

April 28, 2020 Royalton Township Reorganizational Board Minutes

Royalton Township Reorganizational Board Meeting Minutes
6052 Royalton Road, Braham, MN 55006

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28 April 2020

Approved

6:01 p.m., 28 April 2020, Chair Wayne Olson called the reorganizational board meeting to order. This meeting was conducted by teleconference in accordance with the Governor's emergency pandemic order and the town board's resolution on teleconferencing. Per roll call: Supervisors Marshall Pearson and Jeff Schlaeger, Treasurer Wendy Tchida, and Clerk Duane Swanson were present. Zoning Administrator John Kemen, Deputy Clerk Priscilla Schneider and Road Superintendent Dan Saumer also were present as were additional members of the public.

Supervisor Schlaeger moved, Supervisor Pearson seconded, to approve the agenda as distributed. Roll call: Chair Olson, "aye"; Supervisor Pearson, "aye"; Supervisor Schlaeger, "aye". The motion carried unanimously.

Supervisor Pearson moved, Supervisor Schlaeger seconded, to nominate Chair Olson for the position of chair and to cast a unanimous ballot for him. Chair Olson indicated he would accept the appointment. Roll call: Chair Olson, "aye"; Supervisor Pearson, "aye"; Supervisor Schlaeger, "aye". The motion carried unanimously.

Chair Olson moved, Supervisor Schlaeger seconded, to nominate Supervisor Pearson for the position of vice-chair and to cast a unanimous ballot for him. Supervisor Pearson indicated he would accept the appointment. Roll call: Chair Olson, "aye"; Supervisor Pearson, "aye"; Supervisor Schlaeger, "aye". The motion carried unanimously.

Supervisor Schlaeger moved, Chair Olson seconded, to set the regular board meetings for the last Tuesday of each month, excepting December, at 7:30 p.m. in the Royalton Town Hall, with the regular monthly planning commission meetings to be held on the same day at 7:00 p.m. in the town hall. Roll call: Chair Olson, "aye"; Supervisor Pearson, "aye"; Supervisor Schlaeger, "aye". The motion carried unanimously. The Clerk will post this schedule as required by law.

Supervisor Schlaeger moved, Supervisor Pearson seconded, to set the regular December board meeting at 7:30 p.m., 15 December 2020, in the town hall with the regular planning commission meeting preceding it at 7:00 p.m. Roll call: Chair Olson, "aye"; Supervisor Pearson, "aye"; Supervisor Schlaeger, "aye". The motion carried unanimously.

Supervisor Schlaeger moved, Chair Olson seconded, to designate the Pine City *Pioneer* as the official newspaper for the town, to designate posting locations as the town website and the posting board outside the town hall, and to designate Frandsen Bank and Trust of Pine City as

the town depository. Roll call: Chair Olson, "aye"; Supervisor Pearson, "aye"; Supervisor Schlaeger, "aye". The motion carried unanimously.

Chair Olson moved, Supervisor Schlaeger seconded, to set the 2021 road inspection date as the same day as the county-set board of appeal and equalization. Roll call: Chair Olson, "aye"; Supervisor Pearson, "aye"; Supervisor Schlaeger, "aye". The motion carried unanimously.

Chair Olson moved, Supervisor Pearson seconded, to appoint Supervisor Schlaeger as supervisor in charge of roads. Roll call: Chair Olson, "aye"; Supervisor Pearson, "aye"; Supervisor Schlaeger, "aye". The motion carried unanimously.

Chair Olson then appointed Supervisor Pearson as buildings and grounds supervisor and as a legal contact for the board.

Chair Olson had distributed previously a proposed pay and fee schedule calling for modest increases in certain salaries. After discussion, the board made the following decisions:

Supervisor Pearson moved, Chair Olson seconded, to have meeting pay for planning commission members, zoning administrator, and one road equipment operator at the board meeting set at \$55 (up from \$50) per meeting. Roll call: Chair Olson, "aye"; Supervisor Pearson, "aye"; Supervisor Schlaeger, "aye". The motion carried unanimously.

Supervisor Schlaeger moved, Chair Olson seconded, to set the primary equipment operator pay at \$23 per hour (up from \$22 per hour). Roll call: Chair Olson, "aye"; Supervisor Pearson, "aye"; Supervisor Schlaeger, "aye". The motion carried unanimously.

Supervisor Schlaeger moved, Chair Olson seconded, to have secondary operator pay set at \$18 per hour (up from \$17). Roll call: Chair Olson, "aye"; Supervisor Pearson, "aye"; Supervisor Schlaeger, "aye". The motion carried unanimously.

Supervisor Pearson moved, Chair Olson seconded, to have the standard township hourly wage set at \$15.75 (up from \$15). This scale includes wages for election judges. Roll call: Chair Olson, "aye"; Supervisor Pearson, "aye"; Supervisor Schlaeger, "aye". The motion carried unanimously.

Supervisor Schlaeger moved, Supervisor Pearson seconded, to have supervisor emergency pay remain at \$35 for the first hour and at the standard township hourly wage for succeeding hours, with the date and reasons appearing on the time sheet. Roll call: Chair Olson, "aye"; Supervisor Pearson, "aye"; Supervisor Schlaeger, "aye". The motion carried unanimously.

Supervisor Pearson moved, Supervisor Schlaeger seconded, to set supervisor meeting pay at \$105 per meeting (up from \$100). Roll call: Chair Olson, "aye"; Supervisor Pearson, "aye"; Supervisor Schlaeger, "aye". The motion carried unanimously.

Supervisor Pearson moved, Supervisor Schlaeger seconded, to set treasurer meeting pay at \$130 per meeting (up from \$125). Roll call: Chair Olson, "aye"; Supervisor Pearson, "aye"; Supervisor Schlaeger, "aye". The motion carried unanimously.

Supervisor Pearson moved, Chair Olson seconded, to set the treasurer's annual salary at \$1,730 per year (up from \$1,664), with a maximum of eight (8) extra hours per month at the standard township wage. Roll call: Chair Olson, "aye"; Supervisor Pearson, "aye"; Supervisor Schlaeger, "aye". The motion carried unanimously.

Chair Olson moved, Supervisor Pearson seconded, to have the clerk's annual salary of zero (0) dollars remained unchanged; it was noted that salary formerly paid to the clerk has been used to employ the deputy clerk. Clerk Swanson was asked if this arrangement remains okay, and he responded affirmatively. Roll call: Chair Olson, "aye"; Supervisor Pearson, "aye"; Supervisor Schlaeger, "aye". The motion carried unanimously.

Supervisor Schlaeger moved, Chair Olson seconded, to set the clerk meeting pay at \$135 per meeting (up from \$125), with a maximum of sixteen (16) extra hours per month at the standard township wage. Roll call: Chair Olson, "aye"; Supervisor Pearson, "aye"; Supervisor Schlaeger, "aye". The motion carried unanimously.

Chair Olson moved, Supervisor Schlaeger seconded, to set the deputy clerk's salary at \$3150 per year (up from \$3,016 per year), with a maximum of sixteen (16) extra hours per month at the standard township wage. Roll call: Chair Olson, "aye"; Supervisor Pearson, "aye"; Supervisor Schlaeger, "aye". The motion carried unanimously.

Supervisor Pearson moved, Supervisor Schlaeger seconded, to have all day training for board members remain at \$135 plus mileage. Roll call: Chair Olson, "aye"; Supervisor Pearson, "aye"; Supervisor Schlaeger, "aye". The motion carried unanimously.

Supervisor Pearson moved, Supervisor Schlaeger seconded, to have secondary meeting pay remain at \$50 per meeting plus mileage. Roll call: Chair Olson, "aye"; Supervisor Pearson, "aye"; Supervisor Schlaeger, "aye". The motion carried unanimously.

Chair Olson moved, Supervisor Pearson seconded, to establish mileage reimbursement at the current federal rate. Roll call: Chair Olson, "aye"; Supervisor Pearson, "aye"; Supervisor Schlaeger, "aye". The motion carried unanimously.

Supervisor Schlaeger moved, Chair Olson seconded, to set zoning administrator first site visit pay at \$70 (up from \$60). Roll call: Chair Olson, "aye"; Supervisor Pearson, "aye"; Supervisor Schlaeger, "aye". The motion carried unanimously.

Supervisor Schlaeger moved, Supervisor Pearson seconded, to set the zoning hourly wage at \$18 per hour (up from \$17). Roll call: Chair Olson, "aye"; Supervisor Pearson, "aye"; Supervisor Schlaeger, "aye". The motion carried unanimously.

Chair Olson moved, Supervisor Schlaeger seconded, to have town hall rent for residents remain at \$50 plus \$200 refundable damage deposit, to have town hall rent for non-residents remain at \$100 plus \$200 refundable damage deposit, and to have no charge for residential non-profit organizations. Roll call: Chair Olson, "aye"; Supervisor Pearson, "aye"; Supervisor Schlaeger, "aye". The motion carried unanimously.

Chair Olson moved, Supervisor Schlaeger seconded, to permit no brush cutting without authorization by a supervisor. Roll call: Chair Olson, "aye"; Supervisor Pearson, "aye"; Supervisor Schlaeger, "aye". The motion carried unanimously.

Chair Olson moved, Supervisor Schlaeger seconded, to permit no parts or other purchases over \$200 without approval of a supervisor. Roll call: Chair Olson, "aye"; Supervisor Pearson, "aye"; Supervisor Schlaeger, "aye". The motion carried unanimously.

Chair Olson moved, Supervisor Schlaeger seconded, to charge \$0.25 per standard photocopy for photocopy requests over 20 pages. The first 20 pages would be provided at no cost. This is a new item to the fee schedule. Roll call: Chair Olson, "aye"; Supervisor Pearson, "aye"; Supervisor Schlaeger, "aye". The motion carried unanimously.

Chair Olson moved, Supervisor Schlaeger seconded, to have the permit fee schedule remain the same: \$50 per farm accessory permit, \$50 per site permit, \$50 per culvert/driveway permit, \$50 surcharge above the actual cost for individuals wishing to purchase culverts through the township, \$50 per public utilities permit for work in rights-of-way, \$300 per conditional and interim use permit, \$30 per duplicate of any permit, \$375 per septic permit, \$250 per certification of existing septic/sewer system, and \$150 per repair mound/septic system permit. Roll call: Chair Olson, "aye"; Supervisor Pearson, "aye"; Supervisor Schlaeger, "aye". The motion carried unanimously.

At 6:28 p.m., Chair Olson moved, Supervisor Pearson seconded, to adjourn. Roll call: Chair Olson, "aye"; Supervisor Pearson, "aye"; Supervisor Schlaeger, "aye". The motion carried unanimously.

Respectfully submitted,

Duane P. Swanson, Clerk

Wayne Olson, Chair/Supervisor

Marshall Pearson, Vice Chair/Supervisor

Jeff Schlaeger, Supervisor