

AGENDA
WYKOFF CITY COUNCIL MEETING
January 8, 2018
7:00PM
Regular Meeting

- A. CALL MEETING TO ORDER**
- B. PLEDGE OF ALLEGIANCE**
- C. APPROVAL OF AGENDA**
- D. APPROVAL OF CONSENT AGENDA:**
 - 1. APPROVAL OF MINUTES**
 - 2. APPROVAL OF BILLS**
 - 3. APPROVAL OF TREASURER'S REPORT**
- E. VISITORS**
 - 1. Ron Pallansch-Invoices**
- F. COMMITTEE REPORTS**
 - 1. WWTP- Rick Whitney/ Mary Tjepkes/ Richard Gleason**
 - 2. Fire Dept.-Wade Baker**
 - 3. Personnel Committee – Mary Sackett**
 - 4. Zoning-Rocky Vreeman**
 - 5. Streets**
 - 6. Mayor's Report**
- G. UNFINISHED BUSINESS**
 - 1. Clarification of Fire Fighter/Workman's Comp.**
 - 2. MN Handbook/ Ordinances and Zoning Update**
- H. NEW BUSINESS**
 - 1. Salt Spreader for pickup/John Apenhorst**
 - 2. Resolution adopting the designations of:**
 - Official Depositories**
 - Official Newspaper**
 - City Attorney**
 - Authorization to sign checks**
 - Deposit and Investments Authority**
 - Committee Appointments for the City of Wykoff**

ADJOURNMENT

Wykoff City Council Meeting Minutes

December 11, 2017

7:00 pm

Call to order

A meeting of the Wykoff City Council was held at Wykoff City Hall on December 11, 2017 at 7:00 pm. Attendees included Mayor Al Williams, Mary Sackett, Mary Tjepkes, Richard Gleason, Rocky Vreeman and Clerk/Treasurer Becky Schmidt. The Pledge of Allegiance was said by all present.

Approval of Agenda

Changes to the agenda as presented were:

Deletions:

New Business

- Part-time Snow Plow Operator

Sackett motion to approve the agenda as amended seconded by Gleason. Motion carried 5-0.

Consent Agenda

Motion by Vreeman and seconded by Tjepkes to approve the consent agenda as follows:

- Approval of Minutes
- Approval of Bills
- Approval of Treasurers Report

Gleason noted that he had mistakenly put the audio of the November 13th meeting on the City Web Page before it had been approved by Council. He removed it within 24 hours. Motion to approve Consent Agenda motion carried 5-0.

Visitors

Marty Walsh introduced himself to the council as the newly appointed Fillmore County Economic Development Director. He was there to let the council know that he is available to provide assistance to communities He noted that all improvements in the county will help to entice people/businesses to move here. that may not have an EDA and would like to help in any way that he can. He noted that the outdoor activities of all types draws people to our communities. Mr. Walsh is also affiliated with CEDA which can help those that are considering starting a business and would need to be connected with area resources.

Nadine Sportsman was present to ask the council if her water/sewer bill could be adjusted as she did have a water leak which has since been repaired. Motion by Gleason and seconded by Sackett to adjust the sewer portion of her bill. Motion carried.

Committee Reports

Rick Whitney/WWTP- Mr. Whitney reported to the council that he had not finished the water report and would have that complete in the near future and that he had finished the Annual Bio-Solids report and filed it. He has started emptying out the drying beds, but after receiving the bill for the first dumpster at a cost of \$1,000. He is inquiring with area farmers if they would be interested in taking the waste for their fields. He is working on the details and will get back to the council. Vreeman asked if the city crew was flushing the hydrants or if Peoples were. Mr. Whitney noted that at this time the city is doing this but that is something that People's should be able to assist with in the future. Gleason inquired about the bio-waste as a solid next year and Mr. Whitney stated he is looking into it and will get back to the council.

Fire Department-Wade Baker was present to report that the department had been very busy with six calls in the last month and that they were very thankful that there were no injuries involved. He noted that they had held their elections and that he will continue as Chief, Julie Hanson as Secretary and Cory Bremseth as Treasurer. He also noted that they had made changes to their Constitution on the radius and a few other changes and updates, which he stated they could do without council approval. The Mayor questioned how the voting process went and stated that according to the By-Laws of the Fire Department which the City Council and Fire Department had approved were not followed. The Mayor asked that another vote be taken, and Baker agreed that it could be done. Baker stated that he felt that the department had been notified of what they would be voting on but agreed that he did not follow the by-laws. Discussion followed on the change made to the constitution regarding the distance that a person would need to live to be eligible to serve on the fire department. At present the fire department had been using 5 miles which had been change to 6.5 miles in the new constitution. Baker stated that some fire departments are going to response time not distance and that they need to make it easier for people to be on the department. Vreeman referenced the Constitution and the handwritten radius and questioned if this was a legal document. Baker reported that right now they have 20 members and their maximum is 22, and that they will be putting an ad in the paper shortly to recruit more fire fighters. He noted that they are lacking in daytime response. Discussion followed on the Minnesota Basic Code Book and Ordinance 100. Gleason noted that once the Minnesota Basic Code Book is adopted many of the issues discussed will be changed. Baker stated that he had asked months ago if there was anything that he should be made aware of in the Code Book that would affect the Fire Department and stated that he was disappointed that now he finds that there are some changes that will affect the department. Mayor Williams noted that any changes that need to be addressed specific to Wykoff will need to be added as an addendum and adopted by the Council just as the zoning section will be handled. The Mayor asked about the status of the current members and if they all qualify? Baker stated that the person that he is referencing has met the qualification of the six meetings and six trainings which qualifies him through the end of the year. Baker stated that the By-Laws do not have to be approved by the council as the Constitution and the By-Laws are the frame work of the fire department and as long as they stay within the parameters of Ordinance 100 they are in control of both. Sackett asked that the Fire Department may have to

spend some time on the Constitution and their By- Laws using the code book as a reference. She stated that they may have to work with the council to look at the changes needed. Vreeman noted that the Rural Fire Board should also be included on the discussions.

Personnel Committee-Mary Sackett

Baker inquired about the city person who is also a fire fighter and if he clocks out when on a fire? The Mayor stated that he believed that past practice was that if they were on duty they did not clock out to go to the fire. A statement from the public was noted that if the fire fighter was being paid by their employer as well as the fire department and if they were injured while at the fire, that Workman's Comp would not cover them. It was discussed that there are very few, if any members that do not have to clock out when responding to a fire call. The mayor stated he will check into the Workman's Comp issue.

Sackett reported that there were no personnel issues at this time that she was aware of. She did meet with LuAnn Hare and Jodi Dahl and the only issue that was brought forward was the locking of the hall. There are individuals that are having difficulty and she asked that the sign that is posted on the door be removed and updated as that process listed does not work anymore.

Zoning-Rocky Vreeman

Vreeman reported that they had been meeting twice a month and continue to work on the Minnesota Basic Code book. Workshop for Zoning and Council is on January 3, 2018.

Streets

Vreeman asked if the city was still going to look for an extra part-time snow plowing person. Becky noted that they city does not have to advertise for a part-time person to fill in for the snow removal position that was discussed at the November meeting. She asked that Mr. Vogen, who was present, should stop in and fill out an application if he was still interested. The city has had several inquire about the position. Vreeman asked if this would be brought to the street committee to decide and it was agreed that it would be.

Community Education-Rich Gleason

Gleason reported that he had attended the Kingsland Community Education Advisory Council meeting and that there was discussion in regard to the City helping to contribute to a program that they would like to run. They would like to offer movie nights and he had asked that they make this available in both communities up to three times over the year in Wykoff. Sackett asked that he check with the CE Director to clarify the royalty fees that were discussed. He also asked that if anyone had any programs that they would like to see offered in Wykoff that they let him know and he will pass it onto the director. Open Gym was discussed, and he will see if this is feasible.

First Responders-Josh Eickhoff

Eickhoff reported that they have four responders at present and that Teresa Swenson is the director. He noted that they had joined the SE MN. EMS Consortium and that they are combining with the Preston Ambulance service for any training that is needed. Preston has also agreed to order any supplies that the department needs through them. He asked that if anyone was interested in becoming a First Responder that they contact them as it would be nice to have more people on board. He noted that they have responded to 13 calls this year and that with only four people it is hard to respond to all the calls. The Fillmore County Sheriff's office did donate a different radio for the ambulance and he noted that it depends on the dispatcher whether or not our responders are notified of the calls. He also reported that they did assist with the National Night Out and was pleased with the attendance and hope to make it better next year. He thanked the Fire Department for stepping up and helping.

Unfinished Business

Mayor Williams gave an update on the Minnesota Basic Code Book and noted that they are continuing to move forward and have been meeting with zoning. He stated that the plan was to adopt the book in January and that they will need to have one more meeting with zoning on January 3rd. Vreeman noted that the Public Hearing should not be held on the same night as the January Council meeting as it is difficult to know how long the public hearing would last. Discussion followed on the Public Hearing date as this will need to be in the paper, a tentative date was set for January 10th. Becky will check to see if they need to post a special meeting after the hearing to adopt the Minnesota Basic Code Book or if it could be part of the hearing. Motion by Gleason and seconded by Sackett to adopt the Zoning Map and Handbook on January 10th if that is possible. Motion carried 4-1. It was stated that the Zoning Map must be adopted before the code book can be approved.

Motion by Gleason and seconded by Sackett to approve the Employee Discipline Form which was reviewed at the November meeting and would go into effect starting January 1, 2018. Vreeman asked what was used at a recent special meeting for an employee? It was noted that in the past it was just written up and signed by those in attending. Sackett noted that there has never been a discipline form like this ever used and that was why she chose to bring it forward. Motion carried 5-0.

New Business

Gleason noted that he had asked for the donation to Kingsland Community Ed be placed on the agenda but that he will confirm with the director about the Royalty Fees for the movies and get back to the council. Gleason noted that if they agree to the three movies in Wykoff that he would like to make a donation of \$100 towards the Royalty Fee. No action was taken at this time.

Gleason asked for council approval to begin putting Welcome Wagon packets together as this would be something that the clerk's office would be spending time on giving them to new residents that move to Wykoff. He noted that he had contacted several businesses and there is an interest. He would also like any churches or service groups to have their information to be

included as well as any contact information that new people would find helpful. First by Sackett and seconded by Tjepkes to move forward with the packets. Becky agreed to be the contact person and dispense the packets to new people that would be coming in to set up their utilities. Gleason asked that this be just for new residents not someone that would be moving from one apartment or home to another. He will contact the landlords in town to make them aware of this service. Motion carried 5-0.

Josh Eickhoff made a suggestion for a class in Community Ed, which was to offer a babysitting clinic. He reported that he was there to ask the council about the possibility of purchasing a used ambulance from the Spring Grove Service and that our current ambulance is 24 years old. He stated that although our ambulance is in good working condition, but it is old, and this is an opportunity that might not come along again. The current ambulance is a 1994 and has 77,000 miles. Spring Grove replaced their ambulance and had been asking \$50,000 but have since realized that they will need to reduce the price or possibly give the rig as a donation to a foreign country. Spring Grove has indicated that they may be interested in reducing the price and finance that amount. He would like the council to consider making an offer. He reviewed some of the lease information that he had investigated and put together. He noted that the city would be able to get out of the lease at the end of any year. Spring Grove would hold the title to the unit until it is paid in full, but Wykoff would be responsible for any maintenance needed and insurance. He suggested an annual payment of \$4,000 and pay the balance over five years. He noted that the First Responders fund balance is \$7,000 which would enable them to make the first payment of \$4,000 and that they would be willing to fund raise to pay the balance off. The concern was brought forward that this should be discussed with the Rural Fire Board which they will not be meeting until February. It was the consensus of the council to have the Wykoff First Responders contact Spring Grove and let them know of our interest, but that funding will need to be secured before the council would make the final approval.

Becky brought forward the request for purchasing an ad in the Bluff Country publication. Discussion followed on the need to update the information and to include the Veterans Park. It was agreed to take a larger ad, in color, at a cost of \$234.00

Adjournment

Motion to adjourn by Gleason and seconded by Sackett. Motion carried 5-0.

Secretary

Date of approval

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Payments

Pending

Current Period: December 2017

Batch Name	12/28/17 PAY	User Dollar Amt	\$0.00
	Payments	Computer Dollar Amt	\$13,345.41
			\$13,345.41 Out of Balance
Refer	608 WYKOFF FIRE RELIEF-PENSION F		
Cash Payment	E 101-42200-490 Contributions	Fire Relief Contribution2017	\$1,350.00
Invoice	12/28/2017		
Cash Payment	E 240-42200-490 Contributions	Fire Relief Contribution2017	\$1,350.00
Invoice	12/28/2017		
Transaction Date	12/28/2017	SECURITY STATE B 10100	Total \$2,700.00
Refer	609 PRESTON FIRE DEPT.		
Cash Payment	E 101-42200-300 Professional Services	Mutual Aid Preston	\$803.00
Invoice	04212 12/12/2017		
Transaction Date	12/28/2017	SECURITY STATE B 10100	Total \$803.00
Refer	610 MCCARTHY WELL CO		
Cash Payment	E 601-49430-328 Service Contract	Pump inspection	\$470.00
Invoice	27356 10/27/2017		
Transaction Date	12/28/2017	SECURITY STATE B 10100	Total \$470.00
Refer	611 GREAT AMERICA FINANCIAL SER		
Cash Payment	E 101-41400-329 Lease	Printer lease	\$219.04
Invoice	21871329 12/25/2017		
Transaction Date	12/28/2017	SECURITY STATE B 10100	Total \$219.04
Refer	612 ARVIG		
Cash Payment	E 101-42200-321 Cellphone/Telephone	FIRE	\$63.08
Invoice			
Cash Payment	E 101-41400-321 Cellphone/Telephone	CLERK	\$154.86
Invoice			
Cash Payment	E 101-41941-321 Cellphone/Telephone	HALL	\$35.71
Invoice			
Cash Payment	E 602-49480-321 Cellphone/Telephone	WWTP	\$152.63
Invoice			
Cash Payment	E 240-42200-321 Cellphone/Telephone	Fire hail	\$63.09
Invoice			
Transaction Date	12/28/2017	SECURITY STATE B 10100	Total \$469.37
Refer	613 WASTE MANAGEMENT OF WI-MN		
Cash Payment	E 602-49480-333 Waste Disposal	garbage	\$193.05
Invoice	3219999-2760.1 12/18/2017		
Cash Payment	E 101-41941-190 Garbage	garbage	\$93.20
Invoice	3223864-2760-1 12/18/2017		
Transaction Date	12/28/2017	SECURITY STATE B 10100	Total \$286.25
Refer	614 BLUFF COUNTRY NEWSPAPER G		
Cash Payment	E 101-41950-350 Printing & Publishing	Bluff Country reader	\$423.00
Invoice	3001 12/20/2017		
Transaction Date	12/28/2017	SECURITY STATE B 10100	Total \$423.00
Refer	615 FILLMORE COUNTY AUDITOR/TRE		
Cash Payment	E 101-42100-436 Contracted Services	3rd Quarter	\$6,000.00
Invoice	12/28/2017		

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Payments

Current Period: December 2017

Transaction Date	12/28/2017	SECURITY STATE B 10100	Total	\$6,000.00
Refer	616 COM-TEC LAND MOBILE RADIO	-		
Cash Payment	E 101-42153-240 Small Tools and Minor E	Radio Installs		\$449.55
Invoice	22490 12/28/2017			
Transaction Date	12/28/2017	SECURITY STATE B 10100	Total	\$449.55
Refer	617 NORBYS TREE SERVICE	-		
Cash Payment	E 101-45204-430 Miscellaneous	Tree Removal Dan Grabau		\$300.00
Invoice	9/18/2017			
Transaction Date	12/28/2017	SECURITY STATE B 10100	Total	\$300.00
Refer	618 GOPHER STATE ONE-CALL, INC	-		
Cash Payment	E 601-49440-300 Professional Services	locating		\$2.70
Invoice	7120829 12/30/2017			
Transaction Date	1/3/2018	SECURITY STATE B 10100	Total	\$2.70
Refer	619 TRI-STATE BUSINESS MACHINE	-		
Cash Payment	E 101-41400-328 Service Contract	printer contract		\$20.00
Invoice	420724 12/21/2017			
Transaction Date	1/3/2018	SECURITY STATE B 10100	Total	\$20.00
Refer	620 UTILITY CONSULTANTS INC	-		
Cash Payment	E 602-49450-300 Professional Services	Testing		\$1,030.50
Invoice	96895 12/28/2017			
Transaction Date	1/3/2018	SECURITY STATE B 10100	Total	\$1,030.50
Refer	621 SUMMIT COMPANIES	-		
Cash Payment	E 101-41941-220 Repair & Maintenance S	hood inspection		\$172.00
Invoice	1232003 12/29/2017			
Transaction Date	1/3/2018	SECURITY STATE B 10100	Total	\$172.00

Fund Summary

	10100 SECURITY STATE BANK	
101 GENERAL FUND		\$10,083.44
240 RURAL FIRE FUND		\$1,413.09
601 WATER FUND		\$472.70
602 SEWER FUND		\$1,376.18
		<u>\$13,345.41</u>

Pre-Written Checks	\$0.00
Checks to be Generated by the Computer	\$13,345.41
Total	\$13,345.41

End of Year

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Payments

Current Period: December 2017

Batch Name	12/18/17 PAY			
	Payment	Computer Dollar Amt	\$21,456.29	Posted

<u>Refer</u>	<u>588 O CONNELL EXCAVATE&PLUMBIN</u>	<u>Ck# 027162 12/20/2017</u>		
Cash Payment	E 101-42200-436 Contracted Services	Winslow Fire		\$390.00
Invoice	12/6/2017			
Transaction Date	12/18/2017	Due 0 SECURITY STATE B 10100	Total	\$390.00
<u>Refer</u>	<u>590 ANCOM COMMUNICATIONS</u>	<u>Ck# 027150 12/20/2017</u>		
Cash Payment	E 101-42200-323 Radios & Pagers	Pager Batteries		\$246.00
Invoice 75131	12/13/2017			
Transaction Date	12/18/2017	Due 0 SECURITY STATE B 10100	Total	\$246.00
<u>Refer</u>	<u>591 TRI-STATE BUSINESS MACHINE</u>	<u>Ck# 027165 12/20/2017</u>		
Cash Payment	E 101-41400-328 Service Contract	Service Contract		\$20.00
Invoice 419965	12/13/2017			
Transaction Date	12/18/2017	Due 0 SECURITY STATE B 10100	Total	\$20.00
<u>Refer</u>	<u>592 COMPASS MINERALS</u>	<u>Ck# 027152 12/20/2017</u>		
Cash Payment	E 101-43125-210 Operating Supplies	Salt		\$1,885.30
Invoice 136839	12/12/2017			
Transaction Date	12/18/2017	Due 0 SECURITY STATE B 10100	Total	\$1,885.30
<u>Refer</u>	<u>593 PEOPLESERVICE</u>	<u>Ck# 027163 12/20/2017</u>		
Cash Payment	E 602-49480-328 Service Contract	Service Contract 85%		\$3,527.50
Invoice				
Cash Payment	E 601-49430-328 Service Contract	Service Contract 15%		\$622.50
Invoice				
Cash Payment	E 602-49480-333 Waste Disposal	Drying Bed Cleanout		\$413.39
Invoice				
Transaction Date	12/18/2017	Due 0 SECURITY STATE B 10100	Total	\$4,563.39
<u>Refer</u>	<u>594 LANGESLAG REPAIR</u>	<u>Ck# 027159 12/20/2017</u>		
Cash Payment	E 101-43125-221 Equipment Repair & Mai	repair Hydraulics		\$750.00
Invoice 1529	12/13/2017			
Transaction Date	12/18/2017	Due 0 SECURITY STATE B 10100	Total	\$750.00
<u>Refer</u>	<u>595 DANIELSON SAND & GRAVEL</u>	<u>Ck# 027153 12/20/2017</u>		
Cash Payment	E 101-43125-210 Operating Supplies	sand		\$48.00
Invoice 107	12/7/2017			
Transaction Date	12/18/2017	Due 0 SECURITY STATE B 10100	Total	\$48.00
<u>Refer</u>	<u>596 BAUDOIN OIL CO., INC</u>	<u>Ck# 027151 12/20/2017</u>		
Cash Payment	E 101-42200-212 Motor Fuels	Winslow Fire		\$146.06
Invoice 224945	12/6/2017			
Transaction Date	12/18/2017	Due 0 SECURITY STATE B 10100	Total	\$146.06
<u>Refer</u>	<u>597 FIRE SAFETY USA, INC</u>	<u>Ck# 027154 12/20/2017</u>		
Cash Payment	E 101-42200-240 Small Tools and Minor E	Gloves		\$97.43
Invoice 105715	11/27/2017			
Cash Payment	E 101-42200-216 Chemicals and Chem Pr	Fire Foam		\$780.00
Invoice 105715	11/27/2017			

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Payments

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Cash Payment	E 240-42200-216 Chemicals and Chem Pr	Fire Foam	\$780.00
Invoice	105715	11/27/2017	
Cash Payment	E 240-42200-240 Small Tools and Minor E	Gloves	\$97.42
Invoice	105715	11/27/2017	
Cash Payment	E 101-41400-328 Service Contract	Fire Ext. Clerks Office	\$3.75
Invoice	105715	11/27/2017	
Cash Payment	E 101-42200-436 Contracted Services	Fire Ext. Fire Dept	\$20.62
Invoice	105715	11/27/2017	
Cash Payment	E 240-42200-383 Heating Fuel	Fire Ext. Fire Dept.	\$20.63
Invoice	105715	11/27/2017	
Cash Payment	E 602-49480-328 Service Contract	Fire Ext. WWTP	\$15.00
Invoice	105715	11/27/2017	
Cash Payment	E 101-41941-430 Miscellaneous	Fire Ext. Hall	\$26.25
Invoice	105715	11/27/2017	
Cash Payment	E 101-41944-383 Heating Fuel	Fire Ext. city shed	\$15.00
Invoice	105715	11/27/2017	
Transaction Date	12/18/2017	Due 0 SECURITY STATE B 10100	Total \$1,856.10
Refer	<u>598 UTILITY CONSULTANTS INC Ck# 027166 12/20/2017</u>		
Cash Payment	E 602-49450-300 Professional Services	Testing	\$860.00
Invoice	96747	12/5/2017	
Transaction Date	12/18/2017	Due 0 SECURITY STATE B 10100	Total \$860.00
Refer	<u>599 GREAT AMERICA FINANCIAL SER Ck# 027155 12/20/2017</u>		
Cash Payment	E 101-41400-329 Lease	lease printer	\$109.52
Invoice	217284-36	11/29/2017	
Transaction Date	12/18/2017	Due 0 SECURITY STATE B 10100	Total \$109.52
Refer	<u>600 WASTE MANAGEMENT OF WI-MN Ck# 027167 12/20/2017</u>		
Cash Payment	E 602-49480-333 Waste Disposal	Drying Beds	\$1,050.87
Invoice	3218521-2760-4		
Transaction Date	12/18/2017	Due 0 SECURITY STATE B 10100	Total \$1,050.87
Refer	<u>601 HERMAN S SERVICE Ck# 027157 12/20/2017</u>		
Cash Payment	E 101-43125-221 Equipment Repair & Mai	Tire Repair Snow Plow	\$288.50
Invoice	120851	12/17/2017	
Transaction Date	12/18/2017	Due 0 SECURITY STATE B 10100	Total \$288.50
Refer	<u>602 HAWKINS, INC. Ck# 027156 12/20/2017</u>		
Cash Payment	E 602-49480-216 Chemicals and Chem Pr	chemicals	\$2,337.54
Invoice	4194548	12/6/2017	
Transaction Date	12/18/2017	Due 0 SECURITY STATE B 10100	Total \$2,337.54
Refer	<u>603 MIENERGY COOPERATIVE Ck# 027160 12/20/2017</u>		
Cash Payment	E 101-41941-381 Electricity	Community Cente	\$142.03
Invoice		12/11/2017	
Cash Payment	E 601-49410-381 Electricity	Pumphouse	\$395.18
Invoice		12/11/2017	
Cash Payment	E 101-45176-381 Electricity	Jail	\$196.97
Invoice		12/11/2017	
Cash Payment	E 101-41942-381 Electricity	MB	\$149.34
Invoice		12/11/2017	

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Payments

Current Period: December 2017

Cash Payment Invoice	E 101-42500-381 Electricity	12/11/2017	Siren	\$9.69
Cash Payment Invoice	E 101-43160-381 Electricity	12/11/2017	Streets	\$551.49
Cash Payment Invoice	E 101-45172-381 Electricity	12/11/2017	Ed's	\$35.81
Cash Payment Invoice	E 101-41944-381 Electricity	12/11/2017	City Shed	\$29.03
Cash Payment Invoice	E 602-49480-381 Electricity	12/11/2017	WWTP	\$1,662.83
Cash Payment Invoice	E 601-49410-381 Electricity	12/11/2017	City Well	\$282.98
Transaction Date	12/18/2017	Due 0	SECURITY STATE B 10100	Total \$3,455.35
Refer	604 <u>RITWAY BUSINESS FORMS</u>		<u>Ck# 027164 12/20/2017</u>	
Cash Payment Invoice	E 101-41400-200 Office Supplies	17-33962 12/8/2017	Payroll Checks	\$126.54
Transaction Date	12/18/2017	Due 0	SECURITY STATE B 10100	Total \$126.54
Refer	605 <u>HYLAND MOTOR COMPANY</u>		<u>Ck# 027158 12/20/2017</u>	
Cash Payment Invoice	E 101-43160-220 Repair & Maintenance S	11/30/2017	Snow plow parts	\$156.13
Transaction Date	12/18/2017	Due 0	SECURITY STATE B 10100	Total \$156.13
Refer	607 <u>MINNESOTA ENERGY RESOURCE</u>		<u>Ck# 027161 12/20/2017</u>	
Cash Payment Invoice	E 101-42200-383 Heating Fuel		Fire Hall	\$137.08
Cash Payment Invoice	E 240-42200-383 Heating Fuel		Rural Fire Hall	\$137.08
Cash Payment Invoice	E 101-41944-383 Heating Fuel		City Shed	\$195.86
Cash Payment Invoice	E 601-49430-383 Heating Fuel		pumphouse	\$81.75
Cash Payment Invoice	E 101-41941-383 Heating Fuel		Community Center	\$268.31
Cash Payment Invoice	E 101-41942-383 Heating Fuel		Municipal Building	\$136.61
Cash Payment Invoice	E 602-49480-383 Heating Fuel		WWTP	\$2,210.30
Transaction Date	12/18/2017	Due 0	SECURITY STATE B 10100	Total \$3,166.99

CITY OF WYKOFF
Payments

Current Period: December 2017

Fund Summary

	10100 SECURITY STATE BANK	
602 SEWER FUND		\$12,077.43
601 WATER FUND		\$1,382.41
240 RURAL FIRE FUND		\$1,035.13
101 GENERAL FUND		\$6,961.32
		<u>\$21,456.29</u>

Pre-Written Checks	\$21,456.29
Checks to be Generated by the Computer	<u>\$0.00</u>
Total	\$21,456.29

Security State Bank (Lewiston)

Print Date : 01-03-2018 - 12:23:17

Customer Number : **416005657**Customer Name : **CITY OF WYKOFF****Deposit Accounts**

Account ID	Description	Balance	Avail. Balance
****9198	<u>SUPER MONEY MARKET ACCT</u>	\$843,884.60	\$843,884.60
****0058	<u>REGULAR CHECKING</u>	\$110,185.42	\$110,185.42
	Total Deposit Assets	\$954,070.02	\$954,070.02

Investment Accounts

Account ID	Description	Maturity Date	Balance	Avail. Balance
****4661	<u>REGULAR C/D - JUMBO</u>	03/19/2018	\$318,811.84	\$318,811.84
	Total Investment Assets		\$318,811.84	\$318,811.84

15.2.20.1

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From: Molly - Stevenson Insurance [mailto:molly@stevenson-insurance.com]

Sent: Tuesday, December 12, 2017 2:24 PM

To: wykoff@arvig.net

Cc: 'Stevenson Insurance - Jeff' <jeff@stevenson-insurance.com>

Subject: Volunteer Firefighters

Hello -

I received the following information from the League in regards to the question you had about Volunteer Firefighters. Please let me know if you have any additional questions

A volunteer firefighter who is unable to engage in the activities of his or her normal occupation because of an injury suffered while performing volunteer services for the city may be entitled to indemnity benefits, more commonly known as loss time benefits or wage replacement.

Additional information can be found in the [LMCIT Workers' Compensation Coverage Guide \(pdf\)](#). Page 9 begins the discussion of Volunteer Firefighters.

RELEVANT LINKS:

Disability benefit	\$900 per week is provided for up to 26 weeks if the volunteer is unable to work in his or her normal occupation.
Death benefit	\$200,000 is provided if the volunteer dies as a result of an injury.
Impairment benefit	Up to \$200,000 is provided if the volunteer is permanently disabled, either fully or partly, by an injury.
Medical benefit	\$2,500 is provided to help cover medical costs that the individual might otherwise be responsible for under the deductible on his or her health coverage.

The per accident limit for the volunteer accident coverage is \$500,000, which applies regardless of the number of volunteers who are injured in a single accident.

8. Firefighters

In general, workers' compensation for firefighters is the same as workers' compensation for other employees. However, there are some special provisions concerning how lost wage benefits are calculated for volunteer firefighters, and there are also provisions specifying that certain diseases are presumed to be job-related for all firefighters. There are also some special issues that arise with regard to when a firefighter is considered to be on duty for workers' compensation purposes when responding to a fire or other emergency call. Finally, LMCIT's workers' compensation premium rating system has some unique features that reflect the unique aspects of workers' compensation for firefighters.

a. Firefighter definition

Firefighters in Minnesota may be employees or volunteers for a city. Volunteer firefighters are defined by statute as "employees" for purposes of workers' compensation. They are entitled to receive workers' compensation benefits if they are injured while performing volunteer services for the city, as long as they are registered with and work at the direction and control of the city. LMCIT automatically includes volunteer firefighters, as well as fire relief associations, under the city's workers' compensation coverage and does not charge an additional premium for this exposure.

See also Section II.C.7.a,
Emergency volunteers.

Minn. Stat. § 176.011,
subd. 9 (3).

RELEVANT LINKS:

LMCIT information memo,
*Responding to Emergencies
While Off-Duty.*

Minn. Stat. § 176.021,
subd. 9.

Minn. Stat. § 176.011,
subd. 9 (9).

b. When coverage applies

Injuries sustained while a firefighter is engaged in firefighter activities is covered by workers' compensation. A firefighter is also covered from the time they respond to a fire alarm, a pager, or other device until the time they return home. Travel from home to the fire hall and directly home again is covered in a fire call or other emergency situation. In contrast, travel from home to a firefighter meeting, fire drill, or other type of training is not covered.

If a firefighter does not go straight home from the fire hall after responding to a fire call or other emergency, the scope of employment ends at the fire hall. For example, if the firefighter went to a friend's house instead of going home, it would be considered a "detour and frolic." Injuries sustained during a "detour and frolic" are not covered by workers' compensation. A "detour and frolic" is not within the scope of employment.

It's also important to note that Minnesota statute excludes workers' compensation coverage for injuries sustained while an employee is participating in voluntary recreational programs sponsored by an employer such as health promotion programs, athletic events, parties, and picnics. This rule applies to all employees, not just firefighters. The courts have denied workers' compensation coverage of injuries that firefighters sustained while playing employer-sponsored softball games or while voluntarily attending employer-sponsored picnics or dinners. The exception to this rule is if an employer requires its firefighters to attend these activities—a compensable injury would be covered.

c. Indemnity benefits for volunteer firefighters

A volunteer firefighter who is unable to engage in the activities of his or her normal occupation because of an injury suffered while performing volunteer services for the city may be entitled to indemnity benefits, more commonly known as lost time benefits or wage replacement. Following is a summary of how indemnity benefits are calculated for a volunteer firefighter:

- For volunteer firefighters who receive only an "expense reimbursement" payment from the city, lost wage benefits are based on the greater of either their normal earnings from regular employment or an imputed full-time firefighter wage.
- For volunteer firefighters who receive a "wage" payment from the city, benefits are based on the total of that wage plus the firefighter's regular employment earnings. The firefighter may also have the right to choose instead to base benefits on an imputed full-time firefighter wage if that would result in a higher benefit.

Garden & Outdoor

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Page 1 of 6

City of Wykoff, Minnesota
2018 Resolutions

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.
.....

Whereas, the City Council of the City of Wykoff has adopted the resolution for the City Council and finds that this resolution adopted in 2018 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 institution as official depository of City funds and authorizes the City Clerk and Mayor to conduct transactions in this institution.

Security State Bank of Lewiston, Spring Valley and Wykoff.

Be it Further Resolved that the Council of the city of Wykoff, Minnesota hereby authorizes _____ to sign checks in the absence of the Mayor and / or City Clerk.

Be it Further Resolved that the City Council of the City of Wykoff, Minnesota, hereby designates the City Clerk / Treasurer, Rebecca Schmidt, to make deposits/withdrawals from the City Investment 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 _____ Attorney at Law 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: _____

Sewer & Water: _____

Personnel Committee: _____

Parks and Recreation: _____

Pest Control: _____

Joint Trails Board Representative: _____

Weeds: _____

Incident Command: _____

Deputy Incident Command: _____

Police & Fire Commissioner: _____

Emergency Management Director: _____

Mayor Pro-Tem: _____

Zoning Commissioner: _____

Adopted this 8th Day of January 2018 by roll call vote.

Al Williams Yes No

Richard Gleason Yes No

Mary Sackett Yes No

Mary Tjepkes Yes No

Rocky Vreeman Yes No

Rebecca Schmidt, Clerk/Treasurer/ Zoning

Al Williams, Mayor