

Wykoff City Council Meeting
Regular Meeting Minutes
January 14, 2025
7:00 pm

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

The Oath of Office was read by a newly elected Council Person, Jane Baker. Becky stated that the Mayor Ryan Breckenridge and taken his oath in the clerk's office and that Barb Fate was absent and will need to take the oath before the next meeting.

Agenda-Mayor Breckenridge called for any additions, hearing none, motion by Hare and seconded by Himli to approve the agenda as presented. Motion carried 4-0.

Consent Agenda- Mayor called for approval of the Consent Agenda. Motion to accept the consent agenda as presented by Himli and seconded by Hare. Motion carried 4-0.

Visitors- None

WWTP- Mayor Breckenridge stated that Rick was not present but that the city was happy with the end of the year numbers for the plant.

Fire Department- Mike Lund noted that they are done with the repairs to the foundation in the Fire Station. He also noted that four firemen had completed the Fire I & II, and Hazmat training. Ryan noted that the League had denied the claim for the pumper stating it was under staffed resulting in no water in the unit which caused its malfunction. Mike Lund and Corey Bremseth both felt that this needed to be appealed as this was not what happened, and Fire Safety concurred with them. Corey will contact their representative and contact the League to further investigate the cause.

First Responders-Cory Bremseth noted that they had responded to 69 calls in 2024 and that there are three individuals who have indicated a desire to take classes to serve on the ambulance. He noted that it will be a \$600 charge per person for the course. He will ask for a commitment of two years of service.

Personnel – No report

Streets- The Mayor noted that the city will need to look into signage for the Diamond Court at intersections etc. John Baker noted that they had plowed a couple times, and everything was in good order. He also noted that there had been a watermain break on Silver St. in front of the Niemeyer residence. The repairs were made but they did discover that when the Hwy. 80 overlay had been done the storm sewer was put over the water main with two feet of cover instead of the normal eight feet. John also mentioned that the water main needs to be addressed when they work on the Line St. project. He felt that the shut offs need to be brought out front of the properties not

behind the residents' homes. The mayor noted that this will be brought to the street committee meeting on Thursday.

Community Education- No report

Park and Recreation, Joint Trails Board- Hare noted they had not met but he would like to comment on observing the use of the ice rink. Kids and families are using this area and the council thanked Becky for taking the initiative to purchase the used rink.

Zoning – Mayor Breckenridge noted that the city did receive the Petition to Vacate the Alley from the Hare's and a Public Hearing date will need to be set. Motion by Baker and seconded by Himli to proceed with the Public Hearing. Motion carried 3-0. Hare abstaining.

Becky noted that the council would need a motion to approve the rezoning of the property owned by the Methodist Church from Commercial to Residential located at the South 90 ft. Lot 23, Block 1 Bartlett and Banks Addition. Motion by Himli and seconded by Baker. Motion carried 4-0.

Mayor's Report – None

Sheriff's Report- Information included in packet.

Old Business-

Update on Grant Application for Library Funds-Becky noted that she had submitted the grant for \$340,000 to Library Funds. She was notified that it was received, and they had accepted the submission. Hare asked for discussion about what the costs to the city will be but, it was tabled until more is known if the city will be awarded the grant.

Arvig Right of Way Permit Application-Becky noted that Arvig is waiting for final approval from the council. Rick will work with Ryan and the office to write the description that will be needed to add to City Ordinances regarding a camera of the lines close to the soil borings. Tabled until the Ordinance is addressed.

Committed Funds Resolution 2025-04. Becky noted that she had not included \$809 for the siren in committed funds for the Fire Department in the Resolution passed in January. Motion to rescind Resolution 2024-17 by Himli and seconded by Baker. Motion carried 4-0.

Becky read the following **2025-04 Resolution for Committed Funds:**

Resolution No. 2025-4

A Resolution to Recommit Fund Balance

WHEREAS, the Government Standards Accounting Board (GASB) has issued Statement No. 54 establishing a hierarchy clarifying the constraints that govern how a government entity can use amounts reported as fund balance; and

WHEREAS, the City Council is the highest level of decision-making authority, and has the authority to commit, assign or evaluate existing fund balance classifications and identify the intended uses of committed or assigned funds; and

WHEREAS, the committed fund balance classification reflects amounts subject to internal constraints self-imposed by the City Council; and

WHEREAS, once the committed fund balance constraints are imposed, it requires the constraint to be removed by the City Council prior to redirecting the funds for other purposes; and

WHEREAS, the City Council has determined it will commit the following fund balances:

\$229,280.19 to Fire Equipment Fund 406

The emergency disaster restricted fund of \$809.00 will go towards paying for the new siren.

NOW THEREFORE BE IT RESOLVED, that the Wykoff City Council in accordance with the provisions of GASB 54 hereby commits the afore mentioned funds, and that the funds cannot be used for any purpose other than directed above, unless the City Council adopts another resolution to remove or change the constraint.

Motion by Kalib Himli and seconded by Jane Baker to rescind Resolution 2024-17 and to adopt Resolution 2025-04.

Roll Call Vote:

Jeff Hare

Ryan Breckenridge

Barb Fate (Absent)

Jane Baker

Kaleb Himli

Voting Against: none

Motion carried 4-0.

Passed and adopted this 14th day of January 2025 by the City Council of Wykoff, Minnesota.

s/s Ryan Breckenridge

Mayor Ryan Breckenridge

s/s Rebecca Schmidt

City Administrator-Rebecca Schmidt

WWTP-Rick Whitney reported to the council that the heater at the plant was not working correctly, and he had ordered a new motor and blade. He noted that the hanging meter will need to be replaced in the future due to its age and exposure to chemicals. He noted that he and John had worked on the water main break on Silver Street. The 4-inch line was directly under the storm sewer and will need to be changed for future problems. He noted that he had attended a zoom conference through the MPCA and that the grant for the EQ tank is due February 15th for construction of the tank. He stated that he will be able to write the grant as after the conference he felt more confident that we did not need to hire Stantec for \$5,000. Becky and Ryan agreed to assist if he needed help.

The Public Hearing date and time for the additions and changes to the **Minnesota Ordinances** will be February 10th at 6:30 p.m. at the same time as the Vacate Petition Public Hearing.

New Business

The council reviewed the yearly appointments.

Becky read the following Resolution 2024-01 adopting Yearly Appointments

**City of Wykoff, Minnesota
Fillmore County, Minnesota
Resolutions #2025-01**

A resolution adopting the designations of official depositories, official newspaper, city attorney, authorization to sign checks, deposit and investments authority and committee appointments for the city of Wykoff, Fillmore County, Minnesota.

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Whereas, the City Council of the City of Wykoff has adopted the resolution for the City Council and finds that this resolution adopted in 2025 is sufficient for future years.

Whereas, Minnesota Statute 427 requires the City to establish official depositories for City funds; and

Whereas, the City Council of the City of Wykoff has designated depositories for City funds which, pursuant to Minnesota State Statutes require that all funds deposited be secured by deposit insurance bond, or collateral.

Whereas, State Statutes mandate the City to designate an Official Newspaper for the City's publication of official City notices and that such newspaper must be a paper of general circulation in the City.

Now, therefore, be it resolved that the Council of the City of Wykoff, Minnesota, hereby designates the following financial institutions as official depository of City funds and authorizes the City Clerk and Mayor to conduct transactions in this institution.

Minnwest Bank and First State Bank of Fountain.

Be it Further Resolved that the Council of the City of Wykoff, Minnesota hereby authorizes Mayor Pro-Tem, Jeff Hare to sign checks in the absence of the Mayor and / or City Administrator.

Be it Further Resolved that the City Council of the City of Wykoff, Minnesota, hereby designates the City Administrator, Rebecca Schmidt, to make deposits/withdrawals from the City Savings accounts to the best interest of the City with all transactions reported at the next regular council meeting.

Be it Further Resolved that the Council of the City of Wykoff, Minnesota, hereby designates the Fillmore County Journal as the official Newspaper and the City Clerk/Treasurer should publish all designated public notices in said newspaper.

Be it Further Resolved that the Council of the City of Wykoff, Minnesota designates Lee Novotny, Novotny Law Office, Ltd. as the Prosecuting Attorney for the City of Wykoff and Nethercut/Scheiber, Attorney at law for the City Attorney.

Be it Further Resolved that the Council of the City of Wykoff, Minnesota hereby designates the following Committee Appointments:

Streets/Snow Removal and Sanding: Kaleb Himlie and Jane Baker

Meeting Dates, 1st Monday of the Month at 4:00 p.m.

Sewer & Water: Jeff Hare and Ryan Breckenridge

Meeting Dates Thursday before Council Meeting at 4:00 p.m.

Personnel Committee: Barb Fate & Kaleb Himli

Meeting Dates, 1st Monday of the Month at 9:00 a.m.

Parks and Recreation, Joint Trails Board Representative- Kaleb Himli and Jeff Hare

Meeting Dates, 1st Saturday of the Month at 9:30 a.m.

Community Education Representative: Barb Fate and Jane Baker

Meeting Dates, 1st Saturday of the Month at 10:00 a.m.

Pest Control: John Baker

Incident Command: Cody Meyer

Deputy Incident Command: Ryan Breckenridge

Mayor Pro-Tem: Jeff Hare

Motion by Jeff Hare and seconded by Jane Baker.

Adopted this 14th Day of January 2025 by roll call vote those voting in favor:

Breckenridge	Yes
Himli	Yes
Fate	Absent
Hare	Yes
Baker	Yes

Voting Against: none

Motion carried 4-0.

ss/Rebecca Schmidt

Rebecca Schmidt, City Administrator

ss/Ryan Breckenridge

Ryan Breckenridge, Mayor

Administrative Fees - The council reviewed the yearly administration fees and agreed to the changes made. Listed below are the Administrative Fees for the City of Wykoff effective January 14, 2025. Motion by Baker and seconded by Hare to approve the following. Motion carried 4-0.

LIQUOR LICENSE:

On Sale - \$1,200 Off Sale - \$100
Wine - Strong Beer - \$500
3.2 Beer - \$50
Setups - \$250 (set by State of MN)
Temporary Liquor License - \$100 (Adopted 4/8/2024)

FIRE CALLS:

\$750 initial call
\$250/hour after the initial call fee plus any extras (fire suppression chemicals)

WATER:

Monthly billing
Base - \$20.00 per household/ business \$6.81/1000 gal. for water usage.
Water Sales from Hydrant or City Shed Base \$25 and \$7.81 per 1000 gallons each visit.
Swimming Pools after Hours- Fire Training No Base Fee Charge \$7.81 per 1000 gallons.
New Hookup – \$1,000
Reconnect (delinquent accounts) - \$50
Meter Deposit - \$150
2nd Water Meter \$295.00

SEWER:

Monthly billing
Base - \$40 minimum \$13.00/1000 gal. for water usage.
New Hookup – \$1,000

STORM SEWER FUND:

Monthly charge per household \$2.00 per month

PET LICENSE:

\$5 a year or \$20 lifetime
Chicken Ordinance #91.041 adopted April 10, 2023-Permit Fee \$25.00

NSF CHECKS:

\$30

HALL RENTAL – 20% Discount to all residents

Charitable Events/ School Events \$30
Hourly rate \$35 per hour for up to 3 Hours
Small side (north) - \$175 (**\$140 resident**)
Large side (south) - \$250 (**\$200.00 resident**)
Whole Hall - \$400.00 (**\$320.00**)
Dance - additional \$125 (nonrefundable)
Refundable Deposit of \$100 due with rental agreement

LAWN MOWING, TRIMMING AND MAINTAINING FENCE LINES

Base rate- \$100 per hour, minimum of one hour

JUNK REMOVAL AND GENERAL CLEANUP

Per Hour- \$100 per hour, minimum of one hour
Plus, the cost of disposal of materials on a case-by-case basis.

MISC. ORDINANCE VIOLATION FEE 10.99

After the initial warning letter:

1ST offence \$100

2nd offence \$200

3rd offence 4300.00

** Council approval January 14, 2025

Computer Use Policy-Council members were given the policy as a yearly reminder and asked to sign the document which will be placed in their personnel files.

Review of Wykoff Council Code of Conduct-Council reviewed the document for Code of Conduct for a council member.

Resolution 2025-02-Voter Account Agreement-Becky noted that Fillmore County had sent the document which is an explanation of what is and has been agreed upon with the City in regard to elections.

Voting Operations, Technology, & Election Resources (VOTER) Account Agreement

Resolution 2025-02

BY AND BETWEEN: Fillmore County

AND: City of Wykoff

WHEREAS, On July 20, 2023, the Office of the Secretary of State completed the electronic transfer of \$1.25 million in electronic payments to counties, of which Fillmore County's share is \$6,610.54, for the Voting Operations, Technology, & Election Resources (VOTER) Account in accordance with the requirements of Minnesota Statutes section 5.305,

And

WHEREAS, Fillmore County has received/will receive \$25,574.88 in 2024 for the VOTER Account funds,

And

WHEREAS, Fillmore County may continue to receive voter funds in future years,

And

WHEREAS, Fillmore County has a good relationship with the local units of government and wishes to work with its local units of government to determine how the funds will be allocated within the county,

And

WHEREAS, Fillmore County currently administers the absentee and mail balloting for all precincts,

And

WHEREAS, Fillmore County pays for all maintenance for all election equipment utilized by the local units of government, organizes and provides training, provides cyber-security and other electronic/data services, and a variety of other duties which the local units of government want them to continue,

And

WHEREAS, Fillmore County and the local unit of government signing this agreement desire that Fillmore County continue to provide the same election services in exchange for keeping the VOTER funds in 2023, 2024, and future years. Furthermore, if either party wishes to terminate this agreement, they must provide 90 day written notice. Written notice to the County shall be given to the Fillmore County Auditor Treasurer. Written notice to the local unit of government shall be given to the City or Township clerk.

And

WHEREAS, Fillmore County and the local unit of government which has signed this agreement acknowledge good and valuable consideration for this agreement and also acknowledge that they have had the opportunity to review this agreement with their respective attorneys and/or legal counsel,

NOW, THEREFORE, BE IT RESOLVED, that the City of Wykoff does hereby agree to allow Fillmore County to retain all Voting Operations, Technology, & Election Resources (VOTER) Account Funds received in 2023, 2024, and future years as long as Fillmore County continues to provide the same or similar election related services for the City of Wykoff in accordance with this agreement.

Adopted this 14th day of January 2025

Motion by Hare and second by Baker for the approval of the foregoing agreement and the same was declared adopted upon unanimous vote of all members present.

Absent: Barb Fate

Attested and witnessed:

s/s Rebecca Schmidt

Becky Schmidt

City Administrator

s/s Ryan Breckenridge

Ryan Breckenridge, Mayor

Resolution 2025-03 donations to Fire Department and First Responders-Becky read the following Resolution:

RESOLUTION NO. 2025-03

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>
Bob and Margaret Cole	\$100.00
Ramaker Families	\$564.00
Joe and Amy Mulhern	\$100.00
Kruegels Inc.	\$100.00

WHEREAS, all such donations have been contributed to the city for the Wykoff Fire Dept. and First Responders

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 made by Hare and seconded by Baker.

Roll Call Vote

Jeff Hare
Barb Fate (Absent)
Ryan Breckenridge
Jane Baker
Kaleb Himli

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

s/s Ryan Breckenridge
Mayor

Attested:

s/s Rebecca Schmidt
City Administrator

Mayor Breckenridge noted that the community is very fortunate to have the members of the Fire Department and First Responders. He stated that they continue to step up to help in so many ways.

Proposal Community Center-English Electric- Becky reviewed the proposal which included upgrading ceiling lights to LED lamps, shop install 2 outlets, change out 1 GFCI outlet and disposal of fluorescent lamps. Discussion followed. Motion by Baker and seconded by Hare to approve the \$4,709.00 proposal. Motion carried 4-0.

Revolving Loan Request- The council received an application from the Gateway to access the revolving loan funds for \$25,000.00 . Becky noted that the council would need to have a separate meeting to discuss their private financial information. Becky also noted that at this time the Revolving Loan Fund would not have the full \$25,000 to lend as Rahe's and Echo's of the Past have loans. Discussion followed. Motion by Himli and seconded by Hare to transfer from the General Fund to the Revolving Lund Fund \$16,000. Motion carried 4-0.

Waste Management Bid- Becky reported that the contract with Waste Management is due to be renewed as it is a three-year contract. Discussion followed. Motion by Hare and seconded by Baker to advertise for bids for the contract. Motion carried 4-0.

Wireless Tower Request-Becky noted that the city had been contacted about zoning for towers. Council agreed to look into this. Mayor would like more investigation into this.

Emailing Bills-Becky noted that with the increase in postage and printing costs she would like to offer the residents the option to have their utility statements emailed to them. Discussion followed and it was agreed to put it in the upcoming newsletter to see if there would be enough interest. Mayor Breckenridge asked that council members keep the lines of communication open as the city has many things that are happening this year.

Hare noted that the Fall Fest Committee has set a date for the Town Picnic on June 15th.

The meeting was adjourned at 8:30 p.m.

Adjournment

Secretary

Date of approval