



MEMORANDUM

TO: ISD 110 School Board

FROM: Barb Schank, Director of Nutrition Services
Tim Bisek, Director of Buildings & Grounds
Pam Carman, Director of Finance & Operations

DATE: July 27, 2026

SUBJECT: Nutrition Services Equipment for Remote Meal Service Compliance

Purpose

Administration requests School Board approval to purchase commercial refrigeration equipment for the Waconia Learning Center and Waconia Early Childhood, and point-of-sale (POS) computers for the Waconia Learning Center, Waconia Early Childhood, and Transitions Program. These purchases are necessary to comply with Minnesota Department of Education (MDE) Administrative Review requirements and Minnesota Department of Health (MDH) food safety requirements for remote meal service locations.

Background

During the District's Minnesota Department of Education Administrative Review earlier this year, Nutrition Services was informed that each remote meal service location participating in the National School Lunch Program and School Breakfast Program must be established as an individually identified meal service site.

To meet these requirements, each location must have the ability to accurately record reimbursable meals through a point-of-sale (POS) system and safely store food using NSF-certified commercial refrigeration equipment that meets Minnesota Department of Health (MDH) food safety requirements. These purchases will allow the District to meet federal and state program requirements while continuing to provide meal service at these locations.

Financial Impact

Administration recommends purchasing the following equipment:

Location	Equipment	Estimated Cost
Waconia Learning Center	Commercial reach-in refrigerator	\$5,447
Waconia Early Childhood	Commercial reach-in refrigerator	\$5,447
Waconia Learning Center	Point-of-sale computer*	\$1,500
Waconia Early Childhood	Point-of-sale computer*	\$1,500
Transitions Program	Point-of-sale computer*	\$1,500
Total		\$15,394

*Estimated cost - point-of-sale computers will be purchased through the District's existing technology purchasing contracts.

Administration obtained quotations from Boelter and TriMark for the commercial refrigeration equipment. Because the vendor quotations include both the Waconia Middle School replacement freezer (presented under a separate Board action item) and the refrigerators for the Waconia Learning Center and Waconia Early Childhood, Administration evaluated the refrigeration equipment as a single purchase. Although TriMark submitted the lower price for the individual refrigerators, Boelter submitted the lower overall quotation for the combined refrigeration equipment purchase. The Boelter quotation totals \$18,454.50, compared with \$18,851.04 from TriMark, resulting in an overall savings of approximately \$397. Accordingly, the Administration recommends awarding the refrigeration equipment purchase to Boelter.

The project will be funded through the Nutrition Services Fund (Fund 02). This investment is consistent with Minnesota Department of Education guidance encouraging school districts to reinvest available fund balances in equipment modernization, operational efficiency, and program improvements.

Recommendation

Administration recommends awarding the purchase of two commercial reach-in refrigerators to Boelter, the lowest responsive bidder for the District's overall refrigeration equipment purchase, and authorizing the purchase of three point-of-sale (POS) computers through the District's existing technology purchasing contracts, for a total project cost of approximately \$15,394. Supporting vendor quotations are attached.