

Wykoff City Council Meeting
Regular Meeting Minutes
January 12, 2026
7:00 pm

A meeting of the Wykoff City Council was held in the Council Room at 106 Gold St. N. on January 12, 2026, at 7:00 pm. Attendees included Mayor Ryan Breckenridge, Jeff Hare, Jane Baker, Barb Fate, Missy Musel. Also, present City Administrator, Becky Schmidt.

Pledge of Allegiance was said.

Agenda: Mayor Breckenridge called for any additions to the agenda. Motion to approve the agenda as written was made by Fate and seconded by Musel. Motion carried 5-0.

Consent Agenda: For informational purposes. Mayor Breckenridge asked Fire Chief, Mike Lund, how often the fire helmets are replaced. Lund reported that every 10 years they are replaced and most helmets are beyond the 10 years.

Motion was made to accept the consent agenda as presented by Fate and seconded by Baker. Motion carried 5-0.

Visitors: None listed.

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 Bulbs and changed L Ballast.
6. Forwarded copies of LSL Notifications to MDH.
7. Sent letters of Notifications to water Users regarding unknown known LSL.
8. Assisted with 1 Locate.
9. No streets committee meeting.
10. Met with Tom Oconnell AA excavating.
11. Met with Jenn and Lee at the Gateway regarding outside water service to City
12. Monitored plant during heavy rain events 0 power outages.
13. Reviewed 2 I&I lateral video.
14. Ordered oil for and changed oil in the 4 Anoxic mixers and blowers at WWTP

Whitney informed the council he had checked the Swift Website in regard to a grant we applied for. We are currently in the pending awards status. This is for a Design and Engineering Cost Grant only. This is not to build. However, this grant would qualify us for the next phase of the project.

Fire Department – Fire Chief, Mike Lund, returned to the previously mentioned issue of the fire helmets. The helmets were included in the 2026 budget. Lund would purchase half the helmets in 2026 and the remaining half in 2027.

Lund requested a personal radio so he can be contacted quickly while at work. Becky reported that a grant with the DNR is in process for radio's and pagers. Estimated price of a radio would be between \$3000.00 - \$4000.00. Mayor Breckenridge classified the radio for the fire chief as a necessary purchase. Lund will be ordering pagers for the department and will keep it under the budget.

Becky clarified that we cannot pay for the items and then apply for the grant. Lund stated he could use current grant money to purchase a radio. He would wait to order the pagers.

Motion was made by Hare and seconded by Fate to purchase a radio for the Fire Chief. Motion approved 5-0.

Fire Relief Department was asked to host the Wildlife and Habitat for Fillmore County to be held at the Wykoff Commons on Feb. 28th. There will be prizes, raffles, a live auction and liquor sales. Proceeds will benefit the fire department. This event will run through the Fire Relief Department to qualify for liquor and gambling license requirements. After expenses are paid, a check will be made to the City of Wykoff for the Truck and Equipment fund. Account must be 0 by Dec. 31, 2026.

Motion was made by Baker and seconded by Musel to approve of the liquor license for the Banquet. Motion approved 5-0.

First Responders – Cory Bemseth, First Responder Director, reported that the First Responders had 78 calls in 2025. The crew is getting a lot of experience and doing outstanding work. Have had some difficult calls. Bemseth stated that they may soon need new tires on the ambulance.

Personnel Committee – Fate and Musel will rewrite interview questions.

John Baker has asked to reduce his hours. Becky informed the council that since this is a very part-time position, it is not necessary to advertise. Leroy Eickhoff has shown an interest in the position and has filled out an application. Motion made by Musel and seconded by Fate to hire Leroy Eickhoff as part time snowplow driver and maintenance employee.

Motion approved: 5-0.

Fate asked if money is available to hire students for internships. Becky reported we have not budgeted for this, but she will enquire about grants. It was noted that interns must be 18 years old to operate equipment and 16 years old for office work.

City Administrator, Becky, reported that we are required to have a Paid Leave Policy as of January 1st, 2026.

Motion by Musel and seconded by Baker to adopt the Paid Leave Policy to our Personnel Policy. See attached Policy. Motion carried: 5-0.

Streets – Mayor Breckenridge, John Baker, Jane Baker, Rick Whitney met.

Highlights from meeting:

1. Repairs on snow truck. Truck will need a battery box. LKQ is saving one for us. Other minor repairs are needed.
2. Side-by-side is not working. M & M picked up the side-by-side today.
3. Finseth Waterway Project. Committee is looking toward local contractors to bid the project. Storm Sewer fund has about \$ 20,000 to cover the cost.
4. Two manholes need the black top repaired.
5. Mike Lund property. Need to fill holes in bottom of tank. Will need to budget a new culvert under Frontage Road in 2027.

Community Education – Fate reported she contacted Kingsland School Community Education Director, Becky Bicknese, about funding for a community garden and internships. Bicknese stated there were no funds available for either project.

Baker suggested waiting on the garden project to see if there is any public interest.

Park and Recreation, Joint Trails Board Representatives -

Hare would like to put horseshoe pits in the community and have tournaments.

The council agreed to separate the Joint Trails Board from the parks and recreation committee to allow more focused planning on regional trail connections.

Mayor Breckenridge, Fate, Becky, and citizens Mark Burmeister and Trisha Montgomery agreed to be the Joint Trails Board.

Fate, Becky, & Breckenridge plan to attend the Trail meeting in Lanesboro on January 21, 2026.

Zoning – A zoning application from Alison Cronk for construction of a residential deck was reviewed and approved pending payment of fees.

Sheriff's Report – Fillmore County Deputy attended the meeting. He stated he was just there to keep in touch.

Mayor's Report – Mayor Breckenridge reported that 2026 Mayor for a Day Essay Contest Winner was Isla Eickhoff. She will receive a plaque. Breckenridge will present it to Isla at St. Johns school. Next year the contest will be open to all children in the community.

Breckenridge thanked Mayor Pro Tem Hare for covering in his absence.

Old Business – Becky gave an update on reimbursement from Priority relating to damage caused during installation of a door lock at the community center. The city was reimbursed for both the damaged lock and locksmith services.

New Business – Reviewed yearly appointments.

Committee Appointments 2026

Streets/Snow Removal and Sanding: Jane Baker, John Baker, Rick Whitney and Ryan Breckenridge. Meeting Dates, Thursday before meeting at 4:30 p.m.

Sewer & Water: Jeff Hare, Rick Whitney and Ryan Breckenridge
Meeting Dates Thursday before Council Mtg. 5:00 p.m. Meetings held at council room.

Personnel Committee: Barbara Fate and Missy Musel
Meeting Dates, 1st Monday of the Month at 9:00 a.m.

Parks and Recreation, - Jane Baker and Jeff Hare
Meeting Dates, 1st Saturday of the month at 9:00 a.m.

Community Outreach: Barb Fate and Jane Baker
Meeting Dates, 2nd Monday 6:00 p.m.

Joint Trails Board Outreach: Becky Schmidt, Barb Fate, Mark Burmeister and Trisha Montgomery

Pest Control: John Baker

Incident Command: Cody Meyer

Deputy Incident Command: Mayor Breckenridge

Mayor Pro-Tem: Jeffrey Hare

Hare asked for more involvement from the community. Musel suggested we start by changing the name from Committees to Outreach. Committee members, except for Personal Committee, are encouraged to reach out to the community.

Resolution #2026-3

“A Resolution Adapting the Designation of Official Depositories, Official Newspaper, City Attorney, Authorization to sign checks, Deposit and Investments Authority and Committee Appointments for the City of Wykoff.” Becky read the resolution.

**City of Wykoff, Minnesota
Fillmore County, Minnesota
Resolutions #2026-03**

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 2026 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 Administrator 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 as shown in Addendum A.

Motion made by Hare and seconded by Fate to approve the 2026 Committee Appointments. Motion carried: 5-0

Adopted this 12th Day of January 2026 by roll call vote those voting in favor:

Breckenridge Yes

Musel Yes

Fate Yes

Hare Yes

Baker Yes

Voting Against: none

Motion carried 5-0

ss/Rebecca Schmidt

Rebecca Schmidt, City Administrator

ss/Ryan Breckenridge

Ryan Breckenridge, Mayor

Administration Fees Discussion and Adjustments:

2025 Community Hall estimated revenues: \$6000.00, actual revenue: \$9190.00 so it saw a nice increase.

Expenditure was \$20,770.00. Hall rental will never cover expenses, but it is a tax funded benefit for our community. Payroll was up in 2025 due to more activities and an increase in wages.

Other expenses include yearly inspection of the stove hood, pest control, insurance, internet, electricity and heating. Fall Fest committee usually donates.

Becky stated she checked Fountain (\$400) and Spring Valley (\$250) community hall rental prices. She recommends we increase our rental price slightly as expenses continue to increase.

Mayor Breckenridge agreed to an increase of \$25.00 per side and for the whole hall. However, the rates for the Wykoff residents will remain the same, as it is tax supported.

Motion was made by Baker and seconded by Hare to approve the Community Hall fee increase.

Motion carried: 5-0.

Code of Conduct: Mayor Breckenridge reminded each council member to read the Council Code of Conduct.

Resolutions 2026-01 Donations

RESOLUTION NO. 2026-01

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>
Ramaker Families	\$1155

WHEREAS, all such donations have been contributed to the city for the Wykoff Community Center for new Grill/stove combination

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 Musel and seconded by Baker to approve of the donation.

Roll Call Vote:

Jeff Hare Yes

Barb Fate Yes

Ryan Breckenridge Yes

Jane Baker Yes

Missy Musel Yes

Motion carried: 5-0

Passed by the City Council of Wykoff, Minnesota this 12th day of January, 2026.

Mayor

Attested:

City Administrator
Baker seconded the motion

RESOLUTION NO. 2026-02

A RESOLUTION ACCEPTING 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 people and entities have offered to contribute the cash amounts set forth below to the city:

<u>Name of Donor</u>	<u>Amount</u>
Joe & Amy Mulhern	\$100

Gary & Roberta Erickson	\$200
Kruegel Gas Service	\$100

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

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 Musel to approve the donations.

Roll Call Vote:

Jeff Hare - Yes

Barb Fate - Yes

Ryan Breckenridge - Yes

Jane Baker - Yes

Missy Musel - Yes

Motion carried: 5-0

Passed by the City Council of Wykoff, Minnesota this 12th day of January, 2026.

Mayor

Attested:

City Administrator

Wykoff Commons Water Bill Adjustment – After investigating it was determined that the numbers were incorrectly entered. The multiplier of 1 was used instead of .1. Becky entered the amount she was instructed by Badger company. A \$7080.00 check approved by the council was issued to the Wykoff Commons.

Stuedemann INI –Mr. Stuedemann from 114 E Fillmore street stopped in the office. They have their home for sale. He stated he would not abide by the INI Ordinance. Becky stated she would inform Fillmore County not to transfer the title per our ordinance. Mayor Breckenridge stated that we will stand by the ordinance.

Transfer of \$15,000 to Water fund from Sewer fund (Poll).

The Water fund had a \$10,000 transfer that was not accounted for in the budget and the revenues were slightly under water was budgeted. Council was polled to approve a transfer from 602 to 601 prior to the end of the fiscal year.

Results of the poll were as follows:

Ryan Yes

Jeff Yes

Jane Yes

Barb Yes

Missy unavailable

Mayor Breckenridge Thanked everyone for their services.

2026 is the 150th anniversary of the city of Wykoff.

Adjournment – Meeting was adjourned by Mayor Breckenridge at 8:10 p.m.

Addendum- Paid Leave Policy

City Of Wykoff MINNESOTA PAID LEAVE POLICY

Overview

The city provides time off to eligible employees who qualify for Minnesota Paid Leave (MNPL) benefits under Minnesota law. The City of Wykoff is a participant in the State of Minnesota's Paid Leave program. MNPL benefits are funded through premium contributions payable to the State of Minnesota. The premium cost will be split between the city and employee as follows:

- The City of Wykoff will pay 50% of the required premium, and
- Employees will pay 50% of the premium cost through payroll deductions starting January 1, 2026.

Eligibility

Eligibility determinations for MNPL benefits are made by the State of Minnesota. Generally, to be eligible for MNPL, you must:

- Work at least 50% of the time from a location in Minnesota, including employees who work from home or spend time in other states occasionally.

- Meet the financial eligibility requirements by having earned over a specific amount of wages as defined by Minnesota law at the time of your requested leave.

Benefit Amount

An employee's weekly MNPL benefits are calculated and determined by the Minnesota Department of Employment and Economic Development (DEED).

Leave Entitlement and Usage

The State of Minnesota may approve MNPL leave for the following conditions in a benefit year:

- Up to 12 weeks of medical leave (for yourself) to take care of yourself for a serious health condition, including pregnancy, childbirth, recovery, or surgery.
- Up to 12 weeks of family leave to:
 - A. Bond with a child through birth, adoption, or foster placement
 - B. Care for a family member with a serious health condition
 - C. Support a military family member called to active duty
 - D. Receive covered types of care for yourself or a family member because of domestic abuse, sexual assault, or stalking

You can take both types of leave in the same year, but you cannot exceed 20 weeks total within a single benefit year. For example, an employee may be entitled to 12 weeks of family leave to bond with a child and another 8 weeks of medical leave for their serious health condition. Your benefit year starts the first day you take Paid Leave. There is no waiting period for MNPL if you are granted the benefit.

MNPL Intermittent Leave

Employees may apply for intermittent leave in most cases, provided the leave is reasonable and appropriate to the needs of the individual requiring care.

A. Eligibility

In addition to the other eligibility requirements under the MN Paid Leave law, employees seeking intermittent leave must have at least eight hours of accumulated leave (unless more than 30 days have lapsed since taking the initial leave).

B. Notice

In situations where employees seek MNPL on an intermittent basis, employees must make a reasonable effort to provide written notice to the Finance Director/HR Manager of the need for intermittent leave before applying for MNPL benefits through the State program. As part of the notice, employees must provide the city with the following:

1. Proposed intermittent leave schedule; and

2. A completed certification from a health care provider identifying the leave as necessary and a reasonable estimate of the frequency and duration, and treatment schedule for the leave.

C. Increments of Leave & Maximum Number of Hours

Employees may take intermittent leave in increments of four (4) hours. If eligible for intermittent leave, the city allows a maximum of 480 hours of intermittent leave in any 12-month period. After reaching the maximum amount of allowed intermittent leave, employees may request continuous MNPL, provided the continuous leave does not exceed the maximum amount of MNPL allowed by law.

Definitions

- Family member includes:
 - Spouse or partner
 - Child (including biological, adopted, step, or foster children, or a child you raise, even if you are not legally related)
 - Parent or person who raised you
 - Sibling
 - Grandchild or grandparent
 - In-laws (including son, daughter, father, or mother)
 - Anyone close to you who depends on you like family, even if not related by blood
- A serious health condition means a physical or mental illness, injury, impairment, condition, or substance use disorder. Taking care of yourself for this serious condition may involve evaluation, treatment, inpatient care, recovery, or not being able to perform regular work, attend school, or do regular daily activities. This includes childbirth, conditions related to pregnancy, or surgery.

Notice

Prior to starting a claim with the State, employees should reach out to the City Administrator to notify the City of your intention to take leave. If the need is foreseeable, we ask that you provide at least two weeks' notice prior to taking leave. If the leave is not foreseeable, you will still be able to take leave under MNPL, and we ask that you provide as much notice as possible. Employees are required to complete a City MNPL Form informing the City of their intent to take MNPL, which will provide documentation as to how an employee's share of the cost of their elected benefits (medical, dental, vision, etc.) will be paid by the employee

How to Apply for Minnesota Paid Leave

After your leave has been discussed with the City and all appropriate City forms have been completed, you may apply for MNPL through the Minnesota Paid Leave's portal online or via their phone number provided. <https://mn.gov/deed/paidleave/employees/faq/>

Interaction with Other Laws and Benefits

MNPL will run concurrently with any leave and/or wage supplement for which you may be eligible for under local, state, or federal law, which may include: Family and Medical Leave Act (FMLA)

Effect on other paid leave

Employees cannot receive MNPL while also receiving some other types of benefits. These include:

- Unemployment Insurance Payments
- Workers' Compensation (in most circumstances)
- If an employee receives workers' compensation benefits that are equal to or greater than the MNPL benefit, that employee is not eligible for MNPL.
- If workers' compensation benefits are less than MNPL benefits, then the MNPL benefits will be deducted by the amount the employee receives from workers' comp.
- Social Security Disability Insurance (SSDI) benefits (in most circumstances)
- Employees who have filed or received SSDI benefits are ineligible to receive MNPL benefits unless the Social Security Administration approved; they could collect SSDI while also being employed during the base period.

Questions related to this section should be directed to the Department of Employment and Economic Development, Minnesota Paid Family Medical Leave at mn.gov/DEED or 651-556-7777.

Supplementing MNPL Benefits with Accrued Paid Leave

If you are receiving MNPL benefits, the city allows you to supplement, or "top off," your MNPL benefits with any accrued but unused paid leave. If you choose to supplement your MNPL benefits in this way, the combined weekly sum of MNPL benefits and city-provided paid leave benefits cannot exceed your Individual Average Weekly Wage (IAWW). For more information, contact the City Administrator.

Maintaining Health/Benefit Coverage During Leave

Unless the employee revokes coverage while on MNPL, the city will continue to provide group health insurance coverage for an employee on MNPL under the same conditions as the coverage was provided before the employee took leave. You must continue to make timely payments of your share of the premiums for such coverage. You will be responsible for remitting your portion of benefit premiums to the city in order to ensure continuation of benefits.

Group health insurance may be cancelled if an employee's premium payment is 30 days late. Before terminating coverage, the city will provide written notice to the employee at least 15 days before the coverage is terminated, listing the final date payment is due (30 days past the due date) to avoid cancellation, and the date coverage will end if payment is not received.

An employee's share of premium payments for their group health insurance coverage may, at the employee's option, be:

1. Prepaid at or before the start of the leave in which your health deductions may be modified to accept the agreed-upon amounts and cadence (frequency) of premium deductions.
2. Arrange to write a check twice a month for the duration that the employee may be out.

Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period.

Reinstatement

Upon return from covered MNPL, you will be reinstated to your previous position or to an equivalent position, with the same status, pay, employment benefits, length-of-service credit, and seniority credit as of the date of leave as long as you have worked for the city for a minimum of 90 calendar days.

Upon return to work, if it becomes evident that the employee is unable to perform the key essential functions of their position (with or without reasonable accommodation), the city may engage in an interactive process, consistent with the American with Disability Act (ADA) and/or Minnesota Human Rights Act (MHRA) and other applicable workplace policies, including workplace safety protocols, to determine appropriate next steps.

Retaliation

The city will not interfere with or retaliate against employees who request or take leave in accordance with the MN Paid Leave law.

Addendum to Personnel Policy approved January 12, 2026

City Administrator

Date Approved