

Royalton Township Reorganizational Board Meeting Agenda  
6052 Royalton Road, Braham, MN 55006  
Email: [royalton@royaltontownship.com](mailto:royalton@royaltontownship.com) – Website: [www.royaltontownship.com](http://www.royaltontownship.com)  
24 March 2026, 6:00 p.m. – Unapproved

Chair calls meeting to order

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

**General administrative detail:**

Elect Chair for 2026/27 – the current chair normally conducts the remainder of this meeting

Elect Vice-Chair for 2026/27

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 29<sup>th</sup>)

Set December meeting date (December 8, 15, 22) 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 27, Monday)

Consider and designate supervisor responsibilities for 2026:

Road supervisor (Pete in 2025)

Buildings & grounds (Jeff in 2025)

Planning commission member (Pete in 2025)

Legal contact (Jeff and Duane in 2025)

*Should there be any additional designations? Fire district representative?*

**Set wage and fee schedule:** (2025 rates in parentheses)

Meeting pay for planning commission members, zoning administrator, and one road equipment operator @ board meeting (\$75 per meeting) – +\$5 in 2025

Primary equipment operator [road superintendent] wage (\$30.00 per hour) (Dan) – +\$2 in 2025

Secondary equipment operator wage (\$24.00 per hour) (Steve) – +\$2 in 2025

Standard township hourly wage (\$20.00 per hour), includes election judges – no change in 2025

Supervisor emergency pay (standard township wage for all hours), with the date and reason appearing on the time sheet to be paid (reduced \$20 in 2025)

Supervisor meeting pay (\$130.00 per meeting) – +\$10 in 2025

Treasurer's meeting pay (\$165.00 per meeting) – +\$5 in 2025

Treasurer's annual salary (\$2,000.00 per year with a maximum of eight (8) extra hours per month at the standard township wage), +\$100 in 2025

Clerk's annual salary (\$0.00)

Clerk's meeting pay (\$165.00 per meeting with a maximum of 16 hours per month at standard wage) – +\$5 in 2025

Administrative assistant salary (new position) (Mollie) \$20 per hour in 2025 with attendance at board meeting to be included in hours

All day training (\$145.00 plus mileage for board members) – no change in 2025

Secondary meeting pay (\$50.00 plus mileage) – no change in 2025

Mileage to follow the federal rate (\$0.725 for 2026)

Zoning administrator's first site visit (\$95.00) - +\$10 in 2025 and monthly stipend of \$70 to cover phone calls, etc. – no change in 2025

Zoning administrator pay (\$26.00 per hour) – +\$2 in 2025

Town hall rent (\$50.00 for resident plus \$200.00 refundable damage deposit; \$100.00 nonresident, plus \$200.00 refundable damage deposit & no charge for residential non-profit organizations and veterans, the latter requiring a damage deposit) – no change in 2025

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 2025

Charge for 8" x 11" photocopies (excluding permits) (\$0.20); the first 30 copies without charge – no change in 2025

**Permit fee schedules:** (2025 rates in parentheses – no change in 2025)

All site permits (\$100.00)

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

-Culvert/driveway permit (\$100.00)

-All other accessory permits, including solar installations and signs (\$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)

-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)

-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)

Building permit fees, established in conjunction with building official and building inspector (Caleb Christenson and Dan Rydberg)

Adopted by Resolution 2025-11 (see attached eight-page schedule)

**Training opportunities**

Minnesota Association of Townships Spring Short Courses (for elected officials)

Minnesota Association of Townships online and in-person training opportunities (for clerks and treasurers)

Clerk and head judge election training by county auditor (required for certification for 2026/2027 elections)

Election judge training by county auditor (required for certification for 2026/2027 elections)

**Motion to adjourn**