

JASPER CITY COUNCIL MINUTES

Regular Meeting – January 14, 2020;

The Jasper City Council of the City of Jasper met in said city, January 15, 2020 at the Jasper City Office. Council members present: Mayor, Mike Baustian, Dee Arp, Trinidad Garcia & Jeff Leslie; Employees present; Clerk-Treasurer Cortney Kounkel, Assistant Clerk-Treasurer Stella Lingen; *Jasper Journal's* Kyle Kuphal; Public Works Superintendent Brian Thode; Jasper Sunrise Village Director Ruth Rupp; Matt Taubert on behalf of Meulebroeck, Taubert & Co., PLLP; Teresa Keifer, Developmental Services Inc. Representative; Absent: Kim Lape;

Mayor Baustian called the regular meeting to order 7:00 p.m. followed by the pledge of allegiance;

Matt Taubert presented the City of Jasper 2018 Audit on behalf of Meulebroeck, Taubert & Co., PLLP. Highlights from the 2018 Audit are as presented:

- Pages 3, 4 & 5 addresses the Independent Auditor's Report. Taubert explained that the Basis for Qualified Opinion on Page 4 was pertaining to the volunteer fire relief association's affiliation with the City not being complied with the GASB standards related to pensions for 2018. Therefore, the City is unable to report pension amounts related to the fire relief association. Taubert explained that other communities such as Tyler, Ruthton & Russell are all having the same issues;
- Page 58: General Fund Revenues. The City of Jasper had budgeted \$557,158.00 for total revenues. Actual Revenues for 2018 were \$644,715.00, resulting in a surplus of \$87,557.00;
- Page 59-61: General Fund Expenditures. Budgeted amount was \$225,071.00 for Total General Government. During 2018, \$230,057 was spent resulting in a deficit of \$4,986.00; Fire Department Expenditures were budgeted at \$51,381.00, actual was \$55,468, a \$4,087 overage. Street Expenditures were well under the budgeted amount of \$127,845.00. Actual costs were \$60,819.00, \$67,026 under budget. With the recent park improvements, the Recreation category was over budget by \$129,041.00; Amount budgeted in 2018 was \$22,250.00, actual expenditures were \$151,291.00. Overall, the General Fund had excess revenues of \$24,937.00 resulting in an ending fund balance of \$1,200,038.00;
- Special Revenue Funds were then discussed. The Jasper Quartziter Club had an ending fund balance of \$21,826.00.
- Ambulance Fund had an ending balance of \$288,205.00;
- Page 74: Water fund which is operated like a business has shown depreciation over the year. Without taking the depreciation into account, the water fund would increase by approximately \$5,000.00;
- Page 75: Sewer Fund. The sewer debt is off and depreciation taken into account cuts the loss by 2/3. Taubert advised the council into looking at increasing the sewer rates as without the debt service, the fund will run out of money;
- Page 76: Garbage Fund. The garbage fund did well during 2018. It is ideal to breakeven but a little profit is GOOD!
- Page 77: Sunrise. Sunrise also had depreciation in the amount of \$20,000.00 leaving a positive fund balance of \$578,225.00;

The aforementioned minutes have been drafted for approval.

- Page 78: EDA Housing. Shown a deficit of \$13,353.00;
- Page 79: Wellness Center. No longer in a deficit!
- Overall, the General Fund is in very good shape. The city should consider replacing infrastructure or completing a major project;
- Page 80, 81 & 82: Audit Reports detailing internal control, receipts and disbursements, and compliance;
- Page 83 & 84 detailed recommendations for the city. 2018-1: Ask questions! Annual audits help! 2018-11: No reflection on the work from Kounkel or Lingen. 2018-111 Collateral, a good problem to have!
- Taubert finalized the 2018 Audit Presentation by informing the council that the City of Jasper has a very healthy General Fund;

Taubert completed the 2018 Audit Presentation at 7:25 p.m.;

Community Concerns:

A resident who was unable to be in attendance at the Council meeting has requested the placement of stop signs near his home on Wall Street East. The resident is concerned for his children's safety due to the high rates of speeds that some vehicles display. The speed limit throughout Jasper is 30 mph. The city would only be allowed to lower the speed limit by 5 mph. It was discussed with the Council whether a stop sign should be placed in the area. After further discussion, it was decided to not place a stop sign near the location and remind the property owner to not allow children to play freely in the roadway;

Motion by Arp, second by Garcia to approve the minutes from the Regular Meeting and TNT Special meeting on December 10, 2019, all ayes, carried;

Review and approve the December Claims to date: Harmony Gardens & Gift Shop, 500' Christmas Garland, \$565.00; Development Services, Inc., 2020 Small Cities Development Grant Application Billing for Professional Services, \$4,614.09; Double D Gravel, Inc., Pavement Overlay – FEMA (5 sites), \$38,298.98; Rock County Highway Dept., 23.25 Ton Sand/Salt, \$930.00; Meulebroeck, Taubert & Co., PLLP, Audit for City & Sunrise, \$6,800.00; Peoples Bank, End of the Year Transfer to MM, \$100,000.00;; Motion by Arp, second by Garcia to approve the December claims to date, all ayes, carried;

Receipts noted: League of MN Cities, 2019 P/C Dividend, \$1,437.00; Rock County Treasurer, December 2019 Tax Revenue, \$36,418.73; Pipestone County Treasurer, 11/19 Distribution, \$52,148.37; C. DeSchepper, Sale of PW Truck '04 Chevy 1500 (Highest Bid), \$4,412.00; State of MN, LGA/PERA Aid/MV-Ag Credit, \$108,236.23;

DELINQUENT SEWER/WATER/GARBAGE:

The delinquent sewer, water and garbage report was discussed with the Council. Lingen provided the council with a Memo from the League of Minnesota Cities detailing that the city has a right to mandate that all landlords must have the SWG bill placed in their names, versus the in the tenants name.

Currently, one landlord has 4 tenants on the delinquent list. More information from other cities will be provided at the February Council meeting;

The aforementioned minutes have been drafted for approval.

Wellness Center/QCC: Eight new members since January 1, 2020. There have been numerous people using the QCC as for a place to walk indoors since the outside conditions do not allow that. Some individuals, who walk during the weekends or after 5 p.m., have been issued a key that allows them access to the QCC. Access to the Wellness Center is prohibited. We have also received numerous compliments on the workout facility;

NEW BUSINESS:

FOR 2020:

Motion by Arp, second by Garcia to appoint Leslie as Acting Mayor for 2020, all ayes, carried;

Motion by Arp, second by Garcia to approve Committees as presented, all ayes, carried. Garcia will be taking over Karen Dammam's previously assigned committees;

Motion by Arp, second by Garcia to appoint the Jasper Journal as the official city newspaper, all ayes, carried;

Motion by Leslie, second by Arp to designate Peoples Bank as the official depository, all ayes, carried;

Motion by Arp, second by Leslie to approve the 2020 IRS rate for mileage reimbursement at \$0.575/mile, down one half of a cent from 2019, all ayes, carried;

OLD BUSINESS:

Mayor Baustian would like to address the city's legal counsel at the February meeting;

PUBLIC WORKS REPORT:

No land use permits were issued during December;

Thode measured the cemetery for the placement of new trees. The area would fit up to 16 ornamental trees. The City of Luverne has flowering crab trees at their cemetery. Trees will be planted in the spring. Thode will obtain bids for the ornamental trees and provide at the February council meeting;

Thode repaired the hydrant located at the intersection of 3rd Street and Sherman Avenue South. This hydrant was installed in 1995 so it is recommended by Thode to replace the hydrant when the street project is completed this spring;

ITEMS ANYONE WANTS TO ADD TO THE AGENDA:

Lingen informed the council that Jim Dressen approached her about honoring the "Unsung Heroes" from WWI & WWII. Dressen stated that he would like to see a commemoration for the individuals who replaced the soldiers in the workforce. Many older children felt the pressure as they had to care for household duties and any younger children while the mother entered the workforce. Many sacrifices were made during the time. Dressen personally donated \$1,000.00 for the project;

Upcoming Meetings:

The aforementioned minutes have been drafted for approval.

Council Meeting, Tuesday, February 11, 2020 @ 7:00 p.m.;

Personnel Evaluations were scheduled for Tuesday, February 11, 2020 @ 6:00 p.m.;

Arp motioned to adjourn, Garcia second. All ayes, regular meeting adjourned at 8:12 p.m.

Cortney Kounkel, Clerk-Treasurer

Mike Baustian, Mayor

JASPER CITY COUNCIL MINUTES

Special Meeting – January 14, 2019;

The Jasper City Council of the City of Jasper met in said city, January 15, 2020 at the Jasper City Office. Council members present: Mayor, Mike Baustian, Dee Arp, Trinidad Garcia & Jeff Leslie; Employees present; Clerk-Treasurer Cortney Kounkel, Assistant Clerk-Treasurer Stella Lingen; Absent: Public Works Superintendent Brian Thode;; Teresa Keifer, Developmental Services Inc. Representative; Community Members: Sharon Lemly, Mary Arndt, Carolyn DeJongh and Kurt Jandl;

Sixty interest statement forms were mailed to Developmental Services, Inc. (DSI) from the City of Jasper and the City of Magnolia. The finalized grant application is due February 28, 2020. The City should expect to hear if the grant was awarded anytime from June 2020 to October 2020;

Teresa Keifer, Developmental Services Inc. Representative led the public hearing. Keifer stated that if any of the council members present applied for the Home Improvement Grant OR had family apply, the council member would be required to abstain from all voting due to conflict of interest. None of the Council Members present addressed a conflict of interest;

Keifer informed the Council that the preliminary proposal has been submitted to DEED. The City of Jasper received a 3 rating meaning we are marginally competitive. DEED advised Keifer to increase the amount per eligible household from \$18,750.00 to \$25,000.00. This would result in the City of Jasper having 16 homes completed versus the original 21. 5 homes in Magnolia will benefit from the Home Improvement Grants;

Motion by Arp, second by Garcia to authorize Developmental Services, Inc. to finish writing the grant application for the City of Jasper, all ayes, carried;

Effective tomorrow, Kounkel will place a grant proposal request notice in the Jasper Journal requesting other companies the opportunity to write the grant for the City of Jasper, motion by Arp, second by Garcia, all ayes, carried;

The aforementioned minutes have been drafted for approval.

Motion by Leslie, second by Arp, to approve the resolution for a cooperative agreement between the City of Jasper and the City of Magnolia, all ayes, carried;

Tennessee Warning Notice was signed by Mayor Baustian for data privacy relating to income verification;

Keifer then went on to explain the Home Improvement Grant process to interested community members. The program is eligible for individuals who live in their home 100% of the time. The home improvement grants help with energy efficiency which may include windows and shingles. Each home is eligible for up to \$25,000.00. If the community or homeowner adds more funds, more work to the home may be completed. DEED will act as the administrator for the grant with DSI receiving about 15% of the grant to offset the costs associated with completing the grant. The grant is available for all eligible rehabilitation projects-not renovations. This may include new siding, shingles, lead issues in windows, pipes and paints as well as getting all electrical up to code. DEED sets the tiered funding criteria;

There being no further business, Mayor Baustian adjourned the meeting at 9:06 p.m.;

Cortney Kounkel, Clerk-Treasurer

Mike Baustian, Mayor