

City of Karlstad City Council
Regular Meeting Minutes
Monday, November 3, 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, Shelby Fossell, Rob Mickelson, Ryan Anderson, Jenny Olson, Markelle Kuznia

Absent: N/A

Guests: Danielle Byfuglien, Krista Pietruszewski (NSN), Jeff Hane, Angela Holm (6:19pm)

1. Minutes – Motion by Rob Mickelson, second by Ryan Anderson, to approve the October 6, 2025 Minutes. Ayes carried.

2. Claims – Motion by Rob Mickelson, second by Markelle Kuznia, to approve the audit of and authorize payment of the claims for October 6, 2025, and October 24, 2025 as presented. Ayes carried.

NEW BUSINESS:

3. **Fire Department:** One bid received for the Fire Dept. dually pickup from Kyle Folland in the amount of \$6,000. Motion to accept as presented by Jenny Olson, second by Markelle Kuznia. Ayes carried.

4. **New Paid Leave 2026:** Motion to cost split city/employee at 50/50 effective Jan. 1st, 2026 was made by Rob Mickelson, second by Jenny Olson. Ayes carried.

5. **2026 Council Meeting Dates:** Kittson County would like to have the Board of Appeals meeting in April of 2026 instead of May so Council dates need to be decided now so they can set their meeting date. Copy of dates reviewed and approved.

6. **Thein Well:** Well #2 repair quote was reviewed. Council approved getting inspection done and request that Adam Hanson attend the December meeting with a recommendation, also look into if any other company is able to do this repair or not. Topic will be readdressed in December.

OTHER BUSINESS:

7. **Cemetery:** Cremation burial cost was discussed. \$50 cremation burial cost will be added to the fees schedule for final approval at the December meeting to be effective Jan. 1st, 2026.

8. **Clinic Water Cooler:** Flyer from Pure Water Technology of the North was reviewed. Clinic would like to get rid of 2 current coolers inside the clinic along with the 3rd by the fitness center. Also remove the current water fountain as fitness users are locking it open to flood and stain the carpeting on weekends occasionally. Clinic is willing to cost split the new install. Clerk will look into the water bottle filling station similar to what a lot of schools have before making a final decision.

* Motion to recess the meeting at 6:04pm to wait for Angie from Bollig to address airport matters was made by Rob Mickelson, second by Jenny Olson. Ayes carried.

* Reconvene meeting at 6:19pm.

9. New Airport:

-Funding update from Angie: Angie explained the bonding tour that occurred during the months of September & October. Karlstad, Stephen, and Kennedy were able to present their projects to the House representatives for the upcoming bonding bill. Rep. Frandsen then returned the next week to see the airport site as she had interest in it along with seeing the need for it to be completed. Angie said the goal is still a 0% match for the City so Bollig will continue to search for other funding options in the meantime. The Federal EDA would have been an 80/20 split, however they have expressed they will not get involved as the project was already started before their assistance was requested. They would entertain future assistance after the airport is functional. Angie also explained that there is currently roughly \$419,613.37 in extra funding within the 5 open grants for the airport project that are not currently allocated to the construction costs. MnDOT has expressed that they are able to re-allocate that money into construction costs if the grants are amended to say so. Angie asked for Council approval to start that process, instead of not using the money and having to return it to MnDOT, and Council was on board. Lastly, Angie said the Council next steps are lease agreements and finishing the airport zoning.

-Change Order #2 was reviewed, to extend the completion date with Zavoral's from 12/31/25 to 9/30/26 as well as add in \$18,600 for additional fill to cover 31 drainpipes.

Motion to accept and approve Change Order #2 as presented by Rob Mickelson, second by Ryan Anderson. Ayes carried.

-Zavoral's Pay Application #7 was reviewed in the amount of \$180,746.81 for work completed between 8/26/25 and 10/24/25.

Motion to accept and approve Pay App #7 as presented by Rob Mickelson, second by Ryan Anderson. Ayes carried.

*Motion to close meeting under Minn. Statute 13D.05b Attorney/Client Privilege was made by Jenny Olson, second by Markelle Kuznia. Ayes carried.

10. LGM Attorneys at Law: No Minutes required.

*Motion to reopen meeting at 7:39 was made by Jenny Olson, second by Markelle Kuznia. Ayes carried.

There being no further business, the meeting was adjourned at 7:39pm.

The next council meeting will be Monday, December 1, 2025 with T-N-T Hearing at 5:30pm, Council meeting to follow at 6pm.

Shelby Fossell
Clerk/Treasurer