

**CITY OF HOUSTON REGULAR COUNCIL MEETING  
AGENDA**

**6:00 P.M., MONDAY, NOVEMBER 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. Presentation of Life Saving Awards to Houston Ambulance Staff**
- B. Gambling Permit (Just B Caus and Just B Caus Reloaded)**
- C. Engineering Items**
- D. Appointment of Assistant Fire Chief**
- E. Personnel Items**
- F. Proposed Ordinance**
- G. Adoption of 2025 Meeting Calendar**

**Section 2. Action Items:**

- A. Minutes from October 14, 2025, meeting**
- B. Bills**

**Section 3. Consent Agenda Items to Be Placed on File**

- A. Library minutes, reports, and statistics**

**Section 4. Department Reports**

**Adjournment**

## MEMORANDUM FOR HOUSTON CITY COUNCIL

Council Date: November 10, 2025  
Agenda Item: Presentation of Lifesaving Awards  
From: Houston Community Ambulance

---

The following Houston Community Ambulance staff will be recognized for their lifesaving efforts on September 29, 2025:

Mimi Carlson  
Chris Cox  
Anna Frauenkron  
Adrianna Hongerholt  
Marty Momsen  
Deven VanGundy  
Kendra VanGundy

The following will provide comments and recognition:

The City of Houston/Mayor Scott Wallace

SE EMS/Representative will be present

Gundersen Tri-State Ambulance/Represented by Anna Frauenkron (also a recipient)

Miss Lilah Christiansen along with her family will be present as guests.

## MEMORANDUM FOR HOUSTON CITY COUNCIL

Council Date: November 10, 2025

Agenda Item: Application for Exempt Permit (gambling)

From: Michelle Quinn

---

Just B Caus and Just B Caus Reloaded request approval of an Application for Exempt Permit for an event being hosted at the Houston Fest Grounds on April 18, 2026.

**Action requested:** Approve requests with no waiting period.

## MEMORANDUM FOR HOUSTON CITY COUNCIL

Council Date: November 10, 2025  
Agenda Item: Engineering Items  
From: Bolton & Menk/Michelle Quinn

---

The council acted to pursue LRIP Grant Funding to Improve Westgate Drive during the last regularly scheduled meeting. Staff have been soliciting letters of support. There is a need for the council to memorialize the intent in a resolution.

**Action Requested:** Adopt a resolution authorizing the pursuit of 2025 LRIP Funding for the Westgate Drive Reconstruction Project.

One condition of the City's Wastewater Treatment Plant Permit, the City is required to have a phosphorous minimization plan. This is something Bolton & Menk will assist the city with as they have for other minimization plans such as the one for mercury. The cost to prepare the required plan ranges between \$3,000 and \$5,000.

**Action Requested:** Authorize Bolton & Menk to collaborate with staff to prepare the required phosphorous minimization plan.

**City of Houston  
Houston County, Minnesota**

Resolution No. 2025-14

**RESOLUTION AUTHORIZING THE PURSUIT OF 2025 LOCAL ROAD  
IMPROVEMENT PROGRAM FUNDING FOR THE WESTGATE DRIVE  
RECONSTRUCTION PROJECT**

WHEREAS, the City of Houston proposes to reconstruct Westgate Drive to provide a paved surface with a 10-ton capacity, improve drainage, provide pedestrian facilities, and connect Cedar Street (TH 16) and West Spruce Street (CSAH 13); and

WHEREAS, Westgate Drive serves as a vital route for local farmers, truck traffic, and the adjacent industrial park, supporting local and regional current and future development; and

WHEREAS, the existing gravel roadway has poor roadway conditions and is insufficient for current transportation demands, resulting in increased maintenance; and

WHEREAS, the proposed project is regionally significant in that it will improve safety, accessibility, and connectivity for residents, businesses, and emergency services, and will support the local and regional long-term economic development goals; and

WHEREAS, the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation makes available up to \$1,500,000 to apply towards projects on local roads that are regionally significant, result in safety improvements, address transportation deficiencies, and contribute to economic development, and

WHEREAS, LRIP requires a city, such as the City of Houston, that is not a State Aid city, to have a county sponsor and the support of the County Board; and

WHEREAS, the proposed year for project construction is 2027.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF HOUSTON AS FOLLOWS; that

1. The City Council hereby supports the reconstruction of Westgate Drive between Cedar Street (TH 16) and West Spruce Street (CSAH 13), and
2. The City Council hereby supports the City's pursuit of LRIP funding and authorizes staff to prepare and submit such applications, and
3. The City Council hereby seeks sponsorship by resolution of Houston County to act as sponsor for the City of Houston's LRIP funding application and the associated Westgate Drive Reconstruction project, and

4. The City Council hereby commits to funding project elements not eligible for LRIP funding, ensuring the project will comply with all LRIP funding requirements, and following the project schedule as presented in the application.

ADOPTED BY THE CITY COUNCIL OF THE CITY OF HOUSTON, MINNESOTA, THIS 10<sup>TH</sup> DAY OF NOVEMBER 2025.

ATTEST:

---

Scott Wallace  
Mayor

---

Michelle Quinn  
City Administrator

## MEMORANDUM FOR HOUSTON CITY COUNCIL

Council Date: November 10, 2025

Agenda Item: Appointment of Assistant Fire Chief

From: Personnel Committee

---

Assistant Fire Chief Brandon Olson and Assistant Fire Chief Ken Witt's appointed terms are set to expire on December 31, 2025. Ken Witt did not apply for re-appointment. Two applications were received for the positions. Interviews were held on November 3, 2025.

**Action Requested:** The personnel committee has recommended the appointment of Mitch Seekamp and the re-appointment of Brandon Olson as Assistant Fire Chief for two-year terms commencing January 1, 2026, and expiring December 31, 2027.

## MEMORANDUM FOR HOUSTON CITY COUNCIL

Council Date: November 10, 2025

Agenda Item: Personnel Items

From: Michelle Quinn

---

Randy Thesing has been a vital member of the City of Houston Team for nearly 24 years leading the Public Works/Maintenance Team. He has announced his resignation.

**Action Requested:** Accept the resignation of Randy Thesing, effective January 2, 2026, from the position of Public Works Superintendent.

The City will be needing assistance in summer 2026 to coordinate and oversee the Summer Recreation Program, care for business district flowers, and maintain city owned greenspace. I am asking that the city post these opportunities at this time.

**Action Requested:** Authorization to post for the following: 2026 Summer Recreation Director, Flower Care Attendant, and seasonal maintenance.

Randy Thesing

To the city of Houston

This letter is to inform the city of my retirement. I will retire in January 2026. My last day of work will January 2 2026.

I would like to say thank you to all of the good people I worked with over the last 23+ years. The 3 city administrator ,the 5 Mayor, and all the council members.

Randy Thesing

A handwritten signature in black ink, appearing to read "Randy Thesing", with a long horizontal flourish extending to the right.

## MEMORANDUM FOR HOUSTON CITY COUNCIL

Council Date: November 10, 2025

Agenda Item: Ordinance Regulating the Use & Operation of Special Vehicles

From: Chief Hurley/Michelle Quinn

---

If special vehicles are allowed to operate on city streets, the city is required by Minnesota Statute 169.045 to permit and regulate them. Houston County recently enacted an ordinance to regulate the same. Houston County Ordinance 17 is the model which the city has mirrored.

The council may schedule action to consider adoption of the ordinance. A public hearing is discretionary but not required. A public hearing would require newspaper publication. The other option would be to post copies of the proposed ordinance and consider action to approve during the next regularly scheduled meeting.

**Action Requested:** Determine with the council wishes to hold a public hearing with required publishing or would they prefer to schedule action for the December meeting and post notice?

**CITY OF HOUSTON, MINNESOTA**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE FOR REGULATING THE USE AND OPERATION OF SPECIAL VEHICLES ON THE CITY OF HOUSTON ROADS, REQUIRING A LICENSE, AND PROVIDING PENALTIES FOR VIOLATIONS THEREOF.**

**Section 1. Purpose**

This ordinance is adopted pursuant to Minnesota Statute § 169.045 to authorize and regulate the operation of motorized golf carts, all-terrain vehicles (ATVs), and utility task vehicles (UTVs) on certain roadways within the City of Houston, Minnesota, under permit.

**Section 2. Definitions**

As used in this ordinance:

- **All-terrain vehicle (ATV):** Has the meaning given in Minnesota Statute § 84.92.
- **City:** Means the City of Houston, Minnesota.
- **Utility task vehicle (UTV):** has the meaning given in Minnesota Statute § 169.045 subd. 1(3)
- **Motorized golf cart:** A self-propelled vehicle with four wheels designed for use on a golf course.
- **Special Vehicle:** Means any all-terrain vehicle, golf cart, or utility-task vehicle described under this ordinance.

**Section 3. Designation of Roadways**

Motorized golf carts, ATVs, and UTVs may be operated on all city streets under the jurisdiction of the City of Houston.

**Section 4. Permit Application and Requirements**

1. No person shall operate a motorized golf cart, ATV, or UTV on designated roadways without first obtaining a permit issued by the City of Houston.
2. Applicants must complete the City of Houston Special Vehicle Permit Application form.

3. The City Clerk or designated official shall review, and issue permits upon compliance.
4. Permits are valid for up to three (3) calendar years (January 1st- December 31<sup>st</sup>) and may be renewed unless revoked according to section 4 of this ordinance.
5. The city may revoke any permit if there is evidence the permit holder cannot safely operate the vehicle on designated roadways.
6. Special vehicle permits from other jurisdictions will be recognized in the City of Houston. Recipients of permits from other jurisdictions may file a copy of the permit with the city or provide proof of permit from another jurisdiction within fourteen (14) days of being stopped for not having a City of Houston Special Vehicle Permit. Any permit provided must have been valid when the special vehicle was in use in the City of Houston.

#### **Section 6. Operating Conditions**

1. Motorized golf carts must display a **slow-moving vehicle emblem** as provided in Minnesota Statute § 169.522.
2. All operators shall comply with applicable traffic laws under Minnesota Statute Chapter 169, unless such laws cannot reasonably be applied to these vehicles.
3. Every special vehicle operator has all the rights and duties applicable to the driver of any other vehicle under the provisions of Minnesota Statutes Chapter 169, unless those provisions cannot reasonably be applied to special vehicles. The operation of special vehicles shall comply with Minnesota Statutes § 84.92 through § 84.928 and § 169.045, as well as any other Federal State, or local law, rule, or regulation.

#### **Section 7. Restrictions- No person shall operate a special vehicle under this ordinance:**

1. Without valid proof of insurance compliant with Minnesota Statute § 65B.48 Subdivision 5.
2. Without a valid driver's license.
3. Except between sunrise and sunset, unless the special vehicle is equipped with original headlights, taillights, and rear facing brake light equipment.
4. In inclement weather, when visibility is impaired by weather, smoke, fog, or other conditions, or at any time when there is insufficient visibility to clearly see persons and vehicles on the roadway at a distance of 500 feet.
5. Without a rear-view mirror as described in Minnesota Statute § 169.70

**Section 8. Minors**

No minor under the age of 18 may operate a special vehicle under this ordinance without possessing a valid driver's license and completing a Department of Natural Resources ATV safety course. Any minor special-vehicle operator or passenger traveling on a city street shall wear a properly fitted helmet approved by the Commissioner of Public Safety.

**Section 8. Insurance**

Operators must maintain liability insurance. If it is not available through private insurers, operators may apply through the Minnesota Automobile Insurance Plan.

**Section 9. Penalty**

Violation of this ordinance shall be a petty misdemeanor and may result in revocation of the permit, a fine of \$75, or both.

**Section 12. Effective Date**

This ordinance shall become effective upon passage and publication as required by law.

---

**CITY OF HOUSTON SPECIAL VEHICLE PERMIT APPLICATION**

(Pursuant to Ordinance No. \_\_\_\_\_ and Minn. Stat. §169.045)

**Applicant Information:**

- Full Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone: \_\_\_\_\_ Email: \_\_\_\_\_
- Date of Birth: \_\_\_\_\_

**Vehicle Information:**

- Type:  Golf Cart  ATV  UTV
- Make/Model: \_\_\_\_\_
- Year: \_\_\_\_\_ Color: \_\_\_\_\_
- VIN or Serial Number: \_\_\_\_\_
- Insurance Company: \_\_\_\_\_

- Policy Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

**Driver's License Information:**

- License #: \_\_\_\_\_ State: \_\_\_\_\_
- Expiration Date: \_\_\_\_\_

**Required Documents (Attach Copies):**

- Proof of insurance (compliant with MN Stat. §65B.48, Subd. 5)
- Proof of Equipment Compliance

**Declaration:**

I certify that the information provided is true and complete. I understand and agree to abide by all applicable laws and the provisions of the City of Houston's ordinance related to operation of special vehicles.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

**OFFICE USE ONLY**

- Application Approved  Denied
- Permit #: \_\_\_\_\_
- Issue Date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_
- Authorizing Official: \_\_\_\_\_

## **MEMORANDUM FOR HOUSTON CITY COUNCIL**

Council Date: November 10, 2025

Agenda Item: 2026 Meeting Calendar

From: Michelle Quinn

---

The 2026 meeting calendar has been developed, assuming past practice will continue to be observed.

Council meetings have been held on the 2<sup>nd</sup> Monday of each month. In the event of a Monday observed holiday, the meeting is scheduled for Tuesday following.

Planning meetings have been held on the 1<sup>st</sup> Monday of each month. In the event of a Monday observed holiday, the meeting is scheduled for Tuesday following.

**Action requested:** Adopt the 2026 meeting calendar as presented.

# 2026

## City of Houston, MN - Regularly Scheduled Meetings

October						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

July						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

January						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

August						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

May						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

December						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

June						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

March						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



CITY OBSERVED HOLIDAY - CITY HALL CLOSED

CITY COUNCIL MEETING, 6:00 PM, AT CITY HALL (2nd Monday of each month)

HOUSTON PLANNING COMMISSION AND EDA MEETING, 5:15 PM, AT CITY HALL (1st Monday of each month)

LIBRARY BOARD MEETING, 6:30 PM, AT LIBRARY, October meeting day to be determined (2nd Tuesday of each month)

PARKS AND RECREATION COMMITTEE MEETING, 7:00 PM AT CITY HALL (3rd Wednesday January-June)

AMBULANCE DEPARTMENT MEETINGS, last Wednesday of each month

FIRE DEPARTMENT MEETINGS, 3rd Wednesday of each month, January through June Fire Mtg falls on same night as Parks and Rec and

appears purple on calendar

Mayor Scott Wallace called the City Council meeting to order at 6:00 p.m. October 14, 2025, with the Pledge of Allegiance. Council present: Mayor Scott Wallace, Zeb Baumann, Emily Krage, and Danny Todd. Staff present: Michelle Quinn, Josh Hongerholt, Brett Hurley, Steve Skifton, and Randy Thesing. A list of public members present is on file.

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

**Southern Minnesota Initiative Foundation:** Aaron Johnson, philanthropy director, shared an overview of how SMIF assists communities. They provide grants and programming to improve community economies and vitality, and support early childhood development, school readiness, and entrepreneurship. They do these things through investment, GAP loans, and technical assistance. They also administer the Paint the Town Program providing for community murals and historic restoration. He shared a packet of information which is on file. Mr. Johnson provided information on the SMIF investments in the Houston area over the past few years which includes awarding several hundred books to the Friends of the Houston Library which were used to support the summer reading program. In closing he requested continued support in the amount of \$210.

**Bolten & Menk Update:**

**LRIP –** The City of Houston applied for competitive LRIP Grant funding in 2021 for improvements to Westgate Drive. The program has opened applications for the current year funding of \$47 million. The city could use the framework from the 2021 application to apply during this round. It would require obtaining county sponsorship along with letters of support from impacted entities such as Flex Craft, the Fire Department, Apple Auto, Farmers Win Coop, Houston Township and any others who may benefit from the improvements. It is believed the original proposal included elements to improve community walkability. Matt Mohs asked the council to consider whether it wished to move forward and estimated a not to exceed cost for grant preparation not to exceed 40 hours at the reduced rate of \$100 per hour. Motion by Krage, seconded by Baumann, to approve moving forward and the budget not to exceed \$4,000. Motion carried unanimously.

**CSAH 13/Spruce Street Project Funding Update:** In response to limited financial resources and high demand, PFA is adjusting its scoring requirements. It is believed that the project will meet adjusted scoring requirements for clean water. The State is requesting confirmation from applicants to ensure projects which have been submitted for funding consideration will be taking place in 2026. The city intends to complete projects which have requested funding.

**LSL Replacement:** The funding for lead service line (LSL) replacement also comes from PFA. This inclusion exacerbates the funding needs and is a contributing factor for the threshold changes. LSL Replacement funding would IUP plan is not expected to be released until November 25. Grant, not out of pocket for the city in the end. Project paperwork can take months.

**Firefighter Plan Benefit Level:** Fire Chief Skifton provided a brief history and overview of the Statewide Volunteer Firefighter Plan. The plan does receive state funding and is self-sustaining. Current funding at 120%. To remain self-sustaining, the city has ensured a funding ration of (108-112/15)110 to 115%. Skifton recommended an increase in the benefit level to \$2,100. Motion by Todd, seconded by Baumann to increase the benefit level from \$1,900 per year of service to \$2,100 per year of service which will provide a 109% funding ratio and to adopt the following resolution. Motion carried unanimously.

**RESOLUTION 2025-13****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 \$2,100 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.

**Fire Fighter:** Fire Chief Skifton reported Dylan Schultz retired from the FD due to having moved out of the area creating a vacancy in the department. Austin Fishel is a resident of Houston, lives on Plum Street, works out of town but is typically back in town about 2 p.m. was interviewed and bringing him on was supported by the interview panel. On the recommendation of Fire Chief Skifton, motion by Krage, seconded by Todd to hire Austin Fishel as a probationary firefighter. Motion carried unanimously.

**Full Time City Maintenance:** Interviews for the Maintenance Worker/Public Works 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 unanimously recommends the hire of Brody Thesing at an hourly rate of \$19.00/hour with a planned step increase in the amount of \$0.50 per hour upon obtaining required licenses. This recommendation will not exceed the 2026 budget for the position. Motion by Baumann, seconded by Krage to hire Brody Thesing full time as a city maintenance worker in the Public Works Department as recommended. Motion carried unanimously.

**Internal Posting:** Motion by Baumann, seconded by Krage to authorize internal posting for a Public Works Department Head. Motion carried unanimously.

**Minnesota Paid Leave:** Motion by Todd, seconded by Baumann to authorize the city cover the 0.88% payroll tax for the mandated Minnesota Paid Leave Program Funding. Motion carried unanimously.

**Liquor Licenses:** Motion by Krage, seconded by Baumann to approve the Liquor License for JT’s Corner Bar & Grill LLC and for American Legion 423 as all required items have been received. Motion carried unanimously. The license term is January 1, 2026, expiring December 31, 2026.

**Solicit Bids for Newspaper Publishing:** Motion by Baumann, seconded by Todd to authorize the solicitation of bids for publishing for 2026. Motion carried unanimously.

**Minutes and Bills:** Motion by Krage, seconded by Baumann to approve the minutes of September 8, 2025, regular meeting, and bills as presented. Motion carried unanimously.

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

- Library minutes, reports, and statistics
- Correspondence in appreciation from Houston Hoedown

**Department Head Updates:**

**Public Works:** Randy Thesing reported that fall main flushing has been completed. The street sweeper will be busy clearing leaves from streets. Staff have completed replacement of street name signs and continue to update water meter transmitters.

**Fire:** Recently, the council authorized the fire department to install a carport. The overall size of the original building permit application was adjusted, and the department is awaiting final approval from the inspector. Department members are ready to begin the project before colder weather sets in. Fire Chief Skifton provided an update on the bunker gear grant timeline. The Relief Association has hired a grant writer from Iowa, and the process has begun. Applications open in November with award information announced in February.

**Police:** Department staff recently completed two days of fall training which went well. Staff are following up on various parking items in preparation for winter weather. This work should help public works be able to clear streets unimpeded. Officer Chapel is doing well and keeping busy.

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

**Adjourn:** Motion by Krage, seconded by Baumann to adjourn the meeting at 6:55 p.m. Motion carried unanimously. The next regular meeting of the Council is scheduled for Monday, November 10, 2025.

By: \_\_\_\_\_  
Scott Wallace, Mayor

Attest: \_\_\_\_\_  
Michelle Quinn, Clerk/Administrator

Houston Public Library Board Meeting Minutes  
Tuesday, September 9, 2025  
6:30 P.M.

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

Call to order 6:32pm.

1. Agenda approval
  - a. Lisa motions to move to approve agenda; Pat second
  - b. Moved
2. Public Comment
  - a. Denise Rostad- formal thanks to Beth for coordinating with the summer lunch program. Over 700 meals were served. New families for Meet Up and Eat Up AND the library. YAY Beth!
3. Minutes of August Meeting
  - a. Lee motions to move and Pat second
  - b. Moved
4. Policy Review
  - a. Question about firearms (including those with conceal and carry): Do we need to have a sign stating no firearms or update any policy?
5. Library Report and Circulation Statistics
6. Old Business
  - a. None
7. New Business
  - a. New Printer- refurbished through Tri-state
  - b. Krin makes the motion to tell Michelle at city hall that we would like to purchase the printer out-right and have the monthly service plan.
    - i. Seconded by Lisa- moved
  - c. Beth received the Librarian Above and Beyond Award thanks to Lisa's nomination! Congrats, Beth!
8. Adjourn
  - a. Lisa makes a motion to adjourn
  - b. Pat seconds- meeting adjourned at 6:59pm

## **Library Report**

### **November 2025**

1. We received our quarterly payment from Houston County at the end of October in the amount of \$16,332.
2. There has been no further progress regarding the Houston County contract negotiations. The meeting originally scheduled for mid-October was postponed, and a new date is anticipated for next week. If an agreement is not finalized by the end of December, we will continue operating under the current contract on a month-to-month basis until a resolution is reached.
3. Friends of the Library Activities  
Volunteers from the Friends of the Library sold raffle tickets at the Craft Fair on November 1. The event was well-attended, generating approximately \$340 in proceeds.
4. Collections  
A recent book order was placed through Ingram, and initial experiences with the distributor have been satisfactory.
5. Recent Programs and Events
  - Stuffed Animal Sleepover (October 22–23) – Seventeen third-grade students participated, and feedback from families was very positive.
  - First Grade Book Club (October 22) – Twenty-two students attended for an informal read-aloud.
  - Business Trick-or-Treat Night (October 24) – More than 400 children visited the library. Donated and withdrawn books were given away.
  - Recycled Book Art for Adults (October 28) – Sixteen participants attended this activity, which was supported by a representative from HARC.
  - Literary Pumpkin Decorating Contest (late October) – Eight participants entered their decorated pumpkins.
  - Builders Club – Continues to meet every other Tuesday, with an average attendance of 25 kids.

- Adult Book Club – Meets monthly with a consistent group of 10–12 participants.

6. Upcoming:

- Kindergarten and First Grade Book Club – November 12
- Adult Art Project (in collaboration with HARC) – November 18
- High School Community Clean-Up Day – Planned for November (date to be confirmed)
- Breaker Space for Kids – Tentatively scheduled for November 24
- Holidazzle Celebration – December 6
- Advanced Directives Presentation – In partnership with the Minnesota Department on Aging, planned for January 2026
- Minnesota Author Tour – This winter, we will host author Marcie Rendon

Circulation statistics attached.

**HOUSTON  
PUBLIC  
LIBRARY**

**2025 Circulation Statistics**

**GENERAL CIRCULATION** (not including ebooks)

	<b>CAL</b>	<b>HOK</b>	<b>HOU</b>	<b>LCR</b>	<b>SG</b>	<b>TOTAL</b>
<b>Jan</b>	1,131	422	1,852	3,430	696	<b>7,531</b>
<b>Feb</b>	992	474	1,895	3,163	768	<b>7,292</b>
<b>Mar</b>	1,225	495	2,041	3,635	818	<b>8,214</b>
<b>April</b>	1,195	486	1,934	3,132	797	<b>7,544</b>
<b>May</b>	1,741	529	2,372	4,210	632	<b>9,484</b>
<b>June</b>	2,141	679	2,025	5,257	956	<b>11,058</b>
<b>July</b>	2,142	884	2,553	5,578	1,066	<b>12,223</b>
<b>Aug</b>	1,729	643	2,250	5,311	1,101	<b>11,034</b>
<b>Sept</b>	1,476	578	2,274	4,799	975	<b>10,102</b>
<b>Oct</b>	1,616	574	2,394	4,874	808	<b>10,266</b>
<b>Nov</b>						<b>0</b>
<b>Dec</b>						<b>0</b>
<b>TOTAL</b>	<b>15,388</b>	<b>5,764</b>	<b>21,590</b>	<b>43,389</b>	<b>8,617</b>	<b>94,748</b>
<b>%</b>	<b>15.02%</b>	<b>5.60%</b>	<b>24.59%</b>	<b>45.55%</b>	<b>9.24%</b>	<b>100%</b>

**HOUSTON COUNTY RURAL USAGE**

	<b>CAL</b>	<b>HOK</b>	<b>HOU</b>	<b>LCR</b>	<b>SG</b>	<b>TOTAL</b>
<b>Jan:</b>	519	171	1,055	906	243	<b>2,894</b>
<b>Feb:</b>	495	234	997	767	320	<b>2,813</b>
<b>Mar:</b>	594	208	1,124	902	276	<b>3,104</b>
<b>April:</b>	632	257	1,088	661	299	<b>2,937</b>
<b>May:</b>	807	321	1,593	849	238	<b>3,808</b>
<b>June:</b>	957	415	1,328	1,041	409	<b>4,150</b>
<b>July</b>	1,001	532	1,594	1,100	396	<b>4,623</b>
<b>Aug:</b>	755	403	1,366	1,030	432	<b>3,986</b>
<b>Sept:</b>	667	293	1,445	1,002	299	<b>3,706</b>
<b>Oct:</b>	495	335	1,464	964	266	<b>3,524</b>
<b>Nov:</b>						<b>0</b>
<b>Dec:</b>						<b>0</b>
<b>TOTAL</b>	<b>6,922</b>	<b>3,169</b>	<b>13,054</b>	<b>9,222</b>	<b>3,178</b>	<b>35,545</b>
<b>%</b>	<b>17.93%</b>	<b>5.91%</b>	<b>36.45%</b>	<b>31.31%</b>	<b>8.40%</b>	<b>100.00%</b>

Overdrive

October	Ebooks:	97	YTD	1243
	Audiobooks:	161		1730
	Total:	258		2981