

Tyler City Council Agenda
6 p.m. Monday, November 6, 2023
Tyler Fire Hall - 101 E. Lincoln St, Tyler MN

Members present: Joan Jagt, Cricket Raschke, Scott Dressen, Keith Lindeman, Karen Meyers,

Members absent: None

Others present: Terry East - City Administrator, Shelly Finzen – Recorder, Mark Wilmes – Tyler Tribute, AJ Anderson – Police Chief, Judd Guida – Utilities Supervisor, Glen Petersen – Legal Counsel

A. CALL TO ORDER

Mayor Joan Jagt called the meeting to order at 6:00 p.m. All members of the council were present.

B. PLEDGE OF ALLEGIANCE

The mayor led the council and visitors in the Pledge of Allegiance

C. APPROVAL OF AGENDA

Under NEW BUSINESS, 6. Transfer land deeds from RTR School District to City of Tyler and from City of Tyler to RTR School District and 7. Remove the buildings on the former RTR High School plot were combined. Under NEW BUSINESS, The agenda was approved as modified.

M Dressen S Raschke Action Pass

E. APPROVAL OF MINUTES

1. October 2, 2023 City Council Meeting Minutes

The minutes of the Oct. 2 meeting were approved as submitted.

M Meyers S Lindeman Action Pass

E. DECLARE CONFLICT OF INTEREST

There were no conflicts of interest declared.

F. PUBLIC COMMENT

Members of the public are allowed 3 minutes each to address the council, no action will be taken by the council at this time.

No members of the public were present for the meeting; however, Mayor Joan Jagt took the opportunity to formally thank Sandra Bakker for the extra work she put in while the Deputy Clerk position was vacant. Jagt said that Bakker spent many extra hours at the office to make sure everything was done on time.

G. OLD BUSINESS

1. Cloud Storage options

Library Director Shelly Finzen presented two options for cloud storage. According to Finzen, Dropbox.com and Box.com offer similar features and neither are HEPA privacy compliant, but access can be as restricted as we want it to be. Dropbox.com will give the City access to 9T of storage space, while Box.com gives unlimited space. The cost for 3 users in Dropbox.com is \$720 annually for three users, versus \$1008 annually for three users at Box.com. Finzen recommended that the City upgrade the library's Dropbox.com account to a Business Level account for \$720 per year.

A motion was made to use Dropbox.com for the City's cloud storage option.

M Raschke S Dressen Action Pass

2. Snow Removal Grant

City Administrator Terry East presented an update to the 2024 Snow Removal Grant. East stated that the grant had been approved for 2024 in an amount of \$20,179.

3. Sewer Project

East said that the City is moving forward with the sewer project. He hopes to bid in early 2024.

4. City Hall Building Project

East said that he has spoken to an architecture firm, Engen, about the new City Hall/Library/Police Department. East and Mayor Jagt verified with legal counsel that they do not need to bid out for the architect, which is good because Engen is the only architect firm that responded to the City.

H. NEW BUSINESS

1. Add Kara Cowlham as a contact person for all City of Tyler accounts, including credit cards, checking, savings, and investment accounts.

Jagt informed the council that the bank needs permission to add the new Deputy Clerk, Kara Cowlham as a contact person for all City of Tyler Accounts.

A motion was made to add Kara Cowlham as a contact person for all City of Tyler accounts, including but not limited to credit cards, checking accounts, savings accounts and investment accounts.

M Dressen S Meyers Action Pass

2. Give Terry East and Kara Cowlham full access to all City of Tyler accounts, including checking, savings, credit cards, and for signing checks.

Jagt informed the council that the bank needs permission to allow City Administrator Terry East and Deputy Clerk, Kara Cowlham as a signatory for all City of Tyler accounts.

A motion was made to give Terry East and Kara Cowlham full access to all City of Tyler accounts, including but not limited to checking, savings, credit cards, and to make them signatories for signing checks.

M Dressen S Lindeman Action Pass

3. Approve TRED Platts in Highway 14 Development Project

East offered an update on the TRED Development project. He said that the Platt Map has been updated by Bolton & Menk. East reported that there is strong interest in lots 3-8 on the west side of the development and lots 3-5 on the east side of the development.

A motion was made to approve the Highway 14 Development Plan.

M Lindeman S Dressen Action Pass

4. Approve new setbacks for TRED Shed project

- i) 10' front, 5' on each side, and 15' in the rear and approve 8ft tall fences

According to the TRED Meeting Minutes, the TRED Board discussed the setbacks for the Highway 14 Development lots. They are requesting that the city approve setbacks as follows: 10' in the front of the lot, 5' on each side of the lot and 15' in the rear of the lot. They also requested that 8' tall fences be allowed in that subdivision, with a built-in restriction on the fencing materials allowed (for example, they cannot build a fence of barn tin).

A motion was made to approve the setbacks as presented by the TRED Board.

M Meyers S Lindeman Action Pass

5. Platts in North City Development Project

East presented two options for platting out the North City Development project. The council could approve a 7-plot development or they could approve a 5-plot development. East stated that he has had more interest from the public in bigger lots. Part of the reason the public wants a wider plot is that about half of the lots are taken up by a county drainage ditch, according to East.

East stated that there is strong interest from the public in building in the development. “[There are buyers who] have expressed an interest in two of the lots,” East stated.

A motion to approve the larger, 5-plot plan was made.

M Dressen S Raschke Action Pass

Discussion moved to the price these lots will sell for. East explained that the individuals who showed strong interest are waiting on the City to give them a price before they decide to move forward or not. “[The buyers’] offer is contingent on the City Council’s approval and also upon the price set for those lots,” East stated. He clarified that these lots are for a house and garage only, not for large sheds.

The council decided to sell lots by square foot, taking into account that up to ¾ of the lot will be trees and water, which will be non-usable but will provide a nice view. Additionally, there is not currently sewer access for that development, so purchasers would need to install their own septic system, which can cost around \$15,000.

East reached out to the City of Lake Benton to see what they charge per square foot for their lots. The response they gave was “anywhere from a quarter to 50 cents up to 75 cents per premium on the water.” If the City of Tyler opted for 50cents per square foot, it would make the average cost per lot around \$29,000. This may scare some prospective buyers off. “Selling these five lots are not going to make or break our town,” East said, “It’s going to help us put some money in the bank and help us get some water and sewer up that way at some point in time. It’s going to cover a little bit of that cost. But we don’t want just one house there and everybody else buying lots in Lake Benton because they are 40 cents per square foot.” The benefit of getting houses built on those lots will be the annual real estate taxes coming in as revenue for the City.

A motion was made to set the price of the five lots without sewer access in the North City Development at 40 cents per square foot.

M Dressen S Lindeman Action Pass

1. Transfer land deeds from RTR School District to City of Tyler and from City of Tyler to RTR School District.

The City of Tyler and RTR School District have an agreement that the deed to the land where the old high school stood would be transferred to the City of Tyler and that an equal amount of land would be transferred to ownership of RTR School District after five years. Part of the agreement was that the RTR School District would remove ALL buildings on the land where the old school stood. The time has come for the land to be transferred, but the old buildings remain on the land. East proposed to complete the land transfer and the Tyler Fire Department will burn the buildings as part of a training and RTR School will clean up the debris. East requested approval of the land transfers with the understanding that RTR will be removing the buildings for the City of Tyler at no charge. He also noted that there is a well on the property coming from the school district.

A motion was made to complete the land transfers with the understanding that RTR will be cleaning up the debris when the fire department has completed the Training burn.

M Dressen S Raschke Action Pass

2. Approve Keith Lindeman to finish term until 2024

Council member Keith Lindeman’s term would end Dec. 31 of 2023. The council would like him to continue his term until the end of 2024, which will allow a special election to be held for that position.

A motion was made to appoint Keith Lindeman to continue his term through the end of 2024.

M Meyers S Raschke Action Pass

3. Approve selling Snow Blower to the City of Lake Benton for \$3000.00

The City of Lake Benton is interested in purchasing the City of Tyler's old snowblower for \$3000.

A motion was made to sell the snowblower to the City of Lake Benton for \$3000.

M Dressen S Raschke Action Pass

4. Adopt Resolution 2023-18 RESOLUTION SUPPORTING PURSUIT OF 2023 LOCAL ROAD IMPROVEMENT PROGRAM FUNDING FROM MnDOT FOR THE LINCOLN STREET IMPROVEMENTS PROJECT

Mayor Jagt reported that Bolten & Menk will apply for a road improvement grant on behalf of the City of Tyler to repair a bulging manhole on Lincoln Street. According to Jagt, there is up to \$1.5 million available in grant funding. Utilities Supervisor Judd Guida presented photos of the sewer line inspection for that manhole and there are several areas in the line where the pieces are offset from one another. "We're not sure what exactly is causing it," Guida stated, "but either the road is sinking or the storm sewer is being pushed out." The photos are being used to determine the cause, but are also being used as proof in the need for the grant funding.

Guida said that the grant is an agricultural grant because of the farm traffic that use Lincoln Street for the elevator. They are requesting Letters of Recommendation from the business owners on Lincoln Street. The plan to focus on the one-block section from County Road 8 to Maple Street for the grant and the repairs. The Project would be complete in 2025.

A motion was made to adopt Resolution 2023-18.

M Meyers S Lindeman Action Pass

5. Adopt Resolution 2023-19 RESOLUTION ADOPTING THE 2024 PROPOSED PEDESTRIAN RAMP AND DRIVEWAY PROJECT

East explained that in 2018, Joe Wilson of Lincoln County prepared a grant proposal that included funding for replacing pedestrian ramps and the ends of driveways down Tyler Street to make them ADA Compliant. The proposal was never actually submitted, but the project estimate was \$40,000. Since the original planning, the project cost has increased to \$96,000, with \$16,000 being the responsibility of The City of Tyler and \$80,000 coming from the grant funding.

A motion was made to adopt Resolution 2023-19 RESOLUTION ADOPTING THE 2024 PROPOSED PEDESTRIAN RAMP AND DRIVEWAY PROJECT

M Raschke S Meyers Action Pass

H. COUNCIL / STAFF REPORTS

1. Utilities

Guida reported that he continues to work on the 2024 Budget. He is also working on getting the old City maps updated and digitized so they are easier to use and make available to contractors working in the community.

Guida reported that the City's Sidewalk Project is mostly finished and the Dollar General Sidewalk has been completed.

Guida reported that he has not been able to find either a plow truck or a hotbox, both of which were approved at the October meeting.

Guida reported that the city park bathrooms have been closed for the winter.

Guida reported that there were three power outages in the month of October. One was due to a lightning strike, There was a downed powerline behind the post office. There was also a blown fuse on the west side of town. The Electric Department continues to convert street lights to LED to be more power efficient.

Guida said that the Sewer Department discharged the sewer ponds to where they need to be to get through the winter.

Guida reported that the City Burn Site will remain open until snow removal begins or until Thanksgiving at the latest. He said there has been some problems with the natural gas odorizer, but he believes that has been worked out.

Mayor Jagt asked if there are enough of the decorative Christmas lights displays to put around, specifically the snowflakes. Guida reported that there are two extra snowflakes. Jagt said that the Lions Club would be willing to purchase more displays if needed.

2. Police

Police Chief AJ Anderson presented the Police report. During his report, he reported that the new squad car is in Blaine with an expected arrival date in December. A local person has offered to purchase the Ford. Anderson requested that the City of Tyler declare the Police pickup as surplus so that it can be sold.

A motion to declare the Police Pickup as surplus was made.

M Raschke S Meyers Action Pass

Anderson reported that he has a major POST Board audit coming up. He has successfully updated the Tyler Police Department Handbook in preparation for the audit. He requested that the council approve the handbook.

A motion to approve the TPD Handbook was made.

M Meyers S Raschke Action Pass

Anderson reported that there was an incident at the Lincoln County Jail where an inmate was out of control and was throwing items. Members of the Lincoln County Sheriff's Office and Tyler Police Department were able to restrain the inmate in his cell and then transfer him to another facility.

During the month of October, the Tyler Police Department made the following calls: 33 traffic calls, 3 medical calls, 3 civil calls, 2 calls for theft, 1 warrant, 2 death investigation calls, 3 welfare checks, 5 animal complaint calls, 9 calls for suspicious activity, 3 Child Protective Services calls, 1 pursuit assist, 2 alarm calls, 1 jail incident, 1 gas drive-off call, 1 call for property damage, 1 call for assault, 3 calls for crashes, 2 calls on fraud, 3 domestic calls and 7 vulnerable adult calls.

J. FINANCIAL REPORTS

1. Statement of Revenues and Expenditures

The Council reviewed the financial statements. Jagt and East explained that Kara is still working to make the financial statements look like they did before, but the process that Teri Ryan used was rather labor intensive. There were no questions about the financial statement.

2. Approve Claims

The Claims were reviewed and a motion to accept the claims was made.

M Raschke S Lindeman Action Pass

K. ADJOURN

With no further business to discuss, a motion to adjourn the meeting was made.

M Dressen S Raschke Action Pass



Joan Jagt, Mayor

ATTEST:



Terry East, City Administrator-Clerk