

Royalton Township Regular Board Meeting Minutes
6052 Royalton Road, Braham, MN 55006
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25 November 2025
Approved

7:37 p.m., 25 November 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. Zoning Administrator John Kemen, Septic Administrator Amy Thompson, Road Superintendent Dan Saumer, Building Inspector Dan Rydberg, and Acting Deputy Clerk Priscilla Schneider also attended, along with members of the public. The pledge of allegiance was recited.

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

Chair Schlaeger moved, Supervisor Graham seconded, to approve the minutes of the regular board meeting of 28 October 2025 as presented. The motion carried unanimously.

Treasurer Jenessa Saumer read her October report, noting that as of 1 October 2025, the township had a beginning balance of \$252,641.83 in the treasury. Deposits were \$7,427.69; disbursements were \$29,409.94, with an ending bank balance on 31 October 2025 of \$257,511.27. Outstanding checks were \$26,851.69 and a certificate of deposit in the amount of \$51,996.27 was in place, leaving a spendable balance of \$230,659.58. She noted that three regular bills (Gigfire, ECE, and Lumen/CenturyLink) had been placed on autopay in order to avoid late charges. Supervisor Graham moved, Supervisor Belland seconded, to approve the report. The motion carried unanimously.

Chair Schlaeger called for discussion of checks #11708-11734 in the amount of \$19,576.13. Chair Schlaeger moved, Supervisor Graham seconded, to approve payment of the checks as presented. The motion carried unanimously with Chair Schlaeger and Supervisors Graham and Belland voting "Aye." Clerk Swanson presented three late-arriving bills: Carlson Fire Extinguisher Service (\$45) for servicing nine fire extinguishers; reimbursement to Brian Stuckey (\$54.21) for mathematical error in calculating his building permit; and Minnesota Department of Labor and Industry (\$613.89) for building surcharge payment. He also requested the board's authorization to open a charge account with NAPA, Braham, noting that Road Superintendent Saumer recommended said account. Supervisor Graham moved, Supervisor Belland seconded, to approve payment of the three late-arriving bills and to open said charge account. The motion carried unanimously with Chair Schlaeger and Supervisors Graham and Belland voting "Aye."

Planning Commission recommendations:

Chair Schlaeger noted the commission's recommendation to approve Resolution 2025-10 establishing a snow and ice control policy as amended. Discussion centered around the policing of this policy, specifically regarding individuals who insist on plowing snow across town roads. This represents a hazard to travelers and a potential liability to the landowners. Road Superintendent Saumer was charged with monitoring this issue. Supervisor Graham moved, Chair Schlaeger seconded, to adopt Resolution 2025-10 as recommended by the planning commission. The motion carried unanimously. Said resolution shall be a part of these minutes.

Members considered the application of Christopher DeGray for an interim use permit to operate an excavating and landscaping business at 11064 Harvest Road (PID 290040000). Members reviewed the draft findings of fact. Mr. DeGray was present and indicated that he had no problem with the draft and the restrictions currently in it. Chair Schlaeger noted that a public hearing would be held at 6:30 p.m., Tuesday, 16 December 2025 in the town hall to allow public input on this permit application.

Planning Commission members will continue their review of the noise and nuisance ordinance and the updated zoning ordinance at its next working meeting.

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Clerk Swanson presented the agricultural building exemption certificate as recommended by Building Inspector Dan Rydberg. Zoning Administrator Kemen noted that this document would assist landowners and himself in determining whether a structure qualifies as an agricultural shed, thereby not requiring a building permit. Supervisor Graham moved, Supervisor Belland seconded, to adopt the proposed exemption certificate for all agricultural sheds and to require its completion. The motion carried unanimously.

Old Business:

Septic issues: Regarding PID 295231000 (1995 Royal Heights Lane), Clerk Swanson reported that Pine County will be following up with a request for a certificate of septic compliance and will order that the accumulated junk be removed. Regarding PID 290274005 (10056 Apple Road), Zoning Administrator Kemen and Septic Administrator Thompson confirmed that the septic system on this parcel extends over the property line onto PID 290274006 (10186 Apple Road). The building contractor and the septic contractor have assured the township that a new system within PID 290274005 will be constructed.

Zoning issues: Regarding PID 290019001 (10696 Pine Bough Road), Clerk Swanson noted that a letter had been sent requesting removal of the junk, including dozens of mattresses. No reply had been received. Chair Schlaeger moved, Supervisor Graham seconded, to forward this issue to legal counsel, if a reply had not been received by 1 December 2025. The motion carried unanimously. Regarding PID 295137000 (5214 Royal Woods Road), Building Inspector Rydberg noted that he did not know how to proceed with this situation. After discussion, by consensus, the board directed that this issue be sent to legal counsel citing two setback violations and no complete building permit.

No additional action has been taken regarding PID 290043000 (8011 Cabin Drive). By consensus, Clerk Swanson was authorized to recontact the owners of 9451 Brunswick Road (PID 290157000) about a fence permit. Clerk Swanson presented the draft of a letter relating to junk accumulations at PID 290136002 (11183 Country Drive). Supervisor Belland moved, Chair Schlaeger seconded, to authorize sending of the draft. The motion carried unanimously. Building Official Caleb Christenson and Building Inspector Dan Rydberg are in contact with the owners of 1437 Royal Heights Lane (PID 295223000). Inspector Rydberg will continue to investigate. Chair Schlaeger moved, Supervisor Belland seconded, to approve issuing a cease-and-desist order should that be the recommendation of the building official and building inspector. The motion carried unanimously.

Road issues: Clerk Swanson and Road Superintendent Saumer presented three items of information for the board: An updated report on road inspection activities for 2025, an updated culvert and sign-on-hand inventory, and an inventory of existing signs on town roads with a current assessment of their condition relative to the 2011 sign inventory. Board members were asked to review all three documents for potential future action.

Campus building issues: With the approval of the camera security policy at last month's meeting, Travis Kemen is updating the quotation for installation of the exterior cameras. Clerk Swanson will encourage renewed action on the website domain change. There has been no action on an acknowledgment sign for the picnic shelter. The board received a leaflet on ECE internet for its study and recommendation at a future time. Connection should be underground, with the \$64.95 per month package adequate for the town's needs. Clerk Swanson reported that the renter responsible for the broken kitchen window had reimbursed all costs.

Road Superintendent Saumer reported that Consultant Charles Smith has been meeting with surrounding fire departments and local officials regarding the proposed fire district.

Clerk Swanson and Treasurer Saumer noted that nearly all employees have returned their paid leave notifications, with only three election judges still to do so.

Clerk Swanson reported that a notice of the administrative assistant vacancy had been published in the Pine City Pioneer and that three official applications had been received. The board directed Clerk Swanson, Treasurer

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Saumer, and Acting Deputy Clerk Schneider to review applications and attempt to conduct interviews as soon as possible.

New Business:

Clerk Swanson introduced Resolution 2025-11 establishing building inspection fees. Supervisors noted the recommendation of the planning commission to adopt the proposed fee schedule by DPR Builders. Building Inspector Rydberg voiced his support for the resolution as worded. Members discussed the need to consider raising fees for certain fixed price inspections (e.g. reroofing and residing, etc.). Currently, the schedule imposes a fee of \$75.00, all of which is for the inspection services, unlike other fees for which a portion remains with the township. Chair Schlaeger moved, Supervisor Graham seconded, to adopt Resolution 2025-11 establishing a building inspection fee schedule and to reconsider the fixed cost items at the annual reorganizational meeting of the board in March 2026. The motion carried unanimously. Said resolution shall be a part of these minutes.

Members noted numerous complaints about light emanating from 7440 Cabin Drive (PID 290109001). Chair Schlaeger asked that the owner be invited to the next working planning commission meeting on 9 December to discuss this issue.

Public Forum:

Public forum was offered; no one spoke.

Correspondence:

The board noted Patrice DeGray's communication urging the board to enforce its existing zoning regulations.

FYI:

Chair Schlaeger reported that the October report of new residence building permits had been submitted to the US census bureau.

The next working planning commission meeting will be at 6:30 p.m., Tuesday, 9 December 2025.

A planning commission public hearing will be held at 6:30 p.m., Tuesday, 16 December 2025.

The next regular planning commission meeting will be at 7:00 p.m., Tuesday, 16 December 2025.

The next regular board meeting will be at 7:30 p.m., Tuesday, 16 December 2025.

At 8:24 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