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

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

Agenda-Mayor Breckenridge called for any additions and noted that under New Business adding:
D. Liability Coverage
E. Office Hours
F. Norby Tree Service
Motion by Fate and seconded by Baker to approve the agenda as noted. Motion carried 4-0.

Consent Agenda- Mayor asked to remove the bill pay to Stantec and discuss further in New Business (b) Stantac Change Order. Motion to accept the consent agenda as presented by Baker and seconded by Hare. Motion carried 4-0.

Visitors- None

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

1.) Completed DMR no limit exceedances.
2.) Completed rounds, checks and process control.
3.) Conducted MLSS checks.
4.1 Checked biological activity under microscope.
5.) Cleaned & Loaded Sludge drying bed.
6.) Spoke to Minnesota pump regarding lift station service.
7.l 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 O power outages.
14.) Reviewed l&l lateral video.

He noted that the Minnesota Pump Service will take place in the spring and KLM will also be cleaning the water tower in the spring. He also noted that they had flushed the hydrants in the city on Sunday.

Fire Department – Mike Lund, Fire Chief reported that they had a good Fall Fest and were very busy the entire weekend. Councilman Hare and council members thanked the department for stepping up whenever they were asked, to make the celebration a success. Lund noted that they did have one Fire Call during the month.

First Responders-No report

Personnel – Fate reported that the committee had received the letter of resignation from LuAnn Hare. Motion by Fate and seconded by Baker to accept the letter of resignation. Motion carried 3-1 with Hare abstaining. Fate noted that they have scheduled the interviews, two of them had been held on Monday and three will be interviewed on Thursday. Becky noted that one person had removed their name. Becky asked that once the interviews are complete, could the committee make a recommendation as soon as possible so that person could start the following week. The council agreed that a poll could be taken after they receive the recommendation from the committee.

Streets – Mayor noted that he and Baker had met with the committee and agreed that the repair approved previously to the culvert by Bremseth needed to be changed. A poll was taken by the council so that O'Connell could complete the work. Voting in favor of the $12,500 charge was Musel, Breckenridge, Hare and Fate. Baker was unavailable. Motion to approve this poll as presented was approved.

Community Education- Fate reported that she and Baker would be attending the Community Education meeting on October 27th and would report back in November. Becky noted that Bonnie Heidtke had asked if someone from the council would be willing to sit on a committee that is dealing with transportation issues in Fillmore County. Barb Fate volunteered to serve on this committee.

Revolving Loan Committee- No report

Park and Recreation, Joint Trails Board – Hare stated they had not met for the Park and Recreation Committee. Becky noted that she had been contacted by the Joint Trails Board asking for a representative to serve on their board from Wykoff. They are looking at connecting the trails from Spring Valley to Wykoff and then to Fountain. It was agreed to put this information into the newsletter as it could be anyone in the community that could serve on that board.

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

Zoning Request Schleusner/Cement Slab
J&J Properties/cement slab and sidewalk

Motion by Baker and seconded by Fate to approve the zoning requests. Motion carried 4-0.

Sheriff's Report- Patrol Sergeant, Scott Keigley from Fillmore County reported that he wanted to come to the meeting to introduce himself to the council as he is the person that generates the reports each month to the council. He noted that if they had any questions or concerns that he would be more than happy to meet with them.

Mayor's Report- Mayor noted that the St. Johns School will again be conducting the essay "Mayor for the Day". He and the Principal will review them and choose the winner. More information will be available at the next meeting. He also noted that there is grant money that can be used to paint a mural on a building, which he would like to discuss further at another meeting.

Old Business-

Mike Shaw Property – Becky reported that at present our hands are tied, except for Ordinance Violations which the city can fine them for. However, she stated that we cannot go on their property and remove any of the vehicles in violation. If they do not respond to the removal on their own and address the concerns from the letter being sent, we can continue to fine them each day and if not paid, assess their taxes. The Sheriff's department can serve a citation if they continue to ignore the requests. She noted that a letter is being drafted and will be sent to Mr. Shaw after council approval. Also discussed was a letter to be sent to Alexander Lucas who owns property on Line St. about the condition of the property dealing with weeds, trees and grass. As this property was turned over to the Attorney Lee Novotny for condemnation, Becky will contact him before sending the complaint letter.

New Business

Stender Service Call-Community Center/No Charge – Becky reported that Mr. Stender had repair a fixture in the hall for $105.99 and did not charge the city for the labor or parts.

Stantec Change Order- Brett Grabau, Stantec Engineer explained the change order for the 2025 Street Project which the original charge was for $7,767.04 and was increased to $8,791.83. Motion by Hare and seconded by Baker to approve the change order. Motion carried 4-0.
Brett will be working with John and Rick to upgrade the utility maps for the city, adding curb stops as they find them. He then asked the council for clarification on the next steps for the Carimona Drainage Project that Stantec was approved to submit a quote for the plans. The next step would be to advertise for quotes from various companies. Discussion followed and it was agreed that at this point the council did not want to take that next step as this project will need to be worked into the budget for 2027. Brett also stated that Stantec had received a grant from the State of Minnesota and were requested to finish the Lead Service Line for several cities. Rick Whitney covered most of the city in 2024 but had to submit the data to the state even if they had not

gotten 100% of the community completed. Brett has been going door to door to complete homes that had not been done in 2024. If the owners are not there, he has been leaving a letter for them to contact him by using a QR Code and fill out the information on their own. He stated that this needs to be completed by October 31, 2025.

Seminar in St. Cloud, November 13th, 2025 – Becky noted that she would like to attend a free workshop in St. Cloud for Financing Community Projects. She was requesting mileage, motel and food expenses. Motion by Breckenridge and seconded by Baker to approve Becky and Rick Whitney's attendance at the conference. Motion approved 4-0.

Liability Coverage – Becky noted that this is an annual request by the Insurance Company to confirm and place in the official minutes, that the city does not waive the monetary limits of the city's Liability Coverage Insurance. Breckenridge motion to approve and seconded by Baker. Motion carried 4-0.

Office Hours – Fate asked to have discussion on the hours that the office will be open with the new person only working one day a week. It was discussed to have the office open on Friday mornings or have the office hours extended to 4:00 or 5:00 Monday through Thursday. Becky had calculated that the cost would increase the budget for the office by $5,200. Mayor Breckenridge asked to table this discussion until the 2027 budget meeting as none of these suggestions were built into the 2026 budget. It was noted that Becky would be going to three days a week and the new person would be in the office one day a week and more if needed at various times of the year.

Norby Tree Service – Becky noted that there were three more trees that John had requested be removed that are safety concerns. The cost to remove them was $3,600. The council agreed that they should be taken care of this year as there was still money in this year's budget. Motion by Baker and seconded by Fate to approve the removal by Norby Tree Service for $3,600. Motion carried 4-0.

Meeting was adjourned at 7:58 p.m.

Adjournment

______________________________Secretary ________________________ Date of approval