

Royalton Township Regular Board Meeting Minutes
6052 Royalton Road, Braham, MN 55006
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31 May 2022
Approved

7:31 p.m., 31 May 2022, Chair Wayne Olson called the Royalton Township regular board meeting to order with Supervisor Jeff Schlaeger, Supervisor Marshall Pearson, Treasurer Wendy Tchida and Clerk Duane Swanson present. 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 the addition of one item: private party spreading rocks on Raspberry South. The motion carried unanimously.

Supervisor Pearson moved, Supervisor Schlaeger seconded, to approve the minutes of the regular board meeting of 26 April 2022 as presented. The motion carried unanimously.

Treasurer Tchida gave her report, noting that the township has a balance of \$478,894.66 in the treasury. The report noted that \$57,274.42 of the balance is COVID-19 aid that is restricted to certain uses, leaving a spendable balance of \$421,620.24. Supervisor Schlaeger moved, Supervisor Pearson seconded, to approve the report. The motion carried unanimously. Treasurer Tchida noted that all signatories had signed the Frandsen Bank & Trust authorized signature form.

Supervisor Pearson moved, Supervisor Schlaeger seconded, to approve payment of checks #10390-10423 in the amount of \$15,224.99, with checks 10409, 10420, and 10421 being void. The motion carried unanimously with Chair Olson, Supervisor Pearson, and Supervisor Schlaeger voting "aye".

Public Forum was offered. No one spoke.

Planning Commission recommendations:

Board members reviewed the permit workflow diagram of 3 May 2022 as recommended by the planning commission. Supervisor Pearson opined that the diagram needs some sort of time frame attached to the various steps to ensure that communication and documentation is readily available to the zoning and septic administrators, to the office, to the building official, and to the applicant. After discussion, the issue was referred to the planning commission for further review.

Board members reviewed Caleb Anderson's response to the township's letters regarding contingencies attached to approval of two minor subdivision requests. After discussion, Supervisor Pearson moved, Chair Olson seconded, to send a courtesy letter to the landowner of PID 290244001 noting the board's concerns. Clerk Swanson will draft a letter for the board's review at its next meeting. The motion carried unanimously.

Member Schlaeger moved, Member Pearson seconded, to approve the draft of a second letter to owners of 1702 Royal Heights Lane expressing the need for site and building permits. The letter will be sent by both regular and certified U.S. mail. The motion carried unanimously.

The Gardner minor subdivision request will be removed from the agenda until further action by the owners.

WO____ MP____ JS____ WT____ DS____

The nonpermanent structures issue remains with the planning commission.

Clerk Swanson reported that the County Attorney had forwarded the necessary ordinances to the state for filing and had authorized the sheriff's office to send a letter to owners of 3546 State Highway 70 demanding that a septic compliance inspection report be filed with the township. If it is not done soon, a court date will be filed to determine action in the case.

Regarding the septic at 4500 Buffalo Road, a septic permit has been issued, a design submitted, and installation of a new system will occur as soon as ground dries sufficiently to permit work.

No action has occurred on the septic issues at 5025 Brunswick Road.

New permits have been issued for construction at 11227 Homer Road and this issue will be removed from the agenda.

Documentation is being gathered for counsel to review the zoning issues at 4201 State Highway 70.

Regarding the lack of a site permit for PID 29027400, landowner Dale Heidelberger, who was present at the meeting, noted that he had not been informed that one was needed. The clerk will forward an application form.

Chair Olson moved, Supervisor Schlaeger seconded, to send a letter to the owners of 1605 Royal Heights Lane, noting Royalton's requirements for building permits and living in trailers. The motion carried unanimously. Septic Administrator Thompson reported that the entire septic system on this parcel was in the county's jurisdiction.

The board considered the spreadsheet of road recommendations emanating from the 2022 road inspection. Chair Olson noted that brushing will occur in August on all town roads. Road Superintendent Saumer reported that the town had sufficient culverts in stock to fill anticipated needs. He will review tree cutting possibilities on Royalton Road North, Timber Drive, and Bear Claw Drive with Tom Lundeen. The board considered the brushing, potential tree removal, and upgrading of the north end of Clover Lane. Clerk Swanson had discussed this issue with the landowner to the north whose parcel connects with the end of the township right-of-way. He indicated that he would appreciate that access to that parcel be provided for the future but that there was no immediate request to do so. By consensus, the board authorized courtesy letters to the landowners of the two adjoining parcels informing them that the township would be working on the road right-of-way but that a timeline had not been finalized.

Road Superintendent Saumer reported that washouts had occurred on Pine Bough Road and Raspberry Road South, and repairs had been made.

Due to the lack of response from Nessel Township regarding road certification mileage, Supervisor Schlaeger moved, Chair Olson seconded, that Royalton use the same formula that it has with Pokegama Township and claim one-half the mileage each year. The motion carried unanimously.

Supervisor Schlaeger updated the board on the meetings regarding establishment of a fire district and Pine City Township's request for a resolution of support to study the establishment of said district. He noted that this does not commit Royalton to any specific course of action. Supervisor Schlaeger moved, Chair Olson seconded, to approve Resolution 2022-5 Supporting the Study and Researching of the Possible Creation and Establishment of a Regional Fire District and to authorize the clerk to forward said resolution to Pine City Township. The motion carried unanimously. Said resolution will be part of these minutes.

WO_____ MP_____ JS_____ WT_____ DS_____

Percy Schneider updated the board on the chloriding of Maple Shores Drive. The drive has been graveled and graded. Timelines for chloriding remain in flux. She asked if the board objected to using the more expensive chloride compound which may be available for earlier spreading; the extra expense would be \$350, half of which would be the responsibility of the township. By consensus, the board approved the excess charge, should the residents endorse their increased share.

Supervisor Pearson reported that the sidewalk and concrete project had begun on 31 May and was expected to be concluded by the end of next week.

New Business:

Clerk Swanson noted that he had received a letter of resignation from Assessor John E. Keefe. Chair Olson moved, Supervisor Schlaeger seconded, to accept the resignation. The board then considered County Assessor Lorri Houtsma's proposal to perform assessment work for the next three years at a stated cost. After discussion, the board asked Supervisor Pearson to check with a possible prospect for the position and report at the next meeting.

Clerk Swanson and Septic Administrator Amy Thompson introduced the report on new compliance inspections required by Pine County. Board members reviewed the report and took the following actions: Chair Olson moved, Supervisor Schlaeger seconded, to send first letters to the owners of 10343 Wildflower Road, 8311 Brunswick Road, 5053 Royal River Road, 7744 Royal Way, and 6847 Brunswick Road. The motion carried unanimously. The board then considered the issue of 10709 Apple Road, to determine if this system qualifies for an exemption to the ordinance by virtue of it completing a contract for deed established before the septic ordinance was established. Chair Olson moved, Supervisor Schlaeger seconded, that this property is exempt from the septic compliance ordinance because it completes a contract for deed entered before 2015. The motion carried unanimously.

The board noted that the property owner at 3614 Raspberry Road was dragging the township road and putting rocks on it. Chair Olson moved, Supervisor Schlaeger seconded, to send a courtesy letter requesting that this process cease. The motion carried unanimously.

In other issues, Clerk Swanson distributed a report compiling zoning questions from the road inspection. Chair Olson asked the board to review its contents for discussion and decisions at its next meeting.

Clerk Swanson noted that Gary Valvoda and Percy Schneider would join him at clerk and head judge election training on 28 June 2022. At that time, the new election equipment would be introduced. Chair Olson thanked Mr. Valvoda and Mrs. Schneider for the willingness to serve in this capacity. Supervisor Schlaeger then queried Clerk Swanson about what measures were in place to prevent voters from casting in-person ballots if absentee ballots had already been cast. Clerk Swanson explained that the township receives its voter roster a day or two before election day and the roster notes all voters who have had absentee ballots accepted. If a voter then appears to vote on election day, the voter will not be permitted to cast a ballot. Further, if an absentee ballot is accepted after the roster is printed, the county notifies, via email, the township before 7:00 a.m. on election day, and the judges must mark the roster and certify to the county that the roster has been updated.

Correspondence:

A new price list from Lands & Cabins had been received and forwarded to Road Superintendent Saumer.

FYI:

The next regular town board meeting will be 7:30 p.m., Tuesday, 28 June 2022.

WO____ MP____ JS____ WT____ DS____

At 8:30 p.m., Supervisor Pearson moved, Supervisor Schlaeger 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