

City of Tyler
City Council Meeting 6:00 pm
Monday, January 9, 2023
Tyler Fire Hall 101 E. Lincoln St. Tyler, MN 56178

Members present: Joan Jagt, Tim Sanderson, Kenneth Jensen, Scott Dressen, James Telgren, and Cricket Raschke.

Members absent: None.

Others present: Stephanie LaBrune - City Administrator, Glen Petersen – City Attorney, AJ Anderson – Acting-Police Chief, Mark Wilmes- Tyler Tribute, Owen Todd- Bolton & Menk, Matt Miller- Bolton & Menk, Polly Dressen, and Monica Lutterman.

A. Mayor Jagt called the meeting to order at 6:00 PM.

B. Pledge of Allegiance

C. Approval of Agenda

Mayor Jagt called for a motion to approve the agenda. Raschke made a motion to approve the agenda and Jensen seconded the motion. Approved by: Jensen, Raschke, Jagt, Dressen, and Sanderson; Opposed: none. Motion granted.

D. Oath of Office –Re-elected Mayor, Joan Jagt, re-elected council member Cricket Raschke, and newly elected council member James Telgren performed their oath of office and were sworn into office by City Administrator-Clerk LaBrune. Outgoing Council Member Tim Sanderson expressed his gratitude to the council during his eight years of service on the council. James Telgren then took over Sanderson’s seat on the Council.

E. Approval of Minutes

Mayor Jagt, asked for a motion to approve the minutes of the December 5th 2022 council meeting. Jensen motioned to approve the December 5, 2022 council meeting minutes and Raschke seconded the motion. Approved by: Telgren, Jagt, Jensen, Dressen and Raschke; Opposed: none. Motion granted.

F. Declare Conflict of Interest – No conflicts declared.

G. Public Comment –

1. Polly Dressen expressed her concern with the condition of the main street sidewalks, curbs, and handicapped areas. She stated that the businesses are having a hard time clearing the snow and ice and suggested that the city hire a contractor to do the work and have the charges assessed to the business owners on main street. She also asked if more work was going to be done with the blight properties in the city. She said that Good’s property on HWY 14 is still a mess. Monica Lutterman expressed her appreciation to Acting-Chief Anderson for Law Enforcement Appreciation Day. Mayor Joan Jagt also stated that she too wanted to say thank you to Anderson for his service to the community in recognition of Law Enforcement Day.

H. New Business

1. **SRTS Infrastructure Project-** City Engineers, Owen Todd, and Matt Miller from Bolton & Menk presented to the council that the Safe Routes to School Infrastructure plans are eighty percent complete. Todd stated that following the public meeting, he and Administrator LaBrune met with MNDOT to discuss project costs the availability of additional grant funds for the project and MNDOT said that the cap on the SRTS infrastructure grant is \$500,000 in which the city will be receiving. Todd also said that MNDOT seemed fairly certain that the city could turn around and apply for additional funds through SRTS or the TAP programs to

connect the sidewalks to the fairgrounds and downtown areas. Todd said that with material costs rising, the engineer's estimate for the project is much higher than \$500,000, MNDOT agreed to let the city scale back the project to get as close to the \$500,000 grant limit. LaBrune stated that she felt it was the best option for the city to stay within the budget. Following the discussion, the council came to the consensus to focus on the project area closest to the school and later apply for grants to expand the sidewalks towards the downtown area and fairgrounds. Todd stated that the project is expected to go out for bids in the first part of February.

2. **Resolution 2023-01, 2023 Meeting Dates-** Mayor Jagt presented resolution 2023-01. Dressen made a motion to approve resolution 2023-01 setting the official meeting dates of the city council as presented and Telgren seconded the motion. Approved by: Dressen, Jagt, Telgren, Jensen, and Raschke; Opposed: None. Motion granted.
3. **Resolution 2023-02, 2023 Official Depositories for City Funds & Newspaper-** Mayor Jagt presented resolution 2023-02 to the council and Jensen made a motion to approve resolution 2023-02 and Raschke seconded the motion. Approved by: Jagt, Telgren, Jensen, Dressen, and Raschke; Opposed: none. Motion granted.
4. **Resolution 2023-03, 2023 Committee and Board Appointments-** Mayor Jagt presented her list of committee and board appointments to the council through resolution 2023-03. She stated that the appointment of Fire Chief would be approved during the March council meeting when the Fire Department gives their annual report and refers their appointment of Chief to the city council. Following discussion on the appointments, Raschke made a motion to accept Mayor Jagt's committee and board appointments by resolution 2023-03 and Dressen seconded the motion. Approved by: Jagt, Telgren, Jensen, Dressen, and Raschke; Opposed: none. Motion granted.
5. **2022 Audit Proposal-** Administrator LaBrune presented the 2022 audit proposal given by Meulebroeck, Taubert & Co., PLLP in the amount of \$14,450. After discussion, Jensen made a motion to accept the 2022 audit proposal and Dressen seconded the motion. Approved by: Jagt, Telgren, Jensen, Dressen, and Raschke; Opposed: none. Motion granted.
6. **Ball Diamond Sub-Lease Agreement-** Attorney Petersen presented a sub-lease agreement to the council that would allow the Tyler Boat Center to sublease a small area of land located in the northwest corner of the Lincoln County fairgrounds property for the purpose of temporarily storing boats. Petersen explained the conditions of the agreement and the council discussed. Following discussion, Jensen made a motion to approve the sub-lease agreement to the Tyler Boat Center as presented with an annual sub-lease rate of two hundred dollars. Raschke seconded the motion. Approved by: Jagt, Telgren, Jensen, and Raschke; Opposed: none; Abstained: Dressen; Motion granted.
7. **Police Officer Union Contract; 8. Police Chief Union Contract and MOU; 9. Administrator Review-** Mayor Jagt stated that the personnel committee and LaBrune had met and Anderson and the union representative to negotiate the 2023/2024 Police Officer and Police Chief contracts and the Personnel Committee also met with LaBrune to perform her annual review. Jagt stated that committee would like to have a closed session to discuss personnel matters pertaining to the approval of the union contracts and personnel reviews. She asked both Anderson and LaBrune if they were both ok with closing the meeting to discuss personnel related information. Anderson and LaBrune agreed to close the meeting. Closed session was held by the full city council with the inclusion of Petersen, Anderson and LaBrune from approximately 7:28p.m. to 7:33p.m. to discuss police department personnel and contracts and closed session was held by the full council Petersen and LaBrune from

approximately 7:33p.m. to 7:35p.m. to discuss the Administrator's review. Following closed session, members of the public returned to the meeting and Mayor Jagt asked for a motion to approve both the Police Officer and Police Chief contracts as presented along with a memorandum of understanding to the Police Chief contract stating that Anderson be promoted to the Chief of Police position at the twelve-month wage rate according to the Chief contract, subject to a nine-month trial period. Jensen made a motion to approve both contracts and the MOU as presented and Telgren seconded the motion. Approved by: Jagt, Telgren, Jensen, Dressen and Raschke; Opposed: none. Motion granted. Mayor Jagt then asked for a motion to approve LaBrune's satisfactory review and performance increase placing her at step six of the city's proposed 2023 pay scale. Raschke made a motion to approve LaBrune's review and performance increase as presented due to her excellent performance. Telgren seconded the motion. Approved by: Jagt, Telgren, Jensen, Dressen, and Raschke; Opposed: none. Motion granted.

10. Resolution 2023-04, 2023 Employee Pay Scale & COLA- Jagt presented resolution 2023-04 establishing the 2023 pay scale which includes the five percent COLA as approved in the 2023 budget. Following discussion, Raschke made a motion to approve resolution 2023-04 and Dressen seconded the motion. Approved by: Jagt, Telgren, Dressen and Raschke; Opposed: Jensen. Motion granted.

I. Council / Staff Reports

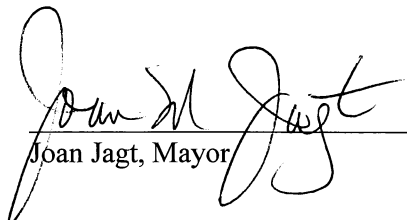
- 1. Councilmember Dressen-** Asked the council if certain neighborhoods could get a pass concerning the clearing of sidewalks. The council briefly held a discussion on clearing snow from sidewalks and consensus of the council was to have Chief Anderson focus on enforcing the sidewalk rules in the area of HWY 14 and north Tyler Street in the business areas instead of the residential areas.
- 2. Administrator LaBrune-** Report handed out to the council.
- 3. Utility Supervisor Guida-** Absent; Report handed out to the council.

J. Financial Reports

- 1. Statement of Revenues & Expenditures**
 - a.** LaBrune presented the financial reports from December, 2022 as well as the year end 2022 reports. Reports were discussed. Dressen made a motion to accept the financial reports as presented and Telgren seconded the motion. Approved by: Telgren, Jagt, Jensen, Dressen, and Raschke; Opposed: None. Motion granted.
- 2. Approve Claims**
 - a.** LaBrune presented the claims from December, 2022. After discussion, Raschke made a motion to accept and pay the bills as presented. Jensen seconded the motion. Approved by: Dressen, Jagt, Jensen, Telgren, and Raschke; Opposed: None. Motion granted.

K. Adjourn

With there being no further items before the Council, Dressen made a motion to adjourn at 7:52pm and Raschke seconded the motion. Approved by: Jagt, Dressen, Telgren, Jensen, and Raschke; Opposed: None. Motion granted.


Joan Jagt, Mayor

ATTEST:


Stephanie LaBrune, City Administrator-Clerk