

City of Karlstad City Council
Regular Meeting Minutes
Monday, September 8, 2025 at 5:30PM
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, Markelle Kuznia, Shelby Fossell

Absent: N/A

Guests: Everett Englund, Krista Pietruszewski (NSN)

1. Minutes – Motion by Jenny Olson, second by Rob Mickelson, to approve the August 4, 2025 Minutes, and the August 27, 2025 Special Meeting 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 August 5, 2025, and August 25, 2025 as presented. Ayes carried.

NEW BUSINESS:

3. **Oath of Office:** Ryan Anderson read and signed the Oath of Office.

4. **Everett Englund:** Everett Englund addressed the Council about several cemetery matters.

1. Several graves have sunken in over the years and need to be filled in.

2. Everett suggested we get the rules posted on some signs to be placed around the cemetery as people are not removing artificial flowers and plants by the deadline and they're getting mowed over and asked who is responsible for removing things after the deadline. Also, what exactly needs to be removed by said deadline?

3. Everett brought in 3 veteran star marker stakes that have been mowed over and bent at angles. He said there are many more that he's bent back into shape in the past.

4. Jenny Olson suggested adding some garbage cans in the cemetery for people to dispose of their decorations. Everett said that Thief River Falls puts all removed decorations in a pile in a designated area for people to pick up by another set date.

5. Everett also addressed the clinic flower beds. He said himself, Bonnie Loveness, and Sharon Steien have been working many hours to get the weeds pulled and the beds looking nice again but he asked for permission to purchase mulch to add in. Everett was told to either charge to the City at Hardware Hank or turn in receipts to the City Office for reimbursement. He was thanked immensely for their hard work and dedication.

5. **Hydrant Repair:** Quote from Greenway Environmental was reviewed. This quote is for Greenway and Anderson Brothers to do the job together as Troy will do the hydrovacing and Anderson's will do the hydrant replacement. Motion to approve bid as presented by Rob Mickelson, second by Markelle Kuznia. Ayes carried. Expenses will be submitted to the open insurance claim on the driver's behalf.

6. **2026 Preliminary Levy:** Motion to set the preliminary levy at \$280,000 made by Rob Mickelson, second by Jenny Olson. Ayes carried.
7. **2026 Health Insurance Renewal:** 8% increase was reviewed. No other major changes to the policy. Motion to accept and approve the renewal as presented by Rob Mickelson, second by Jenny Olson. Ayes carried.
8. **NW Reg. Library:** Increase of 3% totaling \$7,763 for 2026 was reviewed. Karlstad and Hallock have the highest physical circulation than any other library in the NWRL system except for Thief River Falls. Motion to accept and approve increase of 3% as presented by Jenny Olson, second by Markelle Kuznia. Ayes carried.
9. **New Airport:** Project Pulse was reviewed. Mayor Nelson informed everyone that the Legislative Bonding Tour is set for Sept. 24th at 10:40am at the Thief River Falls airport and Karlstad has been given the opportunity to present. Pay app #6 from RJ Zavoral's was reviewed for work completed in phase 1 at the new airport. Motion to approve pay app #6 as presented by Rob Mickelson, second by Jenny Olson. Ayes carried.
10. **Anderson Sanitation:** Delinquent Assessment roll was reviewed. Motion to accept and approve as presented by Rob Mickelson, second by Markelle Kuznia. Ayes carried. Contract with Anderson Sanitation for January 2026-December 2028 with a 10% cost increase was reviewed. Motion to accept and approve as presented by Jenny Olson, second by Markelle Kuznia. Ayes carried.
11. **Airport M&O:** FY 26-27 M&O Grant Agreement #1060329 includes \$11,632.74 at 75% reimbursement for eligible costs. Motion to accept and approve agreement as presented by Rob Mickelson, second by Markelle Kuznia. Ayes carried. Motion to accept and approve Resolution #09-618-2025 Approving M&O Grant Agreement with MnDOT was made by Jenny Olson, second by Rob Mickelson. Ayes carried.

OTHER BUSINESS:

12. **New Homeowner Incentive:** Rules and terms were reviewed.
13. **Liquor Insurance:** Copies of insurance coverage for the Eagles and Legion during Moosefest 2025 were reviewed. Jenny Olson mentioned the salaries and fees schedule setting a permit fee for special events.

There being no further business, the meeting was adjourned at 6:59pm.

The next council meeting will be Monday, October 6, 2025 at 5:30pm.

Shelby Fossell
Clerk/Treasurer