

**CITY OF HOUSTON REGULAR COUNCIL MEETING
AGENDA**

**6:00 P.M., TUESDAY, OCTOBER 14, 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. Matt Mohs – Local Road Improvement Program**
 - a. PFA Funding for Spruce**
 - b. Lead Service Line Replacement**
- B. Aaron Johnson – Southeastern Minnesota Initiative Foundation**
- C. Steve Skifton – Statewide Volunteer Firefighter Plan Increase**
 - a. Volunteer Firefighter Staffing**
- D. Personnel – Public Works Maintenance Hire**
 - a. Internal Posting**
 - b. MN Paid Leave**
- E. Approve Liquor Licenses for JT's & the Legion**
- F. Solicit bids for newspaper publishing/printing required notices**

Section 2. Action Items:

- A. Minutes from September 8, 2025, meeting**
- B. Bills**

Section 3. Consent Agenda Items to Be Placed on File

- A. Library minutes, reports, statistics, and policies**
- B. Correspondence in appreciation from Houston Hoedown**

Section 4. Department Reports

Adjournment



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ENGINEERING MEMORANDUM for the 10/14/25 COUNCIL MEETING

Date: October 9, 2025
To: Honorable Mayor and City Council Members
From: Matt Mohs, P.E., City Engineer
Subject: Miscellaneous Project Updates
City of Houston

Westgate Drive Reconstruction – Funding Opportunity

The Local Road Improvement Program 2025 funding cycle opened on Tuesday, September 16th.

- 1) LRIP applications are due on Friday, December 12th.
- 2) LRIP funding will be available for projects that begin construction in 2026, 2027, or 2028. The LRIP General Obligation bond funds will expire on 12/31/2029.
- 3) Approximately \$47M is available this year with a maximum award of \$1.5M per project.
- 4) Eligible Applicants include Counties, State Aid Cities, Small Cities, and Townships. Federally recognized tribes are not eligible this year.
- 5) LRIP funds construction costs only—engineering, ROW, wetland mitigation (if needed), and utility costs (except stormwater) are not eligible.
- 6) There is potential that LRIP could receive additional funds in 2026 for unfunded projects submitted during this cycle.
- 7) Eligible project types include local road construction or reconstruction projects outside trunk highway rights-of-way.
 - a. TH 16 Right Turn Lane: We'll need to talk with MnDOT to see if a turn lane is required (there currently is no turn lane). We cannot construct a right turn lane off TH 16 with these funds. A turn lane could be funded locally or with Local Partnership Program (LPP) funds. We are currently not in an LPP funding cycle.
 - b. CSAH 13 Right Turn Lane: We'll need to talk with Houston County to see if a turn lane is required (there currently is no turn lane). LRIP funds are eligible to construct a right turn lane off CSAH 13.
- 8) The connection to TH 16 and CSAH 13 helps bolster the application and meet eligibility conditions of the grant. We should review the local hydrology of the area. Improvements to help with flooded conditions also helps bolster an application.
- 9) An application will require a resolution of support from the City, a resolution of sponsorship from Houston County, and letters of support from community stakeholders.
 - a. Past letters of support were given by the Fire Department, Farmers WIN COOP, Houston County Highway Department, and Flex Craft. We suggest requesting letters of support from this same group and adding a few more community stakeholder letters.

The City applied for LRIP funding in March 2021 requesting \$810,000 and chose not to apply in the last funding cycle.

Honorable Mayor and City Council Members
October 9, 2025
Page: 2

I vetted an application with our LRIP grand funding coordinator and we believe that our project will make for a good and competitive application.

I recommend moving forward with a LRIP application. I propose we use the reduced rate structure for this application. An approximate cost to complete the application is \$4,000.

PFA Funding for Spruce Street

Due to some shortfalls in PFA infrastructure funding at the state, the PFA is raising their minimum scoring criteria for water and sewer projects. In our case, clean water (sanitary sewer) funding scored high enough and is not at risk. Similarly, grant funds for lead water service line replacement is still available. Drinking water funding for the replacement of watermains is technically at risk; however, we believe that this portion of the project can still be funded.

Due to the statewide shortfalls, the state has been reaching out to communities to temporarily remove any projects from the funding list if they are not ready for construction next year (summer 2026).

Since we believe the project will be eligible for funding, we've notified the state that we are still planning for construction next year. This notification will keep Houston on the state's Intended Use Plan (IUP) for funding. No other formal commitments are made by this notification and the council still has the ultimate decision on moving forward with the project (or not) at the appropriate time. This will put the city in the best position to receive funding as soon as possible and avoid further inflationary cost increases.

We'll work with the county to wrap up bidding documents by the end of the year. In the coming months, we'll attend a council meeting and provide detailed schedule information.

Lead Service Line (LSL) Replacement

The City has requested to be on the Intended Use Plan (IUP) for LSL replacement funding. A draft IUP will be issued this fall (likely November which is later than typical) with an open comment period where we can amend our application if needed.

We have gotten some feedback from the Mn Department of Health (MDH) on funding eligibility and availability. Our LSL Replacement project is Public Facilities Authority (PFA) funding eligible. I have discussed this with staff and we recommend continuing to pursue PFA funds for this project. The details of the funding and approach will be shared with staff. A LSL Replacement funding package will consist of a grant and a forgivable low interest loan. All costs will be reimbursable with the intention of there being no net out of pocket costs. The design will need to start this winter for plan review and PFA certification in the spring. The expectation is that construction could start late summer to fall of 2026.

MEMO

Date: October 2, 2025

To: Houston City Council

From: Houston Fireman's Relief Association
Ryan Geiwitz- Relief President
Steve Skifton- Fire Chief

RE: Summary of the Retirement Benefit Level Cost Analysis completed by PERA, July 2025.

Volunteer fire departments in MN have retirement benefits established by the state legislature in the early 70's. Early on, the Relief Association, of the fire department, managed the investment funds. Some fire departments still manage their investment/retirement funds.

In December 2013, the retirement account balances for the Houston Fireman's Relief Association, were transferred to PERA (Public Employees Retirement Association of Minnesota), and are now completely managed by PERA. At the time of transfer the benefit level was set at \$1,250 per year of eligible fire service, per member. Based on requirements set by PERA, new members can't change the benefit levels, increase or decrease, in the first 5 years in the fund. The expiration of the initial 5-year period, was in December 2018. After the first 5 years, benefit levels can be increased as often as annually, but the levels can never be decreased.

Each year, in early August PERA sends a funding report to the fire chief and the city administrator. The Funding Report outlines the funding ratio under the current retirement benefit level. In addition, PERA analyzes the ability to raise the benefits level at 4 different amounts.

The last time an increase was approved and made to the benefit level was January 2025. At that time the benefit level was increased to \$1,900 per year of service. Benefit levels can be set in \$100 increments. Based on the PERA analysis received in August 2025;

\$1,900 per year of service = 119% funding ratio

\$2,000 per year of service = 114% funding ratio

\$2,100 per year of service = 109% funding ratio

\$2,900 per year of service = less than 100% funding ratio (underfunded, not allowed).

As far back as existing fire department relief board members can remember (20 years plus), in management of the retirement funds, relief members have tried to keep the minimum funding ratio between 108% and 115%.

In keeping with the minimum funding ratio, the Fireman's Relief Association, on behalf of the Houston Fire Department, has a request to the Houston City Council to increase the retirement benefit level to \$2,100 per year of service, per member. The increase would become effective on January 1, 2026.

Respectfully submitted,
Steven J. Skifton-Fire Chief
Ryan Geiwitz-Relief Association Pres.

Cost Impact of Increase in Benefit Level

Benefit Level	\$1,900 (Current)	2025		
		\$2,000	\$2,100	\$2,900
1. Determination of Surplus / (Deficit)				
a. Projected Assets	\$ 845,487	\$ 845,487	\$ 845,487	\$ 845,487
b. Accrued Liability	710,017	740,585	771,152	1,015,692
2. Surplus / (Deficit) [1a-1b]	\$ 135,470	\$ 104,902	\$ 74,335	\$ (170,205)
3. Funded Ratio [1a/1b]	119.08%	114.16%	109.64%	83.24%
4. Financial Requirement Charges				
a. Increase/(Decrease) in liability	\$ 46,467	\$ 48,783	\$ 51,101	\$ 69,640
b. Administrative Fees	1,860	1,860	1,860	1,860
c. One-Tenth of Deficit / (Surplus)^	(13,547)	(10,490)	(7,434)	17,021
d. Net Financial Requirement Charge [4a+4b+4c, not less than zero]	\$ 34,780	\$ 40,153	\$ 45,527	\$ 88,521
5. Financial Requirement Credits				
a. Fire State Aid Current Year x 1.035	\$ (21,702)	\$ (21,702)	\$ (21,702)	\$ (21,702)
b. Supplemental State Aid Current Year	(3,195)	(3,195)	(3,195)	(3,195)
c. 6% interest on Projected Present Assets	(50,729)	(50,729)	(50,729)	(50,729)
d. Net Financial Requirement Credit [5a+5b+5c]	\$ (75,626)	\$ (75,626)	\$ (75,626)	\$ (75,626)
6. Required Contribution [4d+5d, not less than zero]	\$ 0	\$ 0	\$ 0	\$ 12,895

[^] Zero if the plan has had a surplus for only one year.

RESOLUTION 2025.**
A RESOLUTION OPTING TO INCREASE THE BENEFIT LEVEL FOR
FIREFIGHTERS WHO ARE VESTED IN THE STATEWIDE VOLUNTEER
FIREFIGHTER PLAN

The City Council of the City of Houston, Minnesota, does ordain:

WHEREAS: The City previously authorized the fire department to join the Statewide Volunteer Firefighter Plan administered by the Public Employees Retirement Association (PERA); and

WHEREAS: The City requested and obtained a cost analysis of increasing the benefit level for firefighters who are vested in the Statewide Volunteer Firefighter Plan from PERA not more than 120 days ago; and

WHEREAS: The City understands that Minnesota statute allows an increase in benefit levels if the plan is fully funded, but does not have provisions for a decrease in benefit levels; and

WHEREAS: The City highly values the contributions of City Fire Department members to the safety and well-being of our community and wishes to safeguard their pension investments in a prudent manner.

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

- 1) The City hereby approves an increase in the benefit level for firefighters who have completed at least 5 years of good time service credit as a member of the Statewide Volunteer Firefighter Plan administered by PERA at the \$___ benefit level per year of service, effective January 1, 2026; and
- 2) The City Clerk/Administrator and Mayor are hereby authorized to execute all documents necessary to effectuate the intent of this resolution.

*****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 October 14, 2025.

WITNESS my hand and the seal of my office this 14th day of October 2025.

Michelle Quinn, Clerk/Administrator

SEAL

MEMORANDUM FOR HOUSTON CITY COUNCIL

Council Date: October 13, 2025

Agenda Item: Personnel Items

From: Interview Committee and Michelle Quinn

City Maintenance Worker: Interviews for the position of City Maintenance Worker were held on Thursday, October 2nd. Based on job-related information from the candidate's application, and responses to questions asked through the interview process, the personnel committee will be recommending the top scoring candidate for hire. Favorable references for said candidate have been received.

Action Requested: Authorize the hire of _____ for the City Maintenance Worker position at a rate of \$19.00 per hour with step increases of \$0.50 per hour upon obtaining each of the listed and required licenses being Class C Wastewater Operator License, Class C Water System Operator License, Class B Biosolids Certification and CDL, and contingent upon passing a pre-placement physical.

Public Works Department Head: With the pending retirement of Randy Thesing, it is necessary to plan a change in the department head position.

Action Requested: Authorize internal posting for letters of interest for the public works department head position.

Minnesota Paid Leave: January 1, 2026, the State is mandating paid leave (medical and family). This program will be administered by the State. Payroll taxes are being assessed on all wages to cover the cost.

Action Requested: Approve the city covering the payroll tax (0.88%) to fund this mandated program.

MEMORANDUM FOR HOUSTON CITY COUNCIL

Council Date: October 14, 2025

Agenda Item: Liquor Licensing

From: Michelle Quinn

Action requested: Approval of liquor license renewals for the following contingent upon receipt of required information.

JT's Corner Bar & Grill

American Legion Post 423

These are for January 1, 2026, through December 31, 2026, period.

MEMORANDUM FOR HOUSTON CITY COUNCIL

Council Date: October 14, 2025

Agenda Item: Soliciting Bids

From: Michelle Quinn

It is that time of year when the city needs to plan to meet 2026 publishing requirements. Bids for publishing will be considered when the council designates the official newspaper.

Action requested: Authorize solicitation of bids to meet the city's 2026 publishing requirements.

Mayor Scott Wallace called the City Council meeting to order at 6:00 p.m. September 8, 2025, with the Pledge of Allegiance. Council present: Mayor Scott Wallace, Zeb Baumann, Danny Todd, and Steve Westby. Staff present: Michelle Quinn, Curtis Chapel, Josh Hongerholt, 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.

Minnesota Design Team Grant Proposal: Marilyn Frauenkron Bayer shared how the Minnesota Design Team had been to Houston in 1995 and again in 2006. She shared an article which outlined the goals identified from their visit which is on file. She provided an overview of how funding would be a blend of in-kind support paired with a potential grant from SMIF. She explained how the process goes and how it truly unites communities and brings residents together to define the local vision. She stated that the communities which host the Minnesota Bear Center, Loon Center and Hummingbird Center all had Minnesota Design Time visits prior to construction. Motion by Todd, seconded by Westby, to authorize the submission of the grant application and formally support the initiative which will hopefully result in another Minnesota Design Team visit. Motion carried unanimously.

City Hall Roof: The City Hall roof experienced significant leaking during a recent driving rain event. Staff solicited quotes from two qualified contractors for replacement of the roof on city hall. Quotes have been received from Winona Heating & Ventilation, Inc in the amount of \$32,740.00 and from McCabe Roofing, Inc. in the amount of \$52,275.00. It was noted on the WHV quote, replacement of 2" insulation is "as needed" with a per sheet price. I performed basic calculations and utilizing a measuring tool on the Beacon website to estimate the roof square footage and worst-case scenario if all the existing insulation were replaced. The rough calculations would add \$8,000 to the base quote. The McCabe Roofing, Inc. quote includes replacement of all insulation, and the cost is included in the quoted amount.

The city has been proactively planning/saving for future big purchases (furnace replacement at city hall, street sweeper) and included funding in the current budget. With the council's approval, the savings intended for mentioned items could be redirected and would allow the city to pay cash for the roof replacement expense. It would of course setback our savings for the items mentioned. Motion by Todd, seconded by Westby, to accept the quote submitted by Winona Heating & Ventilation, Inc. in the amount of \$32,740.00. Motion carried unanimously.

Bandshell Roof: The Bandshell roof was damaged during the 7/28/2025 strong wind event. The west side of the roof has sustained damage multiple times. A claim was filed with LMCIT. LMCIT will provide coverage in an amount equal to reroofing with asphalt shingles less applicable deductible. Quotes were solicited from Affordable Siding & Roofing, and McCabe Roofing, Inc. Affordable Siding & Roofing submitted a quote for a shingled roof replacement in the amount of \$11,900. McCabe Roofing, Inc. declined to submit a quote due to current workload. LMCIT has approved the quote submitted by Affordable Siding & Roofing less the deductible. Deductible will be submitted for State Disaster Recovery Funding. Public Works noted the steel interlocking shingles on the Nature Center building have withstood the wind events which have resulted in the shingle damage on the west side of the bandshell and suggested the council consider a bandshell roof replacement utilizing a similar interlocking shingle which Affordable Siding & Roofing provided a quote for in the amount of \$21,942. The council has the option to put the insurance proceeds towards this upgraded re-roofing project. It would require the city to cover the cost difference of \$10,042. Finance reviewed the current year budget and there are unused

amounts within the Nature Center Fund totaling \$3,000 and \$4,800 from the Parks Fund (improvements and maintenance have been less than budgeted) which have not been utilized and may be redirected to offset the added expense to have interlocking steel shingles installed. Following discussion, motion by Todd, seconded by Westby to accept the quote of Affordable Siding & Roofing in the amount of \$21,942 for interlocking steel shingles. Motion carried unanimously.

2026 Water and Sewer Rates: In August, the council members were provided with water and sewer rate increase projections for consideration. Michael Bubany, the city's financial consultant, has stated it is necessary to continuously monitor the health of the enterprise funds and make increases to ensure sustainability. Discussion was held. Motion by Westby, seconded by Todd to adopt a base and volumetric water increase of 4% and base and volumetric sewer increase of 5% effective with the billing cycle which includes January 2026 use. Motion carried unanimously.

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

**RESOLUTION 2025-11
ADOPTING PRELIMINARY 2026 BUDGET AND PRELIMINARY TAX LEVY,
COLLECTABLE IN 2026**

Be It Resolved by the city council of the City of Houston, County of Houston, Minnesota, adopts the Preliminary 2025 Budget and that the following sums of money be levied for the current year, collectable in 2026, upon the taxable property in the City of Houston, for the following purposes:

General Fund	208,000
Library Fund	40,500
Ambulance Fund	10,000
Fire Fund	30,000
Park/Rec Fund	2,500
Nature Center Fund	51,000
Vehicle Fund	39,000
Infrastructure Fund	63,250
2016A Ellsworth Street Bond	34,000
2017A Street & Utility Improvement Bond	27,350
2020 MiEnergy Loan	31,500
2020B Lincoln Street Reconstruction Bond	37,100
2020C Community Center Renovation Bond	18,200
2025 Street & Utility (CSAH 13/Spruce Street)	<u>25,000</u>
Total Levy	\$617,400

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

Gambling Permit: Motion by Westby, seconded by Baumann 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 21, 2026 and one for DLC, Inc. for an event to be hosted at the Houston Fest Grounds/Community Center on January 24, 2026. Motion carried unanimously.

Sale of Excess Property (decommissioned street signs): Motion by Westby, seconded by Todd to set the price of decommissioned street signs at \$20 per sign and to adopt the following resolution offering the signs on a first come, first served basis. Motion carried unanimously.

RESOLUTION 2025-12

A RESOLUTION DECLARING EQUIPMENT AS SURPLUS AND AUTHORIZING THE SALE OF THE SAME

WHEREAS, the City of Houston Council has been advised by staff that the following item(s) or equipment are no longer needed for current or future municipal operations:

Various Street Name Signs

AND WHEREAS, the value of this/these item(s) is estimated to be less than \$25,000,

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

1. The council declares the property listed above as surplus.
2. The council authorizes the disposal of said property by advertising it for sale on the open market pursuant to Minn. Stat. §471.64 subd. 1 at a price of \$** per sign, which is fair market value of the property.
3. Pursuant to Minn. Stat. §15.054, the property will not be sold to a city officer or employee.
4. All sales shall be final, and the property is to be sold in "as-is" condition and on a first come, first served basis.

Truth in Taxation Public Hearing: The city is required to schedule a Truth in Taxation (TNT) hearing. Motion by Baumann, seconded by Westby to schedule the TNT hearing for Monday, December 8, 2025, beginning at 6:15 p.m. Motion carried unanimously.

Minutes and Bills: Motion by Baumann, seconded by Westby to approve the minutes of August 9, 2025, regular meeting, and bills as presented. Motion carried unanimously.

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

Library Report and statistics

Department Head Updates:

Police: Chief Hurley reported night shoot training is scheduled. The squad recently had warranty work completed to repair a coolant leak.

Public Works: Josh Hongerhold reported the street sign replacement project remains ongoing. Ed Jacobs commented he will be meeting with the tree service to finalize storm damage billing. The business

district flower baskets have been removed. Josh Hongerholt expressed appreciation for the great care Les Roesner took with this year's hanging baskets.

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

Adjourn: Motion by Westby, seconded by Baumann to adjourn the meeting at 6:51 p.m. Motion carried unanimously. The next regular meeting of the Council is scheduled for Tuesday, October 14, 2025.

By: _____
Scott Wallace, Mayor

Attest: _____
Michelle Quinn, Clerk/Administrator

Houston Public Library Board Meeting Minutes
Tuesday, June 10, 2025
6:30 P.M.

Members in Attendance: Krin, Beth, Sarah, Lee, Lisa, Zeb, Heather (phone)
Call to Order: 6:30 p.m.

1. Agenda approval
 - Moved: Lisa
 - Seconded: Sarah
 - Friendly Amendment: Closure on June 19? (Juneteenth); Hoedown parade? (Parade on June 27)
 - Approved; motion carries
2. Public Comment
 - a. None
3. Minutes of May Meeting
 - Motioned to approve May Minutes
 - Moved: Lee
 - Seconded: Lisa
 - Approved; Motion Carries
4. Policy Review (carry over- no updates)
5. Library Report (see attached)
 - a. THANK YOU, BETH!
6. Old Business
 - a. ILS Agreement Approval
 - Motion to approve the ILS agreement
 - Moved: Zeb
 - Seconded: Lisa
 - Approved; Motion Carries
7. New Business
 - a. S. P. Permit: will be available to borrow for one week at a time (July 1 start date-June 30, 2028) Thanks, Beth!
 - Motion: Approve the State Park Permit for checkout.
 - Moved: Lee
 - Seconded: Sarah
 - Approved; Motion Carries
 - b. Closure on June 19? (Juneteenth, it's a Thursday)
 - Motion: Close on the holiday Juneteenth on Thursday, June 19.
 - Moved: Zeb
 - Seconded: Lisa
 - Approved; Motion Carries
 - c. Hoedown parade: Parade on June 27
 - Sarah will try assembling a team (Shelby, Jacqueline, etc. and kids)
 - Much simpler design this time

Motion: Scaled down version of a float for the Hoedown Parade 2025.

Moved: Lisa

Seconded: Heather

Approved; Motion Carries

8. Adjourn

Moved: Lisa

Seconded: Sarah

Approved; Motion Carries

Meeting adjourned: 6:54 p.m.

Next meeting: July 8th

Houston Public Library Board Meeting Minutes

Tuesday, July 8, 2025

6:30 P.M.

Attendance: Lisa, Krin, Lee, Beth, Sarah, Pat

CTO: 6:33 p.m.

1. Agenda approval

a. Motion: Pat; second: Lee (carried)

2. Public Comment

a. Krin read a thank you note from Minitex for the resolution in support of Minitex services.

3. Minutes of June Meeting (2025)

a. Motion: Lee; second: Pat (carried)

4. Policy Review

a. All up-to-date! Woo hoo!

5. Library Report

a. Beth presented updated/preliminary circulation numbers for May and June. There are still a few glitches in the system that need to be worked out. Other details are in the library report that Beth submitted.

6. Old Business

a. Hoedown Parade July 27-we discussed the poster details, Jon Lee is driving their truck in the parade, books and updated brochures will be passed out at the parade, and Beth is asking members of the Friends of the Library Board to help.

b. Strategic Plan-There have not yet been any events live-streamed. Krin mentioned the ease of doing this on Facebook. Community partnerships are well-established; Beth plans to reach out to Money Creek Outfitters and Owl City Bikes to discuss program options.

7. New Business

a. Pros and cons of RFID

Costs: \$225 for Software Suite, \$925 for Reader Kit, \$3900 for tags for an estimated total of \$5050. We discussed how this should be considered in the future and how we might start budgeting for this expense over the next several years.

On another note, Lee shared a creative idea (geography project for children and families) where children take a virtual tour of the U.S. with identifying varying landmarks/locations and learning about them along the way. Lee has all of the resources. We had fun exploring this!

8. Adjourn:

a. Motion: Pat; Second: Lisa

b. 7:26 p.m.

Notes respectfully submitted by Lisa Skifton

Houston Public Library Board Meeting Minutes
Tuesday, August 12, 2025
6:30 P.M.

Members in attendance: Krin, Zeb, Pat, Lee, Beth, Kate, Sarah
Call to Order: 6:33 p.m.

1. Agenda approval
 - a. Motion to approve: Lee moves, second: Zeb (carried)
2. Public Comment
 - a. No public
3. Minutes of July Meeting (Thank you, Lisa)
 - a. Motion: Pat moves, Lee second (carried)
4. Policy Review
 - a. Up to date
5. Library Report
 - a. [Linked Here](#)
6. Old Business
 - a. Strategic Plan (Year 3 follow up notes)
 - i. Beth made the applications more accessible by adding a link to the website. It is more user-friendly.
 - ii. Monthly emails and updates have been sent. Usually around 50% open them.
 - iii. (Goal 1) Videos and clips have been shared to the facebook page. Action steps- work on getting the Live Stream set up.
 - iv. Idea: benchmark on the new ILS in order to make sure people were able to make the transition. Beth says it has been going well. May was busier helping people but it is quieter now.
 - v. (Goal 2): Library of things- accomplished! Dissemination of updated brochure at the Hoedown parade (continue each year)
 - vi. (Goal 3): Unique adult programming events- new ideas (movement classes, cookbooks, solar energy programs, efficiency and tax credit)
 - vii. (Goal 4): 2028 partnerships to expand outreach within community- HVMH continue to reach out, Bluff Country Tax continue to reach out, Friends of the Nature Center will continue, Owl Center will continue to reach out, Owl City Cycles will continue, Beth will continue to brainstorm with HAPI for future programs.
7. New Business
 - a. none
8. Adjourn
 - a. Motion to adjourn: Lee moves, Zeb seconds (carried)
 - b. Adjourn at 7:04 p.m.

**HOUSTON
PUBLIC
LIBRARY**
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	992	474	1,895	3,163	768	7,292
Mar	1,225	495	2,041	3,635	818	8,214
April	1,195	486	1,934	3,132	797	7,544
May	1,741	529	2,372	4,210	632	9,484
June	2,141	679	2,025	5,257	956	11,058
July	2,142	884	2,553	5,578	1,066	12,223
Aug	1,729	643	2,250	5,311	1,101	11,034
Sept	1,476	578	2,274	4,799	975	10,102
Oct						0
Nov						0
Dec						0
TOTAL	13,772	5,190	19,196	38,515	7,809	84,482
%	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:	495	234	997	767	320	2,813
Mar:	594	208	1,124	902	276	3,104
April:	632	257	1,088	661	299	2,937
May:	807	321	1,593	849	238	3,808
June:	957	415	1,328	1,041	409	4,150
July	1,001	532	1,594	1,100	396	4,623
Aug:	755	403	1,366	1,030	432	3,986
Sept:	667	293	1,445	1,002	299	3,706
Oct:						0
Nov:						0
Dec:						0
TOTAL	6,427	2,834	11,590	8,258	2,912	32,021
%	17.93%	5.91%	36.45%	31.31%	8.40%	100.00%

Overdrive:

September ebooks: 99
Audiobooks: 177
Total: 276

YTD ebooks: 1146
Audiobooks: 1577
Total: 2723



**HOUSTON HOEDOWN COMMITTEE
BOX 577
HOUSTON, MN 55943**

September 9, 2025

CITY OF HOUSTON
105 W MAPLE ST
HOUSTON MN 55943

The Houston Hoedown Board would like to thank you for your participation in making the 2025 Hoedown a success.

The city does so much for the Houston Hoedown the last week of July. Thank you to the workers to put up the fencing, helped with blocking off the streets, cleaned up the town and so much more. Thanks also to the Mayor and council for your help in sponsoring Hoedown.

It is because of your support that Houston Hoedown is a success. Small towns' festivals cannot survive without all the volunteers and businesses' support.

Thank you again.

Sincerely,

A handwritten signature in black ink, appearing to read "Tony Schultz".

Tony Schultz
Board President

MEMORANDUM FOR HOUSTON CITY COUNCIL

Council Date: October 14, 2025
Agenda Item: Administrator's Update
From: Michelle Quinn

The city has a few terms on various boards which are expiring December 31st. The seats up include the following:

Tree Board – Karen Todd

Andie Harveaux

Jim Edwards

Park & Rec Board – Council Rep Emily Krage

I have reached out to Karen Todd regarding the term expirations on the tree board.

Staff are actively drafting a proposed update to the Personnel Policy to incorporate recently state mandated leave program information, updates to verbiage for clarification and to mirror LMC personnel policy recommendations, to establish framework and reference points for future volunteer Ambulance and Fire policies You will see a draft soon. The proposal will apply to all staff for whom the city is mandated to provide certain state benefits.

Staff have been discussing proposed changes to on-call and call pay for the Ambulance. The proposed budget was developed with this forthcoming proposal in mind. They expect to bring forward proposals prior to year end to be made effective January 1, 2026.

Staff met with the city engineer and MN Dot representatives for an extensive walk-thru as a kickoff to the upcoming trunk highway 16/Cedar Street reconstruction slated for 2030.

Staff have a meeting with Bolten & Menk to further discuss the trunk highway 16/Cedar Street reconstruction program on Thursday, October 16th.