

## JASPER CITY COUNCIL MINUTES

Regular Meeting –October 13, 2020;

In accordance with the requirements of Minn. Stat, Section 13D.021, Mike Baustian, the Mayor, has determined that an in person meeting is not practical or prudent because of a health pandemic or an emergency declared under Chapter 12 of the Minnesota Statutes;

Because of the emergency declaration it has been determined that attendance at the regular meeting location by members of the public is not feasible. Therefore, some or all of the City Council members may be participating by telephone or other electronic means;

Members of the public were invited to monitor the meeting via invitation or were invited to attend in person;

The Jasper City Council of the City of Jasper met via in-person/phone/video conference in said city on October 13, 2020. Council members physically present: Mayor Mike Baustian & Jeff Leslie; Council members attending via electronic means: Kim Lape, Dee Arp & Trinidad Garcia; Employees present: Clerk-Treasurer Cortney Kounkel; Assistant Clerk-Treasurer Stella Lingen; Public Works Superintendent Brian Thode; Pipestone Star's Kyle Kuphal via phone conference; Community Member: Lauren Houg;

Mayor Baustian called the regular meeting to order at 7:00 p.m. followed by the Pledge of Allegiance;

Community Concerns: Lauren Houg was present on behalf of herself and Lisa Houg, who are operating the daycare out of the QCC. Lauren stated that operations are working well so far however; the stove is not connected in the kitchen yet. Thode mentioned that Olsen Electric will have to install a 220 volt plug in but the oven and griddles need to be moved first. Kounkel will place them on Craigslist. Lauren currently occupies 1 room and has one three-month old in her care. Lisa has 5 children on a busy day, along with 2 more kids and 2 infants coming in the near future. Mayor Baustian mentioned that we have not figured out a rental price for the area. He stated that the Council would like to support the Houg's and ensure the daycare is successful before setting a rental amount that could be too steep for the Houg's. Baustian is proposing to charge the Houg's \$250.00 for the first 6 months and readdress the rental rate at that time. All council members agreed that this would be a fair amount. Lauren stated that they are still looking in government assistance for food. She also stated that some light bulbs are burnt out in both room and a Wi-Fi extender would be valuable. Thode will look into the Wi-Fi situation. Kounkel plans on purchasing a lock for the back door so families can enter the daycare through the alley;

Motion by Lape, second by Arp to approve the minutes from the Regular Meeting on September 8, 2020 with 3 spelling corrections, all ayes, carried;

Review and approve the September Claims to date: League of MN Cities, \$783.00, Membership Dues; Olsen Electric, Inc. Rough in Portion of Fire System in QCC, \$5,000.00; CARES Funding, \$21,500.00 to Local Businesses; Heiman, Inc., Fire Extinguisher Inspection, \$646.50; Olsen Electric, Inc., Final Bill for QCC Fire System, \$1,586.50; Motion by Arp, second by Lape to approve the September claims to date, all ayes, carried;

Receipts noted: SW/WC, \$7,379.44, Insurance Premium Refund;

The aforementioned minutes have been drafted for approval.

#### DELINQUENT SEWER/WATER/GARBAGE:

The delinquent sewer, water and garbage report was discussed with the Council. Kounkel provided the Council with recent tax rolls for a specific property in Jasper;

As discussed at the September Council Meeting, the city is currently looking into changing the SWG late fee which is currently set at \$10.00 to a higher amount. As mentioned at the previous meeting, some cities go by a percentage while others have a stricter amount than \$10.00. After placing a questionnaire on the ListServ, Kounkel heard from the following cities regarding their late fee for SWG accounts. The amounts are listed as follows:

- Stacy: \$12.00 plus 10% of balance;
- Finlayson: \$15.00;
- Barrett: 5%;
- Garfield: \$35.00;
- Round Lake: 10%;
- Courtland: \$10 plus 1.5% of past due;
- Claremont: 8%;
- Center City \$30;
- Cook 10%;
- Orr: \$5;
- Lafayette: \$15.00;
- Sanborn: \$15.00;
- Ranier: \$25.00;

Based off of the other cities late fee charges, the City of Jasper would like to increase the late fee from \$10.00 to \$25.00 while keeping the disconnect/reconnect fee at \$100.00 (\$50.00 for water, \$50 for sewer). Once services are disconnected, Public Works will have 72 hours to reconnect the services. This is due to residents continuously ignoring the notice sent from the city until their services are suspended. The residents then want their water turned on ASAP. Thode also mentioned that the city should initiate a fee for snowbirds that have their services disconnected while they vacation down south during the cold months. Previously, the city did not have a fee for this service. Thode recommends setting the fee at \$25.00 for the shut off and \$25.00 for when services are reconnected. Motion by Lape, second by Leslie to increase the City of Jasper's SWG late fee from \$10.00 to \$25.00; allowing the Public Works Department 72 hours to reconnect service after disconnection has occurred; and initiating a \$25.00 charge for snowbirds when services are disconnected during winter months and a \$25.00 charge when services are reconnected in the spring; all effective January 1, 2021, all ayes, carried;

#### Wellness Center/QCC:

Midwest Alarm and State Fire Marshall Inspection Reports were provided for the Council to review;

#### NEW BUSINESS:

The aforementioned minutes have been drafted for approval.

Baustian, Lape and Kounkel met prior to the Council meeting to review the Coronavirus Aid, Relief and Economic Security Act Fund (CARES) applications. No additional applications were received from local businesses. Motion by Arp, seconded by Garcia to allocate an additional \$3,000.00 to the Jasper Volunteer Fire Department; an additional \$3,000 to the Jasper Community Ambulance, \$600.00 for office supplies correlating to Covid-19 procedures; \$2,900.00 for sanitizing products, all ayes, carried. Additional funds are still available. Therefore, if the Fire Department or Ambulance Association has any additional expenses associated with Covid-19 Preparedness, documentation will be needed by November 9, 2020. Garcia questioned whether the city could share these sanitizing products with residents. The plan discussed between Baustian, Lape & Kounkel was to offer some products to the local businesses to ensure they are compliant with the Department of Health's recommendations. Kounkel will look into whether the city can share these supplies with community residents and bring the information back to the Council;

Heiman, Inc. recently completed our fire extinguisher inspections. Heiman, Inc. recommended that the city place a fire extinguisher in the Ford Tractor, IH Dump Truck, Case Tractor, Sweeper, Jetter, Chevy Dump Truck and Plow Truck. According to Thode, most of the extinguishers would sit without being used; therefore, whenever the trucks are in use, the extra fire extinguishers from the city shop are placed in the equipment being used. Thode's recommendation is to not spend additional funds on equipment that is not being used;

#### OLD BUSINESS:

As discussed at the September Council meeting Internet Access at Truck Parking/Yard Waste was required as the city previously fed the cameras off of Jasper Sunrise's internet feed. Thode was able to connect the cameras to QCC internet feed as it was a straight shot to the cameras. No additional installation of services was required;

#### PUBLIC WORKS REPORT:

Land Use permits issued during September were as followed:

- John Haack, 518 4<sup>th</sup> Street West, Utility Shed;

A bid for a John Deere Loader Tractor was presented to the Council. The old tractor that the Public Works Department is currently using could be used in the future if a large amount of snow falls. The John Deere Loader Tractor would come in handy for hanging Christmas décor. The Council and Public Works Department have been contemplating the purchase of a new tractor for some time while continuing to maintain the old tractor. More money will be put towards repairs than what the old tractor is worth. Thode will ask the John Deere Implement about a warranty and find out more information about the bucket;

Thode provided a quote for the planting of 19 additional trees at the cemetery. Due to Covid-19, Sunnyside Nursery is unsure on when they will be able to get the trees in, however, it was recommended to order them now. The trees will cost \$119.00 per tree for a total of \$2,261.00. Thode also mentioned to plant a hybrid, seedless cotton at the campground. The cotton tree is fast growing

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and can be up to 35' within 8 years. Thode mentioned ordering 3 for by the campsites to provide shade. The cotton trees cost \$100.00 per tree. Motion by Lape, seconded by Garcia to approve the purchase of the cemetery and campsite trees as mentioned above, all ayes, carried;

ITEMS ANYONE WANTS TO ADD TO THE AGENDA:

Leslie mentioned that he has two interested individuals who would like to join the Jasper Volunteer Fire Department. Leslie is also talking with two other potential members;

Upcoming Meetings:

Council Meeting, Tuesday, November 10, 2020 @ 7:00 p.m.;

Leslie motioned to adjourn, Lape second. All ayes, regular meeting adjourned at 7:44 p.m.

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Cortney Kounkel, Clerk-Treasurer

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Mike Baustian, Mayor