

JASPER CITY COUNCIL MINUTES

Regular Meeting-May 16, 2023

The Jasper City Council of the City of Jasper met in-person on **Tuesday May 16, 2023**.

Members present: Mayor Mike Baustian; Council members: Kim Lape, Deb Plahn, Brian Sievert, Tim Houg;
Employees present: Trinidad Garcia Clerk/Treasurer, Asst. Clerk/Treasurer: Maggie Erickson; Public Works
Superintendent: Brian Thode, Asst Public Works: Angel Garcia; Pipestone Star: Kyle Kupal;

Community members: Kim Drew, Jim Velkamp, Jeff Carstensen, Tate Kavanaugh, Dhimant Patel, David Brown,
Lisa Houg, and Lauren Houg.

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

Community Concerns:

- **Terry Petersen** – not Present
- **Kim Drew** – Received quote for 6 handheld radios for \$20,213 from Alpha Wireless. Current equipment is obsolete and parts can not be ordered. Ambulance has saved funds from their fundraisers and grants to cover the cost of the handheld devices. Ambulance would like to purchase the 6 handheld radios, but in return gift the equipment to the City. Ambulance received a Clinical of Excellence reward from the State of Minnesota. Had to rank 80% of the calls based on their guidelines and from Kim's report they reached 100%. Kim thinks it was offered to 72. Over 2,000 services over looked. Cevo4 driver certificate training for Ambulance operators was out by the cemetery. Had to take a certain class for certification and everyone of their members was present and a few Firemen. This allows the Firemen to assist and help out driving the ambulance if needed.
- **Tate Kavanaugh** – Received a letter from the City to sign for sewer work and he is not in total agreement with the letter and thinks things have been miscommunicated from the first meeting discussions. Tate does not agree to patch the street in full payment. Tate states that the City talked about helping him with some of the cost and does not think the City is helping with any of the cost. Tate understood from our first meeting that he would be responsible for the 4in drain to the main and the City would patch the street. Mayor's response is that Tate is responsible for the drain tube to the main and the street patch work above that and the City would patch the street above the main down the street. Tate refers to the ordinance that if the main is the problem it's the City's liability. Tate states that the main is the issue and that he dug up his whole yard up and that wasn't the true issue. Public Works response states that down the street (50ft) a resident had to dig up and replace the street and paid all the cost. City tried to go into his drain with a camera from Double D and they couldn't get through to the main because of the drain being plugged. Public Works states the City should not give the resident a "free ride" when other residents had to pay for they repairs. Tate states he wants to stay a resident but does not want to stay and wants to get rid of his house and get out of town. He reiterates his understanding of the ordinance that the main is City property and he refers to the footage shared with Council at a previous meeting. Public Works suggest digging the main to repair and leaving the residence line sit. It was noted by Public Works that the house across the street has sewer issues too. Tate questions why he is going to pay to patch the City's Street, he agrees to pay the 4in line and y connection and cost to dig it in only. Mayor addresses that if he cuts into our street, he is responsible to put the street back into the condition it was prior to the dig. Tate states he is not in agreement with this and refuses to sign the letter he received and left the Council meeting.

- **Jeff Carstensen** – Neighbor to the west has garbage blowing everywhere and onto other resident properties. It was discussed that the property is vacant for the last month in a half. Vehicles on property have Wisconsin plates. Wash machine sitting out front of home and trash cans seem full on deck. Diapers are exposed on property and in front of street. In winter time it has been noted that critters are running in and out of garage. A City letter will be sent out certified to the property owner's tax address requesting the need to clean up the property. City will start process of sending multiple letters before taking action with our attorney.
- **Dhimant Patel/David Brown** – Requesting process of purchasing a liquor license for the Mini Mall. Both live in Slayton. Both are currently working with the Mini Mall owner to turn over the business by the end of June 2023. Off sale in Adrian asking for another license. Planning on keep things the same with updates. Will add new gas pumps and canopy with better lighting, and more seating area. Don't have direct personnel experience handling meat but will be looking into it.
- **Lisa Houg/Lauren Houg** – Came per the Council's request to discuss an annual review of the rental of the Preschool. Currently the daycare is full. Kids love the sandbox. Discussed the use of the rooms. Officially use the big room (old Preschool room) #5, small room #4 next to room #5, and would like to add room #3 (currently used as storage). City has received some inquiries about renting other rooms, but not actual follow up. Current Daycare agreement is \$250 a month for rent includes utilizing the big meeting room and kitchen. City is currently looking at the replacing the floor for the large meeting room. Daycare is asking to include an additional room #3 in their rental agreement, City and Daycare agreed on \$350 a month. Daycare addressed the concern with a toilet that is running and cracked that needs repair, door in Men's bathroom is broken. The City will be looking into the issues and work on maintaining the toilets and door.
Motion by: Lape/1st and Sievert 2nd To increase rental cost to \$350 and add room #3.

Request to change code for the front door.

Approval of Minutes:

May 16, 2023 Regular meeting

Motion by: Sievert 1st / Houg 2nd

May Closed meeting

Motion by: Plahn 1st / Sievert 2nd

Review and approve the April 2023 claims to date. Motion by: Sievert 1st/Houg 2nd
Receipts noted in April 2023.

Delinquent Sewer/Water/Garbage:

#81 working on paying the balance down, #252 moved out, #39 & #198 working on getting assistance from the EAP.

Wellness Center/QCC:

- Terri Petersen not present to discuss the ideas for the small library. City will ask if Terri is interested in small shed used for the food pantry. If not, City received interest from the Reclaim Group to use the small shed to sell vegetables from their garden.
- Angel is looking to put together a fundraiser to cover the cost for mirrors in the Gym. Suggestion to use mirror film but this does not work because the wall is not flat and some walls have a trim that runs in the middle of the wall. Smith machine is broken and City would like to replaced it but will need to look into funding options. i.e. grants or fundraiser.

New Business:

- Updates to Personnel Policy handbook for overtime, afterhours return min of ½ hr pay, vacation, sick time, and add Juneteenth holiday. Overtime was reviewed to determine the language and process on how overtime will be paid to City employees. Personnel Policy from 2007 states overtime will apply to hours worked over 40hrs in a work week. City employees were receiving overtime pay for hours that accumulate to 80+ hrs in a given 2-week timeframe regardless if the hours came from a combination of regular hours, with vacation and/or sick, and/or holiday. Payroll from April 2023 going forward has been processed using the Personnel Policy and Federal Fair Labor Standards Act by paying overtime for all hours worked in excess of 40 hrs in a seven-day work week, not including vacation, sick, and/or holiday hours. After more discussion on overtime, Public Works employee expressed their concerns with overtime pay stating that they are losing out on overtime pay for their hours worked. One employee stated that they are actually salary and were guaranteed 80hrs in a two-week time frame and should receive overtime pay for working more than 8hrs in a given day due to the line of work they are in. At times the work requirements require the Public Works employees to stay over their 8hr in a day to address weather condition and emergencies to the community or residents. Discussion continued on how most companies follow the Federal Fair Labor Standards by paying employees for working more than 40 hrs in a seven day work week. It was decided to pay overtime for hours worked over 8hrs in a given day.

Motion by: Lape 1st / Plahn 2nd for overtime

- After hours return to work minimum of ½ hrs. Public Works requested to have a minimum of hours given when being called back to work to address a concern.

Motion by: Lape 1st/Plahn 2nd for min ½ hr for return to work

- Vacation and sick Personnel Policy verbiage was reviewed to determine what needs to be updated and to include what can be carried over in a given year. Discussion also took place to determine the actual amount of vacation and sick time that was carried over from 2022. Todo- is to maintain a yearly tracker spreadsheet to allow employees a visual report of time taken off and time available. One Public Works employee that has been with the City for 20+ years shared frustration as to the amount time that has not been accurately tracked to show a true number of vacation and sick time that has been banked as unused. A time off tracker was reviewed in 2022 and is currently being used as a starting point to track carry over to 2023 and then detail will be tracked going forward and shared with employees. The vacation policy will be updated to state that used vacation time can be carried over to the following year and unused sick time will payout out at the end of the year as an incentive to not use all 80 hours of sick available to an employee in the year.

Motion by: Sievert 1st/ Houg 2nd

- Juneteenth was brought to Council to consider approving as a City holiday. Initially Council asked to wait until State approval. During the meeting it was identified that the Holiday had been approved as a federal holiday.

Motion by: Plahn 1st/ Houg 2nd

- Timeclockwizard.com was presented to Council to improve the way employees' clock in/out for work. Scott Christensen (IT) presented this as an option of improved as he setup this website for many other Cities that he supports. Council approved to move forward with implementing a new web-based time clock.

Motion by: Lape 1st/ Sievert 2nd

- City cameras were discussed to due to concern with some of the cameras used lose connection and require constant change in batteries. Cameras at the QCC and Office doors are the ones posing the issues. Cameras at the QCC will be reviewed to determine if they can be linked to the truck stop services.

- Wellness Center does not have a clean list of members to track charging of the monthly membership fees and access to activating/deactivating cards need to be reviewed for maintaining going forward.
- City received a bid request from Century Services for a new copy machine. Current copy machine is out dated and is hard to find parts for it. Current copy machine does not print colored copies, so a small unit is used to print colored copies in the office and it is very costly for the ink. A new copy machine will be more efficient and save on colored ink. Bid agreement suggests leasing a copier for 60 months for \$139.02 a month. Council agreed to move forward with the leasing of a new office copy machine.

Motion by: Lape 1st/Plahn 2nd

- City office room in back has damage due to leaking in the roof for winter months. Flat Roof creates an ice damn; suggestions were heated coils and fix ceiling tiles. Public Works will look into contractors to perform the work.
- Meeting Hall (lower level) is in need of new cabinets. Lions Club cleaned meeting room and identified the need for updated cabinets. Suggestion to paint the cabinets, but cabinets are warped in many places. Under the sink is rotting. The meeting room has more traffic than the meeting room upstairs. Council requesting bids.
- Ball field parks are leaning. Public Works will talk to Olsen Electric and will receive a follow up.

Old Business:

- Xcel Franchised agreement renewal requires signature since it was previously discussed to renew in 12/2023. Mayor signed agreement.
 - Request to setup 3 new emails for the City using @cityofjaspermn.com. The cost is \$216 for the year to support. This will supply better security. Council agreed to move forward with new emails.
- Motion by:** Plahn 1st/Lape 2nd
- Voice recorder for meetings is not working, suggestion to order something new. Short term solution is to record using IPAD, but requires multiple recordings for one meeting. Brian T. offered to look at current equipment before ordering something new.
 - Update on locks at meeting room, hall, and public shelter. Still needs to be taken care and process will need to be put in place to check out keys.
 - Received quote from Double D for crushed concrete behind the Mini Mall. Double D would put crushed concrete ¾ inches running down alley and the alley by the post office out to the street would be about \$800 to \$900. 25ft belongs to Jasper Soy and 25ft belongs to the Post office, Public Works is going to review property lines.

Public works Report:

- Two land permits for the month. Deb Plahn for a shed and Jason Garza for a chain link fence.

- Alex Schafer on 6th Street E came into the office requesting to redo drive way and flatting yard out in the backyard. No paper was received and the City has been made aware that the sidewalk was taken out in front of the property and the ground has been seeded down and watered for grass to grow in replace of the sidewalk. City requires permission to do anything with City property. Council requesting to send out a letter addressing the removal of the sidewalk (City property). Resident will also receive a letter regarding the ducks in the backyard.
- Request to increase hourly rate for mowing a resident's property when lawn is overgrown and resident does not address. Current cost is \$75 per hour. Public Works requesting to increase to \$125 per hour. Council agreed to increase the rate to \$125 per hour.
Motion by: Lape 1st/ Sievert 2nd
- Part time help for seasonal mowing has been identified. First candidate could not handle the long hours of sitting, too much on back. Jeff Leslie has been chosen for part time help for the summer going forward.
- Bids for QCC roof received for \$26K for steep/main part of roof; Doug Tinklenberg for 40yr shingles.
Motion by: Lape 1st/Houg 2nd

Upcoming Meetings:

Council Meeting: Tuesday, June 13, 2023 @ 7:00 p.m.

Lape motioned to adjourn, Plahn seconded all ayes, carried; regular meeting adjourned at 9:54 p.m.

Trinidad Garcia, Clerk-Treasurer

Mike Baustian, Mayor

JASPER CITY COUNCIL MINUTES

Special Meeting May 24, 2023

The Jasper City Council of the City of Jasper met in-person on Wednesday **May 24, 2023**.

Members present: Mayor Mike Baustian; Council members: Kim Lape, Deb Plahn, Tim Houg;
Employees present: Trinidad Garcia Clerk/Treasurer, Asst. Clerk/Treasurer: Maggie Erickson;
Public Works Superintendent: Brian Thode

Community members: Kim Drew, Jim Velkamp, Paula Gerlach-Sanow, Chris Johnson, David Bryan, Glen Dock, Amber Sievert

Mayor Baustian called the Regular Meeting to order at 6:00pm followed by the Pledge of Allegiance;

Community Concerns: N/A

Approval of Minutes: N/A

Review and approve claims. N/A

Receipts noted. N/A

Delinquent Sewer/Water/Garbage: N/A

Wellness Center/QCC: N/A

New Business:

Kim Drew is requesting information needed for Medicare Ground Ambulance Data Collection. Request received in May 2023 that should have been received in January 2023. The NPI# is labeled under the City of Jasper and not Jasper Community Ambulance. To change the name, the request would take up to a year to correct. The request requires the Ambulance to report cost, billing, and charges for 2022. Kim is requesting specific data broken down for the Ambulance. Council questioned why this is being requested now. Government is looking at big cities (CMS). Kim requested to have all charges on receipt and disbursement reports broken down in detail. In the meeting it was explained by the Clerk that the charges are entered separately per accounting codes, but the description that is pulled on the report is showing a summary of the full data entry, going forward multiple disbursements will be made to allow for cleaner data for reporting purposes.

The Ambulance Department needs to collect cost for the rental or payment of the Emergency Building. The Ambulance allocates 20% of the cost for the Emergency building loan. Ambulance is requesting copies of all Zoll invoices paid.

Also requesting the following information:

- Insurance cost (premium for Ambulance portion) for Emergency building and Ambulance
- Utilities cost specific to Ambulance Department
- Cost for copy machine (Century Business)

Council questioned why the Ambulance Department was not aware of this data collection request sooner. It was reiterated again from the Ambulance group that the request came out in January 2023 and the Ambulance Department did not receive this report until May 23, 2023. The Department contact for the account is a different name from the Ambulance Department, also the mailing address was wrong, and Kim is taking care of that.

Council questioned if this is going to be a yearly request and the reply from the Kim was she doesn't think so.

Todo's left:

- Track mileage
- Collect data for charged calls
- Fire call – standby's
- # of hours worked for volunteers

Going forward for 2023 Ambulance will need a copy of all Zoll invoices to have as a resource for equipment warranty. Currently the Ambulance has a \$280 credit on the account to put towards current purchases. All capital equipment fell under the Helmsley grant to cover the cost. Received a stipend from the County to cover the amount for the Lucas and Prairie Rose grant gave \$13k.

The data collection request has about 50 questions about depreciation for the:

- Ambulance
- building
- equipment

Jasper Ambulance also covers territory for SD, it takes up to 20 minutes to dispatch. SD dispatch receives a call, SD calls Pipestone, Pipestone dispatches out to Jasper. We are on the Armor system. Jasper Ambulance has a radio for SD calls for Garretson to allow for a quicker response.

City should receive another audit, State of MN, due at the end of June 2023.

It was determined again that all disbursements need to be entered in separately for reporting purposes. All Ambulance and Fire Department invoice payment requests will need to be reviewed and approve by Ambulance and Fire Department prior to paying.

The request form is very difficult to go through as the form is being used Nationally and expected to fit small cities like Jasper.

All utility costs for the Ambulance will be allocated as 20% for:

- Water
- Electric
- Gas
- Internet
- Insurance Premiums
- Finance payments for the Emergency building (20-25yr)

Rural Board helps pay half of the cost.

Ambulance was currently on pg 36 of the report of 52 pgs. Once all the information is collection from the City the rest of the data request can be filled out. The City office will work to have the information sent to the Ambulance by Friday May 26, 2023

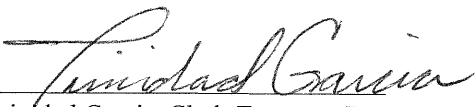
Old Business:

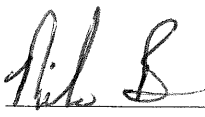
Public works Report: N/A

Upcoming Meetings:

Council Meeting: Tuesday, June 13, 2023 @ 7:00 p.m.

Lape motioned to adjourn, Plahn seconded all ayes, carried; regular meeting adjourned at 7:03 p.m.


Trinidad Garcia, Clerk-Treasurer Date


Mike Baustian, Mayor Date