



City Council

Regular Meeting

Monday, February 2, 2026
6:30 PM
Elk River City Hall

Agenda

- Regular meeting in Council Chambers

1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

3. CONSIDER AGENDA

4. CONSENT AGENDA

Considered to be routine and noncontroversial and will be approved by one motion. There will be no separate discussion of these items unless there is a request to remove the item from the consent agenda to the regular agenda.

4.1 Check Register

4.2 Water Pump Generator Trailer

4.3 Vermeer Chipper

4.4 Separation Agreement and Waiver of Claims

4.5 Hire Police Officer

4.6 Local Match for BUILD Grant - Main Street and TH10/Railroad Grade Separation

4.7 On-Sale Intoxicating Liquor License: Muddy Cow Elk River LLC.

4.8 Approve Collective Bargaining Agreement with LELS #589 Police Clerical-Technical

4.9 Resolution 26-08 Appointing an Interim Deputy Clerk

4.10 E-bike Ordinance - Regulation of Electric-Assisted Bicycles, Motorized Foot Scooters, and Electric Personal Assistive Mobility Devices on Paved Trails

4.11 Resolution 26-09 Premises Permit For CharitAbleMN dba Competition Cheer Spirit Booster Club

5. OPEN FORUM

An opportunity to provide comments and feedback regarding items not on the agenda. Information provided in Open Forum will not be discussed at this meeting; rather, the information will be referred to staff and/or scheduled for discussion at a future meeting.

6. PRESENTATIONS, AWARDS, AND RECOGNITION

6.1 Introduce New Community Service Officers

6.2 Oath of Office: Police Officers

6.3 Planning Commission Candidate Interview

7. PUBLIC HEARINGS

An opportunity for the public to express their opinions and raise questions pertaining to the agenda item. All comments become part of the official public record. For this reason, all comments must be made at the podium so they can be heard and recorded. Comments may also be provided in writing. There will not be deliberations, discussions, or answers to questions until the hearing is closed. It is important to be courteous and allow each presenter to comment before adding additional testimony.

8. GENERAL BUSINESS

Items in which the information is presented by city staff or consultants, then deliberation and action occur. General Business items are not opportunities to receive or provide public input. However, the presiding officer may, at its sole discretion, solicit public feedback.

8.1 Discuss Work Session Items

9. COUNCIL LIAISON UPDATES

9.1 Council Liaison Updates

10. MOTION TO ADJOURN

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity





Request for Action

To
City Council

Item Number
4.1

Meeting Date
February 2, 2026

Prepared By
Amy Stangler, Accounting Clerk

Item Description
Check Register

Reviewed by
Lori Stich
Joe Stremcha
Cal Portner
Jolene Richter

Action Requested

Approve, by motion, the check register for the period ending February 2, 2026.

Background/Discussion

The details for the period ending February 2, 2026, are attached to this request for action.

Total for All Funds	\$3,205,275.77
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Financial Impact
N/A

Mission/Policy/Goal
N/A

Attachments

1. 4.1 at1 Check Register
2. 4.1 at2 Check Register
3. 4.1 at3 Check Register-City Cr Card & Taxes

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
BNSF RAILWAY						
101						
90296387	1	ANNUAL SIGNAL MAINTENANCE BIL	Invoice	01/21/2026	56,791.35	101-4-3120-4409
101						
99991234	1	PRIVATE CROSSING BILLING	Invoice	12/09/2025	40,029.00	101-4-3120-4409
101						
99992468	1	PRIVATE CROSSING BILLING	Invoice	12/09/2025	44,779.35	101-4-3120-4409
101						
99998765	1	PRIVATE CROSSING BILLING	Invoice	12/09/2025	45,911.25	101-4-3120-4409
Total 12272 BNSF RAILWAY:					187,510.95	
CHEERS2YOU						
603						
2164984-IN	1	POP/MISC	Invoice	01/13/2026	210.12	603-4-9111-4255
603						
2166468-CM	1	POP/MISC	Invoice	01/23/2026	31.50-	603-4-9111-4255
603						
2166470-DM	1	POP/MISC	Invoice	01/23/2026	29.07	603-4-9111-4255
Total 14351 CHEERS2YOU:					207.69	
KRIS ENGINEERING INC						
101						
42298	1	CUTTING EDGES	Invoice	01/15/2026	804.32	101-4-3130-4219
Total 23296 KRIS ENGINEERING INC:					804.32	
KRISTI HANSON						
603						
1-17-26 KH	1	REIMB SUPPLIES	Invoice	01/17/2026	33.50	603-4-9112-4219
603						
1-17-26 KH	2	MILEAGE - HANSON	Invoice	01/17/2026	23.20	603-4-9112-4331
Total 20922 KRISTI HANSON:					56.70	
MINNESOTA EQUIPMENT						
101						
P68159	1	PARTS - #754	Invoice	01/21/2026	192.52	101-4-5110-4221
101						
P68202	1	PARTS - #754	Invoice	01/22/2026	83.13	101-4-5110-4221
Total 12620 MINNESOTA EQUIPMENT:					275.65	
STUART C. IRBY CO.						
602						
S014458525.001	1	GLOVE TESTING	Invoice	01/14/2026	103.67	602-4-9020-4404
Total 13413 STUART C. IRBY CO.:					103.67	
WESTSIDE WHOLESALE TIRE						
101						
977704	1	TIRE REPAIRS	Invoice	01/13/2026	140.28	101-4-3120-4221
Total 36347 WESTSIDE WHOLESALE TIRE:					140.28	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
ADAM D BEISE						
101						
21026 AD	1	ENTERTAINMENT 2/10/26	Invoice	11/26/2025	200.00	101-4-5510-4409
Total 52544 ADAM D BEISE:					200.00	
ADVANCED ENGINEERING AND						
602						
108093	1	JONNYPOPS SIU	Invoice	01/13/2026	7,086.25	602-4-9010-4303
Total 14907 ADVANCED ENGINEERING AND:					7,086.25	
AK ATHLETIC EQUIPMENT INC						
440						
5426843	1	BACKSTOP PADDING	Invoice	01/22/2026	643.33	440-4-5110-4219
Total 12215 AK ATHLETIC EQUIPMENT INC:					643.33	
ALPINE DIVERSIFIED SERVICES INC						
221						
45431	1	KITCHEN HOOD/EXHAUST CLEANIN	Invoice	01/21/2026	840.00	221-4-5400-4401
Total 52557 ALPINE DIVERSIFIED SERVICES INC:					840.00	
AMAZON CAPITAL SERVICES						
221						
14K6-1JYR-TCQC	1	SUPPLIES - OVEN BASKETS	Invoice	01/14/2026	92.12	221-4-5430-4219
101						
16RF-NWXM-RD1L	1	WELLNESS FAIR/CAUGHT BEING HE	Invoice	01/11/2026	541.82	101-4-1220-4201
101						
176L-PWQQ-1C66	1	BATTERIES	Invoice	01/13/2026	10.78	101-4-2120-4219
101						
1F11-TDHV-CV7H	1	SUPPLIES	Invoice	01/21/2026	109.96	101-4-1350-4219
221						
1G1Q-XKNQ-3G31	1	BANDAIDS	Invoice	01/13/2026	9.80	221-4-5400-4219
221						
1G1Q-XKNQ-VRWD	1	CHAIR DOLLY/TABLES	Invoice	01/14/2026	1,839.76	221-4-5400-4219
101						
1GLY-TVHV-Q4KV	1	SUPPLIES - FLAGPOLE ROPE	Invoice	01/20/2026	36.55	101-4-2310-4219
221						
1GWY-PN6D-C3YV	1	LOCKER ROOM WHITEBOARDS	Invoice	01/13/2026	598.80	221-4-5400-4219
101						
1GXD-CDDM-LDWD	1	PROGRAM SUPPLIES	Invoice	01/15/2026	81.16	101-4-5510-4219
101						
1K7L-3M76-JQQH	1	LABEL PRINTER	Invoice	01/10/2026	493.78	101-4-1350-4219
602						
1L9N-R11W-6J1D	1	SUPPLIES	Invoice	01/12/2026	165.36	602-4-9020-4219
101						
1M9F-RT99-3FHJ	1	SUPPLIES	Invoice	01/16/2026	16.62	101-4-5510-4219
101						
1MCF-RJ4C-NLM6	1	ELK RIVERFEST MEDALLION	Invoice	01/23/2026	15.48	101-4-1110-4409
101						
1MKW-17N6-V44Y	1	SUPPLIES - LABEL TAPE	Invoice	01/26/2026	42.74	101-4-1350-4219
602						
1MM3-GQ1Y-KYT6	1	SUPPLIES	Invoice	01/12/2026	380.54	602-4-9020-4219
101						
1PN1-NGXV-NQ4K	1	FLAG FOOTBALL SUPPLIES	Invoice	01/26/2026	172.71	101-4-5220-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
1Q11-14M7-PNV6	1	FLAG FOOTBALL SUPPLIES	Invoice	01/20/2026	372.09	101-4-5220-4219
101						
1VVJ-3WTP-YFDW	1	SUPPLIES - ICE BAGS	Invoice	01/13/2026	17.85	101-4-2330-4219
101						
1WKR-CX1Y-17LP	1	COFFEE-CITY HALL	Invoice	01/13/2026	100.00	101-4-1600-4219
Total 13706 AMAZON CAPITAL SERVICES:					5,097.92	
ARTISAN BEER COMPANY						
603						
3824090	1	BEER	Invoice	01/14/2026	100.00	603-4-9111-4252
603						
3824091	1	THC PRODUCTS	Invoice	01/14/2026	619.95	603-4-9111-4256
603						
3826239	1	BEER	Invoice	01/22/2026	153.85	603-4-9111-4252
603						
3826240	1	THC PRODUCTS	Invoice	01/22/2026	55.70	603-4-9111-4256
603						
3826241	1	BEER	Invoice	01/22/2026	422.90	603-4-9151-4252
603						
3826242	1	THC PRODUCTS	Invoice	01/22/2026	119.95	603-4-9151-4256
Total 12167 ARTISAN BEER COMPANY:					1,472.35	
ATT LLC						
603						
S29759	1	UNIFORM - J. AUDETTE	Invoice	01/14/2026	51.00	603-4-9112-4217
603						
S29759	2	UNIFORM - J. AUDETTE	Invoice	01/14/2026	51.00	603-4-9152-4217
101						
S29768	1	POLICE RESERVE HATS	Invoice	01/19/2026	75.00	101-4-2160-4217
Total 15332 ATT LLC:					177.00	
BEAUDRY OIL & SERVICE INC						
101						
3184867	1	PROPANE - COLD STORAGE	Invoice	01/21/2026	1,109.80	101-4-3120-4389
Total 11663 BEAUDRY OIL & SERVICE INC:					1,109.80	
BELLBOY CORP BAR SUPPLY						
603						
110712300	1	POP/MISC	Invoice	01/13/2026	46.00	603-4-9111-4255
603						
110712300	2	FREIGHT	Invoice	01/13/2026	2.77	603-4-9111-4332
Total 11810 BELLBOY CORP BAR SUPPLY:					48.77	
BELLBOY CORPORATION						
603						
210120200	1	LIQUOR	Invoice	01/13/2026	735.00	603-4-9111-4251
603						
210120200	2	FREIGHT	Invoice	01/13/2026	12.38	603-4-9111-4332
603						
210207400	1	LIQUOR	Invoice	01/13/2026	106.04	603-4-9111-4251

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
300598000	1	THC PRODUCTS	Invoice	01/13/2026	234.00	603-4-9111-4256
603						
300598000	2	FREIGHT	Invoice	01/13/2026	3.30	603-4-9111-4332
603						
300634300	1	THC PRODUCTS	Invoice	01/20/2026	1,448.92	603-4-9111-4256
603						
300634300	2	FREIGHT	Invoice	01/20/2026	31.35	603-4-9111-4332
Total 11800 BELLBOY CORPORATION:					2,570.99	
BERNICK'S						
603						
10446551	1	POP/MISC	Invoice	01/14/2026	101.54	603-4-9111-4255
603						
10446552	1	THC PRODUCTS	Invoice	01/14/2026	159.60	603-4-9111-4256
603						
10446553	1	BEER	Invoice	01/14/2026	2,290.95	603-4-9111-4252
603						
10446555	1	BEER CREDIT	Invoice	01/14/2026	36.00-	603-4-9111-4252
603						
10446556	1	POP/MISC	Invoice	01/14/2026	24.74	603-4-9151-4255
603						
10446557	1	BEER	Invoice	01/14/2026	509.75	603-4-9151-4252
603						
10446560	1	BEER CREDIT	Invoice	01/14/2026	128.40-	603-4-9151-4252
603						
10448964	1	POP	Invoice	01/21/2026	114.59	603-4-9111-4255
603						
10448965	1	THC PRODUCTS	Invoice	01/21/2026	162.80	603-4-9111-4256
603						
10448966	1	BEER	Invoice	01/21/2026	1,862.00	603-4-9111-4252
603						
10448969	1	BEER CREDIT	Invoice	01/21/2026	40.32-	603-4-9111-4252
603						
10448970	1	POP	Invoice	01/21/2026	109.05	603-4-9151-4255
603						
10448971	1	THC PRODUCTS	Invoice	01/21/2026	179.00	603-4-9151-4256
603						
10448972	1	BEER	Invoice	01/21/2026	599.15	603-4-9151-4252
221						
183423	1	CUPS/LIDS	Invoice	01/16/2026	133.24	221-4-5430-4219
221						
183423	2	CONCESSIONS - POP/MISC BEVERA	Invoice	01/16/2026	797.52	221-4-5430-4259
221						
183776	1	CONCESSIONS - POP/MISC BEVERA	Invoice	01/26/2026	833.21	221-4-5430-4259
Total 11950 BERNICK'S:					7,672.42	
BLACKHAWK PEST CONTROL, LLC						
101						
52199	1	PEST CONTROL - FS3	Invoice	01/26/2026	52.50	101-4-2310-4401
101						
52200	1	PEST CONTROL - CITY HALL	Invoice	01/26/2026	125.00	101-4-1600-4401
603						
52201	1	PEST CONTROL - NB	Invoice	01/26/2026	64.19	603-4-9112-4404

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 14717 BLACKHAWK PEST CONTROL, LLC:					241.69	
BOLTON & MENK, INC						
401						
385072	1	2025 STREET IMPROVEMENTS	Invoice	01/21/2026	290.00	401-4-8080-4303
401						
385106	1	DOWNTOWN RECONSTRUCTION	Invoice	01/21/2026	39,970.00	401-4-8220-4303
101						
385107	1	GENERAL ENGINEERING	Invoice	01/21/2026	4,927.00	101-4-3300-4303
403						
385108	1	LINE AVE CUL-DE-SAC	Invoice	01/21/2026	5,398.61	403-4-8440-4303
406						
385109	1	MEADOWWOODS VILLAGE - SEWER	Invoice	01/21/2026	5,895.00	406-4-8050-4303
225						
385110	1	MEGA LOOP TRAIL IMPROVEMENTS	Invoice	01/21/2026	1,707.50	225-4-8546-4303
403						
385111	1	HWY 10 & 165TH AVE INTERSECTIO	Invoice	01/21/2026	1,565.50	403-4-8450-4303
403						
385112	1	YALE STREET EXTENSION	Invoice	01/21/2026	290.00	403-4-8440-4303
Total 11019 BOLTON & MENK, INC:					60,043.61	
BOURGET IMPORTS LLC						
603						
224241	1	LIQUOR	Invoice	01/14/2026	136.00	603-4-9111-4251
603						
224241	2	WINE	Invoice	01/14/2026	480.00	603-4-9111-4253
603						
224241	3	FREIGHT	Invoice	01/14/2026	22.50	603-4-9111-4332
Total 14411 BOURGET IMPORTS LLC:					638.50	
BREAKTHRU BEVERAGE MINNESOTA						
603						
125218757	1	WINE	Invoice	01/15/2026	400.00	603-4-9151-4253
603						
125218757	2	FREIGHT	Invoice	01/15/2026	5.80	603-4-9151-4332
603						
125218758	1	POP/MISC	Invoice	01/15/2026	240.98	603-4-9151-4255
603						
125218758	2	FREIGHT	Invoice	01/15/2026	15.95	603-4-9151-4332
603						
414279019	1	POP/MISC CREDIT	Invoice	12/15/2025	8.69-	603-4-9151-4255
603						
414279019	2	FREIGHT CREDIT	Invoice	12/15/2025	.48-	603-4-9151-4332
603						
414279020	1	LIQUOR CREDIT	Invoice	12/15/2025	13.13-	603-4-9151-4251
603						
414279020	2	FREIGHT CREDIT	Invoice	12/15/2025	.12-	603-4-9151-4332
Total 8002 BREAKTHRU BEVERAGE MINNESOTA:					640.31	
603						
125219006	1	LIQUOR	Invoice	01/15/2026	3,921.25	603-4-9111-4251
603						
125219006	2	FREIGHT	Invoice	01/15/2026	65.25	603-4-9111-4332

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
125219007	1	POP/MISC	Invoice	01/15/2026	60.00	603-4-9111-4255
603						
125219007	2	FREIGHT	Invoice	01/15/2026	4.35	603-4-9111-4332
603						
125219008	1	WINE	Invoice	01/15/2026	508.00	603-4-9111-4253
603						
125219008	2	FREIGHT	Invoice	01/15/2026	5.80	603-4-9111-4332
603						
125219009	1	WINE	Invoice	01/15/2026	400.00	603-4-9111-4253
603						
125219009	2	FREIGHT	Invoice	01/15/2026	5.80	603-4-9111-4332
603						
125219010	1	LIQUOR	Invoice	01/15/2026	81.20	603-4-9111-4251
603						
125219010	2	FREIGHT	Invoice	01/15/2026	2.90	603-4-9111-4332
603						
125308807	1	LIQUOR	Invoice	01/22/2026	514.60	603-4-9111-4251
603						
125308807	2	FREIGHT	Invoice	01/22/2026	2.65	603-4-9111-4332
603						
125311757	1	WINE	Invoice	01/22/2026	632.00	603-4-9111-4253
603						
125311757	2	FREIGHT	Invoice	01/22/2026	10.15	603-4-9111-4332
603						
125312753	1	LIQUOR	Invoice	01/22/2026	75.00	603-4-9111-4251
Total 12893 BREAKTHRU BEVERAGE MINNESOTA:					6,288.95	
C & L DISTRIBUTING CO						
603						
1839001570	1	BEER CREDIT	Invoice	01/14/2026	70.00-	603-4-9151-4252
603						
2235158	1	THC PRODUCTS	Invoice	01/14/2026	75.48	603-4-9151-4256
603						
2235265	1	BEER CREDIT	Invoice	01/14/2026	50.50-	603-4-9151-4252
603						
2235266	1	LIQUOR	Invoice	01/14/2026	291.75	603-4-9151-4251
603						
2235415	1	BEER	Invoice	01/14/2026	5,139.90	603-4-9151-4252
603						
2238606	1	BEER CREDIT	Invoice	01/21/2026	224.00-	603-4-9151-4252
603						
2238620	1	WINE	Invoice	01/21/2026	411.00	603-4-9151-4253
603						
2238621	1	BEER	Invoice	01/21/2026	5,116.20	603-4-9151-4252
603						
2238621	2	THC PRODUCTS	Invoice	01/21/2026	265.96	603-4-9151-4256
Total 8003 C & L DISTRIBUTING CO:					10,955.79	
603						
1839001572	1	BEER CREDIT	Invoice	01/14/2026	14.84-	603-4-9111-4252
603						
1839001583	1	BEER CREDIT	Invoice	01/21/2026	34.75-	603-4-9111-4252
603						
2236444	1	THC PRODUCTS	Invoice	01/14/2026	254.90	603-4-9111-4256

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2236445	1	LIQUOR	Invoice	01/14/2026	1,732.90	603-4-9111-4251
603						
2236445	2	WINE	Invoice	01/14/2026	670.00	603-4-9111-4253
603						
2236447	1	BEER	Invoice	01/14/2026	6,288.30	603-4-9111-4252
603						
2239799	1	THC PRODUCTS	Invoice	01/21/2026	974.00	603-4-9111-4256
603						
2239800	1	POP/MISC	Invoice	01/21/2026	70.00	603-4-9111-4255
603						
2239801	1	LIQUOR	Invoice	01/21/2026	1,458.75	603-4-9111-4251
603						
2239802	1	BEER	Invoice	01/21/2026	11,325.80	603-4-9111-4252
Total 13375 C & L DISTRIBUTING CO:					22,725.06	
CENTRAL HYDRAULICS						
101						
663546	1	PARTS - #600	Invoice	01/08/2026	293.04	101-4-2120-4221
Total 11058 CENTRAL HYDRAULICS:					293.04	
CHARTER COMMUNICATIONS						
602						
175341701 JAN 26	1	PHONE LINE & TV CHGS-WW	Invoice	01/14/2026	165.80	602-4-9010-4321
Total 13954 CHARTER COMMUNICATIONS:					165.80	
CHET'S SHOES, INC						
101						
S30085	1	SAFETY BOOTS-J BAAS	Invoice	01/14/2026	200.00	101-4-5110-4217
101						
S30085	2	SAFETY BOOTS-TEFF	Invoice	01/14/2026	200.00	101-4-3120-4217
Total 13968 CHET'S SHOES, INC:					400.00	
CINTAS CORPORATION LOC 470						
602						
4255889618	1	UNIFORM RENTAL/CLEANING	Invoice	01/09/2026	164.33	602-4-9020-4417
602						
4256619399	1	UNIFORM RENTAL/CLEANING	Invoice	01/16/2026	153.88	602-4-9020-4417
603						
4256620024	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	01/16/2026	80.04	603-4-9112-4404
603						
4256625840	1	MATS, TOWELS, SCRAPER, MOPS	Invoice	01/16/2026	56.30	603-4-9152-4404
602						
4257382539	1	UNIFORM RENTAL/CLEANING	Invoice	01/23/2026	164.33	602-4-9020-4417
603						
4257382827	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	01/23/2026	80.04	603-4-9112-4404
603						
4257389887	1	MATS, TOWELS, SCRAPERS, MOPS	Invoice	01/23/2026	48.24	603-4-9152-4404
Total 14080 CINTAS CORPORATION LOC 470:					747.16	
CLAREY'S SAFETY EQUIP						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
220702	1	MONITOR SVC/CALIBRATION	Invoice	01/07/2026	1,307.77	101-4-2320-4221
Total 14165 CLAREY'S SAFETY EQUIP:					1,307.77	
COUNTIES PROVIDING TECHNOLOGY						
101						
2026 CONF	1	TECH CONFERENCE - SETH CALVIN	Invoice	01/28/2026	130.00	101-4-1350-4331
Total 52563 COUNTIES PROVIDING TECHNOLOGY:					130.00	
COUNTRY SIDE SERVICES						
101						
1-111393-01	1	PARTS #372	Invoice	01/16/2026	281.99	101-4-1600-4219
101						
1-114776	1	CUTTING EDGES FOR PLOWS	Invoice	01/23/2026	1,481.64	101-4-3130-4219
Total 11269 COUNTRY SIDE SERVICES:					1,763.63	
CROW RIVER FARM EQUIPMENT						
101						
214281	1	PARTS #738	Invoice	01/06/2026	86.80	101-4-5110-4221
Total 15451 CROW RIVER FARM EQUIPMENT:					86.80	
CRYSTAL SPRINGS ICE						
603						
2-603489	1	ICE	Invoice	01/21/2026	126.56	603-4-9111-4255
603						
2-603489	2	FREIGHT	Invoice	01/21/2026	4.00	603-4-9111-4332
603						
2-603490	1	FREIGHT	Invoice	01/21/2026	4.00	603-4-9151-4332
603						
2-603490	2	ICE	Invoice	01/21/2026	72.32	603-4-9151-4255
Total 52407 CRYSTAL SPRINGS ICE:					206.88	
CUB FOODS						
101						
82925 - 1/27/26	1	HOST TRAINING - SFST CLASS	Invoice	01/27/2026	101.56	101-4-2110-4331
Total 15550 CUB FOODS:					101.56	
DACOTAH PAPER CO						
211						
76371	1	CLEANING SUPPLIES	Invoice	01/13/2026	192.80	211-4-5600-4219
101						
76372	1	CLEANING SUPPLIES	Invoice	01/13/2026	129.52	101-4-1600-4219
211						
76774	1	CLEANING SUPPLIES	Invoice	01/13/2026	90.82	211-4-5600-4219
221						
78102	1	CLEANING SUPPLIES	Invoice	01/15/2026	847.29	221-4-5400-4219
221						
78103	1	CONCESSIONS PAPER PRODUCTS	Invoice	01/15/2026	331.11	221-4-5430-4219
221						
80011	1	HOT CUPS	Invoice	01/20/2026	54.92	221-4-5430-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
80263	1	CLEANING SUPPLIES	Invoice	01/20/2026	4,534.97	101-4-1600-4219
101						
80264	1	SUPPLIES - ICE MELT	Invoice	01/20/2026	600.25	101-4-1600-4219
221						
81457	1	TOILET TISSUE, TRASH LINERS	Invoice	01/22/2026	358.28	221-4-5400-4219
Total 15887 DACOTAH PAPER CO:					7,139.96	
DAHLHEIMER BEVERAGE, LLC						
603						
2670025	1	BEER	Invoice	01/12/2026	209.55	603-4-9151-4252
603						
2670026	1	BEER	Invoice	01/12/2026	1,482.90	603-4-9151-4252
603						
2673989	1	BEER	Invoice	01/15/2026	57.60	603-4-9151-4252
603						
2673990	1	THC PRODUCTS	Invoice	01/15/2026	286.00	603-4-9151-4256
603						
2673991	1	BEER	Invoice	01/15/2026	7,906.70	603-4-9151-4252
603						
2674224	1	BEER	Invoice	01/15/2026	101.00	603-4-9151-4252
603						
2675288	1	THC PRODUCTS	Invoice	01/20/2026	74.00	603-4-9151-4256
603						
2675289	1	BEER	Invoice	01/20/2026	108.00	603-4-9151-4252
603						
2675290	1	BEER	Invoice	01/20/2026	3,213.90	603-4-9151-4252
603						
2679018	1	BEER	Invoice	01/23/2026	28.25	603-4-9151-4252
603						
2679020	1	BEER	Invoice	01/23/2026	2,011.90	603-4-9151-4252
Total 8005 DAHLHEIMER BEVERAGE, LLC:					15,479.80	
221						
2673535	1	BEER	Invoice	01/15/2026	882.00	221-4-5430-4252
221						
2679154	1	BEER	Invoice	01/22/2026	985.50	221-4-5430-4252
221						
2679154	2	LIQUOR	Invoice	01/22/2026	997.20	221-4-5430-4251
Total 15366 DAHLHEIMER BEVERAGE, LLC:					2,864.70	
603						
2670002	1	THC PRODUCTS	Invoice	01/12/2026	470.00	603-4-9111-4256
603						
2670445	1	LIQUOR	Invoice	01/12/2026	125.88	603-4-9111-4251
603						
2670445	2	BEER	Invoice	01/12/2026	5,864.82	603-4-9111-4252
603						
2673271	1	THC PRODUCTS	Invoice	01/15/2026	157.00	603-4-9111-4256
603						
2673272	1	BEER	Invoice	01/15/2026	10,110.47	603-4-9111-4252
603						
2675270	1	BEER CREDIT	Invoice	01/15/2026	292.60-	603-4-9111-4252

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2675273	1	BEER CREDIT	Invoice	01/15/2026	132.00-	603-4-9111-4252
603						
2675273	2	BEER CREDIT	Invoice	01/15/2026	239.20-	603-4-9151-4252
603						
2675291	1	BEER	Invoice	01/20/2026	5,439.20	603-4-9111-4252
603						
2678827	1	LIQUOR	Invoice	01/22/2026	47.00	603-4-9111-4251
603						
2678828	1	THC PRODUCTS	Invoice	01/22/2026	144.00	603-4-9111-4256
603						
2678829	1	BEER	Invoice	01/22/2026	1,000.85	603-4-9111-4252
603						
2681205	1	THC PRODUCTS	Invoice	01/26/2026	148.00	603-4-9111-4256
603						
2681206	1	BEER	Invoice	01/26/2026	3,025.20	603-4-9111-4252
603						
2681223	1	BEER CREDIT	Invoice	01/23/2026	157.00-	603-4-9111-4252
Total 15900 DAHLHEIMER BEVERAGE, LLC:					25,711.62	
E C M PUBLISHERS INC						
101						
1080744	1	ORDINANCE 26-01	Invoice	01/10/2026	104.00	101-4-1110-4359
101						
1083026	1	PH NOTICE DUTCHAK KENNEL CU 2	Invoice	01/17/2026	96.00	101-4-1510-4359
101						
1083027	1	PH NOTICE - SOGDIANA IU 25-08	Invoice	01/17/2026	96.00	101-4-1510-4359
101						
1083028	1	PH NOTICE - HIGHWAY 10 AUTO SAL	Invoice	01/17/2026	96.00	101-4-1510-4359
101						
1083029	1	PH NOTICE GOOD SHEPHERD OA 25	Invoice	01/17/2026	104.00	101-4-1510-4359
Total 17000 E C M PUBLISHERS INC:					496.00	
ELIZABETH SAGE						
604						
1304	1	CANNABOUND - CONSULTING SERV	Invoice	01/13/2026	481.25	604-4-9410-4319
Total 52429 ELIZABETH SAGE:					481.25	
ELK RIVER MUNICIPAL UTILITIES						
101						
1-14-26 ERMU	1	WATER/ELECTRIC/SEWER/STWTR	Invoice	01/14/2026	3,670.11	101-4-1600-4389
101						
1-14-26 ERMU	2	ELECTRIC	Invoice	01/14/2026	64.00	101-4-2190-4389
101						
1-14-26 ERMU	3	WATER/ELECTRIC/SEWER	Invoice	01/14/2026	8,441.17	101-4-2190-4389
101						
1-14-26 ERMU	4	WATER/ELECTRIC/SEWER	Invoice	01/14/2026	1,030.39	101-4-2310-4389
101						
1-14-26 ERMU	5	ELECTRIC	Invoice	01/14/2026	78.15	101-4-2330-4389
101						
1-14-26 ERMU	6	ELECTRIC	Invoice	01/14/2026	57.00	101-4-3120-4389
101						
1-14-26 ERMU	7	ELECTRIC	Invoice	01/14/2026	32.65	101-4-3120-4389

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
1-14-26 ERMU	8	WATER/ELECTRIC	Invoice	01/14/2026	1,624.75	101-4-5110-4389
101						
1-14-26 ERMU	9	ELECTRIC	Invoice	01/14/2026	309.11	101-4-5110-4389
101						
1-14-26 ERMU	10	WATER/SEWER	Invoice	01/14/2026	35.59	101-4-5110-4389
211						
1-14-26 ERMU	11	WATER/ELECTRIC/SEWER	Invoice	01/14/2026	3,677.97	211-4-5600-4389
602						
1-14-26 ERMU	12	WATER/ELECTRIC	Invoice	01/14/2026	27,808.76	602-4-9020-4389
602						
1-14-26 ERMU	13	ELECTRIC	Invoice	01/14/2026	4,689.42	602-4-9050-4389
603						
1-14-26 ERMU	14	WATER/ELECTRIC/SEWER/STMWTR	Invoice	01/14/2026	1,951.05	603-4-9152-4389
Total 17700 ELK RIVER MUNICIPAL UTILITIES:					53,470.12	
101						
1-21-2026 WAC	1	P25-21 OAKWATER RIDGE WAC FEE	Invoice	01/21/2026	34,710.00	101-3-0000-3625
Total 17701 ELK RIVER MUNICIPAL UTILITIES:					34,710.00	
FASTENAL COMPANY						
101						
MNELK145247	1	SUPPLIES - VENDING	Invoice	01/16/2026	156.11	101-4-3120-4219
101						
MNELK145247	2	SUPPLIES - VENDING	Invoice	01/16/2026	185.20	101-4-5110-4219
101						
MNELK145247	3	SUPPLIES - VENDING	Invoice	01/16/2026	45.23	101-4-3150-4219
221						
MNELK145256	1	JOBBER	Invoice	01/15/2026	13.02	221-4-5400-4219
101						
MNELK145353	1	SUPPLIES - VENDING	Invoice	01/23/2026	79.28	101-4-5110-4219
101						
MNELK145353	2	SUPPLIES - VENDING	Invoice	01/23/2026	77.44	101-4-3120-4219
Total 18453 FASTENAL COMPANY:					556.28	
FES, INC.						
101						
21775	1	LION FIRE HOODS	Invoice	01/13/2026	1,210.00	101-4-2320-4219
Total 15222 FES, INC.:					1,210.00	
FLEETPRIDE						
101						
131686753	1	PARTS	Invoice	01/21/2026	272.86	101-4-3120-4221
Total 11711 FLEETPRIDE:					272.86	
FUTURE PLUS BATTERIES						
101						
P88872232	1	SUPPLIES - BATTERIES	Invoice	01/15/2026	443.40	101-4-3120-4219
101						
P88912470	1	SUPPLIES - BATTERY	Invoice	01/16/2026	167.90	101-4-2120-4221
101						
P89002617	1	SUPPLIES-BATTERIES	Invoice	01/20/2026	221.70	101-4-3120-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
P89037276	1	SUPPLIES - BATTERIES	Invoice	01/21/2026	443.40	101-4-3120-4219
Total 11835 FUTURE PLUS BATTERIES:					1,276.40	
GRANITE CITY JOBBING CO						
603						
503785	1	POP/MISC	Invoice	01/16/2026	218.48	603-4-9111-4255
603						
503785	2	SUPPLIES	Invoice	01/16/2026	117.59	603-4-9112-4219
603						
503785	3	FREIGHT	Invoice	01/16/2026	5.00	603-4-9111-4332
603						
503788	1	SUPPLIES	Invoice	01/16/2026	77.13	603-4-9152-4219
603						
503788	2	POP/MISC	Invoice	01/16/2026	349.99	603-4-9151-4255
603						
503788	3	FREIGHT	Invoice	01/16/2026	5.00	603-4-9151-4332
603						
504948	1	POP/MISC	Invoice	01/23/2026	789.58	603-4-9111-4255
603						
504948	2	FREIGHT	Invoice	01/23/2026	5.00	603-4-9111-4332
603						
504949	1	FREIGHT	Invoice	01/23/2026	5.00	603-4-9151-4332
603						
504949	2	POP/MISC	Invoice	01/23/2026	351.50	603-4-9151-4255
Total 10654 GRANITE CITY JOBBING CO:					1,924.27	
GRIMCO, INC						
101						
35054675-01	1	SIGN SUPPLIES	Invoice	01/20/2026	241.76	101-4-1120-4226
Total 14770 GRIMCO, INC:					241.76	
HAWKINS, INC.						
602						
7308298	1	CHLORINE & SULFUR DIOXIDE	Invoice	01/15/2026	120.00	602-4-9020-4219
Total 21053 HAWKINS, INC.:					120.00	
IMAGETREND LLC						
101						
PS-INV122020	1	ANNUAL FEE - CAD DISTRIBUTION	Invoice	01/15/2026	4,051.69	101-4-2310-4404
Total 14819 IMAGETREND LLC:					4,051.69	
INSIGHT BREWING COMPANY, LLC						
603						
29154	1	BEER	Invoice	01/19/2026	335.18	603-4-9111-4252
Total 52377 INSIGHT BREWING COMPANY, LLC:					335.18	
JOHNSON BROS LIQUOR						
603						
155495	1	LIQUOR CREDIT	Invoice	10/23/2025	4.50-	603-4-9111-4251

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
165316	1	FREIGHT CREDIT	Invoice	01/08/2026	6.96-	603-4-9111-4332
603						
166682	1	LIQUOR CREDIT	Invoice	01/16/2026	16.13-	603-4-9111-4251
603						
2969376	1	LIQUOR	Invoice	01/14/2026	12,528.65	603-4-9111-4251
603						
2969376	2	FREIGHT	Invoice	01/14/2026	107.88	603-4-9111-4332
603						
2969377	1	WINE	Invoice	01/14/2026	2,140.80	603-4-9111-4253
603						
2969377	2	FREIGHT	Invoice	01/14/2026	57.57	603-4-9111-4332
603						
2969378	1	POP/MISC	Invoice	01/14/2026	603.00	603-4-9111-4255
603						
2969378	2	FREIGHT	Invoice	01/14/2026	5.22	603-4-9111-4332
603						
2969380	1	LIQUOR	Invoice	01/14/2026	653.00	603-4-9151-4251
603						
2969380	2	FREIGHT	Invoice	01/14/2026	5.22	603-4-9151-4332
603						
2969382	1	LIQUOR	Invoice	01/14/2026	2,429.90	603-4-9111-4251
603						
2969382	2	FREIGHT	Invoice	01/14/2026	24.36	603-4-9111-4332
603						
2969383	1	LIQUOR	Invoice	01/14/2026	390.00	603-4-9111-4251
603						
2969383	2	FREIGHT	Invoice	01/14/2026	5.22	603-4-9111-4332
603						
2969384	1	LIQUOR	Invoice	01/14/2026	1,281.00	603-4-9151-4251
603						
2969384	2	FREIGHT	Invoice	01/14/2026	13.05	603-4-9151-4332
603						
2969385	1	WINE	Invoice	01/14/2026	565.87	603-4-9151-4253
603						
2969385	2	FREIGHT	Invoice	01/14/2026	15.81	603-4-9151-4332
603						
2969386	1	LIQUOR	Invoice	01/14/2026	1,461.00	603-4-9151-4251
603						
2969386	2	FREIGHT	Invoice	01/14/2026	22.62	603-4-9151-4332
603						
2974998	1	LIQUOR	Invoice	01/22/2026	97.00	603-4-9151-4251
603						
2974998	2	FREIGHT	Invoice	01/22/2026	1.74	603-4-9151-4332
603						
2974999	1	LIQUOR	Invoice	01/22/2026	2,523.80	603-4-9111-4251
603						
2974999	2	FREIGHT	Invoice	01/22/2026	34.80	603-4-9111-4332
603						
2975000	1	LIQUOR	Invoice	01/22/2026	1,327.00	603-4-9111-4251
603						
2975000	2	FREIGHT	Invoice	01/22/2026	22.62	603-4-9111-4332
603						
2975001	1	WINE	Invoice	01/22/2026	2,098.97	603-4-9111-4253
603						
2975001	2	FREIGHT	Invoice	01/22/2026	55.68	603-4-9111-4332

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2975002	1	POP/MISC	Invoice	01/22/2026	48.00	603-4-9111-4255
603						
2975002	2	FREIGHT	Invoice	01/22/2026	1.74	603-4-9111-4332
603						
2975003	1	LIQUOR	Invoice	01/22/2026	315.00	603-4-9151-4251
603						
2975003	2	FREIGHT	Invoice	01/22/2026	3.48	603-4-9151-4332
603						
2975004	1	WINE	Invoice	01/22/2026	144.81	603-4-9151-4253
603						
2975004	2	FREIGHT	Invoice	01/22/2026	5.22	603-4-9151-4332
603						
2975005	1	FREIGHT	Invoice	01/22/2026	8.70	603-4-9151-4332
603						
2975005	2	LIQUOR	Invoice	01/22/2026	800.00	603-4-9151-4251
Total 22775 JOHNSON BROS LIQUOR:					29,771.14	
JOHNSON CONTROLS						
290						
42085172	1	PROGRAMMING GATE FOR SCHEDU	Invoice	01/20/2026	260.00	290-4-9220-4409
Total 13666 JOHNSON CONTROLS:					260.00	
JUNKYARD BREWING COMPANY						
603						
8916	1	BEER	Invoice	01/21/2026	203.00	603-4-9151-4252
603						
8916	2	THC PRODUCTS	Invoice	01/21/2026	84.00	603-4-9151-4256
Total 14086 JUNKYARD BREWING COMPANY:					287.00	
KAREN WINGARD						
101						
1-15-2026 PHONE	1	REIMB PHONE SEPT - DEC 2025	Invoice	01/15/2026	120.00	101-4-5210-4321
Total 36448 KAREN WINGARD:					120.00	
KYRON CHRISTOPHERSON						
101						
2 SR CTR	1	SOUND BATH CLASS AT SENIOR CE	Invoice	01/24/2026	105.00	101-4-5510-4409
101						
Jan Sound Bathing	1	SOUND BATHING INSTRUCTOR-1/15/	Invoice	01/16/2026	220.00	101-4-5220-4409
Total 52369 KYRON CHRISTOPHERSON:					325.00	
LEAST SERVICES/COUNSELING						
101						
1927	1	COUNSELING, CHECK-UPS, RETAIN	Invoice	01/15/2026	490.00	101-4-2110-4319
Total 15055 LEAST SERVICES/COUNSELING:					490.00	
LITTLE FALLS MACHINE INC						
101						
375708	1	PARTS #243	Invoice	01/21/2026	628.99	101-4-3120-4221

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 24000 LITTLE FALLS MACHINE INC:					628.99	
M R W A						
602						
2026 CONF-WW	1	CONFERENCE REGISTRATION - STE	Invoice	01/15/2026	350.00	602-4-9010-4331
602						
2026 CONF-WW	2	CONFERENCE REGISTRATION - FLA	Invoice	01/15/2026	350.00	602-4-9010-4331
602						
2026 CONF-WW	3	CONFERENCE REGISTRATION - KIT	Invoice	01/15/2026	350.00	602-4-9010-4331
Total 24444 M R W A:					1,050.00	
MAIN STREET FAMILY SERVICES						
245						
2-02-2026 MSFS	1	SAHA ALLOCATION - PAYMENT 2	Invoice	02/02/2026	10,000.00	245-4-6100-4440
Total 52505 MAIN STREET FAMILY SERVICES:					10,000.00	
MARCO HOLDINGS LLC						
101						
INV14794582	1	ACE365	Invoice	01/21/2026	6,750.00	101-4-1350-4404
Total 24714 MARCO HOLDINGS LLC:					6,750.00	
MATS & SUPPLIES						
221						
85599	1	VESTIBULE MAT TO REPLACE RIPPE	Invoice	01/20/2026	2,641.67	221-4-5400-4219
Total 52553 MATS & SUPPLIES:					2,641.67	
METRO PRODUCTS LLC						
101						
190011	1	SUPPLIES	Invoice	01/14/2026	608.98	101-4-5110-4219
101						
190011	2	SUPPLIES	Invoice	01/14/2026	608.98	101-4-3150-4219
101						
190011	3	SUPPLIES	Invoice	01/14/2026	608.98	101-4-3120-4219
Total 52382 METRO PRODUCTS LLC:					1,826.94	
MINNESOTA UI						
101						
18443118	1	3RD QTR UNEMPLOYMENT	Invoice	10/08/2025	179.40-	101-4-2310-4110
221						
18443118	2	3RD QTR UNEMPLOYMENT	Invoice	10/08/2025	233.10-	221-4-5400-4110
101						
19166970	1	4TH QTR UNEMPLOYMENT	Invoice	01/08/2026	1,258.20	101-4-1600-4110
603						
19166970	2	4TH QTR UNEMPLOYMENT	Invoice	01/08/2026	79.42	603-4-9112-4110
101						
19166970	3	4TH QTR UNEMPLOYMENT	Invoice	01/08/2026	3,897.40	101-4-2310-4110
Total 26076 MINNESOTA UI:					4,822.52	
MN CHIEFS OF POLICE ASSN						

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
101						
22994	1	PERMIT TO ACQUIRE HANDGUN - C	Invoice	01/22/2026	137.00	101-4-2110-4201
Total 25910 MN CHIEFS OF POLICE ASSN:					137.00	
MN DEPT OF MOTOR VEHICLES						
101						
5955 - 2026	1	TAB RENEWAL VIN 5955 2025 TAHO	Invoice	01/01/2026	16.25	101-4-2110-4437
101						
8299 - 2026	1	TAB RENEWAL VIN 8299 2025 ACADI	Invoice	01/01/2026	16.25	101-4-2110-4437
Total 26190 MN DEPT OF MOTOR VEHICLES:					32.50	
MN VALLEY TESTING LAB INC						
602						
1341392	1	WATER TESTING	Invoice	01/14/2026	474.40	602-4-9020-4319
Total 24500 MN VALLEY TESTING LAB INC:					474.40	
NAPA OF ELK RIVER, LLC						
101						
324778	1	PARTS	Invoice	01/13/2026	173.80	101-4-3130-4219
101						
324942	1	PARTS	Invoice	01/14/2026	261.25	101-4-3130-4219
101						
325156	1	PARTS #372	Invoice	01/16/2026	28.74	101-4-1600-4219
101						
325789	1	PARTS - SNOW	Invoice	01/21/2026	4.00	101-4-3130-4219
Total 52338 NAPA OF ELK RIVER, LLC:					467.79	
ONE STOP OUTDOOR SERVICES						
101						
5143	1	JAN SNOW REMOVAL - FS3	Invoice	01/16/2026	1,696.67	101-4-2310-4401
Total 52551 ONE STOP OUTDOOR SERVICES:					1,696.67	
OXYGEN SERVICE CO, INC						
101						
8903738	1	WELDING SUPPLIES	Invoice	01/13/2026	71.99	101-4-3150-4219
101						
8905451	1	WELDING SUPPLIES	Invoice	01/20/2026	230.61	101-4-3150-4219
Total 28960 OXYGEN SERVICE CO, INC:					302.60	
PAUSTIS WINE COMPANY						
603						
285987	1	WINE	Invoice	01/22/2026	1,085.00	603-4-9111-4253
603						
285987	2	FREIGHT	Invoice	01/22/2026	16.50	603-4-9111-4332
Total 29251 PAUSTIS WINE COMPANY:					1,101.50	
PHILLIPS WINE & SPIRITS CO						
603						
5110840	1	LIQUOR	Invoice	01/14/2026	872.00	603-4-9111-4251

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
5110840	2	FREIGHT	Invoice	01/14/2026	15.66	603-4-9111-4332
603						
5110842	1	POP/MISC	Invoice	01/14/2026	692.20	603-4-9111-4255
603						
5110842	2	FREIGHT	Invoice	01/14/2026	30.08	603-4-9111-4332
603						
5112638	1	LIQUOR	Invoice	01/16/2026	142.20	603-4-9151-4251
603						
5112638	2	FREIGHT	Invoice	01/16/2026	1.89	603-4-9151-4332
603						
5112639	1	WINE	Invoice	01/16/2026	160.00	603-4-9151-4253
603						
5112639	2	FREIGHT	Invoice	01/16/2026	8.70	603-4-9151-4332
603						
5112640	1	POP/MISC	Invoice	01/16/2026	117.00	603-4-9151-4255
603						
5112640	2	FREIGHT	Invoice	01/16/2026	2.24	603-4-9151-4332
603						
5115178	1	LIQUOR	Invoice	01/22/2026	2,552.00	603-4-9111-4251
603						
5115178	2	FREIGHT	Invoice	01/22/2026	40.31	603-4-9111-4332
603						
5115179	1	WINE	Invoice	01/22/2026	656.45	603-4-9111-4253
603						
5115179	2	FREIGHT	Invoice	01/22/2026	26.10	603-4-9111-4332
603						
5115180	1	POP/MISC	Invoice	01/22/2026	94.75	603-4-9111-4255
603						
5115180	2	FREIGHT	Invoice	01/22/2026	3.98	603-4-9111-4332
603						
5115181	1	LIQUOR	Invoice	01/22/2026	844.70	603-4-9151-4251
603						
5115181	2	FREIGHT	Invoice	01/22/2026	8.70	603-4-9151-4332
603						
5115182	1	WINE	Invoice	01/22/2026	663.05	603-4-9151-4253
603						
5115182	2	FREIGHT	Invoice	01/22/2026	17.40	603-4-9151-4332
603						
5115183	1	POP/MISC	Invoice	01/22/2026	41.50	603-4-9151-4255
603						
5115183	2	FREIGHT	Invoice	01/22/2026	.50	603-4-9151-4332
Total 29665 PHILLIPS WINE & SPIRITS CO:					6,991.41	
PLAISTED COMPANIES INC						
101						
92363	1	SUPPLIES - ICE CONTROL SAND	Invoice	01/16/2026	314.01	101-4-3130-4219
Total 29845 PLAISTED COMPANIES INC:					314.01	
QUALITY FLOW SYSTEMS INC						
602						
50339	1	169 LIFT STATION REPAIR	Invoice	01/15/2026	1,437.60	602-4-9050-4404
602						
50394	1	TWIN LAKES LS CELLULAR ANTENN	Invoice	01/23/2026	1,841.28	602-4-9050-4404

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 30500 QUALITY FLOW SYSTEMS INC:					3,278.88	
QUICKSCORES LLC						
101						
260172	1	QUICKSCORES-WINTER LEAGUES	Invoice	01/20/2026	217.00	101-4-5220-4409
Total 12654 QUICKSCORES LLC:					217.00	
RAFTERS BREWING LLC						
603						
IN-8012	1	BEER	Invoice	01/20/2026	339.00	603-4-9151-4252
603						
IN-8013	1	BEER	Invoice	01/20/2026	439.00	603-4-9111-4252
Total 52504 RAFTERS BREWING LLC:					778.00	
ROSENQUIST CONSTRUCTION I						
101						
42567	1	ROOF REPAIRS-PUBLIC WORKS	Invoice	01/21/2026	515.00	101-4-3120-4219
Total 14328 ROSENQUIST CONSTRUCTION I:					515.00	
SOUTHERN GLAZER'S WINE & SPIRITS OF MN						
603						
2714751	1	LIQUOR	Invoice	01/15/2026	1,519.17	603-4-9151-4251
603						
2714751	2	FREIGHT	Invoice	01/15/2026	25.17	603-4-9151-4332
603						
2714752	1	WINE	Invoice	01/15/2026	322.12	603-4-9151-4253
603						
2714752	2	FREIGHT	Invoice	01/15/2026	6.40	603-4-9151-4332
603						
2717377	1	LIQUOR	Invoice	01/22/2026	797.94	603-4-9151-4251
603						
2717377	2	FREIGHT	Invoice	01/22/2026	10.24	603-4-9151-4332
603						
2717378	1	WINE	Invoice	01/22/2026	640.00	603-4-9151-4253
603						
2717378	2	FREIGHT	Invoice	01/22/2026	11.63	603-4-9151-4332
603						
9679687	1	WINE CREDIT	Invoice	01/13/2026	60.00-	603-4-9151-4253
603						
9679813	1	WINE CREDIT	Invoice	01/13/2026	24.00-	603-4-9151-4253
Total 8000 SOUTHERN GLAZER'S WINE & SPIRITS OF MN:					3,248.67	
603						
2714748	1	LIQUOR	Invoice	01/15/2026	7,051.31	603-4-9111-4251
603						
2714748	2	FREIGHT	Invoice	01/15/2026	77.08	603-4-9111-4332
603						
2714749	1	WINE	Invoice	01/15/2026	1,447.64	603-4-9111-4253
603						
2714749	2	FREIGHT	Invoice	01/15/2026	20.82	603-4-9111-4332
603						
2714750	1	FREIGHT	Invoice	01/15/2026	3.75	603-4-9111-4332

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
2717375	1	LIQUOR	Invoice	01/22/2026	7,896.42	603-4-9111-4251
603						
2717375	2	FREIGHT	Invoice	01/22/2026	100.73	603-4-9111-4332
603						
2717376	1	WINE	Invoice	01/22/2026	566.40	603-4-9111-4253
603						
2717376	2	FREIGHT	Invoice	01/22/2026	10.21	603-4-9111-4332
603						
9679733	1	WINE CREDIT	Invoice	01/13/2026	30.00-	603-4-9111-4253
603						
9679799	1	WINE CREDIT	Invoice	01/13/2026	96.00-	603-4-9111-4253
603						
9679812	1	WINE CREDIT	Invoice	01/13/2026	30.00-	603-4-9111-4253
Total 11314 SOUTHERN GLAZER'S WINE & SPIRITS OF MN:					17,018.36	
STEP SAVER INC						
101						
191930	1	BULK SALT -- POLICE DEPARTMENT	Invoice	01/14/2026	96.00	101-4-2190-4219
Total 13048 STEP SAVER INC:					96.00	
STREICHER'S INC						
101						
2026 UNIF ALLOW	1	2026 UNIFORM ALLOWANCE	Invoice	01/15/2026	2,100.00	101-4-2110-4217
101						
2026 UNIF ALLOW	2	2026 UNIFORM ALLOWANCE	Invoice	01/15/2026	14,675.00	101-4-2120-4217
101						
2026 UNIF ALLOW	3	2026 UNIFORM ALLOWANCE	Invoice	01/15/2026	5,250.00	101-4-2130-4217
101						
2026 UNIF ALLOW	4	2026 UNIFORM ALLOWANCE	Invoice	01/15/2026	1,700.00	101-4-2150-4217
101						
11807267	1	UNIFORM - KUHNLY	Invoice	12/15/2025	127.98	101-4-2110-4217
Total 52346 STREICHER'S INC:					23,852.98	
SYMBOL ARTS						
290						
554328	1	NEW BADGE PATCHES - STATE MAN	Invoice	01/08/2026	2,392.50	290-4-2330-4219
Total 33601 SYMBOL ARTS:					2,392.50	
SYSCO MINNESOTA INC						
221						
647362523	1	CATERING/CONCESSIONS FOOD &	Invoice	01/15/2026	2,108.08	221-4-5430-4259
221						
647374248	1	OPERATING SUPPLIES	Invoice	01/22/2026	56.00	221-4-5430-4219
221						
647374248	2	CATERING/CONCESSIONS FOOD &	Invoice	01/22/2026	1,843.13	221-4-5430-4259
Total 12551 SYSCO MINNESOTA INC:					4,007.21	
TAHO SPORTSWEAR, INC.						
101						
25TS06220	1	FALL WOMENS VB WINNER SHIRTS	Invoice	01/16/2026	87.60	101-4-5220-4219

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
Total 33816 TAHO SPORTSWEAR, INC.:					87.60	
TOFT'S OUTDOOR SUPPLY LLC						
290						
9142	1	MULCH GRINDING - JAN 2026	Invoice	01/22/2026	19,613.65	290-4-9220-4409
Total 15214 TOFT'S OUTDOOR SUPPLY LLC:					19,613.65	
TONYA LOVE						
101						
100280418	1	REFUND - TROTT BROOK BARN	Invoice	01/27/2026	180.00	101-3-0000-3472
101						
100280418	2	REFUND - TROTT BROOK BARN	Invoice	01/27/2026	6.31	101-2080
Total 24141 TONYA LOVE:					186.31	
TOWMASTER						
101						
90004427	1	PARTS #246	Invoice	01/15/2026	289.17	101-4-3120-4221
Total 10237 TOWMASTER:					289.17	
TRUE BRANDS						
603						
1709135	1	POP/MISC	Invoice	01/14/2026	378.68	603-4-9111-4255
Total 12840 TRUE BRANDS:					378.68	
TWIN CITY GARAGE DOOR-GARAGE DOOR STORE						
101						
445115876	1	ANNUAL PM - FS1	Invoice	01/21/2026	700.35	101-4-2310-4401
101						
445121488	1	ANNUAL INSPECTION-PUBLIC WOR	Invoice	01/21/2026	1,680.00	101-4-3120-4401
101						
445125111	1	ANNUAL PM-CITY HALL	Invoice	01/21/2026	205.00	101-4-1600-4401
101						
445126121	1	ANNUAL PM-PSB	Invoice	01/21/2026	1,265.00	101-4-2190-4401
290						
445614079	1	REPAIR COMPOST GATE TIMER	Invoice	01/21/2026	210.00	290-4-9220-4404
101						
445901420	1	DOOR REPAIRS	Invoice	01/22/2026	1,062.50	101-4-1600-4401
Total 34925 TWIN CITY GARAGE DOOR-GARAGE DOOR STORE:					5,122.85	
UKG INC.						
101						
101100131700	1	UKG DEC OVERAGE	Invoice	01/16/2026	2,514.74	101-4-1220-4404
Total 12920 UKG INC.:					2,514.74	
UNIQUE PAVING MATERIALS CORP						
101						
91882	1	SUPPLIES - UPM COLD MIX	Invoice	01/19/2026	155.00	101-4-3120-4219
Total 35290 UNIQUE PAVING MATERIALS CORP:					155.00	

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
URBAN GROWLER BREWING COMPANY, LLC						
603						
E-41935	1	BEER	Invoice	01/13/2026	251.50	603-4-9111-4252
Total 52364 URBAN GROWLER BREWING COMPANY, LLC:					251.50	
US FOODS, INC						
221						
3868069	1	CATERING/CONCESSIONS FOOD &	Invoice	01/13/2026	1,154.19	221-4-5430-4259
221						
3987676	1	COFFEE SYRUP	Invoice	01/16/2026	90.08	221-4-5430-4259
221						
4058222	1	CATERING/CONCESSIONS FOOD &	Invoice	01/20/2026	1,085.92	221-4-5430-4259
Total 52522 US FOODS, INC:					2,330.19	
VESTIS GROUP INC						
221						
2500886547	1	CONCESSIONS - LINENS	Invoice	01/15/2026	27.86	221-4-5430-4219
221						
2500886548	1	LOBBY RUGS	Invoice	01/15/2026	21.56	221-4-5400-4219
221						
2500892352	1	CONCESSIONS - LINENS	Invoice	01/22/2026	27.86	221-4-5430-4219
221						
2500892354	1	LOBBY RUGS	Invoice	01/22/2026	21.56	221-4-5400-4219
Total 52462 VESTIS GROUP INC:					98.84	
VIKING COCA-COLA CO						
603						
3838191	1	POP	Invoice	01/16/2026	114.70	603-4-9111-4255
603						
3854445	1	POP/MISC	Invoice	01/23/2026	550.35	603-4-9151-4255
Total 35725 VIKING COCA-COLA CO:					665.05	
WASTE MANAGEMENT CORP SVCS						
605						
50300-1706-4	1	GARBAGE TIPPING FEES 1/1-1/15/26	Invoice	01/16/2026	23,032.11	605-4-9210-4384
Total 36033 WASTE MANAGEMENT CORP SVCS:					23,032.11	
WEBB & GERRITSEN MN LLC						
221						
155319	1	CONCESSIONS - CANDY	Invoice	01/16/2026	426.32	221-4-5430-4259
Total 15138 WEBB & GERRITSEN MN LLC:					426.32	
WINE MERCHANTS						
603						
7550292	1	FREIGHT	Invoice	01/14/2026	.29	603-4-9151-4332
603						
7550293	1	WINE	Invoice	01/14/2026	401.74	603-4-9151-4253
603						
7550293	2	FREIGHT	Invoice	01/14/2026	4.51	603-4-9151-4332
603						
7551242	1	WINE	Invoice	01/22/2026	690.20	603-4-9111-4253

Invoice Number	Sequence Number	Description	Type	Invoice Date	Invoice Amount	GL Account Number
603						
7551242	2	FREIGHT	Invoice	01/22/2026	12.18	603-4-9111-4332
Total 36425 WINE MERCHANTS:					1,108.92	
Total :					655,253.20	
Grand Totals:					655,253.20	

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
101-2080	6.31	.00	6.31
101-3-0000-3472	180.00	.00	180.00
101-3-0000-3625	34,710.00	.00	34,710.00
101-4-1110-4359	104.00	.00	104.00
101-4-1110-4409	15.48	.00	15.48
101-4-1120-4226	241.76	.00	241.76
101-4-1220-4201	541.82	.00	541.82
101-4-1220-4404	2,514.74	.00	2,514.74
101-4-1350-4219	646.48	.00	646.48
101-4-1350-4331	130.00	.00	130.00
101-4-1350-4404	6,750.00	.00	6,750.00
101-4-1510-4359	392.00	.00	392.00
101-4-1600-4110	1,258.20	.00	1,258.20
101-4-1600-4219	5,675.47	.00	5,675.47
101-4-1600-4389	3,670.11	.00	3,670.11
101-4-1600-4401	1,392.50	.00	1,392.50
101-4-2110-4201	137.00	.00	137.00
101-4-2110-4217	2,227.98	.00	2,227.98
101-4-2110-4319	490.00	.00	490.00
101-4-2110-4331	101.56	.00	101.56
101-4-2110-4437	32.50	.00	32.50
101-4-2120-4217	14,675.00	.00	14,675.00
101-4-2120-4219	10.78	.00	10.78
101-4-2120-4221	460.94	.00	460.94
101-4-2130-4217	5,250.00	.00	5,250.00
101-4-2150-4217	1,700.00	.00	1,700.00
101-4-2160-4217	75.00	.00	75.00
101-4-2190-4219	96.00	.00	96.00
101-4-2190-4389	8,505.17	.00	8,505.17
101-4-2190-4401	1,265.00	.00	1,265.00
101-4-2310-4110	3,897.40	179.40-	3,718.00
101-4-2310-4219	36.55	.00	36.55
101-4-2310-4389	1,030.39	.00	1,030.39
101-4-2310-4401	2,449.52	.00	2,449.52
101-4-2310-4404	4,051.69	.00	4,051.69
101-4-2320-4219	1,210.00	.00	1,210.00
101-4-2320-4221	1,307.77	.00	1,307.77
101-4-2330-4219	17.85	.00	17.85
101-4-2330-4389	78.15	.00	78.15
101-4-3120-4217	200.00	.00	200.00
101-4-3120-4219	2,621.03	.00	2,621.03

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
101-4-3120-4221	1,331.30	.00	1,331.30
101-4-3120-4389	1,199.45	.00	1,199.45
101-4-3120-4401	1,680.00	.00	1,680.00
101-4-3120-4409	187,510.95	.00	187,510.95
101-4-3130-4219	3,039.02	.00	3,039.02
101-4-3150-4219	956.81	.00	956.81
101-4-3300-4303	4,927.00	.00	4,927.00
101-4-5110-4217	200.00	.00	200.00
101-4-5110-4219	873.46	.00	873.46
101-4-5110-4221	362.45	.00	362.45
101-4-5110-4389	1,969.45	.00	1,969.45
101-4-5210-4321	120.00	.00	120.00
101-4-5220-4219	632.40	.00	632.40
101-4-5220-4409	437.00	.00	437.00
101-4-5510-4219	97.78	.00	97.78
101-4-5510-4409	305.00	.00	305.00
211-4-5600-4219	283.62	.00	283.62
211-4-5600-4389	3,677.97	.00	3,677.97
221-4-5400-4110	.00	233.10-	233.10-
221-4-5400-4219	6,351.74	.00	6,351.74
221-4-5400-4401	840.00	.00	840.00
221-4-5430-4219	723.11	.00	723.11
221-4-5430-4251	997.20	.00	997.20
221-4-5430-4252	1,867.50	.00	1,867.50
221-4-5430-4259	8,338.45	.00	8,338.45
225-4-8546-4303	1,707.50	.00	1,707.50
245-4-6100-4440	10,000.00	.00	10,000.00
290-4-2330-4219	2,392.50	.00	2,392.50
290-4-9220-4404	210.00	.00	210.00
290-4-9220-4409	19,873.65	.00	19,873.65
401-4-8080-4303	290.00	.00	290.00
401-4-8220-4303	39,970.00	.00	39,970.00
403-4-8440-4303	5,688.61	.00	5,688.61
403-4-8450-4303	1,565.50	.00	1,565.50
406-4-8050-4303	5,895.00	.00	5,895.00
440-4-5110-4219	643.33	.00	643.33
602-4-9010-4303	7,086.25	.00	7,086.25
602-4-9010-4321	165.80	.00	165.80
602-4-9010-4331	1,050.00	.00	1,050.00
602-4-9020-4219	665.90	.00	665.90
602-4-9020-4319	474.40	.00	474.40
602-4-9020-4389	27,808.76	.00	27,808.76
602-4-9020-4404	103.67	.00	103.67
602-4-9020-4417	482.54	.00	482.54
602-4-9050-4389	4,689.42	.00	4,689.42
602-4-9050-4404	3,278.88	.00	3,278.88
603-4-9111-4251	46,504.70	20.63-	46,484.07
603-4-9111-4252	48,487.12	707.51-	47,779.61
603-4-9111-4253	11,375.46	156.00-	11,219.46
603-4-9111-4255	3,697.27	31.50-	3,665.77
603-4-9111-4256	4,828.87	.00	4,828.87
603-4-9111-4332	855.69	6.96-	848.73
603-4-9112-4110	79.42	.00	79.42
603-4-9112-4217	51.00	.00	51.00
603-4-9112-4219	151.09	.00	151.09

Summary by General Ledger Account Number

GL Account Number	Debit	Credit	Net
603-4-9112-4331	23.20	.00	23.20
603-4-9112-4404	224.27	.00	224.27
603-4-9151-4251	8,202.76	13.13-	8,189.63
603-4-9151-4252	27,449.70	712.10-	26,737.60
603-4-9151-4253	3,708.59	84.00-	3,624.59
603-4-9151-4255	1,857.43	8.69-	1,848.74
603-4-9151-4256	1,084.39	.00	1,084.39
603-4-9151-4332	209.26	.60-	208.66
603-4-9152-4217	51.00	.00	51.00
603-4-9152-4219	77.13	.00	77.13
603-4-9152-4389	1,951.05	.00	1,951.05
603-4-9152-4404	104.54	.00	104.54
604-4-9410-4319	481.25	.00	481.25
605-4-9210-4384	23,032.11	.00	23,032.11
Grand Totals:	657,406.82	2,153.62-	655,253.20

Summary by General Ledger Posting Period

GL Posting Period	Debit	Credit	Net
10/25	.00	412.50-	412.50-
12/25	245,488.82	26.92-	245,461.90
01/26	411,918.00	1,714.20-	410,203.80
Grand Totals:	657,406.82	2,153.62-	655,253.20

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
131645										
01/26	01/28/2026	131645	12785	DUSTY'S DRAIN CLEANING IN	N25-570	101-4-5110-4401	.00	3,950.00	3,950.00	1
Total 131645:							.00	3,950.00		
131646										
01/26	01/28/2026	131646	26730	MN STATE FIRE DEPT ASSN	2026 ERFD	101-4-2310-4433	.00	495.00	495.00	1
Total 131646:							.00	495.00		
131647										
01/26	01/28/2026	131647	13780	RUM RIVER ART CENTER INC	1236283	101-4-5510-4409	.00	300.00	300.00	1
Total 131647:							.00	300.00		
131648										
01/26	01/28/2026	131648	13677	VERIZON WIRELESS-VSAT	9022422418	101-4-2130-4319	.00	85.00	85.00	1
Total 131648:							.00	85.00		
131649										
01/26	01/28/2026	131649	15887	DACOTAH PAPER CO	73779	603-4-9152-4219	.00	474.08	474.08	1
Total 131649:							.00	474.08		
131650										
01/26	01/28/2026	131650	52562	FIRST HORIZON BANK	AE:2366917	101-4-2130-4319	.00	75.00	75.00	1
Total 131650:							.00	75.00		
131651										
01/26	01/28/2026	131651	22350	INTERNAT'L ASSOC FOR PROP	M26-C696887	101-4-2130-4433	.00	65.00	65.00	1
Total 131651:							.00	65.00		
131652										
01/26	01/28/2026	131652	52548	JASON KISNER	10591	101-4-2120-4219	.00	405.00	405.00	1

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
Total 131652:							.00		405.00	
131653										
01/26	01/28/2026	131653	23810	LEAGUE OF MN CITIES	440769	101-4-2110-4433	.00	3,420.00	3,420.00	1
Total 131653:							.00		3,420.00	
131654										
01/26	01/28/2026	131654	25925	MN CITY/CO MANAGEMENT ASSOC	2026 DUES-P	101-4-1210-4433	.00	237.68	237.68	1
Total 131654:							.00		237.68	
131655										
01/26	01/28/2026	131655	14954	OFFICE OF MNIT SERVICES	DV25120457	101-4-1350-4404	.00	202.00	202.00	1
Total 131655:							.00		202.00	
131656										
01/26	01/28/2026	131656	26394	PDCM/SCSU-RANGE	337900-12460	101-4-2120-4331	.00	1,310.00	1,310.00	1
Total 131656:							.00		1,310.00	
131657										
01/26	01/28/2026	131657	52561	ROBERT SANDBERG	1-27-2025 WA	290-3-9220-3474	.00	25.00	25.00	1
Total 131657:							.00		25.00	
131658										
01/26	01/28/2026	131658	33300	STREICHER'S	I1804345	101-4-2120-4217	.00	408.98	408.98	1
01/26	01/28/2026	131658	33300	STREICHER'S	I1804346	101-4-2120-4219	.00	14.99	14.99	1
Total 131658:							.00		423.97	
131659										
01/26	01/28/2026	131659	12611	SUSA	2026 SUSA D	602-4-9010-4433	.00	150.00	150.00	1
Total 131659:							.00		150.00	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
131660										
01/26	01/28/2026	131660	13946	T-MOBILE	965639928 01	221-4-5400-4321	.00	975.38	975.38	1
Total 131660:							.00	975.38		
1009213										
01/26	01/29/2026	1009213	15332	ATT LLC	S28975	101-4-2150-4219	.00	255.00	255.00	1
01/26	01/29/2026	1009213	15332	ATT LLC	S29730A	603-4-9152-4217	.00	407.75	407.75	1
01/26	01/29/2026	1009213	15332	ATT LLC	S29750	603-4-9112-4217	.00	114.50	114.50	1
Total 1009213:							.00	777.25		
1009214										
01/26	01/29/2026	1009214	13954	CHARTER COMMUNICATIONS	175341301 JA	603-4-9112-4321	.00	1,657.92	1,657.92	1
Total 1009214:							.00	1,657.92		
1009215										
01/26	01/29/2026	1009215	13666	JOHNSON CONTROLS	42011927	290-4-9220-4409	.00	474.61	474.61	1
Total 1009215:							.00	474.61		
1009216										
01/26	01/29/2026	1009216	30229	PRO-TEC DESIGN, INC	122168	101-4-1350-4404	.00	624.00	624.00	1
Total 1009216:							.00	624.00		
1009217										
01/26	01/29/2026	1009217	14686	RINK-TEC INTERNATIONAL INC	6440	221-4-5400-4401	.00	4,498.42	4,498.42	1
Total 1009217:							.00	4,498.42		
1009218										
01/26	01/29/2026	1009218	14929	STEPHEN NEURURER	0152026 ADA	101-4-2110-4319	.00	1,051.60	1,051.60	1
Total 1009218:							.00	1,051.60		
129202625										
01/26	01/29/2026	129202625	52260	BOND TRUST SERVICES CORPORATI	100068	301-4-7000-4611	.00	482,986.25	482,986.25	1

M = Manual Check, V = Void Check

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
01/26	01/29/2026	129202625	52260	BOND TRUST SERVICES CORPORATI	100069	333-4-7000-4611	.00	358,847.50	358,847.50	1
01/26	01/29/2026	129202625	52260	BOND TRUST SERVICES CORPORATI	100070	602-4-9010-4611	.00	572,167.50	572,167.50	1
01/26	01/29/2026	129202625	52260	BOND TRUST SERVICES CORPORATI	100071	302-4-7000-4611	.00	325,177.50	325,177.50	1
01/26	01/29/2026	129202625	52260	BOND TRUST SERVICES CORPORATI	100076	923-4-7000-4611	.00	674,168.75	674,168.75	1
Total 129202625:							.00	2,413,347.50		
Grand Totals:							.00	2,435,024.41		

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
101-2020	.00	14,833.54-	14,833.54-
101-4-1110-4321	67.24	.00	67.24
101-4-1120-4321	34.65	.00	34.65
101-4-1210-4433	237.68	.00	237.68
101-4-1350-4321	190.00	.00	190.00
101-4-1350-4404	826.00	.00	826.00
101-4-1600-4321	152.98	.00	152.98
101-4-1600-4389	80.00	.00	80.00
101-4-2110-4319	1,051.60	.00	1,051.60
101-4-2110-4321	228.53	.00	228.53
101-4-2110-4433	3,420.00	.00	3,420.00
101-4-2120-4217	408.98	.00	408.98
101-4-2120-4219	419.99	.00	419.99
101-4-2120-4331	1,310.00	.00	1,310.00
101-4-2130-4319	160.00	.00	160.00
101-4-2130-4433	65.00	.00	65.00
101-4-2150-4219	255.00	.00	255.00
101-4-2190-4389	120.00	.00	120.00
101-4-2310-4321	383.89	.00	383.89
101-4-2310-4433	495.00	.00	495.00
101-4-2330-4389	41.82	.00	41.82
101-4-2410-4321	57.81	.00	57.81
101-4-2420-4321	44.06	.00	44.06
101-4-3120-4321	170.07	.00	170.07

GL Account	Debit	Credit	Proof
101-4-3150-4321	24.79	.00	24.79
101-4-3300-4321	19.27	.00	19.27
101-4-5110-4321	59.44	.00	59.44
101-4-5110-4389	80.00	.00	80.00
101-4-5110-4401	3,950.00	.00	3,950.00
101-4-5210-4321	154.95	.00	154.95
101-4-5510-4321	24.79	.00	24.79
101-4-5510-4409	300.00	.00	300.00
221-2020	.00	5,025.66-	5,025.66-
221-4-5400-4321	527.24	.00	527.24
221-4-5400-4401	4,498.42	.00	4,498.42
290-2020	.00	499.61-	499.61-
290-3-9220-3474	25.00	.00	25.00
290-4-9220-4409	474.61	.00	474.61
301-2020	.00	482,986.25-	482,986.25-
301-4-7000-4601	390,000.00	.00	390,000.00
301-4-7000-4611	92,986.25	.00	92,986.25
302-2020	.00	325,177.50-	325,177.50-
302-4-7000-4601	275,000.00	.00	275,000.00
302-4-7000-4611	50,177.50	.00	50,177.50
333-2020	.00	358,847.50-	358,847.50-
333-4-7000-4601	320,000.00	.00	320,000.00
333-4-7000-4611	38,847.50	.00	38,847.50
602-2020	.00	572,420.57-	572,420.57-
602-4-9010-4321	103.07	.00	103.07
602-4-9010-4433	150.00	.00	150.00
602-4-9010-4601	535,000.00	.00	535,000.00
602-4-9010-4611	37,167.50	.00	37,167.50
603-2020	.00	1,065.03-	1,065.03-
603-4-9112-4217	114.50	.00	114.50
603-4-9112-4321	40.00	.00	40.00
603-4-9152-4217	407.75	.00	407.75
603-4-9152-4219	474.08	.00	474.08
603-4-9152-4321	28.70	.00	28.70
923-2020	.00	674,168.75-	674,168.75-
923-4-7000-4601	605,000.00	.00	605,000.00
923-4-7000-4611	69,168.75	.00	69,168.75
Grand Totals:	2,435,024.41	2,435,024.41-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice GL Account	Discount Taken	Invoice Amount	Check Amount	Bank Number
108202622										
01/26	01/08/2026	108202622	35099	US BANK	12262025 CIT	101-4-2110-4433	.00	15,049.55	15,049.55	1
Total 108202622:							.00	15,049.55		
120202620										
01/26	01/20/2026	120202620	26275	MN DEPT OF REVENUE	DEC 25 FUEL	602-4-9050-4212	.00	1,722.61	1,722.61	1
Total 120202620:							.00	1,722.61		
120202621										
01/26	01/20/2026	120202621	26300	MN DEPT. OF REVENUE	DEC 25 SALE	101-2080	.00	98,226.00	98,226.00	1
Total 120202621:							.00	98,226.00		
Grand Totals:							.00	114,998.16		

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
101-2020	444.06	11,529.78-	11,085.72-
101-2080	696.98	.00	696.98
101-3-0000-3417	3.45	.00	3.45
101-4-1120-4319	525.45	.00	525.45
101-4-1210-4201	78.10	.00	78.10
101-4-1220-4201	44.77	.00	44.77
101-4-1350-4404	62.00	.00	62.00
101-4-1600-4321	420.25	.00	420.25
101-4-2110-4201	163.75	.00	163.75
101-4-2110-4433	50.00	.00	50.00
101-4-2120-4219	341.59	.00	341.59
101-4-2120-4331	850.00	.00	850.00
101-4-2130-4331	100.00	.00	100.00
101-4-2130-4433	100.00	.00	100.00
101-4-2150-4433	300.00	.00	300.00
101-4-2190-4219	274.68	.00	274.68

GL Account	Debit	Credit	Proof
101-4-2310-4219	286.49	.00	286.49
101-4-2310-4359	5.00	.00	5.00
101-4-2320-4219	147.98	.00	147.98
101-4-2320-4331	726.49	15.00-	711.49
101-4-2410-4331	2,235.00	.00	2,235.00
101-4-2410-4433	45.00	.00	45.00
101-4-3120-4212	1,863.08	.00	1,863.08
101-4-3120-4219	636.73	429.06-	207.67
101-4-3150-4219	51.59	.00	51.59
101-4-3300-4331	1,250.00	.00	1,250.00
101-4-5110-4404	75.00	.00	75.00
101-4-5210-4433	196.40	.00	196.40
221-2020	.00	10,882.02-	10,882.02-
221-2080	6,754.10	.00	6,754.10
221-4-5400-4219	1,114.65	.00	1,114.65
221-4-5400-4259	189.83	.00	189.83
221-4-5400-4349	875.26	.00	875.26
221-4-5430-4219	1,212.81	.00	1,212.81
221-4-5430-4259	735.37	.00	735.37
290-2020	.00	1,000.00-	1,000.00-
290-4-2110-4219	1,000.00	.00	1,000.00
602-2020	.00	806.18-	806.18-
602-4-9020-4219	784.50	.00	784.50
602-4-9050-4212	21.68	.00	21.68
603-2020	.00	91,224.24-	91,224.24-
603-2080	90,723.41	.00	90,723.41
603-4-9112-4219	1.36	.00	1.36
603-4-9112-4349	73.70	.00	73.70
603-4-9112-4404	19.57	.00	19.57
603-4-9112-4437	152.69	.00	152.69
603-4-9152-4219	10.39	.00	10.39
603-4-9152-4349	73.69	.00	73.69
603-4-9152-4404	16.74	.00	16.74
603-4-9152-4437	152.69	.00	152.69
Grand Totals:	115,886.28	115,886.28-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____



Request for Action

To
City Council

Item Number
4.2

Meeting Date
February 2, 2026

Prepared By
Mitchell Litfin, Street and Park Superintendent

Item Description
Water Pump Generator Trailer

Reviewed by
Justin Femrite
Cal Portner
Jolene Richter

Action Requested

Approve, by motion, the purchase of a Water Pump Generator Trailer as scheduled in the 2026 Capital Improvement Plan.

Background/Discussion

Public Works requests authorization to purchase an Interstate 7x14 enclosed trailer, funded through the Fleet Replacement Budget. The existing trailer has reached the end of its useful life and will be sent to public auction, with proceeds returned to the Equipment Replacement Fund.

Public Works utilizes a water pump generator trailer to support emergency response and planned maintenance activities. Replacing the trailer will improve operational reliability and ensure readiness during emergencies, supporting the city's ongoing efforts to maintain critical infrastructure and protect public health and safety.

Financial Impact

\$9,595.00 from the 2026 Equipment Replacement Fund utilizing pricing per MnDot Contract 264675 T-603(5).

Mission/Policy/Goal

Responsible for every dollar—good stewards.

Attachments

I. t-603(5) Quote

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity

Admin Minnesota

Office of State Procurement

Room 112 Administration Bldg., 50 Sherburne Ave., St. Paul, MN 55155; Phone: 651.296.2600, Fax: 651.297.3996
Persons with a hearing or speech disability can contact us through the Minnesota Relay Service by dialing 711 or 1.800.627.3529.

CONTRACT RELEASE: T-603(5)

DATE: SEPTEMBER 15, 2025

PRODUCT/SERVICE: TRAILERS AND MISC PARTS AND ACCESSORIES

CONTRACT PERIOD: MARCH 1, 2025, THROUGH FEBRUARY 28, 2026

EXTENSION OPTIONS: UP TO 48 MONTHS

ACQUISITION MANAGEMENT SPECIALIST/BUYER: KAREN McINTYRE

PHONE: 651.201.3124 E-MAIL: karen.mcintyre@state.mn.us WEB SITE: <https://mn.gov/admin/osp/>

NOTIFICATION OF MULTIPLE AWARDS

THIS RELEASE CONTAINS MULTIPLE AWARDS FOR SIMILAR OR LIKE ITEMS. STATE AGENCIES AND CPV MEMBERS SHOULD REVIEW AND COMPARE ALL MULTIPLE AWARD CONTRACTORS IN ORDER TO ENSURE THE BEST VALUE FOR THEIR POTENTIAL PURCHASE. FACTORS SUCH AS, BUT NOT LIMITED TO, COST, EQUIPMENT WARRANTY TERMS, VENDOR LOCATION, DELIVERY LEAD TIMES, AVAILABLE SUBSTITUTES, SELECTED OPTIONS AND CURRENT FLEET AND EQUIPMENT OR PARTS INVENTORY LEVELS ALL MAY CONTRIBUTE TO THE TOTAL COST/VALUE OF AN INDIVIDUAL PURCHASE. MULTIPLE VENDORS MAY BE ABLE TO SATISFY THE REQUIREMENTS OF THE PURCHASER AND THEREFORE IT IS IMPORTANT FOR THE PURCHASER TO REVIEW ALL CONTRACTS AND CONTRACT PRICES BEFORE EXECUTING AN ORDER.

The following vendor is an eligible Targeted Group business.

CONTRACT VENDOR
LAKES AREA
POWERSPORTS, INC
8322 State 371 NW
Walker, MN 56484

CONTRACT NO.
264678

TERMS
Net 30

DELIVERY
30 Days
(Depending on Model)

CONTACT: Lori Kuhlman
Email: lori@lakesareapowersports.com

PHONE: 218-547-1558

VENDOR NO.: 0000921719

[Lakes Area Power Sports Sample Quote & Sample Invoice](#)

CONTRACT VENDOR
TIETJEN FAMILY INC
DBA ACE TRAILER SALES
12090 Margo Ave. S.
Hastings, MN 55033

CONTRACT NO.
264675

TERMS
Net 30

DELIVERY
120 Days

CONTACT: Patrick Tietjen
Email: Patrick@acetrailersales.com

PHONE: 651.438.8780
FAX: 651.438.3021

CONTACT: Steve Tietjen
Email: steve@acetrailersales.com

PHONE: 651.438.8780

VENDOR NO.: 0000227350

[Ace Trailer Sample Quote & Sample Invoice](#)

CONTRACT VENDOR

**CRYSTEEL TRUCK
EQUIPMENT INC.**
52248 Ember Rd.
Lake Crystal, MN 56055

CONTRACT NO.

264676

TERMS

Net 30

DELIVERY

60 - 365 Days

CONTACT: Josh Taylor
Email: jtaylor@crysteeltruck.com

PHONE: 763-235-5478**VENDOR NO.:** 0000210054[Crysteel Sample Quote & Sample Invoice](#)**CONTRACT VENDOR**

FELLING TRAILERS, INC.
1525 Main St. South
Sauk Centre, MN 56378

CONTRACT NO.

264677

TERMS

Net 30

DELIVERY

Varies Per Model

CONTACT: Jacob Meyer
Email: Jacob.meyer@felling.com

PHONE: 800-.245-2809 or
320-351-1291

VENDOR NO.: .0000201271[Felling Trailer Sample Quote & Sample Invoice](#)

COMPANY NAME	SWIFT ID	LOC CODE	COMPANY ADDRESS	ST /ZIP	PHONE	CONTACT NAME
Trueman Welters	193702	1	1600 Hwy 55 East, Buffalo	MN/55313	763-682-2200	Seth Strehler
Minnesota Equipment	197372	1	13725 Main Street, Rogers	MN/55374	763-428-4107	Dan Scharber / Shane Fisher
Lano Equipment	193199	3	6140 HWY 10, Anoka	MN/55303	763-323-1720	Scott Fahey
Titan Machinery	251892	2	1201 US-59, Marshall	MN/56258	507-532-5783	Joe Swenhaugen
Swanston Equipment	197573	1	3450 West Main, Fargo	MN/58103	701-293-7325	Jon Saetre
Trenchers Plus, Inc.	209158	1	2309 W Hwy 13, Burnsville	MN/55337	952-890-6000	John Rabideaux
Road Machinery & Supply Co.	244135	2	315 North Hoover Road, Virginia	MN/55792	218-471-1065	Brad Carlson

CONTRACT VENDOR

**MONROE TOWMASTER LLC,
LLC DBA TOWMASTER TRAILERS**
61381 US HWY 12
Litchfield, MN 55355

CONTRACT NO.

264681

TERMS

Net 30

DELIVERY

Varies by model & configuration

CONTACT: Dustin Nguyen
Email: dustin.nguyen@aebi-schmidt.com

PHONE: 800.462.4517
or 320-593-4561
FAX: 320-693-7921

CONTACT: Bob Pace
Email: bob.pace@aebi-schmidt.com

PHONE: 320-693-7900**VENDOR NO.:** 0000979614[Towmaster Sample Quote & Sample Invoice](#)

COMPANY NAME	SWIFT ID	LOC CODE	COMPANY ADDRESS	ST /ZIP	PHONE	CONTACT NAME
Monroe Towmaster, LLC Pup Trailers	0000194186	001	61381 US Hwy 12, Litchfield	MN/55355	320-693- 7900	Tim Erickson
Titan Machinery	0000251892	002	1201 North Hwy 59, Marshall	MN/56258	612-741- 3321	Andy Bethel
Titan Machinery	0000251892	006	4001 38th St SW, Fargo	ND/58104	612-741- 3321	Andy Bethel
Titan Machinery	0000251892	010	500 Ingersoll Ave, Crookston	MN/56716	612-741- 3321	Andy Bethel
Titan Machinery	0000251892	017	14375 James Rd, Rogers	MN/55330	612-741- 3321	Andy Bethel

Titan Machinery	0000251892	018	6340 Hwy 101 E, Shakopee	MN/55379	612-741-3321	Andy Bethel
Titan Machinery	0000251892	019	4311 Haines Rd, Hermantown	MN/55811	612-741-3321	Andy Bethel
RDO Equipment	0000199158	001	12500 Dupont Ave, Burnsville	MN/55337	952-890-8880	Jesse Miller
RDO Equipment	0000199158	004	1910 Lorrain Drive, North Mankato	MN/56003	952-890-8880	Jesse Miller
RDO Equipment	0000199158	005	1236 60th Ave NW, Rochester	MN/55901	952-890-8880	Jesse Miller
RDO Equipment	0000199158	006	1710 E College Drive, Marshall	MN/56258	952-890-8880	Jesse Miller
RDO Equipment	0000199158	009	6700 Hwy 10 NW, Sauk Rapids	MN/56379	952-890-8880	Jesse Miller
RDO Equipment	0000199158	010	2900 Main Ave SE, Moorhead	MN/56560	952-890-8880	Jesse Miller
RDO Equipment	0000199158		11030 Holly Lane North, Dayton	MN/55369	952-890-8880	Jesse Miller
Ziegler, Inc. (Tag Price Book only)	0000208585	001	901 W 94th St, Bloomington	MN/55420	515-576-3161	Jason Paterson
Ziegler, Inc. (Tag Price Book only)	0000208585	003	8000 County Rd 101, Shakopee	MN/55379	515-576-3161	Jason Paterson
Ziegler, Inc. (Tag Price Book only)	0000208585	004	1200 North Hwy 59, Marshall	MN/56258	515-576-3161	Jason Paterson
Ziegler, Inc. (Tag Price Book only)	0000208585	006	2225 255th St, St. Cloud	MN/56301	515-576-3161	Jason Paterson
Ziegler, Inc. (Tag Price Book only)	0000208585	007	210 Garfield Ave, Duluth	MN/55802	515-576-3161	Jason Paterson
Ziegler, Inc. (Tag Price Book only)	0000208585	008	3502 State Hwy 210 West, Fergus Falls	MN/56537	515-576-3161	Jason Paterson
Ziegler, Inc. (Tag Price Book only)	0000208585	009	720 3rd Ave SW, Crookston	MN/56716	515-576-3161	Jason Paterson
Ziegler, Inc. (Tag Price Book only)	0000208585	011	13822 W Freeway Dr, Hugo	MN/55038	515-576-3161	Jason Paterson
Ziegler, Inc. (Tag Price Book only)	0000208585	013	3311 Liberty Ln, Brainerd	MN/56401	515-576-3161	Jason Paterson
Ziegler, Inc. (Tag Price Book only)	0000208585	014	2145 Howard Drive West, N Mankato	MN/56003	515-576-3161	Jason Paterson
Ziegler, Inc. (Tag Price Book only)	0000208585	015	6340 W US Hwy 63, Rochester	MN/55904	515-576-3161	Jason Paterson

CONTRACT VENDOR
NUSS TRUCK & EQUIPMENT
2195 County Road C2 W,
Roseville MN 55113

CONTRACT NO.
264679

TERMS
Net 30

DELIVERY
Varies by Model Ordered

CONTACT: Dan Chipman
Email: dchipman@nussgrp.com

PHONE: 651.297.6496

VENDOR NO.: 0000201150

[Nuss Truck Sample Quote & Sample Invoice](#)

COMPANY NAME	SWIFT ID	LOC CODE	COMPANY ADDRESS	ST /ZIP	PHONE	CONTACT NAME
Nuss Truck & Equipment	201150	1	6500 Hwy 63 S., Rochester	55903	612-297-6496	Dan Chipman
Nuss Truck & Equipment	201150	2	2625 Quail Road NE, Sauk Rapids	56379	612-297-6496	Dan Chipman
Nuss Truck & Equipment	201150	3	2195 W County Road C2, Roseville	55113	612-297-6496	Dan Chipman

Nuss Truck & Equipment	201150	4	53976 208th Lane, Mankato	56002	612-297-6496	Dan Chipman
Nuss Truck & Equipment	201150	5	12540 Dupont Ave S, Burnsville	55337	612-297-6496	Dan Chipman
Nuss Truck & Equipment	201150	6	9403 Westgate Blvd, Proctor	55810	612-297-6496	Dan Chipman
Nuss Truck & Equipment	201150	7	3499 Chelsea Rd, Monticello	55362	612-297-6496	Dan Chipman

CONTRACT VENDOR
TITAN MACHINERY INC
644 E Beaton Drive
West Fargo, ND 58078

CONTRACT NO.
264680

TERMS
NET 30

DELIVERY
1-85 Weeks ARO
depending on configuration

CONTACT: Andy Bethel
EMAIL: andy.bethel@titanmachinery.com

PHONE: 800-795-9274
or 612-741-3321

VENDOR NO: 0000251892

FAX: 952-445-0365

[Titan Machinery Sample Quote & Sample Invoice](#)

COMPANY NAME	SWIFT ID	LOC CODE	COMPANY ADDRESS	ST /ZIP	PHONE	CONTACT NAME
Titan Machinery Inc	251892	10	500 Ingersoll Ave	Crookston, MN 56716	218-281-4668	Mike Kolste
Titan Machinery Inc	251892	6	4001 38th Street SW	Fargo ND, 54108	701-237-3333	Lee Menge
Titan Machinery Inc	251892	19	4311 Haines Road	Hermantown, MN 55811	218-727-3038	Ben Pias
Titan Machinery Inc	251892	20	N 1626 Wuensch Road	La Crosse WI, 54601	608-788-1025	Ryan Kennedy
Titan Machinery Inc	251892	2	1201 North Hwy 69	Marshall, MN, 56258	507-532-5783	Troy Schmitt
Titan Machinery Inc	251892	17	14375 James Road	Rogers, MN, 55374	763-428-5099	Ben Pias
Titan Machinery Inc	251892	18	6340 County Road 101 E	Shakopee, MN, 55379	952-445-5400	Ben Pias
Titan Machinery Inc	251892	5	4400 W 62nd St North	Sioux Falls, SD, 57107	605-336-3434	Matt Leighton

CONTRACT VENDOR
ZBROS ENTERPRISE, INC
D.B.A REDI HAUL TRAILERS
1205 N Dewey St
Fairmont, MN 56031

CONTRACT NO.
264682

TERMS
NET 30

DELIVERY
60-90 Days

CONTACT: Kysten Zierke
EMAIL: orders@redihaul.com

PHONE: 507-238-4231

VENDOR NO: 0001192255

[Redi Haul Sample Quote & Sample Invoice](#)

CONTRACT USERS. This Contract is available to the following entities as indicated by the checked boxes below

- ☒ State agencies
- ☒ Cooperative Purchasing Venture (CPV) members

STATE AGENCY CONTRACT USE. State agencies should make every effort to use the Contractor(s) listed. However, this Contract does not prohibit State agencies from using their delegated local purchasing authority to procure similar products and services from other vendors.

STATE AGENCY ORDERING INSTRUCTIONS. Orders are to be placed directly with the Contractor. State agencies should use a Contract release order (CRO) or a blanket purchase order (BPC). The person ordering should include his or her name and phone number. Orders may be submitted via fax.

SERVICE CERTIFICATION FORM REQUIREMENTS.

Pursuant to Minn. Stat. § 16C.09, agencies must complete a "Service Contract Certification Form" prior to issuing an order for services offered from this Contract.

CONTRACT FEEDBACK. If these commodities or service can be better structured to help you with your business needs, let us know. We solicit your comments and suggestions to improve all of our contracts so that they may better serve your

business needs. If you have a need for which no contract currently exists, or you would like to be able to use an existing state contract that is not available to your entity, whether a state agency or CPV, please contact us. If you have specific comments or suggestions about an individual contract you can submit those via the [Contract Feedback Form](#).

HOW TO USE THIS MASTER CONTRACT

☒ **Step 1: Request a Quote**

Request a quote from one of the Contractors listed on this Contract Release. **Note that you should not request a quote from a Contractor whose contract is not fully executed or on a contract that is expired.**

At a minimum the quote must include:

1. Contractor's name.
2. Name of Contractor's representative providing the quote.
3. Date of quote.
4. State Contract Release T-603(5) and Contract number.
5. Detailed description of the Contract product(s) or item(s) being provided. Individual price, quantity and the agreed upon ARO.
6. The name and title of the person from the Contractor issuing the quote.
7. Total price for all products/items quoted.
8. Expiration date of quote.
9. Delivery charges must clearly state the delivery charge per loaded mile and the delivery starting point.

Mileage distance will be the distance from the delivery starting point to the Ordering Entity's delivery point only. Mileage distances will be determined from [Google Maps](#) or [MapQuest](#). The ordering agency may use the Contractor delivery, may pick up the equipment, or may contract for delivery with anyone it chooses. The delivery charge may be a factor in the award.

☒ **Step 2: The Ordering Entity is to verify the quote to confirm contract pricing and that the After Receipt of Order (ARO), offered meets the business need.**

Detailed Pricing for the T-603(5) Trailers and Accessories information is available on the

The following information explains the methods for calculating and/or confirming the contract prices.

- A. The Contract(s) was executed with FIXED PRICING. The pricing offered must match or be lower than that detailed herein.
- B. For PERCENTAGE DISCOUNT OFF OF LIST pricing, calculate the contract price by following these steps:
 - 1) Locate the appropriate price list using this release and the MnDOT web page.
 - 2) Calculate the Contract Price by applying the Percentage Discount Off of the Appropriate Price List to the appropriate Price List.
 - 3) Confirm the price offered is equal to, or lower than, the price calculated in step 2.

Only accept quotes that provide itemized contract pricing (lump sum price quotes must be rejected and revised by the Contractor to show itemized State contract pricing).

Prior to accepting an order and/or issuing an invoice, inspect the products received to ensure they match both the terms and pricing of the contract.

Contact the AMS/Buyer detailed on the first page of this Contract Release to report any pricing discrepancies or for assistance in confirming/calculating contract pricing.

☒ **Step 3: Establish a Purchase Order.**

Once the ordering plan has been approved, a Purchase Order (PO) may be issue before any products is shipped by the Contractor.

State agencies issuing purchase orders should use a Contract Release Order (CRO) or a Blanket Purchase Order (BPC).

The person placing the order should provide their contact information to include their name, phone number and email (if applicable).

☒ **Step 4: Paying the final Invoice**

Before issuing payment on an invoice, the Ordering Entity must inspect the contract products to ensure they match both the terms and pricing on the contract. Only accept invoices from Contractors that itemized contract products and delivery charges as stated in the Special Terms. Lump sum prices must be rejected and reworked by the Contractor to show itemized State contract pricing. The invoice must include enough detail for the Ordering Entity to verify that the products were delivered on the invoice have been provided.

The Contract(s) pricing structure is a PERCENTAGE DISCOUNT OFF OF LIST PRICE. To calculate the Contract Price, follow the processes provided in Step 2 above.

Note that the delivery method (Drop Ship or Inside Delivery) must be stated on the invoice.

END OF HOW TO USE THIS MASTER CONTRACT INSTRUCTIONS

SPECIFICATIONS, DUTIES, AND SCOPE OF WORK

Section 1: Equipment Specifications

Trailers: Belly Dump, Lowboys, Flatbed, Tag, Slide, Axle, Utility, Gooseneck, Enclosed, and Etc.

1. Scope.

Trailers must be the most current advertised production model as modified per specifications and approved by Mn/DOT furnished with all standard equipment advertised whether or not specifically called for here except where the item is replaced by optional over standard equipment or conflicting equipment is specified. The unit must be complete with all equipment required and ready for immediate operation to function as listed below and the unit must meet applicable State and Federal codes and standards.

2. Trailer Requirements.

- 2.1. Trailer capacity to be at highway speed.
- 2.2. Trailer to be a maximum width of 8'6" wide (where applicable).
- 2.3. One complete set of parts and service manuals must be included for each trailer ordered.
- 2.4. Manufacturer's standard color acceptable, paint must be lead free.
- 2.5. Trailer Plug electrical connector is to be 7-pin, Round, wired to match MnDOT's spec. (See Exhibit E). Or MnDOT may purchase a RV Plug wired to the Industry Standard wiring.
- 2.6. MnDOT will only purchase trailers that meet the following lighting and wiring specifications (See Exhibit E):
 - Trailer must meet or exceed all current Federal Motor Carrier Safety Regulations 393.9 thru 393.33.
 - Trailer cord plug must meet SAE spec. J560 and be wired directly to trailer cord.
 - Plug to be wired as follows if a 7 Pin with Round Pins (Only other plug that will be excepted will be a RV plug that is wired to industry standard wiring):

White – Ground return to towing vehicle

Black – Electric brake controller – or not utilized if trailer has air, hydraulic or no brakes

Yellow – Left turn signal and hazard lamps (w/brake – *not required)

Red – Stop lamps and antilock device

Green – Right turn signal and hazard lamps (w/brake – *not required)

Brown – Clearance, marker, and taillights

Blue – If air Brake – Continuous ABS power

If electric Brake – Ign. controlled B+ for break-away battery charge

- 2.7. No trailer cord adaptors will be accepted.
- 2.8. Trailer cord to be wired to a weatherproof, 7-terminal junction block (Waytek part #47290 or MnDOT approved equal).
- 2.9. All MnDOT trailer light wiring (including ground wiring) must be routed to a weather tight junction block and using compression fittings of the correct size for the cable being used. The box should be located under the bed behind the tongue area.

- 2.10. Wire splices will be soldered and have heat shrink connectors or heat shrink covering with glue or done with heat shrink butt connectors that have been heated and shrunk to wire or soldered and have heat-shrink that has been shrunk to wire.
- 2.11. No wire nuts, closed end connectors or self-stripping displacement connectors (i.e. Scotch Loks) will be accepted.
- 2.12. All lights must be LED.
- 2.13. Stop/Turn/Tail lighting must be 4" round lights in rubber grommets or 3"x 7" oval lights in rubber grommets or MnDOT approved equal. Clearance and Marker lights must be 2" round lights in rubber grommets or MnDOT approved equal.
- 2.14. For MnDOT any trailer that need brakes must have brakes on all axles.
- 2.15. The equipment is required to pass a Commercial Vehicle Inspection (CVI) by a licensed MnDOT commercial vehicle inspector before payment will be made. If the equipment cannot pass the CVI from a licensed inspector, the contractor will be contacted to pick up the equipment and make necessary repairs so the equipment will pass a CVI. The Contractor will then return equipment in a condition that will pass a Commercial Vehicle Inspection. The pickup, delivery, and repairs to the equipment to be at the contractor's expense.

3. Equipment Options.

- 3.1. Equipment options include MnDOT wiring and lighting layout, long stroke brake chambers, and hot dipped galvanizing.
- 3.2. If your trailers have Dexter Axles, you must offer long Stroke Brake chambers. MnDOT will not purchase trailers with Dexter axles without long stroke brake chambers.
- 3.3. If you offer hot dipped galvanizing as an option, list the trailer models that can be hot dipped galvanized and the price to galvanize each on the Price Pages.
 - 2.0 Pricing Page Method 1 - Section No. 5.0 - Hot Dipped Galvanizing.
 - 3.0 Catalog Discount Method 2- Option Line 2.3 - Hot Dipped Galvanizing.
- 3.4. You may add additional lines on the Price Pages in Section No. 2, Options, if you wish to offer additional equipment options.

4. MnDOT Trailer MSO.

The Manufacture Statement of Origin (MSO) must be delivered to the Ordering Entity within fourteen (14) calendar days of trailer delivery date (trailer to be delivered to the location designated on the PO). The payment process will not start until both the trailer and MSO are received at the required locations of the Customer.

For MnDOT purchases, the MSO must be delivered to MnDOT Office, 6000 Minnehaha Ave, Fort Snelling, MN 55111.

5. Right to Add.

During the term of the contract, the State reserves the right to add additional equipment and accessories, upon mutual agreement between the State and the Contractors through a duly executed amendment to the contract.

6. Equipment Orientation.

The cost of the equipment must include orientation to the end user that will familiarize the end user on how the equipment will operate and all operating and safety instruction.

7. MnDOT Trailer MSO.

The Manufacture Statement of Origin (MSO) must be delivered to the Ordering Entity within fourteen (14) calendar days of trailer delivery date (trailer to be delivered to the location designated on the PO). The payment process will not start until both the trailer and MSO are received at the required locations of the Customer.

For MnDOT purchases, the MSO must be delivered to MnDOT Office, 6000 Minnehaha Ave, Fort Snelling, MN 55111.

Section 2: Additional Terms and Conditions

1. Transit Improvement Vehicle Excise Tax.

A \$20 Transit Improvement Vehicle Excise Tax applies to sales of motor vehicles registered for road use. The \$20 must be collected by any person in the business of selling new or used motor vehicles at retail when the sale occurs in the transit tax area. The \$20 tax applies even if the buyer is from out of state and will take the vehicle out of Minnesota for registration. The \$20 tax is not connected to registration, but rather to the sale. The Deputy Registrar does not collect this tax. The Contractor (dealer) must report the \$20 on their electronic sales tax return at the same time as they report their Minnesota sales and use tax.

The sale occurs where the purchaser takes possession of the vehicle. So, if the vehicle is sold in the transit tax area, but is delivered out of the transit tax area, the \$20 excise tax does not apply. Conversely, if the vehicle is sold outside of the transit tax area, but is delivered into the transit tax area, the \$20 excise tax does apply.

Exceptions to the \$20 Transit Improvement Vehicle Excise Tax:

- Federal government agencies, vehicles not required to be licensed for road use (e.g., marked police cars, fire trucks and ambulances) and vehicles for resale.
- Leased vehicles.

As a point of clarification, the following taxes DO NOT apply to the sale of motor vehicles:

- General Sales and Use Tax
- City and County Local Tax
- Federal Excise Tax (as the State is Exempt)
- Transit Improvement 0.25% Sales and Use Tax

Transit improvement Vehicle Excise Tax is not to be included in the prices offered. Transit Improvement Vehicle Excise Tax shall be a separate line item on the quote and invoice.

PRICING DOCUMENTS

Price Lists: Contact the Contractor to confirm the equipment brand, model and build specifications to satisfy your operational requirements. The Contractor shall confirm the equipment brand, model and build specifications to the customer. Contracts were executed with either a fix price or percent discount off a list price. The pricing offered must match the prices in the price book found on the Minnesota Department of Transportation Maintenance Contracts link below.

LINKS TO PRICE SCHEDULES

Ace Trailer Sales

[Air Tow Trailer Price Schedule](#)
[Aluma Trailer Price Schedule](#)
[Behnke Trailer Price Schedule](#)
[Floe Trailer Price Schedule](#)
[Interstate Trailer Price Schedule](#)
[Triton Trailer Price Schedule](#)

Crysteel Truck Equipment Inc

[Crysteel Truck Equipment Price Schedule](#)

Felling Trailers, Inc.

[Felling Trailers, Inc. Price Schedule](#)
[Felling Trailer Sales Guide with List Pricing](#)

Monroe Towmaster LLC DBA Towmaster Trailers

[Towmaster Trailers Price Schedule](#)
[Towmaster 2025 Minnesota State Contract King in List Pricing](#)
[Towmaster 2025 Minnesota State Contract Tag Trailer List Pricing](#)

Nuss Truck & Equipment

[Nuss Truck & Equipment Price Schedule – Alpha Trailers](#)
[Nuss Truck & Equipment Price Schedule – BWS Trailers](#)
[Nuss Truck & Equipment Price Schedule – CPS Trailers](#)
[Nuss Truck & Equipment Price Schedule – Jet Trailers](#)
[Nuss Truck & Equipment Price Schedule – Talbert Trailers](#)
[Nuss Truck & Equipment Price Schedule – XL Specialized Trailers](#)

Titan Machinery Inc.

[Titan Machinery Inc Price Schedule – Sidumper](#)

Zbros Entrprise Inc. DBA Redi Haul Trailers

[Zbros Enterprise Price Schedule](#)
[Redi Haul List Pricing](#)

REVISIONS.

- 09/15/2025 For Towmaster Contract No. 264681, the Exhibit D – Price Schedules are updated to add disc brakes for some models. All other terms, conditions & specifications remain the same.
- 06/24/2025 For Felling Trailer Contract No. 264677, Titan Machinery in Hermantown, MN is added as an Authorized Dealer. All other prices, terms, conditions and specifications remain the same.
- 05/30/2025 For Nuss Truck Contract No. 264679, the XL SPECIALIZED Price Schedules are updated. All other prices, terms, conditions and specifications remain the same.



Request for Action

To
City Council

Item Number
4.3

Meeting Date
February 2, 2026

Prepared By
Mitchell Litfin, Street and Park Superintendent

Item Description
Vermeer Chipper

Reviewed by
Justin Femrite
Cal Portner
Jolene Richter

Action Requested

Approve, by motion, the purchase of a Vermeer BC1500 chipper as scheduled in the 2026 Capital Improvement Plan.

Background/Discussion

Public Works is requesting authorization to purchase a Vermeer BC1500 chipper to replace the existing unit, which has exceeded its useful life. This equipment will support Emerald Ash Borer (EAB) response efforts and continue to serve daily street and park maintenance operations.

Financial Impact

The purchase price of the Vermeer BC1500 chipper is \$90,186.00. The preliminary CIP included a placeholder budget of \$90,000, reflecting earlier estimates before updated pricing and current market conditions. The existing unit will be sent to public auction, with proceeds returned to the Equipment Replacement Fund. This purchase will be funded through the 2026 Equipment Replacement Fund and is based on pricing from MnDOT Contract 281167 C-796(5).

Mission/Policy/Goal

Responsible for every dollar—good stewards

Attachments

- I. Investment Proposal (Quote)_639040648545064546

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity





Investment Proposal (Quote)

RDO Equipment Co.
6700 Highway 10 Northwest
Sauk Rapids MN, 56379
Phone: (320) 259-6222 - Fax: (320) 259-6014

Proposal for:
CITY OF ELK RIVER
13065 ORONO PKWY NW
ELK RIVER, MN, 553305600
SHERBURNE

Investment Proposal Date: 6/26/2025
Pricing Valid Until: 7/10/2025
Deal Number: 1914729
Customer Account#: 2052002
Account Manager: Matthew Lehrer
Phone: 1 (320) 534-2916
Fax:
Email: mlehrer@rdoequipment.com

Equipment Information

Quantity	Serial Number Stock Number	Hours (approx.)	Status / Year / Make / Model Additional Items	Cash Price
1	TBD TBD	0	New 2026 VERMEER BC1500 BC1500014 BC1500 130HP CUMMINS DIESEL - TIER 4 FINAL BC1500016 ~MANUAL CHUTE ROTATION RIGHT SIDE BC1500029 BC1500 WINCH RIGHT SIDE CONTROLS BC1500040 ~BC1500 DOMESTIC 6-WAY ROUND TRAILER PLUG BC1500052 BC1500 RT SIDE CONTROLS - (130HP) T4F/STAGE IV BC1500077 BC1500 STANDARD TIRES - 235/75R17.5H/J BC1500092 ~BC1500 DOMESTIC OPTION 130HP TIER 4 FINAL BC150051VP BC1500 DOM. VALUE PACKAGE 130HP T4F - WINCH BC1500AM010 TELEMATICS	\$90,186.00

Equipment Subtotal: \$90,186.00

Purchase Order Totals

Balance:	\$90,186.00
Total Taxable Amount:	\$0.00
MN STATE TAX:	\$0.00
MN COUNTY TAX:	\$0.00
MN SPECIAL TAX:	\$0.00
Sales Tax Total:	\$0.00
Sub Total:	\$90,186.00
Cash with Order:	\$0.00
Balance Due:	\$90,186.00



Request for Action

To
City Council

Item Number
4.4

Meeting Date
February 2, 2026

Prepared By
Lauren Wipper, Human Resources Manager

Item Description
Separation Agreement and Waiver of Claims

Reviewed by
Cal Portner
Jolene Richter

Action Requested
Approve, by motion, the Separation Agreement and Release with City Clerk Tina Allard.

Background/Discussion
Tina Allard retired on December 31, 2025. As part of the Severance Pay Policy requirements, a release of claims must be executed. Ms. Allard returned her signed release on January 21, 2026.

Financial Impact
As per the Severance Pay policy.

Mission/Policy/Goal
The Elk River Mission Statement.

Attachments
I. TAllard Agreement

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity

SEPARATION AGREEMENT AND RELEASE

1. Separation From Employment and Severance Payment.

I, Tina M. Allard, (referred to throughout this Separation and Release Agreement in the first person) understand that my last day of employment with the City of Elk River (the "City") will be December 31, 2025, (the "Separation Date"). I understand that City policy ("Severance Pay") provides that I may be eligible to receive a portion of my unused sick leave if I meet the following conditions: 1) I must resign in good standing; 2) I must provide proper written notice of my resignation in accordance with City policy; and 3) I must execute a release of claims. The amount I may be eligible for is determined in accordance with the Severance Pay policy. For purposes of this Agreement, the third condition described above is the "Release Condition"; the first and second conditions are the "Other Conditions."

I understand that in order to be eligible for a portion of my unused sick leave in connection with my separation from employment, I must satisfy the Other Conditions according to their terms and I must satisfy the Release Condition by signing and not rescinding this Separation Agreement and Release ("Agreement"). As of November 29, 2025, the amount of my unused sick and ESST leave is 1,844.4338 hours and my regular rate of pay at the time I gave notice to resign was \$54.7125 per hour. If I satisfy the Release Condition and the Other Conditions, pursuant to the Severance Policy, the portion of my unused sick and ESST leave that I will receive is 70% up to 672 hours. Accordingly, the sum total of the cash payment that I will receive for my unused sick and ESST leave if I satisfy the Release Condition and the Other Conditions will be thirty-six thousand seven hundred sixty-six dollars and eighty cents (\$36,766.80). The Severance will be paid into my Post Employment Health Care Savings account on the first pay day following 18 days after I sign and return this Agreement, provided I sign and do not rescind the Agreement.

I understand that the Severance payment will be subject to normal deductions that the City is obligated by law to make, or believes in good faith it is obligated by law to make. No representations as to taxability or tax treatment of the Severance have been made to me by the City. I understand that I will receive the Severance only if I satisfy the Other Conditions and sign this Agreement and do not rescind it within the fifteen (15) calendar days described below under Opportunity to Rescind.

2. No Other Benefits.

I understand that except for the Severance payment described in this Agreement, following the Separation Date I shall receive no other benefits. All my rights under the City's benefit plans shall be governed in accordance with the terms of such plans. I acknowledge receipt of applicable summary plan descriptions relating to such plans. I understand that I will no longer be an employee of the City after the Separation Date, and I hereby relinquish any rights I may have had under the City's employee policies and any contractual rights I may have had under any agreements with the City.

3. Return of Property.

As of the date of my signing of this Agreement, I warrant that I have returned the originals and all copies of all the City files, documents, software, hardware, keys, office equipment, all records and documents related to the City, and all other City property in my possession or under my control. If I find any City property after I sign this Agreement, I will promptly return it.

4. No Further Claim to Compensation.

This Agreement fully and completely satisfies any and all obligations between the City and me that arise out of or relate to my employment, except for my final paycheck to be paid on January 16, 2026, and all payments required under this Agreement to be paid as defined in Paragraph 1. I have no claim to any compensation from the City, in any form, beyond the compensation that is specifically described in Paragraph 1 through 4 of this Agreement.

5. Complete Release.

In return for the Severance payment and other benefits provided herein, which I acknowledge are good and sufficient consideration for all aspects of this Agreement, I, on behalf of myself and all of my past, present and future heirs, executors, administrators, agents, attorneys, insurers, subrogees, lienors, trustees, indemnitors, principals, servants, representatives, employees, partners, predecessors, successors and assigns, hereby release the City, and any of its subsidiaries and affiliated entities, and all of their respective current and former officers, agents, directors, employees, independent contractors, shareholders, attorneys, accountants, insurers, representatives, predecessors, successors and assigns, both individually and in any representative capacity (collectively, the "Released Parties"), from each and every legal claim, demand or grievance of any kind ("Claim"), whether known or unknown, existing at any time up to and including the date I sign this Agreement, including without limitation any claim, demand or grievance in any way arising out of or related to my employment with the City, or my separation of employment with the City.

I understand and agree that this Agreement is a full, final and complete settlement and release of the Released Parties of any and all Claims, whether known or unknown, including but not limited to any Claim I may have under: the federal or any state constitution; Employment Retirement Income Security Act; Title VII of the Civil Rights Act of 1964; the Americans with Disabilities Act; the Fair Labor Standards Act; the Equal Pay Act; the Family and Medical Leave Act; the Age Discrimination in Employment Act; the Minnesota Public Employment Labor Relations Act; the Minnesota Veterans Preference Act; the Minnesota Government Data Practices Act; the Minnesota Employment, Wages, Conditions, Hours, and Restrictions Laws (Minn. Stat. Chapter 181); the Minnesota Whistleblower Act; section 176.82 of the Minnesota Worker's Compensation Act; the Minnesota Human Rights Act; the Minnesota Public Employment Labor Relations Act; and any other federal, state, or local government laws, regulations or executive orders governing employment. I further understand and agree that I am releasing any Claim I may have, whether known or unknown, for: payment of compensation or benefits of any kind; fraud or misrepresentation; promissory estoppel; wrongful or constructive discharge; defamation; invasion of privacy; breach of covenant of good faith and fair dealing; reprisal or retaliation; breach of contract; breach of a collective bargaining agreement; unjust

enrichment; negligence; negligent hiring; supervision and retention; intentional or negligent infliction of emotional distress; and any other Claim arising under any law.

I further agree that if any Claim I release in this Agreement is prosecuted in my name before any court or administrative agency, I will waive any benefits I obtain through such prosecution and will not take any award of money or other damages from such Claim.

Notwithstanding the foregoing, this Agreement does not release any rights or claims I may have under the Minnesota Human Rights Act or the Age Discrimination in Employment Act that arise after I sign this Agreement or that arise from acts occurring after I sign this Agreement. Furthermore, this Agreement does not release any post-separation rights I may have under an ERISA welfare benefit or pension plan that are specifically provided for in the applicable plan document or required by law, any rights I may have under any plan subject to Section 409A of the Internal Revenue Code of the United States to the extent the release would cause a violation of Section 409A, or any rights to post-separation benefits continuation under state or federal law. This Agreement also does not prevent me from pursuing any claim to enforce this Agreement, or any right or claim that by law may not be waived.

6. Period for Review and Consideration.

I acknowledge, agree, represent, and warrant that I have been provided twenty-one (21) days in which to consider whether to sign this Agreement. I understand that I may use as much or as little of this twenty-one (21) day period as I wish prior to signing this Agreement. I also understand that upon the expiration of this twenty-one (21) day period, the offer to enter into this Agreement may be revoked if I have not by then accepted it. I also acknowledge that I have been advised by the City to seek advice of an attorney of my choosing and that I have had the opportunity to obtain such advice before I signed this Agreement. I acknowledge that if I sign this Agreement before the twenty-one (21) calendar days have elapsed, I am voluntarily waiving my right to the twenty-one (21) day review period.

7. Opportunity to Rescind Under the ADEA and MHRA.

I recognize that by signing this Agreement I am waiving and releasing any employment discrimination, retaliation, or other claims that he might have under the Age Discrimination in Employment Act ("ADEA"). After I sign this Agreement, I will have seven (7) calendar days to revoke my waiver and release of any claims arising under the ADEA. This right of revocation applies only to claims arising under the ADEA. For a revocation of claims under the ADEA to be effective, it must be personally delivered to Lauren Wipper, City of Elk River, 13065 Orono Parkway, Elk River, Minnesota 55330, or sent by United States certified mail, return receipt requested and postmarked within the 7 day period.

I recognize that by signing this Agreement I am waiving and releasing any employment discrimination and retaliation claims that I might have under the Minnesota Human Rights Act ("MHRA"). Under the MHRA (Minnesota Statutes § 363A.31), I have the right to rescind this release of claims in writing within fifteen (15) calendar days after signing it. This right of rescission applies only to any claims arising under the MHRA. For a rescission of claims arising under the MHRA to be effective, it must be delivered to Lauren Wipper, either personally or by United States mail within the fifteen (15) day period. If delivered by mail, the rescission must be

postmarked within the fifteen (15) day period, properly addressed to Lauren Wipper, City of Elk River, 13065 Orono Parkway, Elk River, Minnesota 55330 and sent by certified mail, return receipt requested.

8. Effect of Rescission of Release of Claims.

If I revoke or rescind any part of the Release of All Claims in this Agreement, paragraph 1 of this Agreement will automatically be rescinded without further action by either party.

9. Non-Disparagement.

I agree not to make any disparaging or negative remarks, either verbally or in writing, regarding the City or any of the City's current or former employees, elected or appointed officials, representatives, or business partners, either individually or in any representative capacity, with regard to acts occurring before the signing of this Agreement.

10. No Admission of Wrongdoing.

Nothing in this Agreement may be construed to be an admission of liability or wrongdoing by, against, or on behalf of the City or me. Any form of wrongdoing or liability is expressly denied by the City and its representatives and by the undersigned and his representatives.

11. Complete Agreement.

I acknowledge and agree that there are no other agreements, covenants, promises, undertakings, or understandings between me and the City except as explicitly set forth in this Agreement and that I have not relied on any statement, representation, or promise of the City, or of any representative or attorney for the City, in executing this Agreement, except as may be set forth explicitly in this Agreement.

No modification of, or addition to, this Agreement shall be effective unless it is in writing and signed by all Parties to this Agreement.

12. Miscellaneous.

I understand that this Agreement is a contract, and that the contract has been agreed upon by the City in Minnesota, and that this Agreement will be construed and interpreted in accordance with the laws of the state of Minnesota. I also understand that if either the City or I believe that this Agreement has been violated or breached in some fashion, that any litigation brought to enforce this Agreement must be brought in the State of Minnesota. I also understand that nothing contained in this Agreement is to be construed by me or anyone else as an admission that the City has violated any local, state or federal law, rule, regulation or principle of common law. In fact, I understand that the City expressly denies any wrongdoing whatsoever in connection with my employment and the termination of my employment.

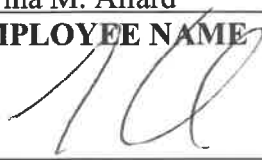
13. **Signature.**

I have read this Agreement, know its contents and have signed it as a free and voluntary act having had adequate opportunity to consider its terms. Furthermore,

I HAVE SIGNED THIS AGREEMENT INTENDING TO BE LEGALLY BOUND TO ALL ITS TERMS.

Date: 11/16/26

Tina M. Allard
EMPLOYEE NAME


EMPLOYEE SIGNATURE

Date: _____ **THE CITY OF ELK RIVER**

John J. Dietz, Mayor

ATTEST:

Jolene Richter, Deputy City Clerk

GP:2771993 v1



Request for Action

To
City Council

Item Number
4.5

Meeting Date
February 2, 2026

Prepared By
Lauren Whipper, Human Resources Manager

Item Description
Hire Police Officer

Reviewed by
David Kuhnly
Cal Portner
Jolene Richter

Action Requested

Approve, by motion, the hiring of Conner Adams to the position of police officer effective February 17, 2026.

Background/Discussion

We have been recruiting for police officers to fill vacancies for retirements and career changes. Following interviews, background, and psychological and physical testing, we recommend Conner Adams for this position.

Officer Adams graduated from Alexandria Technical School's Law Enforcement program in 2025 and has been working as a police officer at the Warroad Police Department since that time.

Officer Adams will start at pay step 2 of the LELS Local 231 contract. All pay and benefits will be consistent with city policy and the union contract.

Financial Impact

This is a budgeted position.

Mission/Policy/Goal

The Elk River Mission Statement.

Attachments

None

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity





Request for Action

To
City Council

Item Number
4.6

Meeting Date
February 2, 2026

Prepared By
Ryan Sandhoefner, Engineering Project Manager

Item Description
Local Match for BUILD Grant - Main Street and
TH10/Railroad Grade Separation

Reviewed by
Justin Femrite
Cal Portner
Jolene Richter

Action Requested

Approve, by motion, up to \$1,203,133 in local match toward the BUILD grant submittal for the grade separation of Main Street and TH10/Railroad.

Background/Discussion

In 2025, city staff were approached by BNSF and their grant writing consultant to consider safety improvements to at-grade intersections with the railroad in Elk River. In conjunction with the Downtown Master Plan, we identified the crossing of Main Street to be of interest.

After considering all grants available, they determined the BUILD grant to be most applicable to our needs. With this, a local match of 20% is required, which is estimated on the high end to total \$1,453,133 over the next several years. BNSF has committed \$250,000 toward this local match, which brings the city's contribution down to \$1,203,133.

If awarded, this grant would bring the project up to 30% preliminary engineering. This milestone would set Elk River up for the application of future construction grants in hopes of one day funding a construction project.

Financial Impact

After BNSF's contribution, the city's responsibility totals \$1,203,133 and is expected to be funded using our Municipal State Aid account.

Mission/Policy/Goal

Responsibly grow

Attachments

None

The Elk River Vision

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Request for Action

To
City Council

Item Number
4.7

Meeting Date
February 2, 2026

Prepared By
Dawn Robertson, Records Specialist

Item Description
On-Sale Intoxicating Liquor License: Muddy Cow Elk River LLC.

Reviewed by
Cal Portner
Jolene Richter

Action Requested

Approve, by motion, an On-Sale Intoxicating Liquor License to Muddy Cow Elk River LLC. License Valid through February 16, 2027.

Background/Discussion

Muddy Cow Elk River LLC requests an On-Sale Intoxicating Liquor License for their location at 13479 Business Center Dr NW

Financial Impact
N/A

Mission/Policy/Goal
Elk River Mission

Attachments
None

The Elk River Vision

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Request for Action

To
City Council

Item Number
4.8

Meeting Date
February 2, 2026

Prepared By
Lauren Whipper, Human Resources Manager

Item Description
Approve Collective Bargaining Agreement with LELS
#589 Police Clerical-Technical

Reviewed by
Cal Portner
Jolene Richter

Action Requested

Approve, by motion, the Master Labor Agreement (Contract) between the City of Elk River and Law Enforcement Labor Services (LELS) Local #589 for January 1, 2026, to December 31, 2027.

Background/Discussion

City staff negotiated an agreement with the police clerical and technical labor union (LELS #589). The agreed-to provisions of the contract are consistent with previous Council discussions as well as with other labor agreements and city policies. The new terms are as follows:

<i>MN Paid Leave</i>	Grandfathered into city policy if city policy changes.
<i>Injury on Duty</i>	CSOII/Evidence Technician will receive 30 days of IOD if injured while at the scene or en route to or from the scene.
<i>On Call Pay</i>	Changed from 1 hour of comp time to 2 hours of comp time. Defined that this is at straight time.
<i>Comp Time</i>	No maximum balance, but must be at or below 40 in December or paid out.
<i>Wages</i>	January 1, 2026, 2.75%; June 28, 2026, 0.25%; January 2027, 2.75%; July 1, 2027, mid-year look back retro not to exceed 1.5%
<i>Field Training Pay</i>	CSOII/Evidence Technician is paid 2 hours per day while performing FTO duties.

Financial Impact

The 2026 wages are included in the 2026 approved budget. Other costs will be absorbed by the department budget and included in the 2027 budget.

Mission/Policy/Goal

The Elk River Mission Statement.

Attachments

1. Master Labor Agreement between the City of Elk River and Law Enforcement Labor Services, Inc. Local #589
2. Marked up version of 2025 Agreement
The Elk River Vision

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MASTER LABOR AGREEMENT

BETWEEN

THE CITY OF ELK RIVER



AND

LAW ENFORCEMENT LABOR SERVICES, INC.

(LOCAL 589)



Effective January 1, 2026, through December 31, 2027

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ARTICLE 1. PURPOSE OF INTENT

This Agreement is entered into as of January 1, 2025, between the City of Elk River, hereinafter called the Employer, and the Law Enforcement Labor Services, Inc., Local 589 (LELS), hereinafter called the Union. It is the intent and purpose of this Agreement to:

- 1.1 Establish procedures for the resolution of disputes concerning this Agreement's interpretation and/or application; and,
- 1.2 Place in written form the parties' agreement upon terms and conditions of employment for the duration of this Agreement.

ARTICLE 2. RECOGNITION

- 2.1 The Employer recognizes the Union as the exclusive representative, under Minnesota Statutes 179A.03, Subdivision 8, for all regular fulltime police personnel in the following job classification:

All clerical and technical employees of the Elk River Police Department, Elk River, Minnesota, who are public employees within the meaning of Minn. Stat. 179A.03, subd. 14, excluding Temporary Community Service Officer 1, supervisory employees, and confidential employees within the meaning of Minn. Stat. 179A.03, subd. 17 and 4, and all other employees.

- 2.2 In the event the Employer and the Union are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.

ARTICLE 3. DEFINITIONS

- 3.1 UNION: Law Enforcement Labor Services, Inc. (LELS) Local No. 589.
- 3.2 UNION MEMBER: A member of the Law Enforcement Labor Services, Inc., (Local No. 589).
- 3.3 EMPLOYEE: A member of the exclusively recognized bargaining unit.
- 3.4 DEPARTMENT: The City of Elk River Police Department
- 3.5 EMPLOYER: The City of Elk River, Minnesota
- 3.6 CHIEF: The Police Chief for the City of Elk River, Minnesota Police Department
- 3.7 UNION STEWARD: Employee elected or appointed by the Law Enforcement Labor Services, Inc., (Local No. 589).
- 3.8 OVERTIME: Work performed by a non-exempt Employee at the express authorization of the Employer in excess of 40 hours per week.
- 3.9 SCHEDULED SHIFT: A consecutive work period including Rest Breaks and an unpaid Lunch Break.

- 3.10 REST BREAKS: Periods during the Scheduled Shift during which the Employee remains on continual duty and is responsible for assigned duties.
- 3.11 LUNCH BREAK: An unpaid period during the Scheduled Shift during which the Employee is not responsible for assigned duties.
- 3.12 STRIKE: Concerted action in failing to report for duty, the willful absence from one's position, the stoppage of work, slowdown, or abstinence as a whole or in part from the full, faithful, and proper performance of the duties of employment for the purposes of including, influencing, or coercing a change in the conditions or compensation of the rights, privileges, or obligations of employment.
- 3.13 COMPENSATORY TIME: A non-exempt Employee's time off a regularly Scheduled Shift with pay in lieu of Overtime pay, taken with prior approval of the Employer.
- 3.14 PROBATIONARY PERIOD: That period from date of hire until an Employee, with successful performance, is certified as a regular full time Employee as per the following:
 - a. New Hire: Six (6) months from date of hire.
 - b. Promotion: Six (6) months from the date of promotion.

ARTICLE 4. EMPLOYER AUTHORITY

The Employer has and will continue to retain, whether exercised or not, the sole and unrestricted right to operate and manage its affairs in all respects and to perform any inherent managerial function not specifically limited by the express provisions of this Agreement.

The rights of the Employer, through its management official, shall include but not be limited to the following:

- 1) The right to operate and manage all manpower and facilities and equipment,
- 2) to set and amend budgets,
- 3) to establish and modify the organizational structure,
- 4) to determine the purpose or mission of the organization in each of its departments or units,
- 5) to establish functions and programs,
- 6) to introduce new or improved methods of work and to determine the utilization of technology, to exercise control and discretion over the organization and the efficiency, economy, and productivity of operations,
- 7) to set standards for work services to the public,
- 8) to change or eliminate the existing work schedules, to assign work, overtime, leave time, and schedule working hours,
- 9) to hire, examine, classify, promote, train, transfer, assign and schedule Employees in positions with the Employer,

- 10) to suspend, demote, discharge or take other disciplinary action against the Employees for just cause,
- 11) to increase, reduce, change, modify or alter the composition and size of the work force,
- 12) to lay off Employees,
- 13) to reallocate positions to higher or lower classifications,
- 14) to determine locations, methods, means and numbers of personnel by which operations are to be conducted,
- 15) to establish, modify, combine or abolish job classifications,
- 16) to determine whether goods and services are to be provided or purchased, and
- 17) to direct the Employees.

Any term or condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish, or eliminate.

Nothing in the agreement shall prohibit or restrict the right of the Employer from subcontracting work performed by employees covered by this agreement.

ARTICLE 5. EMPLOYER SECURITY

- 5.1 The union, its officers or agents, and the Employees covered by this agreement, agree that during the life of this agreement it will not cause, encourage, participate in or support any slowdown, other interruption of or interference with the normal functions of the employer.
- 5.2 If any employee violates this article, the union shall immediately notify any such employee in writing to cease and desist from such action and shall instruct them to immediately return to their normal duties. Any or all employees who violate any of the provisions of this article may be discharged or otherwise disciplined.
- 5.3 The employer's failure to exercise any right, prerogative, or function hereby reserved to it, or the employer's exercise of any such right, prerogative, or function in a particular way, shall not be considered a waiver of the employer's right to exercise such right, prerogative, or function or preclude it from exercising the same in some other way not in conflict with the express provisions of this agreement.

ARTICLE 6. UNION SECURITY

- 6.1 The Employer shall deduct from the wages of Employees who authorize such a deduction, in writing, an amount necessary to cover monthly Union dues. Such monies shall be remitted directly to Law Enforcement Labor Services, Inc. monthly.

- 6.2 The Union may designate Employees from the bargaining unit to act as a Union Steward and an alternate. The Union shall inform the Employer, in writing, of such choice and changes in the position of Steward and/or alternate.
- 6.3 The Employer shall make space available on the employee's bulletin board for posting Union notice(s) and announcement(s).
- 6.4 Law Enforcement Labor Services, Inc. shall indemnify the Employer for any successful employee claim for unauthorized employer deduction made by relying on Law Enforcement Labor Services, Inc.'s submission of membership authorizations or certification or regarding the employee's authorization for the dues deduction or for any successful employee claim for unauthorized employer deductions by relying on information from Law Enforcement Labor Services, Inc regarding changing or canceling dues deductions.
- 6.5 The Union shall request access to the premises of the Employer at reasonable times and subject to mutually agreed upon reasonable rules to investigate grievances and for other reasonable purposes.

ARTICLE 7. EMPLOYEE RIGHTS - GRIEVANCE PROCEDURE

A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.

- 7.1 Union Stewards: The Employer will recognize Union Stewards designated by the Union as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The Union shall notify the Employer, in writing, of the names of such Union Stewards and of their successors when so designated as provided by Section 6.2 of this Agreement.
- 7.2 Processing of Grievance: It is recognized and accepted by the Union and the Employer that the processing of grievance, as hereinafter provided, is limited by the job duties and responsibilities of the Employees and shall, therefore, be accomplished during normal working hours only when consistent with such Employee duties and responsibilities. The aggrieved Employee and a Union Steward shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the Employer during normal working hours provided that the Employee and the Union Steward have notified and received the prior approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer.
- 7.3 Procedure: Grievances, as defined by this article shall be resolved in conformance with the following procedure:

Step 1. An Employee claiming a violation concerning the interpretation or application of

this Agreement shall, within fourteen (14) calendar days from the alleged occurrence, present in writing the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, and the remedy requested to the Employee's supervisor and Chief. The Employer shall answer the Employee and the Union, in writing within ten (10) calendar days after receipt. A grievance not resolved in Step 1 shall be appealed to Step 2 within ten (10) calendar days after the Employer Step 1 response.

Step 2. If appealed, the written grievance shall be presented by the Union to the city administrator. The city administrator and the Union shall schedule an in-person meeting to include necessary participants within ten (10) calendar days after receipt of such Step 2 grievance. The City and Union shall make every effort for timeliness. The city administrator shall respond, in writing, to the Union within five (5) calendar days after the meeting. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the city administrator's final Step 2 answer.

Step 3. A grievance unresolved in Step 2 and appealed to Step 3 by the Union may be submitted to the Minnesota Bureau of Mediation Services for mediation or to arbitration within ten (10) calendar days following the final Step 2 answer. If the grievance is submitted to mediation and is not resolved, it may be appealed to arbitration within ten (10) calendar days following mediation. The Union shall request a list of arbitrators to be submitted to the parties by the Bureau of Mediation Services.

7.4 Arbitrator's Authority:

- a. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union and shall have no authority to decide on any other issue not so submitted.
- b. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.
- c. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union, provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record

to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally. If a record is requested, the arbitrator shall receive a copy at no cost.

- 7.5 Waiver: If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled based on the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievances as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and the Union in each step.
- 7.6 Choice of Remedy: If, because of the Employer's response in Step 2, the grievance remains unresolved and if the grievance involves the suspension, demotion, or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 3 of this Article or to another procedure such as Veterans Preference. If appealed to any procedure other than Step 3 of this Article, the grievance shall not be subject to the arbitration procedure provided in Step 3 of this Article. The aggrieved employee shall indicate in writing which procedure is to be used - Step 3 of this Article or an alternative procedure - and shall sign a statement to the effect that the choice of an alternate procedure precludes the employee from making an appeal through Step 3 of this Article.

ARTICLE 8. SAVINGS CLAUSE

This Agreement is subject to the laws of the United States, the State of Minnesota, and the City of Elk River, Minnesota. In the event any provisions of this Agreement shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time limits provided, such provision shall be voided. All other provisions of this Agreement shall continue in full force and effect. The voided provision may be renegotiated at the written request of either party.

ARTICLE 9. SENIORITY

Seniority shall be determined by the regular full time Employee's length of continuous employment with the Police Department and posted in an appropriate location. Seniority rosters may be maintained by the Employer or designee based on time in grade and time within specific classifications.

- 9.1 During the Probationary Period, a newly hired or rehired Employee may be discharged at the sole discretion of the Employer. During the Probationary Period, a promoted or reassigned regular full time Employee may be replaced in the Employee's previous position at the sole discretion of the Employer.

- 9.2 A reduction of the workforce will be accomplished based on seniority. Regular full time Employees shall be recalled from layoff based on seniority. A qualified, as determined by Employer, regular fulltime Employee on layoff shall have an opportunity to return to work within two (2) years of the time of their layoff before any new Employee is hired.

ARTICLE 10. DISCIPLINE

The Employer retains the sole discretion to determine what behavior warrants disciplinary action and which action will be imposed.

- 10.1 The Employer will discipline Employees for just cause only. Discipline will be in one or more of the following forms:
- a. oral reprimand;
 - b. written reprimand;
 - c. suspension;
 - d. demotion; or,
 - e. discharge.
- 10.2 Suspensions, demotions, and discharges will be in written form.
- 10.3 Written reprimands, notices of suspension, notices of demotion, and notices of discharge which are to become part of an Employee's personnel file shall be read and acknowledged by the signature of the Employee. Employees and the Union will receive a copy of such reprimands and/or notices.
- 10.4 Employees may examine their own individual personnel files in accordance with the Minnesota Government Practices Act.
- 10.5 Employees will not be questioned concerning an employment investigation for disciplinary action unless the Employee has been given a reasonable opportunity to have a Union Steward present at such questioning.
- 10.6 Grievances relating to this Article shall be initiated by the Union in Step 3 of the grievance procedure under Article 7.

ARTICLE 11. WORK SCHEDULES

The normal work year for regular non-exempt or exempt full time Employees is two thousand and eighty (2080) hours, to be accounted for by each Employee through:

- a. hours worked on assigned shifts;
 - b. holidays;
 - c. assigned training; or,
 - d. authorized leave time.
- 11.1 Nothing contained in this, or any other Article shall be interpreted to be a guarantee of the minimum or maximum number of hours the Employer may assign Employees.

- 11.2 Employees shall not take their Rest Break or Lunch Break during the during the first or last hour of their shift.
- 11.3 Summer work schedules are set solely at the discretion of the Chief.

ARTICLE 12. OVERTIME

Non-exempt Employees will be compensated at one and one-half (1½) times the Employee's regular rate of pay for hours worked in excess of 40 hours per week.

- 12.1 Paid holidays, bereavement leave, vacation, compensatory time, sick leave, and ESST when used consistent with Employer sick leave, shall be the only non-workdays with compensation considered for purposes of computing overtime compensation.
- 12.2 Changes of shifts do not qualify an Employee for Overtime under this Article.
- 12.3 Overtime will be distributed as equally as practicable.
- 12.4 Overtime refused by Employees will, for record purposes under Article 12.3, be considered as unpaid Overtime worked.
- 12.5 For the purpose of computing Overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.
- 12.6 Overtime will be calculated to the nearest fifteen (15) minutes.
- 12.7 Employees have the obligation to work Overtime or call backs as requested by the Employer unless unusual circumstances prevent the employee from so working. The minimum call back will be two hours.

ARTICLE 13. INSURANCE

The Employer shall provide the same health insurance and other insurance benefits available to non-union employees. Employees shall receive the same insurance contributions and benefits as the City's non-union employees.

ARTICLE 14. UNIFORMS

The CSO II/Evidence Technicians and Investigative Analyst shall be credited with an annual uniform allowance account to be used on a voucher system basis. All items charged to the Employer must receive prior approval of the Chief. The amount charged shall not exceed the outstanding balance in the Employee's uniform allowance account.

The annual uniform allowance amount will be as follows:

- CSOII/Evidence Technician - \$700 per year.
- Investigative Analyst - \$250 per year.

ARTICLE 15. SICK LEAVE

The Union shall be eligible to accrue and use Sick Leave consistent with the city Personnel Policy Manual. In the event the City desires to change Sick Leave in the Personnel Policy Manual, the City and Union shall open the contract for this lone provision.

15.1 Minnesota Paid Family and Medical Leave

The Union will follow the December 2025 Personnel Policy Manual language which will be grandfathered in the case of subsequent policy changes.

15.2 Injury on Duty

Employees in the classification of CSOII/Evidence Technician injured during the active performance of their duties for the Employer en route to or from, or on event scene shall be paid the difference between the fulltime Employee's regular pay and worker's compensation insurance payments for a period not to exceed thirty (30) working days per injury following an initial three (3) day waiting period. Injury on Duty (IOD) will not be charged to the regular fulltime employee's vacation, sick/ESST leave, or other accumulated leave time. Full shifts off work due to injury will be counted as one day IOD. Partial shifts off work due to injury will be counted by the quarter hour toward the 30 day (240 hour) IOD benefit. Time off of work on the initial day of injury and the three (3) working days initial waiting period per injury shall be charged to the regular fulltime Employee's sick/ESST leave account less worker's compensation insurance payments.

ARTICLE 16. BEREAVEMENT LEAVE

The Union shall be eligible for Bereavement Leave consistent with the city Personnel Policy Manual. In the event the City desires to change Bereavement Leave in the Personnel Policy Manual, the City and Union shall open the contract for this lone provision.

ARTICLE 17. SEVERANCE

An employee resigning employment may be eligible for a cash payment for a portion of unused sick leave. To receive a severance payout, the following conditions shall be met:

- The employee must earn sick leave per the Sick Leave policy above; and
- The employee must leave in good standing, not terminated by the city; and
- S/he must provide proper notice of resignation as stated above with city administrator discretion; and
- S/he must execute a release of claims.

17.1 Payment shall be based on the consecutive years of leave-eligible service completed by the employee with the City of Elk River and his/her accrued sick leave balance. Payment shall be at the rate of pay when the resignation is submitted.

17.2 For Employees hired before August 8, 2023, and completing two (2) years of consecutive service, the severance payment is calculated at fifty percent (50%) of the accumulated

sick leave balance up to a maximum paid of four hundred eighty (480) hours.

- 17.3 Employees hired August 8, 2023, or later, and completing five (5) years of consecutive service, will receive a payout as outlined below:
- 5-9 consecutive years of service 40% of up to 960 hours
 - 10 or more consecutive years of service 50% of up to 960 hours
- 17.4 An employee eligible for Severance Pay as noted above and eligible for PERA benefits will receive payout as outlined below.
- 15-19 consecutive years of service 60% of up to 960 hours
 - 20-24 consecutive years of service 65% of up to 960 hours
 - 25-29 consecutive years of service 70% of up to 960 hours
 - 30-32 consecutive years of service 75% of up to 960 hours
 - 33 or more consecutive years of service 80% of up to 960 hours
- 17.5 Accumulated leave in excess of nine hundred sixty (960) hours is not eligible for a severance payment. Sick leave shall continue to accumulate in excess of nine hundred sixty (960) hours to be used in accordance with the Family Medical Leave Act.
- 17.6 Due to unforeseen circumstances and in his/her sole discretion, the city administrator may grant exceptions to provide partial payout prior to five (5) years of service.

ARTICLE 18. VACATION

Vacation leave is accrued based on consecutive years of leave-eligible service. To determine Employee's vacation accrual rate, years of service will include all continuous time the employee has worked for the City in a position that is eligible for paid leave (including authorized unpaid leave). Employees who are rehired after terminating city employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

- 18.1 Leave-eligible Employees hired before December 31, 2020, may carry more than 240 hours of vacation leave during a year but may not carry more than 240 hours forward to the next calendar year.
- 18.2 Employees hired after January 1, 2021, shall accrue 120 working hours per year at the start of eligible employment through the completion of their ninth (9th) year. They may carry more than 120 hours of vacation leave during a year but may not carry more than 120 hours forward to the next calendar year.
- 18.3 Employees with fewer than eight (8) years of service as of January 1, 2021, who elected to reduce their annual carryover rate in return for the reduced annual accrual may carry more than their annual accrual amount of vacation leave during a year but may not carry more than their annual accrual amount forward to the next calendar year. For this policy, annual accrual amount is defined as the Accrual Rate hours listed below that reflect the Length of Service of the employee at the end of the calendar year.

- 18.4 Employees accrue vacation leave at the following rates except for the 2021 and later hires and eligible employees who have requested an acknowledged the new accrual and carryover rate:

Length of Service

Accrual Rate

From start of employment through completion of the 5th year	88 working hours per year
Beginning of the 6th year through completion of the 7th year	112 working hours per year
Beginning of the 8th year through completion of the 9th year	120 working hours per year
Beginning of the 10th year through completion of the 11th year	128 working hours per year
Beginning of the 12th year through completion of the 13th year	136 working hours per year
Beginning of the 14th year through completion of the 15th year	144 working hours per year
Beginning of the 16th year through completion of the 17th year	152 working hours per year
Beginning of the 18th year	160 working hours per year
Beginning of the 19th year	168 working hours per year
Beginning of the 20th year	176 working hours per year
Beginning of the 21st year	184 working hours per year
Beginning of the 22nd year through completion of the 24th year	192 working hours per year
Beginning of the 25th year and thereafter	200 working hours per year

- 18.5 Vacation leave requires supervisor approval. Employees may not use vacation leave during their Probationary Period unless authorized by the city administrator. Employees taking more than two (2) consecutive weeks of vacation, or a combination of vacation and compensatory time must obtain prior approval from the city administrator. The city will make every effort to grant vacation time as requested but reserves the right to deny or approve vacation schedules.

18.6 40/40/40 Vacation Payout Option

Employee may request a one-time per year payout for forty (40) hours of accumulated vacation after taking at least forty (40) hours of vacation leave provided that after the reduction of the eighty (80) hours the Employee retains a minimum vacation balance of at least forty (40) hours. The irrevocable election to take the 40/40/40 option must be made by the end of the calendar year prior to taking the vacation. The vacation payout will occur following a valid written request by the employee indicating the above criteria have been met or the second pay day in November of each year, whichever comes first.

ARTICLE 19. HOLIDAYS

Regular, full-time employees are eligible to receive eight (8) hours paid time off for each of the following holidays.

New Year's Day	Labor Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	The day after Thanksgiving
Juneteenth	Christmas Eve Day
Independence Day	Christmas Day

- 19.1 For employees working a Monday through Friday workweek, holidays occurring on Saturday will be observed the preceding Friday and holidays occurring on Sunday will be observed on the following Monday.
- 19.2 When a holiday falls during an employee's vacation or sick leave, the employee will not be charged with vacation or sick leave for the holiday hours; the hours will be considered holiday leave.
- 19.3 Employees called in to work on the actual holidays listed above shall receive one and one-half the employee's regular rate of pay in addition to the holiday pay.

ARTICLE 20. ON CALL

Records Clerks and Secretary/Receptionists assigned on-call duty on Sundays or Holidays that precede the start of the work week shall receive two hours of compensatory time at base wage rate (straight time) for that day only. Only one employee may be on-call on any given Sunday or Holiday.

ARTICLE 21. COMPENSATORY TIME PROVISIONS

Regular full time non-exempt Employees may be allowed to accumulate either Overtime worked at the rate provided for in Article 12 or, with prior approval from Employer, Compensatory Time at the rate of one and one-half (1½) times the excess hours worked. As of the last day of the first pay period that includes a day in December, compensatory time balances must be at or below 40 hours. Hours in excess of 40 will be paid out.

Employees may use Compensatory Time off duty with pay, subject to prior approval of the Employer.

The City Administrator may approve Compensatory Time to be cashed out during a regular pay period at other times during the year due to unforeseen, extenuating circumstances.

ARTICLE 22. WAGES

Employees shall be paid wages as found in Appendix A.

- 22.1 Effective 01-01-2026, Employees shall receive a 2.75% general wage increase.

Effective 06-28-2026, Employees shall receive 0.25% general wage increase.

Effective the first pay period that includes 01-01-2027, Employees shall receive a 2.75% general wage increase.

07-01-2027 mid-year lookback based on average COLA and market adjustment of peer cities not to exceed 1.5%, retro to the first pay period that includes 01-01-2027.

For the lookback, the City will confirm whether each peer city's police clerical and technical employees are in a union or not. If they are in a union, the City will use the COLA and Market

Adjustment numbers for that union. If they aren't in a union, the City will use the COLA and Market Adjustment numbers for the non-union group for that peer city. The COLA/Market Adjustment for this unit as a whole will be an average of the peers.

22.2 Employees not currently at the maximum shall move to the next step in the pay scale on their anniversary date in their current position upon successful performance.

22.3 Field Training Pay

Employees in the classification of CSOII/Evidence Technician assigned Field Training Officer duties shall be paid two (2) hours per day while performing FTO duties.

ARTICLE 23. POST EMPLOYMENT HEALTH CARE SAVINGS PLAN

Effective following the signing of this contract, Employees shall contribute to the Post Employment Health Care Savings Plan in the following manner:

Beginning of employment through 5 years	2% of Employee's hourly base wage
Years 6 through 10	2.5% of Employee's hourly base wage
Years 11 through 15	3% of Employee's hourly wage
Years 16 through 20	3.5% of Employee's hourly wage
Years 21 and beyond	4% of Employee's hourly base wage

23.1 Employees will place 100% of their sick leave severance, as paid per item 17, into their Post Employment Health Care Savings Plan unless the Employee has opted out of the program which is approved due to a qualified exemption rule. Should an Employee choose this opt-out provision, it will be paid to the Employee as severance.

23.2 Upon the death of an Employee, contributions can no longer be made to the HCSP. Any payments owed but not yet paid into the HCSP will be paid out as regular income in accordance with state and federal law.

ARTICLE 24. WAIVER

Any and all prior agreements, resolutions, policies, rules, and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this Agreement, are hereby superseded. The parties mutually acknowledge that during the negotiations that resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any term or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this Agreement for the stipulated duration of this Agreement. The Employer and the Union, each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment not specifically referred to or covered by this Agreement, even though such terms and/or conditions may have been within the knowledge or contemplation of either or both of the parties at the time this contract was negotiated or executed.

ARTICLE 25. DURATION

This Agreement shall be effective as of January 1, 2026, and shall remain in full force and effect until December 31, 2027.

In WITNESS WHEREOF, the parties hereto have executed this Agreement on this 2nd day of February, 2026.

FOR THE CITY OF ELK RIVER

FOR LAW ENFORCEMENT LABOR
SERVICES, INC. LOCAL 589

John Dietz, Mayor

Robin Roeser, Business Agent

Jolene Richter, Deputy Clerk

Darian Poser, Union Steward

Appendix A

Wages Effective 1-1-2026 2.75% COLA	MIN	B	C	D	MAX
Investigative Analyst	\$89,768	\$93,729	\$97,688	\$101,649	\$105,609
Senior Administrative Assistant	\$31.31	\$33.27	\$35.22	\$37.17	\$39.14
Records Clerk	\$29.38	\$31.50	\$33.64	\$35.78	\$37.90
CSOII/Evidence Technician					
Secretary/Receptionist	\$24.31	\$26.33	\$28.35	\$30.38	\$32.41

Wages Effective 6-28-26 0.25% General Increase	MIN	B	C	D	MAX
Investigative Analyst	\$89,992	\$93,963	\$97,932	\$101,903	\$105,873
Senior Administrative Assistant	\$31.39	\$33.35	\$35.31	\$37.27	\$39.24
Records Clerk	\$29.45	\$31.58	\$33.72	\$35.87	\$38.00
CSOII/Evidence Technician					
Secretary/Receptionist	\$24.37	\$26.40	\$28.42	\$30.46	\$32.49

Wages Effective 12-27-26 2.75% COLA	MIN	B	C	D	MAX
Investigative Analyst	\$92,467	\$96,547	\$100,625	\$104,705	\$108,784
Senior Administrative Assistant	\$32.25	\$34.27	\$36.28	\$38.29	\$40.31
Records Clerk	\$30.26	\$32.45	\$34.65	\$36.85	\$39.04
CSOII/Evidence Technician					
Secretary/Receptionist	\$25.04	\$27.13	\$29.20	\$31.30	\$33.38

MASTER LABOR AGREEMENT

BETWEEN

THE CITY OF ELK RIVER



AND

LAW ENFORCEMENT LABOR SERVICES, INC.

(LOCAL 589)



**Effective January 1, 2025⁶, through December 31,
20252027**

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ARTICLE 1. PURPOSE OF INTENT

This Agreement is entered into as of January 1, 2025, between the City of Elk River, hereinafter called the Employer, and the Law Enforcement Labor Services, Inc., Local 589 (LELS), hereinafter called the Union. It is the intent and purpose of this Agreement to:

- 1.1 Establish procedures for the resolution of disputes concerning this Agreement's interpretation and/or application; and,
- 1.2 Place in written form the parties' agreement upon terms and conditions of employment for the duration of this Agreement.

ARTICLE 2. RECOGNITION

- 2.1 The Employer recognizes the Union as the exclusive representative, under Minnesota Statutes 179A.03, Subdivision 8, for all regular fulltime police personnel in the following job classification:

All clerical and technical employees of the Elk River Police Department, Elk River, Minnesota, who are public employees within the meaning of Minn. Stat. 179A.03, subd. 14, excluding Temporary Community Service Officer 1, supervisory employees, and confidential employees within the meaning of Minn. Stat. 179A.03, subd. 17 and 4, and all other employees.

- 2.2 In the event the Employer and the Union are unable to agree as to the inclusion or exclusion of a new or modified job class, the issue shall be submitted to the Bureau of Mediation Services for determination.

ARTICLE 3. DEFINITIONS

- 3.1 UNION: Law Enforcement Labor Services, Inc. (LELS) Local No. 589.
- 3.2 UNION MEMBER: A member of the Law Enforcement Labor Services, Inc., (Local No. 589).
- 3.3 EMPLOYEE: A member of the exclusively recognized bargaining unit.
- 3.4 DEPARTMENT: The City of Elk River Police Department
- 3.5 EMPLOYER: The City of Elk River, Minnesota
- 3.6 CHIEF: The Police Chief for the City of Elk River, Minnesota Police Department
- 3.7 UNION STEWARD: Employee elected or appointed by the Law Enforcement Labor Services, Inc., (Local No. 589).
- 3.8 OVERTIME: Work performed by a non-exempt Employee at the express authorization of the Employer in excess of 40 hours per week.
- 3.9 SCHEDULED SHIFT: A consecutive work period including Rest Breaks and an unpaid Lunch Break.

- 3.10 REST BREAKS: Periods during the Scheduled Shift during which the Employee remains on continual duty and is responsible for assigned duties.
- 3.11 LUNCH BREAK: An unpaid period during the Scheduled Shift during which the Employee is not responsible for assigned duties.
- 3.12 STRIKE: Concerted action in failing to report for duty, the willful absence from one's position, the stoppage of work, slowdown, or abstinence as a whole or in part from the full, faithful, and proper performance of the duties of employment for the purposes of including, influencing, or coercing a change in the conditions or compensation of the rights, privileges, or obligations of employment.
- 3.13 COMPENSATORY TIME: A non-exempt Employee's time off a regularly Scheduled Shift with pay in lieu of Overtime pay, taken with prior approval of the Employer.
- 3.14 PROBATIONARY PERIOD: That period from date of hire until an Employee, with successful performance, is certified as a regular full time Employee as per the following:
 - a. New Hire: Six (6) months from date of hire.
 - b. Promotion: Six (6) months from the date of promotion.

ARTICLE 4. EMPLOYER AUTHORITY

The Employer has and will continue to retain, whether exercised or not, the sole and unrestricted right to operate and manage its affairs in all respects and to perform any inherent managerial function not specifically limited by the express provisions of this Agreement.

The rights of the Employer, through its management official, shall include but not be limited to the following:

- 1) The right to operate and manage all manpower and facilities and equipment,
- 2) to set and amend budgets,
- 3) to establish and modify the organizational structure,
- 4) to determine the purpose or mission of the organization in each of its departments or units,
- 5) to establish functions and programs,
- 6) to introduce new or improved methods of work and to determine the utilization of technology, to exercise control and discretion over the organization and the efficiency, economy, and productivity of operations,
- 7) to set standards for work services to the public,
- 8) to change or eliminate the existing work schedules, to assign work, overtime, leave time, and schedule working hours,
- 9) to hire, examine, classify, promote, train, transfer, assign and schedule Employees in positions with the Employer,

- 10) to suspend, demote, discharge or take other disciplinary action against the Employees for just cause,
- 11) to increase, reduce, change, modify or alter the composition and size of the work force,
- 12) to lay off Employees,
- 13) to reallocate positions to higher or lower classifications,
- 14) to determine locations, methods, means and numbers of personnel by which operations are to be conducted,
- 15) to establish, modify, combine or abolish job classifications,
- 16) to determine whether goods and services are to be provided or purchased, and
- 17) to direct the Employees.

Any term or condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish, or eliminate.

Nothing in the agreement shall prohibit or restrict the right of the Employer from subcontracting work performed by employees covered by this agreement.

ARTICLE 5. EMPLOYER SECURITY

- 5.1 The union, its officers or agents, and the Employees covered by this agreement, agree that during the life of this agreement it will not cause, encourage, participate in or support any slowdown, other interruption of or interference with the normal functions of the employer.
- 5.2 If any employee violates this article, the union shall immediately notify any such employee in writing to cease and desist from such action and shall instruct them to immediately return to their normal duties. Any or all employees who violate any of the provisions of this article may be discharged or otherwise disciplined.
- 5.3 The employer's failure to exercise any right, prerogative, or function hereby reserved to it, or the employer's exercise of any such right, prerogative, or function in a particular way, shall not be considered a waiver of the employer's right to exercise such right, prerogative, or function or preclude it from exercising the same in some other way not in conflict with the express provisions of this agreement.

ARTICLE 6. UNION SECURITY

- 6.1 The Employer shall deduct from the wages of Employees who authorize such a deduction, in writing, an amount necessary to cover monthly Union dues. Such monies shall be remitted directly to Law Enforcement Labor Services, Inc. monthly.

- 6.2 The Union may designate Employees from the bargaining unit to act as a Union Steward and an alternate. The Union shall inform the Employer, in writing, of such choice and changes in the position of Steward and/or alternate.
- 6.3 The Employer shall make space available on the employee's bulletin board for posting Union notice(s) and announcement(s).
- 6.4 Law Enforcement Labor Services, Inc. shall indemnify the Employer for any successful employee claim for unauthorized employer deduction made by relying on Law Enforcement Labor Services, Inc.'s submission of membership authorizations or certification or regarding the employee's authorization for the dues deduction or for any successful employee claim for unauthorized employer deductions by relying on information from Law Enforcement Labor Services, Inc regarding changing or canceling dues deductions.
- 6.5 The Union shall request access to the premises of the Employer at reasonable times and subject to mutually agreed upon reasonable rules to investigate grievances and for other reasonable purposes.

ARTICLE 7. EMPLOYEE RIGHTS - GRIEVANCE PROCEDURE

A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.

- 7.1 Union Stewards: The Employer will recognize Union Stewards designated by the Union as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The Union shall notify the Employer, in writing, of the names of such Union Stewards and of their successors when so designated as provided by Section 6.2 of this Agreement.
- 7.2 Processing of Grievance: It is recognized and accepted by the Union and the Employer that the processing of grievance, as hereinafter provided, is limited by the job duties and responsibilities of the Employees and shall, therefore, be accomplished during normal working hours only when consistent with such Employee duties and responsibilities. The aggrieved Employee and a Union Steward shall be allowed a reasonable amount of time without loss in pay when a grievance is investigated and presented to the Employer during normal working hours provided that the Employee and the Union Steward have notified and received the prior approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer.
- 7.3 Procedure: Grievances, as defined by this article shall be resolved in conformance with the following procedure:

Step 1. An Employee claiming a violation concerning the interpretation or application of

this Agreement shall, within fourteen (14) calendar days from the alleged occurrence, present in writing the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, and the remedy requested to the Employee's supervisor and Chief. The Employer shall answer the Employee and the Union, in writing within ten (10) calendar days after receipt. A grievance not resolved in Step 1 shall be appealed to Step 2 within ten (10) calendar days after the Employer Step 1 response.

Step 2. If appealed, the written grievance shall be presented by the Union to the city administrator. The city administrator and the Union shall schedule an in-person meeting to include necessary participants within ten (10) calendar days after receipt of such Step 2 grievance. The City and Union shall make every effort for timeliness. The city administrator shall respond, in writing, to the Union within five (5) calendar days after the meeting. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the city administrator's final Step 2 answer.

Step 3. A grievance unresolved in Step 2 and appealed to Step 3 by the Union may be submitted to the Minnesota Bureau of Mediation Services for mediation or to arbitration within ten (10) calendar days following the final Step 2 answer. If the grievance is submitted to mediation and is not resolved, it may be appealed to arbitration within ten (10) calendar days following mediation. The Union shall request a list of arbitrators to be submitted to the parties by the Bureau of Mediation Services.

7.4 Arbitrator's Authority:

- a. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union and shall have no authority to decide on any other issue not so submitted.
- b. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.
- c. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union, provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record

to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally. If a record is requested, the arbitrator shall receive a copy at no cost.

- 7.5 Waiver: If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled based on the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievances as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the Employer and the Union in each step.
- 7.6 Choice of Remedy: If, because of the Employer's response in Step 2, the grievance remains unresolved and if the grievance involves the suspension, demotion, or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 3 of this Article or to another procedure such as Veterans Preference. If appealed to any procedure other than Step 3 of this Article, the grievance shall not be subject to the arbitration procedure provided in Step 3 of this Article. The aggrieved employee shall indicate in writing which procedure is to be used - Step 3 of this Article or an alternative procedure - and shall sign a statement to the effect that the choice of an alternate procedure precludes the employee from making an appeal through Step 3 of this Article.

ARTICLE 8. SAVINGS CLAUSE

This Agreement is subject to the laws of the United States, the State of Minnesota, and the City of Elk River, Minnesota. In the event any provisions of this Agreement shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time limits provided, such provision shall be voided. All other provisions of this Agreement shall continue in full force and effect. The voided provision may be renegotiated at the written request of either party.

ARTICLE 9. SENIORITY

Seniority shall be determined by the regular full time Employee's length of continuous employment with the Police Department and posted in an appropriate location. Seniority rosters may be maintained by the Employer or designee based on time in grade and time within specific classifications.

- 9.1 During the Probationary Period, a newly hired or rehired Employee may be discharged at the sole discretion of the Employer. During the Probationary Period, a promoted or reassigned regular full time Employee may be replaced in the Employee's previous position at the sole discretion of the Employer.

- 9.2 A reduction of the workforce will be accomplished based on seniority. Regular full time Employees shall be recalled from layoff based on seniority. A qualified, as determined by Employer, regular fulltime Employee on layoff shall have an opportunity to return to work within two (2) years of the time of their layoff before any new Employee is hired.

ARTICLE 10. DISCIPLINE

The Employer retains the sole discretion to determine what behavior warrants disciplinary action and which action will be imposed.

- 10.1 The Employer will discipline Employees for just cause only. Discipline will be in one or more of the following forms:
- a. oral reprimand;
 - b. written reprimand;
 - c. suspension;
 - d. demotion; or,
 - e. discharge.
- 10.2 Suspensions, demotions, and discharges will be in written form.
- 10.3 Written reprimands, notices of suspension, notices of demotion, and notices of discharge which are to become part of an Employee's personnel file shall be read and acknowledged by the signature of the Employee. Employees and the Union will receive a copy of such reprimands and/or notices.
- 10.4 Employees may examine their own individual personnel files in accordance with the Minnesota Government Practices Act.
- 10.5 Employees will not be questioned concerning an employment investigation for disciplinary action unless the Employee has been given a reasonable opportunity to have a Union Steward present at such questioning.
- 10.6 Grievances relating to this Article shall be initiated by the Union in Step 3 of the grievance procedure under Article 7.

ARTICLE 11. WORK SCHEDULES

The normal work year for regular non-exempt or exempt full time Employees is two thousand and eighty (2080) hours, to be accounted for by each Employee through:

- a. hours worked on assigned shifts;
 - b. holidays;
 - c. assigned training; or,
 - d. authorized leave time.
- 11.1 Nothing contained in this, or any other Article shall be interpreted to be a guarantee of the minimum or maximum number of hours the Employer may assign Employees.

- 11.2 Employees shall not take their Rest Break or Lunch Break during the during the first or last hour of their shift.
- 11.3 Summer work schedules are set solely at the discretion of the Chief.

ARTICLE 12. OVERTIME

Non-exempt Employees will be compensated at one and one-half (1½) times the Employee's regular rate of pay for hours worked in excess of 40 hours per week.

- 12.1 Paid holidays, bereavement leave, vacation, compensatory time, sick leave, and ESST when used consistent with Employer sick leave, shall be the only non-workdays with compensation considered for purposes of computing overtime compensation.
- 12.2 Changes of shifts do not qualify an Employee for Overtime under this Article.
- 12.3 Overtime will be distributed as equally as practicable.
- 12.4 Overtime refused by Employees will, for record purposes under Article 12.3, be considered as unpaid Overtime worked.
- 12.5 For the purpose of computing Overtime compensation, overtime hours worked shall not be pyramided, compounded, or paid twice for the same hours worked.
- 12.6 Overtime will be calculated to the nearest fifteen (15) minutes.
- 12.7 Employees have the obligation to work Overtime or call backs as requested by the Employer unless unusual circumstances prevent the employee from so working. The minimum call back will be two hours.

ARTICLE 13. INSURANCE

The Employer shall provide the same health insurance and other insurance benefits available to non-union employees. Employees shall receive the same insurance contributions and benefits as the City's non-union employees.

ARTICLE 14. UNIFORMS

The CSO II/Evidence Technicians and Investigative Analyst shall be credited with an annual uniform allowance account to be used on a voucher system basis. All items charged to the Employer must receive prior approval of the Chief. The amount charged shall not exceed the outstanding balance in the Employee's uniform allowance account.

The annual uniform allowance amount will be as follows:

- CSOII/Evidence Technician - \$700 per year.
- Investigative Analyst - \$250 per year.

ARTICLE 15. SICK LEAVE

The Union shall be eligible to accrue and use Sick Leave consistent with the city Personnel Policy Manual. In the event the City desires to change Sick Leave in the Personnel Policy Manual, the City and Union shall open the contract for this lone provision.

15.1 Minnesota Paid Family and Medical Leave

The Union will follow the December 2025 Personnel Policy Manual language which will be grandfathered in the case of subsequent policy changes.

15.2 Injury on Duty

Employees in the classification of CSOII/Evidence Technician injured during the active performance of their duties for the Employer en route to or from, or on event scene shall be paid the difference between the fulltime Employee's regular pay and worker's compensation insurance payments for a period not to exceed thirty (30) working days per injury following an initial three (3) day waiting period. Injury on Duty (IOD) will not be charged to the regular fulltime employee's vacation, sick/ESST leave, or other accumulated leave time. Full shifts off work due to injury will be counted as one day IOD. Partial shifts off work due to injury will be counted by the quarter hour toward the 30 day (240 hour) IOD benefit. Time off of work on the initial day of injury and the three (3) working days initial waiting period per injury shall be charged to the regular fulltime Employee's sick/ESST leave account less worker's compensation insurance payments.

ARTICLE 16. BEREAVEMENT LEAVE

The Union shall be eligible for Bereavement Leave consistent with the city Personnel Policy Manual. In the event the City desires to change Bereavement Leave in the Personnel Policy Manual, the City and Union shall open the contract for this lone provision.

ARTICLE 17. SEVERANCE

An employee resigning employment may be eligible for a cash payment for a portion of unused sick leave. To receive a severance payout, the following conditions shall be met:

- The employee must earn sick leave per the Sick Leave policy above; and
- The employee must leave in good standing, not terminated by the city; and
- S/he must provide proper notice of resignation as stated above with city administrator discretion; and
- S/he must execute a release of claims.

17.1 Payment shall be based on the consecutive years of leave-eligible service completed by the employee with the City of Elk River and his/her accrued sick leave balance. Payment shall be at the rate of pay when the resignation is submitted.

17.2 For Employees hired before August 8, 2023, and completing two (2) years of consecutive service, the severance payment is calculated at fifty percent (50%) of the accumulated

sick leave balance up to a maximum paid of four hundred eighty (480) hours.

- 17.3 Employees hired August 8, 2023, or later, and completing five (5) years of consecutive service, will receive a payout as outlined below:
- 5-9 consecutive years of service 40% of up to 960 hours
 - 10 or more consecutive years of service 50% of up to 960 hours
- 17.4 An employee eligible for Severance Pay as noted above and eligible for PERA benefits will receive payout as outlined below.
- 15-19 consecutive years of service 60% of up to 960 hours
 - 20-24 consecutive years of service 65% of up to 960 hours
 - 25-29 consecutive years of service 70% of up to 960 hours
 - 30-32 consecutive years of service 75% of up to 960 hours
 - 33 or more consecutive years of service 80% of up to 960 hours
- 17.5 Accumulated leave in excess of nine hundred sixty (960) hours is not eligible for a severance payment. Sick leave shall continue to accumulate in excess of nine hundred sixty (960) hours to be used in accordance with the Family Medical Leave Act.
- 17.6 Due to unforeseen circumstances and in his/her sole discretion, the city administrator may grant exceptions to provide partial payout prior to five (5) years of service.

ARTICLE 18. VACATION

Vacation leave is accrued based on consecutive years of leave-eligible service. To determine Employee's vacation accrual rate, years of service will include all continuous time the employee has worked for the City in a position that is eligible for paid leave (including authorized unpaid leave). Employees who are rehired after terminating city employment will not receive credit for their prior service unless specifically negotiated at the time of hire.

- 18.1 Leave-eligible Employees hired before December 31, 2020, may carry more than 240 hours of vacation leave during a year but may not carry more than 240 hours forward to the next calendar year.
- 18.2 Employees hired after January 1, 2021, shall accrue 120 working hours per year at the start of eligible employment through the completion of their ninth (9th) year. They may carry more than 120 hours of vacation leave during a year but may not carry more than 120 hours forward to the next calendar year.
- 18.3 Employees with fewer than eight (8) years of service as of January 1, 2021, who elected to reduce their annual carryover rate in return for the reduced annual accrual may carry more than their annual accrual amount of vacation leave during a year but may not carry more than their annual accrual amount forward to the next calendar year. For this policy, annual accrual amount is defined as the Accrual Rate hours listed below that reflect the Length of Service of the employee at the end of the calendar year.

- 18.4 Employees accrue vacation leave at the following rates except for the 2021 and later hires and eligible employees who have requested an acknowledged the new accrual and carryover rate:

Length of Service

Accrual Rate

From start of employment through completion of the 5th year	88 working hours per year
Beginning of the 6th year through completion of the 7th year	112 working hours per year
Beginning of the 8th year through completion of the 9th year	120 working hours per year
Beginning of the 10th year through completion of the 11th year	128 working hours per year
Beginning of the 12th year through completion of the 13th year	136 working hours per year
Beginning of the 14th year through completion of the 15th year	144 working hours per year
Beginning of the 16th year through completion of the 17th year	152 working hours per year
Beginning of the 18th year	160 working hours per year
Beginning of the 19th year	168 working hours per year
Beginning of the 20th year	176 working hours per year
Beginning of the 21st year	184 working hours per year
Beginning of the 22nd year through completion of the 24th year	192 working hours per year
Beginning of the 25th year and thereafter	200 working hours per year

- 18.5 Vacation leave requires supervisor approval. Employees may not use vacation leave during their Probationary Period unless authorized by the city administrator. Employees taking more than two (2) consecutive weeks of vacation, or a combination of vacation and compensatory time must obtain prior approval from the city administrator. The city will make every effort to grant vacation time as requested but reserves the right to deny or approve vacation schedules.

18.6 40/40/40 Vacation Payout Option

Employee may request a one-time per year payout for forty (40) hours of accumulated vacation after taking at least forty (40) hours of vacation leave provided that after the reduction of the eighty (80) hours the Employee retains a minimum vacation balance of at least forty (40) hours. The irrevocable election to take the 40/40/40 option must be made by the end of the calendar year prior to taking the vacation. The vacation payout will occur following a valid written request by the employee indicating the above criteria have been met or the second pay day in November of each year, whichever comes first.

ARTICLE 19. HOLIDAYS

Regular, full-time employees are eligible to receive eight (8) hours paid time off for each of the following holidays.

New Year's Day	Labor Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	The day after Thanksgiving
Juneteenth	Christmas Eve Day
Independence Day	Christmas Day

- 19.1 For employees working a Monday through Friday workweek, holidays occurring on Saturday will be observed the preceding Friday and holidays occurring on Sunday will be observed on the following Monday.
- 19.2 When a holiday falls during an employee's vacation or sick leave, the employee will not be charged with vacation or sick leave for the holiday hours; the hours will be considered holiday leave.
- 19.3 Employees called in to work on the actual holidays listed above shall receive one and one-half the employee's regular rate of pay in addition to the holiday pay.

ARTICLE 20. ON CALL

Records Clerks and Secretary/Receptionists assigned on-call duty on Sundays or Holidays that precede the start of the work week shall receive ~~one-two~~ hours of compensatory time at base wage rate (straight time) for that day only. Only one employee may be on-call on any given Sunday or Holiday.

ARTICLE 21. COMPENSATORY TIME PROVISIONS

Regular full time non-exempt Employees may be allowed to accumulate either Overtime worked at the rate provided for in Article 12 or, with prior approval from Employer, Compensatory Time at the rate of one and one-half (1½) times the excess hours worked ~~up to a maximum rolling balance of 40 hours. As of the last day of the first pay period that includes a day in December, compensatory time balances must be at or below 40 hours. Hours in excess of 40 will be paid out.~~

Employees may use Compensatory Time off duty with pay, subject to prior approval of the Employer.

The City Administrator may approve Compensatory Time to be cashed out during a regular pay period at other times during the year due to unforeseen, extenuating circumstances.

ARTICLE 22. WAGES

Employees shall be paid wages as found in Appendix A.

22.1 Effective 01-01-~~2025~~2026, Employees shall receive a 42.75% general wage increase ~~and a 1% market adjustment.~~

Effective 06-28-2026, Employees shall receive 0.25% general wage increase.

Effective the first pay period that includes 01-01-2027, Employees shall receive a 2.75% general wage increase.

07-01-2027 mid-year lookback based on average COLA and market adjustment of peer cities not to exceed 1.5%, retro to the first pay period that includes 01-01-2027.

For the lookback, the City will confirm whether each peer city's police clerical and technical employees are in a union or not. If they are in a union, the City will use the COLA and Market Adjustment numbers for that union. If they aren't in a union, the City will use the COLA and Market Adjustment numbers for the non-union group for that peer city. The COLA/Market Adjustment for this unit as a whole will be an average of the peers.

22.2 Employees not currently at the maximum shall move to the next step in the pay scale on their anniversary date in their current position upon successful performance.

22.3 Field Training Pay

Employees in the classification of CSOII/Evidence Technician assigned Field Training Officer duties shall be paid two (2) hours per day while performing FTO duties.

ARTICLE 23. POST EMPLOYMENT HEALTH CARE SAVINGS PLAN

Effective following the signing of this contract, Employees shall contribute to the Post Employment Health Care Savings Plan in the following manner:

Beginning of employment through 5 years	2% of Employee's hourly base wage
Years 6 through 10	2.5% of Employee's hourly base wage
Years 11 through 15	3% of Employee's hourly wage
Years 16 through 20	3.5% of Employee's hourly wage
Years 21 and beyond	4% of Employee's hourly base wage

23.1 Employees will place 100% of their sick leave severance, as paid per item 17, into their Post Employment Health Care Savings Plan unless the Employee has opted out of the program which is approved due to a qualified exemption rule. Should an Employee choose this opt-out provision, it will be paid to the Employee as severance.

23.2 Upon the death of an Employee, contributions can no longer be made to the HCSP. Any payments owed but not yet paid into the HCSP will be paid out as regular income in accordance with state and federal law.

ARTICLE 24. WAIVER

Any and all prior agreements, resolutions, policies, rules, and regulations regarding terms and conditions of employment, to the extent inconsistent with the provisions of this Agreement, are hereby superseded. The parties mutually acknowledge that during the negotiations that resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any term or condition of employment not removed by law from bargaining. All agreements and understandings arrived at by the parties are set forth in writing in this Agreement for the stipulated duration of this Agreement. The Employer and the Union, each voluntarily and unqualifiedly waives the right to meet and negotiate regarding any and all terms and conditions of employment not specifically referred to or covered by this Agreement, even though such terms and/or conditions may have been within the knowledge or

contemplation of either or both of the parties at the time this contract was negotiated or executed.

ARTICLE 25. DURATION

This Agreement shall be effective as of January 1, 202~~56~~, and shall remain in full force and effect until December 31, 202~~75~~.

In WITNESS WHEREOF, the parties hereto have executed this Agreement on this ____ day of ____, 202~~56~~.

FOR THE CITY OF ELK RIVER
SERVICES, INC. LOCAL 589

FOR LAW ENFORCEMENT LABOR

John Dietz, Mayor

Robin Roeser, Business Agent

~~Tina Allard~~ Jolene Richter, ~~Deputy City~~ Clerk

Darian Poser, Union Steward

Appendix A

Wages Effective 1-1-2025 <u>2.75% 4% COLA and 1% Market Adjustment</u>	MIN	B	C	D	MAX
Investigative Analyst	<u>\$87,365</u> <u>89,768</u>	<u>\$91,220</u> <u>93,729</u>	<u>\$95,073</u> <u>97,688</u>	<u>\$98,928</u> <u>101,649</u>	<u>\$102,782</u> <u>105,609</u>
Senior Administrative Assistant	<u>\$30.473</u> <u>1.31</u>	<u>\$32.383</u> <u>3.27</u>	<u>\$34.283</u> <u>.22</u>	<u>\$36.183</u> <u>7.17</u>	<u>\$38.093</u> <u>.14</u>
Records Clerk	<u>\$28.592</u> <u>9.38</u>	<u>\$30.663</u> <u>1.50</u>	<u>\$32.743</u> <u>.64</u>	<u>\$34.823</u> <u>5.78</u>	<u>\$36.893</u> <u>.90</u>
CSOII/Evidence Technician					
Secretary/Receptionist	<u>\$23.662</u> <u>4.31</u>	<u>\$25.632</u> <u>6.33</u>	<u>\$27.592</u> <u>.35</u>	<u>\$29.573</u> <u>0.38</u>	<u>\$31.543</u> <u>.41</u>

Wages Effective 6-28-26 <u>0.25% General Increase</u>	MIN	B	C	D	MAX
Investigative Analyst	<u>\$89,992</u>	<u>\$93,963</u>	<u>\$97,932</u>	<u>\$101,903</u>	<u>\$105,873</u>
Senior Administrative Assistant	<u>\$31.39</u>	<u>\$33.35</u>	<u>\$35.31</u>	<u>\$37.27</u>	<u>\$39.24</u>
Records Clerk	<u>\$29.45</u>	<u>\$31.58</u>	<u>\$33.72</u>	<u>\$35.87</u>	<u>\$38.00</u>
CSOII/Evidence Technician					
Secretary/Receptionist	<u>\$24.37</u>	<u>\$26.40</u>	<u>\$28.42</u>	<u>\$30.46</u>	<u>\$32.49</u>

Wages Effective 12-27-26 <u>2.75% COLA</u>	MIN	B	C	D	MAX
Investigative Analyst	<u>\$92,467</u>	<u>\$96,547</u>	<u>\$100,625</u>	<u>\$104,705</u>	<u>\$108,784</u>
Senior Administrative Assistant	<u>\$32.25</u>	<u>\$34.27</u>	<u>\$36.28</u>	<u>\$38.29</u>	<u>\$40.31</u>
Records Clerk	<u>\$30.26</u>	<u>\$32.45</u>	<u>\$34.65</u>	<u>\$36.85</u>	<u>\$39.04</u>
CSOII/Evidence Technician					

Secretary/Receptionist	\$25.04	\$27.13	\$29.20	\$31.30	\$33.38
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Request for Action

To
City Council

Item Number
4.9

Meeting Date
February 2, 2026

Prepared By
Cal Portner, City Administrator

Item Description
Resolution 26-08 Appointing an Interim Deputy Clerk

Reviewed by
Cal Portner
Jolene Richter

Action Requested
Appoint, by Resolution 26-08, Calvin P. Portner as Interim Deputy Clerk.

Background/Discussion
By statute, cities are required to have a Council-appointed city clerk.

The city clerk is the keeper of the city seal, responsible for official city records, elections, and City Council administrative support. The clerk or appointed deputy clerk is a signatory to official city documents.

With the retirement of City Clerk Tina Allard effective December 31, 2025, the staff have been recruiting and interviewing candidates for our next city clerk. In the interim, our deputy clerk can attest to the execution of official documents. Unfortunately, for an indeterminate period, our deputy clerk will be out of the office.

To fulfill the official aspects of the city clerk, staff requests you appoint City Administrator Portner as the Interim Deputy Clerk until the return of the deputy clerk or the onboarding of a new city clerk.

Financial Impact
N/A

Mission/Policy/Goal
Elk River Mission Statement

Attachments
I. RES 26-08 Interim Deputy Clerk

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**City of Elk River
City Council**

Resolution 26-08

**A Resolution of the City Council of the City of Elk River Appointing an Interim
Deputy Clerk**

WHEREAS, By statute, cities are required to have a Council-appointed city clerk.

WHEREAS, The city clerk is the keeper of the city seal, responsible for official city records, elections, and City Council administrative support. The clerk or appointed deputy clerk is a signatory to official city documents.

WHEREAS, With the retirement of City Clerk Tina Allard effective December 31, 2025, the staff have been recruiting and interviewing candidates for our next city clerk. In the interim, our deputy clerk can attest to the execution of official documents. Unfortunately, for an indeterminate period, our deputy clerk will be out of the office.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Elk River, Minnesota, as follows: To fulfill the official aspects of the city clerk, staff requests you appoint City Administrator Portner as the Interim Deputy Clerk until the return of the deputy clerk or the onboarding of a new city clerk.

Passed and adopted this 2nd day of February 2026.

John J. Dietz, Mayor

ATTEST:

Calvin P. Portner, Interim Deputy Clerk



Request for Action

To
City Council

Item Number
4.10

Meeting Date
February 2, 2026

Prepared By
Joe Stremcha, Business Services Director/Assistant
City Administrator

Item Description
E-bike Ordinance - Regulation of Electric-Assisted
Bicycles, Motorized Foot Scooters, and Electric
Personal Assistive Mobility Devices on Paved Trails

Reviewed by
Jeff Shelby
Cal Portner
Jolene Richter

Action Requested

Adopt, by motion, Ordinance ____ - Regulation of electric-assisted bicycles, motorized foot scooters, and electric personal assistive mobility devices on paved trails.

Background/Discussion

On December 10, 2025, the Parks and Recreation Commission recommended that the City Council approve an ordinance regulating the use of e-bikes and electric-powered devices on city trails and within city parks. The Commission appointed Commissioners Niziolek, Stewart, and Anderson to an *ad hoc* committee to work with staff on drafting regulations for e-bikes and electric-powered devices on city trails and within city parks, based on concerns raised by community members. The city attorney's office has reviewed the draft ordinance and recommends additional language for the Council to consider.

On December 15, 2025, the Council discussed with staff the different types of E-bikes and scooters, how fast they can travel, and safety concerns. The Council directed staff to move forward with an ordinance pertaining to trails and not include sidewalks.

Financial Impact

Nominal costs associated with signage and communicating the ordinance to the community.

Mission/Policy/Goal

Meet changing needs - agile

Attachments

- I. COER Ebike Ordinance

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CHAPTER 76: REGULATION OF ELECTRIC-ASSISTED BICYCLES, MOTORIZED FOOT SCOOTERS, AND ELECTRIC PERSONAL ASSISTIVE MOBILITY DEVICES ON PAVED CITY TRAILS

§ 76.01. DEFINITIONS.

(A) **Electric-Assisted Bicycle.** The term "**electric-assisted bicycle**" shall have the meaning ascribed to it in Minnesota Statutes Section 169.011, Subdivision 27, as amended. This definition includes all Class 1, Class 2, and Class 3 electric-assisted bicycles, as defined in Minnesota Statutes Section 169.011, Subdivisions 15a, 15b and 15c, with factory installed fully functional pedals. This definition does not include vehicles resembling electric-assisted bicycles equipped with an electric motor with a power output exceeding 750 watts or capable of providing assistance when the vehicle reaches a speed exceeding 28 miles per hour.

(B) **Motorized Foot Scooter.** The term "**motorized foot scooter**" shall mean any foot scooter with handlebars, designed to be stood or sat on, and powered by an electric motor able to propel the device with or without human assistance.

(C) **Electric Personal Assistive Mobility Device (EPAMD).** The term "**EPAMD**" shall have the meaning ascribed to it in Minnesota Statutes Section 169.011, Subdivision 26, as amended.

(D) **Paved City Trail.** The term "**Paved City Trail**" shall mean any designated bicycle trail, bikeway, multi-use trail, or shared-use trail which is surfaced with asphalt, concrete, or similar hard material, and is located upon public land and under the ownership, jurisdiction, or maintenance of the City of Elk River. **For the purposes of this Chapter, the term specifically excludes streets, highways, and public sidewalks.**

§ 76.02. OPERATION ON PAVED CITY TRAILS.

(A) **Applicability.** This section shall govern the operation of **electric-assisted bicycles, motorized foot scooters, and Electric Personal Assistive Mobility Devices (EPAMDs)** exclusively upon any **Paved City Trail**. The operation of such

vehicles on streets, highways, or public sidewalks shall be governed by other applicable City Code provisions and Minnesota Statutes, Chapter 169.

(B) Maximum Speed Limit. No person shall operate an **electric-assisted bicycle, motorized foot scooter, or EPAMD** upon any **Paved City Trail** at a rate of speed in excess of **20 miles per hour (mph)**. This speed restriction shall apply regardless of the maximum assisted speed authorized by Minnesota Statute for the class of electric-assisted bicycle being operated.

(C) Reasonable and Prudent Speed. Notwithstanding the maximum speed limit established in subsection (B), the operator of an **electric-assisted bicycle, motorized foot scooter, or EPAMD** shall at all times operate the vehicle at a speed that is **reasonable and prudent** under the conditions and having regard to the actual and potential hazards then existing, including, but not limited to, the trail surface conditions, trail width, visibility, and the presence of pedestrians or other trail users.

(D) Yielding to Others. The operator of an **electric-assisted bicycle, motorized foot scooter, or EPAMD** must at all times **yield the right-of-way** to all pedestrians and other trail users operating non-motorized devices or vehicles. The operator of an **electric-assisted bicycle, motorized foot scooter, or EPAMD** shall decrease speed and give an audible signal before overtaking and passing any person proceeding in the same direction.

§ 76.03. OPERATION ON UNPAVED TRAILS, GRASS AREAS, PLAYGROUNDS, AND SKATE PARKS

(A) General Prohibition. The operation of any **electric-assisted bicycle, motorized foot scooter, or EPAMD** shall be strictly prohibited on any unpaved, natural surface, grass, or dirt trails, playground (including nature play areas), skate parks, and on any unimproved park land or grass area located within the City of Elk River.

(B) Exception for Hillside Park. Notwithstanding the general prohibition in subsection (A), only **Class 1 electric-assisted bicycles** are permitted for use on the designated, unpaved recreational trails located within Hillside Park.

(C) Continued Prohibition. The prohibition established in subsection (A) shall continue to apply to the operation of **Class 2** and **Class 3 electric-assisted bicycles, motorized foot scooters,** and **EPAMDs** within Hillside Park.

§ 76.04. PROHIBITION OF OTHER MOTORIZED VEHICLES AND INTERNAL COMBUSTION POWERED DEVICES.

Notwithstanding any other provision of this Chapter, the operation of any motorized vehicle or device other than an electric-assisted bicycle, motorized foot scooter, or EPAMD, including any device powered by an internal combustion engine, is **strictly prohibited** on all **Paved City Trails**, unpaved trails, playgrounds (including nature play areas), skate parks, natural surfaces, unimproved park land, or grass areas located within the City of Elk River.

§ 76.05. GENERAL EXCLUSIONS.

The regulations and prohibitions set forth in this Chapter shall **not apply** to the operation of any manual or motorized wheelchair, scooter, tricycle, or similar device used by a disabled person as a substitute for walking.

§ 76.06. VIOLATION AND PENALTY.

(A) Violation. Any person violating any provision of this chapter shall be guilty of a petty misdemeanor.

(B) Enforcement. The Elk River Police Department, or any authorized Code Enforcement Official, shall have the authority to enforce the provisions of this chapter.



Request for Action

To
City Council

Item Number
4.11

Meeting Date
February 2, 2026

Prepared By
Dawn Robertson, Records Specialist

Item Description
Resolution 26-09 Premises Permit For
CharitAbleMN dba Competition Cheer Spirit
Booster Club

Reviewed by
Cal Portner
Cal Portner
Jolene Richter

Action Requested

Adopt, by motion, Resolution 26-09 approving a premises permit for CharitAbleMN dba Competition Cheer Spirit Booster Club

Background/Discussion

CharitAbleMN dba Competition Cheer Spirit Booster Club applied to conduct gambling at Sunshine Depot, 701 Main St NW.

The Gambling Control Board requires the local unit of government where the premises are located to approve the request by resolution before the applicant can submit their application to the Gambling Control Board.

Financial Impact
N/A

Mission/Policy/Goal
Elk River Mission

Attachments
I. RES 26-09 Sunshine Depot Premises Permit

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**City of Elk River
City Council**

Resolution 26-09

**A Resolution of the City Council of the City of Elk River Approving Premises
Permit**

WHEREAS, the City Council of the City of Elk River allows gambling licenses to be issued within the city.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Elk River, Minnesota, as follows: the request by CharitAbleMN dba Competition Cheer Spirit Booster Club for a premises permit at Sunshine Depot, 701 Main Street, is hereby approved.

Passed and adopted this 2nd day of February 2026.

John J. Dietz, Mayor

ATTEST:

Calvin P. Portner, Interim Deputy Clerk



Request for Action

To
City Council

Item Number
6.1

Meeting Date
February 2, 2026

Prepared By
Cal Portner, City Administrator

Item Description
Introduce New Community Service Officers

Reviewed by
Cal Portner
David Kuhnly
Jolene Richter

Action Requested
Meet and welcome new Community Service Officers

Background/Discussion

The City Council has authorized two part-time community service officers (CSO) in the police department. These positions are a tremendous learning opportunity for individuals interested in policing. It is also an opportunity for the city to identify capable future officers to serve our community.

Chief Kuhnly will introduce our newest CSOs:

Jocelyn Eckstrom
Torren Johnson

Financial Impact
N/A

Mission/Policy/Goal
Service to our community.

Attachments
None

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Request for Action

To
City Council

Item Number
6.2

Meeting Date
February 2, 2026

Prepared By

Item Description
Oath of Office: Police Officers

Reviewed by
Cal Portner
Jolene Richter

Action Requested

Mayor Dietz to administer the Oath of Office for Officer Nick Bownes and Officer Joe Reak

Background/Discussion

Nick Bownes was authorized by the City Council to be hired, and his first day was 08/18/2025. Officer Bownes has completed the Field Training Program.

Joe Reak was authorized by the City Council to be hired, and his first day as a police officer was 06/03/2025. He started as a CSO on 07/11/2022. Officer Reak has completed the Field Training Program.

Financial Impact
N/A

Mission/Policy/Goal
Elk River Mission Statement

Attachments

1. att Officer Bownes Oath of Office
2. att Officer Reak Oath of Office

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OATH OF OFFICE

I, Nick Bownes, do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of Police Officer of the City of Elk River, Minnesota, to the best of my judgment and ability, so help me God.

Nick Bownes

Subscribed and sworn to before me this 2nd day of February, 2026.

Mayor John Dietz



OATH OF OFFICE

I, Joe Reak, do solemnly swear to support the Constitution of the United States, the Constitution of the State of Minnesota, and to discharge faithfully the duties of Police Officer of the City of Elk River, Minnesota, to the best of my judgment and ability, so help me God.

Joe Reak

Subscribed and sworn to before me this 2nd day of February, 2026.

Mayor John Dietz



Request for Action

To
City Council

Item Number
6.3

Meeting Date
February 2, 2026

Prepared By

Item Description
Planning Commission Candidate Interview

Reviewed by
Cal Portner
Jolene Richter

Action Requested

The Council to interview Jim Lang, a candidate for the Planning Commission.

Background/Discussion

There is a vacancy on the Planning Commission starting February 28, 2026. The Council makes appointments in February for terms beginning in March. This is a three-year term beginning March 1, 2026, and expiring February 28, 2029.

Financial Impact
N/A

Mission/Policy/Goal
Elk River Mission

Attachments

- I. Jim Lang planning Commission Application - Monday Feb 2, 2026

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Board and Commission Application Form - Submission #51098

Date Submitted: 9/29/2025

Residency Information

Residency Requirements

Must be an Elk River resident for the following

- Economic Development Authority (EDA)
- Heritage Preservation Commission
- Housing and Redevelopment Authority (HRA)
- Planning Commission
- Utilities Commission

Residency not required for the following:

- EDA Beautification and Public Art Committee
- EDA Together Elk River Committee
- Joint Finance Committee
- Multipurpose Facility Advisory Commission
- Parks and Recreation Commission

Select the Commission applying for*

Planning Commission

First Name*

James

Last Name*

Lang

Are you an Elk River resident?*

- ☒ Yes
- ☐ No

Address*

378 Gates Ave NW

City*

Elk River

State*

MN

Zip*

55330

Home Phone Number

Cell Phone Number

Email Address

Public Contact Information*

The city maintains a directory of current board/commission members on the city's website. Once appointed members are required to provide a telephone number, email address, or both where the appointee can be reached. This is the contact information we will include in our online directory. Please indicate which contact information you would like us to use:

☐

 Home Phone Number

☒

 Cell Phone Number

☒

 Email Address

Employer*

Totus Tech Inc

Occupation*

Administrator

Employer Address*

378 Gates Ave NW

Employer City*

Elk River

Employer State*

MN

Employer Zip*

55330

Employment Status*

☐

 Part-time

☒

 Full-time

Are you an Elk River Municipal Utility electric customer?*

☐

 Yes

☐

 No

Are you an Elk River Municipal Utility water customer?*

- ☐ Yes
- ☐ No

Why are you interested in serving on a city commission?*

I have lived in Elk River for 9 years. My wife is a 4th generation Elk River citizen. I love Elk River and have a desire to serve our community. I want to see Elk River grow and prosper, yet keep its charming and historical character.

What skills, training, and experience would you bring to the commission for which you seek appointment?*

My wife and I own the business which we work for. We've been in business for 12 years. We have 18 employees. We provide 60 organizations and various sectors with IT managed services. I worked with multiple organizations on new builds and additions. We also did a personal addition to our house a number of years ago and went through the entire process with the city, which was enlightening. I have attended a number of commission and council meetings, so I have an idea what to expect as well. Most of all, I truly have a heart for Elk River at citizens and this businesses.

Conflict of Interest*

Conflict of Interest is defined as the participation in any activity, recommended action, or decision from which the individual has or could have the potential to receive personal gain, whether it be direct or indirect. Do you have any legal or equitable interest in any business, however organized, which could be construed as a conflict of interest?

- ☐ Yes
- ☒ No

If yes, explain:

How did you hear about this vacancy?

Other

Electronic Signature Agreement*

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

- ☒ Agree

Electronic Signature*

James Lang



Request for Action

To
City Council

Item Number
8.1

Meeting Date
February 2, 2026

Prepared By
Dawn Robertson, Records Specialist

Item Description
Discuss Work Session Items

Reviewed by
Cal Portner
Jolene Richter

Action Requested

Review work session items listed below and identify future work session topics.

Background/Discussion

Work sessions will be added to the end of regular meetings on the first and third Mondays as needed. At the first Council meeting of each month, staff will present a list of future work session topics for Council review. Proposed work session topics are as follows:

- Public Safety grant expenditure update
- Review of zoning north of 197th Ave and the gravel mining area following Highway 169 construction
- Update of traffic light timing along Highway 169
- City Council Mission/Vision
- Education on the controversy over data centers
- Joint meeting with Sherburne County (Spring 2026)
- Universal changing tables
- Downtown Master Plan (Feb/Mar)
- Northbound Disposition

Financial Impact
N/A

Mission/Policy/Goal

Responsibly grow, meet changing needs (agile), and ethical, efficient, and responsible.

Attachments
None

The Elk River Vision

A welcoming community with revolutionary and spirited resourcefulness, exceptional service, and community engagement that encourages and inspires prosperity



Request for Action

To
City Council

Item Number
9.1

Meeting Date
February 2, 2026

Prepared By
Dawn Robertson, Records Specialist

Item Description
Council Liaison Updates

Reviewed by
Cal Portner
Cal Portner
Jolene Richter

Action Requested
Councilmembers to provide liaison updates.

Background/Discussion

The Mayor and Councilmembers serve as liaisons to multiple committees and commissions. The first meeting of the month provides an opportunity for the Council to provide updates on the work of those committees and commissions.

- **Community Event Center Commission** – CM Beyer
- **Heritage Preservation Commission** – CM Calva
- **Parks and Recreation Commission** – CM Grupa
- **Planning Commission** – CM Wagner
- **Housing and Redevelopment Authority** - Mayor Dietz
- **Utilities Commission** – Mayor Dietz
- **Region 7W** – Mayor Dietz

Other Committees, Commissions, etc.

Financial Impact
None

Mission/Policy/Goal
Elk River Mission

Attachments
None

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