

JASPER CITY COUNCIL MINUTES

Regular Meeting-November 14, 2023

The Jasper City Council of the City of Jasper met in-person on **Tuesday, November 14, 2023**

Members present: Mayor Les Nath; Council members: 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: Cythnia Jameson, Jerry Tower, Kyle Mills, Angelica Rieck, Jeff & Carol Johnson, Peter Luehman, Jeff Cartensen, Lisa & Zack Kounkel, Ken & Amy Yeager, James & Genie Sickmeyer, Joseph & Elisabeth Klassen, Jonathan & Anna Klassen, Ryan Thomeson, Jessica Petersen, Julie Myer, Lisa Petersen, Paula Sanow, Jay Egger, Jay Eggrud, David Debates, Byran Schiebout, Sue McKenna, James Wussow

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

Clerk sworn in Les Nath as Mayor of Jasper to fill the remaining term to December 31, 2024. Les took over as Mayor for the rest of the meeting.

Community Input:

- Kyley Mills – Kyley Mills shared with Council her plans with purchasing a new building at 106 Wall Street W (old Sped Forms building). Kyley plans to put a bar and grill. Kyley is working with her health inspector, plans on gutting the whole building, put in a full kitchen. Plans to switch everything over by February 2024 if everything works out. Shared that her current building is not in good shape and for the past 6 years she has been looking for a new place. Kyley had two other past options that did not go through. Kyley continued to share that the proposed building is probably in the best shape in the City's two block business district and something that she can make new and fresh, with a new kitchen. Kyley states that people miss the bowling alley, they miss the food, that the town needs a kitchen, needs the food, needs the fryer, and needs the bar. Mayor shared the he met with Kyley to discuss the steps that are needed. He shared that Kyley will need to apply for a conditional use permit that will be presented to the Zoning Commissioners in an open public hearing. The Zoning Commissioners will present back to Council with their recommendations for approval or denial of the conditional use permit. Mayor stated that he wants to follow all the steps. Coordination will have to take place with the Zoning Board to set a meeting allowing for 10-day publication notice.
- James Wussow (student) – requested to have a gym membership
Motioned by: Plahn 1st/Sievert 2nd. All ayes followed.

- Matt Taubert – Reviewed and Discussed 2022 Audit Report. Matt reviewed the Multiples funds and the ending 2022 audit results out of the 88pg report. Auditor suggested to remove the 225-Public Works Equipment Fund and roll under the 100-General Fund and create categories to capture cost. 698-Quartziter Club fund was reviewed and discussed that the fund will be removed for 2024 and the remaining funds balance will be disbursed over to the Quartziter Club by end of year, Matt Taubert will provide final to the penny figure. 200-Fire Dept fund was added to 2023 and will continue going forward to capture funds. Another recommendation from the Auditor is for the City to removed the 301-General Debt Service fund since it had no activity since 2019 when the Street debt was paid off. This can be reopened if needed to capture funds of another project with debt service. 601-Water fund does not require a budget; it just captures actual. 602-Sewer fund does require budget; it captures actual. Recommendations is to review sewer rates and increase wear suitable to recover cost. 603-Refuse Collection Fund does not require a budget; it just captures actual. 617-Wellness Center does not require a budget; it just captures actual. Wellness Fund will change for 2024 to QCC Fund to capture overall funds for the building.

Additional suggestions from the manager report:

- Enterprise Fund Profitability – funds should generate a profit for the City and not operate at a loss. Sewer fund had a net loss of \$41,511 in 2022. Council will need to review and monitor.
- Monthly Reconciliations were not completed monthly; recommendations to have this completely monthly to ensure all receipts and disbursements transactions are captured in CTAS accounting system. Clerk explained for 2023, that she came had 6 months' worth of reconciliations to catch up on and is still working on catching up.
- Invoicing filing sample had a result of not locating invoice detail for expenditures. This will need to be revisited for 2023 and based on Audit samples an improvement has taken place.
- Fund Structure consider recommendations to remove Publix Works Equipment and Debt Service Fund due to funds being down to little to no activity.
- Recommended Adjusting Journal Entries; review adjustments to sync accounting system to year-end audit.

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

- Kim Lape Resignation – City office and Council received an email resignation from Kim Lape on October 25, 2023 effective immediately. Council reviewed Resolution 23-318A Accepting a Resignation & Declaring a Vacancy. Clerk explained that Council is able to appoint someone to fill the vacancy and term that will end on December 31, 2024, since the term to fill is less than 2 years. Council made a motion to accept the resignation and declare a vacancy.

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

- Letter To Council for damage to QCC Window – Letter from 4year old expressing that he was sorry for breaking a window by the QCC when playing outside the building.

- Cecilia Sexton (not present) – Requesting to split a property lot and it was determined prior to the meeting that this needed to be addressed with the County.
- JDC Demo for 120 Wall Street W – (Bob Quissell - not present) Public Works Sup shared request and reviewed with Council that all steps have been followed for the demo request; asbestos had been checked, MPCA was notified, property ownership was reviewed, and a demo permit has been requested. It was shared with Council that the floors are rotted out, roof caved in and the building is beyond repair. ½ the street will be blocked off for falling debris and gravel will be placed around building for cushion. Council made a motion to approve the demo request.
Motioned by: Plahn 1st/ Sievert 2nd. All ayes followed.
- Cynthia Jameson – Cynthia came to discuss with Council a way to change the image of Jasper. Cynthia suggested having a town hall meeting to discuss ideas to change the image of Jasper. Lisa Petersen shared at the last Quartziter meeting the topic was discussed how can things move forward and not backwards for Jasper. It was shared that in the past a welcome group was in place and that maybe a welcome wagon committee and pamphlet can be put together for new residents with a list of the committees in town to allow for possible new members to join. Clerk shared that the City website can be utilized to share this information. Clerk asked Cynthia and Lisa to put together a list of committees and get detail as to what the committees support and a section can be added to the City webpage. The next task would be to add a list of Businesses in town.
- Lisa Petersen & Sue McKenna from Historic Society came to Council shared some awareness about the Historic Society since they have heard that residents were inquiring if anything is being done with the museum. Lisa shared that the museum had been registered since last December under the National Register for Historic Places. Lisa also came to Council to inquire if any codes need to be followed if renovation took place to the museum. Mayor explained if the structure of the building is not changing, they should be fine. Lisa explained that she wants to keep open communication with the City. Council was open to receiving updates now and then on what is going on. Some discussion took place how it is hard to communicate to the community without having a local paper. Clerk shared that any inserts they would like to get out to the community can be added to the monthly water bills and the Pipestone Star can be used too.

Review and approve minutes from:

November 14, 2023 Regular meeting

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

Review and approve November claims to date.

Receipts noted in month.

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

Delinquent Sewer/Water/Garbage:

- #39 water has been shut off since the summer
- #252 - Received payment in full for delinquent charges as property was sold.
- Jeff Carstensen - water meter reading for lot on 6th Street is needed.

Wellness Center/QCC:

- Update on LMCIT Loss Control Report Survey. 3 areas needed to be addressed from 2022 survey for the City. The Carpet was replaced outside of the QCC front doors, Olsen Electric is going to add plugs to the area outside of the Wellness doors for the WIFI modem and phones. City received 2 bids for the floors for the QCC, Vander Stoep Furniture Inc and Rustad Design Center. The City had a 3rd Company, but the bid was not submitted. The City requested bidders to submit a bid for the kitchen, dining area, furnace room, and 2 bathrooms. A second request was made for a bid for the 5 classrooms since the rooms had areas of missing tiles. The bids were presented to Council to review for the original bid request or for the 2 bids combined. Vander Stoep Furniture Inc. submitted a bid for \$39,025.55 for the Gym, furnace room, kitchen, and 2 bathrooms. Additional bid for \$25,373.50 for the 5 classrooms. The bid request included a timeframe of 2 weeks and 3 colored floor samples. Rustads Design Center submitted a bid for \$43,687.53 for the gym, furnace room, dinning area, kitchen, and 2 bathrooms. Additional bid for \$25,702.46 for the 5 classrooms. No timeframe was submitted or samples (this was not part of the original bid request). Both parties, contracted out to abatement teams for the removal and disposal of tiles since asbestos had been identified, this cost is included in the bids. Lisa Houg is aware of the project and possible timeframes, so she can communicate with her parents for the daycare as to when the project will take place. Discussion took place with Council and Staff as to options for the classrooms, with the option to replace missing tiles, or place carpet, or tackle the flooring at once time so it is done and the daycare will only be disrupted. Council made a motion to go with Vander Stoep Furniture for the total amount of \$64,399.05 for the 2 bids combined and the lighter flooring sample.

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

- Lisa Petersen – During discussions regarding the QCC flooring, Lisa asked if it would be better to have Christmas in the Village at the Memorial Hall, even though they have out grown the space. The Clerk agreed that would probable be best for this year; the dates were asked when it would take place. The date of December 8, 2023, was the planned date.
- Wellness Center memberships and card updates. The master code for the QCC and Wellness Center have been reset and old membership cards have been inactivated. Members are still coming into the office to get their new cards. The office has a better gauge on a membership list and payment types.

- Library books – Discussion took place regarding the flooring project that will take place, this will be an opportunity for the City to clean out the library books that are being used at the QCC. Council and Staff discussed the option of having a book give away to interested parties for free and any remaining books will be decided what to do with them.
- QCC kitchen item – City will look at offering unused items to interested parties by offering to the public for free. Some dishes can be taken to the Memorial Hall upstairs for use when residents rent out the hall. Council discussed putting information on Pipestone Rummage and sharing with the public, even on-going rounds of Pipestone. A list will be compiled of the items when posting what will be available.

Council decided on December 2, 2023 to have an open house day to give away books and dishes from 9-2pm.

- Two tier oven – Offer as sealed bid for interested parties to remove from QCC kitchen
Motioned by: Plahn 1st/ Houg 2nd. All ayes followed

New Business:

- Renewal of Liquor Licenses Due prior to 01/31/2024 for D's Mini Mart 3.2% and Stonewall Bar & Grill LLC – CMBN. Kyley Mills is aware her renewal for her current establishment and D's Mini Mart will be notified.
- Voter Account Agreement Pipestone County – Resolution 23-318D – The City agrees to have Pipestone County to retain the voting operations, technology, & election resources (VOTER) account funds received of \$4,368.86. The cost for handling elections, since the City has mail-in-ballots. Council questioned the concerns that were brought up from previous elections with having mail-in-ballots. Clerk explained that she spoke with the Pipestone County and it was shared that with the size of Jasper and looking at other neighboring cities, that most have mail-in-ballots and the County handling the rest. It was suggested with the amount of new Council members, Staff, and upcoming Presidential elections that it would benefit the City to keep things as they were. The City has the option to help the County and training will have to take place. Council made a motion to accept Resolution 23-318D.
Motioned by: Sievert 1st/ Plahn 2nd. All ayes followed
- Budget 2024 – The Budget numbers will need additional review in order to finalize. Les Nath offered to meet with Clerk to go over budget and review numbers. The Audit result for 2022 will be used to assist will planning the Budget numbers too. An additional meeting will be set with Council to review and discuss before finalizing. November 28, 2023 was decided to meet at 6:30pm. Public Notice will be posted.

- Sealed Bid for Band Stand – Bid received for \$50 from Mark Sanow. Mark Sanow will receive an award letter and an invoice from the City. Council made a motion to accepted the bid.

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

- Ambulance Annual Payroll – Total payroll for 2023 was \$17,900 for a total of 17 volunteers. Includes refresher training for 12 individuals of \$4,500, 1-\$200 for a CPR instructor, 1-\$200 for licensing, and 1-\$900 for 1yr payout for being on squad & 1yr for completing classes. Council was asked to approve an additional \$5,000 for Kim Drew for the added support that she provides for Fed/State reporting and licensing. Upon approval a separate check will be cut. Council approved payment to Kim Drew for \$5,000.

Motioned by: Plahn 1st/ Houg 2nd. 1 sustained vote.

Old Business:

- Resolution 23-318C Exchange of properties with Rose Dell Township – A revision to resolution 23-255B to correct the incorrect City property address the was agreed to exchange with Rose Dell Township for their property. Correct address for the City property is 121 1st Street E and not 200 Spicer Ave S; for the exchange with Rose Dell Township's property on 203 1st Street E. Council made a motion to accept Resolution 23-318C.

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

- Intelli-Pro Camera award - update on installation – Public Works Sup shared that the new cameras will be installed on the Monday after Thanksgiving.

- Updated Lease Agreement for Preschool – Revised due to Gym membership. The Preschool lease agreement had been updated to show \$300 in rent per month from \$350. The additional \$50 was put in place to cover the cost for 2 gym memberships for Lisa & Lauren Houg when the gym membership was set as \$25 per month. Council made a motion to accept change in monthly rental amount.

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

- Resolution 23-318B for Disc Mower for \$1,700 and Skid Steer Pallet Fork for \$250 from Big Iron Auction on September 28, 2023. Council made a motion to accept Resolution 23-318B.

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

- Updates on Hall rental agreement with Alcohol – City is currently renting the hall but if liquor is requested for the event the renter is advised that it will need to be served by a business with a valid liquor and catering license, otherwise the renter will lose their \$250 deposit. Council member Plahn shared that the Lions Club discussed in their last meeting the option of offering their service to serve liquor for hall renter's by requesting a Liquor license through the state. Lions discussed the requirements to provide this service, with purchasing liquor from Stonewall and then having to find a place to store it. Based on the Lion's discussion it was decided that this was not something they wanted to get involved with. Council and Staff discussed the options of

reviewing ordinances to allow for small family events to have liquor with the agreement to not sell. This was tabled until the other Licensing issues are resolved.

Public works Report:

- Land permits: Jamie Monroe – steps in front of home
- Sidewalk Replacements – Brian Thode for small patch work done on 6th Street property.


Additional Items Added to the Agenda:

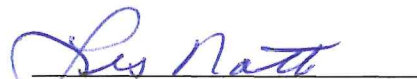
- Ambulance camera request – Kim Drew (not present) asked to have this topic brought up in Council. Council member Sievert addressed that the emergency barn can benefit from cameras as added security, to protect the meds that are present, and for HIPPA laws. Cameras requested for entrance points only. After discussion it was determined to request bids for 2 cameras in the front and back of the barn to capture full front and back view. Kim Drew will look for possible grants to cover cost.
- Council member Plahn asked if all City employees can refrain from parking in front of the City office, especially during winter seasons to allow for elderly customer to park in front.
- City Staff asked for approval to close the City office for the day after Thanksgiving. Council did not have an issue with the request since most business were closed too.

Upcoming Meetings:

Council Meeting: Tuesday, December 12, 2023 @ 7:00 p.m.

Sievert motioned to adjourn, Houg seconded all ayes, carried; regular meeting adjourned at 9:15p.m.


Trinidad Garcia Clerk-Treasurer


Les Nath, Mayor