

Royalton Township Working Planning Commission Meeting Minutes
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19 October 2021
Approved

6:30 p.m., 19 October 2021, Chair Leslie Orvis convened the Royalton Township working planning commission meeting with members Jeff Schlaeger, Priscilla Schneider, and Duane Swanson present. Supervisor Marshall Pearson also attended.

Mac Perry, realtor representing the owner, was present to request the commission's opinion about a possible land split for PID 29006800. This 95+ acre parcel is diagonally bisected by State Highway 107 and the railroad tracks. Mr. Perry was concerned about access to the eastern portion, about 35 acres. The southeast corner of this parcel abuts the terminus of Eagle Lane. Therefore, there is no road frontage on the parcel, which Royalton's ordinance requires a parcel to have. Mr. Perry questioned if the eastern portion could be approved as a legal parcel. The western portion has access from the state highway, but neither the state nor the railroad is likely to grant access over the tracks to the eastern portion. Mr. Perry had been in contact with Zoning Administrator John Kemen, who said he could not give an opinion on this issue. Chair Orvis noted the similarity of this situation to others in the township where land corners on a road terminus. In those cases, the board has not denied subdivision provided that access is achievable from the road and that only one dwelling be placed on the parcel. Mr. Perry was told that the parcel would have to be surveyed (with the PID on the survey) and that, in order to be declared buildable, two septic sites with three borings each would have to be done and shown on the survey. Without the septic borings, the site would be declared unbuildable at this time. Mr. Perry was also told that the survey would have to be reviewed by Zoning Administrator Kemen and at a working planning commission meeting. A formal recommendation at a regular planning commission meeting would then be made to the board. Mr. Perry left the meeting.

The commission discussed potential staffing alternatives due to the resignation of Deputy Clerk Schneider. Clerk Swanson and Deputy Clerk Schneider presented a detailed list of her responsibilities, stressing that this was not a job description. Optional township organizations, including appointing the clerk and/or treasurer, combining the offices of clerk and treasurer, and appointing a township administrator, were considered. Combining the offices would require that a certified municipal accountant audit the books periodically at a significant cost. Supervisor Pearson requested current salary numbers: The treasurer's annual salary is \$1850 plus \$140 per meeting (and an optional 16 additional hours per month); the deputy clerk's annual salary is \$3950 plus \$65 per meeting (and an optional 16 additional hours per month). Commission members appeared to have a consensus that Royalton should be looking toward having some sort of regular "open" hours, even if it were only one morning per week. This would make the office available for residents and could be advertised on the website. Deputy Clerk Schneider noted that, currently, it would be difficult to keep a person busy for more hours than that per week. Deputy Clerk Schneider reported that she spends approximately 20 hours per month performing her duties, that this time is not evenly distributed throughout the month, and that it is concentrated in the week before the meetings. Although desirable, it would not be necessary for the deputy clerk to attend the regular board meetings. Members saw the need to advertise this position, noting the three main tasks (administering CTAS, maintaining the website, and preparation for meetings), and that it is part-time with flexible hours, plus meeting pay. There was a consensus that an annual salary of \$3950, with hourly compensation of \$20 for hours over 16 in a particular month and meeting pay would be a fair starting position, but there was no consensus on whether the salary should be in an announcement.

The commission then noted that Gary Valvoda and Dan Saumer had investigated potential plow truck purchases, as had Chair Orvis. Given the current high prices, low availability, and age of most existing prospects, Supervisor Schlaeger recommended that the issue be revisited in the spring.

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Clerk Swanson reported that he had received no updates from Roger Teich on the status of his land split proposals and that Septic Inspector Amy Thompson had received no septic permit applications. He also reported that a surveyor from the insurance appraisal company employed by MATIT would be visiting the township facilities on Tuesday, 26 October 2021; Treasurer Wendy Tchida will be available to guide them through the facilities.

At 8:00 p.m., the meeting concluded.

Respectfully submitted,

Duane P. Swanson, Clerk/Member

Leslie Orvis, Chair/Member

Jeff Schlaeger, Member

Priscilla Schneider, Member

Gary Valvoda, Member