

Royalton Township Regular Board Meeting Minutes  
6052 Royalton Road, Braham, MN 55006  
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25 January 2022  
Approved

7:31 p.m., 25 January 2022, Chair Wayne Olson called the Royalton Township regular board meeting to order, with Supervisor Jeff Schlaeger, Supervisor Marshall Pearson, and Clerk Duane Swanson present in the meeting room and Treasurer Wendy Tchida present via remote electronic means. Zoning Administrator John Kemen, Road Superintendent Dan Saumer, Septic Administrator Amy Thompson, and Deputy Clerk Andrea Anderson also attended, along with members of the planning commission and members of the public. The pledge of allegiance was recited.

Supervisor Schlaeger moved, Supervisor Pearson seconded, to approve the agenda as presented with four additions: deputy clerk's pay, gravel bids, brushing, and snowplow truck. The motion carried unanimously.

Supervisor Pearson moved, Supervisor Schlaeger seconded, to approve the minutes of the regular board meeting of 14 December 2021 as presented. The motion carried unanimously.

Clerk Swanson read Treasurer Tchida's report, noting that the township has a balance of \$538,388.77 in the treasury. The report noted that \$63,274.42 of the balance is COVID-19 aid that is restricted to certain uses. Chair Olson asked Treasurer Tchida if she had any further comments, and she responded she did not. Supervisor Pearson moved, Supervisor Schlaeger seconded, to approve the report. The motion carried unanimously.

Supervisor Pearson moved, Supervisor Schlaeger seconded, to approve payment of checks #10266-10297 in the amount of \$19,881.73. The motion carried unanimously with Chair Olson, Supervisor Pearson, and Supervisor Schlaeger voting "aye".

Public Forum was offered. Planning Commission Chair Les Orvis reported that several of the sound panels in the meeting room have been loosened, presumably by renters either pinning things to them or hanging items from them. He suggested signage that would make renters aware of this prohibition.

Planning Commission recommendations:

Amendments to the zoning ordinance are either on hold or still being studied by the planning commission. The permit checklist will be discussed at the next working meeting.

Chair Olson moved, Supervisor Schlaeger seconded, to amend the town hall rental agreement by adding "The rental fee, but not the damage deposit fee, will be waived for active or inactive military residents of the township or who have immediate family residing in the township." The motion carried unanimously.

The planning commission recommended approval of Mackinzie Perry's request for a land split for the western portion of PID 290068000 according to a certificate of survey by Bogart, Pederson & Associates, Inc., dated 6 January 2022. The proposal splits the western portion of the parcel into four parts, each with road frontages on State Highway 107 and Sherwood Street. Accompanying the certificate was a report of soil borings by Grasston Excavating and Landscaping for septic evaluation covering each of the four sites. Zoning Administrator Kemen and Septic Administrator Thompson approved the submissions. Chair Olson moved, Supervisor Pearson seconded, to approve the minor subdivision request and to authorize the clerk to forward said approval to Pine County. The motion carried unanimously.

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The planning commission recommended approval of two certificates of survey for Avis Pangerl covering PID 290234000, dated 21 January 2022 by Hancock Surveying, which proposes the removal of a twenty-acre unit on the southeast corner of the parcel and its attachment by a restrictive covenant to the parcel to the south, already owned by the same parties. One certificate covered the entire PID, while a second certificate covered the parcel to be split from the remainder parcel. A third certificate, with similar date, covers PID 290238000, to which the split parcel is to be connected by a restrictive covenant. No construction is contemplated on any of these parcels, so no soil borings are required. All parcels of PID 290234000 are declared not buildable, in accordance with the wishes of the applicant. Treasurer Wendy Tchida noted her endorsement as presented. Zoning Administrator Kemen and Septic Administrator Thompson indicated their approval. Supervisor Schlaeger moved, Supervisor Pearson seconded, to approve the minor subdivision request as outlined above, declaring the parcels of PID 290234000 as non-buildable, and to authorize the clerk to forward said approval to Pine County. The motion carried unanimously.

Old Business:

Clerk Swanson presented a letter from the city of Braham, dated 5 January 2022, informing the township that the city was terminating the joint powers agreement for building official (inspection) services within 90 days. The board acknowledged receipt of the letter.

Andy Schreder from Rum River Construction Consultants was present to introduce himself and to explain his draft agreement to provide building official/inspector services to the township. Mr. Schreder noted that his firm employs 13 inspectors in addition to himself and that 2-3 are assigned to this area. They already provide inspection services to the cities of Cambridge, Braham, Pine City and Grasston. He explained the state building code and how it impacts costs and local initiatives. Much discussion followed, including audience participation. The board reviewed the proposed agreement in detail and asked Mr. Schreder to consider several modifications: a) increase the notice of billing time from 30 to 60 days; b) strike the septic permit and rental inspection permit clauses because the township has its own septic inspector and does not have rental permits; c) strike the automatic renewal clause so that discussion may be had regarding renewal; d) insert a 10-day termination period for material breaches of the contract. Mr. Schreder agreed with these provisions and stated that he would make the necessary changes in the agreement. Clerk Swanson commented that Mr. Schreder had been very responsive to questions already submitted about specific permits and that his name had been submitted to the Royalton webmaster for inclusion on the town website but that those changes had not yet been made by the webmaster. After further discussion, Supervisor Schlaeger moved, Supervisor Pearson seconded, to approve, in principle, the agreement as noted with the four above alterations. The motion carried unanimously. [As the remainder of the meeting was in progress, Mr. Schreder made the requested changes in the agreement, emailed them to Deputy Clerk Anderson who printed them, and presented a final agreement to the board for signature. Chair Olson reviewed the agreement, then signed it, and Mr. Schreder counter-signed it.]

Clerk Swanson presented the final 2021 septic spreadsheet noting that numerous long-standing issues had been resolved during the year. He also presented the beginning 2022 spreadsheet showing issues that are currently in progress, noting that three sites had been completed this month. In other septic issues: The board authorized the clerk to work with the county attorney to begin prosecution regarding the lack of a compliance inspection at 3546 State Highway 70; previous board action had initiated this action pending agreement with the county attorney. There is still no concrete action regarding 4500 Buffalo Road, and the septic system is still an imminent health threat. John DeGray wants to move forward to disconnect the sewer line and initiate a signed pumping contract before closing, now scheduled for 11 February. Septic Administrator Thompson recommends a date of 1 February for the contract to be signed and implemented. Regarding 5027 Brunswick Road, Septic Administrator Thompson reported that there

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is no need for a septic permit if only “clean” water is involved. However, since there is an external lift station from the basement, Building Official Andy Schreder noted that a plumbing inspection is likely needed to determine whether a plumbing permit is needed. John DeGray noted that he had installed the tank but accepted the owner’s word that it was only clean water. John DeGray will work with the owner and Mr. Schreder to arrange for an inspection so that a record can be filed to protect both the current owners and any future owners. Chair Olson directed the planning commission to work with Building Official Schreder to discuss the permit expiration dates at 11227 Homer, with board review at its next meeting.

The board acknowledged receipt of an email from the owner of 4201 State Highway 70 reporting that the court date for her to regain control of the property has been postponed until 3 February. Zoning Administrator Kemen will get a site permit for PID 290247000 by the next meeting. Septic Administrator Thompson noted that she will have an operating permit for the same parcel by the next meeting.

Travis Kemen is working on a quote for the sound system upgrade for the meeting hall.

Clerk Swanson noted that a final 2021 road report is in member’s packets. This summary report details work completed during the year and that which remains to be finished. Member’s packets also include a detailed spreadsheet from the annual road inspection. Pokegama Township and Royalton have agreed to each claim 0.155 miles for Mystic Dove Drive each year, that figure representing one-half of the total mileage of the road. Clerk Swanson has reported this figure to Pine County. A similar agreement with Nessel Township regarding 540<sup>th</sup> Street is pending. The car on road right-of-way on Hazelnut has been removed, and this issue is closed.

The board discussed tree cutting. Rather than waiting for the road inspection, the board directed Road Superintendent Saumer to contact Tom Lundeen and authorize him to finish the tree cutting on Raspberry and Timber that remained from last season.

Clerk Swanson reported that Roger and Michelle Teich have signed agreements relating to septic upgrades at 8623 Woodland and 11367 Wildflower. The clerk will pick up the agreements from counsel, have them signed by the township, and return copies to the Teichs.

New Business:

There were no new zoning issues.

In miscellaneous actions, the board noted that voting hours for the town election on 8 March 2022 will be from 12:00 noon to 8:00 p.m. and acknowledged the appointment of Andrea Anderson as deputy clerk. Clerk Swanson reported that the eligible projects for American Rescue Plan Act funds have been expanded to include nearly all general fund expenses. Treasurer Tchida and he monitored a session from the Minnesota Association of Townships detailing processes for documenting expenditures of these funds. The board received a sample resolution that will be used; action is not needed at this time.

Chair Olson moved, Supervisor Pearson seconded, to authorize meeting pay for Deputy Clerk Anderson when she attends planning commission meetings. The motion carried unanimously.

The board will call for gravel bids at the February meeting.

The board directed Road Superintendent Saumer to lock in dates for rental of a brushing machine, brushing to occur on all town roads this year.

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The board directed Clerk Swanson to add purchase of a plow truck to the February agenda. Road Superintendent Saumer and the working planning commission will draft requirements. This purchase may be from ARPA funds, along with repair of the town hall entrance and upgrades to the sound system.

Correspondence:

The board acknowledged receipt of informational flyers from two local landscaping firms soliciting town business.

FYI:

Chair Olson reported that approval of the minor subdivision request of Mackinzie Perry for the PID 290068000 (east portion) had been forwarded to Pine County; that the report of 2021 building permits for privately-owned housing units had been submitted to the U.S. Commerce Department; that copies of the September-December 2021 building permits had been forwarded to Pine County and Royalton assessors; that the subsurface sewage treatment annual report had been submitted to the Minnesota Pollution Control Agency with Septic Administrator Thompson's assistance; that fully executed agreements for prosecution and law enforcement services had been received from the Pine County attorney and sheriff; and that the boundary and annexation survey annual report had been submitted to the U.S. Census Bureau.

The next town board meeting will be 7:30 p.m., Tuesday, 22 February 2022; this meeting will include the annual Board of Audit meeting.

At 8:55 p.m., Supervisor Schlaeger moved, Chair Olson seconded, to adjourn. The motion carried unanimously.

Respectfully submitted,

Duane P. Swanson, Clerk

Wayne Olson, Chair/Supervisor

Jeff Schlaeger, Vice Chair/Supervisor

Marshall Pearson, Supervisor

Wendy Tchida, Treasurer