

Wykoff City Council Meeting
Regular Meeting Minutes
December 8, 2025, 7:00 PM

A meeting of the Wykoff City Council was held in the Council Room at 106 Gold St. N on December 8, 2025 at 7:00 pm. Attendees included Jeff Hare, Barb Fate, Jane Baker, Missy Musel. Also, present City Administrator, Becky Schmidt. Absent: Mayor Ryan Breckenridge

Pledge of Allegiance was said.

Agenda: Mayor Pro Tem Hare called for any additions to the agenda. Motion by Musel and seconded by Baker to approve the agenda as written. Motion carried 4-0.

Consent Agenda:

Motion was made to accept the consent agenda as presented by Baker and seconded by Musel. Motion carried 4-0.

Visitors – None present.

COMMITTEE REPORTS:

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. Checked biological activity under microscope.
5. Cleaned UV room and tanks.
6. Assisted with getting grant paperwork finalized and ready for submittal.
7. Assisted with 2 locates.
8. No streets committee meeting.
9. Met with Joe O'Connell AA excavating.
10. Cleaned office area.
11. Monitored plant during heavy rain events. Zero power outages.
12. Reviewed I & I lateral video.
13. Ordered and installed Chlorinator head in well house.

Rick thanked Becky for her assistance in completing grants.

He is currently completing the paperwork to receive state grant funding for replacing galvanized lines.

Fire Department - Fire Chief, Mike Lund, reported that the department pension fund needs attention. The retirement fund typically increases \$50.00 per firefighter each year. However, last year it was omitted. Lund requested a \$100.00 increase for the retirement fund this year, raising it from

\$1,600.00 to \$1,700.00. Becky noted that this increase is not a cost to the city. The money comes from the firefighters' investments. Motion was made by Musel and seconded by Baker to approve the increase in the retirement funds. Motion carried 4-0.

Elections were held. Cory Bremseth is the new 2nd assistant chief. All other offices remained the same. Stated there are infrared heater issues at the Fire Hall. City employee Baker and Stender Plumbing are working on the issue.

First Responders – Cory Bremseth, First Responder Director was unable to attend the council meeting. Becky read a letter from Bremseth. Summary of letter: First Responders have only missed two calls since March 2025. Bremseth is working on expanding the district line for the Wykoff First Responders. Bremseth noted that the crew is fantastic. The Responders receive \$25.00 for every call. It was noted that the budget for the Responders has been under budgeted for next year due to the increase members and response rate. The council may need to transfer funding to the First Responders' fund during the year.

Personnel Committee –Fate reported they did not meet this month. They will get together before the next meeting and review and update interview questions. Becky mentioned that she has resources for specific interview questions for prospective city employees. Musel commented that she reminded city employee Heusinkveld of the Community Hall cleaning requirements. It was noted that Heusinkveld is doing a good job.

Streets – Mayor and Baker – Baker reported that the committee did not meet.

Community Education – Fate and Baker reported they did not attend the recent community education meeting. Will be attending the January meeting. Looking for ways to get Community Education into Wykoff. Becky suggested placing a notice on the City of Wykoff Facebook page where residents could submit ideas. Hare suggested lessons on canning, starting plants, and possibly having a community garden. Fate commented that she would like to see these ideas start next spring.

Revolving Loan Committee – Council member Fate inquired if appointments were set up with the loan program. Becky reported there will be a change in the format. Mayor Breckenridge suggested we have a closed special meeting with the individuals and the entire council be present. The meeting will be in January.

Park and Recreation, Joint Trails Board Representatives – Baker and Hare reported that they did not meet. Hare stated it is nice to see the skating rink in place. Street Maintenance Baker thanked the fire department for assisting with setting up the ice rink.

Becky reported that the fire department purchased and paid for the liner in the rink last year. The city will pay for the liner this year.

Zoning – No report.

Sheriff's Report – No report.

Mayor's Report – Mayor Pro Tem Hare thanked everyone for their involvement in the festivities in Wykoff this weekend. The craft show, lunch with Santa, hayride, and Brad Boice Concert were a success. Thank you to everyone who pitched in to help. Christmas in Wykoff was a great success!

Old Business – No old business.

New Business – Resolution #2025-23

"A Resolution Re-Establishing the Polling Precinct and Precinct Location for the City of Wykoff."
Becky read the resolution.

RESOLUTION #2025-23

A RESOLUTION RE-ESTABLISHING THE POLLING PRECINCT AND PRECINCT LOCATION FOR THE CITY OF WYKOFF

WHEREAS, THE CITY COUNCIL OF THE CITY OF WYKOFF, MINNESOTA ("Council" and "City"), pursuant to Minnesota Statute §204B.14, is required to establish or re-establish the boundaries of the election precincts within the municipality following the redistricting of the Legislature; and,

WHEREAS, the Legislature of the State of Minnesota has been redistricted; and,

WHEREAS, precinct boundaries must be re-established within 60 days of the time when the Legislature has been redistricted or at least 19 weeks before the State Primary, whichever comes first.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WYKOFF, that the following precinct and polling location is hereby re-established as:

Wykoff Community Center

226 Gold Street N

Wykoff, MN 55990

Motion made by Fate and seconded by Musel to approve Resolution #2025-23.

Roll call vote in favor:

Jeff Hare - Yes

Barb Fate -Yes
Ryan Breckenridge- Absent
Missy Musel - Yes
Jane Baker - Yes
Voting Against: None
Adopted this 8th day of December 2025

Mayor- Ryan Breckenridge, Mayor

Attest:

Rebecca Schmidt, City Administrator

Resolution 2025-24

“A Resolution to Recommit Fund Balance”

Becky read the Resolution.

Resolution No. 2025-24

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:

2026 Committed				Capital	
Funds	First Resp.	Rural Fire	Revolving Loan	Improvement	Totals
Revolving Loans			\$ 8,454.00		\$ 8,454.00
Fire				\$ 227,068.00	\$ 227,068.00
				Total	\$ 235,522.00
Gambling receipts	\$ 40,000.00				
Repairs to Station		\$ 42,211.00			

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 Baker and seconded by Fate

Roll Call Vote in Favor:

Jeff Hare - Yes

Ryan Breckenridge-Absent

Barb Fate - Yes

Jane Baker - Yes

Missy Musel - Yes

Voting Against: None

Motion carried

Passed and adopted this 8th day of December by the City Council of Wykoff, Minnesota.

Ryan Breckenridge, Mayor

Rebecca Schmidt, City Administrator

Minnesota Paid Leave

Becky explained how Minnesota's new Paid Leave program will affect payroll. Everyone received a letter stating that due to the Minnesota Paid Leave ruling, all employees would have a reduction of .44 to their paychecks. If the city absorbs the expense, employees will need to claim it as a benefit and pay additional taxes. Much additional paperwork. Beginning January 1st, the city will pay 0.44% and employees will pay 0.44% of every paycheck. Must have an acknowledgement that every employee received the letter. The letter must be signed and filed in the office. Employees must present the letter they received when exercising their benefits.

ADJOURNMENT – Meeting was adjourned by Mayor Pro Tem Hare.