



## **BUFFALO CITY COUNCIL AGENDA**

**Meeting: Monday, January 5, 2026**

**Place: Buffalo City Center**

**Time: 7:00 PM**

The meeting is available to view by [streaming live](#) or viewing Spectrum Channel 180. Questions on specific agenda items or supporting documents should be directed to city staff prior to the meeting via phone at 763-682-1181 or email at [cityoffices@ci.buffalo.mn.us](mailto:cityoffices@ci.buffalo.mn.us).

Each agenda item will be: (1) announced by the Mayor, (2) presented by staff, (3) Mayor will ask for Council questions & discussion, (4) Council will act on item with motion and move on to next agenda item.

**1. CALL TO ORDER**

**2. ANNOUNCEMENTS**

**3. OPEN FORUM**

The purpose of the open forum section of the meeting is to allow citizens to express any needs or concerns that they have to the City Council. We allocate this time toward non-agenda items only. The City Council can then act on the concern or put the item on a future agenda.

**4. AGENDA ADDITIONS OR DELETIONS**

**5. COUNCIL REPORTS AND RECOGNITION**

The purpose of the council reports and recognition section is for Council Members to report on meetings attended, share information and to recognize individuals or groups.

**6. CONSENT AGENDA**

Those items on the council agenda which are considered routine or non-controversial are included as part of the Consent Agenda. Unless the Mayor or a Council Member specifically requests that an item on the Consent Agenda be removed and considered separately, items on the Consent Agenda are considered under one motion, second and vote. Any item removed from the consent agenda shall be placed on the council agenda for discussion.

[Approval of December 15, 2025 Meeting Minutes](#)

[Approval of Claims Listing](#)

**7. REMOVED CONSENT AGENDA ITEMS**

**8. PUBLIC HEARINGS**

[Public Hearing - Vacation of Drainage & Utility Easements, Kaysons Second Addition, Resolution 2026-1](#)

**9. OLD BUSINESS**

[Variance - South Shores on Lake Pulaski Development](#)

**10. NEW BUSINESS**

[Consider Approval of a Resolution Delegating Authority to Pay Claims and Make Electronic Fund Transfers](#)

[Approve Part-Time School Resource Officer \(SRO\) Agreement with the Wright Technical Center](#)

[Notice of Public Hearing for the Implementation of Body-worn Cameras for the Buffalo Police Department](#)

[First Reading of Ordinance 2026-1: Amendment to City Code Chapter 48-Utilities, Article V. Stormwater Utility](#)

[Annual Mayor and Council Appointments](#)

[2026 City Council Meeting Calendar](#)

**11. STAFF UPDATES**

**12. OTHER**

**13. ADJOURN**



## CITY COUNCIL AGENDA REPORT

**MEETING DATE:** January 5, 2026

**PREPARED BY:** City Clerk Susan Johnson

**PRESENTED BY:** City Clerk Susan Johnson

**AGENDA ITEM:** Approval of December 15, 2025 Meeting Minutes

### **BACKGROUND SUMMARY:**

Attached are the draft minutes from the December 15 meeting.

### **ALIGNMENT WITH CITY COUNCIL STRATEGIC PLAN:**

Innovative and Forward-Thinking Governance - embracing transparency, adaptability, and fiscal responsibility.

### **FISCAL CONSIDERATIONS:**

- a. Estimated Cost: \$0.00
- b. Funding Source(s): N?A
- c. Budgeted: N/A

### **RECOMMENDED ACTION:**

Approve of minutes as presented.

[Back to Agenda](#)



## **BUFFALO CITY COUNCIL MINUTES**

### **December 15, 2025**

#### **CALL TO ORDER**

The regular meeting of the City of Buffalo City Council was called to order on December 15, 2025 at 7:00 PM in the Council Chambers of the City Center at 212 Central Avenue.

The following members were present: Sheila Crawford, Brad Dahl, Steve Downer, George Fantauzza, and Erin Walsh. Absent was Student Liaison Jillian Pack.

Staff Present: Administrator Taylor Gronau, City Clerk Susan Johnson, Community Development Director David Kelly, Utilities and IT Director Jason Meusburger, Fire Chief John Harnois, Finance Director/Assistant Administrator Josh Kent, Police Chief Pat Budke, Parks and Rec Director Lee Ryan, IT Supervisor Jay Bares, Customer Service Director Cara Hesse, and Consulting Engineer Justin Kannas of Bolton & Menk.

#### **ANNOUNCEMENTS**

Council Member Walsh wished everyone well during the holiday season. Mayor Downer announced a volunteer fair at the Community Center on Tuesday, December 16th from 10 to noon, where people can learn about volunteer opportunities.

#### **OPEN FORUM**

Brad Elo, acting treasurer of the Buffalo Arts Council, presented a donation of \$896.54 supporting the Buffalo Area Community Center renovation project. He explained that \$500 came from the Buffalo Arts Council as a bronze level sponsorship, and \$396.54 came from a group called Girls Next Door. He explained that the Buffalo Arts Council acts as fiscal sponsor for many small groups providing technology infrastructure like Venmo, PayPal, websites, and social media platforms to enable community initiatives led by passionate volunteers.

#### **AGENDA ADDITIONS AND DELETIONS-None**

#### **COUNCIL REPORTS AND RECOGNITION**

Council Member Fantauzza provided an update on the Buffalo Area Community Center, reporting that elevator inspections had passed. He discussed a previous concern about seniors using the alley behind City Hall, noting it was dangerous. While dual operation of both facilities wasn't feasible, Trailblazer had offered to provide multiple daily pickups from downtown senior housing for the first three

## December 15, 2025 City Council Meeting Minutes

months after the new building opens, providing direct rides to the new Community Center.

Council Member Walsh shared information from the Streets Department and Police Department regarding the last snowfall, noting that 30-40 vehicles were still parked in the street when plows needed to come through. She explained that the Police Department would try door knocking before ticketing or towing vehicles, and reminded residents that trash bins should be placed 10 feet back from the roadway. She also reported that the HRA supports using a parcel next to Havenwood for a possible arts and entertainment center.

Council Member Crawford announced that on Monday, December 22, there will be a public input meeting for the long-range parks plan, with different time slots for different user groups: 1:30-2:30 PM for seniors, 3:00-4:00 PM for youth and families, 4:30-6:30 PM for a community open house, and 7:00-8:00 PM for athletic organizations and associations. She encouraged people to take the online survey for the parks improvement plan.

Mayor Downer reported that the League of Minnesota Cities staff and a board member met with Wright County Cities and elected officials on December 3rd in Buffalo. He also attended the Wright County Mayor's Association meeting on December 10th in Maple Lake. He noted there was some movement on the former Wright County Government Center and the old Buffalo Theater.

### CONSENT AGENDA

- Approval of December 1, 2025 Meeting Minutes
- Approval of Claims Listings

Council Meeting ~		12/15/25			
A/P Check Runs	EFT/DRAFTS	Checks	Total	Check Numbers	
12/10/2025	\$ 672,554.49	\$ -	\$ 672,554.49	-	
12/10/2025	\$ 1,806.00	\$ -	\$ 1,806.00	-	
12/10/2025	\$ 931,853.76	\$ 205,158.31	\$ 1,137,012.07	137262-137343	
<b>Grand Total</b>				\$ 1,811,372.56	

- New On-Sale and Sunday Liquor License for JESI Ruelas, LLC, DBA La Catrina Restaurante & Bar for 1006 Commercial Drive, Suite A
- Annual License and Permit Renewals for 2026, Resolution 2025-48
- Approval of Contract for New Parks and Recreation Software
- Approval of Hiring Electric Lead Lineman Carter Kortan
- Approval of Electric Fiber Support Technician Position and Appointment of Wyatt Stoesz
- Approval of Lower-Potency Hemp Edibles Retailer Registrations for the Municipal Liquor Stores

Council Member Walsh clarified that the new Community Center is 1.86 times the

size of the current Community Center, not quadruple the size as was stated at the last meeting and thus recorded in the minutes.

Council Member Fantauzza made a motion to approve of the consent agenda. Council Member Crawford seconded the motion. The motion passed 5-0.

## **PUBLIC HEARINGS-None**

### **OLD BUSINESS**

#### **Adopt 2026 Budget, Capital Improvement Plan (CIP), and Ordinance 2025-4 Master Fee Schedule for 2026 and Certify 2026 Property Tax Levies**

Finance Director/Assistant Administrator Kent presented the 2026 budget, tax levy, and budget adoption. In September, a preliminary levy was presented with a 4.6% tax levy increase.

Kent explained that the 4.6% levy increase (approximately \$526,000) was primarily due to debt levies from principal payments coming due in 2026. Other drivers included a \$50,000 increase in the park improvement levy to build reserves for capital projects, increased reserves for civic center improvements, and wage increases based on a compensation study that compared Buffalo to 21 similar jurisdictions. The city is increasing wages to match market values to remain competitive. Additional staff positions included an elections assistant, a new police officer, and a parks maintenance worker.

For a median valued home (which increased from \$337,000 to \$356,000 from 2025 to 2026), the overall tax rate actually decreased, though due to increased property values, homeowners would see a slight increase in their total tax bill. Kent also presented updates to the fee schedule, including new fiber internet incentives allowing customers who refer new subscribers to receive a free month of service (up to 12 months per year), a fiber snowbird rate of \$35 per month for up to five months (November to March), and the addition of fees for the new Buffalo Area Community Center. Water and electric rates would increase slightly to build reserves for future capital projects, while sewer rates would remain flat for 2026.

Council Member Crawford made a motion to adopt Resolution 2025-45, Adopting the 2026 Budget, Capital Improvement Plan (CIP) and Certifying the 2026 Property Tax Levy to Wright County. Council Member Dahl seconded the motion. The motion passed 5-0.

Council Member Fantauzza made a motion to adopt Resolution 2025-46 Granting Council Consent for HRA Levy. Council Member Walsh seconded the motion. The motion passed 5-0.

## December 15, 2025 City Council Meeting Minutes

Council Member Fantauzza made a motion to adopt Ordinance 2025-4 Establishing the City Fees and Charges for 2026. Council Member Crawford seconded the motion. The motion passed 5-0.

Council Member Fantauzza made a motion to adopt Resolution 2025-47 Approving Summary Publication of Ordinance 2025-4 Establishing City Fees and Charges for 2026. Council Member Dahl seconded the motion. The motion passed 5-0.

### **NEW BUSINESS**

#### **Preliminary Plat, Development Stage PUD, Variance - South Shores on Pulaski Development**

Community Development Director Kelly presented the preliminary plat and development stage PUD for the South Shores Lake Pulaski development. He explained that significant changes had been made since the previous application, including relocating Griffing Park Road to the northern boundary, reducing the number of driveways onto Griffing Park Road, and updating the phasing plan to develop from east to west to minimize traffic impacts on existing streets.

The lot sizes vary from 85 feet in width (meeting the shoreline standard) down to 45-foot lot widths. The developers provided an updated plan with additional trees, though questions remained about the stormwater management plan. Staff recommended approval of the preliminary plat and development stage PUD with conditions, including that a satisfactory stormwater management plan be approved before the final plat application, and that for any lots less than 65 feet wide, the plans would need to go back to the Planning Commission before going to the Council.

Council Member Crawford expressed opposition to the 45-foot lots, citing concerns about unsustainable density that maximizes hard surfaces and creates risks of water runoff. She explained that the high ratio of impervious surface (60-70% versus the typical goal of 25% or less) could eliminate the land's natural ability to absorb rain and could overload the drainage system. She also raised concerns about snow plowing, snow storage, and potential conflicts due to the close proximity of houses.

Council Member Fantauzza acknowledged improvements in the plan compared to 6-8 months ago and commended staff for their diligence. While not in favor of 45-foot-wide lots, he supported the plan overall because it provides opportunities for single-family homes and improvements to the road system and trail around the pond.

Council Member Walsh noted that while she personally wouldn't want to live on a 45-foot lot, narrower lot sizes may be necessary for housing to be more affordable. She stated that the project offers a range of price points for potential

City Council Meeting Minutes December 15, 2025

buyers, which will reflect well on the city.

City Engineer Kannas addressed stormwater concerns, explaining that stormwater ponds would clean the water coming off the development better than the current runoff from farmland. He noted that the city has a citywide stormwater study in progress that will model the entire system for future planning and development projects.

After extensive discussion, the council voted to approve the preliminary plat and development stage PUD with the Planning Commission's conditions, including the stormwater management requirements.

Council Member Fantauzza made a motion to approve the preliminary plat and development stage PUD for the South Shores Pulaski Development, incorporating all of the Planning Commission's considerations. Council Member Walsh seconded the motion. The motion passed 4-1 with Council Member Crawford opposed.

Regarding the variance request for dock access, Kelly explained that the parcel with shoreline access is 12,000 square feet, while the minimum required for dock access is 15,000 square feet. The developers requested to install four standalone docks with two slips each. Staff supported the variance but recommended, after consulting with the DNR, allowing only one mooring facility with up to eight slips to minimize shoreline impact.

Additional stipulations included LID membership, no parking on the street or on the parcel where the dock would be located, and that the HOA would own and maintain the watercraft at the eight slips.

Council Member Walsh expressed concerns about accessibility, particularly for individuals who may have mobility issues, given the parking prohibition. She requested more information about how people would access the dock area, including potentially creating a pull-out area by removing an existing retaining wall.

After discussion, the Council decided to table the variance request to allow time for more information about parking options and potentially increasing the size of a stormwater pond.

Council Member Dahl made a motion to table the variance for the South Shores of Pulaski development for future City Council decision based on a parking plan and potentially a larger holding pond. Council Member Crawford seconded the motion. The motion passed 5-0.

**Approve Memoranda of Understanding Between City of Buffalo and LELS Local #234 (Patrol)**

## December 15, 2025 City Council Meeting Minutes

Administrator Gronau explained that there were two MOUs for each of the law enforcement bargaining units. The first aligns the cost-of-living adjustment with the council-approved 3% (instead of the 2.5% stipulated in the contracts). The second continues the sabbatical leave program through December 31, 2026. He noted that the sabbatical leave program has been successful as a recruitment and retention tool, and the city wants to maintain the ability to evaluate it on a year-to-year basis.

Council Member Crawford made a motion to approve MOUs 2025-1 and 2025-2 between City of Buffalo and LELS Local #234 (patrol). Council Member Dahl seconded the motion. The motion passed 5-0.

### **Approve Memoranda of Understanding Between City of Buffalo and LELS Local #337 (Sergeants)**

Council Member Fantauzza made a motion to approve MOUs 2025-1 and 2025-2 between the City of Buffalo and LELS Local #337 (sergeants). Council Member Crawford seconded the motion. The motion passed 5-0.

### **2026 Advisory Board Appointments**

Administrator Gronau explained that the council liaisons worked with staff liaisons to review and recommend appointments to each board.

The recommended appointments included:

- Airport Advisory Board: Doug Roush, Andrew Smude, and Brad Johnson (three-year terms)
- Community Center Advisory Board: Amy Wittman and Deborah Pohlkamp (three-year terms)
- Heritage Preservation Advisory Board: Kit Breshears (three-year term)
- Housing Redevelopment Authority: Amy Austin (five-year term)
- Library Advisory Board: Amelie Hyams (four-year term)
- Parks Advisory Board: Martyn Dibbin, Serena Siljander, and Kia Prell (three-year terms)
- Planning Commission: Jeremy Welter and Gabe Licht (four-year terms)

Council Member Fantauzza made a motion to approve the appointments to the advisory boards to fill the open terms as stated in the packet. Council Member Dahl seconded the motion. The motion passed 5-0.

### **Approval of Donations, Resolution 2025-49**

Mayor Downer read Resolution 2025-49 Resolution Accepting Donations.

Council Member Crawford made a motion to accept the donations as read. Council Member Dahl seconded the motion. The motion passed 5-0.

### **STAFF UPDATES**

City Council Meeting Minutes December 15, 2025

- 1<sup>st</sup> Street NE Reconstruction
- PUC Documents
- Theater
- Former Wright County Government Center Area
- Sales Tax Appeal for Downtown Fire Station

**ADJOURN**

Mayor adjourned the meeting at 8:56 PM.

Attest:

---

Steve Downer, Mayor

---

Susan Johnson, City Clerk

DRAFT



## CITY COUNCIL AGENDA REPORT

**MEETING DATE:** January 5, 2026

**PREPARED BY:** Senior Accountant Jackie Wilkes

**PRESENTED BY:** Senior Accountant Jackie Wilkes

**AGENDA ITEM:** Approval of Claims Listing

### BACKGROUND SUMMARY:

The attached claims listings are payment registers detailing disbursements for the period.

Payment Type	Beginning Sequence #	Ending Sequence #	Total
EFT	107294	107394	951,441.67
Check	137344	137425	261,103.46
Bank Draft/Wire	3931	3967	469,243.41
			\$ 1,681,788.54

### SIGNIFICANT DISBURSEMENTS THIS PERIOD:

• Core & Main	\$148,348.39	AMI Project Meters
• TD&I Cable Maintenance	\$214,607.20	Pay App #7 Fiber Phase 2 Project
• Omann Contracting	\$131,648.00	Trail and Alley Reclaim/Repair
• MN Dept of Revenue	\$151,116.00	Sales & Use Tax

### ALIGNMENT WITH CITY COUNCIL STRATEGIC PLAN:

Innovative and Forward-Thinking Governance - embracing transparency, adaptability, and fiscal responsibility.

### FISCAL CONSIDERATIONS:

- Estimated Cost: \$1,681,788.54
- Funding Source(s): Various
- Budgeted: All items in this listing were either budgeted or brought before council as separate items for approval.

### RECOMMENDED ACTION:

Approve claims listings as presented and authorize payments to be disbursed.

[Back to Agenda](#)



Buffalo, MN

CITY OF BUFFALO, MINNESOTA

**Check Report**

By Check Number

Date Range: 01/01/2025 -

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
<b>Bank Code: CITY-CITY BANK</b>							
<b>Payment Type: EFT</b>							
01B0006 <a href="#">INV0004173</a>	BUFFALO POLICE EMPLOYEE ASS'N Invoice	12/24/2025	12/24/2025 BPEA DUES	EFT	0.00 0.00	75.00 75.00	107294
01C0032 <a href="#">INV0004174</a>	City Center Employees Association Invoice	12/24/2025	12/24/2025 City Center Employees Association	EFT	0.00 0.00	70.00 70.00	107295
01C0089 <a href="#">INV0004175</a>	Flex - City of Buffalo Invoice	12/24/2025	12/24/2025 SELECT 3 DAYCARE	EFT	0.00 0.00	1,153.50 1,153.50	107296
01C0089 <a href="#">INV0004179</a>	Flex - City of Buffalo Invoice	12/24/2025	12/24/2025 MEDICAL REIMBURSE	EFT	0.00 0.00	126.92 126.92	107297
01L0098 <a href="#">INV0004178</a>	LAW ENFORCEMENT LABOR SER Invoice	12/24/2025	12/24/2025 UNION DUES	EFT	0.00 0.00	1,241.00 1,241.00	107298
01N0056 <a href="#">INV0004195</a>	NCPERS MINNESOTA Invoice	12/24/2025	12/24/2025 NCPERS	EFT	0.00 0.00	128.00 128.00	107299
01N0171 <a href="#">INV002526</a>	2NSystems LLC Invoice	11/25/2025	12/31/2025 IT/NOC-COOLING REDUNDANCY	EFT	0.00 0.00	1,000.00 1,000.00	107300
01A0131 <a href="#">4325803</a> <a href="#">4325804</a>	Adam's Pest Control Invoice	12/09/2025	12/31/2025 DT LIQ - PEST CONTROL	EFT	0.00 0.00	159.34 79.67	107301
		12/09/2025	HWY LIQ - PEST CONTROL		0.00	79.67	
01A0028 <a href="#">INV-53426</a> <a href="#">INV-53448</a> <a href="#">INV-53522</a>	Alex Air Apparatus 2 LLC Invoice	12/04/2025	12/31/2025 FD-HOSE	EFT	0.00	5,330.66	107302
		12/09/2025	FD-BOOTS		0.00	1,200.66	
		12/17/2025	FD-ICE COMMANDER SUITS		0.00	3,800.00	
01A0299 <a href="#">IV289012</a>	Amaril Uniform Company Invoice	12/11/2025	12/31/2025 ELECTRIC-FR CLOTHING	EFT	0.00 0.00	308.49 308.49	107303
01A0333 <a href="#">11WT-1T3V-DFHY</a> <a href="#">14GF-WC9H-HCG6</a> <a href="#">17XF-RQKX-41L6</a> <a href="#">19MG-4T4F-9NF3</a> <a href="#">1KTH-1XVP-LV7W</a> <a href="#">1LN3-CRV7-DVMG</a> <a href="#">1M3C-JMFT-9WV6</a> <a href="#">1M3C-JMFT-C1XR</a> <a href="#">1MCQ-H17V-THFK</a> <a href="#">1PNQ-JYD9-J4Q9</a> <a href="#">1QKN-GVF7-7N44</a> <a href="#">1QLR-VG4Y-DHL4</a> <a href="#">1RQR-LW4L-7Q7Y</a> <a href="#">1RXG-FXD3-KG...</a> <a href="#">1V9H-3W6W-CY7J</a>	Amazon Capital Services Invoice	12/09/2025	12/31/2025 BCC-CORDLESS STICK VACUUM	EFT	0.00	1,402.59	107304
		12/15/2025	PD-TRAINING SUPPLIES		0.00	189.99	
		12/23/2025	PARKS-CALENDAR, FOLDER TABS		0.00	238.39	
		12/22/2025	COMM CTR-SOUP CUPS, CLEANER		0.00	30.42	
		12/21/2025	STREETS-CHOKE LEVERS		0.00	85.38	
		12/09/2025	COMM CTR-COFFEE FILTERS, HOT COCOA		0.00	42.71	
		12/22/2025	ADMIN-MOUSE PADS		0.00	48.57	
		12/22/2025	PD-FLASH DRIVES		0.00	47.53	
		11/26/2025	COMM CTR-PAPER TOWELS		0.00	39.86	
		10/02/2025	COMM CTR-SAFETY DECALS		0.00	69.97	
		12/22/2025	ELECTRIC-SAFETY DECALS		0.00	71.88	
		12/22/2025	PARKS-PUMP		0.00	195.47	
		12/16/2025	PD-TAPE, TUBES		0.00	50.29	
		12/12/2025	COMM CTR-LABELS, CLANER		0.00	81.24	
		12/09/2025	ADMIN-PAPER, CALENDAR, FOOT REST, A...		0.00	111.67	
		12/16/2025	FD-LED LIGHT METER		0.00	99.22	
01A0048 <a href="#">55058-00</a>	Ancom Communications Invoice	12/10/2025	12/31/2025 FD-RADIO UNITS	EFT	0.00 0.00	3,119.44 3,119.44	107305
VEN01986 <a href="#">1710</a>	Bad Habit Brewing Company LLC Invoice	12/16/2025	12/31/2025 HWY	EFT	0.00 0.00	136.80 136.80	107306

## Check Report

Date Range: 01/01/2025 -

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
01B0218	Barr Engineering Company	12/31/2025	EFT	0.00	15,947.50	107307
<a href="#">23860080.16-20</a>	Invoice	12/19/2025	ELECTRIC SUBSTATION NO. 2	0.00	15,947.50	
01000971	Beckius Repair	12/31/2025	EFT	0.00	1,017.28	107308
<a href="#">102557</a>	Invoice	12/10/2025	ELECTRIC-INSPECTION, ADD TRANS OIL, R...	0.00	409.68	
<a href="#">102558</a>	Invoice	12/10/2025	ELECTRIC-ANNUAL INSPECTION	0.00	153.22	
<a href="#">102559</a>	Invoice	12/10/2025	ELECTRIC-FIX BRAKE LINE LEAK 1994 CHEV	0.00	454.38	
01B0074	Bellboy Corporation	12/31/2025	EFT	0.00	17,050.39	107309
<a href="#">110630800</a>	Invoice	12/12/2025	HWY LIQUOR STORE	0.00	370.49	
<a href="#">110630900</a>	Invoice	12/12/2025	DWTN LIQUOR STORE	0.00	147.67	
<a href="#">110664900</a>	Invoice	12/19/2025	HWY LIQUOR STORE	0.00	283.24	
<a href="#">110665100</a>	Invoice	12/19/2025	DWTN LIQUOR STORE	0.00	147.67	
<a href="#">209846000</a>	Credit Memo	12/08/2025	DWTN LIQUOR STORE	0.00	-20.48	
<a href="#">209846100</a>	Credit Memo	12/08/2025	DWTN LIQUOR STORE	0.00	-14.12	
<a href="#">209846200</a>	Credit Memo	12/08/2025	DWTN LIQUOR STORE	0.00	-22.00	
<a href="#">209846400</a>	Credit Memo	12/08/2025	DWTN LIQUOR STORE	0.00	-16.83	
<a href="#">209847300</a>	Credit Memo	12/08/2025	DWTN LIQUOR STORE	0.00	-247.40	
<a href="#">209899000</a>	Invoice	12/12/2025	DWTN LIQUOR STORE	0.00	4,552.04	
<a href="#">209899900</a>	Invoice	12/12/2025	HWY LIQUOR STORE	0.00	4,357.10	
<a href="#">209979800</a>	Invoice	12/19/2025	HWY LIQUOR STORE	0.00	2,266.55	
<a href="#">209980500</a>	Invoice	12/19/2025	DWTN LIQUOR STORE	0.00	1,034.99	
<a href="#">300544400</a>	Credit Memo	12/10/2025	HWY LIQUOR STORE	0.00	-28.33	
<a href="#">300544500</a>	Credit Memo	12/10/2025	DWTN LIQUOR STORE	0.00	-14.00	
<a href="#">300546200</a>	Invoice	12/12/2025	DWTN LIQUOR STORE	0.00	1,396.75	
<a href="#">300546300</a>	Invoice	12/12/2025	HWY LIQUOR STORE	0.00	873.45	
<a href="#">300564900</a>	Invoice	12/19/2025	HWY LIQUOR STORE	0.00	282.60	
<a href="#">300565300</a>	Invoice	12/19/2025	DWTN LIQUOR STORE	0.00	1,416.05	
<a href="#">300565500</a>	Invoice	12/19/2025	HWY LIQUOR STORE	0.00	284.95	
	**Void**	12/31/2025	EFT	0.00	0.00	107310
01B0033	Bernick's	12/31/2025	EFT	0.00	25,141.39	107311
<a href="#">10435135</a>	Invoice	12/11/2025	DWTN LIQUOR STORE	0.00	1,553.05	
<a href="#">10435136</a>	Credit Memo	12/11/2025	DWTN LIQUOR STORE	0.00	-100.14	
<a href="#">10435141</a>	Invoice	12/11/2025	HWY LIQUOR STORE	0.00	210.50	
<a href="#">10435142</a>	Invoice	12/11/2025	HWY LIQUOR STORE	0.00	5,336.45	
<a href="#">10435143</a>	Invoice	12/11/2025	HWY LIQUOR STORE	0.00	187.88	
<a href="#">10435144</a>	Credit Memo	12/11/2025	HWY LIQUOR STORE	0.00	-172.00	
<a href="#">10437681</a>	Invoice	12/18/2025	DWTN LIQUOR STORE	0.00	1,563.40	
<a href="#">10437682</a>	Credit Memo	12/18/2025	DWTN LIQUOR STORE	0.00	-260.00	
<a href="#">10437690</a>	Invoice	12/18/2025	HWY LIQUOR STORE	0.00	472.00	
<a href="#">10437691</a>	Invoice	12/18/2025	HWY LIQUOR STORE	0.00	9,194.60	
<a href="#">10437692</a>	Invoice	12/18/2025	HWY LIQUOR STORE	0.00	125.64	
<a href="#">10437693</a>	Credit Memo	12/18/2025	HWY LIQUOR STORE	0.00	-180.00	
<a href="#">10437694</a>	Credit Memo	12/18/2025	HWY LIQUOR STORE	0.00	-6.33	
<a href="#">10439649</a>	Invoice	12/24/2025	DWTN LIQUOR STORE	0.00	167.76	
<a href="#">10439650</a>	Invoice	12/24/2025	DWTN LIQUOR STORE	0.00	1,857.65	
<a href="#">10439651</a>	Invoice	12/24/2025	DWTN LIQUOR STORE	0.00	50.64	
<a href="#">10439652</a>	Credit Memo	12/24/2025	DWTN LIQUOR STORE	0.00	-1.37	
<a href="#">10439653</a>	Invoice	12/24/2025	HWY LIQUOR STORE	0.00	80.00	
<a href="#">10439654</a>	Invoice	12/24/2025	HWY LIQUOR STORE	0.00	4,924.30	
<a href="#">10439655</a>	Invoice	12/24/2025	HWY LIQUOR STORE	0.00	168.36	
<a href="#">10439656</a>	Credit Memo	12/24/2025	HWY LIQUOR STORE	0.00	-161.00	
<a href="#">10439657</a>	Invoice	12/24/2025	HWY LIQUOR STORE	0.00	130.00	
VEN02239	Brau Brothers Brewery	12/31/2025	EFT	0.00	84.00	107312
<a href="#">551299</a>	Invoice	12/09/2025	HWY	0.00	84.00	
01B198	Breakthru Beverage Minnesota Wine & Spirits L	12/31/2025	EFT	0.00	22,688.52	107313
<a href="#">124669616</a>	Invoice	12/10/2025	DOWNTOWN	0.00	711.37	
<a href="#">124669633</a>	Invoice	12/10/2025	HWY	0.00	11,273.81	

## Check Report

Date Range: 01/01/2025

Vendor Number	Vendor Name	Post Date	Payment Date	Payment Type	Discount Amount		Payment Amount	Number
					Payable Description	Discount Amount		
<a href="#">Payable #</a>	<a href="#">Payable Type</a>							
<a href="#">124669634</a>	Invoice	12/10/2025	HWY	EFT		0.00	211.30	
<a href="#">124785411</a>	Invoice	12/17/2025	DOWNTOWN	EFT		0.00	3,114.09	
<a href="#">124785412</a>	Invoice	12/17/2025	DOWNTOWN	EFT		0.00	1.65	
<a href="#">124785440</a>	Invoice	12/17/2025	HWY	EFT		0.00	4,891.90	
<a href="#">124838171</a>	Invoice	12/19/2025	HWY	EFT		0.00	640.84	
<a href="#">124838270</a>	Invoice	12/19/2025	DOWNTOWN	EFT		0.00	358.46	
<a href="#">124893834</a>	Invoice	12/23/2025	HWY	EFT		0.00	1,164.48	
<a href="#">124894537</a>	Invoice	12/23/2025	HWY	EFT		0.00	409.14	
<a href="#">414206536</a>	Credit Memo	11/26/2025	DOWNTOWN	EFT		0.00	-85.92	
<a href="#">414269519</a>	Credit Memo	12/11/2025	DOWNTOWN	EFT		0.00	-2.60	
01001401	Brenda Smith		12/31/2025	EFT		0.00	214.20	107314
<a href="#">JUL-DEC/25</a>	Invoice	12/24/2025	MILEAGE REIMBURSEMENT	EFT		0.00	214.20	
VEN02363	BROGAV Solutions LLC		12/31/2025	EFT		0.00	1,955.64	107315
<a href="#">1730</a>	Invoice	12/02/2025	WATER REC-XTREME POWER P91 SERIES	EFT		0.00	1,955.64	
VEN01878	Buffalo EZ Wash LLC		12/31/2025	EFT		0.00	44.99	107316
<a href="#">32645122358</a>	Invoice	12/18/2025	WATER REC-OIL CHANGE 2014 FORD	EFT		0.00	44.99	
01000051	C&L Distributing		12/31/2025	EFT		0.00	4,187.85	107317
<a href="#">2217057</a>	Invoice	12/10/2025	HWY LIQUOR STORE	EFT		0.00	829.30	
<a href="#">2220426</a>	Invoice	12/17/2025	HWY LIQUOR STORE	EFT		0.00	304.60	
<a href="#">2224026</a>	Credit Memo	12/23/2025	DWTN LIQUOR STORE	EFT		0.00	-9.00	
<a href="#">2224027</a>	Invoice	12/23/2025	DWTN LIQUOR STORE	EFT		0.00	1,537.30	
<a href="#">2224125</a>	Credit Memo	12/23/2025	HWY LIQUOR STORE	EFT		0.00	-12.75	
<a href="#">2224126</a>	Invoice	12/23/2025	HWY LIQUOR STORE	EFT		0.00	1,474.80	
<a href="#">2225600</a>	Invoice	12/23/2025	HWY LIQUOR STORE	EFT		0.00	63.60	
01001344	Calix Inc		12/31/2025	EFT		0.00	15,774.49	107318
<a href="#">398022</a>	Invoice	12/09/2025	FIBER-INVENTORY	EFT		0.00	13,254.49	
<a href="#">4053041</a>	Invoice	12/09/2025	FIBER-INVENTORY	EFT		0.00	2,520.00	
01C075	Capitol Beverage Sales LP		12/31/2025	EFT		0.00	53,340.56	107319
<a href="#">3224715</a>	Credit Memo	12/08/2025	DOWNTOWN LIQUOR	EFT		0.00	-22.90	
<a href="#">3224716</a>	Credit Memo	12/08/2025	DOWNTOWN LIQUOR	EFT		0.00	-20.00	
<a href="#">3224717</a>	Invoice	12/08/2025	DOWNTOWN LIQUOR	EFT		0.00	3,881.60	
<a href="#">3224719</a>	Credit Memo	12/08/2025	HWY LIQUOR	EFT		0.00	-29.18	
<a href="#">3224720</a>	Invoice	12/08/2025	HWY LIQUOR	EFT		0.00	19,020.35	
<a href="#">3227806</a>	Credit Memo	12/15/2025	DOWNTOWN LIQUOR	EFT		0.00	-30.00	
<a href="#">3227807</a>	Credit Memo	12/15/2025	DOWNTOWN LIQUOR	EFT		0.00	-17.30	
<a href="#">3227808</a>	Invoice	12/15/2025	DOWNTOWN LIQUOR	EFT		0.00	4,994.30	
<a href="#">3227810</a>	Credit Memo	12/15/2025	HWY LIQUOR	EFT		0.00	-60.63	
<a href="#">3227811</a>	Invoice	12/15/2025	DOWNTOWN LIQUOR	EFT		0.00	7,993.75	
<a href="#">3230929</a>	Credit Memo	12/22/2025	DOWNTOWN LIQUOR	EFT		0.00	-18.60	
<a href="#">3230930</a>	Invoice	12/22/2025	DOWNTOWN LIQUOR	EFT		0.00	6,735.50	
<a href="#">3230932</a>	Credit Memo	12/22/2025	HWY LIQUOR	EFT		0.00	-193.78	
<a href="#">3230933</a>	Invoice	12/22/2025	HWY LIQUOR	EFT		0.00	11,107.45	
	**Void**		12/31/2025	EFT		0.00	0.00	107320
01C0160	Centra Sota Cooperative		12/31/2025	EFT		0.00	131.98	107321
<a href="#">3546858</a>	Invoice	12/12/2025	ELECTRIC-SHOVEL	EFT		0.00	131.98	
01C0088	Charter Communications		12/31/2025	EFT		0.00	303.21	107322
<a href="#">175330901120725</a>	Invoice	12/07/2025	ACCT# 175330901	EFT		0.00	303.21	
01C0205	Cintas Corporation		12/31/2025	EFT		0.00	1,067.52	107323
<a href="#">4252329780</a>	Invoice	12/08/2025	BCC-MATS	EFT		0.00	130.77	
<a href="#">4252586049</a>	Invoice	12/10/2025	DT-MATS/CLEANING	EFT		0.00	50.12	
<a href="#">4253091861</a>	Invoice	12/15/2025	BCC-MATS	EFT		0.00	164.66	
<a href="#">4253356661</a>	Invoice	12/17/2025	HWY-MATS/CLEANING	EFT		0.00	50.12	
<a href="#">4253356769</a>	Invoice	12/17/2025	DT-MATS/CLEANING	EFT		0.00	88.58	
<a href="#">4253880122</a>	Invoice	12/22/2025	BCC-MATS	EFT		0.00	164.66	

## Check Report

Date Range: 01/01/2025 -

Vendor Number	Vendor Name	Post Date	Payment Date	Payment Type	Discount Amount		Payment Amount	Number
					Payable Description	Discount Amount		
<a href="#">Payable #</a>	<a href="#">Payable Type</a>							
<a href="#">4253880128</a>	Invoice	12/22/2025		DT-MATS/CLEANING		0.00	121.62	
<a href="#">4253880136</a>	Invoice	12/22/2025		CITY HALL-MATS		0.00	164.64	
<a href="#">4253880881</a>	Invoice	12/22/2025		DT-MATS/CLEANING		0.00	125.53	
<a href="#">5307682604</a>	Invoice	12/12/2025		DT-MATS/CLEANING		0.00	6.82	
01C0356	Civic Plus LLC		12/31/2025	EFT		0.00	748.29	107324
<a href="#">353841</a>	Invoice	10/27/2025		IT-SEECLICKFIX LICENSE		0.00	748.29	
VEN01982	Computer Integration Technologies Inc		12/31/2025	EFT		0.00	13,766.50	107325
<a href="#">504499</a>	Invoice	11/13/2025		IT-FIREWALL PROJECT		0.00	720.00	
<a href="#">506409</a>	Invoice	12/08/2025		IT-MERAKI		0.00	3,125.00	
<a href="#">506554</a>	Invoice	12/17/2025		IT-NETWORK SWITCH		0.00	1,883.00	
<a href="#">506607</a>	Invoice	12/15/2025		DUO MULTI-FACTOR ADVANTAGE		0.00	492.00	
<a href="#">507547</a>	Invoice	12/22/2025		IT-FIREWALL UPGRADE PROJECT		0.00	7,546.50	
01H0177	Core & Main LP		12/31/2025	EFT		0.00	148,348.39	107326
<a href="#">W674647</a>	Invoice	12/02/2025		AMI-METERS		0.00	4,581.85	
<a href="#">W675023</a>	Invoice	12/19/2025		AMI-ELECTRIC METERS		0.00	10,383.12	
<a href="#">X508506</a>	Invoice	12/15/2025		AMI-ELECTRIC METERS		0.00	88,974.72	
<a href="#">Y239598</a>	Invoice	12/10/2025		AMI-ELECTRIC METERS		0.00	44,408.70	
VEN02366	Corporate Mechanical Inc		12/31/2025	EFT		0.00	24,950.00	107327
<a href="#">W90219</a>	Invoice	12/23/2025		WATER REC-ISOLATION VALVE & DUCT IN...		0.00	24,950.00	
01D0007	Dahlheimer Beverage LLC		12/31/2025	EFT		0.00	64,643.15	107328
<a href="#">1823-00122</a>	Invoice	12/22/2025		HWY LIQUOR		0.00	358.00	
<a href="#">2591476</a>	Credit Memo	10/03/2025		HWY LIQUOR		0.00	-132.80	
<a href="#">2643129</a>	Invoice	12/08/2025		HWY LIQUOR		0.00	611.00	
<a href="#">2643217</a>	Invoice	12/08/2025		DOWNTOWN		0.00	204.00	
<a href="#">2643218</a>	Invoice	12/08/2025		DOWNTOWN		0.00	2,855.20	
<a href="#">2643219</a>	Invoice	12/08/2025		HWY LIQUOR		0.00	14,484.85	
<a href="#">2648563</a>	Invoice	12/15/2025		HWY LIQUOR		0.00	550.00	
<a href="#">2648565</a>	Invoice	12/15/2025		HWY LIQUOR		0.00	13,504.65	
<a href="#">2648923</a>	Invoice	12/15/2025		DOWNTOWN		0.00	74.00	
<a href="#">2649143</a>	Invoice	12/15/2025		DOWNTOWN		0.00	6,673.75	
<a href="#">2654231</a>	Invoice	12/22/2025		HWY LIQUOR		0.00	20,878.70	
<a href="#">2654545</a>	Invoice	12/22/2025		DOWNTOWN		0.00	375.50	
<a href="#">2654549</a>	Invoice	12/22/2025		DOWNTOWN		0.00	4,206.30	
VEN02431	Daupler Inc		12/31/2025	EFT		0.00	19,999.00	107329
<a href="#">INV-001217</a>	Invoice	10/06/2025		RESPONSE MGMT SOFTWARE & DISPATCH		0.00	19,999.00	
VEN02178	DMA Ventures LLC		12/31/2025	EFT		0.00	7,590.00	107330
<a href="#">121142</a>	Invoice	12/15/2025		FIBER-PROF SVCS		0.00	7,590.00	
VEN01256	Dooley's Petroleum Inc		12/31/2025	EFT		0.00	10,248.00	107331
<a href="#">804386</a>	Invoice	12/03/2025		AIRPORT - FUEL		0.00	10,248.00	
01E0034	Electric Pump		12/31/2025	EFT		0.00	510.84	107332
<a href="#">35902</a>	Invoice	12/23/2025		WATER REC-FLEX A SEAL		0.00	510.84	
01G0020	Grainger		12/31/2025	EFT		0.00	237.06	107333
<a href="#">9748591576</a>	Invoice	12/18/2025		BCC-ICE SCRAPERS		0.00	187.86	
<a href="#">9750528896</a>	Invoice	12/22/2025		WATER REC-SHAFT SEAL		0.00	49.20	
VEN02344	Granite City Jobbing		12/31/2025	EFT		0.00	470.50	107334
<a href="#">498194</a>	Invoice	12/11/2025		DT-THC		0.00	292.00	
<a href="#">498195</a>	Invoice	12/11/2025		HWY-THC		0.00	178.50	
01G0029	Graybar Electric		12/31/2025	EFT		0.00	17,136.46	107335
<a href="#">9351340405</a>	Invoice	12/11/2025		FIBER PHASE 2-MATERIALS		0.00	16,419.46	
<a href="#">9351412654</a>	Invoice	12/17/2025		FIBER-FIELD SHIELD HOUSING KIT		0.00	717.00	
01G054	Guardian Fleet Safety		12/31/2025	EFT		0.00	1,552.52	107336

## Check Report

Date Range: 01/01/2025 -

Vendor Number	Vendor Name	Post Date	Payment Date	Payment Type	Discount Amount		Payment Amount	Number
					Payable Description	Discount Amount		
	Payable #							
	<a href="#">303732</a>	Invoice	11/19/2025	PD-INSTALL GUNLOCK		0.00	776.26	
	<a href="#">303772</a>	Invoice	11/25/2025	PD-INSTALL GUNLOCK		0.00	776.26	
01H0007	Hawkins Inc		12/31/2025	EFT		0.00	30.00	107337
<a href="#">7280977</a>	Invoice	12/15/2025		WATER-CHLORINE CYLINDERS		0.00	30.00	
VEN01333	Henricksen LLC		12/31/2025	EFT		0.00	76.97	107338
<a href="#">791518</a>	Invoice	12/21/2025		IT-VESA PLATE SILVER		0.00	76.97	
01H0254	Hiperline		12/31/2025	EFT		0.00	9,485.30	107339
<a href="#">1592</a>	Invoice	12/18/2025		WATER REC-SPECTRASHIELD LINING 806 4...		0.00	9,485.30	
01H059	HKGi		12/31/2025	EFT		0.00	1,696.01	107340
<a href="#">25-049-2</a>	Invoice	12/09/2025		PARK SYSTEM PLAN WC201597		0.00	1,696.01	
01001490	Hotsy Minnesota		12/31/2025	EFT		0.00	877.18	107341
<a href="#">27569</a>	Invoice	12/18/2025		STREETS/PARKS-BLDG MAINT		0.00	877.18	
VEN01609	Hydro Corp LLC		12/31/2025	EFT		0.00	2,083.00	107342
<a href="#">CI-09835</a>	Invoice	11/25/2025		WATER-CCC PROGRAM SVCS		0.00	2,083.00	
01I0055	Innovative Office Solutions		12/31/2025	EFT		0.00	395.84	107343
<a href="#">SUM-084998</a>	Invoice	12/10/2025		OFFICE SUPPLIES		0.00	395.84	
VEN02351	IVR Communications Inc		12/31/2025	EFT		0.00	5,695.00	107344
<a href="#">89</a>	Invoice	12/22/2025		FIBER PHASE 2-INSTALLATIONS		0.00	5,695.00	
VEN02463	Joseph Christenson		12/31/2025	EFT		0.00	56.00	107345
<a href="#">12.19.25</a>	Invoice	12/19/2025		REIMBURSE MILEAGE-IT		0.00	56.00	
01K0007	Kirvida Fire		12/31/2025	EFT		0.00	1,514.48	107346
<a href="#">13869</a>	Invoice	12/17/2025		FD-REPLACE COMPRESSOR, VALVE 2012 T...		0.00	1,514.48	
VEN01359	LEAST Services/Counseling		12/31/2025	EFT		0.00	380.00	107347
<a href="#">1892</a>	Invoice	12/14/2025		PD-CHECK UP		0.00	380.00	
01L0020	Loberg Electric		12/31/2025	EFT		0.00	4,519.20	107348
<a href="#">31157</a>	Invoice	12/04/2025		FD-REPLACE 2 WALL PACK LIGHT FIXTURES		0.00	440.00	
<a href="#">31158</a>	Invoice	12/04/2025		AIRPORT-WIRE HANGAR DOORS		0.00	2,958.34	
<a href="#">31159</a>	Invoice	12/04/2025		WATER-REPLACE MOTOR STARTER W/SWI...		0.00	148.76	
<a href="#">31182</a>	Invoice	12/19/2025		CITY HALL-ADD BOILER STOP, REPAIR GFI		0.00	972.10	
01L0076	Locators & Supplies Inc		12/31/2025	EFT		0.00	361.53	107349
<a href="#">324731-IN</a>	Invoice	12/15/2025		ELECTRIC-GLOVES		0.00	172.03	
<a href="#">324825-IN</a>	Invoice	12/22/2025		STREETS-GLOVES		0.00	189.50	
VEN01657	Luce Line Brewing Co		12/31/2025	EFT		0.00	570.00	107350
<a href="#">E-4922</a>	Invoice	12/17/2025		HIGHWAY		0.00	570.00	
01L0287	Lundeen Brothers Ford		12/31/2025	EFT		0.00	69.99	107351
<a href="#">54019</a>	Invoice	12/11/2025		PD-CONTROL MODULE UPDATE 2022 FORD		0.00	69.99	
VEN02228	M&G on 55 LLC		12/31/2025	EFT		0.00	42.99	107352
<a href="#">6264</a>	Invoice	11/18/2025		ELECTRIC-7 WAY LEAD 6 FT		0.00	42.99	
01000767	MARCO Technologies LLC		12/31/2025	EFT		0.00	1,437.36	107353
<a href="#">570778787</a>	Invoice	12/16/2025		MAINTENANCE & LEASE		0.00	1,437.36	
01M0004	McDowall Comfort Management		12/31/2025	EFT		0.00	4,322.72	107354
<a href="#">659131</a>	Invoice	11/28/2025		BCC-DIFFUSER RETURN GRILLS		0.00	3,144.32	
<a href="#">659368</a>	Invoice	12/17/2025		COMM CTR-TROUBLESHOOT WIRE OVERL...		0.00	564.50	
<a href="#">659410</a>	Invoice	12/18/2025		PARKSHORE PAVILLION-TROUBLESHOOT ...		0.00	613.90	
01000205	McMaster-Carr Supply Co		12/31/2025	EFT		0.00	58.71	107355
<a href="#">56594495</a>	Invoice	12/09/2025		WATER REC-DOWEL PIN		0.00	35.91	

## Check Report

Date Range: 01/01/2025 -

Vendor Number	Vendor Name	Post Date	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
			Payable Description	Discount Amount			
Payable # <a href="#">57296525</a>	Payable Type Invoice	12/23/2025	WATER REC-SOCKET HEAD SCREWS	0.00	22.80		
01M0053	Menards		12/31/2025 EFT	0.00	3,269.11	107356	
<a href="#">41214</a>	Invoice	12/02/2025	WATER-CORNER BRACES, GLOVES	0.00	26.63		
<a href="#">41248</a>	Invoice	12/03/2025	WATER REC-SOCKET CAP SCREW	0.00	4.76		
<a href="#">41265</a>	Invoice	12/03/2025	WATER-ICE MELT	0.00	25.98		
<a href="#">41267</a>	Invoice	12/03/2025	WATER-ICE MELT, GUTTER SCOOP, SPREA...	0.00	33.27		
<a href="#">41281</a>	Invoice	12/03/2025	WATER-QUICK CONNECT TFLX	0.00	22.99		
<a href="#">41564</a>	Invoice	12/08/2025	ELECTRIC-3-SHELF, TOOL HANGER	0.00	162.74		
<a href="#">41565</a>	Invoice	12/08/2025	FD-LUMBER, LOCKPIN	0.00	8.43		
<a href="#">41566</a>	Invoice	12/08/2025	WATER REC-ICE MELT	0.00	104.90		
<a href="#">41573</a>	Invoice	12/08/2025	WATER-ICE MELT	0.00	12.99		
<a href="#">41611</a>	Invoice	12/16/2025	STREETS/PARKS-GOOP CLEANER	0.00	11.99		
<a href="#">41612</a>	Invoice	12/09/2025	ELECTRIC-STREET LIGHTS-WIRE	0.00	156.98		
<a href="#">41614</a>	Invoice	12/09/2025	WATER-TAPE MEASURE	0.00	13.99		
<a href="#">41616</a>	Invoice	12/09/2025	STREETS-LED LIGHTS, STEP LADDER	0.00	99.95		
<a href="#">41622</a>	Invoice	12/09/2025	FIBER-CATS, KEYSTONE 1-PORT	0.00	57.71		
<a href="#">41635</a>	Invoice	12/09/2025	ELECTRIC-SPRAY PAINT	0.00	4.96		
<a href="#">41642</a>	Invoice	12/09/2025	LIBRARY-HOOKS, ANCHOR, PIC HANGERS	0.00	33.96		
<a href="#">41644</a>	Invoice	12/09/2025	FD-CORD COVER	0.00	18.48		
<a href="#">41666</a>	Invoice	12/09/2025	ELECTRIC-LUMBER, HINGES, PINS, SCREW ...	0.00	360.56		
<a href="#">41686</a>	Invoice	12/10/2025	ELECTRIC-LED LIGHTS, FIXTURE WHIP	0.00	481.96		
<a href="#">41689</a>	Invoice	12/10/2025	ELECTRIC-HARD RAIL, J UTILITY HOOKS, 5...	0.00	178.78		
<a href="#">41695</a>	Invoice	12/10/2025	BCC-SCREW HOOKS, BLUE ANCHOR	0.00	3.27		
<a href="#">41701</a>	Invoice	12/10/2025	WATER-WASHER FLUID	0.00	14.94		
<a href="#">41705</a>	Invoice	12/10/2025	CODE ENF-SNOW BRUSH	0.00	11.97		
<a href="#">41712</a>	Invoice	12/10/2025	ELECTRIC-DECK STAR DRIVE, CABLE	0.00	92.68		
<a href="#">41737</a>	Invoice	12/11/2025	ELECTRIC-DRIVE BITS, UTILITY HANGERS	0.00	35.62		
<a href="#">41747</a>	Invoice	12/11/2025	ELECTRIC-NAILS	0.00	19.99		
<a href="#">41757</a>	Invoice	12/16/2025	PD-SNOW SCRAPER, FLIPTOG	0.00	30.89		
<a href="#">41764</a>	Invoice	12/11/2025	ELECTRIC-LUMBER, CASTERS, GATE PULL,...	0.00	131.52		
<a href="#">41977</a>	Invoice	12/15/2025	ELECTRIC-WASHERS & NUTS	0.00	23.22		
<a href="#">41996</a>	Invoice	12/15/2025	IT-COUPLERS, CUTTING PLIERS	0.00	39.90		
<a href="#">42014</a>	Invoice	12/16/2025	PARKS-CEDARTONE	0.00	344.37		
<a href="#">42015</a>	Invoice	12/16/2025	PARKS-SELF LIGHT TORCHES, BROOM, LIG...	0.00	50.03		
<a href="#">42021</a>	Invoice	12/16/2025	PARKS-CLEANER	0.00	29.95		
<a href="#">42028</a>	Invoice	12/16/2025	WATER-TAPE GUNE, PACKING TAPE	0.00	17.38		
<a href="#">42053</a>	Invoice	12/16/2025	WATER REC-ICE MELT	0.00	109.67		
<a href="#">42088</a>	Invoice	12/17/2025	ELECTRIC-STEP LADDER, BOOT TRAY, BOTT...	0.00	131.90		
<a href="#">42094</a>	Credit Memo	12/17/2025	PARKS-RETURN LIGHTS	0.00	-19.98		
<a href="#">42124</a>	Invoice	12/17/2025	FD-PVC, WHITE, PAINT BRUSHES	0.00	80.15		
<a href="#">42126</a>	Invoice	12/17/2025	TOY SHOP-ROTARY TOOL KIT, ROUTER TA...	0.00	162.84		
<a href="#">42130</a>	Invoice	12/17/2025	PARKS-RECIP BLADES	0.00	63.44		
<a href="#">42155</a>	Invoice	12/18/2025	PARKS-NUMBER KIT	0.00	3.98		
<a href="#">42157</a>	Invoice	12/18/2025	ELECTRIC-LUMBER, BRACES, DECK STAR DR..	0.00	21.12		
<a href="#">42166</a>	Invoice	12/18/2025	PD-PAILS, WIPES, TAPE	0.00	23.26		
<a href="#">42210</a>	Invoice	12/18/2025	FD-HDMI SPLITTER	0.00	24.99		
	**Void**		12/31/2025 EFT	0.00	0.00	107357	
01M0219	MES Service Company LLC		12/31/2025 EFT	0.00	1,801.62	107358	
<a href="#">IN2406353</a>	Invoice	12/22/2025	FD-RESCUE GLOVES, HOODS	0.00	1,059.91		
<a href="#">IN2407001</a>	Invoice	12/23/2025	FD-RESCUE GLOVES	0.00	741.71		
VEN01990	Modern Power Solutions LLC		12/31/2025 EFT	0.00	365.00	107359	
<a href="#">23081793</a>	Invoice	12/18/2025	IT-REMOTE MONITORING 2026	0.00	365.00		
01T0129	Monroe Towmaster LLC		12/31/2025 EFT	0.00	716.05	107360	
<a href="#">90003705</a>	Invoice	12/10/2025	STREETS-FALLS CLEVIS WING	0.00	66.48		
<a href="#">90003726</a>	Invoice	12/10/2025	STREETS-LIGHT LED PLOW, CONNECTORS, ...	0.00	649.57		
01N0102	New France Wine Company		12/31/2025 EFT	0.00	537.00	107361	

## Check Report

Date Range: 01/01/2025 -

Vendor Number <a href="#">Payable # 259466</a>	Vendor Name <a href="#">Payable Type Invoice</a>	Post Date 12/16/2025	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
			Payable Description		Discount Amount	Payable Amount	
0100022 <a href="#">1524-285633</a> <a href="#">1524-286978</a> <a href="#">1524-287041</a> <a href="#">1524-287042</a> <a href="#">1524-287043</a> <a href="#">1524-288114</a> <a href="#">1524-288525</a>	O'Reilly Auto Parts <a href="#">Invoice</a>	12/01/2025 12/09/2025 12/12/2025 12/09/2025 12/09/2025 12/16/2025 12/18/2025	12/31/2025 ELECTRIC-7WAY PLUGS STREETS/PARKS-GLASS CLEANER PARKS-MCASE FUSE PARKS-MCASE FUSE PARKS-FUSES PARKS-QTHYDFLUID STREETS-WIPER FLUID	EFT	0.00	304.72	107362
VEN01643 <a href="#">2330018494</a>	Pomp's Tire Service Inc <a href="#">Invoice</a>	12/12/2025	12/31/2025 WATER REC-TIRES FORD 550	EFT	0.00	2,372.41	107363
01C0226 <a href="#">IE62326</a> <a href="#">IE62553</a> <a href="#">IE62564</a> <a href="#">IE62658</a> <a href="#">IE62691</a> <a href="#">IE62985</a>	Productivity Plus Account <a href="#">Invoice</a>	12/10/2025 12/15/2025 12/15/2025 12/17/2025 12/18/2025 12/24/2025	12/31/2025 STREETS-FDWALL, BLOWER SHOE, RH SHO... STREETS-NUTS PARKS-BOLTS STREETS-NUTS STREETS-LOCKNUTS AIRPORT-SIDEBOARDS, BUSHINGS, FLOAT ...	EFT	0.00	1,722.77	107364
01R0014 <a href="#">894-007348787</a>	Republic Services #894 <a href="#">Invoice</a>	12/15/2025	12/31/2025 3-0894-3471640	EFT	0.00	1,322.34	107365
01R0020 <a href="#">A54143</a> <a href="#">A54144</a> <a href="#">A54156</a> <a href="#">A54157</a> <a href="#">A54158</a>	Russell Security Resource Inc <a href="#">Invoice</a>	12/16/2025 12/16/2025 12/16/2025 12/16/2025 12/16/2025	12/31/2025 WATER REC-BLDG 3 DOOR REPAIR PD-REPLACE PANEL FD-CUT KEY FD-PRESSURE GAUGE TOOL COMM CTR CUT KEY	EFT	0.00	909.60	107366
VEN02136 <a href="#">2025</a>	Samantha Pomerleau <a href="#">Invoice</a>	12/24/2025	12/31/2025 MILEAGE REIMBURSEMENT-2025	EFT	0.00	199.50	107367
01000106 <a href="#">88-01541</a> <a href="#">88-01544</a> <a href="#">88-01583</a> <a href="#">88-01587</a>	Shamrock Group LLC <a href="#">Invoice</a>	12/11/2025 12/11/2025 12/17/2025 12/17/2025	12/31/2025 HIGHWAY DOWNTOWN HIGHWAY DOWNTOWN	EFT	0.00	259.37	107368
VEN01315 <a href="#">B20577905</a> <a href="#">B20596360</a> <a href="#">B20625216</a>	SHI International Corporation <a href="#">Invoice</a>	12/08/2025 12/12/2025 12/19/2025	12/31/2025 IT-NEW VIRTUAL SERVER/STORAGE ENV LIBRARY-MICROFILM PC IT-AUVIK 2026	EFT	0.00	46,416.63	107369
01S0322 <a href="#">2702703</a> <a href="#">2702704</a> <a href="#">2702705</a> <a href="#">2702729</a> <a href="#">2702730</a> <a href="#">2705455</a> <a href="#">2705456</a> <a href="#">2705478</a> <a href="#">2705479</a> <a href="#">5132596</a> <a href="#">5133435</a> <a href="#">5133447</a>	Southern Glazer's of MN <a href="#">Invoice</a>	12/11/2025 12/11/2025 12/11/2025 12/11/2025 12/11/2025 12/18/2025 12/18/2025 12/18/2025 12/18/2025 11/26/2025 11/28/2025 11/28/2025	12/31/2025 HIGHWAY HIGHWAY HIGHWAY DOWNTOWN DOWNTOWN HIGHWAY HIGHWAY DOWNTOWN DOWNTOWN HIGHWAY HIGHWAY DOWNTOWN	EFT	0.00	35,310.22	107370
01001604 <a href="#">67583</a>	Stepp Manufacturing Co Inc <a href="#">Invoice</a>	12/22/2025	12/31/2025 STREETS-REPLACE TRAILER PLUG HARNESS	EFT	0.00	529.40	107371

## Check Report

Date Range: 01/01/2025

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount	Payment Amount	Number
					Discount Amount	Payable Amount	
01S0325 <a href="#">S014390582.002</a>	Stuart C Irby Company Invoice	12/08/2025	12/31/2025 ELECTRIC-WRENCHES	EFT	0.00	319.00	107372
VEN02300 <a href="#">PAY APP #7 2024...</a>	TD&I Cable Maintenance LLC Invoice	12/12/2025	12/31/2025 FIBER PHASE 2-PAY APP #2	EFT	0.00	214,607.20	107373
01T0211 <a href="#">PS1042384-1</a>	Titan Machinery Invoice	12/22/2025	12/31/2025 STREETS-EQUIPMENT REPAIR PARTS	EFT	0.00	1,394.29	107374
01000180 <a href="#">44210</a>	Tri State Surplus Co Invoice	12/09/2025	12/31/2025 WATER REC-BEAM, DECKING	EFT	0.00	625.18	107375
01T062 <a href="#">1069309</a>	Trio Supply Company Invoice	12/18/2025	12/31/2025 BCC-SUPPLIES	EFT	0.00	344.22	107376
VEN02207 <a href="#">200/50008917</a>	Trojan Technologies Corp Invoice	12/11/2025	12/31/2025 WATER REC-TROUBLESHOOT COMMUNIC...	EFT	0.00	1,695.00	107377
01T0116 <a href="#">25-533364</a> <a href="#">CI100-00235677</a>	Tyler Technologies Inc Credit Memo Invoice	10/22/2025 11/30/2025	12/31/2025 AMI-METER DATA SYNC CREDIT INCODE 10	EFT	0.00	60,468.76	107378
01U0032 <a href="#">201229725</a> <a href="#">201845956</a>	Uline Invoice Invoice	12/02/2025 12/15/2025	12/31/2025 ELECTRIC-CLOROX WIPES, ANTI-FOG WIPES PARKS-TABLE FRAMES	EFT	0.00	2,002.61	107379
01U0082 <a href="#">5571697</a>	US Internet Corp Invoice	12/13/2025	12/31/2025 US INTERNET - EMAIL SUITE	EFT	0.00	450.00	107380
01U0017 <a href="#">INV00901130</a>	USA BlueBook Invoice	12/04/2025	12/31/2025 WATER REC-PIPET TIPS, CHEMICALS	EFT	0.00	210.97	107381
01U0007 <a href="#">126115</a> <a href="#">126186</a>	Utility Consultants Inc Invoice Invoice	12/04/2025 12/05/2025	12/31/2025 WATER REC- WW SAMPLING WATER-COLIFORM	EFT	0.00	3,408.17	107382
01001489 <a href="#">VM0000715679</a>	Veit Disposal Systems Invoice	12/07/2025	12/31/2025 WWTP-DISPOSAL	EFT	0.00	945.87	107383
01V0029 <a href="#">386263-IN</a> <a href="#">386714-IN</a> <a href="#">387222-IN</a>	Vinocopia Inc Invoice Invoice Invoice	12/04/2025 12/11/2025 12/18/2025	12/31/2025 HWY LIQUOR STORE HWY LIQUOR STORE DWTN LIQUOR STORE	EFT	0.00	1,322.76	107384
01W0096 <a href="#">150438</a>	Water Conservation Services Inc Invoice	12/05/2025	12/31/2025 ANNUAL WATER SYSTEM LEAK SURVEY	EFT	0.00	6,875.00	107385
01W0002 <a href="#">644431</a>	WESCO Distribution Invoice	12/19/2025	12/31/2025 ELECTRIC-POWER RESTORATION PARTS	EFT	0.00	11,366.40	107386
01F0086 <a href="#">109321652</a>	Wex Bank Invoice	12/15/2025	12/31/2025 MONTHLY FUEL PURCHASES	EFT	0.00	524.71	107387
VEN02233 <a href="#">35032639987</a>	Wright Hennepin Coop Elec - 4544 Invoice	12/04/2025	12/31/2025 STREET LIGHTS	EFT	0.00	30.12	107388
VEN02234 <a href="#">35032650400</a>	Wright Hennepin Coop Elec - 8400 Invoice	12/10/2025	12/31/2025 ACCOUNT #114-1085-8400	EFT	0.00	17,261.76	107389
VEN02235 <a href="#">35032647194</a>	Wright Hennepin Coop Elec - 9700 Invoice	12/10/2025	12/31/2025 ACCOUNT #114-1085-9700	EFT	0.00	1,821.12	107390
01W0009 <a href="#">35032638294</a>	Wright Hennepin Cooperative Electric Invoice	12/04/2025	12/31/2025 FIBER PHASE 2-ELECTRIC	EFT	0.00	130.09	107391
VEN01632	Yale Mechanical LLC		12/31/2025	EFT	0.00	1,956.54	107392

## Check Report

Date Range: 01/01/2025 -

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
			FD-BOILER REPAIRS	0.00	1,222.50	
			FD-RELOCATE WATER CUT OFFS	0.00	316.25	
			HVAC MONTHLY MAINTENANCE	0.00	417.79	
01I0030	Zayo LLC	12/31/2025	EFT	0.00	10,571.91	107393
<a href="#">22059558</a>	Invoice	12/15/2025	ZAYO - TELEPHONE	0.00	10,571.91	
	**Void**			0.00	0.00	107394
				<b>Total EFT:</b>	<b>0.00</b>	<b>951,441.67</b>

## Check Report

Date Range: 01/01/2025 -

Vendor Number Payable # Payment Type: Regular	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount	Payment Amount	Number
				Regular			
					Discount Amount	Payable Amount	
01001075 <a href="#">FBL-9804-53446...</a>	MN Dept of Health - FP&L Invoice	12/15/2025	12/15/2025 Regular COMM CTR-2026 LICENSE RENEWAL		0.00	540.00	137366
01G0046 <a href="#">80191731</a> <a href="#">80191731 CM II</a>	GEAR FOR SPORTS Credit Memo Invoice	07/30/2021 12/26/2025	12/26/2025 Regular CREDIT ON RETURNED SHIRT REVERSE CREDIT MEMO		0.00	0.50	137367
01A0072 <a href="#">2026</a>	American Water Works Association Invoice	10/24/2025	12/29/2025 Regular WATER-AWWA MEMBERSHIP DUES		0.00	85.00	137368
01000464 <a href="#">3819267</a> <a href="#">3819268</a> <a href="#">3819281</a> <a href="#">439269</a>	Artisan Beer Co Invoice Invoice Invoice Credit Memo	12/19/2025 12/19/2025 12/19/2025 12/10/2025	12/29/2025 Regular HWY LIQUOR HWY LIQUOR DWTN LIQUOR DWTN LIQUOR		0.00	238.04	137369
01000337 <a href="#">366615</a> <a href="#">366769</a> <a href="#">366770</a> <a href="#">366771</a> <a href="#">367421</a> <a href="#">367422</a>	Aspen Mills Invoice Invoice Invoice Invoice Invoice	12/09/2025 12/11/2025 12/11/2025 12/11/2025 12/19/2025 12/19/2025	12/29/2025 Regular PD-UNIFORM FD-UNIFORM FD-UNIFORM FD-UNIFORM FD-FIRE GEAR FD-FIRE GEAR		0.00	978.22	137370
01B0129 <a href="#">101249</a> <a href="#">101250</a> <a href="#">101251</a> <a href="#">101252</a> <a href="#">101253</a> <a href="#">101254</a> <a href="#">101255</a>	Bond Trust Services Corporation Invoice	12/15/2025 12/15/2025 12/15/2025 12/15/2025 12/15/2025 12/15/2025 12/22/2025	12/29/2025 Regular PAYING AGENT FEES-SERIES 2016C PAYING AGENT FEES-SERIES 2018A PAYING AGENT FEES-SERIES 2019B PAYING AGENT FEES-SERIES 2020A PAYING AGENT FEES-SERIES 2021A PAYING AGENT FEES-SERIES 2023A PAYING AGENT FEES-2025A		0.00	3,325.00	137371
VEN02441 <a href="#">2025 HPAB</a>	**Void** Buffalo Historical Society Invoice	11/10/2025	12/29/2025 Regular 12/29/2025 Regular 2025 HPAB GRANT		0.00	0.00	137372
01B0140 <a href="#">NOV/25</a>	Buffalo Tourist Bureau Invoice	11/30/2025	12/29/2025 Regular LODGING TAX		0.00	3,500.00	137373
01C0003 <a href="#">12.22.25</a>	City of Buffalo Invoice	12/22/2025	12/29/2025 Regular PETTY CASH - COMMUNITY CENTER		0.00	211.97	137375
01C0241 <a href="#">44588</a>	City of Monticello Invoice	12/05/2025	12/29/2025 Regular PD-ANIMAL CONTROL		0.00	1,040.00	137376
VEN01548 <a href="#">2025</a>	Corissa Aronson Invoice	12/24/2025	12/29/2025 Regular 2025 BANK DEPOSIT TRIPS TO ONB		0.00	127.40	137377
VEN02462 <a href="#">1-116000-01 LED</a>	Cynthia Westman Invoice	12/18/2025	12/29/2025 Regular CIP REBATE-LED LIGHTING		0.00	30.00	137378
01001058 <a href="#">66903</a>	Dacotah Paper Co Invoice	12/18/2025	12/29/2025 Regular BCC-MATERIALS & SUPPLIES		0.00	563.93	137379
VEN01883 <a href="#">IN-7848</a>	Dangerous Man Brewing Company Invoice	12/18/2025	12/29/2025 Regular HWY		0.00	295.00	137380
01D0105 <a href="#">6582</a>	Drain Pros Inc Invoice	12/19/2025	12/29/2025 Regular BCC-CLEAR LINE MEN'S RESTROOM		0.00	315.00	137381
01A0069 <a href="#">141597-IN</a>	Earl F Andersen Invoice	12/12/2025	12/29/2025 Regular STREETS-2 SIGNS		0.00	181.05	137382

## Check Report

Date Range: 01/01/2025

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
			Payable Description	Discount Amount			
01F0092 <a href="#">210489</a>	Fire Safety USA		12/29/2025	Regular	0.00	249.45	137383
	Invoice	12/12/2025	FD-MASK BAGS	0.00	249.45		
VEN02464 <a href="#">144998</a>	Franklin Energy Services LLC		12/29/2025	Regular	0.00	2,739.60	137384
	Invoice	10/23/2025	ENERGY AUDIT-ZION LUTHERAN CHURCH	0.00	2,739.60		
01I0031 <a href="#">67166</a>	IntegriPrint		12/29/2025	Regular	0.00	77.36	137385
	Invoice	12/08/2025	WATER-BUSINESS CARDS-HESSE	0.00	77.36		
VEN01663 <a href="#">DEC/25</a>	ISD #877 Nutrition Services Department		12/29/2025	Regular	0.00	340.00	137386
	Invoice	12/23/2025	COMM CTR-MEALS-DEC/25	0.00	340.00		
VEN02029 <a href="#">16-009200-02 AC</a>	Jacob Jedlicka		12/29/2025	Regular	0.00	200.00	137387
	Invoice	05/23/2024	CIP REBATE-AC	0.00	200.00		
01J061 <a href="#">10748137</a>	John Deere Financial		12/29/2025	Regular	0.00	742.80	137388
	Invoice	12/23/2025	PARKS-SKID SHOES, CUTTING EDGES, NUTS..	0.00	742.80		
01J0002 <a href="#">162524</a>	Johnson Brothers Liquor Co		12/29/2025	Regular	0.00	28,009.29	137389
	Credit Memo	12/16/2025	HWY LIQUOR STORE	0.00	-49.84		
	Credit Memo	12/16/2025	HWY LIQUOR STORE	0.00	-0.67		
	Invoice	12/12/2025	HWY LIQUOR STORE	0.00	6,500.68		
	Invoice	12/12/2025	DOWNTOWN LIQUOR STORE	0.00	0.15		
	Invoice	12/12/2025	DOWNTOWN LIQUOR STORE	0.00	2,643.18		
	Invoice	12/16/2025	HWY LIQUOR STORE	0.00	2,609.18		
	Invoice	12/16/2025	DOWNTOWN LIQUOR STORE	0.00	3,536.92		
	Invoice	12/19/2025	HWY LIQUOR STORE	0.00	8,804.13		
	Invoice	12/19/2025	HWY LIQUOR STORE	0.00	479.64		
	Invoice	12/19/2025	DOWNTOWN LIQUOR STORE	0.00	1.84		
	Invoice	12/19/2025	DOWNTOWN LIQUOR STORE	0.00	2,156.80		
	Invoice	12/19/2025	DOWNTOWN LIQUOR STORE	0.00	137.04		
	Invoice	12/22/2025	HWY LIQUOR STORE	0.00	1,190.24		
	**Void**		12/29/2025	Regular	0.00	0.00	137390
	**Void**		12/29/2025	Regular	0.00	0.00	137391
VEN02461 <a href="#">12.10.25</a>	JPB Land LLC		12/29/2025	Regular	0.00	4,061.48	137392
	Invoice	12/10/2025	ARBOR MEADOWS-PARK DEDICATION RE...	0.00	4,061.48		
01K0006 <a href="#">76551</a>	Klatt True Value Electric		12/29/2025	Regular	0.00	25.77	137393
	Invoice	12/17/2025	FD-BIT HOLDER, SCREWS, BIT	0.00	25.77		
01L0036 <a href="#">3-1207582</a>	Lano Equipment		12/29/2025	Regular	0.00	129.19	137394
	Invoice	12/22/2025	STREETS-WIPER BLADE, HARNESS BUCKET ...	0.00	129.19		
VEN02134 <a href="#">818/820 ERICKS...</a>	Lennar Home Builders		12/29/2025	Regular	0.00	5,000.00	137395
	Invoice	12/10/2025	REIMBURSE ESCROW-818 & 820 ERICKSON..	0.00	5,000.00		
01M0184 <a href="#">315899</a>	M&M Bus Service Inc		12/29/2025	Regular	0.00	44.34	137396
	Invoice	11/14/2025	PARKS-SLIDERS, WASHER, SCREWS	0.00	44.34		
VENCC2138 <a href="#">38608</a>	Minnesota Revenue (CCC)		12/29/2025	Regular	0.00	7,341.00	137397
	Invoice	12/15/2025	AIRPORT-MONTHLY CLEANING	0.00	295.00		
	Invoice	12/15/2025	FIRE CENTENNIAL-MONTHLY CLEANING	0.00	185.00		
	Invoice	12/15/2025	CITY CENTER-MONTHLY CLEANING	0.00	1,304.00		
	Invoice	12/15/2025	COMM CTR-MONTHLY CLEANING	0.00	1,033.00		
	Invoice	12/15/2025	LIBRARY-MONTHLY CLEANING	0.00	1,400.00		
	Invoice	12/15/2025	POLICE DEPT-MONTHLY CLEANING	0.00	843.00		
	Invoice	12/15/2025	STREETS/PARKS-MONTHLY CLEANING	0.00	390.00		
	Invoice	12/15/2025	UTILITY CAMPUS-MONTHLY CLEANING	0.00	871.00		
	Invoice	12/15/2025	WATER REC-MONTHLY CLEANING	0.00	695.00		
	Invoice	12/15/2025	FIRE DWTN-MONTHLY CLEANING	0.00	325.00		
	**Void**		12/29/2025	Regular	0.00	0.00	137398
01M0137	MN Dept of Labor & Industry		12/29/2025	Regular	0.00	50.00	137399

## Check Report

Date Range: 01/01/2025 -

Vendor Number Payable # <a href="#">ABR0359196X</a>	Vendor Name Payable Type Invoice	Post Date 09/27/2025	Payment Date Payable Description	Payment Type	Discount Amount	Payment Amount	Number
			12/29/2025	Regular UC-PRESSURE VESSELS	0.00	50.00	
01M0073 <a href="#">10143</a>	MN State Fire Chiefs Association	11/05/2025	12/29/2025	Regular	0.00	506.00	137400
	Invoice		FD-2026 MEMBERSHIP RENWAL		0.00	506.00	
VEN01253 <a href="#">2704</a>	MNIAAI	12/15/2025	12/29/2025	Regular	0.00	50.00	137401
	Invoice		FD-MNIAAI 2026 DUES		0.00	50.00	
01001594 <a href="#">6660409059</a>	NALCO Water	12/08/2025	12/29/2025	Regular	0.00	788.81	137402
	Invoice		RINK CHEMICALS		0.00	788.81	
01C0192 <a href="#">937294</a>	NAPA Auto Parts	11/24/2025	12/29/2025	Regular	0.00	155.07	137403
	Invoice		PARKS-SOLENOID		0.00	14.83	
	Invoice	12/08/2025	STREETS/PARKS-TAPE WHEELS		0.00	73.55	
	Invoice	12/17/2025	WATER REC-GEARLUBE, CARB CLEANER		0.00	66.69	
VEN01651 <a href="#">636894</a>	NAPA of Corcoran	11/19/2025	12/29/2025	Regular	0.00	4,631.59	137404
	Invoice		STREETS-REPLACE BROKEN TOOL BOX		0.00	4,395.84	
	Credit Memo	12/11/2025	STREETS-TOOL BOX CREDIT		0.00	-200.00	
	Invoice	12/19/2025	STREETS-CABINET		0.00	435.75	
01N0114 <a href="#">13432</a>	North Star Awards & Trophies	12/16/2025	12/29/2025	Regular	0.00	48.00	137405
	Invoice		FD-NAME PLATES		0.00	48.00	
01001679 <a href="#">34214</a>	Omann Contracting Companies Inc	11/04/2025	12/29/2025	Regular	0.00	131,648.00	137406
	Invoice		RECLAIM/REPAVE EASTLAND ESTATE TRAIL		0.00	82,998.00	
	Invoice	12/15/2025	STREETS-REPAIR & PAVE ALLEY		0.00	30,900.00	
	Invoice	12/15/2025	STREETS-REPAIR ALLEY IN THE SHORES		0.00	17,750.00	
01C1019 <a href="#">9369</a>	OPG-3	12/15/2025	12/29/2025	Regular	0.00	3,973.28	137407
	Invoice		LASERFICHE-ADD 4 LICENSES		0.00	3,973.28	
01P0074 <a href="#">269056 CM</a>	Paustis Wine Co	12/15/2025	12/29/2025	Regular	0.00	1,579.00	137408
	Credit Memo		DOWNTOWN		0.00	-129.50	
	Invoice	12/09/2025	DOWNTOWN		0.00	146.00	
	Invoice	12/09/2025	HIGHWAY LIQUOR		0.00	227.00	
	Invoice	12/22/2025	HIGHWAY LIQUOR		0.00	369.00	
	Invoice	12/22/2025	DOWNTOWN		0.00	966.50	
01P0018 <a href="#">5094088</a>	Phillips Wine & Spirits	12/12/2025	12/29/2025	Regular	0.00	29,409.43	137409
	Invoice		HIGHWAY		0.00	4,933.30	
	Invoice	12/12/2025	HIGHWAY		0.00	735.00	
	Invoice	12/12/2025	DOWNTOWN		0.00	0.15	
	Invoice	12/12/2025	DOWNTOWN		0.00	1,490.83	
	Invoice	12/16/2025	HIGHWAY		0.00	1,726.24	
	Invoice	12/19/2025	HIGHWAY		0.00	15,375.11	
	Invoice	12/19/2025	DOWNTOWN		0.00	5,148.80	
VEN01641 <a href="#">43406</a>	**Void**		12/29/2025	Regular	0.00	0.00	137410
	Premier Locating Inc	12/15/2025	12/29/2025	Regular	0.00	5,062.00	137411
	Invoice		CONTRACT LOCATING		0.00	5,062.00	
01R0011 <a href="#">1249226</a>	Ryan Auto Mall	12/18/2025	12/29/2025	Regular	0.00	97.00	137412
	Invoice		PD-REPLACE TIRES		0.00	97.00	
01S0137 <a href="#">1-1-4000055</a>	Snowplows Plus Inc	12/01/2025	12/29/2025	Regular	0.00	272.91	137413
	Invoice		PARKS-MOTOR RELAY KIT FLEET FLEX		0.00	25.03	
	Invoice	12/15/2025	PARKS-MOTOR ASSY		0.00	247.88	
01S0104 <a href="#">AW29084</a>	St Cloud Refrigeration	12/17/2025	12/29/2025	Regular	0.00	376.60	137414
	Invoice		BCC-GLYCOL TEMP REPAIR		0.00	376.60	
01000531 <a href="#">415620</a>	Sunbelt Solomon Services LLC	12/09/2025	12/29/2025	Regular	0.00	237.18	137415
	Invoice		ELECTRIC-DISPOSAL		0.00	1,459.68	

## Check Report

Date Range: 01/01/2025 -

Vendor Number <a href="#">Payable #</a> <a href="#">56496</a>	Vendor Name <a href="#">Payable Type</a> <a href="#">Credit Memo</a>	Post Date <a href="#">12/09/2025</a>	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
			Payable Description		Discount Amount	Payable Amount	
01T0009 <a href="#">82863</a>	T&R Service Company Invoice	12/18/2025	12/29/2025	Regular	0.00	150.00	137416
			ELECTRIC-TRANS OIL TESTING		0.00	150.00	
01000501 <a href="#">D-512342</a>	TheIPGuys.net Invoice	12/30/2025	12/29/2025	Regular	0.00	563.72	137417
			PHONE SYSTEM MAINTENANCE		0.00	563.72	
01001606 <a href="#">15-002600-04 LED</a>	Tim Krippner Invoice	12/15/2025	12/29/2025	Regular	0.00	17.97	137418
			CIP REBATE-LED STRING LIGHTS		0.00	17.97	
VEN02071 <a href="#">145</a>	Travis James Durst Invoice	12/20/2025	12/29/2025	Regular	0.00	300.00	137419
			ELECTRIC-DRILL HEAD REPAIR		0.00	300.00	
01T0029 <a href="#">11.10.25</a>	Twin Lake Design Inc Invoice	11/10/2025	12/29/2025	Regular	0.00	1,000.00	137420
			FLORA PROGRAM-CONSULTATION		0.00	1,000.00	
01V0036 <a href="#">103478</a>	Visions Embroidery Invoice	12/12/2025	12/29/2025	Regular	0.00	62.50	137421
			PD-CAPS		0.00	62.50	
01W0019 <a href="#">7546085</a>	Wine Merchants Invoice	12/12/2025	12/29/2025	Regular	0.00	6,800.45	137422
			HIGHWAY		0.00	1,327.16	
	<a href="#">7546086</a>	Invoice	12/12/2025	DOWNTOWN	0.00	0.61	
	<a href="#">7546096</a>	Invoice	12/12/2025	DOWNTOWN	0.00	323.68	
	<a href="#">7547434</a>	Invoice	12/22/2025	HIGHWAY	0.00	5,069.00	
	<a href="#">760936 ADDTL</a>	Invoice	12/16/2025	HIGHWAY	0.00	80.00	
01000801 <a href="#">2152383-IN.</a>	Wrap-Art Inc Invoice	11/06/2025	12/29/2025	Regular	0.00	486.60	137423
			DOWNTOWN - MISC FOR RESALE		0.00	486.60	
01W0025 <a href="#">103-011-003010</a>	Wright County Invoice	12/24/2025	12/29/2025	Regular	0.00	420.27	137424
			SPEC ASSESS PAYOFF 103-011-003010		0.00	420.27	
01W0059 <a href="#">115773</a>	WW Goetsch Associates Inc Invoice	12/08/2025	12/29/2025	Regular	0.00	6,281.00	137425
			WATER REC-REPAIR #2 IMPELLER, CASING		0.00	6,281.00	
Total Regular:					0.00	261,103.46	

## Check Report

Date Range: 01/01/2025 -

Vendor Number	Vendor Name	Post Date	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type			Payable Description	Discount Amount	Payable Amount	
<b>Payment Type: Bank Draft</b>							
01PC082 <a href="#">DEC/25</a>	US Bank - Procurement Card Invoice	12/18/2025	12/18/2025	Bank Draft MONTHLY PURCHASES	0.00	21,392.91	DFT0003934
01A0001 <a href="#">INV0004170</a>	AFLAC ADMINISTRATIVE SERV Invoice	12/24/2025	12/24/2025	Bank Draft AFLAC - ACCIDENT	0.00	78.36	DFT0003935
01A0001 <a href="#">INV0004171</a>	AFLAC ADMINISTRATIVE SERV Invoice	12/24/2025	12/24/2025	Bank Draft AFLAC CANCER	0.00	35.92	DFT0003936
01A0001 <a href="#">INV0004172</a>	AFLAC ADMINISTRATIVE SERV Invoice	12/24/2025	12/24/2025	Bank Draft AFLAC STD	0.00	166.26	DFT0003937
01000771 <a href="#">INV0004176</a>	Delta Dental of Minnesota Invoice	12/24/2025	12/24/2025	Bank Draft Dental Insurance	0.00	4,130.68	DFT0003938
01000771 <a href="#">INV0004177</a>	Delta Dental of Minnesota Invoice	12/24/2025	12/24/2025	Bank Draft Dental Domestic Partnership	0.00	52.08	DFT0003939
01M0047 <a href="#">INV0004180</a>	Medica Invoice	12/24/2025	12/24/2025	Bank Draft Payroll Medical Deductions & Contributions	0.00	5,885.76	DFT0003940
01M0047 <a href="#">INV0004181</a>	Medica Invoice	12/24/2025	12/24/2025	Bank Draft Payroll Medical Deductions & Contributions	0.00	3,285.57	DFT0003941
01M0047 <a href="#">INV0004182</a>	Medica Invoice	12/24/2025	12/24/2025	Bank Draft Payroll Medical Deductions & Contributions	0.00	5,749.76	DFT0003942
01M0047 <a href="#">INV0004183</a>	Medica Invoice	12/24/2025	12/24/2025	Bank Draft Payroll Medical Deductions & Contributions	0.00	8,506.95	DFT0003943
01M0047 <a href="#">INV0004184</a>	Medica Invoice	12/24/2025	12/24/2025	Bank Draft Payroll Medical Deductions & Contributions	0.00	27,744.28	DFT0003944
01M0047 <a href="#">INV0004185</a>	Medica Invoice	12/24/2025	12/24/2025	Bank Draft Payroll Medical Deductions & Contributions	0.00	3,251.81	DFT0003945
01M0047 <a href="#">INV0004186</a>	Medica Invoice	12/24/2025	12/24/2025	Bank Draft Payroll Medical Deductions & Contributions	0.00	382.57	DFT0003946
01M0047 <a href="#">INV0004187</a>	Medica Invoice	12/24/2025	12/24/2025	Bank Draft Payroll Medical Deductions & Contributions	0.00	3,321.39	DFT0003947
01M0047 <a href="#">INV0004188</a>	Medica Invoice	12/24/2025	12/24/2025	Bank Draft Payroll Medical Deductions & Contributions	0.00	12,040.05	DFT0003948
01M0047 <a href="#">INV0004189</a>	Medica Invoice	12/24/2025	12/24/2025	Bank Draft Payroll Medical Deductions & Contributions	0.00	380.57	DFT0003949
01M0504 <a href="#">INV0004191</a>	Mutual of Omaha Invoice	12/24/2025	12/24/2025	Bank Draft Life Insurance	0.00	913.25	DFT0003951
01O0035 <a href="#">INV0004192</a>	ING/MN STATE RETIREMENT SYSTEM Invoice	12/24/2025	12/24/2025	Bank Draft DEF COMP - PERCENTAGE	0.00	1,848.64	DFT0003952
01O0035 <a href="#">INV0004193</a>	ING/MN STATE RETIREMENT SYSTEM Invoice	12/24/2025	12/24/2025	Bank Draft DEFERRED COMP - ROTH	0.00	1,950.00	DFT0003953
01O0035 <a href="#">INV0004194</a>	ING/MN STATE RETIREMENT SYSTEM Invoice	12/24/2025	12/24/2025	Bank Draft DEF COMP	0.00	6,204.93	DFT0003954
01N0022 <a href="#">INV0004196</a>	NATIONWIDE RETIREMENT SOL Invoice	12/24/2025	12/24/2025	Bank Draft DEF COMP	0.00	275.00	DFT0003955
01P0028 <a href="#">INV0004197</a>	PUBLIC EMPLOYEES Invoice	12/24/2025	12/24/2025	Bank Draft POLICE PERA	0.00	25,957.08	DFT0003956

## Check Report

Date Range: 01/01/2025 -

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount	Payment Amount	Number
					Discount Amount	Payable Amount	
01P0028 <a href="#">INV0004198</a>	PUBLIC EMPLOYEES Invoice	12/24/2025	12/24/2025 PERA	Bank Draft	0.00	43,214.43	DFT0003957
					0.00	43,214.43	
01M0005 <a href="#">INV0004199</a>	MN Child Support Payment Invoice	12/24/2025	12/24/2025 CHILD SUPPORT	Bank Draft	0.00	1,900.13	DFT0003958
					0.00	1,900.13	
01M0504 <a href="#">INV0004200</a>	Mutual of Omaha Invoice	12/24/2025	12/24/2025 EMPLOYEE INS	Bank Draft	0.00	285.33	DFT0003959
					0.00	285.33	
01E0067 <a href="#">INV0004201</a>	EFTPS Invoice	12/24/2025	12/24/2025 FICA WITHHOLDING	Bank Draft	0.00	41,953.58	DFT0003960
					0.00	41,953.58	
01M0056 <a href="#">INV0004202</a>	MN Dept of Revenue (EFTPS) Invoice	12/24/2025	12/24/2025 STATE WITHHOLDING	Bank Draft	0.00	19,617.55	DFT0003961
					0.00	19,617.55	
01E0067 <a href="#">INV0004203</a>	EFTPS Invoice	12/24/2025	12/24/2025 MEDICARE WITHHOLDING	Bank Draft	0.00	12,352.54	DFT0003962
					0.00	12,352.54	
01E0067 <a href="#">INV0004204</a>	EFTPS Invoice	12/24/2025	12/24/2025 FEDERAL WITHHOLDING	Bank Draft	0.00	41,076.05	DFT0003963
					0.00	41,076.05	
01000771 <a href="#">DEC/25</a>	Delta Dental of Minnesota Invoice	12/24/2025	12/24/2025 DEC/25 ADDITIONAL BENEFITS	Bank Draft	0.00	40.88	DFT0003964
					0.00	40.88	
01M0504 <a href="#">DEC/25</a>	Mutual of Omaha Invoice	12/24/2025	12/24/2025 DEC/25 ADDITIONAL BENEFITS	Bank Draft	0.00	1,865.27	DFT0003965
					0.00	1,865.27	
01M0047 <a href="#">DEC/25</a>	Medica Invoice	12/24/2025	12/24/2025 DEC/25 ADDITIONAL BENEFITS	Bank Draft	0.00	12,304.35	DFT0003966
					0.00	12,304.35	
01G0046 <a href="#">80191731 CM</a>	GEAR FOR SPORTS Invoice	12/26/2025	12/26/2025 REVERSE CREDIT MEMO	Bank Draft	0.00	32.50	DFT0003967
					0.00	32.50	
01G0046	GEAR FOR SPORTS		12/26/2025	Bank Draft	0.00	-32.50	DFT0003967
				<b>Total Bank Draft:</b>	<b>0.00</b>	<b>308,163.93</b>	

## Bank Code CITY Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	113	55	0.00	261,103.46
Manual Checks	0	0	0.00	0.00
Voided Checks	0	5	0.00	0.00
Bank Drafts	33	34	0.00	308,163.93
EFT's	309	101	0.00	951,441.67
	<b>455</b>	<b>195</b>	<b>0.00</b>	<b>1,520,709.06</b>

## Check Report

Date Range: 01/01/2025 -

Vendor Number Payable #	Vendor Name Payable Type	Post Date	Payment Date Payable Description	Payment Type	Discount Amount Discount Amount	Payment Amount	Number Payable Amount
<b>Bank Code: ONBMM-1-CITY MM BANK (BANK RECONCILIATION)</b>							
<b>Payment Type: Bank Draft</b>							
VEN01582 <a href="#">DEC/25</a>	MN Dept of Revenue (S&U Tax) Invoice	12/15/2025	12/15/2025 Sales & Use Tax Payment	Bank Draft	0.00 0.00	151,116.00 151,116.00	DFT0003931
01C0004 <a href="#">DEC/25 CR</a>	City of Buffalo Invoice	12/16/2025	12/29/2025 REBATES-DEC/25	Bank Draft	0.00 0.00	1,000.00 1,000.00	DFT0003932
01KHSA <a href="#">INV0004190</a>	UMB HSA ACCOUNT Invoice	12/24/2025	12/24/2025 HSA CONTRIBUTIONS	Bank Draft	0.00 0.00	8,963.48 8,963.48	DFT0003950
<b>Total Bank Draft:</b>					<b>0.00</b>	<b>161,079.48</b>	

## Bank Code ONBMM-1 Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	3	3	0.00	161,079.48
EFT's	0	0	0.00	0.00
	<b>3</b>	<b>3</b>	<b>0.00</b>	<b>161,079.48</b>

## All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	113	55	0.00	261,103.46
Manual Checks	0	0	0.00	0.00
Voided Checks	0	5	0.00	0.00
Bank Drafts	36	37	0.00	469,243.41
EFT's	309	101	0.00	951,441.67
	<b>458</b>	<b>198</b>	<b>0.00</b>	<b>1,681,788.54</b>

## Fund Summary

Fund	Name	Period	Amount
999	POOLED CASH	12/2025	1,681,788.54



## CITY COUNCIL AGENDA REPORT

**MEETING DATE:** January 5, 2026

**PREPARED BY:** Community Development Director David Kelly

**PRESENTED BY:** Community Development Director David Kelly

**AGENDA ITEM:** Public Hearing - Vacation of Drainage & Utility Easements,  
Kaysons Second Addition, Resolution 2026-1

### **BACKGROUND SUMMARY:**

With the replatting of the 8th Street Apartments project approved by the City Council, an existing drainage and utility easement remains at PID 103-198-001010. As this public easement is no longer needed, staff are seeking its vacation.

### **ALIGNMENT WITH CITY COUNCIL STRATEGIC PLAN:**

As the vacation of this easement is due to the 8th Streets Apartment project, this resolution aligns with Strategy #2 (Balanced Growth) as it supports diverse housing while preserving Buffalo's character.

### **FISCAL CONSIDERATIONS:**

- a. Estimated Cost: \$0.00
- b. Funding Source(s): N/A
- c. Budgeted: N/A

### **RECOMMENDED ACTION:**

Staff recommend opening the public hearing for this item and after receiving comments, approve of Resolution 2026-1 vacating the existing drainage and utility easement within PID 103-198-001010.

[Back to Agenda](#)

8TH STREET N.E.

1ST AVENUE N.E.

KAYSONS

LOT

LINE PARALLEL WITH AND 396.00 FEET  
WEST OF THE COMMON LINE BETWEEN  
LOT 1 AND LOT 2, BLOCK 1, KAYSONS  
SECOND ADDITION

396.00

BLOCK 1  
COMMON LINE BETWEEN  
LOT 1 AND LOT 2,  
BLOCK 1, KAYSONS  
SECOND ADDITION

LOT 2

2TH ST. N.E.

SECOND  
ADDITION

**EASEMENT VACATION EXHIBIT**  
LOCATED IN THE PLAT OF  
**KAYSONS SECOND ADDITION**  
WRIGHT COUNTY, MN

EASEMENTS TO BE VACATED

Vacate all those drainage and utility easements dedicated in KAYSONS SECOND ADDITION, according to the recorded plat thereof, Wright County, Minnesota, within that part of Lot 1, Block 1 of said KAYSONS SECOND ADDITION lying west of a line parallel with and 396.00 feet west of the common line between said Lot 1 and Lot 2, Block 1 of said KAYSONS SECOND ADDITION, as measured at right angles to said common line.



0 100 200

GRAPHIC SCALE IN FEET

— — — — — DENOTES EASEMENT TO BE VACATED

DRAWN BY: AAN  
FILE NO. 25166

I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a Licensed Land Surveyor under the laws of the State of Minnesota.

Date 07/09/2025

  
Trace C. McCoy  
License No. 44531



CITY OF BUFFALO, MINNESOTA

212 Central Avenue  
Buffalo, MN 55313

---

## RESOLUTION 2026-1

### RESOLUTION PROVIDING FOR THE VACATION OF A DRAINAGE & UTILITY EASEMENT – KAYSONS SECOND ADDITION

**WHEREAS**, The City of Buffalo (the “Applicant”) and property owner, has submitted a request for the vacation of the drainage and utility easement located within the plat of Kaysons Second Addition (PID 103-198-001010). The request has been duly presented to the City of Buffalo by the owner of the property situated in the City of Buffalo, Wright County, Minnesota to wit:

**Legal Description (Vacated Drainage & Utility Easement):**

That part of the drainage and utility easements as dedicated on the recorded plat of KAYSON SECOND ADDITION, Wright County, Minnesota, described as follows:

*Lot 1, Block 1 of said KAYSONS SECOND ADDITION lying west of a line parallel with and 396.00 feet west of the common line between said Lot 1 and Lot 2, Block 1 of said KAYSONS SECOND ADDITION, as measured at right angles to said common line.*

AND

WHEREAS, notice of the hearing has been duly published and posted in accordance with the applicable Minnesota Statutes; and

WHEREAS, A Public Hearing was held on said petition on January 5, 2026, in the Council Chambers at 212 Central Avenue; and

WHEREAS, the City Council then proceeded to hear all persons interested in said Petition and persons interested were afforded the opportunity to present their views and objections to the granting of said petition; and

WHEREAS, applicable deeded easements for drainage and utility purposes are newly dedicated, so the existing drainage and utility easement is no longer necessary for the maintenance of public utilities or any other public purpose.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF BUFFALO, MINNESOTA as follows:

1. The recitals set forth above are incorporated herein.
2. The City Council of Buffalo has determined that the vacation of said public easement would be in the public interest.
3. Pursuant to Minnesota Statutes 462.358, the following described public easement is hereby vacated:

**Legal Description (Vacated Drainage & Utility Easement)**

That part of the drainage and utility easements as dedicated on the recorded plat of KAYSON SECOND ADDITION, Wright County, Minnesota, described as follows:

*Lot 1, Block 1 of said KAYSONS SECOND ADDITION lying west of a line parallel with and 396.00 feet west of the common line between said Lot 1 and Lot 2, Block 1 of said KAYSONS SECOND ADDITION, as measured at right angles to said common line.*

Passed and adopted by the Buffalo City Council this 5th day of January 2026.

---

Steve Downer, Mayor

ATTEST:

---

Susan Johnson, City Clerk



## CITY COUNCIL AGENDA REPORT

**MEETING DATE:** January 5, 2026

**PREPARED BY:** Community Development Director David Kelly

**PRESENTED BY:** Community Development Director David Kelly

**AGENDA ITEM:** Variance - South Shores on Lake Pulaski Development

### **BACKGROUND SUMMARY:**

The applicants are seeking a variance to Section 50.116.(a).(4).c of the City Code pertaining to controlled access to public waters for non-riparian lots to allow for private boat docks on a lot that does not meet the minimum lot size requirement of 15,000 square feet and to allow for 2 additional dock slips.

This item was tabled at the December 15th City Council meeting to allow City staff and the developers adequate time to address parking concerns for the proposed dock.

### **ALIGNMENT WITH CITY COUNCIL STRATEGIC PLAN:**

This action aligns with Core Strategy #2 - Balanced Growth by supporting diverse housing development while preserving Buffalo's character.

### **FISCAL CONSIDERATIONS:**

- a. Estimated Cost: \$0.00
- b. Funding Source(s): N/A
- c. Budgeted: N/A

### **RECOMMENDED ACTION:**

Staff recommend approval of the variance per the Planning Commission's recommendation, with the conditions stated in PC Memo 110.01 – 25.15 and that the proposed Randals Lookout be widened from 32' to 38' to allow for additional on-street parking for users of the single dock.

[Back to Agenda](#)

# Revised Preliminary Master Plan

## SITE DATA:

Gross Site Area: 219.3 ac  
 Major R/W: 8.2 ac  
 Delimited Wetlands: 24.4 ac  
 Pipeline Easements: 4.2 ac  
 Total: 25.8 ac

Net Developable Area: ~182.5 ac  
 Parks: ~24.0 ac  
 Total: 21.8 ac (Other 1.5 ac)

Project Open Space: ~58.5 ac  
 Total: 58.5 ac (Other 0.5 ac)

Proposed Single Fam Lots: 300 lots  
 65' wide lots: 75 lots  
 55' wide lots: 73 lots  
 50' wide lots: 99 lots  
 50' wide (flex lots): 33 lots

Proposed Attached Resid.: 264 un.  
 Townhouses: 79 un.  
 Town Homes: 76 un.  
 Back-to-Back Townhomes: 110 un.

Proposed Apartments: TBD

Net Density: 3.5 un/ac  
 (180 un. total, not including open space and wetlands)

ADA compliant for 100% of the site area  
 Topographic Data: 1:2000

## Pulaski Shores, LLC

A Partnership Between

Holmson Construction And Development, Inc.  
 1000 91st Ave. N. E. Suite 2117B  
 Blaine, MN 55449  
 Roger Holmson, Pres.  
 Email: roger@holmson.com  
 Office 763-704-4792  
 Cell 763-986-7995

&  
 Buffalo Lakes Partners, LLC  
 9705 45th Ave H, Unit A71176  
 Plymouth, MN 55442  
 Donald Krause, Pres.  
 Email: ddkrause@yahoo.com  
 612-242-5237

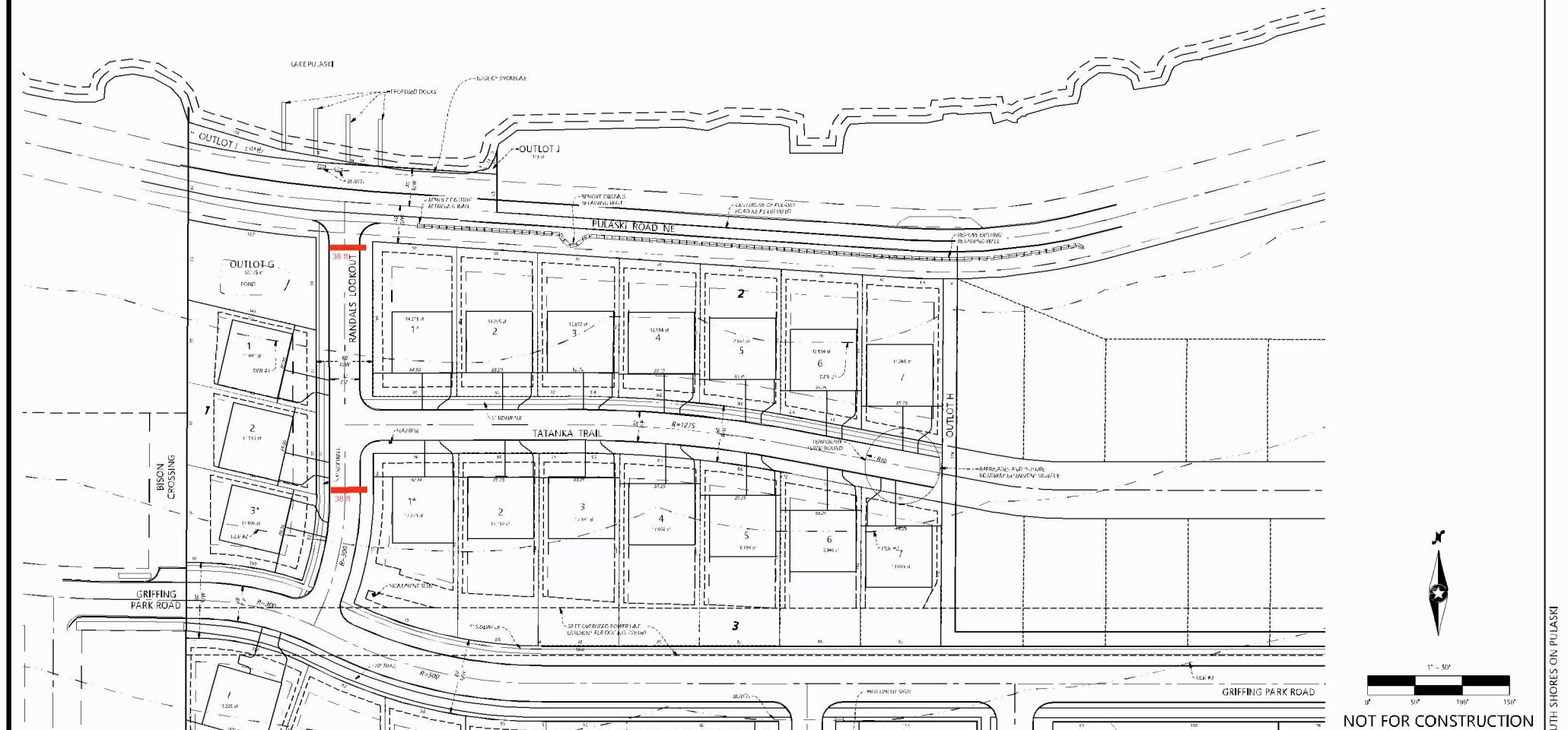
## Westwood

Plan: 000-000-000  
 Zoning: 000-000-000  
 ZR: 000-000-000  
 Map: 000-000-000  
 Westwood Residential Inc., Inc.



**South Shores on Pulaski**  
 Buffalo, MN





NOT FOR CONSTRUCTION

DISPENSED	CUP
CHOCOLATE	CUP
BROWN	BUB
FLAVORED MILK	4442
VERTICAL STAFF	541 OR 221

BUFILE#	07/18/25
PRINTING	
△	05/24/25 CITY DRILL MINI'S R/W/DRILL
△	10/06/25 CITY STC R/W WATER COMMENTS
△	11/17/25 CITY COMMENTS

PREPARED BY

**PULASKI SHORES, LLC**  
1550 91ST AVE NE, SUITE 110  
BLAINE, MN 55449

THIS INDICATES THAT THIS PERSON IS INSURED BY  
CIGNA LIFE INSURANCE COMPANY AND THAT THIS IS A  
DRAFTED POLICY AND NOT A FEDERAL LIFE POLICY  
OF THE STATE OF MINNESOTA.

**SOUTH SHORES ON PULASKI**  
BUFFALO, MN

**Westwood**

## PRELIMINARY PLATE

PROJECT NUMBER: 005/163.00 DATE 11/19/25

SHIFT NUMBER:

86



## MEMORANDUM

**TO:** Buffalo Mayor and City Council  
Buffalo Planning Commission

**FROM:** Stephen Grittman

**RE:** Buffalo – South Shore on Pulaski: Preliminary Plat; PUD Zoning/PUD Development Stage; and Variance to Lake Access Lot Area

**GC FILE NO:** 110.01 – 25.15

**DATE:** December 3, 2025

**MEETING DATE:** December 8, 2025 (PC); December 15, 2025 (CC)

**PID:** 202-000-204201; 202-000-204100; 103-500-202409; 103-500-202418;  
202-000-203400; 103-500-202420; and 202-000-204400

---

### Project Background

The applicants for the South Shores on Pulaski project have resubmitted their request for Preliminary Plat, Development Stage PUD, and Access Lot Area Variance, following the prior denial of the original application. Ordinarily, an applicant may not resubmit a substantially similar project until after six months following a denial. In this case, the project design has been significantly modified from that which was denied, and as such, the six month period is not applicable to this submittal.

The original project was denied for a series of concerns and/or insufficient information. Those elements are itemized below, with a comment on each describing how the project design has been modified in many cases to be more consistent with the City's requirements for both preliminary plat and PUD design. The City Engineer has submitted a separate report detailing engineering changes and any outstanding issues. While there remain certain issues to resolve, staff believe the plan has been amended to more reasonably be considered for approval, with those remaining conditions detailed herein.

### Project Description and Major Changes

The updated design accomplished the following general objectives of the City:

1. The project provides a mix of housing development types and lot sizes, consistent with the direction of the City's Comprehensive Plan ("2040 Community Plan"). The housing types range from rental apartments and senior housing, townhouses, two-family homes, and a variety of single family lots, from the smaller 45 foot wide lots to those in the northerly shoreland area of the project with lot widths of 85 feet, and lot areas of 11,000 square feet or more.
2. The overall density of the project remains the same as the original proposal at 3.5 units per developable acre, excluding the two multi-family sites in the south portions of the site. Further excluding the attached twin- and town-homes, the single family portions of the project average approximately 3.0 units per acre – consistent with (or even slightly lower in density than) the existing neighborhoods to the east and west of the site.
3. There has been concern raised over density of the project in its prior iterations. However, as noted above, the density of the project is within the Comprehensive Plan's definitions for low density. While the number of units is large, this is a function of the size of the site, not the density. Moreover, the higher density portions of the project are all in the lower/south half of the project area, with more direct access to major roadways including Calder Ave NE, and 8<sup>th</sup> Street/Willems Way.
4. The project redesign has shifted the proposed Griffing Parkway to adjoin the north boundary of site, veering to the south as it nears its connection with Calder Avenue. This modification has eliminated the bulk of the lots with direct access to this collector roadway. While there are still a few (eight in total), the redesign is a much safer layout than previously proposed. Moreover, the south access to Calder Avenue is likely to carry most of the traffic out of the subdivision away from Griffing Park Road, reducing the traffic impacts on the remaining lots fronting on Griffing Park Road.
5. The phasing plan has been modified to begin development at the east side of the plat, developing Griffing Park Road as it proceeds westerly, eventually connecting to the north-south collector road (labelled as Grandview Drive). The initial phase connects to Calder Avenue NE in two locations. This plan avoids routing early-phase traffic through existing neighborhoods to the west or onto Pulaski Road. Connections to the north into Lakeview Parkway and Roberts Road provide additional access, but are much more likely to be utilized by the existing neighborhoods than new residents.
6. The updated plans have added some PUD detail to the plans, including additional detail related to trails and pedestrian bench amenities, entry monuments, and general site landscaping. As required by the Subdivision Ordinance, individual lots are required to provide two trees per street frontage for each single family lot. These are shown on the plans as builder requirements – a common arrangement to avoid landscaping damage during home construction. Additional tree planting is shown along the major roadways, above the minimum tree count standard. Landscaping is also shown along the south boundary of the homes adjoining 8<sup>th</sup> Street NE, and throughout the townhouse area. Additional landscaping detail is noted on the plan, but subject to final plans and approvals.

#### **Prior Project Deficiencies and Revisions to Address Said Deficiencies.**

As noted above, the prior project was denied, however, staff had laid out potential conditions – that is, changes that would be necessary to consider approval. These are copied below, with staff comments discussing how the changes to the updated application addresses those elements.

## ***Conditions of Approval (prior plans) w/Comments***

### **Preliminary Plat**

To ensure that the Preliminary Plat meets the requirements of the City's Subdivision Ordinance and Development Goals, the following conditions are imposed on the approval of the Preliminary Plat, and required to be implemented at Final Plat Stage:

1. No Preliminary Plat shall be valid unless the City has adopted a PUD rezoning amendment and Development and Final Stage PUD plans for the project.

*Staff comment – PUD review is a part of the current application. As noted in the staff recommendations below, some PUD review will remain for each phase as individual project areas are built out, including building styles, more detailed landscaping, and other aspects of the PUD plans.*

2. An updated Preliminary Plat set of drawings will be prepared reflecting all requirements and conditions of Preliminary Plat approval.

*Staff comment – this condition would continue to apply, pending any changes to the plat drawings required by City approval.*

3. Changes to the proposed Final Plat that vary in any substantive way from the approved Preliminary Plat shall constitute a new application, and require return to the Planning Commission for consideration at a new public hearing.

*Staff comment – this condition would continue to apply, pending any changes to the plat drawings required by City approval.*

4. The Preliminary Plat shall be revised to meet all of the conditions listed in the City Engineer's report, including ongoing review comments prior to Final Plat consideration.

*Staff comment – this condition would continue to apply, pending any changes to the plat drawings required by City approval.*

5. The Preliminary Plat shall be revised to prohibit all direct access to Griffing Park Road.

*Staff comment – while there remain some lots with direct frontage on Griffing Park Road, the redesign has removed the large majority, and other changes result in a safer design.*

6. The Preliminary Plat shall be revised to amend the phasing by accommodating full through access and completion of roadways and utilities for both Griffing Park Road and the proposed North-South collector road as a part of the first phase of development.

*Staff comment – the modifications to the phasing plan have met the objectives of this condition.*

7. The Preliminary Plat shall be revised to ensure that during any phase, no more than 75 lots shall rely on any one single access road, nor less than one additional access road per each additional 75 lots, before further home construction can be commenced.

*Staff comment – the modifications to the phasing plan have met the objectives of this condition.*

8. The Preliminary Plat shall be redesigned so the street design in the Subdivision eliminates any block longer than 1,320 feet.

*Staff comment – the modifications to the plat have met the requirements of this condition.*

9. The Preliminary Plat shall be redesigned to provide reasonable access to the adjoining undeveloped property to the north.

*Staff comment – the modifications to the plat have met the requirements of this condition.*

10. Other recommended revisions as identified by the Planning Commission and staff following completion of the public hearing.

### **Planned Unit Development – Zoning and Development Stage:**

To qualify for PUD approval, the following conditions are imposed on the approval for the PUD Development Stage Plan:

1. The applicant enters into a PUD agreement formalizing the terms of the City's PUD approvals, which shall be binding on future developers, builders, and owners of property in the PUD.

*Staff comment – this condition would continue to apply, pending any changes to the drawings required by City approval.*

2. No PUD shall be approved if the Preliminary and Final Plat are not also approved.

*Staff comment – this condition would continue to apply.*

3. Development Stage PUD approval is valid only insofar as it reflects the layout of the approval Preliminary Plat, with the following exceptions and clarifications:

- a. All attached twin or townhouse areas, and all single family areas with lots of less than 65 feet in width, may not proceed to Final Stage PUD and Final Plat without further review by the Planning Commission to revise and update the Development Stage PUD for the subject lots.

*Staff comment – this condition would continue to apply. The narrowed widths in the smaller-lot single family areas which result in the greatest departure from more typical City zoning requirements raise potential issues for streetscape and neighborhood character. As such, as the development team identifies builders for each of these areas, an update to the Development Stage PUD will permit the Planning Commission and City Council the ability to ensure that such neighborhoods – while departing from typical zoning lot design – continue to create neighborhoods that meet the City's overall objectives for residential development. This aspect is the crux of PUD zoning approvals.*

- b. Consideration of such revisions and updates shall include Planning Commission recommendation, and City Council approval, of the building and architectural designs, street-facing front entryways, landscaping highlighting private open spaces and private lot areas, streetscape elements (including utility cabinet placement, street light locations, clustered mailbox locations, as well as landscape elements), adequate availability of on- and off-street parking, and other aspects of the plan relevant to consideration of a PUD project.

*See note above.*

- c. All single family structures shall fully comply with the City's requirements for building size, garage size, and other improvements.

*Staff comment – this condition would continue to apply.*

- d. The revisions and updates shall identify the specific project enhancements that qualify the subject lots for PUD flexibility in lot size and any other flexibility being sought from base zoning standards.

*Staff comment – this condition would continue to apply.*

- e. The updated plans shall show enhanced building design and materials, additional open and green space and planting areas, and other features justifying the use of PUD, and mitigation of any issues raised by the increased housing in said area.

*Staff comment – this condition would continue to apply.*

- f. The revised and updated plans shall demonstrate improved driveway access designs to both public and private streets, minimizing the amount of curb cuts for private driveways, and maximizing front yard green space.

*Staff comment – this condition would continue to apply.*

- g. The updated plan submissions shall include complete HOA documents for all HOA membership and duties, including exterior lawn and snow-removal maintenance for all small-lot and attached housing areas, and any specialized HOA provisions based on location and membership. All such HOAs shall be adequately capitalized to provide for ongoing maintenance of future privately owned infrastructure improvements.

*Staff comment – this condition would continue to apply.*

- h. Other recommendations and conditions of the Planning Commission and/or staff following the public hearing and prior to Final Stage PUD consideration.

*Staff comment – this condition would continue to apply.*

#### **Variance to Controlled Access Lot Area:**

The applicants continue to seek a lot area variance to create an access lot on Lake Pulaski that would provide dock facilities for specific residents of the PUD. As discussed in the prior staff reports, planning staff believe that the conditions for variance, as spelled out in the City's zoning ordinance and state law, can reasonably be met by the request, but with a series of specific development and operational conditions. Each of these conditions are an aspect of staff recommendations for approval of the variance and access lot proposal. To limit the impacts of any such use, the following conditions are imposed on the establishment of a controlled access lot to regulate use, development, and maintenance of the parcel:

1. Configuration of the dock structure shall be a single gangway from shore to slips – per DNR recommendations on dock configuration, as well as lessened impacts on water quality and fishery quality.
2. A maximum total of 8 watercraft may be moored at the dock at any one time, regardless of the number of owners who may have access.
3. Parking shall be prohibited on the property or on the public roadway adjacent to the property.

4. The launching or retrieval of motorized watercraft from the property shall be prohibited. Launching or retrieval of non-motorized craft, such as canoes, kayaks, paddleboards, or similar craft may occur only to the extent that such craft shall not be stored on the premises overnight.
5. Ownership of the property by a specific Homeowners Association that is responsible for all maintenance, improvements, and access is required. If at any time, the HOA ceases to function, the use of the access lot shall terminate.
6. Development of the access lot shall include reasonable riparian access, including handicapped accessible walkways, but no patios, decks, or other structures of any kind, whether permanent or temporary.
7. One secure trash receptacle may be kept on the property, which shall be regularly emptied by the HOA or its contractor and kept orderly, clean, and sanitary at all times.
8. No storage of any watercraft, personal property, or any use or improvements to the subject property other than the allowances of these conditions shall be permitted.
9. The HOA shall be made up of all lots that have any fractional share in using the property or the dock slips, each of which shall contribute its share of dues to the Pulaski Lake Improvement District (LID).
10. At the discretion of the LID, The HOA shall be incorporated into the LID, and shall further incorporate the values of all lots that have any fractional share of access to the lake. It shall be the responsibility of the HOA to apportion dock use rights to its members so as to ensure compliance with the terms of the City's variance approval.
11. The developers shall prepare a landscape plan for the parcel comprised of natural vegetation designed to meet the DNR recommendations for riparian property. The HOA shall have responsibility for ongoing maintenance once the landscape is established to minimize erosion and runoff from the adjoining roadway toward the lake, and to ensure the visual appearance of the property from the lake and from the adjoining roadway.
12. The HOA shall maintain a contract with a dock maintenance company for repairs, installation, removal, and off-season storage of the dock equipment.
13. No variance shall be valid unless the City has approved the Preliminary and Final Plats for the area, and the Development and Final Stage PUDs.

### **Staff Recommendation**

As discussed in this report, the project redesign is substantially changed from the prior denied application, and is eligible to proceed to Planning Commission and City Council consideration. The changes to the project are generally consistent with the issues and intent of staff comments on the prior version. As with most PUD projects, there are details to review as the project moves forward thorough platting and shifts to consideration of specific builders and their designs. Therefore, planning staff believes that the Preliminary Plat (subject to conditions 1-7), and the Development Stage PUD (subject to conditions 1-3), as well as the Variance to Lot Area for the Lake Access Lot (subject to conditions 1-13), can be approved, with the following conditions:

### **Preliminary Plat**

1. No Preliminary Plat shall be valid unless the City has adopted a PUD rezoning amendment and Development and Final Stage PUD plans for the project.

2. An updated Preliminary Plat set of drawings will be prepared reflecting all requirements and conditions of Preliminary Plat approval.
3. Changes to the proposed Final Plat that vary in any substantive way from the approved Preliminary Plat shall constitute a new application, and require return to the Planning Commission for consideration at a new public hearing.
4. The Preliminary Plat shall be revised to meet all of the conditions listed in the City Engineer's report, including ongoing review comments prior to Final Plat consideration.
5. The Preliminary Plat shall be according to the phasing plan provided dated 11/18/2025 or as may be amended by the City Council.
6. ~~The Preliminary Plat shall be redesigned so the street design in the Subdivision eliminates any block longer than 1,320 feet.~~

7.6. Other recommended revisions as identified by the Planning Commission and staff following completion of the public hearing.

#### **Planned Unit Development – Zoning and Development Stage:**

To qualify for PUD approval, the following conditions are imposed on the approval for the PUD Development Stage Plan:

1. The applicant enters into a PUD agreement formalizing the terms of the City's PUD approvals, which shall be binding on future developers, builders, and owners of property in the PUD.
2. No PUD shall be approved if the Preliminary and Final Plat are not also approved.
3. Development Stage PUD approval is valid only insofar as it reflects the layout of the approval Preliminary Plat, with the following exceptions and clarifications:
  - a. All attached twin or townhouse areas, and all single family areas with lots of less than 65 feet in width, may not proceed to Final Stage PUD and Final Plat without further review by the Planning Commission to revise and update the Development Stage PUD for the subject lots.
  - b. Consideration of such revisions and updates shall include Planning Commission recommendation, and City Council approval, of the building and architectural designs, street-facing front entryways, landscaping highlighting private open spaces and private lot areas, streetscape elements (including utility cabinet placement, street light locations, clustered mailbox locations, as well as landscape elements), adequate availability of on- and off-street parking, and other aspects of the plan relevant to consideration of a PUD project.
  - c. All single family structures shall fully comply with the City's requirements for building size, garage size, and other improvements.
  - d. The revisions and updates shall identify the specific project enhancements that qualify the subject lots for PUD flexibility in lot size and any other flexibility being sought from base zoning standards.
  - e. The updated plans shall show enhanced building design and materials, additional open and green space and planting areas, and other features justifying the use of PUD, and mitigation of any issues raised by the increased housing in said area.

- f. The revised and updated plans shall demonstrate improved driveway access designs to both public and private streets, minimizing the amount of curb cuts for private driveways, and maximizing front yard green space.
- g. The updated plan submissions shall include complete HOA documents for all HOA membership and duties, including exterior lawn and snow-removal maintenance for all small-lot and attached housing areas, and any specialized HOA provisions based on location and membership. All such HOAs shall be adequately capitalized to provide for ongoing maintenance of future privately owned infrastructure improvements.
- h. Other recommendations and conditions of the Planning Commission and/or staff following the public hearing and prior to Final Stage PUD consideration.

**Variance to Controlled Access Lot Area:**

1. Configuration of the dock structure shall be a single gangway from shore to slips – per DNR recommendations on dock configuration, as well as lessened impacts on water quality and fishery quality.
2. A maximum total of 8 watercraft may be moored at the dock at any one time, regardless of the number of owners who may have access.
3. Parking shall be prohibited on the property or on the public roadway adjacent to the property.
4. The launching or retrieval of motorized watercraft from the property shall be prohibited. Launching or retrieval of non-motorized craft, such as canoes, kayaks, paddleboards, or similar craft may occur only to the extent that such craft shall not be stored on the premises overnight.
5. Ownership of the property by a specific Homeowners Association that is responsible for all maintenance, improvements, and access is required. If at any time, the HOA ceases to function, the use of the access lot shall terminate.
6. Development of the access lot shall include reasonable riparian access, including handicapped accessible walkways, but no patios, decks, or other structures of any kind, whether permanent or temporary.
7. One secure trash receptacle may be kept on the property, which shall be regularly emptied by the HOA or its contractor and kept orderly, clean, and sanitary at all times.
8. No storage of any watercraft, personal property, or any use or improvements to the subject property other than the allowances of these conditions shall be permitted.
9. The HOA shall be made up of all lots that have any fractional share in using the property or the dock slips, each of which shall contribute its share of dues to the Pulaski Lake Improvement District (LID).
10. At the discretion of the LID, The HOA shall be incorporated into the LID, and shall further incorporate the values of all lots that have any fractional share of access to the lake. It shall be the responsibility of the HOA to apportion dock use rights to its members so as to ensure compliance with the terms of the City's variance approval.
11. The developers shall prepare a landscape plan for the parcel comprised of natural vegetation designed to meet the DNR recommendations for riparian property. The HOA shall have responsibility for ongoing maintenance once the landscape is established to minimize erosion and runoff from the adjoining roadway toward the lake, and to ensure the visual appearance of the property from the lake and from the adjoining roadway.

12. The HOA shall maintain a contract with a dock maintenance company for repairs, installation, removal, and off-season storage of the dock equipment.

13. The HOA shall provide and retain ownership of all powered watercraft eligible for mooring at the subject dock slips.

13.14. No variance shall be valid unless the City has approved the Preliminary and Final Plats for the area, and the Development and Final Stage PUDs.

cc. Taylor Gronau  
David Kelly  
Justin Kannas  
Nick Peterson  
Metro West Inspections



## CITY COUNCIL AGENDA REPORT

**MEETING DATE:** January 5, 2026

**PREPARED BY:** Finance Director / Asst. City Administrator Josh Kent

**PRESENTED BY:** Finance Director / Asst. City Administrator Josh Kent

**AGENDA ITEM:** Consider Approval of a Resolution Delegating Authority to Pay Claims and Make Electronic Fund Transfers

### **BACKGROUND SUMMARY:**

Approval of the resolution will delegate the authority to pay all claims and to make electronic fund transfers (EFTs) to the City Administrator and City Clerk.

The City's practice is that the Finance Department initiates the payments for claims and electronic funds transfers, but the actual approval of the payment of claims and funds transfers must be completed by the City Administrator or City Clerk. The City Administrator and City Clerk do not have the ability to initiate EFTs, resulting in a strong segregation of authority over the City's funds.

Minnesota State Statute Section 471.38, subdivision 3 and 3a states that a city council may authorize electronic fund transfers subject to similar criteria as the delegation of the authority to pay claims, such as that the electronic funds transfers be made only for certain types of transactions including vendor payments, payroll claims, and bond payments, among others. Additionally, the statute requires the city to enact a plan requiring annual delegation of authority to make electronic funds transfers, internal accounting and administrative procedures, bank process controls and regular review of expenditure listings by City Council at each meeting. All these criteria are currently in place.

Annually, staff will be presenting this resolution for approval at the beginning of each year in conjunction with other required annual resolutions. The City Council will continue to receive the expenditures (claims) listings as part of the regular agenda, and these reports will include claims paid electronically as they have in the past.

### **ALIGNMENT WITH CITY COUNCIL STRATEGIC PLAN:**

Innovative and forward-thinking governance

- Ensure transparent decision-making, clear communication, and accessibility to staff and information sources for residents.
- Embrace ingenuity and adaptability in city operations to efficiently serve the community's evolving needs.

### **FISCAL CONSIDERATIONS:**

- a. Estimated Cost: \$0
- b. Funding Source(s): N/A

c. Budgeted: N/A

**RECOMMENDED ACTION:**

Adopt Resolution 2026-2 delegating authority to pay claims and make electronic fund transfers to the City Administrator and City Clerk.

[Back to Agenda](#)



CITY OF BUFFALO, MINNESOTA

212 Central Avenue  
Buffalo, MN 55313

---

## RESOLUTION 2026-2

### A RESOLUTION DELEGATING AUTHORITY TO PAY CLAIMS AND MAKE ELECTRONIC FUND TRANSFERS

WHEREAS, Minnesota State Statutes Section 412.271, Subd. 8 and 471.38, Subd. 3 and 3a state that a city council may delegate its authority for paying certain claims against the city to city administrative officials and authorize electronic fund transfers subject to certain criteria; and

WHEREAS, procurement of goods and services are made under the authority granted in the purchasing policy, council-approved resolutions and/or applicable state statutes; and

WHEREAS, Minnesota State Statute Section 471.425, Subd 2 states that cities that have at least one regularly scheduled meeting per month must pay their bills within 35 days of receipt and this delegation of authority is conducive to this end while assuring appropriate city council oversight.

WHEREAS, the prerequisite criteria for authorizing payments by electronic funds transfer will be met by the city through the following: (i) city's internal accounting and administrative procedures, (ii) bank process controls and administrative procedures; and (iii) regular review of expenditure list by City Council at each meeting.

NOW THEREFORE, BE IT RESOLVED BY THE CITY OF BUFFALO CITY COUNCIL AS FOLLOWS; that:

1. The recitals set forth above are incorporated herein.
2. The City Administrator and City Clerk are authorized to pay all claims made against the City that meet the standards and procedures established by the Finance Department, City policies, City Council approved resolutions and the requirements of applicable state statutes.
3. The City Administrator and City Clerk are authorized to pay such claims via electronic funds transfer, in accordance with the foregoing requirements and Minnesota Statute 471.38, subds. 3 and 3a.

Passed and adopted by the Buffalo City Council this 5<sup>th</sup> day of January 2026.

---

Steven Downer, Mayor

ATTEST:

Susan Johnson, City Clerk



## CITY COUNCIL AGENDA REPORT

**MEETING DATE:** January 5, 2026

**PREPARED BY:** Assistant Police Chief Mark Brown

**PRESENTED BY:** Chief Pat Budke

**AGENDA ITEM:** Approve Part-Time School Resource Officer (SRO)  
Agreement with the Wright Technical Center

### **BACKGROUND SUMMARY:**

From 2002-2019, the Buffalo Police Department provided two school resource officers to School District 877, with one officer at the high school and the other at the middle school. Additional services were also provided to the Cornerstones and Wright Technical Center schools through the middle school SRO as needed. This partnership continued until 2019 when the PD moved to cover only the Buffalo High School due to patrol staff demands. From 2019-present the MAWSECO school district, including Cornerstones, Village Ranch in Cokato and Journeys in Howard Lake has contracted an SRO with the Wright County Sheriff's Office who splits time between the three schools throughout the week. BPD returned to SRO duties at the middle school in September of 2025 with a contract of service exclusive to the 877-school district. In November 2025 the Wright Technical Center ISD 966 was able to secure approval for a part-time SRO and reached out to the PD to fill this role. The attached agreement reflects the addition of a part-time SRO at the Wright Technical Center.

In discussions about how best to meet this obligation, we approached the school district and proposed entering into an agreement to provide the Wright Technical Center with an Officer near the beginning of the 2026 school year. We would be using current staff to make this possible by utilizing a mid-shift patrol unit to cover the four-hour school block and then returning to assist with patrol duties in the afternoon when calls are typically the most demanding. This in-turn will provide supplementary patrol coverage during afternoon shift change.

We believe that this position would provide valuable support to the Wright Technical Center staff and students. It will also expand the opportunities within the PD, increase our efficiency and enhance our level of service.

This request has been discussed with and approved by Finance and Human Resources.

### **ALIGNMENT WITH CITY COUNCIL STRATEGIC PLAN:**

Community Centered Service and Engagement.

### **FISCAL CONSIDERATIONS:**

- a. Estimated Cost: \$0.00
- b. Funding Source(s): N/A

c. Budgeted: Yes

**RECOMMENDED ACTION:**

It is recommended that the City Council approve the School Resource Officer agreement with ISD 966.

[Back to Agenda](#)

## **SCHOOL RESOURCE OFFICER SERVICES AGREEMENT**

This School Resource Officer Services Agreement ("Agreement") is entered into by and between the Wright Technical Center School District and the City of Buffalo ("City").

WHEREAS, the District and the City desire to maintain a cooperative and coordinated approach to deterring and addressing criminal activity on school property and at District sponsored events and activities;

WHEREAS, Minnesota Statutes section 126C.44 authorizes the District to contract with the City to have peace officers provide school resource officer services; and

WHEREAS, Minnesota Statutes section 126C.44 further authorizes the District to levy for an appropriate portion of the costs the City incurs in paying wages, providing benefits, and providing transportation for peace officers who are assigned to perform school resource officer duties in the District;

NOW, THEREFORE, IN CONSIDERATION OF the mutual promises contained in this Agreement and other valuable consideration, the sufficiency of which is acknowledged, the District and the City agree as follows:

1. **Term.** This Agreement is for a term of one-year beginning on January 5th, 2026, and ending December 31<sup>st</sup> 2026. This Agreement will automatically renew for a period of twelve (12) calendar months (January to December) unless either party provides written notice of termination to the other party on or before (December 1<sup>st</sup>)
2. **Definitions.** The following definitions apply to this Agreement:
  - a. **"Additional services"** mean services that a peace officer provides, at the District's request, outside the regular hours of SRO service that are described in the third numbered paragraph of this Agreement. By way of example, but without limitation, the SRO performs additional services if, at the request of a school administrator or District administrator, the SRO attends a school board meeting, an extracurricular activity, or a community function that is held in the evening.
  - b. **"Exigent circumstances"** mean circumstances under which the courts permit police officers to execute a warrantless search or seizure; circumstances under which a reasonable police officer would believe that a person presents an immediate and substantial risk of harm to self or others; circumstances under which urgent action is reasonably necessary in order to prevent the destruction of evidence of a serious crime; and circumstances in which a police officer is in hot pursue of a suspect who is believed to have committed, or to have attempted to commit, a serious crime and is in the process of fleeing.
  - c. **"School Resource officer" or "SRO"** means a licensed peace officer who is employed by the City and is assigned to provide SRO duties or additional services pursuant to this Agreement.

d. **"SRO duties"** include, but are not necessarily limited to, the following:

- protecting students, staff, and visitors to the school grounds from criminal activity;
- serving as a liaison from law enforcement to school officials;
- providing advice on safety drills;
- identifying vulnerabilities in school facilities and safety protocols;
- educating and advising students and staff on law enforcement topics;
- enforcement of criminal laws;
- fostering a positive school climate through relationship building and open communication;
- protecting real and personal property;
- deterring and addressing truancy;
- serving as a role model for students, parents, and community members;
- conferring with students, parents, and community members for the purpose of deterring or addressing criminal behavior on school property or at a school sponsored event or activity;
- visiting and inspecting high delinquency areas on school property;
- being present and visible on school property;
- serving as a resource for school officials regarding the prevention of criminal activity on school property and at school sponsored events and activities;
- serving as a mentor and resource for students;
- giving presentations to students and staff that are designed to promote safety or to deter, decrease, or otherwise address drug use or other potential criminal activity by students;

- investigating and otherwise addressing criminal activity that has occurred, is alleged to have occurred, may have occurred, or is expected to occur on school property or at a school sponsored event or activity; conducting searches of students, student lockers, student backpacks, school property, and student vehicles as authorized by law and at the request of a school official when the school official has reasonable grounds to believe the search will result in the discovery of drugs, a weapon, or any other item that is unlawful for a student to possess on school property, or the discovery of other evidence establishing that a student has committed a crime that has a direct nexus to school property or a school sponsored event or activity;
- recovering lost or stolen property;
- apprehending and prosecuting criminals, including suspected criminals;
- responding to emergencies including, but not limited to, medical emergencies and situations involving a threat of violence or harm to property or to any person who is on school property or is at a school sponsored event or activity;
- attending trainings provided by the District;
- meeting and collaborating with school administrators and District administrators to develop and work toward mutually agreed upon goals; and
- other tasks as assigned by the Buffalo Police Department.

e. **"School day"** means a day on which school is in session and general student attendance is required, including any make-up days that are scheduled because school was canceled for any reason. School days are identified on the District calendar, which is published on the District's website. Days on which students attend summer school are not school days.

f. **"School property"** means: (1) any property owned, leased, or controlled by the District where an elementary school, middle school, secondary school, secondary vocational center, alternative learning program, or other school providing educational services is located or used for educational purposes, or where extracurricular or cocurricular activities are regularly provided; (2) the area surrounding school property as described in the first clause of this paragraph to a distance of 300 feet or one city block, whichever distance is greater, beyond the school property; and (3) the area within a school bus or other school vehicle when the bus or vehicle is being used to transport one or more elementary or secondary school students.

3. **Assignment of School Resource Officers.** The City will assign one full-time licensed peace officer to perform SRO duties on a part-time basis during each school day. The SRO will be stationed at Wright Technical Center. The SRO is expected to perform SRO duties as needed.

- a. **Absences.** If the SRO is absent for more than 5 consecutive school days, the City will undertake reasonable efforts to assign another licensed peace officer to serve as a temporary replacement and perform the regular SRO's duties during any additional absences.
- b. **Vehicles, Equipment, and Training.** The City is responsible for providing each SRO with a vehicle and all necessary law enforcement equipment, including any necessary electronic devices. The City is also responsible for providing training and education to all peace officers who are assigned to provide services pursuant to this Agreement.
- c. **Objections to Personnel.** The City will undertake reasonable efforts to assign peace officers who are acceptable to the District. The District will notify the Buffalo Chief of Police of any concerns related to the performance of a SRO. If the concern relates to the officer's performance, the District will notify the Buffalo Chief of Police. Any request for reassignment of a SRO that is based on work-related concerns must be made in writing to the Buffalo Chief of Police. The City will have thirty (30) calendar days to demonstrate to the District's satisfaction that the concern has been addressed.

4. **Base Payment.** The District will pay for the part-time SRO services at a rate of \$95 per hour for actual service provided (based on the academic year), excluding additional services, which are provided pursuant to this one-year Agreement. The City will bill the District for each installment on or about June 10<sup>th</sup> and January 15<sup>th</sup>. Payment will be due within thirty (30) days of the date of receipt of the invoice by the school district.

5. **Invoice for Additional Services.** District administrators and school administrators may request that the City assign one or more peace officers to provide "additional services" as defined in this Agreement. The City will make reasonable efforts to accommodate such requests. When the City assigns an officer to provide additional services, the District will be responsible for paying the officer's wages for the hours worked while providing additional services, any resulting overtime costs, a prorated portion of the officer's benefits for the hours worked while providing additional services, and the officer's transportation costs directly associated with providing additional services. Consistent with current practice, the City will submit an itemized invoice to the District describing the additional services that were provided, the location where the additional services were provided, and the costs the City incurred in providing the additional services.

6. **District Responsibilities.** In addition to making the payments described in this Agreement, the District will provide office space for a SRO at the Wright Technical Center. At a minimum, the office space will be furnished with a desk, chair, internet connection and landline telephone. The SRO may print materials and make photocopies at the school where the SRO is stationed if the materials and photocopies relate to SRO duties. Individual schools may elect to provide additional resources, such as a two-way radio, to the SRO. School administrators and District administrators will provide guidance and assistance to each SRO as needed.

7. **Relationship of the Parties.** Nothing in this Agreement may be construed to create a partnership or joint venture between the District and the City. Neither party has any authority or power to take any unilateral action that could legally bind the other party. For purposes of the Minnesota Government Data Practices Act, each party is considered to be an independent contractor relative to the other party.
8. **SRO Employment Status.** At all times and for all purposes, the City is and will remain the exclusive employer of all peace officers who perform services pursuant to this Agreement. No SRO may be considered to be an official, employee, agent, educational service provider, or representative of the District, and no SRO may make any representation to the contrary. The City maintains full control over the peace officers it employs and is solely responsible for all employment and administrative functions related to its employees, including, but not limited to, supervision and evaluation, payroll and deductions, maintenance of all required insurance (e.g. workers' compensation insurance, unemployment insurance, liability insurance), and any labor disputes or grievances.
9. **Liability and Indemnification.** Each party is solely responsible for the act(s) and omission(s) of its own officers, employees, officials, agents and representatives. To the extent permitted by law, each party agrees to indemnify the other party from any and all damages, liability, judgments, claims, expenses, attorney fees, and costs resulting from any act or omission of any of its officers, employees, officials, agents or representatives. Each party's liability, if any, is limited under Minnesota Statutes Chapter 466, and nothing in this Agreement may be deemed to constitute a waiver of those limits.
10. **Prohibited Actions.** In the absence of exigent circumstances, a peace officer who is employed by the City may not interview a student on school property about criminal activity or potential criminal activity unless: (a) the officer is conducting a maltreatment of minor investigation; (b) the crime has occurred, is alleged to have occurred, may have occurred, is occurring, or is reasonably expected to occur in the near future on school property or at a school sponsored event or activity; or (b) the officer has obtained prior written permission from the building principal and from the student's parent or guardian or if the student is eighteen (18) years of age or older. In addition, a peace officer may not participate in recommending or determining student discipline or in investigating incidents of student discipline which do not involve potential criminal activity.
11. **Execution of Arrest Warrants.** When executing an arrest warrant for a student on school property, a peace officer must make reasonable efforts to protect other students and staff members who are present and to avoid undue embarrassment to the student who is being arrested. This paragraph is not intended to prevent an officer from taking immediate action to arrest a student who is fleeing or who presents an imminent and substantial risk of harm to self, others or property.

12. **Notices.** The District must provide all official notices under this Agreement by electronic mail or U.S. Mail addressed to the City's Chief of Police, Pat Budke, at [pat.budke@ci.buffalo.mn.us](mailto:pat.budke@ci.buffalo.mn.us) or 215 1st Avenue NE, Buffalo, MN 55313. The City must provide all official notices under this Agreement by electronic mail or U.S. Mail addressed to the District's Superintendent, Brian Nutter, at [brian.nutter@wrighttech.org](mailto:brian.nutter@wrighttech.org) and/or 1405 3<sup>rd</sup> Avenue NE, Buffalo, MN 55313. Either party may designate a different addressee or address at any time by giving written notice to the other party. Notice that is delivered by mail is effective upon mailing. Notice that is delivered by email is effective upon transmission.
13. **Data Practices.** All government data that are collected, created, received, or maintained as a result of this Agreement will be handled in accordance with all applicable federal and state laws, including, but not limited to, the Minnesota Government Data Practices Act ("MGDPA"). The parties recognize that educational data maintained by the District are protected under the MGDPA and under the Family Educational Rights Privacy Act ("FERPA"), including its implementing regulations at 34 C.F.R. part 99. The parties acknowledge that unless a statutory exception applies, the District may not disclose private educational data to a SRO without the written consent of the student's parent or guardian (or the written consent of the student if the student is eighteen years of age or older); a lawfully issued subpoena; or a court order. Nothing in this Agreement may be construed to modify the responsibilities of either party under the MGDPA or the District's responsibilities under FERPA.
14. **Background Checks.** The City must conduct, or have conducted, a criminal background check on all peace officers who provide any service pursuant to this Agreement. The background check must be completed before the peace officer provides any service pursuant to this Agreement.
15. **No Unlawful Discrimination.** The District and the City each agree to provide equal employment opportunities to all employees and applicants for employment in accordance with all applicable federal, state and local laws. No person may be excluded from full employment rights in, participation in, be denied the benefits of, or be otherwise subjected to discrimination in any program, service, or activity based on race, color, religion, age, sex, disability, marital status, sexual preference, HIV status, public assistance status, creed or national origin. In addition, the District and the City each specifically agree not to discriminate unlawfully against any student in any program, service, activity, or decision based on race, color, religion, age, sex, disability, marital status, sexual preference, HIV status, public assistance status, creed or national origin.
16. **Waiver and Enforcement.** The failure to insist on compliance with any term, covenant, or condition contained in this Agreement must not be deemed to be a waiver of that term, covenant, or condition, nor will any waiver or relinquishment of any right or power contained in this Agreement at any time be deemed to be a waiver or relinquishment of any right or power at any other time. Each party is responsible for its own costs, expenses, and any attorneys' fees associated with this Agreement and any related matters, including enforcement of this Agreement.
17. **Equal Drafting.** In the event that either party asserts that a provision of this Agreement is ambiguous, this Agreement must be construed to have been drafted equally by the Parties.

18. **Choice of Law, Forum and Severability.** This Agreement is governed by the laws of the State of Minnesota. The parties agree that the Minnesota state and federal courts will have exclusive jurisdiction over any dispute arising out of this Agreement. If a court determines that any part of this Agreement is unlawful or unenforceable, the remaining portions of the Agreement will remain in full force and effect.
19. **Entire Agreement, Changes and Effect.** This Agreement constitutes the entire agreement between the District and the City regarding SRO duties and additional services. This Agreement supersedes any inconsistent statements or promises made by either party. This Agreement also supersedes and terminates any prior or existing agreements or contracts regarding the same or any similar subject matter. Neither party has relied upon any statements, promises, agreements or representations that are not stated in this Agreement. No changes to this Agreement are valid unless they are in writing and signed by both parties. A copy of this Agreement has the same legal effect as the original.

IN WITNESS WHEREOF, the parties have entered into this Agreement on the dates recorded by their signature. By signing below, each party specifically acknowledges that it has read this Agreement and that it understands and voluntarily agrees to be legally bound by all terms of the Agreement.

**CITY OF BUFFALO**

---

Mayor \_\_\_\_\_ Date \_\_\_\_\_

---

City Administrator \_\_\_\_\_ Date \_\_\_\_\_

---

Police Chief \_\_\_\_\_ Date \_\_\_\_\_

**WRIGHT TECHNICAL CENTER**

---

School Board Chair \_\_\_\_\_ Date \_\_\_\_\_

---

School Board Clerk \_\_\_\_\_ Date \_\_\_\_\_



## CITY COUNCIL AGENDA REPORT

**MEETING DATE:** January 5, 2026

**PREPARED BY:** Assistant Police Chief Mark Brown

**PRESENTED BY:** Chief Pat Budke

**AGENDA ITEM:** Notice of Public Hearing for the Implementation of Body-worn Cameras for the Buffalo Police Department

### **BACKGROUND SUMMARY:**

The Buffalo Police Department is looking to implement body-worn cameras (BWC's) beginning in early 2026. Similar to our neighboring Law Enforcement partners, the department seeks to utilize this tool for the purposes of training, gathering evidence, and transparency.

According to Minnesota Statute 626.8473 subd.2. Public Comment, all "local law enforcement must provide for public comment before it purchases OR implements a portable recording system. At a minimum, the agency must accept public comments submitted electronically or by mail, and the governing body with jurisdiction over the law enforcement agency's budget must provide for public comment at a regularly scheduled meeting."

#### Fiscal Considerations:

Estimated Cost: The implementation will include two phases after public hearing:

Phase 1: An initial testing phase at no cost aimed at mitigating information technology issues and narrowing down the best end-user product.

Phase 2: An adoption phase where body-worn cameras will be issued to each sworn officer to use in the field. The cost will be covered through the 2026 capital improvements budget and public safety funds.

The body-worn camera policy will be available for comment at the Buffalo City Council Meeting Tuesday, January 20, 2026, at 7:00 PM at the Buffalo City Hall Council Chambers 212 Central Ave, Buffalo, MN 55313. The Draft BWC Policy will also be available on the Buffalo Police Department Policy Website: <https://www.ci.buffalo.mn.us/676/Policies>. The policy may also be viewed in-person at the Buffalo Police Department, 215 1st Ave NE Buffalo, MN 55313.

### **ALIGNMENT WITH CITY COUNCIL STRATEGIC PLAN:**

Community Centered Service and Engagement.

### **FISCAL CONSIDERATIONS:**

- a. Estimated Cost: \$0.00
- b. Funding Source(s):
- c. Budgeted: Yes

**RECOMMENDED ACTION:**

It is recommended that the City Council call for a public hearing for January 20, 2026, on body-worn cameras for the Buffalo Police Department .

[Back to Agenda](#)

## Body-Worn Cameras and Portable audio/video recorders

### 430.1 PURPOSE AND SCOPE

This policy will provide the department's licensed personnel, in an enforcement role, with procedures for the use and management of Body Worn Camera (BWC) equipment, and the access, retention, storage, and retrieval of recorded media captured by BWC equipment pursuant to Minn. Stat. S13.825 <https://www.revisor.mn.gov/statutes/cite/13.825>. The purpose of BWC equipment used by licensed Officers, in an enforcement role is to accomplish the following:

- (a) Enhance accountability and public trust by preserving evidence of Officer interaction with citizens.
- (b) Capture digital audio-video evidence for criminal, civil and traffic-related court cases.
- (c) Serve as a training tool for officer safety and best practices in the department.
- (d) To enhance officer safety.

#### 430.1.1 DEFINITIONS

Definitions related to this policy include:

**Activation:** Any process that causes the BWC system to record audio or video data.

**Authorized Personnel:** Personnel designated by the Chief or designee, to manage data recorded by the BWC. Such management includes duplication, redaction and lawful destruction of data as required by law and the department's Records Retention Policy.

**Body Worn Camera (BWC):** A portable recording system, designed to be worn by a member, capable of both video and audio recording of the member's activities, interactions with others and collecting digital multimedia evidence as part of an investigation.

**BWC Equipment Check:** An audio-video test to ensure that the BWC equipment is in working order. This check shall include a test of the video and microphone recording components, and a date and time check.

**BWC Operational Guide:** Training manual that outlines the protocol for operating the BWC system /equipment.

**BWC Uploading:** The act of transferring recorded data from the BWC to the storage server.

**Classify:** To categorize an event that has been recorded and for which a predetermined retention period has been set.

# Buffalo PD Policy Manual

Law Enforcement Policy

## Body-Worn Cameras and Portable audio/video recorders

**Critical Incident:** An incident involving any of the following situations occurring in the line of Body Worn Cameras (BWC) duty:

- (a) The use of deadly Force by or against an Officer;
- (b) Any incident that has caused or is likely to have caused great bodily harm or death to any person to include department employees;
- (c) Any incident deemed critical by the Chief or designee.

**Deadly Force:** As defined by Minn. Stat. 609.066, which states that: "Force Which the actor uses with the purpose of causing, or which the actor should reasonably know creates a substantial risk of causing death or great bodily harm. The intentional discharge of a firearm other than a firearm loaded with less-lethal munitions and used by a peace Officer within the scope of official duties, in the direction of another person, or at a vehicle in which another person is believed to be, constitutes deadly force."

**Deactivation:** Any process that causes the BWC system to stop recording. Deactivation will be done manually.

**Designated Upload Site:** Location where Officers complete the task of uploading BWC recordings to a storage server through a PC or docking station.

**Great Bodily Harm:** Bodily injury which creates a high probability of death, or which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ, or other serious bodily harm.

**Portable Recording System Data:** Means audio or video data collected by a BWC system.

**Pre-Event Recording:** Video stored by the BWC system prior to manual activation. This is a configurable feature for the digital BWC system and is preset to record video prior to manual activation. The pre-event recording is included as part of the incident and is viewable during playback.

**Record Mode:** Any time BWC equipment is recording audio or video as indicated on the LCD monitor, wireless microphone or DVR.

**Recorded Media:** Audio-video signals recorded on any of several storage devices, including but not limited to, portable digital storage devices (e.g. CD, DVD, hard drive, flash drive)

**Redact:** Means to blur/distort video and or audio so that the identity of the subject in a recording is obscured sufficiently to render the subject unidentifiable.

## **430.2 POLICY**

# Buffalo PD Policy Manual

Law Enforcement Policy

## Body-Worn Cameras and Portable audio/video recorders

The Buffalo Police Department may provide Officers and members in an enforcement role with access to Body Worn Cameras (BWC) for use during the performance of their duties. The use of recorders is intended to enhance the mission of the department by accurately capturing contacts between members of the department and the public. This policy shall remain in compliance with all applicable laws and statutes including but not limited to MN. Statute 626.8473 <http://www.revisor.mn.gov/statutes/cite/626.8473>

Body worn cameras provide documentary evidence for criminal investigations, internal or administrative investigations and civil litigation. Officers, and members working in an enforcement role for the remainder of this policy, assigned this equipment, shall utilize this device in accordance with the provisions in this policy to maximize the effectiveness of the audio/video documentation to achieve operational objectives and to ensure evidence integrity. Body Worn Cameras may be assigned to any Uniformed Officer or member of the department working in an enforcement role to include: Criminal Investigations Unit, Community Service Officers, or School Resource Officers while engaged in an enforcement action.

## **430.3 RESPONSIBILITIES**

### 430.3.1 MEMBER PRIVACY EXPECTATION

All recordings made by members acting in an official capacity shall remain the property of the department regardless of whether those recordings were made with department-issued or personally owned recorders. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

### 430.3.2 MEMBER RESPONSIBILITIES

(a) Members assigned to a BWC shall use it in accordance with department training, department policies, and the manufacturer's recommendations.

(b) Members shall wear the BWC in accordance with department training, using mounting equipment provided by the department. BWC must be worn at or above the mid-line of the waist in a position that maximizes the recording system's capacity to record video footage <https://www.revisor.mn.gov/statutes/cite/626.8473> (Subd. 3 (2)). Any alterations to the prescribed use of this equipment must be approved by the Chief or designee.

(c) Members shall complete department authorized training in the use and operation of the BWCs prior to being assigned a BWC.

(d) Prior to going into service, each member assigned to a BWC will be responsible for testing the unit and making sure that they are equipped with a portable recorder issued by the department and the recorder is in good working order (Minn. Stat. 13 825). Testing should be conducted in a manner that avoids inadvertent activation of other BWCs in the area. Testing includes:

1. The BWC is functional and has an adequate power source;
2. The BWC is connected to the recording equipment;
3. The view of the camera is free of obstruction";
4. The camera lens is operational;
5. The camera is facing the intended direction;
6. The recording mechanism is capturing both the audio and

# Buffalo PD Policy Manual

Law Enforcement Policy

## Body-Worn Cameras and Portable audio/video recorders

video information; 7. The System plays back both audio and Video tracks; and 8. The date and time are accurate.

(e) Members shall notify their immediate supervisor as soon as practical of any missing, damaged, or malfunctioning BWC equipment.

(f) If BWC is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as practicable.

(g) Members shall notify their immediate supervisor of any recorded event to be of value for administrative review.

(h) Members shall upload all BWC digital data at the conclusion of their shift, or as soon as practical, utilizing department approved uploading procedures.

(i) Members are encouraged but not required to inform members of the public that they are being recorded. If asked, members should inform those inquiring that audio-video recording equipment is in use. unless doing so would be unsafe for the department member or members of the public.

### **430.3.3 SUPERVISOR RESPONSIBILITIES**

(a) Supervisors shall ensure that members follow established procedures for the use and maintenance of BWC equipment and the completion of BWC documentation. This includes periodic review of BWC recordings to ensure proper procedures are being followed.

(b) Supervisors shall ensure that appropriate measures are taken when informed of any missing, damaged or malfunctioning BWC equipment.

(C) Supervisors shall respond to the scene of an incident that requires immediate retrieval of recordings and ensure appropriate uploading procedures are followed.

1. If an incident occurs that involves substantial or great bodily harm or death, the supervisor shall ensure that members upload the video as soon as practical following any necessary duties as part of the incident.

2. The same requirements shall apply to any incident the supervisor deems may be a high-profile incident.

(d) When conducting use of force reviews, supervisors shall view any pertinent BWC video as part of the review.

### **430.4 RESTRICTIONS FOR USE OF BODY WORN CAMERAS (BWC)**

(a) Members shall not use the BWC for personal use or for any other reason inconsistent with this policy.

# Buffalo PD Policy Manual

Law Enforcement Policy

## Body-Worn Cameras and Portable audio/video recorders

(b) Disabling BWC equipment, intentionally interfering with audio or video recording capabilities, and altering, duplicating, deleting or destroying BWC recordings are prohibited, except by Authorized Personnel in the course and scope of their lawful job duties and in accordance with record retention laws and policies and the provisions of this policy. Only the Chief or designee can designate such authorized Personnel.

(C) Members shall not use department issued BWCs while working for another law enforcement agency or while off-duty.

(d) Members shall not use the BWC outside of department business unless authorized by the Chief or designee, (e) Members will try to avoid recording videos of persons who are nude or when bare human body areas are exposed; (f) The BWC shall not be activated in places such as squad rooms, locker rooms, dressing rooms or restrooms unless the incident is occurring in that location.

### 430.4.1 EXPLOSIVE DEVICE

Many portable recorders, including BWCs emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

### 430.4.2 SURREPTITIOUS USE OF THE AUDIO RECORDER

Minnesota law permits an individual to surreptitiously record any conversation in which one party to the conversation has given their permission (Minn. Stat. S 626A.02).

Members of the department may surreptitiously record any conversation during the course of a criminal investigation in which the officer reasonably believes that such a recording will be beneficial to the investigation.

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief or designee.

## **430.5 ACTIVATION OF BWC**

This policy is not intended to describe every possible situation in which the BWC should be used, although there are many situations where its use is appropriate. Members assigned a BWC shall activate the BWC in any of the following situations:

(a) All enforcement and investigative contacts including stops and field interview situations. (b) Calls for service (c) When self-initiating a call, as soon as possible but prior to contacting a person or exiting the squad; (d) Prior to taking any law enforcement action; (e) When any situation becomes adversarial; (f)

# Buffalo PD Policy Manual

Law Enforcement Policy

## Body-Worn Cameras and Portable audio/video recorders

When ordered to do so by a supervisor; (g) Prior to any response to resistance. If a BWC is not activated prior to a use of force, it shall be activated as soon as it is safe to do so. (h) Within a health care facility, while performing law enforcement activities.

Anytime a member feels it is appropriate to preserve audio/visual data when taking a statement from a victim, suspect or witness. Members are encouraged but not required to notify a victim or witness of the use of the BWC. If asked, members should inform those inquiring that audio-video recording equipment is in use unless doing so would be unsafe for the department member or members of the public.

Recognizing the unique privacy and security concerns within the jail, courtrooms, and school settings. The BWC should not be activated while conducting routine, non-confrontational business to include but not limited to routine escorts, presence in courtrooms, routine school presence and business, until or unless the situation changes and one of the other situations occurs requiring activation.

The BWC shall not be activated solely for the purpose of surveillance of, or identification of individuals engaged in constitutionally protected activities conducted in a lawful manner. If there is failure to activate the BWC in any of the above situations, the member shall document the reasons for the failure in their report.

At no time is a member of this department expected to jeopardize their safety in order to activate a BWC.

### 430.5.1 DEACTIVATION OF BODY WORN CAMERA

Once activated, the BWC shall be left in the record mode until the conclusion of the event or as directed by a supervisor.

Notwithstanding the above, once an event has been stabilized and if the member or supervisor reasonably believes there is no longer necessary audio or visual evidence to capture, and that none of the circumstances requiring activation will likely occur, the BWC may be deactivated:

- (a) To protect the identity of a member in an undercover capacity.
- (b) To protect the identity of a confidential reliable informant.
- (c) The incident or event is of such duration that it is necessary to deactivate the BWC to conserve power or storage.
- (d) To discuss issues surrounding the incident/investigation with a supervisor or another member in private.
- (f) When ordered to do so by a supervisor.

# Buffalo PD Policy Manual

Law Enforcement Policy

## Body-Worn Cameras and Portable audio/video recorders

(g) Within a health care facility, to preserve the privacy and dignity of a patient.

If a request is made for a BWC to be turned off by a party being contacted, the member should consider the overall circumstances. For example, a member may choose to turn off the BWC if its operation is inhibiting a victim or witness from giving a statement. Factors to consider may include the type of call and the vulnerability of the victim.

Prior to deactivating a BWC, members shall provide an audible narration prior to deactivation. If a report is prepared, the deactivation and the reason shall also be documented in the report or supplement. If a report is not prepared, the reason for the deactivation shall be documented via added remarks in the Call for Service (CFS) in the Computer Aided Dispatch (CAD).

When employees are inside of the Buffalo Police Department building and the likelihood of contact with the public does not exist, employees may turn their BWC off.

### 430.5.2 REVIEW OF RECORDINGS

When preparing written reports, members should review their recordings as a resource. However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing the member's performance. Recorded files may also be reviewed:

- (a) upon approval by a supervisor, by any member of the department who is participating in an official investigation, such as a personnel complaint, administrative investigation, or criminal investigation.
- (b) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
- (c) By media personnel with permission of the Chief or the authorized designee.
- (d) In compliance with the Minnesota Data Practices Act request, if permitted or required by the Act, and in accordance with the Records Maintenance and Release Policy.

All recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court.

### 430.5.3 RETENTION OF RECORDINGS

Any time a member records any portion of a contact that the member reasonably believes constitutes evidence in a criminal case, the member shall record the related case number and transfer the file in accordance with current procedure for storing digital files and document the existence of the recording in

# Buffalo PD Policy Manual

Law Enforcement Policy

## Body-Worn Cameras and Portable audio/video recorders

the related case report. Transfers should occur at the end of the member's shift, or any time the storage capacity is nearing its limit.

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

### 430.5.4 RETENTION REQUIREMENTS

Portable recordings may be considered criminal investigative data subject to public disclosure (Minn. Stat. S 13.82, Subd. 7). All recordings shall be retained for a period consistent with the requirements of the organization's records retention schedule but in no event for a period less than 90 days.

## **430.6 BWC SYSTEM DATA CLASSIFICATION AND REQUESTS FOR RECORDINGS**

Data collected by a portable recording system are governed by Minn. Stat. 13.825, subd. 2, other applicable state law and provisions of this policy:

All BWC recordings are the property of the department and original BWC system recordings shall remain in the sole custody of the department, unless necessary for the preparation of civil, criminal or administrative matters, used in court as evidence, provided to an expert for analysis, provided to another law enforcement agency in the scope of their investigation, if required to be provided to another by lawful order or as may otherwise be required by the Minnesota Government Data Practices Act or other applicable state law.

(a) All BWC system recordings shall be handled in accordance with the Minnesota Government Data Practices Act, Minn. Stat. 13.825 and Department Policy.

(b) In no event shall any recording be used or shown for the purpose of ridiculing, embarrassing or intimidating any person.

(c) Recorded data may only be replayed or displayed for training purposes with the approval of the Chief or designee. Nothing herein prohibits the Training Unit from having access to BWC recordings for the purpose of training.

(d) Data captured by the BWC may be accessed by authorized Department personnel, provided the access is in the course and scope of the employee's lawful job duties, or used as evidence relating to: 1. Pending administrative, criminal, civil or traffic matters; 2. A complaint of misconduct made against a member; 3. In situations where evidence of officer misconduct is discovered during the course of authorized access (including force reviews);

4. A random or uniform review of BWC data regarding equipment functionality, policy compliance; or 5. Any other purpose authorized under this policy and consistent with State and Federal law.

# Buffalo PD Policy Manual

Law Enforcement Policy

## Body-Worn Cameras and Portable audio/video recorders

- (e) Requests by department personnel for duplication of BWC data for purposes of official department business shall be directed to their unit supervisor.
- (f) Employees are prohibited from using recording devices to duplicate BWC video or audio in any form, including cell phones or video cameras.
- (g) All requests for BWC recordings shall be referred to the Buffalo Police Department's Records Division and will be considered in accordance with the Minnesota Government Data Practices Act, Minn. Stat. 13.825 or other applicable state law.
- (h) Members shall not share BWC recordings with any member of the public or any department employee, unless it is required in the performance of their official duties and consistent with State and Federal law.
- (i) All accesses of the BWC data are documented automatically as part of the BWC equipment technology. Data relating to access will be retained in accordance with the retention schedule for the BWC data that was accessed.
- (j) Any necessary and lawful redaction or other editing of BWC recordings shall only be completed by designated trained staff in the course and scope of their lawful job duties and in accordance with Minn. Stat. 513.825, other applicable state law and the provisions of this policy.
  - 1. The original recording shall remain intact and stored within the authorized storage system in accordance with Department policies, record management, retention schedules and pursuant to Minn. Stat. 513.825.

### 430.6.1 CRITICAL INCIDENTS INVOLVING BWC

- (a) Involved or witness members shall maintain custody of their BWC equipment until collected by a supervisor.
  - 1. In the event that any members will be photographed as part of the Critical Incident protocol, members shall leave BWC equipment on their uniform until photographs are completed.
  - 2. Each division Lieutenant will be responsible for ensuring any BWC recordings are properly uploaded.
  - 3. Once all uploads are completed, the assigned investigator(s) will be responsible for authorizing release of the BWC equipment to the member or other appropriate personnel.
  - 4. When investigation of the incident is transferred to another law enforcement agency, members will provide their BWC to the investigating agency, as directed by their supervisor.

# Buffalo PD Policy Manual

Law Enforcement Policy

## Body-Worn Cameras and Portable audio/video recorders

(b) In any Critical Incident or use of deadly force, the attorney or legal counsel representing an involved member may view and/or listen to BWC data of the incident only after:

1. The member has met with legal counsel (or union representative), if those entities are requested by the member, and
2. The member and selected legal counsel have met with the investigating entity or designee regarding the process for a critical incident.

(c) Notwithstanding section 13.82 subdivision 7, when an individual dies as a result of a use of force by a peace officer, an involved officer's law enforcement agency must allow the following individuals, upon their request, to inspect all portable recording system data, redacted no more than what is required by law.

1. The deceased individual's next of kin;
2. The legal representative of the deceased individual's next of kin; and
3. The other parent of the deceased individual's child.

A law enforcement agency may deny a request to inspect portable recording system data under paragraph (b) if the agency determines that there is a compelling reason that inspection would interfere with an active investigation. If the agency denies access under this paragraph, the chief law enforcement officer must provide a prompt, written denial to the individual in paragraph (b) who requested the data with a short description of the compelling reason access was denied and must provide notice that relief may be sought from the district court pursuant to section 13.82 subdivision 7.

### 430.6.2 ACCOUNTABILITY

Any employee who accesses or releases recordings without authorization may be subject to discipline, including and up to discharge (Minn. Stat. S 626.8473)

### 430.6.3 ACCESS BY OTHER LAW ENFORCEMENT AGENCIES AND GOVERNMENT ENTITIES

Other law enforcement agencies and government entities (e.g., prosecutors, criminal justice agencies) may obtain access to not public BWC media for a legitimate, specified law enforcement purpose upon written authorization from the Chief of Police or the authorized designee and pursuant to department protocols (Minn. Stat. § 13.825, Subd. 8).

### 430.6.4 INVENTORY OF PORTABLE RECORDING SYSTEM TECHNOLOGY

Pursuant to Minn. Stat. S 13.825, subd. 5, an agency that uses a portable recording system must maintain the following public data: (a) The total number of recording devices owned or maintained by the department; (b) A daily record of the total number of BWC recording devices actually deployed and used

# Buffalo PD Policy Manual

Law Enforcement Policy

## Body-Worn Cameras and Portable audio/video recorders

by members; (c) The policies and procedures for use of BWC systems required by section 626.8473; and (d) The total amount of recorded audio and video data collected by the BWC system and maintained by the department, the Department's retention schedule for the data, and the procedures for destruction of the data.

### 430.6.5 BIENNIAL AUDIT

Pursuant to Minn. Stat. 13.825, subd. 9, the Buffalo Police Department must:

- (a) Maintain records showing the date and time BWC system data were collected and the applicable classification of the data;
- (b) Arrange for the biennial audit of the data.
- (c) A report summarizing the results of each audit must be provided to the governing body with jurisdiction over the budget of the law enforcement agency, to the Legislative Commission on Data Practices and Personal Data Privacy, and to the chairs and ranking priority members of the committees of the house of representatives and the senate with jurisdiction over data practices and public safety issues no later than 60 days following completion of the audit.

The results of the audit are public, except for data that are otherwise classified under law.

### 430.6.6 BWC MEDIA REGARDING USE OF FORCE INCIDENTS RESULTING IN DEATH

When a person dies as a result of the use of force by an officer, the Department shall (Minn. Stat. § 13.825, Subd. 2; Minn. Stat. § 626.8473, Subd. 3):

- a. Allow certain individuals as identified in Minn. Stat. § 13.825, upon request, to inspect all portable recording system data that documents the incident within five days of the request pursuant to the provisions of Minn. Stat. § 13.825.
- b. Release all portable recording system data that documents the incident within 14 days of the incident pursuant to the provisions of Minn. Stat. § 13.825.

### 430.6.7 DENIALS, REDACTIONS, AND NOTICES

Requests for the release of BWC media shall be processed in accordance with the Records Maintenance and Release Policy. The Office Manager should review BWC media before public release.

The Chief of Police should work with the Custodian of Records when redactions, denials, or notices (e.g., reason for denial, potential penalties for misuse, seeking court relief) are necessary (Minn. Stat. § 13.825, Subd. 2; Minn. Stat. § 13.825, Subd. 4; Minn. Stat. § 626.8473, Subd. 3).

# Buffalo PD Policy Manual

Law Enforcement Policy

## Body-Worn Cameras and Portable audio/video recorders

---

### **430.7 TRAINING**

Supervisors and members that use the BWC shall successfully complete an instruction and training session on this policy and the use and care of the equipment and media prior to being Supervisors and members that use the BWC shall successfully complete an instruction and training session on this policy and the use and care of the equipment and media prior to being able to deploy the BWC. There shall also be periodic training to ensure continued and effective use of the equipment and established procedures



## CITY COUNCIL AGENDA REPORT

**MEETING DATE:** January 5, 2026

**PREPARED BY:** Utility Billing Department, Project Management Department

**PRESENTED BY:** City Administrator, Taylor Gronau

**AGENDA ITEM:** First Reading of Ordinance 2026-1: Amendment to City Code Chapter 48-Utilities, Article V. Stormwater Utility

### **BACKGROUND SUMMARY:**

Chapter 48, Article V of the City Code establishes a stormwater drainage utility and outlines a fee structure. A review of the Code and current billing practices identified areas where existing language does not fully reflect how the stormwater utility fee is currently administered. The proposed amendment better aligns Code with established billing practices, improves clarity, and supports administration of the utility.

### **Summary of Key Ordinance Amendments:**

- REF Value: The proposed ordinance updates the REF number table in Sec.48-226 to ensure the REF is correctly defined and applied as a multiplying factor.
- Residential Fee Structure: The proposed ordinance aligns the code with the existing flat-rate billing approach for residential parcels.
- Minimum Monthly Charge: The proposed ordinance clarifies that all developed properties are subject to a minimum standard billing rate.

### **Value to the Community:**

- Transparency in Billing: Aligning the code with existing billing practices ensures that account holders can clearly understand how fees are collected and that charges applied are consistent with the ordinance.
- Administrative Efficiency: Allows staff time to be spent more effectively by reducing time spent determining hard surface coverage on each residential account.
- Clear Framework: Ensures properties are billed in a manner that reflects their intended land use classification, impact on the system, and promotes equitable treatment across the community.

### **Value to the Department:**

- Improved Billing Consistency: Aligning Chapter 48 with code-supported billing practices will reduce ambiguity and limits the need for interpretation when applying fees to various land use types.

- Administrative Efficiency: Updating the code reflects a more practical workload that will limit potential errors and minimize the need for case-by-case interpretations.
- Operational Support: Code language that strengthens internal procedures will support staff decision-making and provide a defensible framework for responding to account holder questions, audits, or future adjustments.

### **ALIGNMENT WITH CITY COUNCIL STRATEGIC PLAN:**

- Strong and Resilient Operations: Plans for long-term financial sustainability while investing in infrastructure, public safety, and essential services.
- Innovative Governance: Promotes transparency and clear utility administration.

### **FISCAL CONSIDERATIONS:**

- a. Estimated Cost: \$0.00
- b. Funding Source(s): N/A
- c. Budgeted: N/A

### **RECOMMENDED ACTION:**

Staff recommends approval of the first reading of Ordinance 2026-1, amending Chapter 48 of the Buffalo City Code per the Utility Department's recommendation. If approved, a second reading will be scheduled on January 20th, 2026.

[Back to Agenda](#)

**(Revisions Shown) Proposed Ordinance 2026-1**

**ARTICLE V. STORMWATER UTILITY**

**Sec. 48-224. Stormwater drainage utility established.**

The city stormwater system shall be operated as a public utility pursuant to M.S.A. § 444.075, from which revenues will be derived subject to the provisions of this section and state law. The stormwater drainage utility will be part of the utility department and under the administration of the utilities director.

(Code 1985, § 3.60(1))

**Sec. 48-225. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Residential equivalent factor (REF)* means the ratio of the average volume of run-off generated by one acre of a given land use to the average volume generated by one acre of typical single-family residential land, during a standard two-year rainfall event.

(Code 1985, § 3.60(2))

**Sec. 48-226. Stormwater drainage fees.**

(a) ~~Stormwater drainage fees for parcels of land shall be determined by multiplying the REF for a parcel's land use by the parcel's acreage and then multiplying the resulting product by the stormwater drainage rate.~~

**Non-Residential**

The monthly stormwater drainage fee charged to non-residential parcels shall be calculated based on acreage and the approximate percentage of impervious surface coverage as determined using GIS data. The product of the impervious surface area over the total parcel area shall be applied within a tiered system outlined in the table below to determine the applicable REF value for the land use type.

The assigned REF value shall then be multiplied by the parcel's acreage and the stormwater drainage standard billing rate to determine the stormwater drainage fee charged for the parcel.

$$\text{Stormwater Drainage Fee} = \text{REF Value} \times \text{Acreage} \times \text{Standard Billing Rate}$$

The REF values for various land uses are as follows:

REF Values

<i>Classification</i> <i>Land Use</i>	<i>Land use</i> <i>Impervious Surface</i>	<i>REF number</i> <i>Value</i>
Residential	35% impervious	Less than \$1.00
Residential	36—60% impervious	\$2.00
Residential	61—100% impervious	\$4.00
Commercial and industrial	35% impervious	\$1.25-1
Commercial and industrial	36—60% impervious	\$2.50-2

---

Commercial and industrial	61—100% impervious	\$5.00 <b>4</b>
Cemeteries and golf course		\$0.25

The minimum monthly stormwater drainage fee charged to non-residential parcels shall be equal to the standard billing rate.

Non-residential parcels are considered any developed property that is not classified as a standard residential parcel. Property that is a mixture of commercial and residential or lodging shall be considered non-residential.

**(b) Standard Residential**

The monthly stormwater drainage fee for standard residential parcels shall be calculated by multiplying the REF Value by the standard billing rate.

For the purposes of calculating stormwater drainage fees, all developed ~~one and two family~~ **standard residential** parcels shall be considered to have an acreage of one-third acre and an REF value of 1.00.

$$\text{Stormwater Drainage Fee} = \text{REF Value} \times \text{Standard Billing Rate}$$

(Code 1985, § 3.60(3))

**Sec. 48-227. Credits.**

The council shall adopt policies recommended by the city administrator, by resolution, for adjustment of the stormwater drainage fee for parcels based upon hydraulic data to be supplied by property owners, which demonstrates a hydraulic response substantially different from the standards. Such adjustments of stormwater drainage fees shall not be made retroactively.

(Code 1985, § 3.60(4))

**Sec. 48-228. Central business district fees.**

The council shall adopt policies recommended by the city administrator, by resolution, for the adjustment of the stormwater drainage fee for parcels within the central business district. The adjustment shall be to equalize the stormwater drainage areas, since the central business district has a major portion of its parking provided by the city.

(Code 1985, § 3.60(5))

**Sec. 48-229. Exemptions.**

Public ~~or railroad~~ rights-of-way, public parks, ~~vacant parcels with no impervious surface~~, and agricultural land are exempt from stormwater drainage fees.

(Code 1985, § 3.60(6))

---

**Sec. 48-230. Recalculation of fee.**

If a property owner or person responsible for paying the stormwater drainage fee questions the correctness of an invoice for such charge, such person may have the determination of the charge recomputed by written request to the utilities director. All requests must be received within 60 days of mailing of the invoice in question by the city. The property owner may appeal the decision of the city administrator to the council, by filing notice of the appeal as provided in this Code.

(Code 1985, § 3.60(7))

**Secs. 48-231—48-253. Reserved.**

**City of Buffalo  
Wright County, Minnesota**

**Ordinance 2026-1  
AN ORDINANCE AMENDING THE BUFFALO CITY CODE  
CHAPTER 48 – UTILITIES, ARTICLE V. STORMWATER UTILITY**

The City Council of the City of Buffalo, Minnesota does hereby ordain:

**Sec. 48-224. Stormwater drainage utility established.**

The city stormwater system shall be operated as a public utility pursuant to M.S.A. § 444.075, from which revenues will be derived subject to the provisions of this section and state law. The stormwater drainage utility will be part of the utility department and under the administration of the utilities director.

**Sec. 48-225. Definitions.**

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Residential equivalent factor (REF)* means the ratio of the average volume of run-off generated by one acre of a given land use to the average volume generated by one acre of typical single-family residential land, during a standard two-year rainfall event.

**Sec. 48-226. Stormwater drainage fees.**

(a) Non-Residential

The monthly stormwater drainage fee charged to non-residential parcels shall be calculated based on acreage and the approximate percentage of impervious surface coverage as determined using GIS data. The product of the impervious surface area over the total parcel area shall be applied within a tiered system outlined in the table below to determine the applicable REF value for the land use type.

The assigned REF value shall then be multiplied by the parcel's acreage and the stormwater drainage standard billing rate to determine the stormwater drainage fee charged for the parcel.

$$\text{Stormwater Drainage Fee} = \text{REF Value} \times \text{Acreage} \times \text{Standard Billing Rate}$$

The REF values for various land uses are as follows:

REF Values

<i>Land Use</i>	<i>Impervious Surface</i>	<i>REF Value</i>
Commercial and industrial	35% impervious	1
Commercial and industrial	36—60% impervious	2
Commercial and industrial	61—100% impervious	4
Cemeteries and golf course		0.25

The minimum monthly stormwater drainage fee charged to non-residential parcels shall be equal to the standard billing rate.

Non-residential parcels are considered any developed property that is not classified as a standard residential parcel. Property that is a mixture of commercial and residential or lodging shall be considered non-residential.

(b) Standard Residential

The monthly stormwater drainage fee for standard residential parcels shall be calculated by multiplying the REF Value by the standard billing rate.

For the purposes of calculating stormwater drainage fees, all developed standard residential parcels shall be considered to have an acreage of one-third acre and an REF value of 1.00.

$$\text{Stormwater Drainage Fee} = \text{REF Value} \times \text{Standard Billing Rate}$$

**Sec. 48-227. Credits.**

The council shall adopt policies recommended by the city administrator, by resolution, for adjustment of the stormwater drainage fee for parcels based upon hydraulic data to be supplied by property owners, which demonstrates a hydraulic response substantially different from the standards. Such adjustments of stormwater drainage fees shall not be made retroactively.

**Sec. 48-228. Central business district fees.**

The council shall adopt policies recommended by the city administrator, by resolution, for the adjustment of the stormwater drainage fee for parcels within the central business district. The adjustment shall be to equalize the stormwater drainage areas, since the central business district has a major portion of its parking provided by the city.

**Sec. 48-229. Exemptions.**

Public or railroad rights-of-way, public parks, vacant parcels with no impervious surface, and agricultural land are exempt from stormwater drainage fees.

**Sec. 48-230. Recalculation of fee.**

If a property owner or person responsible for paying the stormwater drainage fee questions the correctness of an invoice for such charge, such person may have the determination of the charge recomputed by written request to the utilities director. All requests must be received within 60 days of mailing of the invoice in question by the city. The property owner may appeal the decision of the city administrator

This Ordinance shall take effect and be in full force from and after its passage and publication. Revisions will be made to the online Code after adoption by Council and publication. Copies of the complete City Code are available on the city's website [ci.buffalo.mn.us](http://ci.buffalo.mn.us) and at the Buffalo City Center, 212 Central Avenue, Buffalo.

Adopted by the City Council this 20th day of January 2026.

---

Steve Downer, Mayor

ATTEST:

---

Susan Johnson, City Clerk



## CITY COUNCIL AGENDA REPORT

**MEETING DATE:** January 5, 2026

**PREPARED BY:** City Administrator, Taylor Gronau

**PRESENTED BY:** Mayor Downter and City Council Members

**AGENDA ITEM:** Annual Mayor and Council Appointments

### **BACKGROUND SUMMARY:**

During the first meeting each year the Mayor and Council approve the annual appointments.

### **ALIGNMENT WITH CITY COUNCIL STRATEGIC PLAN:**

Making these appointments supports the City Council Strategic Plan by ensuring transparent decision-making and clear communication.

### **FISCAL CONSIDERATIONS:**

- a. Estimated Cost: \$0.00
- b. Funding Source(s): NA
- c. Budgeted: Yes

### **RECOMMENDED ACTION:**

It is recommended the City Council approve the 2026 annual appointments.

[Back to Agenda](#)

## 2026 MAYOR AND COUNCIL APPOINTMENTS

<b>Position</b>	<b>2026 Council Rep</b>
<i>Liquor</i>	Brad Dahl
<i>Public Safety</i>	Steve Downer
<i>Public Works</i>	Erin Walsh
<i>Utilities (until PUC)</i>	Steve Downer
<i>Finance</i>	Steve Downer, Brad Dahl
<i>Public Utilities Commission</i>	TBD
<i>Planning Commission</i>	Erin Walsh
<i>Heritage Preservation</i>	Erin Walsh
<i>Parks</i>	Sheila Crawford
<i>Airport</i>	Brad Dahl
<i>Library</i>	Sheila Crawford
<i>Community Center</i>	George Fantauzza
<i>Safe Schools</i>	TBD
<i>United for Youth</i>	TBD
<i>Personnel</i>	Steve Downer, George Fantauzza
<i>Administrative</i>	Sheila Crawford, Brad Dahl
<i>Acting Mayor</i>	Brad Dahl
<b>Staff Positions</b>	<b>2026 Council Appts</b>
<i>City Administrator/Treasurer</i>	Taylor Gronau
<i>City Clerk</i>	Susan Johnson
<i>City Attorney</i>	Susan Dege
<i>City Engineer Consultant Pool</i>	Justin Kannas – Bolton & Menk (Civil) Jake Folkeringa – Bolton & Menk (Fiber) Sheldon Sorenson – Barr Engineering (Electric)
<i>Civil Defense Director</i>	John Harnois
<i>Fire Chief</i>	John Harnois
<i>Asst. Weed Inspector</i>	Carey Kotilinek
<i>Official Newspaper</i>	Wright County Journal Press
<i>Designated Depository(s)</i>	Old National Bank MidCountry Bank



## CITY COUNCIL AGENDA REPORT

**MEETING DATE:** January 5, 2026  
**PREPARED BY:** City Administrator, Taylor Gronau  
**PRESENTED BY:** City Administrator, Taylor Gronau  
**AGENDA ITEM:** 2026 City Council Meeting Calendar

### **BACKGROUND SUMMARY:**

The draft 2026 meeting calendar is attached. The calendar shows all regular meetings and planned workshops. The calendar can be amended at any time.

### **ALIGNMENT WITH CITY COUNCIL STRATEGIC PLAN:**

Approving the calendar supports the City Council Strategic Plan by ensuring transparent decision-making and clear communication.

### **FISCAL CONSIDERATIONS:**

- a. Estimated Cost: \$0.00
- b. Funding Source(s): NA
- c. Budgeted: Yes

### **RECOMMENDED ACTION:**

Approve the 2026 City Council meeting calendar.

[Back to Agenda](#)

## 2026 City Council Meeting Calendar (DRAFT)

Date	Time	Type	Topic
Monday, January 5	7:00 PM	Regular	Business
<b>Tuesday, January 20</b>	5:30 PM	Workshop	1 <sup>st</sup> Quarter Workshop
<b>Tuesday, January 20</b>	7:00 PM	Regular	Business
Monday, February 2	7:00 PM	Regular	Business
<b>Tuesday, February 17</b>	7:00 PM	Regular	Business
Monday, March 2	7:00 PM	Regular	Business
Monday, March 16	7:00 PM	Regular	Business
Monday, April 6	7:00 PM	Regular	Business
<b>Monday, April 20</b>	5:30 PM	Workshop	2 <sup>nd</sup> Quarter Workshop
Monday, April 20	7:00 PM	Regular	Business
Monday, May 4	7:00 PM	Regular	Business
<b>Monday, May 18</b>	5:30 PM	Workshop	Audit Review Workshop
Monday, May 18	7:00 PM	Regular	Business
Monday, June 1	7:00 PM	Regular	Business
Monday, June 15	7:00 PM	Regular	Business
Monday, July 6	7:00 PM	Regular	Business
Monday, July 20	7:00 PM	Regular	Business
Monday, July 27	5:30 PM	Workshop	3 <sup>rd</sup> Quarter/Budget Workshop #1
Monday, August 3	7:00 PM	Regular	Business
Monday, August 17	7:00 PM	Regular	Business
<b>Tuesday, August 18</b>	5:30 PM	Workshop	Budget Workshop #2
<b>Tuesday, September 8</b>	7:00 PM	Regular	Business
Monday, September 21	7:00 PM	Regular	Business
Monday, October 5	7:00 PM	Regular	Business
<b>Monday, October 19</b>	5:30 PM	Workshop	Budget Workshop #3
Monday, October 19	7:00 PM	Regular	Business
Monday, November 2	7:00 PM	Regular	Business
Monday, November 16	7:00 PM	Regular	Business
<b>Tuesday, November 17</b>	5:30 PM	Workshop	4 <sup>th</sup> Quarter/Budget Workshop #4
Monday, December 7	7:00 PM	Regular	Business
Monday, December 21	7:00 PM	Regular	Business

### Notes

\* Additional meetings/workshops may be scheduled as needed

\*\*Meals are provided for meetings that begin before 7:00 PM