

**AGENDA  
WYKOFF CITY COUNCIL  
MAY 12, 2025**

- 1. CALL MEETING TO ORDER**
- 2. PLEDGE OF ALLEGIANCE**
- 3. Council Replacement Vote**
- 4. Committee Assignments: Streets, Personnel, Parks and Recreation**
- 5. APPROVAL OF AGENDA**
- 6. APPROVAL OF CONSENT AGENDA:**
  1. APPROVAL OF MINUTES- Regular Meeting April 14, 2025
  2. APPROVAL OF BILLS
  3. APPROVAL OF TREASURER'S REPORT
- 7. VISITORS**
- 8. COMMITTEE REPORTS**
  1. WWTP-Rick Whitney, Ryan Breckenridge, Jeff Hare
  2. Fire Dept.-Mike Lund
  3. First Responders- Cory Bremseth
  4. Personnel Committee-Barb Fate
  5. Streets-Mayor and Jane Baker
  6. Community Education -Barb Fate and Jane Baker
  7. Park and Recreation, Joint Trails Board Representatives-Jeff Hare
  8. Revolving Loan Committee-Barb Fate and Jane Baker
  9. Zoning-
    - a) Chicken Permit-Tony Rahe
    - b) Fence Permit-Chelsey Gartner
    - c) Fence Permit-Shooters
  10. Sheriff's Report-
  11. Mayor's Report
- 9. Old Business**
  - a) Bond Proposal-Bubany
  - b) Community Center Door Purchase
  - c) Emailing Bills Update
- 10. New Business**
  - b) Final Approval of Changes and Additions to City Ordinances
    1. Ordinance #114.1 Regulate Cannabis Businesses and Cannabis Business Registration Form and Release of Information
    2. Ordinance 151.07 Telecommunication Towers
  - c) Permission to place roll offs on sidewalk/Gateway
  - d) Resolution 2025-09 Donation
  - e) Siren Sale Bids
  - f) Jail Haus Paint estimates
- 11. ADJOURNMENT**



CITY OF  
*Wykoff*

217 NORTH GOLD STREET ■ P.O. BOX 218 ■ WYKOFF, MN 55990-0218 ■ 507-352-4011

## OATH OF OFFICE

State of Minnesota  
County of Fillmore

I, Mary Tjepkes, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Minnesota, and that I will faithfully and impartially discharge the duties of the office of Council Member for the City of Wykoff, to which I have been appointed, to the best of my knowledge and ability.

Subscribed and sworn to before me this

12th day of May 2025

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



April 16, 2025

Dear Mayor Brekenridge & Council

I am writing to express my strong interest in the vacant council seat for the City of Wykoff. As the City Clerk/Treasurer of Fountain and was a council member previously for the City of Wykoff, I believe that my knowledge and skills would make me a great candidate for the vacant seat. I am confident in my ability to contribute to the City of Wykoff.

Thank You

Mary Tjepkes  
420 4th St N  
Wykoff, MN 55990  
Monty1362003@yahoo.com



CITY OF  
*Wykoff*

217 NORTH GOLD STREET ■ P.O. BOX 218 ■ WYKOFF, MN 55990-0218 ■ 507-352-4011

## OATH OF OFFICE

State of Minnesota  
County of Fillmore

I, Missy Musel, do solemnly swear that I will support the Constitution of the United States, the Constitution of the State of Minnesota, and that I will faithfully and impartially discharge the duties of the office of Council Member for the City of Wykoff, to which I have been appointed, to the best of my knowledge and ability.

Subscribed and sworn to before me this

12th day of May 2025

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



May 5, 2025

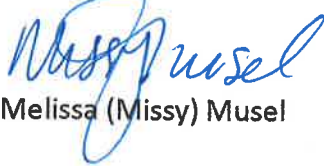
City Council  
217 N. Gold St.  
Wykoff, MN 55990

Dear Members of the City Council,

I am writing to formally express my interest in filling the vacant seat on the Wykoff City Council through December 2026. As a dedicated resident of this community, I am passionate about contributing to the continued growth and well-being of our city and ensuring that the voices of our residents are heard and represented.

I would be honored to serve on the City Council and work collaboratively with fellow council members, city staff, and residents to address our challenges and pursue opportunities that benefit all. I respectfully request your consideration for this opportunity.

Respectfully,



Melissa (Missy) Musel

**Wykoff City Council Meeting  
Regular Meeting Minutes  
April 14, 2025 ~ 7:00 pm**

A meeting of the Wykoff City Council was held in the Council Room at 106 Gold St. N. on April 14, 2025, at 7:00 pm. Attendees included Mayor Ryan Breckenridge, Jeff Hare, Barb Fate and Jane Baker. Absent Kalib Himli. Also, present City Administrator, Becky Schmidt.

**Agenda-**Mayor Breckenridge called for any additions and noted that added to the agenda 5. Resolution to Accept Councilman Himli resignation, Old Business- c) Trees, New Business g) McConnell Excavating-Stumps and Line Street, h) Ballfield Aggregate-O'Connell. Motion by Hare and seconded by Fate to approve the agenda with the noted additions. Motion carried 4-0.

**Consent Agenda-** Mayor called for approval of the Consent Agenda. Motion to accept the consent agenda as presented by Fate and Baker. Motion carried 4-0.

Mayor Breckenridge read the letter of resignation from Kalib Himli stating it was personal reasons for his resignation. Becky read the following resolution:

**RESOLUTION NO. 2025-09**

**A RESOLUTION ACCEPTING RESIGNATION AND DECLARING A VACANCY.**

**WHEREAS**, the Wykoff City Council has received the written resignation of Kaleb Himli, effective on April 10th, 2025.

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WYKOFF, MINNESOTA AS FOLLOWS:

1. The council accepts Kaleb Himli's resignation as described above.

The council declares that a vacancy exists on council effective on April 10th, 2025.

Motion by Hare and seconded by Fate to approve the resolution. A roll call vote was taken with the following voting in favor: Jeff Hare, Barb Fate, Ryan Breckenridge, Jane Baker. Voting against: none

Passed by the City Council of Wykoff, Minnesota this 14th day of April, 2025.

s/s Ryan Breckenridge

Mayor

Attested:

s/s Becky Schmidt

City Administrator

Mayor Breckenridge acknowledged the contributions that Kalib had made to the community while serving his term and thanked him for his service. He served on several committees, spent many man hours on playgrounds and served as Mayor Pro Temp.

**Visitors-** Becky read a letter from **Missy and Reggie Musel** residents who reside at 226 Line St. N, and were unable to attend the meeting. Their objections were to the Homeowners Assessment of the 2025 Street Project. The letter is on file in the city clerk's office and stated in part that they feel this project does not offer any direct improvement to the value of their home and that it is a replacement project for a service that the city is obligated to provide. They urged the council to reconsider the assessment and explore alternative funding options.

**Linda Jacobson** addressed the council with her concerns about the new company that will be taking over the city's garbage contract. With Waste Management she was able to get pickup every other week, with the new company she will have to get pickup every week and she will be charged even if she does not have anything to pick up. She stated that as an older person living alone, she does not have the amount of garbage that normal families have.

**Brian Schleusner** was also there to express his concern about the new garbage rates as the house that they have in Wykoff is empty and they don't reside there anymore.

Becky stated she would reach out to them the next day for more dialog.

Mayor Breckenridge then read the current Ordinance #50.03 - Sanitation Collection Service Required. This Ordinance has been in effect since 2016 and states that every person owning, managing, operating, leasing or renting any premises or any place where garbage or rubbish accumulates shall subscribe to collection services. He stated that the council may have to look into the ordinance and make adjustments if needed, but at this point they are abiding by the Ordinance as it stands.

Mike Born also commented that he has been taking his rubbish to Preston since he moved here and did not feel it is right to charge every residence. Hare asked the council not take anymore questions as Mr. Born had not signed up to speak.

Michael Staudinger declined to speak even though he had signed up as a visitor.

**WWTP-** Rick Whitney noted that it had been a busy month with state inspections, but the city proved to be in compliance. Received funding for future testing on bio-solids. Water inspection and sampling for this week's first round of PFAS.

**Fire Department** -First Assistant Chief, Chris Nagel reported that the department had been on three fire calls. Two of them were cancelled before they arrived.

**First Responders-** Cory Bremseth, First Responder Director, was not present but had reported to Becky that the classes had started for the First Responders, and they have three people attending.

**Personnel** – No report

**Streets-** No report from the committee. Becky noted that John had inventoried the street signs in town and had submitted a request to order more stop signs and assorted street signs for. Motion by Fate and seconded by Baker to order the signs needed. Motion carried 4-0.

**Community Education-** Fate and Baker attended the most recent meeting which involved updating numbers for various programs being run through Community Education.

**Park and Recreation, Joint Trails Board-** Hare reported that they had not met as a committee, but they would like to get a tree shaped sign (thermometer) made that they could display to keep track of the number of trees that are needed and how many have been donated. If anyone knows of someone in town that could construct something they should let him know.

**Zoning –** No requests

**Sheriff's Report-** Included in packet.

**The Mayor's Report-** Mayor reported that the school had notified him that when the siren for the statewide drill was activated, they could hear it in various places in their building. A few people in town had said they did not hear it, but no one had notified the office. Mayor did note that it is a rotating siren so perhaps they just weren't listening at the right time. Lion's Club will be hosting the Wagon Train on June 26<sup>th</sup> where they will be hosting the meal. Dan Schmidt informed the mayor that the Pork Producers would like to donate 150 pork burgers and 150 cans of pop for the City Picnic in June.

**Old Business –**

**Stantac Recommendations for 2025 Street Project –** Brett Grabau from Stantec, stated that the Bid Opening was held in the council room on April 3, 2025, and there were eight qualifying contracts that were opened and reviewed. The low bidder on the project was Griffin Construction Co. with a Total Base Bid of \$599,997.00. He noted that if the Council wishes to award the Project to the low bidder, then Griffin Construction Co. should be awarded. Council asked about the completion date, and he stated that this fall it should be completed and that they had stipulated that the city does have their Fall Festival in September and a milestone of three weeks prior to that has been given to the contractor. Brett asked that the Mayor and City Administrator be designated to sign the contracts so that funding can begin right away. Motion by Hare and seconded by Fate to approve the low bid of \$599,997.00 from Griffin Construction Co. Motion carried 4-0. Rich Ramaker spoke for the Commons asking that the heavy equipment not be stored on their parking lot. Brett from Stantec will convey this to the contractor.

**Resolution 2025-08 Approving the Issuance of General Obligation Bonds for 2025 Street Project.** Mike Bubany reviewed with the council the options for the council to consider. He stated that due to the market right now things are changing every day. He was encouraged that the bid



came in less than when they had last met to discuss the project. Items discussed were how much is needed, engineering fees, over runs, payment due dates and how many years does the council want. Direct bank placement or a public sale of the bonds was discussed. At this time the council agreed to the public sale of the bonds. Mr. Bubany noted that by passing the resolution before them does not lock them into this. The actual passing of the resolution will take place on May 12, 2025.

RESOLUTION 2025-08  
EXTRACT OF MINUTES  
OF THE CITY COUNCIL OF THE  
CITY OF WYKOFF, MINNESOTA  
HELD: April 14, 2025

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Wykoff, Fillmore County, Minnesota, was duly called and held at the City Hall on Monday, April 14, 2025, at 7:00 P.M., for the purpose of approving the issuance and sale of general obligation water revenue & disposal system bonds for the City's 2025 road and utility improvements project.

The following Council members were present: Jeff Hare, Ryan Breckenridge, Barb Fate, Jane Baker and the following were absent: None.

Council member Jeff Hare introduced the following resolution and moved its adoption:

**RESOLUTION 2025-08**

**RESOLUTION APPROVING THE ISSUANCE OF  
GENERAL OBLIGATION WATER REVENUE & DISPOSAL SYSTEM BONDS, SERIES 2025A.  
COVENANTING AND OBLIGATING THE CITY TO BE BOUND BY AND TO USE  
THE PROVISIONS OF MINNESOTA STATUTES, SECTION 446A.086  
TO GUARANTEE THE PAYMENT OF THE PRINCIPAL AND INTEREST ON THE BONDS THROUGH  
THE STATE OF MINNESOTA PUBLIC FACILITIES AUTHORITY  
CREDIT ENHANCEMENT PROGRAM**

- A. WHEREAS the City will issue bonds pursuant to an authorizing resolution; and
- B. WHEREAS the City chooses to apply for the State of Minnesota Public Facilities Authority Credit Enhancement Program.

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Wykoff, Fillmore County, Minnesota (herein, the "City"), as follows:

1. The City Council hereby finds and declares that it is necessary and expedient for the City to sell and issue its general obligation bonds in the total aggregate principal amount not-to-exceed \$860,000 to fund the costs associated with the City's 2025 road and utility improvements project (herein, the "Bonds").

2. The City Council desires to proceed with the sale of the Bonds by negotiated sale to D.A. Davidson and hereby authorizes David Drown Associates, Inc. (herein, "DDA") to negotiate on behalf of the City.
3. The Mayor and the City Clerk are hereby authorized to approve the sale of the Bonds and to execute a bond purchase agreement for the purchase of the Bonds provided the Net Effective Interest Rate is 4.50% or less.
4. Upon approval of the sale of the Bonds by the Mayor and the City Administrator, the City Council will take action at their regularly scheduled meeting on May 12, 2025, to adopt the necessary approving resolution(s) as prepared by the City's bond counsel.
5. If the Mayor and City Clerk have not approved the sale of the bonds and executed the related bond purchase agreement by August 1, 2025, this resolution shall expire.
6. Minnesota Public Facilities Authority Credit Enhance Program
  - A. Form of Minnesota Public Facilities Authority (the "PFA") Credit Enhancement Program Agreement (the "Agreement"); and
  - B. Application for Participation in the PFA Credit Enhancement Program (the "Application").
    1. The Agreement and the Application are authorized and approved in substantially the forms presented to the Council. Submission of the Application to the PFA and payment of related fees are approved. The City hereby covenants and obligates itself to be bound by the provisions of Minnesota Statutes, Section 446A.086, as it may be amended from time to time. The City understands that as a result of its covenant to be bound by the provisions of Minnesota Statutes, Section 446A.086, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.
    2. The City hereby covenants and obligates itself to notify the Minnesota Public Facilities Authority of a potential default in the payment of principal and interest on the Bonds and to use the provisions of Minnesota Statutes, Section 446A.086 to guarantee payment of the principal and interest on the Bonds when due. The City further covenants to deposit with the Bond Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Minnesota Public Facilities Authority that it will be unable to make all or a portion of that payment. The Bond Registrar for the Bonds is authorized and directed to notify the Minnesota Public Facilities Authority if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Bond Registrar.
    3. The City further covenants to comply with all procedures now or hereafter established by the Department of Finance and Minnesota Public Facilities Authority pursuant to

Minnesota Statutes, Section 446A.086, subdivision 3 and otherwise to take such actions as necessary to comply with that section. The Mayor and City Administrator are authorized to execute any applicable Minnesota Public Facilities Authority forms and to provide for the payment of the City's application fee of \$500 to the Authority or will reimburse DDA for their payment of the fee on the City's behalf, which fee is required to be submitted with the executed forms.

7. DDA is authorized to prepare an Offering Memorandum related to the sale of the Bonds.

The motion for the adoption of the foregoing resolution was made by Member Jeff Hare and was duly seconded by Member *Barb Fate* and upon vote being taken thereon, the following in favor thereof: Jeff Hare, Barb Fate, Ryan Breckenridge, Jane Baker and the following voted against the same: None

Whereupon said resolution was declared duly passed and adopted this 14<sup>th</sup> day of April 2025

s/s Ryan Breckenridge

Mayor

Attested:

s/s Rebecca Schmidt

City Administrator

The council agreed that if Mr. Bubany can find a bank to take this loan, he had their approval to pursue knowing the interest rate and years of the term that would be feasible for this project.

**Trees Update** – Hare presented to the council a quote he received from KG Enterprises for five trees to be placed at the Community Hall. He reviewed the types of trees they recommended for the space and the placement. He noted that he needs to get together with John Baker to make sure that the spots do not infringe on water, sewer lines etc. He stated that he already has a commitment for one of the Spring Snow Crabapple Trees for \$200. Motion by Fate and seconded by Baker to purchase the five trees for \$1,350.00. Motion carried.

**New Business –**

**Resolution 2025-07 Accepting Donation to the City of Wykoff -**

**RESOLUTION NO. 2025-07**

**A RESOLUTION ACCEPTING A DONATION TO THE CITY**

**WHEREAS**, the City of Wykoff is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

**WHEREAS**, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

<u>Name of Donor</u>	<u>Amount</u>
Fahy and Barb Schleusner	\$200.00

**WHEREAS**, all such donations have been contributed to the city for the Wykoff Fire Department

**WHEREAS**, the City Council finds that it is appropriate to accept the donations offered.

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF Wykoff, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.

Motion by Fate and seconded by Baker to approve the donation.

**Roll Call Vote:**

**Ryan Breckenridge**

**Jeff Hare**

**Barb Fate**

**Jane Baker**

Passed by the City Council of Wykoff, Minnesota this 14<sup>th</sup> day of April, 2024.

s/s Ryan Breckenridge

Mayor

Attested:

s/s Rebecca Schmidt

City Administrator

**Snowbird Garbage and Recycling Credit Form** – Becky noted that she had contacted Harmony as they are with Richard's Sanitation also and they have implemented the policy for refunding a three-month period. Discussion followed. Concerns were expressed that we are not able to change the requests made to reduce the rates for the elderly or the residence that is unoccupied, but we are making a concession to the snowbirds. Hare stated that we signed the contract with Richard's Sanitation for five years knowing that we were not going to be able to make changes for the elderly or anyone else. Becky noted that she had contacted Richard's Sanitation, and they do not make any concessions for these types of requests and that it is up to the city. The credit would be for three months and would be adjusted on their account when they return and can verify that no one was using the property during that time period and producing garbage of any kind. Motion by Breckenridge and seconded by Fate to approve the policy. Motion carried 3-1, with Hare voting against.

**Lawn Mower – Hammell Equipment Quote** – Becky noted that a new mower was needed, and that John had gotten quotes from Hammell and Marzolf. John was recommending the quote from Marzolf for \$6,349 with the trade in value of our mower. Motion by Breckenridge and seconded by Fate to approve the purchase of the mower. Motion carried 4-0.

**Community Center Door Quote- Priority** – Becky noted that the door at the center is becoming a

real problem as when people are ready to lock up after their event it will not lock correctly which results in either her or John having to go down to lock up. She had asked for a quote from Priority but will go out for more quotes as the price was too high. Discussed moving funds from the money set aside for the cement work at the hall to pay for the doors.

**Acknowledgement of Stender Enterprises Donation of Services** – Becky noted that Greg Stender had gone to the Jail Haus for repairs of a slow drain and had submitted a paid invoice for \$98.00 as a donation to the city. She stated that he does this every year and how much it is appreciated.

**The dates for the Garage Sales are May 9 & 10** - Becky stated that this is the same as Spring Valley hoping to generate more participation and people buying.

**McConnell quote for tree stump removal and Waterways on Line Street** – John had received a quote from McConnell's to remove 11 stumps on Line Street and clean out of waterways for proper storm drain operation for \$6,800. Discussion followed with Rick Whitney expressing confusion as he had told the council that he would clean out the waterways for \$1,200. He would have preferred being part of this conversation but he was not included. He then noted that he is no longer interested in this project. Becky stated the funding would be coming from the additional fee of \$2 per month to residents in the sewer fund. Motion by Baker and seconded by Fate to approve the \$6,800 to McConnell's. Motion carried 4-0.

Information that was received from McConnell's for the purchase of aggregate to put on the ball field was discussed. Motion by Hare and seconded by Fate to purchase the product from them for \$1,600. Funds would come from the grant money for the ball field. Motion carried 4-0.

The meeting was adjourned at 8:25 p.m.

Adjournment

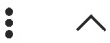
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\_\_\_\_\_ City Administrator \_\_\_\_\_ Date of approval



Good Morning, Rebecca Schmidt

ACCOUNTS



Available: \$804,755.08 ⓘ

Minnwest Bank Checking 0058	
Available Balance	\$804,755.08

## CITY OF WYKOFF

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**\*Cash Balances**

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Cash Account: 10100

May 2025

Fund	2025 Begin Balance	Receipts	Disbursements	Transfers	Journal Entries	Payroll JEs	Balance	
<b><u>10100 - SECURITY STATE BANK</u></b>								
101 - GENERAL FUND	\$356,553.28	\$42,258.29	(\$173,290.37)	0	(\$16,000.00)	(\$16,236.19)	\$193,285.01	In Balance
230 - AMBULANCE FUND	(\$1,434.51)	\$2,910.00	(\$2,303.84)	0			(\$828.35)	In Balance
240 - RURAL FIRE FUND	\$2,609.80	\$22,841.07	(\$17,333.18)	0			\$8,117.69	In Balance
250 - REVOLVING LOANS	\$9,911.89	\$2,724.71	(\$25,006.39)	0	\$16,000.00		\$3,630.21	In Balance
260 - HISTORICAL FUND	(\$2,721.50)	\$45,929.85	(\$27,776.23)	0		(\$719.27)	\$14,712.85	In Balance
301 - STORMSEWER DEBT SERVICE	\$0.00			0			\$0.00	In Balance
302 - STORM SEWER	\$0.00			0			\$0.00	In Balance
303 - FIRE PUMPER DEBT SERVICE	\$0.00			0			\$0.00	In Balance
304 - REFUNDING 04 07 BONDS	\$0.00			0			\$0.00	In Balance
305 - SOUTH MAIN STREET PROJECT	\$52,305.36	\$384.36	(\$27,652.00)	0			\$25,037.72	In Balance
307 - COUNTY 5 PROJECT	\$56,057.73	\$828.65	(\$37,389.00)	0			\$19,497.38	In Balance
405 - SOUTH MAIN STREET Project	\$0.00			0			\$0.00	In Balance
406 - CAPITAL OUTLAY FUND	\$245,710.38	\$32,500.00	(\$42,211.14)	0			\$235,999.24	In Balance
407 - COUNTY 5 PROJECT	\$0.00			0			\$0.00	In Balance
408 - 2025 Street Project	(\$18,052.80)		(\$39,203.55)	0			(\$57,256.35)	In Balance
502 - WATER IMPROVE FUND	\$0.00			0			\$0.00	In Balance
601 - WATER FUND	\$143,658.68	\$40,228.04	(\$20,674.84)	0		(\$3,669.39)	\$159,542.49	In Balance
602 - SEWER FUND	\$148,005.10	\$73,281.09	(\$36,690.43)	0		(\$2,665.72)	\$181,930.04	In Balance
603 - STORM SEWER	\$15,215.32	\$1,940.61		0			\$17,155.93	In Balance
701 - WATERMAIN PROJECT	\$0.00			0			\$0.00	In Balance
702 - TAX INCREMENT FINANC.DIST	\$0.00			0			\$0.00	In Balance
801 - STORM.CURB & GUTTER	\$0.00			0			\$0.00	In Balance
<b><u>10101</u></b>								
260 - HISTORICAL FUND	\$0.00			0			\$0.00	In Balance
407 - COUNTY 5 PROJECT	\$0.00			0			\$0.00	In Balance
408 - 2025 Street Project	\$0.00			0			\$0.00	In Balance
602 - SEWER FUND	\$0.00			0			\$0.00	In Balance
	\$1,007,818.73	\$265,826.67	(\$449,530.97)	\$0.00	\$0.00	(\$23,290.57)	\$800,823.86	

## CITY OF WYKOFF

05/08/25 8:23 AM

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## Payroll Summary

Pay Group:

Pay Periods: 2025(Apr)

Employee	Gross Wage	Federal Gross	State Gross	Federal Tax	State Tax	Local Tax	Social Security	Medicare	Retire	Tax Sheltered	Voluntary	Tips	Reimb.	Net
000000003 Baker, John H	1,370.57	1,281.48	1,281.48	111.84	58.42		84.98	19.87	89.09					1,006.37
000000003 Baker, John H	1,457.69	1,362.94	1,362.94	121.62	39.59		90.38	21.14	94.75				29.25	1,119.46
000000113 Hare, LuAnn	946.86	946.86	946.86	63.44	18.78		58.70	13.73						792.21
000000113 Hare, LuAnn	897.32	897.32	897.32	58.48			55.63	13.01						770.20
000000145 HEUSINKVELD, PATRICK	339.66	317.58	317.58		6.85		21.06	4.93	22.08					284.74
000000145 HEUSINKVELD, PATRICK	424.58	396.98	396.98				26.32	6.16	27.60					364.50
000000136 RIDDLE, LARRY	159.84	149.45	149.45	10.00	10.00		9.91	2.32	10.39					117.22
000000136 RIDDLE, LARRY	199.80	186.81	186.81	10.00	10.00		12.39	2.90	12.99					151.52
000000097 SCHMIDT, REBECCA	890.05	832.20	832.20	11.97	12.65		55.18	12.91	57.85				243.88	983.37
000000097 SCHMIDT, REBECCA	986.34	922.23	922.23	20.97			61.15	14.30	64.11					825.81

941 Deposit

Federal Tax	\$408.32
Medicare	\$222.54
Social Security	\$951.40
Advanced EIC	None
Total Deposit	\$1,582.26

Pay Summary

Gross	7,672.71
Federal Gross	7,293.85
State Gross	7,293.85
FICA Gross	7,672.71

Tax Summary

Federal Tax	408.32
State Tax	156.29
Local Tax	
FICA Ded/Ben	475.70
Medicare Ded/Ben	111.27

Others

Retirement	378.86
Tax-Sheltered	
Voluntary	
Tips	0.00
Reimbursement	273.13
Net	6,415.40



## CITY OF WYKOFF

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## Payments

Current Period: April 2025

<b>Payments Batch 050125PAY</b>		\$26,179.65	
Refer	1635	UTILITY CONSULTANTS INC	
Cash Payment	E 602-41540-300	Professional Services	Testing
Invoice	123684	5/1/2025	\$1,327.31
Transaction Date	5/1/2025	SECURITY STATE B 10100	Total \$1,327.31
Refer	1636	BECKY SCHMIDT	
Cash Payment	E 101-41400-321	Cellphone/Telephone	\$50.00
Invoice	may2025	5/1/2025	
Cash Payment	E 101-41400-330	Transportation & Educat	\$35.00
Invoice	may2025	5/1/2025	
Transaction Date	5/1/2025	SECURITY STATE B 10100	Total \$85.00
Refer	1637	JOHN BAKER CONCRETE CONST	
Cash Payment	E 603-43150-500	Capital Outlay	Storm water
Invoice		5/1/2025	\$255.00
Transaction Date	5/1/2025	SECURITY STATE B 10100	Total \$255.00
Refer	1638	HAWKINS, INC.	
Cash Payment	E 601-49420-216	Chemicals and Chem Pr	\$20.00
Invoice	736999	5/1/2025	
Cash Payment	E 602-49480-216	Chemicals and Chem Pr	Micro C
Invoice	7052725	5/1/2025	\$4,446.40
Transaction Date	5/1/2025	SECURITY STATE B 10100	Total \$4,466.40
Refer	1639	USA BLUEBOOK	
Cash Payment	E 601-49430-220	Repair & Maintenance S	Testors
Invoice	00685126	5/1/2025	\$276.88
Transaction Date	5/1/2025	SECURITY STATE B 10100	Total \$276.88
Refer	1641	FLOW MEASURMENT AND CONTR	
Cash Payment	E 602-41540-300	Professional Services	
Invoice	25-1013-1	5/5/2025	\$662.00
Transaction Date	5/5/2025	SECURITY STATE B 10100	Total \$662.00
Refer	1642	NETHERCUT-SCHIEBER ATTORNE	
Cash Payment	E 601-41540-300	Professional Services	Attorney Fees
Invoice	March & April	5/5/2025	\$437.50
Transaction Date	5/5/2025	SECURITY STATE B 10100	Total \$437.50
Refer	1643	stantec	
Cash Payment	E 408-43100-303	Engineering Fees	\$8,128.81
Invoice	2389693	5/5/2025	
Transaction Date	5/5/2025	SECURITY STATE B 10100	Total \$8,128.81
Refer	1644	BADGER METER	
Cash Payment	E 601-49430-328	Service Contract	\$111.73
Invoice	80192641		
Transaction Date	5/5/2025	SECURITY STATE B 10100	Total \$111.73
Refer	1645	GREAT AMERICA FINANCIAL SER	
Cash Payment	E 101-41400-329	Lease	Printer lease
Invoice	39081868		\$98.79

## CITY OF WYKOFF

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Page 2

## Payments

Current Period: April 2025

Transaction Date	5/5/2025	SECURITY STATE B 10100	Total	\$98.79
Refer	1646 ARV/G			
Cash Payment	E 101-41400-321 Cellphone/Telephone Invoice			\$58.27
Cash Payment	E 101-41400-325 Internet Service Invoice			\$81.95
Cash Payment	E 260-45176-325 Internet Service Invoice			\$87.95
Cash Payment	E 240-42200-325 Internet Service Invoice			\$47.09
Cash Payment	E 101-42200-325 Internet Service Invoice			\$47.09
Cash Payment	E 101-41941-325 Internet Service Invoice			\$86.95
Transaction Date	5/5/2025	SECURITY STATE B 10100	Total	\$409.30
Refer	1647 ENVIROMENTAL WATER SERVICE			
Cash Payment	E 601-49410-436 Contracted Services Invoice 6101 5/8/2025			\$700.00
Cash Payment	E 602-49480-436 Contracted Services Invoice 6101 5/8/2025			\$2,800.00
Cash Payment	E 602-49480-325 Internet Service Invoice 6101 5/8/2025			\$194.52
Transaction Date	5/5/2025	SECURITY STATE B 10100	Total	\$3,694.52
Refer	1648 RICHARDS SANITATION			
Cash Payment	E 101-43200-436 Contracted Services Invoice 171336 5/5/2025	May Billing		\$631.37
Transaction Date	5/5/2025	SECURITY STATE B 10100	Total	\$631.37
Refer	1649 CARDMEMBER SERVICES			
Cash Payment	E 101-43100-210 Operating Supplies Invoice April2025 5/5/2025	Street Signs		\$328.73
Cash Payment	E 101-41950-350 Printing & Publishing Invoice April2025 5/5/2025	Burger night		\$5.94
Cash Payment	E 101-41400-200 Office Supplies Invoice April2025 5/5/2025	paper		\$39.94
Cash Payment	E 101-41950-240 Small Tools and Minor E Invoice April2025 5/5/2025	Flags		\$144.95
Cash Payment	E 101-41941-211 Cleaning Supplies Invoice April2025 5/5/2025	garbage bags		\$29.92
Cash Payment	E 260-45176-210 Operating Supplies Invoice April2025 5/5/2025	jail		\$48.54
Cash Payment	E 101-41944-210 Operating Supplies Invoice April2025 5/5/2025			\$6.07
Transaction Date	5/5/2025	SECURITY STATE B 10100	Total	\$604.09
Refer	1650 GOPHER STATE ONE-CALL, INC			
Cash Payment	E 601-41540-300 Professional Services Invoice 5040866 5/8/2025			\$13.50
Transaction Date	5/8/2025	SECURITY STATE B 10100	Total	\$13.50

## CITY OF WYKOFF

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Page 3

## Payments

Current Period: April 2025

Refer	1651	GOODIES AND GAS		
Cash Payment	E 101-45200-212	Motor Fuels	Fuel Parks	\$56.27
Invoice				
Cash Payment	E 101-42200-212	Motor Fuels	Fuel Fire	\$56.09
Invoice				
Cash Payment	E 240-42200-212	Motor Fuels	Fuel Fire	\$56.09
Invoice				
Cash Payment	E 101-43125-212	Motor Fuels	Snow Removal	\$0.00
Invoice				
Cash Payment	E 101-43100-212	Motor Fuels	Streets	\$100.00
Invoice				
Transaction Date	5/8/2025	SECURITY STATE B	10100	<b>Total</b> \$268.45
Refer	1652	ENGLISH ELECTRIC		
Cash Payment	E 101-41941-221	Equipment Repair & Mai	New Led Lights	\$4,709.00
Invoice	5959	5/8/2025		
Transaction Date	5/8/2025	SECURITY STATE B	10100	<b>Total</b> \$4,709.00

## Fund Summary

	10100 SECURITY STATE BANK	
101 GENERAL FUND		\$6,566.33
240 RURAL FIRE FUND		\$103.18
260 HISTORICAL FUND		\$136.49
408 2025 Street Project		\$8,128.81
601 WATER FUND		\$1,559.61
602 SEWER FUND		\$9,430.23
603 STORM SEWER		\$255.00
		<b>\$26,179.65</b>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$26,179.65
<b>Total</b>	<b>\$26,179.65</b>

## CITY OF WYKOFF

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## Payments

Page 1

Current Period: May 2025

Payments Batch 050525PAY

\$5,000.00

Refer 1640 PRIORITY CONSTRUCTION SERVI

Cash Payment E 101-41941-500 Capital Outlay New door Community Center

\$5,000.00

Invoice 5/5/2025

Transaction Date 5/5/2025

SECURITY STATE B 10100

Total \$5,000.00

## Fund Summary

10100 SECURITY STATE BANK

101 GENERAL FUND

\$5,000.00

\$5,000.00

Pre-Written Checks

\$0.00

Checks to be Generated by the Computer

\$5,000.00

Total

\$5,000.00

## CITY OF WYKOFF

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Page 1

## Payments

Current Period: April 2025

## Payments Batch 042825PAY

\$1,061.96

Refer 1634 MINNESOTA ENERGY RESOURCE

Cash Payment Invoice	E 101-42200-383 Heating Fuel	Fire Hall	\$161.30
Cash Payment Invoice	E 240-42200-383 Heating Fuel	Rural Fire Hall	\$161.30
Cash Payment Invoice	E 101-41944-383 Heating Fuel	City Shed	\$190.64
Cash Payment Invoice	E 601-49430-383 Heating Fuel	pumphouse	\$129.73
Cash Payment Invoice	E 101-41941-383 Heating Fuel	Community Center	\$280.85
Cash Payment Invoice	E 101-42200-383 Heating Fuel	Municipal Building	\$104.89
Cash Payment Invoice	E 602-49480-383 Heating Fuel	WWTP	\$33.25

Transaction Date 4/28/2025

SECURITY STATE B 10100

Total \$1,061.96

## Fund Summary

10100 SECURITY STATE BANK

101 GENERAL FUND	\$737.68
240 RURAL FIRE FUND	\$161.30
601 WATER FUND	\$129.73
602 SEWER FUND	\$33.25
	<u>\$1,061.96</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$1,061.96
Total	<u>\$1,061.96</u>

# Environmental Water Services



Operations &  
Maintenance



Water & Wastewater  
Services



## City Of Wykoff

### Monthly Council Report

Reporting for the Month of May 2025

- 1.) Completed DMR no limit exceedances.
- 2.) Completed rounds, checks and process control.
- 3.) Conducted MLSS checks.
- 4.) Checked biological activity under microscope.
- 5.) Finished up with Grant submission for engineering and design for EQ tank.
- 6.) Assisted with locating water service at Wykoff Commons
- 7.) 2 alarm calls wet weather events no flooding.
- 8.) Performed 2 Locates.
- 9.) Met with Streets Committee
- 10.) Contacted Arvig regarding phone service to WWTP.
- 11.) Assisted during fire call to ensure water availability through City water service.
- 12.) Conducted shutdown onto temporary water service N Line and Bartlett.
- 13.) Spoke with Brett Regarding street project.
- 14.) Power washed inside of WWTP plant.
- 15.) Cleaned inside of Wellhouse.
- 16.) MDH conducted inspection of water facilities and sampling.
- 17.) Reviewed 315 Silver St N and 113 Gold St N Lateral video.

Approved 4/29/25  
Permit 2025-

### Chicken Permit Application

Applicant Name Rabe at Sunshine Farms  
Permit Address 101 Carmona St W Wykoff NJ  
Parcel ID \_\_\_\_\_ Phone Number 507 828 8291  
Coop Location 101 Carmona St W Coop Square Feet 18-22 sq ft  
Coop Height 57" Chicken Run (check one) YES ☒ NO ☐  
Number of Hens 6 (only six permitted) Type of Hens Burmese

A diagram indicating the location of a chicken coop and/or chicken run must be included with the application. Please include location distance(s) from adjoining structures/property lines.

No permit shall be issued and no chickens shall be allowed to be kept until the completed application, with required forms, have been received and a permit has been issued. Please attach the **Adjacent Neighbor Consent Form** to this application and check the box that you understand and have complied with the terms of this ordinance requirements.

#### Acknowledgement

I will, at all times, keep the chickens on my premises in accordance with City of Wykoff Ordinance 91.041, I understand failure to obey such conditions will constitute a violation of the provisions of this chapter and is grounds for cancellation of the permit and/or subject to criminal penalties prescribed by law. If I will no longer be keeping chickens on my premises, any chicken coops and/or chicken runs constructed or maintained shall be immediately removed. If my premises are subject to private restrictions, which prohibit the keeping of chickens, any permit issued to me will be void.

Applicant Signature Tony Rabe Date 4-14-25

#### **For Official Use Only**

Permit No. 2025-01 Fee Paid \$25.00 owed Ordinance Copy Provided \_\_\_\_\_  
City Agent Signature [Signature] Date 4-28-25 mc

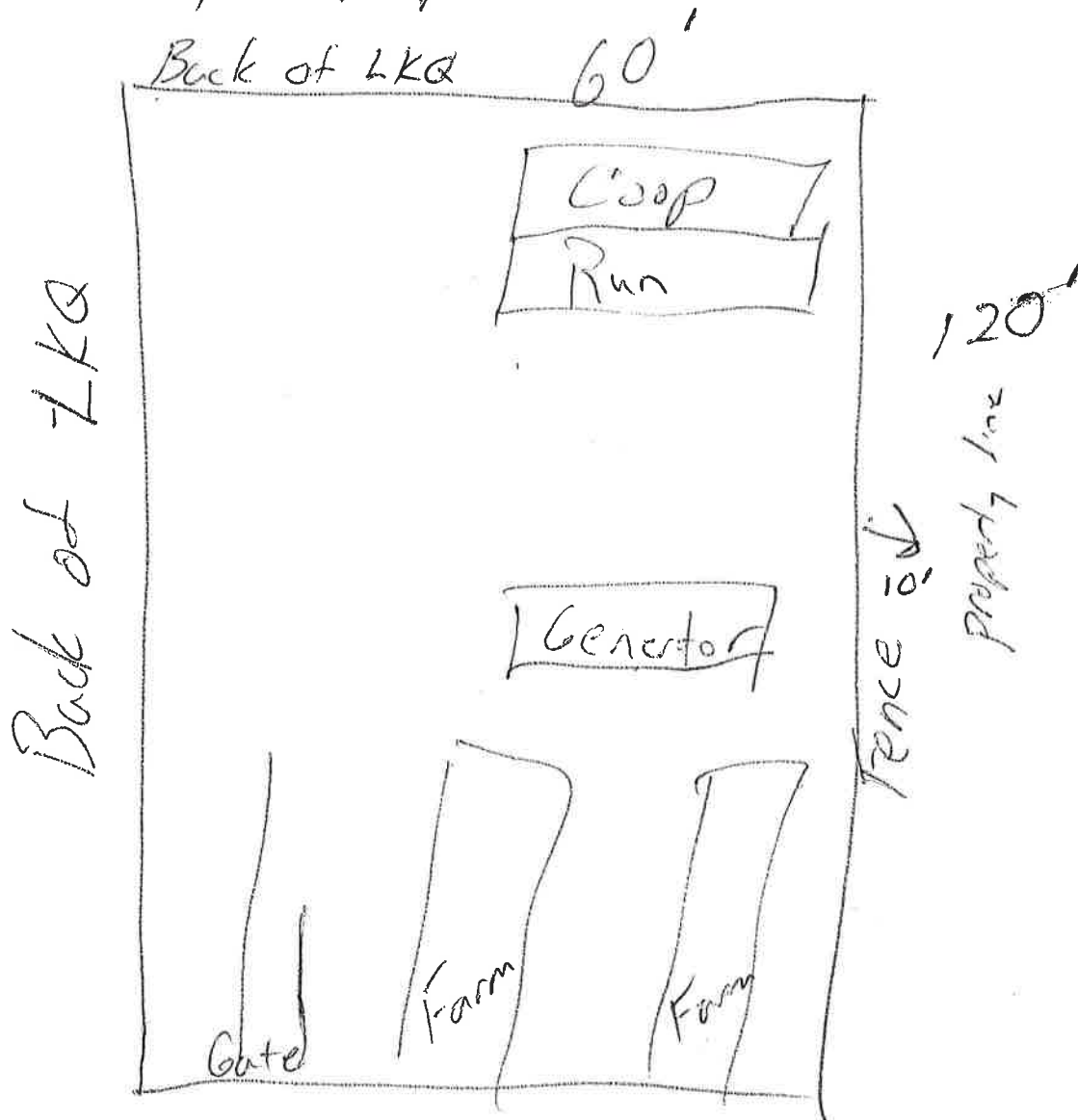
Adopted April 10, 2023

Do Not Have Adjacent Neighbor  
that Lives in house Any more

## CHICKEN COOP DRAWING

A diagram indicating the location of a chicken coop and/or chicken run must be included with the application. Please include location distance(s) from adjoining structures/property lines.

Sent Becky a pic of Coop from Runnings  
that I plan on using





## Chicken Permit Application: Adjacent Neighbor Consent Form

Applicant Name Rabe of Sunshine Farms

Permit Address 101 Carmona St W.

No permit shall be issued and no chickens shall be allowed to be kept unless the owners of all residentially-zoned adjacent properties consent, in writing, to the permit application. (Roosters are prohibited.) For purposes of this permit, adjacent property means all parcels of property that the applicant's property comes into contact with at one or more points. A chicken coop and/or chicken run shall not be closer than 10 feet from the property line.

### Instructions to Adjacent Property Owners

Your neighbor is applying for a permit to keep chickens on their property. A maximum of six chicken hens may be kept under this permit. If you are an adjacent property owner, your consent is required for issuance.

By signing this form, you are providing written consent for the issuance of the permit.

 Name Don Lauroux Street Address 121 Carmona W  
Signature [Signature] Date 4-24-25

Name Daniel Andersen Street Address 111 Carmona St West  
Signature [Signature] Date 4-24-25

Name \_\_\_\_\_ Street Address \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_ Street Address \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

30,0108.00

Permit 2025-03

**CITY OF WYKOFF**

**APPLICATION FOR ZONING PERMIT FOR CONSTRUCTION OF FENCES**

DATE: April 22, 2025

OWNER'S NAME Joe and Chelsay Gartner 507-501-6123

ADDRESS 104 N Main St, Wykoff MN 55990

Minnesota Code Book adopted by the City of Wykoff on June 12, 2018

**Chapter 15 – Land Usage**

**Section:**

**' 151.46 GENERAL REQUIREMENTS.**

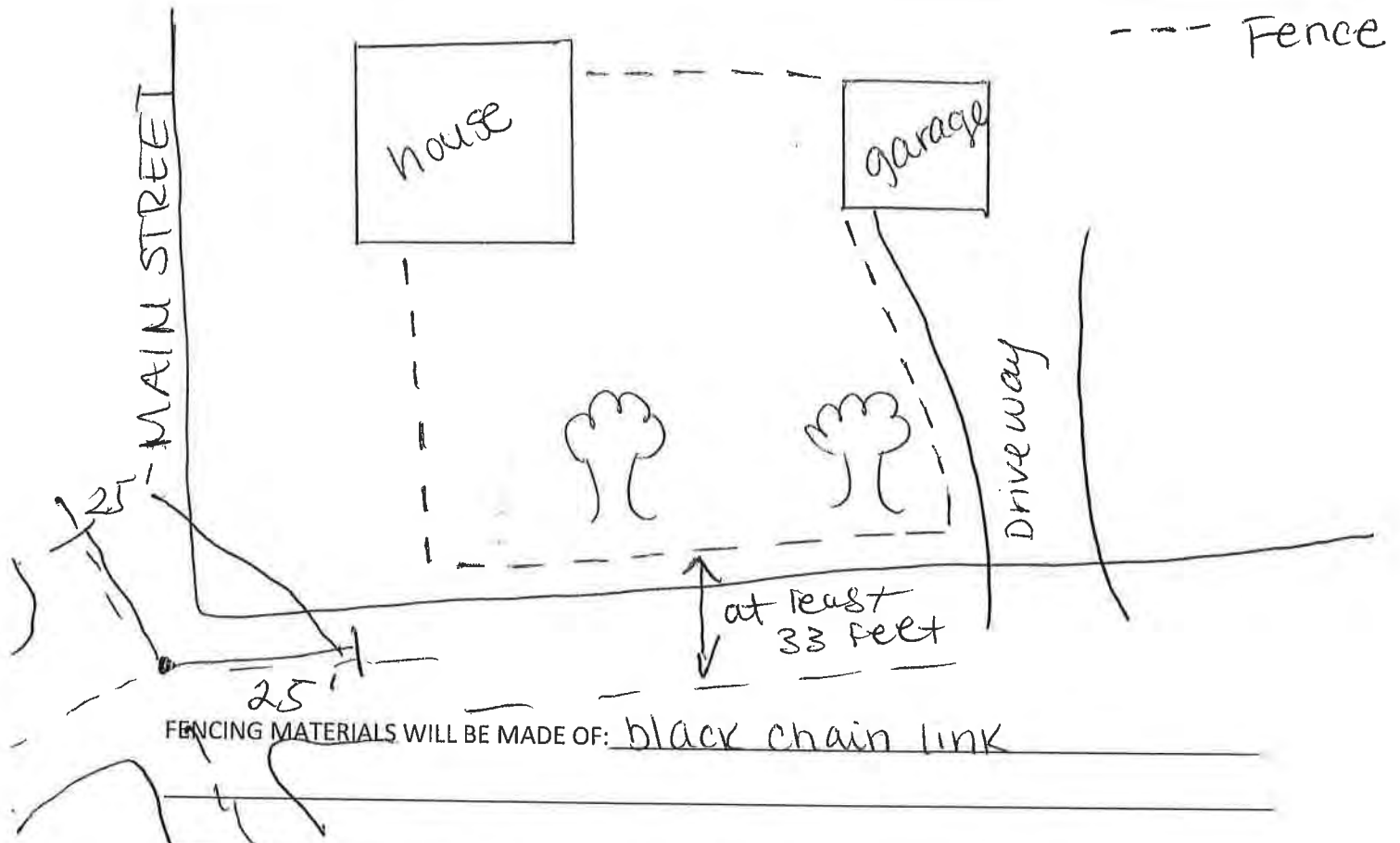
- (A) All fences of more than 30 inches in height shall require a permit.
- (B) No fence shall contain barbed wire.
- (C) No fence shall be charged with electric current, except within an agricultural district.
- (D) No fence, wall or other obstruction to vision above a height of 30 inches from the established street grades shall be permitted within the triangular area formed at the intersection of any street right-of-way lines by a straight line drawn between the right-of-way lines at a distance along each line of 25 feet from their point of intersection.
- (E) Fences must be maintained so as not to endanger life or property and any fence which, through lack of repair, type of construction or otherwise, that imperils health, life or property or the well-being of a neighborhood shall be deemed a nuisance.
- (F) All fences must be located on the private property of the person, firm or corporation constructing the fence.
- (G) All fences must comply with all other requirements of law or this code as it applies to fence installation and materials.

Penalty, see ' 151.99

**' 151.47 RESIDENTIAL REGULATIONS.**

- (A) *Prohibited material.* No fence or wall shall be constructed of any electrically charged element or barbed wire.
- (B) *Approved material.* All fences in residential districts shall be constructed of stone, brick, finished wood, chained link or vinyl. The finished side of the fence, or that side of the fence without exposed support or posts, shall face the neighboring property or streets.

# FENCE DRAWING



Signature of Landowners:

Chelsea Gentner  
pe. Gertner

Date 4/22/25

Date 4/22/25

Send all correspondence to:  
 City of Wykoff Zoning Office  
 P.O. Box 218  
 217 Gold St. N>  
 Wykoff, MN 55990  
 507-352-4011  
 Fax: 507-352-2425  
 Email: [wykoff@arvig.net](mailto:wykoff@arvig.net)

\*\* Adopted by Wykoff City Council  
 on January 13, 2020

Fence Permit Approval	
Approved <u>X</u>	Denied _____
Signature of two Council Members <u>mpy</u>	
Permit # _____	Date _____

Note: see

151.46-D

151.471-F - Public Rightofway 33' from Road center

(C) *Side and rear yard requirements.* (See Addendum 151.471) No fence or wall located in a side or a rear yard shall be of height exceeding four feet, measured from its top edge to the ground at any point.

(D) *Front yards.* No fence or wall shall be located in a front yard.

(E) *Maintenance.* Every fence or wall shall be maintained in a good and safe condition at all times. Every damaged or missing element of any fence or wall shall be prepared or replaced immediately.

(F) *Setbacks.* (See Addendum 151.471) No fence may be located less than six inches from a property line. No fence, wall, hedge or other screening device shall be permitted to encroach on any public right-of-way.

Penalty, see ' 151.99

#### **151.471 RESIDENTIAL REGULATIONS. (Addendum)**

(C) *Side and rear yard requirements.* No fence or wall located in the side or a rear yard shall be of height exceeding eight feet, measured from its top edge to the ground at any point.

(F) *Setbacks.* No fence may be located less than 24 inches from a property line. No fence, wall, hedge or other screening device shall be permitted to encroach on any public right-of-way.

Penalty, see ' 151.99

#### **' 151.48 VARIANCE.**

Any deviation from the provisions of this subchapter shall require a variance. If a variance is requested, the variance shall be considered in accordance with the zoning variance procedures and fees for this variance will be in accordance with the zoning variance fee.

**No work may begin until a permit is obtained. There is no fee for a permit to construct a fence on your property. If work has begun on the fence before a permit is issued, a \$250.00 late fee must be paid.**

**Please use page three of this form to draw the location that you are planning to put the fence on your property and list the fence product that you will be using.**

## CITY OF WYKOFF

## APPLICATION FOR ZONING PERMIT FOR CONSTRUCTION OF FENCES

DATE: 4/8/25OWNER'S NAME Shari Gartner30,0065,000ADDRESS 113 N Gold Street

Minnesota Code Book adopted by the City of Wykoff on June 12, 2018

## Chapter 15 – Land Usage

## Section:

## ' 151.46 GENERAL REQUIREMENTS.

- (A) All fences of more than 30 inches in height shall require a permit.
- (B) No fence shall contain barbed wire.
- (C) No fence shall be charged with electric current, except within an agricultural district.
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- (E) Fences must be maintained so as not to endanger life or property and any fence which, through lack of repair, type of construction or otherwise, that imperils health, life or property or the well-being of a neighborhood shall be deemed a nuisance.
- (F) All fences must be located on the private property of the person, firm or corporation constructing the fence.
- (G) All fences must comply with all other requirements of law or this code as it applies to fence installation and materials.

Penalty, see ' 151.99

## ' 151.47 RESIDENTIAL REGULATIONS.

- (A) *Prohibited material.* No fence or wall shall be constructed of any electrically charged element or barbed wire.
- (B) *Approved material.* All fences in residential districts shall be constructed of stone, brick, finished wood, chained link or vinyl. The finished side of the fence, or that side of the fence without exposed support or posts, shall face the neighboring property or streets.

# FENCE DRAWING

see photo  
attached

\* Mike Lund Fire Chief inspected location of  
fire hydrant does not see an issue  
FENCING MATERIALS WILL BE MADE OF: steel

Signature of Landowners:

Shari Gartner

Date 4/8/25

Date \_\_\_\_\_

Send all correspondence to:  
City of Wykoff Zoning Office  
P.O. Box 218  
217 Gold St. N>  
Wykoff, MN 55990  
507-352-4011  
Fax: 507-352-2425  
Email: [wykoff@arvig.net](mailto:wykoff@arvig.net)

\*\* Adopted by Wykoff City Council  
on January 13, 2020

Fence Permit Approval	
Approved <u>[Signature]</u>	Denied _____
Signature of Zoning Chair <u>[Signature]</u>	Date <u>4-25-25</u>
Permit # _____	

NOTE: Please be sure  
finished side is facing  
Adjoining Property  
Section 151.47, B



✓ Fence



(C) *Side and rear yard requirements.* (See Addendum 151.471) No fence or wall located in a side or a rear yard shall be of height exceeding four feet, measured from its top edge to the ground at any point.

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Penalty, see ' 151.99

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**Please use page three of this form to draw the location that you are planning to put the fence on your property and list the fence product that you will be using.**



# **FILLMORE COUNTY SHERIFF**



## **Office of the FILLMORE COUNTY SHERIFF**

JOHN DEGEORGE Sheriff  
LANCE BOYUM Chief Deputy  
901 Houston St. NW  
PRESTON, MN 55965-1080

Tel: 507-765-3874  
Emergency Dial 911  
Fax: 507-765-2703

**Date:** April 2025

**To:** Wykoff City Council

**From:** Derek Fuglestad, Patrol Sergeant  
John DeGeorge, Fillmore County Sheriff

**Re:** Law Enforcement report

**Hours of patrol: 35.25**

### **Calls for Service**

25002250	Harassment	GOLD ST	WYKOFF	2025-04-02
25002352	Driving Complaint	GOLD ST	WYKOFF	2025-04-05
25002485	Ambulance	Main St	Wykoff	2025-04-10
25002541	Permit to Purchase	SILVER ST N	WYKOFF	2025-04-12
25002562	Driving Complaint	Main St	Wykoff	2025-04-12
25002616	Civil	GOLD ST	WYKOFF	2025-04-14
25002654	Ambulance	MAIN ST	WYKOFF	2025-04-15
25002716	Civil	MAIN ST	WYKOFF	2025-04-17
25002731	Parking Complaint	Gold St	Wykoff	2025-04-17
25002754	Information	HWY 80	WYKOFF	2025-04-18
25002796	Assist	FRONT ST	Wykoff	2025-04-21
25002819	Ambulance	HWY 16	WYKOFF	2025-04-21
25002827	Ambulance	GOLD ST	WYKOFF	2025-04-21
25002930	Permit to Carry	HWY 80	WYKOFF	2025-04-24
25002970	Information	BARTLETT ST	WYKOFF	2025-04-25
25003037	Permit to Carry	S MAIN ST	WYKOFF	2025-04-28
25003053	Ambulance	MAIN ST	Wykoff	2025-04-28
25003070	Welfare Check	BARTLETT ST	WYKOFF	2025-04-29
25003082	Fires	Gold St N	Wykoff	2025-04-29



**Priority Construction Services**  
3431 Northern Valley Place NE  
Rochester, MN 55906  
Phone: (507) 289-3275

Fax: (507) 226-8344

**Company Representative**

Josh Hulberg  
Phone: (507) 429-0668  
Joshh@priorityconstructionservices.com

04/21/2025  
Claim Information

**Rebecca Schmidt**  
**City of Wykoff**  
226 North Gold Street  
Wykoff, MN 55990  
(507) 352-4011 Ext. City

Job: Rebecca Schmidt

**36" Door - Front Door Replacement - Community Center**

Aluminum Storefront Door Install - 36" Opening

Remove existing double doors at the entrance of the Community Center.  
Remove siding for reinstall as needed.  
Check blocking around the rough opening to ensure there is no rot or other structural issues.  
Install new aluminum store front frame and glass in the opening.  
- Hardware to be panic bars and deadbolt lock.

---

**\$9,028.36**

**42" Door - Front Door Replacement - Community Center**

Aluminum Storefront Door Install - 42" Opening

Remove existing double doors at the entrance of the Community Center.  
Remove siding for reinstall as needed.  
Check blocking around the rough opening to ensure there is no rot or other structural issues.  
Install new aluminum store front frame and glass in the opening.  
- Hardware to be panic bars and deadbolt lock.

---

**\$9,956.63**

**Concrete Slab Replacement**

Pavilion Concrete Slab Replacement

Demo and remove existing concrete slab under the pavilion next to the Community Center.  
Inspect columns to ensure they are not rotten.  
- If columns need to be replaced, an extra charge will be added.  
Form slab to same size as previously.  
Install a 2' on center grid of 3/8" rebar.  
Pour and finish concrete slab.  
- Finish to be a floated finish.  
Clean jobsite after work is completed.

---

**\$18,144.24**

Starting at **\$368/month** with  **Acorn** • [APPLY](#)

Thank you for considering Priority Construction Services for your repair and remodeling needs. We're here to assist you every step of the way, so please don't hesitate to reach out with any questions. Your trust in us to serve your project needs is greatly valued.

**Valid Through:** This estimate remains valid for 30 days from the date issued, ensuring you have ample time to make a decision.

**State law (Stat. § 325E.66)** prohibits contractors from offering to pay a customer's insurance deductible or offering anything of value as an inducement to enter into a contract for home repairs that are to be paid for as a part of an insurance claim. If a residential contractor violates this section, the insurer to whom the insured tendered the claim shall not be obligated to consider the estimate prepared by the residential contractor.

**Warranty:** PCS warrants to the property owner that for a 10-year period the work shall be free from defects caused by faulty workmanship due to noncompliance with building standards. This warranty excludes any defects caused by defective materials covered under the manufacturer's warranty, work performed by others, or defects caused by the failure to repair or to perform maintenance, including, without limitation, caulking, sealing, and painting. Owner shall provide written notice to PCS within 10 days of discovery of the defect. This warranty is nontransferable unless PCS in its sole discretion consents to the transfer in a writing signed by it.

**General Contractor:** Property owner acknowledges Priority Construction Services ("PCS") as a general contractor and as such shall be entitled to overhead and profit. **General Contractor License:** MN BC636273 | IA C112887 | WI 1171569

**Payment:** Personal checks must be made payable to "Priority Construction Services." To initiate the project, a partial payment amounting to 50% of the total contract value is required. This initial deposit is due upon signing the contract and must be received before any work commences. The remaining balance is due upon project completion.

**Down Payment:** \$ \_\_\_\_\_ CK # \_\_\_\_\_

**Right to Cancel:** You, the buyer, may cancel this purchase at any time prior to midnight of the third business day after the date of this purchase. See attached notice of cancelation form for an explanation of this right.

The Additional Terms and Conditions included on page 2 of this document are part of this contract as effectively as though they preceded the signature of the property owner.

\_\_\_\_\_  
Company Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Date

City of Wykoff, Minnesota

Security Bank & Trust Co., Winsted, MN

\$836,000

General Obligation Water Revenue & Disposal System Bonds, Series 2025A



**MINNESOTA RURAL WATER ASSOCIATION MEGA LOAN  
STATE OF MN CREDIT ENHANCED**

**Uses of Funds**

Water Portion	388,000.00
Disposal System Portion	399,951.00
Other	-
<b>Total Project Costs</b>	<b>787,951.00</b>
Underwriter's Discount Allowance	0.00%
Unused Discount to D/S Fund	-
Fiscal Fee*	11,500.00
Bond Counsel	4,800.00
Pay Agent	750.00
Printing & Misc	1,350.00
MRWA Sponsorship	1,350.00
Original Issue Discount	-
Excess Proceeds	-
Capitalized Interest (to D/S Fund)	28,614.42
	<b>836,315.42</b>

\* includes \$500 State fee

**Sources of Funds**

Bond Issue	836,000.00
Bond Premium	-
Construction Fund Earnings	315.42
City Cash	-
	<b>836,315.42</b>

**Bond Details**

Set Sale Date	4/14/2025
Bld Date	5/12/2025
Sale Date	5/12/2025
Dated Date	5/27/2025
Closing Date	5/27/2025
1st Interest Payment	2/1/2026
Proceeds spent by:	12/31/2026
Purchase Price	836,000.00
Net Interest Cost	539,977.42
Net Effective Rate	5.050000%
Average Coupon	5.050000%
Call Option	@ par 2/1/2033
Weighted Avg. Maturity	12.790
Average Life	12.790
Bond Yield	5.0483%
Purchaser	Security Bank & Trust Co., Winsted, MN
Bond Counsel	Taft Law
Rating Agency	None
Pay Agent	Northland Bond Services
Tax Status	Tax Exempt
Continuing Disclosure	Limited
Rebate	Small Issuer
Statutory Authority	MS, Chapters 115.444, & 475

**Payment Schedule & Cashflow**

Payment Schedule					
12-Month Period ending*	Principal	Coupon	Interest	Payment Total	PLUS 5%
5/27/2025 Dated Date	-	-	-	-	28,614
2/1/2026	-	5.05%	28,614	28,614	28,614
2/1/2027	25,000	5.05%	42,218	67,218	70,579
2/1/2028	27,000	5.05%	40,856	67,856	71,353
2/1/2029	28,000	5.05%	39,592	67,592	70,972
2/1/2030	29,000	5.05%	38,178	67,178	70,537
2/1/2031	31,000	5.05%	36,714	67,714	71,089
2/1/2032	32,000	5.05%	35,148	67,148	70,505
2/1/2033	34,000	5.05%	33,532	67,532	70,909
2/1/2034	35,000	5.05%	31,815	66,815	70,156
2/1/2035	37,000	5.05%	30,048	67,048	70,400
2/1/2036	39,000	5.05%	28,179	67,179	70,538
2/1/2037	41,000	5.05%	26,210	67,210	70,570
2/1/2038	43,000	5.05%	24,139	67,139	70,498
2/1/2039	45,000	5.05%	21,968	66,968	70,316
2/1/2040	47,000	5.05%	19,695	66,695	70,030
2/1/2041	51,000	5.05%	17,322	68,322	71,738
2/1/2042	53,000	5.05%	14,746	67,746	71,133
2/1/2043	55,000	5.05%	12,070	67,070	70,423
2/1/2044	59,000	5.05%	9,292	68,292	71,707
2/1/2045	61,000	5.05%	6,313	67,313	70,678
2/1/2046	64,000	5.05%	3,232	67,232	70,594
	<b>836,000</b>		<b>539,977</b>	<b>1,375,977</b>	<b>1,443,348</b>

Collection Year	Fledged Revenues			Account Balances	
	Water Revenues	Special Assessments	Tax Levies	Surplus (deficit)	Account Balance
				Initial Deposit to D/S Fund >	28,614
2025	-	-	-	(28,614)	-
2026	34,287	11,061	25,231	-	-
2027	34,701	11,061	25,591	-	-
2028	35,062	11,061	24,849	-	-
2029	34,319	11,061	25,157	-	-
2030	34,627	11,061	25,411	-	-
2031	34,882	11,061	24,583	-	-
2032	35,083	11,061	24,785	-	-
2033	34,182	11,061	24,913	-	-
2034	34,330	11,061	25,009	-	-
2035	34,426	11,061	25,051	-	-
2036	34,468	11,061	25,041	-	-
2037	34,458	11,061	24,977	-	-
2038	34,304	11,061	24,861	-	-
2039	34,278	11,061	24,691	-	-
2040	35,158	11,061	25,519	-	-
2041	34,883	11,061	25,190	-	-
2042	34,554	11,061	24,808	-	-
2043	35,222	11,061	25,423	-	-
2044	34,735	11,061	24,883	-	-
2045	34,194	11,061	25,339	-	-
	<b>692,242</b>	<b>221,217</b>	<b>501,272</b>	<b>(28,614)</b>	

**City of Wykoff, Minnesota**  
**General Obligation Water Revenue & Disposal System Bonds, Series 2025A**  
**\$836,000**

**MASTER BOND PAYMENT SCHEDULE**

Paying Agent: Northland Bond Services

Payment Date	Principal	Interest Rates	Semi-annual Interest	Semi-Annual Payment	Payment Notation	CUSIP Number
May 27, 2025	<i>Dated Date</i>					
February 1, 2026	-	5.050%	28,614.42	28,614.42		
August 1, 2026			21,109.00	21,109.00		
February 1, 2027	25,000	5.050%	21,109.00	46,109.00		
August 1, 2027			20,477.75	20,477.75		
February 1, 2028	27,000	5.050%	20,477.75	47,477.75		
August 1, 2028			19,796.00	19,796.00		
February 1, 2029	28,000	5.050%	19,796.00	47,796.00		
August 1, 2029			19,089.00	19,089.00		
February 1, 2030	29,000	5.050%	19,089.00	48,089.00		
August 1, 2030			18,356.75	18,356.75		
February 1, 2031	31,000	5.050%	18,356.75	49,356.75		
August 1, 2031			17,574.00	17,574.00		
February 1, 2032	32,000	5.050%	17,574.00	49,574.00		
August 1, 2032			16,766.00	16,766.00		
February 1, 2033	34,000	5.050%	16,766.00	50,766.00		
August 1, 2033			15,907.50	15,907.50		
February 1, 2034	35,000	5.050%	15,907.50	50,907.50		
August 1, 2034			15,023.75	15,023.75		
February 1, 2035	37,000	5.050%	15,023.75	52,023.75		
August 1, 2035			14,089.50	14,089.50		
February 1, 2036	39,000	5.050%	14,089.50	53,089.50		
August 1, 2036			13,104.75	13,104.75		
February 1, 2037	41,000	5.050%	13,104.75	54,104.75		
August 1, 2037			12,069.50	12,069.50		
February 1, 2038	43,000	5.050%	12,069.50	55,069.50		
August 1, 2038			10,983.75	10,983.75		
February 1, 2039	45,000	5.050%	10,983.75	55,983.75		
August 1, 2039			9,847.50	9,847.50		
February 1, 2040	47,000	5.050%	9,847.50	56,847.50		
August 1, 2040			8,660.75	8,660.75		
February 1, 2041	51,000	5.050%	8,660.75	59,660.75		
August 1, 2041			7,373.00	7,373.00		
February 1, 2042	53,000	5.050%	7,373.00	60,373.00		
August 1, 2042			6,034.75	6,034.75		
February 1, 2043	55,000	5.050%	6,034.75	61,034.75		
August 1, 2043			4,646.00	4,646.00		
February 1, 2044	59,000	5.050%	4,646.00	63,646.00		
August 1, 2044			3,156.25	3,156.25		
February 1, 2045	61,000	5.050%	3,156.25	64,156.25		
August 1, 2045			1,616.00	1,616.00		
February 1, 2046	64,000	5.050%	1,616.00	65,616.00		
836,000			539,977.42	1,375,977.42		

(1) These Maturities have been aggregated to Term Bonds, maturing in the final year shown, subject to mandatory sinking fund call.

Call Option: 2/1/2033 at par  
Bonds Dated: 5/27/2025

This payment schedule assumes no bonds are redeemed early. Refunds, if they are done, will alter this payment schedule. David Drown Associates, Inc. (612-920-3320) is available at any time to review the feasibility of refunding this issue.

The Pay Agent for this issue will charge a fee for handling of payments on the bonds. Transfers and exchanges of the Bonds may be made and appropriate additional charges will apply. The Pay Agent will send a statement of charges at the time they bill you for bond payments. The Pay Agent normally requests payments be received three working days prior to the due date in order to assure sufficient processing time. Payment may be made by wire, warrant, draft or check.

City of Wykoff, Minnesota

General Obligation Water Revenue & Disposal System Bonds, Series 2025A

Uses of Funds			
Construction		295,000.00	
Engineering		70,000.00	
Contingency		23,000.00	
Other		-	
Total Project Costs		388,000.00	
Underwriter's Discount Allowance	0.00%	-	
Unused Discount to D/S Fund		-	
Allocated Issuance Costs		7,000.00	
Original Issue Discount		-	
Excess Proceeds		-	
Capitalized Interest (to D/S Fund)		13,999.16	
		408,999.16	
Sources of Funds			
Bond Issue		409,000.00	
Bond Premium		-	
Construction Fund Earnings		(0.84)	
City Cash		-	
		408,999.16	



Payment Schedule & Cashflow

Payment Schedule					
12-Month Period ending*	Principal	Coupon	Interest	Payment Total	PLUS 5%
5/27/2025 Dated Date	-	5.05%	13,999	13,999	13,999
2/1/2026	-	5.05%	20,655	32,655	34,287
2/1/2028	12,000	5.05%	20,049	33,049	34,701
2/1/2029	13,000	5.05%	19,392	33,392	35,082
2/1/2030	14,000	5.05%	18,685	32,685	34,319
2/1/2031	15,000	5.05%	17,978	32,978	34,627
2/1/2032	16,000	5.05%	17,221	33,221	34,882
2/1/2033	17,000	5.05%	16,413	33,413	35,083
2/1/2034	17,000	5.05%	15,554	32,554	34,182
2/1/2035	18,000	5.05%	14,696	32,696	34,330
2/1/2036	19,000	5.05%	13,787	32,787	34,426
2/1/2037	20,000	5.05%	12,827	32,827	34,488
2/1/2038	21,000	5.05%	11,817	32,817	34,458
2/1/2039	22,000	5.05%	10,757	32,757	34,394
2/1/2040	23,000	5.05%	9,646	32,646	34,278
2/1/2041	25,000	5.05%	8,484	33,484	35,158
2/1/2042	26,000	5.05%	7,222	33,222	34,883
2/1/2043	27,000	5.05%	5,909	32,909	34,554
2/1/2044	29,000	5.05%	4,545	33,545	35,222
2/1/2045	30,000	5.05%	3,081	33,081	34,735
2/1/2046	31,000	5.05%	1,566	32,566	34,194
	409,000		264,277	673,277	706,241

Account Balances			
Collection Year	Water Revenues	Surplus (deficit)	Account Balance
		Initial Deposit to D/S Fund >	13,999
2025	-	(13,999)	-
2026	34,287	-	-
2027	34,701	-	-
2028	35,062	-	-
2029	34,319	-	-
2030	34,627	-	-
2031	34,882	-	-
2032	35,083	-	-
2033	34,182	-	-
2034	34,330	-	-
2035	34,426	-	-
2036	34,468	-	-
2037	34,458	-	-
2038	34,394	-	-
2039	34,278	-	-
2040	35,158	-	-
2041	34,883	-	-
2042	34,554	-	-
2043	35,222	-	-
2044	34,735	-	-
2045	34,194	-	-
	692,242	(13,999)	

City of Wykoff, Minnesota

General Obligation Water Revenue & Disposal System Bonds, Series 2025A

Uses of Funds		
Construction		304,997.00
Engineering		72,954.00
Contingency		22,000.00
Other		-
<b>Total Project Costs</b>		<b>399,951.00</b>
Underwriter's Discount Allowance	0.00%	-
Unused Discount to D/S Fund		-
Allocated Issuance Costs		12,750.00
Original Issue Discount		-
Excess Proceeds		-
Capitalized Interest (to D/S Fund)		14,615.26
		<b>427,316.26</b>

Sources of Funds		
Bond Issue		427,000.00
Bond Premium		-
Construction Fund Earnings		316.26
City Cash		-
		<b>427,316.26</b>

Payment Schedule & Cashflow

Payment Schedule					
12-Month Period ending*	Principal	Coupon	Interest	Payment Total	PLUS 5%
5/27/2025 <i>Dated Date</i>					14,615
2/1/2026		5.05%	14,615	14,615	36,292
2/1/2027	13,000	5.05%	21,564	34,564	36,652
2/1/2028	14,000	5.05%	20,907	34,907	35,910
2/1/2029	14,000	5.05%	20,200	34,200	36,218
2/1/2030	15,000	5.05%	19,493	34,493	36,472
2/1/2031	16,000	5.05%	18,736	34,736	35,624
2/1/2032	16,000	5.05%	17,928	33,928	35,825
2/1/2033	17,000	5.05%	17,120	34,120	35,074
2/1/2034	18,000	5.05%	16,261	34,261	36,070
2/1/2035	19,000	5.05%	15,352	34,352	36,112
2/1/2036	20,000	5.05%	14,393	34,393	36,102
2/1/2037	21,000	5.05%	13,383	34,383	36,038
2/1/2038	22,000	5.05%	12,322	34,322	35,922
2/1/2039	23,000	5.05%	11,211	34,211	35,752
2/1/2040	24,000	5.05%	10,050	34,050	36,579
2/1/2041	26,000	5.05%	8,838	34,838	36,525
2/1/2042	27,000	5.05%	7,525	34,525	36,161
2/1/2043	28,000	5.05%	6,161	34,161	36,484
2/1/2044	30,000	5.05%	4,747	34,747	35,944
2/1/2045	31,000	5.05%	3,232	34,232	36,400
2/1/2046	33,000	5.05%	1,667	34,667	
	427,000		275,700	702,700	737,105

# Disposal System Portion

\$ 126,354 Asmt Roll  
20 Term  
6.05% Rate

Collection Year			Account Balances	
	Special	Tax	Surplus	Account
	Assessments	Levies	(deficit)	Balance
		Initial Deposit to D/S Fund >		14,615
2025	-	-	(14,615)	-
2026	11,061	25,231	-	-
2027	11,061	25,591	-	-
2028	11,061	24,849	-	-
2029	11,061	25,157	-	-
2030	11,061	25,411	-	-
2031	11,061	24,563	-	-
2032	11,061	24,765	-	-
2033	11,061	24,913	-	-
2034	11,061	25,009	-	-
2035	11,061	25,051	-	-
2036	11,061	25,041	-	-
2037	11,061	24,977	-	-
2038	11,061	24,861	-	-
2039	11,061	24,691	-	-
2040	11,061	25,519	-	-
2041	11,061	25,190	-	-
2042	11,061	24,808	-	-
2043	11,061	25,423	-	-
2044	11,061	24,883	-	-
2045	11,061	25,339	-	-
	221,217	501,272	(14,615)	

NEGOTIATED SALE

\$ 8,5 project  
 \$ discount  
 \$ 8,00 issuance  
 \$ 28, cap int  
 \$ ,05 rounding  
 \$ 8,000 BOND AMOUNT

5/2/2025	dated	date							
2/2022	\$	0,000	.6	\$	28,20	\$	28,20	\$	5
2/2022	\$	0,000	.6	\$	,20	\$	,20	\$	5
2/2028	\$	0,000	.6	\$	0,285	\$	0,285	\$	5
2/2022	\$	0,000	.6	\$	8,50	\$	8,50	\$	5
2/2020	\$	0,000	.6	\$	,5	\$	,5	\$	5
2/2020	\$	0,000	.6	\$	,280	\$	,280	\$	5
2/2022	\$	0,000	.6	\$	,5	\$	,5	\$	5
2/2020	\$	5,000	.55	\$	,0	\$	8,0	\$	5
2/2020	\$	0,000	.55	\$	2,08	\$	2,08	\$	5
2/2020	\$	0,000	.55	\$	0,8	\$	0,8	\$	5
2/2020	\$	0,000	.55	\$	28,8	\$	8,8	\$	5
2/2020	\$	0,000	.55	\$	2,558	\$	,558	\$	5
2/2028	\$	0,000	.55	\$	2,8	\$	,8	\$	5
2/2020	\$	5,000	.55	\$	22,8	\$	,8	\$	5
2/2020	\$	60,000	.55	\$	20,00	\$	0,00	\$	5
2/2020	\$	60,000	.55	\$	8,025	\$	8,025	\$	5
2/2022	\$	55,000	.55	\$	5,50	\$	0,50	\$	5
2/2020	\$	0,000	.55	\$	2,8	\$	2,8	\$	5
2/2020	\$	0,000	.55	\$	,628	\$	,628	\$	5
2/2020	\$	0,000	.55	\$	,8	\$	,8	\$	5
2/2020	\$	6,000	.55	\$	,8	\$	8,8	\$	5
\$ 8,000				\$	52,2	\$	,02,2	\$	,00
						\$	,2,22		
				Less Cap Int	Rounding	\$	2,		
				NET PMTS		\$	,82,5		

BANK PLACEMENT

\$ 8,5 project  
 \$ discount  
 \$ ,50 issuance  
 \$ 28, cap int  
 \$ 5 rounding  
 \$ 8,000 BOND AMOUNT

		PRIN	RATE	INT	P&I	Pay Agent
5/2/2025	dated date					
2/2022	\$		5.05	\$ 28,	\$ 28,	\$ 5
2/2022	\$ 25,000		5.05	\$ 2,28	\$ ,28	\$ 5
2/2028	\$ 2,000		5.05	\$ 0,5	\$ ,5	\$ 5
2/2022	\$ 28,000		5.05	\$ ,52	\$ ,52	\$ 5
2/2020	\$ 2,000		5.05	\$ 8,8	\$ ,8	\$ 5
2/2020	\$ ,000		5.05	\$ ,	\$ ,	\$ 5
2/2022	\$ 2,000		5.05	\$ 5,8	\$ ,8	\$ 5
2/2020	\$ ,000		5.05	\$ ,52	\$ ,52	\$ 5
2/2020	\$ 5,000		5.05	\$ ,85	\$ ,85	\$ 5
2/2020	\$ ,000		5.05	\$ 0,08	\$ ,08	\$ 5
2/2020	\$ ,000		5.05	\$ 28,	\$ ,	\$ 5
2/2020	\$ ,000		5.05	\$ 2,20	\$ ,20	\$ 5
2/2028	\$ ,000		5.05	\$ 2,	\$ ,	\$ 5
2/2020	\$ 5,000		5.05	\$ 2,8	\$ ,8	\$ 5
2/2020	\$ ,000		5.05	\$ ,5	\$ ,5	\$ 5
2/2020	\$ 5,000		5.05	\$ ,22	\$ 8,22	\$ 5
2/2022	\$ 5,000		5.05	\$ ,	\$ ,	\$ 5
2/2020	\$ 65,000		5.05	\$ 2,00	\$ ,00	\$ 5
2/2020	\$ 5,000		5.05	\$ ,22	\$ 8,22	\$ 5
2/2020	\$ ,000		5.05	\$ ,	\$ ,	\$ 5
2/2020	\$ ,000		5.05	\$ ,22	\$ ,22	\$ 5
\$ 8,000			\$ 5,	\$ ,5,	\$ ,	\$ ,00
					\$ ,8,8	
			Less Cap Int	Rounding	\$ 28,2	
			NET PMTS		\$ ,55,5	\$ 8
					\$ 2,	



# SCALE REQUEST FORM

Issuer (CDS) Wykoff UTGO		State Code <sup>1</sup> MN	Date Scale Written <sup>2</sup> 05/06/2025
Amount <sup>3</sup> 855k		Benchmark Date (YYYYMM) 4/11/2025	
Tax Status <sup>4</sup> BQ		Final Maturity (YYYY) 2055	
First Maturity (MM/YY) 2/1	Second Maturity (MM/YY)	Maturity Frequency <sup>5</sup> Annual	
Underlying Rating (NRS/NR) NR		Enhanced Rating St Aid NR	
Industry <sup>6</sup>		Enhancement <sup>7</sup>	
Underlying CDS (CDS) Denver BQ		Expected CDS (CDS)	
Call Notice <sup>8</sup> 7yr		First P/E <sup>9</sup>	
Name of Committee			

Maturity	COMPS	COMPS	COMPS	Amortization	MMD	Treas. Mat.	Coupon	Yield	Spread	T-Year	T-Yield	T-Spread
2/1/2025				MMDs	5.210							
2/1/2026				Read	5.210			WVALUE1				
2/1/2027				10 Years	5.210			WVALUE1				
2/1/2028				76.84	5.150			WVALUE1				
2/1/2029					5.110			WVALUE1				
2/1/2030					5.070			WVALUE1				
2/1/2031					5.030			WVALUE1				
2/1/2032					5.000		4.450	4.450	0.25			
2/1/2033					5.000			WVALUE1				
2/1/2034					5.000			WVALUE1				
2/1/2035				High Inters	5.050			WVALUE1				
2/1/2036				35-55	5.720			WVALUE1				
2/1/2037					5.780							
2/1/2038					5.830		4.550	4.550	0.72			
2/1/2039					5.910							
2/1/2040					6.010			WVALUE1				
2/1/2041					6.120							
2/1/2042					6.210							
2/1/2043					6.290							
2/1/2044					6.370							
2/1/2045					6.430			WVALUE1				
2/1/2046					6.470		5.150	5.150	0.68			
2/1/2047					6.500							
2/1/2048					6.530							
2/1/2049					6.550							
2/1/2050					6.570			WVALUE1				
2/1/2051					6.590							
2/1/2052					6.610							
2/1/2053					6.620							
2/1/2054					6.630							
2/1/2055					6.640			WVALUE1				

City of Wykoff

Minnesota Code Book 2023 Additions and Changes to City Ordinances

Public Hearing

April 14, 2025

The Public Hearing was called to order by Mayor Breckenridge at 6:30 p.m. in the Council Room located at 106 N. Gold St. Council members present were: Jeff Hare, Ryan Breckenridge, Jane Baker. Absent Barb Fate. Also, present City Administrator Rebecca Schmidt.

LuAnn stated the Signup sheet reflects that there were no attendees.

Mayor Breckenridge noted that the scheduled Public Hearing for the Public Works/Sewer Regulations was removed.

Mayor Breckenridge opened the Public Hearing for the following City Ordinances:

Title X1          Business Regulations

Chapter 114      Cannabinoid Ordinance

Ordinance #114.1 – Regulate Cannabis Businesses

Business Registration Form

Becky stated that she had met with Sheriff DeGeorge and a deputy that morning to review the Ordinance that has been presented. The only recommendation made was for the city to change the number of allowable licenses for Wykoff from three to one. He stated that Fillmore County as a whole only allows two. He felt comfortable that our city attorney had signed off on the Ordinance and that the staff had already taken a zoom session that was offered by the state. Sheriff DeGeorge also stated that at any time Wykoff does not want to continue with their own ordinance we can join Fillmore County and that they are there for a resource if needed.

Title XV          Land Usage

Chapter 150      General Provisions

Ordinance #151.07 – Telecommunications Towers

LuAnn asked for any questions to this ordinance, hearing none she stated the two ordinances will be brought to the May 12<sup>th</sup> meeting for final approval.

Hearing no further questions, the mayor called the Public Hearing closed at 6:40 p.m.

Adjournment

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\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date of approval

## **CHAPTER 114: CANNIBINOID ORDINANCE**

- Section 114.01 Administration
- Section 114.02 Registration of Cannabis Business
- Section 114.03 Requirements for a Cannabis Business  
(Time, Place, Manner)
- Section 114.04 Temporary Cannabis Events
- Section 114.05 Use of Cannabis in Public

### **AN ORDINANCE OF THE CITY OF WYKOFF TO REGULATE CANNABIS BUSINESSES**

The city council of Wykoff hereby ordains:

#### **Section 114.01 Administration**

##### ***(A) Findings and Purpose***

The City of Wykoff makes the following legislative findings:

The purpose of this ordinance is to implement the provisions of Minnesota Statutes, chapter 342, which authorizes The City of Wykoff to protect the public health, safety, welfare of Wykoff residents by regulating cannabis businesses within the legal boundaries of Wykoff.

Wykoff finds and concludes that the proposed provisions are appropriate and lawful land use regulations for Wykoff, that the proposed amendments will promote the community's interest in reasonable stability in zoning for now and in the future, and that the proposed provisions are in public interest and for the public good.

##### ***(B) Authority & Jurisdiction***

Wykoff has the authority to adopt this ordinance pursuant to:

- (1) Minn. Stat. 342.13(c), regarding the authority of a local unit of government to adopt reasonable restrictions of the time, place, and manner of the operation of a cannabis business provided that such restrictions do not prohibit the establishment or operation of cannabis businesses.
- (2) Minn. Stat. 342.22, regarding the local registration and enforcement requirements of state-licensed cannabis retail businesses and lower-potency hemp edible retail businesses.
- (3) Minn. Stat. 152.0263, Subd. 5, regarding the use of cannabis in public places.
- (4) Minn. Stat. 462.357, regarding the authority of a local authority to adopt zoning ordinances.

Ordinance shall be applicable to the legal boundaries of Wykoff.

### **(C) Severability**

If any section, clause, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

### **(D) Enforcement**

The Wykoff City Council is responsible for the administration and enforcement of this ordinance. Any violation of the provisions of this ordinance or failure to comply with any of its requirements constitutes a misdemeanor and is punishable as defined by law. Violations of this ordinance can occur regardless of whether or not a permit is required for a regulated activity listed in this ordinance.

### **(E) Definitions**

1. Unless otherwise noted in this section, words and phrases contained in Minn. Stat. 342.01 and the rules promulgated pursuant to any of these acts, shall have the same meaning in this ordinance.
2. Cannabis Cultivation: A cannabis business licensed to grow cannabis plants within the approved amount of space from seed or immature plant to mature plant. harvest cannabis flower from mature plant, package and label immature plants and seedlings and cannabis flower for sale to other cannabis businesses, transport cannabis flower to a cannabis manufacturer located on the same premises, and perform other actions approved by the office.
3. Cannabis Retail Businesses: A retail location and the retail location(s) of a mezzo businesses with a retail operations endorsement, microbusinesses with a retail operations endorsement, medical combination businesses operating a retail location, lower-potency hemp edible retailers.
4. Cannabis Retailer: Any person, partnership, firm, corporation, or association, foreign or domestic, selling cannabis product to a consumer and not for the purpose of resale in any form.
5. Daycare: A location licensed with the Minnesota Department of Human Services to provide the care of a child in a residence outside the child's own home for gain or otherwise, on a regular basis, for any part of a 24-hour day.
6. Lower-potency Hemp Edible: As defined under Minn. Stat. 342.01 subd. 50.
7. Office of Cannabis Management: Minnesota Office of Cannabis Management, referred to as "OCM" in this ordinance.
8. Place of Public Accommodation: business, accommodation, refreshment, entertainment, recreation, or transportation facility of any kind, whether licensed or not, whose goods, services, facilities, privileges, advantages or accommodations are extended, offered, sold, or otherwise made available to the public.

9. Preliminary License Approval: OCM pre-approval for a cannabis business license for applicants who qualify under Minn. Stat. 342.17.
10. Public Place: A public park or trail, public street or sidewalk; any enclosed, indoor area used by the general public, including, but not limited to, restaurants; bars; any other food or liquor establishment; hospitals; nursing homes; auditoriums; arenas; gyms; meeting rooms; common areas of rental apartment buildings, and other places of public accommodation.
11. Residential Treatment Facility: As defined under Minn. Stat. 245.462 subd. 23.
12. Retail Registration: An approved registration issued by the City of Wykoff a state-licensed cannabis retail business.
13. School: A public school as defined under Minn. Stat. 120A.05 or a nonpublic school that must meet the reporting requirements under Minn. Stat. 120A.24.
14. State License: An approved license issued by the State of Minnesota's Office of Cannabis Management to a cannabis retail business.

## **Section 114.02            Registration of Cannabis Businesses**

### ***A.    Consent to registering of Cannabis Businesses***

No individual or entity may operate a state-licensed cannabis retail business within Wykoff without first registering with Wykoff City Clerk's Office).

Any state-licensed cannabis retail business that sells to a customer or patient without valid retail registration shall incur a civil penalty of (up to \$2,000) for each violation.

Notwithstanding the foregoing provisions, the state shall not issue a license to any cannabis business to operate in Indian country, as defined in United States Code, title 18, section 1151, of a Minnesota Tribal government without the consent of the Tribal government.

### ***B.    Compliance Checks Prior to Retail Registration***

Prior to issuance of a cannabis retail business registration, Wykoff shall conduct a preliminary compliance check to ensure compliance with local ordinances.

Pursuant to Minn. Stat. 342, within 30 days of receiving a copy of a state license application from OCM, (insert local here) shall certify on a form provided by OCM whether a proposed cannabis retail business complies with local zoning ordinances and, if applicable, whether the proposed business complies with the state fire code and building code.

### **C.        Registration & Application Procedure**

#### ***1.        Fees.***

City of Wykoff shall not charge an application fee.

A registration fee, as established in Wykoff's fee schedule, shall be charged to applicants depending on the type of retail business license applied for.

An initial retail registration fee shall not exceed \$500 or half the amount of an initial state license fee under Minn. Stat. 342.11, whichever is less. The initial registration fee shall include the initial retail registration fee and the first annual renewal fee.

Any renewal retail registration fee imposed by Wykoff shall be charged at the time of the second renewal and each subsequent renewal thereafter.

A renewal retail registration fee shall not exceed \$1,000 or half the amount of a renewal state license fee under Minn. Stat. 342.11, whichever is less.

A medical combination business operating an adult-use retail location may only be charged a single registration fee, not to exceed the lesser of a single retail registration fee, defined under this section, of the adult-use retail business.

## **2. Application Submittal.**

The City of Wykoff shall issue a retail registration to a state-licensed cannabis retail business that adheres to the requirements of Minn. Stat. 342.22.

- i. An applicant for a retail registration shall fill out an application form, as provided by the City of Wykoff. Said form shall include, but is not limited to:
- ii. Full name of the property owner and applicant;
- iii. Address, email address, and telephone number of the applicant;
- iv. The address and parcel ID for the property which the retail registration is sought;
- v. Certification that the applicant complies with the requirements of local ordinances established pursuant to Minn. Stat. 342.13.

## **3. The applicant shall include with the form:**

- i. the registration fee as required in [Section 2.3.1];
- ii. a copy of a valid state license or written notice of OCM license preapproval;
- iii. Insurance Documentation
- iv. Once an application is considered complete, the Wykoff City Clerk's office shall inform the applicant as such, process the application fees, and forward the application to the Wykoff City Council for approval or denial.
- v. The application fee shall be non-refundable once processed.

## **4. Application Approval**

- i. (Optional)* A state-licensed cannabis retail business application shall not be approved if the cannabis retail business would exceed the maximum number of registered cannabis retail businesses permitted under Section 2.6.
- ii.* A state-licensed cannabis retail business application shall not be approved or renewed if the applicant is unable to meet the requirements of this ordinance.
- iii.* A state-licensed cannabis retail business application that meets the requirements of this ordinance shall be approved.

#### **5. Annual Compliance Checks.**

The City of Wykoff shall complete at minimum one compliance check per calendar year of every cannabis business to assess if the business meets age verification requirements, as required under [Minn. Stat. 342.22 Subd. 4(b) and Minn. Stat. 342.24]

Age verification compliance checks shall involve persons at least 17 years of age but under the age of 21 who, with the prior written consent of a parent or guardian if the person is under the age of 18, attempt to purchase adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, or hemp-derived consumer products under the direct supervision of a law enforcement officer or an employee of the local unit of government.

Any failures under this section must be reported to the Office of Cannabis Management.

#### **6. Location Change**

If a state-licensed cannabis retail business seeks to move to a new location still within the legal boundaries of Wykoff, it shall notify the Wykoff City Clerks office of the proposed location change, and submit necessary information to meet all the criteria in this paragraph.

#### **7. Renewal of Registration**

The city of Wykoff shall renew an annual registration of a state-licensed cannabis retail business at the same time OCM renews the cannabis retail business' license.

A state-licensed cannabis retail business shall apply to renew registration on a form established by The city of Wykoff.

A cannabis retail registration issued under this ordinance shall not be transferred.

The City of Wykoff may charge a renewal fee for the registration starting at the second renewal, as established in Wykoff's fee schedule.

#### **8. Renewal Application.**

The application for renewal of a retail registration shall include, but is not limited to:

1. Items required under Section 2.3.2 of this Ordinance.
2. Insurance information

#### **9. Suspension of Registration**



**a. *When Suspension is Warranted.***

The City Council may suspend a cannabis retail business's registration if it violates the ordinance of the city of Wykoff or poses an immediate threat to the health or safety of the public. The Wykoff Clerk's Office shall immediately notify the cannabis retail business in writing the grounds for the suspension.

**b. *Notification to OCM.***

The City of Wykoff shall immediately notify the OCM in writing the grounds for the suspension. OCM will provide Wykoff and cannabis business retailer a response to the complaint within seven calendar days and perform any necessary inspections within 30 calendar days.

**c. *Length of Suspension.***

The suspension of a cannabis retail business registration may be for up to 30 calendar days, unless OCM suspends the license for a longer period. The business may not make sales to customers if their registration is suspended.

The The city of Wykoff may reinstate a registration if it determines that the violations have been resolved.

The City of Wykoff shall reinstate a registration if OCM determines that the violation(s) have been resolved.

**d. *Civil Penalties.***

Subject to Minn. Stat. 342.22, subd. 5(e) the City of Wykoff may impose a civil penalty, as specified in the Wykoff Fee Schedule, for registration violations, not to exceed \$2,000.

Limiting of Registrations

**e. *Limitations***

The City of Wykoff shall limit the number of cannabis retail businesses to one (1).

**Section 3. Requirements for Cannabis Businesses**

**114.03.1 Minimum Buffer Requirements**

The City of Wykoff shall prohibit the operation of a cannabis business within 1,000 feet of a school.

The City of Wykoff shall prohibit the operation of a cannabis business within 500 feet of a day care.

The City of Wykoff shall prohibit the operation of a cannabis business within [0-500] feet of an attraction within a public park that is regularly used by minors, including a playground or athletic field.

Pursuant to Minn. Stat. 462.357 subd. 1e, nothing in Section 3.1 shall prohibit an active cannabis business or a cannabis business seeking registration from continuing operation at the same site if a (school/daycare/residential treatment facility/attraction within a public park that is regularly used by minors) moves within the minimum buffer zone.



## Zoning and Land Use

### 114.03.2 ***Cultivation.***

Cannabis businesses licensed or endorsed for cultivation are permitted as a (type of use) in the following zoning districts:

Ag Zoned

#### **1. *Cannabis Manufacturer.***

Cannabis businesses licensed or endorsed for cannabis manufacturer are permitted as a (type of use) in the following zoning districts:

#### **2. *Commercial Zone***

##### ***a. Hemp Manufacturer.***

Businesses licensed or endorsed for low-potency hemp edible manufacturers permitted as a (type of use) in the following zoning districts:

#### **3. *Commercial Zone***

##### ***a. Wholesale.***

Cannabis businesses licensed or endorsed for wholesale are permitted as a (type of use) in the following zoning districts:

#### **4. *Commercial***

##### ***a. Cannabis Retail.***

Cannabis businesses licensed or endorsed for cannabis retail are permitted as a (type of use) in the following zoning districts:

#### **5. *Commercial Zone***

##### ***a. Cannabis Transportation.***

Cannabis businesses licensed or endorsed for transportation are permitted as a (type of use) in the following zoning districts:

#### **6. *Commercial Zone***

##### ***a. Cannabis Delivery.***

Cannabis businesses licensed or endorsed for delivery are permitted as a (type of use) in the following zoning districts:

#### **7. *Commercial Zone***

##### **A. *Hours of Operation***

- *Monday-Saturday: 8 a.m.-1 a.m. the following day*
- *Sunday: 10 a.m.-1 a.m.*

## **B. Advertising**

Cannabis businesses are permitted to erect up to two fixed signs on the exterior of the building or property of the business, unless otherwise limited by Wykoff's sign ordinances.

### **Section 4. Temporary Cannabis Events**

#### **114.04.1 License or Permit Required for Temporary Cannabis Events**

##### ***a. License Required.***

A license or permit is required to be issued and approved by City of Wykoff prior to holding a Temporary Cannabis Event.

##### ***b. Registration & Application Procedure***

A registration fee, as established in Wykoff's fee schedule, shall be charged to applicants for Temporary Cannabis Events.

##### ***c. Application Submittal & Review.***

The City of Wykoff shall require an application for Temporary Cannabis Events.

1. An applicant for a retail registration shall fill out an application form, as provided by the City of Wykoff. Said form shall include, but is not limited to:
2. Full name of the property owner and applicant;
3. Address, email address, and telephone number of the applicant;
4. Insurance Documentation

##### **ii. The applicant shall include with the form:**

1. the application fee as required in (Section 4.114.04 b
2. a copy of the OCM cannabis event license application, submitted pursuant to 342.39 subd. 2.

The application shall be submitted to the city of Wykoff, or other designee for review. If the designee determines that a submitted application is incomplete, they shall return the application to the applicant with the notice of deficiencies.

1. Once an application is considered complete, the designee shall inform the applicant as such, process the application fees, and forward the application to the Wykoff city council for approval or denial.
2. The application fee shall be non-refundable once processed.

**Section 5.****114.05 Use in Public Places**

No person shall use cannabis flower, cannabis products, lower-potency hemp edibles, or hemp-derived consumer products in a public place or a place of public accommodation unless the premises is an establishment or an event licensed to permit on-site consumption of adult-use.

City of Wykoff  
106 N Gold Street  
Wykoff, MN 55990

## Cannabis Business Registration

### Type of Registration (Select all that apply)

- ☐ Cultivator- \$500  
☐ Delivery Service- \$250  
☐ Event Organizer- \$375  
☐ Manufacturer- \$500  
☐ Mezzobusiness- \$500  
☐ Microbusiness- \$500  
☐ With On Site Consumption

- ☐ Retailer- \$500  
☐ Testing Facility- \$500  
☐ Transporter- \$250  
☐ Wholesaler- \$500  
☐ Low-Potency Manufacturer- \$500  
☐ Low-Potency Retailer- \$125  
☐ With On Site Consumption

Minnesota Tax ID:

Federal Tax ID:

Office of Cannabis Management ID:

### Business Information

Legal Name	DBA
Business Address	Mailing Address
Phone Number	Business Email
<b>Manager Information</b>	<b>Additional Manager (if applicable)</b>
Name	Name
Address	Address
Phone	Phone
Email	Email

### Applicant Information

Owners Full Name (First, Middle Last)	Home Address
Date of Birth	Phone Number
Other names known by	
Street addresses lived at during the past five years:	
Dates lived at this address:	

City of Wykoff  
106 N Gold Street  
Wykoff, MN 55990

## Cannabis Business Registration

### Applicant Information Cont.

Type, name and location of business and jobs during the past five years:

Physical Description of Applicant:

### Partnerships and Corporations

Partner/Officer Name (First Middle Last)	Home Address	Date of Birth
Partner/Officer Name (First Middle Last)	Home Address	Date of Birth
Partner/Officer Name (First Middle Last)	Home Address	Date of Birth
Partner/Officer Name (First Middle Last)	Home Address	Date of Birth
Partner/Officer Name (First Middle Last)	Home Address	Date of Birth

If there are more than five partners or officers, please attach as a list.

### **Required Attachments:**

- Certificate of Liability Insurance
- Proof of Worker's Compensation Insurance Coverage
- Copy of lease agreement, if business location is not owned by the applicant

City of Wykoff Ordinance #114.1 pertaining to Cannabis Registration:

City of Wykoff  
106 N Gold Street  
Wykoff, MN 55990

## Cannabis Business Registration

### Consent of the Release of Information

City of Wykoff Ordinance 6-51 requires that all applicants be checked for violations of federal or state law or of municipal ordinances.

The following named individual has made application with the City of Wykoff.

Name (First, Middle, Last):

Maiden/Former Name:

Date of Birth:

Gender:

Driver License/I.D. Number:

DL/ID State of Issuance:

I authorize the Fillmore County Sherff's Department and State of Minnesota to disclose all applicable criminal history record information to the City of Wykoff. The data on this form will be used to approve your license. Some requested data is private. Private data is available to you and the City or State staff who need this information to perform their duties but is not available to the public. You are not legally required to provide this data, but the City may not be able to approve your license if you do not provide it. I have read from the City of Wykoff a copy of Wykoff City Ordinance #114.1 (Cannabis Licensing and Registration) and will familiarize myself with the provisions contained within them.

I declare, under penalty of perjury, that the information I have provided on this application is truthful and I understand that falsification of answers on this application will result in denial of the application. I authorize the City of Wykoff to investigate and make inquiries that are necessary to verify the information provided.

Applicant Signature

Date

PUBLIC SAFETY REVIEW Signature:  
Director of Public Safety or Designee

Date

**RESOLUTION NO. 2025-09**  
**A RESOLUTION ACCEPTING A DONATION TO THE CITY**

**WHEREAS**, the City of Wykoff is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

**WHEREAS**, the following persons and entities have offered to contribute the used equipment set forth below to the city:

<u>Name of Donor</u>	<u>Amount</u>
CHS	Used Carbon Dioxide Gas Reader

**WHEREAS**, all such donations have been contributed to the city for the Wykoff Fire Department

**WHEREAS**, the City Council finds that it is appropriate to accept the donations offered.

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF Wykoff, MINNESOTA AS FOLLOWS:

1. The donation described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.

***Roll Call Vote:***  
***Ryan Breckenridge***  
***Barb Fate***  
***Jane Baker***

Passed by the City Council of Wykoff, Minnesota this 12<sup>th</sup> day of May , 2024.

\_\_\_\_\_  
Mayor

Attested:

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

**Becky Schmidt**

Cityhall@cityofwykoff.gov

(507) 273-3483

217 Main Street N

wykoff, MN



Proposal # 1620171

Proposal Date 5/6/2025

Proposal Amount \$744.00

Job Address 217 Main Street N

wykoff, MN 55990

**The Paint Squad - By Squeegee Squad Rochester**

7330 100th St NW

Pine Island, MN 55963

Phone: (507) 923-4133

Product / Service	Quantity	Price	Subtotal	Tax	Total
Interior Painting - Walls Preparation:	1.00	\$744.00 / Ea	\$744.00	\$0.00	\$744.00
<ul style="list-style-type: none"><li>• Move furniture away from application areas (Jail Cell can't be moved)</li><li>• Cover and protect all floors and furniture with drop cloths and plastic sheets where necessary</li><li>• Remove &amp; re-install window treatments where necessary (blinds, drapery)</li><li>• Remove all outlet covers &amp; re-install</li><li>• All cracks and nail holes will be repaired where necessary</li></ul>					
Paint Brand:					
<ul style="list-style-type: none"><li>• Sherwin-Williams</li></ul>					
Grade:					
<ul style="list-style-type: none"><li>• SuperPaint</li></ul>					
Sheen/Color:					
<ul style="list-style-type: none"><li>• TBD</li></ul>					
Areas of Application:					
<ul style="list-style-type: none"><li>• Living Room</li><li>• Dining Room</li><li>• Kitchen</li></ul>					
Does Not Include:					
<ul style="list-style-type: none"><li>• Bathroom</li><li>• Kitchen</li></ul>					
Subtotal					\$744.00
Tax					\$0.00
Total					\$744.00

**Terms and Conditions**

We propose hereby to furnish material and labor - complete in accordance with above specifications.

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to the specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. If either party commences legal action to enforce its rights pursuant to this agreement, the prevailing party in said legal action shall be entitled to recover its reasonable attorney's fees and costs of litigation relating to said legal action, as determined by a court of competent jurisdiction. Client has a (3) day right to cancel without loss of deposit.

Sign And Date To Accept Proposal:

*Wainscotting**1465**2229<sup>00</sup>*



**From:** Cory Simonson <corys@squeegeesquad.com>  
**Sent:** Tuesday, May 6, 2025 1:49 PM  
**To:** Cityhall@cityofwykoff.gov  
**Subject:** Wainscot Estimate

Hey Becky,

For the wainscot application it would be \$1,485 for materials, labor and disposal for the two walls discussed.

--

**Cory Simonson**

**Squeegee Squad of Rochester**

**507-923-4133**

[corys@squeegeesquad.com](mailto:corys@squeegeesquad.com)

[www.SqueegeeSquad.com/franchise/roches](http://www.SqueegeeSquad.com/franchise/roches)

[www.facebook.com/squeegeesquadrochester](https://www.facebook.com/squeegeesquadrochester)

