

# February 26, 2019 Board Minutes

Royalton Township Regular Board Meeting Minutes  
6052 Royalton Road, Braham, MN 55006  
Email: royalton@royalton  
26 February 2019  
Approved

7:30 p.m., 26 February 2019, Chair Jeff Schlaeger called the Royalton Township regular board meeting to order with Supervisor Wayne Olson, Supervisor Marshall Pearson, Treasurer Wendy Tchida, and Clerk Duane Swanson present. Also present were Road Superintendent Dan Saumer and Deputy Clerk Priscilla Schneider. The pledge of allegiance was recited.

Supervisor Olson moved, Supervisor Pearson seconded, to approve the agenda as presented with the addition of snow plowing, plow truck fuel tank, patrol backup operator, and Pine City *Pioneer* bill. The motion carried unanimously.

Supervisor Olson moved, Supervisor Pearson seconded, to approve the minutes of the regular board meeting of 29 January 2019 as presented. The motion carried unanimously.

Treasurer Tchida gave her report, noting that the township has a current balance of \$343,674.29 in the treasury. Supervisor Pearson moved, Chair Schlaeger seconded, to approve the report as presented. The motion carried unanimously.

Supervisor Pearson moved, Chair Schlaeger seconded, to approve payment of checks #9101-9128 in the amount of \$8,296.76 and, additionally, check #9129 to the Pine City *Pioneer* in the amount of \$64.60. The motion carried unanimously with Chair Schlaeger, Supervisor Olson, and Supervisor Pearson voting "Aye".

Public Forum was offered; no one spoke.

## Planning Commission recommendations:

Chair Schlaeger and Clerk Swanson reviewed the recommendations of the Planning Commission. Royalton's zoning ordinance requires that public and private utilities doing work in the township rights-of-way obtain a permit. Heretofore, the township has not had a permit application for this purpose. The commission has drafted a permit application and is recommending a fee of \$50.00. After discussion, Supervisor Olson moved, Supervisor Pearson seconded, to approve the draft form and fee. The motion carried unanimously.

No activity has been done on the policy book; a beginning of a township major equipment inventory spreadsheet was shared with the board.

## Old Business:

There was no update on the situation at 1386 Sherwood Street. Certified letters from the township and its legal counsel have been sent to the owners of 9435 Apple Road including a bill for the township's legal services. There was no update on tree/brush removal at the Eagle Lane turnaround. Three fireproof file cabinets have been delivered and are being used. The board acknowledged the significant assistance of Steve Douse, Greg Schneider, Priscilla Schneider, and Dan Saumer in the purchase and installation of the cabinets.

Supervisor Olson updated the board on the additional data, or recompilation of data, required by FEMA before it can finish processing the township's request for storm-related road and culvert damages. He shared e-mail correspondence noting that FEMA needs documentation from the Department of Natural Resources that a permit has been received or is not needed for the work done. Payroll and force equipment accounting updates need to be made to the application, including GPS location data for the repairs.

Supervisor Olson discussed the specifications to be issued in the 2019 gravel bids. After substantial discussion, Supervisor Olson moved, Supervisor Pearson seconded, to call for bids of from 4500 to 6500 cubic yards of Modified Class 5 gravel minus 1" rock, MN State Specification #3138, with the following modifications: sieve size #1 gradation requirements of 50-70% and Sieve size #200 gradation requirements 7-10% to be delivered and spread on designated Royalton township roads between June 15th and August 15th with bids, certified copies of state specifications, and current certificate of liability in the amount of \$1,500,000, to be submitted to the clerk of the township by 6:30 p.m., Tuesday, 26 March 2019. The motion carried unanimously.

#### New Business:

Clerk Swanson, on behalf of the planning commission, presented a draft letter to the Braham Milaca Joint Inspector Board reflecting concerns of the township on the maintenance, access, and completeness of building permit files. The township has routinely received building permits, sometimes incomplete, but has not received supplementary data, including certificates of occupancy, that, according to the agreement with the Joint Board, is property of the township. This letter is an attempt to open a discussion on these issues. After discussion, Supervisor Olson moved, Chair Schlaeger seconded, to approve the wording of the draft letter with the addition that a response is requested by the 26 March meeting. The motion carried unanimously.

Clerk Swanson, on behalf of the planning commission, presented draft resolution 2019-1 (Policy on issuing certificates of compliance, certificates of occupancy, and temporary certificates of occupancy). This draft updates Resolution 2012-1 by including temporary occupancy and by noting that it replaces Resolution 2012-1. Supervisor Pearson moved, Chair Schlaeger seconded, to adopt the resolution. The motion carried unanimously; a copy of said resolution shall be a part of these minutes.

The board reviewed the Pine City Fire Department contract for 2020/2021 in the amount of \$10,089 noting that it was a draft. The board noted that the contract required only a \$1,000,000 certificate of liability when the board requires a \$1,500,000 minimum.

In preparation for the annual meeting, the board reviewed existing and past levies. By consensus, the board recommended that the 2019 levy remain the same at \$219,000. The annual meeting will discuss the levy.

Also in preparation for the annual meeting, the board reviewed a possible recommendation to the annual meeting authorizing expenditures for gratuities to town employees. Discussion centered on what precedents such a motion might set and on whether or not "employees" was too broad or too restrictive. Without approval of the annual meeting, such expenditures cannot be made. No specific action was taken.

Supervisor Olson moved, Supervisor Pearson seconded, to authorize attendance at the annual spring short course of the Minnesota Association of Townships on 5 April 2019 in Duluth for all supervisors, the clerk, and the deputy clerk (the treasurer is unable to attend). The motion carried unanimously. The clerk will post this conference as a meeting at which a quorum of supervisors may be present.

The supervisors, by consensus, recommended retaining the issue of carpet cleaning on the agenda and asked for potential firms that might be available.

Supervisor Olson reported that he has received telephone messages and an email complaining on recent snow plowing. He noted that, according to the township's snow and ice policy, Royalton's Road Superintendent worked beyond what was required, continuing hours past when the county pulled the plows. Supervisor Olson also noted that a leak had been discovered in the plow truck fuel tank. McGriff Welding will be asked to investigate and repair if possible. Chair Schlaeger moved, Supervisor Olson seconded, to purchase a new fuel tank for up to \$500.00, if one can be found. The motion carried unanimously, with Chair Schlaeger, Supervisor Olson, and Supervisor Pearson voting "Aye". Chair Schlaeger reported that Alex Anderson has expressed interest in being a backup equipment operator. Mr. Anderson was told that he would need a health card.

#### FYI:

Chair Schlaeger noted the following informational items: The agreement with the Braham Fire Department had been signed, returned, and filed. The office completed two reports to the U.S. Census Bureau (boundary area survey and new residential housing permits). A special primary election (5 March), the town election (12 March), and the special general election (19 March) are upcoming. The annual meeting will be 12 March and the Board of Canvass will follow. The following meetings are scheduled: reorganizational board meeting (26 March, 6:00 p.m.), town board meeting (26 March, 7:30 p.m.), and the board of appeal and equalization (22 April, 9:00 a.m.). The annual road inspection will follow the board of appeal.

#### Board of Audit:

The board then convened as the annual board of audit. Using the receipts and disbursements registers of the clerk and treasurer and the treasurer's check register the board reviewed random receipt and disbursement entries and noted that all entries matched. The board asked Treasurer

Tchida about a check that was marked "Void" but that appeared in both disbursement registers. Treasurer Tchida noted that this entry reflected an electronic fund transfer directly taken from town accounts by the state of Minnesota. In order to track that payment, it is given a check number and marked "EFT". The board expressed approval of this practice. Board members verified that the clerk and treasurer had been balancing the bank statements regularly and that both clerk's and treasurer's accounts had the same ending balance for each of the township's funds.

At 8:40 p.m., Supervisor Pearson moved, Supervisor Olson seconded, to adjourn. The motion carried unanimously.

Respectfully submitted

Duane P. Swanson, Clerk

Jeff Schlaeger, Chair/Supervisor

Wayne Olson, Vice-Chair/Supervisor

Marshall Pearson, Supervisor