

# December 11, 2018 Planning Commission Minutes

Royalton Township Planning Commission Meeting Minutes

6052 Royalton Road, Braham, MN 55006

Email: [royalton@royaltontownship.com](mailto:royalton@royaltontownship.com) -- Website: [www.royaltontownship.com](http://www.royaltontownship.com)

11 December 2018

Approved

7:05 p.m., 11 December 2018, Chair Leslie Orvis called the Royalton Township regular planning commission meeting to order, with Members Jeff Schlaeger, Priscilla Schneider, Duane Swanson, and Gary Valvoda present. Supervisor Wayne Olson, Zoning Administrator John Kemen, and Road Superintendent Dan Saumer also attended.

Member Schlaeger moved, Member Schneider seconded, to approve the agenda as printed with the addition of Maple Shores subdivision. The motion carried unanimously.

Member Valvoda read the minutes of the 27 November 2018 regular meeting. Member Valvoda moved, Member Schlaeger seconded, to approve the minutes as read. The motion carried unanimously.

## Old Business:

There was discussion on whether or not to keep the levy and equipment funds issue on the agenda because no work had been done on it. With audience participation, the consensus appeared to be that the commission may wish to draft a long term capital budget plan to include cost projections for replacements of major equipment (tractor, lawn mower, patrol, etc.). The commission will await instructions from the board.

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. Member Valvoda moved, Clerk Swanson seconded, to recommend said purchase to the board. The motion carried unanimously.

Norman Klocke was present to discuss issues related to the proposed subdivision of property near Maple Shores. The issue of acreage on the relevant parcels remains unclear; the commission noted that the parcels require legal descriptions with acreages attached and referred this issue to the board.

## New Business:

Chair Orvis called for discussion on whether or not the commission should review existing township policies. Clerk Swanson noted that policies, some old, exist for at least nine topics: town hall rental, snow and ice control, driveways and culverts, annual town meeting polling hours, certificates of compliance and occupancy, disposal of township assets, reimbursement of deputy town clerk and deputy town treasurer, individuals paid by hourly compensation, and setting building inspection fees. Road Superintendent Saumer noted the need for a sign replacement policy. The commission will address policies at its next working meeting

Chair Orvis set the next working commission meeting for 6:30 p.m., Tuesday, 15 January 2019.

FYI:

The next regular planning commission meeting is 7:00 p.m., Tuesday, 29 January 2019.

At 6:25 p.m., Clerk Swanson moved, Member Valvoda seconded, to adjourn. The meeting passed unanimously.

Respectfully submitted,

Duane P. Swanson, Clerk/Member

Leslie Orvis, Chair/Member

Jeff Schlaeger, Member

Priscilla Schneider, Member

Gary Valvoda, Member