

**CITY OF KANDIYOHI
MEETING OF COUNCIL
February 2, 2026**

The Kandiyohi City Council held their regular meeting on Monday, February 2, 2026, at the City Hall/Civic Center located at 432 Atlantic Avenue Kandiyohi, MN 56251. Present were Mayor Jon Lindstrand; Council Members Jeff Clark, Scott McGillivray, Toby Giese, and Spencer Hunt; and Public Works Supervisor, Brandon Huls. Absent: Fire Chief Jamie Swanson and Clerk/Treasurer, Julie Woltjer.

Mayor Lindstrand called the meeting to order at 7:00 p.m.

Council Meeting Guests: No Meeting Guests

Pledge of Allegiance

CONSENT AGENDA:

Approval of January 20, 2026, Council Meeting Minutes

Claims List(Payments) for February 5, 2026

Department Reports: No New Department Reports

Council Member Giese motioned to approve the Consent Agenda Items. Council Member Hunt seconded the motion, motion carried.

PUBLIC FORUM

500 Atlantic Ave: The City sent correspondence to the property owner containing publicly available information related to a recent incident involving occupants of the property.

REPORTS OF OFFICERS

Boom Lift: Public Works Supervisor Huls informed the Council that the City was selected through the federal surplus purchasing network lottery to acquire a boom lift at a cost of \$2,650, with an additional discounted transportation cost of \$3,600 from Odland Trucking. The Council and Public Works Supervisor had budgeted \$15,000 in 2026 for the purchase of a used scissor lift or boom lift to assist with tree trimming, holiday light installation, and other work requiring OSHA safety standards beyond the use of ladders. The total acquisition cost of \$6,250 comes in approximately \$8,750 under the budgeted amount.

Vacation: Clerk/Treasurer Woltjer on vacation January 29th through February 9th.

UNFINISHED BUSINESS

Center Park Shelter: Staff reported that they have spoken with several licensed contractors and should be receiving quotes shortly. Contacted the building inspector for requirements regarding demolition of the structure versus stubbing the posts of the shelter.

NEW BUSINESS

Amended Internal Controls Policy: Council reviewed the amendments to the Internal Controls Policy, which included updates to electronic funds transfer (EFT) approval for gopher-one locates; and added enhanced data backup, cybersecurity, and disaster-recovery standards, including off-site and air-gapped storage requirements. Council Member Hunt motioned to approve the Internal Controls Policy as amended. Council Member Clark seconded the motion, Motion carries.

Amended Employee Policy: Council reviewed the yellow-highlighted amendments to the Employee Policy, which included updates clarifying employee conduct expectations, attendance and absence reporting procedures, use of city property, and conflict-of-interest standards; revisions to media relations and social media guidance; expanded definitions and workplace rules; updates to compensation procedures; the addition of Minnesota Paid Family and Medical Leave (PFML) provisions; changes aligning the smoking age to 21 in accordance with the Clean Indoor Air Act; and the addition and clarification of leave provisions, including Minnesota Paid Leave participation, Earned Sick and Safe Time (ESST) accrual and usage, and related benefit, notice, and reinstatement protections. Council Member Hunt motioned to approve the Employee Policy as amended. Council Member Clark seconded the motion, Motion carries.

ANNOUNCEMENTS

Local Board of Appeals & Equalization Meeting: **Monday, April 13, 2026, 6- 6:30 PM**

ADJOURNMENT

Council Member Clark motioned to adjourn at 7:56 p.m., Council Member Hunt seconded the motion. Meeting adjourned.

Respectfully submitted,

Julie Woltjer
City Clerk

Chk #	Vendor	Chk Date	Amount	Comments
21680	Giese, Toby	1/15/26	\$ 42.15	Payroll
500886	Huls, Brandon	1/22/26	\$ 972.64	Payroll
500887	Woltjer, Julie	1/22/26	\$ 885.61	Payroll
42302	PERA	1/22/26	\$ 361.40	Employer/Employee Retirement Payment
21678	Lindstrand, Jonathan	1/22/26	\$ 63.23	Payroll
500888	Huls, Brandon	1/29/26	\$ 1,048.59	Payroll
500889	Woltjer, Julie	1/29/26	\$ 920.10	Payroll
42308	PERA	1/29/26	\$ 376.43	Employer/Employee Retirement Payment
42309	Harvest Bank	1/31/26	\$ 30.00	January 2026 ACH Fees
42307	VISA	1/28/26	\$ 1,355.23	Supplies/Subscriptions/Fees/Parts/Office Expenses
21686	Border States Electric Supply	2/2/26	\$ 489.00	FD - Ice Cleats for Safety
21687	KPC	2/2/26	\$ 60.00	Winter Sump Pump Fee Reimbursement
Total 2/2/26 Meeting Expenditures			\$ 6,604.38	