

PUBLIC

Summary of Settlement Agreement

License Holder: Karen Wilkemeyer, Timothy Wilkemeyer

License Number: 1024838

Program Type: Family Child Care

Date of Licensing Action: August 11, 2025

Licensing Action Taken: Temporary Immediate Suspension

**Action appealed and settlement agreement signed by Commissioner on:
September 29, 2025**

Terms of Settlement Agreement:

1. Upon final execution of the Settlement Agreement, the parties agree that the License Holders' family child care license, number 1024838, will be placed under suspended status, and that they will keep the program closed and nonoperational.
2. The suspension of license and closure of the family child care program will remain in effect until the occurrence of the following:
 - a. License Holders provide Fillmore County and DCYF with a proof of residence for Timothy Wilkemeyer that is separate from the current program residence at 539 Eiken Drive, Rushford, Minnesota. In the event Timothy Wilkemeyer's proof of new residence is deemed satisfactory to DCYF, Timothy Wilkemeyer will be removed from the family child care license, and removed as a household member of the program (if applicable), leaving Karen Wilkemeyer as the sole license holder for family child care license, number 1024838.
 - b. License Holders must provide the proof described in Paragraph 4.a. within 180 calendar days of the final execution of the Agreement. If it is not received by DCYF within the above-stated deadline, the license will be revoked unless all the parties agree to an extension.
3. In the event Karen Wilkemeyer is able to resume operation of the family child care program under the requirements of Paragraph 4, the license will be placed on conditional status for a period of two (2) years from the date of the program reopening. While under the conditional license, Karen Wilkemeyer must comply with the following terms:

- a. Karen Wilkemeyer must follow and comply with all applicable Minnesota Statutes and Rules, including Minnesota Rules, parts 9502.0300 through 9502.0445.
- b. Karen Wilkemeyer's family child care license will be limited to maximum capacity of (12) children (class C2 license). No variances to age distribution or capacity will be granted during the conditional period.
- c. Before Karen Wilkemeyer may resume operation of the family child care program, Fillmore County must verify that she is in full compliance with all required training for a family child care license holder in Minnesota.
- d. Karen Wilkemeyer must ensure that Timothy Wilkemeyer will not be present on the licensed family child care property at 539 Eiken Drive, Rushford, Minnesota, during operating hours and at any time, while persons served by the family child care program are receiving services or are present.
- e. Karen Wilkemeyer must ensure that Timothy Wilkemeyer does not otherwise have any direct contact with, or access to, persons served by the family child care program during licensed hours or while receiving services.
- f. Karen Wilkemeyer will not use Timothy Wilkemeyer as a caregiver, substitute caregiver, or emergency replacement in the program.
- g. The parties agree that Fillmore County Social Services will monitor the family child care program's compliance with the terms of the Settlement Agreement by conducting unannounced licensing review visits to the program's residence and property according to the following schedule:
 - i. At least once a month for a duration of six (6) months from the effective date of the program reopening; and
 - ii. After the initial six-month period, if no additional licensing violations have been cited, Fillmore County may move to a visitation schedule of at least once every quarter for the remainder of the conditional license period.
- h. Karen Wilkemeyer must post the Settlement Agreement in her family child care program in a conspicuous place and provide a copy of the Agreement to parents or guardians of all children in care under License No. 1024838. She must obtain signatures from parents or guardians of each child attending her family child care programs indicating they have received a copy of the Agreement. Documentation that the parents received a copy of the Agreement must be provided to Fillmore County within 30 calendar days of the effective date of the program reopening. For new families enrolling a child in the family child care program, Karen Wilkemeyer must submit documentation signed by the parent or guardian to Fillmore County within five (5) calendar days of the child beginning to receive family child care services from her family child care program that verifies that the parent received a copy of the Agreement.

