

Royalton Township Regular Board Meeting Minutes  
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29 January 2019  
Approved

7:00 p.m., 29 January 2019, Chair Jeff Schlaeger called the Royalton Township regular board meeting to order with Supervisor Wayne Olson, Supervisor Marshall Pearson, Treasurer Wendy Tchida, and Clerk Duane Swanson present. Also present were Road Superintendent Dan Saumer and Deputy Clerk Priscilla Schneider. The pledge of allegiance was recited.

Supervisor Olson moved, Supervisor Pearson seconded, to approve the agenda as presented with the addition of Seven County Senior Federation and two additional bills and the correction of the Braham Fire Department contract amount to \$9321.12. The motion carried unanimously.

Supervisor Olson moved, Supervisor Pearson seconded, to approve the minutes of the regular board meeting of 11 December 2018 as presented. The motion carried unanimously.

Treasurer Tchida gave her report, noting that the township has a current balance of \$380,018.74 in the treasury. Supervisor Olson moved, Supervisor Pearson seconded, to approve the report as presented. The motion carried unanimously.

Supervisor Pearson moved, Chair Schlaeger seconded, to approve payment of checks #9059-9063 and 9065-9098 totaling \$42,595.82, with check 9064 being void. The motion carried unanimously with Chair Schlaeger, Supervisor Olson, and Supervisor Pearson voting "Aye".

Public Forum was offered. Priscilla Schneider presented the board with a petition signed by all residents along Maple Shores Drive expressing their support for continued chloriding of that road, as has been done the past two years. Supervisor Olson thanked her for her work in gathering the signatures and noted that the petition will be entered into the record.

Planning Commission recommendations:

The board directed the commission to proceed with work on the policy book, agreeing with the commission that a policy on certificates of occupancy and compliance should have priority. The board also reaffirmed its wish that the commission continued to work on drafting a capital equipment budget containing an inventory of the major equipment of the township (patrol, tractor, lawn mower, etc.).

Old Business:

The township has received a certified letter from Nancy Dodd noting that she has abandoned 1386 Sherwood Street. Township counsel also received this letter. Supervisor Olson will consult with counsel about the impact of this letter. By consensus, this issue was tabled until the February meeting.

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Supervisor Olson updated the board on the situation at 9435 Apple Road. The site has been cleaned up and a letter from township legal counsel has been forwarded to the property owners noting that continued compliance inspections will occur. Counsel also noted that the property owners will receive a bill covering the costs of legal action in this matter. Supervisor Pearson moved, Chair Schlaeger seconded, to authorize Supervisor Olson to pursue this issue with counsel and to request that counsel forward the bill to the property owners. The clerk's office provided Supervisor Olson with copies of the 2018 invoices totaling, so far, \$2421.14. The motion carried unanimously.

Supervisor Olson reported that the data backup is complete; Clerk Swanson reported that it appears to be working well. This item will be removed from the agenda.

There has been no activity on the Eagle Lane turnaround tree/brush removal.

Clerk Swanson reported on the purchase of fire proof file cabinets. Election Judge Steve Douse diligently searched the Internet for Fire King used file cabinets and located several in Columbia Heights at a price far lower than new cabinets (about \$5,200). Deputy Clerk Schneider visited the seller, inspected the file cabinets, and noted that the 44" ones lacked locks and were in poor condition. However, at the same place she reviewed two 36" lateral four drawer fireproof and water resistant cabinets at a cost of \$200 per drawer. She also located a standard four drawer fireproof file cabinet that would accommodate Treasurer Tchida's security needs for \$500. The office recommends purchase of all three for a total of \$2,100. Supervisor Olson moved, Supervisor Pearson seconded, to supersede the motion to purchase one new cabinet (from the last meeting) and to substitute approval to purchase the three used ones as outlined at a cost of \$2,100. Check no. 9100 in that amount has been made. The motion carried unanimously with Chair Schlaeger, Supervisor Olson, and Supervisor Pearson voting "Aye". The office will work with Road Superintendent Saumer to pick up the cabinets.

Supervisor Olson updated the board on the FEMA reimbursement request relating to the rain storm/road damages on 12 July 2018. Five FEMA representatives met with him at the town hall to assist with the completion of the required paperwork. All paperwork seems to be in order, except for the following three items: copies of the township's general insurance policy (MATIT certificate), payroll policy (salaries set during the reorganizational meeting), and histories of the township's care of the roads involved (copies of Treasurer Tchida's maintenance records). Once these are input, Supervisor Olson noted that approximately \$16,000 may be available for reimbursement. The board thanked Supervisor Olson for his management of this issue and, by consensus, expected that he will submit his hours for this project.

Supervisor Olson moved, Supervisor Pearson seconded, to approve and sign the contract with the Braham Fire Department for services during 2019 at a cost of \$9321.12. The motion carried unanimously.

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New Business:

The condition of Frost Drive and Shafer's use of it will be reviewed during the 2019 road inspection.

Clerk Swanson presented a request from the Pine County Historical Society for a donation of \$1.00 per township resident. By consensus, the board noted its policy of not making donations from the public funds of the township.

Supervisor Olson moved, Supervisor Pearson seconded, to set the reorganizational meeting of the township at 6:00 p.m., Tuesday, 26 March 2019. The motion carried unanimously.

Supervisor Olson and Road Superintendent Saumer reported on the emergency situations on township roads due to the icy conditions. Numerous requests from residents had asked for sand or salt to minimize dangerous conditions. Using his emergency authority, Supervisor Olson ordered equipment to "spike" the ice and a spinner for salt application. This equipment has been received and residents have thanked the township for its reaction to the emergency. Supervisor Pearson moved, Chair Schlaeger seconded, to approve retroactively these purchases. The motion carried unanimously with Chair Schlaeger, Supervisor Olson, and Supervisor Pearson voting "Aye".

The board discussed the timing and contents of 2019 gravel bids, noting that some changes should be made from the wording of last year. Road Superintendent Saumer was asked to review wording and findings of the gravel tests. Wording should be finalized at the February meeting, so that the announcements can be made for openings at either the March or April meetings.

Clerk Swanson updated the board on the recent special election cycle necessitated by the appointment of State Senator Tony Lourey as Commissioner of Human Services. A very tight schedule has been called for, with a primary having been held 22 January and a general election scheduled for 5 February. Clerk Swanson noted that the township is required to have four election judges from 7:00 a.m. through 8:00 p.m. and that these expenses had not been anticipated. 33 people voted at the primary. Depending on the results of the 5 February election another round of elections may be necessary. He noted that Royalton had been asked to supply judges to the cities of Grasston (accommodated) and Hinckley (unable to accommodate).

Telcom Construction has requested a permit to do work for Century Link in the township rights-of-way. Royalton's ordinance requires a permit, but a permit application and fee appear not to have been finalized. Zoning Administrator John Kemen has been asked to weigh in on this procedure. By consensus, the board asked the planning commission to investigate and report back at the February meeting.

Supervisor Olson has purchased batteries and needed supplies for the automatic emergency defibrillator in the amount of \$241.59. Chair Schlaeger moved, Supervisor Pearson seconded,

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to issue check no. 9099 as reimbursement to Supervisor Olson. The motion carried unanimously, with Chair Schlaeger, Supervisor Olson, and Supervisor Pearson voting "Aye".

Clerk Swanson presented a request from the Seven County Senior Federation for a donation to defray costs of their educational work with senior citizens. By consensus, the board noted its policy of not making donations from the public funds of the township.

As had been requested by the board at its 11 December meeting, Paul Wilkens and Norman Klocke submitted documentation concerning a proposed land split/reorganization near Maple Shores Drive. The documentation shows that the resulting two parcels, after purchasing and dividing, would result in both parcels meeting the minimum 10 acre requirements. The board reviewed in detail both submissions. These proposals are endorsed by Zoning Administrator John Kemen. After discussion, Supervisor Olson moved, Supervisor Pearson seconded, to approve these proposals, subject to their being successfully filed with the county recorder and subject to the following three contingencies: 1) that Mr. Wilkens' resulting two parcels would be tied together so that neither could be sold separately (they would, however, retain separate PIDs); 2) that the acreages are based on measurements from the center lines of the roads; and 3) that the legal filing paperwork passes muster with Pine County. The motion passed unanimously. If any of these conditions cannot be met, the approval of this motion is rescinded.

FYI

Chair Schlaeger noted the following updates: Chair Schlaeger and Supervisor Pearson are accredited as members of the local board of equalization and appeal until 1 July 2021 and 21 July 2020, respectively; contracts/agreements with the Braham Milaca building inspector and with Ledin, Hofstad, etc. have been signed and filed; the Lerbs interim use permit has been filed with Pine County; and the workers compensation annual report and the township's report of outstanding indebtedness have been filed as required.

The next regular board meeting will be Tuesday, 26 February 2019 at 7:30 p.m. The annual board of audit will be held as part of this meeting.

At 8:15 p.m., Supervisor Olson moved, Supervisor Pearson seconded, to adjourn. The motion carried unanimously.

Respectfully submitted,

Duane P. Swanson, Clerk

Jeff Schlaeger, Chair/Supervisor

Wayne Olson, Vice-Chair/Supervisor

Marshall Pearson, Supervisor