

Royalton Township Regular Board Meeting Minutes  
6052 Royalton Road, Braham, MN 55006  
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30 September 2025  
Approved

7:30 p.m., 30 September 2025, Chair Jeff Schlaeger called the Royalton Township regular board meeting to order, with Supervisors John Graham and Pete Belland, Treasurer Jenessa Saumer, and Clerk Duane Swanson present. Septic Administrator Amy Thompson, Road Superintendent Dan Saumer, and Acting Deputy Clerk Priscilla Schneider also attended, along with members of the public. The pledge of allegiance was recited.

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

Supervisor Graham moved, Chair Schlaeger seconded, to approve the minutes of the regular board meeting of 26 August 2025 as presented. The motion carried unanimously.

By consensus, the board acknowledged receipt of the minutes of the reconvened annual meeting of 26 August 2025. The minutes will be approved at the annual meeting in March 2026.

Treasurer Saumer read her August report, noting that as of 1 August 2025, the township had a beginning balance of \$397,411.39 in the treasury. Deposits were \$5,303.83; disbursements were \$89,320.05, with an ending bank balance on 31 August 2025 of \$394,675.09. Outstanding checks were \$81,279.92 and a certificate of deposit in the amount of \$51,058.42 was in place, leaving a spendable balance of \$313,395.17. Supervisor Graham moved, Chair Schlaeger seconded, to approve the report. The motion carried unanimously.

Treasurer Saumer reported that the public certificate (CD) renewed on 25 September with a projected balance of \$52,868.19. Chair Schlaeger moved, Supervisor Belland seconded, to authorize renewal for another five-month period. The motion carried unanimously.

Chair Schlaeger called for discussion of checks #11640-11674 in the amount of \$50,191.93. Chair Schlaeger moved, Supervisor Belland seconded, to approve payment of the checks as presented. The motion carried unanimously with Chair Schlaeger and Supervisors Graham and Belland voting "Aye." Road Superintendent Dan Saumer noted that the repairs made to the brush cutter should allow it to last for two or three more years.

Planning Commission recommendations:

The camera security policy and the ordinance updates will continue to be analyzed at the next working meeting.

The board considered the commission's recommendation regarding the draft findings of fact for Jake Fedder's interim use permit application. Chair Schlaeger moved, Supervisor Graham seconded, to accept the planning commission's recommendation to approve the interim use permit application of Jake L. Fedder to operate a used vehicle sales shop at 10001 Brunswick Road, Pine City (PID 290153002), in accordance with the draft findings of fact and decision presented at the commission meeting but with the inclusion of two additional restrictions:

#8. Requires the installation of a water meter and alarm for the septic system.

#9. Requires a valid monitoring and disposal contract executed between the owner and a licensed maintenance business that guarantees the removal of the holding tank contents in a timely manner. A copy of the contract shall be submitted to the township along with yearly invoices verifying that the tank has been pumped.

The motion carried unanimously.

Regarding camping at 5271 Royal River Road (PID 29521000), Chair Schlaeger moved, Supervisor Belland seconded, to direct the clerk to notify the owners reminding them that the town ordinance (and state law) requires

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that a septic compliance inspection be made when a property is purchased. The motion carried unanimously.

Old Business:

Septic issues: Regarding PID 295231000 (1995 Royal Heights Lane), Supervisors Belland and Graham have visited the site and noted that substantial cleanup has occurred, although a significant amount of junk remains. No action is required at this time. Regarding the septic system at 5436 Woodland Road (PID 290244004), the system has been installed with adequate setbacks from the lot lines, and this issue can be removed from the agenda. Clerk Swanson noted the updated septic spreadsheet in members' packets.

Zoning issues: Regarding PID 295137000 (5214 Royal Woods Road), by consensus, the board decided to forward documentation to Building Official Caleb Christenson for his recommendations and actions. No additional action has been taken regarding PID 290043000 (8011 Cabin Drive). The board, by consensus, considered the response of the owners of 9451 Brunswick Road (PID 29015700) to its letter regarding excess vehicles and directed the office to reply that a fence permit will be needed. Regarding 11183 Country Drive (PID 290157000), Zoning Administrator John Kemen has had contact with the owners, but the parking of vehicles on Country Drive has not stopped. Chair Schlaeger has been in contact with legal counsel who is drafting documents for board approval that would ban parking on Country Drive. After general discussion, the board, by consensus, authorized the office to ask Building Official Christenson for an update on 1437 Royal Heights Lane (PID 295223000).

Road issues: Clerk Swanson reported Nessel Township's share of graveling 540<sup>th</sup> street has been received and will be recorded with the September receipts. Supervisor Belland reported that no further response had been received about chloriding Apple Road; this issue will be removed from the agenda.

Supervisor Belland reported that all ditching projects had been completed, with the exception of the Bluebell Road project. All completed projects looked good. The original quote of \$20,885 contains an error and additional work had to be done in connection with the Majestic Road and Hummingbird Road (Steve Douse's driveway) projects. Mell Construction has submitted an invoice for \$21,625.00 for all projects, except Bluebell. Chair Schlaeger moved, Supervisor Graham seconded, to authorize payment of the updated invoice. The motion carried unanimously with Chair Schlaeger, Supervisor Graham, and Supervisor Belland voting "Aye." Regarding Bluebell, misunderstanding with the contractor and the appearance/disappearance of marking stakes caused ditching to be done where it should not have been. To correct this situation an additional 350' to 400' of ditching is required. Mell Construction has given a quote of \$3,000 for this project. Chair Schlaeger moved, Supervisor Graham seconded, to approve this quote. The motion carried unanimously.

Campus building issues: There were no updates on the security technology or website domain change. Clerk Swanson reported that the town's insurance carrier, MATIT, will schedule additional insurance for the security cameras and the picnic shelter when cost figures and photographs are forwarded to them. No progress has been made on signage for the picnic shelter or repair of the supplies room wall. The lawn mowing contractor has ceased mowing the septic mound for the season, as requested.

Clerk Swanson encouraged board members to complete the SWOT analysis for fire district consultant, Charles Smith.

John DeGray addressed the board with a number of his concerns. He asked when the planning commission would be re-established separate from the town board, noting that four individuals have expressed interest in being on it. Board members responded that the electorate, via a substantial petition, had requested that the then existing commission be disbanded and that it will be re-established separate from the board in the future. Mr. DeGray then noted that, although cannabis zoning was transferred to Pine County; Pine County does not do the remainder of Royalton's zoning. He asked if Royalton approved the solar installation, the fencing, lighting, and septic installations at 7440 Cabin Drive. Mr. DeGray was reminded that Building Official Christenson has issued a building permit for the structure on the property, that a fencing permit had been issued, and that Zoning Administrator Kemen had approved the fencing. Septic Administrator Thompson has inspected the septic

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installations. There appeared to be a difference of opinion as to the jurisdiction with Pine County, and the board directed Clerk Swanson to ask if County Administrator Kelly Schroeder could either meet with Royalton officials or render a written explanation of the division of responsibility. In response, Joe Zappa reiterated that the business at 7440 Cabin Drive is completely in compliance with regulations of the Minnesota Pollution Control Agency, the Department of Labor and Industry, Pine County, and Royalton Township.

Noting the recommendation of the planning commission, Chair Schlaeger moved, Supervisor Graham seconded, to have a potential office assistant position be appointed by the board. The motion carried unanimously.

New Business:

Chair Schlaeger moved, Supervisor Graham seconded, to authorize Clerk Swanson to attend Couri & Ruppe's township legal seminar if his schedule permits. The motion carried unanimously.

Public Forum:

Public forum was offered. Patrice DeGray recommended that Kelly Schroeder send emails determining the extent of Pine County's and Royalton's zoning jurisdiction. [See board action above.] She also asked the township not to use its local counsel for cannabis related activities because of a potential conflict of interest. [Clerk Swanson reported that local counsel was used to advise on answering questions posed by Mrs. DeGray.] Denise Weis asked if it was permissible for an individual to create video and audio records of the board and planning commission meetings. [Yes.] Roxanne Orvis asked if the board was reviewing the status of past conditional use/interim use permits to determine if they are currently active. [Supervisor Belland is reviewing.]

Correspondence:

Chair Schlaeger noted the solicitation for business from Bugmeisters, Inc. and the invitation to a virtual meeting regarding Pine County's hazardous mitigation plan.

FYI:

Chair Schlaeger reported that the levy certification report had been sent to the Pine County auditor, the August report of new residence building permits had been submitted to the US census bureau and that road mileage certification had been delivered to Pine County public works.

The next working planning commission meeting will be at 6:30 p.m., Tuesday, 7 October 2025.

The next regular planning commission meeting will be at 7:00 p.m., Tuesday, 28 October 2025.

The next regular board meeting will be at 7:30 p.m., Tuesday, 28 October 2025.

Clerk Swanson noted that the Pine County Township Officers Association will meet 25 October 2025.

At 8:31 p.m., Supervisor Belland moved, Supervisor Graham seconded, to adjourn. The motion carried unanimously.

Respectfully submitted,

Duane P. Swanson, Clerk

Jeff Schlaeger, Chair

John Graham, Vice-Chair

Pete Belland, Supervisor

Jenessa M. Saumer, Treasurer