

Royalton Township Reorganizational Board Meeting Minutes
6052 Royalton Road, Braham, MN 55006
Email: royalton@royaltontownship.com -- Website: www.royaltontownship.com
25 March 2025
Approved

6:31 p.m., 25 March 2025, Chair Jeff Schlaeger called the reorganizational board meeting to order with Supervisors John Graham and Pete Belland, Treasurer Jenessa Saumer, and Clerk Duane Swanson present. Septic Administrator Amy Thompson and Road Superintendent Dan Saumer also were present as were members of the planning commission and public. The pledge of allegiance was recited.

Chair Schlaeger moved, Supervisor Belland seconded, to approve the agenda as distributed. The motion carried unanimously.

Chair Schlaeger was nominated to continue as chair; no other nominations were made. Chair Schlaeger was declared elected with Supervisors Graham and Belland voting for Chair Schlaeger and Chair Schlaeger opposed. Chair Schlaeger indicated he would accept the appointment.

Supervisor Graham was nominated for the position of vice-chair; no other nominations were received, and Supervisor Graham was declared vice-chair. Supervisor Graham indicated he would accept the appointment.

Supervisor Graham moved, Chair 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 Graham moved, Supervisor Belland seconded, to set the regular December board meeting at 7:30 p.m., 16 December 2025, in the town hall with the regular planning commission meeting preceding it at 7:00 p.m. The motion carried unanimously.

Supervisor Graham moved, Supervisor Belland 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 Schlaeger moved, Supervisor Graham seconded, to set the 2026 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 2025 road inspection for 28 April 2025. The motion carried unanimously.

The board considered designating supervisor responsibilities for 2025: Chair Schlaeger moved, Supervisor Graham seconded, to appoint the following: Supervisor Belland as road supervisor; Chair Schlaeger as building and grounds supervisor; Supervisor Belland as planning commission representative; Chair Schlaeger and Clerk Swanson as legal contacts. The motion carried unanimously.

Chair Schlaeger moved, Supervisor Graham seconded, to set 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 at \$75 per meeting (up from \$70). The motion carried unanimously.

PB _____ JG _____ JMS _____ JS _____ DPS _____

Supervisor Belland moved, Chair Schlaeger seconded, to set the primary equipment operator pay at \$30 per hour (up from \$28). The motion carried unanimously.

Chair Schlaeger moved, Supervisor Graham seconded, to set the secondary operator pay at \$24 per hour (up from \$22). The motion carried 2-0, with Supervisor Belland abstaining because of a family relationship with the current operator.

Supervisor Belland moved, Chair Schlaeger seconded, to set the standard township hourly wage at \$20 (no change). This scale includes wages for election judges. The motion carried unanimously.

Chair Schlaeger moved, Supervisor Graham seconded, to set supervisor emergency pay at the standard township wage (no change), with the date and reasons appearing on the time sheet. The motion carried unanimously.

Chair Schlaeger moved, Supervisor Graham seconded, to set supervisor meeting pay at \$130 per meeting (up from \$120). The motion carried unanimously.

Supervisor Graham moved, Chair Schlaeger seconded, to set treasurer meeting pay at \$165 per meeting (up from \$160). The motion carried unanimously.

Chair Schlaeger moved, Supervisor Graham seconded, to set the treasurer's annual salary at \$2,000 per year, with a maximum of eight (8) extra hours per month at the standard township wage (up from \$1,900). The motion carried unanimously.

At the request of the clerk, the clerk's annual salary of zero (0) dollars will remain unchanged.

Chair Schlaeger moved, Supervisor Graham seconded, to set the clerk's meeting pay at \$165 per meeting (up from \$160), with a maximum of sixteen (16) extra hours per month at the standard township wage. The motion carried unanimously.

Supervisor Belland moved, Chair Schlaeger seconded, to set the deputy clerk's salary at \$5,145 per year (up from \$4,900). The motion carried unanimously. By consensus, the board decided to begin the transition of the deputy clerk's position from a clerk-appointed position to a board-appointed position. This has been discussed for some time with Supervisor Graham and Clerk Swanson working on a position description that, when fully drafted, will go to the planning commission for review and comment.

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

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

Supervisor Graham moved, Supervisor Belland seconded, to establish mileage reimbursement at the current federal rate (\$0.70 at the present time). The motion carried unanimously.

Supervisor Graham moved, Supervisor Belland seconded, to set zoning administrator first site visit pay at \$95 (up from \$85), 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.

PB _____ JG _____ JMS _____ JS _____ DPS _____

Supervisor Graham moved, Chair Schlaeger seconded, to set the zoning administrator hourly wage at \$26 per hour (up from \$24). The motion carried unanimously.

Chair Schlaeger moved, Supervisor Graham 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 latter, however, requiring a refundable damage deposit. The motion carried unanimously.

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

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

Supervisor Graham moved, Chair Schlaeger seconded, to charge \$0.25 per standard photocopy for photocopy requests over 30 pages. The first 30 pages would be provided at no cost. The motion carried unanimously.

Chair Schlaeger asked Clerk Swanson if the permit fees covered actual costs. Clerk Swanson responded that generally costs are covered although some costs are nearing the fee schedule. Chair Schlaeger moved, Supervisor Graham seconded, to retain the same permit fees: farm accessory and additions to farm accessory permits at \$100, site permit fees at \$100, culvert/driveway permit fees at \$100, and all other accessory permits at \$100, public utilities permit for work in rights-of-way, \$50, conditional and interim use permits at \$600, duplicate of any permit at \$30, regular septic permits at \$375, repair mound/septic permits at \$150, septic fees for commercial systems (Types IV and V and any other commercial systems at a one-time fee of \$500, plus inspector's fees if additional inspections are required), septic fees for large commercial systems requiring quarterly, or other periodic operating reports, annual fee of \$50 (no change) and variance permits, \$100 if no public hearing and \$600 if a public hearing is required (no change). The motion carried unanimously.

At 7:04 p.m., Chair Schlaeger moved, Supervisor Graham seconded, to adjourn. The motion carried unanimously.

Respectfully submitted,

Duane P. Swanson, Clerk

Jeff Schlaeger, Chair/Supervisor

John Graham, Supervisor

Pete Belland, Supervisor

Jenessa Saumer, Treasurer