

JASPER CITY COUNCIL MINUTES

Regular Meeting-December 10, 2024

The Jasper City Council of the City of Jasper met in-person on **Tuesday, December 10, 2024**

Members present:

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

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

Pipestone Star: Kyle Kupal

Community members: Michaela Van Grootheest, Marilyn Van Grootheest, Cynthia Jamison, Kim Lape, Lyle Jensen, Troy Kallemeyn, Nichole Cross, Shay Knobloch, Zach Kounkel.

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

Agenda Approval:

Removed: N/A

Added:

- Bollig Update
- Meulbroeck – Audit Services agreement
- Quartziter/Bingo – Gambling Application
- Council member Plahn – Added items for new/old business

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

Community Input:

- Marlyn VanGrootheest – RCO out of Luverne. Marlyn works with the work solutions and is currently working with a few individuals in the community. She assists individuals with obtaining jobs and was told the City may have a need for some help with snow removal and other needs. RCO provides 3 different options; job try outs, short term work for students, and internships. The individuals are in IEP's and may have some learning disabilities. An example that was used was her daughter was on an IEP and RCO helped with her post-secondary school. Work rehab pays for training. Pizza Ranch in Luverne was used as an example of a business that is used for their program. Marlyn would like to see if she can get into the Jasper area as she works with other surrounding Cities. The program would save money for the City. The City would interview the candidate and then work with Marlyn the employee specialist. RCO would take over the wages for a while and once the City is ready, they would take of the wages. If any areas need to be addressed the City would work with RCO to implement a new plan and assist the individual. Individuals don't have severe disabilities they just need some support to get started but just wanted to get started to work

- Nichole Cross – Art Committee/Bauman Hall – is an Artist out of Sioux Falls and is part of activating a space with art. Nichole made a proposal to Council to have an art piece specific to a place and people and would like to create a quarter circle bench for the City park that would have a mural in the back and a brass plaque to recognize all those that help support the project, along with a time capsule. Nichole will apply for a grant from SW MN Arts Council to assist with funding the project. If all is approved, she would like to involve the community to decide on the material used for the bench. Nichole received Council’s blessings to move forward with the grant and to follow back up with Council once more information is received.
- Jerry Tower – Community concerns – Did not attend

Review and approve minutes from:

- Canvass Meeting on Tuesday, November 12, 2024
Motioned by: Plahn 1st/ Sievert 2nd. All ayes followed.
- Regular Meeting on Tuesday, November 12, 2024.
Motioned by: Sievert 1st/ Houg 2nd. All ayes followed.

Review/Approve receipts and claims to date.

- \$22,459.36 unapproved claims and sign off
- Received ARPA from Pipestone County of \$30K
Motioned by: Plahn 1st/ Houg 2nd. All ayes followed

Delinquent Sewer/Water/Garbage:

- Resolution 24-345C Special Assessments for delinquent charges for mowing, S/W/G Util, and Mill & Street Patches totaling \$3371.13.
Motioned by: Houg 1st/ Plahn 2nd. All ayes followed

Wellness Center/QCC:

- Front Door – Council member Plahn addressed an item from last months meeting that front doors were being unlocked and Public Works Sup was going to get something to secure the basement doors. Public Works Sup advised Council that he needs to talk to the Fire Marshall to ensure that the basement door do not need to stay unlocked because of the exit door use.

New Business:

- 2025 Elected Official Training – City Admin advised Council on the elected official training for the 3 new Council members and 2 remaining Council members. Based on the LMC training schedule the closest training would be in Alexandria on Feb 28-Mar 1, 2025 (Friday-Saturday) to allow for the whole group to attend. This includes online training prior to the in-person training.
- 2025 Council Meetings schedule for the year, notes the dates for the first Tuesday of every month.
Motioned by: Houg 1st/ Sievert 2nd. All ayes followed
- 2025 City Holidays includes all City recognized holidays for the year

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

Old Business:

- Bollig Engineering updates – City Admin shared Bollig’s updated based on an email received on 12/08/2024. Bollig is still working on gathering existing information for water distribution, sanitary sewer, and storm water figures. Their presentation is about 50% complete and they are wrapping up a street assessment. They are also requesting some additional information on the wastewater ponds, violations, warning, etc., water tower age, location of watermain breaks, and sewer backups/repairs. Public Works Sup was given a copy of the request and will assist with providing this information. Requesting a special meeting in January, specific to Bollig to leave room for discussions and to have focus on the assessment detail.
- Council member Plahn added items – Plahn shared that she and Council member Sievert supervised ex-Building and Grounds employee with entering the City shop to look for his personal tool bag that was left in the shop after leaving the City. In the process of Council members supervising, 6 items of concern were noted and pictures were taken. (1) A non-City owned Golf cart is being stored in the City shop. Public Works Sup replied that the golf cart was going to be used for checking sewer manholes on a decent day. Council member Plahn addressed when that is completed will the golf cart be removed and Public Works Sup agreed that it will be. (2) Cameras on the City shop were questioned as to who approved, who has access to them, and who owns them. It was asked if the Cameras are connected to the City network cameras and Public Works Sup answered that it was decided in the past that it was not necessary to have wired cameras in the City shop and was approved when Mike Baustian was Mayor. Public Works Sup stated that the cameras are in place for the dumpsters and are active. Council asked if the City staff can have access to the cameras and Public Works Sup replied no because the cameras are linked to his home account, otherwise the City will need to pay to have cameras installed. (3) Treadmill that was purchased for the gym is sitting in shop, it was asked if the treadmill works or is sitting as a surplus. Public Works Sup answered that the treadmill does not work, but he is working on it as a winter project. (4) Council member Plahn and Sievert attended the Fire Hall and noted a garbage can full of beer cans. Council member Plahn notes that the Fire Hall is City property and there should be no drinking taking place there. Public Works Sup stated that does not deal with him. Council member Plahn was advised that during the time when David Smith was Mayor that the Fire Depart signed a form stating the firemen would not attend a call if Firemen had been drinking and the Ambulance Dept also agreed to this. (Council has to confirmed as to the paperwork.) (5) A picture of an ash tray in the City shop. Council member Plahn notes that there should not be any smoking on City property. (6) Pictures of cigarette ashes all over the pay loader. Z. Kounkel from the public comment that he was worse pictures of the pay loader with kids riding all over it. Council member Plahn states that should not happen either and that she is sharing the items because the City should be aware of it and the public should know that Council is aware of it. It was stated that Council is not aware as to what they can do about it and would hate for the Fire Marshall to come to the City shop and see the cigarettes in the building.

Council member Sievert added that he wants to make sure the City office has access to cameras at the City shop. Cameras need to be taken down and City cameras put up. City Admin asked for Council to clarify what action they are requesting. She asked if existing cameras need to be removed and the purchase of new Cameras will need to take place using IntelliPro. Council made a motion to purchased a new camera for the City Shop from Intelli-Pro.

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

- Meulebroeck – Audit service agreement - Agreement presented to Council for annual audit services in 2025 for the year of 2024. Council approved the agreement.
Motioned by: Sievert 1st/ Houg 2nd. All ayes followed
- Quartziter/Bingo – Gambling Application – Quartziter group requested City approval and sign off on gambling application for Bingo event planned for January 11, 2025. Council approved the gambling license on City premises.
Motioned by: Houg/Plahn 1st/ Sievert 2nd. All ayes followed
- Resolution 24-345D_2025 Pipestone County Sherriff contract – Resolution for the agreement with Pipestone County Sheriff for the 2025 for \$52,287.00. Council approved Resolution 24-345D.
Motioned by: Plahn 1st/ Sievert 2nd. All ayes followed
- Liquor License Renewals for 2025 - Stone Wall Bar and Grill Comb off/on sale and D’s Mart 3.2. City Admin confirmed with D’s Mart that they no longer need a 3.2 liquor license as all their liquor is sold by their other establishment D’s Liquor for full off sale. The state has been notified that the 3.2 liquor license will no longer need to be renewed. Stone Wall Bar and Grill was invited to the City Council meeting to provide an update to the City on the establishment in order for City Council to renew the liquor license. The licensee had been notified via a phone message and a certified letter to attend the meeting. Council discussed the timeframe of the renewal of the liquor license and if they have to approve the license for the whole year. It was noted that the liquor license will expire on January 31, 2025.

Resolution 24-345E Resignation/Vacancy – N.Rieck – N. Rieck resigned on November 12, 2024 at the end of the regular Council meeting since she will be moving out of City limits. The vacancy will not be filled with the term ending December 31, 2024. Council accepting the resignation.

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

- Pay Equity Report - Follow-up – City Admin explained that earlier in the year the City was not in compliance for with the pay equity report that was submitted to the state. The City requested an extension to resubmit their report by the end of December 31, 2024. It was explained to the MN Budget and Management that Council was reviewing titles, job descriptions, which will change job points that were taken from the state ranking. Public Works department was split between building/grounds & streets/water/sewer, etc. and the Office staff changed from a part time office & admin (with the position was full time since 12/2020) to a full time Deputy Clerk and the Clerk Treasurer was changed to City Admin. City Admin took the new job descriptions and compared them to state’s rating to come up with new job points. Also, min/max salary rates were presented to Council for review but it was noted as optional to implement since it is not a requirement. The reports are required to be updated every three years, last report was submitted in 2021 and changes have been made to bring current. Council approved the updated changes presented to submit to the state.

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

- Website - Alert update – City Admin provided an update to Council on the new City website and alert system. Office Staff met with Municipal impact via zoom to go through an hour tutorial on updating the City website and alerts system. City Admin explained that the alert system is not to be used just for

emergency response, but for informational purposes via text and/or email. Resident can choose to sign up via the website and they can also unsubscribe from the alert system too. The website is in development mode. Current information will be updated and additional information will be included in the City website that was not available before on the City's old platform. All residents on the old alert system will be added to the new City alert system with notification to go out the residents.

- Safety Walk Around Results – City Admin shared the results from our safety rep that was performed back in September 2024. Some minor items have been completed, but other items can be reviewed as winter items/ projects to complete. One big area to address are the three City shops they will require to be cleaned out as they can pose a hazard with all the clutter. This was a quick walk through to identify areas to look at but it is up to the City to keep up with safety items. Council member Plahn noted a fire alarm is needed in the kitchen of the meeting room. She also addressed the pancake grill that is housed in the upstairs of the memorial hall and the possibility of moving the grill to the QCC. She asked around to find out who is the actual owner of the grill and it was determined that the grill belongs to the Lions and she shared feedback that she received that others would like the grill moved up to the QCC to allow for easier access. This will be looked into more.

Public Works & Building/Grounds Report:

- Land-Use permits – J. Eggerud to build a shed in West Jasper and J. Kneip to install a chain-link fence.
- CHS – Demo Requests – Regional Manager has planned paperwork to demo 3 of the properties they own on 3rd street. They are waiting for the final disconnection of electric and gas for one of the properties in order to complete the requests.
- Property Letters – Second round of property letters have been sent out. One individual has multiple vehicles on his property but has brought in copies of vehicle registration forms to show all but one vehicle has current tags. One vehicle is going to be used for parts to fix another vehicle. A trailer (half of a pick-up) is used to gather metal scrap. Council member Plahn stated to buy a tarp for the unlicensed vehicle and trailer. City Admin wanted to clarify if the individual uses tarps for the two vehicles in question if he would be in compliance with the City.

Another individual questioned the letter he received because he has two unlicensed vehicles (a boat and a pick up) in the back of his home that have been placed on a gravel driveway. He stated that he was told in the past by someone in the City office that if he graveled his back area that his vehicles can be placed as unlicensed vehicles on his property. Mayor Nath stated that the vehicles need to be licensed with current registrations or tarped.


Additional Items Added to the Agenda:

- Council member Plahn thanked Council member Sievert for his service as a Council member.

Upcoming Meetings:

Council Meeting, Tuesday, January 14, 2025 at 7:00 p.m.

Plahn motioned to adjourn, Sievert seconded all ayes, carried; regular meeting adjourned at 8:03 p.m.


Trinidad Garcia Admin/Clerk-Treas. Date


Kim Lape, Mayor Date