Park Improvement							459.70
05/12/2026	AP	4230(E)*	MINNESOTA STATE TREASURER	05/08/26 PAYROLL	21500	000	87.22
05/12/2026	AP	4235(E)*	PERA-RETIREMENT	05/08/26 PAYROLL	21500	000	129.32

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

CHECK DATE 05/05/2026 - 05/18/2026

VENDOR CODE: 0001, 0002, 0004, 0005, 0007 (937 more)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 418 Park Improvement							
				05/08/26 PAYROLL	21500	000	149.22
			Check AP 4235(E) Total for Fund 418 Park Improvement				278.54
05/12/2026	AP	4236(E)*	WEX HEALTH - HSA	05/08/26 PAYROLL	21500	000	56.40
				05/08/26 PAYROLL	21500	000	63.75
			Check AP 4236(E) Total for Fund 418 Park Improvement				120.15
Total For Fund: 418							165,564.70
Fund: 601 Water							
05/18/2026	AP	114364	ARNIE KOWALZEK	UB REFUND FOR ACCOUNT: 1-17880-00	20200	000	2.05
05/18/2026	AP	114368*#	BOB LEMIEUR ROLL-OFFS	GARBAGE PICKUP - APR 26	40384	160	8.77
05/18/2026	AP	114373	CATLYN GOMEZ	UB REFUND FOR ACCOUNT: 1-27110-04	20200	000	3.29
05/18/2026	AP	114374*#	CENTRAL MN ELECTRIC INC	ELECTRICAL REPAIR FOR 1ST ST. LEAK DIG	40404	162	296.33
05/18/2026	AP	114376	CHRISTOPHER MEAD	UB REFUND FOR ACCOUNT: 1-32210-02	20200	000	32.61
05/18/2026	AP	114379*#	CLEAR WATER CHEMISTRIES LLC	ALUM	40216	160	5,016.31
05/18/2026	AP	114380	CORE & MAIN LP	CURBSTOP RAISERS	40210	162	620.28
				WATER PATCH REPAIR CLAMPS	40210	162	144.20
			Check AP 114380 Total for Fund 601 Water				764.48
05/18/2026	AP	114381	DANA MICHALICEK	UB REFUND FOR ACCOUNT: 1-17520-04	20200	000	8.83
05/18/2026	AP	114390	FERGUSON WATERWORKS #2518	WATER METERS	40210	162	1,250.15
05/18/2026	AP	114393	FRANK & DELORIS MARTY	UB REFUND FOR ACCOUNT: 1-14940-01	20200	000	85.51
05/18/2026	AP	114396*#	GOPHER STATE ONE-CALL INC	LOCATE REQUESTS - APR 26	40437	162	94.50
05/18/2026	AP	114399	GRAYMONT WESTERN LIME	LIME DELIVERY	40216	160	7,906.56
05/18/2026	AP	114402*#	IN CONTROL INC	CYBER PROTECTION WORK	40300	160	246.25
05/18/2026	AP	114404	JARED FESTLER	UB REFUND FOR ACCOUNT: 1-03450-02	20200	000	10.84
05/18/2026	AP	114411*#	LITTLE FALLS HARDWARE HANK & RENTA	TIE DOWN STRAPS	40210	160	14.99
				ANIT-SIEZE	40210	162	12.49
				DRAIN SNAKE	40210	160	18.99
				FITTINGS	40210	160	7.18
				FITTINGS FOR SLAKER	40404	160	0.60
				OILING CAN	40210	160	29.99
				NUTS / BOLTS / GARBAGE BAGS	40210	160	13.89
				TAPE / CLR	40210	160	29.18
				PAINT THINNER FOR HYDRANT PAINTING	40404	162	18.99
				IRRIGATION REPAIRS, PINE TREE BLVD LEAK	40404	162	4.38
				DUST MASKS / PAINT	40210	162	17.48
				PIPE TAP	40210	160	14.99
			Check AP 114411 Total for Fund 601 Water				183.15
05/18/2026	AP	114424	RYAN PLANTE	UB REFUND FOR ACCOUNT: 1-01420-03	20200	000	118.03
05/18/2026	AP	114433*	UNITED STATES POSTAL SERVICE	POSTAGE - UTILITY BILLS	40320	210	400.00

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

CHECK DATE 05/05/2026 - 05/18/2026

VENDOR CODE: 0001, 0002, 0004, 0005, 0007 (937 more)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 601 Water								
05/12/2026	AP	4228(E)*	BPAS - VEBA	05/08/26 PAYROLL	21500	000	81.71	
05/12/2026	AP	4229(E)*	EFTPS-FED WITHHOLDING	05/08/26 PAYROLL	21500	000	852.47	
				05/08/26 PAYROLL	21500	000	717.21	
				05/08/26 PAYROLL	21500	000	717.21	
				05/08/26 PAYROLL	21500	000	167.75	
				05/08/26 PAYROLL	21500	000	167.75	
		Check AP 4229(E) Total for Fund 601 Water						2,622.39
05/12/2026	AP	4230(E)*	MINNESOTA STATE TREASURER	05/08/26 PAYROLL	21500	000	494.33	
05/12/2026	AP	4232(E)*	MSRS - HCSP	05/08/26 PAYROLL	21500	000	131.48	
05/12/2026	AP	4233(E)*	MSRS-DEF COMP	05/08/26 PAYROLL	21500	000	213.00	
				05/08/26 PAYROLL	21500	000	50.00	
		Check AP 4233(E) Total for Fund 601 Water						263.00
05/12/2026	AP	4234(E)*	MSRS-ROTH	05/08/26 PAYROLL	21500	000	28.15	
05/12/2026	AP	4235(E)*	PERA-RETIREMENT	05/08/26 PAYROLL	21500	000	836.39	
				05/08/26 PAYROLL	21500	000	965.06	
		Check AP 4235(E) Total for Fund 601 Water						1,801.45
05/12/2026	AP	4236(E)*	WEX HEALTH - HSA	05/08/26 PAYROLL	21500	000	253.36	
				05/08/26 PAYROLL	21500	000	372.55	
		Check AP 4236(E) Total for Fund 601 Water						625.91
05/18/2026	AP	4237(E)*#	A T & T MOBILITY	CELL PHONE CHARGES	40320	160	136.38	
				CELL PHONE CHARGES	40320	162	45.46	
		Check AP 4237(E) Total for Fund 601 Water						181.84
05/18/2026	AP	4238(E)*#	A W RESEARCH LABORATORIES INC	DW - LAB TESTING	40306	160	383.00	
05/18/2026	AP	4240(E)*#	AMAZON CAPITAL SERVICES	PAINT SPRAYER FOR FIRE HYDRANTS	40210	162	56.99	
05/18/2026	AP	4242(E)*#	C T C	PHONE / INTERNET	40320	160	214.03	
05/18/2026	AP	4244(E)*#	CENTERPOINT ENERGY MINNEGASO	GAS - MAR / APR	40380	160	1,224.61	
				GAS - MAR / APR	40380	161	1,079.53	
		Check AP 4244(E) Total for Fund 601 Water						2,304.14
05/18/2026	AP	4246(E)*#	CINTAS CORP	UNIFORMS	40180	160	244.04	
				MATS, WIPES, TOWELS, SOAP	40210	160	258.30	
		Check AP 4246(E) Total for Fund 601 Water						502.34
05/18/2026	AP	4250(E)*	INVOICE CLOUD INC	INVOICE CLOUD MONTHLY FEE - APR 26	40309	210	244.38	
05/18/2026	AP	4252(E)*#	LITTLE FALLS, CITY OF	WATER / SEWER - APR 2026	40380	160	113.61	
				WATER / SEWER - APR 2026	40380	161	24.97	
		Check AP 4252(E) Total for Fund 601 Water						138.58
Total For Fund: 601							26,501.38	
Fund: 602 Wastewater								
05/18/2026	AP	114362	AERZEN USA CORP	DIGESTER AIR FILTERS	40404	163	2,597.97	
05/18/2026	AP	114368*#	BOB LEMIEUR ROLL-OFFS	GARBAGE PICKUP - APR 26	40384	163	310.05	

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

CHECK DATE 05/05/2026 - 05/18/2026

VENDOR CODE: 0001, 0002, 0004, 0005, 0007 (937 more)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 602 Wastewater							
05/18/2026	AP	114379*#	CLEAR WATER CHEMISTRIES LLC	ALUM	40216	163	5,016.32
05/18/2026	AP	114396*#	GOPHER STATE ONE-CALL INC	LOCATE REQUESTS - APR 26	40437	164	94.50
05/18/2026	AP	114397	GRAINGER	LIFT STATION 3 VOLTAGE MONITOR	40404	164	61.33
05/18/2026	AP	114402*#	IN CONTROL INC	CYBER PROTECTION WORK	40300	163	246.25
05/18/2026	AP	114410*#	LITTLE FALLS FLEET SUPPLY	DUCT SEAL	40210	163	5.99
05/18/2026	AP	114411*#	LITTLE FALLS HARDWARE HANK & RENTA	EXTENSION CORDS	40210	163	242.98
				PAINT FOR GARAGE	40401	163	89.96
				DRAIN KING & TOOL	40210	163	50.48
				DRAIN COVER	40401	163	14.98
				SEWER DRAIN CAP	40401	163	3.49
				GAS METER ROPE	40210	163	8.49
				LS 3 SEALANT	40404	164	11.49
		Check AP 114411 Total for Fund 602 Wastewater					<u>421.87</u>
05/18/2026	AP	114413*#	MID MN DRUG TESTING INC	INCIDENT TESTING	40306	164	25.00
05/18/2026	AP	114419	NORTH CENTRAL LABS INC	COD VIALS, PH BUFFER, WASH BOTTLE	40218	163	876.94
05/18/2026	AP	114432	U S A BLUE BOOK	LAB HOT BLOCK	40404	163	1,687.20
05/18/2026	AP	114433*	UNITED STATES POSTAL SERVICE	POSTAGE - UTILITY BILLS	40320	210	400.00
05/18/2026	AP	114437*#	ZARNS OIL	JETTER TRUCK	40212	164	98.50
05/12/2026	AP	4228(E)*	BPAS - VEBA	05/08/26 PAYROLL	21500	000	77.98
05/12/2026	AP	4229(E)*	EFTPS-FED WITHHOLDING	05/08/26 PAYROLL	21500	000	1,701.38
				05/08/26 PAYROLL	21500	000	1,148.58
				05/08/26 PAYROLL	21500	000	1,148.58
				05/08/26 PAYROLL	21500	000	268.60
				05/08/26 PAYROLL	21500	000	268.60
		Check AP 4229(E) Total for Fund 602 Wastewater					<u>4,535.74</u>
05/12/2026	AP	4230(E)*	MINNESOTA STATE TREASURER	05/08/26 PAYROLL	21500	000	847.61
05/12/2026	AP	4232(E)*	MSRS - HCSP	05/08/26 PAYROLL	21500	000	110.58
05/12/2026	AP	4233(E)*	MSRS-DEF COMP	05/08/26 PAYROLL	21500	000	562.00
				05/08/26 PAYROLL	21500	000	50.00
		Check AP 4233(E) Total for Fund 602 Wastewater					<u>612.00</u>
05/12/2026	AP	4234(E)*	MSRS-ROTH	05/08/26 PAYROLL	21500	000	101.85
05/12/2026	AP	4235(E)*	PERA-RETIREMENT	05/08/26 PAYROLL	21500	000	1,272.19
				05/08/26 PAYROLL	21500	000	1,467.89
		Check AP 4235(E) Total for Fund 602 Wastewater					<u>2,740.08</u>
05/12/2026	AP	4236(E)*	WEX HEALTH - HSA	05/08/26 PAYROLL	21500	000	114.91
				05/08/26 PAYROLL	21500	000	372.56
		Check AP 4236(E) Total for Fund 602 Wastewater					<u>487.47</u>
05/18/2026	AP	4237(E)*#	A T & T MOBILITY	CELL PHONE CHARGES	40320	163	181.84
				CELL PHONE CHARGES	40320	164	50.51

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

CHECK DATE 05/05/2026 - 05/18/2026

VENDOR CODE: 0001, 0002, 0004, 0005, 0007 (937 more)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 602 Wastewater							
Check AP 4237(E) Total for Fund 602 Wastewater							232.35
05/18/2026	AP	4238(E)*#	A W RESEARCH LABORATORIES INC	LAB TESTING - ANDERSON	40306	163	1,152.40
				LAB TESTING - WWTP	40306	163	1,824.65
				LAB TESTING - BARRETT	40306	163	2,199.70
				LAB TESTING - NORTH FREEZE	40306	163	1,765.70
Check AP 4238(E) Total for Fund 602 Wastewater							6,942.45
05/18/2026	AP	4240(E)*#	AMAZON CAPITAL SERVICES	LAB GLOVES	40218	163	218.25
05/18/2026	AP	4242(E)*#	C T C	PHONE / INTERNET	40320	163	206.54
05/18/2026	AP	4244(E)*#	CENTERPOINT ENERGY MINNEGASO	GAS - MAR / APR	40380	163	5,183.11
05/18/2026	AP	4245(E)*#	CENTRA SOTA COOPERATIVE	BIOSOLIDS SAMPLE SOIL TEST	40306	163	40.00
05/18/2026	AP	4246(E)*#	CINTAS CORP	UNIFORMS	40180	163	210.28
				MATS	40210	163	24.80
				UNIFORMS	40180	164	97.76
Check AP 4246(E) Total for Fund 602 Wastewater							332.84
05/18/2026	AP	4250(E)*	INVOICE CLOUD INC	INVOICE CLOUD MONTHLY FEE - APR 26	40309	210	244.38
05/18/2026	AP	4252(E)*#	LITTLE FALLS, CITY OF	WATER / SEWER - APR 2026	40380	163	2,985.29
Total For Fund: 602							37,740.44
Fund: 603 Recycling/Garbage							
05/18/2026	AP	114368*#	BOB LEMIEUR ROLL-OFFS	SPRING LEAF/BRUSH & DAY OF CARE	40300	165	8,190.00
				APR 26 - RECYCLING ACCTS 2980	40300	165	18,226.83
				APR 26 - GARBAGE ACCTS 480	40300	166	10,356.32
Check AP 114368 Total for Fund 603 Recycling/Garbage							36,773.15
05/18/2026	AP	114377	CITY SANITARY COMM INC	APR 26 - GARBAGE ACCTS 1250	40300	166	27,140.71
05/18/2026	AP	114378	CITY SANITARY SERVICE INC	CASE - ADDITIONAL BAGS	40386	166	845.00
				5 BAGS ADDITIONAL PICK UP	40386	166	16.90
Check AP 114378 Total for Fund 603 Recycling/Garbage							861.90
05/18/2026	AP	114385*#	E C M PUBLISHERS INC	LEAF & BRUSH PICKUP	40350	165	110.25
05/18/2026	AP	114421	OTREMBIA DISPOSAL	APR 26 - GARBAGE ACCTS 1212	40300	166	26,362.08
05/18/2026	AP	114433*	UNITED STATES POSTAL SERVICE	POSTAGE - UTILITY BILLS	40320	210	400.00
05/18/2026	AP	4250(E)*	INVOICE CLOUD INC	INVOICE CLOUD MONTHLY FEE - APR 26	40309	210	244.37
Total For Fund: 603							91,892.46
Fund: 604 Stormwater Utility							
05/18/2026	AP	114433*	UNITED STATES POSTAL SERVICE	POSTAGE - UTILITY BILLS	40320	210	400.00
05/12/2026	AP	4228(E)*	BPAS - VEBA	05/08/26 PAYROLL	21500	000	7.08
05/12/2026	AP	4229(E)*	EFTPS-FED WITHHOLDING	05/08/26 PAYROLL	21500	000	61.16
				05/08/26 PAYROLL	21500	000	46.40
				05/08/26 PAYROLL	21500	000	46.40
				05/08/26 PAYROLL	21500	000	10.85

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

CHECK DATE 05/05/2026 - 05/18/2026

VENDOR CODE: 0001, 0002, 0004, 0005, 0007 (937 more)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 604 Stormwater Utility								
				05/08/26 PAYROLL	21500	000	10.85	
		Check AP 4229(E) Total for Fund 604 Stormwater Utility						175.66
05/12/2026	AP	4230(E)*	MINNESOTA STATE TREASURER	05/08/26 PAYROLL	21500	000	34.64	
05/12/2026	AP	4235(E)*	PERA-RETIREMENT	05/08/26 PAYROLL	21500	000	56.02	
				05/08/26 PAYROLL	21500	000	64.64	
		Check AP 4235(E) Total for Fund 604 Stormwater Utility						120.66
05/12/2026	AP	4236(E)*	WEX HEALTH - HSA	05/08/26 PAYROLL	21500	000	36.40	
				05/08/26 PAYROLL	21500	000	28.33	
		Check AP 4236(E) Total for Fund 604 Stormwater Utility						64.73
05/18/2026	AP	4250(E)*	INVOICE CLOUD INC	INVOICE CLOUD MONTHLY FEE - APR 26	40309	210	244.37	
Total For Fund: 604							1,047.14	
Fund: 613 Golf								
05/18/2026	AP	114365	BEAUDRY OIL & PROPANE	GOLF COURSE UNLEADED FUEL	40212	167	1,362.75	
				GOLF COURSE DIESEL	40212	167	1,414.64	
		Check AP 114365 Total for Fund 613 Golf						2,777.39
05/18/2026	AP	114368*#	BOB LEMIEUR ROLL-OFFS	GARBAGE PICKUP - APR 26 - CARY'S	40384	168	173.25	
				GARBAGE PICKUP - APR 26 - COURSE	40384	167	59.40	
				GARBAGE PICKUP - APR 26 - PROSHOP	40384	168	14.85	
		Check AP 114368 Total for Fund 613 Golf						247.50
05/18/2026	AP	114385*#	E C M PUBLISHERS INC	PRINTING PUBLISHING ADVERTISING	40350	168	75.00	
				PRINTING PUBLISHING ADVERTISING	40350	168	75.00	
				PRINTING PUBLISHING ADVERTISING	40350	168	75.00	
				PRINTING PUBLISHING ADVERTISING	40350	168	75.00	
		Check AP 114385 Total for Fund 613 Golf						300.00
05/18/2026	AP	114394	FRED'S PLUMBING HOME FURNACE	FILTERS FOR ROOF TOP UNIT	40401	168	54.90	
05/18/2026	AP	114398	GRANITE CITY JOBBING INC	CANDY/PRETZELS/NUTS/BEEF STICKS FOR RE-S	40259	168	365.92	
05/18/2026	AP	114410*#	LITTLE FALLS FLEET SUPPLY	IRRIGATION REPAIRS	40404	167	6.28	
				IRRIGATION REPAIR	40404	167	110.09	
				IRRIGATION REPAIR	40404	167	29.10	
				IRRIGATION REPAIR	40404	167	8.38	
				OPERATING SUPPLIES	40210	167	42.51	
				IRRIGATION REPAIR	40404	167	31.48	
				IRRIGATION REPAIR	40404	167	17.99	
		Check AP 114410 Total for Fund 613 Golf						245.83
05/18/2026	AP	114411*#	LITTLE FALLS HARDWARE HANK & RENTA	BATTERIES FOR HANDICAP DOOR	40401	168	11.26	
				IRRIGATION REPAIR	40404	167	9.41	
				IRRIGATION REPAIR	40404	167	10.92	
				TRANSFER PUMP	40210	167	268.43	
				PIPE REPAIR	40404	167	6.85	
				PIPE REPAIR	40404	167	17.71	
				PVC CEMENT	40404	167	18.24	
				IRRIGATION REPAIRS	40404	167	6.43	

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

CHECK DATE 05/05/2026 - 05/18/2026

VENDOR CODE: 0001, 0002, 0004, 0005, 0007 (937 more)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 613 Golf							
Check AP 114411 Total for Fund 613 Golf							349.25
05/18/2026	AP	114413*#	MID MN DRUG TESTING INC	NEW EMPLOYEE TESTING	40306	167	50.00
05/18/2026	AP	114415*#	MN U I FUND	1ST QTR 2026 UNEMPLOYMENT	40121	167	8,185.30
05/18/2026	AP	114426	SAS DESIGN HAUS	DOMAIN RENEWAL - GOLF COURSE	40309	167	43.19
05/18/2026	AP	114431	TORO NSN	IRRIGATION CONTROLS MTC AGMT	40404	167	175.00
05/12/2026	AP	4229(E)*	EFTPS-FED WITHHOLDING	05/08/26 PAYROLL	21500	000	585.04
				05/08/26 PAYROLL	21500	000	806.98
				05/08/26 PAYROLL	21500	000	806.98
				05/08/26 PAYROLL	21500	000	188.73
				05/08/26 PAYROLL	21500	000	188.73
Check AP 4229(E) Total for Fund 613 Golf							2,576.46
05/12/2026	AP	4230(E)*	MINNESOTA STATE TREASURER	05/08/26 PAYROLL	21500	000	511.02
05/12/2026	AP	4232(E)*	MSRS - HCSP	05/08/26 PAYROLL	21500	000	28.25
05/12/2026	AP	4234(E)*	MSRS-ROTH	05/08/26 PAYROLL	21500	000	50.00
				05/08/26 PAYROLL	21500	000	50.00
Check AP 4234(E) Total for Fund 613 Golf							100.00
05/12/2026	AP	4235(E)*	PERA-RETIREMENT	05/08/26 PAYROLL	21500	000	561.77
				05/08/26 PAYROLL	21500	000	648.19
Check AP 4235(E) Total for Fund 613 Golf							1,209.96
05/18/2026	AP	4237(E)*#	A T & T MOBILITY	CELL PHONE CHARGES	40320	167	50.51
05/18/2026	AP	4239(E)	ABSOLUTE ELECTRIC OF CENTRAL MN LL	FIRE ALARM MONITORING - GOLF COURSE	40380	167	491.40
05/18/2026	AP	4241(E)	BERNICK COMPANIES	WATER / SOFTDRINKS FOR RE-SALE	40254	168	331.80
				WATER / SOFTDRINKS FOR RE-SALE	40254	168	219.24
Check AP 4241(E) Total for Fund 613 Golf							551.04
05/18/2026	AP	4242(E)*#	C T C	PHONE / INTERNET	40320	167	81.56
				PHONE / INTERNET	40320	168	115.68
Check AP 4242(E) Total for Fund 613 Golf							197.24
05/18/2026	AP	4243(E)	CALLAWAY GOLF	GLOVES FOR RESALE	40260	168	350.35
				BALLS FOR RESALE	40260	168	275.46
Check AP 4243(E) Total for Fund 613 Golf							625.81
05/18/2026	AP	4244(E)*#	CENTERPOINT ENERGY MINNEGASO	GAS - MAR / APR	40380	168	691.46
05/18/2026	AP	4252(E)*#	LITTLE FALLS, CITY OF	WATER / SEWER - APR 2026	40380	167	110.51
05/18/2026	AP	4256(E)*#	WHITE WOLF CUSTOM APPAREL & DESIGN	CLOTHING FOR RESALE	40256	168	87.00
Total For Fund: 613							20,024.94
Fund: 703 Self-Insured - Health							
05/18/2026	AP	4255(E)	WEX HEALTH - FEES	PARTICIPANT FEES - APR 2026	40300	200	154.25
Total For Fund: 703							154.25

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

CHECK DATE 05/05/2026 - 05/18/2026

VENDOR CODE: 0001, 0002, 0004, 0005, 0007 (937 more)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 803 Economic Development - State							
05/18/2026	AP	114368*#	BOB LEMIEUR ROLL-OFFS	MAY 2026 - GARBAGE TRUCK PYMT	36280	000	(1,822.92)
Total For Fund: 803							(1,822.92)
Fund: 825 Agency							
05/18/2026	AP	114428	SENIOR CITIZENS INC	RENT - SCSU 55 ALIVE - 04/02/26	40737	200	84.00
05/18/2026	AP	4244(E)*#	CENTERPOINT ENERGY MINNEGASO	GAS - MAR / APR	40736	200	60.19
05/18/2026	AP	4252(E)*#	LITTLE FALLS, CITY OF	WATER / SEWER - APR 2026	40736	200	46.18
Total For Fund: 825							190.37
Fund: 901 PROJECT 388 - CARES Funding							
05/18/2026	AP	114403	INDEPENDENT SCHOOL DIST 482	CHILDCARE CENTER PLEDGE ARPA FUNDS	40430	200	200,000.00
Total For Fund: 901							200,000.00
Fund: 914 PROJECT 399 - 4th St NE							
05/18/2026	AP	114384	DUSTINE GALLAGHER	TREE REPLACEMENTS (6)	40530	200	780.00
Total For Fund: 914							780.00
Fund: 915 PROJECT 400 - Trunk Hwy 27/9th St E							
05/12/2026	AP	4229(E)*	EFTPS-FED WITHHOLDING	05/08/26 PAYROLL	21500	000	13.60
				05/08/26 PAYROLL	21500	000	11.67
				05/08/26 PAYROLL	21500	000	11.67
				05/08/26 PAYROLL	21500	000	2.73
				05/08/26 PAYROLL	21500	000	2.73
							42.40
Check AP 4229(E) Total for Fund 915 PROJECT 400 - Trunk Hwy 27/9th St E							
05/12/2026	AP	4230(E)*	MINNESOTA STATE TREASURER	05/08/26 PAYROLL	21500	000	7.16
05/12/2026	AP	4232(E)*	MSRS - HCSP	05/08/26 PAYROLL	21500	000	4.23
05/12/2026	AP	4233(E)*	MSRS-DEF COMP	05/08/26 PAYROLL	21500	000	3.69
				05/08/26 PAYROLL	21500	000	1.84
							5.53
Check AP 4233(E) Total for Fund 915 PROJECT 400 - Trunk Hwy 27/9th St E							
05/12/2026	AP	4235(E)*	PERA-RETIREMENT	05/08/26 PAYROLL	21500	000	13.73
				05/08/26 PAYROLL	21500	000	15.84
							29.57
Check AP 4235(E) Total for Fund 915 PROJECT 400 - Trunk Hwy 27/9th St E							
05/12/2026	AP	4236(E)*	WEX HEALTH - HSA	05/08/26 PAYROLL	21500	000	5.53
				05/08/26 PAYROLL	21500	000	5.22
							10.75
Total For Fund: 915							99.64
Fund: 916 PROJECT 418 - 18TH ST ROUNDABOUT							
05/18/2026	AP	114369*	BOLTON & MENK INC	ROUNDABOUT DESIGN	40300	200	6,345.50
Total For Fund: 916							6,345.50
Fund: 917 PROJECT 402 - Ripley Rail Spur Crossing							
05/18/2026	AP	114369*	BOLTON & MENK INC	RIPLEY SPUR	40300	200	204.00

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

CHECK DATE 05/05/2026 - 05/18/2026

VENDOR CODE: 0001, 0002, 0004, 0005, 0007 (937 more)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 917 PROJECT 402 - Ripley Rail Spur Crossing							
Total For Fund: 917							204.00
Fund: 918 PROJECT 403 - 1st St NE							
05/18/2026	AP	114369*	BOLTON & MENK INC	1ST STREET NE	40300	200	1,364.00
05/12/2026	AP	4229(E)*	EFTPS-FED WITHHOLDING	05/08/26 PAYROLL	21500	000	133.35
				05/08/26 PAYROLL	21500	000	98.01
				05/08/26 PAYROLL	21500	000	98.01
				05/08/26 PAYROLL	21500	000	22.92
				05/08/26 PAYROLL	21500	000	22.92
Check AP 4229(E) Total for Fund 918 PROJECT 403 - 1st St NE							375.21
05/12/2026	AP	4230(E)*	MINNESOTA STATE TREASURER	05/08/26 PAYROLL	21500	000	63.10
05/12/2026	AP	4232(E)*	MSRS - HCSP	05/08/26 PAYROLL	21500	000	46.20
05/12/2026	AP	4235(E)*	PERA-RETIREMENT	05/08/26 PAYROLL	21500	000	120.12
				05/08/26 PAYROLL	21500	000	138.60
Check AP 4235(E) Total for Fund 918 PROJECT 403 - 1st St NE							258.72
05/12/2026	AP	4236(E)*	WEX HEALTH - HSA	05/08/26 PAYROLL	21500	000	75.00
				05/08/26 PAYROLL	21500	000	70.83
Check AP 4236(E) Total for Fund 918 PROJECT 403 - 1st St NE							145.83
Total For Fund: 918							2,253.06
Fund: 924 PROJECT 409 - 2025 WATER CLARIFIER							
05/18/2026	AP	114369*	BOLTON & MENK INC	WATER CLARIFIER PROJECT	40300	200	7,455.00
Total For Fund: 924							7,455.00
Fund: 993 PROJECT 381 - Bridge/Railroad Crossing P							
05/18/2026	AP	114429	SHORT ELLIOTT HENDRICKSON INC	TH 27 BRIDGE	40300	200	15,262.21
Total For Fund: 993							15,262.21
Report Total:							810,224.00

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

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

Poppy Proclamation

Whereas:

The annual distribution of Poppies by the American Legion Family and the Veterans of Foreign Wars of the United States has been officially recognized by governmental leaders since 1922, and

Whereas:

American Legion/American Legion Auxiliary and VFW Poppies are assembled by disabled veterans, and the proceeds of this worthy fund-raising campaign are used exclusively for the benefit of disabled and needy veterans and their families, and


Whereas:

The basic purpose of the annual distribution of Poppies by the American Legion Family and The Veterans of Foreign Wars is eloquently reflected in the desire to "Honor the Dead by Helping the Living".

Therefore:

I Greg Zylka, Mayor of the city of Little Falls recognize May as Poppy Month and do by urge the citizens of this community to recognize the merits of this cause by contributing generously to its support through donation for Poppies. 5-8-26 is the day set aside for the distribution of these symbols of appreciation for the sacrifices of our honored living and deceased Veterans.

I urge all patriotic citizens to wear the American Legion/American Legion Auxiliary and Veterans of Foreign Wars Poppies as mute evidence of our gratitude to the men and women of this great country who have risked their lives in defense of the freedoms, which we continue to enjoy as United State Citizens.

Signed  Mayor
City of Little Falls, Minnesota

on this day of 5-5-26



Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 1600, St. Paul, MN 55101
 651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization	Date of organization	Tax exempt number
Friends of Pine Grove Zoo	1991	5634950

Organization Address (No PO Boxes)	City	State	Zip Code
1200 West Broadway	Little Falls	MN	56345

Name of person making application	Business phone	Home phone
Marnita Van Hoecke	320-616-5595	320-630-5444

Date(s) of event	Type of organization	<input type="checkbox"/> Microdistillery	<input type="checkbox"/> Small Brewer
August 7, 2026	<input type="checkbox"/> Club	<input type="checkbox"/> Charitable	<input type="checkbox"/> Religious
	<input type="checkbox"/> Religious	<input checked="" type="checkbox"/> Other non-profit	

Organization officer's name	City	State	Zip Code
Paul Kapsner	Little Falls	MN	56345

Organization officer's name	City	State	Zip Code
Dr. Allison Zak	Little Falls	MN	56345

Organization officer's name	City	State	Zip Code
Margit LeMieur	Little Falls	MN	56345

Location where permit will be used. If an outdoor area, describe.
 Throughout the Zoo

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.
 Various vendors are donating regular size servings

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
 Kampa/Gerbi Insurance Agency 50,000/100,000 10,000 Property Damage

APPROVAL

APPLICATION MUST BE APPROVED BY CITY OR COUNTY BEFORE SUBMITTING TO ALCOHOL AND GAMBLING ENFORCEMENT

City or County approving the license	Date Approved
--------------------------------------	---------------

Fee Amount	Permit Date
------------	-------------

Event in conjunction with a community festival Yes No

Current population of city	City or County E-mail Address
----------------------------	-------------------------------

 Please Print Name of City Clerk or County Official

 Signature City Clerk or County Official

**CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event
 No Temp Applications faxed or mailed. Only emailed.**

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

**PLEASE PROVIDE A VALID E-MAIL ADDRESS FOR THE CITY/COUNTY AS ALL TEMPORARY
 PERMIT APPROVALS WILL BE SENT BACK VIA EMAIL. E-MAIL THE APPLICATION SIGNED BY
 CITY/COUNTY TO AGE.TEMPORARYAPPLICATION@STATE.MN.US**

LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: _____ Previous Gambling Permit Number: X-_____

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

Mailing Address: _____

City: _____ State: _____ Zip: _____ County: _____

Name of Chief Executive Officer (CEO): _____

CEO Daytime Phone: _____ CEO Email: _____
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):
 Fraternal Religious Veterans Other Nonprofit Organization

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

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

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

GAMBLING PREMISES INFORMATION

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

Physical Address (do not use P.O. box): _____

Check one:
 City: _____ Zip: _____ County: _____
 Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): _____

Check each type of gambling activity that your organization will conduct:
 Bingo Paddlewheels Pull-Tabs Tipboards Raffle

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

LG220 Application for Exempt Permit

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

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p>The application is acknowledged with no waiting period.</p> <p>_____ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p>_____ The application is denied.</p> <p>Print City Name: _____</p> <p>Signature of City Personnel: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p> <div style="border: 1px solid black; padding: 10px; text-align: center; margin-top: 20px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p>The application is acknowledged with no waiting period.</p> <p>The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p>The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>_____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
---	---

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: _____ Date: _____
(Signature must be CEO's signature; designee may not sign)

Print Name: _____

REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
---------------------	---

<p>Complete a separate application for:</p> <ul style="list-style-type: none"> • all gambling conducted on two or more consecutive days; or • all gambling conducted on one day. <p>Only one application is required if one or more raffle drawings are conducted on the same day.</p> <p>Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.</p> <p>Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).</p>	<p>Mail application with:</p> <p>_____ a copy of your proof of nonprofit status; and</p> <p>_____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota.</p> <p>To: Minnesota Gambling Control Board 1711 West County Road B, Suite 300 South Roseville, MN 55113</p> <p>Questions? Call the Licensing Section of the Gambling Control Board at 651-539-1900.</p>
---	---

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the</p>	<p>application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-</p>	<p>ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
---	--	--

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

MINNESOTA LAWFUL GAMBLING

11/17

LG220 Application for Exempt Permit

Page 1 of 2

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

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

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

Application Fee (non-refundable)

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

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

ORGANIZATION INFORMATION

Organization Name: Morrison County Ducks Unlimited Previous Gambling Permit Number: X-49018-25-044

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

Mailing Address: 12853 Terrace Lane

City: Little Falls State: MN Zip: 56345 County: Morrison

Name of Chief Executive Officer (CEO): Sam Nagel

CEO Daytime Phone: 320-630-0473 CEO Email: samnagel2525@gmail.com
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): dion@callanfurniture.com

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

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

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

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Cary's on the Course

Physical Address (do not use P.O. box): 1 Edgewater Drive

Check one:

City: Little Falls Zip: 56345 County: Morrison

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): June 21 2026

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

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

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

LG220 Application for Exempt Permit

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

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

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

The application is denied.

Print City Name: City of Little Falls

Signature of City Personnel: _____

Title: City Clerk Date: _____

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

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

The application is acknowledged with no waiting period.

The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

The application is denied.

Print County Name: _____

Signature of County Personnel: _____

Title: _____ Date: _____

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

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: *Sam Nagel* Date: 5-10-2020

(Signature must be CEO's signature; designee may not sign)

Print Name: Sam Nagel

REQUIREMENTS

Complete a separate application for:

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

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

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

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

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

_____ a copy of your proof of nonprofit status; and

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

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

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

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's 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.

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



100 Northeast Seventh Avenue
P O Box 244
Little Falls MN 56345
(320) 616-5500

APPLICATION FOR SHOW/DANCE LICENSE

The following organization/individual wishes to apply for a Dance License as listed under Chapter 6, Section 6.20, Little Falls City Code.

Requesting Organization: Helping Hands 365

Address of Organization: 118 East Broadway Little Falls

Individual in Charge: Rose Albrecht

Contact Telephone Number: 320-333-9312 cell 320-733-3341 office

Contact Email Address: Helpinghands-365@outlook.com

Location of the proposed ^{event} ~~dance~~: Le Bourget Park

Date(s) of ^{event} ~~dance~~: Aug 29th 2026

Hours of ^{event} ~~dance~~: Beginning at 12 ~~2:00~~ to 4
Setup start 7am

As per City Code, Chapter 6, Section 6.20, the Police Chief shall designate an employee(s) of the Police Department to be present at the dance and the applicant further agrees to pay for said Police Department personnel as required.

By signing the below, the applicant has received a copy of Chapter 6, Section 6.20 of the Little Falls City Code; will hold the City of Little Falls harmless; and will provide a certificate of insurance listing the City of Little Falls as additional insured for dances held on public property.

Signature of Applicant: Rose Albrecht

Date of Request: 3/17/2026

~~~~~  
Police Chief Reviewed and Approved: Kyle Johnson

Date: May 11, 2026

Fire Chief Reviewed: Craig Sulm

Date: May 12, 2026

City Reviewed and Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Restrictions/Comments: \_\_\_\_\_

**LE BOURGET PARK**

Name of person applying for reservation: Rose Albrecht

Address: 118 East Broadway

City/State/Zip: Little Falls, Mn 56345

Date application submitted: 3-18-2026

Name of Organization Helping Hands 365

Person in Charge: Rose Albrecht Tel. No. 320-333-9310

Park Activity (i.e. wedding, family reunion, etc.): <sup>2<sup>nd</sup> Annual</sup> Family Fun Day Fundraiser

Date of Park Rental: Aug 29<sup>th</sup> 2026

Number of people attending (maximum of 100): 100+ free

Hours of use: Start 7am End 5pm

★ Will you be bringing a tent?  yes  no. If yes, state size of tent a few 10x10  
There is a concern with tent stakes since there are underground sprinklers at the park.

Will you be bringing tables and/or chairs?  yes  no. There are approximately six picnic tables at the park which you can use, however, the public must be allowed to use the park and could be using the picnic tables prior to your arrival.

No confetti or rice is allowed. Bird and/or grass seed is allowed.

The applicant is responsible for supplying, setting up, and removing all equipment and/or accessories for the event. This includes all items such as cups, paper plates, etc., on the grounds, and the adjoining river and waterway areas.

**\*\*REMINDER, NO SMOKING ALLOWED (SEE REVERSE SIDE)\*\***

The undersigned does hereby acknowledge they have read the stipulations noted on the reverse side of this application and does hereby agree to abide by them.

Signature: Rose Albrecht Date: 3-17-2026

For City Use: Date Payment Received \_\_\_\_\_

Initials \_\_\_\_\_ Check No. \_\_\_\_\_ Receipt No. \_\_\_\_\_

electricity (power poles)

City of Little Falls

**LE BOURGET PARK RESERVATION APPLICATION**

**Le Bourget is a public park and remains open to the public.**

**Sec. 10.27. Consumption and Possession of Beer, Wine or Liquor on Streets and Public Property:**

It is unlawful for any person to consume in an unsealed container, "beer", "wine", or "liquor", as those terms are defined in Chapter 3 of this City Code, on any street or other public property, *except possession and consumption shall be allowed in City parks during park hours* and other public property when and where permission has been specifically granted or licensed by the City Council; provided, that this Section shall not apply to the possession of an unsealed container in a motor vehicle on streets or public property when the container is kept in the trunk of such vehicle if it is equipped with a trunk, or kept in some other area of the vehicle not normally occupied by the driver or passengers, if the motor vehicle is not equipped with a trunk. For the purpose of this Section, a utility or glove compartment shall be deemed to be within the area occupied by the driver or passengers.

**Sec. 10.28. Consumption and Possession of Beer, Wine or Liquor on Private Parking Lots:**

It is unlawful for any person to consume or possess in an unsealed container beer, wine or liquor, as those terms are defined in Chapter 3, Section 3.01 of the City Code, on any privately owned parking lot which is clearly sign posted prohibiting such possession and consumption. Provided, that this Section shall not apply to the possession of an unsealed container in a motor vehicle on privately owned parking lots when the container is kept in the trunk of such vehicle if it is equipped with a trunk or kept in some other area of the motor vehicle not normally occupied by the driver or passengers, if the motor vehicle is not equipped with a trunk. For the purpose of this Section, a utility or glove compartment shall be deemed to be within the area occupied by the driver or passengers.

**Source: Ordinance No. 131, Second Series Effective: October 29, 1984**  
(Sections 10.89 through 10.98, inclusive, reserved for future expansion)

**There is no smoking allowed in Le Bourget Park.**

**I have read the above Sections of the City Code.**

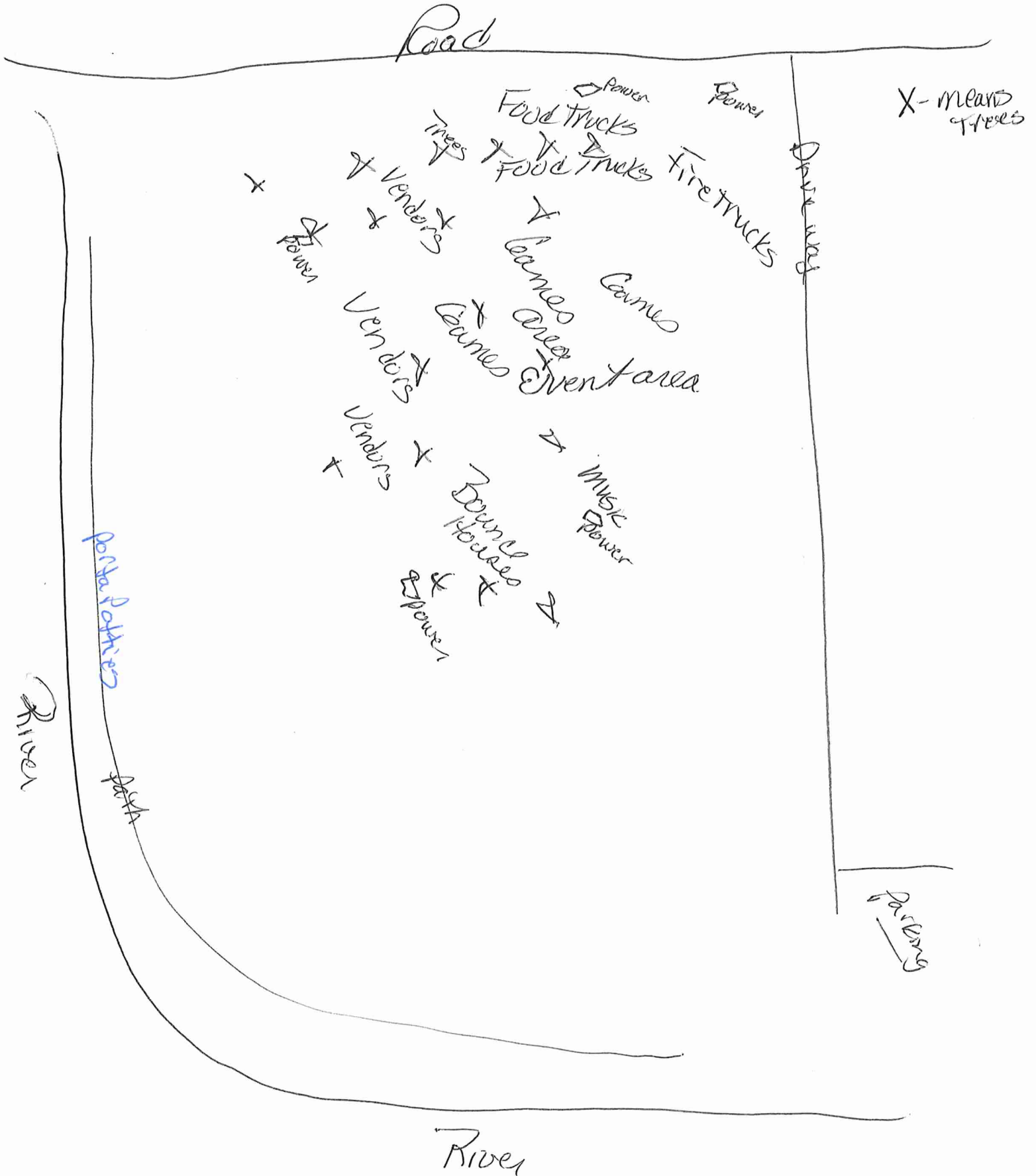
Signature: Rose Albert Date: 3-17-2026

**DATE OF LE BOURGET PARK RENTAL:** Aug 29 2026

**Please sign and return this form to City Hall for the Le Bourget Park Rental:**

**City of Little Falls  
PO Box 244  
Little Falls, MN, 56345**

*With Attachment  
A + B*



## Attachment B-

1. No vendors signed up yet except for  
the food -

- A- Sweet Sisters Concessions - icecream, <sup>drinks</sup> sipp
- B- Beeps Burgers & more - burgers, fries, Hot dogs  
Drinks -
- C. Cotton Candy / snow cone (Patrick)

2. Live music - Andy Averted music -

Thank you  
Rae  
Helping Hand 3/5

**CONSENT AGENDA ITEM**

**CITY COUNCIL MEETING:** May 18, 2026

**TITLE OF THE ITEM FOR CONSIDERATION:** Appoint Seasonal Golf Course and Pro Shop Attendants, Golf

**BACKGROUND:** Recently, the City Council approved the posting for seasonal golf course and pro shop attendants at the Golf Course. We received four applicants for the pro shop positions; and seven for the golf course attendants. The Golf Course Superintendent and Assistant Superintendent conducted interviews.

Following the review of all the candidates, the Committee recommends that Rylan Stangl, Beau Majerle, and Roger Goff be appointed as Seasonal Golf Course Attendants; and Gabe Hirsch and Dawson Carr all be appointed Seasonal Pro Shop Attendants.

Both Golf Course and Pro Shop Attendants start 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 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.

**BUDGETED:**  N/A  No  Yes Fund: Golf

**STAFF PERSON REQUESTING:** Paul Filippi and Alex Smith

HOUSING & REDEVELOPMENT AUTHORITY OF LITTLE FALLS      February 9, 2026

The Annual Meeting of the Housing & Redevelopment Authority Board of Commissioners was called to order by Chairman, Keith Silbernack at 4:09pm on Monday, February 9, 2026 at Pine Grove Manor Conference Room. Commissioners present: Keith Silbernack, Brad Jensen and Raquel Lundberg. Commissioners absent: Tony Romaine, Frank Gosiak. Also attending: Alex Smith, City Administrator, Sony Lubrecht, City Finance Director & Angie Rangel, Executive Director

Commissioner Lundberg moved to approve the agenda for the meeting, less the Oath of Office. Commissioner Jensen seconded the motion. All voted aye. Motion carried.

Annual election of officers was tabled until a later meeting.

Commissioner Jensen moved to approve the minutes of the regular meeting 12/8/25. Commissioner Lundberg seconded the motion. All voted aye. Motion carried.

The bills for the month were reviewed and after discussion, Commissioner Lundberg moved to approve payment of the bills which includes transactions from 12/1/2025, beginning with check #14300 dated 12/15/2025 to #14327 dated 1/30/26 and transactions ending 1/31/26 with payments totaling \$169,289.83. Commissioner Jensen seconded the motion. All voted aye. Carried.

Old Business: City Administrator, Alex Smith, provided an update on the property at 109 4<sup>th</sup> Ave NE.

Executive Director presented the Annual Audit for FYE 3/31/2025. After discussion, Commissioner Jensen moved to accept the audit. Seconded by Commissioner Lundberg. All voted aye. Carried.

2026 Annual pay increases for budget year beginning 4-1-26 were tabled until a later meeting.

The Executive Director presented Resolution #521 PHA BOARD RESOLUTION APPROVING OPERATING BUDGET 4/1/26 TO 3/31/2027. Resolution was tabled until a later meeting

Executive Director reported on current vacancies.

There being no further business, Commissioner Jensen moved the meeting be adjourned at 4:34pm. Seconded by Commissioner Lundberg. Motion carried.

---

Keith Silbernack, Chairman

---

Raquel Lundberg, Secretary/Treasurer

HOUSING & REDEVELOPMENT AUTHORITY OF LITTLE FALLS      March 9, 2026

The Regular Meeting of the Housing & Redevelopment Authority Board of Commissioners was called to order by Chairman, Keith Silbernack at 4:02pm on Monday, February 9, 2026 at Pine Grove Manor Conference Room. Commissioners present: Keith Silbernack, Brad Jensen and Tony Romaine. Commissioners absent: Raquel Lundberg and Frank Gosiak. Also attending: Alex Smith, City Administrator & Angie Rangel, Executive Director

Commissioner Jensen moved to approve the agenda for the meeting, less the Oath of Office. Commissioner Romaine seconded the motion. All voted aye. Motion carried.

Annual election of officers was tabled until a later meeting.

Commissioner Jensen moved to approve the minutes of the regular meeting 2/9/26. Commissioner Silbernack seconded the motion. All voted aye. Motion carried. (Romaine abstained)

The bills for the month were reviewed and after discussion, Commissioner Romaine moved to approve payment of the bills which includes transactions from 2/1/2026, beginning with check #14328 dated 2/13/2025 to #14347 dated 2/27/26 and transactions ending 2/28/26 with payments totaling \$71,975.76. Commissioner Jensen seconded the motion. All voted aye. Carried.

Old Business: City Administrator, Alex Smith, provided an update on the property for the Community Garden

City Administrator Alex Smith presented the HRA Levy Reports

2026 Annual pay increases for budget year beginning 4-1-26 were discussed with the board. After discussion, Commissioner Jensen moved to approve a 4% COLA increase for all & 4% anniversary increase for Maintenance and 4% performance based raise for Executive Director. Seconded by Commissioner Romaine. All voted aye. Carried.

The Executive Director presented Resolution #521 PHA BOARD RESOLUTION APPROVING OPERATING BUDGET 4/1/26 TO 3/31/2027. After discussion, Commissioner Jensen moved to approve Resolution #513. Commissioner Romaine seconded the motion. All voted aye. Carried.

Executive Director reported on current occupancy.

There being no further business, Commissioner Jensen moved the meeting be adjourned at 4:49pm. Seconded by Commissioner Lundberg. Motion carried.

---

Keith Silbernack, Chairman

---

Raquel Lundberg, Secretary/Treasurer

**Notice of Voluntary Resignation**

I, Brandon Tschida-Bury, do hereby voluntarily resign from my employment with the City of Little Falls, effective May 25 2026, which will be my final day of employment with the City of Little Falls.

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

Brandon Tschida-Bury  
Signature

5/12/26  
Date

**CONSENT AGENDA ITEM**

**CITY COUNCIL MEETING:** May 18, 2026

**TITLE OF THE ITEM FOR CONSIDERATION:** Post, Assistant Golf Course Superintendent Position

**BACKGROUND:** With the resignation of Brandon Tschida-Bury, staff is requesting authorization to post externally to fill the Assistant Golf Course Superintendent position. This position is part time year-round, Grade 7, Step 1 (\$24.08 per hour). A copy of the position description is included.

**ACTION REQUEST:** The City Council authorize posting of the Assistant Golf Course Superintendent position at Pay Grade 7, Step 1 (\$24.08 per hour), on the 2026 part-time wage scale, externally to the public.

**BUDGETED:**  N/A  No  Yes Fund: Golf

**STAFF PERSON REQUESTING:** Alex Smith and Paul Filippi



POSITION DESCRIPTION  
**ASSISTANT GOLF COURSE SUPERINTENDENT**

---

**PURPOSE, SCOPE, AND WORKING RELATIONSHIPS:** The Assistant Golf Course Superintendent supports the Golf Course Superintendent in maintaining and managing the golf course, ensuring high-quality playing conditions. This role involves assisting with daily operations, supervising grounds staff, and overseeing the upkeep of greens, fairways, tees, bunkers, and roughs. The Assistant Superintendent helps implement maintenance programs, monitor turf health, and ensure compliance with environmental regulations. This position is part-time and year-round.

**Reports to:** Golf Course Superintendent

**Supervision:** Groundskeepers, Seasonal Staff

**FLSA Status:** Non-exempt

**KEY RESPONSIBILITIES:**

**Course Maintenance and Agronomy:**

- Assist in planning and executing the maintenance of greens, fairways, tees, and roughs.
- Monitor turf conditions, ensuring proper irrigation, mowing, fertilization, and pest control.
- Identify turf health concerns, including diseases, pests, and invasive species, and assist in implementing corrective actions.
- Ensure compliance with environmental best practices and sustainability initiatives.

**Team Supervision and Leadership:**

- Supervise and provide guidance to groundskeeping staff in daily operations.
- Assist in scheduling and assigning tasks to ensure efficient workflow.
- Train employees on equipment usage, safety protocols, and turf maintenance practices.
- Foster a positive and productive work environment.

**Equipment and Facilities Management:**

- Assist in maintaining and repairing irrigation systems, tools, and course equipment.
- Monitor inventory and order necessary supplies, such as fertilizers and pesticides.
- Ensure maintenance facilities are clean, organized, and operating efficiently.

**Administrative and Budget Assistance:**

- Maintain records of turf treatments, pesticide applications, and maintenance schedules.
- Assist in tracking and managing the maintenance budget under the guidance of the Superintendent.
- Provide input on course conditions, maintenance needs, and improvement projects.

**Course Improvement and Special Projects:**

- Support the Superintendent in planning and executing course enhancement projects.
- Stay updated on industry trends and best practices to improve course conditions.
- Assist in coordinating with vendors, contractors, and consultants as needed.

The above statements describe the principal functions of the Assistant Golf Course Superintendent position as identified but shall not be construed as an exclusive listing of all work requirements inherent or apparent in the job.

**QUALIFICATIONS:**

**Education and Experience:**

- High School Diploma or equivalent
- Minimum of 2-3 years of experience in golf course maintenance or a related role.

**Knowledge and Skills:**

- Familiarity with turfgrass management, irrigation systems, and course maintenance equipment.
- Understanding of pest and disease management in turf maintenance.
- Strong leadership, problem-solving, and organizational skills.
- Ability to operate and maintain golf course machinery and tools.

**Certifications:**

- Golf Course Superintendents Association of America (GCSAA) membership (preferred).
- Pesticide Applicator License or the ability to obtain one within 6 months of hire.



"HOME OF LINDBERGH"

**County Attorney**  
BRIAN J. MIDDENDORF

ASSISTANT COUNTY ATTORNEYS  
KRISTYNA CHANTRY  
TODD E. CHANTRY  
JENNIFER L. MELTON  
NATALIE SCHIFERL  
LAURA E. WELLE

*Government Center*  
213 SE 1<sup>st</sup> Avenue  
Little Falls, MN 56345-3196  
Phone: 320-632-0190  
Fax: 320-632-0193


### PROSECUTION REPORT - CITY OF LITTLE FALLS

During the months of March and April 2026, the Morrison County Attorney's Office represented the City of Little Falls in the prosecution of petty misdemeanor, misdemeanor, and gross misdemeanor cases in the following ways:

1. Drafted 5 complaints;
2. Attended arraignment court on numerous occasions;
3. Attended 45 pretrial, motion, restitution and evidentiary hearings;
4. Attended 3 omnibus hearings;
5. Attended 37 plea hearings, sentencings, or revocation hearings;
6. Attended 2 Rule 5 & 8 hearings; and
7. Attended 0 Court/Jury Trial.

In addition, attorney time was spent reviewing files, preparing for court hearings and discussing cases with law enforcement officers.

Dated this 4th day of May, 2026.

  
\_\_\_\_\_  
Brian J. Middendorf  
Morrison County Attorney

BOB LEMIEUR ROLLOFFS, REFUSE AND RECYCLING INC

14827 Pine Ave

Little Falls MN 56345

320.632.5212

April 30, 2026

**APRIL 2026 Totals**

APR 1-2 13,200 NE/BP

APR 8-9 12,420 WS/SE

APR 15-16 12,320 NE/BP

APR 22-23 13,440 WS/SE

APR 29-30 13,080 NE/BP

**Total pounds 64,460 = 32.2 tons**

All recycling hauled to recycling center and paid for.

Thank you, Linda LeMieur



## Wastewater Treatment Plant and Collections April 2026

### OPERATIONS:

#### Flows:

Monthly influent flow averaged 1,090,000 gallons.

Maximum daily flow of 1,600,000 gallons.

Minimum daily flow of 890,000 gallons.

**Total flow 32,650,000 gallons.**

| <b>Influent Loadings</b> | mg/L                         | lbs/day    | Plant Capacity | lbs/day         | % of capacity |
|--------------------------|------------------------------|------------|----------------|-----------------|---------------|
| CBOD                     | 148.7                        | 1405       |                | 2100            | 67            |
| TSS                      | 187.1                        | 1820       |                | 2156            | 84            |
|                          |                              |            |                |                 |               |
| <b>Effluent</b>          | mg/L                         | Limit mg/L | % Removal      | % Removal Limit |               |
| CBOD                     | 3.8                          | 25         | 97.4           | 85              |               |
| TSS                      | 5.7                          | 30         | 97.0           | 85              |               |
|                          |                              |            |                |                 |               |
| T-Phos                   | Influent mg/L                |            | Effluent mg/L  |                 | % Removal     |
|                          | 4.58                         |            | 0.33           |                 | 92.8          |
|                          | kg/Month 12-month moving avg |            |                | Limit           | % of limit    |
|                          | 858.1                        |            |                | 2652            | 32.4          |

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

#### Weather:

Precipitation – 3.92 inches of water

Average temperature 54.2 day 32.8 nights

#### Monthly Power Usage:

158,331 KWH's with a daily average of 5,277 KWH's

#### Comments:

Respectfully Submitted,

Matt Streit

Wastewater Superintendent

| Collection System Monthly Update      |  |           |             | Month & Year             |      |
|---------------------------------------|--|-----------|-------------|--------------------------|------|
|                                       |  |           |             | April                    | 2026 |
| <b>Sewer back-up calls</b>            |  |           | <b>5</b>    |                          |      |
| <br>                                  |  |           |             |                          |      |
| <b>Flushing</b>                       |  | Blocks    | Hours       | <b>City Wide Jetting</b> |      |
|                                       |  |           |             | Blocks                   |      |
| North East                            |  | 0         | 0           | North East               | 5    |
| South East                            |  | 30        | 3           | South East               | 0    |
| North West                            |  | 0         | 0           | North West               | 0    |
| South West                            |  | 0         | 0           | South West               | 0    |
| River View                            |  | 0         | 0           | River View               | 0    |
| Riverwood                             |  | 0         | 0           | Riverwood                | 0    |
| <b>Totals</b>                         |  | <b>30</b> | <b>3</b>    | <b>Totals</b>            |      |
| <b>Jetting</b>                        |  |           |             | <b>Tanker Drops</b>      |      |
|                                       |  |           |             | Blocks                   |      |
| North East                            |  | 0         | 0           | North East               | 0    |
| South East                            |  | 5         | 5           | South East               | 0    |
| North West                            |  | 2         | 2.5         | North West               | 0    |
| South West                            |  | 28        | 35          | South West               | 0    |
| River View                            |  | 0         | 0           | River View               | 0    |
| Riverwood                             |  | 0         | 0           | Riverwood                | 0    |
| <b>Totals</b>                         |  | <b>35</b> | <b>42.5</b> | <b>Totals</b>            |      |
| <b>Camera</b>                         |  |           |             | <b>Totals</b>            |      |
|                                       |  |           |             | <b>0</b>                 |      |
| North East                            |  | 0         | 0           |                          |      |
| South East                            |  | 3         | 4           |                          |      |
| North West                            |  | 2         | 2.5         |                          |      |
| South West                            |  | 12        | 25          |                          |      |
| River View                            |  | 0         | 0           |                          |      |
| Riverwood                             |  | 0         | 0           |                          |      |
| <b>Totals</b>                         |  | <b>17</b> | <b>31.5</b> |                          |      |
| <br>                                  |  |           |             |                          |      |
| <b>Storm Sewer &amp; Catch Basins</b> |  |           |             |                          |      |
|                                       |  | Basins    | Hours       |                          |      |
| North East                            |  | 0         | 0           |                          |      |
| South East                            |  | 0         | 0           |                          |      |
| North West                            |  | 0         | 0           |                          |      |
| South West                            |  | 0         | 0           |                          |      |
| River View                            |  | 0         | 0           |                          |      |
| Riverwood                             |  | 0         | 0           |                          |      |
| <b>Totals</b>                         |  | <b>0</b>  | <b>0</b>    |                          |      |
| <br>                                  |  |           |             |                          |      |
| <b>Storm Ceptors</b>                  |  | Ceptors   | Hours       |                          |      |
| Cleaned & Vaced                       |  | 5         | 15          |                          |      |
| <br>                                  |  |           |             |                          |      |
| <b>Chemicals Used</b>                 |  |           |             |                          |      |
| <br>                                  |  |           |             |                          |      |
| <b>Equipment Notes</b>                |  |           |             |                          |      |
| Replaced water gauges on jetter truck |  |           |             |                          |      |
| Changed oil & filters on jetter truck |  |           |             |                          |      |



## Little Falls, MN Water Treatment Facility

Start Date: Wednesday, April 1, 2026

End Date: Thursday, April 30, 2026

|            | 4-1<br>Start<br>(kGal) | 4-30<br>Stop<br>(kGal) | Total Usage<br>(kGal) | Runtime<br>(Hours) | Flow Rate<br>(GPM) |
|------------|------------------------|------------------------|-----------------------|--------------------|--------------------|
| Well 1     | <b>423483.00</b>       | <b>426730.00</b>       | <b>3247.00</b>        | <b>137.10</b>      | <b>396.09</b>      |
| Well 3     | <b>617827.00</b>       | <b>618607.00</b>       | <b>780.00</b>         | <b>59.00</b>       | <b>236.98</b>      |
| Well 4     | <b>1381894.00</b>      | <b>1388635.00</b>      | <b>6741.00</b>        | <b>261.80</b>      | <b>427.32</b>      |
| Well 5     | <b>353098.00</b>       | <b>356635.00</b>       | <b>3537.00</b>        | <b>124.90</b>      | <b>468.02</b>      |
| Well 6     | <b>1244003.00</b>      | <b>1247143.00</b>      | <b>3140.00</b>        | <b>262.00</b>      | <b>199.76</b>      |
| Well 7     | <b>1328061.00</b>      | <b>1328176.00</b>      | <b>115.00</b>         | <b>249.30</b>      | <b>350.05</b>      |
| Well 8     | <b>450725.00</b>       | <b>454611.00</b>       | <b>3886.00</b>        | <b>137.10</b>      | <b>471.58</b>      |
| Well 9     | <b>999597.00</b>       | <b>1003075.00</b>      | <b>3478.00</b>        | <b>137.50</b>      | <b>420.61</b>      |
| Flow Total |                        |                        | <b>24924.00</b>       |                    |                    |

|       | Sludge Flow<br>(kGal) |
|-------|-----------------------|
| Total | <b>386.00</b>         |

|                | Usage                |
|----------------|----------------------|
| Alum 1         | (mGal) <b>471.0</b>  |
| Alum 2         | (mGal) <b>499.0</b>  |
| Alum Total     | (mGal) <b>970.0</b>  |
| Carbon Dioxide | (Lbs) <b>208.6</b>   |
| Chlorine       | (Lbs) <b>292.0</b>   |
| Fluoride       | (Gal) <b>46.9</b>    |
| Lime           | (Lbs) <b>90544.5</b> |
| Polymer        | (Gal) <b>0.0</b>     |

**Dwayne Heinen**  
**WTP Superintendent**  
**City of Little Falls**

**AGENDA ITEM**

**CITY COUNCIL MEETING:** May 18, 2026

**TITLE OF THE ITEM FOR CONSIDERATION:** 2026 Pavement Improvements, Knife River-North Central, Streets

**BACKGROUND:** The City has identified several larger blacktop areas requiring patching in 2026. Staff requested proposals from Knife River-North Central and Hanson Paving for completion of the work.

Knife River-North Central submitted the lone quote in the amount of \$26,564. The engineer's estimate for the project was \$23,825.

**ACTION REQUEST:** The City Council 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.

**BUDGETED:**  N/A  No  Yes Fund: Street Improvement

**STAFF PERSON REQUESTING:** Greg Kimman



Established in 1849  
 "Where Minnesota History Begins"

**City of Little Falls  
 2026 Pavement Improvements Quotes**

The City of Little Falls will be receiving quotations for patching local streets, until 1:00 p.m. on Thursday May 7<sup>th</sup>, 2026, Sealed quotes will be submitted to the City of Little Falls, 100 7<sup>th</sup> Avenue NE, P.O. Box 244, Little Falls, MN 56345, and marked on the outside of the envelope "2026 Pavement Improvement Quote". The patching must all be completed by August 7th, 2026.

Work includes removing bituminous pavement, grading, and paving on the local streets identified in the exhibit. Final payment will be based on the actual quantities of each item properly installed and accepted. Unit bid prices are to include costs for mobilization.

The Contractor is expected to handle all required traffic control as well as the proper placement of all traffic control devices. The Contractor is to provide the manpower, equipment, traffic control devices and related appurtenances to complete the work. The Contractor will be required to provide proof of liability insurance with the City of Little Falls listed as additionally insured if awarded the bid.

Questions can be directed to Greg Kimman, City Engineer at City Hall (320)-616-5500

| UNIT PRICE BID                           |        |                            |                |           |
|------------------------------------------|--------|----------------------------|----------------|-----------|
| ITEM DESCRIPTION                         | UNIT   | TOTAL ESTIMATED QUANTITIES | BID UNIT PRICE | BID PRICE |
| SAWING BITUMINOUS PAVEMENT (FULL DEPTH)  | LIN FT | 120                        | 4.00           | 480.00    |
| REMOVE BITUMINOUS PAVEMENT               | SQ YD  | 765                        | 4.00           | 3,060.00  |
| AGGREGATE BASE (CV) CLASS 5              | CU YD  | 43                         | 66.00          | 2,838.00  |
| BITUMINOUS MATERIAL FOR TACK COAT        | GALLON | 7                          | 2.00           | 14.00     |
| TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) | TON    | 164                        | 123.00         | 20,172.00 |

Total of all unit bid prices: \$ 26,564.00

Bid Price in Words: Twenty Six Thousand Five hundred Sixty Four and 00 cents.

Contractor's Name (please print): Knife River Corporation - North Central

Address: 4787 Shadow Wood Dr NE  
Sauk Rapids MN 56379

Phone Number: (320) 251-9472 x 3703 Cell Number: (320) 630-5892

Expected Completion Date: Done by the end of June 2026

Contractor's Signature: *James F. Enck II* Date: 5/7/26

**AGENDA ITEM**

**CITY COUNCIL MEETING:** May 18, 2026

**TITLE OF THE ITEM FOR CONSIDERATION:** Jetter Truck Repairs, Flexible Pipe Tools & Equipment, Wastewater

**BACKGROUND:** The City operates an Aquatech Jet/Vac truck, commonly referred to as the Jetter truck, which is a critical piece of equipment used for maintaining the municipal sewer and stormwater systems. The truck is utilized daily to clean and service sewer and stormwater piping and plays an essential role in preventing and responding to sewer backups.

Recently, the Jetter truck sustained damage to the boom and required immediate repair. Due to the truck's continuous operation and importance to maintaining public health and safety, staff authorized the repairs to minimize downtime and maintain system operations.

**ACTION REQUEST:** The City Council 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.

**BUDGETED:** \_\_ N/A \_\_X\_\_ No \_\_Yes Fund: Collections Equipment Repairs/Maintenance Fund

**STAFF PERSON REQUESTING:** Andrew Hegna, Greg Kimman, and Matt Streit

**FLEXIBLE Pipe Tools & Equipment**  
 22606 186th Ave  
 Cold Spring, MN 56320 USA  
 +13205977552  
 www.flexiblepipetoolco.com



## Estimate

### ADDRESS

City of Little Falls  
 City Hall  
 PO Box 244  
 Little Falls, MN 56345-0244

### SHIP TO

City of Little Falls  
 Public Works  
 727 NE 3rd Street  
 Little Falls, MN 56345

ESTIMATE # 1650

DATE 05/06/2026

### SALES REP

Mark

|                  | DESCRIPTION                            | QTY | RATE     | AMOUNT    |
|------------------|----------------------------------------|-----|----------|-----------|
| <b>SRV Labor</b> | Labor to Repair Boom on Aquatech Combo | 15  | 198.00   | 2,970.00T |
| <b>SRV Part</b>  | A238440 Gantry (Ext. Arm Assembly)     | 1   | 7,135.70 | 7,135.70T |
| <b>SRV Part</b>  | A110210-RJ Ext. Cylinder               | 1   | 2,750.00 | 2,750.00T |
| <b>SRV Part</b>  | ESTIMATED Paint Cost                   | 1   | 1,000.00 | 1,000.00T |
|                  | One week lead time for parts           |     |          |           |
|                  | Freight is not included in Estimate    |     |          |           |

|              |                    |
|--------------|--------------------|
| SUBTOTAL     | 13,855.70          |
| TAX          | 0.00               |
| <b>TOTAL</b> | <b>\$13,855.70</b> |

Accepted By

Accepted Date

**AGENDA ITEM**

**CITY COUNCIL MEETING:** May 18, 2026

**TITLE OF THE ITEM FOR CONSIDERATION:** Lagoon Lime Excavation, Kimman Dirt Diggers, Water Department

**BACKGROUND:** The City of Little Falls Water Department uses lime to treat public drinking water at the water treatment plant. As the lime is used, it is pumped to the lagoon ponds located on Eleventh Street Northeast to settle. As the ponds fill with lime, the City annually excavates one or two ponds to maintain capacity and ensure continued operation.

Staff are requesting to hire a contractor with an excavator large enough to safely excavate the lagoon ponds. The Street Department assists with this project by hauling the excavated lime to the adjacent drying pad at the south end of the lagoons. Funds for this work are available and budgeted for this expense.

Staff obtained quotes from the following contractors for the excavation and removal of lime from the lagoon ponds:

Northern Outdoors Services, Pierz, MN: \$7,000

Kimman Dirt Diggers, Little Falls, MN: \$6,000

Both quotes include 20 hours of operation and the rental and hauling of the excavator.

**ACTION REQUEST:** The City Council 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.

**BUDGETED:**  N/A  No  Yes      Fund: Water Department Waste Removal Budget

**STAFF PERSON REQUESTING:** Greg Kimman and Andrew Hegna

**ESTIMATE**

**Winscher Outdoor Services**  
 320 Edward St N  
 Pierz, MN 56364-1514

northernoutdoorllc@gmail.com  
 +1 (320) 250-9843

**Bill to**  
 City Of Little Falls

**Ship to**  
 City Of Little Falls

**Estimate details**

Estimate no.: 1007  
 Estimate date: 04/22/2026

| #  | Product or service | Description                                                        | Qty | Rate         | Amount            |
|----|--------------------|--------------------------------------------------------------------|-----|--------------|-------------------|
| 1. | <b>Excavating</b>  | Two 10 hour days removing lime sludge with excavator and operator. | 20  | \$150.00     | \$3,000.00        |
| 2. | <b>Excavating</b>  | Rent and haul machine                                              | 1   | \$4,000.00   | \$4,000.00        |
|    |                    |                                                                    |     | <b>Total</b> | <b>\$7,000.00</b> |

**Accepted date**

**Accepted by**

Kimman Dirt Diggers LLC  
 12594 Highway 27  
 Little Falls, MN 56345 US  
 3206320730  
 j\_kimman@msn.com

# Estimate



| ADDRESS                                                         |
|-----------------------------------------------------------------|
| CITY OF LITTLE FALLS<br>100 7th AVE NE<br>LITTLE FALL, MN 56345 |

| ESTIMATE # | DATE       |
|------------|------------|
| 1321       | 04/30/2026 |

| DATE         | CATEGORY           | DESCRIPTION                                                                                                              | QTY | RATE     | AMOUNT            |
|--------------|--------------------|--------------------------------------------------------------------------------------------------------------------------|-----|----------|-------------------|
|              | <b>MOB</b>         | HAUL EXCAVATOR TO SITE                                                                                                   | 1   | 1,000.00 | 1,000.00          |
|              | <b>HITACHI 200</b> | RENTAL FOR 200 SIZE EXCAVATOR IS \$250 AN HOUR WITH OPERATOR RENTAL INCLUDES A MIMINUM RENTAL PERIOD OF 10 HOURS APPLIES | 10  | 250.00   | 2,500.00          |
| <b>TOTAL</b> |                    |                                                                                                                          |     |          | <b>\$3,500.00</b> |

Accepted By

Accepted Date

Please Make Payable To:

Kimman Dirt Diggers LLC  
 12594 Highway 27  
 Little Falls, MN 56345

**AGENDA ITEM**

**CITY COUNCIL MEETING:** May 18, 2026

**TITLE OF THE ITEM FOR CONSIDERATION:** Wage Compliance Monitoring Services, MKC, Inc., Wastewater Treatment Facility Project (Phase 2)

**BACKGROUND:** The City of Little Falls has approved the Wastewater Treatment Facility Solids Dewatering and Final Clarifier Project with Shank Constructors serving as the contractor and Short Elliott Hendrickson (SEH) serving as the construction engineer. The project is receiving funding through the Minnesota Public Facilities Agency (PFA) and is required to provide wage compliance monitoring and verification as a condition of the funding requirements.

To meet these requirements, staff requested a proposal from MKC, Inc., Stillwater, to provide wage compliance monitoring and reporting services for the project.

MKC, Inc., specializes in prevailing wage and Davis-Bacon compliance administration for publicly funded construction projects and has submitted a proposal outlining their scope of services.

**ACTION REQUEST:** The City Council 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.

**BUDGETED:**  N/A  No  Yes Fund: Wastewater Treatment Facility-Phase 2 Project

**STAFF PERSON REQUESTING:** Greg Kimman and Matt Streit

Tuesday, May 5, 2026

City of Little Falls  
Attn: Greg Kimman - City Engineer/Public Works Director  
100 7<sup>th</sup> Ave NE  
Little Falls, MN 56345

Dear Mr. Kimman ;

On behalf of MKC, Inc., I am officially responding to your request for Wage compliance monitoring for **Little Falls WWTF Solids Dewatering and Final Clarifier Improvements Project**.

MKC, Inc. is a woman owned entity, established in 2005, focusing entirely on helping agencies administer their prevailing wage funds. To date, MKC, Inc. has administered over \$300,000,000.00 in CDBG, HOME, POHP, as well as many other forms of government funds.

As I stated, I work only with Prevailing Wage/Davis Bacon projects. With such a specialized business, I am very qualified and very efficient at what I do. My goal is to treat every project as a file that will be audited by either HUD or DOL. I am proud to inform you that an \$11,000,000.00 file I administered a few years ago was audited by DOL, with zero findings.

MKC, Inc. believes in continuing education and attends HUD and DOL Prevailing Wage/Davis Bacon training on an annual basis. MKC, Inc. has also conducted Prevailing Wage training for a few housing authorities. MKC, Inc. is fully insured through American Family Insurance.

Scope of work for **Little Falls WWTF Solids Dewatering and Final Clarifier Improvements Project**:

- Attend the pre-construction meeting to address prevailing wage compliance, provide contractors and subcontractors with information regarding payroll compliance and instructions for submitting payroll materials. Preconstruction meeting is not anticipated until August or September 2026 and is assumed to be in-person in Little Falls.
- Review and evaluate payrolls from prime and subcontractors, checking that appropriate payrolls are filed, so that the reported wages comply with wage agreements in the specifications, and that other requirements are met. Spot check payroll throughout project.
- Complete and sign a Wage Compliance Certification form to accompany each

monthly pay application from the contractor. An example of the form is attached for reference.

- Notify appropriate representative at the City of Little Falls and SEH, Inc. if compliance problems are not resolved satisfactorily.
- During active construction phase of the project, conduct interviews in appropriate frequency and setting as needed for the project. The setting can be written surveys, virtual interviews conducted through Teams, or on-site interviews if needed. Your scope of work should reflect the assumed number and setting of the interviews anticipated. The results of the interviews shall be compared with submitted payrolls. The SEH RPR can help coordinate virtual meetings but will not conduct the interviews.
- Provide documentation to Public Facilities Authority (PFA), SEH or the City regarding wage compliance if requested at any time during the project.
- Upon initial discovery, discuss any payroll or documentation problems with appropriate contractor and document resolution or status of problem.
- Collect IC134 from all contractors/subcontractors
- Complete and submit Final Labor Standards report to the PFA (the report is sent to the applicant at the time of the loan close out by the PFA representative).
- Complete and submit Jobs Report to the PFA.
- Upon project completion, provide City of Little Falls with a complete package of all payrolls, correspondence, and a summary of any problems encountered and the resolution of those

**Scope of work for as needed items for the Little Falls WWTF Solids Dewatering and Final Clarifier Improvement Project. Prior approval must be obtained and agreed upon between all interested parties.**

- Request additional classifications and rates.
- If after initial discussion with the contractor, problems still exist, follow up on any payroll or documentation problems with appropriate contractor until issue is resolved
- Request wage restitution as necessary and ensure that underpayments and/or any other violations are resolved prior to contractor payment (coordinate with SEH, Inc. as they review pay applications prior to payment by the City).

MKC, Inc. hourly rate is \$65.00. Total project cost not to exceed \$10,920.00. If additional work is needed/contingency, I would charge up to 60 hours, for a total of \$3,900.00, with prior approval needed.

Thanks in advance for this opportunity.

Sincerely,  
Molly M. Krakowski/MKC, Inc.

**AGENDA ITEM**

**CITY COUNCIL MEETING:** May 18, 2026

**TITLE OF THE ITEM FOR CONSIDERATION:** Construction Testing Services, Braun Intertec, 2026 Wastewater Treatment Facility Project (Phase 2)

**BACKGROUND:** The City of Little Falls has approved the Wastewater Treatment Facility Dewatering Project with Shank Constructors serving as the general contractor and Short Elliott Hendrickson (SEH) serving as the construction engineer. The project requires independent verification testing for soil, concrete, and steel related construction materials.

Proposals for the required testing services were received from Braun Intertec, Bloomington, and Independent Testing Technologies, Waite Park. Both firms provided pricing for the anticipated scope of soil, concrete, and structural steel testing. After review, Braun Intertec's proposal was selected as the recommended option based on scope alignment and overall project needs.

**ACTION REQUEST:** The City Council 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.

**BUDGETED:**  N/A  No  Yes Fund: Wastewater Treatment Facility-Phase 2 Project

**STAFF PERSON REQUESTING:** Greg Kimman and Matt Streit

April 17, 2026

Proposal 10010632\_001

Greg Kimman, PE  
**City of Little Falls**  
100 NE 7th Avenue  
Little Falls, MN 56345

Re: Proposal for Testing Services  
Solids Dewatering and Clarifier Improvements  
69 8th Avenue  
Little Falls, Minnesota

Dear Mr. Kimman:

Braun Intertec Corporation (Braun Intertec) submits this proposal to provide testing services for the Solids Dewatering and Clarifier Improvements in Little Falls, Minnesota.

## Our Understanding of the Project

We understand this project will include the improvements of the solids dewatering and the final clarifier at the Little Falls Treatment Facility. In general, this will consist of new equipment installation and structural remodeling of portions of the facility.

## Available Information

This proposal was prepared using the following documents and information.

- Project plans and specifications prepared by SEH Inc, dated February 25, 2026.
- Estimate of the testing required in letter addressed to Braun Intertec, dated April 1, 2026.

## Project Approach and Staff Qualifications

### Construction Materials Testing

Qualified technicians working under the direction of a professional engineer will provide the services. Experience and certification information is available upon request once we are provided with schedule information. Concrete technicians assigned to the project are ACI Concrete Field Testing Technician – Grade I certified to conduct the required concrete testing. Soil technicians are certified to use a nuclear gauge for soil density testing, so test results can be determined on site, and evaluated once the required laboratory testing is completed. Field test results will be verbally reported daily to the general contractor on site, with written field and laboratory reports distributed shortly after.



## Scope of Services

Services are performed under the direction of a licensed professional engineer, either on a full-time or periodic basis, depending on the construction schedule, and when the general contractor requests them. After reviewing available information, we understand our scope of services for the project will be limited to the tasks defined below.

### Soil Related Services

- Perform laboratory mechanical analyses (gradations) of prospective fill materials.
- Perform laboratory Proctor tests to determine the maximum Proctor dry densities, and optimum moisture contents of prospective fill materials.
- Test compacted fill placed below building footprints and oversizing areas, below slabs, and adjacent to walls to determine if the relative compaction was achieved.

### Concrete Related Services

- Sample and test the plastic concrete for slump, air content, temperature, and prepare test cylinders for laboratory compressive strength testing with ACI level 1 field technicians.
- Perform laboratory compressive strength testing of the concrete samples.

### Structural Steel Related Services

- Observe and test the structural steel welded and bolted connections in the field.
- Observe and test the precast concrete welded or bolted connections.
- Observe and document the installation of the base plate anchor bolts.

### Engineering Consulting and Project Communication and Reporting Services

- Provide engineering consulting services, review test results and observations reports, and prepare required final reports.
- Management, including scheduling of our field personnel and communication with the contractor, owner, and design team.
- Transmit results to the project team on weekly basis to the contractor, owner, fabricators, and design team.



## Basis of Scope of Work

The costs associated with the proposed scope of services were estimated using the following assumptions. If the construction schedule is modified or the contractor completes the various phases of the project at different frequencies or durations than shown in this proposal, we may need to adjust the overall cost accordingly. The scope of work and number of trips required to perform these services are as shown in the attached table. Notable assumptions in developing our estimate include:

- Braun Intertec is not able to provide service for the Coating Systems for Wastewater Facilities Specification 09 97 20
- Assumptions regarding the number of trips for testing are outlined in the attached cost estimate table. As the contractor's schedule becomes available and designs are finalized, please review this proposed scope of work to determine if the project's needs and budget will be met.
- We assume the structural steel fabricator will be AISC certified and review of quality control manual or inspections of the fabrication shop are **not** required. If this assumption is not correct, please call us and we will provide a cost estimate for the fabrication shop inspections.
- No special site specific training or gear is required to complete our scope of services.
- Parking will be available on site for our vehicles.
- You, or others you may designate, will provide us with current and approved plans and specifications for the project. Modification to these plans must also be sent to us so we can review their incorporation into the work.
- We will require a minimum of 24 hours' notice for scheduling inspections for a specific time. Shorter than 24 hours' notice may impact our ability to perform the requested services, and the associated impacts will be the responsibility of others.

## Cost

We will furnish the services described in this proposal for an estimated fee of \$7,863. A tabulation showing hourly and unit rates associated with our proposed scope of services is attached. To the extent possible, units and hours were reviewed with representatives of the contractor to determine if time frames are consistent with their expectations for completing the various activities. The actual cost of our services will be based on the actual units or hours expended to meet the requirements of the project documents.

This cost estimate was developed with the understanding that the scope of services defined herein will be required and requested during our normal work hours of 6:00 a.m. to 4:00 p.m., Monday through Friday. Services that we are asked to provide to meet the project requirements or the contractor's construction schedule **outside** our normal business hours will be invoiced using an overtime rate factor. The factor for services provided outside our normal work hours or on Saturday will be 1.25 times the listed hourly rate for the service provided. The factor for services provided on Sunday or legal holidays will be 1.5 times the listed



hourly rate for the service provided. We have not included premiums for overtime in our cost estimate; however, we recommend that allowances and contingencies be made for overtime charges based on conversations with the contractor. You will be billed only for services provided on a time and materials basis.

Because our services are directly controlled by the schedule and performance of others, the actual cost may vary from our estimate. It is difficult to project all of the services and the quantity of services that may be required for any project. If services are required that are not discussed above, we will provide them at the rates shown in the attached table or, if not shown, at our current Schedule of Charges. We will invoice you on a monthly basis.



## General Remarks

We based the proposed fee on the scope of services described and the assumption that you will authorize our services within 30 days and that others will not delay us beyond our proposed schedule. If anything in this proposal is not consistent with your requirements, please let us know immediately.

We include the Braun Intertec General Conditions, which provide additional terms and are a part of our agreement. To accept this proposal and authorize us to proceed, please sign and return it to us in its entirety.

We appreciate the opportunity to present this proposal to you. We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components. Braun Intertec will not release any written reports until we have received a signed agreement. Ordering services from Braun Intertec constitutes acceptance of the terms of this proposal.

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact John Pomranke at 218-929-1099 or [jpomranke21@braunintertec.com](mailto:jpomranke21@braunintertec.com).

Sincerely,

**Braun Intertec Corporation**

John Pomranke  
Project Manager

Steven A. Thayer, PE  
Senior Manager, Senior Engineer

Attachments:  
Fee Estimate  
General Conditions

The proposal is accepted, and Braun Intertec is authorized to proceed.

\_\_\_\_\_  
Authorizer's Firm

\_\_\_\_\_  
Authorizer's Signature

\_\_\_\_\_  
Authorizer's Name (please print or type)

\_\_\_\_\_  
Authorizer's Title

\_\_\_\_\_  
Date



**Fee Estimate**  
**10010632\_001**  
**Solids dewatering & Clarifier Improvements**

**Client:**  
 City of Little Falls  
 Greg Kimman  
 100 7TH Ave NE  
 Little Falls, MN 56345-2300  
 (320) 616-5500

**Work Site Address:**  
 69 8th Ave SE  
 Little Falls, Minnesota 56345

|                                                                         | Qty/Hours | Rate   | Amount            |
|-------------------------------------------------------------------------|-----------|--------|-------------------|
| <b>Task 1: Construction Materials Testing &amp; Special Inspections</b> |           |        |                   |
| <b>Subtask 1.1: Soils</b>                                               |           |        | <b>\$565.00</b>   |
| Soil Compaction Testing - Nuclear                                       | 3.00      | 87.00  | \$261.00          |
| Soil Sample pick-up                                                     | 2.00      | 87.00  | \$174.00          |
| Trip Charge                                                             | 2.00      | 65.00  | \$130.00          |
| <b>Subtask 1.2: Concrete</b>                                            |           |        | <b>\$1,826.00</b> |
| Concrete Testing                                                        | 12.00     | 87.00  | \$1,044.00        |
| Concrete Cylinder Pick Up                                               | 6.00      | 87.00  | \$522.00          |
| Trip Charge                                                             | 4.00      | 65.00  | \$260.00          |
| <b>Subtask 1.3: Structural Steel</b>                                    |           |        | <b>\$3,315.00</b> |
| Special Inspector Steel                                                 | 24.00     | 130.00 | \$3,120.00        |
| Trip Charge                                                             | 3.00      | 65.00  | \$195.00          |
| <b>Subtask 1.4: Laboratory Testing</b>                                  |           |        | <b>\$975.00</b>   |
| Soil Proctor MD Relationship (Standard) ASTM D698 each                  | 1.00      | 184.00 | \$184.00          |
| Soil Sieve Analysis with 200 wash, each                                 | 1.00      | 167.00 | \$167.00          |
| Concrete Compressive Strength Cylinders ASTM C39 each                   | 16.00     | 39.00  | \$624.00          |
| <b>Subtask 1.5: Project Management</b>                                  |           |        | <b>\$1,182.00</b> |
| Project Assistant                                                       | 2.00      | 87.00  | \$174.00          |
| Project Control Specialist II                                           | 1.00      | 140.00 | \$140.00          |
| Project Manager                                                         | 4.00      | 169.00 | \$676.00          |
| Senior Engineer                                                         | 1.00      | 192.00 | \$192.00          |
| <b>Task 1 Total:</b>                                                    |           |        | <b>\$7,863.00</b> |
| <b>Project Total</b>                                                    |           |        | <b>\$7,863.00</b> |

**BRAUN INTERTEC GENERAL CONDITIONS****SECTION 1: AGREEMENT**

**1.1 Agreement.** This agreement consists of these General Conditions and the accompanying written proposal or authorization ("Agreement"). This Agreement is the entire agreement between Consultant and Client and supersedes all prior negotiations, representations or agreements, either written or oral.

**1.2 Parties to the Agreement.** The parties to this Agreement are the Braun Intertec entity ("Consultant") and the client ("Client") as described in the accompanying written proposal or authorization. Consultant and Client may be individually referred to as a Party or collectively as the Parties.

**SECTION 2: SCOPE OF SERVICES**

**2.1 Services.** Consultant will provide services ("Services") in connection with the project ("Project") which are specifically described in this Agreement. Client understands and agrees that Consultant's Services are limited to those which are expressly set forth in this Agreement.

**2.2 Additional Services.** Any Services not specifically set forth in the Agreement constitute "Additional Services." Additional Services must be agreed upon in writing by the Parties prior to performance of the Additional Services and may entitle Consultant to additional compensation and schedule adjustments. Additional compensation will be based upon Consultant's then current rates and fees.

**SECTION 3: PERFORMANCE OF SERVICES**

**3.1 Standard of Care.** Consultant will perform its professional Services consistent with the degree of care and skill exercised by members of Consultant's profession performing under similar circumstances at the same time and in the same locality in which the professional Services are performed. CONSULTANT DISCLAIMS ALL STATUTORY, ORAL, WRITTEN, EXPRESS, AND IMPLIED WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR PERFORMANCE OF SERVICES IN A GOOD AND WORKMANLIKE MANNER.

**3.2 Written Reports and Findings.** Unless otherwise agreed in writing, Consultant's findings, opinions, and recommendations will be provided to Client in writing and may be delivered via electronic format. Client agrees not to rely on oral findings, opinions, or recommendations.

**3.3 Observation or Sampling Locations.** Locations of field observations or sampling described in Consultant's report or shown on Consultant's sketches reference Project plans or information provided by others or estimates made by Consultant's personnel. Consultant will not survey, set, or check the accuracy of those points unless Consultant accepts that duty in writing. Client agrees that such dimensions, depths, or elevations are approximations unless specifically stated otherwise in the report. Client accepts the inherent risk that samples or observations may not be representative of items not sampled or seen and further that site conditions may vary over distance or change over time.

**3.4 Project Site Information.** Client will provide Consultant with prior environmental, geotechnical and other reports, specifications, plans, and information to which Client has access about the Project site and which are necessary for Consultant to carry out Consultant's Services. Client agrees to provide Consultant with all plans, changes in plans, and new information as to Project site conditions until Consultant has completed its Services.

**3.5 Subsurface Objects.** To the extent required to carry out Consultant's Services, Client agrees to provide Consultant, in a timely manner, with information that Client has regarding buried objects at the Project site. Consultant will not be responsible for locating buried objects or utilities at the Project site unless expressly set forth in this Agreement, or expressly required by applicable law. Client agrees to hold Consultant harmless, defend, and indemnify Consultant from claims, damages, losses, penalties and expenses (including attorney fees) involving buried objects or utilities that were not properly marked or identified or of which Client had or should have had knowledge but did not timely notify Consultant or correctly identify on the plans Client or others furnished to Consultant. Consultant, from time to time, may hire a third party to locate underground objects or utilities and, unless otherwise expressly stated in this Agreement, such action shall be for the sole benefit of Consultant and in no way will alleviate Client of its responsibilities hereunder.

**3.6 Hazardous Materials.** Client will notify Consultant of any knowledge or suspicion of the presence of hazardous or dangerous materials present on any Project site or in any sample or material provided to Consultant. Client agrees to provide Consultant with information in Client's possession or control relating to such samples or materials. If Consultant observes or suspects the presence of contaminants not anticipated in this Agreement, Consultant may terminate Services without liability to Client or to others, and Client will compensate Consultant for fees earned and expenses incurred up to the time of termination.

**3.7 Supervision of Others.** Consultant shall have no obligation to supervise or direct Client's representatives, contractors, or other third parties retained by Client. Consultant has no authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by Client, Client's representatives, contractors, or other third parties retained by Client.

**3.8 Safety.** Consultant will provide a health and safety program for its employees as well

as reasonable personal protective equipment ("PPE") typical for the performance of the Services provided by this Agreement and as required by law. Consultant shall be entitled to compensation for all extraordinary PPE required by Client. Client will provide, at no cost to Consultant, appropriate Project site safety measures which are necessary for Consultant to perform its Services at the Project location or work areas in connection with the Project. Consultant's employees are expressly authorized by Client to refuse to work under conditions that may, in an employee's sole discretion, be unsafe. Consultant shall have no authority over or be responsible for the safety precautions and programs, or for security, at the Project site (except with respect to Consultant's own Services and those of its subconsultants).

**3.9 Project Site Access and Damage.** Client will provide or ensure access to the site. In the performance of Services some Project site damage is normal even when due care is exercised. Consultant will use reasonable care to minimize damage to the Project site. Unless otherwise expressly stated in this Agreement, the cost of restoration for such damage has not been included in the estimated fees and will be the responsibility of the Client.

**3.10 Monitoring Wells.** To the extent applicable to the Services, monitoring wells are Client's property, and Client is responsible for monitoring well permitting, maintenance, and abandonment unless otherwise expressly set forth in this Agreement.

**3.11 Contaminant Disclosures Required by Law.** Client agrees to make all disclosures related to the discovery or release of contaminants that are required by law. In the event Client does not own the Project site, Client acknowledges that it is Client's duty to inform the owner of the Project site of the discovery or release of contaminants at the site. Client agrees to hold Consultant harmless, defend, and indemnify Consultant from claims, damages, penalties, or losses and expenses, including attorney fees, related to Client's failure to make any disclosure required by law or for failing to make the necessary disclosure to the owner of the Project site.

**SECTION 4: SCHEDULE**

**4.1 Schedule.** Consultant shall complete its obligations within a reasonable time and shall make decisions and carry out its responsibilities in a manner consistent with the Standard of Care. Specific periods of time for rendering Services or specific dates by which Services are to be completed are provided in this Agreement. If Consultant is delayed in the performance of the Services by actions, inactions, or neglect of Client or others for whom Client is responsible, by changes ordered in the Services, or by other causes beyond the control of Consultant, including force majeure events, then the time for Consultant's performance of Services shall be extended and Consultant shall receive payment for all expenses attributable to the delay in accordance with Consultant's then current rates and fees.

**4.2 Scheduling On-Site Observations or Services.** To the extent Consultant's Services require observations, inspections, or testing be performed at the Project site, Client understands and agrees that Client, directly or indirectly through its authorized representative, has the sole right and responsibility to determine and communicate to Consultant the scheduling of observations, inspections, and testing performed by Consultant. Accordingly, Client also acknowledges that Consultant bears no responsibility for damages that may result because Consultant did not perform such observations, inspections, or testing that Client failed to request and schedule. Client understands that the scheduling of observations, inspections, or testing will dictate the time Consultant's field personnel spend on the job site and agrees to pay for all services provided by Consultant due to Client's scheduling demands in accordance with Consultant's then current rates and fees.

**SECTION 5: COST AND PAYMENT OF SERVICES**

**5.1 Cost Estimates.** Consultant's price or fees provided for in this Agreement are an estimate and are not a fixed amount unless otherwise expressly stated in this Agreement. Consultant's estimated fees are based upon Consultant's experience, knowledge, and professional judgment as well as information available to Consultant at the time of this Agreement. Actual costs may vary and are not guaranteed or warranted.

**5.2 Payment.** Consultant will invoice Client on a monthly basis for Services performed. Client will pay for Services as stated in this Agreement together with costs for Additional Services or costs otherwise agreed to in writing within thirty (30) days of the invoice date. Unless otherwise stated in this Agreement or agreed to in writing, Consultant's costs for all services performed will be based upon Consultant's then current rates, fees, and charges. No retainage shall be withheld by Client. All unpaid invoices will incur an interest charge of 1.5% per month or the maximum allowed by law.

**5.3 Other Payment Conditions.** Consultant will require Client credit approval and Consultant may require payment of a retainer fee. Client agrees to pay all applicable taxes. Client's obligation to pay for Services under this Agreement is not contingent on Client's ability to obtain financing, governmental or regulatory agency approval, permits, final adjudication of any lawsuit, Client's successful completion of any project, receipt of payment from a third party, or any other event.

**5.4 Third Party Payment.** Provided Consultant has agreed in writing, Client may request Consultant to invoice and receive payment from a third party for Consultant's Services. Consultant, in its sole discretion, may also require the third party to provide written acceptance of all terms of this Agreement. Neither payment to Consultant by a third party nor a third party's written acceptance of all terms of this Agreement will alter Client's rights and responsibilities under this Agreement. Client expressly agrees that

the Agreement contains sufficient consideration notwithstanding Consultant being paid by a third party.

**5.5 Non-Payment.** If Client does not pay for Services in full as agreed, Consultant may retain work not yet delivered to Client and Client agrees to return all Project Data (as defined in this Agreement) that may be in Client's possession or under Client's control. If Client fails to pay Consultant in accordance with this Agreement, such nonpayment shall be considered a default and breach of this Agreement for which Consultant may terminate for cause consistent with the terms of this Agreement and without liability to Client or to others. Client will compensate Consultant for fees earned and expenses incurred up to the time of termination. Client agrees to be liable to Consultant for all costs and expenses Consultant incurs in the collection of amounts invoiced but not paid, including but not limited to attorney fees and costs.

#### SECTION 6: OWNERSHIP AND USE OF DATA

**6.1 Ownership.** All reports, notes, calculations, documents, and all other data prepared by Consultant in the performance of the Services ("Project Data") are instruments of Consultant's Services and are the property of Consultant. Consultant shall retain all common law, statutory and other reserved rights, including the copyright thereto, of Project Data.

**6.2 Use of Project Data.** The Project Data of this Agreement is for the exclusive purpose disclosed by Client and, unless agreed to in writing, for the exclusive use of Client. Client may not use Project Data for a purpose for which the Project Data was not prepared without the express written consent of Consultant. Consultant will not be responsible for any claims, damages, or costs arising from the unauthorized use of any Project Data provided by Consultant under this Agreement. Client agrees to hold harmless, defend and indemnify Consultant from any and all claims, damages, losses, and expenses, including attorney fees, arising out of such unauthorized use.

**6.3 Samples, Field Data, and Contaminated Equipment.** Samples and field data remaining after tests are conducted, as well as field and laboratory equipment that cannot be adequately cleansed of contaminants, are and continue to be the property of Client. Samples may be discarded or returned to Client, at Consultant's discretion, unless within fifteen (15) days of the report date Client gives Consultant written direction to store or transfer the samples and materials. Samples and materials will be stored at Client's expense.

**6.4 Data Provided by Client.** Electronic data, reports, photographs, samples, and other materials provided by Client or others may be discarded or returned to Client, at Consultant's discretion, unless within 15 days of the report date Client gives Consultant written direction to store or transfer the materials at Client's expense.

#### SECTION 7: INSURANCE

**7.1 Insurance.** Consultant shall keep and maintain the following insurance coverages:

- a. Workers' Compensation: Statutory
- b. Employer's Liability: \$1,000,000 bodily injury, each accident | \$1,000,000 bodily injury by disease, each employee | \$1,000,000 bodily injury/disease, aggregate
- c. General Liability: \$1,000,000 per occurrence | \$2,000,000 aggregate
- d. Automobile Liability: \$1,000,000 combined single limit (bodily injury and property damage)
- e. Excess Umbrella Liability: \$5,000,000 per occurrence | \$5,000,000 aggregate
- f. Professional Liability: \$2,000,000 per claim | \$2,000,000 aggregate

**7.2 Waiver of Subrogation.** Client and Consultant waive all claims and rights of subrogation for losses arising out of causes of loss covered by the respective insurance policies.

**7.3 Certificate of Insurance.** Consultant shall furnish Client with a certificate of insurance upon request.

#### SECTION 8: INDEMNIFICATION, CONSEQUENTIAL DAMAGES, LIABILITY LIMITS

**8.1 Indemnification.** Consultant's only indemnification obligation shall be to indemnify and hold harmless the Client, its officers, directors, and employees from and against those damages and costs incurred by Client or that Client is legally obligated to pay as a result of third party tort claims, including for the death or bodily injury to any person or for the destruction or damage to any property, but only to the extent proven to be directly caused by the negligent act, error, or omission of the Consultant or anyone for whom the Consultant is legally responsible. This indemnification provision is subject to the Limitation of Liability set forth in this Section 8.

**8.2 Intellectual Property.** Client agrees to indemnify Consultant against losses and costs arising out of claims of patent or copyright infringement as to any process or system that is specified or selected by Client or others on behalf of Client.

**8.3 Mutual Waiver of Consequential Damages.** NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREUNDER, NEITHER CONSULTANT NOR CLIENT SHALL BE LIABLE TO THE OTHER FOR ANY CONSEQUENTIAL, PUNITIVE, INDIRECT, INCIDENTAL OR SPECIAL DAMAGES, OR LOSS OF USE OR RENTAL, LOSS OF PROFIT, LOSS OF BUSINESS OPPORTUNITY, LOSS OF PROFIT OR REVENUE OR COST OF FINANCING, OR OTHER SUCH SIMILAR AND RELATED DAMAGE ASSERTED IN THIRD PARTY CLAIMS, OR CLAIMS BY EITHER PARTY AGAINST THE OTHER.

**8.4 Limitation of Liability.** TO THE FULLEST EXTENT PERMITTED BY LAW, THE TOTAL LIABILITY IN THE AGGREGATE OF CONSULTANT, CONSULTANT'S OFFICERS, DIRECTORS, PARTNERS, EMPLOYEES, AGENTS, AND SUBCONSULTANTS, TO CLIENT AND ANYONE CLAIMING BY, THROUGH OR UNDER CLIENT FOR ANY CLAIMS, LOSSES, COSTS, OR DAMAGES WHATSOEVER ARISING OUT OF, RESULTING FROM OR IN ANY WAY RELATED

Page 66 of 94  
**CONSULTANT'S PERFORMANCE OF THE SERVICES UNDER THIS AGREEMENT, FROM ANY CAUSE OR CAUSES, INCLUDING BUT NOT LIMITED TO NEGLIGENCE, PROFESSIONAL ERRORS AND OMISSIONS, STRICT LIABILITY, BREACH OF CONTRACT, INDEMNIFICATION OBLIGATIONS OR BREACH OF WARRANTY, SHALL NOT EXCEED THE TOTAL COMPENSATION RECEIVED BY CONSULTANT OR \$50,000, WHICHEVER IS GREATER.**

#### SECTION 9: MISCELLANEOUS PROVISIONS

**9.1 Services Prior to Agreement.** Directing Consultant to commence Services prior to execution of this Agreement constitutes Client's acceptance of this unaltered Agreement in its entirety.

**9.2 Confidentiality.** To the extent Consultant receives Client information identified as confidential, Consultant will not disclose that information to third parties without Client consent. Additionally, any Project Data prepared in performance of the Services will remain confidential and Consultant will not release the reports to any third parties not involved in the Project. Neither of the aforesaid confidentiality obligations shall apply to any information in the public domain, information lawfully acquired from others on a nonconfidential basis, or information that Consultant is required by law to disclose.

**9.3 Relationship of the Parties.** Consultant will perform Services under this Agreement as an independent contractor, and its employees will at all times be under its sole discretion and control. No provision in this Agreement shall be deemed or construed to create a joint venture, partnership, agency or other such association between the Parties.

**9.4 Resource Conservation and Recovery Act.** To the extent applicable to the Services, neither this Agreement nor the providing of Services will operate to make Consultant an owner, operator, generator, transporter, treater, storer, or a disposal facility within the meaning of the Resource Conservation and Recovery Act, as amended, or within the meaning of any other law governing the handling, treatment, storage, or disposal of hazardous substances. Client agrees to hold Consultant harmless, defend, and indemnify Consultant from any claims, damages, penalties or losses resulting from the storage, removal, hauling or disposal of such substances.

**9.5 Services in Connection with Legal Proceedings.** Client agrees to compensate Consultant in accordance with its then current fees, rates, or charges if Consultant is asked or required to respond to legal process arising out of a proceeding related to the Project and as to which Consultant is not a party.

**9.6 Assignment.** This Agreement may not be assigned by Consultant or Client without the prior written consent of the other Party, which consent shall not be unreasonably withheld.

**9.7 Third Party Beneficiaries.** Nothing in this Agreement, express or implied, is intended, or will be construed, to confer upon or give any person or entity other than Consultant and Client, and their respective permitted successors and assigns, any rights, remedies, or obligations under or by reason of this Agreement.

**9.8 Termination.** This Agreement may be terminated by either Party for cause upon seven (7) days written notice to the other Party. Should the other Party fail to cure and perform in accordance with the terms of this Agreement within such seven-day period, the Agreement may terminate at the sole discretion of the Party that provided the written notice. The Client may terminate this Agreement for its convenience. If Client terminates for its convenience, then Consultant shall be compensated in accordance with the terms hereof for Services performed, reimbursable costs and expenses incurred prior to the termination, and reasonable costs incurred as a result of the termination.

**9.9 Force Majeure.** Neither Party shall be liable for damages or deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations (other than the payment of money) results, without its fault or negligence, from any cause beyond its reasonable control, including but not limited to acts of God, acts of civil or military authority, embargoes, pandemics, epidemics, war, riots, insurrections, fires, explosions, earthquakes, floods, adverse weather conditions, strikes or lock-outs, declared states of emergency, and changes in laws, statutes, regulations, or ordinances.

**9.10 Disputes, Choice of Law, Venue.** In the event of a dispute and prior to exercising rights at law or under this Agreement, Consultant and Client agree to negotiate all disputes in good faith for a period of 30 days from the date of notice of such dispute. This Agreement will be governed by the laws and regulations of the state in which the Project is located and all disputes and claims shall be heard in the state or federal courts for that state. Client and Consultant each waive trial by jury.

**9.11 Individual Liability.** No officer or employee of Consultant, acting within the scope of employment, shall have individual liability for any acts or omissions, and Client agrees not to make a claim against any individual officers or employees of Consultant.

**9.12 Severability.** Should a court of law determine that any clause or section of this Agreement is invalid, all other clauses or sections shall remain in effect.

**9.13 Waiver.** The failure of either Party hereto to exercise or enforce any right under this Agreement shall not constitute a release or waiver of the subsequent exercise or enforcement of such right.

**9.14 Entire Agreement.** The terms and conditions set forth herein constitute the entire understanding of the Parties relating to the provision of Services by Consultant to Client. This Agreement may be amended only by a written instrument signed by both Parties. In the event Client issues a purchase order or other documentation to authorize Consultant's Services, any conflicting or additional terms of such documentation are expressly excluded from this Agreement.



April 22, 2026

Mr. Greg Kimman, PE  
City of Little Falls  
PO Box 244  
Little Falls, MN 56345

Email: gregk@ci.little-falls.mn.us

**RE: I.T.T. Proposal #04-13  
Phase 2 Solids Dewatering & Final Clarifier Improvements  
Little Falls, Minnesota**

Dear Mr. Kimman:

Enclosed is our proposal to provide construction material testing services for the above referenced project in Little Falls, Minnesota. We will provide, on an on-call basis, certified and experienced field and laboratory consultants to conduct the necessary testing services.

Based upon our estimated quantities and scope of services, the cost to provide the necessary services will be **\$4,660.00**. If all the tests estimated are not conducted, you will only be billed for the tests performed.

Mr. Kimman, we would be pleased to work with you on this project. If you have any questions about our company or the scope of service we offer, please feel free to contact me. To authorize services for this project please sign and return page 2 of this proposal to us.

Sincerely,

A handwritten signature in black ink that reads "Tyler T. Burkes".

Tyler T. Burkes,  
Construction Materials Division Manager

**ITT Proposal #04-13  
 City of Little Falls  
 Phase 2 Solids Dewatering & Final Clarifier Improvements  
 Little Falls, Minnesota**

**Cost Proposal:**

| <u>Description</u>                                                        | <u>Qty.</u> | <u>Unit Rate</u> | <u>Extension</u>   |
|---------------------------------------------------------------------------|-------------|------------------|--------------------|
| Project Management, hourly                                                | 1           | \$ 100.00        | \$ 100.00          |
| Special Inspections & Site Observations, hourly                           | 3           | \$ 125.00        | \$ 375.00          |
| Excavation Observation Review & Report by P.E., each                      | 1           | \$ 400.00        | \$ 400.00          |
| Nuclear Density Tests, each                                               | 2           | \$ 35.00         | \$ 70.00           |
| Laboratory Proctor Tests (Standard Method), each                          | 1           | \$ 225.00        | \$ 225.00          |
| Gradations, each                                                          | —           | \$ 115.00        | AS NEEDED          |
| Concrete (Field Tests, Casting/Curing/Compression of Cylinders), set of 4 | 4           | \$ 250.00        | \$ 1,000.00        |
| Visual Structural Steel Inspections, hourly                               | 4           | \$ 150.00        | \$ 600.00          |
| Report of Special Inspections, each                                       | 1           | \$ 300.00        | \$ 300.00          |
| Final Summary of Services Report, each                                    | 1           | \$ 350.00        | \$ 350.00          |
| Trip Charges (Travel Time & Mileage), each                                | 8           | \$ 155.00        | \$ 1,240.00        |
| <b>TOTAL:</b>                                                             |             |                  | <b>\$ 4,660.00</b> |

**Note:** The scope of testing service is determined by reviewing the project plans and specifications and/or the report from previous site geotechnical explorations if made available to us. The quantities are derived based on the scope and the industry standard of minimum testing required. Deviations from our estimated quantities can occur if there are more soil corrections than expected or if construction progresses slower than normal due to weather, contractor's equipment issues, or other unforeseeable issues.

**Authorization:**

***AUTHORIZATION / ACCEPTANCE OF PROPOSAL***

*Client:* \_\_\_\_\_

*Signature:* \_\_\_\_\_

*Printed Name:* \_\_\_\_\_

*Date:* \_\_\_\_\_

**AGENDA ITEM****CITY COUNCIL MEETING:** May 18, 2026**TITLE OF THE ITEM FOR CONSIDERATION:** Right of First Offer and First Refusal, Purple Carrot Market Parking Lot (105 Kidder St NE)

**BACKGROUND:** The Little Falls Food Co-Op (dba Purple Carrot Market) has requested 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 St NE. The parking lot serves as the primary parking, loading, and delivery access area supporting the Co-Op's operations, including use by vendors, delivery vehicles, and customers. The requested agreement is intended to provide operational assurance and long-term stability for the Co-Op and those organizations that rely on continued access to the site.

The proposed right of first offer and first refusal agreement does not require the City to sell the property, nor does it obligate the City to market or transfer the property at this time. Rather, the agreement establishes a process that would apply only if the City later determines it wishes to sell or transfer the property. Under the agreement, the Co-Op would have the opportunity to submit an offer or match the material terms of a third-party offer before the property could be sold to another party.

Staff believe the agreement supports downtown business stability and economic development efforts by providing predictability for an existing community business while still allowing the City to retain ownership and control of the property unless and until the City independently chooses to pursue a future sale.

**ACTION REQUEST:** The City Council 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.

**BUDGETED:**  N/A    No    Yes   Fund:

**STAFF PERSON REQUESTING:** Alex Smith, City Administrator

---

## **RIGHT OF FIRST OFFER AND FIRST REFUSAL**

**The City of Little Falls**, a municipal corporation under the laws of the state of Minnesota, (“Owner”), and **Little Falls Food Co-Op** (dba Purple Carrot Market) a Minnesota cooperative (“Grantee”) enter into this Right of First Offer and First Refusal (this "Agreement") effective as of \_\_\_\_\_, 2026 (the "Effective Date").

### **RECITALS**

- A. Owner owns the real property located at \_\_\_\_\_, Little Falls, Minnesota, legally described on Exhibit A attached hereto (the "Property").
- B. Grantee owns the adjacent property located at \_\_\_\_\_, Little Falls, Minnesota, legally described on Exhibit B attached hereto (the “Adjacent Parcel”).
- C. The Adjacent Parcel has been developed, and is operating, as a co-op.
- D. Owner desires to grant Grantee a right of first offer and a right of first refusal to purchase the Property, subject to terms and conditions set forth herein.

### **AGREEMENT**

For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

- 1. **Right of First Offer.** Owner hereby grants Grantee a right of first offer with respect to the Property as set forth herein and subject to the terms and limitations set forth herein (the “Right of First Offer”).
  - a. If Owner desires to sell or transfer all or part of the Property, it shall first give notice of its intent to sell or transfer to Grantee (“Intent to Sell Notice”).
  - b. If Grantee desires to purchase the property described in the Intent to Sell Notice, Grantee shall, within fifteen (15) business days after delivery of the Intent to Sell

Notice, give Owner written notice of its desire to purchase the property with the key terms of its offer including purchase price, due diligence timing (which due diligence period shall in no event exceed 60 days from the date of signing a purchase agreement), contingencies, and a closing date (which closing date shall in no event exceed 120 days after the date of signing a purchase agreement) (“Response Offer Notice”). If Grantee does not deliver a Response Offer Notice to Owner within said 15-business-day period or notifies Owner in writing that it waives its right to deliver a Response Offer Notice within said 15-business-day period, then Grantee’s Right of First Offer shall terminate with respect to the property described in the Intent to Sell.

- c. If Grantee does deliver a Response Offer Notice to Owner within said 15-business-day period, Owner shall, within fifteen (15) business days after delivery of the Response Offer Notice, accept or reject the Response Offer Notice by giving Grantee written notice of its desire to accept or reject. If Owner fails to timely respond, then the Response Offer Notice shall be deemed rejected. If Owner accepts the Response Offer Notice, then the parties will work diligently and in good faith towards entering into a binding purchase agreement for the sale and purchase of the property described in the Intent to Sell Notice, upon the terms contained in City Charter and the Response Offer Notice. If the parties fail enter into a binding purchase agreement for the sale and purchase of the property described in the Intent to Sell Notice within thirty (30) days after Owner’s acceptance of the Response Offer Notice despite good faith efforts, Owner shall be deemed to have rejected the Response Offer Notice despite the earlier acceptance.
- d. If Owner rejects, or is deemed to reject, the Response Offer Notice, then it is free to pursue a sale of the property described in the Intent to Sell Notice to third-parties, but it cannot sell to a third-party for a purchase price less than that contained in the Response Offer Notice for a period of one (1) year from the date of such rejection, unless Owner subsequently offers to sell to Grantee upon the terms set forth in the Response Offer Notice during said one-year period and Grantee refuses to accept such offer within fifteen (15) business days after delivery of said offer, in which event Owner shall be permitted to sell the property described in the Intent to Sell Notice at a lower price at any time and the Right of First Refusal shall terminate with respect to said property.
- e. After the expiration of the one-year period, Owner shall again deliver an Intent to Sell Notice if it desires to sell any portion of the Property with respect to which the ROFO has not, pursuant to the terms of this Agreement, terminated, and the procedures set forth herein shall be following with respect to any such Intent to Sell Notice.

2. **Right of First Refusal.** Owner hereby grants Grantee a right of first refusal with respect to the Property as set forth herein and subject to the terms and limitations set forth herein (the "Right of First Refusal"). Notwithstanding anything in Section 1 of this Agreement to the contrary, if Owner receives an unsolicited offer from any party for the purchase of any portion of the Property that Owner desires to accept (other than in connection with a Permitted Transfer, as defined in Paragraph 5 below) (an "Offer"), the terms of this Section 2 shall govern and the terms of Section 1 shall not apply.

- a. Upon receipt of such an Offer, Owner will give Grantee written notice of the Offer, including a copy of the Offer, contract of sale or letter of intent from such party, but Owner may redact the identity of the prospective purchaser.
- b. Upon receipt of such notice, Grantee shall have thirty (30) days to notify Owner in writing that it agrees to purchase the Property on the identical economic terms and conditions of the Offer (a "ROFR Exercise Notice"). If Grantee timely delivers a ROFR Exercise Notice, the parties shall immediately commence negotiations and diligently pursue such negotiations until the parties agree to execute a definitive purchase agreement for the purchase of the Property (or portion thereof identified in the notice).
- c. If Grantee fails to timely deliver a ROFR Exercise Notice within the time herein specified, Grantee shall be deemed to have waived its Right of First Refusal with respect to the Offer, and Owner shall be at liberty to enter into a contract for the sale of the Property with such party from whom the Offer was received (or an affiliate thereof) upon materially the same terms as contained in the Offer.
- d. Any material deviation from the original terms in the Offer submitted to Grantee shall constitute a new Offer for which a new written notice must be sent by Owner to Grantee.

3. **Term.** This Agreement and Grantee's Right of First Offer and Right of First Refusal shall automatically terminate on the earliest of the following: (i) the date on which Grantee ceases to own fee simple title to the Adjacent Parcel; (ii) with respect to the applicable portion of the Property, the date on which Grantee's Right of First Refusal terminates with respect to a portion of the Property pursuant to the terms of Section 1 of this Agreement; or (iii) with respect to the applicable portion of the Property, the date the Property, or any portion thereof, is sold, conveyed, or otherwise transferred by Owner to a third-party other than through a Permitted Transfer after Grantee waives (or is deemed to have waived) its Right of First Refusal as provided herein (the earliest of the foregoing being hereinafter referred to as the "Termination Date"). At any time after the Termination Date, upon demand, Grantee shall deliver to Owner a signed and acknowledged recordable document stating that this Right of First Offer has terminated and that Grantee expressly relinquishes all rights under this Agreement with respect to the applicable portion of the Property and a quit claim deed for the applicable portion of the Property.

4. **Right to Mortgage.** Owner shall have the right to mortgage or otherwise encumber the Property, and Grantee agrees to execute any subordination agreement or other document(s) reasonably required by Owner's lender to evidence the subordination of this Agreement to the applicable mortgage and other security instruments. In the event of a foreclosure sale of the Property, or transfer of the Property by deed-in-lieu of foreclosure, the Agreement shall be null and void and of no further force or effect.

5. **Improvement, Subdivision or Replat of Property.** In no event shall this Agreement be deemed to restrict in any way Owner's right or ability to improve, lease, subdivide or replat any or all portions of the Property or make any other changes or other improvements to the Property or the use thereof. In exercising any of the foregoing rights, Owner will not give effect to the Right of First Refusal.

6. **Permitted Transfers.** The Right of First Offer shall not apply to, and no rights of Grantee shall arise hereunder as a result of: (i) a sale or transfer of all or any part of the Property to a subsidiary or Affiliate (as defined below) of Owner or entity under common ownership or control as Owner; (ii) a sale in lieu of condemnation; or (iii) the assignment, transfer, conveyance of any membership interests in Owner (collectively, the "Permitted Transfers"). For purposes of this Paragraph 5, the term "Affiliate" shall mean any other entity that is also managed by Purple Carrot Market, and the term "control" as applied to any person or entity means the possession, directly or indirectly, of the power to direct or cause the direction of the management, policies and decision-making of such person or entity, through the ownership of voting interests.

7. **Recording.** This Agreement shall be executed in recordable form and shall be recorded in the Office of the County Recorder in and for Morrison County, Minnesota.

8. **Non-Transferable.** This Agreement shall be personal to Grantee and shall not run with the Adjacent Parcel. Grantee shall not be permitted to assign all or any portion of its interest in this Agreement, the Right of First Offer, the Right of First Refusal, or any other rights granted herein; provided, however, Grantee shall be permitted to assign its rights under this Agreement to (i) a successor entity that is a nonprofit organization described in IRC Section 501 (c)(3) with which Grantee merges or (ii) a successor entity that is a nonprofit organization described in IRC Section 501 (c)(3) that acquires the Adjacent Property from Grantee and that controls, is controlled by, or is under common control with Grantee (either of the foregoing being referred to herein as a "Permitted Grantee Transferee"). The Right of First Offer, Right of First Refusal, and any other rights granted to Grantee herein may only be enforced by Grantee or Permitted Grantee Transferee. Notwithstanding anything herein to the contrary, if Grantee sells the Adjacent Parcel, or a substantial portion thereof, to a third party that is not a Permitted Grantee Transferee, this Agreement shall automatically terminate and shall be of no further force or effect. Without limiting the automatic nature of such termination, at any time after any such transfer to a third party that is not a Permitted Grantee Transferee, upon demand, Grantee shall deliver to Owner a signed and acknowledged recordable document stating that this Agreement has terminated and that Grantee expressly relinquishes all rights under this Agreement, and a quit claim deed for the Property.

9. **Governing Law.** This Agreement shall be governed by, and construed in accordance with, the laws of the State of Minnesota without regard to conflict of law principles.

10. **Time is of the Essence.** TIME IS OF THE ESSENCE of this Agreement and each provision hereof.

11. **Entire Agreement.** This Agreement constitutes the entire agreement of the parties hereto and supersedes all prior representations, understandings, undertakings or agreements (whether oral or written and whether expressed or implied) with respect to the subject matter hereof. Except as otherwise explicitly set forth herein, this Agreement may not be altered, modified, or amended, except by a written agreement signed by both parties hereto.

12. **Notices.** Any notice required or permitted to be given by any party upon the other will be deemed given upon personal delivery to the other party, or three (3) business days after deposit in United States mail, registered or certified, return receipt requested, postage prepaid, or (1) business day after deposit with a nationally recognized, reputable overnight courier, properly addressed as follows:

|                |                      |
|----------------|----------------------|
| If to Owner:   | City of Little Falls |
| If to Grantee: | Purple Carrot Market |

13. **Counterparts.** This Agreement may be executed in any number of counterparts, each of which when executed shall be deemed an original with all such counterparts taken together shall constitute one and the same instrument.

[Signatures Appear On Next Page]

**IN WITNESS WHEREOF**, Owner and Grantee have executed this Agreement as of the day first above written.

**CITY OF LITTLE FALLS**

\_\_\_\_\_  
Name:

Its:

\_\_\_\_\_  
Name:

Its:

STATE OF MINNESOTA    )  
                                          ) ss.  
COUNTY OF \_\_\_\_\_ )

This instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2026, by \_\_\_\_\_ as \_\_\_\_\_ and \_\_\_\_\_ as \_\_\_\_\_ on behalf of the City of Little Falls, Owner.

\_\_\_\_\_  
Notary Public

**PURPLE CARROT MARKET**

By: \_\_\_\_\_

Name: \_\_\_\_\_

Its: \_\_\_\_\_

STATE OF MINNESOTA    )  
                                          ) ss.  
COUNTY OF \_\_\_\_\_ )

          This instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2026, by  
\_\_\_\_\_, the \_\_\_\_\_ of \_\_\_\_\_ a Minnesota cooperative,  
Grantee.

\_\_\_\_\_  
Notary Public

**EXHIBIT A TO RIGHT OF FIRST OFFER**  
**LEGAL DESCRIPTION OF PROPERTY**

Lots 1 through 15, Block A, of Mississippi Addition, according to the recorded plat thereof, less that part of Lots 7 through 15 lying southeasterly of the following described 60-foot strip: commencing at the southwesterly corner of Lot 33, Block A, thence South  $78^{\circ}56'49''$  East 22.50 feet to the point of beginning of the centerline; thence North  $11^{\circ}01'27''$  East 54.66 feet; thence northeasterly 471.18 feet along a curve to the centerline of Elm Street and there terminating (Muske Parking Lot).

**EXHIBIT B TO RIGHT OF FIRST OFFER**  
**LEGAL DESCRIPTION OF ADJACENT PARCEL**

Lots 20, 21, 22, and the East 6 feet of Lot 23, Block A, of Mississippi Addition, according to the recorded plat thereof.

## City of Little Falls

**GRANT ADMINISTRATION AND REIMBURSEMENT AGREEMENT**

This Grant Administration and Reimbursement Agreement ("Agreement") is made and entered into effective as of \_\_\_\_\_, 2026, by and between the City of Little Falls, a Minnesota municipal corporation ("City"), and Habitat for Humanity of Morrison County, a Minnesota nonprofit corporation ("Habitat"), together herein referred to as (the "parties").

**1. RECITALS**

**WHEREAS**, the City has been awarded funding through the Greater Minnesota Small Cities (Tier II Cities) Housing Aid Grant Program administered by the State of Minnesota ("Grant Program"), pursuant to Minn. Stat. § 477A.36; and

**WHEREAS**, the City desires to utilize said funds to support the development of affordable housing within the City, pursuant to and in compliance with Minn. Stat. § 477A.36; and

**WHEREAS**, Habitat is engaged in the construction and development of affordable housing and has agreed to undertake eligible activities consistent with Minn. Stat. § 477A.36 and the Grant Program; and

**WHEREAS**, Habitat understands and agrees that its work on the Project will be in compliance with the requirements Grant Contract Agreement between the City and the Minnesota Housing Finance Agency, attached hereto and incorporated herein as Exhibit A.

**WHEREAS**, the parties desire to set forth the terms and conditions under which the City shall reimburse Habitat for eligible expenses incurred in connection with the Project described below.

**NOW, THEREFORE, BE IT RESOLVED**, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

**2. PROJECT**

Habitat shall use the grant funds to support the construction and development of four (4) single-family homes located within the corporate limits of the City of Little Falls by December 31, 2030 ("Project").

**3. FUNDING**

The total amount of grant funding available under this Agreement shall not exceed Two Hundred Twenty Thousand Dollars (\$220,000.00) ("Grant Funds").

The City shall have no obligation to reimburse Habitat for any amount in excess of the Grant Funds, or for any expenses not consistent with Minn. Stat. § 477A.36, the Grant Contract Agreement, and/or the Grant Program.

**4. ELIGIBLE USES OF FUNDS**

Grant Funds may be used for eligible Project-related expenses, including but not limited to:

- a. Construction supplies and materials;
- b. Staff coordination and administrative expenses directly related to the Project;
- c. Permit fees;
- d. Gap funding for Project costs; and
- e. Habitat development fees.

All expenditures must comply with the terms of Minn. Stat. § 477A.36, the Grant Contract Agreement, and/or the Grant Program and all applicable State and local laws, regulations, and policies.

## **5. REQUESTS FOR REIMBURSEMENT**

Habitat may request reimbursement from the City for eligible expenses incurred in connection with the Project.

Each request for reimbursement shall include:

- a. A completed Request for Reimbursement form, in substantially the form attached hereto as Exhibit B;
- b. Supporting documentation sufficient to substantiate the expense, including invoices, contracts, purchase orders, or similar documentation; and
- c. A certification by Habitat that the requested amount is for eligible Project expenses and is in compliance with Minn. Stat. § 477A.36, the Grant Contract Agreement, and/or the Grant Program.

Proof of payment by Habitat to the end vendor shall not be required at the time of reimbursement request but shall be required as part of the reconciliation process described in Section 7.

## **6. APPROVAL AND DISBURSEMENT OF FUNDS**

All reimbursement requests shall be subject to review and approval by City staff and final approval by the Little Falls City Council.

Following approval, the City shall disburse approved reimbursement amounts to Habitat.

The City may deny or delay reimbursement for incomplete requests or expenses that appear ineligible, pending further review.

## **7. RECONCILIATION AND PROOF OF PAYMENT**

Habitat shall provide proof of payment to the end vendor for all reimbursed expenses as part of the reconciliation process.

Acceptable proof of payment may include canceled checks, bank statements, receipts marked paid, lien waivers, or other documentation acceptable to the City.

Example: If Habitat requests reimbursement for a \$15,000 plumbing invoice and the City reimburses Habitat for such amount, Habitat shall subsequently provide proof that the \$15,000 was paid to the plumbing contractor.

Any reimbursed funds not used for the purpose stated in the original reimbursement request, or otherwise determined to be ineligible under Minn. Stat. § 477A.36, the Grant

Contract Agreement, and/or the Grant Program, shall be refunded to the City within thirty (30) days of written notice.

## **8. ANNUAL AUDIT / RECONCILIATION**

Habitat shall cooperate with the City on at least an annual basis to reconcile all disbursed Grant Funds.

Such reconciliation shall include:

- a. Review of all reimbursement requests;
- b. Verification of proof of payment;
- c. Identification of any unused or ineligible expenditures; and
- d. Confirmation of progress toward Project completion.

The City may request additional documentation reasonably necessary to comply with State reporting or audit requirements.

## **9. COMPLIANCE WITH GRANT REQUIREMENTS**

Habitat agrees to comply with all applicable requirements of Minn. Stat. § 477A.36, the Grant Contract Agreement, and/or Grant Program, including reporting requirements and all applicable federal, state, and local laws.

Habitat shall be responsible for ensuring that all expenses submitted are eligible under Minn. Stat. § 477A.36, the Grant Contract Agreement, and/or Grant Program.

## **10. TERM**

This Agreement shall commence on the effective date and remain in effect until the earlier of:

- a. Completion of the Project and full reconciliation of all Grant Funds;
- b. December 31, 2030; or
- c. Termination by either party upon thirty (30) days' written notice.

In the event of termination, Habitat shall return any unspent or improperly spent Grant Funds.

## **11. TERMINATION**

This Agreement may be terminated or canceled as follows:

- a. Prior to disbursements of funds, this Agreement may be canceled or terminated by the City or Habitat at any time, with or without cause, upon thirty (30) days written notice to the other party. Termination under this subsection shall be without liability upon either party.
- b. If the City finds that there has been a failure to comply with the provisions of this Agreement, Minn. Stat. § 477A.36, the Grant Contract Agreement, and/or Grant Program, that reasonable progress has not been made, or that the purposes for which the funds were granted have not been or will not be fulfilled, the City may take action to protect its interests, including requiring the

return of all or part of the Grant Funds already disbursed. The foregoing shall constitute default, and Habitat shall pay the same within thirty (30) days of written demand from the City. In the event of non-payment, the City may pursue any and all other legal remedies.

**12. WRITTEN NOTICE**

Wherever any notice is required or permitted hereunder, such notice shall be in writing. Any notice or document required or permitted to be delivered hereunder shall be deemed to be delivered when actually received by the designated addressee or regardless of whether actually received or not, when deposited in the United States Mail, postage prepaid, certified mail, return receipt requested, addressed to the parties hereto at their respective addresses, as set forth below, or at such other address as they may subsequently specify by written notice.

|                                                                                                                                 |                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><u>If to the City:</u><br/> City Administrator<br/> City of Little Falls<br/> 100 7th Ave NE<br/> Little Falls, MN 56345</p> | <p><u>If to Habitat:</u><br/> Habitat for Humanity of<br/> Morrison County<br/> Attn: Kathy Lange<br/> Executive Director<br/> PO Box 321<br/> Little Falls, MN 56345</p> |
|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**13. INDEMNIFICATION**

The City shall not in any event be liable to Habitat, nor to any of its agents, employees, guests or invitees at the Project location, and Habitat shall indemnify, save, defend, and hold harmless the City from, any claims or causes of action, including attorney's fees incurred by the City, arising from the expenditure of state funds or arising from or under this Agreement or related to the Project. The indemnification provision shall not apply to damages or other losses proximately caused by or resulting from the negligence or willful misconduct of the City. All indemnification obligations shall survive termination, expiration, or cancellation of this Agreement. Nothing in this Agreement shall be construed to waive any immunities or limitations to which the City is entitled under Minn. Stat. Chapter 466 or otherwise.

**14. TAXES**

Habitat bears full responsibility for any and all tax consequences of receiving the Grant Funds including, but not limited to, issuance of a 1099 by the City.

**15. MISCELLANEOUS**

- a. Voluntary and Knowing Action. The parties, by executing this Agreement, state that they have carefully read this Agreement and understand fully the contents hereof; that in executing this Agreement they voluntarily accept all terms described in this Agreement without duress, coercion, undue influence, or otherwise, and that they intend to be legally bound hereby.

- b. Authorized Signatories. The parties each represent and warrant to the other that (i) the persons signing this Agreement are authorized signatories for the entities represented, and (ii) no further approvals, actions or ratifications are needed for the full enforceability of this Agreement against it; each party indemnifies and holds the other harmless against any breach of the foregoing representation and warranty.
- c. Assignment. This Agreement may not be assigned by either party without the written consent of the other party.
- d. Modifications/Amendment. Any alterations, variations, modifications, amendments or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing and signed by authorized representatives of the parties.
- e. Compliance with Laws. Habitat shall abide by all Federal, State and local laws, statutes, ordinances, rules and regulations now in effect or hereinafter adopted pertaining to this Agreement or to the facilities, programs and staff for which Habitat is responsible.
- f. Interest by City Officials. No elected official, officer, or employee of the City shall, during their tenure or employment and for one (1) year thereafter, have any interest, direct or indirect, in this Agreement or the proceeds thereof.
- g. Governing Law. This Agreement shall be deemed to have been made and accepted in Morrison County, Minnesota, and the laws of the State of Minnesota shall govern any interpretations or constructions of the Agreement without regard to its choice of law or conflict of laws principles.
- h. No Waiver. Any party's failure in any one or more instances to insist upon strict performance of any of the terms and conditions of this Agreement or to exercise any right herein conferred shall not be construed as a waiver or relinquishment of that right or of that party's right to assert or rely upon the terms and conditions of this Agreement. Any express waiver of a term of this Agreement shall not be binding and effective unless made in writing and properly executed by the waiving party.
- i. Severability. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision. Any invalid or unenforceable provision shall be deemed severed from this Agreement to the extent of its invalidity or unenforceability, and this Agreement shall be construed and enforced as if the Agreement did not contain that particular provision to the extent of its invalidity or unenforceability.
- j. Entire Agreement. These terms and conditions constitute the entire Agreement between the parties regarding the subject matter hereof. All discussions and negotiations are deemed merged in this Agreement.

- k. **Headings and Captions.** Headings and captions contained in this Agreement are for convenience only and are not intended to alter any of the provisions of this Agreement and shall not be used for the interpretation of the validity of the Agreement or any provision hereof.
- l. **Survivability.** Except as otherwise provided herein, all covenants, indemnities, guarantees, releases, representations and warranties by any party, and any undischarged obligations of the City and Habitat arising prior to the expiration of this Agreement (whether by completion or earlier termination), shall survive such expiration.
- m. **Data Practices.** The parties acknowledge that this Agreement is subject to the requirements of Minnesota's Government Data Practices Act, Minnesota Statutes, Section 13.01 et seq.
- n. **Records—Availability and Retention.** Pursuant to Minn. Stat. § 16C.05, subd. 5, Habitat agrees that the City, the State, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of Habitat and involve transactions relating to this Agreement. Habitat agrees to maintain these records for a period of six (6) years from the date of termination of this Agreement.
- o. **Force Majeure.** The parties shall each be excused from performance under this Agreement while and to the extent that either of them are unable to perform, for any cause beyond its reasonable control. Such causes shall include, but not be restricted to fire, storm, flood, earthquake, explosion, war, total or partial failure of transportation or delivery facilities, raw materials or supplies, interruption of utilities or power, and any act of government or military authority. In the event either party is rendered unable wholly or in part by force majeure to carry out its obligations under this Agreement then the party affected by force majeure shall give written notice with explanation to the other party immediately.
- p. **Non-Discrimination.** The provisions of any applicable law or ordinance relating to civil rights and discrimination shall be considered part of this Agreement as if fully set forth herein.

*[The remainder of page intentionally left blank]*

**CITY OF LITTLE FALLS**

By: \_\_\_\_\_  
Gerald M. Knafla, Council President

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Alex Smith, City Administrator

Date: \_\_\_\_\_

**HABITAT FOR HUMANITY OF MORRISON COUNTY**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

Exhibit A

**GRANT CONTRACT AGREEMENT BETWEEN THE CITY AND MINNESOTA HOUSING FINANCE  
AGENCY**

**[Insert Grant Contract Agreement]**

Exhibit B

**CITY OF LITTLE FALLS  
GREATER MINNESOTA SMALL CITIES (TIER II CITIES) HOUSING AID GRANT PROGRAM  
REQUEST FOR REIMBURSEMENT**

Recipient Organization: Habitat for Humanity of Morrison County  
 Date of Request: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

**1. PROJECT INFORMATION**

Project / Property Address: \_\_\_\_\_

Lot / Parcel ID (if applicable): \_\_\_\_\_

Home Number / Project Identifier (if applicable): \_\_\_\_\_

**2. REIMBURSEMENT REQUEST DETAILS**

| Invoice/Contract Date | Vendor/Contractor Name | Description of Expense | Eligible use Category | Amount Requested |
|-----------------------|------------------------|------------------------|-----------------------|------------------|
|                       |                        |                        |                       |                  |
|                       |                        |                        |                       |                  |
|                       |                        |                        |                       |                  |
|                       |                        |                        |                       |                  |
|                       |                        |                        |                       |                  |

Total Amount Requested: \$ \_\_\_\_\_

**3. ELIGIBLE USE CATEGORY**

(Select or list applicable category)

- Construction Supplies / Materials
- Staff Coordination / Administrative Expenses
- Permit Fees
- GAP Funding
- Habitat Development Fee
- Other: \_\_\_\_\_

**4. REQUIRED ATTACHMENTS**

Please attach the following:

- Invoice(s)
- Contract(s) / Purchase Order(s)
- Other supporting documentation: \_\_\_\_\_

Note: Proof of payment is not required with this reimbursement request but will be required later as part of annual reconciliation and/or closeout documentation.

---

**5. CERTIFICATION**

I certify that:

- The expenses listed above were incurred for eligible costs related to the Greater Minnesota Small Cities (Tier II Cities) Housing Aid Grant Program;
- The requested reimbursement amount is true and accurate to the best of my knowledge;
- Supporting documentation is attached;
- Proof of payment to the end vendor will be provided to the City of Little Falls during reconciliation and/or upon request;
- Any funds not used for the purpose stated in this request will be returned to the City.

Authorized Signature: \_\_\_\_\_

Printed Name / Title: \_\_\_\_\_

Date: \_\_\_\_\_

---

**CITY USE ONLY**

Date Received: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Approved

Approved as Modified

Denied

Amount Approved: \$\_\_\_\_\_

Notes:

City Council Approval Date: \_\_\_\_\_

Check / Payment Date: \_\_\_\_\_

Check Number: \_\_\_\_\_

Processed By: \_\_\_\_\_

**AGENDA ITEM**

**CITY COUNCIL MEETING:** May 18, 2026

**TITLE OF THE ITEM FOR CONSIDERATION:** Update of Policy 13 - Bylaws for Authorities, Boards, Bureaus, Commissions, and Committees

**BACKGROUND:** Staff are recommending updates to the City policy governing bylaws for authorities, boards, bureaus, commissions, and committees. The proposed amendments clarify procedures for meetings, officer responsibilities, attendance expectations, vacancies, and conflicts of interest. The revisions also add provisions for remote participation to ensure compliance with Minnesota Open Meeting Law requirements.

These updates are intended to improve consistency in board and commission operations and provide clear minimum standards for advisory bodies that do not have separate approved bylaws.

**ACTION REQUEST:** The City Council approve the updated Policy 13 - Bylaws for Authorities, Boards, Bureaus, Commissions, and Committees as presented.

**BUDGETED:**  N/A    No    Yes   Fund: N/A

**STAFF PERSON REQUESTING:** Alex Smith, City Administrator

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.

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt

Formatted: Font: Not Bold

Formatted: Font: Italic

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt

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.~~

Formatted: Space After: 0 pt

Formatted: Indent: Left: 0.3"

Formatted: Indent: Left: 0.5"

Remote participation is intended to comply with state law and may be limited when necessary to ensure orderly conduct of public business.

Formatted: Space After: 0 pt

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.

Formatted: Font: Bold

Formatted: Space After: 0 pt

5. ORDER OF BUSINESS

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

Formatted: Space After: 0 pt

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

A motion must be made and approved to remove any item from the agenda. A motion from the floor must be made and passed to dispense with any item on the agenda.

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt

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.

Formatted: Space After: 0 pt

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.

Formatted: Space After: 0 pt

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

Formatted: Space After: 0 pt

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.

Formatted: Space After: 0 pt

**II. Membership and Service**

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

Formatted: Space After: 0 pt

Formatted: Font: Not Bold

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

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

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.

10. RESIGNATION

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.

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

11. REMOVAL OF MEMBERS

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

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.

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

- 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

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

12. VACANCIES

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.

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.

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt

Formatted: Font: Not Bold

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt

Formatted: Font: Not Bold

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt

Formatted: Space After: 0 pt

Formatted: Indent Left: 0.3", Space After: 0 pt

Formatted: Space After: 0 pt

Formatted: Font: Not Bold

Formatted: Space After: 0 pt

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.

Formatted: Font: Not Bold

Formatted: Space After: 0 pt

Formatted: Font: Not Bold