



19 13th Avenue North  
Waite Park, MN 56387

## City Council Agenda Tuesday, January 21, 2025 6:30 P.M.

### 1. CALL TO ORDER

#### A. Zoom Instructions

Documents:

[JOIN ZOOM MEETING.PDF](#)

### 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 Pay Equity Report**

Documents:

[STAFF REPORT PAY EQUITY.PDF](#)  
[2025 PAY EQUITY REPORT.PDF](#)

**B. Approve Building Permit Software**

Documents:

[CONSENT AGENDA ITEM - PERMIT SOFTWARE, 1-21-25.PDF](#)  
[WAITE PARK, MN COMMUNITY DEVELOPMENT PROPOSAL 11-27-24 ML.PDF](#)

**6. REGULAR AGENDA ITEMS**

**A. Repeal Ordinance 71 - Cannabinoid Products**

Documents:

[STAFF REPORT - REPEALING ORDINANCE 71.PDF](#)  
[ORDINANCE 71 CANNABINOIDS.PDF](#)

**B. Amend Ordinance 72 – Cannabis & Hemp Retail Businesses & Temporary Cannabis Events**

Documents:

[STAFF REPORT - AMENDING ORDINANCE 72.PDF](#)  
[WAITE PARK CANNABIS REGISTRATION ORDINANCE AMENDMENT V.1 010624.PDF](#)

**C. Amend Appendix B - Fee Schedule**

Documents:

[STAFF REPORT - AMENDING APPENDIX B - FEE SCHEDULE.PDF](#)  
[FEE SCHEDULE - PROPOSED REVISIONS.PDF](#)

**D. Consider Board Appointments And Acting Mayor**

Documents:

[BOARD APPOINTMENTS AND ACTING MAYOR APPOINTMENT.PDF](#)  
[2025 PROPOSED APPOINTMENTS - ACTING MAYOR.PDF](#)

**7. COUNCIL/MAYOR**

**A. Approve Bills; Other Business**

Documents:

1-21-25 APPROVE BILLS AND OTHER BUSINESS AGENDA  
ITEM.PDF  
ACCOUNTS PAYABLE FOR 1-21-25 COUNCIL MEETING.PDF

**8. ADMINISTRATOR UPDATE**

**Adjourn**

## [Join Zoom Meeting](#)

One tap US: [+1301715859283385723420954249](tel:+1301715859283385723420954249) or  
mobile: [+1305224196883385723420954249](tel:+1305224196883385723420954249)

Meeting [https://us02web.zoom.us/j/83385723420?pwd=jq8nP6vtwNmklMhkNsaJ9Z9FOm9QsL](https://us02web.zoom.us/j/83385723420?pwd=jq8nP6vtwNmklMhkNsaJ9Z9FOm9QsL.1&from=addon)  
URL: [.1&from=addon](https://us02web.zoom.us/j/83385723420?pwd=jq8nP6vtwNmklMhkNsaJ9Z9FOm9QsL.1&from=addon)

Meeting 833 8572 3420

ID:

Passcod954249

e:

## **Join by Telephone**

For higher quality, dial a number based on your current location.

Dial: +1 301 715 8592 US (Washington DC)  
+1 305 224 1968 US  
+1 309 205 3325 US  
+1 312 626 6799 US (Chicago)  
+1 646 931 3860 US  
+1 929 205 6099 US (New York)  
+1 253 215 8782 US (Tacoma)  
+1 346 248 7799 US (Houston)  
+1 360 209 5623 US  
+1 386 347 5053 US  
+1 507 473 4847 US  
+1 564 217 2000 US  
+1 669 444 9171 US  
+1 669 900 6833 US (San Jose)  
+1 689 278 1000 US  
+1 719 359 4580 US  
+1 253 205 0468 US

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## **City Council Agenda**

Tuesday, January 21, 2025

6:30 PM

1. Call to Order
2. Pledge of Allegiance
3. Swearing In of Council Members & Mayor
4. Public Input
5. Review and Approve Council Agenda
6. Consent Agenda Items
  - A. Approve Pay Equity Report
  - B. Approve Building Permit Software
7. Regular Agenda Items
  - A. Repeal Ordinance 71 – Cannabinoid Products
  - B. Amend Ordinance 72 – Cannabis & Hemp Retail Businesses & Temporary Cannabis Events
  - C. Amend Appendix B – Fee Schedule
  - D. Consider Board Appointments & Acting Mayor
8. Council/Mayor
  - A. Approve Bills; Other Business
9. Administrator Update
10. Adjourn

**Adjourn**



Staff Report: Approve Pay Equity Report as presented

Every three years, we are required to submit a pay equity report to the State of Minnesota. Pay equity ensures that all genders are paid equitably within a public organization. As part of this compliance, the City Council is required to approve the report. The City is in compliance with the pay equity and just needs formal approval from the City Council on this item to make this official. Enclosed is a copy of the report for your review.

## Pay Equity Implementation Report

### Part A: Jurisdiction Identification

Jurisdiction: Waite Park  
 19 - 13th Avenue North  
 PO Box 339  
 Waite Park, MN 56387

Jurisdiction Type: City

Contact: Shaunna Johnson

Phone: (320) 252-6822

E-Mail: shaunna.johnson@ci.waitepark.mn.us

Contact: Lori Glanz-Gambrino

Phone: (320) 252-6822

E-Mail: lori.glanz@ci.waitepark.mn.us

### Part B: Official Verification

- The job evaluation system used measured skill, effort responsibility and working conditions and the same system was used for all classes of employees.

The system was used: Consultant

Description:

SAFE System-same as last submittal

- Health Insurance benefits for male and female classes of comparable value have been evaluated and:  
 There is no difference and female classes are not at a disadvantage.

- An official notice has been posted at:  
 Waite Park City Hall 19 13th Avenue North  
 Waite Park, MN

(prominent location)

informing employees that the Pay Equity Implementation Report has been filed and is available to employees upon request. A copy of the notice has been sent to each exclusive representative, if any, and also to the public library.

The report was approved by:

January 21, 2025

(governing body)

Governing Body

(chief elected official)

Mayor Ken Schmitt

(title)

### Part C: Total Payroll

\$5266085.36

is the annual payroll for the calendar year just ended December 31.

- [ ] Checking this box indicates the following:
- signature of chief elected official
  - approval by governing body
  - all information is complete and accurate, and
  - all employees over which the jurisdiction has final budgetary authority are included
- Date Submitted: 1/15/2025

## Compliance Report

Jurisdiction: Waite Park  
 19 - 13th Avenue North  
 PO Box 339  
 Waite Park, MN 56387

Report Year: 2025  
 Case: 1 - 2025 Report (Private (Jur Only))

Contact: Shaunna Johnson

Phone: (320) 252-6822

E-Mail: shaunna.johnson@ci.waitepark.mn.us

The statistical analysis, salary range and exceptional service pay test results are shown below. Part I is general information from your pay equity report data. Parts II, III and IV give you the test results.

For more detail on each test, refer to the Guide to Pay Equity Compliance and Computer Reports.

### I. GENERAL JOB CLASS INFORMATION

	Male Classes	Female Classes	Balanced Classes	All Job Classes
# Job Classes	11	13	0	24
# Employees	32	13	0	45
Avg. Max Monthly Pay per employee	8054.57	8107.50		8069.86

### II. STATISTICAL ANALYSIS TEST

#### A. Underpayment Ratio = 196.9697 \*

	Male Classes	Female Classes
a. # At or above Predicted Pay	6	10
b. # Below Predicted Pay	5	3
c. TOTAL	11	13
d. % Below Predicted Pay (b divided by c = d)	45.45	23.08

\*(Result is % of male classes below predicted pay divided by % of female classes below predicted pay.)

#### B. T-test Results

Degrees of Freedom (DF) = 43	Value of T = -3.383
------------------------------	---------------------

a. Avg. diff. in pay from predicted pay for male jobs = -13

b. Avg. diff. in pay from predicted pay for female jobs = 236

### III. SALARY RANGE TEST = 100.00 (Result is A divided by B)

A. Avg. # of years to max salary for male jobs = 9.00

B. Avg. # of years to max salary for female jobs = 9.00

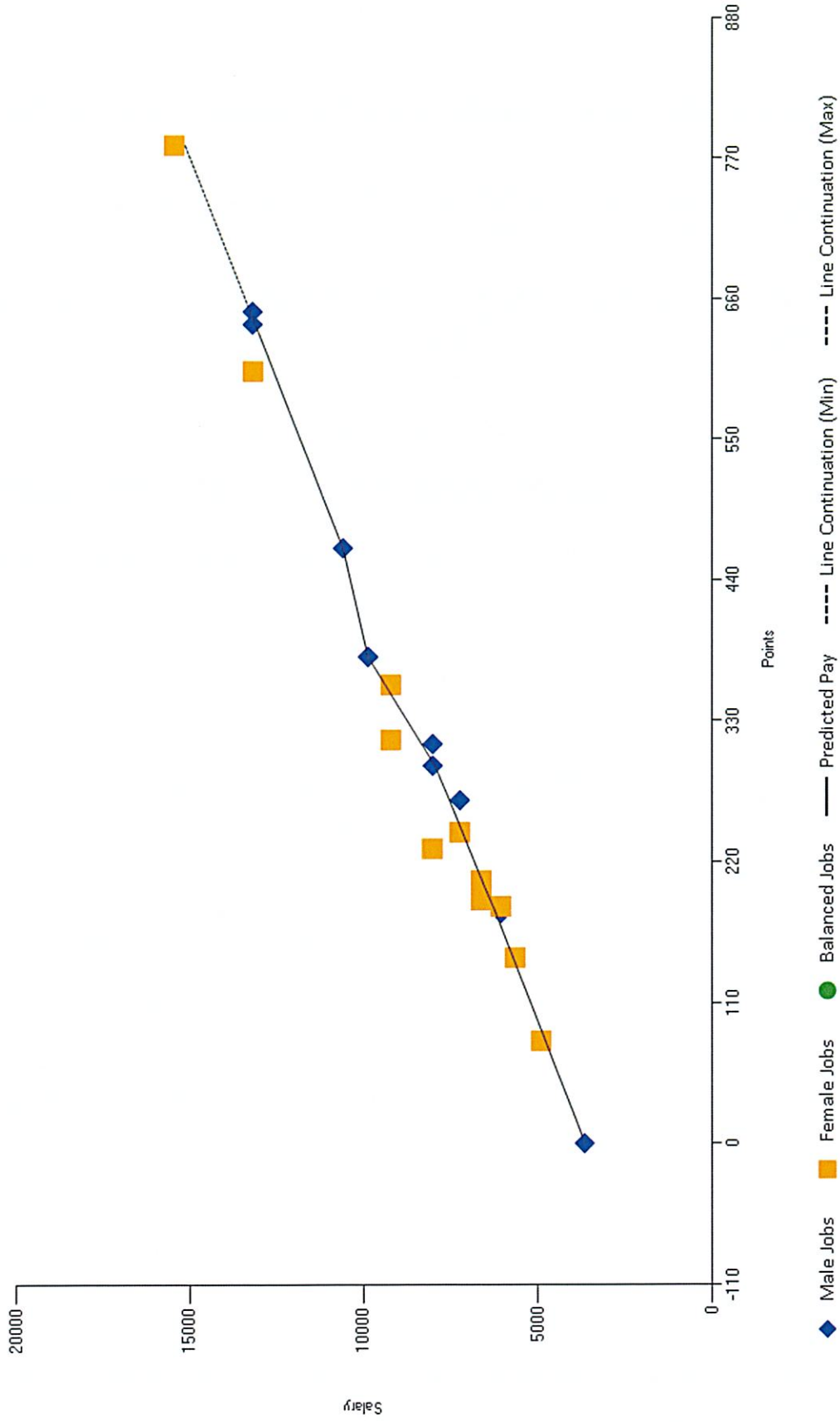
### IV. EXCEPTIONAL SERVICE PAY TEST = 0.00 (Result is B divided by A)

A. % of male classes receiving ESP = 0.00 \*

B. % of female classes receiving ESP = 0.00

\*(If 20% or less, test result will be 0.00)

## Predicted Pay Report for: Waite Park Case: 2025 Report





## Predicted Pay Report for: Waite Park Case: 2025 Report

Job Nbr	Job Title	Nbr Males	Nbr Females	Non-Binary	Total Nbr	Job Type	Job Points	Max Mo Salary	Predicted Pay	Pay Difference
25	Part-time Public Works Worker	2	0			Male	0	3661.8300	3650.4317	11.3983
20	Part-Time Records Technician	0	1			Female	80	4915.8900	4813.1910	102.6990
1	Administrative Associate	0	1			Female	145	5655.6400	5742.1054	-86.4654
22	Community Service Officer	1	0			Male	180	6065.6700	6214.6321	-148.9621
2	Administrative Building & Plan	0	1			Female	185	6065.6700	6289.9889	-224.3189
27	Accounting Clerk	0	1			Female	190	6626.7400	6365.3457	261.3943
5	Community Outreach Specialist	0	1			Female	193	6626.7400	6468.4625	158.2775
13	Records & Evidence Technician	0	1			Female	195	6626.7400	6490.1603	136.5797
9	Public Works Technician	7	0			Male	203	6626.7400	6575.6999	51.0401
18	Utility Billing/Media Publicat	0	1			Female	205	6626.7400	6596.9805	29.7595
21	Human Resource Generalist	0	1			Female	230	8017.9900	6969.3776	1048.6124
10	Police Administrative Asst	0	1			Female	243	7239.7200	7159.6004	80.1196
19	Utility Operator	3	0			Male	268	7239.7200	7535.7913	-296.0713
12	Police Officer	8	1			Male	295	8017.9900	7955.8710	62.1190
26	Mechanic Foreman	1	0			Male	312	8017.9900	8330.6764	-312.6864
6	City Clerk	0	1			Female	315	9195.8000	8397.5242	798.2758
23	Facility Events Supervisor	0	1			Female	358	9195.8000	9365.9065	-170.1065
16	PW Supervisor	2	0			Male	380	9862.4900	9858.6367	3.8533
14	Police Sergeant	4	0			Male	380	9856.7100	9858.6367	-1.9267
3	Planning & Community Developme	1	0			Male	465	10577.5200	10577.5200	0.0000
7	Finance Director	0	1			Female	603	13170.6300	12564.8805	605.7495
15	Public Works Director	1	0			Male	640	13170.6300	13096.8838	73.7462
11	Police Chief	1	0			Male	650	13170.6300	13240.3958	-69.7658
4	City Administrator	0	1			Female	780	15433.4300	15109.4148	324.0152

**Job Number Count: 24**



# Job Class Data Entry Verification List

Case: 2025 Report

Waite Park

LGID: 1378

Job Nbr	Class Title	Nbr Males	Nbr Females	Non-Binary	Class Type	Jobs Points	Min Mo Salary	Max Mo Salary	Yrs to Max Salary	Yrs of Service	Exceptional Service Pay
25	Part-time Public Works Worker	2	0		M	0	2772.80	3661.83	9.00		
20	Part-Time Records Technician	0	1		F	80	3661.83	4915.89	9.00		
1	Administrative Associate	0	1		F	145	4212.86	5655.64	9.00		
22	Community Service Officer	1	0		M	180	4518.29	6065.67	9.00		
2	Administrative Building & Plan	0	1		F	185	4518.29	6065.67	9.00		
27	Accounting Clerk	0	1		F	190	4936.23	6626.74	9.00		
5	Community Outreach Specialist	0	1		F	193	4936.23	6626.74	9.00		
13	Records & Evidence Technician	0	1		F	195	4936.23	6626.74	9.00		
9	Public Works Technician	7	0		M	203	4936.23	6626.74	9.00		
18	Utility Billing/Media Publicat	0	1		F	205	4936.23	6626.74	9.00		
21	Human Resource Generalist	0	1		F	230	5972.56	8017.99	9.00		
10	Police Administrative Asst	0	1		F	243	5392.83	7239.72	9.00		
19	Utility Operator	3	0		M	268	5392.83	7239.72	9.00		
12	Police Officer	8	1		M	295	5972.56	8017.99	9.00		
26	Mechanic Foreman	1	0		M	312	5972.56	8017.99	9.00		
6	City Clerk	0	1		F	315	6849.91	9195.80	9.00		
23	Facility Events Supervisor	0	1		F	358	6849.91	9195.80	9.00		
16	PW Supervisor	2	0		M	380	7346.52	9862.49	9.00		
14	Police Sergeant	4	0		M	380	7342.22	9856.71	9.00		
3	Planning & Community Developme	1	0		M	465	7879.15	10577.52	9.00		
7	Finance Director	0	1		F	603	9810.72	13170.63	9.00		
15	Public Works Director	1	0		M	640	9810.72	13170.63	9.00		
11	Police Chief	1	0		M	650	9810.72	13170.63	9.00		
4	City Administrator	0	1		F	780	11496.29	15433.43	9.00		

Job Number Count: 24



## Staff Report – Consent Agenda Item

**Issue: Building Permit Software Purchase**

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### **BACKGROUND**

City staff is requesting approval of purchase agreement to implement new building permitting software via Civic Systems LLC. Proposed amount of initial investment (see attached) is \$21,700 plus annual support in amount of \$5,555. Additional option modules to increase functionality may be considered in future as needs and budget ability may necessitate and allow for.

Support for current building permitting software is waning and functionality is outdated. The proposed software package would integrate well with existing City financial software as well as open availability for online portal permitting submittal/approval for residents and contractors.

The initial investment of \$21,700 will be able to paid via remaining ARPA funding.

# Software Purchase Agreement

**Civic Systems, LLC**  
**P.O. Box 7398**  
**Madison, WI 53707-7398**

**City of Waite Park**  
**19 13th Ave N**  
**Waite Park, MN 56387**

You agree to purchase the software and services detailed below and Civic Systems, LLC agrees to provide them. **\$10,850 is due upon execution of the contract with \$10,850 is due at training.** The information provided in this proposal is valid for 60 days from date of issue.

## INVESTMENT SUMMARY

License Fee – Community Development	\$	10,000
• 2 Additional Named Hosted Users (Total of 12)		
• Building Permits		
• Approvals and Notifications		
• Citizen Port (3 Permit Forms)		
Implementation Service Estimate		11,700
• Training, Setup and Open Permits Conversion		
• 78 HRs @ \$150/HR		
Total Investment	<b>\$</b>	<b>21,700</b>
Annual Support Increase (Includes 2 Named Hosted Users)	<b>\$</b>	<b>5,555</b>

\*Above amounts do not include travel costs.

\*\*Above amounts do not include conversion history.

\*\*\* The City of Waite Park has a total of 10 concurrent user licenses for Connect in total if this contract is executed. If additional concurrent licenses are needed due to this purchase, they can be purchased for \$2,000 each and a hosting fee of \$70/Month for each additional named user above 12.

## SIGNATURE AGREEMENT

The signatures below indicate each party's acceptance of this agreement.

### CITY OF WAITE PARK, MN

Signature: \_\_\_\_\_

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

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

### CIVIC SYSTEMS, LLC

Signature: \_\_\_\_\_

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

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

## Detailed Pricing

Module	License Fee Investment	Setup Cost	Training Cost (\$150/HR)	Total Module Cost	Annual Support Cost
<b>Community Development</b>					
2 Additional Named Users	--	--	--		<b>1,680</b>
Building Permits	10,000	6,000	1,800	<b>17,800</b>	<b>3,000</b>
Approvals and Notifications	Included	Included	Included	<b>Included</b>	<b>Included</b>
Citizen Portal (3 Permit Forms)	--	<u>3,000</u>	<u>900</u>	<b><u>3,900</u></b>	<b><u>875</u></b>
<b>TOTAL INVESTMENT</b>	<b><u>10,000</u></b>	<b><u>9,000</u></b>	<b><u>2,700</u></b>	<b><u>21,700</u></b>	<b><u>5,555</u></b>

\*Above amounts do not include travel expenses

\*\*Full Conversion will be estimated at a later date when we can verify the reports provided. An Estimate is provided on the next page.

\*\*\*The City of Waite Park has a total of 10 concurrent user licenses for Connect in total if this contract is executed. If additional concurrent licenses are needed due to this purchase they can be purchased for \$2,000 each and a hosting fee of \$70/Month for each additional named user above 12.

# Optional Module Pricing

## OPTIONAL MODULES

Module	License Fee Investment	Training Days	Training Cost	Setup Cost	Total Module Cost	Annual Support Cost
Additional Concurrent Users (each)	2,000	--	--	--	<b>2,000</b>	<b>300</b>
Additional Name Hosted Users	--	--	--	--	--	<b>840</b>
Full Conversion of History Estimate	--	--	--	5,400	<b>5,400</b>	--
Code Enforcements	3,300	1/2	600	2,000	<b>5,900</b>	<b>990</b>
Field Inspections	2,700	1/2	600	1,000	<b>4,300</b>	<b>810</b>

\*Above amounts do not include travel expense



**Agenda Item**

Issue: Repeal Ordinance 71 – Cannabinoid Products

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**BACKGROUND:**

As discussed at the January 6<sup>th</sup> Council work session, staff is proposing repealing ordinance 71 – Cannabinoid Products. With the adoption of Ordinance 72 – Cannabis & Hemp Retail Businesses & Temporary Cannabis Events at the December 16, 2024, meeting, staff feels this is the best route for businesses to follow the new ordinance while waiting for the Office of Cannabis Management to be in operation.

**REQUIRED ACTION:** Approve or deny repealing Ordinance 71 – Cannabinoid Products

**RECOMMENDED ACTION:** Approve repealing Ordinance 71 – Cannabinoid Products

**SUGGESTED MOTION:**

Councilmember \_\_\_\_\_ moved to **approve OR deny** repealing Ordinance 71 – Cannabinoid Products OR 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)

CHAPTERS VII & VIII GENERAL REGULATIONS

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ORDINANCE 71     CANNABINOID PRODUCTS

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**Section 71.1. Purpose.** The purpose of this Ordinance is to establish regulations for the sale of cannabinoid products derived from hemp as provided in Minn. Stat. § 151.72.

**Section 71.2. Findings of City Council.** The City Council makes the following findings regarding the need to regulate, license, and inspect establishments that sell certain cannabinoid products:

- A. The Minnesota Legislature enacted new legislation during the 2022 Legislative Session, amending Chapter 98, Article 13. The amendments included changes to Minn. Stat. § 151.72 that allow for the sale of certain previously prohibited cannabinoid products. The Minnesota Legislature enacted additional new legislation during the 2023 Legislative Session, amending Chapters 63 and 340A to 1.) establish an Office of Cannabis Management and 2.) allow for the sale of cannabinoid products by exclusive liquor stores.
- B. Under the new legislation, the City of Waite Park retains authority to regulate licensing and the sale of these cannabinoid products within its jurisdictional boundaries until such time as the Office of Cannabis Management begins issuing cannabis licenses.
- C. The City Council’s mandate to ensure and protect public health, safety, and general welfare of the residents of Waite Park recommends the enactment of rules, regulations, and standards for the newly legal cannabinoid products.

**Section 71.3. Definitions.**

**Subd. 1.** “Cannabinoid product” means any product containing cannabinoids extracted from hemp, including an edible cannabinoid product that is sold for human or animal consumption, and which is subject to Minn. Stat. § 151.72 (2022), as may be amended.

**Subd. 2.** “Certified hemp” has the meaning ascribed to that term by Minn. Stat. § 151.72, Subd. 1(b) (2022), as may be amended.

**Subd. 3.** “Delivery sale” means any sale of any cannabinoid product(s) conducted by any means other than an in-person, over-the-counter sales transaction in a licensed retail establishment. Delivery sale includes, but is not limited to, sales conducted by: telephone or other voice transmission; mail or other written submission; website, mobile device application software, the internet; and/or door-to-door delivery service. Delivery sale includes delivery by

## CHAPTERS VII & VIII GENERAL REGULATIONS

licensees or third parties by any means other than an in-person, over-the-counter sales transaction, including curbside pick-up.

**Subd. 4.** “Edible cannabinoid product” has the meaning ascribed to that term by Minn. Stat. § 151.72, Subd. 1(c) (2022), as may be amended.

**Subd. 5.** “Hemp” has the meaning ascribed to that term by Minn. Stat. § 151.72, Subd. 1(d) (2022), as may be amended.

**Subd. 6.** “Label” has the meaning ascribed to that term by Minn. Stat. § 151.72, Subd. 1(e) (2022), as may be amended

**Subd. 7.** “Labeling” has the meaning ascribed to that term by Minn. Stat. § 151.72, Subd. 1(f) (2022), as may be amended

**Subd. 8.** “Matrix barcode” has the meaning ascribed to that term by Minn. Stat. § 151.72, Subd. 1(g) (2022), as may be amended

**Subd. 9.** “Moveable place of business” means any form of business that is operated out of a movable structure, including but not limited to: kiosks, tents, canopies, booths, pop-up stands, shipping container, temporary shelters of any kind, trucks, vans, automobiles, trailers, wagons, and/or vehicles of any kind.

**Subd. 10.** “Nonintoxicating cannabinoid” has the meaning ascribed to that term by Minn. Stat. § 151.72, Subd. 1(h) (2022), as may be amended

**Subd. 11.** "Operator" means the person in legal possession and control of a location - by reason of ownership, lease, contract or agreement - for the sale of cannabinoid products at retail.

**Subd. 12.** “Retail establishment” means a fixed place of business open to the general public. For purposes of this Ordinance, the term “retail establishment” does not include any: residential home; convenience store; gasoline service stations; bar or restaurant.

**Subd. 13.** “Sale” means any transfer of goods for money, trade, barter or other consideration.

**Subd. 14.** “Self-service vending” means the sale of cannabinoid products without the need of assistance of an employee of a retail establishment licensed pursuant to this Ordinance.

**Subd. 15.** “Vending machine” means any mechanical, electrical or electronic, or other type of device that dispenses cannabinoid products upon the insertion of money, tokens, or other form of payment into or onto the device by any patron of a retail establishment seeking to purchase cannabinoid products.

**Section 71.4. Sales of Cannabinoids.** In accordance with Minn. Stat. § 151.72, Subd.3, and Minn. Stat. 340A.412, subd. 14, as may be amended:

## CHAPTERS VII & VIII GENERAL REGULATIONS

**Subd. 1.** A product containing nonintoxicating cannabinoids, including an edible cannabinoid product, may be sold for human or animal consumption only if all of the requirements of this Ordinance are met, and such product does not contain more tetrahydrocannabinol than permitted under state law.

**Subd. 2.** No other substance extracted or otherwise derived from hemp may be sold for human consumption if the substance is intended:

- A. For external or internal use in the diagnosis, cure, mitigation, treatment, or prevention of disease in humans or animals; or
- B. To affect the structure or any function of the bodies of humans or other animals.

**Subd. 3.** No product containing any cannabinoid or tetrahydrocannabinol extracted or otherwise derived from hemp may be sold to any individual who is under the age of 21.

**Subd. 4.** Products that meet the requirements of this section are not controlled substances under Minn. Stat. § 152.02.

**Section 71.5. Prohibited Sales.** It will be unlawful for any person to sell or otherwise distribute any cannabinoid products within the City:

- A. unless the sale is transacted by a person who holds, or is employed by a person who holds, a current retail cannabinoid product license or sale is transacted by an exclusive liquor store;
- B. unless the sale is transacted in-person, at a retail establishment;
- C. if the sale involves any vending machine or self-service vending
- D. if the sale involves a delivery sale; and
- E. if the sale violates any law, order, ordinance, regulation, or statute.

### **Section 71.6. License Required.**

**Subd. 1.** A license issued by the City is required to sell or otherwise distribute cannabinoid products within the City. Any person desiring a retail cannabinoid products license will make and file with the City an application, in writing, executed in duplicate. The application shall be in a form determined by the City. Such application will give the name and residential address of the applicant and identify the retail establishment from which the applicant proposes to sell retail cannabinoid products, and will provide such other information as the City may require from time to time. The application will be accompanied by the required fee.

## CHAPTERS VII & VIII GENERAL REGULATIONS

**Subd. 2.** The application shall be transmitted to the Chief of Police, in accordance with instructions as determined by the City. The Chief of Police will oversee investigation of all facts and information bearing upon the question of the applicant's fitness to receive the license. Upon completing the investigation, the Chief of Police will report findings to the City, together with recommendations as to the issuance or denial of a license to the applicant.

**Subd. 3.** The report and recommendations of the Chief of Police shall be considered and acted upon by the City Council, who may approve or deny the application. If the City Council approves an application, the City shall execute and deliver a license to the applicant on a form approved by the City Attorney. The duration of such license shall be one year, measured from the date of issuance, or such other time frame as specified, but not to exceed one year.

**Subd. 4.** Pursuant to Minn. Stat. 340A.412, subd. 14, the requirement for a license issued by the City shall be deemed satisfied if a business is an "exclusive liquor store" as that term is defined by Minn. Stat. 340A.101, subd. 10 and the exclusive liquor store has an active license to sell alcoholic beverages, and meets all requirements under Minnesota law to sell alcoholic beverages.

### **Section 71.7. Basis for Denial of License.**

**Subd. 1.** Grounds for denying the issuance or renewal of a license include, but are not limited to, the following:

- A. The applicant is under 21 years of age.
- B. The applicant has been convicted within the past five years of any violation of federal, state, or local law, ordinance, provision, or other regulation relating to cannabinoid products.
- C. The applicant has had a license to sell cannabinoid products, tobacco products, or alcohol products: 1.) revoked at any time; or 2.) suspended within one year of the date of application.
- D. The applicant fails to fully disclose all information sought in the licensing application, or provides false or misleading information.
- E. The applicant is prohibited by federal, state, or other local law, ordinance, or other regulation from holding a license to sell cannabinoid products, tobacco products or alcohol products.
- F. The physical location from which the applicant seeks a license to sell cannabinoid products is not a retail establishment contemplated by this Ordinance.

**Subd. 2.** Transient businesses prohibited. No license will be granted for any form of transient business. A transient business means:

## CHAPTERS VII & VIII GENERAL REGULATIONS

- A. Any movable place of business;
- B. Any business conducted from a permanent structure for a period of less than six (6) consecutive months in each year;

**Subd. 3.** Mistakenly issued license. If a license is mistakenly issued or renewed to a person, the City will revoke the license upon the discovery that the person was ineligible for the license under this Ordinance. The City will provide the license holder with notice of the revocation, along with information on the right to appeal.

**Section 71.8. Testing Requirements.** All testing must comply with the requirements set forth in Minn. Stat. § 151.72, Subd. 4, as may be amended.

**Section 71.9. Labeling Requirements.** All labeling must comply with the requirements set forth in Minn. Stat. § 151.72, Subd. 5, as may be amended.

**Section 71.10. Additional Requirements for Edible Cannabinoid Products.** In accordance with Minn. Stat. § 151.72, Subd. 5a, as may be amended:

**Subd. 1.** An edible cannabinoid product must not:

- A. Bear the likeness or contain cartoon-like characteristics of a real or fictional person, animal, or fruit that appeals to children;
- B. Be modeled after a brand of products primarily consumed by or marketed to children;
- C. Be made by applying an extracted or concentrated hemp-derived cannabinoid to a commercially available candy or snack food item;
- D. Contain an ingredient, other than a hemp-derived cannabinoid, which is not approved by the United States Food and Drug Administration for use in food;
- E. Be packaged in a way that resembles the trademarked, characteristic, or product-specialized packaging of any commercially available food product; or
- F. Be packaged in a container that includes a statement, artwork, or design that could reasonably mislead any person to believe that the package contains anything other than an edible cannabinoid product.

**Subd. 2.** An edible cannabinoid product must be prepackaged in packaging or a container that is child-resistant, tamper-evident, and opaque or placed in packaging or a container that is child-resistant, tamper-evident, and opaque at the final point of sale to a customer. The requirement that packaging be child-resistant does not apply to an edible cannabinoid product that is intended to be consumed as a beverage and which contains no more tetrahydrocannabinol than permitted under state law.

## CHAPTERS VII & VIII GENERAL REGULATIONS

**Subd. 3.** If an edible cannabinoid product is intended for more than a single use or contains multiple servings, each serving must be indicated by scoring, wrapping, or other indicators designating the individual serving size.

**Subd. 4.** A label containing at least the following information must be affixed to the packaging or container of all edible cannabinoid products sold to consumers:

- A. The serving size;
- B. The cannabinoid profile per serving and in total;
- C. A list of ingredients, including identification of any major food allergens declared by name; and
- D. The following statement: “Keep this product out of reach of children.”

**Subd. 5.** An edible cannabinoid product must not contain more tetrahydrocannabinol in a single serving than allowed by state law. Edible cannabinoid products must not contain more tetrahydrocannabinol per package than allowed by state law.

### **Section 71.11. Prohibited Distribution Practices.**

**Subd. 1. Samples Prohibited.** No person shall distribute samples of any cannabinoid product free of charge or at a nominal cost. No person shall distribute cannabinoid products as a free donation.

**Subd. 2. Coupon and Price Promotion Prohibited.** No person shall accept or redeem any coupon, price promotion, or other instrument or mechanism - whether in paper, digital, electronic, mobile, or any other form - that provides any cannabinoid products to a consumer at no cost or at a price that is less than the non-discounted, standard price listed by a retailer on the item or on any related shelving, posting, advertising, or display at the location where the item is sold or offered for sale, including all applicable taxes.

**Subd. 3. Self-Service Prohibited.** All cannabinoid products must be stored behind the sales counter, in a locked case, in a storage unit, or in an area not freely accessible to the general public, such that patrons of the establishment cannot self-serve. Sales and/or dispensing of cannabinoid products through use of a vending machine are prohibited.

**Section 71.12. Adulterated or Misbranded Products.** A cannabinoid product shall be considered adulterated or misbranded under the provisions set forth in Minn. Stat. §151.72, Subd. 6, as may be amended.

**Section 71.13. Signage.** At each location where cannabinoid products are sold, the licensee shall display a sign in plain view to provide public notice that selling any of these products to any person under the age of 21 is illegal and subject to penalties. The notice shall be

## CHAPTERS VII & VIII GENERAL REGULATIONS

placed in a conspicuous location in the licensed establishment and shall be readily visible to any person who is purchasing or attempting to purchase these products.

**Section 71.14. Age Verification.** At each location where edible cannabinoid products are sold, the licensee shall verify, by means of government-issued photographic identification containing the bearer's date of birth, that the purchaser or person attempting to make the purchase is at least 21 years of age.

**Section 71.15. Responsibility.** All licensees are responsible for the actions of their employees regarding the sale, offer to sell, and furnishing of cannabinoid products on the licensed premises. The sale, offer to sell, or furnishing of any cannabinoid product by an employee shall be considered an act of the licensee.

**Section 71.16. Hours of Sales.** No sales of cannabinoid products will be allowed at the licensed premises after 10:00 p.m. and before 8:00 a.m. daily.

**Section 71.17. Compliance Checks and Inspections.** All licensed premises must be open to inspections by law enforcement or other authorized city officials, during regular business hours, for compliance with this Ordinance and such other Ordinances, rules, regulations, and laws relevant to the sale of cannabinoid products.

### **Section 71.18. Civil Penalty, License Suspension, and Revocation of Licenses.**

**Subd. 1.** The City Council will follow the provisions of this section of the Ordinance on the suspension, revocation or imposition of a civil penalty against any license granted under this Ordinance.

**Subd. 2.** Notice of Violation. Waite Park Police will provide, in writing, to the licensee either personally or by mail, notice of any alleged violation of the provisions of this Ordinance or Minnesota Statutes Chapter 151, committed in the operation of the licensee's business, and provide notice to the City Attorney's Office. If the City Attorney's Office determines from the facts and circumstances reported, together with any other facts and circumstances known to it, that the violation may warrant a civil penalty, suspension or revocation of the license held by the licensee, it will notify the licensee, and set a time and place for a hearing sufficiently in advance to provide ten days written notice of the time, place and purpose of such hearing to the licensee.

**Subd. 3.** Hearing on Alleged Violations. The hearing will be held before an independent hearing officer. At the time of the hearing, the licensee may appear and present any evidence which is material to the investigation. The hearing officer will make findings of fact as to whether a violation of the provisions of this Ordinance or Minnesota Statutes Chapter 151 have been committed in the operation of the licensee's business and whether the violation was willful in nature. The hearing officer will also make a recommendation as to what penalty, if any, will be applied. The City Council will adopt the hearing officer's findings of fact that the licensee has violated any of the provisions of this Ordinance or State law, and may impose a civil fine, suspend or revoke the license in accordance with the schedule of penalties in this Ordinance.

CHAPTERS VII & VIII GENERAL REGULATIONS

**Section 71.19. Penalties for Violations.**

**Subd. 1.** Schedule of Penalties. Upon a violation by a licensee holding a cannabinoid products license of any provision of this Ordinance or any provision of state law regulating the sale of cannabinoid products, or failing to comply with other statutory requirements of Minn. Stat. § 151.72, the City Council may impose a civil fine, suspend or revoke the license in accordance with the following schedule:

First violation	fine up to \$300.00
Second violation within 36 months	fine up to \$600.00 and a 30-day license suspension
Third violation within 36 months	fine up to \$1,000.00 and a license revocation
Violation during period of suspension	license revocation

**Subd. 2.** Any civil fine assessed against a licensee pursuant to this section must be paid in full within 30 days from receipt of written notification of the City Council’s imposition of the civil fine. Failure to pay the fine within that time period will result in a ten-day license suspension. Licensees whose licenses have been revoked may not be issued a new license.

**Subd. 3.** Mandatory Revocation. The Council will revoke the license or licenses of any licensee under this Ordinance if the licensee willfully violates any provisions of this Ordinance or Minnesota Statutes Chapter 151.

Amended February 5, 2024



**Agenda Item**

Issue: Amend Ordinance 72 – Cannabis & Hemp Retail Businesses & Temporary Cannabis Events

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**BACKGROUND:**

As discussed at the January 6<sup>th</sup> Council work session, staff is proposing amending Ordinance 72 – Cannabis & Hemp Retail Businesses & Temporary Cannabis Events. This ordinance was originally adopted by Council on December 16, 2024. The proposed amendment would allow the City to successfully repeal Ordinance 71 – Cannabinoid Products while still requiring businesses to follow Minn. Stat. § 151.72. The idea is once The Office of Cannabis Management is operational, then that section being inserted in Ordinance 72, becomes obsolete and the Minn. Stat. Ch. 342 is what will be followed. The proposed amendment to Ordinance 72 allows for the City to do that.

**REQUIRED ACTION:** Approve or deny amending Ordinance 72 - Cannabis & Hemp Retail Businesses & Temporary Cannabis Events

**RECOMMENDED ACTION:** Approve amending Ordinance 72 – Cannabis & Hemp Retail Businesses & Temporary Cannabis Events

**SUGGESTED MOTION:**

Councilmember \_\_\_\_\_ moved to **approve OR deny** amending Ordinance 72 – Cannabis & Hemp Retail Businesses & Temporary Cannabis Events OR with the following revisions/corrections/additions: \_\_\_\_\_

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

**ROLL CALL**

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

Motion (Approved) (Denied)

**ORDINANCE NO. 2025-\_\_**  
**CITY OF WAITE PARK**

**AN ORDINANCE AMENDING CHAPTERS VII & VIII, ORDINANCE 72 OF THE  
CODE OF ORDINANCES FOR THE CITY OF WAITE PARK**

The City Council for the City of Waite Park, Minnesota, HEREBY ORDAINS as follows:

SECTION 1. That Waite Park City Code be amended to repeal Ordinance 71 entitled “Cannabinoid Products” in its entirety.

SECTION 2. That Waite Park City Code Chapters VII & VIII, General Regulations, Ordinance 72, Zoning Code, Section 72.39 Edible Cannabinoid Products, be amended, as follows (deletions are in ~~striketrough~~; additions are underlined; sections which are not proposed to be amended are omitted; sections which are only proposed to be re-numbered are only set forth below as their number and title):

**Section 72.39. Edible Cannabinoid Products.**

**Subd. 1.** State Law Adopted. Except as further restricted or regulated by this Section, the provisions of Minn. Stat. § 151.72 related to the definition of terms, registration, and all other matters pertaining to the retail sale, distribution and consumption of cannabinoid products are adopted and made a part of this Ordinance as if set out in full. Whenever there is an inconsistency between the provisions of Minn. Stat. § 151.72, as amended, and the provisions of this section, the more restrictive provision shall govern.

**Subd. 2.** Registration Required. Any business selling edible cannabinoid products pursuant to Minn. Stat. § 151.72 must register with the City on forms provided by the City. Registration and renewal under this Section shall be required so long as the business is selling edible cannabinoid products pursuant to Minn. Stat. § 151.72. This registration requirement shall be in addition to any requirement that the business register with the OCM pursuant to Minn. Stat. § 151.72, subd. 5b.

**Subd. 3.** Fees. A registration fee shall be charged to businesses selling edible cannabinoid products in accordance with Waite Park Appendix B – Fee Charges.

**Subd. 4.** Term and Renewal. All businesses selling edible cannabinoid products pursuant to Minn. Stat. § 151.72 shall renew their registration with the City annually on forms provided by the City and shall pay to the City the registration fee.

**Subd. 5.** Businesses Licensed at the Time of Adoption. In the event that any business has paid a registration or license fee to the City and received a license or registration from the City for the year during which this Ordinance becomes effective, such license shall be determined to be meet the requirements of this Section and no additional fee shall be collected by the City until the registration or license expires and registration renewal is required pursuant to this Ordinance.

**Subd. 6.** Conditions and Prohibited Acts. The following provisions of this Ordinance applicable to lower-potency hemp edible retailers shall apply to any business registered with the City pursuant to this Section. Where the provisions reference “lower-potency hemp edible” or lower-potency hemp edible retailer,” such references shall be understood to include edible cannabinoid products and businesses which sell edible cannabinoid products pursuant to Minn. Stat. § 151.72.

A. Section 72.38, subd. 4. Responsibility of Lower-Potency Hemp Edible Retailer.

B. Section 72.38, subd. 6. Prohibited Acts.

C. Section 72.38, subd. 7. Notices. Only paragraph B shall apply.

D. Section 72.38, subd. 8. On-Site Consumption. An on-site consumption endorsement from the OCM is not required under Minn. Stat. § 151.72. The business selling edible cannabinoid products for on-site consumption must also hold an on-sale license issued under Minn. Stat. ch. 340A.

E. Section 72.38, subd. 9. Penalties and Suspension.

F. Section 72.38, subd. 13. Storage of Product.

**Subd. 7.** Compliance Checks. All licensed premises must be open to inspections by law enforcement or other authorized city officials, during regular business hours, for compliance with this Ordinance and such other Ordinances, rules, regulations, and laws relevant to the sale of cannabinoid products.

**Subd. 8.** Upon conversion of an edible cannabinoid product registration under Minn. Stat. § 151.72, subd. 5b to a lower-potency hemp edible retailer license ~~issued~~ or the issuance of a lower-potency hemp edible retailer license in any other manner by the OCM, the lower-potency hemp edible retailer license holder shall come into full compliance with this ordinance and retail registration requirements.

SECTION 3. That this ordinance is adopted the 21<sup>st</sup> day of January, 2025, and shall be effective upon publication.

CITY OF WAITE PARK

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

ATTEST

By \_\_\_\_\_

Adrianna Brenny

City Clerk

This ordinance was published by summary publication on \_\_\_\_\_, 2025.



**Agenda Item**

Issue: Amend Appendix B – Fee Schedule

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**BACKGROUND:** During the yearly update of Appendix B – Fee Schedule, it was missed to update the 3-unit rental fee to follow the 1-2 unit rental fees that were updated. This update can be seen on page 14.

**REQUIRED ACTION:** Approve or deny updating Appendix B – Fee Schedule to increase the 3 or More Rental Units from \$100 to \$200.

**RECOMMENDED ACTION:** Approve updating Appendix B – Fee Schedule to increase the 3 or More Rental Units from \$100 to \$200.

**SUGGESTED MOTION:**

Councilmember \_\_\_\_\_ moved to **approve OR deny** updating Appendix B – Fee Schedule to increase the 3 or More Rental Units from \$100 to \$200 OR with the following revisions/corrections/additions: \_\_\_\_\_

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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 1/21/25 ~~Adopted 12/16/24~~

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

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

Proposed 1/21/25 ~~Adopted 12/16/24~~

Ordinance	Title	Fee
	<b><u>Additional Late Fees for Delinquency:</u></b>	
	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	\$35.00 Actual Contractual Costs \$35.00
<b>PARK ORDINANCE</b>		

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

Proposed 1/21/25 ~~Adopted 12/16/24~~

Ordinance	Title	Fee
32	Park Rental Fees	
	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	2025 = \$65 fee plus– plus \$200 damage/cleaning deposit and \$150 key deposit – also see note above.  2026 = \$75 fee– plus \$200 damage/cleaning deposit and \$150 key deposit – also see note above.
	Non-resident	2025 = \$150 fee– plus \$200 damage/cleaning deposit and \$150 key deposit – also see note above.  2026 = \$160 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	

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

Proposed 1/21/25 ~~Adopted 12/16/24~~

Ordinance	Title	Fee
	Hole	\$70.00/hole
	Trench/Bore/Plow	\$0.40/lineal feet + hole fee
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*
	Residential - Alterations	\$50.00*
	Residential - Fireplace	\$50.00*
	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>	
	<b>Commercial Mechanical Permit Fees</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 + 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

\* 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 1/21/25 ~~Adopted 12/16/24~~

Ordinance	Title	Fee
	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>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
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)	\$56.00 per quarter \$2.63 per 1,000 gallons \$7.35 per 1,000 gallons \$7.55 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)	\$60.00 per quarter \$3.44 per 1,000 gallons \$9.18 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>		

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

Proposed 1/21/25 ~~Adopted 12/16/24~~

Ordinance	Title	Fee
	Erosion Control Permit:	
46.8	Land Disturbance Area:	
	5,000 Square Feet to One Acre	\$100.00
	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	\$4.15 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*
	Residential - Alterations	\$50.00*
	Water Conditioner	\$35.00*
	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

\* 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 1/21/25 ~~Adopted 12/16/24~~

Ordinance	Title	Fee
		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>		
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>	

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

Proposed 1/21/25 ~~Adopted 12/16/24~~

Ordinance	Title	Fee
	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
	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	

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

Proposed 1/21/25 ~~Adopted 12/16/24~~

Ordinance	Title	Fee
	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
	\$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

**CITY OF WAITE PARK  
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Proposed 1/21/25 ~~Adopted 12/16/24~~

Ordinance	Title	Fee
		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
<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	

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

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

Proposed 1/21/25 ~~Adopted 12/16/24~~

Ordinance	Title	Fee
	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
	OR	
	After 21 Days - Criminal Citation Issued (When Applicable-Additional Amount Due)	\$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)

**CITY OF WAITE PARK  
APPENDIX B  
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Proposed 1/21/25 ~~Adopted 12/16/24~~

<b>Ordinance</b>	<b>Title</b>	<b>Fee</b>
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
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)

**CITY OF WAITE PARK  
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Proposed 1/21/25 ~~Adopted 12/16/24~~

<b>Ordinance</b>	<b>Title</b>	<b>Fee</b>
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-refundable (Out-State – per person)	\$110.00
	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	\$10.00
	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

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Proposed 1/21/25 ~~Adopted 12/16/24~~

Ordinance	Title	Fee
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	\$35.00
	Weed Cutting	Actual Contractual Costs
	Administrative Fee	\$35.00
93.7.3	Diseased Tree Abatement	Actual Cost + \$35.00 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	
	One Rental Unit	\$100.00
	Two Rental Units	\$200.00
	Three or More Units	<del>\$100</del> \$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)

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Proposed 1/21/25 ~~Adopted 12/16/24~~

<b>Ordinance</b>	<b>Title</b>	<b>Fee</b>
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 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 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

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

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

Proposed 1/21/25 ~~Adopted 12/16/24~~

Ordinance	Title	Fee
	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
	Administrative Fee	\$35.00
	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

**CITY OF WAITE PARK  
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Proposed 1/21/25 ~~Adopted 12/16/24~~

Ordinance	Title	Fee
	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	\$15.00 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	\$20.00
	Replacement of Yard Waste Card	\$10.00
	Yard Waste Permit Renewal	\$10.00
	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
	<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

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

Proposed 1/21/25 ~~Adopted 12/16/24~~

Ordinance	Title	Fee
	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 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

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Proposed 1/21/25 ~~Adopted 12/16/24~~

Ordinance	Title	Fee
	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.	
	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%

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

Proposed 1/21/25 ~~Adopted 12/16/24~~

This amendment is adopted the 16<sup>th</sup> day of December 2024 and shall be effective upon publication.

CITY OF WAITE PARK

By \_\_\_\_\_  
Richard E. Miller  
Its Mayor

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

This ordinance was published on \_\_\_\_\_, 2024.



**Agenda Item**

Issue: Consider Board Appointments and Acting Mayor

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**BACKGROUND:**

The city has openings on the park board, planning commission, and civil service board. We have received applications for both the planning commission and the civil service board. The city council will hold interviews with the members of the public interested in these positions at the work session on the 21<sup>st</sup>. The city council will have the option to make appointments at the meeting or can choose to wait.

The city council also appoints annually someone on the city council to serve as the acting mayor. The acting mayor’s role is to serve in the capacity of mayor in the absence of the mayor. Frank Theisen served as Acting Mayor in 2024 and can continue in this role if he is willing and the council desires to keep in his this position.

**REQUIRED ACTION:** Approve or deny making the planning commission and civil service board appointments.

**RECOMMENDED ACTION:** NA

**SUGGESTED MOTION:**

*Board Appointments*

Councilmember \_\_\_\_\_ moved to **approve OR deny** making the following appointments: Planning Commission appointment recommendation \_\_\_\_\_ with an expiration of \_\_\_\_\_; Civil Service Board appointment recommendation \_\_\_\_\_ with an expiration of \_\_\_\_\_.

*Acting Mayor*

Councilmember \_\_\_\_\_ moved to approve OR deny appointing \_\_\_\_\_ to the position of Acting Mayor.

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

**ROLL CALL**

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

Motion (Approved) (Denied)

## 2025 APPOINTMENTS

ACCOUNTS PAYABLE AUTHORIZATION	Per attached document
<b>ACTING MAYOR</b>	<b>Frank Theisen</b>
APO EXECUTIVE BOARD	Frank Theisen
ASSESSOR	Stearns County
CITY COUNCIL (4-year term)	Member Starling – term expiration 12/31/2028 Member Schulz – term expiration 12/31/2028 Member Blackburn – term expiration 12/31/2026 Member Theisen – term expiration 12/31/2026
CIVIL SERVICE BOARD (3-year term)	OPEN – term expiration 12/31/2025 Bruce Berscheit – term expiration 12/31/2027 Allen Vogt – term expiration 12/31/2025
DEPOSITORY(S) (OFFICIAL) and ASSIGNMENT OF SECURITIES	Falcon Bank, Deerwood Bank, Liberty Bank, RBC Wealth Management, Northland Securities Inc, Northland Trust Services Inc, Pershing LLC, UBS Financial Services Inc, LMC 4M Fund, LMC 4M Plus Fund, Stearns County National Bank, Wells Fargo Bank, US Bank, American Heritage Bank, Bank Vista, PMA Securities, Inc., Bremer Bank and others as designated by the City Administrator
ELECTRICAL INSPECTOR	Kelly C. Johnson, Inc.
ENGINEERS (CONSULTING)	SEH, Inc.
FIRE DEPARTMENT OFFICERS (2-year term)	CHIEF – Jim Aleshire – term expires 12/31/2026 ASST. CHIEF – Jason Urzi – term expires 12/31/2025 CAPTAIN – Riley Aleshire - term expires 12/31/2025 CAPTAIN – Tanner Aleshire – term expires 12/31/2026 CAPTAIN – Adam Theisen – term expires 12/31/2025 CAPTAIN – David Steichen – term expires 12/31/2026
HEALTH – EMPLOYEE PHYSICALS & DRUG/ALCOHOL TESTING	Midwest Occupational Medicine (CentraCare Health System) CentraCare Health System Outpatient Rehab South USA Mobile Drug Testing Work Steps/Nova Care
INVESTMENT AUTHORITY	UBS Financial Services, Inc.
LEGAL COUNSEL	Flaherty & Hood
MAYOR (2-year term)	Mayor Schmitt – term expiration 12/31/2026
MTC REPRESENTATIVE	Richard E. Miller – term expiration 6/30/2026 Mayor Schmitt – 7/1/2026-6/30/2029

## 2025 APPOINTMENTS

### NEWSPAPER (OFFICIAL)

St. Cloud Times

### PARK BOARD (3-year term)

Bruce Alan Melin – term expiration 12/31/2025  
OPEN – term expiration 12/31/2024  
Roger Beuning – term expiration 12/31/2026  
Janice Rein – term expiration 12/31/2026  
John Bowden – term expiration 12/31/2027  
Public Works Director – Ex Officio Member

### PLANNING COMMISSION (3-year term)

Chris Shorba – term expiration 12/31/2027  
Tim Jansky – term expiration 12/31/2026  
Don Blonigen – term expiration 12/31/2027  
Robert Zabinski – term expiration 12/31/2026  
OPEN – term expiration 12/31/2025

## PROVIDING FOR PRE-AUTHORIZED PAYMENTS

Be It Resolved that the City Administrator be and is hereby authorized to issue warrant(s), drawn on the proper fund, for the following expenditures:

All utilities (water, sewer, electrical, heating fuel, telephone, etc.), postage, incidentals, payroll activity, monthly lease payments and maintenance contracts, court ordered expenses, permit fees, dues, registrations, employee travel expenses, miscellaneous taxes, tax distributions and refunds, inter fund billings, expenditures subject to finance charges, expenditures subject to discount deadlines, payments to other political subdivisions, bond payments and motor vehicle registration expenses.

Said claims to be paid upon proper presentation of claims during the Year 2025.

Be It Further Resolved that the City Administrator is hereby authorized to make fund transfers from time to time to maintain non-deficient fund balances and to issue warrants in payment of approved obligations of the City.

Adopted by the Waite Park City Council this 16<sup>th</sup> day of December 2024.

Attest:

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Adrianna Brenny  
City Clerk

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Richard E. Miller  
Mayor



## **Staff Report:**

Issue: Review and Approve Bills; Other Business

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### **BACKGROUND:**

Enclosed are bills of 12-20-24 to 1-9-25 for approval.

### **RECOMMENDED ACTION:**

Staff is requesting approval of these bills.

### **SUGGESTED MOTIONS:**

Councilmember \_\_\_\_\_ moved to approve OR deny the 12-20-24 to 1-9-25 bills as presented or with the following revisions: \_\_\_\_\_

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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>ALEX AIR APPARATUS 2 LLC</b>						
9028	ANNUAL SCBA COMPRESSOR MAINT/TESTING-FD	12/17/2024	1,034.71	0	101.4221.3711 REPAIR & MAINTENAN	Nonemployee
Total ALEX AIR APPARATUS 2 LLC:			1,034.71			
<b>ALL CARE TOWING INC</b>						
24-28872	112524 TIRE CHANGE #22-222	12/19/2024	49.00	30022222	101.4211.3711 REPAIR & MAINTENAN	None
Total ALL CARE TOWING INC:			49.00			
<b>APPLIANCE REPAIR CENTER INC</b>						
15866	COFFEE MAKER REPAIR-PW	11/18/2024	166.00	0	101.4194.3711 REPAIR & MAINTENAN	None
Total APPLIANCE REPAIR CENTER INC:			166.00			
<b>AUTO TRIM &amp; SIGN INC</b>						
59676	SQUAD GRAPHICS #25-226	12/17/2024	650.00	30025226	101.4211.3711 REPAIR & MAINTENAN	None
59683	SQUAD GRAPHICS #23-209 K9	12/19/2024	650.00	30023209	101.4211.3711 REPAIR & MAINTENAN	None
Total AUTO TRIM & SIGN INC:			1,300.00			
<b>CAPITAL ONE TRADE CREDIT</b>						
541601347243	HOSE REELS (3)-PW SHOP	12/12/2024	269.97	0	101.4312.2211 REPAIR & MAINTENAN	None
541601352243	SCREW EXT-PW	12/17/2024	16.99	0	101.4312.2211 REPAIR & MAINTENAN	None
541601352243	SAFETY BEANIES (4)-PW	12/17/2024	27.96	0	101.4312.2171 SAFETY	None
541602348244	SAFETY HAT/JACKET-JK	12/13/2024	135.99	0	101.4312.2171 SAFETY	None
Total CAPITAL ONE TRADE CREDIT:			450.91			
<b>CENTRAL MCGOWAN INC</b>						
0000924452	BLADES (2)-PW BAND SAW	12/11/2024	115.23	0	101.4312.2211 REPAIR & MAINTENAN	None
Total CENTRAL MCGOWAN INC:			115.23			
<b>CITY OF ST CLOUD</b>						
AR033112	1ST QTR 2025 FIRE/EMS ASSISTANCE JPA	12/12/2024	146,872.17	0	101.4221.4389 OTHER CONTRACTUA	None
Total CITY OF ST CLOUD:			146,872.17			
<b>CONVENTION VISITORS BUREAU</b>						
R1.034826	1124 HOTEL/MOTEL TAX-ECONOLOGDE	12/02/2024	648.06	0	801.4911.4375 PAYMENTS TO CHAMB	None

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
R1.034976	1124 HOTEL/MOTEL TAX-HILTON GARDEN INN	12/17/2024	6,818.18	0	801.4911.4375 PAYMENTS TO CHAMB	None
R1.034977	1124 HOTEL/MOTEL TAX-RESIDENCE INN	12/17/2024	6,766.39	0	801.4911.4375 PAYMENTS TO CHAMB	None
Total CONVENTION VISITORS BUREAU:			14,232.63			
<b>CORE &amp; MAIN LP</b>						
W123119	WATER METER-DISTRIBUTION	12/06/2024	1,657.65	0	601.4824.2212 WATER METERS - NE	None
W179946	1124 VXU RENTAL	12/17/2024	400.00	0	601.4824.4131 RENTALS	Rent
Total CORE & MAIN LP:			2,057.65			
<b>DESCHEPPER, HANA</b>						
121124	120424 MEAL REIMB-INTERVIEW & INTERROGATION TR	12/11/2024	18.88	0	101.4211.3311 TRAINING/TRAVEL/HO	None
121124	120324 MEAL REIMB-INTERVIEW & INTERROGATION TR	12/11/2024	17.21	0	101.4211.3311 TRAINING/TRAVEL/HO	None
121124	120524 FUEL REIMB-INTERVIEW & INTERROGATION TR	12/11/2024	25.47	0	101.4211.2121 GAS & OIL PURCHASE	None
Total DESCHEPPER, HANA:			61.56			
<b>ELAN FINANCIAL SERVICES</b>						
3821615 FD K	91 OCTANE FUEL-FD SMALL ENGINES	11/26/2024	13.11	0	101.4221.2121 GAS & OIL PURCHASE	None
Total ELAN FINANCIAL SERVICES:			13.11			
<b>FACTORY MOTOR PARTS</b>						
124-273377	WINDSHIELD WASHER FLUID (12)-PW	12/13/2024	38.52	0	101.4312.2211 REPAIR & MAINTENAN	None
Total FACTORY MOTOR PARTS:			38.52			
<b>FALCON NATIONAL BANK</b>						
010625-01062	010625-010626 SAFETY DEPOSIT BOX RENTAL	12/07/2024	120.00	0	101.4151.4331 MISCELLANEOUS - DU	Rent
Total FALCON NATIONAL BANK:			120.00			
<b>FASTENAL CO</b>						
MNST1213907	ZIP TIES-RIVERS EDGE NET/WIND SCREEN	12/09/2024	786.60	0	101.4552.2211 REPAIR & MAINTENAN	None
MNST1214043	WASHERS-PW	12/11/2024	17.94	0	101.4312.2211 REPAIR & MAINTENAN	None
Total FASTENAL CO:			804.54			
<b>GOVERNMENT FINANCE OFFICERS AS</b>						
2438972	2025 MEMBERSHIP DUES - KV	11/01/2024	170.00	0	101.4151.4331 MISCELLANEOUS - DU	None

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
Total GOVERNMENT FINANCE OFFICERS AS:			170.00			
<b>GREAT RIVER FEDERAL CREDIT UNION</b>						
121024	ADMIN SUBPOENA FEE-ICR#24009249	12/10/2024	29.50	0	101.4211.2187 INVESTIGATIVE SUPPL	None
Total GREAT RIVER FEDERAL CREDIT UNION:			29.50			
<b>GREATER MINNESOTA PARKS &amp; TRAILS</b>						
2025	2025 MEMBERSHIP DUES-ZD	11/26/2024	175.00	0	101.4552.4331 MISCELLANEOUS - DU	None
Total GREATER MINNESOTA PARKS & TRAILS:			175.00			
<b>GUARDIAN FLEET SAFETY LLC</b>						
301356	PUSH BUMPER/PIT WRAPS REPLACE #21-220	11/19/2024	1,346.68	30021220	101.4211.3711 REPAIR & MAINTENAN	None
301357	RADAR POWER CABLE REPLACE #22-222	11/26/2024	332.29	30022222	101.4211.3711 REPAIR & MAINTENAN	None
Total GUARDIAN FLEET SAFETY LLC:			1,678.97			
<b>HACH CO</b>						
14292428	TESTING PRODUCTS-WTP	12/12/2024	501.65	0	601.4822.2211 REPAIR & MAINTENAN	None
Total HACH CO:			501.65			
<b>HAMMOND, JOHN R</b>						
1224	1224 TELEWISE MEETINGS	12/01/2024	400.00	0	101.4151.4715 LOCAL ACCESS EXPE	Nonemployee
Total HAMMOND, JOHN R:			400.00			
<b>HEARTLAND SECURITY SERVICES</b>						
815599	ANNUAL FIRE SPRINKLER INSP-WTP	12/26/2024	299.20	0	601.4825.3711 REPAIR & MAINTENAN	Nonemployee
817370	0101-033125 SECURITY MONITORING-WTP	12/26/2024	98.85	0	601.4825.4384 SERVICE CONTRACT	Nonemployee
817370	0101-033125 FIRE MONITORING/TEST-WTP	12/26/2024	83.85	0	601.4825.4384 SERVICE CONTRACT	Nonemployee
Total HEARTLAND SECURITY SERVICES:			481.90			
<b>HOME DEPOT CREDIT SERVICES</b>						
1014615	DAWN DISH SOAP/GORILLA TAPE/ETC-DISTRIBUTION	11/21/2024	118.69	0	601.4824.2211 REPAIR & MAINTENAN	None
6015374	DRILL/IMPACT KIT/RADIO-PW SHOP	11/26/2024	399.00	0	101.4312.2211 REPAIR & MAINTENAN	None
7015238	BOLTS-UTILITIES	11/25/2024	119.00	0	601.4825.2211 REPAIR & MAINTENAN	None
8010749	4X4 POSTS (2)-LIONS PARK	12/04/2024	22.16	0	101.4552.2211 REPAIR & MAINTENAN	None

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
Total HOME DEPOT CREDIT SERVICES:			658.85			
<b>HOWE, JEFFREY R</b>						
1224	1224 BUILDING INSPECTION SERVICE	12/01/2024	13,032.60	0	101.4241.4389 OTHER CONTRACTUA	Nonemployee
Total HOWE, JEFFREY R:			13,032.60			
<b>INTERNL CITY COUNTY MGT ASSN</b>						
2025	2025 MEMBERSHIP DUES-SJ	12/18/2024	1,168.74	0	101.4151.4331 MISCELLANEOUS - DU	None
Total INTERNL CITY COUNTY MGT ASSN:			1,168.74			
<b>K M FIRE PUMP SPECIALISTS</b>						
8604	MISC MULTIPLE TRUCK REPAIR PARTS-#E1/E2/TWR 3	12/10/2024	708.26	0	101.4221.3711 REPAIR & MAINTENAN	None
8604	MISC MULTIPLE TRUCK REPAIR LABOR-#E1/E2/TWR 3	12/10/2024	2,100.00	0	101.4221.3711 REPAIR & MAINTENAN	Nonemployee
Total K M FIRE PUMP SPECIALISTS:			2,808.26			
<b>LODERMEIER, JEAN M</b>						
1224	1224 LANDSCAPE CONSULTANT SERVICES	12/01/2024	975.00	0	101.4552.1048 TEMP-PARKS-LANDSC	Nonemployee
Total LODERMEIER, JEAN M:			975.00			
<b>MACQUEEN EQUIPMENT LLC</b>						
P40220	HELMET-FD TURNOUT GEAR	12/10/2024	379.72	0	101.4221.5911 CAPITAL EXPENDITUR	None
Total MACQUEEN EQUIPMENT LLC:			379.72			
<b>MAGNETIC SPARK</b>						
020035	SIGNS (100)-NIGHT TO UNITE	12/20/2024	598.99	0	101.4211.2184 SUPPLIES - COMMUNI	None
Total MAGNETIC SPARK:			598.99			
<b>MENARDS INC</b>						
48695	PLYWOOD/ETC-PW SHELVING	12/12/2024	2,301.48	0	101.4194.2211 REPAIR & MAINTENAN	None
48714	PUSH FITTINGS (2)-PW WATER FILTER	12/12/2024	5.98	0	101.4194.2211 REPAIR & MAINTENAN	None
49045	CORNER BRACES (3)/SPRAY BOTTLE/ETC-CH	12/17/2024	40.62	0	101.4194.2211 REPAIR & MAINTENAN	None
49071	HANGING SCALE-PW	12/17/2024	22.99	0	101.4312.2211 REPAIR & MAINTENAN	None

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
Total MENARDS INC:			2,371.07			
<b>MN RECREATION &amp; PARK ASSOCIATI</b>						
2025	2025 MEMBERSHIP DUES-ZD	12/31/2024	525.00	0	101.4552.4331 MISCELLANEOUS - DU	None
Total MN RECREATION & PARK ASSOCIATI:			525.00			
<b>MN STATE FIRE CHIEF ASSN</b>						
8693	2025 DUES-FIRE FIGHTERS	11/16/2024	220.00	0	101.4221.4331 MISCELLANEOUS - DU	None
Total MN STATE FIRE CHIEF ASSN:			220.00			
<b>MN VALLEY TESTING LABORATORIES</b>						
1286131	121624 WASTEWATER TESTS	12/18/2024	261.93	0	605.4825.4382 SEWER TESTING	None
1286132	121624 ADD'L WASTEWATER TESTS	12/18/2024	710.79	0	605.4825.4382 SEWER TESTING	None
1287281	122324 WASTEWATER TESTS	12/26/2024	83.73	0	605.4825.4382 SEWER TESTING	None
1287283	122324 ADD'L WASTEWATER TESTS	12/23/2024	176.19	0	605.4825.4382 SEWER TESTING	None
Total MN VALLEY TESTING LABORATORIES:			1,232.64			
<b>MOLITOR EXCAVATING INC</b>						
161-24	WATER SERVICE REPAIR-301 4TH AVE NE (INVOICE BACK TO PROPERTY)	12/11/2024	7,960.00	1	601.4824.3711 REPAIR & MAINTENAN	None
Total MOLITOR EXCAVATING INC:			7,960.00			
<b>MOSS &amp; BARNETT</b>						
818167	1124 LEGAL SERVICES - CABLE FRANCHISING	12/16/2024	3,148.00	0	101.4161.3041 LEGAL SERVICES	Nonemployee
Total MOSS & BARNETT:			3,148.00			
<b>NFPA</b>						
0649622M	0125-0126 MEMBERSHIP	11/18/2024	225.00	0	101.4221.4331 MISCELLANEOUS - DU	None
Total NFPA:			225.00			
<b>OFFICE FURNITURE SOLUTIONS INC</b>						
121932	OFFICE CHAIRS (2)-PW	10/04/2024	664.00	0	101.4194.2211 REPAIR & MAINTENAN	None
122061	OFFICE CHAIRS (2)-PW SHOP	12/12/2024	450.00	0	101.4312.2011 OFFICE SUPPLIES	None

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
Total OFFICE FURNITURE SOLUTIONS INC:			1,114.00			
<b>OLSEN CHAIN &amp; CABLE CO INC</b>						
723670	LIFTING CHAIN SLING/PARTS-PW SHOP	12/17/2024	645.40	0	101.4312.2211 REPAIR & MAINTENAN	None
Total OLSEN CHAIN & CABLE CO INC:			645.40			
<b>POMP'S TIRE SERVICE INC</b>						
2400010314	TIRES (4) #416	12/13/2024	508.44	200416	101.4312.2211 REPAIR & MAINTENAN	None
2400010315	TIRES (4) #409	12/13/2024	606.08	200409	101.4312.2211 REPAIR & MAINTENAN	None
2400010316	TIRES (4) #415	12/13/2024	606.08	200415	101.4312.2211 REPAIR & MAINTENAN	None
Total POMP'S TIRE SERVICE INC:			1,720.60			
<b>REZNICEK, ANTHONY</b>						
121224	1210-121124 HOTEL REIMB-TEEX IS 400 TRAINING	12/12/2024	118.75	0	101.4211.3311 TRAINING/TRAVEL/HO	None
Total REZNICEK, ANTHONY:			118.75			
<b>SERVICEMASTER OF ST CLOUD INC</b>						
168975	1224 CITY HALL CLEANING	12/01/2024	4,565.00	0	101.4194.3711 REPAIR & MAINTENAN	None
Total SERVICEMASTER OF ST CLOUD INC:			4,565.00			
<b>SHIELD SECURITY SYSTEMS LLC</b>						
0619298-IN	2025 PROGRAM ADMINISTRATION-TWO TIERS	12/26/2024	1,200.00	0	101.4194.4384 SERVICE CONTRACT	Nonemployee
Total SHIELD SECURITY SYSTEMS LLC:			1,200.00			
<b>SHIFT TECHNOLOGIES INC</b>						
13906	DESKTOP SET-UP-WS	12/16/2024	46.67	0	101.4312.3212 COMPUTERS/IT	None
13906	DESKTOP SET-UP-WS	12/16/2024	46.67	0	601.4825.3212 COMPUTERS/IT	None
13906	DESKTOP SET-UP-WS	12/16/2024	46.67	0	605.4825.3212 COMPUTERS/IT	None
13906	WIRELESS KEYBOARD/MOUSE-WS	12/16/2024	16.63	0	101.4312.3212 COMPUTERS/IT	None
13906	WIRELESS KEYBOARD/MOUSE-WS	12/16/2024	16.63	0	601.4825.3212 COMPUTERS/IT	None
13906	WIRELESS KEYBOARD/MOUSE-WS	12/16/2024	16.63	0	605.4825.3212 COMPUTERS/IT	None
13906	DESKTOP & LAPTOP SET-UP-ML	12/16/2024	210.00	0	101.4555.3212 COMPUTERS/IT	None
13906	WIRELESS KEYBOARD/MOUSE-ML	12/16/2024	49.89	0	101.4555.3212 COMPUTERS/IT	None
13906	DESKTOP SET-UP-ADMIN ASSISTANT	12/16/2024	46.66	0	101.4312.3212 COMPUTERS/IT	None
13906	DESKTOP SET-UP-ADMIN ASSISTANT	12/16/2024	46.67	0	601.4825.3212 COMPUTERS/IT	None

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
13906	DESKTOP SET-UP-ADMIN ASSISTANT	12/16/2024	46.67	0	605.4825.3212 COMPUTERS/IT	None
13906	DESKTOP MONITORS-ADMIN ASSISTANT	12/16/2024	122.66	0	101.4312.3212 COMPUTERS/IT	None
13906	DESKTOP MONITORS-ADMIN ASSISTANT	12/16/2024	122.67	0	601.4825.3212 COMPUTERS/IT	None
13906	DESKTOP MONITORS-ADMIN ASSISTANT	12/16/2024	122.67	0	605.4825.3212 COMPUTERS/IT	None
13906	LAPTOP SET-UP-DW	12/16/2024	93.33	0	101.4312.3212 COMPUTERS/IT	None
13906	LAPTOP SET-UP-DW	12/16/2024	93.33	0	601.4825.3212 COMPUTERS/IT	None
13906	LAPTOP SET-UP-DW	12/16/2024	93.33	0	605.4825.3212 COMPUTERS/IT	None
13906	LAPTOPS SET-UP-DM/TG/SB	12/16/2024	420.00	0	601.4825.3212 COMPUTERS/IT	None
13906	LAPTOPS SET-UP-DM/TG/SB	12/16/2024	420.00	0	605.4825.3212 COMPUTERS/IT	None
13906	TRIP CHARGE	12/16/2024	10.00	0	601.4825.3212 COMPUTERS/IT	None
13906	TRIP CHARGE	12/16/2024	10.00	0	605.4825.3212 COMPUTERS/IT	None
13906	PATCH CABLES FOR COMPUTER-MECHANIC	12/16/2024	44.28	0	101.4312.3212 COMPUTERS/IT	None
13940	1124 ANTIVIRUS MONITORING	12/23/2024	320.25	0	101.4151.3711 REPAIR & MAINTENAN	None
Total SHIFT TECHNOLOGIES INC:			<u>2,462.31</u>			
<b>SPECTRUM SUPPLY</b>						
42021	LINERS/TOWELS/PINE-SOL/ETC-GB	12/17/2024	1,220.05	0	101.4194.2211 REPAIR & MAINTENAN	None
Total SPECTRUM SUPPLY:			<u>1,220.05</u>			
<b>ST CLOUD STAMP &amp; SIGN</b>						
STC-6016	NOTARY STAMPS (2)-LL/KG	12/20/2024	91.28	0	101.4211.2011 OFFICE SUPPLIES	None
Total ST CLOUD STAMP & SIGN:			<u>91.28</u>			
<b>STEARNS COUNTY MUNICIPAL LGE</b>						
2025	2025 MEMBERSHIP DUES	12/15/2024	100.00	0	101.4111.4331 MISCELLANEOUS - DU	None
Total STEARNS COUNTY MUNICIPAL LGE:			<u>100.00</u>			
<b>TRAUT COMPANIES</b>						
375666	121324 WATER TESTS (5)	12/16/2024	175.00	0	601.4825.4351 WATER TESTS	None
Total TRAUT COMPANIES:			<u>175.00</u>			
<b>TWIN RIVER TIRE &amp; AUTO INC.</b>						
326754	TIRES REPLACED (4) #20-218	12/19/2024	707.00	30020218	101.4211.3711 REPAIR & MAINTENAN	None
Total TWIN RIVER TIRE & AUTO INC.:			<u>707.00</u>			

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
<b>WHEELER, JESSIE</b>						
121924	1224 MISC MILEAGE REIMB	12/19/2024	84.42	0	101.4151.3311 TRAINING/TRAVEL/HO	None
Total WHEELER, JESSIE:			84.42			
<b>WILLIAMS, STEVE</b>						
672-2722-0001	REFUND CREDIT BALANCE ON FINAL UTILITY BILL	12/18/2024	82.27	0	001.1500 UTILITY CASH CLEARING	None
Total WILLIAMS, STEVE:			82.27			
<b>WINDAHL TECHNOLOGY, LLC.</b>						
501212	48 PORT SWITCH/LOCKABLE RACK ENCLOSURE/UPS/PATCH CABLES-PD	12/13/2024	2,118.00	0	101.4211.3212 COMPUTERS/IT	None
Total WINDAHL TECHNOLOGY, LLC.:			2,118.00			
<b>XCEL ENERGY</b>						
51-001288171	1118-121924 1700 PARKWAY DR-AMP LIGHTING	12/20/2024	1,371.46	0	101.4555.3811 PUBLIC UTILITY SERVI	None
51-5756262-2 /	1119-122224 WATER TREATMENT PLANT	12/23/2024	4,881.90	0	601.4822.3811 PUBLIC UTILITY SERVI	None
Total XCEL ENERGY:			6,253.36			
Grand Totals:			228,714.36			

Report Criteria:

- Detail report.
- Invoices with totals above \$0.00 included.
- Only unpaid invoices included.
- Invoice.Batch = "01/03/2025"

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
<b>PAYMENT SERVICES NETWORK INC</b>						
304591	1224 CREDIT CARD FEES	01/03/2025	94.90	0	101.4151.4325 FEES FOR ELECTRONI	None
Total PAYMENT SERVICES NETWORK INC:			94.90			
Grand Totals:			94.90			

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
<b>CARD SERVICES</b>						
120411 SR CT	MULTIPLE BARS/COOL WHIP-SR CENTER	12/04/2024	43.93	0	803.4911.4369 EXPENSES APPROVED	None
Total CARD SERVICES:			43.93			
Grand Totals:			43.93			

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
<b>ALL CARE TOWING INC</b>						
24-29366	122024 TOW 08 FORD ESCAPE TO COLD STORAGE-ICR #24009981	12/21/2024	337.00	0	101.4211.3341 TOWING	None
Total ALL CARE TOWING INC:			337.00			
<b>ARVIG ENTERPRISES INC</b>						
3087223-12/28	122824-012725 INTERNET-AMP PRODUCTION/PUBLIC WIFI	12/28/2024	408.90	0	101.4555.3211 COMMUNICATIONS	None
Total ARVIG ENTERPRISES INC:			408.90			
<b>AT&amp;T MOBILITY</b>						
287294433211	1126-122524 FIRSTNET LAPTOP SERVICES-PD	12/25/2024	726.37	0	101.4211.4386 TECHNOLOGY SERVIC	None
287294433211	1126-122524 FIRSTNET CELL PHONE SERVICES-PD	12/25/2024	806.49	0	101.4211.3211 COMMUNICATIONS	None
287301850025	1126-122524 FIRSTNET CELL PHONE SERVICES-PLANNING	12/25/2024	44.88	0	101.4191.3211 COMMUNICATIONS	None
287301850025	1126-122524 FIRSTNET LAPTOP SERVICES-PW	12/25/2024	150.33	0	101.4312.3211 COMMUNICATIONS	None
287301850025	1126-122524 FIRSTNET LAPTOP SERVICES-WATER	12/25/2024	116.84	0	601.4825.3211 COMMUNICATIONS	None
287301850025	1126-122524 FIRSTNET LAPTOP SERVICES-SEWER	12/25/2024	75.16	0	605.4825.3211 COMMUNICATIONS	None
287301850025	1126-122524 FIRSTNET CELL PHONE SERVICES-PW	12/25/2024	294.24	0	101.4312.3211 COMMUNICATIONS	None
287301850025	1126-122524 FIRSTNET CELL PHONE SERVICES-AMP	12/25/2024	44.88	0	101.4555.3211 COMMUNICATIONS	None
287301850025	1126-122524 FIRSTNET CELL PHONE SERVICES-SEWER	12/25/2024	147.12	0	605.4825.3211 COMMUNICATIONS	None
287301850025	1126-122524 FIRSTNET CELL PHONE SERVICES-WATER	12/25/2024	147.12	0	601.4825.3211 COMMUNICATIONS	None
287311812154	1126-122524 FIRSTNET CELL PHONE SERVICES-FD	12/25/2024	44.88	0	101.4221.3211 COMMUNICATIONS	None
Total AT&T MOBILITY:			2,598.31			
<b>AUTO TRIM &amp; SIGN INC</b>						
59647	NEW SQUAD GRAPHICS #23-221	12/12/2024	650.00	30023221	101.4211.3711 REPAIR & MAINTENAN	None
59700	NEW SQUAD GRAPHICS #25-225	12/23/2024	650.00	30025225	101.4211.3711 REPAIR & MAINTENAN	None
59707	NEW SQUAD GRAPHICS #25-227	12/27/2024	650.00	30025227	101.4211.3711 REPAIR & MAINTENAN	None
Total AUTO TRIM & SIGN INC:			1,950.00			
<b>AUTO VALUE-ST CLOUD</b>						
8101623	WIPER BLADES (30)-PW	12/19/2024	225.70	0	101.4312.2211 REPAIR & MAINTENAN	None
Total AUTO VALUE-ST CLOUD:			225.70			
<b>AXON ENTERPRISE, INC</b>						
INUS310636	EVIDENCE.COM PRO LICENSE-DK	01/01/2025	302.36	0	101.4211.3213 DIGITAL AUDIO/VIDEO	None
INUS311921	2025 ANNUAL AXON BODY CAMERAS/STORAGE/LICENSES-PD	01/01/2025	23,754.96	0	101.4211.3213 DIGITAL AUDIO/VIDEO	None

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
Total AXON ENTERPRISE, INC:			24,057.32			
<b>CHARTER COMMUNICATIONS</b>						
175549901122	122324-012225 INTERNET/TV-BI	12/21/2024	128.29	0	101.4241.3211 COMMUNICATIONS	Nonemployee
175549901122	122324-012225 INTERNET/TV-CL	12/21/2024	128.29	0	101.4151.3211 COMMUNICATIONS	Nonemployee
175549901122	122324-012225 INTERNET/TV-FD	12/21/2024	53.82	0	101.4221.3211 COMMUNICATIONS	Nonemployee
175549901122	122324-012225 INTERNET/TV-RADIO CLUB/EMS	12/21/2024	159.75	0	101.4251.3211 COMMUNICATIONS	Nonemployee
175549901122	122324-012225 INTERNET/TV-GB	12/21/2024	40.82	0	101.4194.3211 COMMUNICATIONS	Nonemployee
175549901122	122324-012225 INTERNET/TV-PW	12/21/2024	81.64	0	101.4312.3211 COMMUNICATIONS	Nonemployee
175549901122	122324-012225 INTERNET/TV-WATER	12/21/2024	81.64	0	601.4825.3211 COMMUNICATIONS	Nonemployee
175549901122	122324-012225 INTERNET/TV-SEWER	12/21/2024	81.64	0	605.4825.3211 COMMUNICATIONS	Nonemployee
175549901122	122324-012225 INTERNET-OLD PW	12/21/2024	149.98	0	101.4312.3211 COMMUNICATIONS	Nonemployee
175549901122	122324-012225 TV-WATER	12/21/2024	16.49	0	601.4825.3211 COMMUNICATIONS	Nonemployee
175549901122	122324-012225 TV-SEWER	12/21/2024	16.49	0	605.4825.3211 COMMUNICATIONS	Nonemployee
175549901122	122324-012225 TV-WARMING HOUSE	12/21/2024	32.98	0	101.4552.3211 COMMUNICATIONS	Nonemployee
175549901122	122324-012225 TV-PARKS	12/21/2024	32.98	0	101.4552.3211 COMMUNICATIONS	Nonemployee
175549901122	122324-012225 INTERNET-WARMING HOUSE	12/21/2024	129.98	0	101.4552.3211 COMMUNICATIONS	Nonemployee
175549901122	122324-012225 INTERNET-AMPHITHEATER	12/21/2024	179.98	0	101.4555.3211 COMMUNICATIONS	Nonemployee
175549901122	122324-012225 INTERNET/TV-PUBLIC WORKS FACILITY	12/21/2024	280.07	0	101.4312.3211 COMMUNICATIONS	Nonemployee
Total CHARTER COMMUNICATIONS:			1,594.84			
<b>CITY OF SARTELL</b>						
317	4TH QUARTER 2024 GANGSTRIKE	12/31/2024	4,213.25	0	101.4211.4389 OTHER CONTRACTUA	None
Total CITY OF SARTELL:			4,213.25			
<b>CUSTOMIZED FIRE RESCUE TRAINING INC</b>						
2902	112124 NFPA 1500/OSHA EMPLOYEE RIGHT TO KNOW/CONFINED SPACE A	12/19/2024	500.00	3	101.4221.3311 TRAINING/TRAVEL/HO	None
Total CUSTOMIZED FIRE RESCUE TRAINING INC:			500.00			
<b>DE LAGE LANDEN FINANCIAL SERV</b>						
83396861	0125 PW COPIER LEASE PW	12/30/2024	41.52	0	101.4312.4384 SERVICE CONTRACT	None
83396861	0125 PW COPIER LEASE SEWER	12/30/2024	25.95	0	605.4825.4384 SERVICE CONTRACT	None
83396861	0125 PW COPIER LEASE WATER	12/30/2024	25.95	0	601.4825.4384 SERVICE CONTRACT	None
83396861	0125 PW COPIER LEASE STORM SEWER	12/30/2024	10.38	0	609.4825.4384 SERVICE CONTRACT	None
Total DE LAGE LANDEN FINANCIAL SERV:			103.80			

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
<b>DESIGN ELECTRIC INC</b>						
24892	HIT STREET LIGHT REPAIR-BY AMP (INVOICED OUT)	12/20/2024	2,087.00	1	101.4317.3711 REPAIR & MAINTENAN	None
24893	MULTIPLE STREET LIGHT REPAIRS-3RD ST N/10TH AVE SW & SE	12/20/2024	1,953.76	0	101.4317.3711 REPAIR & MAINTENAN	None
Total DESIGN ELECTRIC INC:			4,040.76			
<b>DOOLEY'S PETROLEUM INC</b>						
658926 BI	1017-123124 UNL FUEL BI	12/30/2024	72.05	0	101.4241.2121 GAS & OIL PURCHASE	None
658926 FD	0923-122024 DIESEL FUEL FD	12/30/2024	843.35	0	101.4221.2121 GAS & OIL PURCHASE	None
658926 PD	1017-123124 UNL FUEL PD	12/30/2024	5,899.58	0	101.4211.2121 GAS & OIL PURCHASE	None
658926 PW	1017-123124 UNL FUEL GB	12/30/2024	182.90	0	101.4194.2121 GAS & OIL PURCHASE	None
658926 PW	1017-123124 UNL FUEL PW	12/30/2024	1,148.75	0	101.4312.2121 GAS & OIL PURCHASE	None
658926 PW	1017-123124 UNL FUEL PARKS	12/30/2024	122.41	0	101.4552.2121 GAS & OIL PURCHASE	None
658926 PW	1017-123124 UNL FUEL AMPHITHEATER	12/30/2024	130.89	0	101.4555.2121 GAS & OIL PURCHASE	None
658926 PW	1017-123124 UNL FUEL WATER	12/30/2024	615.29	0	601.4825.2121 GAS & OIL PURCHASE	None
658926 PW	1017-123124 UNL FUEL SEWER	12/30/2024	188.73	0	605.4825.2121 GAS & OIL PURCHASE	None
658926 PW	0923-122024 DIESEL FUEL PW	12/30/2024	3,975.79	0	101.4312.2121 GAS & OIL PURCHASE	None
658926 PW	0923-122024 DIESEL FUEL PARKS	12/30/2024	232.74	0	101.4552.2121 GAS & OIL PURCHASE	None
658926 PW	0923-122024 DIESEL FUEL ST SEWER	12/30/2024	308.54	0	609.4825.2121 GAS & OIL PURCHASE	None
658926 PW	0923-122024 DIESEL FUEL SEWER	12/30/2024	707.62	0	605.4825.2121 GAS & OIL PURCHASE	None
Total DOOLEY'S PETROLEUM INC:			14,428.64			
<b>ELAN FINANCIAL SERVICES</b>						
0125 CL ST CL	0125 ST CLOUD LIVE SUBSCRIPTION	12/18/2024	9.99	0	101.4151.3431 ADVERTISEMENTS	None
0125 CL ST CL	0125 ST CLOUD TIMES SUBSCRIPTION	12/16/2027	75.99	0	101.4151.3431 ADVERTISEMENTS	None
0199446 PD A	WIRELESS ERGONOMIC KEYBOARD-KG	12/05/2024	110.99	0	101.4211.2011 OFFICE SUPPLIES	None
10102024 PD	GLOCK MAGAZINES (39)-PD	11/27/2024	1,023.75	0	101.4211.2181 AMMUNITION	None
112085 CL CA	CAKE-ML LEAVING SERVICE EVENT	12/02/2024	45.99	0	101.4151.3311 TRAINING/TRAVEL/HO	None
11227056253 P	JOB FAIR REG-ALEXANDRIA TECH	12/02/2024	85.00	0	101.4211.2184 SUPPLIES - COMMUNI	None
1606305173 P	DOG FOOD-K9	12/18/2024	86.49	0	101.4211.4365 CANINE EXPENSES	None
1982611 PD A	BLANK EVENT SIGNS W/STAKES (50)-COMMUNITY OUTREACH	12/11/2024	100.69	0	101.4211.2184 SUPPLIES - COMMUNI	None
200839948697	LAPTOP POWER ADAPTERS (6)-PD	12/04/2024	421.62	0	101.4211.2111 OPERATING SUPPLIES	None
219015 CL CA	120924 COOKIES/ETC-MECHANIC INTERVIEWS	12/09/2024	32.20	0	101.4312.3311 TRAINING/TRAVEL/HO	None
2771597 CL F	121624 MEAL WORKSESSION-RM	12/16/2024	21.36	0	101.4131.3311 TRAINING/TRAVEL/HO	None
2771597 CL F	121624 MEALS (4) WORKSESSION-FT/ML/KS/SB	12/16/2024	94.80	0	101.4111.3311 TRAINING/TRAVEL/HOT	None
2771597 CL F	121624 MEALS (5) WORKSESSION-SJ/LG/AB/KV/DB	12/16/2024	117.91	0	101.4151.3311 TRAINING/TRAVEL/HO	None
2771597 CL F	121624 MEAL WORKSESSION-JA	12/16/2024	22.86	0	101.4221.3311 TRAINING/TRAVEL/HO	None
2771597 CL F	121624 MEAL WORKSESSION-AR	12/16/2024	22.86	0	101.4211.3312 MEETING EXPENSES	None
2771597 CL F	121624 MEAL WORKSESSION-JN	12/16/2024	22.86	0	101.4191.3311 TRAINING/TRAVEL/HO	None
2771597 CL F	121624 MEAL WORKSESSION-WS	12/16/2024	29.09	0	101.4312.3311 TRAINING/TRAVEL/HO	None

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
291657 PD RA	NEOPRENE GAUNTLET/DOG GOGGLES/ETC-K9	12/19/2024	302.36	0	101.4211.4365 CANINE EXPENSES	None
316151 CL DO	TABLECOVERS/PAPER PLATES/ETC-RM LEAVING SERVICE EVENT	12/16/2024	6.76	0	101.4131.4331 MISCELLANEOUS - DU	None
317282 CL TA	LEAVING SERVICE AWARD/CARD-ML	11/27/2024	208.14	0	101.4111.4331 MISCELLANEOUS - DU	None
3901809 PD A	DUAL MONITOR STAND-AM	12/02/2024	35.75	0	101.4211.2011 OFFICE SUPPLIES	None
396377783-00	DESKTOP SCANNERS (8)-PD	12/14/2024	2,239.92	0	101.4211.2011 OFFICE SUPPLIES	None
463131 CL PIZ	112624 MEALS (8) PUBLIC SAFETY/CITY HALL MTG-SJ/JR/BKV (6)	11/26/2024	80.18	0	101.4151.3311 TRAINING/TRAVEL/HO	None
463131 CL PIZ	112624 MEAL PUBLIC SAFETY/CITY HALL MTG-KS	11/26/2024	10.03	0	101.4111.3311 TRAINING/TRAVEL/HOT	None
463131 CL PIZ	112624 MEAL PUBLIC SAFETY/CITY HALL MTG-TR	11/26/2024	10.03	0	101.4211.3312 MEETING EXPENSES	None
463131 CL PIZ	112624 MEAL PUBLIC SAFETY/CITY HALL MTG-WS	11/26/2024	10.03	0	101.4312.3311 TRAINING/TRAVEL/HO	None
516121 CL CA	121624 COOKIES/ETC-PD CADET INTERVIEWS	12/16/2024	42.34	0	101.4211.3312 MEETING EXPENSES	None
516161 CL CA	CAKE/ETC-RM LEAVING SERVICE EVENT	12/16/2024	83.93	0	101.4131.3311 TRAINING/TRAVEL/HO	None
516162 CL CA	ICE CREAM/ETC-RM LEAVING SERVICE EVENT	12/16/2024	20.74	0	101.4131.3311 TRAINING/TRAVEL/HO	None
5844 PD STOR	021025 REG FOUNDATION INSTRUCTOR TRAINER-AL	12/09/2024	1,099.00	0	101.4211.3311 TRAINING/TRAVEL/HO	None
5909027 PD A	AIR DUSTERS (2)-PD	11/25/2024	74.00	0	101.4211.2011 OFFICE SUPPLIES	None
701142 CL CA	DONUTS-CLERK'S MEETING	12/11/2024	9.99	0	101.4151.3311 TRAINING/TRAVEL/HO	None
811121 CL WA	LEAVING SERVICE AWARD/CARDS-RM	12/11/2024	275.71	0	101.4131.4331 MISCELLANEOUS - DU	None
8201828 PD A	METAL STAKES (100)-PD NITE TO UNITE SIGNS	12/11/2024	104.98	0	101.4211.2184 SUPPLIES - COMMUNI	None
8285044 PD A	BODY WEIGHT SCALE/TAPE MEASURE/ETC-AM CAR SEAT CHECKS	12/17/2024	105.35	0	101.4211.2184 SUPPLIES - COMMUNI	None
909031 PD UP	SHIPPING-PEPPER BALL LAUNCHERS (3)	12/09/2024	164.99	0	101.4211.2011 OFFICE SUPPLIES	None
BBY01-806997	HEADSETS (2)-PD TRANSCRIPTION	12/02/2024	172.18	0	101.4211.2011 OFFICE SUPPLIES	None
E0700UURH0	1117-121624 ZOOM ADMIN EMAIL ACCOUNT	12/17/2024	4.00	0	101.4151.3214 SOFTWARE & SUBSCR	None
E0700UURH0	1117-121624 ZOOM PD FORWARDING EMAIL ACCOUNT	12/16/2024	4.00	0	101.4211.3214 SOFTWARE & SUBSCR	None
E0700UURH0	1117-121624 ZOOM WTP EMAIL ACCOUNT	12/16/2024	4.00	0	601.4825.3214 SOFTWARE & SUBSCR	None
E0700UURH0	1117-121624 ZOOM AMP EMAIL ACCOUNT	12/16/2024	4.00	0	101.4555.3214 SOFTWARE & SUBSCR	None
E0700UUXCD	1117-121624 MS ONLINE SERVICES CL	12/18/2024	276.00	0	101.4151.3214 SOFTWARE & SUBSCR	None
E0700UUXCD	1117-121624 MS ONLINE SERVICES MAYOR	12/18/2024	23.00	0	101.4131.3214 SOFTWARE & SUBSCR	None
E0700UUXCD	1117-121624 MS ONLINE SERVICES COUNCIL	12/18/2024	92.00	0	101.4111.3214 SOFTWARE & SUBSCR	None
E0700UUXCD	1117-121624 MS ONLINE SERVICES CIVIL SERVICE	12/18/2024	69.00	0	101.4135.3214 SOFTWARE & SUBSCR	None
E0700UUXCD	1117-121624 MS ONLINE SERVICES BI	12/18/2024	46.00	0	101.4241.3214 SOFTWARE & SUBSCR	None
E0700UUXCD	1117-121624 MS ONLINE SERVICES PLANNING	12/18/2024	23.00	0	101.4191.3214 SOFTWARE & SUBSCR	None
E0700UUXCD	1117-121624 MS ONLINE SERVICES PLANNING COMMISSION	12/18/2024	115.00	0	101.4133.3214 SOFTWARE & SUBSCR	None
E0700UUXCD	1117-121624 MS ONLINE SERVICES FD	12/18/2024	46.00	0	101.4221.3214 SOFTWARE & SUBSCR	None
E0700UUXCD	1117-121624 MS ONLINE SERVICES PW	12/18/2024	299.00	0	101.4312.3214 SOFTWARE & SUBSCR	None
E0700UUXCD	1117-121624 MS ONLINE SERVICES AMP	12/18/2024	161.00	0	101.4555.3214 SOFTWARE & SUBSCR	None
E0700UUXCD	1117-121624 MS ONLINE SERVICES WATER	12/18/2024	115.00	0	601.4825.3214 SOFTWARE & SUBSCR	None
GRB12454949	CAR SEATS (3)-PD CAR SEAT CHECKS	12/18/2024	372.18	0	101.4211.2184 SUPPLIES - COMMUNI	None
MN80SS03703	NOTARY RENEWAL-AM	12/10/2024	120.00	0	101.4211.4331 MISCELLANEOUS - DU	None
MNHT#115240	110524 TOW 10 DOGE CHARGER-ICR#24607750	11/05/2024	100.00	0	101.4211.3341 TOWING	None
REFUND R527	REFUND 1210-121124 HOTEL TEEX IS 400 TR-AR	12/19/2024	173.30-	0	101.4211.3311 TRAINING/TRAVEL/HO	None

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
Total ELAN FINANCIAL SERVICES:			9,080.74			
<b>FACTORY MOTOR PARTS</b>						
1-10355648	WHEEL WEIGHTS (2)-PW	12/27/2024	46.78	0	101.4312.2211 REPAIR & MAINTENAN	None
124-274260	ADD'L WHEEL WEIGHTS (10)-PW	12/27/2024	266.26	0	101.4312.2211 REPAIR & MAINTENAN	None
Total FACTORY MOTOR PARTS:			313.04			
<b>FASTENAL CO</b>						
MNST1214284	HARDWARE-PW	12/18/2024	9.85	0	101.4312.2211 REPAIR & MAINTENAN	None
Total FASTENAL CO:			9.85			
<b>GALLS PARENT HOLDINGS LLC</b>						
030072182	UNIFORM SHIRTS (3)-R/O	01/03/2025	86.97	0	101.4211.4382 RESERVE OFFICERS	None
030072193	UNIFORM PANTS (1)-AS	01/03/2025	89.99	0	101.4211.4381 UNIFORMS	None
Total GALLS PARENT HOLDINGS LLC:			176.96			
<b>GANNETT MEDIA CORP</b>						
0006860449 C	121224 NOTICE OF PUBLIC HEARING-APPENDIX B	01/01/2025	48.26	0	101.4151.3431 ADVERTISEMENTS	None
0006860449 C	121924 SUMMARY PUBLICATION-AMENDING CANNABIS & HEMP ORD CHAP	01/01/2025	126.54	0	101.4151.3431 ADVERTISEMENTS	None
0006860449 C	122624 SUMMARY PUBLICATION-AMENDMENT OF APPENDIX B	01/01/2025	68.86	0	101.4151.3431 ADVERTISEMENTS	None
0006860449 P	120124 NOTICE OF PUBLIC HEARING-REQUEST AMENDMENT CITY CODE A	01/01/2025	91.52	0	101.4133.3431 ADVERTISEMENTS	None
0006860449 P	122024 NOTICE OF ORDINANCE AMENDMENT-ORD 52 ZONING	01/01/2025	99.76	0	101.4133.3431 ADVERTISEMENTS	None
Total GANNETT MEDIA CORP:			434.94			
<b>GOPHER STATE ONE CALL INC</b>						
4120824	1224 LOCATES WATER	12/31/2024	17.55	0	601.4825.4387 LOCATES - GOPHER S	None
4120824	1224 LOCATES SEWER	12/31/2024	17.55	0	605.4825.4387 LOCATES - GOPHER S	None
Total GOPHER STATE ONE CALL INC:			35.10			
<b>GRANITE TELECOMMUNICATIONS LLC</b>						
678228129 BI/	0125 ADMIN FAX-BI	01/01/2025	22.27	0	101.4241.3211 COMMUNICATIONS	Nonemployee
678228129 BI/	0125 ADMIN FAX-PLANNING	01/01/2025	20.96	0	101.4191.3211 COMMUNICATIONS	Nonemployee
678228129 CL	0125 ADMIN FAX-CL	01/01/2025	22.27	0	101.4151.3211 COMMUNICATIONS	Nonemployee
678228129 PD	0125 PD FAX/EMERGENCY EXTERIOR PHONE	01/01/2025	131.01	0	101.4211.3211 COMMUNICATIONS	Nonemployee
678228129 PW	0125 CITY HALL ELEVATOR PHONE	01/01/2025	65.51	0	101.4194.3211 COMMUNICATIONS	Nonemployee

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
678228129 PW	0125 LIBRARY PHONE	01/01/2025	68.02	0	101.4196.3211 COMMUNICATIONS	Nonemployee
678228129 PW	0125 ALARM DIALER/FAX-WTP	01/01/2025	231.21	0	605.4825.3211 COMMUNICATIONS	Nonemployee
678228129 PW	0125 ALARM DIALER/FAX-WTP	01/01/2025	231.21	0	601.4825.3211 COMMUNICATIONS	Nonemployee
678228129 PW	0125 PUBLIC WORKS FACILITY FAX	01/01/2025	61.45	0	101.4312.3211 COMMUNICATIONS	Nonemployee
Total GRANITE TELECOMMUNICATIONS LLC:			853.91			
<b>HAWKINS INC</b>						
6943222	AZONE 15-WTP	12/18/2024	1,861.78	0	601.4822.2212 PLANT PRODUCTION	None
Total HAWKINS INC:			1,861.78			
<b>KRIS ENGINEERING INC</b>						
40744	CUTTING EDGES/CURB GUARDS/BOLTS/ETC-PLOWS	12/20/2024	15,994.50	0	101.4312.2211 REPAIR & MAINTENAN	None
40745 CR	TRADE-IN CUTTING EDGES/FACE PLATES/ETC-PLOWS	12/20/2024	11,153.28	0	101.4312.2211 REPAIR & MAINTENAN	None
Total KRIS ENGINEERING INC:			4,841.22			
<b>LANGUAGE LINE SERVICES</b>						
11493908	1224 INTERPRETER SERVICE-SPANISH/SOMALI/MANDARIN	12/31/2024	845.32	0	101.4211.3088 PROF SERVICES - INT	None
Total LANGUAGE LINE SERVICES:			845.32			
<b>LEAGUE OF MN CITIES</b>						
2025	2025 MN MAYOR ASSOCIATION DUES-KS	01/01/2025	30.00	0	101.4131.4331 MISCELLANEOUS - DU	None
419433	0101-123125 LMC DUES	01/01/2025	9,892.00	0	101.4111.4331 MISCELLANEOUS - DU	None
Total LEAGUE OF MN CITIES:			9,922.00			
<b>LEASE FINANCE GROUP INC</b>						
81023	2016 FD TRUCK LEASE PRINCIPAL PAYMENT	01/01/2025	56,465.95	0	101.4221.6021 LEASE PRINCIPAL	None
81023	2016 FD TRUCK LEASE INTEREST PAYMENT	01/01/2025	3,380.63	0	101.4221.6121 LEASE INTEREST	None
Total LEASE FINANCE GROUP INC:			59,846.58			
<b>LEXISNEXIS RISK DATA MANAGEMEN</b>						
1100077554	1224 INVESTIGATIVE SEARCHES	12/31/2024	115.96	0	101.4211.2187 INVESTIGATIVE SUPPL	None
Total LEXISNEXIS RISK DATA MANAGEMEN:			115.96			

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
<b>MENARDS INC</b>						
49897	WD-40/FREEZE OFF-PW	12/30/2024	22.47	0	101.4312.2211 REPAIR & MAINTENAN	None
Total MENARDS INC:			22.47			
<b>METROPOLITAN LIFE INSURANCE COMPAY</b>						
0125 BI	0125 DENTAL PREMIUM BB	12/16/2024	70.85	0	101.4241.1311 HEALTH INSURANCE	None
0125 CL	0125 DENTAL PREMIUM KL	12/16/2024	70.85	0	101.4151.1311 HEALTH INSURANCE	None
Total METROPOLITAN LIFE INSURANCE COMPAY:			141.70			
<b>MN COPY SYSTEMS</b>						
415169	121224-011125 EMAIL ACCOUNT FOR ADMIN COPIER	01/06/2025	10.00	0	101.4151.3214 SOFTWARE & SUBSCR	None
415170	121224-011125 PD COPIER	01/06/2025	308.50	0	101.4211.4384 SERVICE CONTRACT	None
415537	121224-011125 PW COPIER PORT-PW	01/06/2025	74.82	0	101.4312.4384 SERVICE CONTRACT	None
415537	121224-011125 PW COPIER PORT-WATER	01/06/2025	46.76	0	601.4825.4384 SERVICE CONTRACT	None
415537	121224-011125 PW COPIER PORT-SEWER	01/06/2025	46.76	0	605.4825.4384 SERVICE CONTRACT	None
415537	121224-011125 PW COPIER PORT-STORM SEWER	01/06/2025	18.71	0	609.4825.4384 SERVICE CONTRACT	None
Total MN COPY SYSTEMS:			505.55			
<b>MN DEPT OF LABOR INDUSTRY</b>						
123124-DOLI	1001-123124 QUARTERLY SURCHARGE	12/31/2024	847.25	0	101.4241.4711 REMIT REV COL OTHE	None
Total MN DEPT OF LABOR INDUSTRY:			847.25			
<b>MOMENTUM TRUCK GROUP</b>						
X194212207-0	HEATER CORE #444	12/20/2024	139.48	200444	101.4312.2211 REPAIR & MAINTENAN	None
Total MOMENTUM TRUCK GROUP:			139.48			
<b>SHIFT TECHNOLOGIES INC</b>						
14036	GIS APP/EMAIL ISSUES-UTILITY LAPTOPS	12/31/2024	52.50	0	601.4825.3212 COMPUTERS/IT	None
14036	GIS APP/EMAIL ISSUES-UTILITY LAPTOPS	12/31/2024	52.50	0	605.4825.3212 COMPUTERS/IT	None
14036	ADOBE/SCREEN RESOLUTION ISSUES-ML LAPTOP	12/31/2024	107.80	0	101.4555.3212 COMPUTERS/IT	None
Total SHIFT TECHNOLOGIES INC:			212.80			
<b>ST CLOUD REFRIGERATION INC</b>						
AC011535	2024-2025 FACILITY MAINTENANCE AGREEMENT	12/05/2024	3,200.00	0	101.4194.4384 SERVICE CONTRACT	None

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
Total ST CLOUD REFRIGERATION INC:			3,200.00			
<b>STEARNS COUNTY AUDITOR TREAS</b>						
2024-0000001	4TH QTR 2024 EMS SERVICES	12/31/2024	13,304.00	0	101.4251.4384 SERVICE CONTRACT	None
Total STEARNS COUNTY AUDITOR TREAS:			13,304.00			
<b>STEARNS COUNTY RECORDER</b>						
202400001021	RECORD RESOLUTION #111824-01-ISSUANCE OF CERTIFICATION OF COMP	12/05/2024	46.00	0	101.4111.4371 COUNTY FEES/REAL E	None
Total STEARNS COUNTY RECORDER:			46.00			
<b>SUMMIT COMPANIES</b>						
2926641	ANNUAL SPARE FIRE EXTINGUISHER SERVICE/INSPECTION-FD	01/02/2025	40.00	0	101.4221.3711 REPAIR & MAINTENAN	None
Total SUMMIT COMPANIES:			40.00			
<b>TALOS DYNAMICS LLC</b>						
1811	BULLETPROOF VEST-AS	01/03/2025	2,021.95	0	101.4211.5811 EQUIPMENT	None
1812	BULLETPROOF VEST-PM	01/03/2025	2,021.95	0	101.4211.5811 EQUIPMENT	None
Total TALOS DYNAMICS LLC:			4,043.90			
<b>TRAUT COMPANIES</b>						
376020	122624 WATER TESTS (5)	12/30/2024	175.00	0	601.4825.4351 WATER TESTS	None
Total TRAUT COMPANIES:			175.00			
<b>VERIZON WIRELESS SERVICES LLC</b>						
6101826096	1123-122224 BBAND PW	12/22/2024	30.01	0	101.4312.3211 COMMUNICATIONS	Nonemployee
6101826096	1123-122224 BBAND WATER	12/22/2024	15.00	0	601.4825.3211 COMMUNICATIONS	Nonemployee
6101826096	1123-122224 BBAND SEWER	12/22/2024	15.00	0	605.4825.3211 COMMUNICATIONS	Nonemployee
6101826096 F	1123-122224 BBAND FD	12/22/2024	38.01	0	101.4221.3211 COMMUNICATIONS	Nonemployee
Total VERIZON WIRELESS SERVICES LLC:			98.02			
<b>ZIEGLER INC</b>						
IN001750338	LIFTING LINKS (6)-PW SHOP	12/21/2024	303.80	0	101.4312.2211 REPAIR & MAINTENAN	None

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
Total ZIEGLER INC:			303.80			
<b>ZOOM VIDEO COMMUNICATIONS INC</b>						
INV287000860	1224 ZOOM PRO-PHONE MINUTES-BI	12/30/2024	2.14	0	101.4241.3211 COMMUNICATIONS	None
INV287000860	1224 ZOOM PRO-PHONE MINUTES-CL	12/30/2024	.15	0	101.4151.3211 COMMUNICATIONS	None
INV287000860	1224 ZOOM PRO-PHONE MINUTES-FD	12/31/2024	.04	0	101.4221.3211 COMMUNICATIONS	None
Total ZOOM VIDEO COMMUNICATIONS INC:			2.33			
Grand Totals:			165,878.22			

Report Criteria:  
 Detail report.  
 Invoices with totals above \$0.00 included.  
 Only unpaid invoices included.  
 Invoice.Batch = "01/09/2025"

Invoice Number	Description	Invoice Date	Amount	GL Activity Number	GL Account and Title	1099 Type
<b>ELAN FINANCIAL SERVICES</b>						
0663428 SR C	FLOOR MAGAZINE RACK-SR CENTER	12/11/2024	82.49	0	803.4911.4369 EXPENSES APPROVED	None
156703922574	BABY CARROTS/LEMON BARS/ETC-SR CENTER	12/19/2024	97.27	0	803.4911.4369 EXPENSES APPROVED	None
4021067 SR C	CARD HOLDERS (3)-SR CENTER	12/17/2024	60.03	0	803.4911.4369 EXPENSES APPROVED	None
Total ELAN FINANCIAL SERVICES:			<u>239.79</u>			
Grand Totals:			<u><u>239.79</u></u>			