

**CITY OF KANDIYOHI
MEETING OF COUNCIL
May 4, 2026**

The Kandiyohi City Council held their regular meeting on Monday, May 4, 2026, at the City Hall/Civic Center located at 432 Atlantic Avenue Kandiyohi, MN 56251. Present were: Mayor Jon Lindstrand; Council Members Scott McGillivray, Jeff Clark, Spencer Hunt, and Toby Giese; Public Works Supervisor, Brandon Huls; and Clerk/Treasurer, Julie Woltjer. Absent: Fire Chief Jamie Swanson

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

Council Meeting Guests: Erica Goodsen, Joseph Vlaminc, Ryan Odden from Moore Engineering, Craig Aurand, James Raddatz, and Steve Lueders

Pledge of Allegiance

CONSENT AGENDA:

Approval of April 20, 2026, Council Meeting Minutes

Claims List(Payments) for May 4, 2026

Department Reports: No New Reports

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

PUBLIC FORUM

A resident submitted a petition to the Council regarding Clerk/Treasurer Woltjer. The matter was identified for discussion during a closed meeting pursuant to Minnesota State Statute § 13D.05.

A resident raised concerns regarding the placement of a sewer cleanout in the middle of a driveway apron and the relocation of a fire hydrant approximately 25 feet north, which may create difficulties for snow removal. The engineer stated that a waiver would be prepared for the sewer cleanout placement requirement, as an existing cleanout is already located near the residence.

REPORTS OF OFFICERS

Pressure Washer: Council Member Hunt motioned to approve the purchase of a swivel for the pressure washer from Border States in the amount of \$411.04, resulting in a savings of approximately \$260. Council Member Clark seconded the motion. Mayor Lindstrand called for a voice vote. Motion carried.

Water Meters: Public Works Supervisor Huls reported that installation of the new water meters is continuing throughout the city and that meters are now being read remotely through the antenna system located on the water tower.

Customer Portal: Council Member Giese motioned to approve an annual customer portal subscription through Kamstrup in the amount of \$2,000.00, allowing residents and the City to simultaneously view real-time water meter usage data at any time. Council Member Hunt seconded the motion. Motion.

ACH Authorization Form: The Council reviewed the proposed ACH Authorization Form for utility payments. Staff explained that ACH payments will be processed directly through the City's bank for cost-efficiency purposes. It was also noted that credit card payments will only be accepted through the City's website due to PCI compliance requirements. The website will also allow residents to enroll in ACH payments electronically through the online payment portal.

Council Member Giese motioned to approve the ACH Authorization Form. Council Member Clark seconded the motion, motion carried.

UNFINISHED BUSINESS

Center Park Shelter: Council Member McGillivray motioned to have the Center Park shelter demolished due to safety concerns and the possibility of a building inspector red tag warning. Council Member Hunt seconded the motion, motion carried. The city will try to continue getting quotes that fit building inspectors' guidelines.

KIDD Street Closures: The Council discussed potential street closures for Kandi is Dandy Days. Mayor Lindstrand proposed tabling the discussion until the next meeting in order to finalize details that may be affected by the ongoing road construction project. The Council agreed to revisit the matter at the next meeting.

Home Agency Property Repair: Steve Lueders addressed the Council regarding delayed repairs related to water main work completed near the Home Agency property in 2022. He referenced a prior agreement that restoration work would be completed following the street project and noted that landscaping, sidewalk, and driveway areas were affected.

The Council discussed obtaining a restoration cost estimate so the matter can be resolved. Ryan Odden from Moore Engineering stated that he would review the area and provide an estimate for the necessary repairs. Council Member McGillivray motioned to table the discussion until an accurate cost estimate is available. Council Member Hunt seconded the motion. Motion carried.

NEW BUSINESS

Moore Engineering Update: Ryan Odden from Moore Engineering was present to discuss the updates for the construction projects.

- **Tower Construction Activities-**The contractor anticipates beginning foundation work for the water tower in June. Construction is currently awaiting approval of the plumbing plans for the drain located in the tower base.
- **Street Construction Activities:** The contractor has had two to three crews working on-site and is currently setting up temporary water services and installing water mains throughout the project area. The Council directed staff to schedule emergency meetings if necessary, during the infrastructure project in order to address any ongoing issues that may arise, particularly regarding water and sewer service connections.
- **USDA RD Pay Request 2:** Council Member Hunt motioned to approve USDA Rural Development Pay Request No. 2 in the amount of \$369,960.76 and to authorize Clerk/Treasurer Woltjer to submit ongoing USDA Rural Development pay requests (reimbursement requests) for previously Council-approved invoices related to the project. Council Member Giese seconded the motion. Motion carried.
- **Crow River Construction Pay Application 2:** Council Member Giese motioned to approve Crow River Constructions Pay Application 2 in the amount of \$189,908.80. This is for additional infrastructure materials . Council Member Hunt seconded the motion, motion carried.

Resolution 202609: Council Member Hunt motioned to approve Resolution 202609 Proclaiming "No Mow May" in Kandiyohi for residents that want to participate and the registration form. For more information see the "No Mow May" page under the resident's tab on the city website. Council Member Clark seconded the motion. Mayor Lindstrand called for a voice vote; Clark – Yes, McGillivray – Absent, Giese – Yes and Hunt – Yes. Motion Passes.

Closed Session (Minnesota Statutes §13D.05, Subd. 3): At 8:52 p.m., Council Member Hunt made a motion to close the meeting pursuant to Minnesota Statutes §13D.05, Subd. 3, to discuss personnel matters. Council Member Clark seconded the motion. Motion carried.

Petition: The Council reviewed a resident petition regarding City Clerk office availability and discussed office scheduling, public accessibility, and staffing needs during the ongoing infrastructure project. Clerk/Treasurer Woltjer explained that the Clerk position was changed to a part-time position and that the currently proposed office hours reflect the scheduled hours. She further noted that additional responsibilities and duties have required additional work hours beyond the posted schedule, and that some administrative work had previously been completed remotely in order to allow uninterrupted time to complete reporting requirements and other office duties.

Following discussion, Council Member Clark motioned to approve Clerk/Treasurer Woltjer's suggested posted office hours of Monday and Wednesday from 9:00 a.m. to 6:00 p.m. and Tuesday and Thursday from 7:30 a.m. to 4:00 p.m. The Council also acknowledged that exceptions for remote work may occur when needed. Council Member Hunt seconded the motion. Motion carried.

ANNOUNCEMENTS:

City Wide Garage Sale: **June 5-6, 2026**

Community Movie Night: **June 5, 2026**

Kandi is Dandy Days: **June 12-14, 2026**

ADJOURNMENT

Council Member Giese motioned to adjourn at 9:21 p.m. following the closed session, Council Member Hunt seconded the motion. Meeting adjourned.

Respectfully submitted,

Julie Woltjer, MCMC
City Clerk/Treasurer

Total 5/4/26 Meeting Expenditures				\$25,261.39
Chk #	Vendor	Chk Date	Amount	Comments
500836	Huls, Brandon	4/23/26	\$ 996.05	Payroll
500837	Woltjer, Julie	4/23/26	\$ 919.11	Payroll
42342	PERA	4/24/26	\$ 426.61	Employer/Employee Retirement Payment
500838	Huls, Brandon	4/30/26	\$ 1,232.03	Payroll
500839	Woltjer, Julie	4/30/26	\$ 918.68	Payroll
21798	Clark, Jeff	4/30/26	\$ 42.15	Payroll
42343	PERA	4/30/26	\$ 423.83	Employer/Employee Retirement Payment
21799	ALEX AIR APPARATUS	5/4/2026	\$ 332.50	Particulate Hood
21814	Border States Electric Supply	5/4/2026	\$ 68.60	Tool Repairs
21801	BOUNCE-N-GET DOWN COMPANY	5/4/2026	\$ 476.80	2026 KIDD Bounce Houses
21802	Charter	5/4/2026	\$ 356.67	City/Fire Hall Phone/Internet
21803	DSG	5/4/2026	\$ 12,928.43	Water Metters and Gaskets
21804	Emergency Response Specialists, LLC	5/4/2026	\$ 380.00	Hazard Response Training
21805	Haug Implement Company	5/4/2026	\$ 2,500.00	Z970 Ztrak Trade Balance
21806	INNOVATIVE OFFICE SOLUTIONS, LLC	5/4/2026	\$ 1,051.17	Office Toner
21807	Kandiyohi Community Club	5/4/2026	\$ 547.20	Reimbursement of Down Payment for
21808	League of Minnesota Cities	5/4/2026	\$ 935.00	2026 LMC Annual Conference for Mayor-Council Member-Clerk
21809	MENARDS	5/4/2026	\$ 90.05	Water Supplies
21810	MES SERVICE COMPANY, LLC	5/4/2026	\$ 128.11	FD Supplies
21811	OM LLC	5/4/2026	\$ 244.84	Truck Fuel
21812	OSC	5/4/2026	\$ 83.56	FD O2 Cylinders
21813	SWANSON, JERRY & KRIS	5/4/2026	\$ 180.00	Fire Hall & Civic Center Cleaning
Total 5/4/26 USDA Phase 1 Project Expenditures				\$ 0