

December 11, 2018 Board Minutes

Royalton Township Regular Board Meeting Minutes

6052 Royalton Road, Braham, MN 55006

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11 December 2018

Approved

7:35 p.m., 11 December 2018, Chair Jeff Schlaeger called the Royalton Township regular board meeting to order with Supervisor Wayne Olson, Treasurer Wendy Tchida, and Clerk Duane Swanson present and Supervisor Marshall Pearson absent. Also present were Road Superintendent Dan Saumer and Zoning Administrator John Kemen. The pledge of allegiance was recited.

Supervisor Olson moved, Chair Schlaeger seconded, to approve the agenda as presented with the addition of security system, election filings, and Maple Shores. The motion carried unanimously.

Supervisor Olson moved, Chair Schlaeger seconded, to approve the minutes of the regular board meeting of 27 November 2018 as presented. The motion carried unanimously.

Treasurer Tchida gave her report, noting that the township has a current balance of \$289,883.51 in the treasury. Supervisor Olson moved, Chair Schlaeger seconded, to approve the report as presented. The motion carried unanimously.

Supervisor Olson moved, Chair Schlaeger seconded, to approve payment of checks #9036-9057 totaling \$5,282,92. Clerk Swanson noted check #9058 was written as a replacement for lost check #8830; this does not change the total enumerated above. The motion carried unanimously with Chair Schlaeger and Supervisor Olson voting "aye".

Public Forum was offered. No one spoke.

Planning Commission recommendations:

The board directed the commission to proceed with work on the policy book. The board also directed the commission to work on drafting a capital equipment budget containing an inventory of the major equipment of the township (patrol, tractor, lawn mower, etc.).

Old Business:

Supervisor Olson noted that the issues at 1386 Sherwood Street were in the hands of legal counsel and awaiting final compliance dates. Similarly, the issues at 9436 Apple Road were with legal counsel, pending mortgage company review

Supervisor Olson reviewed the situation with Royalton's email address. Our Genesis Wireless email is expiring at the end of the month. He has been in touch with Kent Bombard and with GoDaddy about our domain name of royaltontownship.com. Supervisor Olson recommends that the township reclaim ownership of our domain name and that Mr. Bombard will manage it.

Supervisor Olson has established a new email address for the township: royalton@royaltontownship.com. Chair Schlaeger moved, Supervisor Olson seconded, to reimburse Supervisor Olson for the \$135.00 costs associated with the email address change. At this time, it is unclear if messages sent to the current address will be automatically transferred to the new address. The motion carried unanimously, with Chair Schlaeger and Supervisor Olson voting “aye”. Chair Schlaeger moved, Supervisor Olson seconded, to work with Mr. Bombard to reclaim ownership of the domain name (good for three years) which at this time is of uncertain costs. The motion carried unanimously.

Supervisor Olson reported that Travis Kemen had successfully installed software that automatically backs up the clerk’s and treasurer’s documents nightly, as approved by previous board action. Mr. Kemen also removed the clerk’s “old” computer (all the data had been transferred some years ago) and will forward to the township a certificate of secure disposal.

John DeGray reported no progress on tree/brush cutting at the Eagle Lane turnaround.

Clerk Swanson discussed the purchase of a fireproof file cabinet. The consensus of deputy clerks Roberta Folkestad and Percy Schneider was to purchase one four drawer lateral fireproof file (44” wide) at an approximate cost of \$4600. This model has a one-hour fire rating of 350 degrees. The planning commission had endorsed said purchase. Treasurer Tchida asked if this cabinet is waterproof as well as fireproof. Chair Schlaeger moved, Supervisor Olson seconded, to authorize purchase of one such cabinet after verifying that it was waterproof as well. The motion carried unanimously with Chair Schlaeger and Supervisor Olson voting “aye”.

Supervisor Olson updated the board on the informal meeting held with Supervisor Pearson on 7 December regarding possible reimbursement from the Federal Emergency Management Agency of 12 July flood damage to Royalton’s roads and facilities. This meeting had been legally posted. It began at 9:10 a.m. and concluded at 9:45 a.m. Supervisor Pearson had previously attended a county meeting and had received requirements for submissions. Electronic forms were reviewed. Supervisor Olson has connected to a portal through which the town’s claim will be submitted. An initial thirty-day filing period can be extended if necessary. Reimbursable elements are complex and the required documentation is extensive. It appears that the town may be able to submit approximately \$20,000 in reimbursable costs, but no reimbursements are assured. Chair Schlaeger thanked all who have worked on this recovery project and on the process to seek reimbursement.

Clerk Swanson presented the agreement for 2019 building inspection services between the town of Royalton and the Braham Milaca Building Inspection Board noting that the costs remain similar to those of 2018. The town agrees to pay 70% of inspection fees and 100% of plan check fees collected by the Inspection Board. Supervisor Olson moved, Chair Schlaeger seconded, to approve and sign the agreement as drafted by the Inspection Board. The motion carried unanimously.

The “junk” issues at 9451 Brunswick Road will be tabled until the 2019 road inspection.

New Business:

Clerk Swanson reported that Priscilla Schneider has agreed to be deputy clerk replacing current deputy Roberta Folkestad. Letters of appointment have been issued. Although her official start date will be 1 January 2019, she has already been working with Clerk Swanson and Deputy Clerk Folkestad. Clerk Swanson proposed the same salary arrangement as currently exists: Mrs. Schneider will receive the clerk's salary as determined by the board, with an additional maximum of 16 hours per month at the town's regular hourly wage. Extended hours beyond the 16 will require board approval. In addition, should Mrs. Schneider attend board meetings and perform duties she would receive secondary meeting pay (currently \$50) as do the zoning administrator and road superintendent. By consensus, the board approved this salary arrangement and welcomed Mrs. Schneider.

Supervisor Olson moved, Chair Schlaeger seconded, to authorize Deputy Clerk Schneider to begin a project to update the building permit files, verifying the existing index, and creating a single filing system similar to that currently in use for the septic/sewer permits. At this time, this project is open-ended until finished; scanning documents may be considered as part of this project. The motion carried unanimously.

Clerk Swanson presented a draft agreement contract for legal services for 2019 as proposed by Ledin, Hofstad, Troth & Fleming. Charges remain the same as the current contract: \$165 per hour for attorney services, \$75 per hour for non-attorney services, and a minimum of \$165 for out-of-office meetings. Supervisor Olson moved, Chair Schlaeger seconded, to approve and sign the contract as drafted and to name Jeff Schlaeger, Wayne Olson, Marshall Pearson, and John Kemen as authorized contacts with the firm. The motion carried unanimously.

Supervisor Olson updated the board on the installation of the new security system for the township buildings. The system will be installed 13 December and should be activated shortly thereafter. Township staff and officials have given their "new" security codes to Supervisor Olson for incorporation into the system.

Chair Schlaeger reported on the issues related to the proposed subdivision of property near Maple Shores. The issue of acreage on the relevant parcels remains unclear; he noted that the missing acreage and description of the smaller "garden" parcel will be needed before a proposal is finalized.

Clerk Swanson presented Resolution #2018-7 "Resolution Appointing Election Judges &

Absentee Ballot Board for March 2019 Township Election". Supervisor Olson moved, Chair

Schlaeger seconded, to approve and sign the resolution. The motion carried unanimously. Said resolution shall be a part of these minutes.

FYI

Chair Schlaeger noted all checks should be cashed by the end of December in order to close the books efficiently.

The next regular board meeting will be Tuesday, 29 January 2019 at 7:30 p.m.

At 8:14 p.m., Supervisor Olson moved, Chair Schlaeger 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