

Royalton Township Reorganizational Board Meeting Agenda

6052 Royalton Road, Braham, MN 55006

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25 March 2025, 6:30 p.m. – Unapproved

Vice-Chair calls meeting to order

Approve/add to agenda – ***Motion to approve***

**General administrative detail:**

Elect Chair for 2025/26 – the current chair normally conducts the remainder of this meeting

Elect Vice-Chair for 2025/26

Set regular township board meetings - day & time – last Tuesday of the month @ 7:30 pm, with Planning Commission @ 7:00 pm, except December (unless you wish to meet on the 30<sup>th</sup>)

Set December meeting date (December 9, 16, 23) are possibilities; if we stay with Tuesday)

Designate newspaper (Pine City *Pioneer*), posting location (posting board & website), and bank (Frandsen Bank & Trust of Pine City)

Set Annual Road Inspection for same date as board of appeal and equalization (April 28, Monday)

Consider and designate supervisor responsibilities for 2025:

Road supervisor (Pete in 2024)

Buildings & grounds (Jeff in 2024)

Legal contact (Jeff and Duane in 2024)

Planning commission member (John in 2024)

**Set wage and fee schedule:** (2024 rates in parentheses)

Meeting pay for planning commission, zoning, one road equipment operator, and deputy clerk @ board meeting (\$70 per meeting) – no change in 2024

Primary equipment operator wage (\$28.00 per hour) (Dan) – no change in 2024

Secondary operator wage (\$22.00 per hour) (Steve) – no change in 2024

Standard township hourly wage (\$20.00 per hour), includes election judges – no change in 2024

Supervisor emergency pay (standard township wage for all hours), with the date and reason appearing on the time sheet to be paid (eliminated \$40 for first hour in 2024)

Supervisor meeting pay (\$120.00 per meeting) – no change in 2024

Treasurer's meeting pay (\$160.00 per meeting) – no change in 2024

Treasurer's annual salary (\$1,900.00 per year with a maximum of eight (8) extra hours per month at the standard township wage)

Clerk's annual salary (\$0.00)

Clerk's meeting pay (\$160.00 per meeting with a maximum of 16 hours per month at standard wage) – no change in 2024

Deputy clerk's annual salary (\$4,900.00 per year) – no change in 2024

All day training (\$145.00 plus mileage for board members) – no change in 2024

Secondary meeting pay (\$50.00 plus mileage) – no change in 2024

Mileage to follow the federal rate (\$0.70 for 2025)

Zoning administrator's first site visit (\$85.00) and monthly stipend of \$70 to cover phone calls, etc. – no change in 2024

Zoning pay (\$24.00 per hour) – no change in 2024

Town hall rent (\$50.00 for resident plus \$200.00 deposit; \$100.00 nonresident, plus \$200.00 deposit & no charge for residential non-profit organizations and veterans, the latter requiring a damage deposit) – no change in 2024

Policy of no brush cutting without authorization of a supervisor

Policy of no parts or purchases over \$200.00 without a supervisor's approval – no change in 2024

Charge for 8" x 11" photocopies (excluding permits) (\$0.20); the first 30 copies without charge – reduced from \$0.25 in 2023

**Permit fee schedule:** (2024 rates in parentheses)

Farm accessory and additions to farm accessory permit (\$100.00)

Site permit (\$100.00)

Culvert/driveway permit (\$100.00)  
All other accessory permits (\$100.00)  
Public utilities permit for work in rights-of-way (\$50.00)  
Conditional and interim use permits (\$600.00)  
Duplicate of any permit (\$30.00)  
Septic permits - regular (\$375.00)  
Certification of existing septic/sewer system (\$250.00)  
Repair mound/septic system permit (\$150.00)  
Septic fees – commercial systems, Types IV and V and any other commercial systems (one-time fee of \$500,  
plus inspector’s fees if additional inspections are needed)  
Septic fees – large commercial systems requiring quarterly, or other periodic, operating reports (annual fee of  
\$50.00)  
Variance permits (\$100 if no public hearing; \$600 if public hearing is required)

**Motion to adjourn**