

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

7:30 p.m., 24 February 2026, Chair Jeff Schlaeger called the Royalton Township regular board meeting to order. The pledge of allegiance was recited.

ROLL CALL

Members present: Supervisors Peter Belland, John Graham, and Jeff Schlaeger and Treasurer Jenessa Saumer

Member absent: Clerk Duane Swanson

Others present: Acting Deputy Clerk Priscilla Schneider, Administrative Assistant Mollie Davis, Road Superintendent Dan Saumer, Zoning Administrator John Kemen, Septic Administrator Amy Thompson, and members of the public

APPROVAL OF AGENDA

Chair Schlaeger moved, Supervisor Belland seconded, to approve the agenda as presented with the addition of Rasmussen Services lawn agreement, voting grant funds, and additional claim of MATIT for property insurance. The motion carried unanimously.

APPROVAL OF MINUTES

Chair Schlaeger moved, Supervisor Belland seconded, to approve the minutes of the regular board meeting of 27 January 2026 as presented. The motion carried 2-0-1, with Chair Schlaeger and Supervisor Belland voting “Aye” and Supervisor Graham abstaining because he was not present at that board meeting.

TREASURER REPORT & FINANCIAL MATTERS

Treasurer Saumer read her January report, noting that as of 1 January 2026, the township had a beginning balance of \$346,124.21 in the treasury. Deposits were \$12,972.35; disbursements were \$6,246.35; with an ending balance of \$352,850.21. Outstanding checks were \$4,786.61 and a certificate of deposit in the amount of \$51,996.27 was in place, leaving a spendable balance of \$306,578.40. Supervisor Belland moved, Supervisor Graham seconded, to approve the report. The motion carried unanimously.

The certificate of deposit (CD) is up for renewal on 25 February 2026 for a period of five months. The Board discussed current interest rates and liquidity needs. Treasurer Saumer mentioned that the interest rate seems to be decreasing with renewals. Supervisor Belland moved, Supervisor Graham seconded, to renew the CD for a term of 5 months. The motion carried unanimously.

Supervisor Belland moved, Supervisor Graham seconded, to approve checks 11786 through 11809 in the total amount of \$7,199.31 and to authorize payment of the late-arriving claim from MATIT for additional property insurance in the amount of \$334.00. The motion carried unanimously with Chair Schlaeger and Supervisors Belland and Graham voting “Aye.”

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PLANNING COMMISSION RECOMMENDATIONS

Zoning Ordinance: The planning commission recommended to the board that the zoning ordinance be scheduled with legal counsel for a sit-down review with Clerk Swanson and Planning Commission Member Dreyer. Supervisor Belland stated if he is available, he will attend as well. Chair Schlaeger moved, Supervisor Graham seconded, to accept the commission's recommendation as presented. The motion carried unanimously.

Hoover interim use permit: The draft for Rodney Hoover's (9187 Apple Road) permit was reviewed. No action was taken pending the public hearing on 11 March.

OLD BUSINESS

Septic Compliance: 1995 Royal Heights Lane: Property has sold again; County Administrator Kelly Schroeder will continue to follow up on septic and garbage concerns.

Zoning Compliance:

- 10696 Pine Bough Road: Junk Accumulation: Legal papers were served; by consensus, the board authorized legal counsel to draft and send a second letter to the owner.
- 9451 Brunswick Road: Excessive number of vehicles: The board noted of potential communication difficulty between Zoning Administrator Kemen and the property owner in regard to a fence – the board asked Zoning Administrator Kemen to reach out to the property owner; Administrator Kemen requested contact information again.
- 1437 Royal Heights Lane: unpermitted building – Zoning Administrator Kemen noted the current instability of the building, that work appeared to have stopped, and that a cease and desist order should be considered. The board suggested recontacting the owner. Administrative Assistant Davis suggested a letter to the property owners requesting a course of action plan that would keep everyone on the same page. Chair Schlaeger moved, Supervisor Belland seconded, to proceed as outlined. The motion carried unanimously.

Road Report: The Board reviewed the draft call for gravel quotes. Chair Schlaeger moved, Supervisor Belland seconded, to approve the draft notice with the inclusion of from 5,000 up to 6,000 cubic yards of gravel. The motion carried unanimously. Administrative Assistant Davis was directed to follow the standard protocol for quote requests, including newspaper announcements, website posting, and informing potential vendors.

Campus & Technology

- Travis Kemen and his crew completed the installation of five exterior and one vestibule security cameras on the campus. He recommended that signage be posted informing the public that video recording is in process. Chair Schlaeger moved, Supervisor Belland seconded, to have Treasurer Saumer order two signs for installation. The motion carried unanimously.
- Travis Kemen is working on the website domain – no updates
- Chair Schlaeger will check on the status of the picnic shelter sign.

ECE Internet/Phone: The board was presented and discussed the \$99.90/month bundle option for phone and Internet service, noting the current Internet service (Gigfire) costs \$64.95 monthly and the current telephone provider (Lumen/Century Link) charges approximately \$92 monthly (depending on the amount of long-distance calls). Treasurer Saumer informed the board that if the township bundles and stays with ECE for a minimum of six months then the installation is at no cost to the township.

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Supervisor Graham moved, Supervisor Belland seconded, to approve the bundle and authorize Treasurer Saumer to sign necessary documents, with the specific instruction that underground water lines must be marked/avoided during installation. The motion carried unanimously.

NEW BUSINESS

- Tax levy: The board reviewed the levy history in preparation for the annual meeting. Discussion centered on the general understanding that no one enjoys tax increases, but operational costs need to be covered. Members of the public addressed the board in regard to the county increasing levies, how new homes affect this, and how certified amounts are allocated. Chair Schlaeger moved, Supervisor Belland seconded, to recommend a levy increase of \$10,000 to be allocated to the general fund with the remaining fund levies to be unchanged, resulting in a total levy recommendation of \$250,000. The motion carried unanimously.
- Reorganizational meeting: Chair Schlaeger moved, Supervisor Belland seconded, to set the 2026 reorganizational meeting for 6:00 p.m., Tuesday, 24 March 2026. The motion carried unanimously.
- Lawn service: Supervisor Graham moved, Supervisor Belland seconded, to accept the quote from Rasmussen Services for lawn mowing at \$80/week and for weed spraying at \$75/ time. The motion carried unanimously.
- Voting grant funds: Chair Schlaeger moved, Supervisor Graham seconded, to accept the clerk's recommendation to request Royalton Township's allocation of \$216.66 from Pine County for state/national election expenses as provided by the Minnesota legislature. The motion carried unanimously.
- By consensus, the board decided that Administrative Assistant Mollie Davis would receive hourly pay for her attendance at board meetings.

PUBLIC FORUM

Chair Schlaeger called for public comments. No one spoke.

CORRESPONDENCE – Chair Schlaeger noted the following:

MAT township day at the Capitol, 2 March 2026

MAT spring short course – Friday, 3 April 2026, Black Bear Casino, Carlton

FYI: - Chair Schlaeger noted the following:

January report of new housing units submitted to US census bureau, 2 February

Boundary and annexation survey report submitted to US census bureau, 5 February

Town annual meeting, 10 March 2026, 8:15 p.m.

Board of Canvass meets after annual meeting; supervisors are requested to be there.

Public hearing on Rodney Hoover's interim use permit, 6:30 p.m., Wednesday, 11 March 2026

Next planning commission meeting, 7:00 p.m., Tuesday, 24 March 2026

Next regular town board meeting, 7:30 p.m., Tuesday, 24 March 2026

BOARD OF AUDIT

The board then began the annual audit of the 2025 township accounts. Present were Chair Schlaeger, Supervisors Graham and Belland, Treasurer Saumer, Acting Deputy Clerk Schneider, and Administrative Assistant Davis. The board selected three receipts finding that the identification matches on the clerk's and treasurer's records; it verified that automatic deposits have triplicate receipts and all interest payments have receipts. The board selected three disbursements finding that the identification matches

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on the clerk's and treasurer's records and that the bank statement matched; there were no disallowed claims. The board verified that the bank statements had been balanced monthly, that the clerk's and treasurer's statements had the same balance for each fund, that the clerk's and treasurer's Schedule 1 statements matched, and that the cash control statement matched the final bank statement balance. The board then signed the audit report, a copy of which is part of these minutes, and the treasurer's annual report as of 31 December 2025.

ADJOURNMENT

At 8:48 p.m., Supervisor Graham moved, Chair Schlaeger seconded, to adjourn the meeting. The motion carried unanimously.

Minutes recorded by: Mollie Davis, Administrative Assistant

Respectfully submitted,

Duane P. Swanson, Clerk

Jeff Schlaeger, Chair

John Graham, Vice-Chair

Peter Belland, Supervisor

Jenessa M. Saumer, Treasurer