

JASPER CITY COUNCIL MINUTES

Regular Meeting-February 11, 2025

The Jasper City Council of the City of Jasper met in-person on **Tuesday, February 11, 2025.**

Members present:

Mayor Kim Lape; Council members: Deb Plahn, Zach Kounkel, Tim Houg, Stacie Smith;

Employees present: Admin/Clerk-Treas: Trinidad Garcia, Deputy Clerk/Treas.: Maggie Erickson (absent); Public Works Superintendent: Brian Thode

Pipestone Star: Kyle Kupal;

Community members: C.J. Connell, Butch Evink

Mayor Kim Lape called the Regular Meeting to order at 7:00pm followed by the Pledge of Allegiance;

Agenda Approval:

Removed:

Added:

- Splashpad Water Fountain
- Splashpad - Matting for the seeding
- Quartziter Bingo

Community Input:

- Bolling Engineering – Task order follow-up - Jordan from Bollig addressed Council by going over the task order and to answer any questions. He explained it by stating it is the planning document to get the ball rolling and the City submitted for funding from multiple agencies. City Admin shared that she received questions on the \$45K that is referenced in the task order and explained that the City would put a down payment down, but when Bolling receives grant funding then the City is reimbursed for their down payment. This is viewed as an investment to start the process. Jordan explained that it would be taken out as a loan to pay engineering fees and other portions of the project. This would be paid back at user rate set to the project with a 40yr term at “x” amount of a %. It is not an upfront cost of the \$45K that the City will pay for. City Admin explained that the City does not need to take out a loan and see what grants were secured and Council can decide to not move forward with the full project, unless Council wants a loan to cover the full project cost. This is very flexible and open. Jordan explained the City is not locked into anything. This is to secure the grants and this can be a year waiting period to her back on grants. Once information is received it will be presented back to the City to review and answer questions. Then information is given back to the grant agencies to concur with the Preliminary

report. Council decided at that time if they want something smaller or do not have to move forward with anything at all. City Admin explained that Council can decide on the amount to put down and she gave her opinion of anything from \$10k-\$20K. City Admin also addressed concerns that she heard, if Council moved forward, that the cost would raise the Levy. She explained that the City recovered their cost for the Water Bond load with implementing a fee on the water bill, but her thoughts when this was proposed was not to look at covering cost by increasing the Levy. She stated that we want to better the City not to impact the residents financial wise. Jordan explained a figure is used by determining the City costs and using an affordability threshold to determine what the City can afford to pay back and the rest will have to be covered in grants. This is typical not to know this until later in the process. Mayor Lape stated that they are not ready for a decision and need a bit more time to review. Council decided to table this to next month's meeting.

- CJ Connell – Sells records, tapes and few other items – CJ has lived in Jasper for 14-15 months and is retired. He has a business out of Pipestone and in Sioux Falls. He has interest in a property in Jasper; 106 Wall Street W. He wanted to know if the City would be willing to help out by offering assistance with a tax abatement or with utilities. Mayor Lape stated that the City will look into this. CJ explained that he thought this location would be a good central location between his business and he would be able to store his inventory at the Jasper location. Council thanked him for coming and Mayor Lape stated the City will see what they can do to help him out.
- Leroy “Butch” Evink – Interested in Zoning Commissioner. Butch came to the Council meeting to let the Council know he is interested in taking on the Zoning Commissioner position that the City had vacant. Council made a motion to appoint Butch for the Zoning Commissioner position.
Motioned by: Houg 1st/Smith 2nd. All ayes followed
- Quartziter Bingo Permit – Quartziter requested Council's approval for a Bingo permit for another Bingo event for the Quartziter group to host on March 22nd at the Memorial Hall.
Motioned by: Houg 1st/Smith 2nd. All ayes followed

Review and approve minutes from:

- Regular Meeting on Tuesday, January 14, 2025
 - Special Meeting – Bollig Needs Assessment on Tuesday, January 27, 2025
 - Special Meeting – Council Employee Evaluation Review on Tuesday, January 27, 2025
- Motioned by: Houg 1st/ Kounkel 2nd. All ayes followed**

Review/Approve receipts and claims to date.

Motioned by: Plahn 1st/Smith 2nd. All ayes followed

- Sick Time Payout of unused time from 2024 – Council approved the 451.50 hours of sick time to pay out to B. Thode at current rate of \$24.77 with the total amount of \$11,183.66. Going forward sick time of 80 hours will be available for the year and any unused sick time will be paid out to employees.

Motioned by: Plahn 1st/Smith 2nd. All ayes followed

Delinquent Sewer/Water/Garbage:

- #228 – Send to property owner
- Permanent Disconnect Request – 220 6th Steet E – Kenny Rearick. requested to have a permanent disconnect for J. Brown who is currently incarcerated. The request was denied due to the individual not being the actual property owner.

Motioned by: Smith 1st/Kounkel 2nd. All ayes followed

Wellness Center/QCC:

- Mats for weights – Public Works Sup requested to purchase horse stall mats to put under the Smith machine that is placed on the alter/stage of the gym. The current mats that are under the equipment are too old and don't match up, so after speaking with Corey Bryan who suggested using horse stall mats that can be purchased at Bomgaars for \$50 each, Public Works Sup would like to purchase 4 mats that are 4x6 to support the floor. Council approved the purchase of mats.

Motioned by: Smith 1st/Houg 2nd. All ayes followed

- Mayor Lape requested to add a suggestion that she received from a resident to add some lighting to the outside of the QCC when coming in through the north front doors. Council requested for Public Works Sup to contact Olsen Electric to see what suggestions he has to add better lighting outside of the QCC north doors and along the eastside of the sidewalk.

New Business:

- Year End Financial Totals - City Admin shared with Council a Statement of Receipts and Disbursements – schedule 2 for the year of 2024. City Admin pointed out that the funds for the DSI-Deed Housing program with funds coming in and going out throws off our budget since a separate fund was not created when the program started. It was also noted monthly, that the seal coat funds are being transferred to the money market account to save when needed to seal coat the streets again. Fire Aid funds coming through the General Fund and is paid out in 30 days to the Fire Department to put towards their pension. Veteran Memorial donations will be reviewed and moved over to the money market account to save to maintenance when needed. This will also be shared on a quarterly basis for Council to review and ask questions and be more transparent.
- MM Allocation for 2024 – Resolution 25-42A – City Admin shared with Council the ending balance for the Money Market account for 2024. The funds are broken out to multiple funds or

areas to apply funds when needed for maintenance etc. City Admin explained how a monthly allocation spreadsheet is updated to add interest earned and the spreadsheet allocates the interest towards the separate funds or areas. The Economic Development funds had been transferred to the General fund/checking to disburse the remaining balance to the EDA since they no longer fall under the City as they once did when Sunrise Village was open.

Motioned by: Plahn 1st/Kounkel 2nd. All ayes followed

- Outstanding Indebtedness Report – City Admin explained to Council that this report captures the City's debt amounts as of December 31, 2024. This had included the Water Revenue Bond and the Promissory Note for the Fire Barn. The Water Revenue Bond was paid off as the end of 2024, this included the annual payment of \$28,000, plus the remaining balance of \$1,235.07. Since the water revenue bond had been paid off the water debt fee of \$8.50 that is charged to residents monthly will need to be removed or possibly changed to a surcharge/fee to put towards a water/sewer maintenance. Council discussed keeping the fee. City Admin will double check on what the fee or surcharge can be called.
- Rural Fire Board Annual Report/Meeting – Rural Fire Board Public meeting will be held on Saturday, February 22, 2025. City Admin, Mayor and one Council member from the Emergency committee plan on attending. City Admin completed the annual Rural Fire Board report for 2024 to capture the shared cost between the City and Rural. Rural's total amount to pay for 2024 shared cost is \$19,782.32. Majority of the cost are accumulated from repair cost and not enough calls to offset the cost.
- Hall Rentals – City Admin requested to have a special meeting to discuss the City's Hall Rental agreement with the request to consume alcohol for an event. This would allow Council time to discuss the Gather Guard liability option, look at the City Ordinance, and receive some background information. Council member Kounkel requested to share information that he received after speaking with the LMC multiple times to see if he received the same outcome. He questioned who made a decision that renters could no longer have alcohol at the hall facility when renting for events, he wanted to know if a vote was made by Council or if this information was made up. City Admin commented that the information was not made up, that this was a result from information that was received by the State of MN and it was not voted on this discussion came up with the City.

Council member Kounkel passed out forms to all Councilmembers. The forms shared gave verbiage stating the City needs to have a policy stating a permit is required to bring in alcohol to the hall facilities owned by the City. It gave an example of language to use for creating a policy. It gave verbiage for a Caterer's permit and referenced Minn. Stat. 340A.404, sub 12 See part III-C-3 2am on sale intoxicating liquor permit, Minn. Stat & 340A.4042.D. It also included verbiage stating Council's approval process, enacting an ordinance, and rules that will need to take place

prior to implementing. Council member Kounkel explained that after Kyle's letter to Council was read, he followed up with the LMC. He reiterated that Julie shared how Kylie suffered from not being able to service at the Memorial Hall. Council member Kounkel shared his feedback from the LMC that Kylie did not need a catering license because she only serves alcohol and pizza. City Admin stated that she will give Kounkel her contact at the state that told her Kylie needed a catering license. She also explained that the City's Liquor License prior to her working at the City included the Memorial Hall and then the following one did not. Council member Kounkel explained he got his answer and it was not approved, so that was a big no, no. He stated that every single town has different rules and policies about having alcohol on City property for parties. He questioned if Kylie's bar would still be opened if she was able to serve at the Memorial Hall. He shared how he had his 40th birthday party at the hall and Kylie served at the party and that Kylie told him that was the most income she had at the Memorial Hall. Council member Plahn commented that Kylie could have served/catered out of Trosky. City Admin explained that the Liquor license did not include the Memorial Hall prior ones reference it, with the ball park, and street dance. The license changed after the bar had issues with the wall falling down in the bar. At this time the inspection reports were given per Council's request, stating that the bar was not able to operate after the next 2 years. There were the times that Kylie was approach to serve at a hall parties, majority of the time she would state that she had no one available to serve or Julie would get upset about it or say they can't serve, so renters were told to just buy the alcohol from the bar to have at their party. City Admin references the Memorial Hall agreement, that had not been updated since she worked for the City. It states that Stonewall Bar has to serve the alcohol and has to have someone physically present and that was not happening. Kylie states that the City is at fault, but Kylie would continue to deny serving at parties because she didn't have anyone available. The City would tell renters to contact the Bar and the response they would get is that she did not have anybody available. Council member Kounkel comments that it is not about the bar, that he has had so many people contact him within the last month, complaining that they can't have alcohol for family parties. Lois Leslie had a family party and someone found 3 beers in the garbage and she lost her \$250 deposit. He states that if no one voted on this by the Council, then the no alcohol signs need to come down and anybody can drink beer in the halls as long as they don't sell it. He also thinks that Lois needs to receive her deposit back. City Admin stated if Lois receives a return, then everyone else would need to be reimbursed too. Council member Kounkel states that the process is like putting up a no parking sign in front of his home and giving out tickets to people on his own, and this process is not a law or approved by City Council, that it was just a made-up process that was made up by people who don't like drinking. Council member Plahn disagreed with the part about people who don't like drinking. He continues to share that at the last three Council meetings that he was at everybody just complains about drinking. He states that one of the past Council members were looking into peoples' windows to see if they were drinking and law enforcement is aware. That everything is about drinking. At a previous Council meeting that he attended someone commented on how good the City looked and someone commented about a lot of people drinking and driving. He references that the person knew exactly what to say because someone told him to say something. He expressed his frustration and that the City no longer has a

bar. Council member Plahn comments that the City does not have a bar and that it was not necessarily the City's fault. She made a comment that the City should not have given D's Mart their license, but Kylie never attended any of the Council meetings when D's license was being discuss to share her concerns for her business. Kylie hadexcuses as to why she could not attend a Council meetings. Council member Kounkel explains that he is not sticking up for Kylie but what the LMC told him and that Kylie is in the past and what is the City going to do now. City Admin comments that is the reason she is asking for this hall rental meeting to go through all this information. Council member Kounkel states that is the reason that he voiced his opinion and he apologized but it is against the law to make up a rule out of nowhere. Council member Smith comments that they can not change the past, but they just need to do better and they can't go back to what the previous Council has done, they have to be better, and they can't sit and blame them anymore. She explains that it can't be a discuss anymore because they can not change it. Council member Plahn states that they have to start to look at policies. Council member Kounkel shared that the LMC explained that when they go through the process that they have a meeting to get the public input. Mayor Lape agreed to open it to the public to hear what they have to say. City Admin commented that when all this was taking place that our legal was consulted. Council member Plahn stated that we didn't get much support. City Admin states that is what she wants to share, so Council has some background, but the last thing shared from legal was to review our Ordinance and the state contact stated the same thing. The state contact referenced an example that if the City wanted to allow alcohol in the City park for specific events that they need to change the Ordinance to state that. It wasn't just one person that was consulted. Council member Kounkel states that he rests his case that is the reason he asked if Council voted on this and they will talk about this in the next meeting. Discussion took place as to what the next meeting will include and then open it to the public about possibly changing an Ordinance. Council member Plahn added that something they need to consider is how much law enforce support they will receive. Council member Smith adds that they need to consider insurance since that makes us liable. Discussion took place as to who is liable and updating the Ordinance, along with the hall agreement that they sign off on. Mayor Lape states that it has to do with the language in the Ordinance and that the City is not liable. Council member Smith states that they all have to agree that this is not going to be a one-day meeting and come to an agreement, that it will be along discussion. Mayor Lape agrees with Kounkel that this should not have gone to the level that it did but it is all in the past and they need to work on making it right. Council agreed to having the follow up meeting on March 11, 2025 at 6pm before the Regular Council meeting.

- Council computers – City purchased 2 new computers with new Council members coming aboard. B. Sievert asked if he can purchase the computer he used. City Admin was questioned if computer payments were taken out of Council's annual pay to cover the cost for computers. City Admin did not see where the cost was being deducted for the laptops. Mayor Lape thinks that once a term is up that the laptop should be returned to the City unless an individual would like to purchase the laptop. B. Sievert is requesting to purchase the equipment, so Council asked for the City Admin to check with Scott Christensen what the cost would be to purchase a used computer.

Old Business:

- Zoning/Planning Commissioners – Resolution 25-42B – The resolution was capturing the Cities vacancy for a Zoning Commissioner. Since Council had an interested individual attend the beginning of the meeting and Council appointed Leroy Evink as a Zoning Commissioner, a new resolution will be amended for the new Council meeting to capture the vacancy and appointed person.
- Appoint an Attorney - Follow-up – City Admin shared with Council feedback received from surrounding/neighborhood Cities that she and Council member Plahn collected. No City had negative things to say about their legal support. The majority of the Cities used Kayla Smith out of Slayton and Matt Gross out of Marshall. Mayor Lape suggested following up with both firms to see if anyone of them are willing to take on our City.
- Employee Evaluation Summary – Mayor Lape stated that this was taken care earlier that night.
- City Annual Fee Schedule – Resolution 25-42C – Captured the approved changed from the previous meeting with keeping the \$65 per hour charge for Public Works as Public Works Sup recalled what the charge was used for. It would be used towards cleaning up someone's property if needed,
Motioned by: Plahn 1st/Houg 2nd. All ayes followed
- Bollig Task Order review – Council decided earlier in the meeting to table the approval of a task order and will do more research.
- Mayor Lape requested Public Works to look into the sewer lining project that was looked into in the past and see if the company would be willing to speak to Council once again.
- RCO – Part Time help/Shredding Services – RCO part-time help started and he has come twice to clean the wellness center and memorial hall. The individual is currently working 4 hours a week. RCO will cover the first 40 hours of pay and then the City will decide to keep the individual and take on the cost. Council wanted to keep the hourly wage at \$15 per hour.
Motioned by: Plahn 1st/Kounkel 2nd. All ayes followed
- Public Works Sup questioned what the snow removal help was being paid. City Admin answered that Public Works part time help is paid \$15.48 and this was increased last year from \$15.00. It was also shared that Jeff Leslie and David Foster are the only two part-time employees on payroll and the peopling helping have received a check from the City for their time. City Admin suggested that Council should decide on hiring an Asst Public Works

employee first and decide on what help will be need to then determine if the part-time wages need to be increased.

- RCO Shredding – City Admin shared with Council that RCO can provide shredding service to the City and would have to work with the City to possibly support shredding during clean up days. City Admin explained that RCO offered to provide shredding service by providing a tote that would be secured with a lock and have a slot to drop the paper into. The City would offer the service at \$1.00 per pound with a minimum of 5 pounds. RCO will provide the City with a scale to weigh the paper and will keep a log in order to pay RCO at \$0.55 per pound. Council made a motion to move forward with adding a shredding tote in the office and offering the service to residents.

Motioned by: Houg 1st/Smith 2nd. All ayes followed

RCO also takes Christmas lights, TV's, clean-out computers, and mailing services.

Council member Smith asked for the reasoning of having clean-up days moved to a drop off sight and no longer having curb-side pick-up. Public Works Sup explained that it had to do with COVID, Edgerton has it the same way. Mayor Lape expressed that it requires so much man power, at times there is excessive junk that is placed on the curb, items may accumulate rain causing items to be a lot heavier to pick up. Public Works Sup stated that you have a hand full of people that take advantage of it and they should actually have a rolloff specific for their items. Having a drop off area allows for limiting and monitoring items more efficiently. Mayor Lape states that it allows for watching over items that the City charges for. Council member Smith suggested finding a solution for individuals who have no way of hauling their items up to the dump site as herself. Mayor Lape plans on reaching out to the 4H group and City Admin reached out to Carissa Odland inviting her to our next Council meeting asking for 4H to assist the City with clean-up days and for an update on the scoreboard for the ballpark.

- JDC meeting request follow-up – Not discussed in Council
- Blue Peak Rate Increase Follow up – City Admin spoke to Alliance-Paul VanDeBerg and he explained that Jasper is really close to getting this service on the Pipestone County side. From past requests 27 residents signed-up under Alliance. Alliance would like for Jasper to be at 75% of interested residents in Jasper. Alliance created a website page, postcard that they will mail out, newspaper ad, and social media post (Facebook and Instagram) to be shared to get the word out for people to sign up showing interest in Alliance services in Jasper on the Pipestone County side.
- UPS Drop Box – City Admin asked on behalf of the Deputy Clerk (who was not present) that Council is just interested in a drop box only. Council agreed that it would just be a drop box

to put packages that are prelabeled. Council discussed the option of looking at having the drop box placed inside possibly in the QCC, but it was also questioned if the USPS drop box can be inside. Council member Smith thought the City should discuss with the Bank as they had the interest in this first.

- Safety Walk through results - Follow-up – Public Works Sup reviewed the items that have been completed, such as an exit signs in the Shop and replaced the exit sign in the upstairs Memorial Hall, he will need another person to help with the balcony above the bathroom. Council member Plahn asked if the exits signs were put in the meeting room downstairs. Public Works shared that just the paper signs were placed downstairs. The GFI plugs don't show that they are GFI's but it's on the breakers. City Admin stated that the side door handle needed to be changed.

Public Works & Building/Grounds Report:

- Land-Use Permits – CHS Demo of three homes on 3rd Street. Some steps and a driveway will be taken care of in the Spring.
- Asst. Public Works open position – Council chooses to wait to the end of the meeting to schedule a date.
- City Shop Cameras update – Public Works Sup is waiting for a price on the cameras for the City shop.
- Water fountain at City Park – Public Works Sup asked Council what kind of water fountain they would like for the City park. The options were discussed with having a water fountain with regular water or one with a cooler. Mayor Lape suggested having one with a cooler and maybe one that you can fill a water bottle too. Public Works Sup suggested putting the fountain on the westside of the building by the southwest corner. Council would like to move forward with getting a bid for the water fountain.
- Seeding for City Park – Public Works Sup plans on using a matting cover for grass to grow, he will get the matting from Tea, SD probably a \$110-\$130 a roll, with the full project cost estimating about \$500. Council approved moving forward with purchasing the matting covers to grow grass around the Splashpad at the park.
Motioned by: Smith 1st/Plahn 2nd. All ayes followed
- Paint the splashpad – Council member Kounkel asked if the splashpad will be priced to paint the splashpad concrete. He stated that he spoke with Beaver Creek and it cost them about \$500 to paint their splashpad. He offered to help with painting too. Public Works Sup is going to check with Diamond Vogel.

- Garbage cans for City park – Public Works Sup gave Council a suggestion on cans to purchased that can be used at the park that are heavy duty and will be secured to the ground. He priced out two with the estimate being a little bit more than \$1,500 but they will last. CRS shared that the City Park will accumulate more garbage with having the splashpad. It was also discussed if there is a need to have garbage cans on main street. One by the bank and by the café. Council agreed to order 4 garbage cans for the City Park and for main street, with the grand total estimating around \$3,000 as long as the color of the cans is not orange.

Motioned by: Plahn 1st/Kounkel 2nd. All ayes followed

Council had discussion regarding the thoughts of having a grand opening for the splashpad and moving the dumpster to another spot around the park.

- Quartziter Bingo gambling permit – Quartziter group requested City approval to host Bingo at the Memorial Hall on Saturday, Mach 22nd. Council approved the Bingo permit.

Motioned by: Smith 1st/Houg 2nd. All ayes followed

- Schedule Interviews for Asst. Public Works position – Council planned for interviews to be on February 20th starting at 6:00pm with ½ hour increments.

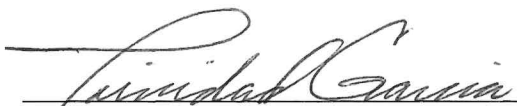
- Scheduled Hall Rental agreement meeting for March 11th at 6:00pm.

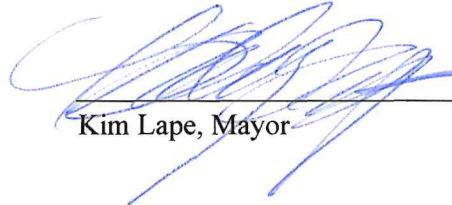
Upcoming Meetings:

Special Meeting – Hall Rental Agreement: Tuesday, March 11, 2025 at 6:00 p.m.

Council Meeting: Tuesday, March 11, 2025 at 7:00 p.m.

Plahn motioned to adjourn, Smith seconded all ayes, carried; regular meeting adjourned at 8:50 p.m.

 3-11-25
Trinidad Garcia City Admin/Treas. Date

 3-11-25
Kim Lape, Mayor Date