

**CITY OF KANDIYOHI
MEETING OF COUNCIL
SEPTEMBER 2, 2025**

The Kandiyohi City Council held their regular meeting on Tuesday, September 2, 2025, at the City Hall/Civic Center located at 432 Atlantic Avenue Kandiyohi, MN 56251. Present were: Mayor Jon Lindstrand; Council Members Scott McGillivray, Toby Giese, and Jeff Clark; City Maintenance, Brandon Huls; City Clerk/Treasurer, Julie Woltjer; and Fire Chief Jamie Swanson. Absent: Council Member Spencer Hunt.

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

Council Meeting Guests: Craig Aurand, Steve Lueders, and Jonathan Pauna from Moore Engineering.

Pledge of Allegiance

CONSENT AGENDA ITEMS:

Approval of August 18, 2025, Council Meeting Minutes

Approval of Claims List(Payments) September 2, 2025

Department Reports: No New Reports

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

PUBLIC FORUM

Discussed resident complaints about yard maintenance for various properties in town.

REPORTS OF OFFICERS

Flow Meter Policy: Council Member Clark made a motion to approve the revised version of the Flow Meter Testing Policy for City Fire Hydrants. Council Member Giese seconded the motion. Mayor Lindstrand called for a voice vote: Council Members: Giese – Yes, Clark - Yes, McGillivray - Yes, and Hunt - Absent. Motion carried with Council Member Hunt absent.

Center Park: Council Member Giese motioned to approve the purchase of 300 feet of 6-inch drain tile for Center Park to improve drainage following rain events. Council Member Clark seconded the motion. Motion carried.

Diesel Tank: Public Works Supervisor Huls presented quotes for a 500-gallon diesel tank spill containment berm meeting OSHA standards:

- | | | |
|----------------------------|--------------------|------------|
| • Interstate Products Inc. | Angle Bracket Berm | \$1,140.00 |
| • JC Ramsdell | Bunker Style Berm: | \$5,862.55 |

Council Member Clark motioned to purchase the berm from Interstate Products for \$1,140.00, with Council Member Giese seconding. Council Member Clark then amended the motion to include the purchase of a 500-gallon diesel tank along with the berm. Council Member Giese seconded the amended motion. Motion carried.

Water Sample: The Minnesota Department of Health's report from the most recent water testing confirms that the City's water supply is within the State's health guidelines. Testing reports are available for public viewing at the City Office.

Accounting/Payroll/Utility Billing Software: Council requested Clerk/Treasurer Woltjer to obtain quotes for accounting, payroll, and utility billing software. The following quotes were received:

- | | |
|---|------------|
| • Banyon Utility Billing Software(City already has Fund Accounting & Payroll Software): | |
| ○ One-time fee | \$6,580.00 |
| ○ Conversion Fee | \$500.00 |

- Annual Utility Billing Support Fee \$1,650.00

Total Annual Support for Fund Accounting /Payroll/Utility Billing Software \$3,670.00

- Black Mountain Fund Accounting /Payroll/Utility Billing Software
 - One-time fee (Implementation) \$6,250.00
 - Conversion Fee \$5,435.00
 - Annual Utility Billing Support Fee \$5,540.00

Total Annual Support for Fund Accounting /Payroll/Utility Billing Software \$12,545.00

Council Member Giese motioned to proceed with Banyon Utility Billing Software due to the lower total cost of the annual support and starting fees, after reviewing previous and current quotes. Council Member Clark seconded the motion. Motion carried with Council Member Hunt absent.

Bond Counsel: Clerk/Treasurer Woltjer presented quotes for MRWA interim financing bond counsel:

- Taft Law - \$5,000
- Kennedy & Graven, Chartered - \$5,000

Council Member Giese motioned to accept Taft Law as bond counsel for the processing of interim financing from MRWA for Phase I of the infrastructure projects. Council Member Clark seconded the motion. Mayor Lindstrand called for a voice vote: Council Members: Giese – Yes, Clark - Yes, McGillivray - Yes, and Hunt - Absent. Motion carried with Council Member Hunt absent.

Fire Hall Door Seals: Council Member Clark motioned to purchase overhead door seals from Snirt Stopper for \$1,790, to be funded from the Fire Hall Maintenance account. Council Member McGillivray seconded the motion. Motion carried, with Council Member Giese abstaining.

UNFINISHED BUSINESS

Meter Info: Public Works Supervisor Huls provided the following quotes for water meters:

- Badger Ultrasonic Meters – \$375 each
- Kamstrup Ultrasonic Meters (DSG) – \$295 each
- Neptune Analog Meters (Ferguson) – \$390 each

All three meter options include a full warranty for the first 10 years, with coverage continuing for an additional 10 years at a prorated rate. Council Member Giese motioned to proceed with the purchase of Kamstrup ultrasonic meters at \$295 each, noting they are the most cost-effective option. Council Member Clark seconded the motion. Mayor Lindstrand called for a voice vote: Council Members: Giese – Yes, Clark - Yes, McGillivray - Yes, and Hunt - Absent. Motion carried with Council Member Hunt absent.

NEW BUSINESS

Preliminary Budget Levy: Clerk/Treasurer Woltjer provided the Council with the preliminary budget summary and detailed information for each department. The preliminary budget and levy will be reviewed and finalized at the September 15, 2025, Council meeting.

Moore Engineering Update: Jon Pauna informed the Council that Moore Engineering received the Phase I Contract B from Eagle Construction. The contract still requires review by USDA Rural Development and the City Attorney before the project can move forward.

Phase I Contract A bids as announced August 21, 2025, including Alternate 1 were as follows:

- Crow River Construction, LLC \$4,003,448.05
- Voss Plumbing & Heating \$4,045,100.50
- Ryan Contracting Company \$4,428,519.66
- R & R Excavating \$4,489,684.55
- C & L Excavating \$4,540,472.99

- Kuechle Underground, Inc. \$4,470,692.82
- Duininck, Inc. \$4,534,427.89
- RL Larson Excavating, Inc. \$4,729,848.42

The City is awaiting final bid authorization and approval from USDA Rural Development before issuing the notice of award to the winning contractor. Once the contracts are approved the city will hold another preconstruction meeting.

ANNOUNCEMENTS:

No New Announcements

ADJOURNMENT

Council Member Clark motioned to adjourn at 8:20 PM, Council Member Giese seconded the motion. No objections were made, and the meeting adjourned.

Respectfully submitted,

Julie Woltjer, MCMC
City Clerk/Treasurer

Claims List(Payments):

Harvest Bank	ACH Fees August	\$30.00
Hawkins	Water Chemicals	\$30.00
Innovative Office Solutions	Office Supplies	\$717.31
KPC	City Utilities	\$2,313.91
KJ's Quickstop	Vehicle Fuel	\$335.63
MAOSC	Annual Dues	\$404.00
Mileage Reimbursement	MCFOA Region 3 Training	\$179.20
MN PEIP	Employee Insurance	\$3,877.44
MN Dept. of Health	Community Water Supply Fee	\$503.00
Payroll	8-21-25	\$1,678.90
PERA	8-21-25	\$299.73
Payroll	8-28-25	\$1,827.75
PERA	8-28-25	\$318.97
Jerry & Kris Swanson	Civic Center Cleaning & Supply	\$105.80
Utility Logic	Tracer Wire	\$641.72
Xcel Energy	City Gas	\$21.00
Total Expenditures		\$13,284.36

City Portion of Fire Department Expenditures

\$271.70