

**CITY OF HOUSTON REGULAR COUNCIL MEETING
AGENDA**

**6:00 P.M., MONDAY, JUNE 9, 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. Personnel – Accept ambulance resignation**
 - a. Affirm summer rec hires**
 - b. Affirm YCC youth hires**
 - c. Authorize advertising for Public Works Superintendent**
 - d. Determine interview committee for Fire Chief**
 - i. Schedule Fire Chief candidate interviews**
- B. Accept Bolton & Menk Gift Basket & Adopt Resolution**
 - a. Designate basket for Friends of the Nature Center Fundraising**
- C. Recognition of 60 Years of Ambulance Service from Congressman Finstad’s Office**

Section 2. Action Items:

- A. Minutes from May 12, 2025, meeting**
- B. Bills**

Section 3. Consent Agenda Items to Be Placed on File

- A. Library minutes and reports**

Section 4. Department Reports

Adjournment

MEMORANDUM FOR HOUSTON CITY COUNCIL

Council Date: June 9, 2025

Agenda Item: Personnel

From: Michelle Quinn

Youth Conservation Corp

Interviews for the Youth Conservation Corp student staff were held on June 5th. The interview committee recommends hiring the following candidates: Emily Baumann, Isaiah Evenson, Mason Krings, Henry Meyer, and Henry Werner.

Action Requested: Authorize hiring the listed individuals at the applicable minimum wage and authorize the hire of additional qualified candidates.

Summer Recreation Student Staff: Hire the following individuals who met the criteria for summer recreation student staff: Stella Keehner, Alizabeth Larkins, Natalie Skifton, Max Sonnek, and Tatum Vix.

Action Requested: Affirm the hire of the listed individuals as summer recreation student staff at the applicable minimum wage.

Houston Ambulance: Emily Freeman has submitted her resignation as EMT on the Houston Community Ambulance. Due to a change in employment Ms. Freeman will no longer be located in Houston, making her unavailable to take call or respond.

Action Requested: Accept the resignation of Emily Freeman and thank her for her service to the Houston Community Ambulance.

Public Works: Public Works Superintendent Randy Thesing has made known his intent to retire. Due to the lengthy amount of time it takes to obtain licensure for this position.

Action Requested: Authorization to begin advertising for the vacancy Mr. Thesing's retirement will create.

Fire Chief: Fire Chief Skifton made it clear he only wished to remain in the position for approximately 1 year while the council developed a progression plan. The position has been posted, and candidates have applied.

Action Requested: Affirm the participants of the interview panel for Fire Chief and schedule interview(s). (Most recent panel included Mayor Wallace, personnel committee council representative Danny Todd, City Clerk/Administrator Quinn, and a member from the Rural Fire Board [Dean Happel]).

Nature Center Assistant: The two individuals hired began training at the Houston Nature Center this past weekend.

MEMORANDUM FOR HOUSTON CITY COUNCIL

Council Date: June 9, 2025
Agenda Item: Basket Donation
From: Michelle Quinn

Bolton & Menk wishes to donate a gift basket to the city. To comply with government regulations, the council may accept the gift and adopt an appropriate resolution, an appropriate resolution is attached for consideration.

To have the donation benefit the citizens and remain in compliance, the council may consider donating the basket to a qualifying organization which would in turn raffle the basket off and use the funds to benefit all citizens of the city and surrounding area.

Qualifying organizations which have been established to support city functions include:

- Fire Relief Association
- Friends of the Library
- Friends of the Nature Center

In 2024, the basket was donated to and raffled off by the Friends of the Library.

Action Requested: Accept the donation, adopt the proposed resolution, and donate it to the Friends of the Nature Center organization to be raffled off for the benefit of citizens.

RESOLUTION NO. 2025-**
A RESOLUTION ACCEPTING 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>
Bolton & Menk	Basket includes game tickets, nominal value cups, ball cap, snacks, and can cozies.

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

WHEREAS, Bolton & Menk places no requirements on the basket; 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 donation 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.

******CERTIFICATION******

State of Minnesota
County of Houston

I, Michelle Quinn, Clerk/Administrator for the City of Houston, do hereby certify that the above is a true and correct copy of a resolution adopted by the City of Houston at the City Council Meeting on June 9, 2025.

WITNESS my hand and the seal of my office this 9th day of June 2025.

Michelle Quinn, Clerk/Administrator

MEMORANDUM FOR HOUSTON CITY COUNCIL

Council Date: June 9, 2025

Agenda Item: 60 Years of Service by Houston Community Ambulance

From: Michelle Quinn

Last week a representative of United States Congressman Brad Finstad's office stopped by to deliver a Certificate of Congressional Recognition for 60 years of service to the community by the Houston Ambulance along with a United States flag which has been flown over the capital.

Mayor Scott Wallace called the City Council meeting to order at 6:00 p.m. May 12, 2025, with the Pledge of Allegiance. Council present: Mayor Scott Wallace, Zeb Baumann, Danny Todd, and Steve Westby. Staff present: Michelle Quinn, Brett Hurley, and Ed Jacobs. A list of public members present is on file.

Public Comment: Hearing no public comment, the Mayor moved to the agenda items.

Hometown Pride: Karen Todd addressed the council. Hometown Pride members maintain the entrance signs. They have removed the weeds from the sign on the west side of town. City Maintenance power washed the sign, and it looked much better. City staff also pressure washed the 9 Man Football sign. She expressed concerns that the city of Houston sign should be painted. She recommended priming and painting so that it would not require ongoing maintenance. Hometown Pride secured a quote to clean, remove the silhouette, sand, repaint and remount. Since the sign has already been pressure washed, the bid has been adjusted down to a total of \$2,000. Consideration of the adjusted quote was requested.

The 9-man sign was conceived by Margaret Carlson and Brady Auger. Permission was granted by the city for installation.

Karen Todd commented that maintenance of the sign was discussed in the past. She also expressed the desire to make the landscaping as low maintenance as possible. Discussion was held regarding the credentials of the individual providing the quote. Councilperson Todd offered to assist with the painting of the City of Houston sign.

It was the consensus of the council to allow the Hometown Price volunteers to change the landscaping to reduce the maintenance required and to authorize Public Works staff to spruce up the sign as time permits.

Nature Center Assistant: Motion by Todd, seconded by Westby to authorize the hire of Kylee Dozark and Amaya Nastor-Middleman for the Nature Center Assistant position at a rate of \$11.13 per hour. Motion carried unanimously.

Youth Conservation Corp Lead (YCC Lead): Motion by Baumann, seconded by Westby to authorize the hire of Jennifer Krings for the YCC Lead position at a rate of \$17 per hour. Motion carried unanimously.

Summer Rec Program Staffing: Motion by Baumann, seconded by Westby to authorize the hire of applicants who meet employment criteria so as many students as possible may begin to establish work history. Motion carried unanimously.

Nature Center Lead: Motion by Todd, seconded by Westby to accept the resignation of John Langheinrich and thank him for five years (4/13/2020) of dedicated service to the Houston Community, and to advertise for the vacancy created in the position of Nature Center Lead. Motion carried unanimously.

Peterson Eagle Proposal: Coleman Peterson, Houston Scout Troop 53, submitted a written proposal for an Eagle project to extend Houston High Schools Football field cement to athletic road to expand the number of hard surface parking spaces. He was unable to attend in person due to having a conflicting school activity. He has discussed the proposal with Public Works Superintendent Thesing and design elements are included to ensure the snowplow blade will glide across the concrete and not hook it. The

project has been granted approval from the school and Mr. Peterson seeks the council's approval. There is no cost to the city. Motion by Todd, seconded by Westby to approve Coleman Peterson's Eagle project. Motion carried unanimously.

Ballfield Maintenance: Two quotes were solicited for the aeration of the city ballfields. Only a single quote was received. Discussion was held. It was the consensus of the council to have staff research the cost of purchasing equipment that would aerate the fields and other maintained grassy areas and return with said information.

Street Sign Replacement: Motion by Todd, seconded by Westby to move forward with the street sign replacement project and to authorize moving 403 funds to the appropriate street account to cover the expense which has been estimated at \$6,500.00. Motion carried unanimously.

Application to Conduct Excluded Bingo: Motion by Baumann, seconded by Todd 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.

Property/Liability Insurance Renewal – Waiver of Liability Limit: Motion by Westby, seconded by Baumann 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 Westby, seconded by Baumann to approve, authorize signature, and submission of 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 25 through 27, 2025. Motion carried unanimously.

Police Officer Trainee to Police Officer: Provided an update on Curtis Chapel. He requested authorization to continue to transition Mr. Chapel from the position of Police Officer Trainee to Police Officer. Motion Baumann, seconded by Westby to move forward with the transition and to extend a conditional offer of employment to Mr. Chapel. Motion carried unanimously.

Minutes and Bills: Motion by Baumann, seconded by Westby to approve the minutes of April 14, 2025, regular meeting, and bills as presented. Motion carried unanimously.

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

Library Report and statistics

Department Head Updates:

Police: Chief Hurley commented on how busy the department has been. He stated his belief that Mr. Chapel is going to be an excellent fit for the department. He reported that he has completed mandatory training and is preparing for a review in June.

Public Works: Public Works Superintendent Jacobs reported the sludge has been hauled, the outfall leak has been repaired, seasonal summer staff have begun mowing for the season. Spring departmental work is moving along.

Clerk/Administrator: A written update is on file.

Adjourn: Motion by Todd, seconded by Baumann to adjourn the meeting at 6:51p.m. Motion carried unanimously. The next regular meeting of the Council is scheduled for Monday, June 9, 2025.

By: _____
Scott Wallace, Mayor

Attest: _____
Michelle Quinn, Clerk/Administrator

Houston Public Library Board Meeting Minutes
Tuesday, May 13, 2025
6:30 P.M.

Attendance: Lisa, Krin, Lee, Beth, Sarah, Heather (phone)

CTO: 6:34 p.m.

1. Agenda approval
 - a. Motion: Lee; second: Lisa (carried)
2. Public Comment
 - a. None
3. Minutes of April Meeting (2025)
 - a. Motion: Lisa; second: Lee (carried)
4. Policy Review
 - a. All up-to-date! Woo hoo!
5. Library Report (some highlights and celebrations!)
 - a. Legion another \$500 (total of \$1,000 for the year), an anonymous donation of \$1,000 for a total of \$2,000 for the summer program!
 - b. Made over \$1,000 at the book sale!
 - c. Friends SMIF Grant!
 - d. Working out the wrinkles for the new system
 - e. The Summer Reading Program is booked and full of AMAZING events. Way to go, Beth! (Working with Meet Up and Eat Up)
 - f. Presented to usage statistics to the county- funds distributed based on circulation
6. Old Business
 - a. Conversion to new ILS system update
 - i. Some questions, but a lot of people were aware or tech savvy
 - b. Maintenance of little libraries
 - i. basketball courts, city park
 - ii. What is used? Can we try something new? Velcro, Gorilla Glue?
7. New Business
 - a. Do we need volunteers to pick up books from Owatonna or help processing them once they arrive? (carry-over and check back in to see if we need someone to help)
 - b. Discussion on potential funding uncertainty
 - i. Library Services and Technology Act
 - ii. Institute of Library Services
 1. ILL, internet services all come from this funding (look into total amount that would potentially need to be budgeted for)
8. Adjourn:
 - a. Motion: Sarah; Second: Lee
 - b. 7:01 p.m.

Library Report

June 2025

1. County contract negotiations: As of June 1st, there is no news; we are still awaiting a counteroffer from the county commissioners.
2. Migration Update: The transition to the new Integrated Library System (ILS) is progressing smoothly overall. Our proficiency in handling day-to-day functions is improving. However, there are still some issues that need to be addressed, such as the ability to run reports, including circulation statistics. It appears that some configurations need to be made on Evergreen's end for these features to work properly.
3. Recent events:
 - a. The high school community clean-up day was May 14. We had about 20 kids who spread mulch in the greenspace, weeded, got our containers ready for planting, and washed windows and the side of the building. The mulch was purchased from Ole's by the Friends of the Library.
 - b. All of the elementary classes from preschool through 4th grade visited the library in May to learn about summer reading, ask questions, and get a tour of the library.
 - c. Our final builders club and kids' book club meetings of the school year were held at the end of May. Builders will continue in the summer as a drop-in event twice per month, then we will resume the group meetings in the fall. Our goal is to continue to offer a kids' book club in the fall, but still need to figure out what it will look like and how to encourage kids to participate.
 - d. Our container garden was planted during Saturday storytime on May 24. The flower and vegetable plants were purchased by the Friends of the Library.
4. Our summer reading program officially started on May 29, the day school let out for the year.
 - The CSLP theme this year is "Color Our World." Our emphasis will be on experiences rather than incentives. We will be encouraging creativity, exploration, and community.
 - The program will be all summer, from May 29 to August 27.
 - We will feature one "big" event every week on Wednesdays, plus multiple other events at other times all summer. Several of our Friends group members, and at least two high school students, will be volunteering to help during our events.

- Incentives:
 - Kids will get a book bag when they check out a book at the beginning of summer. We have 50 bags to give away.
 - Weekly challenges to earn a book to keep
 - Book reviews for a chance to win a prize (donated by a patron) once per week.
 - Ice cream gift certificates donated by Sub Zero.

- Community collaboration: we are teaming up with several community groups, including Owl City Cycles, the Friends of the Nature Center, Meet Up and Eat Up, Sub Zero, the American Legion, SMIF, Whitewater State Park, Apollo Music Festival, Touching Moments Animal Assisted Activities, and Rocking N Ranch, to offer an exciting summer program for kids and adults in our community.

- Our first event of the summer was held on Wednesday, June 4 with Tom the Creature Teacher in the city park. This was a legacy-funded event. There were about 140 people in attendance.

- Coming up soon:
 - Artist workshop for kids: Friday, June 6 and Friday, June 20
 - Magic of Isaiah: Wednesday, June 11
 - Summer Builders: Thursday, June 12 and Thursday, June 26
 - Chad Lewis and Minnesota's Gangster History (for adults): Monday, June 16
 - Fairy Garden: Tuesday, June 17
 - Munchkin the Mini-Horse: Wednesday, June 18
 - Monster Truck Mayhem: Monday, June 23
 - Tales by Terry: Wednesday, June 25

5. Circulation statistics are currently not available.