

Mayor Dave Olson called the City Council meeting to order at 6:00 p.m. January 10, 2022, with the Pledge of Allegiance. Council present: Mayor David Olson, Cody Mathers, Tony Schultz, Emily Krage, and Cheryl Sanden. Staff present: Michelle Quinn, Randy Thesing, Steve Skifton, and Brett Hurley. A listing of public members present is on file.

Wastewater Treatment Plant: Matt Mohs provided an update on the work being completed and planned in the immediate future related to the WWTP. He presented pay application #9 and recommended approval. Motion by Schultz, seconded by Krage to pay estimate #9 from Wapasha Construction Co. in the amount of \$345,357.16. Motion carried unanimously.

Matt Mohs commented how the federal government has been pushing for the replacement of lead service lines. Federal monies may be made available for service upgrades of lead lines. To secure funding, it is expected the city will need an inventory and action plan followed by implementation. City staff have already begun tracking and documenting known lead services which puts Houston in a good situation and ahead of other communities. Mohs was providing an update and expects there may be a request of council within the next 6 months. City staff may use the possibility of federal funding to cover upgrade expenses to incentivize residents to share information regarding their services or to allow city staff to inspect property to make determinations.

Appointments: Motion by Sanden, seconded by Mathers to approve the committee appointments as discussed. Motion carried unanimously.

Official Newspaper: Quinn reported on pricing received from three area newspapers. Discussion was held. Motion by Schultz, seconded by Sanden to designate the Fillmore County Journal as the official newspaper and to accept all bids for display ads and legal notices. Motion carried unanimously

Official Depository: Discussion was held regarding the closing of Bremer Bank's Houston branch office on April 15, 2022. Online options are available from many banks. Surrounding bank office location and commute times were noted. Motion by Mathers, seconded by Krage to designate Rushford State Bank as the official depository with understanding that staff will need to allow approximately 60 days to transition banking from Bremer Bank to Rushford State Bank. Motion carried unanimously.

Terry Chiglo, Rushford State Bank President provided a brief history of the bank, ownership, community involvement, and services. He commented the bank had a physical presence in the City of Houston however the location lacked adequate space, security, and privacy. They are exploring options to provide service to Houston community members.

Accept 2021 Donations: Motion by Schultz, seconded by Sanden to adopt Resolution 2022-01 Accepting 2021 Donations. Motion carried unanimously.

RESOLUTION 2022-01

A RESOLUTION TO ACCEPT DONATIONS

WHEREAS, the City of Houston is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and bequests for the benefit of recreational services pursuant to Minnesota Statutes Section 471.17; and

WHEREAS, from January through December 2021, the following persons and entities have offered to contribute the cash amounts set forth below to the city:

| <u>Name of Donor</u> | <u>Date</u> | <u>Amount</u> | <u>Purpose</u> |
|-------------------------------|-------------|---------------|------------------------|
| SMIF | Jan | \$500 | New Community Center |
| Houston Area Comm. Found | Jan | \$500 | New Community Center |
| David Olson | Feb | \$250 | New Community Center |
| Houston United Campaign | Feb | \$2,120 | New Community Center |
| David Olson | Dec | \$1,300 | New Community Center |
| Houston Area Comm. Found | Jan | \$500 | Library |
| Samuel Montgomery | Feb | \$200 | Library |
| Nancy Forsyth | Apr | \$500 | Library |
| American Legion Post 423 | Jun | \$500 | Library |
| American Legion Post 423 | July | \$500 | Library |
| American Legion Post 423 | Sept | \$500 | Library |
| Houston United Campaign | Feb | \$2,200 | Summer Rec |
| Dubb It Classic | July | \$1,095 | Summer Rec |
| Houston United Campaign | Feb | \$432 | Nature Center |
| Winston Gravel Cup | Nov | \$1,000 | Nature Center |
| Forget Me Not Garden Club | Apr | \$500 | Hanging Flower Baskets |
| American Legion Post 423 | Apr | \$500 | Ambulance |
| The Mask Girls | Jun | \$390 | Ambulance |
| American Legion Post 423 | July | \$3,000 | Ambulance |
| American Legion Post 423 | Aug | \$4,000 | Ambulance |
| American Legion Post 423 | Sep | \$2,000 | Ambulance |
| Acentek | Oct | \$600 | Ambulance |
| American Legion Post 423 | Nov | \$2,000 | Ambulance |
| Pat Hetland Foundation | Dec | \$5,000 | Ambulance |
| The Mask Girls | Jun | \$390 | Police |
| Houston Money Creek SnoRiders | Jun | \$500 | Fire |
| The Mask Girls | Jun | \$390 | Fire |
| Houston Money Creek SnoRiders | Nov | \$500 | Fire |
| Pat Hetland Foundation | Dec | \$6,000 | Fire |
| Cody & Jacqueline Mathers | Dec | \$400 | Fire |

WHEREAS, all such donations have been contributed to assist the city in the establishment and operation of facilities and programs either alone or in cooperation with others, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HOUSTON, MINNESOTA, AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and operate facilities and programs either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor if requested acknowledging the city's receipt of the donor's donation.

Custodial Services/ABC Service Agreement: Following discussion, motion by Sanden, seconded by Krage to approve the Service Agreement with ABC for custodial services and authorize the necessary signatures. Motion carried unanimously.

Chamber Appropriation: Motion by Schultz, seconded by Mathers to authorize an appropriation in the amount of 50% of Chamber Director payroll amounts up to and not exceeding \$3,000 contingent upon auditor approval and receipt of documentation verifying applicable payroll expense. Motion carried unanimously.

Police Officer Position: Chief Hurley reported interviews for the police officer vacancy had been held. The police commission and Chief Hurley recommend extending a conditional offer of employment to Calvin Nagle. Motion by Schultz, seconded by Sanden to extend a conditional offer of employment at the advertised pay rate to Calvin Nagle contingent upon successful completion of required background checks. Motion carried unanimously.

Lamppost Flowers: Motion by Schultz, seconded by Krage to authorize the ordering and purchase of business district lamppost flowers and to hire Ken Carrier to care for the flowers under the same parameters as 2021. Motion carried unanimously. Sanden to place flower order.

Rezoning Petition: On the recommendation of the Planning Board, motion by Sanden, seconded by Schultz to adopt Ordinance No. 247. Motion carried unanimously.

Ordinance No. 247
An Ordinance Amending the Zoning Designation of Four Lots in the
Houston Westgate Industrial Park

WHEREAS, Parcels 24.0348.000, 24.0349.000, 24.0350.000, and 24.0351.000 being lots 6 through 9, Houston Westgate Industrial Park, in the City of Houston, Houston County, Minnesota, are zoned I Industrial and;

WHEREAS, Minnesota Statute §462.357 provides authority for zoning and the requirements thereof; and

WHEREAS, the Houston Planning Commission recommends amending the zoning designation of the 4 lots to Commercial C-2 and updating the zoning map to reflect the same and;

WHEREAS, the recommendation is based on the following findings:

It is germane to the State 16 corridor zoning;

It will allow for the owner to utilize the property in a reasonable manner;

It aligns with the city comprehensive plan by supporting and expanding commerce, is compatible with the neighboring industrial designation, and will provide for an appropriate location to minimize hazards due to its location in the peripheral area of the city.

It is in harmony with the adjacent industrial area in that the future proposed use including paint and body work are similar to industrial type processes and the car sales fits the State 16 business corridor which lies throughout the balance of the corporate limit.

It protects and respects both the property owner and community rights and is equitable to both.

WHEREAS, the city has complied with Minnesota Statute §462.357 Subd. 3 by providing notice and having held a public hearing on Monday, January 3, 2022.

NOW, THEREFORE, the City Council of the City of Houston, Minnesota, ordains:

That, upon the recommendation of the Houston Planning Commission, the following described real estate be rezoned from Industrial I to Commercial C-2

Parcels 24.0348.000, 24.0349.000, 24.0350.000, and 24.0351.000 being Lots 6 through 9, Houston Westgate Industrial Park, in the City of Houston, Houston County, Minnesota

The official zoning map of the City of Houston shall be amended accordingly.

That this ordinance shall take effect upon its passage and publication.

Business Health Services Master and Occupational Health Service Agreements: Motion by Krage, seconded by Sanden to approve Occupational Health Service Agreement between Gundersen Lutheran Administrative Services, Inc., and Houston City of and authorize the necessary signatures. Motion carried unanimously. Agreement expires December 31, 2022.

2022 Meeting Calendar: Quinn stated there was an error in the color coding of the February council meeting on the 2022 meeting calendar and requested approval of the amended copy. Motion by Mathers, seconded by Krage to approve the 2022 meeting calendar as amended. Motion carried unanimously.

Disposal of HIB High Bay Light Fixtures: Motion by Schultz, seconded by Krage to place the HIB High Bay Light fixtures on MinnBid for disposal. Motion carried unanimously.

Minutes and Bills: Motion by Mathers, seconded by Krage to approve the minutes of the December 13, 2021, regular meeting, and bills as presented. Motion carried unanimously.

Items to be Placed on File: Motion by Krage, seconded by Schultz to place on file the following items. Motion carried unanimously.

Monthly Library Statistics for January
Incident Summary by Incident Type
Notice of Meeting Location Change 12/13/2021

Department Head Updates:

Public Works: Thesing report the city has taken possession of the new maintenance truck which is blue in color. Recently there was a WWTP project update involving city and engineering staff along with contractor representatives. Contractors expect to go on bypass beginning tomorrow which will allow for

the rebuilding of the lift station. Thesing asked that if anyone notices anything related to the sewer plan and operations to notify him promptly. There was a lift pump lost in Prairie Meadows and may have been a result of the mid-December storm which damaged roofs. The new pump is expected to be installed by late next week. He reported that staff is working to remove remaining snow piles.

Police: Chief Hurley reported on the hiring process to fill the officer vacancy. He provided an update on squad repairs and noted he is gathering prices for a replacement squad. The city has been planning financially for the purchase.

Library: Librarian Gibson-Gasset provided an update on the month-long celebration and activities planned for the 20th anniversary of the library. She shared a goal to provide reports timely so they may be included in the council packets. She shared information about the library quilt raffle, basket give away, ukulele classes, the new breaker space visiting author and new social media initiatives.

She updated council on the Houston County Libraries negotiations with the county related to the SELCO contract. Provided information on the formula for the distribution of SELCO funding to the 5 libraries and how the libraries chose to divide an added \$20,000 in that appropriation. The negotiated with the county for additional funding to improve wages, grow collections and technology.

She recommended, based on the added funding resulting from the SELCO contract that the assistant wages be increased from \$14.06 to \$16.70. It was the consensus of council to have the personnel committee meet with the librarian and bring a recommendation back.

Clerk/Administrator: See update which is on file.

Following an update on registrations for the upcoming EMT course, motion by Schultz, seconded by Sanden to accept EMT course participant sponsorship from American Legion Post 423 and approve hardship waivers for all enrollees who have signed the Agreement and Commitment to serve.

Public Comment: Commendations for the work of Hollidazzle activities, lighted parade and park decorating was made.

Adjourn: Motion by Schultz, seconded by Sanden to adjourn the meeting at 7:20 p.m. Motion carried unanimously. The next regular meeting of the Council is scheduled for Monday, February 14, 2022.

By: _____
David Olson, Mayor

Attest: _____
Michelle Quinn, Clerk/Administrator

Mayor Dave Olson called the City Council meeting to order at 6:00 p.m. February 14, 2022, with the Pledge of Allegiance. Council present: Mayor David Olson, Cody Mathers, Tony Schultz, Emily Krage, and Cheryl Sanden. Staff present: Michelle Quinn, Randy Thesing, Steve Skifton, and Brett Hurley. A listing of public members present is on file.

Wastewater Treatment Plant: Matt Mohs provided an update on the work being completed and planned in the immediate future related to the WWTP. A recent bypass process went well. A power change is scheduled to take place in the next couple of days. He presented pay application #10 and recommended approval. Motion by Krage, seconded by Schultz to pay estimate #10 from Wapasha Construction Co. in the amount of \$237,715.11. Motion carried unanimously.

Library: During the January Council Meeting, the Librarian requested staff raises differing from those approved by council November 8, 2021. This request was returned to the Personnel Committee for discussion, consideration, and recommendation. Following a meeting of the personnel committee which also included the Librarian, the personnel committee recommends the raises approved in November stand. Motion by Schultz, seconded by Sanden to affirm the action taken by council on November 8, 2020, regarding approved staff COLA increases. Motion carried unanimously.

Nature Center Assistant: Discussion was held. Motion by Mathers, seconded by Schultz with Krage voting in the negative to allow the Nature Center Assistant position to remain open and continue recruitment efforts. Motion carried.

Public Works: Progression planning for the Public Works Department has been ongoing. The 2022 budget includes the expense for the position. The Personnel Committee is asking council to consider authorizing a competitive search for 1 FTE City Maintenance Worker and a single Seasonal Maintenance Worker. In past years, 2 seasonal employees have been hired. Motion by Schultz, seconded by Sanden to authorize a competitive search for 1 FTE City Maintenance Worker and a Seasonal Maintenance Worker. Motion carried unanimously.

Local Board of Appeal and Equalization: Motion by Sanden, seconded by Krage to schedule the LBAE meeting for Monday, May 9, 2022, beginning at 5:30 p.m. Motion carried unanimously.

Summer Recreation Director: No letters of interest or applications have been received for the Summer Rec Director position. City and Park/Rec committee representatives have been working with CEDA to discuss possible collaboration. A Contract for Professional Services has been submitted for consideration. Under this contract, day to day items requiring immediate attention would fall to Park/Rec committee and/or City Hall staff, both of whom are willing to try the arrangement so that Houston can offer a Summer Recreation Program for youth. All scheduling and coordination would be completed by CEDA staff with expertise in Summer Recreation programming. Motion by Schultz, seconded by Mathers to approve the Contract for Professional Services with CEDA and authorize the appropriate signatures on said agreement. Motion carried unanimously.

Maple Street Municipal Building: Discussion was held regarding possible sale of 109 West Maple Street. This could be accomplished through a sealed bid auction and a proposal for sealed bid auction is on file. There are items which will require addressing prior to establishing a sale timeline which include the following: Owl Statue, Water and Electrical services, miscellaneous property, and notification to the American Legion to empty the contents of the "Legion Room." Marlene Schultz questioned whether the city could ask buyer intentions. Council will retain the right to refuse any or all bids and to negotiate

terms. It was the consensus of council to continue developing a plan and timeline for sealed bid auction. Further discussion related to the timeline expected during the next regular council meeting.

Food Shelf Storage Room Space: Discussion was held regarding the storage space located in the north end of the building occupied by the food shelf. Hollidazzle has requested permission to install shelving in the space currently being occupied by them which would allow for better utilization of the space. The food shelf director has indicated they may have a need for space in the storage area for 2 residential size chest freezers. Public Works Supervisor Thesing expressed concerns with the city's inadequate storage space stating there was not room in the storage area for two chest freezers. Discussion was held. Motion by Schultz, seconded by Sanden to grant permission to Hollidazzle to install the requested shelving. Motion carried unanimously. It was the consensus of council to dispose of old city safes which no longer have factory installed locking capabilities to free up additional storage space.

Service Line to Multiple Buildings: The owners of 213 S Sheridan Street (PID 24.0194.000) are proposing to demolish an existing detached garage and build a new detached garage. As part of the project, they wish to include a sink and toilet facilities in the proposed detached garage. City Code §52.25 prevents more than one housing unit or building to be supplied from one service connection except by permission of City Council. The property owners were on hand at the meeting. Public Works staff expressed no concerns with the property owner's proposal. Motion by Krage, seconded by Mathers to grant approval for the two buildings to be supplied by a single service contingent upon the property owner making application and being granted the appropriate building and plumbing permits, complying with all federal, state, and local laws and ordinances, and with the understanding the detached garage could not be used as sleeping quarters or a residence. Motion carried unanimously.

2022 Appropriation: Motion by Schultz, seconded by Sanden to adopt the following resolution. Motion carried unanimously.

RESOLUTION 2022-02

A RESOLUTION AUTHORIZING APPROPRIATION

WHEREAS, the City of Houston Council approved the 2022 Annual Budget on December 13, 2021;

WHEREAS, the Office of the State Auditor authorizes certain expenditures for public purposes one of which is Promotion; and

WHEREAS, the City of Houston Council recognizes the Chamber of Commerce works to promote, advertise, improve, and develop the economic resources of the city; and

THEREFORE, BE IT RESOLVED, by the City of Houston Council, that the following appropriation will be made in 2022 as appropriate from the General Fund:

| <u>ORGANIZATION</u> | <u>2022 BUDGET</u> |
|---------------------------------------|---------------------------|
| Houston Chamber of Commerce (Maximum) | \$3,000 |

Bank Privileges: Last month Council acted to designate Rushford State Bank (RSB) as the official depository. It is necessary to define who is able to conduct bank business on behalf of the city. Motion by Schultz, seconded by Mathers to adopt the following resolution. Motion carried unanimously.

RESOLUTION 2022-03

Account Powers Granted Rushford State Bank Banking

BE IT RESOLVED, the Houston City Council authorizes Finance Director/Treasurer Suzanne Peterson the authority to open any deposit or share accounts in the name of City of Houston and further authorizes Clerk Administrator Michelle Quinn, Finance Director/Treasurer Suzanne Peterson, and Mayor David Olson to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with the requirement of two signatures with this Financial institution.

Community Center Signage: A proposal for signage was discussed. It was consensus of council to continue moving forward with the proposed signage. In addition, quotes for additional matching signage for the Police Department are to be secured.

Public Works Back Blade: Quotes to replace the municipal blade were presented. Motion by Schultz, seconded by Mathers to accept the quote of Hammell Equipment Inc. in the amount of \$4,200 for a Bison NB120-240 blade. Motion carried unanimously.

Minutes and Bills: Motion by Krage, seconded by Sanden to approve the minutes of the January 10, 2022, regular meeting, and bills as presented. Motion carried unanimously.

Items to be Placed on File: Motion by Sanden, seconded by Schultz to place on file the following items. Motion carried unanimously.

Library - January 11, 2022, Minutes and February 8, 2022, Update and Minutes
Fire Department minutes of the December 15, 2021, meeting
Incident Summary by Incident Type

Department Head Updates:

Public Works: Thesing indicated all public works items have been addressed throughout the meeting.

Police: Chief Hurley reported he is working with Public Works staff to schedule his move to the new location. He hopes the move will take place later this week or next. The officer candidate is in phase 2 of the backgrounding process which is the final phase prior to onboarding. He highlighted information contained in his 2021 Crime Report Crime Report which is on file. Council commended the Chief for the report.

Clerk/Administrator: See update which is on file.

Public Comment: There was no public comment.

Adjourn: Motion by Sanden, seconded by Krage to adjourn the meeting at 6:50 p.m. Motion carried unanimously. The next regular meeting of the Council is scheduled for Monday, March 14, 2022.

By: _____
David Olson, Mayor

Attest: _____
Michelle Quinn, Clerk/Administrator

Mayor Dave Olson called the City Council meeting to order at 6:00 p.m. March 14, 2022, with the Pledge of Allegiance. Council present: Mayor David Olson, Cody Mathers, Tony Schultz, Emily Krage, and Cheryl Sanden. Staff present: Michelle Quinn, Ed Jacobs, Liz Gibson-Gassett, Calvin Nagle and Brett Hurley. A listing of public members present is on file.

Audit Recap: Andrew Forliti performed the annual audit of the City of Houston. An unmodified “clean” opinion issued.

Wastewater Treatment Plant: Matt Mohs provided an update on the work being completed and planned in the immediate future related to the WWTP. He presented pay application #11 and recommended approval. Motion by Krage, seconded by Schultz to pay estimate #11 from Wapasha Construction Co. in the amount of \$238,607.88. Motion carried unanimously.

Swearing in of New Office: At this time Calvin Nagle was sworn in as a city Police Officer by Mayor Olson. Chief Hurley presented Officer Nagle with his badge.

Squad Replacement Plan: Chief Hurley provided information related to the acquisition of a new squad. He reported on an estimate from Torkelson Motors, Waukon, Iowa in an amount not to exceed \$39,000. This estimate is in line with state bid price. Motion by Sanden, seconded by Schultz to authorize Chief Hurley to place the order for a new squad once ordering is open. Motion carried unanimously. It was noted Chief Hurley has compared the cost of a Ford Interceptor, Dodge Durango, and Ram half ton pickup. The Ram pickup will serve the needs of the city and is the least expensive of the options.

Personnel Items:

Seasonal Summer Maintenance: Interviews for the position of Seasonal Maintenance Worker were held on Tuesday, March 8th. Based on job-related information from the candidate’s application, and responses to questions asked through the interview process, the personnel committee recommends Dan Todd be hired for the position. Motion by Schultz, seconded by Krage to hire Dan Todd for seasonal summer maintenance positions at the same rates of pay as last summer season. Motion carried unanimously. Seasonal workers will serve for a maximum of 185 days from first assignment to last.

Full Time City Maintenance: Interviews for the Maintenance Worker/Public Works were also held on Tuesday, March 8th. Based on job-related information from the candidate’s application, and responses to questions asked through the interview process, the personnel committee recommends the hire of Joshua Hongerholt at an hourly rate of \$20.00/hour with a planned step increase in the amount of \$0.50 per hour upon obtaining each of the listed and required licenses being; Class C Wastewater Operators License, Class C Water System Operators License and Class B Biosolids Certification. This recommendation will not exceed the 2022 budget for the position. Motion by Mathers, seconded by Schultz to hire Joshua Hongerholt full time as a city maintenance worker in the Public Works Department as recommended. Motion carried unanimously.

Eagle Scout Proposal and Request: A written Eagle Scout project proposal from Preston Peterson was presented for consideration. Funds are budgeted for park improvements and outlay in the year 2022. If approved, balances in the line items are adequate to fund this request with remaining funding available for use later in the year. It was noted, the same amount of funding was budgeted last year and went unused. Motion by Krage, seconded by Mathers to grant permission for Preston Peterson to perform the

proposed project and approve materials purchases as outlined in an amount not to exceed \$600. Motion carried unanimously.

Reestablishing Precincts and Polling Places: As part of the 10-year census process, Auditor/Treasurer Donna Trehus requested consideration of adoption of a resolution reestablishing precincts and polling places. Motion by Schultz, seconded by Sanden to adopt the following resolution. Motion carried unanimously.

RESOLUTION 2022-04
Resolution Reestablishing Precincts and Polling Places

WHEREAS, the legislature of the State of Minnesota has been redistricted: and

WHEREAS, Minnesota Statute section 204B.14, subd. 3 requires that precinct boundaries must be reestablished within 60 days of when the legislature has been redistricted or at least 19 weeks before the state primary election, whichever comes first:

NOW, THEREFORE BE IT RESOLVED that the City Council for City of Houston, Houston County, Minnesota hereby reestablished the boundaries of the voting precincts and polling places as follows:

Houston City Precinct – current boundaries left as is

Designated Polling Place for State and Federal Elections: Community Center at 111 West Cedar Street, Houston MN 55943 in Houston County

Attached to this resolution, for illustrative purposes, is a map showing said precinct.

Option to Close City Hall: Quinn reported on the upcoming election season which includes a special primary on May 24th for the seat vacated with the passing of Hagedorn. She requested Council authorization to close City Hall on May 24, August 9, and November 8 if staff were needed to work the polling place. Motion by Schultz, seconded by Krage to authorize closing of City Hall to staff elections, if necessary, on each of the 2022 election days. Motion carried unanimously.

LMCIT Property Schedule: Motion by Sanden, seconded by Krage to adopt the Property Schedule as updated following an LMCIT independent appraisal. Motion carried unanimously.

Maple Street Municipal Building: Motion by Schultz, seconded by Sanden to move forward with sealed bid sale of 109 West Maple Street once the schedule has been developed and agreed upon by city staff and city attorney. Motion carried unanimously.

Nature Center Update: See update which is on file. It was the consensus of Council to authorize ABC assisting HNC to meet cleaning needs in the event a staffing vacancy remains. Motion carried unanimously.

Mathers provided information that Friends of the Nature Center will provide reimbursement for the cost of the port a potty facility located near the natural playground. The facility will be in place from May 1 to October 31 being one month later in fall due to favorable fall weather. B & S will be providing this facility.

Minutes and Bills: Motion by Sanden, seconded by Krage to approve the minutes of the February 14, 2022, regular meeting, and bills as presented. Motion carried unanimously.

Items to be Placed on File: Motion by Schultz, seconded by Sanden to place on file the following items. Motion carried unanimously.

Library – March 8, 2022, Update, Statistics and March 29 Agenda
Fire Department minutes of the January 19, 2022, meeting
Note of appreciation from Junior Wrestlers
Incident Summary by Incident Type

Department Head Updates:

Public Works: Sewer plant construction is creating challenges to keeping the system balanced and functioning optimally. Street sweeper is ready for the upcoming season. Hydrant flushing is scheduled for the week of April 4th. A notice will appear in the paper.

Police: Officer Nagle’s training process is kicking off. It is anticipated Officer Nagle will undergo one month plus of training prior to going on patrol solo.

Library: February was remarkably busy with all the library birthday celebration activities. The focus has switched to completing the annual Minnesota Department of Education reporting. To meet goals, the library board meeting has been scheduled at a different time during the month. The school was awarded \$85,000 in ARPA funds to be used for Community Enrichment. The library has submitted a request for funding for 3 events and intends to submit additional requests for 3 to 5 additional events once the financial needs for the events have been determined. The library has submitted application for a SMIF Capstone grant. SELCO has been awarded ARPA funds for strategic planning. Houston’s library will benefit from this and strategic planning including one on one meetings, a public survey, focus groups, and intense communications will be employed to assist the library with visioning. Negotiations with County Commissioners are beginning again. Local librarians hope to negotiate a 3-year contract instead of only one year at a time.

Clerk/Administrator: See update which is on file.

Public Comment: Steve Westby questioned whether conditions will be levied in conjunction with the possible sale of the 109 W Maple. Discussion was held regarding the American Legion room. It was noted a request has gone out to the American Legion and Houston Hoedown to remove their property from 109 West Maple Street on or before April 30, 2022.

Adjourn: Motion by Schultz, seconded by Sanden to adjourn the meeting at 6:57 p.m. Motion carried unanimously. The next regular meeting of the Council is scheduled for Monday, April 11, 2022.

By: _____
David Olson, Mayor

Attest: _____
Michelle Quinn, Clerk/Administrator

Mayor Dave Olson called the City Council meeting to order at 6:00 p.m. April 11, 2022, with the Pledge of Allegiance. Council present: Mayor David Olson, Cody Mathers, Tony Schultz, Emily Krage, and Cheryl Sanden. Staff present: Michelle Quinn, Randy Thesing, Calvin Nagle, and Brett Hurley. A listing of public members present is on file.

Wastewater Treatment Plant: Matt Mohs provided an update on the work being completed and planned in the immediate future related to the WWTP. He presented pay application #12 and recommended approval. Motion by Schultz, seconded by Krage to pay estimate #12 from Wapasha Construction Co. in the amount of \$158,457.55. Motion carried unanimously.

Fire Department: Chief Skifton reported on a donation made of air packs, bottles, and turnout gear including coats, pants, boots, and hoods. The United States heavily regulates the useful life of such items. Other countries are not held to the same restrictions. Donations are being gathered in hopes of sending the firefighting gear to Ukraine or another country which may benefit from use.

Food Shelf Flooring: Laurie LeGrande, President of the Food Shelf, provided a brief history of the food shelf, and information about exiting renovations being made possible through a grant program. She noted how few people realize the number of people served by the Houston Food Shelf. She shared information about stigmas and challenges facing those using the service and how food shelf layout is evolving to provide a more positive experience. They also provide 25 backpacks a week to help meet nutrition needs of students experiencing food insecurity. Recently, staff have noted they are serving new people every week. She expressed appreciation for the space which is provided by the city to house the food shelf and shared what an important service it provides. The food shelf is benefitting from a program which will provide for new flooring, glass front refrigerators and freezers and a more grocery store like shopping experience.

Police Joint Powers: Chief Hurley reported on a State of Minnesota Joint Powers Agreement with the Department of Public Safety on behalf of the Bureau of Criminal Apprehension providing the City of Houston Police Department with access to the Minnesota Criminal Justice Data Communications Network (CJDN) and those systems and tools which the Police Department is authorized by law to access via the CJDN for the purposes outlined in Minnesota Statute §299C.46. This agreement expires five years from the date it is effective (estimated to be in 2027). Motion by Sanden, seconded by Schultz to approve the State of Minnesota Joint Powers Agreement and adopt the following resolution. Motion carried unanimously.

RESOLUTION 2022-05

RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE CITY OF HOUSTON ON BEHALF OF ITS CITY ATTORNEY AND POLICE DEPARTMENT

WHEREAS, the City of Houston on behalf of its Prosecuting Attorney and Police Department desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the City is eligible. The Joint Powers Agreements further provide the city with the ability to add, modify and delete connectivity, systems, and tools over the five year life of the agreement and obligates the city to pay the costs for the network connection.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Houston, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension, and the City of Houston on behalf of its Prosecuting Attorney and Police Department, are hereby approved.
2. That the Chief of Police, Brett Hurley, or his or her successor, is designated the Authorized Representative for the Police Department. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.
3. That the Attorney, Alexander C. Roverud, or his or her successor, is designated the Authorized Representative for the Prosecuting Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the City's connection to the systems and tools offered by the State.
4. That David G. Olson, the Mayor for the City of Houston, and Michelle Quinn, the City Clerk, are authorized to sign the State of Minnesota Joint Powers Agreements.

Native Seed Collection: Quinn recommended advertising for the privilege to harvest native prairie plant seeds from City owned property for a 3-year period. Extending the privilege period will allow the successful bidder to better manage their harvest to ensure long term benefits and it will reduce the time and expense associated with administering the program. Motion by Krage, seconded by Mathers to authorize advertising for sealed bids for native prairie seed collection privileges for a 3-year period expiring with the end of calendar year 2024. Motion carried unanimously.

Personnel/Nature Center Assistant Vacancy: It was reported there is a party interested in assisting as a Nature Center Assistant for a fixed term with the possibility of remaining on staff in a casual on call capacity. Motion by Schultz, seconded by Sanden to move forward with an interview and hiring process and to offer the position contingent upon the candidate meeting all requirements, having favorable references and at the advertised rate of \$10.50 per hour. Motion carried unanimously.

Gambling Permits: Motion by Sanden, seconded by Krage to approve a gambling permit with no waiting period for the Caledonia Wrestling Club for an event to be hosted at the Houston City Park on July 31, 2022, and another for DLC Inc. for an event to be hosted at the Houston Community Center on June 25, 2022. Motion carried unanimously.

Sealed Bid Sale: This action was taken during the March 14, 2022, regular meeting. This resolution should have been adopted with that action. Motion by Schultz, seconded by Mathers to adopt the following resolution. Motion carried unanimously.

RESOLUTION NO. 2022-06
A RESOLUTION AUTHORIZING SALE OF LAND
THROUGH SEALED BID PROCESS

WHEREAS, the City Council of the City of Houston purchased 109/111 West Cedar Street for use as Community Center in early 2020, the building was renovated and has been made available for community enjoyment and use; and

WHEREAS, the City Council seeks to dispose of the 105 West Maple Street property which had served as the Community Center; and

WHEREAS, the City Council of the City of Houston finds that the proposed disposal of real property has no relationship to the comprehensive plan of the City of Houston, Minnesota adopted on August 10, 2009;

WHEREAS, Minnesota Statue 412.211 authorizes the sale of real estate owned by the city.

THEREFORE, BE IT RESOLVED, the City Council of the City of Houston approves the sale of the following described property through sealed bid process:

Part of Lot 5, Block 21 of Mons Anderson's Addition to Houston, according to the plat thereof on file and of record in the Office of the County Recorder, Houston County, Minnesota, described as follows:

Commencing at the southwest corner of said Lot 5; thence North 89°09'04" East along the south line of said Lot 5 a distance of 36.40 feet to the point of beginning; thence continuing North 89°09'04" East along said south line 104.60 feet to the southeast corner of said Lot 5; thence North 00°40'38" West 60.32 feet to the northeast corner of said Lot 5; thence South 89°07'36" West along the north line of said Lot 5 a distance of 104.60 feet; thence South 00°40'38" East 60.28 feet to the point of beginning.

Appointment of Election Judges: Motion by Mathers, seconded by Schultz to adopt the following resolution. Motion carried unanimously.

RESOLUTION NO. 2022-07
A RESOLUTION APPOINTING ELECTION JUDGES
FOR THE 2022 SPECIAL STATE PRIMARY ELECTION

WHEREAS, the City Council of the City of Houston is required by MN Statute 204B.21 Sec. 2, to officially approve the appointment of election judges; and

WHEREAS, a Special State Primary Election will be held on Tuesday, May 24, 2022; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HOUSTON, MINNESOTA, AS FOLLOWS:

The following names are the official Election Judges for the City of Houston, for the 2022 Special State Primary Election:

Connie Edwards
Anna Frauenkron
Janet Knutson
Amanda Langheinrich
Suzanne Peterson
Michelle Quinn
Cheryl Sanden
Karen Todd

Election Judge Recruitment: Motion by Mathers, seconded by Krage to authorize outreach for the recruitment of election judges to become trained and serve in the August State Primary and November General Elections. Motion carried unanimously.

City Building Roof Damage: Quinn provided an updated from LMCIT Adjustor Tim Keefe regarding coverage on December 2021 storm damaged city buildings. Motion Sanden, seconded by Krage to move forward with accepting the quote for repair which is covered by insurance. Motion carried unanimously.

Community Center Signage Update: Options were presented along with pricing and how the expense can be covered within the current budget. Discussion was held. Motion by Sanden, seconded by Krage to move forward with signage featuring bright white lettering and to accept the quotes submitted by Straight Edge Construction in the amount of \$3,380 for closing and insulating the eave lights on the east and west sides of the Community Center and for sign installation and by Wild Exhibit for Community Center signage in an amount not to exceed \$1,750. Motion carried unanimously.

Bike Trail Extension/Joint Powers Agreement: Discussion was held regarding the proposed Joint Powers Agreement (JPA) and the appointment of 2 members to represent participating cities. Council did not express any concerns or request consideration of additional language to the draft JPA.

Memorialization of City Policy: Motion by Sanden, seconded by Mathers to adopt the following policies as presented: Uniforms and Equipment Policy (specific to Police Department), Facility Rental Table, Chair and Equipment Policy, Cellular Device Stipend Policy, Footwear Stipend Policy, and Staff Authorized Purchasing Policy. Motion carried unanimously.

Annual Grant Status Report: Mathers and Quinn provided information regarding proposed amendments to the reports as presented. Discussion was held. Motion by Mathers, seconded by Schultz to approve the submission of the 2022 Annual Grant Status Report and Amendment Request Form as proposed and amended and authorize the signature of Clerk/Administrator on the same. Motion carried unanimously.

Minutes and Bills: Motion by Krage, seconded by Sanden to approve the minutes of the March 14, 2022, regular meeting, and bills as presented. Motion carried unanimously.

Items to be Placed on File: Motion by Krage, seconded by Schultz to place on file the following items. Motion carried unanimously.

Library – Update and statistics of April 2022
2021 MN Public Library Annual Report

Library data presented to County Board of Commissioners for negotiation of SELCO Contract funding
MN Department of Health Water Treatment Report dated March 9, 2022
Certification of Commendation awarded Houston WWTP

Incident Summary by Incident Type

Department Head Updates:

Public Works: Randy Thesing reported on the WWTP project stating the project is waiting on materials and contractors have been working on small, non-visible items. Work continues to get the flow meter adjusted. Josh Hongerholt joined the team and is appearing to be a good fit. The department anticipates summer seasonal staff member, Dan Todd, to begin the first week of May. Water mains flushing was completed last week, staff is working to complete sewer flushing this week. Staff are assessing and beginning work to address potholes. The sweeper is out to clean up the streets for the first time of the year. Alleys need work however; the tractor needs repair to its high-pressure pump which has delayed work to address the alley conditions.

Police: Chief Hurley reported last week he attended the Chief's Convention which provided beneficial information and materials. Officer Nagle is working through onboarding and is expected to be on the road working nights before the next regular council meeting.

Clerk/Administrator: See update which is on file.

Public Comment: Steve Westby had questions about locating his water shut off. Thesing offered assistance to locate and noted water shut offs are the responsibility of the property owner. Mr. Westby shared the gutters/storm sewers on Spruce Street are full which could be a problem in the event of a significant rain event. It was noted the north south streets have been swept. The east west streets still need to be completed. Spruce is one of those east west streets.

Sandy Fitting commented how years ago there was a dedicated group which worked to prevent the OHV Trails Project. It was noted reference to the inception date of the group was stricken from the annual status and amendment reports.

Jeannie Tippery asked for clarification regarding the plan for the OHV Trails Project. Mayor Olson responded that the city is waiting for clarity from the DNR regarding consequences of withdrawing sponsorship. Council is unable to make any decisions until consequences of potential actions is known.

Karla Bloem provided an update based on her communications with various individuals at the State and Federal levels. The claims were made that a Federal Environmental Review would be required and the cost for that has been estimated at ranging between \$500,000 and \$1,000,000. She also claimed that the land purchased with FHWA funds would not be required to payback FHWA grant monies provided the land is utilized for recreational trails.

Karen Todd shared her experience working to get the Root River Trail from Rushford to Houston and how when attempts have been made to extend the trail stiff resistance was met in and around Hokah. She commended those who are trying to move forward with the extension.

Linda Soland expressed concerns that 17 UTVs were observed driving past her house recently. Chief Hurley responded there was no ordinance related to the operation of UTV's on city streets.

Steve Westby suggested action be taken to increase security and deter mischief around the Community Garden.

Adjourn: Motion by Schultz, seconded by Sanden to adjourn the meeting at 6:58 p.m. Motion carried unanimously. The next regular meeting of the Council is scheduled for Monday, May 9, 2022.

By: _____
David Olson, Mayor

Attest: _____
Michelle Quinn, Clerk/Administrator

Mayor Dave Olson called the City Council meeting to order at 6:02 p.m. June 13, 2022, with the Pledge of Allegiance. Council present: Mayor David Olson, Cody Mathers, Tony Schultz, and Emily Krage. Staff present: Michelle Quinn, Randy Thesing, Steve Skifton and Brett Hurley. A listing of public members present is on file.

Wastewater Treatment Plant: Matt Mohs provided an update on the work being completed and planned in the immediate future related to the WWTP. He presented pay application #13 and recommended approval. Motion by Krage seconded by Schultz to pay estimate #13 from Wapasha Construction Co. in the amount of \$137,624.80. Motion carried unanimously.

Variance Request for 114 West Maple Street: On the recommendation of the Planning Board, motion by Schultz, seconded by Mathers to approve the variance request and building permit application of Jacob Erickson and adopt the following resolution. Motion carried unanimously.

RESOLUTION NO. 2022-08
ADOPTING FINDINGS OF FACT AND REASONS FOR APPROVAL
FOR VARIANCE APPLICATION OF JACOB ERICKSON AT 114 WEST MAPLE STREET

FACTS

1. Jacob Erickson is the owner of a parcel of land located at 114 West Maple Street, Houston, Minnesota; and,
2. The subject property is legally described as found in variance application; and,
3. Owner has applied to the City for a variance to install a 6-foot fence in the front yard; and,
4. The proposal would vary from City Code § 151.47 (D), exceeding the front yard fence height maximum of 42 inches by 30 inches.
5. Following a public hearing held on May 2, 2022, the Houston Planning Commission recommended approval of the variance.
6. On May 9, 2022, the City Council of the City of Houston reviewed the requested variance.

APPLICABLE LAW

7. Minnesota Statutes Section 462.357, sub. 6 provides:
 - a. Variances shall only be permitted when they are in harmony with the general purposes and intent of the city code and when the variances are consistent with the comprehensive plan.
 - b. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning code. "Practical Difficulties" as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the zoning code; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality.

Note: Economic considerations alone do not constitute practical difficulties.

The board or governing body may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.

8. City Code allows variances if the applicant meets the criteria as stated in section §151.57.

CONCLUSIONS OF LAW

9. The requested variance is in harmony with the purposes and intent of the city code because fences are typical on residential lots.
10. The requested variance is consistent with the comprehensive plan because fences enhance property values and do not adversely impact the city or neighborhood.
11. The property owner does propose to use the property in a reasonable manner because the proposed fence provides the owner with enjoyment of their property, is aesthetically pleasing and provides for adequate snow storage without adversely impacting the city or neighborhood. The fence height encroachment is only being increased to provide for owner privacy and therefore owner enjoyment of their property.
12. There are unique circumstances to the property not created by the landowner since the house fronts on Maple Street when all others on the same 200 block of Lincoln front on Lincoln Street, by no fault of the current property owner.
13. The variance will maintain the essential character of the locality because it will not change the look of the neighborhood.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Houston, Minnesota, that the application to issue a variance to allow the construction of the fence with conditions as recommended by the Planning Commission, so as to deviate from City Code §151.57 is hereby approved; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Houston, Minnesota that the Fence Permit Application is hereby approved.

Native Seed Collection: At this time, a single bid received for the privilege of collecting native prairie seeds from City owned property was considered. Motion by Krage, seconded by Schultz to accept the bid submitted by Dan Smith and Alan Wade for 10% of final cleaned seed deposited into the city's Prairie Moon Nursery consignment account and including weeding beds around the Nature Center building with the addition of plants as needed and award native prairie seed collection privileges for a 3-year period expiring the end of calendar year 2024. Motion carried unanimously.

Personnel Items:

Nature Center Assistant: Lynne Farmer met the criteria established by Council during the April Regular Meeting. Ms. Farmer is willing to work every other weekend from May through September and remain on staff after September at a casual on call status. Motion by Mathers seconded by Krage to affirm the hire of Lynne Farmer as a Nature Center Assistant at a rate of \$10.50 per hour. Motion carried unanimously.

It was reported there is a party interested in the position of Nature Center Assistant. Motion by Schultz, seconded by Mathers to move forward with an interview and hiring process and to offer the position contingent upon the candidate meeting all requirements, having favorable references and at the advertised rate of \$10.50 per hour. Motion carried unanimously.

Following discussion, motion by Schultz, seconded by Krage to contract with Therese Jore to work as a Library Assistant on an as needed basis during a period when the librarian is scheduled out of the office with any contract expenditures to remain within budget. Motion carried unanimously.

Summer Rec: It was believed CEDA would be conducting summer rec staff interviews last Friday, May 6th and a hiring recommendation would have been received in time for this meeting. Due to unforeseen circumstances, no recommendation has been received. The next regular council meeting is scheduled for June 13th which is the day summer rec programming begins. Typically, all summer rec staffing applicants are hired. Motion by Schultz, seconded by Mathers to hire all Summer Rec staff upon receiving recommendation by CEDA. Motion carried unanimously.

Pay Equity Report: This is state required reporting which takes place once every three years and gathers data related to City positions and payroll. Motion by Schultz, seconded by Krage to authorize the submission of the Pay Equity Report and the signature of the Mayor on the same. Motion carried unanimously.

Property/Liability Insurance Renewal – Waiver of Liability Limit: Motion by Mathers, seconded by Krage to waive the monetary limits on municipal tort liability established by M.S. 466.04, to the extent of the limits of the liability coverage obtained from LMCIT. Motion carried unanimously.

Temporary Liquor License: Motion by Mathers, seconded by Schultz to approve, authorize submission of and signature on the application and permit for a 1 day to 4 day temporary on-sale liquor license for Houston Hoedown Days for an event to be held July 29 through 31, 2022. Motion carried unanimously.

Summer Concert Series: Motion by Schultz, seconded by Mathers to approve making an in-kind donation equal to the ordinance established rental fee for each night of the Summer Concert Series. Motion carried unanimously.

Non-profit Use of City Rental Facilities Policy: Discussion was held regarding a proposed policy to establish parameters for use of city owned rental facilities by non-profit organizations. Currently, there are no guidelines for staff to reference. The city used to have a facility which was paid for, now taxpayers are servicing debt on a new facility. There is a desire to capitalize on the rental revenue stream which is available to mitigate the cost of maintenance and operations of the facilities otherwise borne by the taxpayers.

Mike Beckman advocated for council to include the Houston area cancer support non-profit for no or reduced fee since all monies raised stays local.

Marilyn Frauenkron Bayer introduced herself and shared her experience which compelled her to share that small communities thrive because of the good work and volunteerism of members affiliated with 501c organizations. Successful and vibrant communities recognize this and bend over backwards to ensure these volunteers and organizations feel welcome and can conduct their activities for no cost.

It was noted there are 501c organizations operating in the city which have a varied designation. Not all are 501c.3 as defined specifically in the proposed policy, there are at least two 501c.4 organizations which should be included should the policy moves forward.

It was noted there are additional designations and items noted which should be considered. Council expressed a desire to consider points made. Therefore, action related to the proposed policy was tabled until the next meeting to allow time to further consider the policy, better define the parameters and contemplate scenarios and whether it meets the desired intent.

Mathers noted there are reservations on hold which the policy would impact. The Friends of the Nature Center wish to move forward with scheduling educational programming. Motion by Mathers, seconded Schultz to approve use of city rental facilities by the Friends of the Nature Center at a reduced rate being \$20 for either the Nature Center Meeting Room and/or Trailhead Park shelter. Motion carried unanimously. The Friends of the Nature Center exist to support the Houston Nature Center.

Yard Waste Drop Site Location: Thesing shared the owners of property where the current yard waste collection site is have notified the city they no longer wish to provide space to the city and residents for this purpose. Staff have considered various locations, challenges of each and recommend creating a new yard waste collection area on Westgate Drive across from Flexcraft. The city would need to install a culvert, lay a gravel drive, and would identify and confine the area using snow fence which will prevent resident leaves and yard waste from blowing across the surrounding area. Motion by Schultz, seconded by Mathers to move the city yard waste collection area to the proposed site on Westgate Drive. Motion carried unanimously. Staff will work together to ensure once the site is ready for use, a public awareness campaign including Facebook and website posting, notice in the official newspaper and on city billing takes place.

City Entrance Signs and flower bed maintenance: Discussion was held regarding the fact Hometown Pride no longer has capacity to maintain specified city landscaping. Hometown Pride has been reaching out to other service organizations regarding the opportunity to provide the necessary maintenance. It was mentioned the Honor Society provides workgroups each spring. A representative of Hometown Pride expressed it was likely that one of their members could be available to supervise a group of student workers if they were used to spruce up the landscaping in the spring.

Minutes and Bills: Motion by Krage, seconded by Mathers to approve the minutes of the April 11, 2022, regular meeting, and bills as presented. Motion carried unanimously.

Items to be Placed on File: Motion by Krage, seconded by Schultz to place on file the following items. Motion carried unanimously.

Library minutes Marcy 29th and April 12th, Library statistics, May Library update, Summer Reading Programming, Computer Replacement Needs
Incident Summary by Incident Type

Replacement of Damaged Lamppost: Information came in after the packet and related to the damaged lamppost. Insurance will cover the cost of replacement less a \$500 deductible. It was noted the city insurance carrier will go after the insurance of the party who caused the damage for the full cost of replacement. Motion by Schultz, seconded by Mathers to accept the quote submitted by Hoskins Electric Inc. in the amount of \$6,938.00 for installation of a new, best match LED lamppost to replace the one destroyed when it was struck by a vehicle. Motion carried unanimously.

Department Head Updates:

Public Works: Thesing reported it is a battle to keep the wastewater plant operating at peak performance during construction. He reported seasonal staff have started mowing and new hire, Josh Hongerholt, is working out well.

Police: Chief Hurley noted the Triathlon is scheduled for the 21st. Officer Nagle is nearing the completion of orientation and will be transitioning to night shift, and the department is prepared for the Post Board audit. Things within the department are going well.

Clerk/Administrator: See update which is on file.

Fire Department Staff change to Regular: Fire Chief Skifton reported that both Mitch Seekamp and Carter Chiglo have met criteria to be approved for regular status. Currently, both are probationary employees. Motion by Schultz, seconded Mathers to approve both Mitch Seekamp and Carter Chiglo for regular status. Motion carried unanimously.

Emily Krage shared that Summer Rec enrollment numbers result in having 8 ball teams. Donations of cash, bats, balls, and equipment have been received. She expressed appreciation to all those who have made donations.

Public Comment:

Marlene Schultz, representing Hometown Pride, shared that the city had provided her with three of the wreaths which adorn the lampposts during the holiday season. She reported the wreaths are in fine shape and can be updated with new ribbons and lighting. The wreaths belong to the Chamber. There has been discussion within the Chamber about providing replacement decorations for several years however, new decorations have never resulted. Ms. Schultz can coordinate the updating of the wreaths. Discussion was held.

Adjourn: Motion by Schultz, seconded by Mathers to adjourn the meeting at 6:58 p.m. Motion carried unanimously. The next regular meeting of the Council is scheduled for Monday, June 13, 2022.

By: _____
David Olson, Mayor

Attest: _____
Michelle Quinn, Clerk/Administrator

Mayor Dave Olson called the City Council meeting to order at 6:00 p.m. May 9, 2022, with the Pledge of Allegiance. Council present: Mayor David Olson, Cody Mathers, Tony Schultz, and Emily Krage. Staff present: Michelle Quinn and Brett Hurley. A listing of public members present is on file.

Wastewater Treatment Plant: Matt Mohs provided an update on the work being completed and planned in the immediate future related to the WWTP. The project switchover is anticipated for the first week of July. Following the switchover, demo of the old systems can begin.

Gift Basket Presentation: Mr. Mohs presented the city with a gift basket.

Police Department Sign Proposal: Chief Hurley has been working with Wild Exhibit to have a proposal created for police department to clearly identify the building. The Chief has also been working with City Hall to ensure funding availability. It was noted the cost for the project would be covered by the General Fund. Chief Hurley explained most of the signage is vinyl and very cost effective. The badge is on aluminum however, pricing for that material is not expected to fluctuate. Motion by Schultz, seconded by Mathers to accept the signage proposal provided by Wild Exhibit in the amount of \$1,541.66. Motion carried unanimously.

Personnel Items:

Nature Center Assistant: Emily Weichert met the criteria established by Council during the May Regular Meeting. Motion by Schultz, seconded by Krage to affirm the hire of Emily Weichert as a Nature Center Assistant at a rate of \$10.50 per hour for a maximum of 18 hours per week. Motion carried unanimously.

Summer Rec: On the recommendation of CEDA, motion by Schultz, seconded by Mathers to affirm the hire of the following individuals as student summer rec staff at minimum wage for 14-17 and 18 and over rates; Emma Forsyth, Morgan Rohweder, Priya Kingsley, Averie Evanson, Isabella Millen, Sydney Torgerson, Carter Geiwitz, and Troy Zibrowski. Motion carried unanimously.

Municipal Building: The sealed bid notice was run in local newspapers for three weeks. However, no bids were received. Council will need to hold discussion regarding the future of the municipal building.

Summer Rec Update: See update which is on file. It was noted, some equipment has been replaced and there is additional equipment needing replacement.

Bench Donation: Motion by Mathers, seconded by Krage to accept the bench donation from the family of Fred and Marilyn Huhn and to adopt the following resolution. Motion carried unanimously.

**RESOLUTION NO. 2022-09
A RESOLUTION ACCEPTING A DONATION TO THE CITY.**

WHEREAS, the City of Houston is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the items set forth below to the city:

| <u>Name of Donor</u> | <u>Item</u> |
|---------------------------------|--------------|
| Family of Fred and Marilyn Huhn | 4-foot bench |

WHEREAS, the family request the bench be located at the Houston Nature Center, 215 West Plum Street; and

WHEREAS, the donation is being made in loving memory of Fred and Marilyn; and

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HOUSTON, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used as allowed by law.

Non-profit Use of City Rental Facilities Policy: Mayor Olson allowed public comment regarding the proposed policy in advance of council discussion/action. Ron Evenson questioned what Hoedown would be required to pay to rent the Community Center for Hoedown sponsored events. As currently proposed, Hoedown would pay a \$300 per day rental fee for that facility. Last year, Hoedown paid a \$100 facility fee. The Looney Valley Lutheran Church hosted a pie and ice cream social at the Community Center during Hoedown 2021. Discussion was held regarding proceeds from such events and the rental expense. Karla Bloem commented how rental fees resulted in the Lions choosing to meet in non-city owned locations and pulling previously granted financial donations to the city. Marlene Schultz stated one way for non-profits to give back to the city would be through the payment of the rental fees. Mathers stated the policy is an attempt to codify without cherry picking. He shared non-profits may include a wide range of groups including civic and community, political, and religious. Schultz expressed support of the current proposal.

Larry Graf suggested the city seek legal counsel and/or LMC guidance regarding the proposed policy. It was discussed LMC has become much more reluctant to provide guidance as doing so may subject them to liability.

Motion by Schultz, seconded by Krage to adopt the Non-Profit Use of City Rental Facilities Policy with clarification headings as discussed. Motion carried unanimously.

Larry Graf requested street closures in conjunction with Hoedown festivities. The request has surfaced because of organizations working to locate activities near encourage participation. He requested the blocks of Jackson and Maple bordering the City Park be closed to accommodate the car and tractor shows. Discussion was held regarding flea market vendor campers which are typically located along those areas. There is a plan to accommodate the vendors. The goal of centralizing the activities is to help all vendors and activities by increasing foot traffic. The Hoedown Board has discussed this proposal and is supportive. It will be necessary to alert EMS services including Ambulance, Fire and Police of any planned street closures. Residents will be provided information by the car and tractor show event organizers. Motion by

Krage, seconded by Mathers to authorize the street closures as requested. Motion carried with Schultz abstaining.

Larry Graf requested a copy of the Temporary Liquor License for Hoedown once it has been received.

Application to Conduct Excluded Bingo: Motion by Krage, seconded by Mathers to approve the application to conduct excluded bingo presented by the Cross of Christ Lutheran Church for activities to be conducted at the City Park during Hoedown. Motion carried unanimously.

Minutes and Bills: Motion by Krage, seconded by Schultz to approve the minutes of the May 9, 2022, regular meeting, and bills as presented. Motion carried unanimously.

Items to be Placed on File: Motion by Schultz, seconded by Mathers to place on file the following items. Motion carried unanimously.

Correspondence regarding MN POST Board Compliance Review
Correspondence from MN Dept of Health that Trailhead Park Campground was inspected, and no orders
were issued
Incident Summary by Incident Type

Department Head Updates:

Schultz requested a reminder be shared regarding not blowing grass clippings into streets.

Police: Chief Hurley was pleased to report that Officer Nagle has completed his FTP and is on his own. The department has been working on ordinance compliance and community outreach.

Clerk/Administrator: See update which is on file.

Mathers expressed appreciation for the new Plum Street garden. This area looks wonderful and recently had signage and a bench added.

Quinn shared the July meeting is expected to include approval of a Joint Ventures Agreement and appointment of citizens to the Joint Venture Board. She stated Hein Bloem has been active with the project and expressed a desire to be appointed.

Discussion was held regarding Christmas Decorations. Hometown Pride was granted council support to refurbish the Holiday decorations. Chamber has approved the purchase of new ribbons for the refurbishment.

Council is curious to learn who spruced up the west entrance sign.

Public Comment: Ron Evenson reported Pierce Edmiston completed rock chiseling for the shade garden installed by the Friends of the Nature Center organization. Bluebells have been transplanted to the shade garden also.

Karla Bloem shared information related to the OHV Trails project from Ann Pierce, Head of Parks, and Trails for the DNR and David Scott of the (Federal Highway Administration) FHA. According to Ms. Bloem DNR staff have not been actively engaged in conversation with FHA. She also shared feedback from the

FHA regarding repayment. It was noted a NEPA could cost between \$200,000 and \$500,000 dollars and upwards of \$1,000,000.

Adjourn: Motion by Schultz, seconded by Mathers to adjourn the meeting at 7:09 p.m. Motion carried unanimously. The next regular meeting of the Council is scheduled for Monday, July 11, 2022.

By: _____
David Olson, Mayor

Attest: _____
Michelle Quinn, Clerk/Administrator

Mayor Dave Olson called the City Council meeting to order at 6:00 p.m. July 11, 2022, with the Pledge of Allegiance. Council present: Mayor David Olson, Cody Mathers, Cheryl Sanden, Tony Schultz, and Emily Krage. Staff present: Michelle Quinn, Randy Thesing, and Brett Hurley. A listing of public members present is on file.

Wastewater Treatment Plant: John Graupman provided explanation why there are two pay applications this month. Motion by Schultz, seconded by Krage to pay estimate #14 and #15 from Wapasha Construction Co. in the amounts of \$171,369.05 and \$205,894.32. Motion carried unanimously.

Wastewater Treatment Plant Change Order: Randy Thesing spoke regarding changes to the site and operations which resulted in the need for new routes. The original plans called for replacement of existing sidewalks which no longer meet needs or provide appropriate routes. In addition, there is a need for lab equipment that is appropriate and complete. With the updates updated railings on the biosolids tank along with piping for decant and biosolid tanks. Mr. Graupman noted there is a contingency built into the project which will cover the proposed expenses. Motion by Schultz, seconded by Mathers to approve Change Order No. 1 from Wapasha Construction Co. in the amount of \$86,564.29 to provide for sidewalks, lab equipment, railing, piping, and controls, contingent upon PFA approval of plans. Motion carried unanimously.

It was noted substantial completion of the project is expected July 26th. With the approval of the change order, the final payment date will be moved to January 2023 due to the lead time required for handrail. Mr. Graupman provided an overview of items which could still impact the contingency. The main item being a biosolids pump. The current pump was purchased for the plant which is now 40+ years old and is not designed to handle 70,000 to 80,000 gallons of sludge per day.

NPDES/SDS Permit application: Motion by Sanden, seconded by Schultz to approve the permit application for NPDES/SDS and authorize the appropriate signatures. Motion carried unanimously. The cost for renewal is \$1,240.00.

Variance Request for 210 Dawn Drive: On the recommendation of the Planning Board, motion by Mathers, seconded by Krage to approve the variance request and building permit application of Tricia Peterson and adopt the following resolution. Motion carried unanimously.

RESOLUTION NO. 2022-10
ADOPTING FINDINGS OF FACT AND REASONS FOR APPROVAL
FOR VARIANCE APPLICATION OF TRICIA PETERSON AT 210 DAWN DRIVE

FACTS

1. Tricia Peterson is the owner of a parcel of land located at 210 Dawn Drive, Houston, Minnesota; and,
2. The subject property is legally described as found in variance application; and,
3. Owner has applied to the City for a variance of 21 feet to meet the 30-foot setback to install a 12-foot by 20-foot deck in the front yard; and,
4. The proposal would vary from City Code § 151.21 (E) (3) (d), failing to meet the front yard setback of 30 foot.
5. Following a public hearing held on July 5, 2022, the Houston Planning Commission recommended approval of the variance.

6. On July 11, 2022, the City Council of the City of Houston reviewed the requested variance.

APPLICABLE LAW

7. Minnesota Statutes Section 462.357, sub. 6 provides:
 - a. Variances shall only be permitted when they are in harmony with the general purposes and intent of the city code and when the variances are consistent with the comprehensive plan.
 - b. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning code. "Practical Difficulties" as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the zoning code; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality.

Note: Economic considerations alone do not constitute practical difficulties. The board or governing body may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.

8. City Code allows variances if the applicant meets the criteria as stated in section §151.57.

CONCLUSIONS OF LAW

9. The requested variance is in harmony with the purposes and intent of the city code because decks are typical on residential lots.
10. The requested variance is consistent with the comprehensive plan because decks enhance property values and do not adversely impact the city or neighborhood.
11. The property owner does propose to use the property in a reasonable manner because the proposed deck provides the owner with enjoyment of their property, is aesthetically pleasing and provides for adequate snow storage without adversely impacting the city or neighborhood. The deck front setback encroachment is only being allowed to provide for owner enjoyment of their property.
12. There are unique circumstances to the property not created by the landowner since the residence fronts on cul de sac, neighboring properties vary from the required setback by a greater number of feet than what is being request by the property owner, and the property owner prefers the front yard view of the rear yard.
13. The variance will maintain the essential character of the locality because it will not change the look of the neighborhood.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Houston, Minnesota, that the application to issue a variance to allow the construction of the deck with conditions as recommended by the Planning Commission, so as to deviate from City Code §151.21 is hereby approved; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Houston, Minnesota that the Fence Permit Application is hereby approved.

Hoedown Fireworks Permit: Motion by Sanden, seconded by Mathers to approve the permit application for DLC Inc to ignite fireworks during Hoedown and authorize the appropriate signatures contingent on compliance with State Fire Code. Motion carried unanimously.

Appointment of Election Judges: Motion by Mathers, seconded by Schultz to adopt the following resolution. Motion carried unanimously.

RESOLUTION NO. 2022-11
A RESOLUTION APPOINTING ELECTION JUDGES
FOR THE 2022 PRIMARY AND GENERAL ELECTIONS

WHEREAS, the City Council of the City of Houston is required by MN Statute 204B.21 Sec. 2, to officially approve the appointment of election judges; and

WHEREAS, a State Primary Election will be held on Tuesday, August 9, 2022; and a State General Election will be held on Tuesday, November 8, 2022; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HOUSTON, MINNESOTA, AS FOLLOWS:

The following names are the official Election Judges for the City of Houston, for the 2022 State Primary and General Elections:

Connie Edwards
Anna Frauenkron
Amanda Langheinrich
Michael Markegard
Suzanne Peterson
Michelle Quinn
Cheryl Sanden
Karen Todd

Accept Donation: Motion by Schultz, seconded by Sanden to accept the basket donation from Bolton & Menk, to adopt the following resolution and donate the basket to the Fire Relief Association. Motion carried unanimously.

**RESOLUTION NO. 2022-12
A RESOLUTION ACCEPTING A DONATION TO THE CITY.**

WHEREAS, the City of Houston is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 et seq. for the benefit of its citizens and is specifically authorized to accept gifts.

WHEREAS, the following persons and entities have offered to contribute the items set forth below to the city:

Name of Donor
Bolton & Menk

Item
Basket including game tickets and miscellaneous snacks, nominal value cups and can koozies

WHEREAS, the vendor places no requirements on the basket; and

WHEREAS, the donation is being made in appreciation of business relationship; and

WHEREAS, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HOUSTON, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used as allowed by law.

Joint Venture Board Appointees: Motion by Mathers, seconded by Schultz to appoint Hein Bloem and Jay Wheaton as representatives of Houston on the Bike Trail Joint Venture Board. Motion carried unanimously.

Stoddard Street: It was the consensus of council to have Bolton & Menk update and isolate a bare minimum project and provide cost estimates to improve Stoddard Street and install necessary facilities in order to offer 11 unimproved residential lots for sale.

Minutes and Bills: Motion by Krage, seconded by Sanden to approve the minutes of the June 13, 2022, regular meeting, and bills as presented. Motion carried unanimously.

Items to be Placed on File: Motion by Schultz, seconded by Krage to place on file the following items. Motion carried unanimously.

Library Update and Information, circulation statistics, and Summer Reading events costs, and funding streams

Correspondence from Danielson Insurance Agency

Incident Summary by Incident Type

Ballfield Fee: Due to an inquiry from a private party regarding rental of the ballfields, discussion was held regarding the establishment of rental terms. Motion by Schultz to adopt a rental fee of \$50 and a security deposit in the amount of \$300 dollars which was rescinded. It was agreed to have the Parks Committee discuss and bring forth a recommendation for further consideration.

Department Head Updates:

Public Works: Randy Thesing reported the yellow and white street painting has been refreshed. WWTP is undergoing big startups and there is a need to closely monitor the plant to ensure it is operating optimally. Staff have been addressing problem trees around the city.

Clerk/Administrator: See update which is on file.

Public Comment: Jordan Gerard, editor for *The Caledonia Argus*, shared that she is leaving the paper to further her education. She introduced Rachel who will be the new editor.

Adjourn: Motion by Sanden, seconded by Schultz to adjourn the meeting at 6:53 p.m. Motion carried unanimously. The next regular meeting of the Council is scheduled for Monday, August 8, 2022.

By: _____
David Olson, Mayor

Attest: _____
Michelle Quinn, Clerk/Administrator

Mayor Dave Olson called the City Council meeting to order at 6:00 p.m. August 8, 2022, with the Pledge of Allegiance. Council present: Mayor David Olson, Cody Mathers, Tony Schultz, and Emily Krage. Staff present: Michelle Quinn, Randy Thesing, Josh Hongerholt, and Brett Hurley. A listing of public members present is on file.

Wastewater Treatment Plant: Motion by Schultz, seconded by Mathers to pay estimate #16 from Wapasha Construction Co. in the amount of \$47,019.89. Motion carried unanimously.

Winston Gravel Cup: Paul Reardon along with another representative for the Winston Gravel Cup were present to share information related to the event. The charity ride hosted approximately 80 riders in 2021 and raised \$2,000 which was divided between the Houston Nature Center and another local non-profit. The hosts wish to grow the ride with a goal of attracting 200 riders to participate in 40-, 60-, or 100-mile routes. They wished to be on the agenda to get the word out and meet face to face with council to share information, plans and answer questions. This year's event is being hosted in conjunction with the Chamber of Commerce Block Party. It will have staggered starts with the longest route participants leaving first in hopes that all route participants will return at the same time. They work with landowners to offer rest areas, share points of interest, and promote the local area. They are aware of the farm culture and fact the ride is hosted during harvest season. They share route information with local EMS to ensure safety and awareness should emergency response be needed. They have hosted participants from Kansas, Chicago, and the Twin Cities metro. There is a 2022 early registrant who hales from Portland, Oregon. This year's beneficiaries will be the Houston Nature Center, since they are the race start and end host site and the Houston Community Foundation. Mr. Reardon invited council to reach out should they have questions in the future. His contact information is available at City Hall.

Appointment of Election Judges: Motion by Mathers, seconded by Schultz to adopt the following resolution. Motion carried with Krage abstaining.

RESOLUTION NO. 2022-13
A RESOLUTION APPOINTING ADDITIONAL ELECTION JUDGES
FOR THE 2022 GENERAL ELECTION

WHEREAS, the City Council of the City of Houston is required by MN Statute 204B.21 Sec. 2, to officially approve the appointment of election judges; and

WHEREAS, a State General Election will be held on Tuesday, November 8, 2022; and

WHEREAS, on the 11th of July, 2022 several judges were appointed to staff upcoming elections, and

WHEREAS, there is still a need for additional judges to be on the available judges roster; and

WHEREAS, an individual has indicated a willingness to serve; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HOUSTON, MINNESOTA, AS FOLLOWS:

The following name is added the list of official Election Judges for the City of Houston, for the 2022 State General Election:

Emily Krage

Minutes and Bills: Motion by Krage, seconded by Mathers to approve the minutes of the July 11, 2022, regular meeting, and bills as presented. Motion carried unanimously.

Items to be Placed on File: Motion by Schultz, seconded by Krage to place on file the following items. Motion carried unanimously.

Library Update and Information, and circulation statistics
SMIF Donor News
Incident Summary by Incident Type

Call for Special Session Resolution: Motion by Schultz, seconded by Mathers to adopt the following:

**RESOLUTION NO. 2022-14
A RESOLUTION ON SPECIAL SESSION**

WHEREAS, the Minnesota Legislature failed to pass a bonding bill in the 2022 legislative session, and

WHEREAS, the people of Minnesota have critical infrastructure needs, including the replacement and upgrade of aging drinking water systems, sewage treatment, roads, and bridges that cannot be delayed; and

WHEREAS, without additional funding through a bonding bill, cities will have to drastically raise water rates or taxes on residents and business to pay for necessary infrastructure projects made even more expensive due to inflation, and

WHEREAS, the Legislature failed to pass a tax bill in the 2022 legislative session that would have increased the Local Government Aid (LGA) appropriation, and

WHEREAS, additional funds are required to match millions of dollars in available federal funds; and

WHEREAS, the state of Minnesota has a multi-billion-dollar budget surplus;

BE IT RESOLVED that the City Council of Houston, Minnesota urges through this Resolution to Governor Walz to declare a special session and to its lawmakers to work in a bipartisan way to pass a bonding bill and a tax bill that includes an LGA increase; and

BE IT FURTHER RESOLVED that this resolution be transmitted to Speaker of the House Melissa Hortman, Senate Majority Leader Jeremy Miller, House Minority Leader Kurt Daudt, Senate Minority Leader Melissa Lopez Franzen, Representative Greg Davids, and Governor Tim Walz.

Department Head Updates:

Police: Chief Hurley was pleased to report Hoedown went well. National Night Out went well however, the heat appeared to have impacted turnout.

Public Works: Public Works Superintendent Thesing reported the sewer plant is coming together, work continues to resolve issues. Work is currently focused on the rehab of old tanks. The department faced challenges following the July 23rd weather event. Public Works staff worked long hours. The city was fortunate Ken Krumrie was able to provide a chipper immediately following the weather event. Mr. Krumrie's excellent service is very much appreciated. Thesing expressed appreciation for the hard work of residents to clean up the storm debris.

Mathers requested clarification regarding sounding of emergency sirens. It was noted the emergency sirens are activated by the County. Policies related to activation were followed. The county policy is being reviewed. On July 23, 2022, the city was on level 1 of its Emergency Operations Plans meaning the weather was being monitored and storm spotters had been dispatched. The city could request county activation under certain circumstances. No funnel cloud or tornado on the ground was observed by spotters. Chief Hurley stated the tornado was already occurring when the National Weather Service issued the warning. Schultz expressed his understanding mirrors the information shared today.

There is integration across the state with specific and well-defined reporting channels related to emergency siren and Code Red activations. This is to safeguard the effectiveness.

Clerk/Administrator: See update which is on file.

Public Comment:

Scott Wallace questioned the status of 409 East Cedar, and whether underground storage tanks remained present on the property or had been removed. Discussion was held regarding appearance. It was noted due process is required as part of ordinance enforcement.

Adjourn: Motion by Schultz, seconded by Mathers to adjourn the meeting at 6:33 p.m. Motion carried unanimously. The next regular meeting of the Council is scheduled for Monday, September 12, 2022.

By: _____
David Olson, Mayor

Attest: _____
Michelle Quinn, Clerk/Administrator

Mayor Dave Olson called the City Council meeting to order at 6:00 p.m. September 12, 2022, with the Pledge of Allegiance. Council present: Mayor David Olson, Cody Mathers, Cheryl Sanden, and Tony Schultz. Staff present: Michelle Quinn, Ed Jacobs, Josh Hongerholt, and Brett Hurley. A listing of public members present is on file.

Wastewater Treatment Plant: Matt Mohs provided an overview of completed items and upcoming work schedule at the WWTP. Motion by Schultz, seconded by Mathers to pay estimate #17 from Wapasha Construction Co. in the amount of \$56,913.45. Motion carried unanimously. Discussion was held regarding retainage and when that is paid out. Mr. Mohs indicated that this is guided by regulation, Bolton & Menk typically waits until the contractor makes a request the retainage or a portion be paid.

Matt Mohs shared information related to the capital improvements plan. Capital Financial Planning is scheduled with Mike Bubany during the November meeting.

Houston County will be performing a mill and overlay on Spruce/CSAH 13 through the city in 2025. The city has a need to make infrastructure improvements. This presents an ideal opportunity to work on a collaborative project. Mr. Mohs would like to meet with Houston County representatives and City staff to discuss the cooperative agreement and cost sharing for the upcoming project.

Spruce infrastructure along with Jackson's were projects included on applications for PFA funding and on the PPL (Project Priority List). Improvements will reduce I & I. Discussion was held regarding the projects listed. Mr. Mohs would like to hold discussion with MPCA and city staff to ensure all parties share the same understanding of intended projects, goals, and commitments.

The meetings with the State and County will help flesh out cost details in advance of the meeting with Mike Bubany.

Discussion was held regarding the city's desire to install water, extend sewer, and provide a simple gravel road to complete Stoddard Street. Mr. Mohs cost estimate for the described improvements is \$400,000. He noted this amount does not include watermain loop, however, when the Cedar Street/State 16 projects occurs in 2030, that would be an opportune time to complete the loop.

Recently, Kurt Wayne representing MN Dot District 6 met with the County Commissioners. The Trunk Highway 16/Cedar Street project was discussed. The project is on the CHIP for 2030 and has a current estimated cost of between \$5 and 7 million. It was reported Commissioner Johnson, who represents constituents of the City of Houston, expressed concerns with the road surface holding up until 2030. Mr. Mohs noted there will be cost sharing with the city likely being responsible for city utility improvements, pedestrian trails, and a portion of roadbed.

To prepare high level cost estimates, Mr. Mohs requested approval of 10 hours of engineering at \$80/hour to hold meetings and gather information related to the CSAH 13/Spruce Street project and an additional 12 hours at the same rate to do the same for the TH16/Cedar Street project with total engineering costs not to exceed 22 hours or \$1,760. This will help with preparations for the capital financial planning meeting scheduled with Mr. Bubany.

Motion by Sanden, seconded by Mathers to authorize 22 hours of reduced rate engineer at \$80/hour to prepare cost estimates. Motion carried unanimously.

Municipal Building as Historical Repository Presentation: At this time, Shelly Jerviss met with council regarding a proposal to develop 109 West Maple Street into a museum. She referenced Peterson's museum which is located in a town of only 200 residents. This proposal would not compete with other entities. It would provide additional sights/activities for visitors to enjoy. The project would be funded through donations and grants. It would provide exhibits for public viewing and education. It may be possible to provide for personal collections to be placed on display also. It would also preserve the former Opera House. Ms. Jerviss along with Jim Skree would pursue ways to make this happen if Council expresses support for the idea. When queried, Ms. Jerviss indicated there would be interest in purchasing the building if an acceptable price could be negotiated. It was noted the council acted to offer the property for sale recently. Mathers expressed support for the idea and his desire to sell the property. It was agreed Clerk/Administrator Quinn would reach out the City Attorney Murphy to discuss the matter and to ensure the City complies with regulations related to the sale of public property.

Preliminary Budget & Levy: The preliminary levy reflects an increase just over 3%. This allows the city to meet needs and attain goals laid out by the finance committee. Motion by Schultz, seconded by Mathers to adopt the preliminary budget, levy, and adopt the following resolution. Motion carried unanimously.

**RESOLUTION 2022-15
ADOPTING PRELIMINARY 2023 BUDGET AND PRELIMINARY TAX LEVY,
COLLECTABLE IN 2023**

Be It Resolved by the city council of the City of Houston, County of Houston, Minnesota, adopts the Preliminary 2023 Budget and that the following sums of money be levied for the current year, collectable in 2023, upon the taxable property in the City of Houston, for the following purposes:

| | |
|--|---------------|
| General Fund | 188,000 |
| Library Fund | 40,500 |
| Ambulance Fund | 10,000 |
| Fire Fund | 10,000 |
| Park/Rec Fund | 8,000 |
| Nature Center Fund | 48,000 |
| Vehicle Fund | 16,250 |
| Infrastructure Fund | 43,000 |
| 2016A Ellsworth Street Bond | 64,500 |
| 2017A Street & Utility Improvement Bond | 50,950 |
| 2020 MiEnergy Loan | 30,000 |
| 2020B Lincoln Street Reconstruction Bond | 37,100 |
| 2020C Community Center Renovation Bond | <u>18,950</u> |
| Total Levy | \$565,250 |

The city administrator is hereby instructed to transmit a certified copy of this resolution to the county auditor of Houston County, Minnesota.

Truth in Taxation Public Hearing: The city is required to schedule a Truth in Taxation (TNT) hearing. Motion by Mathers, seconded by Schultz to schedule the TNT hearing for Monday, December 12, 2022, beginning at 6:00 p.m. Motion carried unanimously.

Houston-Hokah-La Crescent Root River Trail Extension MOA to Jointly Cooperate: Motion by Sanden, seconded by Schultz to approve the Houston-Hokah-La Crescent Root River Trail Extension Memorandum of Agreement to Jointly Cooperate, authorize the appropriate signatures and to adopt the following resolution. Motion carried unanimously.

RESOLUTION NO. 2022-16

City of Houston Joint Cooperation for Recreational Trail Development

WHEREAS, the City Council of the City of Houston is committed to supporting the planning and development of a trail system for public use as a multi-use recreational bicycling and walking facility between the cities of La Crescent, Houston, and Hokah; and

WHEREAS, the City Council of the City of Houston recognize there are practical and economic advantages to inter-governmental cooperation when planning, developing, and funding such trail system; and

WHEREAS, pursuant to Minn. Stat. §471.59, City of Houston possesses the statutory authority to be a party to an agreement to jointly collaborate with municipalities located in the County of Houston for the purpose of furthering the development and the completion of a recreational trail.

NOW THEREFORE BE IT RESOLVED, by the City Council of the City of Houston that, the City of Houston commits to working in joint cooperation with the City of La Crescent, the City of Houston, and the City of Hokah to pursue the development of a trail system from these communities to common points between them, is hereby approved.

Explore Minnesota Tourism Affiliate Welcome Center Program Memorandum of Understanding: Motion by Mathers, seconded by Schultz to approve the Explore Minnesota Tourism Affiliate Welcome Center Program Memorandum of Understanding and authorize the necessary signature. Motion carried unanimously. MOU commences upon being fully executed and expires December 31, 2026.

Appointment of Election Judges: Motion by Schultz, seconded by Sanden to adopt the following resolution. Motion carried unanimously.

RESOLUTION NO. 2022-17

**A RESOLUTION APPOINTING ADDITIONAL ELECTION JUDGES
FOR THE 2022 GENERAL ELECTION**

WHEREAS, the City Council of the City of Houston is required by MN Statute 204B.21 Sec. 2, to officially approve the appointment of election judges; and

WHEREAS, a State General Election will be held on Tuesday, November 8, 2022; and

WHEREAS, on the 11th of July, 2022 several judges were appointed to staff upcoming elections, and

WHEREAS, there is still a need for additional judges to be on the available judges roster; and

WHEREAS, an individual has indicated a willingness to serve; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HOUSTON, MINNESOTA, AS FOLLOWS:

The following name is added the list of official Election Judges for the City of Houston, for the 2022 State General Election:

Angela Miller

Gambling Permits: Motion by Mathers, seconded by Schultz to approve a gambling permit with no waiting period for DLC Inc. for an event to be hosted at JT's Bar & Grill on October 22, 2022. Motion carried unanimously.

Personnel Items:

Houston Nature Center Assistant: Motion by Mathers, seconded by Schultz to authorize a competitive search for an additional Houston Nature Center Assistant. Motion carried unanimously.

Summer Rec Director: Following discussion, motion by Schultz, seconded by Sanden to pay Emily Krage a one-time stipend in the amount of \$2,000 for work performed for the Summer Recreation program. Motion carried unanimously.

Motion by Sanden, seconded by Schultz to authorize a competitive search for Summer Recreation Director for the 2023 season. Motion carried unanimously.

Snow Removal: Motion by Schultz, seconded by Mathers to authorize solicitation of snow removal bids.

Stump Removal: Motion by Mathers, seconded by Schultz to accept disaster relief funding for boulevard stump removal. Discussion ensued. Motion by Mathers, seconded by Schultz to rescind original motion and to move accepting disaster funds for both tree and stump removal. Motion carried unanimously. Additional discussion to be scheduled regarding what, if any, portion of expense will remain the responsibility of property owners of city boulevard trees. It was noted, city staff will be meeting with HSEM staff to discuss the disaster funding in greater detail now that the declaration has been made and the funding is accessible.

Reactivations of the Tree Board: Motion by Mathers, seconded by Sanden to reactivate the Tree Board, to solicit letters of interest, to establish the following staggered terms; a single one-year, two two-year and two three-year terms, and to include Ed Jacobs in tree board meetings in an advisory capacity due to his role as city tree inspector. Motion carried unanimously.

Central Square: See update which is on file.

Lawn Tractor Replacement: Skid steer with broom attachment, and zero turn commercial mower quotes provided for consideration. The skid steer is available through a program which, following initial purchase, will provide for annual replacement of the unit at minimal cost. This program is structured much like the

one which provides for the Public Works pickup truck. Decisions related to the quotes will be placed on the October meeting agenda.

Minutes and Bills: Motion by Sanden, seconded by Mathers to approve the minutes of the August 8, 2022, regular meeting, and bills as presented. Motion carried unanimously.

Items to be Placed on File: Motion by Schultz, seconded by Mathers to place on file the following items. Motion carried unanimously.

Correspondence from Speaker of the House Melissa Hortman
Invitation to ribbon cutting
Library Updates and Information, and circulation statistics
Incident Summary by Incident Type

Department Head Updates:

Police: Chief Hurley reported he has some training scheduled soon. Officer Nagle and he have been monitoring the increased traffic headed west on State 16 as the result of the North State 76 detour.

Public Works: Ed Jacobs reported construction of the perimeter fence at the WWTP has begun. The ton truck is having ball joints replaced. The chain saw is back in working order.

Clerk/Administrator: See update which is on file.

Public Comment: none

Library: Librarian Gibson-Gassett provided a chronological listing of the negotiations with the County Board for SELCO funding. It was the consensus of Council the current offer was acceptable.

Adjourn: Motion by Sanden, seconded by Mathers to adjourn the meeting at 7:16 p.m. Motion carried unanimously. The next regular meeting of the Council is scheduled for Tuesday, October 11, 2022.

By: _____
David Olson, Mayor

Attest: _____
Michelle Quinn, Clerk/Administrator

Mayor Dave Olson called the City Council meeting to order at 6:00 p.m. October 11, 2022, with the Pledge of Allegiance. Council present: Mayor David Olson, Emily Krage, Cody Mathers, and Cheryl Sanden. Staff present: Michelle Quinn, Randy Thesing, Ed Jacobs, and Josh Hongerholt. A listing of public members present is on file.

Wastewater Treatment Plant: Matt Mohs provided an overview of completed items and upcoming work schedule at the WWTP. Motion by Krage, seconded by Sanden to pay estimate #18 from Wapasha Construction Co. in the amount of \$288,729.36. Motion carried unanimously.

Matt Mohs reported on meetings held with State MN DOT, MPCA, and the Houston County Engineer and staff. He commented that there has been good outreach regarding upcoming collaborative infrastructure projects. Additional discussion regarding the projects along with capital financial planning for them is scheduled for the November meeting.

Variance Request for 309 West Elm Street: Motion by Mathers, seconded by Krage to approve the variance application based on the following facts and considerations and contingent upon the Army Corp of Engineers findings following a required Section 408 Review and verification the project will not impact lands lying within the ordinary high-water line.

RESOLUTION NO. 2022-18
ADOPTING FINDINGS OF FACT AND REASONS FOR APPROVAL
FOR VARIANCE APPLICATION OF HOUSTON PUBLIC SCHOOLS 306 WEST ELM STREET

FACTS

1. Houston Public Schools is the owner of a parcel of land located at 306 West Elm Street, Houston, Minnesota; and,
2. The subject property is legally described as found in variance application; and,
3. Owner has applied to the City for a variance of 15 feet to meet the 25-foot setback to install solar equipment ; and,
4. The proposal would vary from City Code § 151.21 (E) (3) (d), failing to meet the adjacent side street setback of 25 foot.
5. Following a public hearing held on October 3, 2022, the Houston Planning Commission recommended approval of the variance.
6. On October 11, 2022, the City Council of the City of Houston reviewed the requested variance.

APPLICABLE LAW

7. Minnesota Statutes Section 462.357, sub. 6 provides:
 - a. Variances shall only be permitted when they are in harmony with the general purposes and intent of the city code and when the variances are consistent with the comprehensive plan.
 - b. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning code. "Practical Difficulties" as used in connection with the granting of a variance, means that the property owner proposes to use the property in a reasonable manner not permitted by the zoning

code; the plight of the landowner is due to circumstances unique to the property not created by the landowner; and the variance, if granted, will not alter the essential character of the locality.

Note: Economic considerations alone do not constitute practical difficulties. The board or governing body may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.

8. City Code allows variances if the applicant meets the criteria as stated in section §151.57.

CONCLUSIONS OF LAW

9. The requested variance is in harmony with the purposes and intent of the city code because free standing ground mount solar panels are innocuous and will benefit the school fiscally.
10. The requested variance is consistent with the comprehensive plan because the comprehensive plan's goal includes support for improvements.
11. The property owner does propose to use the property in a reasonable manner because thoughtful consideration has been given to the location and placement of the solar equipment, the plan ensures proper footings, panels are anchored, and the plan provides for flow beneath in the event of a high-water event.
12. There are unique circumstances to the property not created by the landowner since the property abuts a flood mitigation area subject to ACOE easement. A municipal street divides the parcel. Existing buildings, athletic fields, and topography limit suitable locations for consideration of installation of the solar array.
13. The variance will maintain the essential character of the locality because while it will change the look, the parcel is naturally buffered from the adjacent residential area by the alley and slough.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Houston, Minnesota, that the application to issue a variance to allow the installation of solar equipment with conditions as recommended by the Planning Commission, so as to deviate from City Code §151.21 is hereby approved; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Houston, Minnesota that the Fence Permit Application is hereby approved.

Skid Steer Program and Lawn Tractor Replacement: During the last meeting, the council was presented with information related to a program which the city could participate in much like the city maintenance truck. The city would purchase the first unit and would trade it in for a new unit when a certain number of hours is reached. There would be only nominal future expenses. With the maintenance truck the city pays for registration and to have it lettered each time the unit is traded. This equipment program will allow certain maintenance functions to be performed and allow the city to invest in a zero-turn lawn mower which will have a wider deck and be more efficient with mowing. The pricing for the equipment is favorable. Mathers questioned whether there was a guarantee the program would continue. It was noted there is no guarantee the program will continue. In the event the program was discontinued, the city would own the current skid steer. The pricing is extremely competitive. The city has cash available to take advantage of the opportunity. It would mean transferring funds set aside for infrastructure into the

general fund for the purchase of the equipment. Motion by Sanden, seconded by Mathers to accept the quotes submitted by Midwest Machinery for a skid steer and broom attachment in the amount of \$41,735.93 and zero-turn commercial mower in the amount of \$15,787.06. Motion carried unanimously.

Snow Removal: Bids for snow removal were solicited from multiple local contractors. A single bid from Ole's Excavating LLC was received. At this time, the bid for snow removal was opened and read. Man and machine for three types of equipment were submitted. Historically, all bids received have been accepted. This practice allows nimbleness in responding to snow removal as Public Works may select the best priced, available contractor with the appropriate equipment to meet needs. Motion by Mathers, seconded by Sanden to accept all bids for snow removal. Motion carried unanimously.

Squad Update: Correspondence from Chief Hurley regarding police squad placed on file. Following discussion, motion by Krage, seconded by Mathers to authorize the ordering of a Durango squad in an amount not to exceed \$43,000. Motion carried unanimously.

Stump Removal: Motion by Mathers, seconded by Sanden to authorize a one-time deviation from Ordinance and establish a cost share for disaster fund qualifying trees and stumps in the amount of 87.5% City (disaster funding)/12.5% resident. Motion carried unanimously. Residents will be responsible for cleanup following stump removal along with any fill and/or turf establishment.

There was brief discussion regarding trees in south park. There is a concerning tree near the outhouses and was felled due to the July 23, 2022, storm event. Residents expressed concern with trees in the naturally wooded area however there is no way to determine which are results of storm damage and which were felled due to other causes.

Mission 66 Wood Chips/Student Service Day: Motion by Krage, seconded by Mathers to accept the low quote of Chester F. Pozanc for certified wood chips delivered to the Mission 66 Playground in time for the October 18th service day so that a group of students may move and rake the chips in the playground for their service day project. Motion carried unanimously. It was reported by a member of the gallery 100 yards of wood chips were placed during the construction of the Mission 66 playground. They questioned why only 36 yards were being ordered. Thirty-six yards is the amount of wood chips staff believe students will be able to move and place during the service day.

Fire Department Hire: Chief Skifton reported the department has two vacancies. A Fire Department hiring committee recently interviewed Trish Nesler who, with her husband Mark, owns Nesler Auto Repair. The hiring committee has recommended Ms. Nesler be added to the team. She is available for fire response days, which is important. Motion by Sanden, seconded by Mathers to authorize the hire of Patricia Nesler as a probationary firefighter. Motion carried unanimously.

Use of County ARPA Funding: Chief Skifton stated the County has granted \$40,000 in ARPA funds to each of the local fire departments. The County encouraged departments to utilize the funds to purchase equipment which would benefit all residents served by a given department. The Houston Fire Department has been considering uses and wishes to pursue a replacement for the brush truck used for rescue and upland firefighting. Motion by Mathers, seconded by Sanden to authorize the use of \$40,000 County granted ARPA funds to purchase a used 1-ton crew cab pickup once the department has located and identified a vehicle meeting their needs for an affordable cost at the discretion of the Fire Chief. Motion carried unanimously. Chief Skifton stated the Fire Relief Association would use funds to cover any expenses to outfit the vehicle which exceed the granted fund amount.

Pumper Truck Update: Fire Chief Skifton was pleased to announce the new pumper truck is scheduled for delivery on Wednesday, November 16th.

Fire Department Sign: Repairs to restore the Fire Department sign damaged in July have begun. The repair work is expected to be completed by the end of the month.

Gambling Permit: Motion by Krage, seconded by Sanden to approve a gambling permit with no waiting period for the Houston Volunteer Fireman's Relief Association for an event to be hosted at the Houston Community Center on February 18, 2023. Motion carried unanimously.

Emergency Access: Following brief discussion, motion by Sanden, seconded by Mathers to authorize the placement of no parking signs on the dike access road on the west edge of town. Motion carried unanimously. It was noted staff will work with the farmer who utilizes this access point to ensure the placement of signs does not negatively impact their farming operations.

Tree Board Appointment: Motion by Mathers, seconded by Sanden to appoint the following individuals to the tree board Tree Board; Jim Edwards, Andie Harveaux, and Karen Todd and to direct the members to assign staggered terms and to report the terms back to the council. Motion carried unanimously. No council representative was appointed at this time.

Appointment of Election Judge: Motion by Mathers, seconded by Krage to adopt the following resolution. Motion carried unanimously.

RESOLUTION NO. 2022-19
A RESOLUTION APPOINTING ADDITIONAL ELECTION JUDGES
FOR THE 2022 GENERAL ELECTION

WHEREAS, the City Council of the City of Houston is required by MN Statute 204B.21 Sec. 2, to officially approve the appointment of election judges; and

WHEREAS, a State General Election will be held on Tuesday, November 8, 2022; and

WHEREAS, on the 11th of July, 2022 several judges were appointed to staff upcoming elections, and

WHEREAS, there is still a need for additional judges to be on the available judges roster; and

WHEREAS, an individual has indicated a willingness to serve; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HOUSTON, MINNESOTA, AS FOLLOWS:

The following name is added the list of official Election Judges for the City of Houston, for the 2022 State General Election:

Lee Edmiston

Canvas Board Meeting: Quinn explained the Council serves as the canvass board and a meeting is required within a specified period to certify the election results. Motion by Mathers, seconded by Krage to schedule the Canvass Board Meeting on Monday, November 14, 2022, beginning at 5:45 p.m. Motion carried unanimously. This meeting will take place in advance of the regular monthly meeting of the council.

Solicit Bids for Newspaper Publishing: It was the consensus of the council to continue to publish minutes. Motion by Krage, seconded by Mathers to authorize the solicitation of bids for publishing. Motion carried unanimously.

2023 Meeting Calendar: Motion by Sanden, seconded by Mathers to adopt the 2023 meeting calendar as presented. Motion carried unanimously.

Minutes and Bills: Motion by Krage, seconded by Mathers to approve the minutes of the September 12, 2022, regular meeting, and bills as presented. Motion carried unanimously.

Items to be Placed on File: Motion by Mathers, seconded by Krage to place on file the following items. Motion carried unanimously.

Library Updates and Information, and circulation statistics
OHV GIA Decision Tree

Department Head Updates:

Public Works: It was reported Mr. Todd is finished working for the season. Fencing at the WWTP is complete. The city brush site has reached material capacity and will be closed until there has been adequate moisture so the material may be burned to free up space.

There is a need to repair a manhole cover. Bids were solicited from two contracts, however, only a single contractor submitted a bid. It was the consensus of the council to accept the bid received and have the repairs completed.

Park restrooms will be closed for the season this week.

Valiree Green identified trees on city property bordering private property which need to be taken down. It was the consensus of the council to have the trees professionally dropped and left where they fall in the naturally wooded area.

Public Comment: Sandie Fitting, Steve Westby, Frederick Bessler, Jim Edwards, Scott Wallace, Jamie Baumann, and Andie Harveaux expressed various concerns regarding traffic, private property appearance, and action taken by neighbors.

Steve Westby questioned whether the council had discussed the Decision Tree. It was noted the council has held no discussion related to the Decision Tree. It was made part of the record and shared with all council members as part of the packet. The council acted to place the information on file.

Adjourn: Motion by Sanden, seconded by Mathers to adjourn the meeting at 7:06 p.m. Motion carried unanimously. The next regular meeting of the Council is scheduled for Monday, November 14, 2022.

By: _____
David Olson, Mayor

Attest: _____
Michelle Quinn, Clerk/Administrator

Mayor Dave Olson called the City Council meeting to order at 6:00 p.m. November 14, 2022, with the Pledge of Allegiance. Council present: Mayor David Olson, Emily Krage, Cody Mathers, Cheryl Sanden, and Tony Schultz. Staff present: Michelle Quinn, Brett Hurley, Randy Thesing, and Josh Hongerholt. A listing of public members present is on file.

Wastewater Treatment Plant: Matt Mohs provided an overview of completed items and upcoming work schedule at the WWTP. There is no pay application for consideration this evening.

Liquor Licenses: Motion by Sanden, seconded by Krage to approve the Liquor License for JT's Corner Bar & Grill LLC as all required items have been submitted and for American Legion 423 contingent upon all required data having been received. Motion carried unanimously. The license term is January 1, 2023, expiring December 31, 2023.

Capital Financial Planning: Mike Bubany met with the council to share various scenarios related to a list of capital improvement projects and their impacts on the city's finances, utility, and tax rates. Various scenarios were discussed. There were several items noted. The current facility plan with PFA is set to expire in 2024. Accessing PFA funding to complete the Spruce Street project would likely be the most beneficial. The city assessment policy should be reviewed so that special assessments are levied equitably across the city and projects. There are \$19 million worth of infrastructure needs estimated at this time which does not include installation of water or road surface on Stoddard Street. Mr. Bubany encouraged the council to keep the levy flat during the years when debt retires creating a dip in levy need. This will allow the city to build cash reserves for the significant increases in debt to follow. Those cash reserves can be used to cover engineering expenses which occur in preparation for significant infrastructure projects. In the past the city has had to take out short-term debt which is then refinanced with bonding for projects.

2022 COLA Increase: Discussion was held regarding the personnel committee's recommendations for 2023 COLA increases. Additional information and scenarios were requested, and it was agreed to table the matter until the December meeting.

Employee Health Benefits: Motion by Mathers, seconded by Schultz to approve renewal of the current health benefits plans. Motion carried unanimously.

2023 Summer Recreation Program Director: Motion by Mathers, seconded by Schultz to hire Emily Krage as the Summer Recreation Program Director position for a stipend amount of \$4,000. Motion carried with Krage abstaining.

Nature Center Assistant: Motion by Schultz, seconded by Krage to authorize staff to move forward with interviewing two candidates for the Nature Center Assistant position and to offer the position contingent upon a candidate meeting all requirements, having favorable references and willingness to accept the position at the advertised rate of \$10.50 per hour. Motion carried unanimously.

FSA Ballot: Motion by Schultz, seconded by Sanden to forego casting a vote and submitting the City of Houston FSA Ballot. Motion carried unanimously.

Municipal Building, 109 West Maple Street:

Motion by Mathers, seconded by Krage to convene a closed session pursuant to M.S. 13D.05 Subd 3 C (1) and (2) to review confidential or protected non-public data and possibly determine an asking price for real property to be sold by the City. The parcel to be discussed is a portion of 24.0128.000, the former community center located at 109 West Maple Street. Motion carried unanimously.

Motion by Mathers, seconded by Schultz to reconvened in open session at 7:18 p.m. Motion carried unanimously.

Motion by Mathers, seconded by Schultz to authorize the clerk/administrator enter negotiations with Shelley Jerviss regarding the possible sale of 109 W Maple Street/portion of parcel 24.0128.000 following affirmation from the City Attorney that proper process is being followed. Motion carried unanimously.

It was again noted that the purpose of the closed session was pursuant to M.S. 13D.05 Subd 3 C (1) and (2) to review confidential or protected non-public data and possibly determine an asking price for real property to be sold by the City. The parcel to be discussed is a portion of 24.0128.000, the former community center located at 109 West Maple Street.

Minutes and Bills: Motion by Krage, seconded by Sanden to approve the minutes of the October 11, 2022, regular meeting, and bills as presented. Motion carried unanimously.

Items to be Placed on File: Motion by Schultz, seconded by Krage to place on file the following items. Motion carried unanimously.

Library Updates and Information, and circulation statistics
Appreciation note from Meet Up & Eat Up
Incident Summary by Incident Type

Department Head Updates:

Police: Staff recently attended training for “stop the bleed” etc. and mandatory evoc (driving for emergency vehicles). It was noted that today is the build date for the squad which has been ordered. The anticipated delivery date is 90 to 120 days from the build date.

Public Works: The WWTP project is down to punch list items. Street sweeping is 95% complete. The plow is on the small truck, the sander is on the big truck, and the new equipment has been delivered. Holiday decorations are scheduled to be put up tomorrow. The city decorations have been refreshed by the Hometown Pride group.

Clerk/Administrator: See update which is on file.

Public Comment: Marlene Schultz shared this year’s Hollidazzle Celebration marks the 10th anniversary of the community event which is scheduled for December 3rd. The event will again include lighting of the park, and the parade at 6:30 p.m. Invitations will be/ have been sent to neighboring communities in hopes of growing the parade for the 10-year anniversary.

Adjourn: Motion by Sanden, seconded by Schultz to adjourn the meeting at 7:27 p.m. Motion carried unanimously. The next regular meeting of the Council is scheduled for Monday, December 12, 2022.

By: _____
David Olson, Mayor

Attest: _____
Michelle Quinn, Clerk/Administrator

Mayor Dave Olson called the City Council meeting to order at 6:00 p.m. December 12, 2022, with the Pledge of Allegiance. Council present: Mayor David Olson, Cody Mathers, Cheryl Sanden, and Tony Schultz. Staff present: Michelle Quinn, Randy Thesing, Steve Skifton, and Josh Hongerholt. A listing of public members present is on file.

Truth In Taxation Hearing: The time being 6:00 p.m., Mayor Olson opened the public hearing.

Quinn provided a statement and the option for those wishing to better understand the budget and levy that a copy of the written report would be provided.

There being no further public comment, motion by Schultz, seconded by Mathers to close the public hearing and reconvene in regular session. The time was 6:02 p.m. Motion carried unanimously.

Wastewater Treatment Plant: Matt Mohs provided an update of completed items and upcoming work schedule at the WWTP. He also extended a gracious thank you to outgoing council members.

Appointment of Fire Chief and Assistant Chief: Motion by Schultz, seconded by Mathers to appoint Steve Skifton as Fire Chief and Jay Wheaton as Assistant Fire Chief to two-year terms commencing January 1, 2023, and expiring December 31, 2024. Motion carried unanimously.

2022 COLA Increase: Following discussion, motion by Mathers, seconded by Sanden to approve a 4.3% COLA increase for qualifying staff. Motion carried unanimously.

Nature Center Assistant: Isabella Millen met the criteria established by Council during the November Regular Meeting. Motion by Schultz, seconded by Mathers to affirm the hire of Isabella Millen as a Nature Center Assistant at a rate of \$10.50 per hour. Motion carried unanimously.

Police Officer Competitive Search: Motion by Schultz, seconded by Sanden to authorize a competitive search contingent upon confirmation of vacancy. Motion carried unanimously.

ABC Contract for Custodial Services: Motion by Sanden, seconded by Schultz to affirm the continuation of the relationship with ABC for custodial services and authorize the 2022 line-item savings be carried forward to the 2023 budget to cover the projected increase. Motion carried unanimously.

Budget and Final Levy 2022: Motion by Mathers, seconded by Sanden to approve the 2023 Budget, Tax Levy Collectable in 2023 and adopt resolution 2022-20. Motion carried unanimously.

**RESOLUTION 2022-20
ADOPTING PRELIMINARY 2023 BUDGET AND FINAL TAX LEVY,
COLLECTABLE IN 2023**

Be It Resolved by the city council of the City of Houston, County of Houston, Minnesota, adopts the Final 2023 Budget and that the following sums of money be levied for the current year, collectable in 2023, upon the taxable property in the City of Houston, for the following purposes:

| | |
|--|---------------|
| General Fund | 188,000 |
| Library Fund | 40,500 |
| Ambulance Fund | 10,000 |
| Fire Fund | 10,000 |
| Park/Rec Fund | 8,000 |
| Nature Center Fund | 48,000 |
| Vehicle Fund | 16,250 |
| Infrastructure Fund | 43,000 |
| 2016A Ellsworth Street Bond | 64,500 |
| 2017A Street & Utility Improvement Bond | 50,950 |
| 2020 MiEnergy Loan | 30,000 |
| 2020B Lincoln Street Reconstruction Bond | 37,100 |
| 2020C Community Center Renovation Bond | <u>18,950</u> |
| Total Levy | \$565,250 |

The city administrator is hereby instructed to transmit a certified copy of this resolution to the county auditor of Houston County, Minnesota.

Certification of Delinquent City Bills: Motion by Schultz, seconded by Mathers to approve the delinquent city bills as presented and adopt the following resolution. Motion carried unanimously.

RESOLUTION 2022-21
PLACEMENT OF DELINQUENT UTILITY BILLS UPON THE TAXES OF
RESPECTIVE PROPERTIES WITHIN THE CITY OF HOUSTON, HOUSTON COUNTY,
MINNESOTA

WHEREAS, it appears that there are a number of people who have been duly billed for their usage of water, sewer, and garbage utilities in the City of Houston, and;

WHEREAS, the following persons have failed to pay their said utility bill in a timely manner;

| | | |
|-----------------|----------------|---------------------|
| Carl Ask Jr. | Brian Brabbit | Christopher Lewison |
| Howard Loveless | Sean Lucey | Luke Morgan |
| James Peterson | Nicholas Rahlf | Carly Rodriguez |

WHEREAS, the City Code allows of the placement of said delinquent bills on the tax rolls.

NOW, THEREFORE BE IT RESOLVED, that the City Administrator be hereby instructed to inform the County Auditor that s/he shall place the following list of delinquent bills upon the taxes levied against the respective properties:

| <u>Owners Name:</u> | <u>Parcel #:</u> | <u>Amount:</u> |
|---------------------|------------------|----------------|
| Carl Ask Jr. | 24.0113.000 | \$436.51 |
| Brian Brabbit | 24.0042.001 | \$322.91 |
| Christopher Lewison | 24.0359.000 | \$316.95 |
| Howard Loveless | 24.0093.000 | \$1,094.75 |
| Sean Lucey | 24.0258.000 | \$3,210.70 |
| Luke Morgan | 24.0319.000 | \$1,730.81 |

| | | |
|-----------------|-------------|------------|
| James Peterson | 24.0180.000 | \$1,609.75 |
| Nicholas Rahlf | 24.0295.000 | \$1,602.81 |
| Carly Rodriguez | 24.0235.000 | \$2,451.22 |

2023 City Service Rates: Motion by Schultz, seconded by Mathers to affirm the 2023 monthly charge for water pursuant to §54.01 shall be:

Base Charge (no gallons included) = \$14.00

Usage rate per 100 gallons = \$0.92

and the 2023 monthly charge for sewer pursuant to §54.01 shall remain unchanged from 2022 rates. Motion carried unanimously.

Police Camera Proposal: Chief Hurley provided an extensive explanation of the camera proposal and associated costs. Discussion was held regarding the number of cameras, views, and possibility of expanding the system to a camera facing west from the Community Center, Nature Center, City Hall, and any other needs. Motion by Mathers, seconded by Sanden to authorize the acceptance of the proposal for \$3,504.93. Motion carried unanimously. It was agreed that additional options would be researched and brought back to Council for consideration.

Gambling Permits: Motion by Schultz, seconded by Sanden to approve a gambling permit with no waiting period for DLC Inc. for an event to be hosted JT's Corner Bar & Grill, LLC on January 28, 2022. Motion carried unanimously.

Designation of Polling Place: Motion by Mathers, seconded by Sanden to adopt resolution 2022-22 Designating the Annual City Election Polling Place. Motion carried unanimously.

RESOLUTION 2022-22

A Resolution of the Houston City Council Designating the Annual City Elections Polling Place

WHEREAS, Minnesota Statute 204B.16 Subdivision 1 requires the governing body to adopt a resolution designating the annual polling place by December 31; and

NOW, THEREFORE BE IT RESOLVED, by the City Council that the Community Center located at 111 West Cedar Street is designated as the City of Houston's polling place.

Audit Service Letter of Understanding: Motion by Sanden, seconded by Schultz to accept the audit terms as presented and authorize the appropriate signature on the letter of understanding. Motion carried unanimously.

Business Health Services Fee Structure for 2023: Motion by Schultz, seconded by Mathers to approve Occupational Health Service Agreement between Gundersen Lutheran Administrative Services, Inc., and Houston City of and authorize the necessary signatures. Motion carried unanimously. The agreement expires December 31, 2023.

Municipal Building Purchase Agreement: Motion by Mathers, seconded by Sanden to adopt Resolution 2022-23 Authorizing Sale of Land Through Private Sale, and approve the Purchase Agreement with Shelley Jerviss for the sale of 109 West Maple Street, authorize the signatures of Mayor David Olson and

Clerk/Administrator Michelle Quinn on the purchase agreement and closing documents. Motion carried unanimously.

RESOLUTION NO. 2022-23
A RESOLUTION AUTHORIZING SALE OF LAND
THROUGH PRIVATE SALE

WHEREAS, the City Council of the City of Houston has approved the sale of the following described property:

Part of Lot 5, Block 21 of Mons Anderson's Addition to Houston, according to the plat thereof on file and of record in the Office of the County Recorder, Houston County, Minnesota, described as follows:

Commencing at the southwest corner of said Lot 5; thence North 89°09'04" East along the south line of said Lot 5 a distance of 36.40 feet to the point of beginning; thence continuing North 89°09'04" East along said south line 104.60 feet to the southeast corner of said Lot 5; thence North 00°40'38" West 60.32 feet to the northeast corner of said Lot 5; thence South 89°07'36" West along the north line of said Lot 5 a distance of 104.60 feet; thence South 00°40'38" East 60.28 feet to the point of beginning.

WHEREAS, Minnesota Statue 412.211 authorizes the sale of real estate owned by the City.

THEREFORE, BE IT RESOLVED, by the City Council of the City of Houston Authorizes the sale of the above-described real property through private sale to Shelley Jerviss.

Minutes and Bills: Motion by Sanden, seconded by Mathers to approve the minutes of the November 14, 2022, regular meeting, and bills as presented. Motion carried unanimously.

Items to be Placed on File: Motion by Mathers, seconded by Schultz to place on file the following items. Motion carried unanimously.

Library Updates and Information, and circulation statistics
Incident Summary by Incident Type

Department Head Updates:

Public Works: Thesing noted three major items remain unfinished at the WWTP. They include the new rails (due December 1), covers on the digester and clarifier, and the installation of the big pump (used to pump for hauling and to move material between tanks within the system). All other items are in order. He extended an invitation to anyone who wishes to tour the facility. Last Friday was a snow removal training day which went well for staff. Thesing commented that the remaining two speakers were recently installed at the Community Center.

Police: Chief Hurley noted Santa will be delivering gifts to families across the county on December 23rd. This event replaces "shop with a cop" and includes local Fire Departments in addition to law enforcement.

Clerk/Administrator: See written update which is on file.

Public Comment: Marlene Schultz announced she is stepping down as city representative on the Root River Trail Town Board. Krin Abraham will be taking her place and will continue to work with John at the HNC. She also shared Margaret Knutson has been hired as Chamber Director for Houston.

At this time Cody Mathers expressed appreciation for the service of outgoing Mayor Olson, and Council Members Sanden and Schultz. He expressed his thanks along with those of the residents of Houston for their service. He presented each outgoing council representative with a Certificate of Appreciation.

Adjourn: Motion by Schultz, seconded by Sanden to adjourn the meeting at 6:40 p.m. Motion carried unanimously. The next regular meeting of the Council is scheduled for Monday, January 9, 2023.

By: _____
Scott Wallace, Mayor

Attest: _____
Michelle Quinn, Clerk/Administrator