

*City of Litchfield - City Council*

# AGENDA PACKET

*Monday, February 2, 2026 - 5:30 P.M.*

**AGENDA**

Monday, February 2, 2026 - 5:30 P.M.

I. **CALL TO ORDER**

A. **ROLL CALL/DETERMINATION OF QUORUM**

B. **PLEDGE OF ALLEGIANCE**

II. **CONSENT AGENDA**

A. **MINUTES: (Packet)**

1. City Council Meeting – January 20, 2026
2. City Council Work Session – January 20, 2026
3. City Council Work Session – January 26, 2026

B. **FINANCIAL REPORTS: (Packet)**

1. Electronic and Wire Transfer Report

C. **CLAIMS: (Packet)**

1. Computer List of Bills

D. **OTHER PAYMENTS: None**

E. **ORDINANCES - SECOND READINGS: None**

F. **LICENSES: (Packet)**

1. Lawful Gambling Permit – Litchfield Rotary Club - Resolution No. 26-2-16
2. Lawful Gambling Permit – Songs of Summer Festival - Resolution No. 26-2-17

G. **OTHER ROUTINE MATTERS: (Packet)**

1. Distributed Generation Annual Tariff Filing Update (Memo)(Packet)
2. Sales on Public Property – See Listing

H. **COMMUNICATIONS: (Packet)**

1. Minutes and Reports:
  - a. Heritage Preservation Commission Minutes – January 26, 2026
  - b. Litchfield Library Board – January 27, 2026

III. **TIMED ITEMS**

IV. **ACKNOWLEDGMENT OF AUDIENCE / PRESENTATIONS**

A. **AIRPORT FLY-IN REQUEST (Memo) (Packet)**

**V. COMMISSION RECOMMENDATIONS****A. HERITAGE PRESERVATION COMMISSION (Packet)**

1. Certificate of Appropriateness Application – by John Braun/Blind Pig Aviation, LLC at 215 N. Sibley Ave. - Resolution No. 26-2-18

**VI. COMMITTEE REPORTS****VII. LEGAL CONSIDERATION****VIII. BUSINESS****A. STATE HISTORIC BUILDING GRANT (Memo)(Packet)**

1. Construction Manager RFP
2. Selection Criteria Matrix

**B. LARC CAPITAL BUDGET UPDATE (Memo)(Packet)****C. CITY POSITIONS (Memo)(Packet)**

1. City Planner
2. Office Lead
3. Building Official

**D. EQUIPMENT (Memo)(Packet)**

1. Wastewater
2. Police Vehicles

**E. COUNCIL MEMBER LARSON REQUEST (Packet)****F. APPOINTMENTS TO MAKE (Packet)**

1. Litchfield Police Commission – One – 3 Year Term – 01/01/2026 - 12/31/2028  
Incumbent: Jared Culbertson  
Applicants: Jared Culbertson, Sandy Minton

**IX. ADDITIONAL ITEMS****X. ANNOUNCEMENTS**

**A. WORK SESSION**

*A work session will be held prior to the Council meeting on Monday, February 2, 2026 at 3:30p.m. on the State Historic Building Grant.*

**B. NEXT COUNCIL MEETING -**

*The next Council meeting will be held on Tuesday, February 17, 2026 due to Presidents' Holiday.*

**XI. ADJOURNMENT**

CALL TO ORDER

# CONSENT AGENDA

# MINUTES

1.

**I. CALL TO ORDER.**

A regular meeting of the City Council of the City of Litchfield was held in the City Council Chambers at the City Hall Tuesday, January 20, 2026, commencing at 5:30 p.m. Mayor Dingmann called the meeting to order.

A. ROLL CALL:

Mayor	Ron Dingmann	Present
Council Member-at-Large	Malinda Larson	Present
Council Member Ward I	Eric Mathwig	Present
Council Member Ward II	Darlene Kotelnicki	Present
Council Member Ward III	Betty Allen	Present
Council Member Ward IV	John Carlson	Present
Council Member Ward V	Bob Powers	Present
City Administrator	Dave Cziok	Present
Assistant City Administrator	Joyce Spreiter	Present
Operations Coordinator	Mario Provencher	Present
City Attorney	Emily Wood	Present
City Engineer	Chuck DeWolf	Present
Litchfield Rail	Brent Schacherer	Present
KLFD	Tim Bergstrom	Present

B. PLEDGE OF ALLEGIANCE

**II. CONSENT AGENDA -**

Each item on the Consent Agenda was considered. No items were added or deleted.

A. COUNCIL MINUTES TO APPROVE:

1. City Council Meeting – January 5, 2026
2. City Council Work Session – January 5, 2026

B. FINANCIAL REPORTS TO APPROVE:

1. Electronic and Wire Transfer Report

C. CLAIMS TO AUTHORIZE FOR PAYMENT:

1. Computer List of Bills for \$478,825.99

D. OTHER PAYMENTS: None.

E. ORDINANCES – SECOND READINGS: None.

F. LICENSES:

1. Lawful Gambling Permit

- a. Litchfield Rescue Squad Auxiliary, Inc.

**CITY OF LITCHFIELD  
RESOLUTION NO. 26-1-12  
LAWFUL GAMBLING PERMIT FOR  
AN EXEMPT ORGANIZATION  
LITCHFIELD RESCUE SQUAD AUXILIARY, INC.**

**WHEREAS**, an application for a lawful gambling license exemption was considered from the Litchfield Rescue Squad Auxiliary, Inc.,

**NOW, THEREFORE, BE IT RESOLVED** to approve the application for an Exemption from a Lawful Gambling license for Litchfield Rescue Squad Auxiliary, Inc. on January 12, 2026 at Litchfield Rescue Hall, 227 N. Ramsey Ave., Litchfield, and to direct submittal of a copy of this resolution with their application to the State Gambling Control Division.

Adopted by the City Council this 20<sup>th</sup> day of January, 2026.

Attest:

\_\_\_\_\_  
ASSISTANT CITY ADMINISTRATOR

Approved:

\_\_\_\_\_  
MAYOR

- b. Litchfield Lions Club

**CITY OF LITCHFIELD  
RESOLUTION NO. 26-1-13  
LAWFUL GAMBLING PERMIT FOR  
AN EXEMPT ORGANIZATION  
LITCHFIELD LIONS CLUB**

**WHEREAS**, an application for a lawful gambling license exemption was considered from the Litchfield Lions Club,

**NOW, THEREFORE, BE IT RESOLVED** to approve the application for an Exemption from a Lawful Gambling license for Litchfield Lions Club on February 23, 2026 at Prospects Restaurant, 405 W. Pleasure Drive, Litchfield, and to direct submittal of a copy of this resolution with their application to the State Gambling Control Division.

Adopted by the City Council this 20<sup>th</sup> day of January, 2026.

Approved:

Attest:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
ASSISTANT CITY ADMINISTRATOR

- G. OTHER ROUTINE MATTERS: None.
- H. COMMUNICATIONS TO REVIEW :
  - 1. Minutes & Reports:
    - a. Airport Advisory Board Minutes – January 12, 2026
    - b. Finance Committee Minutes – January 13, 2026
    - c. Personnel Committee Minutes – January 13, 2026

After review, it was moved by Council Member Mathwig, seconded by Council Member Larson, to adopt the following:

**CITY OF LITCHFIELD  
RESOLUTION NO. 26-1-14  
APPROVING CONSENT AGENDA**

**WHEREAS**, the Consent Agenda has been assembled and presented; and

**WHEREAS**, all requests to have items removed have been duly noted,

**NOW, THEREFORE, BE IT RESOLVED** to approve the Consent Agenda as presented except for items, if any, which were requested to be removed for individual consideration.

Adopted by the City Council this 20<sup>th</sup> day of January, 2026.

Approved:

Attest:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
ASSISTANT CITY ADMINISTRATOR

Upon roll call vote, all members present voted aye, whereupon the resolution was declared adopted.

**III. TIMED ITEMS** – None.

IV. **ACKNOWLEDGEMENT OF AUDIENCE/PRESENTATIONS** – None.

V. **COMMISSION RECOMMENDATIONS** – None.

VI. **COMMITTEE REPORTS** – None.

VII. **LEGAL CONSIDERATIONS** – None.

VIII. **BUSINESS** –

A. **STATE HISTORIC BUILDING GRANT**

City Administrator Cziok overviewed the process and consultants involved to get consensus on the Grant Agreement – Construction Grant with the Minnesota Historical Society for the Litchfield Façade Grant Program project presented to the Council for consideration.

After review, it was moved by Council Member Kotelnicki, seconded by Council Member Larson, to adopt the following:

**CITY OF LITCHFIELD  
RESOLUTION NO 26-1-15  
APPROVE GRANT AGREEMENT – CONSTRUCTION GRANT WITH THE  
MINNESOTA HISTORICAL SOCIETY FOR  
THE LITCHFIELD FAÇADE GRANT PROGRAM PROJECT**

**WHEREAS**, the City of Litchfield is the recipient of \$2,025,000 from the State of Minnesota through its bonding appropriations to assist in the downtown façade improvement program in the commercial district; and

**WHEREAS**, the City contracted with New History to provide consulting services relating to the Litchfield Façade Grant Program Project; and

**WHEREAS**, the Council approved 4594 Design as project architect for design and construction documents relating to the State Historic Building Grant Program; and

**WHEREAS**, both New History and 4594 Design were involved in the grant agreement process; and

**WHEREAS**, 4594 Design was involved with the language change with Section 5.29 which lays out how the grant fund will be distributed amongst applicants,

Resolution No. 26-1-15 – Cont'd.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Litchfield hereby approves the Grant Agreement – Construction Grant with the Minnesota Historical Society for the Litchfield Façade Grant Program project.

Adopted by the City Council this 20<sup>th</sup> day of January, 2026.

Approved:

Attest:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
ASSISTANT CITY ADMINISTRATOR

Upon roll call vote, all members present voted aye, whereupon the resolution was declared adopted.

**B. COUNCIL MEMBER CARLSON REQUEST**

Council Member Carlson discussed the donation the Litchfield boys' and girls' basketball programs committed to in the amount of \$20,000 towards the addition of 8 basketball hoops to the LARC. He explained the value of additional basketball hoops and the need to add infrastructure at the time of construction since it would be more costly to add later, which resulted in the \$20,000 commitment. With excess funds left over at near completion of the LARC, he requested Council consideration of forgiving said donation. It was noted that no other group has participated financially. Council Member Carlson shared that he didn't need a decision at tonight's meeting. The topic was tabled by consensus for future discussion. No formal action was taken.

**C. FUTURE LEAGUE TRAINING**

City Administrator Cziok discussed a future league training opportunity for department head staff to meet with Aime Gourley from the League of Minnesota Cities and Jim Prosser of Prosser Public Advisors, LLC on priorities staff may like to share, transitioning from training to a more real-world exercise. Results of the exercise will be a presentation to the City Council. No formal action was taken.

**IX. ADDITIONAL ITEMS – None.**

**X. ANNOUNCEMENTS –**

**A. WORK SESSION**

The City Council held a work session at 4:15 p.m. in the Council Chambers prior to the Council meeting on Tuesday, January 20, 2026 to discuss organizational needs. No formal action was taken. Minutes of the work session are on file.

January 20, 2026

**XI. ADJOURNMENT –**

It was moved by Council Member Larson to adjourn the City Council meeting at 5:52 p.m. Motion Carried.

Attest:

Approved:

\_\_\_\_\_  
ASSISTANT CITY ADMINISTRATOR

P:\COUNCIL MINUTES\CC 01-20-2026

\_\_\_\_\_  
MAYOR

2.

A work session of the City Council of the City of Litchfield was held in the Council Chambers of City Hall on Tuesday, January 20, 2026, commencing at 4:20 p.m. Mayor Dingmann opened the work session on organizational needs.

In attendance:

Mayor	Ron Dingmann	Present
Council Member-at-Large	Malinda Larson	Present
Council Member Ward I	Eric Mathwig	Present
Council Member Ward II	Darlene Kotelnicki	Present
Council Member Ward III	Betty Allen	Present
Council Member Ward IV	John Carlson	Present
Council Member Ward V	Bob Powers	Present
City Administrator	Dave Cziok	Present
Assistant City Administrator	Joyce Spreiter	Present
Operations Coordinator	Mario Provencher	Present

## **I. ORGANIZATIONAL NEEDS**

### **A. Review of Vacancies**

City Administrator Cziok outlined the current vacancies and discussed the level of need in filling the positions. Vacancies include Code Enforcement Officer, Liquor Store Clerk, LARC Maintenance Tech, Power Plant Foreman, Assistant Line Foreman, Lineman, Community Engagement Tech, Park Foreman, and Pro Shop Associate.

Non-vacant positions were reviewed by City Administrator Cziok. The first position would be a new city hall position which was originally pursued as a City Clerk/Communication Director however a human resources position is warranted also. He discussed the need to provide office leadership for the City's accounting and customer service positions with the City's current office supervisor transitioning into full retirement. In planning for the future, another position for consideration is a Finance Director at some point. The need for a Wastewater operator is dependent upon the next upgrade relating to wastewater treatment plant requiring an additional staff person. No formal action was taken.

### **B. Hiring Calendar**

City Administrator Cziok reviewed a hiring time frame for filling current vacancies and for current non-vacant positions. He outlined vacant positions budgeted that may not be filled in which the budget could be used for non-vacant positions identified. No formal action was taken.

### **C. Next Steps**

January 20, 2026

Next steps were reviewed with the most prevalent positions to be filled to include Code Enforcement Officer, City Planner, and Office Lead. City Administrator Cziok shared that it is doubtful that the City will find another Code Enforcement Officer with a CDL who is able to help with the Public Works Department a few days a week. The Council discussed other tasks that could be added to the Code Enforcement Officer position to fill the 40-hour work week, one of the tasks identified being adoption and enforcement of a Rental Ordinance.

City Administrator Cziok discussed potentially transitioning the current City Planner consultant position into a full-time position and tasks that could be added to fill the 40-hour work week. The Pro-Shop Associate position will be entertained by the short-term working group established to discuss said position and rates.

The timeline for filling the positions of Building Inspector, City Planner, Office Lead, and Pro-Shop Associate would be the first half of 2026. No formal action was taken.

## **II. ADJOURNMENT –**

The City Council work session adjourned at 5:24 p.m. by unanimous consent.

3.

January 26, 2026

A work session of the City Council of the City of Litchfield was held in the Council Chambers of City Hall on Monday, January 26, 2026, commencing at 4:20 p.m. Mayor Dingmann opened the work session on the State Historic Building Grant relating to establishing scoring criteria for the distribution of funds.

In attendance:

Mayor	Ron Dingmann	Present
Council Member-at-Large	Malinda Larson	Present
Council Member Ward I	Eric Mathwig	Present
Council Member Ward II	Darlene Kotelnicki	Present
Council Member Ward III	Betty Allen	Present
Council Member Ward IV	John Carlson	Present
Council Member Ward V	Bob Powers	Excused
City Administrator	Dave Cziok	Present
Assistant City Administrator	Joyce Spreiter	Present

## **I. ORGANIZATIONAL NEEDS**

### **A. Opening Thoughts**

Jesse Turck of 4594 Design reviewed the updated schedule and Resolution No. 25-10-229 adopted by the Council approving priorities for funding properties relating to the State Historic Building Grant. He informed the Council that they are working on the drawings and will have budget numbers in another week and a half. He shared the RFP for the construction manager is being assembled with the assistance of Meghan Elliot from New History. Mr. Turck asked Council Members and City Administrator Cziok for their thoughts. Concerns were expressed on the funds going to the facades when the building might have structural or foundation issues. Council Members agreed that they wanted the process to be fair and property owners to be treated the same. Other thoughts shared and discussions which included focusing on a couple of high-profile properties, optimism that improvements will encourage other private investments and create viable businesses, the level of support of the property owners for the contracts, concern with the formula used to determine awards, and owner contribution towards improvements.

### **B. Philosophies/Goals/Ideas**

Council Members shared philosophies and goals including foundational concerns, fairness, criteria being crucial, matching funds, and timing.

### **C. Scoring Criteria**

Jesse Turck discussed scoring criteria and the distribution of funds. The 3 discussions points involved the total dollars to allocate, fund distribution options to consider, and whether to redistribute/recalculate money, or place funds into a contingency fund in the event projects drop out. He outlined scoring criteria to consider for awarding funds including the following:

- 1) Façade Area/square footage of 38,844 of total of eligible street façade
- 2) Point considerations
- 3) Owner contribution
- 4) Other ways

The Council also discussed whether property owners were willing or able to provide matching funds. Mr. Turck provided a disclaimer on the scoring criteria outlined for Council consideration in that the Council has the authority in determining the scoring criteria to be used.

D. Matrix

Jesse Turck provided a disclaimer on a matrix provided which outlined scoring criteria and potential funding results for each property. The Council discussed the point system and where money should be distributed. There was discussion on whether the priorities outlined in the resolution adopted by the Council were being met.

E. Summary

The Council favored distributing funds on façade square footage for fairness to property owners. There was discussion on whether to require a matching contribution from property owners.

No formal action was taken.

**II. ADJOURNMENT –**

The City Council work session adjourned at 5:24 p.m. by unanimous consent.

FINANCIAL REPORTS

## **ELECTRONIC AND WIRE TRANSFERS**

		Electronic	Wires
1/20/2026	1/20/2026	\$1,403.29	
1/21/2026	12/31/25 A/P	\$378,498.67	
1/21/2026	1/20/26 A/P	\$100,327.32	
1/21/2026	1/21/26 A/P	\$5,286,002.70	
1/26/2026	1/26/26 A/P	\$1,117,452.38	
1/28/2026	1/27/26 A/P	\$116,855.66	
1/28/2026	1/29/26 A/P		\$ 2,952,289.18
1/29/2026	2/02/26 A/P		\$ 169,456.00
1/29/2026		\$1,186,090.87	
1/29/2026	1/30/25 P/R ACH A/P	\$73,249.73	
1/29/2026	1/30/25 P/R	\$100,351.43	
1/29/2026	1/30/25 P/R A/P	\$7,111.35	
		<hr/>	
		\$8,367,343.40	\$3,121,745.18

\*KEY

A/P = Accounts Payable

P/R = Payroll

# CLAIMS

# Accounts Payable

## Voucher Approval Document

User: Abby.Lysdal@ci.litchfield.mn.us  
Printed: 01/30/2026 - 10:33AM  
Date Type:  
Voucher From & To:  
Date From & To:  
Batch: AP5 00031.01.2026



<b>Fund</b>	<b>Description</b>	<b>Amount</b>
100	General Fund	58,375.22
602	Water Fund	12,537.71
604	Electric Fund	7,465.06
611	Civic Arena	612.34
612	LARC	8,843.70
614	Sewer	64,720.64
623	Golf Course	1,228.63
629	Cemetery	142.32
<b>Report Total:</b>		<b>153,925.62</b>

# Accounts Payable

## Voucher Approval List

User: Abby.Lysdal@ci.litchfield.mn.us  
 Printed: 01/30/2026 - 10:33AM  
 Batch: AP5 00031.01.2026



Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
101946	1/31/2026	Arrow Glass	Back Window for 2001 International	100-4312-6400	263.35
<b>Warrant Total:</b>					<b>263.35</b>
101947	1/31/2026	B & G Plumbing & Heating, Inc.	Repairs to drinking fountain	100-4550-6220	100.00
101947	1/31/2026	B & G Plumbing & Heating, Inc.	Drinking Water Filter Cartridge	100-4550-6220	198.00
<b>Warrant Total:</b>					<b>298.00</b>
101948	1/31/2026	Badger Meter	Water Meter Cell Service	602-4961-6430	120.00
101948	1/31/2026	Badger Meter	Water Meter Cell Service	602-4961-6430	360.00
101948	1/31/2026	Badger Meter	Water Meter Cell Service	602-4961-6430	1,020.10
101948	1/31/2026	Badger Meter	Water Meter Cell Service	602-4961-6430	3,181.50
101948	1/31/2026	Badger Meter	Water Meter Cell Service	602-4961-6430	3,184.65
101948	1/31/2026	Badger Meter	Water Meter Cell Service	602-4961-6430	1,021.11
101948	1/31/2026	Badger Meter	Water Meter Cell Service	602-4961-6430	3,197.25
101948	1/31/2026	Badger Meter	Water Meter Cell Service	602-4961-6430	-2,161.40
101948	1/31/2026	Badger Meter	Water Meter Cell Service	602-4961-6430	-2,163.54
<b>Warrant Total:</b>					<b>7,759.67</b>
101949	1/31/2026	BNSF Railway Company	Land Lease for Electronic Community Signboard	100-4926-6431	2,643.37
<b>Warrant Total:</b>					<b>2,643.37</b>
101950	1/31/2026	Border States Electric Supply	Bulbs for stock	604-4961-6220	123.57
101950	1/31/2026	Border States Electric Supply	Connectors & Wire for stock	604-4961-6220	2,498.95
<b>Warrant Total:</b>					<b>2,622.52</b>
101951	1/31/2026	Bradley Security & Electric, LLC.	Motor Starter for Jet Truck	614-4947-6400	4,059.00
<b>Warrant Total:</b>					<b>4,059.00</b>
101952	1/31/2026	Central MN Alarms, Inc.	1st Qtr Alarm Monitoring - 405 W Pleasure Dr	623-4983-6400	141.74
<b>Warrant Total:</b>					<b>141.74</b>

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
101953	1/31/2026	Chappell Central, Inc.	Repairs to Boiler	604-4960-6400	2,357.96
<b>Warrant Total:</b>					<b>2,357.96</b>
101954	1/31/2026	Cintas	Mats, Towels & Supplies	100-4522-6400	216.26
101954	1/31/2026	Cintas	Mats, Towels & Supplies	611-4985-6400	35.40
101954	1/31/2026	Cintas	Mats, Towels & Supplies	612-4985-6400	126.83
101954	1/31/2026	Cintas	Towels	100-4550-6400	46.00
101954	1/31/2026	Cintas	Mats	614-4947-6426	41.00
101954	1/31/2026	Cintas	Mats & Towels	614-4947-6426	67.30
101954	1/31/2026	Cintas	Towels	100-4550-6400	16.00
101954	1/31/2026	Cintas	Mats, Towels & Supplies	612-4985-6400	126.83
101954	1/31/2026	Cintas	Mats, Towels & Supplies	611-4985-6400	35.40
101954	1/31/2026	Cintas	Mats, Towels & Supplies	100-4522-6400	216.26
<b>Warrant Total:</b>					<b>927.28</b>
101955	1/31/2026	Classic Cleaning Company	Monthly Cleaning Charge	100-4550-6400	340.00
<b>Warrant Total:</b>					<b>340.00</b>
101956	1/31/2026	Column Software PBC	2026 Budget Summary Notice	100-4113-6350	390.55
<b>Warrant Total:</b>					<b>390.55</b>
101957	1/31/2026	Core & Main LP	Repair Sleeves	602-4961-6220	1,315.47
<b>Warrant Total:</b>					<b>1,315.47</b>
101958	1/31/2026	Creative Forms & Concepts, Inc	Laser Direct Deposit Statements	100-4157-6200	768.69
101958	1/31/2026	Creative Forms & Concepts, Inc	Laser Accounts Payable Checks	100-4157-6200	1,044.53
<b>Warrant Total:</b>					<b>1,813.22</b>
101959	1/31/2026	Davis Motors, Inc.	Towing Service	100-4210-6436	150.00
101959	1/31/2026	Davis Motors, Inc.	Towing Service	100-4210-6436	505.00
<b>Warrant Total:</b>					<b>655.00</b>
101960	1/31/2026	Diamond Industrial Cleaning Equipment	Parts Wash	100-4312-6220	228.69
<b>Warrant Total:</b>					<b>228.69</b>
101961	1/31/2026	Dooley's Petroleum	#2 Red w/winter add	100-4312-6212	1,166.23
101961	1/31/2026	Dooley's Petroleum	#2 Red w/winter add	100-4312-6212	1,640.10
101961	1/31/2026	Dooley's Petroleum	#2 Red	100-4312-6212	3,411.10

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
101961	1/31/2026	Dooley's Petroleum	#2 Red	100-4312-6212	4,448.76
101961	1/31/2026	Dooley's Petroleum	#2 Red	100-4312-6212	5,264.63
<b>Warrant Total:</b>					<b>15,930.82</b>
101962	1/31/2026	Fastenal Company	Parts	100-4312-6220	70.16
<b>Warrant Total:</b>					<b>70.16</b>
101963	1/31/2026	Galls LLC	Multi-Tool - D. Reiner	100-4210-6217	20.33
<b>Warrant Total:</b>					<b>20.33</b>
101964	1/31/2026	Hach Company	Lab Supplies	614-4947-6218	953.68
101964	1/31/2026	Hach Company	Sampler Junction Box	614-4947-6220	542.10
<b>Warrant Total:</b>					<b>1,495.78</b>
101965	1/31/2026	Hawkins Water Treatment Group	Ferric	614-4947-6216	10,522.83
101965	1/31/2026	Hawkins Water Treatment Group	Chemicals - Water	602-4960-6210	2,691.80
101965	1/31/2026	Hawkins Water Treatment Group	Chemicals	614-4947-6216	3,866.87
101965	1/31/2026	Hawkins Water Treatment Group	Chemicals	614-4947-6216	4,483.12
101965	1/31/2026	Hawkins Water Treatment Group	Ferric	614-4947-6216	10,522.83
101965	1/31/2026	Hawkins Water Treatment Group	Ferric	614-4947-6216	9,864.33
<b>Warrant Total:</b>					<b>41,951.78</b>
101966	1/31/2026	Hillyard/Hutchinson	Scrubber IMOP	612-4985-6240	8,140.75
<b>Warrant Total:</b>					<b>8,140.75</b>
101967	1/31/2026	Innovative Office Solutions LLC	Office Supplies	100-4194-6210	551.69
101967	1/31/2026	Innovative Office Solutions LLC	Envelopes	100-4194-6210	91.38
101967	1/31/2026	Innovative Office Solutions LLC	Paper	100-4194-6210	117.81
101967	1/31/2026	Innovative Office Solutions LLC	Office Supplies	612-4985-6200	20.95
101967	1/31/2026	Innovative Office Solutions LLC	Office Supplies	612-4985-6200	4.61
101967	1/31/2026	Innovative Office Solutions LLC	Supplies	100-4194-6210	-60.34
<b>Warrant Total:</b>					<b>726.10</b>
101968	1/31/2026	Irby Tool & Safety	Straps	604-4961-6220	31.49
<b>Warrant Total:</b>					<b>31.49</b>
101969	1/31/2026	Jack's Oil Distributing, Inc.	Clean Heaters	612-4985-6400	142.50

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount	
					<b>Warrant Total:</b>	<b>142.50</b>
101970	1/31/2026	Kranz Lawn & Power	Pole Saw, Lights, Bars, Batteries	100-4524-6240	6,295.33	
					<b>Warrant Total:</b>	<b>6,295.33</b>
101971	1/31/2026	Language Line Services	Language Line Service	100-4210-6430	300.58	
					<b>Warrant Total:</b>	<b>300.58</b>
101972	1/31/2026	Litchfield Hardware	Supplies	611-4985-6220	25.98	
101972	1/31/2026	Litchfield Hardware	Fittings	614-4947-6220	123.94	
101972	1/31/2026	Litchfield Hardware	Tools	604-4961-6213	56.97	
101972	1/31/2026	Litchfield Hardware	Fittings	614-4947-6220	66.93	
101972	1/31/2026	Litchfield Hardware	Heater & Supplies	611-4985-6220	62.95	
101972	1/31/2026	Litchfield Hardware	Bungee Cords	100-4312-6220	31.94	
101972	1/31/2026	Litchfield Hardware	Paint Brush	100-4312-6220	5.99	
101972	1/31/2026	Litchfield Hardware	Supplies	611-4985-6220	154.85	
					<b>Warrant Total:</b>	<b>529.55</b>
101973	1/31/2026	Marco Technologies LLC	Monthly Managed IT Services	100-4159-6300	4,020.00	
					<b>Warrant Total:</b>	<b>4,020.00</b>
101974	1/31/2026	Matheson Tri-Gas, Inc.	Tank Lease	100-4318-6220	255.65	
101974	1/31/2026	Matheson Tri-Gas, Inc.	Tank Lease	100-4312-6220	528.32	
101974	1/31/2026	Matheson Tri-Gas, Inc.	Tank Lease	614-4947-6410	246.26	
					<b>Warrant Total:</b>	<b>1,030.23</b>
101975	1/31/2026	McMaster-Carr Supply Co.	O-Rings	604-4960-6220	50.88	
					<b>Warrant Total:</b>	<b>50.88</b>
101976	1/31/2026	Metering & Technology Solutions	Water Meter Registers	602-4961-6220	278.28	
					<b>Warrant Total:</b>	<b>278.28</b>
101977	1/31/2026	Mid-American Research Chemical	Cleaning Supplies	100-4522-6220	396.28	
					<b>Warrant Total:</b>	<b>396.28</b>
101978	1/31/2026	Mid-Minnesota Electric, LLC	Convert Office Lights to LED	604-4961-6400	395.80	
					<b>Warrant Total:</b>	<b>395.80</b>

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
101979	1/31/2026	Miller Automotive LLC	Repairs to 2017 Dodge Durango Special Service	100-4210-6402	1,159.87
<b>Warrant Total:</b>					<b>1,159.87</b>
101980	1/31/2026	Mini-Biff Inc.	Service 12.17.25 - 1.13.26 - Cemetery/Shop	629-4956-6410	134.64
<b>Warrant Total:</b>					<b>134.64</b>
101981	1/31/2026	MN Tarp and Liner	UHMW Liner & Sealant	100-4312-6220	1,962.45
<b>Warrant Total:</b>					<b>1,962.45</b>
101982	1/31/2026	MVTL Laboratories, Inc.	Labs - Water	602-4961-6400	76.56
101982	1/31/2026	MVTL Laboratories, Inc.	Labs	614-4947-6300	119.78
101982	1/31/2026	MVTL Laboratories, Inc.	Labs	614-4947-6300	94.78
101982	1/31/2026	MVTL Laboratories, Inc.	Labs	614-4947-6300	645.10
101982	1/31/2026	MVTL Laboratories, Inc.	Labs - Water	602-4961-6400	101.36
101982	1/31/2026	MVTL Laboratories, Inc.	Labs	614-4947-6300	493.80
101982	1/31/2026	MVTL Laboratories, Inc.	Labs	614-4947-6300	214.56
101982	1/31/2026	MVTL Laboratories, Inc.	Labs - Water	602-4961-6400	76.56
101982	1/31/2026	MVTL Laboratories, Inc.	Labs - Water	602-4961-6400	80.96
101982	1/31/2026	MVTL Laboratories, Inc.	Labs	614-4947-6300	550.32
101982	1/31/2026	MVTL Laboratories, Inc.	Labs	614-4947-6300	189.56
101982	1/31/2026	MVTL Laboratories, Inc.	Labs	614-4947-6300	94.78
101982	1/31/2026	MVTL Laboratories, Inc.	Labs	614-4947-6300	234.96
101982	1/31/2026	MVTL Laboratories, Inc.	Labs	614-4947-6300	685.90
101982	1/31/2026	MVTL Laboratories, Inc.	Labs	614-4947-6300	550.32
101982	1/31/2026	MVTL Laboratories, Inc.	Labs	614-4947-6300	493.80
101982	1/31/2026	MVTL Laboratories, Inc.	Labs	614-4947-6300	141.74
101982	1/31/2026	MVTL Laboratories, Inc.	Labs	614-4947-6300	234.96
101982	1/31/2026	MVTL Laboratories, Inc.	Labs	614-4947-6300	209.96
101982	1/31/2026	MVTL Laboratories, Inc.	Labs	614-4947-6300	94.78
101982	1/31/2026	MVTL Laboratories, Inc.	Labs	614-4947-6300	189.56
101982	1/31/2026	MVTL Laboratories, Inc.	Labs	614-4947-6300	645.10
<b>Warrant Total:</b>					<b>6,219.20</b>
101983	1/31/2026	Nuss Truck & Equipment	Clamp & Gasket	100-4312-6220	81.24
<b>Warrant Total:</b>					<b>81.24</b>
101984	1/31/2026	Olsen Chain & Cable Inc	Chain	100-4312-6220	43.43

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
<b>Warrant Total:</b>					<b>43.43</b>
101985	1/31/2026	Parts City Auto Parts	Wiper Fluid	100-4210-6402	4.63
101985	1/31/2026	Parts City Auto Parts	Drain Valve	604-4961-6220	9.62
101985	1/31/2026	Parts City Auto Parts	Batteries	623-4983-6220	14.99
101985	1/31/2026	Parts City Auto Parts	Air Break Fitting & Seal	100-4220-6220	42.71
101985	1/31/2026	Parts City Auto Parts	Spark Plug	629-4956-6220	7.68
101985	1/31/2026	Parts City Auto Parts	Parts	100-4312-6220	11.14
101985	1/31/2026	Parts City Auto Parts	Oil Filters	100-4312-6220	188.08
101985	1/31/2026	Parts City Auto Parts	Wiper Blades	100-4210-6402	59.46
101985	1/31/2026	Parts City Auto Parts	Washer Pump	100-4312-6220	38.28
101985	1/31/2026	Parts City Auto Parts	Shop Supplies	100-4318-6220	21.32
101985	1/31/2026	Parts City Auto Parts	Funnels	604-4960-6220	13.98
101985	1/31/2026	Parts City Auto Parts	Battery	100-4220-6220	334.04
101985	1/31/2026	Parts City Auto Parts	Shop Supplies	100-4312-6220	29.00
101985	1/31/2026	Parts City Auto Parts	Ratchet	100-4318-6220	16.99
101985	1/31/2026	Parts City Auto Parts	Battery	100-4318-6220	160.18
<b>Warrant Total:</b>					<b>952.10</b>
101986	1/31/2026	PYE BARKER	Wastewater Generator Fire Supression Check	614-4947-6400	1,339.75
<b>Warrant Total:</b>					<b>1,339.75</b>
101987	1/31/2026	Quill Corporation	Office Supplies	614-4947-6200	390.23
<b>Warrant Total:</b>					<b>390.23</b>
101988	1/31/2026	Ramsey Printing & Design, Inc.	LARC Membership Brochures	612-4985-6220	147.00
101988	1/31/2026	Ramsey Printing & Design, Inc.	Envelopes for UB	100-4157-6210	2,575.96
<b>Warrant Total:</b>					<b>2,722.96</b>
101989	1/31/2026	Region VI Chiefs Association	2026 Dues (10 FT Officers)	100-4210-6433	30.00
<b>Warrant Total:</b>					<b>30.00</b>
101990	1/31/2026	Renee Pursley Embroidery & Design	Embroidery for City Hall Staff Clothing	100-4194-6430	44.00
<b>Warrant Total:</b>					<b>44.00</b>
101991	1/31/2026	Retrofit Recycling	Bulb Recycling	604-4967-6447	1,888.39
<b>Warrant Total:</b>					<b>1,888.39</b>

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
101992	1/31/2026	Running's Supply, Inc.	Supplies	611-4985-6220	163.54
101992	1/31/2026	Running's Supply, Inc.	Valves & Fittings	602-4961-6220	116.09
101992	1/31/2026	Running's Supply, Inc.	Tools	100-4312-6220	74.94
101992	1/31/2026	Running's Supply, Inc.	Nuts, Bolts & Chain	100-4312-6220	178.14
101992	1/31/2026	Running's Supply, Inc.	Gloves & Handwarmers	602-4961-6220	40.96
101992	1/31/2026	Running's Supply, Inc.	Misc Parts	604-4961-6220	37.45
<b>Warrant Total:</b>					<b>611.12</b>
101993	1/31/2026	SERVPRO	Sewer Backup - 615 S Gilman Ave	614-4945-6405	11,746.71
<b>Warrant Total:</b>					<b>11,746.71</b>
101994	1/31/2026	Shred-It USA	Shred Services	100-4926-6430	104.30
<b>Warrant Total:</b>					<b>104.30</b>
101995	1/31/2026	Streicher's	Boots - P. Fank	100-4210-6217	257.99
101995	1/31/2026	Streicher's	Boots & Footbed Inserts - P. Fank	100-4210-6217	183.99
101995	1/31/2026	Streicher's	Footbed Inserts, Flashlights - P. Fank	100-4210-6217	242.19
101995	1/31/2026	Streicher's	Footbed Inserts - P. Fank	100-4210-6217	22.40
<b>Warrant Total:</b>					<b>706.57</b>
101996	1/31/2026	Target Pest Control	Pest Control	100-4255-6400	145.00
101996	1/31/2026	Target Pest Control	Pest Control	612-4985-6300	134.23
101996	1/31/2026	Target Pest Control	Pest Control	611-4985-6300	134.22
101996	1/31/2026	Target Pest Control	Pest Control	100-4194-6401	110.00
<b>Warrant Total:</b>					<b>523.45</b>
101997	1/31/2026	Terminal Supply Co	Wire	100-4318-6220	175.82
<b>Warrant Total:</b>					<b>175.82</b>
101998	1/31/2026	Two-Way Communications, Inc.	Provide & Install Two-Way Radios in Equipment	100-4312-6300	1,149.34
101998	1/31/2026	Two-Way Communications, Inc.	Provide & Install Two-Way Radios in Equipment	100-4522-6400	1,149.35
101998	1/31/2026	Two-Way Communications, Inc.	Two- Way Radios	100-4312-6400	1,071.90
101998	1/31/2026	Two-Way Communications, Inc.	Two- Way Radios	623-4983-6400	1,071.90
<b>Warrant Total:</b>					<b>4,442.49</b>
101999	1/31/2026	Wood & Rue, PLLP	January Criminal Miscellaneous	100-4161-6308	6,448.44
101999	1/31/2026	Wood & Rue, PLLP	January Civil Miscellaneous	100-4161-6304	676.00

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
					<b>Warrant Total:</b> 7,124.44
102000	1/31/2026	WSB & Associates, Inc.	2025 General Planning Services 12.01.25 - 12.31.25	100-4191-6300	3,900.00
					<b>Warrant Total:</b> 3,900.00
					<b>Report Total:</b> 153,925.62

**TOTAL WEEKLY & PAYROLL AP CHECK REGISTERS**

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Total
General	5,197.26	35,274.90	17,132.50	11,682.85	25,296.80	1,934.86	5,534.44		6,525.02	47,747.02	43,995.24	59,213.97	49,496.82	2,428.80	41,259.45		352,719.93
Water	119.52	1,936.93	900.00	245.49		140.45	145.88		6,551.43	1,474.11	2,153.04	84.88			2,082.92		16,814.65
Electric	447.78	9,759.47	7,087.62	189.46		490.13	394.81		115.57	12,713.32	11,949.21	185.88	2,583.99		11,477.12		57,392.86
Arena	23.78	978.81				114.36	126.72		1,722.24	1,093.08	1,300.19	497.40			1,528.22		7,984.80
LARC	53.79	2,493.56	85.83	45.49					3,063.99	1,513.99	2,854.33				3,017.99		12,928.97
Sewer	554.30	6,277.71	4,000.00	274.42		669.44	1,112.71		35,776.95	8,874.45	6,892.30	1,530.88	80.00	40.00	8,508.72		74,591.88
Liquor	32.04	3,148.31		50.54		85,745.35	36,212.83		1,646.08	2,150.23	3,324.62	8,824.67	62,167.35		3,793.44		207,095.46
Golf Course	146.82	1,485.25		91.72		1,099.19			446.22	2,341.75	2,369.78	259.17			1,581.87		9,821.77
Airport						362.47						997.33					1,359.80
Cemetery									5.36				127.50				132.86
Auditorium																	0.00
2004 Improvement																	0.00
Water Improvement																	0.00
Electric Improvement						4,336.50											4,336.50
Sewer Improvement												8,410.00					8,410.00
Commercial St/Holcombe Ave																	0.00
FDA Improvements																	0.00
Water Treatment Facility Imp																	0.00
Memorial Park Playground																	0.00
Memorial Park Restrooms																	0.00
2017 Improvement Project																	0.00
2016 Storm Sewer Impr																	0.00
2016 Columbarium																	0.00
2018 Improvement Project																	0.00
MN Rubber Expansion																	0.00
Civic Arena Improvements																	0.00
East Side Trunk Sewer																	0.00
Eastern Development			6,508.59														6,508.59
TH 12 Frontage Rd Imp Project																	0.00
TH 12 Improvements																	0.00
Marshall/1st St. Imp.																	0.00
Airport Improvements			148,866.81					144,866.81									293,733.62
Fire/Rescue Bldg.																	0.00
Parm. Imp. Rev.																	0.00
GO CIP Bonds - 2011B																	0.00
GO Imp & Refund Bond - 2011C																	0.00
GO Sewer Sys Bond - 2011D																	0.00
GO Imp. Bond - 2013A																	0.00
GO Utility Rev Bonds - 2014A																	0.00
GO Cap Imp Plan - 2015A																	0.00
GO Bonds 2018A Tax Abatement																	0.00
GO Bonds 2018A Capital Notes																	0.00
GO Sewer - 2019A Bond																	0.00
Water Imp. PFA 99																	0.00
Wastewater Imp PFA																	0.00
G.O. Imp. - 2004																	0.00
G.O. EDA Lease-Aud.																	0.00
G.O. EDA Lease																	0.00
G.O. Wastewater Fac																	0.00
G.O. Imp. - 2006A																	0.00
G.O. Imp. - 2007A																	0.00
Elec Util Rev Ref Bond - 2017A																	0.00
Electric Rev - 2008																	0.00
G.O. Equip Cert - 2009A																	0.00
G.O. Ref Bonds - 2009B																	0.00
C of I 2003																	0.00
C of I 2006																	0.00
C of I 2007																	0.00
2011 EDA Bond																	0.00
Cap. Equip. Rev.												36,887.50					36,887.50
Hazardous Bldg. Rev.																	0.00
Inf.-LARC			13,229.02	4,473.01					164.86								17,866.89
Inf.-Reinvestment Rev																	0.00
Inf.-Public Works Facility																	0.00
Inf.-Water																	0.00
Inf.-Electric																	0.00
Inf.-Streets																	0.00
Inf.-Sewer																	0.00
Inf.-Liquor																	0.00
TIF-7th & Donnelly(1-1)																	0.00
TIF-Pleasantview (1-2)																	0.00
TIF-Longfellow Sq (3-1)																	0.00
TIF-Northstar II (4-11)																	0.00
TIF-Aspen (4-5)																	0.00
TIF-Terraceview (4-4)																	0.00
TIF-Innovex (4-6)																	0.00
TIF-IRD (4-7)																	0.00
Ind Park Loan (4-8)																	0.00
TIF-Northstar (4-10)																	0.00
TIF-Towmaster (4-12)																	0.00
TIF-District (4-13)												165,000.00					165,000.00
Trunk Sanitary Sewer			115,277.75	45,000.00								4,131.02					164,408.77
Ded for Reimb Exp							5536.75						2,400.00				7,936.75
Res. - Auditorium																	0.00
Library Bldg Fund																	0.00
Library Improvements																	0.00
Cafeteria Benefit																	0.00
Comm. Reinvest																	0.00
Res. - Dial-A-Ride																	0.00
Res. - GAR Hall																	0.00
Res.-Meter Deposits																	0.00
Res. - JobZ																	0.00
Salt Storage Facility																	0.00
Sm. Cities Rehab Grnt																	0.00
Downtown/Heritage Pres																	0.00
Lake Riplev Imp.																	0.00
Hwy. 12 Beautification																	0.00
Other Dedicated Funds																	0.00
Anderson Gardens Trust																	0.00
Investment Trust												5,000,000.00					5,000,000.00
	6,574.79	61,353.94	313,088.12	62,052.98	25,296.80	100,429.50	43,527.39	144,866.81	56,017.72	77,907.95	74,638.71	5,286,002.70	116,855.66	2,468.80	73,249.73		

# Accounts Payable

## Voucher Approval Document

User: JohnSufka  
Printed: 01/02/2026 - 9:57AM  
Date Type:  
Voucher From & To:  
Date From & To:  
Batch: AP5 00701.01.2026



<b>Fund</b>	<b>Description</b>	<b>Amount</b>
100	General Fund	5,197.26
602	Water Fund	119.52
604	Electric Fund	447.28
611	Civic Arena	23.78
612	LARC	53.79
614	Sewer	554.30
620	Liquor	32.04
623	Golf Course	146.82
<b>Report Total:</b>		<b>6,574.79</b>

# Accounts Payable

## Voucher Approval List

User: JohnSufka  
 Printed: 01/02/2026 - 9:57AM  
 Batch: AP5 00701.01.2026



Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
101656	1/2/2026	Int'l Union Of Operating Eng.	PR Batch 00701.01.2026 Union Dues-Local 70	100-0000-2177	489.50
101656	1/2/2026	Int'l Union Of Operating Eng.	PR Batch 00701.01.2026 Union Dues-Local 70	614-0000-2177	241.00
101656	1/2/2026	Int'l Union Of Operating Eng.	PR Batch 00701.01.2026 Union Dues-Local 70	604-0000-2177	256.00
101656	1/2/2026	Int'l Union Of Operating Eng.	PR Batch 00701.01.2026 Union Dues-Local 70	623-0000-2177	87.00
101656	1/2/2026	Int'l Union Of Operating Eng.	PR Batch 00701.01.2026 Union Dues-Local 70	602-0000-2177	82.00
<b>Warrant Total:</b>					<b>1,155.50</b>
101657	1/2/2026	MetLife	PR Batch 00701.01.2026 Life Insurance ER Paid	611-0000-2176	4.24
101657	1/2/2026	MetLife	PR Batch 00701.01.2026 Life Insurance ER Paid	100-0000-2176	206.90
101657	1/2/2026	MetLife	PR Batch 00701.01.2026 Life Insurance ER Paid	612-0000-2176	17.00
101657	1/2/2026	MetLife	PR Batch 00701.01.2026 Life Insurance ER Paid	614-0000-2176	39.95
101657	1/2/2026	MetLife	PR Batch 00701.01.2026 Life Insurance ER Paid	604-0000-2176	51.43
101657	1/2/2026	MetLife	PR Batch 00701.01.2026 Life Insurance ER Paid	602-0000-2176	10.62
101657	1/2/2026	MetLife	PR Batch 00701.01.2026 Life Insurance ER Paid	620-0000-2176	8.50
101657	1/2/2026	MetLife	PR Batch 00701.01.2026 Life Insurance ER Paid	623-0000-2176	9.86
101657	1/2/2026	MetLife	PR Batch 00701.01.2026 Additional Life Insurance	611-0000-2176	6.90
101657	1/2/2026	MetLife	PR Batch 00701.01.2026 Additional Life Insurance	100-0000-2176	532.50
101657	1/2/2026	MetLife	PR Batch 00701.01.2026 Additional Life Insurance	604-0000-2176	11.00
101657	1/2/2026	MetLife	PR Batch 00701.01.2026 Additional Life Insurance	614-0000-2176	139.10
101657	1/2/2026	MetLife	PR Batch 00701.01.2026 Additional Life Insurance	620-0000-2176	1.30
101657	1/2/2026	MetLife	PR Batch 00701.01.2026 Additional Life Insurance	623-0000-2176	27.00
101657	1/2/2026	MetLife	Cobra Payment-John Lindstrom	100-0000-2182	8.50
101657	1/2/2026	MetLife	Cobra Payment-Peyton Aller	100-0000-2182	8.50
101657	1/2/2026	MetLife	Cobra Payment-Ron Schmitz	100-0000-2182	8.50
<b>Warrant Total:</b>					<b>1,091.80</b>
101658	1/2/2026	Minnesota Teamsters No.320	PR Batch 00701.01.2026 Teamsters Dues	100-0000-2177	898.00
101658	1/2/2026	Minnesota Teamsters No.320	PR Batch 00701.01.2026 Team Legal	100-0000-2177	65.16
<b>Warrant Total:</b>					<b>963.16</b>
101659	1/2/2026	Pacific Life Insurance Company	PR Batch 00701.01.2026 ILIAC-Def. Comp.	614-0000-2181	40.00

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
101659	1/2/2026	Pacific Life Insurance Company	PR Batch 00701.01.2026 ILIAC-Def. Comp.	100-0000-2181	2,428.80
<b>Warrant Total:</b>					<b>2,468.80</b>
101660	1/2/2026	The Hartford	PR Batch 00701.01.2026 Fortis Disability	100-0000-2176	550.90
101660	1/2/2026	The Hartford	PR Batch 00701.01.2026 Fortis Disability	611-0000-2176	12.64
101660	1/2/2026	The Hartford	PR Batch 00701.01.2026 Fortis Disability	612-0000-2176	36.79
101660	1/2/2026	The Hartford	PR Batch 00701.01.2026 Fortis Disability	614-0000-2176	94.25
101660	1/2/2026	The Hartford	PR Batch 00701.01.2026 Fortis Disability	604-0000-2176	128.85
101660	1/2/2026	The Hartford	PR Batch 00701.01.2026 Fortis Disability	602-0000-2176	26.90
101660	1/2/2026	The Hartford	PR Batch 00701.01.2026 Fortis Disability	620-0000-2176	22.24
101660	1/2/2026	The Hartford	PR Batch 00701.01.2026 Fortis Disability	623-0000-2176	22.96
<b>Warrant Total:</b>					<b>895.53</b>
<b>Report Total:</b>					<b>6,574.79</b>

# Accounts Payable

## Voucher Approval Document

User: JohnSufka  
Printed: 01/02/2026 - 10:34AM  
Date Type:  
Voucher From & To:  
Date From & To:  
Batch: AP5 00702.01.2026



<b>Fund</b>	<b>Description</b>	<b>Amount</b>
100	General Fund	35,274.90
602	Water Fund	1,936.93
604	Electric Fund	9,758.47
611	Civic Arena	978.81
612	LARC	2,493.56
614	Sewer	6,277.71
620	Liquor	3,148.31
623	Golf Course	1,485.25
<b>Report Total:</b>		<b>61,353.94</b>

# Accounts Payable

## Voucher Approval List

User: JohnSufka  
 Printed: 01/02/2026 - 10:34AM  
 Batch: AP5 00702.01.2026



Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 FICA Employee Portion	100-0000-2173	2,853.16
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 FICA Employee Portion	620-0000-2173	521.77
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 FICA Employee Portion	612-0000-2173	392.94
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 FICA Employee Portion	611-0000-2173	201.73
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 FICA Employee Portion	614-0000-2173	789.96
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 FICA Employee Portion	604-0000-2173	1,123.77
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 FICA Employee Portion	623-0000-2173	220.32
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 FICA Employee Portion	602-0000-2173	236.92
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 FICA Employer Portion	100-0000-2173	2,853.16
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 FICA Employer Portion	620-0000-2173	521.77
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 FICA Employer Portion	611-0000-2173	201.73
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 FICA Employer Portion	612-0000-2173	392.94
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 FICA Employer Portion	614-0000-2173	789.96
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 FICA Employer Portion	604-0000-2173	1,123.77
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 FICA Employer Portion	623-0000-2173	220.32
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 FICA Employer Portion	602-0000-2173	236.92
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 Medicare Employee Portion	100-0000-2175	1,117.03
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 Medicare Employee Portion	620-0000-2175	122.03
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 Medicare Employee Portion	611-0000-2175	47.18
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 Medicare Employee Portion	612-0000-2175	91.88
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 Medicare Employee Portion	614-0000-2175	184.76
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 Medicare Employee Portion	604-0000-2175	262.82
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 Medicare Employee Portion	623-0000-2175	51.53
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 Medicare Employee Portion	602-0000-2175	55.41
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 Medicare Employer Portion	100-0000-2175	1,117.03
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 Medicare Employer Portion	620-0000-2175	122.03
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 Medicare Employer Portion	611-0000-2175	47.18
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 Medicare Employer Portion	612-0000-2175	91.88
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 Medicare Employer Portion	614-0000-2175	184.76
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 Medicare Employer Portion	604-0000-2175	262.82
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 Medicare Employer Portion	623-0000-2175	51.53

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 Medicare Employer Portion	602-0000-2175	55.41
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 Federal Income Tax	620-0000-2171	425.52
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 Federal Income Tax	611-0000-2171	104.49
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 Federal Income Tax	612-0000-2171	342.91
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 Federal Income Tax	100-0000-2171	6,530.45
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 Federal Income Tax	614-0000-2171	1,124.24
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 Federal Income Tax	604-0000-2171	2,156.18
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 Federal Income Tax	623-0000-2171	326.79
0	1/2/2026	Federal Taxes	PR Batch 00701.01.2026 Federal Income Tax	602-0000-2171	427.98
<b>Warrant Total:</b>					<b>27,984.98</b>
0	1/2/2026	MN Dept of Revenue	PR Batch 00701.01.2026 State Income Tax	620-0000-2172	228.75
0	1/2/2026	MN Dept of Revenue	PR Batch 00701.01.2026 State Income Tax	611-0000-2172	67.20
0	1/2/2026	MN Dept of Revenue	PR Batch 00701.01.2026 State Income Tax	612-0000-2172	211.30
0	1/2/2026	MN Dept of Revenue	PR Batch 00701.01.2026 State Income Tax	100-0000-2172	3,359.87
0	1/2/2026	MN Dept of Revenue	PR Batch 00701.01.2026 State Income Tax	614-0000-2172	551.88
0	1/2/2026	MN Dept of Revenue	PR Batch 00701.01.2026 State Income Tax	604-0000-2172	1,004.25
0	1/2/2026	MN Dept of Revenue	PR Batch 00701.01.2026 State Income Tax	623-0000-2172	181.44
0	1/2/2026	MN Dept of Revenue	PR Batch 00701.01.2026 State Income Tax	602-0000-2172	170.47
<b>Warrant Total:</b>					<b>5,775.16</b>
0	1/2/2026	MN State Retirement System	PR Batch 00701.01.2026 Health Care Savings Plan-Stree	100-0000-2179	750.00
0	1/2/2026	MN State Retirement System	PR Batch 00701.01.2026 Health Care Savings Plan-Stree	614-0000-2179	500.00
0	1/2/2026	MN State Retirement System	PR Batch 00701.01.2026 Health Care Savings Plan-Stree	604-0000-2179	300.00
0	1/2/2026	MN State Retirement System	PR Batch 00701.01.2026 Health Care Savings Plan-Stree	602-0000-2179	125.00
<b>Warrant Total:</b>					<b>1,675.00</b>
0	1/2/2026	Orchard Trust-MN State Retirement Systems	PR Batch 00701.01.2026 VOYA-Def Comp %	604-0000-2181	6.94
0	1/2/2026	Orchard Trust-MN State Retirement Systems	PR Batch 00701.01.2026 VOYA-Def Comp %	614-0000-2181	97.00
0	1/2/2026	Orchard Trust-MN State Retirement Systems	PR Batch 00701.01.2026 VOYA-Def Comp %	602-0000-2181	34.64
0	1/2/2026	Orchard Trust-MN State Retirement Systems	PR Batch 00701.01.2026 VOYA-Def Comp ROTH %	614-0000-2181	97.00
0	1/2/2026	Orchard Trust-MN State Retirement Systems	PR Batch 00701.01.2026 VOYA-Def Comp ROTH %	604-0000-2181	6.94
0	1/2/2026	Orchard Trust-MN State Retirement Systems	PR Batch 00701.01.2026 VOYA-Def Comp ROTH %	602-0000-2181	34.64
0	1/2/2026	Orchard Trust-MN State Retirement Systems	PR Batch 00701.01.2026 VOYA-Def. Comp.	604-0000-2181	775.00
0	1/2/2026	Orchard Trust-MN State Retirement Systems	PR Batch 00701.01.2026 VOYA-Def Comp ROTH Flat	612-0000-2181	200.00
<b>Warrant Total:</b>					<b>1,252.16</b>
0	1/2/2026	Public Employees Retirement Association	PR Batch 00701.01.2026 PERA-Defined	100-0000-2174	55.00
0	1/2/2026	Public Employees Retirement Association	PR Batch 00701.01.2026 PERA-Percent ER	100-0000-2174	55.00

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
0	1/2/2026	Public Employees Retirement Association	PR Batch 00701.01.2026 PERA	620-0000-2174	560.13
0	1/2/2026	Public Employees Retirement Association	PR Batch 00701.01.2026 PERA	611-0000-2174	143.60
0	1/2/2026	Public Employees Retirement Association	PR Batch 00701.01.2026 PERA	100-0000-2174	7,036.07
0	1/2/2026	Public Employees Retirement Association	PR Batch 00701.01.2026 PERA	612-0000-2174	357.37
0	1/2/2026	Public Employees Retirement Association	PR Batch 00701.01.2026 PERA	614-0000-2174	909.14
0	1/2/2026	Public Employees Retirement Association	PR Batch 00701.01.2026 PERA	604-0000-2174	1,270.27
0	1/2/2026	Public Employees Retirement Association	PR Batch 00701.01.2026 PERA	602-0000-2174	259.79
0	1/2/2026	Public Employees Retirement Association	PR Batch 00701.01.2026 PERA	623-0000-2174	201.18
0	1/2/2026	Public Employees Retirement Association	PR Batch 00701.01.2026 PERA-ER Share	620-0000-2174	560.13
0	1/2/2026	Public Employees Retirement Association	PR Batch 00701.01.2026 PERA-ER Share	100-0000-2174	9,101.02
0	1/2/2026	Public Employees Retirement Association	PR Batch 00701.01.2026 PERA-ER Share	611-0000-2174	143.60
0	1/2/2026	Public Employees Retirement Association	PR Batch 00701.01.2026 PERA-ER Share	612-0000-2174	357.37
0	1/2/2026	Public Employees Retirement Association	PR Batch 00701.01.2026 PERA-ER Share	614-0000-2174	909.14
0	1/2/2026	Public Employees Retirement Association	PR Batch 00701.01.2026 PERA-ER Share	604-0000-2174	1,270.27
0	1/2/2026	Public Employees Retirement Association	PR Batch 00701.01.2026 PERA-ER Share	602-0000-2174	259.79
0	1/2/2026	Public Employees Retirement Association	PR Batch 00701.01.2026 PERA-ER Share	623-0000-2174	201.18
0	1/2/2026	Public Employees Retirement Association	PR Batch 00701.01.2026 PERA Additional ER	620-0000-2174	86.18
0	1/2/2026	Public Employees Retirement Association	PR Batch 00701.01.2026 PERA Additional ER	100-0000-2174	447.11
0	1/2/2026	Public Employees Retirement Association	PR Batch 00701.01.2026 PERA Additional ER	611-0000-2174	22.10
0	1/2/2026	Public Employees Retirement Association	PR Batch 00701.01.2026 PERA Additional ER	612-0000-2174	54.97
0	1/2/2026	Public Employees Retirement Association	PR Batch 00701.01.2026 PERA Additional ER	614-0000-2174	139.87
0	1/2/2026	Public Employees Retirement Association	PR Batch 00701.01.2026 PERA Additional ER	604-0000-2174	195.44
0	1/2/2026	Public Employees Retirement Association	PR Batch 00701.01.2026 PERA Additional ER	602-0000-2174	39.96
0	1/2/2026	Public Employees Retirement Association	PR Batch 00701.01.2026 PERA Additional ER	623-0000-2174	30.96
<b>Warrant Total:</b>					<b>24,666.64</b>
<b>Report Total:</b>					<b>61,353.94</b>

# Accounts Payable

## Voucher Approval Document

User: Abby.Lysdal@ci.litchfield.mn.us  
Printed: 01/06/2026 - 3:11PM  
Date Type:  
Voucher From & To:  
Date From & To:  
Batch: AP5 00006.01.2026



<b>Fund</b>	<b>Description</b>	<b>Amount</b>
100	General Fund	17,132.50
413	Trunk Sanitary Sewer	115,277.75
418	Eastern Development	6,508.59
425	Airport Improvements	148,866.81
602	Water Fund	900.00
604	Electric Fund	7,087.62
612	LARC	85.83
614	Sewer	4,000.00
706	Infrastructure-LARC	13,229.02
<b>Report Total:</b>		<b>313,088.12</b>

# Accounts Payable

## Voucher Approval List

User: Abby.Lysdal@ci.litchfield.mn.us  
 Printed: 01/06/2026 - 3:11PM  
 Batch: AP5 00006.01.2026



Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
101677	1/6/2026	Aaron Norris	DOT Inspector Stipend - A. Norris	100-4318-6430	200.00
101677	1/6/2026	Aaron Norris	Uniform Allowance - A. Norris	100-4312-6217	900.00
101677	1/6/2026	Aaron Norris	Boiler License Stipend - A. Norris	604-4960-6430	200.00
<b>Warrant Total:</b>					<b>1,300.00</b>
101670	1/6/2026	Amy Gabrielson	Uniform Allowance - A. Gabrielson	614-4947-6220	900.00
101670	1/6/2026	Amy Gabrielson	Boiler Stipend - A. Gabrielson	614-4947-6430	200.00
<b>Warrant Total:</b>					<b>1,100.00</b>
101664	1/6/2026	Brandon Cook	Uniform Allowance - B. Cook	614-4947-6220	900.00
101664	1/6/2026	Brandon Cook	Boiler Stipend - B. Cook	614-4947-6430	200.00
<b>Warrant Total:</b>					<b>1,100.00</b>
101675	1/6/2026	Bryce Manning	Tree Inspector Stipend - B. Manning	100-4524-6430	200.00
101675	1/6/2026	Bryce Manning	Uniform Allowance - B. Manning	100-4312-6217	900.00
<b>Warrant Total:</b>					<b>1,100.00</b>
101683	1/6/2026	Bryce Wendlandt	Uniform Allowance - B. Wendlandt	100-4312-6217	900.00
<b>Warrant Total:</b>					<b>900.00</b>
101662	1/6/2026	CC Steel, LLC	Pay Reg #1 - Reso #26-1-9	413-4987-6539	115,277.75
<b>Warrant Total:</b>					<b>115,277.75</b>
101663	1/6/2026	Center National Bank	HSA - S. Rue	604-0000-2184	135.00
101663	1/6/2026	Center National Bank	HSA - J. Weseman	612-0000-2184	85.83
<b>Warrant Total:</b>					<b>220.83</b>
101667	1/6/2026	Escape Fire Protection	LARC Project	706-4987-6300	13,229.02
<b>Warrant Total:</b>					<b>13,229.02</b>
101668	1/6/2026	Everstrong Construction	6 Unit T-Hangar - Pay Request #1 - Reso #26-1-8	425-4987-6300	148,866.81

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
<b>Warrant Total:</b>					<b>148,866.81</b>
101661	1/6/2026	Glendon Caron	Uniform Allowance - G. Caron	100-4312-6217	900.00
<b>Warrant Total:</b>					<b>900.00</b>
101671	1/6/2026	GRACE HAAS	Refund Check 105726-000, 1205 S SIBLEY - APT 6	604-0000-2020	148.87
<b>Warrant Total:</b>					<b>148.87</b>
101680	1/6/2026	Hunter Ruschmeyer	Uniform Allowance - H. Ruschmeyer	100-4312-6217	900.00
<b>Warrant Total:</b>					<b>900.00</b>
101672	1/6/2026	Jeremy Larson	Uniform Allowance - J. Larson	100-4312-6217	900.00
<b>Warrant Total:</b>					<b>900.00</b>
101674	1/6/2026	Jesse Lundin	Uniform Allowance - J. Lundin	100-4312-6217	900.00
<b>Warrant Total:</b>					<b>900.00</b>
101681	1/6/2026	Joseph Schmitt	Uniform Allowance - J. Schmitt	614-4947-6220	900.00
<b>Warrant Total:</b>					<b>900.00</b>
101676	1/6/2026	MN Municipal Utilities Assn.	Safety Management Program Q1 2026	100-4926-6458	8,432.50
101676	1/6/2026	MN Municipal Utilities Assn.	Safety Program - Electric Division Q1 2026	604-4961-6331	641.25
101676	1/6/2026	MN Municipal Utilities Assn.	Apprentice Lineworker Training Program - Q1 - T. Fester	604-4961-6331	3,462.50
<b>Warrant Total:</b>					<b>12,536.25</b>
101678	1/6/2026	Northern Lines Contracting	Pay Reg #3 - Reso #26-1-7	418-4987-6539	6,508.59
<b>Warrant Total:</b>					<b>6,508.59</b>
101665	1/6/2026	Quinten Czech	Boiler License Stipend - Q. Czech	604-4960-6430	200.00
101665	1/6/2026	Quinten Czech	Uniform Allowance - Q. Czech	100-4312-6217	900.00
<b>Warrant Total:</b>					<b>1,100.00</b>
101669	1/6/2026	Ramon Franco	Uniform Allowance - R. Franco	100-4312-6217	900.00
<b>Warrant Total:</b>					<b>900.00</b>
101682	1/6/2026	Scott Skaggs	Tree Inspector Stipend - S. Skaggs	100-4524-6430	200.00
101682	1/6/2026	Scott Skaggs	Uniform Allowance - S. Skaggs	602-4960-6220	900.00

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount	
					<b>Warrant Total:</b>	<b>1,100.00</b>
101673	1/6/2026	Stephen Lhotka	Uniform Allowance - S. Lhotka	614-4947-6220	900.00	
					<b>Warrant Total:</b>	<b>900.00</b>
101666	1/6/2026	Steve Dollerschell	Boiler License Stipend	604-4960-6430	500.00	
101666	1/6/2026	Steve Dollerschell	Uniform Allowance - S. Dollerschell	604-4960-6217	900.00	
					<b>Warrant Total:</b>	<b>1,400.00</b>
101679	1/6/2026	Tony Overson	Uniform Allowance - T. Overson	604-4964-6217	900.00	
					<b>Warrant Total:</b>	<b>900.00</b>
					<b>Report Total:</b>	<b>313,088.12</b>

# Accounts Payable

## Voucher Approval Document

User: Abby.Lysdal@ci.litchfield.mn.us  
Printed: 01/07/2026 - 8:52AM  
Date Type:  
Voucher From & To:  
Date From & To:  
Batch: AP5 00032.12.2025



<b>Fund</b>	<b>Description</b>	<b>Amount</b>
100	General Fund	11,682.85
602	Water Fund	245.49
604	Electric Fund	189.46
612	LARC	45.49
614	Sewer	274.42
617	Surface Water	45,000.00
620	Liquor	50.54
623	Golf Course	91.72
706	Infrastructure-LARC	4,473.01
<b>Report Total:</b>		<b>62,052.98</b>

# Accounts Payable

## Voucher Approval List

User: Abby.Lysdal@ci.litchfield.mn.us  
 Printed: 01/07/2026 - 8:52AM  
 Batch: AP5 00032.12.2025



Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
101684	12/31/2025	AT&T Mobility	Monthly Cellphone Usage	604-4962-6320	189.46
101684	12/31/2025	AT&T Mobility	Monthly Cellphone Usage	100-4312-6320	137.95
101684	12/31/2025	AT&T Mobility	Monthly Cellphone Usage	623-4983-6320	91.72
101684	12/31/2025	AT&T Mobility	Monthly Cellphone Usage	100-4522-6320	45.49
101684	12/31/2025	AT&T Mobility	Monthly Cellphone Usage	100-4241-6430	52.99
101684	12/31/2025	AT&T Mobility	Monthly Cellphone Usage	100-4132-6320	45.49
101684	12/31/2025	AT&T Mobility	Monthly Cellphone Usage	100-4519-6320	46.23
101684	12/31/2025	AT&T Mobility	Monthly Cellphone Usage	602-4962-6321	45.49
101684	12/31/2025	AT&T Mobility	Monthly Cellphone Usage	614-4947-6321	274.42
101684	12/31/2025	AT&T Mobility	Monthly Cellphone Usage	612-4985-6320	45.49
101684	12/31/2025	AT&T Mobility	Monthly Cellphone Usage	620-4976-6321	50.54
<b>Warrant Total:</b>					<b>1,025.27</b>
101685	12/31/2025	ICS Consulting LLC - 138006	Professional Services Fee	706-4987-6300	4,473.01
<b>Warrant Total:</b>					<b>4,473.01</b>
101686	12/31/2025	Meeker County Auditor	County Ditch #19	617-4945-6400	5,000.00
101686	12/31/2025	Meeker County Auditor	County Ditch #17	617-4945-6400	40,000.00
<b>Warrant Total:</b>					<b>45,000.00</b>
101687	12/31/2025	M-R Sign Co., Inc.	Speed Signs	100-4312-6220	10,789.70
<b>Warrant Total:</b>					<b>10,789.70</b>
101688	12/31/2025	Scott Skaggs	Tree Inspector Recertification	100-4524-6430	25.00
101688	12/31/2025	Scott Skaggs	Safety Glasses - S. Skaggs	602-4961-6220	200.00
<b>Warrant Total:</b>					<b>225.00</b>
101689	12/31/2025	Summit Fire Protection	Annual Sprinkler Inspection - City Hall	100-4194-6407	540.00
<b>Warrant Total:</b>					<b>540.00</b>

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
<b>Report Total:</b>					<b>62,052.98</b>

# Accounts Payable

## Voucher Approval Document

User: JohnSufka  
Printed: 01/09/2026 - 12:02PM  
Date Type:  
Voucher From & To:  
Date From & To:  
Batch: AP5 00707.01.2026



<b>Fund</b>	<b>Description</b>	<b>Amount</b>
100	General Fund	25,296.80
<b>Report Total:</b>		<b>25,296.80</b>

# Accounts Payable

## Voucher Approval List

User: JohnSufka  
 Printed: 01/09/2026 - 12:01PM  
 Batch: AP5 00707.01.2026



Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
0	1/9/2026	Federal Taxes	PR Batch 00704.01.2026 FICA Employee Portion	100-0000-2173	1,129.02
0	1/9/2026	Federal Taxes	PR Batch 00705.01.2026 Medicare Employee Portion	100-0000-2175	209.50
0	1/9/2026	Federal Taxes	PR Batch 00705.01.2026 Medicare Employer Portion	100-0000-2175	209.50
0	1/9/2026	Federal Taxes	PR Batch 00704.01.2026 FICA Employer Portion	100-0000-2173	1,129.02
0	1/9/2026	Federal Taxes	PR Batch 00705.01.2026 Federal Income Tax	100-0000-2171	154.77
0	1/9/2026	Federal Taxes	PR Batch 00704.01.2026 Medicare Employee Portion	100-0000-2175	264.09
0	1/9/2026	Federal Taxes	PR Batch 00704.01.2026 Medicare Employer Portion	100-0000-2175	264.09
0	1/9/2026	Federal Taxes	PR Batch 00704.01.2026 Federal Income Tax	100-0000-2171	227.12
<b>Warrant Total:</b>					<b>3,587.11</b>
0	1/9/2026	MN Dept of Revenue	PR Batch 00704.01.2026 State Income Tax	100-0000-2172	221.52
0	1/9/2026	MN Dept of Revenue	PR Batch 00705.01.2026 State Income Tax	100-0000-2172	80.86
<b>Warrant Total:</b>					<b>302.38</b>
0	1/9/2026	Public Employees Retirement Association	PR Batch 00705.01.2026 PERA-Defined	100-0000-2174	6,961.56
0	1/9/2026	Public Employees Retirement Association	PR Batch 00705.01.2026 PERA-Percent ER	100-0000-2174	14,445.75
<b>Warrant Total:</b>					<b>21,407.31</b>
<b>Report Total:</b>					<b>25,296.80</b>

# Accounts Payable

## Voucher Approval Document

User: Abby.Lysdal@ci.litchfield.mn.us  
Printed: 01/13/2026 - 1:25PM  
Date Type:  
Voucher From & To:  
Date From & To:  
Batch: AP5 00013.01.2026



<b>Fund</b>	<b>Description</b>	<b>Amount</b>
100	General Fund	1,934.86
407	Electric Improvement	4,336.50
602	Water Fund	140.45
604	Electric Fund	490.13
611	Civic Arena	114.36
614	Sewer	669.44
620	Liquor	85,745.35
623	Golf Course	1,099.19
626	Airport	362.47
800	Dedication for Reimbursing Exp	5,536.75
<b>Report Total:</b>		<b>100,429.50</b>

# Accounts Payable

## Voucher Approval List

User: Abby.Lysdal@ci.litchfield.mn.us  
 Printed: 01/13/2026 - 1:24PM  
 Batch: AP5 00013.01.2026



Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
101751	1/13/2026	Allstream	Service - 01.01.26 - 01.31.26	626-4953-6320	281.02
<b>Warrant Total:</b>					<b>281.02</b>
101752	1/13/2026	Artisan Beer Company		620-4975-6252	504.00
<b>Warrant Total:</b>					<b>504.00</b>
101753	1/13/2026	Benson Laundry	Mats & Towels	620-4977-6400	68.41
<b>Warrant Total:</b>					<b>68.41</b>
101754	1/13/2026	Bobbing Bobber Brewing Co		620-4975-6252	94.59
<b>Warrant Total:</b>					<b>94.59</b>
101755	1/13/2026	Breakthru Beverage		620-4975-6251	227.30
101755	1/13/2026	Breakthru Beverage		620-4975-6252	146.25
101755	1/13/2026	Breakthru Beverage		620-4975-6255	166.00
101755	1/13/2026	Breakthru Beverage		620-4975-6254	186.22
101755	1/13/2026	Breakthru Beverage		620-4975-6253	728.00
101755	1/13/2026	Breakthru Beverage		620-4975-6251	3,564.49
101755	1/13/2026	Breakthru Beverage		620-4975-6333	110.55
<b>Warrant Total:</b>					<b>5,128.81</b>
101756	1/13/2026	C & L Distributing, Inc.		620-4975-6252	936.60
101756	1/13/2026	C & L Distributing, Inc.		620-4975-6251	3,527.10
101756	1/13/2026	C & L Distributing, Inc.		620-4975-6255	15.00
101756	1/13/2026	C & L Distributing, Inc.		620-4975-6254	454.68
101756	1/13/2026	C & L Distributing, Inc.		620-4975-6252	10,323.15
<b>Warrant Total:</b>					<b>15,256.53</b>
101757	1/13/2026	Dahlheimer Beverage, LLC		620-4975-6254	214.05
101757	1/13/2026	Dahlheimer Beverage, LLC		620-4975-6252	19,528.25
101757	1/13/2026	Dahlheimer Beverage, LLC		620-4975-6251	63.50

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
101757	1/13/2026	Dahlheimer Beverage, LLC		620-4975-6252	-57.05
101757	1/13/2026	Dahlheimer Beverage, LLC		620-4975-6252	-62.49
<b>Warrant Total:</b>					<b>19,686.26</b>
101758	1/13/2026	DGR Engineering	Transformer Procurement Services	407-4987-6539	4,336.50
<b>Warrant Total:</b>					<b>4,336.50</b>
101759	1/13/2026	Energy Management Collaborative LLC	Wells Fargo Lighting Rebate	800-4967-6439	1,346.75
<b>Warrant Total:</b>					<b>1,346.75</b>
101768	1/13/2026	Gregg Schilling	Mini Split Rebate - 214 E Nelson	800-4967-6439	838.00
101768	1/13/2026	Gregg Schilling	Mini Split Rebate - 212 E Nelson	800-4967-6439	838.00
101768	1/13/2026	Gregg Schilling	Mini Split Rebate - 216 E Nelson	800-4967-6439	838.00
101768	1/13/2026	Gregg Schilling	Mini Split Rebate - 218 E Nelson	800-4967-6439	838.00
101768	1/13/2026	Gregg Schilling	Mini Split Rebate - 210 E Nelson	800-4967-6439	838.00
<b>Warrant Total:</b>					<b>4,190.00</b>
101766	1/13/2026	Jeff Peterson	2026 Land Lease - 706 W Pleasure Dr	623-4983-6411	900.00
<b>Warrant Total:</b>					<b>900.00</b>
101760	1/13/2026	Johnson Brothers Wholesale		620-4975-6251	4,369.38
101760	1/13/2026	Johnson Brothers Wholesale		620-4975-6333	45.36
101760	1/13/2026	Johnson Brothers Wholesale		620-4975-6251	5,160.93
101760	1/13/2026	Johnson Brothers Wholesale		620-4975-6253	3,268.75
101760	1/13/2026	Johnson Brothers Wholesale		620-4975-6333	149.94
<b>Warrant Total:</b>					<b>12,994.36</b>
101761	1/13/2026	KLFD AM--1410	Advertising	620-4976-6340	289.00
<b>Warrant Total:</b>					<b>289.00</b>
101763	1/13/2026	MN Dept of Employment	4th Quarter Unemployment - D. Kuhnau	100-4319-6430	639.00
<b>Warrant Total:</b>					<b>639.00</b>
101764	1/13/2026	Nuvera	Liquor Store Video	620-4976-6321	114.05
101764	1/13/2026	Nuvera	City Hall Phone & Internet	100-4194-6321	568.27
101764	1/13/2026	Nuvera	Fire Dept Phone & Internet	100-4220-6321	42.32
101764	1/13/2026	Nuvera	Rescue Dept Phone & Internet	100-4250-6320	233.22
101764	1/13/2026	Nuvera	Streets Phone & Internet	100-4318-6320	198.41

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
101764	1/13/2026	Nuvera	Library Phone	100-4550-6320	253.64
101764	1/13/2026	Nuvera	Utilities Phone & Internet	604-4962-6320	490.13
101764	1/13/2026	Nuvera	Civic Arena Phone & Internet	611-4985-6320	114.36
101764	1/13/2026	Nuvera	Waste Water Phone & Internet	614-4947-6321	469.44
101764	1/13/2026	Nuvera	Liquor Store Phone & Internet	620-4976-6321	433.83
101764	1/13/2026	Nuvera	Golf Course Phone & Internet	623-4983-6320	199.19
101764	1/13/2026	Nuvera	Airport Phone	626-4953-6320	81.45
101764	1/13/2026	Nuvera	Phone Book Listing With Nuvera	100-4113-6350	0.00
101764	1/13/2026	Nuvera	Water Plant Phones	602-4962-6321	140.45
<b>Warrant Total:</b>					<b>3,338.76</b>
101765	1/13/2026	Paustis & Sons		620-4975-6253	1,085.00
101765	1/13/2026	Paustis & Sons		620-4975-6333	15.00
<b>Warrant Total:</b>					<b>1,100.00</b>
101767	1/13/2026	Phillips Wine & Spirits		620-4975-6254	297.35
101767	1/13/2026	Phillips Wine & Spirits		620-4975-6253	4,107.15
101767	1/13/2026	Phillips Wine & Spirits		620-4975-6251	3,817.16
101767	1/13/2026	Phillips Wine & Spirits		620-4975-6333	187.11
<b>Warrant Total:</b>					<b>8,408.77</b>
101769	1/13/2026	Southern Glazer's of MN		620-4975-6251	7,817.25
101769	1/13/2026	Southern Glazer's of MN		620-4975-6253	2,292.88
101769	1/13/2026	Southern Glazer's of MN		620-4975-6333	142.86
101769	1/13/2026	Southern Glazer's of MN		620-4975-6251	677.77
101769	1/13/2026	Southern Glazer's of MN		620-4975-6333	11.75
101769	1/13/2026	Southern Glazer's of MN		620-4975-6251	3,171.14
101769	1/13/2026	Southern Glazer's of MN		620-4975-6333	45.72
101769	1/13/2026	Southern Glazer's of MN		620-4975-6251	3,036.50
101769	1/13/2026	Southern Glazer's of MN		620-4975-6333	45.72
101769	1/13/2026	Southern Glazer's of MN		620-4975-6251	1,265.00
101769	1/13/2026	Southern Glazer's of MN		620-4975-6333	10.85
<b>Warrant Total:</b>					<b>18,517.44</b>
101762	1/13/2026	Stephen Lhotka	Safety Glasses - S. Lhotka	614-4947-6220	200.00
<b>Warrant Total:</b>					<b>200.00</b>
101770	1/13/2026	Viking Beverages		620-4975-6254	25.60

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
101770	1/13/2026	Viking Beverages		620-4975-6252	3,025.35
				<b>Warrant Total:</b>	<b>3,050.95</b>
101771	1/13/2026	Viking Coca-cola Bottling Co.		620-4975-6255	17.85
101771	1/13/2026	Viking Coca-cola Bottling Co.		620-4975-6254	80.50
				<b>Warrant Total:</b>	<b>98.35</b>
				<b>Report Total:</b>	<b>100,429.50</b>

# Accounts Payable

## Voucher Approval Document

User: Abby.Lysdal@ci.litchfield.mn.us  
Printed: 01/13/2026 - 3:44PM  
Date Type:  
Voucher From & To:  
Date From & To:  
Batch: AP5 00033.12.2025



<b>Fund</b>	<b>Description</b>	<b>Amount</b>
100	General Fund	5,534.44
602	Water Fund	145.88
604	Electric Fund	394.81
611	Civic Arena	126.72
614	Sewer	1,112.71
620	Liquor	36,212.83
<b>Report Total:</b>		<b>43,527.39</b>

# Accounts Payable

## Voucher Approval List

User: Abby.Lysdal@ci.litchfield.mn.us  
 Printed: 01/13/2026 - 3:44PM  
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Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
101778	12/31/2025	Anderson Chemical Company	Anderson Chemical Company - Sewer Refund	614-0000-5721	675.44
<b>Warrant Total:</b>					<b>675.44</b>
101779	12/31/2025	Bernick's		620-4975-6252	28.00
101779	12/31/2025	Bernick's		620-4975-6251	28.00
<b>Warrant Total:</b>					<b>56.00</b>
101780	12/31/2025	Breakthru Beverage		620-4975-6253	304.00
101780	12/31/2025	Breakthru Beverage		620-4975-6333	3.30
<b>Warrant Total:</b>					<b>307.30</b>
101781	12/31/2025	C & L Distributing, Inc.		620-4975-6255	52.80
101781	12/31/2025	C & L Distributing, Inc.		620-4975-6254	99.80
101781	12/31/2025	C & L Distributing, Inc.		620-4975-6252	6,489.95
101781	12/31/2025	C & L Distributing, Inc.		620-4975-6251	90.00
<b>Warrant Total:</b>					<b>6,732.55</b>
101782	12/31/2025	Central Counties Coop	December Fuel	614-4947-6212	437.27
101782	12/31/2025	Central Counties Coop	December Fuel	604-4961-6212	394.81
101782	12/31/2025	Central Counties Coop	Primer & Cable	100-4312-6220	81.47
101782	12/31/2025	Central Counties Coop	December Fuel	602-4961-6212	145.88
101782	12/31/2025	Central Counties Coop	December Fuel	100-4220-6212	109.46
101782	12/31/2025	Central Counties Coop	December Fuel	100-4250-6212	127.81
101782	12/31/2025	Central Counties Coop	December Fuel	100-4210-6212	2,450.95
101782	12/31/2025	Central Counties Coop	LP Cylinders	611-4985-6220	126.72
<b>Warrant Total:</b>					<b>3,874.37</b>
101783	12/31/2025	Dahlheimer Beverage, LLC		620-4975-6254	202.13
101783	12/31/2025	Dahlheimer Beverage, LLC		620-4975-6252	3,072.79
101783	12/31/2025	Dahlheimer Beverage, LLC		620-4975-6251	-18.00

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
<b>Warrant Total:</b>					<b>3,256.92</b>
101784	12/31/2025	Johnson Brothers Wholesale		620-4975-6251	-62.99
101784	12/31/2025	Johnson Brothers Wholesale		620-4975-6253	72.73
101784	12/31/2025	Johnson Brothers Wholesale		620-4975-6333	1.89
101784	12/31/2025	Johnson Brothers Wholesale		620-4975-6251	364.50
101784	12/31/2025	Johnson Brothers Wholesale		620-4975-6253	944.00
101784	12/31/2025	Johnson Brothers Wholesale		620-4975-6333	30.24
101784	12/31/2025	Johnson Brothers Wholesale		620-4975-6251	735.54
101784	12/31/2025	Johnson Brothers Wholesale		620-4975-6333	13.23
101784	12/31/2025	Johnson Brothers Wholesale		620-4975-6251	7,205.60
101784	12/31/2025	Johnson Brothers Wholesale		620-4975-6333	81.27
<b>Warrant Total:</b>					<b>9,386.01</b>
101785	12/31/2025	MN Dept of Labor & Industry	2025 - Qtr 3 - Quartlery Surcharge	100-4241-6737	1,986.67
101785	12/31/2025	MN Dept of Labor & Industry	2025 - Qtr 4 - Quartlery Surcharge	100-4241-6737	778.08
<b>Warrant Total:</b>					<b>2,764.75</b>
101786	12/31/2025	Paustis & Sons		620-4975-6253	520.00
101786	12/31/2025	Paustis & Sons		620-4975-6333	10.00
<b>Warrant Total:</b>					<b>530.00</b>
101787	12/31/2025	Phillips Wine & Spirits		620-4975-6251	292.50
101787	12/31/2025	Phillips Wine & Spirits		620-4975-6333	2.05
101787	12/31/2025	Phillips Wine & Spirits		620-4975-6253	238.50
101787	12/31/2025	Phillips Wine & Spirits		620-4975-6251	660.30
101787	12/31/2025	Phillips Wine & Spirits		620-4975-6333	20.79
101787	12/31/2025	Phillips Wine & Spirits		620-4975-6251	8,194.50
101787	12/31/2025	Phillips Wine & Spirits		620-4975-6333	98.28
<b>Warrant Total:</b>					<b>9,506.92</b>
101788	12/31/2025	Precise Ice		620-4975-6250	48.00
101788	12/31/2025	Precise Ice		620-4975-6333	4.00
<b>Warrant Total:</b>					<b>52.00</b>
101789	12/31/2025	Southern Glazer's of MN		620-4975-6251	2,489.12
101789	12/31/2025	Southern Glazer's of MN		620-4975-6253	590.56
101789	12/31/2025	Southern Glazer's of MN		620-4975-6333	45.60

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
					<b>Warrant Total:</b> 3,125.28
101790	12/31/2025	Viking Beverages		620-4975-6252	2,895.35
					<b>Warrant Total:</b> 2,895.35
101791	12/31/2025	Viking Coca-cola Bottling Co.		620-4975-6254	16.00
					<b>Warrant Total:</b> 16.00
101792	12/31/2025	Vinocopia, Inc.		620-4975-6253	341.00
101792	12/31/2025	Vinocopia, Inc.		620-4975-6333	7.50
					<b>Warrant Total:</b> 348.50
					<b>Report Total:</b> 43,527.39

# Accounts Payable

## Voucher Approval Document

User: Abby.Lysdal@ci.litchfield.mn.us  
Printed: 01/13/2026 - 4:02PM  
Date Type:  
Voucher From & To:  
Date From & To:  
Batch: AP5 00113.01.2026



<b>Fund</b>	<b>Description</b>	<b>Amount</b>
425	Airport Improvements	144,866.81
<b>Report Total:</b>		<b>144,866.81</b>

# Accounts Payable

## Voucher Approval List

User: Abby.Lysdal@ci.litchfield.mn.us  
Printed: 01/13/2026 - 4:02PM  
Batch: AP5 00113.01.2026



Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
101793	1/13/2026	Everstrong Construction	6 Unit T-Hangar - Pay Request #1 - Reso #26-1-8	425-4987-6300	144,866.81
<b>Warrant Total:</b>					<b>144,866.81</b>
<b>Report Total:</b>					<b>144,866.81</b>

# Accounts Payable

## Voucher Approval Document

User: Abby.Lysdal@ci.litchfield.mn.us  
Printed: 01/14/2026 - 10:08AM  
Date Type:  
Voucher From & To:  
Date From & To:  
Batch: AP5 00014.01.2026



<b>Fund</b>	<b>Description</b>	<b>Amount</b>
100	General Fund	6,525.02
602	Water Fund	6,551.43
604	Electric Fund	115.57
611	Civic Arena	1,722.24
612	LARC	3,063.99
614	Sewer	35,776.95
620	Liquor	1,646.08
623	Golf Course	446.22
629	Cemetery	5.36
706	Infrastructure-LARC	164.86
710	Infrastructure-Electric	0.00
<b>Report Total:</b>		<b>56,017.72</b>

# Accounts Payable

## Voucher Approval List

User: Abby.Lysdal@ci.litchfield.mn.us  
 Printed: 01/14/2026 - 10:08AM  
 Batch: AP5 00014.01.2026



Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
101794	1/14/2026	Litchfield Public Utilities	8620-079	100-4210-6380	0.09
101794	1/14/2026	Litchfield Public Utilities	8620-080	100-4318-6380	13.63
101794	1/14/2026	Litchfield Public Utilities	8620-003	100-4270-6380	228.33
101794	1/14/2026	Litchfield Public Utilities	8620-004	100-4210-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-005	100-4260-6380	25.29
101794	1/14/2026	Litchfield Public Utilities	8620-006	100-4312-6380	98.95
101794	1/14/2026	Litchfield Public Utilities	8620-007	100-4522-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-008	100-4550-6380	532.57
101794	1/14/2026	Litchfield Public Utilities	8620-010	100-4260-6380	36.28
101794	1/14/2026	Litchfield Public Utilities	8620-011	100-4260-6380	14.85
101794	1/14/2026	Litchfield Public Utilities	8620-012	100-4318-6380	342.63
101794	1/14/2026	Litchfield Public Utilities	8620-013	100-4318-6380	63.51
101794	1/14/2026	Litchfield Public Utilities	8620-014	100-4516-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-015	100-4522-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-016	100-4515-6380	56.59
101794	1/14/2026	Litchfield Public Utilities	8620-017	100-4515-6380	217.80
101794	1/14/2026	Litchfield Public Utilities	8620-018	100-4511-6380	188.47
101794	1/14/2026	Litchfield Public Utilities	8620-019	100-4511-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-020	100-4511-6380	10.34
101794	1/14/2026	Litchfield Public Utilities	8620-022	100-4511-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-023	100-4514-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-024	100-4514-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-027	100-4522-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-028	623-4983-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-029	623-4983-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-030	100-4522-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-031	629-4956-6380	5.36
101794	1/14/2026	Litchfield Public Utilities	8620-032	100-4522-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-033	100-4522-6380	5.36
101794	1/14/2026	Litchfield Public Utilities	8620-035	100-4522-6380	333.50
101794	1/14/2026	Litchfield Public Utilities	8620-036	100-4322-6380	0.00

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
101794	1/14/2026	Litchfield Public Utilities	8620-037	614-4947-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-038	100-4522-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-039	602-4960-6380	5,121.12
101794	1/14/2026	Litchfield Public Utilities	8620-040	602-4960-6380	65.71
101794	1/14/2026	Litchfield Public Utilities	8620-041	100-4511-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-042	100-4194-6380	922.58
101794	1/14/2026	Litchfield Public Utilities	8620-043	100-4319-6380	4.75
101794	1/14/2026	Litchfield Public Utilities	8620-044	100-4522-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-045	614-4945-6380	0.66
101794	1/14/2026	Litchfield Public Utilities	8620-046	602-4960-6380	188.00
101794	1/14/2026	Litchfield Public Utilities	8620-047	602-4960-6380	781.61
101794	1/14/2026	Litchfield Public Utilities	8620-048	602-4960-6380	394.99
101794	1/14/2026	Litchfield Public Utilities	8620-050	614-4947-6380	2,456.13
101794	1/14/2026	Litchfield Public Utilities	8620-051	614-4947-6380	23,487.76
101794	1/14/2026	Litchfield Public Utilities	8620-052	611-4986-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-053	612-4985-6380	3,063.99
101794	1/14/2026	Litchfield Public Utilities	8620-054	611-4985-6380	1,602.48
101794	1/14/2026	Litchfield Public Utilities	8620-055	100-4515-6380	257.24
101794	1/14/2026	Litchfield Public Utilities	8620-056	623-4983-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-057	100-4522-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-058	100-4522-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-059	100-4519-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-060	100-4519-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-061	100-4519-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-062	100-4519-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-063	614-4945-6380	27.17
101794	1/14/2026	Litchfield Public Utilities	8620-064	614-4945-6380	11.94
101794	1/14/2026	Litchfield Public Utilities	8620-065	614-4945-6380	39.48
101794	1/14/2026	Litchfield Public Utilities	8620-066	614-4945-6380	25.29
101794	1/14/2026	Litchfield Public Utilities	8620-067	614-4945-6380	16.17
101794	1/14/2026	Litchfield Public Utilities	8620-068	614-4945-6380	6.49
101794	1/14/2026	Litchfield Public Utilities	8620-069	710-4944-6400	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-070	100-4514-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-071	623-4983-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-072	100-4220-6380	728.75
101794	1/14/2026	Litchfield Public Utilities	8620-074	100-4260-6380	45.83
101794	1/14/2026	Litchfield Public Utilities	8620-075	100-4517-6380	1,610.47
101794	1/14/2026	Litchfield Public Utilities	8620-077	100-4318-6380	777.99
101794	1/14/2026	Litchfield Public Utilities	8620-078	100-4514-6380	0.00

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
101794	1/14/2026	Litchfield Public Utilities	8620-081	623-4983-6380	412.01
101794	1/14/2026	Litchfield Public Utilities	8620-085	100-4522-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-086	620-4977-6380	1,646.08
101794	1/14/2026	Litchfield Public Utilities	8620-087	623-4983-6380	14.94
101794	1/14/2026	Litchfield Public Utilities	8620-088	100-4522-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-089	100-4316-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-090	100-4318-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-093	614-4945-6380	8,204.32
101794	1/14/2026	Litchfield Public Utilities	8620-091	614-4945-6380	86.57
101794	1/14/2026	Litchfield Public Utilities	8620-092	614-4945-6380	1,283.54
101794	1/14/2026	Litchfield Public Utilities	8620-082	623-4983-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-094	100-4550-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-095	611-4985-6380	119.76
101794	1/14/2026	Litchfield Public Utilities	8620-096	100-4512-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-100	100-4514-6380	4.14
101794	1/14/2026	Litchfield Public Utilities	8620-098 - CH Car Chgr	604-4962-6435	6.46
101794	1/14/2026	Litchfield Public Utilities	8620-099 - Mem Pk Car Chgr	604-4962-6435	0.10
101794	1/14/2026	Litchfield Public Utilities	8620-097 - C Park Car Chgr	604-4962-6435	109.01
101794	1/14/2026	Litchfield Public Utilities	8620-101 - Cart Chargers	623-4983-6380	19.27
101794	1/14/2026	Litchfield Public Utilities	8620-102 - Filter Bldg	614-4947-6380	131.43
101794	1/14/2026	Litchfield Public Utilities	8620-103	100-4515-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-105	623-4983-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-108	100-4312-6380	0.00
101794	1/14/2026	Litchfield Public Utilities	8620-107	706-4987-6380	164.86
101794	1/14/2026	Litchfield Public Utilities	8620-106	100-4522-6380	5.08
<b>Warrant Total:</b>					<b>56,017.72</b>
<b>Report Total:</b>					<b>56,017.72</b>

# Accounts Payable

## Voucher Approval Document

User: JohnSufka  
Printed: 01/14/2026 - 9:08PM  
Date Type:  
Voucher From & To:  
Date From & To:  
Batch: AP5 00703.01.2026



<b>Fund</b>	<b>Description</b>	<b>Amount</b>
100	General Fund	47,747.02
602	Water Fund	1,474.11
604	Electric Fund	12,713.32
611	Civic Arena	1,093.08
612	LARC	1,513.99
614	Sewer	8,874.45
620	Liquor	2,150.23
623	Golf Course	2,341.75
<b>Report Total:</b>		<b>77,907.95</b>

# Accounts Payable

## Voucher Approval List

User: JohnSufka  
 Printed: 01/14/2026 - 9:08PM  
 Batch: AP5 00703.01.2026



Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
101803	1/16/2026	Delta Dental Plan Of MN	PR Batch 00702.01.2026 Delta Dental ER Pd	611-0000-2176	85.70
101803	1/16/2026	Delta Dental Plan Of MN	PR Batch 00702.01.2026 Delta Dental ER Pd	100-0000-2176	3,011.26
101803	1/16/2026	Delta Dental Plan Of MN	PR Batch 00702.01.2026 Delta Dental ER Pd	612-0000-2176	156.19
101803	1/16/2026	Delta Dental Plan Of MN	PR Batch 00702.01.2026 Delta Dental ER Pd	614-0000-2176	686.18
101803	1/16/2026	Delta Dental Plan Of MN	PR Batch 00702.01.2026 Delta Dental ER Pd	604-0000-2176	627.82
101803	1/16/2026	Delta Dental Plan Of MN	PR Batch 00702.01.2026 Delta Dental ER Pd	602-0000-2176	146.97
101803	1/16/2026	Delta Dental Plan Of MN	PR Batch 00702.01.2026 Delta Dental ER Pd	620-0000-2176	135.50
101803	1/16/2026	Delta Dental Plan Of MN	PR Batch 00702.01.2026 Delta Dental ER Pd	623-0000-2176	120.18
101803	1/16/2026	Delta Dental Plan Of MN	Cobra Payment-Bruce Dicke	100-0000-2182	104.13
101803	1/16/2026	Delta Dental Plan Of MN	Cobra Payment-Dallas Nelson	100-0000-2182	52.06
101803	1/16/2026	Delta Dental Plan Of MN	Cobra Payment-Ron Schmitz	100-0000-2182	104.13
101803	1/16/2026	Delta Dental Plan Of MN	Cobra Payment-Sandy Hickman	604-4962-6132	104.13
101803	1/16/2026	Delta Dental Plan Of MN	Cobra Payment-William Nygaard	100-0000-2182	104.13
<b>Warrant Total:</b>					<b>5,438.38</b>
101804	1/16/2026	Medica Choice	PR Batch 00701.01.2026 Medica Health Insurance	100-0000-2180	3,116.02
101804	1/16/2026	Medica Choice	PR Batch 00702.01.2026 Medica Health Insurance	611-0000-2180	100.74
101804	1/16/2026	Medica Choice	PR Batch 00702.01.2026 Medica Health Insurance	100-0000-2180	3,150.50
101804	1/16/2026	Medica Choice	PR Batch 00701.01.2026 Medica Health Insurance	611-0000-2180	100.74
101804	1/16/2026	Medica Choice	PR Batch 00701.01.2026 Medica Health Insurance	614-0000-2180	745.44
101804	1/16/2026	Medica Choice	PR Batch 00702.01.2026 Medica Health Insurance	614-0000-2180	745.43
101804	1/16/2026	Medica Choice	PR Batch 00701.01.2026 Medica Health Insurance	604-0000-2180	812.57
101804	1/16/2026	Medica Choice	PR Batch 00702.01.2026 Medica Health Insurance	604-0000-2180	829.81
101804	1/16/2026	Medica Choice	PR Batch 00701.01.2026 Medica Health Insurance	602-0000-2180	50.37
101804	1/16/2026	Medica Choice	PR Batch 00702.01.2026 Medica Health Insurance	602-0000-2180	50.38
101804	1/16/2026	Medica Choice	PR Batch 00701.01.2026 Medica Health Insurance	620-0000-2180	201.47
101804	1/16/2026	Medica Choice	PR Batch 00702.01.2026 Medica Health Insurance	620-0000-2180	201.47
101804	1/16/2026	Medica Choice	PR Batch 00702.01.2026 Medica Health Insurance	623-0000-2180	201.47
101804	1/16/2026	Medica Choice	PR Batch 00701.01.2026 Medica Health Insurance	623-0000-2180	201.47
101804	1/16/2026	Medica Choice	PR Batch 00702.01.2026 Medica Health ER Pd	100-0000-2176	31,709.73
101804	1/16/2026	Medica Choice	PR Batch 00702.01.2026 Medica Health ER Pd	611-0000-2176	805.90

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
101804	1/16/2026	Medica Choice	PR Batch 00702.01.2026 Medica Health ER Pd	612-0000-2176	1,342.46
101804	1/16/2026	Medica Choice	PR Batch 00702.01.2026 Medica Health ER Pd	614-0000-2176	6,634.85
101804	1/16/2026	Medica Choice	PR Batch 00702.01.2026 Medica Health ER Pd	604-0000-2176	8,316.59
101804	1/16/2026	Medica Choice	PR Batch 00702.01.2026 Medica Health ER Pd	602-0000-2176	1,226.39
101804	1/16/2026	Medica Choice	PR Batch 00702.01.2026 Medica Health ER Pd	620-0000-2176	1,611.79
101804	1/16/2026	Medica Choice	PR Batch 00702.01.2026 Medica Health ER Pd	623-0000-2176	1,818.63
101804	1/16/2026	Medica Choice	Cobra Insurance-Brad Arveson	100-0000-2182	823.44
101804	1/16/2026	Medica Choice	Cobra Insurance-Sandra Hickman	604-4962-6131	2,014.73
101804	1/16/2026	Medica Choice	Cobra Payment-Tammy Schmitz	100-0000-2182	671.23
101804	1/16/2026	Medica Choice	Cobra Payment-William Nygaard	100-0000-2182	2,471.59
<b>Warrant Total:</b>					<b>69,955.21</b>
101805	1/16/2026	MetLife	PR Batch 00702.01.2026 Vision Ins-Employee	612-0000-2176	15.34
101805	1/16/2026	MetLife	PR Batch 00702.01.2026 Vision Ins-Employee	604-0000-2176	7.67
101805	1/16/2026	MetLife	PR Batch 00702.01.2026 Vision Ins-Employee	614-0000-2176	22.55
<b>Warrant Total:</b>					<b>45.56</b>
101806	1/16/2026	Pacific Life Insurance Company	PR Batch 00702.01.2026 ILIAC-Def. Comp.	614-0000-2181	40.00
101806	1/16/2026	Pacific Life Insurance Company	PR Batch 00702.01.2026 ILIAC-Def. Comp.	100-0000-2181	2,428.80
<b>Warrant Total:</b>					<b>2,468.80</b>
<b>Report Total:</b>					<b>77,907.95</b>

# Accounts Payable

## Voucher Approval Document

User: JohnSufka  
Printed: 01/14/2026 - 9:25PM  
Date Type:  
Voucher From & To:  
Date From & To:  
Batch: AP5 00704.01.2026



<b>Fund</b>	<b>Description</b>	<b>Amount</b>
100	General Fund	43,995.24
602	Water Fund	2,153.04
604	Electric Fund	11,949.21
611	Civic Arena	1,300.19
612	LARC	2,654.33
614	Sewer	6,892.30
620	Liquor	3,324.62
623	Golf Course	2,369.78
<b>Report Total:</b>		<b>74,638.71</b>

# Accounts Payable

## Voucher Approval List

User: JohnSufka  
 Printed: 01/14/2026 - 9:25PM  
 Batch: AP5 00704.01.2026



Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 Federal Income Tax	611-0000-2171	118.97
0	1/16/2026	Federal Taxes	PR Batch 00001.01.2026 Medicare Employee Portion	100-0000-2175	44.77
0	1/16/2026	Federal Taxes	PR Batch 00706.01.2026 Federal Income Tax	611-0000-2171	41.63
0	1/16/2026	Federal Taxes	PR Batch 00706.01.2026 Federal Income Tax	100-0000-2171	2,127.03
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 Federal Income Tax	100-0000-2171	7,472.75
0	1/16/2026	Federal Taxes	PR Batch 00001.01.2026 Medicare Employer Portion	100-0000-2175	44.77
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 Federal Income Tax	612-0000-2171	385.77
0	1/16/2026	Federal Taxes	PR Batch 00706.01.2026 Federal Income Tax	604-0000-2171	554.41
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 Federal Income Tax	620-0000-2171	478.14
0	1/16/2026	Federal Taxes	PR Batch 00706.01.2026 Federal Income Tax	614-0000-2171	215.57
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 Federal Income Tax	614-0000-2171	1,122.58
0	1/16/2026	Federal Taxes	PR Batch 00706.01.2026 Federal Income Tax	602-0000-2171	76.99
0	1/16/2026	Federal Taxes	PR Batch 00706.01.2026 Federal Income Tax	623-0000-2171	281.71
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 Federal Income Tax	604-0000-2171	2,336.13
0	1/16/2026	Federal Taxes	PR Batch 00706.01.2026 FICA Employee Portion	611-0000-2173	59.07
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 Federal Income Tax	602-0000-2171	430.79
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 Federal Income Tax	623-0000-2171	356.97
0	1/16/2026	Federal Taxes	PR Batch 00706.01.2026 FICA Employee Portion	100-0000-2173	1,028.44
0	1/16/2026	Federal Taxes	PR Batch 00706.01.2026 FICA Employee Portion	604-0000-2173	317.00
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 FICA Employee Portion	100-0000-2173	3,033.94
0	1/16/2026	Federal Taxes	PR Batch 00706.01.2026 FICA Employee Portion	602-0000-2173	40.50
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 FICA Employee Portion	620-0000-2173	543.69
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 FICA Employee Portion	611-0000-2173	217.40
0	1/16/2026	Federal Taxes	PR Batch 00706.01.2026 FICA Employee Portion	614-0000-2173	113.39
0	1/16/2026	Federal Taxes	PR Batch 00706.01.2026 FICA Employee Portion	623-0000-2173	151.78
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 FICA Employee Portion	612-0000-2173	419.75
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 FICA Employee Portion	614-0000-2173	792.45
0	1/16/2026	Federal Taxes	PR Batch 00706.01.2026 FICA Employer Portion	100-0000-2173	1,028.44
0	1/16/2026	Federal Taxes	PR Batch 00706.01.2026 FICA Employer Portion	611-0000-2173	59.07
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 FICA Employee Portion	604-0000-2173	1,196.86
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 FICA Employee Portion	602-0000-2173	236.19

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
0	1/16/2026	Federal Taxes	PR Batch 00706.01.2026 FICA Employer Portion	604-0000-2173	317.00
0	1/16/2026	Federal Taxes	PR Batch 00706.01.2026 FICA Employer Portion	614-0000-2173	113.39
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 FICA Employee Portion	623-0000-2173	210.79
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 FICA Employer Portion	100-0000-2173	3,033.94
0	1/16/2026	Federal Taxes	PR Batch 00706.01.2026 FICA Employer Portion	602-0000-2173	40.50
0	1/16/2026	Federal Taxes	PR Batch 00706.01.2026 FICA Employer Portion	623-0000-2173	151.78
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 FICA Employer Portion	620-0000-2173	543.69
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 FICA Employer Portion	612-0000-2173	419.75
0	1/16/2026	Federal Taxes	PR Batch 00706.01.2026 Medicare Employee Portion	611-0000-2175	13.81
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 FICA Employer Portion	611-0000-2173	217.40
0	1/16/2026	Federal Taxes	PR Batch 00706.01.2026 Medicare Employee Portion	100-0000-2175	310.31
0	1/16/2026	Federal Taxes	PR Batch 00706.01.2026 Medicare Employee Portion	604-0000-2175	74.14
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 FICA Employer Portion	614-0000-2173	792.45
0	1/16/2026	Federal Taxes	PR Batch 00706.01.2026 Medicare Employee Portion	602-0000-2175	9.47
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 FICA Employer Portion	604-0000-2173	1,196.86
0	1/16/2026	Federal Taxes	PR Batch 00706.01.2026 Medicare Employee Portion	614-0000-2175	26.52
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 FICA Employer Portion	602-0000-2173	236.19
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 FICA Employer Portion	623-0000-2173	210.79
0	1/16/2026	Federal Taxes	PR Batch 00706.01.2026 Medicare Employee Portion	623-0000-2175	35.50
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 Medicare Employee Portion	100-0000-2175	1,223.81
0	1/16/2026	Federal Taxes	PR Batch 00706.01.2026 Medicare Employer Portion	611-0000-2175	13.81
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 Medicare Employee Portion	620-0000-2175	127.16
0	1/16/2026	Federal Taxes	PR Batch 00706.01.2026 Medicare Employer Portion	100-0000-2175	310.31
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 Medicare Employee Portion	611-0000-2175	50.82
0	1/16/2026	Federal Taxes	PR Batch 00706.01.2026 Medicare Employer Portion	604-0000-2175	74.14
0	1/16/2026	Federal Taxes	PR Batch 00706.01.2026 Medicare Employer Portion	602-0000-2175	9.47
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 Medicare Employee Portion	612-0000-2175	98.17
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 Medicare Employee Portion	614-0000-2175	185.31
0	1/16/2026	Federal Taxes	PR Batch 00706.01.2026 Medicare Employer Portion	614-0000-2175	26.52
0	1/16/2026	Federal Taxes	PR Batch 00706.01.2026 Medicare Employer Portion	623-0000-2175	35.50
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 Medicare Employee Portion	604-0000-2175	279.92
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 Medicare Employee Portion	602-0000-2175	55.25
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 Medicare Employee Portion	623-0000-2175	49.29
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 Medicare Employer Portion	100-0000-2175	1,223.81
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 Medicare Employer Portion	620-0000-2175	127.16
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 Medicare Employer Portion	612-0000-2175	98.17
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 Medicare Employer Portion	611-0000-2175	50.82
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 Medicare Employer Portion	614-0000-2175	185.31
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 Medicare Employer Portion	604-0000-2175	279.92

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 Medicare Employer Portion	602-0000-2175	55.25
0	1/16/2026	Federal Taxes	PR Batch 00702.01.2026 Medicare Employer Portion	623-0000-2175	49.29
<b>Warrant Total:</b>					<b>37,890.44</b>
0	1/16/2026	MN Dept of Revenue	PR Batch 00706.01.2026 State Income Tax	100-0000-2172	1,061.41
0	1/16/2026	MN Dept of Revenue	PR Batch 00702.01.2026 State Income Tax	620-0000-2172	248.83
0	1/16/2026	MN Dept of Revenue	PR Batch 00706.01.2026 State Income Tax	611-0000-2172	25.56
0	1/16/2026	MN Dept of Revenue	PR Batch 00702.01.2026 State Income Tax	611-0000-2172	72.75
0	1/16/2026	MN Dept of Revenue	PR Batch 00702.01.2026 State Income Tax	612-0000-2172	223.69
0	1/16/2026	MN Dept of Revenue	PR Batch 00706.01.2026 State Income Tax	604-0000-2172	252.15
0	1/16/2026	MN Dept of Revenue	PR Batch 00706.01.2026 State Income Tax	602-0000-2172	36.90
0	1/16/2026	MN Dept of Revenue	PR Batch 00702.01.2026 State Income Tax	100-0000-2172	3,706.93
0	1/16/2026	MN Dept of Revenue	PR Batch 00706.01.2026 State Income Tax	614-0000-2172	103.32
0	1/16/2026	MN Dept of Revenue	PR Batch 00702.01.2026 State Income Tax	614-0000-2172	549.89
0	1/16/2026	MN Dept of Revenue	PR Batch 00702.01.2026 State Income Tax	604-0000-2172	1,077.92
0	1/16/2026	MN Dept of Revenue	PR Batch 00706.01.2026 State Income Tax	623-0000-2172	146.40
0	1/16/2026	MN Dept of Revenue	PR Batch 00702.01.2026 State Income Tax	602-0000-2172	170.44
0	1/16/2026	MN Dept of Revenue	PR Batch 00702.01.2026 State Income Tax	623-0000-2172	181.61
<b>Warrant Total:</b>					<b>7,857.80</b>
0	1/16/2026	MN State Retirement System	PR Batch 00702.01.2026 Health Care Savings Plan-Stree	100-0000-2179	750.00
0	1/16/2026	MN State Retirement System	PR Batch 00702.01.2026 Health Care Savings Plan-Stree	614-0000-2179	500.00
0	1/16/2026	MN State Retirement System	PR Batch 00702.01.2026 Health Care Savings Plan-Stree	604-0000-2179	300.00
0	1/16/2026	MN State Retirement System	PR Batch 00702.01.2026 Health Care Savings Plan-Stree	602-0000-2179	125.00
<b>Warrant Total:</b>					<b>1,675.00</b>
0	1/16/2026	Orchard Trust-MN State Retirement Systems	PR Batch 00702.01.2026 VOYA-Def. Comp.	604-0000-2181	775.00
0	1/16/2026	Orchard Trust-MN State Retirement Systems	PR Batch 00702.01.2026 VOYA-Def Comp %	604-0000-2181	7.21
0	1/16/2026	Orchard Trust-MN State Retirement Systems	PR Batch 00702.01.2026 VOYA-Def Comp %	602-0000-2181	36.06
0	1/16/2026	Orchard Trust-MN State Retirement Systems	PR Batch 00702.01.2026 VOYA-Def Comp %	614-0000-2181	100.93
0	1/16/2026	Orchard Trust-MN State Retirement Systems	PR Batch 00702.01.2026 VOYA-Def Comp ROTH %	614-0000-2181	100.93
0	1/16/2026	Orchard Trust-MN State Retirement Systems	PR Batch 00702.01.2026 VOYA-Def Comp ROTH %	604-0000-2181	7.21
0	1/16/2026	Orchard Trust-MN State Retirement Systems	PR Batch 00702.01.2026 VOYA-Def Comp ROTH %	602-0000-2181	36.06
0	1/16/2026	Orchard Trust-MN State Retirement Systems	PR Batch 00702.01.2026 VOYA-Def Comp ROTH Flat	612-0000-2181	200.00
<b>Warrant Total:</b>					<b>1,263.40</b>
0	1/16/2026	Public Employees Retirement Association	PR Batch 00702.01.2026 PERA	620-0000-2174	583.12
0	1/16/2026	Public Employees Retirement Association	PR Batch 00702.01.2026 PERA	100-0000-2174	7,466.40
0	1/16/2026	Public Employees Retirement Association	PR Batch 00702.01.2026 PERA	611-0000-2174	166.72

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
0	1/16/2026	Public Employees Retirement Association	PR Batch 00702.01.2026 PERA	612-0000-2174	375.62
0	1/16/2026	Public Employees Retirement Association	PR Batch 00702.01.2026 PERA	614-0000-2174	911.73
0	1/16/2026	Public Employees Retirement Association	PR Batch 00702.01.2026 PERA	604-0000-2174	1,347.99
0	1/16/2026	Public Employees Retirement Association	PR Batch 00702.01.2026 PERA	602-0000-2174	259.06
0	1/16/2026	Public Employees Retirement Association	PR Batch 00702.01.2026 PERA	623-0000-2174	236.03
0	1/16/2026	Public Employees Retirement Association	PR Batch 00702.01.2026 PERA-ER Share	620-0000-2174	583.12
0	1/16/2026	Public Employees Retirement Association	PR Batch 00702.01.2026 PERA-ER Share	611-0000-2174	166.72
0	1/16/2026	Public Employees Retirement Association	PR Batch 00702.01.2026 PERA-ER Share	100-0000-2174	9,652.00
0	1/16/2026	Public Employees Retirement Association	PR Batch 00702.01.2026 PERA-ER Share	612-0000-2174	375.62
0	1/16/2026	Public Employees Retirement Association	PR Batch 00702.01.2026 PERA-ER Share	614-0000-2174	911.73
0	1/16/2026	Public Employees Retirement Association	PR Batch 00702.01.2026 PERA-ER Share	604-0000-2174	1,347.99
0	1/16/2026	Public Employees Retirement Association	PR Batch 00702.01.2026 PERA-ER Share	602-0000-2174	259.06
0	1/16/2026	Public Employees Retirement Association	PR Batch 00702.01.2026 PERA-ER Share	623-0000-2174	236.03
0	1/16/2026	Public Employees Retirement Association	PR Batch 00702.01.2026 PERA Additional ER	620-0000-2174	89.71
0	1/16/2026	Public Employees Retirement Association	PR Batch 00702.01.2026 PERA Additional ER	611-0000-2174	25.64
0	1/16/2026	Public Employees Retirement Association	PR Batch 00702.01.2026 PERA Additional ER	100-0000-2174	476.18
0	1/16/2026	Public Employees Retirement Association	PR Batch 00702.01.2026 PERA Additional ER	612-0000-2174	57.79
0	1/16/2026	Public Employees Retirement Association	PR Batch 00702.01.2026 PERA Additional ER	614-0000-2174	140.28
0	1/16/2026	Public Employees Retirement Association	PR Batch 00702.01.2026 PERA Additional ER	604-0000-2174	207.36
0	1/16/2026	Public Employees Retirement Association	PR Batch 00702.01.2026 PERA Additional ER	602-0000-2174	39.86
0	1/16/2026	Public Employees Retirement Association	PR Batch 00702.01.2026 PERA Additional ER	623-0000-2174	36.31
<b>Warrant Total:</b>					<b>25,952.07</b>
<b>Report Total:</b>					<b>74,638.71</b>

# Accounts Payable

## Voucher Approval Document

User: Abby.Lysdal@ci.litchfield.mn.us  
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Date Type:  
Voucher From & To:  
Date From & To:  
Batch: AP5 00021.01.2026



<b>Fund</b>	<b>Description</b>	<b>Amount</b>
100	General Fund	59,213.97
408	Sewer Improvements	8,410.00
602	Water Fund	64.88
604	Electric Fund	185.88
611	Civic Arena	497.40
614	Sewer	1,530.88
617	Surface Water	4,131.02
620	Liquor	8,824.67
623	Golf Course	259.17
626	Airport	997.33
701	Capital Equipment Revolving	36,887.50
761	TIF-District 4-13	165,000.00
820	Investment Trust	5,000,000.00
<b>Report Total:</b>		<b>5,286,002.70</b>

# Accounts Payable

## Voucher Approval List

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Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
101890	1/21/2026	4594 Design	Project #25005 - GAR Hall Door & Window Repair	100-4517-6400	3,112.50
<b>Warrant Total:</b>					<b>3,112.50</b>
101891	1/21/2026	Braun Intertec Corporation	Professional Services - Wastewater Treatment Facility	408-4987-6300	8,410.00
<b>Warrant Total:</b>					<b>8,410.00</b>
101892	1/21/2026	Center National Bank	Purchase of CDs	820-0000-1012	5,000,000.00
<b>Warrant Total:</b>					<b>5,000,000.00</b>
101893	1/21/2026	Elan Financial Services	Apple, Adobe & Accuweather	100-4159-6433	83.90
101893	1/21/2026	Elan Financial Services	Street Camera Monthly Plan	100-4312-6220	13.00
101893	1/21/2026	Elan Financial Services	Class CC Fuses	614-4947-6220	104.40
101893	1/21/2026	Elan Financial Services	Arena Membership 2026	611-4985-6433	300.00
101893	1/21/2026	Elan Financial Services	Tools	614-4947-6220	504.36
101893	1/21/2026	Elan Financial Services	Supplies	611-4985-6220	197.40
101893	1/21/2026	Elan Financial Services	Lightbulbs for Watertower	602-4961-6220	64.88
101893	1/21/2026	Elan Financial Services	Bluetooth Adapter Earbuds - B. Nadeau	100-4210-6217	332.23
101893	1/21/2026	Elan Financial Services	Lightbulbs for WWTP	614-4947-6220	293.65
101893	1/21/2026	Elan Financial Services	Monthly Phone Charge	100-4159-6400	65.83
101893	1/21/2026	Elan Financial Services	Cable for WW camera trailer	614-4947-6220	14.38
101893	1/21/2026	Elan Financial Services	Pants - P. Fank	100-4210-6217	165.00
101893	1/21/2026	Elan Financial Services	Websolutions	623-4983-6400	26.95
101893	1/21/2026	Elan Financial Services	Late Fee & Interest on Elan Credit Card	604-4961-6430	105.93
<b>Warrant Total:</b>					<b>2,271.91</b>
101894	1/21/2026	League Of Minnesota Cities	Peace Officer Accredited Training	100-4210-6433	990.00
<b>Warrant Total:</b>					<b>990.00</b>
101895	1/21/2026	League Of MN Cities	Annual Dues for MN Mayors Association	100-4131-6430	30.00
<b>Warrant Total:</b>					<b>30.00</b>

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
101896	1/21/2026	Litchfield Midtown Lofts	MN Housing Authority Grant Payment	761-4942-6539	165,000.00
<b>Warrant Total:</b>					<b>165,000.00</b>
101897	1/21/2026	Mediacom LLC	Service 1.13.26 - 2.12.26	100-4926-6478	146.48
<b>Warrant Total:</b>					<b>146.48</b>
101898	1/21/2026	Meeker County Auditor	County Ditch #19	100-4315-6400	79.36
101898	1/21/2026	Meeker County Auditor	County Ditch #17	617-4945-6400	4,131.02
<b>Warrant Total:</b>					<b>4,210.38</b>
101899	1/21/2026	Meeker County Sheriff's Dept.	4th Quarter 2025 - Miscellaneous	100-4210-6412	3,750.00
101899	1/21/2026	Meeker County Sheriff's Dept.	4th Quarter 2025 - Telephone	100-4210-6320	375.00
101899	1/21/2026	Meeker County Sheriff's Dept.	4th Quarter 2025 - Dispatching	100-4210-6732	37,289.01
101899	1/21/2026	Meeker County Sheriff's Dept.	4th Quarter 2025 - Records	100-4210-6732	12,155.12
101899	1/21/2026	Meeker County Sheriff's Dept.	4th Quarter 2025 - Miscellaneous	100-4210-6320	147.69
<b>Warrant Total:</b>					<b>53,716.82</b>
101900	1/21/2026	Meeker Energy	99970.02	626-4953-6380	623.42
101900	1/21/2026	Meeker Energy	99970.03	626-4953-6380	131.91
101900	1/21/2026	Meeker Energy	99970.05	100-4255-6380	48.00
101900	1/21/2026	Meeker Energy	99970.06	100-4316-6380	32.25
101900	1/21/2026	Meeker Energy	99970.08	614-4945-6380	69.62
101900	1/21/2026	Meeker Energy	99970.09	100-4210-6380	46.50
101900	1/21/2026	Meeker Energy	99970.11	626-4953-6380	151.00
101900	1/21/2026	Meeker Energy	99970.12	614-4945-6380	58.68
101900	1/21/2026	Meeker Energy	99970.13	100-4316-6380	14.75
101900	1/21/2026	Meeker Energy	99970.14	100-4316-6380	14.75
101900	1/21/2026	Meeker Energy	99970.15	614-4945-6380	179.12
101900	1/21/2026	Meeker Energy	99970.16	100-4316-6380	20.00
101900	1/21/2026	Meeker Energy	99970.17	100-4316-6380	23.50
101900	1/21/2026	Meeker Energy	99970.18	100-4316-6380	10.75
101900	1/21/2026	Meeker Energy	99970.19	100-4316-6380	10.75
101900	1/21/2026	Meeker Energy	99970.20	100-4316-6380	10.75
101900	1/21/2026	Meeker Energy	99970.21	100-4316-6380	19.50
101900	1/21/2026	Meeker Energy	99970.22	100-4316-6380	19.50
101900	1/21/2026	Meeker Energy	99970.23	100-4316-6380	19.50
101900	1/21/2026	Meeker Energy	99970.24	100-4316-6380	19.50
101900	1/21/2026	Meeker Energy	99970.26	100-4316-6380	10.75
101900	1/21/2026	Meeker Energy	99970.27	100-4316-6380	94.10

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
101900	1/21/2026	Meeker Energy	99970.31	623-4983-6320	52.42
101900	1/21/2026	Meeker Energy	99970.28	626-4953-6380	91.00
101900	1/21/2026	Meeker Energy	99970.34	614-4947-6321	306.67
101900	1/21/2026	Meeker Energy	99970.30	623-4983-6320	99.85
101900	1/21/2026	Meeker Energy	99970.32	604-4962-6380	79.95
101900	1/21/2026	Meeker Energy	99970.33	620-4976-6321	89.90
101900	1/21/2026	Meeker Energy	99970.35	623-4983-6380	79.95
<b>Warrant Total:</b>					<b>2,428.34</b>
101901	1/21/2026	Precise Ice		620-4975-6255	111.76
<b>Warrant Total:</b>					<b>111.76</b>
101902	1/21/2026	Southern Glazer's of MN		620-4975-6251	5,646.12
101902	1/21/2026	Southern Glazer's of MN		620-4975-6253	2,097.19
101902	1/21/2026	Southern Glazer's of MN		620-4975-6333	110.95
<b>Warrant Total:</b>					<b>7,854.26</b>
101903	1/21/2026	State of Minnesota	DOT Inspection Decals	100-4318-6220	64.00
<b>Warrant Total:</b>					<b>64.00</b>
101904	1/21/2026	Summit Fire Protection	New Fire Sprinkler System at City Hall	701-4934-6503	36,887.50
<b>Warrant Total:</b>					<b>36,887.50</b>
101905	1/21/2026	Vinocopia, Inc.		620-4975-6251	604.75
101905	1/21/2026	Vinocopia, Inc.		620-4975-6253	148.00
101905	1/21/2026	Vinocopia, Inc.		620-4975-6333	16.00
<b>Warrant Total:</b>					<b>768.75</b>
<b>Report Total:</b>					<b>5,286,002.70</b>

# Accounts Payable

## Voucher Approval Document

User: Abby.Lysdal@ci.litchfield.mn.us  
Printed: 01/27/2026 - 2:35PM  
Date Type:  
Voucher From & To:  
Date From & To:  
Batch: AP5 00027.01.2026



<b>Fund</b>	<b>Description</b>	<b>Amount</b>
100	General Fund	49,496.82
604	Electric Fund	2,583.99
614	Sewer	80.00
620	Liquor	62,167.35
629	Cemetery	127.50
800	Dedication for Reimbursing Exp	2,400.00
<b>Report Total:</b>		<b>116,855.66</b>

# Accounts Payable

## Voucher Approval List

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 Batch: AP5 00027.01.2026



Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
101916	1/27/2026	Amy Gabrielson	20 Straw Bales - Biosolids Dewatering Operations - Cold Weather	614-4947-6430	80.00
<b>Warrant Total:</b>					<b>80.00</b>
101906	1/27/2026	Barna, Guzy & Steffen, Ltd.	General Labor Consult	100-4926-6430	255.00
<b>Warrant Total:</b>					<b>255.00</b>
101907	1/27/2026	Bellboy Corporation		620-4975-6255	46.00
101907	1/27/2026	Bellboy Corporation		620-4975-6254	84.00
101907	1/27/2026	Bellboy Corporation		620-4975-6333	6.61
101907	1/27/2026	Bellboy Corporation		620-4975-6251	2,297.54
101907	1/27/2026	Bellboy Corporation		620-4975-6333	22.28
<b>Warrant Total:</b>					<b>2,456.43</b>
101908	1/27/2026	Benson Laundry	Mats & Towels	620-4977-6400	68.41
<b>Warrant Total:</b>					<b>68.41</b>
101909	1/27/2026	Bobbing Bobber Brewing Co		620-4975-6252	163.81
<b>Warrant Total:</b>					<b>163.81</b>
101910	1/27/2026	Breakthru Beverage		620-4975-6253	168.00
101910	1/27/2026	Breakthru Beverage		620-4975-6251	4,805.10
101910	1/27/2026	Breakthru Beverage		620-4975-6333	130.35
101910	1/27/2026	Breakthru Beverage		620-4975-6254	-30.11
101910	1/27/2026	Breakthru Beverage		620-4975-6333	-1.65
101910	1/27/2026	Breakthru Beverage		620-4975-6253	-22.66
101910	1/27/2026	Breakthru Beverage		620-4975-6333	-0.28
101910	1/27/2026	Breakthru Beverage		620-4975-6251	-1.90
101910	1/27/2026	Breakthru Beverage		620-4975-6333	-0.14
<b>Warrant Total:</b>					<b>5,046.71</b>
101911	1/27/2026	C & L Distributing, Inc.		620-4975-6252	-154.00

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
101911	1/27/2026	C & L Distributing, Inc.		620-4975-6255	-11.00
101911	1/27/2026	C & L Distributing, Inc.		620-4975-6252	11,426.75
<b>Warrant Total:</b>					<b>11,261.75</b>
101912	1/27/2026	Crow River Winery		620-4975-6253	714.00
<b>Warrant Total:</b>					<b>714.00</b>
101913	1/27/2026	Dahlheimer Beverage, LLC		620-4975-6254	599.35
101913	1/27/2026	Dahlheimer Beverage, LLC		620-4975-6252	4,872.60
101913	1/27/2026	Dahlheimer Beverage, LLC		620-4975-6251	27.00
101913	1/27/2026	Dahlheimer Beverage, LLC		620-4975-6252	-124.40
101913	1/27/2026	Dahlheimer Beverage, LLC		620-4975-6254	33.85
101913	1/27/2026	Dahlheimer Beverage, LLC		620-4975-6252	6,776.90
101913	1/27/2026	Dahlheimer Beverage, LLC		620-4975-6251	133.20
<b>Warrant Total:</b>					<b>12,318.50</b>
101924	1/27/2026	DANIEL NWACHUKWU	Refund Check 105668-000, 1205 S SIBLEY - APT 206	604-0000-2020	53.96
<b>Warrant Total:</b>					<b>53.96</b>
101915	1/27/2026	First District Association	Air Leak Correction Rebate - FDA	800-4967-6439	2,400.00
101915	1/27/2026	First District Association	Semi-annual Tax Abatement Payment	100-4926-6461	7,168.19
<b>Warrant Total:</b>					<b>9,568.19</b>
101918	1/27/2026	Johnson Brothers Wholesale		620-4975-6333	1.89
101918	1/27/2026	Johnson Brothers Wholesale		620-4975-6253	3,427.35
101918	1/27/2026	Johnson Brothers Wholesale		620-4975-6251	4,682.68
101918	1/27/2026	Johnson Brothers Wholesale		620-4975-6333	159.71
101918	1/27/2026	Johnson Brothers Wholesale		620-4975-6251	4,668.40
101918	1/27/2026	Johnson Brothers Wholesale		620-4975-6333	49.14
101918	1/27/2026	Johnson Brothers Wholesale		620-4976-6430	30.00
101918	1/27/2026	Johnson Brothers Wholesale		620-4976-6430	30.00
101918	1/27/2026	Johnson Brothers Wholesale		620-4976-6430	30.00
<b>Warrant Total:</b>					<b>13,079.17</b>
101919	1/27/2026	Litchfield Licensing	Registration Renewal for 2020 Dodge Durango - EKL053	100-4210-6228	16.25
<b>Warrant Total:</b>					<b>16.25</b>
101920	1/27/2026	Litchfield Visitors Bureau	December Lodging Tax	100-4926-6468	2,590.48

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
<b>Warrant Total:</b>					<b>2,590.48</b>
101921	1/27/2026	Mediacom LLC	Service - 01.25.26 - 02.24.26	100-4309-6430	266.90
<b>Warrant Total:</b>					<b>266.90</b>
101922	1/27/2026	Milk & Honey Ciders		620-4975-6252	578.00
<b>Warrant Total:</b>					<b>578.00</b>
101923	1/27/2026	Millner Heritage		620-4975-6253	1,734.00
<b>Warrant Total:</b>					<b>1,734.00</b>
101917	1/27/2026	PAUL HEITMAN	Refund Check 102760-002, 715 N MARSHALL	604-0000-2020	91.71
<b>Warrant Total:</b>					<b>91.71</b>
101925	1/27/2026	Phillips Wine & Spirits		620-4975-6255	75.60
101925	1/27/2026	Phillips Wine & Spirits		620-4975-6254	264.35
101925	1/27/2026	Phillips Wine & Spirits		620-4975-6333	45.36
101925	1/27/2026	Phillips Wine & Spirits		620-4975-6251	863.05
101925	1/27/2026	Phillips Wine & Spirits		620-4975-6253	380.00
<b>Warrant Total:</b>					<b>1,628.36</b>
101926	1/27/2026	Pitney Bowes-US Post Service	Postage Refill 2026 - Reserve Account #10325033	100-4157-6322	13,000.00
101926	1/27/2026	Pitney Bowes-US Post Service	Postage Refill 2026 - Reserve Account #10325033	100-4157-6322	25,000.00
<b>Warrant Total:</b>					<b>38,000.00</b>
101927	1/27/2026	Rolling Forks Vineyards		620-4975-6253	360.00
<b>Warrant Total:</b>					<b>360.00</b>
101928	1/27/2026	Sharkey Law, PLLC	Cemetery Monument Damage Consultation	629-4956-6300	127.50
<b>Warrant Total:</b>					<b>127.50</b>
101929	1/27/2026	Southern Glazer's of MN		620-4975-6251	1,825.57
101929	1/27/2026	Southern Glazer's of MN		620-4975-6253	160.72
101929	1/27/2026	Southern Glazer's of MN		620-4975-6333	31.77
<b>Warrant Total:</b>					<b>2,018.06</b>
101914	1/27/2026	Steve Dollerschell	DEF Reimbursement - S. Dollerschell	604-4960-6430	238.37

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount	
					<b>Warrant Total:</b>	<b>238.37</b>
101930	1/27/2026	United Community Action Partnership Inc.	Burgoyne - Clothes Washer & Freezer Rebate	604-4967-6439	2,199.95	
					<b>Warrant Total:</b>	<b>2,199.95</b>
101931	1/27/2026	Viking Beverages		620-4975-6252	3,344.45	
101931	1/27/2026	Viking Beverages		620-4975-6254	34.00	
101931	1/27/2026	Viking Beverages		620-4975-6252	2,304.20	
					<b>Warrant Total:</b>	<b>5,682.65</b>
101932	1/27/2026	Viking Coca-cola Bottling Co.		620-4975-6254	74.45	
					<b>Warrant Total:</b>	<b>74.45</b>
101933	1/27/2026	Wine Merchants, Inc.		620-4975-6253	4,898.00	
101933	1/27/2026	Wine Merchants, Inc.		620-4975-6333	85.05	
					<b>Warrant Total:</b>	<b>4,983.05</b>
101934	1/27/2026	Wood & Rue, PLLP	Retainer Fee	100-4161-6319	1,200.00	
					<b>Warrant Total:</b>	<b>1,200.00</b>
					<b>Report Total:</b>	<b>116,855.66</b>

# Accounts Payable

## Voucher Approval Document

User: JohnSufka  
Printed: 01/28/2026 - 4:50PM  
Date Type:  
Voucher From & To:  
Date From & To:  
Batch: AP5 00705.01.2026



<b>Fund</b>	<b>Description</b>	<b>Amount</b>
100	General Fund	2,428.80
614	Sewer	40.00
<b>Report Total:</b>		<b>2,468.80</b>

# Accounts Payable

## Voucher Approval List

User: JohnSufka  
Printed: 01/28/2026 - 4:50PM  
Batch: AP5 00705.01.2026



Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
101945	1/30/2026	Pacific Life Insurance Company	PR Batch 00703.01.2026 ILIAC-Def. Comp.	614-0000-2181	40.00
101945	1/30/2026	Pacific Life Insurance Company	PR Batch 00703.01.2026 ILIAC-Def. Comp.	100-0000-2181	2,428.80
<b>Warrant Total:</b>					<b>2,468.80</b>
<b>Report Total:</b>					<b>2,468.80</b>

# Accounts Payable

## Voucher Approval Document

User: JohnSufka  
Printed: 01/28/2026 - 5:12PM  
Date Type:  
Voucher From & To:  
Date From & To:  
Batch: AP5 00706.01.2026



<b>Fund</b>	<b>Description</b>	<b>Amount</b>
100	General Fund	41,259.45
602	Water Fund	2,082.92
604	Electric Fund	11,477.12
611	Civic Arena	1,528.22
612	LARC	3,017.99
614	Sewer	8,508.72
620	Liquor	3,793.44
623	Golf Course	1,581.87
<b>Report Total:</b>		<b>73,249.73</b>

# Accounts Payable

## Voucher Approval List

User: JohnSufka  
 Printed: 01/28/2026 - 5:12PM  
 Batch: AP5 00706.01.2026



Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 Federal Income Tax	611-0000-2171	175.30
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 Federal Income Tax	612-0000-2171	430.24
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 Federal Income Tax	100-0000-2171	7,892.51
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 Federal Income Tax	620-0000-2171	604.66
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 Federal Income Tax	614-0000-2171	1,700.63
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 Federal Income Tax	604-0000-2171	2,589.46
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 Federal Income Tax	602-0000-2171	448.31
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 Federal Income Tax	623-0000-2171	370.79
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 FICA Employee Portion	100-0000-2173	3,073.71
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 FICA Employee Portion	620-0000-2173	566.46
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 FICA Employee Portion	612-0000-2173	452.65
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 FICA Employee Portion	611-0000-2173	290.28
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 FICA Employee Portion	614-0000-2173	1,030.15
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 FICA Employee Portion	604-0000-2173	1,274.89
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 FICA Employee Portion	602-0000-2173	241.75
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 FICA Employee Portion	623-0000-2173	196.87
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 FICA Employer Portion	100-0000-2173	3,073.71
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 FICA Employer Portion	620-0000-2173	566.46
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 FICA Employer Portion	611-0000-2173	290.28
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 FICA Employer Portion	612-0000-2173	452.65
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 FICA Employer Portion	614-0000-2173	1,030.15
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 FICA Employer Portion	604-0000-2173	1,274.89
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 FICA Employer Portion	602-0000-2173	241.75
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 FICA Employer Portion	623-0000-2173	196.87
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 Medicare Employee Portion	100-0000-2175	1,247.41
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 Medicare Employee Portion	620-0000-2175	132.47
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 Medicare Employee Portion	612-0000-2175	105.86
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 Medicare Employee Portion	611-0000-2175	67.89
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 Medicare Employee Portion	614-0000-2175	240.91
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 Medicare Employee Portion	604-0000-2175	298.17
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 Medicare Employee Portion	602-0000-2175	56.53

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 Medicare Employee Portion	623-0000-2175	46.04
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 Medicare Employer Portion	100-0000-2175	1,247.41
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 Medicare Employer Portion	620-0000-2175	132.47
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 Medicare Employer Portion	612-0000-2175	105.86
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 Medicare Employer Portion	611-0000-2175	67.89
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 Medicare Employer Portion	614-0000-2175	240.91
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 Medicare Employer Portion	604-0000-2175	298.17
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 Medicare Employer Portion	602-0000-2175	56.53
0	1/30/2026	Federal Taxes	PR Batch 00703.01.2026 Medicare Employer Portion	623-0000-2175	46.04
<b>Warrant Total:</b>					<b>32,855.98</b>
0	1/30/2026	MetLife	PR Batch 00706.01.2026 PFML-Employee	100-0000-2185	84.54
0	1/30/2026	MetLife	PR Batch 00702.01.2026 PFML-Employee	100-0000-2185	351.89
0	1/30/2026	MetLife	PR Batch 00703.01.2026 PFML-Employee	100-0000-2185	342.78
0	1/30/2026	MetLife	PR Batch 00705.01.2026 PFML-Employee	100-0000-2185	57.09
0	1/30/2026	MetLife	PR Batch 00701.01.2026 PFML-Employee	100-0000-2185	327.52
0	1/30/2026	MetLife	PR Batch 00704.01.2026 PFML-Employee	100-0000-2185	71.92
0	1/30/2026	MetLife	PR Batch 00705.01.2026 PFML-Employer	100-0000-2185	57.09
0	1/30/2026	MetLife	PR Batch 00704.01.2026 PFML-Employer	100-0000-2185	71.92
0	1/30/2026	MetLife	PR Batch 00706.01.2026 PFML-Employee	611-0000-2185	3.76
0	1/30/2026	MetLife	PR Batch 00701.01.2026 PFML-Employee	620-0000-2185	34.03
0	1/30/2026	MetLife	PR Batch 00703.01.2026 PFML-Employee	620-0000-2185	36.09
0	1/30/2026	MetLife	PR Batch 00702.01.2026 PFML-Employee	620-0000-2185	35.44
0	1/30/2026	MetLife	PR Batch 00703.01.2026 PFML-Employee	612-0000-2185	28.83
0	1/30/2026	MetLife	PR Batch 00701.01.2026 PFML-Employee	611-0000-2185	13.54
0	1/30/2026	MetLife	PR Batch 00702.01.2026 PFML-Employee	612-0000-2185	27.09
0	1/30/2026	MetLife	PR Batch 00706.01.2026 PFML-Employee	604-0000-2185	20.21
0	1/30/2026	MetLife	PR Batch 00701.01.2026 PFML-Employee	612-0000-2185	25.36
0	1/30/2026	MetLife	PR Batch 00702.01.2026 PFML-Employee	611-0000-2185	14.51
0	1/30/2026	MetLife	PR Batch 00703.01.2026 PFML-Employee	611-0000-2185	18.50
0	1/30/2026	MetLife	PR Batch 00706.01.2026 PFML-Employee	602-0000-2185	2.58
0	1/30/2026	MetLife	PR Batch 00706.01.2026 PFML-Employee	614-0000-2185	7.22
0	1/30/2026	MetLife	PR Batch 00702.01.2026 PFML-Employee	614-0000-2185	55.43
0	1/30/2026	MetLife	PR Batch 00701.01.2026 PFML-Employee	614-0000-2185	55.25
0	1/30/2026	MetLife	PR Batch 00703.01.2026 PFML-Employee	614-0000-2185	67.61
0	1/30/2026	MetLife	PR Batch 00701.01.2026 PFML-Employee	604-0000-2185	77.19
0	1/30/2026	MetLife	PR Batch 00706.01.2026 PFML-Employee	623-0000-2185	9.67
0	1/30/2026	MetLife	PR Batch 00703.01.2026 PFML-Employee	604-0000-2185	82.41
0	1/30/2026	MetLife	PR Batch 00702.01.2026 PFML-Employee	604-0000-2185	81.90

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
0	1/30/2026	MetLife	PR Batch 00701.01.2026 PFML-Employee	623-0000-2185	14.95
0	1/30/2026	MetLife	PR Batch 00703.01.2026 PFML-Employee	602-0000-2185	15.89
0	1/30/2026	MetLife	PR Batch 00706.01.2026 PFML-Employer	100-0000-2185	84.54
0	1/30/2026	MetLife	PR Batch 00702.01.2026 PFML-Employee	602-0000-2185	15.74
0	1/30/2026	MetLife	PR Batch 00703.01.2026 PFML-Employee	623-0000-2185	12.55
0	1/30/2026	MetLife	PR Batch 00701.01.2026 PFML-Employee	602-0000-2185	15.79
0	1/30/2026	MetLife	PR Batch 00702.01.2026 PFML-Employee	623-0000-2185	14.36
0	1/30/2026	MetLife	PR Batch 00706.01.2026 PFML-Employer	611-0000-2185	3.76
0	1/30/2026	MetLife	PR Batch 00706.01.2026 PFML-Employer	604-0000-2185	20.21
0	1/30/2026	MetLife	PR Batch 00703.01.2026 PFML-Employer	100-0000-2185	342.78
0	1/30/2026	MetLife	PR Batch 00701.01.2026 PFML-Employer	100-0000-2185	327.52
0	1/30/2026	MetLife	PR Batch 00702.01.2026 PFML-Employer	100-0000-2185	351.89
0	1/30/2026	MetLife	PR Batch 00702.01.2026 PFML-Employer	620-0000-2185	35.44
0	1/30/2026	MetLife	PR Batch 00701.01.2026 PFML-Employer	620-0000-2185	34.03
0	1/30/2026	MetLife	PR Batch 00703.01.2026 PFML-Employer	620-0000-2185	36.09
0	1/30/2026	MetLife	PR Batch 00706.01.2026 PFML-Employer	614-0000-2185	7.22
0	1/30/2026	MetLife	PR Batch 00702.01.2026 PFML-Employer	612-0000-2185	27.09
0	1/30/2026	MetLife	PR Batch 00706.01.2026 PFML-Employer	602-0000-2185	2.58
0	1/30/2026	MetLife	PR Batch 00701.01.2026 PFML-Employer	611-0000-2185	13.54
0	1/30/2026	MetLife	PR Batch 00703.01.2026 PFML-Employer	611-0000-2185	18.50
0	1/30/2026	MetLife	PR Batch 00702.01.2026 PFML-Employer	611-0000-2185	14.51
0	1/30/2026	MetLife	PR Batch 00706.01.2026 PFML-Employer	623-0000-2185	9.67
0	1/30/2026	MetLife	PR Batch 00701.01.2026 PFML-Employer	612-0000-2185	25.36
0	1/30/2026	MetLife	PR Batch 00703.01.2026 PFML-Employer	612-0000-2185	28.83
0	1/30/2026	MetLife	PR Batch 00701.01.2026 PFML-Employer	614-0000-2185	55.25
0	1/30/2026	MetLife	PR Batch 00703.01.2026 PFML-Employer	614-0000-2185	67.61
0	1/30/2026	MetLife	PR Batch 00702.01.2026 PFML-Employer	614-0000-2185	55.43
0	1/30/2026	MetLife	PR Batch 00702.01.2026 PFML-Employer	604-0000-2185	81.90
0	1/30/2026	MetLife	PR Batch 00701.01.2026 PFML-Employer	604-0000-2185	77.19
0	1/30/2026	MetLife	PR Batch 00703.01.2026 PFML-Employer	604-0000-2185	82.41
0	1/30/2026	MetLife	PR Batch 00701.01.2026 PFML-Employer	623-0000-2185	14.95
0	1/30/2026	MetLife	PR Batch 00703.01.2026 PFML-Employer	602-0000-2185	15.89
0	1/30/2026	MetLife	PR Batch 00702.01.2026 PFML-Employer	602-0000-2185	15.74
0	1/30/2026	MetLife	PR Batch 00701.01.2026 PFML-Employer	602-0000-2185	15.79
0	1/30/2026	MetLife	PR Batch 00703.01.2026 PFML-Employer	623-0000-2185	12.55
0	1/30/2026	MetLife	PR Batch 00702.01.2026 PFML-Employer	623-0000-2185	14.36
0	1/30/2026	MetLife	PR Batch 00701.01.2026 PFML Elected	100-0000-2185	9.12
0	1/30/2026	MetLife	PR Batch 00701.01.2026 PFML-Employer Elected	100-0000-2185	9.12

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
<b>Warrant Total:</b>					<b>4,061.52</b>
0	1/30/2026	MN Dept of Revenue	PR Batch 00703.01.2026 State Income Tax	611-0000-2172	109.71
0	1/30/2026	MN Dept of Revenue	PR Batch 00703.01.2026 State Income Tax	612-0000-2172	248.62
0	1/30/2026	MN Dept of Revenue	PR Batch 00703.01.2026 State Income Tax	100-0000-2172	3,928.40
0	1/30/2026	MN Dept of Revenue	PR Batch 00703.01.2026 State Income Tax	614-0000-2172	793.52
0	1/30/2026	MN Dept of Revenue	PR Batch 00703.01.2026 State Income Tax	620-0000-2172	300.69
0	1/30/2026	MN Dept of Revenue	PR Batch 00703.01.2026 State Income Tax	604-0000-2172	1,207.62
0	1/30/2026	MN Dept of Revenue	PR Batch 00703.01.2026 State Income Tax	602-0000-2172	176.38
0	1/30/2026	MN Dept of Revenue	PR Batch 00703.01.2026 State Income Tax	623-0000-2172	177.64
<b>Warrant Total:</b>					<b>6,942.58</b>
0	1/30/2026	MN State Retirement System	PR Batch 00703.01.2026 Health Care Savings Plan-Stree	100-0000-2179	750.00
0	1/30/2026	MN State Retirement System	PR Batch 00703.01.2026 Health Care Savings Plan-Stree	614-0000-2179	500.00
0	1/30/2026	MN State Retirement System	PR Batch 00703.01.2026 Health Care Savings Plan-Stree	604-0000-2179	300.00
0	1/30/2026	MN State Retirement System	PR Batch 00703.01.2026 Health Care Savings Plan-Stree	602-0000-2179	125.00
<b>Warrant Total:</b>					<b>1,675.00</b>
0	1/30/2026	Orchard Trust-MN State Retirement Systems	PR Batch 00703.01.2026 VOYA-Def. Comp.	604-0000-2181	775.00
0	1/30/2026	Orchard Trust-MN State Retirement Systems	PR Batch 00703.01.2026 VOYA-Def Comp ROTH Flat	612-0000-2181	200.00
0	1/30/2026	Orchard Trust-MN State Retirement Systems	PR Batch 00703.01.2026 VOYA-Def Comp %	614-0000-2181	102.63
0	1/30/2026	Orchard Trust-MN State Retirement Systems	PR Batch 00703.01.2026 VOYA-Def Comp %	602-0000-2181	36.66
0	1/30/2026	Orchard Trust-MN State Retirement Systems	PR Batch 00703.01.2026 VOYA-Def Comp %	604-0000-2181	7.33
0	1/30/2026	Orchard Trust-MN State Retirement Systems	PR Batch 00703.01.2026 VOYA-Def Comp ROTH %	614-0000-2181	102.63
0	1/30/2026	Orchard Trust-MN State Retirement Systems	PR Batch 00703.01.2026 VOYA-Def Comp ROTH %	604-0000-2181	7.33
0	1/30/2026	Orchard Trust-MN State Retirement Systems	PR Batch 00703.01.2026 VOYA-Def Comp ROTH %	602-0000-2181	36.66
<b>Warrant Total:</b>					<b>1,268.24</b>
0	1/30/2026	Public Employees Retirement Association	PR Batch 00703.01.2026 PERA	620-0000-2174	593.87
0	1/30/2026	Public Employees Retirement Association	PR Batch 00703.01.2026 PERA	100-0000-2174	7,460.00
0	1/30/2026	Public Employees Retirement Association	PR Batch 00703.01.2026 PERA	611-0000-2174	197.90
0	1/30/2026	Public Employees Retirement Association	PR Batch 00703.01.2026 PERA	612-0000-2174	399.08
0	1/30/2026	Public Employees Retirement Association	PR Batch 00703.01.2026 PERA	614-0000-2174	1,112.51
0	1/30/2026	Public Employees Retirement Association	PR Batch 00703.01.2026 PERA	604-0000-2174	1,356.10
0	1/30/2026	Public Employees Retirement Association	PR Batch 00703.01.2026 PERA	602-0000-2174	261.56
0	1/30/2026	Public Employees Retirement Association	PR Batch 00703.01.2026 PERA	623-0000-2174	206.40
0	1/30/2026	Public Employees Retirement Association	PR Batch 00703.01.2026 PERA-ER Share	620-0000-2174	593.87
0	1/30/2026	Public Employees Retirement Association	PR Batch 00703.01.2026 PERA-ER Share	100-0000-2174	9,610.66
0	1/30/2026	Public Employees Retirement Association	PR Batch 00703.01.2026 PERA-ER Share	611-0000-2174	197.90

Voucher No.	Warrant Date	Vendor	Description	Account Number	Amount
0	1/30/2026	Public Employees Retirement Association	PR Batch 00703.01.2026 PERA-ER Share	612-0000-2174	399.08
0	1/30/2026	Public Employees Retirement Association	PR Batch 00703.01.2026 PERA-ER Share	614-0000-2174	1,112.51
0	1/30/2026	Public Employees Retirement Association	PR Batch 00703.01.2026 PERA-ER Share	604-0000-2174	1,356.10
0	1/30/2026	Public Employees Retirement Association	PR Batch 00703.01.2026 PERA-ER Share	602-0000-2174	261.56
0	1/30/2026	Public Employees Retirement Association	PR Batch 00703.01.2026 PERA-ER Share	623-0000-2174	206.40
0	1/30/2026	Public Employees Retirement Association	PR Batch 00703.01.2026 PERA Additional ER	620-0000-2174	91.37
0	1/30/2026	Public Employees Retirement Association	PR Batch 00703.01.2026 PERA Additional ER	611-0000-2174	30.45
0	1/30/2026	Public Employees Retirement Association	PR Batch 00703.01.2026 PERA Additional ER	100-0000-2174	485.92
0	1/30/2026	Public Employees Retirement Association	PR Batch 00703.01.2026 PERA Additional ER	612-0000-2174	61.39
0	1/30/2026	Public Employees Retirement Association	PR Batch 00703.01.2026 PERA Additional ER	614-0000-2174	171.15
0	1/30/2026	Public Employees Retirement Association	PR Batch 00703.01.2026 PERA Additional ER	604-0000-2174	208.64
0	1/30/2026	Public Employees Retirement Association	PR Batch 00703.01.2026 PERA Additional ER	602-0000-2174	40.23
0	1/30/2026	Public Employees Retirement Association	PR Batch 00703.01.2026 PERA Additional ER	623-0000-2174	31.76
<b>Warrant Total:</b>					<b>26,446.41</b>
<b>Report Total:</b>					<b>73,249.73</b>

OTHER PAYMENTS

ORDINANCES  
SECOND READINGS

# LICENSES

1.

**CITY OF LITCHFIELD**

**RESOLUTION NO. 26-2-16  
LAWFUL GAMBLING PERMIT FOR  
AN EXEMPT ORGANIZATION  
LITCHFIELD ROTARY CLUB**

**WHEREAS**, an application for a lawful gambling license exemption was considered from the Litchfield Rotary Club,

**NOW, THEREFORE, BE IT RESOLVED** to approve the application for an Exemption from a Lawful Gambling license for Litchfield Rotary Club on April 6, 2026 at Litchfield Eagles Club, 389 CSAH 34 S., Litchfield, and to direct submittal of a copy of this resolution with their application to the State Gambling Control Division.

Adopted by the City Council this 2<sup>nd</sup> day of February, 2026.

Attest:

\_\_\_\_\_  
ASSISTANT CITY ADMINISTRATOR

Approved:

\_\_\_\_\_  
MAYOR

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: Litchfield Rotary Club Previous Gambling Permit Number: X-36314-25-016

Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: 41-1380350

Mailing Address: PO Box 341

City: Litchfield State: MN Zip: 55355 County: Meeker

Name of Chief Executive Officer (CEO): Thomas Zens

CEO Daytime Phone: 320-373-3602 CEO Email: tzens@centerbankmn.com  
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): tzens@centerbankmn.com

**NONPROFIT STATUS**

Type of Nonprofit Organization (check one):

- Fraternal     Religious     Veterans     Other Nonprofit Organization

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

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

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

**GAMBLING PREMISES INFORMATION**

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

Physical Address (do not use P.O. box): 389 CSAH 34 South

Check one:  
 City: Litchfield Zip: 55355 County: Meeker  
 Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): April 6th 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](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

# LG220 Application for Exempt Permit

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

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

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

Print City Name: \_\_\_\_\_

Signature of City Personnel: \_\_\_\_\_

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

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

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

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

Print County Name: \_\_\_\_\_

Signature of County Personnel: \_\_\_\_\_

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

### TOWNSHIP (if required by the county)

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

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

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

### CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

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

Chief Executive Officer's Signature: Thomas A. Zens Date: 1-21-26  
(Signature must be CEO's signature; designee may not sign)

Print Name: Thomas Zens

### REQUIREMENTS

#### Complete a separate application for:

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

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

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

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

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

### MAIL APPLICATION AND ATTACHMENTS

#### Mail application with:

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

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

#### Questions?

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

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

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

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

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

2.

**CITY OF LITCHFIELD**

**RESOLUTION NO. 26-2-17  
LAWFUL GAMBLING PERMIT FOR  
AN EXEMPT ORGANIZATION  
SONGS OF SUMMER FESTIVAL**

**WHEREAS**, an application for a lawful gambling license exemption was considered from the Songs of Summer Festival,

**NOW, THEREFORE, BE IT RESOLVED** to approve the application for an Exemption from a Lawful Gambling license for Songs of Summer Festival on August 14, 2026 at Memorial Legion Park, 1800 Sibley Ave. S., Litchfield, and to direct submittal of a copy of this resolution with their application to the State Gambling Control Division.

Adopted by the City Council this 2<sup>nd</sup> day of February, 2026.

Attest:

\_\_\_\_\_  
ASSISTANT CITY ADMINISTRATOR

Approved:

\_\_\_\_\_  
MAYOR

1/23/26

City of Litchfield  
126 Marshall Ave N  
Litchfield, MN 55355

To whom it may concern,

This year's Songs of Summer Festival will be taking place on Friday, August 14, 2026 from 4pm-11pm. We are planning to use Memorial Park again this year as we did the last 2 years. We worked with the Litchfield Police Department to help with directing traffic at the end of the event and the Meeker County Sheriffs Department reserves helped with security during the event.

Below is our intended line-up

Gates open at 4:00pm  
Alex Lageson at 5:00pm  
South 40 at 6:30pm  
Shirts & Skins at 8:00pm-11:00pm

Please let us know if you have any questions or concerns.

Thank you!



Cammy Moses  
President  
320-333-6668

# 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: Songs of Summer Festival Previous Gambling Permit Number: X- 94809

Minnesota Tax ID Number, if any: \_\_\_\_\_ Federal Employer ID Number (FEIN), if any: 85-3437226

Mailing Address: 419 N Swift Ave - PO Box 253

City: Litchfield State: MN Zip: 55355 County: Meeker

Name of Chief Executive Officer (CEO): Camala L. Moses

CEO Daytime Phone: 320-333-1616 CEO Email: camala.moses@midcountrybank.com  
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): \_\_\_\_\_

## NONPROFIT STATUS

Type of Nonprofit Organization (check one):

Fraternal       Religious       Veterans       Other Nonprofit Organization

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

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

- A current calendar year Certificate of Good Standing**  
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 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](http://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): Memorial Legion Park

Physical Address (do not use P.O. box): 1800 Sibley Ave S.

Check one:  
 City: Litchfield, MN Zip: 55355 County: Meeker  
 Township: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Date(s) of activity (for raffles, indicate the date of the drawing): August 14, 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](http://www.mn.gov/gcb) and click on **Distributors** under the **List of Licensees** tab, or call 651-539-1900.

# LG220 Application for Exempt Permit

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

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- The application is denied.

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Signature of County Personnel: \_\_\_\_\_

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

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

Print Township Name: \_\_\_\_\_

Signature of Township Officer: \_\_\_\_\_

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

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

## 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: Sammy Moses Date: 1-23-26  
(Signature must be CEO's signature; designee may not sign)

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

## REQUIREMENTS

### Complete a separate application for:

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

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

## MAIL APPLICATION AND ATTACHMENTS

### Mail application with:

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- \_\_\_\_\_ 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.

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

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

## Business Record Details »

Minnesota Business Name

**Songs of Summer Festival**

**Business Type**

Nonprofit Corporation (Domestic)

**MN Statute**

317A

**File Number**

1186088600023

**Home Jurisdiction**

Minnesota

**Filing Date**

10/13/2020

**Status**

Active / In Good Standing

**Renewal Due Date**

12/31/2026

**Registered Office Address**

419 N SWIFT AVE  
PO BOX 253  
LITCHFIELD, MN 55355-0253  
USA

**Registered Agent(s)**

(Optional) Currently No Agent

**President**

Cammy Moses  
PO BOX 253  
LITCHFIELD, MN 55355-0253  
USA

### Filing History

## Filing History

Select the item(s) you would like to order: [Order Selected Copies](#)

<input type="checkbox"/>	Filing Date	Filing	Effective Date
<input type="checkbox"/>	10/13/2020	Original Filing - Nonprofit Corporation (Domestic) (Business Name: Songs of Summer Festival)	

	<b>Filing Date</b>	<b>Filing</b>	<b>Effective Date</b>
<input type="checkbox"/>	1/1/2025	Registered Office and/or Agent - Nonprofit Corporation (Domestic)	

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OTHER ROUTINE MATTERS

1.

# Memo to Council



**Date:** *January 22, 2026*

**Meeting Date:** *February 2, 2026*

**From:** *Mike Geers, Operations Engineer*

**Subject:** *Distributed Generation Annual Tariff Filing Update*

## History/Background

The Distributed Generation Rules for the City of Litchfield adopted by the Litchfield City Council on 4/16/2018 require the City of Litchfield to annually file a cogeneration and small power production tariff with the Litchfield City Council. The tariff includes a calculation of average retail utility energy rates, what we would pay a customer if they generated more power than they used. It also includes the standard contracts between the City and customer installing the qualifying facilities, the interconnection process and technical requirements to meet before connecting to our grid, procedures for notifying customers when we will not purchase energy or capacity under certain instances, and the City's estimated average incremental energy costs and net annual avoided capacity costs provided by SMMPA, which comes from MISO Minnesota Hub. Included are annual updates to the tariff consisting of:

### SCHEDULE 1

The City of Litchfield's average retail energy rates.

### SCHEDULE 2

The estimated average incremental energy costs by seasonal, peak and off-peak periods and annual avoided capacity costs from SMMPA.

This information is available to the public at City Hall or on our website under the generation tab.

Also included is the annual Qualifying Facilities Report as required under the Distributed Generation Rules.

## **SCHEDULE 1 – AVERAGE RETAIL UTILITY ENERGY RATE**

Net Energy Billing: Available to any QF of less than 40 kW capacity that does not select either Roll Over Credits, Simultaneous Purchase and Sale Billing or Time of Day rates.

City of Litchfield shall bill the QF for any excess of energy supplied by the City of Litchfield above energy supplied by the QF during each billing period according to the City of Litchfield's applicable rate schedule. The City of Litchfield shall pay the customer for the energy generated by the QF that exceeds that supplied by the City of Litchfield during a billing period at the "average retail utility energy rate."

"Average retail utility energy rate" means, for any class of utility customer, the quotient of the total annual class revenue from sales of electricity minus the annual revenue resulting from fixed charges, divided by the annual class kilowatt-hour sales. Data from the most recent 12-month period available shall be used in the computation. The "average retail utility energy rates" are as follows:

<b>Customer Class</b>	<b>Average Retail Utility Energy Rate</b>
Residential	\$.1033
Commercial	\$.0582
Industrial	\$.0412
Rural Farms	\$.0964

## SCHEDULE 2 – AVERAGE INCREMENTAL COST

Estimated Marginal Energy Costs (\$/MWh)						
		2026	2027	2028	2029	2030
Summer	On Peak	46.53	44.62	46.31	47.48	48.61
	Off Peak	26.87	23.82	24.69	27.71	29.06
	All Hours	35.91	33.39	34.64	36.80	38.06
Winter	On Peak	45.74	46.59	46.23	44.41	45.34
	Off Peak	33.63	36.71	37.63	37.60	39.36
	All Hours	39.20	41.26	41.59	40.73	42.11
Annual	On Peak	46.14	45.61	46.27	45.94	46.98
	Off Peak	30.25	30.27	31.16	32.65	34.21
	All Hours	37.56	37.32	38.11	38.76	40.08
Annual # of hours on-peak:		4,176	4,176	4,160	4,176	4,176

Description of season and on-peak and off-peak periods	
Summer:	April through September
Winter:	October through March
On-peak period:	6 am to 10 pm Monday through Friday except holiday (New Years, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day)
Off-peak period:	All other hours

### **Estimated Marginal Energy Costs**

The estimated system average incremental energy costs are calculated by seasonal peak and off-peak periods for each of the next five years. For each seasonal period, system incremental energy costs are averaged during system daily peak hours, system daily off-peak hours, and all hours in the season. The energy costs are increased by a factor equal to 50 percent of the line losses.

The energy needs of the City of Litchfield are served through its membership in Southern Minnesota Municipal Power Agency (SMMPA). SMMPA, in turn, is a member of the Midcontinent ISO (MISO). As a result, the municipal's incremental energy cost is equivalent to the MISO hourly Locational Marginal Price (LMP). Actual hourly LMP will vary significantly based on several parameters such as weather, energy demand, and generation availability. The table above represents a forecast of the MISO hourly LMP values averaged over each specific time period at the MISO Minnesota Hub.

### **Capacity Payment for Firm Power (Net annual avoided capacity cost)**

A capacity payment will be made for energy delivered by the qualifying facility to the utility with at least a 65 percent on-peak capacity factor in the month. The capacity factor is based upon the qualifying facility's maximum on-peak metered capacity delivered to the utility during the month. The capacity component applies only to deliveries during on-peak hours.

Capacity Payment (\$/kWh)	
2026	
Capacity Value per kWh (On-Peak Hours)	\$ 0.049
Capacity Value per kWh (All Hours)	\$ 0.033

# Annual Qualifying Facilities Report

For the Year 2025

Utility: City of Litchfield

Date: 1/20/2026

Facility ID (Account Number)	Nameplate Capacity (kW-DC)	Energy Source	Net Annual Export (kWh)	Rollover Credit?	Total Facilities
224 N Gillman Ave	10.89	Solar		Y	1
24787 608th Ave	14.82	Solar	2,176	N	1
24753 608th Ave	25.92	Solar		N	1
420 Golf Terrace	13.6	Solar		N	1
605 N Crescent Ln	10.08	Solar		N	1
630 E 1st St	21.995	Solar	13,035	N	1
517 S Austin Ave	6.8	Solar		N	1
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<b>TOTAL SOLAR</b>	<b>104.105</b>		<b>15,211</b>		<b>7</b>
<hr/>					
<b>TOTAL WIND</b>	<b>0</b>		<b>-</b>		<b>0</b>
<hr/>					
<b>TOTAL OTHER</b>	<b>0</b>		<b>-</b>		<b>0</b>
<hr/>					
<b>GRAND TOTAL</b>	<b>104.105</b>		<b>15,211</b>		<b>7</b>

Facility ID (Account Number)	Nameplate Capacity (kW-DC)	Energy Source	Net Annual Export (kWh)	Number of Facilities
------------------------------	----------------------------	---------------	-------------------------	----------------------

TOTAL SOLAR	0		-	0
-------------	---	--	---	---

TOTAL WIND	0		-	0
	Other			

TOTAL OTHER	0		-	0
-------------	---	--	---	---

GRAND TOTAL	0		0	0
-------------	---	--	---	---

**Summarize and wheeling undertaken relative to QFs**

No wheeling is currently undertaken relative to QFs

2.



**CITY OF LITCHFIELD**  
**APPLICATION FOR LICENSE**  
**SALES ON PUBLIC PROPERTY**

Applicant/Organization Name: Pistons + props / Mike Niedzielski  
Address: 720 N Marshall Ave, Litchfield MN  
Phone #: 320-245-1020  
Location of Proposed Sales: Litchfield Airport. 240 1/2 st. Litchfield  
Time or Times When Sales Shall Be Attempted: 8am - 3pm.  
Dates When Sales Shall Be Attempted: 8/8/26.

List contact person's name and phone number and items offered for sale:

Contact Information	Items for Sale
1. <u>Mike Niedzielski</u>	<u>Food From Food Trucks</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____

Date of Application: 1/21/26  
Fee Paid: \$5.00  
Receipt #: 588585  
Council Approved: 2/2/26  
License #: \_\_\_\_\_

  
\_\_\_\_\_  
Applicant's Signature

Fees:  
\$5.00 - Single Occasion  
\$25.00 - Per Season

# COMMUNICATIONS

MINUTES AND REPORTS

HERITAGE PRESERVATION  
COMMISSION

**I. CALL TO ORDER –**

A regular meeting of the Historic Preservation Commission on Monday, January 26, 2026, commencing at 6:30 p.m. was called to order by Chair Kotelnicki. A quorum was established.

A. ROLL CALL:

Commissioner (Chair) Darlene Kotelnicki Present

Commissioner (Meeker County Historical Society Rep.) Connie Lies Present

Commissioner Rick Beecroft Present

Commissioner (Plan. Comm. Rep) John Mueller Present

Commissioner Dave Welker Present

Commissioner Holly Flemming Absent

Ex-officio Bill Hicks Present

**II. MINUTES TO APPROVE – MOTION:** To approve as submitted (Rick/Dave/Passed unanimously by a voice vote).

**III. PUBLIC HEARINGS: PUBLIC HEARINGS:**

**215 Sibley Ave. North**

A. Open public hearing at 6:35 p.m.

B. Declaration of Conflict or ex-parte: None

C. Review of Proper Notification - Per City

D. Introduction of Completed Application by Commission: Darlene reviewed the COA that includes new second story windows.

E. Presentation by the property owner or designee: John Braun reviewed his application. Photos and diagrams were discussed.

F. Comments from Other Interested Parties: None

G. Closure of Public Hearing at 6:42 p.m. The commissioners discussed the application. Connie Lies asked what the arch is filled with and John replied bricks. Darlene asked what material the windows were made from and John replied wood.

H. **MOTION:** The due process was followed (Rick/Holly/ Approved unanimously by a voice vote).

I. Checklist: Completed Yes 5 No 0 NA 5

J. Findings of Fact: completed

K. **MOTION:** To approve COA as submitted (Rick/Dave/Passed unanimously by a voice vote).

IV. **OLD BUSINESS - State Historic Building Grant :** Darlene reported the council has had one work session about criteria and guideline for the grant. There is another one scheduled next week and will go to the council after that. The city has received the final copy of the agreement from the state. There are 27 applicants at this time.

V. **NEW BUSINESS:** The commissioners were reminded about the list of 2026 dates in the packet..

VI. **REPORTS - NONE**

VII. **ANNOUNCEMENTS** – Darlene reviewed the upcoming meetings in relation to the Downtown Facade Grant.

A. The next meeting will be Monday, February 23, 2026 at 6:30 pm at City Hall.

VII. **ADJOURNMENT** – 6:54 p.m.

---

DARLENE KOTELNICKI  
CHAIRPERSON

LITCHFIELD LIBRARY BOARD

# Litchfield Public Library Board of Trustees Quarterly Agenda

## January 27, 2026

Attendance: Mike Bredeson, Thomas Cabbage, Heather Guyan, Pat Hanson, Cathy Keller, Linda Larson, Joan Olson. Non-voting members: Librarian Beth Cronk, City Representative Betty Allen

1. **Determine Quorum:**       7       of 7 voting members needed

2. **Call to order:** Time   5:30   p.m. by   Cathy Keller  

3. **Agenda Approval:** Add/Subtract?

Motion by   Linda Larson   2nd   Pat Hanson   to approve agenda

4. **Minutes:** October meeting minutes sent to members to read. Corrections?

Motion by   Mike Bredeson   2nd   Thomas Cabbage   to approve October 2025 minutes as written

5. **Librarian's Report:** presented by Librarian, Beth Cronk (copy of full report attached)

6. **Old Business:**

A. Clock repairs: Have pictures of the interior been taken by the city?

Mario sent pictures to American Time in Dassel and they are not able to fix the clock. They recommended a company in California. Mario has sent two emails but has not heard back yet.

B. Interior project

Board requested a meeting with Dave Cziok to discuss board recommendations and possible fund raising. Betty said that January is not a good month due to year end work for Dave so suggested getting a meeting for the end of February. Cathy, Mike, Joan and Tom expressed interest in attending but all are welcome. Dave should be present and the meeting should take place at the library.

Rugs can be tossed. Windows will be washed in the spring. Arrow Glass is scheduled to fix the front door as there is a problem with pin alignment.

**ACTION ITEM: Beth and Betty will plan a meeting time with Dave and let the board know date and time.**

C. Down spouts

Splash blocks to direct draining water from the down spouts so the building is not damaged. Chadd Benson from the maintenance department is in charge of this project which will likely take place in the spring.

## 7. New Business:

### A. Election of Officers

Cathy Keller made a motion to nominate Tom Cabbage for President. Linda Larson seconded that motion.

Mike Bredeson made a motion to maintain Pat Hanson as Vice President. Linda Larson seconded that motion.

Mike Bredeson made a motion to maintain Joan Olson as Secretary. Pat Hanson seconded that motion.

All motions passed unanimously.

President: Thomas Cabbage

Vice President: Pat Hanson

Secretary: Joan Olson

### B. Watercade Parade

Board discussed if any changes should be made to the trailer or float decorations. Everyone agreed the books are the focus and the current setup is sufficient to do the job. Board discussed book selections. Agreed that we need at least as many books as last year. Weather was great last year so we had a great crowd. We should plan for that, even if we have leftover books. Aim for ordering more favorites and depending on the amount that the Friends contribute, the Foundation may be able to donate more this year. Will discuss more at the Foundation meeting. The earlier we sign up for the parade, the earlier we can be in the lineup.

### C. Wheelchair

We have at least one patron who has been using an office chair to move around the library. Board agrees that the library should have a wheelchair available to patrons. We could check with the veteran's office to see if they have a wheelchair (standard size) that can be loaned to the library. Beth checked with Pioneerland and they said it would be fine to offer a wheelchair. Betty will double check with the city. The library used to have one available but got rid of it as it had not been in use for a long time. Library will need to keep it maintained and in good working order. Staff can determine where best to locate the stored wheelchair. Potentially in the community room near the hangers. Library could hang a sign to let patrons know a wheelchair is available.

**ACTION ITEM: Beth will reach out to the veteran's office to see if they have a wheelchair available. Betty will check in with the city to verify this is okay.**

### D. Rain Gutters especially above the outside book drop

The area of the parking lot in front of the book drop has been icy when there has been a lot of melt. Need to check with Chuck (city engineer) to see if the gutters are blocked in some way. It's possible there is simply more water because there are now more gutters draining. May need to direct water away.

**ACTION ITEM: Betty will check in with Chuck about the gutters and downspouts.**

**8. Next Scheduled Meeting:** April 28, 2026

**9. Adjournment:** Meeting adjourned at 6:15 p.m. by Cathy Keller

Respectfully Submitted by Joan Olson Secretary

# TIMED ITEMS

ACKNOWLEDGEMENT OF  
AUDIENCE/  
PRESENTATIONS



**Request to Address Council**

Litchfield City Council meetings are held on the first and third Monday's of every month. Public presentations are considered as the first agenda item unless a 5:30 public hearing is scheduled.

Date of Submission: 1/21/26

Requested Meeting Date: 2/2/26

Requested Submitted By: Mike Niedzielski

Contact Information: 320-245-1020

Subject of the Request: P. S. Dano + Props event.

What would you like the council to know ahead of time:

would like to host the event again.  
8/8/26 -

Amount of Time Requested: 10 minutes

Will there be a handout? Yes  No  If yes please attach

Will there be a PowerPoint? Yes  No  If yes please email to cityhall@ci.litchfield.mn.us

For staff use only:

- 1) Ensure applicant gets copy of presentation guidelines
- 2) Scan and forward to City Administration
- 3) Place scanned request in appropriate council packet
- 4) Contact applicant and inform them of the time limit

Mayor review: Time Limit \_\_\_\_\_

COMMISSION  
RECOMMENDATIONS

**CITY OF LITCHFIELD  
RESOLUTION NO. 27-2-18  
GRANT CERTIFICATE OF APPROPRIATENESS  
TO JOHN BRAUN AND BLIND PIG AVIATION, LLC  
FOR PROPERTY LOCATED AT 215 NORTH SIBLEY AVENUE**

**WHEREAS**, the Litchfield Historic Preservation Commission held a hearing on Monday, January 26, 2026, to consider a Certificate of Appropriateness Application request by John Braun, for property located at 215 North Sibley Avenue, and

**WHEREAS**, the Litchfield Historic Preservation Commission has recommended that this Certificate of Appropriateness Application be granted, based upon the summation of the checklist, as follows, and be referred to the City Council for final action, and

**WHEREAS**, the Certificate of Appropriateness would authorize the replacement of the four East-facing second-floor windows with double-hung windows, consistent in size and style with the building's era. Sashes to be painted black; surrounds to be painted to match the storefront, and

**WHEREAS**, the Certificate of Appropriateness would allow the property to be used as it was historically or given a new use that requires minimal changes to its distinctive features, spaces, or spatial relationships, and

**WHEREAS**, the Certificate of Appropriateness would allow the property's historic character to be retained and preserved, and

**WHEREAS**, the Certificate of Appropriateness would allow the property to be recognized as a physical record of its time, place and use, and

**WHEREAS**, distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize the property will be preserved, and

**WHEREAS**, new additions, exterior alterations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property, and

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Litchfield that the request for a Certificate of Appropriateness be granted to John Braun, for property located at 215 North Sibley Avenue.

Adopted by the City Council on this 2<sup>nd</sup> day of February, 2026.

Approved:

Attest:

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
ASSISTANT CITY ADMINISTRATOR

P:\26RES\26-2-18 COA-215 N SIBLEY

**Certificate of Appropriateness**  
City of Litchfield

**Applicant Information**

Name: John E Braun  
Address: 161 Peninsula Road  
Medicine Lake Mn 55441  
Phone: 6127018101  
Email: cherokee239@hotmail.com

**Owner Information** ( Same)

Name: Blind Plg Aviation, LLC  
Address: 161 Peninsula Road  
Medicine Lake MN 55441  
Phone: 6127018101  
Email: cherokee239@hotmail.com

**Property**

Address: 215 North Sibley Avenue  
Date Constructed: 1884

Parcel ID Number: 27-0748000  
Current Use: commercial + residential mixed use

National Register:      Property      No       Yes       Date \_\_\_\_\_  
   District      No       Yes       Date 1996  
   Contributing       Non-Contributing   
Local Designation:      Property      No       Yes       Date \_\_\_\_\_  
   District      No       Yes       Date 2008

Define the approximate year and alterations that have been done to the property. Please site source of data and include pictures if possible.

Storefront facade rebuilt 2017-2018

**Construction Information**

Architect: \_\_\_\_\_ License Number: \_\_\_\_\_  
Builder: \_\_\_\_\_ License Number: \_\_\_\_\_  
Electrician: \_\_\_\_\_ License Number: \_\_\_\_\_  
Plumber: \_\_\_\_\_ License Number: \_\_\_\_\_

- Alternation of an existing building (siding, windows, roof, doors, deck, porch)
- Addition to an existing building (also includes ramps, stairs)
- Demolition of a building or portion of a building (porch, chimney, trim)
- Construction of a new building
- Repair or restoration of an existing building that will not change its appearance
- Signage or lighting on the exterior of the building
- Moving a building or a portion of a building
- Other \_\_\_\_\_

**Certificate of Appropriateness Application**

**Scope of Work Form**

City of Litchfield

Address: 215 Sibley Ave N Parcel ID Number: 27-0748000 Date: 12/15/2025

Detailed descriptions of work that includes site work, new construction, alternations, painting, etc.  
May use additional pages if necessary.

Number: 1 Architectural feature: upper facade Approximate date of feature: 1894  
Photo number: \_\_\_\_\_ Drawing Number: \_\_\_\_\_

Describe existing feature and its condition: East 2nd floor windows date from 1940s and are not consistent with the era of the building or with the fenestration lines in the masonry. Wooden filler boards had been installed to facilitate the use of shorter windows, and both the fillers and the windows are severely deteriorated.

Describe work and impact on existing feature: Remove 4 East-facing 2nd floor windows and replace with double-hung windows consistent in size and style with building's era. Sashes to be painted black, surrounds to be painted to match storefront.

*brick arch filled in with bricks  
wood windows, frame, sash*

Number: \_\_\_\_\_ Architectural feature: \_\_\_\_\_ Approximate date of feature: \_\_\_\_\_  
Photo number: \_\_\_\_\_ Drawing Number: \_\_\_\_\_

Describe existing feature and its condition: \_\_\_\_\_

Describe work and impact on existing feature: \_\_\_\_\_

Number: \_\_\_\_\_ Architectural feature: \_\_\_\_\_ Approximate date of feature: \_\_\_\_\_  
Photo number: \_\_\_\_\_ Drawing Number: \_\_\_\_\_

Describe existing feature and its condition: \_\_\_\_\_

Describe work and impact on existing feature: \_\_\_\_\_

Number: \_\_\_\_\_ Architectural feature: \_\_\_\_\_ Approximate date of feature: \_\_\_\_\_  
Photo number: \_\_\_\_\_ Drawing Number: \_\_\_\_\_

Describe existing feature and its condition: \_\_\_\_\_

Describe work and impact on existing feature: \_\_\_\_\_

**The applicant hereby acknowledges and understand the following requirements:**

1. No application for a Certificate of Appropriateness will be presented to the Historic Preservation Commission for review until the applicant has submitted all request information to the City staff.
2. If the owner(s) of record does not intend to appear in person before the Historic Preservation Commission, the owner(s) must submit a letter to the City staff authorizing an agent to apply for the Certificate of Appropriateness for the proposed work *prior* to the public meeting scheduled to consider the application.
3. The applicant is hereby advised and agrees that no work affecting the exterior of the structure and requiring a City permit may proceed until the Historic Preservation Commission has issued a Certificate of Appropriateness approving the said work.
4. Applicants shall be reviewed using the following criteria:
  - a. Design criteria as adopted for a relevant district/landmark
  - b. Secretary of the Interior Standards for Rehabilitation as adopted by the Litchfield Historical Preservation Commission.
5. Historic Preservation Commission and Certificate of Appropriateness approval does not relieve the applicant from applying for and receiving all needed City permits. The applicant must contact the City of Litchfield to apply for the necessary permits *prior* to the beginning of any work and within six months of the issuance of this Certificate of Appropriateness. Failure to do so renders this invalid.
6. If approved, the Certificate of Appropriateness will be good for a period of six months from the date of issuance. Certificates can be extended for an additional six months by requesting an extension, in writing to the Litchfield Historic Preservation Commission, *prior* to the expiration.
7. If the Historic Preservation Commission denies the application for a Certificate of Appropriateness, the applicant may file a written appeal to the City Council within 10 calendar days. Appeals should be directed to the Code Enforcement Officer.
8. *In the event work has been completed without the required Certificate of Appropriateness, the applicant and persons performing the work shall be prosecuted to the fullest extent of the law.*

Signature of Applicant (owner):



Date: 12/5/2025

For Office Use Only

Required for all projects:

- Complete and signed application
- Photos of affected areas
- Sketches and elevations
- Material and design specifications
- Product Information
- Other \_\_\_\_\_

Date Received: 12/12/25  
Received by: Amanda  
Date of HPC action: 01/26/26  
Date of Council action: 02/02/26

Address: 210 N Sidney  
Parcel ID: 22 0748-000

Litchfield Heritage Preservation Commission

Findings of Fact

1. Completed application and necessary supporting documents on file within the proper time frame?  Yes No
2. Proper notification of adjacent property owners?  Yes No
3. Applicant, or written permission designee, is available for the public hearing?  Yes No
4. Other communication or comments? Yes  No
5. Checklist completed and score? Yes Score 5 No Score 0  
N/A Score 5
6. Does the project meet the Secretary of the Interior Standards and Guidelines for the Treatment of Historical Places?  Yes No Reason  
\_\_\_\_\_
7. HPC action of Certificate of Appropriateness.  
approve as submitted
8. Comments:

Attach original to application

page 1 of 3

Address: 27-0748-008  
Parcel ID: 212 N Sibley

City of Litchfield  
Historic Preservation Commission  
Certificate of Appropriateness Checklist

1. Will the property be used as it was historically or given a new use that requires minimal changes to its distinctive features, spaces, or spatial relationships?

Yes      No      N/A  
Comments:

2. Will the historic character of the property be retained and preserved? The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.

Yes      No      N/A  
Comments:

3. Will the property be recognized as a physical record of its time, place, and use? Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

Yes      No      N/A  
Comments:

4. Will changes to the property that have acquired historic significance in their own right, be retained and preserved?

Yes      No       N/A      returning to original opening  
Comments:

5. Will distinctive materials, features, finishes, and construction techniques or examples of craftsmanship that characterize a property be preserved?

Yes      No      N/A  
Comments:

page 2 of 3  
2

215 N Sibley  
27-0748-008

6. Will deteriorated historic features be repaired rather than replaced? Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.

Yes          No          N/A  
Comments:

7. Will chemical or physical treatments, if appropriate, be undertaken using the gentlest means possible? Treatments that cause damage to historic materials shall not be used. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.

Yes          No          N/A  
Comments:

8. Will archeological resources be protected and preserved in place? If such resources must be disturbed, mitigation measures shall be undertaken.

Yes          No          N/A  
Comments:

9. The new additions, exterior alternations, or related new construction will not destroy historic materials, features, and spatial relationships that characterize the property? The new work shall be differentiated from the old and shall be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

Yes          No          N/A  
Comments:

10. Will new additions and adjacent or related new construction be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment will be unimpaired?

~~Yes~~          No          N/A  
Comments:

page 3 of 3  
3

## MINNESOTA ARCHITECTURE-HISTORY INVENTORY FORM

Property Location			
<b>Property Name:</b>	Palm General Merchandise	<b>Inventory No.</b>	ME-LTC-0002
<b>Address:</b>	215 Sibley Avenue North	<b>County:</b>	Meeker
<b>City/Twp:</b>	Litchfield	<b>PIN</b>	27-0748000
<b>T-R-S Quarter:</b>	T119N R31W Sec. 11 SW ¼	<b>Block:</b>	59
<b>USGS Quad</b>	Litchfield North, Minnesota	<b>Lot:</b>	20

Property Information			
<b>Architect:</b>	Unknown	<b>Style:</b>	Italianate
<b>Date Const:</b>	1894	<b>Historic Context:</b>	Railroad and Agricultural Development 1870-1940
<b>Historic Use:</b>	Commercial	<b>Present Use:</b>	Vacant
<b>Property Type:</b>	Building	<b>Survey Name:</b>	Downtown Historic Resources Resurvey
<b>NR Status:</b>	Contributing	<b>NR Recommendation:</b>	Contributing
<b>Prepared by:</b>	William E. Stark, based on National Register nomination by Susan Granger and Kay Grossman (1996)	<b>Survey Date:</b>	October 2009

### Description:

The metal cornice at the top of this two-story brick, Italianate style building reads "1894, John Palm, General Merchandise." The cornice has finials and a central pediment-like projection, and rises above a row of brick corbelling. The main façade has four second story rectangular window openings that are topped by rounded brick arches that are filled with brick patterning. The arches are supported by brick corbels at the springing block level and linked by a string course. The windows have rockfaced limestone sills. The storefront has an entrance to the second story at the north end. Inside the store is an intact metal ceiling. At the rear of the building is a pre-1903 one-story brick wing which is unusual because it has a storefront facing the alley with a false front and a corbelled brick and metal cornice.

### History:

John Palm purchased this property in 1893 for \$3,500 and built the Palm General Merchandise the following year. The building has served as a hardware and grocery store for most of its history. McNulty, Von Kuster & Helgeson operated their hardware store there by 1898, which became Vig and Johns Hardware by 1908. By 1921, Olseon & Silverberg Inc. ran a grocery store on the premises, which would later be known as Olson Fairway (1928), D&B Store (1929), the Food Store (1932), the Food Market (1942), Red & White Grocery (1948), Star Grocery/Super Value (1949), Nordlie's Grocery (1954), and Variety Foods/IGA (1958). Esther Doffing opened Doffings Smart Wear by 1960, when the storefront was remodeled to its current form. In 2004, it became a gift shop, and in 2008 a consignment store.

Other businesses have operated out of other parts of the building. Phil J. Palm and Roy Anderson published the *Meeker County News* in the basement from 1939 to 1951. Palm ceased publication in 1951 and sold the subscription list to the *Independent Review*. The rear of was often used as a meat store, with Ed Bromberg's Meat Market in 1946 and Swensons Meats in 1954.

### Evaluation:

This building is a contributing property to the Litchfield Commercial Historic District.

### Integrity: Fair

Alterations to the building include the replacement of the second story windows on the main façade and the alteration of the main storefront. Historical photographs suggest that the storefront had been fairly open, comprised mostly of display windows and transoms. Although differently configured, the current version continues the flexible storefront opening filled with glass. A secondary cornice has been covered with a wood, Colonial Revival motif cutout, and appears to be easily removable.

**Condition:**

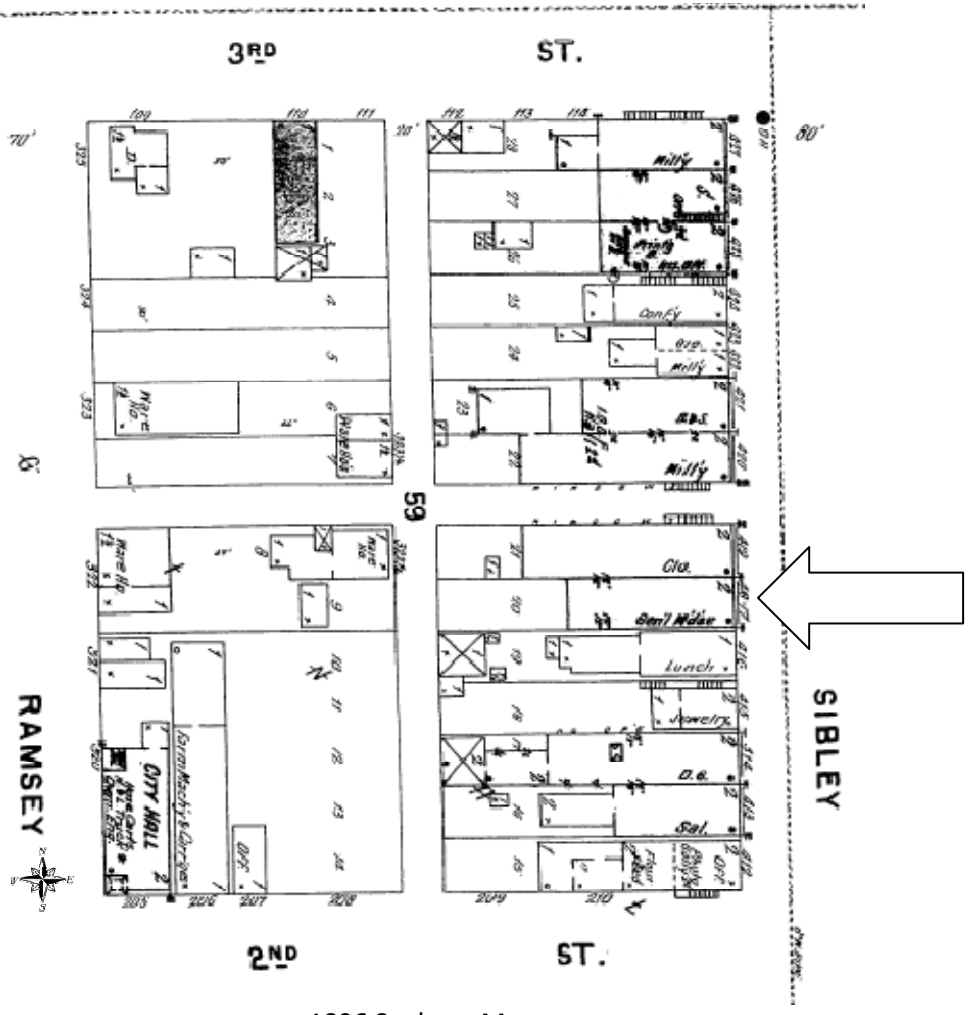
Several concerns related to the condition of this building were observed. Most significantly, the south brick pilaster at the storefront level is pulling out from the façade. Attention should be given to this item to repair and assure that other structural problems are not present. Rust on the metal cornice was apparent; the cornice should be cleaned and repainted to prevent further rust. The brick façade has been painted and is showing signs of peeling. The paint can be stripped from the façade to restore its historical appearance.



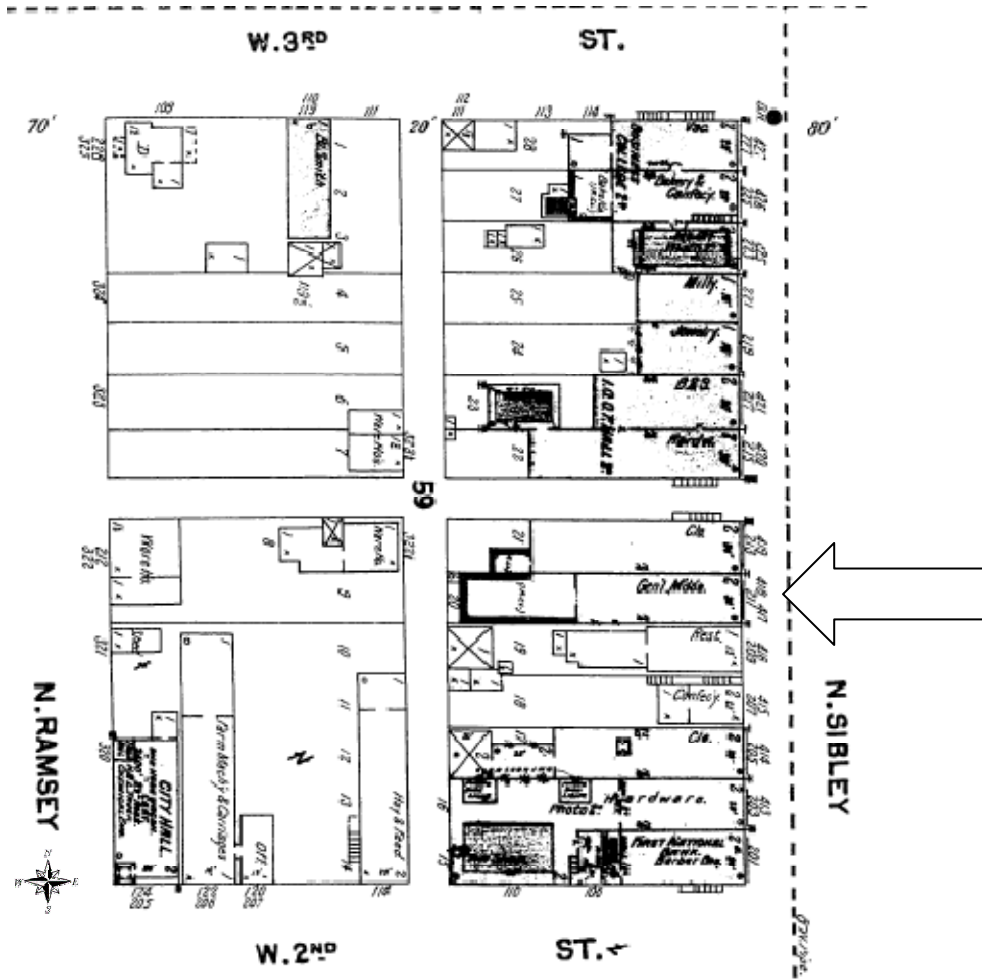
Facing W



Facing NE



1896 Sanborn Map



1903 Sanborn

**Litchfield Historic Preservation Commission  
Historic Commercial District  
Property History**

**Parcel Identification Number: 27-0748000**

**Block: 59 Lot: 20**

**Current Address: 215 North Sibley Avenue  
Contributing**

<u>Date</u>	<u>Owner/Name</u>	<u>Use</u>	<u>Comments</u>
1894	John Palm General Merchandise John Palm	General store	
1890s?	C. S. Sherwood	Plumber	Rear
1898	McNulty, Von Kuster & Helgeson J.T. McNulty, A. Helgeson, William Von Kuster	Hardware	
1901			Von Kuster sells to Wheeler
1903			Wheeler sells to A. O. Bakken Bakken sells to March Brothers
1904	J. T. McNulty	Hardware	
1908	Vig & Johns Hardware Ole N. Vig, William Johns	Hardware	
1912	Johns Bros Hardware	Hardware	Vig sells out
1915	Vig's Store	General store	
1921	Olson & Silverberg Inc. Nels H. Olson, Clarence Silverberg	Grocery	
1928	Olson Fairway Nels H. Olson	Grocery	Silverberg sells out
1929	D & B Store Co. Charles M Doty, R.S. Braisted	Dry goods	
1932	The Food Store N.J. Narum	Grocery	A&P Great Atlantic & Pacific Tea Co.
1942	Food Market Nels H. Olson Percy Waller Anton H. Schager	Grocery	Became Red & White in 1943
1940s	Meeker County News Phil Palm	Newspaper	Basement
1946	Ed Bromberg Meat Market	Meat store	Rear of building
1948	Heglund's Food, Red & White Grocery Ernest & Wayne Heglund	Grocery	
1949	Star Grocery/Super Value Theodore W. Kohloff	Grocery	
1954	Nordlie's Grocery Kenneth (Bud) Nordlie	Grocery	
1954	Swensons Meats Waldemar (Butch) Swenson	Meat store	Rear of building

1958	Variety Foods/IGA Bob Olson	Grocery	
1960	Doffing's Smart Wear Esther Doffing	Clothing store	Remodeled storefront to current front
1972	Doffing's Smart Wear Ann & John Mattsfield	Clothing	
2002			purchased by Gubrud Corp.
2004	Treasured Keepsakes Maureen Jackman	Gift Shop	
2006			Remodeled interior, new HVAC, interior doors
2008	Bargins Tim Cook	Consignment store	

The metal cornice at the top of this Italianate style building reads "1894, John Palm, General Merchandise." The cornice has finials and a central pediment-like projection, and rises above a row of brick corbelling. The main façade has four second story rectangular window openings that are topped by rounded brick arches filled with brick patterning and supported with brick corbels at the springing block level. Windows have rockfaced limestone sills. The storefront has an entrance to the second story at the northern end. There is an intact metal ceiling on the interior. There is a one story pre 1903 addition at the rear with a store front facing the alley with a false front and a corbelled brick and metal cornice. The façade is faced with reddish-brown brick. Alterations to the building include the replacement of the second story windows on the main façade and alteration to the main storefront.

215 N. Sibley Ave.  
Palm General Merchandise (now Doffing's Smart Wear)  
Built 1894  
1 Contributing Building

1996 Application National  
Register of Historic Places

The metal cornice at the top of this two story brick Italianate style building reads "1894, John Palm, General Merchandise." The cornice has finials and a central pediment-like projection, and rises above a row of brick corbelling. The main facade has four second story rectangular window openings that are topped by rounded brick arches that are filled with brick patterning. The arches are supported by brick corbels at the springing block level. The windows have rockfaced limestone sills. The storefront has an entrance to the second story at the northern end. Inside the storefront is an intact metal ceiling. At the rear of the building is a pre-1903 one story brick wing which is unusual because it has a storefront facing the alley with a false front and a corbeled brick and metal cornice. The facade of this storefront is faced with reddish-brown brick. Alterations to the building include the replacement of the second story windows on the main facade and the alteration of the main storefront. This building was built as Palm General Merchandise and remained a general merchandise or department store for most of its history. Phil J. Palm and Roy Anderson published the Meeker County News in the basement from 1939-1951. Palm ceased publication in 1951 and sold the subscription list to the Independent Review. At the same time, the Nordlie and Swenson grocery store was located on the first floor.

## Building Data, City of Litchfield Tax Assessor

### Land Appraisal

General Desirability: Good

Lot Record: Topography: Level

Improvements: Sidewalks, Curb & Gutter, City Water, Sanitary Sewer,

Street: Asphalt, Alley

Location: Inside Lot

Zoning or Use: Commercial 2

### Description of Principal Structure:

Building: No. Stories 2, Yr. Built 1894, Sq. Ft. 25' x 135'

Foundation:

Exterior Walls: Brick

Roof: Flat, built up

Interior Finish:

First Floor: Walls, plaster Ceiling, tin Floors, wood

Basement: Full



Meeker County Historical Society, date unknown but photos dated 1908 and 1910 have similar street lights



MN Historical Society, 1915



Meeker County Historical Society, earliest date 1920



Meeker County Historical Society, 1943 to 1945

# COMMITTEE REPORTS

# LEGAL CONSIDERATIONS

*BUSINESS*

STATE HISTORIC BUILDING  
GRANT



## Memo to Council

**Date:** *January 29, 2026*

**Meeting Date:** *February 2, 2026*

**From:** *Administrator Cziok*

**Subject:** *State Historic Building Grant Agreement*

### Discussion

Two items for the council agenda tonight include the Construction Manager at Risk RFP and the selection criteria matrix.

The CMAR RFP is included in the council packet for council review. The timeline is tight; the architects would like to have this selection made ASAP so project planning can continue with the contractor's expertise.

In work session the council will be discussing the selection criteria matrix. If the council is comfortable with where that ended a resolution could be entertained to approve the criteria. The architects will use that criteria to advance the planning. At a future meeting the council will hold a public hearing to approve the specific awards to property owners, which will happen after additional planning. Maybe March or April

### Recommendation

- 1) To keep this project on track the council should approve the RFP and authorize the posting of this proposal.
- 2) If the council is far enough along to approve the matrix it can do so. In the near future the council will be asked to schedule a public hearing with the award notifications.



## **Request for Proposals (RFP)**

State Historic Building Grant Program

Construction Manager At Risk

**Due by February 25, 2026 by 2:00 PM Central Time**

**City of Litchfield, MN**

**Attn: Dave Cziok, City Administrator**

**126 Marshall Ave. N.**

**Litchfield, MN 55355**

**Email: [Dave.Cziok@ci.litchfield.mn.us](mailto:Dave.Cziok@ci.litchfield.mn.us)**

# 1. Project Overview

The City of Litchfield (the “City”) is seeking a Construction Manager At Risk (CMAR) to provide design phase/pre-construction services and construction phase services for façade improvements of privately-owned commercial buildings in the Litchfield Commercial Historic District. The project will include up to 32 facades. The total budget for the project is \$2,025,000, including all soft costs, professional fees, contingencies, and construction costs. The City will engage the Construction Manager with a standard AIA A-133 contract.

The City of Litchfield was awarded a \$2,025,000-grant from the State of Minnesota to design and rehabilitate the facades of publicly and privately owned buildings in the Litchfield Commercial Historic District. The Litchfield Commercial Historic District is listed in the National Register of Historic Places (NRHP) and contains approximately 41 buildings. The historic district generally includes buildings of one-to two-stories with stone or brick masonry facades, flat roofs, decorative metal details, commercial storefronts, and windows of varying vintage. Anticipated work includes, but is not limited to:

- Masonry repair
- Window repair and replacement
- Storefront repair and replacement
- Decorative metal repair
- Concrete step and stair repair
- Metal railing repair
- Signage restoration

The grant will be administered by the Minnesota Historical Society. All work is subject to approval by the State Historic Preservation Office (SHPO), and must meet the Secretary of the Interior’s Standard for Rehabilitation. The Litchfield Commercial Historic District is also a locally designated historic district. All work must meet the city’s preservation ordinance and complete required heritage preservation reviews.

City staff retained New History to assist with implementing the grant. “City staff” could refer to employees of the City, or professional representatives acting on behalf of this project, including City legal counsel or New History. The City has engaged 4594 Design as the Project Architect. City staff will lead communication with state agencies.

As of the time of issuance of this RFP, participating building addresses include:

- 19 East Depot Street
- 21 East Depot Street
- 18-24 East Second Street
- 100 North Sibley Avenue (south and west facades)
- 109-113 North Sibley Avenue
- 115-119 North Sibley Avenue
- 126 North Sibley Avenue
- 129 North Sibley Avenue
- 201 North Sibley Avenue (east and south facades)
- 202 North Sibley Avenue (west and south facades)
- 205 North Sibley Avenue

- 207 North Sibley Avenue
- 208 North Sibley Avenue
- 210 North Sibley Avenue
- 213 North Sibley Avenue
- 214 North Sibley Avenue
- 217 North Sibley Avenue
- 219 North Sibley Avenue
- 222 North Sibley Avenue
- 225 North Sibley Avenue
- 226 North Sibley Avenue
- 227 North Sibley Avenue
- 231 North Sibley Avenue
- 237 North Sibley Avenue
- 241 North Sibley Avenue (east and north facades)
- 242 North Sibley Avenue (west and north)
- 311 North Sibley Avenue

It is anticipated that all grant dollars will be used in one project comprised of multiple privately-owned buildings. The allocation of grant dollars to each building for construction will be determined by City Council. However, if grant dollars remain, a second project may be considered. Construction must be initiated in 2026. The desired completion date is December 31, 2026. However, if recommended by the CMAR, construction may continue in 2027. The Project Architect's proposed project schedule is attached for reference.

This RFP has been issued by the City of Litchfield. All correspondence regarding this RFP must be addressed by email to Dave Cziok, City Administrator, at [Dave.Cziok@ci.litchfield.mn.us](mailto:Dave.Cziok@ci.litchfield.mn.us). All inquiries made to other City staff will be redirected to Dave Cziok.

## **2. Scope of Services**

Requested services are outlined below, and will be finalized during contract negotiation with the selected CMAR:

- A. In collaboration with City staff and the Project Architect, develop scopes of work and associated cost estimates for participating buildings that meet grant requirements. Advise on appropriate contingencies.
- B. Act as liaison between subcontractor community during design phase to improve constructability, labor efficiencies, material detailing, and cost value.
- C. Provide construction feasibility recommendations throughout the design phase, which may include timing, phasing, sequencing, or refinement of scopes of work.
- D. Estimating and budget analysis services throughout the design phase. This shall include development of an estimated Guaranteed Maximum Price (GMP) at the completion of 50% Construction Documents (CDs), and advising on final scopes of work at the completion of Construction Documents to ensure alignment with grant funding and total budget.

- E. Be present for three project updates at City Council meetings; once prior to construction as two others at the council or architect’s request.
- F. Provide documentation of work, such as subcontractor qualifications, material mock-ups, product submittals, or other, if requested by the Minnesota Historical Society or Minnesota State Historic Preservation Office (SHPO).
- G. Prepare and implement a schedule for bidding and construction. Provide schedule updates as needed.
- H. Provide bid services to the City that include the coordination of all bid packages, advertising of the request for bids, securing bids, analyzing bid results, and furnishing recommendations on award of contracts to subcontractors.
- I. Obtain all required bonding and insurance policies.
- J. Prepare, implement, and maintain contracts with all subcontractors.
- K. Obtain and/or confirm permit issuance prior to start of work for each building.
- L. Laise and coordinate communication with building owners during construction.
- M. Account for building owner financial contributions to work at specific facades
- N. Provide construction phase administration, including:
  - i) Project supervision, project management, and inspection of work
  - ii) Prepare and lead regular construction meetings with City, subcontractors, building owners, and Project Architect. CMAR shall prepare agendas, meeting minutes, and promptly distribute to all meeting participants.
  - iii) Implement and monitor a safety program, including safety within and around public areas.
  - iv) Coordinate sidewalk, street, and/or parking closures
  - v) Coordinate the distribution and review of submittals
  - vi) Implement and manage and cost management system to maintain project budget.
  - vii) Create, monitor, and enforce construction schedule
  - viii) Coordination of change orders and subcontractor payments
  - ix) Collection and submittal of certified payroll to City
  - x) Advise on use of construction contingency
- O. Review and prepare all close-out documents, including warranties.
- P. Manage and follow up on any warranty issues for one (1) year.
- Q. CMAR may “self-perform” any divisions of the work up to 5% of the project construction costs.

### 3. Budget

The maximum available grant funding is \$2,025,000, including all project-associated costs. The project budget is included in the draft Predesign submittal. Building owners are responsible for building permit fees. The City’s working budget is as follows:

Professional services, including Project Architect	\$230,000
City administrative budget	\$81,000
Allowance for hazardous materials testing and abatement during construction	\$25,000
Construction costs (including CMAR fees, insurance, general requirements, subcontractors, and contingencies)	\$1,689,000
<b>Total</b>	<b>\$2,025,000</b>

## 4. Proposal Requirements

- A. The City is not liable for any costs incurred by prospective responders prior to the signing of a contract. Expenses incurred in the preparation of submittals, presentations and other incidental activities related to this solicitation are solely the responsibility of the respondent.
- B. Responders **must submit one electronic copy** of their response to this RFP (**PDF format, no larger than 10 MB and 15 Pages with a minimum font size 11 pt, all supportive documentation included**). No paper copies will be accepted.
- C. The electronic copy of the proposal must be sent to Dave Cziok, City Administrator, by email at Dave.Cziok@ci.litchfield.mn.us. An email receipt will be sent to confirm that the proposal was received by the deadline and will be considered. The City observes the right to overlook any technicalities and accept or reject any or all proposals if it is in the best interest of the City.
- D. The following structure is to be followed for the proposal submitted to the City:
  - i) Cover Page (The cover page does not count towards the response page limit, but should be limited to the information below.)
    - (1) Identify the name of the project
    - (2) Company name, address, and telephone number
    - (3) Name and title of lead contact person with telephone number and email address
  - ii) Business Organization and History
    - (1) Brief history of business, including principals and number of years the company has provided Construction Manager At Risk services
    - (2) Any reasons that your company is uniquely qualified for this project
    - (3) Disclose any conflicts of interest
  - iii) Team Identification
    - (1) Identify project manager and key staff, and include short resumes. Include relevant project experience that demonstrates qualifications for this work.
    - (2) Identify key staff availability during the proposed timeline and any conflicts or capacity issues based on other work commitments.
  - iv) Approach
    - (1) Written narrative of project approach based on understanding of the project scope, timeline, budget, and objectives.
    - (2) Detailed description of services provided during preconstruction/design phase and construction phase.
    - (3) Describe cost estimating and budget management approach for this project
    - (4) Proposed project schedule
    - (5) Proposed communication plan for communicating with project stakeholders.
  - v) Project Examples and Supplemental Information
    - (1) Examples of similar projects that highlight the firm's ability to successfully manage and delivery work of this type, scale, and location

- (2) Three (3) references for relevant projects where your company has completed Construction Manager at Risk services, including one reference familiar with historic properties
  - vi) Evidence of insurance coverage and limits
  - i) Fee Quotation. Submit fee information as a stand-alone page (or pages). Fees should include all items anticipated to be covered in the “Construction costs” line item of the “3. Budget” section of this RFP. Clearly delineate:
    - (1) Preconstruction phase services
    - (2) Proposed CMAR fee model during construction
    - (3) Insurance costs
    - (4) Bond costs
    - (5) Reimbursable expenses
- F. Selection Criteria
- i) Responses to this RFP will be evaluated by a selection committee. The selection committee will include representatives of City staff and the Project Architect. If deemed necessary by City staff, an interview committee will be convened, and in-person interviews will be held in a public format for shortlisted respondents. The selection committee will make a recommendation to the City Council. Upon City Council selection, City staff will begin the contracting process.
  - ii) Proposals will be evaluated on the following criteria (in general order of importance):
    - (1) Qualifications and relevant experience of the proposed project team
    - (2) Demonstration of understanding of the project, including grant requirements, objectives, and total budget
    - (3) Capacity to complete the project within the timeline and budget outlined herein
    - (4) Quality of the response to this RFP
    - (5) Fees
    - (6) References

## 5. RFP and Selection Timeline

Milestone	Date
Distribution of RFP	February 4, 2026
Preproposal meeting (nonmandatory)	February 16, 2026 1pm City Hall
Question Submittal Deadline	February 18, 3:00pm
All questions must be submitted <b>only by email</b> to the City Administrator, Dave.Cziok@ci.litchfield.mn.us	
Answers to Questions Posted Publicly on City Website	February 20, 2026

<a href="https://www.ci.litchfield.mn.us/2257/State-Historic-Building-Grant">https://www.ci.litchfield.mn.us/2257/State-Historic-Building-Grant</a>	
Proposal Submission Deadline	February 25, 2026 2:00pm local time
Potential Interviews with selected respondents, if deemed necessary (in-person)	March 2, 2026
RFP scores and interview results forwarded to City Council	March 2, 2026
Approval of selection by City Council and authorization to begin contracting process	March 2, 2026 or March 16, 2026

## 6. Additional Information and Requirements

- A. It is the City's intent to review all proposals conscientiously and to select a candidate based upon the selection criteria. Should the City believe it would be in the best interest of the City, it may enter into negotiations with any of the respondents until a contract can be finalized with the successful candidate.
- B. The City reserves the right to waive any irregularities in any proposal to select the proposal evaluated to be the most advantageous to the City. The City reserves the right to disqualify any proposal or reject all proposals if it is deemed to be in the best interest of the City. Furthermore, the City and its representatives reserve the right to reject any and all proposals or to request additional information from any respondent or from all respondents.
- C. All information in a proposal, except for fee analysis, is subject to disclosure under the provisions of Minnesota Statute Chapter 13 – Minnesota Government Data Practices Act.
- D. The City reserves the right to make modifications to the AIA standard contract terms during the contract negotiation process.
- E. Work will be required to meet Prevailing Wage Rates and provide certified payroll to the City of Litchfield
- F. For any contracts over \$1,000,000, the contractor will be required to obtain and Equal Pay Certificate from the State of Minnesota Department of Human Rights.
- G. Subcontractor(s) for the project must be selected through a public procurement process and must meet minimum requirements for responsible contractors.
- H. CMAR must promote and track the use of targeted group businesses as defined in MN Statute 16C.16.

## 7. Documents below are posted to the City's website:

- National Register of Historic Places (NRHP) Litchfield Commercial Historic District nomination
- Façade Owner Overview – Slides
- Owner Presentation with Slide Notes
- Owner Questions and Answers

## **8. Attachments:**

- Draft Minnesota Department of Administration Predesign Submittal
- Final Draft “General Fund Grant Agreement – Construction Grant for the Litchfield Façade Grant Program Project”
- Condition Assessment for Litchfield State Historic Grant (4594 Design, January 9, 2026), to be electronically transferred upon request
- Project Schedule (4594 Design)

LARC CAPITAL BUDGET  
UPDATE



## Memo to Council

**Date:** *January 29, 2026*

**Meeting Date:** *February 2, 2026*

**From:** *Administrator Cziok*

**Subject:** *LARC Capital Budget Update*

### Discussion/Update

The LARC expenditures to date total \$15,321,034.56 the ISC budget (attached) shows outstanding expenses totaling \$841,300 which is a dated amount. Revenues to date total 10,914,499.23 with the outstanding amount due from the State of MN totaling \$6,000,000.

Total Expenses = \$16,162,334.56

Total Revenue = \$16,914,449.23

This leaves a current outstanding balance of \$752,114.67

Future needs/options include; parking lots lighting and stripping improvements, south side driveway/road, miscellaneous civic arena improvements, small items (like seating/gym equipment), keeping of funds for future capital needs, or reducing financing costs.

We have requested a quote on additional basketball hoops; we will provide on Monday if received.

### Council Action

Given this information provided by staff the council should make a decision regarding council member Carlson's request. We are many months away from providing a full balance, finalizing fund use, and closing out the project.



**City of Litchfield**  
LARC - Wellness Center  
ICS Project # S23046

Date Printed 12/9/2025

**OVERALL PROJECT SUMMARY**

FUNDING:	ORIGINAL BUDGET	ADJUSTMENTS	REVISED BUDGET WITH ADJUSTMENTS	COST TO DATE	PENDING COSTS / ADJUSTMENTS	BUDGETED COST TO COMPLETE
<b>1 FUNDING SOURCE(S)</b>						
1.01 State Bond Funds	\$ 6,000,000	\$ -	\$ 6,000,000	\$ -	\$ -	\$ 6,000,000
1.02 Sales Tax Revenue & Bond	\$ 8,705,000	\$ 1,150,000	\$ 9,855,000	\$ -	\$ -	\$ 9,855,000
1.04 Private Funds	\$ 545,000	\$ -	\$ 545,000	\$ -	\$ -	\$ 545,000
<b>TOTAL REVENUE:</b>	<b>\$ 15,250,000</b>	<b>\$ 1,150,000</b>	<b>\$ 16,400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,400,000</b>
<b>COSTS:</b>						
<b>2 PERMITS / OWNER COSTS / OFF SITE COSTS</b>						
2.01 Building Plan Review	\$ 30,000	\$ (30,000)	\$ -	\$ -	\$ -	\$ -
2.02 Department of Health Plan Review	\$ 5,000	\$ (4,650)	\$ 350	\$ 350	\$ -	\$ -
2.03 Building Permit	\$ 50,574	\$ (50,574)	\$ -	\$ -	\$ -	\$ -
2.08 Hazardous Material Abatement	\$ 30,000	\$ (3,837)	\$ 26,163	\$ 26,163	\$ -	\$ -
<b>SUBTOTAL:</b>	<b>\$ 115,574</b>	<b>\$ (89,061)</b>	<b>\$ 26,513</b>	<b>\$ 26,513</b>	<b>\$ -</b>	<b>\$ -</b>
<b>3 FEES / SERVICES / BUDGETS</b>						
3.01 Program Management	\$ 1,196,404	\$ -	\$ 1,196,404	\$ 1,157,270	\$ -	\$ 39,134
3.02 Program Management - Reimbursable	\$ 25,000	\$ (10,000)	\$ 15,000	\$ 11,671	\$ -	\$ 3,329
3.03 Site Services	\$ 471,775	\$ -	\$ 471,775	\$ 471,775	\$ -	\$ -
3.04 General Conditions	\$ 195,000	\$ (90,000)	\$ 105,000	\$ 101,009	\$ -	\$ 3,991
3.05 Site Survey	\$ 4,000	\$ (309)	\$ 3,691	\$ 3,691	\$ -	\$ -
3.06 Soil Investigation	\$ 29,000	\$ (665)	\$ 28,335	\$ 28,335	\$ -	\$ -
3.07 Construction Testing	\$ 100,000	\$ (30,871)	\$ 69,130	\$ 69,130	\$ -	\$ -
3.08 Photos / Monitoring	\$ 10,000	\$ (10,000)	\$ -	\$ -	\$ -	\$ -
3.09 Insurance - Builders Risk	\$ 35,000	\$ (24,197)	\$ 10,803	\$ 10,803	\$ -	\$ -
3.10 Legal, Etc.	\$ 45,000	\$ 5,000	\$ 50,000	\$ 45,172	\$ -	\$ 4,828
3.11 Miscellaneous Owner Costs	\$ 25,000	\$ 5,000	\$ 30,000	\$ 26,221	\$ -	\$ 3,779
3.12 B3 Design Fees	\$ 45,000	\$ 120,000	\$ 165,000	\$ -	\$ -	\$ 165,000
<b>SUBTOTAL:</b>	<b>\$ 2,181,179</b>	<b>\$ (36,042)</b>	<b>\$ 2,145,137</b>	<b>\$ 1,925,076</b>	<b>\$ -</b>	<b>\$ 220,061</b>
<b>4 FURNITURE / EQUIPMENT / TECHNOLOGY</b>						
4.01 FFE	\$ 350,000	\$ -	\$ 350,000	\$ 291,095	\$ 22,997	\$ 35,908
4.02 Technology	\$ 300,000	\$ (67,332)	\$ 232,668	\$ 172,132	\$ -	\$ 60,535
<b>SUBTOTAL:</b>	<b>\$ 650,000</b>	<b>\$ (67,332)</b>	<b>\$ 582,668</b>	<b>\$ 463,227</b>	<b>\$ 22,997</b>	<b>\$ 96,443</b>
<b>5 CONSTRUCTION COSTS</b>						
5.01 Work Scope 1 - PEMB	\$ 2,152,000	\$ (6,960)	\$ 2,145,040	\$ 2,145,040	\$ -	\$ -
5.02 Work Scope 2 - Concrete	\$ 793,300	\$ 3,333	\$ 796,633	\$ 796,633	\$ -	\$ 0
5.03 Work Scope 3 - Sitework	\$ 725,000	\$ 67,670	\$ 792,670	\$ 746,149	\$ -	\$ 46,521
5.04 Work Scope 4 - General Construction	\$ 1,323,000	\$ 221,183	\$ 1,544,183	\$ 1,544,183	\$ -	\$ 0
5.05 Work Scope 5 - Gym Equipment	\$ 190,700	\$ 85,815	\$ 276,515	\$ 257,738	\$ -	\$ 18,777
5.06 Work Scope 6 - Aluminum	\$ 264,940	\$ (29,835)	\$ 235,105	\$ 219,236	\$ -	\$ 15,869
5.07 Work Scope 7 - Gypsum	\$ 345,200	\$ 92,641	\$ 437,841	\$ 412,496	\$ -	\$ 25,345
5.08 Work Scope 8 - Paint	\$ 113,760	\$ 2,900	\$ 116,660	\$ 109,877	\$ -	\$ 6,783
5.09 Work Scope 9 - Tile	\$ 82,867	\$ 3,630	\$ 86,497	\$ 82,348	\$ -	\$ 4,149
5.10 Work Scope 10 - Flooring	\$ 59,032	\$ 5,071	\$ 64,103	\$ 60,898	\$ -	\$ 3,205
5.11 Work Scope 11 - Athletic Flooring	\$ 424,600	\$ (6,240)	\$ 418,360	\$ 397,442	\$ -	\$ 20,918
5.12 Work Scope 12 - Ceilings	\$ 68,000	\$ 1,017	\$ 69,017	\$ 69,017	\$ -	\$ 0
5.13 Work Scope 13 - Elevator	\$ 144,500	\$ 5,383	\$ 149,883	\$ 149,883	\$ -	\$ -
5.14 Work Scope 14 - Fire Suppression	\$ 108,400	\$ 11,312	\$ 119,712	\$ 100,497	\$ -	\$ 19,215
5.15 Work Scope 15 - Mechanical	\$ 3,172,000	\$ 176,609	\$ 3,348,609	\$ 3,181,179	\$ -	\$ 167,430
5.16 Work Scope 16 - Electrical	\$ 743,718	\$ 206,097	\$ 949,815	\$ 898,532	\$ -	\$ 51,282
5.17 Work Scope 17 - Geothermal	\$ 1,580,000	\$ (344,000)	\$ 1,236,000	\$ 1,236,000	\$ -	\$ -
5.18 Geopiers	\$ 164,000	\$ -	\$ 164,000	\$ 164,000	\$ -	\$ -
5.19 Geothermal Test Well	\$ 30,000	\$ -	\$ 30,000	\$ 30,000	\$ -	\$ -
5.20 Non-Contract Contingency Work	\$ 50,000	\$ 8,267	\$ 58,267	\$ 58,267	\$ -	\$ -
5.21 Civic Arena Re-Siding	\$ 168,474	\$ 11,936	\$ 180,410	\$ 180,410	\$ -	\$ -
5.22 Additional Basketball Hoops	\$ 82,510	\$ (82,510)	\$ -	\$ -	\$ -	\$ -
5.23 Civic Arena Re-Roofing	\$ 204,634	\$ (204,634)	\$ -	\$ -	\$ -	\$ -
<b>SUBTOTAL:</b>	<b>\$ 12,990,635</b>	<b>\$ 228,685</b>	<b>\$ 13,219,320</b>	<b>\$ 12,839,825</b>	<b>\$ -</b>	<b>\$ 379,494</b>
<b>6 CONSTRUCTION CONTINGENCY</b>						
6.01 Overall Construction	\$ 286,451	\$ (141,149)	\$ 145,302	\$ -	\$ -	\$ 145,302
<b>SUBTOTAL:</b>	<b>\$ 286,451</b>	<b>\$ (141,149)</b>	<b>\$ 145,302</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 145,302</b>
<b>TOTAL COSTS:</b>	<b>\$ 16,223,838</b>	<b>\$ (104,900)</b>	<b>\$ 16,118,938</b>	<b>\$ 15,254,641</b>	<b>\$ 22,997</b>	<b>\$ 841,300</b>

**OVERALL PROJECT BALANCE: \$ 281,062**

CITY POSITIONS



## Memo to Council

**Date:** *January 29, 2026*

**Meeting Date:** *February 2, 2026*

**From:** *Administrator Cziok*

**Subject:** *City Positions*

### Discussion/Update

The council held a WS on January 20<sup>th</sup> to review current organizational needs. Action items that resulted from those discussions included the development of two job descriptions, future research on rental housing inspections, meeting with golf course working group, and discussion with MMUA regarding line department needs.

Included in the council packet are the two job descriptions as discussed. One meeting with the golf course working group has taken place and a recommendation is likely in the next few weeks.

The City of Paynesville reached out since our last discussion and is interested in discussing a shared building official. This may or may not be an attractive solution, administration has a meeting scheduled with Paynesville on Wednesday.

### Recommendation

- 1) If the council wishes to create/hire a City Planner the job description should be approved and posting of this position authorized.
- 2) If the council wishes to create/hire an Office Lead the job description should be approved and posting of this position authorized.
- 3) No action is required of the Building Official, Pro-shop Association, or lineman at this point.

# JOB DESCRIPTION

<b>JOB TITLE:</b>	City Planner		
<b>DEPARTMENT:</b>	Planning and Zoning	<b>LEVEL:</b>	5
<b>REPORTS TO:</b>	City Administrator		
<b>SUPERVISES:</b>	This position is not responsible for the supervision of others.		
<b>FLSA STATUS:</b>	Exempt	<b>EFFECTIVE DATE:</b>	2-1-26

## POSITION SUMMARY

Under supervision of the Administrator this position administers provisions of the Federal, State, and City Codes pertaining to building, planning, and zoning in order to support the city's growth and long-term vision. This position assists with land use, zoning, and economic development initiatives, while coordinating public engagement and development review process. The City Planner conducts research and analysis, prepares staff reports, and presents recommendations to advisory commissions and the City Council. The position requires strong organizational and communication skills, the ability to manage multiple projects simultaneously, understanding of planning principles.

**ESSENTIAL FUNCTIONS:** *The essential functions of the position include but are not limited to the following major duties performed. Duties are listed from most to least important.*

- Provide customer service by telephone and in person to persons seeking general information as well as planning and zoning regulations, permits, policies, and other related information as needed.
- Review development applications, site plans, and zoning requests for compliance with City Code and planning objectives.
- Prepare Planning Commission and Heritage Preservation Commission agendas, minutes, public hearing notices, packets as well as attend commission meetings.
- Prepare and present staff reports and recommendation to the commissions, city council, and other advisory boards.
- Evaluate or assist in evaluating rezoning requests, ordinance amendments, site plans, conditional use permits, variances, and similar proposals.
- Monitor and respond to general code enforcement complaints and property-related inquiries.
- Review building permits for zoning compliance and assist in scheduling inspections.
- Assist in the preparation and maintenance of the City's Comprehensive Plan and related planning documents.

### Interdepartmental and Administrative Support

- Collaborate with other City departments on interdepartmental projects and initiative related to community development.
- Provide technical assistance to staff, developers, and residents regarding land use and development standards.
- Maintain accurate and organized records, maps, and reports related to planning, development, and administrative activities.
- Attend 2-4 evening meetings per month as required.
- Perform related duties as apparent or assigned by the City Administrator.

**MINIMUM REQUIREMENTS:** *To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.*

**Education and Experience**

- Bachelor’s degree in Urban/City Planning, Public Administration, Business Administration or related field.
- 2 years of experience in City Planning &/or Community Development.

**KNOWLEDGE, SKILLS, and ABILITIES**

**Knowledge of:**

- State and Federal laws pertaining to development, zoning, and land use.
- Municipal operations with ability to understand and interpret City Codes.
- Windows 365 applications, PDF files, permit & project management software.

**Ability to:**

- Read site plans, grading plans, and surveys.
- Prepare, organize, and maintain inspection field data, files, and records.
- Understand and use the various required environmental permits and regulations associated with development matters.
- Maintain Class D MN Drivers License

**Skills:**

- Communicate with the public in a professional manner both verbally and in writing
- Computing and composition

**PHYSICAL REQUIREMENTS and WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This work requires the regular lifting and/or moving up to 30 pounds; work regularly requires walking, speaking or hearing and repetitive motions, frequently requires standing, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling and lifting and occasionally requires sitting, vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has occasional exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

**NOTICE**

The role of municipal employees is to provide quick and efficient service wherever and whenever it is required, regardless of the task. Therefore, this job description is not intended to be an all-inclusive list of duties but rather a sampling of some of the more on-going work which can be expected by this job classification. The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. The job description does not constitute an employment agreement between the employer and employee. The employer may and reserves the right to change the job description and establish, modify or eliminate job duties and responsibilities and jobs at its discretion with or without notice.

**REVIEW/APPROVALS**

I acknowledge reviewing this job description.

\_\_\_\_\_

Employee

\_\_\_\_\_

Date

I acknowledge reviewing and approving this job description.

\_\_\_\_\_

Director

\_\_\_\_\_

Date

# JOB DESCRIPTION

<b>JOB TITLE:</b>	Office Lead		
<b>DEPARTMENT:</b>	City Hall	<b>LEVEL:</b>	1
<b>REPORTS TO:</b>	City Administrator/Assistant Administrator		
<b>SUPERVISES:</b>	Full-Time		
<b>FLSA STATUS:</b>	Non-Exempt	<b>EFFECTIVE DATE:</b>	

## POSITION SUMMARY

The Office Lead is responsible for the supervising the day to day operations of the City Hall involving all records and the primary contact for city hall visits and phone calls, supports the payroll, financial, and the utility billing functions. The position may also assist in the carrying out the statutory functions of the City Clerk. This includes document retention and elections administration.

**ESSENTIAL FUNCTIONS:** *The essential functions of the position include, but are not limited to the following major duties performed. Duties are listed from most to least important.*

- Oversees the day to day operations of City Hall
- Responsible for implementation of a variety of programs relating to fiscal activities, assessment rolls, utility collections, communications, publications and correspondence, information retrieval systems, and all official records.
- Oversees employee payroll system, financial, utility billing and records systems
- Maintains accounts payable and receivable records, and performs necessary follow-up on collections and payments.
- Lead for maintaining and monitoring all legal records for permits, licenses, appointments, assessments, contracts, grants, projects, hearings, and publications
- Oversees the conduction and completion of elections
- Maintains a clerical and accounting staff to assist with many of the responsibilities listed above
- Attends City Council and other specified meetings when requested
- Assists the City Administrator and Assistant City Administrator on matters as request
- Attendance at off-site courses/trainings/seminars may be required.

**MINIMUM REQUIREMENTS:** *To perform this position successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the formal education, experience and training required.*

### Education and Experience

- Related minimum two-year associate's degree preferred in finance or business administration (will substitute experience for education)
- Payroll, Accounting, and Utility Billing experience preferred

### Training, Certificates, and Licenses

- Certified Municipal Clerk designation is a plus.

**KNOWLEDGE, SKILLS, and ABILITIES**

Ability to operate with and maintain professional office practices, procedures, and techniques.  
Ability to delegate and supervise  
Considerable knowledge of budgeting, finance, cash management, auditing, records management  
Considerable knowledge of the city’s financial, payroll and utility billing software programs  
Experience with Microsoft Office Suites, website and social media platforms, general office equipment, and clerical functions.  
Knowledge of records retention and data practices statutes.  
Working knowledge of governmental accounting principles and practices  
Must be organized and possess the ability to manage more than one project at a time.  
Ability to develop effective working relationships and provide effective and responsive service to all city staff and residents.  
Must possess the skills to lead in a cooperative and team oriented environment.

**PHYSICAL REQUIREMENTS and WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment described here is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This work requires exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting and speaking or hearing, frequently requires standing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires walking, stooping, kneeling, crouching or crawling and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions.

**NOTICE**

The above statements are intended to describe the general nature and level of work being performed by individuals employed in this job. The role of municipal employees is to provide quick and efficient service wherever and whenever it is required, regardless of the task. Therefore, this job description is not intended to be an all-inclusive list of duties but rather a sampling of some of the more on-going work which can be expected by this job classification. The job description does not constitute an employment agreement between the employer and employee. The employer may, and reserves the right, to change the job description and establish, modify or eliminate job duties, responsibilities, and jobs at its discretion with or without notice.

**REVIEW/APPROVALS**

I acknowledge reviewing this job description.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

I acknowledge reviewing and approving this job description.

Assistant City Administrator

Date

EQUIPMENT



## Memo to Council

**Date:** *January 30, 2026*

**Meeting Date:** *February 2, 2026*

**From:** *Administrator Cziok*

**Subject:** *Equipment*

### Discussion

Two pieces of equipment are included in the council packet.

Wastewater Pickup = This is shown on the equipment list highlighted in yellow. There are several quotes included in the packet. The Chevy Silverado EV is recommended by staff, several alternatives are provided including state contract options.

Police Vehicle = Both a state contract Durango and locally quoted Durango are included. Police vehicles were not listed on the public works/utilities equipment list but the revolving fund can typically support one vehicle per year. Staff's request is for several vehicles.

Staff will be present to answer questions.

## Equipment

2025	Toro Grandstand	\$21,000	Larc parks	sidewalks around Larc and Arena
2025	Vermeer Mud duck	\$75,000	Electric streets	
2025	T66 Skid loader trac	\$53,000	Streets	
2025	skid loader plow	\$15,000	Snow	replace
2026	Karcher pressure washer	\$15,000	Streets, Parks,gc	
2026	Toro gtx cart	\$13,000	parks	replacing Ford rangers work great for kids
2026	Toro gtx cart	\$13,000	GC	replacing Ford rangers
2026	Toro Grandstand	\$10,500	GC	replace 2012 AR3 mow around tee boxes
2026	1025 John deere broom	\$30,000	Parks sidewalks	
2026	F600 boom truck	\$240,000	Electric streets	currently have a 2008 and 2001 boom trucks
2026	man lift	\$15,000	Waste water	
2026	X734 John deere mower	\$14,000	Cemetery	oldest one is 2003 and recent one is 2025
2026	Tack wagon hot oil	\$38,000	Streets patching	currently barrowing the counties 1998
2026	S76 bobcat skid loader	\$55,000	Streets	replace 2019 skid loader with 2,245 hours
2026	Ford Lightning150	\$50,000	Waste water	replace 2007 Ford 150
2026	Used Ford 350 or equal	\$60,000	parks streets	replace 1996 blue Ford
2026	Toro rough mower	\$80,000	Parks GC	replace 2018 with 2680 hours
2026	Toro UTX	\$30,000	Parks GC	replace Cushman 1995 10,890 hours
2027	Ford 550 service truck	\$125,000	Electric	replace Ford 2007
2027	Toro Grandstand	\$10,500	Parks	Replace 2018 Ferris mower
2027	Snow Blower	\$180,000	Airport	replace 1987 sno go snow blower
2027	Kubota 72" mower	\$32,000	parks	replace 2015 Kubota has 1856 hours
2027	X734 John deere mower	\$15,000	Cemetery	
2027	Dodge 1/2ton	\$40,000	Garage	replace 2016 1/2 ton maintenance vehicle
2027	Jet truck and Vac	\$600,000	Waste water	replace 2003 jet truck
2027	Elgin st sweeper	\$160,000	Streets	replace 2016 street sweeper
2027	Ford Lightning150	\$50,000	Parks, GC	replace a older vehicle in the fleet
2027	Sand Pro	\$35,000	GC	Bunkers at GC replace the 2010
2027	Cat 317 trackhoe and trailer	\$240,000	Streets, Water	fixing streets water mains etc.
2028	S66 Bobcat skid loader	\$60,000	Waste water	upgrade the 2012 skid loader
2028	S76 bobcat skid loader	\$65,000	Streets	upgrade the 2022 skid loader 1148 hours
2028	Chevy 3500	\$60,000	Streets, GC Parks	upgrade 2016 chevy move that down
2028	Ford Lightning150	\$50,000	Parks GC	replace 1999 cemetery truck
2028	X734 John deere mower	\$16,000	Cemetery	upgrade mowers
2028	Fork lift	\$40,000	Electric	replace the current 1990 one at the arena
2028	Towmaster	\$30,000	Streets, Parks,gc	replace towmaster tilt bed trailer
2028	Plow truck	\$240,000	streets, snow	replace Ford 2000 sterling
2028	Compost shaker	\$45,000	compost	replace 1998 compost shaker

# Davis Motors

YOUR FAMILY DEALER SINCE 1995

LITCHFIELD, MN 55355

320-693-3224

TOLL FREE 877-693-3224

FAX 320-693-3012

DATE 1/30/26

TO Michael

PAGES 5

FROM Steve



## Davis Motors

YOUR FAMILY DEALER SINCE 1995

STEVE VACURA SALES ASSOCIATE

1005 North Sibley Avenue • Litchfield, MN 55355

Phone: 320-693-3224 • Cell: 612-889-2114

Toll Free: 877-693-3224 • Fax: 320-693-3012

steve@davismotorsgm.com • www.davismotorsgm.com

COMMENTS Here is the copies for the  
prices I sent you yesterday. Any questions  
Call me at 612-889-2114

Mike. Geers e ci. Litchfield, MN. us

26' Chevy 1500 WT  
Crew/Short  
2.7L Engine

---

MSRP - 49,000.<sup>00</sup>

Sale Price  
w/ Fleet - 43,600.<sup>00</sup>

---

26' Chevy EV

---

MSRP - 59,385.<sup>00</sup>

Sale Price  
w/ Fleet - 49,885.<sup>00</sup>



Order Details - Order #FVQG4G



Customer Dealer

BAC Information

Contact Name

Contact Phone

DAN  
LITCH

Stock No.  
STEVE

Update

Model/Order Information

Model Year	2026
Division	CHEVROLET
Distribution Entity	RET Retail
Order Type	TRE - Retail Stock
Allocation Group	LDSILV
Model	CK10543 - 1500 Silverado: 4WD, Short Crew
TPW	
VIN	
MSRP w/DFC	\$48,905.00









Vehicle Specifications

PEG	1WT - Work Truck Preferred Equipment Group																																				
Color	GAZ - Summit White																																				
Trim	H1T - 1WT/1FL-Cloth, Jet Black, Interior Trim																																				
Engine	L3B - Engine: TurboMax																																				
Transmission	MFC - 8-Speed Automatic																																				
Emissions	NE1 - CT/MA/MD/ME/NJ/NY/OR/PA/RI/VT/WA Emissions																																				
Ordered Options	<table border="0"> <tr> <td>1WT - Work Truck Preferred Equipment Group</td> <td>NE1 - CT/MA/MD/ME/NJ/NY/OR/PA/RI/VT/WA Emissions</td> </tr> <tr> <td>AKO - Glass, Deep Tinted</td> <td>PCV - 1WT Convenience 1 Package</td> </tr> <tr> <td>AQQ - Keyless Remote Entry</td> <td>PEB - 1WT Value Package</td> </tr> <tr> <td>AZ3 - Seats: Front 40/20/40 Split-Bench, Full Feature</td> <td>PED - Chevy Safety Assist</td> </tr> <tr> <td>BG9 - Floor Covering: Rubberized Vinyl, Black</td> <td>Q5U - Wheels: 17" Bright Silver Painted Aluminum</td> </tr> <tr> <td>C49 - Defogger, Rear Window, Electric</td> <td>QBN - Tires: 255/70 R17 All Season, Blackwall</td> </tr> <tr> <td>C5W - GVW Rating 7000 Lbs</td> <td>QBR - Tire, Spare: 255/70 R17 All Season, Blackwall</td> </tr> <tr> <td>DLF - Mirrors, O/S: Power, Heated</td> <td>QK1 - Standard Tailgate</td> </tr> <tr> <td>E63 - Durabed</td> <td>SAF - Spare Tire Lock</td> </tr> <tr> <td>GAZ - Summit White</td> <td>TQ5 - Headlamps, IntelliBeam</td> </tr> <tr> <td>GU6 - Rear Axle: 3.42 Ratio</td> <td>UE1 - OnStar Communication System</td> </tr> <tr> <td>H1T - 1WT/1FL-Cloth, Jet Black, Interior Trim</td> <td>UE4 - Following Distance Indicator</td> </tr> <tr> <td>IOR - Chevrolet Infotainment, 7" Color Screen</td> <td>UEU - Sensor, Forward Collision Alert</td> </tr> <tr> <td>K34 - Cruise Control</td> <td>UHX - Lane Keep Assist/Departure Warning</td> </tr> <tr> <td>KW5 - Alternator, 220 AMP</td> <td>UHY - Automatic Emergency Braking</td> </tr> <tr> <td>L3B - Engine: TurboMax</td> <td>UKJ - Sensor, Front Pedestrian Braking</td> </tr> <tr> <td>MFC - 8-Speed Automatic</td> <td>UQF - Speaker System: Standard Sound System</td> </tr> <tr> <td></td> <td>V76 - Recovery Hooks</td> </tr> </table>	1WT - Work Truck Preferred Equipment Group	NE1 - CT/MA/MD/ME/NJ/NY/OR/PA/RI/VT/WA Emissions	AKO - Glass, Deep Tinted	PCV - 1WT Convenience 1 Package	AQQ - Keyless Remote Entry	PEB - 1WT Value Package	AZ3 - Seats: Front 40/20/40 Split-Bench, Full Feature	PED - Chevy Safety Assist	BG9 - Floor Covering: Rubberized Vinyl, Black	Q5U - Wheels: 17" Bright Silver Painted Aluminum	C49 - Defogger, Rear Window, Electric	QBN - Tires: 255/70 R17 All Season, Blackwall	C5W - GVW Rating 7000 Lbs	QBR - Tire, Spare: 255/70 R17 All Season, Blackwall	DLF - Mirrors, O/S: Power, Heated	QK1 - Standard Tailgate	E63 - Durabed	SAF - Spare Tire Lock	GAZ - Summit White	TQ5 - Headlamps, IntelliBeam	GU6 - Rear Axle: 3.42 Ratio	UE1 - OnStar Communication System	H1T - 1WT/1FL-Cloth, Jet Black, Interior Trim	UE4 - Following Distance Indicator	IOR - Chevrolet Infotainment, 7" Color Screen	UEU - Sensor, Forward Collision Alert	K34 - Cruise Control	UHX - Lane Keep Assist/Departure Warning	KW5 - Alternator, 220 AMP	UHY - Automatic Emergency Braking	L3B - Engine: TurboMax	UKJ - Sensor, Front Pedestrian Braking	MFC - 8-Speed Automatic	UQF - Speaker System: Standard Sound System		V76 - Recovery Hooks
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**Event History** ^



Global Filter

Event Code  	Event Description  	Effective Date  	Timestamp  
1100	Preliminary Order Accepted	1/26/26	1/26/26, 11:48:24.789 AM
1101	Preliminary Order Added	1/26/26	1/26/26, 11:48:24.789 AM

Total Records: 2 |< < 1 > >|

10 

**Change History** ^



Global Filter


Effective Date  	Timestamp  	Data Element  	Before Value
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No data found.

Total Records: 0 |< < > >|

10 

Back

† North American Order Workbench is intended solely for business use by GM Dealers. Pricing shown is for illustration purposes only. Refer to [GMPricing.com](http://GMPricing.com)  for official GM Price schedules. GM pricing is subject to change by GM at anytime, without notice.



Order Details - Order #FVQG7Z

Customer Dealer

BAC Information

Contact Name  
Contact Phone

DAN LITCH

Stock No. STEVE

Update

Model/Order Information

Model Year 2026  
 Division CHEVROLET  
 Distribution Entity RET Retail  
 Order Type TRE - Retail Stock  
 Allocation Group CLDEVC  
 Model CT35843 - SILVERADO EV: CREW CAB  
 TPW  
 VIN  
 MSRP w/DFC \$59,385.00

Vehicle Specifications

PEG 4WT - WT 14-Module Preferred Equipment Group  
 Color GAZ - Summit White  
 Trim H9F - Evotex, Jet Black, Interior Trim  
 Engine  
 Transmission  
 Emissions FE9 - Federal Emissions  
 Ordered Options

- 4WT - WT 14-Module Preferred Equipment Group
- 5GD - Tow/Haul Mode
- A2V - Manual Seat Adjuster (Driver's Side)
- A7E - Manual Seat Adjuster (Passenger's Side)
- AR9 - Front Bucket Seats
- AS2 - Active Safety Package 2
- ASV - Air Moisture and Windshield Temperature Sensor
- AVJ - Keyless Open & Keyless Start
- AYH - Airbags-frontal, front seat side-impact and roof-rail
- B30 - Floor Covering: Carpet, Color Keyed
- BTT - Alarm - Remote Panic
- BTV - Remote Vehicle Start
- C49 - Electric Rear Window Defogger
- C59 - Rear Console Air Vents
- CJ2 - Climate Control, Electronic - Multi-zone
- CTB - Cross Traffic Assist Intersection Alert, Braking
- D31 - Inside Rearview Mirror with Tilt
- D55 - Front Floor Console
- D75 - Body Color Outside Door Handles
- DLF - Mirrors O/S, Power, Heated
- DP6 - Mirrors, Outside, Body Color Cap
- EN0 - Engine None (Electric Motors)
- EPH - Electronic Precision Shift
- EWX - Battery Pack, Standard Range
- F46 - All Wheel Drive (AWD)
- FE2 - Suspension, Handling
- FE9 - Federal Emissions
- GAZ - Summit White
- H9F - Evotex, Jet Black, Interior Trim
- JL1 - Integrated Trailer Brake Controller
- JSV - 17" Front & Rear Sliding Caliper Disc Brake System
- KD4 - 12 Volt Electrical Receptacle, In Cab
- KI6 - 110 Volt Electrical Receptacle
- KPB - 110 Volt Electrical Receptacle, Load Compartment
- KSG - Adaptive Cruise Control
- MF1 - Transmission None (Electric Drive Units)

N37 - Steering Column, Manual Tilt & Telescoping

N5V - Steering Wheel, 3-spoke, Round

NCH - Manual Child Lock System (Rear Door Latch)

NF6 - Emission System Zero Emission Vehicle (ZEV)

P8N - Rear Drive Unit, 1-motor, Integrated Inverter

PSC - Portable Swappable Grid Cable, High Power

Q8E - Mechanical Jack with Tools

QK1 - Standard Tailgate

QMN - Tires: LT275/50R22E All-Season, Blackwall

QT3 - Tailgate Function-Manual with Assist

RIK - LPO: Black Nameplates

RSR - Occupant Detect System Rear Seat, Door Activated

SD5 - ACCESSORY TIRE PRESSURE MONITOR

SEU - LPO: 22" Gloss Black / Machine Face Wheels

SFE - LPO: Wheel Locks

SFZ - ACCESSORY EMBLEM - EXTERIOR - DESIGN 1

ST0 - LPO, Custom Package

TAB - Rear Taillamps

TDA - Teen Driver Mode

TGC - LED Headlamps

U2K - SiriusXM Satellite Radio (subscription)

U5G - 5G Connectivity

UBJ - 2-USBs, Lower Instrument Panel, Charge/Data Ports

UD5 - Front and Rear Park Assist

UE1 - OnStar Connected Services

UE4 - Following Distance Indicator

UEU - Sensor, Forward Collision Alert

UFB - Rear Cross Traffic Alert, Braking

UGN - Enhanced Automatic Emergency Braking

UH5 - Indicator Seat Belt Warning, Rear Seat

UKI - Side Active Safety, Obstacle Detection/Steer Assist

UKK - Sensor, Pedestrian Detection, Rear

UKM - Lane Keep Assist with Lane Departure Warning

UKT - Enhanced Front Pedestrian Detection

UOW - Side Door Opening Detection Warning

UQF - Speaker System: Standard Sound System

URF - 11" Driver Information Center

URW - 17.7" Infotainment Display

UV2 - HD Surround Vision

UVX - Sensor Indicator, Enhanced Traffic Sign Recognition

UVZ - Reverse Automatic Braking

VK3 - Front License Plate Kit

VPB - LPO: Tonneau Cover, Vinyl, Soft Rolling

VV4 - 5G LTE Wi-Fi Hotspot

VWD - ACCESSORY CENTER CAP - WHEEL - DESIGN 4

XRJ - Dual Motor 4WD

### Event History



Global Filter

Event Code	Event Description	Effective Date	Timestamp
1100	Preliminary Order Accepted	1/26/26	1/26/26, 12:15:43.420 PM
1101	Preliminary Order Added	1/26/26	1/26/26, 12:15:43.420 PM

Total Records: 2 | 1 | 10

### Change History



Global Filter

Effective Date	Timestamp	Data Element	Before Value
No data found.			

Total Records: 0 | 10

Back

<b>QUOTATION</b>	<b>NORTH COUNTRY GM</b>	
CONTRACT # 199799	1502 E HOWARD ST HIBBING, MN 55746 218-263-7578	BOB O'HARA 218-349-8955 <a href="mailto:rwohara01@aol.com">rwohara01@aol.com</a>
EST DELIVERY TIME 90 - 120 ARO	218-263-7576	

		GTR11		
BASE MODEL	2026 CHEV SILVERADO CREW EV W/T STD RANGE 4WD	CT35843		CHOOSE 1
50,720.00	STANDARD RANGE WORK TRUCK STD RANGE PLUS EST 330 MI	3WT		-
44,221.00	BASE MODEL EST RANGE 283	4WT	X	\$44,221.00
57,219.00	EXT RANGE WORK TRUCK EST 424 MILES	5WT		-
64,979.00	MAX RANGE WORK TRUCK EST 493 MILES	8WT		-
	<u>MODEL SELECTED STARTING AMT</u>			\$44,221.00
N/C	FEDERAL EMISSION CERT	FE9	X	N/C
STD	Dual Level Charge Cord dual-mode, portable, 120-volt (1.4 kW) and 240- volt (7.7 kW) capability, swappable NEMA 5-15 and NEMA 14-50 plugs with SAE J1772 vehicle connection	PSC	X	STD
510.60	Chevytec spray-on bedliner, Black (does not include spray-on liner on tailgate due to Black composite inner panel)	CGN	C	-
838.62	LPO, Soft rolling Truck Bed Cover premium soft roll-up, (dealer- installed)	VPB	X	\$838.62
1,827.15	LPO, Hard-folding Truck Bed cover (dealer-installed)	VOZ		-
	AIR CONDITIONING FRT			STD
628.55	Wheels, 18" X 8.5" (45.7 cm x 21.6 cm) high gloss Black painted aluminum	R1P	X	\$628.55
STD	Wheels, 18" X 8.0" (45.7 cm x 20.3 cm), steel	RT3	X	STD
STD	Tires, LT265/70R18, all-season blackwall STD	QWJ	X	STD
STD	ASSIST STEPS		X	

159.58	LPO, All-weather floor liners first and second rows,(dealer-installed)(WT customers with vinyl floor will only receive first row.)	RIA	X	\$159.58
556.03	LPO, Cargo Security Package (dealer-installed), includes (S10) Console-Mounted Safe, LPO and (VBJ) Underseat storage, LPO	PCK		-
265.93	LPO, NACS DC Adapter, DCFC adapter for public use on NACS 238.93fast charging stations including Tesla Supercharger, IONNA, EVgo and others. Intended for CCS native inlet vehicle.	RYU		-
				-
		<b>QTY</b>		
<b>275.00</b>	ADDITIONAL KEY/FOB COMB EA	<b>0</b>		\$ -
<b>N/C</b>	SLATE GRAY METALLIC	GNO		-
<b>N/C</b>	BLACK	GBA		-
				-
<b>EXT COLOR</b>	<b>SUMMIT WHITE</b>	<b>GAZ</b>	<b>X</b>	<b>STD</b>
<b>INT TRIM COLOR</b>	<b>BLACK EVOTEX</b>	<b>H9F</b>	<b>X</b>	<b>STD</b>
	<b>TOTAL</b>			<b>\$45,847.75</b>
<b>3,152.03</b>	<b>6.875% SALES TAX</b>			-
<b>400.50</b>	<b>LICENCE TITLE TRANSFER &amp; REG (incl\$75.00 EV Fee)</b>			-
<b>20.00</b>	<b>TRANSIT TAX</b>			-
	<b>TOTAL per UNIT</b>			<b>\$ 45,847.75</b>
	<b>QTY</b>	<b>1</b>		<b>\$ 45,847.75</b>

<b>purchase order number</b>	
<b>contact</b>	
<b>customer</b>	
<b>phone</b>	
<b>email</b>	
<b>billing address</b>	
<b>delivery address</b>	
<b>date ordered</b>	

order #



LITCHFIELD AUTOMOTIVE SALES INC.

640 EAST HIGHWAY 12  
LITCHFIELD, MN 55355-2432  
Phone: (320)693-7951

Stock #: Build Date: 01/27/2026 Salesperson: Jeremiah Brown  
 Buyer Name: (Last) CITY OF LITCHFIELD (First) N/A (Middle) N/A  
 Co-Buyer Name: (Last) N/A (First) N/A (Middle) N/A  
 Address: 126 NORTH MARSHALL AVE, #302 City: LITCHFIELD State: MN County: MEEKER Zip: 55355  
 Home Phone: (320)693-7201 Bus Phone: \_\_\_\_\_ Buyer DOB: \_\_\_\_\_ Co-Buyer DOB: N/A  
 Buyer D.L. #: \_\_\_\_\_ Co-Buyer D.L. #: N/A  
 Buyers Insurance Co./Policy #: \_\_\_\_\_

PLEASE ENTER MY ORDER FOR: New  Used  Demo  Lienholder \_\_\_\_\_ Address \_\_\_\_\_

YEAR	MAKE	MODEL	BODY	TRANSMISSION	COLOR	INTERIOR	
2026	RAM	1500	4x4 Crew Cab 5'7"	8-SPEED AUTOMATIC			
VIN #	LIC. #	TAB EXP. DATE	STATE	MILEAGE			
			MN	0			
Buyer Email:				CASH PRICE OF VEHICLE		44,280.00	
Co Buyer Email:				FREIGHT			
3.0 TURBO 6				DEALER INSTALLED OPTIONS:			
WHITE COLOR							
CLOTH BENCH SEATING							
MOPAR BLACK SIDE STEPS				<i>Taxes?</i>			
TRAILER BRAKE CONTROLLER							
ANTI SPIN REAR AXEL							
3.92 AXLE RATIO							
21D CUSTOMER PACKAGE							
115V PLUG IN NOT AVAILABLE							
CREW CAB 5FT 7 BOX				OTHER DEALER INSTALLED PRODUCTS			
				<b>TOTAL</b>		44,280.00	
				REGISTRATION TAX		LESS TRADE-IN ALLOWANCE (-)	
				PLATE FEE		TRADE DIFFERENCE	
						44,280.00	
<b>TRADE-IN DATA</b>				PUBLIC SAFETY VEHICLE FEE			
YEAR	MAKE	MODEL	BODY STYLE	TRANSFER TAX		MOTOR VEHICLE SALES TAX	
N/A	N/A	N/A	N/A				
VIN #				TITLE/TRANSFER FEE			
N/A				STATE/DEPUTY FILING FEE		SERVICE CONTRACT	
LIEN HOLDER'S NAME				LIEN RECORDING FEE		MAINTENANCE CONTRACT	
N/A				WHEELAGE TAX		OTHER STATE & LOCAL SALES TAXES	
ADDRESS				TRANSIT TAX			
N/A	LICENSE PLATE #	LICENSE STATE	EXP. DATE			DOCUMENT ADMINISTRATION FEE	
N/A	N/A	N/A	N/A			OPTIONAL ELECTRONIC TRANSFER FEE	
MILEAGE NOW							
N/A							
DOES YOUR TRADE-IN HAVE A BRANDED TITLE OR INSURANCE SALVAGE HISTORY? YES <input type="checkbox"/> NO <input type="checkbox"/>							
IS THE POLLUTION CONTROL EQUIPMENT ON YOUR TRADE-IN INTACT AND IN OPERATING CONDITION? YES <input type="checkbox"/> NO <input type="checkbox"/>							
<b>Dealer's Disclaimer of Warranty</b>				<b>TOTAL LICENSE &amp; FEES</b> →			
Unless the vehicle is sold with a separate written dealer warranty or the dealer enters into a service contract with the buyer, the vehicle is sold "AS IS". Dealer expressly disclaims all warranties, either express or implied, including the implied warranties of merchantability and fitness for a particular purpose. The entire risk of the quality and performance of the vehicle is with the buyer.				SUBTOTAL			44,280.00
Important: A manufacturer warranty may apply.				LESS AMOUNT SUBMITTED WITH ORDER (-)			
				PLUS BALANCE OWING TO LEINHOLDER ON TRADE IN (+)			
				<b>TOTAL AMOUNT DUE ON DELIVERY</b>			44,280.00

The front and back of this CONTRACT comprise the entire CONTRACT affecting this purchase. The DEALER will not recognize any verbal agreement, or any other agreement or understanding of any nature. You certify that you are 18 years of age or older and acknowledge receiving a copy of this contract.

The terms of this CONTRACT were agreed upon and the CONTRACT signed in the dealership on the date noted at top of this form.

**IMPORTANT: THIS MAY BE A BINDING CONTRACT AND YOU MAY LOSE ANY DEPOSITS IF YOU DO NOT PERFORM ACCORDING TO ITS TERMS.**

NOTICE OF SALESPERSON'S LIMITED AUTHORITY. This contract is not valid unless signed and accepted by Sales Manager or Officer of Dealership.

Accepted  \_\_\_\_\_

\_\_\_\_\_  
Buyer's Signature Accepting Terms of Contract

# Purchaser

Contract # 169667, Release # T-642(5)

Allow 16-20 weeks for delivery from order date

Anticipated order cutoff date of TBD

**Dodge of Burnsville**

12101 Hwy 35W South

Todd Prissel

[tprissel@dodgeofburnsville.com](mailto:tprissel@dodgeofburnsville.com)

Direct # 952-767-2702

## 2026 Ram 1500 Tradesman Crew Cab V6 4x4 5-7 Box 23A (DT6L98)

Base Price

\$ 38,670.00

<b>Engine Option</b>			
3.0L I6 Hurricane SO Turbo (Replaces V8)	21A	\$ 1,560.00	\$ 1,560.00
<b>Express Package</b>			
21D Express Package	21D	\$ 1,955.00	\$ 1,955.00
<b>Seat Options</b>			
Cloth Bench Seat/Black (A61 Only)	E1/ -X9	\$ -	\$ -
<b>Functional Packages</b>			
Technology Group	AAR	\$ 1,652.00	
Advanced Safety Group	ALP	\$ 1,192.00	
Towing Technology Group	AAN	\$ 548.00	
Bed Utility Group	ANT	\$ 869.00	
Off Road Group	AWL	\$ 1,744.00	
<b>Misc Equipment Options</b>			
3.55 Rear Axle Ratio	DMD	\$ 133.00	
3.92 Rear Axle Ratio	DMH	\$ 180.00	\$ 180.00
LT275/65R18C OWI On/Off Road Tires	TCP	\$ 225.00	
18x8.0 Cast-Aluminum Painted Wheels	WBB	\$ 640.00	
<b>Additional Features</b>			
Black Vinyl Floor Covering	CKJ	\$ -	
Mopar Front & Rear Rubber Floor Mats	CLF	\$ 197.00	
Tri-Fold Tonneau Cover	CS7	\$ 640.00	
Anti-Spin Differential Rear Axle	DSA	\$ 456.00	\$ 456.00
E-Locker Rear Axle (Only with Hurricane)	DSH	\$ 525.00	
115V Auxiliary Power Outlet	JKV	\$ 235.00	
Front License Plate Bracket	MDA	\$ -	
Mopar Black Tubular Side Steps	MRU	\$ 640.00	\$ 640.00
33 Gallon Fuel Tank	NFF	\$ 409.00	
Engine Block Heater	NHK	\$ 88.00	
Active Driving Assist System	SJJ	\$ 364.00	

Mopar Trlr Camera Wiring/No Camera	XFQ	\$ 543.00	
Trailer Brake Control	XHC	\$ 272.00	\$ 272.00
MOPAR Paint Protection Film	XPG	\$ 704.00	
RAM Tow Assist Kit	XWX	\$ 180.00	
<b>Color Options</b>			
<b>Low Vol colors not available with Ram Box</b>			
Billet Silver Metallic Clear Coat	PSC	\$ 272.00	
Bright White Clear Coat	PW7	\$ -	
Canyon Lake	PJ7	\$ -	
Delmonico Red Pearl Coat	PRV	\$ 225.00	
Diamond Black Crystal P/C	PXJ	\$ 225.00	
Forged Bule Metallic	PCG	\$ 272.00	
Granite Crystal	PAU	\$ 272.00	
Hydro Blue Pearl	PBJ	\$ 225.00	
Molten Red Pearl	PR6	\$ 225.00	
Srrano Green Metallic	PG9	\$ 272.00	
Silver Zynith	PSE	\$ 272.00	
<b>Dealer Options</b>			
Engine Block Heater	DBH	\$460.00	
Extra OEM Key	EOK	\$340.00	
3 Lock Remote Start	DRS	\$660.00	
Rust Proof & Undercoating	R&U	\$1,395.00	
Strobe Light Kit 2 in Grill 2 on Rear	DSL	\$675.00	
			Metro Tax \$ 20.00
<b>Total Delivered Price with options Per Contract</b>			<b>\$ 43,753.00</b>

## Dodge Of Burnsville

Todd Prissel

952-767-2702

[tprissel@dodgeofburnsville.com](mailto:tprissel@dodgeofburnsville.com)





**Fleet Department**  
 2228 College Way, PO Box 338  
 Fergus Falls, MN 56538-0338  
 Phone: 218-998-8827  
 Toll Free: 800-477-3013 Ext. 8827  
[ipatelski@nelsonfleet.com](mailto:ipatelski@nelsonfleet.com)

**VEHICLE QUOTE NUMBER Litchfield PD WDEE75**

**Sold To:** Litchfield Police Department  
**Attn:** Hayes Hines  
**Address:** 326 N Ramsey Ave  
 Litchfield, MN

**Date:** 9/9/2025  
**Phone:** 320-693-5425  
**FAX:**  
**Salesperson:** Jessica Patelski  
 Key Code:

Stock No:	Year	Make	Model	New/Used	Vehicle ID Number
Litchfield P	2026	Dodge	Durango Pursuit V8 Color: TBD	New	

Price of Vehicle: \$46,874.00

Includes All Standard Equipment, Plus; \$3,060.00

EZH 5.7L V8 Hemi MDS VVT Engine	\$2,915.00
Black Cloth Bucket Seats W/Rear Vinyl	\$145.00

Option to add Black Left LED Spot Lamp Add \$626.00 to Total Price of Vehicle.  
 Option to add Deactivate Rear Doors/Windows Add \$86.00 to Total Price of Vehicle.

Please note that order acceptance is subject to manufacturer's schedules. Due to current conditions production is not guaranteed and if cancelled, it will not be price protected.

Less Contract Discount -\$6,000.00

Quote Does Not Include Tax or Registration

Subtotal: \$43,934.00

Trade - In:

Total Cash Price: **\$43,934.00**

**Your Purchase Order # 0 Project # Contract # 22.3 VHL**  
**Priority**

**Thanks for your business!**

Ship To / Lessee / End User: Litchfield Police Department  
 Attn: Hayes Hines  
 Address: 326 N Ramsey Ave  
 Litchfield, MN

FAX:  
 Phone: 320-693-5425  
 email: Hayes.Hines@co.meker.mn.us

Order Approved by:

Insurance Company: \_\_\_\_\_

Policy Number: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Title \_\_\_\_\_

Printed Name: \_\_\_\_\_ and Date: \_\_\_\_\_



COUNCIL MEMBER LARSON  
REQUEST

Dear Dave,

I wanted to kindly ask for the opportunity to highlight this Nationwide initiative on the Agenda for Monday night. We are "...one nation, under God, indivisible..." and we continue to be so as we serve and love one another.

Our city is full of goodness and so many people who give so unselfishly to each other. It's my favorite thing about the people in Litchfield. I want to help share, and highlight what service is already happening, and seek inspiration of how to keep serving one another. When we serve each other, we learn that we are more alike than we are different, and we learn to love one another. We need to stick together. So many things in the world try to divide us.

Things I would like to discuss:

- Visit community service organizations, churches, school clubs, ect. and thank them for all that they do in our city as well as encourage them to share their stories and log their hours to be a part of this great initiative.
- Have a Community Day of Service: Have a Project everyone could come together on (Maybe in May, we could do a cemetery clean up before Memorial Day.)
- Find a way to highlight the service taking place in our community: (just brainstorm ideas):
  - Website post ?
  - In the paper?
  - First meeting of the month, take 2 minutes to share what service took place last month?

My ideas are not to put this on Administration's plate. I would like to see anyone on our council who desires to be involved, organize this with me - in all legal and appropriate ways - together. It's our way of serving too.

If the council feels this would strengthen our community, I would ask for permission to start the process to organize us, and collaboratively create a plan to be shared in our next February 16th meeting.

Thank you for all of your service!

Malinda

Here are the Details about the America Gives Initiative:

America250 – the official nonpartisan organization established by Congress to lead the nation's 250th-anniversary commemoration – launched [America Gives](#), a nationwide initiative designed to make 2026 the largest year of volunteerism in U.S. history by challenging businesses, nonprofits, schools, youth groups, faith-based networks and organizations of all kinds to commit to increasing their volunteer efforts and measurable impact.

"America Gives embodies what our Semiquincentennial is all about – celebrating not only our nation's past, but also its people and potential," said Rosie Rios, chair of America250. "Through

service, we strengthen the bonds that unite us and remind ourselves that the American spirit of generosity and community endures. Together, we can make 2026 a year defined by purpose and action.”

America Gives was developed in response to research America250 conducted showing that most Americans believe rekindling a culture of community service should be part of the nation’s 250th anniversary. The initiative aims to build a movement of sustained impact – helping nonprofits expand their volunteer bases and inspiring individuals to continue giving back long after the fireworks fade. America250’s national co-chairs, former Presidents Barack Obama and George W. Bush, whose shared commitment to unity and service reflects the Semiquincentennial’s spirit, have also inspired this program.

How to Get Involved Americans can take the Year of Service pledge and log their volunteer hours at [america250.org/america-gives](http://america250.org/america-gives). A live national counter on the site will track participation in real time, showcasing the collective hours of service across all 50 states, five territories and Washington, D.C. Participants can easily record their hours by entering their volunteer activity details directly into the America Gives portal. They can also upload stories and photos to inspire others, and explore opportunities to get involved.

The America Gives website also contains service opportunities near participants, categorized by interest.

To further encourage participation, America250 is launching the America Gives National Sweepstakes, where 250 randomly selected winners will each have the opportunity to direct a \$4,000 donation to one of America250’s approved 501(c)(3) Founding Partner charities. In total, \$1 million will be donated by America250 through this program as participants log their service hours throughout the year. (NO PURCHASE NECESSARY. Ends 11:59 p.m. ET on 12/1/26. Open to U.S. only, 13+. See Official Rules for full details including how to enter, eligibility requirements and prize description/restrictions. Void where prohibited.)

APPOINTMENTS TO MAKE

City of Litchfield

COMMISSION APPLICATION

NAME: Sandy Minton  
PHONE #: 320-1221-2805  
ADDRESS: 615 Turnberry Ln  
Litchfield NH 05355  
E-MAIL: minton2805@gmail.com

POSITION APPLYING FOR:

**POLICE CIVIL SERVICE COMMISSIONER:**

BRIEFLY TELL US WHY YOU ARE INTERESTED IN SERVING:

I have lived in Litchfield since 1980  
Rescue almost 30 years

TELL US WHAT QUALIFICATIONS YOU HAVE THAT MAY ASSIST YOU IN SERVING ON THIS COMMISSION:

Worked with Law enforcement over 25 years

IF YOU LIKE, TELL US ANY ADDITIONAL INFORMATION:

I'm retired and have Time

NOTE: You may also write on the back side or attach extra information. A City of Litchfield residency is required.

ADDITIONAL ITEMS

# ANNOUNCEMENTS

# COUNCIL WORK SESSION AGENDA

FEBRUARY 2, 2026 3:30PM

COUNCIL CHAMBER OF CITY HALL  
126 N MARSHALL AVE, LITCHFIELD MN 55355



## A. Selection Matrix

3:30pm

The goal would be to finalize the selection criteria

## B. Building Permit Costs

4:10pm

Discussion of common ideals

## C. Owner Contributed Funds

4:30pm

How to handle soft costs for added owner elected improvements

## D. Construction Manager RFP

4:50pm

Time permitting initial review of RFP for later council approval

## E. Summary

5:10pm

Summary and closing remarks

# ADJOURNMENT