

Royalton Township Reorganizational Board Meeting Agenda

6052 Royalton Road, Braham, MN 55006

Email: royalton@royaltontownship.com – Website: www.royaltontownship.com

26 March 2024, 6:00 p.m. – Unapproved

Vice-Chair calls meeting to order

Approve/add to agenda – ***Motion to approve***

General administrative detail:

Elect Chair for 2024/25 – the current vice-chair normally conducts the remainder of this meeting

Elect Vice-Chair for 2024/25

Set regular township board meetings - day & time – last Tuesday of the month @ 7:30 pm, with Planning Commission @ 7:00 pm, except December

Set December meeting date (December 10, 17, are possibilities; if we stay with Tuesday)

Designate newspaper (Pine City *Pioneer*), posting location (posting board & website), and bank (Frandsen Bank & Trust of Pine City)

Set Annual Road Inspection for same date as board of appeal and equalization (April 29)

Consider and designate supervisor responsibilities for 2024:

Road supervisor (John in 2023)

Buildings & grounds (Marsh in 2023)

Legal contact (Marsh and Duane in 2023)

Planning commission member (Jeff in 2023)

Set wage and fee schedule: (2023 rates in parentheses)

Meeting pay for planning commission, zoning, one road equipment operator, and deputy clerk @ board meeting (\$70 per meeting)

Primary equipment operator wage (\$28.00 per hour) (Dan)

Secondary operator wage (\$22.00 per hour) (Steve)

Standard township hourly wage (\$20.00 per hour), includes election judges

Supervisor emergency pay (\$40.00 for the first hour and standard township wage for all hours thereafter, with the date and reason appearing on the time sheet to be paid)

Supervisor meeting pay (\$120.00 per meeting)

Treasurer's meeting pay (\$160.00 per meeting)

Treasurer's annual salary (\$1,900.00 per year with a maximum of eight (8) extra hours per month at the standard township wage)

Clerk's annual salary (\$0.00)

Clerk's meeting pay (\$160.00 per meeting with a maximum of 16 hours per month at standard wage)

Deputy clerk's annual salary (\$4,900.00 per year)

All day training (\$145.00 plus mileage for board members)

Secondary meeting pay (\$50.00 plus mileage)

Mileage to follow the federal rate (0.67 for 2023)

Zoning administrator's first site visit (\$85.00) and monthly stipend of \$70 to cover phone calls, etc.

Zoning pay (\$24.00 per hour)

Town hall rent (\$50.00 for resident plus \$200.00 deposit; \$100.00 nonresident, plus \$200.00 deposit & no charge for residential non-profit organizations and veterans, the latter requiring a damage deposit)

Policy of no brush cutting without authorization of a supervisor

Policy of no parts or purchases over \$200.00 without a supervisor's approval

Charge for 8" x 11" photocopies (excluding permits) (\$0.25)

Permit fee schedule: (2023 rates in parentheses)

Farm accessory and additions to farm accessory permit (\$100.00)

Site permit (\$100.00)

Culvert/driveway permit (\$100.00)

All other accessory permits (\$100.00)

Public utilities permit for work in rights-of-way (\$50.00)

Conditional and interim use permits (\$600.00)

Duplicate of any permit (\$30.00)

Septic permits - regular (\$375.00)

Certification of existing septic/sewer system (\$250.00)

Repair mound/septic system permit (\$150.00)

Septic fees – commercial systems, Types IV and V and any other commercial systems (one-time fee of \$500, plus inspector’s fees if additional inspections are needed)

Septic fees – large commercial systems requiring quarterly, or other periodic, operating reports (annual fee of \$50.00)

Variance permits (\$100 if no public hearing; \$600 if public hearing is required)

Motion to adjourn