

JASPER CITY COUNCIL MINUTES

Regular Meeting-October 8, 2024

The Jasper City Council of the City of Jasper met in-person on **Tuesday, October 8, 2024.**

Members present:

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

Employees present: Admin/Clerk-Treas: Trinidad Garcia, Deputy Clerk/Treas.: Maggie Erickson;
Public Works Superintendent: Brian Thode

Pipestone Star: Kyle Kupal;

Community members: Deb Childers-Tillma, Paula Sanow, Angelica Rieck

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

Agenda Approval:

Removed: N/A

Added:

- Add Purchase of Jasper Blowhard Float
- Add Bollig Engineering
- Add Ballfield thistles
- Add Paula Sanow/JCF-Splashpad

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

Community Input:

- Paula Sanow/JCF-Splashpad Update. Paula asked Council if the City received a final bill for the installation of the Splashpad. City Admin advised Paula that the City only received a bill for \$93K for the equipment and control cabinet. The invoice was covered by the funds previously received from the JCF. Paula asked if the City received funds from the County for \$30K. Mayor Nath explained that the County funds are to cover the infrastructure cost for the asphalt, plumbing, digging, and fill. Once the City receives the final invoice for the work and invoice will be submitted to the County for a reimbursement for \$30K to the City. Mayor Nath asked what other work is needed to asphalt in the City. Public Works Sup identified two other areas that needed repair. Public Works Sup also suggested that the City commit to half an alley when Fuller comes down to work on completing street repairs. Paula asked if the City needs the funds prior to the final bill, as she plans on keeping the remaining funds under the JCF to continue fundraising for additional Splashpad cost, such as benches, etc.

Public Works Sup shared with Council that he was asked if the City wants sidewalks to match into the splashpad, into 3 different places. Public Works Sup asked Council if they want CRS

contractors to do the work or for the City to have the work done next spring. Mayor Nath stated if trucks are out on site it would be more cost effective for the work to be done at that time. Public Works Sup explained that additional work is needed to complete the sidewalk work and a drain in the SE corner may be needed, Public Works Sup suggesting waiting to see if it's a problem down the road. Council approved the work to match the sidewalks to the splashpad.

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

Review and approve minutes from:

Regular Meeting on Tuesday, September 10, 2024

Special Meeting on Tuesday, September 24, 2024

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

Review/Approve receipts and claims to date.

City Admin noted that on the disbursements and receipts that it may look as duplicate transactions for the \$93K, but it is showing the transactions of transferring funds from the MM account to the general funds account and the actual payment that was issued to the vendor.

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

Delinquent Sewer/Water/Garbage:

#22 Deputy Clerk is working on receiving payment from business. Mayor Nath asked if property owners are notified if renter is delinquent. If the City is aware that property is a rented unit, then the property owner is notified.

- Special Assessment charges for delinquent SWG and outstanding City charges will be submitted to the County to have charges accessed on property taxes.
- WIFI at Campground Service – City Admin explained that the installation for WIFI services is what was given free with COVID funds from Alliance, but not the service. The City has the option to put the service on vacation status in the winter months and offer in the summer or discontinue service all together for 4 campsite hookups. Council agreed to cancel service.

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

Wellness Center/QCC:

- N/A

New Business:

- City Emails @cityofjaspermn.com – City Admin shared with Council that the City pays \$108 per city email that is created for City Staff and Council. For security purposes all Council members and staff should be using their City email addresses. Starting in November City Admin will no longer use old email addresses when sending out communication.

- Delta Dental Renewal – City Admin shared Delta Dental’s renewal cost for 2025. For 3 employees, 2 at family, and 1 at employee + spouse will be \$336.13 per month, this will be a \$29.16 per month increase from 2024. Council approved the renewal for Delta Dental.
 - **Motioned by: Sievert 1st/Rieck 2nd. All ayes followed**
 - Employee Health coverage – T.Garcia – City Admin explained as an employee that she did not opt for insurance when she was hired since she fell under A.Garcia’s insurance. With A.Garcia’s resignation it qualifies as a change in insurance for T.Garcia. With open enrollment currently taking place, T.Garcia is open to enroll for insurance and due to a change with insurance coverage. Insurance coverage can take place effective Nov 1st along with deductibles starting over and T.Garcia already had met her deductible for the year 2024. Jon from Kozlowski suggested to Cobra for 2 months at the same cost of starting new in November, with the cost being \$2,459.44 per month for family coverage. Council approved to cobra for 2 months and start new coverage in January 2025 under T.Garcia.
Motioned by: Sievert 1st/Houg 2nd. All ayes followed
 - Updated Office Staff & Part-Time Job Descriptions – City Admin reviewed with Council the final job descriptions for City Admin/Clerk/Treas, Deputy Clerk/Treas. and Part-time Seasonal Maintenance descriptions. She advised Council that legal had reviewed and approved. Council approved the updated job descriptions. Following the approval City Admin and Deputy Clerk signed the acknowledgement page. City Admin will follow-up with Jeff Leslie and David Foster to have them sign an updated Part-time Seasonal Maintenance job description form.
Motioned by: Houg 1st/Plahn 2nd. All ayes followed
- Assistance with archiving - City Admin made a request to Council if the Office Staff can use our Summer Help for archiving during their winter break, the last week of December. City Admin would like to archive old Council minute books by scanning, saving, and backing up to a flash drive.
Motioned by: Plahn 1st/Rieck 2nd. All ayes followed
- Resolution - Accept Building & Grounds Staff Resignation – Resolution 23-318A was accepted and approved by Council for the resignation of A.Garcia.
Motioned by: Houg 1st/Sievert 2nd. All ayes followed
 - Building and Grounds Open Position – Council discussed filling the position until next year with new Council coming in, added cost to the budget by adding insurance coverage, if a full-time person is actually needed, for mowing season City can utilize part-time help, Public Works Sup had concern with early morning help with snow, and coverage for every other weekend off. Mayor Nath asked if there are any suggestions on someone to assist with weekend help and Public Works Sup thought it would be hard to have someone to assist with any calls that may come in. For now, Council will need to compensate Public Works Sup for his time.
 - Meet the Candidates Forum 10/12 – A forum to allow for residents to meet and talk with Candidates. Candidates will each have their own table to make their own and have discussions with residents.

- General & Local Elections 11/5 – City Office will be closed on Election Day. City Admin and Deputy Clerk will be assisting with elections in Pipestone County.
- Annual Ambulance/Fire Dept Payroll – City Admin asked the Fire and Ambulance groups to choose a day for payroll to be completed to fall inline with the Office payroll dates.
- Daycare/Houg – Lease agreement renewal – City Admin shared with Council that a renewal lease is due for L.Houg’s Daycare at the QCC. City Admin spoke to L.Houg and discussed the cost of utility expenses to keep the QCC running and for the space that is actually occupied. Suggested an increase of the monthly rental from \$300 to \$500 starting January 1, 2025. Council approved the increase in rental cost and starting the lease agreement to run annually from the beginning of the year.

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

- **Ludolph’s rental agreement for bus barn** – Agreement is renewed annually from 2016 for \$300 a month. City Admin asked if Council wants to continue with this rental amount monthly. Mayor Nath asked if Ludolph pays heat and Public Works Sup stated that they pay for heat. Mayor Nath asked if they have their own meter and Public Works Sup stated no that he thought the City bills Ludolph for heat. City Admin advised Council that Ludolph is not charged for heat. City Admin shared from the agreement that owner has no obligation to provide heat for the garage. Agreement states that a meter should be installed in the garage. Mayor Nath asked Public Works Sup to check if a separate meter has been installed or to look into to getting that done.
- Employee Relations – Council member Sievert asked Public Works Sup when water was disconnected from last Council meeting. Council member Sievert stated that in the meeting it was told that the disconnects took place the morning of the Council meeting and he later was told it was done the Thursday after the Council meeting. Public Works Sup questioned what he actually said in the last Council meeting. Public Works Sup asked Deputy Clerk who were the individuals that were required to be disconnected. Deputy Clerk shared that on Thursday on 09/12 Public Works Sup doubled checked to make sure E. Duwenhoegger water was turned off. Other disconnects were S.Miller, A.Gallop, and T.Caffee; all have had their water turned off for about a month.
- Purchase of Jasper Blowhard Float – Bob Quissell approached Deputy Clerk about the Blowhards Float. The group is disbanding but every 5 years they will be in the parade. Currently the float is stored in the cold storage building by the Fire Dept, but the group wanted to know if the City wanted to take over the float by purchasing the float for even a \$1 and would provide insurance for the float or cover any cost that it incurs. It was suggested that the City could rent out the float for other groups to use in the parade but when the 5 year anniversary comes up the blowhards would get 1st choice to use the float. Currently the Fire Department doesn’t have an issue with storing the float in the cold storage. If the City needs to store the float, they will have room in one of the City storage buildings. Discussion took place amongst Council and it was decided to wait on making any decisions.
- **Motioned by: Plahn 1st/Houg 2nd. All ayes followed**

- Bollig Engineering – City Admin asked if Council was interested in moving forward with Bollig Engineering to provide a free assessment of the City infrastructure and items identified from our Capital project list. Council approved moving forward with Bollig Engineering to provide the City with an assessment plan.

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

- Ballfield thistles – Council member Sievert asked when thistles are sprayed at the ballfield along the tree line. Public Works Sups explained that the best time to spray is after a frost and this would fall for the cemetery too. You will get a nice day and Public Works Sup will go around town and spray everything. He also shared that people need to understand that he only has one time to spray in the fall at the cemetery because people have \$200 peonies and will be very upset if you kill their flowers. Council member Sievert stated that he has to educate people about the maintenance process.

Old Business:

- Fall Clean-up Update – Fall clean up on 09/28 and had 55 residents that came through. It went well and lots of items disposed. In May the City had 62 residents. The time was discussed as to what hours worked best 10-2pm or 9-1pm since the last hour was slow.
- Resident property letters – Follow-up from last Council meeting with property concerns and vehicles on properties. Council was provided with a list of properties that had been identified and letters along with pictures will be sent out within the week. City Admin shared that it is common that other smaller towns participate in annual drive arounds to review properties and send out letters.
- Pay Equity Report – Min/Max Salary Range – City Admin shared with Council that one task has been completed with follow-up to our pay equity report. The City completed updating job descriptions and the next item to review is a min/max salary, it is optional but most Cities have this information on their reports. Mayor Nath suggested Personnel committee can work with City Admin to finalize detail. City Admin shared that the LMC shared survey information for salary and benefits and this can be used to determine a min/max salary amount.

Public Works & Building/Grounds Report:

- Land-Use Permits – J.Schiefelbien added a shed 220 Dean Ave
- Splashpad Update – Contractor's pressure tested and they are waiting on concrete work to be completed. Public Works Sup explained that 2 check valves are needed, but the current cabinet is too small, so CRS will supply a larger cabinet with an even trade with the original cost. CRS will show Public Works how to winterize it after it has been turned on. Deputy Clerk did let Public Works Sup note that the new cabinet had a scratch on it when it was dropped off and Council member Sievert took a picture of it.

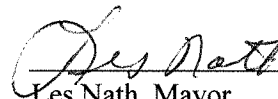
- Park Shelter/Campground - Closing dates – Pubic Works Sup stated that there aren't any set closing dates, that he goes by to close the park shelter or cemetery. He suggested that next week the campground will need to be closed up. Mayor Nath suggested that the campground be closed up before the weather turns. For the park shelter, Public Works Sup will close the doors if the weather gets down to the 30s. City Admin asked for the campground if we can set some open/close dates since the City ran into a situation with a couple last winter staying at our campsite and they did not pay in full, used electric, and we had to call the Sheriff to have them removed. Mayor Nath asked if a main shut off is available for the campsite electric boxes and Public Works Sup explained that the services are from the box, but he can add locks to each electric box, along with a sign.
- Cemetery – Treatment - Council member Sievert asked if a notice or something in the newsletter will be shared when the work is done. Public Works Sup explained that he still needs to weed whack first and he goes around with a garbage can and keeps the flowers for a month or so to see if anyone asks about them.
- Hydrant Flushing & Sewer Jetting – Public Works Sup will take care of this throughout the month. He asked Denny Houg to assist him since he needs to have another person available when performing the work.

Upcoming Meetings:

Council Meeting, Tuesday, November 12, 2024 at 7:00pm.

Plahn motioned to adjourn, Houg seconded all ayes, carried; regular meeting adjourned at 8:19 p.m.


 _____ 11-12-24
 Trinidad Garcia Admin/Clerk-Treas. Date


 _____ 11-12-24
 Les Nath, Mayor Date