

SWANVILLE CITY COUNCIL MINUTES

JANUARY 9, 2024

CITY COUNCIL MEETING
CITY OF SWANVILLE

Minutes of the Swanville City Council meeting held in the Swanville Center on Tuesday, January 9, 2024. The meeting called to order 7:00p.m. with the following members present: Sandy Lange, Norm Carlson, Jim Molitor and Tony Maciej. Absent: John Dragseth. Also present: Lila and Scott Drager, Jim Spetz, Brian and Janelle Terhaar.

Minutes of the Swanville City Council meeting Tuesday, December 9, 2023 were reviewed. A motion was made by Jim Molitor to approve the minutes. Tony Maciej seconded the motion. All members voted in favor, motion carried.

The treasures report was given. A motion was made by Tony Maciej and seconded by Norm Carlson to approve the treasurer's report. All members voted in favor, motion carried.

Scott and Lila Drager were present to go over the plans to block in a 2' overhang, put a gravel driveway with a cement apron off of 3rd street and lay a 25'x12' cement pad all in the back of the house at 302 Rhoda Avenue. All of this work will be over 50% impervious coverage of the property and will be next to the property line to the west. It was decided a Public Hearing will have to take place. The meeting will take place at 6:45pm just before the next regular monthly meeting on Tuesday, February 6. Letters will be sent out to residents 350' around the property and notices will be put up.

Scott and Lila Drager wanted to discuss with council adding a house number to the back entrance of the house where a driveway would be added. Council agreed to have the house number as 303-3rd Street.

Janelle and Brian Terhaar were present to go over with council their plans to purchase the property at 505 DeGraff Avenue and turn the house into an assisted living home. They would like to add onto the existing house an addition to the north and parking space toward the alley. A Public Hearing will have to held, letters will be sent out to residents within 350' from the property and notices will be put up for a conditional use permit to be obtained for this property. The Public Hearing will take place Monday, January 22, 2024 at 6:00pm.

Mayor Lange presented to council the proposed legal contract with Joe Krueger and the law firm of Quinlivan & Hughes, PA. After discussion, Tony Maciej made a motion to accept the legal contract with the Quinlivan & Hughes, PA. Norm Carlson seconded the motion. All members voted in favor, motion carried.

Utility rates were looked at and discussed. Council was in favor of not raising rates at this time but will re-evaluate after the 2023 audit is finished.

The 2024 Local Board of Appeal and Equalization is scheduled for Wednesday, April 24, 2024 at 10:30am in the Swanville Center. There has to be at least one council member qualified to be on the board. At this time Mayor Lange and John Dragseth are qualified.

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Morrison County is giving a recycling grant in the amount of \$1687.28 and a clean-up day grant for \$734.72. Council discussed having the clean-up day take place on Saturday, May 11, 2024. The clerk will check with Long Prairie Sanitation and see if roll offs will be available that date.

The annual review was conducted at the end of December for the city maintenance worker and clerk/treasurer. Norm Carlson and Tony Maciej performed the review.

This being the first meeting of the year, the following organizational actions were made:

1. Jim Molitor will be acting Mayor in the absence of Mayor Lange.
2. The First State Bank of Swanville will be the designated depository of the City.
The Morrison County Record will be the designated official newspaper of the City.
3. The regular meeting date for the City Council meeting is the first Tuesday after the first Monday of each month at 7:00pm. Special meeting only after proper notification and publication.
4. The Bond of the City Clerk/Treasurer will be set at \$12,000.00.
5. Assigned duties to the following Council Members and Citizens of the Community:
Community Center- Julie Hollermann & John Dragseth
City Park-Lonny Hutchins and Sandy Lange
Streets and Sidewalks- Tony Maciej and Lonny Hutchins
Springbrook Cemetery-Julie Hollermann and Lonny Hutchins
City Weed Inspector-Jim Molitor and Lonny Hutchins
Rural Fire Assoc. Rep-Sandy Lange and Tony Maciej
6. City Attorney-The law office of Quinlivan & Hughes
7. City Engineer-Moore Engineering
8. Representative on the Senior Center Board-Norm Carlson
9. Planning and Zoning Committee-All of City Council Members and Lonny Hutchins.
10. Well Head Managers-Lonny Hutchins and Jim Molitor

A motion was made by Tony Maciej to accept these actions as listed. Norm Carlson seconded the motion. All members voted in favor, motion carried.

Salaries for Employees and Council Members for 2024:

1. Mayor's salary-\$1800.00 annually+\$20.00per hour for special meetings(1 hour min pay).
Norm Carlson made a motion to raise the Mayor salary to \$2000.00 annually. Tony Maciej seconded the motion. All members voted in favor, mayor abstained. Motion carried.
2. Council Members salary-\$900.00annually+\$20.00per hour for special meetings(1 hr min pay).
3. Clerk/Treasurer salary-\$1350.00 monthly+\$20.00 per hour for special meeting(1 hr min pay)
Norm Carlson made a motion to raise the clerk/treasurer salary to \$1650.00 a month + the ESST 48 hrs sick pay.
4. Maintenance Worker Salary -\$45,320.00 Annual wage+60% health care+disability ins & 2 weeks paid vacation and cell phone monthly fee.
Norm Carlson made a motion to raise maintenance worker salary 3.25%, 3 weeks' vacation, total 96 hr sick pay. Total salary \$46,770.24. Tony Maciej seconded the motion for clerk/treasurer and maintenance worker salary. All voted in favor, Mayor abstained. Motion carried.

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5. Substitute Maintenance Man Salary-\$16.00 per hour
Jim Molitor made a motion to raise substitute salary to \$20.00 an hr. Norm Carlson seconded the motion. All members voted in favor, Tony Maciej abstained. Motion carried.
6. Park & City Centers Cleaner-\$12.00 per hour
7. Summer part-time worker-\$12.00per hour
Tony Maciej made a motion to raise summer worker to \$15.00per hr. Norm Carlson seconded the motion. All members voted in favor, motion carried
8. Mileage at present \$.60 a mile. Council decided to raise this to match the states mileage rate of \$.67 a mile.

The following claims were presented for payment. Members of the council were furnished with a listing. Jim Molitor made a motion to approve the claims. Norm Carlson seconded the motion. All members voted in favor, motion carried.

The next regular monthly meeting will be held Tuesday, February 6, 2024 at 7:00pm in the Swanville Center. The Public Hearing will begin at 6:45pm

There being no further business, a motion was made by Norm Carlson and seconded by Tony Maciej to adjourn. All members voted in favor, motion carried. Meeting adjourned 9:15pm.

Julie Hollermann, City Clerk/Treasurer

PUBLIC HEARING
MONDAY, JANUARY 22, 2024

A Public Hearing took place Monday, January 22, 2024 at 6:00pm to hear input from Residents about the proposed Assisted Living Home which will require a Conditional Use Permit for the lot involved. Councilmembers present: Sandy Lange, Norm Carlson, Tony Maciej, and Jim Molitor. Also present, Brian and Janelle Terhaar, Julie and Jim Spetz, Diane Cornell, Joe Duclos, Steve Peterson and Lonny Hutchins.

Mayor Lange opened the Public Hearing and asked the Terhaar's to explain their plans for the assisted living home. The proposed assisted living home would have a common dining and living room, with a possible 20 resident rooms. A 30' or 40' x 100' possible addition onto existing house is being planned. The floor was open to discussion. Once all residents present had their questions answered, Mayor Lange then read Ordinance #24-0122. This would be an amendment to section 2.2 and 5.9 to include assisted living. Tony Maciej made a motion to adopt Ordinance #24-0122. Norm Carlson seconded the motion. All members voted in favor, except Jim Molitor abstained. Motion carried. Then Mayor Lange read the Conditional Use Permit which states the City of Swanville gives 505 DeGraff a Conditional Use Permit(CUP) to have an assisted living house on the property with a maximum of 20 residents and the CUP applies only to the Terhaar owner, any other owner would have to reapply for a new CUP. With that being said, Tony Maciej made a motion to accept the Conditional Use Permit as stated. Norm Carlson seconded the motion. All members voted in favor, except Jim Molitor abstained. Motion carried.

No building permit was issued. Mayor Lange then closed the meeting at 6:30pm