

City of Karlstad City Council Meeting Minutes
Monday, January 5, 2026
City Office Conference Room
104 S. 1st Street

Meeting Called to Order By: Mayor Nelson at 5:30PM

Present: Dale Nelson, Jenny Olson, Rob Mickelson, Ryan Anderson, Shelby Fossell

Absent: Markelle Kuznia

Guests: Danielle Byfuglien, Krista Pietruszewski (NSN), Dustin Fanfulik, Diane Hayes

1. Minutes – Motion by Jenny Olson, second by Rob Mickelson, to approve the December 1, 2025 Special meeting & T-N-T Hearing minutes. Ayes carried.

2. Claims – Motion by Rob Mickelson, second by Jenny Olson, to approve the audit of and authorize payment of the claims for December 5, 2025, December 24, 2025 as presented. Ayes carried.

***Public Hearing - Small Cities Block Program Grant:**

Opening Statement – Diane Hayes

Purpose of Hearing – Diane updated the Council on the status of the Fix-Up Grant through Deed. The total amount awarded to Karlstad was \$507,380. There were 15 owner occupied projects and 4 rental projects that did not end up completing paperwork or completing the process so funds were moved to owner occupied to be able to utilize all of the funds. Currently there are 19 owner occupied projects. The contract was extended through December of 2026. Diane needs an updated contract signed due to the extension and moving of funds. Motion to approve contract as presented by Jenny Olson, second by Rob Mickelson. Ayes carried.

* Public comment regarding Small Cities Block Program

B. Public Hearing Procedure –

- * Enter your name on the sign-up sheet if speaking
- * Stand and provide your name and address in a clear manner
- * Limit your comments to 5 minutes
- * Verbal/written comments will be accepted and carry the same weight

Public Testimony: None

Adjournment at 5:40pm.

NEW BUSINESS:

3. **Street Improvements:** Dustin Fanfulik addressed the Council regarding the street improvements discussed last year. The drainage issue was addressed again. Council recommended scoping the project slightly different to remove the drain tile and pump option if possible. Council recommends re-ditching the streets in question, fixing the culverts, and building up driveways if necessary. Dustin will bring back an updated report of feasibility and City will start the Public Hearing process over again with the changes to the project. Council will plan to hold a Preliminary Assessment Hearing prior to the Feb. 2nd Council meeting at 5:30pm at the Community Center with Council to follow at 6pm at City Hall.

4. **Kittson County Highway Dept.:** Resolution #01-620-2026 Approving County Project within Municipal Corporate Limits. County Road 9 by the car wash is being redone this year by the County.

Motion to accept and approve Resolution #01-620-2026 as presented by Rob Mickelson, second by Jenny Olson. Ayes carried.

5. **C.C. Food License:** Current food license refunded, applied for smaller license allowing up to 10 public events serving food per year. Cost is \$130/yr.

6. **Dakota Fire Protection:** 2026 Contract reviewed. No changes from previous years. Motion to accept and approve as presented by Rob Mickelson, second by Ryan Anderson. Ayes carried.

7. **2026 Moosefest Beer Garden:** Discussion regarding time/location allowance.

8. **2026 Audit Engagement Letter:** Not yet received from Auditor. Motion to accept and approve per the Mayor's approval once received was made by Rob Mickelson, second by Jenny Olson. Ayes carried.

9. **Airport:** Project Pulse flyer reviewed.

OTHER BUSINESS:

10. **Approval of Cancelled/Voided Checks in 2025:** copies reviewed.

Motion by Rob Mickelson, second by Ryan Anderson, to approve all cancelled/voided checks in 2025. Ayes carried.

11. **Designating the Deputy Mayor, the Official Depository and the Official Publication for 2026:**

Motion by Jenny Olson, second by Ryan Anderson, to appoint Rob Mickelson as the Deputy Mayor. Ayes carried.

Motion by Jenny Olson, second by Rob Mickelson, to declare Prime Security Bank as the Official Depository, & to declare North Star News as the Official Publication. Ayes carried.

There being no further business, the meeting was adjourned at 6:21PM.

The next council meeting will be February 2, 2026 at 5:30p.m beginning with the Street Improvement Public Hearing at the Community Center. Regular Council meeting will follow at 6PM at City Hall.

Shelby Fossell
Clerk/Treasurer