

**CITY OF HOUSTON REGULAR COUNCIL MEETING
AGENDA**

**6:00 P.M., MONDAY, FEBRUARY 10, 2025
HOUSTON CITY HALL, COUNCIL CHAMBERS
105 West Maple Street**

Pledge of Allegiance

Regular Meeting

Public Comment Period

Section 1. Business before the Council

- A. Dan Scruggs Vocational Rehabilitation Services (DEED)**
- B. Street Vacation**
- C. Approve Gambling Permits**
 - a. Bluff Country Hidden Heroes**
 - b. Houston Area Chamber**
- D. Personnel Items**
 - a. EMS Salary Increase Considerations**
 - b. Approve YCC Lead Position Description**
 - c. Accept Resignation**
 - d. Consider approval of updated Police Department Position Descriptions**
- E. Consider Adoption of Resolution Related to Houston County Hazard Mitigation Plan**
- F. Community Center Refrigerator**

Section 2. Action Items:

- A. Minutes from January 13, 2025, meeting**
- B. Bills**

Section 3. Consent Agenda Items to Be Placed on File

- A. Annual Police Department Report**
- B. Library report, and statistics**
- C. Correspondence from MMB/Pay Equity Compliance**
- D. Correspondence from Dan Smith**
- E. Public Safety Mental Health Action Guide**

Section 4. Department Reports

Adjournment

7:00 Rural Fire Board Meeting

Mayor: Scott Wallace

Council: Zeb Baumann, Emily Krage, Danny Todd, Steve Westby

Michelle Quinn

From: Scruggs, Daniel (He/Him/His) (DEED) dan.scruggs@state.mn.us
Sent: Monday, January 27, 2025 6:57 AM
To: Michelle Quinn
Subject: memo for meeting

My name is Dan Scruggs, and I am a Pre-Employment Transition Services Representative with Vocational Rehabilitation Services. As a pre-ETS rep, I work to support youth with disabilities as they prepare for the transition into employment and post-secondary education. My role includes providing career exploration, work-based learning experiences, workplace readiness training, self-advocacy skills, and counseling on post-secondary options. I am dedicated to helping students with disabilities gain valuable work skills to transition successfully into the workforce. One key way to achieve this is by providing structured work experience opportunities in partnership with governments, businesses, and community organizations.

I appreciate the opportunity to meet and look forward to speaking with you.

Dan Scruggs

Rehabilitation Representative Pre-ETS

he/him/his

Department of Employment and Economic Development

2070 College View Rd E, Rochester MN 55904

Direct: 507.910.8813

mn.gov/DEED | [Twitter](#) | [Facebook](#)



**EMPLOYMENT AND
ECONOMIC DEVELOPMENT**

DEED acknowledges that all our locations stand on the land of the Dakota and Anishinaabe people. We honor the history of this land, the Native people who were here before us and who are still here today. We commit to learn and appreciate the rich culture of Native people and pledge to support Native

MEMORANDUM FOR HOUSTON CITY COUNCIL

Council Date: February 10, 2025

Agenda Item: Street Vacation

From: Michelle Quinn

Trailhead Park has been established prior to 2001.

In August 2024, the council took action to sell a portion of Trailhead Park greenspace to the International Owl Center on which to construct their facility. This moves the council towards attaining goals defined in the 2009 Comprehensive Use Plan.

There are a couple small sections of platted roadway which should be properly vacated prior to construction. A public hearing is required as part of the vacation process.

Action Requested: Adopt a resolution setting the public hearing for the proposed vacation on March 10th, 2025, beginning at 6:30 p.m. in the council chambers at City Hall 105, W Maple Street.

RESOLUTION NO. 2025-**

A RESOLUTION SETTING A PUBLIC HEARING ON THE PROPOSED VACATION OF A PORTION OF UNIMPROVED ELM STREET AND A PORTION OF AN ALLEY LYING EAST WEST ALL WITHIN MONS ANDERSON'S ADDITION TO HOUSTON

WHEREAS, the City Council pursuant to Minnesota Statute § 412.851 desires to consider the vacation of a portion of unimproved Elm street between North Grant Street and unimproved North Jackson Street legally described as:

The portion of Elm Street which lies adjacent to and north of Blocks 5, and 6 of Mons Anderson's Addition to Houston and also the alley which runs east/west and is adjacent to and south of part lot 4 and all lot 10 block 5 and adjacent to and north of lots 6, 7, 8, and 9 block 5 of Mons Anderson's Addition to Houston.

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

The City Council will consider the vacation of such street/alley and a public hearing shall be held on such proposed vacation on the 10th day of March, 2025, in the City Hall located at 105 West Maple Street, Houston at 6:10 *p.m.*, and

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to give published, posted and mailed notice of such hearing as required by law.

Passed by the City Council of Houston, Minnesota this 10th day of February, 2025.

Mayor

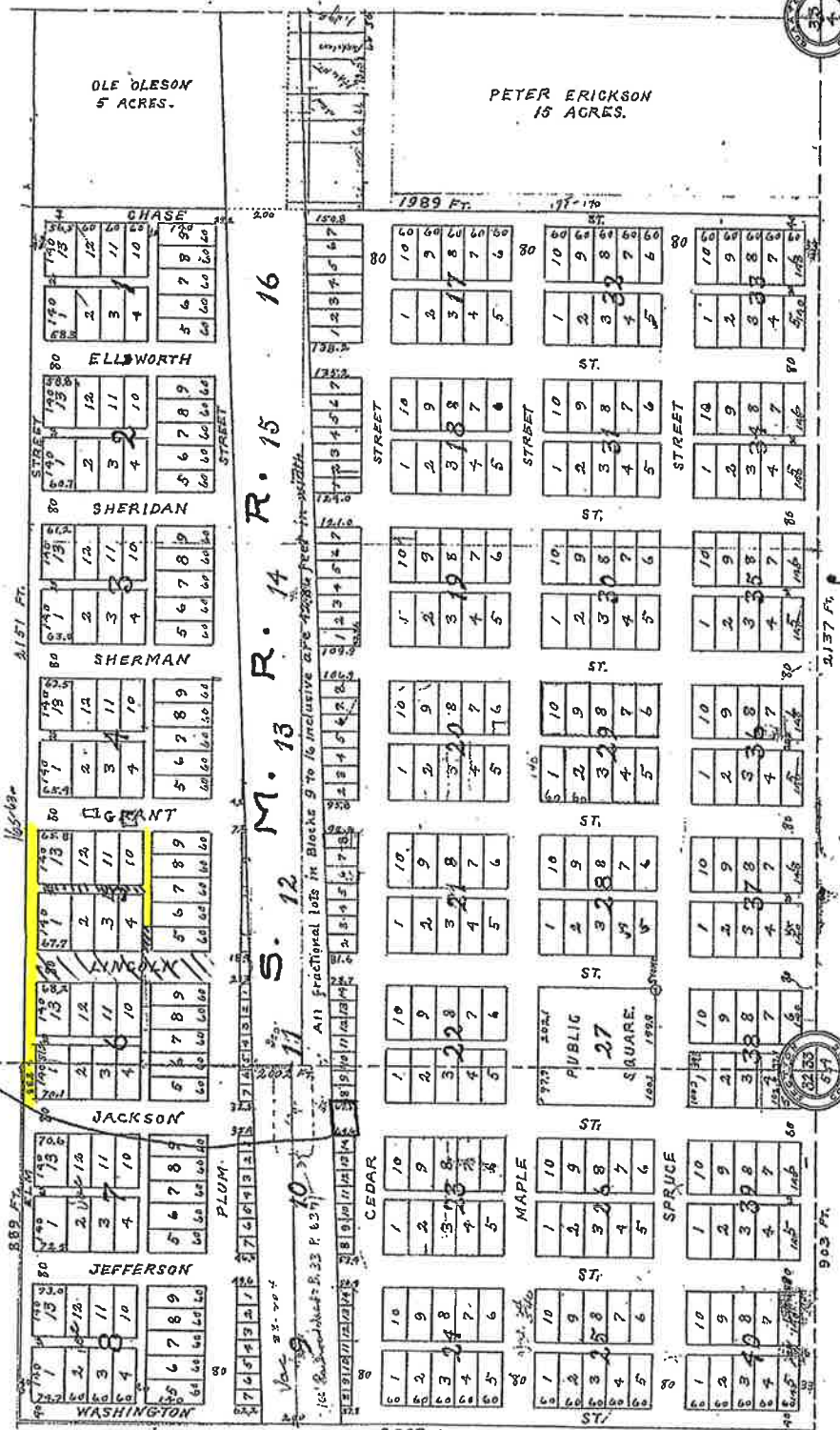
Attested:

City Clerk

REDUCED SIZE COPY

MONS ANDERSON'S

ADDITION TO HOUSTON



STATE OF WISCONSIN } ss.
 COUNTY of LA CROSSE }
 I, J. W. COOK, Register of Deeds,
 do hereby certify that the above and foregoing plat of
 MONS ANDERSON'S ADDITION TO HOUSTON, in
 the County of La Crosse, State of Wisconsin, is a true and
 correct copy of the original plat on file in my office,
 and that the same has been duly recorded in my office
 in accordance with the provisions of the laws of this
 State in that behalf made.

W. W. WEBB,
 Commissioner for Minnesota,
 Filed for record 2 P.M. May 15th 1866.

SCALE 1 inch = 200 feet.

STATE OF MINNESOTA } ss.
 COUNTY of HOUSTON }
 I, O. D. BROWN, Surveyor,
 do hereby certify that the above and foregoing plat of
 MONS ANDERSON'S ADDITION TO HOUSTON, in
 the County of Houston, State of Minnesota, is a true and
 correct copy of the original plat on file in my office,
 and that the same has been duly recorded in my office
 in accordance with the provisions of the laws of this
 State in that behalf made.

Also that portion of the southeast quarter of Section 32, T. 154, R. 6
 comprising the following boundaries beginning at the southeast corner of said southeast
 quarter, thence due North on section line 2002 feet, thence due West 899 feet, thence
 due South 2007 feet, thence due East on south line of said quarter 903 feet, to place
 of beginning. The above survey which future surveys may be made for planted at the
 southeast corner of Block 27, Public Square, is a true and accurate map of said
 block as surveyed by me.

MEMORANDUM FOR HOUSTON CITY COUNCIL

Council Date: February 10, 2025
Agenda Item: Application for Exempt Permit (gambling)
From: Michelle Quinn

Bluff Country Hidden Heroes requests approval of an Application for Exempt Permit for an event being hosted at the Houston American Legion on April 5, 2025.

Action requested: Approve request with no waiting period

Houston Area Chamber of Commerce, Inc. requests approval of an Application for Exempt Permit for an event being hosted at the Houston Fest Grounds on July 26, 2025.

Action requested: Approve request with no waiting period

MEMORANDUM FOR HOUSTON CITY COUNCIL

Council Date: February 10, 2025

Agenda Item: Personnel

From: Personnel Committee

A request for an increase to the annual stipends of the Fire Chief and Assistant Fire Chief has been received and discussed. The current annual stipend for the chief is \$500 and for assistant chief (3) is \$250. These amounts are shared 50% city/50% rural fire board. A recommendation from the committee to increase the chief to \$1,200, which equates to \$100 per year each year since the last increase and the assistant chief to \$600 annually being ½ the chief salary and approximately \$58 per year since the last increase.

Action Requested: Consider an increase in the annual stipends for the position of chief and assistant chief contingent upon the support of the rural fire board since they cover 50% of the expense.

In reviewing pay equity across EMS services, it should be noted the Ambulance Director has been receiving \$1,200 annually. This is a city expense. The last increase to this amount was prior to 2010. The ambulance averages 200-250 calls annually. Administration for both departments has increased over time.

Action Requested: Consider an increase in the annual stipend for the position of Ambulance Director in the same percentage amount as the Fire Chief.

Youth Conservation Corp: A position description for a youth conservation corps lead has been drafted for consideration.

Action Requested: Consider approval of the position description and advertising for the position with the position being contingent upon continued external funding.

Clean Up Items:

Josh DeBoer, Houston Police Officer, accepted full time work with another agency in June 2024. At that time, he offered to return to assist with presence and patrol during the annual Houston Hoedown Celebration and council approved his change in status from full time to casual on call. Recently, it came to Chief Hurley's attention that Officer DeBoer remained on the city's POST roster.

Action Requested: Accept the resignation of Joshua DeBoer which was effective following his Houston Hoedown shifts in late July 2024.

Following council approval of the Police Officer Trainee Position, Chief Hurley reviewed the position descriptions for the department to ensure they accurately reflect the duties of the positions and position descriptions were updated appropriately.

Action Requested: Consider accepting revised position descriptions for Chief of Police and Police Officer.

CITY OF HOUSTON
Youth Conservation Corp LEAD

Position Type: Part-Time Hourly
FLSA Status: Non-Exempt

Nature of Work: Works with Friends of the Nature Center Council Representative, City Administrator and Nature Center Lead to plan work and learning activities for youth conservation corp members. Oversee work groups. Report back to Nature Center Council Representative, City Administrator and Nature Center Lead on project outcomes.

Supervision Received: Works under the general supervision of the City Administrator.

Typical Duties Performed:

Plan projects to benefit and enhance the Houston Nature Center/Trailhead Park grounds.

Ensure supplies and equipment needed to perform work and complete projects is available. This includes any required PPE. Make requests for necessary supplies.

Track youth conservation corp member time and outdoor maintenance activities.

Communicate maintenance and/or safety concerns.

Attend City Council Meetings as necessary.

Assist with other duties as assigned.

Knowledge, Skills, and Abilities:

Ability to plan projects and activities to grow the skills and knowledge of youth conservation corp members. Provide oversight of, coach, mentor, and instruct the youth conservation corp members.

Effective communication and strong organizational skills

City of Houston Police Officer

Position: Full-Time, Hourly

FLSA Status: Non- Exempt

Job Overview:

The Police Officer ensures the community's safety by preventing and controlling crime, investigating incidents, and providing emergency services under the supervision of the Police Chief, City Council, and Police Commission.

Key Duties:

- Enforce laws, patrol the community, and prevent crime.
- Investigate crimes, arrest violators, and gather evidence.
- Effectively and safely arrest individuals suspected of committing crimes, transport detainees to jail, and assist with booking and processing.
- Respond to emergencies, including accidents, fires, and alarms.
- Assist in severe weather responses and coordinate with other agencies.
- Operate traffic enforcement equipment and write violation reports.
- Testify in court, assist with prisoner transport, and support other law enforcement agencies as needed.
- Maintain effective community relations and public outreach.
- Stay current with law enforcement techniques, protocols, and legal updates. Participate in ongoing training programs to enhance skills and knowledge.
- Perform other related duties as assigned by supervisors or department leadership.

Knowledge, Skills, & Abilities:

- Strong knowledge of law enforcement procedures, laws, and investigative techniques.
- Skilled in firearm handling, driving, and crisis management.
- Ability to analyze situations, make decisions, and communicate effectively.

Working Conditions:

- Police Officers work a variety of shifts, including nights, weekends, and holidays, depending on department needs.

- Officers may be required to work outdoors in all types of weather conditions.
- This position involves potential physical exertion, emotional stress, and exposure to dangerous situations.
- Capable of lifting and carrying heavy objects, operating various equipment, and working in hazardous environments.

Minimum Qualifications:

- **Education:** Complete a two or four-year degree from an accredited college or university. Complete a board-certified Professional Peace Officer Education (PPOE) Program.
- **Certification:** Must meet the Minnesota Peace Officer Standards and Training (POST) Board requirements and possess a Peace Officer License or be eligible to be POST licensed within a specified timeframe. Be certified in CPR/First Aid.
- **Experience:** No prior law enforcement experience required for entry-level officers, though previous law enforcement volunteer, military, or security experience may be taken into consideration.
- **License:** Must possess a valid driver's license and have a clean driving record.
- **Physical Fitness:** Ability to meet the physical and mental demands of the job, including physical agility tests and psychological evaluations.
- **Background Check:** Must successfully complete a criminal background check, and a comprehensive hiring process as required and outlined by the Minnesota Board of Peace Officer Standards and Training.

City of Houston Police Chief

Position: Full-Time Salary

FLSA Status: Exempt

Job Overview:

The Chief of Police is responsible for community safety, crime prevention, investigation, and emergency services under the supervision of the City Council and Police Commission.

Key Duties:

- Directs and reviews Houston Police Department operations; works with other law enforcement agencies.
- Develop policies, procedures, and standards for the department.
- Oversee departmental improvements, internal investigations, and community relations.
- Prepare reports and presents for the City Council, Police Commission, and other agencies.
- Manages the police department budget and purchases.
- Analyzes crime trends and coordinates emergency response.
- Responds to accidents, fires, alarms, and arrests violators.
- Investigate crimes, interviews witnesses, and assist with prosecutions.
- Ensure public safety, community engagement, and enforce traffic laws.
- Coordinates with other agencies as needed and performs additional duties as required.
- Perform other related duties as assigned.

Knowledge, Skills, and Abilities:

- In-depth knowledge of law enforcement techniques, laws, and policies.
- Skilled in firearms handling, driving, and crisis response.
- Strong communication and leadership abilities.
- Ability to analyze crime scenes and supervise officers.

- Physical capability to perform duties, including lifting and handling suspects.

Working Conditions:

- The Chief of Police primarily will work Monday- Friday during business hours, but may have to work a variety of shifts, including nights, weekends, and holidays, depending on department needs.
- May be required to work outdoors in all types of weather conditions.
- This position involves potential physical exertion, emotional stress, and exposure to dangerous situations.
- Capable of lifting and carrying heavy objects, operating various equipment, and working in hazardous environments.

Minimum Qualifications:

- **Education:** Complete a two or four-year degree from an accredited college or university. Complete a board-certified Professional Peace Officer Education (PPOE) Program.
- **Certification:** Must meet the Minnesota Peace Officer Standards and Training (POST) Board requirements and possess a Peace Officer License or be eligible to be POST licensed within a specified timeframe. Be certified in CPR/First Aid.
- **Experience:** 3-5 years of law enforcement experience, with demonstrated progression and growth preferred. A master's degree in law enforcement or a public service-related field may be considered in place of prior law enforcement experience. Previous experience in law enforcement volunteering or security roles may also be considered.
- **License:** Must possess a valid driver's license and have a clean driving record.
- **Physical Fitness:** Ability to meet the physical and mental demands of the job, including physical agility tests and psychological evaluations.
- **Background Check:** Must successfully complete a criminal background check, and a comprehensive hiring process as required and outlined by the Minnesota Board of Peace Officer Standards and Training.

MEMORANDUM FOR HOUSTON CITY COUNCIL

Council Date: February 10, 2025
Agenda Item: Houston County Hazard Mitigation Plan
From: Michelle Quinn

Houston County Emergency Manager Mark Olson shared the updated Houston County Hazard Mitigation Plan has been approved by the state and is pending finally approval from FEMA. He is requesting all local governing bodies within Houston County pass a resolution adopting the plan.

Action requested: Adopt attached resolution.

September 9, 2024

Houston County Hazard Mitigation Plan: As part of the Houston County Hazard Mitigation Plan update, the county developed a local mitigation action chart for the City of Houston. The mitigation actions included are drawn from the Local Mitigation Survey the city submitted and reflect the priorities of the city for the next 5 years. Motion by Krage, seconded by Westby to approve the Hazard Mitigation Chart. Motion carried unanimously.

Resolution

WHEREAS, the city council of Houston, Minnesota recognizes the threat that natural hazards pose to people and property within the City of Houston; and

WHEREAS, Houston County has prepared a multi-hazard mitigation plan, hereby known as the Houston County 2024 Hazard Mitigation Plan in accordance with federal laws, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; and the National Dam Safety Program Act, as amended; and

WHEREAS, the Houston County 2024 Hazard Mitigation Plan identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in the City of Houston from the impacts of future hazards and disasters; and

WHEREAS, adoption by the city council of Houston demonstrates its commitment to hazard mitigation and achieving the goals outlined in the Houston County 2024 Hazard Mitigation Plan.

THEREFORE, BE IT RESOLVED, the city council of Houston adopts the Houston County 2024 Hazard Mitigation Plan. While content related to the City of Houston may require revisions to meet the plan approval requirements, changes occurring after adoption will not require the City of Houston to re-adopt any further iterations of the plan. Subsequent plan updates following the approval period for this plan will require separate adoption resolutions.

MEMORANDUM FOR HOUSTON CITY COUNCIL

Council Date: February 10, 2025

Agenda Item: Community Center Bar Refrigerator

From: Steve Westby & Michelle Quinn

The refrigerator near the bar area in the Community Center is no longer working. Prior to moving to the current location, the Legion was the only organization to offer bar services at the Community Center and they owned the equipment. Since moving to the downtown location, both the Legion and JT's offer bar services. In addition, during the past two years, Barista's offered coffee drinks during the Christmas Market and utilized the refrigerator to keep the cream cool. Due to the shared use, would the council consider replacing the bar area refrigerator so that it will be an amenity available to any group and/or organization who rents the facility?

The following are local options for replacement, along with availability dates (pricing includes installation/delivery).

Top Freezers

(pricing coming) Crosley \$_____ White available _____

Crosley XRE18GGADBB \$949.99 Black available for immediate delivery

Crosley XRS22KGACWW \$1,099.99 Available in White or Stainless Steel for immediate delivery

Bottom Freezer

Crosley CBMH1873AW \$1,199.99 Available in White or Black for immediate delivery

\$1,299.99 Available in Stainless Steel for immediate delivery

Single compartment refrigerator unit (no separate freezer)

Whirlpool WSR57R18DM06 \$2,949.99 Only available in Stainless Steel

Sale Price would be \$2,249.99 Available for immediate delivery

Upcoming Rentals:

February 15 – Fire Relief Gun Raffle

March 22 – Wedding Reception

March 29 – Sheldon Valley Sportsman Deer Classic

April 12 – Baby Shower

April 26 – 60 Years of Houston Community Ambulance Community Celebration

Action Requested: Authorize the purchase of a refrigerator to replace the inoperable one in the Community Center bar area.

Mayor Scott Wallace called the City Council meeting to order at 6:00 p.m. January 13, 2025, with the Pledge of Allegiance. Council present: Mayor Scott Wallace, Zeb Baumann, Emily Krage, Danny Todd, and Steve Westby. Staff present: Michelle Quinn, Anna Frauenkron, Josh Hongerholt, Brett Hurley, Ed Jacobs, and Randy Thesing. A list of public members present is on file.

Public Comment: Marlene Schultz stated she has been representing Root River Trails Board since the 1970's and she is resigning from this position. Michelle Hoskin's is willing to represent the city on the same. It is unknown whether Ms. Hoskin's will be able to attend meetings. If there is another community member interested, it would be advisable for them to represent the city at the meetings. Meetings are held on the 3rd Wednesday of each month at 1:00 pm in Lanesboro. Attendance may be via Zoom. There is no meeting scheduled for January, July, or December 2025.

Ambulance Equipment Proposal: Anna Frauenkron presented a proposal to purchase two monitors to improve service delivery and outcomes for ambulance patients. Recent grant funding, donations, and reserves would be utilized to cover the cost. Discussion was held. Motion by Todd, seconded by Westby to authorize the purchase of two monitors in an amount not to exceed \$110,000 which meet the needs of the department. Motion carried unanimously.

It was noted that the ambulance service is celebrating 60 years of service to the City of Houston and surrounding community residents. A celebration is being planned for April 26th.

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

Official Newspaper: Quinn reported on bids received from three area newspapers. Discussion was held. Motion by Krage, seconded by Todd to designate the Fillmore County Journal as the official newspaper and to accept their bid for display ads, financial statements, and legal notices along with other bids provided for display ads. Motion carried unanimously.

Official Depository: Motion by Krage, seconded by Baumann to designate Rushford State Bank as the official depository, update the account powers, and adopt the following resolution. Motion carried unanimously.

RESOLUTION 2025-01

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 Scott Wallace 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.

Public Works: Seasonal Maintenance: Interviews for the seasonal maintenance position were held on Monday December 30, 2024. Two candidates were interviewed. On the recommendation of the hiring committee, motion by Todd, seconded by Westby to hire Daniel Gavin as a seasonal maintenance person at the same rate as 2024 on an as needed basis not to exceed 185 from first assignment to last. Motion carried unanimously.

Flower Care Attendant: The city received a single application for this position. This position is paid two hours per day, seven days a week from Memorial Day through Labor Day. On the recommendation of the hiring committee, motion by Todd, seconded by Westby to hire Les Roesner as flower care attendant at the same rate as 2024. Motion carried unanimously.

Regional Safety Group: Motion by Baumann, seconded by Westby to memorialize membership in the 2025 Bluff Country Regional Safety Group by adopting the following resolution. Motion carried unanimously.

**RESOLUTION 2025-02
AUTHORIZING NEW
MEMBER IN REGIONAL SAFETY GROUP**

WHEREAS, Minnesota Statutes, Section 471.59 authorizes governmental units by agreement of their governing bodies to jointly or cooperatively exercise any power common to them; and

WHEREAS, the League of Minnesota Cities Insurance Trust has created the Regional Safety Group Initiative to offer training to cities/entities who form regional safety groups; and

WHEREAS, the City of Houston Council finds that it is in the best interest of the City to join the Bluff Country Regional Safety Group (the "RSG") previously formed by an agreement of other cities/entities (the "Establishing Agreement"); and

WHEREAS, the Establishing Agreement allows other cities/entities to become members of the RSG upon adoption of a resolution agreeing to all terms of the Establishing Agreement,

NOW, THEREFORE, BE IT RESOLVED, the City of Houston, Minnesota:

1. Authorizes Scott Wallace, Mayor and Michelle Quinn, Clerk Administrator to sign this resolution evidencing the city/entity's intent to become a member of the RSG; and
2. The City/Entity agrees to be bound by all the terms of the Establishing Agreement.

Accept 2024 Donations: Motion by Krage, seconded by Westby to adopt the following resolution accepting 2024 donations. Motion carried unanimously.

RESOLUTION 2025-03

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 2024, 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>
Forget-Me-Not Garden Club	December	\$200	Hanging Baskets
Acentek	February	\$4526	Library
Bridget Coffou	March	\$500	Library
MiEnergy Cooperative	April	\$1000	Library
Susan Frauenkron	June	\$1000	Library
Cross of Christ Lutheran Church	October	\$395.91	Library
American Legion	December	\$500	Library
Houston Money Creek Snoriders	January	\$1000	Ambulance
American Legion	January	\$5000	Ambulance
American Legion	April	\$1000	Ambulance
American Legion	August	\$1000	Ambulance
Jen & Ken Ranzenberger	August	\$200	Ambulance
Houston Lions Club	August	\$200	Ambulance
Acentek	October	\$600	Ambulance
Vanloon	October	\$340	Ambulance
Pat Hetland Foundation	December	\$5000	Ambulance
American Legion	December	\$4000	Ambulance
Jason Vix	December	\$250	Ambulance
Sherrie Rohweder	December	\$200	Ambulance
Pat Hetland Foundation	December	\$6000	Fire
Jason Vix	December	\$250	Fire
Rushford State Bank	June	\$450	Summer Rec
Kevin Nagle Trucking	June	\$250	Summer Rec
Houston Lions Club	June	\$300	Summer Rec
Nesler Auto	June	\$250	Summer Rec
Houston United Campaign	July	\$1261	Summer Rec
AA Group	January	\$300	Nature Center
AA Group	August	\$250	Nature Center

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.

2025 Appropriation: Motion by Krage, seconded by Westby to adopt the following resolution. Motion carried unanimously.

RESOLUTION 2025-04
A RESOLUTION AUTHORIZING APPROPRIATION

WHEREAS, the City of Houston Council approved the 2025 Annual Budget on December 9, 2024;

WHEREAS, the Office of the State Auditor authorizes certain expenditures for public purposes;
and

THEREFORE, BE IT RESOLVED, by the City of Houston Council, that the following appropriation will be made in 2025 as appropriate from the City General Fund:

ORGANIZATION	2025 BUDGET
Houston Chamber of Commerce (Maximum)	\$3,000.00
LMC (League of Minnesota Cities)	\$1,400.00 (Est)
MAOSC (Minnesota Association of Small Cities)	\$568.65
Root River Trail Towns	\$300.00
SEMLM (Southeastern Minnesota League of Municipalities)	\$50.00
SMIF (Southern Minnesota Initiative Foundation)	\$200.00
SMART	\$25
Rails to Trail Conservancy	\$18
Parks and Trails Council	\$35

2025 Water and Sewer Rates: It is necessary to review rates for the health of the enterprise funds. Motion by Todd, seconded by Westby, to increase water by 4.5% and sewer 4% for both base and volumetric rates as recommended by Mike Bubany. Motion carried unanimously.

Gambling Permit: Motion by Krage, seconded by Baumann to approve a gambling permit with no waiting period for Sheldon Valley Sportsman’s Association for an event to be hosted at the Houston Community Center on March 29, 2025. Motion carried unanimously.

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

Business Health Services and Occupational Health Service Agreements: Motion by Todd, seconded by Westby to approve Employee Assistance Program Agreement with an annual fee of \$20 per employee, Occupational Health Service Agreement, and Advanced Rehabilitation, Ergonomics and Assessments between Gundersen Lutheran Administrative Services, Inc., and Houston City of and authorize the necessary signatures. Motion carried unanimously. Agreements expire December 31, 2025.

Fire Department Overhead Door Maintenance: Item #1 - The overhead door safety feature is present however not sensitive, which brings up a safety concern. It is a pressure system which will reverse the doors when triggered to prevent injury or damage. In order to correct this issue, the weather stripping and airlines require replacement on 4 doors. The quote for this work is \$1,380.

Item #2 – The overhead door window inserts are cracked and/or broken resulting in heating/cooling inefficiencies and allowing moisture in. Some of the exterior panes are being pushed inward from the wind. Replacing the window inserts would rectify the current inefficiencies, moisture concerns, and prevent further damage. The quote to replace all the windows in the doors (18 in total) is \$4,000.

Motion by Krage, seconded by Westby, to authorize the requested maintenance and accept the quote submitted by Overhead Door for the same in a total amount of \$5,380. Motion carried unanimously.

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 Westby, seconded by Krage to accept the bid submitted by Dan Smith for 10% of final cleaned seed, 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 2027 and to authorize renewal of the privilege for additional terms upon mutual agreement of the parties. Motion carried unanimously.

Minutes and Bills: Motion by Baumann, seconded by Krage to approve the minutes of December 19, 2024, regular meeting, and bills as presented. Motion carried unanimously.

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

Library Updates and Information, and circulation statistics

Department Head Updates:

Clerk/Administrator: A written update is on file.

Finance: A written update is on file.

Public Works: Randy Thesing expressed appreciation for the hiring of summer help to assist with lawn care and flowers. He provided an update with regard to mercury monitoring and testing. The state will be sending staff to assist in training proper procedure for sampling. Things are going well for the department.

Police: Chief Hurley was pleased to share the Curtis Chapel has started with the city and will begin skills this evening. Mr. Chapel is excited. Chief Hurley shared his initial thoughts that he will fit well with the team.

Adjourn: Motion by Baumann, seconded by Westby to adjourn the meeting at 6:58 p.m. Motion carried unanimously. The next regular meeting of the Council is scheduled for Monday, February 10, 2025.

By: _____
Scott Wallace, Mayor

Attest: _____
Michelle Quinn, Clerk/Administrator



HOUSTON POLICE DEPARTMENT

Community, Service, Integrity

Brett Hurley, Chief of Police

To: Honorable Mayor & City Council

Subject: 2024 Year-End Department Report

The following report is a summary of the activities of the Houston Police Department for the year 2024. Thank you for taking the time to review this report.

As always, should you have any questions, please do not hesitate to reach out to me directly.

Respectfully,

A handwritten signature in blue ink, appearing to read "Brett Hurley".

Brett Hurley
Chief of Police

2024 YEAR-END REPORT
**HOUSTON
POLICE
DEPARTMENT**



February
10th, 2025

Authored by: Chief Brett Hurley



2024 YEAR-END DEPARTMENT REPORT

Houston Police Department

The following report was generated to provide an account of the activity by the Houston Police Department throughout 2024. For additional reference, some reports show various statistics over the past three years.

If there are any questions, please do not hesitate to contact Chief Brett Hurley.

Thank you!

CALLS FOR SERVICE IN 2024

Incident Summary by Incident Type

Date Range: 1/1/2024 to 12/31/2024

Incident Type	# of Incidents
911	2
911 Hangup	9
911 Open Line	2
Accident	8
Administrative Icr	37
Alarms	5
Animal Complaint	26
Assaults	4
Assist Other Agency	103
Child	25
Civil Matter	21
Community Policing	70
Damage To Property	8
Danco	1
Death	5
Disturbance	2
Domestic	2
Extra Patrol	250
Fight	1
Foot Patrol	1
Found	11
Harassment	9
Harassment Restraining Order	2
Information	29
Intoxicated Person	1
Juvenile	6
Lost	3

Report executed on 1/27/2025

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Incident Summary by Incident Type

Date Range: 1/1/2024 to 12/31/2024

Maarc Report	1
Medical	22
Motor Vehicle Unlock	5
Motorist Assst	1
Noise Complaints	3
Ordinance Violation	14
Parking Complaint	12
Property Return	1
Public Assist	5
Public Hazard	6
Scams	8
Standby	2
Suspicious	21
Test	1
Theft	6
Traffic Complaint	6
Traffic Stop	65
Trespassing	4
Trouble With Party	13
Welfare Checks	19
Total: 856	

Total Calls for Service in 2024: **856**

**Data generated from LETG*

Total Calls for Service 2023: **1,271**

Total Calls for Service 2022: **595**

Total Calls for Service 2021: **558**

City Ordinance Violations 2024

- Noise Complaints: **3**
- Ordinance Violation: **14**
- Parking Complaints: **12**
- Animal Complaints: **26**

Total: **55** Calls for Service related to City Ordinance Violations.

Community Policing Calls for Service 2024

- Community Policing (Public Events, etc.): **70**
- Extra Patrol (House Checks, Radar Patrol [High Area Speed Zones- Officer or Public Reported], Business Checks, School Door Checks, Foot Patrol, etc): **251**
- Motor Vehicle Unlock: **5**
- Motorist Assist: **1**
- Public Assist: **5**
- Public Hazard: **6**

Total: **338** Calls for Service related to Community Policing.

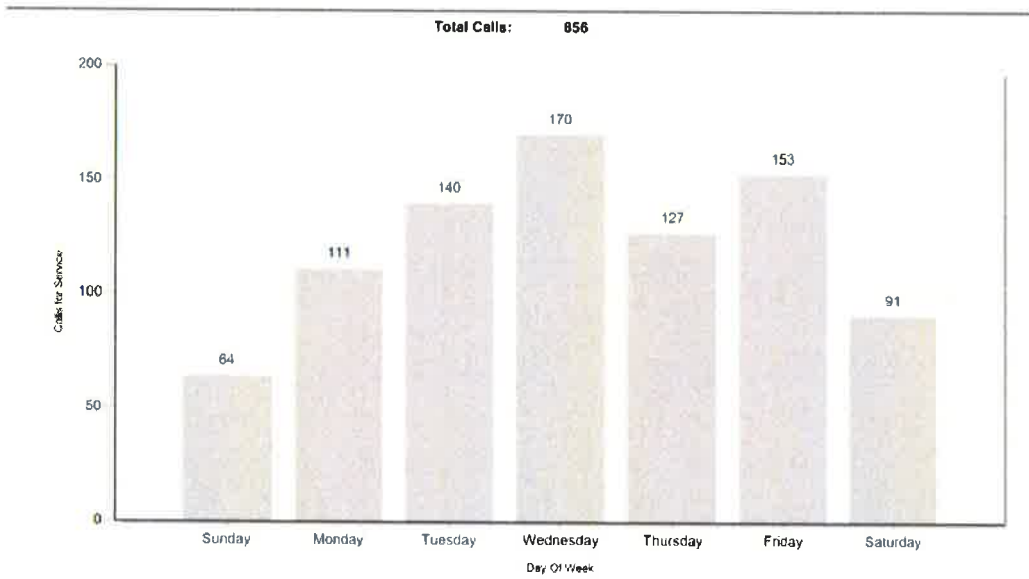
393 Total Calls for Service related to Community Policing & City Ordinance Violations.

This call volume accounts for approximately **46%** of the total call volume for the Houston Police Department.

Calls for Service Day Of Week

Start Date: 1/1/2024

End Date: 12/31/2024



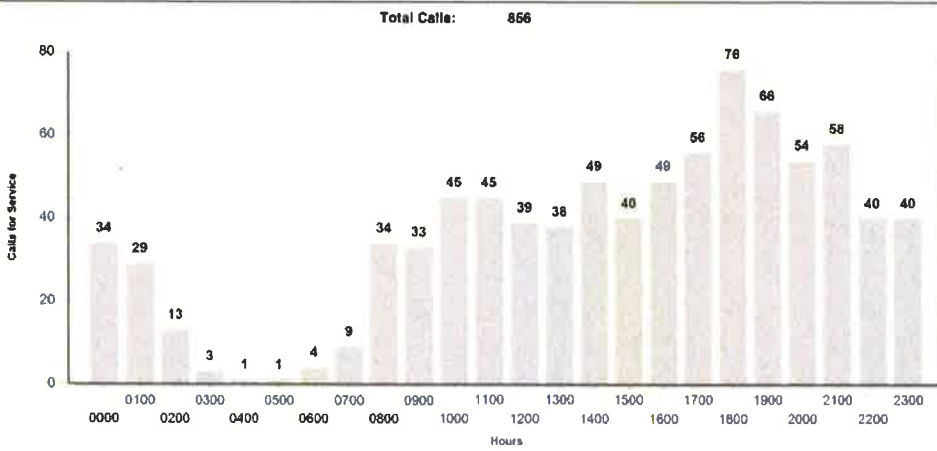
Report executed on 1/28/2025

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****Data generated from LETG***

Calls for Service Hourly

1/1/2024 to 12/31/2024



Report executed on 1/29/2025

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**Data generated from LETG*

Budget Break-Down

Year	Budget	Actual Amounts	Budget Variance	State Aid/Grants/Revenues	Actual Cost to Department
2021	\$201,900	\$187,070	\$14,830	\$22,105.13	\$164,964.87
2022	\$228,160	\$182,376	\$45,784	\$19,658.32	\$162,717.68
2023	\$244,320	\$203,278	\$41,042	\$21,009.90	\$182,268.10

**Data generated from City of Houston Audited Financial Statements*

2024 Estimated

Budget: \$245,155

Actual: \$209,558.79

Variance: \$35,596.21

State Aid, etc.: \$24,664.12

Actual Cost: \$184,894.67

**Data generated from City of Houston Preliminary Financial Statements*

Houston Public Library Report

February 2025

1. We have received our AED from the University of Minnesota Center for Resuscitation Medicine's Reuse/Recycle Program. We now need to learn how to use it and register it on the PulsePoint app. Thanks to Naaren and Priya Kingsley for picking it up at the University.
2. We received our quarterly payment from Got our payment from Houston County in the amount of \$16,331.97.
3. Inventory is officially completed.
4. MPLAR opened for the year on February 3. The report needs to be submitted by April 1.
5. Over the next few weeks, we will be attending several training sessions for the new ILS, which will be going live on May 1.
6. The school task force will be meeting again on February 12 to prepare for the elimination of school libraries from SELS. The HHS media specialist and I are working on writing a cooperative agreement between the public library and the school.
7. Recent programs:
 - a. Tom Diana's presentation on Astrophotography on January 21: Five people attended
 - b. ECFE night at the library to celebrate "I Love to Read" month on February 3: approximately 25 kids and caregivers attended. We had a brief storytime, introduction to the library, and playtime.
8. Ongoing programs:
 - a. Builders club twice per month: 18-23 kids typically attend.
 - b. Adult book club once per month: 8-11 typically attend.
 - c. Kids' book club once per month: participation varies, anywhere from 3-11 kids attend.
9. Coming up:
 - a. Friends of the Library's quilt and gift basket raffle: the drawing will be on Friday, February 14 at 7pm. Ticket sales have been robust over the last couple of weeks.
 - b. Backyard Bird Count with HPL and Friends of the Nature Center will be on Sunday, February 16th at the Nature Center. Naturalist and photographer Stan Tekiela will be giving a presentation on backyard birds at 1:00. Following the presentation, we will walk the grounds of Trailhead Park to identify and count birds using the Merlin app. We have a space for patrons to make bird feeders at

the library, a bird scavenger hunt at the library, and are planning a bird storytime prior to the event.

- c. The first graders will have a field trip to the library on February 20 for I Love to Read month.
- d. Virtual field trip for MNVA preschoolers in February: TBA
- e. We will be putting up a story walk for the Owl Festival the first week in March. Location will depend on the weather.
- f. Breaker space for kids and families: tentatively scheduled for March 13 with the help of Ann Markegard. Kids can disassemble and inspect donated nonfunctional appliances, electronics, etc.
- g. ECFE Family Fun Fair at the high school: Saturday, April 12. We will have a table with information, etc.
- h. Summer plans are coming together. We will be holding events on Wednesdays at 10 am again.

Circulation Statistics attached.

2025 Circulation Statistics

GENERAL CIRCULATION (not including ebooks)

	CAL	HOK	HOU	LCR	SG	TOTAL
Jan	1,131	422	1,852	3,430	696	7,531
Feb						0
Mar						0
April						0
May						0
June						0
July						0
Aug						0
Sept						0
Oct						0
Nov						0
Dec						0
TOTAL	1,131	422	1,852	3,430	696	7,531
%	15.02%	5.60%	24.59%	45.55%	9.24%	100%

HOUSTON COUNTY RURAL USAGE

	CAL	HOK	HOU	LCR	SG	TOTAL
Jan:	519	171	1,055	906	243	2,894
Feb:						0
Mar:						0
April:						0
May:						0
June:						0
July						0
Aug:						0
Sept:						0
Oct:						0
Nov:						0
Dec:						0
TOTAL	519	171	1,055	906	243	2,894
%	17.93%	5.91%	36.45%	31.31%	8.40%	100.00%

Overdrive checkouts January:

E-books: 100

Audiobooks: 192

January 15, 2025

Local Government Official
Houston
105 West Maple Street
P.O. Box 667
Houston, MN 55943

Dear Local Government Official:

Congratulations! I am very pleased to send you the attached notification of compliance with the Local Government Pay Equity Act. Since the law was passed in 1984, jurisdictions have worked diligently to meet compliance requirements and your work is to be commended.

Minnesota Rules Chapter 3920 specifies the procedure and criteria for measuring compliance and your jurisdiction's results are attached. You may find a copy of our "Guide to Understanding Pay Equity Compliance" and other resources on our Local Government Pay Equity webpage at: <https://mn.gov/mmb/employee-relations/compensation/laws/local-gov/local-gov-pay-equity/>.

This notice and results of the compliance review are public information and must be supplied upon request to any interested party.

If you have questions or need assistance, please contact Angela Garrity-Scharffbillig at (651) 259-3727, or by email: pay.equity@state.mn.us

Again, congratulations on your achievement!

Sincerely,
Angela Garrity-Scharffbillig
Pay Equity Coordinator

Michelle Quinn

From: Dan Smith [REDACTED]
Sent: Friday, January 17, 2025 2:25 PM
To: Michelle Quinn
Subject: Native seed harvesting

To the city council members, I, Dan Smith, would like to say thank you for accepting my offer to harvest on the city property. I do really appreciate the right to be able to so.

Sorry, it has taken longer then expected to get most of the seeds sold, that part has been out of my control. There are some different options looking into the future. I do feel there has been a lot harvested and just waiting on getting sold.

Also there was a misunderstanding at Prairie Moon Nursery. There was some cleaning charges which is 35\$ per hour, that should have went to me instead of you. So now I have to pay that out of my pocket. That was unexpected and should be taken care of in February. I think it's around 450\$ if I remember right.

The cleaning part of the seeds can take much longer then the harvesting. The big thing to harvest on the bike trail is compass plant and last year 2024. I would think had to of been a record year for it.

So far it has taken roughly 3 weeks to harvest and a few weeks to dry out. Then over a month of cleaning and still working on it everyday. This has been with a bunch of help also. So just to give an idea that it's much more then just picking the seeds.

Hopefully someday the city can benefit from this. I'll try be best to make that happen.

Thanks again!

Dan Smith



Public Safety Mental Health Action Guide

Purpose: The Public Safety Mental Health Action Guide aims to ensure that all employees of the City of Houston are provided with adequate resources to handle the traumatic situations they may encounter on the job, as well as the day-to-day challenges of being an employee of the City of Houston, Minnesota.

Wellness Domains

1. Physical Wellness:

- On-Site Fitness
- Flexible Work Hours
- Ergonomic Workspaces
- Standing or Walking Meetings

2. Emotional Wellness:

- Employee Assistance Program through Emplify Gundersen Health System
- Yearly Mental Health Check-Ins with Employee Review
- Critical Incident Debriefs
- Time Off Post Critical Incidents

3. Social Wellness:

- Healthy Work/Life Balance through Flexible Schedules
- Encouragement to Participate in Volunteer Projects
- Promotion of Teamwork Activities Among All Staff

4. Inner Self Wellness:

- Time to Reflect on Personal Goals, Values, and Career Aspirations
- Regular Check-Ins with Supervisors to Stay Aligned with Personal Purpose
- Professional Development encouraged and supported.

5. Financial Wellness:

- Financial Wellness Programs
 1. First Responder Coaching (Employee Paid For)
- Education Reimbursement for qualify positions.
- Flexible Scheduling
 1. Childcare Arrangements
 2. Time Off for Medical Appointments

Resources for Support

- **National Suicide Hotline:** *998
- **Employee Assistance Program (Gundersen):** 608-775-4780 or 800-327-9991
- **Mississippi River Valley Critical Incident Stress Management Team:** 608-775-3454
- **MN Fire Help Line:** 1-888-784-6634
- **EMSRB - SE Region CISM (24-Hour Line):** 1-855-606-5458; Info: 507-536-9333
- **First Responder Coaching:** 978-616-7989; 1strespondercoaching.org
- **Responder Health:** 253-655-9850; <https://www.responderhealth.com>
- **Copline (Law Enforcement & Family Support - 24/7):** 1-800-267-5463; <http://www.copline.org>

By organizing these resources and practices into specific wellness domains, the City of Houston ensures a holistic approach to supporting the mental, emotional, physical, social, and financial well-being of its employees, with a strong focus on public safety and mental health resilience.

Rural Fire Association/City Fire Fund

July-Dec 2024

<u>Date Paid</u>	<u>Check #</u>	<u>Vendor</u>	<u>Description</u>	<u>Amount</u>
7/8/2024	56430	Minnesota Fire Service Certification	Firefighters Certification	\$252.00
7/8/2024	56416	Cox True Value Hardware	Filters	\$72.92
7/8/2024	56403	Acentek	Phone/Internet	\$118.78
7/8/2024	56406	Alex Air Apparatus	Air Bottle Fill Station Repair	\$470.00
7/8/2024	56413	Clarey's Safety Equipment	Repairs - elbow, line, valve, nozzle	\$2,707.43
7/8/2024	56413	Clarey's Safety Equipment	Turn out gear 2 new firefighters	\$7,025.00
7/9/2024	56458	S&A Petroleum	Gasoline	\$64.00
7/15/2024	56464	Ken's Small Engine	Parts	\$110.36
7/25/2024	413	MiEnergy Cooperative	Electricity	\$149.62
8/5/2024	56480	Clarey's Safety Equipment	Fire Extinguisher & Pumper Fill Hose	\$438.32
8/5/2024	56482	Cox True Value Hardware	Hose & Batteries	\$85.98
8/5/2024	56470	Acentek	Phone/Internet	\$118.88
8/5/2024	56492	LMCIT	Liability Insurance	\$5,276.00
8/5/2024	56480	Clarey's Safety Equipment	Wildland Gear	\$735.56
8/8/2024	417	Minnesota Energy	Gas	\$21.81
8/26/2024	431	MiEnergy Cooperative	Electricity	\$195.41
9/6/2024	433	Minnesota Energy	Gas	\$45.00
9/9/2024	56514	S&A Petroleum	Gasoline	\$30.00
9/9/2024	56516	Acentek	Phone/Internet	\$118.90
9/9/2024	56542	Ken's Small Engine	Parts	\$135.96
9/25/2024	441	MiEnergy Cooperative	Electricity	\$170.99
10/8/2024	446	Minnesota Energy	Gas	\$45.00
10/15/2024	56613	S&A Petroleum	Gasoline	\$129.30
10/15/2024	56577	Acentek	Phone/Internet	\$119.64
10/15/2024	56591	Cox True Value Hardware	Batteries	\$19.99
10/15/2024	56593	Emergency Apparatus Maint	Annual Pump Flow Tests	\$2,380.79
10/15/2024	56596	Hoffman Radio Network	2 800 MHZ Pagers	\$1,390.00
10/25/2024	455	MiEnergy Cooperative	Electricity	\$178.12
11/6/2024	461	Minnesota Energy	Gas	\$45.74
11/12/2024	56672	SE Minnesota EMS	CEVO Class Training	\$60.00
11/12/2024	56628	S&A Petroleum	Gasoline	\$46.30
11/12/2024	56671	S&A Petroleum	Gasoline	\$164.70
11/12/2024	56629	Acentek	Phone/Internet	\$119.10
11/12/2024	56655	Ken's Small Engine	Pre-mix 2 Stroke	\$65.52
11/12/2024	56643	Clarey's Safety Equipment	Extraction Tool	\$318.00
11/12/2024	56647	Emergency Apparatus Maint	Annual Inspection Tests	\$4,811.15
11/12/2024	56645	Cox True Value Hardware	Batteries	\$12.99
11/25/2024	471	MiEnergy Cooperative	Electricity	\$186.65
11/29/2024		Fire Department	Annual Fire Department Payroll	\$14,539.90
11/29/2024		EFTPS	FICA on Annual Payroll	\$1,112.28
12/5/2024	473	Minnesota Energy	Gas	\$65.36
12/9/2024	56714	S&A Petroleum	Gasoline	\$180.26
12/9/2024	56680	Acentek	Phone/Internet	\$119.10
12/9/2024	56690	Clarey's Safety Equipment	Fire Extinguisher Inspection & Repair	\$293.00
12/9/2024	56692	Cox True Value Hardware	Batteries	\$14.58
12/26/2024	486	MiEnergy Cooperative	Electricity	\$199.00
			TOTAL EXPENSE	\$44,959.39
			City Share	\$22,479.70
			Rural Share	\$22,479.70