

## **JASPER CITY COUNCIL MINUTES**

### **Regular Meeting-March 12, 2024**

The Jasper City Council of the City of Jasper met in-person on **Tuesday, March 12, 2024**

Members present: Mayor Les Nath; Council members: Deb Plahn, Brian Sievert, Tim Houg; Nichole Rieck

Employees present: City Admin/Clerk/Treasurer: Trinidad Garcia, Deputy Clerk/Treasurer: Maggie Erickson;

Public Works Superintendent: Brian Thode, Building & Grounds: Angel Garcia

Pipestone Star: Kyle Kupal

Community members: Dave Brown, Dhimant Patel, Deb Childers, Mark & Cindy Jamison, Joseph Yoon, Janine Erickson, Zack Kounkel

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

#### **Community Input:**

- Dr Yoon /Adina Place – Dr. Yoon gave a presentation to Council to discuss the idea of having a Weight Loss Clinic at the Adina Place on the hill. Currently the Adina Place is allowing Airbnb short term stays, but is looking to bring in more business options for the business area. Dr Yoon shared that he is not ready to open a Primary Care Clinic as this takes a lot of work to get this up and running. He is certified in weight loss and would like to start a weight loss clinic. He thinks this is important to help with preventative medicine. The focus for obesity is not cosmetics but to gain good health and this is what his clinic will focus on. Dr Yoon shared some medical facts as to what leads to obesity and how insulin resistance plays a role. The Clinic would focus on treating insulant resistance and shared some of the treatments that would assist. Long term plan is to offer Senior housing, healthy living, and insulin resistance. He would like to offer lectures in the future to share information with the community on healthy living.
- Sue McKenna – Historic Society will be putting together a donation request letter to be added will the SWG invoices. A public report will be shared with the finding of the building assessment.

#### **Review and approve minutes from:**

February 13, 2024 Regular Meeting

**Motioned by: Plahn 1<sup>st</sup>/ Houg 2<sup>nd</sup>. All ayes followed.**

February 05, 2024 – Zoning Meeting

**Motioned by: Sievert 1<sup>st</sup>/ Houg 2<sup>nd</sup>. All ayes followed.**

Mayor Nath requested a motion to closed the Regular meeting at 7:10pm

**Motioned by: Plahn 1<sup>st</sup>/ Sievert 2<sup>nd</sup>. All ayes followed.**

Mayor Nath requested a motion to open the Public Hearing meeting at 7:10pm.

**Motioned by: Sievert 1<sup>st</sup>/ Rieck 2<sup>nd</sup>. All ayes followed.**

- **Zoning Recommendations:** Dave Bryan attended the call over the phone and Zack Kounkel was present. Bryan Thode reviewed and read the Conditional Use request from Dhimant Patel/D's Mart for 125 W 2<sup>nd</sup> Street to split the current establishment to a convenience store/liquor store. The liquor Store will have a new address of 211 2<sup>nd</sup> Street W and new entry way with the sale of off sale liquor. Brian Thode Zoning Admin asked if anyone from the public had concerns with the request from D's Mart. No feedback from the public. D's Mart provided Zoning and Council with a layout of the new establishments. A member from the public asked if only liquor will be sold and not served. It was confirmed that the liquor store will only be strictly off sale. No additional concerns or comments came from the public. Dave Brown shared what has taken place so far. A separate door had been put in, new coolers setup, and flooring. Hours for the liquor store will be 8-10pm and Sunday 11-6pm. Discussion took place regarding the sale on Sunday. D's Mart will need to apply for an off-sale liquor license once the establishment is ready to open and the City will look into the Ordinance for the Sunday sale. A question came up as to the target date and the reply is as soon as possible. The convenience store will stay open during this whole transition. A separate name will be put in place; D's Liquor. It will be one of four establishments, with the sale of tobacco. Zoning Board recommends to the Council to move forward, approved.

Mayor Nath requested a motion to closed the Public Hearing and open the Regular meeting at 7:20pm.

**Motioned by: Sievert 1<sup>st</sup>/ Houg 2<sup>nd</sup>. All ayes followed.**

Mayor Nath requested a motion to approve or deny the Conditional Use request from D's Mart to add a separate liquor store establishment to its current convenience store with the sale of off-sale liquor. Council agreed to approve the Conditional Use for D's Mart.

**Motioned by: Plahn 1<sup>st</sup>/ Sievert 2<sup>nd</sup>. All ayes followed**

**Review and approve February and receipts claims to date.**

**Motioned by: Plahn 1<sup>st</sup>/ Houg 2<sup>nd</sup>. All ayes followed.**

**Delinquent Sewer/Water/Garbage** – Reviewed the delinquent report and Deputy Clerk shared that she added a list of water meters that needed to be looked at for bad readings or not reading at all. Public Works will look into this.

- **Paper Folding Machine** – Deputy Clerk requested approval for a paper folding machine for \$565.80 that will fold 4000 sheet per hour. This would eliminate the manual effort of folding papers in office. At times the Deputy Clerk folds 600-1,200 papers per month. Council approved the request to purchase a paper folding machine.

**Motioned by: Plahn 1<sup>st</sup>/ Rieck 2<sup>nd</sup>. All ayes followed.**

#### **Wellness Center/QCC:**

- **QCC Floor Finalized** – The floor project was completed on Wednesday, February 28<sup>th</sup>. A few trim areas around the beams in the dining hall needed additional liquid nail to hold the trim in place, due to the uneven surface. A spot in one of the classrooms will need to be fixed because the floor tile is not sticking and one

area by the kitchen sink will need to be fixed. If Building Staff cannot fix, then VanderStoep will come out to address. Council was pleased with the overall results.

- Paint the QCC – Dining Hall - Mayor Nath shared that Building Staff gathered some estimates on the cost of painting the dining hall and door frames at the QCC. Council Member Plahn shared that the last time the dining hall was painted was probably more than 30 years ago. Building Staff shared the cost will run about \$432 for 10 gallons to cover 1700 sq ft from Sherwin Williams in Pipestone. Council approved the request and quote to repaint the Dining Hall walls and door frames.

**Motioned by: Houg 1<sup>st</sup>/ Plahn 2<sup>nd</sup>. All ayes followed.**

- City Admin requested Council to give approval to withdraw \$72,042.72 from the City's Money Market account to cover payment to VanderStoep for the floor project. Council approved the request.

**Motioned by: Sievert 1<sup>st</sup>/ Rieck 2<sup>nd</sup>. All ayes followed.**

- Purchase New Tables – Building Staff addressed a concern with old tables that will be used on the new flooring in the QCC. Building Staff shared that the tables are heavy to move around and some are starting to fall apart. Peoples Bank was talked to about a donation and hoping that another community group would be willing to donate a third of the cost for 40 tables for about \$3,200. Peoples Bank shared that they are willing to donate. Lions will be the other group to ask. Council Member Plahn shared that based on the last Lion's meeting the group agreed to donate \$2,000 towards a lime for the ball fields and pull tabs have not been favorable for the Lion's group within the month. Council had discussion on the need for tables for the QCC to start and then look at replacing the Memorial Hall later in the year. Council decided that they need to focus on the QCC first and approved the purchase of 15 tables. Any additional tables not needed at the QCC will be used at the Memorial Hall.

**Motioned by: Plahn 1<sup>st</sup>/ Sievert 2<sup>nd</sup>. All ayes followed.**

#### **New Business:**

- Appoint City Lawyer – The City currently uses O'Neil, O'Neil and Barduson/Damian Sandy. Council continued to appoint Damian Sandy as the City attorney.

**Motioned by: Sievert 1<sup>st</sup>/ Houg 2<sup>nd</sup>. All ayes followed.**

- Notary – City Admin addressed with Council the need for a notary but asked to have Deputy Clerk obtain the certificate instead of a Council Member. Notary requests are received within the office and the City would then be able to fulfill Customer requests and can use in house too. Council approved the Deputy Clerk as the City Notary and \$5 as the cost for notarizing a document.

**Motioned by: Houg 1<sup>st</sup>/ Rieck 2<sup>nd</sup>. All ayes followed.**

- FloodPlain Ordinance – Required by DNR and FEMA to update Jasper's Floodplain Ordinance. A Public Hearing will need to take place and it was decided to have the hearing on April 9<sup>th</sup> at 6:30pm prior to the Council meeting. Within the Council Meeting, approval can take place to update the Ordinance and formal publication will follow.

- Clean up Days for 2024 – City Admin asked Council and Public Works for dates for our clean-up day. Public Works asked to change the time from 8-1pm and for the fall; 8-noon. Public Works will check with Van Dyke on dates that work for them and will gauge if the need is there for the fall. Council discussed the need for a Council drive around to take place and a Community Rummage Sale.
- Water Bond & Promissory Note/Fire Barn – City Admin shared the current balance for the Water Bond & Promissory Note/Fire Barn. The Water Bond will be paid off in 2026 and has a current balance of about \$28,000 and the Fire Barn Note is about \$84,500. The USDA sent over a payoff quote if the City is interested in paying off the Water Bond loan sooner. City Admin shared scenarios for Council to think about; if Council wants to pay off the bond later in the year or if Council would be interested in paying off the Bond in January 2025 when our next payment is due. Council is going to wait on paying off the water bond for now.

#### **Old Business:**

- City Fees/Cemetery Pricing – the fees were missed when approving City fees last month. The City currently charges \$100 per lot and \$100 per person for perpetual care. Council discussed the current fees and the need to increase the cost to be more in line with other neighboring cities. Council approved to increase the cost per lot to \$300 and \$300 per person for perpetual care.  
**Motioned by: Sievert 1<sup>st</sup>/ Rieck 2<sup>nd</sup>. All ayes followed.**
- Appointment of Committees – The updated Government Structure of City Committees was reformatted to make it easier to read and follow. Also to adhere with the open meeting laws 2 Council members were placed on a committee to allow for meetings to take place if needed without violating any laws.  
**Motioned by: Sievert 1<sup>st</sup>/ Houg 2<sup>nd</sup>. All ayes followed.**
- Personnel Committee – Set dates to review open items – Council Member Sievert and Rieck will get together to decide on dates to meet to address open personnel items.

#### **Public works Report:**

- Sale of old equip – 93 1ton & Old Sweeper – The 93 1ton truck is no longer needed by the City and should be sold. Council asked for Public Works Sup to check with Bocco at Jasper Motors about selling the vehicle for the City and come up with a reasonable price to sell it for. Public Works Sup has been waiting on a response from a “Steve” to fix the Old Sweeper. Council Member Sievert is going to follow up on this and will get back to Council.
- Summer Help – Public Works has a need for mowing and help with other projects that need to take place during the summer. Council discussed the needs and the number of hours that will be needed. Discussion took place as to who would maintain the ball fields and the cemeteries. 15-20 hours per week is needed and discussion took place as to the amount of the individuals that will be needed. Some additional research will take place to determine the needs.

- City office backroom – Council approved last year the project to remove the backroom. Public Works Sup will follow-up with Kurt Jandl to see when the project can take place.
- Camera Access – City Admin wanted to confirm with Council as to who will have access to the cameras. Currently Public Works has phone access and the Office Staff has access on their computers. City Admin shared staff should have review only access setup not editing capabilities. Building Staff explained two incidents where the cameras did not capture footage to see what took place at the City park and meeting room. The back board for one of the basketball hoops broke and the cameras were utilized to see what had happen. When reviewing the footage, a section of the footage was missing. Building Staff called IntelliPro and was told the cameras were set to record every five minutes. IntelliPro had been difficult to get a hold of. Going forward they are going to change the cameras to run 24 hours but shared that this will limit the time that the DVR holds footage and will be limited to a couple of weeks. Public Works Sup added that this similar issue happened in the truck park 2 years ago and it will take a long time to find what you are looking for if you don't have the actual time of footage that you need to look at. The Park Cameras are motion detected and may not have night footage. The other incident happened at the Fireman's Sweetheart Supper, when the camera was covered. The camera footage had a gap as to when the camera can capture who covered the camera. Building Staff is concerned that something is going to happen and we don't have footage to refer too, for emergency purposes. Council is concerned when the Splash Pad is put in that the City needs to have constant footage. Council discussed the needs to possibly add more memory to the DVR to allow for constant recording of footage. IntelliPro is going to look at issues and let the City know if additional memory is needed. More discussion took place regarding the replacement of the entire units for the basketball hoops. Council approved purchasing two new basketball units.

**Motioned by: Plahn 1<sup>st</sup>/ Sievert 2<sup>nd</sup>. All ayes followed.**

#### **Additional Items Added to the Agenda:**

- Adding Camera to the South Side of the park shelter – Public Works Sup talked to IntelliPro and was told it would cost \$450-\$500 to add. Council addressed that is the only angle of the park that is not covered. Council approved the additional camera for the park.  
**Motioned by: Rieck 1<sup>st</sup>/ Houg 2<sup>nd</sup>. All ayes followed.**
- Lead/Copper Rural Revision – Public Works Sup shared with Council that an inventory of water service lines that go into Residents homes will need to take place. The project will need to be completed by July/August. Letters will need to go out to Residents requesting pictures of their water service line. A special email address will be set-up to capture the pictures. This will also tie together with the curb stop project that needs to be completed as well. Residents can also setup an appointment with the City to have Public Works take the pictures. Once inventory is complete a second stage will take place to replace the galvanized lines.
- QCC Squirrels in the building – Building Staff shared that squirrels are trying to get into the QCC building again. The City can purchase new panels to replace the old or Carlos Perez is willing to donate

some tin to the City to use to cover the big square area to eliminate re-entry of squirrels' long term. Council was not opposed to accepting the donated tin.

- Lock for Daycare – Building Staff is going to put a lock in place by the double doors to the Daycare or lock the front doors. Building Staff looked into replacing the doors or adding a commercial lock. Jeff Leslie offered his assistance to install a pin pad lock to the door with easy access to push the door from the inside to get out. This will allow compliance with having the doors locked while daycare is in session and the front doors of the QCC can remain open to residents and eliminate the doors from freezing in the winter time when that were locked. Council approved the purchase of the commercial pin pad lock for the glass double doors leading to the Daycare and QCC dinning hall.

**Motioned by: Houg 1<sup>st</sup>/ Sievert 2<sup>nd</sup>. All ayes followed.**

- Brian Sievert – House Keeping – Ambulance used the meeting room for training and shared that the meeting room was not very clean. Stains on the table, clean-up needed in the kitchen, cleaning up the white board, and the bathroom needed to be clean too. It took Kim Drew over 3 hours to clean. The Coffee crowd Nath/Houg ensured that the meeting was clean on Friday. Council and Staff noted this concern.
- Replace Urinal in Meeting Room – Public Works Sup suggested replacing the urinal in the men's bathroom. Public Works Sup will look into this and get back to Council.

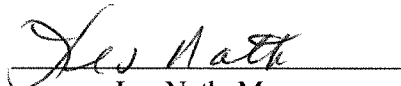
#### **Upcoming Meetings:**

Council Meeting: Tuesday, April 09, 2024 @ 7:00 p.m.

Plahn motioned to adjourn, Rieck seconded all ayes, carried; regular meeting adjourned at 9:05 p.m.



Trinidad Garcia City Admin/Clerk-Treasurer



Les Nath, Mayor