

CERTIFICATE OF COMMENDATION

This Wastewater Treatment Facility Operational Award is presented to

Wabasso WWTP and its staff

in recognition of exceptional compliance with its Minnesota Pollution Control Agency NPDES/SDS
wastewater permit during the 2022 review period.

Your dedication to protecting Minnesota's waters is duly recognized
and appreciated by the state of Minnesota.



Katrina Kessler, MPCA Commissioner



MINUTES of Wabasso Public Library Board of Trustees

Meeting date: April 4, 2023- 6:00 pm

Call to order: 5:59 p.m.

Members in Attendance: Sarah Behrendt, Hannah Clark, Karla Arends, Barb Wendt

Also in Attendance: Scott Sobocinski, Jeff Olsen

Members Not in Attendance: Joyce Plaetz

Approval of Agenda: Motion to approve agenda, with the change of moving the discussion of City Health Insurance Plan immediately after the approval of minutes, by Clark, seconded by Wendt. Approved unanimously.

Approval of Minutes: Motion to approve March minutes by Wendt, seconded by Clark. Approved unanimously.

Discussion of City Health Insurance Plan: Mr. Olsen gave an overview of the City's new health insurance plan it will offer to its FT employees. The City will use the plan put together by Samyn Insurance of Wabasso, which is through BlueCross BlueShield of MN; dental plan is through Delta Dental, and vision plan is through Denali. The City will be paying 100% of their employees' insurance, but not for family members on the same plan. Since employees of the library are considered separate from the city, the library would have to pay premiums for its own employees. Sobocinski gave an updated budget to the members, and noted that the library's finances are fairly healthy, and its revenues have exceed expenses consistently since FY 2018. Sobocinski also voiced his concern that this would be a new expense to the tune of several thousand dollars annually. The Board held a lengthy discussion of what its contribution would be if it participated in the City's health plan. The Board's consensus was to allow the Library Director be on the City's plan (all other library employees are only part time and therefore do not qualify), and that the Library's contribution to monthly premiums would be 50%. The Board also wished to revisit the idea of raising this percentage after public bidding is completed on the library's farmland. Motion made to accept the City's health insurance plan and to pay 50% of the premium costs made by Clark, seconded by Arends. Approved unanimously.

Approval of Bills: Motion to approve March bills by Wendt, seconded by Arends. Approved unanimously. Credit card late fees are gone. The due date for bill from Capital One has been pushed back 5 days.

Statistics: In March 2023, 1,661 items were borrowed. By comparison in March 2022, 1,474 items were borrowed. Winter Reading Program: 77 people signed up total, 109 reading logs were completed, which is a total of 1,308 books read.

Old Business: none

New Business:

Library Land Lease: Sobocinski, Clerk Thompson, and City Attorney Novak have each taken a closer look at the Gilfillan Trust and the land deed, and have agreed on the following:

- 1) The City cannot delegate the responsibility of managing and leasing the farmland, even to the Library Board.
- 2) Generally, trusts pay for their own costs. As such, it makes sense that the Gilfillan Trust should pay its own costs, including the property taxes, court fees, recording fees if there's a multi-year lease, minimal attorney fees for putting the documents together, advertising if it's being put out for public bids, etc. Trusts tend to operate that way so there is no undue financial burden on the trustee. So, neither the Library nor the City should be paying for these costs. The kicker is that up until 1997, the rental income from the farmland had been kept in a savings account which was separate from the Library fund. At that time the Library/City found that the rental income was not sufficient to pay for the annual costs specified by the Trust, so they dispensed with having a separate savings account for the Trust altogether. Since then, the Trust's money has been mixed together with the Library's money. For example, the Library has a budget line just to pay for the farm's property taxes. Technically, the Trust has been, and still is, paying for those taxes. Because the Trust's money is mixed in with

the Library's money, it's looking like the Library will be cutting the check for the attorney fees, recording fees, etc.

3) Immediate family members of City Council (parent, child, siblings, etc.) cannot rent the farmland. (There was some minor discussion about this since Amanda Guetter and Karl Guetter share the same last name. Novak's opinion is to interpret 'relatives' fairly strictly in this instance. If we were to interpret more broadly, it would be hard to find someone who is eligible to rent the land, as a lot of people around Wabasso are related to each in one way or another. Such an interpretation would work against the purpose of the Trust, so to be consistent with the Trust, one must look to a narrow interpretation.

In short, the City will handle the process of public bidding on the library farmland, as well as making modifications to the lease agreement. The Library will pay for expenses associated with this work.

Library Page: Discussion was held on whether to increase the Page's salary. No action was taken, so the hourly wage will remain the same.

Director's Report

- **Murder Mystery Theater:** Murder Mystery Theater was a success. Despite the weather, most of the tickets were sold.
- **Library Business Line of Credit with Amazon:** Amazon's business line of credit with Synchrony Bank has been discontinued, so the Library will no longer receive paper statements of Amazon purchases. The Library's account with Synchrony Bank has been balanced and closed.

Adjournment: 7:10 p.m. Motion by Clark, seconded by Wendt. Motion carried unanimously.

Next Meeting: May 2, 2023 at 6:00 p.m.

Minutes
City Council
Monday, April 10, 2023
5 pm

The meeting was opened with the recitation of the pledge of allegiance.

Mayor Atkins called the meeting to order with Council members Roger Baumann, Jeff Olson and Chad Altermatt present.

Also present were Clerk/Treasurer/Administrator Larry Thompson, Public Works Director Jim Jenniges, City Engineer David Palm, EDA President Pat Eichten, Shirley Appel, Jay Lessman and Don and Dianne Bergstrom.

It was the consensus of the council to approve the agenda as submitted.

EDA Update – Mr. Eichten presented the EDA Update:

1. New water softeners to be installed in 5 plex units
2. Informed Tim Goblirsch that the EDA has no immediate interest in his property and recommended WAFER work with him to sign a lease.
3. The draft zoning map has been completed and ordinance is being drafted.
4. The board is researching daycare. He and Mr. Thompson visited Franklin's center.

Clerk/Treasurer/Administrator. Shayla Mies request to waive Community Center fees. Consensus of Council that the fees be waived for the Mike Greenlee benefit based on his long service on the Ambulance and Fire Departments.

Bethany Bell Tower. Shirley Appel presented a number of options for locating the Bethany Church Bell Tower to the cemetery. It was the consensus of the Council that it preferred option D located near. County Road 6. Ms. Appel would obtain quotes for combining the existing cross with the bell tower and estimate how many plots would be needed and would report back to the council.

Streets – No report.

Water Wastewater Report.

1. Water filter media replacement – Motion by Olson, second by Altermatt to approve the proposal by Bolton and Menk to obtain quotes for the media replacement and manage the installation.
Atkins – yes; Altermatt – yes; Baumann – yes; Olson – yes.

Parks Report

1. **Baseball Park Trees** – Baseball Association is requesting to plant trees by the baseball field. The Council directed the Association to meet with Mr. Baumann regarding design and cost.
2. **Athletic Field Improvements** – The Softball Association noted various improvements that were being installed in the concession area (sink, worktable, menu boards and bathroom signs and asked if the City and Lions could assist with the cost. It was noted the costs were covered under the terms of the maintenance agreement and that the city had indicated it was not paying for

the sink/table but would consider assisting with the other costs. It was the consensus of the Council that the Association work with Mr. Baumann regarding cost sharing.

Engineer –

1. **USDA RD Sewer Project – Easements** – Mr. Novak had reported that of the 38 required easements the city had settled on all but two that would require council actions.
 - a. **Guetter** – Motion by Olson, second by Baumann to approve the easement terms with 3G Farms for future crop loss of \$1,841.44 and reimburse it for drainage tile repair.
Atkins – yes; Altermatt – yes; Baumann – yes; Olson – yes
 - b. **Bergstrom** – Motion by Olson, Second by Baumann to approve the easement terms with Don and Dianne Bergstrom as follows: Bergstrom to have access to city water through the warranty period to water the replaced landscaping; trees to be replaced in kind – species to be mutually agreed; barrier to be placed on south property line adjacent to city alley.
Atkins – yes; Altermatt – yes; Baumann – yes; Olson – yes.
- It was the consensus of the council that the city accepts the remaining easements as recommended by the City Attorney.
2. **Sewer Project Plans and Specs** – Mr. Palm presented submitted a summary of the plans and specs and project schedule noting publication for bids on May 26th and June 29th bid opening with construction beginning in late summer 2023 and completion by July 31, 2025. Motion by Olson, second by Baumann to adopt Resolution No. 5 Approving the plans and specification for the 2023 Sewer Improvement Project for submittal to the USDA Rural Development, the Public Facilities Authority (PFA), and to the Minnesota Pollution Control Agency (MPCA) for certification and approvals.
Atkins – yes; Altermatt – yes; Baumann – yes; Olson – yes.
3. **Sewer Project Engineers Invoice.** Mr. Palm presented a pay estimate for engineering services. Bolton and Menk has completed \$358,100.00 of work to date per the terms of the project engineering agreement of which the city has paid \$138,483.50 leaving a balance of \$222,616.50. Motion by Olson, second by Altermatt to approve payment of the invoice as submitted.
Atkins – yes; Altermatt – yes; Baumann – yes; Olson – yes.
4. **Arvig Right of Way Work** – Mr. Novak reported that Arvig was planning to relocate its lines and had indicated the cost of relocation would be withing the Border to Border Broadband project scope.

Consent Agenda – Motion by Olson, second by Baumann to approve the consent agenda as follows:

1. Approve Council Minutes – March 13, 2023 and March 27, 2023
2. Approve Appointment of Maintenance Worker – Josh Hoffenkamp
3. Adopt Resolution No 6 amending Personnel Policy – Workers Comp
4. Approve Roadhouse Street Closure permit – Concert – 7/28/23 and 7/29/23.
5. Approve Baseball Boosters On Sale 3.2 Liquor Application

Atkins – yes; Altermatt – yes; Baumann – yes; Olson – yes.

Employee Health Insurance – Mr. Thompson presented city cost estimates for various levels of city participation. Mr. Olson stated the library board had agreed to participate with the director and set the level at 50% pending resolution of the land lease. Discussion followed regarding the level of city participation, weighing costs vs. attracting and retaining quality employees. Motion by Olson, second by Baumann to approve city health insurance with Blue Cross Blue Shield HAS Access Gold \$3500 Plan and the city to contribute 100% of the employee premium.

Atkins – yes; Altermatt – yes; Baumann – yes; Olson – yes.

Library Land Lease – Mr. Thompson reported that upon review of the Land Trust Agreement that the City Council could not delegate management administration of the lease, but it could charge the Trust for administration and other incidental costs. It was the consensus of the Council that staff draft a new lease agreement with a two year lease period and submit it to the council for consideration.

Community Center Improvements – Bathrooms have been painted and lighting installed. The Council reviewed the proposed exterior improvements. Mr. Olson will contact RBC for recommended color and quotes.

USDA RD – Financing – Mr. Thompson presented two resolutions prepared by the City's bond counsel.

1. Motion by Olson, second by Baumann to adopt Resolution No. 7 Loan Resolution Authorizing and Providing for the Incurrence of Indebtedness for the Purpose of Providing a Portion of the Cost of Acquiring, Constructing, Enlarging, Improving, and/or Extending the Sanitary Sewer System.
Atkins – yes; Altermatt – yes; Baumann – yes; Olson – yes.
2. Motion by Olson, second by Altermatt to adopt Resolution No. 8 Establishing Procedures Relating to Compliance with Reimbursement Bod Regulations Under the Internal Revenue Code.
Atkins – yes; Altermatt – yes; Baumann – yes; Olson – yes.

Correspondence – The following correspondence was presented:

1. March Sheriff's report
2. Library Minutes

City Bills - Motion by Olson, second by Baumann to approve the bills as follows:

General Checking	
101 General Fund	\$ 50,483.11
601 Water	\$ 3,972.78
602 Sewer	\$ 14,949.87
603 Sanitation	<u>\$ 180.16</u>
Total GC	\$ 69,285.92
230 Ambulance	\$ 9,042.21
225 Fire	<u>\$ 631.60</u>
TOTAL CHECKS	<u>\$ 78,959.73</u>

Atkins – yes; Altermatt – yes; Baumann – yes; Olson – yes.

Motion by Olson, second by Altermatt to adjourn at 7:30 p.m.

Atkins – yes; Altermatt – yes; Baumann – yes; Olson – yes.

Larry J Thompson
Clerk/Treasurer/Administrator



Real People. Real Solutions.

1243 Cedar Street NE
Sleepy Eye, MN 56085

Ph: (507) 794-5541
Fax: (507) 794-5542
Bolton-Menk.com

May 2, 2023

VIA E-MAIL

Lee Martin
Metering & Technology Solutions
12016 Riverwood Drive
Burnsville, MN 55337

RE: Partial Pay Estimate No. 3
Water Meter Improvements
City of Wabasso
BMI Project No.: 0S1.126961

Dear Lee:

Attached is Partial Pay Estimate No. 3 for the referenced project.

Please print and review the enclosed Partial Pay Estimate No. 3 for the referenced project. If acceptable, sign the summary page of the pay estimate, scan the entire partial pay estimate and email the electronic copy back to our office for further processing.

Please contact our office with any questions or comments regarding this pay estimate.

Sincerely,
Bolton & Menk, Inc.

David A. Palm, P.E.

DAP/jlj

Enclosure

Cc: Larry Thompson, City of Wabasso
Matt Miller, Resident Project Representative

PARTIAL PAY ESTIMATE NO.**3**

WATER METER IMPROVEMENTS

CITY OF WABASSO, MN

BMI PROJECT NO. 051.126961

WORK COMPLETED THROUGH MAY 1, 2023

H:\WABA\051126961\2_Preliminary\A_Calculations\[126961_Quant.xlsx]Partial Pay Est. #3B

DISTRIBUTION:

CONTRACTOR (1)

OWNER (1)

ENGINEER (1)

TOTAL, COMPLETED WORK TO DATE.....	\$154,009.00
TOTAL, STORED MATERIALS.....	\$0.00
TOTAL, COMPLETED WORK & STORED MATERIALS.....	\$154,009.00
RETAINED PERCENTAGE (5%).....	-\$7,700.45
TOTAL AMOUNT OF OTHER PAYMENTS OR (DEDUCTIONS).....	\$0.00
NET AMOUNT DUE TO CONTRACTOR TO DATE.....	\$146,308.55
TOTAL AMOUNT PAID ON PREVIOUS ESTIMATES.....	\$135,575.45
PAY CONTRACTOR AS ESTIMATE NO. 3	\$10,733.10

Certificate for Partial Payment

I hereby certify that, to the best of my knowledge and belief, all items quantities and prices of work and material shown on this Estimate are correct and that all work has been performed in full accordance with the terms and conditions of the Contract for this project between the Owner and the undersigned Contractor, and as amended by any authorized changes, and that the foregoing is a true and correct statement of the contract amount for the period covered by this Estimate.

Contractor: Metering & Technology Solutions
12016 Riverwood Drive
Burnsville, MN 55337

By:

Name

Title

Date

CHECKED AND APPROVED AS TO QUANTITIES AND AMOUNT:

Engineer: Bolton & Menk, Inc., 1243 Cedar Street NE, Sleepy Eye, MN 56085

By

,Project Engineer

David A. Palm P.E.

Title

Date

APPROVED FOR PAYMENT:

Owner: City of Wabasso, 1429 Front Street, P.O. Box 60, Wabasso, MN 56293-0060

By

Name

Title

Date

And

Name

Title

Date

PARTIAL PAY ESTIMATE NO.

3

WATER METER IMPROVEMENTS

CITY OF WABASSO, MN

BMI PROJECT NO. 051.126961

FILENAME: H:\WABA\051126961\2_Preliminary\A_Calculations\126961_Quant.xlsx Partial Pay Est. #38
WORK COMPLETED THROUGH MAY 1, 2023

BID ITEM NO.	ITEM DESCRIPTION	CONTRACT PRICES			WORK COMPLETED PREVIOUS ESTIMATE			WORK COMPLETED JOB-TO-DATE			
		UNIT PRICE	QNTY	UNIT	AMOUNT	QNTY	UNIT	AMOUNT	QNTY	UNIT	AMOUNT
1	Furnish 5/8" x 3/4" Water Meter	\$286.00	350	EACH	\$100,100.00	350	EACH	\$100,100.00	350	EACH	\$100,100.00
2	Furnish 1" Water Meter	\$321.00	6	EACH	\$1,926.00	3	EACH	\$963.00	3	EACH	\$963.00
3	Furnish 1-1/2" Water Meter	\$700.00	7	EACH	\$4,900.00	5	EACH	\$3,500.00	5	EACH	\$3,500.00
4	Furnish 2" Water Meter	\$910.00	12	EACH	\$10,920.00	2	EACH	\$1,820.00	2	EACH	\$1,820.00
5	Furnish 3" Water Meter	\$2,300.00	2	EACH	\$4,600.00	2	EACH	\$4,600.00	2	EACH	\$4,600.00
6	Furnish 4" Water Meter	\$2,600.00	2	EACH	\$5,200.00	0	EACH	\$0.00	0	EACH	\$0.00
7	Install 5/8" x 3/4" Water Meter	\$65.00	350	EACH	\$22,750.00	295	EACH	\$19,175.00	328	EACH	\$21,320.00
8	Install 1" Water Meter	\$65.00	6	EACH	\$390.00	3	EACH	\$195.00	6	EACH	\$390.00
9	Install 1 1/2" Water Meter	\$110.00	7	EACH	\$770.00	5	EACH	\$550.00	6	EACH	\$660.00
10	Install 2" Water Meter	\$160.00	12	EACH	\$1,920.00	2	EACH	\$320.00	8	EACH	\$1,280.00
11	Install 3" Water Meter	\$220.00	2	EACH	\$440.00	2	EACH	\$440.00	3	EACH	\$660.00
12	Install 4" Water Meter	\$275.00	2	EACH	\$550.00	0	EACH	\$0.00	0	EACH	\$0.00
13	Furnish & Install 3/4" Ball Valve	\$175.00	20	EACH	\$3,500.00	0	EACH	\$0.00	2	EACH	\$350.00
14	Furnish & Install 1" Ball Valve	\$185.00	2	EACH	\$370.00	0	EACH	\$0.00	0	EACH	\$0.00
15	Furnish & Install 1-1/2" Ball Valve	\$375.00	6	EACH	\$2,250.00	0	EACH	\$0.00	0	EACH	\$0.00
16	Furnish & Install 2" Ball Valve	\$350.00	2	EACH	\$700.00	0	EACH	\$0.00	3	EACH	\$1,050.00
17	Furnish & Install 3" Ball Valve	\$700.00	2	EACH	\$1,400.00	0	EACH	\$0.00	0	EACH	\$0.00
18	Furnish & Install 3/4" Meter Setter	\$500.00	10	EACH	\$5,000.00	0	EACH	\$0.00	0	EACH	\$0.00
19	Furnish & Install 1" Meter Setter	\$800.00	2	EACH	\$1,600.00	0	EACH	\$0.00	0	EACH	\$0.00
20	Perform Cellular Coverage Analysis	\$0.00	1	LUMP SUM	\$0.00	1	LUMP SUM	\$0.00	1	LUMP SUM	\$0.00
21	Furnish & Install Automatic Meter Infrastructure System	\$9,000.00	1	LUMP SUM	\$9,000.00	0.75	LUMP SUM	\$6,750.00	1.00	LUMP SUM	\$9,000.00
22	Sump Pump Inspection	\$7.00	320	EACH	\$2,240.00	307	EACH	\$2,149.00	324	EACH	\$2,268.00
23	Water Service Pipe Inspection	\$7.00	320	EACH	\$2,240.00	307	EACH	\$2,149.00	324	EACH	\$2,268.00
24	Plumber (Master)	\$80.00	5	HOUR	\$400.00	0	HOUR	\$0.00	35	HOUR	\$2,800.00
25	Plumber (Apprentice or Laborer)	\$70.00	5	HOUR	\$350.00	0	HOUR	\$0.00	14	HOUR	\$980.00
TOTAL PAY ESTIMATE AMOUNT:					\$183,516.00			\$142,711.00			\$154,009.00

CITY OF WABASSO

RESOLUTION No. __-2023

**ADOPTING THE CITY OF WABASSO SECURITY VULNERABILITY &
EMERGENCY RESPONSE PLAN SELF-ASSESSMENT FOR THE CITY
WASTEWATER SYSTEM**

WHEREAS, the Wabasso City Council operates a municipal wastewater system to convey and treat sewage, and

WHEREAS, said system may fail on occasion that may impact the health and welfare of city residents, and

WHEREAS, it is in the city's interest to perform a self-evaluation of said system and to adopt an emergency response plan to proactively address potential shortcomings in the system and failures of the system, and

WHEREAS, a draft Security Vulnerability & Emergency Response Plan Self-Assessment Assessment for the City Wastewater System, a copy of which is attached, has been submitted to the Council for consideration,

NOW, THEREFORE, the Wabasso City Council hereby adopts said Security Vulnerability & Emergency Response Plan Self-Assessment Assessment for the City Wastewater System.

Adopted by the City Council this 8th day of May 2023

Carol, Atkins Mayor

Attest:

Larry J Thompson, City Clerk

Risk and Resiliency Assessment (RRA)
And
Emergency Response Plan (ERP)
Certification

City of Wabasso

Date: May 8, 2023

The City of Wabasso has reviewed and updated its RRA/ERP with the original certification date of May 8, 2023. Required documentation has been updated with current information.

Mayor

Security Vulnerability & Emergency Response Plan Self-Assessment for Small Wastewater Systems



*Produced by Minnesota Rural Wastewater
Association in conjunction with National Rural
Wastewater Association*



A Note about Security for this Document



This document contains sensitive information about the security of your wastewater system. Therefore, it should be treated as **Confidential Information** and should be stored in a secure place at your wastewater system. A duplicate copy should also be stored in a secure off-site location.

Security Vulnerability & Emergency Response Plan Self-Assessment Guide for Small Wastewater Systems

Introduction

Wastewater systems are critical to every community. Protection of public wastewater systems should be a high priority for local officials and wastewater system owners and operators to ensure proper sanitation of their community to prevent disease outbreaks which is essential for the protection of public health. Adequate security measures will help prevent loss of service through terrorist acts, vandalism, or pranks. If your system is prepared, such actions may even be prevented. The appropriate level of security is best determined by the wastewater system at the local level.

This Security Vulnerability Self-Assessment Guide is designed to help small wastewater systems determine possible vulnerable components and identify security measures that should be considered. A “vulnerability assessment” (VA) is the identification of weaknesses in wastewater system security, focusing on defined threats that could compromise its ability to provide adequate wastewater services. This document is designed particularly for systems that serve population of 3,300 or less. This document is meant to encourage smaller systems to review their system vulnerabilities, but it may not take the place of a comprehensive review by security experts.

The Self-Assessment Guide has a simple design. Answers to assessment questions are “yes” or “no”, and there is space to identify needed actions and actions you have taken to improve security. For any “no” answer, refer to the “comment” column and/or contact the Minnesota Rural Water Association.

How to use this Self-Assessment Guide

This document is designed for use by wastewater system personnel. Physical facilities pose a high degree of exposure to any security threat. This self-assessment should be conducted on all components of your system (lift stations, pump stations, treatment plant, pumps, collection system, and other important components of your system).

The Assessment includes a basic emergency contact list for your use. The list included as Attachment 2 will help you identify who you need to contact in the event of an emergency or threat and will help you develop communication and outreach procedures. You may be able to obtain sample Emergency Response Plans from your state wastewater primacy agency or your state rural water association. Development of the emergency response plan should be coordinated with the Local Emergency Planning Committee (LEPC).

Security is everyone's responsibility. This document should help you to increase the awareness of all your employees, governing officials, and customers about security issues. Once you have completed the questions, review the actions you need to take to improve your system's security. The goal of the vulnerability assessment is to develop a system-specific list of priorities intended to reduce risks to threats of attack. Make sure to prioritize your actions based on the most likely threats to your system. Once you have developed your list of priority actions, you have completed your vulnerability assessment.

Before Starting the Assessment

Systems should make an effort to identify critical services and customers, such as hospitals, schools or prisons, as well as critical areas of their wastewater system that if attacked could result in a significant disruption of vital community services, result in a threat to public health, cause an explosion that would cause harm to the public or cause a release of hazardous chemicals that could cause catastrophic results. When prioritizing the potential wastewater system vulnerabilities and consequences factor into the decision process the critical facilities, services, and single points in the system that if debilitated could result in significant disruption of vital community services or health protection. To help identify priorities for your system, the table on page 5 provides a column where you can categorize the assets that you consider critical into one of three categories – high (H), medium (M), or low(L).

When evaluating a system's potential vulnerability, systems should attempt to determine what type of assailants and threats they are trying to protect against. Systems should contact their local law enforcement office to see if they have information indicating the types of threats that may be likely against their facility. Some of the typical threats to your facility may be vandalism, an insider (i.e. disgruntled employee), a terrorist, or a terrorist working with a system employee.

Every wastewater utility will have unique circumstances they will encounter and will have priorities that the community will designate as critical for protection. However, some typical critical facilities that you may think about may include easily accessible or hidden manholes, manholes that provide access to facilities with large quantity (hospitals, schools, etc.) or critically important people (military, government offices, etc), electric suppliers or standby generators, fuel storage or gas supply, chemical storage areas (particularly gaseous chlorine facilities and anhydrous ammonia), and critical lift or pumping stations.

Keep this Document

This is a working document. Its purpose is to start your process of security vulnerability assessment and security enhancements. Security is not an end point, but a goal that can be achieved only through continued efforts to assess and upgrade your system. This is a sensitive document. It should be stored separately in a secure place at your wastewater system. A duplicate copy should also be retained at a secure off-site location. Access to this document should be limited to key wastewater system personnel. Others should only have access to information contained in this document on a need to know basis.

SVA & ERP Self-Assessment Identification

The following information should be completed by the individual conducting the self-assessment and/or any additional revisions.

Name	Jim Jenniges
Title	Public Works Director
Area of Responsibility	Sewer, Water, Streets, Buildings, Grounds
System Name	City of Wabasso
NPDES Permit No.	MNG 580112
State Permit No.	MN0025151
Source of Wastewater	Domestic/Commercial
Discharge Point (Receiving system)	Unnamed ditch class 7
Designed Flow	112,000
Address	276 County Rd 6
City	Wabasso
County	Redwood
State	MN
Zip Code	56293
Telephone	507-342-5519
Fax	507-342-2213
E-mail	larry@wabasso.org
Date Completed	4/20/2023

Inventory of Small Wastewater System Critical Components

Component	Number & Location (if applicable)	Description
Collection System		
Lift Stations	Main - 2 Pumps	276 County Rd. 6
	Lift - 2 Pumps	Elm Street
Pumps	Duplex	
Blowers	1 - Sewer Plat	Positive Displacement
Manholes	103 Total	Precast Concrete/Cast Iron Covers
Cleanouts	11 total	8" PVC
Pipes	Clay/PVC/Ductal Iron	6" - 12"
Treatment Plant (Note: Describe from headworks to point of discharge)		
Pumps	1	
Primary Treatment (e.g. lagoon, clarifier, wetland)	Walker Process	
Pumps		
Tertiary Treatment (e.g. chemical, filtration)		
Pumps		
Other Treatment		
Disinfection (e.g. gaseous chlorine)	UV	
Discharge	Gravity	
Bio-solids Handling	Activated Sludge	
Other Sludge Handling Facilities/Equipment	Local Farmer	
Laboratory Chemicals	HACH Meters	
Power		
Primary Power	Redwood Electric	
Auxiliary Power	Generator	Insufficient to run entire plant

Offices		
Buildings	Community Center/City Office	
Computers	PC and Laptop	
Files/Facility Maps or Diagrams	At sewer plant and city hall	
Transportation/Work Vehicles	Pickup and Utility Vehicle	
Communications		
Telephone	Land Line	507-342- 5240
Cell Phone	612-669-7238	
Radio	N/A	
Computer Control Systems (SCADA)	Sensaphone Alarm	

Section 1: Notification/Contact Information – Local/State/Federal Notification List

Responders

ORGANIZATION	CONTACT NAME/TITLE	DAY PHONE	NIGHT PHONE	EMAIL
Emergency Event	911	911		n/a
Chemical or Environmental Release : MN State Duty Officer	24 hour hotline	800-422-0798		n/a
Hazardous Chemical Release: National Response Center	24 hour hotline	800-424-8802		n/a
MN State Duty Officer	24 hour hotline	1-800-422-0798		n/a
Fire Department/ HAZMAT	911			
Minnesota Pollution Control Agency	24 Hour hotline	1-800-422-0798		n/a
Minnesota Department of Health	John Blomme	507-537-7308		john.blomme@state.mn.us
MnWarn Officer (if member)	24 Hour hotline	800-422-0798		n/a
FEMA		1-800-621-3362	1-800-621-3362	
Sheriff Department	Jason Jacobson	507-637-4036		
County Emergency Manager	Jim Sandgre	507-637-4035		
National Spill Response Center	24 hour hotline	1-800-424-8802		n/a
Local / Regional Laboratory	MVTL	800-782-3357		
Wastewater System Operator	Kerwin Armitage	507-206-9243		karnitage@peopleservice.com
Minnesota Rural Water Association	Paul Plaetz	218-671-3849		paul.plaetz@mrwa.com
Other				

Local Notification List

ORGANIZATION	CONTACT NAME/TITLE	DAY PHONE	NIGHT PHONE	EMAIL
Government Officials	Larry Thompson	507-342-5519	612-308-5994	larry@wabasso.org
Emergency Planning Committee	Jim Jenniges, Larry Thompson	612-669-7328	612-669-7328	larry@wabasso.org
Hospitals	Centra Care	507-637-4500		
Pharmacy	Guidepoint	507-637-3549		
Nursing Homes	Wabasso Health Care Center	507-342-5166		
Schools	Wabasso Public School	507-342-5114		
Jail / Prison	Redwood County			
Neighboring Wastewater Systems	City of Lucan - Mike Scheiber	507-829-2401		
	City of Morgan	507-206-9242		djemmings@peopleservice.com
Water Systems Downstream from Effluent Discharge	n/a			
Critical Industrial / Commercial Wastewater Users	n/a			
Others				

Service/Repair Notification List

ORGANIZATION	CONTACT NAME/TITLE	DAY PHONE	NIGHT PHONE	EMAIL
Electrician	Anderson Electric	507-752-6191		
Electric Utility Company	Redwood Electric Coop	888-251-5100		office@redwoodelectric.com
Gas Utility Company	Meadowland	507-752-7352		
Telephone Utility Company	Arvig Communications	320-289-6956	888-221-0550	answers@arvig.com
Plumber	Baune Plumbing	507-342-5346		
Pump Specialist	Quality Flow	952-758-9445		
Pump Supplier	Quality Flow	952-758-9661		
Gopher State 1 Call- 811	Gopher One Call	651-454-0002	651-454-0002	qa@gopherstateonecall.org
Soil Excavator/Backhoe Operator	Baune Plumbing	507-342-5346		
Equipment Rental (Power Generators)	Ziegler - Marshall	800-325-4929		media@zieglercat.com
Equipment Rental (Chlorinators)	Hawkins	800-328-5460	800-328-5460	customer.service@hawkinsinc.com
Equipment Rental (Portable Fencing)	Gramstad Lumber	(507) 648-3571		randee_krueger@hotmail.com
Equipment Repairman	Kibble Equipment/Wabasso Diesel	507-342-5171		
Equipment Repairman (Chlorinator / other)	Hawkins	800-328-5460	800-328-5460	customer.service@hawkinsinc.com
Radio / Telemetry Repair Service	Alpha Wireless	800-967-1778		
Pipe Supplier	DSG	763-295-3588		
Chemical or Microbe Supplier	Hawkins/Team Lab	800-328-5460	800-328-5460	customer.service@hawkinsinc.com
Septic Pumper	Empire Pipe	507-388-2895		swenner@empire-pipe.com

Media Notification List

ORGANIZATION	CONTACT NAME/TITLE	DAY PHONE	NIGHT PHONE	EMAIL
Designated Wastewater System Spokesperson	Jim Jenniges	612-669-7238		jimjenniges@gmail.com
Newspaper – Local	Redwood Gazette	507-616-8666	800-884-4140	ALund@cherryroad.com
Newspaper – Regional/State	Minneapolis Star Tribune	612-673-4000		
Radio	KLGR - 97.7	507-637-2989		seth.toupal@alphamediausa.com
Other	Public Alert US	800-657-0880		publicalert@softlinedata.com
	City of Wabasso Page	507-342-5519		www.wabasso.org

Security Vulnerability Self-Assessment for Small Wastewater Systems

General Questions for the Entire Wastewater System

The first 13 questions in this vulnerability self-assessment are general questions designed to apply to all components of your wastewater treatment and collection system (collection system, wastewater discharge points, treatment plant, pumps, and offices). These are followed by more specific questions that look at individual system components in greater detail.

Question	Answer	Comment	Risk Assess/Action Taken
1. Do you have a written emergency response plan (ERP)?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<p>An emergency response plan is vital in case there is an incident that requires immediate response. Your plan should be reviewed at least annually (or more frequently if necessary) to ensure it is up-to-date and addresses security emergencies including ready access to laboratories capable of analyzing wastewater samples. You should coordinate with you local emergency planning committee (LEPC). As a first step in developing your ERP, you should develop your Emergency Contact List (see page 5).</p> <p>You should designate someone to be contacted in case of emergency regardless of the day of the week or time of day. This contact information should be kept up-to-date and made available to all wastewater system personnel and local officials (if applicable).</p> <p>Share this ERP with police, emergency personnel, and your state privacy agency. Posting contact information is a good idea only if authorized personnel are the only ones seeing the information. These signs could pose a security risk if posted for public viewing since it gives people information that could be used against the system. By completing this software in its entirety, this software will generate an emergency response plan for your use. You should check with your State Privacy Agency and State Rural Development Office to ensure you meet any specific requirements that they may need.</p>	<p>High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed: SEE ATTACHED PLAN</p>
2. Is access to the critical components of the wastewater system (i.e., a part of the physical infrastructure of the system that is essential for collecting and/or treating wastewater) restricted to authorized personnel only?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<p>You should restrict or limit access to the critical components of your wastewater system to authorized personnel only. This is the first step in security enhancement for your wastewater system. Consider the following:</p> <ul style="list-style-type: none"> ♦ Issue wastewater system photo identification cards for employees, and require them to be displayed within the restricted area at all times. ♦ Post signs restricting entry to authorized personnel and ensure that assigned staff escorts people without proper ID. 	<p>High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed:</p>

Question	Answer	Comment	Risk Assess/Action Taken
3. Are all critical facilities fenced, including lift stations and storm sewer outfalls, and are gates locked where appropriate?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<p>Ideally, all facilities should have a security fence around the perimeter. Disabled lift stations can create many problems in the wastewater system. Secure access points and control panels at lift stations with tamper-resistant locks. Structures can be protected from collision with concrete bollards or jersey barriers. Lift stations can be alarmed and should be tested regularly. Storm sewer outfalls may also provide access to the collection system. When appropriate, access to storm-sewer outfalls should be restricted without interrupting the flow.</p> <p>The fence perimeter should be walked periodically to check for breaches and maintenance needs. All gates should be locked with chains and a tamper-proof padlock that at a minimum protects the shank. Other barriers such as concrete "jersey" barriers should be considered to guard certain critical components from accidental or intentional vehicle intrusion.</p>	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed:
4. Are all critical doors, windows, and other points of entry such as process tank hatches, vents and fill pipes kept closed and locked?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<p>Lock all building doors and windows, hatches and vents, fill pipes, gates, and other points of entry to prevent access by unauthorized personnel. Consider securing fill pipes to prevent contamination of chemicals or fuel (especially fuel for back-up generators). Check locks regularly. Dead bolt locks and lock guards provide a high level of security for the cost.</p> <p>A daily check of critical system components enhances security and ensures that an unauthorized entry has not taken place.</p> <p>Doors and hinges to critical facilities should be constructed of heavy-duty reinforced material. Hinges on all outside doors should be located on the inside.</p> <p>To limit access to wastewater systems, all windows should be locked and reinforced with wire mesh or iron bars, and bolted on the inside. Systems should ensure that this type of security meets with the requirements of any fire codes. Alarms can also be installed on windows, doors, and other points of entry.</p>	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed:
5. Are vents and overflow pipes properly protected with screen and/or grates?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<p>Air vents and overflow pipes are direct conduits to the finished wastewater in storage facilities. Secure all vents and overflow pipes with heavy-duty screens and/or grates.</p>	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed:
6. Is there external lighting around the critical components of your wastewater system?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<p>Adequate lighting of the exterior of wastewater systems' critical components is a good deterrent to unauthorized access and may result in the detection or deterrence of trespassers. Motion detectors that turn lights on or trigger alarms also enhance security.</p>	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed:

Question	Answer	Comment	Risk Assess/Action Taken
7. Are warning signs (tampering, unauthorized access, etc.) posted on all critical components of your wastewater system?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Warn signs are an effective means to deter unauthorized access. "Warning-Tampering with this facility is prohibited" should be posted on all wastewater facilities. "Authorized Personnel Only" "Unauthorized Access Prohibited" and "Employees Only" are examples of other signs that may be useful.	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed:
8. Do you patrol and inspect all buildings, outfalls, lift stations and critical manholes?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Frequent and random patrolling of the wastewater system by utility staff may discourage potential tampering. It may also help identify problems that may have arisen since the previous patrol. All systems are encouraged to initiate personal contact with the local law enforcement to show them the waste wastewater facility. The tour should include the identification of all critical components with an explanation of why they are important. Systems are encouraged to review, with local law enforcement, the NRW/ASDWA Guide for Security Decisions or similar state document to clarify respective roles and responsibilities in the event of an incident. Also consider asking the local law enforcement to conduct periodic patrols of your wastewater system.	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed:
9. Is the area around all the critical components of your wastewater system free of objects that may be used for breaking and entering?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	When assessing the area around your wastewater system's critical components, look for objects that could be used to gain entry (e.g., large rocks, cement blocks, pieces of wood, ladders, valve keys, and other tools).	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed:
10. Are the entry points to all of your wastewater systems easily seen?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	You should clear fence lines of all vegetation. Overhanging or nearby trees may also provide easy access. Avoid landscaping that will permit trespassers to hide or conduct unnoticed suspicious activities. Trim trees and shrubs to enhance the visibility of your wastewater system's critical components. If possible, park vehicles and equipment in places where they do not block the view of your wastewater system's critical components.	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed:
11. Do you have an alarm system that will detect unauthorized entry or attempted entry at all critical components?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Consider installing an alarm system that notifies the proper authorities or your wastewater system's designated contact for emergencies when there has been a breach of security. Inexpensive systems are available. An alarm system should be considered whenever possible for tanks, pump houses, and treatment facilities. You should also have an audible alarm at the site as a deterrent and to notify neighbors of a potential threat.	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed:

Question	Answer	Comment	Risk Assess/Action Taken
12. Do you have a key control and accountability policy?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Keep a record of locks and associated keys, and to whom the keys have been assigned. This record will facilitate lock replacement and key management (e.g., after employee turnover or loss of keys). Vehicle and building keys should be kept in a lockbox when not in use. You should have all keys stamped (engraved) "DO NOT DUPLICATE"	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed:
13. Are entry codes and keys limited to wastewater system personnel only?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Suppliers and personnel from co-located organizations (e/g/ organizations using your facility for other purposes or contractors who perform routine maintenance) should be denied access to codes and/or keys. Codes should be changed frequently if possible. Entry into any building should always be under the direct control of wastewater system personnel.	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed:

Wastewater Collection System

In addition to the above general checklist for your entire wastewater system (question 1-13), you should give special attention to the following issues Related to carious wastewater system components. Ask the public to be vigilant and report suspicious activity

Question	Answer	Comment	Risk Assess/Action Taken
14. Are your critical manholes sealed and secured?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Manholes that provide access to pipes that can be easily traversed, or access to critical customers should be a priority for security. A properly sealed manhole decreases the opportunity for the introduction of contaminants. Critical manholes that provide access to pipes large enough to easily maneuver through will prevent unauthorized personnel from placing explosives or other incendiary devices under building or other highly populated areas. Other points of entry that provide access to critical customers such as schools, industry, hospitals or prisons should also be secured. Continuous service to these critical customers is essential to prevent serious health problems in the community. Tamper resistant bolts or other methods may be used to secure manhole covers to rims. Contact Minnesota Rural Water Association for more information or technical assistance.	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed:
15. Are tributary collection systems from neighboring entities secured?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Coordinate with other jurisdictions whose collection systems connect with your system. Vulnerabilities in neighboring systems can be vulnerabilities in your system.	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed: n/a

Treatment Plant and Suppliers

Some small systems provide easy access to their wastewater system for suppliers of equipment, chemicals and other materials for the convenience of both parties. This practice should be discontinued.

Question	Answer	Comment	Risk Assess/Action Taken
16. Are deliveries of chemicals and other supplies made in the presence of wastewater system personnel?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Establish a policy that an authorized person, designated by the wastewater system, must accompany all deliveries. Verify the credentials of all drivers. This prevents unauthorized personnel from having access to the wastewater system.	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed:
17. Have you discussed with your supplier(s) procedures to ensure the security of their products?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Verify that your supplier take precautions to ensure that their products are not contaminated. Chain of custody procedures for delivery of chemicals should be reviewed. You should inspect chemicals and other supplies at the time of delivery to verify they are sealed and in unopened containers. Match all delivered goods with purchase orders to ensure that they were, in fact, ordered by your wastewater system. You should keep a log or journal of deliveries. It should include the driver's name (taken from the driver's photo I.D.), date, time, material delivered, and the supplier's name.	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed:
18. Are chemicals, particularly those that are potentially hazardous (e.g., Chlorine gas) or flammable, properly stored in a secure area?	Yes <input type="checkbox"/> No <input type="checkbox"/>	All chemicals should be stored in an area designated for their storage only, and the area should be secure and access to the area restricted. Access to chemical storage should be available only to authorized employees. Pay special attention to the storage, handling, and security of chlorine gas because of its potential hazard. Facilities that are required to do risk management plans should review the plans and procedures within that document. You should have tools and equipment on site (such as a fire extinguisher, dry sweep, etc.) to take immediate actions when responding to an emergency.	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed: n/a

Question	Answer	Comment	Risk Assess/Action Taken
19. Are your facility operations specialists trained in the event of a hazardous chemical release?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<p>If you have a chemical release you are required to dial 911 within 15 minutes of event. A critical piece of pre-planning for any water system emergency is having a complete list of emergency contact notifications readily available to you. Notifications that are required at the onset of an accidental chlorine release fall within that category. Three immediate emergency notification calls must then be made. The first call is made at the local level of government (Emergency 911), which alerts local emergency responders. The second notification call occurs at the state level of government. This is the call you will make to the Minnesota State Duty Officer (800-422-0798). The duty officer will share information you have provided among state agencies having emergency response roles through both phone calls and email transmissions. This is the notification call you will make to the National Response Center (1-800-424-8802). This notification is equally critical because a hazardous chemical release may bear impacts with federal considerations (state and national borders, an immediate need for deployment of federal resources, etc.).</p> <p>If you have had a chlorine leak and are absolutely certain that the amount released is less than the RQ, you are still required to make a single call to the Minnesota State Duty Officer to satisfy Minnesota Statute 115.061 (Duty to Notify). But if you're not sure of the amount released, you need to go ahead and make all three calls. Remember: if in doubt, report. The time frame that would be considered allowable and prompt is 15 minutes. All three notification calls should be completed consecutively, one following another. See Attachment 3 "Accidental Chlorine Release Emergency Notifications" for more details.</p>	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed: DOUBLE CHECK WITH JIM
20. Do you have a procedure to control septage dumps?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	<p>Septage haulers should only be allowed to dump when regular personnel are on duty. Septage should be sampled and tested for compatibility. Record all septage dumps including: amount, sample results, company/hauler, date, time, and location of dump.</p>	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed:

Question	Answer	Comment	Risk Assess/Action Taken
21. Do you monitor raw and treated wastewater so that you can detect changes in wastewater quality?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Monitoring of raw and treated wastewater can establish a baseline that may allow you to know if there has been a contamination incident. Some parameters for raw wastewater include pH, DO, COD, BOD, and conductivity. These parameters can help identify and can be indicators of excessive organic loading or toxic compounds that may be introduced to the system. Any changes or abnormal observations of the influents color and odor may also be an indicator of potential contamination. Routine parameters for treated wastewater include biological oxygen demand (BOD), total chlorine residual, heterotrophic plate count (HPC), total and fecal coliform, pH, and specific conductivity. Chlorine demand patterns can help you identify potential problems with your treated wastewater. A sudden change in demand may be a good indicator of contamination in your system.	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed:
22. Are tank ladders, access hatches, and entry points secured?	Yes <input type="checkbox"/> No <input type="checkbox"/>	The use of tamper-proof padlocks at entry points (hatches, vents, and ladder enclosures) will reduce the potential for unauthorized entry.	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed:

Personnel

You should add security procedures to your personnel policies.

Question	Answer	Comment	Risk Assess/Action Taken
23. When hiring personnel, do you request that local police perform a criminal background check?	Yes <input type="checkbox"/> No <input type="checkbox"/>	It is good practice to have all job candidates fill out an employment application. You should verify professional references. Background checks conducted during the hiring process may prevent potential employee-related security issues. If you use contract personnel, check on the personnel practices of all providers to ensure that their hiring practices are consistent with good security practices.	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed:

Question	Answer	Comment	Risk Assess/Action Taken
24. Are your personnel issued photo-identification cards?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	For positive identification, all personnel should be issued wastewater system photo-identification cards and be required to display them at all times. Photo identification will also facilitate identification of authorized wastewater system personnel in the event of an emergency.	High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low <input type="checkbox"/> Action Needed: NEED TO ISSUE PHOTO IDs
25. When terminating employment, do you require employees to turn in photo IDs, keys, access codes, and other security-related items?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Former or disgruntled employees have knowledge about the operation of your wastewater system, and could have both the intent and physical capability to harm your system. Requiring employees who will no longer be working at your wastewater system to turn in their IDs, keys, and access codes helps limit these types of security breaches.	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed:
26. Do you use uniforms and vehicles with your wastewater system name prominently displayed?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Requiring personnel to wear uniforms, and requiring that all vehicles prominently display the wastewater system name, helps inform the public when wastewater system staff is working on the system. Any observed activity by personnel without uniforms should be regarded as suspicious. The public should be encouraged to report suspicious activity to law enforcement authorities.	High <input checked="" type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed: Issue Logo'd sweatshirts and shirts
27. Have wastewater system personnel been advised to report security vulnerability concerns and to report suspicious activity?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Your personnel should be trained and knowledgeable about security issues at your facility, what to look for, and how to report any suspicious events or activity. Periodic meetings of authorized personnel should be held to discuss security issues.	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed:
28. Do your personnel have a checklist to use for threats or suspicious calls or to report suspicious activity?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	To properly document suspicious or threatening phone calls or reports of suspicious activity, a simple checklist can be used to record and report all pertinent information. Calls should be reported immediately to appropriate law enforcement officials. Checklists should be available at every telephone. Sample checklists are included on page 22. Also consider installing caller ID on your telephone system to keep a record of incoming calls.	High <input type="checkbox"/> Medium <input checked="" type="checkbox"/> Low <input type="checkbox"/> Action Needed: DRAFT A CHECKLIST

Information storage/computers/controls/maps

Security of the system, including computerized controls like a Supervisory Control and Data Acquisition (SCADA) system, goes beyond the physical aspects of operation. It also includes records and critical information that could be used by someone planning to disrupt or contaminate your wastewater system.

Question	Answer	Comment	Risk Assess/Action Taken
29. Is computer access "password protected"?	Yes <input type="checkbox"/> No <input type="checkbox"/>	All computer access should be password protected. Passwords should be changed every 90 days and (as needed) following employee turnover. When possible, each individual should have a unique password that they do not share with others.	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed:
30. Is virus protection installed and software upgraded regularly?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Consider contacting a virus protection company and subscribing to a virus update program to protect your records. Update virus protection on a regular basis (daily, weekly, and in some circumstances monthly).	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed:
31. Do you have a plan to back up your computer?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Backing up computers regularly will help prevent the loss of data in the event that your computer is damaged or breaks. Backup copies of computer data should be made routinely and stored at a secure off-site location.	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed:
32. Do you have Internet firewall software installed on your computer?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If you have Internet access, a firewall protection program should be installed on your side of the computer and reviewed and updated periodically. If you have a SCADA system, consider operating it on systems without Internet access. (NOTE: Firewall protection software usually does not protect modem connections. If a modem must be used, use software that will disable the local network connection when the modem is not in use.)	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed:
33. If you have a SCADA system, has it been evaluated for weaknesses and hardened?	Yes <input type="checkbox"/> No <input type="checkbox"/>	SCADA can be vulnerable to potential intruders. The most direct approach to evaluate vulnerabilities is penetration testing. Penetration testing can detect vulnerability and security breaches that could be used to attack and penetrate the entire SCADA system. Hardening is the process of making the system less vulnerable through equipment upgrades, redundancy of components, etc.	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed:
34. Can employees' by-pass SCADA and run system manually?	Yes <input type="checkbox"/> No <input type="checkbox"/>	It is important to be able to completely override your SCADA and manually operate your system. Employees should be trained how to by-pass or shut down the SCADA and the procedures to manually operate the system in the event of an emergency.	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed:

Question	Answer	Comment	Risk Assess/Action
35. Is there information on the Web that can be used to disrupt your system or contaminate your wastewater?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Posting detailed information about your wastewater system on a website may make the system more vulnerable to attack. Websites should be examined to determine whether they contain critical information that should be removed. You should do a Web search (using a search engine such as Google, Yahoo!, or Lycos) using key words related to your wastewater supply to find any published data on the Web that is easily accessible by someone who may want to damage your wastewater supply.	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed:
36. Are maps, records, and other information stored in a secure location?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Records, maps, and other information should be stored in a secure location when not in use. Access should be limited to authorized personnel only. You should make back-up copies of all data and sensitive documents. These should be stored in a secure off-site location on a regular basis.	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed:

Public Relations

You should educate your customer about your system. You should encourage them to be alert and to report any suspicious activity to law enforcement authorities.

Question	Answer	Comment	Risk Assess/Action
37. Do you have a program to educate and encourage the public to be vigilant and report suspicious activity to assist in the security protection of your wastewater system and neighborhood watch program?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Advise your customers and the public that your system has increased preventive security measures to protect the wastewater supply from vandalism. Ask for their help. Provide customers with your telephone number and the telephone number of the local law enforcement authority so that they can report suspicious activities. The telephone number can be made available through direct mail, billing inserts, notices on community bulletin boards, flyers, and consumer confidence reports.	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input checked="" type="checkbox"/> Action Needed: Draft a notice for the web site and Facebook and issue a notice on Public Alert US
38. Does your wastewater system have a procedure to deal with public information requests and to restrict distribution of sensitive information?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	You should have a procedure for personnel to follow when you receive an inquiry about the wastewater system or its operation from the press, customers, or the general public. Your personnel should be advised not to speak to the media on behalf of the wastewater system. Only that person should respond to media inquiries. You should establish a process for responding to inquiries from your customers and the general public.	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/> Action Needed: Data Practices compliance
39. Do you have a procedure in place to receive notification of a suspected outbreak of a disease immediately after discovery by local health agencies?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	It is critical to be able to receive information about suspected problems with the wastewater at any time and respond to them quickly. Written procedures should be developed in advance with your state wastewater primacy agency, local health agencies, and your local emergency planning committee and reviewed periodically.	High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input checked="" type="checkbox"/> Action Needed: DEVELOP A PLAN

Question	Answer	Comment	Risk Assess/Action
40. Do you have a procedure in place to receive notification of a suspected outbreak of a disease immediately after discovery?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	<p>As soon as possible after a disease outbreak (possibly from recreational swimming or consumption from a contaminated water body), you should notify testing personnel and your laboratory of the incident. In outbreaks caused by microbial contaminants, it is critical to discover the type of contaminant and its method of transport (wastewater, food, etc.). Active testing of your wastewater supply will enable your laboratory, working in conjunction with public health officials, to determine if there are any unique (and possibly lethal) disease organisms in your wastewater.</p> <p>It is critical to be able to get the word out to your or others using the source wastewater that your plant is discharging effluent to as soon as possible after discovering a health hazard in your water supply. Drinking water systems or other food/beverage manufactures using the same source of water downstream from your wastewater system should be contacted immediately. Some simple methods include announcements via radio or television, door-to-door notification, a phone tree, and posting notices in public.</p>	<p>High <input type="checkbox"/> Medium <input type="checkbox"/> Low <input type="checkbox"/></p> <p>Action Needed: SEE #39 ABOVE</p>

Now that you have completed the “Security Vulnerability Self-Assessment Guide for Small Wastewater Systems,” review your needed actions and then prioritize them based on the most likely threats. A Table to assist you in prioritizing actions is provided in Attachment 1.

Attachment 1: Prioritization of Needed Actions

Once you have completed the "Security Vulnerability Self-Assessment Guide for Small Drinking Wastewater Systems," review the actions you need to take to improve your system's security. Note the questions to which you answered "no" on this worksheet. You can use it to summarize the areas where your system has vulnerability concerns. It can also help you prioritize the actions you should take to protect your system from vulnerabilities. You can rank your priorities in numerical order or based on the categories of high, medium, and low.

Use the following information and the information you have generated by completing this assessment to prioritize and rank the most important security vulnerabilities to your system.

1. Any information from local law enforcement office about the likelihood of a terrorist attack or other threats.
2. The primary mission of your system (i.e., protection of public health, protection of the environment, etc.).
3. Single points of failure (i.e., disabling pump) that severely limit your capability to conduct your primary mission.
4. Critical customers- such as hospitals, manufactures, power plants, and schools that rely on your service for sanitation.
5. The vulnerabilities identified by completing this assessment.

Question	Needed Action	Scheduled Completion	Priority/Ranking
#24	Purchase Photo IDs for employees	7/30/23	High <input type="checkbox"/> Med <input checked="" type="checkbox"/> Low <input type="checkbox"/>
#26	Purchase logo shirts and jackets	7/30/23	High <input type="checkbox"/> Med <input checked="" type="checkbox"/> Low <input type="checkbox"/>
#28	Develop checklist for threats and suspicious activity	6/30/23	High <input checked="" type="checkbox"/> Med <input type="checkbox"/> Low <input type="checkbox"/>
#35	Notify public to vigilant and report suspicious activity	5/31/23	High <input checked="" type="checkbox"/> Med <input type="checkbox"/> Low <input type="checkbox"/>
#39	Plan for disease notification	6/30/23	High <input checked="" type="checkbox"/> Med <input type="checkbox"/> Low <input type="checkbox"/>
#40	Same as #39	6/30/23	High <input type="checkbox"/> Med <input type="checkbox"/> Low <input type="checkbox"/>
			High <input type="checkbox"/> Med <input type="checkbox"/> Low <input type="checkbox"/>
			High <input type="checkbox"/> Med <input type="checkbox"/> Low <input type="checkbox"/>
			High <input type="checkbox"/> Med <input type="checkbox"/> Low <input type="checkbox"/>
			High <input type="checkbox"/> Med <input type="checkbox"/> Low <input type="checkbox"/>
			High <input type="checkbox"/> Med <input type="checkbox"/> Low <input type="checkbox"/>
			High <input type="checkbox"/> Med <input type="checkbox"/> Low <input type="checkbox"/>
			High <input type="checkbox"/> Med <input type="checkbox"/> Low <input type="checkbox"/>

VULNERABILITY ASSESSMENT & EMERGENCY RESPONSE PLAN CERTIFICATION

Please fill in the following information so that a record can be maintained of wastewater systems that have completed a vulnerability assessment and emergency response plan.

NPDES Permit Number: MNG 580112 (double check)

System Name: City of Wabasso

Address: 276 County Rd 6,

City: Wabasso State: MN

Phone: 507-342-5519 Fax: _____

Email: larry@wabasso.org

Authorized Person to Sign this Certification on behalf of the System (Printed):

Larry J Thompson

Title: City Clerk/Treasurer/Administrator

Address: 1429 Front Street

City: Wabasso State/Zip: 56293

Phone: 507-342-5519 Fax: 507-342-221 Cell: 612-308-5994

Email: larry@wabasso.org

24 Hour Emergency Contact Information for Your System:

Contact Person: Jim Jenniges

Daytime Phone: 612-669-7238 Night Phone: 612-669-7238

Emergency Phone: 612-669-7238 Email: jimjenniges@gmail.com

Cell Phone: 612-669-7238

I certify to that the information in this vulnerability assessment has been completed to the best of my knowledge and that the appropriate parties have been notified of the assessment and recommended steps to be taken to enhance the security of the wastewater system. Furthermore, a copy of the completed assessment will be retained at the public wastewater system, in a secure location, for state review as requested.

Signed: _____ Date: _____

Attachment 3:

Accidental Chlorine Release Emergency Notifications

By Jon Groethe, Minnesota Department of Health

A critical piece of pre-planning for any water system emergency is having a complete list of emergency contact notifications readily available to you. Certain emergency notifications must be made immediately, being governed by strength of statute or historic legislative policy. Notifications that are required at the onset of an accidental chlorine release fall within that category.

The purpose of this article is to share with you three important and basic notifications that must be made when you are facing a chlorine release at your water plant, as well as the time frame in which they are expected to be completed. This article is not meant to address operations or all post-incident communications that take place.

For chlorine, the reportable quantity (RQ) is defined by two federal statutes (Comprehensive Environmental Response, Compensation, and Liability Act of 1980 and Emergency Planning and Community Right-to-Know Act) as being a release of 10 pounds or greater occurring in a 24-hour time window.

If you believe you have exceeded this amount but are unsure of the exact amount that has been released, it is better to go ahead and make the necessary notifications and establish a firm quantity later. There are no penalties associated with over-reporting.

Three immediate emergency notification calls must then be made. The first call is made at the local level of government (Emergency 911), which alerts local emergency responders. The second notification call occurs at the state level of government. This is the call you will make to the Minnesota State Duty Officer (800-422-0798). The duty officer will share information you have provided among state agencies having emergency response roles through both phone calls and email transmissions. On-call personnel at various state and local agencies will coordinate a field response based on regional resources. The third call occurs at the federal level.

This is the notification call you will make to the National Response Center (1-800-424-8802). This notification is equally critical because a hazardous chemical release may bear impacts with federal considerations (state and national borders, an immediate need for deployment of federal resources, etc.).

If you have had a chlorine leak and are absolutely certain that the amount released is less than the RQ, you are still required to make a single call to the Minnesota State Duty Officer to satisfy Minnesota Statute 115.061 (Duty to Notify). But if you're not sure of the amount released, you need to go ahead and make all three calls. Remember: if in doubt, report.

Threat Identification Checklists

Wastewater System Telephone Threat Identification Checklist

In the event your wastewater system receives a threatening phone call, remain calm and try to keep the caller on the line. Use the following checklist to collect as much detail as possible about the nature of the threat and the description of the caller.

1. Types of Tampering/Threat:						
<input type="checkbox"/> Contamination	<input type="checkbox"/> Threat to tamper					
<input type="checkbox"/> Biological	<input type="checkbox"/> Bombs, explosives, etc.					
<input type="checkbox"/> Chemical	<input type="checkbox"/> Other (explain)					
2. Wastewater System Identification						
Name:						
Address:						
Telephone:						
PWS Owner or Manager's Name:						
3. Alternate Wastewater Source Available: Yes / No	If yes, give name and location:					
4. Location of Tampering:						
<input type="checkbox"/> Raw Wastewater Source	<input type="checkbox"/> Bio-solids Storage	<input type="checkbox"/> Wastewater Collection System				
<input type="checkbox"/> Treatment Chemicals	<input type="checkbox"/> Other (explain):					
5. Contaminant Source and Quantity:						
6. Date and Time of Tampering/Threat:						
7. Caller's Name/Alias, Address, and Telephone Number:						
8. Is the caller (check all that apply):						
<input type="checkbox"/> Male	<input type="checkbox"/> Female	<input type="checkbox"/> Foul	<input type="checkbox"/> Illiterate	<input type="checkbox"/> Well Spoken	<input type="checkbox"/> Irrational	<input type="checkbox"/> Incoherent

9. Is the caller's voice (check all that apply):

- ☐ Soft ☐ Calm ☐ Angry ☐ Slow ☐ Rapid ☐ Slurred ☐ Loud
☐ Laughing ☐ Crying ☐ Normal ☐ Deep ☐ Nasal ☐ Clear ☐ Lisp
☐ Stuttering ☐ Old ☐ High ☐ Cracking ☐ Excited ☐ Young
☐ Familiar (who did it sound like?)

☐ Accented (which nationality or region?)

10. Is the connection clear? (Could it have been a wireless or cell phone?)

11. Are there background noises?

☐ Street noises (what kind?)

☐ Machinery (what type?)

☐ Voices (describe)

☐ Children (describe)

☐ Animals (what kind?)

☐ Computer Keyboard, Office

☐ Motors (describe)

☐ Music (what kind?)

☐ Other

12. Call received by (name, address, and telephone number):

Date received:

Time Received:

13. Call Reported to:

Date/Time:

14. Action(s) taken following receipt of the call:

Wastewater System Report of Suspicious Activity

In the event personnel from your wastewater system (or neighbors of your wastewater system) observe suspicious activity, use the following checklist to collect as much detail about the nature of the activity.

1. Types of suspicious activity:

- ☐ Breach of security systems (e.g., lock cut, door forced open).
- ☐ Unauthorized personnel on wastewater system property.
- ☐ Presence of personnel at the wastewater system at unusual hours.
- ☐ Changes in wastewater quality noticed by customers (e.g., change in color, odor) that were not planned or anticipated by the wastewater system
- ☐ Other (explain)

2. Wastewater System Identification:

Name:

Address:

Telephone:

NPDES Owner or Manager's Name:

3. Alternate wastewater source available : Yes / No

If yes, give name and location:

4. Location of Suspicious Activity:

- ☐ Raw Wastewater Source ☐ Bio-solids Storage Facilities ☐ Treatment Plant ☐ Wastewater Collection System
- ☐ Treatment Chemical
- ☐ Other (Explain):

5. If breach of security, what was the nature of the breach?

- ☐ Lock was cut or broken, permitting unauthorized entry. (Specify location)
- ☐ Lock was tampered with, but not sufficiently to allow unauthorized entry. (Specify location)
- ☐ Door, gate, window, or any other point of entry (vent, hatch, etc.) was open and unsecured. (Specify location)
- ☐ Other (Specify nature and location)

6. Unauthorized personnel on site:

Where were these people? (Specify location)

What made them suspicious?

☐ Not wearing wastewater system uniforms

☐ Something else? (Specify)

What were they doing?

7. Please describe these personnel features (height, weight, hair color, clothes, facial hair, any distinguishing marks):

8. Call received by (name, address and telephone number):

Date Received:

Time of call:

9. Call reported to:

Date / Time:

10. Action(s) taken following receipt of call:

What is the allowable time-frame in which all three notification calls need to be made? Superfund legislative history states that ordinarily “delays in making the required notifications should not exceed 15 minutes after the person in charge has knowledge of the release. Immediate notice requires shorter delays whenever practicable.” Therefore, the time frame that would be considered allowable and prompt is 15 minutes. All three notification calls should be completed consecutively, one following another. Although there may be competing priorities around you, making these notifications should be prioritized and accomplished.

An important note: The person in charge of the utility must always be the one directly making the emergency notification calls. This requirement is explicitly stated in the Federal Register, Part 302.69. Remember, as the person in charge, you cannot delegate notification calls to others. You must always personally notify, even when a notification call has previously been made by your local fire chief.

Within 30 days, an emergency release follow-up report must be submitted to Minnesota Department of Public Safety (DPS) Division of Homeland Security and Emergency Management. The Emergency Release Follow-up Report can be downloaded using a link located on the [DPS website https://dps.mn.gov/divisions/hsem/epcra/Pages/regulated-facilities.aspx](https://dps.mn.gov/divisions/hsem/epcra/Pages/regulated-facilities.aspx) under Resources.

The completed report should be emailed directly to [Steve Tomlyanovich \(steve.tomlyanovich@state.mn.us\)](mailto:steve.tomlyanovich@state.mn.us) at the Minnesota Department of Public Safety.

To boil all of this down, there are three calls the person in charge must make during an accidental chlorine release, and they correspond to the three levels of government—local, state and federal. Once you have knowledge that a reportable release has occurred, you then have a 15-minute window to make all three calls. Completion of these actions will go a long ways toward keeping your utility on course relative to prevailing emergency notification requirements.

Disclaimer

This document contains information on how to plan for protection of the assets of your wastewater system. The work necessarily addresses problems in a general nature. You should review local, state, and federal laws and regulations to see how they apply to your specific situation.

Knowledgeable professionals prepared this document using current information. The authors make no representation, expressed or implied that this information is suitable for a specific situation. The authors have no obligation to update this work or to make notification of any changes in statutes, regulations, information, or programs described in this document. Publication of this document does not replace the duty of wastewater systems to warn and properly train their employees and others concerning health and safety risks and necessary precautions at their wastewater systems.

The National Rural Wastewater Association does not assume any liability resulting from the use or reliance upon any information, guidance, suggestion, conclusion, or opinions contained in the document.

City of Wabasso

Sanitary Sewer Emergency Response Policy

1. Procedure

It is the City of Wabasso's policy to respond to sewer backups, lift station problems or failures, or other system problems or failures 24 hours a day, 365 days a year. During normal business hours, all calls and reported problems will be routed to and employees dispatched by the Administration Department. Normal business hours are as follows:

- Monday - Friday – 8:00 a.m. – 4:30 p.m.
- Friday: 7:30 a.m. – 12:00 noon

At all times other than normal business hours all calls should be made to the Public Works Director, 612-669-7238. In addition, the city also contracts with an alarm company to alert city employees for any lift station or sewer plant pump failures including disruption of electrical services. On call employees will be notified of such failures outside of business hours. Customers are notified of the emergency numbers on their monthly sewer bills.

2. Response

It is the goal of the department to provide an initial response within one hour, or as soon as possible under the circumstances, of receiving report of a problem or an emergency call. The time necessary to remedy a problem will vary depending on the number of calls, the nature and seriousness of the problem, weather, and other factors that may impact the department's ability to respond, find and correct a reported problem.

When appropriate, a City employee will check the City's sanitary sewer main at the point of the problem. Corrective action will be taken if the City's sanitary sewer main is found to be blocked or obstructed.

When a blockage found in a sanitary sewer main is causing backup into a private portion of the system, the first priority will be to address the problem in the City's sanitary sewer main.

After a sanitary sewer backup is remedied, efforts to determine the cause of the blockage or backup will be undertaken by those responding to the emergency. Written records of emergency response will include information and documentation concerning the cause (s) or possible cause (s) of the blockage or backup.

When investigation of the backup determines that the problem is within the private portion of the sanitary sewer system, the sewer customer will be informed of possible corrective action they may have to perform on their portion of the system.

3. Emergency Bypass Pumping

In response to heavy rain events that have resulted in basement flooding and sanitary sewer backups, the City shall bypass pump the sanitary sewer system, abiding by the following guidelines:

Bypass pumping will take place from sanitary sewer manhole 10, on Pine Street and Dewey Street into the closest storm sewer catch when the flow height reaches an elevation of 17" above the invert of the pipe. Pumping will continue until the flow no longer backs up into the catch basin. Bypass pumping will also take place from sanitary sewer manhole 18, on Pine Street between June and South Street on to the street when the flow height reaches 17" above the invert until the flow no longer is backed up in the invert. The Minnesota Duty Officer must be called before bypass pumping begins and all Minnesota Pollution Control Agency bypass rules will be recognized and followed.

The City shall have the portable bypass pump trailer and power plant (tractor) "ready" anytime a heavy rain or severe thunderstorm are predicted to be greater than a three-inch event. It is hereby recognized that mobilizing and setting the pump in place is a heavy labor and time sensitive operation and authorization of extra help or overtime is understood to be granted. A two hour from "call to response pump" time is the expected time frame goal.

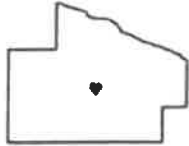
The City reserves the right to change pumping rules as conditions may merit.

4. Reporting

The Minnesota Duty Officer (1-800-422-0798) must be notified when bypassing the City's sanitary sewer system or otherwise discharging sewage anywhere other than to the City's sanitary sewer system.

The State Duty Officer must be notified within one hour of discovery of sewage being discharged anywhere other than to the City's sanitary sewer system.

All sewer backup claims must be referred to the League of Minnesota Cities Insurance Trust (LMCIT) for determination of liability. City employees are instructed to not admit or mislead residents about City liability for backups in the municipal sanitary sewer system.



*In The
Heart of
Redwood
County*

City of Wabasso

1429 Front Street
P O Box 60
Wabasso MN 56293
E-mail: cwab@redred.com

Phone: 507-342-5519
Fax: 507-342-2213
Minnesota Relay 711 or
1-800-627-3529

March 27, 2023

**Diane Arends
Deem, Inc., dba Roadhouse Bar and Grill
PO Box 133
713 Main St.
Wabasso, MN 56293**

RE: Roadhouse Bar and Grill Liquor License

Dear Diane,

Enclosed, please find a copy of the renewal applications for your 2023/2024 Off Sale Liquor, On Sale Liquor and Sunday Liquor Licenses. Please complete the application and return to the City Clerk's Office no later than April 30, 2023 so it can be placed on the May 8, 2023 Council Agenda for approval.

Also make sure you include the certificate of insurance that covers the license period from July 1, 2023 to June 30, 2024.

If you have not already submitted a buyer's card application to the State, I will also need an application along with a \$20.00 application fee made out to the Minnesota Department of Revenue. The application form can be found on line.

Note that I will need your license fee in the amount of \$1,200.00 by May 15, 2023.

Please contact me if you have any questions.

Sincerely,

**Larry J. Thompson
City Clerk/Treas./Administrator**



Minnesota Department of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION
445 Minnesota St., Suite 1600, St. Paul, MN 55101-5133
(651) 201-7507 FAX (651) 297-5259 TTY (651) 282-6555

RENEWAL OF LIQUOR, WINE, OR CLUB LICENSE

No license will be approved or released until the \$20 Retailer ID Card fee is received by MN Liquor Control

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. **City Clerk/County Auditor is also required by M.S. 340A.404 S. 3 to report any license cancellation.**
License Code _____ License Period Ending _____ ID # _____
City/County where license approved _____

Licensee Name _____

Trade Name _____

Licensed Location address _____

City, State, Zip Code _____

Business Phone _____

LICENSE FEES: Off Sale \$ _____ On Sale \$ _____ Sunday \$ _____

By signing this renewal application, applicant certifies that there has been no change in ownership, corporate officers, partners, home addresses, or telephone numbers. If changes have occurred during the past 12 months, please give details on the back of this renewal, then sign below.

Applicant's signature on this renewal confirms the following: Failure to report any of the following will result in fines.

1. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
2. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
3. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, and then sign below.
4. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
5. Licensee confirms that Workers Compensation insurance is in effect for the full license period.
6. Licensee confirms that it has no interest directly or indirectly in another liquor establishment, be it manufacture, distribution or retail, or if so give details on the back of this renewal.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in the city/county where the license is issued. \$100,000.00 in cash or securities or a \$100,000.00 surety bond may be submitted in lieu of liquor liability

Licensee

Signature _____ Date _____

(Signature certifies all above information to be correct and license has been approved by city/county.

City Clerk/County Auditor Signature _____ Date _____

(Signature certifies that an on-sale intoxicating liquor license has been approved by the city/county as stated above).

County Attorney Signature _____ Date _____

County Board issued licenses only (Signature certifies licensee is eligible for license)

Police/Sheriff Signature _____ Date _____

(Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, and then sign here.

A \$30.00 service charge will be added to all dishonored checks. You may also be subjected to a civil penalty of \$100.00 or 100% of the value of the check, whichever is greater, plus interest and attorneys fees.

PS 9093-2009

Indicate below changes of corporate officers or partners, including: home addresses or telephone numbers. NOTE: Officers or partners may not be a person under 21 years of age.

Report below, details of liquor law violations, both civil and criminal including dates and offenses, fines or other penalties; including Liquor Control penalties. NOTE: Incorrect or incomplete information is considered to be willfully fraudulent and is subject to legal recourse including fines and/or license suspension or revocation.

Report below details involving any license rejections or revocations. NOTE: Incorrect or incomplete information is considered to be willfully fraudulent and is subject to legal recourse including fines and/or license suspension or revocation.

City/County Comments:



Minnesota Department of Public Safety
Alcohol & Gambling Enforcement Division
445 Minnesota Street, 1600
St Paul, Minnesota 55101
651-201-7507

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approved or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code: CMBS License Period Ending: 6/30/2023 Iden: 19210
Issuing Authority: Wabasso
Licensee Name: Deem Inc.
Trade Name: Roadhouse Bar & Grill
Address: PO Box 133/713 Main St W
Wabasso, MN 56293
Business Phone: 5073422006
License Fees: Off Sale: \$100.00 On Sale: \$900.00 Sunday: \$200.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

1. Licensee confirms it has no interest whatsoever, directly or indirectly in any other liquor establishments in Minnesota. If so, give details on back of this application.
2. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
3. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
4. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, then sign below.
5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation insurance will be kept in effect during the license period. Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued.

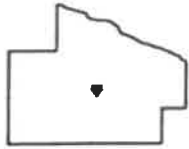
Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$310,000 surety bond may be submitted in lieu of liquor liability. (3.2 liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature _____ DOB _____ SSN _____ Date _____
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/Auditor Signature _____ Date _____
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature _____ Date _____
County Board issued licenses only (Signature certifies licensee is eligible for license).

Police/Sheriff Signature _____ Date _____
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.



*In The
Heart of
Redwood
County*

City of Wabasso

1429 Front Street
P O Box 60
Wabasso MN 56293
E-mail: cwab@redred.com

Phone: 507-342-5519
Fax: 507-342-2213
Minnesota Relay 711 or
1-800-627-3529

March 27, 2023

*Chad Ruprecht
dba Babble On Bar and Grill
PO Box 113
713 Main St.
Wabasso, MN 56293*

RE: Babble On Bar and Grill Liquor License

Dear Chad

Enclosed, please find a copy of the renewal applications for your 2023/2024 Off Sale Liquor, On Sale Liquor and Sunday Liquor Licenses. Please complete the application and return to the City Clerk's Office no later than April 30, 2023 so it can be placed on the May 8, 2023 Council Agenda for approval.

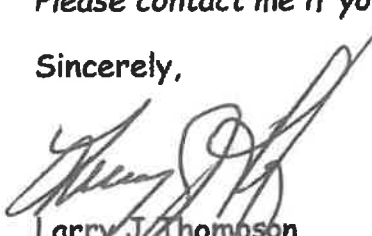
Also make sure you include the certificate of insurance that covers the license period from July 1, 2023 to June 30, 2024.

If you have not already submitted a buyer's card application to the State, I will also need an application along with a \$20.00 application fee made out to the Minnesota Department of Revenue. The application form can be found on line.

Note that I will need your license fee in the amount of \$1,200.00 or \$1,100.00 if you do not apply for an Off Sale License by May 15, 2023.

Please contact me if you have any questions.

Sincerely,


Larry J. Thompson
City Clerk/Treas./Administrator



Minnesota Department of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION
445 Minnesota St., Suite 1600, St. Paul, MN 55101-5133
(651) 201-7507 FAX (651) 297-5259 TTY (651) 282-6555

RENEWAL OF LIQUOR, WINE, OR CLUB LICENSE

No license will be approved or released until the \$20 Retailer ID Card fee is received by MN Liquor Control

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor is also required by M.S. 340A.404 S. 3 to report any license cancellation.
License Code _____ License Period Ending _____ ID # _____
City/County where license approved _____

Licensee Name _____

Trade Name _____

Licensed Location address _____

City, State, Zip Code _____

Business Phone _____

LICENSE FEES: Off Sale \$ _____ On Sale \$ _____ Sunday \$ _____

By signing this renewal application, applicant certifies that there has been no change in ownership, corporate officers, partners, home addresses, or telephone numbers. If changes have occurred during the past 12 months, please give details on the back of this renewal, then sign below.

Applicant's signature on this renewal confirms the following: Failure to report any of the following will result in fines.

1. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
2. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
3. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, and then sign below.
4. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
5. Licensee confirms that Workers Compensation insurance is in effect for the full license period.
6. Licensee confirms that it has no interest directly or indirectly in another liquor establishment, be it manufacture, distribution or retail, or if so give details on the back of this renewal.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in the city/county where the license is issued. \$100,000.00 in cash or securities or a \$100,000.00 surety bond may be submitted in lieu of liquor liability

Licensee

Signature _____

Date _____

(Signature certifies all above information to be correct and license has been approved by city/county.

City Clerk/County Auditor Signature _____

Date _____

(Signature certifies that an on-sale intoxicating liquor license has been approved by the city/county as stated above).

County Attorney Signature _____

Date _____

County Board issued licenses only (Signature certifies licensee is eligible for license)

Police/Sheriff Signature _____

Date _____

(Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, and then sign here.

A \$30.00 service charge will be added to all dishonored checks. You may also be subjected to a civil penalty of \$100.00 or 100% of the value of the check, whichever is greater, plus interest and attorneys fees.

PS 9093-2009

Indicate below changes of corporate officers or partners, including: home addresses or telephone numbers. NOTE: Officers or partners may not be a person under 21 years of age.

Report below, details of liquor law violations, both civil and criminal including dates and offenses, fines or other penalties; including Liquor Control penalties. NOTE: Incorrect or incomplete information is considered to be willfully fraudulent and is subject to legal recourse including fines and/or license suspension or revocation.

Report below details involving any license rejections or revocations. NOTE: Incorrect or incomplete information is considered to be willfully fraudulent and is subject to legal recourse including fines and/or license suspension or revocation.

City/County Comments:



Minnesota Department of Public Safety
Alcohol & Gambling Enforcement Division
445 Minnesota Street, 1600
St Paul, Minnesota 55101
651-201-7507

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. City Clerk/County Auditor are also required by M.S. 340A.404 S.3 to report any license cancellation.

License Code: ONSL License Period Ending: 6/30/2023 Iden: 76668

Issuing Authority: Wabasso

Licensee Name: Chad Ruprecht

Trade Name: Babble On Bar and Grill

Address: 743 Main St

Wabasso, MN 56293

Business Phone: 507-342-5186

License Fees: Off Sale: ~~\$0.00~~ ^{\$1.00}

On Sale: ~~\$0.00~~ ^{\$9.00}

Sunday: ~~\$0.00~~ ^{\$2.00}

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

Applicant's signature on this renewal confirms the following: Failure to report any of the following may result in civil penalties.

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5. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
6. Licensee confirms that Workers Compensation Insurance will be kept in effect during the license period. Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in city/county where license is issued. \$100,000 in cash or securities or \$310,000 surety bond may be submitted in lieu of liquor liability.(3.2 liquor licenses are exempt if sales are less than \$25,000 at on sale, or \$50,000 at off sale).

Licensee Signature _____ DOB _____ SSN _____ Date _____
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/Auditor Signature _____ Date _____
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature _____ Date _____
County Board issued licenses only(Signature certifies licensee is eligible for license).

Police/Sheriff Signature _____ Date _____
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years.
Report violations on back, then sign here.



Minnesota Department of Public Safety
Alcohol & Gambling Enforcement Division
445 Minnesota Street, 1600
St Paul, Minnesota 55101
651-201-7507

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

No license will be approve or released until the \$20 Retailer ID Card fee is received by Alcohol and Gambling Enforcement

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License Code: ONSL License Period Ending: 6/30/2023 Iden: 76668
Issuing Authority: Wabasso
Licensee Name: Chad Ruprecht
Trade Name: Babble On Bar and Grill
Address: 743 Main St
Wabasso, MN 56293
Business Phone: 507-342-5186
License Fees: Off Sale: \$0.00 On Sale: \$0.00 Sunday: \$0.00

By signing this renewal application, applicant certifies that there has been no change in ownership on the above named licensee. For changes in ownership, the licensee named above, or for new licensees, full applications should be used. See back of this application for further information needed to complete this renewal.

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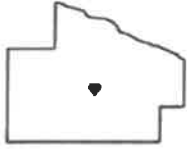
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Licensee Signature _____ DOB _____ SSN _____ Date _____
(Signature certifies all above information to be correct and license has been approved by city/county.)

City Clerk/Auditor Signature _____ Date _____
(Signature certifies that renewal of a liquor, wine or club license has been approved by the city/county as stated above.)

County Attorney Signature _____ Date _____
County Board issued licenses only(Signature certifies licensee is eligible for license).

Police/Sheriff Signature _____ Date _____
Signature certifies licensee or associates have been checked for any state/local liquor law violations (criminal/civil) during the past five years. Report violations on back, then sign here.



*In The
Heart of
Redwood
County*

City of Wabasso

1429 Front Street
P O Box 60
Wabasso MN 56293
E-mail: cwab@redred.com

Phone: 507-342-5519
Fax: 507-342-2213
Minnesota Relay 711 or
1-800-627-3529

March 27, 2023

*Mike Eichten, President
Wabasso Lions Club
593 Hope Street
Wabasso, MN 56293*

RE: Wabasso Lions Club Liquor License

Dear Mike,

Enclosed, please find a copy of the renewal applications for your 2022/2023 On Sale Liquor and Sunday Liquor Licenses. Please complete the application and return to the City Clerk's Office no later than April 30, 2023 so it can be placed on the May 8, 2022 Council Agenda for approval.

Also make sure you include the certificate of insurance that covers the license period from July 1, 2023 to June 30, 2024

I will also need to include a buyer's card application along with a \$20.00 application fee made out to the Minnesota Department of Revenue. The application form can be found on line.

Note that I will need you license fee in the amount of \$1,100.00 by May 15, 2023.

Please contact me if you have any questions.

Sincerely,

**Larry J. Thompson
City Clerk/Treas./Administrator**



Minnesota Department of Public Safety
ALCOHOL AND GAMBLING ENFORCEMENT DIVISION
445 Minnesota St., Suite 1600, St. Paul, MN 55101-5133
(651) 201-7507 FAX (651) 297-5259 TTY (651) 282-6555

RENEWAL OF LIQUOR, WINE, OR CLUB LICENSE

No license will be approved or released until the \$20 Retailer ID Card fee is received by MN Liquor Control

Licensee: Please verify your license information contained below. Make corrections if necessary and sign. City Clerk/County Auditor should submit this signed renewal with completed license and licensee liquor liability for the new license period. **City Clerk/County Auditor is also required by M.S. 340A.404 S. 3 to report any license cancellation.**
License Code _____ License Period Ending _____ ID # _____

City/County where license approved _____

Licensee Name _____

Trade Name _____

Licensed Location address _____

City, State, Zip Code _____

Business Phone _____

LICENSE FEES: Off Sale \$ _____ On Sale \$ _____ Sunday \$ _____

By signing this renewal application, applicant certifies that there has been no change in ownership, corporate officers, partners, home addresses, or telephone numbers. If changes have occurred during the past 12 months, please give details on the back of this renewal, then sign below.

Applicant's signature on this renewal confirms the following: Failure to report any of the following will result in fines.

1. Licensee confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
2. Licensee confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
3. Licensee confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on back of this renewal, and then sign below.
4. Licensee confirms that during the past license year, a summons has not been issued under the Liquor Liability Law (Dram Shop) MS 340A.802. If yes, attach a copy of the summons, then sign below.
5. Licensee confirms that Workers Compensation insurance is in effect for the full license period.
6. Licensee confirms that it has no interest directly or indirectly in another liquor establishment, be it manufacture, distribution or retail, or if so give details on the back of this renewal.

Licensee has attached a liquor liability insurance certificate that corresponds with the license period in the city/county where the license is issued. \$100,000.00 in cash or securities or a \$100,000.00 surety bond may be submitted in lieu of liquor liability

Licensee

Signature _____

Date _____

(Signature certifies all above information to be correct and license has been approved by city/county.

City Clerk/County Auditor Signature _____

Date _____

(Signature certifies that an on-sale intoxicating liquor license has been approved by the city/county as stated above).

County Attorney Signature _____

Date _____

County Board issued licenses only (Signature certifies licensee is eligible for license)

Police/Sheriff Signature _____

Date _____

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PS 9093-2009

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City/County Comments:



Minnesota Department of Public Safety
Alcohol & Gambling Enforcement Division
445 Minnesota Street, 1600
St Paul, Minnesota 55101
651-201-7507

RENEWAL OF LIQUOR, WINE, CLUB OR 3.2% LICENSES

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License Code: ONSS License Period Ending: 6/30/2022 Iden: 74999
Issuing Authority: Wabasso
Licensee Name: Wabasso Lions Club Inc
Trade Name: Wabasso Lions
Address: 1429 Front St
Wabasso, MN 56293
Business Phone: 507-828-6594
License Fees: Off Sale: \$0.00 On Sale: \$900.00 Sunday: \$200.00

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Licensee Signature

(Signature certifies all above information to be correct and license has been approved by city/county.)

DOB

SSN

Date

City Clerk/Auditor Signature

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Date

County Attorney Signature

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Front Lot Line

THIS FORM MUST BE ACCOMPANIED BY OVERHEAD PICTURE OF
PROPERTY WITH PROJECT DRAWN ON IT. THIS IS TO SHOW LOCATION
OF PROJECT RELATIVE TO PROPERTY LINES.

The overhead picture may be obtained through City Office or
Beacon on the Redwood County website or other similar site.

Name: Jeff & Ruth Olson

Address: 542 South Street

Phone Number: 507-301-4515 Alternate Phone: 507-301-4516

E-Mail ole3475@gmail.com

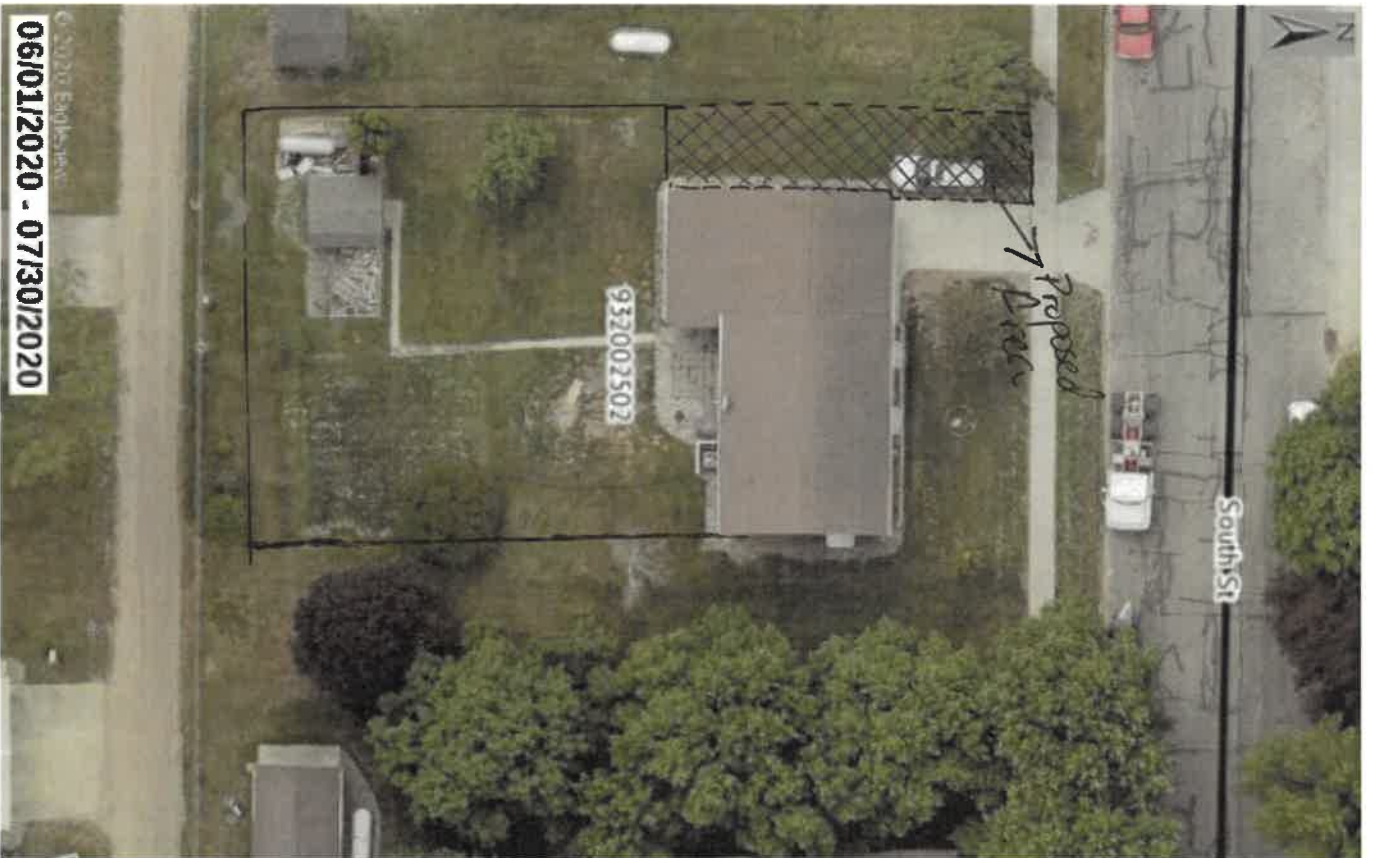
Signature of Property Owner Jeffrey M. Olson

Project Permit Needed For Driveway Parking Area - Granite Fines

Estimated Cost of Project: \$300

Signature of adjoining property owners if project will be closer than 10 feet from side or
back property line

[Signature]



06/01/2020 - 07/30/2020

Front Lot Line

THIS FORM MUST BE ACCOMPANIED BY OVERHEAD PICTURE OF PROPERTY WITH PROJECT DRAWN ON IT. THIS IS TO SHOW LOCATION OF PROJECT RELATIVE TO PROPERTY LINES.

The overhead picture may be obtained through City Office or Beacon on the Redwood County website or other similar site.

Name: Donald M. Harde

Address: 753 Main Wabasso Mn 56193

Phone Number: 480 205 6564 Alternate Phone: _____

E-Mail: PAPA.MILLARD@gmail.com

Signature of Property Owner Donald M. Harde

Project Permit Needed For ~~shed~~ remove Propane Tank

Put up new Fence Put up shed with Concrete Floor 12x16

Estimated Cost of Project: 15,000

Signature of adjoining property owners if project will be closer than 10 feet from side or back property line

Don Goblirsch owner East side

Donald Millard
753 Main Street
Wabasso, MN

480-205-6564

Estimated Cost
Shed, electric,
Cement \$15,000.⁰⁰

House

~~Wavy~~ Install New gate

N
↓

moving fence
to the south

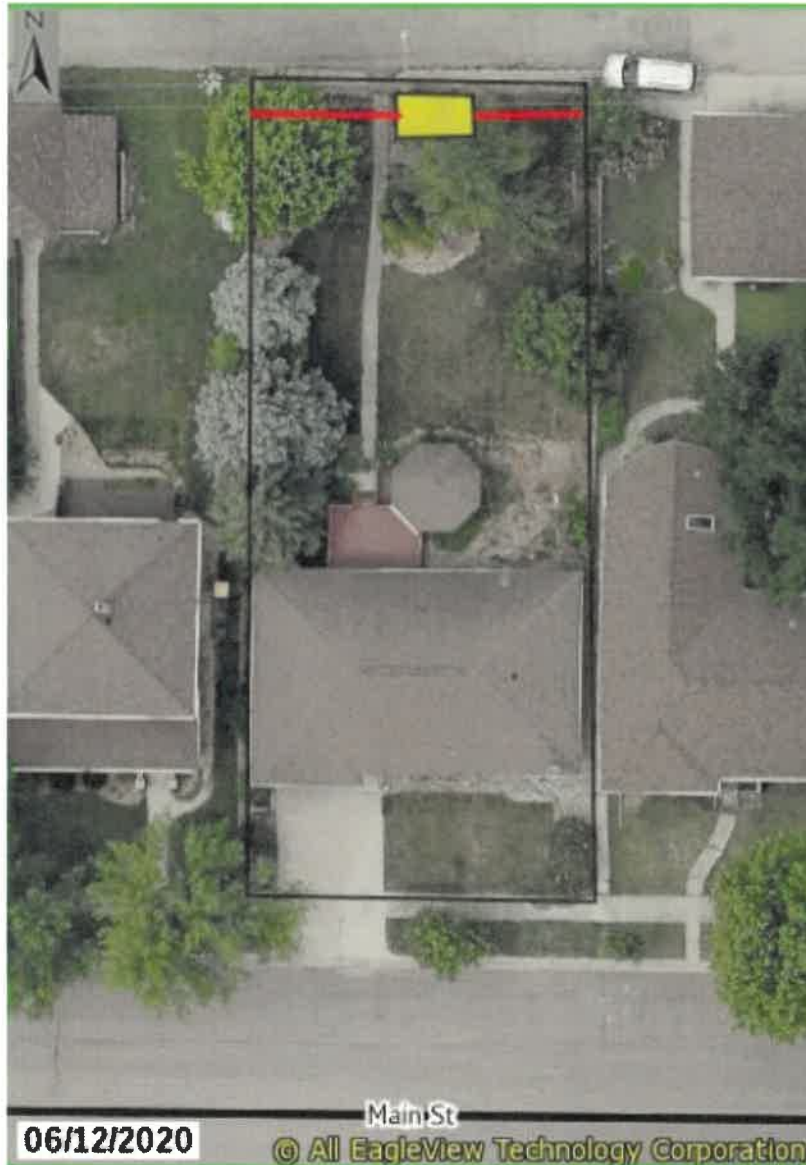
Pays, 21x, 91

Diagram illustrating a property layout with dimensions and labels:

- Fence Line
- Prop. Line
- 5'
- 3'
- 20' gate
- 16' shed
- 60'
- 16' gate
- Fence Line

12/ alloy mil

Donald Millard
753 Main St.



06/12/2020

Main St

© All EagleView Technology Corporation

April 19, 2023

800 Rose Street
Wabasso, MN 56293

To: Wabasso City Council
1429 Front Street
Wabasso, MN 56293

Re: Permit Request

To Whom it May Concern:

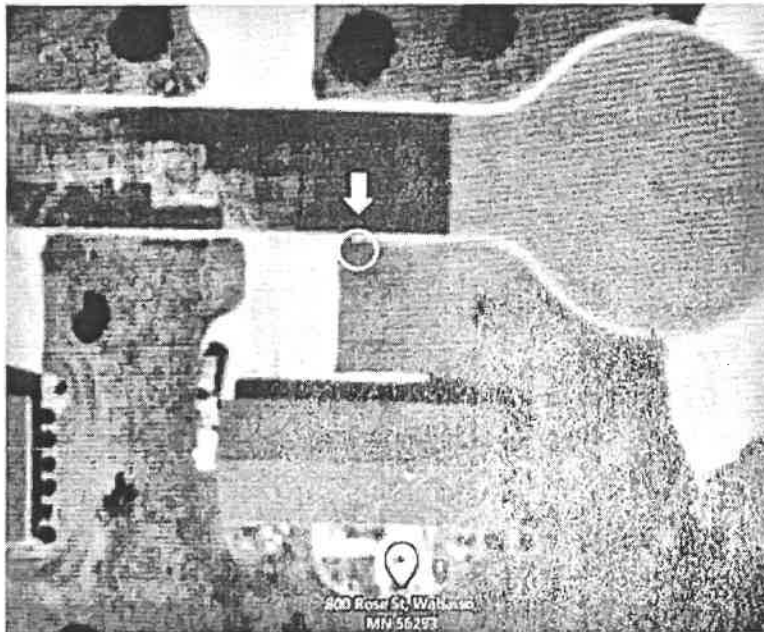
Pursuant to Wabasso City Ordinance 214B, I request permission for construction as follows:

Description of Work:

Remove and replace mailbox post and mailbox damaged by snowplow.

Location of Work:

800 Rose Street, located in front of premises adjacent to driveway and city street, "Lot Line-Front" within the easement of the city.



Estimated Cost of Work: ~\$100

Please notify me of your approval or with any questions or concern you may have via email at popedpt@gmail.com or by phone at (605) 212-9608.

Respectfully,

Ryan C. Pope 04/19/2023

Ryan C. Pope

Front Lot Line

THIS FORM MUST BE ACCOMPANIED BY OVERHEAD PICTURE OF
PROPERTY WITH PROJECT DRAWN ON IT. THIS IS TO SHOW LOCATION
OF PROJECT RELATIVE TO PROPERTY LINES.

The overhead picture may be obtained through City Office or
Beacon on the Redwood County website or other similar site.

Name: Cole & Tiffany Guetter

Address: 798 Rose St. Wabasso, MN

Phone Number: 507-530-5681 Alternate Phone: 507-530-2715
(Cole) (Tiff)

E-Mail tiffs05@hotmail.com

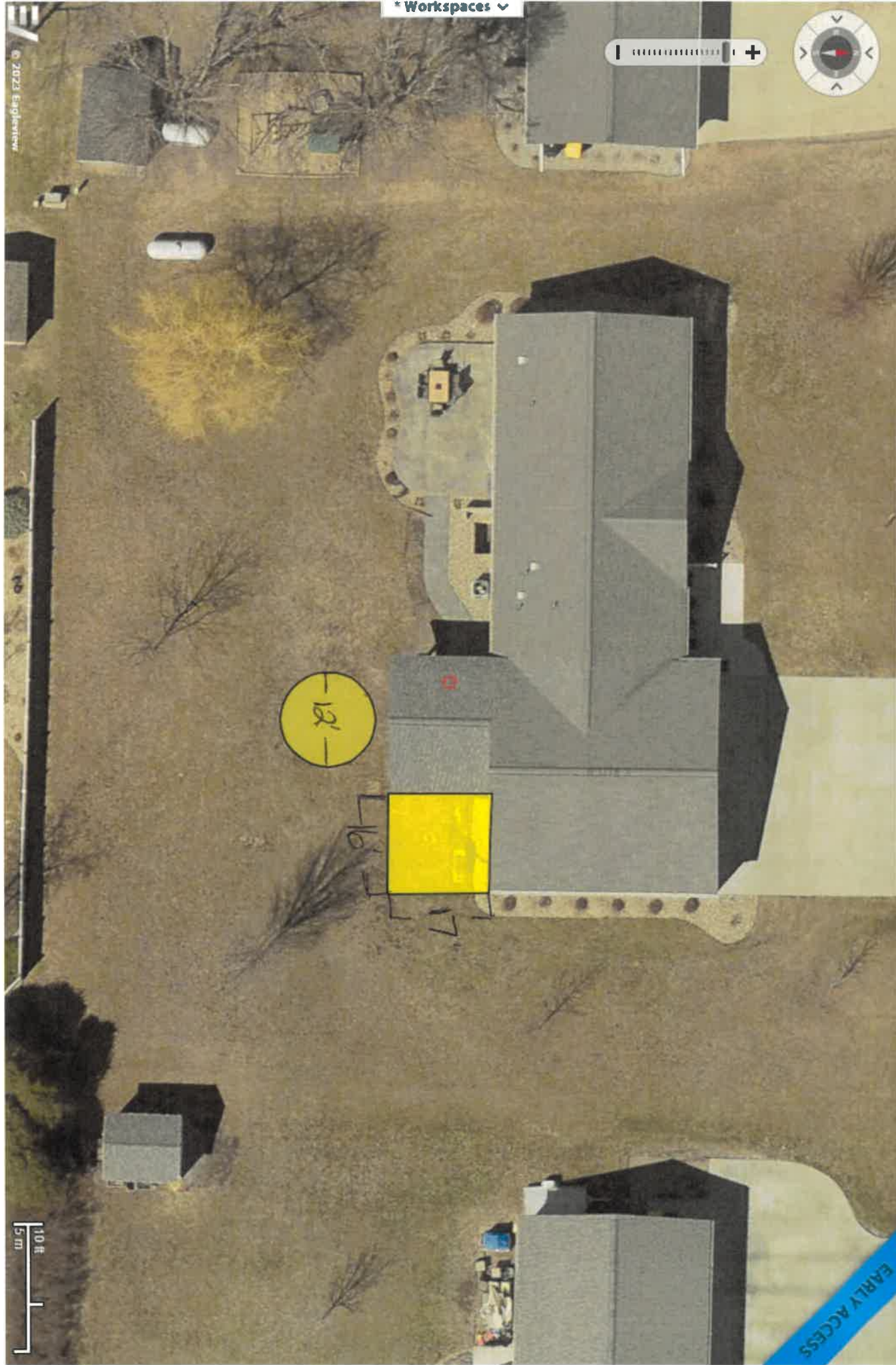
Signature of Property Owner Tiffany Guetter

Project Permit Needed For colored concrete pad, approx 16' x 17'
& colored concrete circle 12' D

Estimated Cost of Project: TBD

Signature of adjoining property owners if project will be closer than 10 feet from side or
back property line

Cole & Tiffany Guetter
798 Rose St.



City of Wabasso

Payments

05/04/23 9:24 AM

Page 1

Current Period: May 2023

Payments Batch 050323PATGCAMBFIRE		\$50,757.34	
Refer	55042	ANDERSON ELECTRIC	-
Cash Payment	E 320-49810-306	Service Contract	Wire locates for Arvig - Easement
Invoice			\$120.00
Cash Payment	E 101-41940-500	Capital Outlay (GENER	Community Center Bathrooms
Invoice			\$1,569.28
Cash Payment	E 101-41940-500	Capital Outlay (GENER	Community Center Projector Lights
Invoice			\$485.68
Transaction Date	5/3/2023	General Checking	10100
		Total	\$2,174.96
Refer	55043	ARVIG ENTERPRISES, INC.	-
Cash Payment	E 601-49400-321	Telephone	Water Plant - 2313338
Invoice			\$149.19
Cash Payment	E 602-49450-321	Telephone	Lift Station - 2324076
Invoice			\$41.41
Cash Payment	E 101-41400-321	Telephone	Clerks Office - 2332003
Invoice			\$125.95
Cash Payment	E 601-49400-321	Telephone	Water Tower - 2335084
Invoice			\$40.46
Cash Payment	E 602-49450-321	Telephone	Sewer Plant - 2353506
Invoice			\$109.98
Transaction Date	5/3/2023	General Checking	10100
		Total	\$466.99
Refer	55044	BANYON DATA SYSTEMS	-
Cash Payment	E 601-49400-306	Service Contract	Utility Software Billing Support
Invoice 163999			\$476.67
Cash Payment	E 602-49450-306	Service Contract	Utility Software Billing Support
Invoice 163999			\$476.67
Cash Payment	E 603-49500-430	Miscellaneous (GENER	Utility Software Billing Support
Invoice 163999			\$476.66
Transaction Date	5/3/2023	General Checking	10100
		Total	\$1,430.00
Refer	55045	BAUNE LAWN AND SNOW	-
Cash Payment	E 101-41940-306	Service Contract	Snow Removal - Nov/Dec
Invoice			\$465.00
Cash Payment	E 101-41940-306	Service Contract	Snow Removal - January
Invoice			\$520.00
Cash Payment	E 101-41940-306	Service Contract	Snow Removal - February March
Invoice			\$320.00
Cash Payment	E 601-49400-306	Service Contract	Clean Hydrants
Invoice			\$187.00
Transaction Date	5/3/2023	General Checking	10100
		Total	\$1,492.00
Refer	55046	BAUNE PLUMBING & HEATING	-
Cash Payment	E 101-45180-402	Repairs/Maint Structure	Baseball Field
Invoice			\$48.00
Cash Payment	E 602-49450-404	Repairs/Maint Machiner	Sewer Plant
Invoice			\$277.06
Transaction Date	5/3/2023	General Checking	10100
		Total	\$325.06
Refer	55047	BAUNE SERVICES AND LAWN CAR	-

City of Wabasso

Payments

05/04/23 9:24 AM

Page 2

Current Period: May 2023

Cash Payment	E 101-43100-306	Service Contract	Snow Removal - Main Street	\$290.00
Invoice				
Cash Payment	E 101-41940-306	Service Contract	Snow Removal - Community Ctr Parking Lot	\$430.00
Invoice				
Cash Payment				\$0.00
Invoice				
Transaction Date	5/3/2023	General Checking	10100	Total \$720.00
Refer	55048	BOLTON & MENK	-	
Cash Payment	E 601-49400-303	Engineering Fees	Water Plant Grant Application	\$3,597.50
Invoice				
Cash Payment	E 601-49400-303	Engineering Fees	water Meters	\$827.00
Invoice				
Cash Payment	E 602-49450-303	Engineering Fees	Water Meters	\$827.00
Invoice				
Transaction Date	5/3/2023	General Checking	10100	Total \$5,251.50
Refer	55049	CHERRY ROAD MEDIA	-	
Cash Payment	E 101-41400-352	General Notices and Pu	Advertisement - Maintenance Worker	\$325.00
Invoice				
Transaction Date	5/3/2023	General Checking	10100	Total \$325.00
Refer	55050	COLUMN	-	
Cash Payment	E 101-41400-351	Legal Notices Publishing	Public Notice - Ordinance	\$189.19
Invoice				
Cash Payment	E 101-41400-351	Legal Notices Publishing	Public Notice - Board of Equalization	\$61.37
Invoice				
Transaction Date	5/3/2023	General Checking	10100	Total \$250.56
Refer	55051	DANIEL WALKER	-	
Cash Payment	E 601-49400-311	Refunds	Overpayment	\$66.16
Invoice				
Cash Payment	E 602-49450-311	Refunds	Overpayment	\$83.85
Invoice				
Cash Payment	E 603-49500-311	Refunds	Overpayment	\$29.12
Invoice				
Transaction Date	5/3/2023	General Checking	10100	Total \$179.13
Refer	55052	ECOWATER SYSTEMS	-	
Cash Payment	E 101-43110-306	Service Contract	City Shop	\$208.00
Invoice 106423				
Cash Payment	E 101-41940-217	Other Operating Supplie	Community Center Salt	\$39.80
Invoice 106506				
Cash Payment	E 101-43110-217	Other Operating Supplie	City Shop Salt	\$39.80
Invoice 106505				
Cash Payment	E 101-41940-306	Service Contract	Community Center	\$246.00
Invoice 106401				
Transaction Date	5/3/2023	General Checking	10100	Total \$533.60
Refer	55053	FALLS AUTOMOTIVE	-	
Cash Payment	E 101-43100-221	Equipment Parts	Battery - Freightliner	\$369.94
Invoice				
Transaction Date	5/3/2023	General Checking	10100	Total \$369.94

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Refer	55054	FARMERS CO-OP OIL COMPANY	-			
Cash Payment	E 101-43100-212	Motor Fuels	Fuel Streets		\$51.39	
Invoice						
Cash Payment	E 601-49400-212	Motor Fuels	Fuel Water		\$51.59	
Invoice						
Cash Payment	E 602-49450-212	Motor Fuels	Fuel Sewer		\$51.38	
Invoice						
Transaction Date	5/3/2023		General Checking	10100	Total	\$154.36
Refer	55055	GARY LENSING	-			
Cash Payment	E 101-45170-404	Repairs/Maint Machiner	Thatcher/Roller Rental		\$100.00	
Invoice						
Transaction Date	5/3/2023		General Checking	10100	Total	\$100.00
Refer	55056	GOPHER STATE ONE CALL	-			
Cash Payment	E 601-49400-386	One Call	One Call		\$6.07	
Invoice						
Cash Payment	E 602-49450-386	One Call	One Call		\$6.08	
Invoice						
Transaction Date	5/3/2023		General Checking	10100	Total	\$12.15
Refer	55057	GRAMSTAD LUMBER COMPANY	-			
Cash Payment	E 101-45180-210	Operating Supplies (GE	Chalk - Baseball Field		\$419.72	
Invoice						
Cash Payment	E 101-45170-210	Operating Supplies (GE	Chalk - Athletic Field		\$419.72	
Invoice						
Transaction Date	5/3/2023		General Checking	10100	Total	\$839.44
Refer	55058	HAWKINS WATER TREATMENT G	-			
Cash Payment	E 601-49400-216	Chemicals and Chem Pr	Chemicals		\$1,777.24	
Invoice	6399466					
Cash Payment	E 601-49400-216	Chemicals and Chem Pr	Chemicals		\$2,493.53	
Invoice	6458772					
Cash Payment	E 601-49400-216	Chemicals and Chem Pr	Chemicals		\$50.00	
Invoice	6447358					
Cash Payment	E 601-49400-216	Chemicals and Chem Pr	Chemicals		\$30.00	
Invoice	6379827					
Cash Payment	E 601-49400-216	Chemicals and Chem Pr	Chemicals		\$10.00	
Invoice	6402329					
Transaction Date	5/3/2023		General Checking	10100	Total	\$4,360.77
Refer	55059	HERMEL VENDING & FOOD SVC.	-			
Cash Payment	E 101-41940-210	Operating Supplies (GE	Bathroom Supplies community center		\$304.79	
Invoice	973147					
Cash Payment	E 101-45180-210	Operating Supplies (GE	Bathroom Supplies baseball field		\$304.78	
Invoice	973147					
Cash Payment	E 101-45170-210	Operating Supplies (GE	Bathroom Supplies athletic field		\$304.78	
Invoice	973147					
Cash Payment	E 101-45200-217	Other Operating Supplie	Bathroom Supplies - Park		\$303.78	
Invoice	973147					
Transaction Date	5/3/2023		General Checking	10100	Total	\$1,218.13
Refer	55060	JIM JENNIGES	-			

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Cash Payment	E 601-49400-321 Telephone Invoice	Cell Phone			\$25.00
Cash Payment	E 602-49450-321 Telephone Invoice	cell phone			\$25.00
Transaction Date	5/3/2023	General Checking	10100	Total	\$50.00
Refer	55061 JOHN DEERE FINAN	-			
Cash Payment	E 101-43100-220 Repair/Maint Supply (G Invoice 3721505	Lawnmower Part			\$3.31
Transaction Date	5/3/2023	General Checking	10100	Total	\$3.31
Refer	55062 JOSH HOFFENKAMP	-			
Cash Payment	E 101-43100-321 Telephone Invoice	Cell Phone			\$50.00
Transaction Date	5/3/2023	General Checking	10100	Total	\$50.00
Refer	55063 KIBBLE EQUIPMENT	-			
Cash Payment	E 101-43100-500 Capital Outlay (GENER Invoice	Riding Lawnmower			\$3,500.00
Transaction Date	5/3/2023	General Checking	10100	Total	\$3,500.00
Refer	55064 LARRY THOMPSON	-			
Cash Payment	E 101-41400-321 Telephone Invoice	Cell Phone			\$50.00
Transaction Date	5/3/2023	General Checking	10100	Total	\$50.00
Refer	55065 MARCO, INC	-			
Cash Payment	E 101-41400-306 Service Contract Invoice	Copier Lease			\$200.96
Transaction Date	5/3/2023	General Checking	10100	Total	\$200.96
Refer	55066 MATHESON TRI-GAS INC	-			
Cash Payment	E 101-43110-215 Shop Supplies Invoice 27511870	Acetylene			\$69.93
Transaction Date	5/3/2023	General Checking	10100	Total	\$69.93
Refer	55067 MVTL LABORATORIES	-			
Cash Payment	E 602-49450-387 Testing Invoice 1193799	Testing			\$146.03
Cash Payment	E 602-49450-387 Testing Invoice 1194687	Testing			\$106.43
Cash Payment	E 602-49450-387 Testing Invoice 1187061	Testing			\$105.05
Transaction Date	5/3/2023	General Checking	10100	Total	\$357.51
Refer	55068 PEOPLE SERVICE	-			
Cash Payment	E 601-49400-306 Service Contract Invoice	Service Contract Sewer and Water			\$1,312.50
Cash Payment	E 602-49450-306 Service Contract Invoice	Service Contract Sewer and Water			\$1,312.50
Transaction Date	5/3/2023	General Checking	10100	Total	\$2,625.00
Refer	55069 QUADIENT FINANCE USA, INC	-			
Cash Payment	E 101-41400-322 Postage Invoice 13371288	Postage			\$10.00

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Cash Payment Invoice	E 101-41400-322	Postage	Postage		\$209.75
Cash Payment Invoice	E 601-49400-322	Postage	Postage		\$209.75
Cash Payment Invoice	E 602-49450-322	Postage	Postage		\$209.75
Cash Payment Invoice	E 603-49500-322	Postage	Postage		\$209.75
Transaction Date	5/3/2023	General Checking	10100	Total	\$849.00
Refer	55070	R & E SANITATION INC	-		
Cash Payment Invoice 11335	E 603-49500-384	Refuse/Garbage Dispos	Dumpsters		\$86.56
Cash Payment Invoice 11335	E 603-49500-315	Sales Tax	sales tax		\$8.44
Cash Payment Invoice 11499	E 603-49500-384	Refuse/Garbage Dispos	Dumpsters		\$68.34
Cash Payment Invoice 11499	E 603-49500-315	Sales Tax	sales tax		\$6.66
Cash Payment Invoice 11542	E 603-49500-384	Refuse/Garbage Dispos	Dumpsters		\$150.33
Cash Payment Invoice 11542	E 603-49500-315	Sales Tax	Dumpsters		\$14.66
Transaction Date	5/3/2023	General Checking	10100	Total	\$334.99
Refer	55071	REDWOOD CO AUDITOR/TREAS	-		
Cash Payment Invoice	E 101-41940-430	Miscellaneous (GENER	93-023-4300		\$45.00
Cash Payment Invoice	E 101-41940-430	Miscellaneous (GENER	93-023-4250		\$45.00
Cash Payment Invoice	E 101-43110-430	Miscellaneous (GENER	93-200-2640		\$45.00
Cash Payment Invoice	E 101-45200-430	Miscellaneous (GENER	93-200-3360		\$45.00
Cash Payment Invoice	E 601-49400-430	Miscellaneous (GENER	93-870-0840		\$45.00
Cash Payment Invoice	E 101-45170-430	Miscellaneous (GENER	93-023-4075		\$45.00
Cash Payment Invoice	E 602-49450-430	Miscellaneous (GENER	93-023-1025		\$45.00
Transaction Date	5/3/2023	General Checking	10100	Total	\$315.00
Refer	55072	REDWOOD CO SHERIFFS OFFICE	-		
Cash Payment Invoice	E 101-42100-306	Service Contract	Service Contract		\$2,820.00
Transaction Date	5/3/2023	General Checking	10100	Total	\$2,820.00
Refer	55073	REDWOOD ELECTRIC COOP	-		
Cash Payment Invoice	E 101-43160-381	Electricity	Street Lights - 99865801		\$949.00
Cash Payment Invoice	E 101-45170-381	Electricity	Athletic Field - 99865803		\$36.00

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Cash Payment Invoice	E 101-45200-381	Electricity	City Park - 99865805		\$29.00
Cash Payment Invoice	E 101-41940-381	Electricity	Community Center	99865806	\$736.00
Cash Payment Invoice	E 602-49450-381	Electricity	Disposal Plant - 99865807		\$2,610.00
Cash Payment Invoice	E 101-43110-381	Electricity	City Shop - 99865808		\$242.40
Cash Payment Invoice	E 101-43160-381	Electricity	City Sign - 99865809		\$17.00
Cash Payment Invoice	E 602-49450-381	Electricity	Lift Station - 99865810		\$45.00
Cash Payment Invoice	E 601-49400-381	Electricity	Water Tower - 99865811		\$222.00
Cash Payment Invoice	E 601-49400-381	Electricity	Water Plant - 99865812		\$1,423.00
Cash Payment Invoice	E 101-41940-381	Electricity	Community Ctr - 99865813		\$29.00
Transaction Date	5/3/2023		General Checking	10100	Total \$6,338.40
Refer	55074	RITEWAY	-		
Cash Payment Invoice	E 601-49400-217	Other Operating Supplie	Utility Bill Forms		\$92.31
Cash Payment Invoice	E 602-49450-210	Operating Supplies (GE	Utility Bill Forms		\$92.31
Cash Payment Invoice	E 603-49500-209	Other Office Supplies	Utility Bill Forms		\$92.30
Transaction Date	5/3/2023		General Checking	10100	Total \$276.92
Refer	55075	RSS GROUP INTERNATIONAL INC	-		
Cash Payment Invoice	E 101-43110-404	Repairs/Maint Machiner	Pressue washer parts		\$54.99
Cash Payment Invoice	E 101-43110-404	Repairs/Maint Machiner	Pressue washer parts		\$202.49
Transaction Date	5/3/2023		General Checking	10100	Total \$257.48
Refer	55076	RUNNING SUPPLY INC	-		
Cash Payment Invoice	E 101-45170-210	Operating Supplies (GE	Miscellaneous Parts and supplies		\$122.45
Cash Payment Invoice	E 101-41940-217	Other Operating Supplie	Miscellaneous Parts and supplies		\$48.74
Cash Payment Invoice	E 101-43110-215	Shop Supplies	Miscellaneous Parts and supplies		\$109.97
Cash Payment Invoice	E 601-49400-217	Other Operating Supplie	Miscellaneous Parts and supplies		\$12.49
Cash Payment Invoice	E 101-43100-500	Capital Outlay (GENER	Alley Rake		\$664.31
Cash Payment Invoice	E 602-49450-210	Operating Supplies (GE	Miscellaneous Parts and supplies		\$86.40
Transaction Date	5/3/2023		General Checking	10100	Total \$1,044.36
Refer	55077	SALFER WELDING & MFG	-		

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Cash Payment	E 601-49400-217	Other Operating Supplie	CO2 Tank			\$110.50
Invoice 284084						
Transaction Date	5/3/2023	General Checking	10100	Total		\$110.50
Refer	55078	SHARE CORPORATION	-			
Cash Payment	E 101-41940-210	Operating Supplies (GE	Restroom suupplies			\$67.56
Invoice 323532						
Cash Payment	E 101-45170-210	Operating Supplies (GE	Restroom suupplies			\$67.55
Invoice 323532						
Cash Payment	E 101-45180-210	Operating Supplies (GE	Restroom suupplies			\$67.55
Invoice 323532						
Cash Payment	E 101-45200-217	Other Operating Supplie	Restroom suupplies			\$67.55
Invoice 323532						
Transaction Date	5/3/2023	General Checking	10100	Total		\$270.21
Refer	55079	SOUTHWEST SANITATION, INC	-			
Cash Payment	E 603-49500-384	Refuse/Garbage Dispos	Service Contract			\$2,832.74
Invoice						
Transaction Date	5/3/2023	General Checking	10100	Total		\$2,832.74
Refer	55080	TECH UNLIMITED, LLC	-			
Cash Payment	E 101-41400-306	Service Contract	computer licens fees and service			\$104.25
Invoice						
Transaction Date	5/3/2023	General Checking	10100	Total		\$104.25
Refer	55081	ULINE SHIPPING AND SUPPLY	-			
Cash Payment	E 101-43110-240	Small Tools and Minor E	Chairs/Mop			\$240.47
Invoice 162783577						
Cash Payment	E 601-49400-240	Small Tools and Minor E	Chairs			\$186.00
Invoice 162783577						
Cash Payment	E 602-49450-240	Small Tools and Minor E	Chairs/Mop			\$186.00
Invoice 162783577						
Transaction Date	5/3/2023	General Checking	10100	Total		\$612.47
Refer	55082	VISA	-			
Cash Payment	E 101-41400-321	Telephone	Zoom Meeting			\$17.17
Invoice						
Cash Payment	E 101-41400-204	Envelopes and Letterhe	Copier Paper and Envelopes			\$127.37
Invoice						
Cash Payment	E 101-41400-414	Data Processing Equip	Quick Books/Visa commercial membership			\$92.10
Invoice						
Cash Payment	E 101-41400-430	Miscellaneous (GENER	Interest charge			\$20.81
Invoice						
Cash Payment	E 101-45170-500	Capital Outlay (GENER	Athletic Field sink and counter			\$1,556.38
Invoice						
Cash Payment	E 101-43100-240	Small Tools and Minor E	Cell Phone head sets			\$214.72
Invoice						
Transaction Date	5/3/2023	General Checking	10100	Total		\$2,028.55
Refer	55083	WABASSO DIESEL SERVICE	-			
Cash Payment	E 601-49400-322	Postage	Speedy Delivery - water			\$7.00
Invoice 45924						
Transaction Date	5/3/2023	General Checking	10100	Total		\$7.00

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Refer	55084	WABASSO LIONS	-			
Cash Payment	E 101-41940-430	Miscellaneous (GENER	Community Calendar			\$40.00
Invoice						
Transaction Date	5/3/2023		General Checking	10100	Total	\$40.00
Refer	1945	ARVIG ENTERPRISES, INC.	-			
Cash Payment	E 230-42153-321	Telephone	Telephone - 2343267			\$101.82
Invoice						
Transaction Date	5/4/2023		Ambulance Checking	10101	Total	\$101.82
Refer	1946	BAUNE LAWN AND SNOW	-			
Cash Payment	E 230-42153-306	Service Contract	Snow Removal			\$87.50
Invoice						
Transaction Date	5/4/2023		Ambulance Checking	10101	Total	\$87.50
Refer	1947	BOUND TREE MEDICAL	-			
Cash Payment	E 230-42153-217	Other Operating Supplie	Medical Supplies			\$242.45
Invoice	84917555					
Cash Payment	E 230-42153-217	Other Operating Supplie	Medical Supplies			\$338.38
Invoice	84916235					
Transaction Date	5/4/2023		Ambulance Checking	10101	Total	\$580.83
Refer	1948	CENTRACARE HEALTH	-			
Cash Payment	E 230-42153-211	ALS Intercept	ALS Intercept			\$2,200.00
Invoice						
Transaction Date	5/4/2023		Ambulance Checking	10101	Total	\$2,200.00
Refer	1949	EFAX CORPORATE	-			
Cash Payment	E 230-42153-325	Fax Service	Fax Service			\$92.01
Invoice						
Transaction Date	5/4/2023		Ambulance Checking	10101	Total	\$92.01
Refer	1950	EXPERT BILLING	-			
Cash Payment	E 230-42153-306	Service Contract	Billing Service			\$806.00
Invoice	11266					
Transaction Date	5/4/2023		Ambulance Checking	10101	Total	\$806.00
Refer	1951	EVEREST EMERGENCY VEHICLES	-			
Cash Payment	E 230-42153-404	Repairs/Maint Machiner	Ambulance Repairs			\$315.39
Invoice	P06620					
Transaction Date	5/4/2023		Ambulance Checking	10101	Total	\$315.39
Refer	1952	FARMERS CO-OP OIL COMPANY	-			
Cash Payment	E 230-42153-212	Motor Fuels	Fuel			\$302.03
Invoice						
Transaction Date	5/4/2023		Ambulance Checking	10101	Total	\$302.03
Refer	1953	JENNIGES GAS & DIESEL INC	-			
Cash Payment	E 230-42153-404	Repairs/Maint Machiner	Ambulance Repairs			\$62.10
Invoice						
Transaction Date	5/4/2023		Ambulance Checking	10101	Total	\$62.10
Refer	1954	MATHESON TRI-GAS INC	-			
Cash Payment	E 230-42153-217	Other Operating Supplie	Oxygen			\$228.35
Invoice	27511869					

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Transaction Date	5/4/2023	Ambulance Checking	10101	Total	\$228.35
Refer	1955 REDWOOD CO AUDITOR/TREAS	-			
Cash Payment	E 230-42153-430 Miscellaneous (GENER	Solid Waste Fee - 92-200-2470			\$45.00
Invoice					
Transaction Date	5/4/2023	Ambulance Checking	10101	Total	\$45.00
Refer	1956 REDWOOD ELECTRIC COOP	-			
Cash Payment	E 230-42153-381 Electricity	Electricity - 9985808			\$80.80
Invoice					
Transaction Date	5/4/2023	Ambulance Checking	10101	Total	\$80.80
Refer	4061 BAUNE LAWN AND SNOW	-			
Cash Payment	E 225-42200-306 Service Contract	Snow Removal			\$87.50
Invoice					
Transaction Date	5/4/2023	Fire Checking	10102	Total	\$87.50
Refer	4062 HEIMAN FIRE EQUIPMENT	-			
Cash Payment	E 225-42200-217 Other Operating Supplie	Turnout Gear			\$228.23
Invoice	092061-IN				
Cash Payment	E 225-42200-217 Other Operating Supplie	Turnout Gear			\$106.81
Invoice	090127-IN				
Transaction Date	5/4/2023	Fire Checking	10102	Total	\$335.04
Refer	4063 REDWOOD ELECTRIC COOP	-			
Cash Payment	E 225-42200-381 Electricity	Electricity - 99865808			\$80.80
Invoice					
Transaction Date	5/4/2023	Fire Checking	10102	Total	\$80.80

Fund Summary

	10100 General Checking	
		\$0.00
101 GENERAL FUND		\$21,005.75
320 USDA RD Sewer Rehab		\$120.00
601 WATER FUND		\$13,407.96
602 SEWER FUND		\$6,842.90
603 REFUSE (GARBAGE) FUND		\$3,975.56
		\$45,352.17
	10101 Ambulance Checking	
230 AMBULANCE		\$4,901.83
		\$4,901.83
	10102 Fire Checking	
225 FIRE		\$503.34
		\$503.34

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$50,757.34
Total	\$50,757.34

Checks for Month

10100 General Checking

Since April 2023

Begin Balance \$876,193.94

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
Deposit	20230403UB0	4/3/2023	-\$3,024.25	20230403UB0	UB Receipt Serv 1 Water R	\$879,218.19
Deposit	040323RECGCAMB	4/3/2023	-\$2,286.81	040323RECGCA	Work Comp Payment from	\$881,505.00
Deposit	040423RECAMLICEDA	4/4/2023	-\$15.00	040423RECAMLI	Animal License	\$881,520.00
Deposit	20230404UB0	4/4/2023	-\$1,193.62	20230404UB0	UB Receipt Serv 1 Water R	\$882,713.62
Deposit	20230405UB0	4/5/2023	-\$1,965.41	20230405UB0	UB Receipt Serv 1 Water R	\$884,679.03
Deposit	040523RECGCLIBDEWEY	4/5/2023	-\$612.00	040523RECGCLI	Community Center Rental	\$885,291.03
Deposit	20230406UB0	4/6/2023	-\$680.79	20230406UB0	UB Receipt Serv 1 Water R	\$885,971.82
Deposit	040623RECCCRNTAML	4/6/2023	-\$210.00	040623RECCCR	CC Rental & Animal lic.	\$886,181.82
Deposit	20230410UB0	4/10/2023	-\$3,120.52	20230410UB0	UB Receipt Serv 1 Water R	\$889,302.34
Deposit	041023RECGCAMB	4/10/2023	-\$247.35	041023RECGCA	Dividend	\$889,549.69
Deposit	041123RECGCAMBACH	4/11/2023	-\$20.00	041123RECGCA	Court Fines	\$889,569.69
Deposit	20230411UB0	4/11/2023	-\$3,389.16	20230411UB0	UB Receipt Serv 1 Water R	\$892,958.85
Deposit	20230412UB0	4/12/2023	-\$539.78	20230412UB0	UB Receipt Serv 1 Water R	\$893,498.63
Deposit	041223RECGCJIBFIRE	4/12/2023	-\$1,524.54	041223RECGCJI	Work Comp Reimb	\$895,023.17
Deposit	041323RECAMLLIC	4/13/2023	-\$10.00	041323RECAMLL	Animal License	\$895,033.17
Deposit	20230413UB0	4/13/2023	-\$923.15	20230413UB0	UB Receipt Serv 1 Water R	\$895,956.32
Deposit	20230414UB0	4/14/2023	-\$1,662.43	20230414UB0	UB Receipt Serv 1 Water R	\$897,618.75
Deposit	041423RECGCAMB	4/14/2023	-\$155.00	041423RECGCA	Dog License #79	\$897,773.75
Deposit	20230417UB0	4/17/2023	-\$2,221.97	20230417UB0	UB Receipt Serv 1 Water R	\$899,995.72
Deposit	041723RECGCAMB	4/17/2023	-\$115.00	041723RECGCA	Community Center Rental	\$900,110.72
Deposit	041823RECAMLLIC	4/18/2023	-\$5.00	041823RECAMLL	Animal Lic. #101	\$900,115.72
Deposit	20230419UB0	4/19/2023	-\$964.39	20230419UB0	UB Receipt Serv 1 Water R	\$901,080.11
Deposit	20230419UB1	4/19/2023	-\$772.43	20230419UB1	UB Receipt Serv 1 Water R	\$901,852.54
Deposit	20230420UB0	4/20/2023	-\$948.19	20230420UB0	UB Receipt Serv 1 Water R	\$902,800.73
Deposit	20230421UB0	4/21/2023	-\$11,247.46	20230421UB0	UB Receipt Serv 1 Water R	\$914,048.19
Deposit	20230421UB02	4/21/2023	-\$420.58	20230421UB02	UB Receipt Serv 1 Water R	\$914,468.77
Deposit	20230424UB0	4/24/2023	-\$2,305.13	20230424UB0	UB Receipt Serv 1 Water R	\$916,773.90
Deposit	042423RECGCAMB	4/24/2023	-\$35.00	042423RECGCA	Dog License	\$916,808.90
Deposit	20230425UB0	4/25/2023	-\$1,187.77	20230425UB0	UB Receipt Serv 1 Water R	\$917,996.67
Deposit	042523RECGCAMB	4/25/2023	-\$10.00	042523RECGCA	Dog License	\$918,006.67
Deposit	20230426UB0	4/26/2023	-\$364.80	20230426UB0	UB Receipt Serv 1 Water R	\$918,371.47
Deposit	042623RECGCAMB	4/26/2023	-\$1,524.54	042623RECGCA	Work Comp Payment	\$919,896.01
054989	Hoffenkamp, Joshua L	4/5/2023	\$865.96	PAY20230107.00		\$919,030.05
054990	Jenniges, Jim M	4/5/2023	\$1,754.98	PAY20230107.00		\$917,275.07
054991	Krause, Joanne	4/5/2023	\$273.18	PAY20230107.00		\$917,001.89
054992	Thompson, Larry	4/5/2023	\$1,911.42	PAY20230107.00		\$915,090.47
054993	ALYSSA NORSTEGAARD	4/11/2023	\$350.00	041023PAYGCFI	Community Center Cleanin	\$914,740.47
054994	ANDERSON ELECTRIC	4/11/2023	\$369.12	041023PAYGCFI	Community Center Repairs	\$914,371.35
054995	ARVIG ENTERPRISES, INC.	4/11/2023	\$562.04	041023PAYGCFI	Disposal Plant - 23553506	\$913,809.31
054996	BAUNE PLUMBING & HEATIN	4/11/2023	\$9,597.88	041023PAYGCFI	City Shop	\$904,211.43
054997	BAUNE SERVICES AND LAW	4/11/2023	\$1,335.60	041023PAYGCFI	Snow Plowing Sidewalks	\$902,875.83
054998	BURKE TURCK & EQUIPMEN	4/11/2023	\$1,481.02	041023PAYGCFI	Snow Hauling	\$901,394.81
054999	CHERRY ROAD MEDIA	4/11/2023	\$100.00	041023PAYGCFI	Maintenance Worker Ad	\$901,294.81
055000	COOREMAN CONT., INC	4/11/2023	\$3,105.00	041023PAYGCFI	Snow Hauling	\$898,189.81
055001	CS PAINTING	4/11/2023	\$4,878.47	041023PAYGCFI	Community Center Restroo	\$893,311.34
055002	EMPIRE PIPE SERVICE	4/11/2023	\$2,655.00	041023PAYGCFI	Jet Sewer Line	\$890,656.34
055003	FARMERS CO-OP OIL COMP	4/11/2023	\$190.23	041023PAYGCFI	Fuel	\$890,466.11
055004	HAWKINS WATER TREATME	4/11/2023	\$310.00	041023PAYGCFI	Chemicals	\$890,156.11
055005	HOLDEN SALFER	4/11/2023	\$100.00	041023PAYGCFI	Damage Deposit Refund	\$890,056.11
055006	JENNIGES GAS & DIESEL IN	4/11/2023	\$445.60	041023PAYGCFI	Truck Repairs	\$889,610.51
055007	JIM JENNIGES	4/11/2023	\$50.00	041023PAYGCFI	Cell Phone	\$889,560.51
055008	JOHANNECK CONCRETE	4/11/2023	\$200.00	041023PAYGCFI	Pushed snow at dump site	\$889,360.51
055009	LARRY THOMPSON	4/11/2023	\$112.07	041023PAYGCFI	Cell Phone	\$889,248.44
055010	MARCO, INC	4/11/2023	\$458.38	041023PAYGCFI	Copier	\$888,790.06
055011	MATHESON TRI-GAS INC	4/11/2023	\$134.47	041023PAYGCFI	Acetylene	\$888,655.59
055012	MPCA	4/11/2023	\$1,450.00	041023PAYGCFI	Sewer Plant Permit	\$887,205.59
055013	MVTL LABORATORIES	4/11/2023	\$554.09	041023PAYGCFI	Sewer Testing	\$886,651.50
055014	NOVAK LAW	4/11/2023	\$7,889.56	041023PAYGCFI	Legal Services - Civil	\$878,761.94

City of Wabasso

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Checks for Month

10100 General Checking

Since April 2023

Begin Balance \$876,193.94

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
055015	PEOPLE SERVICE	4/11/2023	\$2,625.00	041023PAYGCFI	Water Sewer Service Contr	\$876,136.94
055016	QUADIENT FINANCE USA, IN	4/11/2023	\$540.49	041023PAYGCFI	Postage	\$875,596.45
055017	REDWOOD CO SHERIFFS O	4/11/2023	\$3,525.00	041023PAYGCFI	Service Contract	\$872,071.45
055018	REDWOOD ELECTRIC COOP	4/11/2023	\$6,095.80	041023PAYGCFI	Street Lights - 99865801	\$865,975.65
055019	REDWOOD VALLEY TECH S	4/11/2023	\$450.00	041023PAYGCFI	Web Site Maintenance - Qr	\$865,525.65
055020	RSS GROUP INTERNATIONA	4/11/2023	\$104.64	041023PAYGCFI	Shop Supplies	\$865,421.01
055021	SALFER WELDING & MFG	4/11/2023	\$1,629.42	041023PAYGCFI	Snow Blower Host	\$863,791.59
055022	SENSAPHONE	4/11/2023	\$299.40	041023PAYGCFI	Alarm System - Water	\$863,492.19
055023	SPS WORKS	4/11/2023	\$110.94	041023PAYGCFI	Dog License Tags	\$863,381.25
055024	TEAM LABORATORY CHEMI	4/11/2023	\$1,031.50	041023PAYGCFI	Sewer Chemicals	\$862,349.75
055025	TECH UNLIMITED, LLC	4/11/2023	\$104.25	041023PAYGCFI	Software Service Contract	\$862,245.50
055026	VISA	4/11/2023	\$174.87	041023PAYGCFI	Zoom Meetings	\$862,070.63
055027	WABASSO FIREMENS RELIE	4/11/2023	\$16,266.08	041023PAYGCFI	State Aid Reimbursement	\$845,804.55
055034	ALYSSA NORSTEGAARD	4/19/2023	\$206.25	041923PAYGC	Cleaning Services	\$845,598.30
055035	BOLTON & MENK	4/19/2023	\$222,616.50	041923PAYGC	USDA RD Engineering Ser	\$622,981.80
	Deposits	\$43,702.07				
	Checks	-\$296,914.21				
			-\$253,212.14			

FILTER: ((([Act Year]='2023' and [period] in (4)))) and ((true)) and [Cash Act]='10100'

City of Wabasso

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Checks for Month

10102 Fire Checking

Since April 2023

Begin Balance \$42,882.83

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
Deposit	041223RECGCJIBFIRE	4/12/2023	-\$20.00	041223RECGCJI	Donation	\$42,902.83
004059	JENNIGES GAS & DIESEL IN	4/10/2023	\$554.00	041023PAYGCFI	Truck Repairs	\$42,348.83
004060	REDWOOD ELECTRIC COOP	4/10/2023	\$77.60	041023PAYGCFI	Electricity - 99865808	\$42,271.23
	Deposits	\$20.00				
	Checks	-\$631.60				
			-\$611.60			

FILTER: ((([Act Year]='2023' and [period] in (4)))) and ((true)) and [Cash Act]='10102'

Checks for Month

10101 Ambulance Checking

Since April 2023

Begin Balance \$142,405.27

CHECK	Vendor Name	Check Date	Check Amt	Source	Comment	Balance
Deposit	040323RECGCAMB	4/3/2023	-\$1,083.82	040323RECGCA	BLS Fees	\$143,489.09
Deposit	040423RECAMLICEDA	4/4/2023	-\$583.20	040423RECAMLI	BLS RUN	\$144,072.29
Deposit	041023RECGCAMB	4/10/2023	-\$1,864.52	041023RECGCA	Service Fees	\$145,936.81
Deposit	041123RECGCAMBACH	4/11/2023	-\$3.81	041123RECGCA	Service Fees	\$145,940.62
Deposit	041123RECAMB	4/11/2023	-\$1,746.15	041123RECAMB	Service Fees	\$147,686.77
Deposit	041423RECGCAMB	4/14/2023	-\$200.00	041423RECGCA	Ambulance Service Fee AL	\$147,886.77
Deposit	041723RECGCAMB	4/17/2023	-\$1,277.02	041723RECGCA	Service	\$149,163.79
Deposit	041823RECAMLIC	4/18/2023	-\$2,047.86	041823RECAMLL	AMB RUN	\$151,211.65
Deposit	042123RECAMB	4/21/2023	-\$160.83	042123RECAMB	Ambulance BLS	\$151,372.48
Deposit	042423RECGCAMB	4/24/2023	-\$100.00	042423RECGCA	Donation	\$151,472.48
Deposit	042523RECGCAMB	4/25/2023	-\$2,801.76	042523RECGCA	Ambulance Service Fees	\$154,274.24
Deposit	042623RECGCAMB	4/26/2023	-\$465.00	042623RECGCA	Service Fee	\$154,739.24
001933	ARVIG ENTERPRISES, INC.	4/10/2023	\$102.21	041023PAYGCFI	Telephone 2343267	\$154,637.03
001934	BOUND TREE MEDICAL	4/10/2023	\$620.48	041023PAYGCFI	Medical Supplies	\$154,016.55
001935	CENTRACARE HEALTH	4/10/2023	\$400.00	041023PAYGCFI	ALS Intercept	\$153,616.55
001936	EFAX CORPORATE	4/10/2023	\$33.99	041023PAYGCFI	Fax	\$153,582.56
001937	EXPERT BILLING	4/10/2023	\$961.00	041023PAYGCFI	Billing Services	\$152,621.56
001938	FARMERS CO-OP OIL COMP	4/10/2023	\$457.83	041023PAYGCFI	Fuel	\$152,163.73
001939	FIRSTNET	4/10/2023	\$478.08	041023PAYGCFI	Cell Phone (3 mos.)	\$151,685.65
001940	JENNIGES GAS & DIESEL IN	4/10/2023	\$601.46	041023PAYGCFI	Repairs	\$151,084.19
001941	MATHESON TRI-GAS INC	4/10/2023	\$209.56	041023PAYGCFI	Oxygen	\$150,874.63
001942	NOVAK LAW	4/10/2023	\$0.00	041023PAYGCFI	Legal Services	\$150,874.63
001943	REDWOOD ELECTRIC COOP	4/10/2023	\$77.60	041023PAYGCFI	Electricity 99865808	\$150,797.03
001944	SOUTHERN MN EMS EDUCA	4/10/2023	\$5,100.00	041023PAYGCFI	EMS Trainig	\$145,697.03
	Deposits	\$12,333.97				
	Checks	-\$9,042.21				
			\$3,291.76			

FILTER: ((([Act Year]='2023' and [period] in (4))) and ((true)) and [Cash Act]='10101')

THIS FORM MUST BE ACCOMPANIED BY OVERHEAD PICTURE OF
PROPERTY WITH PROJECT DRAWN ON IT. THIS IS TO SHOW LOCATION
OF PROJECT RELATIVE TO PROPERTY LINES.

The overhead picture may be obtained through City Office or
Beacon on the Redwood County website or other similar site.

Name: Sidney Pitzl

Address: 1011 Cedar St

Phone Number: 5074303317 Alternate Phone: _____

E-Mail: sidpitzl1010@gmail.com

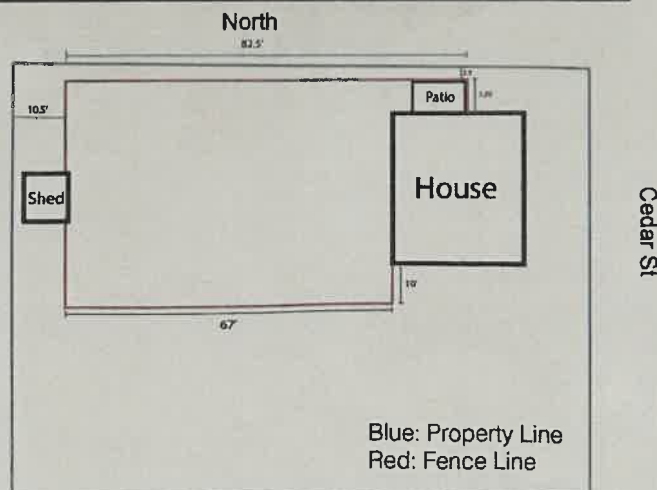
Signature of Property Owner *Sidney Pitzl*

Project Permit Needed For Fence

Estimated Cost of Project: \$400

Signature of adjoining property owners if project will be closer than 10 feet from side or
back property line

Paul Dickel





STANDBY FEE AGREEMENT

THIS STANDBY FEE AGREEMENT, made and entered into this 1st day of April, 2023 by and between the City of Wabasso, a Municipal Corporation of Redwood County, MN, hereinafter referred to as "City", and the Township of New Avon, a corporation of Redwood County, Minnesota, hereinafter referred to as "Township".

WHEREAS, Township deems it advisable to have available for the benefit of its residents services of the City's fire department, and the electors of said City having pursuant to law provided a fund for the furnishing of such service, and

WHEREAS, the City has by appropriate action authorized its Mayor and City Clerk to enter into a contract with the Township for the furnishing of said services.

NOW THEREFORE, it is mutually agreed between the parties hereto, that for a period of one year beginning April 1, 2023 and ending March 31, 2024, the Fire Department of the City will answer any and all fire calls of the residents in the *sections of 2thru 11; 14 thru 23; and 26 thru 34, (a total of 29 sections)* in Township and will respond to such calls with suitable fire fighting apparatus manned by at least three members of the Fire Department, who will render all assistance possible in the saving of life and property. In consideration of said services, Township agrees to pay a standby fee of \$175.00 per section, a total of \$ 5075.00.

It is understood and agreed however, that at times weather and road conditions through the various seasons of the year can and no doubt will interfere with the rendering of such services, in which event, failure to furnish the services herein agreed upon, shall not be taken to be a breach of this Agreement.

It is further agreed that this Agreement shall continue to be in effect for a period of not more than one year, subject to the privilege of either party to cancel this Agreement by giving the other party 90 days written notice.

IN WITNESS WHEREOF, the respective parties have caused this instrument to be executed by the respective officers thereof and the respective seals of the parties to be affixed hereto.

CITY OF WABASSO, A MUNICIPAL CORPORATION OF REDWOOD COUNTY.

Mayor

City Clerk

TOWNSHIP OF NEW AVON, A CORPORATION OF REDWOOD COUNTY.

Chairman

Clerk

STANDBY FEE AGREEMENT

THIS STANDBY FEE AGREEMENT, made and entered into this 1st day of April, 2023 by and between the City of Wabasso, a Municipal Corporation of Redwood County, MN, hereinafter referred to as "City", and the Township of Sheridan, a corporation of Redwood County, Minnesota, hereinafter referred to as "Township".

WHEREAS, Township deems it advisable to have available for the benefit of its residents services of the City's fire department, and the electors of said City having pursuant to law provided a fund for the furnishing of such service, and

WHEREAS, the City has by appropriate action authorized its Mayor and City Clerk to enter into a contract with the Township for the furnishing of said services.

NOW THEREFORE, it is mutually agreed between the parties hereto, that for a period of one year beginning April 1, 2023 and ending March 31, 2024, the Fire Department of the City will answer any and all fire calls of the residents in the ***sections of 20-23 and 25-36 (not including City of Seaforth), a total of 15 sections***, in Township and will respond to such calls with suitable fire fighting apparatus manned by at least three members of the Fire Department, who will render all assistance possible in the saving of life and property. In consideration of said services, Township agrees to pay a standby fee of \$175.00 per section, a total of \$2625.00.

It is understood and agreed however, that at all times weather and road conditions through the various seasons of the year can and no doubt will interfere with the rendering of such services, in which event, failure to furnish the services herein agreed upon, shall not be taken to be a breach of this Agreement.

It is further agreed that this Agreement shall continue to be in effect for a period of not more than one year, subject to the privilege of either party to cancel this Agreement by giving the other party 90 days written notice.

IN WITNESS WHEREOF, the respective parties have caused this instrument to be executed by the respective officers thereof and the respective seals of the parties to be affixed hereto.

CITY OF WABASSO, A MUNICIPAL CORPORATION OF REDWOOD COUNTY.

Mayor

City Clerk

TOWNSHIP OF SHERIDAN, A CORPORATION OF REDWOOD COUNTY.

Chairman

Clerk

STANDBY FEE AGREEMENT

THIS STANDBY FEE AGREEMENT, made and entered into this 1st day of April, 2023 by and between the City of Wabasso, a Municipal Corporation of Redwood County, MN., hereinafter referred to as "City", and the Township of Vail, a corporation of Redwood County, Minnesota, hereinafter referred to as "Township".

WHEREAS, Township deems it advisable to have available for the benefit of its residents services of the City's fire department, and the electors of said City having pursuant to law provided a fund for the furnishing of such service, and

WHEREAS, the City has by appropriate action authorized its Mayor and City Clerk to enter into a contract with the Township for the furnishing of said services.

NOW THEREFORE, it is mutually agreed between the parties hereto, that for a period of one year beginning April 1, 2023 and ending March 31, 2024, the Fire Department of the City will answer any and all fire calls of the residents in the *sections of 1-36 (not including the City of Wabasso), a total of 35-1/4 sections*, in Township and will respond to such calls with suitable fire fighting apparatus manned by at least three members of the Fire Department, who will render all assistance possible in the saving of life and property. In consideration of said services, Township agrees to pay a standby fee of \$175.00 per section, a total of \$ 6168.75.

It is understood and agreed however, that at times weather and road conditions through the various seasons of the year can and no doubt will interfere with the rendering of such services, in which event, failure to furnish the services herein agreed upon, shall not be taken to be a breach of this Agreement.

It is further agreed that this Agreement shall continue to be in effect for a period of not more than one year, subject to the privilege of either party to cancel this Agreement by giving the other party 90 days written notice.

IN WITNESS WHEREOF, the respective parties have caused this instrument to be executed by the respective officers thereof and the respective seals of the parties to be affixed hereto.

CITY OF WABASSO, A MUNICIPAL CORPORATION OF REDWOOD COUNTY.

Mayor

City Clerk

TOWNSHIP OF VAIL, A CORPORATION OF REDWOOD COUNTY.

Chairman

Clerk

STANDBY FEE AGREEMENT

THIS STANDBY FEE AGREEMENT, made and entered into this 1st day of April, 2023 by and between the City of Wabasso, a Municipal Corporation of Redwood County, MN, hereinafter referred to as "City", and the Township of Waterbury, a corporation of Redwood County, Minnesota, hereinafter referred to as "Township".

WHEREAS, Township deems it advisable to have available for the benefit of its residents services of the City's fire department, and the electors of said City having pursuant to law provided a fund for the furnishing of such service, and

WHEREAS, the City has by appropriate action authorized its Mayor and City Clerk to enter into a contract with the Township for the furnishing of said services.

NOW THEREFORE, it is mutually agreed between the parties hereto, that for a period of one year beginning April 1, 2023 and ending March 31, 2024, the Fire Department of the City will answer any and all fire calls of the residents in the *sections of 1-12 (a total of 12 sections)* in Township and will respond to each call with suitable fire fighting apparatus manned by at least three members of the Fire Department, who will render all assistance possible in the saving of life and property. In consideration said services, Township agrees to pay a standby fee of \$175.00per section, a total of \$2100.00.

It is understood and agreed however, that at times weather and road conditions through the various seasons of the year can and no doubt will interfere with the rendering of such services, in which event, failure to furnish the services herein agreed upon, shall not be taken to be a breach of this Agreement.

It is further agreed that this Agreement shall continue to be in effect for a period of not more than one year, subject to the privilege of either party to cancel this Agreement by giving the other party 90 days written notice.

IN WITNESS WHEREOF, the respective parties have caused this instrument to be executed by the respective officers thereof and the respective seals of the parties to be affixed hereto.

CITY OF WABASSO, A MUNICIPAL CORPORATION OF REDWOOD COUNTY.

Mayor

City Clerk

TOWNSHIP OF WATERBURY, A CORPORATION OF REDWOOD COUNTY.

Chairman

Clerk