



19 – 13<sup>TH</sup> AVENUE NORTH PO Box 339  
WAITE PARK MN 56387-0339  
PHONE: (320)252-6822 FAX: (320)252-6955  
EMAIL: [CITY.HALL@CI.WAITEPARK.MN.US](mailto:CITY.HALL@CI.WAITEPARK.MN.US)  
WEBSITE: [WWW.CI.WAITEPARK.MN.US](http://WWW.CI.WAITEPARK.MN.US)

## **Hello and welcome to Waite Park!**

As new residents move to our city, many questions are asked about city services and ordinances. The following is a summary of answers to the most frequently asked questions.

### **REFUSE/RECYCLING SERVICE FOR PRIVATE HOMES:**

The city contracts with West Central Sanitation (WCS) for refuse/recycling service. You, the property owner, are not billed for the service - the cost is part of the general property taxes you pay.

For residences located North of Division Street, refuse is picked up each Tuesday and recycling is picked up every other Tuesday. For those located South of Division Street, refuse is picked up each Wednesday and recycling is picked up every other Wednesday. When an observed holiday falls on Monday, Tuesday or Wednesday, it will affect your pick up day, please refer to the enclosed refuse calendar for more details.

Each property is limited to the use of one 65-gallon cart for refuse and one 65-gallon cart for recycling, both provided by WCS. If your refuse output exceeds the above-mentioned limits, you must contact WCS at 1-800-246-7630 to arrange for an additional pickup. You will be billed for the additional pickup directly by WCS. The sixty-five (65) gallon refuse limit will be strictly enforced.

**YOU MUST HAVE YOUR REFUSE/RECYCLING OUT BEFORE 7:00 AM.**

**A MINIMUM CLEARANCE OF 3 FEET IS REQUIRED ON ALL SIDES OF BOTH CARTS**

If you are the first time owner of a newly constructed house, please contact our office and the city will provide the first refuse cart and recycling cart, free of charge. If you have purchased an existing home, the previous owner should have left both carts at the property. If you need a replacement cart, for any reason, it must be purchased from the city.

The city also provides special trash pickups twice a year – usually the first weekend of May and towards the end of October. Please refer to the enclosed refuse calendar for the exact dates – please save this calendar for future reference.

Any questions regarding the disposal of household hazardous wastes – paints, solvents, insecticides – please call Stearns County Household Hazardous Waste Facility 255-6140.

As part of the city provided refuse service, recycling is mandatory. Recycling guidelines are shown on the following page. You do not need to sort the recycled items.

# RECYCLING GUIDELINES

## GLASS

Glass bottles and jars

Rinse, but labels may remain on glass



### NO:

- Dishes
- Drinking glasses or vases
- Window glass
- Light bulbs
- Broken Glass

## METALS

Aluminum and Tin cans

Rinse, but labels may remain on cans



### NO:

- Scrap metal
- Aerosol cans
- Paint cans

## CORRUGATED CARDBOARD

Only small amounts - Flatten and no larger than 36 inches square



## NO SHREDDED PAPER



**UPDATE:**  
Shredded paper needs to be bagged and placed in your garbage.

## PLASTIC

Containers with recycling codes 1-7

Remove caps and rinse container, but labels may remain on containers



### NO:

- Plastic bags
- Styrofoam
- Molded plastic
- Plastic without a recycling code

## PAPER

Newspapers and Inserts

Magazines

Catalogs

Phone books

Junk mail

Paper grocery bags

All envelopes

(Including window envelopes)

## BOXES

Paperboard boxes

Pop/beer cases

Cereal/Dry food boxes

Tissue boxes

Flatten all boxes



### NO:

- Wax coated boxes (ie. butter, frozen food boxes)
- Pizza Delivery Boxes
- Paper tissues
- Paper towels
- Paper plates
- Napkin

### **BRUSH PICKUP:**

This service is provided by the city generally between the months of April through October. Brush pickup is scheduled for the last full week of the month. Place brush near your regular refuse pickup site by 7:00 a.m. on Monday of these scheduled weeks. Our city Public Works employees will attempt to complete the pickup during the scheduled week, but the schedule may be pushed back due to their workload or weather conditions.

### **YARD WASTE/BRUSH DROP SITE**

The site is located at 602 South 3rd Street in Waite Park (behind Gander Mountain)

- \* The Yard Waste Site is a locked facility. You will need to purchase a yard waste site permit. The permit may be purchased at city hall. A keycard will be issued to each permit holder. The keycard will gain you access to the site.
- \* This site is to be used by Waite Park Residents only. Be prepared to show valid picture identification at the time you purchase your permit.
- \* You will need to empty yard wastes into designated areas at the site. If you are transporting yard wastes in plastic bags, empty the bag contents into the designated area and place the plastic bags into the provided container.
- \* Yard waste includes: grass, leaves, garden waste, weeds, brush, pumpkins, etc. NO STUMPS OR LOGS WILL BE ACCEPTED
- \* All loads entering site must be covered to prevent any loss of waste material while enroute to the site.
- \* When done unloading all trailers, pickup boxes etc., please sweep clean before leaving.
- \* Only yard waste and brush may be dropped at the site! Anyone dumping anything else may be penalized. Surveillance cameras are installed.

### **GRASS AND WEEDS:**

All property owners are responsible for the maintenance and care of their grass and weeds. This also includes the boulevards and alleys.

When mowing your yard, make certain that you do not blow grass clippings into the street. When mowing, make the first few passes with the lawnmower blowing the grass clippings into the lawn, not the street. If there are grass clippings on the street or sidewalk, use a broom or leaf blower to blow them back into the lawn. Do not use a hose to wash them into the street or storm drains. Keeping your leaves and lawn clippings out of the streets and gutters will have significant benefits for your local lake or stream. You can reduce the amount of phosphorus entering a lake or stream.

### **SNOW REMOVAL:**

Property owners are expected to clear sidewalks of snow and ice. If a property owner does not clear the sidewalks, the city will remove the snow or ice and charge the owner for this service. When clearing the snow from sidewalks, do not blow the snow into a street or alley. State law prohibits this and you can be issued a police citation.

Please see the City of Waite Park website for more information.

**PARKING:**

No parking is allowed between the hours of 2:00 AM and 7:00 AM on any city street from November 1st to April 1st. Parking is NEVER allowed in alleys or on boulevards. Any vehicle parked illegally will be ticketed and/or towed.

**WATER/SEWER BILLS:**

The DNR regulates our water usage and they have demanded that public water suppliers institute water conservation methods. One of the approved conservation methods is to have a tiered rate structure. The more water you use, the more you may pay per gallon. Our previous method of charging a minimum 9,000 gallons per quarter, did not promote conservation. It also was not fair to the utility customer who used under 9,000 gallons per quarter. The new rate structure meets the demands of the DNR and is a much fairer means to calculate charges for those who conserve water. The Water and Sewer utility rates effective January 1, 2020, are as follows:

WATER

Water Service Fee/Quarter:	\$45.00 +
Tier 1 (0 - 9,000 gals)	\$ 2.08 / 1,000 gals
Tier 2 (9,001 - 36,000 gals)	\$ 6.92 / 1,000 gals
Tier 3 (Over 36,000 gals)	\$ 7.15 / 1,000 gals

SEWER

Sewer Service Fee/Quarter:	\$48.00 +
Tier 1 (0 - 9,000 gals)	\$ 1.98 / 1,000 gals
Tier 2 (Over 9,000 gals)	\$ 7.67 / 1,000 gals

- + \$ 2.43 MN Service Connection Fee/Quarter
- + \$ 6.00 Stormwater Utility Fee/Quarter

Single-family homes or rented single-family homes will continue to be eligible for the sewer winter consumption averaging - where each quarter's sewer usage shall be based on and equal to the lesser of the current year's first quarter water usage, or the current quarter's water usage.

Bills are mailed on approximately the 22nd of January, April, July and October and are due the 15th of the months of February, May, August, and November without penalty.

If your billed amount is not paid by the due date, a delinquent/shut-off notice will be sent which includes a late fee of 15% of your total amount owed. All bills are sent to property owners - not renters. If a property owner wishes to have their tenant pay the bill, then that is between those two parties.

**DOMESTIC ANIMALS:**

It is unlawful for domestic animals to run at large or to excrete on either city property or the private property of others. Animals running at large will be picked up and taken to Central Minnesota Animal Control and Care (CMACC) located at 1021 S Benton Dr in Sauk Rapids. The owner must pay for boarding and/or all expenses incurred.

Annual licenses must be obtained for ALL domestic animals aged three months or older. Proof of a current rabies vaccination must be provided when purchasing a license. Licenses are currently \$10.00 per license. There is also a limit to the number of animals that can be harbored on the property. If you have more than two animals per property, contact city hall for further information. Licenses must be purchased annually by the 15<sup>th</sup> of February, or a \$20.00 penalty will apply.

**WILD OR EXOTIC ANIMALS:** Prohibited.

## **RECREATION:**

The City has several parks –

Bartz Park - baseball field at 13th Avenue South and Division Street

Lions Park - Angus Acres area

Jagiello Park - 3rd Street and 1st Avenue North

River's Edge Park – West of 10<sup>th</sup> Ave North

Community Park - 13th Avenue and 2nd Street North

Healthy Living Trail – 3<sup>rd</sup> St N between Great Oak Dr and Waite Ave N

River's Edge Park offers two outdoor skating rinks during the winter months. One rink is reserved for Hockey only, and the other rink is for open skating. Check our website or the Charter Government Access Channel-181 for hours of operation. River's Edge Park also has a wonderful Splash Pad to cool you and your kids off during those hot summer days! It is open during the summer months from 11:00 a.m. to 8:00 p.m. River's Edge Park also has six Pickleball Courts and an Outdoor Fitness Court!

River's Edge Park is the easternmost access point to the Lake Wobegon Trail System! The trail access is located in the far northwestern part of River's Edge Park at the bridge crossing the Sauk River. You will then have over a 100 miles of bike trail to explore! There are future plans to extend the trail further east and to also connect with the Glacial Lakes Trail! Stay tuned!

The Community Park offers a fabulous pavilion which may be rented year-round. The building has full kitchen facilities, 2 refrigerators, central air, TV/DVD/VCR, indoor bathrooms and indoor seating for 80 people. The outside pavilion area has picnic tables to seat an additional 250 people. The park also has a small ball field and sand volleyball court. A reservation fee is required to book your reservation. A calendar can be viewed online to check the availability of the pavilion.

The City of Waite Park has recently constructed a new trail along 3<sup>rd</sup> Street North. It is our Healthy Living Trail! It provides a paved trail for you to walk, run, bike or rollerblade on. Along the trail, we have placed 10 exercise stations for you to get in a full workout as you enjoy the many flowerbeds which have been planted. Informational signs have also been installed to give you tips to a healthier lifestyle. It is a great addition to our city and we hope you enjoy it!

Waite Park Spass Tag Family Fun Fest is a wonderful week-long city celebration during the month of June. Watch the television and the City website for the many exciting events that take place during the festival! Check out and Like their Facebook page too!

Flowers for Waite Park is a volunteer group which helps maintain the flower beds throughout our city. If you are interested in joining this group, we are always looking for more volunteers! Please contact city hall for more information.

If you are interested in community organizations or sponsored events, we have the Waite Park Spass Tag Family Fun Fest, Waite Park Babe Ruth, American Legion, Moose Lodge, and Waite Park Lions Club.

## **POLICE DEPARTMENT:**

### Fingerprinting:

The police department offers fingerprinting for a \$15.00 fee (cash or check only) and appointments are required.

### Car Seat Checks:

We offer free car seat safety inspections to any Waite Park resident. Appointments are required and the seat check takes about one hour. Call the crime prevention office at 320-251-7393 to schedule an appointment.

### Citizens Police Academy:

The Citizens Police Academy is held every year for citizens in the area. The class is held on Thursday nights from 6-10 pm and starts the first Thursday after Labor Day. The class offers a variety of opportunities and allows you to experience the training that police officers go through. This is a hands-on experience! You also get to hear firsthand from many area law enforcement officers. Watch the website or call the police department for more information.

### Helmets:

We offer free bike helmets and fittings to any child 17 and under who is a Waite Park resident. Appointments are encouraged and the child must be present for the fitting.

### Night to Unite:

Night to Unite is held every year on the first Tuesday in August. Residents are encouraged to hold block parties. If you register your block party with the police department your party will be visited by the police and fire department. This is a great way to meet new neighbors, catch up with ones you haven't seen, meet police officers and fire fighters and tour their cars and big red trucks!

## **SENIOR CENTER:**

The Waite Park Senior Center is located in the lower level of City Hall. Everyone aged 55+ is welcome. The City website has a monthly calendar which provides the dates that the senior center is open and also can be referenced for special planned trips and events. Go to [www.ci.waitepark.mn.us](http://www.ci.waitepark.mn.us) and click on *Senior Center – Events* or you may stop by the Senior Center for a calendar. The Senior Center phone number is (320) 229-3679.

If you have any questions, please feel free to call:

City Hall	(320)252-6822
Building Department	(320)656-8936
Public Works Department	(320)252-6822
Public Works after hours	(320)251-3281
Police Department	(320)251-3281 (non-emergency)
Fire Department	(320)252-4712 (non-emergency)
Senior Center	(320)229-3679
Water/Sewer Utilities	(320)229-3683

City e-mail addresses are:

City Hall	<a href="mailto:city.hall@ci.waitepark.mn.us">city.hall@ci.waitepark.mn.us</a>
Fire Dept	<a href="mailto:jim.aleshire@ci.waitepark.mn.us">jim.aleshire@ci.waitepark.mn.us</a>
Police Dept	<a href="mailto:alicia.mages@ci.waiteparkpd.mn.us">alicia.mages@ci.waiteparkpd.mn.us</a>
Public Works	<a href="mailto:bill.schluez@ci.waitepark.mn.us">bill.schluez@ci.waitepark.mn.us</a>
Building Dept	<a href="mailto:andrianna.brenny@ci.waitepark.mn.us">andrianna.brenny@ci.waitepark.mn.us</a>

City of Waite Park website: [www.ci.waitepark.mn.us](http://www.ci.waitepark.mn.us)