

AGENDA

Regular City Council Meeting

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

May 4, 2026, 7:30 p.m.

1. **CALL TO ORDER/DETERMINATION OF QUORUM/PLEDGE OF ALLEGIANCE** *Information Found On:*
Council President
 All individuals are asked to either silence or turn off all cell phones, pagers, and other electronic devices that may disrupt the meeting.
2. **APPROVAL OF AGENDA** *City Council*
 Approve the agenda as posted in accordance with the Open Meeting Law and herein place all agenda items on the table for discussion. *Pages 1-2*
3. **APPROVAL OF MINUTES** *City Council*
 Special work session meeting of April 20, 2026; and the regular meeting of April 20, 2026 – approve *Pages 3-5*
4. **APPROVAL OF BILLS** *City Council*
 - a. Electronic checks 4201 through 4227 and checks 114312 through 114361 totaling \$421,816.84 – approve *Pages 6-23*
5. **AWARDS, DONATIONS, PRESENTATIONS, AND PROCLAMATIONS** *Council President/Others*
6. **CONSENT AGENDA** *City Council*
 - a. Airport Commission Meeting Minutes, April 16, 2026 – approve *Page 24*
 - b. Lower-Potency Hemp Edible Retailer License, Coborn's Incorporated DBA Coborn's #2006 – approve *Page 25*
 - c. On Sale, On Sale Sunday, and Off Sale Liquor Licenses, ELO LIQUOR, LLC dba Falls Bar, 107 First Street Northeast – approve *Page 26*
 - d. Sale of Fireworks License, Permanent Structure, Walmart and TNT Fireworks – approve *Page 27*
 - e. Submittal of Compeer Financial Emergency First Responder No-Match Grant Application, Thermal Energy Cameras, Fire – ratify and confirm *Pages 28-35*
7. **PUBLIC HEARINGS AND LETTINGS**
 - a. Lettings
 1. Lift Station 3 Panel and Pump Replacement to WW Goetsch, Total Control, and Absolute Electric, Public Works – award *PW Director/City Engineer* *Pages 36-44*
 2. Dock Donation Agreement, Department of Natural Resources, LeBourget Park – authorize *PW Director/City Engineer* *Pages 45-49*
8. **OLD BUSINESS**
9. **NEW BUSINESS**
 - a. Resolution 2026-27, Call for Public Hearing, Tax Increment Financing District No. 48, Barrett Land LLC – adopt *Jason Murray, City Administrator and Finance Director* *Pages 50-72*
 - b. General Policy Updates
 1. Policy 90, Federal Grants and Awards Policy – approve *Finance Director* *Pages 73-87*

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](#).

- 2. Policy 95, Generative AI – adopt *City Administrator*
 - c. EDA Policy Updates
 - 1. Policy 1, Revolving Loan Fund (Non-Davis-Bacon Wages) – approve *Finance Director* Pages 90-94
 - 2. Policy 2, Economic Development Authority (EDA) Commercial Grant & Loan Policy – approve *Finance Director* Pages 95-99
 - d. Change Order 1, Hy-Tec Construction, T-Hangar Rehabilitation Project – approve *PW Director/City Engineer* Pages 100-104
10. **ANNOUNCEMENTS** *City Council/Others*
11. **ADJOURNMENT** *Council President*

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](#).

City of Little Falls

SPECIAL WORK SESSION CITY COUNCIL MEETING ~ APRIL 20, 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, April 20, 2026, at 7:15 p.m., in the Council Chambers at City Hall. Councilmembers Lundberg, Meyer, Glaze, Gosiak, Hanson, and Council President Knafla were present. Mayor Zylka and Councilmember Liljegren were absent. It was determined there was a quorum.

2. PUBLIC FORUM

- a. Dustin Watkins, 210 Fourth Street Northeast, representing Tactical Turd Soldiers, reviewed a proposal for outdoor dog waste removal service.
- b. Gregory Spofford, 12753 Hillton Road, expressed his support of Dustin Watkins and his services.

3. BILLS DISCUSSION

None.

4. CONSENT AGENDA ITEMS DISCUSSION

None.

5. COUNCIL INFORMATIONAL ONLY ITEMS

a. **LMC Annual Conference, June 24-26, 2026** – City Administrator Smith reminded Councilmembers to notify her if they wish to attend the LMC Annual Conference. Councilmember Gosiak expressed interest in attending.

b. Other

Council President Knafla announced that Councilmembers are invited to tour the Barrett Petfood Facility, 15657 Eighteenth Street Northeast, on Thursday April 23rd, 2026, at 5:00 pm.

6. CONSTITUENT MESSAGES

a. Councilmember Gosiak shared concerns from a constituent regarding a neighbor's compost pile, noting reports of rodents living in the pile.

b. Councilmember Meyer expressed concerns about limited parking availability at the golf course.

7. ADJOURNMENT

Council President Knafla adjourned the meeting at 7:25 p.m.

Respectfully submitted,

Christine Lundberg

City of Little Falls

REGULAR CITY COUNCIL MEETING ~ APRIL 20, 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, April 20, 2026, at 7:30 p.m. in the Council Chambers at City Hall. Councilmembers Lundberg, Meyer, Glaze, Hanson, Gosiak, and Council President Knafla were present. Mayor Zylka and Councilmember Liljegren were absent. It was determined there was a quorum.

2. APPROVAL OF AGENDA

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

3. APPROVAL OF MINUTES

Motion was made by Councilmember Hanson, seconded by Councilmember Gosiak to approve the City Council minutes of the special work session meeting of April 6, 2026; the regular meeting of April 6, 2026; and the closed meeting of April 6, 2026, all as presented. Ayes: Lundberg, Meyer, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

4. APPROVAL OF BILLS

Motion was made by Councilmember Glaze, seconded by Councilmember Hanson to approve the bills totaling \$710,484.09 for Electronic Funds Transfers (EChecks) 4175 through 4200 and checks 114248 through 114311. Ayes: Lundberg, Meyer, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

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

1. **Resolution 2026-26, Accept Donations First Quarter 2026** – Councilmember Hanson introduced and moved for the adoption of Resolution 2026-26, a Resolution Accepting Donations for First Quarter 2026. Councilmember Glaze seconded the motion for adoption. On a roll call vote; Ayes: Lundberg, Meyer, Knafla, Glaze, Hanson, and Gosiak. Nays: Zylka (absent) and Liljegren (absent). Council President Knafla then declared said Resolution 2026-26 to have received the majority vote of the City Council and the same to have been duly passed, approved, and adopted.

b. Presentation

1. **Community Brief, Camp Ripley** – Garrison Commander Colonel Steven Hall gave a presentation on Camp Ripley's 2026 activities, community outreach, and environmental activities.

6. CONSENT AGENDA

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

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

b. Accepted the recommendation of the Interview Committee and appointed Dane Couture and Owen Bode as Seasonal Golf Course Attendants, and Alexa Thompson, Colton Rossow, and Aaron Johnson as Seasonal Pro Shop Attendants, all at Pay Grade 3, Step 1, \$16.44 per hour, as set in the Part-Time Pay Scale, effective as soon as they are able to start; and

- c. Received and placed on file the Building report for February 2026 and March 2026; and
- d. Received and placed on file the Fire report for March 2026; and
- e. Received and placed on file the Heritage Preservation Commission Minutes of April 6, 2026; and
- f. Approved the Lower-Potency Hemp Edible Retailer License for Pure Xhale LLC, dba Pure Xhale, 1948 First Avenue Northeast, effective April 21, 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
- g. Received and placed on file a Petition in Opposition to Multi-Dwelling Unit Development at 901 Thirteenth Street Southwest; and
- h. Received and placed on file a Petition for Surface Improvements (Paving) on Thirteenth Street Southwest, Sixth Avenue Southwest, and Eighth Avenue Southwest; and
- i. Received and placed on file the Police report for March 2026; and
- j. Received and placed on file the Recycling report for March 2026; and
- k. Received and placed on file the Wastewater & Collections report for March 2026.

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

7. **PUBLIC HEARINGS AND LETTINGS**

8. **OLD BUSINESS**

9. **NEW BUSINESS**

a. **Policy 94 External Agency Funding Request** – Motion was made by Councilmember Lundberg, seconded by Councilmember Meyer to adopt Policy 94, External Agency Funding Request, effective for Fiscal Year 2027. Ayes: Lundberg, Meyer, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

b. **Reclassify ARPA Funds Usage** – Motion was made by Councilmember Meyer, seconded by Councilmember Gosiak to reclassify \$65,695 in expenditures from the Equipment Fund to the ARPA Fund for the BS&A software conversion, and \$64,762.94 from the Equipment Fund to the ARPA Fund for the front-end loader purchased in December 2024. Ayes: Lundberg, Meyer, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

10. **ANNOUNCEMENTS**

- a. None.

11. **ADJOURNMENT**

Council President Knafla adjourned the meeting at 8:05 p.m.

Respectfully submitted,

Christine Lundberg

May 4, 2026

Mayor Zylka

Council President Knafla

Councilmember Glaze

Councilmember Lundberg

Councilmember Liljegren

Councilmember Hanson

Councilmember Gosiak

Councilmember Meyer

City Administrator Smith

BREAKDOWN OF EXPENDITURES BY FUND

General Government	215,051.96
Cable TV	6,918.93
HRA	2,696.87
Parking	168.00
Parks & Recreation	18,898.03
Airport	7,809.72
Police Forfeiture	267.54
Severance Pay	854.17
Equipment	1,270.00
Fire Equipment	1,053.40
Water	35,364.27
Waste	75,118.34
Garbage / Recycling	6,870.78
Stormwater	953.32
Golf	31,684.76
Self Insured	5,114.35
Fire Relief	10,091.77
Agency	27.20
Improvement Projects	1,603.43
Total	\$ 421,816.84

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

CHECK DATE 04/21/2026 - 05/04/2026

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

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General							
04/27/2026	AP	114312*	AFSCME COUNCIL 65	04/10/26 PAYROLL	21500	000	330.56
				04/24/26 PAYROLL	21500	000	304.10
		Check AP 114312	Total for Fund 101 General				634.66
04/27/2026	AP	114314*	CENTRAL PENSION FUND	04/10/26 PAYROLL	21500	000	127.61
				04/24/26 PAYROLL	21500	000	131.44
		Check AP 114314	Total for Fund 101 General				259.05
04/27/2026	AP	114315*	INTERNATIONAL UNION OF OPERATING E	04/10/26 PAYROLL	21500	000	111.63
				04/24/26 PAYROLL	21500	000	115.03
		Check AP 114315	Total for Fund 101 General				226.66
04/27/2026	AP	114316	LAW ENFORCEMENT LABOR SERVICES	04/10/26 PAYROLL	21500	000	547.50
				04/24/26 PAYROLL	21500	000	547.50
		Check AP 114316	Total for Fund 101 General				1,095.00
04/27/2026	AP	114317*	NCPERS GROUP LIFE INSURANCE	04/10/26 PAYROLL	21500	000	26.44
				04/24/26 PAYROLL	21500	000	16.00
		Check AP 114317	Total for Fund 101 General				42.44
04/27/2026	AP	114318*#	THE LINCOLN NATIONAL LIFE INSURANC	04/10/26 PAYROLL	21500	000	194.16
				04/10/26 PAYROLL	21500	000	761.85
				04/24/26 PAYROLL	21500	000	158.26
				04/24/26 PAYROLL	21500	000	763.47
				BASIC LIFE INSURANCE - MAY 2026	40121	110	62.88
				BASIC LIFE INSURANCE - MAY 2026	40121	113	2.62
				BASIC LIFE INSURANCE - MAY 2026	40121	115	70.74
				BASIC LIFE INSURANCE - MAY 2026	40121	119	2.62
				BASIC LIFE INSURANCE - MAY 2026	40121	120	151.96
				BASIC LIFE INSURANCE - MAY 2026	40121	121	7.86
				BASIC LIFE INSURANCE - MAY 2026	40121	125	31.44
				BASIC LIFE INSURANCE - MAY 2026	40121	130	62.88
		Check AP 114318	Total for Fund 101 General				2,270.74
05/04/2026	AP	114319	AMERICAN MADE ELECTION EQUIPMENT	ELECTION BOOTHS	40210	114	6,654.00
05/04/2026	AP	114324	CENTRAL MN HEALTH & SAFETY TRAININ	FIRST RESPONDER INITIAL	40330	121	4,900.00
05/04/2026	AP	114326*#	D M S MACHINE INC	MATERIAL TO BUILD A METAL BENDER	40210	130	42.24
05/04/2026	AP	114329*#	FLATLAND TRUCK REPAIR	PLOW TRUCK TROUBLESHOOTING FAULT CODE	40405	131	145.41
05/04/2026	AP	114330	FRED TABATT	ANIMAL CONTROL - APR 2026	40300	127	900.00
05/04/2026	AP	114336	HILMERSON SPORTS CENTER	NEW MANIAC SAW CUTTING BLADE	40210	130	149.99
05/04/2026	AP	114338#	I P NETWORKS	SWITCH AND FIREWALL WARRANTIES	40309	116	973.68
				SWITCH AND FIREWALL WARRANTIES	40309	120	473.32
		Check AP 114338	Total for Fund 101 General				1,447.00
05/04/2026	AP	114340	INSPECTION SERVICES OF CENTRAL MN	CONTRACT PAYMENT - APR 2026	40300	124	13,750.00
05/04/2026	AP	114342	LEAGUE OF MN CITIES	LMC ANNUAL CONFERENCE FEE, GLAZE, ZYLKA,	40330	110	1,275.00
05/04/2026	AP	114343	LITTLE FALLS MACHINE INC	NEW SPINNER FOR PLOW TRUCK SALTING	40404	131	261.25

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Fund: 101 General							
05/04/2026	AP	114346*#	MID MN DRUG TESTING INC	DRUG TESTING	40306	130	25.00
05/04/2026	AP	114354	SOURCEWELL	PLANNING / ZONING SERVICES - MAR 26	40300	111	1,425.00
05/04/2026	AP	114358*#	UNITED STATES POSTAL SERVICE	POSTAGE REFILL	40320	115	137.86
				POSTAGE REFILL	40320	120	16.01
		Check AP 114358	Total for Fund 101 General				153.87
05/04/2026	AP	114361*#	WORKMED MIDWEST PA	DOT RANDOM TESTING	40306	130	40.00
04/27/2026	AP	4201(E)*	BPAS - VEBA	04/24/26 PAYROLL	21500	000	455.13
04/27/2026	AP	4202(E)*	EFTPS-FED WITHHOLDING	04/24/26 PAYROLL	21500	000	11,426.27
				04/24/26 PAYROLL	21500	000	4,295.87
				04/24/26 PAYROLL	21500	000	4,295.87
				04/24/26 PAYROLL	21500	000	1,972.08
				04/24/26 PAYROLL	21500	000	1,972.08
		Check AP 4202(E)	Total for Fund 101 General				23,962.17
04/27/2026	AP	4203(E)*	HEALTH PARTNERS - DENTAL	04/10/26 PAYROLL	21500	000	982.85
				04/24/26 PAYROLL	21500	000	978.26
		Check AP 4203(E)	Total for Fund 101 General				1,961.11
04/27/2026	AP	4204(E)*#	METLIFE - PFML	04/10/26 PAYROLL	21500	000	595.54
				04/10/26 PAYROLL	21500	000	595.54
				04/24/26 PAYROLL	21500	000	581.25
				04/24/26 PAYROLL	21500	000	581.25
		Check AP 4204(E)	Total for Fund 101 General				2,353.58
04/27/2026	AP	4205(E)*#	METLIFE - VISION	04/10/26 PAYROLL	21500	000	94.45
				04/24/26 PAYROLL	21500	000	95.38
		Check AP 4205(E)	Total for Fund 101 General				189.83
04/27/2026	AP	4206(E)*	MINNESOTA STATE TREASURER	04/24/26 PAYROLL	21500	000	5,764.75
04/27/2026	AP	4207(E)*	MSRS - HCSP	04/24/26 PAYROLL	21500	000	841.92
				04/24/26 PAYROLL	21500	000	132.97
				04/24/26 PAYROLL	21500	000	1,069.76
		Check AP 4207(E)	Total for Fund 101 General				2,044.65
04/27/2026	AP	4208(E)*	MSRS-DEF COMP	04/24/26 PAYROLL	21500	000	2,811.32
				04/24/26 PAYROLL	21500	000	198.16
		Check AP 4208(E)	Total for Fund 101 General				3,009.48
04/27/2026	AP	4209(E)*	MSRS-ROTH	04/24/26 PAYROLL	21500	000	3,062.95
				04/24/26 PAYROLL	21500	000	196.32
		Check AP 4209(E)	Total for Fund 101 General				3,259.27
04/27/2026	AP	4210(E)	PERA-DEFINED CONTRIBUTION	04/24/26 PAYROLL	21500	000	250.00
				04/24/26 PAYROLL	21500	000	250.00
		Check AP 4210(E)	Total for Fund 101 General				500.00
04/27/2026	AP	4211(E)*	PERA-RETIREMENT	04/24/26 PAYROLL	21500	000	4,709.52
				04/24/26 PAYROLL	21500	000	5,434.06
				04/24/26 PAYROLL	21500	000	7,985.46

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General							
				04/24/26 PAYROLL	21500	000	11,978.18
			Check AP 4211(E) Total for Fund 101 General				30,107.22
04/27/2026	AP	4212(E)*#	SOURCEWELL-HEALTH	04/10/26 PAYROLL	21500	000	5,481.55
				04/10/26 PAYROLL	21500	000	53,538.93
				04/24/26 PAYROLL	21500	000	5,250.47
			Check AP 4212(E) Total for Fund 101 General				64,270.95
04/27/2026	AP	4213(E)*	WEX HEALTH - HSA	04/24/26 PAYROLL	21500	000	2,520.82
				04/24/26 PAYROLL	21500	000	2,976.29
			Check AP 4213(E) Total for Fund 101 General				5,497.11
05/04/2026	AP	4214(E)*#	ABSOLUTE ELECTRIC OF CENTRAL MN LL PD DOOR CARD ACCESS ANNUAL		40309	120	288.00
05/04/2026	AP	4215(E)*#	AMAZON CAPITAL SERVICES	KEY LOCK BOX	40210	120	78.99
				WASHING MACHINE CLEANER	40404	120	13.86
				RECEIPT BOOKS / TONER	40210	120	96.15
				PRESENTATION FOLDERS	40200	120	57.71
			Check AP 4215(E) Total for Fund 101 General				246.71
05/04/2026	AP	4218(E)	CHARTER COMMUNICATIONS	CABLE BOX RENT	40320	120	20.11
05/04/2026	AP	4220(E)	LEAST SERVICES COUNSELING LLC	PEER SUPPORT COUNSELOR TRAINING SLATER	40330	120	375.00
				LEAST MONTHLY RETAINER FEE	40300	120	180.00
			Check AP 4220(E) Total for Fund 101 General				555.00
05/04/2026	AP	4221(E)	MN DEPT LABOR & INDUSTRY	1ST QTR 2026 BLDG PERMIT SURCHARGE	40444	124	1,346.66
05/04/2026	AP	4222(E)*#	MN DEPT OF REVENUE	SALES TAX	40445	230	2.75
05/04/2026	AP	4223(E)*#	MN POWER	ELECTRIC MAR - APR 26	40380	113	1,446.19
				ELECTRIC MAR - APR 26	40380	119	749.39
				ELECTRIC MAR - APR 26	40380	120	693.88
				ELECTRIC MAR - APR 26	40380	121	302.45
				ELECTRIC MAR - APR 26	40380	122	61.67
				ELECTRIC MAR - APR 26	40380	122	268.29
				ELECTRIC MAR - APR 26	40380	130	670.13
				ELECTRIC MAR - APR 26	40380	132	12,805.02
			Check AP 4223(E) Total for Fund 101 General				16,997.02
05/04/2026	AP	4224(E)*#	PINE COUNTRY BANK - COMMUNITY CARD	LMC ANNUAL CONFERENCE - ALEX	40330	115	425.00
				BCA DEATH & MISSING PERSON CONF SLATER	40330	120	300.00
				ZOOM SUBSCRIPTION	40433	116	143.94
				JAMF NOW SUBSCRIPTION	40433	115	20.00
				JAMF NOW SUBSCRIPTION	40433	125	28.00
				JAMF NOW SUBSCRIPTION	40433	130	40.00
				JAMF NOW SUBSCRIPTION	40433	120	84.00
				EVIDENCE SHIPPING BCA LAB	40320	120	8.33
				EVIDENCE SHIPPING BCA LAB	40320	120	11.35
				EDAM SUMMER CONFERENCE - A SMITH -CRAGUN	40330	115	445.00
				TOW PLOW TRUCK TO NUSS TRUCKING	40405	131	485.73
				STAFF FAMILY FUNERAL FLOWERS	40430	110	50.47
				FOOD FOR STRATEGIC PLANNING	40430	110	13.99
				EDAM CONFERENCE - ROOM - ALEX S	40330	115	341.46

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 101 General								
				ECONOMIC DEVELOPMENT SEMINAR - A SMITH	40330	115	55.20	
				PROXMOX ANNUAL RENEWAL	40309	120	1,072.20	
				CHALLENGE COINS DEATH INVESTIGATION	40210	120	922.00	
				ENGINEERING TRAINING	40330	125	165.00	
				CONFERENCE ROOM CHAIRS	40570	120	1,168.00	
				EVIDENCE STORAGE TOTES	40210	120	35.44	
				TOWELS PLATES SOAP BREAK ROOM	40210	120	35.06	
				BOTTLED WATER	40210	121	43.76	
				FOOD FOR STRATEGIC PLANNING	40430	110	26.30	
				CHIEF LEADERSHIP CERTIFICATE PROGRAM	40330	120	950.00	
				STRATEGIC PLANNING MEETING MEAL	40430	110	206.58	
				PEPPERBALL INSTRUCTOR TRAINNG	40330	120	650.00	
							<u>7,726.81</u>	
			Check AP 4224(E) Total for Fund 101 General					7,726.81
05/04/2026	AP	4225(E)	PITNEY BOWES INC	POSTAGE METER RENT 02/01/26 - 04/30/26	40410	115	427.17	
05/04/2026	AP	4226(E)*#	WEX BANK - ENTERPRISE	FUEL - MAR / APR 2026	40212	120	4,525.63	
				CARWASH - MAR / APR 2026	40405	120	27.00	
				FUEL - MAR / APR 2026	40212	121	660.77	
				FUEL - MAR / APR 2026	40212	130	3,013.21	
				FUEL - MAR / APR 2026	40212	119	44.66	
				FUEL - MAR / APR 2026	40212	125	97.90	
							<u>8,369.17</u>	
			Check AP 4226(E) Total for Fund 101 General					8,369.17
Total For Fund: 101							<u>215,051.96</u>	
Fund: 214 Cable T V								
05/04/2026	AP	114333	GREAT RIVER ARTS ASSOCIATION	CHANNEL 180 MGMT - MAY 26	40300	200	4,587.55	
05/04/2026	AP	114339	INDEPENDENT SCHOOL DIST 482	CHANNEL 181 MGMT - MAY 26	40300	200	2,331.38	
Total For Fund: 214							<u>6,918.93</u>	
Fund: 215 Housing & Redevelopment Authority (HRA)								
04/27/2026	AP	114312*	AFSCME COUNCIL 65	04/10/26 PAYROLL	21500	000	29.24	
				04/24/26 PAYROLL	21500	000	29.24	
			Check AP 114312 Total for Fund 215 Housing & Redevelopment Authority (HRA)				<u>58.48</u>	
04/27/2026	AP	114313	AFSCME PEOPLE	04/10/26 PAYROLL	21500	000	10.00	
				04/24/26 PAYROLL	21500	000	10.00	
			Check AP 114313 Total for Fund 215 Housing & Redevelopment Authority (HRA)				<u>20.00</u>	
04/27/2026	AP	114318*#	THE LINCOLN NATIONAL LIFE INSURANC	04/10/26 PAYROLL	21500	000	9.75	
				04/10/26 PAYROLL	21500	000	14.61	
				04/24/26 PAYROLL	21500	000	9.75	
				04/24/26 PAYROLL	21500	000	14.61	
				BASIC LIFE INSURANCE - MAY 2026	40121	200	7.86	
			Check AP 114318 Total for Fund 215 Housing & Redevelopment Authority (HRA)				<u>56.58</u>	
05/04/2026	AP	114358*#	UNITED STATES POSTAL SERVICE	POSTAGE REFILL	40320	200	5.18	
				POSTAGE REFILL	40320	200	86.74	
			Check AP 114358 Total for Fund 215 Housing & Redevelopment Authority (HRA)				<u>91.92</u>	
04/27/2026	AP	4202(E)*	EFTPS-FED WITHHOLDING	04/24/26 PAYROLL	21500	000	221.42	

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 215 Housing & Redevelopment Authority (HRA)								
				04/24/26 PAYROLL	21500	000	169.14	
				04/24/26 PAYROLL	21500	000	169.14	
				04/24/26 PAYROLL	21500	000	39.56	
				04/24/26 PAYROLL	21500	000	39.56	
			Check AP 4202(E) Total for Fund 215 Housing & Redevelopment Authority (HRA)					638.82
04/27/2026	AP	4203(E)*	HEALTH PARTNERS - DENTAL	04/10/26 PAYROLL	21500	000	22.16	
				04/24/26 PAYROLL	21500	000	22.16	
			Check AP 4203(E) Total for Fund 215 Housing & Redevelopment Authority (HRA)					44.32
04/27/2026	AP	4204(E)*#	METLIFE - PFML	04/10/26 PAYROLL	21500	000	11.19	
				04/10/26 PAYROLL	21500	000	11.19	
				04/24/26 PAYROLL	21500	000	11.19	
				04/24/26 PAYROLL	21500	000	11.19	
			Check AP 4204(E) Total for Fund 215 Housing & Redevelopment Authority (HRA)					44.76
04/27/2026	AP	4206(E)*	MINNESOTA STATE TREASURER	04/24/26 PAYROLL	21500	000	142.12	
04/27/2026	AP	4207(E)*	MSRS - HCSP	04/24/26 PAYROLL	21500	000	28.34	
04/27/2026	AP	4211(E)*	PERA-RETIREMENT	04/24/26 PAYROLL	21500	000	184.18	
				04/24/26 PAYROLL	21500	000	212.52	
			Check AP 4211(E) Total for Fund 215 Housing & Redevelopment Authority (HRA)					396.70
04/27/2026	AP	4212(E)*#	SOURCEWELL-HEALTH	04/10/26 PAYROLL	21500	000	55.00	
				04/10/26 PAYROLL	21500	000	990.00	
				04/24/26 PAYROLL	21500	000	55.00	
			Check AP 4212(E) Total for Fund 215 Housing & Redevelopment Authority (HRA)					1,100.00
04/27/2026	AP	4213(E)*	WEX HEALTH - HSA	04/24/26 PAYROLL	21500	000	70.83	
05/04/2026	AP	4224(E)*#	PINE COUNTRY BANK - COMMUNITY CARD JAMF NOW SUBSCRIPTION		40433	200	4.00	
Total For Fund: 215							2,696.87	
Fund: 216 Parking Fund								
05/04/2026	AP	114348	MORRISON CO TREASURER	2026 ASSESSMENT-WEST SIDE BAR	40430	200	168.00	
Total For Fund: 216							168.00	
Fund: 225 Parks and Recreation								
04/27/2026	AP	114314*	CENTRAL PENSION FUND	04/10/26 PAYROLL	21500	000	54.00	
				04/24/26 PAYROLL	21500	000	64.73	
			Check AP 114314 Total for Fund 225 Parks and Recreation					118.73
04/27/2026	AP	114315*	INTERNATIONAL UNION OF OPERATING E	04/10/26 PAYROLL	21500	000	47.26	
				04/24/26 PAYROLL	21500	000	56.64	
			Check AP 114315 Total for Fund 225 Parks and Recreation					103.90
04/27/2026	AP	114318*#	THE LINCOLN NATIONAL LIFE INSURANC	04/10/26 PAYROLL	21500	000	0.23	
				04/10/26 PAYROLL	21500	000	0.35	
				04/24/26 PAYROLL	21500	000	0.53	
				04/24/26 PAYROLL	21500	000	0.99	
				BASIC LIFE INSURANCE - MAY 2026	40121	140	23.58	
			Check AP 114318 Total for Fund 225 Parks and Recreation					25.68

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 225 Parks and Recreation								
05/04/2026	AP	114320*#	AUTO VALUE	REPAIR BRAKES FOR 1 TON DURAMAX	40405	140	53.28	
				REPAIR BRAKES FOR 1 TON DURAMAX	40405	140	196.38	
				REPAIR BRAKES FOR 1 TON DURAMAX	40405	140	(74.08)	
		Check AP 114320	Total for Fund 225 Parks and Recreation					175.58
05/04/2026	AP	114323*#	CENTRAL MECHANICAL LLC	REPLACEMENT BRACKET FOR RESTROOM STALL	40401	140	37.98	
05/04/2026	AP	114327	FASTENAL CO	SCREWS FOR THE FISHING PIER DECKING	40404	140	14.27	
05/04/2026	AP	114331*#	FROGGYS SIGNS AND GRAPHICS	NUMBERS FOR PICKLEBALL COURTS	40404	140	68.00	
05/04/2026	AP	114346*#	MID MN DRUG TESTING INC	DRUG TESTING	40306	140	50.00	
05/04/2026	AP	114361*#	WORKMED MIDWEST PA	DOT RANDOM TESTING	40306	140	40.00	
04/27/2026	AP	4201(E)*	BPAS - VEBA	04/24/26 PAYROLL	21500	000	16.75	
04/27/2026	AP	4202(E)*	EFTPS-FED WITHHOLDING	04/24/26 PAYROLL	21500	000	152.28	
				04/24/26 PAYROLL	21500	000	334.59	
				04/24/26 PAYROLL	21500	000	334.59	
				04/24/26 PAYROLL	21500	000	78.25	
				04/24/26 PAYROLL	21500	000	78.25	
		Check AP 4202(E)	Total for Fund 225 Parks and Recreation					977.96
04/27/2026	AP	4203(E)*	HEALTH PARTNERS - DENTAL	04/10/26 PAYROLL	21500	000	56.47	
				04/24/26 PAYROLL	21500	000	66.49	
		Check AP 4203(E)	Total for Fund 225 Parks and Recreation					122.96
04/27/2026	AP	4204(E)*#	METLIFE - PFML	04/10/26 PAYROLL	21500	000	17.52	
				04/10/26 PAYROLL	21500	000	17.52	
				04/24/26 PAYROLL	21500	000	24.48	
				04/24/26 PAYROLL	21500	000	24.48	
		Check AP 4204(E)	Total for Fund 225 Parks and Recreation					84.00
04/27/2026	AP	4205(E)*#	METLIFE - VISION	04/10/26 PAYROLL	21500	000	11.30	
				04/24/26 PAYROLL	21500	000	11.28	
		Check AP 4205(E)	Total for Fund 225 Parks and Recreation					22.58
04/27/2026	AP	4206(E)*	MINNESOTA STATE TREASURER	04/24/26 PAYROLL	21500	000	140.81	
04/27/2026	AP	4207(E)*	MSRS - HCSP	04/24/26 PAYROLL	21500	000	2.60	
04/27/2026	AP	4209(E)*	MSRS-ROTH	04/24/26 PAYROLL	21500	000	9.21	
				04/24/26 PAYROLL	21500	000	3.07	
		Check AP 4209(E)	Total for Fund 225 Parks and Recreation					12.28
04/27/2026	AP	4211(E)*	PERA-RETIREMENT	04/24/26 PAYROLL	21500	000	402.78	
				04/24/26 PAYROLL	21500	000	464.73	
		Check AP 4211(E)	Total for Fund 225 Parks and Recreation					867.51
04/27/2026	AP	4212(E)*#	SOURCEWELL-HEALTH	04/10/26 PAYROLL	21500	000	539.71	
				04/10/26 PAYROLL	21500	000	4,324.88	
				04/24/26 PAYROLL	21500	000	597.01	
		Check AP 4212(E)	Total for Fund 225 Parks and Recreation					5,461.60
04/27/2026	AP	4213(E)*	WEX HEALTH - HSA	04/24/26 PAYROLL	21500	000	133.58	

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 225 Parks and Recreation								
				04/24/26 PAYROLL	21500	000	283.32	
			Check AP 4213(E) Total for Fund 225 Parks and Recreation					416.90
05/04/2026	AP	4223(E)*#	MN POWER	ELECTRIC MAR - APR 26 - LIONS	40380	140	167.88	
				ELECTRIC MAR - APR 26	40380	140	476.07	
			Check AP 4223(E) Total for Fund 225 Parks and Recreation					643.95
05/04/2026	AP	4224(E)*#	PINE COUNTRY BANK - COMMUNITY CARD JAMF NOW SUBSCRIPTION		40433	140	12.00	
05/04/2026	AP	4226(E)*#	WEX BANK - ENTERPRISE	FUEL - MAR / APR 2026	40212	140	346.75	
Total For Fund: 225							9,762.79	
Fund: 227 Airport Operating								
05/04/2026	AP	114347	MN COUNCIL OF AIRPORTS	MEMBERSHIP RENEWAL	40433	200	150.00	
04/27/2026	AP	4202(E)*	EFTPS-FED WITHHOLDING	04/24/26 PAYROLL	21500	000	13.60	
				04/24/26 PAYROLL	21500	000	11.67	
				04/24/26 PAYROLL	21500	000	11.67	
				04/24/26 PAYROLL	21500	000	2.73	
				04/24/26 PAYROLL	21500	000	2.73	
			Check AP 4202(E) Total for Fund 227 Airport Operating					42.40
04/27/2026	AP	4203(E)*	HEALTH PARTNERS - DENTAL	04/10/26 PAYROLL	21500	000	3.27	
				04/24/26 PAYROLL	21500	000	2.45	
			Check AP 4203(E) Total for Fund 227 Airport Operating					5.72
04/27/2026	AP	4204(E)*#	METLIFE - PFML	04/10/26 PAYROLL	21500	000	1.11	
				04/10/26 PAYROLL	21500	000	1.11	
				04/24/26 PAYROLL	21500	000	0.84	
				04/24/26 PAYROLL	21500	000	0.84	
			Check AP 4204(E) Total for Fund 227 Airport Operating					3.90
04/27/2026	AP	4205(E)*#	METLIFE - VISION	04/10/26 PAYROLL	21500	000	0.55	
				04/24/26 PAYROLL	21500	000	0.42	
			Check AP 4205(E) Total for Fund 227 Airport Operating					0.97
04/27/2026	AP	4206(E)*	MINNESOTA STATE TREASURER	04/24/26 PAYROLL	21500	000	7.16	
04/27/2026	AP	4207(E)*	MSRS - HCSP	04/24/26 PAYROLL	21500	000	4.22	
04/27/2026	AP	4208(E)*	MSRS-DEF COMP	04/24/26 PAYROLL	21500	000	3.68	
				04/24/26 PAYROLL	21500	000	1.84	
			Check AP 4208(E) Total for Fund 227 Airport Operating					5.52
04/27/2026	AP	4211(E)*	PERA-RETIREMENT	04/24/26 PAYROLL	21500	000	13.73	
				04/24/26 PAYROLL	21500	000	15.84	
			Check AP 4211(E) Total for Fund 227 Airport Operating					29.57
04/27/2026	AP	4212(E)*#	SOURCEWELL-HEALTH	04/10/26 PAYROLL	21500	000	14.34	
				04/10/26 PAYROLL	21500	000	114.86	
				04/24/26 PAYROLL	21500	000	10.76	
			Check AP 4212(E) Total for Fund 227 Airport Operating					139.96
04/27/2026	AP	4213(E)*	WEX HEALTH - HSA	04/24/26 PAYROLL	21500	000	5.53	
				04/24/26 PAYROLL	21500	000	5.22	

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 227 Airport Operating							
Check AP 4213(E) Total for Fund 227 Airport Operating							10.75
Total For Fund: 227							400.17
Fund: 228 Airport Improvement							
05/04/2026	AP	114355	T K D A ASSOCIATES - FIS	LBX #4461 HANGAR IMPROVEMENT PROJECT	40300	200	7,409.55
Total For Fund: 228							7,409.55
Fund: 229 Police Forfeiture Account							
05/04/2026	AP	114352	RAYS BODY SHOP INC	FORFEITURE - J BRAIN	40430	200	267.54
Total For Fund: 229							267.54
Fund: 232 Severance Pay							
04/27/2026	AP	114312*	AFSCME COUNCIL 65	04/10/26 PAYROLL	21500	000	20.32
04/27/2026	AP	114317*	NCPERS GROUP LIFE INSURANCE	04/10/26 PAYROLL	21500	000	5.56
04/27/2026	AP	114318*#	THE LINCOLN NATIONAL LIFE INSURANC	04/10/26 PAYROLL	21500	000	18.89
04/27/2026	AP	4204(E)*#	METLIFE - PFML	04/10/26 PAYROLL	21500	000	22.49
				04/10/26 PAYROLL	21500	000	22.49
Check AP 4204(E) Total for Fund 232 Severance Pay							44.98
04/27/2026	AP	4212(E)*#	SOURCEWELL-HEALTH	04/10/26 PAYROLL	21500	000	76.44
				04/10/26 PAYROLL	21500	000	687.98
Check AP 4212(E) Total for Fund 232 Severance Pay							764.42
Total For Fund: 232							854.17
Fund: 411 Equipment							
05/04/2026	AP	114331*#	FROGGYS SIGNS AND GRAPHICS	702 SQUAD CAR GRAPHICS INSTALLED 2026	40540	200	490.00
05/04/2026	AP	4214(E)*#	ABSOLUTE ELECTRIC OF CENTRAL MN LL	RED BULL PARKING LOT CAMERAS INSTALL	40540	200	780.00
Total For Fund: 411							1,270.00
Fund: 412 Fire Equipment							
05/04/2026	AP	114331*#	FROGGYS SIGNS AND GRAPHICS	LETTER/STRIPE GRASS 2	40540	200	530.00
05/04/2026	AP	114341	JEFFERSON FIRE & SAFETY	ADAPTER MOUNTS	40540	200	431.67
05/04/2026	AP	4215(E)*#	AMAZON CAPITAL SERVICES	TRAILER JACK & HOSE ADAPTERS	40540	200	91.73
Total For Fund: 412							1,053.40
Fund: 416 Golf Improvement							
05/04/2026	AP	114337	HUNTINGTON NATIONAL BANK	GOLF CARTS (45) LEASE	40540	200	4,905.00
05/04/2026	AP	4219(E)	DEERE CREDIT INC	BUNKER RAKE LEASE	40540	200	646.87
				FAIRWAY MOWER LEASE	40540	200	2,194.46
Check AP 4219(E) Total for Fund 416 Golf Improvement							2,841.33
Total For Fund: 416							7,746.33
Fund: 418 Park Improvement							
04/27/2026	AP	114314*	CENTRAL PENSION FUND	04/10/26 PAYROLL	21500	000	40.57

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 418 Park Improvement							
				04/24/26 PAYROLL	21500	000	9.96
			Check AP 114314 Total for Fund 418 Park Improvement				50.53
04/27/2026	AP	114315*	INTERNATIONAL UNION OF OPERATING E	04/10/26 PAYROLL	21500	000	35.51
				04/24/26 PAYROLL	21500	000	8.71
			Check AP 114315 Total for Fund 418 Park Improvement				44.22
04/27/2026	AP	114318**	THE LINCOLN NATIONAL LIFE INSURANC	04/10/26 PAYROLL	21500	000	30.31
				04/24/26 PAYROLL	21500	000	3.86
			Check AP 114318 Total for Fund 418 Park Improvement				34.17
05/04/2026	AP	114325**	CORE & MAIN LP	LINDEN HILL RESTROOM PROJECT -WATER/SEWE	40530	200	4,067.81
05/04/2026	AP	114328**	FERGUSON WATERWORKS #2518	SPLASH PAD METER	40530	200	661.03
04/27/2026	AP	4202(E)*	EFTPS-FED WITHHOLDING	04/24/26 PAYROLL	21500	000	89.74
				04/24/26 PAYROLL	21500	000	87.22
				04/24/26 PAYROLL	21500	000	87.22
				04/24/26 PAYROLL	21500	000	20.39
				04/24/26 PAYROLL	21500	000	20.39
			Check AP 4202(E) Total for Fund 418 Park Improvement				304.96
04/27/2026	AP	4203(E)*	HEALTH PARTNERS - DENTAL	04/10/26 PAYROLL	21500	000	5.71
				04/24/26 PAYROLL	21500	000	6.65
			Check AP 4203(E) Total for Fund 418 Park Improvement				12.36
04/27/2026	AP	4204(E)**	METLIFE - PFML	04/10/26 PAYROLL	21500	000	26.70
				04/10/26 PAYROLL	21500	000	26.70
				04/24/26 PAYROLL	21500	000	6.39
				04/24/26 PAYROLL	21500	000	6.39
			Check AP 4204(E) Total for Fund 418 Park Improvement				66.18
04/27/2026	AP	4205(E)**	METLIFE - VISION	04/10/26 PAYROLL	21500	000	0.97
				04/24/26 PAYROLL	21500	000	1.13
			Check AP 4205(E) Total for Fund 418 Park Improvement				2.10
04/27/2026	AP	4206(E)*	MINNESOTA STATE TREASURER	04/24/26 PAYROLL	21500	000	47.05
04/27/2026	AP	4211(E)*	PERA-RETIREMENT	04/24/26 PAYROLL	21500	000	105.20
				04/24/26 PAYROLL	21500	000	121.38
			Check AP 4211(E) Total for Fund 418 Park Improvement				226.58
04/27/2026	AP	4212(E)**	SOURCEWELL-HEALTH	04/10/26 PAYROLL	21500	000	285.58
				04/10/26 PAYROLL	21500	000	3,057.07
				04/24/26 PAYROLL	21500	000	145.44
			Check AP 4212(E) Total for Fund 418 Park Improvement				3,488.09
04/27/2026	AP	4213(E)*	WEX HEALTH - HSA	04/24/26 PAYROLL	21500	000	59.60
				04/24/26 PAYROLL	21500	000	70.56
			Check AP 4213(E) Total for Fund 418 Park Improvement				130.16
Total For Fund: 418							9,135.24
Fund: 601 Water							
04/27/2026	AP	114312*	AFSCME COUNCIL 65	04/10/26 PAYROLL	21500	000	27.41

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 601 Water							
				04/24/26 PAYROLL	21500	000	29.24
			Check AP 114312 Total for Fund 601 Water				56.65
04/27/2026	AP	114314*	CENTRAL PENSION FUND	04/10/26 PAYROLL	21500	000	45.72
				04/24/26 PAYROLL	21500	000	44.42
			Check AP 114314 Total for Fund 601 Water				90.14
04/27/2026	AP	114315*	INTERNATIONAL UNION OF OPERATING E	04/10/26 PAYROLL	21500	000	40.02
				04/24/26 PAYROLL	21500	000	38.86
			Check AP 114315 Total for Fund 601 Water				78.88
04/27/2026	AP	114318*#	THE LINCOLN NATIONAL LIFE INSURANC	04/10/26 PAYROLL	21500	000	14.59
				04/10/26 PAYROLL	21500	000	20.59
				04/24/26 PAYROLL	21500	000	18.50
				04/24/26 PAYROLL	21500	000	19.73
				BASIC LIFE INSURANCE - MAY 2026	40121	160	23.58
				BASIC LIFE INSURANCE - MAY 2026	40121	162	7.86
			Check AP 114318 Total for Fund 601 Water				104.85
05/04/2026	AP	114323*#	CENTRAL MECHANICAL LLC	FURNACE 2 BLOWER MOTORS	40401	160	891.15
05/04/2026	AP	114325*#	CORE & MAIN LP	1.5" TAPPER, CUTTER, FLARING TOOL	40210	162	656.84
05/04/2026	AP	114328*#	FERGUSON WATERWORKS #2518	FOUR GAS METER	40404	160	1,584.50
05/04/2026	AP	114335	HAWKINS WATER TRTMNT INC	CHLORINE TANK FEE	40216	160	10.00
				CHLORINE DELIVERY	40216	160	2,840.07
			Check AP 114335 Total for Fund 601 Water				2,850.07
05/04/2026	AP	114345*#	MID AMERICAN RESEARCH CHEMICAL	STAINLESS STEEL CLEANING WIPES	40210	160	202.87
05/04/2026	AP	114357	U S A BLUE BOOK	KIM WIPES	40218	160	73.52
				DANGER SIGNS	40401	160	46.84
			Check AP 114357 Total for Fund 601 Water				120.36
05/04/2026	AP	114358*#	UNITED STATES POSTAL SERVICE	POSTAGE REFILL	40320	210	60.19
04/27/2026	AP	4201(E)*	BPAS - VEBA	04/24/26 PAYROLL	21500	000	133.69
04/27/2026	AP	4202(E)*	EFTPS-FED WITHHOLDING	04/24/26 PAYROLL	21500	000	1,049.50
				04/24/26 PAYROLL	21500	000	868.43
				04/24/26 PAYROLL	21500	000	868.43
				04/24/26 PAYROLL	21500	000	203.09
				04/24/26 PAYROLL	21500	000	203.09
			Check AP 4202(E) Total for Fund 601 Water				3,192.54
04/27/2026	AP	4203(E)*	HEALTH PARTNERS - DENTAL	04/10/26 PAYROLL	21500	000	53.72
				04/24/26 PAYROLL	21500	000	26.56
			Check AP 4203(E) Total for Fund 601 Water				80.28
04/27/2026	AP	4204(E)*#	METLIFE - PFML	04/10/26 PAYROLL	21500	000	56.28
				04/10/26 PAYROLL	21500	000	56.28
				04/24/26 PAYROLL	21500	000	59.08
				04/24/26 PAYROLL	21500	000	59.08
			Check AP 4204(E) Total for Fund 601 Water				230.72

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 601 Water							
04/27/2026	AP	4205(E)*#	METLIFE - VISION	04/10/26 PAYROLL	21500	000	8.12
				04/24/26 PAYROLL	21500	000	1.13
		Check AP 4205(E)	Total for Fund 601 water				9.25
04/27/2026	AP	4206(E)*	MINNESOTA STATE TREASURER	04/24/26 PAYROLL	21500	000	610.08
04/27/2026	AP	4207(E)*	MSRS - HCSP	04/24/26 PAYROLL	21500	000	131.48
04/27/2026	AP	4208(E)*	MSRS-DEF COMP	04/24/26 PAYROLL	21500	000	306.56
				04/24/26 PAYROLL	21500	000	50.00
		Check AP 4208(E)	Total for Fund 601 water				356.56
04/27/2026	AP	4209(E)*	MSRS-ROTH	04/24/26 PAYROLL	21500	000	51.27
04/27/2026	AP	4211(E)*	PERA-RETIREMENT	04/24/26 PAYROLL	21500	000	907.80
				04/24/26 PAYROLL	21500	000	1,047.46
		Check AP 4211(E)	Total for Fund 601 water				1,955.26
04/27/2026	AP	4212(E)*#	SOURCEWELL-HEALTH	04/10/26 PAYROLL	21500	000	831.31
				04/10/26 PAYROLL	21500	000	7,638.38
				04/24/26 PAYROLL	21500	000	561.42
		Check AP 4212(E)	Total for Fund 601 water				9,031.11
04/27/2026	AP	4213(E)*	WEX HEALTH - HSA	04/24/26 PAYROLL	21500	000	185.28
				04/24/26 PAYROLL	21500	000	263.66
		Check AP 4213(E)	Total for Fund 601 water				448.94
05/04/2026	AP	4214(E)*#	ABSOLUTE ELECTRIC OF CENTRAL MN LL	SECURITY CAMERA REPAIR	40401	160	120.00
				PRV STATION POWER FAILURE	40401	160	180.00
		Check AP 4214(E)	Total for Fund 601 water				300.00
05/04/2026	AP	4215(E)*#	AMAZON CAPITAL SERVICES	GAS MONITOR SENSOR	40404	160	93.00
05/04/2026	AP	4222(E)*#	MN DEPT OF REVENUE	SALES TAX	40445	220	2,102.25
05/04/2026	AP	4223(E)*#	MN POWER	ELECTRIC MAR - APR 26	40380	160	1,710.73
				ELECTRIC MAR - APR 26	40380	161	7,767.29
		Check AP 4223(E)	Total for Fund 601 water				9,478.02
05/04/2026	AP	4224(E)*#	PINE COUNTRY BANK - COMMUNITY CARD	JAMF NOW SUBSCRIPTION	40433	160	12.00
				JAMF NOW SUBSCRIPTION	40433	162	4.00
				CHAIRS	40200	160	199.74
				KLEENEX, DISH SOAP AND BLEACH	40210	160	20.80
		Check AP 4224(E)	Total for Fund 601 water				236.54
05/04/2026	AP	4226(E)*#	WEX BANK - ENTERPRISE	FUEL - MAR / APR 2026	40212	160	226.78
Total For Fund: 601							35,364.27
Fund: 602 Wastewater							
04/27/2026	AP	114314*	CENTRAL PENSION FUND	04/10/26 PAYROLL	21500	000	70.16
				04/24/26 PAYROLL	21500	000	86.45
		Check AP 114314	Total for Fund 602 wastewater				156.61
04/27/2026	AP	114315*	INTERNATIONAL UNION OF OPERATING E	04/10/26 PAYROLL	21500	000	61.38
				04/24/26 PAYROLL	21500	000	75.64

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Fund: 602 Wastewater							
Check AP 114315 Total for Fund 602 Wastewater							137.02
04/27/2026	AP	114318*#	THE LINCOLN NATIONAL LIFE INSURANC	04/10/26 PAYROLL	21500	000	47.05
				04/10/26 PAYROLL	21500	000	82.81
				04/24/26 PAYROLL	21500	000	44.22
				04/24/26 PAYROLL	21500	000	89.81
				BASIC LIFE INSURANCE - MAY 2026	40121	163	31.44
				BASIC LIFE INSURANCE - MAY 2026	40121	164	7.86
Check AP 114318 Total for Fund 602 Wastewater							303.19
05/04/2026	AP	114321	BATTERIES PLUS	BATTERIES FOR BATTERY BACK-UPS	40404	163	1,099.45
05/04/2026	AP	114323*#	CENTRAL MECHANICAL LLC	BIOSOLIDS HAULING	40384	163	4,750.00
				GARAGE EXHAUST FAN	40401	163	744.98
Check AP 114323 Total for Fund 602 Wastewater							5,494.98
05/04/2026	AP	114326*#	D M S MACHINE INC	POLYMER MIXER	40404	163	84.98
05/04/2026	AP	114328*#	FERGUSON WATERWORKS #2518	FOUR GAS METER	40404	163	1,584.50
05/04/2026	AP	114329*#	FLATLAND TRUCK REPAIR	JETTER TRUCK WIRING ISSUE REPAIR	40405	164	318.64
				JETTER TRUCK TURN SIGNAL SWITCH REPLACME	40405	164	506.32
Check AP 114329 Total for Fund 602 Wastewater							824.96
05/04/2026	AP	114334	HACH COMPANY	COD VIALS	40218	163	524.20
05/04/2026	AP	114345*#	MID AMERICAN RESEARCH CHEMICAL	POLYMER CLEANUP POWDER	40216	163	277.92
05/04/2026	AP	114349	POLYDYNE INC	POLYMER	40216	163	19,872.00
05/04/2026	AP	114356	TECH SALES CO	DO SENSOR REPLACEMENT	40404	163	5,594.00
05/04/2026	AP	114358*#	UNITED STATES POSTAL SERVICE	POSTAGE REFILL	40320	210	60.19
				POSTAGE REFILL	40320	163	13.45
Check AP 114358 Total for Fund 602 Wastewater							73.64
04/27/2026	AP	4201(E)*	BPAS - VEBA	04/24/26 PAYROLL	21500	000	31.90
04/27/2026	AP	4202(E)*	EFTPS-FED WITHHOLDING	04/24/26 PAYROLL	21500	000	1,370.65
				04/24/26 PAYROLL	21500	000	1,039.26
				04/24/26 PAYROLL	21500	000	1,039.26
				04/24/26 PAYROLL	21500	000	243.06
				04/24/26 PAYROLL	21500	000	243.06
Check AP 4202(E) Total for Fund 602 wastewater							3,935.29
04/27/2026	AP	4203(E)*	HEALTH PARTNERS - DENTAL	04/10/26 PAYROLL	21500	000	20.94
				04/24/26 PAYROLL	21500	000	39.93
Check AP 4203(E) Total for Fund 602 Wastewater							60.87
04/27/2026	AP	4204(E)*#	METLIFE - PFML	04/10/26 PAYROLL	21500	000	63.33
				04/10/26 PAYROLL	21500	000	63.33
				04/24/26 PAYROLL	21500	000	72.11
				04/24/26 PAYROLL	21500	000	72.11
Check AP 4204(E) Total for Fund 602 Wastewater							270.88
04/27/2026	AP	4205(E)*#	METLIFE - VISION	04/10/26 PAYROLL	21500	000	0.55

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Fund: 602 Wastewater							
				04/24/26 PAYROLL	21500	000	6.16
		Check AP 4205(E) Total for Fund 602 Wastewater					6.71
04/27/2026	AP	4206(E)*	MINNESOTA STATE TREASURER	04/24/26 PAYROLL	21500	000	720.62
04/27/2026	AP	4207(E)*	MSRS - HCSP	04/24/26 PAYROLL	21500	000	111.10
04/27/2026	AP	4208(E)*	MSRS-DEF COMP	04/24/26 PAYROLL	21500	000	468.44
				04/24/26 PAYROLL	21500	000	50.00
		Check AP 4208(E) Total for Fund 602 Wastewater					518.44
04/27/2026	AP	4209(E)*	MSRS-ROTH	04/24/26 PAYROLL	21500	000	80.57
				04/24/26 PAYROLL	21500	000	0.61
		Check AP 4209(E) Total for Fund 602 Wastewater					81.18
04/27/2026	AP	4211(E)*	PERA-RETIREMENT	04/24/26 PAYROLL	21500	000	1,186.47
				04/24/26 PAYROLL	21500	000	1,369.01
		Check AP 4211(E) Total for Fund 602 Wastewater					2,555.48
04/27/2026	AP	4212(E)*#	SOURCEWELL-HEALTH	04/10/26 PAYROLL	21500	000	514.22
				04/10/26 PAYROLL	21500	000	5,333.46
				04/24/26 PAYROLL	21500	000	904.90
		Check AP 4212(E) Total for Fund 602 Wastewater					6,752.58
04/27/2026	AP	4213(E)*	WEX HEALTH - HSA	04/24/26 PAYROLL	21500	000	191.65
				04/24/26 PAYROLL	21500	000	473.68
		Check AP 4213(E) Total for Fund 602 Wastewater					665.33
05/04/2026	AP	4215(E)*#	AMAZON CAPITAL SERVICES	PRINTER TONER	40210	163	113.99
05/04/2026	AP	4223(E)*#	MN POWER	ELECTRIC MAR - APR 26	40380	163	21,295.81
				ELECTRIC MAR - APR 26	40380	164	721.50
		Check AP 4223(E) Total for Fund 602 Wastewater					22,017.31
05/04/2026	AP	4224(E)*#	PINE COUNTRY BANK - COMMUNITY CARD	JAMF NOW SUBSCRIPTION	40433	163	12.00
				FILTER MATERIAL	40210	163	7.98
		Check AP 4224(E) Total for Fund 602 Wastewater					19.98
05/04/2026	AP	4226(E)*#	WEX BANK - ENTERPRISE	FUEL - MAR / APR 2026	40212	163	261.19
				FUEL - MAR / APR 2026	40212	164	968.04
		Check AP 4226(E) Total for Fund 602 Wastewater					1,229.23
Total For Fund: 602							75,118.34
Fund: 603 Recycling/Garbage							
04/27/2026	AP	114312*	AFSCME COUNCIL 65	04/10/26 PAYROLL	21500	000	1.83
05/04/2026	AP	114358*#	UNITED STATES POSTAL SERVICE	POSTAGE REFILL	40320	210	60.19
04/27/2026	AP	4204(E)*#	METLIFE - PFML	04/10/26 PAYROLL	21500	000	0.69
				04/10/26 PAYROLL	21500	000	0.69
		Check AP 4204(E) Total for Fund 603 Recycling/Garbage					1.38
04/27/2026	AP	4212(E)*#	SOURCEWELL-HEALTH	04/10/26 PAYROLL	21500	000	18.25
				04/10/26 PAYROLL	21500	000	146.13
		Check AP 4212(E) Total for Fund 603 Recycling/Garbage					164.38

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Fund: 603 Recycling/Garbage							
05/04/2026	AP	4222(E)*#	MN DEPT OF REVENUE	SALES TAX	40445	230	6,643.00
Total For Fund: 603							6,870.78
Fund: 604 Stormwater Utility							
04/27/2026	AP	114314*	CENTRAL PENSION FUND	04/10/26 PAYROLL	21500	000	1.94
				04/24/26 PAYROLL	21500	000	3.00
Check AP 114314 Total for Fund 604 Stormwater Utility							4.94
04/27/2026	AP	114315*	INTERNATIONAL UNION OF OPERATING E	04/10/26 PAYROLL	21500	000	1.70
				04/24/26 PAYROLL	21500	000	2.62
Check AP 114315 Total for Fund 604 Stormwater Utility							4.32
04/27/2026	AP	114318*#	THE LINCOLN NATIONAL LIFE INSURANC	04/10/26 PAYROLL	21500	000	6.07
				04/24/26 PAYROLL	21500	000	5.79
Check AP 114318 Total for Fund 604 Stormwater Utility							11.86
05/04/2026	AP	114358*#	UNITED STATES POSTAL SERVICE	POSTAGE REFILL	40320	210	60.19
04/27/2026	AP	4202(E)*	EFTPS-FED WITHHOLDING	04/24/26 PAYROLL	21500	000	29.45
				04/24/26 PAYROLL	21500	000	22.13
				04/24/26 PAYROLL	21500	000	22.13
				04/24/26 PAYROLL	21500	000	5.17
				04/24/26 PAYROLL	21500	000	5.17
Check AP 4202(E) Total for Fund 604 Stormwater Utility							84.05
04/27/2026	AP	4203(E)*	HEALTH PARTNERS - DENTAL	04/24/26 PAYROLL	21500	000	9.97
04/27/2026	AP	4204(E)*#	METLIFE - PFML	04/10/26 PAYROLL	21500	000	1.15
				04/10/26 PAYROLL	21500	000	1.15
				04/24/26 PAYROLL	21500	000	1.73
				04/24/26 PAYROLL	21500	000	1.73
Check AP 4204(E) Total for Fund 604 Stormwater Utility							5.76
04/27/2026	AP	4205(E)*#	METLIFE - VISION	04/24/26 PAYROLL	21500	000	1.69
04/27/2026	AP	4206(E)*	MINNESOTA STATE TREASURER	04/24/26 PAYROLL	21500	000	15.42
04/27/2026	AP	4211(E)*	PERA-RETIREMENT	04/24/26 PAYROLL	21500	000	28.47
				04/24/26 PAYROLL	21500	000	32.85
Check AP 4211(E) Total for Fund 604 Stormwater Utility							61.32
04/27/2026	AP	4212(E)*#	SOURCEWELL-HEALTH	04/10/26 PAYROLL	21500	000	5.32
				04/10/26 PAYROLL	21500	000	95.87
				04/24/26 PAYROLL	21500	000	43.80
Check AP 4212(E) Total for Fund 604 Stormwater Utility							144.99
04/27/2026	AP	4213(E)*	WEX HEALTH - HSA	04/24/26 PAYROLL	21500	000	27.30
				04/24/26 PAYROLL	21500	000	21.25
Check AP 4213(E) Total for Fund 604 Stormwater Utility							48.55
05/04/2026	AP	4226(E)*#	WEX BANK - ENTERPRISE	FUEL - MAR / APR 2026	40212	200	500.26
Total For Fund: 604							953.32

Fund: 613 Golf

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 613 Golf								
04/27/2026	AP	114318*#	THE LINCOLN NATIONAL LIFE INSURANC	BASIC LIFE INSURANCE - MAY 2026	40121	167	7.86	
05/04/2026	AP	114320*#	AUTO VALUE	NEW BATTERY	40404	167	129.98	
05/04/2026	AP	114322	BRIDGESTONE GOLF INC	BALLS FOR RESALE	40260	168	281.84	
				BALLS FOR RESALE	40260	168	842.51	
		Check AP 114322 Total for Fund 613 Golf						1,124.35
05/04/2026	AP	114332	GRANITE PEST CONTROL LLC	PEST CONTROL SERVICE - APR 2026	40401	168	117.04	
05/04/2026	AP	114346*#	MID MN DRUG TESTING INC	DRUG TESTING	40306	167	100.00	
05/04/2026	AP	114353	REINDERS INC	CHEMICAL SUPPLIES	40216	167	10,832.89	
05/04/2026	AP	114359	UNIVERSITY OF MN	PESTICIDE APP TEST - TSCHIDA-BURY	40306	167	75.00	
05/04/2026	AP	114360	VOLVIK USA INC	RANGE BALLS	40261	167	3,035.81	
04/27/2026	AP	4202(E)*	EFTPS-FED WITHHOLDING	04/24/26 PAYROLL	21500	000	446.71	
				04/24/26 PAYROLL	21500	000	580.53	
				04/24/26 PAYROLL	21500	000	580.53	
				04/24/26 PAYROLL	21500	000	135.77	
				04/24/26 PAYROLL	21500	000	135.77	
		Check AP 4202(E) Total for Fund 613 Golf						1,879.31
04/27/2026	AP	4204(E)*#	METLIFE - PFML	04/10/26 PAYROLL	21500	000	17.68	
				04/10/26 PAYROLL	21500	000	17.68	
				04/24/26 PAYROLL	21500	000	19.85	
				04/24/26 PAYROLL	21500	000	19.85	
		Check AP 4204(E) Total for Fund 613 Golf						75.06
04/27/2026	AP	4206(E)*	MINNESOTA STATE TREASURER	04/24/26 PAYROLL	21500	000	359.57	
04/27/2026	AP	4207(E)*	MSRS - HCSP	04/24/26 PAYROLL	21500	000	28.25	
04/27/2026	AP	4209(E)*	MSRS-ROTH	04/24/26 PAYROLL	21500	000	50.00	
				04/24/26 PAYROLL	21500	000	50.00	
		Check AP 4209(E) Total for Fund 613 Golf						100.00
04/27/2026	AP	4211(E)*	PERA-RETIREMENT	04/24/26 PAYROLL	21500	000	531.81	
				04/24/26 PAYROLL	21500	000	613.62	
		Check AP 4211(E) Total for Fund 613 Golf						1,145.43
05/04/2026	AP	4216(E)	BERNICK COMPANIES	WATER / SOFTDRINKS FOR RE-SALE	40254	168	560.16	
				WATER / SOFTDRINKS FOR RE-SALE	40254	168	268.08	
		Check AP 4216(E) Total for Fund 613 Golf						828.24
05/04/2026	AP	4217(E)	CALLAWAY GOLF	GOLF BALLS FOR RESALE	40260	168	945.66	
05/04/2026	AP	4222(E)*#	MN DEPT OF REVENUE	USE TAX	40404	167	2.80	
				USE TAX	40401	168	1.20	
		Check AP 4222(E) Total for Fund 613 Golf						4.00
05/04/2026	AP	4223(E)*#	MN POWER	ELECTRIC MAR - APR 26	40380	167	135.49	
				ELECTRIC MAR - APR 26	40380	168	1,300.95	
		Check AP 4223(E) Total for Fund 613 Golf						1,436.44

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Fund: 613 Golf							
05/04/2026	AP	4224(E)*#	PINE COUNTRY BANK - COMMUNITY CARD JAMF NOW SUBSCRIPTION		40433	167	4.00
05/04/2026	AP	4227(E)	WHITE WOLF CUSTOM APPAREL & DESIGN CLOTHING FOR RESALE		40256	168	1,709.54
Total For Fund: 613							23,938.43
Fund: 702 Self-Insured - Liability							
05/04/2026	AP	114344	MARSHIK INSURANCE INC	AGENT FEE 4TH QUARTER	40300	220	1,100.00
Total For Fund: 702							1,100.00
Fund: 703 Self-Insured - Health							
04/27/2026	AP	114318*#	THE LINCOLN NATIONAL LIFE INSURANC	BASIC LIFE INSURANCE - MAY 2026	40121	200	5.24
				LIFE INS ADJ - MAY 2026	40121	200	(0.04)
				LTD INS ADJ - MAY 2026	40121	200	(0.10)
				ADD'L LIFE INS - P/R ADJ - MAY 2026	40121	200	(12.57)
Check AP 114318 Total for Fund 703 Self-Insured - Health							(7.47)
04/27/2026	AP	4204(E)*#	METLIFE - PFML	APR 2026 - TO BAL PFML INVOICE	40121	200	(0.04)
04/27/2026	AP	4205(E)*#	METLIFE - VISION	APR 26 P/R ADJ	40121	200	(0.14)
04/27/2026	AP	4212(E)*#	SOURCEWELL-HEALTH	HEALTH INS - APR 2026 - ADJUSTMENT	40121	200	4,022.00
Total For Fund: 703							4,014.35
Fund: 801 Fire Relief							
05/04/2026	AP	114350	PUBLIC EMPLOYEES RETIREMENT ASSN	LOCAL RETIREMENT CONTRIBUTION	40430	200	10,000.00
05/04/2026	AP	114351	PUBLIC EMPLOYEES RETIREMENT ASSN	SVF-TOA CONTRIBUTION 5926-00 SPECIAL FUN	40430	200	76.21
				SVF-TOA CONTRIBUTION 5926-00 DEFERRED AC	40430	200	15.56
Check AP 114351 Total for Fund 801 Fire Relief							91.77
Total For Fund: 801							10,091.77
Fund: 825 Agency							
05/04/2026	AP	4223(E)*#	MN POWER	ELECTRIC MAR - APR 26	40736	200	27.20
Total For Fund: 825							27.20
Fund: 914 PROJECT 399 - 4th St NE							
04/27/2026	AP	4203(E)*	HEALTH PARTNERS - DENTAL	04/10/26 PAYROLL	21500	000	7.35
04/27/2026	AP	4204(E)*#	METLIFE - PFML	04/10/26 PAYROLL	21500	000	2.50
				04/10/26 PAYROLL	21500	000	2.50
Check AP 4204(E) Total for Fund 914 PROJECT 399 - 4th St NE							5.00
04/27/2026	AP	4205(E)*#	METLIFE - VISION	04/10/26 PAYROLL	21500	000	1.25
04/27/2026	AP	4212(E)*#	SOURCEWELL-HEALTH	04/10/26 PAYROLL	21500	000	32.28
				04/10/26 PAYROLL	21500	000	258.44
Check AP 4212(E) Total for Fund 914 PROJECT 399 - 4th St NE							290.72
Total For Fund: 914							304.32
Fund: 918 PROJECT 403 - 1st St NE							
04/27/2026	AP	114312*	AFSCME COUNCIL 65	04/24/26 PAYROLL	21500	000	17.54

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Fund: 918 PROJECT 403 - 1st St NE								
04/27/2026	AP	114318*#	THE LINCOLN NATIONAL LIFE INSURANC	04/24/26 PAYROLL	21500	000	19.24	
04/27/2026	AP	4202(E)*	EFTPS-FED WITHHOLDING	04/24/26 PAYROLL	21500	000	160.02	
				04/24/26 PAYROLL	21500	000	117.61	
				04/24/26 PAYROLL	21500	000	117.61	
				04/24/26 PAYROLL	21500	000	27.51	
				04/24/26 PAYROLL	21500	000	27.51	
		Check AP 4202(E) Total for Fund 918 PROJECT 403 - 1st St NE						450.26
04/27/2026	AP	4204(E)*#	METLIFE - PFML	04/24/26 PAYROLL	21500	000	8.76	
				04/24/26 PAYROLL	21500	000	8.76	
		Check AP 4204(E) Total for Fund 918 PROJECT 403 - 1st St NE						17.52
04/27/2026	AP	4206(E)*	MINNESOTA STATE TREASURER	04/24/26 PAYROLL	21500	000	75.72	
04/27/2026	AP	4207(E)*	MSRS - HCSP	04/24/26 PAYROLL	21500	000	55.44	
04/27/2026	AP	4211(E)*	PERA-RETIREMENT	04/24/26 PAYROLL	21500	000	144.14	
				04/24/26 PAYROLL	21500	000	166.32	
		Check AP 4211(E) Total for Fund 918 PROJECT 403 - 1st St NE						310.46
04/27/2026	AP	4212(E)*#	SOURCEWELL-HEALTH	04/24/26 PAYROLL	21500	000	175.20	
04/27/2026	AP	4213(E)*	WEX HEALTH - HSA	04/24/26 PAYROLL	21500	000	90.00	
				04/24/26 PAYROLL	21500	000	84.99	
		Check AP 4213(E) Total for Fund 918 PROJECT 403 - 1st St NE						174.99
Total For Fund: 918							1,296.37	
Fund: 929 PROJ 414 - PFAS SOURCE REDUCTION GRANT								
04/27/2026	AP	114318*#	THE LINCOLN NATIONAL LIFE INSURANC	04/10/26 PAYROLL	21500	000	0.97	
				04/10/26 PAYROLL	21500	000	0.91	
		Check AP 114318 Total for Fund 929 PROJ 414 - PFAS SOURCE REDUCTION GRANT						1.88
04/27/2026	AP	4204(E)*#	METLIFE - PFML	04/10/26 PAYROLL	21500	000	0.43	
				04/10/26 PAYROLL	21500	000	0.43	
		Check AP 4204(E) Total for Fund 929 PROJ 414 - PFAS SOURCE REDUCTION GRANT						0.86
Total For Fund: 929							2.74	
Report Total:							421,816.84	

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

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

Airport Commission
 Little Falls/Morrison County Airport
 April 16, 2026, 12:00 P.M.

P	A		P	A	
X		Jerry Knafla	X		John Britz
X		Don Rudolph	X		Ron Flolid
X		James Rhoades	X		Tom Olson, Ex-Officio
X		Bobby Kasper	X		Greg Kimman, Ex-Officio

1. **Call to Order and Determine Quorum:** Rudolph called the meeting to order at 12:04 p.m. on Thursday, April 16, 2026. A quorum was present.
2. **Approve Agenda:** Motion was made by Britz, seconded by Kasper to approve the agenda as presented. All in favor. Motion carried.
3. **Approve Minutes:** Motion was made by Knafla, seconded by Rudolph to approve the minutes of February 19, 2026. All in favor. Motion carried.
4. **Finances:** Kimman reviewed the monthly revenue and expense report. No action taken.
5. **Old Business:**
 - a. **Hangar Improvement Project** – modifications to the T-Hangar Rehabilitation plan.
 1. Kimman reviewed HY-TEC Construction’s proposal in the amount of \$13,955.15 to modify door and window placements on select end units (101, 106, 201, and 207). The proposal included removing man doors from the proposed bifold hangar doors, adding one man door to the side exterior wall of each listed unit, and salvaging and reinstalling two windows from Unit 201 where feasible. Following discussion, motion was made by Britz, seconded by Rhoades to decline the proposed modifications and retain the existing service door and window plan. All in favor. Motion carried.
 2. Kimman reviewed HY-TEC Construction’s proposal to eliminate gutters from the plan and instead extend the overhang in their place, resulting in an \$8,000 credit. Following discussion, motion was made by Rhoades, seconded by Knafla to approve removing the gutters and extending the overhangs. All in favor. Motion carried.
 - b. **2026/2027 Land Lease Rates** – Kimman reviewed the current land lease terms, noting that annual increases are capped at 10%. After comparing rates from 15 airports across Minnesota, staff recommended setting the 2026–2027 land lease rate for new leases at \$0.25 per square foot per year. Following discussion, Rhoades proposed a rate of \$0.17 per square foot per year. Motion was made by Kasper, seconded by Britz to approve the new land lease rate of \$0.17 per square foot per year. All in favor. Motion carried.
6. **New Business:**
 - a. **Fuel Pricing** – Kimman and Olson requested approval for Olson, Airport Manager, to monitor fuel pricing and adjust rates as needed to remain competitive, while maintaining a minimum margin (“floor”) of \$0.65 for both 91 octane and 100 low lead fuel. Following discussion, motion was made by Kasper, seconded by Knafla to authorize Olson to monitor and adjust fuel pricing at his discretion to remain competitive. All in favor. Motion carried.
7. **Other:**
8. **Adjourn:** Meeting adjourned at 12:41 pm.

Minutes submitted: Greg Kimman

AGENDA ITEM

CITY COUNCIL MEETING: May 4, 2026

TITLE OF THE ITEM FOR CONSIDERATION: Lower-Potency Hemp Edible Retailer License, Coborn's Incorporated DBA Coborn's #2006

BACKGROUND: Coborn's Incorporated DBA Coborn's #2006 has submitted an application for a Lower-Potency Hemp Edible Retailer (LPHE-R) license. Coborn's #2006 has already obtained a State-level license from the Office of Cannabis Management.

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

Staff are recommending approval to allow Coborn's #2006 to operate as a licensed local retailer, consistent with both State and City requirements.

ACTION REQUEST: The City Council approve the Lower-Potency Hemp Edible Retailer License for Coborn's Incorporated DBA Coborn's #2006, 1101 NE 2nd Avenue, 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.

BUDGETED: N/A No Yes Fund:

STAFF PERSON REQUESTING: Alex Smith

AGENDA MEMO

HPC MEETING: May 4, 2026

TITLE OF THE ITEM: On Sale, On Sale Sunday, and Off Sale Liquor Licenses, ELO LIQUOR LLC dba Falls Bar, 107 First Street Northeast

BACKGROUND: Elizabeth Wherski is purchasing Falls Bar, located at 107 First Street Northeast, and has applied to the City for On Sale, On Sale Sunday, and Off Sale Liquor Licenses under ELO LIQUOR LLC, doing business as Falls Bar. Ms. Wherski anticipates operating the business toward the end of May.

ACTION REQUEST: The City Council approve 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, 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.

BUDGETED: N/A No Yes Fund:

STAFF PERSON REQUESTING: Christine Lundberg

AGENDA MEMO

HPC MEETING: May 4, 2026

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

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

ACTION REQUEST: The City Council approve a 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.

BUDGETED: N/A No Yes Fund:

STAFF PERSON REQUESTING: Christine Lundberg

AGENDA ITEM**CITY COUNCIL MEETING:** May 4, 2026**TITLE OF THE ITEM FOR CONSIDERATION:** Compeer Financial Emergency First Responder No-Match Grant Application

BACKGROUND: Compeer Financial has made available its Emergency First Responder Grant Program, which provides funding opportunities of up to \$7,500 to eligible rural fire departments within its 144-county service area. The program qualifies as a *no-match grant* as defined in City Policy 92, as it does not require any cash or in-kind contribution from the City.

In accordance with Policy 92, City staff prepared and submitted a grant application requesting funding in the amount of \$7,402.90 for the purchase of two thermal imaging cameras with chargers and two gated wyes. The proposed equipment supports fire suppression and emergency response operations.

ACTION REQUEST: The City Council ratify and confirm the submission 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 authorize City staff to accept the grant, execute all required grant documents, and purchase the approved equipment from Jefferson Fire and Safety, Inc., Middleton, Wisconsin, to be charged to the grant.

BUDGETED: N/A No Yes Fund:

STAFF PERSON REQUESTING: Craig Seelen



Emergency First Responder Grant Application

Fields marked with a * are required.

Grant dollars are intended to help cover the cost of the necessary equipment to respond in various emergency situations and to ensure the life-safety of the responders. Well-qualified applicants should showcase how this equipment will help them respond to critical situations and/or aid in the recruitment and retention of volunteers to serve their community in this capacity. Ensuring our first responders are prepared to answer calls for help supports Compeer Financial's vision of creating a world where agriculture and rural communities are dynamic, collaborative and thriving.

Grant Area Descriptions

Essential Response Equipment: Equipment needed to effectively respond to incidents, including hand and extraction tools, fire suppression tools, fire response, medical equipment and others.

Responder Life-Safety Need: Equipment needed to protect and support responders when serving such as communication equipment and protection gear.

Applicants must:

- Be a rural volunteer fire, rescue or ambulance department, and
- Be located in or providing direct services in [Compeer's 144-county territory](#)

Please review the [full program guidelines](#) before applying.

Notes on using Jotform:

SAVE: Use the 'Save' button at the end of the application any time you need to save your progress and return later. The Jotform® platform will prompt you to sign up with email, log in, or Skip Create an Account. If you do not have a Jotform® account or do not want to create one, choose Skip Create an Account. You will then be able to email yourself a link to access the saved application later. You may need to check your spam or junk folder for the email.

SUBMIT: After clicking 'Submit,' a Thank You page will appear confirming your application has been submitted. You will also receive an email with the completed application for your records. You may need to check your spam or junk folder for the email.

Department Information

Name of Department	Little Falls Fire Department
Contact Name	Craig Seelen
Contact Phone Number	320-616-5501
Contact Email Address	craigs@ci.little-falls.mn.us

Is the Department the legal entity to receive grant funds, if awarded? No

Name of Legal Entity/Fiscal Sponsor to receive grant funds, if awarded. City of Little Falls

Upload the Department's or Fiscal Sponsor's W-9  City W-9 (2026) 1.pdf

Mailing Address: Street / PO Box PO Box 244

Mailing Address: City Little Falls

Mailing Address: State MN

Mailing Address: Zip / Postal Code 56345

About the Department

Number of Active Members 40

Type of Department Combination

Primary Response Area in Square Miles 213

Characterize Primary Response Area (select all that apply) City (over 5,000 population) Township Rural

Population of Primary Response Area 14,395

List the Community(ies) served by the Department (primary response area only)

- City of Little Falls
- Little Falls Township
- Belle Prairie Township
- Green Prairie Township
- Pike Creek Township
- Fort Ripley Township
- Ripley Township
- City of Fort Ripley

County MN - Morrison

Annual Operating Budget 388,005

Average Number of Responses per Year 200

Grant Funding Request

Total Funds Requested 7,402.9

What will you do with the grant dollars, if awarded? Provide specific details of equipment purchase(s), including costs.

We would be looking to purchase two thermal imaging cameras with chargers to be mounted on the two remaining trucks that do not have cameras. Thermal imaging cameras are valuable tools that aid firefighters during firefighting operations by allowing them to see through the smoke. This helps with searching for possible victims or trapped firefighters. In addition, the cameras can be used outside of firefighting to search for missing persons in wooded or other areas where they may be difficult to see. The cost of the two cameras is 5378.50 and the two truck chargers are 955.92.

We also would purchase two gated wyes to replace existing ones that leak. These are used during firefighting to layout longer lengths of hose lines. The cost of the two gated wyes would be 1068.48.

The total cost of the project would be 7402.90.

Explain why the department and community need the equipment.

We respond to situations on a regular basis where thermal imaging cameras can be used to enhance firefighter safety and improve their ability to suppress fires. We still have two trucks that do not have thermal imaging cameras, so firefighters that respond with those trucks do not have these valuable tools available to them. In addition, the two gated wyes would replace obsolete items that we currently have. They aid us during firefighting efforts, primarily in rural settings where we have to lay longer lengths of hose.

Optional: Anything else you want to add?

How did you learn about this grant program? (Select one that is the best fit)

Email from Compeer Financial

Name of Compeer Financial Team Member

Optional Photo Submission

Upload a photo that represents your organization or project (Examples include group photos, facilities or equipment in use, schematic drawings, sketch, etc.) The submitted photo is for promotional purposes only and will not be used during grant review. If selected as a recipient, the image may be used in grant promotional materials.



Accepted file types: jpeg, png and pdf. By uploading an image, for valuable consideration, the receipt and sufficiency of which is acknowledged, I grant Compeer Financial, ACA; Compeer Financial, FLCA; and Compeer Financial, PCA (collectively, "Compeer"), their directors, employees, agents, assigns, licensees, and representatives, the absolute and irrevocable right and permission to copyright, use, publish, republish, distribute and exhibit the submitted image in any form, that I have created and submitted to Compeer or of me or in which I may appear, in conjunction with my name if they so choose, in all forms, advertising, and media and in any other manner for any lawful purpose, including but not limited to, for purposes of publication, commerce, and trade and in connection with or as part of Compeer's trade name, or any goods, services, package, container, label, trademark, logo, trade dress, or advertising, promotional, marketing, or sales materials. Additionally, I waive any right to inspect or approve the finished product, or any materials or copy that may be used in connection with such photographs, video, digital images or sound recordings. By submitting an image, I represent and warrant to Compeer that content I submit is original content that does not violate any third party's copyrights and that I have obtained permission from all identifiable people featured in the original content to submit to Compeer.

Grant Acknowledgement and Agreement

By clicking "I Agree", you acknowledge the following:

- The information provided in this grant application is true and correct.
- Debts or obligations to pay these costs have not already been incurred.

If grant funds are awarded, you agree to:

- Use funds solely for the purpose stated in this application and spent by January 1, 2027.
- Complete a grant report, including documentation of the grant expenditure, such as a receipt of purchase, by January 1, 2027.
- Return funds to Compeer Financial if grantee has not performed in accordance with these terms, or if the project for the use of the funds is no longer needed.
- Recognize Compeer Financial in all publicity materials (social media posts, press releases, etc.) related to the funded request. Grantee shall cooperate with Compeer Financial in connection with all publicity materials that Compeer Financial may wish to publish regarding the project, including, but not limited to providing photo releases and/or other consents. A Compeer Financial team member may complete a site visit or check presentation as part of outreach efforts.
- Indemnify and hold Compeer Financial, ACA, harmless against any and all liability for damages arising out of grantee's actions in furtherance of the project for which grant funds have been awarded.
- That Compeer Financial, ACA, shall not be liable for any claims arising out of the equipment, project or any work performed in connection therewith.

I Agree :

Full Name

Craig Seelen

Title

Fire Chief

Date

Tuesday, April 28, 2026

Terms and Conditions

Accepted

Sign in the box below




Submission Date

Tuesday, April 28, 2026

TITLE	Emergency First Responder Grant Application - 202
DOCUMENT ID	261175009837056
DOCUMENT PAGES	5
STATUS	COMPLETED
TIME ZONE	America/Chicago

DOCUMENT HISTORY

 Signed	Apr 28, 2026 12:02 PM	Signed by (craigs@ci.little-falls.mn.us) IP: 69.168.254.100
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Jefferson Fire and Safety, Inc.
 7620 Donna Drive
 Middleton, WI, 53562
 Phone: 608-836-0068
 Web: www.jeffersonfire.com

Quote

Order No: 249838
Order Date: 4/28/2026
Due Date: 4/28/2026
Salesperson: Tim Gerrits
Customer ID: 05377

BILL TO:	SHIP TO:
Little Falls Fire Department 314 Northeast First Street PO Box 244 Little Falls MN 56345	Little Falls Fire Department 100 7th Ave NE Little Falls MN 56345

CUSTOMER P.O. NO.	TERMS	CONTACT
	Net 20 Days	Chief Craig Seelan - 320 412 0156
FOB POINT	SHIPPING TERMS	SHIP VIA
		UPS

ITEM	ITEM DESCRIPTION	QTY.	UNIT PRICE	EXT PRICE
FLI 72203-0411	Flir K33 Thermal Imaging Camera Kit	2.00	2,689.25	5,378.50
FLI T198322ACC	Flir Truck Charger (Kxx Only)	2.00	477.96	955.92
HAR H201-25NHFS-15NH	Harrington 2-way ball valve 2.5" NH female swivel rocker lug inlet x (2) 1.5" NH male outlets (Leader Line Wye)	2.00	534.24	1,068.48

Signature

Date

Where applicable, freight and/or tariff surcharge will be added to the invoice. All returns must be received within 30 days of delivery and may be subject to a 25% restocking fee. Custom orders cannot be returned. Visit our website for complete details: www.jeffersonfire.com

***** Credit card payments will incur a 3% processing fee *****

Sales Total:	7,402.90
Freight:	0.00
Tax Total:	0.00
Total (USD):	7,402.90

AGENDA ITEM**CITY COUNCIL MEETING:** May 4th, 2026**TITLE OF THE ITEM FOR CONSIDERATION:** Lift Station 3 Panel, Pump, & Piping Replacement, Total Control Systems Inc., WW Goetsch, and Absolute Electric, Wastewater**BACKGROUND:** Lift Station 3 is located on the west side of Paul Larson Drive. The lift station was originally installed in 1962. In 1995 the station was remodeled with new pumps, controls and wetwell coating.

In 2023, staff worked with Short Elliott Hendrickson Inc. (SEH) to analyze the structural steel thickness of the station. It was determined that the exterior structure of the lift station was still in good condition. However, when the lift station faults, staff are tasked with locating obsolete parts in order to repair the existing control panel.

In our 2026 budget, staff included \$125,000 for the rehabilitation of Lift Station 3. Staff reached out to Total Control Systems, Inc., Stanchfield, WW Goetsch, Baxter, Absolute Electric, and Quality Flow Systems, New Prague, for pricing to replace the panel, pumps, and piping.

Quote Option No. 1:

Total Control Systems, Inc. - Panel: \$33,819.00

WW Goetsch -Pumps and piping installed: \$52,767.00

Absolute Electric -Electrical disconnect and reconnect: \$7,200.00

Total: \$93,786.00**Quote Option No. 2:**

Quality Flow Systems - Panel, pumps, and piping installed: \$90,987.00

Total: \$90,987.00

The quote from Total Control, WW Goetsch, and Absolute Electric includes the same brand of pumps currently used by the City. WW Goetsch has supplied the pumps and maintenance for the majority of the City's lift stations. By selecting this option, the pumps and controls at Lift Station No. 3 would remain consistent with the equipment used at other lift stations throughout the City, which will assist with maintenance and operational familiarity.

ACTION REQUEST: The City Council 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

BUDGETED: N/A No Yes Fund: Wastewater Capital Improvement**STAFF PERSON REQUESTING:** Greg Kimman and Matt Streit



March 10, 2026

To: Utilities Re: Little Falls, Minnesota –Lift Station 3 panel.

Total Control Systems, Inc. (TCS) proposes to furnish equipment and services in accordance with the project plans and specifications that were received.

Section 16900 Submersible Lift Station Controls
Including: 240v 3PH. phase 5hp pumps
Sanitary Lift station control panel
NEMA 3R 2 door stainless steel enclosure 36h x 60w x 12d
Inner doors
Enclosure SS legs and skirts with louvers 18”
Main breaker 100amp (SE rating) 35KAIC
Generator breaker 100amp with interlock
Incoming power terminal block
Generator receptacle 100 amp
Power TVSS 70KA
Pump circuit breakers (2)
Control circuit breakers (4)
Hand-Off-Auto switches, oil tight, 30 mm (2)
Pushbutton switches, oil tight 30mm (2)
Lamps, LED, oil tight, 30mm (12)
Condensation heater/fans, 400 watt
Starters, Nema 1 SSOL
Power/Phase monitor
Relays
GFI receptacle rated at 15 amps
External alarm strobe
Control power TVSS
Uninterruptible power supply (UPS)
Allen-Bradley Micrologix 1400
Omron 7” Color HMI
Backup float controller
Elapsed time meters (3)
Current transducers 4-20ma output for motor current (2)
RTU power for existing
Floats Suspended type (2)
Ventilation Fan and Filters with SS hoods
Programming, training
Existing SCADA RTU interface modifications
Documentation
Testing and commissioning
Shipping

Does **not** include:

Sales Tax.

New SCADA RTU equipment
Concrete pad for panel
Hand holes
Seal Fail/Overtemp Modules
Meter sockets/Cold sequence disconnects
Grounding materials
Underground warning tape
Installation of panel
Conduit
Permits
Antenna Poles/Mast
Site Lamp Fixtures
Demolition
Any wire external to panel

- We acknowledge receipt of Addendum No .
- Terms are Net 30 days from invoice date. No retainage allowed. A 1.5% charge per month added to any past due balance. Price may be dependent on past credit history.
- This quote/proposal valid for 60 days.
- Work to commence after receipt of an acceptable written purchase order acknowledging acceptance of our terms.
- F.O.B. job-site.
- Start-up service/training, documentation and equipment adjustment is included as specified.
- TCSI does not accept any liquidated damages.
- ALL PANELS FURNISHED BY TCS WILL HAVE A UL 508 SERIALIZED OR UL698A ENCLOSED INDUSTRIAL CONTROL PANEL RELATING TO HAZARDOUS LOCATIONS WITH INTRINSICALLY SAFE CIRCUIT EXTENSIONS LABEL, AS REQUIRED.

Sincerely,

TOTAL CONTROL SYSTEMS, INC.

Al Doberstein
AD/kd



Absolute Electric

of Central Minnesota

Gary St. Onge
Owner/Electrician

320-412-6247
gary@absoluteelectricllc.com

Commercial - Industrial - Residential - Fire Security Data

2/27/2026

Matt Streit
City of Little Falls WWTP
900 Hilton Road
Little Falls, MN 56345

LS 3

Price includes

Disconnect and removal of existing control panel.
Installation of new control panel, connection of pumps
and floats. Connection of Incontrols integration panel.

Total \$7,200.00

Respectfully,

Gary St . Onge

Matt,

Here is the pricing for the pumps and plumbing separated.

Pumps ,

2 each Fairbanks Model 4” 5432K, 5hp, 1200 rpm Dry-pit Vertical solids handling, pump sized for (200 gpm @29’ tdh)

Pump cost

.....\$12,863 each
x 2

Ductile Iron plumbing.

2 each 6” FL R/W GATE VALVE W/NRS, OL & HW.
(STOCK)

2 each 4” x 6” FL KENNDY check valves W/OSL & WT.
(16 – 18 WEEKS)

2 each 4” FL X MJ R/W gate valve W/NRS, OL & HW.
2 – 4 WEEKS ARO

2 each 4” spools flange x flange x 6” length CL RPX

4 each 6” 304 SS bolt and gasket kits.

4 each 4” 304 SS bolt and gasket kits.

Misc. consisting of Filler Flanges, gaskets and 304 SS hardware.

Total cost of Piping and Materials to complete suction and discharge plumbing.
.....\$20,111

Tech Service to complete installation 3 men x 14 hrs.
.....\$6,930

Total
.....\$52,767

Tax and Freight have not been included.

Prices are good for 30 days.

If you have any questions, please feel free to give me a call.



Scott Austin
Baxter Shop Foreman
7674 College Road Ste 105
Baxter, MN 56425

saustin@wwgoetsch.com

612-802-6706 cell phone

218-829-6890 office * 218-829-6972 fax

800 6th Street
 New Prague, MN 56071 USA
 Tel: (952) 758-9445
 Cell: (651) 434-5878



Quotation

Company Name:	City of Little Falls, MN	Prepared By:	Matt Yorks
Contact:	Matt Streit (320) 414-8636	Quotation Date:	3/26/2026
		Freight:	Allowed to Jobsite

Quality Flow Systems is pleased to provide a quotation in accordance with your request and as follows:

LS#3 Panel Replacement Estimate:

To include,

Item	Description	Qty.	Net Each	Total Net
1	<p>Duplex Pump Control Panel for operation on 120/240 Volt, 3-Phase, 4-Wire</p> <p>The enclosure is 1-door; suitable for pad mounting, NEMA 3X, 304 stainless steel, measuring approximately 48" H x 36" W x 12" D w/ 18' skirted leg stand. Inner dead-front door, 3-point pad lockable handle and steel (painted white) component chassis will be provided. The system will provide control for two (2) 7.5HP dry pit pumps in response to wet well level sensed by submersible pressure transducer (primary) with two-float back-up system.</p> <p>To include:</p> <ul style="list-style-type: none"> - Circuit Breaker: 3P, 100A, Main - Circuit Breaker: 3P, 100A, Emergency (interlocked w/ main) - Circuit Breaker: 3P, 30A, Pump Disconnect - Circuit Breaker: 1P, 15A, GFCI Convenience Receptacle (door mounted) - Circuit Breaker: 1P, 10A, Control Power (door mounted) - Circuit Breaker: 2P, 30A, Dry Pit Power (door mounted) - Emergency Receptacle w/ Angle Adapter (AR1041-S22) - Siemens Motor Starter w/ Adjustable O/L - Convenience Receptacle: GFI, 15A - Voltage/Phase Monitor (motor saver) - Surge Arrestor: 3 Phase - 200W Fan Forced Panel Heater: Thermostatically Controlled - Pump Protection Modules: Over Temperature & Seal Fail - Switch: 3-position (Hand-Off-Auto & alternation- 1-2/auto/2-1) - Pilot-Light: Push to Test; 120VAC, LED, Green Cap (pump running) - Pilot-Light: Push to Test; 120VAC, LED, Red Cap (pump OT/fail/HL) - Pilot-Light: Push to Test; 120VAC, LED, Amber Cap (pump seal fail) - Push Button; Pump Reset (O/T or pump reset) - Running Time Meter: Pump Runtime & Simultaneous - Allen Bradley CompactLogix PLC - Allen Bradley PanelView Plus 7 OIT <ul style="list-style-type: none"> • Primary Pump Controller w/ Redundant Float Backup System (2 float backup independent of PLC and Screen) • 5.7" Touch Screen • Historical Pump Trend Data • Alarm Event Log (time & date stamped) • Adjustable alternator (1/2- auto- 2/1) 	1	\$26,972.00	\$26,972.00

Item	Description	Qty.	Net Each	Total Net
	- A1000 Submersible Level Transducer w/ S.S. Suspension Kit; 5# 4~20ma Replaceable Puck	1		
	- Control Relay: 3 Pole; 120VAC w/ Indicating Light (includes base)	A/R		
	- Ground Lug: 3 Conductor	1		
	- 24VDC Power Supply	1		
	- Float Controller: Intrinsically Safe Circuit	1		
	- Float Switch: Suspended, Internally Weighted, 60' Cable	2		
	- Red Strobe, 120VAC Alarm Light (top mounted)	1		
	- Terminal Block: Single, 18-10AWG	A/R		
	- Submittal/O&Ms: Wiring Diagrams, Bill of Materials, Data Sheets, Etc.	1		
	- UL 698A Serialized Label	1		
2	<u>Electrical Installation of Control Panel</u>	1	\$6,500.00	\$6,500.00
	- Installation Completed by Licensed Master Electrician	1		
	- Removal of Existing Control System(s) and Pad			
	- Scheduling of Work with Power Company (disconnect/reconnect)	1		
	- Inspection by State Electrical Inspector Once Completed	1		
	- New Conduits to Wet Well			
3	<u>Concrete Mounting Pad</u>	1	\$3,000.00	\$3,000.00
	- Roughly 6'x6' (depending on what is possible w/ conduits and fencing)			
	- Rebar Reinforced			
4	<u>Startup and Training of Panel</u>	1	--	--
5	<u>Freight to Jobsite</u>	1	--	--
		Total Installed Selling Price: \$36,472.00		

Notes:

-SCADA integration is by others

-Adder for double door 48"H x 60"W x 12" D- \$2,800.00

~~-Deduct for no concrete pad and (1) day electrical installation - \$4,000.00~~

~~-Adder for QFS for SCADA integration - \$4,500.00~~

Terms:

Quotation is valid for 30 days. Based upon Quality Flow Systems standard terms and conditions of sale; copy provided upon request.

If you have any other questions or concerns, please give me a call.

Thanks for the opportunity,
 Matt Yorks
 (651) 434-5878
 Matt@qfsi.net



800 6th Street
 New Prague, MN 56071 USA
 Tel: (952) 758-9661
 Cell: (651) 434-5878



Quotation

Company Name: Little Falls, MN
Contact: Matt Streit
 (320) 414-8636

Prepared By: Matt Yorks
Quotation Date: 3/18/2026
Lead Time: 18 Weeks

Quality Flow Systems is pleased to provide a quotation in accordance with your request and as follows:

LS#3 Rehab Estimate:

To Include,

Item	Description:	QTY	Net each	Total Net
1	<u>New KSB Sewabloc 100-215 VF to include:</u>	2	\$16,210.00	\$32,420.00
	- 7.38hp, 1778rpm, 230/3			
	- 219GPM @ 32.99' TDH			
	- Vortex Impeller			
	- 4" Solids Passing			
	- Double Mechanical Seal			
	- Lifting Handle			
	- 50' Power Cord			
	- 4" Suction Elbow w/ Cleanout			
	- 7 Year Pro-Rated Warranty			
2	<u>Suction/Discharge Piping</u>	2	\$6,968.00	\$13,936.00
	- 4" Gate Valve	4		
	- 4" Check Valve	2		
	- 6" Flanged Coupling Adapter	1		
	- 6x4x4" Tee	1		
	- 4" 90 Degree Elbow	2		
	- 4"x12"L Flange x Plain End Ductile pipe	2		
	- 4" Expansion Joint	2		
	- 4" Flange Accessory Kit (Stainless Steel)	8		
	- 6" Flange Accessory (Stainless Steel)	2		
3	<u>Concrete Mounting Pad</u>	2	\$350.00	\$700.00
4	<u>Installation, Startup and Training</u>	24	\$150.00	\$3,600.00
5	<u>Freight to Jobsite</u>	1	\$1,059.00	\$1,059.00
Total Installed Price:			\$51,715.00	

NOTES:

Quote does not include Vactor truck during rehab

Terms:

Quotation is valid for 30 days. Based upon Quality Flow Systems standard terms and conditions of sale; copy provided upon request.

If you have any other questions or concerns, please give me a call.

Thanks for the opportunity,
 Matt Yorks
 (651) 434-5878
 Matt@qfsi.net



AGENDA ITEM

CITY COUNCIL MEETING: May 4th, 2026

TITLE OF THE ITEM FOR CONSIDERATION: Dock Donation Agreement, Department of Natural Resources, Le Bourget Park

BACKGROUND: In 2002, the City entered into a cooperative agreement with the Minnesota Department of Natural Resources (DNR) for the Le Bourget Park boat landing. Staff recently worked with the Minnesota DNR to replace the existing aging dock at this location.

The Minnesota DNR has offered to donate a refurbished 30-foot dock to the City, contingent upon approval of a dock donation agreement outlining the City's responsibilities for future maintenance and upkeep. The replacement dock will be identical to the dock currently installed at the east side public water access off 4th Avenue.

There is no cost to the City for the dock donation, and the replacement will provide a long-term docking structure for public use at Le Bourget Park.

ACTION REQUEST: The City Council 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 Le Bourget Park, 300 Paul Larson Memorial Drive Northwest.

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

STAFF PERSON REQUESTING: Greg Kimman and Andrew Hegna



April 24, 2026

DNR – Parks and Trails
1035 South Benton Drive
Sauk Rapids, MN 56379

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

Re: Mississippi River, Le Bourget City Park - Dock Donation

This letter shall serve as an Agreement between the State of Minnesota, Department of Natural Resources, hereinafter referred to as the “State” and the City of Little Falls hereinafter referred to as the “City”, to allow the State to donate to the City a thirty foot roll-in dock, to be utilized at the Mississippi River public water access site at Le Bourget City Park located at 300 Paul Larson Memorial Drive NW, Little Falls, MN 56345 in Section 18, Township 129, Range 29 in Little Falls Township of Morrison County, Minnesota.

The State will participate in this project when this letter is signed and if the following items are met:

1. The City is the owner of the described and has the lawful right and authority to enter into the Agreement as shown on the attached map and incorporated into the Agreement as Exhibit A.
2. The City agrees to make any needed repairs to the dock prior to the initial installation to ensure the dock is in good condition and will not endanger the safety of the public access users. The City will use DNR dock material specifications attached to the Agreement as Exhibit B.
3. The City agrees to provide all future maintenance costs associated to keep the dock in good working condition.
4. The City agrees to install and remove the dock each year.
5. The City must follow Minnesota DNR’s Operational Order 113, which requires preventing or limiting the introduction, establishment and spread of invasive species during activities on public waters and DNR-administered lands.
6. The public water access site and dock must be open and free to the public for at least 16 hours a day between the hours of 4:00 a.m. and midnight, except in emergency situations or with the prior written consent of the State.
7. The State shall have the City’s permission to erect a sign, as funds are available, stating the boat ramp is a cooperative undertaking between the City and State.
8. The State reserves the right to inspect the premises at all times to ensure that the City is in compliance with the terms of the Agreement.
9. The State reserves the right to reclaim the dock if the dock is not installed or maintained in a manner consistent with State standards and practices. Before any such removal, the State shall provide the City thirty (30) days written notice during which time the City may correct the situation.

10. Neither the State of Minnesota nor any of its officers, agents or employees shall be liable on account of any claim, demand or cause of action made or brought by reasons of any alleged act or omission of the City. This policy shall hold for the duration of the project and subsequent use of the facility.
11. This Agreement shall run with the land and bind any and all successors of the City.

If the terms of this Agreement meet with the City's approval, please sign and return to me. I will secure the necessary State signature and then return one fully executed copy to the City indicating acceptance.

Sincerely,

Nikki Hegna
Assistant Area Supervisor
MN DNR Parks and Trails
1035 South Benton Drive
Sauk Rapids, MN 56379

I agree to the terms of this Agreement on behalf of the City of Little Falls.

Signature _____
City of Little Falls – Greg Kimman, Public Works Director Date

Accepted for the State by _____
MN DNR - Tim Edgeton, Sauk Rapids Area Supervisor Date

Mississippi River, Le Bourget Park Dock – Exhibit A

Public Water Access and Park, City of Little Falls



Dock Material List – Exhibit B

MN DNR Specifications - 30 Foot Roll-in Dock

Lumber (All lumber must be green treated)

(4) 2" x 8" x 16'

(1) 2" x 8" x 10'

(2) 2" x 4" x 16'

(34) 2" x 6" x 10'

Hardware

(2) 5 lb boxes 3" x 9 1/8" torx multi-purpose screws

(40) 3/8" x 3" Carriage bolts with washers, lock washers, and nuts (Galvanized)

(20) 1/4" x 1 1/4" Lag bolts (Galvanized)

City of Little Falls

RESOLUTION 2026-27

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

BE IT RESOLVED, by the City Council (the "Council") of the City of Little Falls, Minnesota (the "City"), as follows:

1. *Public Hearing* – The City Council shall meet on Monday, June 1, 2026, at approximately 7:30 p.m. to conduct a public hearing on the following matters: a) the proposed modification of Municipal Development District No. 1; b) the approval of the Development Program related thereto; (c) the proposed establishment of Tax Increment Financing District No. 48; (d) the proposed adoption of the Tax Increment Financing Plan relating thereto, all pursuant to and in accordance with Minnesota Statutes, Sections 469.124 to 469.134 and 469.174 to 469.1794, inclusive, as amended (the "Act"); and (e) the proposed approval of a business subsidy to Barrett Land LLC and the business subsidy agreement pertaining thereto, pursuant to Minnesota Statutes, Section 116J.993 to 116J.995 (the "Business Subsidy Act").

2. *Notice of Hearing, Filing of Program and Plan and Agreement* - The City Administrator is hereby authorized to cause a notice of the hearing, substantially in the form attached hereto as Exhibit A, to be published as required by the Act and to place a copy of the modified Development Program, Tax Increment Financing Plan, and proposed business subsidy agreement, to be modified and adopted, on file in the City Administrator's Office at City Hall and to make such copies available for inspection by the public.

Passed this 4th day of May, 2026.

ATTEST:

Gerald M. Knafla, Council President

Alex Smith, City Administrator

Approved this 4th day of May, 2026.

Gregory J. Zylka, Mayor

EXHIBIT A

**CITY OF LITTLE FALLS
COUNTY OF MORRISON
STATE OF MINNESOTA**

NOTICE OF 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 A BUSINESS SUBSIDY TO BARRETT LAND LLC

NOTICE IS HEREBY GIVEN that the City of Little Falls, Morrison County, Minnesota, will hold a public hearing on Monday, June 1, 2026, at approximately 7:30 p.m. in the Council Chambers at City Hall, located at 100 Seventh Avenue Northeast, in the City of Little Falls, Minnesota, relating to: a) the proposed modification of Municipal Development District No. 1; b) the proposed approval of the Development Program related thereto; c) the proposed establishment of Tax Increment Financing District No. 48; d) the proposed adoption of the Tax Increment Financing Plan relating thereto, all pursuant to and in accordance with Minnesota Statutes, Sections 469.124 to 469.134 and 469.174 to 469.1794, inclusive, as amended (the "Act"); and (e) the approval of a business subsidy to Barrett Land LLC, pursuant to Minnesota Statutes, Section 116J.993 to 116J.995 (the "Business Subsidy Act"). Copies of the Development Program, Tax Increment Financing Plan, and Business Subsidy Agreement, as proposed to be modified and adopted, will be on file and available for public inspection at the office of the City Administrator at City Hall.

A person with residence in or the owner of taxable property in the granting jurisdiction may file a written complaint with the grantor if the grantor fails to comply with sections 116J.993 to 116J.995, and that no action may be filed against the grantor for the failure to comply unless a written complaint is filed.

The properties proposed to be affected by Tax Increment Financing District No. 48 are described in the Tax Increment Financing Plan on file in the office of the City Administrator. A map of the Tax Increment Financing District is set forth in EXHIBIT B.

All interested persons may appear at the hearing and present their view orally or in writing.

Dated: May 4, 2026

BY ORDER OF THE CITY COUNCIL

Gerald M. Knafla, Council President

Publish: May 10 and 17, 2026

EXHIBIT B

Map of Proposed Tax Increment Financing District No. 48



Draft

City of Little Falls, Minnesota

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

&

Tax Increment Financing Plan for

Tax Increment Financing District No. 48

(Barrett Expansion)

Public Hearing: June 1, 2026

To be Considered for Adoption: June 1, 2026



DDA

David Drown Associates, Inc.
Public Finance Advisors

Minneapolis Office:
5029 Upton Avenue South
Minneapolis, MN 55410
612-920-3320 (phone); 612-605-2375 (fax)
www.daviddrown.com

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

Introductory Statement

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

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

Section 1.6 Estimated Public Costs and Supportive Data

June 1, 2026

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

Capital Costs

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

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

Section 1 Definitions

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

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

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

"County" means Morrison County, Minnesota.

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

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

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

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

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

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

"State" means the State of Minnesota.

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

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

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

Section 2 Statement of Need and Public Purpose

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

Section 3 Statutory Authorization

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

Section 4 Statement of Objectives

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

Section 5 Specific Development Expected to Occur in the TIF District

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

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

Section 6 Property to be Included in the TIF District

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

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

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

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

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

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

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

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

Estimated Tax Increment Revenues

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

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

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

Section 8 Estimated Impact on Other Taxing Jurisdictions

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

Section 9 Fiscal and economic implications

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

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

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

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

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

Section 10 Property to be acquired in the TIF District

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

Section 11 Estimated Amount of Bonded Indebtedness

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

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

Section 12 Designation of TIF District as an Economic Development District

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

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

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

Section 13 Original Net Tax Capacity

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

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

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

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

Section 14 Original Local Tax Rate

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

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

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

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

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

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

Section 15 Projected Retained Captured Net Tax Capacity and Tax Increment

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

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

Section 16 Statutory Duration of the TIF District

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

Section 17 Use of Tax Increments – Economic Development Districts

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

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

Section 18 Use of Tax Increments – General

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

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

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

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

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

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

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

Section 19 “Green Acres”

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

Section 20 4-Year Knock-Down Rule

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

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

Section 21 Tax Increment Pooling – 5-year Rule

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

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

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

Section 22 Excess Tax Increment

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

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

Section 23 Limitation on Administrative Expenses

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

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

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

Section 24 Prior Planned Improvements

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

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

Section 25 Development Agreements

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

Section 26 Business Subsidy Laws

Minnesota Statutes 116J.994 requires a City or Authority providing financial assistance of between \$25,000-150,000 or a business subsidy worth \$150,000 or more to complete an approval process as described below. Housing projects and many redevelopment projects are exempt from the requirements. For financial assistance of \$25,000-149,999:

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

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

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

Section 27 Assessment Agreements

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

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

Section 28 Modifications of the Tax Increment Financing Plan

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

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

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

Section 29 Certification and Administration of the Tax Increment Financing Plan

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

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

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

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

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

Section 30 Financial Reporting and Disclosure Requirements

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

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

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

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

Section 31 Findings and Need for Tax Increment Financing

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

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

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

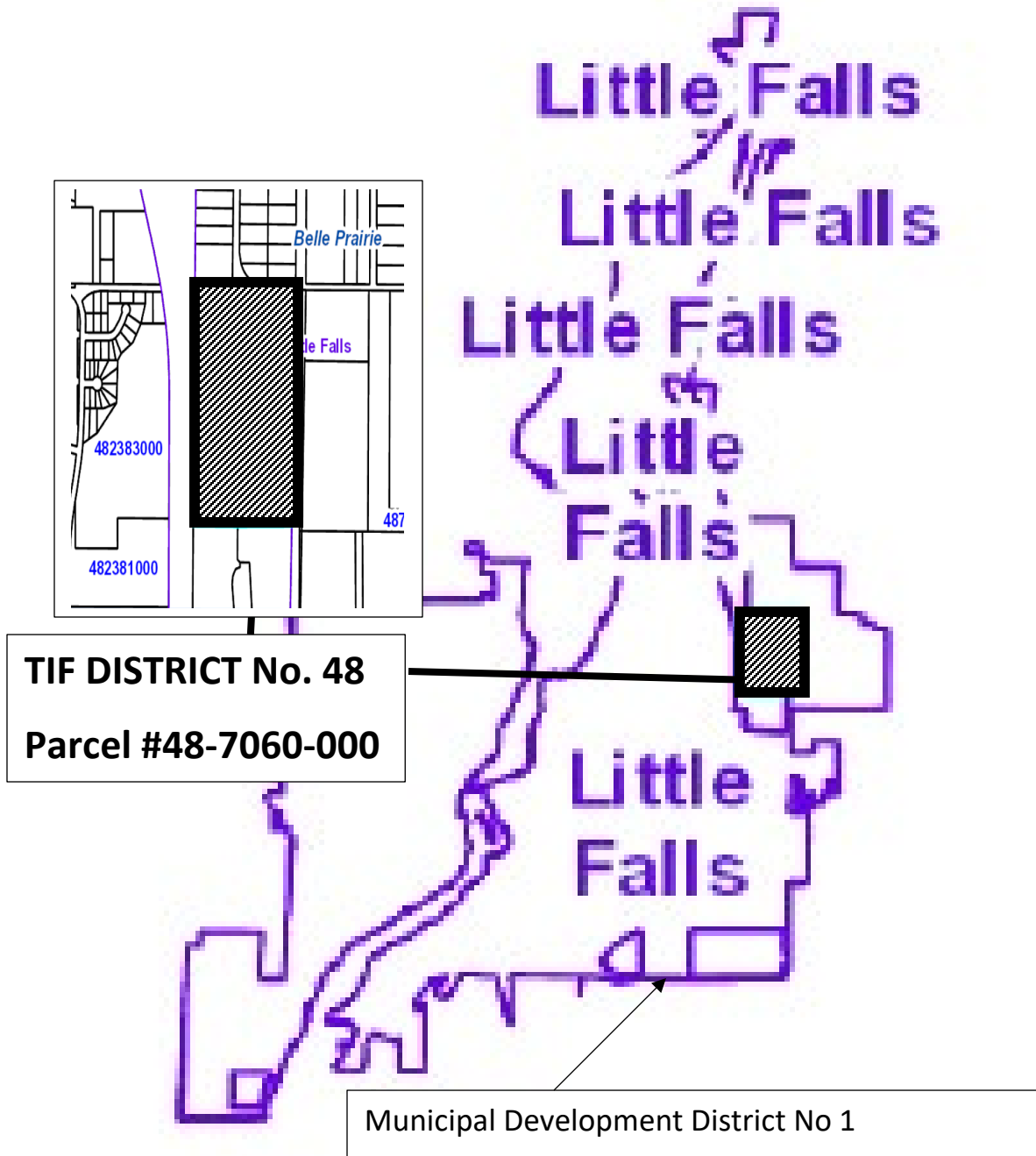
The City finds no reason for additional development to occur without TIF assistance. Therefore, the City reasonably believes that the expected increase in market value at this site without TIF assistance would be minimal. A comparative analysis of estimated market values both with and without establishment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

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

Exhibits

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

Tax Increment Financing District No. 48



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

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

PARCEL INFORMATION

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

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

TIF PROJECTIONS

Valuations & Projected Increases

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

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

Tax Rate Assumptions:

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

Projected Tax Increment

3% Assumed inflation rate:

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

Adjustments

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

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

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

STATEMENT OF FISCAL AND ECONOMIC IMPACTS

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

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

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

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

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

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

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

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

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

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

City of Little Falls, Minnesota

Economic Development District 48

MARKET VALUE ANALYSIS

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

Present Value Calculation

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

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

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

AGENDA ITEM**CITY COUNCIL MEETING:** May 4, 2026**TITLE OF THE ITEM FOR CONSIDERATION:** Amendment to Policy 90 – Federal Grants and Awards Policy**BACKGROUND:** Policy 90 – Federal Grants and Awards Policy was adopted by the City Council in October 2025 to establish procedures for administering federal grants and maintaining compliance with federal audit standards and Office of Management and Budget requirements.

Since adoption of the policy, the federal single audit threshold has been increased from \$750,000 to \$1,000,000 in federal expenditures. The City's current policy still references the previous \$750,000 threshold in the general grant guidance section. Staff are recommending a minor amendment to Policy 90 to revise this threshold amount so the policy aligns with current federal guidelines.

This update is administrative in nature and ensures the City's policy remains consistent with federal requirements, preventing unnecessary audit work or compliance issues resulting from outdated policy language.

ACTION REQUEST: The City Council approve the amended Policy 90 – Federal Grants and Awards Policy, updating the federal single audit threshold from \$750,000 to \$1,000,000 to reflect current federal guidelines.**BUDGETED:** N/A No Yes Fund: N/A**STAFF PERSON REQUESTING:** Sony Lubrecht

CITY OF LITTLE FALLS
POLICY

SUBJECT: FEDERAL GRANTS AND AWARDS POLICY

DATE COUNCIL APPROVED: 10/20/25

LOCATION IN MINUTES: MOTION

Purpose

The purpose of this policy is to document federal grant procedures and to form a policy in accordance with required [audit standards and the Office of Management and Budget](#) (OMB) Federal requirements.

This policy intends to ensure compliance with [General Procurement Standards and Equipment Management Requirements](#).

These procedures will be decentralized, meaning each department will oversee and document the requirements and their fulfillment for federal grant requirements; this approach can also be applied to more sizable and complex state grants. As a standard practice, the City will address Federal Grant Standards as part of the bidding process where applicable.

Under federal guidelines, the City, including the Economic Development Authority, will need to conduct a single audit when it expends, may expend, or exceeds ~~\$750,000~~ ~~\$1,000,000~~ in federal monies (grants).

Noting that in many cases this money is passed through the State, so just because it comes from a State, it does not mean it is a State grant. The City will need to review the grant documents in each case to determine whether it is a State or Federal grant. If staff are unsure, we may receive a definitive answer from the State grant representative. At this same time, we may obtain the Catalog of Federal Domestic Assistance (CFDA) number from the agency if it is not in the grant document. This is a five-digit number in this format: ##.### (two numbers that denote an administering Federal department, and then three numbers which is the grant number within the Federal department). According to regulations, the City will also need the federal award identification number and year, the name of the federal awarding agency, and the pass-through entity's name, if applicable. All these items will need to be included in the financial system when applicable.

GENERAL GRANT GUIDANCE:

1. Find a project or purchase that fits a federal grant criterion.
2. The responsible department will contact the appropriate State or Federal department, which the case may be, to start the process and inquire about the requirements of the grant.
3. Start a file during this process and label everything well so that there is no difficulty finding the documents needed when being audited.

4. The responsible department will create an appropriate notice for the City Council and/or the Economic Development Authority, to request that they approve the application to receive this new grant.

a. This action form should contain ALL vital information concerning this grant, including any additional requirements that the grant may have, such as continuing reporting for years to come; inability to sell an asset after use for a certain amount of time; required future upkeep of an asset at local entity's expense; or other important information as deemed appropriate.

5. The responsible department needs to document all requirements and then follow the grant procedures whenever applicable. These requirements may need to be fulfilled before the grant can be submitted. Some requirements may be (please note that some of these may not be able to be documented or completed until after grant award):

- a. Improvement plan;
- b. Is this improvement plan in a five-year capital plan;
- c. Plans and specifications;
- d. Bidding requirements;
- e. Data requirement, i.e. invoice and receipt retention, reports, schedules, etc.;
- f. May need to hire a consulting firm;
- g. Scope of project;
- h. Cost estimates;
- i. Projected timelines;
- j. What project reports are required;
- k. Document what steps will be needed for grant closeout.

6. Once you have all the documents required to apply for the grant, then the grant application can be submitted.

7. You need to obtain all necessary grant documents and requirements once the grant is approved.

8. Follow through the project to completion.

9. File all grant reports as required per the grant agreement and on a timely basis. Ensure all requirements are well documented.

INTERNAL CONTROLS:

1. Uniform guidance requires the City to have effective controls in place to manage Federal awards and show compliance with federal statutes, regulations, and terms and conditions of the award when applicable.

a. The section "General Grant Guidance" and following our internal policies will fulfill these requirements.

2. Uniform guidance requires that there are reasonable procedures in place to protect Personally Identifiable Information (PII) as sensitive by a federal agency or pass-through-entity when applicable.

a. The City Council has approved the City of Little Falls Data Practices Policy that outlines different types of data and what must be followed regarding the dissemination of data. This policy may not be all-encompassing; however, between that and the implementation of other grant rules and procedures, the controls are in place to protect PII.

b. The PII shall be kept in a locking file cabinet and/or computer system that is only accessible to people authorized to have access.

c. The City shall follow standard operating procedures regarding purchase requisitions, contracting and bidding, and submission of claims.

TRAVEL:

1. According to federal grant guidelines, the City's travel policy complies with allowed travel costs.

a. The City's travel guidelines, which are within the personnel policies, must be followed, and updates to any mileage and meal per diems that have changed will be sent out by our Finance Department.

b. If costs for a conference are being charged to a grant directly or through an indirect cost allocation; supporting documentation of attendance must be retained by the participant and/or department.

FINANCIAL MANAGEMENT AND ACCOUNTING RECORDS:

1. Financial systems must identify all federal awards in all accounts that are received and expended by:

- a. CFDA number and title;
- b. Federal award ID and year;
- c. Name of federal awarding agency;
- d. Pass-through entity's name.

2. Major Federal Grants: Each department will need to contact the City Administrator, City Clerk, and Finance Director with the information in number one above for major federal grants so that they can oversee the appropriate setup for the Project Accounting Codes by each department.

a. Project accounting is a system that works along with the primary general ledger. This will allow for the proper identification that the federal government requires.

b. Major federal grants will be defined as grants that require multiple entries for the receipt of the federal grant. It would also be further defined as greater than \$100,000 in expenditures or revenues.

3. Minor Federal Grants: Each department, when asking for a federal grant to be receipted into the general ledger system, will need to be accompanied by the

information in number one above so that the information can be entered into the detailed description. The same will be true for expenditures; when entered into the system, the information required above must be included in the detailed description.

- a. A minor program would be a grant that is less than \$100,000 and only has very few transactions needing to be entered, for example, one receipt and one expenditure.
4. Follow the City's procedures for expenditures whenever applicable.
5. Each department must know the requirements of the grant they are receiving and ensure that the allowability of costs is well documented, including allowability of costs in accordance with Subpart E Cost Principles if applicable to the grant.
6. To receive advance payments:
 - a. Written procedures must be in place by the departments to minimize the time between transfer of funds and disbursement by the City whenever applicable.
7. Payments to subrecipients are:
 - a. Not required to be maintained in separate depository accounts for federal funds.
 - b. Required to be accounted for by receipt, obligation, and expenditure of federal awards. Documentation must be kept, and detailed descriptions used for expenditures in the system. If we use a project account, more defining items can be set up to provide better information; however, each department will need to contact the Finance Director to aid in this endeavor, as applicable.

DOCUMENTATION:

1. Documents associated with a particular action (examples):
 - a. Travel, e.g., airline tickets, authorized travel request, hotel receipts, conference registration, mileage records, etc.
 - b. Procurement, e.g., request to buy, quotes from suppliers, written agreement/contract to purchase or an order, receipt of goods or completion of services, invoice, etc.
 - c. Personnel Compensations (T & E), e.g., timesheets, calendars with worked hours, approved or authorized schedules.
 - d. Performance Reports, e.g., activities completed, associated costs, log of attendees/those served, publications or written materials, etc.
 - e. Financial Reports, e.g., receipts, invoices, payroll schedules, etc.

PERSONNEL COMPENSATION DOCUMENTATION:

1. Written policies and procedures for personnel compensation:
 - a. Employees will follow current personnel policies.
 - b. Management must communicate with employees how to record their time on timesheets to designate that the work is for a federal grant or a possible federal grant.

- c. When entering time information, staff must enter the appropriate project accounting codes so that payroll time is recorded correctly.
- d. Timesheets must be recorded in City software for imaging and sorting for backup documentation to the federal grant.
- e. Documentation must be maintained for all employees whose salaries are paid in whole or in part by a federal award and used in meeting cost-sharing or matching requirements on federal awards whenever applicable.

CONFLICT OF INTEREST:

1. All potential conflicts of interest must be disclosed in writing to the federal awarding agency:
 - a. City officials need to make themselves aware of other interests that an employee may have or own. For example, are they involved in a sideline business, or is a spouse involved in a business.
 1. City officials must be aware of their own business interests;
 2. City officials need to keep notes of other businesses' employees who may be involved with;
 3. City officials should inform employees and ask questions about whether they are involved with other businesses;
 4. All employees should read and understand the Code of Conduct in the City's Personnel Handbook.

b. Federal award recipients must disclose, promptly, all violations of federal criminal law in writing that involve fraud, bribery, or gratuities that affect a federal award. This information must be reported to the federal agency or pass-through entity. Failure to do so may force the forfeiture of a portion or all of the federal award.

ACTIVITIES ALLOWED/UNALLOWED AND ALLOWABLE COSTS/COST PRINCIPLES:

Source of Governing Requirements. The requirements for activities allowed or unallowed are contained in program legislation, federal awarding agency regulations, and the terms and conditions of the award. The requirements for allowable costs/cost principles are included in 2 CFR 200 Subpart E program legislation, federal awarding agency regulations, and the terms and conditions, or the award.

To ensure compliance with these requirements, the City has implemented the following policies and procedures:

1. All grant expenditures will follow [2 CFR 200 Subpart E](#), state law, City policy, and the provisions of the grant award agreement, which will also be considered in determining allowability. Grant funds will only be used for the expenditures that are deemed reasonable and necessary for the administration of the program.
2. Grant expenditures will be approved by Department Heads/Program Managers initially through the purchasing process and again when the bill or invoice is received. This will be evidenced by approval via the City's accounting software. Accounts

payable disbursements will not be processed for payment by the Finance Director or their designee until necessary approval has been obtained.

3. Payroll costs will be documented in accordance with [2 CFR 200 Subpart E](#). An indirect cost will only be charged to the grant to the extent that it was specifically approved through the grant budget/agreement.

CASH MANAGEMENT:

Source of Governing Requirements. The requirements for cash management are contained in [OMB UG 2 CFR 200.302](#) and [305](#), program legislation, federal awarding agency regulations, and the terms and conditions, or the award. To ensure compliance with these requirements, the City has implemented the following policies and procedures:

1. Substantially all the City's grants are awarded on a reimbursement basis. As such, program costs will be expended and disbursed before requesting reimbursement from the grantor agency.
2. Cash draws will be initiated by the City Administrator, City Clerk, and/or Finance Director, who will determine the appropriate draw amount. Documentation of how this amount was determined will be retained and signed/dated.
3. The physical draw of cash will be processed through [SWIFT](#) (Minnesota's Statewide Integrated Financial Tools payment system) or through the means prescribed in the grant agreement.
4. Supporting documentation from [SWIFT](#) or a copy of the cash draw paperwork will be filed along with the approved paperwork described above and retained for audit purposes.
5. When cash is received in advance or drawn, the City will work to minimize the time lapse between the transfer of funds and the disbursement by the City.

ELIGIBILITY:

Source of Governing Requirements. The requirements for eligibility are contained within the program legislation, federal awarding agency regulations, and the terms and conditions of the award.

1. Federal grants will only benefit those individuals and/or groups of participants who are deemed to be eligible.

EQUIPMENT AND REAL PROPERTY MANAGEMENT:

Source of Governing Requirements. The requirements for equipment are contained in [OMB UG 2 CFR 200.310-316](#), program legislation, federal awarding agency regulations, and terms and conditions of the award.

The following policies and procedures will also be applied to the extent that they do not conflict with or contradict any existing policies:

1. All equipment will be used in the program for which it was acquired or, when appropriate and allowable, for other federal programs.

2. When required, purchases of equipment will be pre-approved by the grantor or pass-through agency. The designee will be responsible for ensuring that the equipment purchases have been previously approved, if required, and will retain evidence of this approval.
3. Equipment records will be maintained, and an appropriate system shall be used to safeguard equipment.
4. When equipment is no longer needed for a federal program, it may be retained or sold, with the federal agency having a right to a proportionate amount of the current fair market value. Proper sales procedures shall be used that provide for competition to the extent practicable and result in the highest possible return.

PROCEDURES FOR DISPOSITION OF EQUIPMENT:

1. The City will keep, sell, or otherwise dispose of the equipment with no further obligation unless disposal requirements are detailed explicitly in the grant.
2. A record of the date, reason, and method of disposal or sale will be maintained with the equipment inventory.

Equipment purchased will be identified and kept in a capital asset listing. An equipment listing shall be maintained that includes the following:

- a. Asset number and description of the equipment;
- b. Depreciation method and years of expected life;
- c. Acquisition date;
- d. Cost of equipment;
- e. Equipment classification (i.e., land, buildings, equipment, etc.);
- f. Make, model, and serial number or other identification number;
- g. Vendor and invoice number to purchase equipment;
- h. Disposition data, including date and sale price of the equipment.

A physical inventory of the property will be conducted periodically, and the results will be reconciled with the capital asset listing. A control system will be developed to ensure adequate safeguards to prevent loss, damage, or theft of the property. Any loss, damage, or theft will be investigated. Maintenance procedures are in place to keep the equipment.

3. Matching, Level of Efforts, and Earmarking. The requirements for matching are contained in [OMC UG 2 CFR 200.306](#), program legislation, federal awarding agency regulations, and the terms and conditions of the award. The requirements for the level of effort and earmarking are contained in program legislation, federal awarding agency regulations, and the terms and conditions of the award.
4. The City defines “matching”, “level of effort”, and “earmarking” consistent with the definitions of the OMB UG Compliance Supplement:
 - a. Matching or cost sharing includes requirements to provide contributions (usually non-federal) or a specified amount or percentage of match for federal awards.

Matching may be in the form of allowable costs incurred or in-kind contributions (including third-party in-kind contributions).

b. Level of effort includes requirements for (1) a specified level of service to be provided from period to period, (2) a specified level of expenditures from non-federal or federal sources for specified activities to be maintained from period to period, and (3) federal funds to supplement and not supplant non-federal funding of services.

c. Earmarking includes requirements that specify the minimum and/or maximum percentage of the program's funding that must/may be used for specified activities, including funds provided to sub-recipients. Earmarking may also be defined to the types of participants covered.

To ensure compliance with these requirements, the City has implemented the following policies and procedures:

1. Compliance with matching, level of effort, and earmarking requirements will be the responsibility of the City Administrator, City Clerk, and/or Finance Director.

2. Adequate documentation will be maintained to support compliance with matching, level of effort, and earmarking requirements. Such information will be made available to the City Administrator, City Clerk, Finance Director, auditors, and pass-through or grantor agency as requested.

3. Maintenance of effort for grants through the State of Minnesota will be determined at the State level.

5. Period of Performance: Source of Governing. The requirements for the period of performance of federal funds are contained in [OMB UG 2 CFR 200.308-309](#) and [344](#), program legislation, federal awarding agency regulations, and the terms and conditions of award.

To ensure compliance with these requirements, the City has implemented the following policies and procedures:

a. Costs will be charged to an award only if the obligation is incurred during the funding period (unless pre-approved by the federal awarding agency or pass-through grantor agency).

b. All obligations will be liquidated no later than 120 days after the end of the funding period (or as specified by program legislation).

c. Compliance with period of performance requirements will initially be assigned to the individual approving the allowability of the expense/payment. This will be subject to review and approval by the Finance Director as part of the payment processing.

PROCUREMENT, SUSPENSION, AND DEBARMENT:

Source of Governing Requirements. The requirements for procurement are in [OMB US and 2 CFR 180](#), program legislation, federal awarding agency regulations, and the terms and conditions of the award. The requirements for suspension and debarment are contained in [OMB UG and 2 CFR 180](#), which implements Executive Orders 12549

and 12689, Debarment and Suspension; program legislation; federal awarding agency regulations; and the terms and conditions of award.

1. The City must have written procurement procedures that comply with federal, state, and local laws and regulations.

a. Follow state guidelines, which are also in our internal control procedures documents, regarding bidding and contracting.

b. Follow the internal controls document from the City in relation to purchasing, bidding, and contracting, purchase orders, and accounts payable, including complete open and competitive procedures with uniform guidance standards.

c. Purchasing from small and minority businesses, women's business enterprises, and labor surplus firms when applicable. Steps must include:

1. Placing qualified small and minority businesses, and women's business enterprises on the solicitation list;

2. Assuring that small and minority businesses and women's business enterprises are solicited whenever they are potential sources;

3. Dividing the total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses and women's business enterprises;

4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses and women's business enterprises;

5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in these five items above.

2. Contract only with responsible contractors that can meet the requirements, terms, and conditions. Some items to consider are:

a. Contractor integrity;

b. Compliance with public policy;

c. Record of past performance;

d. Financial and technical resources.

3. Conflicts of interest for procurement:

a. Follow our code of conduct in the personnel policy manual;

b. Avoid purchasing unnecessary or duplicative items under the grant procurement;

c. Maintain sufficient detailed records to provide an audit trail for the procurement.

4. Identify the procurement method. Under federal guidelines, there are different sizes of purchases and specific requirements that must be followed.

a. Micro purchases are purchases not to exceed \$10,000. This can increase by up to \$50,000 annually if the self-certification is accompanied by any of the following supporting documentation: qualification as a low-risk auditee, an internal yearly institutional risk assessment, or a higher threshold consistent with state law (\$25,000).

1. Follow the City's routine purchasing procedures in the internal control documents. Issue purchase requisitions when policy requires;

2. Distribute as equitably as possible among qualified suppliers;

3. Policy is that you should get more than one price quote if the purchase is over \$5,000. If the purchase is under \$5,000, more than one quote is not required.

b. Small purchase procedures which are relatively simple and informal procurement methods for securing services and supplies between \$25,000 and \$174,999 under federal guidelines.

1. Follow City guidelines in relation to purchasing, and contracting and bidding for these items, and follow state statutes which require competitive quotes above \$25,000 and sealed competitive bids after \$174,999 when applicable or unless there is an exception to the policy.

2. Stay in contact with the federal or state agency you are coordinating this grant with to ensure.

c. Sealed bid procurements and formal advertising are for items exceeding \$175,000.

1. Follow City guidelines in relation to contracting and bidding, which are the same as [Minnesota Statutes](#) (>\$175,000).

2. Stay in contact with the federal or state agency you are coordinating this grant with to ensure compliance.

d. Sealed bid procurements without formal advertising are for items exceeding \$175,000. ***This would be a rarity for this to occur.***

1. Follow City guidelines in relation to contracting the bidding (>\$175,000), which are the same as [Minnesota Statutes](#).

2. Stay in contact with the federal or state agency you are coordinating this grant with to ensure compliance.

3. Complete cost/price analysis; methods used, and level of analysis depend on the facts surrounding the procurement action.

4. The recipient must take independent estimates before receiving bids or proposals.

e. Noncompetitive proposals or bids.

1. Review use of noncompetitive proposals, if used, and when to use:

a. Item or service is available from only one source;

- b. Public emergency exists;
 - c. Awarding agency or passthrough entity expressly authorizes noncompetitive proposals in response to a written request from the City;
 - d. Competition is inadequate after a solicitation is issued.
- f. The Recipient must ensure that awarded contracts are not awarded to a contractor that is debarred or suspended.

1. Verify in ["Excluded Parties List System" \(EPLS\) in the "System for Award Management" \(SAM\)](#).

PROGRAM INCOME:

Source of Governing Requirements: The requirements for program income are found in [OMB UG 2 CFR 200.307](#), program legislation, federal awarding agency regulations, and the terms and conditions of the award.

To ensure compliance with these requirements, the City has implemented the following policies and procedures:

1. Program income will include but will not be limited to: income from fees for services performed, the use or rental of real or personal property acquired with grant funds, the sale of commodities or items fabricated under a grant agreement, and payments or principal and interest on loans made with grant funds. It will not include interest on grant funds unless otherwise specified in the Federal awarding agency's regulations or the terms and conditions of the award.
2. The City will allow program income to be used in one of three methods:
 - a. Deducted from outlays;
 - b. Added to the project budget;
 - c. Used to meet matching requirements.

In the absence of specific guidance in Federal awarding agency regulations or the terms and conditions of the award, program income shall be deducted from program outlays.

3. Program income, when applicable, will be accounted for as a revenue source in the same project code as the federal grant.

REPORTING:

1. Uniform guidance requires Federal agencies to include performance goals or measures in awards, and recipients are to report against those goals or measures.
 - a. Read and understand the grant document(s) in relation to performance reporting requirements.
 - b. Performance reporting will require the following:
 1. Recipients are to relate financial data to performance accomplishments;
 2. Oversight and monitoring must cover each program or activity;

3. The awarding agency or passthrough entity will define performance report timeframes.
 - c. Expectations of performance reports (non-construction):
 1. Comparison of actual accomplishments of each federal award for the established reporting period by submitting:
 - a. Quantifiable data (cost/units) when available;
 - b. Trend data or data analysis;
 - c. Other defined measures.
 2. Reasons why goals were not met:
 - a. Analysis/reason why goals were not met;
 - b. Explanation of any cost overruns;
 - c. Identification of or if goals will not be met.
 - d. Expectations of performance reports (construction):
 1. On-site technical inspection reports;
 2. Certified percentage of completion dates;
 3. Additional reports as required by the federal agency;
 4. Data and information that identifies:
 - a. Significant developments between scheduled reporting dates, e.g., delays, problems, adverse conditions;
 - b. Identify any action taken, contemplated, or needed;
 - c. Identify favorable conditions.
 5. Policy and procedure considerations:
 - a. Entities should consider having procedures that describe when to start collecting data for the report, who shall review the report, who shall sign the report, and when the report will be submitted.
 - b. Build in a timeline for the submission and know the reportable measures for the reporting period to eliminate constant revisions.
 - c. For special data collection, procedures may need to reflect unique steps to take to collect and analyze data for reporting purposes (may require interim procedures to satisfy current reports).

REPORT CERTIFICATION:

1. The City Administrator, City Clerk, and/or Finance Director needs to sign a certification regarding the filing of documents.

a. When the grant is approved by the City Council, the Council President and City Administrator will sign the grant agreement, and the City Administrator and Finance Director will sign the certification.

b. Certification: "By signing this report, I certify to the best of my (our) knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements, and cash receipts are for the purposes and objectives set forth in the terms and conditions of the federal award. We are aware that providing any false, fictitious, or fraudulent information, or omitting any material fact, may subject us to criminal, civil, or administrative penalties for fraud, false statements, or false claims. ([U.S. Code Title 18, Section 1001](#); [U.S. Code Title 31, Sections 3729-3730](#) and [3801-3812](#))."

FINANCIAL REPORTING:

1. Use of Office of Management and Budget (OMB) approved government-wide data collection instrument, [SF-425 Federal Financial Report](#) as amended.
2. Frequency of reporting will be identified in the Grant Agreement and Documents.
3. If more guidance is needed, check with the federal agency or pass-through entity.

SUBRECIPIENT MONITORING:

The City of Little Falls will ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information at the time of the subaward and, if any of these data elements change, include the changes in subsequent subaward modifications.

1. Federal Award Identification.
 - a. Subrecipient name (which must match the name associated with its unique entity identifier).
 - b. Subrecipient's unique entity identifier.
 - c. Federal Award Identification Number (FAIN).
 - d. Federal Award Date (see [200.39 Federal](#) award date) to the recipient by the Federal agency.
 - e. Subaward Period of Performance Start and End Date.
 - f. Amount of federal funds obligated by this action by the pass-through entity to the subrecipient.
 - g. Total amount of federal funds obligated to the subrecipient by the pass-through, including the current obligation.
 - h. Total amount of the federal award committed to the subrecipient by the pass-through entity.
 - i. Federal award project description, as required to be responsive to the [Federal Funding Accountability and Transparency Act](#) (FFATA).
 - j. Name of federal awarding agency, pass-through entity, and contact information for awarding official of the pass-through entity.

k. [Assistance Listing Number and Name](#); the pass-through entity must identify the dollar amount made available under each federal award and the [Assistance Listing Number](#) at the time of disbursement.

l. Identification of whether the award is for research and development.

m. Indirect cost rate for the federal award (including if the de minimis rate is charged per [200.414 Indirect Facilities and Administrative costs.](#))

The City will conduct a written risk assessment of each subrecipient, evaluating their risk of noncompliance with federal statutes, regulations, and the terms and conditions of the subaward, to determine the appropriate subrecipient monitoring as described in [2 CFR 200.332](#).

The City will monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved.

The City will verify that every subrecipient is audited as required by [OMB UG 2 CFR 200 Subpart F](#) when it is expected that the subrecipient's federal awards expended during the respective fiscal year equaled or exceeded the threshold.

SPECIAL TESTS AND PROVISIONS

To ensure compliance with these requirements, the City has implemented the following policies and procedures:

1. The City Administrator and/or Finance Director will be assigned the responsibility for identifying the financial-related compliance requirements for special tests and provisions, determining approved methods for compliance, and retaining any necessary documentation. Program-related compliance requirements will be the responsibility of the department administering the grant.

CITY OF LITTLE FALLS
POLICY

Number 95

SUBJECT: Generative Artificial Intelligence (AI) Policy**DATE COUNCIL APPROVED:****LOCATION IN MINUTES:**Introduction

This policy establishes formal procedures and ethical requirements for the City of Little Falls regarding the addition and use of software classified as “Generative Artificial Intelligence.” As the City explores innovative technologies to enhance public service, this policy ensures that such tools are used responsibly, transparently, and in a manner that protects the integrity of City data and the privacy of our residents.

Scope

This policy applies to all City departments. Vendors, contractors, and volunteers operating on behalf of the City of Little Falls are also subject to these requirements.

Definitions

Generative Artificial Intelligence (GenAI): A class of software, systems, or internal functionalities that use algorithms and machine learning models to generate new content, including text, images, video, audio, and computer code, based on patterns identified in input data.

General Policy & Principles

While the City encourages the responsible exploration of AI to improve efficiency, all use must align with the following core principles:

1. **Accountability:** Humans remain responsible for all City actions and communications. AI is a tool to assist, not a replacement for professional judgment.
2. **Transparency:** The City will remain open about when and how AI systems are used to interact with or provide services to the public.
3. **Accuracy and Reliability:** AI-generated content can be incorrect or biased. Staff must verify all AI outputs for factual accuracy before use.
4. **Privacy and Security:** Protecting resident data and City infrastructure is the top priority. AI use shall not compromise non-public data.

Procedures and Requirements

1. Investment of AI Technology

- **Approval Process:** Employees may use appropriate generative AI tools or request the acquisition of new software through the City Administrator request process.

- Embedded AI: If currently licensed software (e.g., Microsoft 365, Laserfiche, BS&A) adds AI capabilities, no additional approval is required for use, provided all other sections of this policy are followed.
- Risk Review: City Administrator or IT management reserves the right to restrict or revoke access to any AI tool if it is determined that the tool presents unmitigated security or privacy risks.

2. Human in the Loop (HITL) Requirement

- Mandatory Review: All outputs from GenAI systems must be reviewed, edited and include factual verification by a human prior to being used in any official City capacity.

3. Credit and Transparency

- Visual Content: All images or videos created via GenAI must be credited to the system used.
- Substantive Text: If text generated by AI is used significantly in a final product (e.g., a formal report or brochure), credit is required.
- Standard Credit Format: "Portions of this content were generated using [AI System Name] and were reviewed for accuracy by [Department/Staff Title] prior to publication."

4. Data Privacy and Security

- Confidential Data: Employees shall not input data classified as "Confidential," "Private," or "Non-Public" under the Minnesota Government Data Practices Act into any GenAI system.
- Training Prohibitions: Staff shall not allow City data or prompts to be used for training or "parameter-tuning" of AI models outside of the City's direct control.

5. Public Records and Retention

- AI-generated content used in the course of City business shall be managed in accordance with the City's records retention schedule, applicable MCFOA guidance, and state law. AI drafts or working materials will be retained only when they constitute an official government record.

Non-compliance

The City Administrator is responsible for ensuring compliance with this policy. Non-compliance, including the unauthorized disclosure of sensitive City data to an AI platform, may result in disciplinary action up to and including termination of employment or contract.

AGENDA ITEM

CITY COUNCIL MEETING: May 4, 2026

TITLE OF THE ITEM FOR CONSIDERATION: Update of EDA Policies 1 & 2

BACKGROUND: In February, the EDA approved updates to the loan and grant programs. These updates primarily addressed the procedure around applying for a loan or grant, created the grant as a stand-alone program, and updated interest rates and terms available on the loans. EDA Policy 1 and Policy 2 had wording that did not follow the updated program guidelines. Included are the current policies followed by the updated draft policies. These policies were approved by the EDA at their April 27, 2026, meeting.

ACTION REQUEST: The City Council approve the updated EDA Policy 1 & 2 as presented.

BUDGETED: N/A No Yes Fund:

STAFF PERSON REQUESTING: Sony Lubrecht, Finance Director

SUBJECT: Revolving Loan Fund (Non Davis-Bacon Wages)

DATE EDA APPROVED: 02/17/10

LOCATION IN MINUTES: Motion

Background

The Economic Development Revolving Loan Fund, (EDRL) is funded through the repayment of economic development loan funds and interest income. Due to the sources of these funds, use is limited to economic development projects (see United States Housing and Urban Development Title I guidelines).

Policy Statement

1. The EDRL shall be used to provide loans to private sector businesses engaged in manufacturing, retail, or nonprofits for hard assets.
2. EDRL moneys will not be used to take an equity position.
3. The EDA will consider a subordinated security position. A minimum of 10% owner equity will be required.
4. Interest income earned on the EDRL Fund's investments or on business loans, shall revolve in the fund for future use.
5. The EDRL is to be used for economic development purposes, it is not to be used for administrative purposes, except at the specific direction of the EDA. If administrative costs are used, they will be financed through application or originating fees, with no more than 1.5% charged to the borrower and not more than 25% of the interest earnings realized from the EDRL's investments used for this purpose.
6. It is the goal of the fund to create one job for every \$15,000 of direct loan funds. The EDA expects, at a minimum one private dollar for every dollar of EDA loan funds committed to the project. The company has 24 months to create the proposed jobs. If the jobs are not created as proposed, the company may apply for an extension or must show just cause.
7. The EDRL is also to be used for job retention through loans or loan guarantees.
8. Business plans and feasibility studies appropriate to the scale of the project and sufficient to demonstrate the creditworthiness of a project may be required prior to approval of a loan or loan guarantee.
9. Repayment of loans may be structured at the discretion of the EDA to meet the needs of the company requesting the funds.
10. To stimulate development for the purpose of job creation with specific emphasis on benefits to low and moderate income individuals.

Policy

Economic Development Revolving Loan Fund (Non Davis-Bacon Wages)

11. No applicant may be denied a loan on the basis of race, color, national origin, religion, age, handicap or sex. All advertisement and promotions of this program will emphasis this civil rights provision and any targeting criteria established to promote affirmative action. Borrowers from the EDRL will be required to complete an Assurance of Compliance of this provision.

Procedures

Step 1. A prospect considering use of EDRL should contact the Economic Development Director of Community Development of Morrison County. The prospect should provide the Economic Development Director with preliminary estimates for land, buildings, equipment, working capital and employment projections.

Step 2. The Economic Development Director shall assist the prospect in structuring the total financing package.

Step 3. The prospect shall complete the attached application and provide the following information.

- a. Financial statements, three year history
- b. Three year financial projections
- c. Bank reference
- d. Bank Letter of Commitment
- e. Applicant Letter of Commitment, specifying amount of investment and jobs to be created
- f. Projected expenditures
- g. Civil Rights Assurances

Step 4. The Economic Development Director shall take the proposal to the Project Review Committee of Community Development of Morrison County for review. The Project Review Committee shall evaluate the proposal from a financial perspective providing for reasonable assurance that the loan will be repaid. The Project Review Committee shall also make a determination that the proposed project is consistent with the established EDRL Policies.

Step 5. The Project Review Committee shall: a) recommend the project to the EDA; b) recommend project revisions and encourage the project to be resubmitted; or c) disapprove the project.

Step 6. If Project Review recommends approval of the project a loan agreement shall be drafted by the City of Little Falls and the borrower and submitted to the City Attorney for review. The loan agreement shall specify rate, term, security position and draw down procedures.

Step 7. The proposed project and loan agreement are presented to the EDA for action.

Step 8. Upon approval and execution of the loan agreement, the borrower can draw down funds by providing documentation of approved project expenditures. Moneys from the EDRL shall be drawn down in proportion to the private funds expended, in accordance with the overall ratio of private funds to EDRL moneys. The Director of Community Development of Morrison County shall review the draw down requests and documentation shall be submitted to the City Administrator with recommendations for draw dawn. The City Administrator shall draw down funds according to the loan agreement, subject to the availability of funds in the EDRL. The City Administrator shall be responsible for reviewing said agreements and for filing security agreements in accordance with the Uniform Commercial Code.

CITY OF LITTLE FALLS
POLICY #1

SUBJECT: Revolving Loan Fund (Non-Davis-Bacon Wages)

DATE COUNCIL APPROVED: 02/17/10, 05/04/26

LOCATION IN MINUTES: Motion

Introduction

The Economic Development Revolving Loan Fund (EDRL) is funded through the repayment of economic development loan funds and interest income. Due to the sources of these funds, use is limited to economic development projects (see United States Housing and Urban Development Title I guidelines).

General Policy

1. The EDRL shall be used to provide loans to private sector businesses engaged in manufacturing, retail, or nonprofits for hard assets.
2. EDRL moneys will not be used to take an equity position.
3. The EDA will consider a subordinated security position. A minimum of 10% owner equity will be required.
4. Interest income earned on the EDRL Fund's investments or on business loans shall revolve in the fund for future use.
5. The EDRL is not to be used for administrative purposes, except at the specific direction of the EDA. If used, they will be financed through application or originating fees (max 1.5% to borrower) and not more than 25% of interest earnings.
6. Job Creation Goal: To create one job for every \$15,000 of direct loan funds. The EDA expects a minimum of one private dollar for every dollar of EDA loan funds. The company has 24 months to create the proposed jobs. If not created, the company must show just cause or apply for an extension.
7. The EDRL is also to be used for job retention through loans or loan guarantees.
8. Business plans and feasibility studies appropriate to the scale of the project and sufficient to demonstrate creditworthiness may be required.
9. Repayment of loans may be structured at the discretion of the EDA to meet the needs of the company.
10. To stimulate development for the purpose of job creation with specific emphasis on benefits to low and moderate income individuals.
11. Civil Rights: No applicant may be denied a loan on the basis of race, color, national origin, religion, age, handicap, or sex. All advertisements will emphasize this provision. Borrowers must complete an Assurance of Compliance.

Procedures

Step 1: Initial Application & Pre-Screening The prospect completes the Industrial Loan Application (Path B). This includes general business info, ownership details (>20% stake), and a project summary. Applicants must affirm they are within city limits, current on taxes, and have no defaults within three years.

Step 2: Financial Verification Phase Community Development of Morrison County (private non-profit partner) conducts the financial review of the applicant.

Step 3: Project Review Committee Community Development and the Finance Director will submit the proposal to the EDA. They evaluate the proposal for financial repayment assurance and consistency with the EDRL policies (Job ratios, HUD guidelines).

Step 4: Committee Recommendation Community Development and the Finance Director shall: a) recommend the project to the EDA ; b) recommend revisions; or c) disapprove the project.

Step 5: Legal Review If recommended, a loan agreement is drafted by the City of Little Falls and reviewed by the City Attorney. The agreement specifies rate, term, security position, and draw-down procedures.

Step 6: EDA Final Action The proposed project and loan agreement are presented to the EDA Board for formal action.

Step 7: Disbursement & Oversight Upon execution, the borrower draws down funds by providing documentation of expenditures. Funds are drawn in proportion to private funds expended (pro-rata). The 1% origination fee is due at closing.

Step 8: Compliance & Security The Finance Director is responsible for filing security agreements (UCC) and ensuring automatic electronic payments are established.

Policy Changes

The City of Little Falls reserves the right to modify this funding policy, change eligibility criteria, or impose new reporting conditions at any time to maintain fiscal integrity.

Contact

Please contact the City of Little Falls Finance Department at (320) 616-5500 with any questions regarding the application process.

SUBJECT: Economic Development Authority Loan/Deferred Loan Criteria

DATE COUNCIL APPROVED: 05/08/17

LOCATION IN MINUTES: Motion

Introduction

The Economic Development Authority (EDA) in supporting the economic growth of our community's professional and retail business has established a low interest loan/deferred loan fund. The purpose of this program is to assist property owners in upgrading and maintaining their property. This program is intended to be used alongside other grant/loan programs within the City, State, Federal Government or other resources available to the property owner. In order to equitable administer these loan/deferred loan funds, from limited financial resources; the EDA establishes the following policies:

Policy

1. Priorities: In deciding which loans/deferred loans are to be made from Economic Development Authority funds, the EDA will base its decision on the following priorities, which are listed in order of importance:
 - a. Building Location
 1. In a vacant downtown commercial building (B-2 zoning);
 2. In an occupied downtown commercial building (B-2 zoning);
 3. In B-2 zoning outside the downtown area;
 4. Located outside the B-2 zoning district.
 5. Located in B-1 zoning district
 6. Located in B-3 zoning district
 - b. Project work
 1. Costs associated with bringing the use of the building up to current code, examples include but are not limited to: plumbing, electrical, heating and cooling, handicap accessibility (inside and outside), roofing or fire suppression.
 2. Hazardous material mitigation.
 3. Other repairs not eligible for the City's HPC loan/grant program.
 4. Costs associated with improving accessibility of the utilities and technology services for the building.
 - c. Intent
 1. The intent of the funding is to enable property owners or developers to add viability to our community when the private marketplace may not make it possible on its own.
 2. Funds are to be used to pay for actual and eligible expenses incurred.
 - d. Non-eligible Funding
 1. Building acquisition
 2. Complete demolition cost
 3. Refinancing of existing debt on the property
 4. Costs not associated with the structure

2. Terms: The terms of all low interest loans and deferred loans from Economic Development Authority funds are as follows:

a. Deferred Loan: 30% - This portion shall be pro-rated over a ten (10) year period, provided ownership remains with the originator of the loan. After ten (10) years, this portion shall be forgiven.

b. Loan: 60%

c. Equity or bank: 10%

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

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

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

f. Assignment of loans will only be permitted with approval of the Economic Development Authority.

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

h. Funds will be distributed for expenses actually incurred. Building owners are required to sign an authorization of payment form, and payments will be made directly to the contractors or vendors completing the work. Building owners will need to authorize the EDA/City to issue the payment once an invoice/receipt is received and the work is completed.

i. The loan/deferred loan program will only be eligible until the funds dedicated by the EDA are available. If the funds are completely dispersed it will be decided by the EDA whether or not to add additional funds to the deferred loan portion, while the loan portion may have funds returning as payments are made.

CITY OF LITTLE FALLS
POLICY 2

SUBJECT: Economic Development Authority (EDA) Commercial Grant & Loan Policy

DATE COUNCIL APPROVED: 05/08/17, 05/04/26

LOCATION IN MINUTES: Motion

Introduction

The Economic Development Authority (EDA) of the City of Little Falls is committed to supporting the economic growth and vitality of our professional and retail business districts. To assist property owners in upgrading, maintaining, and modernizing their buildings, the EDA has established a Commercial Grant and a Commercial Loan program. These programs are designed to be used alongside other private, state, or federal resources to add viability to our community when the private marketplace may not make a project possible on its own.

General Policy

This policy applies to property owners within the municipal limits of Little Falls seeking financial assistance for fixed physical improvements to commercial structures.

- 1. Public Purpose:** All funded projects must demonstrate a benefit to the community at large by improving safety, accessibility, or the aesthetic character of the city's commercial corridors.
- 2. Eligibility:**
 - Applicants must own the property to be improved.
 - Applicants must be current with all mortgage, property tax, and insurance payments.
 - Property must be in compliance with all City ordinances and zoning (or the project must bring the property into compliance).
 - Applicants must have no loan defaults within the previous three (3) years.
- 3. Priorities:** In deciding which applications are funded, the EDA will base its decision on the following location priorities (listed in order of importance):
 1. Vacant Downtown Commercial Buildings (B-1 Zoning)
 2. Occupied Downtown Commercial Buildings (B-1 Zoning)
 3. B-2 Zoning outside the downtown area
 4. Commercial use located outside the B-2 Zoning District

Commercial Grant Program

The Grant Program is designed to incentivize smaller-scale visual and safety improvements.

1. **Grant Amount:** The EDA may fund up to 50% of a project, not to exceed \$15,000.
2. **Frequency:** Properties/Businesses may receive no more than one (1) grant per calendar year.
3. **Timeline:** Projects must be completed within one (1) year of application approval.
4. **Disbursement:** Grant funds are disbursed as a reimbursement only after verification of the completed project and submission of paid invoices to the City.

Commercial Loan Program (Path A)

- **Maximum Loan:** The maximum loan amount is \$50,000.
- **Interest Rate:** Fixed at 3% under the current Prime Rate (with a minimum floor of 2%).
- **Equity Requirement:** A minimum 10% equity investment (cash or fixed assets) of total project costs is required for all loans over \$10,000.
- **Collateral:** All loans will be secured with a first or second mortgage on real estate, or a UCC filing on equipment/inventory. Personal guarantees may be required.
- **Repayment:** Maximum term of 10 years. All loans established after December 31, 2025, require automatic electronic payments (ACH).
- **Fees:** A 1% loan origination fee is due at closing. Borrowers are responsible for all legal, document preparation, and recording fees.
- **Project Timeline:** Loan funds must be expended within six (6) months of approval.

Eligible and Non-Eligible Activities

Eligible Activities (Fixed Improvements):

- **Code Compliance:** Plumbing, electrical, HVAC, roofing, or fire suppression.
- **Accessibility:** ADA-compliant improvements (interior and exterior).
- **Mitigation:** Hazardous material mitigation (e.g., lead or asbestos).
- **Infrastructure:** Improvements to utility accessibility and technology services for the building.
- **Façade:** Exterior enhancements not eligible for the City's HPC programs.

Non-Eligible Funding:

- Building acquisition or complete demolition costs.
- Refinancing of existing debt on the property.
- Costs not associated with the physical structure (e.g., inventory or working capital).

Application and Oversight

1. **Pre-Application:** Applicants must meet with the Finance Director or City Administrator to discuss project scope and eligibility.
2. **Professional Review:** Loan applications are referred to Community Development of Morrison County for a professional financial review and recommendation.
3. **Final Determination:** The EDA Board reviews all requests to approve, modify, or deny the application.

- 4. Disbursement Control:** For loans, building owners must work with the Finance Director to ensure proper documentation is obtained. It is preferred that payments are made directly to the contractors or vendors completing the work.
- 5. Assignment:** Assignment or transfer of loans is only permitted with express written approval of the EDA.

Policy Changes

The City of Little Falls reserves the right to modify this funding policy, change eligibility criteria, or impose new reporting conditions at any time to maintain fiscal integrity.

Contact

Please contact the City of Little Falls Finance Department at (320) 616-5500 with any questions regarding the application process.

DRAFT

AGENDA ITEM**CITY COUNCIL MEETING:** May 4, 2026**TITLE OF THE ITEM FOR CONSIDERATION:** Change Order1, Hy-Tec Construction, T-Hangar Rehabilitation Project**BACKGROUND:** The City of Little Falls is currently completing the T-Hangar Rehabilitation Project at the Little Falls/Morrison County Airport under FAA AIP Project No. 3-24-0048-028-2025. During the course of the project, staff and the contractor identified an opportunity to reduce project costs by modifying the original scope of work.

Change Order 1 reflects the deduction of exterior gutters and the installation of salvaged windows in place of new windows. Hy-Tec Construction of Brainerd, Inc. submitted a deduct change request in the amount of \$10,000 for these modifications. This change order decreases the original contract amount from \$1,420,000 to \$1,410,000, with no change to the contract completion time.

The project engineer, TKDA, has reviewed the proposed change and recommends approval.

ACTION REQUEST: The City Council 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.**BUDGETED:** N/A No Yes Fund: Airport Capital Improvement/FAA AIP Grant**STAFF PERSON REQUESTING:** Greg Kimman

Change Order

Owner: City of Little Falls
Project: T-Hangar Rehabtion
Airport: Little Falls/Morrison County Airport

Change Order No: 001
Date of Issuance: April 21, 2026
Contract Date: September 30, 2025

Contractor is directed to make the following changes in this Contract as described on the attached page(s)

Not valid until signed by the Owner. Signature of the Contractor indicates agreement herewith, including any adjustment in the Contract Sum or Contract Time.

Original Contract Sum:	\$ 1,420,000.00
Unit Price Adjustments Previously Approved:	\$ 0.00
Net Change by Previously Authorized Change Orders:	\$ 0.00
Contract Sum prior to this Change Order:	\$ 1,420,000.00
Amount of this Change Order: (Increased) (Decreased) (Unchanged)	\$ 10,000.00
New Contract Sum including this Change Order:	
	\$ 1,410,000.00
Contract Time will be (Unchanged) (Increased) (Decreased)	(No. of ___ days)
The Date of Substantial Completion as of the Date of this Change Order:	

Accepted by Contractor


Company Name: Hy-Tec

By: Caleb Jasmer Date: 4/21/26

Title: Project Manager

Accepted by Consultant

Company Name: TKDA

By:  Date: 4/24/26

Title: Engineer

Approved by Owner

By:

Title:

Date:

Reason for Change:
Deduct gutters from building exterior and install salvaged windows.

No.	FO/PR	Description:	Add/Deduct	Amount
1	PR	Window/Door Modifications / Remove Gutters	Deduct	\$10,000
			TOTAL	\$10,000

Attachments:
Change request letter and cost breakdown.

4/21/2026

Daniel Sherer
TKDA
3311 E Old Shakopee Rd, Suite 300
Bloomington, MN 55425

RE: Little Falls T-Hangar

Dear Mr. Sherer:

We hereby submit our cost proposal to complete Change Request #1 Deduct Windows and Gutters for the sum of -\$10,000. Please see attached breakdown.

Notes

- Reinstall salvaged windows
- Deduct gutters from exterior of building and overhang roof sheathing 8"

If you have any questions, please contact me.

Sincerely,

Caleb Jasmer

Caleb Jasmer
Project Manager
HY-TEC CONSTRUCTION
OF BRAINERD, INC.

Little Falls T-Hanger

Change Request #1 - Deduct Windows and Gutters

LABOR	0 hrs - Supervision	\$110.00 =	\$0.00
	0 hrs - Ironworker	\$100.00 =	\$0.00
	0 hrs - Cement Mason/Blocklay	\$100.00 =	\$0.00
	16 hrs - Carpenter	(\$105.00) =	(\$1,680.00)
	0 hrs - Laborer	\$78.00 =	\$0.00
	0 hrs - Crane - including operat	\$300.00 =	\$0.00
			=====
	Subtotal Labor		(\$1,680.00)
		=====	
		Total Labor	(\$1,680.00)
MATERIALS			
	Deduct for Windows	(\$2,000.00)	
	Deduct for Gutters	(\$6,320.00)	
		=====	
	Subtotal Materials	(\$8,320.00)	(\$8,320.00)
		=====	
		Total Materials	(\$8,320.00)
SUBCONTRACTS			
	Subcontractor ()	\$0.00	
	Subcontractor ()	\$0.00	
	Subcontractor ()	\$0.00	
		=====	
	Subtotal Subcontractors	\$0.00	
		=====	
		Total Subcontractors	\$0.00
		SUBTOTAL	(\$10,000.00)
		P&P Bonds	\$0.00
			=====
		GRAND TOTAL	(\$10,000.00)