



1201 2nd St S, Door #5

Waite Park, MN 56387

**City Council Agenda**  
**Tuesday, February 17, 2026**  
**6:30 P.M.**

---

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. PUBLIC INPUT**

The City Council allows for public input. Citizens are given up to two minutes to provide the Council with their thoughts or concerns regarding any issue they believe is relevant to the City of Waite Park. The City Council will provide any direction needed on issues presented. Depending on the issue raised, City Council may choose to discuss this at a future work session, future City Council Meeting, require staff to follow up, or chose to do nothing at all.

**4. REVIEW AND APPROVE COUNCIL AGENDA**

Councilmember \_\_\_\_\_ moved to approve the Council Agenda as presented or with the following additions:

Councilmember \_\_\_\_\_ seconded the motion.

**A. Council Agenda**

Documents:

[CITY COUNCIL AGENDA.PDF](#)

**5. CONSENT AGENDA ITEMS**

Recommended Action: approval of the consent agenda items as presented.

Councilmember \_\_\_\_\_ moved to approve the consent agenda items as presented.

Councilmember \_\_\_\_\_ seconded the motion.

**A. Approve Minimum Fund Balance For Parkland Fund**

Documents:

[CONSENT AGENDA STAFF REPORT MINIMUM PARKLAND FUND 2-5-2026.PDF](#)

**B. Approve Street Painting Quote**

Documents:

[CONSENT AGENDA STAFF REPORT STREET PAINTING 2-5-2026.PDF](#)

**C. Approve Temporary Lawful Gambling Application For Pius X St. Cloud**

Documents:

[STAFF REPORT- TEMPORARY GAMBLING SOCIETY OF ST. PIUS X ST. CLOUD.PDF](#)

**D. Approve 10th Ave Traffic Modeling And Reporting Study Agreement**

Documents:

[CONSENT AGENDA STAFF REPORT - 10TH AVE TRAFFIC MODELING.PDF](#)  
[WAITE\\_-\\_SLA\\_-\\_2026\\_10TH\\_AVENUE\\_TRAFFIC\\_MODELING.PDF](#)

**E. Approve 2026 Comprehensive Water Master Plan Update**

Documents:

[CONSENT AGENDA STAFF REPORT - ALL THINGS WATER.PDF](#)  
[WAITE\\_2026\\_COMPREHENSIVE\\_WATER\\_MASTER\\_PLAN\\_UPDATE.PDF](#)

**6. REGULAR AGENDA ITEMS**

**A. Sundial Drive Improvements**

Documents:

[2026.02.17 REGULAR AGENDA SUNDIAL DRIVE.PDF](#)  
[NOTICE OF PUBLIC HEARING.PDF](#)  
[RESOLUTION 021726- ORDERING IMPROVEMENT AND PREPARATION OF PLANS SUNDIAL.PDF](#)

**B. 23rd Ave Improvements**

Documents:

[2026.02.17 REGULAR AGENDA 23RD.PDF](#)  
[NOTICE OF PUBLIC HEARING.PDF](#)  
[RESOLUTION 021726- ORDERING IMPROVEMENT AND](#)

**C. Consider Community Park Rental Fee Increase**

Documents:

STAFF REPORT - PARK RENTAL RATES - FEE SCHEDULE.PDF  
FEE SCHEDULE - PROPOSED 2.17.26 - PARK RENTAL FEES.PDF

**D. Preliminary And Final Plat – Zabinski Acres Plat 3**

Documents:

AGENDA REPORT - PRELIM-FINAL PLAT, ZABINSKI ACRES PLAT 3,  
2-17-26.PDF  
RESOLUTION - ZABINSKI ACRES PLAT 3, 2-17-26.PDF  
CITY OF WAITE PARK - FEBRUARY 2026 PLANNING COMMISSION  
NOTICE OF PUBLIC HEARING, 1-22-26.PDF  
RESIDENT PUBLIC HEARING NOTICE - ZABINSKI ACRES, 2-3-26.PDF  
GENERAL LOCATION MAP - ZABINSKI ACRES PLAT 3 - FEBRUARY  
2026.PDF  
PRELIM PLAT\_2026.01.21.PDF  
FINAL PLAT\_2026.01.21.PDF

**E. Request For Variance - 9182 Co Rd 138**

Documents:

AGENDA REPORT - SCHREIFELS VARIANCE, 2-17-26.PDF  
RESOLUTION, SCHREIFELS VARIANCE, 2-17-26.PDF  
CITY OF WAITE PARK - FEBRUARY 2026 PLANNING COMMISSION  
NOTICE OF PUBLIC HEARING, 1-22-26.PDF  
RESIDENT NOTICE - SCHREIFELS VARIANCE.PDF  
GENERAL LOCATION MAP - SCHREIFELS VARIANCE, FEBRUARY  
2026.PDF  
PROPOSED PARCEL EXHIBIT - SCHREIFELS VARIANCE,  
FEBRUARY 2026.PDF

**F. Approve Purchase Of Dell Laptops**

Documents:

FEB 2026-DELL RUGGED 14 LAPTOP PURCHASE.DOCX  
US\_QUOTE\_3000196452040.4.PDF  
DELL 2026 STATE BID CONTRACT.PDF

**G. Consider Amendments To The Fire Chief Job Description**

Documents:

REGULAR AGENDA STAFF REPORT FIRE CHIEF JOB  
DESCRIPTION.PDF  
FIRE CHIEF UPDATED 1.12.26.PDF

**7. COUNCIL/MAYOR**

**A. Approve Bills; Other Business**

Documents:

2-17-26 APPROVE BILLS AND OTHER BUSINESS AGENDA ITEM.PDF  
ACCOUNTS PAYABLE FOR 2-17-26 COUNCIL MEETING.PDF

**8. ADMINISTRATOR UPDATE**

**Adjourn**



## **City Council Agenda**

Tuesday, February 17, 2026

6:30 PM

1. Call to Order
2. Pledge of Allegiance
3. Public Input
4. Review and Approve Council Agenda
5. Consent Agenda Items
  - A. Approve Minimum Fund Balance for Parkland Fund
  - B. Approve Street Painting Quote
  - C. Approve Temporary Lawful Gambling Application for Pius X St. Cloud
  - D. Approve 10<sup>th</sup> Ave Traffic Modeling and Reporting Study Agreement
  - E. Approve 2026 Comprehensive Water Master Plan Update
6. Regular Agenda Items
  - A. Sundial Drive Improvements
  - B. 23<sup>rd</sup> Ave Improvements
  - C. Consider Community Park Rental Fee Increase
  - D. Preliminary and Final Plat – Zabinski Acres Plat 3
  - E. Request for Variance – 9182 Co Rd 138
  - F. Approve Purchase of Dell Laptops
  - G. Consider Amendments to Fire Chief Job Description
7. Council/Mayor
  - A. Approve Bills; Other Business
8. Administrator Update
9. Adjourn

**Adjourn**



Staff Report: **Establish Minimum Fund Balance for Parkland Fund**

Staff is seeking Council approval to establish a minimum fund balance of \$100,000 for the Parkland Fund. The current balance of the fund is approximately \$132,000.

Establishing a minimum fund balance will ensure adequate reserves are maintained for future park development, capital improvements, and unforeseen expenditures related to park infrastructure.

This recommendation has been reviewed and is supported by the Park Board, Finance Department, and Public Works Department.

Staff recommend approval of establishing a \$100,000 minimum fund balance for the Parkland Fund account.



Staff Report:

Each year we paint centerline stripes on streets and paint crosswalks, turn arrows and stop bars. Sir Lines-A-Lot gave us a quote of \$27500. Warning Lights has been purchased by Sir Lines-A-Lot and there are not any other companies in the area to obtain quotes from for this work.

Asking the Council to approve Sir Lines-A-Lot to do City Street painting for 2026 for a total cost of \$27,500. This is included in our budget for yearly maintenance.



Staff Report:

Attached for Council approval is a temporary Minnesota Lawful Gambling Application for Exempt Permit for the Society of Pius X St. Cloud. Society of Pius X St Cloud or St. Robert Bellarmine will be holding a Raffle at 108 6<sup>th</sup> Ave N, Waite Park, MN 56387. This event is scheduled to take place on September 26, 2026. For additional information, please see City Administrative Staff.



Staff Report:

At the recent APO Transportation Advisory committee meeting Waite Park was recommended for significant funding for our work on 10<sup>th</sup> Avenue associated with the proposed improvements. One of the conditions of MnDOT's letter of support was to provide a traffic model showing the intersection of 10<sup>th</sup> Avenue with 1<sup>st</sup> Street South and update the MnDOT report on 10<sup>th</sup> Avenue and Highway 23. The model will require 24 hour traffic counts at both legs of the intersection of 10<sup>th</sup> Avenue first street south. Fortunately, we are able to utilize MnDOT's traffic counts on 23 so that effort does not need to be duplicated

The results of the traffic count will then be used to evaluate the best intersection control at 1<sup>st</sup> Street and lane configuration on southbound 10<sup>th</sup> Avenue. An Intersection Control Evaluation (ICE) report will be completed for the locations requested by MnDOT. This report is also required for improvements to a State Aid corridor, so it will serve both purposes.

An agreement for the required traffic modeling and reporting is included. Requested action is to approve the traffic study.

## Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Waite Park ("Client"), and Short Elliott Hendrickson Inc. ("Consultant"), effective December 18, 2017, this Supplemental Letter Agreement dated February 17, 2026 authorizes and describes the scope, schedule, and payment conditions for Consultant's work on the Project described as: **2026 10<sup>th</sup> Avenue Traffic Modeling**.

**Client's Authorized Representative:** Bill Schluenz  
**Address:** 19 13<sup>th</sup> Avenue North, PO Box 339, Waite Park, Minnesota 56387  
**Telephone:** 320.252.6822 **Email:** bill.schluenz@ci.waitepark.mn.us

**Project Manager:** Dave Blommel  
**Address:** 2351 Connecticut Avenue, Suite 300, Sartell, Minnesota 56377  
**Telephone:** 320.229.4349 **Email:** dblommel@sehinc.com

**Scope:** The Services to be provided by Consultant:

SEH will provide the following scope of services related to the traffic study for 10<sup>th</sup> Avenue South from 100' south of the railroad tracks to Highway 23.

### Data Collection:

Import and Review TH 23 traffic data provided by MnDOT:

- Obtain two 24 hour traffic counts – Video detection
- Extract traffic counts from videos
- Review lane utilization observations regarding traffic south of TH 23

### Intersection Analysis:

- Forecast 20-year traffic volumes per MnDOT rules
- Review crash analysis
- Review signal warrant analysis for 1<sup>st</sup> Street South and 10<sup>th</sup> Avenue
- Model existing traffic in VISSIM modeling software
- Model Future traffic in VISSIM modeling software
  - Includes both a build and no-build alternative

### Intersection Study Memorandum:

- Draft Intersection Study Memorandum
- Final Intersection Study Memorandum
- Draft and Final ICE memorandum (TH23 at 10<sup>th</sup> Avenue)
- Draft and Final ICE report for 10<sup>th</sup> Avenue at 1<sup>st</sup> Street South
- Present study to MnDOT and address any review comments

### Schedule:

Data Collection .....Late February (weather dependent)  
Preliminary Analysis ..... Mid-March  
Final Memorandum..... Mid-April

**Payment:**


The lump sum fee is \$22,000 including expenses and equipment.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-2. Additional work, if required, shall be compensated in accordance with the standard rate schedule.

**Other Terms and Conditions:** Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

**Short Elliott Hendrickson Inc.**

**City of Waite Park**

By:   
Full Name: Dave Blommel  
Title: Client Service Manager

By: \_\_\_\_\_  
Full Name: \_\_\_\_\_  
Title: \_\_\_\_\_

## **Exhibit A-2**

### **Payments to Consultant for Services and Expenses Using the Lump Sum Basis Option**

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

#### **A. Lump Sum Basis Option**

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

#### **B. Expenses Not Included in the Lump Sum**

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.



Staff Report:

City and SEH staff have been working together on multiple water planning and modeling projects to keep the city compliant with regulations and address some operational concerns noted in the water system. The attached agreement defines a detailed scope of services that will help the City accomplish both of these goals.

There are two primary components of the agreement. Task 2 will include evaluation of new water tower sites, distribution system upgrades, and additional modeling of operational concerns such as water hammer and pressure waves noted on dead ends in the system.

Task 3 will update the current water plan as it was completed prior to the City-Wide comprehensive plan. The water plan needs to be updated to reflect the modeling in task 2 and the projections included in the comprehensive plan confirming the suitability of the water system to meet the goals identified.

## Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services between City of Waite Park (“Client”), and Short Elliott Hendrickson Inc. (“Consultant”), effective December 18, 2017, this Supplemental Letter Agreement dated December 4, 2025 authorizes and describes the scope, schedule, and payment conditions for Consultant’s work on the Project described as: **2026 Comprehensive Water Master Plan Update**.

**Client’s Authorized Representative:** Bill Schluenz  
**Address:** 19 13<sup>th</sup> Avenue North, PO Box 339, Waite Park, Minnesota 56387  
**Telephone:** 320.252.6822 **Email:** bill.schluenz@ci.waitepark.mn.us

**Project Manager:** Kevin Young  
**Address:** 2351 Connecticut Avenue, Suite 300, Sartell, Minnesota 56377  
**Telephone:** 320.229.4306 **Email:** kbyoung@sehinc.com

**Scope:** The Services to be provided by Consultant:

Water systems are continually evolving to comply with new regulations, respond to shifting user needs, and replace aging infrastructure. To effectively manage these changes, it is considered best practice to periodically revisit and update comprehensive system planning documents to ensure they reflect current conditions and priorities. The Waite Park Comprehensive Water Master Plan was last revised in 2021. Since then, both the City's goals and the water system's requirements have evolved, prompting the City to initiate an update to the plan to align with these developments. This project will consist of updating the City's Comprehensive Water Master Plan to address current water system concerns and develop a strategy for future growth.

### Scope:

#### *Task 1 – Project Initiation and Management*

- Project initiation and development of project management plan.
- Monthly status reporting.
- Meeting No. 1 (Hybrid) – Kickoff Meeting with Client:

#### *Task 2 – Improvement Evaluation & Modeling*

- Water tower evaluation:
  - Identify potential water tower sites that would enhance service in the vicinity of 28<sup>th</sup> Ave S and Highway 23, including priority growth areas to the southwest. Site locations will be selected based on ground elevations, trunk main connectivity to 36<sup>th</sup> Ave S and distance from large water users and/or issue areas. Two (2) sites will be evaluated based on their overall impact (improvement) on the distribution system.
  - Identify the impact of raising the hydraulic grade line of the distribution system on the service to the vicinity of 28<sup>th</sup> Ave S and Highway 23 and the rest of the system. Determine the feasibility and potential phasing of the project.
  - Select the future water tower project based on the benefit it provides to the vicinity of 28<sup>th</sup> Ave S and Highway 23 as indicated by the modeling evaluation and input from Client.
- Distribution system upgrades evaluation:
  - Identify potentially beneficial distribution system improvements that would enhance service in the vicinity of 28<sup>th</sup> Ave S and Highway 23 based on pipe looping potential, improving water transmission, potential development, large users and/or issue area locations.
  - Select the distribution system improvements based on the benefit they provide to the vicinity of 28<sup>th</sup> Ave S and Highway 23 as indicated by the modeling evaluation and input from Client.

- Water hammer modeling:
  - Update the existing water model to enable water hammer modeling capabilities.
  - Evaluate the current system's operation to identify infrastructure that may contribute to a delay in instantaneous water supply in the vicinity of 28<sup>th</sup> Ave S and Highway 23.
  - Provide recommendations to address the delay in instantaneous water supply in the vicinity of 28<sup>th</sup> Ave S and Highway 23 based on modeling evaluations.
- Update the near term (2030) system modeling scenarios and figures:
  - Model steady state, fire flow and extended period simulations (EPS) for the 2030 system with the selected water tower and piping improvements.
- Progress meetings: facilitate monthly (at minimum) progress meetings. Consultant will electronically distribute agendas and minutes for each meeting.
- Assist Client staff with selecting sites throughout the water distribution system for pressure-sensing water meters.

*Task 3 – Comprehensive Water Master Plan Update*

Consultant will update Comprehensive Water Master Plan as follows:

- Section 1: Introduction
  - Update to introduce Master Plan Update
- Section 2: Population & Community Growth
  - Update land-use projections based on final City Comprehensive Plan. Consultant assumes that population projects have not changed since City Comprehensive Plan was finalized.
  - Update projected water supply area if needed based on land use.
- Section 3: Water Requirement Analysis:
  - Update water demand projections and analyses using 2021-2025 water demand data for water demands to 2045, including:
    - Population-based water demand projections,
    - Land use-based water demand projections and water service area projection,
    - Customer-category water demands.
    - Per capita water demands
  - Update unaccounted for/nonrevenue water analysis for 2022-2025.
  - Update large customer data.
  - Update seasonal variation water demand data.
- Section 4: Existing Water System:
  - Update water quality information with latest PFAS testing results. The update will not go into detail on PFAS treatment methods, as Client has already studied PFAS treatment methods and is underway on a separate project to treat PFAS.
  - Update existing distribution system information using current GIS data.
- Section 5: Water Model Update
  - The model was calibrated in 2021 and additional flow testing was completed in 2025. Information on the additional flow testing conducted in 2025 will be incorporated into Section 5. Additional flow testing is not included in the scope of this Agreement.
- Section 6: Water System Analysis
  - SEH will update capacity evaluations for 2025-2045.
    - Supply
    - Treatment – Client will provide information related to increases in future treatment capacity, if applicable.
    - High Service Pumping
    - Finished Water Storage
  - Update Hydraulic Analyses modeling scenarios.
- Section 7: Improvement Alternatives Review
  - Update water supply improvement recommendation based on updated water demand projections.
  - Update treatment recommendations to reflect ongoing PFAS treatment project.
  - Update finished water storage recommendations based on updated water demand projections.
  - Update distribution system improvement recommendations based on Task 2 results.

- Section 8: Capital Improvements Planning
  - Update treatment addition costs based on current project cost data provided by Client.
  - Update storage addition costs
  - Update WTP & well house electrical upgrades costs
  - Update Well 7 proposed costs
  - Provide planning-level costs for recommended distribution system improvements, including phasing water system pressure zone modifications.
- Provide draft update to Client staff.
- Review draft Comprehensive Water Master Plan update with the Client staff and solicit comments.
- Incorporate Client comments into Comprehensive Water Master Plan and finalize document.

**Deliverables:**

- Electronic and four (4) hard copies of the final Comprehensive Water Master Plan Update. Electronic copies of draft documents will be provided.

**Schedule:**

Based on authorization for engineering services in February 2026, we estimate the project to follow the schedule below:

Task 1 – Project Initialization and Data Collection ..... February 2026  
 Task 2 – Water System Improvement Evaluation & Modeling..... February-June 2026  
 Task 3 – Comprehensive water Master Plan Update ..... February-June 2026

**Payment:**

The lump sum fee is \$34,730 including expenses and equipment.

Task 1 – Project Initiation and Management	\$ 4,110
Task 2 – Water System Improvement Evaluation & Modeling	\$17,840
Task 3 – Comprehensive Water Master Plan Update	<u>\$12,530</u>
<b>Total</b>	<b>\$34,480</b>

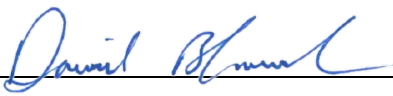
Fees include reimbursable expenses which include costs associated with printing, delivery, postage, travel, and equipment.

The payment method, basis, frequency and other special conditions are set forth in attached Exhibit A-2.

**Other Terms and Conditions:** Other or additional terms contrary to the Master Agreement for Professional Services that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

**Short Elliott Hendrickson Inc.**

**City of Waite Park**

By:   
 Full Name: Dave Blommel  
 Title: Client Service Manager

By: \_\_\_\_\_  
 Full Name: \_\_\_\_\_  
 Title: \_\_\_\_\_

## **Exhibit A-2**

### **Payments to Consultant for Services and Expenses Using the Lump Sum Basis Option**

The Agreement for Professional Services is amended and supplemented to include the following agreement of the parties:

#### **A. Lump Sum Basis Option**

The Client and Consultant select the Lump Sum Basis for Payment for services provided by Consultant. During the course of providing its services, Consultant shall be paid monthly based on Consultant's estimate of the percentage of the work completed. Necessary expenses and equipment are provided as a part of Consultant's services and are included in the initial Lump Sum amount for the agreed upon Scope of Work. Total payments to Consultant for work covered by the Lump Sum Agreement shall not exceed the Lump Sum amount without written authorization from the Client.

The Lump Sum amount includes compensation for Consultant's services and the services of Consultant's Consultants, if any for the agreed upon Scope of Work. Appropriate amounts have been incorporated in the initial Lump Sum to account for labor, overhead, profit, expenses and equipment charges. The Client agrees to pay for other additional services, equipment, and expenses that may become necessary by amendment to complete Consultant's services at their normal charge out rates as published by Consultant or as available commercially.

#### **B. Expenses Not Included in the Lump Sum**

The following items involve expenditures made by Consultant employees or professional consultants on behalf of the Client and shall be paid for as described in this Agreement

1. Expense of overtime work requiring higher than regular rates, if authorized in advance by the Client.
2. Other special expenses required in connection with the Project.
3. The cost of special consultants or technical services as required. The cost of subconsultant services shall include actual expenditure plus 10% markup for the cost of administration and insurance.

The Client shall pay Consultant monthly for expenses not included in the Lump Sum amount.



## **Staff Report:**

Issue: 2026 Sundial Drive Improvements

### **BACKGROUND:**

As part of the Statute 429 assessment process the City holds a public hearing on the proposed improvements. This hearing is scheduled for 6:30 PM on Tuesday, February 17<sup>th</sup>. At the hearing the City Engineer will give a brief presentation and answer technical questions from those in attendance at the meeting. Property owners will provide input to the council regarding the need for the improvements.

An open house was held on Thursday, February 5<sup>th</sup> to offer an opportunity to ask questions and see the assessments. We heard from 4 property owners in person.

### Comments Noted:

- WACOSA welcomed the improvement citing the need for pedestrian facilities for the safety of their staff.
- Representatives from 520 Sundial Drive noted they did not believe that their business would receive any benefit from the improvements.
- Bernick's representative was present and discussed the opportunity to work with the City on some private improvements being considered on their site. Significant communication will be required to keep Bernick's operational during construction.
- Store House representative attended and was supportive of the project.

Following the public hearing the city council will have an opportunity to either approve the resolution to move the project forward or to provide other direction to staff. Council has 6 months from the date of the hearing to move the project forward or the hearing will need to be held again.

The preliminary assessment worksheet does not reflect any input from an appraiser. If the council elects to move the project forward, an appraisal report for the project area will be secured to evaluate the benefit received by the properties relative to the cost of the improvements. Any recommendations contained in the report will be reflected in the final assessments that will be presented at a hearing following the project's completion. That hearing will likely be in the fall of 2026 or early in 2027.



**PUBLIC HEARING**

(Mayor should read public hearing notice)

Public hearing was opened at \_\_\_\_\_PM.

Motion by Member \_\_\_\_\_to close the public hearing.

Seconded by Member\_\_\_\_\_.

Public hearing closed at\_\_\_\_\_PM.

**REQUIRED ACTION:**

Approve or Deny the resolution ordering the project.

**RECOMMENDED ACTIONS:**

Staff recommendation is to move the project forward by approving the resolution.

**SUGGESTED MOTION:**

Council member\_\_\_\_\_moved to approve OR deny [fill in the action required], as presented OR with the following revisions:\_\_\_\_\_

\_\_\_\_\_

Council member\_\_\_\_\_seconded the motion.

**ROLL CALL**

- Councilmember Sarah Starling \_\_\_\_\_
- Councilmember Vic Schulz \_\_\_\_\_
- Councilmember Shawn Blackburn \_\_\_\_\_
- Councilmember Frank Theisen \_\_\_\_\_
- Mayor Ken Schmitt \_\_\_\_\_

Motion (Approved) (Denied)

## **Notice of Hearing on Improvement**

TO WHOM IT MAY CONCERN:

Notice is hereby given that the city council of Waite Park will meet in the meeting room at the St. Cloud School District office – 1201 2<sup>nd</sup> St. S., Waite Park, MN 56387 at 6:30 p.m., or shortly thereafter, on February 17, 2026, to consider the making of Improvement No. 2026-01, an improvement on Sundial Drive between 2<sup>nd</sup> Avenue South and 10<sup>th</sup> Avenue South. Streets will be improved by conversion from rural section to urban section plus the addition of pedestrian improvements. Pursuant to Minn. Stat. §§ 429.011 to 429.111. The area proposed to be assessed for such improvement is benefiting properties adjacent to the project. The estimated cost of the improvement is \$2,179,746.08. A reasonable estimate of the impact of the assessment will be available at the hearing. Such persons as desire to be heard with reference to the proposed improvement will be heard at this meeting.

Waite Park City Clerk

Published in St. Cloud Live on February 6, and February 13, 2026.

**RESOLUTION NO. 021726-  
CITY OF WAITE PARK**

**A RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS**

**WHEREAS**, a resolution of the city council adopted the 2<sup>nd</sup> day of February 2026, fixed a date for a council hearing on Improvement No. 2026-01, the improvement of Sundial Drive between 2<sup>nd</sup> Avenue South and 10<sup>th</sup> Avenue South. Street will be improved by conversion from rural section to urban section plus the addition of pedestrian improvements, and

**WHEREAS**, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 17<sup>th</sup> day of February 2026, at which all persons desiring to be heard were given an opportunity to be heard thereon,

**NOW THEREFORE**, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WAITE PARK, MINNESOTA:

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the council resolution adopted 17<sup>th</sup> day of February 2026.
3. The city's planning commission will review the proposed capital improvement and report in writing to the Council its findings as to compliance of the proposed improvement with the comprehensive municipal plan.
4. Short Elliott Hendrickson, Inc is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.

Adopted by the Waite Park City Council on the 17<sup>th</sup> day of February 2026.

Attest:

\_\_\_\_\_  
Kenneth Schmitt  
Mayor

\_\_\_\_\_  
Adrianna Brenny  
City Clerk

**ACTION ON THIS RESOLUTION:**

Motion for adoption:  
Seconded by:  
Voted in favor of:  
Voted against:  
Abstained:  
Absent:  
Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Waite Park, MN, at a duly authorized meeting held on 02/17/26.

\_\_\_\_\_  
Adrianna Brenny  
City Clerk



## **Staff Report:**

Issue: 2026 23<sup>rd</sup> Avenue South and 12<sup>th</sup> Street South Improvements

### **BACKGROUND:**

As part of the Statute 429 assessment process the City holds a public hearing on the proposed improvements. This hearing is scheduled for 6:30 PM on Tuesday, February 17<sup>th</sup>. At the hearing the City Engineer will give a brief presentation and answer technical questions from those in attendance at the meeting. Property owners will provide input to the council regarding the need for the improvements.

An open house was held on Thursday, February 5<sup>th</sup> to offer an opportunity to ask questions and see the assessments. We heard from 4 property owners in person. There was consensus that the street work is very much needed, but there was not an agreement on the need for utilities.

At the open house and a subsequent follow-up meeting, the developer of a large vacant parcel within the project area provided staff with additional information related to the 23rd Avenue utilities. The developer is exploring an alternative utility alignment that could serve both existing parcels and future development. Staff reviewed the concept and determined that additional analysis and concept development are needed. If the alternative is found to be feasible, it will be brought forward to the City Council for consideration.

### **Other Comments Noted:**

- Two businesses provided comments noting that their sewer and water are very minimal and they didn't believe there would be a significant benefit to installation given that low use.
- There is a benefit to getting rid of well and septic, but the benefit doesn't outweigh the cost.
- There is a significant opportunity for development following the installation of sewer and water.

Following the public hearing, the city council will have an opportunity to either approve the resolution to move the project forward, provide other direction to staff, or allow more time for review. The City Council has 6 months from the date of the hearing to move the project forward or the hearing will need to be held again.



**PUBLIC HEARING**

(Mayor should read public hearing notice)

Public hearing was opened at \_\_\_\_\_PM.

Motion by Member \_\_\_\_\_to close the public hearing.

Seconded by Member\_\_\_\_\_.

Public hearing closed at\_\_\_\_\_PM.

**REQUIRED ACTION:**

Approve or Deny or delay the resolution ordering the project.

**RECOMMENDED ACTIONS:**

Staff recommendation is to complete the public hearing process since it has already begun, noting commentary from adjacent property owners. Following the hearing we recommend the City Council delay formal action on the project until staff can determine the viability and schedule of the alternate concept.

**SUGGESTED MOTION:**

Council member\_\_\_\_\_moved to approve OR deny OR delay the resolution ordering the project, as presented OR with the following revisions:\_\_\_\_\_

Council member\_\_\_\_\_seconded the motion.

**ROLL CALL**

- Councilmember Sarah Starling \_\_\_\_\_
- Councilmember Vic Schulz \_\_\_\_\_
- Councilmember Shawn Blackburn \_\_\_\_\_
- Councilmember Frank Theisen \_\_\_\_\_
- Mayor Ken Schmitt \_\_\_\_\_

Motion (Approved) (Denied)

## Notice of Hearing on Improvement

TO WHOM IT MAY CONCERN:

Notice is hereby given that the city council of Waite Park will meet in the meeting room at the St. Cloud School District office – 1201 2<sup>nd</sup> Street S, Waite Park, MN 56387 at 6:30 p.m., or shortly thereafter, on February 17, 2026, to consider the making of Improvement No. 2026-02, an improvement on 23<sup>rd</sup> Avenue South between County Road 137 and 12<sup>th</sup> Street south and 12<sup>th</sup> Street South between 23<sup>rd</sup> Avenue South and 270 feet west of the centerline of 23<sup>rd</sup> Avenue South. Streets will be improved by reconstruction plus the addition of sanitary sewer collection and water distribution. Pursuant to Minn. Stat. §§ 429.011 to 429.111. The area proposed to be assessed for such improvement is parcels adjacent to the work. The estimated cost of the improvement is \$1,271,450. A reasonable estimate of the impact of the assessment will be available at the hearing. Such persons as desire to be heard with reference to the proposed improvement will be heard at this meeting.

---

City Clerk

Published in St. Cloud Live on February 6, and February 13, 2026.

**RESOLUTION NO. 021726-  
CITY OF WAITE PARK**

**A RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS**

**WHEREAS**, a resolution of the city council adopted the 2<sup>nd</sup> day of February 2026, fixed a date for a council hearing on Improvement No. 2026-02, the improvement 23<sup>rd</sup> Avenue South between County Road 137 and 12<sup>th</sup> Street south and 12<sup>th</sup> Street South between 23<sup>rd</sup> Avenue South and 270 feet west of the centerline of 23<sup>rd</sup> Avenue South. Streets will be improved by reconstruction plus the addition of sanitary sewer collection and water distribution, and

**WHEREAS**, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 17<sup>th</sup> day of February 2026, at which all persons desiring to be heard were given an opportunity to be heard thereon,

**NOW THEREFORE**, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WAITE PARK, MINNESOTA:

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the council resolution adopted the 17<sup>th</sup> day of February 2026.
3. The city's planning commission will review the proposed capital improvement and reported in writing to the Council its findings as to compliance of the proposed improvement with the comprehensive municipal plan.
4. Short Elliott Hendrickson, Inc is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.

Adopted by the Waite Park City Council on the 17<sup>th</sup> day of February 2026.

Attest:

\_\_\_\_\_  
Kenneth Schmitt  
Mayor

\_\_\_\_\_  
Adrianna Brenny  
City Clerk

**ACTION ON THIS RESOLUTION:**

Motion for adoption:  
Seconded by:  
Voted in favor of:  
Voted against:  
Abstained:  
Absent:  
Resolution adopted.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Waite Park, MN, at a duly authorized meeting held on 02/17/26.

\_\_\_\_\_  
Adrianna Brenny  
City Clerk



**Agenda Item**

Issue: Consider Community Park Rental Fee Increase

---

**BACKGROUND:** Staff is seeking Council approval to increase the Community Park rental fees by \$10 beginning for the 2027 rental season. The proposed increase would adjust the resident rental rate from \$75 to \$85 and the non-resident rental rate from \$160 to \$170.

The Park Board has reviewed the proposed adjustment and is recommending approval of this increase.

This modest increase will help offset rising operational and maintenance costs associated with the facility while continuing to keep rental rates competitive and affordable.

Staff recommends approval of the proposed fee adjustments as presented.

**REQUIRED ACTION:** Approve or deny the Appendix B - Fee Schedule with the updates to the Community Park Rental Rates

**RECOMMENDED ACTION:** Approve the Appendix B - Fee Schedule with the updates to the Community Park Rental Rates

**SUGGESTED MOTION:**

Councilmember \_\_\_\_\_ moved to **approve OR deny** the Appendix B - Fee Schedule with the updates to the Community Park Rental Rates OR the \_\_\_\_\_ with the following revisions/corrections/additions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Councilmember \_\_\_\_\_ seconded the motion.

**ROLL CALL**

Councilmember Shawn Blackburn \_\_\_\_\_  
Councilmember Vic Schulz \_\_\_\_\_  
Councilmember Sarah Starling \_\_\_\_\_  
Councilmember Frank Theisen \_\_\_\_\_  
Mayor Kenneth Schmitt \_\_\_\_\_

Motion (Approved) (Denied)

**CITY OF WAITE PARK  
APPENDIX B  
WAITE PARK SCHEDULE OF FEE CHARGES**

Proposed 2/17/26

Ordinance	Title	Fee
<b>NOTE: Sales tax is in addition to the following fees as applicable</b>		
<b>ADMINISTRATIVE FEES AND PENALTIES</b>		
14.1	Petty Misdemeanor	Per State Statute
14.2	Misdemeanor	Per State Statute
14.7	Administrative Penalties	
	20.5 Tobacco Use in City Hall	\$100.00
	31.2 Sidewalks	\$100.00
	32.15 Alcohol in Public Park	\$100.00
	32.23 Traffic Regulations	\$100.00
	32.25 All Other Public Park Violations	\$100.00
	33.3.1 Failure to Obtain Contractor's License	Equal to Permit Cost
	43.19 Sprinkling Bans	\$100.00
	62.13 Snowmobiles	\$100.00
	70.19 Underage Consumption	\$100.00
	73.5 Gambling	\$100.00
	74.9 Transient Merchants, Peddlers, Solicitors	\$100.00
	81.5 Recycling/Refuse	\$100.00
	90.16 General Nuisances	\$100.00
	91.16 Diseased or Vicious Animal	\$100.00
	91.19 Interference with Officers	\$100.00
	91.20 Animals	\$100.00
	92.4 Noxious Weeds	\$100.00
	93.13 Dutch Elm Disease	\$100.00
	97.7 Curfew	\$100.00
	98.6 Noise	\$100.00
	100.10 Housing Ordinance Civil Penalty	\$1,000 maximum – per violation
	All Other Code/Ordinance Violations	\$100.00
	Repeat Code Violations Within 24 Months	Double Scheduled Fee
	Continuing Violations	Fine for Each Day
	Code Violations that Significantly Endangers Life	\$200.00
	Code Violations that Involve Critically Unsafe Conditions	\$200.00
	<b><u>Additional Late Fees for Delinquency:</u></b>	

**CITY OF WAITE PARK  
APPENDIX B  
WAITE PARK SCHEDULE OF FEE CHARGES**

Proposed 2/17/26

	After 7 Days - Additional Amount Due	\$50.00
	After 14 Days - Additional Amount Due	\$75.00
	After 21 Days - Unpaid Fines Certified for Revenue	
	Recapture or Assessment - Additional Amount Due	\$100.00
	OR	
	After 21 days - Criminal Citation Issued (When Applicable) – Additional Amount Due	\$300.00
	Interest on Unpaid Invoices, Fines or Fees	8%
	Tax Levy Certification Fee	\$100.00
<b>COMPENSATION</b>		
20.1	City Council Salary (included are 2 regular Council meetings)	\$300.00 per month
20.2	Mayor Salary (included are 2 regular Council meetings)	\$600.00 per month
20.3	City Council Special Meeting Salary	\$100.00 per month
	Mayor Special Meeting Salary	\$200.00 per month
22.4	Civil Service Personnel Board Compensation	\$300.00 per year plus \$300.00 per hire
	Secretary (non-employee)	Additional \$100.00 per year
24.5	Planning Commission Members Compensation	\$40.00 per meeting
	Secretary (non- employee)	\$55.00 per meeting
	Special meetings/committee appointments when approved by City Council or unless otherwise stated	\$16.00 per hour - use 1/4 hr. guideline - \$160 per day max.
27.4	Park Board Members Compensation	\$40.00 per meeting
	Secretary (non-employee)	\$55.00 per meeting
	Special meetings/committee appointments when approved by City Council or unless otherwise stated	\$16.00 per hour - use 1/4 hr. guideline - \$160 per day max.
<b>SIDEWALK ORDINANCE</b>		
31.1	Snow and/or Ice Removal Inspection Snow and/or Ice Removal Administrative Fee	\$50.00 Actual Contractual Costs \$50.00
<b>PARK ORDINANCE</b>		
32	Park Rental Fees	

**CITY OF WAITE PARK  
APPENDIX B  
WAITE PARK SCHEDULE OF FEE CHARGES**

Proposed 2/17/26

	Park Rent Deposit returned if cleaned properly by renter and no damage to facility/park - NOTE: If deposit for any park use is not returned due to lack of cleanup or damage to facility/park by renter, the second rental requires a \$250 damage deposit - park will not be rented to party after two offenses - If park rental is cancelled up to three business days before date of intended park use, \$10 of the rental fee for residents - or \$40 of the rental fee for non-residents, will be retained by the City as an administrative fee - If park rental is cancelled less than three business days before date of intended park use, the entire rental fee will be retained by the City, but the damage deposit will be refunded.	
	Resident	<del>2025</del> 2026= \$65 \$75 fee plus plus \$200 damage/cleaning deposit and \$150 key deposit – also see note above.  <del>2026</del> 2027 = \$75 \$85 fee– plus \$200 damage/cleaning deposit and \$150 key deposit – also see note above.
	Non-resident	<del>2025</del> 2026 = \$150 \$160 fee– plus \$200 damage/cleaning deposit and \$150 key deposit – also see note above.  <del>2026</del> 2027 = \$160 \$170 fee– plus \$200 damage/cleaning deposit and \$150 key deposit – also see note above.
<b>RIGHT-OF-WAY EXCAVATION PERMITS, LICENSES</b>		
33.3	License and Permit Bond	\$10,000.00
33.4.2	Permit Extension Fee	\$60.00
33.4.3	Delay Penalty	
	Minor/Local Streets	\$20.00/day
	Collector Streets	\$100.00/day
	Arterial Streets	\$500.00/day
33.8.1	Excavation License	\$100.00
	Excavation Permit Fees	
	Hole	\$70.00/hole
	Trench/Bore/Plow	\$0.40/lineal feet + hole fee

**CITY OF WAITE PARK  
APPENDIX B  
WAITE PARK SCHEDULE OF FEE CHARGES**

Proposed 2/17/26

33.8.2	Obstruction Permit Fee	\$70.00
33.8.3	Small Wireless Facility Fee	\$500.00
40.2	Cable Television Franchise	Variable, see franchise agreement
<b>MECHANICAL PERMITS AND LICENSING</b>		
42.1.1	Gas Installer License	\$100.00
42.1.3	Gas Installer License Bond	Per State Statute
42.1.4	Insurance Requirements	Professional & General Liability: i. Each Wrongful Act or Occurrence - \$1,000,000; ii. Aggregate - \$2,000,000. Workers Comp & Employers Liability: i. Statutory & Federal Law Compliant - \$1,000,000
42.2.1	<b>New and Remodel Construction - Residential</b>	
	Residential - New	\$125.00 <sup>**</sup>
	Residential - Alterations	\$50.00 <sup>**</sup>
	Residential - Fireplace	\$50.00 <sup>**</sup>
	Additional Inspections/No Listed Fee (Minimum Charge - one-half hour)	\$60.00 per hour
	Investigation Fee	Equal to amount of permit fee less surcharge
	<b>New and Remodel Construction - Commercial</b>	
	Commercial Mechanical Permit Fees	
	Contract Valuation - \$2,500 or less	\$80.00
	Contract Valuation - \$2,501 through \$10,000	2% of contract valuation* Or \$80.00, whichever is more
	Contract Valuation - \$10,001 or more	\$200.00 + 1.5% of contract valuation over \$10,000*
	Additional Inspections/No Listed Fee (Minimum Charge - one-half hour)	\$60.00 per hour
	Investigation Fee (working without a permit)	Equal to amount of permit fee less surcharge
	Plan Review Fee	65% of permit fee (For valuations of \$500,000 or more, the Plan Review Fee is due with submittal of the permit application and is

<sup>\*\*</sup> A STATE SURCHARGE OF \$1.00 IS DUE IN ADDITION TO THE FEES

**CITY OF WAITE PARK  
APPENDIX B  
WAITE PARK SCHEDULE OF FEE CHARGES**

Proposed 2/17/26

		Non-Refundable)
<b>WATER AND SEWER FEES</b>		
43.4	Water Installation Charge	Actual Costs
43.10	Water Access Charge Wellhead Protection Fee	\$1,500.00 per UAC unit \$0.75 per Quarter
	Safe Drinking Water Fee	Per State MN Statute 144.3831
43.13	Temporary or Hydrant Meter Deposits Temporary or Hydrant Meter Water Rates	\$200.00 (all meter sizes) \$10.00 per 1,000 gallons –plus Sales and Transit Taxes as applicable
43.15	Water Meter Charge	Double the cost of meter
43.16	Water Rates	
	Service Fee per Quarter Tier 1 (0-9,000 Gallons per Quarter) Tier 2 (9,001-36,000 Gallons per Quarter) Tier 3 (Over 36,000 Gallons per Quarter)	\$62.00 per quarter \$2.72 per 1,000 gallons \$7.45 per 1,000 gallons \$7.65 per 1,000 gallons
43.17	Water Payment Late Fees	
	Reconnection Fee	\$100.00 plus Sales and Transit Taxes for commercial and/or industrial accounts
	Penalty Fee	15 percent
44.2	Sanitary Sewer Rates	
	Service Fee per Quarter Tier 1 (0-9,000 Gallons per Quarter) Tier 2 (Over 9,000 Gallons per Quarter)	\$78.00 per quarter \$3.85 per 1,000 gallons \$9.88 per 1,000 gallons
44.3	Sanitary Sewer Access Charge	\$1,500.00 per UAC unit
44.4	Sanitary Sewer Payment Late Fees	
	Non-payment Fee	\$60.00
	Penalty Fee	15 percent
45.3.2	Private Sewer Permit and Inspection	\$100.00
45.10.2	IDP Application Fee	\$100.00
45.10.11.A.	IDP Permit Fee	\$200 per year per permit
45.10.11.B.	IDP Permit Fee	\$300 per year per permit
45.10.11.C.	IDP Permit Fee	\$400 per year per permit
45.10.11.D.	IDP Application & Reissuance Fee	\$100.00
45.10.12.A.	IDP Discharge Violation Fee	\$100.00
45.10.12.B.	IDP Late IDMR Report Fee	\$100.00
<b>STORMWATER MANAGEMENT</b>		
	Erosion Control Permit:	
46.8	Land Disturbance Area:	
	5,000 Square Feet to One Acre	\$100.00

**CITY OF WAITE PARK  
APPENDIX B  
WAITE PARK SCHEDULE OF FEE CHARGES**

Proposed 2/17/26

	One Acre to Five Acres	\$200.00
	Five Acres and Above	\$300.00
46.9	Investigative Fee	Equal to amount of permit fee
46.10	Stormwater Utility Fee	\$4.20 per month
	Parkway Pond Fee	\$0.10 per square foot (See attached assessed properties)
<b>ILLICIT DISCHARGE</b>		
48.5.5	Illicit Discharge (Storm Water) Penalty	\$100.00
<b>PLUMBING PERMITS</b>		
50.5.1	<b>Residential</b>	
	Residential - New	\$100.00 <sup>**</sup>
	Residential - Alterations	\$50.00 <sup>**</sup>
	Water Conditioner	\$35.00 <sup>**</sup>
	Additional Inspections/No Listed Fee (Minimum Charge - one-half hour)	\$60.00 per hour
	Inspections Outside of Normal Business Hours (Minimum Charge - two hours)	\$60.00 per hour
	Investigation Fee (working without a permit)	Equal to amount of permit fee less surcharge
	<b>Commercial</b>	
	Contract Valuation - \$2,500 or Less	\$80.00
	Contract Valuation - \$2,501 through \$10,000	2% of contract valuation* or \$80.00, whichever is more
	Contract Valuation - \$10,001 or More	\$200.00 plus 1.5% of contract value over \$10,000*
	Additional Inspections/No Listed Fee (Minimum Charge - one-half hour)	\$60.00 per hour
	Inspections Outside of Normal Business Hours (Minimum Charge - two hours)	\$60.00 per hour
	Investigation Fee (working without a permit)	Equal to amount of permit fee less surcharge
	Plan Review Fee	65% of permit fee (For valuations of \$500,000 or more, the Plan Review Fee is due with submittal of the permit application and is Non-Refundable)
<b>BUILDING PERMITS</b>		

<sup>\*\*</sup> A STATE SURCHARGE OF \$1.00 IS DUE IN ADDITION TO THE FEES

**CITY OF WAITE PARK  
APPENDIX B  
WAITE PARK SCHEDULE OF FEE CHARGES**

Proposed 2/17/26

50.5.1	Building Permit Fees	Based on Valuation
	\$1.00 to \$500.00	\$22.00*
	\$501.00 to \$2,000.00	\$45.00*
	\$2,001.00 to \$25,000.00	\$52.00 for 1 <sup>st</sup> \$2,000.00 + \$11.00 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00*
	\$25,001.00 to \$50,000.00	\$300.00 for 1 <sup>st</sup> \$25,000.00 + \$8.00 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00*
	\$50,001.00 to \$100,000.00	\$485.00 for 1 <sup>st</sup> \$50,000.00 + \$6.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00*
	\$100,001.00 to \$500,000.00	\$800.00 for 1 <sup>st</sup> \$100,000.00 + \$5.00 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00*
	\$500,001.00 to \$1,000,000.00	\$2,800.00 or 1 <sup>st</sup> \$500,000.00 + \$4.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00*
	\$1,000,001.00 and Up	\$4500.00 for 1 <sup>st</sup> \$1,000,000.00 + \$3.00 for each additional \$1,000.00 or fraction thereof*
	<b>Other Permit Inspections and Fees</b>	
	Inspections Outside of Normal Business Hours (Minimum Charge - two hours)	\$60.00 per hour
	Additional Inspections/No Listed Fee (Minimum Charge - one-half hour)	\$60.00 per hour
	Investigation Fee (working without a permit)	Equal to total permit fee less surcharge
	Residential Residing, Roofs, Windows, Demolition, and Moving a House Outside City Limits	\$80.00 <sup>†</sup>

\* A STATE SURCHARGE IS DUE IN ADDITION TO THE FEES

<sup>†</sup> A STATE SURCHARGE OF \$1.00 IS DUE IN ADDITION TO THE FEES

**CITY OF WAITE PARK  
APPENDIX B  
WAITE PARK SCHEDULE OF FEE CHARGES**

Proposed 2/17/26

	Additional Plan Review Required by Changes, Additions or Revisions to Approved Plans (one-half hour minimum)	\$60.00 per hour
50.5.2	Building Permit Surcharge	SEE STATE LAW
50.5.5	Plan Review Fee	65% of Building Permit Fee (For valuations of \$500,000 or more, the Plan Review Fee is due with submittal of the permit application and is Non-Refundable)
50.5.6	Special Inspection Fee	See Other Permit Insp./Fees
<b>ELECTRICAL</b>		
51.7	Electrical Inspection	Per State Electrical Code
51.8	Electrical Affidavits	Per State Electrical Code
	NOTE: The Building Official may authorize refunding of not more than 80% of the permit fee paid when no work has been done under a permit issued in accordance with the code. The Building Official may authorize refunding of 100% of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or cancelled before any plan reviewing is done. The Building Official shall not authorize refunding of any fee paid except on written application filed by the original permittee not later than 180 days after the date of fee payment. This applies to all building type permits.	
<b>PLANNING AND ZONING – Note: Plus Additional Applicable Costs Incurred by City per Proposal</b>		
52.31.2	Domestic Pet Care Center	See 91.9
52.35	PUD Application	\$600.00
52.42.3	Driveway Permit	\$50.00
52.49.05	Fence Permit	
	Residential	\$35.00
	Commercial	\$50.00
52.51.01	Variance Request Requiring Public Hearing	
	Regular Meeting	\$450.00
	Special Meeting	\$550.00
52.51.02	Conditional Use Permit Application	
	Regular Meeting	\$450.00
	Special Meeting	\$550.00
52.51.03	Interim Use Permits	
	Regular Meeting	\$450.00
	Special Meeting	\$550.00
52.51.04	Rezoning and Zoning Amendment Petition	\$450.00
<b>SIGNS</b>		
53.7	Sign Permits	Based on Valuation

**CITY OF WAITE PARK  
APPENDIX B  
WAITE PARK SCHEDULE OF FEE CHARGES**

Proposed 2/17/26

	\$1.00 to \$500.00	\$17.00*
	\$501.00 to \$2,000.00	\$17.00 for 1 <sup>st</sup> \$500.00 + \$2.25 for each additional \$100.00 or fraction thereof, to & including \$2,000.00*
	\$2,001.00 to \$25,000.00	\$50.75 for 1 <sup>st</sup> \$2,000.00 + \$10.20 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00*
	\$25,001.00 to \$50,000.00	\$285.35 for 1 <sup>st</sup> \$25,000.00 + \$7.35 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00*
	\$50,001.00 to \$100,000.00	\$469.10 for 1 <sup>st</sup> \$50,000.00 + \$5.10 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00*
	\$100,001.00 to \$500,000.00	\$724.10 for 1 <sup>st</sup> \$100,000.00 + \$4.00 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00*
	\$500,001.00 to \$1,000,000.00	\$2,324.10 for 1 <sup>st</sup> \$500,000.00 + \$3.40 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00*
	\$1,000,001.00 and Up	\$4,024.10 for 1 <sup>st</sup> \$1,000,000.00 + \$2.25 for each additional \$1,000.00 or fraction thereof*
53.9	Temporary Sign Permit ( <i>maximum 8 weeks per calendar year</i> )	\$30.00 per permit for contiguous days - each permit extension or new permit request is an additional \$30
53.20.11	Off-Premise Signs – Annual License	\$200.00

\* A STATE SURCHARGE IS DUE IN ADDITION TO THE FEES

**CITY OF WAITE PARK  
APPENDIX B  
WAITE PARK SCHEDULE OF FEE CHARGES**

Proposed 2/17/26

<b>SUBDIVISION FEES</b>		
58.2.16	Common Interest Community (CIC)	\$400.00 + \$10 per lot (\$700 maximum)
58.3.2	Minor/Administrative Subdivision/Consolidation	\$150.00 plus actual costs
58.3.3	Subdivision Plat	\$400 + \$10 per lot (\$700 maximum)
58.4.1	Public Land Dedication	
	Single-family	1,072 sf. or \$836 per lot
	Multi-family	876 sf. or \$683 per unit
	Commercial/Industrial	5%
	<i>Note: Also see pages 15-16 of schedule for miscellaneous fees for maps, comprehensive plan, ordinance books, etc.</i>	
<b>FALSE ALARMS</b>		
59.3	False Alarm Penalty	
	Police Department	\$75.00 plus Sales and Transit Taxes (per alarm - applicable on the 4 <sup>th</sup> and subsequent alarms in a 12-month period)
	Fire Department	\$1,000.00 plus Sales and Transit Taxes (per alarm, including elevator malfunctions – applicable on the 4 <sup>th</sup> and subsequent alarms in a 12-month period)
<b>PARKING</b>		
61.14	Disability Parking Fine	Per State Statute
61.16.2	Parking Fines	
	Parking Violation	
	Passenger Vehicles (Car/Pickup/SUV)	\$ 30.00
	Commercial Vehicles	\$ 75.00
	Commercial Vehicles (Commercial Zone Violation)	\$200.00
	<b><u>Additional Late Fees for Delinquency:</u></b>	
	After 7 Days - Additional Amount Due	
	Passenger Vehicles (Car/Pickup/SUV)	\$ 60.00
	Commercial Vehicles	\$125.00
	Commercial Vehicles (Commercial Zone Violation)	\$250.00
	After 14 Days - Additional Amount Due	
	Passenger Vehicles (Car/Pickup/SUV)	\$ 85.00
	Commercial Vehicles	\$150.00
	Commercial Vehicles (Commercial Zone Violation)	\$275.00
	After 21 Days - Unpaid Fines Certified for Revenue	
	Recapture - Additional Amount Due	
	Passenger Vehicles (Car/Pickup/SUV)	\$110.00
	Commercial Vehicles	\$175.00
	Commercial Vehicles (Commercial Zone Violation)	\$300.00

**CITY OF WAITE PARK  
APPENDIX B  
WAITE PARK SCHEDULE OF FEE CHARGES**

	OR After 21 Days - Criminal Citation Issued (When Applicable-Additional Amount Due)	Proposed 2/17/26 \$300.00
<b>LIQUOR FEES AND PENALTIES</b>		
70.5	Liability Insurance	Per State Statute
70.6.2	Alcoholic Beverages License Fees	
	On-Sale Liquor	\$2,800.00 (pro rate per qtr.)
	Off-Sale Liquor	\$100.00
	Club On-Sale Liquor	\$100.00
	On-Sale Sunday Liquor	\$200.00
	On-Sale Brew Pub	\$500.00
	Off-Sale Brew Pub	\$100.00
	Brewer Taproom	\$150.00
	Small Brewer Off-Sale	\$100.00
	Microdistillery Off-Sale	\$100.00
	Cocktail Room	\$150.00
	3.2 Percent Malt Liquor Licenses	
	On-Sale	\$100.00
	Off-Sale	\$50.00
	Temporary License Fee (Non-profit Organization)	\$100.00
	Wine License	\$200.00
70.7.1	Alcoholic Beverages Liquor License Investigation Fee	
	In-State	\$500.00 (maximum)
	Out-of-State	\$5,000.00 (maximum)
70.17.7	Special Liquor Permit	\$100.00
70.19.1	Underage Consumption	\$100.00
70.22	Alcoholic Beverages - Civil Penalties	
	1st Offense	\$500.00 plus costs incurred
	2nd Offense within twelve months	\$1,000.00 plus costs incurred
	3rd Offense within twenty-four months	15-day suspension plus costs incurred
<b>MISCELLANEOUS LICENSES, FEES AND PENALTIES</b>		
72.18.1	Cannabis Registration Application & Low Potency Hemp (Includes registration and first renewal)	\$125.00
72.18.2	Cannabis & Low Potency Hemp Registration Renewal	\$125.00
72.5.1	Penalties & Suspension	
	1 <sup>st</sup> Violation	\$300.00
	2 <sup>nd</sup> Violation within 36 months	\$600.00 & registration suspension of at least 5 consecutive days
	3 <sup>rd</sup> Violation within 36 months	\$1,000 & registration suspension of at least 30 consecutive days

**CITY OF WAITE PARK  
APPENDIX B  
WAITE PARK SCHEDULE OF FEE CHARGES**

Proposed 2/17/26

72.5.2	Civil Penalty	Not to exceed \$2000
72.5.1	Violation during period of suspension	License revocation subject to OCM
72.40.2	Temporary Cannabis Event Permit	\$100.00
71.6.1	Cannabinoid License Application (Includes Investigation Fee)	\$220.00 (maximum)
71.6.1	Cannabinoid License Renewal	\$60.00
71.19	Cannabinoid Penalties	
	1 <sup>st</sup> Violation	\$300.00
	2 <sup>nd</sup> Violation	\$600.00 & 30-day license suspension
	3 <sup>rd</sup> Violation within 36 months	\$1,000 & license revocation
	Violation during period of suspension	License revocation
75.21.4	Pawnbroker Investigation Fee	\$1,000.00 (maximum)
	Precious Metals Dealer Investigation Fee	\$1,000.00 (maximum)
	Secondhand Goods Dealer Investigation Fee	\$1,000.00 (maximum)
75.26.1	Pawnbroker Bond	\$5,000.00
	Precious Metals Dealer Bond	\$5,000.00
	Secondhand Goods Dealer Bond	\$5,000.00
76.3.1	Tobacco License Application (Includes Investigation Fee)	\$180.00 (maximum)
76.3.5	Tobacco License/Renewal	\$60.00
76.11	Tobacco Penalties	
	<u>Licensees:</u>	
	1 <sup>st</sup> Violation	\$100.00
	2 <sup>nd</sup> Violation within 12 Months	\$200.00
	3 <sup>rd</sup> Violation within 12 Months	Revocation
	Others	\$50.00
	Minors	\$75.00
77.5.3	Therapeutic Massage Enterprise Application & Investigation Fee – Non-refundable (In-State - per person)	\$75.00
	Therapeutic Massage Enterprise Application & Investigation Fee – Non-refundable (Out-State - per person)	\$110.00
	Therapeutic Massage Enterprise Renewal Application & Investigation Fee – Non-refundable (per person)	\$75.00
	Therapeutic Massage Enterprise License	\$100.00
	Massage Therapist Application & Investigation Fee – Non-refundable (In-State – per person)	\$75.00
	Massage Therapist Application & Investigation Fee – Non-	\$110.00

**CITY OF WAITE PARK  
APPENDIX B  
WAITE PARK SCHEDULE OF FEE CHARGES**

Proposed 2/17/26

	refundable (Out-State – per person)	
	Massage Therapist License	\$60.00
78.15.1	Sexually Oriented Business Application Fee	\$750.00 per year
	Sexually Oriented Business Investigation Fee	\$2,000.00 per year (maximum)
78.15.3	Sexually Oriented Business Employee License	\$75.00 per year
80.2	Hotel Tax	3%
81.5	Refuse/Recycling - Penalties	\$150.00 and/or termination of service
82.14	Public Health and Sanitation - Penalty	\$500.00
90.15	Public Nuisances - excessive consumption services	\$250.00 + \$100 add'l insp.
91.4.	Animal License Fee	\$15.00 Goes into effect 2027 licenses
	Penalty	\$20.00
	Special Circumstances License	\$10.00 per Animal
	Penalty	\$20.00 per Animal
91.7	Replacement Tag	\$5.00 plus Sales and Transit Taxes
91.9	Domestic Pet Care Center -Kennel License (Commercial Type)	\$100.00
91.14.5	Appeal Hearing Filing Fee (Potentially Dangerous Animal)	\$300.00
91.15.4	Dangerous Animal Registration	\$75.00
	Appeal Hearing Filing Fee (Dangerous Animal)	\$300.00
91.16	Animal Nuisance	\$100.00
91.17	Euthanasia and Disposal Fee	Actual Costs
91.18	Animal Running at Large	\$60.00
	Animal Call-Out Fee	\$150.00
	Impound Pickup Fee	Actual Costs
	Impound Boarding – up to 10 days	
	Per Dog, Cat or Other per Cage	Actual Costs
92.3	Weed Inspection	\$50.00
	Weed Cutting	Actual Contractual Costs
	Administrative Fee	\$50.00
93.7.3	Diseased Tree Abatement	Actual Cost + \$50.00 Administrative Fee
<b>FIREWORKS PERMIT FEES</b>		
95.9	Fireworks – Indoor Sales	\$100.00
	Fireworks – Outdoor Sales	\$350.00
	Display/Show Permit	\$150.00 + fees for equipment & personnel
<b>RENTAL FEES</b>		
100.4.2	Initial Application and Inspection Fee	\$100.00
100.4.3	Rental Dwelling License Fee	

**CITY OF WAITE PARK  
APPENDIX B  
WAITE PARK SCHEDULE OF FEE CHARGES**

Proposed 2/17/26

	One Rental Unit	\$100.00
	Two Rental Units	\$200.00
	Three or More Units	\$200 plus \$20.00 per rental unit
	Delinquency Penalty	A Late Fee equal to the Rental License Fee will be assessed if registration is received after the due date of March 31 of each year
	Rental Fee Reductions:	
	1. 50% reduction subject to documentation of Certification in Crime Free Housing Program.	
	2. 100% reduction for Senior Housing subject to Documentation of Certification in Crime Free Housing Program and building is certified to be totally senior housing (age 55 and over). Determination of such must be submitted at time of registration.	
	Additional Inspections/No Listed Fee (Minimum Charge - one hour)	\$60.00 per hour (one hour minimum)
100.9	Civil Penalty	\$1,000 maximum
100.12	Criminal Background Checks	
	Background Checks	\$15.00
	Crime Free Members Background Checks	
	0-10 People	Free
	11-50 People	\$5.00 per person
	51 or more People	\$8.00 per person
<b>FIRE CODE</b>		
101	Fire Alarm Installation Permit	1.2% of Contract or, \$55.00 whichever is greater*
	Fire Protection System Installation Permit (Except Fire Sprinkler System)	1.2% of Contract or, \$55.00 whichever is greater*
	Fire Protection System Installation Permit (under \$2500 value)	\$100.00
	Fire Sprinkler System Inspection Fee	\$100.00
	Tank Installation Permit	1.2% of Contract or \$55.00 whichever is greater*
	Tank Abatement Permit	1.2% of contract or \$55.00 whichever is greater*
	Fire Inspection for Licensure - Day Care/Foster Care	\$50 per inspection
	Plan Review Fee for Above Fire/Tank Permits	65% of Permit Fee (For valuations of \$500,000 or

\* A STATE SURCHARGE IS DUE IN ADDITION TO THE FEES

**CITY OF WAITE PARK  
APPENDIX B  
WAITE PARK SCHEDULE OF FEE CHARGES**

Proposed 2/17/26

		more, the Plan Review Fee is due upon submittal of permit application and is Non-Refundable)
101.6	Fire Code Violations - Penalties	Per State Statute
105	Hotel/Motel/Lodging Establishment Application & Investigation Fee – Non-refundable (In-State – per person)	\$75.00
	Hotel/Motel/Lodging Establishment Application & Investigation Fee – Non-refundable (Out-State – per person)	\$110.00
	Hotel/Motel/Lodging Establishment Renewal Application & Investigative Fee – Non-refundable (per person)	\$75.00
	Hotel/Motel/Lodging Establishment License	\$100.00
	General Manager Investigative Fee – Non-refundable (In-State-per person)	\$60.00
	General Manager Investigative Fee – Non-refundable (Out-State-per person)	\$90.00
<b>TATTOO ESTABLISHMENT – Ordinance Repealed on 9/13/10</b>		
<b>ADDITIONAL CITY FEES</b>		
	<b>Chargeable Fire Department Fees:</b>	
	For each Fire Truck Used (\$125.00 minimum)	\$125.00/hour/truck
	For each 1,000 Gallons of Water Used (\$50.00 minimum) for Transport of Water	\$50.00/1,000 gallons
	Fire Chief Fee (1-hour minimum)	\$26.00/hour
	Fire Marshal Fee (2-hour minimum)	\$60.00/hour
	Fire Fighter Fee (1-hour minimum)	\$25.00/fighter/hour
	Fire Watch	\$75.00/hour for up to two firefighters \$25.00/hour for each additional firefighter
	State Licensed Facility Lift Assists	\$1,000 plus Sales and Transit Taxes (per lift assist at long-term care facilities – applicable on the 4 <sup>th</sup> and subsequent call in a 12-month period)
	<b>Miscellaneous Fees</b>	
	Evaluation of City Participation in State or Federal Business Assistance Funding	Actual cost incurred by City & City consultants
	TIF, Tax Abatement, or IR Bond Applications	\$1,000.00
	Certificate of Assessment	\$30.00

**CITY OF WAITE PARK  
APPENDIX B  
WAITE PARK SCHEDULE OF FEE CHARGES**

Proposed 2/17/26

	Administrative Fee	\$50.00
	Copies/Fax	\$.25 per page maximum plus Sales and Transit Taxes - subject to Data Practices Act and/or Freedom of Information Act
	Digital Photographs	\$3.00 per page (max of 9 per page)
	Audio/Video Tape, CD's, DVD's (Copies)	\$25.00 each plus Sales and Transit Taxes when applicable
	Forfeiture/Loan Workout Agreement Admin. Fee	\$150.00
	Impounded Vehicle Storage Fee - (In house/on site)	\$10.00/day (Excluding day of impound) \$500 Maximum
	Firearms Storage Fee	\$35.00
	Fire/Police Report	\$0.25 per page plus Sales and Transit Taxes when applicable
	Accident Report	\$0.25 per page plus Sales and Transit Taxes when applicable
	Fingerprint Requests	\$20.00 per person
	Replacement of Recycling Bin	Actual purchase cost from vendor plus Sales and Transit Taxes
	Replacement of Refuse Container (on wheels)	Actual purchase cost from vendor plus Sales and Transit Taxes
	Yard Waste Permit	\$30.00
	Replacement of Yard Waste Card	\$10.00
	Yard Waste Permit Renewal	\$20.00
	Water Salesman Card	\$5.00
	60 Gallons – Minimum Charge	\$1.00 plus Sales and Transit Taxes when applicable
	300 Gallons	\$5.00 plus Sales and Transit Taxes when applicable
	600 Gallons	\$10.00 plus Sales and Transit Taxes when applicable
	1,200 Gallons	\$20.00 plus Sales and Transit Taxes when applicable
	PD Special Event Pay	\$80/hour/officer \$100 flat fee/squad

**CITY OF WAITE PARK  
APPENDIX B  
WAITE PARK SCHEDULE OF FEE CHARGES**

Proposed 2/17/26

	<b>Planning &amp; Zoning</b>	
	Maps	
	Zoning	\$25.00 (maximum) plus Sales and Transit Taxes
	Regular	\$25.00 (maximum) plus Sales and Transit Taxes
	Plat	\$25.00 (maximum) plus Sales and Transit Taxes
	Zoning Certification	\$60.00 per hour (1-hour minimum)
	Comprehensive Plan	\$50.00
	Comprehensive Plan/Map Amendment Proposal	\$250.00
	Ordinance Book                      Book No. 1	\$90.00
	Zoning Ordinance Only              Book No. 2	\$60.00
	Annexation Fee	\$400 plus actual costs
	Vacations (street, alley, utility - not part of a plat)	\$400 plus actual costs
2018-05 & 2018-06	<b>Electric Franchise Fees – Xcel Energy &amp; Stearns Electric Customers</b>	
	General Service Rate or EnergyWise Rate - Residential	\$4.00 per premise/per month
	Large Commercial (Interruptible Three Phase or Large C&I)	\$109.00 per premise/per month
	Small Commercial (Interruptible Single Phase or Small C&I)	\$15.00 per premise/per month
	Irrigation - Commercial (and Seasonal W/Demand)	\$109.00 per premise/per month
	Small Three Phase - Commercial (<50kW) (Small C&I No Demand)	\$6.75 per month
	Security Lighting - Commercial	\$0.00
	<b>City Hall Rental</b>	
	Lower level	\$25.00 for the first hour and \$10.00 each additional hour - (Sales and Transit Taxes not due because of non-recreational use) - maximum of \$110 per rental - plus \$100

**CITY OF WAITE PARK  
APPENDIX B  
WAITE PARK SCHEDULE OF FEE CHARGES**

Proposed 2/17/26

		deposit per rental
<b>THE LEDGE AMPHITHEATER</b>		
	The Ledge Trail Venue Only Rental* – Up to 120 Guests	\$500.00 daily rental minimum \$300.00 refundable damage deposit
	Performers Building Green Room Rental* – Up to 74 Guests	\$300.00 daily rental minimum – 3 hour minimum \$300.00 refundable damage deposit
	Performers Building Green Room & Plaza Rental* – Up to 160 Guests	\$1,000.00 daily rental minimum \$500.00 refundable damage deposit
	Performers Building Green Room, Plaza & VIP Area Only Rental* – Up to 240 Guests	\$2,000.00 daily rental minimum \$500.00 refundable damage deposit
	Full Venue Rental (Facility Only)* – Up to 500 Guests	\$4,000.00 daily rental minimum \$1,000.00 refundable damage deposit
	Full Venue Rental (Facility Only)* – 501-6000 Guests * Catering, Liquor and Audio/Sound/Light Services are available at an additional cost from our approved vendors. A quote for other additional services and items is available upon request.	Contact the City for a Quote \$1,000.00 refundable damage deposit
	All fees will be subject to sales tax.	
	A refundable damage deposit will be collected and refunded based on the condition of The Ledge Amphitheater’s entire property including parking lots and trails after the rental term minus expenses for property repairs, replacements, and additional cleanup.	

**CITY OF WAITE PARK  
APPENDIX B  
WAITE PARK SCHEDULE OF FEE CHARGES**

		Proposed 2/17/26
	Approved Vendor/Contractor Application Fee	\$150.00
	Vendor/Contractor Criminal Background Check and Investigation Fee (In-State – per person)	\$75.00
	Vendor/Contractor Criminal Background Check and Investigation Fee (Out-of-State – per person)	\$110.00
	Approved Vendor Commission Fee	Up to 15%

This amendment is adopted on the 15<sup>th</sup> day of December 2025 and shall be effective upon publication.

CITY OF WAITE PARK

By \_\_\_\_\_  
Kenneth Schmitt  
Its Mayor

By \_\_\_\_\_  
Adrianna Brenny  
Its City Clerk

This ordinance was published on \_\_\_\_\_, 2025.



## Staff Report

**Issue: Preliminary and Final Plat – Zabinski Acres Plat 3**

### **BACKGROUND**

This request has been submitted by Bob Zabinski to allow for review of preliminary and final plat of proposed Zabinski Acres Plat 3, a proposed new parcel in the A-1, Agricultural/Rural Residential District, to be located on the northern portion of what is currently the Zabinski property at 2705 County Road 6 and adjacent to the previously-approved Zabinski Acres Plat 2.

The applicant is pursuing potential sale of the property for eventual development for single-family home. Development of the home would not require specific approval provided it adheres to all standard applicable ordinances. No building permit could be issued for the property until the platting of the property occurs.

The preliminary and final plat of Zabinski Acres Plat 3 would separate a parcel of slightly less than 20 acres immediately to the south of the previously-approved Zabinski Acres Plat 2.

The property meets or exceed all criteria for the Ag/Rural Residential district. Letter from Stearns County Highway Department regarding their conditions of approval due to its frontage along a County road have been received and are included as part of recommended conditions of approval.

The standard payment-in-lieu of parkland dedication for a single-family home is \$836 per parcel as established in fee schedule.

Staff is supportive of the preliminary and final plats as-submitted.

The Planning Commission reviewed the request at their November 10<sup>th</sup>, 2025 meeting. No comments specific to the platting were received. Planning Commissioner Bob Zabinski and Planning Commissioner Tim Jansky abstained from vote and discussion due to their involvement with the request.



**REQUIRED ACTION:**

The City Council’s action could be any of the following regarding the request.

1. Approval of the preliminary and final plats as proposed.
2. Denial of the preliminary and final plats, with findings of fact.
3. The City Council may, at its discretion and with the approval of the applicant, table the matter pending further information from the applicant that will help it render a decision. An extension of the 60-day request review period as noted by State Statutes may be required.

**RECOMMENDED ACTION:**

Staff recommends approval of the preliminary plat with the following conditions:

1. Property is subject to requirement for payment-in-lieu of Parkland Dedication, as established by adopted fee schedule, in the amount of \$836.00. Any required parkland dedication fees must be paid prior to affixing of City signatures upon the plat.
2. Property is subject to comments and requirements set forth by Stearns County Highway Department and associated certification of review as documented in their letter dated February 6, 2026.

Provided that condition of the preliminary plat is satisfied, staff recommends adoption of resolution approving the final plat.

**SUGGESTED MOTION:**

Council member \_\_\_\_\_ moved to approve OR deny the adoption of the resolution authorizing preliminary and final plat of Zabinski Acres Plat 3 with the following comments: \_\_\_\_\_

\_\_\_\_\_

Council member \_\_\_\_\_ seconded the motion.



ROLL CALL

Councilmember Sarah Starling \_\_\_\_\_  
Councilmember Shawn Blackburn \_\_\_\_\_  
Councilmember Frank Theisen \_\_\_\_\_  
Councilmember Vic Schulz \_\_\_\_\_  
Mayor Kenneth Schmitt \_\_\_\_\_

Motion (Approved) (Denied)

---

**RESOLUTION NO. 021726-\_\_\_\_\_**  
**CITY OF WAITE PARK**

**A RESOLUTION APPROVING FINAL PLAT OF ZABINSKI ACRES PLAT 3, AN A-1  
AGRICULTURAL/RURAL RESIDENTIAL SUBDIVISION, WITHIN THE CITY OF  
WAITE PARK, STEARNS COUNTY, MINNESOTA**

**FOR ROBERT W. ZABINSKI 2003 REVOCABLE TRUST**

THIS INSTRUMENT DRAFTED BY:  
Jonathan Noerenberg  
Planning & Community Development Director  
City of Waite Park  
19-13<sup>th</sup> Ave N, PO Box 339  
Waite Park, MN 56387  
Telephone: (320) 656-8936  
E-mail: [jon.noerenberg@ci.waitepark.mn.us](mailto:jon.noerenberg@ci.waitepark.mn.us)

**RESOLUTION NO. 021726-\_\_\_\_\_**  
**CITY OF WAITE PARK**

**A RESOLUTION APPROVING FINAL PLAT OF ZABINSKI ACRES PLAT 3, AN A-1  
AGRICULTURAL/RURAL RESIDENTIAL SUBDIVISION, WITHIN THE CITY OF  
WAITE PARK, STEARNS COUNTY, MINNESOTA**

**FOR ROBERT W. ZABINSKI 2003 REVOCABLE TRUST**

**WHEREAS**, Robert W. Zabinski Revocable Trust (the “Property Owners” and/or “Applicants”) has submitted an application for preliminary and final plat of Zabinski Acres Plat 3, an A-1, Agricultural/Rural Residential subdivision upon property currently legally described as:

The South Half of the Northwest Quarter of the Southwest Quarter (S1/2 NW1/4 SW1/4) of Section 31, Township 124 North, Range 28 West, Stearns County, Minnesota.

**WHEREAS**, the Property is located within an A-1, Agricultural/Rural Residential District.

**WHEREAS**, the proposed preliminary plat as submitted by the applicant have been reviewed by City staff and the Planning Commission, and is attached hereto as **Exhibit A**;

and

**WHEREAS**, the proposed final plat as submitted by the applicant have been reviewed by City staff and the Planning Commission, and is attached hereto as **Exhibit B**;

and

**WHEREAS**, an existing legal description of the property has been prepared and submitted, and is attached hereto as **Exhibit C**;

and

**WHEREAS**, the Planning Commission has considered the Applicant’s request at a duly noticed public hearing which took place on February 9<sup>th</sup>, 2026; and

**WHEREAS**, the City Council for the City of Waite Park has considered the Planning Commission’s recommendation at its February 17<sup>th</sup>, 2026 City Council meeting.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Waite Park, Stearns County, Minnesota, that it does hereby APPROVE the request of Robert W. Zabinski 2003 Revocable Trust for approval of preliminary and final plat of Zabinski Acres Plat 3 and that the request satisfies requirements set forth in City Ordinance 58 “Subdivision”, specifically Section 58.3 Subd. 6J relating the findings required for preliminary plat approval. The City Council’s findings relating to the standards are as follows:

1. The proposed preliminary plat conforms to the requirements of this Ordinance and the applicable zoning district regulations.
2. The proposed subdivision is consistent with the City's Comprehensive Plan and any other adopted land use studies and is compatible with the platting or approved preliminary plat on adjoining lands.
3. The proposed plat does not constitute a 'premature subdivision' under section 58.7, Subd. 1(D) of this Ordinance.
4. The physical characteristics of the site, including but not limited to topography, vegetation, wetlands, susceptibility to erosion and siltation, susceptibility to flooding, water storage and retention, are such that the site is suitable for the type of development or use contemplated.
5. The design or improvement of the proposed subdivision complies with applicable plans of the County and the state of Minnesota.
6. The design or improvement of the proposed subdivision is not likely to cause environmental damage or health problems.
7. The completion of the proposed development of the subdivision can be achieved in a timely manner so as not to cause an undue economic burden upon the City for maintenance, repayment of bonds or similar burden.
8. That permits applicable to the site/project as required by local, state and federal law have been applied for and/or have been approved. The Applicant is required to prove compliance with all local, state and federal law. The City and/or its assigns may determine if whether an application for approval is sufficient or if approval a permit application is acceptable

**FURTHER BE IT RESOLVED**, that the following conditions of approval of the final plat shall be met:

1. Property is subject to requirement for payment-in-lieu of Parkland Dedication in the amount of \$836.00, as established by adopted City fee schedule. Required parkland dedication fee must be paid prior to affixing of City signatures upon the plat.
2. Property is subject to conditions of certifications as provided by Stearns County Highway Department with regards to County Right-of-Way on County Road 137 in letter dated February 6<sup>th</sup>, 2026.

ADOPTED by the Waite Park City Council this 17th day of February, 2026.

CITY OF WAITE PARK

By \_\_\_\_\_  
 Kenneth Schmitt  
 Mayor

Attest:

By \_\_\_\_\_  
 Adrianna Brenny  
 City Clerk

ACTION ON THIS RESOLUTION

Motion for adoption:  
Seconded by:  
Voted in favor of:  
Voted against:  
Abstained:  
Absent:  
Resolution adopted: February 17<sup>th</sup>, 2026

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Waite Park, Minnesota, at a duly authorized meeting held on February 17<sup>th</sup>, 2026.

CITY OF WAITE PARK

By \_\_\_\_\_  
Adrianna Brenny  
City Clerk

STATE OF MINNESOTA        )  
  ) ss.  
COUNTY OF STEARNS        )

The foregoing instrument was acknowledged before me this \_\_\_\_day of \_\_\_\_\_, 2026, by Kenneth Schmitt, Mayor, and by Adrianna Brenny, City Clerk of the City of Waite Park, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by the City Council.

(STAMP)

\_\_\_\_\_  
Notary Public





**EXHIBIT C**  
**EXISTING LEGAL DESCRIPTION**

The South Half of the Northwest Quarter of the Southwest Quarter (S1/2 NW1/4 SW1/4) of Section 31, Township 124 North, Range 28 West, Stearns County, Minnesota.

## **NOTICE OF PUBLIC HEARING**

The Waite Park Planning Commission will hold a public hearing at ISD 742 Administrative Offices, 1201 2<sup>nd</sup> St S, Door 5, at 6:30 pm or soon thereafter on Monday, February 9, 2026 to hear the following requests:

\*\* Request of Virginia A. Schreifels Revocable Trust variance from Waite Park Ordinance Section 52.11, Subd. 6 to reduce minimum lot area in an A-1, Agricultural/Rural Residential property from ten (10) acres to two (2) acres for purpose of establishing a new parcel. The property is legally described as follows: 56.67 A. S2SE4 SE OF R SEC 22 & NW4NW4 W OF RD LESS CEMETARY & LESS 1.22 A. LESS .31 A. FOR HWY SECTION 26 TOWNSHIP 124 RANGE 029, ALL IN CITY OF WAITE PARK, STEARNS COUNTY, MINNESOTA.

\*\*Request of Robert W. Zabinski 2003 Revocable Trust for review of preliminary and final plat of Zabinski Acres Plat 3. The property is legally described as The South Half of the Northwest Quarter of the Southwest Quarter (S1/2 NW1/4 SW1/4) of Section 31, Township 124 North, Range 28 West, Stearns County, Minnesota.

---

Jon Noerenberg, AICP  
Planning and Community Development Director



## NOTICE OF PUBLIC HEARING

January 26, 2026

Dear Resident/Property Owner,

The Waite Park Planning Commission will hold a public hearing at ISD 742 Administrative Offices, 1201 2nd St S, Door 5 (eastern side of building), at 6:30 pm or soon thereafter on Monday, February 9th, 2026 to hear the following request. **Please note change of typical meeting location due to City Hall and Public Safety Facility currently under renovation and expansion.**

\*\*Request of Robert W. Zabinski 2003 Revocable Trust for review of preliminary and final plat of Zabinski Acres Plat 3. The property is legally described as The South Half of the Northwest Quarter of the Southwest Quarter (S1/2 NW1/4 SW1/4) of Section 31, Township 124 North, Range 28 West, Stearns County, Minnesota.

The request is being made to accommodate sale and development of potential new home upon the property.

You are receiving this notice as you live or own property within the notification area stipulated by State Law and/or City Ordinance.

Please share with neighbors in the event they did not receive a copy.

Please be advised that notices are sent as promptly as possible as part of established and required City application process in attempt to ensure that residents have adequate time to make arrangements to attend meeting if they choose; however, the City cannot account for delays in delivery being experienced by the United States Postal Service.

Please feel free to contact me with any questions or comments at (320) 656-8936 or [jon.noerenberg@ci.waitepark.mn.us](mailto:jon.noerenberg@ci.waitepark.mn.us).

---

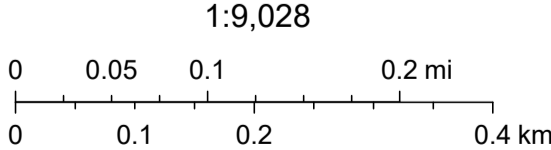
Jon Noerenberg, AICP  
Planning and Community Development Director

# General Location Map - Zabinski Acres Plat 3 - February 2026

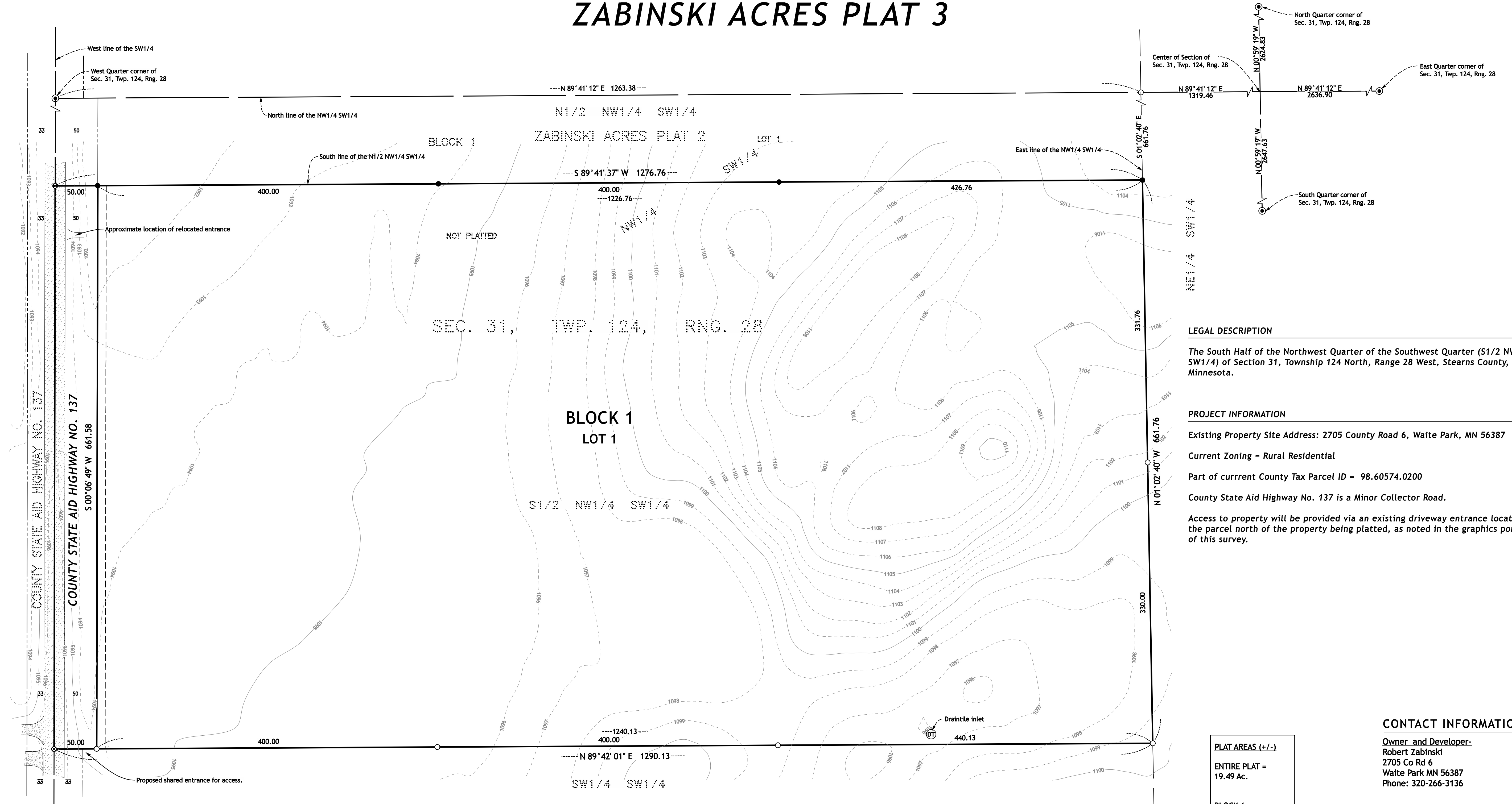


2/3/2026, 8:07:40 AM

□ Stearns County Parcels



# ZABINSKI ACRES PLAT 3



### LEGAL DESCRIPTION

The South Half of the Northwest Quarter of the Southwest Quarter (S1/2 NW1/4 SW1/4) of Section 31, Township 124 North, Range 28 West, Stearns County, Minnesota.

### PROJECT INFORMATION

Existing Property Site Address: 2705 County Road 6, Waite Park, MN 56387  
 Current Zoning = Rural Residential  
 Part of current County Tax Parcel ID = 98.60574.0200  
 County State Aid Highway No. 137 is a Minor Collector Road.

Access to property will be provided via an existing driveway entrance located on the parcel north of the property being platted, as noted in the graphics portion of this survey.

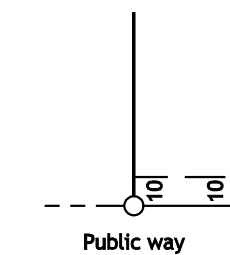
### CONTACT INFORMATION

**Owner and Developer:**  
 Robert Zabinski  
 2705 Co Rd 6  
 Waite Park MN 56387  
 Phone: 320-266-3136

**Land Surveyor:**  
 Sam DeLeo  
 Kramer Leas DeLeo, P.C.  
 13 North 11th Ave.  
 St. Cloud, MN 56303  
 Phone: 320-259-1266

<b>PLAT AREAS (+/-)</b>
ENTIRE PLAT = 19.49 Ac.
BLOCK 1 - LOT 1 = 18.73 Ac.
ROAD R/W = 0.76 Ac.

Drainage and utility easements are shown thus:

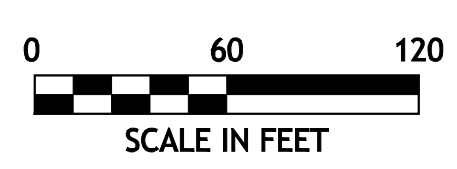


Being 10 feet in width and adjoining public ways, unless otherwise indicated on this plat.

### PROPERTY BOUNDARY MONUMENT LEGEND

- SET IRON PIPE WITH CAP STAMPED "DELEO 40341"
- ⊙ SET MAGNETIC "PK" NAIL
- ⊙ GOVERNMENT SECTION CORNER MONUMENT

ORIENTATION OF THIS BEARING SYSTEM ASSUMES THAT THE WEST LINE OF THE SOUTHWEST QUARTER OF SEC. 31, TWP. 124, RNG. 28 BEARS NORTH 00°06'49" EAST



NO.	REVISIONS SINCE INITIAL DATE OF	DATE

**KRAMER LEAS DELEO**  
 SURVEYING • ENGINEERING • PLANNING  
 BRAINERD ST. CLOUD

1120 Industrial Park Road  
 Brainerd, MN 56401  
 218-828-6333

13 North 11th Avenue  
 St. Cloud, MN 56303  
 320-259-1266

I HEREBY CERTIFY THAT THIS PLAN, SURVEY, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Signature: *Samuel J. DeLeo* 01/21/2026  
 Samuel J. DeLeo, MN License No. 40341 Date

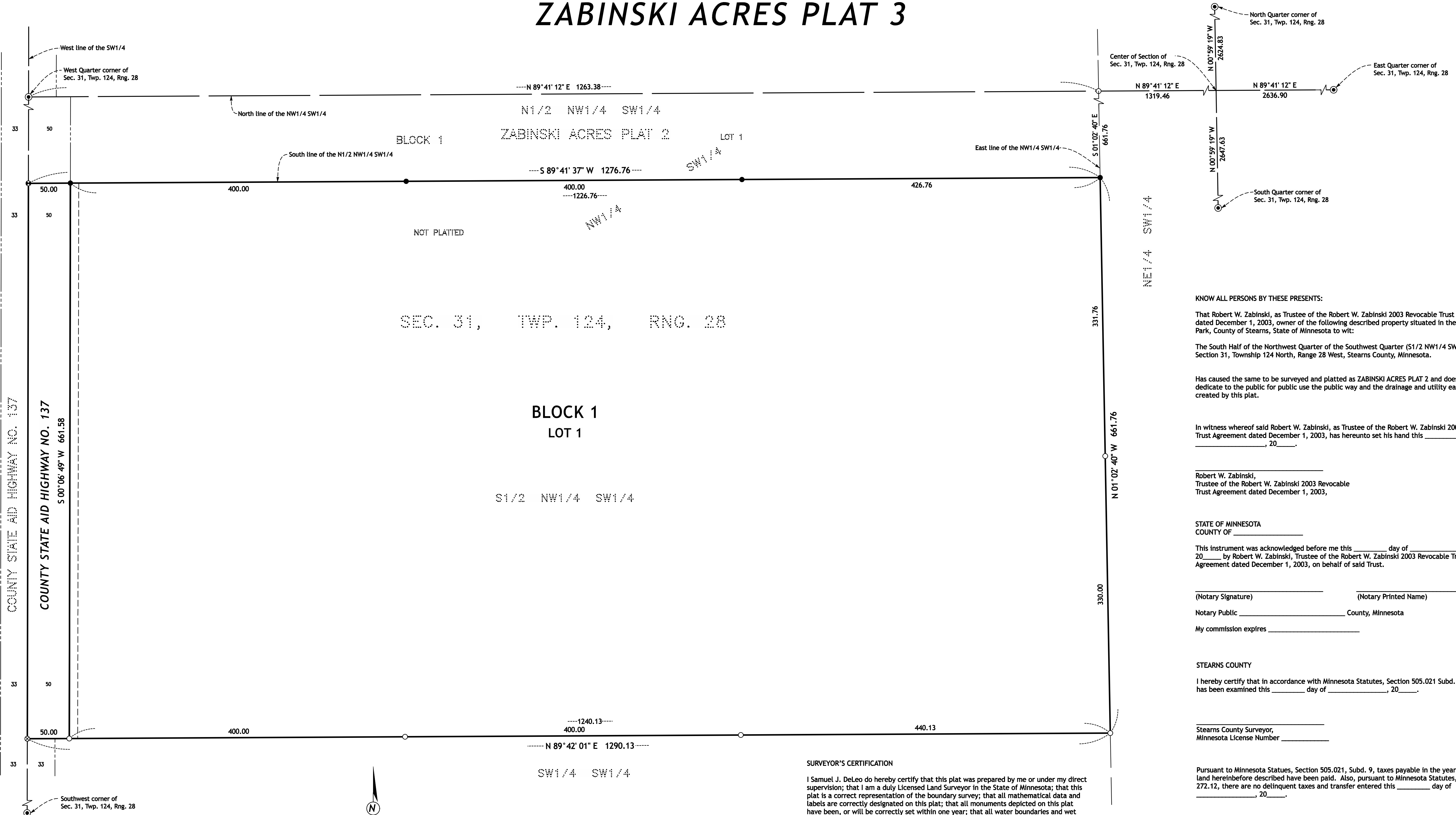
**PROJECT NO. ZABIR2401**

Preliminary Plat of

## ZABINSKI ACRES PLAT 3

For property at: 2705 County Road 6  
 City of Waite Park, County of Stearns, State of Minnesota  
 Located in Section 31, Township 124 North, Range 28 West

# ZABINSKI ACRES PLAT 3



**PLAT AREAS +/-**  
 ENTIRE PLAT = 19.49 Ac.  
 BLOCK 1 -  
 LOT 1 = 18.73 Ac.  
 ROAD R/W = 0.76 Ac.

KNOW ALL PERSONS BY THESE PRESENTS:  
 That Robert W. Zabinski, as Trustee of the Robert W. Zabinski 2003 Revocable Trust Agreement dated December 1, 2003, owner of the following described property situated in the City of Waite Park, County of Stearns, State of Minnesota to wit:  
 The South Half of the Northwest Quarter of the Southwest Quarter (S1/2 NW1/4 SW1/4) of Section 31, Township 124 North, Range 28 West, Stearns County, Minnesota.  
 Has caused the same to be surveyed and platted as ZABINSKI ACRES PLAT 2 and does hereby dedicate to the public for public use the public way and the drainage and utility easement as created by this plat.

In witness whereof said Robert W. Zabinski, as Trustee of the Robert W. Zabinski 2003 Revocable Trust Agreement dated December 1, 2003, has hereunto set his hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Robert W. Zabinski,  
 Trustee of the Robert W. Zabinski 2003 Revocable Trust Agreement dated December 1, 2003,

STATE OF MINNESOTA  
 COUNTY OF \_\_\_\_\_  
 This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by Robert W. Zabinski, Trustee of the Robert W. Zabinski 2003 Revocable Trust Agreement dated December 1, 2003, on behalf of said Trust.

(Notary Signature) \_\_\_\_\_ (Notary Printed Name)  
 Notary Public \_\_\_\_\_ County, Minnesota  
 My commission expires \_\_\_\_\_

STEARNS COUNTY  
 I hereby certify that in accordance with Minnesota Statutes, Section 505.021 Subd. 11, this plat has been examined this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Stearns County Surveyor,  
 Minnesota License Number \_\_\_\_\_

Pursuant to Minnesota Statutes, Section 505.021, Subd. 9, taxes payable in the year 20\_\_\_\_ on the land hereinbefore described have been paid. Also, pursuant to Minnesota Statutes, Section 272.12, there are no delinquent taxes and transfer entered this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

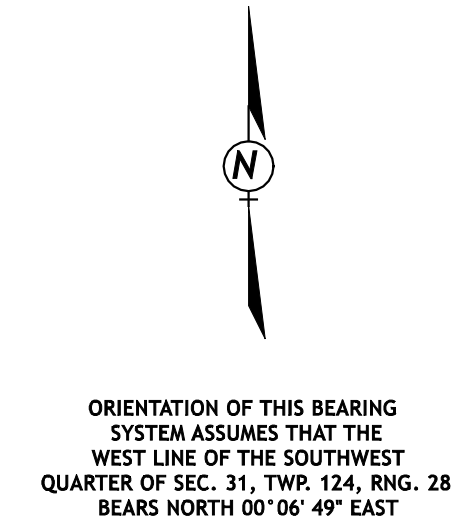
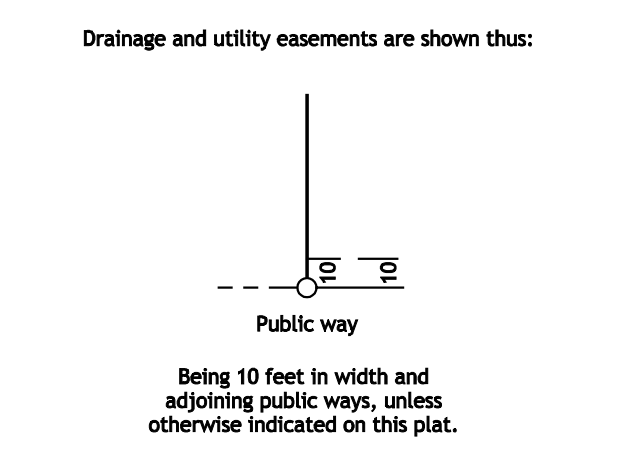
Stearns County Auditor / Treasurer \_\_\_\_\_ Deputy Auditor / Treasurer \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

I hereby certify that this instrument was filed for record in the Office of the County Recorder in and for Stearns County, Minnesota on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at \_\_\_\_\_ o'clock \_\_\_\_\_ M. as Document No. \_\_\_\_\_ in Plat Cabinet \_\_\_\_\_ No. \_\_\_\_\_.

Stearns County Recorder \_\_\_\_\_ Deputy Recorder \_\_\_\_\_

- PROPERTY BOUNDARY MONUMENT LEGEND**
- SET IRON PIPE WITH CAP STAMPED "DELEO 40341"
  - ⊗ SET MAGNETIC "PK" NAIL
  - ⊙ GOVERNMENT SECTION CORNER MONUMENT



**WAITE PARK PLANNING COMMISSION**  
 This plat of ZABINSKI ACRES PLAT 3 was approved by the Planning Commission of the City of Waite Park, Minnesota, at a regular meeting thereof, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Chairperson \_\_\_\_\_

**WAITE PARK CITY COUNCIL**  
 This plat of ZABINSKI ACRES PLAT 3 was approved by the City Council of the City of Waite Park, Minnesota, at a regular meeting thereof, on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Mayor \_\_\_\_\_ Administrator / Clerk / Treasurer \_\_\_\_\_

**SURVEYOR'S CERTIFICATION**  
 I Samuel J. DeLeo do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this plat; and all public ways are shown and labeled on this plat.  
 Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Samuel J. DeLeo, Licensed Land Surveyor  
 Minnesota License Number 40341

STATE OF MINNESOTA  
 COUNTY OF STEARNS

The foregoing Surveyor's Certification was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by Samuel J. DeLeo, Licensed Land Surveyor, Minnesota License Number 40341.

Sidney Theis  
 Notary Public Stearns County, Minnesota  
 My commission expires January 31, 2027





## **Staff Report:**

**Issue: Request for Variance to Decrease Minimum Lot Area in A-1, Agricultural/Rural Residential District from 10 acres to 2 acres – 9182 CR 138**

---

### **BACKGROUND:**

This request has been submitted by Virginia A. Schreifels Revocable Trust, for a variance from City Ordinance Section 52.11, Subd. 6 relating to minimum lot area in the A-1, Agricultural/Rural Residential District to reduce minimum lot area from 10 acres to 2 acres. The property is legally described as 56.67 acres, part of the South Half of Southeast Quarter of Section 22, Stearns County, MN. The property address is 9182 County Road 138.

The request is being made to accommodate creation of a new parcel of approximately 2 acres for purpose of splitting the existing home on the property onto its own parcel to facilitate sale/transfer to a family member of the applicant and facilitate Ms. Schreifels to move to a patio home within Waite Park, which the applicant has advised is a much preferable living arrangement for her. The proposed 2-acre parcel would be similar in nature to other preexisting parcels in the immediate vicinity, which is unlike other situations that have been previously reviewed where 5-acre parcels were considered in areas in which there were no immediately-surrounding smaller parcels. Sizes of several immediately-adjacent residential parcels include 0.64 acres, 0.58 acres, and 1.6 acres.

If the variance is ultimately approved by City Council, in this instance the creation of the new parcel can be executed administratively via staff in coordination with the applicant and their selected surveyor as only a single new parcel would be created and no building permit is needed due to the existing home. Future building permit requests may trigger requirement to plat at such time.

Given that the request is to grant accommodations for an immediate family member, and the hardship being imposed is beyond the scope of control of the applicant (i.e. natural aging processes), staff is supportive of the request. The 2 acre allowance instead of the 10-acre standard requirement is reasonable in staff's opinion, given the nature of surrounding properties in the vicinity along County Road 138 and is in line with previous accommodations for sub-10 acre parcel creation to accommodate family needs in other Ag/Rural Residential zoning district areas.



In staff's opinion, practical difficulties have been established and justification for the variance exists. Staff does not believe that the variance would impart special privilege to the applicant or property and does not feel that granting of the variance would be detrimental to surrounding properties or diminishes their use or value. Staff is supportive of the request and recommends approval.

The Planning Commission reviewed the request at their February 9<sup>th</sup>, 2026 meeting. No comments were received from the public except the applicant who provided a brief summary of information for the Planning Commission. The Planning Commission expressed some reservation with the potential establishment of precedent in recommending a 2-acre parcel but recommended approval of the request.

**REQUIRED ACTION:**

The City Council's action could be any of the following with regards to the variance:

1. Approval of the variance as requested
2. Approval of the variance to a lesser degree than requested (i.e. greater than 2 acres requested but less than 10 acre ordinance standard).
3. Denial of the variance request, with findings of fact.

**STAFF RECOMMENDATION:**

Staff recommends approval of the variance as requested and adoption of the attached resolution.

**SUGGESTED MOTION:**

Councilmember \_\_\_\_\_ moved to approve or deny the variance request as proposed and adoption of the attached resolution, with any additional conditions as established:

---

---

---

---

Councilmember \_\_\_\_\_ seconded the motion.



ROLL CALL

Councilmember Vic Schulz	_____
Councilmember Sarah Starling	_____
Councilmember Shawn Blackburn	_____
Councilmember Frank Theisen	_____
Mayor Kenneth Schmitt	_____

Motion (Approved) (Denied)

---

**RESOLUTION NO. 021726-\_\_\_\_\_**  
**CITY OF WAITE PARK**

**A RESOLUTION APPROVING VARIANCE FROM CITY ORDINANCE SECTION 52.11, SUBD. 6 TO DECREASE MINIMUM REQUIRED LOT AREA FROM 10 ACRES TO 2 ACRES IN THE A-1, AGRICULTURAL/RURAL RESIDENTIAL DISTRICT FOR PROPERTY LOCATED AT 9182 COUNTY ROAD 138, ALL IN CITY OF WAITE PARK, STEARNS COUNTY, MINNESOTA.**

**REQUESTED BY VIRGINIA A. SCHREIFELS REVOCABLE TRUST**

THIS INSTRUMENT DRAFTED BY:  
Jonathan Noerenberg  
Planning & Community Development Director  
City of Waite Park  
19-13<sup>th</sup> Ave N, PO Box 339  
Waite Park, MN 56387  
Telephone: (320) 656-8936  
E-mail: [jon.noerenberg@ci.waitepark.mn.us](mailto:jon.noerenberg@ci.waitepark.mn.us)

**RESOLUTION NO. 021726-\_\_\_\_\_**  
**CITY OF WAITE PARK**

**A RESOLUTION APPROVING VARIANCE FROM CITY ORDINANCE SECTION 52.11, SUBD. 6 TO DECREASE MINIMUM REQUIRED LOT AREA FROM 10 ACRES TO 2 ACRES IN THE A-1, AGRICULTURAL/RURAL RESIDENTIAL DISTRICT FOR PROPERTY LOCATED AT 9182 COUNTY ROAD 138, ALL IN CITY OF WAITE PARK, STEARNS COUNTY, MINNESOTA.**

**REQUESTED BY VIRGINIA A. SCHREIFELS REVOCABLE TRUST**

**WHEREAS**, Virginia A. Schreifels Revocable Trust, the “Property Owner” and/or “Applicant”, have applies for a variance from City Ordinance Section 52.11, Subd. 6 to decrease minimum lot area in the A-1, Agricultural/Rural Residential District from 10 acres to 2 acres for purpose of establishment of a new parcel for existing residence;

and

**WHEREAS**, the property is legally described as:

Part of the South Half of the Southeast Quarter of Section 22, all in City of Waite Park, Stearns County, Minnesota.

**WHEREAS**, the request has been reviewed by City of Waite Park staff and a report pertaining to said request has been presented to the City Council;

and

**WHEREAS**. the proposed parcel is noted within the attached **Exhibit A** as “Proposed New Parcel”;

and

**WHEREAS**, the Property Legal Description is attached as **Exhibit B**;

and

**WHEREAS**, the Planning Commission, on the 9th day of February, 2026, following proper notice, held public hearing regarding the request and following said public hearing adopted a recommendation that the variance be approved;

and

**WHEREAS**, the City Council has found that practical difficulties, unique to the property and not self-caused by the Applicant, have been established which are justification for the variance.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Waite Park, Stearns County, Minnesota, that the variance from City Ordinance Section 52.11, Subd. 6 to decrease minimum lot area in the A-1, Agricultural/Rural Residential District from 10 acres to 2 acres for purpose of splitting property establishment of new parcel for existing residence is approved.

ADOPTED by the Waite Park City Council this 17<sup>th</sup> day of February, 2026.

CITY OF WAITE PARK

By \_\_\_\_\_  
Kenneth Schmitt  
Mayor

Attest:

By \_\_\_\_\_  
Adrianna Brenny  
City Clerk

ACTION ON THIS RESOLUTION

Motion for adoption:  
Seconded by:  
Voted in favor of:  
Voted against:  
Abstained:  
Absent:  
Resolution adopted: February 17, 2026

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the City Council of the City of Waite Park, Minnesota, at a duly authorized meeting held on February 17, 2026.

CITY OF WAITE PARK

By \_\_\_\_\_  
Adrianna Brenny  
City Clerk

STATE OF MINNESOTA        )  
  ) ss.  
COUNTY OF STEARNS        )

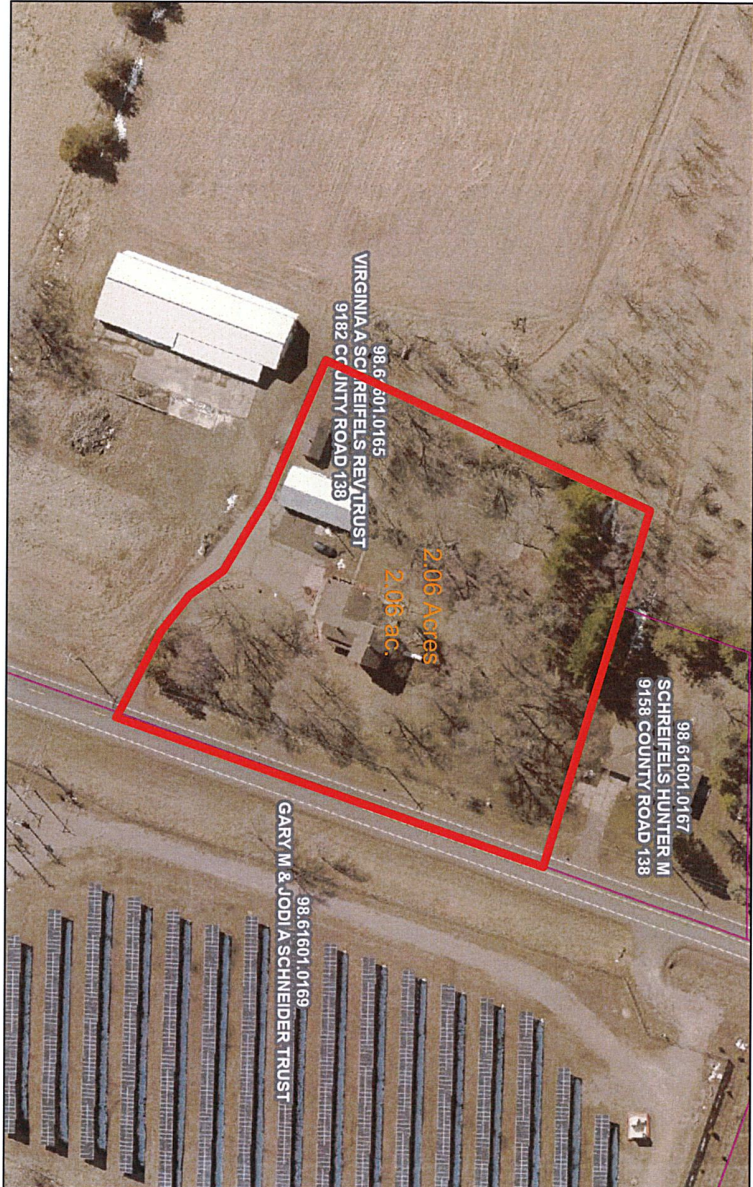
The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2026, by Kenneth Schmitt, Mayor, and by Adrianna Brenny, City Clerk of the City of Waite Park, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by the City Council.

(STAMP)

\_\_\_\_\_  
Notary Public

**EXHIBIT A**  
**PROPOSED NEW PARCEL**

Virginia Schreifels Split - 2.06 Acres



November 13, 2025  
Parcels

**EXHIBIT B**  
**PROPERTY LEGAL DESCRIPTION**

Part of the South Half of the Southeast Quarter of Section 22, all in City of Waite Park, Stearns County, Minnesota.

## **NOTICE OF PUBLIC HEARING**

The Waite Park Planning Commission will hold a public hearing at ISD 742 Administrative Offices, 1201 2<sup>nd</sup> St S, Door 5, at 6:30 pm or soon thereafter on Monday, February 9, 2026 to hear the following requests:

**\*\* Request of Virginia A. Schreifels Revocable Trust variance from Waite Park Ordinance Section 52.11, Subd. 6 to reduce minimum lot area in an A-1, Agricultural/Rural Residential property from ten (10) acres to two (2) acres for purpose of establishing a new parcel. The property is legally described as follows: 56.67 A. S2SE4 SE OF R SEC 22 & NW4NW4 W OF RD LESS CEMETARY & LESS 1.22 A. LESS .31 A. FOR HWY SECTION 26 TOWNSHIP 124 RANGE 029, ALL IN CITY OF WAITE PARK, STEARNS COUNTY, MINNESOTA.**

**\*\*Request of Robert W. Zabinski 2003 Revocable Trust for review of preliminary and final plat of Zabinski Acres Plat 3. The property is legally described as The South Half of the Northwest Quarter of the Southwest Quarter (S1/2 NW1/4 SW1/4) of Section 31, Township 124 North, Range 28 West, Stearns County, Minnesota.**

---

Jon Noerenberg, AICP  
Planning and Community Development Director



## NOTICE OF PUBLIC HEARING

January 26, 2026

Dear Resident/Property Owner,

The Waite Park Planning Commission will hold a public hearing at ISD 742 Administrative Offices, 1201 2nd St S, Door 5 (eastern side of building), at 6:30 pm or soon thereafter on Monday, February 9th, 2026 to hear the following request. **Please note change of typical meeting location due to City Hall and Public Safety Facility currently under renovation and expansion.**

\*\* Request of Virginia A. Schreifels Revocable Trust variance from Waite Park Ordinance Section 52.11, Subd. 6 to reduce minimum lot area in an A-1, Agricultural/Rural Residential property from ten (10) acres to two (2) acres for purpose of establishing a new parcel. The property is legally described as follows: 56.67 A. S2SE4 SE OF R SEC 22 & NW4NW4 W OF RD LESS CEMETARY & LESS 1.22 A. LESS .31 A. FOR HWY SECTION 26 TOWNSHIP 124 RANGE 029, ALL IN CITY OF WAITE PARK, STEARNS COUNTY, MINNESOTA.

The request is being made to allow development of an additional parcel and potential new home upon the property.

You are receiving this notice as you live or own property within the notification area stipulated by State Law and/or City Ordinance.

Please share with neighbors in the event they did not receive a copy.

Please be advised that notices are sent as promptly as possible as part of established and required City application process in attempt to ensure that residents have adequate time to make arrangements to attend meeting if they choose; however, the City cannot account for delays in delivery being experienced by the United States Postal Service.

Please feel free to contact me with any questions or comments at (320) 656-8936 or [jon.noerenberg@ci.waitepark.mn.us](mailto:jon.noerenberg@ci.waitepark.mn.us).

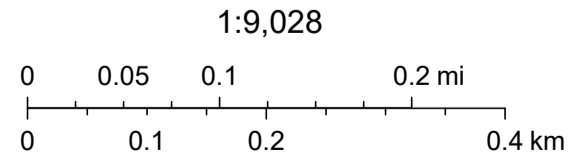
  
\_\_\_\_\_  
Jon Noerenberg, AICP  
Planning and Community Development Director

# General Location Map - Schreifels Variance - February 2026

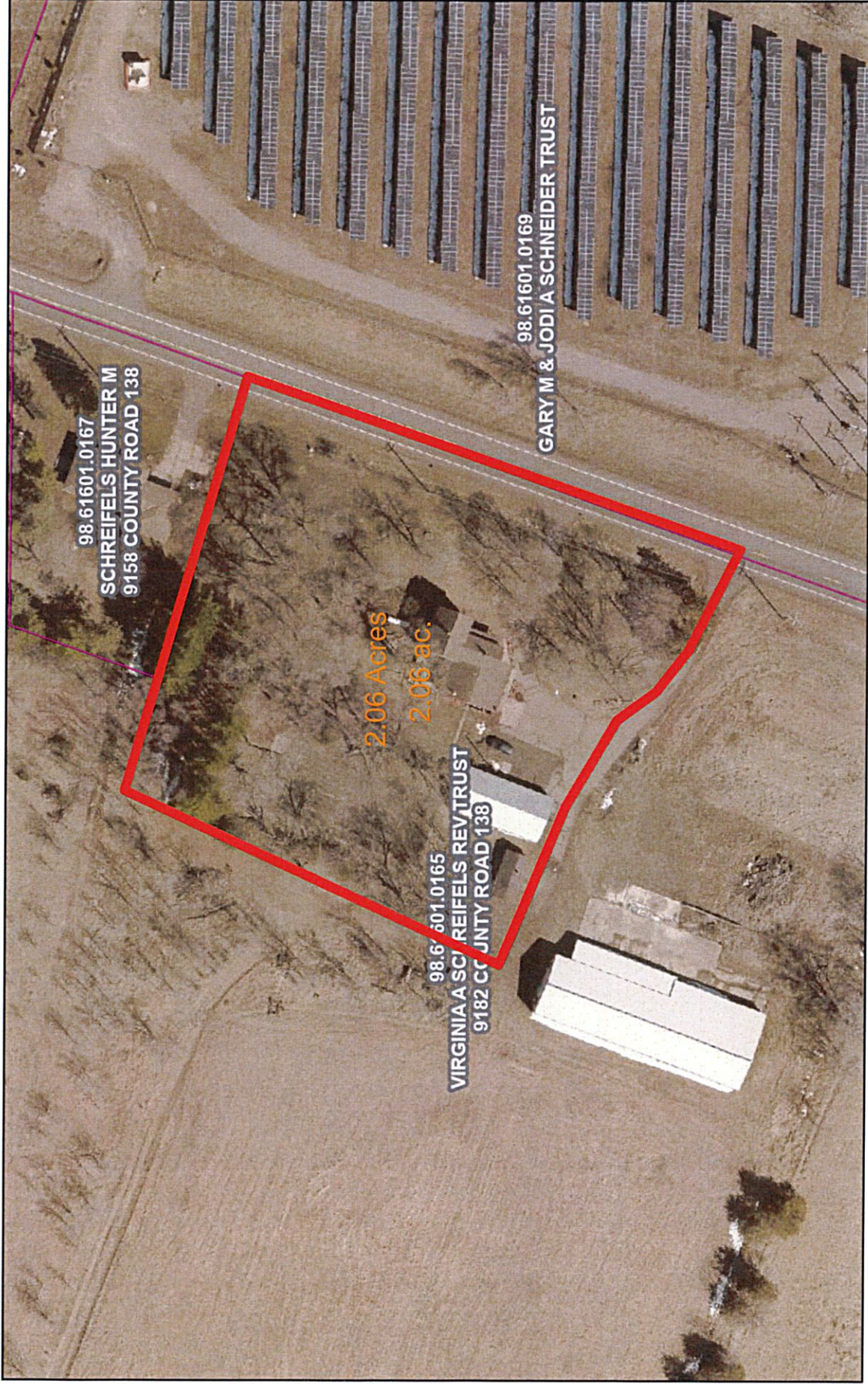


2/3/2026, 8:11:50 AM

 Stearns County Parcels

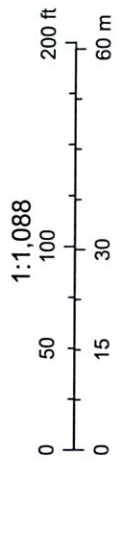


# Virginia Schreifels Split - 2.06 Acres



November 13, 2025

Parcels



Map data © OpenStreetMap contributors, Microsoft, Facebook, Inc. and its affiliates, Esri Community Maps contributors, Map layer by Esri

The information in the map is not suitable for legal, engineering, or surveying purposes.



**Staff Report:**

Issue: Purchase of 22 new laptops for Police Department

**BACKGROUND:**

The Police Department has been having increasing problems with our current MDT laptops. The majority of them were purchased in 2020 and all but 4 are off warranty. We have been having various problems including the charging plates, battery life, bad USB ports, and a handful of other issues. Stearns County IT requested we look at purchasing new laptops due to the amount of issues we have had. The purchase would replace all the Officer’s laptops. The remaining units (4) under warranty would be used by Records Staff. This purchase would come from the 2026 Budget Capital expenditure line item from the police department budget. This quote is noted on the MN State bid website as Dell contract list 236465. The quoted price is \$3,137.88 per unit with a total purchase price of \$69,031.60

**REQUIRED ACTION:**

Approve or Deny the following actions:

- A. The purchase of 22 Dell Pro Rugged 14 Model RB14250 laptop computers

**RECOMMENDED ACTION:**

Approve the purchase of 22 Dell Pro Rugged 14 Model RB14250 consistent with the Dell quote 3000196452040.4 in the amount of \$60,031.60

**SUGGESTED MOTIONS:**

- Council member \_\_\_\_\_ moved to approve OR deny, the purchase.
- Council member \_\_\_\_\_ seconded the motion.

**ROLL CALL**

- Councilmember Shawn Blackburn \_\_\_\_\_
- Councilmember Vic Schulz \_\_\_\_\_
- Councilmember Sarah Starling \_\_\_\_\_
- Councilmember Frank Theisen \_\_\_\_\_
- Mayor Kenneth Schmitt \_\_\_\_\_

Motion (Approved) (Denied)



## Your Quote is ready.

Your personalized Quote is now available for purchase.

Complete your order through our secure online checkout before your Quote expires.

[Order Now](#)

<b>Quote Name:</b>	<b>Dell Pro 14 Rugged</b>	Sales Rep	Caleb Robertson
<b>Quote No.</b>	<b>3000196452040.4</b>	Phone	(512)720-7133
<b>Total</b>	<b>\$69,031.60</b>	Email	Caleb.Robertson@dell.com
Customer #	17031616	<b>Billing To</b>	ACCOUNTS PAYABLE
Quoted On	Feb. 06, 2026		CITY OF WAITE PARK
Expires by	Feb. 20, 2026		19 N 13TH AVE
Contract Name	Dell NASPO Computer		WAITE PARK, MN 56387-1066
	Equipment PA - Minnesota		
Contract Code	C000001145017		
Customer Agreement #	23026 / 236465		
Deal ID	30095428		

### Message from your Sales Rep

Please contact me at my updated number - (512)720-7133 or email me at [caleb.robertson@dell.com](mailto:caleb.robertson@dell.com) if you have any questions or when you're ready to place an order. Thank you for shopping with Dell! Best, Caleb Robertson

Regards,  
Caleb Robertson

### Shipping Group

<b>Shipping To</b>	<b>Shipping Method</b>
ANTHONY REZNICEK CITY OF WAITE PARK 19 13TH AVE N WAITE PARK, MN 56387-1066 (320) 252-6822	Standard Delivery Free Cost

Product	Unit Price	Quantity	Subtotal
Dell Pro Rugged 14 RB14250	\$3,137.80	22	\$69,031.60
<b>Subtotal:</b>			<b>\$69,031.60</b>
<b>Shipping:</b>			<b>\$0.00</b>
<b>Non-Taxable Amount:</b>			<b>\$69,031.60</b>
<b>Taxable Amount:</b>			<b>\$0.00</b>
<b>Estimated Tax:</b>			<b>\$0.00</b>
<b>Total:</b>			<b>\$69,031.60</b>

## Shipping Group Details

### Shipping To

ANTHONY REZNICEK  
CITY OF WAITE PARK  
19 13TH AVE N  
WAITE PARK, MN 56387-1066  
(320) 252-6822

### Shipping Method

Standard Delivery Free Cost

		Unit Price	Quantity	Subtotal
<b>Dell Pro Rugged 14 RB14250</b>		<b>\$3,137.80</b>	<b>22</b>	<b>\$69,031.60</b>
Estimated delivery if purchased today: Feb. 26, 2026 Contract # C000001145017 Customer Agreement # 23026 / 236465				
Description	SKU	Unit Price	Quantity	Subtotal
Dell Pro Rugged, RB14250 XCTO	210-BNNG	-	22	-
Intel R Core TM Ultra 5 125U (12 MB cache, 12 cores, up to 4.30 GHz, 15W)	379-BFTK	-	22	-
Windows 11 Pro	619-BBQD	-	22	-
Intel R Core TM Ultra 5 125U (12 MB cache, 12 cores, up to 4.30 GHz, 15W)	338-CQVF	-	22	-
32GB: 2 X 16 GB, DDR5,5600, Non-ECC, SoDIMM	370-BCGD	-	22	-
512GB PCIe NVMe 2230 SSD	400-BSFN	-	22	-
14" Touch, FHD 1920x1080, 60Hz, WVA, Anti-Glare, 1100nit, Low Blue Light, RGB camera, Passive Pen	391-BJNS	-	22	-
HD RGB Camera + Microphone, Touch display, WLAN/WWAN/GPS antenna	319-BBLB	-	22	-
No Mobile Broadband Card	556-BFST	-	22	-
Intel® Wi-Fi 6E AX211, 2x2, 802.11ax, MU-MIMO, Bluetooth® 5.3 wireless card	555-BLHY	-	22	-
Wireless Intel AX211 WLAN Driver	555-BLJD	-	22	-
Core Ultra 5 non-vPro CPU Label, Gen 14th	389-FJFB	-	22	-
English US Rugged RGB Single Point backlit Copilot key keyboard	583-BMJG	-	22	-
Full Security: Fingerprint reader, Contacted Smartcard reader, NFC Contactless Smartcard reader	346-BLBH	-	22	-
100W AC adapter, USB Type C	492-BDTD	-	22	-
E5 C5 Power Cord 1M, US	470-BCRJ	-	22	-
Primary 3 Cell 53.5 Whr ExpressCharge Capable Battery	389-FJFG	-	22	-
Battery Airbay Cover	325-BFXD	-	22	-
Service and Support Guide MUI for DAO (English, French, Multi)	340-DSGW	-	22	-
Quick setup guide, WW	340-DRXV	-	22	-
No Resource USB Media	430-XYPF	-	22	-
ME Disable - Manageability	631-BBYT	-	22	-
ENERGY STAR Qualified	387-BBLW	-	22	-
EPEAT Gold with Climate+	379-BFWZ	-	22	-
No Option Included	340-ACQQ	-	22	-

Mix Shipment, Dell Pro Rugged 14 RB14250	340-DSCG	-	22	-
Standard Shipment, VS	800-BBZV	-	22	-
English, French, Spanish, Brazilian Portuguese	619-BBPD	-	22	-
Additional TBT-4/Type-C port	325-BFXV	-	22	-
Additional rear USB 3.2 Type-A port	590-TFPW	-	22	-
Intel Responsiveness Technologies Driver	409-BCYL	-	22	-
Rigid Handle	750-BBMM	-	22	-
No Additional Software	658-BFOH	-	22	-
Custom Configuration	817-BBBB	-	22	-
Docking POGO connector with Antenna Passthru, WLAN+WWAN+GPS antenna	452-BDZH	-	22	-
ProSupport Plus: Next Business Day Onsite, 2 Years Extended	713-0298	-	22	-
ProSupport Plus: Next Business Day Onsite, 3 Years	713-0299	-	22	-
Dell Limited Hardware Warranty Initial Year	713-0305	-	22	-
ProSupport Plus: Accidental Damage Service, 5 Years	713-0326	-	22	-
ProSupport Plus: Keep Your Hard Drive, 5 Years	713-0327	-	22	-
ProSupport Plus: 7X24 Technical Support, 5 Years	713-0337	-	22	-
Dell Limited Hardware Warranty Extended Year(s)	975-3461	-	22	-
Thank you for choosing Dell ProSupport Plus. For tech support, visit <a href="http://www.dell.com/contactdell">www.dell.com/contactdell</a> or call 1-866-516-3115	997-8367	-	22	-
Activate Your Microsoft 365 For A 30 Day Trial	658-BCSB	-	22	-
Dell Additional Software	634-CVYV	-	22	-

<b>Subtotal:</b>	<b>\$69,031.60</b>
<b>Shipping:</b>	<b>\$0.00</b>
<b>Estimated Tax:</b>	<b>\$0.00</b>
<b>Total:</b>	<b>\$69,031.60</b>

# Important Notes

---

## Terms of Sale

This Quote will, if Customer issues a purchase order for the quoted items that is accepted by Supplier, constitute a contract between the entity issuing this Quote ("Supplier") and the entity to whom this Quote was issued ("Customer"). Unless otherwise stated herein, pricing is valid for Fourteen days from the date of this Quote. All products, pricing, and other information are based on the latest information available and are subject to change for any reason, including but not limited to tariffs imposed by government authorities, shortages in materials or resources, increase in the cost of manufacturing or other factors beyond Supplier's reasonable control. If such changes occur, pricing may be adjusted or purchase orders may be cancelled by Supplier, even after an order has been placed. Supplier also reserves the right to cancel this Quote and Customer purchase orders arising from pricing errors and/or customer changes to Supplier's planned delivery date. Taxes and/or freight charges listed on this Quote are only estimates. The final amounts shall be stated on the relevant invoice. Additional freight charges will be applied if Customer requests expedited shipping. Please indicate any tax exemption status on your purchase order and send your tax exemption certificate to [Tax\\_Department@dell.com](mailto:Tax_Department@dell.com) or [ARSalesTax@emc.com](mailto:ARSalesTax@emc.com), as applicable.

**Governing Terms:** This Quote is subject to: (a) a separate written agreement between Customer or Customer's affiliate and Supplier or a Supplier's affiliate to the extent that it expressly applies to the products and/or services in this Quote or, to the extent there is no such agreement, to the applicable set of Dell's Terms of Sale (available at [www.dell.com/terms](http://www.dell.com/terms) or [www.dell.com/oemterms](http://www.dell.com/oemterms)), or for cloud/as-a-Service offerings, the applicable cloud terms of service (identified on the Offer Specific Terms referenced below); and (b) the terms referenced herein (collectively, the "Governing Terms"). Different Governing Terms may apply to different products and services on this Quote. The Governing Terms apply to the exclusion of all terms and conditions incorporated in or referred to in any documentation submitted by Customer to Supplier.

**Supplier Software Licenses and Services Descriptions:** Customer's use of any Supplier software is subject to the license terms accompanying the software, or in the absence of accompanying terms, the applicable terms posted on [www.Dell.com/eula](http://www.Dell.com/eula). Descriptions and terms for Supplier-branded standard services are stated at [www.dell.com/servicecontracts/global](http://www.dell.com/servicecontracts/global) or for certain infrastructure products at [www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm](http://www.dellemc.com/en-us/customer-services/product-warranty-and-service-descriptions.htm).

**Offer-Specific, Third Party and Program Specific Terms:** Customer's use of third-party software is subject to the license terms that accompany the software. Certain Supplier-branded and third-party products and services listed on this Quote are subject to additional, specific terms stated on [www.dell.com/offeringsspecificterms](http://www.dell.com/offeringsspecificterms) ("Offer Specific Terms").

**In case of Resale only:** Should Customer procure any products or services for resale, whether on standalone basis or as part of a solution, Customer shall include the applicable software license terms, services terms, and/or offer-specific terms in a written agreement with the end-user and provide written evidence of doing so upon receipt of request from Supplier.

**In case of Financing only:** If Customer intends to enter into a financing arrangement ("Financing Agreement") for the products and/or services on this Quote with Dell Financial Services LLC or other funding source pre-approved by Supplier ("FS"), Customer may issue its purchase order to Supplier or to FS. If issued to FS, Supplier will fulfill and invoice FS upon confirmation that: (a) FS intends to enter into a Financing Agreement with Customer for this order; and (b) FS agrees to procure these items from Supplier. Notwithstanding the Financing Agreement, Customer's use (and Customer's resale of and the end-user's use) of these items in the order is subject to the applicable governing agreement between Customer and Supplier, except that title shall transfer from Supplier to FS instead of to Customer. If FS notifies Supplier after shipment that Customer is no longer pursuing a Financing Agreement for these items, or if Customer fails to enter into such Financing Agreement within 120 days after shipment by Supplier, Customer shall promptly pay the Supplier invoice amounts directly to Supplier.

Customer represents that this transaction does not involve: (a) use of U.S. Government funds; (b) use by or resale to the U.S. Government; or (c) maintenance and support of the product(s) listed in this document within classified spaces. Customer further represents that this transaction does not require Supplier's compliance with any statute, regulation or information technology standard applicable to a U.S. Government procurement.

For certain products shipped to end users in California, a State Environmental Fee will be applied to Customer's invoice. Supplier encourages customers to dispose of electronic equipment properly.

Electronically linked terms and descriptions are available in hard copy upon request.

# 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: C-871(5)

DATE: JANUARY 14, 2026

PRODUCT/SERVICE: COMPUTER EQUIPMENT (DESKTOPS, LAPTOPS, TABLETS, SERVERS, AND STORAGE, INCLUDING RELATED PERIPHERALS & SERVICES)

CONTRACT PERIOD: VARIOUS, SEE BELOW

EXTENSION OPTIONS: VARIOUS, SEE BELOW

OSP CONTRACT MANAGER: LANA DUPAUL

PHONE: 651.201.3100

E-MAIL: [lane.dupaul@state.mn.us](mailto:lane.dupaul@state.mn.us)

WEB SITE: [www.mn.gov/admin/osp/](http://www.mn.gov/admin/osp/)

### Related Contract Releases:

For Laptops/Desktops/Etc. VARS - see **Contract Release: [C-1046\(5\)](#)**  
For Data Communications - see **Contract Release: [T-653\(5\)](#)**  
For Software VARS - see **Contract Release: [S-1079\(5\)](#)**  
For Cloud Services - see **Contract Release: [C-1121\(5\)](#)**  
For Audio/Video Equipment - see **Contract Release: [A-203\(5\)](#)**  
For Servers/Storage Hardware - see **Contract Release: [S-1094\(5\)](#)**

**NOTE:** ADDITIONAL VENDORS MAY BE ADDED AS MN CONTINUES TO NEGOTIATE PARTICIPATING ADDENDA.

**CLICK ON THE [VENDOR'S NAME](#) FOR DETAILS INCLUDING PRICING AND CONTACT INFORMATION.**

### Computer Equipment bands are as follows:

Band 1: Personal Computing Devices – Windows Operating Systems: Desktops, Laptops, and Tablets  
Band 2: Personal Computing Devices – Non-Windows Operating System: Desktops, Laptops, and Tablets  
Band 3: Servers and Storage

CONTRACTOR	MN NASPO VALUPOINT MA NO.	SWIFT CONTRACT NO.	START DATE	END DATE	EQUIPMENT BANDS AWARDED
<a href="#">Apple</a>	23003	235959	06/07/2024	06/30/2026	Band 2
<a href="#">Dell</a>	23026	236465	04/03/2024	06/30/2026	Bands 1, 2, 3
<a href="#">Getac</a>	23007	258439	06/10/2025	06/30/2026	Band 1
<a href="#">Hitachi Vantara</a>	23009	240319	06/12/2025	06/30/2028	Band 3
<a href="#">HP INC.</a>	23011	238764	02/01/2024	06/30/2028	Bands 1 and 2
<a href="#">HP Enterprise</a>	23008	239152	02/01/2024	06/30/2026	Band 3
<a href="#">Lenovo Global</a>	23014	239231	04/08/2024	06/30/2026	Band 3
<a href="#">Lenovo United States</a>	23013	239222	04/08/2024	06/30/2026	Bands 1 and 2
<a href="#">NetApp</a>	23025	240322	04/19/2024	06/30/2026	Band 3
<a href="#">Panasonic</a>	23019	240320	05/01/2024	06/30/2026	Bands 1 and 2
<a href="#">Pure Storage</a>	23020	240325	07/25/2024	06/30/2028	Band 3

CONTRACTOR	MN NASPO VALUPOINT MA NO.	SWIFT CONTRACT NO.	START DATE	END DATE	EQUIPMENT BANDS AWARDED
<a href="#">Transource</a>	23022	240326	02/15/2024	06/30/2028	Bands 1 and 3
<a href="#">Zebra Technologies</a>	23023	239195	05/21/2024	06/30/2028	Band 1

**IMPORTANT!**

**BULK/VOLUME PRICING MAY BE AVAILABLE- ASK VENDOR TO QUOTE THESE. SAVINGS MAY BE GAINED BY COMPETING AWARDED VENDORS ON VOLUME ORDERS.**

**END USERS ARE ENCOURAGED TO REVIEW [MN.IT STANDARD CONFIGURATIONS](#).  
ADDITIONAL COMPUTER SOURCING OPTIONS AVAILABLE UNDER RELEASE C-1046(5)**

**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 Contract Vendor(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.

**SCOPE.** The State of Minnesota’s Department of Administration, Office of State Procurement (OSP) publicly posted a Request for Proposal in cooperation with NASPO VALUEPOINT, resulting in a Master Agreement Award for Computer Equipment (Desktops, Laptops, Tablets, Servers, and Storage, including related Peripherals & Services). Vendors were NOT awarded equipment in all categories. Check the specific vendor page in this contract release to identify category(ies) each vendor has been awarded.

**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](#).

**STATE AGENCY ORDERING INSTRUCTIONS.** Orders are to be placed directly with the Contract Vendor. 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.

**MN STANDARDIZATION OF COMPUTER TECHNOLOGY.** Minnesota has established standard specifications for computer equipment providing further discounts on select configurations. These prices are available to all users of the contract. To learn more, click [here](#).

**IT ACCESSIBILITY.** When agencies are making purchasing decisions, the purchasing entities are responsible for evaluating the accessibility of IT products in accordance with the State of MN IT Accessibility standards that incorporate both Section 508 standards and Web Content Accessibility Guidelines 2.0 level ‘AA’ standards. This contract requires vendors to provide accessibility information, known as VPATs, for the products available through this contract. It is the purchasing agency’s responsibility to request, collect, evaluate, and make a purchasing decision in compliance with these state laws.

**SERVICES.** All services shall be provided by the Vendors at the prices within each Vendors’ contract.

**PROFESSIONAL/TECHNICAL (P/T) SERVICES.** Professional Services must be related to the purchase of equipment from this Contract and are limited to \$50,000 per project. For projects exceeding \$5000, agencies must complete a Professional/Technical two-signature work order document, enter a Master Work Order (MWK doc type) in the SWIFT Contract Entry module, process a Work Order Certification Form, and create a SWIFT Purchase Order against the MWK Contract for the complete order: equipment and P/T Services. The T-Number for the Work Order Contract is the

vendor's OSP Contract Number listed in OSP's Contract Release document. Once these steps have been completed, only the completed Professional/Technical two-signature work order document, with both the OSP Contract Number and the Master Work Order Contract Number on it, should be sent to the vendor. Agencies cannot use a Purchase Order to procure these services, unless the total cost of the project is \$5000 or less.

\* CPVS MUST FOLLOW THEIR INTERNAL PROCESS FOR PT SERVICES AND ARE LIMITED TO \$50,000.

**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.

**FREIGHT/SHIPPING TERMS.** All shipments are FOB Destination, with freight charges prepaid and allowed (the Contract Vendor is **not** allowed to invoice freight charges.)

**PRICES.** The contract employs a MINIMUM discount-off baseline price list structure with category exceptions. These discounts must remain firm, or the discount may be increased, during the term of the Master Agreement. The discounts are detailed in each contract vendor's discount structure link. A Product & Service Schedule (PSS) identifies a complete listing of all products and services and may be found on the vendor website. Links have been provided in the contract vendor's ordering instructions below.

**CONFIGURATION DOLLAR LIMITS.** The following configuration dollar limits apply to the Contract. The dollar limits identified below are based on a **SINGLE** computer configuration. This is **NOT** a restriction on the purchase of multiple configurations (e.g. an entity could purchase 10 laptops @ \$10,000 for a total purchase price of \$100,000).

ITEM	CONFIGURATION*
Server	\$1,000,000
Storage	\$1,00,000
Desktops	\$15,000
Laptops	\$15,000
Tablets	\$15,000
Peripherals	\$10,000
Services	\$50,000 per project

\* Configuration is defined as the combination of hardware and software components that make up the total functioning system. Software purchases are considered a part of the configuration limit of the equipment.

**PERIPHERALS.** A peripheral means any hardware product that can be attached to, added within, or networked with personal computers, servers, and storage. Peripherals extend the functionality of a computer without modifying the core components of the system. For the purposes of this Contract, accessories are considered peripherals. Peripherals may be manufactured by a third party; however, Contract Vendor shall not offer any peripherals manufactured by another Contract Vendor holding a Master Agreement. The Contract Vendors shall provide the warranty service and maintenance for all peripherals. Examples of peripherals/accessories/options: Include but are not limited to: printers, monitors, multifunction printers, audiovisual equipment, instructional equipment, cabling, modems, networking to support server, storage and client applications such as routers, switches. Software is an option but must be related to the purchase of equipment and subject to configuration limits.

**SOFTWARE RESTRICTIONS.**

1. Software is restricted to operating systems and commercial off-the-shelf (COTS) software. Software is also subject to equipment configuration limits.
2. Any software purchased must be related to the procurement of equipment.
3. Software must be pre-loaded or provided as an electronic link with the initial purchase of equipment, barring the exceptions allowed for middleware.
4. Software such as middleware, which is not always installed on the equipment, but is related to storage and server equipment (Band 3), is allowed, and may be procured after the initial purchase of equipment.

**GENERAL SERVICES RESTRICTIONS.**

1. Services must be related to the procurement of equipment.

Contract Release: C-871(5)

2. Service limits will be addressed by each State.
3. Wireless phone and Internet service is not allowed.
4. Managed Print Services are not allowed.

**CLOUD SERVICES RESTRICTIONS.**

1. Cloud Services are restricted to Services that function as operating systems and software needed to support or configure hardware purchased under the scope of the contract. Such Cloud Services are subject to equipment configuration limits.
2. Any Cloud Service purchased must be related to the procurement of equipment.

**THIRD-PARTY PRODUCTS RESTRICTIONS.**

1. Third-Party Products can be offered only in the Bands they have been awarded. All third-party products must meet the definition(s) of the Band(s) in which they are being offered.
2. Products manufactured by another Contractor holding a Minnesota NASPO ValuePoint Master Agreement for Computer Equipment cannot be offered unless approved by the Lead State.

**ADDITIONAL PRODUCT/SERVICES RESTRICTIONS.**

1. Hardware and software required solely to support wide area network (WAN) operation and management are not allowed.
2. Lease/Rentals of equipment may be allowed and will be addressed by each State.
3. Cellular Phone Equipment is not allowed.

**MINIMUM ORDER.** There will be no minimum order requirements or charges to process an individual purchase order.

**SWIFT ORDERING INFORMATION:**

<b>LINE</b>	<b>SWIFT CATEGORY</b>	<b>DESCRIPTION</b>
1	43211500	Computer Equipment
2	43211600	Computer Peripherals Accessories Supplies
3	81111812	Computer Services (Non-PT)
4	81111810	Computer Services (PT)
5	81112500	Software
6	81112217	Software Maintenance & Support
7	43212100	Peripherals: Printers

**VERIFYING THE CONTRACT PRICES.**

The following information explains the method(s) for calculating and/or confirming the contract prices.

X The Contract(s) pricing structure is a PERCENTAGE DISCOUNT OFF OF LIST PRICE. To calculate the Contract Price, follow the three steps detailed below:

1. Locate the appropriate price list below.
2. Calculate the Contract Price by applying the Percentage Discount Off of the Appropriate List Price to the appropriate Price List.
3. Confirm the price offered is equal to, or lower than, the price calculated in Item 2.

**Only accept contract vendor quotes that provide itemized contract pricing (lump sum price quotes must be rejected and reworked by the Contract Vendor to show itemized State contract pricing).**

**Prior to accepting an order and/or issuing payment on an invoice, inspect the goods and/or deliverables to ensure they match both the terms and pricing of the contract.**

Contact the AMS/Buyer detailed herein to report any pricing discrepancies or for assistance in confirming/calculating contract pricing.

**REVISIONS.**

- 2026.01.14** Reseller information added: Vaske added as a reseller on Hitachi's contract and Ahead, Inc. added as a reseller on Pure Storage's contract. Updated Hitachi's point of contact.
- 2025.09.10** Participating Addendum with Getac executed (Contract No. 258439).
- 2025.07.31** Contract with Zebra extended through June 30, 2028. Price schedule updated.
- 2025.06.30** Contracts with Hitachi, HP Inc., Pure Storage, and Transource are extended through June 30, 2028. Price schedules updated.
- 2025.06.24** Contracts with Apple, Dell, HP Enterprise, Lenovo Global, Lenovo (US), NetApp, and Panasonic are all extended through June 30, 2026 at the same prices, terms, and conditions.
- 2025.06.12** Participating Addendum with Hitachi Vantara executed (Contract No. 240319).
- 2025.05.27** Reseller information added under Lenovo's (United States) contract. Converge One added as a reseller. Updated contact information for expedited orders for NetApp's contract.
- 2025.04.15** Point of contact updated for Panasonic's contract.
- 2025.03.20** Reseller information added under Lenovo Global's contract. Heartland Business Systems added as a reseller.
- 2024.12.31** Reseller information updated under Pure Storage's contract. Xigent added as a reseller and Vervint removed.
- 2024.08.13** Reseller information added under Lenovo Global and Lenovo USA. ByteSpeed added as a reseller under both contracts.
- 2024.08.05** Point of contact updated for HPE's Contract.
- 2024.07.25** Participating Addendum with Pure Storage executed (Contract No.240325).
- 2024.07.23** Reseller information added under Dell's contract. Ahead, Inc. added as reseller.
- 2024.06.13** Reseller information updated under Zebra Technologies contract. Barcodes, Inc. added as reseller under contract.
- 2024.06.12** Reseller information updated under HPE's contract. Comport Consulting Corp added as reseller under contract.
- 2024.06.07** Participating Addendum with Apple, Inc. executed (Contract No. 235959).
- 2024.05.21** Participating Addendum with Zebra Technologies executed (Contract No. 239195). Reseller information added under Lenovo Global and Lenovo USA. SHI added as a reseller under both contracts.
- 2024.05.14** Reseller information added under Lenovo Global and Lenovo USA. Insight, Trafera, and TSG added as resellers under both contracts.
- 2024.05.09** Reseller information added under Dell's contract. Sterling Computers Corporation added as reseller.
- 2024.05.08** Reseller information added under Lenovo Global and Lenovo USA. CDWG added as a reseller under both contracts.
- 2024.05.01** Participating Addendum with Panasonic Connect North America executed (Contract No. 240320).
- 2024.04.19** Participating Addendum with NetApp USPS executed (Contract No. 240322).
- 2024.04.18** Reseller information added under Dell's contract. Davenport Group, Insight Public Sector, and Now Micro added as resellers. Contact info also updated.
- 2024.04.12** Reseller information added under Dell's contract. CDW, Paragon Development Systems, Presidio, and Sanity Solutions added as resellers.
- 2024.04.08** Participating Addendums with Lenovo Global (Contract No. 239231) and Lenovo United States (Contract No. 239222) executed.
- 2024.04.03** Participating Addendum with Dell executed (Contract No. 236465).
- 2024.02.29** Resellers information updated under HPE's contract. Sirius Computer Solutions was removed. Insight Public Sector contact information updated.
- 2024.02.20** Contact information updated for reseller Paragon Development Systems under HPE.
- 2024.02.15** Participating Addendum with Transource executed (Contract No. 240326).

Contract Release: C-871(5)

**2024.02.14** Added the following resellers to HPE's contract: CDWG, Hight Point Networks, Insight Public Sector, Vervint (Open Systems Technologies), Paragon Development Systems, Sirius Computer Solutions.

**APPLE ORDERING INSTRUCTIONS**

<b><u>CONTRACT VENDOR</u></b>	<b><u>SWIFT CONTRACT NO.</u> <u>MASTER AGREEMENT NO.</u></b>	<b><u>TERMS</u></b>	<b><u>DELIVERY</u></b>
<b>Apple, Inc</b> One Apple Park Way Mail Stop 39-3MAL Cupertino, CA 95014	<b>23003 235959</b>	<b>NET 30</b>	<b>30 DAYS</b>

**EQUIPMENT BANDS AWARDED:** Band 2: Personal Computing Devices – Non-Windows Operating System: Desktops, Laptops, and Tablets

**CONTRACT PERIOD:** JUNE 7, 2024, TO JUNE 30, 2026

**EXTENSION OPTIONS:** TWENTY-FOUR (24) MONTHS

**SUPPLIER ID:** 0000208843

**APPLE CONTACTS:**

Tim Lim  
[tlim2@apple.com](mailto:tlim2@apple.com)  
408-783-7379

**GENERAL SALES QUESTIONS:**

[statelocalsales@apple.com](mailto:statelocalsales@apple.com)

**ORDER TRACKING AND STATUS INQUIRIES:**

Education Sales Support  
[educationsupport@apple.com](mailto:educationsupport@apple.com) or [eCommerce.apple.com](https://eCommerce.apple.com)

**PRICING/QUOTE RELATED INQUIRIES:**

Bruce Stadler  
[peterbruce@apple.com](mailto:peterbruce@apple.com)  
512-674-6366

**ORDERING INSTRUCTIONS.** Orders and payment are issued directly to Apple. Please visit their [NASPO website](#) for links to the Education and State & Local Government stores.

**MN STANDARDIZATION OF COMPUTER TECHNOLOGY.** Minnesota has established standard specifications for computer equipment providing further discounts on select configurations. To see if this vendor participates, click [here](#).

**WEBSITE**

**PRODUCT & SERVICES SCHEDULE** (Scroll down to PSS)

**PRICE SCHEDULE**

**MASTER AGREEMENT**

**PARTICIPATING ADDENDUM**

**DELL ORDERING INSTRUCTIONS**

<u>CONTRACT VENDOR</u>	<u>SWIFT CONTRACT NO.</u> <u>MASTER AGREEMENT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
Dell Marketing L.P. One Dell Way, Mailstop RR1-33 Legal, Round Rock, TX 78682	236465    23026	NET 30	30 DAYS

**EQUIPMENT BANDS AWARDED:**

- Band 1: Personal Computing Devices – Windows Operating Systems: Desktops, Laptops, and Tablets
- Band 2: Personal Computing Devices – Non-Windows Operating System: Desktops, Laptops, and Tablets
- Band 3: Servers and Storage

**CONTRACT PERIOD:** APRIL 3, 2024, TO JUNE 30, 2026

**EXTENSION OPTIONS:** TWENTY-FOUR (24) MONTHS

**SUPPLIER ID:** 0000212415

**SALES CONTACT:** Ashley Salinas  
**PHONE:** 512-720-6034  
**EMAIL:** [A.Salinas@Dell.com](mailto:A.Salinas@Dell.com)

**SALES CONTACT:** Lanie Blanton  
**PHONE:** 512-720-5320  
**EMAIL:** [lanie.richardson@dell.com](mailto:lanie.richardson@dell.com)

**SALES CONTACT:** Michael Birkeland  
**PHONE:** 612-413-8282  
**EMAIL:** [mike.birkeland@dell.com](mailto:mike.birkeland@dell.com)

**ORDERING INSTRUCTIONS.** Order online through [Dell Premier Page](#) using Premier login and Dell Quote #.

**MN STANDARDIZATION OF COMPUTER TECHNOLOGY.** Minnesota has established standard specifications for computer equipment providing further discounts on select configurations. To see if this vendor participates, click [here](#).

**[WEBSITE](#)**

**[PRODUCT & SERVICES SCHEDULE](#)** (PLEASE NOTE THIS IS A LARGE FILE)

**[PRICE SCHEDULE \(DISCOUNT OFF BASELINE LIST\)](#)**

**[MASTER AGREEMENT](#)**

**[PARTICIPATING ADDENDUM](#)**

**[DELL PREMIER SHOPPING AND ORDERING GUIDE](#)**

**DELL AUTHORIZED RESELLERS FOR ALL DELL PRODUCT LINES. DELL ORDERS MAY BE PLACED WITH EITHER DELL DIRECTLY OR WITH THE FOLLOWING RESELLERS.**

Name	<b>AHEAD, Inc.</b>
Street Address	401 Michigan Ave
City/State/Zip	Chicago, IL 60611
Swift Vendor No.	0001081464
Contact Name	Mason Wibstad
Contact Phone No.	612-636-5429
Contact Email Address	<a href="mailto:Mason.wibstad@ahead.com">Mason.wibstad@ahead.com</a>
Name	<b>CDW-G</b>
Street Address	75 Tri State International
City/State/Zip	Lincolnshire, IL 60069
Swift Vendor No.	0000227265
Contact Name	James Heenan
Contact Phone No.	203-851-7271
Contact Email Address	<a href="mailto:jimheen@cdw.com">jimheen@cdw.com</a>
Name	<b>Davenport Group, Inc.</b>
Street Address	104 Belfast St.
City/State/Zip	Lewisburg, TN 37091
Swift Vendor No.	0000288798
Contact Name	Kristy Wilke
Contact Phone No.	651-765-0279
Contact Email Address	<a href="mailto:kristy.wilke@davenportgroup.com">kristy.wilke@davenportgroup.com</a>
Name	<b>Insight Public Sector, Inc.</b>
Street Address	2701 E Insight Way
City/State/Zip	Chandler, AZ 85286
Swift Vendor No.	0000198980
Contact Name	Shawn Wood
Contact Phone No.	763-607-2618
Contact Email Address	<a href="mailto:StofMinnesota@insight.com">StofMinnesota@insight.com</a>
Name	<b>Now Micro</b>
Street Address	1420 Perron Rd. E., Suite 300
City/State/Zip	Mendota Heights, MN 55120
Swift Vendor No.	0000225654
Contact Name	Marty Linden
Contact Phone No.	651-393-2132
Contact Email Address	<a href="mailto:martyl@nowmicro.com">martyl@nowmicro.com</a>
Name	<b>Paragon Development Systems (PDS)</b>
Street Address	171 Cheshire Lane North, Suite 600
City/State/Zip	Plymouth, MN 55441
Swift Vendor No.	0000242144
Contact Name	Jason Ligday & Tom Hall
Contact Phone No.	(651) 491-8928, (651) 756-9122, (800) 966-6090
Contact Email Address	<a href="mailto:MNStateContracts@pdsit.net">MNStateContracts@pdsit.net</a>
Name	<b>Presidio Networked Solutions LLC</b>
Street Address	8161 Maple Lawn Blvd., Suite 150
City/State/Zip	Fulton, MD 20759
Swift Vendor No.	0001005702

Contact Name	Jackie Arnett
Contact Phone No.	812-350-0808
Contact Email Address	<a href="mailto:jarnett@presidio.com">jarnett@presidio.com</a>
Name	<b>Sanity Solutions, Inc.</b>
Street Address	1720 S Bellaire St. Suite #550
City/State/Zip	Denver, CO 80210
Swift Vendor No.	0000823259
Contact Name	Sheila Gentile
Contact Phone No.	720-570-1668 x2
Contact Email Address	<a href="mailto:accounting@sanityslutions.com">accounting@sanityslutions.com</a>
Name	<b>Sterling Computers Corporation</b>
Street Address	303 Centennial Drive
City/State/Zip	North Sioux City, IA
Swift Vendor No.	0000231263
Contact Name	Lynette Lambing
Contact Phone No.	605-242-4000
Contact Email Address	<a href="mailto:Lynette.lambing@sterling.com">Lynette.lambing@sterling.com</a>

**GETAC ORDERING INSTRUCTIONS**

<u>CONTRACT VENDOR</u>	<u>SWIFT CONTRACT NO.</u> <u>MASTER AGREEMENT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
<b>Getac, Inc.</b> 15495 Sand Canyon Ave. Ste.350 Irvine, CA 92618	258439 23007	NET 30	60 DAYS

**EQUIPMENT BANDS AWARDED:**

Band 1: Personal Computing Devices – Windows Operating Systems: Desktops, Laptops, and Tablets

**CONTRACT PERIOD:** SEPTEMBER 10, 2025 TO JUNE 30, 2026

**EXTENSION OPTIONS:** TWENTY-FOUR (24) MONTHS

**SUPPLIER ID:** 0001189512

**INSIDE SALES REPRESENTATIVE** (Quotes/Product Info):

- Linda Turner – [linda.turner@getac.com](mailto:linda.turner@getac.com)
- Eric Varner – [eric.varner@getac.com](mailto:eric.varner@getac.com)
- Chris Hurtado – [Christopher.hurtado@getac.com](mailto:Christopher.hurtado@getac.com)
- Trace Kendig – [Trace.Kendig@getac.com](mailto:Trace.Kendig@getac.com)

**MN STANDARDIZATION OF COMPUTER TECHNOLOGY.** Minnesota has established standard specifications for computer equipment providing further discounts on select configurations. To see if this vendor participates: [http://mn.gov/buyit/hardware/standards/itproduct\\_standards.html](http://mn.gov/buyit/hardware/standards/itproduct_standards.html)

**WEBSITE**

**PRODUCT & SERVICES SCHEDULE**

**PRICE SCHEDULE (DISCOUNT OFF BASELINE LIST)**

**MASTER AGREEMENT**

**PARTICIPATING ADDENDUM**

**ORDERING INSTRUCTIONS.**

Orders for Getac products and services may be placed with the following resellers:

Name	<b>Emergency Automotive Technologies, Inc. (EATI)</b>
Street Address	2755 Geneva Avenue North
City/State/Zip	Oakdale, MN 55128
Swift Vendor No.	0000228936
Contact Name	Mitchell C.J. Paquin
Contact Phone No.	651-341-0375
Contact Email Address	<a href="mailto:mitchp@eatimn.com">mitchp@eatimn.com</a>
Name	<b>Guardian Fleet Safety</b>
Street Address	7020 MN-24
City/State/Zip	Clear Lake, MN 55319
Swift Vendor No.	0000940794
Contact Name	Luke Sarnicki
Contact Phone No.	(320) 245-4000
Contact Email Address	<a href="mailto:Luke@guardianfleetsafety.com">Luke@guardianfleetsafety.com</a>

**HITACHI VANTARA ORDERING INSTRUCTIONS**

**CONTRACT VENDOR**

Hitachi Vanatara  
2535 Augustine Drive  
Santa Clara, CA 95054

**SWIFT CONTRACT NO.**  
**MASTER AGREEMENT NO.**

240319 23009

**TERMS**

NET 30

**DELIVERY**

30 DAYS

**EQUIPMENT BANDS AWARDED:** BAND 3: SERVERS AND STORAGE  
**CONTRACT PERIOD:** JUNE 12, 2025, TO JUNE 30, 2028  
**EXTENSION OPTIONS:** NONE

**SUPPLIER ID:** 0001072392

**CONTACT:** Brad Asplund

**PHONE:** 651.325.6351

**EMAIL:** [brad.asplund@hitachivantara.com](mailto:brad.asplund@hitachivantara.com)

**ORDERING INSTRUCTIONS.** Contact Brad Asplund regarding sales in the State of Minnesota.

**MN STANDARDIZATION OF COMPUTER TECHNOLOGY.** Minnesota has established standard specifications for computer equipment providing further discounts on select configurations. To see if this vendor participates: [http://mn.gov/buyit/hardware/standards/itproduct\\_standards.html](http://mn.gov/buyit/hardware/standards/itproduct_standards.html)

**WEBSITE**

**PRODUCT & SERVICES SCHEDULE:** (Scroll down to PSS)

**PRICE SCHEDULE (DISCOUNT OFF BASELINE LIST)**

**MASTER AGREEMENT**

**PARTICIPATING ADDENDUM**

**HITACHI'S AUTHORIZED RESELLERS FOR ALL HITACHI'S PRODUCT LINES. HITACHI'S ORDERS MAY BE PLACED WITH EITHER HITACHI DIRECTLY OR WITH THE FOLLOWING RESELLERS.**

Name	<b>Vaske Computer, Inc</b>
Street Address	2310 County Road D West
City/State/Zip	St. Paul, MN 55112
Swift Vendor No.	0000280600
Contact Name	Tanya Schmidt
Contact Phone No.	651-366-6446
Contact Email Address	<a href="mailto:tschmidt@vaske-it.com">tschmidt@vaske-it.com</a>

**HP INC. ORDERING INSTRUCTIONS**

<u>CONTRACT VENDOR</u>	<u>SWIFT CONTRACT NO.</u> <u>MASTER AGREEMENT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
HP INC 1501 Page Mill Road Palo Alto, CA 94304	238764 23011	NET 30	30 DAYS

**EQUIPMENT BANDS AWARDED:**

Band 1: Personal Computing Devices – Windows Operating Systems: Desktops, Laptops, and Tablets  
Band 2: Personal Computing Devices – Non-Windows Operating System: Desktops, Laptops, and Tablets

**CONTRACT PERIOD:** FEBRUARY 1, 2024, TO JUNE 30, 2028

**EXTENSION OPTIONS:** NONE

**SUPPLIER ID:** 0000197027

**INSIDE SALES REPRESENTATIVE** (Quotes/Product Info):

Jeremy Scarpelli

**PHONE:** (866) 625-0789

**EMAIL:** [jeremy.scarpelli-sher@hp.com](mailto:jeremy.scarpelli-sher@hp.com)

**STATE ACCOUNT MANAGER:**

Dorothy Huber

Phone: +1 (612) 562-3317

Email: [dorothy.huber@hp.com](mailto:dorothy.huber@hp.com)

**CONTRACT ESCALATION CONTACT:**

Debra Lee

PHONE: (office/cell) 847/537-0344

EMAIL: [debra.lee@hp.com](mailto:debra.lee@hp.com)

**PURCHASE ORDERS:**

HP Inc.

Attn: Public Sector Sales

3800 Quick Hill Road

Bldg. 2, Suite 100

Austin, TX 78728

Ordering Fax: (800) 825-2329

Email: [psorderprocessing@hp.com](mailto:psorderprocessing@hp.com)

**ORDERING INSTRUCTIONS.** Orders and payment are issued directly to HP. If utilizing a Reseller Agent, the Agent HP Authorization Number must be listed in all quotes and the Order. Include the Contract No. 238764 on the order.

**MN STANDARDIZATION OF COMPUTER TECHNOLOGY.** Minnesota has established standard specifications for computer equipment providing further discounts on select configurations. To see if this vendor participates, click [here](#).

[WEBSITE](#)

[PRODUCT & SERVICES SCHEDULE](#)

[PRICE SCHEDULE \(DISCOUNT OFF BASELINE LIST\)](#)

[MASTER AGREEMENT](#)

**PARTICIPATING ADDENDUM**

**HP INC'S AUTHORIZED RESELLERS FOR ALL HP INC'S PRODUCT LINES. HP INC'S ORDERS MAY BE PLACED WITH EITHER HP INC DIRECTLY OR WITH THE FOLLOWING RESELLERS.**

Name	<b>CDW-G</b>
Street Address	230 N. Milwaukee Ave.
City/State/Zip	Vernon Hills, IL 60061
Swift Vendor No.	0000227265
Contact Name	ATTN: Sales
Contact Phone No.	800-800-4239
Contact Email Address	<a href="mailto:cdwgsales@cdw.com">cdwgsales@cdw.com</a>
Name	<b>Now Micro</b>
Street Address	1645 Energy Park Drive, Suite 100
City/State/Zip	St. Paul, MN 55108
Swift Vendor No.	0000225654
Contact Name	Marty Lindon
Contact Phone No.	651-393-2100
Contact Email Address	<a href="mailto:martyl@nowmicro.com">martyl@nowmicro.com</a>
Name	<b>Riverside Technologies, Inc.</b>
Street Address	748 North 109th Ct.
City/State/Zip	Omaha, NE 68154
Swift Vendor No.	0000325578
Contact Name	Kurt Branson
Contact Phone No.	866-804-4388
Contact Email Address	<a href="mailto:kbranson@1rti.com">kbranson@1rti.com</a>
Name	<b>SHI International Corp.</b>
Street Address	290 Davidson Ave.
City/State/Zip	Somerset, NJ 08873
Swift Vendor No.	0000206254
Contact Name	Chris Ihne
Contact Phone No.	732-648-8888
Contact Email Address	<a href="mailto:chris_ihne@shi.com">chris_ihne@shi.com</a>

**HP ENTERPRISE ORDERING INSTRUCTIONS**

<u>CONTRACT VENDOR</u>	<u>SWIFT CONTRACT NO.</u> <u>MASTER AGREEMENT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
HP ENTERPRISE 1701 East Mossy Oaks Road Spring, TX 77389	239152 23008	NET 30	30 DAYS

**EQUIPMENT BANDS AWARDED:** BAND 3: SERVERS AND STORAGE  
**CONTRACT PERIOD:** FEBRUARY 1, 2024, TO JUNE 30, 2026  
**EXTENSION OPTIONS:** TWENTY-FOUR (24) MONTHS

**SUPPLIER ID:** 0000925916

**CONTACT:** Stacey Pierce

**PHONE:** (512) 319-1012

**EMAIL:** [stacey.pierce@hpe.com](mailto:stacey.pierce@hpe.com)

**ORDERING INSTRUCTIONS.** Orders and payment are issued directly to HP Enterprise. If utilizing a Reseller Agent, the Agent HP Enterprise Authorization Number must be listed in all quotes and the Order. Include the Contract No. 239152 on the order.

**MN STANDARDIZATION OF COMPUTER TECHNOLOGY.** Minnesota has established standard specifications for computer equipment providing further discounts on select configurations. To see if this vendor participates, click [here](#).

**WEBSITE**

**PRODUCT & SERVICES SCHEDULE**

**PRICE SCHEDULE (DISCOUNT OFF BASELINE LIST)**

**MASTER AGREEMENT**

**PARTICIPATING ADDENDUM**

**HPE'S AUTHORIZED RESELLERS FOR ALL PRODUCT LINES. HPE'S ORDERS MAY BE PLACED WITH EITHER HPE DIRECTLY OR WITH THE FOLLOWING RESELLERS.**

Name	<b>CDW-G</b>
Street Address	230 N. Milwaukee Ave.
City/State/Zip	Vernon Hills, IL 60061
Swift Vendor No.	0000227265
Contact Name	Nelson Narciso
Contact Phone No.	312-705-1873
Contact Email Address	<a href="mailto:nelsnar@cdw.com">nelsnar@cdw.com</a>
Name	<b>Comport Consulting Corp.</b>
Street Address	200 Southdale Center
City/State/Zip	Edina, MN 55435
Swift Vendor No.	0001181257
Contact Name	Ed Fierst
Contact Phone No.	651.343.1187
Contact Email Address	<a href="mailto:ed.fierst@comport.com">ed.fierst@comport.com</a>

Name	<b>High Point Networks</b>
Street Address	7100 Northland Circle N, Suite 304
City/State/Zip	Minneapolis, MN 55428
Swift Vendor No.	0000822708
Contact Name	Jessica Fredrickson
Contact Phone No.	701-282-6459
Contact Email Address	<a href="mailto:Sales@highpointnetworks.com">Sales@highpointnetworks.com</a>
Name	<b>Insight Public Sector</b>
Street Address	2701 E. Insight Way
City/State/Zip	Chandler, AZ 85286
Swift Vendor No.	0000198980
Contact Name	Brittany Dunaway
Contact Phone No.	480-366-7029
Contact Email Address	<a href="mailto:sledcontracts@insight.com">sledcontracts@insight.com</a>
Name	<b>Paragon Development Systems (PDS)</b>
Street Address	171 Cheshire Lane North, Suite 600
City/State/Zip	Plymouth, MN 55441
Swift Vendor No.	0000242144
Contact Name	Jason Ligday & Tom Hall
Contact Phone No.	(651) 491-8928, (651) 756-9122, (800) 966-6090
Contact Email Address	<a href="mailto:MNStateContracts@pdsit.net">MNStateContracts@pdsit.net</a>
Name	<b>Vervint (Open Systems Technologies)</b>
Street Address	605 Seward Ave NW
City/State/Zip	Grand Rapids, MI 49504
Swift Vendor No.	0000852868
Contact Name	Ed Fierst
Contact Phone No.	651-343-1187
Contact Email Address	<a href="mailto:Contracts@ostusa.com">Contracts@ostusa.com</a>

Contract Release: C-871(5)

**LENOVO GLOBAL ORDERING INSTRUCTIONS**

**CONTRACT VENDOR**

**Lenovo Global**  
8001 Development Drive  
Morrisville, NC 27560

**SWIFT CONTRACT NO.**  
**MASTER AGREEMENT NO.**

239231 23014

**TERMS**

NET 30

**DELIVERY**

30 DAYS

**EQUIPMENT BANDS AWARDED:**

Band 3: Servers and Storage

**CONTRACT PERIOD:** APRIL 8, 2024, TO JUNE 30, 2026

**EXTENSION OPTIONS:** TWENTY-FOUR (24) MONTHS

**SUPPLIER ID:** 0000972913

**SALES CONTACTS:**

**STATE AND LOCAL GOVERNMENT:**

Dixie Marudas – [marudas1@lenovo.com](mailto:marudas1@lenovo.com)

Dave Macionus – [dmacionus@lenovo.com](mailto:dmacionus@lenovo.com)

**EDUCATION: Hi-Ed** – Carol Culligan [cculligan@lenovo.com](mailto:cculligan@lenovo.com)

**K-12** – Marie Johnson [mjohnson12@lenovo.com](mailto:mjohnson12@lenovo.com)

**EMAIL:** [mautrey@lenovo.com](mailto:mautrey@lenovo.com)

**MN STANDARDIZATION OF COMPUTER TECHNOLOGY.** Minnesota has established standard specifications for computer equipment providing further discounts on select configurations. To see if this vendor participates, click [here](#).

**WEBSITE**

**PRODUCT & SERVICES SCHEDULE**

**PRICE SCHEDULE (DISCOUNT OFF BASELINE LIST)**

**MASTER AGREEMENT**

**PARTICIPATING ADDENDUM**

**ORDERING INSTRUCTIONS** Scroll down and click on “Create a Quote and How to Order” link.

**LENOVO GLOBAL AUTHORIZED RESELLER FOR ALL PRODUCT LINES. ORDERS MAY BE PLACED WITH LENOVO GLOBAL DIRECTLY OR WITH THE FOLLOWING RESELLER.**

Name	<b>ByteSpeed</b>
Street Address	3131 24th Ave S
City/State/Zip	Moorhead, MN 56560
Swift Vendor No.	0000251743
Contact Name	Gavin Doppler
Contact Phone No.	(612) 201-1433 cell / (218)-227-0496 desk
Contact Email Address	<a href="mailto:gdoppler@bytespeed.com">gdoppler@bytespeed.com</a>

Name	<b>CDW-G</b>
Street Address	230 N. Milwaukee Ave.
City/State/Zip	Vernon Hills, IL 60061
Swift Vendor No.	0000227265
Contact Name	Eric Grap
Contact Phone No.	312-705-0324
Contact Email Address	<a href="mailto:ericg@cdw.com">ericg@cdw.com</a>
Name	<b>Heartland Business Systems</b>
Street Address	101 Broadway Street West, Suite 106
City/State/Zip	Osseo, MN 55369
Swift Vendor No.	0001093475
Contact Name	Ashley Plageman / Paul Thon
Contact Phone No.	9207887720
Contact Email Address	<a href="mailto:publiccontracts@hbs.net">publiccontracts@hbs.net</a> / <a href="mailto:pthon@hbs.net">pthon@hbs.net</a>
Name	<b>Insight Public Sector</b>
Street Address	6820 S. Harl Ave
City/State/Zip	Tempe, AZ 85283
Swift Vendor No.	0000198980
Contact Name	Shawn Wood
Contact Phone No.	763-607-2618
Contact Email Address	<a href="mailto:TeamMinnesota@insight.com">TeamMinnesota@insight.com</a>
Name	<b>SHI International Corp.</b>
Street Address	290 Davidson Ave.
City/State/Zip	Somerset, NJ 08873
Swift Vendor No.	0000206254
Contact Name	Chris Ihne
Contact Phone No.	732-648-8888
Contact Email Address	<a href="mailto:chris_ihne@shi.com">chris_ihne@shi.com</a>
Name	<b>Trafera</b>
Street Address	2550 University Avenue W, Suite 416-S
City/State/Zip	Saint Paul, MN 55114
Swift Vendor No.	0001091705
Contact Name	Jason Smith
Contact Phone No.	952-250-2467
Contact Email Address	<a href="mailto:jason.smith@trafera.com">jason.smith@trafera.com</a>
Name	<b>TSG Server &amp; Storage, Inc</b>
Street Address	855 Village Center Drive, #344
City/State/Zip	St. Paul, MN 55127
Swift Vendor No.	0000217208
Contact Name	Mike DuBois
Contact Phone No.	612-462-4879
Contact Email Address	<a href="mailto:mdubois@tsg-usa.com">mdubois@tsg-usa.com</a>

**LENOVO (UNITED STATES) ORDERING INSTRUCTIONS**

<u>CONTRACT VENDOR</u>	<u>SWIFT CONTRACT NO.</u> <u>MASTER AGREEMENT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
Lenovo (United States) 8001 Development Drive Morrisville, NC 27560	239222 23013	NET 30	30 DAYS

**EQUIPMENT BANDS AWARDED:**

Band 1: Personal Computing Devices – Windows Operating Systems: Desktops, Laptops, and Tablets  
 Band 2: Personal Computing Devices – Non-Windows Operating System: Desktops, Laptops, and Tablets

**CONTRACT PERIOD:** APRIL 8, 2024, TO JUNE 30, 2026

**EXTENSION OPTIONS:** TWENTY-FOUR (24) MONTHS

**SUPPLIER ID:** 0000271131

**STATE AND LOCAL GOVERNMENT**

Field: Dixie Marudas – [marudas1@lenovo.com](mailto:marudas1@lenovo.com)  
 Inside: Dave Macionus – [dmacionus@lenovo.com](mailto:dmacionus@lenovo.com)

**EDUCATION**

Field: Hi-Ed - Carol Culligan – [cculligan@lenovo.com](mailto:cculligan@lenovo.com)  
 Inside: Hi-Ed – Erica Lally – [elally@lenovo.com](mailto:elally@lenovo.com)  
 Inside: K-12 – Marie Johnson – [mjohnson12@lenovo.com](mailto:mjohnson12@lenovo.com)

**MN STANDARDIZATION OF COMPUTER TECHNOLOGY.** Minnesota has established standard specifications for computer equipment providing further discounts on select configurations. To see if this vendor participates, click [here](#).

**WEBSITE**

**PRODUCT & SERVICES SCHEDULE**

**PRICE SCHEDULE (DISCOUNT OFF BASELINE LIST)**

**MASTER AGREEMENT**

**PARTICIPATING ADDENDUM**

**ORDERING INSTRUCTIONS** Scroll down and click on “Create a Quote and How to Order” link.

**LENOVO AUTHORIZED RESELLER FOR ALL PRODUCT LINES. ORDERS MAY BE PLACED WITH LENOVO DIRECTLY OR WITH THE FOLLOWING RESELLERS.**

Name	<b>ByteSpeed</b>
Street Address	3131 24th Ave S
City/State/Zip	Moorhead, MN 56560
Swift Vendor No.	0000251743
Contact Name	Gavin Doppler
Contact Phone No.	612-201-1433 (cell), 218-227-0496 (desk)
Contact Email Address	<a href="mailto:gdoppler@bytespeed.com">gdoppler@bytespeed.com</a>
Name	<b>CDW-G</b>
Street Address	230 N. Milwaukee Ave.
City/State/Zip	Vernon Hills, IL 60061
Swift Vendor No.	0000227265

Contact Name	Eric Grap
Contact Phone No.	312-705-0324
Contact Email Address	<a href="mailto:ericg@cdw.com">ericg@cdw.com</a>
Name	<b>Converge One</b>
Street Address	10900 Nesbitt Avenue S
City/State/Zip	Bloomington, MN 55437
Swift Vendor No.	0000207628
Contact Name	Kim Carlson
Contact Phone No.	314-594-1224
Contact Email Address	<a href="mailto:kcarlson@onec1.com">kcarlson@onec1.com</a>
Name	<b>Insight Public Sector</b>
Street Address	6820 S. Harl Ave
City/State/Zip	Tempe, AZ 85283
Swift Vendor No.	0000198980
Contact Name	Shawn Wood
Contact Phone No.	763-607-2618
Contact Email Address	<a href="mailto:TeamMinnesota@insight.com">TeamMinnesota@insight.com</a>
Name	<b>SHI International Corp.</b>
Street Address	290 Davidson Ave.
City/State/Zip	Somerset, NJ 08873
Swift Vendor No.	0000206254
Contact Name	Chris Ihne
Contact Phone No.	732-648-8888
Contact Email Address	<a href="mailto:chris_ihne@shi.com">chris_ihne@shi.com</a>
Name	<b>Trafera</b>
Street Address	2550 University Avenue W, Suite 416-S
City/State/Zip	Saint Paul, MN 55114
Swift Vendor No.	0001091705
Contact Name	Jason Smith
Contact Phone No.	952-250-2467
Contact Email Address	<a href="mailto:jason.smith@trafera.com">jason.smith@trafera.com</a>
Name	<b>TSG Server &amp; Storage, Inc</b>
Street Address	855 Village Center Drive, #344
City/State/Zip	St. Paul, MN 55127
Swift Vendor No.	0000217208
Contact Name	Mike DuBois
Contact Phone No.	612-462-4879
Contact Email Address	<a href="mailto:mdubois@tsg-usa.com">mdubois@tsg-usa.com</a>

Contract Release: C-871(5)

**NETAPP ORDERING INSTRUCTIONS**

**CONTRACT VENDOR**

**NetApp U.S. Public Sector, Inc.**  
8350 Broad Street  
Tysons, VA 22102

**SWIFT CONTRACT NO.**  
**MASTER AGREEMENT NO.**

**240322 23025**

**TERMS**

**NET 30**

**DELIVERY**

**30 DAYS**

**EQUIPMENT BANDS AWARDED:**

Band 3: Servers and Storage

**CONTRACT PERIOD:** APRIL 19, 2024, TO JUNE 30, 2026

**EXTENSION OPTIONS:** TWENTY-FOUR (24) MONTHS

**SUPPLIER ID:** 0000230086

**SALES CONTACTS:**

**For Sales/Renewals/Upgrades questions: Contact the Sales Helpdesk**

Phone: (877) 4 NETAPP or (877) 263-8277

Email: [nq-servicesales@netapp.com](mailto:nq-servicesales@netapp.com)

**To Expedite Orders:**

Paul Krebs, Regional Sales Ops Lead

Sales Operations – Americas

Phone (Direct): 301.395.1946

Email: [paul.krebs@netapp.com](mailto:paul.krebs@netapp.com)

**ORDERING INSTRUCTIONS.** Orders must list State Contract No. 240322 and Master Agreement No. 23025.

**MN STANDARDIZATION OF COMPUTER TECHNOLOGY.** Minnesota has established standard specifications for computer equipment providing further discounts on select configurations. To see if this vendor participates, click [here](#).

**WEBSITE**

**PRODUCT & SERVICES SCHEDULE**

**PRICE SCHEDULE (DISCOUNT OFF BASELINE LIST)**

**MASTER AGREEMENT**

**PARTICIPATING ADDENDUM**

**NETAPP AUTHORIZED RESELLERS FOR ALL NETAPP PRODUCT LINES. NETAPP ORDERS MAY BE PLACED WITH EITHER NETAPP DIRECTLY OR WITH ANY OF THE FOLLOWING RESELLERS.**

Name	<b>CDW-G</b>
Street Address	230 N. Milwaukee Ave.
City/State/Zip	Vernon Hills, IL 60061
Swift Vendor No.	0000227265
Contact Name	Josh Kurian
Contact Phone No.	312-705-0352
Contact Email Address	<a href="mailto:joshkur@cdwg.com">joshkur@cdwg.com</a>

Name	<b>Evolving Solutions</b>
Street Address	3989 County Road 116
City/State/Zip	Hamel, MN 55340
Swift Vendor No.	0000220520
Contact Name	Al Brask
Contact Phone No.	952-500-2823
Contact Email Address	<a href="mailto:al.brask@evolvingsol.com">al.brask@evolvingsol.com</a>
Name	<b>Insight Public Sector</b>
Street Address	6820 S. Harl Ave
City/State/Zip	Tempe, AZ 85283
Swift Vendor No.	0000198980
Contact Name	Shawn Wood
Contact Phone No.	763-607-2618
Contact Email Address	<a href="mailto:TeamMinnesota@insight.com">TeamMinnesota@insight.com</a>
Name	<b>Paragon Development Systems</b>
Street Address	1801 American Blvd E #12
City/State/Zip	Bloomington, MN 55425
Swift Vendor No.	0000242144
Contact Name	Data Center Sales Team
Contact Phone No.	800-966-6090
Contact Email Address	<a href="mailto:teamdatacenter@pdsit.net">teamdatacenter@pdsit.net</a>
Name	<b>Xigent Solutions</b>
Street Address	17200 Medina Road #800
City/State/Zip	Plymouth, MN 55447
Swift Vendor No.	0000828835
Contact Name	Fred Thomson
Contact Phone No.	763-398-6891
Contact Email Address	<a href="mailto:thomsonf@xigentsolutions.com">thomsonf@xigentsolutions.com</a>

**PANASONIC ORDERING INSTRUCTIONS**

<u>CONTRACT VENDOR</u>	<u>SWIFT CONTRACT NO.</u> <u>MASTER AGREEMENT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
Panasonic Connect North America, Division of Panasonic Corporation of North America Two Riverfront Plaza Newark, NJ 07102	240320 23019	NET 30	30 DAYS

**EQUIPMENT BANDS AWARDED:**

Band 1: Personal Computing Devices – Windows Operating Systems: Desktops, Laptops, and Tablets  
Band 2: Personal Computing Devices – Non-Windows Operating System: Desktops, Laptops, and Tablets

**CONTRACT PERIOD:** MAY 1, 2024, TO JUNE 30, 2026  
**EXTENSION OPTIONS:** TWENTY-FOUR (24) MONTHS

**SUPPLIER ID:** 0000203965

**FOR CONTRACT QUESTIONS:**

Contact: Amanda Beauchamp, Government Contract Manager  
Phone: (864) 316-5986  
Email: [amanda.beauchamp@us.panasonic.com](mailto:amanda.beauchamp@us.panasonic.com)

**ORDERING INSTRUCTIONS.** Orders must list State Contract #240320 and Master Agreement # 23019.

**MN STANDARDIZATION OF COMPUTER TECHNOLOGY.** Minnesota has established standard specifications for computer equipment providing further discounts on select configurations. To see if this vendor participates, click [here](#).

**[WEBSITE](#)**

**[PRODUCT & SERVICES SCHEDULE](#)** (Please scroll down for current PSS links)

**[PRICE SCHEDULE \(DISCOUNT OFF BASELINE LIST\)](#)**

**[MASTER AGREEMENT](#)**

**[PARTICIPATING ADDENDUM](#)**

**PANASONIC AUTHORIZED DISTRIBUTOR FOR ALL PANASONIC PRODUCT LINES. PANASONIC ORDERS MUST BE PLACED WITH THE FOLLOWING AUTHORIZED DISTRIBUTOR.**

Name	<b>Baycom, Inc.</b>
Street Address	9494 Hemlock Lane N
City/State/Zip	Maple Grove, MN 55369
Swift Vendor No.	0000795403
Contact Name	Sam Colucci
Direct Phone No.	(920) 544-4311
Mobile Phone No.	(920) 639-0684
Contact Email Address	<a href="mailto:scolucci@baycominc.com">scolucci@baycominc.com</a>

**PURE STORAGE ORDERING INSTRUCTIONS**

<u>CONTRACT VENDOR</u>	<u>SWIFT CONTRACT NO.</u> <u>MASTER AGREEMENT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
<b>PURE STORAGE</b> 2555 Augustine Drive Santa Clara, CA, 95051	<b>240325 23020</b>	<b>NET 30</b>	<b>30 DAYS</b>

**EQUIPMENT BANDS AWARDED:** Band 3: Servers and Storage

**CONTRACT PERIOD:** JULY 25, 2024, TO JUNE 30, 2028  
**EXTENSION OPTIONS:** NONE

**SALES POINT OF CONTACT:**

Dave Berg  
[daberg@purestorage.com](mailto:daberg@purestorage.com)  
612-850-3593

**CONTRACTS POINT OF CONTACT:**

Kim Bradbury  
Sr. Director, Public Sector Contracts  
[kim.bradbury@purestorage.com](mailto:kim.bradbury@purestorage.com)  
301-717-9968

Katie Lefebvre  
Public Sector Contract Specialist IV  
[klefebvre@purestorage.com](mailto:klefebvre@purestorage.com)  
630-863-9428

**ORDERING INSTRUCTIONS.** To order or speak with a sales representative or support, please call: 1 (800) 379-7873.

**MN STANDARDIZATION OF COMPUTER TECHNOLOGY.** Minnesota has established standard specifications for computer equipment providing further discounts on select configurations. To see if this vendor participates, click [here](#).

[WEBSITE](#)

[PRODUCT & SERVICES SCHEDULE](#)

[PRICE SCHEDULE \(DISCOUNT OFF BASELINE LIST\)](#)

[MASTER AGREEMENT](#)

[PARTICIPATING ADDENDUM](#)

**An Agent cannot accept a purchase order, invoice, or accept payment.** All purchase orders, invoices and payments must be exclusively between the Contract Vendor's Authorized Resellers and the customer.

**PURE STORAGE AUTHORIZED RESELLERS FOR ALL PRODUCT LINES. PURE STORAGE ORDERS MAY BE PLACED WITH THE FOLLOWING RESELLERS.**

Name	<b>AHEAD, Inc</b>
Street Address	444 W. Lake Street, Suite 3000
City/State/Zip	Chicago, IL 60606
Swift Vendor No.	0001081464
Contact Name	Mason Wibstad
Contact Phone No.	612-295-0304
Contact Email Address	<a href="mailto:mason.wibstad@ahead.com">mason.wibstad@ahead.com</a>
Name	<b>CDW Government</b>
Street Address	230 N. Milwaukee Ave.
City/State/Zip	Vernon Hills, IL 60061
Swift Vendor No.	0000227265
Contact Name	Nelson Narciso
Contact Phone No.	312-547-3387
Contact Email Address	<a href="mailto:Nelsnar@cdw.com">Nelsnar@cdw.com</a>
Name	<b>Heartland Business Systems</b>
Street Address	7760 France Avenue South, Suite 1100
City/State/Zip	Bloomington, MN 55435
Swift Vendor No.	0001093475
Contact Name	Mark Koxlien
Contact Phone No.	920-788-7720
Contact Email Address	<a href="mailto:partnerrelations@hbs.net">partnerrelations@hbs.net</a>
Name	<b>Insight Public Sector</b>
Street Address	6820 S. Harl Avenue
City/State/Zip	Tempe, AZ 85283
Swift Vendor No.	0000198980
Contact Name	Shawn Wood
Contact Phone No.	763-607-2618
Contact Email Address	<a href="mailto:StofMinnesota@insight.com">StofMinnesota@insight.com</a>
Name	<b>Paragon Development Systems</b>
Street Address	13400 Bishops Lane, STE 190
City/State/Zip	Brookfield, WI 53005
Swift Vendor No.	0000242144
Contact Name	Jack Mackenzie
Contact Phone No.	800-966-6090
Contact Email Address	<a href="mailto:MNStateContracts@pdsit.net">MNStateContracts@pdsit.net</a>
Name	<b>Xigent Solutions, LLC</b>
Street Address	6101 Baker Road, #205
City/State/Zip	Minneapolis, MN 55345
Swift Vendor No.	0000828835
Contact Name	Bob Krocak
Contact Phone No.	612-867-3503
Contact Email Address	<a href="mailto:Bob.krocak@xigentsolutions.com">Bob.krocak@xigentsolutions.com</a>

**TRANSOURCE ORDERING INSTRUCTIONS**

<u>CONTRACT VENDOR</u>	<u>SWIFT CONTRACT NO.</u> <u>MASTER AGREEMENT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
TRANSOURCE SERVICES CORPORATION 2405 West Utopia Road Phoenix, AZ 85027	240326 23022	NET 30	30 DAYS

**EQUIPMENT BANDS AWARDED:**

Band 1: Personal Computing Devices – Windows Operating Systems: Desktops, Laptops, and Tablets  
Band 3: Servers and Storage

**CONTRACT PERIOD:** FEBRUARY 15, 2024, TO JUNE 30, 2028

**EXTENSION OPTIONS:** NONE

**SUPPLIER ID:** 0000258989

**CONTACT:** Curtis Wescott

**PHONE:** Phone: 623-879-8882 ext. 124

**FAX:** 623-879-8887

**EMAIL:** [curtisw@transource.com](mailto:curtisw@transource.com)

**MN STANDARDIZATION OF COMPUTER TECHNOLOGY.** Minnesota has established standard specifications for computer equipment providing further discounts on select configurations. Click [here](#) to see if this vendor participates.

**WEBSITE**

**PRODUCT & SERVICES SCHEDULE**

**PRICE SCHEDULE (DISCOUNT OFF BASELINE LIST)**

**MASTER AGREEMENT**

**PARTICIPATING ADDENDUM**

**ORDERING INSTRUCTIONS.** Purchase orders can be sent by email or fax.

**Email:** [curtisw@transource.com](mailto:curtisw@transource.com)  
[NASPOsales@transource.com](mailto:NASPOsales@transource.com)

**Fax:** 623-879-8887

**ZEBRA ORDERING INSTRUCTIONS**

<u>CONTRACT VENDOR</u>	<u>SWIFT CONTRACT NO.</u> <u>MASTER AGREEMENT NO.</u>	<u>TERMS</u>	<u>DELIVERY</u>
Zebra Technologies International, LLC 3 Overlook Point Lincolnshire, IL 60069	239195 23023	NET 30	30 DAYS

**EQUIPMENT BANDS AWARDED:**

Band 1: Personal Computing Devices – Windows Operating Systems: Desktops, Laptops, and Tablets

**CONTRACT PERIOD:** MAY 21, 2024, TO JUNE 30, 2028

**EXTENSION OPTIONS:** NONE

**SUPPLIER ID:** 0001040314

**INSIDE SALES REPRESENTATIVE** (Quotes/Product Info):

Hemang Patel  
Sr. Business Development and Contracts Manager  
847.544.9238  
[hemang.patel@zebra.com](mailto:hemang.patel@zebra.com)

Rebecca Herrschaft  
Sr Operations Project Manager  
631.738.3771  
[rebecca.herrschaft@zebra.com](mailto:rebecca.herrschaft@zebra.com)

**ORDERING INSTRUCTIONS.**

1. Please reach out to one of the Zebra reseller contacts listed below to obtain a quote
2. Verify the SKU, quantities, and pricing are correct
3. Please proceed forward with the reseller to place the Order

**MN STANDARDIZATION OF COMPUTER TECHNOLOGY.** Minnesota has established standard specifications for computer equipment providing further discounts on select configurations. To see if this vendor participates, click [here](#).

**WEBSITE**

**PRODUCT & SERVICES SCHEDULE:** Please visit <https://naspo.zebra.com/> for current PSS.

**PRICE SCHEDULE (DISCOUNT OFF BASELINE LIST)**

**MASTER AGREEMENT**

**PARTICIPATING ADDENDUM**

**ZEBRA AUTHORIZED RESELLERS FOR ALL PRODUCT LINES. ORDERS MAY BE PLACED WITH THE FOLLOWING RESELLERS.**

Name	<b>Barcodes Inc.</b>
Street Address	200 W. Monroe Street
City/State/Zip	Chicago, IL 60606
Swift Vendor No.	0000276337
Contact Name	Nick Camp
Contact Phone No.	312-582-4855

Contact Email Address	<a href="mailto:ncamp@barcodesinc.com">ncamp@barcodesinc.com</a>
Name	<b>CDW Government (CDWG)</b>
Street Address	625 W. Adams
City/State/Zip	Chicago, IL 60661
Swift Vendor No.	0000227265
Contact Name	Nelson Narciso
Contact Phone No.	224-908-4087
Contact Email Address	<a href="mailto:nelsnar@cdw.com">nelsnar@cdw.com</a>
Name	<b>Paragon Print Systems (Barcode Factory)</b>
Street Address	2021 Paragon Drive
City/State/Zip	Erie, PA 16510
Swift Vendor No.	0001176198
Contact Name	Luke Hess
Contact Phone No.	814-456-8331
Contact Email Address	<a href="mailto:lhess@barcodefactory.com">lhess@barcodefactory.com</a>



**Agenda Item**

Issue: Fire Chief job description amendments

---

**BACKGROUND:**

The city council approved the job description for the Fire Chief full-time position. As part of this approval, the city council approved amending the job description by changing the education requirement from a two-year degree to a four-year degree. With this change, the job description was reviewed again by Baker Tilly and this change moved the position from 460 points to 500 points and from pay grade 10 (\$99,277.25-\$133,276.80) to a pay grade 11 (\$106,474.85-\$142,939.37). These changes were also discussed with MGT, our recently hired search firm, to determine whether they had any concerns with this change as it relates to finding qualified candidates. They support the changes and believe this will not be a factor in limiting our candidate pool.

**REQUIRED ACTION:** Approve or deny the Fire Chief job description with the proposed amendments.

**RECOMMENDED ACTION:** N/A

**SUGGESTED MOTION:**

Councilmember \_\_\_\_\_ moved to **approve OR deny** the Fire Chief job description with the proposed amendments OR the \_\_\_\_\_ with the following revisions/corrections/additions: \_\_\_\_\_

---

---

Councilmember \_\_\_\_\_ seconded the motion.

**ROLL CALL**

Councilmember Shawn Blackburn \_\_\_\_\_  
Councilmember Vic Schulz \_\_\_\_\_  
Councilmember Sarah Starling \_\_\_\_\_  
Councilmember Frank Theisen \_\_\_\_\_  
Mayor Kenneth Schmitt \_\_\_\_\_

Motion (Approved) (Denied)



## Fire Chief

FLSA Status: Exempt

Pay Grade ~~10~~ 11

Points: ~~460~~ 500

### General Definition of Work

The Fire Chief serves as the executive leader of a paid-per-response municipal fire department, providing strategic direction, operational oversight, and administrative management. This position is responsible for ensuring the effective delivery of fire suppression, emergency response, fire prevention, and public education services within the community. The Fire Chief works closely with regional partners—including neighboring cities, regional fire chiefs, emergency management officials, and mutual-aid organizations—to strengthen service delivery across the greater Central MN area.

This position leads, supports, and develops a team of paid-per-response firefighters, focusing on recruitment, retention, training, and readiness.

### Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

### Essential Functions

#### *Strategic Leadership and Department Oversight*

- Provide overall vision, strategic leadership, and executive oversight for the Fire Department, guiding the organization to meet the fire service needs of today, tomorrow, and the future.
- Establish a long-term vision for fire service delivery that reflects community needs, evolving risks, industry trends, regional opportunities, and fiscal realities.
- Lead the evaluation and development of fire service delivery models that balance public safety outcomes, operational effectiveness, regional collaboration, and budget constraints.
- Advise the City Administrator and City Council on fire service strategies, staffing models, facilities, equipment, and long-range planning considerations.
- Ensure department goals, policies, and initiatives align with the City's strategic priorities and public safety objectives.

#### *Operational Leadership*

- Develop, implement, and evaluate fire department policies, procedures, and training programs in alignment with best practices and regulations.
- Participate in emergency response activities as appropriate, including major or complex incidents, to maintain operational awareness, build strong working relationships with department personnel, and support effective leadership of the organization.
- Maintain a comprehensive understanding of department operations, call response activity, and service demands to effectively manage the department and make informed, forward-looking recommendations for operational improvements and future service delivery.



## Fire Chief

### *Personnel Management & Recruitment*

- Provides overall leadership and oversight of Fire Department personnel, establishing clear expectations, organizational structure and performance standards.
- Directly supervises command staff and key leadership positions while maintaining indirect supervision of department personnel.
- Promotes a positive, professional, and team-oriented culture focused on safety, accountability, leadership development, and service excellence.
- Support recruitment, retention, and workforce sustainability initiatives for the department in collaboration with department leadership.
- Ensures personnel understand expectations and receive adequate support, guidance, and development.

### *Regional Collaboration*

- Works collaboratively with fire departments and emergency services throughout the Central MN region, including mutual aid associations, training groups, and county agencies.
- Participates in regional planning efforts for emergency operations, shared services, joint training, and resource coordination.
- Represents the City at regional fire chief meetings, emergency management committees, and intergovernmental work groups.
- Monitor emerging fire service trends, technology, and service models to position the city for future challenges and opportunities.

### *Fire Prevention, Education & Community Outreach*

- Develop and oversee fire prevention programs, including school-based education, public safety campaigns, and community events.
- Manage business pre-incident planning to ensure effective emergency response strategies.
- Build relationships with residents, businesses, and community groups to promote fire safety awareness and readiness.
- Ensure that all prevention, education, and outreach initiatives are driven by the primary goal of protecting the safety, security, and resilience of Waite Park residents and businesses.
- Work in coordination with all city departments for life safety and fire code issues including but not limited to Fire Marshall and fire inspection duties.

### *Administration & Budget Management*

- Prepare, present, and manage the annual department budget, including capital planning with a focus on sustainability and long-term financial impacts.
- Maintain accurate reports, records, and documentation in compliance with city, state, and federal requirements.
- Identify and pursue grant funding and alternative revenue opportunities to support department goals, operations, and capital needs.

## **Knowledge, Skills and Abilities**

- Demonstrated experience in fire service leadership, including command experience at fire and other emergency scenes.
- Comprehensive knowledge of modern firefighting tactics, fire prevention, emergency medical response principles, and incident management systems.
- Working knowledge of Minnesota fire and building codes, NFPA standards, and applicable laws and regulations.



## Fire Chief

### Preferred Qualifications

- Prior experience leading or managing a full-time, paid-on-call, or paid-per-response fire department.
- Experience working with regional mutual aid groups and interagency partnerships.
- Fire Instructor, Fire Officer, Fire Inspector, or Incident Safety Officer certifications.
- Experience in budget administration, capital planning, and department-level management.
- Training in emergency management (NIMS/ICS 100, 200, 300, 400, 700, 800).

### Education and Experience

- Must be eighteen (18) years or older.
- ~~Associate~~ Bachelor's degree required in fire science, business, administration, or related field.
- Five years of supervisory experience required.
- Knowledge of OSHA Safety Regulations and training requirements.

### Physical Requirements

This work requires the frequent exertion of up to 40 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, reaching with hands and arms, lifting and repetitive motions and occasionally requires climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling and pushing or pulling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock, working with explosives, exposure to vibration and exposure to bloodborne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

### Special Requirements

- Availability to promptly respond with an approximate 30-minutes response to major emergency situations involving the fire department and subject to call out 24 hours a day, 7 days a week.
- Valid Firefighter I & II certifications (or equivalent), with ability to obtain Minnesota certifications as required.
- State First Responder or EMT certification (or ability to obtain within designated timeframe).
- Valid Minnesota driver's license.



## **Staff Report:**

Issue: Review and Approve Bills; Other Business

---

### **BACKGROUND:**

Enclosed are bills of 1-16-26 to 2-5-26 for approval.

### **RECOMMENDED ACTION:**

Staff is requesting approval of these bills.

### **SUGGESTED MOTIONS:**

Councilmember \_\_\_\_\_ moved to approve OR deny the 1-16-26 to 2-5-26 bills as presented or with the following revisions: \_\_\_\_\_

---

Councilmember \_\_\_\_\_ seconded the motion.

### **ROLL CALL**

Councilmember Shawn Blackburn \_\_\_\_\_  
Councilmember Vic Schulz \_\_\_\_\_  
Councilmember Sarah Starling \_\_\_\_\_  
Councilmember Frank Theisen \_\_\_\_\_  
Mayor Kenneth Schmitt \_\_\_\_\_

Motion (Approved) (Denied)

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
<b>ADVANCED ENGINEERING &amp; ENVIRONMENTAL SVC</b>						
108096	1129-123125 STUDY & REPORT-RSSCT PILOTING-WTP	01/13/2026	5,262.75	60101	601.4831.5312 ENGINEERING DESIG	None
Total ADVANCED ENGINEERING & ENVIRONMENTAL SVC:			5,262.75			
<b>AED SMART MONITORING</b>						
1508	2026 AED MONITORING-CH	01/01/2026	375.00	0	101.4151.4384 SERVICE CONTRACT	Nonemployee
1508	2026 AED MONITORING-SPLASH PAD	01/01/2026	375.00	0	101.4554.3711 REPAIR & MAINTENAN	Nonemployee
1508	2026 AED MONITORING-PARKS	01/01/2026	750.00	0	101.4552.4389 OTHER CONTRACTUA	Nonemployee
1508	2026 AED MONITORING-LIBRARY	01/01/2026	375.00	0	101.4196.3711 REPAIR & MAINTENAN	Nonemployee
1508	2026 AED MONITORING-OLD & NEW PW FACILITES	01/01/2026	750.00	0	101.4312.4384 SERVICE CONTRACT	Nonemployee
Total AED SMART MONITORING:			2,625.00			
<b>ANDERSON HUGHES PRODUCTIONS INC</b>						
13996	0126 PROFESSIONAL VIDEO SERVICES	01/18/2026	3,500.00	0	101.4151.4715 LOCAL ACCESS EXPE	None
Total ANDERSON HUGHES PRODUCTIONS INC:			3,500.00			
<b>ANNA MARIE'S ALLIANCE</b>						
121525	2026 DONATION	12/15/2025	1,500.00	0	207.4911.4369 EXPENSES APPROVED	None
Total ANNA MARIE'S ALLIANCE:			1,500.00			
<b>BKV GROUP</b>						
67510	011526 CONSTRUCTION-PUBLIC SAFETY FACILITY	01/15/2026	15,840.72	218	445.4314.5311 CONSTRUCTION COST	None
67510	011526 CONSTRUCTION-CITY HALL	01/15/2026	6,160.28	218	445.4318.5311 CONSTRUCTION COST	None
Total BKV GROUP:			22,001.00			
<b>BLUE CROSS BLUE SHIELD OF MINNESOTA</b>						
260102456314	0226 HEALTH INSURANCE-JT/COBRA	01/02/2026	2,351.48	0	101.4211.1311 HEALTH INSURANCE	None
260102456314	0226 HEALTH INSURANCE-TW/COBRA	01/02/2026	2,128.90	0	101.4211.1311 HEALTH INSURANCE	None
260102456314	0226 HEALTH INSURANCE	01/02/2026	91,381.67	0	101.2179 HEALTH INSURANCE	None
Total BLUE CROSS BLUE SHIELD OF MINNESOTA:			95,862.05			
<b>BOUND TREE MEDICAL LLC</b>						
86050757	AIRWAYS (INFANT)-PD	01/06/2026	13.99	0	101.4211.2111 OPERATING SUPPLIES	None
86050758	COLD PACKS-PD	01/06/2026	44.70	0	101.4211.2111 OPERATING SUPPLIES	None
86050994	SOOT REMOVAL WIPES/TRIPLE ANTIBIOTIC OINTMENT/ETC-FD	01/06/2026	122.18	0	101.4221.2111 OPERATING SUPPLIES	None

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
86052525	MEDICAL SUPPLIES-PD RESTOCK	01/07/2026	1,448.94	0	101.4211.2111 OPERATING SUPPLIES	None
Total BOUND TREE MEDICAL LLC:			1,629.81			
<b>BOYS &amp; GIRLS CLUBS</b>						
121525	2026 DONATION	12/15/2025	3,000.00	0	207.4911.4369 EXPENSES APPROVED	None
Total BOYS & GIRLS CLUBS:			3,000.00			
<b>BRADBURY STAMM CONSTRUCTION INC</b>						
123125-PAY A	1225 PAY APP #7-PUBLIC SAFETY FACILITY	12/31/2025	529,204.48	218	445.4314.5311 CONSTRUCTION COST	None
123125-PAY A	1225 PAY APP #7-CITY HALL	12/31/2025	205,801.74	218	445.4318.5311 CONSTRUCTION COST	None
Total BRADBURY STAMM CONSTRUCTION INC:			735,006.22			
<b>BRAUN INTERTEC CORP</b>						
IN1002962	010926 CONSTRUCTION & MATERIALS TESTING-PUBLIC SAFETY FACILITY	01/14/2026	1,266.12	218	445.4314.5311 CONSTRUCTION COST	None
IN1002962	010926 CONSTRUCTION & MATERIALS TESTING-CITY HALL	01/14/2026	492.38	218	445.4318.5311 CONSTRUCTION COST	None
Total BRAUN INTERTEC CORP:			1,758.50			
<b>CENTRACARE HEALTH FOUNDATION</b>						
121525	2026 DONATION-CENTRAL MN CHILD ADVOCACY CENTER	12/15/2025	10,000.00	0	207.4911.4369 EXPENSES APPROVED	None
Total CENTRACARE HEALTH FOUNDATION:			10,000.00			
<b>CENTRAL HYDRAULICS INC</b>						
00663360	SPINNER MOTOR #447	01/07/2026	375.18	200447	101.4312.2211 REPAIR & MAINTENAN	None
00663360	SPINNER MOTOR-PW SPARE	01/07/2026	375.18	0	101.4312.2211 REPAIR & MAINTENAN	None
Total CENTRAL HYDRAULICS INC:			750.36			
<b>CHARTER COMMUNICATIONS</b>						
175549901012	0123-022226 INTERNET-AMPHITHEATER	01/23/2026	179.99	50	101.4555.3211 COMMUNICATIONS	Nonemployee
175549901012	0123-022226 INTERNET/TV-BI	01/23/2026	21.97	0	101.4241.3211 COMMUNICATIONS	Nonemployee
175549901012	0123-022226 INTERNET/TV-CL	01/21/2026	98.84	0	101.4151.3211 COMMUNICATIONS	Nonemployee
175549901012	0123-022226 INTERNET/TV-FD	01/23/2026	54.90	0	101.4221.3211 COMMUNICATIONS	Nonemployee
175549901012	0123-022226 INTERNET/TV-RADIO CLUB/EMS	01/23/2026	161.56	0	101.4251.3211 COMMUNICATIONS	Nonemployee
175549901012	0123-022226 INTERNET/TV-PW	01/26/2023	146.44	0	101.4312.3211 COMMUNICATIONS	Nonemployee
175549901012	0123-022226 INTERNET/TV-WATER	01/26/2023	21.97	0	601.4825.3211 COMMUNICATIONS	Nonemployee
175549901012	0123-022226 INTERNET/TV-SEWER	01/26/2023	21.97	0	605.4825.3211 COMMUNICATIONS	Nonemployee

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
175549901012	0123-022226 INTERNET-OLD PW	01/26/2023	149.99	0	101.4312.3211 COMMUNICATIONS	Nonemployee
175549901012	0123-022226 INTERNET/TV-PUBLIC WORKS FACILITY	01/26/2023	172.48	0	101.4312.3211 COMMUNICATIONS	Nonemployee
175549901012	0123-022226 TV-WATER	01/26/2023	20.43	0	601.4825.3211 COMMUNICATIONS	Nonemployee
175549901012	0123-022226 TV-SEWER	01/26/2023	20.42	0	605.4825.3211 COMMUNICATIONS	Nonemployee
175549901012	0123-022226 TV-PARKS	01/26/2023	40.85	0	101.4552.3211 COMMUNICATIONS	Nonemployee
Total CHARTER COMMUNICATIONS:			1,111.81			
<b>CITY OF ST CLOUD</b>						
AR036566	2026 CMWEA MEMBERSHIP FEE-EB	01/13/2026	1,924.00	0	609.4825.4999 MISCELLANEOUS	None
AR036603	1225 OPERATIONS & MAINTENANCE	01/15/2026	38,241.65	0	605.4842.2219 OPERATIONS & MAINT	None
AR036603	1225 OPERATIONS & MAINTENANCE CONV	01/15/2026	4,865.76	0	605.4841.2219 OPERATIONS & MAINT	None
AR036603	1225 REHAB & REPLACE	01/15/2026	4,594.25	0	605.4842.3831 REHAB & REPLACE - B	None
AR036603	1225 REHAB & REPLACE CONV	01/15/2026	3,647.63	0	605.4841.3831 REHAB & REPLACE - B	None
AR036603	1225 DEBT SERVICE-WWTF EXPENSE	01/15/2026	17,689.56	0	605.4842.6291 DEBT SERVICE - C1 (W	None
AR036603	1225 DEBT SERVICE-NR2	01/15/2026	6,346.83	0	605.4842.6292 DEBT SERVICE - C1 (W	None
AR036603	1225 DEBT SERVICE-WWCS	01/15/2026	8,756.77	0	605.4841.6293 DEBT SERVICE TRI - C	None
AR036603	1225 DEBT SERVICE-MAIN LIFT STATION	01/15/2026	8,816.89	0	605.4841.6294 DEBT SERVICE - C2 M	None
AR036603	1225 DEBT SERVICE-METRO FORCEMAIN	01/15/2026	4,599.19	0	605.4841.3832 METRO FORCEMAIN	None
Total CITY OF ST CLOUD:			99,482.53			
<b>CONVENTION VISITORS BUREAU</b>						
R1.000039501	1225 HOTEL/MOTEL TAX-ECONO LODGE	01/07/2026	1,231.79	0	801.4911.4375 PAYMENTS TO CHAMB	None
R1.000039577	1225 HOTEL/MOTEL TAX-HILTON GARDEN INN	01/15/2026	7,408.70	0	801.4911.4375 PAYMENTS TO CHAMB	None
R1.000039695	1225 HOTEL/MOTEL TAX-RESIDENCE INN	01/28/2026	6,268.20	0	801.4911.4375 PAYMENTS TO CHAMB	None
Total CONVENTION VISITORS BUREAU:			14,908.69			
<b>CORE &amp; MAIN LP</b>						
Y239856	2025 SENSUS ANALYTICS INTERGRATION-WATER METER PROJECT	12/10/2025	8,593.75	0	601.4824.2213 WATER METERS - PLA	None
Y239856	2026 SENSUS ANNUAL RNI SAAS FEE-WATER METER PROJECT	12/10/2025	9,128.89	0	601.4824.2213 WATER METERS - PLA	None
Y239856	2026 SENSUS ANALYTIC ENHANCED ANNUAL FEE-WATER METER PROJECT	12/10/2025	9,128.89	0	601.4824.2213 WATER METERS - PLA	None
Total CORE & MAIN LP:			26,851.53			
<b>CUSTOM BUILDERS INC</b>						
13075	1001-120125 PUBLIC SAFETY FACILITY CONSULTING	12/01/2026	3,316.32	218	445.4314.5341 ENGINEERING COSTS	None
13075	1001-120125 CITY HALL CONSULTING	12/01/2026	1,289.68	218	445.4318.5341 ENGINEERING COSTS	None

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
Total CUSTOM BUILDERS INC:			4,606.00			
<b>DE LAGE LANDEN FINANCIAL SERV</b>						
594655800 BI	0126 ADMIN COPIER LEASE BI	01/13/2026	82.52	0	101.4241.4384 SERVICE CONTRACT	None
594655800 BI	1006-120625 ADMIN COPIES-BI	01/13/2026	.43	0	101.4241.4384 SERVICE CONTRACT	None
594655800 CL	0126 ADMIN COPIER LEASE CL	01/13/2026	247.56	0	101.4151.4384 SERVICE CONTRACT	None
594655800 CL	1006-120625 ADMIN COPIES-CL	01/13/2026	1.30	0	101.4151.4384 SERVICE CONTRACT	None
594655800 PW	0126 ADMIN COPIER LEASE WATER	01/13/2026	41.26	0	601.4825.4384 SERVICE CONTRACT	None
594655800 PW	0126 ADMIN COPIER LEASE SEWER	01/13/2026	41.26	0	605.4825.4384 SERVICE CONTRACT	None
594655800 PW	1006-120625 ADMIN COPIES-WATER	01/13/2026	.22	0	601.4825.4384 SERVICE CONTRACT	None
594655800 PW	1006-120625 ADMIN COPIES-SEWER	01/13/2026	.22	0	605.4825.4384 SERVICE CONTRACT	None
595478138	0115-021426 PW COPIER LEASE PW	01/21/2026	56.70	0	101.4312.4384 SERVICE CONTRACT	None
595478138	0115-021426 PW COPIER LEASE SEWER	01/21/2026	35.43	0	605.4825.4384 SERVICE CONTRACT	None
595478138	0115-021426 PW COPIER LEASE STORM SEWER	01/21/2026	14.17	0	609.4825.4384 SERVICE CONTRACT	None
595478138	0115-021426 PW COPIER LEASE WATER	01/21/2026	35.44	0	601.4825.4384 SERVICE CONTRACT	None
595575989 BI	120625-010626 ADMIN COPIES-BI	01/26/2026	111.26	0	101.4241.4384 SERVICE CONTRACT	None
595575989 CL	120625-010626 ADMIN COPIES-CL	01/26/2026	333.77	0	101.4151.4384 SERVICE CONTRACT	None
595575989 PW	120625-010626 ADMIN COPIES-WATER	01/26/2026	55.63	0	601.4825.4384 SERVICE CONTRACT	None
595575989 PW	120625-010626 ADMIN COPIES-SEWER	01/26/2026	55.63	0	605.4825.4384 SERVICE CONTRACT	None
Total DE LAGE LANDEN FINANCIAL SERV:			1,112.80			
<b>EAGLE ENGRAVING INC</b>						
2026-497	COMMENDATION/AWARD PINS-PD STOCK	01/14/2026	151.35	0	101.4211.4381 UNIFORMS	None
Total EAGLE ENGRAVING INC:			151.35			
<b>ETHANOL PRODUCTS LLC</b>						
CO2444376	CO2 (7664#)-WTP	01/09/2026	587.98	0	601.4822.2212 PLANT PRODUCTION	None
Total ETHANOL PRODUCTS LLC:			587.98			
<b>FACTORY MOTOR PARTS</b>						
1-11386404	AIR FILTERS (2)-PD SQUAD STOCK	01/09/2026	30.82	0	101.4211.3711 REPAIR & MAINTENAN	None
124-302006	ABS SENSOR #420	01/07/2026	20.37	200420	101.4312.2211 REPAIR & MAINTENAN	None
124-30225	REAR BRAKE PADS & ROTORS #21-220	01/12/2026	241.20	30021220	101.4211.3711 REPAIR & MAINTENAN	None
124-30225	CABIN AIR FILTERS (2)/OIL FILTERS (12)-PD SQUAD STOCK	01/12/2026	74.20	0	101.4211.3711 REPAIR & MAINTENAN	None
124-302324	BATTERY #413	01/12/2026	104.37	200413	101.4312.2211 REPAIR & MAINTENAN	None
124-302420	BATTERY #22-222	01/13/2026	179.04	30022222	101.4211.3711 REPAIR & MAINTENAN	None
124-302645	SILICONE SPRAY-PW SHOP	01/15/2026	9.56	0	101.4312.2211 REPAIR & MAINTENAN	None

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
Total FACTORY MOTOR PARTS:			659.56			
<b>FARM-RITE EQUIPMENT, INC.</b>						
P94381	HAND GRIPS #457	01/13/2026	26.02	200457	101.4312.2211 REPAIR & MAINTENAN	None
Total FARM-RITE EQUIPMENT, INC.:			26.02			
<b>FASTENAL CO</b>						
MNST1227013	SAFETY GLASSES/GLOVES-WTP	01/02/2026	172.89	0	601.4822.2171 SAFETY	None
Total FASTENAL CO:			172.89			
<b>GALLS LLC</b>						
033727721	UNIFORM SHORT SLEEVE SHIRTS (3)-CT	01/12/2026	286.23	0	101.4211.4381 UNIFORMS	None
Total GALLS LLC:			286.23			
<b>GLENWOOD STATE BANK</b>						
2025-2	2025 2ND HALF TIF-SILVER LEAF	01/01/2026	119,148.86	0	272.4911.4378 PAYMENTS TO DEVEL	None
Total GLENWOOD STATE BANK:			119,148.86			
<b>GROUP HEALTH PLAN INC</b>						
7140068 BI/PL	0126 EMPLOYEE ASSISTANCE PROGRAM-PLANNING	01/11/2026	3.15	0	101.4191.1311 HEALTH INSURANCE	None
7140068 BI/PL	0126 EMPLOYEE ASSISTANCE PROGRAM-BI	01/11/2026	3.15	0	101.4241.1311 HEALTH INSURANCE	None
7140068 CL	0126 EMPLOYEE ASSISTANCE PROGRAM-CL	01/11/2026	17.32	0	101.4151.1311 HEALTH INSURANCE	None
7140068 FD	0126 EMPLOYEE ASSISTANCE PROGRAM-FD	01/11/2026	40.85	0	101.4221.1312 EMPLOYEE ASSISTAN	None
7140068 PD	0126 EMPLOYEE ASSISTANCE PROGRAM-PD	01/11/2026	69.27	0	101.4211.1311 HEALTH INSURANCE	None
7140068 PW	0126 EMPLOYEE ASSISTANCE PROGRAM-GB	01/11/2026	3.75	0	101.4194.1311 HEALTH INSURANCE	None
7140068 PW	0126 EMPLOYEE ASSISTANCE PROGRAM-PW	01/11/2026	25.02	0	101.4312.1311 HEALTH INSURANCE	None
7140068 PW	0126 EMPLOYEE ASSISTANCE PROGRAM-SNOW	01/11/2026	2.08	0	101.4313.1311 HEALTH INSURANCE	None
7140068 PW	0126 EMPLOYEE ASSISTANCE PROGRAM-AMP	01/11/2026	3.15	0	101.4556.1311 HEALTH INSURANCE	None
7140068 PW	0126 EMPLOYEE ASSISTANCE PROGRAM-ST SEWER	01/11/2026	1.58	0	609.4825.1311 HEALTH INSURANCE	None
7140068 PW	0126 EMPLOYEE ASSISTANCE PROGRAM-PARKS	01/11/2026	6.32	0	101.4552.1311 HEALTH INSURANCE	None
7140068 PW	0126 EMPLOYEE ASSISTANCE PROGRAM-WATER	01/11/2026	12.40	0	601.4825.1311 HEALTH INSURANCE	None
7140068 PW	0126 EMPLOYEE ASSISTANCE PROGRAM-SEWER	01/11/2026	7.16	0	605.4825.1311 HEALTH INSURANCE	None
Total GROUP HEALTH PLAN INC:			195.20			

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
<b>HAMMOND, JOHN R</b>						
0126	0126 TELEVISE MEETINGS	01/01/2026	400.00	0	101.4151.4715 LOCAL ACCESS EXPE	Nonemployee
Total HAMMOND, JOHN R:			400.00			
<b>HAWKINS INC</b>						
7304921	AZONE 15-WTP	01/07/2026	1,894.30	0	601.4822.2212 PLANT PRODUCTION	None
Total HAWKINS INC:			1,894.30			
<b>HOME DEPOT CREDIT SERVICES</b>						
7013549	NUT DRIVER SET/GROOVE JOINT PLIER SET/ETC-MECHANIC TOOL PACKA	12/30/2025	926.25	0	101.4312.5911 CAPITAL EXPENDITUR	None
Total HOME DEPOT CREDIT SERVICES:			926.25			
<b>HOWE, JEFFREY R</b>						
0126	0126 BUILDING INSPECTION SERVICE	01/01/2026	14,778.96	0	101.4241.4389 OTHER CONTRACTUA	Nonemployee
Total HOWE, JEFFREY R:			14,778.96			
<b>INITIATIVE FOUNDATION</b>						
121525	2026 DONATION	12/15/2025	1,200.00	0	207.4911.4369 EXPENSES APPROVED	None
Total INITIATIVE FOUNDATION:			1,200.00			
<b>JIM'S SNOWMOBILE &amp; MARINE INC</b>						
011526	NEW 2025 POLARIS ATV #513	01/15/2026	6,800.00	200513	101.4552.5911 CAPITAL EXPENDITUR	None
011526	NEW 2026 POLARIS UTV #514	01/15/2026	27,889.98	200514	101.4552.5911 CAPITAL EXPENDITUR	None
011526	TRADE-IN 2017 BOBCAT UTV #508	01/15/2026	8,000.00-	200508	101.4552.5911 CAPITAL EXPENDITUR	None
011526	TRADE-IN 2000 POLARIS 4-WHEELER #530	01/15/2026	1,800.00-	200530	101.4552.5911 CAPITAL EXPENDITUR	None
23339	TURN SIGNAL KIT #511	01/01/2052	349.99	200511	101.4552.2211 REPAIR & MAINTENAN	None
Total JIM'S SNOWMOBILE & MARINE INC:			25,239.97			
<b>JOHNSON, SHAUNNA</b>						
012026	UNIFORM SHIRT REIMBURSEMENT	01/20/2026	10.99	0	101.4151.4381 UNIFORMS	None
Total JOHNSON, SHAUNNA:			10.99			
<b>KELLY C JOHNSON INC</b>						
123125	1225 ELECTRICAL INSPECTIONS	12/31/2025	688.50	0	101.4241.4388 FEES PAID TO ELECTR	None

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
Total KELLY C JOHNSON INC:			688.50			
<b>LEAGUE OF MN CITIES</b>						
440467	2026 MCSC ANNUAL DUES	01/02/2026	960.00	0	609.4825.4999 MISCELLANEOUS	None
441168	2026 PATROL ONLINE TRAINING-PD	01/02/2026	2,160.00	0	101.4211.3311 TRAINING/TRAVEL/HO	None
Total LEAGUE OF MN CITIES:			3,120.00			
<b>LEASE FINANCE GROUP INC</b>						
81023-FINAL	FINAL-2016 FD TRUCK LEASE INTEREST PAYMENT	01/01/2026	1,714.89	0	101.4221.6121 LEASE INTEREST	None
81023-FINAL	FINAL-2016 FD TRUCK LEASE PRINCIPAL PAYMENT	01/01/2026	58,131.69	0	101.4221.6021 LEASE PRINCIPAL	None
Total LEASE FINANCE GROUP INC:			59,846.58			
<b>LMC INSURANCE TRUST</b>						
012026 AMP	2026-2027 PROPERTY-CASUALTY INSURANCE-AMP	01/20/2026	27,311.85	50	101.4555.3621 PROPERTY CASUALTY	None
012026 BI/PLA	2026-2027 PROPERTY-CASUALTY INSURANCE-BI	01/20/2026	401.27	0	101.4241.3621 PROPERTY CASUALTY	None
012026 BI/PLA	2026-2027 PROPERTY-CASUALTY INSURANCE-PLANNING	01/20/2026	181.85	0	101.4151.3621 PROPERTY CASUALTY	None
012026 CL	2026-2027 PROPERTY-CASUALTY INSURANCE-CL	01/20/2026	1,854.64	0	101.4151.3621 PROPERTY CASUALTY	None
012026 CL	2026-2027 PROPERTY-CASUALTY INSURANCE-MISC	01/20/2026	38,133.00	0	101.4931.3621 PROPERTY CASUALTY	None
012026 FD	2026-2027 PROPERTY-CASUALTY INSURANCE-FD	01/20/2026	5,877.98	0	101.4221.3621 PROPERTY CASUALTY	None
012026 PD	2026-2027 PROPERTY-CASUALTY INSURANCE-PD	01/20/2026	76,500.79	0	101.4211.3621 PROPERTY CASUALTY	None
012026 PD	2026-2027 PROPERTY-CASUALTY INSURANCE-EMS	01/20/2026	982.00	0	101.4251.3621 PROPERTY CASUALTY	None
012026 PW	2026-2027 PROPERTY-CASUALTY INSURANCE-SEWER	01/20/2026	7,313.12	0	605.4825.3621 PROPERTY CASUALTY	None
012026 PW	2026-2027 PROPERTY-CASUALTY INSURANCE-PW	01/20/2026	33,191.36	0	101.4312.3621 PROPERTY CASUALTY	None
012026 PW	2026-2027 PROPERTY-CASUALTY INSURANCE-WATER	01/20/2026	21,573.12	0	601.4825.3621 PROPERTY CASUALTY	None
012026 PW	2026-2027 PROPERTY-CASUALTY INSURANCE-GB	01/20/2026	4,702.02	0	101.4194.3621 PROPERTY CASUALTY	None
012026 PW	2026-2027 PROPERTY-CASUALTY INSURANCE-LIBRARY	01/20/2026	3,168.00	0	101.4196.3621 PROPERTY CASUALTY	None
012026 PW	2026-2027 PROPERTY-CASUALTY INSURANCE-PARKS	01/20/2026	38,517.00	0	101.4552.3621 PROPERTY CASUALTY	None
Total LMC INSURANCE TRUST:			259,708.00			
<b>LODERMEIER, JEAN M</b>						
0126	0126 LANDSCAPE CONSULTANT SERVICES	01/01/2026	1,050.00	0	101.4552.1048 TEMP-PARKS-LANDSC	Nonemployee
Total LODERMEIER, JEAN M:			1,050.00			
<b>LOGHOUSE PROPERTIES LLC</b>						
2025-2	2025 2ND HALF TIF-LOGHOUSE PROPERTIES	01/01/2026	11,946.60	0	273.4911.4378 PAYMENTS TO DEVEL	None

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
Total LOGHOUSE PROPERTIES LLC:			11,946.60			
<b>MACQUEEN EQUIPMENT LLC</b>						
P61130	MSA GAS DETECTOR REPLACE-FD	01/20/2026	1,221.47	0	101.4221.2211 REPAIR & MAINTENAN	None
Total MACQUEEN EQUIPMENT LLC:			1,221.47			
<b>MARTIN-MCALLISTER CONSULTING P</b>						
17272	PERSONNEL EVALUATION-LF	12/31/2025	1,800.00	0	101.4151.3099 PROFESSIONAL SERVI	None
Total MARTIN-MCALLISTER CONSULTING P:			1,800.00			
<b>MCDOWALL COMPANY</b>						
659526	0101-063026 PREVENTATIVE MAINTENANCE SERVICE INSP HVAC EQUIP-GB	01/01/2026	1,569.00	0	101.4194.4384 SERVICE CONTRACT	None
Total MCDOWALL COMPANY:			1,569.00			
<b>MENARDS INC</b>						
76504	SOFTNER SALT (49)/LED LIGHTS-GB	01/07/2026	396.12	0	101.4194.2211 REPAIR & MAINTENAN	None
76504	MENARDS REBATE #6381368740	01/07/2026	43.54-	0	101.4194.2211 REPAIR & MAINTENAN	None
76504	MENARDS REBATE #6382268382	01/07/2026	97.00-	0	101.4194.2211 REPAIR & MAINTENAN	None
76504	MENARDS REBATE #6380165059	01/07/2026	218.24-	0	101.4194.2211 REPAIR & MAINTENAN	None
76814	TOILET FLUSH & FILL VALVE-WARMING HOUSE	01/12/2026	33.10	0	101.4552.2211 REPAIR & MAINTENAN	None
76814	MENARDS REBATE #6383993156	01/12/2026	19.67-	0	101.4552.2211 REPAIR & MAINTENAN	None
76907	MICE TRAPS-AMP	01/13/2026	7.59	0	101.4555.2211 REPAIR & MAINTENAN	None
77062	SIDE CUTTER/RAZOR BLADES/ETC-PW	01/15/2026	26.23	0	101.4312.2211 REPAIR & MAINTENAN	None
77122	ROOF & GUTTER CABLE/FILL VALVE-GB	01/16/2026	45.86	0	101.4194.2211 REPAIR & MAINTENAN	None
77634	KLEENEX/AA BATTERIES/ETC-PW	01/26/2026	110.58	0	101.4312.2211 REPAIR & MAINTENAN	None
Total MENARDS INC:			241.03			
<b>METROPOLITAN LIFE INSURANCE COMPAY</b>						
0226 BI	0226 DENTAL PREMIUM BB	01/01/2026	79.35	0	101.4241.1311 HEALTH INSURANCE	None
0226 CL	0226 DENTAL PREMIUM KL	01/01/2026	79.35	0	101.4151.1311 HEALTH INSURANCE	None
Total METROPOLITAN LIFE INSURANCE COMPAY:			158.70			
<b>MIDWAY IRON METAL INC</b>						
623900	CURB STOP WRENCH SUPPLIES	01/13/2026	82.63	0	601.4825.2211 REPAIR & MAINTENAN	None

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
Total MIDWAY IRON METAL INC:			82.63			
<b>MN COPY SYSTEMS</b>						
442938	TONERS (BLACK/CYAN/YELLOW/MAGENTA)-WS	01/09/2026	299.82	0	101.4312.2011 OFFICE SUPPLIES	None
442938	TONERS (BLACK/CYAN/YELLOW/MAGENTA)-WS	01/09/2026	290.99	0	601.4825.2011 OFFICE SUPPLIES	None
442938	TONERS (BLACK/CYAN/YELLOW/MAGENTA)-WS	01/09/2026	290.99	0	605.4825.2011 OFFICE SUPPLIES	None
443100 CL	TONER (BLACK)-SJ	01/12/2026	28.54	0	101.4151.2011 OFFICE SUPPLIES	None
443100 PW	TONER (BLACK)-SJ	01/12/2026	27.70	0	601.4825.2011 OFFICE SUPPLIES	None
443100 PW	TONER (BLACK)-SJ	01/12/2026	27.71	0	605.4825.2011 OFFICE SUPPLIES	None
Total MN COPY SYSTEMS:			965.75			
<b>MN DEPT OF EMPLOYMENT ECONOMIC</b>						
19167440	4TH QTR 2025 UNEMPLOYEMENT-FD	01/08/2026	35.44	0	101.4221.1411 WC & UNEMPLOYMEN	None
Total MN DEPT OF EMPLOYMENT ECONOMIC:			35.44			
<b>MN DEPT OF HEALTH</b>						
012126	030526 WATER SUPPLY SYSTEM OPERATOR CLASS B EXAM FEE-TG	01/21/2026	32.00	0	601.4825.3311 TRAINING/TRAVEL/HO	None
Total MN DEPT OF HEALTH:			32.00			
<b>MN VALLEY TESTING LABORATORIES</b>						
1341516	011326 WASTEWATER TESTS	01/15/2026	103.06	0	605.4825.4382 SEWER TESTING	None
1341683	011426 WASTEWATER TESTS	01/16/2026	739.14	0	605.4825.4382 SEWER TESTING	None
1341685	011426 ADD'L WASTEWATER TESTS	01/16/2026	271.38	0	605.4825.4382 SEWER TESTING	None
Total MN VALLEY TESTING LABORATORIES:			1,113.58			
<b>MOBILE HEALTH SERVICES LLC</b>						
48822	SCBA FIT TESTS (2)-FD	01/12/2026	80.00	0	101.4221.3051 PROF SERVICES - PH	Nonemployee
Total MOBILE HEALTH SERVICES LLC:			80.00			
<b>MOOSE FAMILY CENTER</b>						
11026 BI/PLAN	2025 EMPLOYEE RECOGNITION MEAL-PLANNING	01/10/2026	23.43	0	101.4191.3311 TRAINING/TRAVEL/HO	None
11026 BI/PLAN	2025 EMPLOYEE RECOGNITION MEAL-BI	01/10/2026	93.73	0	101.4241.3311 TRAINING/TRAVEL/HO	None
11026 CL	2025 EMPLOYEE RECOGNITION MEAL-CL	01/10/2026	210.90	0	101.4151.3311 TRAINING/TRAVEL/HO	None
11026 CL	2025 EMPLOYEE RECOGNITION MEAL-COUNCIL	01/10/2026	46.87	0	101.4111.3311 TRAINING/TRAVEL/HOT	None
11026 CL	2025 EMPLOYEE RECOGNITION MEAL-MAYOR	01/10/2026	46.87	0	101.4131.3311 TRAINING/TRAVEL/HO	None

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
11026 FD	2025 EMPLOYEE RECOGNITION MEAL-FD	01/10/2026	304.63	0	101.4221.3311 TRAINING/TRAVEL/HO	None
11026 PD	2025 EMPLOYEE RECOGNITION MEAL-PD	01/10/2026	609.25	0	101.4211.3312 MEETING EXPENSES	None
11026 PW	2025 EMPLOYEE RECOGNITION MEAL-PW	01/10/2026	468.65	0	101.4312.3311 TRAINING/TRAVEL/HO	None
11026 PW	2025 EMPLOYEE RECOGNITION MEAL-WATER	01/10/2026	93.71	0	601.4825.3311 TRAINING/TRAVEL/HO	None
11026 PW	2025 EMPLOYEE RECOGNITION MEAL-SEWER	01/10/2026	46.87	0	605.4825.3311 TRAINING/TRAVEL/HO	None
11026 PW	2025 EMPLOYEE RECOGNITION MEAL-STORM SEWER	01/10/2026	46.87	0	609.4825.3311 TRAINING/TRAVEL/HO	None
Total MOOSE FAMILY CENTER:			1,991.78			
<b>NOERENBERG, JON</b>						
012026	UNIFORM SHIRT REIMBURSEMENT	01/20/2026	69.99	0	101.4191.4381 UNIFORMS	None
Total NOERENBERG, JON:			69.99			
<b>NORTHLAND SECURITIES INC</b>						
INV-2187	2025 CONTINUING DISCLOSURE REPORT	01/08/2026	260.00	0	324.4911.3011 ACCOUNTING & AUDITI	None
INV-2187	2025 CONTINUING DISCLOSURE REPORT	01/08/2026	260.00	0	326.4911.3011 ACCOUNTING & AUDITI	None
INV-2187	2025 CONTINUING DISCLOSURE REPORT	01/08/2026	260.00	0	327.4911.3011 ACCOUNTING & AUDITI	None
INV-2187	2025 CONTINUING DISCLOSURE REPORT	01/08/2026	260.00	0	328.4911.3011 ACCOUNTING & AUDITI	None
INV-2187	2025 CONTINUING DISCLOSURE REPORT	01/08/2026	260.00	0	329.4911.3011 ACCOUNTING & AUDITI	None
Total NORTHLAND SECURITIES INC:			1,300.00			
<b>PARAMOUNT CENTER FOR THE ARTS</b>						
121525	2026 DONATION	12/15/2025	1,000.00	0	207.4911.4369 EXPENSES APPROVED	None
Total PARAMOUNT CENTER FOR THE ARTS:			1,000.00			
<b>POMP'S TIRE SERVICE INC</b>						
2400016520	TIRES (2) #443	01/12/2026	400.00	200443	101.4312.2211 REPAIR & MAINTENAN	None
Total POMP'S TIRE SERVICE INC:			400.00			
<b>PROGRESSIVE MICROTECHNOLOGY INC</b>						
26-0145	022826-022827 PMI EVIDENCE SOFTWARE SUPPORT-PD	01/13/2026	795.00	0	101.4211.4386 TECHNOLOGY SERVIC	None
Total PROGRESSIVE MICROTECHNOLOGY INC:			795.00			
<b>RELiance STANDARD LIFE INSURANCE COMPANY</b>						
0126 BI/PLAN	0126 LIFE INSURANCE PREMIUM-BI	01/13/2026	11.75	0	101.4241.1341 LIFE INSURANCE	None
0126 BI/PLAN	0126 LIFE INSURANCE PREMIUM-PLANNING	01/13/2026	11.75	0	101.4191.1341 LIFE INSURANCE	None

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
0126 BI/PLAN	0126 DISABILITY INSURANCE PREMIUM-BI	01/13/2026	32.50	0	101.4241.1331 DISABILITY INSURANC	None
0126 BI/PLAN	0126 DISABILITY INSURANCE PREMIUM-PLANNING	01/13/2026	65.67	0	101.4191.1331 DISABILITY INSURNAC	None
0126 CL	0126 LIFE INSURANCE PREMIUM-CL	01/13/2026	64.60	0	101.4151.1341 LIFE INSURANCE	None
0126 CL	0126 DISABILITY INSURANCE PREMIUM-CL	01/13/2026	295.08	0	101.4151.1331 DISABILITY INSURANC	None
0126 PD	0126 LIFE INSURANCE PREMIUM-PD	01/13/2026	242.25	0	101.4211.1341 LIFE INSURANCE	None
0126 PD	0126 DISABILITY INSURANCE PREMIUM-PD	01/13/2026	967.12	0	101.4211.1331 DISABILITY INSURANC	None
0126 PW	0126 LIFE INSURANCE PREMIUM-GB	01/13/2026	13.91	0	101.4194.1341 LIFE INSURANCE	None
0126 PW	0126 LIFE INSURANCE PREMIUM-PW	01/13/2026	79.19	0	101.4312.1341 LIFE INSURANCE	None
0126 PW	0126 LIFE INSURANCE PREMIUM-SNOW	01/13/2026	7.34	0	101.4313.1341 LIFE INSURANCE	None
0126 PW	0126 LIFE INSURANCE PREMIUM-AMP	01/13/2026	11.75	0	101.4556.1341 LIFE INSURANCE	None
0126 PW	0126 LIFE INSURANCE PREMIUM-PARKS	01/13/2026	23.20	0	101.4552.1341 LIFE INSURANCE	None
0126 PW	0126 LIFE INSURANCE PREMIUM-WATER	01/13/2026	41.49	0	601.4825.1341 LIFE INSURANCE	None
0126 PW	0126 LIFE INSURANCE PREMIUM-SEWER	01/13/2026	25.52	0	605.4825.1341 LIFE INSURANCE	None
0126 PW	0126 DISABILITY INSURANCE PREMIUM-GB	01/13/2026	49.24	0	101.4194.1331 DISABILITY INSURANC	None
0126 PW	0126 DISABILITY INSURANCE PREMIUM-PW	01/13/2026	296.93	0	101.4312.1331 DISABILITY INSURNAC	None
0126 PW	0126 DISABILITY INSURANCE PREMIUM-SNOW	01/13/2026	24.82	0	101.4313.1331 DISABILITY INSURANC	None
0126 PW	0126 DISABILITY INSURANCE PREMIUM-AMP	01/13/2026	51.11	0	101.4556.1331 DISABILITY INSURANC	None
0126 PW	0126 DISABILITY INSURANCE PREMIUM-PARKS	01/13/2026	91.29	0	101.4552.1331 DISABILITY INSURANC	None
0126 PW	0126 DISABILITY INSURANCE PREMIUM-WATER	01/13/2026	178.04	0	601.4825.1331 DISABILITY INSURANC	None
0126 PW	0126 DISABILITY INSURANCE PREMIUM-SEWER	01/13/2026	111.36	0	605.4825.1331 DISABILITY INSURANC	None
Total RELIANCE STANDARD LIFE INSURANCE COMPANY:			2,695.91			
<b>SALVATION ARMY</b>						
121525	2026 DONATION	12/15/2025	500.00	0	207.4911.4369 EXPENSES APPROVED	None
Total SALVATION ARMY:			500.00			
<b>SECURITY LOCK TECHNOLOGIES</b>						
33933574	KEY DUPLICATION (2)-CH	01/16/2026	5.00	0	101.4194.2211 REPAIR & MAINTENAN	None
Total SECURITY LOCK TECHNOLOGIES:			5.00			
<b>SEH INC</b>						
501861	1225 15TH AVE N TRAIL-2025	01/15/2026	114.00	47	101.4311.3032 GENERAL ENGINEERI	None
501866	1225 PUBLIC SAFETY FACILITY	01/15/2026	290.16	218	445.4314.5341 ENGINEERING COSTS	None
501866	1225 CITY HALL	01/15/2026	112.84	218	445.4318.5341 ENGINEERING COSTS	None
501867	1225 2025 STREET IMPROVEMENTS	01/15/2026	4,575.00	40025001	101.4311.5311 CONSTRUCTION COST	None
501883	1225 2026 STREET IMPROVEMENTS-SUNDIAL DR/DESIGN & BIDDING	01/15/2026	27,575.00	40026001	101.4311.5311 CONSTRUCTION COST	None
502062	1225 GENERAL ENGINEERING-G.I.S.	01/15/2026	240.00	49000600	101.4311.3032 GENERAL ENGINEERI	None
502062	1225 GENERAL ENGINEERING-STREETS/TRANSPORTATION	01/15/2026	8,872.50	49000200	101.4311.3032 GENERAL ENGINEERI	None

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
502062	1225 GENERAL ENGINEERING-MISC.	01/15/2026	4,574.50	49000500	101.4311.3032 GENERAL ENGINEERI	None
502062	1225 GENERAL ENGINEERING EXP-MISC.	01/15/2026	7.00	49000500	101.4311.3032 GENERAL ENGINEERI	None
502062	1225 GENERAL ENGINEERING-CONSULTANTS/MTGS & ADMIN	01/15/2026	1,800.00	49000001	101.4311.3032 GENERAL ENGINEERI	None
502062	1225 GENERAL ENGINEERING EXP-CONSULTANTS/MTGS & ADMIN	01/15/2026	21.00	49000001	101.4311.3032 GENERAL ENGINEERI	None
502062	1225 STORMWATER-CONSULTING	01/15/2026	216.50	49000803	609.4825.3081 CONSULTANTS	None
502062	1225 STORMWATER EXP-CONSULTING	01/15/2026	7.00	49000803	609.4825.3081 CONSULTANTS	None
Total SEH INC:			48,405.50			
<b>SENTRA-SOTA SHEET METAL INC</b>						
R1.000039540	REFUND DUPLICATE PAYMENT GAS INSTALLER LICENSE	01/12/2026	100.00	0	101.4241.4981 REFUNDS & REIMBUR	None
Total SENTRA-SOTA SHEET METAL INC:			100.00			
<b>SHIFT TECHNOLOGIES INC</b>						
16155	120325 EMAIL/ACCOUNT ISSUES-AMP	01/06/2026	70.00	50	101.4556.3212 COMPUTERS/IT	None
16155	1204-121225 SCR EMAIL/CONTROLLER ISSUES-AMP	01/06/2026	308.00	0	101.4555.3212 COMPUTERS/IT	None
16156 BI/PLAN	123025 CASELLE PORTAL DOWNLOAD & INSTALLATION-JN	01/06/2026	116.20	0	101.4191.3212 COMPUTERS/IT	None
16156 BI/PLAN	121125 COMPUTER SPACE CLEAN-UP-ML	01/06/2026	35.00	0	101.4241.3212 COMPUTERS/IT	None
16156 CL	1201-121825 COMPUTER PROFILE SET-UP-LF	01/06/2026	231.20	0	101.4151.3212 COMPUTERS/IT	None
16156 CL	1201-123025 BACKUP/PERMISSIONS/DATASERVER/COMPUTER ISSUES-CL	01/06/2026	396.20	0	101.4151.3212 COMPUTERS/IT	None
16156 PW	1204-122225 CALENDAR & PHONE ISSUES-AMP MOVE	01/06/2026	116.20	0	101.4555.3212 COMPUTERS/IT	None
16156 PW	1202-121125 OFFICE 365/USERLOCK/VPN SET-UP-EB	01/06/2026	185.00	0	609.4825.3212 COMPUTERS/IT	None
16156 PW	1203-121525 COMPUTER LOG-IN-SL/SCANNER ISSUE-WS/VPN-ZD	01/06/2026	151.20	0	101.4312.3212 COMPUTERS/IT	None
16156 PW	0923-100125 SITE TO SITE VPN -WTP	01/06/2026	128.70	0	601.4825.3212 COMPUTERS/IT	None
Total SHIFT TECHNOLOGIES INC:			1,737.70			
<b>SILVERSMITH DATA</b>						
420352	DATA PLAN-ASSET MANAGEMENT SOFTWARE	01/15/2026	600.00	0	101.4312.3214 SOFTWARE & SUBSCR	None
Total SILVERSMITH DATA:			600.00			
<b>SPARKY'S TOOLS LLC</b>						
D37271	GREASE FITTING CLEANER-PW SHOP	01/13/2026	64.99	0	101.4312.2211 REPAIR & MAINTENAN	None
Total SPARKY'S TOOLS LLC:			64.99			
<b>STEARNS COUNTY MUNICIPAL LGE</b>						
2026	2026 MEMBERSHIP DUES	01/01/2026	100.00	0	101.4111.4331 MISCELLANEOUS - DU	None

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
Total STEARNS COUNTY MUNICIPAL LGE:			100.00			
<b>SUMMIT COMPANIES</b>						
3638114	FIRE ALARM SYSTEM RESET-CH	11/04/2025	225.00	0	101.4194.3711 REPAIR & MAINTENAN	None
Total SUMMIT COMPANIES:			225.00			
<b>TRAUT COMPANIES</b>						
386073	011526 WATER TESTS (5)	01/14/2026	175.00	0	601.4825.4351 WATER TESTS	None
Total TRAUT COMPANIES:			175.00			
<b>TREVIPAY</b>						
4db83c63	BARREL PUMP-PW SHOP	01/13/2026	229.99	0	101.4312.2211 REPAIR & MAINTENAN	None
Total TREVIPAY:			229.99			
<b>TRI-COUNTY HUMANE SOCIETY</b>						
042025	1007-122625 STRAY ANIMAL BOARDING/ETC	01/13/2026	900.00	0	101.4271.4389 OTHER CONTRACTUA	None
Total TRI-COUNTY HUMANE SOCIETY:			900.00			
<b>ULINE INC</b>						
202450043	TYCHEM DELUXE COVERALLS (4)-FD	01/06/2026	91.78	0	101.4221.2111 OPERATING SUPPLIES	None
Total ULINE INC:			91.78			
<b>USA MOBILE DRUG TESTING</b>						
5696	ANNUAL RANDOM DRUG TESTING MANAGEMENT FEE	01/10/2026	300.00	0	101.4312.3051 PROF SERVICES - PH	Medical/Health
Total USA MOBILE DRUG TESTING:			300.00			
<b>WENDT &amp; SONS INC</b>						
122262025	122425 SNOW REMOVAL-102 10TH AVE N	12/26/2025	124.00	1	101.4313.3711 REPAIR & MAINTENAN	None
122262025	122425 SNOW REMOVAL-920 3RD ST N	12/26/2025	124.00	1	101.4313.3711 REPAIR & MAINTENAN	None
Total WENDT & SONS INC:			248.00			
<b>XCEL ENERGY</b>						
51-001288171	122125-012226 1700 PARKWAY DR-AMP LIGHTING	01/23/2026	1,705.09	50	101.4555.3811 PUBLIC UTILITY SERVI	None

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
51-5756262-2 / 122325-012626	WATER TREATMENT PLANT	01/26/2026	7,285.12	0	601.4822.3811 PUBLIC UTILITY SERVI	None
Total XCEL ENERGY:			8,990.21			
Grand Totals:			1,611,232.74			

---

Report Criteria:

- Detail report.
  - Invoices with totals above \$0.00 included.
  - Only unpaid invoices included.
  - Invoice.Batch = "01/29/2026"
-

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
<b>FALCON NATIONAL BANK</b>						
012926-FALCO	WIRE FEE TO WIRE \$549,917.80 FROM LMC 4M FUND (PUBLIC SAFETY)	01/29/2026	20.00	0	101.4151.4321 FEES FOR WIRE TRAN	None
012926-FALCO	WIRE FEE TO WIRE \$213,856.92 FROM LMC 4M FUND (CITY HALL/CIP)	01/29/2026	20.00	0	101.4151.4321 FEES FOR WIRE TRAN	None
012926-FALCO	WIRE FEE TO WIRE \$748,500.00 FROM LMC 4M FUND	01/29/2026	20.00	0	101.4151.4321 FEES FOR WIRE TRAN	None
Total FALCON NATIONAL BANK:			<u>60.00</u>			
Grand Totals:			<u><u>60.00</u></u>			

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
<b>PAYMENT SERVICES NETWORK INC</b>						
320947	0126 CREDIT CARD FEES	02/03/2026	94.90	0	101.4151.4325 FEES FOR ELECTRONI	None
320947	0126 CREDIT CARD MACHINE SERVICE FEE	02/03/2026	15.00	0	101.4151.4325 FEES FOR ELECTRONI	None
Total PAYMENT SERVICES NETWORK INC:			109.90			
Grand Totals:			109.90			

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
<b>AMERICAN DOOR WORKS</b>						
00-035639	DOOR ADJUSTMENT & PREVENTATIVE MAINTENANCE-WTP	01/22/2026	170.00	0	601.4822.3711 REPAIR & MAINTENAN	None
Total AMERICAN DOOR WORKS:			170.00			
<b>ARVIG ENTERPRISES INC</b>						
437943-01/20/	0120-021926 INTERNET BI	01/20/2026	29.13	0	101.4241.3211 COMMUNICATIONS	None
437943-01/20/	0120-021926 INTERNET CL	01/20/2026	131.08	0	101.4151.3211 COMMUNICATIONS	None
437943-01/20/	0120-021926 INTERNET FD	01/20/2026	72.82	0	101.4221.3211 COMMUNICATIONS	None
437943-01/20/	0120-021926 INTERNET PW	01/20/2026	194.20	0	101.4312.3211 COMMUNICATIONS	None
437943-01/20/	0120-021926 INTERNET WATER	01/20/2026	29.13	0	601.4825.3211 COMMUNICATIONS	None
437943-01/20/	0120-021926 INTERNET SEWER	01/20/2026	29.13	0	605.4825.3211 COMMUNICATIONS	None
Total ARVIG ENTERPRISES INC:			485.49			
<b>AUTO VALUE-ST CLOUD</b>						
62187938	TOUCH-UP PAINT-PLOW TRUCKS	01/26/2026	131.96	0	101.4312.2211 REPAIR & MAINTENAN	None
7028520	SOLENIOD #444	01/20/2026	27.39	200444	101.4312.2211 REPAIR & MAINTENAN	None
7028520	SOLENIOD-PW STOCK	01/20/2026	27.39	0	101.4312.2211 REPAIR & MAINTENAN	None
Total AUTO VALUE-ST CLOUD:			186.74			
<b>BATTERIES PLUS BULB</b>						
P89118151	UPS BATTERY-PD SQUAD ROOM	01/23/2026	19.99	0	101.4211.2111 OPERATING SUPPLIES	None
Total BATTERIES PLUS BULB:			19.99			
<b>CASELLE LLC</b>						
INV-15745	SENSUS AMI SOFTWARE IMPLEMENTATION/SUPPORT	01/31/2026	1,800.00	0	601.4824.2213 WATER METERS - PLA	Nonemployee
Total CASELLE LLC:			1,800.00			
<b>CINTAS CORPORATION NO 2</b>						
5314824907	012726 CHECK/FILL/CLEAN FIRST AID CABINETS-GB	01/27/2026	104.36	0	101.4194.4384 SERVICE CONTRACT	None
Total CINTAS CORPORATION NO 2:			104.36			
<b>CITY OF WAITE PARK</b>						
012026 AMP	4TH QUARTER 2025 WATER/SEWER-AMP	01/20/2026	253.72	50	101.4555.3811 PUBLIC UTILITY SERVI	None
012026 PW	4TH QUARTER 2025 WATER/SEWER-BOY SCOUT BLDG	01/20/2026	170.83	0	101.4194.3811 PUBLIC UTILITY SERVI	None
012026 PW	4TH QUARTER 2025 WATER/SEWER-LIBRARY	01/20/2026	137.34	0	101.4196.3811 PUBLIC UTILITY SERVI	None

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
012026 PW	4TH QUARTER 2025 WATER/SEWER-EMS/RADIO CLUB	01/20/2026	768.68	0	101.4251.3811 PUBLIC UTILITY SERVI	None
012026 PW	4TH QUARTER 2025 WATER/SEWER-PW	01/20/2026	1,591.75	0	101.4312.3811 PUBLIC UTILITY SERVI	None
012026 PW	4TH QUARTER 2025 WATER/SEWER-PARKS	01/20/2026	271.87	0	101.4552.3811 PUBLIC UTILITY SERVI	None
012026 PW	4TH QUARTER 2025 WATER	01/20/2026	16,237.24	0	601.4825.3811 PUBLIC UTILITY SERVI	None
012026 PW	4TH QUARTER 2025 SEWER	01/20/2026	66.96	0	605.4825.3811 PUBLIC UTILITY SERVI	None
012026 PW	4TH QUARTER 2025 WATER/SEWER-CL	01/20/2026	4.77	0	101.4151.3811 PUBLIC UTILITY SERVI	None
012026 PW	4TH QUARTER 2025 WATER/SEWER-PD	01/20/2026	51.25	0	101.4211.3811 PUBLIC UTILITY SERVI	None
012026 PW	4TH QUARTER 2025 WATER/SEWER-FD	01/20/2026	22.64	0	101.4221.3811 PUBLIC UTILITY SERVI	None
012026 PW	4TH QUARTER 2025 WATER/SEWER-BI	01/20/2026	1.19	0	101.4241.3811 PUBLIC UTILITY SERVI	None
Total CITY OF WAITE PARK:			19,578.24			
<b>GALLS LLC</b>						
033878561	UNIFORM TDU BELT & BUCKLE-AS	01/27/2026	25.00	0	101.4211.4381 UNIFORMS	None
Total GALLS LLC:			25.00			
<b>GILLELAND</b>						
251378	NEW 2026 CHEVY COLORADO #425	01/15/2026	35,940.00	200425	101.4312.5911 CAPITAL EXPENDITUR	None
Total GILLELAND:			35,940.00			
<b>HEARTLAND SECURITY SERVICES</b>						
855551	ANNUAL FIRE SPRINKLER INSP-WTP	01/27/2026	367.50	0	601.4825.3711 REPAIR & MAINTENAN	Nonemployee
Total HEARTLAND SECURITY SERVICES:			367.50			
<b>INFINIT TECHNOLOGIES LLC</b>						
INV-0181	ANNUAL WIFI SERVICE-WTP	01/24/2026	574.20	0	601.4825.3211 COMMUNICATIONS	None
Total INFINIT TECHNOLOGIES LLC:			574.20			
<b>LEGACY UPFITTER INC</b>						
80007	UPFITTING EQUIPMENT #425	01/22/2026	1,284.00	200425	101.4312.5911 CAPITAL EXPENDITUR	None
Total LEGACY UPFITTER INC:			1,284.00			
<b>LEWIS MOTOR REPAIR INC</b>						
59680	FAN BELT-PW MUA AIR EXCHANGE #7	01/27/2026	10.73	0	101.4194.2211 REPAIR & MAINTENAN	None

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
Total LEWIS MOTOR REPAIR INC:			10.73			
<b>MENARDS INC</b>						
77418	9V & AAA BATTERIES/THERMOMETER-GB	01/20/2026	33.45	0	101.4194.2211 REPAIR & MAINTENAN	None
77508	METRIC BOLTS-PW SHOP	01/21/2026	16.26	0	101.4312.2211 REPAIR & MAINTENAN	None
77568	CO ALARM-PD AREA OF PW	01/22/2026	67.97	0	101.4194.2211 REPAIR & MAINTENAN	None
Total MENARDS INC:			117.68			
<b>MN COPY SYSTEMS</b>						
444383	0112-021126 EMAIL ACCOUNT FOR ADMIN COPIER	02/02/2026	10.00	0	101.4151.3214 SOFTWARE & SUBSCR	None
Total MN COPY SYSTEMS:			10.00			
<b>MN DEPT OF HEALTH</b>						
012126 CERT	WATER OPERATOR CLASS C CERTIFICATION/LICENSE-ZD	01/21/2026	23.00	0	601.4825.4331 MISCELLANEOUS - DU	None
Total MN DEPT OF HEALTH:			23.00			
<b>MN VALLEY TESTING LABORATORIES</b>						
1343129	012626 WASTEWATER TESTS	01/28/2026	207.94	0	605.4825.4382 SEWER TESTING	None
1343132	012626 ADD'L WASTEWATER TESTS	01/28/2026	60.98	0	605.4825.4382 SEWER TESTING	None
Total MN VALLEY TESTING LABORATORIES:			268.92			
<b>PROFESSIONAL OFFICE SERVICES INC</b>						
003804560	1ST QTR 2026 NEWSLETTER	01/13/2026	523.60	0	101.4113.3521 PRINTING & BINDING	None
Total PROFESSIONAL OFFICE SERVICES INC:			523.60			
<b>RELIANCE STANDARD LIFE INSURANCE COMPANY</b>						
0226 BI/PLAN	0226 LIFE INSURANCE PREMIUM-BI	01/16/2026	11.75	0	101.4241.1341 LIFE INSURANCE	None
0226 BI/PLAN	0226 LIFE INSURANCE PREMIUM-PLANNING	01/16/2026	11.75	0	101.4191.1341 LIFE INSURANCE	None
0226 BI/PLAN	0226 DISABILITY INSURANCE PREMIUM-BI	01/16/2026	32.50	0	101.4241.1331 DISABILITY INSURANC	None
0226 BI/PLAN	0226 DISABILITY INSURANCE PREMIUM-PLANNING	01/16/2026	65.67	0	101.4191.1331 DISABILITY INSURNAC	None
0226 CL	0226 LIFE INSURANCE PREMIUM-CL	01/16/2026	64.60	0	101.4151.1341 LIFE INSURANCE	None
0226 CL	0226 DISABILITY INSURANCE PREMIUM-CL	01/16/2026	295.08	0	101.4151.1331 DISABILITY INSURANC	None
0226 PD	0226 LIFE INSURANCE PREMIUM-PD	01/16/2026	242.25	0	101.4211.1341 LIFE INSURANCE	None
0226 PD	0226 DISABILITY INSURANCE PREMIUM-PD	01/16/2026	967.12	0	101.4211.1331 DISABILITY INSURANC	None
0226 PW	0226 LIFE INSURANCE PREMIUM-GB	01/16/2026	13.91	0	101.4194.1341 LIFE INSURANCE	None

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
0226 PW	0226 LIFE INSURANCE PREMIUM-PW	01/16/2026	79.19	0	101.4312.1341 LIFE INSURANCE	None
0226 PW	0226 LIFE INSURANCE PREMIUM-SNOW	01/16/2026	7.34	0	101.4313.1341 LIFE INSURANCE	None
0226 PW	0226 LIFE INSURANCE PREMIUM-AMP	01/16/2026	11.75	0	101.4556.1341 LIFE INSURANCE	None
0226 PW	0226 LIFE INSURANCE PREMIUM-PARKS	01/16/2026	23.20	0	101.4552.1341 LIFE INSURANCE	None
0226 PW	0226 LIFE INSURANCE PREMIUM-WATER	01/16/2026	41.49	0	601.4825.1341 LIFE INSURANCE	None
0226 PW	0226 LIFE INSURANCE PREMIUM-SEWER	01/16/2026	25.52	0	605.4825.1341 LIFE INSURANCE	None
0226 PW	0226 DISABILITY INSURANCE PREMIUM-GB	01/16/2026	49.24	0	101.4194.1331 DISABILITY INSURANC	None
0226 PW	0226 DISABILITY INSURANCE PREMIUM-PW	01/16/2026	296.93	0	101.4312.1331 DISABILITY INSURNAC	None
0226 PW	0226 DISABILITY INSURANCE PREMIUM-SNOW	01/16/2026	24.82	0	101.4313.1331 DISABILITY INSURANC	None
0226 PW	0226 DISABILITY INSURANCE PREMIUM-AMP	01/16/2026	51.11	0	101.4556.1331 DISABILITY INSURANC	None
0226 PW	0226 DISABILITY INSURANCE PREMIUM-PARKS	01/16/2026	91.29	0	101.4552.1331 DISABILITY INSURANC	None
0226 PW	0226 DISABILITY INSURANCE PREMIUM-WATER	01/16/2026	178.04	0	601.4825.1331 DISABILITY INSURANC	None
0226 PW	0226 DISABILITY INSURANCE PREMIUM-SEWER	01/16/2026	111.36	0	605.4825.1331 DISABILITY INSURANC	None
Total RELIANCE STANDARD LIFE INSURANCE COMPANY:			2,695.91			
<b>SHI INTERNATIONAL CORP</b>						
B20750160	0126-110226 ADOBE PRO DC-LF	01/28/2026	77.14	0	101.4151.3214 SOFTWARE & SUBSCR	None
B20750160 P	0126-110226 ADOBE PRO DC-EB	01/28/2026	77.14	0	609.4825.3214 SOFTWARE & SUBSCR	None
Total SHI INTERNATIONAL CORP:			154.28			
<b>SUMMIT COMPANIES</b>						
3811829	FIRE EXTIGUISHER SERVICED-FD	01/27/2026	51.68	0	101.4221.3711 REPAIR & MAINTENAN	None
Total SUMMIT COMPANIES:			51.68			
<b>TENVOORDE FORD INC</b>						
5199606	COOLANT HOSE ASSEMBLY #20-218	01/27/2026	114.82	30020218	101.4211.3711 REPAIR & MAINTENAN	None
Total TENVOORDE FORD INC:			114.82			
<b>THINK TOURISM USA</b>						
2026-232754	2026 AMP ADVERTISING IN ST CLOUD VISITOR GUIDE	01/21/2026	850.00	0	801.4911.4369 EXPENSES APPROVED	None
Total THINK TOURISM USA:			850.00			
<b>TRAUT COMPANIES</b>						
386332	013026 WATER TESTS (5)	01/28/2026	175.00	0	601.4825.4351 WATER TESTS	None

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
Total TRAUT COMPANIES:			175.00			
<b>TREVIPAY</b>						
1751221d	D BATTERIES-PW	01/27/2026	21.99	0	101.4312.2211 REPAIR & MAINTENAN	None
1751221d	HI-VIS VESTS (6)/SWEATSHIRT-PW	01/27/2026	59.98	0	101.4312.2171 SAFETY	None
Total TREVIPAY:			81.97			
<b>ULINE INC</b>						
202817515	LAMINATED FOLDING TABLES (4)-GB	01/13/2026	989.90	0	101.4194.2211 REPAIR & MAINTENAN	None
Total ULINE INC:			989.90			
<b>VERIZON COMMUNICATIONS INC</b>						
6134217715	122325-012226 BBAND-FD	01/22/2026	38.01	0	101.4221.3211 COMMUNICATIONS	None
Total VERIZON COMMUNICATIONS INC:			38.01			
<b>VIKING ELECTRIC SUPPLY INC.</b>						
S009924345.0	SECURITY LIGHT BULBS (12)-RIVERS EDGE PARKING LOT	01/20/2026	449.28	0	101.4552.2211 REPAIR & MAINTENAN	None
Total VIKING ELECTRIC SUPPLY INC.:			449.28			
Grand Totals:			67,090.30			

Report Criteria:  
 Detail report.  
 Invoices with totals above \$0.00 included.  
 Only unpaid invoices included.  
 Invoice.Batch = "02/05/2026"