Wykoff City Council Meeting
Regular Meeting Minutes
February 10, 2025
7:00 pm

A meeting of the Wykoff City Council was held in the Council Room at 106 Gold St. N. on February 10, 2025, at 7:00 pm. Attendees included Mayor Ryan Breckenridge, Jeff Hare, Barb Fate, Kalib Himli and Jane Baker. Also, present City Administrator, Becky Schmidt.

Agenda-Mayor Breckenridge called for any additions, hearing none, motion by Fate and seconded by Baker to approve the agenda as presented. Mayor asked to have the Stantec Information New Business c) moved to the top of the agenda. Motion carried 5-0.

Consent Agenda- Mayor called for approval of the Consent Agenda. Motion to accept the consent agenda as presented by Hare and Himli. Motion carried 5-0.

Mayor Breckenridge noted that they had met last week in committee with Brett Grabau from Stantec to review the next steps in the 2025 Street Project. Brett stated that there had been a few minor changes made since that meeting. He referred to the timeline that needs to be kept in order to advertise for the bids with a Bid Opening Date of April 3, 2025. Hearing no questions from the council the following Resolution was read:

CITY OF WYKOFF

RESOLUTION 2025-05

Resolution Approving Plans and Specifications and Ordering Advertisement for Bids

WHEREAS, pursuant to a resolution passed by the council November 18, 2024, the city engineer (Stantec Consulting) has prepared plans and specifications for the 2025 Street and Utility Improvements project, N Line Street from W Fillmore Street to W Bartlett Street, W Bartlett Street from N Line Street to N Gold Street, and the Fire Hall Sanitary Sewer which includes the trunk sanitary sewer main within rear yards between the N Line Street residential homes and the Fire Hall as well as along the parking lot north of the Fire Hall extending to N Gold Street and has presented such plans and specifications to the council for approval;

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

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.

2. The city clerk shall prepare and cause to be inserted in the official paper (and in QuestCDN) advertisements for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for at least three weeks before the bids are to be opened, shall specify the work to be done, shall state that bids will be received by the clerk until 2 p.m. on April 3, 2025, at which time they will be publicly opened electronically by the city clerk and engineer, will then be tabulated, and will be considered by the council at 7:00 p.m. on April 14, 2025 in the council chambers of the city hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the council on

the issue of responsibility. No bids will be considered unless sealed and filed with the clerk and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the clerk for 5 percent of the amount of such bid.

A motion by: Fate and 2nd by: Hare with a roll call vote being taken:

Ryan Breckenridge	Yes
Barb Fate	Yes
Kaleb Himli	Yes
Jane Baker	Yes
Jeff Hare	Yes

Motion carried 5-0.

I CERTIFY THAT the above resolution was adopted by the Wykoff City Council on February 10, 2025.

s/s Ryan Breckenridge *s/s Rebecca Schmidt*

Ryan Breckenridge, Mayor Rebecca Schmidt, City Administrator

Visitors- Kali Lentz, with Smith Schafer presented the 2024 Audit Summary. She noted there were no issues with the audit, and it was a clear reading of the city finances. She reviewed the document with the Mayor and Becky previously. She then went through the Power Point documents with the council. A full taping of the power point is available in the clerk's office. She thanked Becky for always providing the information needed on a timely basis.

WWTP- Mayor noted that Whitney had a family emergency and could not attend. Becky noted that the council had information from KLM Engineering about the cleaning of the water tower. Ryan asked the council to hold off on a decision until Rick could explain the proposal.

Mike Lund reported that he had been in contact with Fire Safety USA in regard to the denial of the claim through the League. The representative did not feel that the information they provided was correct and they are looking into seeing if they will approve a portion of the request. Mike noted that there are several air packs that were not working properly which Alex Air is aware of and will repair. They submitted a quote to go through all of the air packs as they are five years old so that they are all in compliance. The cost for the inspection would be $1,374.10. Motion by Hare and seconded by Himli to approve. Motion carried 5-0. Mike noted that as the city will be replacing the light fixtures in the Community Center the Fire Hall is also in need of updates. He presented a proposal to do on their own at a cost of $500 for the Office area and $800-$1,000 for the bay. However, after discussion the council would like to see if English Electric would give a quote and verify that the plan the department has would meet standards for liability.

First Responders-Cory sent a report to Becky that they had six calls in the last month and that he will be offering a class for EMR in Spring Valley in March. He has a commitment from three fire fighters to take the course with the city paying the fee. He will get back to the council on the cost.

Becky expressed concern about a commitment from the trainee, some towns have the person pay the cost and reimburse them over a period of time.

<u>Personnel</u> – No report

<u>Streets-</u> The Mayor noted that they had an informative meeting the week prior on streets and sewer so that all committees and departments were on the same page.

<u>Community Education</u>- Barb Fate reported that her and Jane Baker will be meeting on February 18th at 1:00 in the Council Room. Meeting will be posted as this is not their designated date.

<u>Park and Recreation, Joint Trails Board</u>- No meeting it was discussed that the Park Budget has about $18,000 carry over which will not cover the lights. This was put into restricted funds to be used only for the park project.

<u>Zoning –</u> Becky noted that the vacating of the alley is tabled.

<u>Sheriff's Report-</u> None

<u>Mayor's Report</u>-none

<u>Old Business-</u>

<u>Update on Grant Application for Library Funds-</u>Becky noted that she had inquired if this type of grant is on hold due to the freeze from the President, but she had not heard back. Hare asked if they had to accept the money, which Becky noted that no we do not have to accept it. He asked about the costs involved. She noted that the grant proposal was for the library needs, city offices, council rooms and community spaces, media centers. We would not need to pay the lease for the current property as Sogla has drawn up the plans for the grant. It is a grant for $340,000 which would make the building ADA compliant. She noted that the city has not spent any money except for her time for writing the grant. Mayor noted that we will discuss this further once we know we received the grant.

<u>Arvig Right of Way Permit Application- Motion</u> by Himli and seconded by Fate to approve the request from Arvig pending approval of the Ordinance Adoption. They will be made aware of the new ordinance about boring which they will need to adhere to upon completion of their project. Motion carried 5-0.

<u>Revolving Loan Application</u>-Becky reported that the council had met with applicants and reviewed their financial information. Corrine the city attorney has been working with their attorney to clear up a few points. Corrine feels comfortable moving forward. Motion by Fate and seconded by Baker to approve the loan. Motion carried 5-0.

<u>Emailing Bills</u>- Becky noted that the office is getting back some responses but at this point cannot move forward. She stated that it would take at least 60 residents to make this cost saving. The cost from Banyon for the program would be $695 with a $195 support charge each year. The cost of sending out statements is $1.14 each. No action taken.

Wireless Tower Request-Tabled

New Siren Update – They will be installing the new siren near the Fire Department on February 17th. Discussion followed on the location; John will let them know that it should be situated on the North Side.

New Business

Maier Tree Renewal – Becky presented the contact renewal $273.81. Discussion followed on whether to keep the trees or remove them. They all need to be trimmed, which John stated he could do. Motion by Fate and seconded by Baker to not renew the contact. Motion carried 3-2.

MiEnergy Fire Bill- Becky noted that the department had responded to a call for an electrical issue on high wires on the property of Kalib Himli. The Fire Department responded and worked with MiEnergy to bring the situation under control. Because the department responded a flat charge of $750.00 was issued for the call. There is a disagreement with the department that MiEnergy does not believe it was their issue, which Mike Lund, Fire Chief, disagrees with. Council agreed to send the bill to MiEnergy for payment.

The meeting was adjourned at 8:03 p.m.

Adjournment

______________________________Secretary ________________________ Date of approval