

Royalton Township Reorganizational Board Meeting Minutes  
6052 Royalton Road, Braham, MN 55006  
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30 March 2021  
Approved

6:30 p.m., 30 March 2021, Chair Wayne Olson called the reorganizational board meeting to order. 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 members of the planning commission and public. Social distancing was observed, and masks were worn.

Supervisor Schlaeger moved, Chair Olson seconded, to approve the agenda as distributed. The motion carried unanimously.

Supervisor Schlaeger moved, Supervisor Pearson 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. The motion carried unanimously.

Chair Olson moved, Supervisor Pearson seconded, to nominate Supervisor Schlaeger for the position of vice-chair and to cast a unanimous ballot for him. Supervisor Schlaeger indicated he would accept the appointment. 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. 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., 14 December 2021, in the town hall with the regular planning commission meeting preceding it at 7:00 p.m. The motion carried unanimously.

Chair Olson moved, Supervisor Schlaeger 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. The motion carried unanimously.

Supervisor Schlaeger moved, Chair Olson seconded, to set the 2022 road inspection date as the same day as the county-set board of appeal and equalization and to further authorize the publishing and posting of the 2021 road inspection for 26 April 2021, with the proviso that any members of the public who wished to accompany the road inspection inform the town office by 15 April 2021. The motion carried unanimously.

WO\_\_\_\_ MP\_\_\_\_ JS\_\_\_\_ WT\_\_\_\_ DS\_\_\_\_

Chair Olson moved, Supervisor Schlaeger seconded, to appoint Supervisor Schlaeger as supervisor in charge of roads. The motion carried unanimously.

Chair Olson moved, Supervisor Schlaeger seconded, to appoint Supervisor Pearson as buildings and grounds supervisor and as a legal contact for the board. The motion carried unanimously.

Chair Olson had distributed a proposed pay and fee schedule recommending adjustments in certain salaries and fees. After discussion, the board made the following decisions:

Supervisor Pearson moved, Chair Olson seconded, to have meeting pay for planning commission members at planning commission meetings and zoning administrator, one road equipment operator and one deputy clerk at the board meetings set at \$65 (up from \$55) per meeting. The motion carried unanimously.

Supervisor Schlaeger moved, Supervisor Pearson seconded, to set the primary equipment operator pay at \$25 per hour (up from \$23 per hour). The motion carried unanimously.

Supervisor Schlaeger moved, Chair Olson seconded, to have secondary operator pay set at \$19 per hour (up from \$18). The motion carried unanimously.

Supervisor Pearson moved, Chair Olson seconded, to have the standard township hourly wage set at \$18 (up from \$15.75). This scale includes wages for election judges. The motion carried unanimously.

Chair Olson moved, Supervisor Schlaeger seconded, to set supervisor emergency pay at \$40 for the first hour and at the standard township hourly wage for succeeding hours, with the date and reasons appearing on the time sheet (up from \$35). The motion carried unanimously.

Supervisor Pearson moved, Supervisor Schlaeger seconded, to set supervisor meeting pay at \$115 per meeting (up from \$105). The motion carried unanimously.

Supervisor Pearson moved, Supervisor Schlaeger seconded, to set treasurer meeting pay at \$140 per meeting (up from \$130). The motion carried unanimously.

Supervisor Pearson moved, Chair Olson seconded, to set the treasurer's annual salary at \$1,850 per year (up from \$1,730), with a maximum of eight (8) extra hours per month at the standard township wage. The motion carried unanimously.

Chair Olson recommended that the clerk's annual salary of zero (0) dollars remain unchanged. Clerk Swanson was asked if this arrangement remains okay, and he responded affirmatively, noting that the board should realize that future clerks may not find this arrangement acceptable.

Chair Olson moved, Supervisor Schlaeger seconded, to set the clerk meeting pay at \$145 per meeting (up from \$135), with a maximum of sixteen (16) extra hours per month at the standard township wage. The motion carried unanimously.

WO\_\_\_\_\_ MP\_\_\_\_\_ JS\_\_\_\_\_ WT\_\_\_\_\_ DS\_\_\_\_\_

Supervisor Pearson moved, Supervisor Schlaeger seconded, to set the deputy clerk's salary at \$3,950 per year (up from \$3,150 per year), with a maximum of sixteen (16) extra hours per month at the standard township wage. The motion carried unanimously.

Supervisor Pearson moved, Supervisor Schlaeger seconded, to set all day training for board members at \$145 (up from \$135) plus mileage. The motion carried unanimously.

Supervisor Schlaeger moved, Supervisor Pearson seconded, to have secondary meeting pay remain at \$50 per meeting plus mileage. The motion carried unanimously.

Chair Olson moved, Supervisor Pearson seconded, to establish mileage reimbursement at the current federal rate (\$0.56 for 2021). The motion carried unanimously.

Chair Olson moved, Supervisor Schlaeger seconded, to set zoning administrator first site visit pay at \$75 (up from \$70) and to add a monthly stipend of \$70 to cover time for phone calls, thereby removing the need for the zoning administrator to keep track of time on phone calls. The motion carried unanimously.

Supervisor Schlaeger moved, Chair Olson seconded, to set the zoning hourly wage at \$21 per hour (up from \$18). 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; to permit no brush cutting without authorization by a supervisor; to permit no parts or other purchases over \$200 without approval of a supervisor; and to charge \$0.25 per standard photocopy for photocopy requests over 20 pages. The first 20 pages would be provided at no cost. The motion carried unanimously.

Chair Olson recommended that certain township imposed permit fees be slightly reduced. Zoning Administrator Kemen noted some discrepancies in the existing fee schedule. Clerk Swanson pointed out that if the permit fees are reduced but the fees paid to the zoning administrator are increased, the township will be subsidizing these actions. After substantial discussion, the following decisions were made: Supervisor Schlaeger moved, Chair Olson seconded, to have farm accessory and additions to farm accessory permits remain at \$75. The motion carried unanimously. Supervisor Schlaeger moved, Supervisor Pearson seconded, to have site permit fees remain at \$75. The motion carried unanimously. Supervisor Schlaeger moved, Supervisor Pearson seconded, to have culvert/driveway permit fees remain at \$75. The motion carried unanimously. Supervisor Schlaeger moved, Supervisor Pearson seconded, to set a fee of \$75 for all other accessory permits. The motion carried unanimously.

Based on previous board discussion the township will no longer sell culverts to private parties. A formal driveway/culvert policy is being drafted by the planning commission.

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Chair Olson moved, Supervisor Schlaeger seconded, to have public utilities permits for work in town rights-of-way remain at \$50. The motion carried unanimously.

Supervisor Pearson moved, Chair Olson seconded, to have conditional and interim use permits remain at \$300. The motion carried unanimously.

Chair Olson moved, Supervisor Schlaeger seconded, to have duplicates of any permit remain at \$30. The motion carried unanimously.

Chair Olson moved, Supervisor Schlaeger seconded, to have septic permits remain at \$375. The motion carried unanimously.

Supervisor Schlaeger moved, Chair Olson seconded, to have certification of existing septic/sewer systems remain at \$250. The motion carried unanimously.

Supervisor Pearson moved, Supervisor Schlaeger seconded, to have repair mound/septic system permits remain at \$150. The motion carried unanimously.

After discussion, it was concluded that cleaning costs were bid at the time the service was awarded so any changes would have to be initiated by the provider.

At 7:10 p.m., Chair Olson moved, Supervisor Schlaeger seconded, to adjourn. The motion carried unanimously.

Respectfully submitted,

Duane P. Swanson, Clerk

Wayne Olson, Chair/Supervisor

Marshall Pearson, Vice Chair/Supervisor

Jeff Schlaeger, Supervisor

Wendy Tchida, Treasurer