

JASPER CITY COUNCIL MINUTES

Regular Meeting-May 14, 2025

The Jasper City Council of the City of Jasper met in-person on **Tuesday, May 14, 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: Doug Tillma, Chris Johnson, Cindy Jamison, Jim Veldkamp, Angel Garcia

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

Agenda Approval:

Removed: N/A

Added:

- Dirt bikes at the ballfield
 - Request for Microsoft updates and IT maintenance
 - City of Ihlen Request for Mosquito spraying
 - Water & Sewer Rate Increase for 07/01/2025
- Motioned by: Houg 1st/ Smith 2nd. All ayes followed**

Community Input:

- Fire Dept/Chris Johnson & Dave Martinson – Cement Bid/Tanker financing – The City received 3 bids for the cement work for the front part of the Fire Barn. The bids were from SKD Const, LLC \$59,573.00, DeRuyter Const \$68,217.68, and Tim Rustad Construction, LLC \$82,575.00. Discussion took place if grants are available, but due to the type of project no grants funds were found. Dave M shared that Sioux Valley offers some low-interest rate loans at 4%, but was not sure about the terms for the loan. Mayor Lape asked what would be the time frame of the project and Chris J would like it to take place in the good part of the year. Mayor Lape asked where the trucks would be housed and she was told that the old cold shed in back of the fire barn would be used, the City shop, and Jasper Soy to house the Ambulance. Mayor Lape asked if Rural would be covering ½ the cost and Dave M confirmed that they would. Questions came up if the Ambulance would cover any of the cost. Chris J shared that he thought the Ambulance covered 1/5 of the cost. City Admin shared that the Ambulance has been paying ½ the cost for utilities.

Mayor Lape shared that she thought the City would take care of the Ambulance portion. Council had some discussion on the project and Rural was asked if they were willing to move forward with the project. Dave M agreed that the work is needed. Council made a motion to moved forward with the cement work using SKD for the project. Kounkel was going to second the motion and it was noted that he needed to abstain from the vote, since he is a volunteer with the Fire Dept.

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

- Amb/Kim Drew – Cement Bid/Cert of Clinical Excellence – Kim did not attend. Jim Veldkamp attended in her absence. Jim shared his input on the project and was present to listen in as a member from the Ambulance.
- Tanker for the Fire Dept – It was noted that Rural is responsible for the tanker and not the City, so no additional discussion was needed with Council.

Hydrant flags – Chris J and Public Works Supt is requesting approval for the purchase of hydrant flags to replace the existing flags that were not the correct flags to use. The flags cost \$27.50 ea., City has 52 hydrants, for the total of \$1430.00. Council approved the purchased of the hydrant flags.

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

- Angel Garcia – Gym maintenance – Angel shared his concern about the maintenance for gym equipment. He had spoke with Mayor Lape in and Council member Smith to show them his concerns with the equipment and the damage to the floor with the weights. Discussions took place regarding what can be done for the raised gym floor to make it more secure to handle the weight. Public Works Supt had put down some heavy-duty horse mats to try to rectify the issue. Angel shared that the one individual needs to be addressed. More discussion took place as to the current dent and damage to the stage floor and what can de done to fix the issue. Council recommends sending out a letter to the individual to address the issue. Angel gave suggestions as to what could be done to the bars for the Smith machine and to use a lubricant to grease the machines. It was suggested to have Spirit help with greasing the machines if Public Works Supt shows him what needs to be done. Angel also shared that he looked up the kind of belt that is needed for the older machines and a roll of a couple of hundred feet can be purchased for \$400. City Admin will follow up with a letter to address the deadlifts and the floor damage.
- Doug Tillma – 413 8th St E - Alley maintenance – Doug explained to Council that he is new in town and uses the alley daily. He explained that the alley is steep going up the hill and there's tire tracks that need to be filled in with gravel or something else to make the alley more easily passible. Doug also asked Council if the alley could be put on the list to lay asphalt down in the fall. Public Works Supt responded that he will get crushed concrete instead of gravel to lay in the alley.

Review and approve minutes from:

- Special Meeting – Local Board of Appeal, Monday, April 7, 2025
Motioned by: Plahn 1st/ Houg 2nd. All ayes followed
- Regular Meeting on Tuesday, April 08, 2025 – Council member Plahn wanted to note 2 corrections to the minutes. On page 1 under Community Input first bullet point labeled Don Plahn; “1987 Deb & Don Plahn became the gambling managers” in regards to pull tabs. The correction is Don Plahn became gambling manager and Deb Plahn is not a gambling manager; she helps with bookkeeping and reports. 2nd correction is the 2nd bullet point under Community Input labeled “Cynthia Plahn”, should be Cynthia Jamison. Council accepted the corrections.
Motioned by: Houg 1st/Kounkel 2nd. All ayes followed
- Special Meetings – Asst. Public Works position interviews: February 20, 2025, March 03, 2025, and April 16, 2025.
Motioned by: Plahn 1st/Kounkel 2nd. All ayes followed

Review/Approve receipts and claims to date.

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

City Admin shared an interim financial report by acct number with Council. This is to give as an update on the financials YTD compared to budget.

Open Public Hearing – Amend Chapter 4 of City Code 7:30 p.m.

- Chapter 4; Beer, Wine, and Liquor Licensing and Regulation

Mayor Lape announced that the time reached 7:30 p.m. and the regular meeting will be closed and the open public hearing will be opened for the amendments to Chapter 4 of City Code

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

City Admin reviewed with Council the amendments that were made:

- exceptions to alcohol on City property for the Memorial Hall with room for revisions by resolution of Council
- on-sale hour change from 1:00am to 2:00am
- off-sale on Sunday hours updated to state hours 11-6pm
- on-sale wine license verbiage to include exception of business district if building is in 100 feet of a church

Public Hearing was closed at 7:34 pm

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

Regular Meeting Opened at 7:34 pm.

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

Delinquent Sewer/Water/Garbage:

- Request for Mayor signature stamp from Kim Lape. Council member Plahn shared what was discussed in the past with Council and it was decided a signature stamp was not to be used. Council preferred an actual signature.

Wellness Center/QCC:

- Front door lock – The front door has a punch code/card swipe lock on it and it is no longer being used. City Admin ran into issues re-programming the lock to leave it as unlock, so duct tape was put on as a temporary fix, but the duct tape got to warm with the warm weather and the door was catching and people have been getting locked out of the QCC. Options were discussed to remove the lock and Public Works Supt was asked to follow-up with Oley the Lock Smith. Council approved removing the front door punch code/card swipe lock from the QCC.

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

New Business:

- Ordinance Amendments for Chapter 4 of the City Code – Review & Approve – Council approved and accepted all changes to the City Code Ordinance Chapter 4.

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

- Hourly Rate Review for Staff – Office, Public Works, Part-Time, Summer Help – Council decided to increase City Staff hourly pay rate; after dealing with setbacks to hire an Asst. Public Works employee due to the hourly rate discretions they had to work through in order to meet/comply with MN Pay Equity. It was decided to increase the 3 FTE pay by \$3.00 bringing them to:

Brian Thode	\$28.44 per hr
Trinidad Garcia	\$23.54 per hr
Maggie Erickson	\$22.00 per hr

It was also decided to increase part-time employees to \$20.00 per hr and Summer Part-time employees to \$15.00 per hr.

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

- Data Request for residential yard, lawn, and property up keep – On 04/29/2025 the City received an in-person request that included with a written request for City data, to receive residential yard upkeep, lawn maintenance, or property appearance complaints made within the City from 01/01/2024 to the present. The individual requested the written request be shared with our

attorney too. City attorney did not have an issue releasing the information. The City Admin sent an email file with all letters for property nuisances and yard notices for the requested period.

During this discuss and review Council asked for the City Staff to gather information on fire pits and burning Ordinances for the City.

- CenterPoint replacement of gas main on Wall St – The City Admin shared with Council that CenterPoint plans on replacing gas mains for 400ft on Wall Street E and the project is subject to start on 06/01/2025 or after.
- Grand Opening of Splashpad 06/07 – The JCF will have a meeting on the following Monday to finalize details for the grand opening. City Admin asked if the City had any to-do's since Council will not meet again until after the grand opening. It was stated that the JCF will handle the grand opening. Public Works Supt asked for an update on the Prairie Rose Foundation grant, an email was received giving confirmation of the grant for \$5,100 and sent to the President of the JCF.

Old Business:

- Hall Rental Agreements – Review & Approve – City Admin shared with Council the final updates to the City's new hall rental agreements for the Memorial Hall and QCC. The hall agreement covers alcohol consumption options for the Memorial Hall and the no alcohol agreement for the QCC. The agreement had been reviewed and approved by the City's attorney. Council approved the new hall agreements, with the request to loosen the decoration requirements to allow for decorations as long as all decorations are removed when the event is done and no damage to the City's facilities take place or the renter is responsible.
Motioned by: Houg 1st/Plahn 2nd. All ayes followed
- DEED/SCDP –Subordination Agreement 108 10th St W – Council approved the final subordination agreement for 108 10th St W with City attorney's approval as well.
Motioned by: Smith 1st/Kounkel 2nd. All ayes followed
- Liquor Licenses Resolution 25-134A – Council approved the new on/off sale liquor license for the Jasper Bar LLC DBA Jasper Bar located at 110 Wall Street W, Jasper MN 56144 for a period of one year for the fee of \$1,000.
Motioned by: Houg 1st/Smith 2nd. Kounkel abstained from the vote.
- Liquor Licenses Resolution 25-135B – Council approved the renewal off/sale liquor license for Neelkanth LLC DBA D's Liquor #79921 located at 211 2nd Street W, Jasper MN 56144 for the period beginning 06/01/2025 to 05/31/2026 for the fee of \$400.00.
Motioned by: Plahn 1st/Kounkel 2nd. All ayes followed

- Sale of 1990 Street Sweeper Resolution 25-134C – Council approved the sale of the 1990 Elgin Pelican Street Sweeper for \$8,000 to the City of Lafayette.
Motioned by: Smith 1st/Kounkel 2nd. All ayes followed
- Council Laptops Resolution 25-134D – Council approved the option for the City Council members to purchase the City’s laptop equipment once their term of office is over for the price of \$250.00 and the City’s IT support will re-configure the laptop.
Motioned by: Plahn 1st/Houg 2nd. All ayes followed
- Coffee Makers for Memorial Hall/QCC – The City ordered the 3 BUNN coffee makers for the City’s Halls and received a total of \$1,055.99 from the Coffee Club, Progress Study Club, and the Auxiliary group, leaving the City with a \$32.89 difference.
- Council Ride along & Clean-up Days Follow-up – The City Council performed their annual ride along to review resident properties, which resulted in 30 properties letter notices sent out to residents. The City also had their spring clean-up day on 05/03/2025 and had 41 residents participate, with a slight decrease from 09/28/2024 with 55 residents participating.

Council requested to decide on set clean up days for the year starting in the annual January meeting.

- City Office Roof Repair Bid Requests – The City did not receive any additional bids for the City Office roof and back area siding project. The City reviewed the estimate received by Hawes ALL Construction and it was clarified for Council that the bid is for labor and material for the amount of \$37,125.65. Council accepted the bid from Hawes.
Motioned by: Plahn 1st/Houg 2nd. All ayes followed

Council also approved to take the cost of the City Office Roof project from the City’s Money Market account for \$37,125.65.

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

- Quarry Apartments – Quotes for pavement – Council agreed to wait until the fall for Fuller Paving.

Public Works & Building/Grounds Report:

- Land-Use Permits – N/A
- Asst. Public Works position update – The City filled the assistant Public Works position. Kevin Gum will start 06/16/2025 at \$21.00 per hour.

- City Shop Cameras – Installation follow-up – IntelliPro completed the installation for the one camera outside the City Shop.
- Summer Help – Follow up – Out of the two previous summer employees that had interest with working for the City, only one will be available, Hailey Erickson. Mikalya Johnson also had interest with working for the City, City Staff will follow up with Mikalya regarding pay to see if she is still interested, if she is not the City will post the summer help position in the newspaper.
Motioned by: Plahn 1st/Smith 2nd. All ayes followed
- CDL/Random Screening – Public Works Supt verified with Council if he needed to use vacation time to cover his time when out of the office for a random CDL screening evening if the screening is done through another company than the City. Council all agreed that he did not need to use vacation time for that and the City would cover his time.
- Lawn Mower air filter – Public Works Supt shared a photo of the air filter for the grasshopper and wanted to note how dirty it was and that it was not cleaned from the last time it was used. He noted that he was covering himself from any issues and for his own protection.
- Sewer problem on 8th Street E – Mayor Lape thanked Public Works Supt for his work on the sewer issues on 8th street from baby wipes. Council requested to post something on Facebook and add something in the water bills. City Admin shared that after the issue came up the City's website was updated to include a do not flush section and letters were sent out to a section of 8th street residents where the problem had taken place. Public Works Supt shared that a resident put through a claim to the City for sewer back to the resident's property. The resident hired someone out of Sioux Falls and they had come out twice to the resident's property.
- Microsoft Upgrade – City Admin shared with Council a request from the City's IT support regarding the change in Microsoft. Microsoft will be ending support for Windows 10 on 10/01/2025, this means that there will be no more security updates, patches, maintenance, and virus protection will stop. The City approve the option to upgrade the City's office two existing pcs to Windows 11 for \$300/each.
Motioned by: Smith 1st/Houg 2nd. All ayes followed
- Water & Sewer Annual Increase eff: 07/01/2025 – City Admin shared that LPRW will be increasing their rates by \$0.15 per thousand gallons. The City will follow with the increase and will increase rates for water from \$5.12 to \$5.27 per thousand gallon and sewer from \$3.12 to 3.27 per thousand gallons.
Motioned by: Houg 1st/Plahn 2nd. All ayes followed


- Dirt Bikes at ballfields – Council member Plahn had a concern that dirt bikes and four wheelers will become an issue if people ride them on the actual ballfields. She suggested adding a sign to the ballfields. She is not worried about the in-town children but worries about the out-of-town people. Discussions took place, but consensus where if it becomes an issue then Council will look into adding signs at the ballfield.
- City of Ihlen request for Mosquito spraying – Ihlen is requesting to have Jasper’s Public Works Supt to spray the City of Ihlen through the spring/summer months. Council approved the request.
Motioned by: Smith 1st/Kounkel 2nd. All ayes followed

Upcoming Meetings:

Council Meeting: June 10, 2025 at 7:00 p.m.

Smith motioned to adjourn, Kounkel seconded all ayes, carried; regular meeting adjourned at 8:46 p.m.


Trinidad Garcia City Admin/Treas. Date


Kim Lape, Mayor Date