

JASPER CITY COUNCIL MINUTES

Special Meeting – Jasper Lions Club/Meet Attorney-March 26, 2025

The Jasper City Council of the City of Jasper met in-person on **Wednesday, March 26, 2025 at 6:00pm.**

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: N/A

Community members: N/A

Mayor Kim Lape called the Special Meeting to order at 6:00pm followed by the Pledge of Allegiance;

Agenda Approval:

Removed: N/A

Added:

Benches for Splashpad

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

- **Jasper Lions Club Premise Permit – Amended Resolution No. 25-75C to No. 25-85**

- Gambling Control requested a revised Resolution for Jasper Lions Club Premise Permit Approval

Council approved the revised Resolution to submit to Gambling Control a premise permit for the Jasper Lions Club at the Jasper Bar, 110 Wall Street W, Jasper, MN 56144.

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

- **Meet New City Attorney – Matt Gross**

- Introductions: City Council and City Staff

Introductions took place to meet Matt Gross new City Attorney and then the meeting proceeded by Matt giving legal input to Council on the list of items that came from the last Council meeting on March 11, 2025.

- **Hall Rental Agreement**

- Update Agreement language and determine requirements for the consumption of alcohol.

Council addressed Legal asking for clarity on what is require for hall rentals and alcohol consumption. Council shared that they had interest in the City of Pipestone's agreement for the Hiawatha Lodge. Legal was familiar with the agreement since he assisted Stonehouse with the paperwork. Legal advised Council, that a catering license is needed to serve at the hall. Unless the City wanted to performance the service which would bring on additional insurance liability, staffing, and the City would need to increase rental fees to cover the cost. If a license liquor

holder wanted to serve at the hall, they would need a catering license, certificate of insurance, and an agreement with the City to serve. If the City/municipal owned the Bar in town and since they are the licensing authority, they would be able to serve at the hall and would be covered under their liquor insurance from owning a bar, this was done in the past when the City owned the local bar. Any private owned bars will require a catering license, insurance, and an agreement with the City. For renters that would like to serve free alcohol (no on sale, not selling, mixing and serving) would need to obtain a certificate of insurance to cover the event with alcoholic. Legal advised the City to require insurance to cover any acts of liability for the event and recommended this as a good practice for the City. Updates will need to take place to the City's hall rental agreement to ask the questions for the event as to how many people, will there be alcohol, on sale, off sale, privately hosted etc. and to obtain proper insurance and licensing if needed. This is a common practice for Cities, to secure that the City does not have any liability claims towards them. Renters can obtain insurance for an event through their homeowner's insurance, Gather Guard, etc. and provide a copy to the City. It was suggested by Legal to amend and define City Ordinance as to the suggested policies for public property and City Parks. Finalize City's Hall rental agreement as to policies and requirements. Council questioned the Park Shelter and ball field.

- **Liquor Licensing, 2 a.m. extended permit, and Sunday on sale**
 - Amend 2a.m. extended permit – City Code SECTION 4.53. HOURS AND DAYS OF LIQUOR SALES does not allow for liquor sales after 1:00am.

***SECTION 4.53. HOURS AND DAYS OF LIQUOR SALES.** No sale of liquor shall be made after 1:00 o'clock A.M. on Sunday, nor until 8:00 o'clock A.M. on Monday, nor after 8:00 o'clock P.M. on December 24. No on-sale shall be made between the hours of 1:00 o'clock A.M. and 8:00 o'clock A.M. on any weekday. No off-sale shall be made before 8:00 o'clock A.M. or after 10:00 o'clock P.M. on any weekday. No off-sale shall be made on New Year's Day, January 1; Independence Day, July 4; Thanksgiving Day; or Christmas Day, December 25.*

Legal advised Council to review their Ordinance and determine if Council wants to amend the Ordinance to extend the time to 2 a.m.

- **Cannabis Retailer License and Zoning/Conditional Use**
 - Pipestone County Cannabis Ordinance - has strictions of 500ft of a City park and 500ft of Daycare

Pipestone County Ordinance 01.2025 to regulate cannabis businesses; it was noted that in section 3.1 sub b, d, & e - minimum buffer requirements, that the property of interest; 106 Wall Street W, Jasper MN 56144 does not comply with the 3.1 minimum buffer requirements. City can advise Cameron Young as to the Ordinance 3.1 minimum buffer requirements.

- **Subordination Agreement**
 - Determine guidelines for approval request

After review of the request, Council was advised that there is sufficient equity in the property to ensure the City would be paid back for the deferred loan in case of an event of a foreclosure. Council will need to approve the final document and sign the agreement in the next Council meeting on April 08, 2025.

- **Nuisance properties**


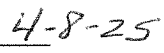
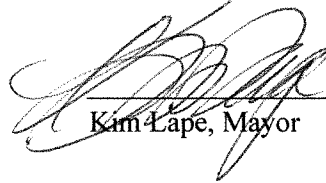

- Steps to address nuisance properties

Legal suggest contacting Human Services, this does not cost the City. Next option is for the City to take action. City would follow MN State Statute for an abatement process, since City does not have an abatement Ordinance. Legal gave steps for the City to follow. First part of the process is to have Public Works Superintendent document the hazardous issues on the property and/ or identify repairs needed and take pictures. City will then need to send a letter to the property owner identifying what needs to be fixed and share the hazardous issues; give property owner 30 days to reply. No reply, Council will need to approve a resolution for the homeowners to comply with the request to repair and/or clean-up the property, if the property owner does not comply the City will file a motion with district Court to get an order to go on the property to make repairs, demolition, etc. Legal advised Council if the property owners are incarcerated, the City is still advised to give them notice and can continue with the addressing the issue. Short cut to the process would be to gain consent from the property owner to have the City make the repairs and/or clean up and assess the cost to property owner's taxes. This would cut the legal fees. City would need to ensure they have budget funds in place to cover the legal cost to address (suggested top five) nuisance properties. This can be a large cost to the City and assessed charges to a property can take time to collect. Discussions took place on what could happen if the properties are not vacant and the cost that can be involved from a legal standpoint to pursue further action for a hazardous and nuisance property. For a property owner that is deceased and the other owner that cannot be located, a published notice can be placed in the newspaper before additional action can be taken. Recommendations are to contact Health and Human Services first and then determine the next steps.

- **Pay Equity Report** – Mayor Lape asked for more clarification on the report. Legal explained that the report is in place to ensure females and males are employed at a certain level of males and be within a range of the State law. By replacing a male position Council would need to review the point range system to the individual's responsibilities for their job position, including years of experience. Council discussed with Legal the point system and years of experience with reviewing responsibilities and how Council can review the pay equity report detail with the replacement applicant for the Assistant Public Works position. City Admin explained that job roles, responsibilities, years of service, and the point system was part of the recent review that was done in order to bring the City in compliance for the recent pay equity report.
- **Public forum clarification** - Legal explained the public form/community input during a Council meeting. Council will give a limit of 3 mins to speak, by law it can be on any topic, Council will not address the topic since it was not on the agenda, but Council can address at a later time. Legal is going to share the language that can be included on the agenda to as public forum section.
- Council members that have a financial interest in a matter or topic that requires Council approval will need to abstain from voting and abstain from discussion on the matter or topic. This would include members that are part of an organization and they are part of the board. The Council member would need to abstain from voting on the matter or topic and abstain from discussions.
- **Splashpad benches** – JCF approved the purchased for 2 benches for the City park one on the east side and one on the south side. They see a need for a third one by the basketball court to replace the wood bench that falls over. The cost of the benches will be \$785 each including taxes & shipping. JCF is requesting approval from the City to purchased one of the 3 benches for the City Park. Council approved the purchase for one bench.

Motioned by: Smith 1st/Houg 2nd. Kounkel abstain from voting.

Houg motioned to adjourn, Kounkel seconded, all ayes carried; special meeting adjourned at 7:12 p.m.

			
Trinidad Garcia City Admin/Treas.	Date	Kim Lape, Mayor	Date