

AGENDA

Regular City Council Meeting

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

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

1. **CALL TO ORDER/DETERMINATION OF QUORUM/PLEDGE OF ALLEGIANCE** *Information Found On:*
Council President
All individuals are asked to either silence or turn off all cell phones, pagers, and other electronic devices that may disrupt the meeting.
2. **APPROVAL OF AGENDA** *City Council*
Approve the agenda as posted in accordance with the Open Meeting Law and herein place all agenda items on the table for discussion. *Pages 1-2*
3. **APPROVAL OF MINUTES** *City Council*
Special work session meeting of March 16, 2026; the regular meeting of March 16, 2026; and the Strategic Planning meeting of March 23, 2026 – approve *Pages 3-10*
4. **APPROVAL OF BILLS** *City Council*
 - a. Electronic checks 4137 through 4174 and checks 114166 through 114245 totaling \$572,468.53; and void checks 112992, 113323, 114109 totaling \$1,501.29 – approve *Pages 11-31*
5. **AWARDS, DONATIONS, PRESENTATIONS, AND PROCLAMATIONS** *Council President/Others*
6. **CONSENT AGENDA** *City Council*
 - a. Application for Exempt Permit, Bingo, Pull-Tabs, and Raffle, Church of Our Lady of Lourdes, July 26, 2026 – approve *Pages 32-33*
 - b. Application to Conduct Off-Site Gambling, Little Falls Lindbergh Lions, Raffle and Pull-Tabs at Morrison County Fairgrounds, June 25 through 27, 2026 – approve *Pages 34-35*
 - c. Application for Temporary On-Sale Liquor License, Church of Our Lady of Lourdes, July 26, 2026 – approve *Pages 36-37*
 - d. Appoint Seasonal Golf Course and Pro Shop Attendants, Golf – accept/appoint *Page 38*
 - e. Clean-Up and Recycling Annual Grants, Morrison County – approve *Pages 39-42*
 - f. Letter of Retirement, Brian Lindquist, Police Officer – receive *Page 43*
 - g. Lower-Potency Hemp Edible Retailer License, Little Falls Smokey's Tobacco Inc., dba Smokey's Tobacco and Vape Center – approve *Page 44*
 - h. Policy 19, Drug and Alcohol Testing, Drug-Free Workplace Act, Non-Commercial Drivers, Update – amend/adopt *Pages 45-57*
 - i. Temporary Sidewalk Display or Promotion Application, People for Democracy, March 28, 2026 – ratify and confirm *Page 58*
 - j. Water Report, March 2026 – receive *Page 59*
7. **PUBLIC HEARINGS AND LETTINGS**
 - a. Lettings
 1. Voting Booths, American Made Election Equipment, Administration – award *City Administrator* *Pages 60-63*

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. Watermain Components for Splash Pad and Changing Room/Bathroom Facility, Core and Main, Parks – ratify and confirm *PW Director/City Engineer* Pages 64-68
3. Roof Replacement of Control Building and Garage, Buysse Roofing, Wastewater – award *PW Director/City Engineer* Pages 69-72
4. Fishing Pier Improvements at Le Bourget Park, Ree Marine, Parks – award *PW Director/City Engineer* Pages 73-74
5. Recommendation of SEH, Wastewater Treatment Facility Phase 2: Dewatering, Shank Constructors, Inc. – award, *PW Director/City Engineer* Pages 75-76
6. Resolution 2026-25, Award Bid, Knife River Corporation, Public Improvement 416 (First Avenue Southeast) – adopt *PW Director/City Engineer* Page 77
7. Intent to Purchase, 2007 Pumper/Tender Truck, Fire – authorize *Fire Chief* Pages 78-79
8. **OLD BUSINESS**
 - a. Resolution 2026-21, Golf Fee Schedule – adopt *City Administrator/Golf Course Superintendent* Pages 80-82
9. **NEW BUSINESS**
 - a. Approval of Large-Scale Street and Sidewalk Event Application and Waiver Criteria Checklist – approve *City Administrator* Pages 83-92
 - b. Resolution 2025-60A, Amend 2026 Fee Schedule – adopt *City Administrator/Finance Director* Pages 93-101
 - c. Planning Commission Recommendation, Resolution 2026-24, Approving Master Plan Update, Expansion and Renovation of Suburban Mobile Home Park – adopt *PW Director/City Engineer* Pages 102-103
 - d. Resolution 2026-23, Declare Surplus Property and Authorize Sale Thereof – adopt *Police Chief, PW Director/City Engineer, & Fire Chief* Pages 104-105
 - e. Settlement Agreement and Release, Oracle America, Inc., Police – approve *Police Chief* Page 106
10. **ANNOUNCEMENTS** *City Council/Others*
11. **ADJOURNMENT** *Council President*

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City of Little Falls

SPECIAL WORK SESSION CITY COUNCIL MEETING ~ MARCH 16, 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, March 16, 2026, at 6:45 p.m., in the Council Chambers at City Hall. Councilmembers Lundberg, Liljegren, Meyer, Glaze, Gosiak, Hanson, Council President Knafla, and Mayor Zylka were present. It was determined there was a quorum.

2. PUBLIC FORUM

- a. Andrea Lauer, 13610 Golf View Lane, provided comments regarding the Rosenmeier House and being in favor of a Linden Hill lease agreement.
- b. Martha Simonett, 14481 253rd Street, Fort Ripley, provided comments regarding the Rosenmeier House and being in favor of a Linden Hill lease agreement.
- c. Sue Gustner, 18 Edgewater Drive, provided comments regarding the Rosenmeier House and being in favor of a Linden Hill lease agreement.
- d. Julia Mueller (Executive Director of Friends of Linden Hill), 1615 Highway 27, Swanville, provided comments regarding the Rosenmeier House and being in favor of a Linden Hill lease agreement.
- e. Lynn McCarthy, 410 First Street Southeast provided comments regarding the Rosenmeier House and being in favor of a Linden Hill lease agreement.
- f. Cathy Oshwald, 44101 Brickyard Road, Sauk Center, provided comments regarding the Rosenmeier House and being in favor of a Linden Hill lease agreement.
- g. Anthony Brixius, 28526 83rd Street, Pierz, provided comments regarding the Rosenmeier House and being in favor of a Linden Hill lease agreement.

3. BILLS DISCUSSION

None.

4. CONSENT AGENDA ITEMS DISCUSSION

None.

5. COUNCIL INFORMATIONAL ONLY ITEMS

a. **Rosenmeier House Update** – City Administrator Smith inquired whether the Council preferred to lease or sell the Rosenmeier House. Following discussion, the majority of Councilmembers expressed a preference for staff to pursue a lease agreement with the Friends of Linden Hill.

b. **UTV Ordinance** – City Administrator Smith and Police Chief Johnson discussed the current ban on UTVs and special vehicles on City streets. Following discussion, the Council directed staff to revisit a UTV/special vehicle ordinance for consideration at a future meeting.

c. **Other**

None.

6. CONSTITUENT MESSAGES

None.

7. **ADJOURNMENT**

Council President Knafla adjourned the meeting at 7:23 p.m.

Respectfully submitted,

Christine Lundberg

City of Little Falls

REGULAR CITY COUNCIL MEETING ~ MARCH 16, 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, March 16, 2026, at 7:30 p.m. in the Council Chambers at City Hall. Councilmembers Lundberg, Liljegren, Meyer, Glaze, Gosiak, Hanson, Council President Knafla, and Mayor Zylka were present. It was determined there was a quorum.

2. APPROVAL OF AGENDA

Motion was made by Mayor Zylka, seconded by Councilmember Lundberg to approve the agenda as presented. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

3. APPROVAL OF MINUTES

Motion was made by Councilmember Liljegren, seconded by Councilmember Meyer to approve the City Council minutes of the special work session meeting of March 2, 2026; and the regular meeting of March 2, 2026, as presented. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

4. APPROVAL OF BILLS

Motion was made by Councilmember Gosiak, seconded by Councilmember Hanson to approve the bills totaling \$1,004,141.72 for Electronic Funds Transfers (EChecks) 4103 through 4136 and checks 114090 through 114165. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

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

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

a. Received and placed on file the Airport Commission minutes for February 19, 2026; and

b. Received and placed on file the Animal Control report for February 2026; and

c. Approved the updated job descriptions for the Golf Course Attendant and Pro Shop Attendant positions as presented; appointed the following seasonal and/or temporary employees for the 2026 golf season at the Golf Course at the pay grades and steps listed below:

Golf Course Attendants: Logan Brau, Grade 3, Step 2; Matthew Cooper, Grade 3, Step 2; Robert Cox, Grade 3, Step 3; Matt Filippi, Grade 3, Step 2; Murphy Harris, Grade 3, Step 2; Miles Moshier, Grade 3, Step 3; Jeff Udy Sr., Grade 3, Step 6; Jeff Udy Jr., Grade 3, Step 7; Bruce Bunnell, Grade 3, Step 1; Austin Udy, Grade 3, Step 2; Marcus Hayes, Grade 3, Step 4; and Geir Hedman, Grade 3, Step 2.

Pro Shop Attendants: Brayden Jordan, Grade 3, Step 2; Jacqueline Stielow, Grade 3, Step 2; Austin Fenske, Grade 3, Step 2; and Jake Wiczek, Grade 3, Step 2.

All appointments are effective March 17, 2026, or as soon thereafter as available or needed; and further authorized staff to advertise and hire up to ten (10) additional Golf Course Attendants and Pro Shop Attendants for the 2026 golf season, and approved the advertisement for these positions; and

- d. Received and placed on file the Fire report for February 2026; and
- e. Authorized an unpaid internship in the Wastewater Department, April 6 through April 17, 2026; and further approved Ryder Semonick for said internship; and
- f. Approved the Lower-Potency Hemp Edible Retailer License for Coborn's Incorporated dba Coborn's Liquor #6033, 1113 First Avenue Northeast, effective March 17th, 2026, through December 31, 2026, contingent upon all appropriate paperwork, fees being provided, and verification that the business complies with the zoning requirements and conditions of City Code Chapter 13, and final approval is granted by the appropriate City staff; and
- g. Received and placed on file the Morrison County Prosecution reports for January and February 2026; and
- h. Received and placed on file the Police report for February 2026; and
- i. Received and placed on file the Recycling report for February 2026; and
- j. Received and placed on file the Wastewater and Collections report for February 2026; and
- k. Received and placed on file the Water Report for February 2026.

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

7. **PUBLIC HEARINGS AND LETTINGS**

a. **Public Hearing**

1. **Resolution 2026-22, Authorizing Submittal of Funding Request, Small Cities Development Program, Project 403 (First Street Northeast)** – Council President Knafla opened a scheduled public hearing at 7:37 p.m. to consider Resolution 2026-22, a Resolution Authorizing the Submittal of an Application to the Minnesota Department of Employment and Economic Development for Small Cities Development Program Funding for Project 403 (First Street Northeast). No comments were received. Council President Knafla closed the public hearing at 7:37 p.m.

Mayor Zylka introduced and moved for the adoption of Resolution 2026-22. Councilmember Lundberg seconded the motion for adoption. Councilmember Gosiak inquired about the timing of the Ripley Spur project, to which Public Works Director/City Engineer Kimman responded that it is scheduled for 2026 and that this project will tie into it. Councilmember Meyer asked whether sidewalks are planned on both sides of the street, and Public Works Director/City Engineer Kimman confirmed that they are.

On a roll call vote; Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Council President Knafla then declared said Resolution 2026-22 to have received the unanimous vote of the City Council and the same to have been duly passed, approved, and adopted.

b. **Lettings**

1. **Computer Equipment, GHA Technologies, Police** – Motion was made by Councilmember Glaze, seconded by Mayor Zylka to award the quotation from GHA Technologies, Inc., Phoenix, Arizona, in the amount of \$23,367.80, for the purchase of the following Police Department Equipment: one Panasonic Toughbook 40 with vehicle docking station, power adaptor, and 5-year accidental damage protection for Squad 708; two Panasonic Toughbook 55 portable laptops with 3-year protection plan for officer use; six Dell desktop computers with associated support and accessories for department workstations; and a USB hub and adapter cable; to include all associated accessories, hardware, warranty, and support, to be charged to the 2026 Capital Improvement Plan. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

2. **Spring Leaf and Brush Collection/Day of Caring, Bob LeMieur Rolloffs, Refuse & Recycling Inc.** – Motion was made by Councilmember Gosiak, seconded by Councilmember Glaze to award the low bid of \$8,190 as submitted by Bob LeMieur Rolloffs, Refuse and Recycling, for the Spring Leaf and Brush Collection/Day of Caring, to be held on May 9, 2026, rain, snow, or shine, with costs being charged to the SCORE Grant, and leaving the empty bags at participating properties. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

8. **OLD BUSINESS**

a. **Petition, Vacate Right-of-Way Request, Portion of Fourth Street Northwest** – Motion was made by Mayor Zylka, seconded by Councilmember Gosiak to deny the petition requesting vacation of a portion of right-of-way on Fourth Street Northwest. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

9. **NEW BUSINESS**

a. **Policy No. 93, Social Media** – Motion was made by Councilmember Glaze, seconded by Councilmember Liljegren to adopt Policy Number 93, Social Media. Ayes: Lundberg, Liljegren, Meyer, Zylka, Knafla, Glaze, Hanson, and Gosiak. Nays: none. Motion carried.

b. **Resolution 2026-21, Golf Fee Schedule** – Councilmember Liljegren introduced and moved for the adoption of Resolution 2026-21, a Resolution Adopting the 2026 Golf Fee Schedule. Councilmember Gosiak seconded the motion for adoption. On a roll call vote; Ayes: Liljegren, Zylka, Hanson, and Lundberg. Nays: Meyer, Knafla, Glaze, and Gosiak. Council President Knafla then declared said Resolution 2026-21 to have failed.

10. **ANNOUNCEMENTS**

a. City Administrator Smith reminded the Council that the Strategic Planning Meeting is scheduled for March 23, 2026.

11. **ADJOURNMENT**

Council President Knafla adjourned the meeting at 8:14 p.m.

Respectfully submitted,

Christine Lundberg

SPECIAL CITY COUNCIL (STRATEGIC PLANNING) MEETING ~ MARCH 23, 2026**1. CALL TO ORDER**

The special City Council (Strategic Planning) meeting of the City Council of the City of Little Falls was called to order by Council President Knafla on March 23, 2026, at 9:04 a.m. at the White House of Linden Hill, 608 Highland Avenue. Councilmembers Lundberg, Glaze, Hanson, Gosiak, and Council President Knafla were present. Councilmember Meyer and Mayor Zylka were absent. It was determined that a quorum was present.

2. DISCUSSIONS

a. The City Council and City Administrator reviewed and discussed the following items:

City Council Role:

- The City Council sets the City's vision, approves the budget and tax rates, and provides leadership by identifying community issues and establishing goals and strategies. It delegates authority to the City Administrator to implement these plans and may only act as a governing body, not as individual members.

Communication and Conduct:

- Direction to City staff should come through the City Administrator, with the Administrator and City Clerk serving as primary liaisons. Meetings should be scheduled in advance, and all correspondence is considered public. Councilmembers are expected to maintain civility, respect the Council President's role in maintaining order, and model constructive problem-solving.

Council Conduct Summary:

- Councilmembers are expected to act with honesty and integrity, prioritize the common good, and build public trust. They should respect staff roles, communicate through the City Administrator, and come prepared for meetings. Professionalism, teamwork, and civility are essential. Disagreements should be respectful, feedback handled appropriately, and efforts focused on collaboration, consensus, and positive outcomes for the community.

3. OPEN HOUSE REVIEW

a. The City Council and City Administrator reviewed and discussed the following items regarding the Open House that was held on Tuesday, February 24, 2026:

Council Summary:

- The City Council observed that the event was successful, well-attended, and received positive feedback. They agreed to hold the Open House twice a year to address varying questions and concerns throughout the year.

Councilmember Meyer arrived at the meeting at 9:56 a.m.

Open House Feedback Summary:

- Attendees shared a mix of maintenance, aesthetic, and policy concerns, including improving city upkeep (painting fire hydrants, managing weeds, beautifying downtown, updating murals), infrastructure questions (roundabouts, manhole covers, Highway 27 bridge), and local regulations or community issues (ATVs, chickens, police flock cameras, hockey rink on Fourth Street Northeast, Rosenmeier House preservation, and Minnesota flag preference). Some residents also expressed interest in lowering the taxes and levy.

4. CITY GOALS

a. The City Council and City Administrator reviewed and discussed the following items regarding City Goals:

Little Falls Mission Statement:

- The City Administrator and City Council discussed the City's mission statement and whether it needed to be updated. It was the consensus of the City Council that there was no need to update at this time.

2026 Council Priorities Summary:

- The Council aims to focus on updating the zoning code, managing blight and weeds, enhancing code enforcement, and beautifying downtown. Economic goals include completing the splash pad, promoting the municipal golf course, supporting economic development, marketing city-owned property, and reviewing nonprofit donations. Policy updates like an ATV/UTV ordinance and lowering the levy are also priorities.

3-5 Year Goals (by 2031):

- The Council envisions a new government center, enhanced use of parks (Le Bourget and Mill Park), increased single-family housing, and business recruitment. They also aim to address vacant properties downtown, expand community events and involvement, and strengthen Little Falls' overall community engagement and activities.

Key Community Challenges:

- The Council highlighted addressing blight, increasing affordable senior housing options, lowering taxes, enhancing downtown, and fostering a distinct "niche" community identity as priorities to improve quality of life in the coming years.

Community Vision:

- The Council envisions a clean, healthy, and attractive community, featuring a vibrant downtown, celebrated natural amenities like the Mississippi River, and active outdoor experiences such as farmers' markets and recreational opportunities.

4. STAFF ITEMS

a. City staff provided departmental updates, highlighting recent activities, ongoing initiatives, and future plans as follows:

Fire Department:

- Fire Chief Seelen reported that new firefighters are performing well and integrating smoothly into the team. He also provided an update on department operations and outlined plans to consolidate two existing trucks by purchasing a single replacement vehicle, which will improve efficiency and reduce maintenance costs.

Police Department:

- Police Chief Johnson reviewed plans to implement an administrative citation program using existing ordinance authority. The program is intended as both a policy and operational tool to streamline ordinance enforcement, improve compliance, and achieve better outcomes for the community, while ensuring consistent and efficient handling of violations.

Golf Course:

- Golf Superintendent Filippi outlined 2026 goals focused on increasing rounds and revenue, enhancing course conditions, expanding Pro Shop offerings, and strengthening community engagement through leagues, school partnerships, and improved marketing. He also reviewed key strengths (affordability, loyal customers, scenic setting), challenges (weather dependence, staffing, cleanliness), opportunities (youth programs, events, social media growth), and threats (competition, shorter seasons, rising costs, irrigation issues). The Council provided guidance on phased irrigation improvements, targeted marketing—especially highlighting Mississippi River holes—and course upkeep.

Public Works Department:

- Public Works Director/City Engineer Kimman provided an overview of key infrastructure and planning priorities, including wastewater concerns related to SIU users, potential annexation areas, and long-term project timelines. He highlighted efforts to secure grants and low-interest funding to reduce construction costs, reviewed citywide street and sanitary sewer conditions, and discussed facility ownership considerations, including the former 7-Up building. Additional topics included possible road closures near local schools.

Overall Projects Update:

- The City is advancing several key initiatives, including pursuing legislation for the lodging and restaurant sales tax, updating policies and codes, and developing a lease agreement for the Rosenmeier House. Long-term efforts include annexation planning and updating the City Charter by 2030, alongside a continued focus on reducing the budget and levy.

4. STAFFING GOALS

a. The City Council, City Administrator, and staff reviewed and discussed the following items regarding staffing goals:

- The Council and City Administrator discussed current and future staffing needs to better support growth and operations. Key topics included succession planning for the airport manager position, evaluating existing contracted roles (building inspection and planning/zoning), and recognizing that much of the City's community development work is currently reactive. Proposed changes include bringing building inspection and planning/zoning services in-house, creating a Community Development Director position to lead proactive growth, economic development, and code updates, and exploring shared service opportunities and cost efficiencies.

5. ADJOURNMENT

Council President adjourned the meeting at 3:59 p.m.

Respectfully submitted,

Christine Lundberg, City Clerk

April 6, 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	300,800.78
Cable TV	6,918.93
HRA	4,082.97
EDA	5,080.00
HPC	440.00
Parks & Recreation	36,460.71
Airport	1,070.74
Equipment	6,995.44
Water	45,862.61
Waste	53,509.35
Garbage / Recycling	6,666.22
Stormwater	2,969.64
Golf	5,365.08
Self Insured	50,864.46
Agency	2,799.79
Improvement Projects	42,581.81
Total	\$ 572,468.53

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

CHECK DATE 03/17/2026 - 04/06/2026

VENDOR CODE: 0001, 0002, 0004, 0005, 0007 (934 more)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General							
03/17/2026	AP	114166*#	KAYLA KUROWSKI	P-UP MAIL & DROPBOXES	40330	115	102.41
03/30/2026	AP	114169*	AFSCME COUNCIL 65	03/13/26 PAYROLL	21500	000	350.88
				03/27/26 PAYROLL	21500	000	350.88
		Check AP 114169	Total for Fund 101 General				701.76
03/30/2026	AP	114171*	CENTRAL PENSION FUND	03/13/26 PAYROLL	21500	000	116.53
				03/27/26 PAYROLL	21500	000	166.58
		Check AP 114171	Total for Fund 101 General				283.11
03/30/2026	AP	114172*	INTERNATIONAL UNION OF OPERATING E	03/13/26 PAYROLL	21500	000	101.95
				03/27/26 PAYROLL	21500	000	145.77
		Check AP 114172	Total for Fund 101 General				247.72
03/30/2026	AP	114173	LAW ENFORCEMENT LABOR SERVICES	03/13/26 PAYROLL	21500	000	511.00
				03/27/26 PAYROLL	21500	000	511.00
				LELS UNION DUES - PFML	21500	000	73.00
		Check AP 114173	Total for Fund 101 General				1,095.00
03/30/2026	AP	114174	NCPERS GROUP LIFE INSURANCE	03/13/26 PAYROLL	21500	000	24.00
				03/27/26 PAYROLL	21500	000	24.00
				APRIL 2026 - NCPERS LIFE INS - PFML	21500	000	16.00
		Check AP 114174	Total for Fund 101 General				64.00
03/30/2026	AP	114175*#	THE LINCOLN NATIONAL LIFE INSURANC	03/13/26 PAYROLL	21500	000	199.14
				03/13/26 PAYROLL	21500	000	741.07
				03/27/26 PAYROLL	21500	000	200.29
				03/27/26 PAYROLL	21500	000	770.54
				BASIC LIFE INSURANCE - APR 2026	40121	110	62.88
				BASIC LIFE INSURANCE - APR 2026	40121	113	2.62
				BASIC LIFE INSURANCE - APR 2026	40121	115	78.60
				BASIC LIFE INSURANCE - APR 2026	40121	119	2.62
				BASIC LIFE INSURANCE - APR 2026	40121	120	151.96
				BASIC LIFE INSURANCE - APR 2026	40121	121	7.86
				BASIC LIFE INSURANCE - APR 2026	40121	125	31.44
				BASIC LIFE INSURANCE - APR 2026	40121	130	62.88
				LTD INS - PFML ADJ - APR 2026	21500	000	28.44
		Check AP 114175	Total for Fund 101 General				2,340.34
04/02/2026	AP	114176	DERRICK NAGORSKI	HOTEL ROOMS (5) - SOTA CONFERENCE - DULU	40330	120	1,422.00
04/06/2026	AP	114179	AMERICAN PRESSURE NORTH	PRESSURE VALVE FOR UTV PUMP	40404	121	51.00
04/06/2026	AP	114180	AUTO MAX SALES & SERVICE	BATTERY DISCONNECT FOR ENGINE 1	40405	121	86.78
04/06/2026	AP	114181*#	AUTO VALUE	FLOOR DRY ABSORBANT	40210	130	74.95
04/06/2026	AP	114188	CM2 SUPPLY	MEDICAL OXYGEN	40208	120	30.23
04/06/2026	AP	114190#	D M S MACHINE INC	METAL FOR ENCLOSED TRAILER	40405	121	93.22
				ORINGS FOR PLOW ATTACHMENT	40404	131	5.20
				SIDEWALK BROOM REPAIR	40404	131	135.00
				SEALS FOR SIDEWALK SNOW BLOWER	40404	131	49.71
		Check AP 114190	Total for Fund 101 General				283.13

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

CHECK DATE 03/17/2026 - 04/06/2026

VENDOR CODE: 0001, 0002, 0004, 0005, 0007 (934 more)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General							
04/06/2026	AP	114192	DSC COMMUNICATIONS	PROGRAMMING NEW PORTABLE RADIOS	40404	120	110.00
04/06/2026	AP	114194	EMPLOYMENT ENTERPRISES INC	CONF PAPER SHREDDING	40384	119	40.80
04/06/2026	AP	114195	ESRI INC	GIS SERVICE	40309	125	1,211.00
04/06/2026	AP	114196*#	FASTENAL CO	ASSORTMENT OF DRILL BITS	40210	130	50.63
04/06/2026	AP	114198	FRED TABATT	ANIMAL CONTROL - MAR 2026	40300	127	900.00
04/06/2026	AP	114205*#	HEARTLAND TIRE	2 NEW TIRES ON THE TAR TRUCK #7	40405	130	329.92
04/06/2026	AP	114206*#	HILMERSON SPORTS CENTER	STUMP GRINDER RENTAL	40410	130	1,000.00
04/06/2026	AP	114209	INSPECTION SERVICES OF CENTRAL MN	CONTRACT PAYMENT - MAR 2026	40300	124	13,750.00
04/06/2026	AP	114211	JEFFERSON FIRE & SAFETY	GAS MONITOR PUMP REPAIR	40404	121	181.00
04/06/2026	AP	114212	JIM BIRCHEM	1ST QTR 2026 PC ATTENDANCE	40103	111	40.00
04/06/2026	AP	114214	JOSEPH CZECH	1ST QTR 2026 PC ATTENDANCE	40103	111	40.00
04/06/2026	AP	114215	KARA SCHILLING	1ST QTR 2026 PC ATTENDANCE	40103	111	40.00
04/06/2026	AP	114216	KAYLA KUROWSKI	P-UP MAIL & DROPBOXES	40330	115	65.25
				P-UP MAIL & DROPBOXES	40330	115	72.50
		Check AP 114216	Total for Fund 101 General				137.75
04/06/2026	AP	114221*#	LITTLE FALLS CHAMBER OF COMMERCE & CHARMS	CHARMED RIDE	40430	119	54.75
04/06/2026	AP	114222	LITTLE FALLS MACHINE INC	NEW SHOE ON PLOW FOR TRUCK #9	40404	131	436.43
04/06/2026	AP	114224	MARY HEROLD	REIMBURSE LATE FEE	35115	000	75.00
04/06/2026	AP	114229	MORRIS ELECTRONICS INC	LETG SERVER MIGRATION PROJECT	40309	120	125.00
				LETG SERVER MIGRATION PROJECT	40309	120	125.00
		Check AP 114229	Total for Fund 101 General				250.00
04/06/2026	AP	114230	MORRISON CO ANIMAL HUMANE SOCIETY	2025 & 2026 CONTRACT WATER & SEWER ASSIS	40430	127	413.73
04/06/2026	AP	114231	NUSS TRUCK & EQUIPMENT	REPALCE SENSORS AND EMISSIONS TRUCK 11	40405	130	5,932.76
04/06/2026	AP	114234	PRECIOUS METALS GUNSMITHING LLC	MORSE - RIFLE ARMORER CLASS	40330	120	450.00
04/06/2026	AP	114237	RANGE PRINTING	ACCOUNTS PAYABLE CHECKS	40210	115	1,377.15
04/06/2026	AP	114243	TIM LASHINSKI	2026 SAFETY BOOTS	40180	130	224.00
03/17/2026	AP	4137(E)*	BPAS - VEBA	03/13/26 PAYROLL	21500	000	495.67
03/17/2026	AP	4138(E)*	EFTPS-FED WITHHOLDING	03/13/26 PAYROLL	21500	000	14,065.92
				03/13/26 PAYROLL	21500	000	4,806.65
				03/13/26 PAYROLL	21500	000	4,806.65
				03/13/26 PAYROLL	21500	000	2,066.57
				03/13/26 PAYROLL	21500	000	2,066.57
		Check AP 4138(E)	Total for Fund 101 General				27,812.36
03/17/2026	AP	4139(E)*	MINNESOTA STATE TREASURER	03/13/26 PAYROLL	21500	000	6,554.52
03/17/2026	AP	4140(E)*	MSRS - HCSP	03/13/26 PAYROLL	21500	000	878.00

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

CHECK DATE 03/17/2026 - 04/06/2026

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General							
				03/13/26 PAYROLL	21500	000	137.36
				03/13/26 PAYROLL	21500	000	1,370.74
			Check AP 4140(E) Total for Fund 101 General				2,386.10
03/17/2026	AP	4141(E)*	MSRS-DEF COMP	03/13/26 PAYROLL	21500	000	2,875.27
				03/13/26 PAYROLL	21500	000	192.63
			Check AP 4141(E) Total for Fund 101 General				3,067.90
03/17/2026	AP	4142(E)*	MSRS-ROTH	03/13/26 PAYROLL	21500	000	2,895.34
				03/13/26 PAYROLL	21500	000	198.78
			Check AP 4142(E) Total for Fund 101 General				3,094.12
03/17/2026	AP	4143(E)*	PERA-RETIREMENT	03/13/26 PAYROLL	21500	000	5,456.68
				03/13/26 PAYROLL	21500	000	6,296.20
				03/13/26 PAYROLL	21500	000	8,303.80
				03/13/26 PAYROLL	21500	000	12,455.70
			Check AP 4143(E) Total for Fund 101 General				32,512.38
03/17/2026	AP	4144(E)*	WEX HEALTH - HSA	03/13/26 PAYROLL	21500	000	3,346.55
				03/13/26 PAYROLL	21500	000	2,950.88
			Check AP 4144(E) Total for Fund 101 General				6,297.43
03/30/2026	AP	4145(E)*	BPAS - VEBA	03/27/26 PAYROLL	21500	000	539.60
03/30/2026	AP	4146(E)*	EFTPS-FED WITHHOLDING	03/27/26 PAYROLL	21500	000	13,331.39
				03/27/26 PAYROLL	21500	000	5,740.96
				03/27/26 PAYROLL	21500	000	5,740.96
				03/27/26 PAYROLL	21500	000	2,259.51
				03/27/26 PAYROLL	21500	000	2,259.51
			Check AP 4146(E) Total for Fund 101 General				29,332.33
03/30/2026	AP	4147(E)*	HEALTH PARTNERS - DENTAL	03/13/26 PAYROLL	21500	000	881.77
				03/27/26 PAYROLL	21500	000	950.90
				PFML DENTAL ADJUSTMENT - MARCH	21500	000	132.98
			Check AP 4147(E) Total for Fund 101 General				1,965.65
03/30/2026	AP	4148(E)*#	METLIFE - PFML	03/13/26 PAYROLL	21500	000	609.66
				03/13/26 PAYROLL	21500	000	609.66
				03/27/26 PAYROLL	21500	000	662.62
				03/27/26 PAYROLL	21500	000	662.62
			Check AP 4148(E) Total for Fund 101 General				2,544.56
03/30/2026	AP	4149(E)*#	METLIFE - VISION	03/13/26 PAYROLL	21500	000	90.30
				03/27/26 PAYROLL	21500	000	97.51
			Check AP 4149(E) Total for Fund 101 General				187.81
03/30/2026	AP	4150(E)*	MINNESOTA STATE TREASURER	03/27/26 PAYROLL	21500	000	6,584.70
03/30/2026	AP	4151(E)	MN CHILD SUPPORT PAYMENT CENTER	03/27/26 PAYROLL	21500	000	34.05
03/30/2026	AP	4152(E)*	MSRS - HCSP	03/27/26 PAYROLL	21500	000	772.43
				03/27/26 PAYROLL	21500	000	122.45
				03/27/26 PAYROLL	21500	000	1,368.92
			Check AP 4152(E) Total for Fund 101 General				2,263.80

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General							
03/30/2026	AP	4153(E)*	MSRS-DEF COMP	03/27/26 PAYROLL	21500	000	2,890.00
				03/27/26 PAYROLL	21500	000	200.00
			Check AP 4153(E) Total for Fund 101 General				3,090.00
03/30/2026	AP	4154(E)*	MSRS-ROTH	03/27/26 PAYROLL	21500	000	2,891.68
				03/27/26 PAYROLL	21500	000	197.56
			Check AP 4154(E) Total for Fund 101 General				3,089.24
03/30/2026	AP	4155(E)	PERA-DEFINED CONTRIBUTION	03/27/26 PAYROLL	21500	000	250.00
				03/27/26 PAYROLL	21500	000	250.00
			Check AP 4155(E) Total for Fund 101 General				500.00
03/30/2026	AP	4156(E)*	PERA-RETIREMENT	03/27/26 PAYROLL	21500	000	5,893.57
				03/27/26 PAYROLL	21500	000	6,800.28
				03/27/26 PAYROLL	21500	000	7,493.43
				03/27/26 PAYROLL	21500	000	11,240.15
			Check AP 4156(E) Total for Fund 101 General				31,427.43
03/30/2026	AP	4157(E)*#	SOURCEWELL-HEALTH	03/13/26 PAYROLL	21500	000	5,055.78
				03/13/26 PAYROLL	21500	000	52,546.08
				03/27/26 PAYROLL	21500	000	5,489.33
				HEALTH INS -MAR 2026 - PFML	21500	000	584.00
			Check AP 4157(E) Total for Fund 101 General				63,675.19
03/30/2026	AP	4158(E)*	WEX HEALTH - HSA	03/27/26 PAYROLL	21500	000	3,053.89
				03/27/26 PAYROLL	21500	000	3,153.50
			Check AP 4158(E) Total for Fund 101 General				6,207.39
04/06/2026	AP	4159(E)#	A T & T MOBILITY	TABLET / IPAD CHARGES	40320	121	232.38
				TABLET / IPAD CHARGES	40320	125	154.92
				CELL PHONE / CRADLEPOINT CHARGES	40320	120	1,525.42
			Check AP 4159(E) Total for Fund 101 General				1,912.72
04/06/2026	AP	4161(E)*#	AMAZON CAPITAL SERVICES	LABELS, PENS, POST-IT NOTES	40200	120	94.21
				CELL PHONE CASE	40210	115	12.34
				POSTIT NOTES AND HIGHLIGHTERS	40200	115	32.86
				EARPLUGS AND MIRRORS FOR TRAINING	40207	120	67.75
				CORDLESS BATTERIES & CHIMNEY SHOVELS	40210	121	409.02
			Check AP 4161(E) Total for Fund 101 General				616.18
04/06/2026	AP	4162(E)#	CARDMEMBER SERVICE	SUBSCRIPTION - HR	40433	115	96.00
				CELLULAR CAMERAS MONTHLY SERVICE	40433	130	18.76
			Check AP 4162(E) Total for Fund 101 General				114.76
04/06/2026	AP	4164(E)	CHARTER COMMUNICATIONS	CABLE BOX RENT	40320	120	20.11
04/06/2026	AP	4167(E)*#	JOHN DEERE FINANCIAL	JD PARTS TO REPAIR SNOWBLOWERS AND BROOM	40404	131	980.91
04/06/2026	AP	4168(E)	LEAST SERVICES COUNSELING LLC	WELLNESS / COUNSELING SERVICES - FEB 26	40300	120	490.00
04/06/2026	AP	4169(E)#	METRO SALES	COPIER MTC 02/15 - 03/14	40404	120	104.31
				CONTRACT BASE CHRГ -370 RICOH 03/26 - 03	40404	115	233.00
				STAPLE REFILL	40200	115	60.31
			Check AP 4169(E) Total for Fund 101 General				397.62

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 101 General							
04/06/2026	AP	4171(E)*#	MN POWER	ELECTRIC FEB 26 - MAR 26	40380	113	1,268.31
				ELECTRIC FEB 26 - MAR 26	40380	119	706.24
				ELECTRIC FEB 26 - MAR 26	40380	120	776.09
				ELECTRIC FEB 26 - MAR 26	40380	121	291.90
				ELECTRIC FEB 26 - MAR 26	40380	122	61.65
				ELECTRIC FEB 26 - MAR 26	40380	122	269.90
				ELECTRIC FEB 26 - MAR 26	40380	130	561.26
				ELECTRIC FEB 26 - MAR 26	40380	132	13,126.40
							<u>17,061.75</u>
Check AP 4171(E) Total for Fund 101 General							
04/06/2026	AP	4172(E)*#	PINE COUNTRY BANK - COMMUNITY CARD	MCMA ANNUAL CONF - A SMITH	40330	115	525.00
				NEW LICENSE PLATES FOR TRUCK 12,13	40405	130	46.99
				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
				USPS EVIDENCE SHIPMENT	40320	120	6.08
				USPS EVIDENCE SHIPMENT	40320	120	11.85
				USPS EVIDENCE SHIPMENT	40320	120	16.43
				PIZZA - ANNUAL TOWNSHIP MEETING	40430	121	96.99
				PATROL SGT COMMAND BOARD	40210	120	831.00
				HOTEL - MCMA CONF - A SMITH	40330	115	408.06
				SHELVING FOR PD ANNEX STORAGE	40210	120	759.98
				MISCELLANEOUS	40430	112	168.68
				POST LICENSE RENEWALS 2026 X5	40433	120	450.00
				FOLDERS	40200	130	10.66
				IACP MEMBERSHIP - J RUBY	40433	120	220.00
							<u>3,867.66</u>
Check AP 4172(E) Total for Fund 101 General							
04/06/2026	AP	4173(E)*#	WEX BANK - ENTERPRISE	FUEL - FEB / MAR 2026	40212	120	3,081.95
				CARWASH - FEB / MAR 2026	40405	120	43.00
				FUEL - FEB / MAR 2026	40212	121	444.68
				FUEL - FEB / MAR 2026	40212	130	3,609.65
				FUEL - FEB / MAR 2026	40212	119	118.07
				FUEL - FEB / MAR 2026	40212	125	85.21
							<u>7,382.56</u>
Check AP 4173(E) Total for Fund 101 General							
04/06/2026	AP	4174(E)#	WHITE WOLF CUSTOM APPAREL & DESIGN	CLOTHING	40180	120	100.00
				CLOTHING	40180	120	32.50
				CLOTHING	40180	115	40.00
				CLOTHING	40180	125	209.43
				CLOTHING	40180	120	40.00
				CLOTHING	40180	120	33.00
				CLOTHING	40180	125	12.00
							<u>466.93</u>
Check AP 4174(E) Total for Fund 101 General							
Total For Fund: 101							
							<u>300,800.78</u>
Fund: 214 Cable T V							
04/06/2026	AP	114201	GREAT RIVER ARTS ASSOCIATION	CHANNEL 180 MGMT - MAR 26	40300	200	4,587.55

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CHECK DATE 03/17/2026 - 04/06/2026

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 214 Cable T V								
04/06/2026	AP	114208	INDEPENDENT SCHOOL DIST 482	CHANNEL 181 MGMT - APR 26	40300	200	2,331.38	
Total For Fund: 214							6,918.93	
Fund: 215 Housing & Redevelopment Authority (HRA)								
03/30/2026	AP	114169*	AFSCME COUNCIL 65	03/13/26 PAYROLL	21500	000	29.24	
				03/27/26 PAYROLL	21500	000	29.24	
		Check AP 114169 Total for Fund 215 Housing & Redevelopment Authority (HRA)						58.48
03/30/2026	AP	114170	AFSCME PEOPLE	03/13/26 PAYROLL	21500	000	10.00	
				03/27/26 PAYROLL	21500	000	10.00	
		Check AP 114170 Total for Fund 215 Housing & Redevelopment Authority (HRA)						20.00
03/30/2026	AP	114175*#	THE LINCOLN NATIONAL LIFE INSURANC	03/13/26 PAYROLL	21500	000	9.75	
				03/13/26 PAYROLL	21500	000	14.61	
				03/27/26 PAYROLL	21500	000	9.75	
				03/27/26 PAYROLL	21500	000	14.61	
				BASIC LIFE INSURANCE - APR 2026	40121	200	7.86	
		Check AP 114175 Total for Fund 215 Housing & Redevelopment Authority (HRA)						56.58
04/06/2026	AP	114184	BRAD JENSEN	1ST QTR 2026 HRA ATTENDANCE	40103	200	80.00	
04/06/2026	AP	114217	KEITH SILBERNICK	1ST QTR 2026 HRA ATTENDANCE	40103	200	80.00	
04/06/2026	AP	114244	TONY ROMAINE	1ST QTR 2026 HRA ATTENDANCE	40103	200	40.00	
03/17/2026	AP	4138(E)*	EFTPS-FED WITHHOLDING	03/13/26 PAYROLL	21500	000	221.42	
				03/13/26 PAYROLL	21500	000	169.15	
				03/13/26 PAYROLL	21500	000	169.15	
				03/13/26 PAYROLL	21500	000	39.55	
				03/13/26 PAYROLL	21500	000	39.55	
		Check AP 4138(E) Total for Fund 215 Housing & Redevelopment Authority (HRA)						638.82
03/17/2026	AP	4139(E)*	MINNESOTA STATE TREASURER	03/13/26 PAYROLL	21500	000	142.12	
03/17/2026	AP	4140(E)*	MSRS - HCSP	03/13/26 PAYROLL	21500	000	28.34	
03/17/2026	AP	4143(E)*	PERA-RETIREMENT	03/13/26 PAYROLL	21500	000	184.18	
				03/13/26 PAYROLL	21500	000	212.52	
		Check AP 4143(E) Total for Fund 215 Housing & Redevelopment Authority (HRA)						396.70
03/17/2026	AP	4144(E)*	WEX HEALTH - HSA	03/13/26 PAYROLL	21500	000	70.83	
03/30/2026	AP	4146(E)*	EFTPS-FED WITHHOLDING	03/27/26 PAYROLL	21500	000	221.70	
				03/27/26 PAYROLL	21500	000	169.29	
				03/27/26 PAYROLL	21500	000	169.29	
				03/27/26 PAYROLL	21500	000	39.60	
				03/27/26 PAYROLL	21500	000	39.60	
		Check AP 4146(E) Total for Fund 215 Housing & Redevelopment Authority (HRA)						639.48
03/30/2026	AP	4147(E)*	HEALTH PARTNERS - DENTAL	03/13/26 PAYROLL	21500	000	22.16	
				03/27/26 PAYROLL	21500	000	22.16	
		Check AP 4147(E) Total for Fund 215 Housing & Redevelopment Authority (HRA)						44.32
03/30/2026	AP	4148(E)*#	METLIFE - PFML	03/13/26 PAYROLL	21500	000	11.19	
				03/13/26 PAYROLL	21500	000	11.19	

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 215 Housing & Redevelopment Authority (HRA)								
				03/27/26 PAYROLL	21500	000	11.20	
				03/27/26 PAYROLL	21500	000	11.20	
		Check AP 4148(E) Total for Fund 215 Housing & Redevelopment Authority (HRA)						44.78
03/30/2026	AP	4150(E)*	MINNESOTA STATE TREASURER	03/27/26 PAYROLL	21500	000	142.27	
03/30/2026	AP	4152(E)*	MSRS - HCSP	03/27/26 PAYROLL	21500	000	28.36	
03/30/2026	AP	4156(E)*	PERA-RETIREMENT	03/27/26 PAYROLL	21500	000	184.35	
				03/27/26 PAYROLL	21500	000	212.71	
		Check AP 4156(E) Total for Fund 215 Housing & Redevelopment Authority (HRA)						397.06
03/30/2026	AP	4157(E)*#	SOURCEWELL-HEALTH	03/13/26 PAYROLL	21500	000	55.00	
				03/13/26 PAYROLL	21500	000	990.00	
				03/27/26 PAYROLL	21500	000	55.00	
		Check AP 4157(E) Total for Fund 215 Housing & Redevelopment Authority (HRA)						1,100.00
03/30/2026	AP	4158(E)*	WEX HEALTH - HSA	03/27/26 PAYROLL	21500	000	70.83	
04/06/2026	AP	4172(E)*#	PINE COUNTRY BANK - COMMUNITY CARD JAMF NOW SUBSCRIPTION		40433	200	4.00	
Total For Fund: 215							4,082.97	
Fund: 222 Economic Development Authority (EDA)								
04/06/2026	AP	114203*#	HANFLER, JEREMY	1ST QTR 2026 EDA MEETING ATTENDANCE	40103	200	40.00	
04/06/2026	AP	114223	MARK GERBI	1ST QTR 2026 EDA MEETING ATTENDANCE	40103	200	40.00	
04/06/2026	AP	114242	TAFT STETTINIUS & HOLLISTER LLP	WABASH AGREEMENT TERMINATION	40300	200	5,000.00	
Total For Fund: 222							5,080.00	
Fund: 223 Heritage Preservation Commission (HPC)								
04/06/2026	AP	114183	BLOCK, GARY	1ST QTR 2026 HPC ATTENDANCE	40103	200	80.00	
04/06/2026	AP	114185	CAMILLE WARZECHA	1ST QTR 2026 HPC ATTENDANCE	40103	200	80.00	
04/06/2026	AP	114191	DON OPATZ	1ST QTR 2026 HPC ATTENDANCE	40103	200	80.00	
04/06/2026	AP	114220	LINDA LEMIEUR	1ST QTR 2026 HPC ATTENDANCE	40103	200	80.00	
04/06/2026	AP	114232	PATRICIA SHARON	1ST QTR 2026 HPC ATTENDANCE	40103	200	80.00	
04/06/2026	AP	114233	PETER ECKSTROM	1ST QTR 2026 HPC ATTENDANCE	40103	200	40.00	
Total For Fund: 223							440.00	
Fund: 225 Parks and Recreation								
03/30/2026	AP	114171*	CENTRAL PENSION FUND	03/13/26 PAYROLL	21500	000	88.29	
				03/27/26 PAYROLL	21500	000	51.87	
		Check AP 114171 Total for Fund 225 Parks and Recreation						140.16
03/30/2026	AP	114172*	INTERNATIONAL UNION OF OPERATING E	03/13/26 PAYROLL	21500	000	77.26	
				03/27/26 PAYROLL	21500	000	45.38	
		Check AP 114172 Total for Fund 225 Parks and Recreation						122.64
03/30/2026	AP	114175*#	THE LINCOLN NATIONAL LIFE INSURANC	03/13/26 PAYROLL	21500	000	1.57	
				03/13/26 PAYROLL	21500	000	29.34	

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 225 Parks and Recreation								
				03/27/26 PAYROLL	21500	000	8.29	
				BASIC LIFE INSURANCE - APR 2026	40121	140	23.58	
		Check AP 114175 Total for Fund 225 Parks and Recreation						62.78
04/06/2026	AP	114186	CENTRAL MN ELECTRIC INC	WESTSIDE REC. EMERGENCY LIGHTING	40401	140	41.63	
04/06/2026	AP	114193	ECOLAB PEST ELIMIN INC	PEST / RODENT CONTROL - 2ND QTR	40210	146	158.47	
04/06/2026	AP	114196*#	FASTENAL CO	NUTS AND BOLTS	40210	140	60.80	
04/06/2026	AP	114203*#	HANFLER, JEREMY	1ST QTR 2026 PARK BD ATTENDANCE	40103	140	40.00	
04/06/2026	AP	114206*#	HILMERSON SPORTS CENTER	BRUSH CUTTER AND STUMP GRINDER RENTAL	40410	140	1,050.00	
04/06/2026	AP	114213	JON VETTER	1ST QTR 2026 PARK BD ATTENDANCE	40103	140	40.00	
03/17/2026	AP	4137(E)*	BPAS - VEBA	03/13/26 PAYROLL	21500	000	45.16	
03/17/2026	AP	4138(E)*	EFTPS-FED WITHHOLDING	03/13/26 PAYROLL	21500	000	448.99	
				03/13/26 PAYROLL	21500	000	618.32	
				03/13/26 PAYROLL	21500	000	618.32	
				03/13/26 PAYROLL	21500	000	144.62	
				03/13/26 PAYROLL	21500	000	144.62	
		Check AP 4138(E) Total for Fund 225 Parks and Recreation						1,974.87
03/17/2026	AP	4139(E)*	MINNESOTA STATE TREASURER	03/13/26 PAYROLL	21500	000	344.65	
03/17/2026	AP	4140(E)*	MSRS - HCSP	03/13/26 PAYROLL	21500	000	5.23	
03/17/2026	AP	4141(E)*	MSRS-DEF COMP	03/13/26 PAYROLL	21500	000	3.68	
				03/13/26 PAYROLL	21500	000	1.84	
		Check AP 4141(E) Total for Fund 225 Parks and Recreation						5.52
03/17/2026	AP	4142(E)*	MSRS-ROTH	03/13/26 PAYROLL	21500	000	3.66	
				03/13/26 PAYROLL	21500	000	1.22	
		Check AP 4142(E) Total for Fund 225 Parks and Recreation						4.88
03/17/2026	AP	4143(E)*	PERA-RETIREMENT	03/13/26 PAYROLL	21500	000	724.76	
				03/13/26 PAYROLL	21500	000	836.25	
		Check AP 4143(E) Total for Fund 225 Parks and Recreation						1,561.01
03/17/2026	AP	4144(E)*	WEX HEALTH - HSA	03/13/26 PAYROLL	21500	000	230.89	
				03/13/26 PAYROLL	21500	000	391.55	
		Check AP 4144(E) Total for Fund 225 Parks and Recreation						622.44
03/30/2026	AP	4145(E)*	BPAS - VEBA	03/27/26 PAYROLL	21500	000	20.88	
03/30/2026	AP	4146(E)*	EFTPS-FED WITHHOLDING	03/27/26 PAYROLL	21500	000	218.95	
				03/27/26 PAYROLL	21500	000	341.18	
				03/27/26 PAYROLL	21500	000	341.18	
				03/27/26 PAYROLL	21500	000	79.80	
				03/27/26 PAYROLL	21500	000	79.80	
		Check AP 4146(E) Total for Fund 225 Parks and Recreation						1,060.91
03/30/2026	AP	4147(E)*	HEALTH PARTNERS - DENTAL	03/13/26 PAYROLL	21500	000	108.21	
				03/27/26 PAYROLL	21500	000	46.43	

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

CHECK DATE 03/17/2026 - 04/06/2026

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 225 Parks and Recreation							
Check AP 4147(E) Total for Fund 225 Parks and Recreation							154.64
03/30/2026	AP	4148(E)*#	METLIFE - PFML	03/13/26 PAYROLL	21500	000	44.03
				03/13/26 PAYROLL	21500	000	44.03
				03/27/26 PAYROLL	21500	000	24.38
				03/27/26 PAYROLL	21500	000	24.38
Check AP 4148(E) Total for Fund 225 Parks and Recreation							136.82
03/30/2026	AP	4149(E)*#	METLIFE - VISION	03/13/26 PAYROLL	21500	000	18.35
				03/27/26 PAYROLL	21500	000	12.39
Check AP 4149(E) Total for Fund 225 Parks and Recreation							30.74
03/30/2026	AP	4150(E)*	MINNESOTA STATE TREASURER	03/27/26 PAYROLL	21500	000	190.18
03/30/2026	AP	4156(E)*	PERA-RETIREMENT	03/27/26 PAYROLL	21500	000	401.25
				03/27/26 PAYROLL	21500	000	462.99
Check AP 4156(E) Total for Fund 225 Parks and Recreation							864.24
03/30/2026	AP	4157(E)*#	SOURCEWELL-HEALTH	03/13/26 PAYROLL	21500	000	833.05
				03/13/26 PAYROLL	21500	000	7,075.49
				03/27/26 PAYROLL	21500	000	517.66
Check AP 4157(E) Total for Fund 225 Parks and Recreation							8,426.20
03/30/2026	AP	4158(E)*	WEX HEALTH - HSA	03/27/26 PAYROLL	21500	000	106.31
				03/27/26 PAYROLL	21500	000	247.69
Check AP 4158(E) Total for Fund 225 Parks and Recreation							354.00
04/06/2026	AP	4163(E)	CENTRA SOTA COOPERATIVE	HERBICIDE	40210	140	2,199.77
04/06/2026	AP	4167(E)*#	JOHN DEERE FINANCIAL	OIL FILTERS, WEAR PARTS FOR THE SEASON	40210	140	3,123.65
04/06/2026	AP	4171(E)*#	MN POWER	ELECTRIC FEB 26 - MAR 26 - LIONS	40380	140	177.56
				ELECTRIC FEB 26 - MAR 26	40380	140	497.72
Check AP 4171(E) Total for Fund 225 Parks and Recreation							675.28
04/06/2026	AP	4172(E)*#	PINE COUNTRY BANK - COMMUNITY CARD	JAMF NOW SUBSCRIPTION	40433	140	12.00
				BULLETIN BOARDS FOR PARK BUILDINGS	40401	140	498.90
Check AP 4172(E) Total for Fund 225 Parks and Recreation							510.90
04/06/2026	AP	4173(E)*#	WEX BANK - ENTERPRISE	FUEL - FEB / MAR 2026	40212	140	315.93
Total For Fund: 225							24,344.38
Fund: 227 Airport Operating							
04/06/2026	AP	114210	JAMES RHOADES	1ST QTR 2026 AIRPORT COMMISSION ATTENDAN	40103	200	40.00
03/17/2026	AP	4138(E)*	EFTPS-FED WITHHOLDING	03/13/26 PAYROLL	21500	000	9.06
				03/13/26 PAYROLL	21500	000	7.78
				03/13/26 PAYROLL	21500	000	7.78
				03/13/26 PAYROLL	21500	000	1.82
				03/13/26 PAYROLL	21500	000	1.82
Check AP 4138(E) Total for Fund 227 Airport Operating							28.26
03/17/2026	AP	4139(E)*	MINNESOTA STATE TREASURER	03/13/26 PAYROLL	21500	000	4.77
03/17/2026	AP	4140(E)*	MSRS - HCSP	03/13/26 PAYROLL	21500	000	2.82

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 227 Airport Operating								
03/17/2026	AP	4141(E)*	MSRS-DEF COMP	03/13/26 PAYROLL	21500	000	2.46	
				03/13/26 PAYROLL	21500	000	1.23	
		Check AP 4141(E) Total for Fund 227 Airport Operating						3.69
03/17/2026	AP	4143(E)*	PERA-RETIREMENT	03/13/26 PAYROLL	21500	000	9.15	
				03/13/26 PAYROLL	21500	000	10.56	
		Check AP 4143(E) Total for Fund 227 Airport Operating						19.71
03/17/2026	AP	4144(E)*	WEX HEALTH - HSA	03/13/26 PAYROLL	21500	000	3.68	
				03/13/26 PAYROLL	21500	000	3.48	
		Check AP 4144(E) Total for Fund 227 Airport Operating						7.16
03/30/2026	AP	4147(E)*	HEALTH PARTNERS - DENTAL	03/13/26 PAYROLL	21500	000	1.63	
03/30/2026	AP	4148(E)*#	METLIFE - PFML	03/13/26 PAYROLL	21500	000	0.56	
				03/13/26 PAYROLL	21500	000	0.56	
		Check AP 4148(E) Total for Fund 227 Airport Operating						1.12
03/30/2026	AP	4149(E)*#	METLIFE - VISION	03/13/26 PAYROLL	21500	000	0.28	
03/30/2026	AP	4157(E)*#	SOURCEWELL-HEALTH	03/13/26 PAYROLL	21500	000	7.17	
				03/13/26 PAYROLL	21500	000	57.43	
		Check AP 4157(E) Total for Fund 227 Airport Operating						64.60
04/06/2026	AP	4166(E)	CROW WING POWER	ELECTRIC - AIRPORT - MAR 26	40380	200	896.70	
Total For Fund: 227							1,070.74	
Fund: 411 Equipment								
04/06/2026	AP	114199	GHA TECHNOLOGIES INC	DOCKING STATION SQUAD COMPUTER	40540	200	1,100.00	
04/06/2026	AP	114218	LEADSONLINE LLC	NIGHTHAWK INVESTIGATIVE SOFTWARE	40590	200	3,955.54	
04/06/2026	AP	114239	SIONICS WEAPON SYSTEMS	1X PATROL RIFLE 2025 MATCH GRANT	40540	200	1,939.90	
Total For Fund: 411							6,995.44	
Fund: 418 Park Improvement								
03/30/2026	AP	114171*	CENTRAL PENSION FUND	03/13/26 PAYROLL	21500	000	5.89	
03/30/2026	AP	114172*	INTERNATIONAL UNION OF OPERATING E	03/13/26 PAYROLL	21500	000	5.16	
03/30/2026	AP	114175*#	THE LINCOLN NATIONAL LIFE INSURANC	03/13/26 PAYROLL	21500	000	4.49	
				03/27/26 PAYROLL	21500	000	0.42	
				03/27/26 PAYROLL	21500	000	0.79	
		Check AP 114175 Total for Fund 418 Park Improvement						5.70
04/06/2026	AP	114189	CORE & MAIN LP	SPLASH PAD WATER, SEPTIC MATERIALS	40530	200	6,367.86	
04/06/2026	AP	114227	MN POWER	SPLASH PAD ELECTRICAL SERVICE	40530	200	4,618.00	
03/17/2026	AP	4138(E)*	EFTPS-FED WITHHOLDING	03/13/26 PAYROLL	21500	000	73.68	
				03/13/26 PAYROLL	21500	000	47.76	
				03/13/26 PAYROLL	21500	000	47.76	
				03/13/26 PAYROLL	21500	000	11.17	
				03/13/26 PAYROLL	21500	000	11.17	
		Check AP 4138(E) Total for Fund 418 Park Improvement						191.54

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 418 Park Improvement								
03/17/2026	AP	4139(E)*	MINNESOTA STATE TREASURER	03/13/26 PAYROLL	21500	000	35.42	
03/17/2026	AP	4143(E)*	PERA-RETIREMENT	03/13/26 PAYROLL	21500	000	55.30	
				03/13/26 PAYROLL	21500	000	63.80	
		Check AP 4143(E) Total for Fund 418 Park Improvement						119.10
03/17/2026	AP	4144(E)*	WEX HEALTH - HSA	03/13/26 PAYROLL	21500	000	18.13	
				03/13/26 PAYROLL	21500	000	34.66	
		Check AP 4144(E) Total for Fund 418 Park Improvement						52.79
03/30/2026	AP	4146(E)*	EFTPS-FED WITHHOLDING	03/27/26 PAYROLL	21500	000	12.70	
				03/27/26 PAYROLL	21500	000	12.38	
				03/27/26 PAYROLL	21500	000	12.38	
				03/27/26 PAYROLL	21500	000	2.89	
				03/27/26 PAYROLL	21500	000	2.89	
		Check AP 4146(E) Total for Fund 418 Park Improvement						43.24
03/30/2026	AP	4148(E)*#	METLIFE - PFML	03/13/26 PAYROLL	21500	000	3.36	
				03/13/26 PAYROLL	21500	000	3.36	
				03/27/26 PAYROLL	21500	000	0.80	
				03/27/26 PAYROLL	21500	000	0.80	
		Check AP 4148(E) Total for Fund 418 Park Improvement						8.32
03/30/2026	AP	4150(E)*	MINNESOTA STATE TREASURER	03/27/26 PAYROLL	21500	000	6.78	
03/30/2026	AP	4152(E)*	MSRS - HCSP	03/27/26 PAYROLL	21500	000	2.02	
03/30/2026	AP	4154(E)*	MSRS-ROTH	03/27/26 PAYROLL	21500	000	7.32	
				03/27/26 PAYROLL	21500	000	2.44	
		Check AP 4154(E) Total for Fund 418 Park Improvement						9.76
03/30/2026	AP	4156(E)*	PERA-RETIREMENT	03/27/26 PAYROLL	21500	000	13.11	
				03/27/26 PAYROLL	21500	000	15.12	
		Check AP 4156(E) Total for Fund 418 Park Improvement						28.23
03/30/2026	AP	4157(E)*#	SOURCEWELL-HEALTH	03/13/26 PAYROLL	21500	000	62.35	
				03/13/26 PAYROLL	21500	000	554.17	
		Check AP 4157(E) Total for Fund 418 Park Improvement						616.52
Total For Fund: 418							12,116.33	
Fund: 601 Water								
03/30/2026	AP	114169*	AFSCME COUNCIL 65	03/13/26 PAYROLL	21500	000	29.24	
				03/27/26 PAYROLL	21500	000	28.51	
		Check AP 114169 Total for Fund 601 Water						57.75
03/30/2026	AP	114171*	CENTRAL PENSION FUND	03/13/26 PAYROLL	21500	000	51.30	
				03/27/26 PAYROLL	21500	000	39.74	
		Check AP 114171 Total for Fund 601 Water						91.04
03/30/2026	AP	114172*	INTERNATIONAL UNION OF OPERATING E	03/13/26 PAYROLL	21500	000	44.88	
				03/27/26 PAYROLL	21500	000	34.78	
		Check AP 114172 Total for Fund 601 Water						79.66
03/30/2026	AP	114175*#	THE LINCOLN NATIONAL LIFE INSURANC	03/13/26 PAYROLL	21500	000	14.19	

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 601 Water								
				03/13/26 PAYROLL	21500	000	11.10	
				03/27/26 PAYROLL	21500	000	22.44	
				03/27/26 PAYROLL	21500	000	36.39	
				BASIC LIFE INSURANCE - APR 2026	40121	160	23.58	
				BASIC LIFE INSURANCE - APR 2026	40121	162	7.86	
		Check AP 114175 Total for Fund 601 Water						<u>115.56</u>
04/06/2026	AP	114197	FERGUSON WATERWORKS #2518	WATER METER	40210	162	1,405.70	
04/06/2026	AP	114200	GRAYMONT WESTERN LIME	LIME DELIVERY	40216	160	7,959.12	
04/06/2026	AP	114204	HAWKINS WATER TRTMNT INC	AQUA HAWK 307	40216	160	1,077.09	
04/06/2026	AP	114228	MN RURAL WATER ASSN	MRWA ANNUAL CONF - D HEINEN	40330	160	350.00	
04/06/2026	AP	114236	PUMPS AND CONTROLS	LMI PUMP PARTS (ALUM PUMP)	40404	160	571.79	
03/17/2026	AP	4137(E)*	BPAS - VEBA	03/13/26 PAYROLL	21500	000	110.67	
03/17/2026	AP	4138(E)*	EFTPS-FED WITHHOLDING	03/13/26 PAYROLL	21500	000	1,116.31	
				03/13/26 PAYROLL	21500	000	867.06	
				03/13/26 PAYROLL	21500	000	867.06	
				03/13/26 PAYROLL	21500	000	202.80	
				03/13/26 PAYROLL	21500	000	202.80	
		Check AP 4138(E) Total for Fund 601 Water						<u>3,256.03</u>
03/17/2026	AP	4139(E)*	MINNESOTA STATE TREASURER	03/13/26 PAYROLL	21500	000	607.70	
03/17/2026	AP	4140(E)*	MSRS - HCSP	03/13/26 PAYROLL	21500	000	131.48	
03/17/2026	AP	4141(E)*	MSRS-DEF COMP	03/13/26 PAYROLL	21500	000	332.19	
				03/13/26 PAYROLL	21500	000	50.00	
		Check AP 4141(E) Total for Fund 601 Water						<u>382.19</u>
03/17/2026	AP	4142(E)*	MSRS-ROTH	03/13/26 PAYROLL	21500	000	32.42	
03/17/2026	AP	4143(E)*	PERA-RETIREMENT	03/13/26 PAYROLL	21500	000	978.13	
				03/13/26 PAYROLL	21500	000	1,128.61	
		Check AP 4143(E) Total for Fund 601 Water						<u>2,106.74</u>
03/17/2026	AP	4144(E)*	WEX HEALTH - HSA	03/13/26 PAYROLL	21500	000	201.76	
				03/13/26 PAYROLL	21500	000	355.03	
		Check AP 4144(E) Total for Fund 601 Water						<u>556.79</u>
03/30/2026	AP	4145(E)*	BPAS - VEBA	03/27/26 PAYROLL	21500	000	70.83	
03/30/2026	AP	4146(E)*	EFTPS-FED WITHHOLDING	03/27/26 PAYROLL	21500	000	888.30	
				03/27/26 PAYROLL	21500	000	759.86	
				03/27/26 PAYROLL	21500	000	759.86	
				03/27/26 PAYROLL	21500	000	177.71	
				03/27/26 PAYROLL	21500	000	177.71	
		Check AP 4146(E) Total for Fund 601 Water						<u>2,763.44</u>
03/30/2026	AP	4147(E)*	HEALTH PARTNERS - DENTAL	03/13/26 PAYROLL	21500	000	34.65	
				03/27/26 PAYROLL	21500	000	16.74	
		Check AP 4147(E) Total for Fund 601 Water						<u>51.39</u>

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 601 Water								
03/30/2026	AP	4148(E)*#	METLIFE - PFML	03/13/26 PAYROLL	21500	000	60.15	
				03/13/26 PAYROLL	21500	000	60.15	
				03/27/26 PAYROLL	21500	000	52.97	
				03/27/26 PAYROLL	21500	000	52.97	
		Check AP 4148(E) Total for Fund 601 Water						226.24
03/30/2026	AP	4149(E)*#	METLIFE - VISION	03/13/26 PAYROLL	21500	000	3.65	
				03/27/26 PAYROLL	21500	000	2.75	
		Check AP 4149(E) Total for Fund 601 Water						6.40
03/30/2026	AP	4150(E)*	MINNESOTA STATE TREASURER	03/27/26 PAYROLL	21500	000	540.46	
03/30/2026	AP	4152(E)*	MSRS - HCSP	03/27/26 PAYROLL	21500	000	130.78	
03/30/2026	AP	4153(E)*	MSRS-DEF COMP	03/27/26 PAYROLL	21500	000	207.86	
				03/27/26 PAYROLL	21500	000	50.00	
		Check AP 4153(E) Total for Fund 601 Water						257.86
03/30/2026	AP	4154(E)*	MSRS-ROTH	03/27/26 PAYROLL	21500	000	95.35	
03/30/2026	AP	4156(E)*	PERA-RETIREMENT	03/27/26 PAYROLL	21500	000	849.30	
				03/27/26 PAYROLL	21500	000	979.96	
		Check AP 4156(E) Total for Fund 601 Water						1,829.26
03/30/2026	AP	4157(E)*#	SOURCEWELL-HEALTH	03/13/26 PAYROLL	21500	000	727.45	
				03/13/26 PAYROLL	21500	000	7,228.84	
				03/27/26 PAYROLL	21500	000	674.76	
		Check AP 4157(E) Total for Fund 601 Water						8,631.05
03/30/2026	AP	4158(E)*	WEX HEALTH - HSA	03/27/26 PAYROLL	21500	000	224.00	
				03/27/26 PAYROLL	21500	000	346.34	
		Check AP 4158(E) Total for Fund 601 Water						570.34
04/06/2026	AP	4161(E)*#	AMAZON CAPITAL SERVICES	USP FOR SCADA	40404	160	212.97	
04/06/2026	AP	4170(E)*#	MN DEPT OF REVENUE	SALES TAX	40445	220	1,921.00	
04/06/2026	AP	4171(E)*#	MN POWER	ELECTRIC FEB 26 - MAR 26	40380	160	1,595.31	
				ELECTRIC FEB 26 - MAR 26	40380	161	7,318.86	
		Check AP 4171(E) Total for Fund 601 Water						8,914.17
04/06/2026	AP	4172(E)*#	PINE COUNTRY BANK - COMMUNITY CARD	JAMF NOW SUBSCRIPTION	40433	160	12.00	
				JAMF NOW SUBSCRIPTION	40433	162	4.00	
				LOVEJOY CUSHIONS	40404	160	559.36	
				GEAR CASE OIL	40212	160	79.98	
				PAPER TOWELS TRASH BAGS	40210	160	49.91	
				BAND AIDS	40210	160	7.94	
		Check AP 4172(E) Total for Fund 601 Water						713.19
04/06/2026	AP	4173(E)*#	WEX BANK - ENTERPRISE	FUEL - FEB / MAR 2026	40212	160	36.15	
Total For Fund: 601							45,862.61	
Fund: 602 Wastewater								
03/24/2026	AP	114167	DAN KUCHINSKI	MEAL - BRAINERD - SEWER CLEANING	40330	164	10.89	

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 602 Wastewater								
03/30/2026	AP	114171*	CENTRAL PENSION FUND	03/13/26 PAYROLL	21500	000	77.99	
				03/27/26 PAYROLL	21500	000	81.81	
		Check AP 114171	Total for Fund 602 Wastewater					159.80
03/30/2026	AP	114172*	INTERNATIONAL UNION OF OPERATING E	03/13/26 PAYROLL	21500	000	68.25	
				03/27/26 PAYROLL	21500	000	71.57	
		Check AP 114172	Total for Fund 602 Wastewater					139.82
03/30/2026	AP	114175*#	THE LINCOLN NATIONAL LIFE INSURANC	03/13/26 PAYROLL	21500	000	46.96	
				03/13/26 PAYROLL	21500	000	101.31	
				03/27/26 PAYROLL	21500	000	40.17	
				03/27/26 PAYROLL	21500	000	72.66	
				BASIC LIFE INSURANCE - APR 2026	40121	163	31.44	
				BASIC LIFE INSURANCE - APR 2026	40121	164	7.86	
		Check AP 114175	Total for Fund 602 Wastewater					300.40
04/06/2026	AP	114177	1ST AVENUE AUTO REPAIR INC	REPLACE PURGE SOLENOID - 2017 GMC 2500 T	40405	163	170.35	
04/06/2026	AP	114181*#	AUTO VALUE	FILTER FOR TRUCK 200	40405	164	3.89	
04/06/2026	AP	114187	CHAPPELL CENTRAL INC	PTB MAU REPAIR	40404	163	960.00	
04/06/2026	AP	114196*#	FASTENAL CO	HVAC FILTERS	40401	163	321.46	
04/06/2026	AP	114202	HACH COMPANY	COD VIALS	40218	163	524.20	
04/06/2026	AP	114207	IN CONTROL INC	DIGESTER DO TROUBLESHOOTING	40404	163	3,021.20	
04/06/2026	AP	114225	MATT STREIT	LABELS / CUPS - WALMART PURCHASE	40210	163	36.48	
04/06/2026	AP	114226	MID AMERICAN RESEARCH CHEMICAL	TRUCK WASH SOAP	40210	163	273.16	
04/06/2026	AP	114241	SJE INC	AERATION BLOWER VFD PROGRAMMING	40404	163	1,477.00	
04/06/2026	AP	114245	U S A BLUE BOOK	SCREENING BAGS	40210	163	834.75	
				DIGESTER 3 LEVEL TRANSMITTER	40404	163	1,031.61	
		Check AP 114245	Total for Fund 602 Wastewater					1,866.36
03/17/2026	AP	4137(E)*	BPAS - VEBA	03/13/26 PAYROLL	21500	000	56.80	
03/17/2026	AP	4138(E)*	EFTPS-FED WITHHOLDING	03/13/26 PAYROLL	21500	000	1,336.96	
				03/13/26 PAYROLL	21500	000	969.13	
				03/13/26 PAYROLL	21500	000	969.13	
				03/13/26 PAYROLL	21500	000	226.65	
				03/13/26 PAYROLL	21500	000	226.65	
		Check AP 4138(E)	Total for Fund 602 Wastewater					3,728.52
03/17/2026	AP	4139(E)*	MINNESOTA STATE TREASURER	03/13/26 PAYROLL	21500	000	702.62	
03/17/2026	AP	4140(E)*	MSRS - HCSP	03/13/26 PAYROLL	21500	000	106.53	
03/17/2026	AP	4141(E)*	MSRS-DEF COMP	03/13/26 PAYROLL	21500	000	428.15	
				03/13/26 PAYROLL	21500	000	48.17	
		Check AP 4141(E)	Total for Fund 602 Wastewater					476.32
03/17/2026	AP	4142(E)*	MSRS-ROTH	03/13/26 PAYROLL	21500	000	97.58	

CHECK DISBURSEMENT REPORT FOR CITY OF LITTLE FALLS

CHECK DATE 03/17/2026 - 04/06/2026

VENDOR CODE: 0001, 0002, 0004, 0005, 0007 (934 more)

Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 602 Wastewater							
03/17/2026	AP	4143(E)*	PERA-RETIREMENT	03/13/26 PAYROLL	21500	000	1,090.13
				03/13/26 PAYROLL	21500	000	1,257.83
		Check AP 4143(E)	Total for Fund 602 Wastewater				2,347.96
03/17/2026	AP	4144(E)*	WEX HEALTH - HSA	03/13/26 PAYROLL	21500	000	171.39
				03/13/26 PAYROLL	21500	000	360.36
		Check AP 4144(E)	Total for Fund 602 Wastewater				531.75
03/30/2026	AP	4145(E)*	BPAS - VEBA	03/27/26 PAYROLL	21500	000	76.99
03/30/2026	AP	4146(E)*	EFTPS-FED WITHHOLDING	03/27/26 PAYROLL	21500	000	1,431.36
				03/27/26 PAYROLL	21500	000	1,018.80
				03/27/26 PAYROLL	21500	000	1,018.80
				03/27/26 PAYROLL	21500	000	238.26
				03/27/26 PAYROLL	21500	000	238.26
		Check AP 4146(E)	Total for Fund 602 wastewater				3,945.48
03/30/2026	AP	4147(E)*	HEALTH PARTNERS - DENTAL	03/13/26 PAYROLL	21500	000	31.84
				03/27/26 PAYROLL	21500	000	49.75
		Check AP 4147(E)	Total for Fund 602 Wastewater				81.59
03/30/2026	AP	4148(E)*#	METLIFE - PFML	03/13/26 PAYROLL	21500	000	66.24
				03/13/26 PAYROLL	21500	000	66.24
				03/27/26 PAYROLL	21500	000	69.45
				03/27/26 PAYROLL	21500	000	69.45
		Check AP 4148(E)	Total for Fund 602 Wastewater				271.38
03/30/2026	AP	4149(E)*#	METLIFE - VISION	03/13/26 PAYROLL	21500	000	3.64
				03/27/26 PAYROLL	21500	000	4.54
		Check AP 4149(E)	Total for Fund 602 Wastewater				8.18
03/30/2026	AP	4150(E)*	MINNESOTA STATE TREASURER	03/27/26 PAYROLL	21500	000	714.43
03/30/2026	AP	4152(E)*	MSRS - HCSP	03/27/26 PAYROLL	21500	000	110.58
03/30/2026	AP	4153(E)*	MSRS-DEF COMP	03/27/26 PAYROLL	21500	000	567.14
				03/27/26 PAYROLL	21500	000	50.00
		Check AP 4153(E)	Total for Fund 602 Wastewater				617.14
03/30/2026	AP	4154(E)*	MSRS-ROTH	03/27/26 PAYROLL	21500	000	34.65
03/30/2026	AP	4156(E)*	PERA-RETIREMENT	03/27/26 PAYROLL	21500	000	1,142.77
				03/27/26 PAYROLL	21500	000	1,318.59
		Check AP 4156(E)	Total for Fund 602 Wastewater				2,461.36
03/30/2026	AP	4157(E)*#	SOURCEWELL-HEALTH	03/13/26 PAYROLL	21500	000	686.10
				03/13/26 PAYROLL	21500	000	6,542.98
				03/27/26 PAYROLL	21500	000	707.95
		Check AP 4157(E)	Total for Fund 602 Wastewater				7,937.03
03/30/2026	AP	4158(E)*	WEX HEALTH - HSA	03/27/26 PAYROLL	21500	000	101.10
				03/27/26 PAYROLL	21500	000	357.07
		Check AP 4158(E)	Total for Fund 602 Wastewater				458.17
04/06/2026	AP	4160(E)	ABSOLUTE ELECTRIC OF CENTRAL MN LL DIGESTER DO SENSOR WORK		40404	163	242.50

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 602 Wastewater								
04/06/2026	AP	4165(E)	COAST TO COAST CALIBRATIONS INC	BALANCE CALIBRATION	40300	163	249.00	
				NIST THERMOMETER CALIBRATION	40300	163	170.00	
		Check AP 4165(E) Total for Fund 602 Wastewater						419.00
04/06/2026	AP	4171(E)*#	MN POWER	ELECTRIC FEB 26 - MAR 26	40380	163	17,118.65	
				ELECTRIC FEB 26 - MAR 26	40380	164	700.69	
		Check AP 4171(E) Total for Fund 602 Wastewater						17,819.34
04/06/2026	AP	4172(E)*#	PINE COUNTRY BANK - COMMUNITY CARD	JAMF NOW SUBSCRIPTION	40433	163	12.00	
				JOE SOBANIA - RURAL WATER TRAINING	40330	163	225.00	
				STEVE H - RURAL WATER TRAINING	40330	163	175.00	
				MITCH L - RURAL WATER TRAINING	40330	163	175.00	
				POLYMER MIXER SEAL	40404	163	272.79	
		Check AP 4172(E) Total for Fund 602 Wastewater						859.79
04/06/2026	AP	4173(E)*#	WEX BANK - ENTERPRISE	FUEL - FEB / MAR 2026	40212	163	64.79	
				FUEL - FEB / MAR 2026	40212	164	73.86	
		Check AP 4173(E) Total for Fund 602 Wastewater						138.65
Total For Fund: 602							53,509.35	
Fund: 603 Recycling/Garbage								
03/30/2026	AP	114169*	AFSCME COUNCIL 65	03/27/26 PAYROLL	21500	000	0.73	
03/30/2026	AP	4146(E)*	EFTPS-FED WITHHOLDING	03/27/26 PAYROLL	21500	000	2.72	
				03/27/26 PAYROLL	21500	000	3.86	
				03/27/26 PAYROLL	21500	000	3.86	
				03/27/26 PAYROLL	21500	000	0.90	
				03/27/26 PAYROLL	21500	000	0.90	
		Check AP 4146(E) Total for Fund 603 Recycling/Garbage						12.24
03/30/2026	AP	4148(E)*#	METLIFE - PFML	03/27/26 PAYROLL	21500	000	0.28	
				03/27/26 PAYROLL	21500	000	0.28	
		Check AP 4148(E) Total for Fund 603 Recycling/Garbage						0.56
03/30/2026	AP	4150(E)*	MINNESOTA STATE TREASURER	03/27/26 PAYROLL	21500	000	2.33	
03/30/2026	AP	4152(E)*	MSRS - HCSP	03/27/26 PAYROLL	21500	000	0.70	
03/30/2026	AP	4156(E)*	PERA-RETIREMENT	03/27/26 PAYROLL	21500	000	4.56	
				03/27/26 PAYROLL	21500	000	5.26	
		Check AP 4156(E) Total for Fund 603 Recycling/Garbage						9.82
03/30/2026	AP	4157(E)*#	SOURCEWELL-HEALTH	03/27/26 PAYROLL	21500	000	7.30	
03/30/2026	AP	4158(E)*	WEX HEALTH - HSA	03/27/26 PAYROLL	21500	000	3.54	
04/06/2026	AP	4170(E)*#	MN DEPT OF REVENUE	SALES TAX	40445	230	6,629.00	
Total For Fund: 603							6,666.22	
Fund: 604 Stormwater Utility								
04/06/2026	AP	114182	B N S F	CROSSING FEE	40437	212	2,232.36	
04/06/2026	AP	114205*#	HEARTLAND TIRE	NEW STEER TIRES FOR THE SWEEPER	40404	212	737.28	

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 604 Stormwater Utility							
Total For Fund: 604							2,969.64
Fund: 613 Golf							
03/24/2026	AP	114168	PETTY CASH	GOLF START UP - PETTY CASH	36295	000	81.83
03/30/2026	AP	114175*#	THE LINCOLN NATIONAL LIFE INSURANC	BASIC LIFE INSURANCE - APR 2026	40121	167	7.86
04/06/2026	AP	114181*#	AUTO VALUE	ANTI-SEIZE	40404	167	21.99
				OIL FILTERS	40404	167	16.02
Check AP 114181 Total for Fund 613 Golf							38.01
03/17/2026	AP	4138(E)*	EFTPS-FED WITHHOLDING	03/13/26 PAYROLL	21500	000	235.23
				03/13/26 PAYROLL	21500	000	267.07
				03/13/26 PAYROLL	21500	000	267.07
				03/13/26 PAYROLL	21500	000	62.46
				03/13/26 PAYROLL	21500	000	62.46
Check AP 4138(E) Total for Fund 613 Golf							894.29
03/17/2026	AP	4139(E)*	MINNESOTA STATE TREASURER	03/13/26 PAYROLL	21500	000	159.43
03/17/2026	AP	4140(E)*	MSRS - HCSP	03/13/26 PAYROLL	21500	000	28.25
03/17/2026	AP	4142(E)*	MSRS-ROTH	03/13/26 PAYROLL	21500	000	50.00
				03/13/26 PAYROLL	21500	000	50.00
Check AP 4142(E) Total for Fund 613 Golf							100.00
03/17/2026	AP	4143(E)*	PERA-RETIREMENT	03/13/26 PAYROLL	21500	000	281.83
				03/13/26 PAYROLL	21500	000	325.19
Check AP 4143(E) Total for Fund 613 Golf							607.02
03/30/2026	AP	4146(E)*	EFTPS-FED WITHHOLDING	03/27/26 PAYROLL	21500	000	235.23
				03/27/26 PAYROLL	21500	000	268.56
				03/27/26 PAYROLL	21500	000	268.56
				03/27/26 PAYROLL	21500	000	62.81
				03/27/26 PAYROLL	21500	000	62.81
Check AP 4146(E) Total for Fund 613 Golf							897.97
03/30/2026	AP	4148(E)*#	METLIFE - PFML	03/13/26 PAYROLL	21500	000	17.13
				03/13/26 PAYROLL	21500	000	17.13
				03/27/26 PAYROLL	21500	000	17.22
				03/27/26 PAYROLL	21500	000	17.22
Check AP 4148(E) Total for Fund 613 Golf							68.70
03/30/2026	AP	4150(E)*	MINNESOTA STATE TREASURER	03/27/26 PAYROLL	21500	000	160.63
03/30/2026	AP	4152(E)*	MSRS - HCSP	03/27/26 PAYROLL	21500	000	28.25
03/30/2026	AP	4154(E)*	MSRS-ROTH	03/27/26 PAYROLL	21500	000	50.00
				03/27/26 PAYROLL	21500	000	50.00
Check AP 4154(E) Total for Fund 613 Golf							100.00
03/30/2026	AP	4156(E)*	PERA-RETIREMENT	03/27/26 PAYROLL	21500	000	283.39
				03/27/26 PAYROLL	21500	000	326.99
Check AP 4156(E) Total for Fund 613 Golf							610.38
04/06/2026	AP	4161(E)*#	AMAZON CAPITAL SERVICES	PROSHOP CLOTHING RACK AND SHELVING	40210	168	241.98

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount	
Fund: 613 Golf								
04/06/2026	AP	4170(E)*#	MN DEPT OF REVENUE	USE TAX	40404	167	1.17	
				USE TAX	40401	168	4.83	
		Check AP 4170(E) Total for Fund 613 Golf						6.00
04/06/2026	AP	4171(E)*#	MN POWER	ELECTRIC FEB 26 - MAR 26	40380	167	124.83	
				ELECTRIC FEB 26 - MAR 26	40380	168	1,205.65	
		Check AP 4171(E) Total for Fund 613 Golf						1,330.48
04/06/2026	AP	4172(E)*#	PINE COUNTRY BANK - COMMUNITY CARD JAMF NOW SUBSCRIPTION		40433	167	4.00	
Total For Fund: 613							5,365.08	
Fund: 702 Self-Insured - Liability								
04/06/2026	AP	114178	5 STAR AUTO GLASS	WINDSHIELD REPLACEMENT 708 (INSURANCE)	40066	220	615.00	
04/06/2026	AP	114219	LEAGUE OF MN CITIES-INS T	4TH QTR PREMIUM	40360	220	46,244.00	
Total For Fund: 702							46,859.00	
Fund: 703 Self-Insured - Health								
03/17/2026	AP	114166*#	KAYLA KUROWSKI	EMPLOYEE WELLNESS MTG SUPPLIES	40430	200	(34.01)	
03/30/2026	AP	114175*#	THE LINCOLN NATIONAL LIFE INSURANC	BASIC LIFE INSURANCE - APR 2026	40121	200	5.24	
				LIFE INS ADJ - APR 2026	40121	200	(0.04)	
				LTD INS ADJ - APR 2026	40121	200	(0.10)	
				ADD'L LIFE INS - P/R ADJ - APR 2026	40121	200	12.57	
		Check AP 114175 Total for Fund 703 Self-Insured - Health						17.67
03/30/2026	AP	4148(E)*#	METLIFE - PFML	MAR 2026 - TO BAL PFML INVOICE	40121	200	(0.06)	
03/30/2026	AP	4149(E)*#	METLIFE - VISION	MAR 26 P/R ADJ	40121	200	(0.14)	
03/30/2026	AP	4157(E)*#	SOURCEWELL-HEALTH	HEALTH INS - MAR 2026 - ADJUSTMENT	40121	200	4,022.00	
Total For Fund: 703							4,005.46	
Fund: 825 Agency								
04/06/2026	AP	114221*#	LITTLE FALLS CHAMBER OF COMMERCE & 06.06.2026 RIVER RAT RUN		40735	200	300.00	
04/06/2026	AP	114235	PREMIER POLYSTEEL	LIONS CLUB - PICNIC TABLE / GARBAGE CANS	40735	200	2,459.80	
04/06/2026	AP	4171(E)*#	MN POWER	ELECTRIC FEB 26 - MAR 26	40736	200	39.99	
Total For Fund: 825							2,799.79	
Fund: 914 PROJECT 399 - 4th St NE								
03/17/2026	AP	4138(E)*	EFTPS-FED WITHHOLDING	03/13/26 PAYROLL	21500	000	31.73	
				03/13/26 PAYROLL	21500	000	27.24	
				03/13/26 PAYROLL	21500	000	27.24	
				03/13/26 PAYROLL	21500	000	6.37	
				03/13/26 PAYROLL	21500	000	6.37	
		Check AP 4138(E) Total for Fund 914 PROJECT 399 - 4th St NE						98.95
03/17/2026	AP	4139(E)*	MINNESOTA STATE TREASURER	03/13/26 PAYROLL	21500	000	16.71	
03/17/2026	AP	4140(E)*	MSRS - HCSP	03/13/26 PAYROLL	21500	000	9.86	
03/17/2026	AP	4141(E)*	MSRS-DEF COMP	03/13/26 PAYROLL	21500	000	8.59	

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Check Date	Bank Account	Check #	Payee	Description	Account	Dept	Amount
Fund: 914 PROJECT 399 - 4th St NE							
				03/13/26 PAYROLL	21500	000	4.30
				Check AP 4141(E) Total for Fund 914 PROJECT 399 - 4th St NE			12.89
03/17/2026	AP	4143(E)*	PERA-RETIREMENT	03/13/26 PAYROLL	21500	000	32.04
				03/13/26 PAYROLL	21500	000	36.97
				Check AP 4143(E) Total for Fund 914 PROJECT 399 - 4th St NE			69.01
03/17/2026	AP	4144(E)*	WEX HEALTH - HSA	03/13/26 PAYROLL	21500	000	12.90
				03/13/26 PAYROLL	21500	000	12.18
				Check AP 4144(E) Total for Fund 914 PROJECT 399 - 4th St NE			25.08
03/30/2026	AP	4147(E)*	HEALTH PARTNERS - DENTAL	03/13/26 PAYROLL	21500	000	5.72
03/30/2026	AP	4148(E)*#	METLIFE - PFML	03/13/26 PAYROLL	21500	000	1.95
				03/13/26 PAYROLL	21500	000	1.95
				Check AP 4148(E) Total for Fund 914 PROJECT 399 - 4th St NE			3.90
03/30/2026	AP	4149(E)*#	METLIFE - VISION	03/13/26 PAYROLL	21500	000	0.97
03/30/2026	AP	4157(E)*#	SOURCEWELL-HEALTH	03/13/26 PAYROLL	21500	000	25.10
				03/13/26 PAYROLL	21500	000	201.01
				Check AP 4157(E) Total for Fund 914 PROJECT 399 - 4th St NE			226.11
Total For Fund: 914							469.20
Fund: 929 PROJ 414 - PFAS SOURCE REDUCTION GRANT							
03/30/2026	AP	114175*#	THE LINCOLN NATIONAL LIFE INSURANC	03/13/26 PAYROLL	21500	000	1.46
				03/13/26 PAYROLL	21500	000	1.36
				Check AP 114175 Total for Fund 929 PROJ 414 - PFAS SOURCE REDUCTION GRANT			2.82
03/17/2026	AP	4138(E)*	EFTPS-FED WITHHOLDING	03/13/26 PAYROLL	21500	000	13.46
				03/13/26 PAYROLL	21500	000	9.80
				03/13/26 PAYROLL	21500	000	9.80
				03/13/26 PAYROLL	21500	000	2.29
				03/13/26 PAYROLL	21500	000	2.29
				Check AP 4138(E) Total for Fund 929 PROJ 414 - PFAS SOURCE REDUCTION GRANT			37.64
03/17/2026	AP	4139(E)*	MINNESOTA STATE TREASURER	03/13/26 PAYROLL	21500	000	6.63
03/17/2026	AP	4140(E)*	MSRS - HCSP	03/13/26 PAYROLL	21500	000	4.05
03/17/2026	AP	4141(E)*	MSRS-DEF COMP	03/13/26 PAYROLL	21500	000	14.66
				03/13/26 PAYROLL	21500	000	1.83
				Check AP 4141(E) Total for Fund 929 PROJ 414 - PFAS SOURCE REDUCTION GRANT			16.49
03/17/2026	AP	4143(E)*	PERA-RETIREMENT	03/13/26 PAYROLL	21500	000	10.54
				03/13/26 PAYROLL	21500	000	12.16
				Check AP 4143(E) Total for Fund 929 PROJ 414 - PFAS SOURCE REDUCTION GRANT			22.70
03/30/2026	AP	4148(E)*#	METLIFE - PFML	03/13/26 PAYROLL	21500	000	0.64
				03/13/26 PAYROLL	21500	000	0.64
				Check AP 4148(E) Total for Fund 929 PROJ 414 - PFAS SOURCE REDUCTION GRANT			1.28
Total For Fund: 929							91.61
Fund: 931 PROJ 416 - 1ST AVE SE							

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Check Date	Bank Account	Check #	Payee	Description	Account Dept	Amount
Fund: 931 PROJ 416 - 1ST AVE SE						
04/06/2026	AP	114240	SIWEK LUMBER & MILLWORK	LATHE & HUBS	40430 200	595.00
Total For Fund: 931						595.00
Fund: 993 PROJECT 381 - Bridge/Railroad Crossing P						
04/06/2026	AP	114238	SHORT ELLIOTT HENDRICKSON INC	MEMORIAL BRIDGE OVERPASS	40300 200	41,426.00
Total For Fund: 993						41,426.00
Report Total:						572,468.53

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

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

MINNESOTA LAWFUL GAMBLING
LG220 Application for Exempt Permit

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

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

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

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **\$100**; otherwise the fee is **\$150**.
 Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Our Lady of Lourdes Previous Gambling Permit Number: X- 49006

Minnesota Tax ID Number, if any: 8522690 Federal Employer ID Number (FEIN), if any: 41-0773798

Mailing Address: 208 W Broadway

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

Name of Chief Executive Officer (CEO): Reverend Benjamin Kociemba

CEO Daytime Phone: 320-632-8243 CEO Email: finance@havenofmercycatholic.org
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): Hom office @ haven of mercy catholic .org

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal Religious Veterans Other Nonprofit Organization

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

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

A current calendar year Certificate of Good Standing
 Don't have a copy? Obtain this certificate from:
 MN Secretary of State, Business Services Division
 60 Empire Drive, Suite 100
 St. Paul, MN 55103
 Secretary of State website, phone numbers:
www.sos.state.mn.us
 651-296-2803, or toll free 1-877-551-6767

IRS income tax exemption (501(c)) letter in your organization's name
 Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)
 If your organization falls under a parent organization, attach copies of both of the following:
 1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
 2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

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

Physical Address (do not use P.O. box): 208 W Broadway

Check one:

City: Little Falls Zip: 56345 County: Morrison

Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): July 26, 2026

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

Bingo Paddlewheels Pull-Tabs Tipboards Raffle

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

LG220 Application for Exempt Permit

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

<p style="text-align: center;">CITY APPROVAL for a gambling premises located within city limits</p> <p><input checked="" type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print City Name: <u>Little Falls</u></p> <p>Signature of City Personnel: _____</p> <p>Title: <u>City Clerk</u> Date: _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center; margin-top: 20px;"> <p>The city or county must sign before submitting application to the Gambling Control Board.</p> </div>	<p style="text-align: center;">COUNTY APPROVAL for a gambling premises located in a township</p> <p><input type="checkbox"/> The application is acknowledged with no waiting period.</p> <p><input type="checkbox"/> The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.</p> <p><input type="checkbox"/> The application is denied.</p> <p>Print County Name: _____</p> <p>Signature of County Personnel: _____</p> <p>Title: _____ Date: _____</p> <p>TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date: _____</p>
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CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: *Benjamin Kociemba* Date: 3/17/26
(Signature must be CEO's signature; designee may not sign)

Print Name: Reverend Benjamin Kociemba

REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS
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Complete a separate application for:

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

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

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

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

Mail application with:

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

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

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

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

LG230 Application to Conduct Off-Site Gambling

No Fee

ORGANIZATION INFORMATION

Organization Name: LITTLE FALLS LINDBERGH LIONS License Number: 03031

Address: PO BOX 64 City: LITTLE FALLS, MN Zip: 56345

Chief Executive Officer (CEO) Name: DOUG BEDNAREK Daytime Phone: 320-360-0292

Gambling Manager Name: JACKIE RETKA Daytime Phone: 320-630-2321

GAMBLING ACTIVITY

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 06 / 25 / 2026 to 06 / 27 / 2026

Check the type of games that will be conducted:

- Raffle
 Pull-Tabs
 Bingo
 Tipboards
 Paddlewheel

GAMBLING PREMISES

Name of location where gambling activity will be conducted: MORRISON COUNTY FAIR

Street address and City (or township): 15575 HAWTHORN ROAD, LITTLE FALLS MN Zip: 56345 County: MORRISON

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

- Yes** If yes, a lease is not required.
- No** If no, the lease agreement below must be completed, and signed by the lessor.

LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)

Rent to be paid for the leased area: \$0 (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

Lessor's Signature:  Date: 3/23/2026

Print Lessor's Name: Jeremy Handler

LG230 Application to Conduct Off-Site Gambling

Acknowledgment by Local Unit of Government: Approval by Resolution

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: _____	County Name: _____
Date Approved by City Council: _____	Date Approved by County Board: _____
Resolution Number: _____ (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel: _____ _____	Signature of County Personnel: _____ _____
Title: _____ Date Signed: _____	Title: _____ Date Signed: _____
<p>Local unit of government must sign.</p>	<p>TOWNSHIP NAME: _____</p> <p>Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)</p> <p>Print Township Name: _____</p> <p>Signature of Township Officer: _____</p> <p>Title: _____ Date Signed: _____</p>

CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.


3-24-26

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

<p>Mail or fax to:</p> <p>Minnesota Gambling Control Board Suite 300 South 1711 West County Road B Roseville, MN 55113 Fax: 651-639-4032</p>	<p>No attachments required.</p> <p>Questions? Contact a Licensing Specialist at 651-539-1900.</p>
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This publication will be made available in alternative format (i.e. large print, braille) upon request.

<p>Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.</p> <p>Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.</p>	<p>If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.</p> <p>Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.</p>
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Minnesota Department of Public Safety
 Alcohol and Gambling Enforcement Division
 445 Minnesota Street, Suite 1600, St. Paul, MN 55101
 651-201-7507 TTY 651-282-6555
**APPLICATION AND PERMIT FOR A 1 DAY
 TO 4 DAY TEMPORARY ON-SALE LIQUOR LICENSE**

Name of organization Our Lady of Lourdes		Date of organization 1872	Tax exempt number 8522690
Organization Address (No PO Boxes) 208 W Broadway	City Little Falls	State MN	Zip Code 56345
Name of person making application Reverend Benjamin Kociemba		Business phone 320-632-8243	Home phone
Date(s) of event July 26, 2026	Type of organization <input type="checkbox"/> Microdistillery <input type="checkbox"/> Small Brewer <input type="checkbox"/> Club <input type="checkbox"/> Charitable <input checked="" type="checkbox"/> Religious <input type="checkbox"/> Other non-profit		
Organization officer's name Reverend Benjamin Kociemb	City Little Falls	State MN	Zip Code 56345
Organization officer's name 	City 	State MN	Zip Code
Organization officer's name 	City 	State MN	Zip Code

Location where permit will be used. If an outdoor area, describe.
 208 W Broadway, Little Falls, MN 56345 and outdoors within a 300' radius of the Fellowship Hall at this address

If the applicant will contract for intoxicating liquor service give the name and address of the liquor license providing the service.

If the applicant will carry liquor liability insurance please provide the carrier's name and amount of coverage.
 Catholic Mutual Relief Services of America-\$500,000 coverage

APPROVAL

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

City or County approving the license	Date Approved
Fee Amount	Permit Date
Event in conjunction with a community festival <input type="checkbox"/> Yes <input type="checkbox"/> No	City or County E-mail Address
Current population of city	

Please Print Name of City Clerk or County Official

Signature City Clerk or County Official

CLERKS NOTICE: Submit this form to Alcohol and Gambling Enforcement Division 30 days prior to event

No Temp Applications faxed or mailed. Only emailed.

ONE SUBMISSION PER EMAIL, APPLICATION ONLY.

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

Certificate of Coverage

Date: 3/17/2026

Certificate Holder
 The Diocese of St. Cloud
 Chancery Office
 P.O. Box 1248
 St. Cloud, MN 56302

Covered Location
 OUR LADY OF LOURDES CHURCH C/O
 HAVEN OF MERCY PARISH OFFICES
 208 WEST BROADWAY
 LITTLE FALLS, MN 56345-0000

This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.

Company Affording Coverage
 THE CATHOLIC MUTUAL RELIEF
 SOCIETY OF AMERICA
 10843 OLD MILL RD
 OMAHA, NE 68154

Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

	Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
	Property				Real & Personal Property	
	D. General Liability <input checked="" type="checkbox"/> Occurrence <input type="checkbox"/> Claims Made	8417	2/1/2026	2/1/2027	Each Occurrence	1,000,000
					General Aggregate	
					Products-Comp/OP Agg	
					Personal & Adv Injury	
					Fire Damage (Any one fire)	
					Med Exp (Any one person)	
	Excess Liability				Each Occurrence	
					Annual Aggregate	
	Other				Each Occurrence	
					Claims Made	
					Aggregate	
					Annual Aggregate	
					Limit/Coverage	

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)
 Coverage is verified for Our Lady of Lourdes Church's Bazaar July 26, 2026. Includes liquor liability.

Holder of Certificate **Cancellation**

City of Little Falls

Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail ³⁰ days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative *Paul A. Peterson*

0120005577

AGENDA ITEM**CITY COUNCIL MEETING:** April 6, 2026**TITLE OF THE ITEM FOR CONSIDERATION:** Appoint Seasonal Golf Course and Pro Shop Attendants, Golf**BACKGROUND:** Recently, the City Council approved the posting for seasonal golf course and pro shop attendants at the Golf Course. We received five applicants for the pro shop positions and five for the golf course attendants. The Golf Course Superintendent and Assistant Superintendent conducted interviews.

Following the review of all the candidates, the Committee recommends that Kevin Jordan, Brian Lindquist, and John Tschida be appointed as Seasonal Golf Course Attendants; and Taylor Jordan, Larry Bitz, and Glenn Miller be appointed as Seasonal Pro Shop Attendants.

Both Golf Course and Pro Shop Attendants start at \$16.44 per hour, Pay Grade 3, Step 1, off the Parttime Pay Scale.

ACTION REQUEST: The City Council accept the recommendation of the Interview Committee and appoint Kevin Jordan, Brian Lindquist, and John Tschida as Seasonal Golf Course Attendants, and Taylor Jordan, Larry Bitz, and Glenn Miller as Seasonal Pro Shop Attendants, all at Pay Grade 3, Step 1 (\$16.44 per hour) as set in the Part-Time Pay Scale, effective as soon as they are able to start.**BUDGETED:** N/A No Yes Fund: Golf**STAFF PERSON REQUESTING:** Paul Filippi and Alex Smith

**2026
CLEAN-UP DAY GRANT
AGREEMENT**

INTRODUCTION

The purpose of this document is to set forth the terms and conditions under which Morrison County will award grant funds to the *City of Little Falls* (Grantee, Vendor #153) for the Clean-Up Day program.

MORRISON COUNTY

- a) Morrison County hereby agrees to grant **\$8,413.57** (Account #12-390-398-6271) for the year **2026** for use to provide a Clean-Up Day for residents of the City.
- b) Payment shall be made by the County upon receipt of this signed Grant Agreement.
- c) The County reserves the right to discontinue, modify or withhold the total amount of this Grant, or any payment thereof, if such action is necessary to comply with requirements of the law.

CLEAN-UP DAY GRANT REQUIREMENTS

- a) Grant funds may be spent on the advertising, staffing, location rent, hauling and recycling/disposal fees associated with the Clean-Up Day event.
- b) The Grantee shall hold a Clean-Up Day event on at least an every-other-year basis.
- c) The Grantee shall accept, at a minimum, tires and appliances at each Clean-Up Day event.
- d) The Grantee shall notify the Morrison County Solid Waste Office of the date, time and location of each Clean-Up Day event, as well as report the number of items collected.
- e) The Grantee shall actively advertise and promote the Clean-Up Day event to its residents.
- f) The Grantee shall ensure that all materials collected at each Clean-Up Day event are stored, transported and recycled and/or disposed of utilizing individuals, companies, or facilities that have the proper licensures and/or permits to do such work, and that all work is performed in accordance with all State, local laws and ordinances.

GRANTEE

- a) The undersigned Grantee hereby agrees to carry out this project and to use the grant funds only for the designated purpose as described within this Grant Agreement.
- b) The undersigned Grantee hereby agrees to maintain its books and records to show records of expenditures adequate to identify the purpose for which grant funds have been expended.
- c) The undersigned Grantee hereby agrees to ensure that all materials collected at each Clean-Up Day event are stored, transported and recycled and/or disposed of utilizing

individuals, companies, or facilities that have the proper licensures and/or permits to do such work, and that all work is performed in accordance with all State, local laws and ordinances.

- d) Ensure solid waste destined for final disposal complies with the Solid Waste Ordinance.
- e) The undersigned Grantee hereby agrees to permit the Morrison County Solid Waste Office (MCSWO) or its designee, at its request, to have complete access to the Grantee's files and records for the purpose of making such financial audits, verifications, and investigation as it deems necessary concerning the grant. In so far as providing such information does not cause the Grantee to violate the Data Practices Act, the MCSWO will expect compliance.
- f) The undersigned Grantee hereby agrees to maintain such files and records for a period of at least four (4) years after completion or termination of the program.
- g) The undersigned Grantee hereby agrees to repay to Morrison County any portion of the grant that is not used for the purposes specified herein.
- h) The undersigned Grantee hereby agrees not to use the funds for any purpose prohibited by law, and to immediately notify the Morrison County Solid Waste Office of any lawsuit or any proceedings before any federal, state or local administrative agency, which may be initiated against it related to activities associated with this grant.

Morrison County

City of Little Falls

Tony Hennen
Morrison County Public Works Director

Council President
City of Little Falls

Date

Date

City Administrator

Date



Public Works Department
 213 1st Ave South East
 Little Falls, MN 56345
 320-632-0121

2026
RECYCLING AGREEMENT
LETTER OF ADDITIONAL GRANT FUNDING

INTRODUCTION

The purpose of this document is to set forth the terms and conditions under which Morrison County will award recycling grant funds to the **City of Little Falls** (Grantee, Vendor #153) for their recycling program. The city curbside recycling collection program was developed to promote environmentally sound methods of managing solid waste, promote recycling and provide a cost-efficient recycling opportunity for city residents.

CITY RECYCLING GRANT

- a) Morrison County hereby agrees to grant a total of **\$20,569.41** (Account #12-390-392-6271) to assist the Grantee as needed in management of the program for the year **2026**. Funding for this grant will come from SCORE funding and the Morrison County Landfill Unit Hauler Collected Service Fee.
- b) Payment will be made by the County upon receipt of this signed Letter of Additional Grant Funding.
- c) The County reserves the right to discontinue, modify or withhold the total amount of this grant, or any payment thereof, if in the judgment of the Morrison County Solid Waste Office (MCSWO) such action is necessary to comply with requirements of the law.

GRANTEE

- a) The undersigned Grantee hereby agrees to carry out this project and to use the grant funds only for the designated purposes described in Minnesota State Statute 115A.552 Subdivision 2. Grant monies may be spent as described in Minnesota State Statutes 115A.557 Subdivision 2. Monies may also be used for recycling costs, development and distribution of educational materials and disposal of problem materials collected at special cleanup days including white goods and tires. The MCSWO must be notified and the Grantee must obtain its consent to any substantial deviations from said grant agreement.
- b) The undersigned Grantee hereby agrees to maintain its books and records to show separate accounts for the funds received under this grant, and to maintain records of expenditures adequate to identify the purposes for which grant funds have been expended.
- c) The undersigned Grantee hereby agrees to permit the MCSWO or its designee, at its request, to have complete access to the Grantee's files and records for the purpose of making such financial audits, verifications, and investigation as it deems necessary concerning the grant. In so far as providing such information does not cause the grantee to violate the Data Practices Act, the MCSWO will expect compliance. Any costs incurred for an audit would come out of the City's Recycling Fund.
- d) The undersigned Grantee hereby agrees to maintain such files and records for a period of at least four (4) years after completion or termination of the project.
- e) The undersigned Grantee hereby agrees to repay to the MCSWO any portion of the grant that is not used for the purposes specified herein or in the grant proposal.
- f) The undersigned Grantee hereby agrees not to use the funds for any purpose prohibited by law, and to immediately notify the MCSWO of any lawsuit or any proceedings before any

federal, state, or local administrative agency, which may be initiated against it.

- g) It is understood and agreed that the Grantee assumes the responsibility for ensuring compliance with all applicable state laws and local ordinances pertaining to the performance of this Agreement.
- h) The City will ensure that no breaks occur in the service of the Contracts.
- i) The Grantee agrees to:
 - 1) Maintain mandatory curbside collection ordinance to regulate the collection of solid waste and recyclables, in support of a comprehensive system of disposal of solid waste and recovery of marketable & recyclable materials in the City.
 - 2) Maintain a publicity and public information function for the purpose of encouraging residents to participate in separation of recyclable items from their refuse and to place these items out for recyclable collection.
 - 3) Accept at a minimum the following materials for residential recycling: Glass, tin/aluminum cans, newspaper, plastic and other materials as mutually agreed upon by the City and contracted refuse/recycling hauler.
 - 4) Ensure solid waste destined for final disposal complies with the Solid Waste Ordinance.

REPORTING

The undersigned Grantee hereby agrees to submit the following information.

- a) Upon request, a progress report identifying the use of grant funds in accordance with the budget as submitted with the grant proposal.
- b) Upon request, a progress report identifying the number of tons of recycled waste as compared to the total tonnage of waste.

Reports are to be issued directly to the Morrison County Solid Waste Office.

Morrison County

City of Little Falls

Tony Hennen
Morrison County Public Works Director

Council President
City of Little Falls

Date

Date

City Administrator

Date

On Tuesday, February 24, 2026, 11:47, Brian Lindquist <blindquist4701@yahoo.com> wrote:

Kyle, I would like to thank you for the opportunity to have worked with the fine men and women at the Little Falls Police Department for the last six years. But, I believe I met at stage in my life where I am onto the next adventure and I would like this to serve as my official notice of my retirement effective today. Thank you again to all those who helped and to all those who serve.

Brian A.Lindquist

Officer 211

[Sent from Yahoo Mail for iPhone](#)

AGENDA ITEM

CITY COUNCIL MEETING: April 6, 2026

TITLE OF THE ITEM FOR CONSIDERATION: Lower-Potency Hemp Edible Retailer License, Little Falls Smokeys Tobacco Inc DBA Smokeys Tobacco & Vape Center

BACKGROUND: Little Falls Smokeys Tobacco Inc DBA Smokeys Tobacco & Vape Center has submitted an application for a Lower-Potency Hemp Edible Retailer (LPHE-R) license. Smokeys Tobacco & Vape Center 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 Smokeys Tobacco & Vape Center 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 Little Falls Smokeys Tobacco Inc DBA Smokeys Tobacco & Vape Center, 206 LeMieur Street, effective April 7, 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 ITEM

CITY COUNCIL MEETING: April 6, 2026

TITLE OF THE ITEM FOR CONSIDERATION: Amendment to Drug and Alcohol Testing Policy 19 – Post-Accident Testing Discretion

BACKGROUND: This change provides a reasonable and practical level of supervisory discretion in situations where testing would not serve the underlying purpose of the policy. Specifically, the amendment:

- Ensures the policy is applied fairly and proportionately in minor incidents.
- Avoids unnecessary testing when no indicators of impairment exist.
- Maintains accountability and transparency by requiring written documentation of any waiver.
- Preserves the City's authority to require testing whenever reasonable suspicion or other policy triggers exist.
- Aligns policy enforcement with common operational practices in law enforcement environments.

The amendment does not reduce the City's commitment to maintaining a drug-free workplace or safe operations. Instead, it provides a clear framework for handling limited, low-risk situations while maintaining strong safeguards.

Fiscal Impact:

There is no fiscal impact associated with this policy change. In some instances, the change may result in minor cost savings by avoiding unnecessary testing.

ACTION REQUEST: The City Council approve/adopt the proposed amendment to Policy No. 19 "Drug and Alcohol Testing and Drug-Free Workplace Act, Non-Commercial Drivers (Non-DOT)", to allow limited supervisory discretion for minor single-vehicle property damage incidents involving sworn law enforcement personnel.

BUDGETED: N/A No Yes Fund:

STAFF PERSON REQUESTING: Annie Cribb and Kyle Johnson

THE CITY OF LITTLE FALLS PERSONNEL POLICY AND PROCEDURE HANDBOOK

Policy:	Drug and Alcohol Testing and Drug-Free Workplace Act Non-Commercial Drivers (Non-DOT)
Policy Number:	19
Date:	November 1, 1997
Amended:	December 6, 1999; November 8, 2004; May 22, 2006; August 19, 2013, April 21, 2014; August 7, 2023, April 6, 2026

PURPOSE AND OBJECTIVES

The City of Little Falls ("City") has a vital interest in maintaining safe, healthful, and efficient working conditions for employees, and recognizes that individuals who are impaired because of drugs and/or alcohol jeopardize the safety and health of other workers as well as themselves. The City does not intend to intrude into the private lives of its employees, but strongly believes that a drug and alcohol-free workplace is in the best interest of employees and the public alike. Alcohol and drug abuse can cause unsatisfactory job performance, increased tardiness and absenteeism, increased accidents and workers' compensation claims, higher insurance rates, and an increase in theft of City property. The City of Little Falls' Drug and Alcohol Testing and Drug-Free Workplace Act Testing (Non-DOT) Policy has been established for the purpose of providing a safe workplace for all.

City employees and applicants required to hold a commercial driver's license by the United States Department of Transportation ("DOT") for their job will be tested under the City's Policy No. 19a on Controlled Substance and Alcohol Testing for Commercial Drivers (the "DOT Policy"). All other employees and job applicants offered employment with the City must undergo testing as described by this policy.

To ensure the policy is clearly communicated to all employees and applicants to whom offers of employment have been made, and to comply with state law, employees and applicants are required to review this policy and sign the "policy acknowledgement". A job applicant will also acknowledge in this form that he/she understands that passing the drug test is a requirement of the job.

PERSONS SUBJECT TO TESTING AND CIRCUMSTANCES UNDER WHICH TESTING MAY BE REQUIRED

Under this policy, the City may test any applicant to whom an offer of employment has been made and may test employees for alcohol and/or drugs, including cannabis, under any of the following circumstances with a properly accredited or licensed testing laboratory, in accordance with Minnesota Statute 181.953, Subdivision 1.

1. **Pre-Employment Testing.** Every job applicant offered employment with the City receives the offer conditioned upon successful completion of an alcohol and/or drug test, among other conditions. The City will not request or require a job applicant to undergo cannabis testing or withdraw an offer of employment based on cannabis testing, except with respect to the categories of positions listed below in the definition of "drug" or if otherwise required by State or Federal law. If the job offer is withdrawn based on alcohol and/or drug test results, the City will inform the applicant of the

reasons for the withdrawal. A failure of the alcohol and/or drug test, a refusal to take the test, or failure to meet other conditions of the offer will result in a withdrawal of the offer of employment even if the applicant's provisional employment has begun. A negative or positive dilute test result (following a second collection), which has been confirmed, will also result in immediate withdrawal of an offer of employment to an applicant.

2. **Reasonable Suspicion Testing.** Consistent with Minnesota Statute 181.951, Subdivision 3, employees will be subject to alcohol and/or drug testing when reasonable suspicion exists to believe that the employee:

- Is under the influence of alcohol or a drug; or
- Has violated written work rules prohibiting the use, possession, sale or transfer of drugs or alcohol, including cannabis, while working, while on City property, or while operating City vehicles, machinery, or any other type of equipment; or
- Has sustained a personal injury as defined in Minnesota Statute 176.011, Subdivision 16 or has caused another employee to sustain an injury or;
- Has caused a work-related accident or was operating or helping to operate machinery, equipment, or vehicles involved in a work-related accident.

Reasonable suspicion may be based upon, but is not limited to, facts regarding appearance, behavior, speech, breath, odor, possession, proximity to or use of alcohol or drugs or containers or paraphernalia, poor safety record, excessive absenteeism, impairment of job performance, or any other circumstances that would cause a reasonable employer to believe that a violation of the City's policies concerning alcohol or drugs may have occurred. These observations will be reflected in writing on a Reasonable Suspicion Record Form.

For off-site collection, employees will be driven to the employer-approved medical facility by their supervisor or a designee. For an on-site collection service, the employee will remain on site and be observed by the supervisor or designee. The medical facility or on-site collection service will take the urine or blood sample and will forward the sample to an approved laboratory for testing.

Pursuant to the requirements of the Drug-Free Workplace Act of 1988, all City employees, as a condition of continued employment, will agree to abide by the terms of this policy and must notify Human Resources of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction. If required by law or government contract, the City will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

Supervisor Discretion for Minor Single-Vehicle Property Damage. – Sworn Law Enforcement Personnel

Notwithstanding the foregoing, when the sole basis for testing is the employee's involvement in a work-related single-vehicle accident, testing may be waived upon supervisor approval provided all the following conditions are met:

- **The incident resulted only in minor property damage.**
- **No injury is reported or observed to the employee or any other person.**

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- No third-party property damage or third-party injury occurred; and
- the supervisor has no other specific, articulable facts or observations indicating impairment, prohibited use or possession of alcohol, drugs, or cannabis, or any other violation of this policy.

Any waiver under this paragraph must be documented in writing, including the facts supporting the waiver, the nature of the damage, and the name of the approving supervisor. Nothing in this paragraph limits the City's authority to require testing whenever other facts or circumstances create reasonable suspicion under this policy.

3. **Treatment Program Testing.** In accordance with Minnesota Statute 181.951, Subdivision 6, the City may request or require an employee to undergo drug and alcohol testing, including cannabis testing, if the employee has been referred by the City for chemical dependency treatment or evaluation, or is participating in a chemical dependency treatment program under an employee benefit plan. In such a case, the employee may be requested or required to undergo drug or alcohol testing, including cannabis testing, without prior notice during the evaluation or treatment period and for a period of up to two years following completion of any prescribed chemical dependency treatment program.
4. **Routine Physical Examination Testing.** The City may request or require an employee to undergo drug and/or alcohol testing, but not cannabis testing, except for the categories of positions listed above for which cannabis is considered a drug or unless otherwise required by State or Federal law, as part of a routine physical examination. The City, in accordance with Minnesota Statute 181.951, Subdivision 3, will request or require this type of testing no more than once annually, and the employee will be provided with at least two weeks' written notice that the test will be required as part of the physical examination.
5. **Random Testing.** In accordance with Minnesota Statute 181.951, Subdivision 4, the City may require an employee to submit to random testing, including cannabis testing, if the employee is in a safety-sensitive position.
6. **Right of Refusal.** Employees and job applicants have the right to refuse to submit to an alcohol and/or drug test under this policy. However, such a refusal will subject an employee to immediate termination. If an applicant refuses to submit to applicant testing, any conditional offer of employment will be withdrawn.

Any intentional act or omission by the employee or applicant that prevents the completion of the testing process constitutes a refusal to test.

An applicant or employee who substitutes, or attempts to substitute, or alters, or attempts to alter a testing sample is considered to have refused to take a drug and/or alcohol test. In such a case, the employee is subject to immediate termination of employment, and in the case of an applicant the job offer will be immediately withdrawn.
7. **Refusal on Religious Grounds.** An employee or job applicant who, on religious grounds, refuses to undergo drug and/or alcohol testing of a blood sample will not be considered to have refused testing, unless the employee or job applicant also refuses to undergo drug and/or alcohol testing of a urine sample.

8. **Cost of Required Testing.** The City will pay for the cost of all drug and/or alcohol testing requested or required of all job applicants and employees, except for confirmatory retests. Job applicants and employees are responsible for paying for all costs associated with any requested confirmatory retests.

PROHIBITION AGAINST DRUGS AND ALCOHOL

1. **Use and Possession of Alcohol or Drug(s).** Employees are prohibited from the use, possession, transfer, transportation, manufacture, distribution, sale, purchase, solicitation to sell or purchase, or dispensation of alcohol, drugs, including cannabis, or drug paraphernalia while on duty; while on City premises; while operating any City vehicle, machinery, or equipment; or when performing any City business, except (1) pursuant to a valid medical prescription used as properly instructed; (2) the use of over-the-counter drugs used as intended by the manufacturer; or (3) when necessary for approved law enforcement activity.

Besides having a zero-tolerance policy for the use or possession of alcohol, illegal drugs, or misused prescription drugs on the worksite, we also prohibit the use, possession of, impairment by any cannabis or medical cannabis products, (e.g. hash oils, edibles or beverages containing cannabinoids, or pills), on the worksite by a person working as an employee at the City or while "on call" and subject to return to work. Having a medical marijuana card, patient registry number, and/or cannabis prescription from a physician does not allow anyone to use, possess, or be impaired by that drug here. Likewise, the fact that cannabis may be lawfully purchased and consumed does not permit anyone to use, possess, or be impaired by them here. The federal government still classifies cannabis as an illegal drug, even though some states, including Minnesota, have decriminalized its possession and use. There is no acceptable concentration of marijuana metabolites in the blood or urine of any employee who operates our equipment or vehicles or who is on one of our worksites. Applicants and employees are still subject to being tested under our drug and alcohol testing policy. And employees are subject to being disciplined, suspended, or terminated after testing positive for cannabis if the employee used, possessed, or was impaired by cannabis, including medical cannabis, while on the premises of the place of employment or during the hours of employment.

2. **While Impaired of Alcohol or Drug(s).** Employees are prohibited from being under the influence of alcohol or drugs, including cannabis, or having a detectable amount of an illegal drug in the blood or urine when reporting for work; while on duty; while on the City's premises; while operating any City vehicle, machinery, or equipment; or when performing any City business, except (1) pursuant to a valid medical prescription used as properly instructed; or (2) the use of over-the-counter controlled substance used as intended by the manufacturer.

3. **Driving While Impaired.** A conviction of driving while impaired in a City-owned vehicle at any time during business or non-business hours, or in an employee-owned vehicle while conducting City business, may result in discipline, up to and including discharge.

4. **Criminal Controlled Substance Convictions.** Any employee convicted of any criminal drug statute must notify his or her supervisor and the Human Resources Director in writing of such conviction no later than five days after such conviction. Within 30 days after receiving notice from an employee of a controlled substance-

related conviction, the City will take appropriate personnel action against the employee up to and including discharge or require the employee to satisfactorily participate in a drug abuse assistance or rehabilitation program as an alternative to termination. In the event notice is not provided to the supervisor and the employee is deemed to be incapable of working safely, the employee will not be permitted to work and will be subject to disciplinary action, including dismissal from employment. In accordance with the Federal Drug-Free Workplace Act of 1988, if the City is receiving federal grants or contracts of over \$25,000, the City will notify the appropriate federal agency of such conviction within 10 days of receiving notice from the employee.

5. **Failure to Disclose Lawful Controlled Substance.** Employees taking a lawful controlled substance, including prescription and over-the-counter controlled substances, which may impair their ability to perform their job responsibilities or pose a safety risk to themselves or others, must advise their supervisor of this before beginning work. It is the employee's responsibility to seek out written information from his/her physician or pharmacist regarding medication and any job performance impairment and relay that information to his/her supervisor. In the event of such a disclosure, the employee will not be authorized to perform safety-sensitive functions.

REVIEW AND NOTIFICATION OF TEST RESULTS

1. **Notification of Negative Test Results.** In the case of job applicants and in accordance with Minnesota Statute 181.953, the Human Resources Director will notify a job applicant of a negative drug result within three days of receipt of result by the City, and the hiring process will resume. In accordance with Minnesota Statute 181.953, Subdivision 3, a laboratory must report results to the City within three working days of the confirmatory test result. A "Negative Test Results Notification" form will be sent to the job applicant, and the job applicant may request a copy of the test result report from the Human Resources Director's office.

In the case of current employees and in accordance with Minnesota Statute 181.953, the Human Resources Director will notify the employee of a negative drug and/or alcohol result within three days of receipt of result by the City. A "Negative Test Results Notification" form will be sent to the employee, and he or she may request a copy of the test result report from Human Resources Director's office.

2. **Notification of Positive Test Results.** In the event of a confirmed positive blood or urine alcohol and/or drug test result, the City will notify the employee of a positive drug and/or alcohol result within three days of receipt of the result. The Human Resources Director will send to the employee or job applicant a "Positive Test Results Notification" letter containing further instructions. The employee or job applicant may contact the Human Resources Director to request a copy of the test result report if desired. In accordance with Minnesota Statute 181.953, Subdivision 3, a laboratory must report results to the City within three working days of the confirmatory test result.

3. **Right to Provide Information After Receiving Test Results.** Within three working days after notice of a positive drug or alcohol test result on a confirmatory test, the employee or job applicant may submit information to the City to explain the positive result. In accordance with Minnesota Statute 181.953, Subdivision 10, if an employee submits information either before a test or within three working days after a positive test result that explains the positive test result, (such as medications the employee is taking), the City will not take an adverse employment action based on that

information unless the employee has already been under an affirmative duty to provide the information before, upon, or after hire.

4. **Right to Confirmatory Retest.** A job applicant or employee may request a confirmatory retest of the original sample at the job applicant's or employee's own expense after notice of a positive test result on a confirmatory test. Within five working days after notice of the confirmatory test result, the job applicant or employee must notify the City in writing of the job applicant's or employee's intention to obtain a confirmatory retest. Within three working days after receipt of the notice, the City will notify the original testing laboratory that the job applicant or employee has requested the laboratory to conduct the confirmatory retest or transfer the sample to another qualified laboratory licensed to conduct the confirmatory retest. The original testing laboratory will ensure the control and custody procedures are followed during transfer of the sample to the other laboratory. In accordance with Minnesota Statute 181.953, Subdivision 3, the laboratory is required to maintain all samples testing positive for a period of six months. The confirmatory retest will use the same controlled substance and/or alcohol threshold detection levels as used in the original confirmatory test.

In the case of job applicants, if the confirmatory retest does not confirm the original positive test result, the City's job offer will be reinstated, and the City will reimburse the job applicant for the actual cost of the confirmatory retest. In the case of employees, if the confirmatory retest does not confirm the original positive test result, no adverse personnel action based on the original confirmatory test will be taken against the employee, the employee will be reinstated with any lost wages or salary for time lost pending the outcome of the confirmatory retest result, and the City will reimburse the employee for the actual cost of the confirmatory retest.

5. **Access to Reports.** In accordance with Minnesota Statute 181.953, Subdivision 10, an employee will have access to information contained in his or her personnel file relating to positive test results and to the testing process, including all information gathered as part of that process.

6. **Dilute Specimens.** A negative or positive dilute test result (following a second collection) which has been confirmed will subject an employee to immediate termination.

CONSEQUENCES FOR EMPLOYEES ENGAGING IN PROHIBITED CONDUCT

1. **Job Applicants.** The City's conditional offer of employment will be withdrawn from any job applicant who refuses to be tested or tests positive for illegal drugs as verified by a confirmatory test.

2. **Employees.**

a. **No Adverse Action Without Confirmatory Test.** The City will not discharge, discipline, discriminate against, or request or require rehabilitation of an employee based on a positive test result from an initial screening test that has not been verified by a confirmatory test.

b. **Suspension Pending Test Result.** The City may temporarily suspend a tested employee with or without pay or transfer that employee to another position at the same rate of pay pending the outcome of the requested confirmatory retest, provided the City believes that it is reasonably necessary to protect the health or safety of the employee, co-employees, or the public. The employee will be asked to

return home and will be provided with appropriate arrangements from return transportation to his or her residence. In accordance with Minnesota Statute 181.953, Subdivision 10, an employee who has been suspended without pay will be reinstated with back pay if the outcome of the requested confirmatory retest is negative.

3. Discipline and Discharge. Confirmatory Positive Test Result, the City will not discharge an employee for a first confirmatory positive test unless the following conditions have been met:

a. The City has first given the employee an opportunity to participate in either a drug or alcohol counseling or rehabilitation program, whichever is more appropriate, as determined by the City after consultation with a certified chemical use counselor or physician trained in the diagnosis and treatment of chemical dependency. Participation by the employee in any recommended substance abuse treatment program will be at the employee's own expense or pursuant to the coverage under an employee benefit plan. The certified chemical use counselor or physician trained in the diagnoses and treatment of chemical dependency will determine if the employee has followed the rehabilitation program as prescribed; and

b. The employee has either refused to participate in the counseling or rehabilitation program or has failed to successfully complete the program, as evidenced by withdrawal from the program before its completion or by a refusal to test or positive test result on a confirmatory test after completion of the program.

4. Other Misconduct. Nothing in this policy limits the right of the City to discipline or dismiss an employee on grounds other than a positive confirmatory test result, including conviction of any criminal drug statute for a violation occurring in the workplace or violation of other City personnel policies.

5. Emergency Call Back to Work Provisions. If an employee is called out for a City emergency and he or she reports to work and is suspected of being under the influence of drugs or alcohol, he or she will not be subject to the testing procedures of this policy but may be subject to discipline and will not be allowed to work. Appropriate arrangements for return transportation to the employee's residence will be made. It is the sole responsibility of the employee who is under the influence of alcohol and/or drugs and who is called out for a City emergency, to notify his or her supervisor of this information and advice if he or she is unable to respond to the emergency call back.

NON-DISCRIMINATION

The City of Little Falls policy on work-related substance abuse is non-discriminatory in intent and application; however, in accordance with Minnesota Statute 363, disability does not include conditions resulting from alcohol or other drug abuse which prevents an employee from performing the essential functions of the job in question or constitutes a direct threat to property or the safety of individuals.

Furthermore, the City will not retaliate against any employee for asserting his or her rights under this policy.

CITY'S EMPLOYEE ASSISTANCE PROGRAM

The City has in place a formal employee assistance program (EAP) to assist employees in addressing serious personal or work-related problems at any time. The City's EAP

provides confidential, cost-free, short-term counseling and referral services to employees and their families. Employees who may have an alcohol or other drug abuse problem are encouraged to seek assistance before a problem affects their employment status. Employee assistance program services are available by contacting Health Partners Employee Assistance Program at (866) 7194, by text message at (919) 324-5523 or www.hpeap.

POLICY CONTACT FOR ADDITIONAL INFORMATION

If you have any questions about this policy or the City's drug and alcohol testing procedures, you may contact your immediate supervisor, or the Human Resources Director to obtain additional information.

By this policy, the City of Little Falls has established a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace and its policy of maintaining a drug-free workplace. Each City employee will receive a copy of this policy and will be required to read it.

DEFINITIONS

"Alcohol" means the intoxicating agent in beverage alcohol or any low molecular weight alcohols such as ethyl, methyl, or isopropyl alcohol. The term includes but is not limited to beer, wine, spirits, and medications such as cough syrup that contain alcohol.

"Alcohol use or usage" means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol.

"Applicant" means a person applying for a job with the City.

"Cannabis" means cannabis and its metabolites, including cannabis flower, cannabis products, lower-potency edibles, and hemp-derived consumer products.

"Cannabis testing" means analysis of a body component sample according to the standards established under one of the programs listed in Minnesota Statute 181.953, Subdivision 1, for the purpose of measuring their presence or absence of cannabis in the sample tested.

"City" means the City of Little Falls

"City premises" means, but is not limited to, all City job sites and work areas. For the purposes of this policy, City premises also includes any other locations or modes of transportation to and from those locations while in the course and scope of employment of the City.

"City vehicle" means any vehicle which employees are authorized to use solely for City business when used at any time; or any vehicle owned or leased by the City when used for City business.

"Collection site" means a place designated by the City where job applicants and employees present themselves for the purpose of providing a specimen of their breath, urine, and/or blood to be analyzed for the presence of drugs and alcohol.

"Confirmatory test" means a drug or alcohol test on a sample to substantiate the results of a prior drug or alcohol test on the same sample, and that uses a method of analysis allowed under one of the programs listed in Minnesota Statute 181.953,

Subdivision 1.

“Drug” Includes any “controlled substance” defined in Minnesota Statute 152.01, Subdivision 4, and also includes all cannabinoids, including those that are lawfully available for public consumption that do not otherwise qualify as being a “controlled substance” as defined in Minnesota Statute 152.01, Subdivision 4. Cannabis and its metabolites are considered a “drug” for positions in the following categories, regardless of the kind of testing involved; safety sensitive positions; peace officer positions, firefighter positions; positions requiring face-to-face care, training, education, supervision, counseling or medical assistance to children, vulnerable adults or patients receiving treatment, examination or emergency care for a medical, psychiatric or mental condition; positions requiring a commercial driver’s license or requiring the employee to operator a motor vehicle for which state or federal law requires drug or alcohol testing; positions funded by a federal grant; or other positions for which state or federal law requires testing of a job applicant or employee.

“Drug and/or alcohol testing, and drug and/or alcohol test” mean analysis of a body component sample according to the standards established under one of the programs listed in Minnesota Statute 181.953, Subdivision 1, for the purpose of measuring their presence or absence of drugs, alcohol, or their metabolites in the sample tested. “Drug and alcohol testing”, “drug or alcohol testing”, and “drug or alcohol test” do not include cannabis or cannabis testing, unless stated otherwise.

“Drug paraphernalia” has the meaning set forth in Minnesota Statute 152.01, Subdivision 18.

“Employee” means a person who performs services for compensation for the City and includes independent contractors except where specifically noted in this policy.

“Initial screening test” means a drug and/or alcohol test that uses a method of analysis under one of the programs listed in Minnesota Statute 181.953, Subdivision 1.

“Job applicant” means a person who applies to become an employee of the City and includes a person who has received a job offer made contingent on the person passing drug testing.

“Positive test result” means a finding of the presence of alcohol, drugs, or their metabolites that exceeds the cutoff levels established by the City. Minimum threshold detection levels are subject to change as determined in the City’s sole discretion.

“Random selection basis” means a mechanism for selection of employees that (1) results in an equal probability that any employee from a group of employees subject to the selection mechanism will be selected, and (2) does not give an employer discretion to waive the selection of any employee selected under the mechanism.

“Reasonable suspicion” means a basis for forming a belief based on specific facts and rational inferences drawn from those facts.

“Safety-sensitive position” means a job, including any supervisory or management position, in which an impairment caused by drug or alcohol and/or cannabis usage would threaten the health or safety of any person.

“Under the influence” means (1) the employee tests positive for alcohol or drugs, or (2) the employee’s actions, appearance, speech, and/or bodily odors reasonably cause

the City to conclude that the employee is impaired because of illegal drug use or alcohol use.

**INFORMED CONSENT AND NOTICE FOR NON-DOT DRUG AND ALCOHOL SCREENING
CITY OF LITTLE FALLS EMPLOYEES AND APPLICANTS**

By signing below, I acknowledge that:

1. I received the City of Little Falls, Minnesota Drug and Alcohol Testing and Drug-Free Workplace Act Policy for Non-Commercial Drivers (Non-DOT);
2. It is my responsibility to read, understand, and comply with the City of Little Falls, Minnesota Drug and Alcohol Testing and Drug-Free Workplace Act Policy for Non-Commercial Drivers (Non-DOT);
3. City of the Little Falls, Minnesota Drug and Alcohol Testing and Drug-Free Workplace Act Policy for Non-Commercial Drivers (Non-DOT); supersedes and replaces any other existing drug and alcohol testing policy;
4. Failure to comply with the City of Little Falls, Minnesota Drug and Alcohol Testing and Drug-Free Workplace Act Policy for Non-Commercial Drivers (Non-DOT) is grounds for disciplinary action, up to and including termination.

By signing below, I consent to:

5. Undergo controlled substance and/or alcohol testing pursuant to said Policy, and I authorize collection of a urine and/or breath sample from me for these purposes. I understand that the procedure employed in this process will insure integrity of the sample and is designed to comply with medical and legal requirements.

By signing below, I understand that:

6. The results of this testing may affect my employment status, as described in the Policy as well as federal law and regulation changes, as applicable;
7. I am not legally required to provide related information or submit to testing. But, if I refuse to provide relevant information or submit to testing, my job offer may be withdrawn or I may be subject to discipline as an employee, up to and including discharge;
8. The controlled substance and/or alcohol test results may be released in accordance with the City of the Little Falls, Minnesota Drug and Alcohol Testing and Drug-Free Workplace Act Policy for Non-Commercial Drivers (Non-DOT), and depending on the circumstances, to:
 - The selected Medical Review Officer (MRO);
 - Employees, officials, and consultants of the City whose work assignments reasonably require access to;
 - An arbitrator or hearing officer;
 - State and federal courts;
 - State and federal enforcement agencies, including but not limited to, the federal Equal Employee Opportunity Commission, Minnesota Department of Human Rights, and the United States Department of Labor;
 - Appropriate licensing entities and agencies;
 - The Minnesota Department of Employment and Economic Development

Unemployment Insurance program;

- Participants in any litigation, mediation, veteran's preference or civil service hearing, grievance arbitration, or other administrative proceeding which results from the actions taken pursuant to a court order;
- Workers' compensation insurance carrier;
- The person who is the subject of any private data about him or herself;
- Persons or entities whom you authorize to receive the data; and
- Any other person or entity authorized by state or federal law.

Date: _____ Employee: _____
_____ Signature

_____ Printed Name

REFUSAL OF CONSENT

I hereby refuse to submit to the drug and alcohol testing process.

I have seen a copy of the City of the Little Falls, Minnesota Drug and Alcohol Testing and Drug-Free Workplace Act Policy for Non-Commercial Drivers (Non-DOT) and understand my refusal to submit to testing will subject my job offer may be withdrawn or subject me to disciplinary proceedings as an employee including, but not limited to, discharge.

Date: _____ Employee: _____
_____ Signature

_____ Printed Name



TEMPORARY ROADWAY CLOSING, SIDEWALK CLOSING, SIDEWALK DISPLAY OR PROMOTION

Requesting Agency/Individual: People for Democracy / Greg Spottford

Address: 12753 Hillton Rd - Little Falls, MN 56345

Cellular Phone No.: 320-547-1030

Date of Request: Wed. March 11, 2026

Purpose of Request: Peaceful Demonstration - No Kings Day

Area Requested to be Closed: Side walks on both sides of Broadway / Hwy. 27 in the Coborn's/Burger King area will be utilized for this event. We anticipate approximately 100 plus participants.

Provide a map on back of application or attach a map of the location requested.

Time Period of Closure:

From: 12:00 am/pm Sat. March 28, 2026

To: 1:00 am/pm Sat. March 28, 2026

In making this application it is understood that the applicant will provide access for emergency vehicles, cleanup the area after the event, and waive the City of Little Falls of any liabilities incurred during this public property (i.e. sidewalk, etc.) closing.

REQUESTED BY:

People for Democracy
(Requesting Agency/Individual)

Gregory B. Spottford
(Signature of Authorized Official)

~~~~~  
**THIS AREA FOR CITY USE:**

This closure has been reviewed and approved by:

Police Chief Kyle Johnson  
Kyle Johnson (Mar 18, 2026 13:38:16 CDT)

Dated: Mar 18, 2026

Fire Chief Craig Sulem

Dated: Mar 18, 2026

Public Works Director Greg Kinn  
Greg Kinn (Mar 18, 2026 13:11:22 CDT)

Dated: Mar 18, 2026

Approved by City Council \_\_\_\_\_  
(Date)

City Staff \_\_\_\_\_

Approved by Staff to ratify and confirm approval of application at the April 6th City Council meeting.



## Little Falls, MN Water Treatment Facility

Start Date: Sunday, March 1, 2026

End Date: Tuesday, March 31, 2026

|            | 3-1 Start (kGal)  | 3-31 Stop (kGal)  | Total Usage (kGal) | Runtime (Hours) | Flow Rate (GPM) |
|------------|-------------------|-------------------|--------------------|-----------------|-----------------|
| Well 1     | <b>423482.00</b>  | <b>423483.00</b>  | <b>1.00</b>        | <b>0.10</b>     | <b>211.64</b>   |
| Well 3     | <b>614410.00</b>  | <b>617827.00</b>  | <b>3417.00</b>     | <b>141.30</b>   | <b>404.73</b>   |
| Well 4     | <b>1376122.00</b> | <b>1381634.00</b> | <b>5512.00</b>     | <b>211.70</b>   | <b>414.23</b>   |
| Well 5     | <b>351582.00</b>  | <b>352838.00</b>  | <b>1256.00</b>     | <b>51.70</b>    | <b>388.56</b>   |
| Well 6     | <b>1239755.00</b> | <b>1243873.00</b> | <b>4118.00</b>     | <b>342.80</b>   | <b>200.55</b>   |
| Well 7     | <b>1327909.00</b> | <b>1328061.00</b> | <b>152.00</b>      | <b>295.20</b>   | <b>388.67</b>   |
| Well 8     | <b>450721.00</b>  | <b>450725.00</b>  | <b>4.00</b>        | <b>0.20</b>     | <b>365.11</b>   |
| Well 9     | <b>990517.00</b>  | <b>999319.00</b>  | <b>8802.00</b>     | <b>342.70</b>   | <b>429.71</b>   |
| Flow Total |                   |                   | <b>23262.00</b>    |                 |                 |

|       | Sludge Flow (kGal) |
|-------|--------------------|
| Total | <b>188.00</b>      |

|                      | Usage          |
|----------------------|----------------|
| Alum 1 (mGal)        | <b>608.0</b>   |
| Alum 2 (mGal)        | <b>644.0</b>   |
| Alum Total (mGal)    | <b>1252.0</b>  |
| Carbon Dioxide (Lbs) | <b>195.7</b>   |
| Chlorine (Lbs)       | <b>273.9</b>   |
| Fluoride (Gal)       | <b>44.0</b>    |
| Lime (Lbs)           | <b>78047.0</b> |
| Polymer (Gal)        | <b>0.0</b>     |

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

**AGENDA ITEM****CITY COUNCIL MEETING:** April 6, 2026**TITLE OF THE ITEM FOR CONSIDERATION:** Voting Booths, American Made Election Equipment, Administration**BACKGROUND:** The City's current voting booths are nearing the end of their useful life. During recent election setup, staff observed that several booths are deteriorating and at risk of failing, which may pose a safety hazard to voters.

Staff consulted with neighboring communities for recommendations and obtained quotes from two vendors for replacement equipment:

- American Made Election Equipment, Escondido, CA – \$6,654
- Election Source, Grand Rapids, MI – \$6,979.46

Both quotes were comparable in equipment quality, with American Made Election Equipment offering the lower quote.

The proposed purchase from American Made Election Equipment includes:

| Item                                        | Quantity | Unit Cost | Total Cost | Notes                  |
|---------------------------------------------|----------|-----------|------------|------------------------|
| Starfire Hard Screen ADA Voting Booths      | 3        | \$210     | \$630      | One per ward (3 wards) |
| Starfire Hard Screen Standard Voting Booths | 30       | \$190     | \$5,700    | Ten per ward (3 wards) |
| Discount                                    | —        | —         | (\$570)    | Applied to total       |
| Estimated Shipping                          | —        | —         | \$894      | —                      |
| Total Estimated Cost                        | —        | —         | \$6,654    | No tax applies         |

This purchase was budgeted in the 2026 Election Budget with a maximum allocation of \$10,500.

**ACTION REQUEST:** The City Council award the low quote from American Made Election Equipment, Escondido, CA, at an estimated cost of \$6,654 for the purchase of three (3) ADA-compliant portable voting booths and thirty (30) standard portable voting booths, to be charged to the Election Budget.**BUDGETED:**  N/A  No  Yes Fund: 2026 Election Budget**STAFF PERSON REQUESTING:** Alex Smith and Christine Lundberg



**Starfire Hard Screen ADA Voting Booth**



**Starfire Hard Screen Standard Voting Booth**



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**RE: Request for Formal Quote – Voting Booths**

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**From** Felicia Rattray <felicia@voteforamee.com>  
**Date** Wed 3/11/2026 4:00 PM  
**To** Christine Lundberg <ChristineL@ci.little-falls.mn.us>  
**Cc** Alison Voigt <alisonv@ci.little-falls.mn.us>

Hi Christine,  
Thank you for your interest in our voting booths.  
Here is the quote per your request, which includes our current special, “Buy 10 voting booths, get 1 Free”:

3 Starfire Hard Screen ADA Voting Booths @ \$210 each = \$630  
27 Starfire Hard Screen Standard Voting Booths @ \$190 each = \$5,130  
\*3 Starfire Hard Screen Standard Voting Booths = FREE  
shipping = \$894  
TOTAL = \$6,654

\*savings = \$570  
\*\* no tax

We have the booths in stock and can ship them out within a few days of your confirmed order.  
Please let me know if you have any questions or if you are ready to order.  
Thank you,  
Felicia

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**From:** Christine Lundberg <ChristineL@ci.little-falls.mn.us>  
**Sent:** Tuesday, March 10, 2026 9:26 AM  
**To:** Felicia Rattray <felicia@voteforamee.com>  
**Cc:** Alison Voigt <alisonv@ci.little-falls.mn.us>  
**Subject:** Re: Request for Formal Quote – Voting Booths

3 ADA booths please!

Thank you!

*Christine Lundberg*  
City Clerk, MCMC  
[christinel@ci.little-falls.mn.us](mailto:christinel@ci.little-falls.mn.us)  
(320) 616-5500





4615 Danvers DR SE  
Grand Rapids, MI 49512

Phone - 888-742-8037

# Estimate

|          |         |
|----------|---------|
| Date     | Quote # |
| 3/9/2026 | 2143    |

|                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------|
| Name / Address                                                                                                            |
| <b>The City of Little Falls-MN<br/>Christine Lundberg<br/>100 NE 7th Avenue<br/>PO Box 244<br/>Little Falls, MN 56345</b> |

|                                                                                                         |
|---------------------------------------------------------------------------------------------------------|
| Ship To                                                                                                 |
| <b>The City of Little Falls<br/>Christine Lundberg<br/>100 NE 7th Avenue<br/>Little Falls, MN 56345</b> |

| Item            | Description                                                                                                                                    | Qty | Cost   | Total    |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------|-----|--------|----------|
| VB-103          | Select Deluxe Voting Booth, with Handicap Legs, NO Light. MADE IN USA.                                                                         | 3   | 228.00 | 684.00   |
| VB-101          | Select Deluxe Voting Booth, NO Light. MADE IN USA.                                                                                             | 30  | 198.00 | 5,940.00 |
| Freight Charges | ESTIMATED Customer's Shipping & Handling Charges - 1 PALLET<br>Requires Loading Dock or HiLow.<br>Otherwise will need to add a Lift Gate truck |     | 355.46 | 355.46   |

|              |                   |
|--------------|-------------------|
| <b>Total</b> | <b>\$6,979.46</b> |
|--------------|-------------------|

Signature \_\_\_\_\_ Date Signed \_\_\_\_ \ \_\_\_\_ \ \_\_\_\_

**AGENDA ITEM****CITY COUNCIL MEETING:** April 6, 2026**TITLE OF THE ITEM FOR CONSIDERATION:** Watermain Components for Underground Piping for Splash Pad, Core and Main, Parks**BACKGROUND:** Last year the Council approved the plans to build the splash pad and restroom facilities. The splash pad was constructed in 2025 and now the restroom building and watermain are being constructed in 2026. The street department is installing the underground piping needed for the new restroom building and splash pad. City staff have requested quotes from two suppliers for the watermain components. Funds come from the Park Improvement Fund.

1. Core and Main, St. Cloud, MN. The total quote is \$7,923.25 for all water components to connect the water and septic.
2. Dakota Supply Group, Fargo, ND. The total quote is \$8,057.52 for all water components to connect the water and septic.

**ACTION REQUEST:** The City Council to ratify and confirm the purchase of watermain components from Core & Main, St. Cloud, for underground piping associated with the restroom building and splash pad, in the amount of \$7,923.25, to be charged to the Park Improvement Fund.**BUDGETED:**  N/A  No  Yes Fund: Park Improvement Fund**STAFF PERSON REQUESTING:** Greg Kimman and Andrew Hegna



Bid Proposal for Little Falls Splash Pad

**LITTLE FALLS WATER DEPT**  
**Job Location:** Little Falls, MN  
**Bid Date:** 03/16/2026  
**Core & Main Bid #:** 4804543

**Core & Main**  
 3028 37th Avenue SE  
 St Cloud, MN 56304  
**Phone:** 3202583010  
**Fax:** 3202583013

| Seq# | Qty | Description                    | Units | Price                               | Ext Price       |  |
|------|-----|--------------------------------|-------|-------------------------------------|-----------------|--|
| 20   |     | <b>SANITARY SEWER</b>          |       |                                     |                 |  |
| 30   | 40  | 4" SCH40 PVC PIPE SWB 10'      | FT    | 1.94                                | 77.60           |  |
| 50   |     | 4" CLEAN OUT                   |       |                                     |                 |  |
| 60   | 10  | 4" SCH40 PVC PIPE SWB 10'      | FT    | 1.94                                | 19.40           |  |
| 70   | 1   | 4" DWV PVC WYE HXH             | EA    | 17.56                               | 17.56           |  |
| 80   | 1   | 4" DWV PVC 45 BEND SXH         | EA    | 7.16                                | 7.16            |  |
| 90   | 2   | 4" DWV PVC 45 BEND HXH         | EA    | 7.91                                | 15.82           |  |
| 100  | 1   | 4 SCH40 DWV FEMALE ADPT HXF    | EA    | 6.17                                | 6.17            |  |
| 110  | 1   | 4" SDR35 PVC C/O PLUG          | EA    | 4.40                                | 4.40            |  |
|      |     |                                |       | <b>SUBTOTAL</b>                     | <b>70.51</b>    |  |
| 130  |     | <b>WATERMAIN</b>               |       |                                     |                 |  |
| 140  | 60  | 4" TJ CL52 DI PIPE             | FT    | 43.06                               | 2,583.60        |  |
| 160  | 1   | 4" MJ GATE VALVE               | EA    | 1,021.24                            | 1,021.24        |  |
| 170  | 1   | 6" VALVE BOX                   | EA    | 314.00                              | 314.00          |  |
| 230  | 1   | 4" GATE VALVE ADAPTER          | EA    | 111.64                              | 111.64          |  |
| 240  | 2   | 4 MJ WEDGE REST EPXY F/DI      | EA    | 35.84                               | 71.68           |  |
| 250  | 2   | 4" MJ GASKET                   | EA    | 6.35                                | 12.70           |  |
| 260  | 8   | 3/4"X3-1/2" BLUE MJ BOLT & NUT | EA    | 5.44                                | 43.52           |  |
|      |     |                                |       | <b>SUBTOTAL</b>                     | <b>1,574.78</b> |  |
| 280  | 1   | 6"X4" MJ REDUCER EPOXY         | EA    | 167.90                              | 167.90          |  |
| 290  | 2   | 6 MJ WEDGE REST EPXY F/DI      | EA    | 42.19                               | 84.38           |  |
| 300  | 1   | 4 MJ WEDGE REST EPXY F/DI      | EA    | 35.84                               | 35.84           |  |
| 310  | 2   | 6" MJ GASKET                   | EA    | 6.34                                | 12.68           |  |
| 320  | 1   | 4" MJ GASKET                   | EA    | 6.35                                | 6.35            |  |
| 330  | 10  | 3/4"X3-1/2" BLUE MJ BOLT & NUT | EA    | 5.44                                | 54.40           |  |
|      |     |                                |       | <b>SUBTOTAL</b>                     | <b>361.55</b>   |  |
| 350  | 4   | 4" MJ 45 BEND EPOXY            | EA    | 133.08                              | 532.32          |  |
| 360  | 1   | 4" MJ 22-1/2 BEND EPOXY        | EA    | 140.04                              | 140.04          |  |
| 370  | 10  | 4 MJ WEDGE REST EPXY F/DI      | EA    | 35.84                               | 358.40          |  |
| 380  | 10  | 4" MJ GASKET                   | EA    | 6.35                                | 63.50           |  |
| 390  | 60  | 3/4"X3-1/2" BLUE MJ BOLT & NUT | EA    | 5.44                                | 326.40          |  |
| 400  | 1   | 4" MJ GLAND                    | EA    | 27.84                               | 27.84           |  |
| 410  | 1   | 4" MJ CAP TAPT 2" EPOXY        | EA    | 125.34                              | 125.34          |  |
| 420  | 1   | 2" X 1" BRASS HEX BUSHING      | EA    | 38.75                               | 38.75           |  |
|      |     |                                |       | <b>SUBTOTAL (Avg. Based On 4EA)</b> | <b>1,612.59</b> |  |
|      |     |                                |       | <b>Average price per EA</b>         | <b>403.15</b>   |  |
| 440  | 1   | 3/4" FLARE BALL CORPORATION    | EA    | 72.11                               | 72.11           |  |
| 450  | 1   | 3/4" FLARE CURB STOP           | EA    | 112.45                              | 112.45          |  |



Bid Proposal for Little Falls Splash Pad

Bid #: 4804543

| Seq# | Qty | Description                    | Units | Price            | Ext Price       |
|------|-----|--------------------------------|-------|------------------|-----------------|
| 460  | 1   | 3/4" LUPAKO TAPPER WT 0750FL   | EA    | 181.33           | 181.33          |
| 470  | 1   | 904065 3/4" SHELL CUTTER       | EA    | 158.06           | 158.06          |
| 490  |     | <b>3" CONDUIT</b>              |       |                  |                 |
| 500  | 60  | 3" SCH80 PVC PIPE PE 20'       | FT    | 8.00             | 480.00          |
| 510  | 1   | 4X3 PVC S80 BU SPXS 837-422    | EA    | 22.39            | 22.39           |
| 520  | 4   | 3 PVC S80 22-1/2 HXH 816-030   | EA    | 29.28            | 117.12          |
| 530  | 8   | 3" PVC SCH80 45 BEND HXH       | EA    | 24.83            | 198.64          |
| 540  | 2   | 3 PVC S80 11-1/4 BEND HXH      | EA    | 29.28            | 58.56           |
| 550  | 8   | 3" PVC SCH80 CPLG HXH          | EA    | 14.48            | 115.84          |
| 560  | 8   | 3" PVC SCH80 90 BEND HXH       | EA    | 10.83            | 86.64           |
| 570  | 1   | SPEARS 802-337 3X1-1/2 TEE SOC | EA    | 39.48            | 39.48           |
|      |     |                                |       | <b>Sub Total</b> | <b>7,923.25</b> |
|      |     |                                |       | <b>Tax</b>       | <b>0.00</b>     |
|      |     |                                |       | <b>Total</b>     | <b>7,923.25</b> |

UNLESS OTHERWISE SPECIFIED HEREIN, PRICES QUOTED ARE VALID IF ACCEPTED BY CUSTOMER AND PRODUCTS ARE RELEASED BY CUSTOMER FOR MANUFACTURE WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THIS QUOTATION. CORE & MAIN LP RESERVES THE RIGHT TO INCREASE PRICES TO ADDRESS FACTORS, INCLUDING BUT NOT LIMITED TO, GOVERNMENT REGULATIONS, TARIFFS, TRANSPORTATION, FUEL AND RAW MATERIAL COSTS. DELIVERY WILL COMMENCE BASED UPON MANUFACTURER LEAD TIMES. ANY MATERIAL DELIVERIES DELAYED BEYOND MANUFACTURER LEAD TIMES MAY BE SUBJECT TO PRICE INCREASES AND/OR APPLICABLE STORAGE FEES. THIS BID PROPOSAL IS CONTINGENT UPON BUYER'S ACCEPTANCE OF SELLER'S TERMS AND CONDITIONS OF SALE, AS MODIFIED FROM TIME TO TIME, WHICH CAN BE FOUND AT: <https://coreandmain.com/terms-of-sale/>

THIS BID MAY INCLUDE GLOBALLY SOURCED (IMPORTED) MATERIALS THAT ARE SUBJECT TO CHANGING TARIFFS. PRICES ARE SUBJECT TO CHANGE DUE TO POTENTIAL ADDITIONAL TARIFFS IMPOSED BY THE U.S. GOVERNMENT. IF IMPOSED, PRICES WILL INCREASE BY THE SAME PERCENTAGE AND WILL BE EFFECTIVE ON THE DATE THAT THE NEW TARIFFS ARE IMPLEMENTED. THESE ITEMS SHOULD BE PURCHASED WITH HASTE TO AVOID ANY ADDITIONAL RISING TARIFF COSTS.



DSG - FARGO WW  
 4557 15TH AVE NORTH  
 FARGO, ND 58102  
 Phone 701-237-0222  
 Fax 701-234-0116



|                                                |              |
|------------------------------------------------|--------------|
| EXPIRATION DATE                                | QUOTE NUMBER |
| 04/18/2026                                     | S105526906   |
| WRITER                                         | PAGE NO.     |
| Josiah Johnson<br>josiah.johnson@dsgsupply.com | 1 of 2       |

QUOTE TO:

SHIP TO:

CITY OF LITTLE FALLS  
 100 7TH AVE NE  
 LITTLE FALLS, MN 56345-2300

CITY OF LITTLE FALLS  
 100 7TH AVE NE  
 LITTLE FALLS, MN 56345-2300

| CUSTOMER NUMBER | CUSTOMER PO NUMBER                                               | JOB NAME / RELEASE NUMBER | SALESPERSON     |                 |                |
|-----------------|------------------------------------------------------------------|---------------------------|-----------------|-----------------|----------------|
| 62171           | Little Falls Splash Pad                                          |                           | Brenyn Anderson |                 |                |
| ORDERED BY      | SHIP VIA                                                         | TERMS                     | QUOTE DATE      | FREIGHT ALLOWED |                |
| Andrew          |                                                                  | Cash on Delivery          | 03/19/2026      | No              |                |
| ORDER QTY       | DESCRIPTION                                                      | PART NO                   | Unit Price      | EXT PRICE       |                |
|                 | <b>SANITARY SEWER</b>                                            |                           |                 |                 |                |
| 40ft            | 4IN X 10FT SCH40 PVC PIPE BE                                     | 47574                     | 214.651/c       |                 | 85.86          |
|                 | <b>Subtotal -----</b>                                            |                           |                 |                 | <b>85.86</b>   |
|                 | <b>4" CLEAN OUT</b>                                              |                           |                 |                 |                |
| 10ft            | 4IN X 10FT SCH40 PVC PIPE BE                                     | 47574                     | 214.651/c       |                 | 21.47          |
| 1ea             | 4IN SCH40 PVC DWV WYE CHAR PVC 00600 1400                        | 21405                     | 16.262/ea       |                 | 16.26          |
| 1ea             | 4IN SCH40 PVC DWV 45DEG ELB HXH CHAR PVC 00321 1400              | 21130                     | 8.053/ea        |                 | 8.05           |
| 2ea             | 4IN SCH40 PVC DWV 45DEG ELB HXH CHAR PVC 00321 1400              | 21130                     | 8.053/ea        |                 | 16.11          |
| 1ea             | 4IN SCH40 PVC DWV FEM ADPTR FPTXH CHAR PVC 00101 1400            | 21006                     | 5.575/ea        |                 | 5.57           |
| 1ea             | 4IN SCH40 PVC DWV CLNOUT PLUG MPT CHAR PVC 00106 1200            | 21657                     | 2.643/ea        |                 | 2.64           |
|                 | <b>Subtotal -----</b>                                            |                           |                 |                 | <b>70.10</b>   |
|                 | <b>WATERMAIN</b>                                                 |                           |                 |                 |                |
| 60ft            | 4 CL52 FASTITE DI PIPE-PICK GASKETS                              | 408136                    | 49.624/ft       |                 | 2977.44        |
| 1ea             | 4" MJ RW GATE VALVE NDZ-STEM OL 2NT (AFC)                        | 24493                     | 1186.914/ea     |                 | 1186.91        |
| 1ea             | 6860 G VALVE BOX COMPLETE (KIT)<br>(LIDW+26THD+24EXT+36B+#6BASE) |                           | 352.009/ea      |                 | 352.01         |
|                 | Kit Components                                                   |                           |                 |                 |                |
|                 | 1 5-1/4" DROP LID (WATER)                                        |                           |                 |                 |                |
|                 | 1 36B 6860 VALVE BOX BOTTOM(G)                                   |                           |                 |                 |                |
|                 | 1 #60 24" VALVE BOX EXT 6850/6860                                |                           |                 |                 |                |
|                 | (SCREW-TYPE)                                                     |                           |                 |                 |                |
|                 | 1 26T 26" HD VALVE BOX TOP 6850/6860                             |                           |                 |                 |                |
|                 | 1 #6 VALVE BOX BASE                                              |                           |                 |                 |                |
| 1ea             | 4" METAL VALVE BOX ADAPTOR F/#6 BASE (20057) (AFC-AVK)           | 24333                     | 112.716/ea      |                 | 112.72         |
| 2ea             | 4" MJ RESTRAINT DIP                                              | 3793                      | 38.803/ea       |                 | 77.61          |
| 2ea             | 4" MJ PLAIN RUBBER GASKET                                        | 36234                     | 4.165/ea        |                 | 8.33           |
| 8ea             | 3/4"X 3-1/2" COR-BLUE MJ T-BOLT w/HEAVY NUT IMPORT               | 21206                     | 3.561/ea        |                 | 28.49          |
|                 | <b>Subtotal -----</b>                                            |                           |                 |                 | <b>4743.51</b> |
| 1ea             | 6"x 4" MJ REDUCER                                                | 37057                     | 110.925/ea      |                 | 110.93         |
| 2ea             | 6" MJ RESTRAINT DIP                                              | 3804                      | 45.173/ea       |                 | 90.35          |
| 1ea             | 4" MJ RESTRAINT DIP                                              | 3793                      | 38.803/ea       |                 | 38.80          |
| 2ea             | 6 MJ PLAIN RUBBER GASKET SBR                                     | 36243                     | 5.354/ea        |                 | 10.71          |
| 1ea             | 4" MJ PLAIN RUBBER GASKET                                        | 36234                     | 4.165/ea        |                 | 4.16           |
| 10ea            | 3/4"X 3-1/2" COR-BLUE MJ T-BOLT w/HEAVY NUT IMPORT               | 21206                     | 3.561/ea        |                 | 35.61          |
|                 | <b>Subtotal -----</b>                                            |                           |                 |                 | <b>290.56</b>  |
| 4ea             | 4" MJ 45 BEND                                                    | 36516                     | 97.646/ea       |                 | 390.58         |
| 1ea             | 4" MJ 22-1/2 BEND                                                | 36600                     | 92.177/ea       |                 | 92.18          |
| 10ea            | 4" MJ RESTRAINT DIP                                              | 3793                      | 38.803/ea       |                 | 388.03         |
| 10ea            | 4" MJ PLAIN RUBBER GASKET                                        | 36234                     | 4.165/ea        |                 | 41.65          |
| 60ea            | 3/4"X 3-1/2" COR-BLUE MJ T-BOLT w/HEAVY NUT IMPORT               | 21206                     | 3.561/ea        |                 | 213.65         |
| 1ea             | 4" MJ GLAND                                                      | 36347                     | 18.748/ea       |                 | 18.75          |
| 1ea             | 4" MJ CAP W/ 2" TAP                                              | 37517                     | 91.396/ea       |                 | 91.40          |
| 1ea             | AYM 5422-279 72206 2X1 HEX REDUCING BUSHING-NL                   | 35144                     | 22.887/ea       |                 | 22.89          |
|                 | <b>Subtotal -----</b>                                            |                           |                 |                 | <b>1259.13</b> |

\*\* Continued on Next Page \*\*



| EXPIRATION DATE | CUSTOMER PO NUMBER      | QUOTE NUMBER | PAGE NO. |
|-----------------|-------------------------|--------------|----------|
| 04/18/2026      | Little Falls Splash Pad | S105526906   | 2 of 2   |

| ORDER QTY | DESCRIPTION                                                                  | PART NO | Unit Price | EXT PRICE      |
|-----------|------------------------------------------------------------------------------|---------|------------|----------------|
| 1ea       | 3/4" BALL CORP CC X FLARE (AY 74701B)                                        | 38538   | 84.437/ea  | 84.44          |
| 1ea       | 3/4" BALL CURB STOP FLARE X FLARE (AY 76104)                                 | 36787   | 131.699/ea | 131.70         |
| 1ea       | 3/4" WT0750FL Flare Alum Tapper(A)                                           | 511475  | 136.329/ea | 136.33         |
| 1ea       | 904065 3/4IN CARBIDE TIP SHELL CUTTER * Item not returnable without RGA *    | 512179  | 107.572/ea | 107.57         |
|           | <b>Subtotal -----</b>                                                        |         |            | <b>460.04</b>  |
|           | <b>3" SCH80</b>                                                              |         |            |                |
| 60ft      | 3IN X 20FT SCH80 PVC PIPE PE - GREY                                          | 32358   | 553.219/c  | 331.93         |
| 1ea       | SPEARS 837-422 4X3 SPGXS FLS BSHG                                            | 178765  | 28.648/EA  | 28.65          |
| 4ea       | SPEARS 816-030 3" PVC SCH 80 ELBOW 22.5 * Item not returnable without RGA *  | 308533  | 37.458/ea  | 149.83         |
| 8ea       | SPEARS 817-030 3IN SKT PVC 45D ELL                                           | 262001  | 31.777/ea  | 254.22         |
| 2ea       | 811-030 3 PVC 11-1/4 ELL SOC SCH80 * Item not returnable without RGA *       | 1021163 | 37.458/ea  | 74.92          |
| 8ea       | SPEARS 829-030 3 PVC COUPLING SOC SCH80                                      | 467448  | 18.529/ea  | 148.23         |
| 8ea       | LASCO 806-030 ELB 90DEG PVC SCH-80 SW 3" * Item not returnable without RGA * | 35199   | 10.571/EA  | 84.57          |
| 1ea       | SPEARS 801-337C TEE CPVC SCH-80 SW 3X1-1/2" SPEARS                           | 11616   | 75.968/ea  | 75.97          |
|           | <b>Subtotal -----</b>                                                        |         |            | <b>1148.32</b> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |             |         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|---------|
| <p>TAX IS NOT INCLUDED IN PRICE ON BID/QUOTE</p> <p>All quotations are made in accordance with our interpretation of the plans and specifications and include only the materials listed, subject to correction for errors. Deviations in quantities may modify prices quoted. Due to fluctuating market conditions, the prices listed in this quote may change at any time without prior notice. In the event of a price increase, any unfilled portion of any order will be billed at the price in effect at the time of shipment. DSG shall not be liable for failure to deliver or delivery performance due to causes beyond our reasonable control.</p> <p>A Summary of DSG standard terms &amp; conditions of sales can be found at <a href="http://www.dsgsupply.com/terms">www.dsgsupply.com/terms</a>.</p> | Subtotal    | 8057.52 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | S&H Charges | 0.00    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Amount Due  | 8057.52 |

**AGENDA ITEM**

**CITY COUNCIL MEETING:** April 6, 2026

**TITLE OF THE ITEM FOR CONSIDERATION:** Roof Replacement: Control Building and Garage, Buysse Roofing, Wastewater

**BACKGROUND:** This memorandum recommends the roof replacement for the City's Control Building and Garage located at the Wastewater Plant. Due to the increasing frequency of leaks and the roof structures reaching their end of life, full replacement is necessary to prevent internal damage and ensure the continued safe operation of these facilities. In 2026, staff budgeted \$90,000 for this project. In March, staff obtained quotes from Herzog Roofing, Little Falls in the amount of \$93,000 and Buysse Roofing, Waite Park, in the amount of \$88,500 for the roof replacement.

**ACTION REQUEST:** The City Council award the quote from Buysse Roofing, Waite Park, in the amount of \$88,500, for the replacement of the City's Control Building and Garage roof at the Wastewater Plant, to be charged to the Wastewater Improvement Fund.

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

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



# HERZOG PROJECT QUOTE

ROOFING • EXTERIORS • SERVICE  
SEAL COATING • STRIPING

PO Box 245, Detroit Lakes, MN 56502-0245 (218 )847-1121

|                   |                      |
|-------------------|----------------------|
| Quote Nbr.        | PQ003037             |
| Order Date        | 3/3/2026             |
| Valid Until       |                      |
| Project Manager   | Terry Card           |
| Project Manager 2 |                      |
| Customer ID       | City of Little Falls |
| Payment Terms     | 30 days (See T&C)    |

**ISSUED TO**

City of Little Falls  
Matt Streit  
Phone: (320)616-5540

**Project:**  
Littel Falls WWTP Control  
Building & Garage  
100 7th Avenue NE  
Little Falls, MN 56345

Work To Be Performed: (Office and Garage Roofs)

Labor and materials to remove the existing roofing system down to the present insulation and install new roofing consisting of:

- A Elevate 060 mil ballasted EPDM roofing system. Re-use rock ballast.
- EPDM flashings at roof edge and roof penetrations.
- Install new walkway pads.
- New pre-finished metal edge flashings and scuppers. Fabricated and installed as per ES-1 guidelines.
- Twenty-year manufacturer's warranty.

Unit Price: \$3.95 / Bd. Ft. to remove and replace wet or deteriorated existing insulation.

Notes: The owner is responsible for any mechanical, electrical, or refrigeration work that might be required.

Tariff & Price Adjustment Disclaimer: The price provided in the proposal is based on current material costs and tariffs as of the date issued. Due to potential fluctuations in tariff rates, import duties, and material costs beyond our control, final pricing is subject to change.

**Price: \$ 93,000.00**

Signature:

\_\_\_\_\_

Acceptance of Proposal: The above prices, specifications and conditional as well as terms and conditions on the reverse side hereof are satisfactory are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above and set forth on the reverse side hereof. SEE REVERSE SIDE OF PROPOSAL FOR ADDITIONAL TERMS AND CONDITIONS.

|                            |           |
|----------------------------|-----------|
| <b>Quote Total (USD)</b>   | 93,000.00 |
| <b>Less Discount (USD)</b> | 0.00      |
| <b>Tax Total (USD)</b>     | 0.00      |
| <b>Total (USD)</b>         | 93,000.00 |

## ADDITIONAL TERMS AND CONDITIONS

1. **CONTRACT DOCUMENTS.** Herzog certifies that it has examined all of the plans, drawings and specifications prepared by Architect, Customer or Engineer for the work covered by this agreement. This agreement is based upon those plans, drawings and specifications. If any changes are made in the plans, drawings and specifications which causes an increase or decrease in the contract price or an extension or shortening of the contract time, there shall be an adjustment made in the contract price. Any change in the contract price resulting from any such change shall be incorporated in a written change order.

The construction industry is currently experiencing shortages and delays in obtaining construction materials such that reliable assurance of material availability, timely delivery and firm pricing of materials cannot be obtained. The parties acknowledge that some of the materials and products to be used and installed in the construction of the Project may become unavailable, delayed in shipment and/or subject to price increases due to circumstances beyond the control of the Subcontractor. If a specified product is unavailable or shipment is delayed, Herzog shall provide written notice to customer and shall be afforded additional time and substitute products may be considered. If there is an increase in price of materials, equipment or products between the date of this Agreement and the time when the Project is ready for installation of the affected material, the Contract Sum shall be increased to reflect the additional cost to obtain the materials, provided that Herzog provides written notice and documentation of the increased costs.

2. **LIMITED WARRANTY.** All products provided by Herzog and installed as a part of this agreement shall be warranted in accordance with any applicable manufacturer's warranty. Herzog makes no specific warranty, express or implied as to the products installed by Herzog pursuant to this agreement, other than such products meet the specifications set forth in the contract documents referenced herein. To the extent permitted by applicable state law, the warranties set forth above are in lieu of, and exclusive of, all other warranties, express or implied.

**Specifically, ALL WARRANTIES OTHER THAN THOSE SET FORTH ABOVE ARE EXCLUDED, ALL EXPRESS AND IMPLIED WARRANTIES, INCLUDING THE WARRANTIES OF MERCHANTABILITY, FITNESS FOR USE AND FITNESS FOR A PARTICULAR PURPOSE, ARE SPECIFICALLY EXCLUDED.**

3. **WORKMANSHIP.** All work to be performed with regard to the installation of the equipment, fixtures and products governed by this contract shall be performed and completed in a workman like manner according to standard practices.

4. **TITLE TO MATERIALS.** Title to materials to be furnished by Herzog shall be and remain in Herzog until all sums of money payable to Herzog are fully paid. Until such sums of money are so paid, the materials shall be personal and movable property regardless of any manner in which such materials may be annexed to realty. In case of default in making any payment, Herzog is authorized to enter onto the premises and take possession of and remove the materials at any time. In such event, Herzog shall have the right to retain as rental for the use of the materials, any sum or sums of money that may have been paid by Customer.

5. **ATTORNEY FEES.** Should Herzog employ an attorney to institute suit or enforce any provision of this agreement, to protect its interests in any matter arising under this agreement, or to collect damages for the breach of this agreement, Herzog shall be entitled to recover reasonable attorney fees, costs and disbursements incurred therein.

6. **GOVERNING LAW.** This agreement shall be governed by and construed according to the laws of the State of Minnesota.

**7. REGARDING MECHANIC LIEN:**

**(A) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTIONS.**

**(B) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE OR WITHHOLD THE AMOUNTS DUE THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.**

8. **OTHER WORK.** Should any part of Herzog's work depend upon the prior execution and completion of work of any other contractor or the Customer, and Herzog's work is thereby delayed or restricted, Herzog shall be entitled to additional compensation and an extension of time to complete Herzog's work which would result from the delays occasioned by failure of others to properly complete their work on the project.

9. **PAYMENT.** All payment requests shall be submitted by Herzog to Customer. These payment requests to Customer shall include the value of all work, labor and materials of the Herzog properly incorporated into the project for the period being billed. All payment requests are to be paid on or before the 10th day of the month following submission. Herzog shall have the right to stop work on the project should Herzog not be paid in a timely fashion as required by this agreement. All past due payments shall accrue interest at the rate of one and one-half percent (1 1/2%) per month from and after the due date.

10. **ENTIRE AGREEMENT.** This agreement contains the sole and entire agreement between the parties and all negotiations, proposals, discussions and/or agreements are merged into this agreement and the parties acknowledge that any statements or representations or agreements that may have heretofore been made by either of them to the other are void and of no effect.



2904 7<sup>th</sup> ST S  
Waite Park, MN 56387

March 11, 2026

City of Little Falls  
56345 Hilton Rd #900  
Royalton, MN 56373

Re: Flat Roofs

Dear Matt,

Thank you for calling Buysse Roofing and allowing us the opportunity to submit a quote on your roofing needs. We propose to furnish and install all of the items listed below;

- 1) Have existing rock vac'd off and dispose of
- 2) Remove existing sheet metal and dispose of
- 3) Remove existing membrane and dispose of
- 4) Remove and dispose of unwanted roof curbs and roof hatches (patch decking as required)
- 5) Leave existing insulation in place for reuse (NO flashing height to add additional insulation)
- 6) Install a new Carlisle 60 MIL EPDM ballast single ply roof system (new rock)
- 7) Install all required Carlisle roof accessories
- 8) Install Carlisle termination and 60 MIL flashing to all roof curbs
- 9) Install Carlisle pipe seals to all roof vent stacks
- 10) Install Carlisle pitch cups to all roof electrical and gas lines
- 11) Set and seal all roof drains
- 12) Furnish and install new concrete pavers
- 13) Furnish and install new 24 ga pre-finished sheet metal coping and counter flashing as required
- 14) Furnish a Carlisle 15-year roof warranty
- 15) Obtain and pay for building permit
- 16) Clean up and dispose of all roofing debris

To complete all of the above work, we quote the sum of Eighty-Eight Thousand Five Hundred Dollars (\$88,500.00).

**Any wet/deteriorated insulation will be replaced on a TIME/MATERIAL basis**

If you have any questions or we can be of any further assistance to you, please do not hesitate to contact us.

Sincerely,

Keaton Gustin

(320) 255-9140

**COMMERCIAL ROOFING**

www.buysseroofing.com

**AGENDA ITEM**

**CITY COUNCIL MEETING:** April 6<sup>th</sup>, 2026

**TITLE OF THE ITEM FOR CONSIDERATION:** Fishing Pier Improvements: New Decking and Ramp, Ree Marine, Parks Department

**BACKGROUND:** The City maintains a fishing pier at Le Bourget Park to provide safe shore access for the community. To address aging infrastructure and improve accessibility, the Parks Department proposes replacing the existing decking and installing a new 8-foot ramp with handrails.

Due to the brand-specific nature of the existing pier hardware, staff obtained a quote of \$7,200 from the original manufacturer, Ree Marine (Rice, MN), to ensure a seamless fit.


This project is fully funded by a \$10,000 donation from the Westside Improvement Association. The remaining \$2,800 balance is designated for a new swing set at Gamradt Park.

**ACTION REQUEST:** The City Council award the quote from Ree Marine, Rice, in the amount of \$7,200 for the purchase of pier decking and an 8'x8' ramp with handrails, to be charged to the donation from Westside Improvement Association: Park Improvement Fund.

**BUDGETED:**  N/A  No  Yes Fund: Donation from the Westside Improvement Association

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

**From:** [STEVE REE](#)  
**To:** [Andrew Hegna](#)  
**Cc:** [STEVE REE](#)  
**Subject:** Proposal for decking/ramps from Ree Marine/JB Lund  
**Date:** Wednesday, March 18, 2026 8:26:53 PM

 IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender sree800800@aol.com

Hi Andrew,

Thank you for the opportunity. Here is the proposal.

## **REE MARINE** Dock & Lift

8765 Sanbur TR NW . Rice, MN 56367  
 sree800800@aol.com 320-250-5546

WWW.REEMARINE.COM  
 www.jblunddock.com

Invoice # RM-093025-2

Date 9/30/25

Customer Andrew—City of Little Falls, MN

Little Falls Fishing Wharf- **Proposal Pricing good through April 30, 2026**

320-232-5131. andrewh@ci.little-falls.mn.us

*Decking and Ramp Proposal*

|    |                                     |            |         |
|----|-------------------------------------|------------|---------|
| 40 | Series 90 Sunwalk Decking 24" x 48" | \$110 each | \$4,400 |
| 1  | 8' x 8' Ramp w/decking              |            | \$2,000 |
| 1  | Set Ramp support legs w/hardware    |            | \$300   |

**Total** **\$6,700**

*Optional*

Railing on 1 side 8' \$250

Railing on both sides 8' each. \$500

Sales Tax Tax exempt

*Terms Net 15*

Thank you for the opportunity!!

**AGENDA ITEM****CITY COUNCIL MEETING:** April 6, 2026**TITLE OF THE ITEM FOR CONSIDERATION:** Recommendation of SEH, Wastewater Treatment Facility Phase 2: Dewatering, Shank Constructors, Inc.**BACKGROUND:** On March 18, 2024, the City of Little Falls authorized Short Elliott Hendrickson (SEH) to complete the design for Phase 2 of the Wastewater Treatment Facility Improvements. Phase 2 focuses on solids dewatering and final clarifier improvements, which are critical for efficient facility operations and compliance with treatment standards.

The design is now complete, and the project remains within the fundable range through the Minnesota Public Facilities Authority (PFA) for 2026. Staff opened bids for the project on March 26, 2026. Five bids were received, ranging from \$4,068,800 to \$4,994,707. Shank Constructors, Inc., Brooklyn Park, submitted the low bid in the amount of \$4,068,800. The engineer's estimate was \$4,500,000.

**ACTION REQUEST:** The City Council accept the recommendation of Short Elliott Hendrickson Inc. (SEH), and award the project to Shank Constructors, Inc., Brooklyn Park, at a cost of \$4,068,800, for the Wastewater Treatment Facility Phase 2: Dewatering project, to be charged to Project 411.**BUDGETED:** \_\_\_ N/A \_\_\_ No  x  Yes Fund: Project 411**STAFF PERSON REQUESTING:** Greg Kimman and Matt Streit



Building a Better World  
for All of Us®

March 30, 2026

RE: Little Falls, MN  
Phase 2 Solids Dewatering & Final  
Clarifier Improvements  
SEH No. LITTF 178916

Greg Kimman, PE  
City of Little Falls  
100 7th Avenue NE, PO Box 244  
Little Falls, MN 56345

On Thursday, March 26, 2026, at 1:30 p.m., five bids were received for the above-referenced project. The bids ranged from a high of \$4,994,707 to a low of \$4,068,800. The low bid received was submitted by Shank Constructors, Inc., of Brooklyn Park, MN, in the amount of \$4,068,800.

| <b>Contractor</b>            | <b>Total Bid</b> |
|------------------------------|------------------|
| Shank Constructors, Inc.     | \$4,068,800.00   |
| Gridor Constr, Inc.          | \$4,156,140.00   |
| Rice Lake Construction Group | \$4,653,800.00   |
| Magney Construction, Inc.    | \$4,720,000.00   |
| Eagle Construction Co, Inc.  | \$4,994,707.00   |
| Engineer's Estimate          | (\$4,500,000.00) |

In reliance on our experience with Shank Constructors, Inc., and/or materials and information provided by the contractor, we have determined that 1) they have a sufficient understanding of the project and equipment to perform the construction for which it bid; and 2) according to their bonding agent they presently have the financial ability to complete the project bid. SEH makes no representation or warranty as to the actual financial viability of the contractor or its ability to complete its work.

Accordingly, we recommend the project be awarded to Shank Constructors, Inc., in the amount of \$4,068,800, which compares favorably with the engineer's estimate shown above.

Sincerely,

Jessica Hedin, PE  
Project Manager

dmk

Attachment

c: Matt Streit, Little Falls; Eric Miller, SEH

x:\ko\littf\178916\6-bid-const\bidding\recommendation of award letter.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 3535 Vadnais Center Drive, St. Paul, MN 55110-3507

651.490.2000 | 800.325.2055 | 888.908.8166 fax | [sehinc.com](http://sehinc.com)

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

City of Little Falls

**RESOLUTION 2026-25**

RESOLUTION AWARDING BID, PUBLIC IMPROVEMENT 416

**WHEREAS**, pursuant to an advertisement of bids for Public Improvement 416, bids were received, opened, and tabulated according to law and the following bids for materials were received complying with the advertisement:

| <b>BIDDER</b>           | <b>CITY</b> | <b>AMOUNT</b> |
|-------------------------|-------------|---------------|
| Knife River Corporation | Sauk Rapids | \$882,914.90  |

**WHEREAS**, Knife River Corporation, Sauk Rapids, is the lowest responsible bidder for Public Improvement 416, (First Avenue Southeast).

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Little Falls, Minnesota, hereby authorizes the execution of a contract with Knife River Corporation, for the bid as submitted for Public Improvement 416, according to the plans and specifications as approved by the City Council and on file in the Office of the Administrator; and

**BE IT FURTHER RESOLVED**, that Gerald M. Knafla, Council President, be authorized to execute said contract on behalf of the City Council of the City of Little Falls; and Alex Smith, City Administrator, be authorized to attest; and

**BE IT FURTHER RESOLVED**, that City Administrator is hereby authorized and directed to return forthwith to all bidders, deposits made with their bids, except the deposit of the successful bidder, which shall be regained until a contract has been signed.

Passed this 6<sup>th</sup> day of April, 2026.

ATTEST:

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

\_\_\_\_\_  
Alex Smith, City Administrator

Approved this 6<sup>th</sup> day of April, 2026.

\_\_\_\_\_  
Gregory J. Zylka, Mayor

**AGENDA ITEM****CITY COUNCIL MEETING:** April 6, 2026**TITLE OF THE ITEM FOR CONSIDERATION:** Intent to Purchase, 2007 Pumper/Tender Truck, Fire

**BACKGROUND:** While reviewing our current apparatus fleet, we identified the possibility of replacing our current 2005 Freightliner/Rosenbauer Heavy Rescue and 2008 International/Heiman 2000-gallon Tender with one apparatus that would serve the purpose of both trucks. We have space issues with our current facilities, so consolidating two trucks into one would save space. In addition, one truck would have less regular upkeep than two.

We located a used 2007 Spartan/Rosenbauer Pumper/Tender with the Lake Elmo Fire Department. The truck has a 1500 GPM (gallon per minute) water pump and 2700-gallon water tank. The truck committee members have inspected and operated the truck on two separate occasions and are in full support of this purchase.

Lake Elmo is asking \$125,000 for the truck. While there is not a database to come up with values on a truck like this, in doing research of comparable trucks for sale, this price is very fair. Lake Elmo provided us with an intent to purchase letter with the \$125,000 payment due when we receive the fire truck. They anticipate we could take delivery mid to late summer.

If approved, we ask to declare the 2005 Freightliner/Rosenbauer Heavy Rescue and the 2008 International/Heiman Tender as surplus so we can begin marketing them for sale. This purchase would be applied to the Fire Equipment Fund, and any proceeds from the sale of the two trucks would be returned to the Fire Equipment Fund.

**ACTION REQUEST:** The City Council authorize staff to execute an intent to purchase a 2007 Spartan/Rosenbauer Pumper/Tender from the City of Lake Elmo in the amount of \$125,000, to be charged to the Fire Equipment Fund; and further declare the 2005 Freightliner/Rosenbauer Heavy Rescue and 2008 International/Heiman Tender as surplus property.

**BUDGETED:** \_\_\_ N/A \_\_\_ No  x  Yes Fund: Fire Equipment

**STAFF PERSON REQUESTING:** Fire Chief, Craig Seelen

**Current Trucks**



2005 Freightliner/Rosenbauer Heavy Rescue



2008 International/Heiman Tender

**Proposed Purchase**



2007 Spartan/Rosenbauer Pumper/Tender

City of Little Falls

**RESOLUTION 2026-21**

RESOLUTION ADOPTING 2026 FEES

**WHEREAS**, the City Code of the City of Little Falls authorizes the City Council to establish fees for licenses and permits by resolution; and

**WHEREAS**, there will be no refund on any licenses and permits, except as allowed for building permits.

**NOW, THEREFORE, BE IT RESOLVED**, that the fees listed in Exhibit A are hereby amended effective January 1, 2026, with no license fees being refunded, except as allowed for building permits and by law.

Passed this 6<sup>th</sup> day of April, 2026.

ATTEST:

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

\_\_\_\_\_  
Alex Smith, City Administrator

Approved this 6<sup>th</sup> day of April, 2026.

\_\_\_\_\_  
Gregory J. Zylka, Mayor



## City of Little Falls 2026 Fee Schedule

## GOLF

| Fee                                      | Charge Basis | 2026 Fee                | 2025 FEE | Conditions & Requirements                                                                       |
|------------------------------------------|--------------|-------------------------|----------|-------------------------------------------------------------------------------------------------|
| <b>Green Fees</b>                        |              |                         |          |                                                                                                 |
| 9 Holes - Senior (Over 60) and Military  | Per Person   | 20.00                   | 20.00    |                                                                                                 |
| 9 Holes - Off Season                     | Per Person   | 20.00                   | 20.00    | Jan 1 to Apr 30, Oct 1 to Dec 31                                                                |
| 9 Holes - In Season                      | Per Person   | 21.75                   | 21.75    | May 1 to Sep 30                                                                                 |
| 18 Holes - Senior (Over 60) and Military | Per Person   | 30.00                   | 30.00    |                                                                                                 |
| 18 Holes - Off Season                    | Per Person   | 30.00                   | 30.00    |                                                                                                 |
| 18 Holes - In Season                     | Per Person   | 32.50                   | 32.50    | May 1 to Sep 30                                                                                 |
| Youth - 9 or 18 Holes (Age 17 and under) | Per Person   | -                       | -        | Must have paying adult to play- 15 and under requires an adult present                          |
| <b>Cart Rentals</b>                      |              |                         |          |                                                                                                 |
| 9 Hole Cart                              | Per Person   | 11.75                   | 11.75    | Must be 18+                                                                                     |
| 9 Hole Cart - Senior/Military            | Per Person   | 8.00                    | 8.00     | Senior: <del>Over</del> 60+, Military: Must show ID                                             |
| 18 Hole Cart                             | Per Person   | 17.50                   | 17.50    | Must be 18+                                                                                     |
| 18 Hole Cart - Senior/Military           | Per Person   | 10.00                   | 10.00    | Senior: <del>Over</del> 60+, Military: Must show ID                                             |
| <b>Membership Fees</b>                   |              |                         |          |                                                                                                 |
| Household                                | Annual Fee   | 1,500.00                | 1,500.00 | 2 Adults, Children under 24 18-Only                                                             |
| Single                                   | Annual Fee   | 800.00                  | 800.00   | <del>Over</del> 24+ Years Old                                                                   |
| LF High School Golf Team                 | Annual Fee   | -                       | -        | 15 and under does not require an adult present<br>Under 18 (Does not need paying adult to play) |
| Young Adult-College                      | Annual Fee   | 400.00                  | 400.00   | Over 18 Years Old, Under 24 Years Old                                                           |
| League                                   | Annual Fee   | 400.00                  | 400.00   | Women & Men, covers league days only                                                            |
| Senior Household                         | Annual Fee   | 1,300.00                | 1,300.00 | Both 60+ Years Old                                                                              |
| Senior Single                            | Annual Fee   | 700.00                  | 700.00   | 60+ Years Old                                                                                   |
| Half-Off Memberships                     |              | 1/2 Off All Memberships |          | Applies after July 4th                                                                          |
| MGA (Minnesota Golf Association)         |              | 35.00                   |          |                                                                                                 |



## City of Little Falls 2026 Fee Schedule

## GOLF

| Fee                                 | Charge Basis                      | 2026 Fee | 2025 FEE | Conditions & Requirements                   |
|-------------------------------------|-----------------------------------|----------|----------|---------------------------------------------|
| <b>Seasonal Cart Fees</b>           |                                   |          |          |                                             |
| Seasonal Cart Rental - Single       | Annual Fee/ <del>Per Person</del> | 500.00   | 500.00   | Maximum 18 Holes per Day                    |
| Seasonal Cart Rental - Couple       | Annual Fee/ <del>Per Person</del> | 800.00   | 800.00   | Maximum 18 Holes per Day                    |
| Trail Fee                           | Annual Fee                        | 300.00   | 300.00   |                                             |
| Seasonal Storage - Gas Cart         | Annual Fee                        | 250.00   | 250.00   | April 1 - November 1                        |
| Year-Round Storage - Gas Cart       | Annual Fee                        | 325.00   |          |                                             |
| Seasonal Storage - Electric Cart    | Annual Fee                        | 350.00   | 350.00   | April 1 - November 1                        |
| Year-Round Storage - Electric Cart  | Annual Fee                        | 425.00   |          |                                             |
| <b>Range Fees</b>                   |                                   |          |          |                                             |
| Small Bucket                        | Flat Rate                         | 5.00     | 5.00     | 25 Balls                                    |
| Medium Bucket                       | Flat Rate                         | 8.00     | 8.00     | 50 Balls                                    |
| Large Bucket                        | Flat Rate                         | 10.00    | 10.00    | 75 Balls                                    |
| Seasonal Range Pass - Medium Bucket | Flat Rate                         | 250.00   | 250.00   | One Medium Bucket/Day                       |
| Seasonal Range Pass - Large Bucket  | Flat Rate                         | 325.00   | 325.00   | One Large Bucket/Day                        |
| <b>Club Rental</b>                  |                                   |          |          |                                             |
| 9 Hole                              | Flat Rate                         | 5.00     |          |                                             |
| 18 Hole                             | Flat Rate                         | 8.00     |          |                                             |
| <b>Tournaments Fees</b>             |                                   |          |          |                                             |
| Weekday 9 Hole (Mon-Fri)            | Per Person                        | 20.00    |          | Includes golf & cart                        |
| Weekend 9 Hole (Sat-Sun)            | Per Person                        | 25.00    |          | Includes golf & cart                        |
| Weekday 18 Hole (Mon-Fri)           | Per Person                        | 35.00    |          | Includes golf & cart                        |
| Weekend 18 Hole (Sat-Sun)           | Per Person                        | 40.00    |          | Includes golf & cart                        |
| Damage Deposit                      | Per Event                         | 200.00   | 200.00   | Returned after Event if no Damages Incurred |

**AGENDA ITEM****CITY COUNCIL MEETING:** April 6, 2026**TITLE OF THE ITEM FOR CONSIDERATION:** Approval of Large-Scale Street and Sidewalk Event Application and Waiver Criteria**BACKGROUND:** Staff have developed a formal Large-Scale Street and Sidewalk Event Application to align with City Code Chapter 6.28, Policy No. 15, and the fee schedule to establish a standardized process for these events.

Historically, the City has not required a formal application. At this time, only the Arts & Crafts Fair and the Antiques & Collectibles Fair—held concurrently and adjacent to one another—meet the criteria for this type of event.

The proposed Large-Scale Street and Sidewalk Event application includes an \$80 application fee (per day) as noted on the fee schedule. The application also formally authorizes the City to invoice event organizers for City Services such as law enforcement, fire, public works, administrative review, equipment, and facility use, as established in the fee schedule.

Staff are also proposing a reduction in merchant and food/beverage license fees from \$20 to \$10 per license to help reduce the financial burden on organizers while still allowing the City to recover service-related costs.

Per Policy No. 15, the money collected from merchants and food/beverage license fees shall be deposited into the Sister City Fund (up to \$3,000), with any remaining balance deposited into the Parking Lot Fund.

The application also includes a provision allowing applicants to request a waiver of City service fees. A Waiver Criteria Checklist has been developed to guide staff recommendations to the City Council regarding full, partial, or no fee waivers.

The proposed application and waiver checklist have been reviewed and approved by the City Attorney and are attached for Council consideration.

**ACTION REQUEST:** The City Council approve the Large-Scale Street and Sidewalk Event Application and associated Waiver Criteria Checklist, as reviewed and approved by the City Attorney.

**BUDGETED:**  N/A  No  Yes Fund: N/A**STAFF PERSON REQUESTING:** Alex Smith and Christine Lundberg

## Large Scale Street & Sidewalk Sponsorship License Application

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

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

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

---

### I. EVENT & SPONSOR DETAILS

**Event Title:** \_\_\_\_\_

**Sponsoring Organization:** \_\_\_\_\_

**Tax ID:** \_\_\_\_\_

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

---

**Primary Contact (Name):** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Cell # during event:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

---

**Property Owner (Name):** \_\_\_\_\_

**Daytime Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

---

**Event Date(s):** \_\_\_\_\_ **Start/End Times:** \_\_\_\_\_

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

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

**Expected Number of Arts & Crafts Vendors:**

**Expected Number of Market Place Vendors:**

**Expected Number of Food Vendors:**

**Is this a recurring annual event?** Yes No

**Event type:**

**Estimated Attendance:**

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

---

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

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

---

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

---

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

**Impacted areas (check all that apply):**

Private Property      City Park      City Sidewalk/Trail      City Street

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

---

**Is the event in coordination with another event?      Yes      No**

**If yes, event name:**

**Emergency Operations Plan (EOP): Attached?      Yes      No**

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

- Fire Chief, Craig Seelen: [CraigS@ci.little-falls.mn.us](mailto:CraigS@ci.little-falls.mn.us)
- Police Chief, Kyle Johnson: [KyleJ@ci.little-falls.mn.us](mailto:KyleJ@ci.little-falls.mn.us)

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

**Facilities & Services**

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

**Company contracted for restrooms:**

---

**Trash and recycling service provided?**    No    Yes

**Company contracted for trash/recycling:**

---

**Amplified sound or live music?**    No    Yes

**Describe and/or attach sound equipment and proposed times:**

---

**Temporary power or generators?**    Yes    No

**Describe and/or attach type and location:**

---

**Park Use (if applicable)**    Yes    No

**If yes, park name:**

**Shelter reserved?**    Yes    No

### III. 2026 FEE SCHEDULE & REIMBURSEMENT

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

| <b>Fee Item</b>                    | <b>Basis</b>    | <b>2026 Rate</b> | <b>Quantity</b> | <b>Total</b> |
|------------------------------------|-----------------|------------------|-----------------|--------------|
| <b>Application Fee</b>             | <b>Per Day</b>  | <b>\$80.00</b>   |                 | <b>\$</b>    |
| <b>Merchant License</b>            | <b>Per Unit</b> | <b>\$10.00</b>   |                 | <b>\$</b>    |
| <b>Food/Beverage License</b>       | <b>Per Unit</b> | <b>\$10.00</b>   |                 | <b>\$</b>    |
| <b>Total Due with Application:</b> |                 |                  |                 | <b>\$</b>    |

#### **City Service Reimbursement**

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

#### **Fees and City Services**

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

#### **Waiver or Reduction of Fees**

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

#### **Request for Fee Waiver/Reduction**

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

#### IV. ADDITIONAL REQUIREMENTS FOR LARGE SCALE EVENTS

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

**V. SIGNATURES (REQUIRED)**

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

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Property Owner Printed Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*(If different than applicant)*

**ATTACHMENT CHECKLIST**

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

**OFFICE USE ONLY**

**City Administrator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Police Chief:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Fire Chief:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Public Works Director/City Engineer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**City Clerk/Deputy Clerk:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**City Council Date Approved:** \_\_\_\_\_

**City of Little Falls – Waiving Fees Criteria Checklist**

*Instructions: For each criterion, provide notes/evidence and indicate the staff recommendation. Include rationale if needed.*

| # | Criteria                          | Notes / Evidence                                                                                                            | Staff Recommendation                                                                                                  | Rationale / Comments |
|---|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------|----------------------|
| 1 | <b>Public / Community Benefit</b> | Does the event provide benefits to residents or the community?<br>Examples: cultural, educational, charitable, recreational | <input type="checkbox"/> Support waiver<br><input type="checkbox"/> Do not support waiver                             |                      |
| 2 | <b>Nonprofit Sponsorship</b>      | Is the event sponsored by a 501(c)(3) or similar nonprofit organization?                                                    | <input type="checkbox"/> Support waiver<br><input type="checkbox"/> Do not support waiver                             |                      |
| 3 | <b>Impact on City Resources</b>   | Estimated staffing, Police, Public Works, or administrative time required                                                   | <input type="checkbox"/> Full waiver<br><input type="checkbox"/> Partial waiver<br><input type="checkbox"/> No waiver |                      |
| 4 | <b>Compliance / Safety</b>        | Insurance, safety plan, adherence to City ordinances (City Code 6.28, park rules, etc.)                                     | <input type="checkbox"/> Meets requirements<br><input type="checkbox"/> Does not meet requirements                    |                      |

**Staff Name:** \_\_\_\_\_

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

**SUBJECT:** USE OF LARGE SCALE STREET AND SIDEWALK SALE LICENSE FEES (SISTER CITY FUND AND PARKING LOT FUND)

**DATE COUNCIL APPROVED:** 09/16/96; 09/28/98; 08/02/99; 10/20/25

**LOCATION IN MINUTES:** Motion

Background:

The City of Little Falls has established a license fee for the Large Scale Street and Sidewalk Sale License. The purpose of this fee is to offset costs to the City and its residents for the inconvenience many experience during these Large Scale Street and Sidewalk Sale Licenses. An example of these Large Scale Street and Sidewalk Sale Licenses is the Little Falls Area Chamber of Commerce's annual Arts and Crafts Fair, and the West Side Improvement Association's annual West Little Falls Antiques and Collectibles event.

Based on this premise, the City Council hereby designates moneys from the revenues of the Large Scale Street and Sidewalk Sale Merchant and Food/Beverage Licenses for the benefit of the downtown community and our Sister City relationship with Le Bourget, France.

Policy Statement:

1. \$3,000.00 of Large Scale Street and Sidewalk Sale License fees, collected annually, shall be deposited in the Sister City Fund. These funds are to be used for visits of residents from Le Bourget, France, to Little Falls, Minnesota. Funds in this account cannot be used to fund exchanges of Little Falls residents to Le Bourget, France.
2. The balance of all Large Scale Street and Sidewalk Sale License fees, not designated for the Sister City Fund, shall be placed in the Parking Lot Fund.

City of Little Falls

**RESOLUTION 2025-60A**

RESOLUTION ADOPTING 2026 FEES

**WHEREAS**, the City Code of the City of Little Falls authorizes the City Council to establish fees for licenses and permits by resolution; and

**WHEREAS**, there will be no refund on any licenses and permits, except as allowed for building permits.

**NOW, THEREFORE, BE IT RESOLVED**, that the fees listed in Exhibit A are hereby amended effective January 1, 2026, with no license fees being refunded, except as allowed for building permits and by law.

Passed this 6<sup>th</sup> day of April, 2026.

ATTEST:

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

\_\_\_\_\_  
Alex Smith, City Administrator

Approved this 6<sup>th</sup> day of April, 2026.

\_\_\_\_\_  
Gregory J. Zylka, Mayor



## City of Little Falls 2026 Fee Schedule

**ADMINISTRATION**

| Fee                                            | Charge Basis        | 2026 FEE | Conditions & Requirements                                                     |
|------------------------------------------------|---------------------|----------|-------------------------------------------------------------------------------|
| <b>Administrative Citations</b>                |                     |          |                                                                               |
| <b>Animal Violations</b>                       |                     |          |                                                                               |
| Barking Dog                                    | Flat Fee            | 100.00   |                                                                               |
| Biting Animal                                  | Flat Fee            | 500.00   |                                                                               |
| Diseased Animal                                | Flat Fee            | 500.00   |                                                                               |
| Dangerous Dog                                  | Flat Fee            | 500.00   |                                                                               |
| In Excess of 2 Dogs                            | Flat Fee            | 100.00   |                                                                               |
| Non-Registered Dog                             | Flat Fee            | 100.00   |                                                                               |
| <b>Other Violations</b>                        |                     |          |                                                                               |
| 1st Notice (Unless Listed Above)               | Flat Fee            | 100.00   | Fine Plus Actual Cost of Labor                                                |
| 2nd Notice                                     | Flat Fee            | 200.00   | Double 1st Violation Fee   In addition to Initial Violation   Minimum \$200   |
| 3rd Notice                                     | Flat Fee            | 400.00   | Double 2nd Violation Fee   In addition to Previous Violations   Minimum \$400 |
| 4th Notice                                     | Flat Fee            | 800.00   | Double 3rd Violation Fee   In addition to Previous Violations   Minimum \$800 |
| <b>Administrative Research or Outside Firm</b> | Per Hour            | 40.00    |                                                                               |
| <b>Advertising</b>                             |                     |          |                                                                               |
| Benches                                        | Annually            | 40.00    | Per Bench/Per Year                                                            |
| <b>Antenna Fees - Water Tower Lease</b>        |                     |          |                                                                               |
| Permanent Antenna                              | See Contracts       | 6,500.00 | Per Year or Per Agreement                                                     |
| <b>Assessments</b>                             |                     |          |                                                                               |
| Administrative Fee - Certification to County   | Per Invoice         | 50.00    |                                                                               |
| Assessment Search Request/Release              | Per Parcel          | 20.00    |                                                                               |
| <b>Bad Check/Returned Item Fee</b>             | Per Check           | 30.00    | All Returned Items                                                            |
| <b>Bituminous Repair</b>                       | Per Square Foot     | 5.50     | Or as Charged by Contractor                                                   |
| <b>Bricks</b>                                  | Per Uncleaned Brick | 0.25     | Little Falls Surplus or Historic Properties Only                              |
| <b>Calcium Chloride Application</b>            | Per Block           | 400.00   | Avg Block: 360', or as Charged by Contractor                                  |



## City of Little Falls 2026 Fee Schedule

## ADMINISTRATION

| Fee                                | Charge Basis    | 2026 FEE           | Conditions & Requirements              |
|------------------------------------|-----------------|--------------------|----------------------------------------|
| <b>Conduit Debt</b>                |                 |                    |                                        |
| Administrative Fee                 | Per Application | .5% Up to \$30,000 |                                        |
| Cost Incurred by City              | Per Application | At Cost            | Pass-Through Costs Incurred            |
| <b>Copies</b>                      |                 |                    |                                        |
| Aerial Maps (1' Contours)          | Per Acre        | 20.00              | Minimum \$250.00 Charge                |
| Black & White                      | Per Page        | Per Statute        | Up to 8.5" x 14"                       |
| Color                              | Per Page        | 1.00               | Up to 8.5" x 14"                       |
| <b>Black Line Copies</b>           |                 |                    |                                        |
| 24" x 36" or Smaller               | Per Page        | 2.50               |                                        |
| Larger than 24" x 36"              | Per Page        | 3.00               |                                        |
| Color Maps - 24" x 36" or Smaller  | Per Page        | 5.00               |                                        |
| Color Maps - Larger than 24" x 36" | Per Page        | 7.00               |                                        |
| Scan Copies to Media Device        | Flat Fee        | 5.00               | Plus \$0.50/Page                       |
| Media Device Transfer              | Flat Fee        | 2.00               | Plus \$25.00/Hr   1/4 Hour Minimum     |
| <b>Credit Card Payments</b>        | Per Charge      | 2.25%              | Charged Directly by Processing Company |
| <b>E-911 Addressing Fee</b>        | Per Address     | 110.00             | Includes Install                       |
| <b>E-911 Replacement Sign</b>      | Per Sign        | 110.00             | Includes Install                       |
| <b>Election Filing Fee</b>         | Per Filing      | Per State Statute  |                                        |
| <b>Equipment Rate</b>              |                 |                    |                                        |
| Backhoe                            | Per Hour        | 260.00             | With Operator   One Hour Minimum       |
| Crane Truck                        | Per Hour        | 250.00             | With Operator   One Hour Minimum       |
| Dump Truck - Single-Axle           | Per Hour        | 250.00             | With Operator   One Hour Minimum       |
| Dump Truck - Tandem-Axle           | Per Hour        | 275.00             | With Operator   One Hour Minimum       |
| Grader/Loader                      | Per Hour        | 300.00             | With Operator   One Hour Minimum       |
| Hydroseeder                        | Per Hour        | 400.00             | With 2 Operators   One Hour Minimum    |
| Pickup Truck (3/4 Ton or 1 Ton)    | Per Hour        | 220.00             | With Operator   One Hour Minimum       |
| Sander                             | Per Hour        | 250.00             | With Operator   One Hour Minimum       |
| Sewer Jetter/Vacuum                | Per Hour        | 350.00             | With 2 Operators   One Hour Minimum    |
| Skid Steer                         | Per Hour        | 175.00             | With Operator   One Hour Minimum       |
| Snow Loader/Blower                 | Per Hour        | 500.00             | With Operator   One Hour Minimum       |
| Street Sweeper                     | Per Hour        | 260.00             | With Operator   One Hour Minimum       |



## City of Little Falls 2026 Fee Schedule

## ADMINISTRATION

| Fee                                            | Charge Basis        | 2026 FEE | Conditions & Requirements              |
|------------------------------------------------|---------------------|----------|----------------------------------------|
| Tree Spade                                     | Per Hour            | 200.00   | With Operator   One Hour Minimum       |
| Excavator                                      | Per Hour            | 300.00   | With Operator   One Hour Minimum       |
| Front End Loader                               | Per Hour            | 300.00   | With Operator   One Hour Minimum       |
| <b>Equipment Rate (Continued)</b>              |                     |          |                                        |
| Utility Truck                                  | Per Hour            | 220.00   | With Operator   One Hour Minimum       |
| Welder with Truck                              | Per Hour            | 350.00   | With 3 Operators   One Hour Minimum    |
| <b>Labor Rate</b>                              |                     |          |                                        |
| Administration/Clerical Staff                  | Per Hr/Per Person   | 100.00   | One Hour Minimum                       |
| Department Head/Administrator                  | Per Hr/Per Person   | 125.00   | One Hour Minimum                       |
| Police Officer                                 | Per Hr/Per Person   | 100.00   | One Hour Minimum                       |
| Public Works/Streets Employee                  | Per Hr/Per Person   | 110.00   | One Hour Minimum                       |
| <b>Large Scale Street &amp; Sidewalk Sales</b> |                     |          |                                        |
| Merchant                                       | Per Unit            | 10.00    | was 25.00                              |
| Food/Beverage                                  | Per Unit            | 10.00    | was 25.00                              |
| <b>Lodging Tax</b>                             |                     |          |                                        |
| Monthly Fee                                    | % of Gross Receipts | 0.03     | Due Monthly                            |
| Late Fee                                       | Flat Fee            | 50.00    | If not paid by end of month due        |
| <b>Mailbox Post Sales</b>                      |                     |          |                                        |
| Post Only                                      | Flat Fee            | 100.00   | Plus Tax - Little Falls Residents Only |
| <b>Park Bench</b>                              | Flat Fee            | 950.00   |                                        |
| <b>Restaurant Tax</b>                          |                     |          |                                        |
| Monthly Fee                                    | % of Gross Receipts | 0.50%    | Due Monthly                            |
| Late Fee                                       | Flat Fee            | 25.00    | If not paid by end of month due        |
| <b>Small Cell Technology</b>                   |                     |          |                                        |
| ROW Management                                 | Per Location        | 500.00   |                                        |
| Rent                                           | Per Month           | 175.00   | Per Year - Includes Maintenance        |
| <b>Special Meeting - Council</b>               | Per Meeting         | 500.00   |                                        |



## City of Little Falls 2026 Fee Schedule

### LICENSES & PERMITS (NON-BUILDING)

| Fee                                          | Charge Basis    | 2026 FEE      | Conditions & Requirements                                                  |
|----------------------------------------------|-----------------|---------------|----------------------------------------------------------------------------|
| <b>Animal Registration</b>                   |                 |               |                                                                            |
| Animal Registration - Not Neutered/Spayed    | One-Time        | 20.00         | Dogs: Required   Cats: Optional   Must Provide Proof of Rabies Vaccination |
| Animal Registration - Neutered/Spayed        | One-Time        | 10.00         | Dogs: Required   Cats: Optional   Must Provide Proof of Rabies Vaccination |
| Replacement Tag                              | Per Replacement | 7.00          |                                                                            |
| Potentially Dangerous Animal Registration    | Annually        | 50.00         |                                                                            |
| Dangerous Animal Registration                | Annually        | 500.00        | Approval Packet provided to City Hall from Police Department               |
| Kennel License                               | Per License     | 100.00        | Plus any Zoning Requirements                                               |
| <b>Cannabis</b>                              |                 | See Ordinance | Chapter 13 City Code                                                       |
| <b>Initial Registration Fee</b>              |                 |               |                                                                            |
| Cannabis Microbusiness                       | Flat Fee        | -             |                                                                            |
| Cannabis Mezzobusiness                       | Flat Fee        | 500.00        |                                                                            |
| Cannabis Retailer                            | Flat Fee        | 500.00        |                                                                            |
| Medical Cannabil Combination Business        | Flat Fee        | 500.00        |                                                                            |
| Low Potency Hemp Edible Retailer License     | Flat Fee        | 125.00        | MN Statues, section 342.22                                                 |
| <b>Renewal Registration Fee</b>              |                 |               |                                                                            |
| Cannabis Microbusiness                       | Flat Fee        | 1,000.00      |                                                                            |
| Cannabis Mezzobusiness                       | Flat Fee        | 1,000.00      |                                                                            |
| Cannabis Retailer                            | Flat Fee        | 1,000.00      |                                                                            |
| Medical Cannabil Combination Business        | Flat Fee        | 1,000.00      |                                                                            |
| Low Potency Hemp Edible Retailer License     | Flat Fee        | 125.00        | MN Statues, section 342.22                                                 |
| <b>Circus</b>                                |                 |               |                                                                            |
| Initial Permit                               | Flat Fee        | 105.00        |                                                                            |
| Additional Days                              | Per Day         | 55.00         |                                                                            |
| <b>Erosion &amp; Sediment Control Permit</b> |                 |               |                                                                            |
| Single Family Home                           | Per Permit      | 50.00         |                                                                            |
| <= 1 Acre Disturbance                        | Per Permit      | 100.00        |                                                                            |
| > 1 and <= 5 Acres Disturbance               | Per Permit      | 200.00        |                                                                            |



**City of Little Falls 2026 Fee Schedule  
LICENSES & PERMITS (NON-BUILDING)**

| Fee                     | Charge Basis | 2026 FEE | Conditions & Requirements |
|-------------------------|--------------|----------|---------------------------|
| > 5 Acres Disturbance   | Per Permit   | 300.00   |                           |
| <b>Fireworks Permit</b> |              |          |                           |
| Permanent Structure     | Annually     | 135.00   |                           |
| Temporary Structure     | Annually     | 395.00   |                           |



**City of Little Falls 2026 Fee Schedule**  
**LICENSES & PERMITS (NON-BUILDING)**

| Fee                                              | Charge Basis | 2026 FEE | Conditions & Requirements                       |
|--------------------------------------------------|--------------|----------|-------------------------------------------------|
| <b>Liquor</b>                                    |              |          |                                                 |
| Consumption & Display - Permanent                | Annually     | 135.00   |                                                 |
| Consumption & Display - Temporary                | Per Event    | 30.00    |                                                 |
| Late Payment                                     | Flat Fee     | 80.00    | License not Restored until Paid                 |
| <b>Intoxicating Liquor License</b>               |              |          |                                                 |
| Application Background Check                     |              | 100.00   |                                                 |
| Club License                                     | Annually     | 125.00   | Per Statute 340A.408                            |
| Club Sunday                                      | Annually     | 125.00   | Per Statute 340A.408                            |
| Off Sale Brewer's Intoxicating                   | Annually     | 150.00   | Must be Licensed Brewer from State of Minnesota |
| Off Sale Liquor License                          | Annually     | 150.00   |                                                 |
| On Sale & Sunday On Sale Brewer's Taproom        | Annually     | 200.00   | Must be Licensed Brewer from State of Minnesota |
| On Sale Liquor License                           | Annually     | 3,000.00 |                                                 |
| On Sale Seasonal - Minimum 6 Months              | Annually     | Equation | Regular On Sale divided by # Months Opened      |
| On Sale Temporary                                | Per Day      | 80.00    |                                                 |
| On Sale Temporary - Wine <b>AND</b> Beer Tasting | Per Event    | 300.00   |                                                 |
| On Sale Temporary - Wine <b>OR</b> Beer Tasting  | Per Event    | 250.00   |                                                 |
| Sunday On Sale Liquor License                    | Annually     | 200.00   |                                                 |
| Wine License                                     | Annually     | 300.00   | Must have On Sale Malt License                  |
| <b>Malt Liquor License</b>                       |              |          |                                                 |
| Application Fee                                  | Annually     | 10.00    |                                                 |
| Off Sale Malt License                            | Annually     | 53.00    |                                                 |
| On Sale Malt License                             | Annually     | 131.00   |                                                 |
| On Sale Temporary Malt                           | Per Day      | 32.00    |                                                 |



**City of Little Falls 2026 Fee Schedule**  
**LICENSES & PERMITS (NON-BUILDING)**

| Fee                                            | Charge Basis           | 2026 FEE | Conditions & Requirements                                                                                            |
|------------------------------------------------|------------------------|----------|----------------------------------------------------------------------------------------------------------------------|
| <b>Mobile Food Unit</b>                        |                        |          |                                                                                                                      |
| Annual License                                 | Per Year Per Vehicle   | 250.00   |                                                                                                                      |
| 2 Day License                                  | Per 2 Consecutive Days | 30.00    |                                                                                                                      |
| 7 Day License                                  | Per 7 Consecutive Days | 100.00   | Up to 7 Consecutive Days   No Limit on Number of Times in a Calendar Year                                            |
| <b>Pawn Brokers License</b>                    |                        |          |                                                                                                                      |
|                                                | Annually               | 260.00   |                                                                                                                      |
| <b>Refuse Hauler Permit</b>                    |                        |          |                                                                                                                      |
| Initial Permit                                 | Per Licensee           | 105.00   |                                                                                                                      |
| Per Vehicle                                    | Per Truck              | 11.00    |                                                                                                                      |
| <b>Rental Housing</b>                          |                        |          |                                                                                                                      |
| <b>Rental License</b>                          |                        |          |                                                                                                                      |
| 1 - 5 Units                                    | Per Unit, Annually     | 50.00    |                                                                                                                      |
| 6+ Unit Rental                                 | Per Parcel, Annually   | 300.00   |                                                                                                                      |
| Failure to Obtain Rental License               | Per Parcel             | 500.00   | If rental license is not obtained by 7/30                                                                            |
| No Show for Scheduled Appointment              | Per Occurrence         | 30.00    |                                                                                                                      |
| Re-Inspection Fee                              | Per Inspection         | 50.00    |                                                                                                                      |
| Late Fee - Rental Registration                 | Per Parcel             | 75.00    | If received after 2/28                                                                                               |
| <b>Right of Way Permit</b>                     |                        |          |                                                                                                                      |
| Excavation                                     | Per Permit             | 50.00    | Plus \$0.35 per Trench Foot                                                                                          |
| Obstruction Permit - Traffic Detour/Road Block | Per Permit             | 50.00    |                                                                                                                      |
| Utility Delay Penalty                          | Per Day                | 1,500.00 | Minnesota Administrative Rule 7819.100                                                                               |
|                                                |                        |          | Must Provide Certificate of Insurance Listing City as Additional Insured   3 Day Limit per Event   3 Events per Year |
| <b>Sidewalk Display/Promotion</b>              |                        |          |                                                                                                                      |
|                                                | Per Event              | -        |                                                                                                                      |
| <b>Special Event License/Large Scale</b>       |                        |          |                                                                                                                      |
|                                                | Per Day                | 80.00    | Plus City Services Provided                                                                                          |
| Show/Dance/Music                               | Per Day                | 80.00    | Plus City Services Provided                                                                                          |
| <b>Taxi</b>                                    |                        |          |                                                                                                                      |
| Initial Permit                                 | Flat Fee               | 55.00    |                                                                                                                      |
| Per Vehicle                                    | Per Vehicle            | 11.00    |                                                                                                                      |



**City of Little Falls 2026 Fee Schedule**  
**LICENSES & PERMITS (NON-BUILDING)**

| <b>Fee</b>                       | <b>Charge Basis</b> | <b>2026 FEE</b> | <b>Conditions &amp; Requirements</b> |
|----------------------------------|---------------------|-----------------|--------------------------------------|
| <b>Temporary Roadway Closing</b> | Per Day             | 25.00           |                                      |
| <b>Tobacco License</b>           | Annually            | 158.00          |                                      |

City of Little Falls

**RESOLUTION 2026-24**

RESOLUTION APPROVING A MASTER PLAN UPDATE FOR THE EXPANSION AND RENOVATION OF SUBURBAN MOBILE HOME PARK

**WHEREAS**, the City of Little Falls has received a request from Brakemeier Properties Inc. for a master plan update to allow the expansion and renovation of the existing Suburban Mobile Home Park, including improvements to existing infrastructure, addition of manufactured home pads, and associated site improvements; and

**WHEREAS**, the subject property is identified as Parcel Numbers: 48.6100.000 and 48.6102.000, located at 301 Eleventh Street Southeast, Little Falls, Minnesota, and is zoned R-4; and

**WHEREAS**, the Planning Commission held a public hearing on March 9, 2026, and forwarded a recommendation to the City Council in favor of approval; and

**WHEREAS**, City staff have reviewed the proposal and determined that it meets master plan criteria, is consistent with the City's Comprehensive Plan, is compatible with surrounding land uses, supports orderly development, and will not negatively impact public health and safety when constructed according to the submitted plans and conditions; and

**WHEREAS**, the Planning Commission recommends that the City Council approve the master plan update for the expansion and renovation of the Suburban Mobile Home Park, subject to the following conditions:

**CONDITIONS OF APPROVAL**

1. Development shall comply with the submitted site plan dated January 13, 2026.
2. Final site, grading, and utility plans shall be subject to review and approval by the City Engineer.
3. Stormwater management shall comply with City requirements.
4. All required State licenses shall be obtained prior to operation of the expansion.
5. Future expansion beyond this approved site plan shall require an amended master plan update.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council of the City of Little Falls hereby accepts the recommendation of the Planning Commission and approves the master plan update requested by Brakemeier Properties Inc. for the expansion and renovation of the Suburban Mobile Home Park, based upon the foregoing conditions.

Passed this 6<sup>th</sup> day of April, 2026.

ATTEST:

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

\_\_\_\_\_  
Alex Smith, City Administrator

Approved this 6<sup>th</sup> day of April, 2026.

\_\_\_\_\_  
Gregory J. Zylka, Mayor



City of Little Falls

**RESOLUTION 2026-23**

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

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

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

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

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

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

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

Passed this 6<sup>th</sup> day of April, 2026.

ATTEST:

\_\_\_\_\_  
Gerald M. Knafila, Council President

\_\_\_\_\_  
Alex Smith, City Administrator

Approved this 6<sup>th</sup> day of April, 2026.

\_\_\_\_\_  
Gregory J. Zylka, Mayor

## ATTACHMENT A

| Item Description                        | Make/Model         | Serial Number/VIN | Fund                   |
|-----------------------------------------|--------------------|-------------------|------------------------|
| <b>Police</b>                           |                    |                   |                        |
| Glock with case                         | 17 Gen 4           | WCA695            | Equipment              |
| Glock with case                         | 17 Gen 5           | BPSF462           | Equipment              |
| Glock with case                         | 17                 | BRDR766           | Equipment              |
| Glock with case                         | 17 Gen 5           | BGTU926           | Equipment              |
| Glock with case                         | 17 Gen 5           | BGML462           | Equipment              |
| Glock with case                         | 17                 | VUV804            | Equipment              |
| <b>Public Works</b>                     |                    |                   |                        |
| 32-gallon garbage cans<br>(Quantity 70) | n/a                | n/a               | Garbage &<br>Recycling |
| <b>Fire</b>                             |                    |                   |                        |
| Vehicle – Tender                        | 2005 Freightliner  | 1FVAC5DE85HU19158 | Fire<br>Equipment      |
| Vehicle – Heavy Rescue                  | 2008 International | 1HTMKAZR29H047499 | Fire<br>Equipment      |

**AGENDA ITEM**

**CITY COUNCIL MEETING:** April 6, 2026

**TITLE OF THE ITEM FOR CONSIDERATION:** Consider Approval of Settlement Agreement with Oracle America, Inc., Police

**BACKGROUND:** The City Council conducted a closed meeting pursuant to Minnesota State Statute 13D.05, Subdivision 3(b) with legal counsel to review the agreement. Following that discussion, the item is presented for formal consideration and possible approval during the regular meeting.

**ACTION REQUEST:** The City Council approve the Confidential Settlement Agreement and Release between Oracle America, Inc., the City of Little Falls, and partnering agencies.

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

**STAFF PERSON REQUESTING:** Kyle Johnson