

AGENDA
WYKOFF CITY COUNCIL

October 14, 2025

7:00 p.m.

1. CALL MEETING TO ORDER

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF AGENDA

4. APPROVAL OF CONSENT AGENDA:

1. APPROVAL OF MINUTES- Regular Minutes September 8, 2025
2. APPROVAL OF BILLS
3. APPROVAL OF TREASURER'S REPORT

5. VISITORS

6. 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 and Missy Musel
 1. Accept resignation of LuAnn Hare
 2. Schedule Interviews for new office position
5. Streets-Mayor and Jane Baker
 - a. Road Project Culvert/Bremseth Replace not Repair/Phone approval
6. Community Education -Barb Fate and Jane Baker
7. Revolving Loan Committee-Barb Fate and Jane Baker
8. Park and Recreation, Joint Trails Board Representatives-Jane Baker and Jeff Hare
9. Zoning
 - a. Approval of Zoning Request Schleusner/Cement slab
 - b. Approval of Zoning Request J&J Properties/Cement Slab and Sidewalk
10. Sheriff's Report
11. Mayor's Report

7. Old Business

- a. Mike Shaw Property

8. New Business

- a. Stender Service Call-Community Center/No Charge
- b. Stantac Change order
- c. Seminar in St. Cloud November 13th

9. ADJOURNMENT

**Wykoff City Council
Public Hearing
September 8, 2025
6:45 p.m.**

Mayor Breckenridge called the Public Hearing to order stating that the council was in session to hear from the public regarding the Variance Request made by Tony and Kelly Rahe of Sunshine Farms. The Ordinance they are asking for is Ordinance 91.04.1 Farm Animals. That Ordinance states that no more than six hen chickens are allowed. Their variance is to allow them to have 12 hen chickens on their Commercial Property located at 101 Carimona St. W.

Councilman Hare expressed a concern about setting a precedence to allow a Commercial Business to have the chickens and sell the eggs from their business. He noted that when the Ordinance was adopted it was the intention of the council to allow this for residential use only. Musel noted that Rahe's had planned to have two locations for the chicken coop but agreed to pay the variance fee to be able to have one location. Becky noted that they will be selling those eggs from the Commercial property. Council members discussed and felt that they were in favor of allowing Rahe's to have the 12 hens on their Carimona St. property.

Citizen, Lynn Kidd stated that his concern would be that rats are attracted to this environment. It was stated that the pens need to be kept clean and that a yearly inspection will be done to make sure they are complying.

Mayor Breckenridge closed the Public Hearing at 6:50 p.m.

Adjournment

_____ Secretary _____ Date of approval

**Wykoff City Council Meeting
Regular Meeting Minutes
September 8, 2025, ~ 7:00 pm**

A meeting of the Wykoff City Council was held in the Council Room at 106 Gold St. N. on August 11, 2025, at 7:00 pm. Attendees included Mayor Ryan Breckenridge, Jeff Hare, Barb Fate, Jane Baker and Missy Musel. Also, present City Administrator, Becky Schmidt.

Agenda-Mayor Breckenridge called for any additions and noted that under Zoning to add b. Variance Request by Rahe's, Old Business-b. Update on Meadows at Commons, New Business – g. Call for Public Hearing, 2025 Street Project, h. Stantec Payment Request, i. Quotes Gutter/Fire Hall j. 3 Letters sent on weed violations.

Motion by Fate and seconded by Musel to approve the agenda as noted. Motion carried 5-0.

Consent Agenda- Mayor called for approval of the Consent Agenda. Fate asked about the payments made through the city for Fall Fest as she knew that the committee had their own checking account. Becky noted that those charges were paid by the city and reimbursed to the city by the Fall Fest Committee. Becky reported that since the change to the banking structure for the city there has been an increase in interest from \$200-\$300 to \$1,800 for the month of August. Motion to accept the consent agenda as presented by Fate and seconded by Baker. Motion carried 5-0.

Visitors- None

WWTP- Rick Whitney reported to the council the list as stated below:

- 1.) Completed DMR no limit on exceedances.
- 2.) Completed rounds, checks and process control.
- 3.) Conducted MLSS checks.
- 4.) Checked biological activity under microscope.
- 5.) Cleaned & Loaded Sludge drying bed.
- 6.) Spoke to Minnesota pump regarding lift station service
- 7.) 2 alarm calls wet weather events no flooding.
- 8.) Assisted with 4 Locates
- 9.) Met with Streets Committee
- 10.) Spoke with KLM regarding water tower cleaning.
- 11.) Followed up With Brett and on culvert project near 80.
- 12.) Power washed UV room.
- 13.) Mowed and trimmed WWTP.
- 14.) Monitored plant during heavy rain events 0 power outages.
- 15.) Installed bacteria inhibitor in the generator along with #1 Diesel.

Rick reported that the city is on the list for KLM. He had received a quote from Berry Johnson Associates for the missions monitoring for the well house. The quote was \$5,319.34 with a yearly fee of \$1,437.00 for three years. Discussion followed on if this is a duplication of the program that Becky uses to monitor water usage. Rick noted that it is not a duplication but between the two programs it will benefit the city as it will help to eliminate the well house having overflow and no water episodes. He also asked for approval to have Mn. Pump Works conduct their inspections of the pumps at the Wastewater Plant for a cost of \$1,162.00 per inspection. Rick stated that he maintains them but feels that this company is where they were purchased, and they know best if the pumps are in good working condition. Motion by Hare and seconded by Fate to approve both expenditures. Becky noted that the monitoring bid had been approved for the 2026 budget. She felt it was

ok to make that purchase now and that it will be covered in January by making that transfer. Motion carried 5-0.

Fire Department – Fire Chief Lund was not present but had asked Becky to report that they are getting ready for Fall Fest and that they need more candy for the upcoming parades. The department is now going to monitor and clean the Fire Hall. Becky contacted Patrick to make him aware that he does not have to maintain that building in the future. Mayor Breckenridge reported that the 1940 Fire Truck is up and running and will be in the parade. He thanked Rocky Vreeman for his assistance.

First Responders- Cory Bremseth, Director of the EMS, reported that they have responded to all but two calls this year and that the members are stepping up to respond. He noted that the Spring Valley Service will be offering an EMT course in January and that two of our members are interested. He also reported that they may need to order more radios.

Personnel – Fate noted that she and Musel had not scheduled the employee reviews due to conflicts, but that they will be doing them shortly.

Streets – The Mayor reported that he and Baker had attended a street committee meeting where they discussed the repairs needed at the Lund residence, Bremseth Body Shop and Finseth property. John reported that for the Bremseth property he had an estimate from O'Connell's for \$2,500. Becky stated that she is working with the Hwy. Dept. on the Lund property. It was agreed that repairs should be completed in this order: Bremseth, Lund and Finseth. Motion by Musel and seconded by Hare to approve the \$2,500 for the Bremseth property. Motion carried 5-0.

Community Education- no report

Revolving Loan Committee- Mayor Breckenridge noted that they have met and they plan to conduct the follow up in November on all three loans.

Park and Recreation, Joint Trails Board – Hare noted that they had not met but had discussed finding a location to put a horseshoe pit in.

Zoning – The Mayor reviewed the zoning applications that the council had before them.

- Dugstad Zoning request Garage-210 Main St. S.
- Rahe request Zoning Variance/Chicken Ordinance.

Motion by Fate and seconded by Musel to approve the zoning requests. Motion carried 5-0.

Sheriff's Report- Monthly summary was included in packets for the month of July.

Mayor's Report- Mayor Breckenridge reported that the council had received the email request made by Jackie Strain-Horsman to consider a Wykoff Growers Market in 2026. Jackie was present

and noted that she had been gathering information from various markets in the area and would be willing to share that information with those that would be serving on a committee, if the council agreed to the request. Fate asked about the location and Jackie felt the parking lot next to the Fire Station would be an excellent location due to the paved area for ease in walking. She stated that the feedback she has received from the area would also include vendors with various items to sell so that it would be more a City Market and not just a Growers Market. Barb Fate and Ryan Breckenridge agreed to serve on this committee with Barb Fate as chair. Hare asked about putting this under the umbrella of Community Education. Jackie stated that she would be willing to also serve on this committee. Several names were included as interested parties would be Nicki Apenhorst and Emily Moger. Jackie agreed to serve on the committee also.

Old Business-

Approval Underground Transformer-Ball Field/\$4,850.00. Becky noted that the council had taken a poll vote but that it was never officially noted in the minutes. Motion by Breckenridge and seconded by Baker to approve the MiEnergy expense of \$4,850 for the transformer. (Poll vote was unanimous)

Meadows at the Commons- Council discussed the offer made by the Commons to sell one acre. Discussion followed, and the council agreed that they would not be interested in that offer. Mayor felt that this was opening for discussion and that he and Baker will continue talks with the Commons.

New Business

Approval of Fire Works/Fall Fest-St. Johns-Becky stated that the council had been polled for this request as the company needed the time to apply to the state. Motion to approve the fireworks and seconded.

Township Board request for additional funding- Becky had polled the council to receive permission to send the request to the Township Boards for additional funding to cover the deficit spending. (Poll was unanimous) Becky stated that she had only heard back from one Township and that they were planning to discuss the request at their next meeting. She stated that future funding years the Townships should meet in the fall not in the spring as the final budget figures are available when the council is adopting the budget for the next fiscal year in the fall.

Approval to move forward with Solar Connection- Becky stated that she had polled the council to receive permission to move forward and submit the contract to Solar Connection. (Poll indicated that council members were in favor of moving forward). She noted that the city attorney had noted that this was an up-front grant and then would be reimbursed by the state through paid

invoices. After talking to Brok he had agreed to add an addendum to the contract stating that they would work with the city on invoicing so that the City would be reimbursed in a timely manner. Council thanked Becky and Hare for all the work they had done to move this project forward. (Poll taken approved by four council members). Hare stated that he had spoken to Brok Johnson the representative from Solar Connection and there are still a few pieces for the grant that need to be cleared up but that the city is in the running for the grant. (Poll was unanimous)

Approve 5% pay raise/New 2026 Pay Scale- Motion by Musel and seconded by Fate to approve the pay increase. Motion carried 3-0, with Baker and Hare abstaining.

State of Minnesota Water Fee- Becky noted that she had been made aware by the state that there will be an increase in the water fee beginning in 2026. She stated that presently the cost was \$9.00 per year but it will be going to \$15.22 per year per household. She stated that she will be assessing this four times per year at approximately \$3.81. We are recouping the charges the city receives from the state for the required testing.

Approve Resolution 2025-17 Approving Preliminary/Final Tax Levy – 2026. Fate asked what the final increase was, and Becky stated it is just shy over 7% increase. Becky also stated that she had checked with the state and if noted the Preliminary Tax Levy can be stated that it is the Final Levy for cities under 500. The council agreed.

CITY OF WYKOFF
Preliminary TAX LEVY-2026
RESOLUTION 2025-17
APPROVING TAX LEVY-2026

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WYKOFF, COUNTY OF FILLMORE, STATE OF MINNESOTA, THAT THE FOLLOWING SUMS OF MONEY BE LEVIED FOR THE CURRENT YEAR, COLLECTIBLE IN 2026, UPON TAXABLE PROPERTY IN THE CITY OF WYKOFF, FOR THE FOLLOWING PURPOSES:

EMS	\$3,220.00
305	\$23,809.00
307	\$35,513.00
408	\$25,231.00
2026	<u>\$170,631.00</u>
	\$258,404.00

THE CITY CLERK IS HEREBY INSTRUCTED TO TRANSMIT A CERTIFIED COPY OF THIS RESOLUTION TO THE COUNTY AUDITOR OF FILLMORE COUNTY, MINNESOTA.

Motion by Baker

Second by: Musel

Roll Call Voting in Favor: Jeff Hare, Barb Fate, Ryan Breckenriddge, Jane Baker and Missy Musel

Voting against: none

Absent: none

Motion carried 5-0.

ADOPTED BY THE CITY COUNCIL on September 8, 2026.

s/s: Ryan Breckenrdige

Ryan Breckenridge, Mayor

ATTEST:

s/s: Rebecca Schmidt

Rebecca Schmidt, City Administrator

Public Hearing on Assessments 2025 Street Project- Becky met with Stantec and although the figures are not completed yet a public meeting date must be established for those affected. She noted that the date will be October 20th at 6:30 p.m., in the Community Center. A letter will be sent to all residents affected.

Member Jeff Hare introduced the following resolution and moved its adoption:

RESOLUTION CALLING HEARING ON
ASSESSMENTS FOR STREET/ Water / Sewer
IMPROVEMENTS OF 2025

WHEREAS, the City Administrator, with the assistance of the City consulting engineer, has prepared an assessment roll for the 2025 improvements, and said proposed assessment roll is on file with the City Clerk and open to public inspection.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Wykoff, Minnesota, as follows:

1. The Clerk shall publish notice that this Council will meet to consider the proposed assessments on October 20th, 2025, at 6:30 o'clock P.M. in the Community Center of said City of Wykoff, Minnesota. The published notice shall be in substantially the form set forth on Exhibit A attached hereto.

2. A copy of the notice in substantially the form set forth in Exhibit B attached hereto shall be mailed to the owners of each parcel of property described in the assessment roll.

EXHIBIT A

NOTICE OF HEARING ON ASSESSMENTS
FOR STREET, SEWER AND WATER IMPROVEMENTS OF 2025

TO WHOM IT MAY CONCERN:

TIME AND PLACE the	Notice is hereby given that the City Council of
GENERAL NATURE OF	City of Wykoff, Minnesota, will meet in the
IMPROVEMENTS:	Community Center
	in the City of Wykoff, Minnesota, on the 20th day
	of October 2025, at 6:30 P.M. to consider
	objections to the proposed assessments for
	Street / Sewer/ Water Improvements of 2025
	heretofore ordered by the City Council.
ASSESSMENT ROLL	The proposed assessment roll is on file with the
OPEN TO INSPECTION:	City Clerk and open to public inspection.
AREA PROPOSED	The area proposed to be assessed consists of
TO BE ASSESSED:	every lot, piece or parcel of land benefitted by
	said improvement, which has been ordered
	made and is as follows: properties on W Bartlett,
	North and South Line Street, in the City of
	Wykoff, Minnesota.
TOTAL AMOUNT	The total amount proposed to be assessed is
AND TERM OF PROPOSED	TBD and is proposed to be payable in
ASSESSMENT:	annual installments over a period of TBD years.
WRITTEN OR ORAL	Written or oral objections will be considered at the
OBJECTIONS:	hearing.
RIGHT OF APPEAL:	An owner of property to be assessed may appeal
	the assessment to the district court of Fillmore
	County pursuant to Minnesota Statutes, Section

429.081 by serving notice of the appeal upon the Mayor or Clerk of the City within 30 days after the adoption of the assessment and filing such notice with the district court within ten days after service upon the Mayor or Clerk.

LIMITATION ON

APPEAL:

No appeal may be taken as to the amount of any assessment adopted by the City Council unless a written objection signed by the affected property owner is filed with the Clerk prior to the assessment hearing or presented to the presiding officer at the hearing. All objections to the assessments not received at the assessment hearing in the manner prescribed by Minnesota Statutes, Section 429.061 are waived, unless the failure to object at the assessment hearing is due to a reasonable cause.

DEFERMENT OF

ASSESSMENTS:

Under the provisions of Minnesota Statutes, Sections 435.193 to 435.195, the City may, at its discretion, defer the payment of assessments for any homestead property owned by a person 65 years of age or older for whom it would be a hardship to make the payments. [However, the City has elected not to establish any deferment procedure pursuant to those Sections.']

MAILED NOTICE:

The notice of this hearing mailed to property owners contains additional information.

DATED: October 8th, 2025

BY ORDER OF THE CITY COUNCIL

/s/ Rebecca Schmidt

City Administrator

EXHIBIT B
NOTICE OF HEARING ON ASSESSMENTS
FOR STREET/ SEWER/ WATER IMPROVEMENTS OF 2025

TO:[Specify owner,
address and
parcels]

TIME AND PLACE
the

Notice is hereby given that the City Council of

GENERAL NATURE OF
IMPROVEMENTS:

City of Wykoff, Minnesota, will meet in
the Community Center in the City of Wykoff,
Minnesota, on the 20th day of October, 2025, at
6:30 o'clock P.M. to consider objections to the
proposed assessments for SEWER/ WATER/
STREETS Improvements of 2025 heretofore
ordered by the City Council.

ASSESSMENT ROLL
OPEN TO INSPECTION:

The proposed assessment roll is on file with the
City Clerk and open to public inspection.

AREA PROPOSED
TO BE ASSESSED:

The area proposed to be assessed consists of
every lot, piece or parcel of land benefitted by
said improvement, which has been ordered
made and is as follows: North and South Line
Street and West Bartlett in the City of Wykoff,,
Minnesota.

TOTAL AMOUNT
AND TERM OF PROPOSED
ASSESSMENT:

The total amount proposed to be assessed is
\$___TBD_____ and is proposed to be payable
in annual installments over a period of __TBD__
years.

WRITTEN OR ORAL

Written or oral objections will be considered at

OBJECTIONS:

the hearing.

RIGHT OF APPEAL:

An owner of property to be assessed may appeal the assessment to the district court of Fillmore County pursuant to Minnesota Statutes, Section 429.081 by serving notice of the appeal upon the Mayor or Clerk of the City within 30 days after the adoption of the assessment and filing such notice with the district court within ten days after service upon the Mayor or Clerk.

LIMITATION ON

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No appeal may be taken as to the amount of any assessment adopted by the City Council unless a written objection signed by the affected property owner is filed with the Clerk prior to the assessment hearing or presented to the presiding officer at the hearing. All objections to the assessments not received at the assessment hearing in the manner prescribed by Minnesota Statutes, Section 429.061 are waived, unless the failure to object at the assessment hearing is due to a reasonable cause.

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Under the provisions of Minnesota Statutes,

Sections 435.193 to 435.195, the City may, at its discretion, defer the payment of assessments for any homestead property owned by a person 65 years of age or older for whom it would be a hardship to make the payments. [However, the City has elected not to establish any deferment procedure pursuant to those Sections.']

SPECIFIC AMOUNT TO

your

The amount to be specifically assessed against

BE ASSESSED: particular lot, piece of parcel of land is
\$___TBD_____.

ADOPTION OF ASSESSMENT AT HEARING: The City Council may adopt the proposed
assessment at the hearing.

PREPAYMENT: You may prepay the entire assessment to the
Treasurer of the City until the assessment roll is
certified to the County Auditor; after certification
to the County Auditor, prepayments of the entire
amount remaining due may be made to the
Treasurer at any time prior to November 15 of
any year."

NO PARTIAL PREPAYMENT The City Council has not authorized the partial
prepayment of assessments prior to certification
of the assessment or the first installment thereof
to the County Auditor.

PREPAYMENT WITHOUT No interest shall be charged if the entire
assessment

INTEREST, OR WITH INTEREST TO END OF is paid within 30 days from the adoption of the
the assessment roll. At any time prior to
November

YEAR: 15 of any year, the owner may prepay to the
Treasurer the whole assessment remaining due
with interest accrued to December 31 of the year
in which the prepayment is made.

INTEREST RATE: If the assessment is not prepaid within 30 days
from the adoption of the assessment roll,
interest will accrue on the assessment at the
rate of _TBD__%. Interest accrues from the
date to be specified in the resolution levying the

assessment, but not earlier than the date of such resolution.

DATED: September 8th, 2025 .

BY ORDER OF THE CITY COUNCIL

/s/ Rebecca Schmidt

City Administrator

Said notice attached as Exhibit A hereto shall be published by the City Clerk in the official newspaper at least two weeks prior to the hearing and the notice attached hereto as Exhibit B shall be mailed by the Clerk to the owners of each parcel described in the assessment roll.

3. If the adopted assessment differs from the proposed assessment as to any particular lot, piece or parcel of land, the Clerk shall mail to the owner a notice stating the amount of the adopted assessment. Owners must also be notified by mail of any changes adopted by the Council in interest rates or prepayment requirements from those contained in the mailed notice of the proposed assessment.

The motion for the adoption of the foregoing resolution was duly seconded by member Jane Baker and upon a vote being taken thereon, the following voted in favor thereof: Missy Musel, Jane Baker, Ryan Breckenridge, Barb Fate and Jeff Hare

and the following voted against the same: None

Whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)

COUNTY OF _____) ss

CITY OF _____)

I, the undersigned, being the duly qualified and acting Clerk of the City of Wykoff, Minnesota, DO HEREBY CERTIFY that I have carefully compared the attached and foregoing extract of minutes of a meeting of the City Council of said City held on the date therein indicated with the original thereof on file in my office, and the same is a full, true and complete transcript therefrom insofar as the same relates to a resolution calling a hearing on assessments for

_____ Improvements of 200_ in the City.

WITNESS my hand as such Clerk and the seal of said City this 8th day of September, 2025.

/s/ Rebecca Schmidt, City Administrator

Stantec payment request- Becky noted that the council had before them the request for \$5,008.24 to Griffin Construction. Becky noted this was included in the payments approved by the council.

Quotes Gutters at Fire Hall- Becky stated that she had received two quotes for the gutters, Oeltjen-\$1,092 and Curry Gutters-\$960. Motion by Breckenridge and second by Fate to approve the quote from Curry Gutters for \$960.00. Motion carried 5-0.

Three Weed Letters- Becky reported that three letters had been sent for weed ordinance violation. Two of the residents had cleaned up their property by September 8th. The third party, which is the fertilizer storage building, has not. The letter he had received stated that if not cleaned up by September 8th or if they had contacted city hall. As neither had been done Breckenridge entertained a motion, Hare motion and seconded by Musel to have John Baker clean up the property with the landowner being assessed the clean-up fee of \$100 per hour. Motion carried 5-0.

Motion to adjourn by the mayor at 7:25.

Motion to reopen the meeting at 7:26 due to residents that needed to address the council about usage of the hall. Lynn Kidd asked for permission to use the north side of the hall for the group of citizens who meet on Wednesday afternoons at the pavilion since the closing of the restaurant. He asked if they could be allowed to use the north side and not pay for the usage. Discussion followed. Motion by Mayor Breckenridge and seconded by Musel to allow the group to meet at the hall at no charge until the restaurant is back up and running. Motion carried 5-0.

Meeting was adjourned at 7:30 p.m.

Adjournment

Secretary

Date of approval



Good Afternoon, Rebecca Schmidt

ACCOUNTS



Ledger: \$1,129,599.02 ⓘ
SweepBal: \$928,733.28 ⓘ

Minnwest Bank Checking 0058	
Ledger Balance	\$200,865.74
SweepBal	\$928,733.28

Minnwest Bank CITY OF WYKOFF 0058	
Available Balance	\$928,733.28

Asset Summary



CITY OF WYKOFF	
0058	82.22%
Available Balance	\$928,733.28

CITY OF WYKOFF
Employee Pays Hours Detail2

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Employee Name	Amount	Hours
Baker, John H	\$435.56	18.75
Baker, John H	\$0.00	0
Baker, John H	\$0.00	0
Baker, John H	\$46.46	2
Baker, John H	\$180.03	7.75
Baker, John H	\$220.69	9.5
Baker, John H	\$232.30	10
Baker, John H	\$377.49	16.25
Baker, John H	\$185.84	8
Baker, John H	\$12.50	0
Baker, John H	\$696.90	30
Baker, John H	\$418.14	18
Baker, John H	\$232.30	10
Baker, John H	\$232.30	10
Baker, John H	\$232.30	10
Baker, John H	\$209.10	6
Baker, John H	\$0.00	0
Baker, John H	\$0.00	0
Baker, John H	\$12.50	0
Hare, LuAnn	\$385.35	17.5
Hare, LuAnn	\$374.34	17
Hare, LuAnn	\$0.00	0
Hare, LuAnn	\$335.81	15.25
Hare, LuAnn	\$330.30	15
Hare, LuAnn	\$0.00	0
HEUSINKVELD, PATRICK	\$44.96	1.5
HEUSINKVELD, PATRICK	\$9.99	0.5
HEUSINKVELD, PATRICK	\$109.89	5.5
HEUSINKVELD, PATRICK	\$129.87	6.5
HEUSINKVELD, PATRICK	\$619.38	31
HEUSINKVELD, PATRICK	\$209.79	10.5
RIDDLE, LARRY	\$199.80	10
RIDDLE, LARRY	\$0.00	0
RIDDLE, LARRY	\$239.76	12
RIDDLE, LARRY	\$0.00	0
SCHMIDT, REBECCA	\$1,007.04	36.5
SCHMIDT, REBECCA	\$1,296.73	47
SCHMIDT, REBECCA	\$25.00	0
SCHMIDT, DUANE D	\$121.11	5.5
SCHMIDT, REBECCA	\$50.00	0
SCHMIDT, REBECCA	\$193.13	7
	\$9,406.66	

CITY OF WYKOFF

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Payments

Current Period: October 2025

Payments Batch 100925PAY		\$23,816.57	
Refer	1810	stantec	
Cash Payment	E 408-49430-500	Capital Outlay	\$3,880.00
Invoice Req 5	10/9/2025		
Cash Payment	E 408-49450-500	Capital Outlay	\$3,887.04
Invoice Req 5	10/9/2025		
Transaction Date	10/9/2025	SECURITY STATE B 10100	Total \$7,767.04
Refer	1811	ARVIG	
Cash Payment	E 101-41400-321	Cellphone/Telephone	\$51.15
Invoice			
Cash Payment	E 101-41400-325	Internet Service	\$81.95
Invoice			
Cash Payment	E 260-45176-325	Internet Service	\$85.95
Invoice			
Cash Payment	E 240-42200-325	Internet Service	\$46.09
Invoice			
Cash Payment	E 101-42200-325	Internet Service	\$46.09
Invoice			
Cash Payment	E 101-41941-325	Internet Service	\$86.95
Invoice			
Transaction Date	10/9/2025	SECURITY STATE B 10100	Total \$398.18
Refer	1812	BADGER METER	
Cash Payment	E 601-49430-328	Service Contract	\$59.67
Invoice	80210870		
Transaction Date	10/9/2025	SECURITY STATE B 10100	Total \$59.67
Refer	1813	BECKY SCHMIDT	
Cash Payment	E 230-42153-210	Operating Supplies	\$15.40
Invoice	10/9/2025	Gloves	
Cash Payment	E 601-49410-220	Repair & Maintenance S	\$30.80
Invoice	10/9/2025	Painting supplies	
Cash Payment	E 101-42200-200	Office Supplies	\$8.38
Invoice	10/9/2025	cleaner	
Cash Payment	E 101-42200-430	Miscellaneous	\$66.60
Invoice	10/9/2025	candy	
Cash Payment	E 240-42200-430	Miscellaneous	\$66.60
Invoice	10/9/2025	candy	
Cash Payment	E 101-41400-200	Office Supplies	\$18.60
Invoice	10/9/2025	jump drives	
Cash Payment	E 101-41944-240	Small Tools and Minor E	\$59.40
Invoice	10/9/2025	Parts Bin	
Cash Payment	E 101-41400-200	Office Supplies	\$29.50
Invoice	10/9/2025	Paper and Notary	
Cash Payment	E 101-42200-240	Small Tools and Minor E	\$23.20
Invoice	10/9/2025	Resp Filter	
Transaction Date	10/9/2025	SECURITY STATE B 10100	Total \$318.48
Refer	1814	JOHN BAKER CONCRETE CONST	

CITY OF WYKOFF

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Payments

Current Period: October 2025

Cash Payment	E 101-45204-300	Professional Services		\$150.00
Invoice	9-24-25	10/9/2025		
Cash Payment	E 101-43100-224	Street Repair & Mainten	/	\$180.00
Invoice	9-24-25	10/9/2025		
Transaction Date	10/9/2025	SECURITY STATE B 10100	Total	\$330.00
Refer	1815	CARDMEMBER SERVICES		
Cash Payment	E 101-41941-211	Cleaning Supplies		\$99.36
Invoice	Sept25	10/9/2025		
Cash Payment	E 260-45176-350	Printing & Publishing	advertising	\$34.36
Invoice	Sept25	10/9/2025		
Cash Payment	E 101-41944-240	Small Tools and Minor E	sprayer	\$247.58
Invoice	Sept25	10/9/2025		
Cash Payment	E 101-41400-200	Office Supplies		\$646.58
Invoice	Sept25	10/9/2025		
Cash Payment	E 101-41950-240	Small Tools and Minor E	Fall Fest	\$239.50
Invoice	Sept25	10/9/2025		
Cash Payment	E 101-42500-300	Professional Services	test service	\$228.00
Invoice	Sept25	10/9/2025		
Cash Payment	E 101-42200-220	Repair & Maintenance S	Cleaning supplies	\$123.69
Invoice	Sept25	10/9/2025		
Transaction Date	10/9/2025	SECURITY STATE B 10100	Total	\$1,619.07
Refer	1816	Dan Grabau		
Cash Payment	G 601-22000	Deposits	Deposit refund	\$107.36
Invoice		10/9/2025		
Transaction Date	10/9/2025	SECURITY STATE B 10100	Total	\$107.36
Refer	1817	FILLMORE COUNTY JOURNAL		
Cash Payment	E 230-42153-350	Printing & Publishing		\$39.00
Invoice	184207	10/9/2025		
Transaction Date	10/9/2025	SECURITY STATE B 10100	Total	\$39.00
Refer	1818	GREAT AMERICA FINANCIAL SER		
Cash Payment	E 101-41400-329	Lease	Printer lease	\$98.79
Invoice	40206800	10/9/2025		
Transaction Date	10/9/2025	SECURITY STATE B 10100	Total	\$98.79
Refer	1819	GOPHER STATE ONE-CALL, INC		
Cash Payment	E 601-41540-300	Professional Services	locating	\$22.95
Invoice	5090866	10/9/2025		
Transaction Date	10/9/2025	SECURITY STATE B 10100	Total	\$22.95
Refer	1820	GOODIES AND GAS		
Cash Payment	E 101-45200-212	Motor Fuels	Fuel Parks	\$246.23
Invoice				
Cash Payment	E 101-42200-212	Motor Fuels	Fuel Fire	\$23.05
Invoice				
Cash Payment	E 240-42200-212	Motor Fuels	Fuel Fire	\$23.00
Invoice				
Cash Payment	E 101-43125-212	Motor Fuels	Snow Removal	\$0.00
Invoice				

CITY OF WYKOFF

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Page 3

Payments

Current Period: October 2025

Cash Payment	E 101-43100-212	Motor Fuels	Streets		\$0.00
Invoice					
Transaction Date	10/9/2025		SECURITY STATE B 10100	Total	\$292.28
Refer	1821	HAWKINS, INC.			
Cash Payment	E 601-49420-216	Chemicals and Chem Pr			\$20.00
Invoice	7197848	10/9/2025			
Transaction Date	10/9/2025		SECURITY STATE B 10100	Total	\$20.00
Refer	1822	RICHARDS SANITATION			
Cash Payment	E 101-43200-436	Contracted Services			\$3,731.86
Invoice	175182	10/9/2025			
Transaction Date	10/9/2025		SECURITY STATE B 10100	Total	\$3,731.86
Refer	1823	RITEWAY BUSINESS FORMS			
Cash Payment	E 101-41400-200	Office Supplies			\$125.75
Invoice	175182	10/9/2025			
Transaction Date	10/9/2025		SECURITY STATE B 10100	Total	\$125.75
Refer	1824	stantec			
Cash Payment	E 408-43100-303	Engineering Fees			\$1,711.00
Invoice	2462509	10/9/2025			
Cash Payment	E 101-43150-303	Engineering Fees			\$1,507.75
Invoice	2462509	10/9/2025			
Transaction Date	10/9/2025		SECURITY STATE B 10100	Total	\$3,218.75
Refer	1825	SPRING VALLEY ACE HARDWARE			
Cash Payment	E 101-41941-240	Small Tools and Minor E	Dehumidifyer		\$359.99
Invoice					
Cash Payment	E 101-41944-240	Small Tools and Minor E			\$25.47
Invoice					
Cash Payment	E 101-41400-200	Office Supplies			\$16.98
Invoice					
Cash Payment	E 601-49410-220	Repair & Maintenance S			\$283.85
Invoice					
Cash Payment	E 101-43100-210	Operating Supplies			\$98.97
Invoice					
Cash Payment	E 101-42200-220	Repair & Maintenance S			\$67.92
Invoice					
Cash Payment	E 101-42200-220	Repair & Maintenance S			\$59.96
Invoice					
Transaction Date	10/9/2025		SECURITY STATE B 10100	Total	\$913.14
Refer	1826	SE MINNESOTA EMS			
Cash Payment	E 230-42153-330	Transportation & Educat	CEVO		\$60.00
Invoice	13599	10/9/2025			
Transaction Date	10/9/2025		SECURITY STATE B 10100	Total	\$60.00
Refer	1827	SOUTHERN MN RECYCLING			
Cash Payment	E 101-43200-436	Contracted Services	Clean up day		\$1,632.00
Invoice	794537	10/9/2025			
Transaction Date	10/9/2025		SECURITY STATE B 10100	Total	\$1,632.00
Refer	1828	SUMMIT COMPANIES			

CITY OF WYKOFF

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Payments

Current Period: October 2025

Cash Payment	E 101-41941-328	Service Contract		\$735.00
Invoice	3514049	10/9/2025		
Transaction Date	10/9/2025	SECURITY STATE B 10100	Total	\$735.00
Refer	1829	TEAM LABORATORY CHEMICAL C		
Cash Payment	E 602-49480-216	Chemicals and Chem Pr		\$574.50
Invoice	0048982	10/9/2025		
Transaction Date	10/9/2025	SECURITY STATE B 10100	Total	\$574.50
Refer	1830	TERRIS TENDER LOVIN STITCHES		
Cash Payment	E 101-42200-240	Small Tools and Minor E		\$138.50
Invoice	358086	10/9/2025		
Cash Payment	E 240-42200-240	Small Tools and Minor E		\$138.50
Invoice	358086	10/9/2025		
Transaction Date	10/9/2025	SECURITY STATE B 10100	Total	\$277.00
Refer	1831	UTILITY CONSULTANTS INC		
Cash Payment	E 602-41540-300	Professional Services		\$1,475.75
Invoice	125393	10/9/2025		
Transaction Date	10/9/2025	SECURITY STATE B 10100	Total	\$1,475.75

Fund Summary

	10100 SECURITY STATE BANK	
101 GENERAL FUND		\$11,254.75
230 AMBULANCE FUND		\$114.40
240 RURAL FIRE FUND		\$274.19
260 HISTORICAL FUND		\$120.31
408 2025 Street Project		\$9,478.04
601 WATER FUND		\$524.63
602 SEWER FUND		\$2,050.25
		\$23,816.57

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$23,816.57
Total	\$23,816.57

CITY OF WYKOFF

09/22/25 9:29 AM

Page 1

Payments

Current Period: September 2025

Payments Batch 092225PAY-2			\$195.16		
Refer	1808 MINNESOTA ENERGY RESOURCE				
Cash Payment Invoice	E 101-42200-383	Heating Fuel	Fire Hall		\$23.62
Cash Payment Invoice	E 240-42200-383	Heating Fuel	Rural Fire Hall		\$48.32
Cash Payment Invoice	E 101-41944-383	Heating Fuel	City Shed		\$19.33
Cash Payment Invoice	E 601-49430-383	Heating Fuel	pumphouse		\$20.20
Cash Payment Invoice	E 101-41941-383	Heating Fuel	Community Center		\$64.36
Cash Payment Invoice	E 602-49480-383	Heating Fuel	WWTP		\$19.33
Transaction Date	9/22/2025		SECURITY STATE B 10100	Total	\$195.16

Fund Summary

	10100 SECURITY STATE BANK	
101 GENERAL FUND		\$107.31
240 RURAL FIRE FUND		\$48.32
601 WATER FUND		\$20.20
602 SEWER FUND		\$19.33
		<u>\$195.16</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$195.16
Total	<u>\$195.16</u>

CITY OF WYKOFF

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Page 1

Payments

Current Period: September 2025

Payments Batch 092225PAY \$390.00

Refer 1807 GARRY SCHMIDT

Cash Payment E 101-41950-240 Small Tools and Minor E Reimburse for MUMS \$390.00

Invoice 9/22/2025

Transaction Date 9/22/2025 SECURITY STATE B 10100 Total \$390.00

Fund Summary

	10100 SECURITY STATE BANK	
101 GENERAL FUND		\$390.00
		\$390.00

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$390.00
Total	\$390.00

INVOICE

DATE

10/07/2025

INVOICE NO

6143

Environmental Water Services

101 Gold St N

PO Box 97

Wykoff MN 55990

507-391-1375

Rickwhitney1000@gmail.com

INVOICE TO

City Of Wykoff

217 N Gold St

Wykoff MN 55990

Wykoff@arvig.net

507-352-4011

SALESPERSON

Rick W

JOB

WWTP & WTP
Operations

PAYMENT TERMS

Net 30

MONTH OF SERVICE

October

QUANTITY**DESCRIPTION****LINE TOTAL**

Monthly

Wastewater operations and
management

\$2,800.00

Water Operations and
Management + check Tier II

\$700.00

Arvig Internet +2 Phone lines

\$194.52

Subtotal	\$3,694.52
Sales Tax	0
Total	\$3,694.52

Environmental Water Services



Operations &
Maintenance



Water & Wastewater
Services



City Of Wykoff

Monthly Council Report

Report for the Month of October 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.) Cleaned & Loaded Sludge drying bed.
- 6.) Spoke to Minnesota pump regarding lift station service
- 7.) Assisted with 4 Locates.
- 8.) Met with Streets Committee
- 9.) Spoke with KLM regarding water tower cleaning.
- 10.) Met with Joe Oconnell AA excavating.
- 11.) Cleaned headworks area pulled screenings.
- 12.) Mowed and trimmed plant.
- 13.) Monitored plant during heavy rain events 0 power outages.
- 14.) Reviewed I&I lateral video.

September 30, 2025

Dear Becky, Mayor and Council Members ~

This was not easy to do, but please consider this as my letter of resignation. I would like to have October 29, 2025, to be my last day with the City of Wykoff. I can be done sooner if you find a replacement and they would like to start earlier.

I came into this position in 2017 thinking a couple of years and that will be good, well eight years later!! I can hardly believe it, I truly loved working for the city that we live in and call home, but it is time for me to retire. I have enjoyed it and will continue to volunteer so you have not seen the last of me.

Sincerely,

A handwritten signature in cursive script, reading "LuAnn Hare", followed by a long horizontal flourish line.

LuAnn Hare

CITY OF WYKOFF

POLLING OF COUNCIL MEMBERS

DATE: 9-18-25

QUESTION PRESENTED TO COUNCIL MEMBERS:

Road Project (Culvert by Brenseth) Replace culvert
instead of Repair.
2500⁰⁰ Approved New Cost \$ 12,500⁰⁰

REASON FOR PHONE VOTE:

Work in process - need Answer ASAP

VOTING IN FAVOR:

Missy, Ryan, Barb, Jeff

Jane unavailable

VOTING AGAINST

DATE ENTERED INTO THE OFFICIAL MINUTES _____

Signature City Administrator

Date

Approved 9/17/25 2025-14
Schleusner

CITY OF WYKOFF LAND USE PERMIT APPLICATION

WARNING

Construction may not begin until a permit has been issued and is in your possession.

A Site Inspection Is Required

Before Construction may begin, an inspection of the site must be done.

For the inspection contact the City Clerk's Office at 507-352-4011

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

LAND USE PERMIT APPLICATION

CITY OF WYKOFF

It is recommended that all applicants contact the Zoning Office prior to filling out the application to make sure that this proposed project is feasible. It is imperative that all instructions and regulations be read carefully before submitting this application.

(1) Name of all Landowners: Fahy Schleusner Phone #: 507-481-8870
Barbara Schleusner Phone #: 507-226-6034
House Phone #: 507-352-4078

Mailing Address: Box 134 Wykoff MN 55990

Property Address: 109 S Line St Wykoff MN 55990
(if different from mailing) Address City State Zip

(2) Parcel #: _____ (3) Legal Description (from deed, abstract or
Recorders Office): _____

Section: _____ (4) Township: _____ (5) Range: _____

Have you started work on this project? Yes: _____ No: X
Is there a driveway access to this property? Yes: X No: _____
Is this project located under a power line? Yes: _____ No: X

Proposed Project: Replacing front deck with concrete 75x75 fill to
(New home, addition, garage, utility shed, decks, pergola, etc). Total # of bedrooms _____

Estimated cost: \$3000.00 Permit # _____
(To be filled out by the Zoning Office)

(6) Total Square Footage:	Length		Width		Total
Basement	_____	X	_____	=	_____
1 st Level	_____	X	_____	=	_____
2 nd Level	_____	X	_____	=	_____
Attached Garage	_____	X	_____	=	_____
Porch or Deck	<u>10'6"</u>	X	<u>22'</u>	=	<u>220 sq ft</u>
Total Square Footage	_____	X	_____	=	_____
Height	_____		_____		_____

NO WORK MAY BEGIN UNTIL A PERMIT IS OBTAINED. IF WORK HAS BEGUN ON THE PROJECT BEFORE A PERMIT IS ISSUED, A \$250.00 LATE FEE MUST BE PAID IN ADDITION TO THE PERMIT FEE. The

projects are assessed \$10.00 per 100 square feet of living space; new dwellings, dwelling additions, porches, decks, attached garages, dwellings being moved in and mobile or manufactured homes. All other structures are assessed at \$7.50 per 100 square feet. A minimum of \$8.00.

LATE FEE _____ \$250.00

(7) TOTAL FEE \$1650 (NO REFUNDS)

PD #6764
#6.50 9/20/25

SITE INSPECTIONS ARE REQUIRED FOR ALL NEW DWELLINGS: The footings must be dug and inspected before the actual construction of the dwelling may begin.

I hereby certify that the information contained herein is correct and agree to the proposed work in accordance with the provisions of the Ordinances of the City of Wykoff and the Statues of the State of Minnesota.

(8) Signatures of All Landowners

Name

9-4-25
Date

Barbara Schleusner
Name

9-4-25
Date

Felix Schleusner
Name

9-4-25
Date

Send all correspondence to:

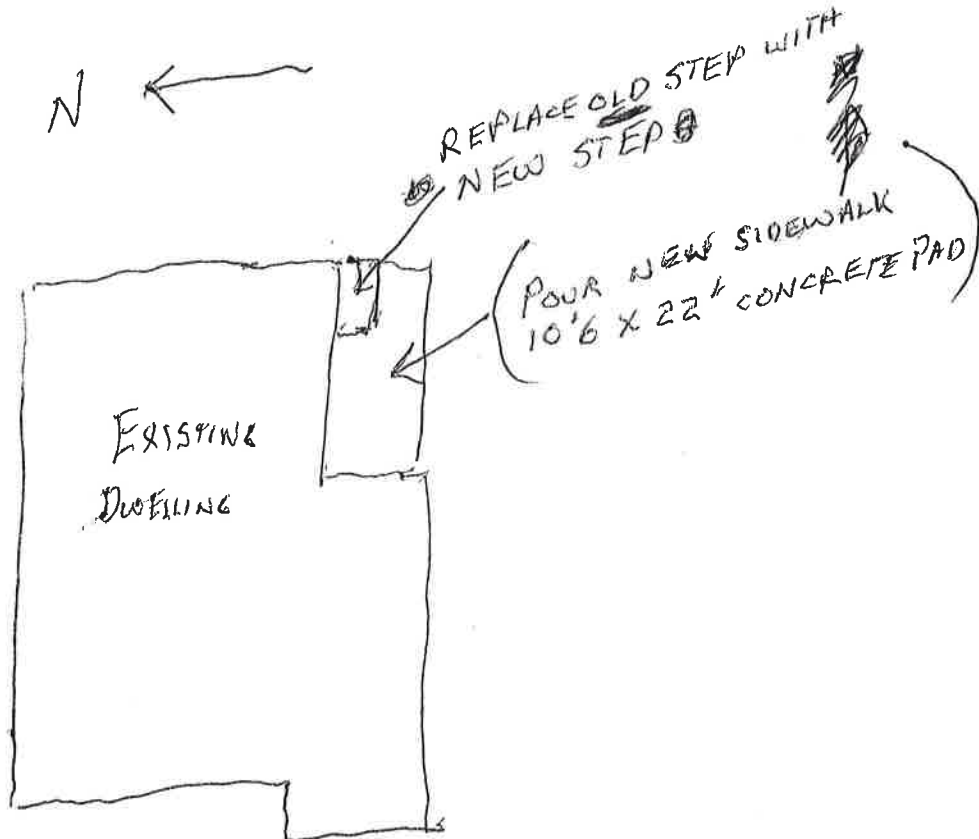
City of Wykoff Zoning Office
P.O. Box 218
106 GOLD ST. N.
Wykoff, MN 55990
507-352-4011
FAX 507-352-2415
Email: wykoff@arvig.net

Approve <u>X</u>	Denied _____
<u>Ryan Proctor</u> Signature of Zoning Administrator Mayor	
_____ Signature of Council Member	
<u>9-17-25</u> Date	<u>2025-14</u> Permit #

NEW CONSTRUCTION PERMIT DRAWING

Dwelling or Dwelling Addition Drawing

For New Construction of a Dwelling or Addition a drawing must be completed, or a Copy of the Plan provided, including Dimension Measurements.
(See examples on Pages 5 & 6)





Stender Enterprises
215 Line Street South
Box 96
Wykoff, Minnesota 55990
United States
507-438-5583

Invoice

BILL TO
City of Wykoff
P.O. Box 218
Wykoff 55990

Invoice Number: 25
P.O./S.O. Number: Community Center
Invoice Date: September 29, 2025
Payment Due: September 29, 2025
Amount Due (USD): \$0.00

Items	Quantity	Price	Amount
Tank Flapper 1, univ Universal fit tank flapper	1	\$7.99	\$7.99
ServCall Minimum Service Call	1	\$98.00	\$98.00

Subtotal: \$105.99
Fire Prevention week, Fire Dept Donation: (\$105.99)
Total: \$0.00
Amount Due (USD): \$0.00

Notes / Terms

Make Checks Payable to: Greg Stender. =Due upon receipt, invoices past 30 days subject to 1.5% or \$8.00 service fee, which ever is greater.

Make checks payable to Greg Stender
Powered by  **wave**



Owner: City of Wykoff, MN	Date	September 22, 2025
Contractor: Griffin Construction Co., 14070 Hwy. 52 SE, Chatfield, MN 55923		

CHANGE ORDER NO. 1
2025 STREET AND UTILITY IMPROVEMENTS
STANTEC FILE NO. 193807330

Description of Work

This Change Order accounts for work done outside of the original bid units. Work includes the replacement of sanitary sewer service risers, exploratory excavation for existing water main utility, upsized sewer service to Wykoff Commons and the abandonment of an existing 2-inch water service.

			Contract	Unit	Total
No.	Item	Unit	Quantity	Price	Amount
CHANGE ORDER NO. 1					
1	SEWER SERVICE MATERIAL CHANGE	LS	1	\$ 3,934.90	\$ 3,934.90
2	EXPLORATORY EXCAVATION	LS	1	\$ 2,000.00	\$ 2,000.00
3	WYKOFF COMMONS SEWER UPSIZING	LS	1	\$ 1,535.97	\$ 1,535.97
4	WATER SERVICE ABANDONMENT	LS	1	\$ 1,320.96	\$ 1,320.96
					\$ 8,791.83

CHANGE ORDER NO. 1	\$	8,791.83
--------------------	----	----------



Financing Your Community Projects

NOVEMBER 13, 2025 • 8:30 AM TO 3:00 PM

Kelly Inn Best Western- St. Cloud

FREE EVENT

This session is a must!

Meeting the demands of repairing and replacing water and wastewater infrastructure is taking its toll on many small utility systems. Minnesota Rural Water Association is bringing together several entities that offer funding for small systems.

Our objective is to promote awareness of funding sources, the rules, regulations, application processes, names, addresses, and "HOW TO'S" all under one roof. This is a don't miss session if you are looking to fund a project in 2026. Your attendance and participation will greatly benefit your system for years to come.

Learn how these funding entities are working together to put affordable projects together for systems.

8:30 am

MRWA Registration & Introductions

Minnesota Rural Water Association

8:45 am

From Submission to Certification- All You Need to Know About the Drinking Water State Technical Side of Funding

A focus on the technical and submittal process for obtaining funding. Learn the details!
Minnesota Department of Health

9:30 am

From Submission to Certification- All You Need to Know About the Clean Water State Technical Side of Funding

A focus on the technical and submittal process for obtaining funding. Learn the details!
Minnesota Pollution Control Agency

10:15 am

Break

10:30 am

Show Me the Money- Financing Your Clean Water and Drinking Water Municipal Infrastructure and Lead Service Line Replacement Projects With State Loan and Grant Funds

Find out about the financing process when using the Clean Water and Drinking Water Revolving Funds, WIF, and Legacy Funds.
Public Facilities Authority

11:15 am

LCRR Funding

LCRR funding and updates regarding Lead Service Line Replacements.
Minnesota Department of Health

12:00 pm

Lunch - Lunch is provided. | Door Prizes

12:30 pm

Rural Development Loan and Grant Program & The Review Process (pending)

RD has resources to meet your funding needs in water & wastewater infrastructure. Learn what makes projects fundable and how Rural Development looks at projects. What is affordability? What are short lived assets and a reserve fund? Discover when grants are possible. How to stop the "might as wells". Avoid the pitfalls.
USDA Rural Development

1:15 pm

MRWA Finance Programs

MICRO-MIDI-MEGA loan programs are available through MRWA and David Drown Associates. These programs are available to finance large (multi-million), small projects (under \$50,000), and everything in between at the lowest possible cost of issuance and interest rates. These programs are available to all Minnesota units of government. Learn the details....
David Drown Associates, Inc.

1:45 pm

Grants: How Do I Get One?

Water & Wastewater Treatment, Housing, Public Facilities, and Rehabilitation grants available through the Small Cities Development Program.
Small Cities Development Program

2:15 pm

Break

2:30 pm

Interim Financing

MRWA has provided construction funding to over 200 interim financing borrowers totaling over \$450 million. Also, we have rebated over \$1,000,000 back to the borrowers. Discover how this program works and its benefits! What are the options?
Minnesota Rural Water Association

2:45pm

Questions & Answers

3:00pm

End of Day



Kelly Inn Best
Western
St. Cloud MN

There is
no charge
for this session.

6 related
CEU's for full attendance

TO REGISTER FOR ANY
TRAINING SESSION:
CALL THE MRWA OFFICE
AT 800-367-6792 OR
ONLINE AT
WWW.MRWA.COM