

Royalton Township Regular Board Meeting Minutes
6052 Royalton Road, Braham, MN 55006
Email: royalton@royaltontownship.com -- Website: www.royaltontownship.com
17 December 2024
Approved

7:33 p.m., 17 December 2024, Chair Jeff Schlaeger called the Royalton Township regular board meeting to order, with Supervisor John Graham, Supervisor Pete Belland, and Clerk Duane Swanson present and Treasurer Jenessa Saumer absent. Septic Administrator Amy Thompson, along with members of the planning commission and the public attended. Chair Schlaeger called for a moment of silence to recognize the passing of Joseph Saumer. The pledge of allegiance was recited.

Supervisor Belland moved, Supervisor Graham seconded, to approve the agenda as presented, with the addition of proposed cannabis ordinance. The motion carried unanimously.

Supervisor Graham moved, Chair Schlaeger seconded, to approve the minutes of the regular board meeting of 26 November 2024 as presented. The motion carried unanimously.

Clerk Swanson read Treasurer Saumer's report, noting that as of 1 November 2024, the township had a beginning balance of \$266,412.11 in the treasury. Deposits were \$84,585.46, disbursements were \$20,677.85, leaving an ending bank balance on 30 November of \$347,629.00. Outstanding checks were \$17,309.28 and a certificate of deposit in the amount of \$50,000 was in place, leaving a spendable balance of \$280,319.72. Supervisor Graham moved, Supervisor Belland seconded, to approve the report. The motion carried unanimously. Clerk Swanson noted that there was a deficit of nearly \$32,000 in the road and bridge fund; usually fund transfers have been initiated to show a positive balance at the end of the year. Supervisor Graham moved, Supervisor Belland seconded, to transfer \$35,000 from the general fund to the road and bridge fund. The motion carried unanimously.

Chair Schlaeger called for discussion of checks #11399-11420 in the amount of \$5,508.14. Clerk Swanson noted that check #11420 has been voided and that check #11421 has been issued for the same amount. Chair Schlaeger moved, Supervisor Belland seconded, to approve payment of the bills. The motion carried unanimously with Chair Schlaeger, Supervisor Graham, and Supervisor Belland voting "Aye." Clerk Swanson presented one late arriving claim and asked for authority to issue a check: M-R Sign Company, \$471.60 (purchase of replacement road signs). Chair Schlaeger moved, Supervisor Belland seconded, to approve payment of the M-R Sign Company claim and to authorize the office to pay any valid claims that arrived before the next meeting in order to avoid late penalties. The motion carried unanimously with Chair Schlaeger, Supervisor Graham, and Supervisor Belland voting "Aye."

Planning Commission recommendations:

Planning Commission Chair Jessica Johnson presented the draft wording of a proposed amendment to Section 7, subdivision 7, of the zoning ordinance regarding short-term rentals, consisting of an updated definition of "short term rental dwelling" and 11 requirements for their operation. The commission recommended that Clause C regarding septic systems be modified by including "A compliance inspection must be renewed every three (3) years." Planning Commission Chair Johnson also presented the draft wording of a proposed amendment to section 5 adding a definition of "recreational camping vehicle." She also presented a disclosure sheet to be given to campground operators at the time of an issuance of conditional/interim use permit. Chair Schlaeger moved, Supervisor Belland seconded, to approve the drafts and to submit them to legal counsel for consideration. The motion carried unanimously.

Chair Schlaeger asked if the issue of manufacturing cannabis could be considered by the planning commission as a priority item. Planning Chair Johnson noted that this would require a significant amount of time, that timelines for the issuance of permits were still in flux and requested that two working meetings be held in January. By consensus, the board approved her request. Working meetings are scheduled for 14 and 21 January 2025.

Old Business:

Septic issues: Clerk Swanson and Septic Administrator Thompson noted that the county auditor has reported that the bank owner of PID 2295231000 (1995 Royal Heights Lane) has begun eviction proceedings against the occupants of the property.

PB _____ JG _____ JMS _____ JS _____ DPS _____

Zoning issues: County Auditor Kelly Schroeder reported that a pre-trial regarding zoning violations at PID 295137000 (Royal Woods Road) had been held but no details were available. Clerk Swanson reported that legal counsel had requested additional information, including photographs, of alleged zoning violations at PID 290043000 (8011 Cabin Drive), that the township would need the planning commission to approve the sale of its adjoining land parcel, and provided additional legal advice relating to it.

Road issues: Clerk Swanson reported he had contacted the owner who reported mailbox damage on Buffalo Road and noted that the issue will be reviewed at the 2025 road inspection. The issue will be removed from the agenda.

Campus building issues: There were no updates on recording of meetings or security technology. Clerk Swanson reported that the town email account had been locked; Travis Kemen discovered that the renewal had not been paid; the town did not get a notice of renewal because former Chair Wayne Olson had used his credit card to pay for it (and had been reimbursed by the township). Mr. Kemen used Design for Learning's credit card to unlock the account.

Supervisors reviewed the quote from Ebert's Cleaning & Detailing for cleaning of the carpets and tile floors. After discussion, Chair Schlaeger moved, Supervisor Belland seconded, to accept the quotes of \$660.10, \$50.05, and \$131.95, for cleaning of carpets in the meeting hall, foyer, and office, respectively. The quotes do not include taxes. The motion carried unanimously with Chair Schlaeger, Supervisor Graham, and Supervisor Belland voting "Aye."

Supervisor Belland reported that he had reviewed the process for becoming trained for the local board of appeal and equalization.

New Business:

Clerk Swanson reviewed requirements for the upcoming township election in March. By consensus, the board decided to keep the poll hours from noon to 8:00 p.m. Clerk Swanson noted that recent statutory changes will impact election procedures. Filings for one supervisor and one treasurer position will open on 31 December and remain open for two weeks.

Clerk Swanson reported that Bohdan Valvoda will be raising and lowering the flag while Gary Valvoda is South.

Clerk Swanson reported that the Minnesota Association of Townships, Pine County Auditor-Treasurer Kelly Schroeder, and town legal counsel had recommended that the township identify a point of contact with the Minnesota Office of Cannabis Management (OCM) and register with the OCM for an Accela account that would allow the township to verify that cannabis applicants meet zoning requirements of the township. Supervisor Graham moved, Chair Schlaeger seconded, to authorize Clerk Swanson to be the point of contact with the OCM, with the understanding that all applications will be reviewed by the board for zoning compliance. The motion carried unanimously.

Doug Stanger presented a proposed cannabis management ordinance on behalf of the citizens committee and requested that the planning commission review it. Joe Zappa suggested that the township follow the recently approved county ordinance. Planning Commission Chair Johnson will receive electronic copies of all proposals for the commission's study.

Public Forum:

No public comments were made.

Correspondence:

Chair Schlaeger noted that the cost of 2025 official notices in the Pine City Pioneer would be \$8.10 per column inch (up from \$7.95 in 2024), that DW in Cambridge is holding its township, city, and county informational meeting on 9 January 2025, and that a business card and calendar from Crysteel Trucking Equipment had been received.

FYI:

Chair Schlaeger reported that the November report of building or zoning permits for new housing units had been submitted to the US census bureau, that Resolution 2024-10 delegating retail cannabis regulation to Pine County had

PB____ JG____ JMS____ JS____ DPS____

been submitted to the county auditor, and that the 2024 report of outstanding indebtedness (zero) had been submitted to the county auditor.

The next regular meeting of the town board will be at 7:30 p.m., Tuesday, 28 January 2025.

At 8:12 p.m., Supervisor Graham moved, Chair Schlaeger seconded, to adjourn. The motion carried unanimously.

Respectfully submitted,

Duane P. Swanson, Clerk

Jeff Schlaeger, Chair/Supervisor

John Graham, Vice Chair/Supervisor

Pete Belland, Supervisor

Jenessa M. Saumer, Treasurer