

Royalton Township Regular Board Meeting Minutes
6052 Royalton Road, Braham, MN 55006
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28 February 2023
Approved

7:30 p.m., 28 February 2023, 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. Septic Administrator Amy Thompson, Road Superintendent Dan Saumer, Deputy Clerk Andrea Anderson, and Zoning Administrator John Kemen also attended, along with members of the planning commission and members of the public. Planning Commission member Gary Valvoda attended via zoom, with both visible and audible connection. The pledge of allegiance was recited.

Supervisor Pearson moved, Supervisor Schlaeger seconded, to approve the agenda as presented with the following two additions: technology updates and election questions. The motion carried unanimously.

Supervisor Pearson moved, Supervisor Schlaeger seconded, to approve the minutes of the regular board meeting of 31 January 2023 as presented. The motion carried unanimously.

Treasurer Tchida read her report, noting that as of 31 January 2023, the township has a balance of \$579,939.31 in the treasury. The report noted that \$104,229.84 of that balance is ARPA/COVID-19 aid that is restricted to certain uses, leaving a spendable balance of \$475,709.47. Supervisor Schlaeger moved, Supervisor Pearson seconded, to approve the report. The motion carried unanimously.

Supervisor Pearson moved, Chair Olson seconded, to approve payment of checks #10689-10716 in the amount of \$20,634.44. The motion carried unanimously with Chair Olson, Supervisor Pearson, and Supervisor Schlaeger voting "Aye".

Public Forum was offered. No one spoke.

Planning Commission recommendations:

The board noted that the nonpermanent structures issue was continuing to be researched.

Based on discussion and recommendation of the Planning Commission, Supervisor Pearson moved, Supervisor Schlaeger seconded, to approve the request of Cole Newman to subdivide PID29025700, 4201 State Highway 70, in accordance with Certificate of Survey by Kroschel Land Surveyors, Inc., dated 23 February 2023 and to authorize the clerk to forward approval of said minor subdivision to Pine County. The motion carried unanimously.

Old Business:

There were no new septic issues. Clerk Swanson noted that the beginning spreadsheet of issues for 2023 was in members' packets.

Chair Olson moved, Supervisor Pearson seconded, to approve the draft of a second letter regarding excessive vehicles at 7876 Bluebell Road (PID 295103000). The motion carried unanimously. Clerk Swanson noted that photographs would have to be taken if this issue proceeded to legal counsel.

Clerk Swanson will follow up with Caleb Anderson regarding 5214 Royal Woods Road.

Clerk Swanson reported on septic issues from January's public forum, noting that the ice dome on the State Highway 70 property in question appears not to relate to the septic system and that the property on Riverbed Road is in the Shorelands District and therefore under jurisdiction of Pine County.

There was nothing new for the road report.

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Supervisor Schlaeger noted that discussions about formation of a fire district continue and that the city of Pine City has entered discussions more fully. It was noted that Rock Creek has begun the process to extend jurisdiction of the Rush City Fire Department to include the entire city.

Road Superintendent Saumer introduced the quotation by McCoy Construction Forestry for a new John Deere 770G Motor Grader like the model now owned. Total cost would be \$432,524.68, with a trade-in credit of \$155,000, leaving an actual cost of \$277,524.68. This quote includes a 5-year maintenance agreement valued at approximately \$9,000. Deputy Road Operator Alex Anderson was asked to pull a second quote. By consensus, the board decided to wait until the next meeting for further discussion. Meanwhile, Road Superintendent Saumer was tasked with arranging for service on the current grader as needed.

New Business:

Supervisor Pearson moved, Supervisor Schlaeger seconded, to approve Roxanne Orvis's request to increase town hall cleaning costs from \$30.00 to \$40.00 per hour. Regular cleanings require two hours; special cleanings (after elections, etc.) usually require one hour. The motion carried unanimously.

The board considered calling for gravel quotes for 2023. Supervisor Pearson moved, Supervisor Schlaeger seconded, to call for quotations for approximately 5,000 to 7,000 cubic yards of Modified Class 5 gravel with similar specifications to those issued in 2022. The motion carried unanimously.

After discussion, Supervisor Schlaeger moved, Supervisor Pearson seconded, to recommend to the annual meeting the same levy for 2024 as in force for 2023, viz. \$104,000 general fund, \$70,000 road and bridge fund, \$20,000 fire fund, and \$25,000 equipment fund for a total of \$219,000. The motion carried unanimously.

Chair Olson moved, Supervisor Pearson seconded, to set the annual reorganizational meeting for 6:00 p.m., Tuesday, 28 March 2023. The motion carried unanimously.

Chair Olson moved, Supervisor Pearson seconded, to keep MATIT's consolidated coverage contract the same as in 2022 with the exception of raising insurance on tools from \$10,000 to \$20,000. The motion carried unanimously.

Chair Olson noted the draft board, planning commission, and road report for the annual meeting in members' packets. Any additions or corrections should be sent to Clerk Swanson as soon as possible.

Clerk Swanson and Deputy Clerk Anderson reported on Travis Kemen's updates to the technology at the town hall. The mal-performing syncing system for the computers' One Drive has been corrected. Teams meeting was placed on the computer and connected to the screen used at town meetings. The town's Zoom subscription will continue until November 2023; at that time the board will decide on continuing it. Mr. Kemen also checked the printer and noted that it was working as normal. The heavy usage of a blue ink cartridge was apparently attributable to a faulty cartridge that was replaced by HP.

Clerk Swanson responded to questions about the upcoming town elections, noting when the office would be open for absentee voting.

Planning Commission Chair Orvis noted that Board Chair Wayne Olson had completed 12 years of service, leading the board to work successfully ahead of numerous issues. He also noted the Treasurer Wendy Tchida may be attending her last meeting; he thanked her for her leadership in upgrading the financial management of the town. The audience applauded heartily.

Chair Olson asked for other business. Troy Downing and Dan Downing asked what the board was going to do about the possible upgrading of Clover Lane beyond its current termination point. The basic question is the town's responsibility for a possible extension. Discussion centered on potential landlocked parcels in the event of subdivision of adjacent properties and potential alternative access points. Currently, the recorded length of the road is 1,950 linear feet. Chair Olson asked that the distance of the road be remeasured to confirm its current termination and that the historical road records of the town be researched to see if any documentation exists on the history of the road.

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Correspondence:

The board acknowledged an e-mail from Kirk Youngbauer of Great River Energy about broadband service and noted that MATIT was the victim of a “business email compromise” resulting in its being defrauded of over \$800,000.

FYI:

The board noted that the MATIT workers compensation payroll audit had been filed, that Tammy Carlson of Pine City Township had been elected to the board of the Minnesota Association of Townships, and that the annual town election will be from noon to 8:00 p.m., 14 March, with the annual meeting to follow at 8:15 p.m., and the board of canvass to follow the annual meeting.

The next regular town board meeting will be 7:30 p.m., Tuesday, 28 March 2023.

At 8:27 p.m., the board convened as the board of audit. The treasurer and clerk provided receipt registers, disbursement registers, receipt books, and bank statements to the board. The board evaluated three receipts verifying that the identification is the same on both officers’ books, that deposits are noted on the bank statements, that automatic deposits have receipts, and that no claims were disallowed. The board selected over a dozen disbursements verifying that identification is the same on both officers’ books, that the transactions match and that the checks went through the bank for the approved amount. In addition, the board members verified that both officers have been balancing the bank statements monthly, that each set of books have the same ending balance for each fund, and that the year ending CTAS Schedule 1 for treasurer and clerk match. Supervisor Pearson moved, Supervisor Schlaeger seconded, that the board of audit finds that the treasurer’s and clerk’s books match and are correct. The motion carried unanimously. In addition, the board authorized a new procedure requiring that the clerk and treasurer provide the board with a cash control statement each month to verify that the books match; the board will sign those documents.

At 8:35 p.m., Supervisor Schlaeger moved, Supervisor Pearson seconded, to adjourn. 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