

Royalton Township Reorganizational Board Meeting Minutes  
6052 Royalton Road, Braham, MN 55006  
Email: royalton@royaltontownship.com -- Website: [www.royaltontownship.com](http://www.royaltontownship.com)  
29 March 2022  
Approved

6:30 p.m., 29 March 2022, Chair Wayne Olson called the reorganizational board meeting to order with Supervisors Marshall Pearson and Jeff Schlaeger, Treasurer Wendy Tchida, and Clerk Duane Swanson present. Zoning Administrator John Kemen, Septic Administrator Amy Thompson, Deputy Clerk Andrea Anderson, and Road Superintendent Dan Saumer also were present as were members of the planning commission and public.

Supervisor Schlaeger moved, Chair Olson seconded, to approve the agenda as distributed with the addition of planning commission representative. The motion carried unanimously.

Supervisor Schlaeger moved, Supervisor Pearson seconded, to nominate Chair Olson for the position of chair and to cast a unanimous ballot for him. Chair Olson indicated he would accept the appointment. The motion carried unanimously.

Chair Olson moved, Supervisor Pearson seconded, to nominate Supervisor Schlaeger for the position of vice-chair and to cast a unanimous ballot for him. Supervisor Schlaeger indicated he would accept the appointment. The motion carried unanimously.

Supervisor Pearson moved, Supervisor Schlaeger seconded, to set the regular board meetings for the last Tuesday of each month, excepting December, at 7:30 p.m. in the Royalton Town Hall, with the regular monthly planning commission meetings to be held on the same day at 7:00 p.m. in the town hall. The motion carried unanimously. The Clerk will post this schedule as required by law.

Supervisor Schlaeger moved, Chair Olson seconded, to set the regular December board meeting at 7:30 p.m., 13 December 2022, in the town hall with the regular planning commission meeting preceding it at 7:00 p.m. The motion carried unanimously.

Supervisor Pearson moved, Supervisor Schlaeger seconded, to designate the Pine City *Pioneer* as the official newspaper for the town, to designate posting locations as the town website and the posting board outside the town hall, and to designate Frandsen Bank and Trust of Pine City as the town depository. The motion carried unanimously.

Chair Olson moved, Supervisor Schlaeger seconded, to set the 2023 road inspection date as the same day as the county-set board of appeal and equalization and to further authorize the publishing and posting of the 2022 road inspection for 25 April 2022, with the proviso that any members of the public who wished to accompany the road inspection inform the town office by 15 April 2022. The motion carried unanimously.

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Chair Olson moved, Supervisor Pearson seconded, to appoint Supervisor Schlaeger as supervisor in charge of roads. The motion carried unanimously.

Chair Olson moved, Supervisor Schlaeger seconded, to appoint Supervisor Pearson as buildings and grounds supervisor and as a legal contact for the board. The motion carried unanimously.

Chair Olson moved, Supervisor Pearson seconded, to appoint Supervisor Schlaeger as the board's representative on the planning commission. The motion carried unanimously.

Chair Olson had distributed a proposed pay and fee schedule recommending adjustments in certain salaries and fees. After discussion, the board made the following decisions:

Supervisor Schlaeger moved, Chair Olson seconded, to have meeting pay for planning commission members and the deputy clerk at planning commission meetings, and for the zoning administrator, one road equipment operator and one deputy clerk at the board meetings remain at \$65 per meeting. The motion carried unanimously.

Supervisor Schlaeger moved, Supervisor Pearson seconded, to set the primary equipment operator pay at \$27 per hour (up from \$25 per hour). The motion carried unanimously.

Supervisor Schlaeger moved, Supervisor Pearson seconded, to have secondary operator pay set at \$20 per hour (up from \$19). The motion carried unanimously.

Supervisor Schlaeger moved, Supervisor Pearson seconded, to set the standard township hourly wage at \$19 (up from \$18). This scale includes wages for election judges. The motion carried unanimously.

Supervisor Pearson moved, Supervisor Schlaeger seconded, to have supervisor emergency pay remain at \$40 for the first hour and at the standard township hourly wage for succeeding hours, with the date and reasons appearing on the time sheet. The motion carried unanimously.

Supervisor Schlaeger moved, Supervisor Pearson seconded, to have supervisor meeting pay remain at \$115 per meeting. The motion carried unanimously.

Supervisor Schlaeger moved, Supervisor Pearson seconded, to set treasurer meeting pay at \$150 per meeting (up from \$140). The motion carried unanimously.

Chair Olson moved, Supervisor Schlaeger seconded, to have the treasurer's annual salary remain at \$1,850 per year, with a maximum of eight (8) extra hours per month at the standard township wage. The motion carried unanimously.

Chair Olson recommended that the clerk's annual salary of zero (0) dollars remain unchanged. Clerk Swanson was asked if this arrangement remains okay, and he responded affirmatively.

Supervisor Schlaeger moved, Chair Olson seconded, to set the clerk meeting pay at \$150 per

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meeting (up from \$145), with a maximum of sixteen (16) extra hours per month at the standard township wage. The motion carried unanimously.

Chair Olson delineated three options for the deputy clerk's compensation: straight annual salary, a straight hourly salary with a cap of 16 hours per month, or a flat rate per hour with no maximum cap. After discussion, Chair Olson moved, Supervisor Schlaeger seconded, to set the deputy clerk's salary at \$4,800 per year (up from \$3,950 per year), with hours over sixteen (16) per month to be compensated at a rate of \$25 per hour. The motion carried unanimously. Supervisor Pearson moved, Chair Olson seconded, to authorize 'back pay' to Deputy Clerk Anderson for the months of January and February of approximately 20 hours at the standard township wage (\$18.00 per hour). The motion carried unanimously.

Supervisor Pearson moved, Chair Olson seconded, that all day training for board members remain at \$145 plus mileage. The motion carried unanimously.

Chair Olson moved, Supervisor Schlaeger seconded, to have secondary meeting pay remain at \$50 per meeting plus mileage. The motion carried unanimously.

Chair Olson moved, Supervisor Schlaeger seconded, to establish mileage reimbursement at the current federal rate (\$0.585 for 2022). The motion carried unanimously.

Chair Olson moved, Supervisor Schlaeger seconded, to set zoning administrator first site visit pay at \$80 (up from \$75), to continue to reimburse mileage, and to continue a monthly stipend of \$70 to cover time for phone calls, thereby removing the need for the zoning administrator to keep track of time on phone calls. The motion carried unanimously.

Supervisor Schlaeger moved, Chair Olson seconded, to set the zoning hourly wage at \$23 per hour (up from \$21). The motion carried unanimously.

Supervisor Schlaeger moved, Chair Olson seconded, to have town hall rent for residents remain at \$50 plus \$200 refundable damage deposit, to have town hall rent for non-residents remain at \$100 plus \$200 refundable damage deposit and to have no charge for residential non-profit organizations and residential veterans. The motion carried unanimously.

Supervisor Schlaeger moved, Chair Olson seconded, to permit no brush cutting without authorization by a supervisor. The motion carried unanimously.

Chair Olson moved, Supervisor Schlaeger seconded, to permit no parts or other purchases over \$200 without approval of a supervisor. The motion carried unanimously.

Chair Olson moved, Supervisor Pearson seconded, to charge \$0.25 per standard photocopy for photocopy requests over 20 pages. The first 20 pages would be provided at no cost. The motion carried unanimously.

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Chair Olson recommended at the 2021 reorganization meeting that certain township-imposed permit fees be slightly reduced but that objections were made. Supervisor Schlaeger moved, Supervisor Pearson seconded, to have fees remain the same: farm accessory and additions to farm accessory permits at \$75, site permit fees remain at \$75, culvert/driveway permit fees remain at \$75, all other accessory permits remain at \$75, public utilities permits for work in rights-of-way to remain at \$50, conditional and interim use permits to remain at \$300, duplicate of any permit to remain at \$30, septic permits to remain at \$375, certification of existing septic/sewer systems to remain at \$250, and repair mound/septic system permits to remain at \$150. The motion carried unanimously.

At 6:59 p.m., Supervisor Schlaeger moved, Chair Olson seconded, to adjourn. The motion carried unanimously.

Respectfully submitted,

Duane P. Swanson, Clerk

Wayne Olson, Chair/Supervisor

Marshall Pearson, Vice Chair/Supervisor

Jeff Schlaeger, Supervisor

Wendy Tchida, Treasurer