

Royalton Township Reorganizational Board Meeting Minutes  
6052 Royalton Road, Braham, MN 55006  
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28 March 2023  
Approved

6:02 p.m., 28 March 2023, Vice-Chair Jeff Schlaeger called the reorganizational board meeting to order with Supervisors Marshall Pearson and John Graham, Treasurer Jenessa Saumer, and Clerk Duane Swanson present. Zoning Administrator John Kemen, Septic Administrator Amy Thompson, Deputy Clerk Andrea Anderson, and Road Superintendent Dan Saumer also were present as were members of the planning commission and public.

Supervisor Graham moved, Supervisor Pearson seconded, to approve the agenda as distributed with additions to the fee schedule. The motion carried unanimously.

Supervisor Graham nominated Supervisor Pearson for the position of chair; no other nominations were received, and Supervisor Pearson was declared chair. Supervisor Pearson indicated that he would accept the appointment. Vice-Chair Schlaeger conducted the remainder of the meeting.

Supervisor Pearson moved, Supervisor Graham 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, Supervisor Pearson seconded, to set the October meetings of the planning commission and board for Tuesday, 24 October 2023 to avoid conflicting with Halloween. The motion carried unanimously.

Supervisor Pearson moved, Supervisor Schlaeger seconded, to set the regular board meetings for the last Tuesday of each month, excepting October and 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 Graham moved, Supervisor Schlaeger seconded, to set the regular December board meeting at 7:30 p.m., 19 December 2023, in the town hall with the regular planning commission meeting preceding it at 7:00 p.m. The motion carried unanimously.

Supervisor Pearson moved, Supervisor Graham 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 Pearson moved, Supervisor Schlaeger seconded, to set the 2024 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 2023 road inspection for 24 April 2023. The motion carried unanimously.

Supervisor Pearson moved, Supervisor Schlaeger seconded, to appoint Supervisor Graham as supervisor in charge of roads for 2023. The motion carried unanimously.

Supervisor Schlaeger moved, Supervisor Pearson seconded, to appoint Supervisor Pearson as supervisor in charge of buildings and grounds and as legal contact for the board. The motion carried unanimously.

Vice-Chair Schlaeger distributed the pay and fee schedule from the past years. After discussion, the

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board made the following decisions:

Supervisor Pearson moved, Supervisor Schlaeger seconded, to set meeting pay for planning commission members and the deputy clerk at planning commission meetings, and for the zoning administrator, one road equipment operator and one deputy clerk at the board meetings at \$70 per meeting (up from \$65). The motion carried unanimously.

Supervisor Schlaeger moved, Supervisor Pearson seconded, to set the primary equipment operator pay at \$28 per hour (up from \$27 per hour). The motion carried unanimously.

Supervisor Schlaeger moved, Supervisor Pearson seconded, to have secondary operator pay set at \$22 per hour (up from \$20), and to consider additional training for the secondary operator, possibly including training with the primary operator and/or with Minnesota Local Training Assistance Program. The motion carried unanimously.

Supervisor Pearson moved, Supervisor Schlaeger seconded, to set the standard township hourly wage at \$20 (up from \$19). This scale includes wages for election judges. The motion carried unanimously.

Supervisor Graham moved, Supervisor Schlaeger seconded, to have supervisor emergency pay remain 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. The motion carried unanimously.

Supervisor Schlaeger moved, Supervisor Graham seconded, to set supervisor meeting pay at \$120 per meeting (up from \$115). The motion carried unanimously.

Supervisor Pearson moved, Supervisor Schlaeger seconded, to set treasurer meeting pay at \$160 per meeting (up from \$150). The motion carried unanimously.

Supervisor Pearson moved, Supervisor Graham seconded, to set the treasurer's annual salary at \$1,900 per year, with a maximum of eight (8) extra hours per month at the standard township wage. The motion carried unanimously.

Vice-Chair Schlaeger 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.

Supervisor Schlaeger moved, Supervisor Pearson seconded, to set the clerk meeting pay at \$160 per meeting (up from \$150), with a maximum of sixteen (16) extra hours per month at the standard township wage. The motion carried unanimously.

The deputy clerk's salary was discussed. Supervisor Graham moved, Supervisor Pearson seconded, to delete additional hourly pay from the compensation package; this provision had not been used during the previous year. The motion carried unanimously. Supervisor Graham moved, Supervisor Pearson seconded, to set the deputy clerk's salary at \$4,900 per year (up from \$4,800). The motion carried unanimously.

Supervisor Schlaeger moved, Supervisor Pearson seconded, that all day training for board members remain at \$145 plus mileage. The motion carried unanimously.

Supervisor Schlaeger moved, Supervisor Pearson seconded, to have secondary meeting pay remain at \$50 per meeting plus mileage. Former treasurer Wendy Tchida noted that secondary meeting pay includes attendance at meetings of the Pine County Association of Townships and similar entities. The motion carried unanimously.

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Supervisor Pearson moved, Supervisor Schlaeger seconded, to establish mileage reimbursement at the current federal rate (\$0.665 at the present time). The motion carried unanimously.

Supervisor Schlaeger moved, Supervisor Graham seconded, to set zoning administrator first site visit pay at \$85 (up from \$80), to continue to reimburse mileage, and to continue 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 Pearson moved, Supervisor Schlaeger seconded, to set the zoning administrator hourly wage at \$24 per hour (up from \$23). The motion carried unanimously.

Supervisor Pearson 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 and residential veterans, the latter, however, requiring a refundable damage deposit. The motion carried unanimously. Discussion continued about the procedures for determining when and how much of the damage deposit should not be returned. By consensus, the supervisors determined that the cleaning company should state the reasons why and determine how much of the deposit should be reserved.

Supervisor Schlaeger moved, Supervisor Graham seconded, 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.

Considerable discussion was held regarding overtime, Sunday, and holiday pay, especially for the road operators. Ideas considered included using both plow truck and grader when needed and bringing in the secondary operator for a second shift. Supervisor Schlaeger moved, Supervisor Pearson seconded, to pay time and a half for work on holidays, with the approval of the road supervisor. The motion carried unanimously. [Specific holidays were not determined.] Supervisor Graham moved, Supervisor Schlaeger seconded, to pay time and a half after the second Sunday worked in the same month. The motion carried unanimously.

Supervisor Schlaeger moved, Supervisor Graham seconded, to set the following permit fees: farm accessory and additions to farm accessory permits at \$100 (previously \$75), site permit fees at \$100 (previously \$75), culvert/driveway permit fees at \$100 (previously \$75), and all other accessory permits at \$100 (previously \$75). The motion carried unanimously.

Supervisor Schlaeger moved, Supervisor Pearson seconded, that public utilities' permits for work in rights-of-way remain at \$50. The motion carried unanimously.

Supervisor Schlaeger moved, Supervisor Pearson seconded, that conditional and interim use permits be \$600 (previously \$300). The motion carried unanimously.

Supervisor Pearson moved, Supervisor Graham seconded, that duplicates for any permit remain at \$30. The motion carried unanimously.

During the past year, fees for variances had been discussed with no consensus on their establishment. Planning Commission Chair Leslie Orvis noted that substantial costs are involved when considering variances. Clerk Swanson noted that filing such variances with the county also results in additional costs. Supervisor Schlaeger moved, Supervisor Pearson seconded, that fees for an "in-house" variance permit

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[those not requiring a public hearing] be set at \$100. The motion carried unanimously. Supervisor Schlaeger moved, Supervisor Pearson seconded, that fees for a “full” variance permit [those requiring a public hearing] be set at \$600. The motion carried unanimously.

Discussion followed about septic permit fees. Supervisor Schlaeger moved, Supervisor Pearson seconded, that septic permits remain at \$375. The motion carried unanimously. By consensus, and with the concurrence of Septic Administrator Amy Thompson, certification of existing septic/sewer systems was deleted from the fee schedule. Supervisor Schlaeger moved, Supervisor Pearson seconded, to have repair mound/septic system permits remain at \$150. The motion carried unanimously.

During the previous year, the board had set additional fees for certain septic systems. Supervisor Pearson moved, Supervisor Graham seconded, that fees for commercial systems Types IV and V and any other commercial systems require a one-time fee of \$500, plus inspector’s fees if additional inspections are required. The motion carried unanimously. Supervisor Schlaeger moved, Supervisor Pearson seconded, that annual operating fees for large commercial systems for which quarterly, or other periodic, operating reports are required shall be set at \$50.00. The motion carried unanimously.

Clerk Swanson presented the Rum River Consultants permit and inspection fee recommendations, noting that most of these costs are already in effect. The recommended schedule, not all of which will apply to Royalton Township because Rum River Consultants does not perform items like septic inspections for Royalton, is consistent with other jurisdictions served by Rum River. Supervisor Pearson moved, Supervisor Schlaeger seconded, to accept the recommended schedule, a copy of which shall be part of these minutes. The motion carried unanimously.

At 7:15 p.m., Supervisor Pearson moved, Supervisor Schlaeger seconded, to adjourn. The motion carried unanimously.

Respectfully submitted,

Duane P. Swanson, Clerk

Jeff Schlaeger, Vice-Chair/Supervisor

Marshall Pearson, Supervisor

John Graham, Supervisor

Jenessa Saumer, Treasurer