

JASPER CITY COUNCIL MINUTES

Regular Meeting-March 11, 2025

The Jasper City Council of the City of Jasper met in-person on **Tuesday, March 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;
Public Works Superintendent: Brian Thode

Pipestone Star: Kyle Kupal;

Community members: Cynthia Jamison, Jason Johnson, Aaron Lape, Amy Hamann, Doug Tillma, Jerry Tower, Cameron Young, Julie Meyer, Kevin Hunstad, Nichole Cross, Carissa Odland, Randy Larson, Kip Johnson

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

Agenda Approval:

Removed:

Added:

- Jerry Tower
- Sale of the Sweeper
- Splashpad updates

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

Community Input:

- Alliance –Paul VanDeBerg – Was not able to make the meeting, requested a letter to be read at the Council meeting. The letter explained that interested residents should register their address with Alliance. It stated that 75% of the residents will need to sign up to schedule fiber construction and if the 75% is reached that Alliance will offer internet and phone services within the city limits. This does not include traditional cable tv service.
- Carissa Odland – 4H – Jasper Jolly Juniors – Carissa provided Council with an update on the scoreboard project for the softball fields. 4H has a tentative date of April 14th to work on the construction of the scoreboards. After reviewing Daktronics, 4H decided to put their funds towards a wood frame scoreboard. Carissa shared as to the options that they had for placement and tools to use to get the actual score up. They are hoping to use a post hole digger and will use concrete to put the poles in the ground. Carissa was advised to contact “call before you dig” and

to contact the City when they are up at the ballfields. Mayor Lape asked if the 4H group is interested in supporting the City during their spring clean-up days to assist residents that have no way of bringing their junk items to the drop off site and suggested that the group receive donations for their services. Carissa has a group willing to assist the City and they will utilize their own pick-ups and trailers. It was decided that the City will have a sign-up sheet for the residents to request assistance from the 4H group.

- Nichole Cross – Artist/Bench Project – Nichole shared that she was approved for a grant from Southwest MN Arts Council for a piece of public art in Jasper. The project will be a bench for the City park and Nichole will design the bench based off public input and will be having a public input meeting on 4/12 at Bauman Hall at 11pm. The exterior part of the bench has a large area to work with and will be created from public input. Once input is gathered by the public another presentation will be given and Nichole will look for a liaison to work with from the City. Mayor Lape suggested incorporating the quarry rock into the piece. Nichole explained that there are many options for the design. it will just depend on the material used and commented on adding lights as another factor. Nichole shared that Kristi Weinkauff gathered art teacher contact information from various school districts to involve kids in the project. City Admin explained that the City is looking into adding benches at the park for the Splashpad and maybe the bench project can be the center piece for the placing of the benches. Council thanked Nichole and will wait to hear what the next steps will be on the project.
- Amy Hamman – Jasper Bar/Liquor License – Amy requested approval from Council for a liquor license for a new business; Jasper Bar located at 110 Wall Street W. The license included a request for an optional 2.a.m liquor license and the Jasper Bar will be looking into requesting Sunday on sale at a later time. It was noted during the vote that Mayor Lape and Council member Kounkel will abstain from voting due to their spouse's involvement in the bar.

Motioned by: Houg 1st/ Smith 2nd. Lape & Kounkel abstained from the vote.

Council member Kounkel asked how long the approval process will take. City Admin explained the process should take about 30 days. The Sheriff and Legal will need to review and sign off. The state and City's paperwork will be sent over to the state for approval and once state approves a license will be signed off by the City and then state. Once received the City will create sign off on their official license and give to the business.

- Bollig Engineering – Task Order follow-up – Kris Ambuehl spoke to Council to answer any questions to help with making a decision if the City wants to move forward with a PER. The PER will allow for USDA funds to be utilized. USDA is recommended when looking at projects for replacement of water mains, sewers, etc. The grant funding is based on the size and income of the City. The PER is a comprehensive report that is required and can help to further narrow down sewer piping material, such as clay vs lining, or replacement. Bolling will go out and look for grant funding and using an 80/20 rule. Grant funding may cover 80% and the 20% can be covered

with a USDA loan that is paid by utilities. PER are also accepted by every other entity when looking for grant funding. Kris wanted to address any concern that taxes will be raised to cover City cost. Bollig does not use the approach of utilizing tax dollars to cover remaining cost that grant funding does not cover. He addressed that is the reason why they look at all avenues to secure grant funding and match the projects to the funding. The PER will require further investigation and will evaluate block by block needs. Bollig is in the process of reviewing sewer footage from VHS tapes to assist with their reporting. Kris went over the KLM inspection agreement and by going through KLM for the inspection, it will allow for Maguire Iron to perform the work. Mayor Lape shared that she visited with Holland and Russell and both Cities had nothing but good things to share regarding the work Bollig has done for them. Kris reiterated that the City is always in control of things when working with Bollig. Council agreed to move forward with utilizing Bollig to perform the PER report for the City.

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

Bollig - Task order No. 2. - Council approved \$15,000 down for the PER report and \$30,000 will be paid after funding is secured. The \$15,000 will be reimbursed once grants are secured. (PFA's interest is not covered) The \$15,000 will be paid out from the City's Money Market Account.

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

KLM Water Tower Inspection - Council approved the water inspection for \$4,000 and the next steps to move forward.

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

Water Service Line Grant opportunity – Council approved utilizing Bollig to assist with the MN Lead Service Line Grant Opportunity.

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

- Chris Johnson/Fire Dept – Purchase of Fuel Barrel – Rose Dell Twp asked the Fire Department if they are interested in purchasing the fuel barrel for \$500 that is in the old Twp Shop that the City now owns. Chris shared with Council that on Christmas Eve the Fire Dept had a call for a house fire for seven hours and needed to refuel but the gas station was closed and Danny Bryan left the Fire Dept use his fuel for the call. Chris spoke with Public Works Sup to see if he had a need for City equipment to use diesel fuel. Chris shared that the Fire Dept is tax exempt and can run red fuel instead of highway fuel. Fire Dept and City Public works can split the cost. A meter will be placed in the tank and fuel use will be tracked on a clip board. Council approved the purchase of the fuel barrel from Rose Dell Twp.

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

- Cameron Young – Conditional Use – Cannabis Retailer – Cameron Young addressed Council regarding his interest in 106 Wall Street W; which falls in the City's business district and he would like to obtain a Cannabis Retailer license. He had a concern with Pipestone County's

Ordinance with having a setback of 500ft from a City Park and it was also noted that the property is also within 500ft of a daycare, which is another setback the County has in their Ordinance. Mayor Lape table the request until next month's meeting, since the County approved a final Ordinance the morning of the Council meeting. City Council would like the City attorney to review the Ordinance and give some guidance. Council member Kounkel asked if Cameron currently has a Cannabis business and Cameron shared that he is part owner of a medical dispensary in Sioux Falls, SD. He explained that he had to go through a conditional use request when setting up his medical dispensary due to some setbacks too.

- Jerry Tower – Jerry shared concerns about two properties that he feels are a nuisance to the City. Property 220 6th Street E; Jerry has seen possums in the wood pile and last year he said that raccoons and cats have been seen coming in and out of the home. He stated that the property has been an issue for a long time and requesting for something to be done. Council had some discussion and it was stated that the property is currently vacant as the individual that was living there is incarcerated. Mayor Lape wants to look into the process to address the nuisance property and wants to get follow up with the City Attorney. The property owner's name on the tax parcel is the parents of the individual that was living at the property. Jerry also addressed property 104 3rd Street as being a nuisance to the City especially being by the park and with the new Splashpad. This is another property that the individual is incarcerated. Council is going to look into this with the City attorney.

Review and approve minutes from:

- Special Meeting – Employee Evaluations on Tuesday, February 11, 2025
Motioned by: Plahn 1st/ Kounkel 2nd. All ayes followed
- Regular Meeting on Tuesday, February 11, 2025
Motioned by: Houg 1st/ Smith 2nd. All ayes followed

Review/Approve receipts and claims to date.

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

Delinquent Sewer/Water/Garbage:

- #27 – Fixed bottom water meter plate.

Wellness Center/QCC:

- Outside Lighting – Follow-up – Public Works Sup gave an update to Council on switching out the yard light from a mercury to a LED light; the cost will be about \$300-\$400 and Olsen Electric will perform the work.
Motioned by: Smith 1st/Houg 2nd. All ayes followed

New Business:

- DEED/SCDP – Refinance Request/Subordination Agreement – City Admin shared that a resident who was part of the SCDP deferred loans is requesting a subordination agreement in order to refinance their home. The subordination agreement would put the City as the second lien holder with the new loan agreement. City Admin asked if Council would be willing to approve the agreement. The City has not received the finalized agreement, but has a tentative agreement. City Admin asked Council if they want to agree to residents requesting a subordination agreement for future requests. Mayor Lape asked to consult legal on this request to ensure the City will not lose out on the funds that were put into the property. Council made a motion if the attorney is good with the agreement, then the City can proceed with the request.

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

- Jasper Bar Liquor License Request – This was addressed earlier in the meeting.
- Lion’s Club Pull Tabs – Resolution 25-70C – Council member Plahn explained to Council that the Jasper Lions Club has to renew their gambling certificate annually and the license is up for renewal after March 31, 2025. If the Jasper Lions Club does not renew their gambling license, they will lose their license and will need to start the process over in order to re-establish their gambling license. Don Plahn/Gambling Manager and Paula Sanow/Club President will then need to take a 2 days course on the 6 types of gambling in MN and pass the course in order to reapply for a gambling license and a permit premise approval from the City. Jasper Lions Club is requesting an approval from the City for a premise permit to conduct lawful gambling in the City of Jasper at the Jasper Bar; 110 Wall Street W. Council approved Resolution 25-70C.

Motioned by: Houg 1st/Smith 2nd. Lape, Plahn, & Kounkel abstained from the vote.

- Jasper Fire Dept Relief Assoc – Hamburger Feed 4/05 at 7:00 pm at the Jasper Memorial Hall.

Old Business:

- Bollig Task Order review – Item was addressed earlier in the meeting.
- Zoning/Planning Commissioners – Resolution 25-70A - declared a vacancy and appointment Leroy Evink who showed interest to be a Zoning Commissioner in our February 11, 2025 meeting. Council accepted the vacancy and appointed Leroy Evink.
Motioned by: Houg 1st/Kounkel 2nd. All ayes followed
- Appoint an Attorney – City Admin shared with Council the follow-up information she received regarding Council’s interest in Kayla Smith and Matt Gross. Kayla Smith was not accepting new clients and was in the process of being sworn in as a Judge. Matt Gross took interest to take on the City of Jasper and provided a proposal to share with Council. The proposal included

background information on the law firm, services that can be provided, some history of work accomplished with other supported Cities, and at the cost of \$165 per hour. Council approved appointing Mat Gross as the new City attorney.

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

- Employee Pay Increase – Resolution 25-70B – Captured the Employee increase amount effective January 1, 2025. Brian Thode \$25.44, Trinidad Garcia \$20.54, and Maggie Erickson \$19.00. Council approved Resolution 25-70B

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

- Council computers – follow-up – Mayor Lape recommended that all Council computers are returned back to the City once their term is up. Council member Plahn questioned if Mayor Lape turned her computer back in when she resigned as a Council member back in 2023 and if Mike Baustian or Dee Arp did the same. It was noted that none of them did. Mayor Lape stated that she and Mike Baustian paid for half of their computers and that she would be fine with turning it back in. Council member Plahn explained that she was fine with putting something in place going forward but was not okay with going backwards. City Admin made a suggestion of deducting \$100 per year from Council's annual pay, which would come to \$400 for Council member's four-year term. This would cover the majority of the computer's with taking inconsideration depreciation. City Admin shared feedback from Scot Christenson that it would cost \$42.50 to re-configure a computer and \$575 to purchase the computer after serving a two-to-four-year term. Council discussed the option and cost of purchasing a City laptop once Council's term is up. Council approved the price of \$250 to purchase a City laptop once a Council's term is up.

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

Council also made a motion to allow Brian Sievert to purchase his City laptop at the cost of \$250, but if he rejects the cost of the laptop, he will need to return the City's laptop.

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

- RCO – Shredding Service/Flyers – City Admin updated Council on the shredding services that was approved the previous month. The City is waiting for the tote and scale to be delivered to the City and will share the RCO flyers that were created to be shared to promote the new service.
- UPS Drop Box – Follow-up – Deputy Clerk followed up with the Bank and Council member Smith on the lack of space that the Bank and City entry way has for a dropbox unless Council is willing to place the dropbox at the QCC. City Admin shared that the request originally came from the Bank and not from residents. Council agreed to not move forward with a UPS dropbox at this time.
- Resident request for old Kitchen Cabinets – Deputy Clerk asked Council if there is any interest in reusing the meeting room's old kitchen cabinets, because she had received an interest from a

resident in taking the old cabinets. Council agreed to give away the cabinets as a “first come first serve” basis.

- Monthly Staff meeting dates – Mayor Lape addressed that the meetings were put on hold until the City hired a new Asst. Public Works person.

Public Works & Building/Grounds Report:

- Land-Use Permits – N/A
- City Shop Cameras update – Follow-up – Public Works Sup spoke to IntelliPro a couple weeks prior to the meeting and is still waiting on a price. City Admin asked if the old camera’s have been taken down, since they are operating on Public Works Sup personal Blink system. Public Works Sup has not removed the cameras because of the need to monitor the dumpster outside of the shop.
- Rose Dell Twp – Update – City Admin asked if Rose Dell Twp is ready to transfer their old facility to the City and move into their new shop. The City’s insurance rep was inquiring about the property for coverage purposes. Public Works Sup advised Council that they are not fully operating out of the new shop yet.

Mayor Lape shared that Rose Dell Twp was inquiring about sharing the City Shop’s WIFI signal. Council discussed and it was noted that it would be easier for Rose Dell Twp to setup their own services directly with Alliance. Mayor Lape also shared that the Twp shared that they were very thankful for all the assistance that Public Work Sup provided with snow removal and the assistance with helping them get the new building setup.

City Admin asked if a City sign can be added to the City Shop, to decipher the City shop from Rose Dell Twp. Public Works Sup is going to look into this.

- Pay Equity/Public Works Salary – Mayor Lape asked to table this to allow her more time to understand the reporting requirements. She got some information from the LMC to perform a sample report to see if the City will still fall in compliance when reporting information. Tabled for the April meeting.
- Sweeper proposed offer – Public Works Sup received an inquiry from the City of Lafayette with a proposed offer of \$8,000 for the sweeper. Council accepted the proposed amount of \$8,000.
Motioned by: Kounkel 1st/ Plahn 2nd. All eyes followed
- Splashpad/Paint pad – Public Works Sup talked with JCF group about painting the splashpad and after looking into the cost of paint, it would cost about \$600-\$700. Council member Plahn wanted

to check with CRS to make sure there isn't any issues with warranty if the City paints the surface of the splashpad. The paint is a stain and is recommended by Beaver Creek. Public Works Sup recommends purchasing a gallon of the stain and testing it out first.


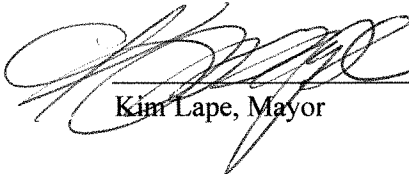
- Council member Plahn asked for a price on the water fountain for the Splashpad. Public Works Sup got a price of \$3,500, which was better than the \$6,000 quote he got the first time. City Admin asked for a copy of the quote, so Council member Plahn can include in her Prairie Rose Grant application that is due on the 21st of March. Council and Public Works Sup had discussion regarding the benches and umbrellas for the Splashpad. Council member Plahn requested quotes for the benches and umbrellas to include in the grant application too.

Upcoming Meetings:

Local Board of Appeal, Monday, April 7, 2025 at 7:00 p.m.

Council Meeting: Tuesday, April 8, 2025 at 7:00 p.m.

Smith motioned to adjourn, Kounkel seconded all ayes, carried; regular meeting adjourned at 8:30 p.m.

	4-8-25		4/8/25
Trinidad Garcia City Admin/Treas.	Date	Kim Lape, Mayor	Date