

Royalton Township Regular Board Meeting Minutes  
6052 Royalton Road, Braham, MN 55006  
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4 March 2024  
Approved

7:30 p.m., 4 March 2024, Chair Marshall Pearson called the Royalton Township regular board meeting to order, with Supervisor Jeff Schlaeger, Supervisor John Graham, Treasurer Jenessa Saumer, and Clerk Duane Swanson present. Zoning Administrator John Kemen, Septic Administrator Amy Thompson, Road Superintendent Dan Saumer, Secondary Road Operator Stephen Belland and Deputy Clerk Andrea Anderson also attended, along with members of the planning commission and members of the public. This meeting was the regular February meeting postponed due to its original date being precinct caucus night. The pledge of allegiance was recited.

Supervisor Graham moved, Supervisor Schlaeger seconded, to approve the agenda as presented with the addition of three items: LTAP training, reorganizational meeting, and “thank you.” The motion carried unanimously.

Chair Pearson moved, Supervisor Graham seconded, to approve the minutes of the regular board meeting of 30 January 2024 as presented. The motion carried unanimously.

Treasurer Saumer read her report, noting that as of 31 January 2024, the township had a balance of \$287,655.46 in the treasury. Deposits were \$116,892.18; disbursements were \$117,179.52, leaving an ending balance of \$297,231.99. Outstanding checks were \$9,863.87. The restricted COVID Fund balance of \$104,229.84 was transferred to the Road and Bridge Fund, leaving a spendable balance was \$287,368.12. Supervisor Schlaeger moved, Supervisor Graham seconded, to approve the report. The motion carried unanimously.

Chair Pearson called for discussion of checks #11063-11089 in the amount of \$15,573.96. Chair Pearson moved, Supervisor Schlaeger seconded, to approve payment of the bills. The motion carried unanimously with Chair Pearson, Supervisor Schlaeger, and Supervisor Graham voting “Aye.”

Public Forum was offered. No one spoke.

Planning Commission recommendations:

The board noted that the Planning Commission recommended approval of the application of Daniel Smith for a vehicle detailing facility at 110 Greeley Road, Braham. Chair Pearson moved, Supervisor Schlaeger seconded, to approve the findings of fact, additional restrictions, and decision, dated 4 March 2024, as drafted by the planning commission and to authorize the clerk to file said document with the County Recorder. The motion carried unanimously. Chair Pearson signed the document, and Mr. Smith signed that he had received a copy.

Old Business:

Septic issues: There was no additional information on the expired septic permit for 11227 Homer Road. Clerk Swanson noted the report in members’ packets on the 2023-2024 sales from Pine County. Of the 19 sales reported, eight had compliance reports on file; three had new approved systems; four were in Shorelands and thus the responsibility of the county; one was vacant land with no system; one had an abandonment form on file; one letter was sent and a copy of the compliance inspection received; and one property was the completion of a contract for deed signed before the septic ordinance went into effect and thus did not require a compliance.

Zoning issues: There were no zoning issue updates.

Road report: There were no road updates.

Chair Pearson noted that sale of the township’s gravel pit property had closed on 26 February 2024, with he and Clerk Swanson signing closing papers, including the warranty deed. The buyers, Tim and Robin Boeke, also signed the township’s hold harmless clause as requested by township counsel. The township reserved the right to establish a turnaround on the property for the grader and snowplow.

JG \_\_\_\_\_ MP \_\_\_\_\_ JMS \_\_\_\_\_ JS \_\_\_\_\_ DPS \_\_\_\_\_

Clerk Swanson noted that the township had received payment for two of four flood disaster projects, that the third project is obligated at \$16,000+; and that the Bluebell/Church roads project is awaiting final development by FEMA.

New Business:

Supervisor Schlaeger moved, Supervisor Graham seconded, to issue a call for quotes from 4,000 to 6,000 cubic yards of gravel at the same specifications of last year. Road Superintendent Saumer noted that some additional gravel will have to be used for the turnaround on Sage Drive to be constructed this year. The motion carried unanimously.

Discussion about brushing needs for 2024 resulted in a consensus decision to wait until the road check to evaluate what the current needs are.

The board, by consensus, asked Clerk Swanson to provide additional information on the benefits, or lack thereof, of paying dues to the Pine County Township Officers Association. Action on the dues was postponed until the March meeting.

Supervisor Graham moved, Chair Pearson seconded, to accept the quote of Rasmussen Services to provide mowing and trimming for the township campus this summer at \$80 per weekly mowing, unless the season is very dry. Depending on prices, a fuel surcharge may be applied. The motion carried unanimously, with Chair Pearson, Supervisor Schlaeger, and Supervisor Graham voting "Aye."

Clerk Swanson noted that the Minnesota Association of Townships spring short courses would be held in St. Cloud on 26 March and in Duluth on 5 April. Supervisor Graham noted that these courses were designed to keep townships out of legal trouble and recommended attendance, especially by new officers.

Clerk Swanson reported that the Presidential Nomination Primary would be held on 5 March and the township election on 12 March.

Supervisor Graham moved, Supervisor Schlaeger seconded, to authorize Secondary Road Operator Stephen Belland to attend the Local Technical Assistance Program training course on gravel road maintenance and design, with documented costs being reimbursed by the township. The motion carried unanimously.

Supervisor Schlaeger moved, Supervisor Graham seconded, to set the reorganizational meeting of the new board at 6:00 p.m., 26 March 2024. The motion carried unanimously.

Supervisor Schlaeger commented that he had received kudos on the information displayed and ease of use of the township's website, thanking Clerk Swanson, Deputy Clerk Anderson and Treasurer Saumer for their involvement in this endeavor. He then proceeded to offer thanks to Marshall Pearson for his twelve years as supervisor, noting especially Mr. Pearson's leadership in the construction of the town hall, a second storage shed, and the campus playground. The audience responded with a round of applause.

The board then met as the statutorily required Board of Audit to review the 2023 financial records of the clerk and treasurer. Because the supervisors had verified claims and receipts at every meeting only a sampling of documents was checked during the audit. Receipt numbers 21823, 65336, and 65345 were selected and verified to be accurate. Check numbers 10916, 10992, and 10995 were selected and verified to be accurate. The cash basis accounting report, statement of investment (none), and statement of indebtedness (none) were also reviewed. The clerk's and treasurer's statements of receipts and disbursements were reviewed and found to match each other. The board then made the following levy recommendations to the annual meeting: general fund, \$104,000; road and bridge fund, \$70,000; fire fund, \$25,000; and equipment fund, \$20,000 for a total levy of \$219,000. All supervisors signed the board of audit report.

Correspondence:

Clerk Swanson reported that the electors at the 2023 annual meeting had asked for a report on moving town elections to November. He distributed a draft report stating how that could happen, its potential benefits, and potential pitfalls. By consensus, the board authorized this report to be included in the annual meeting packet for the electors to consider.

JG \_\_\_\_\_ MP \_\_\_\_\_ JMS \_\_\_\_\_ JS \_\_\_\_\_ DPS \_\_\_\_\_

FYI:

Chair Pearson reported that the January and February reports of new housing units permitted has been submitted to the Census Bureau. He noted the upcoming town election on 12 March 2024, the annual town meeting on 12 March 2024, and the Board of Canvass meeting following the annual meeting.

The next regular meeting of the town board will be at 7:30 p.m., Tuesday, 26 March 2024.

At 8:33 p.m., Chair Pearson moved, Supervisor Schlaeger seconded, to adjourn. The motion carried unanimously.

Respectfully submitted,

Duane P. Swanson, Clerk

Marshall Pearson, Chair/Supervisor

Jeff Schlaeger, Vice Chair/Supervisor

John Graham, Supervisor

Jenessa M. Saumer, Treasurer