

## JASPER CITY COUNCIL MINUTES

### Regular Meeting-September 12, 2023

The Jasper City Council of the City of Jasper met in-person on **Tuesday, September 12, 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: (not present) Maggie Erickson; Public Works Superintendent: Brian Thode, Asst Public Works: Angel Garcia

Pipestone Star: Kyle Kupal;

Community members: Chris Johnson, Manuel Garcia, Mayra Garcia, Leonardo Salazar, Paul Krapf, Deb Childers, Tonia Martinez, Joe Buysse, Butch Fjellanger, Elroy DeSchepper

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

#### Community Input:

- Chloe Bryan and Cora requested Council approval to have a gym membership since they are involved in sports; Volleyball, Softball, etc. Council granted approval for the two girls to have a membership.  
**Motioned by: Lape 1<sup>st</sup>/Plahn 2<sup>nd</sup>. All ayes followed.**
- Manuel Garcia handed out a proposal to Council to have monthly events at the Memorial Hall. Events to include a DJ with Latin to a variety of music. Manuel is requesting approval from Council to have an on-sale 3.2% malt liquor license for the events. A percentage of the profit would be donated to the City. Manuel will have a security guard present at the events. A taco truck will also be present. If Council requested, Manuel will get liability insurance to cover the event. Council member Plahn asked when the event will take place, on Friday's or Saturday's. Manuel explained that he was planning to have events at the end of the month on a Saturdays. Manuel mentioned that he travels to Sioux Falls to attend these types of events and thought it would be worth giving it a try to have something local. Mayor questioned if the City would have to approve a license annually or if the City can have a month to month. Clerk was not sure and will need to look into that a bit more, but explained that it may be possible since the City is the one that approves the 3.2% malt liquor license and not the State. Council member Lape asked if the hall will be cleaned up after the event. Manuel responded that the hall will be left the way they received it. Mayor discussed if there was a need for additional liability insurance since they have not asked for that in the past from other renters. Council member Lape questioned if the City wants that additional coverage since a 3.2% license is requested. After some back and forth on this topic it was decided that it would not be needed as this is not requested for big events such as a wedding. The Clerk explained that they will pay the cost and deposit of the rental of the hall as other renters do. Council member Sievert asked if the Taco Truck would be Rico's Taco's and it was confirmed that it was. Council member Plahn asked if Manuel will hire security and the response was "yes" they will take care of it. Clerk confirmed that Council wants to have a month-to-month license issued. Mayor explained that this will allow Council to address any issues or concerns if they come up. The Clerk asked what is the timing of the event. It was requested at the end of October and the Clerk will check the hall schedule to make sure no other events are scheduled. Manuel explained that he wants to be flexible, if other events are scheduled. Council approved to have the monthly events and the approval of a 3.2% malt liquor license.  
**Motioned by: Sievert 1<sup>st</sup>/Lape 2<sup>nd</sup>. All ayes followed**

- Paul Krapf is concerned about the pile of brush across the street from him and if it doesn't get moved by the time snow falls that a huge snow bank is going to accumulate there. Mayor states the Public Works Sup will follow up with the residents to get that taken care of.
- Deb Childers is questioning why some alleys are not plowed in the winter. She is concerned with having access to her alley since it's one that does not always get plowed. (Deb occupies a property on 413 8<sup>th</sup> Street E.) Public Works Sup explained that some alleys are not plowed since they are not used and if residents will now be using them, they can let the City know and they will have them plowed. Deb explained that she will be using her alley and she will need to have the alley plowed for the winter.
- Tonia Martinez came to request a permit application to move a mobile home onto an open lot with a foundation. Mayor requested what kind of mobile home would be placed. Tonia stated it would be like a home without wheels. Public Works Sup questioned where the location is and Tonia could not answer. Public Works Sup advised that she will need a Conditional Use permit. Mayor advised for Tonia to come to office to get an application and Clerk gave an application to Tonia at the meeting to fill out and return to the office at a later time.
- Jay Eggerud (not present) but wanted to follow-up on dust control by his property. Public Works Sup advised that he called Dell Rapids to get a cost and it will be \$1.40 a line/ft about 10-12 ft wide. He thought the area will require a 1,000-,1,100 ft to cover road from Jay's and by Schmidt's, but would not be as much as last year, price would be about \$1,400-\$1,500 per the two spots. Mayor explained how the product has a long self-life. Asst. Public Works explained that Jay expressed what was done the following year was not enough. Council had discussion if it's worth doing it this year and will it last for the winter or would it be a waste. Council agreed to try some this year and go with BX.

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

- Rose Dell Township had three members present; Joe Buysse, Butch Fjellanger, and Elroy DeSchepper. Rose Dell Township expressed interest to purchase the City property on 200 Spicer Ave S next to the City shop and put up a new shop for their grater. Rose Dell thinks the location on Spicer would be a good location because the property has sewer and water. Rose Dell questioned if there was any reason that they couldn't put up shop. Mayor responded that the location is zoned Commercial. Rose Dell have not decided on the size of the shed but thought the first step would be to purchase the land. Mayor asked what the intentions were for the current Rose Dell location, if they had interest to trade the property. Rose Dell was opened to that if the City wanted the property. Council member Lape asked if an office would be included in their proposed new building and would have any need for the old building. Rose Dell responded that they include an office in the building. Rose Dell questioned if an appraisal for the properties will need to take place. Mayor didn't think the process needed to be that technical. Council member Lape asked Public Works Sup if he would have use for the building and he agreed it can be used. Rose Dell asked if there were any height restrictions and Council did not know of any. Public Works Sup advised to not go higher than the City Shop. Mayor referred to Council if they were opened to trading property locations with Rose Dell Township. Rose Dell explained that they are just starting the process so it can take a year or two before the building is complete. Rose Dell asked if anything existing such as; concrete would be up to them to remove and Mayor agreed. Rose Dell asked since the property was recently purchased by the City the Deed should be clean with no issues. Mayor explained that it took a long time to get it clean but there should be no issues. Rose Dell has a meeting the following Monday and will bring to their board. Council member Plahn suggested to have their door opening to the east so they are not backing up to the county line. Rose Dell asked again if permits are needed and if a retaining wall will need to be put up. Public Works Sup agreed a retaining wall will need to be put up. Mayor stated discussion has started and will continue. Council agreed to an even swap of properties with Rose Dell Township. Clerk asked for Rose Dell to follow up in a email with the approval from their board after the meeting the following Monday. Rose

Dell explained that this is moving at a one meeting a month that this will take some time to complete; 2024-2025 project.

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

- Kip Johnson representing the Fire Department is requesting Council's approval to bring on a new Fireman; Troy Kallemeyn. Troy wants to join the Fire Department and his Wife has interest in joining the Ambulance. Mayor asked if he will need training and Kip responded that he will, since he is fresh. Council member Lape questioned where training is currently being held and Kip shared that it varies with online to in person at various locations. Kip explained that he was able to have training during Covid for 36 hours instead of 140 hours from Minnesota West and a fraction of the price. Council approved the Fire Department's request to bring on a new Fireman, Troy Kallemeyn.

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

- Alex Schafer (not present) asked to be on the agenda again to request Council approval to replace his sidewalk next Spring 2024. Council discussed how he has been on the agenda for the last two meetings and did not attend. Council requested to have a letter sent to Alex requesting that his sidewalk get replaced this year before a hard freeze takes place, by November 10, 2023.

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

- Sue McKennan (not present) asked to be added to the agenda to address a concern that she had with concerns for her rural area and the possibility of having the weeds catch on fire. Sue does the mowing on her property and is concerned with the areas of drought and no fire hydrant present. Public Works Sup explained that there are no hydrants out in that area and the water main doesn't even reach that area. It was discussed that she does fall under City limits to the elevator property and radio tower.

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

September 12, 2023 Regular Meeting

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

#### **Review and approve September 2023 claims to date.**

**Receipts noted in month.**

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

#### **Delinquent Sewer/Water/Garbage:**

#7 and #31 waiting for payment from Winter Realty since a purchase took place for the properties.

#39 water is still shut off since last month. Resident requested to have the water turned back on for a day if he pays half because he was having a surgical procedure being done. Asst Public Works advised if the other half is not paid with a day or two the water will be shut off again.

#252 potential purchase took place, waiting to see if anyone comes to setup service.

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

- Midwest Environmental Technology/Merlin took floor samples of the QCC floor. City received report back, with the results that asbestos is present in the tiles but not in the glue. Next steps are to hire a contractor to remove the

floor and replace. Merlin from Midwest Enviro offered to supply the City with a list of contractors. City Clerk asked Public Works Sup if he can take over with finding suppliers since she is not very versed with working with the Contractors. City will also have to work with the Preschool while working through the floor replacement. Council approved moving forward with hiring a contractor to replace the flooring at the QCC.

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

#### **New Business:**

- Preliminary Levy due 9/30 to the Counties (Pipestone/Rock). Council approved an estimate of 20% preliminary levy increase from 2022 to 2023. Clerk shared the final levy amount from 2022 of \$214,185. If Council agrees to a 20% increase for 2024, this brings the preliminary to an estimate amount of \$260,000. Council agreed to approve a 20% preliminary increase for 2024.

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

- Setup Meeting for Budget review for 2024. City Clerk requested to include other City Department heads to the Budget Meeting, such as Kim Drew/Ambulance, Jeff Leslie/Fire Dept, and Brian Thode/Public Works. Council decided on having a separate Budget meeting scheduled for October 17, 2023 at 6:00pm at the City Council Chambers.
- Maguire Iron contract renewal for water tower maintenance. City Clerk explained that the renewal for the Water Tower is due and the agreement is for 10 years with maintenance every 3 years. Once contracted is signed and renewed the water tower will be scheduled for maintenance since the last time it was serviced was in 2021. Council approved the contract renewal.
- The City received inquiries regarding cemetery plots over 75+ years old that are not used. Karal Pieper is requesting to purchase a 2 cemetery lots located at the City cemetery at Block 9/Lot2. It was discussed that in the past the City would post an ad in the newspaper inquiring if anyone is still alive to claim the cemetery plots. The City Clerk reviewed this further and found that the City of Pipestone made a resolution to revest itself to unused cemetery spaces. The City Clerk ask for Council approval to do the same for the City of Jasper. Council agreed to post an ad in the newspaper and to approve a resolution going forward for the City at the next meeting.
- Collector Vehicle Policy renewal for a 1931 Fire Engine REO. The vehicle was added to the City's current Property and Liability insurance plan but will be removed with the renewal of the Collector Vehicle Policy. Council approved the renewal of the policy.

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

- Employee medical insurance Renewal for October 2023. The City Clerk explained to Council that the insurance policy is going to receive a 6.3% increase but with the recent change in employees, the City will see some savings in the cost for employee insurance. With the renewal the City will only pay for 3 Family plans which would be a savings regardless of the increase. The City Clerk requested Council's approval for the medical insurance renewal.

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

- The City Clerk shared a quote that was received from Kozlowski's for a new Dental Plan with Delta Dental and possible vision plan with Delta Vision that can be opened to Employee's to cover the premium cost but reap the benefits with having it bundled with Delta Dental. Clerk explained the City is currently paying \$69.30 a month for an employee and a \$65 group admin cost. Delta Dental has a plan of Employee/spouse \$61.03 and \$116.93 a family. The cost is a bit of a difference but the coverage is better and Delta Dental is accepted in more places. For Vision

bundle with Delta Dental the premiums would be \$11.91 employee/spouse and \$21.43 family. This doesn't need to be decided for the Dental Plan and Vision at the current meeting and this can be review more when discussing budgets. Council member Plahn pointed out that the rates are through 12/31/23. Council member Lape shared that Delta Vision is very select in certain areas. Clerk requested Council to consider the Delta Dental plan even if the Vision is not approved. Council member Lape shared that Delta Dental has very good coverage. This topic will be discussed more in the budget meeting.

- Clerk shared when letters went out to residents about cleaning up properties. CHS received a letter regarding a property that they were renting out. That letter led to a call to the City to address the clean-up of the property and opened up discussion as to the plans that CHS had for their other locations on 3<sup>rd</sup> street that are not occupied or maintained. The City Clerk received a call from CHS's regional Manager Jerry Wichern inviting the City Clerk to a lunch meeting with casual discussion regarding homes owned on 3<sup>rd</sup> street. The City Clerk and Council member Plahn met with CHS on August 17, 2023. The City Clerk explained to CHS that the houses on 3<sup>rd</sup> street are becoming a concern for the City because they are not maintained, some are in need of physical repair, and the concern with being empty that vermin or other animals may become an issue. As a result of the meeting CHS is willing to work with the City and help maintain a good community presence. CHS requested information on our sidewalk replacement program, the name of the contractor the city used to tear down the trailer home on Spicer Ave by the City shop, and it was shared that the unoccupied locations may be a possibility for the Fire Department to use for training followed by removal. CHS would like to tear down the properties but at low cost. City will wait to hear back from CHS as to the next steps or discussions.

#### **Old Business:**

- **Personnel Policies:** Overtime and on call schedule follow-up from previous Council meeting. Council member Houg and Lape were tasks with doing some research on addressing overtime for City employees. Council member Houg and Lape reached out to the City of Pipestone and Edgerton to request their overtime policy to compare to what the City of Jasper has. They also reached out to Meulebroeck to receive and compare paying out overtime. After receiving feedback from multiple resources, it was decided by Council to implement an overtime policy by working a 40-hour work week and any hours over 40 hours would be overtime. Hours need to be physically worked and do not include sick, vacation, or comp time. The policy will override the last approved overtime policy stating overtime will be applied if working more than an 8-hour day. Council reviewed the revised policy based on Council member Houg and Lape's research. Council approved the new overtime and on call schedule.  
**Motioned by: Plahn 1<sup>st</sup>/ Houg 2<sup>nd</sup>. All ayes followed.**
- Review bids for City cameras from Midwest Alarm. Clerk explained it was asked to revise the bid from last month's meeting because it was missing a City location from the bid. The bid now has 5 City locations to cover with multiple cameras with the bid price of \$10,371.63. Clerk explained the office bid is the most expensive one because it currently does not have any hardwiring in place. Other locations have some hardwiring in place. Council member Lape asked if anyone checked with the current provider IntelliPro to see what he can do for us. Clerk responded that IntelliPro previously provided the City with a Bid for the Office since he currently supports majority of the other City locations. Mayor states that the quality of the product just isn't there. Council Member Lape asked if someone can talk to current provider to see if they can do anything else with the current cameras to see if they can do something better. Clerk shared that when we installed Cameras with IntelliPro we paid about \$6,000 for 3 City locations. Council member Plahn shares that \$10,000 isn't really bad for the 5 locations. Council member Lape asked if we need all the cameras. She though it was talked about eliminating the shop cameras. Clerk responded that the inside camera would be removed but the outside camera overlooking the dumpster would stay. Council and staff engaged in back-and-forth discussion and it came down to going back to our current provider and getting a revised quote from Midwest Alarms. City office would need 2 exterior, Public Works has the outside blink, Ball Park needs

1 camera, QCC would need 2 exterior and outside is a blink camera, and Park needs 3 cameras. Main focus is to have all one system and all staff have access. Council asked to obtain revised bids again and revisit.

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

- Land Permits: N/A
- Sidewalk Replacements: N/A
- Review sidewalk removal request form. Suggestions made were to take out the section to get neighbors approval, portion about informing the owner of the placement of the water shut off valves and updating the title to read Public Works Superintendent from Supervisor.
- Public Work Sup had additional items to address. Public Works Sup received an inquiry about using plastic decking for fencing instead of vinyl. Public Works Sup shared a sample photo of the material in question and Council discussed the options and current approved material. Council decided to stick with the current guidelines for the Fence Ordinance.
- Public Works Sup addressed another inquiry that he received for a property up on east Wall Street. Resident wants to remove the curb to eventually put a driveway. The resident is requesting to cut the curb but leave as dirt and concrete or pave later. Currently the resident is driving over the curb and parking their vehicle and not accessing the alley. After discussion among Council and Public Works it was decided that the resident can cut the curb but needs to place an actual driveway at least up to the sidewalk with concrete and can extend the driveway at a later time. Public Works will follow-up with resident.
- Public Works Sup brought to Council a suggestion that he has been thinking about to move resident mailboxes in town to two central locations throughout the City. The thought is to alleviate the issue with mailboxes getting buried during winter months. Council member Plahn thinks this will be an issue for the elderly in town. Asst Public works thought this would be better for the elderly people considering the amount of calls he received in the winter to come and clean around their mailboxes at the Townhomes. Council member Lape addressed the concern for the residents at the Townhomes and suggesting that the mailboxes for the Town homes do not get move to allow for the residents to have easy access to their mailboxes. She also asked if the central mailboxes will be put in groups by street. Public Works Sup is suggesting looking at that. Clerk asked if the City will need to get buy in from the Post Office and residents. Council had additional back and forth discussion, but thinks this is worth looking into this idea. Public Works Sup mentioned that some other towns do this. Paul Krapf shared his opinion, that at his age you don't want to go far for the mail, as his mailbox is across the street. Council member Lape replied that they would keep the mailboxes as is for the Townhomes. Council is open to consider with more details to come and look over.
- Asst Public Works asked about the tree trimming that has taken place from other companies and they are placing the tree limbs and trunks in the City yard waste pile. The tree limbs/trunks that are placed in the yard waste are becoming large pieces and the weight on the City loader is becoming a lot.

#### **Items Anyone Wants to Add to The Agenda:**

- City Clerk thanked the Council for allowing her and Asst Clerk to go to the Clerk training. It was very beneficial and educational. Got contact information from the League to help with tasks that come up. Training material that was shared is something that can be shared with Council members as well. The League of Minnesota is also viewed

at times that it is geared more towards Metro Cities but 40% of the Clerks that attended the training were from City populations of 1,000 or less. For Council member Plahn and Houg that did not attend a Council member meeting earlier in the year, there is online training available some free and some for a minimal cost. Clerk asked if Council would be opposed to doing some online training and she will share some of the download material that she received from the in-person training portion.

- Paul Krapf shared that he thinks everyone in the City should come to a Council meeting once in while to see what it takes to run a City. Paul said we all live here and as long as everything is just fine; they don't get interest in anything. Especially the young people. He wanted to thank the Council and Staff for the many hours spent keeping the City running. Mayor expresses that the City has a good crew; Council and crew. Paul states that the meetings are a lot more interesting than watching something stupid on television.
- The City received a letter from Kim Drew declining the Ambulance Coordinator position that Council approved in the September 12, 2023 meeting.
- Mike Baustian shared a letter with Council. He gave his resignation from City Mayor and that this will be his last meeting. Council made a motion recognizing Mike Baustian's resignation and that Council can appoint someone to fill his position for the remainder of his terms. Mayor's term will end on December 31, 2024. Brian Sievert will serve as the Acting-Mayor until a person is appointed to fill the Mayor position.

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

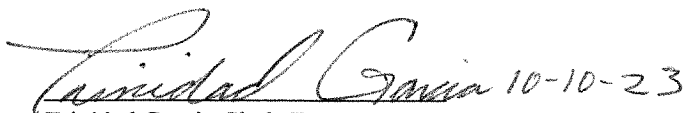
- Council member Houg addressed with Council that he received feedback from Les Nath showing interest to fill the remainder of Mike Baustian's term. Council member Houg shared that Les Nath was a former Mayor for the City of Jasper and former County Commissioner. Les would bring some knowledge and history to Council. Council member Plahn states that she thought with having so many new Council members and City Clerk that she thought that Les Nath would benefit Council with his experience. The City Clerk explained that Council can still have a quorum with the acting Mayor Brian Sievert taking on Mike Baustian's role until someone is appointed to the Mayor's seat, as long as Council has 3 Council members to vote. After some discussion with Council, it was decided to invite Les Nath to the next City Council meeting on October 10, 2023 to hear from Les as to his interest in filling the seat as Mayor for the remainder of the term for Baustian, ending December 31, 2024. The City Clerk advised Council that she will send out a letter to Les Nath to invite him to the October Council meeting. Council agreed to invite Les Nath to the next Council meeting to offer him the Mayor's open position to fill the unexpired term.

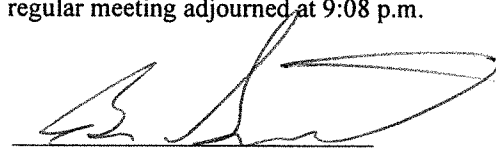
**Motioned by: Houg 1<sup>st</sup>/ Lape 2<sup>nd</sup>. All ayes followed.**

#### **Upcoming Meetings:**

Council Meeting: Tuesday, October 10, 2023 @ 7:00 p.m.

Sievert motioned to adjourn, Plahn seconded all ayes, carried; regular meeting adjourned at 9:08 p.m.

  
Trinidad Garcia Clerk-Treasurer

  
Brian Sievert, Acting-Mayor