

**CITY OF HOUSTON REGULAR COUNCIL MEETING
AGENDA**

**6:00 P.M., MONDAY, APRIL 13, 2026
HOUSTON CITY HALL, COUNCIL CHAMBERS
105 West Maple Street**

Pledge of Allegiance

Regular Meeting

Public Comment Period

Section 1. Business before the Council

- A. Bolton & Menk – Lead Service Line Update**
 - CSAH13/Spruce Street Project**
 - a. Adopt Resolution Declaring Cost to be Assessed and Ordering Assessment Hearing**
 - b. Adopt Resolution Requesting Contract Award**
 - c. Approve Work Order #3 for Construction Services**
 - d. Approve Completion of MRWA Loan Application Form and its submission**
- B. Just B Caus Request for Food Truck**
- C. Approve Mutual Aid Agreement with Caledonia Ambulance Service and Rushford Ambulance for staffing**
- D. Personnel Items – Resignation**
- E. On-site Computing – Proposal for switch to “.gov”**
- F. Weed Report**

Section 2. Action Items:

- A. Minutes from March 9, 2026, meeting**
- B. Bills**

Section 3. Consent Agenda Items to Be Placed on File

- A. Library report, and statistics**
- B. Correspondence from SMIF**

Section 4. Department Reports

Adjournment



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2900 43rd Street NW
Suite 100
Rochester, MN 55901

Ph: (507) 208-4332
Bolton-Menk.com

ENGINEERING MEMORANDUM for the 4/13/26 COUNCIL MEETING

Date: April 9, 2026
To: Honorable Mayor and City Council Members
From: Matt Mohs, P.E., City Engineer
Derek Olinger, P.E. Project Manager
Subject: Miscellaneous Project Updates
City of Houston

Lead Service Line (LSL) Replacement

Plans and specifications were submittal to the Minnesota Department of Health (MDH) on March 31, 2026, for plan certification. We anticipate plan certification by June 30, 2026. The bidding process will follow plan certification.

Spruce Street

Bids for the Spruce street project have been received and construction pricing is favorable.

Based on the updated pricing and cost shares between the city and county, the city’s total cost responsibility for the project is estimated at approximately \$1.7 million. This amount is funded through a locally sourced bond, PFA/Drinking Water Revolving Fund Loan, PFA/Clean Water Revolving Fund Loan and PFA Grant. A breakdown of the funding package is provided in the attachments.

Several action items are needed during the council meeting to move forward with the project, as listed below:

Funding and Assessments:

At the next meeting, the final assessment hearing will be held. To provide proper notice, we need the council’s input on a few terms related to repayment of assessments.

Assessment Rate (Sanitary Svc)	\$3,910.11 / lot (100%)
Assessment Rate (Water Svc)	\$2,811.38 / lot (100%)
Assessment Rate (Water Extension)	\$7,381.38 / lot (100%)
Assessment Rate (Sidewalk)	\$39.62 / ft (50%)
Assessment Rate (Curb)	\$14.16 / ft (50%)
Repayment Term	20 years
Interest Rate	6.0 %
Prepayment Options	Full or Partial, up to 11/15/26 w/ no interest

If approved as written, this information will be used for issuing notices for the assessment hearing. All final decisions related to assessments will occur after the hearing on May 11th.

The table below provides a summary of assessment amounts, as estimated in 2024 and currently proposed.

Example Property	2024 Estimate	Proposed Final
100' Lot w/ Sewer & Water	\$13,331	\$12,099
140' Lot w/ Sewer & Water	\$15,496	\$14,250
70' Lot w/ Sewer & Water	\$11,708	\$10,486
100' Lot w/ Sewer & Water & Watermain Extension	\$22,720	\$19,480

Actual assessment for individual lots may vary and can be found in the attached assessment roll

Requesting Contract Award:

In this case, the Houston County will actually award the project and administer the contract with the contractor. In order to formalize the city's concurrence with the low bid, we are requesting the council approve the attached resolution requesting that the county award the contract to BKC Construction.

Additional detail can be found in the attached bid recommendation letter.

Construction Engineering Agreement (Work Order 3):

To date, Bolton & Menk has been authorized for all preliminary planning and final design work through bidding. Since we are moving into the next phase of the project, we are requesting approval of the attached work order (#3) for construction engineering services. This includes construction observation, survey, and contract administration for the city's portion of the project. Costs for this work are included in the overall project costs described above.

Other Information:

An updated schedule is provided below

Schedule	Date
Plans Certified with MPCA & MDH*, Submit Final Funding Applications to Mn PFA	On-Going
Review Bids, Call for Assessment Hearing, Initiate Local Bond Sale Process	April 13
Neighborhood Meeting	May 6 (5:30pm)
Hold Assessment Hearing	May 11 (6:00pm)
PFA and Local Bond approved*	Late May
Construction	Early June – Late August
Payment(s) Due to county	Fall 2026

Notes: *Approval depends on multiple factors, actual date may vary.

Next week, notices will be mailed for the upcoming meetings. During this time, we'll also be requesting various property owners to sign temporary easement agreements. These easements are needed where minor grading is needed in front yards, or where lead service lines are replacements are completed up to the meter location in basements.

Honorable Mayor and City Council Members

April 9, 2026

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Attachments

- Funding Summary
- Final Assessment Roll
- Bid Recommendation Letter
- Bolton & Menk Work Order #3

Requested Action

- Approve Resolution Declaring Cost to be Assessed and Ordering Assessment Hearing
- Approve Resolution Requesting Contract Award
- Approve Bolton & Menk Work Order #3 (Motion)

FUNDING SUMMARY (POST-BID)

CITY OF HOUSTON, MN
 BMI Project #: H19.132714
 Updated 4/09/2026

Costs	Total County Cost	Funding Source				Total City Cost
		DWRF	LSL Replacement	CWRF	Local*	
Construction	\$ 1,156,773.35	\$ 612,465.52	\$ 69,860.05	\$ 332,568.57	\$ 175,434.85	\$ 1,190,328.99
Soft Cost**		\$ 185,000.00	\$ 24,000.00	\$ 107,000.00	\$ 98,000.00	\$ 414,000.00
Contingency		\$ 39,900.00	\$ 4,700.00	\$ 22,000.00	\$ 13,700.00	\$ 80,300.00
Total Costs	\$ 1,156,773.35	\$ 837,365.52	\$ 98,560.05	\$ 461,568.57	\$ 287,134.85	\$ 1,684,628.99

Note: County Costs do not include their own soft costs and contingency

***Local Funding Detail % of Local Cost**

Street/General Cost	23%
Storm Sewer Cost	77%
Sanitary Sewer	0% Funded thru PFA
Water	0% Funded thru PFA
**Local Soft Cost Detail	
Engineering & Easemen	\$ 74,000.00
City Finance/Admin/Leg	\$ 24,000.00

Funding

	Loan	Grant	Total	
DWRF				
Loan	20% \$ 167,473.10			1%-1.3% interest anticipated
WIF (Grant)		\$ 669,892.41	\$ 837,365.52	
LSL Replacement	100%	\$ 98,560.05	\$ 98,560.05	
CWRF				
Loan	81% \$ 375,322.71			1%-1.3% interest anticipated
WIF (Grant)	19%	\$ 86,245.86	\$ 461,568.57	
Local Funding	100%	\$ 287,134.85	\$ 287,134.85	5% Interest Rate, 15 yr term
Total	\$ 829,930.66	\$ 854,698.32	\$ 1,684,628.99	

Revenues

Special Assessments	\$ 243,794.19	Total Excluding city-owned properties
(dedicate to local funding only - NONE TO PFA, DO NOT INCLUDE ON PFA APPLICATIONS)		
Term	20	
Interest	6%	



Real People. Real Solutions.

2900 43rd Street NW
Suite 100
Rochester, MN 55901

Phone: (507) 208-4332
Bolton-Menk.com

April 9, 2026

Michelle Quinn City Administrator
City of Houston

RE: 2026 Street & Utility Improvements
City of Lewiston
Project No.: 0H1.132714

Ms. Quinn:

Bids for the 2026 Street & Utility Improvements were received and opened by Houston County on March 23, 2026. Six bids were received and the results of the bids are tabulated below:

Bidder	Bid Amount
BKC Construction LLC	\$2,347,102.33
Griffin Construction Co	\$2,444,581.26
A-1 Excavating LLC	\$2,518,365.00
Alcon Excavating Inc	\$2,526,708.95

A detailed bid abstract of all the bids is attached for your review. If deemed financially feasible, we recommend the city moves forward with the project and requests Houston County to award the contract to BKC Construction.

Sincerely,
Bolton & Menk, Inc.

Derek P. Olinger, PE
Project Manager

Enclosures

SAP 028-613-013 (#10075363)
Owner: Houston County, MN
Solicitor: Houston County, MN
03/23/2026 10:00 AM CDT

Line Item	Item Code	Item Description	BKC Construction LLC		Griffin Construction Co		A-1 Excavating LLC		Alcon Excavating Inc	
			Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	2101.502	CLEARING	\$485.00	\$6,790.00	\$300.00	\$4,200.00	\$720.00	\$10,080.00	\$444.00	\$6,216.00
2	2101.502	GRUBBING	\$453.33	\$8,159.94	\$350.00	\$6,300.00	\$220.00	\$3,960.00	\$110.00	\$1,980.00
3	2104.502	REMOVE MANHOLE (SANITARY)	\$450.00	\$2,250.00	\$500.00	\$2,500.00	\$600.00	\$3,000.00	\$600.00	\$3,000.00
4	2104.502	REMOVE GATE VALVE AND BOX	\$350.00	\$2,450.00	\$300.00	\$2,100.00	\$300.00	\$2,100.00	\$240.00	\$1,680.00
5	2104.502	SALVAGE HYDRANT	\$750.00	\$3,000.00	\$1,000.00	\$4,000.00	\$600.00	\$2,000.00	\$900.00	\$3,600.00
6	2104.502	REMOVE MANHOLE OR CATCH BASIN	\$375.00	\$6,000.00	\$400.00	\$6,400.00	\$500.00	\$9,600.00	\$480.00	\$7,680.00
7	2104.503	REMOVE CURB AND GUTTER	\$3.25	\$9,987.25	\$3.50	\$10,755.50	\$3.00	\$9,219.00	\$7.80	\$23,969.40
8	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	\$3.75	\$2,386.75	\$4.00	\$2,548.00	\$3.00	\$1,911.00	\$2.25	\$1,433.25
9	2104.503	REMOVE SEWER PIPE (SANITARY)	\$2.00	\$3,590.00	\$5.00	\$8,975.00	\$5.00	\$8,975.00	\$5.70	\$10,231.50
10	2104.503	REMOVE WATER MAIN	\$2.00	\$2,830.00	\$3.00	\$4,245.00	\$7.00	\$9,905.00	\$7.50	\$10,612.50
11	2104.503	REMOVE SEWER PIPE (STORM)	\$9.34	\$13,935.28	\$15.00	\$22,380.00	\$14.00	\$20,888.00	\$15.00	\$22,380.00
12	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	\$10.80	\$884.00	\$7.50	\$600.00	\$15.00	\$1,200.00	\$6.50	\$520.00
13	2104.504	REMOVE BITUMINOUS PAVEMENT	\$3.11	\$49,794.21	\$2.05	\$32,822.55	\$5.00	\$90,055.00	\$6.20	\$99,268.20
14	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	\$26.22	\$2,359.80	\$9.00	\$810.00	\$15.00	\$1,350.00	\$7.50	\$675.00
15	2104.518	REMOVE CONCRETE WALK	\$1.10	\$9,655.80	\$1.50	\$13,167.00	\$1.00	\$6,778.00	\$0.80	\$7,022.40
16	2106.507	EXCAVATION - COMMON (P)	\$11.21	\$52,485.22	\$23.00	\$107,686.00	\$27.00	\$126,414.00	\$17.70	\$82,871.40
17	2106.507	COMMON EMBANKMENT (CV)	\$10.00	\$390.00	\$15.00	\$665.00	\$25.00	\$975.00	\$8.80	\$349.20
18	2112.519	SUBGRADE PREPARATION	\$150.00	\$1,770.00	\$500.00	\$5,900.00	\$650.00	\$7,670.00	\$777.00	\$9,168.60
19	2112.619	SHOULDER PREPARATION	\$100.00	\$500.00	\$500.00	\$2,500.00	\$500.00	\$2,500.00	\$545.00	\$2,725.00
20	2123.51	DOZER	\$180.00	\$3,600.00	\$270.00	\$5,400.00	\$200.00	\$4,000.00	\$237.00	\$4,740.00
21	2123.51	2.0 CU YD SHOVEL	\$200.00	\$4,000.00	\$280.00	\$5,600.00	\$200.00	\$4,000.00	\$236.00	\$4,720.00
22	2211.509	AGGREGATE BASE CLASS 5	\$16.24	\$45,244.64	\$17.60	\$49,033.60	\$18.00	\$50,148.00	\$26.00	\$72,436.00
23	2211.609	AGGREGATE BASE CLASS 5 MOD	\$16.24	\$85,649.76	\$15.00	\$79,110.00	\$18.00	\$94,992.00	\$26.00	\$137,124.00
24	2221.509	SHOULDER BASE AGGREGATE CLASS 2	\$12.24	\$465.12	\$65.00	\$2,470.00	\$53.00	\$2,014.00	\$75.00	\$2,850.00
25	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3:1C)	\$111.90	\$471,770.40	\$123.90	\$522,362.40	\$116.00	\$489,056.00	\$131.90	\$556,090.40
26	2360.609	BITUMINOUS PAVEMENT DENSITY INCENTIVE	\$4.50	\$18,972.00	\$4.50	\$18,972.00	\$4.50	\$18,972.00	\$4.50	\$18,972.00
27	2411.601	CONCRETE STEPS	\$2,000.00	\$2,000.00	\$3,500.00	\$3,500.00	\$4,500.00	\$4,500.00	\$3,888.00	\$3,888.00
28	2503.503	12" RC PIPE SEWER DESIGN 3006 CLASS V	\$59.42	\$23,827.42	\$52.80	\$21,172.80	\$75.00	\$30,075.00	\$53.45	\$21,433.45
29	2503.503	15" RC PIPE SEWER DESIGN 3006 CLASS V	\$94.52	\$6,332.84	\$56.85	\$3,808.95	\$79.00	\$5,283.00	\$59.65	\$3,996.55
30	2503.503	18" RC PIPE SEWER DESIGN 3006 CLASS V	\$78.65	\$25,954.50	\$59.85	\$19,750.50	\$75.00	\$24,750.00	\$62.55	\$20,641.50
31	2503.503	24" RC PIPE SEWER DESIGN 3006 CLASS V	\$103.72	\$42,525.20	\$92.65	\$37,986.50	\$104.00	\$42,640.00	\$95.00	\$38,950.00
32	2503.503	30" RC PIPE SEWER DESIGN 3006 CLASS IV	\$140.25	\$56,100.00	\$117.50	\$47,000.00	\$126.00	\$50,400.00	\$121.00	\$48,400.00
33	2503.503	36" RC PIPE SEWER DESIGN 3006 CLASS III	\$193.92	\$8,532.48	\$129.70	\$5,706.80	\$150.00	\$6,600.00	\$156.00	\$6,864.00
34	2503.601	WATERMAIN TRACER SYSTEM	\$6,239.56	\$6,239.56	\$9,971.00	\$9,971.00	\$7,300.00	\$7,300.00	\$5,855.00	\$5,855.00
35	2503.802	CONNECT TO EXISTING SANITARY SEWER	\$900.00	\$900.00	\$1,000.00	\$1,000.00	\$1,800.00	\$1,800.00	\$608.00	\$3,648.00
36	2503.602	CONNECT TO EXISTING MANHOLES (SAN)	\$821.35	\$4,928.10	\$1,000.00	\$6,000.00	\$1,800.00	\$10,800.00	\$750.00	\$7,500.00
37	2503.602	8"X6" PVC WYE	\$310.51	\$4,968.16	\$365.00	\$5,840.00	\$300.00	\$3,000.00	\$488.00	\$7,808.00
38	2503.602	CONNECT TO EXISTING STORM SEWER	\$1,150.00	\$3,450.00	\$1,500.00	\$4,500.00	\$1,000.00	\$3,000.00	\$665.00	\$1,995.00
39	2503.603	8" PVC PIPE SEWER	\$61.21	\$111,891.88	\$62.65	\$114,524.20	\$52.00	\$95,056.00	\$44.10	\$80,614.80
40	2503.603	6" PVC SANITARY SERVICE PIPE	\$60.87	\$42,669.87	\$59.30	\$41,569.30	\$46.00	\$32,246.00	\$37.25	\$26,112.25
41	2503.604	4" INSULATION	\$54.38	\$35,455.76	\$66.35	\$43,260.20	\$65.00	\$42,380.00	\$50.00	\$32,600.00
45	2504.601	TEMPORARY WATER SERVICE	\$18,000.00	\$18,000.00	\$20,130.00	\$20,130.00	\$10,000.00	\$10,000.00	\$4,500.00	\$4,500.00
48	2504.602	ADJUST VALVE BOX - WATER	\$382.11	\$1,910.55	\$800.00	\$4,000.00	\$200.00	\$1,000.00	\$300.00	\$1,500.00
49	2504.602	VALVE BOX	\$426.24	\$852.48	\$800.00	\$1,600.00	\$1,180.00	\$2,360.00	\$865.00	\$1,730.00
50	2504.602	ADJUST CURB BOX	\$300.00	\$300.00	\$300.00	\$300.00	\$150.00	\$150.00	\$309.00	\$309.00
56	2504.602	CONNECT TO EXISTING WATER MAIN	\$1,335.16	\$12,016.44	\$1,650.00	\$14,850.00	\$1,900.00	\$17,100.00	\$1,338.00	\$12,042.00

SAP 028-613-013 (#10075363)

Owner: Houston County, MN

Solicitor: Houston County, MN

03/23/2026 10:00 AM CDT

Line Item	Item Code	Item Description	BKC Construction LLC		Griffin Construction Co		A-1 Excavating LLC		Alcon Excavating Inc	
			Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
57	2504.602	HYDRANT (7" BURY)	\$6,140.92	\$12,281.84	\$7,225.00	\$14,450.00	\$10,620.00	\$21,240.00	\$7,903.00	\$15,806.00
58	2504.602	HYDRANT (7.5" BURY)	\$6,241.32	\$6,241.32	\$7,335.00	\$7,335.00	\$6,730.00	\$6,730.00	\$8,023.00	\$8,023.00
59	2504.602	HYDRANT (8.5" BURY)	\$6,442.13	\$19,326.39	\$7,555.00	\$22,665.00	\$6,940.00	\$20,820.00	\$8,355.00	\$25,065.00
60	2504.602	1" CORPORATION STOP	\$233.84	\$5,378.32	\$370.00	\$8,510.00	\$385.00	\$8,855.00	\$370.00	\$8,510.00
61	2504.602	4" GATE VALVE AND BOX	\$2,478.80	\$9,915.20	\$2,885.00	\$11,540.00	\$2,070.00	\$8,280.00	\$2,600.00	\$10,400.00
62	2504.602	6" GATE VALVE AND BOX	\$2,643.79	\$21,150.32	\$3,420.00	\$27,360.00	\$2,540.00	\$20,320.00	\$3,090.00	\$24,720.00
63	2504.602	8" GATE VALVE AND BOX	\$3,530.63	\$17,653.15	\$4,319.00	\$21,595.00	\$3,410.00	\$17,050.00	\$4,115.00	\$20,575.00
64	2504.602	1" CURB STOP AND BOX	\$282.65	\$6,500.95	\$610.00	\$14,030.00	\$575.00	\$13,225.00	\$595.00	\$13,685.00
65	2504.602	RECONNECT WATER SERVICE (LSL)	\$4,699.50	\$23,497.50	\$1,250.00	\$6,250.00	\$7,500.00	\$37,500.00	\$810.00	\$4,050.00
66	2504.602	CASTING ASSEMBLY SPECIAL (CURB BOX)	\$150.00	\$450.00	\$225.00	\$675.00	\$210.00	\$630.00	\$280.00	\$840.00
67	2504.603	1" TYPE PE PIPE	\$44.56	\$34,623.12	\$40.00	\$31,080.00	\$39.00	\$30,303.00	\$29.85	\$23,193.45
69	2504.603	6" PVC WATERMAIN	\$84.64	\$7,109.76	\$49.25	\$4,137.00	\$65.00	\$5,460.00	\$82.50	\$6,930.00
70	2504.603	8" PVC WATERMAIN	\$74.58	\$143,864.82	\$56.50	\$108,988.50	\$74.00	\$142,746.00	\$58.35	\$112,557.15
71	2504.603	IMPROVED PIPE FOUNDATION (WATER)	\$5.73	\$4,498.05	\$5.00	\$3,925.00	\$10.00	\$7,850.00	\$2.50	\$1,962.50
72	2504.608	WATERMAIN FITTINGS	\$14.37	\$21,555.00	\$20.80	\$31,200.00	\$2.00	\$3,000.00	\$17.60	\$26,400.00
73	2506.502	CASTING ASSEMBLY (SANITARY)	\$483.42	\$2,417.10	\$580.00	\$2,960.00	\$905.00	\$4,525.00	\$843.00	\$4,215.00
74	2506.502	CASTING ASSEMBLY (STORM)	\$626.95	\$16,300.70	\$725.00	\$18,850.00	\$1,055.00	\$27,430.00	\$1,043.00	\$27,118.00
75	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 4007	\$645.77	\$16,919.17	\$645.00	\$16,999.00	\$635.00	\$16,637.00	\$611.00	\$21,248.20
76	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 60-4020	\$782.00	\$18,533.40	\$862.00	\$20,429.40	\$890.00	\$21,093.00	\$975.00	\$23,107.50
77	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 84-4020	\$983.51	\$4,622.50	\$1,132.00	\$5,320.40	\$1,340.00	\$6,298.00	\$1,506.00	\$7,078.20
78	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 84-4020	\$1,237.65	\$14,356.74	\$1,390.00	\$16,124.00	\$1,585.00	\$18,386.00	\$1,597.00	\$18,525.20
79	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 1 (48-4022)	\$733.38	\$18,994.54	\$783.00	\$20,278.70	\$770.00	\$19,943.00	\$927.00	\$24,009.30
80	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 2 (2'X3')	\$607.63	\$19,626.45	\$697.00	\$22,513.10	\$610.00	\$19,703.00	\$698.00	\$22,577.70
81	2506.601	SANITARY SEWER TRACER SYSTEM	\$4,758.51	\$4,758.51	\$7,783.00	\$7,783.00	\$4,800.00	\$4,800.00	\$4,000.00	\$4,000.00
82	2506.602	ADJUST FRAME AND RING CASTING (SPECIAL, SANITARY)	\$1,500.00	\$12,000.00	\$1,200.00	\$9,600.00	\$1,100.00	\$8,800.00	\$935.00	\$7,480.00
83	2506.602	ADJUST FRAME AND RING CASTING (SPECIAL, STORM)	\$500.00	\$17,000.00	\$1,000.00	\$34,000.00	\$560.00	\$19,040.00	\$655.00	\$22,270.00
84	2506.603	IMPROVED PIPE FOUNDATION (SANITARY)	\$7.18	\$5,880.42	\$5.00	\$4,095.00	\$1.00	\$819.00	\$2.50	\$2,047.50
85	2506.603	IMPROVED PIPE FOUNDATION (STORM)	\$7.16	\$8,735.20	\$5.00	\$6,100.00	\$1.00	\$1,220.00	\$2.50	\$3,050.00
86	2521.518	6" CONCRETE WALK	\$9.68	\$35,990.24	\$12.35	\$45,917.30	\$13.00	\$48,334.00	\$13.35	\$49,635.30
87	2521.518	4" CONCRETE WALK	\$7.73	\$67,227.81	\$7.65	\$66,532.05	\$8.00	\$69,576.00	\$8.15	\$70,880.55
88	2531.503	CONCRETE CURB & GUTTER DESIGN B624	\$24.64	\$75,644.80	\$28.75	\$88,262.50	\$29.50	\$90,565.00	\$31.95	\$98,086.50
89	2531.504	6" CONCRETE DRIVEWAY PAVEMENT	\$90.14	\$44,799.58	\$89.50	\$44,481.50	\$92.00	\$45,724.00	\$91.65	\$45,550.05
90	2531.603	CONCRETE CURB DESIGN V	\$46.96	\$2,113.20	\$45.00	\$2,025.00	\$46.00	\$2,070.00	\$50.00	\$2,250.00
94	2531.618	TRUNCATED DOMES	\$56.44	\$18,512.32	\$59.50	\$19,516.00	\$61.00	\$20,008.00	\$66.10	\$21,680.80
95	2540.602	INSTALL MAIL BOX SUPPORT	\$250.00	\$1,000.00	\$275.00	\$1,100.00	\$600.00	\$2,400.00	\$250.00	\$1,000.00
96	2540.602	RELOCATE MAIL BOX SUPPORT	\$200.00	\$4,000.00	\$225.00	\$4,500.00	\$450.00	\$9,000.00	\$200.00	\$4,000.00
97	2563.601	TRAFFIC CONTROL	\$113,175.00	\$113,175.00	\$36,745.00	\$36,745.00	\$52,526.00	\$52,526.00	\$45,100.00	\$45,100.00
98	2571.502	DECIDUOUS TREE 2.5' CAL B&B	\$997.50	\$17,955.00	\$1,000.00	\$18,000.00	\$925.00	\$16,650.00	\$872.00	\$15,696.00
99	2573.501	STABILIZED CONSTRUCTION EXIT	\$1.00	\$1.00	\$2,000.00	\$2,000.00	\$600.00	\$600.00	\$1,250.00	\$1,250.00
100	2573.501	EROSION CONTROL SUPERVISOR	\$500.00	\$500.00	\$2,500.00	\$2,500.00	\$1,000.00	\$1,000.00	\$2,500.00	\$2,500.00
101	2573.502	STORM DRAIN INLET PROTECTION	\$70.00	\$2,660.00	\$200.00	\$7,600.00	\$100.00	\$3,800.00	\$235.00	\$8,930.00
102	2573.503	SEDIMENT CONTROL LOG TYPE WOOD CHIP	\$3.50	\$980.00	\$3.50	\$980.00	\$5.00	\$1,400.00	\$3.50	\$980.00
103	2574.507	COMPOST GRADE 2	\$30.00	\$6,610.00	\$35.00	\$10,045.00	\$30.00	\$8,610.00	\$44.45	\$12,757.15
104	2574.508	FERTILIZER TYPE 3	\$1.40	\$298.20	\$1.21	\$257.73	\$4.00	\$852.00	\$5.50	\$1,171.50
105	2574.604	TOPSOIL PREPARATION	\$5.62	\$28,662.00	\$0.25	\$1,275.00	\$4.00	\$20,400.00	\$0.45	\$2,295.00
106	2575.504	SODDING TYPE SALT TOLERANT	\$4.50	\$22,950.00	\$12.00	\$61,200.00	\$12.00	\$61,200.00	\$10.55	\$53,805.00

SAP 028-613-013 (#10075363)

Owner: Houston County, MN

Solicitor: Houston County, MN

03/23/2026 10:00 AM CDT

Line Item	Item Code	Item Description	BKC Construction LLC		Griffin Construction Co		A-1 Excavating LLC		Alcon Excavating Inc	
			Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
107	2575.505	RAPID STABILIZATION METHOD 2	\$3,500.00	\$5,600.00	\$715.00	\$1,144.00	\$2,000.00	\$3,200.00	\$4,250.00	\$6,800.00
108	2575.611	TURF MAINTENANCE	\$500.00	\$15,000.00	\$1,180.00	\$35,400.00	\$125.00	\$3,750.00	\$200.00	\$6,000.00
109	2582.503	6" SOLID LINE PAINT	\$0.95	\$1,490.10	\$1.10	\$1,713.80	\$1.50	\$2,357.00	\$2.10	\$3,271.80
110	2582.503	4" DOUBLE SOLID LINE PAINT	\$1.80	\$4,939.20	\$1.50	\$4,116.00	\$1.75	\$4,802.00	\$1.65	\$4,527.60
111	2582.518	CROSSWALK PAINT	\$13.00	\$4,056.00	\$12.00	\$3,744.00	\$13.00	\$4,056.00	\$13.30	\$4,149.60
112	9036	DEWATERING ALLOWANCE	\$1.00	\$159,000.00	\$1.00	\$159,000.00	\$1.00	\$159,000.00	\$1.00	\$159,000.00
GRAND TOTAL				\$2,347,102.33		\$2,444,581.28		\$2,518,565.00		\$2,526,708.95

WORK ORDER No. 3

**Project: 2026 Street & Utility Improvements
Houston, Minnesota**

This Work Order is entered into this 13th day of April, 2026 by and between the CITY OF HOUSTON, PO Box 667, 105 W. Maple Street, Houston, MN 55943 (the "City") and BOLTON & MENK, INC., 2900 43rd Street NW, Suite 100, Rochester, MN 55901 (the "Consultant").

RECITALS

WHEREAS, the City and the Consultant entered into a Professional Services Agreement on the 26th day of July, 2016; and

WHEREAS, the Professional Services Agreement allows the City to authorize the Consultant to perform Additional Services; and

WHEREAS, this Work Order outlines the Additional Services to be performed by the Consultant for the Project; the approved compensation for the Project; and the Project schedule.

NOW, THEREFORE, in consideration of the mutual agreements herein contained and intending to be legally bound hereby, the City and the Consultant hereby agree as follows:

**ARTICLE ONE
SERVICES TO BE PERFORMED BY THE CONSULTANT**

The City hereby retains Consultant for the purposes of advising and consulting the City for the services described on Exhibit A attached hereto and made a part hereof.

**ARTICLE TWO
CONSULTANT'S COMPENSATION**

The City agrees to compensate the Consultant for services furnished according to Exhibit B attached hereto and made a part hereof.

**ARTICLE THREE
SCHEDULE OF PERFORMANCE**

The Consultant shall perform the services for the Project on a schedule that is mutually agreeable to the City and Consultant.

Subject to the terms and conditions of this Work Order, all of the terms and conditions of the Professional Services Agreement dated the 26th day of July, 2016 will remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Work Order as of the date first above written.

BOLTON & MENK, INC.

CITY OF HOUSTON

By: 
Derek Olinger, Principal

By: _____
Scott Wallace, Mayor

Date: 04/09/2026

By: _____
Michelle Quinn, City Administrator

Date: _____

EXHIBIT A

SERVICES TO BE PERFORMED BY CONSULTANT

Project Scope & Limits:

The project limits and general scope notes are provided on Exhibit C.

In general, the project scope includes a combination of repaving and full reconstruction of CSAH 13 (South Grant Street from Cedar Street to Spruce Street; and West Spruce Street from Grant Street to the West city limit).

The project will be led by Houston County during both design and construction. The city will have a cooperative agreement with the county which will define cost shares, responsibilities and other matters related to the project.

Engineering Work Scope:

The checked boxes below are included in this work order.

- Preliminary Design & Planning
- Topographic and Boundary Survey
- Detailed Design, Plan and Specification Preparation
- Bidding Services
- Construction Staking, Engineering, Observation, and Contract Management

Construction services as defined in the Cooperative Agreement between Houston County and the City of Houston, dated Feb 9th 2026. Additional detail is provided below:

- Construction services will generally include full time construction observation and construction staking for city utilities (sanitary sewer and water systems).
- Assist county with preparation of monthly partial pay estimates, change orders and other contract administration tasks
- Construction documentation in accordance with MnDOT state aid documentation and testing requirements.
- Preparation of as-built record plans
- Assist in final closeout procedures for the construction contract and cooperative agreement
- Wage monitoring and certification tracking for PFA funded portions of the project. This item also includes monthly updates to the MPCA/MDH review engineers.
- Draft and assist city with the collection of temporary easements from X properties. Our time estimates account for a single meeting with each property owner, which would result in a signed easement/access agreement. Additional visits, meetings or plan revisions needed to obtain agreements can be performed as additional services.

EXHIBIT B

CONSULTANT'S COMPENSATION FOR PROJECT

TASK	DESCRIPTION	Total Cost
3	Construction Services	\$159,700
TOTALS		\$159,700

Time associated with Task 3 will be billed on an hourly basis, at our standard rates. Total time is estimated, based on typical construction production rates; however, final costs may vary based on actual contract timing.

EXHIBIT C
PROJECT MAP



Resolution 2026-___

Resolution Declaring Cost to be Assessed and Ordering Assessment Hearing

2026 Street & Utility Improvements

WHEREAS, a contract has been let for the 2026 Street & Utility Improvements, the proposed improvement of:

Street	From	To
Grant St (CSAH 13)	Cedar St (TH 16)	Spruce St (CSAH 13)
Spruce St (CSAH 13)	Grant St (CSAH 13)	Point Approx 200' East of Westgate St

by reconstruction or rehabilitation of streets, sidewalks, storm sewer, sanitary sewer, watermain, and other related infrastructure, and the estimated City cost, based on the low bid and the Cooperative Agreement with Houston County, for such improvement is \$1,271,000 and the expenses incurred or to be incurred in the making of such improvement amount to \$414,000.00 so that the total city cost of the improvement will be \$1,685,000.

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

1. The city administrator, with the assistance of Bolton & Menk, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and she shall file a copy of such proposed assessment at Houston City Hall for public inspection.
2. A hearing shall be held at 6:00 p.m. on May 11, 2026 in the city hall located at 105 W Maple Street, Houston, MN, to pass upon such proposed assessment. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
3. The city administrator is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two weeks prior to the hearing, and she shall state in the notice the total cost of the improvement. She shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two weeks prior to the hearing.
4. The owner of any property so assessed may, at any time prior to certification of the assessment to the county auditor, pay the whole or partial amount of the assessment on such property, to the City, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment or November 15, 2026, whichever is later. An owner may at any time thereafter, pay to the County Auditor the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.
5. For the purposes of issuing notices for the assessments, the following conditions shall be used:
 - a. The portion of the cost of such improvement to be paid by the city is hereby declared to be \$244,000 and the portion of the cost to be assessed against benefited property owners is declared to be \$1,441,000.

- b. Assessments shall be payable in equal annual installments extending over a period of 20 years, the first of the installments to be payable on or before the first Monday in January, 2027 and shall bear interest at the rate of 6 percent per annum from January 1st, 2027.

Adopted by the council this _____ day of _____, 2026.

Scott Wallace, Mayor

Michelle Quinn, City Administrator

Resolution 2026-__

Resolution Requesting Contract Award

2026 Street & Utility Improvements

WHEREAS, pursuant to resolution 2024-13, ordering the improvement for the 2025 Street & Utility Improvements (hereafter referred to as the "2026 Street & Utility Improvements"), the proposed improvement of:

Street	From	To
Grant St (CSAH 13)	Cedar St (TH 16)	Spruce St (CSAH 13)
Spruce St (CSAH 13)	Grant St (CSAH 13)	Point Approx 200' East of Westgate St

by reconstruction or rehabilitation of streets, sidewalks, storm sewer, sanitary sewer, watermain, and other related infrastructure, and,

WHEREAS, the Houston City Council approved a Cooperative Agreement with Houston County on February 9th, 2026 for completion of the project, as described above. Although the project will be completed in partnership between the City of Houston and Houston County, the County will hold and administer the contract directly with the awarded Contractor during construction.

WHEREAS, the county advertised for bids for the 2026 Street & Utility Improvements. The following bids were received:

Bidder	Bid Amount
BKC Construction, LLC	\$ 2,347,102.33
Griffin Construction Co	\$ 2,444,581.28
A-1 Excavating LLC	\$ 2,518,365.00
Alcon Excavating Inc.	\$ 2,526,708.95

AND WHEREAS, it appears that BKC Construction of La Crescent, MN is the lowest responsible bidder.

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

1. The City of Houston requests that Houston County awards the project to BKC Construction and moves forward with the project, as defined in the Cooperative Agreement.
2. The mayor and city administrator are hereby authorized to execute remaining agreements and approvals for the project, as defined in the Cooperative Agreement.

Adopted by the council this _____ day of _____, 2026.

Scott Wallace, Mayor

Michelle Quinn, City Administrator



DDA
David Drown Associates, Inc.
Public Finance Advisors

Spring Valley Office:
 29359 County 38
 Spring Valley, MN 55975
 Phone 507-346-7895 | Cell 507-273-2443
 Fax 612-605-2375
www.daviddrown.com

April 2, 2026

**RECOMMENDATIONS
 VIA EMAIL**

Scott Wallace, Mayor
 Michelle Quinn, City Administrator
 City of Houston
 105 W. Maple Street
 PO Box 667
 Houston, MN 55943

RE: General Obligation Improvement Note, Series 2026A

Honorable Mayor Wallace, Members of the City Council, and Ms. Quinn:

The purpose of this letter is lay out my recommendations for the issuance of a General Obligation Improvement Note, Series 2026A to fund the non-utility-related expenses associated with City's 2026 Street & Utility Improvement Project. The utility portion of the project will be financed via the Minnesota Public Facilities Authority Drinking Water Revolving Fund.

BOND SIZING

The costs of this project are summarized as follows:

Project Costs (Construction/Engr/Cont)	\$263,134.85
Capitalized Interest	9,566.67
Issuance Costs	13,925.00
Excess Proceeds (rounding)	<u>373.48</u>
RECOMMENDED BOND SIZE	\$287,000.00

METHOD OF SALE

There are a variety of methods the City could use to sell these bonds. However, I am advising a direct bank placement versus a public sale because we can secure a rate that competes and represents a much lower administrative burden on the City. Furthermore, we can lock in rates sooner as opposed to setting a bid date weeks away, during which time rates can move negatively. By running the process through MN Rural Water Association's MIDI Loan Program we also can better control issuance costs.

STATUTORY AUTHORITY, REVENUE REQUIREMENTS, & STRUCTURING

Please see attached an initial bond report. You will see that I've identified authority granted in Chapter 429 of Minnesota Statutes, issuing the bonds as "improvement" debt. This authority requires that at least 20% of costs are assessed to benefitting property owners. This requires a public hearing process which the City Engineer is assisting you through. However, this type of debt does not count against any statutory debt limits and is one of the most common types of debt issued.

Please note the addition of capitalized interest. This is "extra" borrowing designed to cover the first interest payment due prior to new tax levies and/or special assessment revenues being realized.

Despite planning on a 20-year term during our last capital planning workshop, I'm now advising a 15-year term because the costs are lower than we planned at that time (at least for this portion of the project). The resulting tax levies are also lower than planned.

It is important to note that in the revenues I'm using a 20-year term for residents to pay special assessments to alleviate their burden. So unless all folks pre-pay, we will see assessment revenues collected another 5 years after this debt is paid off which could be used to help fund future improvement projects.

Other than a public sale, other options discarded for this funding includes intergovernmental loan programs. This is due to eligibility, timing, and issues surrounding the certainty of funding. I believe the recommendations in this letter are suitable for the City and in its best interests.

I plan to discuss these recommendations with you at your meeting on April 13th. Should you agree, the Council should authorize staff to submit the attached application to MN Rural Water Association. The Council would then consider an actual proposal for approval on May 11th. We'd close on funds June 1st if all goes according to schedule.

It continues to be a pleasure to serve the City of Houston.

Yours truly,

A handwritten signature in black ink, appearing to read 'MB', is positioned above the typed name.

Mike Bubany, Associate
David Drown Associates, Inc.

Enc.

City of Houston, Minnesota

\$287,000

General Obligation Improvement Note, Series 2025A

Minnesota Rural Water Association "MIDI-Loan"

3/26/2026

PRELIMINARY



Uses of Funds

Construction	175,434.85
Engineering	74,000.00
Contingency	13,700.00
Other	-
Total Project Costs	263,134.85
MN Rural Water Loan Fees	13,925.00
Capitalized Interest	9,566.67
Surplus Funds	373.48
	<u>287,000.00</u>

Sources of Funds

Bond Issue	287,000.00
Construction Fund Earnings	-
	<u>287,000.00</u>

Closing Allocations

Purchaser:	TBD
Proceeds to City	
Construction Fund	263,134.85
Debt Service Fund	9,940.15
	<u>273,075.00</u>
Proceeds to	
David Drown Associates, Inc. (MA)	9,525.00
Fryberger & Buchanan (Bond Atty)	3,500.00
Pay Agent (City Clerk)	-
MN Rural Water Ass'n (Sponsor)	900.00
	<u>13,925.00</u>

Calendar

Application Received	pending
Council Adopts Sales Resolution / Loan Agreement	5/11/2026
Dated Date & Closing Date	6/1/2026
1st Interest Payment	2/1/2027
Proceeds spent by...	12/31/2027

Statistics

Purchase Price (Issue Price)	287,000.00
Net Interest Cost	137,716.67
Net Effective Rate	5.0000%
Average Coupon	5.0000%
IRS Yield	TBD
WAM	9.5970
Call Option	2/1/2033
Tax Status	Tax Exempt, Bank Qualified
Rebate	\$5 million small issuer exemption
Continuing Disclosure	none - audits upon request
Statutory Authority	M.S. Chapter 429, 475

How to make payments

Payments are made directly to _____ Minnesota.
 The lender may provide you with notice of pending payments due prior to each scheduled payment. Generally, you should mail payments at least 3 days early - wired funds can be transferred on the date payment is due. Questions? Contact _____.

City of Houston, Minnesota

\$287,000

General Obligation Improvement Note, Series 2025A

PAYMENT SCHEDULE AND CASHFLOW

3/26/2026

PRELIMINARY



private properties
Assmts >> 243,943
Rate >> 6.00%
Term >> 20

Payment Date	Principal Dated Date	Note Payments			Budget Revenues			D/S Fund Balance	
		Rate	Interest	Payment Total	Collection Year	Private Assmts	City Levies	Surplus (deficit) Interest >>	Account Balance
6/1/2026					2026	-	-	(9,567)	9,940
8/1/2027		5.00%	9,567	9,566.67	2027	21,268	7,076	(373)	-
2/1/2028	13,000	5.00%	7,175	7,175.00	2028	21,268	7,817	-	-
8/1/2028		5.00%	6,850	6,850.00	2029	21,268	7,082	-	-
2/1/2029	14,000	5.00%	6,850	20,850.00	2030	21,268	7,397	-	-
8/1/2029		5.00%	6,500	6,500.00	2031	21,268	7,659	-	-
2/1/2030	14,000	5.00%	6,500	20,500.00	2032	21,268	7,869	-	-
8/1/2030		5.00%	6,150	6,150.00	2033	21,268	8,027	-	-
2/1/2031	15,000	5.00%	6,150	21,150.00	2034	21,268	8,132	-	-
8/1/2031		5.00%	5,775	5,775.00	2035	21,268	8,184	-	-
2/1/2032	16,000	5.00%	5,775	21,775.00	2036	21,268	8,184	-	-
8/1/2032		5.00%	5,375	5,375.00	2037	21,268	8,132	-	-
2/1/2033	17,000	5.00%	5,375	22,375.00	2038	21,268	8,027	-	-
8/1/2033		5.00%	4,950	4,950.00	2039	21,268	7,869	-	-
2/1/2034	18,000	5.00%	4,950	22,950.00	2040	21,268	7,659	-	-
8/1/2034		5.00%	4,500	4,500.00	2041	21,268	7,397	-	-
2/1/2035	19,000	5.00%	4,500	23,500.00					
8/1/2035		5.00%	4,025	4,025.00					
2/1/2036	20,000	5.00%	4,025	24,025.00					
8/1/2036		5.00%	3,525	3,525.00					
2/1/2037	21,000	5.00%	3,525	24,525.00					
8/1/2037		5.00%	3,000	3,000.00					
2/1/2038	22,000	5.00%	3,000	25,000.00					
8/1/2038		5.00%	2,450	2,450.00					
2/1/2039	23,000	5.00%	2,450	25,450.00					
8/1/2039		5.00%	1,875	1,875.00					
2/1/2040	24,000	5.00%	1,875	25,875.00					
8/1/2040		5.00%	1,275	1,275.00					
2/1/2041	25,000	5.00%	1,275	26,275.00					
8/1/2041		5.00%	650	650.00					
2/1/2042	26,000	5.00%	650	26,650.00					
				287,000	137,717	424,716.67	319,021	116,513	(9,940)



Minnesota Rural Water Association Loan Application Form v.5.7.2019

PROGRAM CRITERIA

	<u>Micro-Loan</u>	<u>Midi-Loan</u>	<u>Mega-Loan</u>
Loan Amount	up to \$250,000 up	up to \$1,000,000	up to \$3,000,000
Repayment Term	to 10 years	up to 15 years	up to 20 years
Security	General Obligation	General Obligation	General Obligation
Borrower Population	200 persons	400 (200 if not declining)	600 Persons
Borrower Debt Levels	< \$5,000 per capita <10% debt/market value	< \$5,000 per capita <10% debt/market value	< \$5,000 per capita <10% debt/market value

Additional Terms for Mega-Loans:
 Maximum Average Life of 12 years
 General Fund unassigned balance at least 35% of current year expenditures

PROGRAM FEES (all inclusive*)

<u>Loan Amount</u>	<u>Micro-Loan</u>	<u>Midi-Loan</u>	<u>Mega-Loan</u>
Under \$50,000	\$3,700	-	-
\$50,001 to \$100,000	\$5,000	-	-
\$101,001 to \$250,000	\$5,550	\$10,200	-
\$250,001 - \$500,000	-	13,925	-
\$500,001 - 750,000	-	16,250	-
\$750,001 - \$1 million	-	18,200	-
\$500,000 - \$1 million	-	-	19,250
\$1 million - \$2 million	-	-	23,600
\$2 million - \$3 million	-	-	26,850

* Additional fees may apply if applicant elects to use non-program lenders / bond counsels or for special exemptions. Loans may be subject to annual pay agent fees. All loans may be subject to additional fees if special statutory authority process is required. Contact David Drown Associates for exact fees at 612-920-3320, ext. 102.

APPLICATION INFORMATION

(or simply apply on-line at www.daviddrown.com or www.mrwa.com)

TYPE OF LOAN: Micro-Loan _____ Midi-Loan _____ Mega-Loan _____

PROJECT: Please provide a brief description of the project:

Project cost: _____ Requested Repayment term: _____ years

Loan Amount Request: _____ Date Funds are Needed: _____

BORROWER: _____ Primary Contact: _____

Phone Number: _____ Contact email: _____

Mailing Address: _____

Office Hours: _____ Federal Tax ID Number: _____

APPROVAL: When will Council/Board meet to approve **final** loan documents? (allow 1 week to process)

Date: _____ Time: _____

Documents for agenda packets are needed by: _____

Regular Council/Board meetings are held (day of the week/time): _____

OFFICIALS

<u>Name</u>	<u>Office</u>	<u>Year Term Began</u>	<u>Year Term Ends</u>
_____	Mayor/ Chair	_____	_____
_____	Member	_____	_____
_____	Member	_____	_____
_____	Member	_____	_____
_____	Member	_____	_____
_____	Clerk/Treasurer	_____	_____
_____	Administrator	_____	_____

REQUIRED ATTACHMENTS

- Electronic copy of the borrower's most recent audited financial statement (3 years for Mega.)*
- Provide a payment schedule for any debt obligations not shown in last audit. (None: _____)*
- Provide a list of any capital projects/debt to be issued during the next 12 months. (None: _____)*
- Mega borrowers will be required to provide additional information – we will advise what is needed.*

CLOSING: Transfer of funds is normally accomplished by cashier or certified check mailed to the borrower on the date of closing. Midi- and Mega-Loan borrowers (not Micro-Loan) have the *option* of receiving funds by wire if wiring instructions are provided below (or attached):

Wiring Instructions: _____

CERTIFICATIONS

- The Borrower is applying for a Micro-, Midi- or Mega-Loan. The final loan terms will be outlined in a resolution to be approved by the governing board at a future date.
- The Program Fees (outlined above) will be added to the requested loan amount and paid automatically at closing. Payment of the program fee is contingent upon Loan closing. Payment of the rating fee, if required, is the Borrower's responsibility if Loan is not closed.
- For all Loans, David Drown Associates, Inc. will be retained as your financial advisor. MSRB rules require municipal advisors to act in the Borrower's best interest. The Borrower does hereby certify it has read and accepted the terms outlined in the attached Standard Agreement and Engagement Letter.
- Fryberger, Buchanan, Smith & Frederick, P.A serves as the Program's standard bond counsel.
 - We wish to use the Program's bond counsel and hereby certify we have read and accepted the terms outlined in the Standard Bond Counsel Services Agreement. (document on file at www.MRWA.com).
 - We wish to use another bond counsel firm or lender (additional fees will apply).
Name of firm and/or lender: _____
- When required, Northland Trust Services will be retained as the paying agent, registrar, transfer and fiscal agent for the Loan. The Borrower hereby certifies it has read and accept the terms outlined in the Standard Trust Services Agreement (document on file at www.MRWA.com).
- The Borrower does hereby certify that the project financed by the Loan will be owned, occupied, used and operated entirely/exclusively by the Borrower. No part of the project will be leased to, occupied by, or provide a special benefit to a non-governmental entity (*attach a note describing any exceptions*).
- The Borrower further certifies that there is no litigation threatened or pending that would question the Borrower's right to issue debt or impair the Borrower's ability to make payments on debt outstanding or contemplated (*attach a note describing any exceptions*).
- The Borrower has never defaulted in the payment of any indebtedness (*attach a note if exceptions*).

By our signatures below, the Borrower certifies that all the above information is true and accurate.

Authorized Official

Date

Please submit complete application to either of the following addresses. Allow at least one week for processing.

Lori Blair
Minnesota Rural Water Association
217 12th Avenue SE
Elbow Lake, MN 56531
Phone (218) 685-5197 | Fax (218) 685-5272
mrwa@mrwa.com

David Drown, President
David Drown Associates, Inc.
5029 Upton Avenue South
Minneapolis, MN 55410
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david@daviddrown.com

STANDARD AGREEMENT & ENGAGEMENT LETTER FOR MUNICIPAL ADVISORY SERVICES

David Drown Associates, Inc. ("Municipal Advisor") has been selected to serve as the Municipal Advisor for Issuers participating in the Micro, Midi and Mega Loan programs (the "Program"). By submitting a signed Minnesota Rural Water Association Loan Application Form (the "Application") for a Program Loan and by approving a Resolution providing for the sale of Bonds through the Program, you are designating David Drown Associates, Inc. to serve as the Municipal Advisor for the loan. This document is our written arrangement on the role the Municipal Advisor will serve and responsibilities the Municipal Advisor will assume in connection with the issuance of general obligation bonds by the Issuer (the "Loan") as described in the Application completed by the Issuer and also the fees the Municipal Advisor will charge.

Section 1: Municipal Advisor Role. The Municipal Advisor is engaged as a recognized independent expert whose primary responsibility is to give objective fiscal advice on the structure and issuance of the Loan under state and federal securities law. We will provide some, or all, of the following services to determine suitability of the Loan for the applicant:

- a. Evaluate legal options/alternatives for issuance of debt taking into account borrower's objectives, revenue availability and other factors.
- b. Prepare preliminary financing schedules and options for review and consideration by the Borrower.
- c. Evaluate the suitability of Program loans to meet borrower's objectives and advise the borrower of other suitable alternatives.
- d. Upon receipt of a completed Application, the Municipal Advisor will prepare final payment and cashflow schedules and related offering documents.
- e. For certain Mega loans, prepare application materials and assist the borrower in securing a bond rating.
- f. Secure a binding commitment for the sale/placement of the loan with pre-screened program lenders and/or other underwriters or lenders as necessary.
- g. Work with bond counsel to prepare a Resolution and other documents necessary to finalize and close the loan.
- h. Provide assistance in coordinating closing and transfer of funds.
- i. Draft a closing letter summarizing the transaction and providing guidance in accounting for loan proceeds and budgeting for future payments.

Section 2: Engagement Letter & Disclosure of Conflicts of Interest. Rules established by the Municipal Securities Rulemaking Board ("MSRB") and the Securities Exchange Commission ("SEC") requires the registered Municipal Advisor tasked with administering the various low cost loan programs offered via MN Rural Water Association ("MRWA"), to provide a written description of its advisory relationship and to make certain other disclosures in regards to potential conflicts of interest. The applicant recognizes that by submitting the attached application that it has requested and approved David Drown Associates, Inc. ("DDA") to act as Municipal Advisor to the community on this particular engagement. This means that DDA is to be held to the very highest standard of loyalty and care with an **explicit fiduciary duty** to act in your community's best interests. This means several important things:

- DDA has a duty to exercise due care in performing municipal advisory activities.
- DDA has a duty of loyalty, requiring us to act in your best interest without regard to our own financial or other interests.
- DDA must have the knowledge and expertise needed to provide you with informed advice.
- DDA has a duty understand you and your specific situation and to follow your directions, so our advice is suitable for you.
- DDA is required to make reasonable inquiries and investigations as to the facts supporting our recommendations and work products.
- DDA has a duty to discuss with you material risks, benefits, and alternatives considered that might serve your interests better.

Disclosure of Conflicts of Interest: A municipal advisor may not undertake an engagement without disclosing in writing how *potential* conflicts of interest will be managed and mitigated. There are several potential conflicts of interest that may apply to our engagement with you:

Compensation Conflicts of Interest.

- Fixed Fees or "Lump Sum". This form of compensation represents a potential conflict of interest because if the transaction requires more work than originally contemplated, the financial advisor may suffer a loss. Thus, the advisor may recommend less time-consuming alternatives or fail to do a full analysis of alternatives.
- Fee Based upon Principal Amount. This form of compensation presents a conflict of interest because the advisor may have an incentive to advise the client to increase the size of the securities issue for the purpose of increasing the advisor's compensation.
- Contingent Fee. This form of compensation presents a potential conflict of interest because the advisor may have an incentive to recommend unnecessary financings or financings that are disadvantageous to the client. When facts or circumstances arise that could cause the financing to be delayed or fail to close, an advisor may have an incentive to discourage a full consideration of such facts and circumstances.

Our plan to mitigate conflicts of interest regarding compensation is to assure the program standard fee schedule reasonably reflects the expected costs of standard services.

MN Rural Water Association Conflicts of Interest. David Drown Associates, Inc. serves as the financial advisor for MRWA's MEGA, MIDI, MICRO and Interim Funding Programs. In that capacity, we process loan requests and serve as municipal advisor to borrowers seeking to utilize these funding programs. This relationship with MRWA represents a potential conflict of interest in that we have an incentive to recommend the use of these funding programs and to exclude due consideration of other options or alternatives. We have mitigated this conflict of interest by agreement with MRWA that we will not process loans where other financing mechanisms are clearly superior, and we maintain internal procedures that explicitly include a review of other funding options before acting upon a loan request.

Section 3: Term of Engagement. Upon closing and delivery of closing, our responsibilities as Municipal Advisor will be concluded with respect to this financing and we do not undertake (unless separately engaged) to provide continuing advice to you or any other party.

Section 4: Fees & Expenses. The Municipal Advisor's fees will be incorporated into and paid from the Program Fee shown on the Application Form. Our fee shall be contingent upon successful sale and closing of a Loan (see disclosure of conflicts of interest above). In the event we are asked to provide additional services outside the scope of Program activities, we will notify you of these services and costs in advance.

CERTIFICATION OF ENGAGEMENT

By submitting a signed application, the applicant hereby certifies that David Drown Associates, Inc. is hereby engaged to serve as our community's Municipal Advisor associated with the attached loan application. It is further certified that DDA has fully and completely disclosed all potential conflicts of interest and the plans to mitigate such conflicts. We understand that DDA will investigate our financial position to determine the suitability of the loan programs for our project. We understand and accept any findings that determine the loan programs may be unsuitable for our community or if more beneficial financing alternatives may be suggested.

MEMORANDUM FOR HOUSTON CITY COUNCIL

Council Date: April 13, 2026
Agenda Item: Just B Caus Charity Event/Food Truck
From: Byron Frauenkron

In November 2025, Just B Caus event organizers requested consideration for a gambling permit and 1-day to 4-day temporary liquor license for a charity event they were planning. The council acted to approve both items. The event is being held at the Houston Hoedown Fest Grounds. It is a ticketed event. They offered an ice cream truck in conjunction with their event in 2025 and wish to offer the same at this event with the addition of other food options. Gates open at 10 am and the event lasts into the evening with live music to conclude the day. They anticipate visitors to be in town through both the lunch and dinner hours, therefore, they respectfully request the council consider their request to have mobile food unit(s) for the event in accordance with City Code §113.08.

Action Requested: Consider granting request to allow mobile food units in the city on Saturday, April 18, 2026.

MEMORANDUM FOR HOUSTON CITY COUNCIL

Council Date: April 13, 2026
Agenda Item: Mutual Aid-Staffing
From: Ambulance Director

The Houston Community Ambulance will be renewing its license soon and has mutual aid agreements for additional assistance during extreme events and also for staffing. Recently, Minnesota Statute has changed therefore, it is appropriate to update the mutual aid agreement for staffing specifically.

Action requested: Consider approval of the Mutual Aid Agreements Between the Caledonia Ambulance Service and the Houston Community Ambulance and between the Houston Community Ambulance and Rushford Ambulance.

MUTUAL AID AGREEMENT

BETWEEN THE CITY OF CALEDONIA AMBULANCE SERVICE
AND THE CITY OF HOUSTON/HOUSTON COMMUNITY AMBULANCE

This Agreement ("Agreement") is made and entered into on this 18th day of March, 2026, by and between the City of Caledonia, Minnesota ("Caledonia") and the City of Houston, Minnesota ("Houston Community Ambulance").

WHEREAS, the parties desire to establish rights and duties related to providing ambulance services in emergency and non-emergency situations; and

WHEREAS, Minnesota Statutes, Section 144E.101, subdivision 12, authorizes written mutual aid agreements between licensed ambulance services;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

I. PURPOSE

The purpose of this Agreement is to provide a means by which the parties may provide ambulance services to the primary service area of the other party when unexpected exigent circumstances arise or in such other circumstances as the parties deem appropriate.

II. DEFINITIONS

Terms used in this Agreement shall have the meanings assigned in Minnesota Statutes Chapter 144E.

III. MUTUAL ASSISTANCE

A. Properly licensed and certified ambulance personnel of either party may provide ambulance service assistance within the other party's primary service area when requested.

B. Duration and Scope of Coverage. Pursuant to Minn. Stat. §144E.101, subd. 12(b), a licensee may enter into a written agreement with a neighboring licensed ambulance service to provide support to the licensee's primary service area upon request. This Agreement may allow the requesting party to suspend ambulance services in its primary service area during the times the responding party has agreed to provide all emergency ambulance services. Coverage may occur for up to 24 hours per day, provided that coverage by the responding party does not exceed 108 hours per calendar week.

This provision applies only to ambulance services meeting the rural eligibility criteria described in Minn. Stat. §144E.101, subd. 12(b).

C. Requests for assistance under this Agreement shall be made by the Ambulance Director or the Director's designee.

IV. PROCEDURE

When coverage is provided pursuant to this Agreement, the requesting party shall notify dispatch and ensure appropriate paging and coordination between the services.

Scheduling and Documentation. When coverage is being provided pursuant to this Agreement, the requesting party shall clearly identify on its staffing schedule that ambulance coverage for its primary service area is being provided by the responding party.

The parties agree that neither party will charge the other for services provided under this agreement. The responding party will be responsible for billing the citizen(s) for ambulance services provided to the citizen(s) regardless of which jurisdiction the services are provided in.

V. TERM AND TERMINATION

This Agreement shall remain in effect until terminated by either party upon ninety (90) days written notice to the other party.

VI. SIGNATURES

CITY OF CALEDONIA, MINNESOTA

By: _____

Title: _____

Date: _____

CITY OF HOUSTON, MINNESOTA

By: _____

Title: _____

Date: _____

MUTUAL AID AGREEMENT

BETWEEN THE CITY OF HOUSTON/HOUSTON COMMUNITY AMBULANCE
AND THE CITY OF RUSHFORD/RUSHFORD AMBULANCE

This Agreement ("Agreement") is made and entered into on this 13th day of April, 2026, by and between the City of Houston, Minnesota ("Houston Community Ambulance") and the City of Rushford, Minnesota ("Rushford Ambulance").

WHEREAS, the parties desire to establish rights and duties related to providing ambulance services in emergency and non-emergency situations; and

WHEREAS, Minnesota Statutes, Section 144E.101, subdivision 12, authorizes written mutual aid agreements between licensed ambulance services;

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

I. PURPOSE

The purpose of this Agreement is to provide a means by which the parties may provide ambulance services to the primary service area of the other party when unexpected exigent circumstances arise or in such other circumstances as the parties deem appropriate.

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B. Duration and Scope of Coverage. Pursuant to Minn. Stat. §144E.101, subd. 12(b), a licensee may enter into a written agreement with a neighboring licensed ambulance service to provide support to the licensee's primary service area upon request. This Agreement may allow the requesting party to suspend ambulance services in its primary service area during the times the responding party has agreed to provide all emergency ambulance services. Coverage may occur for up to 24 hours per day, provided that coverage by the responding party does not exceed 108 hours per calendar week.

This provision applies only to ambulance services meeting the rural eligibility criteria described in Minn. Stat. §144E.101, subd. 12(b).

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IV. PROCEDURE

When coverage is provided pursuant to this Agreement, the requesting party shall notify dispatch and ensure appropriate paging and coordination between the services.

Scheduling and Documentation. When coverage is being provided pursuant to this Agreement, the requesting party shall clearly identify on its staffing schedule that ambulance coverage for its primary service area is being provided by the responding party.

The parties agree that neither party will charge the other for services provided under this agreement. The responding party will be responsible for billing the citizen(s) for ambulance services provided to the citizen(s) regardless of which jurisdiction the services are provided in.

V. TERM AND TERMINATION

This Agreement shall remain in effect until terminated by either party upon ninety (90) days written notice to the other party.

VI. SIGNATURES

CITY OF HOUSTON, MINNESOTA

By: _____

Title: _____

Date: _____

CITY OF RUSHFORD, MINNESOTA

By: _____

Title: _____

Date: _____

MEMORANDUM FOR HOUSTON CITY COUNCIL

Council Date: April 13, 2026

Agenda Item: Personnel Items

From: Michelle Quinn

Brennan Wallace has served as the city's Nature Center Lead since July 2025. He submitted his letter of resignation which was effective March 24, 2026.

Action Requested: Accept the resignation of Brennan Wallace, effective March 24, 2026, from the position of Houston Nature Center Lead.

MEMORANDUM FOR HOUSTON CITY COUNCIL

Council Date: April 13, 2026
Agenda Item: Switch to “.gov”
From: Michelle Quinn

The Federal Government and State of Minnesota strongly encourage switching governmental emails to “.gov”. This is a step to improve the ability for constituents to recognize fake sights, emails, and contacts. A proposal has been provided by the City’s IT support to move the city to “.gov”.

Action requested: Consider accepting the proposal provided by OnSite Computers Inc. to move the city to “.gov” participation.

We have prepared a quote for you



Migrate to .gov domain

Quote # 004045 Version 1

Prepared for:

City of Houston



P: (800) 669-8513 E: mbowe@onsitecomputersinc.com W:

Services

Qty	Description	Price	Ext. Price
1	Labor -Quoted Labor ** See SOW **	\$550.00	\$550.00

We will need to work with Catalis to do the full implementation. They may have some charges.

Subtotal: **\$550.00**

Statement of Work

City Government .gov Domain Migration

1. Purpose

Migrate the City's website(s) and email services from the current domain to an official .gov domain to improve public trust, reduce impersonation risk, and align with CISA/get.gov best practices.

2. Scope of Work

A. .gov Domain Registration

- Confirm eligibility and select compliant domain name
- Prepare and submit request via **get.gov** with senior official authorization

B. DNS & Security Setup

- Configure DNS hosting (City or vendor provided)
- Ensure HTTPS/TLS readiness
- Implement email authentication:
 - SPF
 - DKIM
 - DMARC (monitor ? enforce)

C. Website Migration (3rd Party Vendor)

- Work with Vendor / DNS configuration

D. Email Migration

- Migrate staff and system email to .gov
- Validate delivery and enforce DMARC

3. Schedule (Estimated)

- Planning & Discovery: 1 week
- Domain Approval & Setup: 1–2 weeks (get.gov dependent)
- Website & Email Migration: 2–6 weeks

Migrate to .gov domain



Prepared by:
On-Site Computers, Inc.
 Mike Bowe
 651 209 0265
 mbowe@onsitecomputersinc.com

Prepared for:
City of Houston
 PO Box 667
 105 W. Maple Street
 Houston, MN 55943
 Michelle Quinn
 +1 5074599478
 mquinn@houstonmn.us

Quote Information:
Quote #: 004045
 Version: 1
 Delivery Date: 03/26/2026
 Expiration Date: 04/25/2026

Quote Summary

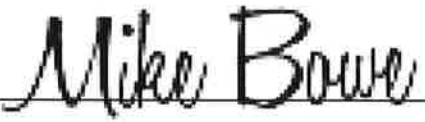
Description	Amount
Services	\$550.00
Total:	\$550.00

This Quote is governed under the provisions of the Master Services Agreement located at <https://www.onsitecomputersinc.com/msa?> ("MSA"). By agreeing to this Quote, you agree to the provisions of the MSA. If you cannot access the MSA or if you have any questions about the MSA, please do not sign this Quote and contact us for further information.

Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors.

On-Site Computers, Inc.

City of Houston

Signature: 
 Name: Mike Bowe
 Title: President
 Date: 03/26/2026

Signature: _____
 Name: Michelle Quinn
 Date: _____

MEMORANDUM FOR HOUSTON CITY COUNCIL

Council Date: April 13, 2026

Agenda Item: Report Approval

From: Michelle Quinn

2025 Annual Township and City Report/Noxious Weed Control: This report is being requested by Houston County in accordance with M.S. 18.81. Public Works Superintendent Hongerholt has provided the requested information.

Action Requested: Accept report as presented, authorize the required signatures along with submission per instructions.

2025 Annual Township and City Report

Noxious Weed Control

Required by Minnesota Statutes Section 18.81

INSTRUCTIONS: Please write or print legibly. Upon completion and appropriate signatures, copies should be submitted to the Houston County Agriculture Inspector by: May 15, 2026.

Township or City: <i>City of Houston</i>	County: <i>Houston</i>	Date: <i>4-3-26</i>
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County Agriculture Inspector (CAI):

Jeremy Burt
304 S. Marshall St., Room 209
Caledonia, MN 55921
(507) 725-5800

Local Weed Inspector (LWI): Please indicate whom the Township or City has designated as their Local Weed Inspector with the Person's name, address, phone number, and email address in the space provided below. If the CAI has any questions, this will be the person in the Township or City that is contacted.

1. Name: <i>Josh Hongerholt</i>	2. Name:
Address: <i>105 W Maple</i>	Address:
Phone #: <i>507-896-2387</i>	Phone #:
Email: <i>publicworks@houstonmn.us</i>	Email:

Noxious Weed Control	Number
Number of noxious weed inspections made in the Township or City this year?	<i>3</i>
Number of landowner contacts made in the Township or City for voluntary compliance or General Weed Notice this year?	<i>12</i>
How many landowners received the formal "Notice #1" Form?	<i>0</i>
Number of contacts made to federal, state or county owned land managers? (i.e. DNR, USFWS, MNDOT)	<i>0</i>
Number of times the City or Township hired or performed the requested control/eradication work and added to the property taxes or issued a citation (under City ordinance) or submitted cost to the county under the state noxious weed law (Townships only):	<i>0</i>

Noxious Weeds that are a concern in your Township or City that are on Minnesota Prohibited Noxious Weed List (Suggestions):

Plumeless and/or Canadian Thistle
 Garlic Mustard
 Wild Parsnip
 Leafy spurge
 Knotweeds
 Oriental Bittersweet
 Buckthorn
 Common tansy
 Common and/or Cutleaf Teasel
 Poison Hemlock
 Barberry species
 Other:

Does your City or Township have a local weed ordinance?	YES <input checked="" type="radio"/> NO <input type="radio"/>
Do you publish a notice of weed control? Example: city newspaper, township newsletter	YES <input type="radio"/> NO <input checked="" type="radio"/>
Does your City or Township participate in noxious weed outreach?	YES <input type="radio"/> NO <input checked="" type="radio"/>

What training or outreach would help you as Local Weed Inspectors? If we host a training again, what days of the week and times work best for employees/board members?

Mayor Scott Wallace called the City Council meeting to order at 6:00 p.m. March 9, 2026, with the Pledge of Allegiance. Council present: Mayor Scott Wallace, Zeb Baumann, and Danny Todd. Staff present: Michelle Quinn, Josh Hongerholt, Brett Hurley, Curtis Chapel, and Suzie Peterson. A list of public members present is on file.

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

Audit Recap: Andrew Forliti performed the annual audit of the City of Houston. He was present and provided an overview which included an unmodified “clean” opinion. The team performing the audit remained unchanged, however, Smith Schaffer was bought out and is now known as CohnReznick. Mr. Forliti stated there are seven areas which have checks required with a financial audit. None of the areas experienced notations. There was no single audit required for 2025. Motion by Todd, seconded by Baumann to accept the audit as presented. Motion carried unanimously.

Lead Service Line Replacement Project: Matt Mohs provided a written update which is on file. He requested the council act to adopt a resolution which is required to move forward with the Lead Service Line Replacement Project. Motion by Todd, seconded by Baumann to adopt the following resolution to submit application to the MPFA Drinking Water Revolving Fund Program. Motion carried unanimously.

Resolution 2026-06

Resolution of Application to the Minnesota Public Facilities Authority Drinking Water State Revolving Fund Program – LSLR Application Forms

BE IT RESOLVED that the City of Houston is hereby applying to the Minnesota Public Facilities Authority for a loan and/or grant from the Drinking Water Revolving Fund for lead service line replacement project as described in the loan application; and

BE IT FURTHER RESOLVED that the City of Houston estimates the MPFA-Finance amount to be \$525,000 or the as-bid cost of the project; and

BE IT FURTHER RESOLVED that the City of Houston has the legal authority to apply for the loan/grant, and the financial, technical, and managerial capacity to repay the loan and ensure proper construction, operation, and maintenance of the project for its design life.

NOW, THEREFORE, RESOLVED BY the City of Houston that they authorize the submittal of a FY2026 Drinking Water Revolving Fund Application to the Public Facilities Authority for a Lead Service Line Replacement Project.

Potential Development of Stoddard Street: Matt Mohs provided a written update which is on file.

CSAH13/Spruce Street Project Update: Matt Mohs provided a written update which is on file.

Construction: Quotes for a project to create a segregated garage and storage space, with mezzanine, stairs, secure doorways, and appropriate adjustments to HVAC and electrical were solicited from three local contractors. One contractor declined citing no time on schedule to perform work, another expressed intent to submit a quote for construction not including HVAC or electrical however failed to submit, and one complete quote was received. Motion by Todd, seconded by Baumann to accept the

quote of Straight Edge Construction in the amount of \$50,202 and to authorize the transfer of necessary funds from the 403 Construction Fund to the appropriate expense account. Motion carried unanimously.

Well Maintenance: Public Works Superintendent Hongerholt, shared MDH, recommends pulling municipal wells every 5 to 7 years as part of a best practices maintenance schedule. The city's wells have been online since 2019. Quotes have been solicited from two qualified contractors. Motion by Baumann, seconded by Todd to accept the low quote submitted by Gary's Pump and Well to pull, clean, inspect, and reinstall wear items of City Wells #1 and #3. Motion carried unanimously.

Ambulance: Discussion was held regarding staffing challenges and licensure compliance requirements of the Ambulance. Various initiatives are in various stages of implementation in order to improve pay, participation, and ongoing education. Motion by Todd, seconded by Baumann to adopt a policy requiring Ambulance staff to work 8 shifts per month, two of which would be considered weekend periods and attend 75% of meetings. Motion carried unanimously.

Summer Rec Staffing: Motion by Baumann, seconded by Todd to authorize advertising for Summer Rec Student Staffing. Motion carried unanimously.

Youth Conservation Corp (YCC) Staffing: Quinn stated the YCC Lead position was hired to be ongoing, not seasonal therefore, Jennifer Krings remains on staff to lead this initiative which is externally funded by the Friends of the Houston Nature Center. There is a need to advertise the opportunity for students. Motion by Baumann, seconded by Todd to authorize advertising for Youth Conservation Corp Student Staffing. Motion carried unanimously.

Minutes and Bills: Motion by Baumann, seconded by Todd to approve the minutes of February 9, 2026, 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 Report and statistics
Correspondence from Minnesota DNR and FHS regarding Houston OHV Project
Sanitary Survey Report from MDH

Department Head Updates:

Police: Chief Hurley shared the milder weather has been reflected in residents' behavior as more are active outdoors.

Public Works: Public Works Superintendent Hongerholt stated a high service pump at the water plant recently failed. It has been repaired and reinstalled. The water plant is functioning again optimally. He shared water mains are scheduled for flushing beginning the week of April 6 water followed by flushing of sewer mains. Biosolid sampling in preparation for spring hauling from the wastewater treatment plant have been taken and submitted.

Adjourn: Motion by Todd, 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, April 13, 2026.

By: _____
Scott Wallace, Mayor

Attest: _____
Michelle Quinn, Clerk/Administrator

Library Report April 2026

1. Finances

The library received its quarterly disbursement check from Houston County in the amount of \$15,335.71 on March 19.

2. Grants & Collections

- We have been awarded a \$500 Love Your Library” grant from SELCO to add new STEM kits to our collection. We are currently assembling eight new kits, some of which align with this year’s summer reading theme, “Unearth a Story.” The themes are: dinosaurs, earthquakes, magnets, insects, line art, shape art, light and rainbows, and geography.
- A seed library was launched at the end of March and has seen strong initial interest, with approximately 50 seed packets taken by patrons during the first week.

3. Ongoing Programs

- Builders Club (every other week): Consistent attendance of 25–30 kids
- Adult Book Club: Growing participation, with 15 attendees last month
- Children’s Book Club (in-library): Small but enthusiastic group of 4–5 participants
- Joint Elementary–Library Book Club: Held every three weeks, involving 1–3 grade levels
- Saturday Storytime: every week, attendance varies

4. Recent Programs & Events

- Owl StoryWalk (early March): Participation unknown; received positive feedback
- Owl-themed activities: Approximately 35 children participated
- Pig Storytime (March 21): 50 attendees
- Chicken Storytime (April 4): 40 attendees
- Breaker Space (March 25): 9 participants
- Chamber of Commerce Meeting (March 16): Hosted at the library; included a presentation highlighting upcoming and recent library activities
- High School Career Day (March 18): Approximately 20 students visited the library
- Flower Art Program (March 30) (funded by the “Get to Know Libraries” grant): approximately 30 attendees

5. Upcoming Programs & Events

- National Library Week (April 19–25, 2026)
- Elementary School Career/College Fair (April 9): Outreach table with interactive activities
- ECFE Family Fun Fair (April 11): Activities and family resources
- Junk Journals Workshop (April 13)

- Recycled Book Project (April 21)
- Spring Book & Bake Sale with the Friends of the Library (April 25)
- Seed Bombs workshop (April 27)
- Tree Pickup from Neighborhood Forests (week of April 22) in recognition of Earth Day
- High School Community Clean-Up Day (May 1)
- Independent Lens screening of "The Grocery List Show" (May 7)
 - Includes a community cookbook project
 - Collaboration with Root River Market to provide local food samples and encourage recipe contributions

6. Summer Reading Program

Planning for the 2026 Summer Reading Program is mostly complete. This year's program follows the Collaborative Summer Library Program (CSLP) theme, "Unearth a Story." This year's summer reading program is dedicated in memory of Mary Jore, whose memorial contributions have provided significant financial support.

-Circulation statistics attached

-Summer schedule attached

**HOUSTON
PUBLIC
LIBRARY**
2026 Circulation Statistics

GENERAL CIRCULATION (not including e-books)

	CAL	HOK	HOU	LCR	SG	TOTAL
Jan	1,590	585	2,207	4,554	887	9,823
Feb	1,583	542	2,265	4,209	876	9,475
Mar	1,962	678	2,477	4,819	942	10,878
April						0
May						0
June						0
July						0
Aug						0
Sept						0
Oct						0
Nov						0
Dec						0
TOTAL	5,135	1,805	6,949	13,582	2,705	30,176
%	17.00%	6.00%	23.00%	45.00%	9.00%	100%

HOUSTON COUNTY RURAL USAGE

	CAL	HOK	HOU	LCR	SG	TOTAL
Jan:	521	227	1,218	978	321	3,265
Feb:	570	242	1,413	768	280	3,273
Mar:	740	273	1,468	917	321	3,719
April:						0
May:						0
June:						0
July						0
Aug:						0
Sept:						0
Oct:						0
Nov:						0
Dec:						0
TOTAL	1,831	742	4,099	2,663	922	10,257
%	16.67%	7.17%	40.24%	26.71%	9.20%	100.00%

Libby	March	YTD
Audiobooks	249	704
E-books	105	321
Total	354	1025



Join us for the Houston Public Library's 2026 Summer Reading Program!

Keep reading all summer! We will have weekly challenges and prizes for kids of all ages throughout the summer. We will also be giving away gift certificates for ice cream from Sub Zero every week, all summer long!

Saturdays all year: Storytime

10 am Houston Public Library

Join us for stories and crafts for young children and their caregivers every Saturday at 10 am!

Community Puzzle at the Library: Pick up your puzzle piece and paint kit by June 20. Return your creation by July 11.

When all are returned, we'll put them together for a community creation! Open to all ages, kids and adults.

*****Meet Up and Eat Up: Every Wednesday at 11 am! Stay for free lunch for kids under 18*****

Wednesday, June 3: Summer Reading Kick-off! Dazzling Dave, Yo-yo Master

10 am City Park (rain site: Hurricane Hub)

See a performance by Dazzling Dave, and you might start believing his yo-yos are alive! Dazzling Dave Schulte is a professional yo-yo performer who amazes audiences with tricks and tips designed to entertain, educate, and promote the sport of professional yo-yo.

Monday, June 8: Dinosaur Discovery Day

6-7pm Houston Public Library

Join us for a fun-filled adventure where young explorers dig into the past, uncover fossils, and learn amazing facts about the giants that once roamed the Earth!

Wednesday, June 10: Tom the Creature Teacher

10 am City Park (rain site: Hurricane Hub)

Here's your chance to meet several types of frogs, lizards, turtles, and snakes from around the world! You will even be allowed to touch many of the critters while they are being presented.

Thursday, June 11: Bee House Workshop, Making Way for Pollinators

6-7 pm Houston Public Library

Learn about Minnesota pollinators and the native plants they rely on. Participants will receive native Minnesota wildflower seeds and create bee houses using recycled materials. This event is geared to adults, but all ages are welcome.

Saturday, June 13: Ponies at Storytime with Rocking N Ranch

10 am Houston Public Library greenspace

Join us for a special storytime featuring horses from Rocking N Ranch! Meet the horses and enjoy some stories and crafts.

Monday, June 15: Make a mini dinosaur garden!

5-6 pm Houston Public Library

Create your own prehistoric world at Dinosaur Mini Gardens, where you can design tiny landscapes, add dinosaur figures, and let your imagination grow! Space is limited, please register by email, phone, FB messenger, or text Beth at 507-429-5647.

Wednesday, June 17: Munchkin the Mini Horse

10 am City Park (rain site: Hurricane Hub)

Munchkin isn't just a miniature horse - he has dwarfism, too. This makes him extra small, and he and Amanda love to spread the joy of celebrating differences. We'll also get a chance to pet Munchkin and make some horse-themed art.

Monday, June 22: Fossil Fest

6-7 pm Houston Public Library

Enjoy this hands-on event where explorers can discover fossils, learn about prehistoric life, and uncover the stories hidden in stone!

Tuesday, June 23: Exploring the Richard J. Dorer Memorial Hardwood State Forest with MN Project GO

6-7 pm Houston Public Library

Project Get Outdoors Coordinator and Naturalist Sara Holger shares the history of the Richard J. Dorer Memorial Hardwood State Forest, exploring its unique natural features and sites open to the public.

Wednesday, June 24: The Magic of Isaiah

10 am City Park (rain site: Hurricane Hub)

Enjoy this fast-paced, high-energy, interactive magical performance that is sure to please all ages.

Monday, June 29: DIY Stone Mosaics

6-7 pm Houston Public Library

Get creative at **Stone Mosaic DIY**, a hands-on activity where participants design colorful patterns using natural stones to create their own unique mosaic masterpiece! Please register in advance.

Wednesday, July 1: RAD ZOO

10 am City Park (Rain site: Hurricane Hub)

Marvel at the amazing creatures of the reptile and amphibian world during this fun, safe and educational program. The program includes turtles, lizards, snakes, and a small alligator.

Monday, July 6: DIY Dinosaur Eyes

6-7 pm Houston Public Library

Make your own prehistoric creation at **DIY Dinosaur Eyes**, a fun clay activity where kids sculpt and design colorful dinosaur eyes to bring their favorite ancient creatures to life! Please register in advance of the program.

Wednesday, July 8: Jim Jayes' Magic Capades

10 am City Park (Rain site: Hurricane Hub)

This program uses classic magic tricks to introduce the audience to some of history's greatest magicians and the magic effects that made them famous.

Monday, July 13: Pet Rocks

6-7 pm Houston Public Library

Join us for **Painting Pet Rocks**, a creative activity where kids can decorate their own rock friends with bright colors, silly faces, and plenty of imagination! Please register in advance.

Wednesday, July 15: Tales by Terry: Have I Got a Story For You!

10 am City Park (rain site: Hurricane Hub)

Turn on your imagination with Terry's energetic performance. She tells folktales, fairy tales, creepy stories, and environmental stories, and will take us around the world through the magic of storytelling. We'll have craft projects, too!

Monday, July 20: Stories in Stone

6-7 pm Houston Public Library

Discover the past at **Stories in Stone**, a creative activity where participants craft their own petroglyphs and clay creations while learning how ancient people used rock art to tell stories. Please register in advance.

Wednesday, July 22: Raptors with Eagle Bluff Environmental Learning Center

10 am Hurricane Hub

Have you ever seen a vulture up close and personal? Now is your chance, as the Eagle Bluff Learning Center comes to town with a live vulture ambassador for kids to meet and learn about.

Saturday, July 25: Hoedown (check our website/Facebook page for details!)

We'll have something special planned for Hoedown, check back for details!

Wednesday, July 29: Community Drum Circle with Mark Arturi

10 am City Park (rain site: Hurricane Hub)

Join our Community Drum Circle led by Hall of Fame band The Lovin' Spoonful's drummer Mike Arturi. Mike will guide participants through an easy introduction to playing the drums, then lead the group through an exciting rhythmic journey that all can enjoy!

Wednesday, August 5: Bird Games with Amy Simso Dean

10 am Trailhead Park (rain site: Nature Center Meeting Room)

Bird-focused games and activities for kids and their grownups! Explore Trailhead Park, look for birds, and learn about birds with a migration game, owl pellet dissection, bird scavenger hunt, and craft projects, along with the Friends of the Nature Center.

Wednesday, August 12: Insect Action

10 am City Park (rain site: Hurricane Hub)

Join us for a presentation from Heidi Braun, author of *Insect Action! An Alphabet, Rhyming, and Movement Book*. We'll observe insects, move like insects, try out insect rubbing plates and insect stencils, and do a couple more insect art projects.

Saturday, August 15: Storytime with the Apollo Music Festival (date tentative)

10 am Houston Public Library

The Apollo Music Festival will drop by for storytime, sharing their love of classical music with local kids and their adults.

Wednesday, August 19: Pond Exploration with Eagle Bluff, Houston Nature Center, and Money Creek Outfitters

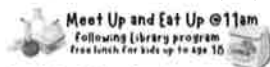
10 am Trailhead Park (rain site: Nature Center Meeting Room)

Eagle Bluff educators will bring all the gear needed to look for macroinvertebrates, amphibians and turtles. This is a perfect all-ages program and is very hands-on! Josh from Money Creek Outfitters will also be here to teach you about casting!

Wednesday, August 26: Conductor Jack and our Summer Wrap-Up Party!

10 am City Park (rain site: Hurricane Hub)

Conductor Jack is an Emmy Award-winning children's entertainer and educator. He performs original songs and folk music. Travel back in time as Jack plays guitar, ukulele, harmonica, kazoo, and more. Wrap up summer 2026 with fun activities and music!



Our 2026 Summer Reading Program is dedicated to the loving memory of Mary Jore, whose legacy continues to inspire our community.

Check our Facebook page and website often for additional events!



The Houston Public Library's 2026 Summer Reading Program is in loving memory of Mary Jore, with much thanks to her family and friends who contributed to the Friends of the Library in her memory. Additional sponsors are: Houston's American Legion Post #423, Friends of the Houston Public Library, SELCO Legacy grants from the Minnesota's Arts and Cultural Heritage Fund, Sub-Zero Pizza and Ice Cream, the Meet Up and Eat Up crew, and generous donations from the public. Our thanks go out to everyone for making this schedule of events possible!

Southern
Minnesota
Initiative
Foundation



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PH 507.455.3215 • FAX 507.455.2098 • smifoundation.org

Honoring the Past, Building Tomorrow

April 2026

Michelle Quinn
City of Houston
105 Maple St W
PO Box 667
Houston, MN 55943-0667

Dear Ms. Quinn and City Council,

As Southern Minnesota Initiative Foundation (SMIF) marks 40 years of service to southern Minnesota, we reflect on a legacy rooted in economic resilience and regional growth. Since our founding in 1986 in response to the farm crisis, SMIF has reinvested more than \$178 million to strengthen the region's economic vitality.

Economic development is central to SMIF's mission. Strong local economies depend on thriving small businesses, an adaptable workforce and communities equipped to support both. From main streets in towns like Truman to close-knit communities like Harmony, local leadership and strategic investment are essential to sustaining long-term resilience.

SMIF partners with communities to drive this work. Through lending and technical assistance, we support entrepreneurs and small business owners as they start, expand and adapt. Our long-term impact is sustained through endowed funds that provide a stable foundation for continued investment. Our General Endowment and Entrepreneur Fund offer stability and fuel business growth by offering flexible financing and support to help enterprises remain rooted in the region.

Partnership with city and county governments is essential. Your leadership helps create the conditions where businesses succeed, talent grows and communities remain vibrant places to live and work. See the enclosed fact sheet for recent SMIF activity in your county.

Thank you for your last donation of \$200.00 on 6/16/2025. With your last gift, SMIF was able to leverage an extra \$12 into your county! We hope you will continue to support SMIF in 2027 to advance economic development across southern Minnesota. We are honored to work alongside you and look forward to building on this momentum in the years ahead.

With deep appreciation,

A blue ink signature of Benya Kraus, consisting of a stylized 'B' and 'K' followed by a horizontal line.

Benya Kraus
President & CEO





Southern
Minnesota
Initiative
Foundation

SMIF's investments and partnerships in

Houston County since 1986

Southern Minnesota Initiative Foundation (SMIF) is a regional development and philanthropic organization that fosters economic and community vitality in southern Minnesota through a culture of collaboration and partnership. Serving 20 counties which includes 175 communities and one Native nation.

For every donation
from Houston
County of

\$1 → **\$12**

is invested back into
Houston County
communities.*

**Includes grants, loans & programming*



11 Loans

to support entrepreneurs

178 Grants

to support community projects

\$2.8 Million

invested by SMIF in Houston County
through grants, loans and programming

Questions?

Alissa Oeltjenbruns
Vice President of Philanthropy &
Community Vitality
507-475-3056
alisso@smifoundation.org

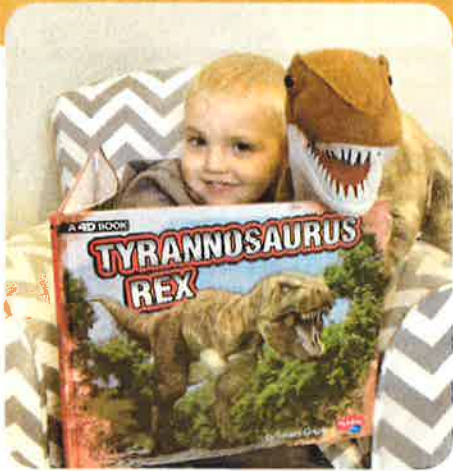


Check out SMIF's recent activity in your county



SMIF's Recent Activity in Houston County

Early Childhood Spotlight



Friends of the Houston Minnesota Public Library awarded 200 English and 10 Spanish books

"We hope to distribute books to kids of all ages during our summer reading events. Our goal is to keep kids interested in reading all summer, and to get excited about keeping their very own book."

-Beth Peterson-Lee, Friends of the Houston Minnesota Public Library Director

Other recent activity:

- 160 books to Spring Grove Public Schools
- \$8,000 Taylor Rural Child Care Grant to St. Mary's School in Caledonia
- Technical assistance provided to child care providers

Entrepreneurship Spotlight



RURAL ENTREPRENEURIAL VENTURE
DISCOVER | IGNITE | GROW

City of Caledonia's Rural Entrepreneurial Venture (REV) program received grant

Caledonia's REV program, designed to advance its economy by providing coaching, resources and connections, was awarded a \$20,000 Activating Our Entrepreneurial Ecosystem (AOEE) Grant to support staff time for an E-Navigator that will work in tandem with the Caledonia Chamber of Commerce to provide sustainable continuity for this entrepreneurial work.

Other recent activity:

- \$50,000 PROMISE Act Grant to Kaddy's Kafe in La Crescent
- \$20,000 AOEE Grant to City of Spring Grove
- Technical assistance provided to prospective and current loan clients

Community Vitality Spotlight



Giants of the Earth Heritage Center in Spring Grove awarded \$10,000 Small Town Grant

"Our goal is to restore a vital piece of small-town life by launching a modern community newspaper that strengthens connection, belonging and civic awareness. Our community newspaper is designed to broaden the circle of belonging by providing a platform where all voices are welcome and visible."

-Joseph Grodahl, Giants of the Earth Heritage Center Executive Director

Other recent activity:

- \$7,054 Small Town Grant to La Crescent Area Healthy Community Partnership
- 5 gallons of paint to Spring Grove Public Schools

1.1K Children Supported

39 Entrepreneurs Supported