

Royalton Township Regular Board Meeting Minutes
6052 Royalton Road, Braham, MN 55006
Email: royalton@royaltontownship.com -- Website: www.royaltontownship.com
22 February 2022
Approved

7:30 p.m., 22 February 2022, Chair Wayne Olson called the Royalton Township regular board meeting to order with Supervisor Jeff Schlaeger, Supervisor Marshall Pearson, Treasurer Wendy Tchida and Clerk Duane Swanson present. Road Superintendent Dan Saumer, Septic Administrator Amy Thompson, and Deputy Clerk Andrea Anderson also attended, along with members of the planning commission and members of the public. Planning Commission Member Gary Valvoda was present via electronic means. The pledge of allegiance was recited.

Supervisor Pearson moved, Supervisor Schlaeger seconded, to approve the agenda as presented. The motion carried unanimously.

Supervisor Pearson moved, Supervisor Schlaeger seconded, to approve the minutes of the regular board meeting of 25 January 2022 as presented. The motion carried unanimously.

Treasurer Tchida gave her report, noting that the township has a balance of \$522,781.03 in the treasury. The report noted that \$63,274.42 of the balance is COVID-19 aid that is restricted to certain uses. Supervisor Pearson moved, Supervisor Schlaeger seconded, to approve the report. The motion carried unanimously.

Chair Olson moved, Supervisor Schlaeger seconded, to approve payment of checks #10298-10322 in the amount of \$10,143.78. The motion carried unanimously with Chair Olson, Supervisor Pearson, and Supervisor Schlaeger voting "aye".

Public Forum was offered. Percy Schneider asked if she should report to the residents of Maple Shores Drive that the board was willing to chloride that road in accordance with the town's chloriding policy. The board replied affirmatively but noted that Maple Shores was on the schedule to receive graveling this year and that might necessitate coordination in the application of calcium chloride. The board will decide on the graveling during its road inspection in April.

Planning Commission recommendations:

There were no recommendations from the planning commission. All agenda items are continuing to be discussed.

Old Business:

Clerk Swanson reported the septic issue regarding 3546 State Highway 70 will be forwarded to the county attorney for prosecution.

Septic Administrator Thompson updated the board on the situation at 4500 Buffalo Road. The pump has been removed, removing the immediate health threat. New owners have received the property. She has copies of a pumping contract for the holding tank and documentation of the establishment of an escrow account. Remediation will begin as soon as possible this spring.

5027 Brunswick Road is on hold. 11227 Homer Road is awaiting confirmation that the electrical hookup has been completed.

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Chair Olson reviewed the price quotation for sound upgrades to the town hall, including the purchase of head sets with amplification. Discussion was positive, but resulted in three additional items for Chair Olson to investigate: Can a sample headset be delivered to test? Can a handheld microphone be connected to the system to assist audience input? Can it be verified that this system will be tied into the television for remote viewers?

Clerk Swanson is still working with Nessel on the road certification question.

New Business:

There were no new zoning issues. Clerk Swanson reported that the legal case regarding 4201 State Highway 70 had concluded, and the decision from the judge is pending. No site permit for PID 290274000 has yet been received from Zoning Administrator Joh Kemen.

Clerk Swanson introduced Resolution 2022-1 reestablishing precinct and polling place as required by law after federal redistricting. He noted no changes affect Royalton. Chair Olson moved, Supervisor Schlaeger seconded, to approve the resolution. The motion carried unanimously. Said resolution shall be part of these minutes.

Supervisor Schlaeger moved, Chair Olson seconded, to leave the elected officials' life insurance benefit through the Minnesota Benefit Association at \$10,000, the same as in the past. The motion carried unanimously.

Chair Olson called for discussion on the draft call for gravel quotations for 2022. Clerk Swanson noted that specifications were the same as 2021 and that the board needed to determine what quantity it desired. Road Superintendent Saumer recommended that the cubic yardage be changed to "4,000 to 6,000 cubic yards". Supervisor Pearson moved, Supervisor Schlaeger seconded, to approve the yardage and to authorize the clerk to publish and post the request for quotes. The motion carried unanimously.

The board then reviewed the past levy history before making a recommendation to the annual meeting. Discussion centered on whether or not to retain the \$25,000 equipment replacement fund levy. Chair Olson moved, Supervisor Pearson seconded, to recommend to the annual meeting that the 2023 levy remain the same as that for 2022: \$104,000 for the general fund, \$70,000 for the road and bridge fund, \$20,000 for the fire fund, and \$25,000 for the equipment replacement fund, resulting in a total levy of \$219,000. The motion carried unanimously.

Supervisor Pearson moved, Supervisor Schlaeger seconded, to leave the annual meeting moderator position as a volunteer assignment. The motion carried unanimously.

Chair Olson called for more study on a proposed resolution on participation in the newly combined Pine County Housing and Redevelopment Authority/Economic Development Authority. One specific concern was the tax impact on residents of the township that participation may have.

Supervisor Pearson moved, Supervisor Schlaeger seconded, to set the 2022 reorganizational meeting for 6:30 p.m., 29 March 2022, and to authorize the clerk to publish and post the meeting notice. The motion carried unanimously.

Correspondence:

Clerk Swanson read a thank you from the Fitzsimmons family noting their satisfaction with the town hall as a rental venue. Chair Olson noted that because the town electors have not authorized the board to contract with nonprofit organizations for health, social, or recreational services, the board cannot grant monies to such organizations (in this case, the Seven County Senior Federation). The board

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acknowledged receipt of a solicitation for roadside vegetation management from Central Applicators, Inc. The board discussed the *Royalton Weekly Report* from Rum River Construction Consultants and asked that copies be reproduced in future board packets.

FYI:

Chair Olson noted that the minor subdivision request of Avis Pangerl for PID 290234000 had been forwarded to Pine County, that Treasurer Tchida had filed the 2021 annual financial report with the State Auditor, that the minor subdivision request of Mackinzie Perry for PID 290068000 had been forwarded to Pine County; that copies of the fully-executed agreements with Roger Teich for septic upgrades had been sent to him, and that the annual town election will be from noon to 8:00 p.m., 8 March 2022 with the annual meeting to follow at 8:15 p.m. and the board of canvass to follow the annual meeting.

Thereafter followed a general discussion about tree cutting. Mr. Tom Lundeen was present to note that Acorn Drive had been completed and approximately 50% of the work on Raspberry Road South is finished. The board will review the possible need for tree cutting on Pine Bough Road during the annual road inspection.

At 7:59 p.m., regular board business concluded, and the Board of Audit began. The board first reviewed disbursements comparing the checkbook with the clerk's and treasurer's disbursement registers. The first check entry considered was a voided check, a record of which could not be found in either register. Treasurer Tchida explained that because this check was void it would not appear as a disbursement in either register. The board asked what record would be kept of this transaction. Clerk Swanson produced the minutes of the meeting at which that check would have been approved; the minutes noted that that specific check number was void, and hence, not paid. The board then reviewed approximately every fiftieth check and found matching entries in both the clerk's and treasurer's disbursement registers. The board then compared three receipts with the receipt book, the clerk's register of receipts, and the treasurer's register of receipts. All entries matched. The clerk's and treasurer's bank statements are balanced monthly and are found to match. The clerk's and treasurer's fund balances matched at the end of the year. At 8:16 p.m. Supervisor Schlaeger moved, Chair Olson seconded, to declare that the clerk's and treasurer's accounting books represent an accurate depiction of the town's finances. The motion carried unanimously.

The next regular town board meeting will be 7:30 p.m., Tuesday, 29 March 2022.

At 8:16 p.m., Supervisor Schlaeger moved, Chair Olson seconded, to conclude the board of audit and to adjourn the meeting. The motion carried unanimously.

Respectfully submitted,

Duane P. Swanson, Clerk

Wayne Olson, Chair/Supervisor

Jeff Schlaeger, Vice Chair/Supervisor

Marshall Pearson, Supervisor

Wendy Tchida, Treasurer