

Royalton Township - Planning Commission **Working Meeting Minutes**
October 15, 2024 Royalton Township
6052 Royalton Road Braham, MN 55006

Meeting called to order at 6:30pm

Members present were Jessica Johnson, Gary Valvoda, John Graham, Gordy Norby and Doug Stanger. Also present was Septic Inspector Amy Thompson. Introductions were made along with exchange of contacts and employment paperwork.

No members of the public were in attendance

Cleaner - Job Description

Reviewed and discussed job description drawn up by the clerk. Determined it would be ideal for this position to remain a W2 employee vs a contract position. Also discussed adding semi-annual reviews for both parties to discuss performance, salary and any questions or concerns. Ensure exterior window cleaning specifically added in the duties to be performed semi-annually or as directed.

Pine County Cannabis ordinance on Retail sales

Reviewed and determined acceptable as this is only for Retail. Further discussions will be required in reference to Royalton Townships concerns with cultivation and agriculture.

September 24 Planning Commission minutes

Correction required on short-term rental ordinance. The commission is not close to completing, this reference should have been applied to the campground ordinance. Short-term rentals is still very much a work in process.

Campground Discussion

Reviewed final draft of the ordinance for proposal to the board. We agreed to add our site permit ordinance and local code page 15 Section 9 Building Requirements. Commission is proposing the board to approve and motion to pass the campground ordinance

Building Permit Discussion

Board approved the proposal to issue a formal notice to Rum River Consultants - Andy Schreder with a 60 day notice advising of the Township no longer needing their services. This is pending attorney review and hope to have feedback by next board meeting.

Commission is proposing the board to approve and motion to pass the removal of the MN Building Code requirements and proceed with 60 day notice.

Further Discussions:

Discussed the goal of completing the following by years end: Admin Citation ordinance
- questioned whether we should call it an ordinance violation fee vs. Admin Citation.

Jessica to reach out to Jeff on the attorney questions on fees. Still working on how to enforce

Also by year end ideally complete policy around Recording and cameras and security
At the top of 2025 we'd like to dive into the short-term rentals, fire boundaries and the Township website facelift and domain to .gov

Respectfully Submitted,

Member/Chair	Jessica Johnson
Member	Gary Valvoda
Member/Supervisor	John Graham
Member	Gordy Norby
Member	Doug Stanger